Government of Indian
Ministry of Railways
(Railway Board)

RBE No. 72/2010

No. E(MPP)2010/3/5 New Delhi, dated 12.05.2010.

The General Managers,
All Indian Railways & Production Units

ADDENDUM

Sub:- Annual Performance Report on all Training Centre on Indian Railways

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Board's letter of even number dated 23.04.2010 on the above subject is re-circulated vide above mentioned RBE No. for information of all concerned.

DA: As above

(Anil Wason)
Dy. Director(MPP)
Railway Baord

No. E(MPP)2010/3/5 New Delhi, dated 12.05.2010.

Copy to:

1. The General Secretary, AIRF, 4, State Entry Road, New Delhi, with 35 spares.
2. The General Secretary, NFIR, 3 Chelmsfor 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. The Secretary RBSS Group 'A' Officers Association, Room No.462, Rail Bhavan.
6. All Members, Departmental Council and Secretary Staff side National Council 13-C, Ferozeshah Road, New Delhi with 90 spares
7. The General Secretary, AIRPF Association, Room No,256 Rail Bhavan New Delhi with 5 spares.

For Secretary/Railway Board.

Copy to:

CRB, FC, ML, MM, MS, MT, DG(RHS), DG(RPF), 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), 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), EDTC®, EDTC(FM), EDTT(F), EDTT(FM), EDTT(S), EDV(A), EDV(E), EDV(T), ED(W).

E(Trg), E(NG)I, E(NG)II, E(G), F(E)III and Budget Branches of Railway Board

Government of India
Ministry of Railways
(Railway Board)

No. E(MPP)2010/3/5 New Delhi, dated 23 .04.2010.

The General Managers,
All Indian Railways & Production Units

Sub: Annual Performance Report on all Training Centre on Indian Railways.

You are aware that Indian Railways has 293 Training Centres, imparting various types of training to our employees, with a view to improving their skill and capabilities (**Annexure-I** showing Railway-wise distribution). However, on a perusal of the training performance, it is seen that only one lakh staff on Indian Railways are undergoing Refresher Course training every year. Ideally if every category of employee is subjected to training, nearly 4 to 4.5 lakh employees should undergo Refresher Course, in a year.

It is therefore necessary to ascertain effectiveness of delivery of training being imparted and the performance of the Training Centres, given the fact that huge amount of money, in the form of training allowance is being sanctioned. Further, large number of Works Programme for upgradation/augmentation of training facilities have been sanctioned by Railway Board, but implementation of these Works Programmes appears tardy. Despite Training Managers being nominated for various Training Centres, it appears that there is no proper mechanism for accountal/audit of the performance of the Training Centres.

There is a need to install accountability of Training Incharges for improving the effectiveness of the Training Centres as advised vide Board(MS) letter No. E(MPP)2009/3/49 dated 30.10.2009. It is also being increasingly felt that continuance of recognition of the Training Centres / grant of Training Allowance should be dependent upon reasonable performance of the respective Training Centres. It has therefore, been decided to call for the Annual Performance Report of all the Training Centres on your Railway / Production Units as per the enclosed Performa(**Annexure-II**). The Principals of the Training Centre / nominated Training Managers may be directed to complete the Annual Performance Report for the financial year, ending 31.3.2010 and they may be asked to furnish this report to the Training and Man Power Directorate of Railway Board by 30.6.2010. The list of all the Training Centres, Railway-wise, PU-wise, has already been circulated vide Board's letter No. E(MPP)2006/3/18 dated 8.6.2006 (RBE No. 73/2006). It may be ensured that all the Training Centres, as per the list indicated in the Board's above letter and the numbers indicated in **Annexure-I** are covered, without any exception.

Please acknowledge receipt.
DA: As above.

(R.R. Prasad)
Executive Director(Trg.&MPP)
Railway Board

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं. ई (एमपीपी)2010/3/5 नई दिल्ली, दिनांक: 23.04.2010

महाप्रबंधक,
सभी भारतीय रेलें एवं उत्पादन इकाइयां।

आप जानते ही हैं कि भारतीय रेलों पर 293 प्रशिक्षण केन्द्र हैं जो हमारे कर्मचारियों को विभिन्न प्रकार का प्रशिक्षण देते हैं ताकि उनकी कुशलता तथा सक्षमता में सुधार हो सके (**अनुबंध-I** में रेलवे-वार वितरण दर्शाया गया है)। बहरहाल, प्रशिक्षण निष्पादन से यह देखा गया है कि भारतीय रेलों पर प्रतिवर्ष केवल एक लाख कर्मचारी पुनश्चर्या पाठ्यक्रम प्रशिक्षण ले रहे हैं। यदि प्रत्येक कोटि के कर्मचारियों को प्रशिक्षण दिया जाता है तो प्रतिवर्ष लगभग 4 से 4.5 लाख कर्मचारी पुनश्चर्या पाठ्यक्रम का प्रशिक्षण लेंगे।

