















## वार्षिक प्रशिक्षण कार्यक्रम Annual Training Programme

2023-24





बहु-विषयक क्षेत्रीय रेल प्रशिक्षण संस्थान MULTI-DISCIPLINARY ZONAL RAILWAY TRAINING INSTITUTI

पूर्व रेलवे, धनबाद, भूली

EASTERN RAILWAY, DHANBAD, BHULI

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## MULTI-DISCIPLINARY ZONAL RAILWAY TRAINING INSTITUTE

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## **ANNUAL TRAINING PROGRAMME**

(2023-24)

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#### **GENERAL INFORMATION & INSTRUCTIONS**

#### (FOR TRAINEE SPARING UNIT)

- 1. While sending candidates for Initial /Promotional/Repeat/ Special Course training, guidelines issued vide CPTM/Eastern Railway's letter No. TG.398/JPO(Optg)/07 dated 24.05.2007 should be complied.
- **2.** Trainee should be spared/booked for training as per allotment of seats to avoid wastage of training capacity.
- **3.** The trainee should report at MDZTI, Dhanbad/Bhuli one day in advance from the date of commencement of training preferably between 8.00 hrs. to 17 00 hrs.
- **4.** The spare letter of trainee should be strictly as per standard format available at Page- 7 of Annual Training Programme 2023-24.

#### 1) Additional guidelines for sparing of Initial Trainees:

- 1. The following documents should invariably be sent confidentially in sealed cover, well in advance to MDZTI/Bhuli through Special Messenger.
  - a) Release/Spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. Besides, holograms should be pasted on office orders, and
  - b) The copy (in original) of appointment letter/letter of decategorisation. **NOTE:** The Special Messenger should have his original Identity Card and ORS cheque pass, and required to submit the photocopy of the same at MDZTI, Dhanbad/Bhuli.
- 2. The trainee booked for **initial training** should be issued with:
  - a) Release/Spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. and
  - b) Individual return journey ORS cheque pass.

#### **II)** Additional guidelines for sparing of Promotional Trainees:

- 1. Only those staff who have already been empanelled for promotion by the Sr. DPOs in their respective divisions should be booked for training at MDZTI, Dhanbad/Bhuli.
- 2. The following documents should invariably be sent confidentially in sealed cover, well in advance to MDZTI/Bhuli through Special Messenger:
  - a) Release/spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. Besides, holograms should be pasted on office orders, and
  - b) The copy (in original) of promotion order. (In case of LP/ALP, where it is not always possible to send the copy of the promotion order, a letter listing the name of the candidates along with attested passport/stamp size photograph, attested specimen signature of the concerned candidate and concerned Branch Officer's



letter of booking for training should be sent confidentially in a sealed cover to MDZTI/Bhuli/Dhanbad by the Technical Training

School/Division/Station /Unit/Depot/Hd. Qtrs. etc.)

**NOTE**: The Special Messenger should have his original Identity Card and ORS cheque pass, and required to submit the photocopy of the same at MDZTI, Dhanbad/Bhuli.

- 3. The trainee booked for **promotional training** should be issued with:
  - a) Release/spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. and
  - b) ii. individual return journey ORS cheque pass.

#### III) Additional guidelines for sparing of Refresher Trainees:

The trainee booked for **refresher training** should be issued with:

- a) Release/spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. and
- b) Individual return journey ORS cheque pass.

#### **IV)** Additional guidelines for sparing of Repeat Trainees:

- 1. For repeat course (in case of failure in Initial/Promotion), the trainee should be spared strictly as per provisions of Railway Board vide RBE No. 145/2006 available at Page No- 5 of Annual Training Programme 2023-24.
- **2.** The following documents should invariably be sent confidentially in sealed cover, well in advance to MDZTI/Bhuli through Special Messenger.
  - a) Release/spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. Besides, holograms should be pasted on office orders, and
  - b) The copy (in original) of appointment letter/letter of decategorisation. **NOTE:** The Special Messenger should have his original Identity Card and ORS cheque pass, and required to submit the photocopy of the same at MDZTI, Dhanbad/Bhuli.
- **3.** The trainee booked for **repeat training** should be issued with:
- a) Release/spare letter (as per standard format) should contain photograph of the trainee, duly attested by sparing authority. and
- b) individual return journey ORS cheque pass.

NOTE - For any doubt regarding sparing of trainees, please call Md. Wazid Ansari, Office Superintendent/MDZTI,Bhuli. CUG-9641300162. (Please call only during office Hours.)



