

# **VOLUNTARY DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005**

## **4(b)(i) Particulars of Organization, functions and duties :**

ZRTI Organization structure

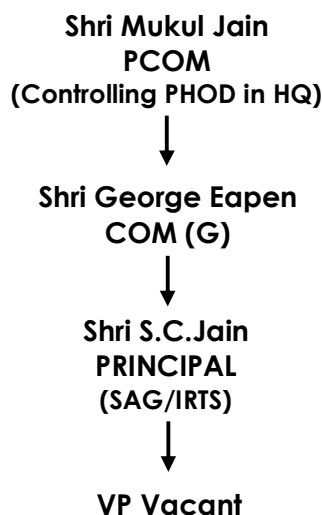
Functions

Citizen Charter

(Note: For details, please refer concerned ZRTI page)

## **Particulars of Organization : ZRTI Organization structure**

### **ORGANISATION**



<b>Faculty Officers</b>	
ATM	Shri Lakhanji Jha
AEN	Shri A.B.Chaturvedi
AME	Shri G.R.Iyer
AEE	Shri S.D.Pagare
AFA	Vacant
APO	Shri. V K Joshi
ACM	Shri. R.S.Gole

## **Particulars of functions:**

### **QUALITY POLICY**

*"Our policy is to impart adequate training for the purpose of Safe & Reliable train operations, ensuring Customer Satisfaction through Continual Improvement."*

### **OBJECTIVES**

- i) To impart theoretical and practical training systematically to the fresh recruits and refresh knowledge of working employees to improve their professional competence;*
- ii) To motivate the employee at all levels to develop skills & creative ideas for innovation;*
- iii) To inculcate discipline, habits of cleanliness with weekly 'Shramdan', promoting team spirit and values of collective labour for organizational, social & environmental need;*
- iv) To Increase Productivity of Individual employee by promoting safety Consciousness, national loyalty and integration;*
- v) To improve customer satisfaction through Problem solving;*

### **MISSION**

*"Our mission is to train Railway men with professional & technical competence for handling their job in the field with confidence and expertise."*

### **VISION**

*"Zonal Railway Training Institute, Central Railway, Bhusawal will emerge as the premier Institute for railway training equipped with the state of art technology and using best of the methodology."*



## Particulars of duties:

### **DUTIES & RESPONSIBILITIES OF OFFICERS , ZRTI / BSL**

<b>Sr.No</b>	<b>Designation</b>	<b>Duties</b>
01	APO (I)	Personnel, Welfare, , Estt. Faculty, A/Cs Faculty,
02	ATM (I)	Training Section, Yoga / PT Faculty. ISO / MR
03	ATM (L)	S&T Model Room, Traffic Faculty,
04	ACM (I)	Commercial Faculty, Proto Call, Mess
05	ADME (I)	DSL Loco, DSL Simulator, Co-ordination, Stores
06	ADME (L)	C& W Faculty
07	ADEN (I)	Engg. (Way & Works) faculty, Hostel, Genl. Maintenance, (Civil Works)
08	ADEE (L)	ACT (OHE), Conf.Section (Examination), TL & GS Faculty
09	ADEE (I)	AC Simulator, Co-ordination, AC (TRS) Faculty.
10	ADFM	Accounts, Management & Stores Faculty

## 4(b)(ii) Power and duties of officers and employees

Note :

The duties performed by Officers are as above & of Supervisory & decision making nature. The detailed duty list is given on the concerned department/division page. Ref.: Schedule of Powers (SOP)

## Duties of employees :

### **WORK INSTRUCTIONS LIBRARIAN**

Purpose - To establish & maintain a documented work instructions for Librarian

Scope - Purchase, Issue , Receipt and upkeep of books and Periodicals.

1. Purchase of New Books : -

1.On the basis of the catalogue, new arrivals reported in journals and other sources, Requisition on prescribed form for new books are received from the faculty officers

2. Proposals for procurements of books is put up for approval of VP/ P

3. If approved the same is purchased.

4.On receipt of books they are inspected, verified by the requisitioner and entered in Accession Register and Stock Register with full particulars duly indicating the book numbers faculty wise.

