

DISCLAIMER

The following model questions are for the guidance of the candidates appearing for the Gr. B selections for the post of AMM in Stores Department only and the question papers may not be set based on these questions and hence the candidates shall not have any claim over any of these model questions in the forthcoming examinations. Stores Department of ECoR will not take any responsibility for these questions for the forthcoming Gr. B selection examinations.

Descriptive Questions:

- 1) What is ABC analysis in inventory control? What are the advantages and disadvantages?
- 2) What is stock verification? How frequently stock verification is done in stores depots? What is departmental stock verification? How discrepancies during stock verifications are corrected?
- 3) What is PL No? How is it generated? How are items classified into groups in stores department in Indian Railways?
- 4) What is standard form 11 charge sheet? What is procedure to be adopted for imposition of minor penalty against SF-11?
- 5) What are major penalties and minor penalties? What procedures have to be followed for imposition of penalties on Railway officials?
- 6) What is public procurement? What precautions have to be taken while advertising the procurement?
- 7) What is price variation clause? What are the advantageous and disadvantageous of contracts with price variation clause? What precautions are required to be taken while incorporating PVC clause?
- 8) Presently stores department deals with procurement of goods. Outside Railways procurement involves procurement of works and services. Keeping in mind the present working of stores department, indicate the various ways and means by which stores department can perform for the overall improvement of Indian Railways?
- 9) What are canons of financial propriety?
- 10) What is stores budget? How is it prepared?
- 11) What are the various monitoring registers in receipt ward of depot? What checks are to be done for acceptance of the materials by depot officer?
- 12) What is a claim? What is the procedure to be followed for lodging a claim for material not received from the transporter?
- 13) Item-A has contract period from 01.07.2013 to 30.06.2014. The AAC of the item is 1000 Nos. The AAC Value is `5 crores. Already purchase orders are available for 500 nos with delivery period as 31.07.2012. Stock on hand the depot is 200, indicate the quantity to be procured and delivery period for this item? This is a safety item and item should be available continuously. What additional tender conditions are required to be included in the tender for better inventory management, continuous available of the materials and better price.
- 14) What is splitting clause? When is it incorporated? What are the guidelines given by Railway Board with regard to splitting of the tender quantity among the bidders?

- 15) What is option clause? What precautions are to be taken while exercising the option clause? What are the Railway Board guidelines regarding exercising the option clause?
- 16) Into how many Zones the Indian Railways are divided into? What are their Head Quarters? What are production units? Name the production units of Indian Railways and their Head Quarters?
- 17) How materials be issued to other Depots or Consignees without requisition in case of emergency?
- 18) How is scrap defined in Railways? How is it classified?
- 19) What is survey committee? What are its functions? Who appoints survey committee? Who are its members?
- 20) What is reserve price? How is it fixed? What are the codal provisions on fixing reserve price? When material can be sold below reserve price?
- 21) What are the instructions regarding lot formation of scrap? What is the maximum ceiling limit fixed by Railway Board?
- 22) What are the steps in disposal of scrap? What precautions are to be taken while given delivery?
- 23) Explain the circumstances under which following indents / forms are used? (a) S1539 (b) S1313 (c) S1302 (d) S1320.
- 24) What is PAC? Who is competent to issue the PAC for various values of the indents? What is essentiality certificate? When is it required?
- 25) What is rate contract? Which are the organizations who can enter into rate contract? Explain the advantages and dis-advantages of procurement through rate contract?
- 26) What are the various modes of tendering for procurement by Railways? Indicate the advantages and dis-advantages of each of the types.
- 27) What is statutory variation clause? When is it allowed? What are the precaution to be taken, while modifying the contract allowing SVC?
- 28) What are schedule of powers? Who delegates them? What are the Purchase powers of COS, CMMs, Dy.CMMs, SMMs and AMMs in Head Quarters?
- 29) What are the various inspection agencies used by purchase department for inspection of materials against Railway contracts?
- 30) How are low value/ Zero Value scrap disposed of?
- 31) What is modification to purchase order? When is it done? What precautions are to be taken before issue of modification? When is Finance concurrence required?
- 32) Explain the entire process of purchase of materials through advertised tender?
- 33) What is Security Deposit, EMD? What are the Railway Board's instructions on SD and EMD? When are they waived?
- 34) What is Bank Guarantee? What is annual maintenance contract? What are the various precautions to be taken while entering into AMC?
- 35) What are the special tender conditions to be followed for procurement of M & P items?
- 36) What is local purchase? What are the procedures to be followed for local purchase in Divisions / Depots?
- 37) What is RDSO? Explain the role of RDSO in procuring quality materials? What are Part-I & Part-II sources? What are instructions of the Railway Board on ordering on Part-II sources?

