



**SOUTH CENTRAL RAILWAY**

Office of the Principal,  
Zonal Railway Training Institute,  
Moula-Ali, Hyderabad - 500040.

No.ZRTI/ATP/Ref.Comml/2023

Dt.15-02-2023

**Sr.DCM/ SC, BZA, GTL, HYB, GNT & NED.**

Sub: Refresher Course for Commercial cadre for the Year 2023 through online/offline mode.

- Ref: 1. IRITM Ltr.No IRITM/NG-TRG/01-19 Dt. 31/05/2021.  
2. Railway Board Ltr.No. RBE- 28/2018 and 59/2019.  
3. CCM/FS letter no C.415/E/R/Staff Dt. 06/02/2023.  
4. CTM/G Ltr.No.T.387/ZRTI/Corresp./Vol-XII Dt.07/07/2021.

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1. With reference to the above subject, it is proposed to conduct online refresher course to the commercial staff as per the IRITM module cited under ref (1). In this connection CCM/PS has approved for conducting online refresher course for Five (5) working days and One Day for Offline at ZRTI for examination and to have review of the subjects. In case of Offline Classes the date and time will be notified by ZRTI in advance.
2. As per the new training module Refresher Course is mandatory for every Two Years for CCTC (all grades) and for all Commercial Supervisors & Inspectors. Hence, it is proposed to conduct refresher course for CC/Sr.CC & CCTC/Sr.CCTC and for Commercial Supervisors/Inspectors in two batches consisting of 40 trainees in each batch. Divisions wise quota is appended below:

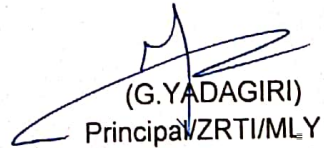
<b>I. Commercial Clerks/ (CCTC/Sr.CCTC &amp; CC/Sr.CC)</b>							
Division	SC	BZA	GTL	NED	HYB	GNT	Total
No. of Trainees	10	8	8	4	6	4	40
<b>II. Commercial Supervisors/Inspectors (CSR/CCSR/SCI/CCI)</b>							
No. of Trainees	10	8	8	4	6	4	40

3. Annual Training plan for the above batches is enclosed as Annexure – I & II for timely directing of staff to attend the refresher course.
4. Since the refresher course is made mandatory the divisions are advised to maintain a data base of the trainees attended and direct them time to time for every two years as per the ATP issued by this institute.

5. Separate letters will not be issued for each batch. Staff are to be identified and sent list containing the name, designation, station, whats app mobile number and email address to Chief Instructor Commercial email address karunakarzrtimly@gmail.com three days in advance.

6. The Following procedure will be adopted for conducting online training:

- a) Trainees may be instructed to attend online training classes from their residence at convenient place where privacy and proper network coverage is available with sufficient data to attend the online classes.
- b) The nominated Instructor of each batch will be co-ordinating with all the trainees in assisting for joining the meetings, hosting the meeting, sending study material, video clippings if any and power point presentation to trainees through the respective nominated instructors email.
- c) The study material for each day will be sent by instructor one day in advance.
- d) The trainees are advised to go through the study material, rules and note down doubts. The instructor will interact with the trainees during the training session and doubts will be cleared.
- e) After completion of online training for Five days, trainees need to report to ZRTI/MLY on the Sixth day before 09.00 hrs for one day attending offline examination schedule from 10.00 hrs to 13.00 hrs. In case of failure, they will be required to attend repeat course.
- f) All Trainees should attend online classes in prescribed uniform. Wearing casuals like Jeans, T-Shirts, Shorts etc is not permitted.

  
(G. YADAGIRI)  
Principal ZRTI/MLY

Copy to : CCM/PS for kind information please.

