TRAINING SYLLABUS OF PROB. ATSs' FOUNDATION COURS.

Duration : 18 Week
Written : 200 Mark
Practical : 100 Mark

A: TRANSPORTATION – 2 Papers

1. Entire G & S Rules Book.
2. Traffic Manual Part- 1
3. Operation of Block Instruments, Panel Boards, Working on Single and Double line section
4. Management Information System.
5. Block overlap & Signal overlap.
6. Inland haulage of Containers.

B. COMMERCIAL : Coaching & Goods – 2 Papers — Marks-200

Coaching – 100 Marks

(a) Tariffs, Codes & Manuals — 50 Marks
- Coaching Tariff
- Military Tariff
- Government Tariff
- Traffic Manual Part-II
- Commercial Code

(b) Maintenance of Coaching Accounts, Preparation of Balance Sheet and Station Returns, Railway Acts. — 30 Marks

(c) Marketing Passenger, Parcel Traffic — 20 Marks

GOODS -100 Marks.

1) Goods Tariff, 2) Military Tariff, 3) Government Tariff, 4) Red Tariff, 5) Traffic Manual Part – II, Commercial Code, 7) Maintenance of Goods Accounts, Preparation of Balance Sheet and Goods Retu 8) Railway Acts.

MARKETING MULTIMODALISM - 100

1) Multimodal Transport, 2) Comparative Study of the different Modes of Transport, 3) Trans Containers 4) Classification of Containers, 5) Management of ICD/CFS, 6) Combined Transport Bi Lading, 7) Documentary Credits, 8) Customs Clearance of Export/Import Cargo, 9) System of Conta Booking, 10) Freight Forwarding, 11) Liability-HAGUE Rules-1924, HAGUE-Vis by Rules-1 HAMBURG: RULES-1978.

C: GENERAL PAPER: — 100 Marks

See General Syllabus – A, C, D, E, F, G, H, I, J, K, L.

D: PHYSICAL TRAINING: — 100 Marks.

E: FIRST AID CIVIL DEFENCE — 100 Marks.

F: VIVA-VOCE TEST — 100 Marks.

TRAINING SYLLABUS OF PROB. ATS's FINAL COURSE.

Duration : 6 Weeks

A: Transportation : 100 Marks.

1. Transport Policy
2. Line Capacity
3. Stock Working
4. Turn Round of Stock.
5. Preparation of Rake link, Power Link & Crew Link.
6. Procedure for conducting enquires into Accident Cases.
7. Preparation of Working Time Table and Station Working Rules.
8. Running of President's Special, Military Special & other Special Trains.
9. Transportation Inspections.
10. Control Working
11. Marshalling Yard Working.
12. Yard Remodeling
13. Interchange of Rolling Stock.
14. Operation and Management of Intercity Trains.

B: Commercial: 100 Marks.

1. Transport Economics
2. Traffic Costing
3. Railway Rating Structures
4. Opening of New Line, Sidings and Stations
5. Railway Act
6. Prevention of Claims
7. Liability of the Railway as a Carrier
8. Open and Assessment delivery
9. Commercial Inspection
10. Freight Marking

C: Planning & Management: 100 Marks.

(a)
1. Project Planning concept, objectives, elements, cycles with reference to Bangladesh.
2. Stages of Project Preparation.
3. Project Financing and Fund Release.
4. Project Proforma
5. Project Implementation and Evaluation.
6. Cost Benefit Analysis.

(b)
1. Management: Theory and Practice.
2. Group and Inter-Personal skills development.
3. Personnel Management.
4. Industrial relation.
5. Functional Areas of Management
6. Financial Management.

D: Physical Training : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

TRAINING SYLLABUS OF PROB. ATS's FINAL COURSE.

Duration : 6 Weeks

A: Transportation : 100 Marks.

1. Transport Policy
2. Line Capacity
3. Stock Working
4. Turn Round of Stock.
5. Preparation of Rake link, Power Link & Crew Link.
6. Procedure for conducting enquires into Accident Cases.
7. Preparation of Working Time Table and Station Working Rules.
8. Running of President's Special, Military Special & other Special Trains.
9. Transportation Inspections.
10. Control Working
11. Marshalling Yard Working.
12. Yard Remodeling
13. Interchange of Rolling Stock.
14. Operation and Management of Intercity Trains.

B: Commercial: 100 Marks.

1. Transport Economics
2. Traffic Costing
3. Railway Rating Structures
4. Opening of New Line, Sidings and Stations
5. Railway Act
6. Prevention of Claims
7. Liability of the Railway as a Carrier
8. Open and Assessment delivery
9. Commercial Inspection
10. Freight Marking

C: Planning & Management: 100 Marks.

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(b)
1. Management: Theory and Practice.
2. Group and Inter-Personal skills development.
3. Personnel Management.
4. Industrial relation.
5. Functional Areas of Management
6. Financial Management.

D: Physical Training : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

TWO YEARS TRAINING PROGRAMME OF PROB. ATSs.

