



No. IRITM-TRG/Offline/ITC(Gr.B)/RS/01

Dt : 07.09.2022

To,

Principal Chief Operations Managers, Principal Chief Commercial Managers

C. Rly/Mumbai, E. Rly/Kolkata, EC Rly/Hajipur, ECo Rly/Bhubaneshwar, N Rly/New Delhi, NC Rly/Allahabad, NE Rly/Gorakhpur, NF Rly/Maligaon, NW Rly/Jaipur, S Rly/Chennai, SC Rly/Secunderabad, SE Rly/Kolkata, SEC Rly/Bilaspur, SW Rly/Hubli, WC Rly/Jabalpur, W Rly/Mumbai, Metro Rly/Kolkata, ED(Training & MPP)/Railway Board/NDLS.

Sub:- Offline-Nomination of officers for "Integrated Course for Group-B Officers (Operating & Commercial)" at IRITM from 10th October to 21th October, 2022.

Indian Railways Institute of Transport Management (IRITM), Lucknow is organizing a two weeks **offline** Traffic training Programme "**Integrated Course for Group-B Officers**" (Operating & Commercial) from **10th October to 21th October, 2022.**

You are requested to nominate 2 to 3 Group-B officers for above mentioned training programme from your Department. Names along with other details of nominated officers may be communicated to in the nomination form enclosed as Annexure-1 with this letter through fax at 0522-2451964/2451940 or email at ssvprasadiritm@gmail.com or at whatsapp number 7007077604.

Nominations may be advised by **07th October, 2022** to ensure completion of **registration formalities**. Annexures to this letter may be given to the nominated officers for easy scheduling of their programme.

The programme details are also available on the IRITM website www.iritm.indianrailways.gov.in.



(RICHA SHARMA)
Prof. Commercial Management
& Course Director



Annexure: 1

NOMINATION FORM

Name of the training programme : **"Integrated Course for Group –B Officers"**

Duration : **10th October to 21th October, 2022 (Two weeks)**

Mode : **Offline**

The Course Director: Mrs Richa Sharma, Prof. Commercial Management & Course Director,
Mobile : 9794862007

Indian Railways Institute of Transport Management (IRITM), Lucknow

The following officers have been nominated to attend online training programme on **"Integrated Course for Group –B Officers" (10th October to 21th October, 2022):**

SN	Names & Details
1	Name :
	Designation & Place of Posting :
	e-mail ID : Mobile number (having whatsapp):
2	Name :
	Designation & Place of Posting :
	e-mail ID : Mobile number (having whatsapp):
3	Name :
	Designation & Place of Posting :
	e-mail ID : Mobile number (having whatsapp):

(Signature & Stamp)

Note : For any further information or query, Course Co-ordinator Sri S.S.V.PRASAD
(Mobile : 7007077604) may be contacted.



ANNEXURE : 2

1. Course Director :

Mrs. Richa Sharma
Mob. 9794862007,
email : richa.sharma87@gov.in

Course Co-ordinator :

Sri S.S.V. Prasad,
Mob. 7007077604,
email : ssvprasadiritm@gmail.com

2. Reporting Time :

All the officers participating in the programme are required to report by **09th October, 2022 – 22:00 hrs.**

3. Programme Timings :

09:30 hrs to 18:00 hrs {with a Lunch break from 13:15 hrs to 14:30 hrs & two tea breaks of 15 minutes each at 11:15 hrs and 16:15 hrs}.

Officers shall be relieved after 18:00 hrs on 21th October, 2022. Return reservations to be made accordingly.

4. Accommodation :

Officers will be accommodated in Officers' Hostel in IRITM. We Encourage officers to come with family.

5. Mess Facility :

Breakfast, Lunch and dinner will be served in the Officers' Mess {Naivaidyam} as per the prescribed menu on payment basis. Tea/Coffee making arrangements are available in each room.

6. Transport:

IRITM Vehicle(s) will be available for pick up and drop accordingly to the trainee officer's arrival/departure program.

For any assistance regarding transport, Shri Mayank Johari (CUG: 9794862013), Transport Incharge, Dy.SS (Commercial) N. Rly., LKO (CUG: 9794830973) or Dy.SS (Comm.) N.E. Railway, LKN (CUG: 9794846979) may be contacted.