GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBE NO. 25/2002
Training Manual
Correction Slip No.1/2002

No.E(MPP)99/19/1/ 5.3 New Delhi, dated 25.02.2002

The General Manager
All Indian Railways including Production Units
CORE/Allahabad.
Metro Railway/Kolkata
COFMOW/New Delhi
The Director General,
RDSO/Lucknow.

Sub: - Report of the Railway Safety Review Committee (Part-I) 1998—Successful completion of training course should be linked to promotion--Recommendation No.5.3

The Railway Safety Review Committee vide Recommendation No.5.3 have recommended as under: -

"Successful completion of training course should be linked to promotion/increment."

2. The recommendation has been accepted with regard to linking successful completion of training to promotion for the Safety categories only.

3. In this context, Board has decided that

(a) pre-promotional/promotional courses should be made mandatory for promotion to the 18 safety categories listed at Annexure-I. Henceforth no distinction shall be made between pre-promotional and promotional course and all courses prescribed in the context of promotion will now be referred as promotional course;

(b) Pre-promotional/promotional course should be made mandatory at different stages where change of designation is involved but not for different pay scales within the same category. e.g. Switchmen should undergo promotional courses for promotion as ASM and thereafter another promotional course for promotion as Section Controller but not for promotion from ASM in a lower grade to ASM in a higher grade or for promotion as SM in so far as Traffic(Transportation) is concerned;

.....2/

(c) Pre-promotional/promotional course should be made mandatory while promoting Junior Engineer(JE) to Section Engineer(SE) but not for promotion within JE(Gr.II to Gr.I) and SE(SE to SSE) except in case of Signal Supervisors where the promotional course is mandatory while promoting JE(Gr.II) to JE(Gr.I);

(d) The various promotional courses that would be required for the above stated safety categories have been indicated at Annexure-II

(e) Wherever a promotional course is prescribed, the same has to be strictly implemented in each and every case and there should not be any instance of promotion of a candidate without attending/passing the promotional course.

(f) It should be ensured that as required by para 227 of IREM, vol.I (1989) based on the instruction contained in Board's letter No.E(NG)I/76/PM1/219 dated 19.11.77 and E(NG)I-85-PM1/4 dated 30.4.85 as and when an employee is nominated for the promotional course, he should be relieved for the same without any exception.

(g) The staff should be directed/relieved to attend the mandatory courses well in advance, of initiation of process of selection/empanelment/promotion, to the next higher grade.

4. Railways are directed that the above instruction should be strictly complied with and no laxity should be allowed in relieving the staff for promotional courses.

5. The Ministry of Railways have decided to modify the "Manual on Management of Training", (Edition, 1988) as per the Correction Slip No. 1/2002enclosed.

Kindly acknowledge receipt of this letter.

(Vijayanand)
Deputy Director(Training)
Railway Board.

...3/

No.E(MPP)99/19/1/5.3. New Delhi, dated 25 .02.2002

Copy to:-

The Director
IRICEN, Pune
IRISET, Secunderabad
IRIMEE, Jamalpur
IRIEEN, Nasik, for information

The Director General
RSC,
Vadodara

(Vijayanand)
Deputy Director(Training)
Railway Board.

No.E(MPP)99/19/1/ 5.3 New Delhi, dated 25.02.2002

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 Bhawan, New Delhi for information with 5 spares.
4. The Secretary General, IRPOF, R.No.268, Rail Bhawan, New Delhi for information with 5 spares.
5. The Secretary General, All India RPF association, Room No. 549, Rail Bhawan, New Delhi-110001 for information with 5 spares.
6. All Members, Departmental Council and National Council and Secretary Staff Side National Council, 13-C, Ferozeshah Road, New Delhi(90 spares)

for Secretary, Railway Board.

Copy to:- AM(CE), AM(ELECT), AM(MECH),AM(S&T), AM(TT), AM(Staff), OSD(MS) .
EDE(N), EDE(IR), ED(Safety),
JDE(L), DDE(LR)I, DD(TCP)
E(NG)I, E(NG)II, E(Trg.)

ANNEXURE-I

## LIST OF CATEGORIES

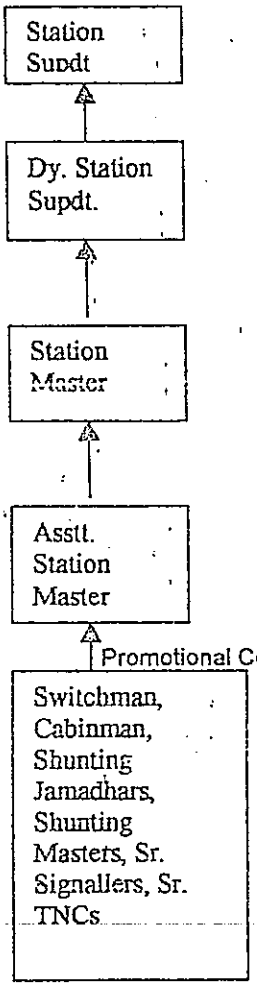
1. ASM/SM
2. GUARD
3. CABINMAN
4. SWITCHMAN
5. SECTION CONTROLLER
6. YARD MASTER
7. TRANSPORTATION INSPECTOR
8. DIESEL ASSISTANT/ELECTRIC ASSISTANT
9. JE/SE/SSE(C&W)
10. JE/SE/SSE P.WAY
11. SUPERVISOR (P.WAY)
12. TRACK MACHINE OPERATOR/SUPERVISORS
13. JE/SE/SSE SIGNAL/SIGNAL SUPERVISORS
14. ESM
15. MSM
16. TRACTION POWER CONTROLLER(TRD SUPERVISORS)
17. TRACTION FOREMAN, TRACTION LOCO CONTROLLER (TRS SUPERVISORS)
18. TRAIN EXAMINER(EMU) (EMU SUPERVISORS)

**ANNEXURE-II**

## SYSTEM OF STAGEWISE MANDATORY TRAINING OF VARIOUS SAFETY CATEGORIES

The stage-wise training in safety categories has been made mandatory at certain stages. These stages for various categories of staff are shown below along with nature of training whether mandatory or otherwise.

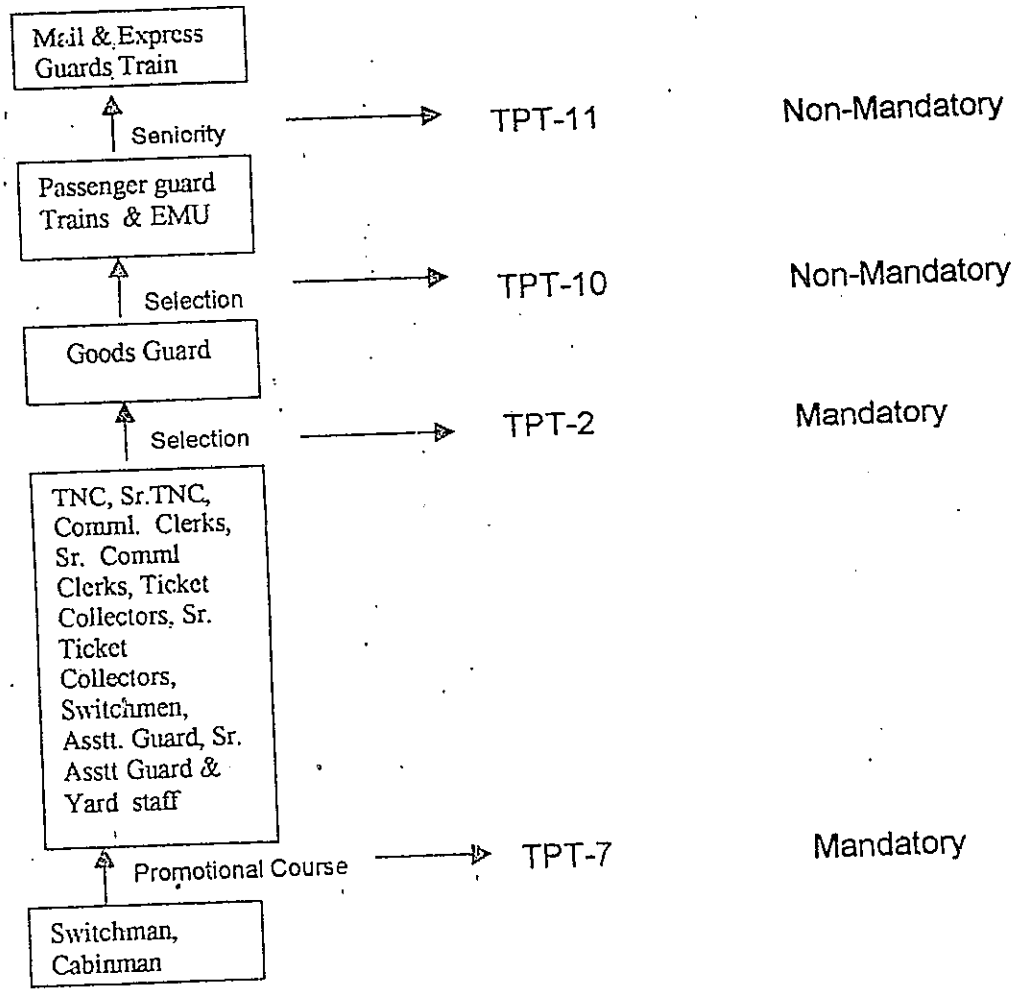
| | | |
|---|---|---|
| 1. SM/ASM | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March1998} | Mandatory/ Non-Mandatory |




