



EAST COAST RAILWAY

मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Pr.Chief Personnel Officer
द्वितीय तल, - 751 017
Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt. Srl. No.89/2018
पूतरे/कार्मिक/आर/ECOR/Pers/R/Selection

RBE No-71/2018
Date: 01.06.2018

सेवा मे,
सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,
मु;कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,
व.का अधिकारी (नि) /भुवनेश्वर
महा सचिव/इकोर थ्र. कां., महा सचिव/इकोर थ्र. यू.,
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

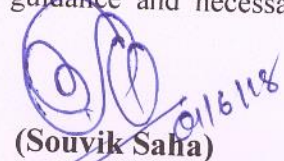
Sub: Syllabus for 30% LDCE held for promotion to Group 'B' post
of AMM in Stores Department.

पूतरे के विषय क्रमांक/ECOR's Subject Serial No EPS-9/2018

उपर्युक्त विषय पर बोर्ड पत्र सं E(GP)2018/2/1 दिनांक 22.05.2018 की
प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of the Board'Lr.No- E(GP)2018/2/1 dated- 22.05.2018 on the
above quoted subject is forwarded herewith for information, guidance and necessary
action.

Encl: As above,


(Souvik Saha)

Asstt. Personnel Officer(IR&W)
For Pr. Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि. (मुख्या.-1), सहा.कार्मिक अधि. (कल्याण),
सहा.कार्मिक अधि. (बिल), सहा.कार्मिक अधि. (भर्ती)

RB-1720
क.सं./Sl.No.....
दिनांक/Date 25/5/18
हस्ताक्षर/Initial.....

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

प.स. (G.M.)
सचिव/Secy.
स्वाक्षर/Initial
दिनांक/Date

RBE No.: 71/2018

No. E(GP)2018/2/1

New Delhi, dt: 22.05.2018

The General Managers,
All Indian Railways and Production Units.

Sub.: Syllabus for 30% LDCE held for promotion to Group 'B' post of AMM
in Stores Department.

Ref.: Railway Board's letter No. E(GP)2005/2/53 dated 21.3.2007.

A revised syllabus for Limited Departmental Competitive Examination (LDCE) for promotion from Group 'C' to Group 'B' posts in Stores Department of Railways is enclosed for guidance. This may be given wide publicity and circulated amongst the eligible candidates.

2. The revised syllabus will be effective from the date of issue of this letter. However, LDCEs, which have been notified or for which written examinations have already been held and which are at an advanced stage, need not be disturbed.

3. Please acknowledge receipt.

Encl: As above

M. Saluja
22/05/18
(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board.

Syllabus for 30% LDCE for promotion to Group 'B' post of AMM in Stores Department

PAPER-I

Maximum Marks:150	Qualifying Marks:90
<u>Part-I</u>	
I. General Knowledge : 50 Marks (including official language and policy*)	
*NOTE: Optional questions to the extent of 15 marks on official language and policy will be included in the topic of General Knowledge.	
<u>Part-II</u>	
Professional Subject –	100 Marks

Part-II

Purchase Management:

1. Organisation 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/paperless working
 - (xv) Composite contracts and strategic procurement
7. Purchase through Centralized agencies like:
- (i) Railway Board, PCMM's of DLW, CLW, CORE etc.
8. Procedure of purchase from Govt. Dept. in brief
9. Govt. Policy of Preference
- a) Purchase/Price Preference
 - i) Small scale industries
 - ii) Items reserved for procurement from SSIs (Gr. IV items)
 - b) Purchase Preference as per Make in India Policy
 - c) Special benefits available to NSIC firms, KVIC & Handloom Sector
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, 2015
 - (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
 - (a) FOB, CFR, CIF & DDP
- 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. Concept of 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) Yard sticks 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:

- i) Procedure for obtaining the certification & subsequent compliance for continuation of the same:
 - (a) For Purchase Officer,
 - (b) For stores depot

16. Paperless Working

17. Online acceptance of tenders

18. Procedure for keeping/retention/destruction of official records.

PAPER – II

Maximum Marks:150	Qualifying Marks:90
<u>Part-I</u>	
Establishment and Financial Rules:	50 Marks
<u>Part-II</u>	
Professional Subject:	100 Marks

