



# वार्षिक प्रशिक्षण कार्यक्रम ANNUAL TRAINING CALENDAR



## 2025



## उपरी उपस्कर प्रशिक्षण केन्द्र

धनबाद

पूर्व मध्य रेल

## O.H.E TRAINING CENTRE DHANBAD

## EAST CENTRAL RAILWAY



**O.H.E. Training Centre**  
**Near Gaya Bridge, Rangatand, Dhanbad**  
**Jharkhand- 826001**  
**E-mail: trd2014trg@gmail.com**  
**ANNUAL TRAINING PROGRAMME**  
**(2025-26)**

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वार्षिक प्रशिक्षण कार्यक्रम 2025-26



Annual Training Programme 2025-26

**East Central Railway**

**O.H.E. Training Centre**  
**East Central Railway, Dhanbad**

No. OTC/DHN/TRG-Prog./2025-26

Date- 02.04.2025, Dhanbad

Telephone Number	Office	Residence
Sr.DEE/TR-D/ DHN	Railway: 42370	Railway: 42351
	CUG: 9771426301	
DEE/TR-D/DHN	Railway: 42372	Railway: 42373
	CUG: 9771426304	
Training Centre In-charge	Railway: 42380	
	CUG: 9771426583	
Training Hostel In-charge	Railway: 42379	
	CUG: 9771426583	

Please find herewith the Yearly Training Program for Initial, Promotional and Refresher for Technician- OHE, PSI, RC, Tower Wagon Driver, Unskilled Staff and Supervisor for the year 2025-26. The staff concerned may please be booked accordingly to attend the courses.

Sr. DEE/TR-D/E.C. Railway  
Dhanbad

उपरी उपस्कर प्रशिक्षण केन्द्र, धनबाद

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O.H.E. TRAINING CENTRE, DHANBAD

वार्षिक प्रशिक्षण कार्यक्रम 2025-26



Annual Training Programme 2025-26

**East Central Railway**

**OHE Training Centre**  
**East Central Railway, Dhanbad**

No. OTC/DHN/TRG-Prog./2025-26

Date- 02.04.2025, Dhanbad

Chief Electrical Engineer, E.C. Railway, Hajipur  
Chief Personnel Officer, E.C. Railway, Hajipur  
Chief Electrical Distribution Engineer/TR-D, E.C. Railway, Hajipur  
Dy. Chief Electrical Engineer/TR-D, E.C. Railway, Hajipur  
Sr.DEE/TR-D/DDU, DNR, SEE, SPJ & Sr.DPO/DHN

***Subject: Yearly Training Programme for the year 2025-26***

Please find herewith the yearly training programme for Electrical/TR-D staff from 01.04.2025 to 31.03.2026 and small write up about the training centre. The staff concerned may please be booked accordingly to attend the course and number of candidates in each course, to be informed at least one week in advance to DEE/TR-D/DHN so that capacity utilization of the training centre could be fully utilized.

It has been approved by Sr.DEE/TR-D/DHN as controlling officer.

**Copy to:** DEE/TR-D/BRKA, AEE/TR-D/GJD, DTO, CPU

DEE/TR-D/E.C. Railway  
Dhanbad

उपरी उपस्कर प्रशिक्षण केन्द्र, धनबाद

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**O.H.E. TRAINING CENTRE, DHANBAD**



## **O.H.E. TRAINING CENTRE, DHANBAD**

### **Brief History:**

OHE Training Centre at Dhanbad, a recognized training centre on Indian Railways listed at SL. No. 208 as an “Other Training Centre”, established and started functioning in the year 1976 to impart training to Artisan & Group-D staff of Traction Distribution, Dhanbad Division.

The Training Centre was functional till 2007, after then training activity has been stopped on account of non-availability of instructor and poor/damaged condition of training centre building as well as other facilities.

