



दक्षिण पूर्व मध्य रेलवे
South East Central Railway

मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, विलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

No.P-HQ/CON/452/Stores-70%/e-87523/09

Dated:04/01/2024

PCMM, CMM, CPO (A), SDGM/SECR,
DRM/BSP, R, NGP, CWM/WRS/R & CWM/MIB(WS)/NGP
Dy CPO (HQ), Dy.CPO (CON), DY.CPO (HRD)
PCPO /SER/GRC & PCPO/ECOR/BBS,

Sub:- Selection (**Special Drive**) for formation of panel of AMM (Gr.-'B') against
70% DPQ vacancies in Stores Department for the vacancy cycle of
01/01/2023 to 31/12/2024.

Ref:- 1. Board's letter No. E(GP)2022/2/4, Date:14/12/2023
2. Board's No. E(GP)2019/2/25, Date: 01/01/2024.

1. In reference to the above, Board has decided that a special Group B' Selection drive shall be carried out to fill up the gazetted vacancies prevailing on the Railways. Accordingly, it has been decided to fill up these vacancies by holding another round of 70% Selection and 30% LDCE through centralized CBT for promotion to Group B' posts by NAIR. Accordingly, examination/ CBT against 70% DPQ to be conducted on **25/02/2024 by NAIR/BRC. There shall be no supplementary examination for this special 70% selection.** The selection will be held for formation of panel of **AMM (Group-"B")** in scale Rs.9300-34800/- +(GP Rs.4800/-), PB-2 (Pay matrix Level-08) (7th PC) against 70% DPQ for vacancies as mentioned below. The reservation for PwBDs will be dealt in accordance with Board's letter No. E(GP)2022/2/20, Dated:14/11/2022 and RBE No.74/2022 [Estt. Rule No.168/2022].

Mode	UR	SC	ST	TOTAL	Vacancy reserved for PwBD
AMM (70% DPQ)	02	00	00	02	(01) LD-OA/ OL, Leprosy Cured, Acid attack victims or Hearing impaired (HI/HH)

2. For the above AMM(Group-"B") vacancies, applications are invited from willing and eligible Senior Supervisors of Stores department and having lien in SECR, who may submit their clear written willingness/ unwillingness as enclosed in (**Main List, Annexure "A") and (Standby List, Annexure-"B")** to participate in the above 70% DPQ selection.

3. **Eligibility Criteria:** Senior Supervisor (Ministerial & non Ministerial) working in Stores Department on regular basis in Group 'C' who have rendered not less than 03 years of non-fortuitous service, as on **01/01/2023**, in scale Rs.5000-8000 (V-PC) /PB-2 Rs. 9300-34800 with Grade Pay Rs.4200 (VI-PC)/ Pay Matrix Level 6 of VII PC & above; and having lien in Store department of this Railway are eligible to appear in the Selection, in terms of SECR's Estt Rule No. 359/2019. In addition to above criteria, PwBD candidates, if any as per seniority who fulfill the essential criteria of PwBD(LD or HI) Physical and functional requirement, as mentioned RBE No.74/2022 [Estt. Rule No.168/2022] and in terms of Railway Board's letter No.E(GP)2022/2/20 dated 14.11.2022, may also apply.

4. A strictly provisional integrated seniority list of eligible senior subordinates of Stores Department of SEC Railway, is enclosed as **Annexure "A"** in the (Main list). A **Standby list**, in the order of seniority, is also enclosed as **Annexure "B"**, which will be considered based on unwillingness submitted by those eligible candidates who are included in (**Annexure "A", Main list**), if any. Prospective candidates are advised to peruse the lists carefully. In case of any dispute vis-à-vis the integrated seniority lists i.e. (**Annexure "A" and "B"**) or if name of any

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candidate is left over, requisite representation may be submitted, through their Controlling Officer and respective Personnel Officer, to this office on or before **08/01/2024**, which will be examined as per extant Rules.

