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MASTER CIRCULAR

Master Circular No. 44

In-service Training to Non-gazetted Railway Staff.

At present, the orders relating to In-service Training/Refresher course for non-Gazetted staff are contained in a number of office circulars/orders issued from time to time. The question of consolidation of these existing orders/circulars into one Master Circular has been under the consideration of the Ministry of Railways (Railway Board). They have now decided to issue a consolidated order on the subject as below for the information and guidance of all concerned.

2. Station Masters, Assistant Station Masters, Switchmen, Cabinmen, Guards and Drivers, who are employed in train passing/training operation duties, should pass appropriate examination at the end of the periodical refresher course. Special arrangements are to be made by Railway Administrations to repeat the refresher course immediately or after a short period, the staff being granted leave as due to cover the intervening period or temporarily utilized in another post. If, however, they fail in the second chance, they are to be absorbed finally in an alternative category not involving training passing/train operation duties.

2.1 An employee so absorbed in an alternative category may be allowed to undertake further refresher courses at an interval of a minimum period of 6 months but such repeat course is to be taken by availing of his/her own leave. On passing the examination, such staff will be re-absorbed in the original category on the occurrence of the first vacancy.

2.2 The above instructions need not necessarily apply to the category of Shunters, Firemen, Train Examiners, PWIs/APWIs, Commercial Clerks etc., but in the interest of safety, staff in these categories are also required to pass a test after undergoing refresher course. The test need not necessarily be a written test.

All that has to be ensured informally is that the employee has a practical knowledge of the duties he/she is expected to perform.

2.3 A driver, who has failed twice may be utilised as a Shunter without giving any refresher course as prescribed for Shunters.

[Ref: Board's letters No. [E\(TRG\)61/TR 1/46 dated 22.8.1966](#),
[E\(TRG\)67/TR 1/96 dated 4.9.1967](#),
[E\(NG\)67/SR 6/35 dated 24.11.1967](#),
[E\(TRG\)61/TR 1/46 dated 5.8.1968](#),
[E\(TRG\)68/TR 1/133 dated 20.6.1969](#)
and [E\(MPP\)85/9/4 dated 23/31.12.1985](#) (RBE 348/1985)]

3. Staff not connected with train passing/ train operation duties may be given a third chance, if they fail in the first two chances of refresher course training for passing, availing of their own leave. They should be subjected to a oral test or informal assessment as to whether they have acquired the requisite knowledge imparted through the refresher course training. A column should be added to the CR form to indicate the assessment made.

3.1 This remark in the CR should be taken into account as one of the criteria for adjudging the suitability of the employee for higher grades in selection and non-selection posts.

**[Ref: Board's letters No. [E\(TRG\)67/TR 1/105 dated 31.10.1969](#),
[E\(TRG\)71/TR 1/10/3 dated 22.3.1971](#), [21.1.1972](#), [9.11.1972](#),
[E\(TRG\)73/30/17 dated 3.4.1974](#);
[E\(TRG\)75/30/13 dated 17.1.1975](#);
[E\(TRG\)73/30/18 dated 7.4.1975](#);
[E\(TRG\)73/30/14 dated 3.4.1976](#);
[E\(TRG\)78/30/13 dated 25.4.1979](#)
and [E\(TRG\)73/30/13 dated 29.8.1985](#)]**

- 4. The Statistical staff need not be subjected to any formal examination at the end of the refresher course. However, the trainee may be informally assessed as to whether they have acquired the requisite knowledge imparted through the refresher course. The assessment so made should be placed in the CRs of the employee concerned as indicated in the letter of [21.10.1969](#) referred to in para 3 above.**

(Ref: Board's letter No. [E\(TRG\)71/TR 1/10/8 dated 27.11.1971](#))

- 5. The period of training prescribed for directly recruited Commercial and Traffic Apprentices should be reduced in the case of staff selected through LDCE taking into account the period of training undergone by them at their initial appointment as Guards, ASMs etc.**

(Ref: Board's letter No. [E\(NG\)III/72/RR 1/18 dated 23.8.1972](#)).

- 6. Staff against whom disciplinary proceeding are in progress in cases arising out of SPE Vigilance reports are not to be released from their posts to attend any training course etc without consulting the Vigilance Branch.**

(Ref: Item 4 under D&A Rules).

