GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

RBE No.133/2012

No. E(MPP)2005/3/40

New Delhi, Dated: 29.11.2012

The General Manager (P)
All Indian Railways &
Production Units
CORE/Allahabad
CAO/COFMOW
Metro Railway/Kolkata
RDSO/Lucknow

Director General
RSC/Vadodara
Director
IRICEN/Pune
IRIEEN/Nasik
IRIMEE/Jamalpur
IRISET/Secunderabad
IRITM/Lucknow

Sub: Training Module for Chief Staff & Welfare Inspector and Office Superintendent of Personnel & other Departments selected through LDCE Quota

Task Force Committee under Human Resource Reforms Committee for reviewing Training Module for Personnel Department has submitted its report in respect of categories of Chief Staff & Welfare Inspector and Office Superintendent (Personnel & other Departments selected through LDCE Quota).

2. Existing Training Module of Office Superintendent and Chief Staff and Welfare Inspector through 20% LDCE Quota provide for a training programme of 64 and 61 days respectively. The Task Force in consultation with the stake holders have revised the training period for both the category to 21 working days. The training module along with course contents for the above categories is enclosed at **Annexure I and II** and this has the approval of Board.

3. It has been decided that there is a need for changing the existing methodology. At the beginning of the training programme itself the trainees shall be provided with comprehensive study material on each of the topics. The trainees are expected to read the material and come prepared for discussion. At the beginning of the class a diagnostic test should be conducted by way of Objective questions on the day's topic which can be of 20 questions. Later on the instructor will provide all the answers to questions and discuss the various related issues. However, no weightage will be given for the marks obtained in these tests and would not be added in the marks scored for the final evaluation.

4. At the end of the training, the trainees are expected to come out with a suitable module, check list, formats, work flow, flow charts and other tools and techniques to enable processing of practical case, incorporating the best practices available on the Railways/Divisions/Units.

5. Trainees should go on line for study tour to see the practical aspects of the Railway system in relation to various departments covered in the training. Evaluation should continue on the basis of Written test to be conducted at the end of the training.

Contd....2/-

6. The question bank of various facets of Personnel Department should be prepared by Personnel Training Centre, Jodhpur and it would be their responsibility for updating the Question Bank from time to time in view of system or procedural changes.

7. The revised training modules will be applicable for future batches from the date of issue of this letter.

8. The Ministry of Railways has decided that Manual on Management of Training may be amended as per attached Correction Slip No.2/2012

Kindly acknowledge receipt.

Encl: Annexure I & II
Training Manual Slip No.2/2012

(Anil Wason)
Dy. Director/MPP
Railway Board

No. E(MPP)2005/3/40 **New Delhi, Dated: 29.11.2012**

Copy to:

1. The General Secretary, AIRF, 4, State Entry Road, New Delhi, with 35 spares.
2. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi, with 35 spares.
3. The Secretary General FROA, Room No.256-A Rail Bhavan New Delhi with 5 spares.
4. The Secretary General, IRPOF, Room No.268 Rail Bhavan New Delhi with 5 spares.
5. All Members, Departmental Council and 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 Scheduled Castes & Scheduled Tribes Railways Employees Association, 171/B-3 Basant Lane Railway Colony New Delhi (15 copies)

For Secretary/Railway Board

Copy to:

PS & ED(PG) to MR, MSR(A) & MSR(K)
PSO/ Sr.PPS to CRB, FC, ML, ME, MM, MS, MT, DG(RHS), DG(RPF),

Sr.PPS/PPS/PS to AM(Budget), AM(CE), AM(C&IS), AM(Comml), AM(Elect), AM(Fin.), AM(Mech.), AM(Plg), AM(Project), AM(PU), AM(Sig), AM(Staff), AM(Rly Stores), AM(T&C), AM(Telecom), AM(Traffic), AM(Works), Adv.L(RS), Adv(Vig), Adv.Fin(Exp), Adv(IR), Adv(Safety), LA, OSD(MIS).
ED(Plg), ED(Accts), EDF(BC), EDCE(B&S), EDCE(G), EDCE(Plg), ED(Coaching), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDE, ED(RRB), EDE(N), EDE(Res), EDF, EDF(E), 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(E), JS(G), JS(P), IG/RPF(Hqs), IG/RS, ED(Sig), ED(Stat & Econ), EDRS(C), 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), EDTCI, EDTC(FM), EDTT(F), EDTT(FM), EDTT(S), EDV(A), EDV(E), EDV(T), ED(W).
Chief Commissioner of Railway Safety Lucknow.
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.

