



No. 2018/IRITM/Trg./HRM/02

Dt : 16-10-2018

To,

**General Managers** of all Zonal Railways & **Director General/RDSO**

**General Managers/CAOs** of all PUs & **Managing Directors** of all Railway PSUs

**PCOMs, PCCMs, PFA, PCEs, PCMEs, PCEEs, PCSTEs, PCMDs, PCOSs, PCPOs, CSCs/RPF & CPROs** of all zonal Railways

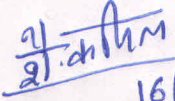
**Sub: Nomination of officers for training programme on "Human Resource Management" (November 12 to 16, 2018) from all departments of IR**

Indian Railways Institute of Transport Management (IRITM), Lucknow is organizing a five-day training Programme on "**Human Resource Management**" from **November 12 to 16, 2018**.

You are requested to nominate 2 to 3 officers from Junior Scale to SAG for above mentioned training programme from your Zone/Organization. Names of nominated officers may be communicated to IRITM with their CUG numbers & email addresses through fax at 0522-2451964/2451940 or email at ipr.iritm@gmail.com.

Officers from Railway PSUs may attend this training on payment of training fee of Rs. 6382/- (Rupees six thousand three hundred eighty two only) per participant per day (mess charges extra) as advised by Railway Board vide its letter No. E(TRG)2008(22)/1-A, dt. 08-11-2016. Cheque/Demand Draft of training fee should be prepared in favour of "Sr. Divisional Finance Manager, Northern Railway, Lucknow".

Annexure to this letter may be given to the nominated officers for easy scheduling of their programme. The programme details are also available on the IRITM website [www.iritm.indianrailways.gov.in](http://www.iritm.indianrailways.gov.in).

  
(S. Kapil) 16/10/18

Dean & Programme Director





सत्यमेव जयते

भारतीय रेल परिवहन प्रबन्धन संस्थान  
भारत सरकार – रेल मन्त्रालय

*Indian Railways Institute of Transport Management*  
(Government of India – Ministry of Railways)



वसुधैव कुटुम्बकम्

## ANNEXURE

### 1. Course Director :

S. Kapil, Sr. Professor  
Mob. : 9760530902  
e-mail : sptm.iritm@gmail.com

### 2. Course Co-ordinators :

1. Kishor Mehta  
Mob. : 9794862012  
e-mail : ipr.iritm@gmail.com
2. Ajab Singh  
Mob. : 9794845640  
e-mail : ipl.iritm@gmail.com

### 3. Reporting Time :

All the officers participating in the programme are required to report by **11<sup>th</sup> November 2018** – 2200 hrs.

### 4. Programme Timings :

0930 hrs to 1800 hrs [with a Lunch break from 1315 hrs to 1415 hrs & two tea breaks of 15 minutes each at 1115 hrs and 1400 hrs].

Officers shall be relieved after 1800 hrs. on 16<sup>th</sup> November, 2018. Return reservations to be made accordingly.

### 5. Accommodation :

Offices will be accommodated in Officers' Hostel in IRITM, We encourage Trainee officers to come with family.

### 6. Mess Facility :

Breakfast, lunch and dinner will be served in the Officers' Mess (Naivaidhyam) as per the prescribed menu on payment basis. Tea/Coffee making arrangements are available in each room.

### 7. Transport :

IRITM Vehicle(s) will be available for pick up and drop according to the trainee officer's arrival/departure program.

For any assistance regarding Transport, **Shri Madan Sen** (CUG : 9794862010), transport Incharge, Dy. SS (Commercial) N. Rly., LKO (CUG : 9794830973) or Dy. SS (Commercial) N.E. Railway, LJN (CUG: 9794846979) may be contacted.