

## **Duty List at Training Department**

The Duty List of the Officers and Staff working in Training dept is issued as below:

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### **DUTY LIST OF GM/TRG**

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Set vision for the department and plan activities of the department to meet this Vision; Design an effective training system for the Organization aligning with the Vision of the Corporation; Enable skilling programs for departments as per their requirements; Planning and designing training programs for skilling personnel across all categories to enhance awareness and knowledge as per Mission of KRCL; Monitoring programs and activities of KRA for their effectiveness while ensuring optimum utilization of resources; Planning and designing programs for imparting skills training to external youth, Liaison with training agencies and management Institutes for exploring good and effective interventions for employees and external persons; Coordination with HODs and Directors to formulate their training requirements for the year and draw an yearly time table for the same; To modulate the training programs in KRCL from time to time as per the announcements and assurances of the Hon'ble Minister for Railways and directives of the Railway Board and the Government of India; Explore revenue generation through training activities.

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### **KRA/MADGAON**

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#### **I. Shri Vinayakumar S, Principal/KRA/MAO**

- a. Planning, Implementation of various training programs as per vision set for the dept.
- b. Ensuring that all the safety Courses are run as per Railway Board Guidelines.
- c. Issuing Competency Certificates to all safety category staff after completion of the course.
- d. Day to day maintenance of Training Academy, GFITT and RHSDC.
- e. Looking after day to day requirements of trainees staying in Konkan Rail Academy hostel.
- f. Timely renewal of Contracts and arrangements for New Contracts after

completion of contract term. Execution and monitoring as per terms and conditions.

- g. Issuing Time Table for courses to be conducted, issuing of Relieving letters and Results of the courses conducted.
- h. Ensuring and reporting compliance of various directives of different Ministries of Government of India and the Railway Board.
- i. All activities related to tendering.
- j. Execution of external training programs
- k. Monitoring training programs at RHSDC
- l. Budget handling, utilization and monitoring. Proposals for Capital budget.
- m. Following austerity measures and running of training programs for outsiders to earn revenue.
- n. Follow up on progress of KRCL on Karmayogi platform and put up data from time to time
- o. Any other duty assigned from time to time.

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## **II. Shri Mohammad Yunus, INST/I/OPTG.**

- a. Preparation of Time Tables of Course nominations for nominated Department staff.
- b. Ensuring Study material & Power Point Presentation for nominated safety staff.
- c. Ensuring Nomination of faculty in the course before commencing the course and ensuring their availability as per Time Table.
- d. Ensuring Traffic Model Room training and field visit for technical batches as and when necessary.
- e. Preparation of Question Papers, evaluation of answer sheets and preparation of Result sheets with signatures.
- f. Upgradation of Study materials in Gyansagar, Training Manual on DISHA as and when amendments comes.
- g. Organizing Seminars, Workshops and its arrangements.
- h. SEPS and other external training
- i. Any other duty assigned by the superiors from time to time.

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**III. Shri SuryaShekhar, INST/I/OPTG.**

- a. Preparation of Time Table, Ensuring Study material & Power Point Presentation.
- b. Ensuring nomination of trainees before commencement of the course & also ensuring availability of faculty members.
- c. Ensuring proper accommodation for the trainees during their stay in training period.
- d. Ensuring Traffic Model Room training & field visit for nominated safety staff as and when necessary.
- e. Preparation of Question Papers in Bilingual, evaluation of answer sheets and preparation of result sheets with signatures.
- f. Ensuring Rajbhasha related works & preparation of all types of Hindi reports.
- g. SEPS and other external training.
- h. Any other duty assigned by the superiors from time to time.

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**IV. Shri Dayanand Gosavi, OS/KRA/MAO**

- a. Timely releasing of Time Table, registration, attendance maintenance and arrangement of Tea/Biscuits for the trainees and other duties.
- b. Imprest Account, Party Code Creation in IFAS, Registration of monthly bills of all contracts of KRA, fuel accountal, submission of bills, SEPS DD/CQ (MR generation) etc. to Accounts Department in time. Ensuring all proper Bills have been received from Training agencies in time and its timely payment.
- c. Weekly supervision of KRA/MAO building and Quarters allotted to KRA, disposal of unused items, monitoring of Repairs and Maintenance. Replacement of damaged or condemned assets etc.
- d. Delegate works to Jr. OA and RHKHs and monitor the works allotted to them. Coordinate with all training centres and Instructors. Monitoring of Housekeeping of KRA.
- e. Processing all tenders through GeM 3 months before conclusion of contract, timely calling of all tenders and finalization of the same prior to the closure of existing contract. Monitoring the quality of work upon issuing of work order.
- f. Maintain training related figures on daily basis without errors and put up the same as per demand and schedule. Coordinate and monitor data maintenance by Shri Krishna Gaonkar. Updation of Shramik Kalyan Portal and uploading of proof of salary/PF details of contract staff and

also on KR website on monthly basis.

