



दक्षिण पूर्व मध्य रेलवे
South East Central Railway

मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रूलिंग/पॉलिसी/02

दिनांक: 20.02.2025

प्रति,
सर्व संबंधित,

स्थापना नियम सं. - 21/2025

विषय: - Revised Module for Refresher Course for JEs/SSEs of Diesel Organization.

रेल्वे बोर्ड के पत्र सं. 2024/E(Trg)/41/22 दिनांक 15.01.2025, RBE No. 03/2025 की प्रति, सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

Web-site- Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder- Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.

20-02-25

(रंजन कुमार रुखैयार)

सहायक कार्मिक अधिकारी (मुख्य. एवं बिल)

कृते प्रधान मुख्य कार्मिक अधिकारी

E.R-21/2025

2024/E(Trg)/41/22

3114858/2025

RBE No. 03/2025



भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

एक दुनिया, एक परिवार, एक भविष्य
ONE EARTH - ONE FAMILY - ONE FUTURE

No. 2024/E(Trg)/41/22

New Delhi, Dated: As signed

The General Managers,
All Indian Railways/PUs.
Metro Railway/Kolkata.
CAO/DMW/Patiala.
CAO/COFMOW/New Delhi.
ED/CAMTECH/Gwalior

The Director Generals,
DG/RDSO/Lucknow .
All Centralised Training Institutes.

Sub:- Revised Module for Refresher Course for JEs/SSEs of Diesel organization.

The training modules for refresher course for JEs/ SSEs of Diesel Organisation were last issued as part of the Stage-wise Training Module of Mechanical Department (Supervisors), circulated in March 2006 (Volume - I). The same have been reviewed at Railway Board, and after a comprehensive assessment, **Revised Module for Refresher Course for JEs/SSEs of Diesel organization** has been developed in consultation with concerned technical Dte. with the approval of the Board (DG/HR and M/T&RS).

2. The **Revised Module for Refresher Course for JEs/SSEs of Diesel organization** have been scanned and uploaded under **MPP Training Circulars** on 'Indian Railways' website and can be viewed or downloaded from railnet.

3. Kindly acknowledge receipt.

Signed by
Jitendra Kumar

Date: 15-01-2025 14:22:19
(Jitendra Kumar)

Dy. Director/Estt. (Training)

Railway Board

Ph. : (011) 23047251

No.2024/E(Trg)/41/22

New Delhi, dated: As signed.

Copy to:

- 1) The General Secretary, NFIR, 3 Chelmsford Road, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet)- This disposes of NFIR's issue raised in letter no. NFIR/II/26/2021 dt. 27.10.23 & 05.11.2024.
- 2) The General Secretary, AIRF, 4 State Entry Road, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).

...contd/-

I/3114858/2025

- 3) The Secretary General, FROA, R.No.256-A, Rail Bhavan, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 4) The Secretary General, IRPOF, R.No.268, Rail Bhavan, New Delhi for information (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 5) All Members, Department Council & Secretary Staff side National Council 13-C, Feroz shah Road, New Delhi (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 6) The Secretary General, AIRPF Association, Room No.256-D, Rail Bhavan, New Delhi (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).
- 7) General Secretary, All India SC & ST Railway Employees Association, 171/B-3, Basant Lane Railway Colony, New Delhi (Copy may be downloaded from E(MPP) Training Circulars/Railnet/Internet).

Signed by

Sadhna Aggarwal

Date: 16-01-2025 10:10:37

For Principal Executive Director (IR) /Railway Board**Copy to:**

- 1) PSO/Sr.PPS to CRB, MF, M(Infra.), M(TRS), M(O&BD), DG(HR), DG(RHS) & DG(RPF)
- 2) Sr.PPS/PPS/PS to AM(Budget), AM(CE), AM(C&IS), AM(Comm.), AM(E&HM), AM(Fin), AM(HR), AM(L&A), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(RS), AM(Sig.), AM(Staff), AM(Traction), AM(T&C), AM(Tele), AM(TT), AM(Works), PED(Vig.), PED(Safety), PED(Coaching), LA,
- 3) ED(Plg.), ED(Accts.), EDCE(B&S), EDCE(G), EDCE(Plg.), ED(CHG), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDEE(M), EDEE(RS), EDE, ED(RRB), EDE(N), EDE(Res), EDF, EDF(B), EDF(X)I, EDF(X)II, ED(H), JS(C), EDME(Chg.), EDME(Fr.), EDME(PU&W), ED(PC)I, ED(PC)II, EDRE, ED(Safety), ED(Safety)-II, IG./RPF(Hqs), ED(Sig.), ED(SP), EDRS(G), EDRS(S), ED(TD), EDTC(R), EDCE(P), ED(PM), ED(FM), EDPG, EDTT(F), EDTT(S), EDV(E), EDV(Elect), EDV(T), EDVE(S), ED(W).
- 4) Chief Commissioner of Railway Safety, 3rd Floor, TA Office, State Entry Road, New Delhi-55.
- 5) E(NG)I, E(NG)II, E(G), F(E)I, F(E)II, F(E)III, E(SCT)I, E(SCT)II branches of Railway Board.