5.Reputed Journals, Periodicals, Magazines and Newspapers are subscribed with due approval of 'P' as per extent rules.

6.On Receipt they are inspected , entered in Register and displayed in the relevant

place in display section.

2. Inspection and Up keep :-

1 Books are arranged serially, in faculty wise cupboards. Cupboards are cleaned and books are re- arranged periodically. Detailed Work Instructions (WI-11) are documented for library peon.

2 Anti-termite treatment is ensured to avoid decay of books.

3 If required, binding of books is also arranged.

3. Issues and Receipts :-

1 Register for issue & receipt of books is maintained for staff, trainers, faculty Officer.

2 Books are issued to trainees on submission of duly filled book issue slip

3 Acknowledgement is recorded while issue and receipt of book.

4 The record of issue and receipt of books to the trainees is maintained course wise.

5 On the last day of the course no book outstanding clearance is given to the course.

\* \* \*

## **WORK INSTRUCTIONS HC (STORES)**

Purpose - To establish & maintain documented work instructions for Head Clerk (Stores) regarding purchase and procurement of items required for training process.

Scope - Purchase and procurement of items required for training process & maintenance of appropriate records.

Procurement of Stock Items –

Activity

1. After getting the requirement assessed through the faculties he shall place an indent on prescribed requisition form on DCOS (ACL) Bhusawal / DCOS (G) Curry Road, Mumbai.

2. Before placing the indent the same shall be got vetted by the accounts where required.

3. Incoming inspection will be carried out to ascertain that the materials received are as per required specification.

4. On receipt of material from Curry Road the same shall be entered in the appropriate stock registers.

5. The materials shall be properly stacked / stored in the racks / cupboards earmarked for them.

6. Requisitions received from faculties shall be entertained only on prescribed indent book.

7. The quantity issued will be clearly recorded on both the foils of indent.

8. The original foil shall be retained by the HC (Stores) and the record foil with the Indent Book shall be returned to the requisitioner.

9. The material issued will be immediately entered in appropriate stock register.

Procurement of Non-Stock Items –

Activity

1. After getting the requirement assessed through the faculties he shall place an indent on prescribed requisition form on DCOS (ACL) Bhusawal / COS, Mumbai or through Local purchase.

2. Before placing the indent the same shall be got vetted by the accounts where required.

3. On receipt of material from COS, Mumbai, Incoming inspection will be carried out

- to ascertain that the materials received are as per required specification.
4. After incoming inspection, the same shall be entered in the appropriate stock registers.
  6. Requisitions received from faculties shall be entertained only on prescribed indent ticket book.
  7. The quantity issued will be clearly recorded on both the foils of indent.
  8. The original foil shall be retained by the HC (Stores) and the record foil with the Indent Book shall be return to the requisitioner.
  9. The material issued will be immediately entered in appropriate stock register.

\* \* \*

### **WORK INSTRUCTIONS CHIEF TRAINER**

Purpose - To establish & maintain documented work instructions for Chief Trainer

Scope - Activities pertaining to training services.

Activity:

- 1 He will be in-charge of his Faculty Trainers.
- 2 He will co-ordinate with other faculties to ensure smooth functioning.
- 3 Before arrival of class, he will ensure that adequate furniture is available in the class, white board is clean, room is dusted, all electrical points are in working order, LCD is properly plugged and updated .
- 4 He will nominate the class trainer for new course arrival & record the name on the trainee's daily attendance register.
- 5 He will invite P and VP to visit the class.
- 6 He will allot periods to trainers for his faculty & for other faculties in consultation with respective CT,generally as per yardstick i.e.
- 7 He will prepare the daily position of trainees strength in the prescribed format in two copies and submit one copy to OS(T) .
- 8 He will monitor the training process by visiting the courses under his control weekly and record the suggestions of trainees in prescribed format after interacting with them & put up the same to FO.
- 9 He will ensure that the courses are conducted as per session & lesson plan by checking the same during his visit to classes.
- 10 He will be responsible for upkeep & maintenance of the equipment's, charts, etc. in the Model Room. In case of repairs to any training aids, equipment's he will get the same repaired following the existing procedures.
- 11 He will plan the Study Tour programme for the trainees well in advance & obtain permission of P & VP as under -
  - a) Note for Study Tour Programme must mention the type of site to be visited, equipment/installation/work procedure etc.
  - b) No Study Tour should be planned pre-fixing or suffixing holidays and no leave should be sanctioned prefixing, suffixing study tour or during Study Tour.
  - c) Generally one Instructor will be allowed per 20 trainees.
- 12 He will ensure that the internal assessment of the course is carried out at the appropriate time & put up the result to FO.
- 13 He will put up the feedback collected from trainees to FO.
- 14 He will submit the status of Training(Course-wise) form to CA duly filled and signed by all concerned before commencement of the examination.
- 15 He will screen the Question paper before the examination and any discrepancy

observed will be brought to the notice of P/VP/CO through CA.

16 He will clarify the doubts of the trainees if any in the examination hall on commencement of the paper. He will also mark the attendance of the trainees in the attendance register.

17 He will scrutinise the evaluated answer sheet to ascertain that no answer is left un-evaluated and that the totalling of marks on the answer sheet is correct. Any discrepancy will be brought to the notice of CA, after its rectification he will countersign the corrected total. He will also pass a remark on the first answer sheet to the effect "Totals of Sr.No. \_\_\_\_ To Sr. No. \_\_\_\_ Checked & Found Correct" duly signed.

18 He will perform invigilation duty on nomination.

19 He will ensure that all the records, Quality records & dead stock registers are maintained & kept updated.

20 He will conduct forums, seminars, and debates from time to time to keep the trainers updated with the amendments in rules and keeps record of the same.

21 He will prepare a rough Annual Training calendar for his faculty based on the information received from Divisions/units/HQ & put the same to FO for approval.

22 He will arrange for Guest lecturers as and when need arises. The performance of the Guest Lecturer will be assessed by trainees through prescribed feedback form which should be forwarded to FO.

23 He will ensure that the Session & Lesson plans for the courses are prepared keeping in view the following points -

a) Session plan based on approved syllabus by Railway board or HQ.

b) Every session plan must clearly state in different unit module about lessons to be covered in prescribed format.

c) Unit of Session and lesson plan is of period of 45" each but two periods can also be clubbed together for 90" session as in practice at ZRTI/BSL

d) Reading material should be prepared based on lesson plan and arranged accordingly. It should be in brief, covering all aspect of the lesson and also give diagrams illustrations or charts wherever possible.

e) It should be based on literature like manual, codes and circulars published and distributed by HQ or Railway Board e.g. G&SR, BWM, Accident Manual, P.Way Manual, Establishment Code, Finance Code etc.

24 He will keep liaison with the administration & will be responsible for the overall functioning of the faculty.

25 He will attend the Steering Committee meetings as and when organised.

26 Any instruction regarding training process given by P, VP, FO will be binding on him.

27 He will abide by all departmental rules and Railway Service Conduct Rules.

\* \* \*

## **WORK INSTRUCTIONS TRAINER**

Purpose - To establish & maintain a documented work instruction for Trainer

Scope - Activities Pertaining to Training Services.

### **Activity**

1. He will work under the guidance of his CT.
2. He will conduct classes as per the periods allotted to him.
3. During the opening session, he will brief the trainees about the course, their

conduct, dictate syllabus if needed.