1.	Foundation Training at RTA/CTG	18 Weeks
2.	Training at PATC/Savar	17 "
3.	Settlement & Survey Training	12 "
4.	Field Training.	
8		
	a) To work with the Guard	2 "
	b) To work with the Asstt. Station Master	3 "
	c) To work with the Station Master	2 "
	d) To work with Yard Master	2 "
	e) To work in the Trains Office	2 "
	f) To work in the Trans-shipment Office	4 "
	g) To work with Traffic Inspector, Inspector of Accounts in regard to maintenance of Station Accounts & preparation of Balance Sheet.	4 "
	h) To work with Loco Foreman	2 "
	i) To work with Carriages & Wagon Inspector	2 "
	j) To work with Permanent Way Inspector.	2 "
	k) To work with Signal Inspector.	2 "
	l) To work in Train Control Office	4 "
5.	Training in DRM's Office.	4 "
6.	Training in Head Qrs. Office.	
	a) In COPS's Office	4 "
	b) In CCM's Office	4 "
	c) In FA & CAO's Office	2 "
	d) In CPO's Office	1 "
	e) In CCS's Office	2 "
	f) In CPLO's Office	2 "
	g) In GM's Office	1 "
7.	In the Railway Training Academy, Chittagong, Final Training.	6 "

TRAINING SYLLABUS OF PROB. ATSs' FOUNDATION COURS.

Duration : 18 Weeks
Written : 200 Marks.
Practical : 100 Marks.

A: TRANSPORTATION – 2 Papers

1. Entire G & S Rules Book.
2. Traffic Manual Part- 1
3. Operation of Block Instruments, Panel Boards, Working on Single and Double line section.
4. Management Information System.
5. Block overlap & Signal overlap.
6. Inland haulage of Containers.

B. COMMERCIAL : Coaching & Goods – 2 Papers Marks-200

Coaching – 100 Marks

(a) Tariffs, Codes & Manuals 50 Marks
- Coaching Tariff
- Military Tariff
- Government Tariff
- Traffic Manual Part-II
- Commercial Code

(b) Maintenance of Coaching Accounts, Preparation of Balance Sheet and Station Returns, Railway Acts. 30 Marks

(c) Marketing Passenger, Parcel Traffic 20 Marks

GOODS -100 Marks.

1) Goods Tariff , 2) Military Tariff, 3) Government Tariff, 4) Red Tariff, 5) Traffic Manual Part – II, 6) Commercial Code, 7) Maintenance of Goods Accounts, Preparation of Balance Sheet and Goods Returns, 8) Railway Acts.

MARKETING MULTIMODALISM - 100

1) Multimodal Transport, 2) Comparative Study of the different Modes of Transport, 3) Transport Containers 4) Classification of Containers, 5) Management of ICD/CFS, 6) Combined Transport Bill of Lading, 7) Documentary Credits, 8) Customs Clearance of Export/Import Cargo, 9) System of Container Booking, 10) Freight Forwarding, 11) Liability-HAGUE Rules-1924, HAGUE-Vis by Rules-1968, HAMBURG: RULES-1978.

C: GENERAL PAPER: 100 Marks

See General Syllabus – A, C, D, E, F, G, H, I, J, K, L.

D: PHYSICAL TRAINING: 100 Marks.

E: FIRST AID CIVIL DEFENCE 100 Marks.

F: VIVA-VOCE TEST 100 Marks.

TRAINING SYLLABUS OF PROB. ATS's FINAL COURSE.

Duration : 6 Weeks

A: Transportation : 100 Marks.

1. Transport Policy
2. Line Capacity
3. Stock Working
4. Turn Round of Stock.
5. Preparation of Rake link, Power Link & Crew Link.
6. Procedure for conducting enquires into Accident Cases.
7. Preparation of Working Time Table and Station Working Rules.
8. Running of President's Special, Military Special & other Special Trains.
9. Transportation Inspections.
10. Control Working
11. Marshalling Yard Working.
12. Yard Remodeling
13. Interchange of Rolling Stock.
14. Operation and Management of Intercity Trains.

B: Commercial: 100 Marks.

1. Transport Economics
2. Traffic Costing
3. Railway Rating Structures
4. Opening of New Line, Sidings and Stations
5. Railway Acts
6. Prevention of Claims
7. Liability of the Railway as a Carrier
8. Open and Assessment delivery
9. Commercial Inspection
10. Freight Marking

C: Planning & Management: 100 Marks.

(a)
1. Project Planning concept, objectives, elements, cycles with reference to Bangladesh.
2. Stages of Project Preparation.
3. Project Financing and Fund Release.
4. Project Proforma
5. Project Implementation and Evaluation.
6. Cost Benefit Analysis.

(b)
1. Management: Theory and Practice.
2. Group and Inter-Personal skills development.
3. Personnel Management.
4. Industrial relation.
5. Functional Areas of Management
6. Financial Management.

D: Physical Training : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

SYLLABUS FOR TRAFFIC APPRENTICE'S FOUNDATION COURSE.

Duration : 18 Weeks

A: TRANSPORTATION – 300 Marks. Written – 200 Marks
Practical – 100 Marks.

1) Entire G & S Rule Book, 2) Traffic Manual Part-I, 3) Model Room practice- Normal and Abnormal Train working, 4) Block Overlap and Signal Overlap, 5) Working of Intercity Trains, 6) Operation of Container trains, 7) Type of Container, 9) Loading & Unloading of Container, 9) Air braking system newly introduced in B. Railway, 10) Operation of Tank Special, 11) Type of Tank Wagon, 12) Loading & Unloading of Tank Wagon, 13) Measurement of Oil Tank Wagon, 14) Formation of Goods Train.

B: COACHING – 200 Marks.

1) Coaching Tariff, 2) Military Tariff, 3) Government Tariff, 4) Traffic Manual Part-II, 5) Commercial Code, 6) Consultation of different reference Books, 7) Standing Circulars, 8) Procedure of booking passenger, Luggage, Parcels, Live stock and other Coaching Traffic, 9) Maintenance of Station Accounts and preparation of Station Returns and Balance Sheet.

C: GOODS – 200 Marks.