#### **Examination at the end of Training**

- 1. Examination is held at end of each course as per schedule.
- 2. As per laid down procedure answer can be given either in Hindi or in English.
- 3. The duration of examination for each subject in Initial /Promotional/Repeat/ Special Course is three hours. However, the duration of examination at the end of training for each subject of Refresher courses is one hour and thirty minutes.
- Pass marks in respect of examination will be as under: -

Safety Category - 6	60%	Non-Safety Category -	50%	
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- 5. Use of mobile phone or any electronic gadget, books, notes etc. are strictly prohibited in the examination hall. Any kind of unfair means in the examination may lead to expulsion.
- 6. The extracts from the Manual on Management of Training issued by Railway Board is appended below regarding rules applicable for Train passing /Train Running staff failing twice in prescribed Refresher Course: -
  - "5.5.2.2 Staff employed in Train passing /Train running duties, like Station Masters, Cabin master, Cabin Man, Guards and Drivers must pass an appropriate examination at the end of periodical refresher course. In case he fails to pass the prescribed examination, Special arrangement will be made by the Rly. Administration to repeat the refresher course immediately or after a short period, the staff being granted leave as due to cover the intervening period or temporarily deployed in other jobs. However, if they fail in the second attempt also, they would be absorbed in an alternate category. An employee so absorbed in an alternate category is allowed to undertake further course at interval of not less than six months, but such a course is to be taken by the employee availing his / her own leave. On passing the Refresher course examination such staff are reabsorbed in the original category on the occurrence of the first vacancy. "5.5.2.3 A driver, who also fails twice in the prescribed examination, after refresher course, is to be deployed as Shunter without giving any refresher course prescribed for the Shunters."
- 7. Failed Trainees can see their evaluated Answer sheets if they so desire. Subsequently, if the trainee finds an error in totalling of marks or any answer being left unevaluated, may submit a written application in this regard within one month of the result. For Refresher Course the application may be submitted within three days.



Government of India Ministry of Railways (Railway Board)

RBE No. 145/2006

No.E(MPP)2006/3/32

4 (1)

.. ...

14 : 15.7

New Delhi, dated 5-10 .06

The General Manager/CAO
All Indian Railways including Production Units. Metro Railway/ Kolkata
COFMOW/ New Delhi
The Director General ,RDSO/ Lucknow. CORE/ Allahabad Metro Railway/ Kolkata

Sub:- Training of Apprentices/Frainees—Repeat chance

In continuation of Board's letter No.E(MPP)2000/3/10 dated 10.8.2000, it is clarified that:-

- (a) The trainees/Apprentices other than these covered under the Apprentices Act, 1961 may be granted one repeat chance after failure to complete the prescribed training satisfactorily i.e. the A. Marrie .... trainees/apprentices will be allowed total of 2 chances only, 1st chance as part of the training course and the 2nd chance which will be without any stipend or any other remuneration.
  - (b) The trainees/Apprentices other than these covered under the Apprentices Act, 1961 belonging to OBC category may also be allowed one repeat chance i.e. total of 2 chances and the 2<sup>nd</sup> chance will be without any stipend or any other remuneration. EDIPP: L
  - (c) Trainees/Apprentices other than these covered under the Apprentices Act, 1961 belonging to SC/ST be allowed two repeat chances, i.e. a total of 3 chances and the 3<sup>rd</sup> chance will be without stipend or any other remuneration.

All the other terms and conditions will remain unchanged.

Director(MPP) Railway Board.



#### RBE No. 145/2006 Pay, TA, Pass etc

- 1. Divisions are required to make necessary arrangements as per system in vogue for payments of the pay and allowance of their staff booked for training at MDZTI/Dhanbad/Bhuli.
- 2. The sparing unit must issue Return journey ORS pass as per extant rule with the date of validity extended for seven days beyond termination of the course to the Refresher /Promotional course trainees.
- 3. No ORS, return journey pass will be issued to the trainees form MDZTI/Dhanbad/Bhuli .
- 4. Normally, trainees are not allowed to leave MDZTI on Holidays and Sundays.
- 5. 90% attendance is essential for appearing in the examination.

#### DRESS.

- i. Trainees must wear their respective uniforms during class hours at MDZTI/Dhanbad/Bhuli.
- ii. Newly recruited staff and staff who do not have any prescribed uniform shall wear white shirt and khakhi trousers (For male trainees). The Uniform for lady trainees is white Salwar –Shamij or Saree.

**YOGA & MEDITATION**: To combat tension, anxiety and to improve the level of concentration and alertness of the trainee, Yoga Training is imparted as per directives issued by Railway Board. Yoga classes are regularly held in the morning.



FORMAT FOR BOOKING OF TRAINEE AT MDZTI / Dhanbad/Bhuli. 1. Name of the trainee (In Capital Letters) 2. Father/Husband's Name (In Capital Letters) 3. Designation: 4. HQ/Divn: Affix a recent 5. Level of Pay: photograph of the 6. Basic Pay: trainee attested by the Controlling PF A/C No./Emp. No.: 7. Authority with 8. DOB: Stamp DOA: 9. 10. Qualification: 11. Category: (GEN/SC/ST/OBC) 12. Name of the Course: Duration, from-----to-----to------(a) Spl. Order for: (b) Refresher Course: (c) Promotion for: (d) Initial for: 13. Duration of last course, attended from ----- to------ to-----Refresher: Passed /Failed (b) Promotion: Passed /Failed (c) Initial: Passed/Failed 14. How many times he /she has attended the course (for the failed candidate only) Duration (i) from...... to..... (ii) from..... to..... (iii) from ..... to ..... 15. Appointed in Rly, initially as ------Mode of Apptt-----16. CL due: 17. LAP due: 18. Special activities, if any: (a) Sports: - Indoor / Outdoor games (b) Cultural: Song /Musical Instruments (c) Others: 19. Feed Back from the field unit on the performance of the staff:

20. ORS cheque pass No------ Date----- Issued by ------

Signature of the Trainee (To be attested by the Controlling Authority)

Signature of the (Controlling Authority with Stamp)



#### JOINT PROCEDURE ORDER

#### Guidelineson preventive measures to be followed by the trainees for COVID -19, reporting to MDZTI/Bhuli:

- **1.**All the trainees should have fully vaccinated. They should show their vaccination certificate if demanded by the competent authority.
- 2. The trainees should get their COVID test done, if the trainee is suffering from any of the symptom of covid-19.
- 3. All the trainees are advised to bring medical kit which should include:-
- i. One Thermometer. ii. Pulse Oxymeter. iii. Masks in adequate number. iv. Hand sanitizer bottles. v. Hand wash liquid.
- **4.** The trainees are advised to bring their own immunity boosters supplements.
- 5. All the trainees shall observe social distancing in the classrooms, inside the mess/dining hall as well as in the campus of MDZTI/Bhuli. They should wear masks, use pocket hand sanitizers, frequent hand washing with soap etc.
- **6.** Spitting is strictly prohibited.
- 7. Sharing of utensils-dishes, cups, soaps, towels etc. will not be allowed.
- **8.** Sharing of items like notebook, pens/pencil, eraser, water bottle etc. among trainees will not be allowed.
- 9. All trainees may bring required essential items such as stationery, snacks, toiletries etc. along with them.
- All the Trainees should download and install the Arogya Setu App having 10. compatible phones. It should display "you are safe". The same will be checked by the MDZTI staff at the time of reporting at MDZTI Hostel.
- It should be ensured that the trainees with co-morbid conditions should not be 11. deputed for training. Such High-Risk individuals could include:
  - a. Pregnant women, lactating mothers
  - b. People with the following medical conditions
  - i. Severe Asthma or chronic lung disease
  - ii. High BP.
  - iii. People with chronic kidney disease undergoing dialysis iv.

Serious heart condition

- v. Any other medical condition that has potential high risk in the COVID
- environment in the opinion of a
  - medical expert
- The trainees are not allowed to go out of the campus unless it is essential to do so. 12. Such visits should exceptional and will be permitted with the prior approval of the AOM/MDZTI/Bhuli.
- 13. Trainees who wants to stay as Day-Scholar should take prior permission of Principal/MDZTI/Bhuli and they should maintain proper social distance while commuting. They will be daily screened.



- **14.** All the trainees should disclose their health status including fever/cough/sore throat/influenza like symptoms and the same to be submitted in a declaration form supplied by the MDZTI at the time of Reporting.
- **15.**Disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: <a href="http://cpcb.nic.in/uploads/projects/Bio-MedicalWaste/BMW-GUIDELINES-COVID">http://cpcb.nic.in/uploads/projects/Bio-MedicalWaste/BMW-GUIDELINES-COVID</a>.



## **TRANSPORTATION**

#### 1.Refresher course

## **Assistant Loco Pilot/Shunter**

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
11	770	70	7 (Ref) + 3 (SAFETY
			CAMP)=10

## Allotment of Seats to Divisions

Eastern Railway			Railway East Central Railwa			ailway	Total
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

SI.No.	<b>Course Code</b>	From	То
1	R/01/01/23	06.06.23	16.06.23
2	R/01/02/23	04.07.23	14.07.23
3	R/01/03/23	01.08.23	11.08.23
4	R/01/04/23	29.08.23	08.09.23
5	R/01/05/23	26.09.23	07.10.23
6	R/01/06/23	25.10.23	04.11.23
7	R/01/07/23	21.11.23	02.12.23
8	R/01/08/23	19.12.23	30.12.23
9	R/01/09/23	16.01.24	29.01.24
10	R/01/10/23	27.02.24	08.03.24
11	R/01/11/23	26.03.24	05.04.24



## 2. Refresher course

## **Loco Pilot/Tower Wagon Driver**

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
11	770	70	6 (Ref) + 3 (SAFETY CAMP)=09

## **Allotment of Seats to Divisions**

Eastern Railway			East Central R			ailway	Total
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	R/02/01/23	20.06.23	29.06.23
2	R/02/02/23	18.07.23	27.07.23
3	R/02/03/23	16.08.23	25.08.23
4	R/02/04/23	12.09.23	21.09.23
5	R/02/05/23	10.10.23	19.10.23
6	R/02/06/23	07.11.23	16.11.23
7	R/02/07/23	05.12.23	14.12.23
8	R/02/08/23	02.01.24	11.01.24
9	R/02/09/23	30.01.24	08.02.24
10	R/02/10/23	13.02.24	22.02.24
11	R/02/11/23	12.03.24	21.03.24



## 3. Refresher course

## **Track Machine Operator**

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
12	840	70	9 (Ref) + 3 (SAFETY CAMP)=12