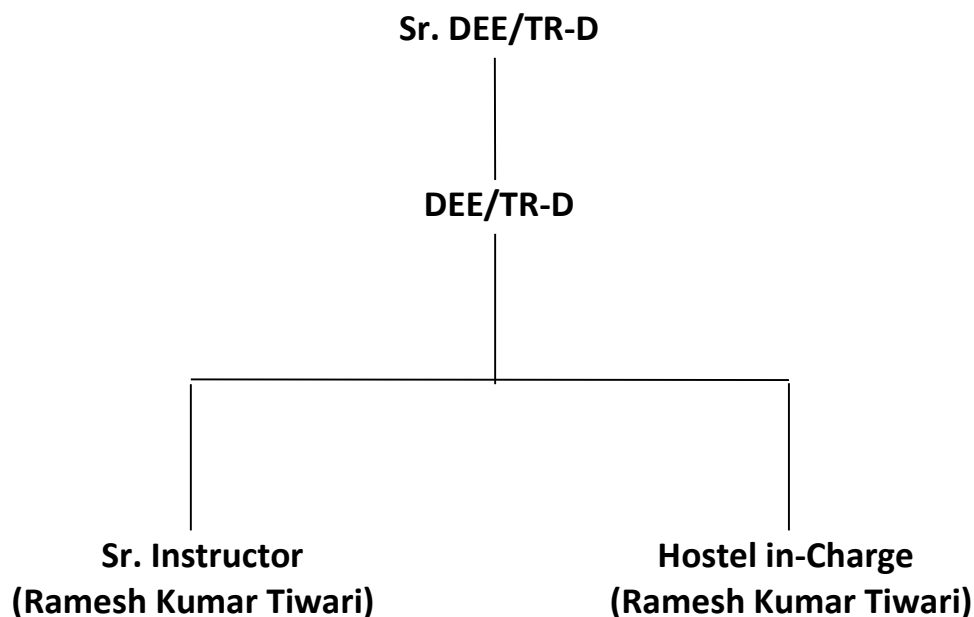
The Training Centre has been re-opened and started functioning w.e.f 02.06.2015 with accommodation facilities of 20 trainees/day after renovation of its building, improved Class Room, OHE model Room, replacement of furniture, provision of Computer, Projector facilities, training modules and training kits like SMI/MI, soft copy of ACTM, RDSO Drawings & specifications and other facilities. The first batch of Refresher course (No. 01/2015-16 TRD) for Artisan staff of TRD has been started on 02.06.2015 after re-opening of training centre as per Railway Board training module.

Training hostel having 15 beds for accommodation has started functioning w.e.f 02.08.2015 with lodging & Kitchen facilities for trainees.



After it's re-opening on 02.06.2015, Artisan, Group-D, Tower Wagon Driver & Supervisors of TRD of this division/other division are being imparted refresher course training as per Railway Board training module. In the year 2024-25, 40 Nos. of Artisan, 02 Nos. of Tower Wagon Operation and 10 Nos. of Group-D have been imparted training. All classes conducted through offline. At the end of course, a test is being conducted to know the knowledge gained by trainees. On joining to their normal duties in respective TR-D Depots, they are implementing their knowledge in the section as gained during refresher course training.

### ORGANISATION





### Instruction for the Guidance of the Trainees

- Normal working hour in the training centre is from 09.00 to 17.00 hrs. except holidays and Sundays
- Divisions are required to book the staff for the course accordingly and the number of trainees in each course should be informed at least one week before commencement of the course to avoid wastage of training capacities created at this centre
- Divisions are required to make necessary arrangement as per system in vogue for payment of the pay and allowance of their staff booked to undergo training at OTC/DHN, by way of pay authorities or otherwise. No trainees will be spared either on leave or on ORS to draw their pay and allowances from their Headquarters.
- Advance TA to the maximum extent possible should be sanctioned to the Refresher/Promotional trainees before spared for training.
- The training centre will provide Pillow, Blanket, Bed-sheet, Mosquito net one each, to each trainee for their use during their stay.
- Return journey ORS pass with the date of validity extended for seven days beyond termination of the course must be given to the Refresher/Promotional trainees. **No ORS return journey pass will be issued to the trainees from this end.**
- **Privilege Passes and PTOs will not be issued from this end to trainees except in case of emergency.**
- Maintaining the discipline of the training centre is a major factor and breach of discipline may lead to discontinuation of the training course.
- Consumption of alcohol and smoking during class hours and in hostel premises is strictly prohibited.
- Trainees are not allowed to stay away from Hostel beyond 22.00 hrs.



- No leave will be granted to the trainees during the period of training except in emergency cases.
- 90% attendance is must for appearing in the examination but for refresher courses 100% is must. In case of short-fall in attendance trainees will not be allowed to appear in examination.
- Trainees are encouraged to take part in extracurricular activities like sports, games and cultural functions as and when organized by OTC/DHN
- **All the official in charge are requested to send their trainees at OTC/DHN for different course with Bio-Data form in duplicate as per (Performa attached with training calendar) duly filled with feedback from fields unit for specific training needs.**
- All the official in-charge is requested to send their trainees to report at OTC/DHN one day in advance before commencement of the course.





