

Northern Railway

Headquarters Office,
Baroda House,
New Delhi.
Dated :19.08.2013.

No. 10-W/0/Name of station/ Policy

Director,
IRICEN,
Pune.

Divisional Railway Manager,
Northern Railway,
DLI, FZR, LKO, MB & UMB.

C.A.O./Const.,
Northern Railway,
Kashmere Gate, Delhi.

C.A.O./Const/II,
Northern Railway,
Kashmere Gate, Delhi.

Sr. Divisional Engineer/Co-ord.,
Northern Railway,
DLI, FZR, LKO, MB & UMB.

Principal,
C.E.T.A.,
Kanpur.

Dy.CE/TMC/Line,
State Entry Road,
Delhi.

XEN/FBWP,
Meerut.

Dy.CE/TPP,
Lucknow.

AXEN/Track Depot,
Ghaziabad.

Dy.CE/Br.Line,
Northern Railway,
Lajpat Nagar, NDLS.

Dy.CE/Br.W/Shop,
Northern Railway,
Lucknow.

Dy.CE/Br.W/Shop,
Northern Railway,
Jalandhar Cantt.

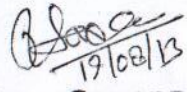
All Engineering Officers,
Baroda House,
New Delhi.

Sub : C.E.'s Circular No.616 on "Provision of sign/name boards for office rooms/premises at platforms and Railway Station Buildings utilized for other than passenger amenities & important office usage dealing with public interface."

Enclosed find herewith **Chief Engineer's Circular No. 616**. This may be circulated to all concerned for implementation of instructions contained therein.

Receipt of this letter may please be acknowledged.

D.A.:- As above.


19/08/13
(Rajeev Saxena)
Executive Engineer/ P&D

Copy to:-

1. Secy.to GM for kind information of GM.
2. Secy.to Pr.CE for kind information of Pr.CE.

NORTHERN RAILWAY

No.10-W/O/Name of station/Policy

Dated: 19.08.2013.

Chief Engineer's Circular No.:- 616

Sub.:- Provision of sign/name boards for office rooms/premises at platforms and Railway Station Buildings utilized for other than passenger amenities & important office usage dealing with public interface.

Ref:- This office letter of even no. dated 20.11.2012.

1.0 Scope:-

This Circular is being issued to give guidance for providing standard sign/name boards for office rooms/premises utilized at railway stations for other than passenger amenities & important office dealing with passenger interface. These guidelines provide size, colour code, lettering and fixing location of these standard sign / name boards.

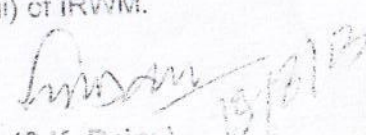
2.0 General:-

It is observed that standard sign/name boards for office rooms/premises at Railway Station and platforms (not dealing with passengers) have either not been provided or provided in a disorderly manner. Therefore, following guidelines are issued to streamline the same and should be read along with above referred letter.

These are issued as under-

- 3.0 All office rooms/premises (e.g. Telecom Room, Battery Room, Relay Room, SSE/C&W Office, SE/Wks./Station Office, ESM Duty Room, D.G. Room etc.) on platforms and at Railway station buildings should have standard sign /name boards.
- 4.0 These sign/name boards should be fixed on the wall (i.e. parallel to the building) immediately above the door of the office/room to which it refers to.
- 5.0 These sign/name boards should have the name of the office/room, it refers to, in Hindi and English. The exact wording of these boards shall be finalized by sectional ADEN in consultation with Commercial, Operating, Mechanical, Electrical & S&T Officers.
- 6.0 The size of the sign/name boards shall be generally 450 mm X 120 mm. A sample size of the board and lettering showing typical dimensions and letters is enclosed.
- 7.0 The size of sign/name boards may be suitably modified in exceptional cases, considering local conditions with sectional ADEN's clearance at wayside stations (category 'D' & 'E'). However, at other category stations ('A1', 'A', 'B' & 'C') it shall require Sectional DEN/S. DEN's approval.
- 8.0 The colour scheme to be adopted for these boards should be black lettering on white background (Para 425(a) (iii) of IRWM). The material used for these boards should be such that it does not require periodical painting or re-writing.
- 9.0 These sign/name boards should be provided as per above guidelines at all stations irrespective of its size and importance.
- 10.0 Existing sign/name boards provided at important stations should be continued and provided as per above guidelines at the time of replacement.
- 11.0 Boards for Passenger Amenities and important offices dealing with passenger working should be provided right angle to the wall as per Para 425 (a) (i) & (ii) of IRWM.

D.A.:- As above.


(S.K. Raina)
Chief Engineer/ P&D

दूरसंचार कक्ष
TELECOM ROOM

BOARD - 450X120
LETTERS - 30mm