Issue ji.
15/12/14

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

RBE No. 142/2014

No.E (MPP) 2014/3/21 New Delhi, dated: 15-12-2014

The General Managers,
All Indian Railways.

Sub: Revision of Training Modules of Clerk Categories of Personnel Deptt.

The Committee constituted for modification of the Training Modules of Initial/Promotional/Refresher Course of Clerk Categories viz. Junior Clerk, Sr.Clerk, Chief Office Supdt., Law Assistant, PI/WI etc. has submitted its report.

2. After considering the Report submitted by the Committee, Board (MS) has approved that training module for clerk categories would be as under:

- Induction Course of Clerks/Sr.Clerks : 21 days
- Refresher Course for Clerk/Sr.Clerks : 6 days every 5 years
- Refresher Course for OS/COS/S&WLI : 6 days every 5 years
- Induction Course for Law Assistants : 12 days

3. The Training Modules/detailed course contents are enclosed at Annexure- I to iv.

4. All the trainees may be provided with comprehensive study material on each of the topics at the beginning of the training programme. The trainees are expected to read the material and come prepared for discussion. At the beginning of the class a diagnostic test may be conducted by way of objective questions on the day's topic which can be of 20 questions. 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.

5 Kindly acknowledge receipt.

DA: Training Module (Annexure 1 to iv)

रेल मंत्रालय
Ministry of Railways
रेलवे बोर्ड/Railway Board
अनुलग्नक सहित जारी
Issue with Enclosure
हस्ताक्षर 9/12 O/C
Signature.....
जारी की तिथि
Date of Issue.....

12/12/14
(Anuradha Singh)
Director(MPP)
Railway Board.

No.E(MPP)2014/3/21 New Delhi, dated:15-12-2014

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 Bhavan, New Delhi for information with 5 spares.
4. The Secretary General, IRPOF, R.No.268, Rail Bhavan, New Delhi for information with 5 spares.
5. All Members, Department Council & Secretary Staff side National Council 13-C, Ferozeshah Road, New Delhi with 90 spares.
6. The ~~General Secretary,~~ Secy. Genl. AIRPF Association, Room No.256-D, Rail Bhavan, New Delhi with 5 spares.
7. General Secretary, All India SC & ST Railway Employees Association, 171/B-3, Basant Lane Railway Colony, New Delhi (15 copies).

For Secretary/Railways

No.E(MPP)2014/3/21 New Delhi, 1dated:15-12-2014

Copy to:

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

iii. 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(RS), AM(T&C), AM(Tele), AM(Traffic), AM(Works), Adv.L(RS), Adv(Vig.), Adv.Fin(Exp), Adv(IR), Adv(Safety), LA, OSD(MIS).

iv. ED(Plg.), ED(Accts.), EDF(BC), EDCE(B&S), EDCE(G), EDCE(Plg.), ED(CHG), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDE, ED(RRB), EDE(N), EDE(Res), EDF, EDF€, 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€, JS(P), IG./RPF(Hqs), IG/RS, ED(S9g.), ED(Stat&Econ.), 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-I, EDTC(FM), EDTT(F), EDTT(FM), EDTT(S), EDV(A), EDVE, EDV(T), ED(W).

भारत सरकार
रेल मंत्रालय
(रेलवे बोर्ड)

आरबीई सं.142/2014

सं. ई(एमपीपी)2014/3/21 नई दिल्ली, दिनांक 15.12.2014

महाप्रबंधक,
सभी भारतीय रेलें.

विषय : कार्मिक विभाग के लिपिक कोटियों के प्रशिक्षण मॉड्यूल में संशोधन।

लिपिक कोटियों यथा कनिष्ठ लिपिक, वरिष्ठ लिपिक, मुख्य कार्यालय पर्यवेक्षक, विधि सहायक, पीआई/डब्ल्यूआई आदि की आरंभिक/पदोन्नति संबंधी/पुनश्चर्या पाठ्यक्रम के प्रशिक्षण मॉड्यूल में संशोधन करने के लिए गठित समिति ने अपनी रिपोर्ट प्रस्तुत कर दी है।