Part-I

I- Establishment Rules: 25 Marks

A: PERSONNEL MANAGEMENT

- Organisation of the Personnel Department in the Railways: The objectives of the Personnel Department, functions and policies of the Personnel Department in the Headquarters and on the Divisions.
- Classification of services – recruitment to the different services Group 'A' to 'D' – Recruitment of artisan staff, special reservation in Railway services – Role of the Railway Service Commission in recruitment, Recruitment other than through usual channels, promotion policy and methods.
- Personnel Supervision, leadership styles, formal and informal leadership, leadership qualities, different leadership styles, democratic or participative leadership style, advantages of participation, Count Councils of management, Negotiating Machinery scheme at zonal and Divisional corporate Enterprises groups.
- Inspections of Loco sheds, C&W Depots, Stations, Engineering offices.

B: LABOUR RELATIONS AND WELFARE:

UNIONS AND THEIR ROLE.

- a) Important recognized Trade Union in Railways, Role of unrecognized unions and methods of dealing with them.
- b) Industrial disputes and the Legislative Framework, causes of Industrial Disputes, basic remedies, the Industrial Dispute Act 1947. Strikes, Lock out and Lay Offs, handling of Grievances at Divisions and in the Headquarters, handling of grievances by Labour Enforcement Officers.
- c) The hours of Employment regulations, overtime, job-analysis and its mechanics.
- d) The factories Act, Special Rules for workshop staff in the Railways.
- e) The workmen's compensation Act, Ex Gratia payment, Incentive, Bonus Schemes.

C: WELFARE

- a) Pass Rules, leave rules
- b) Retirement benefits under the Provident Fund, Pension scheme and NPS, Final settlement.
- c) Welfare for the whole family of railway-men concept and practice obtaining on the Railways.

II- FINANCIAL RULES: 25 Marks

- a) Parliamentary control over Railway Finance, Public accountability of finance propriety.
- b) Financial Planning and Budgeting Budgetary and financial reviews / appropriation accounts.
- c) Rules of allocation, classification of Expenditure, Control over expenditure, Responsibility / accounting performance Budgeting, Exchequer control, financial results of working.

- d) Works Programme, Financial justification of work surveys, preparation of estimate, capital budget control over capital expenditure.
- e) Financial control over stores expenditure, purchase and stores keeping procedure, Inventory control and A.B.C. analysis.
- f) Financial and cost control in railway workshops.
- g) Rules and procedure relating to Tenders and contracts for execution of works, procurement of stores.
- h) Procedure for processing and finalizing the Audit objections and draft paras.
- i) Delegation of powers.
- j) Losses, Frauds and embezzlements.

Part 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 & 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

3. Depot Organization

- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
- b) Various sections of stores depot, its functions & working procedures

4. 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

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 & Inspection at Depot
- e) Rejection of pre-inspected materials and procedure for joint inspection
- f) Disposal of rejected materials
- g) Warranty Claim Procedure

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, Rexin, Oils, Paints, Non-ferrous items.

8. 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

9. Properties & Preservation of stores such as:

- a) Rubber Items, chemicals, explosive/inflammable items

10. Imprest Stores :

- a) Procedure for issue and supply of Imprest Stores

- b) Road contract and its Management
- 11. Returned Stores through iMMS
 - a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries
- 12. 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
- 13. Purchase by Depot/Divisional Officers through iMMS
 - a) Purchase Powers- Local & Cash Purchases
 - b) Digital recoupment of cash imprest
- 14. Important Components & its usages:
 - a) In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs
- 15. 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
- 16. Inter-depot transfers & Clearance of SINT suspense
- 17. Stock Verification
 - a) By Accounts,
 - b) Departmental
 - c) Disposal of Stock Sheets
- 18. Classification of Heads of Accounting & Various Suspense Heads relating to Stores
- 19. Codification:
 - i) Stores nomenclature & price lists (Unified & Non-unified)
 - ii) Unified Vendor Code

- iii) Consignee Code
- iv) Advantages of codification

20. Standardization & Variety reduction

21. Provisioning & 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 & Safety/Buffer Stock
- f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
- g) Various forecasting statistical techniques

22. 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) Periodical prints from computer & its use for inventory control
- e) Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory control 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

23. 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

24. Audit:

- a) Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal

pcp

- 25. Accounts:
 - a) Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II
- 26. M&P, RSP and Works Program
- 27. Features of MS-Word, Excel, PPT
- 28. Exception Reports and Action Documents generated on iMMS