

## REVISED SYLLABUS FOR SENIOR CLERK

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. Canons of Financial Propriety & its' application to Stores Matters
5. Delegation of Powers
  - i) Its need & necessary safeguards
  - ii) Powers of COS & other officers for;
    1. Purchase, (b) Sale, (c) Write off, (d) Other misc. matters
6. Purchase of Stores
  - (1) Important Stages in purchase cycle
  - (2) Purchase Policy & Rules of IR
  - (3) Channels & procedures of purchase of indigenous stores
  - (4) Modes of tendering (including PAC purchase) & their limitations
  - (5) Basics of MMIS & e-Procurement , e- Reverse Auction.
7. Purchase through Centralized agencies like;
  - i) Railway Board, COS of DLW, CLW, CORE etc.
8. Supply Contracts
  - (1) IRS Conditions of Contract, DGS&D General Conditions of Contract
  - (2) Rate/Running & Fixed quantity contracts
  - (3) Procedure for tender opening
  - (4) Late & Delayed Offers, un-solicited Officer
  - (5) EMD & SD
  - (6) PO Draft/Numbering Scheme & vetting considerations
  - (7) Contract Management
    - (1) Extension of DD/Modification of PO
    - (2) Penalties for Breach of contracts (LD,GD, RP)
9. Concept of Strategic Sourcing (Rational Source Selection)
  - a) Procedure of Registration of firms on Railways as approved suppliers
  - b) Approved list of vendors of RDSO,DLW & DMW.
10. 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.
11. Stores Budget
  - a) Compilation & various review/amendments to the budget during the financial year
  - b) Purchase Grant
  - c) Zero Base Budgeting (ZBB)
12. ISO Certification
  - i) Procedure for obtaining the certification & subsequent compliance for continuation of the same.
    - (a) For Purchase Office (b) For Store depot

## STORES DEPOTS

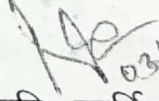
1. Depot Organization
  - a) Functions/Responsibilities of Depot Staff
  - b) Various sections of Stores depot, its functions & working procedures
- 2) Receipt & accountal of materials
  - a) Procedure for receipt & accountal, in a depot
  - b) Consequent clearance of purchase suspense
3. Receipt & issue 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.
4. Returned Stores;
  - c. Its receipt & accountal in the depot
5. Sale of Railway Materials;
  - d. Procedure for sale by tender
  - e. Procedure for disposal of scrap by auction sale, including e-Auction.
  - f. General & Special conditions of sale
  - g. Sale Suspense
6. Purchase by Depot Officers
  - h. Purchase Powers-Local & Cash Purchases
  - i. Procedure for recoupment of cash imprest
- 7) Stock Verification
  - a) By Accounts (b) Departmental, (c) Disposal of Stock Sheets
8. Classification of Heads of Accounting & various Suspense Heads relating to Stores
- 9 Provisioning & Recoupment of Stores
  - a) Maxima Minima Methods (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)
- 10) Inventory Management
  - a) Types of inventories b) Various Inventory models;
    - i) The Basic (EOQ) Model: Constant Demand & Lead Time
  - c) Computer as an aid to inventory control & inventory management
  - d) Selective Control Techniques;
    - i) ABC, VED, FSN & XYZ analysis for inventory control & improvement in service levels
  - e) Over stock Inactive & Surplus Stores
  - f) Definitions, i) Reasons for accrual & its disposal, ii) Steps for prevention.

- 11) Audit:  
a) Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal
- 12) Official Language:  
a) Official Language Act, 1963.  
b) Official Language Rules, 1976.
- 13) General Service conditions of Railway servants  
Leave Rules and Pass Rules  
Railway Servants (Discipline & Appeal) Rules and Railways Services (Conduct) Rules.  
Hours of Employment Regulations.

14. राजभाषा के राजभाषा पाठ्यक्रम :

संघ सरकार की राजभाषा नीति, संवैधानिक व्यवस्था, राजभाषा हिन्दी के प्रयोग सम्बन्धी नियम, केन्द्रीय सरकार के कार्यालयों में राजभाषा कार्यन्वयन संबंधी आदेश प्रयोग करने पर मिलने वाले विभिन्न प्रोत्साहन पुरस्कार ।

डीएमडब्ल्यू में राजभाषा हिन्दी का प्रयोग प्रसार बढ़ाने के लिए लागू की गई प्रोत्साहन पुरस्कार योजनाएं ।

  
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