| | | |
|---|---|---|
| → | TPT-11 | Non-Mandatory |
| → | TPT-10 | Non-Mandatory |
| → | TPT-1 | Mandatory |

Note:- The above diagram does not indicate AVC

| 2. Guards | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |
|---|---|---|

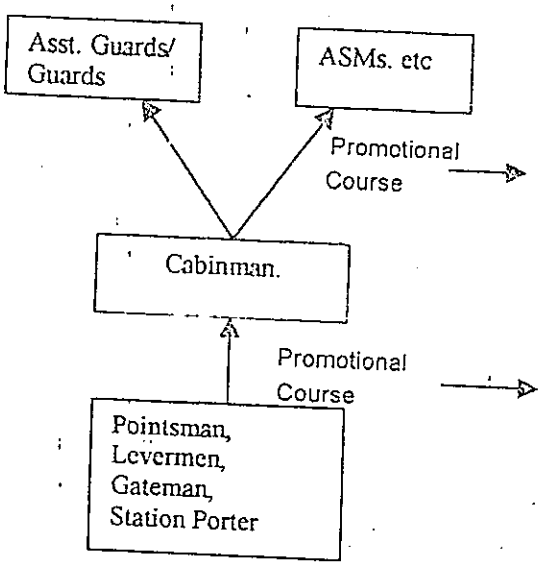



Note:- The above diagram does not indicate AVC

3. CABINMAN

Any Training Course Prescribed
{Approved Modules of Traffic (Transportation) March 1998}

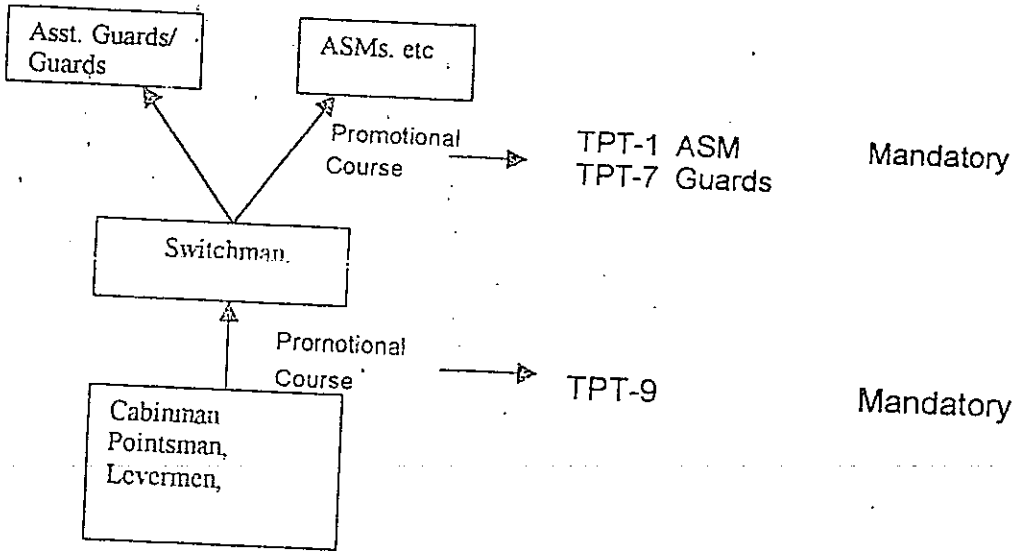
Mandatory/ Non-Mandatory




4.SWITCHMAN

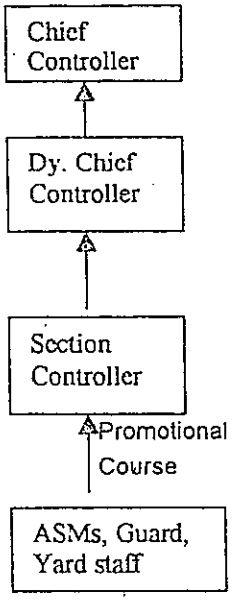
Any Training Course Prescribed
{Approved Modules of Traffic (Transportation) March 1998}

Mandatory/ Non-Mandatory



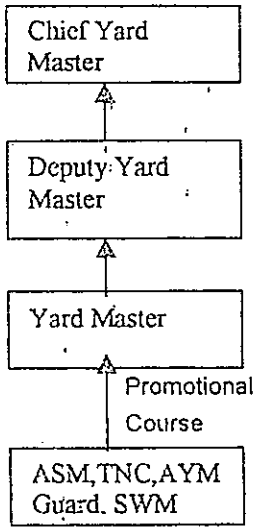

Note:- The above diagram does not indicate AVC

| | | |
|---|---|---|
| 5.SECTION CONTROLLER | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |




TPT-10 Mandatory

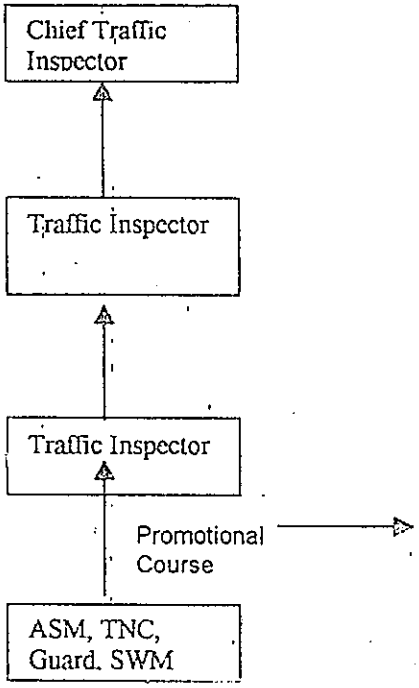
| | | |
|---|---|---|
| 6.YARD MASTER | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |




TPT-10 Mandatory

Note:- The above diagram does not indicate AVC

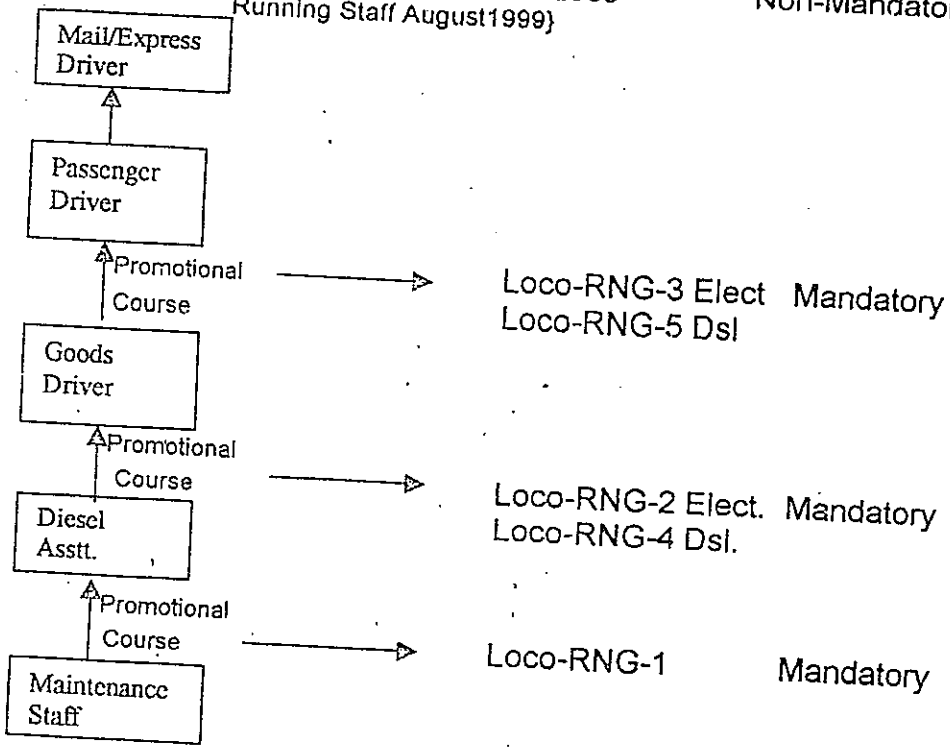
| | | |
|---|---|---|
| 7. TRAFFIC INSPECTOR | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |



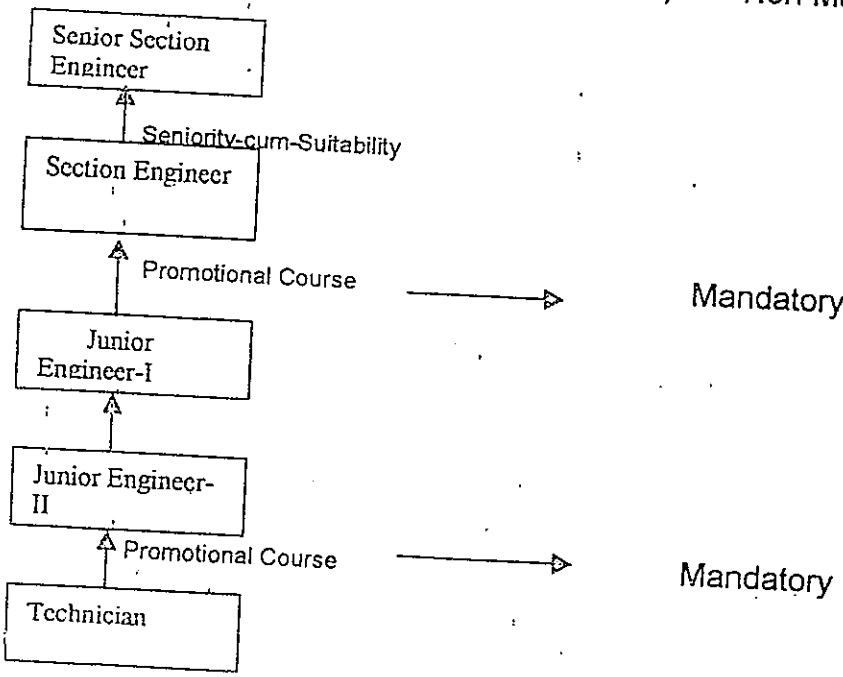

| | | |
|---|---|---|
| Promotional Course | TPT-10 | Mandatory |

Note:- The above diagram does not indicate AVC

8.DRIVERS Any Training Course Prescribed {Approved Modules of Loco Running Staff August1999} Mandatory/ Non-Mandatory

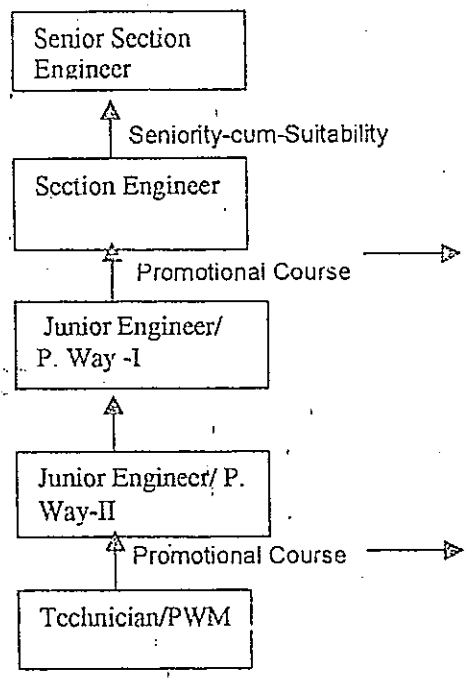



9.JE/SE/SSE Any Training Course Prescribed (Training modules under consideration) Mandatory/ Non-Mandatory (TXR)




Note:- The above diagram does not indicate AVC

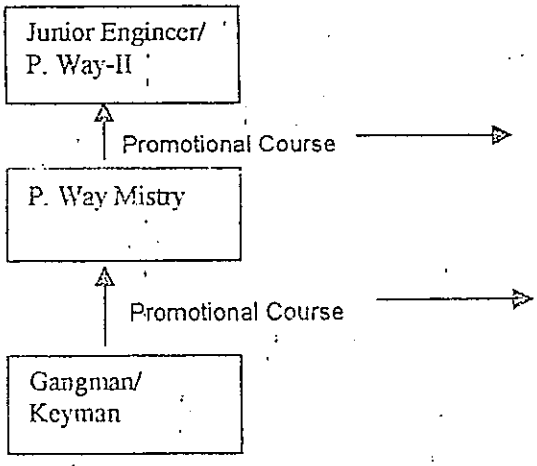
10.JE/SE/SSE (P.WAY) Any Training {Approved Modules of Civil Engineering Staff December 2000} Course Prescribed Mandatory/ Non-Mandatory




CE-10 CE-11 Mandatory

CE-7 Mandatory

11.SUPR.(P.WAY) Any Training Course Prescribed {Approved Modules of Civil Engineering Staff December 2000} Mandatory/ Non-Mandatory

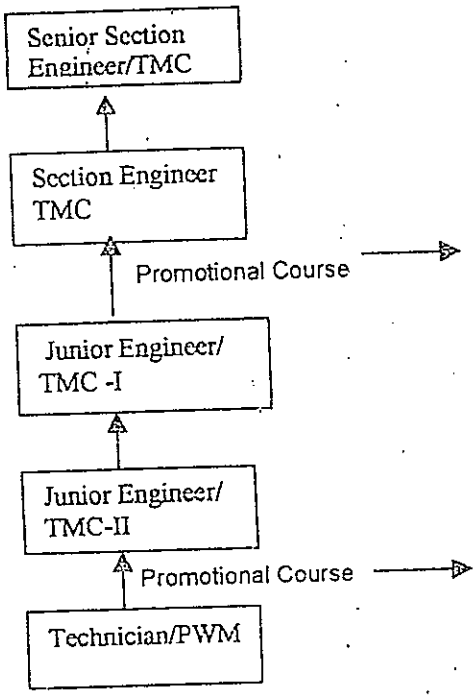



CE-7 Mandatory

CE-4 Mandatory

Note:- The above diagram does not indicate ~~AVC~~

| | | |
|---|---|---|
| 12.TMC* SUPERVISORS | Any Training Course Prescribed {Approved Modules of Civil Engineering Staff December 2000} | Mandatory/ Non-Mandatory |