## Allotment of Seats to Divisions

Eastern Railway				East Central Railway			Total
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	R/03/01/23	19.05.23	01.06.23
2	R/03/02/23	16.06.23	29.06.23
3	R/03/03/23	14.07.23	27.07.23
4	R/03/04/23	11.08.23	25.08.23
5	R/03/05/23	08.09.23	21.09.23
6	R/03/06/23	06.10.23	19.10.23
7	R/03/07/23	03.11.23	16.11.23
8	R/03/08/23	01.12.23	14.12.23
9	R/03/09/23	29.12.23	11.01.24
10	R/03/10/23	25.01.24	08.02.24
11	R/03/11/23	09.02.24	22.02.24
12	R/03/12/23	08.03.24	21.03.24



## 4.Refresher Course-Train Manager (Guard)

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
14	980	70	10 (Ref) + 3 (SAFETY
			CAMP)=13

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

	Training Frogramme							
Sl.No.	Course Code	From	То					
1	R/04/01/23	21.06.23	05.07.23					
2	R/04/02/23	07.07.23	21.07.23					
3	R/04/03/23	26.07.23	10.08.23					
4	R/04/04/23	14.08.23	29.08.23					
5	R/04/05/23	30.08.23	13.09.23					
6	R/04/06/23	20.09.23	05.10.23					
7	R/04/07/23	06.10.23	20.10.23					
8	R/04/08/23	25.10.23	08.11.23					
9	R/04/09/23	15.11.23	01.12.23					
10	R/04/10/23	06.12.23	20.12.23					
11	R/04/11/23	27.12.23	10.01.24					
12	R/04/12/23	17.01.24	02.02.24					
13	R/04/13/23	07.02.24	21.02.24					
14	R/04/14/23	28.02.24	13.03.24					



## 5. Refresher course Station Master/Station Manager/YM/CYM/TI (M)/Cabin Master

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
15	1050	70	12 (Ref) + 3 (SAFETY
			CAMP)=15

## **Allotment of Seats to Divisions**

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	R/05/01/23	01.06.23	17.06.23
2	R/05/02/23	22.06.23	08.07.23
3	R/05/03/23	12.07.23	28.07.23
4	R/05/04/23	01.08.23	18.08.23
5	R/05/05/23	19.08.23	05.09.23
6	R/05/06/23	07.09.23	23.09.23
7	R/05/07/23	28.09.23	16.10.23
8	R/05/08/23	26.10.23	11.11.23
9	R/05/09/23	16.11.23	05.12.23
10	R/05/10/23	07.12.23	23.12.23
11	R/05/11/23	28.12.23	13.01.23
12	R/05/12/23	18.01.24	06.02.24
13	R/05/13/23	08.02.24	24.02.24
14	R/05/14/23	29.02.24	16.03.24
15	R/05/15/23	21.03.24	08.04.24



## **06.** Refresher course- Chief Controller, Section Controller.

NO. OF COURSES	NO. OF STAFF	<b>CLASS ROOM</b>	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
15	525	35	06 (Ref) + 03 (SAFETY CAMP)=09

#### **Allotment of Seats to Divisions**

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	R/06/01/23	01.06.23	10.06.23
2	R/06/02/23	22.06.23	01.07.23
3	R/06/03/23	12.07.23	21.07.23
4	R/06/04/23	01.08.23	10.08.23
5	R/06/05/23	19.08.23	29.08.23
6	R/06/06/23	07.09.23	16.09.23
7	R/06/07/23	28.09.23	09.10.23
8	R/06/08/23	26.10.23	04.11.23
9	R/06/09/23	16.11.23	28.11.23
10	R/06/10/23	07.12.23	16.12.23
11	R/06/11/23	28.12.23	06.01.24
12	R/06/12/23	18.01.24	30.01.24
13	R/06/13/23	08.02.24	17.02.24
14	R/06/14/23	29.02.24	09.03.24
15	R/06/14/23	21.03.24	01.04.24



## **07. Refresher course- Trains Clerk**

NO. OF	NO. OF STAFF	CLASS ROOM	NO. OF WORKING DAYS
COURSES	TO BE TRAINED	STRENGTH	
PLANNED			
15	525	35	6

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

SI.No.	Course Code	From	То
1	R/07/01/22	01.06.23	07.06.23
2	R/07/02/22	22.06.23	28.06.23
3	R/07/03/22	12.07.23	18.07.23
4	R/07/04/22	01.08.23	07.08.23
5	R/07/05/22	19.08.23	25.08.23
6	R/07/06/22	07.09.23	13.09.23
7	R/07/07/22	28.09.23	05.10.23
8	R/07/08/22	26.10.23	01.11.23
9	R/07/09/22	16.11.23	23.11.23
10	R/07/10/22	07.12.23	13.12.23
11	R/07/11/22	28.12.23	03.01.24
12	R/07/12/22	18.01.24	25.01.24
13	R/07/13/22	08.02.24	14.02.24
14	R/07/14/22	29.02.24	06.03.24
15	R/07/15/22	21.03.24	28.03.24



## 8.Initial/Promotion- Station Master

COURSES PLANNED	TO BE TRAINED	STRENGTH	
06	420	70	90

## Allotment of Seats to Divisions

Eastern Railway		East Central Railway			Total		
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	IP/08/01/23	21.01.23	15.05.23
2	IP/08/02/23	25.02.23	16.06.23
3	IP/08/03/23	01.03.23	20.06.23
4	IP/08/04/23	18.03.24	05.07.23
5	IP/08/04/23	05.08.23	24.11.23
6	IP/08/04/23	23.12.23	10.04.24



