



PBC No. 34 / 2025  
RBE No. 03 / 2025

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 673 / Training / Vol.VI

दिनांक/Dated: 03.02.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub:Revised Module for Refresher Course for JEs / SSEs of Diesel Organisation.**

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A copy Railway Board's letter No. 2024/E(Trg)/41/22 dated 15.01.2025 alongwith its enclosure on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 04 pages

CHILAKALAPUDI  
ANJANIKUMAR

Digitally signed by  
CHILAKALAPUDI ANJANIKUMAR  
Date: 2025.02.03 13:17:12 +05'30'

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.



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

वसुधैव कुटुम्बकम्  
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.

(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/-

**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
	<b>TOTAL</b>	<b>12</b>

**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.

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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.

		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

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