2. समिति द्वारा प्रस्तुत रिपोर्ट पर विचार करने के बाद बोर्ड (सदस्य कार्मिक) ने स्वीकृति दी है कि लिपिक कोटियों के लिए प्रशिक्षण मॉड्यूल निम्नानुसार होंगे:

- लिपिकों/वरिष्ठ लिपिकों का प्रवेश पाठ्यक्रम : 21 दिन
- लिपिक/वरिष्ठ लिपिकों के लिए पुनश्चर्या पाठ्यक्रम : प्रत्येक 5 वर्ष में 6 दिन
- कार्यालय पर्यवेक्षक/मुख्य कार्यालय पर्यवेक्षक/ एस एण्ड डब्ल्यूएलआई के लिए पुनश्चर्या पाठ्यक्रम : प्रत्येक 5 वर्ष में 6 दिन
- विधि सहायकों के लिए प्रवेश पाठ्यक्रम : 12 दिन

3. प्रशिक्षण मॉड्यूल/विस्तृत पाठ्यक्रम विषय-वस्तु अनुलग्नक I से IV पर संलग्न है।

4. सभी प्रशिक्षिओं को प्रशिक्षण कार्यक्रम की शुरूआत में प्रत्येक विषय पर व्यापक अध्ययन सामग्री मुहैया कराई जाए। प्रशिक्षुओं से अपेक्षा की जाती है कि वे पाठ्य सामग्री पढ़ें और चर्चा के लिए तैयार होकर आएं। कक्षा की शुरूआत में उस दिन के विषय पर 20 प्रश्नों वाले वैकल्पिक प्रश्न-पत्र के माध्यम से एक डाइअगनोस्टिक परीक्षा ली जाए। बहरहाल, इन परीक्षाओं में प्राप्त अंकों को कोई महत्व नहीं दिया जाएगा और उसे अंतिम मूल्यांकन के लिए प्राप्त अंकों में नहीं जोड़ा जाएगा।

5. कृपया पावती दें।

संलग्नक: प्रशिक्षण मॉड्यूल (अनुलग्नक I से IV).

अनुराधा 12/12/14
(अनुराधा सिंह)
निदेशक(एमपीपी)
रेलवे बोर्ड

E(MPP)-S

सं. ई(एमपीपी)2014/3/21 नई दिल्ली, दिनांक 15.12.2014

प्रतिलिपि :

1. जनरल सेक्रेटरी, एनएफआईआर, 3 चेम्सफोर्ड रोड, नई दिल्ली को सूचनार्थ 35 अतिरिक्त प्रतियों सहित.
2. जनरल सेक्रेटरी, एआईआरएफ, 4 स्टेट एंट्री रोड, नई दिल्ली को सूचनार्थ 35 अतिरिक्त प्रतियों सहित.
3. सेक्रेटरी जनरल, फ्रोआ, कमरा नं.256-ए, रेल भवन, नई दिल्ली को सूचनार्थ 5 अतिरिक्त प्रतियों सहित.
4. सेक्रेटरी जनरल, भारतीय रेल प्रोमोटी ऑफिसर्स एसोसिएशन, कमरा नं.268, रेल भवन, नई दिल्ली को सूचनार्थ 5 अतिरिक्त प्रतियों सहित.
5. विभागीय परिषद और राष्ट्रीय परिषद के सभी सदस्य तथा सचिव, कर्मचारी पक्ष, राष्ट्रीय परिषद, 13-सी, फिरोज़शाह रोड, नई दिल्ली को 90 अतिरिक्त प्रतियों सहित.
6. जनरल सेक्रेटरी, ऑल इंडिया आरपीएफ एसोसिएशन, कमरा नं.256-डी, रेल भवन, नई दिल्ली को 5 अतिरिक्त प्रतियों सहित.
7. जनरल सेक्रेटरी, अखिल भारतीय एससी एवं एसटी रेलवे इम्पलॉइज़ एसोसिएशन, 171/बी-3, बसंत लेन रेलवे कॉलोनी, नई दिल्ली (15 प्रतियां).

