

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur
Dated:- 30.03.2017

No. ECR/HRD/GAZ/254/AMM/30%/2017

Secretary to GM/ECR: For kind information of GM	General Manager (P) CORE/Allahabad
PS-I to AGM/ECR: For kind information of AGM	CAO(Con)/ECR/MHX/Patna, CAO/WP/Patna
Secy. to CPO: for kind information of CPO	CAO/ RWP/ Bela
COS/ECR/HJP	CWM/PD/ECR/MGS & CWM/WS/SPJ
SDGM/ECR/HJP	CWM/CRW/HRT
Sr. DPOs /ECR/DNR, MGS, DHN, SEE & SPJ	Chairman/RRB/Patna & MFP
Sr. DMMs /ECR/DNR, MGS, DHN, SEE & SPJ	Dy. CMM(Depot)/ECR/GHZ
Dy. CMM(Depot)/ECR/SPJ	Dy. CPO(Con)/MHX/Patna
Principal/ZRTI/Bhuli & MFP	CPD/RE/DNR
Dy.CPO/ECR/HRD	General Secretary/ECRKU
APO/MPP/ECR/HJP: For uploading on net.	Extra Divisional Units

Sub:- Limited Departmental Competitive Examination (LDCE) for the post of AMM(Group- 'B')
in Pay Band ₹ 9300-34800 (PB-2) GP ₹ 4800 (Level 8 in 7th CPC) against 30% quota.

It has been decided with the approval of General Manager to hold LDCE for formation of panel of 01 post (UR-01, SC-Nil & ST-Nil) for Assistant Material Manager (Group 'B') against 30% quota over E.C. Railway, as per details given below:-

TENTATIVE PROGRAMME OF WRITTEN EXAMINATION & VIVA -VOCE

- (A) Date and Time of written examination- To be notified later on.
(B) Venue - To be notified later on.
- (2) **ELIGIBILITY: (As on 01.01.2014)**
- (a) All permanent Group-"C" staff working in the Stores Department in Pay Band ₹ 9300-34800 (PB-2) and Grade pay ₹ 4200 & above working over E.C.Railway and in other Railways/on deputation having lien and seniority on East Central Railway who have completed minimum 5 years non-fortuitous service in the grade(s) as on 01.01.2014 are eligible to volunteers for the LDCE.
The cut-off date of eligibility for candidates for 30% LDCE is 01.01.2014, which is same as in selection in 70% Quota.
- (b) As per Railway Board's letter No. E(GP)2005/2/74 dt 13.03.08 (RBE 40/08), in case of persons transferred at his own request to a new unit 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.
- (3) Eligible staff who desire to volunteer for the above LDCE may submit their application through proper channel to their respective Personnel Branch Officer where they hold their lien.
- (4) Eligible staff working in the Construction/Project Organization on Deputation, Training and any ex-cadre organization desire to volunteer for the above LDCE may also submit their application through proper channel i.e. their respective Personnel Branch Officer, where they hold lien. The concerned division/Unit further transmit notice to the staff who are on deputation after releasing from their divisions/Units.
- (5) All the volunteers who fulfill the above mentioned conditions of eligibility will get the chance to complete in the said LDCE, without any restriction to the number of eligible candidates to be allowed for appearing in the examination.
- (6) The above selection will be based on the candidate's performance in the written examination, viva-voce test and Records of Service. The candidates, who qualify in the written examination and found medically fit as prescribed in Indian Railway Medical Manual will only be called for Viva-voce test. The placement of the candidates in the panel will be based on their performance in Written Examination, Viva-Voce Test & Record of Service as per extant instructions of Railway Board.

