Please Issue
O/C
20/7/12

भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **(Railway Board)**

नयी दिल्ली - 110001, तिथि: 19.07.2012
No.2011/E(TRG)/30/2-MCDO New Delhi - 110001,Dated: 19.07.2012

The Director General,
Railway Staff College,
Vadodara.

The Director,
IRICEN,
Pune

The Director,
IRIEEN,
Nasik Road

The Director,
IRIMEE,
Jamalpur

The Director,
IRISET,
Secunderabad

The Director,
IRITM,
Lucknow

The Director,
JR RPF Academy,
Lucknow

Sub : MCDOs – Standardisation of Formats: *Clarifications.*

Pursuant to Board's instructions calling for the MCDOs in the *revised* format as circulated vide letter of even number dated 21.10.2011, queries regarding certain items are being received from time to time. These are clarified as under:-

(i) Capacity - *Total* and *Utilised*:

(a) CTIs are required to furnish the 'Total Training Capacity' and 'Total Capacity Utilised' in terms of Trainee Days as per Annexure-1 of the letter dated 21.10.2011. It may be clarified that under 'Total Training Capacity', the CTIs are expected to furnish the figure of the available total training capacity of the CTI that month and not the training capacity allotted. CTIs may ensure that the sheet complete in all respects is to be sent to Board.

(b) Training capacity utilised is to be arrived at by dividing 'Trainee days used x 100' by the 'Total Training Capacity' mentioned at (a) above.

(c) For calculating the available 'Training Capacity', CTIs may follow Board's instructions circulated vide letter No. E(MPP)2011/3/5 dated 02.08.2011 (RBE 113/2011).

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(ii) Accommodation Capacity Utilisation:

(a) While providing the figures for Capacity Utilisation (hostel-wise), CTIs may mention how they have arrived at the figure (i.e., *x* number of rooms/ beds multiplied by *x number of days*).

(b) CTIs may explain if there is variation in figure of 'Total Capacity' for accommodation from previous months.

(iii) Cumulative figures:-

Wherever required in the statements, CTIs may furnish the cumulative figure (of Utilisation as in Annexure-I or Quality of Courses as in Annexure-III).

(iv) MCDOs through email:-

At present, RSC and IRITM are sending the MCDOs through email. Remaining CTIs may also send the same through email to Training Directorate on edtmpp@gmail.com and director.training@ymail.com.

(H.Moharana)
Director (Training)
Railway Board