



**Southern Railway**  
**Multi Disciplinary Zonal Training Institute**  
**Tiruchirappalli-620001**  
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No.MDZTI/P.673/Trg.

Dated: 10.03.2023

**Sr.DPO, Sr.DOM, Sr.DCM, Sr.DEE/OP - MAS, MDU, PGT, SA, TPJ & TVC.**  
**Sr.DEE/TRD, Sr.DEN/Co-or., Sr.DFM & Sr.DMM - MAS, MDU, PGT, SA, TPJ & TVC.**  
**Dy.CMM/DSL/PER, Dy.CMM/GOC & Dy.CE/TM/ RPM.**  
**SMM/GSD/PER.**

Sub: Training Calendar –April 2023 to March 2024-Reg.

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The training calendar of MDZTI/TPJ for the period from April-2023 to March-2024 is attached herewith for your kind information. Additional courses will be planned on specific demand from HQ/Divisions. The mode of conducting courses-online/offline will be notified through this office website well in advance of the courses.

Name list of staff nominated to attend from divisions for above course with their Designation, Station/Depot, DOB, Category, Whatsapp number, Aadhaar No, Identification Marks and other required particulars with Photo Id shall be communicated to this office, through e-Office at least 3 days before commencement of the course.

**PRINCIPAL**

**Copy :**

**CPO/Admin, CPO/IR, COM/G, CTPM, -For kind information**  
**CCM/PS& Catg., CWE, CELE, CSE, -For kind information**  
**CMM/E&G/PER, FA&CAO/IT-For kind information**  
**Dy.CPO/IR&Trng./MAS- For kind information.**  
**Principal/ZTTC/AVD&GOC – For kind information**  
**Principal/ZCETC/TBM -- For kind information**  
**Principal/S&T Trg Centre/PTJ – For kind information**  
**Principal/TTC/ICF/PER - – For kind information.**

**REFRESHER COURSES – SAFETY CATEGORY**

S.No	Name of Course	From	To	Strength
1.	Station Masters	03.04.23	21.04.23	50
2.		26.04.23	13.05.23	50
3.		01.06.23	17.06.23	50
4.		03.07.23	19.07.23	50
5.		02.08.23	19.08.23	50
6.		04.09.23	21.09.23	50
7.		03.10.23	19.10.23	50
8.		02.11.23	18.11.23	50
9.		04.12.23	20.12.23	60
10.		02.01.24	19.01.24	60
11.		05.02.24	21.02.24	60
12.		04.03.24	20.03.24	60

S.No	Name of Course	From	To	Strength
1.	GUARDS	17.04.23	03.05.23	50
2.		15.05.23	29.05.23	50
3.		14.06.23	28.06.23	50
4.		15.07.23	29.07.23	50
5.		14.08.23	30.08.23	50
6.		14.09.23	29.09.23	50
7.		14.10.23	31.10.23	50
8.		13.11.23	27.11.23	50
9.		11.12.23	26.12.23	60
10.		16.01.24	31.01.24	60
11.		12.02.24	26.02.24	60
12.			15.03.24	29.03.24

S.No	Name of Course	From	To	Strength
1.	LPs	03.04.23	13.04.23	50
2.		02.05.23	11.05.23	50
3.		05.06.23	14.06.23	50
4.		03.07.23	12.07.23	50
5.		03.08.23	12.08.23	50
6.		04.09.23	13.09.23	50
7.		03.10.23	12.10.23	50
8.		02.11.23	11.11.23	50
9.		04.12.23	13.12.23	60
10.		02.01.24	11.01.24	60
11.		01.02.24	10.02.24	60
12.			04.03.24	13.03.24

**NOTE :-** Loco Inspectors , if any due for Refresher course, may be sent along with RC LPs.

S.No	Name of Course	From	To	Strength
1.	ALPs	19.04.23	29.04.23	50
2.		15.05.23	25.05.23	50
3.		19.06.23	28.06.23	50
4.		20.07.23	29.07.23	50
5.		21.08.23	31.08.23	50
6.		14.09.23	25.09.23	50
7.		16.10.23	27.10.23	50
8.		13.11.23	22.11.23	50
9.		18.12.23	28.12.23	60
10.		16.01.24	25.01.24	60
11.		12.02.24	21.02.24	60
12.		14.03.24	23.03.24	60

S.No	Name of Course	From	To	Strength
1.	Traffic Inspectors,	04.12.23	09.12.23	20
2.		05.02.24	10.02.24	10

S.No	Name of Course	From	To	Strength
1.	CONTROLLERS	17.07.23	26.07.23	10
2.		04.09.23	13.09.23	10
3.		03.10.23	12.10.23	10
4.		22.01.24	01.02.24	10
5.		22.02.24	01.03.24	10

#### PROMOTIONAL COURSES

S.No	Name of Course	From	To	Strength
1.	LP(GOODS) TO LP(PASSENGER)	03.07.23	19.07.23	50
2.		14.08.23	31.08.23	50
3.		26.12.23	12.01.24	60

S.No	Name of Course	From	To	Strength
1.	ALP TO LP (GOODS)	08.05.23	06.06.23	50
2.		25.10.23	23.11.23	50
3.		01.02.23	02.03.23	60