Manual on Management of Training (June 1998)

ADVANCE CORRECTION SLIP No. 2/2012

S.No.4 of item No. X under Appendix –II of the Manual on Management of Training (Edition 1998) be modified as under: -

5)	Office Superintendent (Personnel & other Departments) selected through 20% LDCE Quota (₹. 9300-34800+ GP 4200)	21 days
6)	Chief Staff & Welfare Inspector selected through 20% LDCE Quota (₹. 9300-34800+ GP 4600)	21 days

(Authority Board's letter No. E(MPP)2005/3/40 dated 29.11.2012)

भारत सरकार
रेल मंत्रालय
(रेलवे बोर्ड)

आरबीई सं.133/2012

सं. ई(एमपीपी)2005/3/40 नई दिल्ली, दिनांक:29.11.2012

महाप्रबंधक (कार्मिक)
सभी भारतीय रेलें और
उत्पादन इकाइयां
कोर/इलाहाबाद
मुलेधि/कॉफमो
मेट्रो रेल/कोलकाता
अअमासं/लखनऊ

महानिदेशक
रेलवे स्टाफ कालेज/वड़ोदरा
निदेशक
ईरिसेन/पुणे
ईरीन/नासिक
ईरिमी/जमालपुर
ईरीसेट/सिकंदराबाद
आईआरआईटीएम/लखनऊ

विषय: सीमित विभागीय प्रतियोगी परीक्षा कोटा के माध्यम से चुने गए कार्मिक एवं अन्य विभागों के मुख्य कर्मचारी एवं कल्याण निरीक्षक और कार्यालय अधीक्षक हेतु प्रशिक्षण मॉड्यूल

कार्मिक विभाग के लिए प्रशिक्षण मॉड्यूल की समीक्षा हेतु मानव संसाधन सुधार समिति के अंतर्गत कार्यबल समिति ने मुख्य कर्मचारी एवं कल्याण निरीक्षक और कार्यालय अधीक्षक (सीमित विभागीय प्रतियोगी परीक्षा कोटा के माध्यम से चुने गए कार्मिक एवं अन्य विभाग) की कोटियों के संबंध में अपनी रिपोर्ट प्रस्तुत की है।

2. 20% सीमित विभागीय प्रतियोगी परीक्षा कोटे के माध्यम से मुख्य कर्मचारी एवं कल्याण निरीक्षक और कार्यालय अधीक्षक के वर्तमान प्रशिक्षण मॉड्यूल में क्रमश: 64 और 61 दिनों के प्रशिक्षण कार्यक्रम की व्यवस्था है। कार्यबल ने दावेकारों के परामर्श से दोनों कोटियों की प्रशिक्षण समयावधि को संशोधित करके 21 कार्यदिवस कर दिया है। उपर्युक्त कोटियों के लिए पाठ्यक्रम विषयवस्तु सहित प्रशिक्षण मॉड्यूल **अनुबंध I और II** पर संलग्न है और यह बोर्ड द्वारा अनुमोदित है।

3. यह विनिश्चय किया गया है कि वर्तमान कार्य विधि को बदलने की आवश्यकता है। स्वयं प्रशिक्षण कार्यक्रम के आरंभ में, प्रशिक्षार्णियों को प्रत्येक विषय के संबंध में व्यापक अध्ययन सामग्री उपलब्ध कराई जाएगी। प्रशिक्षार्णियों से उस सामग्री को पढ़ना और परिचर्चा हेतु तैयार आना अपेक्षित है। कक्षा के प्रारंभ में उस दिन के विषय के संबंध में वस्तुनिष्ठ प्रश्नों के द्वारा एक नैदानिक परीक्षा

