

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  
\*\*\*\*\*

RBE No.: 39/2007

No. E(GP)2005/2/53

New Delhi, dt: 21.03.2007

The General Managers,  
All Indian Railways and Production Units.

**Sub: Syllabus for 30% LDCE for filling up Group 'B' posts of ACOS/AMM in Stores Department.**

**Ref: Railway Board's letter No. E(GP)79/2/30/7 dated 17.9.1979.**

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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 herewith for guidance. The revised syllabus 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 for which written examinations have already been held or which are at an advanced stage, need not be disturbed.

3. Please acknowledge receipt.

**Encl: As above**

*Santosh Mittal*  
(SANTOSH MITTAL)  
Dy. DIRECTOR, ESTT.(GP)-II  
RAILWAY BOARD

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Copy for information and necessary action to

- (1) The Director General & ex-officio General Manager, R.D.S.O., Lucknow.
- (2) The CAO, DCW, Patiala
- (3) The CAO, MTP(Rlys.), Mumbai and Chennai
- (4) The Chairman, Railway Recruitment Board:  
Allahabad/Ahmedabad/Ajmer/Bangalore/Bhopal/Bhubaneswar/Kolkata/  
Chandigarh/Chennai/Gorakhpur/Guwahati/Jammu&Srinagar/Malda/  
Mumbai/Muzaffarpur/Patna/Ranchi/Secunderabad/Trivendrum.
- (5) The Director General, Railway Staff College, Vadodara.
- (6) The Director IRISSET, Secunderabad/IRIMEE.  
Jamalpur/IRIEE, Nasik,/IRICEN, Pune/IRCAMTECH, Gawalior.
- (7) The Railway Liaison Officer, Jeevan Tara Building, Parliament Street, New Delhi.
- (8) The General Secretary, IRCA, New Delhi.
- (9) The C.A.O, COFMOW, Rly. Offices Complex, Tilak Bridge, New Delhi-110002.
- (10) The Secretary, Railway Rates Tribunal (Chennai), 50 MC.Nichola Road, Chetput, Chennai.
- (11) The Exec.Director, CRIS, Safdarjung Rly.Stn.Building, Chanakyapuri, New Delhi.
- (12) The Director (Movement), Railways 17 N.S.Road, Calcutta.
- (13) The Joint Director (Iron & Steel) 3 Koilaghat Street, Calcutta.

*Santosh Mittal*

(SANTOSH MITTAL)  
Dy. DIRECTOR, ESTT.(GP)-II  
RAILWAY BOARD

No. E(GP)2005/2/53

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Copy forwarded to:

1. The General Secretary, All Indian Railwaymen Federation, Room No. 253, Rail Bhavan, New Delhi (35 copies).
2. The General Secretary, National, Federation of Indian Railwaymen, Room No. 256-E, Rail Bhavan, New Delhi (35 copies)
3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (90 spares)
4. The Secretary General, Federation of Railway Officers Association, Room No. 256-A, Rail Bhavan, New Delhi (5 spares)
5. The Secretary General, Indian Railway Promotee Officers Association, Room No. 268, Rail Bhavan, New Delhi (35 spares)
6. The General Secretary, All India RPF Association, Room No. 549, Rail Bhavan, New Delhi-110001.
7. Railway Board Secretariat Staff Association.

*H. S. G. M. S.*  
For Secretary/Railway Board

Copy to:

PSs to MR, MSR(N), MSR(V)

Sr.PPSs to CRB, FC, MS, MM, MT, ML, ME

PPSs to Secretary, DG/RHS, DG/RPF

PPSs to all Addl. Members.

Dy. C&AG(Railways), Room No. 222, Rail Bhawan.

PSs to Adv.(Staff), Adv.(Vig.), , EDE, EDA, EDE(N), EDE(Res), JS, JS(E), JS(G), ED(E&R), EDE(GC), EDV(E), ED(Signal), EDV(S), EDF(E), ED(T&MPP), EDE(RRB), EDPC-I, DV(P), DE(L), DE(Res), DE(G), D(IH), JD(MPP), JDE(R)I&II, JDE(Rep)I&II, JDE(D&A), JDE(P&A), DPCI&II, JDE(L), JDE(N), JDE(N)II, JDE(N)III, DDF(E)I, DDF(E)VI, DDV(A&P), E(NG)I, E(O)III, DDRS(G), DDE(LR)I, Sec(E), PC-III, IV & V, E&R, E(Trg.), E(MPP), V(SS), E(SCT)I&II.

