



भारत सरकार/ GOVERNMENT OF INDIA  
रेल मंत्रालय/ MINISTRY OF RAILWAYS  
रेलवे बोर्ड/ RAILWAY BOARD



International  
of Cooperatives  
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No. 2017/E(Trg)/26/1

New Delhi dtd. 21.08.2025.

**INTRA-OFFICE MEMORANDUM**

**Sub: Cadre Training Plan (CTP) for RBSS & RBSSS Officers/Officials - Mandatory Completion of iGOT Courses - Regarding.**

**Ref: Railway Board's Intra-Office Memorandum dated 21.11.2024**

Attention is invited to Training Directorate's Intra-Office Memorandum dated 21.11.2024 cited under reference wherein the Cadre Training Plan (CTP) for various categories of Railway Board Secretariat Service (RBSS) and Railway Board Secretariat Stenographers Service (RBSSS) was circulated with the approval of the Competent Authority. The said training plan had been issued on the model of the Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) training framework laid down by Department of Personnel & Training (DoP&T).

1.1. The Cadre Training Plan encompasses pre-promotional as well as mandatory training modules for different grades of the RBSS and RBSSS with the objective of enhancing knowledge and updating officials on Government policies, regulations and initiatives, besides developing leadership, motivational skills, and ethical standards. Modules on Stress Management, Behavioural Skills, Ethics in Public Governance, and Information and Communication Skills form an integral part of the same.

2. It has further been stipulated that in addition to campus-based programmes, specialized courses conducted through identified institutions as well as digitized courses available on the iGOT platform shall form an essential component of training. Completion of such courses has been made mandatory for the designated categories of officers/officials as per the prescribed Cadre Training Plan.

3. In pursuance thereof, the Competent Authority has approved a list of iGOT courses (Annexure-I) identified for each level of RBSS/RBSSS officials undergoing CTPs. These courses are intended to strengthen domain knowledge, functional expertise, and behavioural competencies relating to various aspects of railway administration and governance.

4. It is hereby directed that all officers/officials nominated for different CTPs shall mandatorily complete the iGOT courses indicated at Annexure-I prior to the conclusion of their respective campus training programmes.

**4.1. Copies of the completion certificates of the said iGOT courses shall invariably be submitted by the concerned officers/officials to their respective Course Directors for issue of CTP completion certificates.**

5. This issues with the approval of the Competent Authority.

*Sharma*  
21/08/2025

(Neelam Sharma)  
Dy. Director-II/E(Training)  
Railway Board  
Ph: 011-23047251

All officers and Staff of RBSS and RBSSS at Rail Bhawan, COFMOW Building and Dayabasti.

Contd.../

**No. 2017/E(Trg)/26/1**

**New Delhi, Dated: 21.08.2025**

- 1) The Director (Training), Training Division, DoP&T, Old JNU Campus, New Delhi - 110067 e-mail: [syedimran.ahmed@nic.in](mailto:syedimran.ahmed@nic.in).
- 2) The Director, ISTM, Administrative Block, Old JNU Campus, New Delhi - 110067- for information and necessary action please.

*Sharma*  
21/08/2025

(Neelam Sharma)  
Dy. Director-II/E(Training)  
Railway Board  
Ph: 011-23047251

**No. 2017/E(Trg)/26/1**

**New Delhi, Dated: 21.08.2025**

**Copy to:**

- 1) The Railway Board Secretariat Services Group 'A' Officers Association.
- 2) The Railway Board Secretariat Services Group 'B' Officers Association.
- 3) The Railway Board Ministerial Staff Association.
- 4) The Railway Board Secretariat Stenographers Service Association.
- 5) The Railway Board Non-Ministerial Staff Association.

*Sharma*  
21/08/2025

(Neelam Sharma)  
Dy. Director-II/E(Training)  
Railway Board  
Ph: 011-23047251

**Copy to:**

- 1) The Secretary, Railway Board.
- 2) All AMs, PEDs, EDs, JSs, Directors and JDs of Railway Board.
- 3) ERB-I, ERB-II, ERB-III, ERB-IV, ERB-V, ERB-VI, G(Pass), F(E)-I, F(E)-II, F(E)-III, F(E)Spl, F(X)-I, F(X)-II, Cash-I, Cash-II, Cash-III, G(Pass), G(Accom), Protocol, TI Cell, PAO/RB.