4. He will educate the trainees on the messing, hostel, institute, recreation, medical, conveyance, library, communications etc facilities available in the premises and will also inform the procedure to register their grievances if any.
5. He will ask the trainees to select one trainee as class monitor and will appraise the Class Monitor of his duties i.e. to observe discipline among Trainees, to attend Class monitors meeting, to keep liaison between Trainer and Trainees.
6. He will record daily attendance of trainees in daily attendance register, and the position will be conveyed to CT.
7. He should use the Session & Lesson plan while imparting training as a guide for time management.
8. He will conduct random check of trainee's notebook to ensure that the notes are in order.
9. After completion of the lesson, he will record the same in the Status of Training (Course-wise) format maintained in the classroom.
10. While forwarding leave applications of Trainees etc, he will follow the established rules of the centre.
11. On being nominated for study tour, he will accompany the trainees and ensure that the field training is imparted as per the planned Study Tour Programme.
12. a) He should mark trainee's attendance during study tour programme in the attendance register immediately after returning from study tour.  
b) On returning from Study Tour he will obtain detail report from trainees, endorse it and submit to CT.
13. He will conduct the Internal Assessment for syllabus covered, assess it and put up to CT.
14. He will collect the feedback from trainees on prescribed formats seven days before departure, for the courses with more than 15 days duration and three days before for the courses with duration less than 15 days and submit it to CT duly summarised.
15. He will perform invigilation duty on nomination.
16. He will Conduct practical/model room examination on nomination.
17. He will perform any other Official duty assigned to him by the P, VP, and FO, CT.
18. He will abide by all departmental rules, including Railway Service Conduct Rules.

\* \* \*

## **WORK INSTRUCTIONS HAWALDAR**

Purpose - To establish & maintain a documented procedure establishing working instructions for Hawaldar.

Scope - Training Centre Building and Model rooms.

### Activity

1. He is in-charge of all Hamals & Safaiwalas for maintenance of cleanliness of Training Centre.
2. He will allot and distribute work to group 'D' staff working under him and will also recommend their leave etc.
3. He will ensure daily cleaning of entire training centre including all class rooms, model rooms, officers chambers, offices, PRS, Library, Computer Centre, Auditorium Hall and all Toilet blocks.
4. He will ensure cleanliness and proper seating arrangements in auditorium during the functions and seminars.

5. He will remain outside the Principal's chamber and will attend all calls from
6. All files and papers shall be sent and brought back from Principal's chamber by him.
7. He will ensure that no outsider enters the Principal's chamber without
8. He will ensure the upkeep and maintenance of main garden situated in front of administrative block.
9. After the closing of centre and offices he will ensure that all the rooms, Model rooms, chambers of officers have been locked and sealed.
10. Any other work assigned to him time to time by Principal and Vice-Principal.

\* \* \*

### **WORK INSTRUCTIONS SIMULATOR CHIEF TRAINER**

Purpose - To establish & maintain documented work instructions for Simulator Chief Trainer.

Scope - Activities pertaining to training services.

#### Activity

1. He will be in-charge of his Faculty Trainers.
2. Before arrival of class, He will ensure that adequate furniture is available in the class, white board is clean, room is dusted, all electrical points are in working order, LCD is working properly and White board marker pen and course material is available.
3. He will nominate the batches to the trainers in advance for new course arrival & record the name on the trainee's daily attendance register.
4. Daily attendance of trainees recorded in the trainee attendance register is conveyed to CT, who on this basis will prepare the daily position in the prescribed format and submit to OS(T) & his FO and displayed on his faculty board. OS(T) will consolidate the trainees strength of all the faculties, prepare summarised position and put up to CO, VP & P.
5. He will monitor the training process and record the suggestions of trainees in prescribed register after interacting with them & put up the same to FO.
6. He will ensure that the courses are conducted as per exercise/trial by checking the same during his visit to discussion room, computer room and also by verifying the status form.
7. He will be responsible for upkeep & maintenance of the simulator equipments, Simulator building and Simulator Garden maintenance. In case of repairs to any training aids, equipments he will get the same repaired following the existing procedures.
8. He will plan the line programme for monitoring on line drivers well in advance & obtain permission of P & VP.
9. Feedback of line monitoring (his & trainers) will be conveyed to FO.
10. Feedback from the trainees collected by Class Trainer will be summarised and put up to FO.
11. He will ensure that all the records, Quality records & dead stock registers, Imprest are maintained & kept updated.
12. He will keep a watch on the group discussions & keep the trainers updated with the amendments in rules.
13. He will prepare a rough Annual Training calendar for his faculty based on the information received from Divisions/units/HQ & put the same to FO for approval.
14. He will arrange for participation of FO in group discussions at least once in a



course & keep a record of that.

