



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

No. E (MPP)/2017/3/30

New Delhi, dated 01.11.2021

The General Manager,  
All Zonal Railways/PUs  
Metro Railway, Kolkata  
CORE, Allahabad  
DG/RDSO/Lucknow  
CAO/DMW/ Patiala  
CAO/COFMOW/New Delhi  
ED/CAMTECH/Gwalior

DG/NAIR/Vadodara  
DG/IRITM/Lucknow  
DG/IRIEEN/Nasik  
DG/IRICEN/Pune  
DG/IRISET/Secunderabad  
DG/IRIMEE/Jamalpur  
DG/IRIFM/ Secunderabad  
DG/ JRRPF/ Lucknow

**Sub: Revised Training Module of Non- Gazetted Staff of Personnel Department.**

Vide Board (CRB) letter No. E(MPP)/2016/3/20 dated 28.11.2018, DG/NAIR had been authorized as the Head of the Academic Council of all CTIs to develop Training Modules of all categories of Non-Gazetted staff. Accordingly, training module of Personnel Department has been developed by NAIR and sent to this office.

2. Ministry of Railways (Railway Board) has reviewed the revised training module of non-gazetted staff of Personnel Department prepared and submitted by NAIR and approved the same.
3. The revised training module has been scanned and uploaded under **MPP Training Circulars** and can be viewed or downloaded from Railnet/ Indian Railways website.
4. Kindly acknowledge receipt.

(Deepak Peter Gabriel)  
Principal Executive Director/ (IR)  
Railway Board

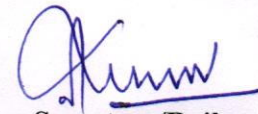


No. E(MPP)2017/3/30

New Delhi, dated: 01.11.2021

Copy to:

- 1) The General Secretary, NFIR, 3 Chelmsford Road, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 2) The General Secretary, AIRF, 4 State Entry Road, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 3) The Secretary General, FROA, R.No.256-A, Rail Bhavan, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 4) The Secretary General, IRPOF, R.No.268, Rail Bhavan, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 5) All Members, Department Council & Secretary Staff side National Council 13-C, Ferozeshah Road, New Delhi (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 6) The Secretary General, AIRPF Association, Room No.256-D, Rail Bhavan, New Delhi (Copy may be downloaded from E(MPP) 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 E(MPP) Training Circulars/Railnet/Internet).



For Secretary/Railway Board

No. E(MPP)2017/3/30

New Delhi, dated: 01.11.2021

Copy to:

- i) PS & ED(PG) to MR, MoSR (J) & MoSR (D).
- 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(Traction), AM(Fin), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Staff), AM(RS), 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), EDE, ED(RRB), EDE(N), EDE(Res), EDF, EDF(B), EDF(X)I, EDF(X)II, ED(H), JS(C), EDME(Chg.), EDME(Fr.), 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) Chief Commissioner of Railway Safety, Lucknow.
- vi) E(Trg.), 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.





MINISTRY OF RAILWAYS

**NATIONAL ACADEMY OF INDIAN RAILWAYS, VADODARA - 390 004**  
Tel. Rly 45226 (O), FAX No 0265-2638267, e-mail: [sphrm@nair.railnet.gov.in](mailto:sphrm@nair.railnet.gov.in)

NAIR/ Misc./2009/Revision of Trg. Module

Date: 21.09.2021

Principal Executive Director (IR)  
Railway Board  
New Delhi-110001

**विषय:** Revised Training Modules of Non - Gazetted Staff of Personnel Department

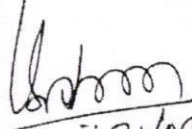
**संदर्भ:** 1) NAIR letter of even number dated 05.07.2019

2) Railway Board's letter No. E(MPP)/2017/3/30 dated 12.08.2021

Revised Training module for Non-Gazetted staff of Personnel Department was sent to Railway Board on 05.07.2019 vide NAIR letter under reference (1). The suggestions of Railway Board as communicated vide their letter under reference (2) have been incorporated in the Training Modules at appropriate places. The revised Training modules are attached herewith.

Railway Board is requested to approve the revised training modules before adoption over the Zonal Railways.

DA. As above

  
21/09/21  
(S. Behera)

Sr. Professor (HRM)  
For Director General



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

कार्मिक विभाग के समूह 'ग' कर्मचारियों के स्टेजवाइज प्रशिक्षण के लिए स्वीकृत मॉड्यूल

Approved Modules for stage wise Training of Group 'C' Staff

OF PERSONNEL DEPARTMENT



भारतीय रेल राष्ट्रीय अकादमी, वडोदरा

NATIONAL ACADEMY OF INDIAN RAILWAYS, VADODARA



## **PREAMBLE**

Chairman Railway Board vide his letter No D.O No. E(MPP)/2016/3/20 dated 28<sup>th</sup> November, 2018 laid emphasis on the training and development of non-gazetted railway staff with a view to capacity augmentation and competency building. DG/NAIR was authorized to develop training modules for all segments of Railway employees with a focus on both content and delivery to broaden the horizon of railway employees by multi-disciplinary training. The overall aim was to make the employees productive, responsive, technologically proficient and future ready.

