

## EAST COAST RAILWAY



प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No. 03/2021

पूतरे/कार्मिक/आर/ECOR/Pers/R/Selection (Gaz.)

Date: 07.01.2021

सेवा मे,

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

**Sub: Syllabus for Professional Subject for 70% Selection for promotion to Group 'B'  
Posts of AMM/ADMM in Stores Department.**

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उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. 2020/RS(P)/6123/Group B Promotion (70%) दिनांक 09.12.2020 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Lr. No. 2020/RS(P)/6123/Group B Promotion (70%) dated 09.12.2020 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

**Encl: As above,**

(R.N.A.Parida)

**Chairman Railway Recruitment Cell  
For Principal 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(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.), सहा.कार्मिक अधि(कल्याण), सहा.कार्मिक अधि.(बिल),

RB-1630  
क.स/SI.No.....  
दिनांक/Date... 9/12/20  
आचार्य/initial.....



GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

(प.प्र./G.M.)  
Secy.  
PCFO  
स्वाक्षर/initial  
दिनांक/Date

No.2020/RS(P)/6123/Group B Promotion (70%)

New Delhi, dated 09 .12.2020

The General Managers,  
All Indian Railways & Production Units.

**Sub: Syllabus of Professional Subject for 70% Selection for promotion to Group 'B' posts of AMM/ADMM in Stores Department.**

**Ref: Railway Board's letter No. E(GP)2018/2/31 dated 16.10.2020.**

In continuation to Board's letter under reference, syllabus of Professional Subject for 70% Selection for promotion from Group 'C' to Group 'B' posts of AMM/ADMM in Stores Department of Indian 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.
3. Please acknowledge receipt.

Encl.: as above.

*(Signature)*  
09/12/2020  
(Gaurav Kumar)  
Director RS(F)

Copy to :

JS(C), JDE(GC), DDE(GP)III.

*SPO/GAR*  
*16/12/20*  
*18/12/20*  
*OS/Sec/GAR*



भारत सरकार  
रेल मंत्रालय (रेलवे बोर्ड)

नं.2020 /आर एस(पी)/6123/ ग्रुप बी प्रमोशन(70%)

नई दिल्ली, दिनांक 09.12.2020

महाप्रबंधक,  
सभी भारतीय रेलवे और उत्पादन इकाइयाँ।


विषय: भंडार विभाग में सहायक सामग्री प्रबंधक/ सहायक मंडल सामग्री प्रबंधक के समूह 'ख' के 70% पदों को चयन से भरने के लिए व्यावसायिक विषय का पाठ्यक्रम।

संदर्भ: रेलवे बोर्ड का दिनांक 16.10.2020 का पत्र सं. ई(जी पी) 2018/2/31.

बोर्ड के संदर्भाधीन पत्र के क्रम में, भारतीय रेलवे के भंडार विभाग में सहायक सामग्री प्रबंधक/ सहायक मंडल सामग्री प्रबंधक के समूह 'ग' से समूह 'ख' पदों पर पदोन्नति हेतु 70% चयन के लिए व्यावसायिक विषय का पाठ्यक्रम मार्गदर्शन के लिए संलग्न है। इसका व्यापक प्रचार किया जाए और योग्य उम्मीदवारों के बीच परिपत्रित किया जाए।

2. संशोधित पाठ्यक्रम इस पत्र के जारी होने की तारीख से प्रभावी होगा।
3. कृपया पावती दें।

संलग्नक: यथोक्त।

  
09/12/2020  
(गौरव कुमार)

निदेशक आर एस (एफ)

प्रतिलिपि :

संयुक्त सचिव (सी), संयुक्त निदे.स्था.(जी सी), उप निदे.स्था.(जी पी) III.

**Syllabus of Professional Subject for 70% Selection for promotion to Group 'B' post of AMM/ADMM in Stores Department**

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  
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
7. Purchase through Centralized agencies like:  
Railway Board, PCMM's of DLW, 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) IRS Conditions of Contract, General Conditions of Contract
  - ii) Force Majeure Clause
  - iii) 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
  - iv) Online submission of EMD & SD
  - v) PO Draft/Numbering Scheme & vetting considerations



- vi) Contract Management
  - (1) Extension of DD/Modification of PO
  - (2) Penalties for breach of contracts (LD, GD, RP)
- vii) Settlement of Disputes :
  - Arbitration Clause in IRS Conditions

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
- iv) Modes of Payment, Letter of Credit & its types
- v) Sea & Air freighting of Railway Materials & Insurance Covers
- vi) Port clearance of imported consignments

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

13. Stores Budget

- a) Purchase Grant
- b) Zero Base Budgeting (ZBB)

14. Paperless Working

- a) e-Office
- b) Digitally signed electronic reports in iMMS and IREPS.

15. Online acceptance of tenders:

Technical Scrutiny, Tender Committee preparation & Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order.

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

17. Stores Depots

- a) Location
- b) Functions
- c) Typical Layout of a stores depot

18. 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
19. Depot Organization
- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
  - b) Various sections of stores depot, its functions & working procedures
20. 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
21. 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
22. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.
23. 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
24. Properties & Preservation of stores such as:  
Rubber Items, chemicals, explosive/inflammable items
25. Imprest Stores :
- a) Procedure for issue and supply of Imprest Stores
  - b) Road contract and its Management
26. Returned Stores through iMMS
- a) Its receipt & accountal in the depot
  - b) Valuation of returned stores
  - c) Monthly Credit Summaries
27. 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
28. Purchase by Depot/Divisional Officers :
- a) Purchase Powers- Local & Cash Purchases



- b) Digital recoupment of cash imprest
- 29. Important Components & its usages:  
In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs
- 30. 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
- 31. Inter-depot transfers & Clearance of SINT suspense
- 32. Stock Verification
  - a) By Accounts,
  - b) Departmental
  - c) Disposal of Stock Sheets
- 33. Classification of Heads of Accounting & Various Suspense Heads relating to Stores
- 34. Codification:
  - i) Stores nomenclature & price lists (Unified & Non-unified)
  - ii) Unified Vendor Code
  - iii) Consignee Code
  - iv) Advantages of codification
- 35. 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)
- 36. Inventory Management
  - a) Types of inventories
  - b) Inventory reports in iMMS & its use for inventory control
  - c) Inventory performance indices on IR
  - d) Over stock, Inactive & Surplus Stores
    - i) Definitions,
    - ii) Reasons for accrual & its disposal,
    - iii) Steps for prevention
- 37. 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
- 38. Audit:  
Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.
- 39. Accounts:  
Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.
- 40. M&P, RSP and Works Program