अत: दिए जाने वाले प्रशिक्षण के प्रभाव का पता लगाना आवश्यक है तथा प्रशिक्षण केन्द्रों के निष्पादन से इस तथ्य का पता चला है कि प्रशिक्षण भत्ते के रूप में काफी मात्रा में राशि मंजूर की जा रही है। इसके अलावा, रेलवे बोर्ड द्वारा प्रशिक्षण सुविधाओं के अपग्रेडेशन/संवर्धन के लिए काफी संख्या में निर्माण कार्यक्रम भी स्वीकृत किए गए हैं लेकिन इन निर्माण कार्यक्रमों के कार्यान्वयन की गति धीमी है। विभिन्न प्रशिक्षण केन्द्रों के लिए प्रशिक्षण प्रबंधक नामित किए जाने के बावजूद ऐसा प्रतीत होता है कि प्रशिक्षण केन्द्रों के निष्पादन के लेखे-जोखे/लेखा परीक्षा के लिए कोई उचित प्रक्रिया नहीं है।

प्रशिक्षण केन्द्रों की कुशलता में सुधार लाने के लिए प्रशिक्षण प्रभारियों का दायित्व तय करने की आवश्यकता है जैसा कि बोर्ड (सदस्य कार्मिक) के दिनांक 30.10.2009 के पत्र सं. ई(एमपीपी) 2009/3/49 द्वारा सूचित किया गया है। यह भी महसूस किया जा रहा है कि प्रशिक्षण केन्द्रों की मान्यता जारी रखना/प्रशिक्षण भत्ता प्रदान करना संबंधित प्रशिक्षण केन्द्रों के उचित निष्पादन पर निर्भर होगा। अत: यह निर्णय लिया गया है कि संलग्न प्रोफार्मा (**अनुबंध-II**) के अनुसार आपकी रेलवे/उत्पादन इकाइयों पर सभी प्रशिक्षण केन्द्रों की वार्षिक निष्पादन रिपोर्ट मंगाई जाए। प्रशिक्षण केन्द्रों के प्रिंसीपलों/नामित प्रशिक्षण प्रबंधकों को निदेश दिया जाए कि वे 31.03.2010 को समाप्त वित्त वर्ष के लिए वार्षिक निष्पादन रिपोर्ट पूरी करें तथा उनसे कहा जाए कि वे 30.06.2010 तक रेलवे बोर्ड के प्रशिक्षण तथा जनशक्ति निदेशालय को ये रिपोर्ट भेजें। सभी प्रशिक्षण केन्द्रों की रेलवे-वार, उत्पादन इकाई-वार सूची बोर्ड के दिनांक 08.06.2006 के

पत्र सं. ई(एमपीपी) 2006/3/18 द्वारा पहले ही परिपत्रित कर दी गई है। यह सुनिश्चित किया जाए कि बोर्ड के उपर्युक्त पत्र में दी गई सूची के अनुसार, सभी प्रशिक्षण केन्द्र तथा **अनुबंध-I** में दी गई संख्या बिना किसी अपवाद के शामिल हैं।

कृपया पावती दें।

21/9/1

(आर.आर. प्रसाद)
कार्यपालक निदेशक (प्रशिक्षण एवं ज.श.यो.)
रेलवे बोर्ड

ANNEXURE-I

SUMMARY OF TRAINING CENTRES

RLYS/PU	ATC	BTC	C&W/TRG/Centre	DTTC	DTC	PW/TR	STC	TTC	ZRTI	ETC	S&T	OTHERS	TOTAL
CR	3	18			4				1	1	1	5	33
ER		2	3	4	1		1		1	1	2	3	18
NR		4	6	4	1	6	1		1	1	1	6	33
NCR	1	3	2			2	1			2		3	14
NER		2	4	1	1	2	1			1	1	2	15
NFR				2	4		1		1		1	1	10
NWR	2	4	2	1	2	2	1		1			4	19
ECR			3	2		4			1	2		3	15
ECOR		1	1	1									3
SR		7		2		5			1	2	1	7	25
SCR	1	4	3	3	3		1		1	2	1	5	24
SER		1	1		2		1		1	1	1	5	13
SECR				1	1	1				1		5	9
SWR		3	1		1	1				1		4	11
WR	7	3	2	5	5					2	1	1	26
WCR	3	6		2	2							1	14
CLW								1					1
DLW								1				1	2
DMW								1					1
ICF								1				1	2
RCF								1				1	2
RWF								1					1
RDSO												1	1
METRO								1					1
												TOTAL	293