1) Coaching Tariff, 2) Military Tariff, 3) Government Tariff, 4) Red Tariff, 5) Traffic Manual Part-II, 6) Commercial Code, 7) Practical –Dealing with different Money value Books, Booking procedure of Goods Traffic, Consultation of reference Books, Standing Orders- Alphabetical list of stations, Freight chart, Distance Table, Maintenance of Station Accounts and preparation of goods returns and Balance sheet, Goods Index Register (Inward/Outward).

D: GENERAL PAPER – 100 Marks.

See General Syllabus A, C, D, E, F, G, H, I, J, K, L.

E:	PHYSICAL TRAINING	100 Marks.
F:	FIRST AID AND CIVIL DEFENCE	100 Marks.
G:	VIVA-VOCE TEST	100 Marks.

SYLLABUS FOR TRAFFIC APPRENTICE'S FINAL COURSE:

Duration : 12 Weeks

A: TRANSPORTATION 100 Marks.

1. G & S Rule Book.
2. Remodeling of Yards
3. Central Organisation, Stock Working, Turn Round of Goods Stock.
4. Line Capacity
5. Preparation of Rake link, Power link and Crew link
6. Procedure for conducting Enquiries into Accident case, Cause of Accidents and Remedial Measures.
7. Preparation of Working Time Table and Station Working Rule.
8. Running of President Special, Military Special and other Special Trains.
9. Transportation Inspections,
10. Inland haulage of Containers
11. Management Information System
12. Interchange of Rolling Stock
13. Preparation of Duty Roster.

B: COMMERCIAL - 100 Marks.

1. Railway Rating Structures
2. Transport Economics
3. Rules for Booking of Inter Country Traffic
4. Railway Acts.
5. Opening of New Stations and Sidings
6. Prevention of Claims, Liability of the Railway as Carrier.
7. Rules for giving open and Assessment deliveries.
8. Commercial Survey.
9. Commercial Inspections.
10. Freight Marking
11. Traffic Costing
12. Freight Forwarding
13. Multimodal Transport

C: VIVA-VOCE TEST 100 Marks.

SYLLABUS FOR PROMOTION COURSE TO JUNIOR TRAFFIC INSPECTORS.

Duration : 9 Weeks
Refresher : 2 Weeks.

A: TRANSPORTATION : 200 Marks.

1. G & S Rule Book.
2. Traffic Manual Part – I. 3. Remodeling of Yards.
4 Opening of New Stations and Sidings. 5. Enquiry into Railway Accidents.
6 Line Capacity. 7. Transportation Policies.
8. Rolling stock working and Turn Round of Stock.
9. Framing of Station Working Rules.
10. Framing of Working Time Table.
11. Procedure of granting Block for Engineering works in the Block Section.
12. Interchange of Rolling Stock.
13. Causes of Railway Accidents and remedial measures.
14. Punctual Running of Trains.
15. Transportation Inspection of Railway Stations/Level Crossing gates.
16. Joint Inspections.
17. Running of President special, Troop Trains and other special trains.
18. Preparation of Engine Links, Rake links and Crew link.
19. Intercity Trains Management.
20. Inland haulage of Containers.
21. MIS.

B: COMMERCIAL : 200 Marks.

1. Coaching Tariff, Goods Tariff, Military Tariff, Govt. Tariff, Red Tariff.
2. Rating Structures.
3. Leakage of Railway Revenue and its stoppage.,
4. Running Special Trains, Troops Trains and Reservation of seats and Berth.
5. Prevention of Claims
6. Liability of the Railway as a Carrier.
7. Commercial Code.
8. Reselling of Tickets and its stoppage.
9. Open and Assessment deliveries.
10. Commercial Inspections.
11. Railway Acts. 12. Station Accounts. 13. Traffic Manual Part-II
14. Enquiry into Claims cases and other Commercial matters.
15. Traffic Survey. 16. Ticket Indenting.
17. Management of Intercity Tickets, Freight marketing, Freight forwarding, multimodal Transport.

C: GENERAL PAPER : 100 Marks.
See General Syllabus : A, C, D, E, F, G, H, I, J, K, L.

D: Physical Training, First Aid & Civil Defence : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

SYLLABUS FOR SUPERVISORY STATION MASTERS.

Duration: Promotion Course - 7 Weeks
Refresher : 5 Weeks.

A: TRANSPORTATION : 200 Marks.

1. G & S Rule Book.
2. Traffic Manual Part – I. 3. Remodeling of Yards.
4 Opening of New Stations and Sidings. 5. Enquiry into Railway Accidents.
6 Line Capacity. 7. Preparation of Station Working Rules and Working Time Table.
8. Interchange Rules.
9. Causes of Railway Accidents and remedial measures.
10. Punctual Running of Trains. 11. Management of Stations.
12. Inspections. 13. Running of President special, Troop Trains and other special trains.
14. Concept of Rake link, Power Link and Crew Link.
15. Working of Intercity Trains.
16. MIS.

B: COMMERCIAL : 200 Marks.

1. Coaching Tariff, Goods Tariff, Military Tariff, Govt. Tariff, Red Tariff.
2. Railway Structures.
3. Leakage of Railway Revenue and its stoppage.
4. HOR, Reservation of Seats and breaths.
5. Prevention of Claims
6. Liability of the Railway as a Carrier.
7. Reselling of Tickets and its stoppage.
8. Open and Assessment deliveries.
9. Railway Acts.
10. Commercial Inspections.
11. Station Accounts.
12. Traffic Manual Part-II.
13. Commercial Code.
14. Regaining of diverted Traffic.
15. Ticket Indenting.
16. Issue of Intercity Tickets.
17. Freight Marketing.
18. Multimodal Transport.

