

Training Modules: RBE No.102/2006 - OS-II & Personnel Inspector
No.E(MPP)2005/3/40, dated 31.07.2006

Sub: Training Modules for OS-II and Personnel Inspector through LDCE Quota.

In continuation of Board's letter No.E(MPP)2000/1/70/Pt., dated 20.12.2004 (RBE No. 260/2004) enclosing therein the Approved Modules for Stage wise Training of Personnel Department, the training modules along with the course content for:

(a) Office Superintendent Grade-II in the grade of Rs.5500-9000

(b) Personnel Inspector in the grade Rs.6500-10500,

selected through LDCE quota are enclosed as PERS-10 and PERS-11 respectively. The total duration of the training period will be 63 days and 61 days respectively. The training will be held at Personnel Training Centre/Jodhpur.

The Ministry of Railways has decided that Manual on Management of Training may be amended as per attached Advance Correction Slip No.3/2006.

Advance Correction Slip No.3/2006
Manual on Management of Training (June 1998)

The following may be inserted after Sl. No.4 of item No. X under Appendix-II of the Manual on Management of Training (Edition 1998).

(5) Office Superintendent Grade II (Rs.5500-9000) - 63 days

(6) Personnel Inspector (Rs.6500-10500) - 61 days

[Authority: Board's letter No.E(MPP)2005/3/40, dated 31.07.2006 (RBE No.102/2006)]

PERS-10	
DEPARTMENT	Personnel
ACTIVITY CENTRE	Office of Personnel Training Centre/ JU
DESIGNATION	OS II Gr. Rs.5500-9000
STAGE	Selected through LDCE quota
DURATION	63 days
AIMS: To provide inputs for facilitating appreciation of rules, policies and issues so as to enhance analytical and problem solving capability at a higher level of responsibility.	

MOD No.	BRIEF DESCRIPTION	DAYS
P-101	Office Procedure: Dak handling, Maintenance of files, Record keeping, Maintenance of Statistics	1
P-102	Writing Skill: Letter/ DO writing, Notifications, Note writing, Speaking orders	1
P-103	Award of works in works programme	1
P-104	Procedure for stores procurement	1
P-105	Railway Organisational structure	1
P-106	Railway Housing [Rly.Qtrs. Allotment] Policy	1
P-107	Uniform Policy	1
P-108	Booking of Running staff and non-running traveling staff	1
P-109	Discipline & Appeal Rules and Conduct Rules	3
P-110	Recognition of Trade Unions. Facilities to office bearers of recognized unions/ Associations. Dealing with Unrecognized unions/ Associations.	1
P-111	Medical examination and facilities available to Railway employees	1
P-112	Audit and Accounts narrative report. Draft paras and their disposal	1
P-113	Cannons of financial propriety	1
P-114	Classification of demands of grants	1
P-115	Man-Power Planning: Vacancy Bank register, Creation of Posts, Benchmarking, Supernumerary posts, Redeployment of surplus staff	1
P-116	Pay and allowances, foreign service contribution	1
P-117	Pass Rules	1
P-118	Leave Rules & Joining Time	1
P-119	Railway Pension Rules	2
P-120	General Conditions of service	1
P-121	Hours of Employment Regulations	3
P-122	Recruitment, Training, Confirmation & re-deployment	2

P-123	Promotion	2
P-124	Seniority Rules	2
P-125	Fixation of pay	2
P-126	Various type of Advances	2
P-127	Absorption of Medically de-categorised staff	1
P-128	Casual Labour/ Substitute/ Bungalow Khalasi	1
P-129	Staff Welfare	2
P-130	Compensation for injuries and loss of personal property	2
P-131	Foreign Service/ Deputation	1
P-132	Forwarding of application from serving employees for posts outside Railway	1
P-133	Basic knowledge on computers	15
P-134	Study Tour	5
Total Days		64
Module P-101		
ACTIVITY CENTRE	Personnel Training Centre Jodhpur	
DESIGNATION	OS II Selected for LDCE quota	
DESCRIPTION	Initial Course	
SUBJECT	Office Procedure	
DURATION	1 day	
S. No.	MODULE CONTENTS	
1	Dak handling, Maintenance of file, Record keeping, Maintenance of statistics	
2	Writing skill – Letter/ DO writing, Notifications, Note writing, speaking orders	
3	Opening & Maintenance of file, Drafting of Letters	
4	File Details	
5	Noting Side	
6	Correspondence Side	
7	Forms and Procedure of Communication	
8	Filing of official, Demi-official & unofficial communication	
9	Reference & Use of Slips	