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AMM 30% Notification

- (7) The written examination will consist of **TWO PAPERS** on the subject, total marks & qualifying marks are as indicated below:-

Paper	Subject	Maximum Marks	Qualifying marks	Time Duration
PAPER-I	Professional subject, General Knowledge & Rajbhasha (10% of the total marks allotted for testing the Professional ability should be official language rules & the questions should not be compulsory)	150 *	90	03 Hours
PAPER-II	Professional subject, Establishment & Financial Rules	150 *	90	03 Hours

[* Out of 150 marks, the professional subject will carry 100 marks in each paper]

- (8) The Total Marks & Qualifying marks in Viva-Voce test is indicated below:-

Head	Maximum Marks	Minimum-Qualifying marks
Record of service -	25	→ 30, in which 15 marks of 'Record of Service will be essential.
Viva-voce Test -	25	

- (9) The question paper will be bi-lingual, i.e. both in Hindi and English. It will be open to candidate's choice to write in any one of these languages. The candidates should clearly indicate his choice of language in the space of the application format.
- (10) The syllabus for selection to the post of AMM (Gr. "B") against 30% quota is enclosed herewith as **ANNEXURE-"A"**.
- (11)(a) The controlling Officers should give the wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications by the candidates in the prescribed Proforma (Specimen Copy enclosed as Annexure-"B").
- (b) The last date for submission of the application by candidates is **05.05.2017**
- (c) The controlling officers are also advised that applications submitted by the candidates (in prescribed proforma) must be forwarded to concerned Personnel Branch/ Unit office within stipulated time.
- (d) The applications should be scrutinized properly in Personnel Branch with the Service Record to avoid any factual errors and further complications. The applications should also be signed by the Controlling Officer with Official seal and should have the counter signature of the concerned 'Personnel' Branch Officer.
- (e) All the scrutinized applications should be sent in a bunch through special messenger to **Dy.CPO/Gaz. /ECR/ HJP** on or before **12.05.17** positively. Applications forwarded after the target date will not be entertained under any circumstances.
- It may also be noted that application other than in prescribed proforma, having incomplete information or without signed by controlling officer and countersigned signed by Personnel branch officer will not be entertained.
- (12) In case, service particulars furnished by the volunteers & certified by cadre controlling officers are found incorrect / false subsequently, the candidature of the volunteers will be liable to cancelled at any stage of the selection and suitable departmental action will be initiated against him/her.
- (13) **TRAINING OF SC/ST CANDIDATES:**
It may be noted that before conducting the written examination for such post, mandatory Pre-selection coaching classes of 3-4 weeks (21 working days) for SC/ST eligible candidates will be arranged by the department concerned in terms of Railway Board's letter No. E(MPP)96/3/23 dated 21.07.2000. COS/ECR/HJP is requested to nominate an JAG or above officer of Store Department as a in-charge of Pre-Selection Coaching for the SC/ST candidates. The in-charge of Pre-Selection Coaching will intimate the date and venue of the pre-selection coaching to the eligible SC/ST candidates in due course.
If any SC/ST candidate refuse 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 COS/ECR/HJP. The controlling officers will ensure that the SC/ST candidates under their control should be spared well in time without fail to participate in such coaching.
The SC/ST candidates may be also advised to insist their controlling officers, in their own interest to spare them for the said coaching.

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(13.1) Duty of the in-charge of Pre-Selection Coaching (Nominated by COS):-

- (i) To inform in writing through special messenger to the concerned SC/ST employee with details of date, time & venue of coaching.
- (ii) To obtain in writing unwillingness for coaching, if any, from the concerned SC/ST employees.
- (iii) To arrange sparing of the candidates and Liaison with respective controlling officers/Supervisors.
- (iv) To chalk out coaching schedule and adhere to it.
- (v) To ensure maintenance of daily attendance of SC/ST candidates on the attendance sheet, who attend the coaching.
- (vi) After completion of such Coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy.CPO(Gaz) /ECR/HJP for records and further action.

On receipt of compliance report of pre-selection coaching, written examination will be conducted.

13.2) Duty of Controlling Officer:-

To spare the candidates under their control well in time without fail with direction to participate in the coaching.


