



भारत सरकार / Government of India  
रेल मंत्रालय / Ministry of Railways  
दक्षिण मध्य रेलवे / South Central Railway

मं.रे.प्र का कार्यालय,  
Office of the DRM  
विजयवाडा मंडल /  
Vijayawada Division  
वाणिज्य विभाग,  
Commercial Branch  
विजयवाडा, Vijayawada.  
आन्ध्र प्रदेश, Andhra Pradesh

B/C.19/Staff/Training

Dt. 03-04-2023


Professor,  
Commercial Management & Course Director,  
IRITM/LKO.

Sub: Nomination of Senior Supervisors for Kayakalp Training Programme – Reg  
Ref: Your Office Lr no. 2023/IRITM/Kayakalp/RS/03 dt. 06-03-2023

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With reference to the above, the following staff are nominated to attend Kayakalp Training Programme from 10-04-2023 to 14-04-2023 at IRITM/LKO, .

Sl No.	Name	Designation	HQ	Pay Level & Grade Pay	Mobile Number (having Whatsapp also)
1	B Sandeep	CTI/RH/BZA	BZA	Level-7 & GP-4600	7799399933

  
(V Rambabu)  
Sr.DCM/BZA

Copy to DRM/BZA for kind information please  
Copy to CTI/Amenities/BZA for information and necessary action  
Copy to Sri B Sandeep, CTI/RH/BZA for information



भारतीय रेल परिवहन प्रबन्धन संस्थान  
भारत सरकार – रेल मन्त्रालय  
**Indian Railways Institute of Transport Management**  
(Government of India-Ministry of Railways)



Richa Sharma  
IRTS

No. 2023/IRITM/Kayakalp/RS/03

Dt: 06.03.2023

Sr. DCM,  
South Central Railway,  
Vijayawada Division,  
Vijayawada.

**Sub: Nomination of Senior Supervisors for Kayakalp Training Programme.**

The Indian Railways Institute of Transport Management (IRITM), Lucknow is organizing a 05-day residential off-line training programme “**Kayakalp**” for Senior Supervisors from **10<sup>th</sup> April to 14<sup>th</sup> April, 2023**. The Training Programme covers the following topics to enhance the skills of Senior Supervisors:-

- ❖ Emerging Transport Business Scenario.
- ❖ Role of Indian Railway in Competitive Environment
- ❖ Achieving Organizational and Personal goals simultaneously
- ❖ Customer Behavior and needs
- ❖ Emotional Intelligence
- ❖ Leadership
- ❖ Ethical Behavior and Integrity
- ❖ Work and Data Management in office
- ❖ Emerging Trends in Information Technology
- ❖ Time Management and Work Flow
- ❖ Communication and Soft Skills
- ❖ Transforming Karmachari into Karmayogi

In this regard it is requested to nominate one (01) Senior Supervisor of **level-7 and above, having good knowledge in IT, Good Communication Skills and leadership potential. This nomination is mandatory.** Details of the nominated Sr. Supervisor with contact number may be communicated on **format below** by **03<sup>rd</sup> April 2023** through **0522- 2451964/2451940** or email at **ssvprasadiritm@gmail.com** or at Whatsapp number **7007077604**.

S/L	NAME	DESIGNATION	HQ	PAY LEVEL & Grade Pay	Mobile number (having whatsapp also)

IRITM is planning to conduct more such courses. Other eligible candidates can be identified for upcoming courses. This course is planned to rejuvenate Senior Supervisors into highly motivated, dedicated & dependable initial level managers to make Indian Railways one of the strongest brands of the country.

  
(Richa Sharma)  
Prof. Commercial Management  
& Course Director

Copy to: DRM/South Central Railway/Vijayawada Division/Vijayawada for kind information please.

Campus: Hardoi By-Pass Road, P.O. Manak Nagar, LUCKNOW-226011