

Training and Familiarization of Senior Railway Officers (SAG and above) on CRIS Applications

(The undermentioned process should be followed from 01/01/2021. It supersedes any earlier letter / communication given in this regard).

Zonal Railways and Units have expressed the need for familiarising senior Railway officers (SAG and above) on specific IT applications being managed by CRIS. Therefore, a limited number of senior officers are provided training and familiarisation on these applications.

Zonal Railways and Units must specify the CRIS Application on which training / familiarisation is required. General IT training is no longer conducted by CRIS.

Nomination

1. Sanction of nomination is required at the level of Principal HOD and above.
2. Nomination should be given in the format annexed (in signed PDF format as well as a Word file).
3. It should be emailed through the PHOD's / contact person's official mail id only to mdcris@cris.org.in with copy to goyal.ashutosh@cris.org.in.

Training process

1. A Group Head from CRIS will be nominated to coordinate with each trainee officer. The email id of the nominated Group Head will be communicated to the Trainee officer, who should report through email to the Nominated Group Head with copy to goyal.ashutosh@cris.org.in
2. Training is conducted in online mode. The officers need to visit CRIS office only if specifically asked to attend in person. Normally, 3 to 6 hours of online sessions shall be conducted each week.
3. Trainees should submit a report in electronic form as advised by the nominated Group Head at the end of the training period. A copy of the report will be sent to the concerned Railway along with the relieving letter.
4. No leave, travel etc. is sanctioned / authorized by CRIS officers. In case leave is required in an exigency, the officer would be released from training for that period and asked to report back to his / her parent Railway.

Payment

Cost incurred by CRIS should be re-imbursed by the Zonal Railway at the rate of Rs. 24,000 for the 4-week period (at the rate of Rs. 6000 per week). This should be electronically transferred as below:

1. Payment mode: NEFT (National Electronic Funds Transfer)
2. Account name: Centre for Railway Information Systems
3. Bank Name: Syndicate Bank, SB A/c. No.: 91462010020726, Branch: Akbar Bhawan, Chanakyapuri, New Delhi – 110021, MICR Code: 110025107, IFSC Code: SYNB0009146, PAN No.: AACFC6749G, GST No. 07AACFC6749G1ZE.

Nomination Form

Nominated Officer	Name	
	Designation and Rly.	
	Mobile No.	
	E-Mail ID (Official)	

Familiarization program	IT Application / topic on which to be familiarized	
	Duration in weeks (normally 4 wks)	
	Date From (normally Mon)	
	Date To (normally Fri)	

Nominating authority	Nominated By (PHOD)	
-----------------------------	---------------------	--

Authorized contact person	Name	
	Designation and Rly.	
	Mobile No.	
	E-Mail ID (Official)	

Nominated CRIS Group Head (for CRIS Use only)	Name	
	Designation	
	Mobile No.	
	E-Mail ID (Official)	