कृते सचिव/रेलवे बोर्ड

ANNEXURE-I

Proposed (Revised) Training Module of PERS-01

DEPARTMENT — Personnel
ACTIVITY CENTRE — Personnel Training Centre
DESIGNATION — **CLERK/ SR. CLERK**
STAGE — **INDUCTION**
DURATION — 21 days
AIM:
1. To provide inputs that facilitate integration of inductees with the organization's aims and objectives.
2. Provide basic knowledge of Establishment rules and procedures

Revised Module No.	DESCRIPTION	Duration
01/01	**INTRODUCTION TO RAILWAYS-** * organization structure, functions * role of ministerial Staff in these * Personnel Department – roles & functions. * Future avenues of growth (AVC in the personnel Department). * Basic introduction to Fundamental Rules & IREM (Vol. I & II), IREC (Vol. I & II) etc * Safety and Disaster prevention – Office Safety, First Aid	½ day
01/02	**OFFICE SKILLS** – Filing system - * Opening –Closing of files & principles of putting file numbers * Maintenance of files & other record * Noting, drafting * Diary; codes/manuals/ policy circulars/monitoring systems * Service record – opening, entries & maintenance * Schedule of power * Customer Care, ethics, interpersonal skills	1 ½ day
01/03	**INFORMATION TECHNOLOGY/ COMPUTER KNOWLEDGE** * Importance of Information Technology * Introduction of computers – Hardware, Software, Operating system & applications * Introduction to MS Office applications –(a) MS Word (b) MS-Excel (c) MS- access (d) MS - power point * Communication – Internet, E Mail, Networking * Hindi applications, printing * Computerization of Office work including returns and statistics	(one hour daily along with other topics)
01/04	**MANPOWER PLANNING** – * Manpower inventory – book of sanction/monitoring systems *Manpower optimization – techniques available and used – benchmarking/work study /redeployment *Procedures for creation of regular posts/ supernumerary posts/ surrender of posts/ transfer of posts * Development of manpower skills – types of training – categories for which training is mandatory- importance of	½ day

	training * Cadre register, staff on roll register, roster & other registers	
01/05	**RECRUITMENT PLANNING –** recruitment procedure of: * Group "C" and erstwhile "D" services * Substitutes. * Various quotas-like Handicapped, Ex Servicemen, Sports, scout & guide, Cultural, GDCE, etc. * Appointment on compassionate ground *Assessment of requirements from open market with reservation quota. * Procedure for preparation of indents- for RRB /RRC * Medical norms for appointment. * Verification of documents & antecedent * General conditions of service * Redeployment of surplus and medically de-categorized Staff * Employment under Liberalized Active Retirement Scheme for Guaranteed Employment for safety staff (LARSGESS)	01 day
01/06	**PAY AND FIXATION OF PAY –** *Introduction to compensation management in Government (Pay Commission etc) * RS (RP) Rules 2008, Pay Bands & Grade Pay of different categories. *Definition of pay & Special pay and different allowances termed as pay * Fixation of pay on (a) appointment (b) promotion & reversion (c)on "own request" transfers on bottom seniority to another seniority unit (d) on promotion to ex cadre post (e) on reduction due to punishment (f) on deputation * fixation of pay of medically de categorized staff * fixation under RS(RP) Rules 2008 & further clarifications thereunder * Option for fixation of pay under Fundamental Rules * Increment *Types of bills & preparation of bills (documents required and checks needed for passing salary bills)	½ day
01/07	**SENIORITY –** *On recruitment where initial training is necessary and not necessary * On transfer/ promotion & reversion * Integrated seniority/inter-se -seniority * Seniority to medically de-categorized & surplus staff * Seniority in case of reduction & re promotion due to punishment * Seniority to staff promoted by applying reservation	½ day
01/08	**CAREER PROGRESSION –** * Channels of promotion of various categories of staff * Selection, Non Selection , Suitability ,Trade Test * Selection from GP 1800 (erstwhile Group "D") to higher group "C" posts	01 day