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**Annexure-I****List of Level-wise iGOT courses for RBSS Officers as part of CTP**

Level		iGOT Course Name	Provider	Duration
<b>JD/DS</b> (2/3 weeks)	1	Regional Connectivity with Neighbouring Countries	IRITM	01:29:00
	2	Mission 3000 MT	IRITM	01:40:06
	3	Managing and Leading Teams	ISB	01:40:00
<b>DD/US</b> (4 weeks)	1	Station Redevelopment	IRICEN	02:25:00
	2	Vande Bharat Express in Indian Railways	IRITM	00:48:00
	3	Railways Act Essentials (Part-I)	JRRPF	01:20:00
	4	Basics of Communication	IIMC	01:10:00
	5	Responsible AI in the Generative AI Era	Fractal	01:44:00
<b>SO</b> (6 weeks)	1	PM GatiShakti National Master Plan and Indian Railways	NAIR	02:10:00
	2	Amrit Bharat Station Scheme	IRITM	00:44:38
	3	Rail Madad: Passenger Grievances Portal of Indian Railways	NAIR	01:00:00
	4	A Primer on High-Speed Rail	IRITM	01:03:00
	5	Improving Passenger Experience	IRITM	01:21:00
	6	Critical Thinking	ISB	01:51:00
	7	Understand How AI Impacts You and Your Government	Apolitical	01:45:00
<b>ASO</b> (3 weeks)	1	Amrit Bharat Station Scheme	IRITM	00:44:38
	2	Rail Madad: Passenger Grievances Portal of Indian Railways	NAIR	01:00:00
	3	Parliament Procedures	ISTM	02:00:00
	4	Self Leadership	The Art of Living	01:26:00
<b>SSA</b> (4 weeks)	1	Leave Rules in Indian Railways	IRITM	01:03:00
	2	Railways Act Essentials (Part-I)	JRRPF	01:20:00
	3	Noting and Drafting	ISTM	00:02:00
	4	Work Ethics	IRITM	00:25:00
	5	Time Management Skills	IRITM	00:29:05
<b>JSA</b> (1 week)	1	दस्तावेज में सचिवालय का कामकाज	ISTM	00:01:00
	2	Training Program on eoffice	HIPA	00:52:39
<b>MTS</b> (1 week)	1	Do's and Don't's for Government Employees – Hindi	ISTM	00:54:00

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**List of Level-wise iGOT courses for RBSSS Officers as part of CTP**

Level	iGOT Course Name		Provider	Duration
<b>Sr. PPS (3 weeks)</b>	1	Regional Connectivity with Neighbouring Countries	IRITM	01:29:00
	2	Amrit Bharat Station Scheme	IRITM	00:44:38
	3	Managing and Leading Teams	ISB	01:40:00
	4	Responsible AI in the Generative AI Era	Fractal	01:44:00
<b>PPS (3 weeks)</b>	1	Vande Bharat Express in Indian Railways	IRITM	00:48:00
	2	Railways Act Essentials (Part-I)	JRRPF	01:20:00
	3	Basics of Communication	IIMC	01:10:00
	4	Foundations of Artificial Intelligence: Applications and Ethics	Microsoft	01:21:00
<b>PS (3 weeks)</b>	1	Improving Passenger Experience	IRITM	01:21:00
	2	Critical Thinking	ISB	01:51:00
	3	Understand How AI Impacts You and Your Government	Apolitical	01:45:00
	4	Work Ethics	IRITM	00:25:00
<b>PA (2/3 Weeks)</b>	1	Rail Madad: Passenger Grievances Portal of Indian Railways	NAIR	01:00:00
	2	Railways Act Essentials (Part-I)	JRRPF	01:20:00
	3	Self Leadership	The Art of Living	01:26:00
	4	Soft Skills	IRITM	00:26:48
<b>Steno 'D' (3 weeks)</b>	1	Rail Madad: Passenger Grievances Portal of Indian Railways	NAIR	01:00:00
	2	Do's and Dont's for Government Employees	ISTM	00:54:00
	3	Time Management Skills	IRITM	00:29:05
	4	Interpersonal Skills	ISTM	01:37:00