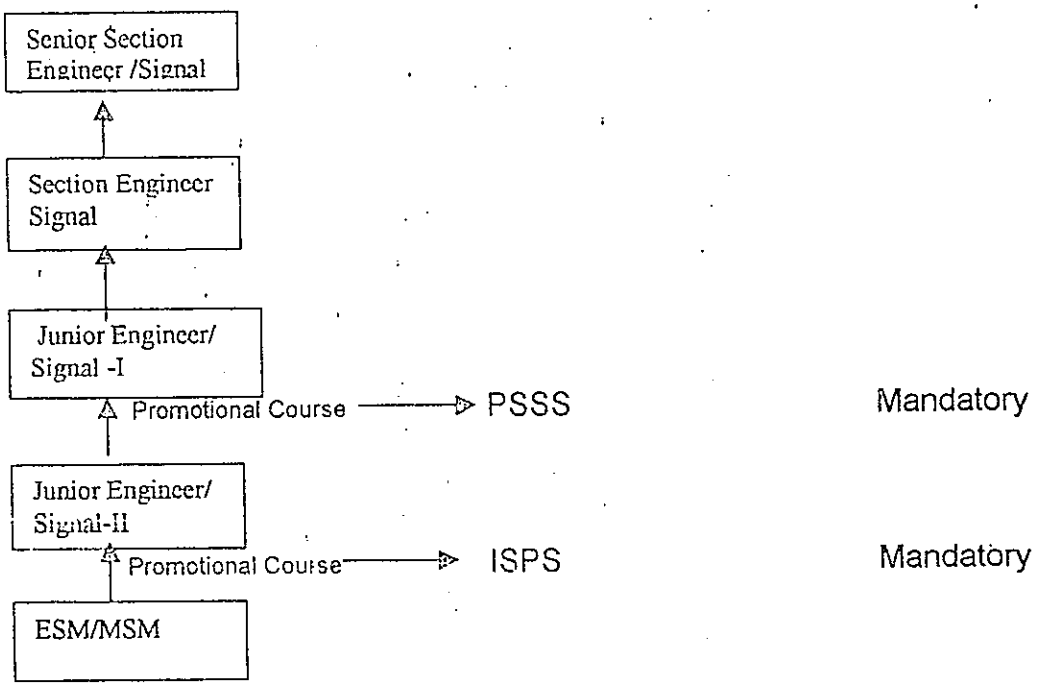

Course will be prescribed Shortly — Mandatory

CE-40 — Mandatory

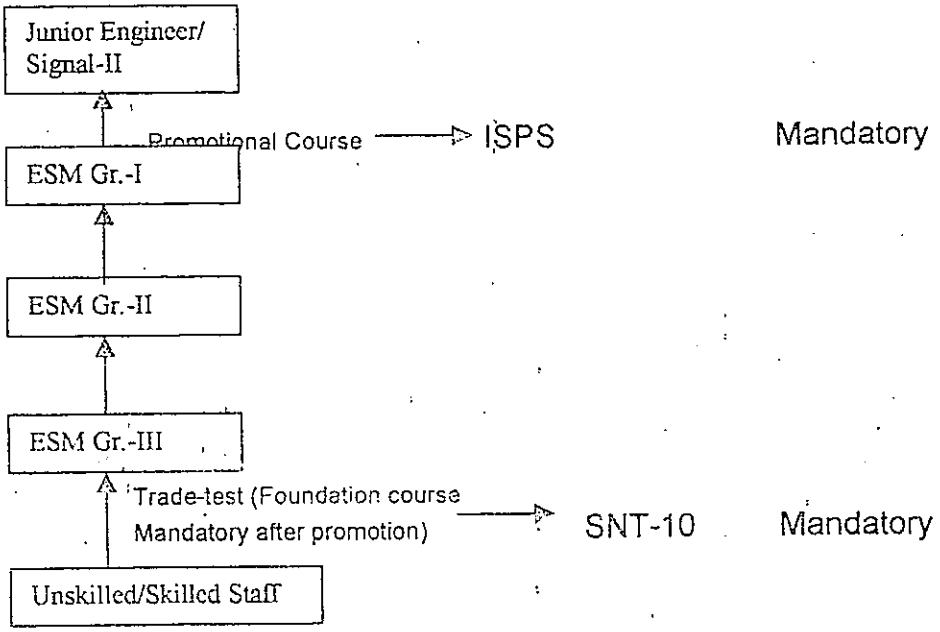
*Track Machine

Note:- The above diagram does not indicate AVC

| | | |
|---|---|---|
| 13. SIGNAL SUPERVISORS | Any Training Course Prescribed {Approved Modules of S&T Supervisory Staff September 1999} | Mandatory/ Non-Mandatory |

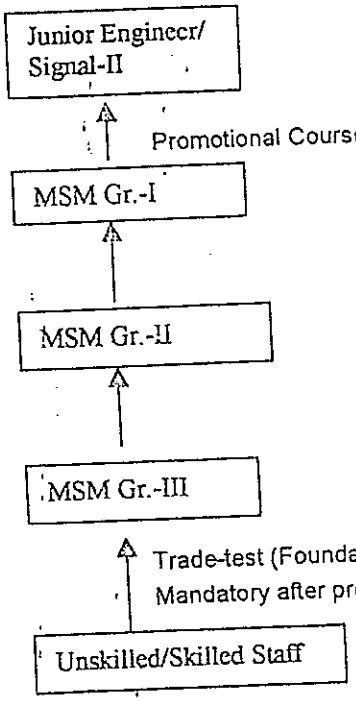



| | | |
|---|---|---|
| 14. ESM | Any Training Course Prescribed {Approved Modules of S&T Staff August 1999} | Mandatory/ Non-Mandatory |




Note:- The above diagram does not indicate AVC

| | | | |
|---|---|---|---|
| 15.MSM | Any Training {Approved Modules of S&T Staff August 1999} | Course Prescribed | Mandatory/ Non-Mandatory |

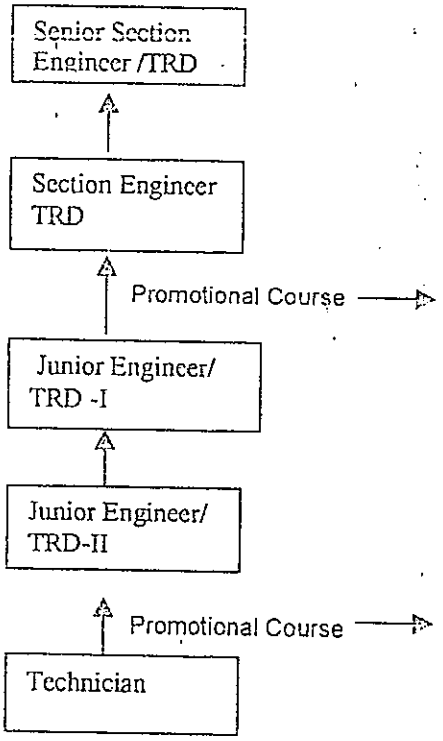



ISPS — Mandatory

SNT-10 — Mandatory

Note:- The above diagram does not indicate AVC

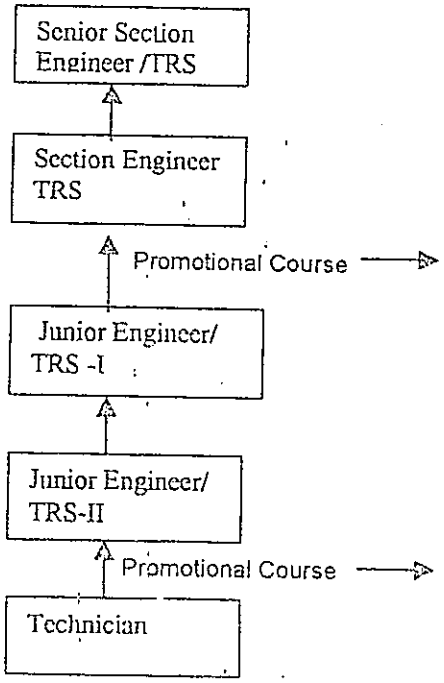
| | | | |
|---|---|---|---|
| 16.TRD SUPERVISORS | Any Training Course Prescribed {Approved Modules of Electrical Staff Feb. 2001} | | Mandatory/ Non-Mandatory |