	* Selections from Group "C" to Group "B" (Gazetted selection) * Procedure & eligibility for LDCE & GDCE * Assessment of vacancies, reservation/ roster * Selection /Promotion under ACP /MACP scheme * Panel, currency of panel & extension of currency of panel	
01/09	**LEAVE RULES-** *Different kinds of leave, admissibility, limitation, competency regarding sanction * Procedure for credit and debit of leave * Maintenance of leave accounts * Granting encashment of leave in various circumstances like Retirement, death, resignation, absorption in other department, in service leave encashment	½ day
01/10	**CONDUCT RULES -** *Applicability on railway servants, provisions about moveable, immoveable property, for commercial staff, sexual harassment, Dowry etc	½ day
01/11	**LEGAL MATTERS –** * Court cases * Drafting of Para wise comments * Filing of affidavits * Appeals	½ day
01/12	**INDUSTRIAL RELATIONS –** * Recognition of unions, Associations, Staff councils * procedure for opening of new branches * Meetings – Informal, Non-payment, PNM, PREM,JCM *Entitlements of union/Associations office bearers – Special Pass, Special Casual leave, Transfer etc. *Facilities to union/Association – building, telephone, fax, computer, news papers etc *Dealing with demonstrations/dharanas/gherow by Unions/ Associations	½ day
01/13	**PENSION RULES-** *Superannuation, death, resignation, Voluntary/premature retirement- *Pension, DCRG, commutation, leave encashment, GIS, PF & DLI – calculation * procedure of revision of pension, provisional pension * delayed payment of settlement dues * non vacation of Railway accommodation * More than one claimant * Ex gratia to widows/children of SRPF (contributory) & surviving retired SRPF (contributory) employees * New Pension System	01 day
01/14	**VARIOUS ACTS** – (AN INTRODUCTION) * Payment of Wages Act * Minimum Wages Act * Employee Compensation Act * Factory Act * Industrial Dispute Act * Right to Information Act 2005	1 ½ day

	* Rights and Entitlements of persons with dis-abilities * Contract Labour (Regulation & Abolition) Act, 1971, *Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013	
01/15	**ALLOWANCES -** *Various allowances, their calculations and conditions for drawl- (Transport, HRA, NHA; NDA; Training Allowance, DA/TA etc including allowances for Running category employees.)	01 day
01/16	**ADVANCES -** * Interest free and interest bearing advances (for conveyance, Computer, on transfer, natural calamities, festivals, HBA etc.) –eligibility, conditions, recovery, etc. * Withdrawal and advance from provident fund --conditions, Calculation and recovery	½ day
01/17	**PASS RULES** * Kind of passes & PTOs, eligibility & entitlement * Penalty/fines for misuse, loss of Passes	01 day
01/18	**WELFARE ACTIVITIES &STAFF BENEFIT FUND** * Staff benefit fund - aims and objects, formation of committees at various level, source, expenditure, competent authority, per capita annual grant * Technical scholarship for dependent wards of railway employee, scholarship for higher education, hostel subsidy * Holiday homes * Railway institutes * Handicraft centre * Staff Canteen—statutory& non statutory * Homoeopathy, Ayurvedic dispensary * Medical benefits—liberalized health scheme * quarter Policy	01 day
01/19	**DISCIPLINE AND APPEAL RULES –** * Penalty- procedure for imposing minor & major penalties * Disciplinary Authority, Enquiry officer, Defense Helper * Ex parte action * Entry of penalty in service records * Procedure for implementing penalties * Effect of penalty on service career * Special provisions under rule 14 * Different forms used * How to prepare a charge sheet * Procedure for imposing penalty on retired persons * Appeal against penalty * Revision & Review	1 ½ day
01/20	**RAJBHASHA** * Introduction, provision under Constitution of India * Official language act, Official language rules * Monitoring committees on various level * Incentives, awards	½ day

	* Check points etc.	
01/21	**RESERVATION POLICY** * Reservation of SC/ST/OBC in direct recruitment * Reservation of SC/ST in promotion * Maintenance of reservation roster register	½ day
01/22	**PERFORMANCE APPRAISAL** * ACR/APAR * Conveying of adverse comments * Effect on promotion * Rewards/Awards	½ day
01/23	**HOURS OF WORK AND PERIOD OF REST RULES** * classifications of posts * duty hours of staff, period of rest ,long on, short off * preparation of duty rosters * Job analysis *overtime; etc	01 day
01/24	**STORE PROCUREMENT** * Stock & non stock items * Indents for procurement * Different forms used * Local purchase	½ day
01/25	**ACCOUNTS & AUDIT** * Structure of Railway Accounts & working pattern * Budget preparation & review * Procedure of passing bills * Allocation Head * Canon of financial propriety * Imprest * Audit	01 day
01/26	Field visit to DRM's Office/ Workshop/ Store Depot.	01 day
	FINAL EXAMINATION	01 day