2. Railway Board vide letter no. E(MPP)/2017/3/30 dated 20<sup>th</sup> December, 2017 (RBE no. 203/2017) had revised the training modules for employees of Personnel Department of Indian Railways. The content is quite comprehensive and is the base document for our revision exercise.

3. The model thrust areas for the Personnel Department are:

- i. IT enablement of HR processes and practices and related training inputs
- ii. Development of soft skills for improved etiquette at work.
- iii. Building and leveraging on Digital Learning platform for increasing the scale and scope of training.

4. As a part of the initiative for revision in the training module for Personnel Department, letters were addressed to GMs, PCPOs, Training Managers and CTI heads for their suggestions. The faculty team of NAIR visited Personnel Training Centre, Jodhpur, the nodal training facility for employees of Personnel Department. The primary objective was to make a first-hand assessment of training needs providing for enrichment of the curriculum. The faculty team subsequently visited Zonal Railway Training Institute, Udaipur and interacted with their faculty and the trainees of different courses.

5. On the basis of responses/feedback received from the different stake holders, the training module has been revised in tune with the current needs and requirements. Recent changes such as introduction of 100% objective multiple choice type questions and computer based tests in the non-gazetted selection, Online Indenting and Recruitment Management System (OIRMS), Shramik Kalyan portal, SPARROW, GST, LIMBS, E-Tendering and GeMS etc. have been incorporated in the curriculum.



# TRAINING MODULES



## Index

Sl No	Module	Course Code	Target Group	Duration
1	Induction Course	HR-01	Jr.Clerk/Sr Clerk	21 days
2	Refresher Course	HR-02	Jr Clerk/Sr Clerk	5 days
3	Refresher Course	HR-03	OS/Chief OS / SWLI/CWLI	5 days
4	Induction/Refresher course	HR-04	Law Asst / Chief Law Asst	12 days



**Revised Training Module of HR-01**

DEPARTMENT	:	Personnel
ACTIVITY CENTRE	:	Personnel Training Centre
DESIGNATION	:	Jr. Clerk / Sr. Clerk
STAGE	:	INDUCTION
DURATION	:	21 days
LEARNING OUTCOMES	:	<ol style="list-style-type: none"> <li>1. To provide inputs that facilitate integration of trainees at induction stage with the organization's aims and objectives.</li> <li>2. To provide basic knowledge of Establishment rules and procedures.</li> </ol>

Module No.	Existing Description	Duration
01/01	<b>INTRODUCTION TO RAILWAYS</b> <ul style="list-style-type: none"> <li>* Organization structure, functions , role of ministerial staff</li> <li>* Personnel Department - roles &amp; functions.</li> <li>* Future avenues of growth (AVC in the Personnel Department).</li> <li>* Basic introduction to Fundamental Rules &amp; IREM (Vol.I &amp; II), IREC (Vol.I &amp; II) etc</li> <li>* Safety and Disaster prevention - Office Safety, First Aid</li> <li>* <b>Employee Charter</b></li> </ul>	1/2 day
01/02	<b>OFFICE SKILLS</b> <p>Filing system</p> <ul style="list-style-type: none"> <li>* Opening - closing of files &amp; principles of putting file numbers</li> <li>* Maintenance of files &amp; other records</li> <li>* Noting, drafting</li> <li>* Diary; codes/manuals/policy circulars/monitoring systems</li> <li>* Service record - opening, entries &amp; maintenance</li> <li>* Schedule of powers</li> <li>* Customer Care, ethics, interpersonal skills</li> <li>* <b>E office</b></li> <li>* <b>Model SOP</b></li> </ul>	1 ½ day



01/03	<b>INFORMATION TECHNOLOGY/ COMPUTER KNOWLEDGE-</b> <ul style="list-style-type: none"> <li>* Importance of Information Technology</li> <li>* Introduction of computers - Hardware, software, operating system &amp; applications</li> <li>* Introduction to MS Office applications - (a) MS Word (b) MS-Excel (c) MS- Access (d) MS - Power point</li> <li>* Communication - Internet, E -mail, Networking</li> <li>* Hindi applications, printing</li> <li>* Computerization of office work including returns and statistics</li> <li>* HRMS</li> <li>* Management Information System (MIS)</li> <li>* Knowledge of various portals viz. E-Dristhi, Rail Dashboard, CPGRAM</li> <li>* <b>Practical Exam in these subjects</b></li> </ul>	(one hour daily along with other topics)
01/04	<b>MANPOWER PLANNING</b> <ul style="list-style-type: none"> <li>* Manpower inventory - book of sanctions/monitoring systems</li> <li>* Manpower optimization - techniques available and used - benchmarking/work study /redeployment</li> <li>* Procedures for creation of regular posts/ supernumerary posts/ surrender of posts/ transfer of posts</li> <li>* Development of manpower skills/types of training - categories tor which training is mandatory- importance of training</li> <li>* Cadre register, staff on roll register, roster &amp; other registers</li> <li>* <b>COMTRAN, LIFO/ FIFO in case of closure of establishment</b></li> <li>* <b>Rail Kaushal Vikash Yojana (RKVY)</b></li> </ul>	1/2 day
01/05	<b>RECRUITMENT PLANNING</b> <p>Recruitment procedure of:</p> <ul style="list-style-type: none"> <li>* Group "C' and erstwhile "D" services</li> <li>* Substitutes.</li> <li>* Various quotas-like Handicapped, Ex Servicemen, Sports, scouts &amp; guides, Cultural, GDCE, etc.</li> <li>* Appointment on compassionate ground</li> <li>* Assessment of requirements from open market with reservation quota.</li> <li>* Procedure for preparation of indents- for RRB /RRC</li> <li>* Medical norms for appointment.</li> <li>* Verification of documents &amp; antecedent</li> <li>* General conditions of service</li> <li>* Redeployment of surplus and medically de-categorized Staff</li> <li>* Employment under Liberalized Active Retirement scheme for Guaranteed Employment for safety staff (LARSGESS) and connected court cases</li> <li>* <b>On -line indenting and recruitment management system (OIRMS)</b></li> <li>* <b>Course Completed Act Apprentices</b></li> <li>* <b>EWS quota</b></li> </ul>	01 day



