Training Module for SS/SM/TI/YM/Cabin Master/Switch Man – Refresher

| Department | Transportation |
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| Course No. | TR-1 |
| Category | Station Superintendent/Station Master/ Traffic Inspector/ Yard Master/Movement Inspector/Cabin Master/Switchman |
| Stage | Refresher course |
| Duration | 12 working Days = 72 Hours (+3 days Safety Camp) |

| Module No. | Description | Hours | Days |
|------------|---|-------|------|
| TR-1/1 | Transportation -1 (Lower Transportation) | 30 | 05 |
| TR-1/2 | Transportation -2 (Commercial) | 06 | 01 |
| TR-1/3 | Transportation -4 (Other Department) | 06 | 01 |
| TR-1/4 | Establishment and Stores | 06 | 01 |
| TR-1/5 | Safety Management | 06 | 01 |
| TR-1/6 | Information Technology | 06 | 01 |
| TR-1/7 | Ethical leadership & Soft Skills | 2½ | 1/2 |
| TR-1/7A | Child Right , Child Protection and Related Laws | 3 ½ | 1/2 |
| TR-1/8 | Examination | 06 | 01 |
| | Total | 72 | 12 |

| TR-1/1 | TRANSPORTATION - 1 | |
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| TR-1/1.1 | Admission fertilities | |
| TR-1/1.2 | Role and importance of Station Master in Railway Transportation, Discussion on latest Railway Board/HQ Circulars, JPO, Safety Circulars, Discussion on latest Amendment Slips of G&SR, Accident Manual, Operating manual and Block Working Manual, Knowledge of recent new technologies, Important definitions. | |
| TR-1/1.3 | Brief idea of signals, placement and their indications. Revised Interlocking standard. | |
| TR-1/1.4 | Action and working of train during failure of point/ signal, procedure and precaution for Disconnection/ Reconnection of points, signal & other S&T gear. Procedure of opening Relay Room. | |
| TR-1/1.5 | Various operating forms and authorities, cases and precautions for their issue. | |
| TR-1/1.6 | Essential of Absolute and Automatic Block System, Condition for granting line clear and taking of signals, Announcing and Starting of the train, Lobby working, Shunting method, stages and responsibilities. | |
| TR-1/1.7 | Head light, Marker light, flasher light and their failures, Speed of trains, engine pushing, precaution of imposing and removal of speed restriction, preparation of Caution Order, Crane working, Material train working signal exchange with running staff, Working of Long haul goods train. Duties of SM in regard to Tail Lamp/Tail Board, Whistle code, Hot axle/Hanging part in train, running of train without Brake Van/Guard, Blocking of running line and reversal of points on single and double line, Fouling mark jam. Pushing back of trains. | |
| TR-1/1.8 | Reception of train on obstructed line/non-signaled line, dispatch of train from non-signaled line or from a line having common starter signal. | |
| TR-1/1.9 | Stabling of load, Securing of load, Block Rake of passenger and goods train, Marshalling of Dead Engine, Inspection carriage, ODC, damage vehicle, explosive & inflammable wagons. | |
| TR-1/1.10 | Use of Bell codes, Normal and Abnormal working on various Block Instrument whichever is concerning. | |
| TR-1/1.11 | Brief idea and duties of Station Master in connection with Station Working Rules, Traffic Working Order, Working Time Table. | |

| TR-1/1.12 | Working of Level Crossing Gate, Types of inspection, periodicity and importance of Inspection. |
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| TR-1/1.13 | Protection of work site, Track Maintenance/working through machines (TTM, RRV, PQRS, TRT), Trolleys, Motor Trolley, Material Lorry, Rail Dolley etc. Line Block, Integrated Block (Combined Block), Patrolling of Line. |
| TR-1/1.14 | Power Block, Working of trains during fault in OHE, Working of Tower Wagon. |
| TR-1/1.15 | Crowd & Mob conditions at station, Chain pulling, overshooting of stop mark and platform, roof travelers, trespasser, run over Engineering Scale Plan(ESP), Signal & Interlocking Plan(SIP), Detailed Project Report (DPR), etc. |
| TR-1/1.16 | Planning, imposition, execution & precaution. |
| TR-1/1.17 | Working of Panel, Route Relay Interlocking, Solid State Interlocking, Electronic Interlocking, SSDAC, Data logger, working of trains during Panel failure – i.e. panel blank-off, Panel Lock, Crank handle operation. Specification of each with abnormal working & emergency operation. Training on Simulator, |

