



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



No. 20224/E(Trg)/31/2

New Delhi, dt: As signed.

The Director Generals,
IRITM, Lucknow.
IRIFM, Secunderabad.

Sub: Probationary Training of IRMS (CSE-2022, 2023 & 2024) officers.
Ref: Railway Board's letter of even no. dtd 06-11-2024.

Indian Railway Management Service (Group A) Rules, 2022 provide that every officer on appointment to the service shall be on probation for a period of two years). These probationary officers are required to undergo training for a period of 02 years in accordance with the prescribed training syllabus for the particular service/post at such places and in such manner and pass such examinations during this period as the Government may determine from time-to-time.

2. An amendment to the above IRMS Rules, 2022 has been made, whereby it has been decided that from 2025 onwards, IRMS officers will be recruited to 08 sub-cadres of IRMS through the CSE and ESE. Subsequent instructions have been issued vide Board's letter No. 2023/E(GR)I/37/2 dtd 21.10.2024 in r/o 03 batches of IRMS officers recruited through CSE-2022, 2023 & 2024 providing them a choice to opt for any of the 03 sub-cadres of IRMS i.e. IRMS (Traffic), or IRMS (Personnel) or IRMS (Accounts).

3. A proposal regarding 2-year probationary training of IRMS officers was under consideration in Board's office and it has been decided that IRMS (Traffic), IRMS (Personnel) and IRMS (Accounts) officers of CSE-2022, 2023 & 2024 batches will be imparted training on following modules :

SN	Modules	Period (in weeks)
1	Combined Services Foundation Course (CSFC) at LBSNAA	15
2	Common Railway Foundation Program at IRITM	10
3	Core Competency Program – Class-room/Lab/Field sessions at respective CTIs (to be co-ordinated by respective Nodal CTI)	54
4	Ethics Module at IC Centre, Panchgani (to be co-ordinated by IRITM)	01
5	Disaster Management Module at IRIDM, Bangalore (by IRIDM)	01
6	Management Training (by GSV)	04
7	Call-on President/Parliament Attachment (by Rly Board)	01
8	Study Tour abroad (by Rly Board)*	01
9	Core Competency Program – Experiential Learning/OJT (to be co-ordinated by respective Nodal CTIs)	12
10	Training Review & OJT Report Evaluation at respective Nodal CTIs	01
11	Common Induction Program & Evaluation, Confirmation at IRITM	04
TOTAL		104

* subject to withdrawal of restrictions on foreign training by DoPT

3.1. Broad topics of Core Competency Program for IRMS (Accounts), IRMS (Personnel) and IRMS (Traffic) are attached as Annexure A, B & C respectively.

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3.2. However, IRMS probationers of CSE-2022(Regular), who completed 73 weeks of their training (out of 104 weeks) on 20.12.2024 are to be imparted residual training as follows :

- i. Functional domain training – 20 weeks
 - a) For IRMS (Traffic) by IRITM
 - b) For IRMS (Accounts) by IRIFM
- ii. Field Training/ Experiential Learning by resp. CTI – 4 weeks
- iii. Ethics Module' Ethics Module at IC Centre, Panchgani (to be co-ordinated by IRITM)- 1 week
- iv. Call-on President/Parliament Attachment (to be co-ordinated by Rly Board) – 1 week
- v. Study Tour abroad (to be co-ordinated by Rly Board) – 1 week (subject to withdrawal of restrictions on foreign training by DoPT)
- vi. Training Review & OJT Report Evaluation at respective CTIs – 1 week
- vii. Common Induction Program & Evaluation, Confirmation at IRITM – 4 weeks

4. The maximum marks for performance during probationary training will be 1250. Module-wise marks will be as follows :

TRAINING MODULE	MARKS
LBSNAA CSFC/SFC Program	125
Railway Foundation Program	125
Core Competency Program – Class-room/Lab/Field Sessions	600
Management Program	100
Core Competency Program – OJT	100
Common Induction	100
Final Confirmation Viva Voce	100
Total	1250

5. IRITM, Lucknow will continue to be the Nodal CTI for overall 2-year (104 weeks) training of IRMS officers recruited through CSE-2022, 2023 & 2024, as advised earlier vide Board's letter No. 2023/I&Tran.Cell/Trg/1 dated 12.07.2024.