C: GENERAL PAPER : 100 Marks.
See General Syllabus : A, C, D, E, F, G, H, I, J, K, L.

D: Physical Training, First Aid & Civil Defence : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

SYLLABUS FOR SUPERVISORY STATION MASTERS.

Duration: Promotion Course - 7 Weeks
Refresher : 5 Weeks.

A: TRANSPORTATION : 200 Marks.

1. G & S Rule Book.
2. Traffic Manual Part – I. 3. Remodeling of Yards.
4 Opening of New Stations and Sidings. 5. Enquiry into Railway Accidents.
6 Line Capacity. 7. Preparation of Station Working Rules and Working Time Table.
8. Interchange Rules.
9. Causes of Railway Accidents and remedial measures.
10. Punctual Running of Trains. 11. Management of Stations.
12. Inspections. 13. Running of President special, Troop Trains and other special trains.
14. Concept of Rake link, Power Link and Crew Link.
15. Working of Intercity Trains.
16. MIS.

B: COMMERCIAL : 200 Marks.

1. Coaching Tariff, Goods Tariff, Military Tariff, Govt. Tariff, Red Tariff.
2. Railway Structures.
3. Leakage of Railway Revenue and its stoppage.
4. HOR, Reservation of Seats and breaths.
5. Prevention of Claims
6. Liability of the Railway as a Carrier.
7. Reselling of Tickets and its stoppage.
8. Open and Assessment deliveries.
9. Railway Acts.
10. Commercial Inspections.
11. Station Accounts.
12. Traffic Manual Part-II.
13. Commercial Code.
14. Regaining of diverted Traffic.
15. Ticket Indenting.
16. Issue of Intercity Tickets.
17. Freight Marketing.
18. Multimodal Transport.

C: GENERAL PAPER : 100 Marks.
See General Syllabus : A, C, D, E, F, G, H, I, J, K, L.

D: Physical Training, First Aid & Civil Defence : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

SYLLABUS FOR TNL / DTNL / CTNL

Duration: Foundation – 18 Weeks.
Refresher – 4 Weeks.

A: TRANSPORTATION : 300 Marks (Theory 200, Practical 100)

1. Entire G & S Book and Appendices there etc.
2. Railway Acts.
3. Traffic Manual Part – I.
4. Framing of Working Time Table. 5. Framing of Station Working rules.
6. Study of layouts of all stations, yards, siding.
7. Passenger & Wagon Ferry workings and Transshipment works at break of gauge points.
8. Control organization & functions. 9. Duties of TNL, DTNL, CTNL.
10. Stock Working – collection of stock position, preparation of stock register, Train ordering, preparation of Turn-round statement, Maintenance of Inter-district and Inter-division, Inter-country interchange balances.
11. Preparation of Rake diagram, power link, crew link, running of Intercity trains.
12. Management Information System.
13. Duties in case of Accident – Relief Train Working, Ballast Train Working In land haulage of containers.

B: COMMERCIAL :
Coaching - 100 Marks.

1. Coaching Tariff, 2. Govt. Tariff, Military Tariff, 3. Red Tariff.
5. Traffic Manual Part – II, 5. Sealing, riveting and labeling of wagons, marking of outward packages.
6. Booking and maintenance of records, accountal and disposal of station earning, disposal of unclaimed articles and preparation of Balance sheet.

Goods : 100 Marks.

1. Goods Tariff. 2. Traffic Manual Part – II. 3. Red Tariff, Military Tariff.
4. Sealing, riveting and labeling of wagons.
5. Maintenance of Goods Accounts, remittance of goods cash, preparation of returns and balance sheets, disposal of unclaimed goods, Marketing, freight forwarding, Multimodalism.
6. Freight Marketing.

C: GENERAL PAPER : 100 Marks.

See General Syllabus : A, C, D, E, F, G, H, I, J, K, L.

D: Physical Training, First Aid & Civil Defence : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

SYLLABUS FOR TNL / DTNL / CTNL

Duration: Foundation – 18 Weeks.
Refresher – 4 Weeks.

A: TRANSPORTATION : 300 Marks (Theory 200, Practical 100)

1. Entire G & S Book and Appendices there etc.
2. Railway Acts.
3. Traffic Manual Part – I.
4. Framing of Working Time Table. 5. Framing of Station Working rules.
6. Study of layouts of all stations, yards, siding.
7. Passenger & Wagon Ferry workings and Transshipment works at break of gauge points.
8. Control organization & functions. 9. Duties of TNL, DTNL, CTNL.
10. Stock Working – collection of stock position, preparation of stock register, Train ordering, preparation of Turn-round statement, Maintenance of Inter-district and Inter-division, Inter-country interchange balances.
11. Preparation of Rake diagram, power link, crew link, running of Intercity trains.
12. Management Information System.
13. Duties in case of Accident – Relief Train Working, Ballast Train Working In land haulage of containers.

B: COMMERCIAL :
Coaching - 100 Marks.

1. Coaching Tariff, 2. Govt. Tariff, Military Tariff, 3. Red Tariff.
5. Traffic Manual Part – II, 5. Sealing, riveting and labeling of wagons, marking of outward packages.
6. Booking and maintenance of records, accountal and disposal of station earning, disposal of unclaimed articles and preparation of Balance sheet.

Goods : 100 Marks.

1. Goods Tariff. 2. Traffic Manual Part – II. 3. Red Tariff, Military Tariff.
4. Sealing, riveting and labeling of wagons.
5. Maintenance of Goods Accounts, remittance of goods cash, preparation of returns and balance sheets, disposal of unclaimed goods, Marketing, freight forwarding, Multimodalism.
6. Freight Marketing.