- 7. All Staff in Carriage and Wagon Department on first promotion to semi-skilled and skilled grades should be given intensive training before they are placed in their new position. However, safaiwalas of Carriage and wagon Depots should be given special intensive course at the earliest on such promotion and their training should be arranged keeping in view their educational background. The training referred to will, however, be subject to ban/economy instructions in force.**

[Ref: Board's letter No. [E\(NG\)I/82/PM 1/94 dated 19.5.1986](#) (RBE 111/1986)]

- 8. Certain categories of Railway Employees have been prescribed to undergo First Aid training and also periodical refresher courses to keep their knowledge alive throughout their career. Railway employees who fail to acquire the knowledge may be punished with stoppage of increments or withholding of promotions after giving necessary show cause notice. They may not also be permitted to cross the E.B.**

8.1 The disciplinary action referred to above may be taken after allowing two chances within a period of 2 years of their recruitment or promotion.

**(Ref: Board's letters No. [E\(NG\)58/TR 1/38 dated 20.6.1958](#),
[E\(TRG\)62/TR 1/33 dated 19.4.1963](#) and [para 223 - RI 1985](#))**

- 9. The GM may prescribe requisite promotional courses passing of which is a pre-requisite condition for promotion to a grade in a cadre. Wherever such promotional courses have been prescribed, no exemption should be given from passing such courses. Staff should be advised well in time and those**

who are booked for such courses should be relieved immediately. No laxity is allowed in this regard.

[Ref: Board's letters No. [E\(NG\)I/85/PM 1/4 dated 27.4.1985](#) (RBE 124/1985) and [Para 118](#) of IREM (1989 ED.).]

10. General Managers can make officiating arrangements in the place of staff sent for training/ refresher course for a period of over one month in consultation with their FA&CAOs in case where trainee reserve have not been provided in the same category. The trainee reserve posts should, however, be created to extent needed by matching surrenders. Where this is not possible the creation of trainee reserve posts should have the concurrence of the Railway Board.

It should be ensured that the trainee reserve posts, wherever created, are utilised only for the purpose for which the same is created.

[Ref: Railway Board's letters No. [E\(TRG\)60/TR 1/33 dated 14.11.1962](#), [E\(TRG\)60/TR 1/33 dated 24.12.1964](#), [30.1.1965](#), [27.4.1965](#) and [E\(G\)86/EC-22 dated 18.5.1987](#) (RBE 120/1987)]

11. Railway staff who are provided apprentice/ initial/ probationary training in the various Railway/outside institutions in the country should execute a bond to serve the Railways for a specified period. The standard indemnity Bond should be got executed before the staff is relieved for undergoing training.

11.1 Unless otherwise specifically prescribed by the Railway Board, no bond need be got executed from Railway employees who are provided apprentice/ initial/ probationary training in various Railways/outside institutions in India if the training is for less than 3 months.

11.2 In the case of Railway employees quitting Railway service before serving the Railways for a specific period stipulated in the agreement/bond, the whole cost of training and any other amount, excluding travelling and running allowance should be recovered from them before they are relieved. However, the General Manager have the powers to waive the cost of recovery for the training upto a limit of Rs. 2000/-. The amount waived should, however, be commensurate and proportionate to the service rendered on the Railways. In no case, the waiver should be in excess of the proportionate service.

11.3 In the case of Railway employees who have received induction training and who leave Railway service with prior proper permission of the competent authority to join another Central Government department, State Governments, Public Sector Undertakings wholly owned or partially owned by the Central/State Governments, or an autonomous body wholly or substantially owned/financed/controlled by the Central Government or State Government, but before the expiry of the bond period, they should execute a fresh bond with the new employer to the effect that they would serve their new employer to the extent of the unexpired portion of the bond period and that in the event of their failure to serve the balance bond period with their new employer, the bond money will be recovered from them by their new employer and credited to the Railways before they are allowed to quit their service.

11.4 General Managers of Railways/Production Units, DG/RDSO and Heads of Centralised Training Institutes etc. have been delegated powers to wear expenditure on deputation of their staff/officers for training courses/seminars symposia in Non-Railway Organisations in India subject to ceiling on overall registration fee, pro-rata registration fee per day and overall financial limit for each Zonal Railway/Production Unit etc. in a financial year.

