

DISCLAIMER

The following model questions and answers are only for the guidance of the candidates appearing for the Gr.B selections for the post of AMM in Stores Department only and the question papers may not be set based on this set of questions and hence the candidates shall not have any claim over any of these model questions in the examinations. Stores Department of SCR will not take any responsibility for these questions for the Gr. B selection examinations and candidates must follow latest guidelines from Railway Board/South Central Railway. Efforts have been made to cover the syllabus for LDCE (30%) Selection and Regular (70%) selection. For the matters of syllabus which are partly covered and/or not covered in this question bank, candidates are requested to prepare on their own duly referring the syllabus applicable if any. The answers are given for guidelines purpose only. Actual answers to be made in examination must be based on the instruction given in the Question Paper including marks allotted therein. Candidates are advised to go through latest SOP and correction slips issued from time to time. They are also advised to go through latest circulars of Railway Board. The candidates shall write the answers based on latest SOP and correction slips issued from time to time and latest circulars of Railway Board.

INDEX

Part No.	Question No	Description
Part-I	01 - 86	Section-A: Objective Questions
Part-II	87 - 222	Section –A Objective Questions
Part-II	1 - 75	Section-B: Descriptive Questions
	76 – 116	Section-B: Descriptive Questions
	159 - 190	Section-B: Descriptive Questions
	117 - 158	Rajbhasha (Hindi) Questions

QUESTION BANK FOR PROMOTION FROM GROUP 'C' TO GROUP 'B'

PART-I

Section A- Objective Questions:

1. PCMM is responsible only for Numerical accountal of materials and is not required to keep any general accounts of the Stores transactions. (True/False)

Ans: True

2. It is the job of the user departments to estimate the quantity to be procured in case of Stock items. (True/False)

Ans: False

3. Stock items as well as non-stock items are allotted 8-digit PL numbers (True/False)

Ans: True

4. Part supply against an order constitutes acceptance by the supplier of the terms and conditions of the purchase order, even if the terms and conditions vary from the supplier's offer. (True/False)

Ans: True

5. Firms registered with NSIC are exempted from submission of security money against tenders for safety items. (True/False)

Ans: False

6. Procurement as per sample is generally preferred. (True/False)

Ans: False

7. In case of procurement from approved firms, developmental order can be given to unapproved firms having capacity/capability etc. (True/False)

Ans: True

8. In case a single offer is received against an advertised tender, the case shall normally be retendered. (True/False)

Ans: False

9. Risk purchase tender has been dispensed with for supply contracts when 10% security money has been taken from the supplier. (True/False)

Ans: True

10. Against a supply contract, purchaser is bound to agree to supplier's request for delivery period extension. (True/False)

Ans: False

11. Delivery period of "200 nos. to be supplied per month" implies that it is a severable contract. (True/False)

Ans: False

12. The purchaser can either impose Liquidated damages or initiate Risk purchase action for the quantity which the supplier has failed to supply during the stipulated delivery period. (True/False)

Ans: False

13. The time period available for Risk purchase is 9 months for items which are not easily available. (True/False)

Ans: True

14. India has a form of government. (Quasi federal/Federal)

Ans: Quasi federal

15. The Indian Parliament consists of houses called

Ans: Two, Lok Sabha & Rajya Sabha

16. A member of Rajya Sabha has a term of ... years.

Ans:

17. The first President of India was

Ans. Dr. Rajendra Prasad

18. Gir forest in India is located in the state of

Ans: Gujarat

19. 'My Experiments with Truth' is a book written by

Ans: Mahatma Gandhi

20. is known as the Father of the Indian Constitution.

Ans: Dr. Bhimrao Ambedkar

21. The constitution of India came into effect on

Ans: 26th Jan, 1950

22. is known as the "Father of the Green Revolution in India

Ans: M.S. Swaminathan

23. National Anthem of India has been written by

Ans: Rabindranath Tagore

24. The national song of India is, which is written by

Ans: Vande Mataram, Bankim Chandra Chattopadhyay

25. United Nations Security council has permanent and non-permanent members.

Ans: 5, 10

26. Dy.CMM at HQ. can accept Tender Committee recommendations for purchase of items valuing upto:

- a. Rs. 5 Lakhs
- b. Rs. 10 Lakhs
- c. Rs. 8 Lakhs
- d. Rs. 1 crore

Answer: d

27. Deleted

28. Track fittings are purchased by:

- a. Stores Department
- b. Mechanical Department
- c. Engineering Department
- d. Traffic Department

Answer : c

29. Purchase of imported WTA items is handled by

- a. RWF
- b. ICF
- c. Zonal Railways
- d. Railway Board

Answer : d

30. Time elapsed from the date of realization of need of recoupment to the physical receipt of material is termed as

- a. Buffer time
- b. Interim period
- c. Contract period
- d. Lead time

Answer : d

31. Stock which provide for an emergency in case of default by the suppliers and also to take care of fluctuations in consumptions, is known as

- a. Emergency stock
- b. Buffer stock
- c. Ordinary stores
- d. Custody stock

Answer : b

32. Outstanding quantities against all live purchase orders are termed as

- a. Covered dues
- b. Uncovered dues
- c. In process dues
- d. Dead dues

Answer : a

33. Convener of the tender committee in stores purchases is the

- a. Technical member
- b. Accounts member
- c. Mechanical member
- d. Stores member

Answer : d

34. In case of imported consignments, Bill of Lading is similar to

- a. Railway Receipt

- b. Bill of Entry
- c. Letter of Credit
- d. None of the above

Answer : a

35. In case of tender accepted by Railway Board or GM, the competent authority for granting DP extension is

- a. PCMM
- b. CMM
- c. GM
- d. None of the above

Answer : a

36. The finance member of the tender committee in case of tender value of Rs. 1.5 crores is

- a. FA&CAO/WST
- b. Dy.FA&CAO
- c. Sr.AFA
- d. AFA

Answer : b

37. The tender quantity is 100 nos. The lowest acceptable offer is @ Rs. 50,000/- each + GST @ 12%. What will be the level of TC?

- a. SAG level TC
- b. JAG level TC
- c. Senior Scale level TC
- d. None of these

Answer : c

38. GM's power of purchase of imported stores is

- a. Rs. 25 crores
- b. Rs. 50 crores
- c. Full Powers
- d. Rs. 40 crores

Answer : c

39. GST is calculated on

- a. Basic cost of the material
- b. Basic cost of the material & packing charges
- c. Basic cost of the raw material.
- d. Basic cost of the material + forwarding charges + freight charges

Answer : d

40. Inspection of items placed in Annexure B items of RDSO vendor list for Mechanical wagon items can be done by

- a. RITES
- b. Consignee
- c. RDSO
- d. None of the above

Answer : c

41. As per Railway Board guidelines, provision for 30% quantity option clause has been made mandatory in tenders for fixed quantity contracts valuing above

- a. Rs. 10 Lakh
- b. Rs. 75 Lakhs
- c. Rs. 50 Lakhs
- d. None of the above

Answer : b

42. Expand the following :

KVIC :Khadi & Village Industries Commission

NSIC : National Small Scale Industries Corporation

MMTC: Minerals and Metals Trading Corporation

IEEMA: Indian Electrical and Electronics Manufacturers Association

DDO: Direct Demanding Officer

FOB: Free On Board

43. For safety items PO vetting is required for value more than_____

Ans: Rs. 15 lakhs.

44. The powers of PCMM for direct purchase of stores is limited to Rs_____

Ans: Rs. 200 Crores

45. TC recommendations above Rs.200 cr and below Rs 500 cr are accepted by_____

Ans. AGM.

46. Powers of PCMM to approve limited tender in case of emergency is restricted to Rs_____

Ans: Rs.10 crores.

47. Powers of PCMM to approve single tender when PAC 'A' is certified is restricted to Rs_____

Ans: Rs. 15 lakhs.

48. Powers of PCMM to accept single Tender purchase from Stock Yards/buffer imports of M/s SAIL, TISCO, IISCO, RINL in respect of Steel items and to make 100% payment in advance to them is limited to_____.

Ans: Rs. 10 crores.

49. Powers of PCMM to write off the loss (without finance concurrence) due to Risk Purchase, General damage, liquidated damage is limited to Rs_____.

Ans: Rs. 1.5 lakhs

50. Non stock indents above Rs 45 lakhs have to be approved by_____

Ans: PHOD/CHOD of department.

51. Powers of Dy.CMM/Depot to sanction repair (other than servicing, lubrication and oil change etc of motor vehicles by local firm) to motor vehicles by authorised/local firms of repute is limited to _____

Ans: Rs. 10000 per occasion.

52. Powers of Divisional Stores Officers and Depot Stores Officers for purchase of items through normal mode of tenders (Open, limited, Bulletin and Single Tenders) is equal to _____

Ans: HQ officers.

53. The contract to convert raw material into a finished product is called_____

Ans: Fabrication Contract.

54. Total stores purchase value in Indian Railway as per Annual Statistical Statement 2015-16 is approximately;

- a. 3100 cr
- b. 43347 cr
- c. 1900 cr
- d. 19000 cr

Ans: (b)

55. Average Turn over ratio w/o fuel for Indian railway as per Annual Statistical Statement 2016-17 is;

Ans: 9%

56. Total value of scrap sold by Indian railway as per Annual Statistical Statement 2016-17 is approximately;

Ans: 2717.90 cr.

57. Which of the following exercise is being monitored by railway board on regular basis;

- a. PL verification
- b. PL allocation
- c. PL unification
- d. PL duplication

Ans: (c)

58. UTS and PRS stand for _____:

Ans:

UTS: Unreserved ticketing system

PRS: Passenger Reservation System

59. The source of revenue in printing of UTS and PRS tickets is:

Ans: Advertisement.

60. What are the 2 types of forms used in railway?

Ans: Standard form and local form.

61. Into how many climatic zones, Indian Railway is classified for supply of uniforms;

Ans: 5

62. The categories of staff, eligible style and scale for each category separately for summer, winter etc. are given in _____?

Ans: Dress regulation.

63. When was the Railway Budget merged with General Budget

Ans. 2016-17

64. The proposals for the incurrence of expenditure by the railways are to be presented to the Parliament in the form of _____.

Ans: Demands for Grants.

65. Arrange the following budgeting stages in the increasing chronological order: Final modification, Revised Estimate

Ans: Revised Estimate, Final modification

66. Revised estimates must reach Railway Board before _____.

Ans: 2nd /3rd Week of December.

67. The plan head for stores suspense is _____.

Ans: PH-71

68. Stores budget is part of demand no _____.

Ans: 16.

69. Suspense balance includes _____;

Ans: Purchase suspense, Sale suspense, stock adjustment account and SINT.

70. Money allotted for purchase of stock items is called

- a. Purchase money
- b. Purchase balance
- c. Purchase suspense
- d. Purchase grant

Ans: (d)

71. The register maintained by store accounts for stores budget control is called _____;

Ans: Liability register

72. On which committee's recommendations; Railway budget was separated from general budget?

Ans. Acworth Committee.

73. When were Railway finances separated from general govt budget?

Ans: 1924.

74. The main objective of ZERO BASED BUDGETING is;

Ans: Management by Objective

75. The detailed distribution of budget allotment made to railway administrations is contained in ;

- a. Yellow book
- b. Green book
- c. Pink Book
- d. White Paper

Ans: (c)

76. Transfer of funds originally assigned for expenditure on a specific object to supplement the funds sanctioned for another object is called_____.

Ans: Re-appropriation.

77. For PO values of Rs.1,68,75,700/- and Rs. 16,87,70,000/-, firm should deposit Security Deposit of ----and ----- respectively.

- a. Rs.16,87,570/- and Rs.20,00,000/-
- b. Rs.16,87,570/- and Rs.50,00,000/-
- c. Rs. 16,87,570/- and Rs.20,00,000/-

- d. Rs. 10,00,000/- and Rs.16,00,000/-

Ans: (B)

78. As soon as the offer of the tenderer is accepted, the contractor has to deposit SD

- a. Within 30 days of the posting of written notice of acceptance
- b. Within 25 days of receipt of the communication
- c. Within 21 days of receipt of the communication
- d. Within 14 days of the posting of written notice of acceptance

Ans :D

79. Offers received after closing of tender box, but before opening of tenders , are called

- a. Late Tenders
- b. Delayed Tenders
- c. Limited Tenders
- d. Open Tender

Ans. B

80. IRS Terms and conditions Para-2900 deals with

- a. Consignee's right of rejection
- b. Book Examination Clause
- c. Arbitration in case of dispute
- d. Force Majeure Clause

Ans: C

81. A firm has entered into a contract with Railway to supply an item free off any cost. In the eye of Law

- a. Penalty can be imposed on firm in case of failure in supply
- b. Contract is not enforceable.
- c. Contract is enforceable, but penalty cannot be imposed
- d. Firm should be considered in future based on supply contract

Ans: (B)

82. As per IRS Terms & Conditions Arbitration Clause, who should appoint arbitrator in case of dispute in contracts entered into by Production Units

- a. Member of the Railway Board
- b. High Court
- c. PCMM
- d. GM

Ans: (D)

83. As per Arbitration & Reconciliation Act 1996 and Arbitration & Reconciliation Amendment Act 2015, annual rate of interest on award amount after the date of award is----- .

- a. 12%
- b. 8%
- c. 2% more than the prevailing rate of interest as per date of award.
- d. Dependent on prevailing bank rate.

Ans: (C)

84. As per Sales of Goods Act 1930, in contracts of Sale, amount increased owing to increase in Tax should be paid to seller

- a. Always
- b. Only if SVC is in the contract
- c. Unless a different intention appears from the terms of contract.
- d. Never

Ans: C

85. In case of Rate Contract

- a. Quantity. Rate., Consignee is stipulated
- b. Only rate is stipulated
- c. Quantity and Rate is stipulated
- d. Quantity, rate and Delivery Period is stipulated.

Ans: (B)

PAPER - II

Section A- Objective Questions:

86. What is the minimum value limit of the purchase order for purchase of 'Bleaching powder' to be pre-inspected by RITES:

- (a)Rs 1 lakh(b) Rs 5 lakh
- (c)Rs 2 lakh(d) Rs 4 lakh

Ans.(b)

87. Which among following is not a material inspecting agency:

a) RDSO (b) DOI c) IRTS (d) RITES Ans. (c)IRTS

88. As per IRS conditions of contract, what is the maximum period from the date of receipt of material in which material pre-inspected at the firm's premises can be rejected at consignee end, if found unsuitable?

- a) 30 days(b) 45 days
- b) 60 days(d) 90 days

Ans.(d)90 days

89. What is the period after which Electronic weighbridges need to be calibrated and certified by weights & measures deptt. ?

Ans.1 (One) year.

90. Write full form of following:

- a. ISO - International Organization for Standardization
- b. BIS - Bureau of Indian Standards
- c. QAP - Quality Assurance Plan
- d. CEDE - Chief Electrical Distribution Engineer
- e. DQA - Directorate of Quality Assurance
- f. CPCB - Central Pollution Control Board
- g. FIFO - First in first out.
- h. LAW - List of Approved Works.
- i. GSM - Grammage per square meter.
- j. TQM - Total Quality Management
- k. ASRS - Automated Storage and Retrieval System
- l. NSIC - National Small Industries Corporation

m. IRS -Indian Railway Standard

91. Fill up the blanks:

- i) Issue and recoupment schedule for imprest stores is prepared in Form No.....
- ii) In recoupment of Workshop manufactured items,method is followed.
- iii) Credit for ferrous serviceable items is given by Stores Depot at.....rate and for non-ferrous items.....rate of current book rate of new items.
- iv) Form number.....is used for requisition-cum-issue note
- v) Gate Pass is prepared in.....number of copies.
- vi) Sanctioned imprest is to be periodically reviewed with interval not less than.....months.
- vii) The sub head of Stores suspense meant for 'Stores in transit' is.....
- viii) Batteries should be issued with..... principle.
- ix) Glass sheets should be kept in the wooden crates.
- x) The petrol should conform to the requirements of Act.

Answers-

- i) S-1830 ii) Maximum-Minimum iii) 1/3rd , 1/2 iv) S-1313 v) Two vi) Six
- vii) 7170 viii) FIFO ix) Vertically x) Explosive

92. Identify whether the following sentences are True Or False :-

- I. If an Issue Note is cancelled for any reason, it can be destroyed (True / False)
- II. Gate Pass can be signed by concerned Section clerk or DMS. (True / False)
- III. Emergency purchase is initiated when the stock level drops to Nil. (True / False)
- IV. Covered dues are the dues for which purchase orders are yet to be issued (True / False)

- V. If interim period figure is negative, it means that sum of stock and dues is more than interim period requirement (True / False)
- VI. All issue tickets, not complied within the same day, should be cancelled. (True / False)
- VII. Lead time is the time taken between date of recoupment need and beginning of contract period. (True / False)
- VIII. Depot transfer is transfer of stores from one ward to another ward. (True / False)
- IX. Departmental stock verification of physical balance is done by ward keeper in-charge of the item of stores. (True / False)
- X. The cost of Charged off imprest stores is debited to revenue working expenses. (True / False)
- XI. Workshop officials are prohibited from holding of stores of any kind other than those actually used in repair or manufacture works. (True / False)
- XII. Custody stores is verified annually by store verifier of Accounts Department. (True / False)
- XIII. Requisition for consumable stores is submitted monthly. (True / False)
- XIV. Imprest store held by imprest holder is generally kept by two month's average consumption. (True / False)
- XV. Imprest store is recouped with recouped quantity being equal to imprest sanctioned irrespective of stock balance available. (True / False)
- XVI. Stock sheets must be prepared after each stock verification irrespective of whether the physical balance matches with book balance or not.(True / False)
- XVII. Leather goods should be kept in closed and warmer sheds. (True / False)
- XVIII. Paints should be issued with LIFO principle.(True / False)
- XIX. Rubber items should be stored in very cool room. (True / False)
- XX. Grinding wheel should be turned periodically to prevent de-shaping. (True / False)

Ans.

i) False ii) False iii) False iv) False v) True vi) True vii) False viii) False ix) False x) True
 xi) True xii) false xiii) True xiv) True xv) False xvi) False xvii) False
 xviii) False xix) True xx) True

93. Write the Full form:-

(i) EOQ

(ii) PAC

- (iii) CRIS
- (iv) WMS
- (v) FDP
- (vi) IREPS
- (vii) RTGS
- (viii) MUF
- (ix) TCS
- (x) LAR

Ans.

- (i) Economic Order Quantity
- ii) Proprietary Article Certificate
- iii) Centre for Railway Information Systems
- iv) Workshop Manufacturing Suspense
- v) Free Delivery Period
- vi) Indian Railways E-Procurement System
- vii) Real Time Gross Settlement
- viii) Monthly Usage Factor
- ix) Tax Collected at Source
- x) Last Accepted Rate

94. Who is the competent authority to conduct the E-Auction of P.way Scrap?

Ans. Dy. CMM

95. Write down three items exempted from preview of survey?

Ans. (i) Turning & Boring (ii) Rails (iii) Condemned Rolling Stocks

96. What is Free Delivery Period?

Ans. Free Delivery Period is free time allowed to purchaser during which he has to lift the sold material from Railway premises. This period is generally 50 days.

97. What is Reserve Price?

Ans. The decision to sell or not to sell a particular lot during the auction is taken by the Depot Officer. For taking this decision, he fixes a Price of each lot in advance which is known as Reserve Price.

98. What is E-Auction?

Ans. E-Auction is the Electronic mode of Conducting the Auction Process Online as opposed to manual auctions. The Depot user can create Auction Schedules, Catalogues etc. and bidders can participate online in E-auction.

99. Whether reverse auction is a sale activity?

Ans. No.

100. Is it mandatory to fill the Last Accepted Rates (LAR) of every lot in E-Auction?

Ans. No.

101. Is RP (Reserve Price) filling mandatory in E-Auction ?

Ans. Yes, RP filling is mandatory and only those Lots whose RP has been filled will be open for bidding. Lots for which RP has not been entered before scheduled starting time of 'auction for the lot/catalogue' will be automatically withdrawn.

102. What is the role of account's ISA in E-Auction ?

Ans. : The Accounts ISA can monitor the Bidding Process; can view Bid History for all lots and an also View and Sign Bid Sheet in E-auction.

103. What is the amount of one time registration fee for Bidding in E-auction ? Ans. Rs.10000/-

104. What is the name of website for login in E-auction?

Ans. www.ireps.gov.in

105. Do the bidding stop after office closing time in E-auction?

Ans. No.

106. What is Covered & Uncovered dues?

Ans. (a) Covered Dues : Dues are known as Covered Dues, when our previous recoupment sheets/Estimate sheets have been covered by purchase orders but the materials have not yet been supplied by the firm. Hence, Covered Dues are the outstanding quantities against all live purchase orders.

Uncovered Dues : If a previous recoupment sheet has not been covered by Purchase Order or is only partly covered, quantities outstanding for coverage against previous Recoupment sheets are known as Uncovered Dues.

107. What is full form of GRIP &NRIP ?

Ans. GRIP-Gross Requirement for Interim Period NRIP-Net Requirement for Interim period

108. What is the formula for correlation between GRIP &NRIP ?

Ans. $NRIP = GRIP - (Stock + Dues)$

109. In how many days the balance sale value should be deposited for lot sold in auction value upto Rs.1 lakh ?

Ans. Within 10 days from Auction date.

110. What is full form of EMD &BSV ?

Ans. EMD- Earnest Money Deposit BSV- Balance Sale Value

111. What is the full form of MOEF &CPCB ?

Ans. MOEF- Ministry of Environment and Forests CPCB- Central Pollution Control Board

112. What are power of Sr.DMM in division to place purchase order against Rate Contract?

Ans. Rs 5 Laks per case

113. Write true or False:

- I. Contract period is always equal to Interim period .
- II. It is necessary to produce an affidavit to bidder to Railway user at the time of Registration for E-Auction .
- III. The bidders has to submit only one time registration fee in E-Auction.
- IV. Railway user can see any bidder's identity during bidding in E-Auction.

Ans. (i) False (ii) True (iii) True (iv) False

114. What is Free Delivery period without ground rent in Auction?

(a) 20 days (b) 40 days (c) 50 days (D) 65 days Ans. (c) 50 days

115. Which class of Digital Signature Certificate to Bidders is required?

(a) Class-I (b) Class-I I (c) Class-III (D) Class-IV Ans. (c) Class-III

116. Buffer Stock is also known as:

(a) Critical stock (b) Safety Stock (C) Inactive stock (d) emergency stock Ans. (b) Safety Stock

117. Which is following scrap items are not condemned by the survey committee in the scrap depot ?

a)Wagon (b) MS Sheet (c) Empty Drum (d) Coupler Body. Ans. (a) Wagon

118. What is the power Dy.CMM of a stores depot for making purchase of urgently required stock items through limited tender?

(a) 1 lakhs per case (b) 2 lakhs per case (c) 50 lakhs per case (d) 5 lakhs per case. Ans. (c) Rs 50 Lakhs per case

119. Who is the accepting authority in Tender Committee for the tender sale value between 1 crore to 10 crore ?

Ans . SAG officer or CMM

120. After Which value, it is necessary to obtain quotation from more than one firm in local purchase?

(a) 2000/- (b) 5000/- (c) 25000/- (d) 20000/-

Ans. (c) Rs 25000/-

121. Which of the following is not allotted to ISA in E-Auction ?

(a) view Bid History (b) Create Auction Catalogue (C) View Bid Sheet (d) Sign Bid Sheet.

Ans. (b) Create Auction Catalogue

122. For an item having annual consumption equal to 600 nos., maxima and minima are respectively equal to 12 and 8 months consumption. Physical stock of this item on different dates was as under :

1.1.13 ----- 500 ; 1.2.13 ---- 450 ; 1.3.13 -----400 ; 1.4.13 ---- 300 ;

When his item should have been recouped on?

A)1.1.13 B) 1.2.13 C) 1.3.13 D) 1.4.13

Ans. (C) 1.3.13

123. In which form, Materials not required are returned to the nominated stores depot as per stores code ?

(a) S – 1539 (b) S-1739 (c) S-1549 (d) SS-11

Ans. (a) S-1539

124. Disposal of scrap may be done by

(a) Auction (b) Sale by tender
(c) Sale to other Govt. department and undertakings (d) All above

Ans. (d) All Above

125. Stock of an item with a Section Engineer on 01-06-2013 was 500 nos. Sanctioned imprest of this item is 1500 nos. Quantity of the item to be recouped by him would be equal to-

A) 500 nos. B) 1500 nos C) 1000 nos D) 2000 nos

Ans. (C) 1000 nos

126. EOQ is the Quantity at which –

- a) Inventory carrying cost is maximum
- b) Warehousing cost is minimum
- c) Inventory carrying cost + ordering cost is maximum
- d) Inventory carrying cost + ordering cost is minimum

Ans. (D) Inventory carrying cost + ordering cost is minimum

127. Which is the System of Recoupment to be followed for recouping Emergency stores ?

- A) Maxima - Minima
- B) Periodic review
- C) Base stock
- D) Combination of (A) & (B)

Ans. (C) Base Stock

128. What is the frequency of verification of Stores with Imprest Holders?

- (a) once in 1 year
- (b) once in 2 year
- (c) once in 3 year
- (d) once in 6 month

Ans. (b) once in 2 year

129. Which is the inspecting staff associated with Account Inspection of Stations?

Ans. Travelling Inspector of Accounts / Inspector of Station Accounts

130. What is the frequency of verification of Tools & Plant items by Accounts?

Ans. Once in 3 years.

131. In how many copies, Accounts Inspection Report Part-I and Part-II are prepared?

Ans. Accounts Inspection Report Part-I are prepared in Triplicate (3 copies) and Part-II in Duplicate (2 copies).

132. Can the depot user withdraw the lots from published auction catalogue before start of E-auction ?

Ans. Yes, Lots can be withdrawn from published auction catalogue by authorized Depot User before start of auction. Withdrawal of Lots during running auction can be done only by Auction conducting officer.

133. WHAT ARE THE PRIVILEGES OF DEPOT ADMIN?

Ans. Depot Admin is created at the time of Depot Creation by CRIS, by default all functions including RP fixation and view, Decision about sale of lot etc. apart from routine functions like creating depot users, Creating Auction Schedule, Lot Creation, Catalogue Creation, Auction register preparation etc. are allotted to him. Only Auction Conducting Officer should be nominated as Depot Administrator.

134. 'A' category items are verified-

- (a) Once in a year
- (b) Once in two years
- (c) Twice in a year
- (d) once in 9 months

Ans: (C)

135. M&P items are verified-

- a)Once in a year
- b)Once in two year
- c)Once in three years

d) Once in four years

Ans: (C)

136. Which of the following items need not to be verified-

- a) Dunnage
- b) Petty consumable stores
- c) Dead Stock, Tools & Plants of low value
- d) All of the above

Ans: (D)

137. Presence of which of the following is essential during the Stock Verification?

- a) Depot officer
- b) Depot material supdt. or someone deputed on his behalf
- c) Sr. Account Officer
- d) RPF

Ans: (B)

138. In ABC analysis, which items are given more attention from inventory control point of view ?

- a) A Category
- b) B Category
- c) C Category
- d) Equal attention to all

Ans: (a)

139. T.O.R. is the ratio of-

- (a) Balance and issue
- (b) Issue and balance
- (c) Receipt and issue
- (d) Receipt and balance

Ans: (a)

140. Which of the following analysis gives more attention to the service level-

- (a) ABC Analysis
- (b) VED Analysis
- (c) FSN Analysis
- (d) XYZ Analysis

Ans: (b)

141. Surplus items are-

- a) Item not moved for 12 months
- b) Item not moved for 24 months
- c) Item having more than 12 month Stock
- d) None of these

Ans: (b)

142. Which of the following is not a penalty-

- (a) Suspension
- (b) Removal from service
- (c) Censure
- (d) Reduction to lower grade

Ans: (a)

143. No. of LAP in a year-

- a)8
- b)60
- c)30
- d)20

Ans: (c)

144. The Lowest level Officer empowered to accept a tender valuing Rs15 lakh is-

- (a) AMM
- (b) SMM
- (c) Dy.CMM
- (d) CMM

Ans: (c)

145. All charges for maintenance and repairs after opening of the line for traffic are accounted under head:

- (a) Capital (b) DRF (c) OLW (d) Ordinary Revenue

Ans : (d)

146. Registration of firm is treated as provisional until the firm

- i) has executed satisfactorily one order (ii) has secured one order (iii) has received one tender
- iv) All of the above Ans : (i)

147. Raw material issued to private factory for fabrication shall be charged to:

- a) WMS b) SINT c) Sale Suspense d) Misc. Adv Capital.

Ans: (d)

148. Variety reduction is adversely affected by:

- a) Lack of coordination amongst users and depots
- b) Improper classification /specification
- c) Desire for variety.
- d) All the above.

Ans: (d)

149. Standardization does not affect:

- a) Manufacturing cost
- b) Manufacturing process
- c) Warehousing operation
- d) None of the above

Ans: (d)

150. Railway Stores have been classified into:

(a) 36 groups (b) 49 groups (c) 75 groups (d) 56 groups

Ans : (c)

151. First two digits in any price list No represent:

(a) Part Number (b) Specification Number (c) Drawing Number (d) Group Number

Ans: (d)

152. Signals & Telecommunication Stores are dealt in groups:

(a) 50-59 (b) 40- 49(c) 70-79 (d) 10-19

Ans: (a)

153. List various foreign standards used in India.

Ans:

- 1.BSS – British Standard Specification
- 2.ASA – American Standards Association.
- 3.ASTM - American Society of Testing Materials.
- 4.SAE – Society of Automobile Engineers.
- 5.API – American Petroleum Institute.
- 6.DIN – German Standards.
- 7.JIS – Japanese Standards.
- 8.NF – French Standards.

- 9.CSN – Czechoslovak Standards.
- 10.UNI – Italian Standards.
- 11.GOST – USSR Standards.
- 12.CSA – Canadian Standards.
- 13.ISO – International Organization for Standardization.

154. Exception Reports are generated by Computer Section:

- a) Monthly b) Quarterly c) Annually d) For special purposes whenever required

Ans: (d)

155. iMMS Alerts can not be released in the form of:

- a) SMS (b) E Mail c) Video d) All of the above

Ans: (c)

156. Unified PLs reduces the possibility of:

- a) Duplicate PL Nos.
- b) Non-Uniformity over Indian Railways
- c) Non-Standardization of Items
- d) All of the above

Ans: (d)

ADDITIONAL MULTIPLE-CHOICE QUESTIONS:

157. Imports made by Railways attract following taxes/duties:

- | | |
|-----------------------|-------------------------------|
| A) Customs duty | B) Sale Tax |
| C) Customs duty + GST | D) Excise duty + Customs duty |

Ans.(C)

158. For clearing the Marine Cargo through customs Dept., importer has to submit a document called:

- | | |
|--------------------|-----------------------|
| A) Import Manifest | B) Import Application |
| C) Bill of Entry | D) Airway Bill |

Ans.(C)

159. Indian agent is paid in Indian rupees, which are worked out based on the exchange rate:

- | | |
|------------------------------|----------------------------|
| A) Bank's selling Rate- Bill | B) Bank's selling Rate- TT |
| C) Bank's Buying Rate- Bill | D) Bank's Buying Rate- TT |

Ans.(D)

160. For importing an item, Zonal Railway/Production Unit obtains the foreign exchange from :

- | | |
|--------------------------|------------------------|
| A) Open Market | B) Railway Board |
| C) Reserve Bank of India | D) Ministry of Finance |

Ans.(A)

161. In confirmed and irrevocable letter of credit, there is definite undertaking by:

- A) Issuing bank only B) Confirming bank only
- C) Confirming bank as well as issuing bank D) Issuing Bank, advising bank and confirming bank

Ans.(B)

162. In FOB contract, the seller bears all the charges until the cargo:

- A) Is delivered to the agent of shipping company B) Passes over the railing of ship
C) Is loaded and stacked on the vessel D) Is delivered at the port of shipment

Ans.(B)

163. Marine Insurance contract entered into by the Railway Board covers the inland transportation to the final destination. The normal duration of insurance cover for sea cargo is:

- A) 150 days
B) 120 days
C) 90 days from the date of landing at port landing
D) 60 days

Ans.(D)

164. As per current EXIM policy, Railways can Import freely any item :

- A) Except restricted items
B) Provided it is actual user of that item
C) Not appearing in the negative list of import
D) Except prohibited items

Ans.(D)

165. Open cover for insurance is decided by the Rly Board for all shipments due to following benefits:

- A) Materials can be kept in open spaces

- B) Materials are covered during shipment by a protective layer on the ship.
- C) It is arranged in advance and there is no risk of shipment being uninsured
- D) Amount of premium is very small

Ans.(C)

166. Exim policy is declared as a five years package. This is essentially so because: -

- A) Custom duty would continuously be reduced by the Govt. of India during this period.
- B) No amendments in the negative list items or OGL items will be made during this period.
- C) Duly focuses towards general guidelines for an export import house for proper planning for a sustained business.
- D) Generally, PM's office tenure in Govt. of India is for 5 years.

Ans.(C)

167. Correct expansion for B/L in filed of import transport

- (a) Bill of landing (b) Bill of lading
- (c) Bill of leading (d) Bill of loading

Ans.(B)

168. For best Inventory performance results we must combine ABC analysis & VED analysis. Our first focus should be on

- | | |
|------------------------|------------------------|
| A. Vital & A items | B. Vital & C items |
| C. Desirable & A items | D. Desirable & C items |

Ans.(A)

169. Function of an item remaining constant, if the cost decreases, its value will

- A. increase
- B. decrease
- C. remains constant
- D. may increase or decrease

Ans.(A)

170. In order to avoid any contingency, stock at reorder level has to be ...

- A. More than lead time requirement.
- B. Less than lead time requirement.
- C. Equal to lead time requirement.
- D. Does not have any relation

Ans.(A)

171. Stores Directorate in Rly Board is under

- A. Member Rolling Stock
- B. Member Traction
- C. Member (Staff)
- D. DGRS

Ans.(D)

172. Economic order quantity (EOQ) is determined by optimising between

- A. Demand and Supply
- B. Ordering cost and Carrying cost
- C. Budgets and Service level
- D. User and Accounts department

Ans.(B)

173. Forecasting accuracy increases if the planning period is

- A. Shorter
- B. Longer
- C. Zero
- D. Infinity

Ans.(A)

174. Ambiguity in Description and specification of material will have the following effect on Lead Time

- A. It will decrease
- B. It will increase
- C. It will remain same
- D. None of the above

Ans.(B)

175. Why is the ABC analysis important

- A. for improving service level
- B. for improving financial performance
- C. to improve the profits
- D. none of the above.

Ans.(B)

176. For the stores declared surplus by a depot , any returned stores are

- A. not to be accepted.
- B. to be sent to any other depot where they are required.
- C. are to be accepted but credit is given only for scrap value.
- D. a high level committee is to be set up for taking a decision.

Ans.(C)

177. In Indian Railways open tender is adopted generally when purchase value is more than Rs.

- A. 3 lakhs
- B. 25 lakhs
- C. 5 lakhs
- D. 10 lakhs

Ans.(B)

178. Indian Railway stores code is in how many Volumes ?

- A. 2
- B. 3
- C. 4
- D. 5

Ans.(A)

179. The pre-check of the purchase orders for non safety item by accounts department is necessary if the value is More than

- A. Rs. 20,000/-
- B. Rs. 50,000/-
- C. Rs. 4,00,000/-
- D. Rs. 15,00,000/-

Ans.(D)

180. Special limited tender is one where

- A. Number of firms is just one
- B. Purchase value is high but Limited tender is issued
- C. Purchase must be restricted from few firms
- D. Tender is issued by Registered post

Ans.(B)

181. Which one of the following system of codification is followed by Indian Railway for codification of store items?

- A. Fully significant coding system
- B. Semi significant coding system
- C. Non significant coding system
- D. Color codification coding system

Ans.(B)

182. In Indian Railways the case is to be dealt by tender committee, when it is a case of

A. Open tender B. Limited tender C. Bulletin tender D. High value tender more than 50 lakhs

Ans.(D)

183. When the firms are selected and tender enquiry is sent to them, it is a case of

A. Open tender B. Limited tender
C. Bulletin tender D. Global tender

Ans.(B)

184. In Indian Railways the case is to be dealt by tender committee when the purchase value is more than Rs.

A. 3 lakhs B. 50 lakhs
C. 5 lakhs D. 10 lakhs

Ans.(B)

185. In Indian Railways 'A' category items represent what percentage of total consumption value?

a) 50 % b) 90%
c) 65% d) 70%

Ans.(D)

186. Out of following situations the purchase power of PCMM is highest when it is a case of

- A. Single tender purchase in Emergency
- B. Single tender purchase without PAC
- C. Single tender purchase with PAC
- D. In all above situations COS has same powers

Ans.(C)

187. PL No. of an item is 11360010. This item may be an item of

- A) Stationery
- B) Steam Locomotive
- C) Electrical item
- D) Diesel Locomotive

Ans.(D)

188. EOQ is the Quantity at which –

- A) Inventory carrying cost is maximum
- B) Warehousing cost is minimum
- C) Inventory carrying cost + ordering cost is maximum
- D) Inventory carrying cost + ordering cost is minimum

Ans.(D)

189. In a Rate Contract –

- A) Qty. is not specified
- B) Delivery period is not specified
- C) Rough estimate of Qty. is given
- D) Qty. to be supplied is fixed

Ans.(A)

190. System of Recoupment to be followed for recouping Emergency stores is –

- A) Maxima- Minima
- B) Periodic review

C) Base stock

D) Combination of (A) & (B)

Ans.(C)

191. Tenders are to be invited for purchasing 12000 nos. of Chokes approx. rate of which is Rs. 210/- each. In this case we will normally invite -

A) Open tender

B) Limited tender

C) Single tender

D) No tender

Ans.(A)

192. In a PL No. the subgroup to which the item belongs to is represented by –

A) First two digits

B) 3rd and 4th digits

C) 5th and 6th digits

D) 2nd and 3rd digits

Ans.(B)

193. deleted

194. At the time of review, it is revealed that an item is not issued to any user for past 26 months but the item is likely be issued in next 22 months. This item will be classified as –

A) Dead Surplus

C) Custody stores

B) Movable surplus

D) Imprest stores

Ans.(B)

195. In ABC analysis of items "A" category items represent

A) Low consumption value items

B) Important items

C) High Annual consumption value items D) High rate items

Ans.(C)

196. Buffer stock limit depends on –

- A) ABC classification of the item B) VED /Safety classification of the item
C) Combination of (A) & (B) D) Stock and Non-stock classification of the items

Ans.(A & B)

197. Buffer stock is provided –

- A) To meet unforeseen requirement B) To supply items to other users
C) To make good shortfall due to theft, deterioration D) To have items out of stock

Ans.(A)

198. Stock of an item with a Section Engineer on 1-1-18 is 500 nos. sanctioned imprest of this item is 1500 nos. Quantity of the item to be recouped by him will be equal to

- A) 500 nos. B) 1500 nos
C) 1000 nos D) 2000 nos

Ans.(C)

199. In a VED analysis "V" stands for –

- A) Vague items B) Very costly items

C) Vital item

D) Variety of items

Ans.(C)

200. Indication of value in the demand is necessary

A) for posting in liability register / fund register

B) for knowing the appropriate approving authority

C) for the payment to the supplier

D) combination of (A) & (B)

Ans.(D)

201. Item not required for the purpose for which it was originally purchased is known as –

A) Inactive item

B) Scrap item

C) Over stock item

D) Emergent stock item

Ans.(B)

202. For an item having annual consumption equal to 600 nos. maxima and minima are respectively equal to 12 and 8 months consumption. Physical stock of this item on different dates was as under :

1.1.18 ----- 500 ; 1.2.18 ---- 450 ; 1.3.18 -----400 ; 1.4.18 ---- 300 ;

This item should have been recouped on

A) 1.1.18

B) 1.2.18

C) 1.3.18

D) 1.4.18

Ans.(C)

203. An item having regular turnover caused by constant demand will be known as –

- A) Ordinary Stock Item
- B) Emergency stock item
- C) Regular item
- D) Non- stock item

Ans.(A)

204. Inactive items are those stock items, stock of which

- A) is unserviceable
- B) more than 3 months old
- C) has not been issued to any user for past 12 months
- D) is more than the requirement of next 24 months

Ans.(C)

205. Principal Head of Stores Department on a Zonal Railway is –

- A) Chief Materials manager
- B) Principal Chief Materials Manager
- C) Chief Controller of Stores
- D) Chief Controller of Stores and Purchases

Ans.(B)

206. Processing of a tender case after the opening of tenders depends on –

- A) Estimated value of purchase
- B) Value of the case as per highest offer
- C) Value of the case as per lowest offer
- D) None of the above

Ans.(C)

207. Value of an offer @ Rs. 100/- each plus GST @ 21% in a purchase case for 2000 nos. Rubber hose- pipe will be

A) Rs. 2,52,000/-

C) Rs. 25,000/-

B) Rs. 2,50,000/-

D) None of the above

Ans.(A)

208. An offer received from the firm to whom no inquiry was sent is known as –

A) Single offer;

C) Delayed offer;

B) Unsolicited offer;

D) Unapproved offer

Ans.(B)

209. Only one offer received in respect to Limited/ Open tender is known as –

A) Single tender;

C) PAC offer;

B) Single offer;

D) Late offer

Ans.(B)

210. Proprietary Article certificate is to be issued for the item required to be purchased from -

A) Single firm only

C) RDSO approved firms only

B) Approved firms only

D) None of the above

Ans.(A)

211. Items not required by the user can be returned on

A) Advice note for returned stores

C) Requisition

B) Minus issue note

D) Indent

Ans.(A)

212. Ordinary scrap items are those items which are

A) Of no use in the railway

C) To be sold to the staff

B) Retained for railway's use

D) To be sold by public auction

Ans.(A)

213. Purchase finalized on the criteria of "Early delivery" is known as -

A) Special purchase;

C) Delayed purchase

B) Time Preference purchase

D) PAC purchase

Ans.(B)

214. It is proposed to purchase an item of a specific brand only. For this-

A) Specification should be prepared in such a way that only product of that make meets the specification

B) A PAC should be submitted along with the requisition

C) A Sample should be submitted along with the requisition

D) Requisition should be signed by an SAG Officer

Ans.(B)

215. Present stock and Book Average rate (BAR of an item is 200 units and Rs. 45/- respectively. 100 additional units have been received today @ Rs. 60/- . An issue of 50 units to be made after receipt of this quantity will be made at the rate of Rs –

- A) 45
C) 50
- B) 52.50
D) 60

Ans.(C)

216. On a railway, the items have been classified as A, B, C and V, E, D. While designing stock level limits for various items, we will provide to keep minimum safety stocks for –

- A) A-V Items
B) A- D Items
- C) C-V Items
D) C-D Items

Ans.(B)

217. Materials not required are returned to the nominated stores depot as per stores code para number

- (a) S - 1539
(c) NS-11
- (b) DS-8
(d) SS-11

Ans.(A)

218. deleted

219. Disposal of scrap may be done by

- (a) Auction
(c) Sale to other Govt. department and undertaking
- (b) Sale by tender
(d) All above.