(13.3) Duty of concerned SC/ST applicant:-

- i) To manage 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 for refusal for such coaching.
 - iii) Failure of concerned SC/ST employees to avail pre-selection coaching on any account including leave etc. will be considered on their part and will not entitle them to additional coaching classes.
 - iv) No appeal will be entertained by GM(P)/ECR/HJP after completion of pre-selection coaching.
- (14) The eligible staff should also be advised that no continuation written examination would be held for the absentees under any circumstances.
- (15) The controlling/authorized officer should ensure to issue sparing letter/ identity slip in f/o the individuals duly attested their specimen signature of the candidate on the sparing letter/identity slip. The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.
- (16) The concerned Personnel Branch officer and controlling officers should ensure submission of Service Record and Confidential Reports of last 05 years along with DAR/SPE/Vigilance /RP(UP) clearance of staff declared qualified for the viva-voce test in due course after publication of the result of written examination through special messenger to Dy.CPO/(Gaz.)/ECR/HJP.
- (17) The above selection will be held as per procedure laid down in Master Circular No. 68, governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued 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 15 of Master Circular- 68.

Please acknowledge receipt.

Hindi Version will follow.

- DA :- i) Annexure 'A'
ii) Annexure 'B'


(Dilip Paswan)
Assistant Personnel Officer/Gaz
For General Manager (P)

ANNEXURE- "B"

**PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR SELECTION OF
AMM/Gr. ('B') AGAINST 30% QUOTA ATTACHED WITH THIS OFFICE NOTIFICATION NO.
ECR/HRD/GAZ/254/AMM (Gr.B)/30%/2017 Dated.- 30/ 03 /2017**

1. Full Name (In Block Letters) :-
2. Designation and station :-
3. Working under :-
4. Date of Birth :-
5. Date of appointment (Post with Grade pay and Department):-
6. Divn/Unit where lien/seniority held :-
7. Dt. of Joining in Present lien/seniority unit & Grade Pay:-
(Please mentioned:-Direct Rectt. /Own request transfer/Mutual transfer/Administrative ground)-
8. PF/NPS No. :-
9. Educational Qualification :-
10. Whether the candidate belongs to SC/ST :-
Community (If yes, a copy of caste Certificate duly attested by a Gazetted Officer should be enclosed.)
11. Date of appointment/promotion to the following grade on regular basis (7th CPC) in Store Deptt. :-

Pay-Band & Grade-Pay	Days	Month	Year
(a) Level 6 in 7 th CPC (PB-II, GP- 4200 in 6 th CPC)			
(b) Level 7 in 7 th CPC (PB-II, GP- 4600 in 6 th CPC)			

12. Length of non-fortuitous service (Regular Promotion) in the following grade in present lien /seniority unit (store deptt.) as on 01.01.14 .

Pay-Band & Grade-Pay	As on	Year	Month	Days
(a) Level 6 in 7 th CPC (PB-II, GP- 4200 in 6 th CPC)	01.01.14			
(b) Level 7 in 7 th CPC (PB-II, GP- 4600 in 6 th CPC)	01.01.14			

13. Present pay, scale & date of promotion to present scale /Grade Pay:-
14. Choice of language to answer the questions (English /Hindi). :-
(The candidate should indicate his/her choice)

15. **DECLARATION OF THE CANDIDATE:-**

- (i) I..... do hereby declare that, I have completed 05 years non-fortuitous Service in Level 6th , PB-II (Rs.9300-34800), GP 4200 in store department as on 01.01.2014 and also fulfilled other eligibility criteria of the said selection.
- (ii) 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 any above entry is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

SIGNATURE OF THE CANDIDATE

- (A) Forwarding the application (filled-up) submitted by the candidates to the cadre controlling officer (Personnel Branch) by his/her controlling officer:-
The service particulars /Bio-data on the prescribed proforma filled-up by the Shri /Smt. _____ Designation _____ received within the target date is hereby forwarded to his/her respective cadre controlling officer (Personnel Branch) for verification with the service record and also 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 cadre controlling officer (Personnel Branch):-
If the volunteer come under the circumstances mentioned in item no. 2(b) of para 2 of the notification, the service rendered by immediate senior employee as on 01.01.2014 should be indicated invariably in the under mentioned format

No	Name (S/Shri) of immediate senior	Desig.	Pay Band (II) & GP	Year	Month	Day
			Level 6 in 7 th CPC (PB-II, GP- 4200 in 6 th CPC)			
			Level 7 in 7 th CPC (PB-II, GP- 4600 in 6 th CPC)			

It is certified that the service particulars/Bio-Data furnished by Shri/Smt.
Designation..... on the above proforma have been verified with his/her service record and found correct.
The above mentioned candidate is eligible to appear in the said selection, accordingly the same is hereby forwarded to GM(P)/Hajipur for further necessary action.