Course will be prescribed Shortly — Mandatory

ELECT-11 — Mandatory

| | | | |
|---|---|---|---|
| 17.TRS SUPERVISORS | Any Training Course Prescribed {Approved Modules of Electrical Staff Feb.2001} | | Mandatory/ Non-Mandatory |

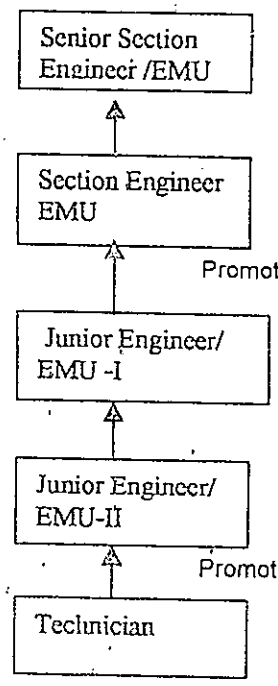



Course will be prescribed Shortly — Mandatory

ELECT-32
ELECT-33 — Mandatory

Note:- The above diagram does not indicate AVC

| 18.EMU SUPERVISORS | Any Training Course Prescribed {Approved Modules of Electrical Staff Feb 2001} | Mandatory/ Non-Mandatory |
|---|---|---|




| | | |
|---|---|---|
| Promotional Course → | Course will be prescribed Shortly | Mandatory |
| Promotional Course → | ELECT-48 | Mandatory |

Note:- The above diagram does not indicate AVC

Manual of Management of Training
(June 1998)
Advance Correction Slip No. I /2002

Para 5.5.3.3 to Para 5.5.3.7 below para 5.5.3.2 under Item No.5 –Training Plan of the Manual on Management of Training (June 1998) may be inserted as under:

5.5.3.3 Pre-promotional/promotional courses should be made mandatory for the safety categories listed at Appendix-VI. Henceforth no distinction shall be made between pre-promotional and promotional course and all courses prescribed in the context of promotion will now be referred as promotional course.

5.5.3.4 Pre-promotional/promotional course should be made mandatory at different stages where change of designation is involved but not for different pay scales within the same category. e.g. Switchmen should undergo promotional courses for promotion as ASM and thereafter another promotional course for promotion as Section Controller but not for promotion from ASM in a lower grade to ASM in a higher grade or for promotion as SM in so far as Traffic(Transportation) is concerned. Same principle is to be observed for other categories e.g. pre-promotional/promotional course should be made mandatory while promoting Junior Engineer(JE) to Section Engineer(SE) but not for promotion within JE(Gr.II to Gr.I) and SE(SE to SSE), unless an exception has been made specifically.

5.5.3.5 The various promotional courses that would be required for the above stated safety categories have been indicated at Appendix-VII.

5.5.3.6 Wherever a promotional course is prescribed as mandatory, the same has to be strictly implemented in each and every case and there should not be any instance of promotion of a candidate without attending/passing the promotional course, especially in respect of safety category of staff listed at Appendix-VI.

5.5.3.7 It should be ensured that as required by para 227 of IREM, vol.I (1989) based on the instruction contained in Board's letter No.E(NG)I/76/PM1/219 dated 19.11.77 and E(NG)I-85-PM1/4 dated 30.4.85 as and when an employee is nominated for the promotional course, he should be relieved for the same without any exception.

(Authority Board's letter No. E(MPP)99/19/1/5.3 dated 25 .02.2002)

APPENDIX -VI

## LIST OF CATEGORIES

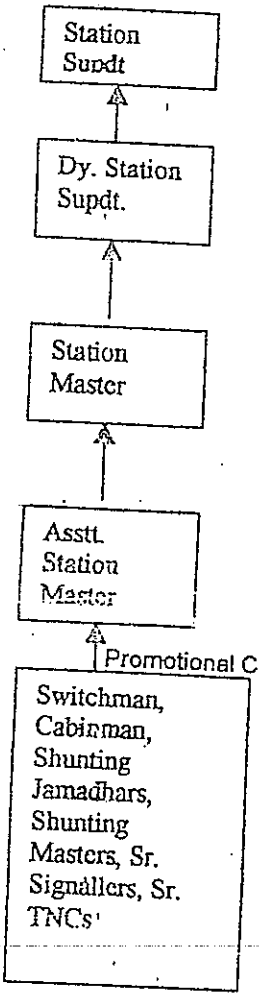
1. ASM/SM
2. GUARD
3. CABINMAN
4. SWITCHMAN
5. SECTION CONTROLLER
6. YARD MASTER
7. TRANSPORTATION INSPECTOR
8. DIESEL ASSISTANT/ELECTRIC ASSISTANT
9. JE/SE/SSE(C&W)
10. JE/SE/SSE P.WAY
11. SUPERVISOR (P.WAY)
12. TRACK MACHINE OPERATOR/SUPERVISORS
13. JE/SE/SSE SIGNAL/SIGNAL SUPERVISORS
14. ESM
15. MSM
16. TRACTION POWER CONTROLLER(TRD SUPERVISORS)
17. TRACTION FOREMAN, TRACTION LOCO CONTROLLER (TRS SUPERVISORS)
18. TRAIN EXAMINER(EMU) (EMU SUPERVISORS)

**APPENDIX-VII**

## SYSTEM OF STAGEWISE MANDATORY TRAINING OF VARIOUS SAFETY CATEGORIES

The stage-wise training in safety categories has been made mandatory at certain stages. These stages for various categories of staff are shown below along with nature of training whether mandatory or otherwise.

1. SM/ASM — Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March1998} — Mandatory/ Non-Mandatory



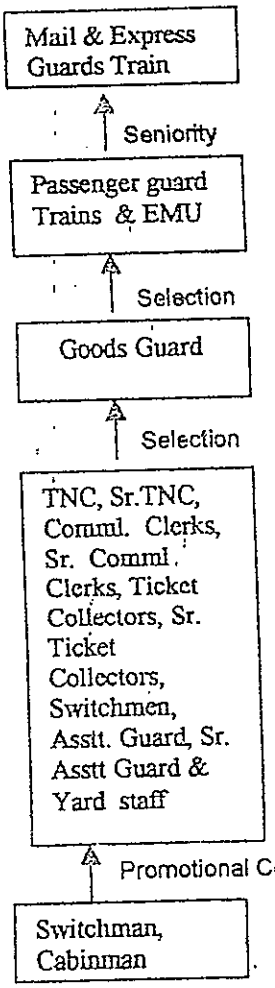

→ TPT-11 — Non-Mandatory

→ TPT-10 — Non-Mandatory

→ TPT-1 — Mandatory

Note:- The above diagram does not indicate AVC

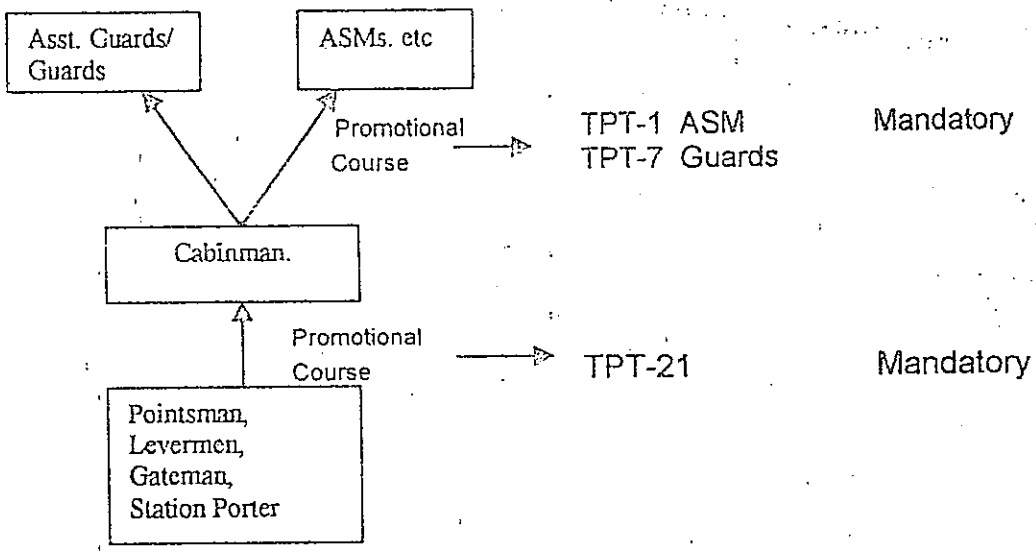
| 2. Guards | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |
|---|---|---|



