



MINISTRY OF RAILWAYS, GOVERNMENT OF INDIA

No. CTARA/TPP/2021

Date: 03.02.2021

**GMs, PFAs of all Zonal Railways, PUs,  
RDSO/LKO, CORE/ALD, COFMOW/NDLS**

**Sub: Training programmes (through Online) for the months of  
February, March & April, 2021.**

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The schedule of Training program (through online classes) for the month of February, March & April, 2021 is as follows.

SN	Period	No Of Days	Course Name	Participants
1	09.02.2021 to 11.02.2021	3	Contemporary issues in Personnel Management ( Establishment Matters)	Staff of Personnel & Accounts Dept
2	17.02.2021 to 19.02.2021	3	Planning for Retirement	Staff & Officers of all Depts
3	22.02.2021 to 26.02.2021	5	Data Analytics	Staff & Officers of all Depts with knowledge of MS Excel
4	01.03.2021 to 05.03.2021	5	Data Analytics	Staff & Officers of all Depts with knowledge of MS Excel
5	09.03.2021 & 10.03.2021	2	DAR & Railway Services (conduct) Rules	Staff of all Depts
6	16.03.2021 to 17.03.2021	2	Budget- Latest Developments	Staff & Officers of All Dept
7	18.03.2021 to 19.03.2021	2	GCC for Works & Services – Revisited	Staff of all Depts
8	23.03.2021 to 25.03.2021	3	Planning for Retirement	Staff & Officers of all Depts
9	01.04.2021	1	NPS & its implementation	Staff & Officers of Personnel & Accounts Depts

OPP. RAILWAY JUNIOR COLLEGE, TARNAKA, SECUNDERABAD. 500 017

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10	06.04.2021 to 09.04.2021	4	External Financing in IR	Officers up to SAG of all Depts
11	15.04.2021	1	SPARROW	PAs / Stenographers
12	20.04.2021	1	e Office – An awareness	Staff of all Depts
13	27.04.2021 to 29.04.2021	3	Planning for Retirement	Staff & Officers of all Depts

Nominations in the following format may please be forwarded to email ID: [managertrg@ctara.org](mailto:managertrg@ctara.org) at least 3 days prior to the schedule of the Course. **The Zoom link for the training programmes will be displayed on [www.ctara.org](http://www.ctara.org), one day prior to the commencement of the Program. This information should be conveyed to the trainees while nominating them.** Two (2) sessions have been planned per day with the first session starting from 10.00 hrs to 11.30 hrs and the second session from 12.00 hrs to 13.30 hrs.

**Participants of the above "Online" courses may be instructed to ensure while joining the course, that their names are displayed correctly and not numbers & phone make models etc. Further, they should have their "Video on" throughout the session.** Please contact Manager/Training on Mobile Number 7331140274/9492432160 (SMS/WhatsApp only) during the office hours for further help.

Name	Desg.	Office	DOB	PF/NPS No.	Email ID	Mobile No

(Purna M Cherla)  
Director/Ctara