RBE NO.44/2026

भारत सरकार / **GOVERNMENT OF INDIA**
रेल मंत्रालय / **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड/Railway Board)

2026/E(Trg)/41/14 **New Delhi, Dated: As signed**

The General Managers,
All Indian Railways & PUs.

The Director Generals/Director
All Centralized Training Institutes,
RDSO/Lucknow.

Sub:Revised Training Modules for officials of the Personnel Department and Ministerial Cadre staff.

Ref: Board's letter nos. E(MPP)/2017/3/30 dated 01.11.2021 (RBE 78/2021).

Training modules for Non-Gazetted Staff of Personnel Department were circulated to all Zonal Railways/ PUs vide above referred Board letters.

2. **Indian Railways Institute of Financial Management (IRIFM)** as the nodal institute has submitted the induction and refresher training modules for officials of the Personnel Department and all Ministerial Cadre staff other than Accounts dept.

2.1 After a comprehensive assessment Training module for non-gazetted staff of Personnel Department and Ministerial Cadre other than Accounts dept has been developed and approved by (DG/HR).

3. Accordingly, the Revised training module for Non-Gazetted Staff of **Personnel Department and Ministerial Cadre staff** has been scanned and uploaded under **Non Gazetted Training Circulars** on 'Indian Railways' website and can be viewed or downloaded from railnet.

4. Please acknowledge receipt. Hindi version will follow.

Digitally signed by
Neelam Sharma
Date: 29-05-2026
16:13:06

DA: As above

(Neelam Sharma)
Dy.Director-II, Estt. (Training)
Railway Board.
Ph No. 011-23047105

2026/E(Trg)/41/14 **New Delhi, Dated: As signed**

Copy to:

1) The General Secretary, NFIR, 3 Chelmsford Road, New Delhi for information (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

2) The General Secretary, AIRF, 4 State Entry Road, New Delhi for information (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

3) The Secretary General, FROA, R.No.256-A, Rail Bhavan, New Delhi for information (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

4) The Secretary General, IRPOF, R.No.268, Rail Bhavan, New Delhi for information (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

5) All Members, Department Council & Secretary Staff side National Council 13-C, Feroz shah Road, New Delhi (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

6) The Secretary General, AIRPF Association, Room No.256-D, Rail Bhavan, New Delhi (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

7) General Secretary, All India SC & ST Railway Employees Association, 171/B-3, Basant Lane Railway Colony, New Delhi (Copy may be downloaded from Non-Gazetted Training Circulars/Railnet/Internet).

Digitally signed by Tejendra Singh
Date: 02-06-2026 10:50:12

For Principal Executive Director (IR) /Railway Board

Copy to:

i) PS & ED(PG) to MR, MoSR (S) &MoSR (R)

ii) PSO/Sr.PPS to CRB, MF, M(Infra.), M(TRS), M(O&BD), DG(HR), DG(RHS) & DG(RPF)

iii) Sr.PPS/PPS/PS to AM(Budget), AM(CE), AM(C&IS), AM(Comml.), AM(E&HM), AM(Fin), AM(HR), AM(L&A), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(RS), AM(Sig.), AM(Staff), AM(Traction), AM(T&C), AM(Tele), AM(TT), AM(Works), PED(Vig.), PED(Safety), PED(Coaching), LA,

iv) ED(Plg.), ED(Accts.), EDCE(B&S), EDCE(G), EDCE(Plg.), ED(CHG), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDEE(M), EDEE(RS), EDE, ED(RRB), PEDE(N), EDE(Res), EDF, EDF(B), EDF(X)I, EDF(X)II, ED(H), JS(C), EDME(Chg.), EDME(Fr.), EDME(PU&W), ED(PC)I, ED(PC)II, EDRE, ED(Safety), ED(Safety)-II, IG./RPF(Hqs), ED(Sig.), ED(SP), EDRS(G), EDRS(S), ED(TD), EDTC(R), EDCE(P), ED(PM), ED(FM), EDPG, EDTT(F), EDTT(S), EDV(E), EDV(Elect), EDV(T), EDVE(S), ED(W).

v) E(NG)I, E(NG)II, E(G), F(E)I, F(E)II, F(E)III, E(SCT)I, E(SCT)II branches of Railway Board.