| TR-1/2 | TRANSPORTATION -2 | |
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| TR-1/2.1 | General rules for passenger and ticketing i.e. Break journey rules and rules for commencement of journey, Brief idea of UTS cum PRS and its function. Idea about various types of passenger trains. | |
| TR-1/2.2 | General rules for cancellation of tickets and rules of refund in normal and abnormal conditions. | |
| TR-1/2.3 | Registration, Indent and allotment of wagon, Cash Imprest and its use, Withdrawal from station earning. | |
| TR-1/2.4 | YTSK, STBA, JTBS etc., Block Booking, Duplicate Ticket, Ticket left behind, Backing up of ticket, Complaint and its disposal, brief idea of coach bookin | |
| TR-1/2.5 | Important sections of Railway Act | |
| TR-1/2.6 | Contract Management, Station Cleanliness Management, | |
| TR-1/2.7 | Passenger amenities and category of station. | |
| TR-1/2.8 | Rules related to acceptance, booking and delivery of goods, parcel and luggage. Rebooking & diversion, Demurrage, wharfage and stacking. | |
| TR-1/2.9 | Discussion on latest circulars and policies. | |

| TR-1/3 | TRANSPORTATION -4 | | |
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| MECHANIC | MECHANICAL | | |
| TR-1/3.1 | Working of single and double pipe Air Brake System, BPC and its validity, GDR Percentage of brake power required in trains. LHB coach and its trouble shooting. Alarm chain pulling – resetting/isolating, causes of brake binding and its releasing. Working of train having flat Tyre, Hot Axle. | | |
| ELECTRICAL | ELECTRICAL | | |
| TR-1/3.2 | Brief idea of latest train lighting system and traction supply system (Electric), | | |
| | Power Block & Traffic Block, precaution during power block/Tfc. Block. Fault in OHE, Operation of Isolator switch in local power block. | | |
| ENGINEERI | ENGINEERI G | | |
| TR-1/3.3 | Engineering Block, procedure, precaution during train working, Distressing work, duration of block in various conditions. | | |
| TR-1/3.4 | Types of Track Machines, difference between them, productivity per hour, their working and stabling. | | |

| TR-1/4 | ESTABLISHMENT & STORES | | |
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| Establishm | ent | | |
| TR-1/4.1 | Leave, Pass, various allowances, HWPR, Conduct Rule, D&AR. Briefing about various Laws related to day to day working. Job analysis, Work Study | | |
| Store | Store | | |
| TR-1/4.2 | Indenting procedure, e-procurement system, T&P, inventory control, returned stores. Station Imprest, Stock verification & Stock sheet. | | |

