

I/274866/2024

दक्षिण रेलवे/SOUTHERN RAILWAY

No. SA/P.135/Co-ord/AMM/70%

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/ Personnel Branch,
सेलम/ Salem - 636 005,
दिनांक /Date: 10.01.2024.

Sr.DMM/SA

Sub: 70% selection for the Group-B post of AMM-Stores Department in
Pay matrix Level-8-through Centralized Computer Based Objective
Type Examination(CCBT)-Special Drive-Reg.,

Ref: PCPO/MAS letter No. P(G)532/V/AMM-70% Selection (Special
drive)/CCBT/2023-04 dated 09.01.2024

The copy of notification vide above reference received from PCPO / MAS
for 70% Selection for the Group- B post of AMM -Stores Department in Pay
matrix Level-8-through Centralized Computer Based Objective Type
Examination(CCBT) is enclosed herewith for kind information and necessary
action.

The applicant may be advised to go through the guide lines such as
eligibility criteria, Selection Procedure, General instructions for filling up the
same through **“ONLINE MODE” from 09.01.2024 hrs to 15.01.2024**

Wide publicity may be given to staff working under your control.

Encl: As above

Digitally Signed by
Devikumari Ah
Date: 10-01-2024 16:18:56
Reason: Approved

(A.H Devikumari)
Assistant Personnel Officer/Genl.
for Sr. Divisional Personnel Officer/SA

Copy to: Concerned Supervisors
DSs/SRMU/SA, AI SC/ ST/SA, AIOBC REA/SA

SOUTHERN RAILWAY

General Manager's Office,
Personnel Department,
Chennai - 600 003.
Date: 09.01.2024.

No: P(G)532/V/AMM70%(Spl Drive)/2023-24

DGM Co-ordination & Secretary to GM for kind information of GM, SDGM & CVO, PCMM, CAO/CN/MS, ERS, CMM/M/PER, CMM/CN/PER, CMM/S/PER, CMM/HQ/PER, CPD/RE/MS, CWM/CW/PER, CWM/LW/PER, CWM/GOC, DRM/P/MAS, TPJ, TVC, PGT, MDU, SA, Principal/MDZTI/TPJ WPO/GOC, DGM/G, Sr.EDPM/MAS, Dy.CMM/CW/PER, Dy.CMM/GOC, Dy.CMM/S&T/WS/PTJ, Sr.DMM/MAS, TPJ, TVC, SA, PGT, SMM/LW/PER, DMM/MDU, AMM/P&S/RPM, Secy. to PCMM, AMM/TSD/AVD, DSD/GOC, BS/AJJ, CN/MS, APO/Stores/PER.

Sub: 70% Selection for the Group-B post of AMM - Stores Department in Pay Matrix Level-8 -through Centralized Computer Based Objective Type examination (CCBT) - Special Drive - Reg.

Ref: Railway Board's Letter No.E(GP)2022/2/4 dated 14.12.2023 circulated as PBC No.247/2023 and other related letters circulated as PBC No. 203/2022, 213/2022, 236/2022, 241/2022, 242/2022 & 01/2024.

1. Railway Board have decided that a Special Group "B" Selection drive shall be carried out to fill up the Gazetted vacancies prevailing on the Railways vide letter dated.14.12.2023 circulated as PBC No.247/2023, subject to other conditions specified therein. Accordingly, it is proposed to conduct 70% Selection for the Group-B posts of AMM in this Special Drive, in Pay Matrix Level-8 in Stores Department through Centralised Computer based test to be conducted by NAIR/ Vadodara. **Eligibility, Method of Selection, Syllabus(Circulated vide PBC No.236/2022) and Instructions regarding applying online is attached as Annexures "A", "B", "C" & "D" for guidance.**

2. In order to facilitate conduct of the written examination as per the schedule advised by Board, it has been decided to call for applications expressing willingness or otherwise from the eligible employees in the integrated seniority List which was utilized for the vacancy cycle 01.01.2023 to 31.12.2024 duly deleting the name of the employees who have retired, empanelled, etc., as this special drive is a part of the Selection/LDCE notified and concluded for the current vacancy cycle 01.01.2023 to 31.12.2024. The List of employees who are coming within the normal zone of consideration is included in the Main List and a Reserve List consisting of the names of additional eligible employees are attached as **Annexures "E" & "F"**. The employees in the Reserve List (**Annexure "F"**) may please note that they will be considered only to the extent of number of employees from the Main List who expresses unwillingness to attend the selection.