As per available record no candidate coming in the above list (5 X of the vacancies) were found eligible for vacancy reserved for PwBD. The list of candidates (5 X of the vacancies) as per integrated seniority is placed in **Annexure-A1**. Further candidates placed in **Annexure-A1** may give their **representation** w.r.t. their candidature for filling up the vacancy reserved for PwBD. The candidates placed in **Annexure-A1** may submit their representation if any on or before 08/01/2024 through their controlling officer duly certified by concerned Personnel Officer. The Personnel Department of the HQ/Division/Workshop/Units should scrutinize the application and verify the eligibility as per RBE No.74/2022 [Estt. Rule No.168/2022] and in terms of Railway Board's letter No.E(GP)2022/2/20 dated 14.11.2022 along with the Service Record maintained by them and certify their eligibility for each such candidate.

5. All the eligible and willing or unwilling employees must submit their application in prescribed Proforma in **Annexure-'C'** duly forwarded by immediate supervisor/ Officer through proper channel to their respective Personnel Branch Officers concerned indicating their clear willingness/ unwillingness to appear in the selection and acknowledgement may be obtained. Applications received after closing date will not be entertained and summarily be rejected.

Time line for date of submission of application and consolidated statement:

S#	Subject	Closing Date
1	Application to be submitted in the (ANNEXURE-C) by the eligible candidates to their controlling officer.	10/01/2024
2	Applications to be forwarded by the controlling officer to the concerned Personnel Officers for verification /scrutinizing of service particulars/ eligibility etc.	12/01/2024
3	Concerned Personnel officers should forward all the applications (only original in hard copy) with a remarks (eligible or not eligible) and (Willing or unwilling) in consolidated list in proforma (Annexure-"D") to GAZ(CONF.) Section, PCPO /HQ Office.	16/01/2024

6. **Scrutiny:** The Controlling officers/ respective Personnel officers are requested to verify details of the employees enclosed in (**Annexure "A" and "B"**) with their clear willingness/ unwillingness and certify the correctness in **Annexure "C"** with the service record available with them while forwarding them to this office. The applications may be scrutinized and verify the eligibility as per RBE No.74/2022 [Estt Rule No.168/2022] and in terms of Railway Board's letter No. E(GP)2022/2/20, Dated:14/11/2022 also. The consolidated statement in respect of such candidates as per the format in **Annexure-'D'**, together with the individual applications, should be forwarded by the concerned Personnel Officers to **Gaz.(Conf.)/Section, PCPO Office, SECR**. In case a candidate is found ineligible at any stage for the above selection, his/her candidature will be summarily rejected. It may be ensured that the applications of candidates working under Construction Organization should be submitted through Dy.CPO(Con)/BSP.

7. In terms of Para 8.8 of Master Circular No.68, Date: 08/07/2019, employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, submit their clear written Willingness /un-willingness to take up the selection. For this purpose, each individual notice should have a counterfoil, which should be returned by the employees within a week of receipt indicating clear willingness or un-willingness to take the selection. The notice should carry a clear indication that it is the employee's responsibility to submit his/ her willingness / un-willingness to take up the selection, and any failure to respond to the same and in providing the required intimation within the time prescribed therefore will be treated as un-willingness on his/ her part to take up the selection. Depending on the position of un-willingness reported or non receipt of any intimation, employees from the standby list (Annexure-B) would be called to the extent necessary for taking up the selection.

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8. It shall be the duty of the concerned Personnel Officers to cross verify the authenticity of the entries made in the application by the employees before consolidating and forwarding the applications to this office. Where employees figuring in enclosed list have not indicated clear willingness or unwillingness to appear in the selection, suitable remarks accordingly may be indicated against such employees while forwarding the consolidated list to this office. The final zone of consideration will be decided in terms of Para(8) of Master Circular No.68, Date: 08/07/2019, in order of seniority amongst the willing & eligible candidates from out of lists in **Annexure-(“A” and “B”)**, which may further be extended to the extent of number of such candidates in the normal zone of consideration who have failed twice in earlier selections as per the extant rules.

9. It may be noted that for those in scale Rs. 6500-10500 (V PC) /PB-2 Rs. 9300-34800 Grade Pay Rs. 4600 (VI PC) / (Pay Matrix Level-7 of VII PC); seniority in grade Rs. 6500-10500 (V PC)/PB-2 Rs. 9300-34800 Grade Pay Rs. 4600 (VI PC)/Pay Matrix Level-7 VII PC will be reckoned in terms of extant rules.