C: GENERAL PAPER : 100 Marks.

See General Syllabus : A, C, D, E, F, G, H, I, J, K, L.

D: Physical Training, First Aid & Civil Defence : 100 Marks.

E: VIVA-VOCE TEST 100 Marks.

TRAINING SYLLABUS FOR YARD MASTER REFRESHER COURSE.

Duration : 5 Weeks.

A: TRANSPORTATION : 200 Marks.

1. Route Map of Bangladesh showing (a) All Junctions stations (b) Important Yards (c) Break of Gauges (d) Transshipment Points (e) Wagon Ferry Points (f) Railway Headquarters Stations (g) Important River Ports, Industrial and Commercial Cities (h) Border Stations.

2. G & S rule Book – Chapter I : All Definitions
   Chapter II: All kinds of Signals and their use, securing of points and Vehicles, Interlocking points, Points Indicator, Trap Indicators, reception and dispatch of Trains.
3. Yard : Yard Organistaion, kinds of Yards and their layouts.
4. Responsibility of different categories of Yard staff..
5. Yard Masters / AYM's responsibilities
6. Yard operations, congestion of Yard and clearance.
7. Preparation of Yard Report, Stock sheet, Work done Statement etc.
8. Maintenance of different Registers and Records.
9. Maintenance of Diary, Checking of Diary.
10. Maintenance of Control orders and other office order.
11. Maintenance of Interchange Records with Divisions and Port Authorities.
12. Maintenance of Wagon placement and withdrawal Register-OPT-18.
13. Different kinds of Shunting operation, conditions for performing shunting within Station limits.
14. Management of Yard Staff, Duty Rosters and hours.
15. Rules for Transshipment and Maintenance of Records.
16. Rules for sealing, Riveting and Labeling.
17. (a) Marshalling of Passenger, Goods, Shunting Van Goods Trains.
    (b) Marshalling of Vehicles loaded with live-stock, Dangerous goods, Explosive and inflammable articles.
    (c) Marshalling of TP Vehicles.
18. Goods and Coaching stock census.
19. Different types of rolling stock and their codes.
20. Vacuum Brake System.
21. Dealing with booking documents, Trains papers.
22. Procedure for conducting Enquiry into Yard Accidents.
23. Preparation and disposal of Marshalling Yard Statistics.

B:	General Paper : See General Syllabus A, B, D, E, F, G, H, I, J, K, L.	100 Marks.
C:	Physical Training	100 Marks.
D:	First Aid and Civil Defence	100 Marks.
E:	Viva-Voce Test	100 Marks.

TRAINING SYLLABUS FOR ASSTT. STATION MASTERS (ASM):

Duration : Foundation – 26 Weeks.
Refresher – 4 Weeks.

A: TRANSPORTATION — 300 Marks (Written- 200, Practical- 100)

1. Transpiration Rules:

(a) Chapter I to VI, VII (Rules 203 to 204, 205-207, 208-213, 215-221), Chapter VIII to X, XV to XVIII with Appendices I to IV and Part – II.
(b) Traffic Manual Part – I Chapter- I, II & III (Rules 10 to 16), IV and V, VII, XI, XIII, XV, XVII, XIX (Rule 1, 24), XXVI, XXVII and XXVIII.
(c) Reading of Station Diagram.
(d) Interlocking and its Principles and working.
(e) AVB System.
(f) Safety First Principles.

2. Transportation Practical :

(a) Methods of Signaling trains with correct operation of Single and Double line Block Instruments.
(b) Methods of preparation of different forms used in connection with Train Passing.
(c) Demonstration of the methods of working trains at different classes of Stations.
(d) Demonstration of the methods of working trains under the following abnormal conditions: i) Single line working on the Double Line (ii) Total failure of communications on the Double Line & Single Lines. (iii) Failure of Electric Block and speaking instruments. (iv) Trains disabled, train parted and train divided. (v) Occasion for taking different releases and their failures.
(e) Shunting at different Classes of stations.

B: COACHING: — 200 Marks.

Coaching Rules :
1. Coaching Tariff, 2. Govt. Tariff, 3. Military Tariff, 4. Time Table and guide,
5. Railway Acts, 6. Traffic Manual Part – II, 7. Commercial Code.

Coaching Practical :

(a) Methods of Consulting different reference Books in connection with the booking of coaching traffic, viz; distance table, alphabetical list of Stations, Fare Table, Route Map of Bangladesh Railway.
(b) Actual calculation of booking of coaching traffic.
(c) Maintenance of Coaching Accounts.

C: GOODS : — 200 Marks.

Goods Rules :

1. Goods Tariff
2. Military Tariff
3. Red Tariff
4. Rules for Booking Railway Materials consignments.
5. Railway Acts.
6. Traffic Manual Part-II
7. Commercial Code.

Goods Practical & Accounts :

(a) Methods of consulting different books and returns in connection with booking of goods Traffic, viz; Distance Table, Alphabetical list of Stations etc.
(b) Actual calculation of booking of goods traffic.
(c) Methods of preparation of different Books, Registers and Returns for preparation of Station of Balance Sheet.

D:	Physical Training:	100 Marks.
E:	First Aid and Civil Defence	100 Marks.
F:	GENERAL PAPER: See General Syllabus : A, C, D, E, F, G, H, I, J, K, L	100 Marks.
G:	VIVA VOCE TEST	100 Marks.

TRAINING SYLLABUS FOR SWITCHMAN

DURATION : Foundation - 7 Weeks.
Refresher - 3 Weeks.

A: TRANSPORTATION — 100 Marks.