These ceilings are fixed by Railway Board from time to time and are different for various Units.

For arriving at these monetary limits, the cost of TA/DA is not to be taken into account.

[Ref: Board's letters No. [E\(GR\)II/64/TR 1/53 dated 16.7.1965](#)

[E\(TRG\)I/66/TR 1/173 dated 28.4.1967](#)

[E\(TRG\)I/67/TR 1/49 dated 10.5.1967](#)

[E\(TRG\)I/66/TR 1/173 dated 4.10.1967](#)

[E\(TRG\)I/66/TR 1/173 dated 21.11.1967](#)

[E\(TRG\)I/66/TR 1/173 dated 21.5.1968](#)

[E\(TRG\)I/66/TR 1/173 dated 14.3.1969](#)

[E\(TRG\)73/26/3 dated 29.1.1974](#)

[E\(TRG\)77/26/80 dated 28.2.1978](#)

[E\(TRG\)78/26/18 dated 5.2.1979](#)

[E\(TRG\)77/26/80 dated 20.7.1979](#)

[E\(NG\)II/68/AG dated 7.6.1969](#)

[E\(TRG\)I/66/TR 1/98 dated 27.9.1967](#)

[E\(NG\)II/79/AP/9 dated 3.7.1979](#)

[E\(NG\)II/77/AP/6 dated 9.2.1979](#)

[E\(NG\)I/84/AP/9 dated 11.4.1986](#) (RBE 62/1986)

[F\(X\)II/86/PW/6 dated 5.5.1987](#)

[E\(TRG\)87/12/64 dated 19.5.1988](#)

[F\(X\)II/91/PW/7 dated 2.8.1991](#)

[F\(X\)II/90/PW/20 dated 22.4.1991](#)

[F\(X\)II/84/PW/4 dated 18.5.1987](#)

[F\(X\)II/87/PW/4 dated 18.8.1988](#)

[F\(X\)II/87/PW/4 dated 30.10.1989\]](#)

12. Railway employees (including App. Mechanics who are not provided free messing) attending Railway Training Institutions where Board and Lodging are not provided free or where messing is not compulsory will be entitled to TA/DA in terms of [Rule-1685 R-II \(1987 Edn.\)](#).

12.1 Railway employees deputed to attend training courses in the non-railway Training Institutions where the registration/course fee includes the cost of Board and Lodging or the cost of Board and Lodging are to be borne by the railway administration will be granted 20% of the Daily Allowance to which they would otherwise be entitled to under the rules.

[Ref: [Rule-1685](#) -R-11 (1987 Edition)].

13. Railway employees nominated to undergo training, other than training in initial course in Railway Training Institutions, are provided free messing where it is compulsory. The messing rates for employees undergoing training should be fixed on a uniform basis by the GMs in consultation with their FA&CAOs. These rates need not be linked with the pay ranges of the employees. Roughly, 80% of the daily allowance should be spent on messing so that wholesome though simple food could be supplied. The expenditure on messing should be debited to the expenditure of the training institutions.

13.1 All non-gazetted railway personnel attending courses other than Initial Courses, namely, Refresher, Promotional, Special Courses etc., in Railway Training Schools/ Institutes where messing is compulsory, shall be provided with free food and in addition, 20% of the Daily Allowance otherwise admissible to them under the normal Rules.

Note - 1 If the messing arrangements are undertaken by the Catering Department of the Railways, the cost of food will be inclusive of the cost of cooks and bearers provided by the Railway Administration.

Note - 2

- i. Local Trainees will not be allowed free messing unless their stay in the school/ Institute's hostel is compulsory.
- ii. As a special case, "Local Trainees" living beyond a radius of 5 Kms. may be permitted to stay in the hostel of the Training Institution and take free food, if provided for therein.
- iii. In no case, however, will "Local Trainees" be entitled to Travelling Allowance in any form e.g. Daily Allowance, Conveyance charges etc.

Note - 3. This rule does not apply to probationers and apprentices who are not entitled to Daily Allowance during training period in the Training Institutions.

Note-4. The apprentices selected from amongst the serving railway employees as Probationary ASMs, Guards etc. shall be eligible for free messing plus 20% Daily Allowance, otherwise admissible to them under the normal Rules."

