

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur
18.11.2024

ECR-HQOPERS(Gaz)/0064/2024

Secy. to GM/ECR: For kind information of GM
Dy. Secy. to AGM: For kind information of AGM
SDGM/ECR/HJP, General Manager (P)/CORE/Allahabad
General Manager/CRIS/RITES/NDLS, PCMM/ECR/HJP
CAO(Con)/MHX/ECR/PNBE, CAO/WP/PNBE, CAO/RWP/Bela
CAO(GLP)/ECR/DMH, Chairman/RRB/Patna & MFP, Chairman/RRC
DRM/ECR/DNR, DDU, DHN, SEE & SPJ
CWM/PD/DDU, WS/SPJ & CRW/HRT
Sr. DPO/ECR/DNR, DDU, DHN, SEE & SPJ,
Dy. CMMs/ECR, Sr. DMMs/ECR/DNR, DDU, DHN, SEE & SPJ
Dy. CPO/HQ/MPP/IR&W/ECR/HJP
Principal/ZRTI/E. C. Rly/Bhuli & MFP,
APO/IR&W, APO/M&E & APO/ESM/HQ/HJP
APO/MPP- For uploading on WEBSITE
All Extra Divisional Units, General Secretary/ECROA, ECRPOA & ECRKU.

Sub :- Selection for the post of Assistant Material Manager (Group-'B') in Level-8 of Pay Matrix, (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay -4800/- as per 6th CPC) against 70% quota.

Ref :- (i) Railway Board's letter No. E(GP)2024/2/28 dated : 27.09.2024 & 08.10.2024.
(ii) Railway Board's letter No. E(GP)2024/2/37 dated: 06.11.2024

With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel against 04 vacancies for the post of Assistant Material Manager (Group-'B') against 70% quota over E.C. Railway, through centralized CBT by NAIR in terms of Railway Board letter No. E(GP)2024/2/28 dated: 27.09.2024, as per details given below :-

Selection	UR	SC	ST	Total	PwBD (*)
AMM (Gr. 'B') 70%	03 (Three)	00 (Zero)	01 (One)	04 (Four)	01 (one)

(*) Horizontal Reservation for Locomotor Disability (LD) – One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims as per Railway Board's letter No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

Note # Successful PwBD candidates in the written test (CBT) will be subject to medical examination in non-safety category by the Railway medical authority prior to viva-voce.

- (a) Written Examination through CBT :- 09.03.2025 (Tentative)
(b) Venue, Time & Viva-voce :- will be notified in due course.

2. Eligibility (As on 01.01.2025)

- (i) All Permanent Group 'C' employees of Stores Department working/holding lien in Stores Department of East Central Railway, who have rendered not less than 03 years non-fortuitous service 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 as on 01.01.2025, are eligible to apply for the above-mentioned selection.

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NB :- However, those Gr."C" employees who have been provided G.P. Rs. 4200/- or above in PB (9300-34800) under ACP/MACP are not eligible to volunteer for the above written examination.

- (ii) As per Railway Board's letter No. E(GP)/2005/2/74 dated : 13.03.2008 (RBE No.40/2008), in case of person transferred at own request to this Railway in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility, wherever a minimum length of service is prescribed as a condition for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.
- (iii) In terms of Railway Board's letter No. E(GP)2024/2/28 dated : 08.10.2024, it has been decided by the Board that henceforth, in respect of 70% selections to Group "B" posts, all employees who are eligible and who volunteer for the selection, should be considered without any limitation of number. Hence, the employees who are fulfilling the eligibility criteria for the post may submit their application.
- (iv) All the volunteer who fulfill the above-mentioned conditions of eligibility will get chance to compete in the above examination, without any restrictions to the number of eligible candidates to be allowed for appearing the examination.
- (v) In terms of Railway Board's letter No. E(GP)2024/2/09 dated : 14.10.2024, an employee who has been medically de-categorized should have rendered the requisite eligibility service in the relevant grade (s) after absorption in the alternate post for being eligible for promotion to Group "B" posts. These instructions pertain only to reckoning eligibility for promotion to Group "B" Posts.
- (vi) As advised in RBE No. 102/2019 dated : 25.06.2019, the time spent by Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".
- (vii) The volunteers who have completed 3 years of non-fortuitous service in the current seniority unit of the cadre as on 01.01.2025 are only eligible to apply. The same may be verified and ensured by the Personnel Officer/Establishment officer concerned while forwarding the applications.
- (viii) If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected.
- (ix) Eligible staff who desire to volunteer for the above 70% Selection may submit their application through proper channel to their respective Personnel Branch officer.
- (x) Eligible staff working in the Construction/Project Organization on deputation, training and any Ex-cadre Organization and having lien and seniority in ECR, who desire to volunteer for the above 70% Selection may also submit their application through proper channel i.e. their respective Personnel Branch officer, where they hold lien. The concerned Divisions/Units should send copy of notice to the staff who are on deputation after being released from that Divisions/Units.