10. SCHEME OF EXAMINATION: In terms of Railway board's letter No. E(GP)2022/2/4 dated 07.10.2022, the examination through CBT shall comprise of one paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks and the distribution will be as under:

(a)	Professional Subject including optional questions of 10 Marks on Official language policy & Rules :	70 Marks
(b)	Establishment and financial Rules	30 Marks
(c)	Qualifying marks:	60 marks with relaxation as per extant rules.
(d)	Duration/ Time	Two (2) Hours
(e)	There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer. (In terms of Para 4.3 of RBE No. 53/2019 dated 19.03.2019).	

11. SYLLABUS : In terms of Board's letter No. E(GP)2022/2/4 dated 07.11.2022, SECR's Estt Rule:308/2022, a copy of the syllabus for selection is enclosed as **Annexure-‘E’**.

12. In case any candidate is on deputation, leave or on sick list, the Controlling Officer concerned should send necessary advice to the authority under which he is working or the medical authority /home address as the case may be and may obtain clear acknowledgement to that effect.

13. WRITTEN / (CBT) AND VIVA-VOCE TEST: The selection will comprise of Witten/ CBT examination followed by viva-voce test. Only those who qualify in the Witten/ CBT examination and pass the prescribed standard of medical examination, in terms of (para-20.1 & 2) of Master Circular-68, Dated: 08/07/2019 and Board's letters No. E(GP)80/2/8 dated 31/10/91, will be called for the Viva-voce test. Without medical fitness certificate any candidate will not be eligible for attending viva- voce test. Candidates qualifying in the written examination will be subjected to viva-voce test, which shall have following distribution of marks against various heads :

Viva-voce	Maximum marks	Qualifying marks
1. Record of Service	25	30 marks (including minimum 15 marks in Record of service)
2. Viva-voce	25	

14. If any employee of HQ/Divisions/Workshops/Units is on deputation/outside cadre or working against ex-cadre posts whose lien is maintained by this Railway should be informed about the selection provided they fulfill the conditions through their respective officers without fail. All concerned should personally ensure displaying of this notification in the prominent notice board of the respective offices of HQ/Divisions/Unit.

The notification is also available on this Railway's web site
<http://www.secr.indianrailway.gov.in>.

Recruitment/News/Press Release → Recruitment → HQ → GAZ Section.

All the Divisions/Units & applicants are advised to regularly visit SECR website for any updates in the matter. **This notification is being issued as per existing provisions /instructions of selection of Group-B post of AMM.** In case any changes in the existing procedure /instructions are issued by Railway the same will be uploaded in the Railway's website in due course.

DA: As above.


(Pradeep Mishra)

Dy. Chief Personnel Officer (Gaz.)
for Principal Chief Personnel Officer

Copy forwarded for information and necessary action to:

1. Secretary to GM/SECR, Sr.DPO/BSP, R &NGP
2. Dy CMM/GSD/R, Sr.DMM/ BSP, R, NGP,
3. Principal MDTC/BSP, WPO/WRS/R & APO/WS/MIB
4. GS/SECRMC, GS/SECRPOA, & GS/AISC-ST/Association/BSP
5. ZP/ SECROBCEA/BSP
6. Notice Board