[\[E\(S\)I/60/CPC/APP/5 dated 20.4.1961](#)
[E\(TRG\)64/TR 1/135 dated 4.5.1965](#)
[E\(TRG\)I/72/TR 1/35/2 dated 30.11.1972](#)
[E\(TRG\)I/71/TR 1/15/3 dated 1.1.1972](#)
[E\(TRG\)I/66/TR 1/130 dated 20.1.1972](#)
[E\(TRG\)74/35/6 dated 12.3.1975](#)
[E\(G\)74 AL 4/11 dated 1/8.8.1975](#)
[E\(TRG\)74/35/6 dated 29.12.1975](#)
[E\(G\)78/16/19 dated 20.7.1979](#)
[E\(TRG\)80/35/4 dated 17.12.1981](#)
[E\(TRG\)80/35/4 dated 24.5.1983](#)
[E\(TRG\)80/35/4 dated 26.6.1984](#)
[E\(TRG\)75/35/9 dated 0.5.1978](#)
[E\(TRG\)80/35/5 dated 29.12.1981\]](#)

- 14. Auxiliary Nurses-cum-Midwives, who have requisite academic qualifications, will be sponsored by the Rlys for training, the cost of training being borne by the Railways. Such training would be the one in general nursing in a recognised Training School, the successful completion of which would make them eligible for promotion as Staff Nurses.**

14.1 The following items of costs will be borne by the Railways: -

- i. Tuition fees and all other fees to be provided to the Institute;
- ii. Cost incurred by the candidates towards lodging if the same is compulsory in the Institute; and
- iii. Cost of textbooks and other materials compulsorily supplied by the Institute to the candidates.

14.2 The entire period of training will be treated as duty, but TA/DA will not be applicable.

14.3 Such of the Auxiliary-cum-Midwife sponsored for training at the cost of the Railways should execute a bond to serve the Railways for a period of 5 years completion of their course or until their date of superannuation whichever is earlier.

[Ref: Board's letters No. [E\(NG\)I/84/PM 1/5 \(PNM/AIRF\) dated 30.11.1984](#) and [E\(NG\)I/84/PM 1/5 \(PNM/AIRF\) dated 16.11.1989](#) (RBE 284/1989)]

- 15. Every person appointed to Group 'D' (Class IV) posts, should undergo training**

as a Home Guard for a period of 3 years.

[Ref: Board's letters No. [E\(NG\)III/76/RR 1/24 dated 28.12.1977](#)]

16. Training in Hindi is obligatory and is being imparted during working hours. Willful absence from Hindi classes should be treated as absence from duty and dealt with as such. Once an employee is nominated for Hindi training, his/her regular attendance should be ensured and he/she should not normally be allowed to drop out except in exceptional circumstances and that too with approval of the HOD.

16.1. Staff nominated for Hindi training should not be ordinarily transferred until they have completed the full-prescribed course. However, where a trainee has to be unavoidably transferred in the middle of the course, as far as possible, he/she should be posted to a station where facilities of training in Hindi exist.

16.2. The Railway employees who have passed the Middle School or Matriculation or higher examination with Hindi as elective, compulsory, optional, elementary, additional or second language etc. should be exempted from the obligation of in-service training in Hindi.

16.3. Operating staff of the Railways cannot attend these classes owing to nature of their shift duties. Such staff can pass the prescribed examinations by their own efforts. They can also pass examinations of those voluntary Hindi organisations who have the recognition of the Department of Official Language, Ministry of Home Affairs for their courses conforming to the standards of Hindi Teaching Scheme.

Railway employees are also being imparted intensive Hindi training, under which an employee can be trained in the three courses in just 60 days. Railway employees can also make use of the Correspondence Courses of the Central Hindi Training Institute, CGO Complex, New Delhi.

16.4 For passing Hindi examination, the employees are also given cash incentives like advance increment lumpsum awards and cash awards.