Ans.(D)

220. Custody stores are the stores –

- (a) Which are kept under the custody of indenter
(b) These are charged off stores but kept under the custody of stores depot awaiting future use.
(c) Custody stores are non stock items which are surplus with the user
(d) Custody stores are imprest stock items

Ans.(B)

221. Standardisation helps in

- (a) Easy maintenance of equipment by suitable replacement
- (b) It is easy for the supplier to manufacture the item with suitable technology
- (c) Scale of economy can be achieved
- (d) All of them as above

Ans.(D)

222. PL No. of an item is 98-05-0400. This item may be an item of

- (a) Uniforms
- (b) Stationery
- (c) Steam Locomotive
- (d) Scrap

Ans.(D)

PAPER -1

PART-II SECTION –B DESCRIPTIVE QUESTIONS

PURCHASE MANAGEMENT

Organisation of Stores Dept on Zonal Railway & Production units

1. Describe the organizational structure of Stores department at Rly. Board level, and the activities that are undertaken at this level.

Ans: Rly. Board Store department is headed by Director General (Railway Stores), who directly reports to Chairman Railway Board.

DG(RS) is responsible for policy making as well as procurement of those items which are reserved for procurement at Rly. Board. He is assisted by various AM(RS), Executive directors (EDs) for the following Purchase/other activities.

EDRS (G) Policy matters related to Procurement and stocking of Stores, Inventory Management, Budget allocation under suspense head, Co-ordination with DGS&D in conclusion of Rate Contracts and other related Railway Matters. MMIS, E-Procurement etc., All Policy Matters related to printing & printing presses.

EDRS (S) Procurement of Wagons and Procurement of Steel (for wagon building& Rlys.).

EDRS(P) Import of complete rolling stock, Accident Relief Cranes and R/C for spares of stock, Indigenous procurement of Wheels, Tyres & Axles and Man Power Planning.

EDRS (C) Procurement of Petroleum, Oils& Lubricants, Procurement Policies of Textiles, Disposal of Scrap, e-auction.

EDRSs are in turn assisted by Directors, Deputy Directors, Assistant Directors and relevant sections' staff.

2. Describe the organizational structure of Stores department at Zonal Railway level, and the activities that are undertaken at this level.

Ans: Stores department of the zonal railway is headed by PCMM, who directly reports to the General Manager of Railway. PCMM is responsible for planning and purchase, receipt, stocking, accountal (numerical) and issue of stores, Inventory control, Vendor registration/development, Survey/Valuation/Disposal of scrap and other unserviceable materials etc.

PCMM is assisted by CMM's, who are entrusted with the responsibilities of different purchase sections and general sections. The purchase sections as well as general sections (vendor registration, inventory control, budget, computer, tender opening, e-procurement etc.) are headed by Section in-charges, who report to PCMM through the respective AMMs, SMMs, Dy.CMMs and CMMs.

There are General Stores depots located all over the railways which are also under the administrative control of PCMM. These Stores depots are normally headed by a Dy.CMM, who is assisted by SMMs and/or AMMs. These depots are responsible for Receipt, Stocking, Accountal and Issue of materials etc. and have various sections/wards like Receipt Section, Inspection Ward, Stocking Wards, Dispatch Sections, Ledger Section, Progress Section, Scrap Yard etc. which are all headed by a Section in-charge, who report to the depot in-charge. The depot in-charge reports to the Controller of Stores through the respective CMMs in the Headquarters. Scrap depots of SCR at LGD, TPTY and RYPS deal with Scrap disposal.

In addition to the General Stores depots, there are depots attached with the Railway workshops and Diesel/Electric sheds, which are under the administrative control of the heads of the respective Workshops/Sheds. These cater to the needs of the Workshops/Sheds in respect of materials. These depots are normally headed by a SMM/AMM.

Similarly, the each Division has a Stores organization, normally headed by a Sr.DMM who is under the administrative control of the DRM. The divisional stores officer is in-charge of the divisional stores depot (available in some divisions only), and is responsible for coordination with the Headquarters' Stores office for items in short supply, for local purchase of urgent/small value items, for disposal of low value scrap, and for drawl of uniforms from the nominated General Stores depot and distribution of the same to the various branches of the division.

OBJECTIVES OF STORES DEPT IN BRIEF

3. State the objectives of Stores department?

Ans: The objectives of Stores department are as under:

- To Procure materials at lowest price, consistent with desired quality

- To assess the needs of various departments in respect of materials in a scientific manner based on the past consumption pattern, and interaction with the user departments etc.
- To maintain continuity of supply, preventing interruption of the flow of materials to the users
- To develop reliable alternate sources of supply to promote a competitive atmosphere in performance and pricing and to maintain satisfactory "buyer-vendor" relationship
- To ensure proper receipt, inspection, stocking, issue and accountal of stock items
- To maintain a high inventory turnover, by reducing excess storage, inventory carrying costs and inventory losses occurring due to deteriorations, obsolescence and pilferage
- To dispose of the scrap generated in the process of production, maintenance and repair works, and other obsolete and unserviceable materials after proper survey and valuation promote standardization and variety reduction with a view to ensure consistent quality at optimum costs.
- To implement such programmes like value analysis, cost analysis and make or buy decisions, with a view to reduce costs

FUNCTIONS OF PRINCIPAL CHIEF MATERIALS MANAGER (PCMM)

4. Describe the functions of PCMM?

Ans: The functions of s are as following:

It is his responsibility to administer and control the working of stores department.

It is his duty to ascertain the needs of a railway in the matter of materials and stores and of arranging for the supply of such materials and stores in the most efficient, economical and expeditious manner possible

All Stocks of stores on hand, whether with the Stores Department or other departments of the Railway, represent funds that are not productive. Controller of Stores is responsible for ensuring that while stocks should be such that stores required by the railway are readily available, they should be as small as possible, and losses due to obsolescence or deterioration should be the minimum practicable.

He is responsible for receipt, inspection and distribution of materials to the various stores depots, for their custody while in-charge of the stores department and finally for their issue on requisitions received from authorised officials of the railway.

It is his responsibility to issue and maintain upto-date a Nomenclature-cum-Price List including all items of stores in stock in the Stores Depots.

His duties include maintenance of numerical records of stores in stock and to the preparation of the initial documents of receipt and issue.

The Controller of Stores should arrange for submission to him of such statements and returns as may be necessary to keep him informed of the stocks available in his depots, the manner in which the requisitions of the departments are being complied with, the inflow of materials not required by departments and the steps taken to dispose of surplus and unserviceable stores.

He is in-charge of inventory control.

All materials and stores for which the consuming departments have no immediate use should be returned to the Stores Depots, the Controller of Stores being responsible for their survey and valuation, and for disposal by sale or otherwise. He has also to deal with all the surplus, and unserviceable material of the railway.

CANNONS OF FINANCIAL PROPRIETY & ITS APPLICATION TO STORES MATTERS

5. What is the relevance of Canons of Financial Propriety in the day to day working of Stores department?

Ans: Stores department is entrusted with the Material Management functions of the Railways. Large expenditure is incurred by Stores department for acquisition of assets, and their stocking, preservation and issue to the user departments.

In keeping with the principles elucidated in para (i) of Canons of Financial Propriety, the purchase officers should follow the 5 essential principles of purchasing i.e. procurement of Right Quality, Right Quantity, Right Price, Right Place/Time and Right Source. This will ensure that there is no wasteful expenditure on account of obsolescence, deterioration, unnecessary handling and movement, blockage of funds in excess inventory, blockage of space etc.

Stores department enters into contracts with various agencies for supply and transportation of materials, and for disposal of scrap. To comply with the Para (ii) of Canons of Financial Propriety the officials entrusted with the powers to enter into such contracts should ensure that they do not have any financial interest in the agencies to whom such contracts are awarded so that they do not, directly or indirectly get benefited by such transactions.

Para iii. of Canons of Financial Propriety warrants that the conditions incorporated in the tenders for procurement of materials are fair and transparent, and do not favour any of the prospective bidders.

To meet the requirement of Para iv of Canons of Financial Propriety it has to be ensured that officials are deputed for jobs after properly assessing the requirement so that the expenditure on allowances are kept at bare minimum and wasteful expenditure is avoided.

6. Write a short note on Canons of Financial Propriety.

Ans: Canons of Financial Propriety are general rules which have been framed for the guidance of the Government officials who are entrusted with financial powers and who are authorized to incur, or sanction expenditure from Public Moneys. These are stated below:

The expenditure should not prima facie be more than the occasion demands, and that every government servant should exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

Public money should not be utilized for the benefit of a particular person or section of the community, unless: the amount or expenditure involved is insignificant, or a claim for the amount could be enforced in a court of law, or the expenditure is in pursuance of a recognized policy or custom.

The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipients.

Note: All proposals involving financial implications except those which have been specifically exempted for this purpose should be referred to finance branch for advice before these are sanctioned.

7. What are the Canons of financial propriety?

Ans: The Cannons of financial propriety are as under:

1) The expenditure should not prima facie be more than the occasion demands, and that every government servant should exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

2) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

3) Public money should not be utilized for the benefit of a particular person or section of the community, unless:

- (a) The amount or expenditure involved is insignificant Or
- b) A claim for the amount could be enforced in a court of law Or
- c) The expenditure is in pursuance of a recognized policy or custom.

4) The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipients.

Note: All proposals involving financial implications except those which have been specifically exempted for this purpose should be referred to finance branch for advice before these are sanctioned.

DELEGATION OF POWERS

8. What is SOP, its need and importance?

Ans: The Schedule of Powers represents inter-alia delegation of powers to the General Managers as received from Railway Board. The objectives of the Schedule of Powers is to detail the powers delegated to the Officers by the General Managers for quick decision-making and decentralization. The powers delegated are to be exercised only by the authority indicated and to the extent specified. The powers are subject to existing codal procedures, rules and other extant orders issued by Railway Board from time to time. The powers are also subject to availability of funds. No re-delegation is permissible unless specifically authorized by the General Managers.

The delegation is grouped mainly under 3 headings:

- a. PHODs/HODs
- b. DRM/ ADRM/ SAG Officers in field units.
- c. Divisional / Extra Divisional Officers and Officers in H.Qrs.

The schedule of power is divided into 7 parts relating to works matters, miscellaneous matters, Establishment matters, Commercial matters, Stores matters and Medical matters. The latest introduction to the Schedule of Powers is the financial powers delegated to officers in Disaster Management.

There are certain powers, which cannot be delegated even by the General Managers to the officers down the line. There is an attached annexure to the Schedule of Powers on every Railway which outlines the list of items requiring the personal approval/sanction of the General Manager. The General Manager's powers are termed as negative powers because the powers outline what the General Managers cannot do which implies the approval/ previous sanction of higher authority is necessary.

(b):Estimated value of purchase proposal for mechanical item was Rs. 90 lakhs. Advertised tender was floated. Lowest offer was Rs. 90.5 lakhs but technically unsuitable. Next higher offer was Rs.102 lakhs and technically suitable. On basis of Tender committee recommendations as accepted by accepting authority, PO was placed on firm for amount Rs. 32 lakhs. Please find out following;

Authority who approved the purchase proposal;

Grades of Tender committee members who passed over the lowest technically unsuitable offer;

Accepting authority who finally accepted the offer.

PO signing authority.

Ans:

- a. Dy.CMM
- b. SMM, AFA,
- c. CMM
- d. Dy.CMM

PURCHASE OF STORES

- 9. What are the various modes of tendering issued for procurement of materials by IR? Discuss the need for adopting particular mode of tendering and also specify financial limits for issuing these tenders in normal circumstances.**

Ans. The various modes of tendering issued for procurement of materials by IR are :

- a. Open Tender
- b. Limited Tender
- c. Single Tender
- d. Special Limited Tenders
- e. Global Tender

a)Open Tender: This system of invitation of tender by public advertisement in the most open and public manner possible is called open tender. This is generally adopted in all cases in which the estimated value of purchase is over Rs. 50 lakh in normal circumstances.

b)Limited Tender: This system may ordinarily be adopted in the cases of the estimated tender value of which does not exceed Rs.50 lakh. In case of items whose approved list of vendors is issued by centralized agency i.e. RDSO/Production Units (PUs)/CORE etc., this system may be adopted in the case of purchases, the estimated value of which does not exceed Rs.10 crore.

Under this system enquiries are to be issued only to the firms who are borne on the approved list of suppliers for the particular item. While issuing such enquiries, it should be ensured that the last successful supplier is invariably included. The enquiries may be issued to a minimum number of three firms and a maximum of 7 or 8 against each other. Whenever a large number of firms are registered for a group/items, it may be ensured that enquiries are sent to all of them by rotation. However, the minimum/maximum number of enquiries to be sent against each tender be varied at the discretion of the competent authority as circumstances warrant.

There is also no objection to the issue of limited tender enquiries to the firms not on approved list, provided justification for the same is recorded. In respect of cases falling within the purchase powers of officers below the rank of Dy.CMM, the approval of Dy.CMM should be obtained. In respect of cases falling within the purchase powers of Dy.CMM, the approval CMM and cases in any falling within the purchases powers of CMM the approval of PCMM should be obtained.

(c) Single Tender: This system may be adopted in case of purchase of items in following cases.

1. Proprietary articles where it has been possible to certify that a similar article, which could be used in lieu is not manufactured /sold by any other firm (PAC 'C' certified),Purchase powers are of different officers Are upto their level of acceptance. For Non-Proprietary articles in normal circumstances. PCMM/CMM: Upto Rs. 3 lakhs, Invitation of single tender and purchase require personal approval of PCMM/CMM.

For Non-Proprietary articles in emergencies affecting maintenance, out turn, operation etc. PCMM/CMM: Upto Rs. 5 lakhs, Invitation of single tender and purchase require personal approval of PCMM/CMM.

d)Special Limited Tender: Except in respect of emergency purchases and safety items, this system may be applied to orders, in estimated value of which is Rs. 50 lakhs and above, with the sanction of the General Manager, subject to the following conditions:

(a)That sufficient reasons exist which indicate that it is not in the public interest to call for tenders by advertisements.

(b) That the demand is so urgent that any additional expenditure involved by the elimination of open competition must be incurred.

(c)That in the case of proprietary articles, the sanction of the General Manager is necessary only if it is not possible to certify that similar articles is not manufactured or sold by any other firm which could be used in lieu.

Special limited tenders can be floated with the approval of CMM upto Rs. 5 Crore and with the approval of PCMM up to Rs.10 Crores in case of emergencies and LT panel firms shall include RDSO/CLW/DLW/ICF/Zonal Railway or likely sources certified by user department and last suppliers.

e)Global Tender: This system is adopted in case of import purchase. The proposed import procurement should be approved from the essentially aspect by the Head of User Department and concurred in by the associate finance.

10. Can the tendered item be split to place purchase orders on two or more firms? What consideration will you keep in mind while deciding multi sourcing?

Ans: Where warranted, for reasons to be recorded, the tender quantity may be split, and tender decided In favor of one or more firms depending on merit of each case in consultation with FA&CAO wherever necessary and approved by the authority competent to accept the tender, having regard to the following factors:

- (a)Vital and critical nature of items.
- (b)Quantity to be procured.
- (c)Delivery requirements.
- (d)Capacity of firms in the zone of consideration.
- (e)Past performance of the firms.

In case of pre-decided split tendering, consultation with finance is not mandatory and deviation from the tender condition to split requires competent authority approval.

11. What are Railway Boards guidelines to deal with situations of suspected Cartel Formation?

Ans: Railway Boards guidelines to deal with situations of suspected Cartel Formation are summarized as below.

(a)Wherever all or most of the approved firms quote equal rates and cartel formation is suspected, Railways reserve the right to place order on one or more firms with exclusion of the rest without assigning any reasons whatsoever.

(b)Firms are expected to quote for a quantity not less than 50% of tendered quantity. Offers for quantity less than 50% of quantity will be considered unresponsive and shall become liable to be rejected. This however will be without any prejudice to Railway's right to distribute the tendered quantity & place order on one or more firms.

(c)The firms who quote in cartel be warned that their names are likely to be deleted from list of approved sources.

The details of the firms who quote in cartel should be advised to Competition Commission of India.

12. Calculate the total unit rate (Excluding freight) of an offer in which basic rate is Rs. 755/- each with 5% discount, GST 17.976%. If the quantity is 19750 units and freight charges is Rs. 8,60,000/- (Lump Sum), Calculate total value of purchase and indicate constitution of the tender committee.

Ans: Unit Rate (excluding freight) = $[(\text{Basic Rate} - \text{discount}) + (\text{GST})]$.

Unit rate (excluding freight) = $[(755 - 5\%) + (\text{GST @ } 17.976\%)] = \text{Rs. } 846.19$.

Qty: 19750

So, total value (excluding freight) = $\text{Rs. } 846.19 \times 19750 = \text{Rs. } 16712252.50$

Lump sum freight charge is Rs. 860000,

So, Total Value of purchase = $16712252.50 + 860000 = \text{Rs. } 17572252.50$

For this case constitution of tender committee will be Stores member (convener) - JAG User department – JAG and Accounts member- JAG

13. Write short notes on.

1. Letter of Credit.
2. Tender Committee.
3. Local Purchase.
4. Payment clause in purchase of M&P items.

Answer:

1. Letter of credit: It is a bank instrument frequently issued between banks in different countries for the payment of import contracts. It may be defined as an instrument authorizing the (issuing) bank on behalf of the purchaser (Applicant) to pay a certain sum of money to specified seller(s) (Beneficiary) provided the seller(s) submit the documents as prescribed in the Letter of Credit.

2. Tender Committee: In case of tender valued above Rs. 50 lac, the purchase is recommended by tender committee. The committee should be constituted by the authority competent to accept the tender. In tender committee case convening member will be put up recommendations to the next higher authority for acceptance. Total value of the case as on date of tender opening shall be the

criteria for deciding the level of TC. TC of stores department consists of stores member who also acts as convener, technical member and finance member. TC at Senior Scale level has only Stores Member and Finance Member.

3. Local Purchase- The PCMM may also make local purchases of items of small value, both stock and non-stock, up to Rs.3 lakhs in each case (JAG officer/ SS (independent charge) officer at depot/division- Rs. 3 lakhs per case, SS (other than independent charge) officer/ Assistant (independent charge) officer at depot/division- Rs. 2 lakhs in each case and Assistant (other than independent charge) officer- Rs. 1 lakh in each case), subject to the condition that in the case of stock items, the purchases are made only where-a. The normal annual recoupment quantity does not exceed Rs.1 lac in value, or b. The stock of the item is precariously low, and the item is urgently required, and that the quantity is not deliberately reduced with a view to bring the purchase within the scope of this provision.

He will make no purchase without satisfying himself that the price paid is reasonable.

The powers referred to above or other power of local purchases of stores delegated to the PCMM may be redelegated to the depot officers, in consultation with the FA&CAO to the extent considered necessary in each case.

4. Payment clause in purchase of M&P items - The standard payment terms in purchase of M&P items are as under:

- 80% on proof of inspection certificate and dispatch documents.
- Balance 20% after satisfactory installation, commissioning and proving test of M&P subject to submission of bank guarantee for an amount of 10% of contract value, as warranty security.

14. What are the types of forms, their schedule and standardisation in Indian Railways?

Ans: The forms in use on railways fall under two main categories: -

a) Standard and b) Local.

Standard forms and registers are those prescribed by Code Rules, orders of the Railway Board and which are common for all railways. Local forms and registers are those introduced under the orders of the General Manager or Chief Accounts Officer to meet local requirements. Schedule of Forms – Each railway should maintain a complete schedule of standard and local forms and printed registers in use on the railway. The numbers, if any, assigned by the prescribing authority to Standard Form, etc. should be adopted, without change, for use in this schedule and the forms themselves. If for any

reason different numbers are assigned by the railway to such forms, the original numbers should also be exhibited along with for easy identification of the forms. The authority for the standard and local forms i.e., reference to the relevant paragraph of the Codes or other, should be quoted in the schedule.

Alteration or Modification of Standard Forms- No alteration or modification in respect of the title, the distinguishing number and the information prescribed in a standard form should be made without the sanction of the Railway Board. The size and substance of paper for the forms should be as per schedule of standard forms issued by the Railway Board. Subject to this restriction, any addition or modification which may be found necessary to suit conditions purely local to a railway may be made in a standard form at the discretion of railway administration. When the revision of a standard form is undertaken by the Railway Board the railway administration will be informed in time, so that they may not print or order for, another supply without first referring to authority revising the form. The railway administration should ordinarily print and issue the revised form, after all existing stock of the old has been exhausted, but if for special reasons, it is necessary to bring the revised form into use at once, they will be advised accordingly. They should then print the new form, but any remaining stock of the old forms should not be destroyed without the orders of the General Manager.

Introduction of Local Forms-No new local forms may be introduced without the approval of the General Manager or the Chief Accounts Officer.

15. Write briefly on printing of forms and registers.

Ans: Printing of Forms- Standard and local forms and printed registers should be printed in the Railway Press wherever one exists. Departments should advise the Supdt. of Ptg. and Sty. annually or half yearly, as may be arranged, of their requirements of the standard and local forms and Printed Registers. Such indents should be carefully scrutinized by the Heads of offices with relation to the statistics of work in each office and unnecessary items or quantities deleted before submission. The Printing Supdt. should make the necessary arrangements for printing, stocking a working supply and issue of the forms and registers.

Printing in Outside Presses-If a railway press is unable to undertake a work on account of pressure of work or lack of suitable facilities, or the railway has no press of its own, the work may be got executed in outside presses, with the sanction of the General Manager, or that of the Heads of Departments or, other lower authorities, if power in this respect has been delegated to them by the General Manager. In arranging for printing work in outside presses, the General purchase policy should be followed.

16. Write briefly on accountal of forms and their verification.

Ans.

Accountal of Forms- Numerical ledgers, only need to be maintained for forms. The receipts should be posted from the challans of the Supdt. of the Railway press and the Receipt Notes for local purchase in the case of orders on outside presses. Balances in the ledgers should be struck at the end of each month.

Verification of Balances of Stationery, Forms and Printed Registers-Departmental stock verification should be carried out as prescribed for other general stores in paragraph 1339-S. Accounts Stock verification should be carried out once in three years as provided in paragraph 3327-S.

17. Discuss the necessity for prescribing uniforms.

Ans:

The need for easy identification of certain categories of staff by the public during their duty hours.

The need of protecting the staff who are exposed to extremes of weather like severe cold or heavy rain during their duty hours.

The need to fulfill the requirements of various Acts/Laws connected with the safety of staff during their working hours.

18. What is the scale of supply of uniforms.

Ans:

- a) The staff who are supplied with cotton garments for summer should be supplied with Three sets of uniforms every year.
- b) The staff who are supplied with terene cotton uniforms for summer should be supplied with 2 sets of uniforms every alternative years.
- c) The female employees who are supplied with cotton uniforms for summer should be supplied with 4 sets of cotton sarees-blouse pieces/ shalwar kameez cloth every year.
- d) 3 sets of terene cotton sarees- blouse pieces/ shalwar kameez cloth every alternative year.

For woolen uniforms.

Winter only: 2 sets in 3 years.

Summer & mild winter – 1 set in 4 years.

Summer and winter- 1 set in 2 years.

19. What are the various climatic zones of Indian Railway for uniform supply?

Ans: Indian Railways have been classified into '5' climatic Zones.

Summer only: where the average daily min. temp. during the coldest month of the year is above 16.70 C

Summer and mild winter: where the avg. daily min. temp. during the coldest month of the year is neither above 16.70 C nor below 11.70C.

Summer and Winter: where the avg. daily min. temp. during the coldest month of the year is below 11.70C

Winter only: where the Avg. daily min. temp. during the whole year is below 11.70 C

Very Cold: where the avg. daily min. temp. during the whole year is below 7.2C

TENDER CONSIDERATION

20. Elaborate on the Railway Board instructions on Negotiations.

Ans: Railway Boards instructions on Negotiations are summarized as below:

There should normally be no negotiations. Negotiations will strictly be an exception rather than rule and only where rates received are unjustifiably higher and also in situation of cartel formation with unreasonable rates.

Before resorting to negotiations, adequate care should be taken to scrutinize the rates received to avoid in fructuous instances of negotiations as such negotiations may cause unnecessary delay in procurement without any appreciable reduction in rates.

Negotiations, wherever held, should only be with the L-1 tenderer. In the cases where rates of part-II approved vendors were lower than the original rate of the L-1 part-1 approved source, eligible and suitable for bulk ordering with whom a price negotiation is held and if after price negotiation with the

L-1 part-1 approved tenderer, their rate becomes lower than that of the lowest part-II approved tenderer, then another price negotiation should be held with the lowest part-II approved tenderer subject to the condition that the firms offer is otherwise suitable and eligible for placement of an order as per extant procedure.

Negotiations are also held:

In cases where small scale units, registered with NSIC quote in competition with others and fall within the price preference range as per extant Government policy, negotiations will be held with the lowest acceptable tenderer in each category viz. the lowest tenderer of SSI unit, which falls within the purchase preference, as well as the lowest tenderer of the competitive basis.

Similarly, in cases where Central Public Sector Units, which are in competition with other tenderers and fall within the zone of purchase preference, negotiations will be held also with the lowest acceptable tenderer among Central Public Sector Units, which falls within the limit of purchase preference.

Similarly, in cases where SSI units registered with NSIC for the concerned item and Central Public Sector Units quote in competition with others, the same principle will be observed for negotiations.

Where ever technology transfer has been done on ToT basis on more than one firm, negotiations will be held with all the firms under ToT agreement.

21. Write in detail how quantity is split in pre-decided splitting tender cases and in no prior split cases.

In case of tenders with pre-decided splitting clause incorporated in the tender, the following procedure is adopted.

Splitting of tendered quantity

Case of no prior decision to split the order —

2.1.1 Normally full order should be placed on L-1 firm. However, if after due processing, it is discovered that the quantity to be ordered is more than what L-1 alone is capable of supplying and there was no prior decision to split the quantities, then this aspect should be recorded in TO minutes! acceptance in direct acceptance cases-The quantity being finally ordered will be distributed among

the other bidders in a manner that will be fair, transparent and equitable. The manner of Splitting will take specific note of the following parameters

- (i) Past Performance of bidders
- (ii) Capacity of bidders
- (iii) Delivery requirements in the tender
- (iv) Quantity under procurement
- (v) Vital / safety nature of the items

2.1.2 In the absence of any differentiation on the above parameters, the manner of splitting will be based on the stipulation given in para 2.2.2 below.

Case of pre-decided split ordering —

2.2.1 Railway may decide in advance to have more than one source of supply on account of delivery requirement in tender, past performance and capability of bidders, quantity under procurement and vital/safety nature of items.

2.2.2 Following provisions {2.2.2 (A) to 2.6} shall be applicable in all such cases of pre-decided split ordering:

(A) The purchaser reserves the right to distribute the procurable quantity on one or more than one of the eligible tenderers. Zone of consideration of such eligible tenderers will be the right of the Purchaser. The zone of consideration will be a dynamic mix of inter—se position of firms, supply performance of the firms, quantity being procured, criticality of and lead time of supply of the item, number of established suppliers, their capacity etc.

(B) Whenever such splitting of the procurable quantity is made, the quantity distribution will depend (in an inverse manner) upon the differential of rates quoted by. the tenderers (other aspects i.e. adequate capacity — cum-capability, satisfactory past performance of the tenderers, outstanding order load for the Railway making the procurement, quoted delivery schedule vis-a—vis the delivery schedule incorporated in the tender enquiry etc. being same / similar) in the manner detailed in the table below:

Price differential between L1 and L2 and L2	Quantity distribution ratio between L1
---	--

Up to 3%	60:40
More than 3% and up to 5%	65:35
More than 5%	At least 65% on the L1 tenderer. For the quantity to be ordered on the L—2 tenderer, TC/TAA shall decide

In the phrase ‘differential rates quoted by the tenderers’, the quoted rate would mean

(i) When no price negotiation has been called for, the original rates as obtained at the time of tender opening. However, the rate of the highest eligible tenderer within the zone of consideration has to be per se reasonable.

(ii) When price negotiation has been called for, the reference L1 rate for assessment of ratio will be the original rate of L1 firm (suitable for bulk quantity) — say firm “A” — as obtained at the time of tender opening.

B(I) If splitting of quantity is required to be done by ordering on tenderers higher than the L2 tenderer, then the quantity distribution proportion amongst the tenderers will be decided by transparent/logical/equity-based extrapolation of the model as indicated in the above para.

B(II) There could be situation when between the lowest firm considered suitable for bulk qty (L1 firm “A”) and another firm considered suitable for bulk quantity order, there are firms who are considered suitable only for part quantity. For example, say L1 firm “A” is Pt I firm, L4 is Pt I firm (and both considered suitable for bulk quantity order) and splitting is to be done between these two Pt I firms. But there are two Pt II firms in between who are suitable for part quantity. In such cases, L1 should be given its proportion based on its rate differential with respect to L4, (say by this, L1 gets 65% of NPQ). The balance quantity (say 35% of NPQ) is to be distributed among other firms. The balance quantity is to be distributed as follows:

(a) Allocate the Pt II L2 and Pt. II L3 within the overall ceiling of 15%|25% (of 35% of NPQ)

(b) Allocate the balance quantity to L4 firm.

Since the PtlI firms are being given the order in relation to its lower position w.r.t. L4 (Pt I firm), it will not attract the provision of ‘order on PtlI firm should not be at a higher rate than Pt I firm’ as the reference rate for comparison of L2 PtlI and L3 Pt I| rate is the L4 Pt I rate.

2.23 In cases of pre—decided splitting, if the purchaser decides not to split the ordered quantity, the reason for the same should be recorded in TC minutes/acceptance in direct acceptance cases.

2.3 Ordering on part II approved vendors and developmental order shall not construe splitting of procurable quantity

2.3.1 Considering that overall quantity limit from Pt II vendor is 25%, and the fact that Pt II firms can fall anywhere in the inter-se position, specifying a precise situation independent distribution among Pt II firms is not possible. Suffice it to say that the tender committee/TAA will bring out the rational of quantity distribution among Pt II firms.

2.4

(i) If the lowest rate quoted by the tenderer (suitable for bulk ordering) (say firm "A") is not reasonable, purchaser may go for negotiation with the L1 firm "A". However, counter offer in lieu of aforesaid negotiation is not permitted. After negotiation(s), if the negotiated rate is still considered unreasonable, then counter offer may be given to the L1 firm "A". The rate to be counter offered to the firm will be a rate which the TC/purchase officer considers reasonable. If counter offer is not accepted by the firm, the tender will normally be discharged. Only in exceptional situation, where the requirement is urgent and a re-tender for the entire requirement would delay the availability of the item, purchase officer/TC may take a view to buy the bare minimum quantity. The balance quantity should be re-tendered.

(ii) Once the rate of L1 firm "A" (whether original, negotiated, or counter offered and subsequently accepted) is reasonable, the purchaser may (in case of splitting of quantities) simultaneously counter offer to L-2, L-3, etc. (whose rates are not pre-reasonable), the rate of the L1 firm "A". Such counter offer(s), the purchaser will reserve their right to decide on the quantity distribution ratio / proportion.

22. What are extent orders for consideration of Price variation clauses? What are different types variation clauses, which may form as part of supply contract? What precautions are required to be taken for granting price variation clauses in the purchase contract.

Ans: The Purchase officers may decide on merits of each case, the need for incorporation of price variation clauses and allow variations, only where it is considered absolutely unavoidable, in consultation with Finance.

The extent orders issued by the Railway Board for acceptance of price variation clauses are –

- i. In respect of imported stores, price variation in respect of exchange rate and customs duty may be accepted, subject to production of documentary evidence.
- ii. In respect of indigenous stores, variation in GST may also be accepted, subject to production of documentary evidence.
- iii. As far as possible, firms should be asked to quote firm prices, without any variation till completion of supply.

iv. Wages escalation clause may be accepted, only for supply of indigenous stores in very special cases and only if the tenderers insist on the same, in consultation with FA&CAO. Wages escalation should be applicable only as a result of direct Government action, adjudication of legislation, either Central or State.

There should be price de-escalation clause to cover such contingency, if any. For all contracts, where different wages escalation clause is proposed to be accepted, Board's prior approval should be obtained.

Other things being equal, preference should be given to the tenderer, whose wages escalation is likely to be less.

v. Acceptance of Sea freight variation clauses – Where tenderers insist on inclusion of Sea freight variation clause, in their contracts for the supplies of various stores, these may be accepted by the General Manager, in consultation with their FA&CAO's wherever the firms whose offer are otherwise competitive.

vi. Material Price escalation clause – In all high value contracts for the supply of stores, where the raw material contents like steel, non ferrousetc are substantial price variation clause may be prescribed, in consultation with legal and Financial advisers for incorporation in the tender enquiry itself.

The material escalation clause applies for the following

- i. Steel price variation clause.
- ii. For insulated cables /wires
- iii. For A.C.S.R conductors

Price variation clause may be accepted in stores contracts, irrespective of delivery period but a specific provision, indicating the period after which the effect of changes in the parameters included in the price variation clause, may be made to work out the revised prices. The time lag, between the date of change in the parameters and the date of their becoming effective for operation of price variation clause, should take into account the likely inputs at old prices, being used for manufacture and supply of the contracted items.

Basics of IMMS & e-Procurement

23. What is e-procurement and What are its benefits ? Briefly describe how the tender opening task is performed in this system.

Ans: E-procurement is the system, wherein the processes of procurement such as issue of tenders by the purchasers, comparison of offers and communications regarding the purchase process are done online through internet, maintaining adequate data security.

Benefits of e-procurement:

- a. Transparency
- b. Wide publicity
- c. Saving in procurement lead time
- d. Tender opening is tamper proof compared to manual tenders
- e. All the data is secured & tamper proof
- f. Delivery of tender enquiry, offers, etc. is fully ensured.

Tender opening task in e-procurement systems: Officials deputed for tender opening (Stores & accounts, both) to login in the e-procurement system using their ID and digital signature after pre-decided opening time for the tenders. As soon as both the officials give command for tender opening the system (through program utilities) first authenticates the digital signatures and their authority and after authentication the virtual tender box is opened. Comparative statements and summaries of offers etc. can now be printed.

24. What are the benefits to buyer and seller due to e-Procurement ?

Benefits to buyer: The e-procurement system resulted in the following benefits to the buying organization. (a) Improved image and transparency of the buying organization. The e-procurement solutions made the purchasing process easy and visible to widely dispersed sellers of goods. Transparency in procurement process has reduced the opportunity for corrupt practices due to reduced human interface. (b) Savings in cost of purchase. Low cost communication in real time, has led to savings in phone/fax charges as well as postage/courier charges. There is a reduction in advertisements cost too. Apart from above there is a direct saving in cost of manpower involved in procurement activities. There is a ban on recruitment of clerical staff apart from regular surrender of vacancies arising due to retiring employees. In spite of the above constraints, Materials Management Department of the Railways have been able to meet with the challenges of users' expectations in procuring goods which is rising due to increased level of train operations. A study of "Northern Railway Tender Opening Cell" revealed that they are able to handle increased number of tenders only with three staff as against eight to ten staff required in old manual tendering system. (c) Reduced Paper work. The traditional system of printing of large number of bulletins containing 100 to 150 small value tenders, and its dispatch to registered bidders have been completely abandoned. This led to direct saving in cost of printing and distribution of bulletins. The average annual cost in printing and distribution of the bulletins on Northern Railway only was Rs 11.40 lakhs. Almost same amount of saving is expected by remaining zonal railways as well as production units. (d) Improved decision-

making. Management reporting capability of e-procurement system has helped the management to take better decision. The access to central repository of bid data against tender of all the railway units for the same/similar item is now available to users for analysis and arriving at most judicious rates for entering into the contracts. This also has given a very strong tool in the hand of purchase managers to negotiate and bring down prices in tender on hand. (e) Audit trail. E-procurement system is so articulated that it leaves behind a record of activities ensuring that a robust audit trail is always available of all the activities either at the application level or the database level for auditors to verify the transactions. (f) Reduction in procurement cycle. Due to elimination of dispatch and receipt time of tenders/ bids the time interval between publication of tender and closing of the bid has been reduced by an average of ten days. Further, time required in compilation of comparative statement of financial and techno commercial bids and its checking by the associated finance has been reduced from average of 26 days to NIL. This leads to saving of around three week time in tender processing. (g) 24*7 availability. The system is available online 24*7 and can be accessed by users from anywhere all the time. (h) Wider choice of suppliers. E-procurement has opened up a wider choice of suppliers and access to new bidders.

Benefits to seller: (a) Centralized information of all the business requirements of goods. As website allows single sign-on, bidders get information for all their business requirements arising out of railways tenders at one place. Automatic E-mail/SMS alerts are also generated through the system to draw attention of prospective suppliers. (b) Information regarding Corrigendum. With the introduction of E-Procurement System, corrigendum to the tenders issued by the Purchase office triggers automatic Email/ SMS to all prospective suppliers and all those bidders who had shown their interest in the respective tender. Chances of any skewed/ discriminatory transmission of tender information, whether deliberately / unknowingly, to prospective suppliers have been totally eliminated. (c) The system has offered reduction in cost of travel in collection of tender documents, dropping of bids and attending tender opening event. Also cost associated with communication, paper, manpower, courier etc. have been eliminated. The system offers convenience of bidding from anywhere and anytime in a fearless manner.

For carrying out the above activities earlier in the manual system, many bidders were required to maintain their local offices near Purchase offices which are scattered all across the country. The need for creating such establishment is no more considered useful. (d) Greater confidence due to transparency and fairness in purchase process. Access is allowed to participating bidders to view and download the same comparative statement of bids, duly ranked, which is available to Purchase Officers for decision making. Bidders can even verify the content of the tender document, which is digitally signed by the Purchase Official, to ascertain its integrity. Small and medium suppliers also got an opportunity to participate in tenders in a fair and fearless manner and compete with big players. They no longer face the threat of being physically prevented from participating in tenders by large suppliers/ contractors, Mafia or cartels.

25. Write salient feature of the e-Procurement system.

Ans. The project was for design, development and roll out of e-Procurement system on Indian Railways through their own organization. The project was aimed to improve transparency and add

efficiency to entire-Procurement process. The main stakeholders in the project are railway users and bidders. The salient features of the application are described below: a. The admin module of the application allows online registration of the users. EPS administrator at the apex level had been authorized to create profile of admin users in each department of each railway unit. Login access is allowed to these users through two factor authentication using their user ID, password and digital signature certificates. They are in turn authorized to create profile of railway users in their department and also to assign roles and privileges to them. Railway users are required to have their active email account and class II/III digital certificate with organizational name. As they are internal users, they are relaxed to use Class II digital certificates instead of class III digital certificates (Class III certificates require physical verification of the certificate applicant in addition to required documentation).