ANNEXURE-II

Proposed (Revised) Training Module for – PERS-02

DEPARTMENT	Personnel
ACTIVITY CENTRE	Personnel Training Centre
DESIGNATION	**CLERK/ SR. CLERK**
STAGE	**REFRESHER** (once in 3 years)
DURATION	6 days
AIMS	1. To refresh / improve knowledge 2. To build on the work experience 3. To provide further inputs in specific essential areas so as to enable development of analytical and problem solving abilities. 4. To encourage participants to share their experiences and removal of doubts through active participation, group assignments, projects, presentations etc

Revised Module No.	DESCRIPTION	Duration
02/01	**MAN POWER PLANNING AND RECRUITMENT PLANNING –** *MANPOWER PLANNING, surrender and creation of posts including work charged posts, temporary posts, supernumerary posts, vacancy bank, benchmarking, areas of redundant activities, areas of expansion, Multi skilling, Book of Sanctions etc. *RECRUITMENT through RRB's, RRC's, recruitment against sports quota, apprentices, land losers quota, appointment on compassionate grounds, engagement of substitutes, and the Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARGESS). All aspects related to recruitment such as policy interpretation, vacancy assessment, preparation of indents, application of reservation in recruitment, horizontal (both vertical reservation), maintenance of reservation roasters, conduct of written tests, interviews, formation of panels, notification, medical examination of successful candidates, character and antecedent verification, appointment, etc Implementation of Apprentices Act in Indian Railway establishments and the absorption of medically de-categorized staff in alternative posts	½ day
02/02	**COMPENSATION MANAGEMENT (PAY & ALLOWANCES) AND ACCOUNTS & AUDIT** *Work relating to pay and allowances like monthly salary bills, processing and sanction for payment of various allowances including allowances to the running staff, processing & sanction of loans and advances to the Railway employees and recovery thereof, income tax liability, TDS, PF & GIS deductions, PLB payment, pay fixation in case of appointment and promotion (functional and non functional promotions etc), dealing with instances of pay protection etc., reimbursement of tuition fees and legal expenses, TA & OT claims. * Budget preparation & review, budget allocation, August review, Estimates, Audit, processing for purchase / maintenance of office equipments, Imprest	1 day
02/03	**INDUSTRIAL RELATIONS, LEGAL ESTABLISHMENT MATTERS, INDUSTRIAL/LABOUR LAWS, STAFF GRIEVANCE REDRESSAL SYSTEM AND STAFF WELFARE -**	

	*Dealing with recognized trade unions, meetings- Informal, Non-payment, PNM, PREM, JCM, dealing with Industrial disputes, strikes, lockouts, dharanas, gheraos, provisions of Industrial Disputes Act, Labour Enforcement Officers and Labour courts. Dealing with unrecognized Trade Unions and Associations etc. *All matters related to service law, dealing with establishment related cases filed in CAT, High Courts, Supreme Court. Effective handling of court cases, filling of review Petitions, SLP and related issues. *Enforcement and compliance of various legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, Payment of Wages Act, Workmen's Compensation Act, ex-gratia payment, Contract Labour (Regulation & Abolition) Act, incentive bonus scheme, Minimum Wages Act, Right to Information Act 2005, Rights and Entitlements of persons with dis-abilities Act, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013 etc. *Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc. *Grievance Redressal mechanism, staff Welfare –various activities, Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, educational assistance etc.	1 day
02/04	**CAREER PROGRESSION AND PERFORMANCE MANAGEMENT -** *Channels of promotion, Selection & Non Selection, Suitability, Trade Test, LDCE & GDCE, ACP/MACP scheme, Assessment of vacancies, reservation rules/roster, Panel, currency of panel, its extension. Appeal against Panel/select list/trade test, sealed cover procedure etc *ACR/APARs, procedure, maintaining of records, their annual filling up by the employees, reporting officer, its review and acceptance, its use in selections/ postings, conveying of adverse remarks, its effect on promotion etc NBR, sealed cover procedure etc.	½ day
02/05	**DISCIPLINE AND APPEAL RULES, IMPLEMENTATION OF ACTIONS ARISING OUT OF VIGILANCE MATTERS AND CONDUCT RULES -** *All matters relating to Disciplinary & Appeal Rules, 1968 viz minor & major penalties, their procedure, Disciplinary Authority, Enquiry officer, Defense Helper, ex parte action, appeal against penalty, Revision & Review, effect of penalty on service career, procedure for imposing penalty on retired persons, application of rules to a case study etc *Railway Services Conduct Rules, 1966 and their applicability on Railway servants Schedule of Disciplinary Powers and matters arising out of vigilance action	1 day
02/06	**LEAVE RULES, PASS RULES AND JOINING TIME -** *Pass Rules, its interpretation and implementation, kinds of passes & PTOs, eligibility & entitlement, Penalty/fines for misuse etc *Leave rules, different kinds of leave and their admissibility, limitation, competency regarding sanction, maintenance of leave accounts , leave encashment while in service, joining time etc	½ day