2/-

आयोजित की जानी चाहिए जिसमें 20 प्रश्न हो सकते हैं। उसके बाद अनुदेशक प्रश्नों के उत्तर बताएगा और विभिन्न संबंधित विषयों पर विचार-विमर्श करेगा। बहरहाल, इन परीक्षाओं में प्राप्त अंकों के लिए कोई भारिता प्रदान नहीं की जाएगी और अंतिम मूल्यांकन हेतु अर्जित अंकों में नहीं जोड़ी जाएंगी।

4. प्रशिक्षण के प्रारंभ में, प्रशिक्षार्णियों से रेलों/मंडलों/इकाइयों में उपलब्ध सर्वश्रेष्ठ कार्यपद्धतियों को शामिल करते हुए व्यावहारिक मामले पर कार्रवाई को साध्य बनाने के लिए एक उपयुक्त मॉड्यूल, जांच सूची, फॉर्मेटों, कार्य प्रवाह, फ्लो चार्ट और अन्य साधनों एवं तकनीकों के साथ आना अपेक्षित है।

5. प्रशिक्षार्णियों को प्रशिक्षण में शामिल किए गए विभिन्न विभागों के संबंध में रेल प्रणाली के व्यावहारिक पहलुओं को देखने के लिए अध्ययन दौरा करने हेतु ऑन-लाइन जाना चाहिए। प्रशिक्षण के अंत में आयोजित की जाने वाली लिखित परीक्षा के आधार पर मूल्यांकन जारी रहना चाहिए।

6. कार्मिक विभाग के विभिन्न पक्षों का प्रश्न बैंक कार्मिक प्रशिक्षण विभाग, जोधपुर द्वारा तैयार किया जाएगा और प्रणाली या कार्यपद्धति में बदलावों को देखते हुए समय-समय पर प्रश्न बैंक को अद्यतन करना उनका उत्तदायित्व होगा।

7. यह संशोधित प्रशिक्षण माड्यूल इस पत्र के जारी होने की तारीख से सभी भावी बैचो के लिए लागू होगा।

8. रेल मंत्रालय ने विनिश्चय किया है कि संलग्न शुद्धि पर्ची सं. 2 /2012 के अनुसार प्रशिक्षण प्रबंध नियमावली में संशोधन किया जाए।

कृपया पावती दें।

संलग्नक: अनुबंध I एवं II
प्रशिक्षण नियमावली पर्ची सं. 2 /2012

(अनिल वासन)
उपनिदेशक/एमपीपी
रेलवे बोर्ड

...3/-

सं. ई (एम पी पी) 2005/3/40 नई दिल्ली, दि. 29.11.2012

प्रतिलिपि प्रेषित :-

1. महासचिव, ए आई आर एफ, 4 स्टेट एंट्री रोड, नई दिल्ली को सूचनार्थ (35 अतिरिक्त प्रतियां)
2. महासचिव, एन एफ आई आर, 3 चेम्सफोर्ड रोड, नई दिल्ली को सूचनार्थ (35 अतिरिक्त प्रतियां)
3. महासचिव, एफ आर ओ ए, कमरा नं. 256 ए, रेल भवन, नई दिल्ली को सूचनार्थ (5 अतिरिक्त प्रतियां)
4. महासचिव, आई आर पी ओ एफ, कमरा नं.268, रेल भवन, नई दिल्ली (5 अतिरिक्त प्रतियां)
5. राष्ट्रीय परिषद् और विभागीय परिषद् के सभी सदस्य तथा सचिव, कर्मचारी पक्ष, राष्ट्रीय परिषद्, 13-सी, फिरोज़शाह रोड, नई दिल्ली (90 अतिरिक्त प्रतियां)
6. महासचिव, ऑल इंडिया आर पी एफ एसोसिएशन, कमरा नं. 256, रेल भवन, नई दिल्ली-110001 को सूचनार्थ (5 अतिरिक्त प्रतियां)
7. महासचिव, अखिल भारतीय अनुसूचित जाति एवं जनजाति रेलवे कर्मचारी एसोसिएशन, 171/बी-3, बसंत लेन रेलवे कॉलोनी, नई दिल्ली (15 अतिरिक्त प्रतियां)

