



GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

RBE No. 142/2014

No.E (MPP) 2014/3/21

New Delhi.

dated: 15/12/2014

The General Managers,
All Indian Railways.

Sub: Revision of Training Modules of Clerk Categories of Personnel Deptt.

The Committee constituted for modification of the Training Modules of Initial/Promotional/Refresher Course of Clerk Categories viz. Junior Clerk, Sr.Clerk, Chief Office Supdt., Law Assistant, PI/WI etc. has submitted its report.

2. After considering the Report submitted by the Committee, Board [MS] has approved that training module for clerk categories would be as under:

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|--|---|----------------------|
| • Induction Course of Clerks/Sr.Clerks | : | 21 days |
| • Refresher Course for Clerk/Sr.Clerks | : | 6 days every 5 years |
| • Refresher Course for OS/COS/S&WL | : | 6 days every 5 years |
| • Induction Course for Law Assistants | : | 12 days |

3. The Training Modules/detailed course contents are enclosed at Annexure- I to iv. •

4. All the trainees may be provided with comprehensive study material on each of the topics at the beginning of the training programme. The trainees are expected to read the material and come prepared for discussion. At the beginning of the class a diagnostic test may be conducted by way of objective questions on the day's topic which can be of 20 questions. However, no weightage will be given for the marks obtained in these tests and would not be added in the marks scored for the final evaluation.

5. Kindly acknowledge receipt.

DA: Training Module [Annexure I to iv]


(Anurachha Singh)
Director, MPP
Railway Board.