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- (xi) When an employee is holding an ex-cadre post, details of his/her post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned. It may be ensured that wide publicity is given to this notification amongst all the eligible staff. It is the personal responsibility of the personnel Officers/Controlling Officers of the Units to ensure that the notification reaches to all the eligible employee well in time.

The cut-off date of eligibility for candidates for 70% selection is 01.01.2025.

- (3) Normally, there is no provision for holding absentee written examination. However, in exceptional circumstances, where sufficient and satisfactory reason/proof beyond control of candidates are available, (viz either the candidate under RMC or he was not spared by his controlling officer due to administrative reasons), only such candidates may be allowed to appear in absentee written examination with approval of the Competent Authority. It will be responsibility of the candidate to advice reasons of absence through controlling officer to Dy. CPO(Gaz)/E. C. Railway/Hajipur within 03 days from the date of CBT by NAIR.

In case of failure to comply the above instructions by the candidate, he/she will not be allowed to appear in the absentee written examination, if held.

- (4) The above selection will be based on the candidate's performance both in CBT Examination, Record of Service as well as viva-voce. The candidates, who qualify in the CBT Examination followed by medical test of specified category will only be eligible for Viva-voce test. The placement of the candidates in the panel will be based on their performance in the CBT Examination, Viva-voce & Record of service as per extant procedure of Railway Board's instruction.

The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.

(5) CBT/Written Examination Examination:-

The CBT/Written Examination will be conducted as per guidelines/instructions contained in Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) & E(GP)2022/2/4 dated 07.10.2022, the CBT/Written Examination shall comprise of one paper which shall have 100% objective type multiple choice question only.

The paper will be of 100 marks and the distribution will be as under: -

(i)	One paper on Professional Subject including optional questions of 10 marks on Official language policy & Rules	:-	70 marks
(ii)	Establishment and Financial rules	:-	30 marks
	Total	:-	100 marks
(iii)	Qualifying marks	:-	60 marks.
(iv)	Duration of examination	:-	02 Hours.

All Objective type questions will carry equal marks. In terms of Railway Board's letter No. E(GP)/2024/2/28 dated : 08.10.2024 (RBE No. 93/2024 dated : 08.10.2024) there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis.

Since AMM is non-safety post, relaxation is admissible to ST candidates as per extant rules.

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(6) **Viva-voce & Record of service:-**

	Maximum Marks	Qualifying Marks
Viva-voce	25	30 (including at least 15 marks in the Record of Service)
Record of service	25	

(7) **Syllabus :-** The syllabus as prescribed by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 for 70% selection for Group 'B' post of AMM in Stores Department, copy of syllabus for above selection is attached as Annexure-'C'.

(8) The controlling Officers should give wide publicity of this notification amongst the eligible staff/employees under their control and ensure submission of applications by the candidates in the prescribed Proforma (specimen copy enclosed as Annexure-'A') within the stipulated time mentioned below.

The last date for submission of the application by candidates duly countersigned by their controlling officer to the concerned Personnel Branch officer is **02.12.2024**. The filled-up applications should be scrutinized properly by associate Personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'P' Branch Officer. All the applications received by the Personnel Branch Officers through controlling officers should be sent in a bunch so as to reach Dy. CPO/Gaz./ECR/Hajipur, on or before **09.12.2024** positively. Applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that application other than in prescribed Performa or without signature of controlling officer and checked & counter signature of Personnel Branch Officer will not be entertained.

(9) In case, service particulars furnished by the volunteers/certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteers will be liable to cancelled at any stage during & even after the above selection process.

(10) **TRAINING OF ST CANDIDATES:-**

Since, there is reserved post of ST in the vacancy assessment, Pre-promotion training will be imparted to only ST candidates as per RB's letter no. E(GP)2010/2/39 dated 28.08.2019 (RBE No.142/2019).