कृते सचिव, रेलवे बोर्ड

प्रतिलिपि प्रषितः

रेल मंत्री, रेल राज्य मंत्री (ए) और रेल राज्य मंत्री (के) के निजी सचिव और कार्यपालक निदेशक (जन शिकायत)

प्रमुख निजी सचिव :

अध्यक्ष रेलवे बोर्ड, वित्त आयुक्त, सदस्य बिजली, सदस्य यांत्रिक, सदस्य कार्मिक, सदस्य यातायात, महानिदेशक/रेल स्वा. से., महानिदेशक/रे.सु.ब.

प्रमुख निजी सचिव :

अपर सदस्य (बजट), अपर सदस्य (सीई), अपर सदस्य (सीएंडआईएस), अपर सदस्य (वाणिज्य), अपर सदस्य (बिजली), अपर सदस्य (वित्त), अपर सदस्य (यांत्रिक), अपर सदस्य (योजना), अपर सदस्य (परियोजना), अपर सदस्य (उत्पादन इकाइयां), अपर सदस्य (सिगनल), अपर सदस्य (कार्मिक), अपर सदस्य (रेल भंडार), अपर सदस्य (टी एंड सी), अपर सदस्य (दूरसंचार), अपर सदस्य (यातायात), अपर सदस्य (निर्माण), सलाहकार (आरएस), सलाहकार (सतर्कता), सलाहकार वित्त (व्यय), सलाहकार (आईआर), सलाहकार (संरक्षा), विधि सलाहकार, विशेषकार्याधिकारी (एमआईएस)

सभी कार्यपालक निदेशक

मुख्य रेल सुंरक्षा आयुक्त, लखनऊ.

ई (ट्रेनिंग), ई (एन जी) I, ई (एन जी) II, ई (जी), ई (एससीटी) I, ई (एससीटी) II रेलवे बोर्ड की शाखाएं

वित्त (व्यय) -I, II, III

प्रशिक्षण प्रबंध नियमावली (जून 1998)

अग्रिम शुद्धि पर्ची सं. 2 /2012

प्रशिक्षण प्रबंध नियमावली (संस्करण 1998) के परिशिष्ट-II के अंतर्गत मद सं. X की क्र.सं. 4 को निम्नानुसार संशोधित किया जाए:

5)	कार्यालय अधीक्षक (कार्मिक एवं अन्य विभाग) 20% सीमित विभागीय प्रतियोगी परीक्षा कोटे के माध्यम से चुने गए (9300-34800 रुपये + ग्रेड वेतन 4200)	21 दिन
6)	मुख्य कर्मचारी एवं कल्याण निरीक्षक 20% सीमित विभागीय प्रतियोगी परीक्षा कोटे के माध्यम से चुने गए (9300-34800 रुपये + ग्रेड वेतन 4600)	21 दिन

(प्राधिकार: बोर्ड का दिनांक 29.11.2012 का पत्र सं. ई(एमपीपी)2005/3/40)

Annexure – I

Revised (Promotional) Training Module for PERS – 10

DEPARTMENT	PERSONNEL
ACTIVITY CENTRE	Personnel Training Centre/JU
DESIGNATION	Office Superintendent Pay Band 2 (Rs 9300-34800), Grade Pay Rs 4200
STAGE	Selected through LDCE quota
DURATION	21 working days
AIM	To impart deep and expert knowledge in the functional area with practical bias and build other soft skills and competencies.