#### 9. Promotion: Section Controller

NO. OF	NO. OF STAFF	CLASS ROOM	NO. OF WORKING DAYS
COURSES	TO BE TRAINED	STRENGTH	
PLANNED			
03	105	35	54

#### Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### **Training Programme**

Sl.No.	Course Code	From	То
1	P/09/01/22	15.07.23	18.09.23
2	P/09/02/22	18.11.23	24.01.24
3	P/09/03/22	20.01.24	26.03.24

## 10. Initial/Promotion- Cabin Master

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
03	105	35	36

#### **Allotment of Seats to Divisions**

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	IP/10/01/22	05.08.23	16.09.23
2	IP/10/02/22	23.12.23	06.02.24



## 11. Initial/Promotion- Train Manager /Goods Guard

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
06	420	70	50

#### **Allotment of Seats to Divisions**

	Eastern R	ailway		East	East Central Railway		
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

#### Training Programme.

Sl.No.	Course Code	From	То
1	IP/11/01/23	10.04.23	09.06.23
2	IP/11/02/23	17.05.23	13.07.23
3	IP/11/03/23	12.06.23	09.08.23
4	IP/11/04/23	15.07.23	13.09.23
5	IP/11/05/23	16.09.23	17.11.23
6	IP/11/06/23	18.11.23	18.01.24
7	IP/11/07/23	20.01.24	20.03.24

## 12. Initial/Promotion- Trains Clerk.

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
04	140	35	36

#### **Allotment of Seats to Divisions**

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

<u> </u>						
SI.No.	<b>Course Code</b>	From	То			
1	IP/12/01/23	12.06.23	22.07.23			
2	IP/12/02/23	16.09.23	01.11.23			
3	IP/12/03/23	18.11.23	02.01.24			
4	IP/12/04/23	20.01.24	04.03.24			



## 13. Promotion: GUARD (Goods-Passenger)

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
07	490	70	06

## **Allotment of Seats to Divisions**

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

#### Training Programme :-

SI.No. Course Code		From	То			
1.	P/13/01/22	07.07.23	13.07.23			
2.	P/13/03/22	30.08.23	05.09.23			
3.	P/13/04/22	20.09.23	26.09.23			
4.	P/13/05/22	25.10.23	31.10.23			
5	P/13/07/22	27.12.23	02.01.24			
6	P/13/08/22	17.01.24	24.01.24			
7	P/13/09/22	28.02.24	05.03.24			



## 14. Initial/Promotion- Assistant Loco Pilot

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
09	630	70	25

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	IP/14/01/23	27.03.23	27.04.23
2	IP/14/02/23	01.05.23	30.05.23
3	IP/14/03/23	06.07.23	04.08.23
4	IP/14/04/23	07.08.23	05.09.23
5	IP/14/05/23	07.09.23	06.10.23
6	IP/14/06/23	16.10.23	16.11.23
7	IP/14/07/23	21.11.23	20.12.23
8	IP/14/08/23	08.01.24	07.02.24
9	IP/14/09/22	26.02.24	26.03.24



## **15. Promotion-Tower Wagon Driver**

NO. OF	NO OF STAFF	CLASS	NO OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
08	280	35	25

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	IP/15/01/22	01.05.23	30.05.23
2	IP/15/02/22	19.06.23	17.07.23
3	IP/15/03/22	07.08.23	05.09.23
4	IP/15/04/22	11.09.23	10.10.23
5	IP/15/05/22	16.10.23	16.11.23
6	IP/15/06/22	21.11.23	20.12.23
7	IP/15/07/22	08.01.24	07.02.24
8	IP/15/08/22	26.02.24	26.03.24



## 16. Promotion-Loco Pilot

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
04	280	70	25

## Allotment of Seats to Divisions

Eastern Railway			East C	Central Ra	ailway	Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	P/16/01/23	21.07.23	21.08.23
2	P/16/02/23	20.09.23	19.10.23
3	P/16/03/23	13.11.23	13.12.23
4	P/16/04/23	16.01.24	15.02.24



## 17. Promotion- Loco Pilot (Goods to Passenger)

NO. OF COURSES	NO. OF STAFF TO BE	CLASS ROOM	NO. OF WORKING DAYS
PLANNED	TRAINED	STRENGTH	
05	350	70	13
05	350	70	13

## Allotment of Seats to Divisions

Eastern Railway			East C	Central Ra	ailway	Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То
1	P/17/01/23	22.06.23	06.07.23
2	P/17/02/23	22.08.23	05.09.23
3	P/17/03/23	27.10.23	10.11.23
4	P/17/04/23	01.01.24	15.01.24
5	P/17/05/23	08.03.24	22.03.24



## **18.REPEAT: Station Master**

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
06	-	-	10 days for 1 sub.