for Principal Chief Personnel Officer

**PROVISIONAL INTEGRATED SENIORITY LIST OF SR. SUPERVISORS IN GP RS.4600/- (LEVEL-7) OF
STORES DEPARTMENT**

Sr- No-	Name (S/Shri)	Comm- unity	Designa- tion	Divin/ Unit	DOB (dd- mm-yyyy)	DOA (dd-mm- yyyy)	DOP in GP RS- 4600/-
MAIN LIST (ANNEXURE-A)							
1	K. ABBAYI	UR	Ch-OS	HQ	24-07-1967	10-06-1991	16-01-2002
2	A. Subramaniam	UR	CHOS	GSD	02-03-1966	21-12-1985	08-01-2005
3	B. P. Gond	ST	CDMS	GSD	30-03-1966	13-06-1992	10-08-2005
4	R BALKRISHNARAO	UR	Ch-OS	HQ	29-01-1965	11-10-1990	09-01-2006
5	Sanatan Biswas	SC	CDMS	GSD	05-09-1964	10-06-1992	03-08-2006
6	Shyamala Rajendran	UR	CHOS	GSD	20-09-1964	07-09-1989	11-07-2008
7	Lokesh Kumar Nayak	OBC	CDMS	GSD	16-05-1981	10-04-2009	10-04-2009
8	Ajay Kumar Rathore	OBC	CDMS	GSD	06-12-1971	01-08-1998	25-09-2009
STANDBY LIST (ANNEXURE-B)							
9	K. K. Patnaik	UR	CDMS	GSD	25-05-1968	16-01-1999	17-11-2009
10	S. N. Kohad	ST	CDMS	GSD	23-10-1967	20-12-1999	17-11-2009
11	P. K. Ray	UR	CHOS	GSD	16-02-1965	13-07-1992	18-11-2009
12	SANJAY KUMAR NIRALA	OBC	CDMS	HQ	20-01-1975	06-04-2005	11-12-2009
13	MOOTURU SHYAM PRASAD	UR	CDMS	HQ	05-07-1976	18-11-2008	03.12.2012
14	RAVI KANT HINGWE	OBC	CDMS	HQ	01-01-1978	04-01-2005	11-12-2009
15	AMIT KUMAR VERMA	UR	CDMS	HQ	25-11-1973	06-04-2005	11-12-2009
16	Ataul Kumar Das	UR	CDMS	GSD	20-06-1981	13-01-2010	13-01-2010
17	A. K. Chunarkar	SC	CHOS	GSD	28-10-1966	24-06-1987	06-10-2010
18	SHASHI KUMAR BHAGAT	ST	CDMS	HQ	01-02-1975	03-02-2005	24-02-2011
19	ANTUNI DUNG DUNG	ST	Ch-OS	HQ	10-10-1971	25-10-1997	02-08-2011
20	JATIN KORANNE	UR	CDMS	HQ	24-07-1985	07-01-2013	07-01-2013
21	HUKUM DEO YADAV	OBC	CDMS	HQ	04-06-1975	16-01-2013	16-01-2013
22	KANHAIYA LAL CHANDRA	UR	Ch-OS	HQ	01-05-1968	10-10-1994	01-11-2013
23	CHANDRA SHEKHAR MEHER	UR	Ch-OS	HQ	06-05-1968	08-11-1994	01-11-2013
24	PUNIT RAM SINHA	UR	Ch-OS	HQ	02-03-1968	26-10-1994	01-11-2013

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**PROVISIONAL INTEGRATED SENIORITY LIST OF SR. SUPERVISORS IN GP RS.4600/- (LEVEL-7) OF
STORES DEPARTMENT**

Sr- No-	Name (S/Shri)	Comm- unity	Designa- tion	Divin/ Unit	DOB (dd- mm-yyyy)	DOA (dd-mm- yyyy)	DOP in GP RS- 4600/-
FOR DECIDING PwBD (ANNEXURE-A1)							
1	K. ABBAYI	UR	Ch-OS	HQ	24-07-1967	10-06-1991	16-01-2002
2	A. Subramaniam	UR	CHOS	GSD	02-03-1966	21-12-1985	08-01-2005
3	B. P. Gond	ST	CDMS	GSD	30-03-1966	13-06-1992	10-08-2005
4	R BALKRISHNARAO	UR	Ch-OS	HQ	29-01-1965	11-10-1990	09-01-2006
5	Sanatan Biswas	SC	CDMS	GSD	05-09-1964	10-06-1992	03-08-2006
6	Shyamala Rajendran	UR	CHOS	GSD	20-09-1964	07-09-1989	11-07-2008
7	Lokesh Kumar Nayak	OBC	CDMS	GSD	16-05-1981	10-04-2009	10-04-2009
8	Ajay Kumar Rathore	OBC	CDMS	GSD	06-12-1971	01-08-1998	25-09-2009
9	K. K. Patnaik	UR	CDMS	GSD	25-05-1968	16-01-1999	17-11-2009
10	S. N. Kohad	ST	CDMS	GSD	23-10-1967	20-12-1999	17-11-2009

NOTE: The above list has been prepared based on the provisions mentioned in para 13 of RBE No.74/2022 and has been issued strictly for the purpose of deciding eligibility w.r.t. filling of vacancy reserved for PwBD only.