**Gradation In the Respect of examination will be as under**

Safety Category		Non Safety Category	
90% and above	A <sup>+</sup>	90% and above	A <sup>+</sup>
80% to 89%	A	80% to 89%	A
70% to 79%	B	70% to 79%	B <sup>+</sup>
60% to 69%	C	60% to 69%	B
		50% to 59%	C

**List of Holidays During the Calendar Year 2025-26**

SL. No.	Holiday	Date	Day of Week
01.	Id-UL-Zuha (Bakrid)*	07 June	Saturday
02.	Independence Day	15 August	Friday
03.	Dassehra (Maha Navmi)	01 October	Wednesday
04.	Mahatma Gandhi's Birthday	02 October	Thursday
05.	Diwali (Deepavali)	20 October	Monday
06.	Chhath Puja	27 October	Monday
07.	Guru Nanak's Birthday	05 November	Wednesday
08.	Christmas day	25 December	Thursday
09.	Republic day	26 January	Monday
10.	Holi	04 March	Wednesday
11.	Id-UL-Fitra (Eid)*	21 March	Saturday
12.	Ram Navmi	26 March	Thursday

Note:- (\*) Subject to change depending on the sighting of Moon.



The controlling officers/In-charge are requested to send the staff particulars as per Performa in triplicate, after filling in all the relevant columns correctly.

**FORMAT FOR BOOKING OF TRAINEE AT O.H.E. TRAINING CENTRE, DHANBAD**

(All the columns should be filled properly)

01. Name of the Trainee (in Block letter)- .....
02. Father's/Husband's Name (in Block letter)- .....
03. Designation- .....
04. HQ/Division- .....
05. Basic Pay- .....
06. Level of Pay- .....
07. P.F. A/C No .....
08. DOB- .....
09. DOA- .....
10. Category: (GEN/SC/ST/OBC)- .....
11. Qualification/Educational & Technical- .....
12. Name of the Course & Duration- .....
  - (a) SPL Ordered for-.....
  - (b) Refresher for-.....
  - (c) Promotion-.....
  - (d) Initial-.....
13. How many times he/she attend the course (For failed candidate only)
 

Duration-.....

  - (a) From .....To.....
  - (b) From .....To.....
  - (c) From .....To.....
14. Appointed in Railway, initially as ..... Mode of appointment- .....
15. CL Due- .....
16. LAP Due- .....
17. Special activities if any- .....
18. Feedback from the field unit on the performance of the staff- .....
19. ORS Pass No- ..... Issued by .....

Affix a recent photograph of the trainee attested by the Controlling Authority with stamp.

Signature of Trainee

(To be attested by Controlling authority)

**ATTESTED**

Signature of the controlling authority with stamp



**Refresher Course for Supervisor /TR-D**

SL. No	Course no.	Duration	Period	
			From	To
01.	04/2025-26/TR-D	12 Days	19.05.2025	31.05.2025
02.	13/2025-26/TR-D	12 Days	24.11.2025	06.12.2025

**Refresher Course for Tower Wagon Operation**

SL. No.	Course no.	Duration	Period	
			From	To
01.	03/2025-26/TR-D	12 Days	05.05.2025	17.05.2025
02.	10/2025-26/TR-D	12 Days	15.09.2025	27.09.2025

**Promotional Course for Unskilled to Skilled Artisans Technician OHE**

SL. No.	Course No.	Duration	Period	
			From	To
01.	05/2025-26/TR-D	18 Days	09.06.2025	28.06.2025
02.	16/2025-26/TR-D	18 Days	02.02.2026	21.02.2026

**Promotional Course for Unskilled to Skilled Artisans Technician PSI/RC**

SL. No	Course no.	Duration	Period	
			From	To
01.	06/2025-26/TR-D	18 Days	30.06.2025	19.07.2025



**Refresher Course for Technician PSI/RC**

SL. No	Course no.	Duration	Period	
			From	To
01.	08/2025-26/TR-D	12 Days	18.08.2025	30.08.2025
02.	15/2025-26/TR-D	12 Days	29.12.2025	10.01.2026