Sl. No.	Module Code	Title of Programme	Target Group	Duration	Periodicity
I	**CIP-01** (***ARAMBH***)	Common Induction Programme for NTPC (Non-Technical Popular Category)*	Newly inducted non-gazetted Ministerial staff (all departments other than Accounts)	02 Weeks	-
II	**CIP-01(ARAMBH) +PIP-02(PRAVESH)**	Induction Programme for Personnel officials.*	Newly inducted non-gazetted officials of the Personnel Department	02+01=03 Weeks	-
III	**MRP-03** (***UTKARSH***)	RefresherProgramme for officials	Serving Ministerial Staff of all departments other than Accounts	01 Week	Once in 3 years
IV	**SRP-04** (***VIDHIK-SHEMA***)	Induction/ Refresher Programme for CLA and S&WI	Chief Law Assistants, Law Assistants, Chief Welfare Inspectors and Welfare Inspectors	01 Week	Initial induction or after every 5 year service

* The induction training programmes viz. **CIP-01 (ARAMBH)** shall be mandatory for all newly inducted Non-Gazetted Ministerial Staff and **CIP-01 (ARAMBH) along with PIP-02 (PRAVESH)** shall be **mandatory** for all newly inducted Non-gazetted Personnel Department staff, and should be completed preferably **within three months** of joining.

2-week Common Induction Training for Ministerial Staff of all Departments

(other than Accounts)

Day 1	Introduction to Railways, Punctuality, Maintenance of Office decorum, Attendance, Emergency management, Office Skills.	A. Organizational structure of Railways- hierarchy and functionalities. B. Basic introduction of various departments of IR - Understanding important cadres across various departments C. Office procedures, Noting and Filing. D. Role of Ministerial Staff. E. Brief introduction on AVC in different departments for promotions. F. Brief working of basic train running operations. G. Office attire & dress code. H. First-Aid and Disaster Management, Emergency response during accidents, Brief about ART& role of Control office. I. Understanding bio-metric set up for attendance, how to properly maintain physical attendance. J. Office procedure, Noting and drafting skills
Day 2	DAR and Conduct rules, Vigilance Awareness.	A. Railway Services (Conduct) Rules, 1966; property transactions; representations by Railway employees B. D&AR – Suspension, Minor Penalties, Procedure of Imposing minor penalties, Major Penalties, Procedure of imposing Major Penalties, speaking order in DAR, impacts of penalties on promotion and retirement benefits, special provisions. K. Preventive Vigilance. L. Case studies- Dealing with D&A Rules, Notings, drafting speaking orders, Understanding procedures and precedence.
Day 3	Soft Skills – Communication Skills, Interpersonal Skills, Team Building and Team Work, Stress management	A. Soft Skills - Communication (Verbal & non-verbal). Inter-personal skill development, conflict resolution, Team Work, Practical aspects of team building. B. Stress Management – Types of stresses, causes of stress, how to deal with stress, time management

Day 4	Insight into Codes, manuals and Master Circulars. Responding to Court Cases, Drafting and editing affidavits.	A. How to connect all relevant guidelines and circulars, role of rule section, making references for policy modification & clarification. B. How to handle parliament questions, role of nodal cell and coordination. C. Codes, Manuals, Master Circulars, Receipt & Dispatch. D. Different types of courts, Affidavit filing and responding to Court Cases, Hands on experience with LIMBS, monitoring court cases, how to handle contempt cases, how to make out para-wise remarks – providing inputs for draft para-wise remarks for court cases, understanding basics of affidavits, drafting and editing, how to settle the advocate remunerations. E. Court case module in HRMS.