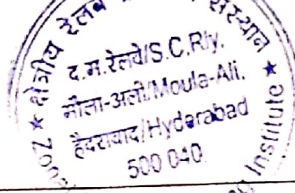


Annexure - I

ZRT/MLY –ANNUAL TRAINING PLAN (ATP) FOR COMMERCIAL REFRESHER COURSE					
SCHEDULE FOR COMMERCIAL SUPERVISORS/ INSPECTORS					
Mode –Online / Offline			Duration – 6 Working Days		
Batch No.	FROM	TO	Batch No.	FROM	TO
1/23	20/02/2023	25/02/2023	18/23	31/07/2023	05/08/2023
2/23	27/02/2023	04/03/2023	19/23	07/08/2023	12/08/2023
3/23	13/03/2023	18/03/2023	20/23	21/08/2023	26/08/2023
4/23	10/04/2023	15/04/2023	21/23	28/08/2023	02/09/2023
5/23	24/04/2023	29/04/2023	22/23	04/09/2023	09/09/2023
6/23	01/05/2023	06/05/2023	23/23	11/09/2023	16/09/2023
7/23	08/05/2023	13/05/2023	24/23	25/09/2023	30/09/2023
8/23	15/05/2023	20/05/2023	25/23	09/10/2023	14/10/2023
9/23	22/05/2023	27/05/2023	26/23	16/10/2023	21/10/2023
10/23	29/05/2023	03/06/2023	27/23	30/10/2023	04/11/2023
11/23	05/06/2023	10/06/2023	28/23	06/11/2023	11/11/2023
12/23	12/06/2023	17/06/2023	29/23	13/11/2023	18/11/2023
13/23	19/06/2023	24/06/2023	30/23	20/11/2023	25/11/2023
14/23	03/07/2023	08/07/2023	31/23	27/11/2023	02/12/2023
15/23	10/07/2023	15/07/2023	32/23	04/12/2023	09/12/2023
16/23	17/07/2023	22/07/2023	33/23	11/12/2023	16/12/2023
17/23	24/07/2023	29/07/2023	34/23	18/12/2023	23/12/2023

Note : Examination at ZRT/MLY on Sixth day for every batch

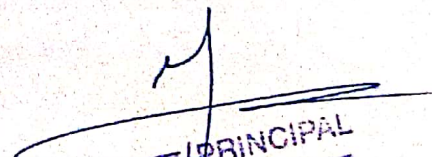
  
प्रिंसिपल/PRINCIPAL  
क्षेत्रीय रेल प्रशिक्षण संस्थान  
Zonal Railway Training Institute  
द.न. रेलवे/S.C. RLY.  
मौला-अली/Moula-Ali



Annexure – II

ZRTI/MLY –ANNUAL TRAINING PLAN (ATP) FOR COMMERCIAL REFRESHER COURSE					
SCHEDULE FOR CC / Sr.CC, CCTC / Sr.CCTC					
Mode –Online / Offline			Duration – 6 Working Days		
Batch No.	FROM	TO	Batch No.	FROM	TO
1/23	20/02/2023	25/02/2023	18/23	31/07/2023	05/08/2023
2/23	27/02/2023	04/03/2023	19/23	07/08/2023	12/08/2023
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8/23	15/05/2023	20/05/2023	25/23	09/10/2023	14/10/2023
9/23	22/05/2023	27/05/2023	26/23	16/10/2023	21/10/2023
10/23	29/05/2023	03/06/2023	27/23	30/10/2023	04/11/2023
11/23	05/06/2023	10/06/2023	28/23	06/11/2023	11/11/2023
12/23	12/06/2023	17/06/2023	29/23	13/11/2023	18/11/2023
13/23	19/06/2023	24/06/2023	30/23	20/11/2023	25/11/2023
14/23	03/07/2023	08/07/2023	31/23	27/11/2023	02/12/2023
15/23	10/07/2023	15/07/2023	32/23	04/12/2023	09/12/2023
16/23	17/07/2023	22/07/2023	33/23	11/12/2023	16/12/2023
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Note : Examination at ZRTI/MLY on Sixth day for every batch

  
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