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GOVERNMENT OF INDIA (भारत सरकार)  
MINISTRY OF RAILWAYS (रेल मंत्रालय)  
RAILWAY BOARD (रेलवे बोर्ड)



वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE

No. 2017/E(Trg)/26/1

New Delhi, Dated: 21.11.2024

**INTRA-OFFICE MEMORANDUM**

*Sub: Cadre Training Plan for the officials of RBSS & RBSSS.*

National Training Policy, 2012 mandates each Ministry/Department/Cadre Controlling Authority (CCA) to develop Cadre Training Plan (CTP) for their respective cadres and keep reviewing the same from time-to-time. The underlying principle is to provide training for cadre officials, which is need-based and linked to the competencies required for their current and future roles.

2. It has been decided with approval of the competent authority in Railway Board to introduce Cadre Training Plan (CTP) for various categories of Railway Board Secretariat Service (RBSS) and Railway Board Secretariat Stenographers Services (RBSSS). It has further been decided that the CTP shall be primarily patterned on the lines of training plan of CSS & CSSS of DoP&T, the Nodal Department in matters of training since the inputs so far as secretarial competence is concerned are primarily the same. Further, it has to be adopted with a tweak to cater to the functional and technical knowledge requirements of the cadres.

3. With the above guiding principles, Cadre Training Plan (CTP) for various categories of Railway Board Secretariat Service (RBSS) and Railway Board Secretariat Stenographers Services (RBSSS) has been drawn with approval of the competent authority as follows :

**A. Cadre Training Plan for RBSS Officials**

The training inputs have been carefully designed to enhance secretarial skills of the officials as well as to give knowledge of technical aspects of railways working. The plan envisages to enhance/update knowledge of officials on Govt. policies/regulations/initiatives and also to develop leadership and motivational qualities of RBSS officials by introducing modules on Stress Management, Behaviour Skills, Ethics in Public Governance Information and Communication Skills etc.

**Stage: 1**

Category	MTS
Nature	Mandatory & Pre-promotional
When	Before Promotion to the next Grade (JSA)
Duration	05 days
Venue	Suitable Railway Training Institute
Content	• Introduction of Mission Karmayogi

	<ul style="list-style-type: none"> <li>• Official Procedure</li> <li>• Railway Structure &amp; Working</li> <li>• Railway Rules - Conduct Rules, Leave Rules &amp; Pass Rules</li> <li>• Training on e-file system</li> <li>• Computer Training: MS Word and Excel</li> <li>• Personality Development, Leadership, Ethics</li> </ul>
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**Stage: 2**

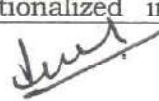
Category	JSA
Nature	<b>Mandatory &amp; Pre-promotional</b>
When	Before Promotion to the next Grade (SSA)
Duration	05 days
Venue	Suitable Railway Training Institute
Content	<ul style="list-style-type: none"> <li>• Introduction of Mission Karmayogi</li> <li>• Official Procedure</li> <li>• Railway System &amp; Working</li> <li>• Railway Rules - Conduct Rules, Leave Rules &amp; Pass Rules</li> <li>• Noting and Drafting</li> <li>• Training on e-file system</li> <li>• Computer Training: MS Word and Excel</li> <li>• Personality Development, Leadership, Ethics</li> </ul>

**Stage: 3 (Level A Program for SSA/CSS)**

Category	SSA
Nature	<b>Mandatory &amp; Pre-promotional</b>
Eligibility	Those already working as SSA (with four years of Service)
Duration	04 weeks
Venue	ISTM
Content	As per ISTM Course contents

**Stage: 4A (Modified Foundation Program of ASO/CSS)**

Category	ASO (Direct Recruits)
Nature	<b>Foundation, Mandatory</b>
When	At the time of joining service/Before posting
Duration	108 weeks (includes 10 days Bharat Darshan) <ul style="list-style-type: none"> <li>• 04 weeks : Pre-Foundation course</li> <li>• 12 weeks : ISTM (Phase - 01)</li> <li>• 42 weeks : On-the-Job Training - 01</li> <li>• 04 weeks : ISTM (Phase - 02)</li> <li>• 46 weeks : On-The-Job Training - 02</li> </ul>
Venue	ISTM
Content	As per ISTM Course contents
Note	<ul style="list-style-type: none"> <li>• DoP&amp;T, vide their OM dtd 30<sup>th</sup> June, 2021 revised the 12-week Foundation program to 108 weeks on the acceptance of a report of the committee constituted to study and identify the competencies expected from DR ASOs in the background of moving to competency-based training, as mandated originally in National Training Policy and later institutionalized in</li> </ul>