Day 5	APAR, Rajbhasha, E-Office	A. Performance Appraisal- Performance Appraisal in Indian Railways - Gazetted and Non-gazetted. SPARROW, recent changes in APAR, incorporation of Group KPI in APAR grading, APAR through HRMS. B. Provisions of Official Language Act. Monitoring Committees at Various Levels. Incentives, Awards, Rajbhasha Week, IT Applications for Hindi Translation. C. Introduction to E Office with hands-on training.
Day 6	IT Basic-Word, Excel, email, IT-Systems of IR	Basics of IT applications, MS Office (Word, Excel & PPT), Management Information System (MIS), Digi locker, IPAS, UMID, RESS, HMIS, Rail Madad, IRCTC, etc
Day 7	Stores Procurement, Accounts & Audit.	E-Tendering & GeM, GST, IREPS, Stock & Non Stock Items, how to prepare indents for procurement, Local Purchase, AMC of computers/peripherals, Condemnation, Maintaining Stock Register and Accounts Verification, Outsourcing, Hiring of Vehicles, Imprest Maintenance; Structure of Railway Accounts and working, Cannons of Financial Propriety, Budget Preparation & Review, Procedure of passing bills, Basic knowledge of Plan & Allocation heads, IRPSM, Model SoP; Handling of Audit-check list, standardizing process and making check list in context of Audit para remarks, handling Audit para compliance with case studies. General Conditions of Contract for Work, IRS conditions of contract for stores. Interaction with Stores and Accounts – Bills/Audit and Procurement.
Day 8	Acts and Compliance	A. Railway Act- Including latest amendments. B. New Labour Codes and implications for Indian Railways. C. Shramik Kalyan Portal and Principal Employer. D. POSH Act, ICC working, SHE-box awareness E. RTI Act. F. Rights & Entitlements of Persons with Disabilities. G. Contract Labour (Regulation & Abolition) Act, 1971 H. IT & Cybersecurity Act

Day 9	Basic Establishment Rules, HOER, Industrial Relations	A. Recognition of unions, associations, staff councils. B. Procedure for opening new branches. C. Meetings – Non-Payment, Informal, PNM, PREM, JCM. D. Entitlements of union/association office bearers – special pass, special casual leave, transfer, etc. E. Facilities to union/association – building, telephone, fax, computer, newspaper, etc F. Dealing with demonstrations/dharna/gherao, Negotiation skills. G. Leave Rules and Pass Rules - Pass Rules and its amendments, Penalty/fines for misuse of pass, Types of Leave, leave rules and joining time, ex-India leave, leave encashment and Optional 'All India Leave Travel Concession. H. Basic introduction to provisions of Income Tax Act, NPS, UPS and Old Pension Scheme. A. HoER - Hours of Work & Periods of Rest, Preparation of Duty Rosters, Job Analysis, HOER for Running staff, Overtime and Overtime allowance, Job analysis, special provisions for Running staff, preparation of crew link.
Day 10	Welfare and SBF, Quarter Policy, Grievance Redressal, CPGRAMS	Employee Welfare measures in Indian Railways, Staff welfare machinery, Role of Welfare Inspectors, Staff Canteens – Statutory & Non Statutory, Homeopathic & Ayurvedic Dispenseries, Working of Mahila Samiti, Holiday Homes, Subordinate Rest House, Railway Institutes, Railway Schools, KV in Railway Premises, Provision of Creches, UMID, Identity Card; Staff Benefit Fund – aims and objectives, formation of committees at various levels, source, expenditure, per capita annual grant ; Various aspects of Quarter Allotment policy- with latest instructions; Grievances handling, Employee Charter, CPGRAM, E Grievance module of HRMS, holding of camps, GM/DRM/CWM interview.

Day 11	HRMS –Basic	Employee Master, Employee Self Service Modules, PF, Leave, Pass, UDIT
Day 12	Field Visit & Final Examination.	A. Field Visit to DRM's Office/Workshop/Store Depot. B. Final Examination.