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South East Central Railway

PROFORMA for AMM 70% DPQ (STORES DEPARTMENT)

Paste a
photograph
duly attested

1	Name	
2	Present Designation	
3	Present place of posting, i.e. Division/ WS /Station/ Unit	
4	Community (UR/SC/ST)	
5	Lien holding in Railway, Division and Department	
6	Controlling officer	
7	Date of Birth (DD/MM/YYYY)	
8	Date of appointment	
9	Designation in which initially appointed and scale (Rs.)	
10	IPASS NO. (Eleven (11) Digit) (must be filled correctly)	
11	Latest Email-ID address (must be filled correctly)	
12	HRMS ID (must be filled correctly)	
13	Mobile No.: (Personal and official)	
14	Present Scale in (Vth PC) / G.Pay (VIth PC) / Pay Level (7 th PC)	
15	Date of Regular Promotion or appointment in GP Rs. 4200/- (6 th PC) / Pay Level 6 of (7 th PC)	
16	Date of Regular Promotion or appointment in GP Rs. In GP Rs. 4600/- (6 th PC)/ Pay Level 7 of (7 th PC).	
17	Length of non-fortuitous service in scale Rs. 5000-8000 (5 th PC), PB-2 Rs. 9300-34800, with GP Rs. 4200/- (6 th PC)/ Pay Level 6 of (7 th PC) as on 01/01/2023.	Year.....Month.....Days.....
18	Length of non-fortuitous service in scale Rs.6500-10500/- (5 th PC), PB-2 Rs.9300-34800 + GP Rs. 4600/- (6 th PC)/ Pay Level-7 of (7 th PC) as on 01/01/2023.	Year.....Month.....Days.....
19	Any DAR case is pending or otherwise (YES or NO)	
20	Willing or Unwilling (please mention)	
21	Whether belongs to PwBD category, if yes requiring SCRIBE (Please indicate only those PwBD employee who are entitled to facility of scribe and additional time).	YES or NO (please tick) & category..... Enclose necessary medical PwBD certificate issued by authorized Govt. medical officer.

Signature of the candidate

Signature of Controlling Officer with seal

Forwarded to Headquarter

Forwarded to Dy.CPO(GAZ)/SECR. The particulars given by the employee as mentioned above have been verified /scrutinized and found correct as per the service record and the above named employee is **eligible OR not eligible**, please (✓). It is certified that no Adhoc or fortuitous service has been taken in to account for computing the eligibility as on **01/01/2023**.

Signature and name with official stamp of
Personnel Officer of concerned Divn./ Unit

PROFORMA for AMM 70% DPQ
(To be verified & attested from available records)

1	2	3	4	5	6	7	8
Sr. No	Name	Present Designation/Station	Lien	Community (UR /SC/ ST)	DOB	Date of appointment & designation, grade to which appointed	Correct I-Pass No. (11 Digit)

09	10	11	12
Correct HRMS-ID	Present Grade/ Scale GP Rs.4200/-, or GP Rs.4600/-	Date of Regular promotion in scale GP Rs.4200/-	Date of Regular promotion/ appointment in scale Rs. 6500-10500/- (5 th PC) (pre-revised)/ GP-4600/- (6 th th PC) / Level-7 (7 th PC)

13	14	15	16	17
MOBILE NO.	EMAIL-ID	Whether belongs PwBD and requiring SCRIBE (Please indicate only those PwBD staff who are entitled to facility of scribe and additional time).	Remarks Eligible/ Not eligible	Willing or Unwilling
		Yes / No.		

(*) The above information to be provided to GAZ/CONF/Section, HQ/SECR/BSP in soft copy also. (Pen drive)

Signature of
Concerned Personnel Officer
(with office seal)

Common Syllabus for all Department for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work charged posts:
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax

16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

**SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GROUP 'B' POST OF AMM/ADMM IN STORES
DEPARTMENT**

Part-A

Professional Subject

1. Organization of Stores Dept. on Zonal Railway & Production Units
2. Objectives of Stores Dept. in brief
3. Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him
4. Canons of Financial Propriety & its application to Stores Matters.
5. Delegation of Powers:
 - i) Its need & necessary safeguards
 - ii) Powers of PCMM & other officers for:
 - (a) Purchase,
 - (b) Sale,
 - (c) Write off,
 - (d) Other misc. matters
6. Purchase of stores:
 - i) Important Stages in purchase cycle
 - ii) Purchase Policy & Rules of IR and GFR Provisions
 - iii) Channels & Procedures of purchase of indigenous stores
 - iv) Modes of tendering [including PAC purchase] & their limitations
 - v) Tender consideration;
 - a) Price determination (Reasonability/Workability)
 - b) Negotiations, Cartel Formation & related instructions
 - c) Concept & constitution of Tender Committee
 - vi) Purchase of M&P/RSP items including CMC
 - vii) Emergency Purchases
 - viii) Basics of iMMS & e-Procurement
 - ix) Procedures/Manuals related to iMMS and IREPS
 - x) Procurement through GeM
 - xi) Reverse auction
 - xii) Price variation clause and its operation
 - xiii) Buy back system of purchase
 - xiv) Green procurement
 - xv) Composite contracts and strategic procurement
7. Purchase through Centralized agencies like: Railway Board, BLW, CLW, etc
8. Procedure of purchase from other Govt. Dept. in brief
9. Govt. Policy of Preference:
 - a) Purchase/Price Preference
 - i) Micro & Small Enterprises
 - ii) Items reserved for procurement from MSEs

b) Purchase Preference as per Make in India Policy

c) Special benefits available to MSEs

10. Supply Contracts:

i) Important provisions of Indian Contract Act, Sale of Goods Act and GST Act

ii) IRS Conditions of Contract, General Conditions of Contract

iii) Force Majeure Clause

iv) Preparation of bid documents, special conditions, price variation and eligibility criterion etc for

a) Rate/Running & Fixed quantity/Long term contracts

b) Service Contract

c) Annual maintenance Contract

d) EPC Contract

v) Online submission of LMD & SD

vi) PO Draft/Numbering Scheme & vetting considerations

vii) Contract Management

(1) Extension of DD/Modification of PO

(2) Penalties for breach of contracts (LD, GD, RP)

viii) Settlement of Disputes

a) Arbitration Clause in IRS Conditions

b) Arbitration & Conciliation Act 1996 including Amendment Act, 2019

c) Dispute resolution between two Govt. Deptt. Or (CPSU)

11. Import of Material:

i) Direct import by Zonal Railways/Production Units

ii) Import through Railway Board

iii) Types of Import Contracts: FOB, CFR, CIF & DDP etc.

iv) Modes of Payment, Letter of Credit & its types

v) Sea & Air freighting of Railway Materials & Insurance Covers

vi) Port clearance of imported consignments

vii) Claims settlement

viii) INCOTERMS (latest edition)

12. Strategic Sourcing (Rational Source Selection):

a) Registration of firms on Railways and IREPS

b) Vendor performance evaluation; Vendor rating; Penal Action against vendors, Alternatives available with Railways, PUs

c) Registration by RDSO

d) Supply chain concept — relevance to Railways especially PUs

13. Important Statistics on Stores matters:

a) Submitted to Railway Board, periodically

b) Included in Railway Board's annual report & GM's Narrative Report

c) Yardsticks to measure efficiency of Stores Dept.

14. Stores Budget:

a) Compilation & various review/amendments to the budget during the financial year

b) Controls to adhere to the budget provisions, Exchequer control

c) Control over stores expenditure to minimize working expenses

d) Purchase Grant

c) Zero Base Budgeting (ZBB)

15. ISO Certification/ 5S Certification/ 6 Sigma Certification:

Procedure for obtaining the certification & subsequent compliance for continuation of the same

- a) For Purchase Office,
- b) For stores depot

16. Paperless Working:

- a) e-Office
- b) Digitally signed electronic reports in iMMS and IREPS

17. Online acceptance of tenders: Technical Scrutiny, Tender Committee Minutes preparation & tender acceptance/Direct acceptance, Letter of Acceptance generation and autogeneration of Purchase order

18. Procedure for keeping/retention/destruction of official records

19. Stores Depots:

- a) Location
- b) Functions
- c) Typical Layout of a stores depot

20. Design Aspects of a Typical Stores Depot/Warehouse:

- a) Important parameters to be considered for design
- b) Space Management
 - i) Buildings, Yards, Roads
 - ii) Various types of storage arrangements
- c) Materials Handling:
 - i) Equipments
 - ii) Unit piling, container/pallet systems
 - iii) Vertical storage system
- d) Important Fire-Safety aspects & Latest fire fighting Techniques
- e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:
 - i) Theft
 - ii) Pilferage
 - iii) Misappropriation
 - iv) Provision of CCTV in Stores Depots/Divisional Depots
- f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys
- g) Gate Pass