| TR-1/5.1 | Accidents – Definitions, Threshold Value, Classification, Reporting, Assistance Protocol. Accident case studies, Safety in train operation Consequential & other Train accidents Indicative Accidents – Class F, G & H Accident Management- Sounding of Hooter, Movement of Relief trains Chain of command during accident, Running of ART/SPART, ARME/SPARME, Break down Special, Target Time, Protection of line, Preservation of clues at the site Various Accident Forms, Duties of SM, Guard, LP, Controller and Supervisors of various department in case of Serious Accidents Person falling out / knocked down by Trains – Duties of Guards & SM Slack, Rough running reported by LPs / Guards Fire on Trains, Hot Axle, Train Parting / Dividing Prima-facie cause of accident, Reading and measurement at accident site by Supervisors and preparation of Joint Note Ex-gratia payments Causes of accidents and remedial measures Accident enquiries, Levels of Enquiry Sharing of experiences of Station Masters on the above subject |
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| TR-1/5.2 | Disaster Management – Introduction, Various Organizations, Developments on DM at National level, Golden Hour, DM Plans – at Divisional & Zonal levels, Various Telephone Nos. of Authorities to be used in requirement of assistance. Working of trains during disasters (Floods, Cyclones, Earthquakes etc) |
| TR-1/5.3 | Guest lecture - by Divisional Officers / Supervisory Officials and Safety Counselors on "Accident Management" |
| TR-1/5.4 | First Aid – (Theory & Practical) Aims and Objective of First Aid, Respiration, Fractures, Poisons, Injuries to internal Organs. Principles of First Aid, Brief description of the structure and functions of the body. General description of heart and vessels. Circulation of blood. Heart attack, Blood pressure & CVS. Half day for Hands on Practice. |
| TR-1/5.5 | Fire Fighting – Theory & Demonstration, Civil defence. Types of fire, causes of fire in train and at station, types of fire extinguisher, upkeep/readiness and use of fire extinguisher. Prevention of fire. Half day for Hands on Practice. |

| TR-1/6 | INFORMATION TECHNOLOGY |
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| TR-1/6.1 | Computerization in Indian Railways |
| TR-1/6.2 | Basic Knowledge of Computers(Word, Excel, Power Point), Means of Social Media and their uses |
| TR-1/6.3 | FOIS, RMS,TMS, COIS, ICMS, PAM, CMS, NTES, WILD, SIMRAN, SATSANG etc- an overview |
| TR-1/6.4 | Hands on Practice. |

| TR-1/7 | ETHICAL LEADERSHIP & SOFT SKILL |
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| TR-1/7.1 | Ethics – Meaning, Role, Need, Value and Importance in public life. |
| TR-1/7.2 | Stress Management - Meaning, Causes, Symptoms, remedies importance in personal and professional life. |
| TR-1/7.3 | Soft Skills – Meaning, Requirements and its importance in public life. |
| TR-1/7.4 | Yoga, PT, Meditation and Shramdan. |
| TR-1/7.5 | Sports |

| TR-1/7A | CHILD RIGHT, CHILD PROTECTION AND RELATED LAWS |
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| TR- 1/7.1A | Introduction- Brief about the Organization, Introduce the training and |
| | sharing of objective. |
| TR- 1/7.2A | Pre-Assessment- To understand participant's knowledge, attitude, practice |
| | in relation to child protection. |
| TR- 1/7.3A | Introduction to child rights- The participants to gain an understanding o |
| | the following: |
| | Who is child, Why children are on street and on railway platforms? And |
| | their vulnerabilities, What are child Rights? |
| TR- 1/7.4A | Introduction to child Protection Mechanism and legal framework in India- |
| | Brief introduction and highlights of major laws on child protection with |
| | special focus on Juvenile Justice (Care and Protection) Act, 2015 |
| TR- 1/7.5A | Orientation on Railway's SOP for Railways to care and protection of |
| | children in contact with Railways -Introduction to key components of the |
| | SOP and Guidebook, Participants to be introduced to the various role |
| | and esponsibilities SS/SM, Roles and responsibilities of CHD with specific |
| | focus on RPF, Protocols to be followed in relation with children at the rly. |
| TD | stations and in Train |
| TR- 1/7.6A | Open discussion- Open discussion with participants about challenges |
| 1/7.0/ | while dealing with children |
| TR- | Post-Training Assessment- To understand participant's knowledge, attitude, |
| 1/7.7A | r our framing / 63033/Hoffi To officialistatic participant's knowledge, difficult, |
| | practice in relation to child protection |
| TR-1/7.8A | Feedback and vote of thanks |

TR-1/8 EXAMINATION Day Hours

| TR-1/8.1 | Paper – 1 (Transportation) = Max Marks: 100 | 1 | 3 |
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| | Model Room | | |

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