10	Suggestions
Module P-102	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Writing Skill
DURATION	1 day
S. No	MODULE CONTENTS
1	The basic principle is one letter on any subject is to be kept in one file
2	Action on all letters received from Zonal Railways and Railway Board
3	The normal/ official for use of corresponding with Foreign Government and State Government.
4	The Demi-official letter is generally used in correspondence between Government Officer
5	Inter departmental note
6	Office order
7	Order
8	Procedure of drafting
9	Reference & Use of Slips
10	Suggestions
Module P-103	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Awards of works in works programme
DURATION	1 day
S. No.	MODULE CONTENTS
1	Requirement of works
2	Maintenance
3	Building Construction
4	Works programme
5	Sanction of work

Module P-104	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Procedure of stores procurement
DURATION	1 day
S. No.	MODULE CONTENTS
1	Sending of indents
2	Tender system
3	Quotations
4	Procurement of items
5	Billing systems
6	Payments
Module P-105	
ACTIVITY CENTRE	Personnel Training Centre Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Railway Organizational structure
DURATION	1 day
S. No.	MODULE CONTENTS
1	Introduction to Railways – origin, ownership, role in economy and society
2	Organization structure – functions of various departments
3	Corporate mission and objectives and role of Personnel Department in these subjects.
4	Separation of Railway budget from General budget
5	Railways Act, functions of Railway
6	Board and attached office
7	PUs, Zonal offices, Field offices
8	Other institutions
9	Various committees and their function ZRUCC etc.
Module P-107	
ACTIVITY	Personnel Training Centre Jodhpur

CENTRE	
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Uniform policy
DURATION	1 day
S. No.	MODULE CONTENTS
1	Introduction
2	Historical background
3	Criteria for Eligibility
4	Classification of Climate Zones
5	Eligibility of Uniforms to different Categories of staff
6	Dress regulation
Module P-108	
ACTIVITY CENTRE	Personnel Training Centre Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Booking of Running staff and non-running traveling staff
DURATION	1 day
S. No.	MODULE CONTENTS
1	Engine & Train Attendance
2	Basis of rest
3	Duty at a stretch
4	Breach of Rest Allowance
5	Duty hrs.
6	Ceiling limit of a trip
7	Duty roster of ticket checking staff
8	Duty rosters of coach attendants, AC attendants & Electrical staff
Module P-109	
ACTIVITY CENTRE	Personnel Training Centre Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Discipline & Appeal rules and Conduct rules

DURATION	3 days
S. No.	MODULE CONTENTS
1	Discipline and Appeal Rules - major/ minor penalty, procedure, authorities competent, suspension, revocation, forms, subsistence allowance, provisions for staff under suspension - passes, leaving station, common proceedings.
2	Appeal/ review/ revision, Rule 25, Enquiry, mercy appeal to President
3	Need for enquiry; 14[ii]
4	Court Cases - Provisions regarding nomination of counsels, payment, performance evaluation, formation of panel, SLP and briefing, para wise comments, SOP
5	Application of rules to a case study
6	Punishments, sealed cover, entry in records
7	Conduct rules - transactions, other conduct rules
8	Preparation of enquiry report & Charge Sheet
9	Petition & mercy petition to the President of India
Module P-110	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Recognition of Trade Unions, Facilities to office bearers of recognized Unions/ Associations, Dealing with Unrecognized Unions/ Associations.
DURATION	1 day
S. No.	MODULE CONTENTS
1	Industrial relations
2	Recognition of unions, branches
3	PNM, JCM, Non-payment meetings, staff councils
4	Staff associations - rules for transfer of office bearers, PREM
5	Entitlements, passes, special casual leave
6	Entitlements of union office bearers
7	SC/ ST/ OBC associations - entitlements
8	Officers associations
9	Responsibilities and duties