#### **Training Programme:-**

Sl.No.	Course Code	From	То
1	RC/18/01/23	22.08.23	01.09.23
2	RC/18/01A/23	22.08.23	13.09.23
3	RC/18/02/23	26.12.23	05.01.23
4	RC/18/02A/23	26.12.23	17.01.24
5	RC/18/03/23	13.03.24	23.03.24
6	RC/18/03A/23	13.03.24	05.04.24

## 19. REPEAT: Train Manager /GUARD

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING
PLANNED	TO BE TRAINED	STRENGTH	DAYS
06	_	_	10 days for 1 sub.

	0 0					
Sl.No.	Course Code	From	То			
1	RC/19/01/23	18.08.23	29.08.23			
2	RC/19/01A/23	18.08.23	09.09.23			
3	RC/19/02/23	25.11.23	07.12.23			
4	RC/19/02A/23	25.11.23	19.12.23			
5	RC/19/03/23	01.02.24	23.02.24			
6	RC/19/03A/23	01.02.24	06.03.24			



#### TRANSPORTATION RULES FOR TECHNICAL SUPERVISORS

# 20. Initial/Promotion: Track Machine Operator (TT Supervisor)

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
07	245	35	03 Weeks

## Allotment of Seats to Divisions

Eastern Railway			East C	Central Ra	ailway	Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	IP/20/01/22	19.06.23	08.07.23
2	IP/20/02/22	07.08.23	28.08.23
3	IP/20/03/22	11.09.23	30.09.23
4	IP/20/04/22	16.10.23	09.11.23
5	IP/20/05/22	21.11.23	12.12.23
6	IP/20/06/22	08.01.24	30.01.24
7	IP/20/07/22	26.02.24	16.03.24



#### 21.Initial/Promotion- JE/SSE (MECHANICAL)

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING	
PLANNED	TO BE TRAINED	STRENGTH	DAYS	
04	140	35	02 weeks	

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### Training Programme.

Sl.No.	Course Code	From	То
1	T/21/01/23	07.07.23	20.07.23
2	T/21/02/23	06.09.23	19.09.23
3	T/21/03/23	16.12.23	30.12.23
4	T/21/04/23	17.02.24	01.03.24

#### 22. Initial/Promotion- JE/SSE (ELECTRICAL)

NO. OF COURSES	NO. OF STAFF TO	CLASS ROOM	NO. OF WORKING
PLANNED	BE TRAINED	STRENGTH	DAYS
05	175	35	04 weeks

#### Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### Training Programme.

Sl.No.	Course Code	From	То
1	T/22/01/23	07.08.23	04.09.23
2	T/22/02/23	16.10.23	15.11.23
3.	T/22/03/23	21.11.23	19.12.23
4	T/22/04/23	08.01.24	06.02.24
5	T/22/04/23	26.02.24	23.03.24

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#### **COMMERCIAL**

## 23. Refresher: CCcumTC/Sr.CC cum TC/CS/CI

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
08	280	35	06

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	R/23/01/22	17.07.23	22.07.23
2	R/23/02/22	21.08.23	26.08.23
3	R/23/03/22	18.09.23	23.09.23
4	R/23/04/22	13.11.23	18.11.23
5	R/23/05/22	18.12.23	23.12.23
6	R/23/06/22	15.01.24	20.01.24
7	R/23/07/22	19.02.24	24.04.24
8	R/23/08/22	11.03.24	16.03.24



## 24. INITIAL/ PROMOTION:

## Commercial-cum-Ticket Clerks

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
07	245	35	60

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	IP/24/01/23	15.04.23	26.06.23
2	IP/24/02/23	20.05.23	28.07.23
3	IP/24/03/23	01.07.23	11.09.23
4	IP/24/04/23	05.08.23	16.10.23
5	IP/24/05/23	28.10.23	09.01.24
6	IP/24/06/23	14.11.23	27.01.24
7	IP/24/07/23	03.02.24	13.04.24



# 25. INITIAL / PROMOTION: Senior Commercial cum Ticket Clerks

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
07	245	35	60

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

SI.No.	Course Code	From	То
1	IP/25/01/23	15.04.23	26.06.23
2	IP/25/02/23	20.05.23	28.07.23
3	IP/25/03/23	01.07.23	11.09.23
4	IP/25/04/23	05.08.23	16.10.23
5	IP/25/05/23	28.10.23	09.01.24
6	IP/25/06/23	14.11.23	27.01.24
7	IP/25/07/23	03.02.24	13.04.24



## 26. INITIAL/PROMOTION: Commercial Apprentice – 1st Phase

NO. OF COURSES	NO. OF STAFF TO	<b>CLASS ROOM</b>	NO. OF WORKING	
PLANNED	BE TRAINED	STRENGTH	DAYS	
03	105	35	60	

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### Training Programme.

Sl.No.	Course Code	From	То
1	IP/26/01/22	15.04.23	26.06.23
2	IP/26/02/22	01.07.23	11.09.23
3.	IP/26/03/22	28.10.23	09.01.24

#### 27. INITIAL/PROMOTION: Commercial Apprentice – 2<sup>nd</sup> Phase.

NO. OF COURSES	NO. OF STAFF TO	CLASS ROOM	NO. OF WORKING
PLANNED	BE TRAINED	STRENGTH	DAYS
03	105	35	50

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### Training Programme.