	<p>Mission Karmayogi. ASOs assigned RBSS would be joining the Foundational Course along with their CSS counterparts at ISTM immediately after reporting to Railway Board for joining.</p> <ul style="list-style-type: none"> <li>• ISTM is continuing the Foundation course on previous pattern for 10 weeks including 2 weeks study visit.</li> <li>• Stage 4B i.e. Foundation Program for DR ASOs of RBSS shall be conducted at ISTM as per plan followed by the institute.</li> <li>• Nominee shall be required to clear the examination at the end of the course, failing which they would not be confirmed in the post. In case, anyone fails to clear in the first attempt, two more chances would be provided. In exceptional cases, one more opportunity would be given. In case, he is not able to clear even after that, his services would be terminated.</li> </ul>
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**Stage: 4B**

Category	ASO
Nature	Technical <b>Foundation, Mandatory</b>
When	Those already working as ASO (at the commencement of Training Plan)/within 06 months of posting
Duration	02/03 weeks (BFP of Indian Railways)
Venue	Railway Training Inst. along with IR officials
Content	Course contents as per suitable program of the Railway Trg Institute.
Note	<ul style="list-style-type: none"> <li>• DR ASOs shall be nominated on completion of their Foundation Program at ISTM</li> <li>• Inputs on Accounts, Human Resources, Civil Engineering, Electrical Engineering, Mechanical Engineering, Stores, Signaling, Traffic Commercial &amp; Transportation, Medical and Security.</li> </ul>

**Stage: 4C (In-service Training of ASO/CSS)**

Category	ASO (Direct Recruits)
Nature	In-service
Eligibility	3 years of Service as ASOs.
Duration	02 weeks
Venue	ISTM/Railway Training Institute
Content	As per ISTM Course contents or to be designed by Railway Training Institute.
Note	This programme is intended to enhance their skills, motivation and update them on changes to existing policies, changes in rules etc.

**Stage: 4D (Level B Program for ASO/CSS)**

Category	ASO
Nature	<b>Mandatory &amp; Pre-promotional</b>
Eligibility	04 years of Service as ASOs.
Duration	05 weeks
Venue	ISTM
Content	As per ISTM Course contents
Note	<ul style="list-style-type: none"> <li>• ISTM is presently conducting their Level B program for 3 weeks.</li> <li>• Stage 4D for ASOs of RBSS shall be conducted by ISTM as per</li> </ul>

	<p>plan followed by the institute.</p> <ul style="list-style-type: none"> <li>Both Direct Recruit and Promotee ASOs, who have completed 4 years of approved service in the Grade shall undergo this training programme. Successful completion of the training shall be essential before the direct recruited/promotee ASOs are considered for promotion to the Grade of Section Officers (except those DR/ Promotee ASOs who get promoted to the Grade of SOs on the basis of Limited Departmental Competitive Examination conducted by UPSC).</li> </ul>
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**Stage: 5A**

Category	SO
Nature	Technical, <b>Mandatory</b> (SOs who have done 4B as ASOs are exempted)
When	Those already working as SO (at the commencement of Training Plan)/within 06 months of posting
Duration	02/03 weeks (BFP of Indian Railways)
Venue	Railway Training Inst. along with IR officers
Content	Course contents as per suitable program of the Railway Trg Institute.
Note	Inputs on Accounts, Human Resources, Civil Engineering , Electrical Engineering, Mechanical Engineering, Stores, Signaling, Traffic Commercial & Transportation, Medical and Security.

**Stage: 5B (Induction Training of SO/CSS)**

Category	SO (on the basis of LDCE)
Nature	Induction (SOs who have done 4D as ASOs are exempted)
When	On selection through LDCE
Duration	03 weeks
Venue	ISTM
Content	As per ISTM course contents

**Stage: 5C (In-service Training Program of SO/CSS)**

Category	SO
Nature	In-service
When	On completion of 3 years of Service as SOs
Duration	02 weeks
Venue	ISTM/ Railway Training Inst.
Content	As per ISTM Course contents or to be designed by Railway Training Inst.
Note	The training would cover recent changes in Govt policies, e-Governance, motivation and leadership qualities.

