

Eastern Railway  
Multi- Disciplinary Zonal Training Institute, Bhuli

No. MDZTI/Training/Bhuli/24

Date: 04.06.2024

Sr. Divisional Operations Manager,  
Sr. Divisional Commercial Manager,  
Sr. Divisional Electrical Engineer (OP),  
Sr. Divisional Engineer (Co- ordination),  
HWH, SDAH, MLDT, ASN, DHN, DDU, DNR

Sub: Reporting of trainees one day in advance for refresher course.

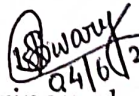
In reference to the above, guidelines for sending trainees for initial /promotional / repeat/ special course training has already been issued vide Eastern Railway JPO no. TG.398/JPO (optg)/07 dated 24.05.2007 which has been re-circulated widely on annual basis through annual training programme of MDZTI/Bhuli.

It is also repeatedly requested to spare trainees well in advance (01 day before commencing date of courses).

System for reporting trainees for one day in advance has been framed for proper utilization of human resources so that refresher course may be started in proper time without hampering schedule of training.

Now a days, it has been noticed that many trainees are reporting on the date of commencement of their training. In order to complete formalities, such candidates generally miss their 1<sup>st</sup> half classes.

Therefore, it is requested to spare the trainees one day in advance for refresher courses.

  
Principal  
MDZTI/ Bhuli/ DHN

Copy: Sr. DPO/ HWH, SDAH, MLDT, ASN, DHN, DDU, DNR.