01/06	<b>PAY AND FIXATION OF PAY</b> <ul style="list-style-type: none"> <li>* Introduction to compensation management in Government (pay Commission etc)</li> <li>* RS (RP) Rules 2016, Pay levels of different categories.</li> <li>* Definition of pay &amp; special pay and different allowances termed as pay</li> </ul> <b>Fixation of pay on</b> <ul style="list-style-type: none"> <li>(a) appointment</li> <li>(b) promotion &amp; reversion</li> <li>(c) on "own request" transfers on bottom seniority to another seniority unit</li> <li>(d) on promotion to ex cadre post &amp; on reduction due to punishment</li> <li>(f) on deputation</li> <li>* fixation of pay of medically de-categorized staff</li> <li>* fixation under RS(RP) Rules 2016 &amp; further clarifications thereunder</li> <li>* Option for fixation of pay under Fundamental Rules</li> <li>* Increment</li> <li>* Types of bills &amp; preparation of bills (documents required and checks needed for passing salary bills)</li> <li>* <b>Fixation in context of bunching of scales</b></li> <li>* <b>IPAS</b></li> <li>* <b>Check list, dos and don'ts in passing of Establishment bills</b></li> </ul>	1/2 day
01/07	<b>SENIORITY</b> <ul style="list-style-type: none"> <li>* On recruitment where initial training is necessary and not necessary</li> <li>* On transfer/ promotion &amp; reversion</li> <li>* Integrated seniority/inter-se –seniority</li> <li>* Seniority to medically de-categorized &amp; surplus staff</li> <li>* Seniority in case of reduction &amp; re - promotion due to punishment</li> <li>* Seniority to staff promoted by applying reservation</li> </ul>	1/2 day
01/08	<b>CAREER PROGRESSION</b> <ul style="list-style-type: none"> <li>* Channels of promotion of various categories of staff</li> <li>* Selection, Non Selection, Suitability, Trade Test</li> <li>* Selection from GP 1800 (erstwhile Group 'D') to higher group 'C' posts</li> <li>* Selections from Group "C" to Group 'B' (Gazetted selection)</li> <li>* Procedure &amp; eligibility for LDCE &amp; GDCE</li> <li>* Assessment of vacancies, reservation / roster</li> <li>* Selection /Promotion under ACP /MACP scheme</li> <li>* Panel, currency of panel &amp; extension of currency of panel</li> <li>* <b>Computer based tests (CBT)</b></li> <li>* <b>Recent changes in selection policy. Introduction of 100% MCQs</b></li> </ul>	01 day



01/09	<b>LEAVE RULES</b> <ul style="list-style-type: none"> <li>* Different kinds of leave, admissibility, limitation, competency regarding sanction</li> <li>* Procedure for credit and debit of leave</li> <li>* Maintenance of leave accounts</li> <li>* Granting encashment of leave in various circumstances like Retirement, death, resignation, absorption in other departments, in service leave encashment</li> </ul>	1/2 day
01/10	<b>CONDUCT RULES</b> <ul style="list-style-type: none"> <li>* Applicability on railway servants, provisions about moveable, immoveable property, for commercial staff, sexual harassment, Dowry etc.</li> <li>* <b>Satyanishtha</b></li> <li>* <b>Gender sensitization and inclusive workforce</b></li> </ul>	1/2 day
01/11	<b>LEGAL MATTERS</b> <ul style="list-style-type: none"> <li>* Court cases</li> <li>* Drafting of Para wise comments</li> <li>* Filing of affidavits</li> <li>* Appeals</li> <li>* <b>LIMBS software application</b></li> </ul>	1/2 day
01/12	<b>INDUSTRIAL RELATIONS</b> <ul style="list-style-type: none"> <li>* Recognition of unions, Associations, Staff councils</li> <li>* Procedure for opening of new branches</li> <li>* Meetings - Informal, Non-payment, PNM, PREM, JCM</li> <li>* Entitlements of union/Associations office bearers - special pass, special Casual Leave, Transfer etc.</li> <li>* Facilities to union/Association - building, telephone, fax, computer, newspapers etc.</li> <li>* Dealing with demonstrations/dharna /gherao by Unions/ Associations</li> <li>* <b>On line PNM concepts and process improvement</b></li> </ul>	1/2 day
01/13	<b>PENSION RULES</b> <ul style="list-style-type: none"> <li>* Superannuation, death, resignation, Voluntary/premature retirement</li> <li>* Pension, DCRG, commutation, leave encashment, GIS, PF &amp; DLI- calculation</li> <li>* procedure of revision of pension, provisional pension</li> <li>* delayed payment of settlement dues</li> <li>* non vacation of Railway accommodation</li> <li>* More than one claimant</li> <li>* Ex gratia to widows/children of SRPF (contributory) &amp; surviving retired SRPF (contributory) employees</li> <li>* <b>New Pension System</b></li> <li>* <b>ARPAN</b></li> </ul>	01 day



