

Channel of Submission/Level of Final Disposal
Management Services Directorate - E(Trg.) Branch

SN	Details of subjects	Dealing officer	Channel of submission	Level of final disposal
1.	Training abroad of Railway Officers below SAG and staff.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR)	Functional Board Member with concurrence of Member(Finance)
2.	Training abroad of Railway Officers of SAG.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR), Functional Member(s), Member(Fin), CRB&CEO	MR
3.	Training abroad of Railway Officers of HAG and above.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR), Functional Member(s), Member(Fin), CRB&CEO, MR	Cabinet Secretariat
4.	Composite Delegation led by an officer of HAG and above & also comprising of officers of levels below.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR), Functional Member(s), Member(Fin), CRB&CEO, MR	Cabinet Secretariat
5.	Training abroad of Railway Officers and staff for more than 9 months.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR), Functional Member(s), Member(Fin), CRB&CEO	MR (up to SAG) Cabinet Secretariat
6.	Short duration Training abroad of Railway Officers through programs sponsored by other Departments	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR)	Functional Board Member
7.	Policy matters of training of foreign nationals on the Indian Railways.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR)	CRB&CEO
8.	Training/Participation in Seminars/Workshops etc. of Railway officers and staff including those working in Railway Board, in non-Railway Institutions in India.	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E)	Upto 2 months - ED(Trg) Upto 6 months - AM(HR) Other than above - DG(HR)
9.	Nomination of Railway officers for Programmes sponsored/organized by Department of Personnel & Training & other Departments	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR)	Functional Member(s)
10.	Nomination of Railway officers for NDC courses by MoD	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), DG(HR), Functional Member(s)	CRB & CEO
11.	IRMS/IRPFS/IRHS Probationary Training - Policy Matters	SO/Trg	DD(Trg), Dir(Trg), ED(Trg)	DG(HR) / Functional DG / Functional Member(s) / CRB & CEO
12.	IRMS/IRPFS/IRHS Probationary Training - General Matters	SO/Trg	DD(Trg), Dir(Trg)	ED(Trg) / DG(HR)
13.	In-service training of IRMS officers	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), AM(HR)	DG(HR) / Functional Member(s) / CRB & CEO
14.	Termination of services of IRMS probationers	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), AM(HR), DG(HR), Functional Member, CRB&CEO	MR

15.	NG Training - Policy Matters	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), EDF(E), AM(HR), Concerned Dte Head	DG(HR) / Functional Member(s)
16.	NG Training - General Matters	SO/Trg	DD(Trg), Dir(Trg), ED(Trg)	AM(HR) / DG(HR)
17.	Act Apprentice - Policy Matter	SO/Trg	DD(Trg), Dir(Trg), ED(Trg)	AM(HR) / DG(HR)
18.	Act Apprentice - General Matter	SO/Trg	DD(Trg), Dir(Trg)	ED(Trg) / AM(HR)
19.	Training Institutes Matters other than work proposal	SO/Trg	DD(Trg), Dir(Trg), ED(Trg)	AM(HR) / DG(HR) / CRB & CEO
20.	Plan Head-65 - Umbrella/ Work proposals	SO/(Trg)	DD(Trg), Dir(Trg), ED(Trg), AM(HR), DG(HR)	CRB&CEO / MR
21.	Plan Head-65 - General and Budget related matters.	SO/(Trg)	DD(Trg), Dir(Trg)	ED(Trg) / AM(HR)
22.	Mission Karmayogi including iGOT - Policy matters	SO/Trg	DD(Trg), Dir(Trg), ED(Trg)	AM(HR) / DG(HR)
23.	Mission Karmayogi including iGOT - General matters	SO/Trg	DD(Trg), Dir(Trg)	ED(Trg) / AM(HR)
24.	Rail University (GSV) other than grant	SO/Trg	DD(Trg), Dir(Trg), ED(Trg)	DG(HR) / CRB & CEO
25.	Rail University (GSV)- matters related to Grant		DD(Trg), Dir(Trg), ED(Trg) EDF(X)	DG(HR), MF
26.	RTI Matters	SO/Trg	DD(Trg)	Dir(Trg) as CPIO
27.	RTI Appeal Matters	SO/Trg	DD(Trg), Dir(Trg)	ED(Trg)
28.	CPGRAM Grievance	SO/Trg	DD(Trg), Dir(Trg)	ED(Trg)
29.	CA-iii references	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), AM(HR), DG(HR)	'A' references- MR Sectt, Others- EDPG(MR), MoS(R)
30.	Parliament Questions/ Assurances	SO/Trg	DD(Trg), Dir(Trg), ED(Trg), AM(HR), DG(HR), CRB &CEO	MR/MoSR Sectt

List of officers

SN	Name (Sh./Smt./Ms.)	Designation	Phone	Email ID
1.	Vineet Pandey	ED/Trg	011-23047240	pandey.vineet@gov.in
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4.	Gulab Chandra Jaiswal	SO1/Trg	011-23047265	jaiswal.gulab@gov.in
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