



मध्य रेलवे /Central Railway

मंडल कार्यालय/ Divisional Office
कार्मिक शाखा/ Personnel Branch
सोलापुर/ Solapur.
दिनांक:-14/11/2024

संख्या: SUR/P/General/ Notification

सभी सम्बंधित : सोलापुर मंडल

विषय: Formation of panel for the post of AMM (Group-B) Level-8 PB-9300-34800 GP-4800/- against 70% selection quota in Stores Department Vacancy cycle from 01/01/2025 to 31/12/2026.

संदर्भ: मुख्यालय कार्यालय द्वारा जारी पत्रांक P/CR/HQ/Gaz-Sel/260/11/AMM (Selection)-2 दिनांक 13/11/2024.

मुख्यालय कार्यालय द्वारा जारी पत्रांक P/CR/HQ/Gaz-Sel/260/11/AMM (Selection)-2 दिनांक 13/11/2024 की प्रति अनुलग्नकों के साथ परिपत्रित की जाती है। समस्त जानकारी के लिए उपरोक्त अधिसूचना सोलापुर मंडल की वेबसाइट www.cr.indianrailways.gov.in पर अपलोड किया गया है, इस प्रकार से विजिट कर About us > Divisions > Solapur > Personnel > Notification सेक्शन में देखें।

अनुलग्नक : यथोक्त।

(रमेश नायर)

सहायक कार्मिक अधिकारी
कृते मंडल रेल प्रबंधक (कार्मिक) सोलापुर

प्रतिलिपि :

DRM, ADRM सोलापुर, कृपया सूचनार्थ।

मंडल सचिव: NRMU, CRMS, AIOBCREA & AISCSTREA: सोलापुर, कृपया सूचनार्थ।

NOTIFICATION

CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
CSMT Mumbai.

No.P/CR/HQ/Gaz-Sel/260/11/AMM(selection)-2

Date:13/11/2024

PCMM SDGM P/ZRTI
Dy. CMM(M) HQ (CWE) MTN(M) PR (DC-AC) CRD(G) GRD
Dy.CMM(ACL)BSLDy.CM(P&S) BY
Sr.DMM BB PA NGP BSL
DMM/SUR SMM(D) (MD) MMR(ELS) KYN(SIG) BSLAQ VVH
AMM HBHRCLA KALVA(STY) BY WB SNPD (D) PA
AMM(D)KYNKWWNKRD(G)HQ

Sub: Formation of panel for the post of AMM Group 'B' Level-8/PB-9300-34800 GP-4800/- against 70% selection quota in Stores department- Vacancy cycle from 01.01.2025 to 31.12.2026.

1. It has been decided to conduct a selection for promotion to Group 'B' services as AMM, Level-8 (PB-9300-34800 PB-2+GP-4800/-) against 70% selection quota in Stores Deptt for the vacancies as per selection procedure laid down in Railway Board's letter No. E(GP)88/2/111 dated 20/08/1991 E(GP)2018/2/31 dated 19.03.2019, No. E(GP)2022/2/4 dated 28.06.2022 & No. E(GP)2024/2/28 dated 08.10.2024.

** Break up of number of assessed vacancy is as under:

Post	Scheme	UR	SC	ST	Total	PwBD *
AMM	70% selection	07	01	01	09	NIL

** The vacancies notified are provisional including Communal Break up & PwBD, may vary before the closing date of Online application.

2. As per Para 2(i) of Railway Board's Rly. Bd's L. No: E(GP)2019/2/25 dated 27.12.2019 & E(GP)88/2/28 dated 08.10.2024, this selection is open to;

All Ministerial and Non Ministerial Gr 'C' staff belonging to Stores department and such of the staff working in Stores department who have opted for further advancement in department itself and have completed 3 years Non-fortuitous service (including non fortuitous service rendered in the corresponding pre-revised grades) in level-6 / PB2+ GP Rs. 4200 and above as on 01.01.2025.

For the purpose of counting service for eligibility, time spent by Railway servants during pre-requisite training immediately before appointment to working post is counted as qualifying service (Railway Board's letter No. E(NG)I-2019/PM1/24 dated 25.06.2019).

Grade Pay in MACP will not be considered.

