



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway  
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)  
HEAD QUARTER, PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR,  
GM's OFFICE, BILASPUR (C.G.) 495004

No. पी-एचक्यू/ रुलिंग / पॉलिसी / 02

Date: 18.08.2026

प्रति,  
सर्व संबंधित

स्थापना नियम सं - 167/2026

विषय :- Clarification regarding policy guidelines for recovery of cost for promotional training courses.

रेलवे बोर्ड के पत्र सं. E(NG)/1/2026/PM1/22 (E-3541816) दिनांक 12.08.2026 की प्रति, सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की आधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> पर उपलब्ध है।

Web Site - Home page - Dept./ Divn. of SECR - HQ - Personnel - Rules & Publications.

संलग्न:- यथोक्त

( राघवेंद्र सिंह )

सहायक कार्मिक अधिकारी (मुख्या.)  
कृते प्रधान मुख्य कार्मिक अधिकारी

18/08/2026

**भारत सरकार/GOVERNMENT OF INDIA**  
**रेल मंत्रालय/MINISTRY OF RAILWAYS**  
**(रेलवे बोर्ड/RAILWAY BOARD)**

**No. E(NG)I/2026/PM1/22 (e-3541816)**  
**signed.**

**New Delhi, date: As**

**The General Manager (P),**  
North Central Railway,  
Prayagraj.

**Sub:** Clarification regarding policy guidelines for recovery of cost for promotional training courses.

**Ref:** NCR's letter no. NCR/EL/Loco/39/Operational Policy dated 13.05.2026.

Electrical Engineering Directorate of Railway Board has forwarded a letter under reference vide which clarification has been sought regarding a clear methodology for calculating and recovering training costs for additional attempts beyond the three funded chances against existing Railway Board policy issued vide Board's letter No. E(NG)I-73PM1/196 dated 05.12.1973 (incorporated in para 13.4 of Master Circular No. 37). The extant policy allows the Administration to fund up to three attempts for prescribed promotional courses and any further attempts are to be paid by the employee.

2. In this regard, Board's letter No. E(NG)I-73PM1/196 dated 05.12.1973 stipulates that *"in case of posts for which "Promotional course" has been prescribed as prerequisite condition to promotion, the staff may be allowed to avail of three chances to pass "promotion course" at the cost of Administration. After an employee has failed in three chances, he may be allowed to avail of more chances **at his own cost**"*

3. The matter has been examined in consultation with Training Directorate and it is clarified that the extant instructions do not prescribe a separate methodology for computation or recovery of training cost for the fourth and subsequent attempts, particularly in respect of promotion courses.

4. The provision allowing further chances "at his own cost" implies that all admissible expenditure connected with such additional attempts, including pay and allowances, TA/DA, boarding and lodging, and other admissible expenses for attending the training, including the journeys undertaken in connection therewith etc., which would otherwise be borne by the Administration, shall be borne by the employee. However, "at his own cost" does not include the cost of imparting training, such as infrastructure and faculty expenses. Accordingly, where the training is conducted along with a regular batch, no training fee shall be recovered from the employee; however, the employee shall not be entitled for reimbursement of pay and allowances, TA/DA, boarding and lodging, or

other admissible expenses for the period of such additional training.

5. With regard to the practice followed in NCR in which the training period for the fourth attempt at training is commonly adjusted against the employee's leave appears to be in consonance with the underlying intent of the extant instructions. The practice may also be continued to adjust the period spent by an employee on promotional training beyond his third attempt.

NCR may please note the position.

Digitally signed by

Ajay Goyal

Date: 12-08-2026

15:06:21

(अजय गोयल /Ajay Goyal)

उप निदेशक-III स्था. (एन)/Deputy Director-III, Estt.(N)

रेलवे बोर्ड/Railway Board

**Copy to :**

**(i) Electrical Engineering Directorate/RB**

**(ii) Training Directorate/RB**

**(iii) PCEE/NCR**

**(iv) All Zonal Railways (except NCR) & PUs for information.**