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

AMM 30% Notification

[Handwritten Signature]
30/3/17

SYLLABUS FOR PAPER- I (Purchase Management)

1. Organization of Stores Department on Zonal Railway and Production Units.
2. Objectives of Stores Department in brief.
3. Functions of the Controller of Stores and other officers assisting him.
4. Cannons of Financial Property and its application to Stores Matters.
5. Delegation of Powers :
 - (i) Its need and necessary safeguards.
 - (ii) Powers of COS and other officers for:
 - (a) Purchase, (b) Sale, (c) Write off, (d) Other miscellaneous matters.
6. Purchase of Stores :
 - (i) Important Stages in purchase cycle.
 - (ii) Purchase Policy and Rules of IR.
 - (iii) Channels and procedures of purchase of indigenous stores.
 - (iv) Modes of tendering (including PAC purchase) and 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.
 - (vii) Emergency Purchases
 - (viii) Basics of MMIS and e-procurement.
7. Purchase through Centralized agencies like:
 - (i) Railway Board, COS of DLW, CLW, CORE etc.
8. Procedure of purchase from Government Department – GFR in brief.
9. Government Policy of Preference:
 - (a) Purchase/Price preference:
 - (i) Small scale industries:- items reserved for procurement from SSIs (Grade-IV items)
 - (b) Purchase Preference to Central PSUs
 - (c) Special benefits available to NSIC firms, KVIC and Handloom Sector.
10. Supply Contracts:
 - (i) Important provisions of the Indian Contract Act and the Sale of Goods Act
 - (ii) IRS Conditions of Contract, DGS&D General Conditions of Contract
 - (iii) "Force Majeure Clause"
 - (iv) Rate/Running and Fixed quantity contracts.
 - (v) Special Conditions of Contract, followed by: Railways, RB and DGS&D
 - (vi) Procedure for tender opening .
 - (vii) Late and Delayed Offers, Un-solicited Offer
 - (viii) EMD and SD
 - (ix) PO Draft/Numbering Scheme and vetting considerations
 - (x) Contract Management:
 - (1) Extension of DD/Modification of PO
 - (2) Penalties for breach of contracts(LD,GD,RP)
 - (xi) Settlement of Disputes :
 - (a) Arbitration Clause in IRS Conditions
 - (b) Arbitration and Conciliation Act, 1996
 - (c) Dispute resolution between two Government Departments or CPSU
11. Fabrication Contracts: Important conditions and safeguards.
12. Import of Material:
 - (i) Direct import by Zonal Railways/Production Units
 - (ii) Import through Railway Board
 - (iii) Types of import Contracts: FOB, FAS, CIF and FOR



- (iv) Modes of Payment, Letter of Credit and its types.
 - (v) Sea and Air freighting or Railway Materials and Insurance Covers
 - (vi) Port clearance of imported consignments
 - (vii) Claims settlement
13. Concept of Strategic Sourcing (Rational Source Selection):
- (a) Registration of firms on Railways as approved suppliers
 - (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
14. Important Statistics on Stores matters:
- (a) Submitted to Railway Board periodically
 - (b) Included in Railway Board's annual report and GM's Narrative Report
 - (c) Yard sticks to measure efficiency of Store Department.
15. Printing and supply of:
- (a) Railway Card Tickets, SPT Tickets, Money Value Forms.
 - (b) Other Books and Forms for use on Railways.
16. Supply of uniforms to Railway Staff:
- (a) Eligibility.
 - (b) Periodicity of supply.
 - (c) Working of Clothing Factory and Handicraft Centres.
17. Stores Budget:
- (a) Compilation and 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)
18. ISO Certification:
- (i) Procedure for obtaining the certification and subsequent compliance for continuation of the same.
 - (a) For Purchase Office.
 - (b) For Stores depot.
19. Question on General Knowledge
The questions will be based to test the knowledge of candidates, which they would acquire by general observation/reading without a specific study or detailed knowledge of text books. The paper will contain questions on topics of national importance, achievements of Railways as also questions which tests the awareness of candidates to developments which are taking place. Overall the question will be not more than the standard of TEN PLUS.