Bidders are also required to have their active e-mail account and class III digital signatures certificate with organization name. Bidder account creation has been centralized at CRIS so as to avoid duplicate registration and single point contact to bidders for registration related issues. The system provides for single log in for the requirement of all the Railway Units. Login access is allowed to these users through two factor authentication using their user ID, password and digital signature certificates. The registration process involves online submission of form duly signed by the authorized bidder user. The bidder registration is free so as to encourage more and more participation. The online form submitted by bidder is examined by CRIS based on laid down procedure regarding duplicity, validity of digital signature certificate etc. c. A software utility has been provided to Railway users to fetch the tender data from MMIS to EPS and sign and publish the same. Railway users have been provided facility to issue different type of tenders such as LT, OT and GT. It also allows issue of single stage – one packet as well as two packet tenders. If desired railways users can also opt for reverse auction for invitation of financial bids instead of traditional electronic tenders. Attention of prospective bidders in case of OT and approved bidders in case of LT can also be invited while issue of e-tender. Publishing of tender triggers e-mail as well as SMS to attached bidders. For the convenience to railway users tender data is filtered on different criteria and provided through different folders on their dash board. d. Registered bidders are provided filtered tender data on their desk top through folders. They can also search tenders of their interest through search utility. Bidders are provided a stream line flow of bids submission by first making payment for tender document cost online through SBI payment gateway or declare the provisions under which they are exempted from submission of the tender document cost. They are also prompted to upload relevant documents as evidence. The entire bidding process basically involves filling up of technical data, commercial data and financial bid for the items included in the tender. Bidders have also been provided an upload utility to attach pdf documents to their bids. Bidders are required to sign and encrypt every page on their machine before submission. Digital Signatures on every page is considered essential to ensure authenticity and integrity of records, and non-repudiation. It provides legal sanctity to the transactions and made the application compliant to IT Act 2000, duly amended from time to time. Bidders get an acknowledgement of bid submission with unique bid ID having server time stamp. Server time is synchronized with IST acquired from NPL (National physical laboratory). Bidders are allowed to submit their revised bid any number of times before bid closing time. They can also submit alternate offers in response to e-tenders. e. After lapse of bid closing time, authorized and nominated officials from Stores and finance of the respective Railway/department are allowed access to tenders for decryption of the bid data. They after authenticating themselves decrypt the bid data, thereby changing the status of the tender as “opened”. This process triggers alert to all the participating bidders and also generates pdf documents comparing financial bids and techno commercial bids separately. All the authorized users including bidders can view, download and print these documents.

PROCEDURES/MANUALS RELATED TO IMMS AND IREPS

26. Write a short note on Computerization in Stores Deptt of SCRly.

Ans:

Computerization in Stores Department

Materials Management activities have been fully automated in Stores Department.

Complete purchase work in PCMM Office and receipt, accountal and issue of materials

In depots is Performed through iMMS. Matters related with Establishment/General Administration are not yet automated in Stores Department.

All the Purchase and Depot Staff have working knowledge of Computers. With every new development in MMIS and EPS, necessary training is imparted to officers/staff.

MMIS (Material Management Information System)

All the Materials Management activities are performed through an application called

“MMIS”. This application consists of Five Modules namely

- (i) Purchase Module
- (ii) Depot Module
- (iii) Finance Module
- (iv) Uniform Module and
- (v) Sales Module.

It covers different material management activities but are integrated with each other.

This application based on Oracle 10G at the back end and Developer 2K at the front end, covers all the Stores activities right from generation of demands to accountal of materials and bill passing by Accounts Department.

MMIS is being used over S CR w.e.f A p r i l ' 2 005 and its performance has been highly satisfactory. With the help of MMIS, Stores department has been able to meet material requirement of SCR with minimum staff.

All the modules of the MMIS has been implemented by all the depots and divisions except Uniform Module. The data of MMIS is being exchanged through e-mail through depots as well as headquarters.

Advantages

Application tested widely by all the Zonal Railways /Pus. Covers all the activities related with procurement of materials.

Easier monitoring of activities at different stages of procurement cycle.

Allows answers to day to day queries.

Facilitates proper record keeping.

Provides last procurement data for initiating new purchases.

On Line Supply orders (DGS&D)

All supply orders against DGS&D rate contracts are placed online on DGS&D website.

Corrigendum issued against DGS&D supply orders is also made online on DGS&D website.

SCR Website

Stores Department web site <http://10.51.6.253> has been created and it is being regularly updated. The status of demand of stock and non stock can be known by clicking on stock/non stock tab. All other the matters related stores activities of headquarters and depots with updated position can be accessed from Stores Rail net Web site.

27. Write a short note on IREPS.

Ans:

E-procurement System is a web based application which will keep procurement data of all the Railways at one place for mutual sharing. A web site “www.ireps.gov.in” has been rolled out by CRIS for this purpose. This web site has an independent web page for SCR for working on E-Procurement System.

Tenders generated in MMIS are uploaded on SCR's web pages. These tenders are encrypted with the help of digital signatures.

Venders upload their offers on this web page and encrypt it with the help of the digital signatures in such a way that their offers cannot be decrypted before the pre-determined time of tender opening.

Opening of these e-Tenders is done by stores and accounts officials using their digital signatures. Tabulation statements are printed at the time of tender opening itself.

All the tenders are being processed through e-procurement system. Implementation of e-procurement system has reduced the time taken in decision of tenders substantially and improved the overall procurement efficiency in Stores Department.

28. What is iMMS ?

Integrated Materials Management System (IMMS) is the Application Software for Materials Management Department of Indian Railways for online activities for Procurement of Goods by Headquarters/Stocking Depots, Receipt and Issue of materials at Stocking Depots and Sale of Materials using E-Tendering, E-Auction and Reverse Auction of Indian Railways E-Procurement System (IREPS). This is a Web based software and will work using Internet. Data generated at one end (user) can be viewed at another end (another user) immediately eg., if a purchase order is generated at HQ purchase section, the same can be viewed by the Depot immediately.

This application allows users to capture or generate data at various levels of the Materials Management process in a secure manner using various security features like digital signature, digital encryption certificate for encryption and decryption of data etc. The application can be accessed with valid user ID and Password in combination with a Digital Signing Certificate. The application is divided in different work areas depending upon the nature of activity viz.

- HQ Module
- Depot Module
- Auction Sale Module
- Local Purchase Module for Depot/Division etc.

29. What are the various sub-modules in HQ Module of iMMS ?

HQ Module of iMMSs divided in to the following sub-modules:

Purchase Activities:

- Registration of demand
- Creation of Purchase Proposal
- Publication of Tender
- Creation of Purchase Order etc.

Inventory Control and Allied Activities:

- Activities related to PL number like opening and closing of PL number
- Revision in stock cards etc.

30. Describe the procedure to process a Non Stock Demand in iMMS and generate a Purchase Order?

Purchase Activities:

1. Pre-Tender Activities

1.1 Registering Non Stock Demand/ Non Stock Requisition:

Users who have been given the role of “NS Demand Registration” by their System Administrators shall entering all the details of the Non Stock Requisition as received from Indentor. After proper selection of PL major group and sub group, user needs to enter three digit serial no like ‘001’ or ‘002’ etc.

After major group and sub group automatically the letter ‘N’ is concatenated to make it an eight digit N.S PL No like 4211N001. Enter all the details of the item and select the consignee from drop down list or enter consignee code directly to populate the consignee. Fill up the item details of the N.S. Demand/Requisition and Save . Items that are required to be added to the same requisition may be further added in the same form. Once all the details of the item/items are filled up, the ‘Save Demand Details’ button should be pressed to activate the ‘Register Demand’ button. Non Stock Proposal/File No as per HQ purchase section sequence will be generated automatically. The N.S Demand will be saved and File No/Tender Case No will be generated based on the purchase section of the item in the N.S. Demand. Once the N.S Demand is saved and registered and File No allotted by system, it will be forwarded to the concerned purchase

section as per the item/major group which will now be available under Purchase Proposal in the purchase dealer's log in.

Purchase Proposals for NS Demands:

The Purchase Proposal form is opened to create a new purchase proposal from the list of pending demands awaiting purchase proposal. Details such as Purchase Authority, 'Purchase Type' and 'Tender Type' are all selected from the drop down list. User at this stage should add the conditions, likely suppliers and upload document by clicking on the relevant buttons as shown below. After completion of all the above formalities, User shall select the Officer concerned from the drop down list which will show the Officers of the relevant purchase section only. Although the purchase proposal will be available in the log in of all the purchase Officers dealing with that purchase section, only the concerned Officer will be able to approve the purchase proposal as per Schedule of Power (SOP) as entered by zonal System Administrator of IMMS. After selection of the Officer concerned, system will prompt for attaching digital signature for signing the purchase proposal digitally. Once, it is digitally signed, the purchase proposal will be authorised by the dealer and will be available at the concerned officer's login. After the approving officer approves the proposal, it gets converted to a Tender. System will prompt the user to go to Tender menu and publish the tender. The next step and last step is publication of tender to IREPS for bidding by vendor.

31. What is the procedure followed to create a Purchase order for Stock Demand once the Demand is generated in IMMS ?

Registration of Stock Demand: Demands are generated on the 1st day of the month by CRIS/NDLS. depots send the demands after manual correction of demands and vetting by associated finance to HQ purchase office for procurement action.

Creation of Purchase Proposal for Stock Demand through Quantity Working Sheet:

The purchase user may enter a particular PL No or may populate the list of demands after selecting the Demand generation year and month from the drop down list in the Quantity Working Sheet form. AAC is modified in the system (as vetted by Finance) by using the AAC fixation Form. Once the AAC is fed into system and saved, user should click on 'QWS' button to call the Quantity Working Sheets form. User should click on 'Update-QWS-Data' to modify the demand details available in the system for incorporating the manually corrected/vetted demands by Stocking Depots/ Associated Finance of the Stocking Depots. The Cover Dues and Uncover Dues can be modified by the user as per the manual demand. Once, the AAC and QWS data are populated, user should click on 'Forward/Submit/Authorise' button in the Quantity Working Sheet form. The authorisation window will appear with relevant buttons/actions as per the SOP of the user. Once the QWS is approved by the user as per SOP, Purchase Proposal will be generated.

Clubbing of Purchase Proposals/ Registered Demands:

iMMS allows to club multiple purchase proposals/registered demands with any purchase proposal. User should click on 'Club' button on purchase proposal form to activate this facility. By using this facility, multiple proposal/demands can be clubbed for creation of a tender.

Creation& Publication of Tender:

Once the Tender Publish form is opened, the drop down list will show the approved purchase proposals ready for tendering and publishing. User should select the correct Purchase Proposal for tendering. After selection of the Purchase Proposal, the data get populated. At this stage only Evaluation criteria, Inspecting authority and validity is to be entered by the user. If the Tender type is OT or BT, system will automatically give Tender Closing Date based on holidays (as populated by System Administrator), Saturdays and Sundays automatically while publishing the Tender. In case of LT or ST, Tender Closing Date is to be given manually by user. For publication of the Tender, 'View/Auth' button is to be clicked which will show the IREPS view of Tender Schedule. Clicking on 'Forward/Authorize/Publish' button will make the Tender ready for publication with system allotted Tender closing date. Tenders can be approved and published by Officers as per the S.O.P as populated by zonal System Administrator. Once a Tender is published in IREPS, rest of the process viz Bidding, Tender Opening, Assigning to Officer, Negotiation (if any), Acceptance, and L.O.A will be covered in IREPS only. Only Purchase Order is to be generated from iMMS which will be digitally signed and will be delivered instantly in the In-Box of successful vendor. For re-tendering a Tender Case, User should click on 'Re-Tender' button and click on the desired action from the new window.

Approval and Publication of Tender in IREPS:

For publication of the Tender, 'View/Auth' button is to be clicked which will show the IREPS view of Tender Schedule. Clicking on 'Forward/Authorize/Publish' button will make the Tender ready for publication with system allotted Tender closing date. Tenders can be approved and published by Officers as per the S.O.P as populated by zonal System Administrator. User can check the published tender in the Live Tenders section of IREPS after log in to IREPS and also through IREPS-NIT-Search menu in iMMS.

Once a Tender is published in IREPS, rest of the process viz Bidding, Tender Opening, Assigning to Officer, Negotiation (if any), Acceptance, and L.O.A will be covered in IREPS only. Only Purchase Order is to be generated from iMMS which will be digitally signed and will be delivered instantly in the In-Box of successful vendor. For re-tendering a Tender Case, User should click on 'Re-Tender' button and click on the desired action from the new window.

Post-Tender Activities

Creation of Draft Purchase Order:

On the Due date, Tender will be available in the drop down list beside the Tender No. after selecting the Tender No, vendor is to be selected from the drop down list beside the V.code field. List of vendors who have participated against the subject Tender in IREPS will be populated. Initially, vendors will have to be selected manually, but after some time, the vendors selected for LOA in IREPS will be populated with all the details. After selection of the vendor, user will get a prompt from the system to click on green coloured plus button to create a new Draft Purchase Order. Once this button is clicked, new form will open for the user for quantity P.O Qty break up against the demands covered. After this exercise is done by the user, 'Accept and Create Draft P.O' button is to be clicked to create a new Draft Purchase Order. The Draft Purchase Order will now be ready for other inputs by the User. Once, the edit button against the item in front page of Draft P.O is clicked, a new window will open where Basic Rate, Discount, Sales Tax, Freight and other expenses are to be entered manually one by one. In this window, there will be three different tabs/canvasses which can be activated one at a time by the User for filling up the details of the offer. While filling the demand wise/ consignee wise details, the quantity can be distributed also into two different delivery dates. All the expenses are to be filled up by the User one by one. After filling up of Rate and expenses page, the Draft P.O should be saved by the User and the first page of the Draft P.O will appear once again where in User will have to enter the conditions for the Particular purchase Order. All the conditions e.g Inspection, Payment Terms, Delivery Period etc will have to be filled up one by one by the User.

Approval and Publication of P.O:

After entry of all the relevant details in the Draft P.O, the same will be ready for numbering, digitally signing and publishing to Vendor in IREPS instantaneously. After clicking on 'Authorize/Number' button on the top of the Draft P.O, a new window will appear for allotment of 5 digit P.O number. This button will be user specific i.e as per S.O.P value as entered by the zonal System Administrator. In case of Dealer, this button will be inactive and will be active For Officer and ready for signing as per S.O.P value assigned to him/her. At the time of final P.O numbering system will show an alert as this action will deliver digitally signed Purchase Order to vendor immediately which is an irreversible process. Once the concerned Officer clicks on 'OK' button, the P.O is generated and the signed Purchase Order in PDF becomes available to the vendor in IREPS instantaneously.

Modification of P.O:

In the P.O Modification form, the Purchase Order No is to be selected against which the modification is being created. After filling up the header portion and selection of the M.A signing Officer, the header portion should be saved to generate the MA Key. After generation of MA Key the 'Add Mod Para' button will be activated to select the modification area of the Purchase Order against which the modification is being done. User will have to select PL No and P.O Sr No against which the modification is being done. If this modification is applicable for all items and all consignees, the 'for All Items' and 'for All Consignees' is to be selected. Otherwise, individual item is to be selected. Once,

all the area/areas is/are modified the M.A should be saved and signed by the Officer concerned to generate the digitally signed Modification Advice for the vendor.

Cancellation of P.O:

To initiate cancellation of a Purchase Order, User needs to select the P.O record from the drop down list. After this, cancellation type, reason for cancellation, amount to be recovered from vendor, Remarks, signing officer etc are to be selected and entered. Once this is done and the header portion is saved, CA key will be generated and User will be select the demands which are to be cancelled. After selection of the item and selecting the status of the demand, the cancellation order should be saved and authorised to generate the CA No and CA date.

32. What is the procedure followed to create a Purchase order in Rate Contract/Running Contract in iMMS ?

Creation of Purchase Proposal for RC/RGC:

Purchase Proposal for DGS&D RC items are same like Purchase Proposals for trade items which has been described earlier. In this case Purchase Authority to be selected should be 'DGS&D' and Purchase Type should be 'RC'.

Creation of P.O/S.O against approved Purchase Proposal:

The process of P.O preparation is same as for trade purchase P.O. The only difference is user should select P.O source as 'DGS&D RC' and select the particular File No/Proposal No which has been approved. Rest of the processes are same as trade P.O as described earlier in detail.

33. What are the Reports available in iMMS ?

Queries:

In iMMS HQ Module there will be two types of queries. One is Purchase query and the other one is Depot query. Number of queries in iMMS will be restricted as each and every query will have multiple parameters. Some of the very important queries in Purchase area are Item Position, Tender status, Demand Status, HQ-Registers, List Items etc.

In Depot queries, the most important ones are Availability, Inventory Report, Inactive-Overstock etc which are graphical also making the queries more useful and meaningful. Some of the screens of the queries are shown here.

Most powerful and popular report in iMMS is Item Position where any User can see all the details of the item in all the zonal railways making a beautiful tool for inter railway transfer of material and decision making for Tender Cases.

User can instantly see the BIN card of the stocking depots by clicking on the hyperlink available with the name of the depots. Clicking on 'Show All Railway Position' will show the status of this item in different zonal railways.

REVERSE AUCTION

34. Procedure to be adopted for procurement through e-RA on Indian Railways for eligible cases is given below.

Selection criteria for tender cases proposed through Reverse Auction (e-RA) route:

1. In the first phase, following method of purchase through Reverse Auction shall be preferred method for procurement for tenders valued more than Rs. 10 cr, in each case
2. The process of procurement through Reverse Auction shall be followed only in cases where there are at least five approved vendors (where bulk procurement is to be from vendors approved by RDSO/CORE/PUs etc.) or at least five likely competitive sources, prima facie competent for bulk ordering.
3. Financial Bids in single currency (INR) only shall be allowed
4. For cases on Zonal Railways / PUs, personal approval of the PCMM/PCE shall be required for any exception in procurement method for cases otherwise eligible to be procured through the method of procurement detailed in this letter.

Procedure proposed for procurement through Reverse Auction:

1. The procedure discussed herein shall be fully implemented through IREPS. Any reference to Reverse Auction in this proposal shall imply e-RA.
2. Conduct and reporting of Reverse Auction shall be with the same conditions as circulated wide Railway Board letter No. RS(M)2011/EPS/01 dated 03/01/2013, with changes as indicated in this letter.

- Each tender should clearly specify essential technical and commercial parameters in a transparent manner. No deviation to such essential Technical and Commercial conditions shall be permitted to the vendors in the electronic bid form.

Technical Bid and Initial Price Offer:

- Procuring authority shall decide the bid evaluation criteria in the tender itself, i.e., whether the evaluation shall be item-wise, consignee wise or overall tender value wise.
- Bidder shall be simultaneously required to submit a Technical & Commercial Bid and Initial Price Offer. Offers found eligible for bulk order shall be categorized as Qualified for Bulk Order for the purpose of RA, offers found eligible for Developmental order shall be categorized as Qualified for Development Order for the purpose of RA.
- Offers not complying with essential technical & commercial requirements of the tender shall be declared as Ineligible for any Order.
- Technical & Commercial evaluation of bids shall be done by a Tender Committee. as per extant guidelines, delegation and the estimated value of tender. Recommendations of Tender Committee shall be considered by Tender Accepting Authority, as per existing guidelines.
- Initial Price Offer of only those bidders categorized as Qualified for Developmental Order or Qualified for Bulk Order, shall be opened and tabulated by system separately, category wise. Extent instructions for tabulation shall apply for tabulation of initial Price Offers.

Financial Bid: Financial Bid shall comprise of Final Price Offer obtained through Reverse Auction

Following conditions and procedure shall be followed in selecting the bidders for conduct of Reverse Auction:

- Selection of vendors for Reverse Auction for bulk ordering:

Number of vendors Qualified for Bulk Order	Number of Vendors to be selected for Reverse Auction	Remarks
Less than or equal to 5	All	The bids disallowed from participating in the Reverse Auction shall be the highest bidder(s) in the tabulation of the Initial Price Offer.
More than 5 and upto 10	Number of Vendors Qualified for Bulk Order minus 2 highest Offer subject to minimum 5.	
More than 10	50% of Vendors Qualified for Bulk Order (rounded off to	In the case of the highest

	next integer) subject to minimum 8.	bidders quote the same rate, the Initial Price Offer received last, as per time log of IREPS, shall be removed first, on the principle of last in first out, by IREPS system itself.
--	-------------------------------------	--

b. Selection of vendors for Reverse Auction for developmental ordering: All bids found Qualified for Developmental Order shall participate in Reverse Auction for developmental orders.

c. Maximum time allowed for Reverse Auction, both for bulk ordering or developmental ordering shall be 05 days.

d. During Reverse Auction process, bidders shall not be allowed to bid a rate higher than their lowest initial Price Offer

Reverse Auction among bids categorized as Qualified for Developmental Order and Qualified for Bulk Order shall be conducted concurrently on IREPS. Bidders shall only be able to see the auction screens relevant to them for each category. Purchaser shall be permitted to see all the auction screens for both categories on line.

Developmental order upto 20% of NPQ can be placed by Zonal Railways/ PUs. on eligible vendors, without waiting for capacity/ capability assessment by nominated centralized agency. Capacity/ capability assessment by nominated centralized agency shall be done subsequent to placement of developmental order, if not already done. in case a developmental order is placed prior to capability/ capacity assessment by nominated agency. developmental order shall be issued with a condition that the developmental order is subject to outcome of capacity/ capability assessment.

Quantity to be covered on developmental orders shall be limited to 20% of the net procurable quantity. Developmental orders shall be placed in terms of Railway Board letter no. 99/RS(G)/709/1/Pt. Dated 13/01/2015. The quantity covered on developmental orders may be within or outside NPQ. which may be decided by TC/TAA. This aspect has to be decided before conduct of Reverse Auction.

After obtaining the final bids of the Reverse Auction, tenders shall be finalized as per existing procurement policy and procedures based on the eligibility and quantity distribution criteria as defined in the tender document.

The level of Tender Committee to consider the Final Price Offers shall be determined on the basis of lowest initial Price Offer of bid Qualified for Bulk Order as opened prior to Reverse Auction. In case the level of Tender Committee which evaluated technical & commercial bids as per para 32.1 (N) was higher than the level of TC competent to consider lowest initial Price offer of bid Qualified for Bulk Order, the higher-level TC shall continue to finalize such tender cases.

For specific high value cases centralized at Railway Board such as procurement of Wagons, HSD oil, Track Machines, Steel, Rail and such other procurements separate Reverse Auction conditions regarding para 3.2.2 (a) may be formulated and incorporated in the tender conditions duly vetted by Associate finance.

PRICE VARIATION CLAUSE AND ITS OPERATION

35. What are extent orders for consideration of Price variation clauses? What are different types variation clauses, which may form as part of supply contract? What precautions are required to be taken for granting price variation clauses in the purchase contract.

Ans: The Purchase officers may decide on merits of each case, the need for incorporation of price variation clauses and allow variations, only where it is considered absolutely unavoidable, in consultation with Finance.

The extent orders issued by the Railway Board for acceptance of price variation clauses are –

- i. In respect of imported stores, price variation in respect of exchange rate and customs duty may be accepted, subject to production of documentary evidence.
- ii. In respect of indigenous stores, variation in GST may also be accepted, subject to production of documentary evidence.
- iii. As far as possible, firms should be asked to quote firm prices, without any variation till completion of supply.
- iv. Wages escalation clause may be accepted, only for supply of indigenous stores in very special cases and only if the tenderers insist on the same, in consultation with FA&CAO. Wages escalation should be applicable only as a result of direct Government action, adjudication of legislation, either Central or State.

There should be price de-escalation clause to cover such contingency, if any. For all contracts, where different wages escalation clause is proposed to be accepted, Board's prior approval should be obtained.

Other things being equal, preference should be given to the tenderer, whose wages escalation is likely to be less.

v. Acceptance of Sea freight variation clauses – Where tenderers insist on inclusion of Sea freight variation clause, in their contracts for the supplies of various stores, these may be accepted by the General Manager, in consultation with their FA&CAO's wherever the firms whose offer are otherwise competitive.

vi. Material Price escalation clause – In all high value contracts for the supply of stores, where the raw material contents like steel, non ferrous etc are substantial price variation clause may be prescribed, in consultation with legal and Financial advisers for incorporation in the tender enquiry itself.

The material escalation clause applies for the following

- i. Steel price variation clause.
- ii. For insulated cables /wires
- iii. For A.C.S.R conductors

Price variation clause may be accepted in stores contracts, irrespective of delivery period but a specific provision, indicating the period after which the effect of changes in the parameters included in the price variation clause, may be made to work out the revised prices. The time lag, between the date of change in the parameters and the date of their becoming effective for operation of price variation clause, should take into account the likely inputs at old prices, being used for manufacture and supply of the contracted items.

PURCHASE THROUGH CENTRALIZED AGENCIES

36. Describe in brief role of the following organizations in regard to purchases of material by SC Railway.(i) RITES, (ii) NSIC, (iv) CRIS, (v) COFMOW

Ans:

i) RITES: Quality Assurance Division of RITES provides services for third party inspection of materials & equipment against purchase orders placed by SC Railway. The inspection services of RITES are backed by in house laboratory facilities providing technical support. As per the existing instructions of Railway Board, RITES carry out third part inspection of materials & equipment against purchase orders having value more than Rs. One lakh and Fifty thousand. The QA division of RITES has been divided in five regions i.e., Central, Northern, Southern, Western & Eastern region with clearly defined jurisdiction. After placement of purchase order by the railway, the vendor is required to submit inspection call in the regional office of RITES, in the jurisdiction of which the firm is located. The inspection is carried out by RITES inspecting engineer at firm's premises. After the material is passed and inspection certificate is issued by RITES, the vendor can dispatch the material. In case the consignee rejects the material, which was pre-inspected by RITES, a representative of RITES associates in the joint inspection with consignee and the firm's representative.

ii)NSIC: National Small Industries Corporation Ltd. is a Government of India enterprise under ministry of Micro, Small & Medium Enterprises (MSME). It promotes the growth of small industries & industry related micro, small and medium enterprises in the country. NSIC operates a single point registration scheme under the government purchase programme, where the registered SSI units get several benefits in procurement by railways such as (a) Issue of tender documents free of costs, (b) Exemption from payment of Earnest Money deposit, (c) Waiver of Security Deposit upto the monetary limit for which the unit is registered. Some items are reserved to be procured from firms registered with NSIC such as different sizes of nuts, bolts & rivets, varnish & paint brushes, leather hand gloves etc. In addition to the above, the SSI units get automatic registration with the Railways based on NSIC registration certificate and no fee or cost of application form for seeking registration in Railways is charged from such firms.

iii)CRIS: Centre for Railway Information System (CRIS) provides consultancy and IT services to Indian Railways. CRIS has developed Indian Railway E-Procurement System for IR. Complete activity of procurement of material by SC Railway is being done on IREPS. Tenders for procurement of material are first uploaded on the IREPS website, which are opened at the due date & time of tender opening. Then tabulation statement is printed and signed by the tender opening officials. After finalization of the tenders, the details of the purchase orders placed are uploaded on the website. With the introduction of e-tendering system, the procurement process has got expedited and it has also become more transparent. The CRIS is in the process of developing e-auction module on IREPS website for on line sale of scrap materials by Indian Railways.

iv)COFMOW: It is an organization under ministry of railways for procurement & induction of modern workshop technologies and M&P. It prepares detailed technical specification for procurement of M&P. As per the existing instructions, all M&P items having value more than Rs. 30Lakhs besides prohibited items are required to be procured through COFMOW only. Railways can go for direct procurement of such M&P only after getting dispensation from COFMOW.

37. How do you generate a Purchase Order for Indentable Items ?

Creation of Purchase Proposal for Indents:

For indent-able items where indent is to be placed on CPEs like Rly Bd. etc, purchase proposal is to be created for those items in a similar fashion to purchase proposal shown earlier with the only difference that Purchase Authority should be selected as RB or DLW or CLW etc and Purchase Type should be Indent.

Creation of Indents:

Once the Purchase Proposal is approved, the same will be available for preparation of final indent in the Order Placement form. The Indent Generation form does not have the Conditions tab. The process is same as generation of Purchase Order.

GOVT POLICY PREFERENCE

38. What are the provisions regarding MSMEs in Public procurement?

Ans:

Tender sets shall be provided free of cost to MSEs registered for the item tendered.

MSEs registered for the item tendered will be exempted from payment of Earnest Money

Ministries or departments or PSUs shall continue to procure 358 items from MSEs which have been reserved for exclusive purchase from them.

39. What is the purchase preference given as per public procurement (Preference to make in India) Order2017

Ans: The following purchase preference is given:

a. In procurement of goods, services or works where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible.

b. If the estimated value of procurement of such goods or services or works is more than Rs. 50 lakhs, the provisions are as given below.

i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.

ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

c. In procurements of goods or works not covered by above paragraph and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed.

i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.

ii). If L1 is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.

iii) In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

d. Margin of Purchase Preference: The margin of purchase preference shall be 20%

e. Exemption of small purchases: procurements where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

f. Minimum local content: The minimum local content shall ordinarily be 50%. The Ministry may prescribe a higher or lower percentage in respect of any particular item and may also prescribe the manner of calculation of local content.

SUPPLY CONTRACTS

40. What is Book Examination Clause as per IRS Terms & Conditions?

Ans3300. Book Examination Clause-The Government reserves the right for 'Book Examination' as follows: -The Contractor shall whenever called upon and requiring to produce or cause to be produced for examination by any Government Officer duly authorised in that behalf, any cost or other account book of account, voucher, receipt, letter, memorandum, paper or writing or any copy of or extract from any such document and also furnish information any way relating to such transaction and procedure before the duly authorised Government Officer returns verified in such manner as may be required relating in any way to the execution of this contract or relevant for verifying or ascertaining the cost of execution of this contract (the decision of such Government Officer on the question of relevancy of any document, information of return being final and binding on the parties).

The obligation imposed by this clause is without prejudice to the obligation of the contractor under any statute, rules or orders shall be binding on the Contractor.

The Contractor shall, if the authorised Government Officer so requires (whether before or after the prices have been finally fixed), afford facilities to the Government Officer concerned to visit the Contractor's works for the purpose of examining the processes of manufacture and estimating or ascertaining the cost of production of the articles. If any portion of the work be entrusted or carried out by a sub-contractor or any of its subsidiary or allied firm or company, the authorised Government

Officer shall have power to examine all the relevant books of such sub-contractor or any subsidiary or allied firm or company shall be open to his inspection as mentioned in clause (i).

If on such examination, it is established that the contracted price is in excess of the actual cost plus reasonable margin of profit, the Purchaser shall have the right to reduce the price and determine the amount to a reasonable level.

Where a contract provides for book examination clause, the Contractor or its agency is bound to allow examination of its books within a period of 60 days from the date the notice is received by the Contractor, or its agencies calling for the production of documents as under clause (i) above. In the event of Contractor's or his agency's failure to do so, the contract price would be reduced and determined according to the best judgement of the Purchaser which would be final and binding on the Contractor and his agencies.

41. What are provisions in IRS Terms & Conditions regarding Security Deposit?

Ans. The provisions along with para no are given below:

0500: SECURITY DEPOSIT:

0501: Unless otherwise agreed between the Purchaser and the contractor, the contractor shall, within 14 days of posting of written notice of acceptance to the contractor, deposit with the Railway concerned (in cash or the equivalent in Government Securities or approved Banker's Guarantee Bond) a sum equal to 10 per cent of the total value of the stores detailed in the contract for which, the tender has been accepted, subject to upper ceiling of Rs. 50 Lakhs.

OTHER THAN SAFETY ITEMS:

The Security Deposit (SD) shall be taken from all the firms for contracts for items valuing more than 1 lakh subject to the following exemptions.

Vendors registered with Railways upto the monetary limit of their registration for the items ordered/trade groups for items ordered or vendors on approved list of RDSO/PUs/CORE/Railways etc. for those specific items for which they are on approved list or other Railways, Govt. Departments on their specific request and on merits of the case as considered by tender committee. On merits of the case as considered by tender committee / tender accepting authority.

The usual security deposit, shall, however be taken in case the contracts are placed on unregistered/unapproved firms or for items for which a particular firm is not registered/approved. The amount of SD to be taken whenever considered shall be 10% of the total value of contract subject to upper ceiling of RS.50 lakh.

Security Deposit should remain valid for a minimum period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

0502: If the contractor, having been called upon by the Purchase to furnish security Deposit fails to make and to maintain a security deposit within the specified period, it shall be lawful for the Purchaser: -to recover from the Contractor the amount of such security deposit by deducting the amount from the pending bills of the contractor under the contract or any other contract with the purchaser or the Government or any person contracting through the Purchaser or otherwise however, orto cancel the contract or any part thereof and to purchase or authorize the purchase of the stores at the risk and cost of the contractor and in that event the provisions of Clauses 0702 shall apply as far as applicable.

0503: No claim shall lie against the Purchaser in respect of interest on cash deposits or Government Securities or depreciation thereof.

0504: The Purchaser shall be entitled and it shall be lawful on his part to forfeit the said security deposit in whole or in part in the event of any default, failure or neglect on the part of the Contractor in the fulfilment or performance in all respects of the contract under reference or any other contract with the Purchaser or any part thereof to the satisfaction of the Purchaser and the Purchaser shall also be entitled to deduct from the said deposits any loss or damage which the Purchaser may suffer or be put by reason of or due to any act or other default, recoverable by the Purchaser from the Contractor in respect of the contract under reference or any other contract and in either of the events aforesaid to call upon the contractor to maintain the security deposits at its original limit by making further deposit, provided further that the Purchaser shall be entitled to recover any such claim from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contracts with the Purchaser.

42. What are provisions in IRS Terms & Conditions regarding Failure and Termination of Supply Order?

Failure and Termination:-

If the Contractor fails to deliver the stores or any installment thereof within the period fixed for such delivery in the contract or as extended or at any time repudiates the contract before the expiry of such period the Purchaser may without prejudice to his other rights:-recover from the Contractor as agreed

liquidated damages and not by way of penalty a sum equivalent to 2 per cent of the price of any stores (including elements of taxes, duties, freight, etc.) which the Contractor has failed to deliver within the period fixed for delivery in the contract or as extended for each month or part of a month during which the delivery of such stores may be in arrears where delivery thereof is accepted after expiry of the aforesaid period, or

1. Risk Purchase clause is deleted for all orders for safety items, where Security deposit has been made collected. In case of failure of contract, Security Deposit shall be forfeited. Such failure shall be recorded & will be considered by Railways on merit in future cases.

2. In such cases as covered under (1) above, the quantities unsupplied shall be procured independently without risk and cost of the original firm/supplier.

3. Adverse performance of such firms will be recorded and intimated to the approving authority and also to be taken into account in future tender cases on merit.

4. Such cases which are not covered under Para (1) above. Risk Purchase provisions shall continue for them as per existing guideline as given below.

The Purchaser reserves the right to purchase or authorize the purchase of the stores not so delivered or others of a similar description (where stores exactly complying with particulars are not in the opinion of the Purchaser, which shall be final, readily procurable) at the risk and cost of the Contractor. It shall, however, be in the discretion of the purchaser to collect or not, Security Deposit from the firm(s) on whom the contract is placed at the risk and expense of the defaulted firm.

Where action is taken under Sub-clause (c) above, the Contractor shall be liable for any loss which the Purchaser may sustain on that account provided the purchase or if there is an agreement to purchase 1 such agreement is made, in case of failure to deliver the stores within the period fixed for such delivery in the contract or as extended within six months from the date of such failure and in case of repudiation of the contract before the expiry of the aforesaid period of delivery, within six months from the date of cancellation of the contract. The Contractor shall not be entitled to any gain on such purchase and the manner and method of such purchase shall be in the entire discretion of the Purchaser. It shall not be necessary for the Purchaser to serve a notice of such purchase on the Contractor.

Note: In respect of the stores which are not easily available in the market and where procurement difficulties are experienced the period for making risk purchase shall be nine months instead of six months provided above.

43. What is consignee's right of rejection as per IRS Terms & Conditions?

1502. Consignee's Right of Rejection – Notwithstanding any approval which the Inspecting Officer may have given in respect of the stores or any materials or other particulars or the work or workmanship involved in the performance of the contract (whether with or without any test carried out by the Contractor or the Inspecting Officer or under the direction of the Inspecting Officer) and notwithstanding delivery of the stores where so provided to the interim consignee, it shall be lawful for the consignee, on behalf of the Purchaser, to reject the stores or any part, portion or consignment thereof within a reasonable time after actual delivery thereof to him at the place or destination specified in the contract if such stores or part, portion or consignment thereof is not in all respects in conformity with the terms and conditions of the contract whether on account of any loss, deterioration or damage before dispatch or delivery or during transit or otherwise howsoever. Note-In respect of materials pre-inspected at the firm's premises the consignee will issue rejection advice within 90 days from the date of receipt.

44. What are provisions regarding Warranty/Guarantee in IRS Terms & Conditions?

Ans 3200. Warranty/Guarantee-3201. The Contractor/Seller hereby covenants that it is a condition of the contract that all goods/stores/articles furnished to the Purchaser under his contract shall be of the highest grade free of all defects and faults and of the best materials, quality, manufacture and workmanship throughout and consistent with the established and generally accepted standards for materials of the type ordered and in full conformity with the contract specification, drawing or sample, if any and shall, if operable, operate properly.

3202. The Contractor also guarantees that the said goods/stores/articles would continue to conform to the description and quality as aforesaid, for a period of 30 months after their delivery or 24 months from the date of placement in service whichever shall be sooner, and this warranty shall survive notwithstanding the fact that the goods/stores/articles may have been inspected, accepted and payment thereof made by the Purchaser.

3203. If during the aforesaid period, the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated, otherwise that by fair wear and tear the decision of the Purchaser in that behalf being final and conclusive that the Purchaser will be entitled to reject the said goods/stores/articles or such portions thereof as may be discovered not to conform to the said description and quality. On such rejection, the goods/stores/articles will be at the Seller's risk. If the Contractor/Seller so desires, the rejected goods may be taken over by him or his agents for disposal such manner as he may deem fit within a period of 3 months from the date of such rejection. At the expiry of the period, no claim whatsoever shall lie against the Purchaser in respect of the said goods/stores/articles, which may be disposed of by the Purchaser in such manner as he thinks fit. Without prejudice to the generality of the foregoing, all the provisions in the Indian Railways Standard Conditions of Contract relating to the 'rejection of stores' and 'failure' and 'termination' add and Clause 3100-02 above shall apply.

3204. The Contractor/Seller shall, if required, replace the goods or such portion thereof as have been rejected by the Purchaser, free of cost, at the ultimate destination, or at the option of the Purchaser, the Contractor/Seller shall pay to the Purchaser, the value thereof at the contract price and such other expenditure and damage as may arise by reason of the breach of the conditions herein before specified. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise.

45. What are provisions regarding Removal of Rejected Stores in IRS Terms & Conditions?

Ans. 2200. Removal of Rejected Stores.

2201. On rejection of all stores submitted for inspection at a place other than the premises of the Contractor, such stores shall be removed by the Contractor at his own cost subject as hereinafter stipulated, within 21 days of the date of intimation of such rejection. If the concerned communication is addressed and posted to the Contractor at the address mentioned in the contract, it will be deemed to have been served on him at the time when such communication would be in the course of ordinary post reach the Contractor. Provided that the Inspecting Officer may call upon the Contractor to remove dangerous, infected or perishable stores within 48 hours of the receipt of such communication and the decision of the Inspecting Officer in this behalf shall be final in all respects. Provided further that where the price or part thereof has been paid, the consignee is entitled without prejudice to his other rights to retain the rejected stores till the price paid for such stores is refunded by the Contractor save that such retention shall not in any circumstances be deemed to be acceptance of the stores or waiver of rejection thereon.

2202. All rejected stores shall in any event and circumstances remain and always be at the risk of the Contractor immediately on such rejection. If such stores are not removed by the Contractor within the periods aforementioned, Inspection Officer may remove the rejected stores and either return the same to the contractor at his risk and cost by such mode of transport as the Purchaser or Inspecting Officer may decide, or dispose of such stores at the Contractor's risk and on his account and retain such portion of the proceeds, if any from such disposal as connection may necessary to recover any expense incurred in with such disposals (or any price refundable as a consequence of such rejection). The Purchaser shall, in addition, be entitled to recover from the Contractor ground rent/ demurrage charges on the rejected stores after the expiry of the time limit mentioned above.

2203. The stores that have been dispatched by rail and rejected after arrival at destination may be taken back by the Contractor either at the station where they were rejected or at the station from which they were sent, after refunding the price paid for such stores and other charges refundable as a consequence of such rejection. If the contract placed for delivery f o. r. station of dispatch, the Contractor shall pay the carriage charges on the rejected consignment at public tariff rates from the station of dispatch to the station where they are rejected. If the Contractor elects to take back the goods at the station from which they were dispatched, the goods shall in addition be booked back to

him freight to pay at public tariff rates and at owner's risk. The Contractor shall be liable to reimburse packing and incidental cost and charges incurred in such return or rejected stores in addition to other charges refundable as a consequence of rejection. The goods shall remain the property of the Contractor unless and until accepted by the Purchaser, after inspection.

RATE/RUNING & FIXED QUANTITY/LONG TERM CONTRACT

46. Write in detail about Long Term Contract

1. Traditional inventory management tells us that to increase service level an organization must increase inventory level. But development in information and communication technology, together with a better understanding of supply chain strategy can allow the organization to improve both objectives simultaneously. Use of strategic procurement is one such way. Adoption of strategic procurement has been recommended by Kakodkar committee and accepted by full Board. The Railway Budget 2014-15 also calls for adoption of strategic procurement policy. One way to do that is through the use of long term contracting. Long term contracting has also been identified as one of the thrust areas by Ministry of Railways in its commitment to promote 'Make in India' which has been communicated vide Board Letter dt 8.1.15.

1.1 One of the recommendations of the Committee on Public Procurement constituted by GOI to look into various issues having an implication on public procurement policy, standards and procedures, is that Railways should go for long term contracting.

