



**Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)**

RBE No. 73/2012

No. E(MPP)2009/3/48

Dated: 21.06.2012

The General Managers
Indian Railways & Production Units

Sub: - Displaying the details of the Training Centres
on the Website of the Zonal Railway/PUs

Revised list of training centres was issued vide Board's letter of even number dated 27.02.2012 (RBE No.25/2012) modifying the "Manual of Management on Training" (Edition 1998) as per Correction Slip No.1/2012.

It has further been decided that all Zonal Railways/Production Units may arrange to provide detailed information pertaining to the training centres under their jurisdiction on their website keeping in view the following: -

- (a) A link should be made on the home page of the Railway/PU under the head "About Us" as "Training Centres". This link should give the details of all the training centres under the Railway/PU. For example on the CLW Web site it should be

"About Us" => "Training Centres" => "TTC/Chittaranjan"

- (b) The training centres details should be displayed within the Railway's/PU's website.
- (c) The material displayed should not change the layout, outlook, feel or the aesthetics of the Railway's/PU's website. In other words, it should be consistent with the layout and design of web page of the Railway/PU.
- (d) The file size containing the material should not be high so that it can be easily downloaded.
- (e) Board's instructions issued vide letter No.2004/RBCC/05/06/ Webpolicy.2(Rly) dated 03.11.2010 and letter No.2011/RBCC/5/6 Webpolicy.2(Pt) dated 23.01.12 should be kept in mind. The same are available on the Railway Board's website on C&IS Dte. page

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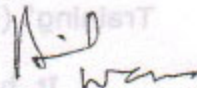
The training centres must provide the following information on the website: -

- (a) Basic details – Name of the Training Centre, Name of the Principal, Address, Phone number, fax number, email- ID, Vision & Mission statements, if any, classroom timings, hostel facilities, class room facilities , messing facilities, etc;
- (b) Details of Faculty – Gazetted and Non-gazetted;
- (c) Calender of training courses;
- (d) News letter of the training centre
- (e) Photographs of the training centres;
- (f) Any other important activity undertaken by the training centre;
- (g) Study material, lecture notes, case studies, Question bank , etc.

Updation of contents should be done in coordination with webmaster of respective Zonal Railway/PUs.

This issues with the concurrence of the C&IS Dte of Railway Board.

Kindly acknowledge receipt of the letter.



(Anil Wason)
Dy. Director/MPP
Railway Board

No. E(MPP)2009/3/48

Dated: 21/06/2012

Copy to:

1. The General Secretary, AIRF, 4, State Entry Road, New Delhi, with 35 spares.
2. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi, with 35 spares.
3. The Secretary General FROA, Room No.256-A Rail Bhavan New Delhi with 5 spares.
4. The Secretary General, IRPOF, Room No.268 Rail Bhavan New Delhi with 5 spares.
5. All Members, Departmental Council and Secretary Staff side National Council 13-C, Ferozeshah Road, New Delhi with 90 spares
6. The General Secretary, AIRPF Association, Room No,256 Rail Bhavan New Delhi with 5 spares.
7. General Secretary, All India Scheduled Castes & Scheduled Tribes Railways Employees Association, 171/B-3 Basant Lane Railway Colony New Delhi (15 copies)


For Secretary/Railway Board.