Refresher Course for JEs/SSEs of Diesel organization

Periodicity : Once in 03 years
 Total Duration : 02 weeks (12 days)

A. Topics:

S.No.	Topic	Duration (in Days)
01	Reporting and Course Registration, Role of Senior Supervisors and Managerial skills	1/2
02	Material Management, Tenders & Works/Service Contracts	1
03	Locomotive Stream Specific theory & Latest developments in the Diesel field and Diesel Locomotive sheds.	6
04	Short Technical Study Tour	1
05	Fire Fighting, First Aid & Hygiene and Rajbhasha	1/2
06	IT in Railways, Basic knowledge of Computers and Working with E-Office.	1
07	Works Programme, M&P Programme, RSP, Budget and Estimates, Financial Matters, Bill Processing in IPAS/GeM	1
08	Feedback, Assessment and Valedictory session	1
	TOTAL	12

B. Details of Topics:

DIESEL MODULE			02-WEEKS (12 WORKING DAYS)
S.No.	Main Topic	Duration In Hours	Details
01	Reporting & Course Registration and Role of Senior Supervisors	1.5	Reporting & Course Registration, Role of senior supervisors and latest overview of IR.
	Managerial skills	1.5	Leadership & Leadership styles, Motivation, Communication Skills, Time Management, Stress Management and Interpersonal Skills.

I/3114858/2025

02	Tenders & Works/Service Contracts	3.0	Awarding of Contract, Issue of letter of acceptance & Starting of contract, Execution of Contract, Payment to the contract & Monitoring of progress & Shramik kalyan portal, Latest developments in Railway Tenders & Contracts, Vigilance angle to contracts, Do's and Don'ts Arbitration, Case Studies
	Material Management	3.0	Introduction to stores, Stores classification & codification, Drawl of stores, Inventory control, Disposal of inactive and surplus items, Scrap disposal, Stores tenders—Single tender, Limited Tender, Special Limited Tender, Open Tender, Floating of tenders, Tender committee proceedings, Negotiations, Imposition of penalties, SD/PG/BG, EMD, Purchase policies, Post Tender management.
		3.0	Procurement in GeM- Goods & Services, Bidding, Reverse auction, Processing of bills in GeM, Spot purchase, Local purchase, SOP, UDM- Creation of ledgers, Receipt & Account of stock & non-stock material, Placing of stock & non-stock Requisitions, Process of warranty rejections, Process of return stores (DS-8), Procedure of Stocking application form.
03	Locomotive Stream Specific theory & Latest developments in the Diesel field and Diesel Locomotive sheds.	3.0	Workplace safety including precautions for working near to Electric installations
		1.5	Loco readings in case of accident Investigation.
		3.0	Wabtec Locos (WDG4G & WDG6G) Introduction and features.
		3.0	CCB 1.5 & 2.0 Working Principle and Troubleshooting.
		3.0	HHP Locos-Under Gear maintenance and Safety check items.
		3.0	HHP Locos-Air Intake , Water cooling, Lube Oil, Fuel oil Systems troubleshooting
		1.5	Tower car- Maintenance and troubleshooting.
		1.5	1400 HP & 1600 HP DEMU working principle with troubleshooting
		3.0	Electric Locomotives working principle and Circuits.
		3.0	Electric Locomotives Traction transformer maintenance and troubleshooting and Electrical loco safety Items.

2024/E(Trg)/41/22

3114858/2025

		3.0	Electric Locomotives-Schedule Maintenance and major electrical items functions.
		1.5	Safety Devices Like Auto Flasher Light, REMMLOT and VCD etc.
		3.0	Latest developments in the field of Diesel/Electric Locos (Need Based from time to time)
04	Short Technical Study Tour	6.0	Technical Field Visit – one day
05	Fire Fighting, First Aid & Hygiene and Rajbhasha	1.5	Fire Fighting techniques, First Aid & Hygiene
		1.5	Rajbhasha
06	IT in Railways, Basic Knowledge of Computers and working with E-office.	3.0	IT in Railways-Working with E-office, HRMS, IPAS, LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.
		3.0	CMM, FMM & WISE and Rail Madad
07	Works Programme, M&P Programme, RSP, Budget and Estimates, Financial Matters, Bills Processing in IPAS/GeM	3.0	RSP, M&P Programme and Works Programme, Budget, Budgetary Reviews and Allocations.
		3.0	Financial Matters, Audit Objections and draft paras, delegation of powers, Bills Processing in IPAS/GeM
08	Feedback, Assessment and Valedictory session	6.0	Feedback, Assessment-Exam, Valedictory Session