1 week Induction Training Module for personnel department staff (Jr Clerk/Sr Clerk/OS/SWI/Law Assistant): -

Day1	Personnel Department, Future Avenues of Growth, Code & Manual, Manpower Planning, Redeployment, related HRMS Modules	A. Role & Function of Personnel Department. B. AVC in Personnel Department. C. IREM Vol I & II, IREC Vol I & II, Master Circulars, Model SOP, etc. D. Concepts of Post, Category, Cadre, Lien, Cadre structure, cadre restructuring, Cadre registers, Book of sanction, SAVE Positions E. Manpower Planning, Permanent posts, temporary posts, work charged posts, supernumerary posts, surrender and creation and transfer of posts, benchmarking, work study, vacancy bank, pool of surrendered posts, Redeployment of Surplus staff, Project labour, Contractual employee, Benchmarking and yardstick F. Medical Classification and de-categorization - Railway medical classifications; Medical examination during recruitment and promotion; PME; Rules related to Medical de-categorization. Fixation of Pay /seniority of decategorized staff, Absorption of medically de-categorized staff in alternative posts.Hands on experience in Cadre Management module of HRMS.
Day2	Seniority, AVC, Reservation Roster, related HRMS Module; Transfers, related HRMS Module.	A. Seniority fixation among gazetted officers in Group A & B, B. Seniority fixation among Groups C non-gazetted staff. C. Seniority on recruitment where initial training is necessary and not necessary. D. Seniority on transfer, promotion, reversion & re promotion due to punishment. E. Seniority to medically decategorised & surplus staff, to staff promoted by applying reservation. F. Integrated Seniority/inter-se seniority. G. AVC for various promotions and selections H. Provision of reservation for Scheduled Caste and Scheduled Tribe employees. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts I. Maintenance of various reservation rosters. L-Shaped, 200-point, DR and Promotional, PwBD Roster. J. Comprehensive transfer policy, NOC, Forwarding of Applications, Hands-on experience on UDIT Module of HRMS.
Day 3	Selection, Suitability and	A. Procedure for promotion against selection and non-selection posts, Assessment of Vacancies, reservation/roster, Suitability/Trade Tests,

	Trade Test, MACPS, Related HRMS Modules	Rules governing LDCE, GDCE, integrated seniority, Benchmark based promotions, Panel, currency of panel and extension of currency of panel, MACP B. Computer Based Tests (CBT) C. Hands-on experience in UDIP module of HRMS, Hands-on experience in Sports Promotion module, Office order module in HRMS (Gazetted & Non gazetted) D. Promotion from Gr.C to Gr.B E. Promotion from Gr.B to Gr.A F. Promotions within Gr.A G. NBR, sealed cover procedure, etc.

Day4	Pay Fixation, Allowances & Advances, Bills and IPAS, Settlement,related HRMS Modules	A. Initial, Normal and Option fixation on promotion, Transfer, Reversion, Restoration of pay on completion of Punishment, on own request transfer on bottom seniority. B. Principles of pay fixation in case of appointment, promotion, Medical decategorization, pay fixation in case of functional /non-functional promotions; on deputation; cadre /ex-cadre, exercising of option. Stepping up of Pay/ Proforma fixation. Fundamental Rule (FR) & Fixation, Instances of pay protection etc. Increments, PLB and various allowances (Transport, HRA, NHA, NDA, Training Allowance, DA/TA, etc) and reimbursements admissible to the Railway employees including allowances to the running staff. Loans and various advances (interest free and interest bearing for conveyance, computer, on transfer, natural calamities, festivals, HBA, etc) admissible to the Railway employees and conditions thereof; MACP& DACP (for doctors) schemes. Wage Periods, preparation of Pay Bill, IPAS. Withdrawl & Advance from PF. C. Pay Commissions, 7th CPC recommendations, Pay Levels of Different Categories, Processing Salary bills; Provident Fund – Advances and withdrawal D. Running Allowance Rules - various types and conditions E. Types, checks, Bill preparation and processing in IPAS F. Income Tax G. Settlement- Superannuation, Voluntary Retirement, Compulsory retirement on service review, Settlement benefits, DCRG, GIS, PF, Leave encashment, Commutation, Pension Adalat, New Pension Scheme and its features and benefits, tax treatment of NPS, PPO and its revision, impact of penalty on settlement benefits, delayed payment of settlement dues, non vacation of railway quarters, more than one claimant, Secondary Family Pension cases (Family Pension Cases of unmarried/divorced/widow/persons with bench mark disability), UPS, OPS – Old Pension Scheme. H. Hands-on experience in Settlement Module, DAR module (upcoming) of HRMS.