6. This issues with approval of Board (DG/HR, M/OBD, M/Fin and CRB & CEO).

Digitally signed by
Jitendra Kumar
Date: 07-04-2025
16:21:07

(Jitendra Kumar)
Dy. Director, Estt(Training)
Railway Board.
Ph. No.011-23047251

Copy to :

- 1) PSOs/Sr.PPS/PPS for information of CRB & CEO, M/Fin, M/OBD & DG/HR.
- 2) The General Managers, All Indian Railways.
- 3) The Registrar, GSV, Vadodara.
- 4) The Director, IRIDM, Bangalore.

Core Competency Program for IRMS(Accounts), CSE- 2022, 2023 & 2024

Core Competency Program	IRMS probationers of CSE-2022 (Regular) batch	IRMS PROBATIONERS OF CSE-2022 (EoL), CSE-2023 & CSE-2024 Batches
1. Public Financial Management	13 weeks at AJNIFM. This will include field such as visit to Parliament, DoE etc. To be co-ordinated by IRIFM	13 Weeks at AJNIFM. This will include field such as visit to Parliament, DoE etc. To be co-ordinated by IRIFM
2. Government Accounting System		
3. Financial Accounting		
4. Financial Management		
5. Data Analysis and Decision Tools		
6. Cost and Management Accounting		
7. Books and Budget (i) Structure of Railway Accounts (ii) Annual Accounts and Returns (iii) Compilation and Distribution of Budget (iv) Relationship between IR Accounts/Budget and GoI Accounts/Budget (v) IPAS modules related to Books and budget (vi) e-RECON, MeRS, CIPS etc. (vii) Introduction to the concept of Bank Guarantees/ Security Deposit (Related Modules in IPAS) (viii) Parliamentary Financial Controls/Appropriation Accounts (ix) Internal Audit (Live Cases)	3 WEEKS	3 Weeks at IRIFM (One week Special focus on online applications). Probationers to take up one topic of internal audit. Presentation will be made in last week of final exams.
8. General Expenditure (i) Introduction to GFR, codes and Manuals of GFR (ii) Delegation of Powers (MSOP) (iii) Works Program including Funding of Projects (iv) Rules of Classification and Expenditure (v) Contract Management and Works Monitoring through IPAS, IRPSM, IRePS and IRWCMS (v) Imprest (vi) Internal Check (Bill Passing) (All related modules in IPAS) (vii) Understanding RLDA projects (viii) Detailed Project Reports and Business Modelling.		3 Weeks at IRIFM (One week Special focus on online applications).
9. Goods and Services Tax (i) Overview (ii) GST in context of IR (iii) Impact of GST on IR (Live Case Studies) (iv) GST Manual Utility, Reconciliation on IPAS (v) Study of FOIS, UTS, PRS,PMS and IRePS from GST perspective (vi) Contracts and GST implication (Live Cases) (vii) Business modeling and impact of taxation.(Live Cases)		1 Week at IRIFM
10. Traffic Accounts (i) Structure of Station Accounts (ii) Returns Submitted by Station (iii) Classification of Revenue (iv) Internal Check in traffic Account (v) Error Sheets (vi) Accounts Office Balance Sheet (vii) TAMS and interrelationship with UTS, PRS, FOIS, PMS and IPAS (viii) Traffic Costing and Railway Statistics	2 WEEKS	3 Weeks at IRIFM (One week Special focus on TAMS).
11. Stores and Workshop Accounts (i) Stores Suspense Account (Need and Operation) (ii) Relationship between Stores Account and Inventory Management in IR (iii) IMMS, IRePS, UDM and their interrelationship with IPAS. (iv) Modules in IPAS related to Stores (v) Stock Verification (vi) Financial Appraisal of Stores Proposals. (vii) Stores Contract, IRS Conditions (viii) WMS (Compilation and Interpretation)	2 WEEKS	3 Weeks at IRIFM (One week Special focus on online applications)