2. Given the background as above, with a view to bring in the concept of long terms strategic relationship with Railway vendors, a committee was constituted by Board to develop a framework for long term partnership. Based on the recommendations of the committee and with the approval of Board, it has been decided that Railway may go for long term contracting (LTC).
3. In order to implement LTC, following modalities will be observed by the Zonal Railway/PU:
 - (I) The items selected for long term contract would be high value items of regular usage where there is no immediate threat of obsolescence. A suggestive list of items where long term contracting can be done is attached. The actual selection of item is left to the choice of Zonal Railways/PUs. ZR/PUs will however do it in phased manner and not more than five items will be picked up by a ZR/PU to begin with.
 - (II) Three years (actual + projected) requirement will be calculated. The tender quantity will not exceed 80% of the thus calculated requirement of three years. Actual tendered quantity will however be what a railway proposes to cover through LTC. The level of competence of

TC/accepting authority will be based on the value of the tender (derived on the value of tendered quantity).The duration of long term contract will be three years. The tender documents before issue will be approved by competent authority as per extant delegation.

(III) ZR/PUs can float separate developmental tenders.

(IV) For items where LTC has been entered into, the long term contract holders will not be allowed to bid in the procurement process for other tenders (including development tenders) of that Railway for that item so as to allow other vendors to come up and also to have an alternate source of supply if the LTC holder(s) fail. Purchase Officer will design the contract keeping in mind that the intent is to assure a certain quantity of supply from a vendor subject to it fulfilling the quality and delivery expectation of railway. Some of the illustrative ways in which this can be done are –

A (i) The contract may envisage fixed quantity contract during the first year and rate contract(s) for the balance two years requirement with the rider that the requirement for the second and third year will continue to be met from the supplies from the vendor unless the vendor defaults on the quality/delivery front. The coverage for second and third year will be through supply order(s) against the rate contract(s). The actual scheduling of supply during the contract period will be done in keeping with the projected demand/lead time of supply. The concept of material requirement planning (MRP) may be used for material scheduling/supply.

A(ii) The contract may consist of three or more severable contracts with suitable riders as indicated in para A(i) above.

A(iii) The contract may envisage 100% quantity in first year, 80% (say)quantity in second year, 60% (say) quantity in third year with riders as indicated in A(i) above subject to availability of funds in that particular year.

B. The options given in A(i) to A(iii) above are illustrative. Any other suitable contracting algorithm which the purchase officer designs can also be used. However, based on that, the ordering criteria will have to be transparently indicated in the bid document.

C. It may also be (optionally) provided that the long-term vendor will maintain a suitable inventory of pre—inspected or self-inspected material (for items which are to be accepted on firm's WTC) so that on receipt of specific supply requirement from Railways, the long-term vendor can dispatch the material on short notice.

- (V) If the future quantity commitment in a long-term contract has been given on a 'firm' basis, its estimated value has to be reflected in the corresponding budget estimate by the contracting Railway. The fund sanctioned can be from budget allotment (i) for Capital Works; (ii) for works chargeable to the Depreciation Reserve Funds; Development Fund, other funds including EBR etc. (iii) Stores required for general purposes.
- (VI) The TC is fully empowered to take all decisions with respect to contract including pricing of a product after the finalization of contract. This means there will be inbuilt mechanism within the contract to take care of any variation arising out of change in labour/raw material prices etc. through suitable PVC as applicable in any contract. TC is authorized to settle all contract issues arising out of LTC with the contract holder. Variation in specification and drawing (as authorised by the respective specification/drawing drafting authority) from tendered specification subsequent to the awarding of the contract whether minor or otherwise, should have the approval at the level of the Competent Authority, who was the accepting authority of the Tender Committee proceedings. However, no increase in price will be permitted except based on PVC.
- (VII) Since long term contracting gives an assured cash flow to a vendor on a longer time horizon, it is expected that this will bring in reduction in price of an item vis-a-vis what is obtained in one year contracting. The quantum of reduction is something which cannot be authentically preordained. However, one of the necessary conditions that will be factored in by the Purchase Officer before finalizing the LTC is the reduction in price which a vendor has offered over and above current price of the item under annual contracting system.
- (VIII) The process of tendering for LTC will be open tender using one stage/two stage two-bid system. Reverse Auction module will be utilized.
- (IX) There must be item specific eligibility criteria. The requirement of short listing vendor(s) will inter-alia indicate facilities (including facilities for testing) that the vendor should possess. A specific minimum of essential facilities will be detailed in the tender document. These facilities may be periodically inspected by railways. The vendor should fulfill the QA programme as mentioned in the bid document.
- (X) Further for safety item, the eligibility criteria will inter-alia indicate that the long term contract will be placed on the approved sources of the respective vendor approving authorities.
- (XI) Vendors with established track record of quality can be permitted to supply material on WTC. However, random inspection of the item at production stage can be done by consignee/third party. For safety item, the vendor approving authority will ensure continued adherence of the facilities (including facilities for testing) that the vendor is expected to possess. Based on the quality record of the vendor, the vendor approving authority will also indicate whether the supply of a safety item can be accepted on vendor's own warranty and test certificate (WTC).

- (XII) Number of orders for LTC will preferably be upto three. No developmental order will be placed in a LTC tender as the procurement intent of LTC is different.

The strategic intent of LTC is to develop a collaborative relationship between a vendor and Railway which aims at nurturing of the vendor and getting timely supply of quality material. Thus, to ensure consistent quality and long term partnership, Railway may have the right to audit the price and quality of vendors. The scope of quality audit will include performance feedback from railway.

ANNUAL MAINTENANCE CONTRACT

47. What are the provisions regarding tender conditions for AMC?

Ans: Tender conditions regarding Annual Maintenance Contract:

(a) Tenderers are required to quote for post warranty Annual Maintenance Contract (AMC) [or a period of five years after expiry of the warranty period of the M&P along with their offers. The scope of AMC will include preventive and breakdown maintenance. AMC charges will include all costs of personnel, spares etc. except the cost of consumables required for day-to-day operation & daily maintenance checks.

(b) The tender documents must specify the maximum downtime and maximum response time as also penalties for failure to adhere to the same. AMC Payment terms should be linked to these performance parameters.

(c) The tenderers should quote AMC rates for each of the five years. The AMC prices for each year will be firm. The AMC charges shall be separately payable in Indian Rupees only. The AMC charges would be added to the FOR destination price quoted for M&P for the purpose of comparative evaluation of offer. In order to equitably compare different AMC charges for different years, the concept of NPV (Net Present Value) may be used at a predetermined rate of discounting to bring the AMC charges at the same footing in the assessment of FOR destination price. The rate of discounting and the of NPV calculation shall be pre-disclosed in the tender document.

(d) The post-AMC maintenance of machines will be dealt with by the end users. In order to facilitate the same, tenderers are required to give the current cost of spares required for maintenance of machine after AMC period and the current service charges for each items of work of repair 1) M&P beyond the AMC period. These charges will not be included in the price of M&P for the purpose of comparative evaluation of offers.

(e) Tenderers who are OEM., must give undertaking for supply of spare parts for a period of expected life of the machine/equipment. Other Tenderers must submit undertaking from OEM for supply of spare parts for a period of expected life of the machine/equipment.

f) The actual Contract Agreement must show the AMC charges as a separate schedule/annexure to distinguish in from the transaction value of M&P, to avoid undue custom duty/charges.

ONLINE SUBMISSION OF EMD & SD

48. Describe in brief Earnest money deposit and Security deposit. Why it is required? And when it is required? In what condition it is exempted?

Ans. Earnest money deposit is taken to ensure earnestness of tenderers participating in a tender.

EMD is 2% of the estimated tender value subject upper limit of Rs 5 Lakhs for tenders valuing up to Rs. 10 Cr and Rs 10 Lakh for tenders valuing above Rs. 10 Cr.

EMD is liable to be forfeited in case offer is withdrawn within validity.

As soon as tender is decided, EMD of firms other than the firm on whom acceptance has been done, should be released.

EMD can be exempted for firms registered with, Railway, NSIC and approved by RDSO/ICF/CORE/CLW/RCF for the item being tendered.

Security Deposit is taken from the firm on whom tender is accepted to ensure supply against the PO

SD is 10% of the PO value subject to maximum Rs 50 Lakh for all cases.

SD can be exempted for firms registered with Rly, NSIC and approved by RDSO/CORE/ICF/CLW/DCW/DLW etc.

Earnest money and Security deposit is to be paid in any of the manner prescribed below:

A deposit in cash to be made in any of the cash offices of SC Railway under allocation " Deposit Miscellaneous Stores" in favour of FA&CAO, SC Railway (cash receipt is to be produced).

Government securities at 5 per cent below the market value.

Deposit receipts, pay orders, Demand Drafts and Guarantee Bonds of the State Bank of India or any of the Nationalised Banks. No confirmatory advice from the Reserve Bank of India will be necessary (Para 449-S).

Deposit Receipts, Pay Orders, Demand Drafts and Guarantee Bonds issued by all Scheduled Commercial Banks (The question of making a distinction between the approved and unapproved Banks does not arise)

vi) A deposit in the Post Office Savings Bank.

The Bond of Indian Railways Finance Corporation (in case of bonds issued under non-cumulative interest scheme, post dated interest warrants should be submitted along with the bonds and the interest warrants could be given back as and when the interest becomes due) and KRCL Bonds of Rs. 1000/- each.

Pay orders/Demand drafts are to be drawn in favour of FA&CAO/ SC Railway.

PO DRAFT /NUMBERING SCHEME & VETTING CONSIDERATIONS

49. Explain in detail the purchase order numbering scheme followed in S . C. Railway.

Ans. Purchase order numbering scheme:-1) The purchase order number will be of 14 digits as shown below:-e.g., PO No. 10.14.3000.1.91655

- 1.1 First 2 digits represents the PL Major Group.
- 1.2 Next 2 digits represents the year
- 1.3 Next 4 Digits represents Case File No.
- 1.4 Next 1 Digit represents type of order and their significance code

	Types of order & their significance	Code No.
a.	Purchase order placed by PCMM on Foreign Suppliers.	0
b.	Purchase order placed by the PCMM/Depot officers/Divn. (Other than DGS&Ds rate & Running Contract orders).	1

c.	Supply orders placed by the PCMM/Depot officers/Divn. against DGS&Ds rate contract.	2
d.	Supply orders placed by the PCMM/Depot officers/Divn. against DGS&Ds running contracts.	3
e.	Fabrication orders placed by the PCMM/Depot officers/Divn.	4
f.	Indent placed on DGS&D and its Regional Directorates	6
g.	Acceptance of tenders issued by the Rly. Bd.	7
h.	Indent/supply orders placed on production units	8
i.	Indent/supply orders placed on the other Railways excluding Production units.	9

The appropriate code number as above is being incorporated for the 9th digit in the purchase order number.

1.5 The Last 5 Digits i.e. 10th to 14th Digit Represent the Serial Numbers of the purchase order.

SETTLEMENT OF DISPUTES

50. What are provisions in IRS Terms & Conditions regarding Arbitration in case of dispute in Supply Order?

In the event of any question, dispute or difference arising under these conditions or any special conditions of contract, or in connection with this contract) except as to any matters the decision of which is specially provided for by these or the special conditions, i.e., excepted matters (non-arbitratable) the same shall be referred to the sole arbitration of an Arbitrator in terms of the Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015. Arbitrator shall be a person possessing qualifications laid down in para 2900 (a) (ii) and shall be appointed by the General Manager in the case of contracts entered into by the Zonal Railways and Production Units by any Member of the Railway Board/ Directors General (Railway Stores), in the case of contracts entered into by the Railway Board and by the Head of the Organisation in respect of contracts entered into by the other Organisation under the Ministry of Railways.

2900 (a) (ii) Qualification for appointment as Sole Arbitrator: Retired Railway Officer not below SAG level 3 years after his date of retirement. Age of Arbitrator at the time of appointment shall not exceed 70 years.

2900 (a) (iii) An Arbitrator may be appointed notwithstanding the total no. of arbitration cases in which he has been appointed in the past. Retired Railway officer being appointed as arbitrator, however will not be one of those who had an opportunity to deal with the matters to which the contract relates or who in the course of their duties as railway servant have expressed views on all or any of the matters under dispute or difference.

2900 (a) (iv) The award of the arbitrator shall be final and binding on the parties to this contract.

2900 (b) In the event of the arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason or his award being set aside by the court for any reason, it shall be lawful for the authority appointing the arbitrator to appoint another arbitrator in place of the outgoing arbitrator in the manner aforesaid.

2900 (c) It is further a terms of this contract that no person other than the person appointed by the authority as aforesaid should act as arbitrator and that if for any reason that is not possible, the matter is not to be referred to arbitration at all

2900 (d) deleted

2900 (e) The cost of arbitration shall be borne by the concerned parties in terms of Section 31(A) of Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015. The cost shall inter-alia include fee of the arbitrator, as per the rates fixed by Railway Board from time to time. Further, the fee payable to the Arbitrator would be governed by instructions issued on the subject by Railway Board from time to time irrespective of the fact whether the Arbitrator is appointed by the Railway administration under this clause or by any court of law unless specifically directed by Hon'ble Court otherwise on the matter.

2900 (e) (ii) Arbitrator shall be entrusted to 50 percent extra fee, if award is made within 6 months in terms of provisions contained in Section 29(A) (2) of the Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015.

Besides the above, Arbitrator shall be also be entitled for this extra fee in cases, where Fast Track Procedure in terms of Section 29(B) of the Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015 is followed.

2900 (f) Subject as aforesaid, the Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.

2900 (g) The venue of arbitration shall be the place from which the acceptance note is issued or such other place as the arbitrator at his discretion may determine in terms of Sec 20 of the Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015.

2900 (h) In this clause the authority to appoint the arbitrator includes, if there be no such authority the officer who is for the time being discharging the functions of that authority, whether in addition to other functions or otherwise.

2900 (i) It is further a terms of this contract that where the arbitral award is for the payment of money no interest shall be payable on whole or any part of the money for any period till the date on which the award is made in terms of Sec 31(7) (a) of the Arbitration & Conciliation Act, 1996 as amended by Arbitration & Conciliation (Amendment) Act, 2015.

IMPORT OF MATERIAL

51. Differentiate between F.O.B and F.A.S.:

Ans: F.A.S.: Free Along Shore: When a contract is arranged on FAS basis, the contractor is understood to undertake to deliver the goods along shore the ship at his own expenses.

F.O.B.: Free on Board: When goods are purchased on FOB basis, the duty of the contractor is to deliver the goods on board ship at his own expenses for carriage to the purchaser. The purchaser is liable for freight and other subsequent charges.

52. Write short note on importance of INCOTERMS?

Ans. INCOTERMS means international commercial terms, which are internationally recognized standard trade terms used in Sales Contracts. They are used to make sure buyer and seller to know the following.

- a. Who is responsible for cost of transporting the goods, including insurance, taxes and duties.
- b. Where the goods should be picked up from and transported to.
- c. Who is responsible for the goods at each step during the transportation.

53. Write short note on CFR.

Ans. CFR stands for Cost and Freight – it's a legal term used in international shipping meaning the seller assumes more responsibility for the delivery of goods and needs to pay for transport to an agreed port. The seller will also need to pay for the delivery of goods and export, up until the point the goods are loaded on board the ship.

The term CFR means that the seller has more responsibility; they will pay for and arrange transportation. This can be contrasted with a seller under an FOB shipping transaction; where the seller is merely responsible for delivery of the goods to the port of origin; they will then be transported.

54. Write short note on DDP and buyer and seller obligations under DDP.

Ans. Under DDP, the supplier is responsible for paying for all of the costs associated with the delivery of goods right up until they get to the named place of destination. The buyer is then responsible for unloading the goods at the end destination.

DDP can be used to describe ocean, road or air transportation of goods, including multimodal transportation.

It's also expected that the seller clears the goods at export and import customs.

Buyer and Seller Obligations of DDP

THE SELLER'S OBLIGATIONS	THE BUYER'S OBLIGATIONS
1. Providing the goods to the buyer: The supplier is responsible for delivering the goods and providing an invoice to prove delivery.	1. Payment: The buyer must pay for the price of the goods as quoted in the contract of sale with the supplier
2. Licenses and documentation: The supplier needs to have documentation in order to get export licenses so that they can move goods to the final destination	2. Licences, authorisations and formalities: The buyer must get any export license and import permit for the export of goods (at the country of origin and destination country)
3. Transport and insurance: The supplier is responsible for the transport but there's no obligation to provide insurance	3. Shipping and Insurance: Contract of carriage – no obligation, this is the seller's responsibility to cover costs and risk Contract of insurance – no obligation from either party, although recommended
4. Delivery: The supplier should deliver the goods to the place agreed by the buyer; it's always advisable to make sure to be specific about the destination place.	4. Taking delivery: The buyer must take the goods which are delivered at the agreed destination point and time
5. Transfer of risks: Risk is transferred from the seller to the buyer once the goods are available	5. Transfer of risks; The risk is transferred from the seller to the buyer once they have been

to the buyer at the end destination port or terminal as agreed	offloaded at the agreed place of delivery – this means they must then bear all risks of loss or damage of their goods
6. Costs: The seller must pay for the cost of delivering the goods loading costs and transport of goods until the port of destination insurance from the point of origin and also for the main transport journey export duties and taxes customs formalities import duties and taxes customs formalities at the destination country	6. Costs: The buyer pays for all unloading costs
7. Notice to the buyer: The seller must notify the buyer that the goods have been delivered at the place of destination	7. Notice to the seller: The buyer must provide a clear time of shipment and the port of destination
8. Proof of delivery: The seller must obtain proof of delivery at their own expense, which is a document that allows the buyer to pick up the goods	8. Proof of delivery: Must accept the seller's delivery document
9. Checking: The seller must cover the cost of checking the goods for quality control, as well as measuring, weighing, counting, packing of the goods and marking them as required. If a special package (e.g. fragile goods) is being shipped, the seller must inform the buyer and have them agree any extra expenses	9. Inspection: Unless it's a mandatory at origin, the buyer needs to pay any pre-shipment inspection
10. Other: The seller must help in obtaining additional information required by the seller	10. Other: Assist obtaining additional information required by the seller

CONCEPT OF STRATEGIES SOURCING (RATIONAL SOURCE SELECTION)

55. What are the types of fabrication contracts generally entered into by railways? What factors are considered while deciding to go for fabrication contracts?

Ans. A contract to convert raw material into a finished product is called fabrication contract.

Railways are entering into following types of fabrication contracts;

Fabrication of raw cloth into different styles of uniform;

Fabrication of N.F. scrap into finished item, such as bronze ingot from bronze scrap etc.

Fabrication of steel billets into finished materials i.e. MS rounds, track fittings etc.

Fabrication of paper into books and forms

Factors considered while deciding to go for fabrication contracts are;

Whether the conversion of raw material into finished product is cheaper than the sale value that may be realized from the sale of scrap plus the cost of fabrication when compared to the cost of the finished material available in the market.

Whether railways themselves have the facility to fabricate.

STORES BUDGET

56. What is budget? What are various budgeting stages? What is stores budget?

Ans: Budget is a monetary plan for a time period. It is an estimate of future cost on revenues. It sets the targets, assigns responsibility and evaluates performance. It has several stages. Budget estimate is submitted in month of November. The budget is presented to Parliament in month of February. Budget grants are approved in month of March. This is followed by August review, revised estimates, final modification and telegraphic modification. Stores budget is part of demand no. 16 (capital). Money allotted for purchase is called purchase grant. Main budget based control for expenditure on stores budget is Liability register maintained by store accounts.

57. What is ZBB? How it is different from traditional budgeting

Ans:

ZBB is zero based budgeting. Budgeting under this system for each year is done taking the base as zero. In other words the budgeting for each year is to be done from scratch. Its main objective is Management by objective. In traditional budgeting, AAC's of individual items do not match with budgetary provisions. Since procurement process is distributed over the year, items processed with inflated AAC consume and block funds. PO can't be released for all items due to fund shortage. ZBB aims at restricting AAC as per budgetary provisions. ABC analysis is used for fund allocations. AAC's are adjusted as per budgetary provisions. Thus better and efficient fund utilization occurs along with improved material availability. Inactive and surplus items can be controlled.

58. Why should the expenditure incurred in the purchase of stores be treated as suspense? How the said suspense is cleared?

Ans: Materials are purchased for use by railway departments e.g.maintenance of coach, wagons, loco, electric installations S&T etc. For each use, a head of account is allotted, so that the expenditure and budgeting can be done correctly. However, stock items kept in store depot have to wait till indenter draws it for use. This account is known as stores suspense. When the material is drawn by the consumer, the cost of stores is charged to the final expenditure account of the consumer, by crediting the stores suspense.

59. Explain: Misc. Advance Capital, SINT, Stock Adjustment Account

Ans:

Misc. Advance Capital: It is operated to watch issues of stores for manufacture given to outsiders for fabrication etc.

SINT stands for stores in transit. Whenever stores are transferred from one depot to other, this head is operated separately for each depot.

Stock Adjusting Account (SAA): Knowing the practical difficulty involved in the receipt and issue of stores, involving thousands of items and numerous transactions, this head is provided for. It speaks about the efficiency of store keeping of a depot. It includes difference in book balance and ground balance; errors due to erroneous pricing/mistakes and other miscellaneous errors. There are two types of SAA i.e., reversible and irreversible. Items that can not be accounted immediately but required to be issued are taken into reversible SAA. Items like flag allowance received extra in case of clothing items that are not required to be accounted again are taken through irreversible SAA.

Scrap receipts without documents are also taken through irreversible SAA.

Scrap receipts are priced at predetermined rates while taking into account. The difference between actual sold rate and predetermined rates is later adjusted through SAA.

SAA balances are liquidated every quarter based on debit/credit to the departments based on quantum of transactions.

PAPERLESS WORKING

60. Write the process of settlement of tender cases through paper less mode (Online through IREPS).

Ans.

1. Process Flow:

- Log in (with user ID, Password and Class III DSC).
- Assign/reassign tender cases - to be done by the Tender Opening Section or by the Convenor for both Direct Acceptance Cases and appropriate level TC Case.
- Mark Tender Cases to the Technical User - "If required" (for technical scrutiny by the respective Technical Member of the Tender Committee in case of TC case) or to the concerned Technical Officer for Technical Comments (in case of Direct Acceptance Cases).
- After receipt of Technical comments from the Technical Member / Technical Departmental Official, the Convenor has to accept / finalize the Technical scrutiny (online)

- Form Tender Committee / Tender Committee meeting date (online by the Convenor only)
- Prepare TC draft recommendations.
- Forward Draft recommendations to the respective Technical and Finance Member (online)
- After the consensus, finalize the TC recommendations and sign digitally with Class III DSC and forward to the Technical and Finance Member simultaneously for their digital signatures (online).
- After signing by all the three Tender Committee Members, forward the case to the Accepting Authority (online)
- Accepting Authority will also accept the TC Recommendations online or modify or reject as the case may be by signing with DSC online.
- Issue of LOA or AA online to the Firms approved for ordering / counter offering (online).

2. In case of Negotiations:

- Process the Tender Committee Cases in the same way as above for negotiations (Select Negotiations and the respective Firms for negotiations).
- Fix up time and date for negotiations online.
- For negotiations with respective tenderers(s), correspondence / letter online through IREPS for attending negotiations.
- Hold negotiations with the tenderers(s) as normally done in offline mode by calling the tenderers(s) to the respective office (by the TC as usual).
- After having finalized the negotiation, the tenderer will be required to upload the negotiated e-bid in the same way as they are uploading their commercial e-bids in normal e-tender mode.
- Opening of e-bid (negotiated, permissible on or after due date and time of submission of e-negotiated bid).
- Opening of e-bid (negotiated), would require the following:
 - i. Convenor, Technical Member and Finance Member will have to simultaneously log in / confirm their User ID, Password as well as DSD on a "Single PC". (System will automatically verify all the three members and confirm for their passwords as well as respective DSCs).
 - ii. Decryption certificate will also be required to decrypt the e-bid(negotiated) by attaching the decryption certificate obtained from the Tender Section (after following (i) above). The process will enable the opening of the e-bids (negotiated).
 - iii. After having opened the negotiated bid, the tabulation will be opened indicating the e-bid negotiated along with all other original bids (opened by all the three members of the Tender Committee) in the form of a tabulation statement. The names of all the TC members will appear on the negotiated e-bid tabulation statement.

- The Tender Case is not required to be processed in the same way for preparation and finalization of Supplementary TC recommendations followed by acceptance by the Accepting Authority in online mode which is further followed by issue of LOA / Advance Acceptance / Counter Offer etc.

61. Describe deregistration or suspension of registration. How it is different from banning a business?

Ans:

Whenever supplier misbehaves or indulges in malpractices or attempts to cheat the railways, Registration of his firm may be suspended temporarily by zonal railway for a certain period. This is called deregistration or suspension of the firm. This is relatively milder penal action. Banning of business is a serious action that is taken by Ministry of Railways or Vigilance Directorate of Railway Board. Any case of cheating or attempt to cheat or indulging in corrupt practices or anti-national activity can result in banning of business. Banning a business may be at departmental level or all India level.

Banning is usually for a specified period but in serious cases, the firm can even be banned for an indefinite period.

MISSION PACE

62. What is the aim of Mission PACE ?

Mission PACE (Procurement and consumption efficiency) is announced by the Hon'ble M.R in Budget Speech in 2016-17 which aims to optimize procurement to achieve costs savings. The mission aims to improve procurement and consumption practices to improve the quality of goods and services.

It introduces culture of optimum use practices such as vendor managed inventory, Long term contracting, standardization of specifications (to reduce the number of items), long term contracting to take advantage of economy of scale, reduction of consumptions by way of best practices, clubbing of requirement and procuring by identifying clusters etc).

It has been decided by the Railway Board that Zonal Railways will adopt reverse auction method of procurement coupled with Long term contract for the identified high value items to maximize the costs benefits.

PART-I : ESTABLISHMENT & FINANCIAL RULES

Labour Relations and Welfare

63. Explain the classification of employment and the criteria for classification under HOER.

Classification:

Continuous: The employment of a Railway employee is said to be continuous except when it is excluded or has been declared to be Essentially Intermittent or Intensive.

Essentially Intermittent: The employment of a Railway employee is said to be Essentially Intermittent when it has been declared to be so by the prescribed authority on the grounds that daily hours of duty of the Railway employee normally include periods of inaction aggregating to 50% or more (including at least 1 such period of not less than 1 hour or 2 such periods of not less than half an hour each) in a tour of 12 hour duty (on the average over 72 consecutive hours) during which the Railway employee may be on duty, but is not called upon to display either physical activity or sustained attention.

Excluded: The employment of a Railway employee is said to be Excluded if he belongs to any one of the following categories,

Railway employee employed in managerial or confidential capacity.

Armed guards or other personnel subject to discipline similar to that of any armed police forces.

Staff of the railway schools imparting technical training or academic education.

Such staff as may be specified as supervisory.

Matrons

Sisters-in-charge

Matrons not on regular shift duty in Railway Hospitals

Health Educators and District Extension Educators

Family Planning Field workers

Lady Health Visitors

Auxiliary nurses-cum-midwives

Projectionists.

Other categories prescribed.

4 .Intensive : The employment of a Railway employee is said to be Intensive when it has been declared to be so by the prescribed authority on the ground that it is of a strenuous nature involving continued concentration or hard manual labour with little or no period of relaxation.

Criteria for Classification:

Continuous : All Railway employees except those excluded from Hours of Employment Regulations are assumed to be 'Continuous'. Thereafter on the basis of factual job analysis, it may be classified as Essentially Intermittent or Intensive.

Intensive : Two important factors in declaring and employment as Intensive are : (i) strenuous nature of the work tending to cause mental or physical strain (ii) continuous application to such work with little or no period of relaxation. This is considered to have been satisfied where period of inaction or relaxation do not aggregate 6 hours or more in a cycle of 24 hours or one hour or more in a shift of 8 hours.

Essentially Intermittent : If daily duty hours which should be assumed to be 12 hour/day include one period of inaction of not less than one hour or two such periods of not less than half an hour each and various periods of inaction (including that above) aggregating 50% or more during which he is not called upon to show either physical activities or sustained attention.

NOTE : In calculating above, periods of inaction of less than 5" shall be ignored.

64. Write a short notes on Workman's Compensation act.

Ans.The main features of the Workman's Compensation act are as under:-

Object:

The objective of this Act is that in the case of an employment injury compensation be provided to the injured workman and in case of his death to his dependants.

Employer to pay compensation:

In case a personal injury is caused to a workman by accident arising out of and in the course of his employment, his employer is liable to pay compensation in accordance with the provision of the Act within 30 days from the date when it fell due otherwise he would also be liable to pay interest and penalty.

When employer is not liable:

In case the disablement of workman is three or less days; except in case of death when the injury is caused due to influence of drink or drug taken by the workman or upon his willful disobedience to obey safety rules or removal of safety guards by him.

Amount of compensation: (1) in case of death:- an amount equal to 50% of the monthly wage multiplied by the relevant factor as given in Schedule IV of the Act or Rs. 80,000/- whichever is more. (2) In case of permanent total disablement, it is 60% or Rs. 90,000/- whichever is more and (3) In case of permanent partial disablement occurs then the compensation is proportionate to the disability arrived as at (2) above.

Notice:

An injured person or his dependants have to give a notice to the employer to pay compensation.

Claim:

Upon the failure or refusal of an employer to give compensation, an application is to be made in Form - F to the Commissioner under the Workmen's Compensation Act, 1923 who is the Assistant Labour Commissioner or the Labour-cum-Conciliation Officer of the area where the accident took place or where the claimant ordinarily resides or where the employer has his registered office. After hearing both the parties, the Commissioner decides the claim.

Contracting out:

Any contract or agreement whereby an injured person or his dependant relinquishes or reduces his right to receive compensation is null and void to that extent.

Appeal:

An appeal lies to the High Court against the orders of the Commissioner with regard to the awarding or refusing to award compensation, or imposing interest or penalty, or regarding distribution of compensation etc.

Recovery :

The amount of compensation awarded by the Commissioner is to be recovered as arrears of land revenue.

WELFARE

65. Enumerate the types of leaves available for Railway employees and explain the provisions regarding encashment of LAP at the time of availing Pass/PTO.

Leave on Average Pay (LAP)

- 30 days LAP in a calendar year.
- Shall be credited in advance in two installments of 15 days each on January 1st and July 1st of every calendar year.
- Shall be carried forward subject to the maximum limit of 300 days.

Leave on half average pay(LHAP)

- 20 days LHAP in a calendar year.
- No restriction on accumulation.

Leave Not Due(LND)

- Sanctioned to the extent of LAP employee is likely to earn.
- Maximum can be 360 days in the career of the employee with the condition that not more than 90 at a time and 180 days maximum for other than medical grounds.

Child Care Leave(CCL)

- For women employees having minor children(below 18 years)
- If child is disabled (40% disability) upto 22 years age. Certificate regarding disability has to be produced along with certification by the employee that the child is dependent on her.
- Maximum for a period of 2 years (730 days) during the entire service.
- It may be allowed for third year as Leave not Due without production of medical certificate.
- For taking care upto 2 children.

Study Leave(SL)

- Max period of 24 months in the entire service of a Railway employee and upto 12 months at a time.

Casual Leave(CL)

- Those permitted for Gazetted holidays-8 per year
- Those not permitted for Gazetted holidays-10 per year

Child Adoption Leave

- Granted for 180 days on adoption of a child up to one year of age on the lines of Maternity Leave admissible.

Compensatory Casual Leave(CL)

- Group C & D railway employees (except supervisors) are entitled for Compensatory Casual Leave in lieu of working on Sundays/Holidays.
- It must be availed within 30 days of the day on which worked.

Extraordinary Leave (ExL)

- Not exceeding 5 years at a stretch for permanent and 3 months for temporary (6 months with Medical certificate) Railway employees .

Hospital Leave

- Sanctioned to Group C and D Railway employees due to risks incurred in the course of official duties.
- Based on Medical Certificate of Railway Doctor
- Sanctioned for such periods as necessary

Maternity Leave(ML)

- 45 days to 180 days

Paternity Leave(PL)

- Granted to male employee-15 days

Special Casual Leave

- Sanctioned for various purposes such as Sterilisation operation, for attending union/federation meetings, RPF annual day, Hindi examinations, co-operative society meetings, sports activities etc

Special Disability Leave

- Can be sanctioned upto 24 months(in one or more spells)

Encashment of LAP at the time of availing Pass/PTO:

- Upto 10 days of LAP can be encashed at the time of availing Pass/PTO subject to the following conditions.
- Balance of at least 30 LAP should be available at the credit of the Railway employee after taking into account the LAP encashed and LAP taken for this purpose.
- Total LAP encashed during the total career of a Railway Employee should not exceed 60 days.
- Successive encashments cannot be made before a minimum period of 2 years has elapsed.
- The period of two years for the purpose of successive encashment of LAP shall be with respect to a two year block, the first one commencing from 1.9.2008 and ending on 31.08.2010 with respect to the outward journey performed. The next block would commence from 1.9.2010 and end on 31.08.2012 and successive blocks would follow similar pattern.
- $\text{Cash equivalent} = (\text{Pay in Pay band} + \text{GP}) / 30 * \text{LAP encashed (max 10 days)}$.
- Calculation will be based on the pay at the time of availing Pass/PTO.
- Railway employees who are directly connected with the running of trains like Loco Pilots, Station Masters, Guards are exempted from the requirement of taking equal number of LAP during encashment.
- In order to claim encashment of LAP while availing Privilege Pass/PTO, in terms of the provisions contained in Rule 540-A/R-I, 1985 Edition and as modified/clarified from time to time, Railway employees are required to avail leave, including casual leave. Holidays, including Restricted Holidays, do not come within the ambit of the definition of leave for the aforesaid purpose.

66. Enumerate different Passes and describe entitlement of Privilege Pass/PTO and duty pass.

Privilege Pass

Metal Passes - Gold, Silver & Bronze.

Duty Card Pass

Emergent Duty Pass

Residential Card Pass

Transfer Pass

Kit Pass.

Settlement Pass.

Provision Pass.

Cheque Passes.

Complimentary Pass to Licensed Porters.

Split Pass.

School Passes.

School Card pass.

Post Retirement Passes.

Widow Pass.

Entitlements of Passes/PTOs

Entitlements of Passes/PTOs in respect of railway servants drawing pay in the Railway Services (Revised Pay) Rules, 2008.

Category	Privilege Pass & PTO	Duty Pass
Gazetted Officers A & B	Ist Class 'A' Pass	Ist Class 'A' pass
Non-Gazetted employees		
GP Rs.4200/- and above	Ist Class Pass	Ist Class Pass
GP Rs.2800/-	IInd Class 'A' Pass*	IInd Class 'A'Pass*
In GPRs.1900/- and above but below Rs.2,800/-	One IInd Class 'A' Pass* in a year, remaining passes and PTOs of Second/Sleeper Class.	IInd Class 'A'Pass*
GP Rs. 1800	One IInd Class 'A' Pass* in a year, remaining passes and PTOs of Second/Sleeper Class.	Second / Sleeper Class Pass

*Note:

Holder of IInd Class, 'A' pass shall be entitled to travel by AC-3 tier class in trains other than Rajdhani/Shatabdi/Duronto Exp. trains. IInd Class 'A' Pass is of yellow colour.

The Railway employees who are already entitled to 1st Class Passes, shall continue to draw 1st Class Passes, irrespective of their eligibility in terms of these orders.

Grade Pay granted under the MACP Scheme will be taken into account for eligibility of pass. However a railway staff after allotment of higher GP through MACP is not eligible to draw higher class of pass as per pre-revised entitlements.

Number of passes

Gazetted Officers A & B		6 sets per year
Gr C & D	First 5 years	1 sets per year
	After 5 years	3 sets per year

67. What are Retirement Benefits?

Retirement Benefits are the benefits which an employee is eligible to get on Superannuation, Voluntary Retirement, Death and Resignation from Railway service. These can be briefly summarised as under:

(i) On Superannuation

- ☐ Provident Fund (PF)
- ☐ Retirement Gratuity
- ☐ Commutation of Pension (Optional)
- ☐ Group Insurance (GIS)
- ☐ Leave Encashment
- ☐ Composite Transfer Grant
- ☐ Post Retirement Complimentary Passes
- ☐ Railway Employees Liberalised Health Scheme (RELHS)
- ☐ Gold Plated Silver Medal

(ii) On Voluntary Retirement

- ☐ Provident Fund (PF)
- ☐ Retirement Gratuity
- ☐ Commutation of Pension (Optional) at the rate of relevant factor applicable on next birthday
- ☐ Group Insurance (GIS)
- ☐ Leave Encashment
- ☐ Composite Transfer Grant
- ☐ Post Retirement Complimentary Passes
- ☐ Railway Employees Liberalized Health Scheme (RELHS)
- ☐ Gold Plated Silver Medal

(iii) On Resignation

- ☐ Provident Fund (PF)
- ☐ Group Insurance (GIS)
- ☐ Leave Encashment - 50% of balance LAP (maximum up to 150 days)

(iv) On Death

- ☐ Provident Fund (PF)
- ☐ Death Gratuity
- ☐ Group Insurance (GIS)
- ☐ DLI (Deposit Linked Insurance Scheme)
- ☐ Leave Encashment
- ☐ Composite Transfer Grant
- ☐ Widow Passes
- ☐ Railway Employees Liberalized Health Scheme (RELHS)

(v) On Removal/ Dismissal

- ☐ Provident Fund
- ☐ Group Insurance
- ☐ Compassionate Allowance/Grant (If sanctioned – to the extent of a maximum 2/3rd of Pension/Gratuity) as decided by disciplinary authority

68. What is the New Pension Scheme?

The Government of India has introduced a New Pension Scheme (Defined Contributory Pension System) replacing the existing system of Defined Benefit Pension System. The New Scheme is applicable to new entrants to Government service w.e.f. 01.01.2004. Under Tier-I of the system, Government servants shall compulsorily make a contribution at the rate of 10% of salary and a matching contribution will be made by the Government.

Tier-II is a withdrawable and Non-Pensionable Account and will have the system of Voluntary contribution. The contributions will be kept in a separate account and will be withdrawable at the option of the Government servant. Government will not make any contribution to Tier-II Account. This is not operative at present.

69. What is DCRG?, What is Retirement Gratuity? and what is Death Gratuity?

DCRG: Death-cum-Retirement Gratuity (DCRG) is a lump sum payment to the employee on his retirement or to his family in the event of his death or superannuation depending on the case.

Retirement Gratuity:

It is a lump sum payment to the employee on his retirement.

A Railway Servant who has completed five years qualifying service is granted retirement gratuity equal to 1/4th of his salary for each completed six monthly period of qualifying service subject to a maximum of 16 ½ times the emoluments, provided that the amount of retirement gratuity payable shall, in no case exceed Rupees Ten Lacs .

Death Gratuity:

It is lump sum payment to the family of a Railway Servant in the event of his death while in service.

In the event of death of an employee during service, the Death Gratuity shall be admissible at the following rates:

Length of Service	Rate of Gratuity
(a) Less than 1 year	2 times of salary
(b) One year or more but less than 5 years	6 times of salary
(c) 5 years or more but less than 20 years	12 times of salary
(d) 20 years or more	Half of salary for every completed six monthly period of qualifying service subject to a maximum of 33 times of salary provided that the amount of death gratuity shall, in no case, exceed Ten Lacs.

70. Write briefly about Family Pension.

Family Pension is a social security benefit paid monthly to the surviving widow/widower or eligible child of a Railway Servant irrespective of whether death occurs during service or after retirement. The benefit has also now been extended to post-retiral spouse.

Basis of determination of family pension: The amount of Family Pension is determined on the basis of last emolument drawn at the time of death or retirement, without any reference to the number of years of service rendered by the deceased employee. Family Pension is calculated at 30% of the emoluments, subject to a minimum of Rs.3500/- per month, and a maximum of Rs.27000/- per month.

Minimum qualifying service for Family Pension:

Family Pension is admissible after completion of one year of continuous service. However, before completion of one year service, Family Pension will be admissible if the deceased Railway Servant, immediately prior to the appointment to the service or post, was examined by the appropriate medical authority and declared fit for the Government service.

Family Pension at enhanced rates is applicable:

For a period of 10 years following the date of death, the family pension will be payable at enhanced rates.

The enhanced family pension shall be equal to 50% of the emoluments last drawn by the Railway Servant or twice the family pension admissible at the normal rates, or the original pension sanctioned, whichever is less.

Additional quantum of Family Pension available to benefit old Family Pensioners:

The quantum of Family Pension available to old Family Pensioners shall be increased as under:

Age of Family Pensioner	Additional Quantum of Family Pension
From 80 years to less than 85 years	20% of revised Basic Family Pension
From 85 years to less than 90 years	30% of revised Basic Family Pension
From 90 years to less than 95 years	40% of revised Basic Family Pension
From 95 years to less than 100 years	50% of revised Basic Family Pension
100 years or more	100% of revised Basic Family Pension

D&A RULES

71. What are the Constitutional Provisions regarding D&A Rules?. Explain Briefly principle of natural Justice.

Art 310 – Central Government employees hold their positions during the pleasure of the President, who is in control of their discipline.

Art 311(1) – No civil servant shall be dismissed or removed from service by an authority subordinate to the authority who appointed him.

Art 311(2) - No civil servant shall be dismissed or removed from service or reduced in rank without an enquiry in which he is informed of the charges against him and is given a reasonable opportunity to be heard about these charges.

