

**SOUTH CENTRAL RAILWAY**

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

No.ZRTI/673/Online Training/Ref.Comml.

Date: 01.09.2020

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

Sub: Online Training for Refresher Commercial – reg.

- Ref: 1. CTM/G&PP Lr. No. T.387/ZRTI Online/Trg, dt. 10.08.20  
2. CTM/G&PP Lr. No. T.387/ ZRTICorresp/Vol. XIII, dt.21.08.20  
3. This office letter no ZRTI/674/online tng/2020 dt 28-8-20

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With reference to the above subject, the feasibility for conducting online training for refresher commercial courses has been approved by PCCM and CTM/G&PP submitted a status report to PCPO/SC vide ltr cited under reference no 1 above. Further PCPO/SC vide ltr dt 20-8-20 communicated the approval of competent authority for conducting online training to Ref CC, CCI,TE,TTE and ECRC.

It is pertinent to mention that even though refresher courses for commercial staff are planned and training calendar is given every year, trainees are not being spared from divisions and ZRTI could not conduct refresher Courses for Commercial staff.

As full number of passenger carrying trains are not running, it may not be a problem for relieving the staff for attending online training.

In view of the above approval for online training, it is requested to spare the staff as per the below calendar.

**TRAINING CALENDAR FOR REFRESHER COMMERCIAL CADRE**

<b>Commercial Clerks/Supervisors:- (CC/Sr.CC/CSR/CCSR/SCI/CCI)</b>							
I	Sl.No	Batch No	Group No	No. of Trainees	From	To	Total Trainees
	1	1/20	One	25	07.09.20	12.09.20	<b>75</b>
	2		Two	25			
	3		Three	25			
	4	2/20	One	25	14.09.20	19.09.20	<b>75</b>
	5		Two	25			
	6		Three	25			
	7	3/20	One	25	21.09.20	26.09.20	<b>75</b>
	8		Two	25			
	9		Three	25			
	10	4/20	One	25	05.10.20	10.09.20	<b>75</b>
	11		Two	25			

12		Three	25			
13	5/20	One	25	12.10.20	17.10.20	75
14		Two	25			
15		Three	25			
16	6/20	One	25	26.10.20	31.10.20	75
17		Two	25			
18		Three	25			
19	7/20	One	25	02.11.20	07.11.20	75
20		Two	25			
21		Three	25			
22	8/20	One	25	16.11.20	21.11.20	75
23		Two	25			
24		Three	25			
25	9/20	One	25	23.11.20	28.11.20	75
26		Two	25			
27		Three	25			
28	10/20	One	25	30.11.20	05.12.20	75
29		Two	25			
30		Three	25			
31	11/20	One	25	07.12.20	12.12.20	75
32		Two	25			
33		Three	25			
34	12/20	One	25	14.12.20	19.12.20	75
35		Two	25			
36		Three	25			
<b>Total No. of Trainees</b>						<b>900</b>

II	Ticket Checking Staff (TE/Sr.TE/TTI/CTI)					
Sl.No	Batch No	Group No	No. of Trainees	From	To	Total Trainees
1	1/20	One	25	07.09.20	12.09.20	50
2		Two	25			
3	2/20	One	25	14.09.20	19.09.20	50
4		Two	25			
5	3/20	One	25	21.09.20	26.09.20	50
6		Two	25			
7	4/20	One	25	05.10.20	10.09.20	50
8		Two	25			
9	5/20	One	25	12.10.20	17.10.20	50
10		Two	25			
11	6/20	One	25	26.10.20	31.10.20	50
12		Two	25			

13	7/20	One	25	02.11.20	07.11.20	50
14		Two	25			
15	8/20	One	25	16.11.20	21.11.20	50
16		Two	25			
17	9/20	One	25	23.11.20	28.11.20	50
18		Two	25			
19	10/20	One	25	30.11.20	05.12.20	50
20		Two	25			
21	11/20	One	25	07.12.20	12.12.20	50
22		Two	25			
23	12/20	One	25	14.12.20	19.12.20	50
24		Two	25			
<b>Total No. of Trainees</b>						<b>600</b>

<b>III Enquiry-Cum-Reservation Clerks: (ECRC. RS-II, RS-I)</b>						
Sl.No	Batch No	Group No	No. of Trainees	From	To	Total Trainees
1	1/20	One	25	07.09.20	12.09.20	25
2	2/20	One	25	14.09.20	19.09.20	25
3	3/20	One	25	21.09.20	26.09.20	25
4	4/20	One	25	05.10.20	10.09.20	25
5	5/20	One	25	12.10.20	17.10.20	25
6	6/20	One	25	26.10.20	31.10.20	25
7	7/20	One	25	02.11.20	07.11.20	25
8	8/20	One	25	16.11.20	21.11.20	25
9	9/20	One	25	23.11.20	28.11.20	25
10	10/20	One	25	30.11.20	05.12.20	25
11	11/20	One	25	07.12.20	12.12.20	25
12	12/20	One	25	14.12.20	19.12.20	25
<b>Total No. of Trainees</b>						<b>300</b>

The following division wise quotas are prescribed , same may be adhered while relieving the staff.

I	<b>Commercial Clerks/Supervisors - (CC/Sr.CC/CSR/CCSR/SCI/CCI)</b>							
	PCCM/O/SC	SC	BZA	GTL	NED	HYB	GNT	Total
	2	22	22	12	5	6	5	75
II	<b>Ticket Checking Staff (TE/Sr.TE/TTI/CTI)</b>							
	0	16	16	5	5	4	4	50
III	<b>Enquiry-Cum-Reservation Clerks (ECRC. RS-II, RS-I)</b>							
	0	8	5	3	3	3	3	25

It is to be ensured that staff are spared from duties for a period of 6 working days duly observing the following guidelines.

1. Commercial Clerks each batch will have 75 trainees, ticket checking will have 50 trainees and ECRC will have 25 trainees. These batches are divided into Three, Two and One groups respectively.
2. No separate letters will be issued for each batch. Staff are to be identified and sent list containing name, designation, station, mobile no. and email address of each trainee two days in advance to Chief Instructor/Commercial e-mail address [rvh.hanumathprasad@gov.in](mailto:rvh.hanumathprasad@gov.in)
3. The following procedure will be adopted for conducting online training:
  - 3.1 The trainees may be instructed to attend online training classes from their residence at convenient place where privacy and proper network coverage is available.
  - 3.2 The nominated instructor of each batch will be coordinating with all the trainees in assisting for joining the meetings, hosting the meetings, sending study materials, video clippings if any and power point presentation to trainees through the respective nominated instructors e-mails.
  - 3.3 The study material for each day shall be sent by instructor one day in advance.
  - 3.4 The trainees are requested to go through the study material and understand the rules and note down the doubts. The instructor will interact with trainees during the training sessions and doubts will be cleared.
  - 3.5 Sr.DCMs has to nominate one CI exclusively who will speak to sections CIs, collect names and details as shown above, upload in email [rvh.hanumathprasad@gov.in](mailto:rvh.hanumathprasad@gov.in) to ZRTI.
  - 3.6 A separate register has to be maintained by CI/Staff of the concerned division duly entering the details of trainees undergoing online training.
  - 3.7 The method of online training and online examination will be on the same pattern being followed now by ZRTI.

A.L.N. Reddy  
Principal/ZRTI/MLY

Copy to : PCCM/SC: for kind information  
CTM/G&PP/SC: for information please  
CCM/PS/SC: for information please