**Stage: 5D (Level D Program for SO/CSS)**

Category	SO
Nature	<b>Mandatory &amp; Pre-promotional</b>
When	On completion of 5 years of Service as SOs
Duration	06 weeks
Venue	ISTM
Content	As per ISTM Course contents



**Stage: 6A**

Category	DD/US
Nature	Technical, <b>Mandatory</b>
When	Those already working as US/DD (at the commencement of Training Plan)/within 06 months of posting
Duration	02/03 weeks (MDP of Indian Railways)
Venue	Railway Training Inst. along with IR officers
Content	Course contents as per suitable program of the Railway Trg Institute.
Note	Inputs on Accounts, Human Resources, Civil Engineering , Electrical Engineering, Mechanical Engineering, Stores, Signaling, Traffic Commercial & Transportation, Medical and Security.

**Stage: 6B (Level E Program for US/CSS)**

Category	DD/US
Nature	<b>Mandatory &amp; Pre-promotional</b>
Eligibility	On completion of 03 years of service as DD/US
Duration	06 weeks (includes 01-week foreign component)
Venue	ISTM
Content	As per ISTM Course contents. Includes a module on leadership skills and ethics.
Note	<ul style="list-style-type: none"> <li>• In view of restrictions on foreign training by DoP&amp;T, ISTM is conducting the program for 4 weeks including 3-day domestic study tour.</li> <li>• Stage 6B for DD/US of RBSS shall be conducted at ISTM as per plan followed by the institute.</li> <li>• The training is mandatory. Officers shall be considered for promotion to DS/JD Grade (called Selection Grade in RBSS) on successful completion of this training programme.</li> </ul>

**Stage: 7 (Level F Program for DS/CSS)**

Category	JD/DS
Nature	<b>Mandatory &amp; Pre-promotional</b>
Eligibility	On completion of 03 years of service as JD/DS
Duration	03 weeks (includes 02 weeks at IIMs/MDI and 01-week at ISTM including Bharat Darshan)
Venue	ISTM
Content	As per ISTM Course contents.
Note	<ul style="list-style-type: none"> <li>• ISTM is presently conducting their Level F program for 2 weeks at IIM/other Management Institute.</li> <li>• Stage 7 for JD/DS of RBSS shall be conducted by ISTM as per plan followed by the institute.</li> <li>• The training is mandatory. Officers shall be considered for promotion to next Grade on successful completion of this training programme.</li> </ul>



**Stage : 8 (Advanced Management Program)**

Category	Director
Nature	In-Service
Eligibility	On seniority basis having 3 years of residual service
Duration	03 weeks (includes 01-week foreign component)
Venue	Railway CTI (2 weeks)& INSEAD, Singapore (1 week)
Content	As per AMP Course contents.
Note	<ul style="list-style-type: none"> <li>• In view of restrictions on foreign training by DoP&amp;T, AMP is being conducted at the railway CTI for 2 weeks.</li> <li>• Stage 8 for Directors of RBSS shall be conducted at the railway CTI as per plan followed by the institute.</li> </ul>

**Stage: 9 (Leadership Development Program)**

Category	Advisors/Exec. Directors/Jt. Secretaries
Nature	In-Service
Eligibility	On seniority basis.
Duration	01/02 week
Venue	At suitable IIM/Other Management School along with IR officers
Content	As designed for IR

**Refresher Training Programme:-**

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion.

**General Conditions:**

- While nominating the officials for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.
- While formulating the course contents, rules, regulations, procedures, Govt. Policies, Information and Communication Tools (ICT), Managerial skills, stress management, behaviour skills etc. depending on the level of participants in a particular cadre will be taken into account.

**B. Cadre Training Plan of Railway Board Secretariat Stenographers Service (RBSSS)**

The training inputs have been carefully designed to enhance stenographic skills and also to widen the horizon of the officials of Stenographic Cadre by including e-office, social media and net surfing, Official Secrets Act, stress management, behaviour skills, Information and communication tech. skills, computer knowledge in word, excel and power point, social media and public relations etc.



