Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)

No. E(MPP)2009/1/34 Dated: 02.02.2011

Principal
ZRTI Central Railway, Bhusaval
ZRTI/East Central Railway Muzaffarpur
ZRTI/Northeast Frontier Railway Alipurduar
ZRTI/Southern Railway Trichy
ZRTI/South Eastern Railway Sini

Principal
ZRTI/Eastern Railway Bhuli
ZRTI/Northern Railway Chandausi
ZRTI/North Western Railway, Udaipur
ZRTI/South Central Railway Maula Ali

Sub: -Development of Training Modules pertaining to Traffic(Commercial) and Traffic(Transportation) Dept

During the meeting of the Principals of Zonal Railway Training Institute on 1st and 2nd February 2011, it has been decided that following Principals should prepare the training modules along with the course contents for all categories as under: -

(a) ZRTI/Bhusaval – Refresher/Promotional/ Specialized courses for Commercial Dept(Preferably Combined Module)
(b) ZRTI/Chandausi – Initial courses for Commercial Dept
(c) ZRTI/Udaipur - Initial courses for Transportation Dept
(d) ZRTI/Maula Ali – Promotional Courses for Transportation Dept
(e) ZRTI/Trichy Refresher/Specialized Courses for Transportation Dept(Preferably Combined Module)
(f) ZRTI/Muzaffarpur – Initial/Promotional/Refresher for erstwhile Group 'D' staff in Commercial and Transportation Dept.

Principals must prepare the Refresher/Promotional/ Specialized courses in such a way that every staff of Commercial & Transportation Dept is trained once in three years.

The possibility of Combined Refresher courses being made mandatory in Commercial Dept be explored. The Combined Refresher courses could be of 6 to 18 days duration including evaluation/tour/visit.

Important topics like First Aid, Disaster Management, Customer Care, Rajbhasha, etc can be considered for being included in Initial/Promotional/Refresher/Specialized courses for all categories. ZRTI/Bhusaval and ZRTI/Trichy should consider preparing a special course for sports person.

The initial course for all categories should be within the time limit of 1 year as envisaged in Board(MT)'s letter dated 19.5.2009 circulated during the meeting. A copy of the same is enclosed.

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As has been in the case of technical departments the possibility of clubbing the Refresher/Promotional Courses be examined and this can be organized once in 3 years and whenever promotion is to be given the same course can be made use as a Promotional course.

It is understood that all the Principals have jot down their suggestions/comments on the presentations and on reaching their ZRTI, these be discussed with their Instructors and arrange to furnish the same to the respective ZRTIs who are preparing the Training Modules latest by **15th February 2011**. The nominated ZRTIs will submit the draft Training Modules/Course Contents to Chairman/HRRC **not later than 15th March 2011**. In order to give a final shape to the training modules, the next meeting is being scheduled at ZRTI/MaubAli on 24th and 25th March 2011.

DA: as above

2/2/11
(Anil Wason)
Dy. Director/MPP
Railway Board

सदस्य यातायात, रेलवे बोर्ड और पदेन सचिव,
भारत सरकार
रेल मंत्रालय
नई दिल्ली-११० ००१
MEMBER TRAFFIC, RAILWAY BOARD
AND EX-OFFICIO SECRETARY TO
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
NEW DELHI-110001

सत्यमेव जयते

SHRI PRAKASH

DO No. 2009/Safety-I/13/1

May 19, 2009

My dear (COMs, All Zonal Railways)

Sub: **Training of Traffic staff**

I had reviewed the Traffic Staff Training Schedule during a meeting held on 12-05-2009 with the Principals of nine ZRTIs and the nominated Training Managers (SAG Officers looking after the training of Transportation Staff) of all the Railways. The following items noted are a cause of concern:

(i) Very little interest taken by the Training Managers; emphasis on training related to the working environment is grossly inadequate. (Training Manager of your Railway did not even attend this meeting)* *(Only for SER,NFR,SWR,NR,WR)

(ii) Few of the Training modules have become outdated; reconciliation and updation is required to bring uniformity and standardization of various courses being run at different ZRTIs.

(iii) Large number of candidates failing during end-of-training examination conducted at ZRTIs. This reflects adversely on the quality of training imparted at ZRTIs.

(iv) Delay in declaration of results by all ZRTIs (except Udaipur).

(v) Inadequate sparing of Commercial Staff and some categories of Operating Staff, like Section Controllers, for undergoing training. The reasons for this need to be gone into. If required, the duration of the course can be recommended for reduction.

(vi) Latest systems deployed in the field like FOIS, ICMS, UTS, Data Loggers, BPAC, SSI/EI, etc. are not available to the trainees for familiarization. A provision should be kept in the estimates of these projects, both on-going as well as new, to cater for the requirement of Model Rooms in all ZRTIs.

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(vii) Selection of instructors and timely filling of their vacancies is essential.

(viii) The field training of some of the directly recruited staff is largely unstructured. The Training Module for Traffic/Commercial Apprentices is of a duration of two years out of which one and a half year is field training. There is a lot of redundancy and scope exists for reducing this training period to one year.

You may depute your Training Managers to visit the nominated ZRTI of your Railway more frequently to study the problems faced by the faculty and trainees. You may during field inspections obtain a similar feedback from the line staff and seek suggestions from them to bring in improvements.

I would like to hold another meeting with the COMs, after a month or two; during this period preparatory work may be done to streamline training of Traffic Staff.

With best wishes,

Yours sincerely,

(Shri Prakash)