02/07	**SENIORITY AND RESERVATION POLICY -** *Rules regulating determination of seniority, on recruitment where initial training is necessary and not necessary, on transfer, promotion, in case of reduction due to punishment & re promotion, inter-se seniority, seniority to medically de-categorized & surplus staff, seniority to staff promoted by applying reservation etc *Provision of reservation for Schedule Caste and Scheduled Tribe employees, maintaining reservation roasters, other relaxations available to SC/ST candidates in safety and non-safety category posts, procedure for de-reservation of posts	½ day
02/08	**MANAGEMENT OF POST RETIREMENT BENEFITS –** *Interpretation & implementation of Pension rules (new and old), provident fund rules, leave encashment rules, Gratuity rules, sanction of retirement benefits to employees under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc), impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits, conduct of Pension adalats, timely settlement and Redressal of grievances related to settlement, Ex gratia to widows/children of SRPF (contributory) & surviving retired SRPF (contributory), New Pension System, application of rules to a case study	½ day
02/09	**INFORMATION TECHNOLOGY/ COMPUTER KNOWLEDGE** * Importance of Information Technology * Introduction of computers – Hardware, Software, Operating system & applications * Introduction to MS Office applications –(a) MS Word (b) MS-Excel (c) MS- access (d) MS - power point * Communication – Internet, E Mail, Networking * Hindi applications, printing * Computerization of Office work including returns and statistics	(one hour daily along with other topics)
02/10	FINAL EXAMINATION	½ day

ANNEXURE-III

Proposed (Revised) Training Module - PERS-03

DEPARTMENT	Personnel
ACTIVITYCENTRE	Personnel Training Centre
DESIGNATION	**OS /CHIEF OS/SWLI**
STAGE	**REFRESHER** (once in 3 years)
DURATION	6 days
AIMS	1.To provide inputs at the supervisory level for facilitating responsive and reliable decision making 2. To develop analytical and problem solving capabilities 3. This should be a combined program for OS and S&WLI so that coordination between office and field is developed and information/experience shared 4. Discussion of case studies be used to comprehend issues better

Revised Module No.	DESCRIPTION	Duration
03/01	**SUPERVISORY SKILLS, LEADERSHIP, CHANGE AND ITS MANAGEMENT** * Role of Supervisor in Personnel and other Departments, Leadership styles, Motivation, Communication, Time Management, Stress Management, Interpersonal Skills, customer care, interaction with staff as well as retired staff and their families, teambuilding etc	½ day
03/02	**MANPOWER PLANNING, RECRUITMENT PLANNING AND COMPASSIONATE GROUND APPOINTMENTS** – issue, problems and analysis of data *Examination of proposal for creation of post keeping in view yardsticks, bench marking, work study reports, vacancy bank, matching surrender, HOER, links (specially creation of running staff & other safety & operational categories posts), identification and redeployment of surplus staff including medically de-categorized staff, multiskilling, Book of Sanctions * All aspects related to rules, procedures, their interpretation and advance planning for recruitment. Recruitment through RRB's, RRC's, against sports quota, apprentices, land losers quota, appointment on compassionate grounds, engagement of substitutes, and the Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARGESS). Application of reservation in recruitment including for people with disabilities. Implementation of Apprentices Act in Indian Railway establishments. *Conducting inquiry for C.G. appointment, Preparation of case sheet for such appointment keeping in view the inquiry report, age limit, educational qualification, competency etc	½ day
03/03	**COMPENSATION MANAGEMENT (PAY & ALLOWANCES), ACCOUNTS & AUDIT AND STORE PROCUREMENT** - issue, problems and analysis of data *Rules and their interpretation relating to fixation under RS (RP) Rules, 2008 & further clarifications thereunder, payment of various allowances including	½ day