Module P-111	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Medical examination and facilities available to Railway employees
DURATION	1 day
S. No.	MODULE CONTENTS
1	Medical examination before appointment, Medical classification
2	Medical examination during service
3	Medical examination after the age of 45 years
4	Medical attendance
5	Attendance at residence is restricted to
6	Supply of artificial limbs and appliances
7	Donation of blood
8	Reimbursement
9	Treatment in Emergency
10	Treatment at Residence
11	All claims for reimbursement should be preferred within six months of the date of completion of the treatment
12	Sick/ fit certificate [PMC]
13	Medical exam, prior to recruitment
14	Medical charges prior to recruitment
15	Fresh medical examination on re-employment
16	Identification marks
Module P-112	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Audit and Accounts narrative report. Draft Paras and their disposal.
DURATION	1 day
S. No.	MODULE CONTENTS
1	Audit Jurisdiction

2	Financial Committees of Parliament
3	Audit Objection
4	Process Chart
5	Dealing with Draft Paras
6	Methods of Procurement
Module P-113	
ACTIVITY CENTRE	Personnel Training Centre Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Cannons of financial propriety
DURATION	1 day
S. No.	MODULE CONTENTS
1	Responsibility of sanctioning authority
2	Principals
3	Utilisation of Public Money
4	Profit to recipients
5	Role of Chief Auditor General
6	Scope of Audit
7	Tendering process
8	Contracts
9	Systems of Tendering
Module P-114	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Classification of demands of grants
DURATION	1 day
S. No.	MODULE CONTENTS
1	Organization
2	Railway finance
3	Annual Budget
4	Revised budget estimate

5	Appropriation accounts
6	Railway expenditure
7	Control over expenditure
8	Allocation expenditure
Module P-115	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Manpower Planning
DURATION	1 day
S. No.	MODULE CONTENTS
1	Vacancy Bank register
2	Creation of post
3	Bench marking
4	Supernumerary posts
5	Redeployment of surplus staff
6	Definition, reason. HR planning – request for an integrated approach
7	Manpower optimization – techniques available and used – benchmarking/ work study and job analysis/ redeployment. Procedure for creation of regular posts/ supernumerary posts/ surrender of posts/ transfer of posts conditions.
8	Development of man power competencies – types of training – categories for which training is mandatory – importance of training
9	Cadre register, on roll
Module P-116	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Pay and allowances
DURATION	1 day
S. No.	MODULE CONTENTS
1	Pay fixation on first appointment, basic pay

2	Pay fixation no promotion, option under FR
3	Pay fixation on ex-cadre post
4	Pay fixation on deputation
5	Pay fixation on medical decategorization
6	Personal pay
7	Increments
8	Special pay
9	Average pay
10	Next Below rules, stepping up
11	Combination of Service – dual charge
12	Running allowance
13	Various allowances and conditions for payment – transport, HRA, CCA, NDA, NHA, training allowance, etc. DA/ TA.
14	Advances – HBA, conveyance, computer, festival, TA, etc. conditions, calculations and recovery hypothecation, approval under transaction rules, recovery, interest payment.
15	Income tax
16	Productivity linked bonus.

Module P-117

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Pass Rules
DURATION	1 day

S. No.

MODULE CONTENTS

1	Pass rules – conditions
2	Duty passes, indenting for metal passes and paper pass
3	Privilege passes & dependents
4	Complimentary passes
5	Special passes
6	Booklets – procedures
7	Medical benefits

Module P-118

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Leave Rules
DURATION	1 day
S. No.	MODULE CONTENTS
1	Leave rules - conditions, amount and restrictions
2	Types of leave
3	Payment of leave salary
4	Recall from leave
5	Leave on average pay
6	Leave on Half average pay
7	Extraordinary Leave
8	Leave not due
9	Hospital Leave
10	Special disability Leave
11	Maternity - Paternity leave
12	Study leave
13	Leave to School Teachers
14	Leave to Workshop staff
15	Leave on full stipend to probationers
16	Leave encashment - calculation
Module P-119	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Railway Pension Rules
DURATION	2 days
S. No.	MODULE CONTENTS
1	Employee severance - superannuating, Voluntary retirement, death, resignation, premature retirement
2	Pension - Superannuation, Voluntary retirement, Compulsory retirement