21. Depot Organization:

- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
- b) Various sections of stores depot, its functions & working procedures

22. Receipt & Accountal of materials:

- a) Procedure for receipt & accountal, in a depot
- b) Consequent clearance of purchase suspense
- c) Accounts checks on suppliers' bills
- d) Purchase Suspense/Sales Suspense

23. Inspection of Stores:

- a) Inspection Techniques
- b) Various Agencies for Inspection of Railway Materials

- c) Acceptance of material against WTC
- d) Inspection at firm's premises & Inspection at Depot
- e) Rejection of pre-inspected materials and procedure for joint inspection
- f) Disposal of rejected materials
- g) Warranty Claim Procedure
- 24. Sampling for Inspection:
 - a) Sampling Methods
 - b) Indian Standards relating to Sampling
- 25. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rextin, Oils, Paints, Non ferrous items
- 26. Receipt & Issue of Stores on iMMS:
 - a) FIFO Method of Receipt and Issue
 - b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued
- 27. Properties & Preservation of stores such as:
 - Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc
- 28. Imprest Stores:
 - a) Procedure for issue and supply of Imprest Stores
 - b) Road contract and its Management
- 29. Returned Stores through iMMS:
 - a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries
- 30. Sale of Railway Materials:
 - a) SAG Committee Recommendations
 - b) Survey Committee & its functions for various categories of stores
 - c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
 - d) Procedure for sale by tender
 - e) Procedure for disposal of scrap by e-auction
 - f) General & Special conditions of sale
 - g) On line payment of BSV
 - h) On line payment of EMD
 - i) Payment Gateway
- 31. Purchase by Depot/Divisional Officers:
 - a) Purchase Powers Local & Cash Purchases
 - b) Digital recoupment of cash imprest
- 32. Important Components & its usages:
 - In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs
- 33. Dispatch of Railway Materials:
 - a) By Rail, Road
 - b) By Sea & Air
 - c) Safeguards against loss/damage in transit
 - d) Settlement of claims with carriers
- 34. Inter-depot transfers & Clearance of SINT suspense
- 35. Stock Verification

- a) By Accounts
- b) Departmental
- c) Disposal of Stock Sheets
- 36. Classification of Heads of Accounting & Various Suspense Heads relating to Stores
- 37. Codification:
 - i) Stores nomenclature & price lists (Unified & Non-unified)
 - ii) Unified Vendor Code
 - iii) Consignee Code
 - iv) Advantages of codification
- 38. Standardization & Variety reduction
- 39. Provisioning & Recoupment of Stores:
 - a) Maxima Minima Method
 - b) Annual Review Method
 - c) Main Depot-Sub depot arrangement
 - d) Economic Order Quantity (EOQ)
 - e) Lead time & Safety/Buffer Stock
 - f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
 - g) Various forecasting statistical techniques
- 40. Inventory Management:
 - a) Types of inventories
 - b) Various Inventory models:
 - i) The Basic (EOQ) Model: Constant Demand & Lead Time
 - ii) Variable Demand but constant Lead Time
 - iii) JIT Inventory Model
 - c) Computer as an aid to inventory control & inventory management
 - d) Inventory reports in iMMS & its use for inventory control
 - e) Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory control & improvement in service levels
 - ii) Related multi-criteria matrix
 - f) Inventory performance indices on IR
 - g) Over stock, Inactive & Surplus Stores
 - i) Definitions
 - ii) Reasons for accrual & its disposal
 - iii) Steps for prevention
- 41. Computerized Price Ledgers:
 - a. Preparation of Price Ledgers: Role of Stores Depot
 - b. Book Average Rates
 - c. Debiting the indentors for cost of materials issued & preparation of Debit Summaries
- 42. Audit: Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.
- 43. Accounts: Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.
- 44. M&P, RSP and Works Program
- 45. Features of MS-Word, Excel, PPT
- 46. Exception Reports and Action Documents generated on iMMS.
- 47. Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)