**Refresher Course for Technician OHE/LM**

SL. No.	Course no.	Duration	Period	
			From	To
01.	01/2025-26/TR-D	12 Days	07.04.2025	19.04.2025
02.	07/2025-26/TR-D	12 Days	21.07.2025	02.08.2025
03.	11/2025-26/TR-D	12 Days	06.10.2025	18.10.2025
04.	14/2025-26/TR-D	12 Days	08.12.2025	20.12.2025
05.	18/2025-26/TR-D	12 Days	10.03.2026	24.03.2026

**Initial Course for Group- 'D' All Trades**

SL. No.	Course No.	Duration	Period	
			From	To
01.	02/2025-26/TR-D	12 Days	21.04.2025	03.05.2025
02.	09/2025-26/TR-D	12 Days	01.09.2025	13.09.2025
03.	12/2025-26/TR-D	12 Days	10.11.2025	22.11.2025
04.	17/2025-26/TR-D	12 Days	23.02.2026	09.03.2026

वार्षिक प्रशिक्षण कार्यक्रम 2025-26



Annual Training Programme 2025-26

**NOTE:-**

उपरी उपस्कर प्रशिक्षण केन्द्र, धनबाद

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O.H.E. TRAINING CENTRE, DHANBAD

## FORMAT FOR BOOKING OF TRAINEE AT O.H.E TRAINING CENTRE, DHANBAD

(All the columns should be filled properly)

Affix a recent  
photograph of  
the trainee  
attested by the  
Controlling  
Authority with  
Stamp

01. Name of the Trainee (in block letter) – .....
02. Fathers/Husband Name (in block letter) – .....
03. Designation – .....
04. HQ/Division – .....
05. Level of pay – .....
06. Basic pay- .....
07. PF A/C No- .....
08. DOB – .....
09. DOA – .....
10. Category: (GEN/SC/ST/OBC) .....
11. Qualification/Educational & Technical – .....
12. Name of the course & Duration– .....
- (a) SPL Ordered for-.....
  - (b) Refresher for- .....
  - (c) Promotion-.....
  - (d) Initial- .....
13. How many times he/she attend the course (For failed candidate only)  
Duration-.....
  - (a) From .....To.....
  - (b) From .....To.....
  - (c) From .....To.....
14. Appointed in Railway, initially as ..... Mode of appointment– .....
15. CL Due – .....
16. LAP Due – .....
17. Special activities if any- .....
18. Feed back from the field unit on the performance of the staff - .....
19. ORS Pass No – ..... Issued by- .....

Signature of Trainee  
(To be attested by Controlling authority)

**ATTESTED**

Signature of the controlling  
authority with stamp



2025



# उपरी उपस्कर प्रशिक्षण केन्द्र धनबाद पूर्व मध्य रेल

## पौष जनवरी JANUARY माघ

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## चैत्र अप्रैल APRIL वैशाख

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## आषाढ़ जुलाई JULY श्रावण

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## आश्विन अक्टूबर OCTOBER कार्तिक

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## माघ फरवरी FEBRUARY फाल्गुन

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## वैशाख मई MAY ज्येष्ठ

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## श्रावण अगस्त AUGUST भाद्रपद

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## कार्तिक नवम्बर NOVEMBER मार्गशीर्ष

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## फाल्गुन मार्च MARCH चैत्र

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## ज्येष्ठ जून JUNE आषाढ़

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## भाद्रपद सितम्बर SEPTEMBER आश्विन

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## मार्गशीर्ष दिसम्बर DECEMBER पौष

सोम	मंगल	बुध	गुरु	शुक्र	शनि	रवि
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### अवकाश की सूची

गणतंत्र दिवस	26 जनवरी	रविवार
महाशिवरात्रि	26 फरवरी	बुधवार
होली	15 मार्च	शनिवार
ईद-उल-फितर	31 मार्च	सोमवार
ईद-उल-जुहा (बकरीद)	07 जून	शनिवार
स्वतंत्रता दिवस	15 अगस्त	शुक्रवार
दशहरा (महानवमी)	01 अक्टूबर	बुधवार
महात्मा गाँधी जयंती	02 अक्टूबर	गुरुवार
दीपावली	20 अक्टूबर	सोमवार
छठ पूजा	27 अक्टूबर	सोमवार
गुरु नानक जयंती	05 नवम्बर	बुधवार
क्रिसमस-डे	25 दिसम्बर	गुरुवार

नोट:- ईद-उल-फितर एवं ईद-उल-जुहा (बकरीद) की अवकाश चाँद निकलने पर आधारित है।