01/14	<b>VARIOUS ACTS (AN INTRODUCTION)</b> <ul style="list-style-type: none"> <li>* Payment of Wages Act</li> <li>* Minimum Wages Act</li> <li>* Employee Compensation Act</li> <li>* Factory Act</li> <li>* Industrial Dispute Act</li> <li>* Rights and Entitlements of persons with disabilities</li> <li>* Contract Labour (Regulation &amp; Abolition) Act, 1971</li> <li>* Sexual Harassment of women at workplace (Prevention, Prohibition &amp; Redressal) Act, 2013</li> <li>* <b>Right to Information Act 2005</b></li> <li>* <b>Cyber Law and IT ACT</b></li> <li>* <b>Shramik Kalyan portal and role of Principal employer</b></li> </ul>	1 ½ day
01/15	<b>ALLOWANCES</b> <ul style="list-style-type: none"> <li>* Various allowances, their calculations and conditions for drawal- (Transport, HRA, NHA, NDA, Training Allowance, DA/TA etc. including allowances for Running category employees.)</li> </ul>	01 day
01/16	<b>ADVANCES</b> <ul style="list-style-type: none"> <li>* Interest free and interest bearing advances (for conveyance, computer, on transfer, natural calamities, festivals, HBA etc.) -eligibility, conditions, recovery, etc.</li> <li>* Withdrawal and advance from provident fund -conditions, calculation and recovery</li> </ul>	1/2 day
01/17	<b>PASS RULES</b> <ul style="list-style-type: none"> <li>* Kind of passes &amp; PTOs, eligibility &amp; entitlement</li> <li>* Penalty/fines for misuse, loss of passes</li> </ul>	01 day
01/18	<b>WELFARE ACTIVITIES &amp; STAFF BENEFIT FUND</b> <ul style="list-style-type: none"> <li>* Staff benefit fund - aims and objectives, formation of committees at various level, source, expenditure, competent authority, per capita annual grant</li> <li>* Technical scholarship for dependent wards of railway employees, scholarship for higher education, hostel subsidy</li> <li>* Holiday homes</li> <li>* Railway institutes</li> <li>* Handicraft centre</li> <li>* Staff Canteen-statutory &amp; non statutory</li> <li>* Homoeopathy, Ayurvedic dispensary</li> <li>* Medical benefits-liberalized health scheme</li> <li>* Quarter Policy.</li> <li>* <b>Report writing</b></li> <li>* <b>Settlement enquiry</b></li> <li>* <b>IREPS</b></li> </ul>	01 day



01/19	<b>DISCIPLINE AND APPEAL RULES</b> <ul style="list-style-type: none"> <li>* Penalty- procedure for imposing minor &amp; major penalties</li> <li>* Disciplinary Authority, Enquiry officer, Defense Helper</li> <li>* Ex parte action</li> <li>* Entry of penalty in service records</li> <li>* Procedure for implementing penalties</li> <li>* Effect of penalty on service career</li> <li>* Special provisions under rule 14</li> <li>* Different forms used</li> <li>* How to prepare a charge sheet</li> <li>* Procedure for imposing penalty on retired persons</li> <li>* Appeal against penalty</li> <li>* Revision &amp; Review</li> <li>* <b>Procedure related to cases of sexual harassment</b></li> <li>* <b>Administrative actions</b></li> </ul>	1 ½ day
01/20	<b>RAJBHASHA</b> <ul style="list-style-type: none"> <li>* Introduction, provision under Constitution of India</li> <li>* Official language act, Official language rules</li> <li>* Monitoring committees on various levels</li> <li>* Incentives, awards</li> <li>* Check points etc.</li> <li>* <b>E Tools</b></li> </ul>	1/2 day
01/21	<b>RESERVATION POLICY</b> <ul style="list-style-type: none"> <li>* Reservation of SC/ST/OBC in direct recruitment</li> <li>* Reservation of SC/ST in promotion</li> <li>* Maintenance of reservation roster register</li> <li>* <b>EWS</b></li> </ul>	1/2 day
01/22	<b>PERFORMANCE APPRAISAL</b> <ul style="list-style-type: none"> <li>* ACR/APAR</li> <li>* Conveying of adverse comments</li> <li>* Effect on promotion</li> <li>* Rewards/Awards</li> <li>* <b>APAR &amp; SPARROW</b></li> </ul>	1/2 day
01/23	<b>HOURS OF WORK AND PERIOD OF REST RULES</b> <ul style="list-style-type: none"> <li>* Classification of posts</li> <li>* Duty hours of staff, period of rest, long on , short off.</li> <li>* Preparation of duty rosters.</li> <li>* Job analysis</li> <li>* Overtime; etc.</li> </ul>	01 day