3. The Vacancies assessed are as follows:-

UR	SC	ST	Total*	PwBD
0	0	01	01	01

*Total vacancy includes one vacancy earmarked for PwBD which is horizontal reservation.

[Signature]
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A vacancy is earmarked for PwBD (c) Category as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as LD-OA/OL, Leprosy Cured, Acid Attack Victims (Locomotor disability) in terms of Railway Board's letter dated 14.11.2022 (PBC No.242/2022).

Category	Functional Classification	Physical Requirement
(c)	LD-OA/OL, Leprosy Cured, Acid Attack Victims	S,ST,BN,W,SE,MF,C,RW,H

As per the available information there is no "ST" with PwBD employees in the normal or extended zone of consideration. However, the eligible PWBD employees with functional classification specified in (c) Category as per DoP&Ts Office Memorandum dated 17.05.2022 circulated vide PBC No.107/2022 and with functional classification as LD (Locomotor Disability) -OA/OL, Leprosy cured, Acid Attack Victims and fulfilling the specified physical requirements are requested to express their willingness / unwillingness even though their names may not be figuring in the Main/Reserve List.

However, it may be noted that the final eligibility of these PwBD employees will be decided based on the revised Main and Reserve List duly arrived at by taking into account the seniority position of the PwBD employees who have applied in response to this notification and are found eligible.

4. Eligible employees whose names appears in the Main List or in the Reserve List (Annexure "E" & "F") should express their **willingness / unwillingness** for the selection to the post ONLINE in the link www.srhqpb.in.

Registration of application online – Date of Opening	09.01.2024 – 16.00 hrs
Registration of application online – Date of Closing	15.01.2024 – 23:59 hrs
Last date for forwarding the online applications received by Personnel Officers (concerned) to Headquarters.	19.01.2024 – 17:00 hrs

5. It may be noted that those employees in the Main List and Reserve List who fail to express their willingness/ unwillingness on or before 15.01.2024, will be presumed to be unwilling to take part in the selection and subsequent claim if any in this regard will not be entertained at any circumstances.

6. Final List of employees eligible to appear for the written examination will be advised on receipt of willingness/unwillingness as called for above

7. As vacancies are also earmarked for 'ST' employees, Pre Promotional Training (PPT) for employees belonging to ST community will be organized before written examination. The Reserved community (ST) employees who are willing to write the written examination without undergoing PPT may do so, duly exercising their option in the online application form. Employees belonging to Reserved Community (ST), who have expressed their willingness to attend PPT, if they fail to attend the PPT on the specified dates, will have to appear for the Written Examination without such PPT being imparted.

8. **No supplementary examination will be conducted for this Special Drive Selection.**

9. **Wide publicity of this notification should be given to all staff including those who are on deputation, training, leave/sick.**

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10. How to apply: -

Employees are advised to carefully read the entire instructions and information available on the official websites of sr.railnet.gov.in, sr.indianrailways.gov.in, srhqpb.in and nair.indianrailways.gov.in before filling up the application online. Employees should apply for the post ONLINE by visiting the official website www.srhqpb.in

The detailed instructions for filling up the online application is available in the web portal www.srhqpb.in and also enclosed herewith as **Annexure "D"**.

Applicant must note that, if any information furnished by him/her is found to be false at a later stage, the application/candidature is liable for rejection. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.

The applications received will be treated as "Invalid/Ineligible" on the following grounds.

- (i) Unsigned application.
- (ii) Application without affixing latest photograph.
- (iii) Application without verification and certification by Supervisory/Controlling official.

11. Instructions to the forwarding Cadre controlling officials:-

The respective cadre dealer / controlling Stores Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website srhqpb.in and also forwarded in e-office to the undersigned as e-receipt on or before **17:00 hrs of 19.01.2024**.

It may be strictly ensured that only the applications which are found eligible to be forwarded to headquarters.

The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.

The community status of the employees belonging to SC/ST may be verified and certified by the cadre controlling Stores Officer duly enclosing the attested copies of the community certificate.