Principle of Natural Justice:

This principle elaborate the reasonable opportunity which should be given to the charged employee . Chief Justice SB Sinha of the Supreme Court of India has suggested the following guidelines:

Nobody can be a judge in his own cause.

None should be condemned without being heard.

All decisions should be made in good faith.

72. Enumerate the Minor Penalties and Major Penalties. Explain briefly procedure for imposing Major Penalty.

The following are minor penalties:

Censure

Withholding of promotion for a specific period.

Recovery from pay whole or part of any pecuniary loss caused to the Railway administration by his negligence etc.

3A) Withholding of Passes/PTOs or both

3B)Reduction to lower stage in time scale of pay by one stage for not more than 3 years without cumulative effect and not adversely affecting his pension.

Withholding of increments of pay for a specified period with further directions as to whether on expiry of such period this will or will not have the effect of postponing the future increments of pay..

Major Penalties:

The following are major penalties:

Reduction to a lower stage in the time scale of pay for a specified period , with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of the pay.

Reduction to a lower time scale, grade, post or service with or without further directions regarding conditions of restoration to the grade, post or service from which the railway servant was reduced and pay on such restoration that grade,post or service.

Compulsory Retirement.

Removal

Dismissal

Procedure for imposing Major penalties

The disciplinary authority should frame definite charges and deliver or cause to deliver memorandum of charges in SF5 and provide copies of documents for their inspection.

The charged employee (CE) is required to submit written statement of defence and also to state whether CE desires to be heard in person within 10 days or such time as may be specified by the disciplinary authority..

The Railway servant shall be permitted to inspect and take extracts from the documents as he may specify provided that such permission may be refused for reasons to be recorded in writing.

On receipt of written statement of defence or otherwise, if it is proposed to impose a major penalty, an inquiry has to be held into such of charges as are not admitted. The competent disciplinary authority (DA) may itself inquire into the charges or it may appoint a Board of Inquiry or an inquiring authority for this purpose.

The DA may appoint, where considered necessary, a presenting officer (any Railway/Government servant) to present the cases in support of the charges. The CE will also be given the facilities of presenting his case with the assistance of defence helper (any other Railway servant or a retired Railway servant provided he is not a legal practitioner). In case of non-gazetted staff, the defence helper may be an office bearer of Railway trade union. However there are relaxations regarding defence helper.

During the course of inquiry, the oral and documentary evidence shall be produced by or on behalf of DA. The witnesses shall be examined by the presenting officer if any and may be cross examined by or on behalf of CE. The inquiring authority may also put such questions to the witnesses as he thinks fit. Then the CE shall have the opportunity to present relevant evidence. The witnesses presented by CE shall be examined and be liable to cross-examination and re-examination by the inquiring authority. The CE will be supplied with a copy of the proceedings either at the end of each day's sitting or on the conclusion of the inquiry. The inquiring authority may after completion of the production of evidences, hear the presenting officer and the CE or permit them to file written briefs of their respective case.

The inquiring authority after conclusion of inquiry will submit inquiry report along with inquiry proceedings and other papers to DA. The DA, if he so desires, may send the copy of the inquiry report to CE to submit any representation within 15 days of receipt of the same. On receipt of representation if any, the DA will pass final orders. If major penalty is being imposed, such orders are to be communicated to the CE in the prescribed form duly enclosing a copy of the inquiry report. Where it is necessary to consult UPSC, the record of the inquiry shall be forwarded to it and any advice it shall be taken into consideration before deciding the case.

73. Explain briefly the procedure for conducting enquiry.

The charges will be explained to the charged employee. Documents may be produced as required.

The charged employee will be asked to state if he accepts or denies the charge. Also if he will take help of a defense counsel or will defend himself.

The prosecution witnesses cited in the charge sheet will be examined each one separately. Then cross-examination of each witness by the charged employee or his counsel. Re-examination on any point of cross-examination may be done if necessary.

Defense witnesses if any may then be examined, cross-examined or re-examined.

The charged employee will be permitted to state his defense.

Inquiry authority may question the charged employee on the circumstances appearing against him in the evidence.

The charged employee will be permitted to file written briefs.

Based on evidence on record, Inquiry Officer shall draw his findings and Inquiry report and send it along with records of case and records of inquiry to Disciplinary authority.

A copy of the inquiry report shall invariably be given to the charged employee and his defense if submitted should be considered before any further action is taken.

Disciplinary authority shall consider the report and may accept it or draw his own finding or remit it or order fresh inquiry.

If it is decided to impose a penalty which is within his competence the Disciplinary authority shall issue notice of imposition of penalty otherwise forward the case to competent authority. In all cases where consultation of UPSC is necessary it should be consulted.

74. Explain briefly about appeal, revision and review.

Appeal

Appellate authority is normally the next higher authority to which the disciplinary authority is subordinate.

Appeal should be given within a period of 45 days from date of order of punishment. Delay on sufficient causes may be condoned.

A single person should appeal in his own name and it should be addressed to the

Appellate authority. It should not be in a disrespectful/improper language. In case of major penalty to subordinate staff personal hearing may be granted by the Appellate authority.

Decision may be (i) setting aside (ii) Reducing (iii) Confirming (ii) enhancing penalty.

In case of enhancement a reasonable opportunity may be given to make a representation.

Normally there is no second appeal. It is permitted only in case of Group D staff who has been dismissed/removed/compulsorily retired.

Revision

Group C and D staff who has been dismissed/removed/compulsorily retired within 45 days of disposal of appeal may apply for revision to GM/DRM/Senior most Administrative Grade Officer. Choice of revision should be mentioned in the appellate order.

Revising authority should not be less than the rank of JAG. Appellate authority may become revising authority if no appeal was made.

No revision can be made after 6 months of date of order if it was proposed to enhance/modify to the detriment of employee. It will not be made after 1 year if the penalty was to be revised/cancelled. These limits do not apply if revision was to be made by President or Chief Executive.

Decisions may be similar to those in appeal cases. Reasonable opportunity may be given in case of enhancement of punishment.

Review

When a new fact brought into light which may substantially affect the decision of case, President of India may review any time on his own or on a reference made to him. Reasonable opportunity may be given in case of enhancement of punishment.

75. List the Minor Penalties. Write down the procedure for imposing minor penalty.

Ans : Following are the minor penalties which can be imposed upon a railway servant as a consequence of DAR action:

- i) Censure
- ii) With holding of passes/PTOs or both
- iii) With holding of increments (with or without cumulative effect)
- iv) Recovery from pay whole or part of any pecuniary loss caused to the Railway administration by his negligence etc.
- v) Withholding of promotion for a specific period.
- vi) Reduction to lower stage in time scale of pay by one stage for not more than

3 year without cumulative effect & not adversely affecting his pension. Procedure for imposing a minor penalty:

- i) A memorandum in Standard form 11 is issued to the charged employee with the advice to submit his representation if any within 10 days.

ii) On receipt of reply of the employee, the same is examined by the DA. Based on the reply, the penalty is decided and imposed by the disciplinary authority by issuing NIP (Notice Imposing Penalty). If the charged employee fails to submit reply within the specified time, an ex-parte decision can be taken by disciplinary authority for imposing Minor penalty.

PAPER – II Section-B Descriptive Questions:

DEPOT MANAGEMENT

Stores Depots

76. What are the parameters to be considered in designing a Model Stores Depot?

Ans. A good lay out aims at the following:

Maximum utilization of available space providing for safety and security. - Less material handling.

Better facilities for inspection.

Avoid congestion and achieve greater efficiency of the stores depot.

Avoid multiple handing of the material.

Facilitate to strictly observe 'First-in-First-out' procedure.

Better utilization of equipment and man power.

-Building factor, including the security aspect against fire, theft and pilferage.

Man power factor, Service factor & Flexibility factor.

In addition, the following aspects also should be considered.

Flow of material should be simple and unidirectional, as far as possible.

Scope for future expansion.

-Office accommodation, approach roads, separate Godowns / enclosures for oil, oxygen, paint, timber, Acids, chemicals and strong rooms for precious, pilferable, non-ferrous items etc.

Construction of sump for fire fighting hydrants with approach road facilities, fire extinguishers, etc.

Compound wall of sufficient height.

There should be one main gate (for road) with one rail gate (Rail connectivity) for allowing wagons to be placed inside the depot.

-Lighting in the yard, inside godowns and along the compound wall and provision of tower lights/watch towers.

-Provisioning of handling equipments.

DESIGN ASPECTS OF A TYPICAL STORES DEPOT/WAREHOUSE

77. What is ASRS? Explain the working of ASRS and how it can be beneficial to use in a Stores depot.

ASRS is a system used for storing and retrieving the material which is very useful in the field of storage, distribution and production.

In any traditional storage room or godown, persons / store keeper has to go to the prescribed location of the material to store the material or retrieve the material. It is not possible to use the full vertical space of store room / godown without using material handling machines for storage and it takes much time for storing and retrieving the material. Moreover, identification of location and retrieval is difficult in manual storage systems. There are series of racks built with passages in which an automatic moving crane traverses for storing and retrieving the items.

Pallets with materials are kept in series of racks. One ASRS can handle the pallets with material without any operator. Therefore this system is fully automated.

ASRS system can be used for material management system, warehouse system or it can be used in fully automated manner for entire material management and handling of materials by adding/using suitable software.

Storage place can be used to the maximum possible extent in the case of automated ASRS system and the process of storage & retrieval of materials can be speeded up. The margin of error can also be minimised to a greater extent. Apart from this, automated ASRS reduces labour while lowering work force requirements. But initial investment is high to install this system. Therefore, it is very important to compare the advantages and disadvantages of using this ASRS system to arrive at the decision of using this system.

ASRS system can be used in many ways for storage & retrieval. In any ASRS, the main components are Rack, Crane, corridor, Gallery, Input output station and Central System. In the space between the racks, a crane moves on the rails. Racks used in ASRS system are made up of Steel which are having recesses for keeping pallets or bins containing material. Crane used is fully automated for storage & retrieval of materials and capable of lifting and keeping the pallets at prescribed location. Cranes can move in horizontal and vertical direction in the space provided between series of permanent racks. Input output station is a place from where the material is lifted by ASRS for storage in Store Room and leave the retrieved item for issue. Control system is fully computerised and controls the entire ASRS system.

HOW ASRS WORKS:

Whenever any item is received at input output station for storage at store godown, the item is identified by the type of item and control system is given a command for storage. Based on type of item, control system gives a command to concerned crane to store the item at particular place decided by them and the material is kept at prescribed location. The location of material is stored in the memory of control system. Whenever material is required to be retrieved, the control system is given a command for retrieving the item. After finalising the location of item by Central System, it gives a command to concern crane to retrieve the item and material is kept at input output station. For finding the location of different items by Crane, normally Radio Frequency Identification System (RFID) is used.

78. Write a Short Note on Provision of CCTV in Stores Depots / Divisional Depots.

Ans. As per extant instructions of Railway Board, CCTVs are to be provided in all Stores depots including Scrap Depot to serve as a watchful eye so as to prevent from any on toward incidences. All the depots in South Central Railway including Scrap depots are provided with CCTVs.

These surveillance cameras are connected to HQrs office through Railnet by which HQrs can closely monitor the activities in the depots which will provide a watchful eye.

79. Write short note on the following :-

Gate Pass

Dispatch Section and procedure for dispatch of stores

Ans. a) Gate Passes.: No material may be allowed to go outside the gates unless specified on a Gate Pass or Authority for Removal of Wagons. Gate passes should be prepared in duplicate. Each Gate Pass (S. 1350) should show the following particulars.

The number of men, with their ticket numbers.

The number of packages.

The number and date of voucher on which the material is sent.

To whom sent and purpose for which sent.

Whether Railway or Private Property.

All material, except material loaded in lorries passing out of stores premises, should be examined and checked with the Gate Pass by the Gate Keeper, with the Assistance of the Chowkidars. For material loaded in lorries, a percentage only need checked. The Gate-keeper will also be responsible for seeing that all Gate Passes are correctly made out and that for the materials entered thereon, reference to an issue note or indent or some other letter or voucher is quoted. Gate Passes for material loaded in a lorry should show the number of packages in the lorry, and the total number of vouchers. All Gate passes should be scored across in order to prevent their misuse and then filed by the Gate-keeper in separate files for each section issuing them.

The work of despatching stores is an important function in the matter of the issue of stores and is best centralized in a Despatch Section independent of the wards and of the Ledger Section. This section may be divided into sub-sections, certain groups of stores being allotted to each for despatch. The men in this section should be properly trained in the know- ledge of stores in order to avoid mistakes in despatch. The Supervisor of the Despatch Section should also be in charge of the store delivery vans and the staff required for working them. The Despatch Section should maintain a Register of Despatches in Form S. 1345 to record all the issue notes handed over to the section for despatch of the stores. This register should show the following particulars : 1. Date. 2. Issue note number and date. 3. Consignee. 4. Requisition number and date. 5. Description of material and price list number. 6. Packing particulars- Quantity, Packing serial number, Packed in box, package, bag or bundle, Net weight, Gross weight. 7. Credit Note No. and date. 8. Railway Receipt No. and date. 9. Gate Pass or Authority to Remove Wagons, number and date. 10. Remarks (wagon number etc).

This register should also serve as the Outward Wagon Register. The supervisor of the Despatch Section should present this register daily to the ward- keeper of each ward. The latter should personally fill in columns 1, 2, 3, 4 and 5 with reference to all depot transfer forms and issue notes that are handed over to the Despatch Section. The Despatch Section should fill in the remaining columns of the register, columns 6, 7 and 8 not being filled in when material is despatched by store van, in which case only the number of the van need be entered in the remarks column. The Despatch Section will prepare the Credit Notes and make all necessary arrangements for the despatch of the material.

This also will prevent theft/untoward incidences in the Depots as these cameras are working 24 hrs. It provides a close watch of the depot yards, wards etc. during the night time also.

As the data are recorded for 45 days it provides evidence for detection in case of any untoward incidence if any incurred in the depot. The cost involved is very less, but the benefits are exponential.

80. What are the inventory performance indices on Indian Railways? Briefly describe.

Ans: Efficiency of an inventory management system is generally measured by two measures:

Service level: This is the percentage of compliance of demands of user. This level is set by the top management who knows that PCMM of providing 100% service level (i.e. meeting with all demands for materials at all times) is prohibitively high.

Therefore, it is attempted to attain a service level between 95 to 98% depending upon criticality of the items. In Railways, we try to comply demands of vital, safety, passenger amenity and cleanliness items up to 100%, and give compliance of all other items between 95 to 98%.

Inventory turnover ratio:

This is a measure of average stocks held in stock at a time. This is measured in percentage by the following formula:

$$\text{T/O ratio} = \frac{\text{Average value of stock of all materials held in stock}}{\text{Total value of issues made during the year}} \times 100$$

□ In Railways, Stores Balances are reflecting in various capital suspense head

e.g., Purchase Suspense (7110, 7120, 7130), Sale Suspense (7140), Stock Suspense (7150, 7160).

□ As per accounting system for working out inventory turnover ratio, we divide debit balances outstanding in all above suspense heads on 31st March of the year by total issues made from 1st April to 31st March. This ratio is multiplied by 100 to get percentage. TOR should be as minimum as possible. In Rly, we try to achieve turnover ratio of about 10%.

As overstock and inactive items are not contributing towards inventory turnover, we should control their balances. In Railways, total balances of inactive stores (items not moved for past 12 months or more) and overstocks should not be more than 5% of total Stores Balances.

RECEIPT & ACCOUNTAL OF MATERIALS

81. From which different sources stores are received in a depot, please describe in detail.

Ans. Stores are received in a depot through the following sources:-

(i) Against Purchase:

a) Indigenous purchases- In case the original receipt and inspection of stores from the firms are centralized in one station, the inspecting and receiving Officer will issue the Receipt Note (S. 726) and forward the relevant foils to the stores depot concerned. In other cases, the Receipt Section of the depot receiving the material from the firm will issue the necessary Receipt note (S. 719 or S. 726). In certain cases as when stores are obtained from the National Instruments (Private) Ltd., or the Controller of Printing and Stationery, the supplies will be supported by the forms of the department making the supply.

b) Imports.- Such stores will be supported by Advices of Despatch (S. 948) prepared by officer landing the stores.

ii) Manufactures from Workshops.- The workshops send the materials under "Material supplied to Stores Form" (S. 1531).

iii) Returned Stores.- These will be received on Advice Notes of Returned Stores (S. 1539) from the several departments of the Railway.

iv) Depot Transfers.- These will be received on the special issue notes (S.1320) for such transactions.

v) Sale/Loan of stores from other railways, etc.

vi) Materials sent by departments to depot attached to workshops, not for stock, but for transmission to the workshops for repair & c.

vii) Sample received from firms.

viii) Returnable empties (optionally or otherwise).

82. What is unit piling? Explain.

Ans. Unit Piling.- In order to enable the compact stocking of material and to allow of the existing stock at any time to be ascertained at a glance, a system of stocking the stores so many deep to a row and so many rows to a layer of the stores, or in cases of small items, system of packing in bags uniform quantities of items in convenient weights or number based on average quantities for one issue should be adopted, In addition, wherever practicable, graduation makers should be painted on bins to show certain previously ascertained quantities which would enable a busy depot store-keeper, in-charge of materials to know at a glance the approximate stocks in his custody and assist him in taking steps prompt recoupment.

83. Are depot officers empowered to accept stores dispatched by the supplier after the expiry of delivery period of the purchase orders placed by PCMM office ? Is there any value and time limit for such cases and what are the exceptions of POs where such powers can not be exercised?

Ans. Powers to depot officers to accept the stores dispatched by the supplier after the expiry of delivery period of the purchase orders placed by PCMM office are as below:

SN	Particulars	Divl. Officers	Depot Officers		
		Sr. DMM/DMM	Dy. CMM	SMM	AMM
1.	Acceptance of stores dispatched after the expiry of delivery period by the consignee:				
a)	Delay upto 6 months for order valued upto Rs 8 lakhs.	Full Powers	Full Powers	Full Powers	Full Powers
b)	Delay upto 21 Days for orders valued between Rs 8 lakhs to Rs.15 lakhs provided the initial delivery Period does not exceed 6 months.	Full Powers	Full Powers	Full Powers	Full Powers

These powers cannot be exercised in respect of the following categories of orders:

- a) Orders placed against urgent requirements.
- b) Orders where higher prices have been paid for orders.
- c) Orders for supply of stores subject to severe market fluctuations.
- d) Orders in which provision is made for recovery of pre-estimated damages.

84. Explain the procedure for accountal of materials received without documents:

Ans. Materials received without Documents.- Whenever any material is received without the accompanying documents, the Yard Foreman should enter all relevant details in the Wagon Register (S.1215) and immediately report such cases with full details to the Receipt Section and obtain the papers, if they are in that section. If they have not been received from the parties concerned the Receipt Section should enter such cases with full particulars, as far as available, from the Railway Receipts in a manuscript register (S. 1217) and if the documents are not received within three days from the receipt of the material, a letter should be addressed to the party concerned calling for the documents, copy of such letters being sent to his immediate superiors and district of divisional officer. The cases should be pursued till the documents are received and the stores are properly disposed off or if there is delay of over a month or if material is to be issued urgently or the party sending the material cannot be traced, the stores should be taken into stock by credit to stock Adjustment account.

85. Describe the R.O. number scheme in detail.

Ans.

XX	XXXX	XX	X
Type of	R. O. Serial	Month in	Last digit of
Receipt	Number	two digits	the year

i). Codes for type of receipt:

Type of receipt	Stock	Non-stock
* PCMM Purchase for the depot	01	51

* Transit depot where the material is inspected but is meant for other depot	02	52
* DGS&D purchase, including RC/RGC	03	53
*Imported	04	54
* Railway Board contract	05	55
*Other Railways	06	56
* Imprest R. Os/Petty Purchases	07	57
* Fabrication orders	08	58

ii). Four digit consecutive serial number is to be adopted sequentially to be changed once in a year or when the block reaches the maximum.

86. What is Priced Ledger ?

Ans: The priced ledgers are maintained by Stores Accounts with the object of recording the physical transaction as it takes place in the depot as well as the value of physical transaction. Every transaction in the stores is effected through receipt and issue vouchers. All the transaction which originate from the Depot having a bearing on the value of stores received in or issued from the depot, are effected in the priced ledgers of the Stores Accounts Office. The priced ledgers are maintained for each item, being distinguished by a price list No. under various classes of stores.

87. Describe various groups of operation involved in maintenance of priced ledge of stores?

Ans: various groups of operation involved in maintenance of priced ledge of stores are as under:

Group A

- i)The receipt and check of vouchers and forwarding the same to Data Centre.
- ii)Periodical listing of the transactions and forwarding the same to Data Centre.
- iii)Opening and closing of priced ledgers as advised by the Depot Officer, after due check.
- (iv) Checking of punched data, as per data processing procedures
- (v) Accurate and timely maintenance of priced ledgers through EDP Centre.

Group B

(i) Scrutiny of all unmatched vouchers, vouchers causing irregular balance items and other rejected vouchers and their clearance.

ii) Scrutiny of printed ledgers for abnormal and unreasonable results and their elimination.

Group C

i) The revision of rates.

ii) The review of the priced ledgers. (S-2506)

88. What is the role of Stores depot in preparation of price ledger?

Ans:

a) The vouchers should be made over by the Depot to the Stores Accounts Office, daily.

b) The vouchers for a date, say the first of a month, should be completely delivered to the Stores Accounts Office, without fail, wherever no holiday intervenes, on the morning of the third, within the hour of the opening of the office.

c) The vouchers would be accompanied by the Forwarding Memo (S. 1256).

d) Where the stores depot and the Stores Accounts Office are not in the same station, the time allowed may be modified to suit local conditions taking care to see that there is no avoidable delay in the regular submission of the vouchers to the Accounts Office.

e) The Accounts Office shall after checking the vouchers, bundle them in batches (according to the voucher code and date) periodically as per programme laid down by the Data Centre and deliver them on these dates. (S-2509)

INSPECTION OF STORES

89. What are the different categories of items for deciding the agencies for vendor approval, vendor development & inspection of the items? Explain in detail.

Ans. Categories of items:- As per the directives of the Board issued vide letter number 99/RS(G)709/1Pt.I dated 11.03.05, the different categories are defined as under:

Category	Vendor Registration Approving Authority	& Inspection	Vendor Development
Category-I	RDSO	RDSO/RITES	RDSO
Category-II	RDSO	RDSO	RDSO
Category-III	RDSO for wagon & Coaching	RDSO/RITES	PU & RDSO
	items & PUs for Loco items		

For category-III items, PUs are also permitted to develop new sources. In all such cases the first inspection of the bulk procurement must be carried out by RDSO and after final approval of the vendor on successful completion of the first bulk order, the vendor be incorporated in RDSO's approved vendor list without any need for reassessment by RDSO.

In case of Loco items, the PUs may develop and register vendors which are essential to continue the ongoing indigenization programme for the locomotives.

RECEIPTS & ISSUE OF STORES ON IMMS

90. What are the pre checks to be done by depot before issue of material on requisition submitted by indenting party?

Ans: Before issue of materials on requisition, the same should be checked to see that :-

the requisition form is filled correctly and there is no alteration or overwriting.

the requisition is signed by the authority competent to do so.

the certificate of fund availability is given.

the head of Account to which chargeable is given.

number of copies required are forth coming

one form of requisition contain only one item.

91. In how many copies requisition-cum-issue note is prepared by indenter? What is the distribution and disposal of all the copies of requisition-cum-issue note ?

Ans.The "Requisition and Issue Note" should be prepared in six foils by the indenter in form no. S-1313. The indenter retains the first foil as his office copy. The other five foils are sent by him to the depot office which passes it on to the ward. After filling in the issue note portion by carbon process on all the five foils the ward keeper should distribute them as laid down below.

The Second and Third foils: These should be handed over to the Despatch Section along with the material. The Despatch Section will pass them on to the stores van clerk, if the material is being sent by the stores van, or send them to the indenter by post along with the Railway Receipt for despatch of the material. The indenter should retain the second foil and return the third foil through the stores van clerk or by the post as an acknowledgement for the material. This foil should be pasted to the depot's office copy of the issue note (the sixth foil). Any delay in returning this acknowledgement foil of the issue note should be promptly taken up by the Requisition Register Sub-section where the office copy foil (the sixth foil) should be inspected periodically in order to take up such omissions. The indenter should note on his office copy (the first foil) particulars of the Issue Note No., date quantity actually issued by the depot and latter forward the second foil to the District or Divisional Officer for check with the fifth foil which will accompany the summary of issues sent by the Stores Accounts Office of the District, or Divisional Officer.

The fourth, fifth and sixth foils: These should be forwarded by the ward-keeper to the Ledger Section along with the forwarding memo of issue notes. The sixth foil should be despatched by the Ledger Section and handed over to the Requisition Register clerks for posting the column "action taken" in the Requisition Register and for filling as record later on. The other two foils, (that is, the fourth and fifth) will be sent to the Stores Accounts Office (after the numerical ledgers have been posted) where one copy (the fourth foil) will be used for posting the priced ledgers and later retained as record and the other (the fifth) will be used for preparing a summary of issues along with which it will be sent to the departmental officer for posting there form the debits in his Revenue Abstract or other book of accounts. This copy will be retained by the departmental officer.

92. Describe the procedure of receipt of workshop manufactured item in the depot .

Ans.In case of items manufactured in the Railway Workshops, the maximum and the minimum stock should be fixed taking into consideration the length of time required by the workshops to deal with the requisitions by Stores Depot and manufacturing process. Upon the Depot's stock on an item dropping to the level of minimum, a requisition in Form S-1437, should be prepared in triplicate, first copy being in ledger section, second copy to Receipt Section and the third copy to Workshop's Production Department. On receipt of requisition in the Workshop, the Production Engineer will plan for manufacture and issue a Work Order on a particular shop along with release order in prescribed form, for releasing raw materials, endorsing a copy to ledger Section and

the Ward. After the receipt of raw materials from Stores depot attached to the Workshop, the Foreman of the Shop will take the manufacture process in hand. Upon completion of the order, the workshop will prepare a "Material Supplied to Stores" in Form S-1531 in five copies and distribute as under:

1 st copy- Office record of ward

2nd & 3rd- For Stores Accounts Officer through Ledger Section

4th copy- For Workshop Accounts Officer through Progress Office.

5 th Copy - Retained by Foreman as office record.

The Receipt Section of the Stores Depot having duly checked the items of stores received, should endorse receipt on all the five foils and return the 4th copy to Production Department. The remaining three copies, duly receipted should be sent to the ward along with materials. The ward should allot R.O. number to them and forward them along with the forwarding memo(S-1256) to Ledger Section where the quantity received should be posted. One copy should be forwarded to Stores Accounts Officer who will submit 2nd foil to the Workshop Accounts Officer in support of the Advice of Credit(S-2705) to stop, retaining the third foil as record.

93. What do you understand by Forecast Schedule of Stores prepared by workshop? Describe the procedure of issue of material to workshop?

Ans. Forecast schedules of all stores, tools, assemblies and fittings and component parts required by the workshop for periodical overhauls of rolling stock should be prepared as early as possible in advance of the actual day on which they would be required and these schedules should be furnished to the subward-keeper to enable latter to keep such materials ready for early issue. These schedules should be submitted over the signature of the Works Manager or a gazetted officer working under him. Such forecasts should not be issued piecemeal, one consolidated forecast should be made out for the rolling stock expected to be overhauled in the month.

All materials required by the shops shall be drawn, only as and when required, the requisitions being made in carbon duplicate on "issue tickets". The sub-ward-keeper should obtain the signature of the employee receiving the stores on both the foils of the issue ticket in respect of the stores supplied to the latter. The duplicate foil should be returned along with the material to the receiving chargeman. Early every morning, each shop office should arrange the chargeman's copies of the issue tickets of the previous day (which give particulars of the materials received that day) in the order of 'class and price list numbers. The issue tickets bearing the same price list number should than be re-arranged, work order by work order, and a pencil abstract made on the back of the last issue ticket for the day of each item of stores issued, of the total quantity of that item for each work order. Combined 'Requisition and Issue Notes in form S-1523, should then be

prepared in carbon quadruplicate, all items of one group supplied during the day being entered in one workshop Issue Note.

Separate Workshop issue note should be prepared in respect of materials obtained from the parent ward as distinct from the sub-wards. The sub-ward-keeper (or ward-keeper in the case of an issue from the parent ward) will retain one foil of the workshop issue note as his record and send two copies along with necessary forwarding memo (S-1256) to the Ledger Section of the depot for the posting of the numerical ledgers. They should later on be passed on to the Stores Accounts Officer who after pricing the issue note and posting his priced ledgers will send one foil, with a Daily Summary of Issues (S-2702) to the Workshop Accounts Officer.

The Workshop issue note should be checked by the ward keeper with his copies of issue tickets. The sub-ward keeper should retain three copies and return 4th and 5th copies to indenting foreman.

The sub-ward-keeper should hand over his record copies of the Workshop-issue notes to the main ward-keeper in order to recoup himself.

The foreman will daily submit one copy of the issue notes received by him to the Works Manager or a Senior Subordinate specially empowered by the Chief Mechanical Engineer, who should scrutinize the issue notes, as they indicate the nature and the scale of the daily consumption of materials, sign them in token of having accepted them and forward them to the Workshop Accounts Officer, daily. The other copy will be retained by the foreman as his record. The shop foreman will be responsible for seeing that the workshop issue notes for the day are obtained from the Stores Department and submitted to the Works Manager before noon of the day following.

PROPERTIES AND PRESERVATION OF STORES

94. Explain briefly the preservation technique of the following.

- a) Rubber items
- b) Timber and Wooden items
- c) Chemical Acids
- d) Batteries
- e) Electrode
- f) Paints
- g) Cement

h)Leather goods

Ans.

Rubber Items: Rubber stores should be stored in very cool room. Stores should be frequently dusted with adequate French chalk. Rubber stores should be kept away from heat such as Electric Motors, Generators and also away from oil, grease and acids.

Timber and Wooden Items: Timber should be protected from micro-organisms as to avoid moist timber which results damage, change of colour and loss of strength and weight. It should also be protected from getting Wet, either from rain water or leaks or moistures from ground. For protection from insect borer, shall be treated with insecticides prescribed and also painted or varnished and be treated with fungicides.

Chemical Acids: Various types of chemicals should not be mixed up. Stoppers should be kept plastered to prevent from moisture. Containers shall be kept on level floor in sand cushioning in cool and well ventilated sheds.

Batteries: They should be kept in cool and dry racks and terminals protected with a coating of grease. Dry cells should be stored in their original cartons. Old batteries should be issued first. If due to some reasons the acid cells are kept in storage for a long time, the acid solution should be replaced.

Electrodes: The flux coating of the electrodes is likely to get off the metal rod either by absorption or moisture or by mechanical rubbing. They should be stored in original moisture proof cartons. Mechanical rubbing should be prevented during handing.

Paints: Paint drums should be turned upside down or rolled first after 3 months of the storage, and then after every 15 days. Retail issue should be avoided and if made the drum should be soldered back at once. First in first out principle should be observed for issue. Paints should be stored in cool place.

Cement: Cement gunny bags should be stored in leak proof sheds and floor should be pucca or suitable dunnage should be used. A clearance of at least one foot from the walls and roof should be left. Gangway of 3 feet should be left for handling. Chances of outside rain water coming inside should be avoided. Oldest receipt should be issued first.

Leather goods:Leather goods be sorted in cool well ventilated shed. Care should be taken to dust regularly and old stock should be issued first.

IMPREST STORES

95. What do you mean by imprest stores? How is imprest recouped? Show the disposal of foils of imprest schedule.

Ans. Materials whether stock items or non-stock items, held in stock at Running Sheds, Train Examining Stations etc., not for specific works but as a standing advance for the put pose of meeting day to day requirements in connection with the repair and maintenance and operation of rolling stock shall, including consumable stores such as cotton waste, jute, oil, grease, etc., be treated as imprest stores, so long as they are under the control of the authority in charge of the executive unit, and have not been issued to works. The material required to upkeep of rolling-stock, by divisional electricians and that required for house lighting purposes at various stations by electric chargeman should also be treated as imprest stores. Each imprest holder should close his ledgers monthly on the dates fixed for him and check them with the issue and recoupment schedule prepared in form S-1830 from the monthly summary of issues in four copies, out of which three copies should be sent to the Stores depot which is assigned as Supply Depot. The imprest holder shall ordinarily recoup the full quantity necessary to bring up his balance to the fixed imprest. The quantities demanded in recoupment of imprest should be the total issues minus such receipts, i.e., the quantity required to bring up the stock to the sanctioned level. The Depot Officer should enter in the copies of the Recoupment Schedule (S. 1830) the quantities of materials actually issued against the quantity demanded. If the former is different from the latter, the balance of the indent is automatically cancelled. The imprest holder may recoup the balance through the next schedule or through a special recoupment schedule as and when necessary.

Two copies of the issue and recoupment schedule as completed by the Stores Depot should be sent along with the material Acknowledgements for the material supply should be obtained on both the copies from the imprest holder. One copy will be held by the depot as receipt, while the other copy will be submitted by the imprest holder to his District or Divisional office for check with the copy received from the Stores Accounts Office.

The remaining two copies of the schedule be sent to the Stores Office after the depot, numerical ledgers have been posted from one of the copies.

The Stores Accounts Office should insert the rates on the schedules, and after valuing the actual quantities issue by the depot separately for each head of account, should post the relevant priced ledgers, and forward one copy to the Divisional or District Officer concerned in support of the Daily Summary of Issues (S. 2702). The other copy will be retained for record in the Stores Accounts Office.

96. Differentiate between the following.

a)SINT Depot and SINT Purchase

b)Imprest store and Custody store

Ans.. a) Stores-in-Transit 'Depot'. - When the stores issued during a month from a depot are not received in the receiving depot in the same month, such items would not appear in the accounts of the receiving depot. The issuing depot would submit summaries of issues to the receiving depot concerned and that the receiving depot should note down on the summaries the dates of accounted of each of the items as they are posted in the priced ledgers. At the same time a preformed summary of receipts is prepared for the month by the Accounts section. At the end of the month, unaccounted items in the issue summaries should be posted into a register styled "Register of Stores-in-Transit." maintained and their clearance should be watched carefully. When any such item is accounted for later, the credit should be posted in the register in the column for the month of accounted and against the debit entry for the item concerned.

Stores-in-Transit 'Purchase'. - The credits to Purchases Account are posted from the Receipt Notes granted by the Stores Depot. In cases where Inspection and Receipt Work is centralized such receipts are granted on behalf of the Stores Department by the Receiving and Inspecting" Officer. The posting of such receipts in the priced ledgers as a contra debit entry will appear however only when the material has been received by the Depots stocking the items and accounted for by it in its priced ledgers. In such cases the Receipt Notes granted by the Receiving and Inspecting Officer towards the close of a month would appear as credits to Purchase Account whereas the complementary debits would not appear in the same month in the priced ledgers as the materials would not have reached the stocking depot within the month.

b)Imprest Stores: Materials whether stock items or non-stock items, held in stock at Running Sheds, Train Examining Stations etc., not for specific works but as a standing advance for the put pose of meeting day to day requirements in connection with the repair and maintenance and operation of rolling stock shall, including consumable stores such as cotton waste, jute, oil, grease, etc., be treated as imprest stores, so long as they are under the control of the authority in charge of the executive unit, and have not been issued to works. The material required to upkeep of rolling-stock, by divisional electricians and that required for house lighting purposes at various stations by electric chargeman should also be treated as imprest stores.

Custody Stores: These stores chiefly consist of items obtained for the Mechanical Department for the construction of rolling stock/sanctioned under the Capital or Revenue Programme. Directly the stores are received and paid for, the PCMM is at once debited to the works concerned. Instead of the stores lying in the workshops until they are required, the stores Department should keep them in safe custody, proper numerical records being maintained by the department.

RETURNED STORES THROUGH IMMS

97. What are the categories of stores returned by workshop? How they are accounted in the depot and show the disposal of copies of returned stores of workshop?

Ans. Stores Returned by Workshops: Returned Stores may consist of.

- 1) Surplus Stores being balance of new materials that have not been used on a work
- 2) Stores released from works;
- 3) Tools and plant no longer required; and
- 4) Scrap.

All such material should be handed over promptly, on the authority of an Returned Stores (S-1579) to the sub-ward-keeper of the shop, whose duty it shall be to see that the materials are valued by the Stores Department, despatched to the account therein. There is no objection to the sub-ward-keeper avoiding a physical transfer of such of the material as it is possible for him to set off against the issues of the day. He is prohibited from accumulating any stores or scrap that are not required in the shop to which his sub-stores is attached. The Advice Note of Returned Stores should be prepared in five foils. Separate Advice Note should be prepared for each group and for new, second-hand, scrap and condemned materials and should show the nomenclature and other particulars of the stores, the head or heads of account to be credited as well as the rates and value of the stores. Separate serial numbers should be given for Advice Notes originating from each shop.

The foreman returning to stores should retain one copy as his block foil and send the remaining four foils along with the materials to sub-ward-keeper. The materials should be checked with the Advice Notes and arranged for inspection and valuation by the Depot Officer or a gazetted officer on his behalf. Immediately after the stores are valued, the sub-ward-keeper should complete the four foils in this respect, take the stores into stock (either his own or that of the parent ward) and initial the advice Notes and send them to the depot office through the parent ward where they should be assigned R. O. numbers as usual.

The four foil, after signature by the Depot Officer or a gazetted officer on his behalf, should be disposed of, as follows : The first foil retained as record,

The second foil sent to the returning officer,

The third and fourth foils sent to the Stores Accounts Office after the numerical ledgers have been posted.

The Stores Accounts Office after posting the priced ledger should prepare a summary of credits to the shops, for stores returned to the depot each day.

The third foil of the Advice Note along with a summary of credits (S. 2705) will be sent by the Stores Accounts Officer to the Workshop Accounts Officer to post the Registers of work orders or Allocation Registers for revenue abstracts. The fourth foils of Advice Notes (S-1539) will be filed in the store Accounts Office.

The second foil of the Advice Note should be submitted to the Workshop Accounts Office through the Works Manager, who will scrutinise them before counter-signature to see that the credits are afforded at reasonable rates by the Stores Department. This scrutiny may be carried out by a selected subordinate specially empowered to do so by the Chief Mechanical Engineer.

The Workshop Accounts Office should arrange the second foils of the Advice Notes (S-1539) by shops and the order of the numbers and dates given by the shops and should pair such foils with the third foils received from the stores accounts Office along with the Advices of credits (S-2705) Any cases of delay in affording credits or discrepancies in quantities etc., should be taken up each fortnight for the Advice Notes of the previous fortnight with the Depot Officer.

98. What is the procedure of receipt and issue of serviceable items from Stores?

Ans. Advice notes for material which though unserviceable, could after reconditioning or repairs be rendered serviceable and would thus be useful for another term of life, should be accepted as "Repairable." Credit should be afforded by the Stores Depot for wholly and partly ferrous articles at 1/3rd and non-ferrous articles at 1/2 of the current book rate for the new articles. Such articles would generally be stock items of locomotive, carriage and wagon parts and fittings.

Separate ledger cards under their relevant price list number affixing the correct category code to the price list number of the new article, should be maintained for repairable ones. As soon as it is desired or advantageous to do so, the Stores Depot should get the repairable material made serviceable for issue to consuming department for adding to serviceable stock instead of ordering for new materials.

The repaired articles should be taken on books at the book rate for repairable ones plus the actual costs of repairs or average costs of repairs, as convenient. No distinction should be made between new and repaired articles in the matter of storage, and the issue prices of the materials should be the same.

99. How Returned Stores are accounted through iMMS.

Ans. All the Receipt Vouchers are to be fed in iMMS platform only, i.e., through S1539.

All the issue vouchers regarding Scrap disposal i.e., S1313, S2337 are to be fed through iMMS portal only.

100. Write process of disposal of scrap materials through e-Auction duly mentioning the role of (i) Bidders (ii) Depot Officer (iii) Auction Conducting Officer.

A. Bidders :

- I. Firm should be Registered with IREPS.
- II. The firm should have Class-III Digital Signature.
- III. They should have opened an account with SBI for transfer of amounts.
- IV. Affidavit in the prescribed proforma
- V. Pan Card
- VI. The firm have to pay Rs.10,000/- for registration.
- VII. Once the firm is registered with IREPS, User ID, Password will be given.

B. Auction Conducting Officer :

- I. Authority to conduct e-auction – Minimum JA Grade
- II. Officer should have Class-III Digital Signature.
- III. They should register with IREPS for getting User ID, Password. They can get user ID, Password from Administrator also.

C. Role of Depot Officer / Auction Conducting Officer :

- II. Once the lot is formed duly observing all formalities e-auction catalogue has to be uploaded by Depot Officer / Auction conducting Officer 7 days ahead of e-auction duly indicating description / quantity /special conditions, if any, unit of accountal, minimum increment value etc.

D. e-Auctioning :

e-auction for the sale of scrap lots will open from the date and time fixed. The bidders have to reserve 10% lien amount for participating in the e-auction i.e., 10% of the bid value as EMD in their account. Number of Auto extension have to be specified while publishing the auction catalogue itself. After completion of the time period of each lot Auction Conducting Officer has to digitally sign signifying Acceptance / Rejection of bid against each lot. If accepted 10% EMD amount will be credited to Railway Account and bid sheet will be generated. If the bid / bids is / are rejected, 10% lien amount will go to firm's account. The successful bidder has to pay the balance sale value within the prescribed time limit through on line mode i.e., through IREPS. Other modalities for lifting of the material etc. is as per the extant instructions.

