

Government of India  
Ministry of Railways  
(Railway Board)

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New Delhi, dated 27.04.2011

✓ General Secretary  
AIRF  
4, State Entry Road  
New Delhi

General Secretary  
NFIR  
3, Chelmsford Road  
New Delhi

Dear Sirs,

**Sub:- Questionnaire on strengthening the training environment**

You are aware that Indian Railways is the largest organization in the world under a single management and the strength lies in the team of dedicated officers and staff.

While we are proud of our human asset base, it is necessary to sharpen the skills and competencies of every individual in the organization to get the best out of them. World over training is considered as the most important organizational development tool. However, on Indian Railways it has not been given the priority which it deserves. There is a felt need to have a well designed and documented training policy, and hence this letter to the Federations.

In the light of the foregoing, we seek your considered views in terms of strengthening the training environment both in the form of infrastructure improvement and defining norms. Enclosed please find a questionnaire soliciting your response to the same.

While gazette training is generally centralized in the CTIs, the non-gazetted training is imparted through nearly 300 training centres spread across divisions and zones.

While the enclosed questionnaire is tailor made for non-gazetted training, your comments on aspects of gazette training wherever necessary would be welcome.


Kindly send your comments in the enclosed questionnaire at the earliest so that your valued comments can be incorporated in the design of the IR training policy.

Yours faithfully,

  
For Secretary, Railway Board

DA: as above

RK  
Pl send to Gen Secy  
for their use/Comments.

  
C.R. Vishwanath  
AIRF

## QUESTIONNAIRE ON TRAINING

(Training is a full time commitment and is distinct from experiential on the job learning)

### Setting up of new Training Centres

1. What are your views on setting up of new Training Centres with regard to the following :
  - a) Whether Divisional Training Centres or Zonal Training Centres, what according to you should be the norms to decide the training capacity for a new Training Centre ?
  - b) What category of staff should be covered for Divisional Training and which categories should be trained in the Zonal Training Centre ?
  - c) Is there any normative ratio which you think should be ideal in terms of trainer versus trainees ?
  - d) What should be the number of trainees ideally in a class room session ?
  - e) In terms of infrastructure norms i.e class rooms, hostel, dining facility, recreation etc. which of the norms would you consider as mandatory to be provided in each Training Centre in terms of infrastructure and which of the infrastructure norms could be optional according to you ?
  - f) What are the norms, according to for specifying criteria for laboratory and model rooms ?
  - g) For Instructors to be posted in Training Centres what norms would you prescribe in terms of Pay Band Grade Pay, qualification etc., both in respect of Divisional Training Centre and Zonal Training Centre ?

**Note :** (Divisional Training Centres refers to Training Centres that cater to the needs of one Division primarily while Zonal Training Centres refers to those Training Centres which cater to many Divisions and in some cases other zones also)

### 2. Norms for Existing Training Centres

- a) With nearly 300 Training Centres in existence, what norms would you suggest for re-grouping these Training Centres or re-classifying them whether in the Division or in the Zone ?
- b) What category of staff should be covered for Divisional Training and which categories should be trained in the Zonal Training Centre ?
- c) For existing Training Centres whether in the Division or in the Zone, what norms (infrastructure facilities) would you prescribe as mandatory for these Training Centres ?
- d) Wherever Training Centres are not meeting the prescribed norms, what are your views on their closure / merger ?
- e) What are your view for training facilities for women trainees either in the existing Divisional / Zonal Training Centres ?

**Note :** (Divisional Training Centres refers to Training Centres that cater to the needs of one Division primarily while Zonal Training Centres refers to those Training Centres which cater to many Divisions and in some cases other zones also)