Day 5	Recruitment, related HRMS Modules	A. Recruitment to Railway Services – Gazetted & non-Gazetted. B. Functioning of Railway Recruitment Boards, Railway Recruitment Cell C. National Recruitment Agency (NRA) – role and functions. D. Assessment of requirements from Open Market with reservation quota. E. Online Indenting and Recruitment Management System (OIRMS) F. Appointments - Regular, Temporary, Substitute. Medical Norms, Verification of documents & Antecedents, General Conditions of Service. G. Appointments - Compassionate appointment, LARSGESS, Land-losers Quota, Sports quota, Scouts and Guides quota, Cultural quota, GDCE, PwBD, etc. H. On-boarding of newly recruited employees; Prarambh module on iGOT Various aspects of CBT; HRMS Practical - Hands-on experience in CGA module, Hands on experience in On Boarding Module, Employee master and e-SR modules. **I.** Act Apprentice
Day 6	Leave Rules, Industrial Relations, Coordination with outside agencies, Labour law, Legal Matters, Self - Assessment	A. Procedure for Debit & Credit of Leaves. B. Leave Encashment in service, on retirement, death, resignation, absorption in other departments. C. Coordinating with outside agencies – NIC, Courts/legal firms, CIC, Education Department, Labour department, SC/ST, OBC, NHRC, PwBD Commissions, Coordinating with Local Administration &Police w.r.t. Railway Exams. D. Essentials of New Labour Codes. E. Preparation of note for filing Appeal/SLP before High Court/Supreme Court, NHRC matters, LIMBS software. F. Hands-on experience in Industrial Relation (Beta) module of HRMS. G. Self-Assessment.

1 week Refresher Course Module for Ministerial Staff of all Departments

(other than Accounts)

Day 1	**Introduction & Overview of HR** **Office Procedure & Conduct Rules** **Discipline & Appeal Rules (D&AR) and Legal Matters**	**1. An overview of evolving role of Human Resource Management** ***1.1 From Personnel Administration to Human Resource Management- through the lens of Indian Knowledge Systems (IKS)*** ***1.2 Constitutional and Statutory Backbone*** ***1.3 Mission Karmayogi and the Competency Approach*** ***1.4 Course Map and Linkages*** ***1.5 Identifying the i-GOT modules for self-study*** **2. Office Procedure & Conduct Rules** ***2.1 The Office Procedure Framework*** ***2.2 The Railway Services (Conduct) Rules, 1966*** ***2.3 Linkage to Discipline and Appeal*** ***2.4 Relevant case studies*** **3. Discipline & Appeal Rules and Legal Matters** ***3.1 Constitutional Backbone and Applicability*** ***3.2 Suspension and Deemed Suspension*** ***3.3 Minor and Major Penalty Procedure***

		3.4 Appeal, Revision and Common Legal Pitfalls ***3.5 Relevant case studies***
Day 2	**WIPER, PNM and SBF Modules** **Fixation of Pay, Case Studies and MACPS** **CGA, Scouts & Guides, Sports Quota & Cultural Quota Recruitment** **Disaster Management, First Aid and brief on Rajbhasha**	**1. Innovative solution in HR: WIPER, PNM and SBF Modules** ***1.1 WIPER — Welfare Inspector's Periodical Report Module*** ***1.2 PNM (Permanent Negotiating Machinery) - web application*** ***1.3 SBF (Staff Benefit Fund - web application*** **2. Fixation of Pay, Case Studies and MACPS** ***2.1 The 7th CPC Pay Matrix*** ***2.2 Rule 13 Pay Fixation on Promotion*** ***2.3 Annual Increments and Qualifying Service*** ***2.4 MACPS — Modified Assured Career Progression Scheme*** ***2.5 Case Studies*** **3. CGA, Scouts & Guides, Sports Quota and Cultural Quota Recruitment** ***3.1 Compassionate Ground Appointment (CGA)*** ***3.2 Scouts & Guides Quota*** ***3.3 Sports and Cultural Quotas*** ***3.4 Relevant case studies*** **4. Disaster Management, First Aid and brief on Rajbhasha** ***4.1 Disaster Management in the Office Setting*** ***4.2 First Aid Essentials***

