SOUTH CENTRAL RAILWAY

Office of the Principal,
Zonal Railway Training Institute,
Moula-Ali, Hyderabad-500040.
Dt: 23 -12-2020.

Sr.DOMs & Sr.DCMs/SC,BZA,GTL,HYB,GNT & NED
Sr.DPOs/SC,BZA,GTL,HYB,GNT & NED
Sr.DEE/SC,BZA,GTL&GNT
Sr.DME/HYB & NED
Dy.CE/Lines/BZA
Sr.DEE/Trd/SC, BZA, GTL &GNT

No.ZRTI/Annual/Trg./01

Sub: ZRTI / MLY Annual Training Programme for the Calender year - 2021
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1. Annual Training Programme for the Calender year 2021 for Operating branch is enclosed as Annexures-I & II.
2. Annual training Programme for the Calender year 2021 for Commercial branch is enclosed as Annexure-III.
3. Instructions for conducting/attending Online and Offline training classes are enclosed as Annexure IV.
4. The divisional quota to be adhered for directing staff for Refresher batches of SM, Guard, LP & ALP is enclosed as Annexure-V.
5. COVID-19 precautions to be followed by trainees during their stay at ZRTI are enclosed as Annexure -VI.
6. A declaration from the Parent/Guardian of trainee, to be submitted while reporting at ZRTI. The proforma is enclosed as Annexure-VII.
7. The number of days for online and offline training is mentioned for each type of course in the annexures.
8. The initial training for ALPs are scheduled with the availability of hostel accommodation and competent authority has permitted to conduct promotional training of Loco branch in online mode and exam will be conducted at ZRTI.
9. The refresher courses of SM, Guard, LP, ALP & TTM/TC are scheduled with Online and last four days of course with Offline (class room) at ZRTI for Safety camp, First aid etc., and written examination.
10. One day for attending medical examination for COVID is nominated prior to the last 4 days of refresher course and trainees are required to submit the certificate at the time of reporting at ZRTI.
11. The training programmes are designed by taking COVID-19 situation & reduced capacity of class rooms and hostel into consideration. The class room capacity as well as hostel capacity has been reduced to maintain social distancing and observe COVID-19 protocol.
12. In case COVID-19 situation is eased out, revised programme with normal capacity of Hostel and Class rooms may be issued as per the instructions of competent authority.
13. Disaster Management course conducted every month in the last week of the month has not been programmed due to COVID-19.
14. The training schedule for initial & promotional course programmes are given tentatively. However based on the requirement of divisions, availability of Hostel & Class room accommodation and strength of the batch, programmes will be modified /planned and conducted accordingly.

Encl: As above

Principal

C/- PCOM/SC, PCCM/SC, PCEE/SC, PCME/SC, PCPO/SC, PCE/SC
CTM/G&PP, CCM/\PS, CEE/OP&Plg
Principal/STC/LGD, ZCETI/KCG, ESTC/LGD,STTC/MLY,DTTC/GTL&ETTC/BZA.

Initial courses schedule for the Calender Year 2021

Pro ASM
Offline (75 days) — 75 days

B-No	From	To
1/21	01-03-21	02-06-21
2/21	07-06-21	02-09-21
3/21	27-09-21	27-12-21

Pro Guard
Offline (30 days) — 30 days

B-No	From	To
1/21	15-03-21	22-04-21
2/21	03-05-21	07-06-21
3/21	28-06-21	02-08-21
4/21	16-08-21	20-09-21
5/21	15-11-21	18-12-21

Pro SCOR
Online 33 days / Offline 12 days — 45 days

B-No	From	To
1/20	14-12-21	08-02-21
1/21	27-09-21	20-11-21

Pro TNC
Offline (18 days)

B-No	From	To
1/21	15-02-21	06-03-21
2/21	28-04-21	19-05-21
3/21	05-07-21	26-07-21
4/21	01-11-21	22-11-21

