



**Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India
Rail Nilayam, Secunderabad-500025 (Telangana)**

D. O. No. C.415/E/Refresher Course

Dated: 24.04.2024

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

Sub: Refresher Course for Commercial Supervisors and CCTCs.

Ref:-1. Principal/ ZRTI/MLY letter No. ZRTI/Annual Trg/01
dated 16.12.2023

2. Principal/ ZRTI/MLY letter No. ZRTI/673/Ref.CSR& CCTC-
2024 dated 16.04.2024

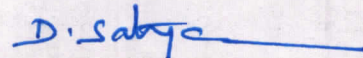
Vide letter cited under reference (1) above, Principal/ZRTI/MLY has communicated Annual Training Programme for the Calendar Year 2024, as per which 39 Refresher Courses for Commercial Supervisors and Commercial-cum-Ticket Clerks are planned and has also advised quota to each Division for nomination.

So far, 11 Refresher Courses have been completed and the 12th is in progress. The summary of Division-wise nomination of staff for the 12 Refresher Courses is given in the Annexure. It is seen that while the nominations from SC, BZA and GTL Divisions have been good till February 2024, there has been a drastic decline in the nominations during March-April 2024. Nominations from NED, HYB and GNT Divisions have been poor vis-a-vis their respective quotas from January 2024 itself.

In this connection, it may be highlighted that as per Revised Training Modules of Non-Gazetted Staff of Commercial and Traffic Department communicated by Railway Board vide letter No. E(MPP)2019/03/47Pt dated 04.08.2021 and IRITM letter No. IRITM/NG-TRG/01-19 dated 31.05.2021, Refresher Course for Commercial Supervisors/Inspectors and CCTCs is mandatory for every 2 years.

It may therefore be ensured that eligible Commercial staff are nominated for Refresher Courses as per the quota allotted to the Divisions. It may also be ensured that the details of staff due for Refresher Course and those who have attended Refresher Course are maintained by the Division and that staff who have already attended Refresher Course are not nominated again till such time other due/overdue staff are covered.

Encl: As above.



(D. Satyanarayana)

Chief Commercial Manager/PS

Copy :

Principal, ZRTI/MLY-for information please.

Refresher Course for Commercial Supervisors and CCTCs at ZRTI/MLY during Jan-April 2024.

Sl.No.	Batch No	From	To	SC			BZA			GTL			NED			HYB			GNT			Total		
				CCTC	CSR	Total	CCTC	CSR	Total	CCTC	CSR	Total	CCTC	CSR	Total	CCTC	CSR	Total	CCTC	CSR	Total	CCTC	CSR	Total
		Quota per Batch		10	10	20	8	8	16	8	8	16	4	4	8	6	6	12	4	4	8	40	40	80
1	1/24	01.01.2024	06.01.2024	2	10	12	7	8	15	3	7	10	1	0	1	0	1	1	0	0	0	13	26	39
2	2/24	08.01.2024	13.01.2024	2	12	14	7	8	15	5	10	15	3	3	6	0	3	3	0	0	0	17	36	53
3	3/24	29.01.2024	03.02.2024	3	17	20	7	8	15	0	10	10	2	2	4	2	1	3	0	0	0	14	38	52
4	4/24	05.02.2024	10.02.2024	4	14	18	5	8	13	1	10	11	2	2	4	1	2	3	1	1	2	14	37	51
5	5/24	12.02.2024	17.02.2024	3	14	17	4	7	11	4	6	10	2	2	4	0	2	2	1	1	2	14	32	46
6	6/24	19.02.2024	24.02.2024	4	12	16	2	7	9	1	5	6	1	2	3	1	0	1	0	0	0	9	26	35
7	7/24	26.02.2024	02.03.2024	3	7	10	0	7	7	1	2	3	0	0	0	0	0	0	0	0	0	4	16	20
8	8/24	11.03.2024	16.03.2024	0	0	0	0	7	7	2	3	5	2	1	3	0	0	0	0	0	0	4	11	15
9	9/24	18.03.2024	23.03.2024	3	9	12	0	8	8	0	4	4	0	0	0	0	0	0	0	0	0	3	21	24
10	10/24	01.04.2024	06.04.2024	3	7	10	0	8	8	0	1	1	2	1	3	0	0	0	0	0	0	5	17	22
11	11/24	15.04.2024	20.04.2024	3	4	7	0	8	8	0	0	0	0	1	1	1	2	3	0	0	0	4	15	19
12	12/24	22.04.2024	27.04.2024	0	13	13	0	6	6	0	0	0	0	0	0	1	3	4	0	0	0	1	22	23
		Total		30	119	149	32	90	122	17	58	75	15	14	29	6	14	20	2	2	4	102	297	399
		% Fulfilment of Quota				62			64			39			30			14			4			42