

REVISED SYLLABUS FOR DMS

Dated -12.12.2024

1. Organization of stores Dept. on Zonal Railway & Production Units
2. Objectives of stores Dept. In brief
3. Functions of the Principal Chief Materials Manager & 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

- (1) Important stages in purchase cycle
- (2) Purchase Policy & Rules of IR
- (3) Modes of Tendering (including PAC purchase) & their limitation

7. Supply contracts

- (1) IRS conditions of contract. GeM General Conditions of contract.
- (2) Rate/Running & Fixed quantity contracts
- (3) Late & Delayed offers, un-solicited offerers
- (4) Contract Management
 - (a) Extension of DD/Modification of PO
 - (b) Penalties for Breach of contracts (LD.GD.)
- (5) Settlement of Disputes
 - (a) Arbitration clause in IRS Conditions
 - (b) Arbitration & Conciliation Act 1996
 - (c) Dispute resolution between two Govt. Deptt. or (CPSU)

8. Supply of uniforms to Railway Staff:

- (a) Eligibility. (b) Periodicity of supply. (c) Working of clothing factory & Handicraft centers.

9. 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) Purchase Grant
- (d) Zero Base Budgeting (ZBB)

10. ISO Certification

- (1) Procedure for obtaining the certification & subsequent compliance for continuation of the same.
- (a) For Purchase Office (b) For Store depot

11. RTI ACT:

12. STORES DEPOTS

- A) Location
- B) Functions
- C) Typical Layout of a store depot

13. Design Aspects of a Typical Stores Depot/ Warehouse

- (a) Important parameters to be considered for design
- (b) Space Management
 - (i) Building, Yards, Roads

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- (ii) Various types of storage arrangements
 - (c) Materials Handling
 - (i) Equipments
 - (ii) Unit piling, container/pallet systems
 - (iii) Vertical storage systems
 - (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
14. Depot Organization:
- (a) Functions/Responsibilities of Depot Officer & Subordinate Staff
 - (b) Various sections of stores depot, its functions & working procedures
15. 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
16. Inspection of stores:
- (a) Inspection Techniques
 - (b) Various Agencies for Inspection of Railway Materials (Consignee, TPI, DRDO)
 - (c) Acceptance of material against WTC
 - (d) Inspection at firm's premises & Inspection at Depot
 - (e) Rejection of pre-inspected materials and procedure of joint inspection
 - (f) Disposal of rejected materials
 - (g) Warranty Claim Procedure
17. Sampling for Inspection:
- (a) Sampling Methods
 - (b) Indian Standards relating to Sampling
18. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rixin, Oils, Paints, Non-ferrous items.
19. Receipt & Issue of Stores on iMMS:
- (a) FIFO Method of Receipt and Issue
 - (b) Procedure of issue of material from stores depot to consumers other than attached workshops & debiting the indenters for stores issued
20. Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.
21. Imprest Stores:
- (a) Procedure for issue and supply of imprest Stores
 - (b) Road contract and Its Management

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22. Returned Stores through IMMS:

- (a) Its receipt & account in the depot
- (b) Valuation of returned stores
- (c) Monthly Credit Summaries

23. 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

24. Purchase by Depot/Divisional Officers:

- (a) Purchase Power-Local & Case Purchases
- (b) Digital recoupment of cash imprest

25. Important Components & its usages:

- (a) In Electric loco, DETC

26. Distach of Railway Materials:

- (a) By Rail, Road
- (b) By Sea & Air
- (c) Safeguards against loss/ damage in transit
- (d) Settlement of claims with carries

27. Inter-depot transfers & Clearance of SINT suspense

28. Stock Verification:

- (a) By Accounts
- (b) Departmental
- (c) Disposal of Stock Sheets

29. Classification of Heads of Accounting & Various Suspense Heads relating to stores

30. Codification:

- (a) Stores nomenclature & price lists (Unified & Non-unified)
- (b) Unified Vendor Code
- (c) Consignee Code
- (d) Advantages of codification

31. Standardization & Variety reduction

32. Provisioning & Recoupment of Stores:

- (a) Maxima Minima Method
- (b) Annual Review Method
- (c) Economic order Quantity (EOQ)
- (d) Lead time & Safety/Buffer Stock
- (e) Computerized forecast of demand/consumption for stock-recoupment
(Generation of Estimate Sheet)
- (f) Various forecasting statistical techniques

33. Inventory Management:

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- (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
34. Computerized Price Ledges:
- (a) Preparation of Price Ledges: Role of Stores Depot
 - (b) Book Average Rates
 - (c) Debiting the indentors for cost of materials issued & preparation of Debit Summaries
35. Knowledge of E-Tenders, E-Auctions- Sale, IREPS module, iMMS, New IMMS (UDM) Vendors Approval (U-VAM). Knowledge of application of GeM in Indian Railways.
36. Audit
- (a) Narrative Report, Special Letters. Factual statements. Draft Paras & its disposal
37. Accounts
- (a) Accounts Objections. Special Reports. Stock sheets. Inspection Report Pt I & II
38. M&P, RSP and Work Program
39. Official Language:
- (a) Official Language Act, 1963
 - (b) Official Language Rule, 1976
40. General service conditions of Railway servants:
- (a) Leave Rule and Pass Rules
 - (b) Railway Servants (Discipline & Appeal) Rules
 - (c) Railways services (conduct) Rules.
41. राजभाषा के राजभाषा पाठ्यक्रम
- संघ सरकार की राजभाषा नीति, संवैधानिक व्यवस्था, राजभाषा हिन्दी के प्रयोग सम्बन्धी नियम केन्द्रीय सरकार के कार्यालयों में राजभाषा कार्यन्वयन सम्बन्धी आदेश प्रयोग करने पर मिलने वाले विभिन्न प्रोत्साहन पुरस्कार।
- पीएलडब्ल्यू में राजभाषा हिन्दी का प्रयोग प्रसार बढ़ाने के लिए लागू की गई प्रोत्साहन पुरस्कार योजनाएं।

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