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**Level: 0 (Revised Foundation Program for Steno 'D'/CSSS)**

Category	Stenographers Grade D
Nature	Foundation, Mandatory
When	At the time of joining service/Before posting
Duration	09 weeks (includes 10 days Bharat Darshan)
Venue	ISTM
Content	As per ISTM Course contents.
Note	<ul style="list-style-type: none"> <li>At present, ISTM is continuing the Foundation course for Stenographer Grade D of CSSS for 08 weeks.</li> <li>Level 0 i.e. Foundation Program for newly recruited Stenographer Grade D of RBSSS shall be conducted at ISTM as per plan followed by the institute.</li> <li>Grade 'D' Stenographers assigned RBSSS shall join the Foundational Course along with their CSSS counterpart at ISTM immediately after reporting to Railway Board for joining.</li> <li>They shall be required to clear the examination at the end of the course, failing which they would not be confirmed in the post. In case, anyone fails to clear in the first attempt, two more chances would be provided. In exceptional cases, one more opportunity would be given. In case, he/she is not able to clear even after that, his/her services would be terminated.</li> </ul>

**Level-I (Level I Program for Steno D/CSSS)**

Category	Stenographers Grade D
Nature	Mandatory & Pre-promotional
When	After completion of 7 years of service
Duration	03 weeks
Venue	ISTM
Content	As per ISTM Course contents.
Note	Satisfactory completion of training is mandatory for promotion to the next higher Grade of Personal Assistants.

**Level II ( Level II Program for PAs/CSSS)**

Category	Personal Assistants
Nature	Mandatory & Pre-promotional
Eligibility	02 years as PA
Duration	02 weeks
Venue	ISTM
Content	As per ISTM Course contents.
Note	Satisfactory completion of training is mandatory for promotion to the next higher Grade of Personal Secretary.

**Level II-A ( Level II Program for PAs/CSSS)**

Category	Personal Assistants
Nature	Mandatory
Eligibility	02 years as PA
Duration	01/02 weeks
Venue	ISTM
Content	MS Office – Word, Excel & Powerpoint

**Level III( Level III Program for PS/CSSS)**

Category	Personal Secretary
Nature	<b>Mandatory &amp; Pre-promotional</b>
Eligibility	04 years as PS
Duration	03 weeks
Venue	ISTM
Content	As per ISTM Course contents.
Note	Satisfactory completion of training is mandatory for promotion to the next higher Grade of Principal Private Secretary.

**Level III-A**

Category	Personal Secretary
Nature	Technical, <b>Mandatory</b>
When	Those already working as PSs (at the commencement of Training Plan)/within 06 months of posting
Duration	02/03 weeks (BFP of Indian Railways)
Venue	Railway Training Inst. along with IR officers
Content	Course contents as per suitable program of the Railway Trg Institute.
Note	Inputs on Accounts, Human Resources, Civil Engineering , Electrical Engineering, Mechanical Engineering, Stores, Signaling, Traffic Commercial & Transportation, Medical and Security.

**Level IV ( Level IV Program for PPS/CSSS)**

Category	Principal Private Secretaries
Nature	In-service/Mandatory, Pre-promotional
Eligibility	04 years as PPS
Duration	04 weeks (includes one week abroad)
Venue	ISTM
Content	As per ISTM Course contents. International training to include a module on Leadership Skills and Ethics.
Note	<ul style="list-style-type: none"> <li>• In view of restrictions on foreign training by DoP&amp;T, ISTM is conducting the program for 3 weeks including 3-day domestic study tour.</li> <li>• Level IV for PPS of RBSS shall be conducted at ISTM as per plan followed by the institute.</li> <li>• Satisfactory completion of training is mandatory for promotion to the next higher Grade of Sr. Principal Private Secretary.</li> </ul>

**Level IV-A**

Category	Principal Private Secretaries
Nature	Technical, <b>Mandatory</b>
When	Those already working as PPSs (at the commencement of Training Plan)/within 06 months of posting
Duration	02/03 weeks (MDP of Indian Railways)
Venue	Railway Training Inst. along with IR officers
Content	Course contents as per suitable program of the Railway Trg Institute.
Note	Inputs on Accounts, Human Resources, Civil Engineering ,



	Electrical Engineering, Mechanical Engineering, Stores, Signaling, Traffic Commercial & Transportation, Medical and Security. Some field/workshop visit may also be incorporated.
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**Level V ( Level V Program for Sr. PPS/CSSS)**

Category	Sr. Principal Private Secretaries
Nature	In-Service
Eligibility	04 years as Sr. PPS
Duration	03 weeks (includes one Bharat Darshan)
Venue	ISTM
Content	As per ISTM Course contents. To include a module on Leadership Skills and Ethics.