Module No.	Brief Description	Duration
10.01	Works * Preparation of proposals for works programme including preparation of estimates, schedules, award of tenders, passing of Bills and Arbitration.	01 day
10.02	Stores * Preparing Indents & dealing with store procurement * Drawl of stores * Scrap disposal * Inventory control	01 day
10.03	Audit & Accounts * Preparation of Budget for the respective department including revised estimate, August Review, Allocation of expenditure, Classification of demands of grants, Cannons of financial propriety etc. * Dealing with accounts inspection note, Audit Para, Draft Para Etc.	01 day

	training & without training) *Preparing inter-se & integrated seniority lists	
10.09	**Hours of Work and Period of Rest** *Conducting a Job Analysis for classification/reclassification of posts * Examination of Over Time claims including rosters & links with a view to reduce Over Time claims. *Booking of running, non – running & travelling staff and preparation of links	01 day
10.10	**Labour Laws** *W.C.Act., Factory Act., P.W. Act, I.D. Act., M.W. Act. etc. * Preparation of cases for compensation under Workmen Compensation Act/Ex Gratia etc. *Preparation of remarks/reply for the conciliation proceedings and other cases before labour/industrial courts *Recognition of Trade Unions and facilities to office bearers * Instructions regarding Unrecognised associations * Dealing with Strikes/lock-outs/Dharana/Demonstration etc.	01 day
10.11	**Conduct Rules** * Granting of various permissions under Conduct Rules including forwarding of applications for posts outside Railways * Granting NOC for passport * Granting Ex-India leave	½ day
10.12	**Leave** * Granting Child Care Leave, Maternity Leave, Child Adoption Leave & leave to apprentices etc. * Granting Encashment of Leave in various circumstances like retirement, death, resignation, absorption in other departments/ PSUs , in service leave encashment. * Crediting/debiting of different types of Leave in various circumstances & joining time.	1 day
10.13	**Bills**	01 day

10.04	Man Power Planning * Examination of proposals for creation of posts keeping in view the yard sticks, bench marking, work study reports, vacancy bank, matching surrender, HOER, links (specially creation of running staff and other safety & operational category posts) * Identification and redeployment of surplus staff including absorption of medically de-categorized staff * Dealing with work study reports	01 day
10.05	Discipline & Appeal Rules * Preparation of charge sheets * Conducting inquiry including vetting of inquiry proceedings * Implementation & combination of various penalties * Processing cases for appeal, revision including UPSC/RRT references. *Special provisions and need for enquiry under Rule 14. *Schedule of Powers and authorities competent to impose penalties. * Speaking Orders	02 days
10.06	Selection & Promotion, MACPS * Preparation of proposals for promotion in non gazetted categories keeping in view the AVC, Roster Point, Training required, zone of consideration etc. *Consideration of employees on deputation/leave etc. *Examination and preparation of proposals for MACPS.	01 day
10.07	Reservation Rosters * Preparation and Operation of reservation rosters including L shaped rosters. *Preparation and operation of roster for direct recruitment/PQ/LDCE	01 day
10.08	Seniority * Preparing Seniority lists in complex cases involving penalties, redeployment of surplus staff, absorption of medically de-categorized staff, mutual and own request transfers etc. *Assigning seniority on initial appointment (in case of	01 day

	* Dealing with various types of pay, allowances, advances and other payments, passing of bills etc.	
10.14	Settlement * Processing of Pension cases including ONR, Medical unfit/de-categorized cases, Ex serviceman, staff absorbed in other departments /PSUs, staff retired from work charged posts etc. *Effect of pending/contemplated Disciplinary cases & punishment in pension cases including preparation of a reference for pension cut.	01 day
10.15	Recruitment (Including Compassionate Ground and other Appointments) * Rules for rectt. & training * Preparation of case for CG Appointment keeping in view the inquiry report, eligibility, age limit, educational qualification, competency, multiple chances etc. * Appointment of land losers and other special cases like Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARGESS) etc	1 day
10.16	Court Cases * Preparation of Para wise remarks & preparation of appeals & SLPs in respect of cases in CAT/High Court/ Supreme Court and other Courts and legal forums as applicable to the department.	½ day
10.17	Right to Information Act. * Dealing with RTI cases & Citizen charter & other related legislative measures affecting administration * Transparency & Vigilance	½ day
10.18	Fixation of Pay *At the time of initial Appointment (on first appointment) *On Promotion *On posting from cadre post to ex-cadre post *On posting from ex cadre to cadre post *On "own request" transfer on bottom seniority to another seniority unit *On absorption in another post on medical de-	01 day