(ix) Workshop Costing (Accountal of labour and Material, Calculation of on cost charges and their implication) (x) WAMS		
12. Establishment (i) Introduction to FR and SR. (ii) Introduction to establishment code and manuals (iii) Preparation of Salary Bills. Internal Check on Salary bills. Rules and Implementation on IPAS. (iv) Fixation of Salary on Pay Commission, promotion and MACP (v) Pension Rules. Implementation of Settlement on IR. Study of HRMS and related IPAS modules. (vi) Reconciliation of Pension Debit Scrolls (vii) PF Rules. Study of HRMS and related IPAS modules. (viii) NPS Rules. Study of related IPAS modules. (ix) Introduction to various allowances paid to Railway employees and internal checks to be exercised. (x) HOER	NOT APPLICABLE AS COVERED IN OTHER MODULES OF TRAINING ALREADY COMPLETED	3 Weeks at IRIFM (One week Special focus on related modules in IPAS and HRMS)
13. Data Analytics & Use of ICT (i) Legal framework (IT Act, Data protection Bill etc) (ii) Data Science, RDBMS & Analytics (iii) Pictorial Representation of Data (iv) Data mining (v) Predictive Analysis and Dashboards (vi) Case study on Frauds in IR		2 week. (One week Lab on data analytics)
13.Training at NAAA, Shimla		1 Week. IRIFM to coordinate
14. Training at NADT, Nagpur		1 Week. IRIFM to coordinate
15.Training at NACIN, Faridabad		1 Week. The training may be conducted after GST module training at IRIFM.
16. Organisation and functions of Human Resource Management in IR. Manpower Planning		1 Week
17. Recruitment. Reservation Policy		1 Week
18. Seniority, Selection and Promotion Posting Reversion and Transfer, Case Study of Court Cases and DAR cases in Selection and Promotion		2 Weeks
19. Industrial Relations. Labour Laws		1 Week
20. Leave Rules and Pass rules. Welfare Measures, Training and Development		1 Week
21. J&K/NFR Attachment		2 Weeks
22. Forensic Accounting, Corporate and Government Accounting and Finance		2 Weeks
23 PPP and Resource Mobilization		1 Week
24 RBI and Banking (Treasury Management)		1 Week
25. Railway Board Attachment as OSDs to Executive Directors		4 Weeks
26. Public Procurement		4 Weeks

Core Competency Program for IRMS(Personnel), CSE-2022, 2023 & 2024

1. Organisation and functions of Human Resource Management in IR

- 1) Organisation, evolution and Role and functions of Personnel department in Indian Railways; interface with other departments of Railways and other Central Government Departments
- 2) Constitutional Provisions of Right to Employment under Article 16 & 17 of the Constitution of India; Basic provisions of the Indian Railways Act, 1989 and its amendment. Statutory basis for HR rules in Indian Railways including Codes, Manuals and Executive orders issued by Railway Board

2. Manpower Planning

- 1) Concepts of Post, Category, Cadre, Lien, Cadre structure, cadre restructuring, Book of sanction
- 2) Manpower Planning, Permanent posts, temporary posts, work charged posts, supernumerary posts, surrender and creation of posts, vacancy bank, pool of surrendered posts, redeployment of Surplus staff, Project labour, Contractual employee, Benchmarking and yardstick.

3. Recruitment

- 1) Recruitment to Railway Services-Gazetted& non-Gazetted
- 2) Appointments - Regular, Temporary, Substitute
- 3) Online Indenting and Recruitment Management System (OIRMS)
- 4) Functioning of Railway Recruitment Boards, Railway Recruitment Cell
- 5) National Recruitment Agency (NRA) – role and functions
- 6) Appointments - Compassionate appointment, LARSGESS, Landlosers Quota, Sports quota, Scouts and Guides quota, Cultural quota
- 7) On-boarding of newly recruited employees ; Prarambh module on iGOT
- 8) Indian Railway Management Service (IRMS) - Objective, creation, Recruitment rules, Resolution, way forward