01/24	<b>STORE PROCUREMENT</b> <ul style="list-style-type: none"> <li>* Stock &amp; non stock items</li> <li>* Indents for procurement</li> <li>* Different forms used</li> <li>* Local purchase</li> <li>* <b>E-Tendering &amp; GeM</b></li> <li>* <b>GST</b></li> </ul>	1/2 day
01/25	<b>ACCOUNTS &amp; AUDIT</b> <ul style="list-style-type: none"> <li>* Structure of Railway Accounts &amp; working pattern</li> <li>* Budget preparation &amp; review</li> <li>* Procedure of passing bills</li> <li>* Allocation Head</li> <li>* Canons of financial propriety</li> <li>* Imprest</li> <li>* Audit</li> </ul>	1/2 day
01/26	<b>GRIEVANCES REDRESSAL MECHANISM</b> <ul style="list-style-type: none"> <li>* Follow up of employee charter.</li> <li>* Monitoring of C.P.Gram</li> <li>* Monitoring of Nivaran</li> <li>* Holding of staff contact programme.</li> <li>* Redressal of complaints received through Toll-free Numbers, SMS, and GM/DRM/CWM interview cases.</li> <li>* <b>Monitoring of ARPAN</b></li> <li>* <b>Monitoring of IPAS</b></li> </ul>	1/2 day
01/27	Field visit to DRM's Office/ Workshop/ Store Depot.	01 day
	<b>FINAL EXAMINATION</b>	01 day



## ANNEXURE-II

**Revised Training Module for - HR-02**

DEPARTMENT	:	Personnel
ACTIVITY CENTRE	:	Personnel Training Centre
DESIGNATION	:	JR.CLERK/ SR. CLERK
STAGE	:	REFRESHER (once in 3 years)
DURATION	:	5 days
AIMS	:	<ol style="list-style-type: none"> <li>1. To refresh / improve knowledge</li> <li>2. To build on the work experience</li> <li>3. To provide further inputs in specific essential areas so as to enable development of analytical and problem solving abilities.</li> <li>4. To encourage participants to share their experiences and removal of doubts through active participation, group assignments, projects, presentation etc.</li> </ol>

Module No.	EXISTING DESCRIPTION	Duration
02/01	<p><b>MAN POWER PLANNING AND RECRUITMENT PLANNING</b></p> <p>*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.</p> <p>*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 (LARSGESS). All aspects related to recruitment such as policy interpretation, vacancy assessment, preparation of indents, application of reservation in recruitment (both horizontal and vertical reservation), maintenance of reservation rosters, 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</p> <p>* <b>COMPTRAN, LIFO/FIFO in case of closure of establishment.</b></p> <p>* <b>Project Saksham, Rail Kaushal Vikash Yojana (RKVY)</b></p>	½ day



02/02	<b>COMPENSATION MANAGEMENT (PAY &amp; ALLOWANCES) AND ACCOUNTS &amp; AUDIT.</b> <p>*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 &amp; sanction of loans and advances to the Railway employees and recovery thereof, income tax liability, TDs, PF &amp; 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 &amp; OT claims.</p> <p>* Budget preparation &amp; review, budget allocation, August review, Estimates, Audit, processing for purchase / maintenance of office equipments, Imprest</p> <p>* <b>I-PAS Module</b></p>	½ day
02/03	<b>INDUSTRIAL RELATIONS, LEGAL ESTABLISHMENT MATTERS, INDUSTRIAL/LABOUR LAWS, STAFF GRIEVANCE REDRESSAL SYSTEM AND STAFF WELFARE .</b> <p>*Dealing with recognized trade unions; meetings- Informal, Non-payment, PNM, PREM, JCM; dealing with Industrial disputes, strikes, lockouts, dharnas, gheraos, provisions of Industrial Disputes Act, Labour Enforcement Officers and Labour courts. Dealing with unrecognized Trade Unions and Associations etc.</p> <p>*All matters related to service law, dealing with establishment related cases filed in CAT, High Courts, and Supreme Court. Effective handling of court cases, filing of review Petitions, SLP and related issues.</p> <p>*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, Employee Compensation Act and notional extension, ex-gratia payment, Contract Labour (Regulation &amp; Abolition) Act, incentive bonus scheme, Minimum Wages Act, Right to Information Act 2005, Rights and Entitlements of persons with disabilities Act, Sexual Harassment of women at workplace (Prevention, Prohibition &amp; Redressal) Act, 2013 etc. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc. Staff Welfare -various activities, Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, educational assistance etc.</p> <p>* <b>Shramik Portal and role Principal Employer.</b></p> <p>* <b>IREPS</b></p>	½ day
02/04	<b>CAREER PROGRESSION AND PERFORMANCE MANAGEMENT</b> <p>*Channels of promotion, Selection &amp; Non Selection, Suitability, Trade Test, LDCE &amp; 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</p> <p>*ACR/APARs, procedure, maintaining of records, their annual filling up by the employees, reporting officer, its review and acceptance, its use in selections/</p>	½ day