(Ref: Board's letters No. [Hindi/62/8/2 dated 25.1.1962](#)

[Hindi/62/8/3 dated 9.3.1962](#)

[Hindi/63/5/9 dated 30.5.1964](#)

[Hindi/64/8/1 dated 25.7.1964](#)

[Hindi/64/8/2 dated 5.3.1966](#)

[Hindi/66/4/3 dated 18.5.1966;](#)

[Hindi/91/PRA - 13/4 dated 12.7.1991](#)

[Hindi/79/PRA - 2/34 dated 9.8.1990\]](#)

17. The Railway employees of and above the age of 55 years, who are not employed in train passing/train operation duties, should be exempted from undergoing the prescribed Refresher Courses.

[Ref: Board's letters No. [E\(61\)/TTC/7 dated 28.3.1962](#)

[E\(TRG\)75/30/10 dated 11.9.1975\]](#)

18. Payment of honorarium to faculty/guest speakers for training purposes is covered under [Master Circular No. 11](#) which may be referred to whenever there is a need.

[Board's [Master Circular No. 11](#) on Honorarium]

19. General;

- i. While referring to this master circular the original letters/reference mentioned herein should be read for a proper appreciation. This circular is

only a consolidation of the existing instructions and should not be treated as a substitution of the original letters/references. In case of doubt, the original letters reference should be relied upon as authority.

- ii. The instructions contained in the original letters referred to, have only prospective application unless indicated otherwise; and
- iii. If any letter having a bearing on the subject, which has not been superseded, has been lost sight of in the preparation of the master circular, the said letter which has been missed through oversight, should not be ignored but should be treated as valid and operative.

The consolidation has been made from the following letters:-

1. No. [E\(NG\)58/TR 1/38 dated 20.6.1958](#)
2. No. [E\(S\)I/60/CPC/APP/5 dated 20.4.1961](#)
3. No. [Hindi/62/8/2 dated 25.1.1962](#)
4. No. [Hindi/62/8/3 dated 9.3.1962](#)
5. No. [E\(61\)TTC/7 dated 28.3.1962](#)
6. No. [E\(TRG\)60/TR 1/33 dated 14.11.1962](#)
7. No. [E\(TRG\)62/TR 1/33 dated 19.4.1963](#)
8. No. [E\(G\)63/AL 6/10 dated 29.10.1963](#)
9. No. [Hindi/63/5/9 dated 30.5.1964](#)
10. No. [Hindi/64/8/1 dated 25.7.1964](#)
11. No. [E\(TRG\)60/TR 1/33 dated 24.12.1964](#)
12. No. [E\(TRG\)60/TR 1/33 dated 30.1.1965](#)
13. No. [E\(TRG\)60/TR 1/33 dated 27.4.1965](#)
14. No. [E\(TRG\)64/TR 1/135 dated 4.5.1965](#)
15. No. [E\(GR\)II/64/TR 1/53 dated 16.7.1965](#)
16. No. [Hindi/64/8/2 dated 5.3.1966](#)
17. No. [Hindi/66/4/3 dated 18.5.1966](#)
18. No. [E\(TRG\)/61/TR 1/46 dated 22.8.1966](#)
19. No. [E\(TRG\)I/66/TR 1/173 dated 28.4.1967](#)
20. No. [E\(TRG\)57/TR 1/49 dated 10.5.1967](#)
21. No. [E\(TRG\)/67/TR 1/96 dated 4.9.1967](#)
22. No. [E\(TRG\)I/66/TR 1/98 dated 27.9.1967](#)
23. No. [E\(TRG\)I/66/TR 1/173 dated 4.10.1967](#)
24. No. [E\(TRG\)I/66/TR 1/173 dated 21.11.1967](#)
25. No. [E\(NG\)67/SR 6/35 dated 24.11.1967](#)
26. No. [E\(TRG\)I/66/TR 1/173 dated 21.5.1968](#)
27. No. [E\(G\)66/AL 6/10 dated 10.7.1968](#)
28. No. [E\(TRG\)/61/TR 1/46 dated 5.8.1968](#)
29. No. [E\(TRG\)I/66/TR 1/173 dated 14.3.1969](#)
30. No. [E\(NG\)II/68/AG dated 7.6.1969](#)
31. No. [E\(TRG\)68/TR 1/133 dated 20.6.1969](#)
32. No. [E\(TRG\)67/TR 1/105 dated 31.10.1969](#)
33. No. [E\(TRG\)I/66/TR 1/130 dated 20.1.1971](#)
34. No. [E\(TRG\)71/TR 1/10/3 dated 22.3.1971](#)