- 38) What are negotiations? When are they conducted? What are instructions regarding conducting of negotiations? Explain the circumstances under which 2nd round of negotiations are held?
- 39) What is turnover ratio in inventory management of Indian Railways? What are purchase suspense, sales suspense and workshop manufacturing suspense? What is the impact of these suspenses on turnover ratio?
- 40) Describe the impact of MMIS on various purchase activities.
- 41) How does IREPS help in decision making and finalization of tenders?
- 42) Write the contribution of Stores department to the better and efficient working of Railways.
- 43) Make a sample layout of Stores Depot attached to a Carriage & Wagon Workshop.
- 44) Why liquidation of surplus and inactive stores are essential. Describe the procedure to liquidate surplus and inactive items of a stores depot.
- 45) Write the procedure of receipt, accountal and issue of stores in a depot.
- 46) What are different types of tendering system. Write about the advantages and disadvantages of different types of tendering system.
- 47) What are provisions in Indian Railway Standard conditions of contract regarding settlement of disputes?
- 48) Which are important conditions of sale by auction?
- 49) Write the procedure of dealing with offers received against open tender inquiries from new/unregistered firms.
- 50) Write the procedure of registration of firm with Railway.
- 51) What are essentials of a contract?
- 52) What is Risk purchase? How & when is risk purchase carried out?
- 53) Describe various methods of inventory control and their relative merits and demerits.
- 54) What are different inspection agencies for inspection of Stores? What is joint inspection and how is it carried out?
- 55) Define inactive, surplus and over stock items. What procedure is followed in Indian Railways for disposal of inactive, surplus and overstock items?
- 56) What procedure is followed in Stores Depots to deal with the requisitions received from various Indentors? Describe the procedure of distribution of issue note copies.
- 57) What is the system for ensuring that, the materials issued to various indentors have been genuinely received by them? What is the basis to decide quantity to be issued against requisitions of Indentors?
- 58) What are the guidelines for selection of the names of the firms for issuing ordinary and Special Limited Tender enquiries?

Differentiate the following:

- 59) EMD & SD.
- 60) R Note & RO.
- 61) Surplus item & inactive item
- 62) Tender committee & Survey committee.
- 63) Limited tender & Advertised tender.
- 64) Price preference and Purchase preference.
- 65) LD & GD.
- 66) Rate contract & Running contract.
- 67) Departmental Stock Verification and Accounts Stock Verification
- 68) Survey Sheet and Stock Sheet
- 69) Turn Over Ratio and Operating Ratio
- 70) SINT and Purchase suspense
- 71) BAVR and LPR
- 72) ABC Analysis and VED Analysis
- 73) Late offer and Unsolicited offer
- 74) Receipt Note and Issue Note
- 75) Cash Imprest and Imprest Store
- 76) Limited Tender and Bulletin Tender
- 77) PVC and SVC
- 78) Single Tender and Single Offer
- 79) Interim Period and Contract Period
- 80) A cat item and C cat item
- 81) Wharfage and Demurrage
- 82) Whole Contract and sevearable Contract
- 83) Main Group and Sub Group
- 84) Excise Duty and Sales Tax

Semi descriptive type

Write short notes on

- 85) Proforma Invoice payment.
- 86) Overstock Items
- 87) Draft Para
- 88) Vendor rating.
- 89) Procurement of M&P items
- 90) Stock Verification by Accounts
- 91) Special letter
- 92) IRS conditions of Contract
- 93) Zero Based Budgeting
- 94) General Damages
- 95) Ordinary Letter
- 96) Time Preference Clause

- 97) Liquidated Damages
- 98) Departmental Stock Verification
- 99) Audit Para
- 100) Buffer Stock
- 101) Check Digit
- 102) Preservation of rubber items
- 103) Imprest Stores
- 104) Liability Register
- 105) Turn Over Ratio
- 106) Gate Pass.
- 107) Bid Sheet
- 108) Survey Committee.
- 109) Force Majeure clause.
- 110) Inventory carrying cost
- 111) Depot Modernization.
- 112) Dead Surplus item
- 113) Emergency Stores
- 114) Safety item
- 115) Vital Item
- 116) Custody Stores

Objective Questions:
Expand the following.