	postings, conveying of adverse remarks, its effect on promotion etc NBR, sealed cover procedure etc. <b>* Introduction of 100% objective multiple type questions and Computer based tests</b> <b>* SPARROW Module</b>	
02/05	<b>DISCIPLINE AND APPEAL RULES, IMPLEMENTATION OF ACTIONS ARISING OUT OF VIGILANCE MATTERS AND CONDUCT RULES</b>  *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 <b>* D&amp;AR cases arising out of complaints of Sexual harassment.</b> <b>* Satyanishtha</b>	½ day
02/06	<b>LEAVE RULES, PASS RULES AND JOINING TIME</b>  *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	<b>SENIORITY AND RESERVATION POLICY</b>  *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 rosters, other relaxations available to SC/ST candidates in safety and non-safety category posts, procedure for de-reservation of posts <b>* EWS Policy</b>	½ day
02/08	<b>MANAGEMENT OF POST-RETIREMENT BENEFITS</b>  * 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	½ day



	widows/children of SRPF (contributory) & surviving retired SRPF (contributory), New Pension System, application of rules to a case study * <b>ARPAN</b>	
02/09	<b>INFORMATION TECHNOLOGY &amp; COMPUTER KNOWLEDGE</b> <ul style="list-style-type: none"> <li>* Importance of Information Technology</li> <li>* Introduction of computers - Hardware, software, operating system &amp; applications</li> <li>* Introduction to MS Office applications -(a) MS Word (b) MS-Excel (c) MS- access (d) MS - power point</li> <li>* Communication – Internet, E Mail, Networking</li> <li>* Hindi applications, printing</li> <li>* Computerization of Office work including returns and statistics</li> <li>* HRMS</li> <li>* Management Information System (MIS)</li> <li>* Knowledge of various portals viz. E-Dristhi, Rail Dashboard, CPGRAM</li> <li>* <b>Practical Exam in these subjects</b></li> <li>* <b>E-Office</b></li> </ul>	(one hour daily along with other topics)
02/10	<b>GRIEVANCE REDRESSAL MECHANISM</b> <ul style="list-style-type: none"> <li>* Follow up of employee's charter.</li> <li>* monitoring of C.P.Gram</li> <li>* monitoring of Nivaran</li> <li>* holding of staff contact programme.</li> <li>* Redressals of complaints received through Toll-free Numbers, SMS, and GM/DRM/CWM interview cases.</li> <li>* <b>monitoring of ARPAN</b></li> <li>* <b>monitoring of IPAS</b></li> </ul>	½ day
02/11	<b>FINAL EXAMINATION</b>	½ day



# ANNEXURE-III

## Revised Training Module - HR-03

DEPARTMENT	:	Personnel
ACTIVITYCENTRE	:	Personnel Training Centre
DESTGNATION	:	OS /Chief OS /SWLI/CWLI
STAGE	:	REFRESHER (once in 3 years)
DURATION	:	5 days
AIMS	:	<p>1.To provide inputs at the supervisory level for facilitating responsive and reliable decision making</p> <p>2. To develop analytical and problem solving capabilities</p> <p>3. This should be a combined program for OS and S&amp;WLI so that Co-ordination between office and field is developed and information / experience shared</p> <p>4. Discussion of case studies to comprehend issues better</p>

Module No.	DESCRIPTION	Duration
03/01	<p><b>SUPERVISORY SKILL, LEADERSHIP, CHANGE AND ITS MANAGEMENT</b></p> <p>* 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, team building etc.</p>	1/2 day
03/02	<p><b>MANPOWER PLANNING, RECRUITMENT PLANNING AND COMPASSIONATE GROUND APPOINTMENTS</b></p> <p>*Issues, problems and analysis of data</p> <p>*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 &amp; other safety &amp; operational categories posts), identification and redeployment of surplus staff including medically decategorized staff, multiskilling, Book of Sanctions.</p>	1/2 day



	<ul style="list-style-type: none"> <li>* All aspects related to rules, procedures, their interpretation and advance planning for recruitment- Recruitment through RRB's, RRCs, 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 (LARSGESS). Application of reservation in recruitment including for people with disabilities. Implementation of Apprentices Act in Indian Railway establishments.</li> <li>*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.</li> <li>* <b>COMPTRAN, LIFO/FIFO in case of closure of establishment.</b></li> <li>* <b>Project Saksham, Rail Kaushal Vikash Yojana (RKVY)</b></li> </ul>	
03/03	<p><b>COMPENSATION MANAGEMENT (PAY &amp; ALLOWANCES), ACCOUNTS &amp; AUDTT AND STORE PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>*Issues, problems and analysis of data</li> <li>*Rules and their interpretation relating to fixation under Rs (RP) Rules, 2016 &amp; further clarifications thereunder, payment of various allowances including allowances to the running staff, loans and advances to the Railway employees and recovery thereof, income tax liability, TDS, PF &amp; 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 &amp; OT claims.</li> <li>*Budget preparation &amp; 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.</li> <li>*Store Procurement, Stock &amp; non stock items, indents preparation for procurement &amp; drawal of Stores, inventory Control, Local purchase</li> <li>*Works, preparation of proposals for works programme, Work charge estimates</li> <li>* <b>Fixation in context of bunching of scales</b></li> <li>* <b>IPAS</b></li> <li>* <b>Check list - dos and don'ts in passing of Establishment bills</b></li> </ul>	1/2 day
03/04	<p><b>INDUSTRIAL RELATIONS, LEGAL ESTABTISHMENT MATTERS, INDUSTRIAI/LABOUR LAWS, STAFF GRIEVANCE REDRESSAL SYSTEM AND STAFF WELFARE-</b></p> <ul style="list-style-type: none"> <li>*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.</li> </ul>	1/2 day