	categorization of non running & running staff *On posting from ex cadre to higher ex cadre post *Surplus staff redeployed on alternative post *Running staff selected under GDCE quota to non – running posts * Fixation under RS(RP) Rules, 2008 and further clarifications thereunder	
10.19	**Staff Welfare** *SBF, GIS, Staff Colonies, Holiday Homes, Co-operative Societies, medical facilities, RELHS etc. *Pass Rules	½ day
10.20	**Supervisory Skills** * Role of Supervisor in Personnel and other Departments * Leadership & Leadership styles * Motivation * Communication * Time Management * Stress Management * Interpersonal Skills * Energy Conservation	01 day
10.21	**Computers and IT** 1. Introduction to Computers – * Hardware, Software – Operating System & Applications 2. Introduction to Office Applications – * Word * Excel * Access * Power Point 3. Communication – * Internet * E-Mail	(One hour daily along with other topics)

	* Networking 4. RDBMS 5. Applications like PRIME, AFRES, ERP, REIS, FTS etc. as applicable.	
10.22	Study cum Project Tour Focusing on * Staff contact, complaint registers, service records verification etc * Maintenance of leave accounts. * Station visit (duty rosters, grievance registers, Labour Laws compliance etc.)	01 day
	Written Test	01 day
	TOTAL	21 days

Annexure – II

Revised (Promotional) Training Module for PERS - 11

DEPARTMENT	PERSONNEL
ACTIVITY CENTRE	Personnel Training Centre/JU
DESIGNATION	Chief Staff &Welfare Inspector – Pay Band 2 (Rs9300-34800) Grade Pay Rs 4600
STAGE	Selected through LDCE quota
DURATION	21 working days
AIM	To impart deep and expert knowledge in the functional areas with practical bias and build other soft skills and competencies.

Module No.	Brief Description	Duration
11.01	**Works** * Preparation of proposals for works programme including preparation of estimates, schedules, award of tenders, passing of Bills, Arbitration.	01 day
11.02	**Budget** * Preparation of Budget for Personnel department including revised estimate, August Review, Allocation of expenditure etc.	01 day
11.03	**Man Power Planning** * Examination of proposals for creation of posts keeping in view the yard sticks, bench marking, work study reports, vacancy bank, matching surrender, HOER, links (specially creation of running staff and other safety & operational category posts) * Identification and redeployment of surplus staff including absorption of medically de-categorized staff * Dealing with work study reports	01 day
11.04	**Discipline & Appeal Rules** * Preparation of charge sheets * Conducting inquiry * Implementation & combination of various penalties	02 day

	* Processing cases for appeal, revision including UPSC/RRT reference. * Special provisions and need for enquiry under rule 14. * Schedule of Powers and authorities competent to impose penalties. * Speaking Orders	
11.05	**Selection & Promotion, MACPS** * Preparation of proposals for selection in non gazetted categories keeping in view the AVC, Roster Point, Training required, zone of consideration etc. * Consideration of employees on deputation. * Examination & preparation of proposals under MACPS.	01 day
11.06	**Reservation Rosters** * Preparation and Operation of reservation rosters including L shaped roster. * Preparation and operation of rosters for direct recruitment / PQ / LDCE.	½ day
11.07	**Seniority** * Preparing Seniority lists in complex cases involving penalties, redeployment of surplus staff, absorption of medically de-categorized staff, mutual and own request transfer. * Assigning seniority on initial appointment (in case of training & without training) * Preparing inter-se and integrated seniority lists	½ day
11.08	**Hours of Work and Period of Rest** *Conducting a Job Analysis for classification/ reclassification of posts * Examination of Over Time claims including rosters and links with a view to reduce Over Time claims. * Booking of running, non – running and other travelling staff and preparation of links * Preparation of all types of rosters according to HOER	02 day
11.09	**Labour Laws** * Preparation of proposals for compensation under Workmen Compensation Act/Ex Gratia etc.	01 day