## SPECIAL COURSES

S.No	Name of Course	From	To	Strength
1.	OC GDR	11.05.23	13.05.23	15
2.		31.07.23	02.08.23	15
3.		20.11.23	22.11.23	15
4.		18.03.24	20.03.24	15

S.No	Name of Course	From	To	Strength
1.	TLY/MTLY	21.08.23	26.08.23	20
2.		27.11.23	02.12.23	20
3.		25.03.24	30.03.24	20

### NOTE

**INITIAL COURSES FOR OPERATING AND COMMERCIAL CATEGORY WILL BE NOTIFIED AS PER THE INSTRUCTION OF HEADQUARTERS; INITIAL COURSES FOR PERSONNEL AND ACCOUNTS WILL ORGANISED ONLY ONLINE**

### GENERAL INSTRUCTIONS TO TRAINEES

1. All the trainees are advised to get COVID-19 vaccination before their reporting to MDZTI/TPJ. Trainees are requested to have their third Booster Vaccination. All Instructions issued by Ministry of Health and Family Welfare and by the State Governments on COVID – 19 precautions have to be strictly followed.
2. Trainees attending Initial/Promotional courses should be deputed by the Personnel Branch of the Division concerned with photo identity under clear signature and official seal of the competent authority. Any lapse in this regard, will lead to the trainees being returned to the concerned Division for want of authorisation. Late joining by the trainees would also result in sending them back, after providing for reasonable delay.
3. Return journey pass may please be issued to the staff when they are relieved to attend any Refresher Course to this Institute. No pass will be issued to such employees who arrive without the return journey pass.
4. The staff who come for Initial training courses only be issued with return journey pass at MDZTI/TPJ
5. The relieving order of the staff should contain the staff, PF Number and Designation clearly. The relieving memo should also mention the community details like SC/ST/OBC/OC in respect of staff sent for Initial/Promotional courses.
6. The staff should be relieved in time so as to enable them to report at this Institute on the day of commencement of the course.

7. Staff deputed for training courses may be suitably instructed
- (a) To wear White/Khaki – pants and white shirts while attending initial courses.
  - (b) To wear the prescribed uniform while attending other courses. In case of non-supply of uniform, they may wear white pants and white shirts
  - (c) In case of lady trainees to wear white blouse and blue saree or blue chudithar/white chudithar
  - (d) Not to wear casual dress such as Jeans, T-Shirts, Sleeveless dress of any design/colour or lungi while moving around in the Institute.
  - (e) To bring their updated Rule Books without fail. It may be noted that MDZTI will not supply Rule Books for refresher course trainees. Failure to bring their updated Rule books will result in sending back the trainees to the respective Divisions
  - (f) To bring and surrender their BCCs at this Institute (In case of TIs/SS/SMs attending the Refresher Course)
  - (g) 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
  - (h) No leave will be granted to the trainees attending Refresher courses. For initial/Promotional courses, short leave may be granted in an emergency and in case of exceptional necessity. In such cases, it may result in extension of training period if found necessary.
  - (i) Trainees attending initial (Safety Category) courses will be supplied with copies of Rule Books for reference only.
  - (j) No trainee will be relieved to attend any DAR/Vigilance enquiries, departmental selections, trade test etc., during the period of his/her training.
  - (k) Privilege passes and PTOs will not be issued to trainees during their stay at this Institute.
  - (l) Except for advance of TA and stipend, no witnessing of any payments will be done in this Institute.
  - (m) Male trainees (Initial/Promotional/Refresher/Special courses) below 45 years of age are required to attend Physical Training classes compulsorily. They should wear khaki half pants with white T-Shirts and Brown canvas shoes with white socks while attending physical training classes. Female trainees upto the age of 45 years are also required to attend Physical Training classes. They will be given light exercises and walking session as part of the training. They may wear convenient dress during these sessions. No exemption whatsoever will be permitted except in case of physical impairment.
  - (n) Attending to the yoga is mandatory for staff belonging to safety categories and in the age group of 46 – 55 years.
  - (o) The institution and its surroundings including the Hostels are public places and smoking, chewing of pan and usage of Alcohol is strictly prohibited. Any violation will result in trainees being sent back from the Training Institute.
  - (p) Family accommodation will not be provided to any trainee under any circumstance.
  - (q) Stay in the hostel is mandatory. However, trainees will be given specific permission at the discretion of the Principal to attend as 'Day Scholar'. Those who stay outside are personally responsible to attend the Physical Training/Yoga classes in time and no exemption will be given under any circumstance.
  - (r) Trainees who stay in the Hostel should strictly follow the timings. Trainees report back to hostels by 22:00 hrs. The gates of the hostels will be closed and locked by 22:00 hrs.
  - (s) Those who are stay in the hostel should vacate the hostel immediately on completion of the course at this Institute. No permission will be granted for extended stay in the hostel

8. 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.200/- 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, dhothis and legins.
9. Trainees are advised to report at the hostel either between 16.00hrs and 22.00hrs on the previous day or between 05.00hrs and 08.00hrs on the commencing day of their training.
10. Trainees attending Initial, Promotional courses should be deputed by the Personnel Branch of the respective Divisions.
11. 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.
12. The entire MDZTI campus is declared as "NO SMOKING/NO ALCOHOLIC ZONE"
13. Usage of Mobile/Cell Phones is STRICTLY PROHIBITED during class hours.
14. 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.200/- per day subject to the availability of rooms.
15. 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