The details of court cases if any against the seniority or substantive status of the employees who have submitted their application for the above selection may be advised separately to this Office by the controlling Officer in e-office to APO/Gaz/HQ/MAS on or before **19.01.2024**.

If volunteers are undergoing penalty of reduction to lower grade or are under suspension or any departmental proceedings have been initiated for major penalty, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.

The SR/APARs of the employees who have volunteered must be kept in readiness by the controlling Officers concerned and should be sent immediately to this Office whenever called for.

12. All those eligible volunteers should be in readiness to appear for the written examination as per the schedule advised by NAIR/BRC and Railway Board. The CBT written examination is scheduled to be held on 25.02.2024 by NAIR/BRC.


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- 13.** The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. They shall be in contact with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533 Ch. OS/Gaz : 22710

Since, this CBT is being conducted by NAIR/BRC, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

- (a) SR Railnet – sr.railnet.gov.in
- (b) SR Internet – sr.indianrailways.gov.in
- (c) SR HQ PB – srhqpb.in
- (d) NAIR – nair.indianrailways.gov.in

In addition to the above, candidates are instructed to check their email provided by them in the application for any updates.

- 14.** For any assistance with regard to the above – the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri. Krishna Naik	CSWI/Stores/PER	9030840182

- 15.** The tentative selection calendar for the above selection:

Particulars	Date
Registration of application online – Date of Opening.	09.01.2024 – 16.00 hrs.
Registration of application online – Date of Closing.	15.01.2024 – 23:59 hrs.
Last date for receipt of online applications at Headquarters from respective units	19.01.2024 – 17:00 hrs.
Publication of eligibility List	25.01.2024
Pre Promotional Training	29.01.2024
Publication of Final Alert notice	21.02.2024
Date of Written examination (Main) – CBT by NAIR/Vadodara	25.02.2024
Publication of Results	20.03.2024
Date of Viva Voce	02.04.2024
Publication of Panel	05.04.2024

- 16.** Please acknowledge the receipt of this letter with date without fail.

Please Note: - No supplementary examination will be conducted for this Special Drive Selection. The last date for applying online by employees is 18.01.2024 (Upto 17:00 hrs.)

Encl.: Annexures “A”, “B”, “C”, “D”, “E” & “F”


(Shikha Lal)
Dy.Chief Personnel Officer/Gaz
for General Manager

Copy to : PCPO, CPO/Admn., CPO/G, CPO/IR
Dy.CPO/ R&W, IR & Trg, Co-ord, Gaz.
SPO/Co-ord., APOs/Gaz, Welfare, T,M&E, Genl.
All Chief OSs,/OSs of HQ/PB,
Dy. Chief Enquiry Officer/HQrs, Dy. CPLO/HQrs
GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA

Eligibility for the Selection (70%) for promotion from Group-‘C’ to Group-‘B’ service for the post of AMM against 70%-Stores Department:

Non-ministerial Group ‘C’ staff of the Stores Department and such of ministerial Group ‘C’ staff working in Stores department who have opted for further advancement in the Stores Department itself and are holding the post in level - 6 (Rs.35400-112400) and above in the pay matrix with three years of regular service in level - 6 (Rs.35400-112400) and above in the pay matrix (including regular service rendered in the corresponding pre-revised grades) as on 01.01.2023 and who are coming within the zone of consideration from the Integrated Seniority List dated 18.11.2022 are eligible to apply for 70% Selection.

A handwritten signature in black ink, followed by the date 9.1.2024 written diagonally below it.

Annexure "B"

Method of Selection for promotion from Group-'C' to Group-'B' service for the post of AMM against 70%-Stores Department:

The selection will be on the basis of written exam, viva-voce and record of service.

In terms of RBE No. 53/2019 dated 19.03.2019 (PBC No. 47/2019), the written examination will comprise of **one paper** which will have **100% Objective type Multiple Choice Questions with 2 hours duration**. The question paper will be in Hindi and English.