4. HoER

Hours of Work & Periods of Rest, HOER for Running staff, Overtime and Overtime allowance, Job analysis, special provisions for Running staff, preparation of crew link

5. Reservation Policy

Constitutional provisions, Community reservations in recruitment and promotions, Post based rosters, Reservations for PwBDs, ESM, Act Apprentices, EWS

6. Posting, Reservation & Transfer

- 1) Posting - Regular, Ad hoc, Officiating, Dual charge, Tenure
- 2) Transfer and seniority- Regular, Temporary, Request one way, Request Mutual
- 3) Maintenance of Service records
- 4) Transfer benefits – Joining time, quarter retention, Transfer pass, Kit pass, CTG

7. Seniority

- 1) Seniority fixation among gazetted officers in Group A & B,
- 2) Seniority fixation among Groups C non-gazetted staff

8. Selection and Promotion

- 1) Procedure for promotion against selection and non selection posts, Suitability/Trade Tests, Rules governing LDCE, GDCE, integrated seniority, Benchmark based promotions, MACP
- 2) Promotion from Gr.C to Gr.B
- 3) Promotion from Gr.B to Gr.A
- 4) Promotions within Gr.A
- 5) NBR, sealed cover procedure etc.
- 6) Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintenance of various reservation rosters. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts

9. Pay and allowances

- 1) 7CPC recommendations, Processing Salary bills ; Provident Fund – Advances and withdrawal
- 2) Overview of Indian Railways Earnings and Expenditure, components of Staff Expenditure, Pay in the Government i.e. Pay levels, matrix etc in levels 1 to 18.Principles of pay fixation in case of appointment, promotion, Medical decategorization, Pay fixation in case of functional /non functional promotions; on deputation; cadre /ex-cadre, exercising of option. Stepping up of Pay/ Proforma fixation. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.PLB and various allowances and reimbursements admissible to the Railway employees including allowances to the running staff. Loans and various advances admissible to the Railway employees and conditions thereof; MACP& DACP (for doctors) schemes. Wage Periods, preparation of Pay Bill, IPAS
- 3) Pay fixation – fixation on first appointment, and Normal and Option fixation on promotion
- 4) Running Allowance Rules - various types and conditions

10. Leave Rules and Pass Rules

- 1) Pass Rules and its amendments.
- 2) Types of Leave, leave rules and joining time, ex-India leave.
- 3) Leave encashment and Optional 'All India Leave Travel Concession

11. Welfare Measures

Employee Welfare measures in Indian Railways, Staff welfare machinery, Staff Benefit Fund, Grievances handling, CPGRAM, UMID ; Role of Welfare Inspectors

12. Training and Development

Training and Development for gazetted and non-gazetted employees, Mission Karmayogi and IGOT, interface with DOPT and Capacity Building Commission, Training centres for Gazetted and non-gazetted employees, types of training, Training allowance, Content development and uploading in iGOT

13. Industrial Relations

Industrial Relations machinery in Indian Railways - PNM, PREM, JCM, Informal meetings. Effective dealing with the labour unions, mock PNM, Negotiation skills

14. Labour Laws

Minimum wages Act, Payment of Wages Act, Factories Act, Trade Unions Act, Industrial Disputes Act, Contract Labour Act, Employee Compensation Act and Notional extension, New Labour Codes and implications for Indian Railways

15. Conduct Rules and DAR

- 1) Railway Services (Conduct) Rules, 1966; property transactions; representations by Railway employees
- 2) D&AR – Suspension, Minor Penalties, Procedure of Imposing minor penalties, Major Penalties, Procedure of imposing Major Penalties, Speaking order in DAR, impacts of penalties on promotion and retirement benefits, special provisions

16. Court Cases

Different types of establishment Court cases and their effective handling, LIMBS

17. RTI and Vigilance

RTI, Vigilance aspects of personnel department working

18. Performance Appraisal

Performance Appraisal in Indian Railways - Gazetted and Non-gazetted. SPARROW, recent changes in APAR, incorporation of Group KPI in APAR grading, APAR through HRMS