1. G & S Rules Part - I
   GR & SRs 2, 3, 4, 6, 8, 9 - 24, 28-40, 71-74, 143-153 & Appendices 1 (Rules 42) and VIII.

2. Traffic Manual Part - I Chapter IX
   (Rules 6, 7, 8, 10, 14, 27, 29, 30)

3. Safety first Principles.
4. Calculation of times.

B: TRANSPORTATION PRACTICAL - — 100 Marks.

1. Locking of Facing points.
2. Painting of levers.
3. Method of Operating levers.
4. Sequence of taking off Signals.
5. Use of Hand Signals and their display.
6. Adjustment of Signal Wires.

B: GENERAL (DISCUSSIONS) — 100 Marks

Establishment : E&D Rule, leave Rule, Pass Rule, Pension Rule, Rly. Acts. Conduct Rules of 1979.

P-Way : Formation of Track, Points & Crossings.

Signaling and Interlocking : Securing of points gate working various types of signals, their placement and Interlocking.

Locomotives, Carriages & Wagons : Various types of Locomotives, Carriages and Wagons.

Civility, Honesty, Discipline and ambition.

C: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - — 100 Marks.

D: VIVA - VOCE — 100 Marks.

TRAINING SYLLABUS FOR GUARD

Duration : Foundation -
Refresher -

A: TRANSPORTATION 200 Marks.

1. G & S Rule Book, Chapter - I, II, III, IV, IX, X, XVII, XVIII and the appendices there to.
2. Knowledge and use of the following forms :-
   OP/T-27, 36-45, 53, 54, 80, 248, 249, 275.
3. Traffic Manual Part - I (Transportation) Chapter I, II, VI, VII, XIV, XVII, XXI, XXIII, XXVI and XXVII.
4. A. V. B. System and its principles.
5. Duties of a Conductor Guard. Time Table Study, Different types of carriages and wagons.
6. Practical - Operation of Single line and Double Line Block Instruments, Preparation and submission of Trains Papers.

B: COMMERCIAL 100 Marks.

1. Railway Acts, Section 59-132.
2. Coaching Tariff & Good Tariff-
   (a) Procedure for booking passenger, Luggages, Parcels & Goods.
   (b) Preparation of guidance's, Clearance of Cash Bag from road side stations by T.C. Safe, Sealing, riveting and labeling of loaded Wagons, Rules for loading/ un loading packages, Guards certificates, Running Train theft.
   (c) Duties of a Conductor Guard.
3. Traffic Manual Part - II selected portion.

C: GENERAL PAPER - 100 Marks

Establishment - 25 Marks.

1. (a) Govt. Servant conduct rule (b) Railway organisation (c) Railway Acts (d) E & D Rule (e) Pass Rule (f) T. A. Rule (g) Pension Rule (h) Works men compensation Act. (i) Hours of employment Regulation.

Train Lighting - 25 Marks

1. Description of main equipments, Causes of lighting failure and remedies, Operation of lights and fans, safety in train operation.

Locomotives, Carriages & Wagons - 25 Marks.

1. (a) Description of main equipments of carriages and wagons, types of carriages & wagons.
   (b) A.V. System (c) Defects in Carriages and wagons which may cause accidents.

Permanent Way - 25 Marks.

1. Formation of Track, various Track components.
2. Points and crossings, curves, grades and super elevation.
3. Engineering signals and indicators.

D: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

E: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR POINT'S MEN

Duration : Foundation - 4
Refresher - 2

A: TRANSPORTATION 100 Marks.

1. G & S Rule Book - GR&SRS
Definitions - Station Master, Pointsmen, Facing point and trailing points, Guard, Driver, Obstruction, Fouling mark, Authority to proceed, Goods train, Passenger train, Mixed train, Adequate distance Board, Station working Rules, Permission to approach, to Block back, to Block Forward.

GR & SRS: 4, 5. 9, 43, 47 - 55, 58-67, 70, 74, 93, 130, 134, 135, 144, 146-157, 191 - 193, 225-233.

2. Use of Line Labels, Shunting, Kinds of Shunting, Shunting rules, rules for handing over authority to proceed, caution order - OP/T-80, OP/T- 27, OP/T-275, OP/T-53, 54 paper line clear Tickets, OP/T-248-249.

3. Interlocking, its essentials, direct and Indirect interlocking operation of points, Signals and gate levers, Siding Control Key, Slotting and Inter Slotting .

4. Marshalling of -
(a) Passenger and goods trains, Mixed trains.
(b) Marshalling from Electrical point of view.
(c) Marshalling of vehicles loaded with live stock, dangerous explosive and inflammable articles.
(d) Marshalling of T.P Vehicles.
(e) Pairing of vehicles for wagon ferry purpose.

5. Model room practice in chains, operation of points and signals.

6. Discussions on : Govt. Servant Conduct Rule, leave rule, pass rule, pension rule, courtesy, honesty and ambition.

B: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

D: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR MOTOR TROLLEY DRIVERS IN G&S RULES

Duration : Foundation - 7 Weeks
Refresher - 5 Weeks.

A: TRANSPORTATION : 100 Marks.

G & S Rule Book.

1. Definitions.
2. Classification of Stations.
3. Kinds of Types of Signals & their operation, Trap & point indicator, Back light, Defective Signal, Fog & Hand Signals and their uses.
4. Use of various form - OPT/27, 80, PLC tickets, Token & tables, OPT/248, 249, OPT/402
5. Speed restrictions.
6. Motor Trolley equipments.

B: GENERAL;

1. Discussion on govt. Servant Conduct rule, Discipline, civility, Honesty and Ambition.

C: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

D: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR COACHING ASSISTANTS /BOOKING ASSISTANTS:

Duration : Foundation - 7 Weeks
Refresher - 4 Weeks.

