



दक्षिण पूर्व मध्य रेलवे
South East Central Railway

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

No.P-HQ/CON/452/Stores-70%/e-87523/366

Dated: 25/10/2024

PCMM, CMM, CPO (A) & (IR), 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 for formation of a panel of **AMM** (Gr "B") against 70% selection of **Stores** Department in S.E.C.Railway for the vacancy cycle of 01/01/2025 to 31/12/2026.

Ref:- 1. Railway Board's letter No. E(GP)2024/2/28, Date:27/09/2024
2. Railway Board's letter No. E(GP)2024/2/28, Date: 08/10/2024

1. In reference to the above, Railway Board has decided to fill up the Group-'B' vacancies by holding of 70% Selection and 30% LDCE through centralized CBT for promotion to Group-'B' posts for the vacancy cycle of 01/01/2025 to 31/12/2026. **NAIR/BRC will conduct the CBT.** The date of CBT will be informed shortly. The selection will be held for formation of panel of **AMM** (Gr-"B") in scale Rs.9300-34800/- + (GP Rs.4800/-), PB-2 (Pay matrix Level-08) (7th PC) against 70% selection 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%)	01	01	00	02	(01) LD-OA/ OL, Leprosy Cured, Acid attack victims or Hearing impaired (HI/HH)

2. **Eligibility Criteria:** 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 **01/01/2025**, in 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 and in terms of RBE No.93/2024 (Estt. Rule No.167/2024). In addition to above criteria, PwBD candidates, if any who fulfill the essential criteria of PwBD(LD or HI/HH) 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.

3. (i) In terms of RBE No.93/2024 dated 08/10/2024 quoted under reference (2) above, it has been decided by Board that henceforth, in respect of Selections (70%) to Group-B posts in all departments, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number. Hence all who are fulfilling eligibility criteria as quoted in Para No.2 above can apply.

(ii) As per DOPT policy, Para-13 the PwBD reservation is being carried forward to this selection cycle due to non filling up of PwBD vacancy. As stated the vacancy shall first be tried to be filled with LD category. If no LD candidate is suitable, it shall be tried to be filled with HH/HI category. If still no suitable PwBD candidate is found then vacancy shall be filled by non PwBD candidate and reservation shall be carried forward to next selection year.

Therefore eligible candidates of Non-PwBD as well as PwBD categories may apply for above vacancies.

4. The Personnel officer of the HQ/Divisions/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 of PwBD candidates along with the Service Record maintained by them and certify their eligibility for each candidate.

5. All the Eligible and willing employees should submit their application in prescribed Proforma as **Annexure-'A'** duly forwarded by immediate supervisor/ Officer through proper channel to their concerned Personnel Officers viz. Dy CPOs/Sr.DPO's/DPO's/ WPO/SPO (Con)/APO (WS). Applications received **after closing date will not be entertained** and summarily rejected. If no application is received by any of the Office /Unit concerned, a certificate should be given to the Personnel department of HQ/Division/Workshop/Unit concerned that no application has been received in their office.

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

S#	Subject	Closing Date
A	Application to be submitted in the (ANNEXURE-A) by the eligible candidates to their controlling officer.	18/11/2024
B	Applications to be forwarded by the controlling officer to the concerned Personnel Officers for verification /scrutinizing of service particulars/ eligibility etc.	22/11/2024
c	Concerned Personnel officers should forward all the applications (only original in hard copy) with a remarks (eligible or not eligible) in consolidated list in proforma (Annexure-"B") to GAZ(CONF.) Section, PCPO /HQ Office.	02/12/2024

6. **SCRUTINY:** The Personnel Department of concerned HQ/Division/Workshop are requested to scrutinize the application and verify the eligibility as per the Service Record maintained by them and certify their eligibility or otherwise in the application of each candidate. After scrutinizing the applications HQ/Division/Workshop/Units should forward the list of eligible candidates only alongwith the applications in the prescribed proforma as in **Annexure-"B"** and forward the same to **GAZ(CONF.) Section, PCPO, HQ Office**, per bearer along with covering letter and a **Pen-drive** containing all details (in MS Excel) in soft copy so as to reach Dy.CPO/Gaz/SECR. While forwarding the applications, Dy.CPO/Sr.DPO/DPO/SPO/APO should certify that all the employees of their Division /Unit, working on Deputation to other unit are informed well in advance to submit their application. 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 Organisation should be submitted through APO/Con/BSP.