SALE OF RAILWAY MATERIALS

101. A 9 MT scrap material lot was sold at the rate of Rs 25,300/- per MT in one of the stores depot in SCR in auction on dt. 10/10/2013. Calculate & reply following for the lot:

Total sale value

Earnest money for the lot

Balance sale value

Last date for depositing balance sale value without interest.

Last date for free delivery.

The purchaser wants to deposit the balance sale value in installments. How many installments (maximum) can be allowed in this case.

The purchaser wants to deposit balance sale value on date 8/11/2013, then how much amount shall the purchaser deposit as interest (Base rate of SBI on the auction date was 10%).

Purchaser took the delivery of the lot on date 5/12/2013. Calculate the amount of ground rent payable.

- Ans.** i) Total Sale value = 253000×9 = Rs 2, 27,700.00
- ii) EMD = 10% of sale value = Rs 22,770.00
- iii) Balance Sale Value = $\text{Rs } 2,27,700 - 22,770 = \text{Rs } 2,04,930.$
- iv) LDP = 20 days including auction day : 29.10.2013.
- v) FDP = 50 days including auction day : 28.11.2013.

Only 1 installment.

Rate of interest will be = 17% (7% above the base rate of SBI) & interest shall be applicable for 10 days.

$$204930 \times 10 \times 17$$

Interest amount = ----- =Rs 967.72 = Rs968.

$$100 \times 360$$

(Taking 12 months of 30 days each in a year)

Else, if 365 days are taken in a year then interest amount will be

$$204930 \times 10 \times 17$$

----- =Rs 954.46 = Rs 955.

$$100 \times 365$$

Practically, it is calculated taking 360 days in a year. Hence if any candidate calculates it with 360 days (or 365 days) in a year it is to be treated as correct.

Ground Rent: ½ % per day & Delay is of 7 days.

$$(227700 \times 7 \times 0.5)$$

GR = ----- =Rs 7969.5 = Rs 7970.

$$100$$

102. What is the procedure of receipt and issue of serviceable items from Stores?

Ans. Advice notes for material which though unserviceable, could after reconditioning or repairs be rendered serviceable and would thus be useful for another term of life, should be accepted as "Repairable." Credit should be afforded by the Stores Depot for wholly and partly ferrous articles at 1/3rd and non-ferrous articles at 1/2 of the current book rate for the new articles. Such articles would generally be stock items of locomotive, carriage and wagon parts and fittings.

Separate ledger cards under their relevant price list number affixing the correct category code to the price list number of the new article, should be maintained for repairable ones. As soon as it is desired or advantageous to do so, the Stores Depot should get the repairable material made serviceable for issue to consuming department for adding to serviceable stock instead of ordering for new materials.

The repaired articles should be taken on books at the book rate for repairable ones plus the actual cost of repairs or average costs of repairs, as convenient. No distinction should be made between new and repaired articles in the matter of storage, and the issue prices of the materials should be the same.

103. (a). Describe typical layout of a scrap yard in a General Stores Depot.

(b). What are accepted SAG committee recommendations for Auction Sale to counteract the influence of organised gangs/mafia?

Ans. (a)

The Stores Department should arrange for regular collection of all items of Scrap from the consuming departments. In case of despatches of Scrap from out stations, it should be ensured that double handling is avoided and the scrap is sent as far as possible, direct to the depot, where the scrap is collected and scrap sales are conducted as each Railway has created a Scrap Depot or Scrap Yard within a depot on the consideration of freight charges, space availability and proximity to the market for disposal of scrap.

Suitable arrangement should be made in the depot to ensure that the scrap ready for sales is not mixed with the scrap which is being received. For facilitating expeditious disposal of scrap, system of twin yards should be followed where the receipt and delivery of scrap lots is regulated from different work areas and the chance of sold lots getting mixed up with fresh receipts is also eliminated to large extent. An extension of this may be 'Three yards' in which one yard is used for receiving scrap (say first four months), second yard for making lots and third yard for disposal of surveyed lots, as per classification in Scrap schedule.

The lay out of a Scrap Yard may provide the following :

Central Sorting Yard : It is required for receipt of mixed scrap and sorting them to make separate lots for ultimate disposal. When scrap is returned to the stores depot, the Officer or subordinate returning it, should see that it is sorted out according to the correct nomenclature of the Price List before it is actually despatched. On receipt in the stores depot, the scrap should be further sorted out, if found necessary in the Central Sorting Yard.

Reclamation Section : Reclamation Section should be set up for salvaging such items of scrap that may be modified into other useful items. While delivery of sold Rolling Stocks, the excluded components as per list of returnable items are to deposited to the Reclamation Section.

Yards (twin yard) : It is required for Storage and Disposals, Bins in each of the twin yards for 'Lot' formation and storage of each particular item of scrap. There should be kept two sets of scrap bins or dumps for each kind of scrap, so that the scrap accumulated in one set of bins or dumps could be set apart at any time for the purpose of auction sale and pending such sale, the other set of bins will be used for accumulating further scrap for the next auction.

iv) Godowns : For Valuable scrap Materials, with bins & proper security arrangements for storage of non-ferrous metals, alloy sheet etc.

Facilities : Office having Computers, Internet, MMIS etc., parking place for trucks, roads, adequate yard lighting, basic security (like boundary wall etc.), RPF Security, Electronic Weigh Bridge, Electronic Weighing Machine.

Ans. (b)

The accepted SAG committee recommendations for Auction Sale to counteract the influence of organised gangs/mafia are as under:

The depot officer who normally conducts auctions in the Stores depot for the sale of scrap lying in that depot as also scrap lying in the Divisions serviced by it, may be asked to conduct auction at other venues, say other Stores depot, where similar auctions are being conducted by the other Depot Officers. Presence of different sets of buyers during auctions at new locations is expected to neutralize the undesirable influence of gang/mafia at the traditional venues.

There are instances where mafia operates in a manner which leads to removal/lifting of excess quantity of scrap, particularly the P-way scrap. If the step suggested at (i) above does not result in sale of scrap to competitive bidders, (i.e. bidders other than the mafia), further accumulation of P-way scrap at such locations should be discontinued immediately. Fresh arising may be moved to suitable points which are expected to be free from the influence of mafia. In addition, efforts be made to shift out the accumulated scrap from the locations where mafia has a strong influence to other locations where Railways interests can be fully safeguarded. This is subject to that the scrap arisings should be shifted to the locations within the geographical jurisdiction of the same stockholder to facilitate smooth accountal. For this purpose, the division should finalise suitable contracts for movement of material.

If prospective buyers feel reluctant to participate in auctions at certain places, on account of threats from gangs/mafia, the auction supervising officer, apart from arranging the presence of the local police on the day of auction, may provide similar support at the time of delivery of the sold lots. For this purpose, the depot officer may also seek assistance from the DSC/Sr.DSC of the concerned Division and PCMM/CSC. This would instil greater confidence in the minds of the buyers.

Scrap rails measuring 1 meter or over, be sold on nominal weight basis, without applying the factor of wear and tear.

Scrap Unbroken sleepers be sold on the basis of numbers.

104. (a). Explain following based on SAG committee recommendations?

(i) Selling of Low Value Scrap

(ii) Time for Delivery and depositing Payment

(b). Who are associated with the delivery of scrap materials in the depot? Explain the delivery of scrap materials in the depot after DO is prepared? Ans. (a)

(i) Selling of low value Scrap:-

Divisions should finalise the list of low value items with the concurrence of DFM/Sr.DFM and with the approval of DRM, keeping in view the codal provision in para 2314 of Stores code. These items should be disposed of on as "as is where is basis". These scrap lots valued up to Rs.100000 can be disposed of by Sr.DMM/DMM by calling for bids tenders from the list of likely buyers.

Similarly, a list of such low value scraps should be finalized by each CWM in the Workshop and such low value scrap items should be disposed by the respective CWMs from the workshop itself. The workshop may have a separate space for storing these low/nil value items within the workshop premises.

(ii) Time for Delivery and depositing Payment:-

As per SAG recommendations, the system may be modified as under :-

□ Free delivery time shall be maximum 50 days from the date of auction. This time can be extended upto 65 days by PCMM/CMM at the time of auction depending of complexity of lot or even after auction in case Railway Administration is responsible for delay. However, beyond 65 days, delivery

can be given only after imposing ground rent. In exceptional circumstances when delay is purely due to fault of Railway Administration, delivery time can be extended without ground rent with personal approval of GM/AGM.

☐ If the purchaser fails to deposit balance sale value for a sold lot within the allowed period of 20 days from the date of auction and request for an extension of this period, the Railway Administration, may at its discretion, on the merits of the case, allow further time not beyond 40 days from the date of auction, subject to the levy of interest charges. However, the Earnest Money shall stand forfeited, if the balance sale value is not deposited by the purchaser within the said period of 40 or 20 days as the case may be.

Ans. (b)

The nominated DMS/CDMS, purchaser, nominated representative from Accounts (normally a Stock Verifier) and nominated representative from RPF are associated with the delivery of scrap materials in the depot.

When the balance sale value has been paid by the purchaser in full and he has fulfilled all the other conditions of sale, a Delivery order is issued to him by the Depot Officer. Delivery order is an authority for the purchaser to take delivery from the Scrap Yard.

The purchaser approaches DMS incharge of Scrap Yard/ with delivery order for taking delivery. Delivery is given by the nominated which is witnessed by

☐ A representative from Accounts (normally a Stock Verifier)

☐ A representative from RPF

At the time of delivery, it is to be ensured that;

(a) The delivery is given from the lot actually purchased by the purchaser;

(b) Delivery is given from one side and no picking and choosing is allowed.

(c) Fresh arisings of similar material are neither dumped on the sold lot nor delivery of these is given at the time of delivery.

(d) The purchaser does not have access to other lots.

(e) Proper record of weighment is maintained.

Normally delivery of ferrous items is given by weighment on a Electronic weigh-bridge but delivery of a non-ferrous items is given by weighing on Electronic Weighing Scale.

After the delivery is completed a Sale Issue Note is prepared, and the details of progress of delivery are also maintained on the back of the Sale Issue Note. When the Sale Issue note is signed by the gazetted officer, a Gate Pass is issued and it is the duty of the Delivery Witnessing Officials to escort the lorry up to the gate so that there is no possibility of mixing any other material within the depot.

105. Write short note on following :

- a. Tender sale
- b. Auction sale
- c. Stock Verification Sheet
- d. Bid Sheet.

Ans.

Tender Sale : The means of disposal of scrap by inviting tenders offering to sell is called tender sale. The tender sale is governed by terms & conditions of sale by tender, which are published in the tender documents. The prospective bidders are required to submit their bid along with the required Earnest Money Deposit, failing which the offers are summarily rejected. The tenders are opened at the date & time given in the tender documents. The offers received are evaluated and the offer of the highest bidder which meets the tender conditions is accepted by the competent authority. The sale contract is issued after receipt of security deposit from the successful bidder.

Auction Sale : The means of disposal of scrap through public auction is called auction sale. The terms & conditions governing sale of scrap through auction are drawn up before sale and published in the auction catalogue. The auction sale notice containing date & venue of the auction is advertised in leading newspapers giving reasonable time for intending bidders to collect auction catalogues and visit scrap yards to examine the relevant scrap lots. On the date & venue of the auction advertised, the auction conduction officer conducts the auction sale as per the governing terms & conditions. Bids are obtained on the spot and the highest bid above reserve price is accepted. Bidder whose bid has been accepted is required to submit Earnest Money immediately after acceptance of his bid. Bid sheet is issued thereafter.

Stock Verification Sheet : The object of verification by the Accounts Department of Stores in the custody of the Depot and other Departmental Officers and Subordinate is to ensure that the materials

accord with the description and specification shown in the balances appearing in the books and that excess or deficiencies, if any, noticed on such verification are properly investigated and accounted for.

After Stock Verification is over, the Stock Verifier should prepare the sheets in triplicate (by carbon process) is called Stock Verification Sheet in Form (S. 1260) for all items of stores, the verification of which has been completed that day. The stock sheets should be prepared from the date in the field book. The stock sheet so prepared will contain only the ground balance. A Stock Verification Report has to be prepared at the time of posting the priced ledger, in form

1260, showing the book balance, the ground balance as per the stock sheet and the excess shortage, if any.

After the actual stock figures of an item of stores have been ascertained and accepted by the Ward Keeper, the physical stock verified by the Stock Verifier should be shown in his field book, as well as in the stock sheet prepared by him. The differences, if any, between the physical stock and the priced ledger will be brought to account by Stores Accounts Officer at the time of posting the priced ledger. He should prepare stock sheet as follows :—

If there is no difference, the remark 'Stock verified correct' will be printed on the stock sheet prepared.

If the difference be an excess, i.e. the actual stock figures are greater than book balance, the difference will be struck and posted as receipt in the ledgers duly giving the date of posting. The difference arrived at should be shown, together with the physical balance and the actual book balance in the stock verification sheets.

The same procedure will be adopted while recording shortages, except that figures will be taken as minus receipt and shown as 'Shortage in Stock' in the printed stock sheets.

Each stock sheet should be signed by the Stock Verifier and by the subordinate incharge of the stores verified.

Bid Sheet :At the time of auction when the lot has been sold to the purchaser, a sheet is prepared as authority of sale is called Bid Sheet. A Bid Sheet contains

☐Details of lot No.

☐Brief description of the lot,

- ☐ Quantity sold,
- ☐ The rate at which sold,
- ☐ The earnest money realized and
- ☐ The total value payable and
- ☐ Special conditions, if any.

Bid sheet is signed by the Auction Conducting Officer, Accounts Representative, Custodian DMS of scrap yard and the purchaser

106. Accountal of Scrap materials in iMMS:

Depot Lots

1. Scrap materials are sent to Scrap Depot through DS8 vouchers (S-1539). The materials are verified with the description contained in S-1539.
2. After verification of description and quantity, RO No. is issued signifying receipt of material.
3. Lots are formed and the materials are put up for e-auction sale.
4. Once the material is sold in e-auction, the materials are delivered by 3 witnessing officials.
5. For issuing the material to the purchaser, S-2337 Sale Issue Note is prepared. The same is entered in iMMS duly giving Issue Note No., thereby completing the transaction.
6. Once RO No., is given, credit will be given to the consignee based on BAR.
7. After effecting the sale, the value realized through S-2337 will be re-apportioned.
8. The sale value realized will go as reduction in expenditure.

107. Write short note on following.

- a. Local Purchase
- b. Lead time
- c. Buffer Stock
- d. Auction Catalogue
- e. Direct Sale

Ans. (a) Local Purchase - The Controller of Stores may make local purchase if items of small value, both stock and non-stock, up to Rs. 3,00,000/- per item (JAG officer/ SS (independent charge) officer at depot/division- Rs. 3 lakhs per case, SS (other than independent charge) officer/ Assistant (independent charge) officer at depot/division-Rs. 2 lakhs in each case and Assistant (other than independent charge) officer- Rs. 1lakh in each case) - subject to fulfilment to conditions laid down in para 711-S.

The normal annual recoupment quantity does not exceed Rs.100000/- in value : or

The stock of the item is precariously low and the same is urgently required, and that the quantity is not deliberately reduced with a view to bringing the purchase within the scope of this provision.

(b) Lead Time - Lead Time is the time taken from the date of realization of need of recoupment (i.e. date of recoupment) to the physical receipt of material at the stocking place. Knowledge of Lead Time is very important for effective design of any Recoupment system. Lead Time often is not constant and therefore variations in Lead Time also play very important role.

(c) Buffer Stock- In spite of best calculations, there is a variation in lead-time and consumption pattern. To cater to the fluctuations of lead-time and / or consumption pattern, buffer stocks are required. In any recoupment system, we work out the quantities to be recouped on some forecasts of annual consumption and lead time. However, the actual figures may deviate from the forecast figure and this will lead to a situation of either stock out or overstock at some point of time. To avoid stock outs, we often provide safety stocks which are also known as buffer stock.

(d) Auction Catalogue- Before the auction is conducted; time, date, venue and the items to be included in the auction are put in a booklet for circulation to the prospective bidders. This booklet is called Auction Catalogue containing description, lot no., quantity, location of items to be sold through auction and detailed terms & condition governing the auction sale. The auction catalogue is printed for distribution to all concerned for wide publicity by the Stores Depot which intends to dispose off the scrap through auction. It is also uploaded on the website of the railways.

(e) Direct Sale- Direct sale is sale of railway stores without calling tenders. Direct sale is generally made to other government departments, other zonal railways or to railways contractors for use on the railways works. Some scrap items are disposed off by direct sale to railway employees for their bonafide use at approved prices with concurrence of accounts. The rates are generally based on last auction rates/book rates.

108. Details of an Public Auction Sale in the E-Auction of a depot relating to ferrous scrap are given below :

Date of E-Auction : 20.09.2017
Qty. Sold : 250 MT
Rate accepted : Rs.24000/-PMT

Calculate the following discussing in detail as per the relevant rules and condition.

- a) The amount of EMD to be deposited on auction date in E-Auction.
- b) The BSV and the last date of payment for Balance Sale Value without interest including number of installment permitted.
- c) What will be last date of payment with interest charge if the firm failed to deposit BSV within free time of payment ?
- d) Interest payable for delayed payment if firm deposit BSV on 20.10.2017 (Base rate of SBI as on 20.09.2017 was 9%)
- e) Calculate the Free Delivery Time and max. Extended Delivery Period with Ground Rent within Dy. CMM /Depot power .

Ans. Date of E-Auction : 20.09.2017
Qty. Sold : 250 MT
Rate accepted : Rs. 24000/- PMT
Total Sale Value = 24000 x 250 = Rs. 60,00,000 /- (Rs 60 Lakhs)

As per the current sale of condition in E-Auction, 10% of the sale value will be deposited as Earnest Money for the sale of lot .

Total Sale Value = Rs 60,00,000 /-

Hence, EMD = 10 % of Rs 60,00,000 /- = Rs. 6,00,000 /-

(b) Balance Sale Value (BSV) = Total Sale Value – EMD = 60,00,000 – 6,00,000 = Rs. 54,00,000 /-

Balance Sale Value (BSV) for the lot valued above Rs 3 Lakh should be deposited within 15 days from the date of auction (including Auction Date)

In this case, Last Date of Payment for depositing BSV without interest charges (Free Time of Payment) will be 04.10.2017

If the firm failed to deposit BSV within free time of payment, the last date of payment can be extended by the Railway Administration at the request of the purchaser subject to levy of Interest Charges for the Belated Period (not beyond 40 days) including the date of auction.

Hence, the last date of payment for BSV with interest charges would be 24.10.2017

(d) Base Rate of SBI as on 20.09.17 was 9 %.

Interest Rate in case of delayed payment will be charged @ 2% above the PLR (Prime lending rate of SBI)

Free Time of Payment would be upto 04.10.17

The last date of payment for BSV with interest charges would be 24.10.2017.

The firm has deposited the BSV of Rs. 54,00,000 on 20.10.17.

The interest charges will be calculated on Rs. 54,00,000/- with interest rate@ 11% for belated 16 days.

Hence, Interest Charges payable = $54,00,000 \times (11 / 100) \times (16 / 365) = \text{Rs. } 26038.35 = \text{Rs } 26038 \text{ /- (round off)}$

The Free Delivery Period (FDP) allowed for the sold lots is 40 days including auction date. Hence, FDP in this case would be 29.10.2017.

Dy. CMM/ Depot can extend the Delivery Period with Ground Rent for delivery of Scrap upto 50 days from the auction date.

Hence, Max. Extended Delivery Period Date with Ground Rent within Dy.CMM/Depot power would be 08.11.2017.

109. (a) What are the necessary requirements for registration of bidder for participating in E-auction with IREPS application? How can a bidder register itself ONLINE with IREPS application for participating in E-Auction?

Ans. (a)

Registration with IREPS site (www.ireps.gov.in) is must for any bidder to participate in E-Auction for Indian Railways. For registration, bidder needs to have valid Class III Digital Signature Certificate with Bidder's Firm Name issued by licensed Certifying Authorities, an affidavit duly notarized on stamp paper of requisite value and valid Email ID and one time Registration fee Rs. 10,000 . They also need to have a computer with Internet browser (IE 6 or IE 7) and Internet connectivity. Without valid Digital Signature Certificate and User ID, vendor cannot participate in E-Auction. The bidder can either go for Online Registration or Manual registration by Railway user in Depot.

Ans. (b)

Bidder must open "New Bidder " link (at top left page of www.ireps.gov.in) from Auction Home page and fill login registration form. After submission of filled up form, bidder will be directed to Payment Interface for Payment of Refundable registration fees of Rs. 10,000 through Payment Gateway/ Net Banking facility of various banks. After submission of registration fee, bidder will get message for producing their Affidavit and system generated ID and class III digital certificate to nearest depot where the Authorized depot user will upload their affidavit in their account and will retain the original copy of affidavit. After Sign and Submit by Bidder he will be registered successfully .Bidder will receive in his mailbox Login Password to log into the application and the Bidding Password for participating and bidding in auctions. User ID will be same as his email ID given in the form at the time of registration.

110. (a) How can Depot User create Auction Catalogue in E-Auction ?

What is the procedure for Editing, deleting, rearranging, withdrawn lots in E-Auction?

Ans. (a) Auction Catalogue can be created by clicking the link available on left navigation of user home page 'Create Auction catalogue'.

There are 3 steps for making a catalogue.

Header Creation and Blocking of Bidders. 2. Lot Finalization

Sequencing and Publishing.

In Header Creation, the Auction Type whether Close Ended or Open Ended is defined and according to which the Max Auto Extension is given. The Auction start Date Time is automatically taken from the Auction Schedule. Depot Admin has also been given facility to block bidders.

In Lot Finalization step, depot user can add lots to auction catalogue. Lots newly created after publishing of last catalogue, lots rejected/withdrawn from last catalogue are automatically included in next catalogue. He can add more Lots by clicking the button “Show Lots Not Included in Current Catalogue”. He can also remove lots by selecting the lots and remove them.

In the Sequencing, the Depot user can arrange the lots and categories in catalogue in the desired order for auctioning. After catalogue is finally prepared, it can be published by using digital Signature Certificate. It is important to note that sequence of category and Lots cannot be changed after publishing a catalogue.

Ans. (b).

During catalogue creation process, authorized Railway users can edit any details except Lot Number of any lot by clicking icon Edit Lot. Lot can also be edited by searching the lot from search facility.

Lot can be deleted by searching the lot from search facility. Lot once deleted will not be available to user for inclusion in future catalogues.

Lots which have already been sold cannot be edited/ deleted. Lots where Auction for the catalogue has started cannot be edited.

During catalogue creation process, authorized Railway users can remove desired lots from catalogues. Such removed lots will be available for inclusion in the subject catalogue before start of Auction or for inclusion in any future catalogue.

111. (a) Who can Enter/Edit/View RP for the lots in E-Auction & how?

(b) How can Railway User register the Bidder manually for E-auction?

Ans. (a).

RP can be filled only by Depot Administrator (Dy. CMM) who is also auction conducting officer. He has to apply the Encryption certificate to encrypt the RP and Digitally Sign the same. RP can be entered after publishing the auction catalogue but before the starting time of Auction for the lot/catalogue. For entering/editing RP, Depot administrator needs to open My Catalogue inbox, click the icon “View Auction Register” against the desired catalogue, and click on the button “Enter Reserve Price” at the bottom of Auction Register. He is also authorized to edit RP in the same way but before scheduled starting time of ‘auction for the lot/catalogue’. RP can be viewed by clicking the icon View RP Register under My Catalogue inbox. Only auction conducting officer who should be

nominated as depot Administrator is allowed to view/enter/edit RP after applying encryption certificate.

Ans. (b)

The Bidder has to approach to his nearest depot whose addresses/Contacts are given on www.ireps.gov.in, with One Time Entry Fee Rs. 10,000, an affidavit duly notarized on stamp paper of requisite value, request letter on Firm's letter pad and valid class III digital signature certificate. Depot authorized user will register the bidder after verifying necessary details. On successful registration, the bidder will receive in his mailbox Login Password to log into the application and the Bidding Password for participating and bidding in auctions. User ID will be same as his email ID given in the form at the time of registration.

112. Describe conditions applicable for sale by E-Auction in S.C. Railway for following points :

Sale of Hazardous Waste

Sale of E-Waste

Entry Fee

Bid Acceptance

Ans.

(a) Sale of Hazardous Waste-

Scrap Lots consisting hazardous waste as defined by Central Pollution Control Board under Hazardous Waste Management and Handling rules 1986 and amended from time to time will be sold only to the firm having valid authorization to process these items as recyclers/reprocessors under Hazardous waste (Management and handling) rules 1986, as amended from time to time, issued by ministry of environment & forest.

Prospective bidders of such lots of hazardous wastes should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/preprocessor issued by the Ministry of Environment and Forest or by Central Pollution Control Board. The successful bidder, whose bid is accepted by Railway administration, shall be required to produce original valid document of such a registration at the time of taking delivery of material. In case of failure, Railway administration may cancel the sale and reserves the right to forfeit the earnest money.

Certificate is required from the firm regarding the total waste purchased and processed for the current financial year (till the time of auction) to assess the validity. Registration certificate cum-pass book for recycling of hazardous waste should be brought at the time of delivery to make necessary verification & entry.

The above condition may vary as per the latest directives of Ministry of Environment & Forest and CPCB at the time of e-auction delivery.

(b) Sale of E-Waste –

Scrap Lots consisting E-waste (like Computers, Laptops, printers, TV sets, Refrigerators, ACs etc.) as defined by State Pollution Control Board or Pollution Control Committee of Union Territories as the case may be, of e-waste (Management and Handling) Rules 2011 covered under schedule I, and amended from time to time will be sold only to the firms having valid authorization to process these items as recyclers/re-processors under e-waste (Management and Handling) Rules 2011, as amended from time to time issued by ministry of environment & forest. The firm should be authorized and registered with State Pollution Control Board or Pollution Control Committee of Union Territories and should possess valid registration certificate. This certificate in original has to be provided to auction conducting officer on his requirement as well as the time of delivery. The purchaser will also be required to give undertaking at the time of purchase to refine/recycle the waste within the period of the validity of his certificate of registration and purchase of the items will not exceed the total limit of his registration certificate. If purchaser fails to comply any of the above conditions or violates any of the rules prescribed by Ministry of Environment and Forest, the sale will be cancelled and the amount deposited by the purchaser will be forfeited.

(c) Entry fee:

The purchaser has to get registered on the side www.ireps.gov.in for centralized registration for e-auction. The purchaser is required to submit one time registration fee Rs. 10,000/- as entry fee in central account either through payment gateway or manual payment. The centralized registration shall permit the bidder to participate in all e-auction, over entire Indian Railways, available on the site www.ireps.gov.in. The registration fee can be refunded to the bidders on request if they desire not to participate in future e-auctions. However, such bidders, on request, can participate in e-auction by re-registering afresh by depositing the requisite registration fee again.

(d) Bid Acceptance:

For Close ended auctions i.e. where auction closing date/time is predefined:

After the closing time no bid shall be accepted by the system and all bids received will be frozen in order. The closing time will be auto extended if any bidder submits the bid in last pre determined interval time, so that other bidders get time to bid accordingly. The system will accept/reject the highest as per reserve price fed into the system prior to the start of e-auction.

113. Explain the Merits & De-merits of E-auction over Manual Public Auction?

Ans. Merits:

(1) Purchasers/Bidders can do bidding ONLINE in E-auction at home/office. It facilitates the Depot Users and bidders by removing the restriction on their physical appearance at the place where Auction is taking place like in public auction, thus saving time and money for bidder and seller .

(2) Auction conducting officer in the depot can perform the auction operation within its chamber instead of presenting in Auction Hall. He/She can perform other office works simultaneously with E-auction.

(3) Bidders have to deposit only one time Registration Fee in E-Auction and they can participate in E-auction of Depots of various railways. In Manual Public Auction, they have to submit the refundable Entry Fee for each and every auction and for each depot of railways in the form of demand drafts.

(4) The depot staff including Accounts involved in auction can perform its regular office work during E-auction days. E-Auction also eliminates the requirements of Cash Office's Staff for depositing EMD and RPF staff for security in Auction Hall.

(5) The Auction Catalogue is created ONLINE on the IREPS website in E-Auction. This results in Paper saving towards environment benefits.

(6) EMD is automatically deducted from the bidder's account in E-Auction. There is no need to carry physically cash by the purchaser which eliminates the possibility of theft/loot of cash like in manual public auction.

(7) In manual public auction, the EMD is deposited by successful purchase after lot is sold to firm, some times the purchaser refuses to deposit the EMD. In this case, sold lot is withdrawn & only refundable entry fee Rs.10000/- is only forfeited & lot is cancelled. In E-Auction, the EMD is automatically deducted for the highest successful bidder and no need to cancel the lot.

The Bidders can participate in more than one depots at same time in E-Auction.

Demerits:

(1) Purchasers are normally less educated. They have to acquire proper knowledge of Computer working, internet, Net Banking etc.

(2) E-Auction is mainly dependent on Internet. Due to disconnectivity or less speed of Internet, sometimes a Bidder can miss the opportunity to bid in the lot.

(3) In Manual Auction, the unsold lots can be re-opened for bidding more than 1 round on the same day. But in case of E-Auction, the lots once closed can't be re-opened again for bidding.

114. a). What is survey Committee and what are the functions of Survey Committee?

(b). What is Reserve Price? Name the factors which should be taken into account while fixing 'Reserve Price' for sale of scrap?

Ans. (a)

Survey committee is the Committee of Senior scale or JA Grade officers of the Consuming Departments with Stores Depot Officer as convener member and major workshop officer as Secretary for survey of the Scrap items.

This committee is a standing committee appointed by General Manager for the purpose of inspecting critically the condition of all Stores:

That have deteriorated in value, for any reason, (b) Broken or damaged in transit, or while in stock,

Lying in the custody of the Stores Department for a long time and considered by Controller of Stores as having become unserviceable owing to obsolescence or other causes and

Received as scrap from the line.

After critical and careful examination of lots, survey committee submits its recommendations on the above line to PCMM office.

Survey sheets on the prescribed proforma are prepared in which recommendations against each item are recorded by the Secretary of the Committee and signed by all members of the survey committee. Recommendations can be accepted by Dy. CMM/CMM/PCMM.

Ans. (b)

The decision to sell or not to sell a particular lot during the auction is taken by the Depot Officer. For taking this decision, he fixes a Price of each lot in advance called Reserve Price. Bids lower than the reserve prices may, however, be accepted by the Depot Officer where found expedient provided the Depot Officer doing so records his reasons in writing.

This reserve price should be fixed by keeping following factors in mind :

- I. last sold rates in previous auctions
- II. price obtained in auctions in the adjoining depots
- III. market trends
- IV. condition of the lot
- V. Lot Size and Location of Lot
- VI. Road Approachability etc.

115. Write a Short Note on “On Line payment of BSV”.

As per Railway Board letter No.2009/RS(S)/709/Meeting dated 25.09.2013, the balance sale value has to be collected through IREPS portal only.

PURCHASE BY DEPOT/ DIVISIONAL OFFICERS THROUGH IMMS

116. How the cash imprest account for making local purchase is to be maintained and recouped?

Ans. A cash book is maintained by the concerned local purchase supervisor.

All purchases are made as per established rules and clear receipted cash vouchers are obtained from the suppliers for every purchase on stamped bill. These are allotted serial numbers and are entered in the cash book with serial numbers.

When the cash on hand reaches a stage, which will cover the period that will be taken to recoup cash, recoupment voucher in the prescribed proforma in form No.712 is prepared in 4 copies and sent to the accounts officer, duly signed by the Depot officer, supported with the relevant cash vouchers.

All the cash vouchers also should be attested by the Depot Officer, besides recording the acceptance on the relevant tender/quotation.

A. Certificate viz, "Certified that the above purchase, have been made in terms of para 711-S and the stores have been put into stock". Is to be recorded by Depot Officer on each recoupment voucher. Care should be taken to see only one group of stores is included in each recoupment voucher.

After acceptance of materials, one copy should be retained as office copy, one sent to Accounts Officer/Stores along with cash vouchers for recoupment of imprest cash, as specified in para (iii) above, one to Controller of Stores and the last to the Stores Accounts (through ledger, in the case of stock items only) for necessary action/record.

Allocation particulars are shown in each voucher.

These vouchers are scrutinized by respective Accounts Officers and they are passed for payment, duly sending a Cheque to the Chief Cashier who arranges payment. Depot Officer collects cash, if he is not having cheque facility.

In the case of system of operating with cheque and Bank account, the cheque is sent to the Bank direct, for crediting the account of imprest holder. Thus, the cash is recouped by the Depot Officer.

Question No.117 to 158 (Rajbasha Questions are given at the end)

- 159. “Knuckle Thrower” is a RDSO approved item used in wagon maintenance in the workshop. The item is urgently required in General Stores Depot in S.C.Railway consisting officers of 1 Dy. CMM, 1 SMM and 2 AMMs.**

The stock, AAC & dues position as on 10.10.2017 is given below :

Stock = 0 AAC = 1500 Nos

Covered Dues:- 1500 Nos. PO No.1234 date 01.10.2017 placed by PCMM office

On M/s XYZ DP 31.03.2018 with Basic rate @ 305/-, GST@ 17.978

(Firm M/s XYZ has informed that it will dispatch the material after 01.02.2018)

The local purchase sheet was initiated by the Léger keeper for 375 nos with value of Rs.137812/- based on last successful purchase rate @ 350/- +CST @ 5% extra. Against PO No.6789 dated 01.01.17 to M/s ABC,DP-31.03.18 (PO completed).

The local purchase tender was opened on 15.10.2017 and lowest offer was received from M/s ABC @ Rs.325 + GST @ 17.978% (Inclusive), Freight Charges @ Rs 15/- each (Including tax), Inspection –consignee, DP within 21 daysfrom date of receipt of PO.

The firm M/s ABC is RDSO Approved firm and has quoted the description as per tendered description without deviation.

In view of above situation, explain the following.

- a)State whether the local purchase sheet initiated by ledger keeper was justified or not?**
- b)State whether the local purchase PO could be placed on lowest offer firm M/s ABC or Not.**
- c)Who would be competent authority to decide this local purchase case and obtain the total purchase order value if PO placed for full tender quantity?**
- d)What would be delivery period date on PO, if PO was placed on 17.10.13 and despatched on same date to firm?**

Ans.

The material is Out of Stock in the depot and urgently required. Although the PO No. 1234 dated 01.10.17 has been placed on firm M/s XYZ with DP- 30.03.18., M/s XYZ has informed that it will supply the material after 01.02.18.

In case of urgently required stock item, the depot officer has been given powers upto Rs 3 Lakhs per case.

As M/s XYZ will despatch the material after 01.02.18, the quantity of 3 months requirements should be procured within depot officer's power for this period.

The AAC of this item is 1500 Nos. Hence, 3 month requirements would be 375 Nos..

Hence, the Local Purchase Sheet placed by the ledgerkeeper for 375 nos for Knuckle Thrower was justified to meet out the urgent requirements of the workshop.

(b) The lowest offer has been received in the tender opened on 15.10.17 from the firm M/s ABC@ Rs.325 + GST@ 17.978% (Inclusive), Freight Charges @ Rs 15/- each extra (Including tax), Inspection –consignee, DP within 21 days from date of receipt of PO.

(i) The firm M/s ABC is RDSO Approved firm and has quoted the description as per tendered description without deviation. Hence, the offer of M/s ABC is found technically suitable.

(ii) The firm M/s ABC is also last successful supplier against PO No. 6789 dated 01.01.17.

In view of above (i) and (ii), the offer of M/s ABC can be considered for placement of full quantity based on technical suitability and past performance.

The all inclusive rate against PO No. 1234 dated 01.10.17 placed by PCMM office would be Rs. 359.83 /- each.

The all inclusive rate against completed PO No. 6789 dated 01.01.17 would be Rs.367.50 /- each.

The firm M/s ABC has quoted all inclusive rate of Rs. 356.25 /- each which is lower than the all inclusive rate of PO No. 1234 dated 01.10.17. as well as the all inclusive rate of PO No. 6789 dated 01.01.17. Hence, the rates quoted by the firm M/s ABC in this tender is found reasonable.

As the offer of M/s ABC is found technically suitable and rate is found reasonable, the local purchase PO can be placed against lowest offer of M/s ABC.

(c) The tendered quantity is 375 nos.

The lowest offer has been received in the tender opened on 15.10.17 from the firm

M/s ABC@ Rs.325 + GST@ 17.978%(Inclusive), Freight Charges @Rs 15/- each extra. (including tax)

All inclusive rate of this offer would be worked out@ Rs 356.25 /- each.

Hence, Total Value of PO= Rs 356.25 x 375 = Rs. 133593.75

AMM in the depot has been given power upto Rs 5 lakhs per case.

Hence, AMM will be the competent authority to decide this local purchase case. The total purchase order value will be Rs. 133593.75 .

The firm M/s ABC has offered DP as 21 days from the date of receipt of PO.

There would be 1 week (7 days) transit time to receipt the PO by firm from the date of despatch. Total 28 days delivery time should be given in PO.

If the PO has been placed on 17.10.17 and has been despatched on same date, the Delivery Period date on PO will be 13.11.2017.

160. a) Name the various points of Check List that should be checked before processing a Non-Stock Demand for Local Purchase? (b). What is Advice Note ? How is the disposal of foils of Advice Note done?

Ans. (a)

The various points of Check List that should be checked before processing a Non-Stock Demand for Local Purchase are given below:

1. Whether detailed description given in requisition complete along with drawing, Specification etc.
2. Whether non-stock certificate given
3. Whether basis of estimated costs given (copy of basis attached if required)
4. Whether funds availability certified in the requisition
5. Whether justification of purchase the item is given
6. Whether last purchase order reference given or justification for 1st time purchase given
7. Whether indent signed and approved by Competent Authority

a) Upto Rs. 25000/- only. Signing Authority – J.S. Officer

Approving authority – JS Officer

b) Exceeding Rs.25000/- but not exceeding Rs.2 lakhs only inclusive.

Signing Authority – S.S. Officer Approving authority- S.S. Officer c) Exceeding Rs.2 lakh but not exceeding Rs.5 Lakhs.

Signing Authority – JAG/SG Officer Approving Authority – JAG/SG Officer

d) Exceeding Rs.15 Lakhs but not exceeding Rs.45 Lakhs.

Signing Authority – Counter Signed by CWM/ADRM/SAG Officer of the user department.

Approving Authority-Counter Signed by CWM/ADRM/SAG Officer of the user department.

e) Exceeding Rs.45 lakhs.

Signing Authority – Counter Signed by CWM/ADRM/SAG Officer of the user department. Approving Authority- Personally approved by PHOD/CHOD of the user department at HQ.

8. Whether Proprietary Articles Certificate by CA is given :-

Competent authority to sign Preparatory Articles Certificate is as under :-

Indenting Officer JS upto Rs.75000/-

JAG/SG Officer of consigning department up to Rs.15 lakhs

HOD/SAG Officer of consigning department upto Rs.25 Lakhs.

PHOD/CHOD of consigning department above Rs.25 Lakhs.

9. Whether Urgency Certificate is given

a) For requisition valuing upto 8 Lakhs by JAG/SG level and

b) For requisition exceeding Rs. 8 Lakhs by SAG level i.e. CWM/ADRM/DRM .

10..Whether requisition is vetted by Associated Finance, if applicable. Vetting of NS demand required

(i)for safety/ passenger necessity items- Above Rs. 10 Lakhs

(ii)For items other than safety/ passenger necessity items- Above Rs.2.5 Lakh

11. Whether NS demand is complete in all respect.

Ans. (b) Advice Note :-

All stores which have been previously issued for the services of the railway and are no longer required on a work should, in the absence of special instructions to the contrary, be returned to the stores depots. All the returned stores are to be returned by various subordinates on form S-1539 which is called Advice Note for returned stores. This is also called "DS-8" on many Railways. First of all, returning subordinate will obtain approval of his controlling officer for returning the stores and then he will prepare Advice Note(D.S.-8) in 6 copies. He will get these advice notes signed by his controlling officer. If he is sending a material declaring it as unserviceable, he should obtain approval of competent authority. The material to be returned will either be booked by Rail to the nominated stores depot or through Trucks.

Disposal of the Foils of Advice Notes:-

(i) As mentioned above the Advice Note for Returned Stores is to be prepared in 6 copies.

□ The returning subordinate will retain one copy (1st copy) with him for his record. Out of remaining 5, he will send 3 copies (2nd, 3rd & 4th) to the nominated □ Stores Depot either along with the material or along with R.R./P.W.Bill, if the material has been dispatched by Rail.

□ At the same time he will send one copy (5th) to the Stores Account office of the depot and last copy (6th) to his controlling officer.

□ The purpose of these 5th & 6th copies is to give advance information to Stores Accounts Officer and his controlling officer so that they can monitor for getting timely and proper credits for their returned materials. This procedure is explained in subparagraph (ii) below.

(ii) The controlling officers are required to maintain a Departmental Register of Advice Notes (S-1605) for keeping watch on the account of returned stores. As soon as 6th copy of the Advice Note is received from the subordinate, it is entered in this Register. If some information is found incomplete, further details are added in the Advice Note and then this is forwarded to the Stores Depot for getting credit particulars.