NOTE:-

	ATC	=	Area Training Centre
	BTC	=	Basic Training Centre
	C&W	=	Carriage & Wagon Training Centre
	DTTC	=	Diesel Traction Training Centre
	DTC	=	Divisional Training centre(Engg)
	ETC	=	Electric Training Centre
	PW	=	Permanent Way Training Centre
	STC	=	Supervisior Training Centre
	S&T	=	Signal & TeleComminication Training Centre
	TTC	=	Technical Training Centre
	ZRTI	=	Zonal Railway Training Institute

Annexure - II

Format of Annual Report to be submitted by Training Institutions on Indian Railways.

For the Financial Year: 2009-2010

Sl No	Item	Details		
1.	**General**			
	a) Name of the Training Institution			
	b) Location of the Training Institution (with map in A4 size as Annexure I).			
	c) Complete postal address with PIN Code			
	d) Details of ISO and other certifications obtained, if any			
	e) Telephone numbers of the training institution	Railway	DOT/MTNL (with STD code)	Fax
	f) Web site address of the Institution			
	g) Date of setting up	__/__/____		
	h) Whether recognized by Railway Board (Tick appropriately)			**Yes/ No**
	i) Nominated Training Manager by Railway Board/Railway (Name and Designation)			
2.	**Details of the In-charge**			
	i) Name			
	ii) Designation			
	iii) Mobile number			
	iv) Email address			
	v) Date (dd/mm/yy) of joining Training Institution			

	vi) Scale of Pay and Grade Pay					
3.	**a)** Objectives of the training Institution					
	b) Broad Category of staff being trained (Name five major categories only)	i) ii) iii) iv) v)				
4.	**Infrastructure**					
	a) Lay out					
	i) Total area of the training institution (in Acres)					
	ii) Total covered area (sq. meter)					
	iii) Total open area (sq. meter)					
	iv) Lay out Plan	To be attached in A4 size as Annexure II				
	v) Landscaping/Garden (Tick appropriately)	**Yes/ No**				
	vi) Power Supply availability (Tick appropriately)	a) Less than 10 hrs. in a day b) 10-12 hrs. in a day c) 13-18 hrs. in a day d) More than 18 hrs. in a day				
	vii) Availability of Generator back up/Power Back up for	Office	Class rooms	Hostel	Mess	
		Yes/No	Yes/No	Yes/No	Yes/No	
	b) Class rooms					
	i) Area (sq. meter, in ascending order) of class rooms					
	ii) Number of rooms					
	iii) Capacity of each class room (in terms of number of trainees)					
	iv) Average Class room Capacity					

c) Number of toilets near class rooms	Gents –					
	Ladies -					
d) Hostel Accommodation						
i) Room Details	**Single Bed**	**Double Bed**	**Triple Bed**	**Dormitory(** 4 beds and above)	**Ladies**	
ii) Average Area (sq. meter) of each Room						
iii) Number of rooms						
iv) Details of toilets(if attached)	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
v) If not attached, No/Size of the toilets in hostels	**Number**		**Area(Avg. size in sq. m)**			
e) Model Rooms						
i) Number of Model Rooms						
ii) Describe layout of each (briefly)						
iii) Average Area (sq. meter) of model rooms						
iv) List of equipments in each Model Room (enclose as Annexure III)						
f) Library Facilities						
i) Available (Tick appropriately)	**Yes/No**					
If available						
ii) Total Number of Books available						
iii) Type of Books						
	Codes and Manuals	Technical	Railway Publications	Others		
Number						

iv) Number of books in various Languages				
	English	Hindi	Regional Languages	Others
Number				
v) Library Budget (annual, if any)- Details				
g) Computer Facilities				
i) Number of rooms				
ii) Average Area of each Room (in sq. meters)				
iii) Number of Computers				
iv) Types of Computer Courses being run (Major 5 courses)	i) ii) iii) iv) v)			
v) Average number of trainees using computer facilities/month				
h) Medical facilities				
i) Name of Medical Centre :				
ii) Whether in- Campus?	**Yes/No**			
iii) If **No**, Distance from Training Centre (in Kms) if located in the same town	Railway Health Centre	Railway Hospital	Other Public/Private Hospitals	
i) Recreational facilities				
i) Indoor (Please specify 5 major games)	i) ii) iii)	iv) v)		
ii) Outdoor (Please specify 3 major games)	i) ii)	iii)		