In terms of PBC No. 213/2022, the paper will be of **100 marks** and distribution will be as under:

Sl. No	Description	Maximum Marks	Qualifying Marks
1	<u>Written Examination:</u> a) Professional subject including optional questions of 10 marks on Official language policy and Rules b) Establishment and Financial Rules	70 Marks 30 Marks	100 60
2	Viva voce	25	30 (including at least 15 marks in record of service)
3	Record of service	25	

There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, 10% of the marks out of total 100 marks for testing the Professional ability, should be set apart for questions on Official language policy and Official language rules.

Best among failed scheme for candidates belonging to reserved categories (SC/ST) in non-safety category posts will be applicable as per existing instructions.

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (b) of Indian Railway Medical Manual duly invoking Railway Board's letter No. 2006/E(GR)I/15/4/RR dated 30.08.2018 and only those who qualify in the written examination and declared medically FIT for Group 'B' service will be called for viva-voce in terms of Railway Board's letter No. E(GP)80/2/8 dated 31.10.1991.

The Panel will be formed consisting of employees who qualify in the selection, corresponding to the number of vacancies for which selection is held. Employees securing grading as 'Outstanding' will be placed on the top followed by those securing grading as 'Good', inter-se seniority within each group being maintained.


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**SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GROUP 'B' POST
OF AMM/ADMM IN STORES DEPARTMENT (Circulated vide PBC
No.236/2022)**

Part-A**Professional Subject**

- 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.
- 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
 - xiii) Buy back system of purchase
 - xiv) Green procurement
 - xv) Composite contracts and strategic procurement
- 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:

[Signature]
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- 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

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
 - (1) Extension of DD/Modification of PO
 - (2) 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

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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 ISO Certification/ 5S Certification/ 6 Sigma Certification:

Procedure for obtaining the certification & subsequent compliance for continuation of the same:

- a) For Purchase Office,
- b) For stores depot

16 Paperless Working:

- a) e-Office
- b) Digitally signed electronic reports in iMMS and IREPS

17 Online acceptance of tenders:

Technical Scrutiny, Tender Committee Minutes preparation & Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order

18 Procedure for keeping/retention/destruction of official records

19 Stores Depots:

- a) Location
- b) Functions
- c) Typical Layout of a stores depot

20 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


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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

21 Depot Organization:

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

22 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

23 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

24 Sampling for Inspection:

- a) Sampling Methods
- b) Indian Standards relating to Sampling

25 Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items

26 Receipt & Issue of Stores on iMMS:

- 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

27 Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.

28 Imprest Stores:

- a) Procedure for issue and supply of Imprest Stores
- b) Road contract and its Management

29 Returned Stores through iMMS:

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


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30 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

31 Purchase by Depot/Divisional Officers:

- a) Purchase Powers- Local & Cash Purchases
- b) Digital recoupment of cash imprest

32 Important Components & its usages:

In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

33 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

34 Inter-depot transfers & Clearance of SINT suspense

35 Stock Verification:

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

36 Classification of Heads of Accounting & Various Suspense Heads relating to Stores

37 Codification:

- i) Stores nomenclature & price lists (Unified & Non-unified)
- ii) Unified Vendor Code
- iii) Consignee Code
- iv) Advantages of codification

38 Standardization & Variety reduction

39 Provisioning & Recoupment of Stores:

- a) Maxima Minima Method
- b) Annual Review Method
- c) Main Depot-Sub depot arrangement
- d) Economic Order Quantity (EOQ)


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- e) Lead time & Safety/Buffer Stock
- f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
- g) Various forecasting statistical techniques

40 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

41 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

42 Audit:

Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.

43 Accounts:

Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.

44 M&P, RSP and Works Program

45 Features of MS-Word, Excel, PPT

46 Exception Reports and Action Documents generated on iMMS.

47 Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)

OFFICIAL LANGUAGE POLICY & RULES


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II. Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Re-appropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

III – Establishment Rules

- 1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.


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INSTRUCTIONS FOR ONLINE APPLICATIONLink for applying online - www.sr.hqpb.in**Instructions to Candidates: -**

- (i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- (vi) The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (for SC only) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.**
- (vii) Employee can thereafter login either by using “IPAS number & date of birth” or “Application number & date of birth” for uploading above scanned copies by using the “Upload the application” option in the portal.
- (viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.
- (ix) For any assistance required with regard to the above **Shri. Krishna Naik, CSWI/Stores/PER** may be contacted in the mobile number **9030840182** during office hours.