	allowances to the running staff, loans and advances to the Railway employees and recovery thereof, income tax liability, TDS, PF & GIS deductions, PLB payment, pay fixation in case of promotion (functional and non functional promotions etc), pay protection, Stepping up, Next Below Rule (NBR),TA & OT claims. * Budget preparation & review, budget allocation, August review, Estimates, Audit, processing for purchase / maintenance of office equipments, Imprest, establishment costs, construction organization, Dealing with Accounts inspection note, Audit para, Draft Para etc. *Store Procurement, Stock & non stock items, Indents preparation for procurement & drawl of Stores, Inventory Control, Local purchase *Works, preparation of proposals for works programme, Workcharge estimates	
03/04	**INDUSTRIAL RELATIONS, LEGAL ESTABLISHMENT MATTERS, INDUSTRIAL/LABOUR LAWS, STAFF GRIEVANCE REDRESSAL SYSTEM AND STAFF WELFARE -** *Dealing with trade unions, various kinds of meetings- PNM, PREM, JCM etc, dealing with industrial disputes, strikes, lockouts, dharanas, gheraos. Preparation of remarks/reply for the conciliation proceedings. Dealing with unrecognized Trade Unions and Associations etc. *All matters related to service law, establishment related cases filed in CAT, High Courts, Supreme Court. Effective handling of court cases, filling of review Petitions, SLP and related issues. Dealing with RTI cases & citizen's charter & other related legislative measures affecting administration. *Enforcement and compliance of various legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, Payment of Wages Act, Workmen's Compensation Act, ex-gratia payment, preparation of proposals for compensation under E C Act/Ex Gratia etc. Contract Labour (Regulation & Abolition) Act, incentive bonus scheme, Minimum Wages Act, Right to Information Act 2005, Rights and Entitlements of persons with dis-abilities Act, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013 etc. Display of abstracts of Labour Laws at various Units. *HOER- Analysis of rules & procedure for optimum utilization of manpower & to curtail overtime, 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. *Grievance Redressal mechanism, Checking of records and ensure compliance of Labour Laws during station inspection, complaint registers etc *Staff Welfare – Colonies, Holiday Homes, Co-Operative Societies, Railway Schools, Handicraft Centre's, Canteens, Scout & Guides, cultural activities, SBF, Medical Facilities, RELHS *Pass Rules *Leave rules	1 day
03/05	**CAREER PROGRESSION AND PERFORMANCE MANAGEMENT -** *Analysis of rules and procedures related to Selection, Non Selection, Suitability, Trade Test, LDCE & GDCE, ACP/MACP scheme, Assessment of	½ day