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, before conducting CBT/Written examination, mandatory Pre-selection coaching classes of 60 hours/15 working days to all ST eligible candidates will be arranged by the department concerned. PCMM will nominate the JAG or above officer of Stores Department as an in charge(s) of pre-selection coaching. The in-charge(s) will also intimate the date and venue of the pre-selection coaching in due course. **Date & Venue will be notified later with the final list of the ST candidates.**

If any ST candidate refuses to undergo pre-selection coaching, a written undertaking should be obtained from him/her and the same may be sent to Dy. CPO(Gaz.)/ECR/HJP as well as PCMM/ECR/HJP. The controlling officers should ensure that the ST candidates under their control are spared without fail on time to participate in the coaching.

The ST candidates are also advised to insist their controlling officers, in their own interest, to spare them for the said coaching.

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(10.1) Duty of the In-charge of Pre-selection Coaching (To be nominated by PCMM):

- (i) To inform in writing through special messenger to the eligible ST employee regarding date, time & venue of coaching.
- (ii) To obtain in writing the unwillingness to attend the coaching, if any, from the eligible ST employees.
- (iii) To co-ordinate and arrange sparing of the eligible ST candidates.
- (iv) To chalk out coaching schedule.

(10.2) Duty of Controlling Officer:-

To spare the candidates under their control without fail in time with the direction to participate in the pre-selection coaching as well as to appear in the written examination also.

(10.3) Duty of concerned ST applicant: -

- (i) To arrange their sparing from duty by insisting their controlling officers in their own interest.
- (ii) If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-selection Coaching on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of Pre-selection Coaching and it will be deemed to be refusal for the same.
- (iii) Failure of concerned ST employees to avail Pre-selection Coaching on any account including leave etc. will be considered on their part and no supplementary coaching will be organized in any circumstances.
- (iv) No appeal will be entertained by GM(P)/ECR/HJP office after completion of Pre-selection Coaching.

After completion of Pre-selection Coaching, the In-charge of the Pre-selection Coaching will give a written report along with all supporting papers including attendance sheet of ST participants to Dy. CPO/Gaz/HJP within three days of completion of said training.

- (11) The Controlling/Authorized officer should ensure to issue individual sparing letter/identity slip duly attesting specimen signature of the candidate on the sparing letter/identity slip with direction to attend the CBT/Written examination (date will be advised in due course). The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.

(12) ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICERS: -

- (a) The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each column of the application. Without such certification, application received will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the Officer who will certify/verify. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and verified" in each and every application after checking and verifying the details duly attesting their signature and date of certification (the date of certification should invariably be put in the application).

In case, the Personnel/Cadre Controlling Officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO and concerned PHOD for taking action against him.

- (b) It may please be noted that Controlling Officers/heads of the Units have no discretion to entertain any application beyond the last date. The applications of the employees, who are eligible, should only be forwarded after verifying the other relevant particulars and ineligible application should not be forwarded.

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- (c) The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing the details in the following proforma addressed to Dy. CPO/Gaz./HQ by **09.12.2024** indicating therein the total number of applications forwarded. (The details should be sent in soft copy in MS/Excel format also as in the Proforma as Annexure "B"). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned staff held.

(13) The above selection will be held as per procedure laid down in Master Circular- 68, governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued from time to time. The said master circular is available on website www.indianrailways.gov.in....>ministry of railway...>railway board> Directorate...>Establishment...>E(GP) Master Circular. The Department/Division/Unit should ensure the compliance of instructions of item No.-16 of Master Circular- 68.

Please acknowledge receipt.

DA : (i) Proforma (Annexure-'A')
(ii) Proforma (Annexure-'B')
(iii) Syllabus (Annexure-'C')

Ajeet 18/11/24
(Ajeet Kumar)
APO(Gaz.)
For General Manager(P)/HJP

PROFORMA OF APPLICATION FOR AMM/(Gr.'B') 70% QUOTA AGAINST NOTIFICATION

No. ECR-HQOPERS(Gaz)/0064/2024 dated 18.11.2024

(It is mandatory to fill each and every column with correct information.)