19. E-Governance

IT interventions in Personnel Department - E-Office, IPAS, CBT, HRMIS, RESS, OIRMS,

20. HRMS

Evolution of HRMS, modules in HRMS, implementation challenges, way forward

21. Settlement

Retirement - Superannuation, Voluntary Retirement, Compulsory retirement on service review, Settlement benefits, Pension Adalat, New Pension Scheme and its features and benefits, tax treatment of NPS, PPO and its revision, impact of penalty on settlement benefits

22. Gender Sensitization

Gender Sensitization, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013, DAR procedure on cases of sexual harassment at workplace, working conditions of female employees, SBF provisions for female employees

23. Lien and Deputation

Deputation and deputation procedures - deputation to PSUs, deputation under CSS ; Concept of lien, maintenance of lien, pay fixation

24. Medical Classification and decategorisation

Railway medical classifications; Medical examination during recruitment and promotion; PME; Rules related to Medical de-categorization. Fixation of Pay /seniority of decategorised staff, Absorption of medically de-categorized staff in alternative posts.

25. Mission Karmayogi and Capacity Building Programs

Core Competency Program for IRMS(Traffic), CSE-2022, 2023 & 2024

Traffic Operations: Essential Functional Training for Traffic Transportation

1. Train working – General and Subsidiary Rules; recent changes. The Railway Act (relevant provisions like Railways (Opening for Public Carriage of Passengers) Rules etc).
2. Operating Manual.
3. Accident Manual – Rescue, Restoration (site management), Investigation.
4. IRCA Part III, IV; type of examination (asset maintenance practices).
5. Management of coaching services including suburban services; Timetabling.
6. Rake Link, Loco Link, Crew links; Optimization methods.
7. Introduction and Relevant paras of Permanent Way Manual, Signal Engineering Manual Part – 1 & 2, AC Traction Manual, Indian Railway Rolling Stock Code, Manual of Statistical Instructions Vol I and 2, HOER etc.
8. Statistics and data analytics for operations; Basics of Operations Research.
9. Block Management (Rolling Block Programme), NI and planning of trains.
10. Control Working.
11. IT Applications relevant to Operations – FOIS, COA, CMS, and of other verticals related to Operations like TMS, TDMS etc. Convergence of various IT Application for freight and coaching operations.
12. Methods to improve operations – long hauls, crack running etc.
13. Station/Yard Working; Terminal management; Lobby management
14. Inspections.
15. Human Resource Management of Traffic Cadre (AVC etc), HOER, DAR.
16. Supply Chain Management principles; Multimodal logistics.

A. ZRTI Training: Essential Functional Training for Traffic Transportation, Commercial and Business Development

1. The Railway Act (relevant provisions).
2. Field level inputs regarding General and Subsidiary Rules, Operating Manual, Block Working Manual, Accident Manual, Working Time Table.
3. Indian Railway Commercial Manual Vol. 1 & 2, Indian Railways Code for Traffic (Commercial) Department, Goods Tariff, Coaching Tariff, Manual for Inspection of Station Accounts, etc.
4. Role of ASM, Train Manager, Controller, Commercial/Booking Clerks, Ticket Checking staff, Supervisors.

B. Traffic Commercial: Essential Functional Training for Traffic Commercial and Business Development

1. Transportation products/services and revenue potential.
2. Overview of Economic sectors; logistics basket; rail coefficient; Non-conventional commodities -- Containers, BOG
3. The Railway Act – 1989 (relevant provisions), Indian Railway Commercial Manual Vol-I and 2, Indian Railways Code for Traffic (Commercial) Department, Citizen Charter for Passenger Services 2019
4. Compendium of Goods Traffic, Goods Tariff, Coaching Tariff, Military Tariff, Red Tariff, Freight Marketing Circulars, Rates Master circulars, Commercial Circulars, Passenger Marketing Letters