He will ensure that the Exercise/Trial plans for the courses are prepared keeping in view the following points -

- a) Exercise detail plan based on HQ's approval.
- b) Reading material should be prepared based on driving technique. It should be in brief, covering all aspect of the lesson and also give diagrams, illustrations wherever possible.

15. It should be based on literature like Simulator trials.

16. He will keep a liaison with the administration & will be responsible for the overall functioning of the faculty.

17. He will attend the STEERING committee meetings as and when organised.

18. Any instruction regarding training process given by P, VP, FO will be binding on him.

19. He will be abide by all departmental rules, legal binding including Railway Service Conduct Rules

\* \* \*

## **WORK INSTRUCTIONS SIMULATOR TRAINER**

Purpose -To establish & maintain documented work instructions for Simulator Trainers

Scope - Activities pertaining to training services.

### Activity

1. He will work under the guidance of his CT.
2. He will strictly observe the Centre timings.
3. He will conduct training as per the batch allotted to him.
4. During the opening session, he will brief the trainees about the course , their conduct.
5. He will record daily attendance of trainees in daily attendance register, and the position will be conveyed to CT. No alteration in muster is permitted.
6. He should adhere to the Exercise/Trials while imparting the training.
7. After completion of the exercise, he will record the same in the Status form.
8. He will be responsible for the observance of discipline by the Trainees in the discussion room, computer room and in the campus.
9. While forwarding leave, Pass/PTO applications etc. he will follow the established rules of the centre.
10. On being nominated for on-line monitoring, will footplate with Driver and ensure that he is adopting the same technique that taught in Simulator. He will explain if necessary.
11. On returning from line he will fill feedback form and submit to CT.
12. Suggestion received from trainees during the session will be conveyed to CT.
13. He will ensure that feedback is collected from trainees on prescribed forms before final assessment and same is submitted to CT.
14. Perform any other Official duty assigned to him by the P, VP, FO, CT.
15. He will be abide by all departmental rules, legal binding including Railway Service Conduct Rules.

\* \* \*

## **WORK INSTRUCTIONS OS (Training)**

Purpose - To establish & maintain a documented work instruction for OS (T).

Scope - Training Section.

### Activity

1. He will be responsible for the working of entire training section.
2. He will compile the training requirement received from customers and process the same as per QP 7.2, for printing of final training calendar.
3. On materialization of the course, he will get Trainee attendance register prepared.
4. Forms of Leaves sanctioned to trainees are kept as record faculty wise and the Musters are marked accordingly.
5. He will exercise check of trainee attendance register and ensure that no attendance-marking column is left blank.
6. He will advise concerned Division/Unit if any trainee is reported to be absent for more than seven days.
7. He will ensure that ineligible trainees identified by CTs are sent back to their respective divisions / units with proper letter.
8. He will maintain year-wise, division-wise, department-wise and course wise information in Trainees trained register.
9. He will maintain a record of Training cost recovery for KRCL trainees and trainees not completing the course.
10. He will maintain a record of issue of Pass/PTO to trainees, Special Duty Passes for proceeding on study tour & payment authorities for stipend.
11. Record of intimation to the customer for directing trainees who have failed in only one subject to appear for the failed subject will be maintained by him.
12. He will arrange for payment of stipend to probationers, RRB recruits, and compassionate ground & sports recruits by preparing paysheet.
13. He will compile statistical information required for monthly PCDO, CTAC, TAC meetings etc.
14. He will maintain policy correspondence in separate facultywise files.
15. To circulate the changes in Centres timing to all concerned on approval.
16. He will ensure the preparation and submission of blank Result sheet form indicating the name of trainees, present / absent, category (SC/ST), Group 'D' etc to Confidential Section.
17. He will ensure issuance of Guards' competency & Block competency Certificates to Refresher Guard, SMs & Switchmen trainees who have qualified the examination.
18. He will ensure that Departure letters to trainees for courses ended are prepared and handed over to HS.
19. He will maintain detail information regarding courses conducted.

