

Important Instructions for Online training

1. It is the responsibility of deputing officials to ensure eligibility condition of trainees before nomination/deputing for training.
2. ZRTI functions 6 days a week except on the general holidays as notified by ZRTI. Sunday is a holiday. The timings are from 09.00 hours to 17.00 hours.
3. Attending online/offline classes is treated as "ON DUTY".
4. Chief Instructor/Operating & Commercial will be the liaison incharge for smooth functioning of online training for operating and commercial courses respectively.
5. The concerned Officers of the respective divisions are requested to spare the trainees nominated for online/offline training as scheduled.
6. The concerned Officers of the respective divisions and departments may nominate one Inspector who has to upload the details of the trainees like Name, designation, trainee ID, contact No., E-mail address in Google spread sheet uploaded in their respective Google drives two days in advance of the course and co-ordinate with the Chief Instructor and nominated Instructors of ZRTI for further training activities.
7. The trainees may be instructed to attend online training classes from their residences or at convenient place where privacy and proper network coverage is available.
8. The online training will be given through MS teams or Cisco webex or Google meet.
9. The study material, PPTs, video clippings, animation clips etc. for each day will be shared by Instructor to trainees through gov.in mail ids one day in advance.
10. The trainees are required to go through the study material and understand the rules and note down their doubts.
11. Daily the nominated instructor will interact with trainees online during which the topic and material sent on the previous day shall be discussed and the trainees will get their doubts clarified. In this session, the instructor will also test the knowledge of trainees by asking the important questions.
12. All the assignment worksheets given by the concerned instructor after completing shall be uploaded by trainees to the personal gov.in mail ids of respective instructor only. Instructor may also conduct online tests in google forms during the course.
13. On completion of the online training, all the trainees shall submit a declaration to Principal, ZRTI/MLY in the prescribed proforma (at ZRTI) that he/she has undergone the online training course and understood the contents on the day of reporting at ZRTI for exam/offline training.

Important Instructions while reporting at ZRTI for offline training

1. Trainees should report on the date scheduled in the programme
2. Trainees reported after 0900 hrs of the starting day of the training will not be admitted.
3. Trainees are required to undergo medical test by Railway medical authority (RMA) and submit the medical certificate issued by the RMA at ZRTI while reporting at ZRTI campus
4. Refresher SM / Guard / LP / TTM Operators/TC Drivers shall bring updated Manuals issued to them.

5. It is the responsibility of Deputing Officials to ensure that the Return Journey Passes are issued to the trainees attending Refresher courses.
6. All trainees should stay in the hostel only.
7. All the trainees should attend in prescribed uniform. Wearing casuals like Jeans, T-Shirts, Shorts etc. is not permitted.
8. Consumption of alcohol and smoking are strictly prohibited in the ZRTI campus.
9. Usage of mobile phones in the administrative building and in the class rooms is strictly prohibited.
10. Trainees should come with valid Debit cards/Credit cards with sufficient amount in account to pay mess charges at a cost of Rs 240/- + GST @ 5% per day (Mess charges may vary from time to time as per trainees strength)
11. The trainees attending course at ZRTI are required to follow COVID-19 precautions as per protocol being circulated by MHA time to time.
12. All Trainees reporting ZRTI are required to bring their own Linen, Plates & Glasses for their use in Hostel & Mess.
13. All the trainees are expected to maintain the campus, clean and hygienic.
14. For further information and clarifications, please contact Office Superintendent
15. Apart from the ATP schedule, information on results, amendment slips, manuals, study materials, schedule for additional courses, if any can be viewed through the web site, face book of ZRTI/MLY and mobile App. ZRTI/MLY.
16. Out of schedule courses, change in the schedule and activities of ZRTI will be intimated and posted in the Face book pages of ZRTI/MLY, ZRTI web site and mobile App. ZRTI/MLY

ALLOTMENT OF TRAINEES FOR EACH REF. COURSE FROM THE DIVISION

CATEGORY	SC	BZA	GTL	HYB	GNT	NED	TOTAL
SM	12	12	11	5	4	6	50
GUARD	15	13	13	3	4	2	50
LP	17	13	11	3	3	3	50
ALP	14	14	13	3	3	3	50
	58	52	48	14	14	14	200

Contact Details

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Designation	Railway	BSNL
Principal	88269	27122581
Vice Principal	83213	27783213
Chief Instructor (O)	83277	27783277
Chief Instructor (C)	83204	27783204
Instructors	83260	27783260
Office superintendent	89463	27789463
Hostel superintendent	83324	27783324

क्षेत्रीय रेलवे प्रशिक्षण संस्थान
ZONAL RAILWAY TRAINING INSTITUTE



प्रशिक्षण कार्यक्रम

जनवरी-दिसंबर 2021

TRAINING PROGRAMME
JANUARY - DECEMBER 2021



हमारा लक्ष्य/ Our Motto

अनुशासन, ड्यूटी के प्रति श्रद्धा
सुरक्षा, संरक्षा और समयनिष्ठा
Discipline, Devotion to Duty
Safety, Security and Punctuality

