
	दक्षिण रेलवे / SOUTHERN RAILWAY बहु विषयक क्षेत्रीय प्रशिक्षण संस्थान Multi Disciplinary Zonal Training Institute, तिरुच्चिरापल्ली / TIRUCHCHIRAPPALLI – 620 001	
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सं/No.MDZTI/P.673/Trg/Jan/24

दिनांक/Dated: 28.12.2023

Sr.DOM/MAS, TPJ, SA, PGT, TVC, MDU
Sr.DEN(Co-Ord.)/MAS, TPJ, SA, PGT, TVC, MDU
Sr.DEE/OP/TRD, MAS, TPJ, SA, PGT, TVC, MDU
Sr.DEE/TRD/MAS, TPJ, SA, PGT, TVC, MDU
Sr.DCM, MAS, TPJ, SA, PGT, TVC, MDU
Dy.CE/TM/ RPM

विषय /Sub :- Courses commencing in the month of January 2024– reg.

The training programme for the month of January 2024 is given below: -

INITIAL COURSES

Sl. No.	Course	From	To
1	Pro TNC	08-01-24	21-02-24
2	Pro SM	08-01-24	16-04-24

REFRESHER COURSES

Sl. No.	Course	From	To
1	RC LP	02-01-24	11-01-24
2	RC TMR	02-01-24	18-01-24
3	RC CC	17-01-24	23-01-24
4	RC TTE	17-01-24	23-01-24
5	RC ALP	17-01-24	27-01-24
6	RC SM	17-01-24	03-02-24
7	RC SCOR	22-01-24	01-02-24
8	RC CC	24-01-24	31-01-24
9	RC TTE	24-01-24	31-01-24

SPECIAL COURSES

Sl. No.	Course	From	To
1	OC-GDR	29-01-24	31-01-24

All courses are planned to be conducted on regular offline mode. Revised schedule if any will be planned and advised well in advance. Additional courses will be planned on specific demand from HQ / Divisions.

Name list of staff nominated to attend from Divisions for the courses shall be communicated to this office (through e-Office) at-least 3 days before the commencement of the course with their Designation, Station/Depot, DOB, Category, Whatsapp number, Aadhaar No., Identification Marks and

other required particulars with Photo Id. All the trainees shall be advised to ensure the instructions without any deviation.

1. All trainees are advised to avail the mess facility during the training period at MDZTI/TPJ. Trainees shall pay the mess charge for their training period on the commencing day at the rate of Rs.150/- per day. All the trainees are instructed to have their breakfast, lunch and dinner in the mess in decent dress code, duly avoiding shorts, lungis and dhotis.
2. Trainees are advised to report at the hostel either between 16:00 hrs to 22:00hrs on the previous day or between 05:00hrs to 08:00hrs on the commencing day of their training.
3. Trainees attending Initial, Promotional courses should be deputed by the Personnel Branch of the respective Divisions.
4. Return Journey Passes may please be issued to the staff when they are relieved for Refresher Course training to this Institute.
5. The staff who comes for Initial training courses will be issued with return journey passes at MDZTI/TPJ.
6. The Relieving Orders of the staff should contain the Staff Number, PF number and designation clearly. The relieving orders for Initial trainees should also contain the details of SC/ST/OBC/OC.
7. The staff shall be relieved in time to report to this Institute on the commencement day of the course.
8. Staff deputed for training courses may be suitably instructed:
 - To attend the classes in the prescribed uniform
 - In case of non-supply of uniform, they have to wear white pants and white shirts (lady trainees in white blouse and blue sarees)
 - Under no circumstances, casual dress such as jeans, T shirts, sleeveless dress of any design or colour will be allowed in the classrooms.
 - To bring their updated Rule Books.
 - To bring and surrender their BCCs at this Institute (In case of TIs/SS/SMs attending the Refresher Course)
 - LPs/ALPs/Guards (Train Mangers) attending Refresher Courses are instructed to bring and surrender their Competency Certificate (for working in Automatic Territory) at this Institute for issue of fresh Competency Certificate.
9. Stay in the Hostel is mandatory. However trainees will be given specific permission at the discretion of the Principal to stay outside. Those who stay outside are liable to attend the Physical Training / Yoga classes in time and no exemption will be given.
10. Trainees will not be granted any leave during the training period except in case of an emergency. Even in case of emergency when trainees avail short leave, it may result in extension of training period or discontinuance of the training itself.
11. Male trainees below 40 years of age are required to attend physical training classes. They should wear khaki/white half pants with white sleeveless banian and brown/white canvass shoes while attending physical training classes.
12. The Institution and its surrounding including the hostels are considered as public places and smoking is strictly banned in public places by the Honourable Supreme Court of India. Any person violating this will be sent back to the Division duly terminating their training.
13. The entire MDZTI campus is declared as "NO SMOKING/NO ALCOHOLIC ZONE"
14. Usage of Mobile/Cell Phones is STRICTLY PROHIBITED during class hours.

15. Family accommodation will not be given to any trainee. However, in case of women trainees, with babies, either the mother or sister of the women trainees will be permitted at a cost of Rs.100/- per day **subject to the availability of rooms.**

The working hours of the Institute is as under:-

Assembly : 09:25 hours
Morning Session : 09:30 to 13:30 hours
Lunch Break : 13:30 to 14:30 hours
Evening Session : 14:30 to 17:00 hours

Digitally signed by N D PREM
KUMAR

Date: 2023.12.28 17:15:34 +05'30'

(N.D.PREMKUMAR)

प्राचार्य / PRINCIPAL

Copy :

CPO/IR, CPO/Admin, COM/G, CTPM/HQ/MAS - For kind information

Dy.CPO/IR & Trg./MAS- For kind information

Secy. to PCOM - For kind information of PCOM/S.Rly

Secy. to PCCM - For kind information of PCCM/S.Rly

Secy. to PCPO - For kind information of PCPO/S.Rly

STM/Rules/HQ/MAS

Principal/ZETTC/AVD & GOC – For kind information

Principal/SRCETC/TBM – For kind information

Principal/ZETTC/PTJ – For kind information