

भारत सरकार/ GOVERNMENT OF INDIA  
दक्षिण मध्य रेलवे / SOUTH CENTRAL RAILWAY  
वरिष्ठ सिगनल व दूरसंचार इंजीनियर/विजयवाडा का कार्यालय विजयवाडा  
OFFICE OF THE Sr.DSTE/BZA, DRM OFFICE COMPOUND, VIJAYAWADA DIVISION

विजयवाडा /BZA/एसजी /SG/191/II/158/Vol.III

दिनांक/Dt: 26.09.2023.

सेवा में/To

All Branch officers/BZA

विषय/Sub: Reminder Regarding Official SIM Card Usage and Reporting-reg

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With reference to the above cited subject, it is to reiterate and emphasize an important policy regarding the use of SIM cards issued for official purposes within our organization.

It is essential that all SIM cards issued to staff and officers are solely intended for official use and post based. As part of our commitment to efficient resource management, we must ensure that SIM cards are allocated and accounted for appropriately.

As per our existing policy, when a staff member or officer is relieved from their duties, it is mandatory that they have to hand over their SIM card(s) to the departmental coordinator or the head of their respective department. This handover process is crucial for maintaining an accurate record of SIM card allocation and usage within same organization/Dept.

The responsibility for updating the details of the SIM cards, including the name of the new subscriber who is taking over the SIM card, lies with the departmental coordinator. It is expected that this information is promptly updated to reflect any changes in SIM card ownership.

Furthermore, it is informed and to remind the upcoming date for our quarterly SIM card usage reporting. Starting from September 25, 2023, and continuing every quarter thereafter, it is mandatory for each department to submit a comprehensive report detailing the SIM cards currently in their possession to the mail id [sseteleexhbza@gmail.com](mailto:sseteleexhbza@gmail.com) (mobile no:9701373816)

This report should include the following information for each SIM card:

Sl.No	Sim number	Department	Name of subscriber	Designation of subscriber	PF No

The summary statement format

Sims issued for staff	Sims issued for officers	Spare sims Available on hand due to Transfer/Retirement	Total sims

If failed to submit the above report within the specified timeframe will result in deactivation by the operator and it is requested to surrender the SIM cards associated with the non-compliant department.

VADLAMURI  
BRAHMAJI RAO

Digitally signed by VADLAMURI  
BRAHMAJI RAO  
Date: 2023.09.26 17:16:45 +05'30'

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**ADSTE/Tele/BZA**

For Sr.DSTE/BZA