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**Multi Disciplinary Training Centre, Dharwad**

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No.T.158/MDTC/DWR / Project Saksham

Date: 22.12.2017

Principal Chief Personnel Officer  
South Western Railway  
Hubballi.

□□□□□;/Sub: Training of all Railway Employees under 'Project Saksham'

□□□□□□□□/Ref: (i) CRB's letter No. E(MPP)/2017/3/25 dt. 30.10.2017.

(ii) PCPO letter No. SWR/P/673/TRG/Project Saksham dt.

08.11.17.

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1. The matter of imparting 5 days class room/practical training to all the employees (TIs, SS, SMs, Pointsmen, Guards, and Ministerial Staff) has been indentified and it is decided to conduct the training for TI/SS at MDTC/DWR and on the Job Training for the employees.
2. The detailed modules for conducting Training of Trainers and also the training to be imparted by TI/SS to the field staff is annexed.
3. The Training of Trainers will include the safety communication skills and procedure of working.
4. The training for TI/SS will be imparted at MDTC/DWR, MDTC/AP. On completion of training a certificate will be issued by Vice Principal, MDTC/DWR.
5. This module will start in January 2018.
6. Instructors of training institutes will also impart on job training to Station Masters, Guard and Pointsmen and TNCs.

This has the approval of PCOM

(T. Prabhakar Rao)  
Chief Traffic Planning Manager

### A. Training Module for TI/SS

<b>Modules</b>	<b>Duration</b>	<b>Topics covered</b>
Human Resource Development.	01 day	<ul style="list-style-type: none"> <li>a) Introduction about ‘Project Saksham’</li> <li>b) Communication skills with regard to factors affecting the image of the Railways viz Punctuality, safety, passenger amenities etc. and attitude management.</li> <li>a) Lecturing skills and imparting training.</li> </ul>
Working on newly introduced systems.	01 day	<ul style="list-style-type: none"> <li>a) Operations and indications of UFSBI</li> <li>b) Operations and indications of BPAC.</li> <li>c) Line programme for practical training of VDU Panel</li> <li>d) Features of LHB Coaches, Anubhuti Coaches and Hamsafer Trains.</li> </ul>
Train Operations during abnormal conditions	01 day	<ul style="list-style-type: none"> <li>a) Failure of Signal, Points, Block Instruments and Axle counter.</li> <li>b) Failure of rolling stock and Engine – Actions to be taken.</li> <li>c) Rail fracture, weld failure and Fire etc.</li> </ul>
Special Instructions.	01 day	<ul style="list-style-type: none"> <li>a) Ghat Section working rules.</li> <li>b) Working of trains in electrified sections.</li> <li>a) Working of trains in Automatic Block System.</li> <li>b) Guidelines on usage of walkie-talkie and mobile phones while on duty.</li> </ul>
Case Studies	01day	<ul style="list-style-type: none"> <li>a) Accident case studies.</li> <li>b) Interaction and Concluding</li> </ul>

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**B. Training Modules for Station Masters.**

<b>Module</b>	<b>Duration</b>	<b>Topics covered</b>
Human Resource Development.	01 day	a) Introduction about ‘Project Saksham’ b) Communication skills with regard to factors affecting the image of the Railways viz Punctuality, safety, passenger amenities etc. and attitude management.
Working of trains and station during abnormal situations.	01 days	a) Failure of Signal, Points, Block Instruments and Axle counter. b) Failure of rolling stock and Engine c) Rail fracture, weld failure Fire etc.
Working on newly introduced systems at stations	02 days	Operations of UFSBI Operations of VDU LHB Coaches.
Communication skills	01 day	Usage of Walkie-Talkie and Mobile phones while on duty. Customer care.

### C. Training Modules for Controllers.

<b>Module</b>	<b>Duration</b>	<b>Topics covered</b>
Human Resource Development.	01 day	a) Introduction about 'Project Saksham' b) Communication skills with regard to factors affecting the image of the Railways viz Punctuality, safety, passenger amenities etc. and attitude management.
Working of trains and station during abnormal situations.	01 days	a) Failure of Signal, Points, Block Instruments and Axle counter. b) Failure of rolling stock and Engine c) Rail fracture, weld failure Fire etc.
Working on newly introduced systems at stations and special instructions.	02 days	a) Operations of UFSBI b) Working of BPAC c) Operations of VDU d) LHB Coaches. e) Ghat section working rules etc. f) Advancement of technology like FOIS etc.
Communication skills	01 day	Usage of Walkie-Talkie and Mobile phones while on duty.

#### D. Training Modules for Guards

<b>Module</b>	<b>Duration</b>	<b>Topics covered</b>
Human Resource Development.	01 day	a) Introduction about 'Project Saksham' b) Communication skills with regard to factors affecting the image of the Railways viz Punctuality, safety, passenger amenities etc. and attitude management.
Working of trains during abnormal situations.	01 days	a) Failure of Signal, Points, Block Instruments and Axle counter. b) Failure of rolling stock and Engine c) Rail fracture, weld failure Fire etc. d) Train parting, train dividing e) Train held up at FSS f) Fire on trains etc.
Working on newly introduced systems at stations	02 days	LHB Coaches Anubhuti Coaches Hamsafer Trains.
Communication skills	01 day	Usage of Walkie-Talkie and Mobile phones while on duty. Use of PT/RE Phones Customer care. Writing messages.

### E. Training Modules for TNCs

<b>Module</b>	<b>Duration</b>	<b>Topics covered</b>
Human Resource Development.	01 day	<ul style="list-style-type: none"> <li>a) Introduction about 'Project Saksham'</li> <li>b) Communication skills with regard to factors affecting the image of the Railways viz Punctuality, safety, passenger amenities etc. and attitude management.</li> </ul>
Working of trains and station during abnormal situations.	01 days	<ul style="list-style-type: none"> <li>a) Failure of Signal, Points, Block Instruments and Axle counter.</li> <li>b) Failure of rolling stock and Engine</li> <li>c) Rail fracture, weld failure Fire etc.</li> <li>d) Marshalling rules.</li> </ul>
Working on newly introduced systems at stations and special instructions.	02 days	<ul style="list-style-type: none"> <li>a) FOIS &amp; COIS</li> <li>b) LHB Coaches, Anubhuti Coaches,</li> <li>c) Hamsafer Trains etc.</li> <li>d) Ghat section working rules etc.</li> </ul>
Communication skills	01 day	Usage of Walkie-Talkie and Mobile phones while on duty.

## F. Training Modules for Pointsmen

<b>Module</b>	<b>Duration</b>	<b>Topics covered</b>
Working of trains and station during abnormal situations.	02 days	a) Failure of Signal, Points, Block Instruments and Axle counter. b) Failure of rolling stock and Engine c) Rail fracture, weld failure Fire etc. d) Shunting operation of coaching and goods trains.
Working on newly introduced systems at stations	02 days	LHB Coaches Air Brake System of bogie mounted coaches
Communication skills	01 day	Usage of Walkie-Talkie and Mobile phones while on duty. Customer care.

### **G. The course Modules for training of Ministerial Staff**

<b>Modules</b>	<b>Duration</b>	<b>Topics covered</b>
Stores matters	01 day	Preparation of Proposals, Indents and procedure of Procurement of stocked and non-stocked items.
Budget proposals	01 day	Preparation of Budget estimates, Bills, Estimates of other proposals etc.
Human Resources Development	01 day	Soft skills like, Motivation, Teamwork, Communication skills, Time Management, Stress Management Attitude Management etc
Tenders and Contracts	02 days	Contract Management