iii) Yoga/PT	**Yes/No**				
iv) If **Yes**, Please specify timings Morning/Evening)	Morning – Evening –				
j) Messing Facilities					
i) Whether Available (Tick appropriately)	**Yes/No**				
If Available					
ii) Method of Running the Mess (Tick appropriately)	Depart-mentally	Self managed by trainees	By Contract	Any other (Please specify	
k) Kitchen Facilities (Whether Available)	**(Yes/No)**				
i) If available	Area (sq. meter)	Facilities available (please specify In separate Annexure IV)			
ii) Dining Hall (Whether Available)	**(Yes/No)**				
iii) If available	Area (sq. meter)	Seating Capacity(In terms of diners who can be served at the same time)			
iv) Pantry Room	**Yes/No**				
v) Dish Washing Area	**Yes/No**				
If, **Yes**, furnish details of washing Area					
A. Size in sq. meters					
B. Type of Detergents /Chemicals being used					
l) Other Facilities	Bank	ATM	Railway Station	Bus Stand	
i) Available within Campus	Yes/No	Yes/No	Yes/No	Yes/No	
ii) If not available within campus, distance from the training institution (in Km) in the city.					

5.	**Faculty**	
	a) Details of Gazetted faculty	Separate Annexure V to be attached (Please indicate the Name, Designation, Date of joining the training centre, Date of normal superannuation, Scale of Pay, Grade Pay)
	b) Details of Non-Gazetted faculty with their dates of joining the training centre	Separate Annexure VI to be attached with details as in column 5a above
	c) Grade-wise sanction and on-roll strength of trainers/instructors	Separate Annexure VII to be attached indicating Category, Scale of Pay, Grade Pay, Sanctioned strength, On Roll Strength, Vacancy, and Earliest date from which vacancy exists for each Scale of Pay.

d) Training of Trainers(TOT) Course

i) Number of trainers who have done TOT course	
ii) Number of trainers who have not done TOT course	

e) Details of visiting Faculty(5 Names to be given) who have given lecture in FY 09-10

Name	Designation	Company/ Organization	Dates of Visit	Remarks if any
i)				
ii)				
iii)				
iv)				
v)				

6.	**Details of Disaster Management Training (if applicable)**	
	a) No. of Programmes conducted in FY 09-10	
	b) Names of programmes conducted-Separate Annexure VIII, to be attached	
	c) Average Duration of each Programme (in days)	
	d) Total Number of trainees attended Disaster Management Programmes in FY 09-10	

7.	Training Aids		
	a) Over Head Projectors	Available (Yes/No)	If Available Number
	b) White Board	Available (Yes/No)	If Available Number
	c) Flip Chart Board	Available (Yes/No)	If Available Number
	d) TV / Projection TV	Available (Yes/No)	If Available Number
	e) LCD Projector	Available (Yes/No)	If Available Number
	f) VCR/DVD/CD player	Available (Yes/No)	If Available Number
	g) Video Camera/Digital Camera	Available (Yes/No)	If Available Number
	h) Photocopying/ (Resograph)	Available (Yes/No)	If Available Number
	i) Digital Scanner	Available (Yes/No)	If Available Number
	j) PCs (Other Than in computer centre)	Available (Yes/No)	If Available Number
	k) Laptops	Available (Yes/No)	If Available Number
	l) Printers	Available (Yes/No)	If Available Number
	m) Other Photocopying Facilities	Available (Yes/No)	If Available Number
	n) Public address systems	Available (Yes/No)	If Available Number
	o) Any other (Please Specify)		

8.	**Capacity Utilization**			
	a) Planned capacity	In terms of trainee seats		In terms of trainee days
	b) Capacity Utilized (including three previous Financial Years)	Year	In terms of trainee seats	In terms of trainee days
		09-10		
		08-09		
		07-08		
		06-07		
	c) Details of Trainees who have completed the training in FY09-10 (Separate Annexure IX to be attached giving Name, Designation, Name of Course attended, No. of days of training)			
	d) Number of one day/two day crash training organized during the Year- in terms of E(MPP)2003/3/16 dated 10.07.03 (RBE 122/2003)			
9.	**Budget Utilization**			
	a) Name of Officer Controlling the budget			
	b) Budget (for the current Year and the three preceding financial Years)	Year	Allotment	Utilization
		Current Year(09-10)		
		08-09		
		07-08		
		06-07		
	c) **Works Programme** (if any) in progress/sanctioned for the training Institution			
	A. Pink Book (List each work)			