Similarly Stores Account Office is also required to maintain an Accounts Register of Advice Notes (S-1622) to see that all the materials returned by various field subordinates are taken into books promptly and properly.

As mentioned in (i) above 3 copies of Advice Note are sent by the returning subordinate to the Stores Depot along with the dispatch details. On receipt of these copies necessary particulars are entered in a register known as Depot Register of Advice Notes (S-1609). This register is also to keep watch on timely receipt of materials and their account. If a material is not received within a reasonable time, claim is lodged on the carrier. On receipt of the wagon/material it is weighed and details are entered in a Wagon Weighment Register. Some of the stores depots also maintain field books, in which they enter the details of all the materials, quantity wise, received from a particular wagon. After receipt of the material, they are segregated classification wise and are taken into books by granting a Receipt Order (R.O.) Number.

After granting R.O. Number on all the 4 copies (3 received direct from the returning subordinate and one through his controlling officer) concerned ward of Stores Depot will retain one copy (2nd foil) for

his record and will forward 2 copies(3rd & 4 th foil) to his Stores Account Officer and one copy (6th foil) back to controlling officer of the returning subordinate.

□Stores Accounts Officer, on receipt of 3rd and 4th foil will pair them with 5th foil, received by him direct from the returning subordinate, and will enter receipt particular as furnished by Stores Depot in 5th copy also. Stores Accounts Office will get the priced ledger posted by sending 4th foil to Electronic Data Processing Center, as per laid down time table. After posting of priced ledger ,4th foil will be brought back and filed in Store Accounts Office.

□When the priced ledgers are completely posted for the month, computer will generate Credit summary along with many other Reports. This credit summary is also collected by the staff of Stores Accounts Office and is forwarded to the controlling officer of the returning subordinate along with the 3rd foil of the Advice Note, for accepting the credits. At this time 5th foil of the Advice Note will also be returned to the controlling officer.

Controlling officer on receipt of 6th foil of Advice Note will examine whether the Stores Depot has granted Credit for correct quantity under correct classification & nomenclature. In case of any discrepancy, he should take up the matter with the Depot Officer and the returning subordinate if the reasons given on the Advice Note are not satisfactory. The controlling officer will file 6th foil in his office and 3rd foil will be filed in the office of his associated account office. The 5th foil will be forwarded to Returning Subordinate for his record.

IMPORTANT COMPONENTS & ITS USAGES

161. Identify the end use of following materials in railways.

- a) Pantograph b) Suspension bearing
- c) Fiber reinforced lubricating pads d) Distribution valves
- e) Freon Gas 22 f) PVC Flooring
- g) Center Pivot Guide h) Lube Oil Filter
- i) Carbon Brush Tao-659

Ans.

a) Pantograph: Pantograph is an important component of the EMUs and Electric Locomotives. It has a copper plate on its top which touches the overhead contact wire. Thus, it collects the current from contact wire and transmit it to EMU or electric locomotives

b)Suspension Bearings: There are journal type of bearings and have white metal lining on its inside surface. These bearings are used in WDM2 locos and also in Some types of electronic locomotives such as WAM4,WAG5 etc.

c)Fiber Reinforced Lubricating Pads: Fibre re-inforced lubricating pads are used in suspension bearings for lubrication between axle and bearings by wick principle.

d) Distribution Valves: Distribution valves are used in wagons and coaches which are working on air brake system, and in locomotives having twin brake system. This valve actuates the braking action whenever the pressure in brake pipe is destroyed it.

e) Freon Gas 22: This gas is used generally in the cooling system of air-conditioners and coolers.

f)PVC Flooring: PVC Flooring consists of Poly Vinyl Chloride sheets or PVC sheets used in the flooring of toilets and lavatories of coaches, and hence formed as PVC flooring.

g)Centre Pivot Guide: Centre pivots of the chasis rest on the Centre pivot guides provided in bogies. These guides of locomotives transmit the load of the engine to the bogies.

h)Lube Oil Filter: The lube oil filter is used in the lubricating oil system of the diesel locomotives and filters the floating particles from the lubricating oil before it is supplied into the lubricating system of the engine.

i)Carbon Brush Tao-659: This carbon brush is lused in the TAO 659 type oftraction motors fitted in AC Electric Locomotives. These carbon brushestransmit electricity to the commutator of the traction motors.

DESPATCH OF RAILWAY MATERIALS

162. (a). What are the various methods of despatch of materials from supplier to Stores Depot ?

(b). What is procedure for preferring claim with carrier when the material is received short at Stores Depot ?

Ans. (a)

Materials are dispatched by the suppliers to the Stores Depot:-

- i. Through Railway Parcel or Full wagon loads or containers or lorries.
- ii. Through Lorries and Carts from local suppliers.
- iii. Through authorised representative of the Railways, in case of urgency.
- iv. Through Post Office Parcel/Couriers
- v. By Steamer/Ship or Air or through post-parcel in case of Imported Stores

Ans. (b)

When the package is cleared from Goods shed/parcel office, Depot should demand for open delivery from the commercial department, if the package is damaged outwardly. After the open delivery has been granted, a joint survey report is made out by the commercial department with representatives of Security and Stores department, in case any shortages are revealed. The delivery of the consignment is taken, duly recording suitable remarks in the delivery book. Claim is preferred to Commercial department, enclosing a copy of joint survey report for the stores damaged/received short.

If packages are not damaged outwardly and if there is no difference in weight, we cannot prefer claim on carriers. Even if it is not damaged, if there is difference in weight, it should be recorded in the delivery book and open delivery is demanded.

163. (a). How are claim of shortage/Breakage/damage to be settled?

(b). What are major categories of scrap into which Railway Scrap classified?

Ans. (a) Consignments, against RR/PW Bills if not delivered within a reasonable time by the carriers, are required to be claimed within six months from the date of booking / date of

As the claims on carrier are to be preferred within six months, timely action is required to be taken so that the claims do not become time-barred. Therefore the RRs / PW Bill Registers are periodically reviewed by the Depot Officer. If during this review it is seen that a consignment has not been

received within a reasonable time (45 to 90 days) a missing report is sent to all concerned with a copy to CCS. For such cases a manuscript register (Claims Register) with may be maintained.

The claims should be preferred in time, i.e., within six months from the date of booking. Normally, claims will be accepted by the commercial department, based on the joint survey report, which is necessary for claiming for shortages, breakages, and damages.

In case of its non-settlement within 6 months from the date of claim, it should be discussed between the claimant and the claims departments at officers' level. In case a settlement is not arrived at even at this level, meetings should be arranged at higher levels, right upto HOD's level by the claimant.

If the settlement of the claim is not reached within one year, even at the HOD level, the case will be put-up to Additional General Manager through Chief Claim's officer for final decision.

Ans. (b)

Workshops, diesel, electrical, wagon depot sheds, engineering and signal workshops, engineering departments with PWIs/BRIs/IOWs, etc. and signal departments are the major centres for generation of Scrap

Important categories of scraps are –

- | | |
|----------------------------|-------------------------------|
| i. Industrial scrap | ii. Re-rollable scrap |
| iii. Melting scrap | iv. Cast Iron scrap |
| v. Condemned Rolling stock | vi. Bronze scrap |
| vii. copper scrap | viii. Other Non-ferrous scrap |
| ix. Scrap machinery | x. Piper and Pipe fittings |
| xi. Wooden scrap | xii. Waste paper |
| xiii. Condemned boiler | xiv. Steel cut pieces |
| xv. Condemned furniture | xvi. Empty receptacles. |

INTER DEPOT TRANSFER & CLEARANCE OF SINT SUSPENSE

164. What is depot transfer? How is SINT Suspense cleared?

Ans. The transfer of stores from one depot to another is called depot transfer.

When the stores issued during a month from a depot are not received in the receiving depot in the same month, such items would not appear in the accounts of the receiving depot. The issuing depot would submit summaries of issues to the receiving depot concerned and that the receiving depot should note down on the summaries the dates of accounted of each of the items as they are posted in the priced ledgers. At the same time a preformed summary of receipts is prepared for the month by the Accounts section. At the end of the month, unaccounted items in the issue summaries should be posted into a register styled "Register of Stores-in-Transit." maintained and their clearance should be watched carefully. When any such item is accounted for later, the credit should be posted in the register in the column for the month of accounted and against the debit entry for the item concerned. Separate registers should be maintained for each depot.

The balances lying in the Stores -in Transit Registers should be carefully analysed each month and if any item has been found to be outstanding for more than one month, the matter should be taken up with the Depot Officer concerned. Special lists of items outstanding for more than three months should be sent to the Controller of Stores for taking steps for their clearance.

STOCK VERIFICATION

165. What is the object of Stock Verification of stores in the custody of the depot and other departmental officers & subordinates by the Accounts deptt ?

What is the prescribed frequency of verification for various items held in stock?

Ans:

Object of the Stock Verification:

The object of verification by the Accounts Department of Stores in the custody of the Depot and other Departmental Officers and Subordinate is to ensure that the materials accord with the description and specification shown in the balances appearing in the books and that excess or deficiencies, if any, noticed on such verification are properly investigated and accounted for. [S-3201]

Frequency of Verification:- The Stores, whether in a Stores Depot or with a department should be verified by Stock Verifiers of the Accounts Department. The programme of inspection should be so arranged that all materials are verified as shown below:

1. Materials-at-site-works: Ordinarily verified once a year.

2. Stores with Imprest holders: Once in two years.

3. All tools and plant: Once in 3 years.

4. All materials in a Depot as Under:

4.1 A Category items- Once in 6 months.

4.2 B Category items: Once in a year.

4.3 C Category items: Once in two years.

4.4 D Category items: Once in a year.

4.5 Miscellaneous items (Stores under the custody of Inspectors entrusted with tools, instruments, etc. Once in 3 years.

Verification of in-process-inventory in all work-shops and Production Units especially in respect of cost and pilferable items: Once in 3 years as per 4.7 Machinery and plant : Once in 3 years. (S-3202)

166. List any four items which need not to be verified by the stock verifiers

Ans: (i) Dead Stock, Tools and Plant of low value. (ii) Small Tools and Hand Tools with certain staff. (iii) Petty Consumable Stores. (iv) Dunnage. (S-3225, S-3226, 3227, 3228)

167. In what circumstances the measurement or average weightment should be resorted to arrive at the total approximate weight of stocks of an article in Stores. How it is done?

Ans: Measurement or average weightment to arrive at the total approximate weight of stocks of an article should be resorted to only if there are heavy balances in hand. To arrive at average weightment, at least 2 percent in the case of steel and 10 percent in the case of other material of stores, should be weighed, such should then be measured by length, area or cubic contents. The measurements of the entire stock should then be taken and then reduced to weight by the data furnished by the sample quantity measured and weighed. If the weight thus arrived at is approximately the same as the depot book balance, the latter should be accepted as correct, if however, a heavy difference is disclosed thereby, all figures for measurements and weightments should be carefully rechecked and an additional 2 percent or 10 percent (as the case may be) weighed and measured. (S-3238)

168. (i) What do you understand by “Stock Verification Sheet? What does it show? In how many copies it is prepared? Please explain the procedure involved in disposal of Stock Sheets having discrepancies.

Ans: Stock Verification Sheet is the sheet on which the results of stock verification are entered by the stock verifier. It is prepared by the stock verifier in triplicate (by carbon process) in Form no. S-1260 for all items of stores, the verification of which has been completed that day. The stock sheets should be prepared from the data in the field book. The stock sheet so prepared will contain only the ground balance. A Stock Verification Report has to be prepared at the time of posting the priced ledger in form S. 1260, showing the book balance, the ground balance as per the stock sheet and the excess shortage, if any. (S-3256)

(ii) Procedure involved in the disposal of Stock sheet having discrepancies:-

(i) Scrutiny of explanations of discrepancies:-

The Stock sheets on return to the Stores Accounts Office, after explanation by the Depot Offices, should be carefully scrutinized by the authorized Inspector to see that every discrepancy has been explained. Further explanation should be called for in regard to remarks that are unsatisfactory. Accounts Notes will be issued in such cases. (S-3262)

Important points for scrutiny: While scrutinizing the stock sheets, the authorized Inspector should see:

a. That explanations recorded against discrepancies represents facts; b. That they are clear, intelligible and definite;

That independent explanations are furnished against individual discrepancies and that excesses under some items are not adjusted against shortages in dissimilar items. In case of analogous items (where sizes only differ) such adjustments may be passed upto 2% of the transaction since the date of last verification, but any bigger differences must be taken up.

That in case of items accounted for in numbers large differences do not arise:-

That where shortages found as a result of stock verification are attributed to the neglect of the subordinate holding charge of stores, the PCMM of the missing articles is invariably recovered from the parties at fault. The amount so recovered should be noted in a manuscript register of recoveries (S. 3263) maintained in the following form:

- (i) Date
- (ii) Name of Division.
- (iii) Name of person debited.
- (iv) Amount recovered.
- (v) Authority.
- (vi) Initials of stock verification clerk.

At the close of the financial year, the amounts should be totaled up and incorporated in the statement showing the activities of the Stock Verification Section prepared for the purposes of the annual statement of Stores Transactions (S. 3001); and g that in case of discrepancies arising as a result of improper classification/grouping and excess posted under items. (S-3263)

169. What is departmental stock verification? Explain in detail.

Ans: As an important back check on the correct receipt, issue and balance of stores by the wards, it is necessary to have a departmental verification of stock by the Depot Officer to see whether the up to date balance of an item in the ledger agrees with the actual physical stock balance. This is called departmental stock verification. Such departmental verification arranged by the Depot Officer is in addition to the stock verification arranged by the Accounts Department.

The departmental verification need only cover selected items such as items of large annual consumption having regular and frequent issues, items of high value like non-ferrous items, tool steel, etc., and items of a pilferable nature. The verification of physical balances should be done by an official other than the Ward-keeper-in-charge of the item of Stores. The depot officer may postpone the verification if the balances in stock are so heavy that a verification would involve large shifting of stock and the verification could be carried out conveniently at a later date when stocks are at a low level. The Depot Officer may waive verification in the following circumstances-

- a. Where the item has been verified by the Accounts Department within the last three months.
- b. Where the Accounts Verification of the particular class of stores is in progress and the item is likely to be verified within the next two months.
- c. Where the item has heavy balances the verification of which involves much labour and handling charges.
- d. If there is an excess of stock or deficiency in stock, the official should prepare a Departmental Stock Verification sheet and dispose it as per procedure.

170. What do you understand by Departmental stock verification? Under what circumstances the Depot Officer can waive off departmental stock verification?

Ans. Department Stock Verification- As an important back check on the correct receipt and issue of stores by the Wards, it is necessary to have a departmental check to see whether the up-to-date balance of an item in the ledger agrees with the actual physical stock balance. Such departmental verification to be arranged by the depot officer will be in addition to the Stock Verification arranged by the Accounts Department.

The departmental verification need only cover selected items such as items of large annual consumption having regular and frequent issues, items of heavy value like non-ferrous items, tool steel, etc., and items of a pilferable nature. A list of such selective items may be drawn up and approved by the Controller of Stores. The verification of physical balances should be done by an official other than the Ward-keeper-in-charge of the item of Stores. The depot officer may postpone the verification if the balances in stock are so heavy that a verification would involve large shifting of stock and the verification could be carried out conveniently at a later date when stocks are at a low level.

The Depot Officer may waive verification in the following circumstances.

Where the item has been verified by the Accounts Department within the last three months.

Where the Accounts Verification of the particular class of stores is in progress and, the item is likely to be verified within the next two months.

Where the item has heavy balances the verification of which involves much labour and handling charges.

CLASSIFICATION OF HEADS OF ACCOUNTING & VARIOUS SUSPENSE HEADS RELATING TO STORES

171. What are Stores Suspense accounts?

Ans:

Stores are purchased and kept in different stores depots for onward issue to consuming departments as and when required by them. However no one knows when, where and by whom these stores will be required and for what purpose whether for capital or revenue. Capital Requirements are "Works" requirement and revenue requirements are "maintenance" requirements. Suspense account is the account in which the stores are kept in the stores depot till these are issued and costs debited to a

final head of account. The stores are therefore kept in a capital suspense account until they are issued accordingly charged to a revenue head or a capital work.

172. Differentiate between Purchase Suspense and Stores Suspense.

Ans:

When a firm supplies /dispatches the material to the stores depot and eventually gets the payment for the consignment, it becomes necessary to maintain an account to be able to watch receipt of material against a payment made and vice-versa. This is called purchase suspense account and is debited every time a payment is made and is credited when some material is received in the stores depot.

All such entries of Purchase suspense are transferred at the end of the month to a different suspense head i.e. stores suspense by crediting purchase suspense and debiting stores suspense. Stores Suspense account is used for watching the receipt and issue of stores upto the final point of consumption. Materials purchased are thus monitored until finally consumed.. Stores suspense comprises of the following sub heads:

Workshop Manufacturing Suspense A/c

Miscellaneous Advance capital A/c

Stores in Transit Suspense A/c

Sales Suspense

173. What is Sales Suspense and how it is cleared?

Ans. Meaning of Sales Suspense: Money collected, Sold material not delivered / regularized by proper vouchers. Monthly Sales Suspense statements are issued by Stores Finance, division wise indicating amount collected but not regularized through corresponding vouchers for early clearance of sales suspense. This is cleared by entering S1539 and S2337 vouchers. The clearance of sales suspense will result in credit to CRRM. The credit to CRRM will result in reduction in expenditure

CODIFICATION

174. Describe Allocation of Expenditure. How it differs from Classification of Expenditure?

Ans:

'Allocation' of expenditure implies identifying its source of Finance where as 'classification' deals with the detailed heads of account under which expenditure is recorded in the accounting books of the Railway. Railway expenditure is financed from (loan) Capital provided by the General Revenues, Railway Funds and Current Revenues. Accordingly, the expenditure is allocated to:

'Capital', (ii) the Depreciation Reserve Fund (iii) the Development Fund, (iv) the Accident Compensation, Safety and Passenger Amenities Fund, (v) Open Line Works (Revenue) and (vi) Ordinary Revenue.

175. Describe Unified PL Number.

Ans:

Out of the 75 groups under which the railways stores have been classified, some of the groups are unified. Under unified groups, any particular item is identified on all railways with one PL No. Individual railways shall therefore not allot regular PL Nos. to individual items under the unified groups and this will be done only by the railway that originally prepared the unified price list book.

176. Describe in brief opening of a new P.L.No. in iMMS ?

Inventory Control and Allied Activities:

Opening of new PL card: Stocking proposal for opening of new PL numbers in railways is to be initiated in system by dealer of proposed stocking depot. There can be two situations while a proposal is being created for allotment of a PL number in a railway.

- (i) The item is a new item in that railway and do not have any PL number.
- (ii) The item is already being stocked in one of the depots in that railway.

In both the cases the proposal is to be created from the stocking depot level with a minor difference. In situation (i) above, only the major group and sub group is to be selected from the drop down and after filling the LPO details and Questionnaire tab is to be forwarded to Depot Officer. In situation (ii) as above, 8 digit PL No is to be selected from the drop down list after clicking on the view button. Once a major group and sub group is selected, the nominated railway as per Railway Boards' latest circular will be populated. In case the nominated railway is different from the indenting railway, the proposal will be forwarded to nominated railway through PLUS console of iMMS. Once the Dealer forwards the Stocking Proposal to Depot Officer, system will confirm the same as shown in this message. Depot officer will see the list of proposals forwarded by Dealer after clicking on the drop down button beside the Proposal No field. This Stocking Proposal can now be forwarded to the Officer in charge of IC section at the Headquarters. Confirmation message will appear regarding forwarding of the proposal to headquarters. Once the Officer in charge of 'IC' section in system logs in to the system, HQ IC menu will be available to him/her for. First Stocking Proposal is to be clicked to open the form. If the drop down button is clicked beside the Proposal No field, all the Stocking Proposals forwarded by stocking depots will be available. Once the Proposal No is selected, the data will be populated in the form. Any modification at this stage can also be done by the Officer concerned. After saving the proposal, the same has to be forwarded to unifying railway in the system whether the indenting railway is nominated railway for that PL group or not. Once it is forwarded to unifying railway (same in case where the indenting railway and forwarding railway is same), a message will be displayed prompting the User to open PLUS (PL Unification System) Console.

PL Unification System (PLUS):

Once the PLUS console is opened, all the Pending Stocking Proposals will be available. User should click on the edit button available under the Action column to display the data in the right pane. User should click on green coloured plus button to open the list of PL numbers vacant or being used in different railways. User should select the PL number from this drop down list after carefully examining the description of all the PL numbers of that group. Once the PL number is selected from the list, User should click on Approve button to accept the PL number. After authorisation of the Stocking Proposal, unified PL number will be ready for use in the depot .

For items other than his own railway, while forwarding the Stocking Proposal, User ID and designation of Dealers and Officers dealing with 'IC' section in the system will be populated. In this case, the indenting railway is Eastern Railway and the nominated railway is Western Railway. Hence, system has shown the list of Officers dealing with IC section in system. Proposal can be forwarded to any one of them. After successful forwarding in the PLUS, a confirmation message will appear as shown here.

PLUS Login of user of nominated railway:

After login to PLUS by the concerned Officer of the nominated railway, list of pending items will be shown. Allotment of unified PL number is same as illustrated earlier. For available PL numbers against the subject description, search facility may be used by User to reduce issue of new PL

number and using the same PL number already running in some other zonal railways. In this example, PL number used in North East Frontier Railway has been accepted for use in Eastern Railway. After proper selection and approval of the unified PL number by the nominated railway, the PL number will be available for use in the system by the nominated railway.

Re-opening of Stock account in Depot in same depot, ward and category:

If a PL card which is already closed in a depot is intended to be opened once again in same ward and category, User should open Stock Master (ARD) form and enter the PL number which is to be opened. The record will be shown with a green plus colour button. On clicking this button, ARD card will be created as shown below. Once the ARD is saved and ARD number generated, the same will be available in the drop down in Depot Officer's log in.

Revision in item master:

Item master in zonal railway level can be modified only by Officer in charge of 'IC' section in system. User should enter the PL number to populate the data. This data can then be modified. After authorization of the same, the item master will be updated and a log file will be created to view the history of the changes done over a period. Confirmation from system will be given regarding updating of PL Master of iMMS.

Revision in Stock Account/ PL in Stores Depots :

Officer in charge of 'IC' section in the system can revise some of the fields of Depot Stock Master. To modify the record/records, User will enter PL No, click on 'Show Accounts' button and data of all the Stocking Depots pertaining to that PL No will be populated. Clicking on edit button against a particular depot will open the stock card for editing. Only fields like Main/Sub depot indicator, PD rate and Purchase/Manufacturing Indicator can be revised. After necessary modification, Add to ARD button should be clicked to create an ARD card. Once ARD is saved, ARD No will be generated and shown to User from the system. This ARD record is to be authorized to make the changes permanent and create a record for onward transmission to EDP centers .

STANDARDIZATION AND VARIETY REDUCTION

177. Write Short Notes on Standardization and Variety Reduction.

Ans: Standardization: Industrial Standardization is the process of establishing agreements upon acceptable level of various characteristics of a product, e.g., quality, design, dimensions, physical

characteristics , chemical composition, performance, etc on the basis of study and experience gained by the industrial firms sometimes in co-operation with statutory bodies or the government. The established agreement or uniform identification is termed a standard/specification. True standardization does not restrict competition.

Variety Reduction: A scientific critical analysis of items stocked is carried out with the intension of eliminating non standard or non rationalized item or items whose demand is relatively small and which can be conveniently merged with other item or items which are not readily procurable and which can be substituted with other items already stocked. Variety reduction results in low procurement and inventory carrying cost. Further fewer items will mean more personalized attention and there will be fewer stock outs and service level will also improve.

INVENTORY MANAGEMENT

178. How the inventory turnover Ratio is calculated? Inventory opening balance of a depot was R s 2.5 Crore. Receipt from various supplies during the year was R s 10 Crore, and materials worth R s 0.75 Crores were collected from other depots on depot transfer.

Materials worth Rs 10 Crores were issued by the depot during the year to various users, and materials worth Rs 1.25 Crore were transferred to other depots on depot transfer. Calculate percentage inventory tune over ratio for this depot at the end of the year.

Ans		Inventory Closing Balance	
Inventory Turn Over Ratio =		-----	x 100
		Total Issue during the year	
Opening Balance	=	2.5 Cr.	
Receipt	=	(10Cr. + 0.75 Cr. – 1.25 Cr.) = 9.5 Cr.	
Issue	=	10 Cr.	
Closing Balance	=	(2.5 + 9.5 -10) = 2 Cr.	
		2	
T.O.R.	=	-----	x 100 = 20 %
		10	

179. The item 'X' is safety and category- C item and used in POH of wagons.The detail as given bellow.

CP : 01.04.2017 to 31.03.2018

AAC for 2016-17 :1800 Numbers (based on POH outturn target for 2016-17). POH outturn target for wagons in year 2016-17 = 75 wagon per month

POH outturn planned for wagons from year 2017-18(from 01.04.2019) = 100 wagon per month .

Stock in hand on 01.10.2016 = 200 Nos

Covered dues = 300 Nos.

Calculate the following ?

The AAC Qty. requirement for year 2017-18 (b) The Net IP requirements

The CP requirements

Net requirement upto 31.03.2018

Assume: Buffer stock for safety C- category item is 3 months

Ans.

AAC for 2016-17 =1800 Numbers (based on POH outturn target for Year 2016-17). POH outturn target for wagons in year 2016-17 = 75 wagon per month

Hence, POH outturn target for complete year 16-17= $75 \times 12 = 900$ wagons.

Hence, Qty. of items used in 1 wagon= $\text{POH outturn per year} / \text{AAC} = 1800 / 900 = 2$ nos.

POH outturn planned for wagons from year 2017-18(from 01.04.2017) =100 wagon per month .

Hence, POH outturn planned for complete year 2017-18= $100 \times 12 = 1200$ wagons.

Hence, Qty required for 1200 wagons in 2017-18 = $1200 \times 2 = 2400$ Nos.

Hence, AAC quantity requirement for year 2017-18 will be 2400 Nos.

Contract Period : 01.04.17 to 31.03.18 Stock in hand on 01.10.2016 = 200 Nos Covered dues = 300 Nos.

Interim Period will be from 01.10.16 to 31.03.17 for 6 months. AAC for period 01.04.16 to 31.03.17 = 1800 nos.

MUF for 2016-17 = $1800/12 = 150$ nos

This is a Safety and Cat- C item, Buffer Stock of 3 months is being taken. Net IP requirements upto 31.03.17= 6 month requirement + Buffer Stock –

(Stock +Dues)

$(150 \times 6) + (150 \times 3) - (200 + 300) = 850$ Nos.

(c) The POH outturn Enhanced for wagons from year 2017-18 (from 01.04.2017)

100 wagon per month = 1200 Wagons per year

Hence, AAC for year 2017-18 = 1200 wagon per year x 2 nos per wagon = 2400 Nos.

Hence CP requirements for 2017-18 = 2400 Nos.

(d) Net Requirements upto 31.03.18 = Net IP requirements + CP requirements $850 + 2400 = 3250$ Nos

180. Discuss Merits And Demerits off two systems of provisioning, viz. the Annual Estimate System and Economic Order Quantity system for a large organisation, stocking a wide variety of item.

Ans. Annual Estimate system-

Merits: Recoupment is made as per given time-table. Therefore, the possibility of lapse on the part of the staff is minimised.

It helps combining of demands of similar items into one purchase so long as the source of supply of this item is common. This reduces not only the ordering costs but gives a better bargaining power due to bulking of quantities.

The demands from more than one depot for the same item can be combined in the purchase office at the same time, as per the timetable laid down and make the purchase for all depots together.

Under this system, number of reviews to be made are the barest minimum.

Bulk order can be placed on the supplier to obtain a better rate for the item.

Inventory carrying costs can be kept low if order is placed with required no. of phased deliveries.

Due to adequate buffer, chances of stock out may also be minimized.

Demerits :In this system, stocks get depleted between two reviews, either due to failure of suppliers or due to violent fluctuation in consumption. This will cause stock out. The depot is forced to go in for an interim recoupment, leading to emergency procurement at higher costs. It results in stock out cost.

(ii). In this system, not only estimates are made in advance to the period of requirements but also contracts are finalised well ahead. In case, there is a drop in consumption or items become obsolete, dues cannot be cancelled due to contractual obligation. It will result in the increase of quantity of an item in stock already rendered surplus.

this system is not most suitable for the purpose of inventory control because we cannot take advantage of optimum economical order quantities and therefore, is not suitable for items with high consumption value. However, this disadvantage can be overcome by taking delivery into various installments.

EOQ System/(Economic order quantity)-

Merits : i. Recoupments are made immediately as stock reaches the minimum.

This will avoid stock out.

This will avoid accumulation of excess stock if there is reduction in consumption or becomes obsolete.

De-merits –

i. There will be frequent recoupments in a year. It will result in more order costs.

ii. The rate obtained for the item will be more, as the quantity ordered is less.

181. Distinguish between the followings :

- a. Book Average Rate and Reserve Price
- b. IP and CP
- c. EMD and BSV in E-Auction
- d. Purchase Suspense and Sale Suspense.

Ans.

(a) Book Average Rate and Reserve Price:

The book average rate is the rate arrived at by dividing the value balance shown in the priced ledgers by the quantity balance.

Whereas

The reserve price is the price fixed by the Controller of Stores or the depot Officer for such item of scrap to be sold based on the bids obtained at past auctions and any other information available in order that the item may be withdrawn from the sale, if the bids are found unsatisfactory.

(b) IP and CP :

In Annual Estimate System, the date on which the recoupment sheet for the item is to be prepared is fixed as per pre-decided time table to be followed for recoupment of the items. The period for which items are recouped is fixed and is called "Contract Period (CP)". This contract period is generally 12 months.

The interval between the dates fixed for preparing the recoupment and the beginning of the contract period is known as the Interim Period (IP). This period is equivalent to lead time for that particular item.

(c) EMD and BSV in E-Auction :

(i) EMD (Earnest Money Deposit) – Highest Bidder on the fall of Hammer or close of bid and its acceptance by Auction Conducting officer shall be required to deposit a token amount of total Sale Value known as Earnest Money Deposit. The EMD amount for sold lot in E-Auction will be 10% of Sale Value (accepted Bid Value) .

(ii)BSV (Balance Sale Value)-

After depositing EMD against the sold lot, the purchaser has to submit remaining amount of the total Sale Value as per prescribed time schedule. This remaining amount is known as the Balance Sale Value. Balance Sale Value should be deposited as per time schedule given below:-

(i)Within 10 days from the auction date for lot valued upto Rs 1 Lakh.

(ii)Within 20 days from the auction date for lot valued above Rs 1 Lakhs.

The date of auction is included in the time period. In case of failure to deposit the balance sale value within above time schedule, the Railway Administration at the request of purchaser may grant extension to deposit the balance sale value subject to levy interest charges for the belated period (not beyond 40 days) including the date of auction.

The EMD shall Stand forfeited if the BSV is not deposited by the purchase within the said period of 40 days or 20 days as the case may be.

(d) Purchase Suspense and Sale Suspense:-

Purchase suspense head is operated in the Stores Accounts Office in order to maintain the co-ordination between the balances of stores in the Stores Depot and the Stores balances in general books of the Railway. For indigenous purchases, this head is credited with the value of stores purchased (Received in depot) accepted and Receipt Note Issued) and debited when actual payment, in respect of stores purchase, is made. In case of advance payment i.e. payment made against inspection note and proof of dispatch (R.R.). This head is first debited and then credited as soon material is received in the depot.

Whereas

Sale suspense is a suspense account created for the purpose of account of the material (in value terms) in case of sale of material. Whenever, the payment is made by the scrap purchaser, this suspense is credited and the corresponding debit is done when the material is actually lifted and sale issue note is issued. In case of inter- railway sales, this account is first debited as the payment is realized after issue of the material.

182. Describe various types of inventories that can be held by a organization?

Ans: In any organization, there may be following four types of inventory:

Raw materials & parts: These may include all raw materials, components and assemblies used in the manufacture of a product;

Consumables & Spares : These may include materials required for maintenance and day-to-day operation;

Work in progress: These are items under various stages of production not yet converted as finished goods;

Finished Products: Finished goods not yet sold or put into use.

183. Describe the following inventory models:

(i) The Basic (EOQ) Model (ii) JIT Model

Ans:

The Basic (EOQ) Model

Depending upon various variables, different inventory models have been developed. Different models take different costs into account. One of the popular model developed for items of repetitive nature (dynamic), future demands for which can be projected with certainty is Economic Order Quantity (EOQ) model.

In addition to factors mentioned above, this model assumes that price of the material remains constant with time and also does not vary with order quantity. This model can be developed mathematically by differentiating total costs of inventory (ordering costs + inventory carrying costs with respect to Quantity. The formula so derived is given below :

Economic Order Quantity (EOQ) = $\sqrt{\frac{2 \times A \times C_o}{C_u \times C_i}}$ Where,

A = Annual Consumption Quantity,

C_o = costs of placing one order

C_i = Annual inventory carrying costs represented as fraction, C_u = Unit costs (Rate/Unit) of the material.

JIT Model

Just-in Time inventory management is the process of ordering and receiving inventory only when it is needed and not before. This means that organization does not hold the safety stock and operates with low inventory levels. This strategy helps the organization to lower their inventory carrying costs .

JIT inventory model is a costs cutting inventory management strategy though it lead to stock outs. The goal of JPI model is to improve return on investment by reducing non-essential costs .

Example: Toyota Motors, Maruti etc.

184. Write short notes on (i) ABC Analysis (ii) VED Analysis (iii) FSN Analysis (iv) XYZ Analysis.

Ans: A-B-C Analysis :

This analysis is based upon Pareto Principle according to which in many situations, majority of the activity is governed by very few attributes.

☐ About 5% of the total stock items account for 70% of the total value of the item stocked. These are called as 'A' category items.

☐ About 15% of the total stock items account for 20% of the total value of the item stocked. These are called as 'B' category items .

☐ About 80% of the total stock items account for only 10% of the total value of the item stocked. These are called as 'C' category items

For the purpose of Inventory Control, A category items are most important. Therefore, they are closely monitored at highest level at very frequent intervals.

Stock verification:

☐ of A category items is carried out every six months;

☐ for B category items every year and

☐ once in two years for C category items.

To achieve better inventory turnover ratio, we intend to keep average stocks of 3 months, 6 months and 12 months of A, B and C category items respectively.

V-E-D Classification :

A-B-C Classification is on the basis of consumption value of an item and does not give any importance to the criticality of the item and therefore, only A-B-C Classification is not adequate. Classification done on the basis of criticality of the item is known as V-E-D, where the items are classified as Vital, Essential and Desirable.

- ☐ Vital items are those items which are very critical for the operations and do not permit any corrective time i.e. they cannot be procured off the shelf if they are not available.
- ☐ Essential items are comparatively less vital and work without them cannot be managed for few days.
- ☐ All remaining items are known as Desirable items.

FSN Analysis

In this system the item is categorized as “Fast”, “Slow” and “Non moving” items.

- Specific attention is given on fast moving items so that they do not go out of stock.
- Periodical review of slow and non-moving item to prevent the items becoming in active/over stock/surplus.

This analysis is helpful in preventing the items from becoming inactive/over stock/surplus/obsolescent.

XYZ Analysis

In this analysis the items are classified as “X”, “Y” and “Z” based on inventory value of each item on the date of review. It helps in controlling the value balance to barest minimum.

185. What do you understand by the terms “Inactive”, “Overstock” and “Surplus” stores? What are the reasons for their accrual ? How these can be prevented to accumulate?

Ans:

INACTIVE ITEMS

Items not drawn for more than one year are termed as Inactive Items.

OVER STOCK ITEMS

☐ Overstocks have been defined as quantities available over and above the requirements of the next contract period for which Annual Estimate sheets have been submitted.

☐ Overstocks are the quantities in excess of 50 % of the total last year's issues of the particular item, as per Stores, Code para 2230-S. However with the tighter control of stores held in stock, particularly for high value items, Board has defined overstocks at one time as under:-

For 'A' Category – Stocks over 6 months requirements are treated as overstocks.

For 'B' Category– Stocks over 12 months requirements are treated as overstocks.

For 'C' Category– Stocks over 24 months requirements are treated as overstocks.

SURPLUS STORES

☐ Surplus stocks are stocks over and above the requirements of the Railway.

☐ As per stores Code paras 2216-S, stores may be considered as surplus to the requirements of the Railway only if they have not been issued for a long time.

☐ Items, that have no issues or rare issues in the past 24 months and which have not been issued from stock for Railway consumption for a period of 2 years, are called as Surplus stores, which are further classified as Dead Surplus and Movable Surplus.

Movable surplus comprises of items of stores, which have not been drawn for a period of 24 months but which, it is anticipated, will be utilized in the near future.

Dead surplus comprises of item of stores, which has not been issued for the past 24 months and is not likely to be utilized on any Railway within the next 2 years.

□ There are some items, which do not ordinarily wear out or require renewal and stocks of which are not readily available, but are essential to maintain to meet occasional emergencies. Such stores are termed as Emergency stores and, even if not issued for a period of two years or more, should not be classified as Surplus stores.

□ The classification of an item of stores as SURPLUS will be done only by the Head Quarters office and not by Depots in respect of items costing over Rs. 1,000/- . At the time of the annual review, it should be examined whether non-moving items could be set off against other stock items of any of the depots and such of those items, which are not likely to be drawn during the next two years, should be declared as surplus.

Reasons for accrual:

The basic factors which cause inactive, overstock and surplus stores are-

Change in design of Plants, Equipments.

Changes in rolling stock design and its components.

Modification of the existing standards/specifications and introduction of new standards/specifications.

Changes and modifications in the procedure of manufacture and utility of the item.

Scrapping of Plant & Machinery and Rolling stock for which the spares are stocked on the Railways.

Sudden cancellation of construction and project works.

Purchase or manufacture of non-standard items.

Measures required to prevent accumulation of inactive, overstock and surplus stores: -

(1) Review of stock status of each item in respect of A Value is done by PCMM/CMM monthly, by having a watch on the movement of the items and Purchase Officers are alerted to regulate the deliveries, both on the Pre-Contract/Order or Post Contract Order stage.

(2) A systematic review is done in the case of B and C Value items to ensure correct fixation of control levels. E.O.Q. concept is incorporated in fixing order quantity.

(3) Phased deliveries are arranged to prevent items becoming overstock.

(4) Referring to consumer is done in case of sudden fall in consumption, so as to take the above preventive measures.

(5) Inspector of Stores Accounts should have surprise inspection of stores on line and ensure that stores, either in excess to the stock holder's requirements or unwanted stores, do not lie there and cause heavy surplus, but returned to Stores.

(6) Stock verifiers during the course of stock verification bring to the notice of the Depot officers through narrative report, any inactive items lying in the ward, so as to take preventive measures in wiping out such items.

(7) Exception Reports from computers are utilized for the above exercises.

186. The opening balance, total receipt, total issues and the closing balance of the stores depots of a zonal railway are given below:- (figures in CroreRs.)

Sl. No	Depot	Opening Balance	Total Receipt	Total Issues	Closing Balance
1	DSL/ABC	3.87	16.54	15.85	4.56
2	GSD/XYZ	25.99	194.46	197.32	23.13
3	ELS/ABC	7.51	8.37	8.72	7.16
4	DSL/OPQ	7.05	10.53	10.39	7.19
5	ETD/OPQ	7.95	17.55	16.39	9.11
	Total for Zonal Rly	52.37	247.45	248.67	51.15

Based on the above figures, please answer:-

Which is the Best Depot in terms of T.O.R?

Which is the Worst Depot in terms of T.O.R?

Which Depots have achieved TOR better than TOR target of 15%

Ans:

(figures in CroreRs.)

Sl. No	Depot	Opening Balance	Total Receipt	Total Issues	Closing Balance	T.O.R
1	DSL/ABC	3.87	16.54	15.85	4.56	28.77%
2	GSD/XYZ	25.99	194.46	197.32	23.13	11.72%
3	ELS/ABC	7.51	8.37	8.72	7.16	82.11%

4	DSL/OPQ	7.05	10.53	10.39	7.19	69.20%
5	ETD/OPQ	7.95	17.55	16.39	9.11	55.58%
	Total for Zonal Rly	52.37	247.45	248.67	51.15	20.57%

Best Depot: GSD/XYZ With TOR 11.72% (ii) Worst Depot: ELS/ABC with TOR 82.11%

Depot which has achieved TOR better than TOR target of 15%:

GSD/XYZ

COMPUTERISED PRICE LEDGERS

187. What do you understand by Book Average Rate? How it is determined?

Ans. Book Average Rate (BAR) means the average rate on which an item is said to be on books. It is arrived by dividing the value balance by quantity balance and is used for pricing further issues.

The BAR is updated at the time of posting of fresh receipt voucher for that item.

ACCOUNTS

188. Explain the Account Inspection Report Part I & II.

Ans.

One of the functions of the Accounts Office is to inspect on the spot the source documents maintained in the Executive Offices which are not sent to the Accounts Office for check. The internal check is exercised in an Accounts Office on the bills and returns etc. prepared in the prescribed forms by the Executive offices. Many of the original records on which these bills and returns etc. are based are retained in the office where these originate. The Accounts Officer, or the staff deputed to inspect an office, should see that the bills, returns, vouchers etc, submitted to the Accounts office have been correctly prepared and accord with facts and that all such initial records have been maintained efficiently.