Pro ALP
Offline (27 days) — 27 days

B-No	From	To
12,13,14/20	26-12-20	29-01-21
1,2,3/21	03-02-21	05-03-21
4,5,6/21	08-03-21	10-04-21
7,8,9/21	14-04-21	17-05-21
10,11,12/21	19-05-21	18-06-21
13,14,15/21	21-06-21	22-07-21
16,17,18/21	26-07-21	25-08-21
19,20,21/21	30-08-21	30-09-21
22,23,24/21	04-10-21	05-11-21

Pro TTM
Offline (24 days) — 24 days

B-No	From	To
3/20	26-12-20	25-01-.21
1/21	19-05-21	18-06-21
2/21	04-10-21	05-11-21

Pass. Guards
Offline (6 days)

B-No	From	To
1/21	19-01-21	25-01-21
2/21	05-04-21	10-04-21
3/21	14-06-21	19-06-21
4/21	24-11-21	30-11-21

Pro LP
Online(25 days) / Offline (1 day-Exam) — 26 days

B-No	From	To
11/20	14-12-20	15-01-21
12/20	15-12-20	16-01-21
1/21	18-01-21	17-02-21
2/21	22-02-21	24-03-21
3/21	30-03-21	01-05-21
4/21	10-05-21	09-06-21
5/21	14-06-21	13-07-21
6/21	19-07-21	18-08-21
7/21	23-08-21	22-09-21
8/21	27-09-21	28-10-21
9/21	01-11-21	01-12-21
10/21	06-12-21	04-01-22

Ref SCOR
Online(6 days) — 6 days

B-No	From	To
1/21	01-02-21	06-02-21
2/21	07-06-21	12-06-21
3/21	25-10-21	30-10-21
4/21	13-12-21	18-12-21

Pro Pass LP
Online(15 days) / Offline (1 day-Exam) — 16 days

B-No	From	To
1/21	19-01-21	06-02-21
2/21	15-02-21	04-03-21
3/21	08-03-21	26-03-21
4/21	05-04-21	24-04-21
5/21	28-04-21	17-05-21
6/21	24-05-21	10-06-21
7/21	14-06-21	01-07-21
8/21	05-07-21	23-07-21
9/21	02-08-21	19-08-21
10/21	01-11-21	19-11-21