3	Gratuity – Retiral, Death, Service
4	Procedures for revision of pension, provisional pension, cut in DCRG, delayed payment retention of quarter, more than one claimant
5	Ex-gratia, counting of previous service for pension
6	Extraordinary Pension
7	Settlement Payment to Running Staff
8	Provident Fund

Module P-120

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	General Conditions of service
DURATION	1 day

S. No.	MODULE CONTENTS
1	Recruitment to Railway services, Group 'A'
2	Post in the office of the Railway Board, etc.
3	Administrative posts on Railways
4	Rate of recruitment
5	Method of recruitment
6	Training
7	Recruitment to railway service Group 'B'
8	Promotion by Limited Departmental Competitive Examination
9	Conditions for making officiating promotions
10	Officiating promotions in Group 'B' posts
11	Powers of General Managers in making officiating promotions

Module P-121

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Hours of Employment Regulations
DURATION	3 days

S. No.	MODULE CONTENTS
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1	Hours of employment & regulation
2	Hours of employment
3	Duty rosters
4	Periodic Rest
5	Interval / Split shift
6	Period of inaction
7	Long on
8	Short off
9	Full night in bed
Module P-122	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Recruitment, Training, Confirmation & redeployment
DURATION	02 days
S. No.	MODULE CONTENTS
1	General conditions of service
2	Rules for recruitment & training of Group 'C' & 'D'
3	Rules for recruitment of workshop staff
4	Definitions
5	Period of probation
6	Health certificate
7	Special representation of certain committees
8	Method of making appointment, Advertisement
9	Applications for employment, Qualification & age
10	Relaxation of age limit, power to relax, the age limit
11	Employment of physically handicapped persons
12	Refresher and promotion courses, training to new recruits
13	Security Deposit & Stipend
14	Recruitment of Group 'D' RAILWAY Servants
15	Extension of service/ Re-employment
Module P-123	
ACTIVITY	Personnel Training Centre, Jodhpur

CENTRE	
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Promotion
DURATION	02 days
S. No.	MODULE CONTENTS
1	Selection posts, selection procedure etc.
2	Non-selection posts
3	Currency of panel
4	Consideration of employees on deputation
5	Supplementary selection etc.
6	Adhoc promotion
7	Trade Test
Module P-124	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Seniority Rules
DURATION	02 days
S. No.	MODULE CONTENTS
1	Seniority in initial recruitment grades
2	Seniority on promotion
3	Seniority on Mutual exchange
4	Seniority on own request transfer
5	Seniority to Medically de-categorized staff
6	Seniority whose date of appointment to a grade is same
7	Seniority to the staff transferred from Construction/ Project
Module P-125	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Fixation of pay

DURATION	02 days
S. No.	MODULE CONTENTS
1	Scale of pay applicable to the staff of all departments, fundamental Rules
2	Fixation of pay on initial appointment
3	Fixation of pay on promotion
4	Fixation of pay on Reversion
5	Fixation of pay on transfer to ex cadre post
6	Fixation of pay on transfer to Project
7	Increments
8	Restoration of pay – D&AR cases, etc.
Module P-126	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Various Type of Advances
DURATION	02 days
S. No.	MODULE CONTENTS
1	Interest bearing Advances
2	Non-Interest bearing Advances
3	P.F. Advance & Withdrawals
Module P-127	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Absorption of Medically de-categorized staff
DURATION	01 day
S. No.	MODULE CONTENTS
1	Medical classification
2	Alternative employment
3	Treatment of past services
Module P-128	

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Casual Labour /Substitutes /Bungalow Khalasi
DURATION	01 day
S. No.	MODULE CONTENTS
1	Engagement
2	Temporary status/ Graded scale
3	Facilities to Casual Labour & substitute
4	Screening
5	Absorption in Railways
Module P-129	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Staff Welfare
DURATION	02 days
S. No.	MODULE CONTENTS
1	SBF scheme
2	Social securities
3	P.F. Scheme
4	Group Insurance Scheme
5	Production Linked Bonus
6	Staff colonies
7	Medical Facilities
8	Holiday Homes
9	Co-operative Societies
Module P-130	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course