हमारा उद्देश्य/ Our Aim

कार्य के स्वाभिमान रखने वाले
प्रभावी कार्मिकोंकोविकसितकरना
To develop organizationally
Effective personnel with pride in their work
And faith in the management

दक्षिणमध्यरेलवे/ South Central Railway

सिकंदराबाद/ Secunderabad

OPERATING

Ref-Station Masters			Ref-Guard		
Online(11 days) Offline (4 days)			Online(11 days) Offline (4 days)		
B-No	From	To	B-No	From	To
21/20	21-12-20	08-01-21	1/21	01-01-21	21-01-21
1/21	12-01-21	02-02-21	2/21	23-01-21	11-02-21
2/21	03-02-21	20-02-21	3/21	12-02-21	02-03-21
3/21	22-02-21	12-03-21	4/21	08-03-21	26-03-21
4/21	19-03-21	08-04-21	5/21	03-04-21	23-04-21
5/21	15-04-21	04-05-21	6/21	26-04-21	13-05-21
6/21	06-05-21	25-05-21	7/21	17-05-21	03-06-21
7/21	26-05-21	12-06-21	8/21	04-06-21	22-06-21
8/21	14-06-21	01-07-21	9/21	23-06-21	10-07-21
9/21	02-07-21	20-07-21	10/21	12-07-21	30-07-21
10/21	26-07-21	12-08-21	11/21	04-08-21	21-08-21
11/21	16-08-21	02-09-21	12/21	30-08-21	17-09-21
12/21	08-09-21	27-09-21	13/21	20-09-21	08-10-21
13/21	04-10-21	22-10-21	14/21	13-10-21	01-11-21
14/21	25-10-21	12-11-21	15/21	05-11-21	23-11-21
15/21	15-11-21	02-12-21	16/21	24-11-21	11-12-21
16/21	06-12-21	23-12-21			

Pro SM (Offline)75 days		
B-No	From	To
1/21	01-03-21	02-06-21
2/21	07-06-21	02-09-21
3/21	27-09-21	27-12-21

Ref SCOR Online(6 days)		
B-No	From	To
1/21	01-02-21	06-02-21
2/21	07-06-21	12-06-21
3/21	25-10-21	30-10-21
4/21	13-12-21	18-12-21

Pro Guard Offline (30 days)		
B-No	From	To
1/21	15-03-21	22-04-21
2/21	03-05-21	07-06-21
3/21	28-06-21	02-08-21
4/21	16-08-21	20-09-21
5/21	15-11-21	18-12-21

Pass. Guards Offline (6 days)		
B-No	From	To
1/21	19-01-21	25-01-21
2/21	05-04-21	10-04-21
3/21	14-06-21	19-06-21
4/21	24/11/21	30-11-21

Pro SCOR Online 33 days Offline 12 days		
B-No	From	To
1/20	14-12-20	08-02-21
1/21	27-09-21	20-11-21

Pro TNC Offline (18 days)		
B-No	From	To
1/21	15-02-21	06-03-21
2/21	28-04-21	19-05-21
3/21	05-07-21	26-07-21
4/21	01-11-21	22-11-21

LOCO/ENGINEERING/ELECTRICAL

Pro ALP (Offline)28 days		
B-No	From	To
12,13,14/20	26-12-20	29-01-21
1,2,3,4/21	03-02-21	06-03-21
5,6,7,8/21	08-03-21	12-04-21
9,10,11,12/21	14-04-21	18-05-21
13,14,15,16/21	19-05-21	19-06-21
17,18,19,20/21	21-06-21	23-07-21
21,22,23,24/21	26-07-21	26-08-21
25,26,27,28/21	30-08-21	01-10-21

App JE Mech Online(11 days) Offline (1 day-Exam)		
B-No	From	To
4/20	28-12-20	09-01-21
2/21	18-01-21	01-02-21

App JE Engg. Online(17 days) Offline (1 day-Exam)		
B-No	From	To
1/21	04-01-21	27-01-21
3/21	01-02-21	20-02-21

LOCO/ENGINEERING/ELECTRICAL

Ref-Loco Pilots/TTM			Ref-Asst.Loco Pilots/TCD		
Online(6 days) Offline (4 days)			Online(6 days) Offline (4 days)		
B-No	From	To	B-No	From	To
1/21	01-01-21	15-01-21	1/21	15-01-21	28-01-21
2/21	25-01-21	06-02-21	2/21	04-02-21	16-02-21
3/21	13-02-21	25-02-21	3/21	23-02-21	06-03-21
4/21	05-03-21	18-03-21	4/21	20-03-21	03-04-21
5/21	05-04-21	17-04-21	5/21	16-04-21	29-04-21
6/21	27-04-21	08-05-21	6/21	07-05-21	20-05-21
7/21	18-05-21	29-05-21	7/21	27-05-21	08-06-21
8/21	05-06-21	17-06-21	8/21	15-06-21	26-06-21
9/21	24-06-21	06-07-21	9/21	03-07-21	15-07-21
10/21	13-07-21	26-07-21	10/21	24-07-21	05-08-21
11/21	05-08-21	17-08-21	11/21	14-08-21	26-08-21
12/21	26-08-21	07-09-21	12/21	09-09-21	22-09-21
13/21	20-09-21	01-10-21	13/21	01-10-21	14-10-21
14/21	14-10-21	27-10-21	14/21	25-10-21	06-11-21
15/21	06-11-21	18-11-21	15/21	16-11-21	27-11-21
16/21	25-11-21	07-12-21	16/21	04-12-21	16-12-21
17/21	17-12-21	30-12-21			