\* \* \*

## **WORK INSTRUCTIONS CHIEF TRAINER (S&T)**

Purpose - To establish & maintain documented working instructions for CT S&T.

Scope - Traffic Model Room and Teaching Aids.

### Activity

Work instructions for chief trainer have been provided in WI-3. In addition to this CT (S&T) will be responsible for the following.

1. He will ensure maintenance and upkeep of traffic model room and also procure material required for the same.

- 2 He will supervise the work of maintenance of model room carried out by ESM, Tinsmith, Helper Khalasi and Khalasi.
- 3 He will supervise the work of maintenance of classroom furniture carried out by Carpenter.
- 4 He will supervise the work of painting carried out by Painter.
- 5 He will arrange for loudspeakers, microphones for auditorium and outdoor activities.
- 6 Projectionist under his control will do video shooting of field educational activities and other activities for which he will maintain liaison with all CT's.
- 7 He will supervise the work of day to day maintenance of telephone exchange and telephones in ZRTI carried out by TCM.
- 8 He will execute the special works like provision of BSNL Telephones, Fax machine etc.
- 9 He will maintain a register to note down the deficiencies of teaching equipments brought to his notice by the faculty members

\* \* \*

## **WORK INSTRUCTIONS CONFIDENTIAL ASSISTANT**

Purpose - To establish & maintain documented work instructions for CA.

Scope - Confidential Section

### Activity

- 1 He will prepare monthly examination programme & put up to Principal for approval and will be circulated to all the Faculty Officers in 4<sup>th</sup> week of previous month. In absence of 'P', 'VP' will shoulder the responsibility.
- 2 Faculty Officers will prepare the Question paper and submit the same to Confidential Section one day prior to the day of Examination in sealed cover. If FO / Nominated Officer is on leave on the day of Examination, he will submit the Question Paper through his Link Officer to Confidential Section as mentioned above.
- 3 He will keep Question Papers received in a sealed cover in safe custody.
- 4 He will maintain the Status of Training Formats deposited by CT.
- 5 He will open the sealed Question Paper cover on the day of exam in presence of Exam. Officer and Chief Trainer and obtain CT's signature on the cover before opening.
- 6 Chief Trainer will scrutinize the Question Paper in Confidential Section on the day of exam and then further process to conduct Exam will take place.
- 7 Stencilled Question Paper attached to answer sheets with slip bearing name of candidate, course number, subject & date of examination are distributed to trainees in examination hall in presence of Exam. Officer.
- 8 Nominated FO nominates trainers for invigilation on the day of Exam generally at the rate of one invigilator per 20 trainees.
- 9 Trainee's attendance is taken in prescribed form by Invigilator & in daily muster by Faculty Trainer.
- 10 The Invigilator is required to sign on top of Question-cum answer book and where the trainee has completed his final answer.
- 11 On demand the trainees are provided with supplementary answer sheet duly signed by Invigilator and entered in attendance sheet.
- 12 Question-cum-Answer book are collected, counted and deposited in confidential section along with unused supplementary answer sheets.

13 He will ensure the compliance of item no 8 to 12 above.

B) Evaluation of Answer Books.

1. After examination, the collected answer sheets will be submitted to VP or P for coding on the same day and coded slips will be sealed in presence of VP / P and handed over to CA by EO.
2. He will send the coded answer sheets in sealed cover to the Faculty officer for evaluation on the same day.
3. After receiving the checked answer sheets, CA will submit the answer sheets to VP / P for decoding.

