

## SYLLABUS FOR SELECTION TO THE POST OF CVI/Stores

### A. General Topics on Stores Dept.

- 1 Organization 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.

### B. Purchase: Policy and Practices

- 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
- 7 Purchase through Centralized agencies like:  
Railway Board, BLW, 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
  
  - d) Make in India Policy

## 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
  - (a) Extension of DD/Modification of PO
  - (b) 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, 2019
  - 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: FOB, CFR, CIF & DDP etc.
- 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 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) Yardsticks 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 Paperless Working:
  - a) e-Office
  - b) Digitally signed electronic reports in IMMS and IREPS
- 16 Online acceptance of tenders:  
Technical Scrutiny, Tender Committee Minutes preparation & Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order.
- 17 Procedure for keeping/retention/destruction of official records.

### **C. Stores Depots**

- 18 Stores Depots:
  - a) Location
  - b) Functions
  - c) Typical Layout of a stores depot
- 19 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
- 20 Depot Organization:
  - a) Functions/Responsibilities of Depot Officer & Subordinate Staff
  - b) Various sections of stores depot, its functions & working procedures
- 21 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

- 22 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
- 23 Sampling for Inspection:
  - a) Sampling Methods
  - b) Indian Standards relating to Sampling
- 24 Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.
- 25 Receipt & Issue of Stores on MMS:
  - 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
- 26 Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.
- 27 Imprest Stores:
  - a) Procedure for issue and supply of Imprest Stores
  - b) Road contract and its Management
- 28 Returned Stores through MMS:
  - a) Its receipt & accountal in the depot
  - b) Valuation of returned stores
  - c) Monthly Credit Summaries
- 29 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
  - f) General & Special conditions of sale
  - g) On-line payment of BSV
  - h) On-line payment of EMD
  - i) Payment Gateway
- 30 Purchase by Depot/Divisional Officers:
  - a) Purchase Powers- Local & Cash Purchases
  - b) Digital recoupment of cash imprest

- 31 Important Components & its usages:  
In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs
- 32 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
- 33 Inter-depot transfers & Clearance of SINT suspense
- 34 Stock Verification:
  - a) By Accounts
  - b) Departmental
  - c) Disposal of Stock Sheets
- 35 Classification of Heads of Accounting & Various Suspense Heads relating to Stores
- 36 Codification:
  - i) Stores nomenclature & price lists (Unified & Non-unified)
  - ii) Unified Vendor Code
  - iii) Consignee Code
  - iv) Advantages of codification
- 37 Standardization & Variety reduction
- 38 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)
  - g) Various forecasting statistical techniques
- 39 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) Inventory reports in iMMS & 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
- 40 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
- 41 Audit:  
Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.
- 42 Accounts:  
Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.
- 43 M&P, RSP and Works Program
- 44 Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)

#### **D. Miscellaneous Topics**

- 45 Official Language Policy
- 46 D&AR Rules, Service Conduct Rules
- 47 General Financial Rules