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SYLLABUS FOR PAPER-II (Depot Management)

1. Stores Depots:
 - (a) Location
 - (b) Functions
 - (c) Typical Layout of a stores depot.
2. 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 and Latest fire-fighting Techniques.
 - (e) Security Arrangements to prevent and action called for by the Depot Officer in case of incidence of the following:
 - (i) Theft
 - (ii) Pilferage
 - (iii) Misappropriation.
 - (f) Procedure for locking and sealing of wards/go-downs in a depot and depositing/collecting the keys
 - (g) Gate pass
3. Depot Organization:
 - (a) Functions/Responsibilities of Depot Officer and Subordinate Staff
 - (b) Various sections of stores depot, its functions and working procedures.
4. Receipt and accountal of materials:
 - (a) Procedure for receipt and accountal, in a depot
 - (b) Consequent clearance of purchase suspense.
 - (c) Accounts checks on suppliers bills.
5. 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 and Inspection at Depot
 - (e) Rejection of pre-inspected materials and procedure for joint inspection.
 - (f) Disposal of rejected materials.
6. Sampling for Inspection:
 - (a) Sampling Methods
 - (b) Indian Standards relating to Sampling.
7. Testing Methods of common materials used by Railways like Steel, Rubber, PVC items, Cloth, Rexin, Oils, Paints, Non-ferrous items.
8. Receipt and Issue of Stores:
 - (a) Procedure for accountal of receipt from attached workshops and debiting the workshop for stores issued to them.
 - (b) Procedure of issue of materials from stores depot to consumers other than attached workshops and debiting the indenters for stores issued.
9. Procedure of receipt and issue of serviceable items.
10. Properties and Preservation of stores such as -
Rubber Items, Timber, chemicals, explosive inflammable items.
11. Shop Manufactured Items :
 - (a) System of recoupment of items manufactured in workshops
 - (b) Different types of manufacturing processes in workshops.
12. Imprest Stores :-Procedure for issue and supply through stores delivery vans.
13. Returned Stores :-
 - (a) Its receipt and accountal in the depot.
 - (b) Valuation of returned stores
 - (c) Monthly Credit Summaries.



14. Sale of Railway Materials :-
 - (a) SAG Committee Recommendations
 - (b) Survey Committee and 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 auction sale
 - (f) General and Special conditions of sale
 - (g) Reclamation of scrap
 - (h) Sale Suspense.
15. Purchase by Depot Officers :
 - (a) Purchase Powers – Local and Cash Purchases
 - (b) Procedure for recoupment of cash imprest.
16. Important Components and its usages :
In carriages, Wagons, diesel loco, electric loco and DMU/EMUs
17. Dispatch of Railway Materials :
 - (a) By Rail, Road
 - (b) By Sea and Air
 - (c) Safeguards against loss/damage in transit
 - (d) Settlement of claims with carriers.
18. Inter-depot transfers and Clearance of SINT suspense.
19. Stock Verification :
 - (a) By Accounts
 - (b) Departmental
 - (c) Disposal of Stock Sheets.
20. Classification of Heads of Accounting and Various Suspense Heads relating to Stores.
21. Stores Computerization : Exception reports and action documents
22. Codification :
 - (i) Stores nomenclature and price lists (Unified and Non-unified)
 - (ii) Unified Vendor Code
 - (iii) Consignee Code
 - (iv) Advantages of codification.
23. Standardization and Variety reduction
24. Provisioning and Recoupment of Stores:
 - (a) Maxima Minima Method (Q System)
 - (b) Annual Review Method (P System)
 - (c) Main Depot-Sub-depot arrangement
 - (d) Economic Order Quantity (EOQ)
 - (e) Lead time and Safety /Buffer Stock
 - (f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
 - (g) Various forecasting statistical techniques.
25. Inventory Management :
 - (a) Types of inventories
 - (b) Various inventory modes----
 - (i) The Basic (EOQ) Model: Constant Demand and Lead Time
 - (ii) Variable Demand but constant Lead Time
 - (iii) JIT Inventory Model.
 - (c) Computer as an aid to inventory control and inventory management
 - (d) Periodical prints from computer and its use for inventory control
 - (e) Selective Control Techniques ----
 - (i) ABC, VED, FSN and XYZ analysis for inventory control and improvement in service level.
 - (ii) Related multi-criteria matrix
 - (f) Inventory performance indices on IR
 - (g) Over stock, inactive and Surplus Stores---
 - (i) Definitions
 - (ii) Reasons for accrual and its disposal
 - (iii) Steps for prevention.
26. 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 and preparation of Debit Summaries.