7. **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:

i.	Professional Subject including optional questions of 10 Marks on Official language policy & Rules:	70 Marks
ii.	Establishment and financial Rules	30 Marks
iii.	Qualifying marks:	60 Marks with relaxation as per extant rules.
iv.	Duration/ Time	Two (2) Hours
v.	There shall be no negative marking in written examinations held as part of Selections (70%), where the final panels are made on seniority basis, (In terms of RBE No. 93/2024).	
vi.	Assessment of Record of service & Viva –voce will be conducted in terms of para-10.4 of Master circular No.68, Date:08/07/2019 of successful candidates for viva-voce.	

8. **WRITTEN / (CBT) AND VIVA-VOCE TEST:** The selection will comprise of Witten/ CBT examination followed by viva-voce. Only those who qualify in the Witten/ CBT examination for viva-voce 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.

9. **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-'C'**.

10. 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.



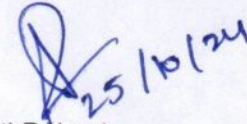
11. If any employee of HQ/Divisions/Workshops/Units is on deputation/outside cadre or working against ex-cadre posts whose lien is maintained by this Railway should be informed about the selection provided they fulfill the conditions through their respective officers without fail. All concerned should 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 Gr.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.



(Aditi Dubey)

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 MDZTI/BSP, APO/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

South East Central Railway

ANNEXURE-'A'

PROFORMA for AMM 70% Selection (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	Whether (PwBD) (mention category, in terms of para-2.2 of RBE No.74/2022 and Estt Rule No.168/2022)	Yes or No. _____ Mention Category (a , b , c , d , e). _____.
6	Lien holding in Railway, Division and Department	
7	Controlling officer	
8	Date of Birth (DD/MM/YYYY)	
9	Date of appointment	
10	Correct IPASS NO. (Eleven (11) Digit)	
11	Latest Email-ID address (must be filled correctly)	
12	HRMS ID	
13	Mobile No.: (only HRMS linked mobile number must be submitted in use for OTP)	
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) in terms of RBE No.203/2008	
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 01/01/2025 .	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 01/01/2025	Year.....Month.....Days.....
19	Any DAR case is pending or otherwise	
20	If PwBD candidate requiring SCRIBE and compensatory time(*)	Requiring SCRIBE : YES or NO: _____ Requiring compensatory time : YES or NO: _____

(*) Please enclose necessary valid medical PwBD certificate issued by authorized Govt. Medical officer. SCRIBE will be considered as per extant Rules and instructions issued time to time.

Signature of the candidates

Signature of the immediate supervisor forwarding application Office seal & Date:

Forwarded to controlling officer

Signature of Controlling Officer with seal

Forwarded to Headquarter

Forwarded to Dy.CPO(GAZ)/SECR. The particulars given by the employee against **column No.1 to 20** have been scrutinized and found correct as per the service record and the above named employee belongs to PwBD category as per criteria and eligible (✓) / not eligible (✓) to appear for the selection for the post of **AMM (Gr.B)** against 70% quota and it is certified that no Adhoc or fortuitous service has been taken in to account for computing the eligibility as on **01/01/2025**.

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

ANNEXURE "B"

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

1	2	3	4	5	6	7	8	9
Sr. No	Name	I-Pass No.	HRMS -ID	Designation	HRMS Linked Mobile No.	Correct EMAIL-ID	Place of posting / UNIT	Division / WS/ HQ

10	11	12	13	14	15
Controlling Officer	DOB (DD/ MM/YYYY) (Date may be given in format)	Community (UR /SC/ ST)	Belongs PwBD category or not (Yes/ No)	If PwBD yes (mention category)	If PwBD category , whether entitled or requiring Scribe (Yes/ No) Enclose valid medical certificate Yes / No.

16	17	18	19	20
Weather eligible for compensatory time.	Date of initial appointment	Date of Regular promotion or appointment in scale GP Rs.4200/-/ Level-6 (7 th PC)	Date of Regular promotion/ appointment in scale GP-4600/- / Level-7 (7 th PC)	Remarks (Eligible/ Not eligible)

(*) The above information to be provided to GAZ/CONF/Section, HQ/SECR/BSP in soft copy (MS-Excel) also (Pen drive). Date of Birth must be given in **(DD/ MM/YYYY)** format.

Signature of
Concerned Personnel Officer

Syllabus 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 workcharged 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 Cautions 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 EMD & 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
- e) 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 auto-generation 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, Rexin, 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)