App JE Mech
Online(11 days) / Offline (1 day-Exam) — 12 days

B-No	From	To
2/20	28-12-20	09-01-21
2/21	18-01-21	01-02-21

App JE Engg.
Online(17 days) / Offline (1 day-Exam) — 18 days

B-No	From	To
1/21	04-01-21	27-01-21
3/21	01-02-21	20-02-21

Refresher course Schedule of the year 2021

Ref-Station Masters			Ref-Guard			Ref-Loco Pilots/TTM			Ref-Asst.Loco Pilots/TCD		
Online(11 days) Offline (4 days)			Online(11 days) Offline (4 days)			Online(6 days) Offline (4 days)			Online(6 days) Offline (4 days)		
15+1 Days			15+1 Days			10+1 Days			10+1 Days		
B-No	From	To	B-No	From	To	B-No	From	To	B-No	From	To
21/20	21-12-20	08-01-21	1/21	01-01-21	21-01-21	1/21	01-01-21	15-01-21	1/21	15-01-21	28-01-21
1/21	12-01-21	02-02-21	2/21	23-01-21	11-02-21	2/21	25-01-21	06-02-21	2/21	04-02-21	16-02-21
2/21	03-02-21	20-02-21	3/21	12-02-21	02-03-21	3/21	13-02-21	25-02-21	3/21	23-02-21	06-03-21
3/21	22-02-21	12-03-21	4/21	08-03-21	26-03-21	4/21	05-03-21	18-03-21	4/21	20-03-21	03-04-21
4/21	19-03-21	08-04-21	5/21	03-04-21	23-04-21	5/21	05-04-21	17-04-21	5/21	16-04-21	29-04-21
5/21	15-04-21	`04-05-21	6/21	26-04-21	13-05-21	6/21	27-04-21	08-05-21	6/21	07-05-21	20-05-21
6/21	06-05-21	25-05-21	7/21	17-05-21	03-06-21	7/21	18-05-21	29-05-21	7/21	27-05-21	08-06-21
7/21	26-05-21	12-06-21	8/21	04-06-21	22-06-21	8/21	05-06-21	17-06-21	8/21	15-06-21	26-06-21
8/21	14-06-21	01-07-21	9/21	23-06-21	10-07-21	9/21	24-06-21	06-07-21	9/21	03-07-21	15-07-21
9/21	02-07-21	20-07-21	10/21	12-07-21	30-07-21	10/21	13-07-21	26-07-21	10/21	24-07-21	05-08-21
10/21	26-07-21	12-08-21	11/21	04-08-21	21-08-21	11/21	05-08-21	17-08-21	11/21	14-08-21	26-08-21
11/21	16-08-21	02-09-21	12/21	30-08-21	17-09-21	12/21	26-08-21	07-09-21	12/21	09-09-21	22-09-21
12/21	08-09-21	27-09-21	13/21	20-09-21	08-10-21	13/21	20-09-21	01-10-21	13/21	01-10-21	14-10-21
13/21	04-10-21	22-10-21	14/21	13-10-21	01-11-21	14/21	14-10-21	27-10-21	14/21	25-10-21	06-11-21
14/21	25-10-21	12-11-21	15/21	05-11-21	23-11-21	15/21	06-11-21	18-11-21	15/21	16-11-21	27-11-21
15/21	15-11-21	02-12-21	16/21	24-11-21	11-12-21	16/21	25-11-21	07-12-21	16/21	04-12-21	16-12-21
16/21	06-12-21	23-12-21				17/21	17-12-21	30-12-21			

वाणिज्य /COMMERCIAL

Batch No.	REF COMML COURSE FOR CC/CSR/ECRC (ONLINE-6 DAYS) 06 Working Days		Batch No.	REF COMML COURSE FOR TICKET CHECKING STAFF (ONLINE-6 DAYS) 06 Working Days	
	FROM	**TO**		**FROM**	**TO**
1/21	04-01-21	09-01-21	1/21	04-01-21	09-01-21
2/21	01-02-21	06-02-21	2/21	18-01-21	23-01-21
3/21	15-02-21	20-02-21	3/21	01-02-21	06-02-21
4/21	01-03-21	06-03-21	4/21	15-02-21	20-02-21
5/21	15-03-21	20-03-21	5/21	22-02-21	27-02-21
6/21	05-04-21	10-04-21	6/21	01-03-21	06-03-21
7/21	03-05-21	08-05-21	7/21	15-03-21	20-03-21
8/21	17-05-21	22-05-21	8/21	05-04-21	10-04-21
9/21	24-05-21	29-05-21	9/21	26-04-21	01-05-21
10/21	07-06-21	12-06-21	10/21	03-05-21	08-05-21
11/21	12-07-21	17-07-21	11/21	17-05-21	22-05-21
12/21	02-08-21	07-08-21	12/21	24-05-21	29-05-21
13/21	13-09-21	18-09-21	13/21	14-06-21	19-06-21
14/21	04-10-21	09-10-21	14/21	05-07-21	10-07-21
15/21	08-11-21	13-11-21	15/21	09-08-21	14-08-21
16/21	06-12-21	11-12-21	16/21	20-09-21	25-09-21
			17/21	18-10-21	23-10-21
			18/21	15-11-21	20-11-21
			19/21	06-12-21	11-12-21
			20/21	13-12-21	18-12-21

प्रो सीटीसी PRO CCTC

Batch No	40 Working Days(OFFLINE)		Batch No	40 Working Days(OFFLINE)	
1/21	01-02-21	19-03-21	2/21	17-05-21	02-07-21
3/21	23-08-21	09-10-21	4/21	08-11-21	23-12-21

CA - Phase I			CA -Phase II		
Batch No.	40 Working Days(OFFLINE)		Batch No.	40 Working Days(OFFLINE)	
1/21	01-02-21	19-03-21	1/21	20-03-21	10-05-21
2/21	17-05-21	02-07-21	2/21	03-07-21	19-08-21