3. It has been decided to call applications online from the applicants and scrutiny of service particulars will also be done electronically at each level i.e division/workshop/Unit and Headquarter.

The employees may be advised to take utmost care while filling up of the proforma since incomplete/wrongly filled proforma will be rejected and no representations in this regard will be entertained.

4. The tentative schedule will be as under :-

Sr.No.	Subject	Scheduled date
1)	Date to open GOAL window	14.11.2024
2)	Last date to apply by the employee	03.12.2024
3)	Last date to forward the application by respective depots to their Bill preparing Unit.	05.12.2024
4)	Last date to forward the application after verification by Bill preparing Unit to HQ's office	18.12.2024
5)	Date of issue of Eligibility list	31.12.2024
6)	Date to raise objection on Eligibility list , if any	06.01.2025
7)	Pre-promotional Training for 60 Hrs./15 working days	In between 15 th Jan 2025 to 10 th Feb 2025
8)	Date of Examination (CBT)	09.03.2025
9)	Supplementary Examination	23.03.2025

The supplementary Examination will be held only for those candidates who could not appear in the main examination for reasons beyond their control, authorization of which will be decided by the Competent Authority.

5. MODE OF APPLICATION

A: For staff of Open Line, Construction Unit and Workshop)

(I) HOW TO APPLY

The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

1. Visit the Railnet site 10.31.3.3 /GOAL1/.
2. Go through the **NOTIFICATION**.
3. Click on **REGISTER**. Select Exam Code: STORES/AMM/SELECTION/2025-26.
(Select Exam Code with utmost care)
4. Fill up **PF No as User ID**, Your Mobile No. (the Mobile No. linked with HRMS) and Registered Email and **Submit**.

5. You will get a default Password generated and display as 12345, immediately on another screen will show for change of password .
6. Now go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF No. as User ID** and **Password**.
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab.
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

(II) HOW TO FORWARD APPLICATION.

For login, **each Division/Workshop/ Construction Unit** Incharge will obtain User ID and password from **APO(Gaz)**. After login **Division/Workshop/ Construction Unit Incharges** can view the details of applicants working under his control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **Division/Workshop/ Construction Unit Incharges** can get a summary of the applications which he/she has forwarded. He/She should take a print and keep it for the record with the signature of the Establishment incharge.

(III) HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of the Personnel deptt of the **Division/Workshop/ Construction Unit** with whom Service Registers are maintained will obtain User ID and password from **APO(Gaz)**. After login, OS can **View** as well as **Edit** the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if there is / are any deviation. He should put **sign ✓ in the box** if he made any change in the particulars filled by the applicant and same remarks should be added in the remarks column. After verification to forward the application just click on **FORWARD BUTTON** of each of the application.

(IV) HOW TO VALIDATE THE APPLICATIONS

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Gaz)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post, APO/Head of the Construction Unit will valid or invalid the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarter for further scrutiny. On Last date of submission of application in Headquarter, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He/She should take a print and keep it for his/her record.

B: For staff working in any other Railway/Non Railway Organisation on Deputation

The staff working in RE organization or any other Railway/Non Railway Organisation on Deputation etc. should also login into as per Para 5 of A and follow the steps from 1 to 9. One copy of the print out of the application should be verified by the concerned Bill preparing Unit i.e where SR is maintained and same should be sent to APO (Gaz) by Ordinary dak or per bearer so as to reach on or before 18.12.2024 and one copy should be forwarded to the Division or



Workshop where the lien is maintained on Central Railway. Division/Workshop is advised to forward the applications received from the employees working in any other Railway/Non Railway Organisation on Deputation etc. by confirming lien maintained on that Division/Workshop/ Construction Unit Incharges on or before 18.12.2024.

For any queries regarding login/ forwarding/Editing/Validating application please contact on Phone no: 011-53228(Office landline No) / Mobile Phone No:- 8828110621-APO(Gaz) (from 10.00 hrs to 18.00 hr on working days)

6 After receipt of applications through online mode of all the volunteers, appearing for the selection, the same will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later. The final eligibility list will also be notified on RAILNET site 10.31.3.3/pers on 31.12.2024. The Objection on the eligibility list, if any, should be made on or before 06.01.2025.

