SOUTH CENTRAL RAILWAY

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

No. ZRTI/673/CCTC/Batch-3/Trg   Date: 19/07/2023.

Sr.DCMs /SC, BZA & GTL.
Sr.DPOs, SC, BZA & GTL & SPO/T/SC

Sub: Initial Training programme to the post of CCTC – reg.

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1. With reference to the above subject, it is programmed to conduct initial training (60 working days) for CCTC scheduled to commence in Two (2) phases as tabulated below.

2. Accordingly, candidates from the divisions may please be relieved and directed to report at ZRTI/MLY with proper relieving letters as per the quota of candidates allotted below.

Sl.No	Division	08/08/2023 to 19/10/2023	18/08/2023 to 31/10/2023	Total
1	Secunderabad	95	127	222
2	Vijayawada	0	138	138
3	Guntakal	41	0	41
	Total	136	265	401
Reporting @ 09.00 Hrs on		08/08/2023	18/08/2023	

3. Trainees should come with sufficient amount in their accounts to pay mess and overhead charges @ Rs. 315.00 (Includes 5% GST) per day through digital payment for at least one month in advance.

4. In order to impart training for more number of candidates, ZRTI/MLY will be working in two shifts for offline training. In this connection, CCTC initial training will be conducted in the Second shift from 13.45 hrs to 19.00 hrs. Apart from offline training, one hour training through online mode will be conducted during morning session. Hence trainees are required to come with smart phones or laptops with sufficient internet data to attend online training/exams.

5. Divisions to share this letter and advise all candidates nominated for training to the initial course to fill the reporting form through Google Forms with the link https://forms.gle/gs3vs2qAnuGcCJAx6

6. After filling the form completely, they are required to take a print out and submit the copy along with appointment/ relieve letter issued by the division/zone with photo identification at ZRTI/MLY at the time of reporting.

7. As per extant instructions, new recruitees' bio-data should be entered in their HRMS in on boarding module. After entering the data automatically PF number is generated and their names will be appearing in I-Pas directly in their respective bill units. Hence divisions are requested to complete the process of HRMS and other necessary procedural activities required to draw the stipend before being directed to ZRTI.

Copy to: PCCM/SC & PCPO/SC: for kind information please.
          COM (G)/SC & CCM/PS/SC for kind information please.

GUDUGU
NTLA
YADAGIRI