A: COACHING (Written) - 3 Papers :

Tariff: 100 Marks.

1. B. Railway Coaching Tariff.
2. Military Tariff.
3. Red Tariff.
4. Government Tariff.
5. Fundamental and subsidiary Rules regarding booking of Inter Country Traffic.
8. Traffic Manual Part - II
9. Standing orders and circulars.
10. Station Accounts Books.
11. Prevention of Claims.

COACHING PRACTICAL : 100 Marks.

(a) Consultation of relevant reference books in connection with the booking of coaching Traffic, distance Table, alphabetical list of stations, Ready reckoner, B. Railway Map.
(b) Actual calculation of booking of coaching traffic.

COACHING ACCOUNTS 100 Marks.

(i) Various coaching registers, preparation of different books and return.
(ii) Compilation of Station Balance Sheet.
(iii) Practical Exercises in preparation of various returns and balance sheet.

B: GENERAL : 100 Marks.

C: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

D: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR GOODS ASSISTANTS

A: GOODS (Written) - 3 Paper — 300 Marks.

Tariff : — 100 Marks.

1. B. Railway Goods Tariff.
2. Railway Acts.
3. Military Tariff
4. Red Tariff
5. Government Tariff.
6. Fundamental and subsidiary Rules, Booking of Inter Country Traffic.
7. Railway Materials stores consignment.
8. Traffic Manual Part-II.
9. Standing orders and circulars.
10. Prevention of Claims.

GOODS PRACTICAL: — 100 Marks.

i) Method of consulting different reference books in connection with booking of goods Traffic, Distance Table, Alphabetical list of stations, Ready Reckoner etc.
ii) Actual calculation and booking of goods consignments.

GOODS ACCOUNTS : — 100 Marks.

i) Station Accounts Books and its preparation.
ii) Method of preparation of different books and returns and preparation of goods balance sheet.

B: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - — 100 Marks.

C: VIVA - VOCE — 100 Marks.

TRAINING SYLLABUS FOR TC & TTE

Duration : Foundation - 5 Weeks
Refresher - 3 Weeks.

A: COACHING RULES — 100 Marks.

1. B. Railway Coaching Tariff (Selected portion)
2. B. Railway Military Tariff (Selected portion)
3. Time Table and guide.
4. Standing orders.
5. Important Sections of Railway Acts.
6. Traffic Manual part - II (Selected portion)
7. B. Railway route Map.
8. Preparation of Duty Roster.

B: COACHING PRACTICAL : — 100 Marks.

1. Method of consulting different reference books in connection with booking of coaching traffic, viz: Distance table, Alphabetical list of Stations, Calculated fare and freight table, Map of Bangladesh Railway.

2. Actual Calculation of booking of coaching traffic.

3. Station Accounts :

   a) Requisition of BPT & EFT and other forms etc.
   b) Posting of TC's Registers and submission of TC's Report.
   c) Excess fare returns.

C: GENERAL : — 100 Marks.

See General Syllabus - A, C, D, E, F, G, H, I, J, K, L.

D: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - — 100 Marks.

E: VIVA - VOCE — 100 Marks.

TRAINING SYLLABUS FOR TNT & TYC

Duration : Foundation - 5 Weeks
Refresher - 3 Weeks.

A: TRANSPORTATION & COMMERCIAL — 200 Marks.

1) G & S RULES : Definition - Acts. Adequate distance, Aspect of a Signal, Govt. Inspector, Train, Guard, Driver, Fouling Mark, Obstruction, Permission to Approach, Authority to proceed, Running line, Running train, Indication of a signal.

2) SIGNALS : Kinds of signals, Names of different signals and their use. Fog signals and their uses, Point and trap Indicators, Securing of points and vehicles, Isolation, Safety equipments.

3) WAGONS & CARRIAGES : Types of wagons and carriages, Brake system, Marshalling of passenger and goods trains, Marshalling of Vehicles loaded with dangerous, Inflammable and explosive articles, Marshalling of T-P Vehicles, Shunting Rules.

4) YARD, KINDS OF YARDS : Yard Organisation - Procedure for taking number of wagons, Carriages of incoming and outgoing trains, Maintenance of wagon registers, Wagon detention Registers, Preparation of vehicle guidance and other train papers. Procedure for issue of OPT-10, 18 and other forms, preparation of yard repost and stock sheet, Yard census, Maintenance of Interchange Registers, Inter division and Inter Country, Preparation of DJRS, Issue of correction slips, Maintenance of Transshipment Registers, Receipt and Disposal of Invoices and trains papers, Maintenance of train orders and other control order registers, Time Table, Code of Stations, Demurrage and wharf age charges, Preparation and disposal of Marshalling yard stations, Goods and coaching stock census.

5) Route map of Bangladesh Railway. Maintenance of stock demand register, Procedure for loading packages in wagons, Monsoon precautions, procedure for sealing of tank wagons, Maintenance of transshipment records, Marking of packages, Code of stations, Rules for giving delivery of Inward coaching and goods Traffic, Sealing, riveting and labelling of outward loaded wagons.

6) SERVICE RULES : Government servant Conduct Rule, Leave Rule, Pass Rule, T. A. Rule.

B: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

C: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR TNT & TYC

Duration : Foundation - 5 Weeks
Refresher - 3 Weeks.

A: TRANSPORTATION & COMMERCIAL — 200 Marks.

1) G & S RULES : Definition - Acts. Adequate distance, Aspect of a Signal, Govt. Inspector, Train, Guard, Driver, Fouling Mark, Obstruction, Permission to Approach, Authority to proceed, Running line, Running train, Indication of a signal.