सीएस आर चरण I CSR - PH I			सीएस आर चरण II CSR – PH II		
Batch No.	40 working days(OFFLINE)		Batch No.	22 working days(OFFLINE)	
1/21	01-02-21	19-03-21	1/21	20-03-21	17-04-21
2/21	17-05-21	02-07-21	2/21	03-07-21	29-07-21
3/21	23-08-21	09-10-21	3/21	10-10-21	06-11-21

विशेषपाठ्यक्रम Special Courses

Batch No.	विशेषग्राहकसेवापाठ्यक्रम Special Customer Care for TEs only		Batch No.	खानपान प्रबंधन प्रशिक्षण Catering Management Training	
	3 working days(OFFLINE)			5 working days(OFFLINE)	
1/21	08-03-21	10-03-21	1/21	12-04-21	17-04-21
2/21	10-05-21	12-05-21	2/21	26-07-21	30-07-21

Batch No.	ठेका प्रबंधन प्रशिक्षण Contract Management Training (6 days) (OFFLINE)		special courses will be conducted as per requirement		
1/21	21-06-21	26-06-21			
2/21	16-08-21	20-08-21			

Important Instructions for Online training

1. It is the responsibility of the deputing officials to ensure eligibility condition of the trainees before nomination/deputing for training.
2. ZRTI functions 6 days a week except on the general holidays as notified by ZRTI. Sunday is a holiday. The timings are from 09.00 hours to 17.00 hours.
3. Attending online classes/offline classes at ZRTI is treated as "ON DUTY".
4. Chief Instructor/Operating & Commercial will be the liaison incharge for smooth functioning of online training for operating and commercial courses respectively.
5. The concerned Officers of the respective divisions are requested to spare the trainees nominated for online/offline training as scheduled.
6. The concerned Officers of the respective divisions and departments may nominate one Inspector who will have to upload the details of the trainees like Name, designation, trainee ID, contact No., E-mail address in Google spread sheet uploaded in their respective Google drives two days in advance of the course and co-ordinate with the Chief Instructor and nominated Instructors of ZRTI for further training activities.
7. The trainees may be instructed to attend online training classes from their residences or at convenient place where privacy and proper network coverage is available.
8. The online training will be given through MS teams or Cisco webex or Google meet.
9. The study material, PPTs, video clippings, animation clips etc. for each day will be shared by Instructor to trainees through gov.in mail ids one day in advance.
10. The trainees are required to go through the study material and understand the rules and note down their doubts.
11. Daily the nominated instructor will interact with trainees online during which the topic and material sent on the previous day shall be discussed and the trainees will get their doubts clarified. In this session, the instructor will also test the knowledge of trainees by asking the important questions.
12. All the assignment worksheets given by the concerned instructor after completing shall be uploaded by trainees to the personal gov.in mail ids of respective instructor only. Instructor may also conduct online tests in google forms during the course.
13. On completion of the online training, all the trainees shall submit a declaration to Principal, ZRTI/MLY in the prescribed proforma (at ZRTI) that he/she has undergone the online training course and understood the contents on the day of reporting at ZRTI for exam/offline training.

Important Instructions at the time of reporting at ZRTI for offline training

1. Trainees should report on the date scheduled in the programme. Trainees reported after 0900 hrs of the starting day of the training will not be admitted.
2. Trainees are required to undergo medical test by Railway medical authority (RMA) and submit the medical certificate issued by the RMA at ZRTI while reporting at ZRTI campus
3. Refresher SM / Guard / LP / TTM Operators/TC Drivers shall bring updated Manuals issued to them.