- g. Timely indenting of material through Stores. Maintenance of DSR for KRA.
- h. Budget preparation and monitoring the expenses and ensuring expenditure is within budget. Maintain updated and compiled data regarding year wise and item wise Capital and Revenue Budget allocation and expenditure and producing the same promptly on demand.
- i. Work out the actual training mandays upto 15th of each month and anticipate mandays for the rest of the month and discuss with higher ups for filling up shortfall if any. Put up draft MCDO with all attachments and other reports as per schedule.
- j. Look after maintenance of KRA, GFITT premises.
- k. Raise invoices for GFITT programs and ensure timely receipt of money and its accountal.
- l. Any other duty assigned by the superiors from time to time.

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#### **V. Shri Rajesh R, INST/KRA/MAO**

- a. Maintain, monitor and chase RC due lists of LP-ALP; Preparation of Time table of RC and IC courses for LP-ALP.
- b. Take training sessions and conduct Field visits as per Time Table; set question papers, conduct written exams and Viva.
- c. Prepare Relieving letters of trainees of coordinating courses. Evaluate answer sheets and declare results.
- d. Plan, coordinate and conduct Safety workshops during the year for LPs and ALPs.
- e. Reception and Registration activities for the SEPS program at MAO.
- f. Update all manuals and circulars related to LP-ALPs.
- g. Coordinate training programs at other stations/offices of KRCL.
- h. Monitor catering quality on every Tuesday.
- i. Sports and Cultural: Coordinate in the team to organise Sports and Cultural events for trainees of each course.

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#### **VI. Shri Jalesh Nair, INST/KRA/MAO**

- a. Maintain, monitor and chase RC due lists of LP-ALP; Preparation of Time table of RC and IC courses for LP-ALP.
- b. Take training sessions and conduct Field visits as per Time Table; set question papers, conduct written exams and Viva.

- c. Prepare Relieving letters of trainees of coordinating courses. Evaluate answer sheets and declare results.
- d. Plan, coordinate and conduct Safety workshops during the year for LPs and ALPs.
- e. Update all manuals and circulars related to LP-ALPs.
- f. Coordinate training programs at other stations/offices of KRCL.
- g. Maintain and safely store answer sheets of various courses.
- h. Sports and Cultural: Coordinate in the team to organise Sports and Cultural events for trainees of each course.

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**VII. Shri Shridhar Avabrat, SP/KRA/MAO**

- a. Impart training for IC/RC/Promotional, RHSDC & SEPS batches as well as Group C staff on IT and soft skill subjects.
- b. Ensure nomination of trainees before commencement of the Commercial and IT course.
- c. Take online feedback of the trainees for all batches.
- d. Update and maintain RC dues of all categories of staff.
- e. Update KR website, DISHA, and Gyansagar.
- f. Maintain data related to courses at KRA centres.
- g. Maintain all IT assets and provide troubleshooting support.
- h. Coordinate with nominated OS/RHSDC for conducting soft skill training programs at RHSDC, UD for minimum 1000 youth in the year.
- i. Market and execute SEPS training.
- j. In-charge of dashboard on Karmayogi platform and put up data from time to time.
- k. Any other duty assigned by the superiors from time to time.

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**VI. Shri Wilson Vaz, OPTG/INST/KRA/MAO**

- a. Maintain, monitor and chase RC due lists of nominated Department allotted for the year.
- b. Prepare Time table of RC and IC courses for nominated Department throughout the year.
- c. Take training sessions and conduct Field visits as per Time Table.
- d. Set question papers, conduct written exams and Viva.
- e. Prepare Relieving letters of trainees of coordinating courses.
- f. Evaluate answer sheets and declare results.
- g. Carry out marketing for SEPS and soft skills program and be a part of all associated activities for successful achievement of the said target.

- h. Update all manuals and circulars related to nominated Department as per latest guidelines of Railway Board.
- i. Develop and maintain Traffic Model Room.
- j. Coordinate all programs under PMKVY (Training for Artisans of various Departments) as and when instructed by superiors.
- k. Conduct safety workshops as per instructions.
- l. Coordinate in the team to organise Sports and Cultural events for trainees of each course.