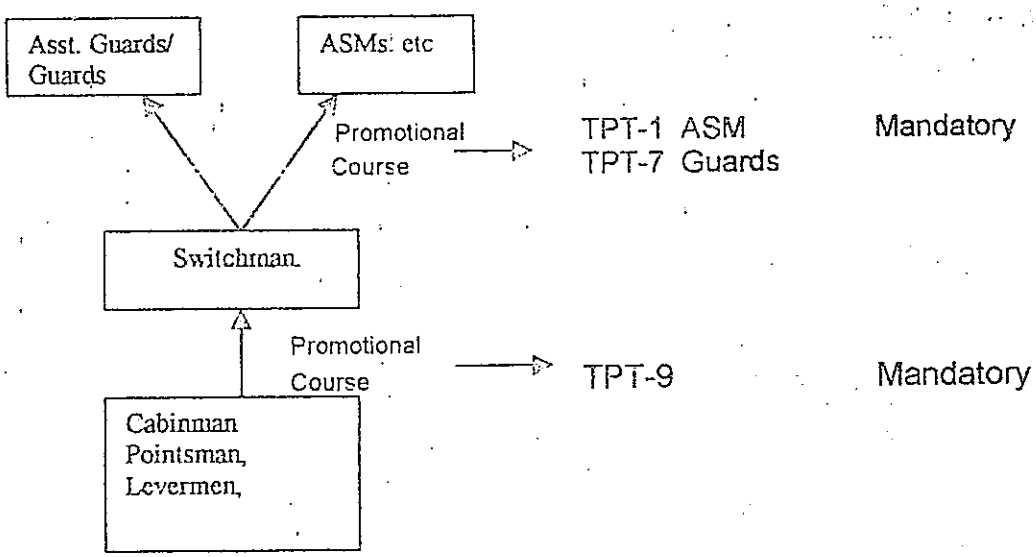

| | | |
|---|---|---|
| Seniority | TPT-11 | Non-Mandatory |
| Selection | TPT-10 | Non-Mandatory |
| Selection | TPT-2 | Mandatory |
| Promotional Course | TPT-7 | Mandatory |

Note:- The above diagram does not indicate AVC

3. CABINMAN — Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} — Mandatory/ Non-Mandatory

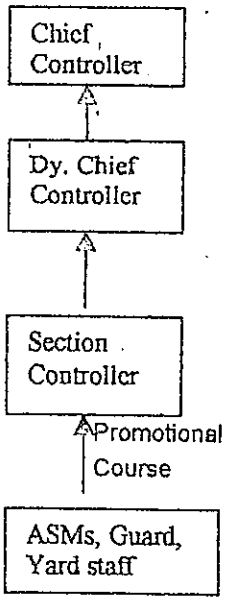



4.SWITCHMAN — Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} — Mandatory/ Non-Mandatory



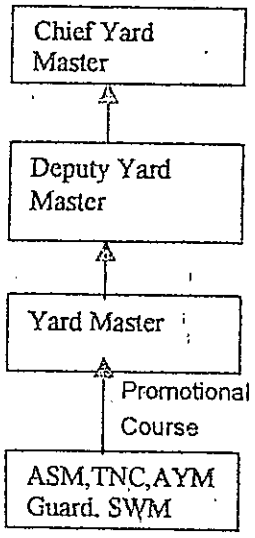

Note:- The above diagram does not indicate AVC

| | | |
|---|---|---|
| 5.SECTION CONTROLLER | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |




TPT-10 Mandatory

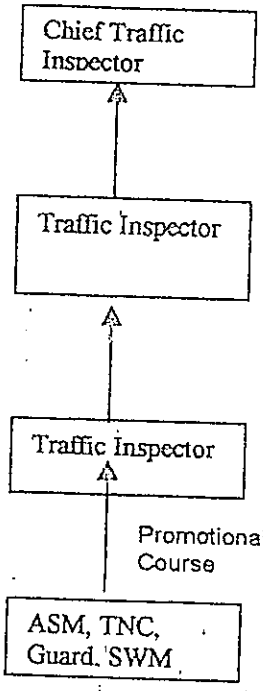
| | | |
|---|---|---|
| 6.YARD MASTER | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |




TPT-10 Mandatory

Note:- The above diagram does not indicate AVC

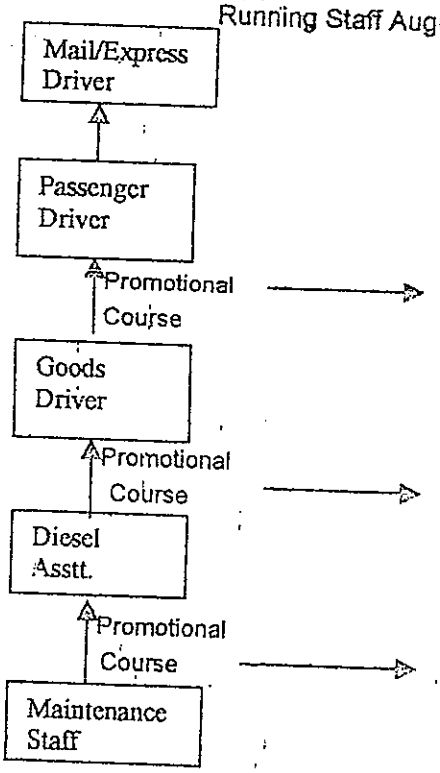
| | | |
|---|---|---|
| 7. TRAFFIC INSPECTOR | Any Training Course Prescribed {Approved Modules of Traffic (Transportation) March 1998} | Mandatory/ Non-Mandatory |




Promotional Course → TPT-10 — Mandatory

Note:- The above diagram does not indicate AVC

8.DRIVERS Any Training Course Prescribed (Approved Modules of Loco Running Staff August1999) Mandatory/ Non-Mandatory

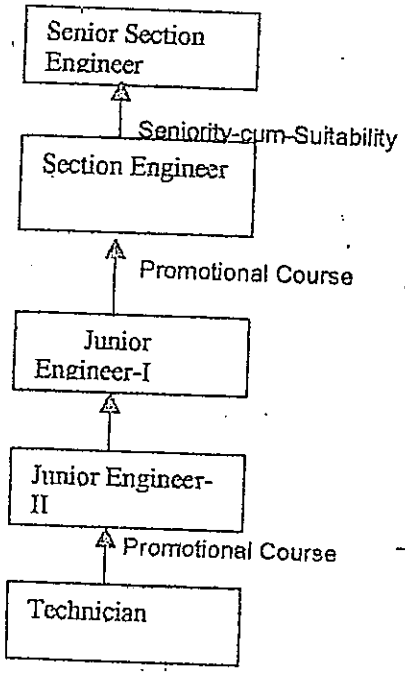



Loco-RNG-3 Elect Mandatory
Loco-RNG-5 Dsl

Loco-RNG-2 Elect. Mandatory
Loco-RNG-4 Dsl.