- 117) KVIC (Khadi & Village Industries Corporation)
- 118) NSIC (National Small Scale Industries Corporation)
- 119) PVC (Price Variation Clause)
- 120) AAC (Annual Average Consumption)
- 121) DGS&D (Director General Supplies & Disposal)
- 122) SAIL (Steel Authority of India Ltd.)
- 123) FA&CAO (Financial Advisor & Chief Accounts Officer)
- 124) CORE (Central Organisation for Railway Electrification)
- 125) MMTTC (Minerals and Metals Trading Corporation)
- 126) COFMOW (Central Organisation For Modernisation of Workshops)
- 127) RWF (Rail Wheel Factory)
- 128) DQA (Director Quality Assurance)
- 129) RITES (Rail India Technical & Economic Services)
- 130) CRIS (Centre for Railway Information System)
- 131) RVNL (Rail Vikas Nigam Ltd)
- 132) MMIS (Material Management Information System)
- 133) IREPS (Indian Railways E-Procurement System)
- 134) HOER (Hours of Employment Regulation)
- 135) VAT (Value Added Tax)
- 136) EMU (Electric Multiple Unit)
- 134) IRSS (Indian Railways Stores Service)

- 135) IEEMA (Indian Electrical & Electronics Manufacturers Association)
- 136) PAC (Proprietary Article Certificate)
- 137) EMC (Estimated Monthly Consumption)
- 138) DDO (Direct Demand Officer)
- 139) FOB (Free on Board)
- 140) RDSO (Research Design & Standards Organisation)
- 141) FOR (Free on Rail)
- 142) FIFO (First in first out)
- 143) LIFO (Last in first out)
- 144) DMU (Diesel Multiple Unit)
- 145) EPLT (Emergency Purchase Limited Tender)
- 146) DMW (Diesel Modernisation Works)

Multiple Choice Questions:

- 147) Final right of rejection, as per IRS terms rests with
- 1. Consignee
 - 2. RITES
 - 3. ACMT
 - 4. Dy.CME

ANS: CONSIGNEE

- 148) Non-Unified P.L.Nos., allotted locally by the zonal railways for items peculiar to only one railway, are normally placed under sub-groups

- 1. 90
- 2. 10
- 3. 30
- 4. 98

ANS: 98

- 149) Inactive Items are those items which have not been issued for

- 1. 6 months
- 2. 1 Year
- 3. 2 years
- 4. 3 years

ANS: 1 Year

- 150) In P.L.Nos., 8th digit represents

- 1. Check Digit
- 2. Minor Group
- 3. Major Group
- 4. Serial Number

ANS: Check Digit

151) DGS & D rate contract items are normally pre-inspected by

1. Consignee
2. DQA
3. RITES
4. RDSO

ANS: DQA

152) Maximum Percentage of Liquidated Damages (LD) leviable is

1. 2%
2. 10%
3. 10% of 2%
4. 1%

ANS: 10%

153) Dy.CMM at HQ can accept Tender Committee Recommendations for purchase of items valuing up to

1. ` 5 lakhs
2. ` 10 lakhs
3. ` 8 lakhs
4. ` 30 lakhs

ANS: ` 30 lakhs

154) Period for concluding a legally tenable risk purchase contract for off –the- shelf items is

1. 6 months
2. 9 months
3. 1 year
4. 3 months

ANS: 6 months

155) Finance vetting is required for all purchase orders for safety items valuing above

1. ` 40,000/=
2. ` 1 lakh
3. ` 8 lakhs.
4. ` 4 lakhs.

ANS: ` 8 lakhs.

156) 'A' category items account for ____ % of total issue value of stores

1. 70%
2. 20%
3. 100%
4. 10%

ANS: 70%

157) Stock which provide for an emergency in case of default by the suppliers and also to take case of fluctuations in consumption, is known as

1. Buffer stock
2. Emergency Stores
3. Ordinary Stores
4. Custody Stock

ANS: Buffer Stock.

158) Track fittings are purchased by

1. Stores department
2. Engineering department
3. Mechanical department
4. Traffic department

ANS: Engineering department.

159) Paints used in coaches are to be purchased only from----- approved sources

1. WAP
2. ICF
3. CLW
4. DLW

ANS: ICF

160) P.L.No.is a kind of

1. Fully significant code
2. Semi significant code
3. Non significant code
4. Non of the above

ANS: Semi significant code

161) Purchase of imported WTA items is handled by

1. WAP
2. ICF
3. Zonal Railway
4. Railway Board

ANS: Railway Board

162) Outstanding quantities against all live purchase orders are termed as

1. Covered dues
2. Uncovered dues
3. In process dues
4. Dead dues

ANS: Covered dues.

163) Time elapsed from the date of realization of need of recoupment to the physical receipt of material is termed as

1. Buffer Time
- 2 . Interim Period
3. Contract Period
4. Lead Time

ANS: Lead Time

164) Convener of the Tender Committee in stores purchases is the

1. Stores Member
2. Accounts Member
3. Mechanical Member
4. Technical Member

ANS: Stores Member.

165) Free Time period, from the date of rejection advice, allowed for removal of rejected material (Pre inspected by RITES) is

1. 14 days
2. 21 days
3. 48 Hours
4. 6 months

ANS: 21 days