Syllabus for PAPER – I (Purchase Management)

- 1) Organization of Stores Dept. on Zonal Railway & Production Units
- 2) Objectives of Stores Dept. in brief
- 3) Functions of The Controller of Stores & other officers assisting him.
- 4) Cannons of Financial Propriety & its' application to Stores Matters
  
- 5) Delegation of Powers
  - i) Its need & necessary safeguards
  - ii) Powers of COS & 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
  - 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
  - vii) Emergency Purchases
  - viii) Basics of MMIS & e-Procurement
  
- 7) Purchase through Centralized agencies like:
  - i) Railway Board, COS of DLW, CLW, CORE etc.
- 8) Procedure of purchase from Govt. Dept. – GFR in brief
  
- 9) Govt. Policy of Preference
  - a) Purchase/Price Preference
    - i) Small scale industries  
(1) Items reserved for procurement from SSIs (Gr. IV items)
  - b) Purchase Preference to Central PSUs
  - c) Special benefits available to NSIC firms, KVIC & Handloom Sector
- 10) Supply Contracts
  - i) Important provisions of Indian Contract Act & Sale of Goods Act
  - ii) IRS Conditions of Contract, DGS&D General Conditions of Contract
  - iii) "Force Majeure Clause"
  - iv) Rate/Running & Fixed quantity contracts
  - v) Special Conditions of Contract, followed by
    - (a) Railways, RB & DGS&D
  - vi) Procedure for tender opening
  - vii) Late & Delayed Offers, Un-solicited Offer
  - viii) EMD & SD
  - ix) PO Draft/Numbering Scheme & 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 & Conciliation Act 1996
  - (c) Dispute resolution between two Govt. Deptt. or (CPSU)

**11) Fabrication Contracts: Important conditions & safeguards**

**12) Import of Material**

- i) Direct import by Zonal Railways/Production Units
- ii) Import through Railway Board
- iii) Types of Import Contracts
  - (a) FOB, FAS, CIF & FOR
- 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

**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 & GM's Narrative Report
- c) Yard sticks to measure efficiency of Stores Dept.

**15) Printing & supply of:**

- a) Railway Card Tickets, SPT Tickets, Money Value Forms
- b) Other Books & Forms for use on Railways

**16) Supply of uniforms to Railway Staff:**

- a) Eligibility, (b) Periodicity of supply, (c) Working of Clothing Factory & Handicraft Centers

**17) 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)

**18) ISO Certification:**

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

Syllabus for PAPER-II (Depot Management)

- 1) STORES DEPOPTS
  - 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
  - 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
  
- 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
  
- 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 & Issue of Stores:
  - a) Procedure for accountal of receipt from attached W/shops & debiting the W/shop for stores issued to them
  - b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued
- 9) Procedure of receipt & issue of serviceable items
- 10) Properties & Preservation of stores such as:
  - a) 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
  - a) Procedure for issue & supply through stores delivery vans
- 13) Returned Stores:
  - a) Its receipt & 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 & 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 & Special conditions of sale
  - g) Reclamation of scrap
  - h) Sale Suspense
- 15) Purchase by Depot Officers
  - a) Purchase Powers- Local & Cash Purchases
  - b) Procedure for recoupment of cash imprest
- 16) Important Components & its usages:
  - a) In carriages, wagons, diesel loco, electric loco & DMU/EMUs
- 17) 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
- 18) Inter-depot transfers & Clearance of SINT suspense**
- 19) Stock Verification**
  - a) By Accounts, (b) Departmental, c) Disposal of Stock Sheets
- 20) Classification of Heads of Accounting & Various Suspense Heads relating to Stores**
- 21) Stores Computerization: Exception reports & action documents**
- 22) Codification:**
  - i) Stores nomenclature & price lists (Unified & Non-unified)
  - ii) Unified Vendor Code, iii) Consignee Code, iv) Advantages of codification
- 23) Standardization & Variety reduction**
- 24) 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
- 25) 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 & 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
- 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 & preparation of Debit Summaries

**27) Audit:**

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

**28) Accounts:**

- a) Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II

**29) M&P, RSP and Works Program**

**30) Official Language:**

- a. Official Language Act, 1963
- b. Official Language Rules, 1976

XXX

भारत सरकार  
रेल मंत्रालय (रेलवे बोर्ड)

सं.ई(जी.पी.)2005/2/53

नई दिल्ली, दिनांक 21/3/2007

महाप्रबंधक,  
सभी भारतीय रेलवे एवं उत्पादन इकाइयां.

विषय: भंडार विभाग में सहा. भं. नि./सहा. सामग्री प्रबंधक के समूह 'ख' के 30% पदों को सीमित विभागीय प्रतियोगी परीक्षा से भरने के लिए पाठ्यक्रम.

संदर्भ: रेलवे बोर्ड का 17.9.1979 का पत्र सं.ई(जी पी)79/2/30/7.

रेलों के भंडार विभाग में समूह 'ग' से समूह 'ख' पदों पर पदोन्नति हेतु सीमित विभागीय प्रतियोगी परीक्षा के लिए संशोधित पाठ्यक्रम मार्गनिर्देश हेतु संलग्न है. संशोधित पाठ्यक्रम का व्यापक प्रचार किया जाए और पात्र उम्मीदवारों के बीच परिपत्रित किया जाए.

2. संशोधित पाठ्यक्रम इस पत्र के जारी होने की तारीख से प्रभावी होगा. बहरहाल, सीमित विभागीय प्रतियोगी परीक्षा, जिनके लिए लिखित परीक्षा पहले ही कराई जा चुकी है या जो अग्रिम स्तर पर पहुँच चुकी है, में हस्तक्षेप करने की आवश्यकता नहीं है.

3. कृपया पावती दें.

संलग्नक: यथोक्त

संतोष मित्तल  
(संतोष मित्तल)

उप. निदेशक/स्थापना(जी.पी.)-II  
रेलवे बोर्ड.