In terms of Railway Board's letter No.E(GP)2022/2/4 dated 07.10.2022 & No: E(GP)2018/2/31 dated 19/03/2019, the following pattern of examination has been adopted for the 70% selections to be conducted through Centralised Computer Based objective type examination (CBT) in all departments. In terms of Railway Board's letter No: .E(GP)2018/2/31, dated 19/03/2019 & n04.12.2023 the written examination shall comprise of one paper which shall have 100% Objective Type Multiple Choice Questions only. The paper will be of 100 marks.

a)Professional Subject including optional Questions on Official language policy	70 marks
b) Establishment and Finance Rules	30 marks
c) Qualifying marks	60 marks
d) Duration of Examination	02 Hrs

1(one) mark will be allotted for every correct answer.

There will be no negative marking for incorrect answers (Authority: Rly Bd's No. E(GP)2024/2/28 dated 08.10.2024).

Railways-wise list of candidates along with marks scored by them in the written examination will be prepared by DG/NAIR.

Medical & Viva-voce of successful candidates will be conducted by the respective Zones and Panel will be prepared.

7. The candidates, who qualify in written Test/CBT are required to undergo prescribed medical Examination in terms of Para 530 (b) ,531 & 532 (2)) of IRMM Vol.I before allowed to appear for viva-voce, and if found fit as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991 they will be called for viva voce.

In terms of Para 506 of IRMM (Vol I 2000 Edition), if a candidate is found medically unfit, an appeal against such a decision can be made within one month of the date of communication of medical unfitness and no appeal will be considered after the expiry of one month.

8. A copy of syllabus for professional subject for 70% selection in Gr B posts along with syllabus for Establishment and Finance prescribed by Board vide letter No: E(GP) 2022/2/4 dated 07.11.2022 is enclosed as **Annexure 'A'** for information and guidance of the candidates.

9. Since in the assessment post is reserved for SC & ST, Pre-promotional training will be imparted to eligible SC and ST candidates (Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019).

10. A senior officer in all the offices & establishment may be nominated who will be responsible to ensure that this notification is brought to the notice of all the candidates/eligible employees working in their respective organizations. In case, any employee has been posted to another organization on transfer/deputation basis or working against Ex. cadre post, it will be the responsibility of their parent office / Establishment to ensure that the notification is sent to that Establishment / Organization enjoining upon it to bring the same to the notice of concerned employee(s). Application of these employees, if any, should be obtained from these organizations and sent to this office duly verified for further scrutiny of their eligibility (Para 3(iii) of Railway Board's letter No. E(GP)87/2/72 dated 27/12/1991) on or before last date i.e. 18.12.2024.


11. updated in all respect (i.e. Educational Qualification) and kept ready to be sent to APO(Gaz), PCPO's office, at a short notice. Similarly, their APARs (in original) for the last 7 years i.e. fiscal period ending 31/3/2018 to 31/03/2024 duly completed in all respect and countersigned by accepting authority i.e. HOD, DRM, ADRM etc., and also by disposing representations if any may also be kept ready to be sent to APO(Gaz), PCPO's office, at short notice, whenever required, per bearer. While forwarding Service Register of the candidates belonging to reserved community, it may be ensured that Caste Certificate in prescribed format is available in their SR.

12. To ensure that the eligible staff avails the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff working under them about this selection.

13. As per Para 1 of PCPO's letter No.P/CR/HQ/RP/601-policy dated 05.08.2022 "Person belonging to reserved communities, who are appointed against selection on merit and not owing to reservation, will occupy the unreserved points and they should not be shown against reserved points".

The panel will be purely on provisional basis subject to further orders that may be passed by the Supreme Court in the Jarnail Singh batch of cases

Kindly acknowledge the receipt of this letter


(Ajay Raj)
APO(GAZ)
/-PCPO

DA :- As above.

Copy to: PCPO - for kind information pl.

CPO(IR) CPO(G) - for kind information pl.

APO(Stores)

Copy to SDGM (V) w.r.t his letter No. 2011/03/V2/MISC dated 03/03/11

This information is available on RAILNET site 10.31.3.3/pers

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.


(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

**Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of
Centralized Computer Based Multiple Choice Objective type
examination (CBT) in all departments having Organised Services**

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above


(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
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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.

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 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)