4. It is the responsibility of Deputing Officials to ensure that the Return Journey Passes are issued to the trainees attending Refresher courses.
5. All trainees should stay in the hostel only.
6. All the trainees should attend in prescribed uniform. Wearing casuals like Jeans, T-Shirts, Shorts etc. is not permitted.
7. Consumption of alcohol and smoking are strictly prohibited in the ZRTI campus.
8. Usage of mobile phones in the administrative building and in the class rooms is strictly prohibited.
9. Trainees should come with valid Debit cards/Credit cards with sufficient amount in account to pay mess charges at a cost of Rs 240/ - + GST @ 5% per day (Mess charges may vary from time to time as per trainees strength)
10. The trainees attending course at ZRTI are required to follow COVID-19 precautions as per protocol being circulated by MHA time to time. The general guidelines alongwith declaration from responsible person of the family/guardian are enclosed herewith as Annexure-VI & VII
11. All the trainees are expected to maintain the campus, clean and hygienic.
12. Detailed instructions, in bilingual, as enclosed in the covering letter may be given to all the trainees deputed to ZRTI.
13. For further information and clarifications, please contact Office Superintendent
14. Apart from the ATP schedule, information on results, amendment slips, manuals, study materials, schedule for additional courses, if any can be viewed through the web site, face book of ZRTI/MLY and mobile App. ZRTI/MLY.
15. Out of schedule courses, change in the schedule and activities of ZRTI will be intimated and posted in the Face book pages of ZRTI/MLY, ZRTI web site and mobile App. ZRTI/MLY

Contact Details
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Designation	Railway	BSNL
Principal	88269	27122581
Vice Principal	83213	27783213
Chief Instructor (O)	83277	27783277
Chief Instructor (C)	83204	27783204
Instructors	83260	27783260
Office superintendent	89463	27789463
Hostel superintendent	83324	27783324

The Divisional Authorities are advised to adhere to the quota to each division mentioned below while deputing for Refresher Courses.

ALLOTMENT OF TRAINEES FOR EACH REF. COURSE FROM THE DIVISION

CATEGORY	SC	BZA	GTL	HYB	GNT	NED	TOTAL
Station Masters	12	12	11	5	4	6	50
GUARD	15	13	13	3	4	2	50
Loco Pilots/Shunters	17	13	11	3	3	3	50
Asst. Loco Pilots	14	14	13	3	3	3	50
	58	52	48	14	14	14	200

The following instructions should be ensured compliance before reporting to ZRTI/MLY:

1. The trainees should get their medical check up done by Railway Authorised Medical Authority(AMA) to avoid sick people from attending the course.
2. All the trainees should bring medical kit consisting of*:*
   i. Tab. Paracetamol 650mg/Tab DoIo—10 tablets to be taken on advice of Medical Officer
   ii. Tab.VitaminC/Tab.Limcee/Tab.Suckcee 500 mg—once daily or as advised by Medical Officer
   iii. Cap .Becosules-Z or equivalent—once daily or as advised by Medical Officer
   iv. One Thermometer.
   v. Pulse Oxymeter.
   vi. Three layered masks in adequate number, to be changed every day.
   vii. Hand sanitizer bottles.
3. The trainees are advised to bring their own immunity boosters like branded Chyawanprash.
4. All the trainees shall observe social distancing in the Classrooms, inside the mess/dining hall as well as in the campus of ZRTI/MLY. They should wear masks, face shields and use pocket sanitizers etc.
5. **Family declaration:** The trainees should bring family declaration as per the proforma enclosed as Annexure.
6. Sharing of utensils-dishes, cups, soaps, towels etc. will not be allowed. As such all the trainees should bring meals plate, tumbler, tea glass, water bottle, spoon , flask and any other required things by them.
7. Trainees should bring their own linen such as blanket, bed sheet, pillow, pillow cover, mosquito net, bath towel, Uniform and sufficient dresses etc.
8. All the Trainees should download and install the *Arogya Setu* App having compatible phones. It should display **"You are safe".**The same will be checked by the ZRTI staff at the time of reporting at ZRTI Hostel.
9. Trainees shall be in possession of smart phones with sufficient mobile internet data for attending online training during quarantine period, if required.
10. It should be ensured that the trainees with co-morbid conditions should not be deputed for training. Such High-Risk individuals could include:
    i. Pregnant women, lactating mothers
    ii. People with the following medical conditions
    iii. Severe Asthma or chronic lung disease
    iv. High BP.
    v. People with chronic kidney disease undergoing dialysis
    vi. Serious heart condition
    vii. Any other medical condition that has potential high risk in the COVID environment in the opinion of a medical expert
11. The trainees are not allowed to go out of the campus unless it is essential to do so. Such visits should exceptional and will be permitted with the prior approval of the Principal/ZRTI/MLY.
12. Trainees who wants to stay as Day-Scholar should take prior permission of Principal/ZRTI/MLY and they should maintain proper social distance while commuting. They will be daily screened and examined.