SUBJECT	Compensation for injuries and loss of Personal property
DURATION	02 days
S. No.	MODULE CONTENTS
1	Title of compensation
2	Compensation for injuries or death
3	Re-imbusement of expenses incurred on A/C of hospitalization charges, cost of procurement, Renewal of artificial limbs
4	Compensation for loss of personal property
5	Extra ordinary pension Rules
Module P-131	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Foreign Service/ Deputation
DURATION	01 day
S. No.	MODULE CONTENTS
1	Conditions of transfer to Foreign Service
2	Transfer to Foreign service during leave, permission during foreign service
3	Drawal of pay from the foreign employer, FAC, TA, foreign service withholding of contribution.
4	Interest on overdue contribution
5	Procedure when an addition is made to regular establishment
6	Deputation allowance and other facilities
7	Sanctioning authority for deputation out of India
8	Pay during deputation out of India.
Module P-132	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Forwarding of applications from serving employees for posts out side Railway

DURATION	01 day
S. No.	MODULE CONTENTS
1	Competent authority
2	Application for employment in private concern
3	Retention of lien
4	Continuity of service on technical resignation
5	Forwarding of application to UPSC
6	Issue of No Objection Certificate
7	Refund of cost of training
8	Transfer in public interest
9	Forwarding of Application of Railway servant when conduct is under investigation
Module P-133	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Basic knowledge on Computers
DURATION	15 days
S. No.	MODULE CONTENTS
	Introduction to Computers – Hardware, Software – Operating System & Applications, Importance of IT today
	Introduction to MS-Office Applications: MS-Word, MS-Excel, MS-Access, MS-Power Point
	Communication – Internet, E-Mail, Networking
	Purchase/Maintenance of computers – Specification, Contracts
	PMIS Applications, Hindi Applications, Printing
	Hands on Training - Antivirus Kit system
Module P-134	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	OS II Selected for LDCE quota
DESCRIPTION	Initial Course

SUBJECT	Study Tour	
DURATION	5 days	
S. No.	MODULE CONTENTS	
1	Field visit on trolley with P.Way + Control room + Foot plate	
2	Staff contact complaint registers, service records verification	
3	Leave Rules and maintenance of leave accounts, calculation of leave encashment	
4	Pass Rules	
5	Medical benefits to serving and retired employees	
PERS -11		
DEPARTMENT	PERSONNEL	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur	
DESIGNATION	Personnel Inspectors, Grade Rs.6500-10500	
STAGE	Selected through LDCE quota	
DURATION	61 days	
AIMS: To provide inputs for facilitating appreciation of rules, policies and issues so as to enhance analytical and problem solving capability at a higher level of responsibility.		
MOD No.	DESCRIPTION	DAYS
P-151	Writing skills	1
P-152	RLT Award & Hours of Employment regulations	3
P-153	Welfare activities for Railway employees: Staff Benefit Fund, School Policy on railway, Cultural activities, Recreation Centres and Clubs, Handicrafts Centres, Canteens, Co-operative Stores/ Societies, Sports activities, Scouts & Guides, Holiday Homes.	10
P-154	Employment on Compassionate Ground	1
P-155	Medical examination of Railway employees, medical de-categorization and absorption of medically de-categorized staff	1
P-156	Loans and Advances available to Railway employees	1
P-157	Man-Power Planning: Vacancy Bank Register, Creation of Posts, Bench Marking, Supernumerary posts, Redeployment of surplus staff.	1

P-158	Uniform Policy: Eligibility of staff, Periodicity of supply of uniform, Procedure for change in classification	1
P-159	Pay and allowances	1
P-160	Pass Rules	1
P-161	Railway Pension Rules	1
P-162	Leave Rules	1
P-163	Grievances Redressal Machinery	1
P-164	Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing with unrecognized Unions/ Associations, Facilities to office bearers of Recognized Unions/ Associations	3
P-165	General conditions of service	1
P-166	RELHS	1
P-167	Seniority Rules	2
P-168	Fixation of Pay	2
P-169	Compensation for injuries and loss of personal property	2
P-170	Casual Labour/ Substitute/Bungalow Khalasi	1
P-171	Discipline & Appeal Rules and Conduct Rules	3
P-172	Foreign Service/Deputation	1
P-173	Inspections, Checking of records	1
P-174	Basic Computer knowledge	15
P-175	Study Tour	5
Total Days		61
Module P-151		
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur	
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota	
DESCRIPTION	Initial Course	
SUBJECT	Writing Skill	
DURATION	1 day	
S. No.	MODULE CONTENTS	
1	The basic principle is one letter on any subject is to be kept in one file	
2	Action all letters received from Zonal Railways and Railway Board	
3	The normal/ official for use of corresponding with Foreign Government and State Government.	