2) SIGNALS : Kinds of signals, Names of different signals and their use. Fog signals and their uses, Point and trap Indicators, Securing of points and vehicles, Isolation, Safety equipments.

3) WAGONS & CARRIAGES : Types of wagons and carriages, Brake system, Marshalling of passenger and goods trains, Marshalling of Vehicles loaded with dangerous, Inflammable and explosive articles, Marshalling of T-P Vehicles, Shunting Rules.

4) YARD, KINDS OF YARDS : Yard Organisation - Procedure for taking number of wagons, Carriages of incoming and outgoing trains, Maintenance of wagon registers, Wagon detention Registers, Preparation of vehicle guidance and other train papers. Procedure for issue of OPT-10, 18 and other forms, preparation of yard repost and stock sheet, Yard census, Maintenance of Interchange Registers, Inter division and Inter Country, Preparation of DJRS, Issue of correction slips, Maintenance of Transshipment Registers, Receipt and Disposal of Invoices and trains papers, Maintenance of train orders and other control order registers, Time Table, Code of Stations, Demurrage and wharf age charges, Preparation and disposal of Marshalling yard stations, Goods and coaching stock census.

5) Route map of Bangladesh Railway. Maintenance of stock demand register, Procedure for loading packages in wagons, Monsoon precautions, procedure for sealing of tank wagons, Maintenance of transshipment records, Marking of packages, Code of stations, Rules for giving delivery of Inward coaching and goods Traffic, Sealing, riveting and labelling of outward loaded wagons.

6) SERVICE RULES : Government servant Conduct Rule, Leave Rule, Pass Rule, T. A. Rule.

B: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

C: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR MARKMAN

Duration : 5 weeks

Marks : 200

A:

1. Route Map of Bangladesh Railway.
2. Station Codes Section wise.
3. Rules for marking of outward packages, bags, bundles etc. of luggage, parcel, goods and live stock traffic.
4. Study of Forwarding Note, P.W. Bill, luggage ticket, TICKET, Fist Ticket, Railway Receipt, Invoices and RMCs.
5. Sealing riveting and labeling of wagons.
6. Station Codes and abbreviations used on Bangladesh Railway.

B:

1. Government servants conduct rule.
2. Discipline, civility, honesty & ambition.

C: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

D: VIVA - VOCE 100 Marks.

TRAINING SYLLABUS FOR MARKMAN

Duration : 5 weeks

Marks : 200

A:

1. Route Map of Bangladesh Railway.
2. Station Codes Section wise.
3. Rules for marking of outward packages, bags, bundles etc. of luggage, parcel, goods and live stock traffic.
4. Study of Forwarding Note, P.W. Bill, luggage ticket, TICKET, Fist Ticket, Railway Receipt, Invoices and RMCs.
5. Sealing riveting and labeling of wagons.
6. Station Codes and abbreviations used on Bangladesh Railway.

B:

1. Government servants conduct rule.
2. Discipline, civility, honesty & ambition.

C: PHYSICAL TRAINING, FIRST AID, CIVIL DEFENCE - 100 Marks.

D: VIVA - VOCE 100 Marks.

SYLLABUS FOR LDA-CUM-TYPIST / UDA / HA OF TRAFFIC DEPT

Duration : Foundation - 7 Weeks.
Refresher - 4 Weeks.

A: TRANSPORTATION — 100 Marks.

1. Organisation and function of COPS/DTO Office.
2. Acountal of Rolling Stock, Calculation of Turn-Round and Procedures of Rolling stock utilization.
3. Preparation of Working Time Table.
4. Preparation of Station Working Rule.
5. Actions on Accident Reports.
6. GIBR's and other High Officials Inspections.
7. Control office activities of Maintenance of Information received from Control office.
8. Action against Train Guards, Station Masters and Yard staff etc. for violation of rules.
9. Matters relating to punctual running of Trains, Daily collection and maintenance of Rolling stock information, Train orders etc.
10. Preparation of MIS for Train running, Rolling stock, loading and accident etc.
11. Inter-zonal and Inter-country Rolling stock exchange.
12. Trains and other Special Trains.
13. Procurement of Stores items and their accountal.
14. Preparation of periodical Narrative report, Analysis and preparation of Statistics from LSR and yard reports received from Control and Stations.

B: COMMERCIAL — 100 Marks.

1. Organisation and functions of CCM/DCO office.
2. Collection of Indent from Stations, Printing of Tickets, Money value Books etc. and their supply.
3. Fixation of Station earning Target, Collection of Station Returns.
4. Fixation of Fare and freight rates, preparation of circulars and supply to concerned Agencies.
5. Action against non-arrival of Wagons, delayed arrival of Wagons at the destinations.
6. Rules relating to payment of Compensation claims, demurrage & warfare, Leasing out of Railway godowns.
7. See 56, 72, 77 of the Railway Act and See 151, 152, 161 of Indian Contract Act.
8. Disposal of Commercial Inspection Reports.
9. Catering services.
10. Disposal of Comp aint cases.
11. Disposal of Survey Report for opening of new station, sidings and new lines.
12. Preparation of Commercial Narrative report.

C: GENERAL PAPER - 100 Marks.

Establishment - 40 Marks.

1. Official correspondence and different types of letters.
2. Govt. Servant's Conduct Rules, 1979.
3. E & D Rule, 1961.
4. Leave Rule.
5. Pass Rule.
6. T. A. Rule.
7. Pension Rule.
8. Welfare Trust.
9. Allowances to Running Staff.
10. Office Management.