	<p>*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 &amp; citizen's charter &amp; other related legislative measures affecting administration.</p> <p>*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, Employee Compensation Act and notional extension, ex-gratia payment, preparation of proposals for compensation under E C Act/Ex Gratia etc., Contract Labour (Regulation &amp; Abolition) Act, incentive bonus scheme, Minimum Wages Act, Right to Information Act 2005, Rights and Entitlements of persons with disabilities Act, Sexual Harassment of women at workplace (Prevention, Prohibition &amp; Redressal) Act, 2013 etc. Display of abstracts of Labour Laws at various Units.</p> <p>*<b>HOER</b>- Analysis of rules &amp; procedure for optimum utilization of manpower &amp; 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.</p> <p>*Grievance Redressal mechanism, Checking of records and ensure compliance of Labour Laws during station inspection, complaint registers etc</p> <p>*Staff Welfare - Colonies, Holiday Homes, Co-Operative Societies, Railway Schools, Handicraft Centre's, Canteens, Scout &amp; Guides, cultural activities, SBF, Medical Facilities, RELHS</p> <p>*Pass Rules ,Leave rules</p> <p>* <b>LIMBS , IREPS</b></p> <p>* <b>Shramik Kalyan Portal and role Principal Employer.</b></p>	
03/05	<p><b>CAREER PROGRESSION AND PERFORMANCE MANAGEMENT</b></p> <p>*Analysis of rules and procedures related to Selection, Non Selection, Suitability, Trade Test, LDCE &amp; 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</p> <p>*ACR/APARs, procedure, maintaining of records, communication of adverse comments,NBR, sealed cover procedure etc.</p> <p>* <b>Introduction of 100% objective multiple type questions and Computer based tests</b></p> <p>* <b>SPARROW Module</b></p>	1/2 day



03/06	<b>DISCIPLINE AND APPEAL RULES, IMPLEMENTATION OF ACTIONS ARISING OUT OF VIGILANCE MATTERS AND CONDUCT RULES</b> <ul style="list-style-type: none"> <li>*All matters relating to Disciplinary &amp; Appeal Rules, 1968 viz minor &amp; major penalties, their procedure, Implementation &amp; combination of various penalties Disciplinary Authority, Enquiry officer, Defense Helper, speaking orders, schedule of Powers, ex parte action, appeal against penalty, Revision &amp; Review, effect of penalty on service career, procedure for imposing penalty on retired persons, application of rules to a case study etc</li> <li>*Railway services (Conduct) Rules, 1966 and their applicability on Railway servants, granting NOC for passport &amp; Ex-India Leave schedule of Disciplinary powers and matters arising out of vigilance action</li> <li>* D&amp;AR case arising out of complaints of sexual harassment</li> <li>* Satyanishtha</li> </ul>	1/2 day
03/07	<b>SENIORITY AND RESERVATION POLICY</b> <ul style="list-style-type: none"> <li>*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 &amp; re promotion, integrated and inter-se seniority, seniority to medically de-categorized &amp; surplus staff, seniority to staff promoted by applying reservation etc.</li> <li>*Provision of reservation for schedule Caste and scheduled Tribe employees, maintaining reservation rosters, other relaxations available to SC/ST candidates in safety and non-safety category posts, procedure for de-reservation of posts</li> <li>* EWS Policy</li> </ul>	1/2 day
03/08	<b>MANAGEMENT OF POST RETIREMENT BENEFITS</b> <ul style="list-style-type: none"> <li>* Interpretation &amp; 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 &amp; 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) &amp; 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</li> <li>*ARPAN, NPS, UMID</li> </ul>	1/2 day



03/09	<b>GRIEVANCES –REDRESSAL MECHANISM</b> <ul style="list-style-type: none"> <li>* Follow up of employee's charter.</li> <li>*Monitoring of C.P.Gram</li> <li>* Monitoring of Nivaran</li> <li>* holding of staff contact programme.</li> <li>* Redressal of complaints received through Toll-free Numbers, SMS, and GM/DRM/CWM interview cases.</li> <li>* monitoring of ARPAN</li> <li>* monitoring or IPAS</li> <li>*Analysis of rules and procedures in a given topic (group activity) and identification of redundant areas or requirements for change / modification</li> </ul>	1/2 day
03/10	<b>INFORMATION TECHNOLOGY/ COMPUTER KNOWLEDGE</b> <ul style="list-style-type: none"> <li>* Importance of Information Technology</li> <li>* Update on information technology usage- development of a monitoring program in EXCEL/ACCESS (group activity)</li> <li>* computerization of office work including returns and statistics</li> <li>* HRMS</li> <li>* Management Information System (MIS)</li> <li>* Knowledge of various portals viz. E-Dristhi, Rail Dashboard, CPGRAM</li> <li>*'E' Office</li> </ul>	(one hour daily along with other topics)
	<b>FINAL EXAMINATION</b>	<b>1/2 DAY</b>



