

Northern Railway

Headquarter Office,
Baroda House,
New Delhi.

P.S.No. 16037/2025

No.: 831-E/004/Policy/Pt.III/EIIBII

Dated- 22.07.2025

The Medical Director, Northern Railway,
Central Hospital, Basant Lane, New Delhi.
DRMs/P- DLI, FZR, LKO, MB, UMB & JAT
CAO/C, K.Gate/DLI, CAO/C USBRL/Satyam Complex, TrikutaNgr/JAT.
CWM/CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB.
Dy. CMM/SSB, AMV-LKO & JUDW
Chief Manager (Ptg. & Sty) Punjabi Bagh, Delhi.
Dy.CE/Bridge, CB-LKO, JUC & TKJ.
Dy.CE/TMC/Line, State Entry Road, New Delhi.

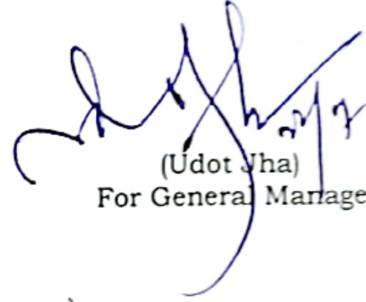
Sub:-Preparation of syllabus and question bank for selction of group-C post.
Ref: Pr. Chief Material Manager/Store Department's letter no. 32-S/36/MDP/2025 Dated:
16.07.2025.

In reference to above subject, the syllabus for the selection of Group-C (Level-6) is enclosed herewith for your information and necessary action please.

The above P.S. No. is available on the website given as under:-
<https://nr.indianrailways.gov.in>

Hindi version will follow.
Please acknowledge the receipt.

DA/As above.


(Udot Jha)
For General Manager/P

Copy to:

1. All PHODs and All Officers of Personnel Deptt., HQ Office, Baroda House, New Delhi.
2. Genl. Secy./NRMU (T), Chelmsford Road, New Delhi.
3. Genl. Secy./URMU (12, Chelmsford Road, New Delhi-110 055).
4. Genl. Secy./AIOBC Rly. Emp. Assn., North Zone Office, Baroda House, New Delhi.
5. Zonal Secy. All India SC/ST Rly. Emp. Assn., North Zone Office, Baroda House, New Delhi.
6. Genl. Secy./NRPOA, Room No. 301, Illrd Floor, Basant Lane, New Delhi.
7. Dy. CPO/IT, HQs Office, Baroda House, NDLS for uploading on the website.

SYLLABUS for selection of DMS – Level-6	
#	Description
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. Purchase and non-purchase activities in HQ Office.
4	Cannons of Financial Propriety & its application to Stores Matters.
5	Delegations of Powers: (i) Its need & necessary safeguards. (ii) Schedule of Powers (SOPs) (iii) Powers of PCMM & other officers for: (a) Purchase (b) Sale (c) Write off (d) Other misc. matters
6	Purchase of stores: i) Rules of entering into a Contract ii) Important Stages in purchase cycle iii) Purchase Policy & Rules of IR and GFR Provisions iv) Channels & Procedures of purchase of indigenous stores v) Modes of tendering (including PAC purchase) & their limitations vi) Tender consideration; a) Price determination (Reasonability/Workability) b) Negotiations, Cartel Formation & related instructions c) Concept & constitution of Tender Committee vii) Purchase of M&P/RSP items including CMC viii) Purchase of items through approved sources ix) Emergency Purchase. x) Basics of IMMS & e-Procurement xi) Procedures/Manuals related to IMMS and IREPS xii) Procurement through GeM (Goods & Service) xiii) Reverse auction xiv) Price variation clause and its operation xv) Buy back system of purchase xvi) Green procurement (Sustainable Public Procurement) xvii) Composite contracts and strategic procurement xviii) Single Packet / Two Packet procurement system xix) Procurement of POL items xx) Procurement of Steel items xxi) Procurement of Engineering items xxii) Procurement of Medical items xxiii) UVAM xxiv) Works Programme & New Technology advancement and user expenditure + works contracts
7	Purchase through Centralized agencies like: Railway Board, BLW, CLW, etc.

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	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 e) Role of Stores department in vendor development
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 Deptt.
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 c) e-PCDO/MCDO
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 store's depot d) User depot module e) RP(UP) Act & Security of Railways Stores f) Procurement of WTA
20	Design Aspects of a Typical Stores Depot/Warehouse: -

	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, POL 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
30	Sale of Railway Materials including Scrap 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) as well as rolling stock 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 j) Disposal of NIL value scrap k) TDS & GST l) Refund procedure j) Delivery of sold lots, leavy ground rent etc.
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) Booking of goods by trains/Parcel/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

44	M&P, RSP and Works Program
45	Features of MS-Word, Excel, PPT (PDF, JPG & other important File format), email/NIC mail, Data base management (DBMs).
46	Exception Reports and Action Documents generated on IMMS.
47	Computerization of User Depot and Integration with IMMS/IREPS (User Depot Module).
48	Personnel: - Establishment matter such as Conduct rules, Leave, Pass, Transfer, Promotion, MACP, PNM, D&AR & case studies, Vigilance clearance, Vigilance Do's & Don'ts & case studies, RTI Act, Industrial Relations, राजभाषा, General Awareness etc.