Item no	Year Of Sanction	Nature of Work	Anticipated Cost in (000 of Rs)	Budget Utilized So far in (000 of Rs)	Progress of work (% completion)	Likely Target of comp-letion of work (if not done)
1						

	2						
	3						

B. GM's LAW Book (List each work)

Item no	Year	Nature of Work	Anticipated Cost	Budget utilized so far	Progress of work	Likely Target of completion of work
1						
2						
3						

10. Maintenance of the Institution

a) Agency Responsible for

i) Civil Maintenance	
ii) Electrical Maintenance	
iii) S&T Maintenance	
iv) Sanitation	

b) If done departmentally, details of Staff Available for maintenance

Category	Sanction	On Roll	Vacancy

c) If outsourced, details of maintenance arrangements

i) Name of the maintenance Contractor	
ii) Scope of work	
iii) Contract Value (in Rs)	
iv) Duration of contract	

11.	Inspections			
	i) Number of inspections done in 2009-2010	By SAG officers	By JAG Officers	By other officers

ii) Details of Inspections

Designation of the Inspecting Authority	Date of Visit	Outcome of the Inspection report (Attach in Separate Annexure X)

12.	Training Methodology (Tick appropriately)				
	Lecture	**Discussion**	**Group Activity**	**Individual Activity**	**Collaborative learning**
	(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)
	Action Learning	**Problem based learning**	**Case study**	**Leaning Games**	**Videos**
	(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)
	Printed Materials	**Computer Aided Instruction**	**Simulators**		
	(Yes/No)	(Yes/No)	(Yes/No)		

13.	Feedback/Evaluation	
	a) Is there a feedback system in existence	**Yes/No**
	If **Yes**, What is the average rating obtained in respect of the following in 2009-2010.	
	Note : A 5 point rating scale (1 being the lowest, 5	Whether 3 point/ 7

being the highest) is to be used. If not specify the rating scale used (Tick appropriately)	point/10 point rating scale is used
Parameters	**Rating**
i) Overall maintenance	
ii) Quality of Food in the mess	
iii) Overall Quality of Instruction	
iv) Overall Participant satisfaction	

b) Trainee's Performance Information (in the various training programmes completed during the year, put together)

Name of Course (List 5 major courses)	Pass Percentage	% of marks obtained by the Toppers			% of marks obtained by lowest scoring participant		
		1st	2nd	3rd	Lowest	Second Lowest	Third Lowest
i)							
ii)							
iii)							
iv)							
v)							

c) Pattern of Examination (Where assessment is made)

Name of Course	Type of Examination (written/oral/ practical)	If written % of objective type questions	Periodicity (End of the course/ weekly/others (please specify)

14.	Details of Publications			
		Quarterly 'News Letter'	'Annual Report'	Other Technical Publications
		Yes/No	Yes/No	Yes/No
	Number of Publications			

15.	Attach photographs of the following - Day time and Night Photo (with lights)	
	a) General Campus with buildings	b) Class rooms and toilets
	c) Office rooms and toilets	d) Hostel rooms and toilets
	e) Kitchen, Dining Room, Pantry, Utensil Cleaning Area.	f) Recreation Room
	g) Recreation Facilities	h) Library Room
	i) Model Room	j) Meeting Hall/Conference Hall
	k) Auditorium	l) Landscaping (Day Time photo only)
	m) Gardens (Day Time photo only)	n) Roads (Day Time photo only)
	o) Other Amenities (if any)	

16.	Performance Highlights (Please furnish additional details not already covered, if any)	

List of Annexure

Sl No	Annexure	Description	Reference
1	Annexure I	Location of the Training Institution (with map in A4 size).	Item 1(b)
2	Annexure II	Lay out Plan	Item 4(a)(iv)
3	Annexure III	List of equipments in each Model Room	Item 4(e)(iv)
4	Annexure IV	Kitchen Facilities Available	Item 4(j)(iv)
5	Annexure V	Details of Gazetted faculty	Item 5(a)
6	Annexure VI	Details of Non-Gazetted faculty	Item 5(b)
7	Annexure VII	Grade-wise sanction and on-roll strength of trainers/instructors	Item 5(c)
8	Annexure VIII	Details of Disaster Management programmes conducted	Item 6
9	Annexure IX	Details of Trainees who have completed the training	Item 8(c)
10	Annexure X	Outcome of Inspection Reports	Item 11