C) Practical Examination:

1. He will ensure the following for conduct of Practical Examination.
2. Practical examination is applicable only to nominated category of courses, which include oral examination also. Oral examination will be based on selected questions covering entire syllabus and asked randomly by nominated officer.
3. Practical examination is conducted by an Officer and Trainer nominated by Principal.
4. Examination is conducted & Mark list is prepared duly signed by the nominated Officer, Trainer and submitted to the examination cell.
5. Practical examination of Commercial dept. is conducted in Examination Hall in written form.
6. While sending practical answer books for valuation suitable instruction for step wise marking is issued to the nominated officer.

D) Model Room Examination:

1. He will ensure the following for conduct of Model Room Examination.
2. Model room examination is conducted for candidates of Safety category courses in Model Room. The oral test relating to G&SR, Accident Manual, BWM, Locos and related aspect will be based on select question covering entire syllabus and asked randomly by nominated officer.
3. Examination is conducted by Officer and Trainer nominated by Principal.
4. Examination is conducted & Mark list is prepared duly signed by the nominated Officer, Trainer and submitted to the examination cell.

E) Preparation & Publication of Results:

1. On receipt of the evaluated Answer Books, he will inform the Chief Trainer of faculty who will scrutinise the same i.e. whether all questions have been evaluated and totalling of mark is correct. CT certifies the correctness on the top of the bundle.
2. CT will rectify any discrepancy noticed in connection with totalling or single question unevaluated with P/VP/CO consent. CA will arrange for the same.
3. If the discrepancy regarding more than one question remaining unevaluated is noticed the Answer papers are sent back to the evaluating officer with P/VP/CO consent. CA will arrange for the same.
4. He will enter the marks in the Result Sheet and these entries are checked jointly with the clerk of Confidential Section.
5. He will compile the Results of all subjects including marks of practical examinations, total the marks calculate the percentage and indicate Pass/Fail as the case may be against each candidate.
6. He will put up the Result so prepared for approval of Examination Officer / VP / P personally. Passing percentage in all the examination is 50% for Non-Safety category and 60% for Safety category in aggregate and individual subjects also. The passing percentage for Model Room Examination is 60%. The concession in the passing marks is as under -

- For safety categories - 2% grace marks is given for one non-safety subject only. For Shunting Jamadar, Shunting Master, TNC, Pointsman, Leverman and Cabinman- Passing % for Commercial subjects will be 45%.
- For non-safety category – 2% grace marks is given for one subject.
- Passing percentage for - SC/ST – 40%,
- Passing percentage for Class IV - 40%,
- Passing percentage for SC/ST + Class IV – 30%
- 7. Revaluation is not permitted. However re-totalling is allowed if request is received within one week from date of declaration of Result.
- 8. Concession to appear in one subject is given to those who secure 60% marks in aggregate or 60% Marks in each remaining subject. This concession is given on 50% marks in aggregate or 50% marks in each remaining subject for class IV / SC / ST candidates.
- If the candidate fails in practical examination of other than commercial department, he is given concession to appear in practical examination only irrespective of marks obtained by him. But if candidate of ALP/LP/SM/ASM/CASM/YM & Switchman fails in Model Room examination, he is declared failed in entire examination.
- 9. He will put merit number against each candidate and type the result merit wise.
- 10. He will recheck the typed result for its correctness along with the clerk of the section.
- 11. Finally he will arrange for printing and dispatch of the result to the HQ/ Divisions/Units.
- 12. Normally the result of Initial and Promotional Courses are sent per bearer or by Register post AD and the receipt of the same are kept in file.
- 13. Candidates securing 80% and above marks are awarded with a certificate. This is sent to HQ/ Divisions/Units in the prescribed form.
- 14. Results of refresher courses are declared on the day of departure. The names of failed candidates indicating the subject in which they have failed are intimated to OS (T) by him.
- (F) Answer Books / Result Records –
- 1 After declaration of results the answer books of passed/failed candidates are segregated.
- 2 The answer books of passed candidates are preserved for a period of six months from date of declaration of results and those of failed candidates for one year. Thereafter they are destroyed. Necessary record is maintained.
- 3 The record of Result is maintained.