4	The Demi-official letter is generally used in correspondence between Government Officer
5	Inter-departmental note
6	Office order
7	Order
8	Procedure of drafting
9	Reference and Use of Slips
10	Suggestions

Module P-152

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	RLT Award and HOER
DURATION	3 days

S. No.	MODULE CONTENTS
1	Brief about RLT Award
2	Classification of HOER
3	Continuous classification
4	Essentially intermittent classification
5	Intensive classification
6	Excluded staff
7	Job Analysis
8	Procedure for payment of Overtime
9	Post Check of Overtime claims
10	Suggestions

Module P-153

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Welfare Activities for Railway employees
DURATION	10 days

S. No.	MODULE CONTENTS
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1	Staff benefit fund
2	School policy on Railways
3	Cultural activities
4	Recreation centers & clubs
5	Handicraft centers
6	Canteens
7	Co-operative stores/ Societies
8	Sports activities
9	Scouts & Guides
10	Holiday Homes

Module P-154

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Employment on Compassionate Grounds
DURATION	1 day

S. No.	MODULE CONTENTS
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1	Awareness of employment to the family of deceased employee
2	Conditions of Compassionate Appointment
3	Eligibility for CG Appointment
4	Filling up of application forms
5	Inquiry conducted by Personnel Inspector
6	Verification of documents
7	Selection of candidate for appointment

Module P-155

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs. 6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Medical examination of railway employees, Medical decategorization and absorption of medically decategorized staff.
DURATION	1 day

S. No.	MODULE CONTENTS
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1	Classification of Railway servants declared medically unfit
2	Disabled Medically decategorised staff to be absorbed in Post they can adequately fill
3	Absorption in post identified for employment of physically handicapped persons/ creation of supernumerary post
4	Steps to be taken for finding alternative employment
5	Element of running allowance to be reckoned while finding alternative post to disable medically decategorised running staff.
6	Fixation of pay
7	Benefit of past service to be allowed
8	Fixation of seniority of disabled medically decategorised staff absorbed in alternative employment

Module P-156

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Loans and Advances available to Railway employees
DURATION	1 day

S. No.

MODULE CONTENTS

	House Building Advance: (a) Eligibility, (b) Conditions to be fulfilled, (c) Purpose of Advance, (d) Quantum of Advance, (e) Rate of Interest, (f) Repaying Capacity, (g) Cost ceiling limit, (h) Period of utilizing the Advance, (i) Repayment of Advance.
2	Temporary Withdrawal: (a) Purpose of Advance, (b) In the case of Temporary withdrawal, (c) Recovery
3	Final Withdrawal from P.F. Advance

Module P-157

ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Man Power Planning
DURATION	1 day

S. No.	MODULE CONTENTS
1	Vacancy Bank register
2	Creation of post
3	Bench marking
4	Supernumerary posts
5	Redeployment of surplus staff
6	Definition, reason, HR planning – request for an integrated approach
7	Manpower optimization – techniques available and used – benchmarking/ work study and job analysis/ redeployment. Procedure for creation of regular posts/ supernumerary posts/ surrender of posts/ transfer of posts conditions.
8	Development of man power competencies – types of training – categories for which training is mandatory – importance of training
9	Cadre register, on roll.
Module P-158	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Uniform Policy
DURATION	1 day
S. No.	MODULE CONTENTS
1	Introduction
2	Historical Background
3	Criteria for Eligibility
4	Classification of Climatic Zones
5	Eligibility of Uniforms to Different Categories of staff
6	Dress Regulation
Module P-159	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Pay & Allowances