Sl.No.	Course Code	From	То
1	IP/27/01/23	27.06.23	25.08.23
2	IP/27/02/23	12.09.23	13.11.23
3.	IP/27/03/23	10.01.24	09.03.24

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#### 28. PROMOTION:

## **Commercial Supervisors & Inspectors**

NO. OF COURSES	NO. OF STAFF TO	CLASS ROOM	NO. OF WORKING
PLANNED	BE TRAINED	STRENGTH	DAYS
03	105	35	50

#### Allotment of Seats to Divisions.

East Cen	tral Rail	way	Eastern Railway				Total	
DHN	MGS	DNR	HWH	SDAH	ASN	MLDT		
3	3	3	3	3	3	3	21	

Sl.No.	Course Code	From	То
1	P/28/01/23	27.06.23	25.08.23
2	P/28/02/23	12.09.23	13.11.23
3	P/28/03/23	10.01.24	09.03.24



## 29. REPEAT: CCcumTC/Sr.CC cum TC/CS/CI/CA

NO. OF COURSES	NO. OF STAFF	CLASS ROOM	NO. OF WORKING	
PLANNED	TO BE	STRENGTH	DAYS	
	TRAINED			
06	_	-	10 days for 1 sub.	

Sl.No. Course Code		From	То
1	RC/29/01/22	16.09.23	27.09.23
2 RC/29/01A/22 16.09		16.09.23	10.10.23
3	RC/29/02/22	16.12.23	28.12.23
4	RC/29/02A/22	16.12.23	09.01.24
5	RC/29/03/22	02.03.24	13.03.24
6	RC/29/03A/22	02.03.24	26.03.24



# PERSONNEL 30. REFRESHER: COS/OS

NO. OF COURSES	NO. OF STAFF TO	CLASS ROOM	NO. OF WORKING
PLANNED	BE TRAINED	STRENGTH	DAYS
08	280	35	06

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	R/30/01/23	17.07.23	22.07.23
2	R/30/02/23	21.08.23	26.08.23
3	R/30/03/23	18.09.23	23.09.23
4	R/30/04/23	13.11.23	18.11.23
5	R/30/05/23	18.12.23	23.12.23
6	R/30/06/23	15.01.24	20.01.24
7	R/30/07/23	19.02.24	24.04.24
8	R/30/08/23	11.03.24	16.03.24



## **31. PROMOTION : OS/HD.CLERK**

NO. OF COURSES	NO. OF STAFF TO	<b>CLASS ROOM</b>	NO. OF WORKING
PLANNED	BE TRAINED	STRENGTH	DAYS
03	105	35	06

#### Allotment of Seats to Divisions

Eastern Railway				East Central Railway			Total
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### Training Programme.

SI.No.	Course Code	From	То
1	P/31/01/23	23.05.23	29.05.23
2	P/31/02/23	12.12.23	18.12.23
3.	P/31/03/23	13.02.24	19.02.24

# **32. Establishment Course for Office Bearers** of AISCSTREA

NO. OF WORKING DAYS = 12

#### Training Programme.

Sl.No.	Course Code	From	То
1	S/32/01/23	26.06.23	08.07.23
2	S/32/02/23	18.09.23	30.09.23
3.	S/32/03/23	11.12.23	23.12.23
4.	S/32/04/23	04.03.24	16.04.23

Note: The course No. 30,31 & 32 will be conducted as per above schedule only on temporary posting of officer/visiting Instructor by respective division / HQ.



## **ENGINEERING**

## 33. REFRESHER: SSE/JE (WORKS)

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
01	350	70	12

## Allotment of Seats to Divisions

Eastern Railway			East Central Railway			Total	
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

Sl.No.	Course Code	From	То	
1.	R/33/01/23	05.06.23	17.06.23	



## 34. INDUCTION /PROMOTION: SSE/JE (WORKS)

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING DAYS
COURSES	TO BE TRAINED	ROOM	
PLANNED		STRENGTH	
01	70	70	Ph-I=03months
			Ph-II=03months
			Exam Phase= 02 weeks

## Allotment of Seats to Divisions

	Eastern F	Railway		East (	Central Ra	ilway	Total
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
10	10	10	10	10	10	10	70

<u> </u>											
Sl.No.	Course Code	From	То								
1	IP/34/01/23 Exam Phase	01.05.2023.	15.05.2023.								
2	IP/34/02/23 Exam Phase	05.06.2023	17.06.2023								
3	IP/34/03/23 PHASE-I	29.05.2023.	28.08.2023.								
4	IP/34/04/23 PHASE-II	30.10.2023.	29.01.2024.								



## 35 . REPEAT: SSE/JE (WORKS)

NO. OF COURSES	NO. OF STAFF TO BE TRAINED	CLASS ROOM STRENGTH	NO. OF WORKING DAYS
PLANNED			
01	-	-	10 days for 1 sub.

#### Training Programme.

Sl.No.	Course Code	From	То
1	RC/35/01/22		
	(Paper- I)	18.09.2023.	28.09.2023.
2	RC/35/02/22		
	(Paper- II)	28.09.2023	07.10.2023.