13. Feasibility will be studied to make available all the essential items such as stationery, snacks, toiletries etc. within the campus. As a precautionary measure, all trainees may bring required essential items along with them.

14. All the trainees should disclose their health status including fever/cough/sore throat/influenza like symptoms and the same to be submitted in a declaration form supplied by the ZRTI at the time of Reporting.

15. The above instructions may be modified from time to time and will be circulated.

Apart from the above, additional instructions/guidelines would be issued on reporting for training. These instructions/guidelines shall also be strictly adhered by trainees.

The concerned Sr. DPOs/DPOs and Controlling Officers may ensure that the above instructions are included in the relieving letters served to the initial trainees.

परिवार के जिम्मेदार व्यक्ति/अभिभावक द्वारा घोषणा
<u>DECLARATION FROM RESPONSIBLE PERSON OF THE FAMILY/GUARDIAN</u>

(प्रशिक्षण संस्थान में रिपोर्ट करते समय प्रस्तुत किया जाना अपेक्षित है.

to be submitted at the time of reporting to training institute)

मैं .... (नाम) श्री/श्रीमती/सुश्री ....

का .... (संबंध) **ZRTI, मौला-अली, हैदराबाद (तेलंगाना राज्य)** में

दिनांक .... से आरंभ होनेवाली आरंभिक के लिए रिपोर्ट कर रहा हूं.

I,..(Name) am .... (Mention type of

relationship) of Sri/Smt./Ms. ....who is reporting to

ZRTI, Moula-ali, Hyderabad(Telangana State) , for Initial Training from .... (date)

प्रशिक्षु सहित परिवार के किसी भी सदस्य को कोरोना पॉजिटिव या लक्षणों से पीडित था/पीडित है. (हां / नहीं) यदि हां, तो विवरण का उल्लेख किया जाना चाहिए. Any one of Family Members including trainee are exposed/suffering/suffered from Corona Positive or symptoms.**(Yes/No)** If yes, details to be mentioned	
अन्य महत्वपूर्ण स्वास्थ्य जानकारी यदि किसी भी प्रशिक्षु (गर्भवती महिला, स्तनपान कराने वाली माँ, हाई बी.पी. , गंभीर अस्थमा, गंभीर दिल की बीमारी, क्रोनिक फेफड़ों की बीमारी ,क्रोनिक किडनी रोग डायलिसिस से गुजरती है) Other Important Health Information if any of the Trainee (Pregnant woman, Lactating mother, High BP, Severe Asthma, serious heart condition, Chronic Lung disease, Chronic kidney disease undergoing dialysis etc.)	

मैं, एतद द्वारा घोषित करता हूं कि उपर्युक्त सभी विवरण सही है.   प्रशिक्षु श्री/श्रीमती/सुश्री .... कोविड-19 या अन्य किसी भी कारण से अस्वस्थ होता है तो उनकी रक्षा हेतु उन्हें लेने के लिए आऊंगा/व्यवस्था करूंगा.

I hereby declare that the above mentioned details are correct. I will come/arrange to come to ....to take care of the trainee (Name) ....,incase if he becamesick due to Covid 19 or any other illness.

परिवार के सदस्य/अभिभावक के हस्ताक्षर **Signature of the Family Member/Guardian**

नाम **Name:**

मोबाइल संख्या **Mobile No:**

संप्रेषण के लिए पता **Address for Communication:**