DURATION	1 day
S. No.	MODULE CONTENTS
1	Pay fixation on first appointment, basic pay
2	Pay fixation on promotion option under FR
3	Pay fixation on ex-cadre post
4	Pay fixation on deputation
5	Pay fixation on medical decategorisation
6	Personal pay
7	Increments
8	Special pay
9	Average pay
10	Next Below Rule, stepping up
11	Combination of Service, dual charge
12	Running allowance
13	Various allowances and conditions for payment – transport, HRA, CCA, NHA, NDA, training allowance, etc. DA/TA
14	Advances – HBA, conveyance, computer, festival, TA, etc. conditions, calculation and recovery hypothecation, approval under transaction rules, recovery, interest payment
15	Income tax
16	Productivity Linked Bonus
Module P-160	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Pass Rules
DURATION	1 day
S. No.	MODULE CONTENTS
1	Pass rules – conditions
2	Duty Passes, indenting for metal passes and paper pass
3	Privilege Passes & Dependents
4	Complimentary passes
5	Special passes

6	Booklets – procedures
7	Medical benefits
Module P-161	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Railway Pension Rules
DURATION	1 day
S. No.	MODULE CONTENTS
1	Employee severance – Superannuating, Voluntary retirement, death, resignation, premature retirement.
2	Pension – Superannuation, Voluntary retirement, Compulsory retirement
3	Gratuity – Retiral, Death, Service
4	Procedures for revision of pension, provisional pension, cut in DCRG, delayed payment, retention of quarter, more than one claimant
5	Ex-gratia, counting of previous service for pension
6	Extra-ordinary Pension
7	Settlement payment to Running staff
8	Provident Fund
Module P-162	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Leave Rules
DURATION	1 day
S. No.	MODULE CONTENTS
1	Leave Rules – conditions, amount and restrictions
2	Types of leave
3	Payment of leave salary
4	Recall from leave
5	Leave on average Pay
6	Leave on Half average pay

7	Extraordinary leave
8	Leave not due
9	Hospital leave
10	Special disability leave
11	Maternity Leave – Paternity leave
12	Study leave
13	Leave to School teachers
14	Leave to workshop staff
15	Leave on full stipend to probationers
16	Leave encashment – calculation
Module P-163	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Grievances Redressal Machinery
DURATION	1 day
S. No.	MODULE CONTENTS
1	Staff contact
2	Types of Grievances
3	Redressal of grievance
4	Maintenance of complaint register
5	Contact with concerned officer
6	Meeting with recognized Union
7	Information to concerned staff regarding redressal of grievance
Module P-164	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing with unrecognized Unions/ Associations, Facilities to Officers bearers of Recognized Unions/ Associations.
DURATION	3 days

S. No.	MODULE CONTENTS
1	Industrial relations
2	Recognition of unions, branches
3	PNM, JCM, Non-payment meetings staff councils
4	Staff associations – rules for transfer of office bearers, PREM
5	Entitlements passes, special casual leave
6	Entitlements of Union Office bearers
7	SC/ ST/ OBC associations – entitlements
8	Officers associations
9	Responsibilities and duties
Module P-165	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	General Conditions of service
DURATION	1 day
S. No.	MODULE CONTENTS
1	Recruitment to Railway services, Group 'A'
2	Post in the office of the Railway Board, etc.
3	Administrative posts on Railways
4	Rate of recruitment
5	Method of recruitment
6	Training
7	Recruitment to railway service Group 'B'
8	Promotion by Limited Departmental Competitive Examination
9	Conditions for making officiating promotions
10	Officiating promotions in Group 'B' posts
11	Powers of General Managers in making officiating promotions
Module P-166	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course

SUBJECT	RELHS
DURATION	1 day
S. No.	MODULE CONTENTS
1	Introduction of Scheme
2	Eligibility under the scheme
3	Lockup Dispensaries
4	Medical Allowance
5	Re-imburement of medical expenses
6	Outdoor treatment
7	Indoor treatment
Module P-167	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Seniority Rules
DURATION	02 days
S. No.	MODULE CONTENTS
1	Seniority in initial recruitment grades
2	Seniority on promotion
3	Seniority on Mutual exchange
4	Seniority on own request transfer
5	Seniority to Medically de-categorized staff
6	Seniority whose date of appointment to a grade is same
7	Seniority to the staff transferred from Construction/ Project
Module P-168	
ACTIVITY CENTRE	Personnel Training Centre Jodhpur
DESIGNATION	PI Grade Rs. 6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Fixation of pay
DURATION	02 days
S. No.	MODULE CONTENTS
1	Scale of pay applicable to the staff of all departments, fundamental Rules