**Level VI (Advanced Management Programme)**

Category	Principal Staff Officers
Nature	In-Service
Eligibility	On seniority basis having 3 years of residual service.
Duration	03 weeks (includes 01-week foreign component)
Venue	Railway CTI (2 weeks)& INSEAD, Singapore (1 week)
Content	As per AMP Course contents.
Note	<ul style="list-style-type: none"> <li>• In view of restrictions on foreign training by DoP&amp;T, AMP is being conducted at the railway CTI for 2 weeks.</li> <li>• Level VI for PSOs of RBSSS shall be conducted at the railway CTI as per plan followed by the institute.</li> </ul>

**Refresher Training Programme:-**

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion.

**General Conditions:**

- While nominating the officials for training, preference may be given to those, who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.
- While formulating the course contents, apart from enhancing stenographic skills also includes e-office, social medias and net surfing, rules, regulations, procedures, Govt. Policies, Information and Communication Tools (ICT), Managerial skills, stress management, behaviour skills etc. depending on the level of participants in a particular cadre will be taken into account.

**C. Exemption for various Mandatory Training in-Service training programmes for the officers of RBSS and RBSSS in respect of Cadre Training Plans (CTPs)**

- 1) On commencement of trainings under the CTP, there shall be an exemption window of 02 (two) years to link the Pre-promotional programs of the CTP with promotion of RBSS/RBSSS officials to the next grade so that promotions instantly due in cadre are not affected.



- 2) All phases of the Mandatory Cadre Training/in-Service Training Programme shall be attended by all officers in the first chance when it falls due.
- 3) The official nominated for training shall be relieved for training by the respective controlling officers, unless exemption is obtained from the competent authority, as applicable under rules.
- 4) RBSS/RBSSS official shall be given a maximum of 03 (three) chances to complete each level of the mandatory programme available to them. Postponement of nomination would be allowed only with the prior approval and shall be guided in terms of Training Circular of even no. dated 28.08.2023 (Annexure-A). However, such approval for postponement of participation does not entitle the official to obtain the respective promotion/grade in relaxation of the rules. The official shall be entitled for the respective promotion/grade only after he/she successfully completes the respective pre-promotional training programme of the plan.
- 5) Postponement of nomination would be allowed only in the case of rare and extraordinary circumstances, which are defined as under:
  - a) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the Officer;
  - b) Maternity/paternity leave on the basis of medical certificate issued by the competent authority;
  - c) Child care leave approved by the competent authority;
  - d) Marriage of self/children;
  - e) Officials on election duty;
  - f) Officials undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
- 6) Authority empowered to permit relaxation: The cases relating to relaxation from attending the training shall be handled by Training Directorate of Railway Board. Such relaxation in first chance may be permitted by the Training Dte. on recommendation of the PED/AM concerned. Next/last exemption would be permitted in exceptional cases by the CCA i.e. Secretary/RB on recommendation of the PED/AM concerned on a case-to-case basis. No postponement shall be permissible beyond 2<sup>nd</sup> chance.
- 7) The official who is nominated under 3<sup>rd</sup> chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the concerned controlling officer.
- 8) RBSS/RBSSS official on deputation to another Ministry/Department of Government of India or CPSE/PSUs or on a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- 9) Officers of RBSS/RBSSS cadre who have less than two years of service left for superannuation as on 1<sup>st</sup> July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- 10) Failure to attend any level of the mandatory training program in the 'three-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines related to RBSS/RBSSS, with no exceptions.
- 11) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- 12) In the case of official who leave the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such official for non-completion of training.





4. In addition to above training programs, NPCSCB Cell/Training Branch shall also keep notifying other specialised campus courses as well as iGOT digitized courses to address domain, functional and behavioural competency needs of the officials and the same shall be mandatory to complete by the specified categories/officials of RBSS & RBSSS.