Pro LP Online(25 days) Offline (1 day-Exam)		
B-No	From	To
11/20	14-12-20	15-01-21
12/20	15-12-20	16-01-21
1/21	18-01-21	17-02-21
2/21	22-02-21	24-03-21
3/21	30-03-21	01-05-21
4/21	10-05-21	09-06-21
5/21	14-06-21	13-07-21
6/21	19-07-21	18-08-21
7/21	23-08-21	22-09-21
8/21	27-09-21	28-10-21
9/21	01-11-21	01-12-21
10/21	06-12-21	04-01-22

Pro Pass LP Online(15 days) Offline (1 day-Exam)		
B-No	From	To
1/21	01-02-21	19-02-21
2/21	18-02-21	09-03-21
3/21	08-03-21	26-03-21
4/21	05-04-21	24-04-21
5/21	28-04-21	17-05-21
6/21	24-05-21	10-06-21
7/21	14-06-21	01-07-21
8/21	05-07-21	23-07-21
9/21	02-08-21	19-08-21
10/21	01-11-21	19-11-21

Pro TTM Offline (24 days)		
B-No	From	To
3/20	26-12-20	25-01-21
1/21	19-05-21	18-06-21
2/21	04-10-21	05-11-21

Pro Tower Car Offline (24 days)		
B-No	From	To
1/21	19-05-21	18-06-21
2/21	04-10-21	05-11-21

COMMERCIAL

REF CC/CSR/ECRC (ONLINE-6 DAYS)			REF TICKET CHECKING STAFF (ONLINE-6 DAYS)		
B. No.	FROM	TO	B. No.	FROM	TO
1/21	04-01-21	09-01-21	1/21	04-01-21	09-01-21
2/21	01-02-21	06-02-21	2/21	18-01-21	23-01-21
3/21	15-02-21	20-02-21	3/21	01-02-21	06-02-21
4/21	01-03-21	06-03-21	4/21	15-02-21	20-02-21
5/21	15-03-21	20-03-21	5/21	22-02-21	27-02-21
6/21	05-04-21	10-04-21	6/21	01-03-21	06-03-21
7/21	03-05-21	08-05-21	7/21	15-03-21	20-03-21
8/21	17-05-21	22-05-21	8/21	05-04-21	10-04-21
9/21	24-05-21	29-05-21	9/21	26-04-21	01-05-21
10/21	07-06-21	12-06-21	10/21	03-05-21	08-05-21
11/21	12-07-21	17-07-21	11/21	17-05-21	22-05-21
12/21	02-08-21	07-08-21	12/21	24-05-21	29-05-21
13/21	13-09-21	18-09-21	13/21	14-06-21	19-06-21
14/21	04-10-21	09-10-21	14/21	05-07-21	10-07-21
15/21	08-11-21	13-11-21	15/21	09-08-21	14-08-21
16/21	06-12-21	11-12-21	16/21	20-09-21	25-09-21
			17/21	18-10-21	23-10-21
			18/21	15-11-21	20-11-21
			19/21	06-12-21	11-12-21
			20/21	13-12-21	18-12-21

PRO CCTC					
40 days (Offline)			40 days (Offline)		
B-No	From	To	B-No	From	To
1/21	01-02-21	19-03-21	3/21	23-08-21	09-10-21
2/21	17-05-21	02-07-21	4/21	08-11-21	23-12-21

CA - Phase I 40 days (Offline)		
B-No	From	To
1/21	01-02-21	19-03-21
2/21	17-05-21	02-07-21

CA - Phase II 40 days (Offline)		
B-No	From	To
1/21	20-03-21	10-05-21
2/21	03-07-21	19-08-21

CSR - PH I 40 days (Offline)		
B-No	From	To
1/21	01-02-21	19-03-21
2/21	17-05-21	02-07-21
3/21	23-08-21	09-10-21

CSR - PH I 22 days (Offline)		
B-No	From	To
1/21	20-03-21	17-04-21
2/21	03-07-21	29-07-21
3/21	10-10-21	06-11-21

Special Courses					
Special Customer Care for TEs only 3 days(OFFLINE)			Catering Management Training 5 days(OFFLINE)		
B-No	From	To	B-No	From	To
1/21	08-03-21	10-03-21	1/21	12-04-21	17-04-21
2/21	10-05-21	12-05-21	2/21	26-07-21	30-07-21

Contract Management Training (6 days) (OFFLINE)		
B-No	From	To
1/21	21-06-21	26-06-21
2/21	16-08-21	20-08-21

Special courses will be conducted as per requirement.