

EASTERN RAILWAY

No.E.890/2/31/Misc

Kol, dated May 23, 2019.

Dy.CPO/Gaz, Dy.CPO/R,
SPO(HQ&PC), SPO(W&IR), SPO(S&T)
SPO(RP), SPO(Con), SPO(Gaz), SPO(M&E)
Sr.LO(P), APO(Ptg), Secy.to PCPO
E.Rly, Kolkata.

Sub: Project Saksham training of Railway employees.

Ref: MS/Rly.Bd'S D.O. letter No.E(MPP)/3/5
dated 20-03-2019.

In connection with the above, it has been decided that on job training as per the attached list will be held from 10-06-19 to 14-06-19 at 12.30 hrs. onwards in the FP Auditorium.

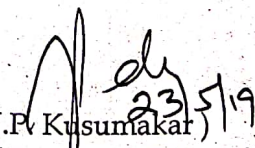
It is mandatory for all Personnel Branch staff at all levels to attend the said training programme.

Accordingly, the controlling Personnel Branch Officers are requested to spare staff working under their control in time to ensure their attendance as per the above mentioned time schedule.

The following section will present Power point presentation (Maximum 5 slides) for a duration of 15 minutes, covering the following topics :-

Nominated Section	Topics for PowerPoint presentation
RP Cell	Maintenance of Reservation Rosters including EWS roster
Ruling	Maintenance of charter register - pay fixation/ Allowances
Court Cell	Model reply to be filed in court cases
Mechanical & Elect	Sample notes of assessment of vacancy for DR quota as well PR quota including GDCE RIMS
Settlement	Documents handed over to pensioner/ family pensioner at the time of settlement payment

DA: As above.


(J.P. Kusumakar)
Dy.Chief Personnel Officer/HQ
for Principal Chief Personnel Officer

Copy to:- PA to CPO/A for kind information of CPO/A.

Sl.No	Days	Nominated Officer	Course content
1	Day-1	SPO/S&T Dy.CPO/R	<p>Refresher on fundamental rules, Codes Establishment Manual, Pension Manual, Medical Manual, CPO's Sl. Circular. Placement of online indents through ORIMS, RTI Act, Digitization of service record and updating thereof, Validation of staff data.</p> <p>Refresher relating to various establishment matters i.e. Recruitment rules, AVC, Pay & allowances including fixation of pay, MACP, seniority, Lien promotion, selection/ non-selection/modified selection procedure, Reservation Policy, Leave Rules, Regularization of long absentee cases, APAR, Transfer Policy, SOPEST.</p>
2	Day-2	SPO/HQ & PC	Brief introduction of various acts, Function and scope of utilization of CSBF, UMID - A digital initiative for online registration of medical card, CTSE card - modalities, Social security measures ensured through various labour legislation, Review of important provision of Service Conduct Rule & D&A Rules.
3	Day-3	SPO(W&IR)	Observance of statutory provision for contract labourers, Sramik Kalyan Portal, IRPSM, PH-51, 52 and 65, Training, Concept of MDZTI, MDDTI & specialized training institute and their function, Grievance Redressal System, Nivaran, CPGRAMs etc. Industrial Relation, Welfare Activities,
4	Day-4	SPO/Gaz	Office procedure viz. filing, noting, drafting correspondences including D.O. letter, maintenance of service records. Manpower planning, APAR, Legal Matters.
5	Day-5		Power point presentation