5. This issues with approval of the competent authority.

*[Signature]*  
21/11/2024  
(Jitendra Kumar)  
Dy. Director, Estt(Training)  
Railway Board.  
Ph. No.011-23047251

To all officers and staff of RBSS and RBSSS.

**No. 2017/E(Trg)/26/1**

**New Delhi, Dated: 21.11.2024**

- 1) The Director (Training), Training Division, DoP&T, Old JNU Campus, New Delhi – 110067 e-mail: (syedimran.ahmed@nic.in).
- 2) The Director, ISTM, Administrative Block, Old JNU Campus, New Delhi – 110067- for information and necessary action please.

*[Signature]*  
21/11/2024  
(Jitendra Kumar)  
Dy. Director, Estt(Training)  
Railway Board.  
Ph. No.011-23047251

**No. 2017/E(Trg)/26/1**

**New Delhi, Dated: 21.11.2024**

**Copy to:**

- 1) The Railway Board Secretariat Services Group 'A' Officers Association.
- 2) The Railway Board Secretariat Services Group 'B' Officers Association.
- 3) The Railway Board Ministerial Staff Association.
- 4) The Railway Board Secretariat Stenographers Service Association.
- 5) The Railway Board Non-Ministerial Staff Association.

*[Signature]*  
21/11/2024  
(Jitendra Kumar)  
Dy. Director, Estt(Training)  
Railway Board.  
Ph. No.011-23047251

**Copy to:**

- 1) The Secretary, Railway Board.
- 2) All AMs, PEDs, EDs, JSs, Directors and JDs of Railway Board.
- 3) ERB-I, ERB-II, ERB-III, ERB-IV, ERB-V, ERB-VI, G(Pass), F(E)-I, F(E)-II, F(E)-III, F(E)Spl, F(X)-I, F(X)-II, Cash-I, Cash-II, Cash-III, G(Pass), G(Accom), Protocol, TI Cell, PAO/RB.

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Training Branch, Room No. 359-C, 3<sup>rd</sup> Floor, Rail Bhawan, Ministry of Railways, Raisina Road, New Delhi-110 001  
e-mail: rbss.rbss.trg@gmail.com / trainigbranch.rb@gmail.com



GOVERNMENT OF INDIA ( भारत सरकार )  
MINISTRY OF RAILWAYS ( रेल मंत्रालय )  
RAILWAY BOARD ( रेलवे बोर्ड )



वैश्व सम्मेलन  
G20 INDIA 2023

No.2017/E(Trg)/26/1

New Delhi, dt: 28.08.2023

Training Circular

Sub: Training of RBSS/RBSSS - nomination reg.

It has now been decided that attendance by the nominated officials to various training components of the Cadre Training Plan (CTP) for RBSS & RBSSS will be mandatory. The CTP has in-principle approval of the Board (CRB & CEO) and is under implementation with concerned stake-holders.

2. In view of above, nomination(s) for various training modules of the CTP will be regulated as follows :

- Tentative nominations of RBSS/RBSSS officials for various training programs under the CTP will be notified by Training Dte approx. one month in advance.
- Training Programme shall be attended by nominated officials in the first chance when it falls due.
- Exemptions (max. - 02 no.) will be permissible under inevitable circumstances only.
- First exemption would be permitted by Training Dte. on recommendation of the PED/AM concerned.
- Second/last exemption would be permitted on approval of the Secretary, Railway Board after recommendation of the PED/AM concerned.
- Officials, nominated under 3<sup>rd</sup> chance shall attend the training compulsorily and would deemed to have been relieved for the purpose by the respective controlling officers/directorates.
- Any request for exemption with approval of the competent authority shall reach Training Dte before 02 weeks from commencement of training, failing which nomination will be treated as accepted.
- Nomination(s) against officials exempted will be issued immediately and need to be confirmed by nominated officials within a week.
- Final nominations will be issued by Training Dte before a week from commencement of the training and attendance will be mandatory.

3. This issues with approval of the competent authority in Railway Board.

  
(Janardan Ojha)  
Jt. Director, Estt(Training)  
Railway Board.  
Ph. No.-011-2304724651

All officials of RBSS & RBSSS.

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