Loco-RNG-1 Mandatory

9.JE/SE/SSE Any Training Course Prescribed (Training modules under consideration) Mandatory/ Non-Mandatory (TXR)

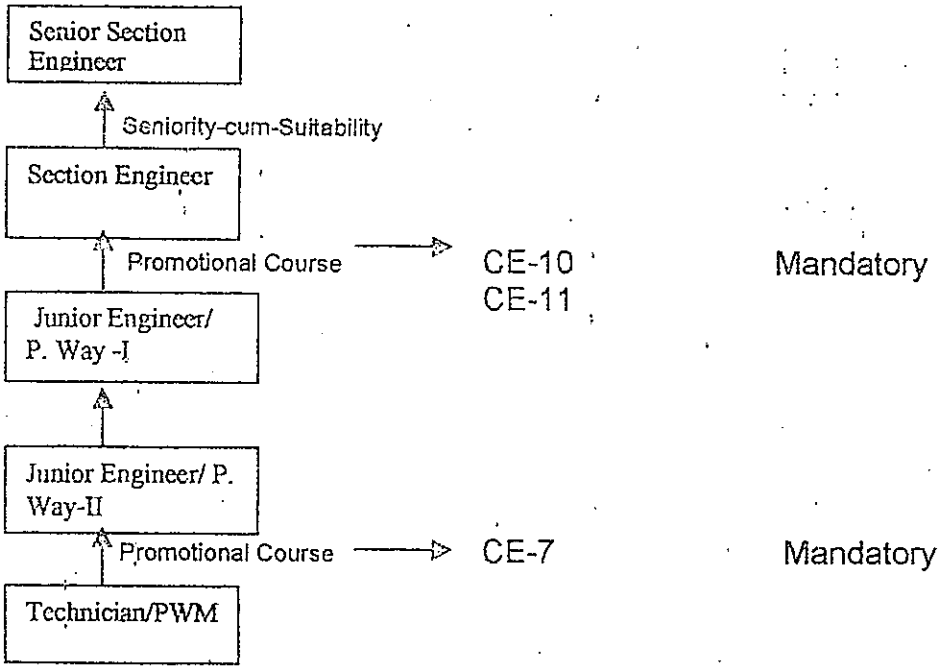



Mandatory

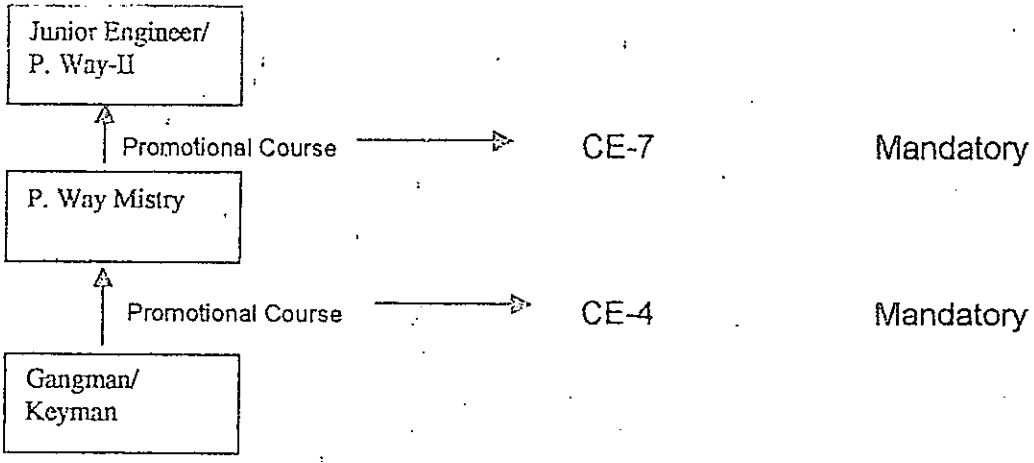
Mandatory

Note:- The above diagram does not indicate AVC

| | | | |
|---|---|---|---|
| 10.JE/SE/SSE (P.WAY) | Any Training {Approved Modules of Civil Engineering Staff December 2000} | Course Prescribed | Mandatory/ Non-Mandatory |

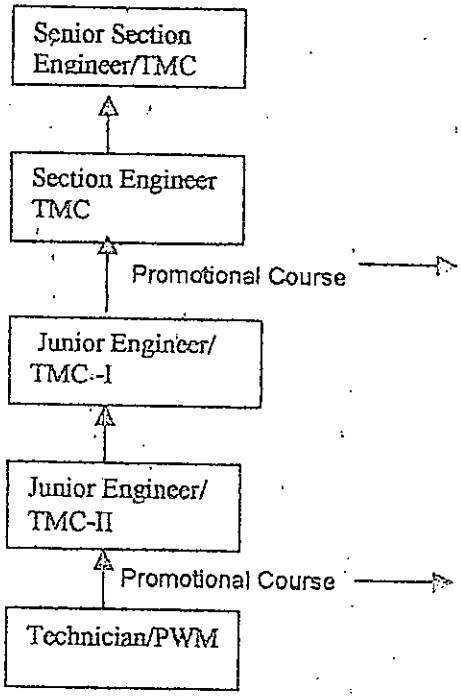



| | | | |
|---|---|---|---|
| 11.SUPR.(P.WAY) | Any Training {Approved Modules of Civil Engineering Staff December 2000} | Course Prescribed | Mandatory/ Non-Mandatory |




Note:- The above diagram does not indicate AVC

| 12.TMC* SUPERVISORS | Any Training Course Prescribed {Approved Modules of Civil Engineering Staff December 2000} | Mandatory/ Non-Mandatory |
|---|---|---|