\* \* \*

## **WORK INSTRUCTIONS LIBRARY PEON**

Purpose - To establish & maintain documented work instructions for Library peon.

Scope - Upkeep and Maintenance of Library.

### Activity

1. To open the library timely, sweep and mop the floor.
2. To remove all out dated newspapers from the reading round table and place the current newspapers duly stamped and stapled in their proper place.
3. To ensure that water is filled in water pots kept in library.
4. To keep the wash basin always clean.

5. To fill water in the water cooler kept in library during summer season.
6. To dust cupboards, round table and all furniture daily.
7. To withdraw books from the cupboard for issue to trainees and staff as directed by librarian.
8. To place the books returned by the staff and trainees in the proper cupboard in sequential order.
9. To clean the glass panels of the cupboard from time to time.
10. To remove the cobwebs and dust from the ceiling walls doors and windows.
11. To get the stores materials required in the library from general stores.
12. To remove the books from the cupboards, dust them and again place them sequentially as directed by librarian.
13. To work as courier for internal official work.
14. Any other work as directed by the librarian.\* \* \*

#### **4(b)(iii)**

**Procedure followed in the decision making process including channels of supervision and accountability :**

The Procedures/norms set for discharge of functions is as per provision contained in various codes/Manuals/Acts.

Railway Board Directorates

#### **4(b) (iv)**

**Norms set for the discharge of functions :**

The norms for discharge of functions are stipulated in the documents like Vigilance notices, transfer policies, DAR, promotion rules, refund rules, claims etc which can be found on Indian Railways website under different Directorates : Railway Board Directorates

#### **4(b)(v)**

**Rules regulations , instructions, manuals & records sed for discharging its functions :**

Documents are available on Indian Railway Website  
Railway Board Directorates, Codes & Manuals

#### **4(b)(vi)**

Statement of the categories of documents held by it or under its control:

Documents are available on Indian Railway website under different directorate.

#### **4(b)(vii)**

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policies or implementation thereof :

The Central Training Advisory Committee is functioning to give suggestion at ZRTI level.

Note : For CTAC list please refer concerned ZRTI

#### **4(b)(viii)**

A statement of the boards, councils, committees and other bodies constituted :

Formal and informal consultative committee of Hon'ble MPs (constituted by the Ministry of Parliamentary Affairs) visits hold discussions internally. Its meetings and the minutes thereof are not open/accessible to public.

## 4(b) (ix)

The directory of its employees and its officials :

### ZRTI Telephone Directory:

#### Telephone LIST OF ZRTI / BSL

For connecting Divisional 5-Digit phones :  
first dial "8" digit from 3-digit phones, then required phone No.

Designation	Officer's Name Shri.	Railway – (5 Digit) / Mobile		Mobile No. (CUG)	BSNL L/L (02582- STD)
		Office	Resi.		
Principal	S.C.Jain	54900	--	7219611670	--
Vice Principal	Vacant	--	--	--	--
ADEE	S.D.Pagare	--	--	7219611672	--
ADFM	Vacant	--	--	--	--
ADEN	A.B.Chautervedi	--	--	7219611674	--
ATM	Lakhanji Jha	--	--	7219611673	--
APO	V K Joshi	--	--	7219611675	--
ADME	G.R.Iyer	--	--	7219611678	--
ADME	Vacant	--	--	--	--
ADEE	Vacant	--	--	--	--
ACM	R.G.Gole	--	--	7219611679	--
OS (E)	Promila Raven	--	--	9823393094	--
OS (Trg)	Subhash Biharilal	--	--	8600991683	--
OS (Stores)	Javed Khan	--	--	9923601060	--
SSO (A/c)	S S Khare	--	--	7588821939	--

The names, designation and other particulars of the **Public information Officers** :

**APIO** : Shri V K Joshi APO, ZRTI/BSL  
**PIO** : Shri S.C.Jain, Principal, ZRTI/BSL  
**Appellate** : AGM/CR

=====

\* \* \*