	vacancies, reservation rules/roster, Panel, currency of panel, its extension. Appeal against Panel/select list/trade test, sealed cover procedure etc *ACR/APARs, procedure, maintaining of records, communication of adverse comments etc NBR, sealed cover procedure etc.	
03/06	**DISCIPLINE AND APPEAL RULES, IMPLEMENTATION OF ACTIONS ARISING OUT OF VIGILANCE MATTERS AND CONDUCT RULES -** *All matters relating to Disciplinary & Appeal Rules, 1968 viz minor & major penalties, their procedure, Implementation & combination of various penalties Disciplinary Authority, Enquiry officer, Defense Helper, Speaking orders, Schedule of Powers, ex parte action, appeal against penalty, Revision & Review, effect of penalty on service career, procedure for imposing penalty on retired persons, application of rules to a case study etc *Railway Services Conduct Rules, 1966 and their applicability on Railway servants, granting NOC for passport & Ex-India Leave Schedule of Disciplinary Powers and matters arising out of vigilance action	½ day
03/07	**SENIORITY AND RESERVATION POLICY -** *Rules and their interpretation pertaining to determination of seniority, on recruitment where initial training is necessary and not necessary, on transfer, promotion, reversion due to punishment & re promotion, integrated and inter-se seniority, seniority to medically de-categorized & surplus staff, seniority to staff promoted by applying reservation etc *Provision of reservation for Schedule Caste and Scheduled Tribe employees, maintaining reservation roasters, other relaxations available to SC/ST candidates in safety and non-safety category posts, procedure for de-reservation of posts	½ day
03/08	**MANAGEMENT OF POST RETIREMENT BENEFITS –** *Interpretation & implementation of Pension rules (new and old), provident fund rules, leave encashment rules, Gratuity rules, cut in DCRG and its delayed payment, retention of railway accommodation, sanction of retirement benefits to employees under different circumstances (superannuation, voluntary retirement, resignation, death, dismissal, technical absorption etc), impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits, conduct of Pension adalats, timely settlement and Redressal of grievances related to settlement, Ex gratia to widows/children of SRPF (contributory) & surviving retired SRPF (contributory), procedure in case of more than one claimant, anomalies in pension revision/fixation, New Pension System, application of rules to a case study	½ day
03/09	Analysis of rules and procedures in a given topic (group activity) and identification of redundant areas or requirements for change/modification	1 day
03/10	**INFORMATION TECHNOLOGY/ COMPUTER KNOWLEDGE** * Importance of Information Technology *Update on information technology usage – development of a monitoring program in EXCEL/ACCESS (group activity) * Computerization of Office work including returns and statistics	(one hour daily along with other topics)
	FINAL EXAMINATION	½ day

ANNEXURE-IV

Proposed (Revised) Training Module - PERS-04

DEPARTMENT	Personnel
ACTIVITYCENTRE	Personnel Training Centre
DESIGNATION	**Law Assistant**
STAGE	**Induction**
DURATION	12 days
AIMS	1.To provide inputs that facilitate integration of inductees with the organization's aims and objectives. 2. Provide basic knowledge of establishment rules and procedures required for contesting court cases effectively.

Revised Module No.	DESCRIPTION	Duration
04/01	**INTRODUCTION TO RAILWAYS-** * organization structure, functions * Personnel Department – roles & functions * Role of Law Assistant in these * Future avenues of growth (AVC). * Basic introduction to Fundamental Rules & IREM (Vol. I & II), IREC (Vol. I & II) etc * Safety and Disaster prevention – Office Safety, First Aid *Office skills, noting, drafting	1 day
04/02	Polices, rules and procedures relating to recruitment, general conditions of service, career progression/promotion, seniority	2 days
04/03	Polices, rules and procedures relating to Discipline and Appeal Rules and, Conduct Rules	1 day
04/04	Polices, rules and procedures relating to Pay fixation, Allowances, Advances and Pension	1 day
04/05	Polices, rules and procedures relating to Reservation, Leave rules, Pass rules, HOER	1 day
04/06	**VARIOUS ACTS – (AN INTRODUCTION)** * Payment of Wages Act * Minimum Wages Act * Employee Compensation Act * Factory Act * Industrial Disputes Act * Railway Act * CAT Act * Railway property unlawful possession Act * Consumer Act * Tenancy Act *Judical stamp Act * Right to Information Act 2005 * Rights and Entitlements of persons with dis-abilities * Contract Labour (Regulation & Abolition) Act, 1971 *Sexual Harassment of women at workplace (Prevention, Prohibition &	2 days

	Redressal) Act, 2013	
04/07	**Legal Matters –** • Court Case • Role of different courts • Preparation of written statement • Filling of Affidavits • Appeals • Nomination of Railway Advocates • Briefing, chasing & monitoring • Case contested by more than one office • Contempt cases • Vetting of Pleading • Preparation of note for fiting appeal/SLP before High Court or Supreme Court • Arbitration & Conciliation matters • NHRC metters • D&A rules • RCT Act • Court procedures in General	2 days
04/08	Field visit to Labour Commissioner Court/CAT/High Court/Supreme Court	1 day
04/09	Information technology usage + internet and networking Computerization of Office work including monitoring of court cases • SPL LIMBS Searching of Judgments on various topics	1 hr. daily along with other topics
04/10	**FINAL EXAMINATION**	1 day