

Syllabus for the Post of Sr. Clerk (Merged Seniority Group) Level-5, PRO 66-2/3%

1. General

- i) Dak handling, Maintenance of files, Record keeping and maintenance of statistics.
- ii) Writing noting in files, Letter Writing, DO Writing, Notification Note writing, Speaking Order

2. General Service Condition of Railway Servants

- i) Pay, Allowances and Advances
- ii) Pass Rules
- iii) Type of Leaves & Leave Rules
- iv) Settlement
- v) Pension, New Pension Scheme
- vi) Dues after death, Retirement Benefits

3. Maintenance of Cash Imprest.

4. Preparation of Pay Orders, Clearance of bills.

5. Factories Act, Employees Compensation Act, Hours of Employment Regulations, Minimum Wages Act, Staff Benefit Fund.

6. Working knowledge of computers – Hardware (Disc, RAM, ROM, Monitor), Software (MS-Word, MS-Excel) and Power Point Presentation.

7. Working knowledge of Microsoft Word and Microsoft Excel.

8. Budget and Budget terms.

9. Railway Servants (Discipline and Appeal) Rules

10. Railway Services (Conduct) Rules

11. e-Office के बारे में जानकारी

12. HRMS की कार्यकारी जानकारी

13. IMMIS पर काम करने की जानकारी

14. IREPS पर काम करने की जानकारी

15. ISO Certification:- Procedure for obtaining the certification and subsequent compliance for continuation of the same.

16. Establishment Matters:- Recruitment, Promotions and Transfer

17. Vacancy Bank, Creation of posts, Benchmarking, Supernumerary Post, Redeployment of surplus staff.

18. DRF, DF, Cash imprest

19. Works Program, M&P Program & RSP Program

20. Organization of Stores Dept. on zonal Railway & Production Units

21. Objectives of Stores Dept. in brief

22. Functions of The Controller of Stores & other officers assisting him.

23. Canons of Financial Propriety & its application to Stores Matters

24. Stores procurement procedure

25. Stock and Non Stock items

26. In active surplus and dead stock, T&P and consumable items

27. Stock Verification

28. Issue Note

29. 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

30. 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,

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31. Purchase through Centralized agencies like;

- 1) Railway Board, PCMM of PLW, CLW, CORE etc.

32. 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
 - (i) Extension of DD/Modification of PO
 - (ii) Penalties for Breach of contracts (LD, GD, RP)

33. Conditions of Contract:

- (a) IRS conditions
- (b) Integrated Bid document
- (c) GeM General condition of Contract

34. 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, PLW & DMW.

35. 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.

36. Stores Budget

- a) Compilation & various review/amendments to the budget during the financial year
- b) Purchase Grant
- c) Zero Base Budgeting (ZBB)

37. Depot Organization

- a) Functions/Responsibilities of Depot Staff
- b) Various sections of Stores depot, its functions & working procedures

38. Receipt & accountal of materials

- a) Procedure for receipt & accountal, in a depot
- b) Consequent clearance of purchase suspense

39. Receipt & issue of Stores

- a. Procedure for accountal of receipt from attached Workshops & debiting the Workshop 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.

40. Returned Stores;

- a. Its receipt & accountal in the depot

41. Sale of Railway Materials;

- a. Procedure for sale by tender
- b. Procedure for disposal of serap by auction sale, including e-Auction.
- c. General & Special conditions of sale
- d. Sale Suspense

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42. Purchase by Depot Officers

- a. Purchase Powers-Local & Cash Purchases:
- b. Procedure for recoupment of cash imprest

43. Material handling comment:

44. Stock Verification

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

45. Classification of Heads of Accounting & various Suspense Heads relating to Stores

46. 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)

47. 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;
 - 1) 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.

48. Audit:

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

49. राजभाषा का पाठ्यक्रम -

संघ सरकार की राजभाषा नीति, संवैधानिक व्यवस्था, राजभाषा हिन्दी के प्रयोग संबंधी नियम, केन्द्रीय सरकार के कार्यालयों में राजभाषा कार्यान्वयन संबंधी आदेश के प्रयोग करने पर मिलने वाले विभिन्न प्रोत्साहन पुरस्कार। पीएलडब्ल्यू में राजभाषा हिन्दी का प्रयोग प्रसार बढ़ाने के लिए लागू की गयी प्रोत्साहन पुरस्कार योजनाएँ।

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