

**NORTHERN RAILWAY
Accounts Department**

File No. NR-HQ0ACCT(GENL)/8/2023-O/o AEDPM/NR/HQ

Date: 22.04.2026

CAO/C/NR
All PHODs/NR
All DRMs/NR
All CWMs/NR

Sub: In-house training by IT Centre /HQ/NR for all Departments/Units of NR

General Manager during review of the Accounts Department held on 23.03.2026 has directed IT Centre to take up in-house IT trainings of staff belonging to various Departments of NR and to issue a Calendar of the trainings to be offered in order to enable the PHODs of all Departments to schedule the trainings to be imparted to their respective officials.

2. Accordingly, the following 6 courses have been identified for the in-house IT training courses (in online and offline mode) to be conducted by the IT Centre/Headquarters:

S.No	Course Name	Minimum Qualification
i.	Basic computer level-0	Matriculation
ii	Basic computer level-1	Matriculation
iii.	Advanced Excel	Intermediate (12th)/Matriculation (10 th) + ITI / Diploma
iv.	Core Java	Graduate
v.	SQL and Databases	Graduate
vi.	Python	Graduate

3. Courses (i) to (iii) above are open for ALL levels of officials of NR across ALL units. Hence, these will be conducted both online as well as offline at NRHQ. The offline courses have an intake limit of 15 per batch only, hence, a Department-wise distribution has been resorted to as under:

S.No.	Month	Department
1.	May 2026	Personnel, RPF, Legal, General, S&T
2.	June 2026	Mechanical, Commercial, Operating, Vigilance, Safety
3.	July 2026	Accounts, Engineering, Medical, Stores, Electrical

4. The Specialized Courses mentioned at 2 (iv), (v), and (vi) above will be held in an offline mode at NRHQ in batches of 10 each.

5. The calendar for the training courses to be conducted during April to July 2026 is attached at Annexure A.

6. In view of the above, PHODs/DRMs/CWMs are requested to kindly circulate the Calendar among their officers and staff for information and to nominate officials for the courses as per the schedule attached to take advantage of the in-house IT trainings being conducted in 6 courses. Details of officials nominated by the department heads may please be communicated to the IT Centre at email ID- **sredpmnrhq@gmail.com**. Queries, if any, may please be addressed to Smt. Aarti Bhalla, SE/IT (CUG 8800131366) and Smt. Harleen Kaur, JE/IT (CUG 7827948061).

DA: As Above

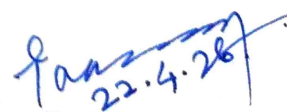
Tarika Roy
(Tarika Roy)
22/4/26
CAO/IT

Copy for information to:

1. Secretary to GM/NR
2. Secretary to PFA/NR

Calendar for in-house IT Training Courses to be conducted by IT Centre/NR

S.N	Date	Cours Code	Course Name	Mode (Intake)	Time
1.	28.04.2026 to 29.04.2026	A	Basic Computer Level-0	Online	10:00 to 1:00 pm
2.	04.05.2026 to 07.05.2026	E1	SQL & Databases	Offline (10)	10:00 to 1:00 pm
3.	14.05.2026 to 15.05.2026	B	Basic Computer Level-1	Online	10:00 to 1:00 pm
4.	18.05.2026 to 19.05.2026	C	Advance Excel	Online	10:00 to 1:00 pm
5.	21.05.2026 to 22.05.2026	A1	Basic Computer Level-0	Offline (15)	10:00 to 1:00 pm
6.	25.05.2026 to 26.05.2026	B1	Basic Computer Level-1	Offline (15)	10:00 to 1:00 pm
7.	28.05.2026 to 29.05.2026	C1	Advance Excel	Offline (15)	10:00 to 1:00 pm
8.	01.06.2026 to 02.06.2026	A	Basic Computer Level-0	Online	10:00 to 1:00 pm
9.	03.06.2026 to 04.06.2026	B	Basic Computer Level-1	Online	10:00 to 1:00 pm
10.	08.06.2026 to 09.06.2026	A1	Basic Computer Level-0	Offline (15)	10:00 to 1:00 pm
11.	10.06.2026 to 11.06.2026	C	Advance Excel	Online	10:00 to 1:00 pm
12.	16.06.2026 to 17.06.2026	B1	Basic Computer Level-1	Offline (15)	10:00 to 1:00 pm
13.	18.06.2026 to 19.06.2026	C1	Advance Excel	Offline (15)	10:00 to 1:00 pm
14.	22.06.2026 to 25.06.2026	D1	Core Java	Offline (15)	10:00 to 1:00 pm
15.	01.07.2026 to 02.07.2026	A1	Basic Computer Level-0	Offline (15)	10:00 to 1:00 pm
16.	06.07.2026 to 07.07.2026	A	Basic Computer Level-0	Online	10:00 to 1:00 pm
17.	09.07.2026 to 10.07.2026	B	Basic Computer Level-1	Online	10:00 to 1:00 pm
18.	13.07.2026 to 14.07.2026	B1	Basic Computer Level-1	Offline (15)	10:00 to 1:00 pm
19.	21.07.2026 to 22.07.2026	C1	Advance Excel	Offline (15)	10:00 to 1:00 pm
20.	27.07.2026 to 30.07.2026	F1	Python Language	Offline (15)	10:00 to 1:00 pm
21.	30.07.2026 to 31.07.2026	C	Advance Excel	Online	10:00 to 1:00 pm


 22.4.26
 Dy.FA/IT