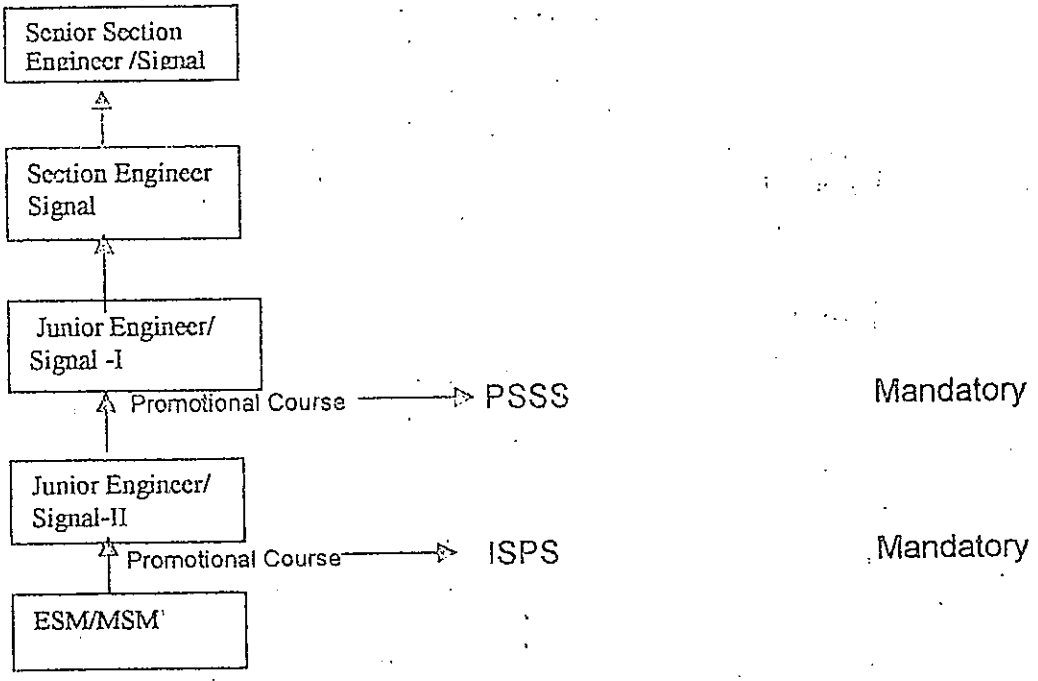

Course will be prescribed Shortly — Mandatory

CE-40 — Mandatory

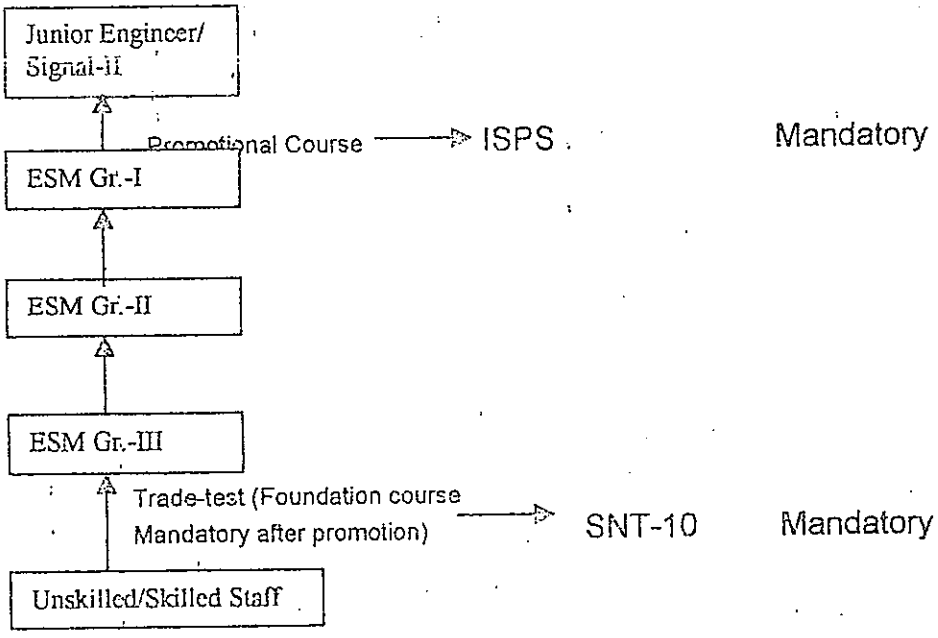
*Track Machine

Note:- The above diagram does not indicate AVC

| | | |
|---|---|---|
| 13.SIGNAL SUPERVISORS | Any Training Course Prescribed {Approved Modules of S&T Supervisory Staff September 1999} | Mandatory/ Non-Mandatory |

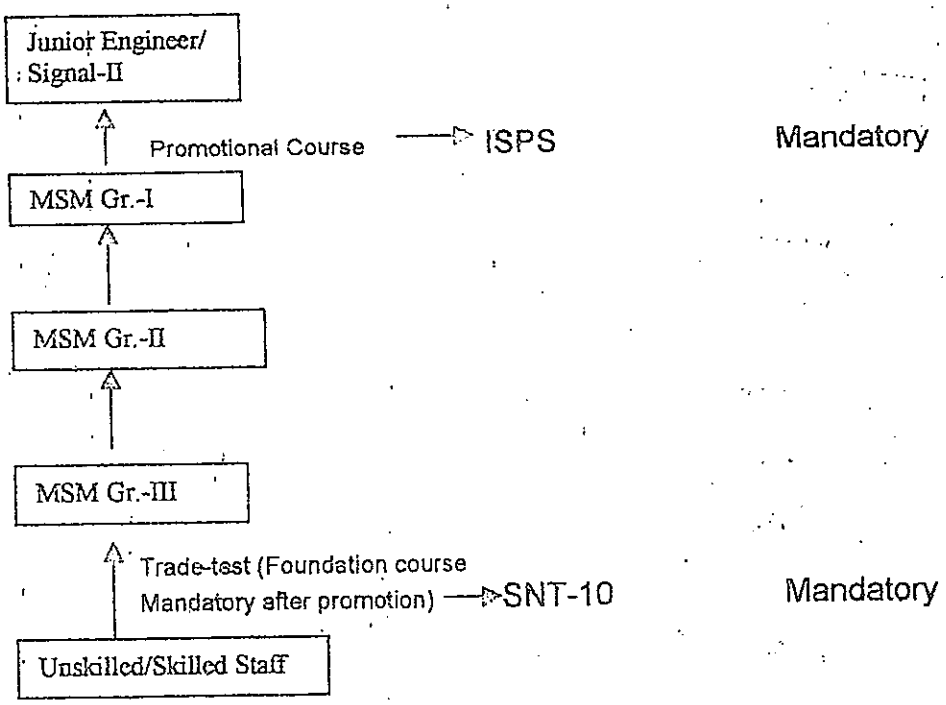



| | | |
|---|---|---|
| 14. ESM | Any Training Course Prescribed {Approved Modules of S&T Staff August 1999} | Mandatory/ Non-Mandatory |



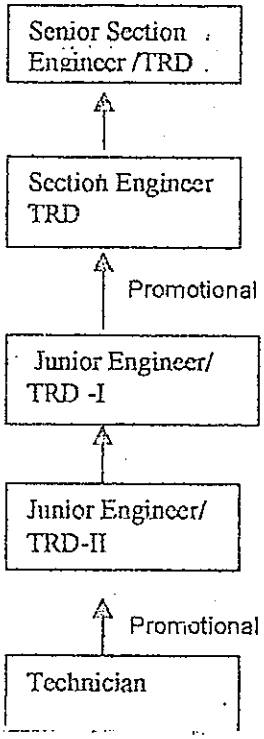

Note:- The above diagram does not indicate AVC

| | | | |
|---|---|---|---|
| 15.MSM | Any Training {Approved Modules of S&T Staff August 1999} | Course Prescribed | Mandatory/ Non-Mandatory |




Note:- The above diagram does not indicate AVC

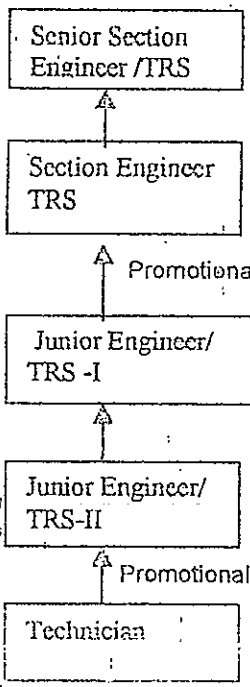
| | | | |
|---|---|---|---|
| 16.TRD SUPERVISORS | Any Training {Approved Modules of Electrical Staff Feb. 2001} | Course Prescribed | Mandatory/ Non-Mandatory |




Promotional Course → Course will be prescribed Shortly — Mandatory

Promotional Course → ELECT-11 — Mandatory

| | | | |
|---|---|---|---|
| 17.TRS SUPERVISORS | Any Training {Approved Modules of Electrical Staff Feb.2001} | Course Prescribed | Mandatory/ Non-Mandatory |

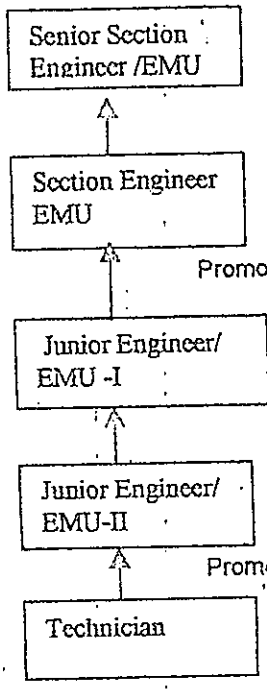



Promotional Course → Course will be prescribed Shortly — Mandatory

Promotional Course → ELECT-32, ELECT-33 — Mandatory

Note:- The above diagram does not indicate AVC

| 18.EMU SUPERVISORS | Any Training Course Prescribed {Approved Modules of Electrical Staff Feb 2001} | Mandatory/ Non-Mandatory |
|---|---|---|




| | | |
|---|---|---|
| Promotional Course → | Course will be prescribed Shortly | Mandatory |
| Promotional Course → | ELECT-48 | Mandatory |

Note:- The above diagram does not indicate AVC