		4.3 Rajbhasha at the Office Level
Day 3	**RTI Matters — RTI Act, 2005** **Promotions & Selections, Vacancy Position, Rosters, Rule of Reservation, Indents** **Grievance Module of HRMS, CPGRAMS, VIP & SC/ST/OBC Commission References, Personal Interviews** **Reservation in Promotions — SC/ST/OBC and EWS/PwBD**	**1. RTI Matters — The Right to Information Act, 2005** ***1.1 Scheme of the Act*** ***1.2 The Office Workflow*** ***1.3 Appeals and Penalty*** ***1.4 Landmark Judgements*** ***1.5 Relevant case studies*** **2. Promotions & Selections, Vacancy Position, Rosters, Rule of Reservation, Indents** ***2.1 Master Circulars 31 and 37*** ***2.2 Vacancy Computation and Panels*** ***2.3 Post-Based Rosters — RBE 147/2023*** ***2.4 Indents*** ***2.5 Relevant case examples and best practices*** **3. Grievance Module of HRMS, CPGRAMS, VIP & Commission References, Personal Interviews** ***3.1 The HRMS Grievance Module*** ***3.2 CPGRAMS*** ***3.3 VIP References and Commission References*** ***3.4 Personal Interviews with Higher Authorities*** ***3.5 Relevant case studies***

		4. Reservation in Promotions — SC/ST/OBC and EWS/PwBD ***4.1 SC/ST Reservation in Promotions*** ***4.2 OBC — Position in Promotions*** ***4.3 PwBD — Horizontal Reservation***
Day 4	**Overview of HRMS Modules — IRRT/IDT and inter-seniority transfers,** **HRMS — Resolution of pending service requests,** **UDIT Module of HRMS — IRRT/IDT and Inter-Seniority Transfers**	**1. Overview of HRMS and its various Modules** ***1.1 Vision and evolution of HRMS in context of Human Resource management in Indian Railways*** ***1.2 Understanding various modules of HRMS and their working*** ***1.3 Workflows and task flows of various modules in Practice*** ***1.4 Forthcoming Enhancements*** **2. HRMS — Resolution of Pending Service Requests** ***2.1 The Anatomy of a Pending Request*** ***2.2 The Escalation Matrix*** ***2.3 Sustaining Low Pendency*** **3. UDIT Module of HRMS — IRRT/IDT and Inter-Seniority Transfers** ***3.1 What UDIT Does*** ***3.2 IRRT and IDT Workflows*** ***3.3 Transfers from One Seniority to Another***
Day 5	**Use of Artificial Intelligence in Smart Working; HOER, Stores & Contract, Non-Stock items, Plan Heads 17 & 65, Office,**	**1. Use of AI tools in Smart Working** ***1.1 Understanding the evolving AI ecosystem***

	GeM	***1.2 AI in Smart Working — AI tools Use-cases in Official working*** ***1.3 Safe Use of AI- Compliance with the DPDP Act, 2023 and GoI Advisories*** **2. HOER, Stores & Contract, Non-Stock items, Plan Heads 17 & 65, GeM** ***2.1 HOER — Hours of Employment Regulations*** ***2.2 Stores, Non-Stock items, Plan Heads 17 and 65*** ***2.3 Office Vehicle and GeM*** **3. Team Building and conflict management.** **4. Valedictory Session and Feedback** ***4.1 Guided Recap*** ***4.2 Assessment test*** ***4.3 Action-Plan Capture*** ***4.4 Feedback and Certificates***