5. Railway Claims Tribunal, Claims process, Court Cases/Arbitration.
6. Relevant portions of Indian Railway Financial Code Vol –I and 2, Manual of Statistical Instructions Vol – I and 2 and Manual for Inspection of Station Accounts.
7. Demand forecasting, Cost benefit analysis of various transportation products/services.
8. Commercial tenders and contracts; e-auction, IREPS.
9. Tourism and Catering
10. Public Grievance, RailMadad
11. Non-Fare Revenue and Policies
12. Parcel Services
13. IT Applications – PRS, UTS, PMS, HHT, RailMadad etc. Convergence through SuperApp.
14. Human Resource Management – Cadre, TTE links.
15. Consultative Committees; Public Relations and Info management.
16. Business Development Activities – FBD Portal/Rail Sugam. Policies for increasing rail share. Attracting non-conventional commodities to rail. Comprehensive logistics solutions. Freight Ecosystem and Industrial mapping.

C. Safety: Essential Functional Training for Traffic Transportation

1. Relevant Provisions of The Railway Act – 1989, General and Subsidiary Rules, Block Working Manual, Operating Manual, Accident Manual.
2. Various Safety Review Committees Recommendations.
3. Commissioner of Railway Safety, Accident Investigation Reports – Case Studies.
4. Measures to improve Safety.
5. IRICEN Book on Investigation of the Derailments.
6. SOP for Responding to Natural Disaster.
7. Disaster Management Manuals of Railway Zones & Divisions etc.

D. Planning: Essential Functional Training for Traffic Transportation, Commercial & Business Development

1. IR Vision for freight (Mission 3000MT) and passengers (Vision 2047), National Rail Plan, National Infrastructure Pipeline, National Monetization Pipeline, PM Gati-Shakti Policy, National Logistics Policy
2. Plan Heads and Planning Process, BiSAG Portal, IRPSM
3. Financial and Economic Analysis of Projects; FLS, DPR, ESP, SIP
4. Network planning; corridor approach; de-bottleneck works at junctions/major yards
5. Perspective Planning – DFC, HSR, Semi-High Speed; RRTS/Metro
6. Planning of terminals – freight and coaching
7. Planning of maintenance assets – depots, sheds, Track Machines
8. Operating Manual (relevant provisions)
9. Relevant provisions of Indian Railway Works, Manual, Indian Railway Financial Code Vol-1&2 (O&M Costs), Indian Railways Code for the Engineering Department, Indian Railway Signal Engineering Manual.

E. Transport Economics

1. Indian Business Environment.
2. Transport Business Ecosystem (Road Water, Pipeline, Airways) Commodities Carried.
3. Cost Analysis and Rating Principles – FDC and Marginal Costing.

F. IT Applications

1. Applications developed by CRIS for operations and business development and those having interface with train running and customer.
2. Applications – web and mobile being developed.
3. Computerization; Sanctioning of works.
4. Data Analytics initiatives of CRIS using Big Data, AI/ML. E.g. Quota Rationalization, RTIS data, Route/Link optimization.
5. Initiatives taken by Zonal railways using IT and devices to improve operations/commercial working.
6. Introduction to other relevant applications like HRMS, tools etc.

H. Military Attachment**I. Core Area Training**

Coal Area Field Training:- Coal and Iron Ore, POL, Food Grains, Fertilizers, Steel Plants, Thermal Power Plants, Cement Plants, Ports, Container Terminals, Ghat sections, DFCCIL etc.

J. On the job Training

1. Railway Operational Field Attachment – Working of Station Master, Train Manager, Control Office, Lobby and Running Room, Foot Plate, Brake Van inspection, Pit Line, Shunting, Stabling and Securing, NI Working and Ghat Working etc.
2. Railway Commercial Field Attachment – Booking Office, PRS, UTS, STBA, ATVM, JTBS, YTSK, Halt Stations, Parcel Office, Good Shed, CTI Office, Static & Mobile Catering Units, Base Kitchen, Role of CBS, CPS, CRS, CGS, TTE and Customer Amenities etc. BDUs and Business Development activities, customer/stakeholder meetings.
3. Area Railway Manager role, Divisional roles related to operations and business development.
