

GENERAL INFORMATION FOR THE GUIDANCE OF SENDING AUTHORITY

The Annual Training Programme includes all planned Initial, Promotional, Refresher and Special courses at Zonal Railway Training Institute, Alipurduar Junction for the following:

Transportation

Mechanical (Loco)/G&SR

Commercial

Engineering JE/SSE-Trade &Transportation

Electrical (JE/SSE) G&SR

Personnel

Material Management.

The staff deputed for training is required to report one day in advance at Zonal Railway Training Institute, Alipurduar Junction, hence they may be spared in time with the following directions:

1. Initial Courses: The trainees have to pay the prescribed Messing Charges in advance.
2. It must be ensured that all the necessary requirements like prescribed Medical Examination, filling up of various documents, viz. Indemnity Bonds, Affidavits etc. and other formalities are completed before being spared to report to ZRTI /APDJ.
3. Any trainee nominated for any course should be eligible for that particular training in all respects.
4. Similarly, the employees should be deputed for Promotional courses only after completion of the final selection and subsequent formalities.
5. Safety Camp training of 03 working days is conducted along with the refresher course for the Transportation staff.
6. Though the nomination is to be made as per the allotment of seats in refresher courses, more number of staff can be nominated.

7. In case of insufficient number of trainees for each course, the course will have to be cancelled. To avoid cancellation, Officer In charges should ensure sparing staff as per allotment of seats.
8. The staff, for whom uniforms are prescribed, should report in their uniforms only. White Pants and White Shirts are prescribed for other staff as also for Initial trainees. **Jeans and T-Shirts are prohibited in the class room.**
9. Intoxication & Smoking are prohibited in the campus.
10. Tests for Block, Panel & OHE Competency and First Aid/Safety Camp for SMs/ASMs, Switchmen, Guards, Loco Pilots, Asstt. Loco Pilots and Cabin men (Wherever applicable) will be arranged at ZRTI /APDJ. Therefore, all information regarding the above courses last passed by the respective trainees should be advised in their nomination letters.
11. The authority letter with photo and signature of trainees who have been recruited by Railway Recruitment Board should be verified and should submit two passport size photographs while reporting for training.
12. For refresher course the staff who had undergone either Initial or Promotional course should only be nominated. Their due date for refresher should be counted from the date of passing out of Initial / Promotional course from ZRTI. Trainees who had passed the Jr./Sr. Transp. Course should be sent for refresher course after completing 3 years from passing the promotional course.
13. Yard Masters should not be sent directly for the course of Station Suptd. /Station Master Refresher till they pass the Promotional course of Assistant Station Master or Junior Transportation. Further, if they are still working in the Yard branch and are due for refresher, they may be sent for Refresher course of Shunting Master.

14. All the Promotional and Refresher trainees who had been supplied with the Rule Books must bring the same.

**RULES AND GUIDANCE FOR TRAINEES OF ZONAL RAILWAY
TRAINING INSTITUTE/ ALIPURDUAR JUNCTION**

15. ZRTI works for 6 days a week except Sunday and Holydays.

16. **Yoga Session**- thrice a week from 6.30 hrs (every Monday, Wednesday and Friday).

17. **Prayer Session**- Daily 'PRAYER' at 9.20 hrs. in front of ZRTI administrative building.

18. **Class Session**-1st half from 9.30 to 13.00 hrs and 2nd half from 14.15 to 17.15 hrs.

19. All trainees must be in proper uniform/ dress during class time. Ladies trainees should wear Sharees or Churider. **Jeans and T-Shirts are prohibited in the class room.**

20.

21. **Mobile phone must be switched off in the Prayer session and in Class Room.**

22. **Residing at ZRTI Hotel is compulsory for all trainees except local trainees (i.e. HQ at APDJ/ NOQ).**

23. No trainee shall remain absent from class or hostel without permission. Those who want to stay outside hostel with relatives must obtain permission from Principal/ ZRTI/APDJ.

24. If anybody is found absent without permission or violates any discipline, necessary action will be taken.

The following activities are strictly prohibited: --

i) Playing card/ Radio.

ii) Consuming alcohol or other intoxicants including drugs, chewing pan and cigarette.

25. No trainee should remain outside the Hostel beyond 20.30 Hrs. The gate closes at 21.00 Hrs.

26. No trainee must enter in to the room of opposite SEX. Roaming in corridors, entering in the dining hall in indecent dress, or in bare bodies, wearing lungi

or gamcha is strictly prohibited. Dress code in the dining hall must be maintained.

27. Time Table for Mess.

- i) Bed tea-6.00 hrs.
- ii) Breakfast- 7.30 hrs to 8.30 hrs.
- iii) Launch- 13.15 hrs to 14.00 hrs.
- iv) Evening Tiffin- 17.30 hrs to 18.30 hrs.
- v) Dinner- 20.30 hrs to 22.00 hrs.

28.No food will be supplied after 14.00 hrs and 22.00 hrs.

29.Whenever any Trainee proceeds on HQ leave or study tour he/ she should intimate to the Hostel Supdt. and deposit his/ her Token to Janitor, failure of which a penalty amounting to the actual meal charge will be realized.

30.If any trainee misuses the food, a penalty of Rs. 50.00 will be imposed and the penalty should be paid immediately. Decision of Hostel Supdt./ Janitor in this respect is final.

31.Safe custody of personal belonging is the responsibility of trainees. The trainees must be careful to keep their belonging under lock and key.

32.Pillow, Mosquito net, Blanket & Bed Sheets will be supplied and no trainee should use the linens otherwise or make them lock and key.

33.The facility of outdoor and indoor games is available at ZRTI/APDJ. Trainee may contact Sports Secy/Janitor.

34.TV at recreation hall can only be switched on after 17.00 hrs & must be switched off at 21.00 hrs.

35.The ZRTI Mess is run by an independent Mess Committee. Principal is the Ex. Officio Chairman.

- i) Messing is compulsory for all trainees.
- ii) All the class monitors are ex- official member of the Mess Committee. They can represent their group in the periodical meeting. Class monitor may suggest for the changes menu.

36.Trainee should keep the bed room clean.

ROLE AND DUTIES OF CLASS MONITORS

37. Every class shall elect/ nominate a responsible trainee from the group as the class monitor to represent the group in the mess committee and maintain liaison with the ZRTI administration. The monitors are expected to control their group/ class member and maintain discipline in the class room as well as in the hostel.

COMMUNICATIONS

38. The Railway administrative telephone no 34580 provided in the Office Room of Hostel Supdt. Can be used by trainee dialing the star bottom first for any emergency.

39. A BSNL Telephone no-03564-271003 is provided with Hostel Supdt. This Phone can be used by the trainees to receive calls only.

40. One PCO of TATA Indicom No. 9232994109 has been installed at ZRTI Hostel to facilitate the trainees for outgoing communication.