35. No. [E\(TRG\)71/TR 1/10/8 dated 27.11.1971](#)
36. No. [E\(TRG\)I/71/TR 1/15/3 dated 1.1.1972](#)
37. No. [E\(TRG\)73/TR 1/10/3 dated 21.1.1972](#)
38. No. [E\(NG\)III/72/RR 1/18 dated 23.8.1972](#)
39. No. [E\(TRG\)71/TR 1/10/3 dated 9.11.1972](#)
40. No. [E\(TRG\)I/72/TR 1/35/2 dated 30.11.1972](#)
41. No. [E\(TRG\)73/26/3 dated 29.1.1974](#)
42. No. [E\(TRG\)73/30/17 dated 3.4.1974](#)
43. No. [E\(TRG\)75/30/13 dated 17.1.1975](#)
44. No. [E\(TRG\)74/35/6 dated 12.3.1975](#)
45. No. [E\(TRG\)73/30/18 dated 7.4.1975](#)
46. No. [E\(G\)74 AL 4/11 dated 1/8.8.1975](#)
47. No. [E\(TRG\)75/30/10 dated 11.9.1975](#)
48. No. [E\(TRG\)74/35/6 dated 29.12.1975](#)
49. No. [E\(TRG\)73/30/14 dated 3.4.1976](#)
50. No. [E\(NG\)III/76/RR 1/24 dated 28.12.1977](#)
51. No. [E\(TRG\)77/26/80 dated 28.2.1978](#)
52. No. [E\(TRG\)78/26/80 dated 5.2.1979](#)
53. No. [E\(NG\)II/77/AP/6 dated 9.2.1979](#)
54. No. [E\(TRG\)78/30/13 dated 25.4.1979](#)
55. No. [E\(NG\)II/79/AP/9 dated 3.7.1979](#)
56. No. [E\(TRG\)77/26/80 dated 20.7.1979](#)
57. No. [E\(G\)78/16/19 dated 20.7.1979](#)
58. No. [E\(TRG\)80/35/4 dated 17.12.1981](#)
59. No. [E\(TRG\)80/35/4 dated 11.6.1982](#)
60. No. [E\(TRG\)80/35/4 dated 24.5.1983](#)
61. No. [E\(TRG\)80/35/4 dated 26.6.1984](#)
62. No. [E\(NG\)I/84/PM 1/5 \(PNM/AIRF\) dated 30.11.1984](#)
63. No. [E\(NG\)I/85/PM 1/4 dated 27.4.1985](#) (RBE 124/1985)
64. No. [E\(TRG\)73/30/13 dated 29.8.1985](#)
65. No. [E\(MPP\)85/9/4 dated 23/31.12.1985](#) (RBE 348/1985)
66. No. [E\(NG\)I/84/AP/9 dated 11.4.1986](#) (RBE 62/1986)
67. No. [E\(NG\)I/82/PM 1/94 dated 19.5.1986](#) (RBE 111/1986)
68. No. [E\(G\)86/EC-22 dated 18.5.1987](#) (RBE 120/1987)
69. No. [E\(NG\)I/84/PM 1/5 \(PNM/AIRF\) dated 16.11.1989](#) (RBE 284/1989)
70. No. [F\(X\)II/86/PW/6 dated 5.5.1987](#)
71. No. [E\(TRG\)87/12/64 dated 19.5.1988](#)
72. No. [F\(X\)II/91/PW/7 dated 2.8.1991](#)
73. No. [F\(X\)II/90/PW/20 dated 22.4.1991](#)
74. No. [F\(X\)II/84/PW/4 dated 18.5.1987](#)
75. No. [F\(X\)II/87/PW/4 dated 18.8.1988](#)
76. No. [F\(X\)II/87/PW/4 dated 30.10.1989](#)
77. No. [PC-IV/86/Imp/AL-7 dated 9.2.1987](#) (RBE 22/1987)
78. No. E(TRG)75/35/9 dated 0.5.1978

- 79. No. [E\(TRG\)80/35/5 dated 29.12.1981](#)**
80. No. [Hindi/91/PRA - 13/4 dated 12.7.1991](#)
81. No. [Hindi/79/PRA - 2/34 dated 9.8.1990](#)