1. Information regarding candidate:

Sl. No.	Particular	Filled by candidates
1	Name of applicant (In Block letter)	
2	IPASS Number (11 digits)	
3	HRMS ID	
4	Designation	
5	Mobile No. (Registered with HRMS ID)	
6	Email.ID	
7	Place of posting	
8	Division/Workshop/Unit	
9	Division/Unit where lien held at	
10	Working under (Controlling Officer)	
11	Educational Qualification	
12	DOB (DD/MM/YYYY)	
13	Community (UR/SC/ST) (if SC/ST, a copy of caste/Tribe Certificate duly attested by a Gazetted officer should be enclosed with application)	
14	(i) Date of initial appointment in Railway Service (ii) Designation at the time of initial appointment (iii) G.P/level at the time of initial appointment	
15	Date of Appointment (DD/MM/YYYY) (Regular appointment date after training, where mandatory training is evolved)	
16	Belongs to PwBD (40% or more), if yes mention category and attach certificate.	
17	If a PwBD, whether entitled to Scribe (Yes/No)	
18	To be filled up by those employees only, who were transferred to this railway on Own request/Mutual transfer.	
19	Whether came in this railway on own request transfer basis or Mutual transfer basis? (mention 'Yes' or 'No')	Own request transfer :- Mutual transfer :-
20	If, came in this railway on own request basis or Mutual transfer basis, following details must be mentioned :-	
	Transferred From	Transferred To
	Railway	Railway
	Designation	Designation
	Pay Level	Pay Level
		Joining date in present Railway
	Effective date of Seniority	In level-6 Date : In level-7 Date :
21	To be filled up by those employees only, who were On deputation.	
	(a) Are you on Deputation (Yes/No)	(b) Parent Unit :-
	(c) Substantive Designation and Pay Level in your parent unit :-	(d) Officiating Designation and Pay Level :-

2. Date of appointment/promotion (on regular basis) and Length of non-fortuitous service (on regular basis) as on 01.01.2025.

Grade	Date of appointment/promotion (on regular basis) [in DD/MM/YYYY]	Length of non-fortuitous service (on regular basis)			
		As on	Year(s)	Month(s)	Day(s)
(a) In PB-II GP-4200					
(b) In PB-II GP-4600					

3. Present pay & level (GP) & Date of promotion to present Scale/grade. :-

- 4. DECLARATION OF THE CANDIDATE:-** I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry above is found incorrect or improper, my candidature shall liable to be cancelled at any stage during pendency of the above selection and disciplinary action may be taken against me under the RS(D&A) rules-1968.

SIGNATURE OF THE CANDIDATE (in HINDI)

SIGNATURE OF THE CANDIDATE (in ENGLISH)

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(A) Forwarding of application (filled-up) furnished by the candidate to the Personnel Branch Officer by his/her controlling officer:-

The application is in prescribed proforma duly filled-up by the candidate, Shri/Smt. _____ Designation _____ received within the target date is hereby forwarded to his/her Personnel Branch Officer for verification with the service record available and for onward transmission to the General Manager (P)/ECR/HJP.

SIGNATURE OF CONTROLLING OFFICER (With office seal & date)

(B) Certificate to be furnished by the Personnel Branch Officer :-

If the volunteer comes under the circumstances mentioned in Para 2(ii) of the notification the service rendered by immediate senior employee as on 01.01.2025 should be indicated invariably in the following format.

Sl. No.	Name(S/Shri) of immediate senior	Designation	Pay leves(GP)	Whether ORT or Mutual	Year(s)	Month(s)	Day(s)
			In PB-II GP 4200				
			In PB-II GP 4600				

It is certify that the Service Particulars/Bio-Data furnished by Shri/Smt. _____, Designation _____ in the prescribed proforma (Bio-data) have been checked and verified with his/her service record and found correct.

The above mentioned candidate is eligible to appear in the said selection as per Notification and his/her application is hereby forwarded to GM (P)/Hajipur for further necessary action.

SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER (With office seal & date)

Note:- The application with any column unfilled will be summarily rejected

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Centralized CBT for Gr. 'B' selection against 70% for the vacancy cycle 2025-26

Annexure-B

Particulars of eligible applicants

SN	Post Name	Name of the applicant (SShr)	1-post No.	HRMS ID	Design.	Mobile No.	Email ID	Place of Posting	Div./ workshop/ Unit	Controlling Officer	DD of Birth (DD/MM/ YYYY)	Date of Appt	Date of Promotion in Level-6	Date of Promotion in Level-7	Commun-ally (UR/SC/ ST)	PwBD or Not (Yes/ No)	PwBD Category, if any	Whether a PwBD requiring scribe
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	AMM																	
2	AMM																	
3	AMM																	
4	AMM																	
5	AMM																	
6	AMM																	
7	AMM																	
8	AMM																	
9	AMM																	
10	AMM																	

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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.

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Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons 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

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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:

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- 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

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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

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- 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

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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)

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- 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)

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