PBC No. 129 / 2026

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

No: P(R) 673 / P / Training / Vol.VI (C.No. 648803) दिनांक/Date: as signed

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

विषय/Sub:Clarification regarding policy guidelines for recovery of cost for promotional training courses.

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A copy of the Railway Board's letter No. E(NG)I/2026/PM1/22 dated 12.08.2026 on the above subject is enclosed for information, guidance and necessary action.

संलग्नक02 pages.

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
'Date: 2026.08.27 16:55:55 +05'30

सहायक कर्मचारी संबंधी अधिकारी Personnel Officer / IR & Trg.
कृते मुकाधि 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)

No. E(NG)I/2026/PM1/22 (e-3541816) **New Delhi, date: As signed.**

The General Manager (P),
North Central Railway,
Prayagraj.

Sub: Clarification regarding policy guidelines for recovery of cost for promotional training courses.

Ref: NCR's letter no. NCR/EL/Loco/39/Operational Policy dated 13.05.2026.

Electrical Engineering Directorate of Railway Board has forwarded a letter under reference vide which clarification has been sought regarding a clear methodology for calculating and recovering training costs for additional attempts beyond the three funded chances against existing Railway Board policy issued vide Board's letter No. E(NG)I-73PM1/196 dated 05.12.1973 (incorporated in para 13.4 of Master Circular No. 37). The extant policy allows the Administration to fund up to three attempts for prescribed promotional courses and any further attempts are to be paid by the employee.

2. In this regard, Board's letter No. E(NG)I-73PM1/196 dated 05.12.1973 stipulates that "*in case of posts for which "Promotional course" has been prescribed as prerequisite condition to promotion, the staff may be allowed to avail of three chances to pass "promotion course" at the cost of Administration. After an employee has failed in three chances, he may be allowed to avail of more chances* ***at his own cost***"

3. The matter has been examined in consultation with Training Directorate and it is clarified that the extant instructions do not prescribe a separate methodology for computation or recovery of training cost for the fourth and subsequent attempts, particularly in respect of promotion courses.

4. The provision allowing further chances "at his own cost" implies that all admissible expenditure connected with such additional attempts, including pay and allowances, TA/DA, boarding and lodging, and other admissible expenses for attending the training, including the journeys undertaken in connection therewith etc., which would otherwise be borne by the Administration, shall be borne by the employee. However, "at his own cost" does not include the cost of imparting training, such as infrastructure and faculty expenses. Accordingly, where the training is conducted along with a regular batch, no training fee shall be recovered from the employee; however, the employee shall not be entitled for reimbursement of pay and allowances, TA/DA, boarding and lodging, or

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other admissible expenses for the period of such additional training.

5. With regard to the practice followed in NCR in which the training period for the fourth attempt at training is commonly adjusted against the employee's leave appears to be in consonance with the underlying intent of the extant instructions. The practice may also be continued to adjust the period spent by an employee on promotional training beyond his third attempt.

NCR may please note the position.

Digitally signed by
Ajay Goyal
Date: 12-08-2026
15:06:21

(अजय गोयल /Ajay Goyal)
उप निदेशक-III स्था. (एन)/Deputy Director-III, Estt.(N)
रेलवे बोर्ड/Railway Board

Copy to :
(i) Electrical Engineering Directorate/RB
(ii) Training Directorate/RB
(iii) PCEE/NCR
(iv) All Zonal Railways (except NCR) & PUs for information.

O/C

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