

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi

P.S.No.14839 / 2018

No.844E/Trg/Policy/MPP/2016.

Dt:- 19.01.2018.

The DRM / NR, DLI, FZR, LKO, MB & UMB.
CAO/C K Gate DLI, CAO/C USBRL/Satyam Complex, Trikuta Ngr / JAT.
CWM / CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB.
Dy CMM / SSB, AMV-LKO & JUDW.
Chief Manager (Ptg & Sty) Punjabi Bagh, Delhi.
DyCE/Bridge, CB-LKO & JUC.

Sub:-REVISED Training Modules for Human Resource / Personnel
Department of Indian Railways.

A copy of Railway Board's letter No. E(MPP)2017/3/30 Dated 20.12.2017 (RBE No.203/2017) is enclosed herewith for your information and necessary action please.

The above P.S.No. is available on the website given as under:-
10.2.2.19/dept/personnel_main.html and

<http://10.2.2.19/dept/personnel/14839.pdf>

Please acknowledge the receipt.

DA. As above.

Monica
19/1/18
(Monica Singh)

For General Manager/P.

Copy to:-

1. All PHODs and All Officers of Personnel Dept. HQs office, Baroda House, NDLS.
2. Genl. Secy NRMU,12 Chelmsford Road, New Delhi.
3. Genl. Secy URMU,166/2, P.K.Road, New Delhi.
4. Genl. Secy AIOBC Rly Emp Asso 171/A3, Basant lane, New Delhi.
5. Zonal. Secy All India SC/ST Rly Emp Asso North Zone office, Baroda House, NDLS.
6. Genl Secy NRPOA Room No.301, HQs office, Baroda House, NDLS.
7. Dy CPO/IT, HQs office, Baroda House, NDLS for uploading on the website.

P.S No = 14839/2018
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प्रधान कार्यालय उत्तर हाऊस
N.R. HQ. Barood Nburg
EGRS No. 88367
9/1/18



GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

P/PO
CPOLIR/91. d/18
Dy/CPOLW
MS
9/1/18

RBE No 223/2017

No.E (MPP) 2017/3/30

New Delhi, dated: 20.12.2017

NR

The General Manager(P),
All Indian Railways/PUs,
Metro Railway/Kolkata
Railway Electrification/Allahabad
DG/RDSO/Lucknow
CAO/DMW/Patiala
CAO/COFMOW/New Delhi



DG/NAIR/Vadodara,
The Directors,
IRIEN/Nasik
IRITM/Lucknow
IRIMEE/Jamalpur
IRISET/Secunderabad
IRICEN/Pune
ED/CAMTECH/Gwalior

Sub: REVISED Training Modules for Human Resource /Personnel Department of Indian Railways.

In view of the changed job requirements of Human Resource /Personnel Department it has been decided to revise the existing training modules for-employees of Personnel Department of Indian Railways as under:

- Induction Course for Clerks/Sr. Clerks - 21 days
- Refresher Course for Clerks/Sr. Clerks - 5 days every 3 years
- Refresher Course for OS/COS/S&WLI - 5 days every 3 years
- Induction Course for Law Assistant - 12 days

2. The Training Modules/detailed course contents are enclosed at Annexure I to IV.
3. All the trainees may be provided with comprehensive study material on each of the topics at the beginning of the training programme. The trainees are expected to read the material and come prepared for discussion. At the beginning of the class a diagnostic test may be conducted by way of objective questions on the day's topic which can be of 20 questions. However, no weightage will be given for marks obtained in these tests and would not be added in the marks scored for the final evaluation.
4. **The Training Module should be implemented w.e.f 1.1.2018**
5. Kindly acknowledge receipt.

DA: Training Modules

(Manoj Pande)
Additional Member/Staff
Railway Board.

Copy to: Principal, Personnel Training Centre, North Western Railway, Jodhpur.

MPP

Copy to:

- 1) The General Secretary, NFIR, 3 Chelmsford Road, New Delhi for information with 35 spares
- 2) The General Secretary, AIRF, 4 State Entry Road, New Delhi for information with 35 spares.
- 3) The Secretary General, FROA, R.No.256-A, Rail Bhavan, New Delhi for information with 5 spares.
- 4) The Secretary General, IRPOF, R.No.268, Rail Bhavan, New Delhi for information with 5 spares.
- 5) All Members, Department Council & Secretary Staff side National Council 13-C, Ferozeshah Road, New Delhi with 90 spares.
- 6) The General Secretary, AIRPF Association, Room No.256-D, Rail Bhavan, New Delhi with 5 spares.
- 7) General Secretary, All India SC & ST Railway Employees Association, 171/B-3, Basant Lane Railway Colony New Delhi (15 copies).



For Secretary/Railways

Copy to:

- i) PS & ED(PG) to MR, MSR(A) & MSR(K)
- ii) PSO/Sr.PPS to CRB, FC, ML, ME, MM, MS, MT, DG(RHS) & DG(RPF)
- iii) Sr.PPS/PPS/PS to AM(Budget), AM(CE), AM(C&IS), AM(Comm.), AM(Elect), AM(Fin), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Staff), AM(RS), AM(T&C), AM(Tele), AM(Traffic), AM(Works), Adv.L(RS), Adv(Vig.), Adv.Fin(Exp), Adv(IR), Adv(Safety), LA, OSD(MIS).
- iv) ED(Plg.), ED(Accts.), EDF(BC), EDCE(B&S), EDCE(G), EDCE(Plg.), ED(CHG), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDE, ED(RRB), EDE(N), EDE(Res), EDF, EDF€, EDF(S), EDF(B), EDF(RM), EDF(X)I, EDF(X)II, ED(H), EDLM, ED(MIS), EDE(GC), ED(T&MPP), EDME(Chg.), EDME(Fr.), EDME(Tr.), EDME(TOT), EDME(Dev.), EDME(W), ED(PC)I, ED(PC)II, ED(PP), ED(Project), ED(Project)/DMRC, EDRE, ED(Safety), JS, JS(C), JS€, JS(P), IG./RPF(Hqs), IG/RS, ED(S9g.), ED(Stat&Econ.), EDRS(C), EDRS(G), EDRS(P), EDRS(S), EDRS(W), ED(TD), EDTT(M), EDT(MC), EDT(P), ED(T&C), EDCE(P), ED(PM), ED(PG), EDTC-I, EDTC(FM), EDTT(F), EDTT(FM), EDTT(S), EDV(A), EDVE, EDV(T), ED(W).
- v) Chief Commissioner of Railway Safety, Lucknow.
- vi) E(Trg.), E(NG)I, E(NG)II, E(G), F(E)I, F(E)II, F(E)III, E(SCT)I, E(SCT)II branches of Railway Board.