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**VII. Shri Krishna B. Gaonkar, Jr. Clerk/KRA/MAO**

- a. a) Training Details - Maintain training details for all courses and programs under training dept in various approved formats and put up data at short notice.
- b. Office work - Preparation of pass and its accountal and other accountals. Library book maintenance and record keeping.
- c. Training under Literacy, Computer Skill Program LEAP and Workshops. - Make arrangements for conduct of training programs at classrooms of KRA and Conference hall at ORH/MAO.
- d. Up keep of KRA - Daily inspect the premises and surrounding area of KRA for its cleanliness and up keep and of the quarters allotted to KRA.
- e. Competency Certificate - Preparation of Competency Certificate and its record keeping.
- f. Any other works as assigned by the superiors from time to time.

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**KRA/BHATKAL**

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**1. Smt. Shantala Shetty, OPTG/INST/II/KRA/BTJL:**

- a. Maintain, monitor and chase RC due lists of nominated safety staff allotted for the year .
- b. Preparation of Time table of RC and IC courses for nominated safety category and G&SR course for Operators and Supervisors of Safety Departments throughout the year.
- c. Take training sessions and conduct Field visits as per Time table.
- d. Setting question papers, conducting of written exam and Viva.
- e. Prepare Relieving letters of trainees of coordinating courses
- f. Evaluation of answer sheets and result declaration etc.
- g. Marketing for SEPS and soft skills program and be a part of all associated

activities for successful achievement of the said target.

- h. Coordinate for day to day logistics for SEPS at BTJL
- i. Design Time Table choosing suitable faculty and coordinating with this external faculty for SEPS programs conducted at BTJL
- j. Plan, co-ordinate and conduct Safety workshops during the year
- k. Updation of all manuals, circulars related to Station Masters, Train Manager and G&SR course for Operators and Supervisors of Safety Departments as per latest guidelines of Railway Board,
- l. Monitoring repairs, maintenance, safety and proper utilization of KRA/BTJL building, furniture, beddings, equipment's. Ensuring quality of catering arrangement for trainees. Timely calling of tender through GeM minimum 3 months before closure of existing contract.
- m. Maintain all training data of KRA/BTJL; Update record of Dead stock items and indenting of store materials which is required for KRA/BTJL.
- n. Monitoring of catering quality from Monday to Wednesday every week and Monitoring of Cleanliness of KRA/BTJL.

**VIII. Shri. U. Raju, OPTG/INST/KRA/BTJL**

- a. Maintain, monitor and chase RC due lists of nominated safety staff allotted for the year and give details to IT Instructor at KRA by 28th of each month for updating and putting up in MCDO.
- b. Preparation of Time table of RC and IC courses for nominated category throughout the year.
- c. Take training sessions and conduct Field visits as per Time table.
- d. Setting question papers, conducting of written exam and Viva.
- e. Prepare Relieving letters of trainees of coordinating courses
- f. Evaluation of answer sheets and result declaration etc
- g. Plan, co-ordinate and conduct Safety workshops during the year
- h. Training program coordination at KW and CO region as and when instructed by superiors
- i. Taking introductory session class
- j. Taking Field training of Traffic Model Room
- k. Carry out all associated activities as and when called for.
- l. Monitoring of catering quality from Thursday to Saturday every week.
- m. Coordinate in the team of Smt Shantala and RKKHs to organise Sports and Cultural events for trainees of each course at KRA/BTJL
- n. Maintenance of surroundings of KRA/BTJL

**1. Shri Prashanth R Shetty, OS/RHSDC**

- a. Coordinate with different institutes for registration of youth for training programs at RHSDC.
- b. Conduct training programs at RHSDC as per the target given
- c. Build a good panel of trainers for the RHSDC programs
- d. Do registration of participants, maintain attendance, Arrangement of Tea/Biscuits for the trainees.
- e. Maintain feedback of all Courses and share with higher authorities on regular basis Timely process for audit of accounts
- f. Coordination with Auditor
- g. Coordination for holding AGM and GBM.
- h. Maintain Imprest Account of RHSDC, Registration of monthly bills, submission of bills etc. to Principal/KRA in time. Ensuring all timely payment.
- i. Daily supervision of RHSDC premises, disposal of unused items, monitoring of
- j. Repairs and Maintenance. Replacement of damaged or condemned assets etc.
- k. Monitoring of Housekeeping of RHSDC on daily basis.
- l. Processing tenders for housekeeping and leasing of premises and finalization of the same. Monitoring the quality of work upon issuing of work order.
- m. Maintain training related figures on daily basis without errors and put up the same as per demand and schedule.
- n. Timely indenting of material with proper approvals. Maintenance of DSR.
- o. Budget preparation and monitoring the expenses and ensuring expenditure is within budget.
- p. Any other duty assigned by the superiors from time to time.

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