Note: 1. SPECIAL SLOTS FOR JE/WORKS/INDUCTION /Promotional /PH-2 and Examination Phase from 28.06.2023.to 27.09.2023. and from 16.01.2024. to 29.01.2024. may be given subject to providing competent SSE/Works and SSE/P.WAY at MDZTI/ Bhuli as visiting instructors by the respective Divisions.

2. Programme for JE/SSE/P.Way and JE/SSE/Drawing, Design & Estimate could not be given due to non-availability of respective Instructors at MDZTI, BHULI



# 36 . DISASTER MANAGEMENT DISASTER MANAGEMENT FOR SUPERVISORS

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
12	420	35	04

## Allotment of Seats to Divisions

	Eastern F	Railway		East C	Central Ra	ailway	Total
SDAH	HWH	ASN	MLDT	DHN	DDU	DNR	
5	5	5	5	5	5	5	35

#### Training Programme.

SI.No.	Course Code	From	То
1	DM/36/01/23	18.04.23	21.04.23
2	DM/36/02/23	18.05.23	22.05.23
3.	DM/36/03/23	13.06.23	16.06.23
4.	DM/36/04/23	18.07.23	21.07.23
5.	DM/36/05/23	17.08.23	21.08.23
6.	DM/36/06/23	19.09.23	22.09.23
7.	DM/36/07/23	17.10.23	20.10.23
8.	DM/36/08/23	21.11.23	24.11.23
9.	DM/36/09/23	19.12.23	22.12.23
10.	DM/36/10/23	16.01.24	19.01.24
11.	DM/36/11/23	13.02.23	16.02.23
12.	DM/36/12/23	13.03.23	16.03.23

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## 37. CUSTOMER CARE

NO. OF	NO. OF STAFF	CLASS	NO. OF WORKING
COURSES	TO BE	ROOM	DAYS
PLANNED	TRAINED	STRENGTH	
09	315	35	06

## Allotment of Seats to Divisions

	Eastern F	Railway		East C	Central Ra	ailway	Total
SDAH	DAH HWH ASN MLDT				DDU	DNR	
5	5	5	5	5	5	5	35

Sl.No.	Course Code	From	То
1	CC/37/01/23	08.05.23	13.05.23
2	CC/37/02/23	05.06.23	10.06.23
3.	CC/37/03/23	03.07.23	08.07.23
4.	CC/37/04/23	07.08.23	12.08.23
5.	CC/37/05/23	04.09.23	09.09.23
6	CC/37/06/23	04.12.23	09.12.23
7.	CC/37/07/23	01.01.24	06.01.24
8.	CC/37/08/23	05.02.24	10.02.24
9.	CC/37/09/23	11.03.24	16.03.24





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राजपत्रित अवकाश CLOSED HOLIDAY प्रतिबंधित अवकाश RESTRICTED HOLIDAY									DAY
L. No.	Holiday		Date	Day	SL. No.	Holida	у	Date	Day
1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13,	भागानी जयंती गामता विदस होला पाड़ होली सामीट जयंती इंट-उप-क्रियर बुळ पुणिमा मार्डरम रक्तंत्रता दिवस गाँधी जयंती पुर्या पुता (सन्तमी) पुर्या पुता (वामी) इत्रां पुता (वामी) छड पुता पाड़ नामळ जयंती	BIRTHDAY OF NETAJI REPUBLIC DAY DOLYATRA HOLI MAHAVIR JAYANTI ID-UL-FITE BUDH PURNIMA MUHARRAM INDEPENDENCE DAY GANDHI JAYANTI DURGA PUJA (SAPTAMI)	23.01.2023 26.01.2023 07.03.2023 08.03.2023 04.04.2023 05.05.2023 29.07.2023 15.08.2023 02.10.2023 21.10.2023 24.10.2023 20.11.2023	MON. THU. TUE. WED. TUE. SAT. FRI. SAT. TUE. MON. SAT. MON. TUE. MON.	2 2 3 4 5 6 7 8 12 13 14 15 16 17 18 18 19 18 19 18 18 18 18 18 18 18 18 18 18 18 18 18	कृत - परिकार जाती । पादा प्रदेशीय । पादा प्रदेशीय । पादा प्रदेशीय । पादा पादा । प	GURUJ COVINO BIRGII JASANTI MANARI BARRANTI BARVI RATTI RAMANGERINA, JUZNATI GOGO FRIDAY JAMES LATINI MAY DAY RABIRGIA, HIDA MAY DAY RABIRGIA, AZAMITI BARTI NOTERA GURUJ PURININA CHARIL JAMIS SASTINI GARRIS PULININA GARRIS	65 61, 2022 14 61, 2020 18 62, 2022 10 02, 2022 10 02, 2022 10 02, 2022 11 02, 2022 11 02, 2022 12 04, 2022 13 06, 2022 13 06, 2022 14 06, 2022 15 06, 2022 16 06, 2022 17 06, 2022 18 06	THU BAT BAT WED THU THU THU THU WED WED WED THE THU THE THU THE
1000	चुक्त नानक जवता विकास	CHRISTMAS DAY	27.11.2023	MON.	21.	चेक्य देश स्थानी पुत्रस	BHATRI DWITNA JAGADDHATRI PUJA	15.11.2022	WED. THE

