



भारतीय रेल परिवहन प्रबन्धन संस्थान  
(भारत सरकार – रेल मन्त्रालय)

**Indian Railways Institute of Transport Management**  
(Government of India – Ministry of Railways)



No. IRITM/CABD/008/2024

Date: 29.01.2024

**PCCMs**  
**All Zonal Railways**

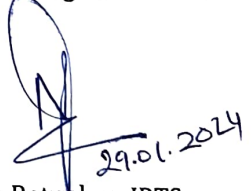
**Sub: Nomination of Senior Commercial Supervisors for Course on Commercial and Business Development (CABD008).**

Commercial supervisors play key role in business development and marketing. The frontline staff functions at different functional units such as booking office, parcel office, goods sheds, reservation office, ticket checking office etc. and perform critical and challenging tasks. Their efficiency and capabilities play a pivotal role in boosting the image of Railways as a customer centric organization.

The course (CABD008) for Senior Commercial Supervisors is scheduled from **19.02.2024 to 23.02.2024**. It is requested to nominate **02 Senior Supervisors of Commercial Department from each zone**, working in field, from your railways for attending the CABD program. The Nominations should be advised by 12.02.2024 to ensure completion of registration formalities. The annexure is enclosed herewith.

Annexure- As Above.

*with kind regards,*

  
29.01.2024  
Neha Ratnakar, IRTS  
Prof.(Commercial Training & Vigilance) & Course Director

Campus: Hardoi By-Pass Road, P.O. Manak Nagar, LUCKNOW-226011  
Tele.: 0522-2451942 FAX: 0522-2451964/2451940



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**Annexure**

**1. Course Director:**

Ms Neha Ratnakar, IRTS  
Mob. 9794862005  
e-mail: [profes.com.iritm@gmail.com](mailto:profes.com.iritm@gmail.com)

**2. Programme Co-ordinator:**

Sh. Ashwini Agrawal  
Mob. 8840696273  
email: [aka.iritm@gmail.com](mailto:aka.iritm@gmail.com)

**3. Reporting Time:**

All the Supervisors, participating in the program, are required to **report on 18<sup>th</sup> February, 2024 latest by 22:00 hrs.**

**4. Programme Timings:**

09:15 hrs to 16:20 hrs [with a tea break of 20 minutes at 11:10 hrs & a Lunch break from 13:25 hrs to 14:20 hrs]. Participants shall be relieved after 18:00 hrs. on **23<sup>rd</sup> February, 2024**. Return reservations to be made accordingly.

**5. Accommodation:**

Participants will be accommodated in Hostel at IRITM.

**6. Mess Facility:**

Breakfast, Lunch and dinner will be served in the hostel dinning hall as per the prescribed menu on payment basis.

**7. Transport:**

IRITM Vehicles (hired) will be available for pick up and drop accordingly to the trainee participants arrival/departure programme.

For any assistance, Dy.SS (Commercial) N. Railway, LKO (CUG: 9794830973) or Dy.SS (Comm.) N.E. Railway, LJNI (CUG: 9794846979) may be contacted.

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Tele.: 0522-2451942, Fax : 0522-2451964, website : [www.iritm.indianrailways.gov.in](http://www.iritm.indianrailways.gov.in)