2	Fixation of pay on initial appointment
3	Fixation of pay on promotion
4	Fixation of pay on Reversion
5	Fixation of pay on transfer to ex cadre post
6	Fixation of pay on transfer to Project
7	Increments
8	Restoration of pay – D&AR cases etc.
Module P-169	
ACTIVITY CENTRE	Personnel Training Centre Jodhpur
DESIGNATION	PI Grade Rs. 6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Compensation for injuries & loss of personal property
DURATION	02 days
S. No.	MODULE CONTENTS
1	Title of compensation
2	Compensation for injuries or death
3	Re-imburement of expenses incurred on A/C of hospitalization charges, cost of procurement, Renewal of artificial limbs
4	Compensation for loss of personal property
5	Extra ordinary pension Rules
Module P-170	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Casual Labour/ Substitute/ Bungalow Khalasi
DURATION	1 day
S. No.	MODULE CONTENTS
1	Engagement
2	Temporary status/ Graded scale
3	Facilities to Casual Labour & substitute
4	Screening
5	Absorption in Railways

Module P-171	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Discipline & Appeal rules and Conduct Rules
DURATION	3 days
S. No.	MODULE CONTENTS
1	D&A Rules – major/ minor penalty, procedure, authorities competent, suspension, revocation, forms, subsistence allowance, provisions for staff under suspension – passes, leaving station, common proceedings.
2	Appeal/ review/ revision, Rule 25, Enquiry, mercy appeal to President
3	Need for enquiry; 14(ii)
4	Court Cases – Provisions regarding nomination of counsels, payment, performance evaluation, formation of panel, SLP and briefing, para wise comments, SOP
5	Application of rules to a case study
6	Punishments, sealed cover, entry in records
7	Conduct rules – transactions, other conduct rules
8	Preparation of enquiry report & Charge sheet
9	Petition & mercy petition to the President of India
Module P-172	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Foreign Service/Deputation
DURATION	1 day
S. No.	MODULE CONTENTS
1	Conditions of transfer to Foreign Service
2	Transfer to Foreign service during leave, permission during foreign service
3	Drawal of pay from the foreign employer, FAC, TA, foreign service withholding of contribution

4	Interest on overdue contribution
5	Procedure when an addition is made to regular establishment
6	Deputation allowance and other facilities
7	Sanctioning authority for deputation out of India
8	Pay during deputation out of India.
Module P-173	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Inspection
DURATION	1 day
S. No.	MODULE CONTENTS
1	Checking of records
2	Attendance register
3	Pass & PTO A/C
4	Pass declaration forms
5	Staff Complaint registers
6	Labour Laws
7	Duty registers
8	P.V.T. registers
9	Quarters registers
Module P-174	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Basic Computer Knowledge
DURATION	15 days
S. No.	MODULE CONTENTS
1	Introduction to Computers – Hardware, Software – Operating System & Applications, Importance of IT today
2	Introduction to MS-Office Applications: MS-Word, MS-Excel, MS-Access, MS-Power Point

3	Communication – Internet, E-Mail, Networking
4	Purchase/ Maintenance of computers – Specification, Contracts
5	PMIS Applications, Hindi Applications, Printing
6	Hands on Training, Antivirus Kit system
Module P-175	
ACTIVITY CENTRE	Personnel Training Centre, Jodhpur
DESIGNATION	PI Grade Rs.6500-10500 selected for LDCE quota
DESCRIPTION	Initial Course
SUBJECT	Study Tour
DURATION	5 days
S. No.	MODULE CONTENTS
1	Field visit on trolley with P.Way + Control room + Foot plate
2	Staff contact complaint registers, service records verification
3	Leave Rules and maintenance of leave accounts, calculation of leave encashment
4	Pass Rules
5	Medical benefits to serving and retired employees

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Forward reference ⇒