In addition, the object of local inspection is to see that the financial rules and orders are being carried out, and that the executive authorities responsible for keeping the accounts exercise due care over the accuracy of the accounts.

All irregularities and objections noticed during the course of inspection should be noted down methodically. At the conclusion of the inspection, the Account Inspection Reports should be compiled embodying all irregularities and objections for which no satisfactory explanations were forthcoming. The Report should be as brief as possible and the points covered in the report should be arranged in a proper manner and serially numbered. The reports should be prepared in two parts i.e., Part I and Part II. The first part should contain points of major importance only, all other items being relegated to Part II.

Account Inspection Report Part-I: This should contain points of major importance only which may be held to include objections involving recurring over payments due to wrong fixation of pay, grant of leave and T.A. under a wrong set of rules etc. and any other irregularities which are required to be regularised under competent sanction. The remarks for individual paras should be called for from the Head of the Office Inspected.

Part I of the Inspection Report should be prepared in Triplicate. One copy will be retained in the Accounts Office as Office copy and Two copies sent to the immediate superior of the Officer whose office was inspected, with a request that one copy may be forwarded to the Head of the Office Inspected for remarks. In the case of Divisional Office, all Part I Inspection Reports should be sent to the divisional officers personally. The officer whose office was inspected should return one copy with as complete replies as possible through his immediate superior to the Inspecting Officer. Before forwarding the replies, the immediate superior should satisfy that they are correct and complete and where necessary should have them amended or amplified to avoid further correspondence. The remarks so received should be scrutinized in the Accounts Office and further action that may be necessary taken under the orders of the Accounts Officer. If any cases of serious irregularities come to light in the disposal of Part I of the Inspection Reports the details thereof should be entered in the "Register of Serious Irregularities" and the progress of their disposal carefully watched.

Part I of the Inspection Reports should ordinarily be seen by the Dy.CAO//Sr. DFM. Part I of the reports on the major construction and other important offices or those containing very important points should be put up to FA & CAO through the Dy.CAO concerned. Account Inspection Report Part II: All other items, which have not figured in Part I should be included in Part II. The disposal of paras in Part II may be left to the Head of Office inspected.

Part II of the Inspection Report should be made out in duplicate. One copy should be retained in the Accounts Office as office copy and the other sent direct to the Officer in charge of the office inspected with the request that irregularities pointed out therein may be rectified and the recurrence of such irregularities guarded against. The officer in charge of the office inspected should acknowledge receipt of the report, and give suitable remarks as to the action taken by him against each item in the report before filing it in his office, The Accounts Officer should satisfy himself during his next inspection that suitable action has actually been taken on the points raised therein.

Part II Inspection Report need not however be put up to Dy.CAO.

AUDIT

189. What is “Draft Para”? How it is disposed?

Ans: The Draft Para is the Para prepared by the chief Auditor to incorporate the serious irregularities in the Railway Audit Report which could not be disposed in preliminary factual statements.

When it is decided by the chief Auditor that the preliminary factual statement is to be converted in to Draft Para, prepares the same and send it the General Manager of the concerned Railway. The advance copies of the draft Para with connected correspondence and sent to FA& CAO, H.O.D. Addl. Dy CAG (Railways) and the Director (Accounts)/Rly Board to facilitate prompt action and detailed examination of the points brought out in the draft paragraph.

The G.M should send the reply of the draft Para to Chief Auditor duly approved by the Rly Board within 8 weeks duly endorsing copies to the Addl. Dy CAG (Railways) and Director/Accounts(Rlys Board).To enable the Rly Board to approve the draft reply prepared by the Rly Additional information to Rly Board along with the proposed reply to draft Para :-

- a)History of the case with copies of relevant correspondence not covered in the chief Auditor's letter.
- b)Sentence wise comments on the draft Para Specifically
- c) A chronological summery of the case where there has been unusual delay
- d)Remedies action called for or taken to avoid similar cases in future
- e)Disciplinary aspects where individual lapses have been brought in light
- f)Disciplinary aspects where individual lapses have been brought in light.

If the AG (Rly) satisfies from the reply, he drop the draft Para with the condition to ensure that the proper action will be taken as assured in report otherwise he send the Para for inclusion in the annual report to be presented in the parliament. The action on the Para of the report is then taken as per recommendation of the PAC.

190. Write short notes on:

- (i) M&P Program
- (ii) Works Program

Ans:

(i) M&P Program:

The proposal spelling out the requirements of various Machinery and Plant required by all the departments during next year is called M&P Programme. It is compiled by CME of each Railway and sent to Railway Board and is finally approved by Parliament through Budget.

(ii) Works Program

The proposal of works in order to keep up a certain level of maintenance in respect of all the departments like Engineering, Signal, Electrical etc and also new works, prepared in advance of the period during which these works are to be carried out is called Works Programme. It is compiled by PCE of each Railway and sent to Railway Board and is finally approved by Parliament through Budget.

Hindi Questions – Q 117 to Q 158

• प्रश्न 117	• भारत सरकार की राजभाषा नीति का मुख्य आधार क्या है ?
• उत्तर	• भारत सरकार की राजभाषा नीति का मुख्य आधार प्रेरणा एवं प्रोत्साहन है।
• प्र.118	• राजभाषा नीति संबंधी प्रमुख निदेश क्या हैं ?
• उत्तर	<p>• राजभाषा नीति संबंधी प्रमुख निदेश में राजभाषा अधिनियम की धारा 3(3) के अंतर्गत उल्लिखित प्रलेखों को द्विभाषी रूप में जारी करने तथा इसके अनुपालन के लिए निर्धारित प्रलेखों पर हस्ताक्षर करने वाले अधिकारी को उत्तरदायी बनाने के निदेश शामिल हैं। अन्य निदेश यह है कि भर्ती परीक्षाओं में अंग्रेजी के अनिवार्य प्रश्न पत्र को छोड़कर शेष विषयों के प्रश्न पत्रों के उत्तर हिंदी में देने की छूट, प्रश्न पत्र अंग्रेजी तथा हिंदी दोनों भाषाओं में उपलब्ध कराने, साक्षात्कार में भी हिंदी माध्यम की अनिवार्य रूप से उपलब्धता, सभी प्रकार की वैज्ञानिक/तकनीकी संगोष्ठियों तथा परिचर्चाओं आदि में राजभाषा हिंदी में शोध पत्र पढ़ने के लिए प्रेरित और प्रोत्साहित करने, "क" "ख" क्षेत्रों के प्रशिक्षण संस्थानों में सामान्यतः हिंदी माध्यम से प्रशिक्षण देने तथा "ग" क्षेत्र में हिंदी-अंग्रेजी दोनों भाषाओं में प्रशिक्षण देने/ सामग्री तैयार कर परीक्षार्थियों की मांग के अनुसार हिंदी या अंग्रेजी में उपलब्ध कराने, निर्धारित लक्ष्य के अनुसार हिंदी टंकक, हिंदी आशुलिपिक के पद भरने, नियम, कोड, मैनुअल, मानक फार्म इत्यादि का अनुवाद कराने के लिए केंद्रीय अनुवाद ब्यूरो भेजे जाने, वरिष्ठ अधिकारियों द्वारा संवैधानिक दायित्वों का अनुपालन करते हुए सरकारी कामकाज में अधिक से अधिक हिंदी का प्रयोग करने, विभिन्न प्रोत्साहन योजनाओं के व्यापक प्रचार-प्रसार, राजभाषा हिंदी संबंधी कार्य कर रहे अधिकारियों/कर्मचारियों को कार्यालय में बैठने के लिए अच्छा और समुचित स्थान उपलब्ध कराने, विभिन्न प्रशिक्षण कार्यक्रमों में कर्मचारियों को नामित/भारमुक्त करने, हिंदी में मौलिक पुस्तक लेखन को प्रोत्साहित करने, हिंदी पत्रिकाओं का प्रकाशन करने, कार्यालय के प्रशासनिक प्रमुख की नाराकास की प्रमुख बैठकों में अनिवार्य रूप से उपस्थिति तथा कार्यालयों के प्रशासनिक प्रधान द्वारा ली जाने वाली प्रत्येक बैठक की कार्यसूची में राजभाषा हिंदी को एक स्थायी मद के रूप में शामिल कर विस्तृत रूप से चर्चा करना शामिल है। राजभाषा नियम, 1976 के नियम 10(4) के अंतर्गत नामित कार्यालयों के प्रवीणता प्राप्त अधिकारियों/कर्मचारियों द्वारा नियम 8(4) के तहत निर्धारित सभी मदों में पूरा कार्यनिष्पादन राजभाषा में किया जाएगा। इसके लिए कार्यालय प्रधान द्वारा प्रत्येक ऐसे अधिकारी/कर्मचारी को व्यक्तिशः आदेश जारी किए जाएंगे। संघ की राजभाषा नीति के तहत प्रत्येक वर्ष गृह मंत्रालय के राजभाषा विभाग द्वारा वार्षिक कार्यक्रम जारी किया जाता है, जिसके अनुसार पत्राचार, हिन्दी नोटिंग, टंकक/आशुलिपिक भर्ती,</p>

	हिन्दी डिक्शनरी जैसे महत्वपूर्ण मसौ के वार्षिक बजट निर्धारित किए जाते हैं।
प्रश्न.119	राजभाषा अधिनियम किस वर्ष बना ?
उत्तर	राजभाषा अधिनियम 1963 में बना ।
प्र.120	राजभाषा अधिनियम किस वर्ष संशोधित किया गया ?
उत्तर	राजभाषा अधिनियम 1967 में संशोधित किया गया ।
प्र.121	राजभाषा अधिनियम 1963 धारा 3 कब प्रभावी हुई ।
उत्तर	राजभाषा अधिनियम 1963 की धारा 3, 26 जनवरी 1965 को प्रभावी हुई ।
प्र.122	राजभाषा अधिनियम 1963 यथा संशोधित 1967 की धारा 3 (1) में क्या प्रावधान है ?
उत्तर	<p>इस धारा में संविधान के प्रारंभ में पंद्रह वर्ष की कालावधि की समाप्ति हो जाने पर भी हिंदी के अतिरिक्त अंग्रेजी भाषा, नियत दिन से ही:</p> <p>(क) संघ के राजकीय प्रयोजनों के लिए जिनके लिए वह उस दिन से ठीक प्रयोग में लायी जाती थी, तथा</p> <p>(ख) समंद में कार्य के संव्यवहार के लिए प्रयोग में लायी जाती रह सकेगी,</p> <p>परन्तु संघ और किसी ऐसे राज्य के बीच, जिसने हिंदी को अपनी राजभाषा के रूप में नहीं अपनाया है, पत्रादि के प्रयोजनों के लिए अंग्रेजी भाषा प्रयोग में लायी जाएगी :</p> <p>परन्तु यह और कि जहां किसी ऐसे राज्य के जिसने हिंदी को अपनी राजभाषा के रूप में अपनाया है और किसी अन्य राज्य के जिसने हिंदी को अपनी राजभाषा के रूप में नहीं अपनाया है, के बीच पत्रादि के प्रयोजनों के लिए हिंदी को प्रयोग में लाया जाता है, वहां हिंदी में ऐसे पत्रादि के साथ-साथ उसका अनुवाद अंग्रेजी भाषा में भेजा जाएगा :</p> <p>परन्तु यह और भी कि इस उप धारा की किसी भी बात का यह अर्थ नहीं लगाया जाएगा, कि वह किसी ऐसे राज्य को, जिसने हिंदी को अपनी राजभाषा के रूप में नहीं अपनाया है, संघ या किसी ऐसे राज्य के साथ, जिसने हिंदी को अपनी राजभाषा के रूप में अपनाया है, संघ या किसी अन्य राज्य के साथ उसकी सहमति से, पत्रादि के प्रयोजनों के लिए अंग्रेजी भाषा का प्रयोग बाध्यकर न होगा ।</p>
प्र.123	राजभाषा अधिनियम 1963 यथा संशोधित 1967 की धारा 3(2) में क्या प्रावधान है ?
उत्तर	<p>इस धारा में यह प्रावधान है कि उपधारा (1) में अंतर्निष्ठ किसी बात के होते हुए भी, जहां पत्रादि के प्रयोजनों के लिए अंग्रेजी भाषा -</p> <p>(1) केंद्र सरकार के एक मंत्रालय या विभाग या कार्यालय के और दूसरे मंत्रालय या विभाग या कार्यालय के बीच, (2) केंद्रीय सरकार के एक मंत्रालय या विभाग या कार्यालय के और केंद्रीय सरकार के स्वामित्व में के या नियंत्रण में के किसी निगम या कंपनी या उसके किसी कार्यालय के बीच, (3) केंद्रीय सरकार के स्वामित्व में के या नियंत्रण में के किसी निगम या कंपनी या उसके किसी कार्यालय के और अन्य किसी निगम या कंपनी या कार्यालय के बीच, प्रयोग में लायी जाती है, वहां उस तारीख तक जब तक पूर्वोक्त संबंधित मंत्रालय, विभाग, कार्यालय या निगम या कंपनी का कर्मचारी हिंदी का कार्यमाध्यक ज्ञान प्राप्त नहीं कर लेता, ऐसे पत्रादि का अनुवाद, यथास्थिति, अंग्रेजी भाषा या हिंदी में भी दिया जाएगा ।</p>
प्र.124	राजभाषा अधिनियम 1963 यथा संशोधित 1967 की धारा 3(3) में क्या प्रावधान है ?

उत्तर	<p>इस धारा के अंतर्गत उप धारा (1) में अंतर्विष्ट किसी बात के होते हुए हिंदी और अंग्रेजी भाषा दोनों ही :-</p> <p>(1) संकल्पों,साधारण आदेशों,नियमों,अधिसूचनाओं,प्रशासनिक या अन्य प्रतिवेदनों या प्रेस विज्ञप्तियों के लिए, जो केन्द्रीय सरकार या प्रेस विज्ञप्तियों के लिए, जो केन्द्रीय सरकार या उसके किसी मंत्रालय, विभाग या कार्यालय द्वारा या केन्द्रीय सरकार के स्वामित्व में के या नियंत्रण में के किसी निगम या कंपनी द्वारा या ऐसे निगम या कंपनी के किसी कार्यालय द्वारा निकाले जाते हैं या किये जाते हैं।</p> <p>(2) संसद के किसी सदन या सदनों के समक्ष रखे गए प्रशासनिक तथा अन्य प्रतिवेदनों और राजकीय कागज-पत्रों के लिए,</p> <p>(3) केन्द्रीय सरकार या उसके किसी मंत्रालय, विभाग या कार्यालय द्वारा या उसकी ओर से या केन्द्रीय सरकार के स्वामित्व में के या नियंत्रण में के किसी निगम या कंपनी द्वारा या ऐसे निगम या कंपनी के किसी कार्यालय द्वारा निष्पादित संविदाओं और करारों के लिए तथा निकाली गई अनुज्ञप्तियों, अनुज्ञापत्रों, सूचनाओं और निविदा-प्ररूपों के लिए, प्रयोग में लायी जाएगी।</p>
प्र.125	राजभाषा अधिनियम 1963 यथा संशोधित 1967 की धारा 3(3) के अंतर्गत ऐसे कौन-कौन से प्रलेख केंद्र सरकार/उसके किसी मंत्रालय/विभाग/कार्यालय इत्यादि द्वारा हिंदी और अंग्रेजी भाषा में निकालना अनिवार्य है ?
उत्तर	इस धारा के अंतर्गत 1.सामान्य आदेश 2.संकल्प 3.नियम 4.प्रेस विज्ञप्ति 5.अधिसूचना 6. प्रशासनिक एवं अन्य रिपोर्ट 7. सूचना 8. निविदा प्रारूप 9. संविदा 10. करार 11.अनुज्ञप्ति 12.अनुज्ञापत्र 13.संसद में प्रस्तुति हेतु प्रशासनिक एवं अन्य रिपोर्ट एवं 14.संसद में प्रस्तुति हेतु शासकीय कागजात को हिंदी और अंग्रेजी भाषा में निकालना अनिवार्य है।
प्र.126	राजभाषा अधिनियम 1963 यथा संशोधित 1967 की कौन-सी दो धाराओं के उपबंध जम्मू कश्मीर राज्य को लागू नहीं होती ?
उत्तर	धारा 6 और 7
(घ)	राजभाषा नियम 1976 यथा संशोधित 1987 से प्रश्न-
प्र. 127	राजभाषा नियम 1976 यथा संशोधित 1987 में केन्द्रीय सरकार के कार्यालयों की क्या परिभाषा दी गई है ?
उत्तर	केन्द्रीय सरकार के कार्यालय से तात्पर्य - (1) केन्द्रीय सरकार का कोई मंत्रालय, विभाग या कार्यालय, (2) केन्द्रीय सरकार द्वारा नियुक्त किसी आयोग, समिति या अधिकरण का कोई कार्यालय और (3) केन्द्रीय सरकार के स्वामित्व में, या नियंत्रण के अधीन किसी निगम या कंपनी का कोई कार्यालय।
प्र.128	राजभाषा नियम 1976 यथा संशोधित 1987 के अनुसार केन्द्रीय सरकार के कर्मचारी से क्या अभिप्रेत है?
उत्तर	कर्मचारी से केन्द्रीय सरकार के कार्यालय में नियोजित व्यक्ति अभिप्रेत है।
प्र.129	राजभाषा नियम 1976 यथा संशोधित 1987 के अनुसार अधिसूचित कार्यालय से क्या अभिप्रेत है ?
उत्तर	अधिसूचित कार्यालय से नियम 10 के उप नियम 4 के अधीन अधिसूचित कार्यालय अभिप्रेत है।

प्र.130	राजभाषा नियम 1976 यथा संशोधित 1987 के अनुसार क्षेत्र "क" के अंतर्गत कौन-कौन से राज्य, संघ राज्य शामिल हैं ?
उत्तर	"क" क्षेत्र के अंतर्गत- बिहार, हरियाणा, हिमाचल प्रदेश, मध्य प्रदेश, राजस्थान, उत्तर प्रदेश, छत्तीसगढ़, उत्तराखंड, झारखंड राज्य और अंडमान और निकोबार द्वीप समूह, दिल्ली संघ राज्य क्षेत्र आते हैं।
प्र.131	राजभाषा नियम 1976 यथा संशोधित 1987 के अनुसार क्षेत्र "ख" के अंतर्गत कौन-कौन से राज्य, संघ राज्य शामिल हैं ?
उत्तर	"ख" क्षेत्र के अंतर्गत-गुजरात, महाराष्ट्र, पंजाब राज्य और चंडीगढ़, दमनदीव और दादर एवं नगर हवेली संघ राज्य आते हैं।
प्र.132	राजभाषा नियम 1976 यथा संशोधित 1987 के अनुसार क्षेत्र "ग" के अंतर्गत कौन-कौन से राज्य, संघ राज्य शामिल हैं ?
उत्तर	"ग" क्षेत्र के अंतर्गत - "क" और "ख" क्षेत्र में शामिल राज्यों एवं संघ राज्यों को छोड़कर अन्य राज्य एवं संघ क्षेत्र आते हैं।
प्र.133	राजभाषा नियम 1976 यथा संशोधित 1987 के अंतर्गत शामिल "क" "ख" एवं "ग" क्षेत्रों के दो-दो राज्यों/ संघ राज्य क्षेत्रों के नाम बतायें।
उत्तर	(1) "क" क्षेत्र में - बिहार, हरियाणा (2)"ख" क्षेत्र में - गुजरात, महाराष्ट्र तथा (3) "ग" क्षेत्र में- पश्चिम बंगाल, केरल आते हैं।
प्र.134	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 3 में राज्यों आदि और केंद्रीय सरकार के कार्यालयों से भिन्न कार्यालयों के साथ पत्रादि के संबंध में क्या प्रावधान है ?
उत्तर	(1) केन्द्रीय सरकार के कार्यालय से- 'क' क्षेत्र में स्थित राज्य या संघ राज्य के कार्यालयों (केन्द्र सरकार का कार्यालय न हो) या व्यक्ति के साथ पत्राचार असाधारण दशाओं को छोड़कर हिंदी में होंगे। यदि कोई पत्रादि अंग्रेजी में भेजे जाते हैं तो उसके साथ उसका हिंदी अनुवाद भेजा जायेगा।
	(2) (क) केन्द्रीय सरकार के कार्यालय से- 'ख' क्षेत्र में स्थित राज्य या संघ राज्य के कार्यालय या व्यक्ति के साथ पत्राचार मामूली तौर पर हिंदी में होंगे। यदि कोई पत्रादि अंग्रेजी में भेजे जाते हैं तो उसके साथ उसका हिंदी अनुवाद भी भेजा जाएगा। परन्तु यदि कोई ऐसा राज्य या संघ राज्यक्षेत्र यह चाहता है कि किसी विशिष्ट वर्ग के पत्रादि या उसके किसी कार्यालय के लिए आशयित पत्रादि संबद्ध राज्य या संघ राज्यक्षेत्र की सरकार द्वारा विनिर्दिष्ट अवधि तक अंग्रेजी या हिंदी में भेजा जाए और उसके साथ दूसरी भाषा में उसका अनुवाद भी भेजा जाए तो ऐसे पत्रादि उसी रीति से भेजे जायेंगे।
	2 (ख) 'ख' क्षेत्र के किसी राज्य या संघ क्षेत्र में किसी व्यक्ति को पत्रादि हिंदी या अंग्रेजी में भेजे जा सकते हैं।
	(3) केन्द्रीय सरकार के कार्यालय से 'ग' क्षेत्र में किसी राज्य या संघ राज्य क्षेत्र को या ऐसे राज्य में किसी कार्यालय (जो केन्द्रीय सरकार का कार्यालय न हो) को या व्यक्ति को पत्रादि अंग्रेजी में होंगे।
	(4) उप-नियम,(1) और (2) में किसी बात के होते हुए भी, क्षेत्र "ग" में केन्द्रीय सरकार के

	कार्यालय से क्षेत्र 'क' या 'ख' में किसी राज्य या संघ राज्यक्षेत्र को या ऐसे राज्यक्षेत्र को या ऐसे राज्य में किसी कार्यालय (जो केंद्रीय सरकार का कार्यालय न हो) या व्यक्ति को पत्रादि हिंदी या अंग्रेजी में हो सकते हैं।
प्र.135	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 4 में केंद्रीय सरकार के कार्यालयों के बीच पत्रादि के संबंध में क्या प्रावधान है ?
उत्तर	(क) केंद्रीय सरकार के किसी एक मंत्रालय या विभाग और किसी दूसरे मंत्रालय या विभाग के बीच पत्रादि हिंदी या अंग्रेजी में हो सकते हैं।
	(ख) केंद्रीय सरकार के एक मंत्रालय या विभाग और 'क' क्षेत्र में स्थित संलग्न या अधीनस्थ कार्यालयों के बीच पत्रादि हिंदी में होंगे। यह पत्राचार कार्यसाधक ज्ञान प्राप्त कर्मचारियों के अनुपात में होंगे।
	(ग) 'क' क्षेत्र में स्थित केंद्रीय सरकार के ऐसे कार्यालयों जो खण्ड 'क' और खण्ड 'ख' में विनिर्दिष्ट कार्यालयों से भिन्न हैं के बीच पत्राचार हिंदी में होंगे।
	(घ) 'क' क्षेत्र में स्थित केंद्रीय सरकार के कार्यालयों और क्षेत्र 'ख' एवं 'ग' में स्थित केन्द्र सरकार के कार्यालयों के बीच पत्राचार हिंदी या अंग्रेजी में हो सकते हैं।
	(ङ) 'ख' क्षेत्र या 'ग' क्षेत्र में स्थित केंद्रीय सरकार के कार्यालयों के बीच पत्रादि हिंदी या अंग्रेजी में हो सकते हैं।
	परन्तु जहां ऐसे पत्रादि :-
(1)	जहां 'क' या 'ख' क्षेत्र के किसी कार्यालय को संबोधित है वहां यदि आवश्यक हो तो, उसका दूसरी भाषा में अनुवाद पत्रादि प्राप्त करने के स्थान पर (कार्यालय पर) किया जाएगा।
(2)	जहां 'ग' क्षेत्र में किसी कार्यालय को संबोधित है वहां, उनका दूसरी भाषा में अनुवाद उसके साथ भेजा जाएगा। परन्तु जहां कोई पत्र अधिसूचित कार्यालय को संबोधित है वहां दूसरी भाषा में ऐसा अनुवाद उपलब्ध कराने की अपेक्षा नहीं की जाएगी।
प्र.136	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 5 में हिंदी में प्राप्त पत्रादि के उत्तर देने का क्या उल्लेख है ?
उत्तर	नियम 3 एवं नियम 4 में किसी बात के होते हुए भी हिंदी में प्राप्त पत्रादि के उत्तर केंद्रीय सरकार कार्यालय से हिंदी में दिये जाएंगे।
प्र.137	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 7 के अनुसार कोई केंद्रीय कर्मचारी अपना आवेदन, अभ्यावेदन, अपील किस भाषा में कर सकता है ?
उत्तर	(2) यदि कोई आवेदन, अपील या अभ्यावेदन हिंदी में किया गया हो या उस पर हिंदी में हस्ताक्षर किये गये हों तो उसका उत्तर हिंदी में दिया जायेगा।
	(3) यदि कोई कर्मचारी चाहता है कि सेवा संबंधी कोई आदेश या सूचना जिसका कर्मचारी पर तामील किया जाना है, वह हिंदी या अंग्रेजी में होना चाहिए तो उसे विलंब किये बगैर उसी भाषा में दी जाएगी।
प्र.138	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 8 में नोटिंग या कार्यवृत्त के संबंध में क्या प्रावधान है ?
उत्तर	(1) कोई कर्मचारी किसी फाइल पर टिप्पणी या मसौदा हिंदी या अंग्रेजी में लिख सकता है और उससे यह अपेक्षा नहीं की जाएगी कि वह उसका अनुवाद दूसरी भाषा में प्रस्तुत करे।
	(2) केंद्रीय सरकार का कोई कर्मचारी, जो हिंदी का कार्यसाधक ज्ञान रखता है, हिंदी में किसी

	दस्तावेज के अंग्रेजी की मांग तभी कर सकता है, जब वह दस्तावेज विधिक या तकनीकी प्रकृति का है अन्यथा नहीं।
	(3) यदि वह प्रश्न उठता है कि कोई विशिष्ट दस्तावेज विधिक या तकनीकी प्रकृति का है या नहीं तो विभाग या कार्यालय का प्रधान उसका विनिश्चय करेगा।
	(4) उप नियम (1) में किसी बात के होते हुए भी, केन्द्रीय सरकार, आदेश द्वारा ऐसे अधिसूचित कार्यालय को विनिर्दिष्ट कर सकती है। जहाँ ऐसे कर्मचारियों द्वारा जिन्हें हिंदी प्रवीणता है, टिप्पण, प्रारूपण और ऐसे अन्य शासकीय प्रयोजनों के लिए जो आदेश में विनिर्दिष्ट किए जाए, केवल हिंदी में प्रयोग किया जाएगा।
प्र.139	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 9 के अनुसार हिंदी में प्रवीणता प्राप्त कर्मचारी किसे समझा जाता है ?
उत्तर	हिंदी में प्रवीणता प्राप्त कर्मचारी से तात्पर्य है -(क) मैट्रिक परीक्षा या उसकी समतुल्य या उससे उच्चतर कोई भी परीक्षा हिंदी के माध्यम से उत्तीर्ण कर ली है या-
	(ख) स्नातक परीक्षा में अथवा स्नातक परीक्षा के समतुल्य या उससे उच्चतर अन्य परीक्षा में हिंदी को एक वैकल्पिक विषय के रूप में लिया था। या
	(ग) यदि वह इन नियमों से उपाबद्ध प्रारूप में यह घोषणा करता है कि उसने हिंदी में प्रवीणता प्राप्त कर ली है तो उसे समझा जाएगा कि वह प्रवीण है।
प्र.140	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 10 के अनुसार हिंदी में कार्यसाधक ज्ञान प्राप्त कर्मचारी किसे समझा जाता है ?
उत्तर	हिंदी में कार्यसाधक ज्ञान प्राप्त कर्मचारी उन्हें समझा जाएगा जो
	(1) मैट्रिक या उसकी समतुल्य या उससे उच्चतर परीक्षा हिंदी के साथ उत्तीर्ण कर ली है या
	(2) केन्द्रीय सरकार की हिंदी प्रशिक्षण योजना के अंतर्गत आयोजित प्राज्ञ परीक्षा उत्तीर्ण कर ली है या
	(3) केन्द्रीय सरकार द्वारा उस निमित्त विनिर्दिष्ट कोई अन्य परीक्षा उत्तीर्ण कर ली है या
	(4) यदि वह इन नियमों से उपाबद्ध प्रारूप में घोषणा करता है कि उसने ऐसा ज्ञान प्राप्त कर लिया है, तो उसके बारे में यह समझा जाएगा कि उसने हिंदी का कार्यसाधक ज्ञान प्राप्त कर लिया है।
प्र.141	राजभाषा नियम 1976 यथा संशोधित 1987 के नियम 11 में राजभाषा प्रयोग के बारे में क्या प्रावधान है ?
उत्तर	इस नियम में राजभाषा प्रयोग के बारे में निम्न प्रावधान है -
	<u>11 (1)</u> केन्द्रीय सरकार के कार्यालय से संबंधित सभी मैनुअल, संहिताएं और प्रक्रिया संबंधी अन्य साहित्य हिंदी और अंग्रेजी द्विभाषी रूप में यथास्थिति मुद्रित या साइक्लोस्टाइल किया जाएगा और प्रकाशित किया जाएगा।
	<u>11 (2)</u> केन्द्रीय सरकार के किसी कार्यालय में प्रयोग किए जाने वाले रजिस्ट्रो के प्रारूप और शीर्षक हिंदी और अंग्रेजी में होंगे।
	<u>11 (3)</u> केन्द्रीय सरकार के किसी कार्यालय में प्रयोग के लिए सभी नाम पट्ट, सूचना पट्ट, पत्र शीर्ष और लिफाफों पर उत्कीर्ण लेख तथा लेखन सामग्री की अन्य मंटे हिंदी और अंग्रेजी में लिखी जाएगी, मुद्रित या उत्कीर्ण होंगी। परन्तु केन्द्रीय सरकार साधारण या विशेष आदेश द्वारा किसी कार्यालय को इस नियम के सभी या किन्हीं उपबंधों से छूट दे सकती है।

प्र.142	राजभाषा अधिनियम एवं नियमों के उपबंधों का समुचित अनुपालन का उत्तरदायित्व किस पर होता है ?
उत्तर	केन्द्रीय सरकार के प्रत्येक कार्यालय के प्रशासनिक प्रधान का यह उत्तरदायित्व है कि अधिनियम और नियमों के उपबंधों के समुचित अनुपालन करवाएं।
प्र.143	राजभाषा का वार्षिक कार्यक्रम किस मंत्रालय द्वारा जारी किया जाता है ?
उत्तर	प्रति वर्ष भारत सरकार गृह मंत्रालय द्वारा जारी किया जाता है।
प्र.144	सरकारी कामकाज मूलरूप से हिंदी में करने के लिए 20 हजार शब्द लेखन योजना के अंतर्गत कितने-कितने की राशि के कितने पुरस्कार दिये जाते हैं ?
उत्तर	सरकारी कामकाज मूलरूप से हिंदी में करने के लिए 20 हजार शब्द लेखन योजना के अंतर्गत - प्रथम पुरस्कार के रूप में 1600/- रुपये के (दो), द्वितीय पुरस्कार के रूप में 800/- के (तीन) तथा तृतीय पुरस्कार के रूप में 600/- के (पांच) पुरस्कार "एक यूनिट" के लिए दिये जाते हैं।
प्र.145	केन्द्रीय कार्यालय में कार्यरत अधिकारियों एवं कर्मचारियों के लिये हिंदी शिक्षण योजना के अंतर्गत कौन-कौन सी परीक्षाएं संचालित होती हैं ?
उत्तर	प्रबोध, प्रवीण एवं प्राज्ञ।
प्र.146	प्रबोध, प्रवीण एवं प्राज्ञ की परीक्षाएं किन अधिकारियों एवं कर्मचारियों के लिए आवश्यक होता है ?
उत्तर	जिन अधिकारियों एवं कर्मचारियों को हिंदी का कार्यसाधक ज्ञान नहीं है उन्हें उपर्युक्त परीक्षाओं में से उनके लिए निर्धारित परीक्षा उत्तीर्ण करना आवश्यक है।
प्र. 147	"प्रबोध " परीक्षा अच्छे अंकों से पास करने पर नकद पुरस्कार स्वरूप कितनी राशि प्रदान की जाती है ?
उत्तर	70 प्रतिशत या इससे अधिक अंक प्राप्त करने पर 1600/- रुपये, 60 प्रतिशत या इससे अधिक किन्तु 70 प्रतिशत से कम अंक प्राप्त करने पर 800/- रुपये तथा 55 प्रतिशत या इससे अधिक किन्तु 60 प्रतिशत से कम अंक प्राप्त करने पर 400/- रुपये का नकद पुरस्कार प्रदान किया जाता है।
प्र. 148	"प्रवीण" परीक्षा अच्छे अंकों से पास करने पर नकद पुरस्कार स्वरूप कितनी राशि प्रदान की जाती है ?
उत्तर	70 प्रतिशत या इससे अधिक अंक प्राप्त करने पर 1800/- रुपये, 60 प्रतिशत या इससे अधिक किन्तु 70 प्रतिशत से कम अंक प्राप्त करने पर 1200/- रुपये तथा 55 प्रतिशत या इससे अधिक किन्तु 60 प्रतिशत से कम अंक प्राप्त करने पर 600/- रुपये का नकद पुरस्कार प्रदान किया जाता है।
प्र. 149	"प्राज्ञ" परीक्षा अच्छे अंकों से पास करने पर नकद पुरस्कार स्वरूप कितनी राशि प्रदान की जाती है ?
	70 प्रतिशत या इससे अधिक अंक प्राप्त करने पर 2400/- रुपये, 60 प्रतिशत या इससे अधिक किन्तु 70 प्रतिशत से कम अंक प्राप्त करने पर 1600/- रुपये तथा 55 प्रतिशत या इससे अधिक किन्तु 60 प्रतिशत से कम अंक प्राप्त करने पर 800/- रुपये का नकद पुरस्कार प्रदान किया जाता है।

प्र.150	हिंदी शिक्षण योजना के अंतर्गत प्रबोध, प्रवीण एवं प्राज्ञ की परीक्षा निजी प्रयत्नों से पास करने पर एकमुश्त पुरस्कार स्वरूप कितनी राशि प्रदान की जाती है ?
उत्तर	प्रबोध परीक्षा के लिए रु. 1600/-, प्रवीण परीक्षा के लिए रु. 1500/- तथा प्राज्ञ परीक्षा के लिए रु. 2400/- एकमुश्त पुरस्कार स्वरूप प्रदान किया जाता है।
प्र.151	हिंदी शिक्षण योजना के अंतर्गत हिंदी टंकण परीक्षा उत्तीर्ण करने पर प्रोत्साहन -नकद पुरस्कार के रूप में कितनी राशि प्रदान की जाती है ?
उत्तर	97 प्रतिशत या इससे अधिक अंक प्राप्त करने पर 2400/- रुपये, 95 प्रतिशत या इससे अधिक किन्तु 97 प्रतिशत से कम अंक प्राप्त करने पर 1600/- रुपये तथा 90 प्रतिशत या इससे अधिक किन्तु 95 प्रतिशत से कम अंक प्राप्त करने पर 800/- रुपये का नकद पुरस्कार प्रदान किया जाता है।
प्र.152	तकनीकी रेल विषयों पर हिंदी में मौलिक पुस्तकें लिखने के लिए "लाल बहादुर शास्त्री तकनीकी मौलिक नकद पुरस्कार योजना" के अंतर्गत पुरस्कार के रूप में कितनी राशि दी जाती है ?
उत्तर	प्रथम पुरस्कार रु. 15000/-, द्वितीय पुरस्कार रु. 7000/-, तृतीय पुरस्कार रु. 3300/-
प्र.153	रेल कर्मचारियों की साहित्यिक प्रतिभा एवं अभिरूचि को प्रोत्साहित करने के उद्देश्य से 'मैथिलीशरण गुप्त' पुरस्कार किस विधा के लिए एवं कितनी राशि का पुरस्कार प्रदान किया जाता है ?
उत्तर	उपर्युक्त पुरस्कार 'हिंदी काव्य/गजल संग्रह' के लिए दिया जाता है जिसके पुरस्कार की राशि क्रमशः प्रथम पुरस्कार रु. 15000/-(एक), द्वितीय पुरस्कार रु. 7000/-(एक) एवं तृतीय पुरस्कार रु. 3300/-(एक) की राशि दी जाती है।
प्र.154	हिंदी में कथा/कहानी संग्रह एवं उपन्यास लेखन के लिए 'प्रेमचंद' पुरस्कार के लिए कितनी - कितनी राशि प्रदान करने का प्रावधान है ?
उत्तर	उपर्युक्त योजना के अंतर्गत प्रथम पुरस्कार के रूप में प्रथम पुरस्कार रु. 15000/-(एक), द्वितीय पुरस्कार रु. 7000/-(एक) एवं तृतीय पुरस्कार रु. 3300/-(एक) की राशि दी जाती है।
प्र.155	हिंदी में मौलिक पुस्तक लेखन के लिए गृह मंत्रालय की "इंदिरा गांधी" पुरस्कार योजना के अंतर्गत कितनी राशि का पुरस्कार दिया जाता है ?
उत्तर	इसके अंतर्गत प्रथम पुरस्कार के रूप में रु. 40,000/-(एक), द्वितीय पुरस्कार के रूप में रु. 30,000/- (एक) तृतीय पुरस्कार के रूप में रु. 20,000/- तथा सांत्वना पुरस्कार के रूप में रु. 10000/-(एक) दिया जाना निर्धारित है।
प्र.156	अधिकारियों द्वारा हिंदी में डिक्टेशन देने तथा उन्हें प्रोत्साहित करने की क्या योजना है तथा इसके अंतर्गत दिये जाने वाले पुरस्कार कौन-कौन से हैं ?
उत्तर	अधिकारियों द्वारा वर्ष भर (कैलेंडर ईअर में) में डिक्टेशन देने पर रु. 2000 -2000 के दो पुरस्कार देने का प्रावधान है जिसके अंतर्गत एक पुरस्कार "क" एवं "ख" क्षेत्र घोषित निवास वाले अधिकारी को तथा एक पुरस्कार "ग" क्षेत्र घोषित निवास वाले अधिकारी को पुरस्कार देने का प्रावधान है।
प्र. 157	भारतीय संविधान के अनुच्छेद 344(1) एवं 351 में अष्टम अनुसूची दी गई भारतीय भाषाएं कौन-कौन सी हैं ?

उत्तर	इस अनुच्छेद के अंतर्गत निम्न भाषाओं को अष्टम सूची में शामिल किया गया है- 1. असमिया 2. उड़िया 3. उर्दू 4. कन्नड़ 5. कश्मीरी 6. गुजराती 7. तमिल 8. तेलुगु 9. पंजाबी 10. बंगला 11. मराठी 12. मलयालम 13. संस्कृत 14. सिन्धी 15. हिंदी 16. नेपाली 17. कोंकणी 18. मणिपुरी 19. मैथिली 20. संथाली 21. डोगरी एवं 22. बोडो।
प्र.158 (a)	जिन रेल कार्यालयों में हिंदी के काम के लिए पर्याप्त कर्मचारी नहीं है, वहां राजभाषा अधिनियम, 1963 की धारा 3(3) के विभिन्न उपबंधों का शतप्रतिशत अनुपालन के संबंध में क्या आदेश है? वहां अनुवाद कार्य कैसे संपन्न कराया जाता है?
उत्तर	ऐसे कार्यालयों में जहां हिंदी के काम के लिए पर्याप्त पद नहीं है, वहां सांविधिक दायित्वों का अनुपालन सुनिश्चित करने के लिए बोर्ड द्वारा यह विनिश्चय किया है कि इन दायित्वों के अनुपालन के लिए अंग्रेजी से हिंदी अनुवाद का कार्य मानदेय देकर कराया जा सकता है।
प्र.158 (b)	क्षेत्रीय (जोनल) स्तर की "क्षेत्रीय राजभाषा कार्यान्वयन समिति" में कौन-कौन से पदाधिकारी शामिल होते हैं?
उत्तर	"क्षेत्रीय राजभाषा कार्यान्वयन समिति" के पदेन अध्यक्ष महाप्रबंधक होते हैं तथा सचिव के रूप में राजभाषा विभाग के उप मुख्य राजभाषा अधिकारी/ वरिष्ठ राजभाषा अधिकारी कार्य करते हैं तथा नामित सदस्यों में सभी प्रमुख विभागाध्यक्ष/ विभागाध्यक्ष, निर्माण संगठन के प्रमुख तथा जोन के अधीन विभिन्न मंडलों के अपर मंडल रेल प्रबंधक तथा कारखानों के प्रमुख अधिकारी होते हैं तथा इसके अलावा रेलवे बोर्ड द्वारा नामित 02 प्रेक्षक होते हैं।