	* Preparation of remarks/reply for the conciliation proceedings * Display of abstracts of Labour Laws at various Units. * Ensuring and compliance of provisions of various Acts. like Factories Act., P.W. Act., I.D. Act. M.W. Act.etc. * Recognition of Trade Unions and Facilities to office bearers, PNM and facilities to office bearers * Instructions regarding Unrecognised associations * Dealing with Strikes/lock-outs/Dharna/Demonstration etc	
11.10	Conduct Rules * Granting of various permissions under Conduct Rules including forwarding of applications for posts outside Railways. * Granting NOC for passport * Granting Ex India leave	½ day
11.11	Leave * Granting Child Care Leave, Maternity Leave, Child Adoption Leave, leave to apprentices etc. * Encashment of Leave in various circumstances like retirement, death, resignation, absorption in other departments / PSUs , service leave encashment. * Crediting /debiting of various types of Leave in various circumstances .	½ day
11.12	Bills * Preparations of Bills and various types of pay, allowances & advances.	01 day
11.13	Settlement * Processing of Pension cases including ONR, Medical unfit/de-categorized, Ex serviceman, staff absorbed in other departments /PSUs, staff retired from work charged post etc. * Effect of pending/contemplated disciplinary cases and punishment in pension cases.	01 day
11.14	Compassionate Ground and other Appointments * Conducting inquiry for C.G. appointment	01 day

	* Preparation of case sheet for CGA keeping in view of inquiry report, age limit, educational qualification, competency, multiple chances etc. * Appointment of land losers and other special cases like Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARGESS) etc * Casual Labour, Substitute & Bungalow peons	
11.15	Court Cases * Preparation of Para wise remarks & preparation of appeals & SLPs * Preparation of para wise remarks for cases before Labour Court and Industrial Tribunals *Nomination of counsels, performance evaluation, formation of panel of advocates.	½ day
11.16	Right to Information Act. * Dealing with RTI cases & citizen's charter & other related legislative measures affecting administration * Transparency & Vigilance	½ day
11.17	Audit & Accounts * Dealing with Accounts inspection Note, Audit Objection, Draft Para etc.	½ day
11.18	Fixation of Pay *At the time of initial Appointment (on first appointment) *On Promotion *On posting from cadre post to ex-cadre post *On posting from ex cadre to cadre post *On "own request" transfer on bottom seniority to another seniority unit *On absorption in another post on medical de-categorization non running & running staff *On posting from ex cadre to higher ex cadre post *On redeployment of Surplus staff *On Running staff selected under GDCE quota to non –	01 day

	running posts * Fixation under RS(RP) Rules, 2008 and further clarifications thereunder	
11.19	**Staff Welfare** *SBF, GIS, Colonies, Holiday Homes, Co-Operative Societies, Rly. Schools, Cultural Activities, Handicraft Centres, Canteens, Scout & Guides etc. *Medical Facilities, RELHS *Pass Rules	01 day
11.20	**Inspections & Grievances Redressal** *Checking of records and compliance of Labour Laws during station inspection *Staff contact, type of grievances, Redressal of grievances, complaint registers, Non Payment meetings etc.	½ day
11.21	**Supervisory Skills** * Role of S&WI *Interaction with staff as well as retired staff and their families * Leadership & Leadership styles * Motivation * Communication * Time Management * Stress Management * Interpersonal Skills * Energy Conservation * Counseling	01 day
11.22	**Computers and IT** 1. Introduction to Computers – * Hardware, Software – Operating System & Applications 2. Introduction to Office Applications – * Word * Excel	(One hour daily along with other topics)

	* Access * Power Point 3. Communication – * Internet * E-Mail * Networking 4. RDBMS 5. Applications like PRIME, ITAS, AFRES, ERP, REIS, FTS etc.	
11.23	**Study cum Project Tour** Focusing on * Staff contact, complaints, registers, service records verification * Leave Rules and maintenance of leave accounts. * Station visit (duty rosters, grievance registers, Labour Laws compliance etc)	01 day
	Written Test	01 day
	TOTAL	21 days