Five-Day Refresher Course

for Chief Law Assistants, Law Assistants and SWI/CSWI

Competency-Based Training Module

Time Frame	Competencies Framework	Topics covered in detail
Day One	**Training on Behavioral Competencies**	**1. Art of Communication** • Verbal and non-verbal communication in formal office and field settings • Effective written communication for note-sheets, official replies and counselling letters • Active and empathetic listening while dealing with aggrieved railway servants and their families • Communication during inquiries, personal hearings and grievance-redressal interactions **2. Emotional Intelligence and Leadership** • Self-awareness and self-regulation while handling sensitive welfare and legal matters • Empathy and social skills for managing employee distress, bereavement and family hardship cases • Situational leadership for Welfare Inspectors and Law Assistants in supervisory and team-lead roles • Building credibility and trust within the unit and with the field staff **3. Dharmic Governance and Spirit of Service – Idea of Nāgarik Devo Bhava** • Indic foundations of public-service ethics and the seva bhāva tradition • Citizen-centricity in welfare administration and in dispensation of justice • Integrity, impartiality and accountability in service to railway servants and pensioners **4. Team Management and Stress Management** • Working effectively in welfare cells, legal cells and inquiry teams • Time, priority and workload management in litigation-heavy environments • Recognising and managing occupational stress • Mindfulness, breath-work and resilience-building practices
Day Two	**Training on Functional Competencies**	**1. IT Tools in Railways** • Overview of e-Office, IPAS, HMIS, IREPS and other applications used in establishment and legal work

		• File management, e-noting, digital signatures and movement of files across units • Records management and retrieval discipline for litigation and DAR matters **2. Evolution and Vision of HRMS – with recent developments** • HRMS modules relevant to welfare and establishment work — Service Records, Leave, APAR, Pass, Settlement. • Recent module additions • Common errors, escalation paths and resolution workflows for field-level grievances **3. Introduction to AI-** • Artificial Intelligence – A Paradigm Shift in Human History • Understanding the Evolving AI Ecosystem • AI in Smart Working – AI-tool Use-cases in Official Working • Safe Use of AI – Compliance with the DPDP Act, 2023 and GoI Advisories
Day Three	**Training on Domain Competencies (Part I)**	**1. Hands-on Training on LIMBS** • Navigation, dashboard and user-role architecture of LIMBS • Entry of new cases, updating case progress and uploading pleadings and orders • Linking of nodal officers, advocates and counter-affidavit deadlines • Generating MIS reports and monitoring pendency of court cases **2. Hands-on Training on Drafting Skills in Legal Matters** • Drafting parawise comments, counter-affidavits and rejoinders • Drafting written statements before CAT, High Courts and consumer fora • Drafting replies to legal notices, RTI first appeals and CPGRAMS responses • Drafting of charge-sheets, statements of imputations and inquiry reports under the RS(D&A) Rules, 1968 **3. Understanding Recent Developments in Legal Matters – through case studies** • Implications of the new Labour Codes for Indian Railways establishment work • Recent Railway Board circulars on service,

		establishment and disciplinary matters
Day Four	**Training on Domain Competencies (Part II) — including Field Visit**	**1. Family Pension Cases, Compassionate Ground Appointment Cases and Grievance Management – through case studies** • Family pension — eligibility, divorced/widowed/disabled daughters, missing-employee cases, two-family situations • Compassionate Ground Appointment — RBE guidelines, common grounds of rejection and re-consideration • Grievance redressal through CPGRAMS, e-Grievance module of HRMS, and internal welfare mechanisms **2. Legal Issues in HR – Landmark Judgments and Recent Rulings of the High Courts and the Supreme Court** • Service jurisprudence — seniority, promotion, reservation • Disciplinary matters — principles of natural justice and judicial review • Pension and retiral benefits — recent rulings on family pension, NPS-OPS interface and Pay fixation matters • Sexual harassment at the workplace — PoSH Act-2013 and relevant case-laws, Role of Internal Committees **3. Field Visit to the Central Administrative Tribunal / High Court — hands-on courtroom exposure** • Observation of live proceedings in service matters, writ petitions and OAs • Familiarisation with court procedure, listing system, filing protocols and the role of the Registry • Interaction (where feasible) with bench officers and Indian Railways' standing counsel
Day Five	**Consolidation, Assessment and Valedictory**	**1. Group Presentations on Case Studies** • Team presentations on assigned case studies — drafting exercise, family pension/CGA case, landmark judgment • Peer review and faculty feedback on substance, clarity and citation discipline **2. Valedictory Session and Feedback** • Brief reflections on key takeaways across the three competency tracks through assessment exercise • Action-plan for application in the participant's home unit / division • Course evaluation and structured feedback

		collection • Distribution of course-completion certificates