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27. Audit :-Narrative Reports, Special Letters, Factual Statements, Draft Paras and its disposal.
28. Accounts :-Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Parts I & II.
29. M and P, RSP and Works Program
30. Account and establishment
- 30.1 Accounts and Finance Rules:
 - (i) Budgeting- Budget allotment, August review, Revised budget allotment, Modification statements etc.
 - (ii) Allocation of Revenue and Capital expenditure- Works, Machinery and Plants and Rolling stock programme.
 - (iii) Liability register, Work register, Measurement books, Completion reports.
 - (iv) Tenders, Estimates and contracts.
 - (v) Control over expenditure economy measures pertaining to electrical department.
 - (vi) Parliamentary; control over Railway Finance – Public accountability cannons of financial property.
 - (vii) Financial Planning and Budgeting – Budgetary and Financial Review – Appropriation Accounts.
 - (viii) Rules of allocation – Classification of expenditure – Control over expenditure – Responsibility accounting – Performance Budgeting - Exchequer Control – Financial Results of working.
 - (ix) Works programme – Financial justification of works – Surveys – Preparations of Estimates – Capital Budget – Control over capital expenditure – Productivity test.
 - (x) Financial control over stores expenditure – Purchase and stores keeping procedure – Inventory Control A.B.C. Analysis.
 - (xi) Financial and cost control in Railway Workshops.
 - (xii) Rules and procedures relating to Tenders and Contracts for execution of works and procurement of Stores.
 - (xiii) Procedure for processing and finalizing the Audit objections and Draft Paras.
 - (xiv) Delegation of Powers.
 - (xv) Passes, Frauds and Embezzlements.

30.2:- Establishment

- (i) Procedure for recruitment, promotion to different grades.
- (ii) Various types of allowances.
- (iii) Leave rule, pass/PTO rules, pension and SRPF rules.
- (iv) Disciplinary and appeal rules.
- (v) HOER, payment and wages Act, workmen compassion Act, Industrial dispute Act.
- (vi) Temporary, Substitute and Casual staff.
- (vii) Broad outlines for recruitment, training, promotion by selection and suitability tests and trade tests etc. of staff in various categories on the Railways.
- (viii) Rules for issue of Passes and PTOs to Railway Staff, Leave rules.
- (viii) Discipline and Appeal Rules in force on the Railways.
- (ix) Delegation of powers in respect of establishment matters.
- (x) Broad outline of payment of Wages Act, minimum wages act, Workmen's compensation act, Factory Act, Hours of Employment Regulation and Apprentice's Act as applicable to the Railway working.
- (xi) Welfare Scheme on the Railways.
- (xiii) Broad outlines of Trade Union-Permanent Negotiations Machinery- Staff Councils and General Dealings with the Unions.
- (xii) Conditions of Services of Railway employees and Service Conduct Rules.
- (xiii) Organization of the Railways.

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30/12/21