Instructions to Personnel Department Officer -

- (i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer/ Divisional Officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online** application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of **19.01.2024**.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- (v) Divisions and units may set up suitable helpline and give wide publicity to the same along with details including mobile number of the person who can be contacted for any assistance.



Annexure "E"

Main List – Based on Integrity Seniority List (Stores Department) published vide letter No. P(S)612/V/Seniority Vol.II dt.18.11.2022

S.No	NAME S/SHRI SMT.	COMM	DESIG	STATION	DOB	DOA	DOE In to	
							LEVEL-6 GP.RS.4200	LEVEL-7 GP.RS.4600
1	M.PATCHIAPPAN	ST	CDMS	GSD/PER	11.05.1965	24.09.1987	24.12.1990	11.07.1996
2	R.RAJAMOHANKU MAR	ST	CDMS	GOC	10.04.1964	03.10.1986	18.01.1991	01.11.2003

[Signature]
9.1.2024

Reserve List – Based on Integrity Seniority List (Stores Department) published vide letter No. P(S)612/V/Seniority Vol.II dt.18.11.2022

S No	NAME S/SHRI.SMT.	COMM	G	DESI	STATION	DOB	DOA	DOE in to	
								LEVEL -6 GP.RS.4200	LEVEL-7 GP.RS .4600
1	B.M.LAKSHMIPATHY RAO	ST		CH.OS	PCMM/O/PER	21.02.1969	05.10.1990	03.02.1999	01.11.2003
2	THEODAR MUNDU	ST		CDMS	ELSD/AJJ	02.02.1968	08.02.1993	16.12.1996	20.01.2012
3	G.V. LAKSHMANA RAO	ST		CH.OS	PCMM/O/PER	22.11.1969	07.09.1990	03.02.1999	01.11.2013
4	GRACELET SAMUEL	ST		CH.OS	TSD/AVD	05.01.1966	11.04.1991	28.01.1999	01.11.2013
5	V.P. KUMAR	ST		CDMS	GSD/PER	30.07.1969	21.11.1992	21.03.2002	01.11.2013
6	M.S. RAVI	ST		CH.OS	TSD/AVD	16.06.1966	17-09-1990/ 01-07-1992	22.05.2003	01.11.2013
7	R. SURESH	ST		CDMS	MSD/PER	06.06.1968	30.04.1991	10.06.1996	01.11.2013
8	MARITHIRUPALU	ST		CDMS	BS/AJJ	16.07.1974	07.01.2004	04.08.2004	01.11.2013
9	NAGA V DURGA RAO KOKKIRI	ST		CDMS	TBM	19.06.1981	05.01.2007	16-02-2012	18.08.2016
10	A. ARUNACHALAM	ST		CH.OS	SA Division	01.05.1969	01.06.1989	20.06.1998	16.09.2019
11	D. SARGUNAVATHY	ST		CH.OS	PCMM/O/PER	09.05.1968	15.04.1992	12.02.1999	16.10.2019
12	K.RAJU	ST		CH.OS	LSD/PER	31.05.1968	03.03.1994	22.03.2002	10.03.2021
13	MURALIDHARLAXMAN PARATE	ST		CH.OS	GOC	27.12.1980	12.01.2007	19.01.2009	26.08.2021
14	G.THANGAPU TOMBING	ST		CH.OS	LSD/PER	01.03.1969	03.06.2004	03.04.2012	27.09.2022
15	TUSIL KUMAR TUDU	ST		CDMS	DSD/ED	03.06.1974	08.03.2006	26.07.2018	24.08.2022
16	RAMACHANDRA BIRULY	ST		DMS	ELSD/ED	08.01.1978	10.03.2006	19.08.2019	10.11.2022
17	SOVMIYAN	ST		OS	CSD/PER	01.06.1969	28.06.1991	30.10.1993	—
18	K.JANARTHANAM	ST		OS	LW/PER	02.06.1969	09.05.1991	19.02.1999	—
19	AMAR KUMAR SINGH	ST		OS	PCMM/O/PER	13.04.1976	27.07.2006	02.08.12 14.03.13	—
20	MEENA TAMSOY	ST		OS	PCMM/O/PER	16.06.1976	29.07.2006	19.10.13/ 13.08.14	—

9.1.2024