## Revised Training Module – HR - 04

DEPARTMENT	: Personnel
ACTIVITYCENTRE	: Personnel Training Centre
DESIGNATION	: Law Assistant/Chief Law Assistant.
STAGE	: Induction/Refresher
DURATION	: 12 days (Initial induction or after every 5 year service)
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.

Module No.	DESCRIPTION	Duration
04/01	<b>INTRODUCTION TO RAILWAYS</b> <ul style="list-style-type: none"> <li>* Organization structure, functions</li> <li>* Personnel Department - roles &amp; functions</li> <li>* Role of Law Assistants</li> <li>* Future avenues of growth (AVC).</li> <li>* Basic introduction to Fundamental Rules &amp; IREM (Vol. I &amp; II) IREC (Vol. I &amp; II) etc.</li> <li>* Safety and Disaster prevention - Office Safety, First Aid</li> <li>* Office skills, noting, drafting, Monitoring of CPGRAM/Nivaran</li> <li>* <b>Employee Charter</b></li> </ul>	01 day
04/02	Polices, rules and procedures relating to recruitment, general conditions of service, career progression/promotion, seniority	02 days
04/03	<ul style="list-style-type: none"> <li>*Polices, rules and procedures relating to Discipline and Appeal Rules and Conduct Rules</li> <li>* <b>Procedure in cases of complaints of sexual harassment</b></li> </ul>	01 day
04/04	Polices, rules and procedures relating to Pay fixation, Allowances, advances and Pension	01 day
04/05	Polices, rules and procedures relating to Reservation, Leave rules, Pass rules, HOER * <b>EWS Policy</b>	01 day



04/06	<b>VARIOUS ACTS- (AN INTRODUCTION)</b> <ul style="list-style-type: none"> <li>* Payment of Wages Act</li> <li>* Minimum Wages Act</li> <li>* Employee Compensation Act</li> <li>* Factory Act</li> <li>* Industrial Disputes Act</li> <li>* Railway Act</li> <li>* CAT Act</li> <li>* Railway property unlawful possession Act</li> <li>* Consumer Act</li> <li>* Right to Information Act 2005</li> <li>* Rights and Entitlements of persons with disabilities</li> <li>* Contract Labour (Regulation &amp; Abolition) Act, 1971,</li> <li>* Sexual Harassment of women at workplace (prevention, prohibition &amp; Redressal) Act, 2013</li> <li>* <b>Cyber Law</b></li> <li>* <b>Atrocity Act</b></li> <li>* <b>Arbitration Act</b></li> <li>* <b>RCT Act</b></li> <li>* <b>Arbitration and Conciliation (Amendment) Act. 2015</b></li> </ul>	02 days
04/07	<b>LEGAL MATTERS</b> <ul style="list-style-type: none"> <li>* Different types of court cases</li> <li>* Role of different courts</li> <li>* Preparation of written statement</li> <li>* Filing of Affidavits</li> <li>* Appeals</li> <li>* Nomination of Railway Advocates</li> <li>* Briefing, chasing &amp; monitoring</li> <li>* Case contested by more than one office</li> <li>* Contempt cases</li> <li>* Vetting of Pleading</li> <li>* Preparation of note for filing appeal/SLP before High Court or Supreme Court</li> <li>* NHRC matters</li> <li>* Court procedures in General</li> <li>* Operation of LIMBS Module.</li> </ul>	02 days
04/08	*Field visit to Labour Commissioner's Court/CAT/High Court  * <b>IRS Conditions of Contract for Stores</b> * <b>General Conditions of Contract for Works</b> * <b>Legal Assistance to Railway Servants (Chapter VII of IREC Vol.II)</b>	01 day



	<ul style="list-style-type: none"> <li>* <b>Procedure for Empanelment of Railway Advocates for CAT &amp; High Courts and District &amp; Subordinate Courts.</b></li> <li>* <b>Subject-wise discussion on latest Judgments &amp; Case Laws in Service/Claims matters, etc.</b></li> </ul>	
04/09	<p>Information Technology usage + internet and networking, Computerization of Office work including monitoring of court cases</p> <ul style="list-style-type: none"> <li>* LIMBS, Searching of Judgments on various topics</li> <li>* <b>E-Office</b></li> <li>* <b>I-PAS</b></li> <li>* HRMS</li> <li>* Management Information System (MIS)</li> <li>* Knowledge of various portals viz. E-Dristhi, Rail Dashboard, CPGRAM</li> </ul>	One hour daily along with other topics
04/10	<b>FINAL EXAMINATION</b>	<b>01 day</b>