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

No. 2023/CE-II/TK/Inspection

New Delhi, Date 05 .12.2025

Principal Chief Engineers,
All Zonal Railways.

Sub: Inspection of Training Institutes/Centers/Schools in Zonal Railways.
Ref: RB's letter No. 2007/EDCE(P)/Insp. Note dated 07.06.2016

Zonal Railways vide this office letter under reference were advised that the Training Institutes under their jurisdiction shall be inspected by CTEs and CE(G)s at least once in six months.

In continuation to the above, a checklist for inspection of Training Institutes/Centers/Schools is enclosed. Zonal Railways are requested to inspect all the items included in the checklist. The checklist is indicative and not exhaustive.

This issues with the approval of the competent authority.

DA: As above.

(Saurabh Jain)
Director, Civil Engg. (Plg.)
Railway Board

Checklist for inspection of Training Institute/Center/School

SN	Inspection Area	Check list Item	Yes	No	Remarks
1	Infrastructure	Buildings and classrooms are in good condition and well maintained			
2		Premises including toilets areas are clean			
3		Adequate furniture (tables, chairs, desks, podium) is available			
4		Rooms have proper lighting and ventilation			
5		Safe and adequate drinking water supply is provided			
6		Toilets and washrooms are sufficient and segregated by gender			
7		Fire extinguishers, emergency exits and safety signage are in place			
8		First aid kit and access to medical services are available			
9		Hostel accommodation are sufficient for training batches			
10		Hostel facilities are clean and safe			
11		Messing facilities is available or not			
12		Kitchen and canteen facilities are hygienic and clean (if available)			
13		Uninterrupted power supply and backup are available			
14	Teaching Facility	Classrooms are sufficient for training batches			
15		Functional whiteboards			
16		Updated codes and manuals available			
17		Availability of course wise study material			
18		Audio visual teaching facility			
19		Model rooms are properly equipped			
20		Availability of demonstration yard			
21		Library stocked with relevant materials and reading space			
22		Computer labs and internet access available			
23		Qualified and sufficient teaching staff present			
24		Timetables and attendance records properly maintained			
25		Safety instructions visibly displayed and used			
26	Other Facilities	Recreational and sports facilities are available			
27		Notice boards and information displays are up to date			
28		Feedback and grievance redressal mechanism in place			
29		Adequate security measures (guards, CCTV) implemented			
30		Housekeeping and maintenance services			

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No. 2007/EDCE(P)/Insp. Note New Delhi, Dt. 07.06.2016

Principal Chief Engineer
All Zonal Railways

Chief Track Engineer
All Zonal Railways

Chief Engineer(General)
All Zonal Railways

Sub: Inspection of Centralized Training Institute

Additional Member/Civil Engg., Railway Board has directed that Training Institute on Zonal Railways shall be inspected by CTEs and CE(G)s at least once in six months.

The compliance of the above stated direction may please be adhered to. Inspection report may also be furnished to Board's office for information.

(Pankaj Tyagi)
Director Civil Engg.(P)
Railway Board