



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नई-600003
Headquarters, Personnel Department, Chennai-600003

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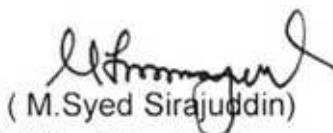
दिनांक/Dated: 29-01-2026

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Revised syllabus for selection to the post of Depot Material Superintendent (DMS) in Level-6 under Promotion Quota(66-2/3%)

The revised syllabus for the selection to the post of Depot Material Superintendent (DMS) in Level-6 under Promotion Quota(66-2/3%) approved by PCMM is enclosed for information guidance and necessary action.

This has the approval of the competent authority


(M. Syed Sirajuddin) 29/01/2026

सहायक कर्मचारी संबंधी अधिकारी/Asst. Personnel Officer / SM

संलग्नक/Encl.04 pages

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/ SRMU
The General Secretary/ DREU
The General Secretary/ AISCTREA
The General Secretary/ AIOBCREA
The General Secretary/ NFIR
IT Section/PB/HQ - to upload in the SR website.

**SYLLABUS FOR THE POST OF DMS (L-6) IN PAY BAND 9300-34800 WITH
GRADE PAY 4200/- UNDER PROMOTION QUOTA (66-2/3%) CLASSIFIED AS
GENERALSELECTION POST**

I. DEPOT WORKING

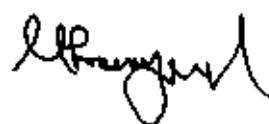
- a) General Organization of the Depots and the location and purpose of the various depots on the Railway and the area covered by each.
- b) Classification of Stores stocked on the Railway
- c) Stores Nomenclature lists
- d) Different types of specification
- e) Nature of stocks held on the Depots and the purpose of each Vital, Safety, ordinary, special, emergency, custody, overstock, surplus stores, passenger amenity, Must change and other items.
- f) Accountal -Raising of debits and credits summaries
- g) IMMS
- h) General rules for opening and closing of wards
- i) Control of stocks under modern materials management aids such as ABC
- j) Codification and unification of PL No.

II. Wards

- a) Organization of wards
- b) Duties and responsibilities of various categories of staff in Ward
- c) Method of Stacking (requirement of storage racks, types of racks, marking of bins)
- d) Responsibilities of ward custodian for safe custody of stores entrusted to them
- e) Handling of valuable materials in strong room
- f) Marking of Iron and Steel bars with different colours
- g) Care of materials against deterioration, theft and fire
- h) Registration and check of requisitions
- i) Periodical Inspection schedule of Stores department
- j) Records and Registers necessary for ward work and maintenance of account of "Tools and Plant"

III. Receipts

- a) Sources of Receipts
- b) Progressing of supplies
- c) Inspection of materials (consignee, TPI)
- d) Receipts of samples from vendor and testing arrangements
- e) Weighment of materials
- f) Tallying of receipts and granting of receipt notes
- g) Rejection and disposal of rejected materials (rejection advice, warranty rejection, Joint inspection)
- h) Records and registers pertaining to Receipts
- i) Clearance of material from Parcel office, Lorry shed, customs penalties involved (Warfare and Demurrage charges)



IV. Issues

- a) Different kinds of indents in use
- b) Scrutiny and disposal of indents
- c) The checks maintained at the gate
- d) Acknowledgement of Issue vouchers in UDM

V. Verification Of Stores

- a) Accounts and Departmental verification – its scope and procedure
- b) Frequency of routine stock verification of A B C, T&P, M&P items
- c) Surprise stock verification by other official
- d) Factors leading to discrepancies of stock taking adjustment of difference revealed
- e) Stock sheets and their disposal
- f) Methods of investigation and explaining different types of discrepancies

VI. Consignment – Receipt And Dispatch

- a) Receipt of consignment of wagon loads, small parcels and their Accountal – Railway receipt, PWB and credit notes
- b) Insured or damaged consignments – Missing consignments and submission of claims
- c) Dispatch of consignments and the various dispatch voucher
- d) Method of packing – Different types of materials loading into different types of wagons

VII. Returned Stores And Scrap

- a) Classification of returned stores, ferrous, non-ferrous scrap, tally of materials and disposal of vouchers, valuation and pricing.
- b) Reclamation and utilization of scrap-repairable stores
- c) Empty receptacles-sorting and accounting
- d) Survey committee
- e) Surplus stores (prevention & disposal)
- f) SOP related to Scrap

VIII. Sales

- a) Sale of stores through e-auction on IREPS portal
- b) Procedure for delivery of sold lot
- c) Uniform sale condition
- d) SOP related to sale



IX. Purchase Management

- a) Organization of Stores Department on Zonal Railway & Production units
- b) Objectives of Stores Department in brief
- c) Functions of Principal Chief Materials Manager & other Officers assisting him
- d) Canons of Financial propriety & its application to Stores Matter

X. Delegation Of Power

- a) Its need & necessary safeguards
- b) Powers of PCMM & other officers for:
 - i) Purchase
 - ii) Sale
 - iii) Write off
 - iv) Other Misc. matter

XI. Purchase Of Stores

- a) Important stages in purchase cycle
- b) Purchase policy and rules of Indian Railway
- c) Channels & Procedures of purchase of indigenous stores
- d) Modes of tendering (including PAC purchase) & other limitations
- e) Consideration of Tenders
- f) Price determination (reasonability/Workability)
- g) Negotiations, Cartel Formation & related instructions
- h) Concept & constitution of Tender committee
- i) Purchase of M&P/RSP items
- j) Emergency Purchase
- k) MMIS, e-procurement & GeM (IRS conditions of contract & GFR)

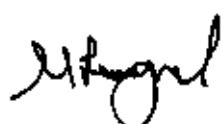
XII. Purchase Through Centralized Agencies Like:

- a) Railway Board, DLW, CLW, CORE, ICF etc

XIII. Government Policy on Purchase Preferences

XIV. Supply Contracts

- a) Important Provisions of Indian Contract Act & Sale of Goods Act
- b) IRS Conditions of Contract
- c) Rate, Running & Fixed quantity contracts
- d) Special Condition of Contract followed by Railways, RB
- e) Procedure for tender opening
- f) Un-solicited offer
- g) EMD & SD
- h) PO Draft & Vetting considerations
- i) Contract Management
 - i) Extension of DD/Modification of PO
 - ii) Penalties for breach of contract (LD, GD, RP etc)



XV. Settlement of Disputes

- a) Arbitration clause in IRS Conditions
- b) Arbitration of conciliation Act 1996
- c) Dispute resolution between two Govt. Deptt. or (CPSU)

XVI. Import of Materials

- a) Direct Import by Zonal Railways/Production Units
- b) Import through Railway Board
- c) Type of Import Contracts FOB, FAS, CIF & FOR
- d) Modes of Payments, letter of credit & its types
- e) Sea & Air freighting of Railway Materials & Insurance Covers
- f) Port clearance of imported consignments
- g) Claims settlement

XVII. Concept of Strategic Sourcing (Rational Source Selection)

- a) Registration of firms on Railways as approved suppliers
- b) Vendor performance evaluation: Vendor rating Penal Action against vendors Alternatives available with Railway Pu's
- c) Registration by RDSO/ICF/MCF/RCF/CLW/BLW/PLW etc.
- d) Supply chain concept - relevance to Railway especially Pu's

XVIII. Important Statistics on Stores Matters

- a) Submitted to Railway Board periodically
- b) Included in Railway Board's annual report & GM's Narrative report
- c) Yard Sticks to measure efficiency of Stores Department

XIX. Establishment

- a) Attendance Registers and Muster Rolls
- b) Work Study
- c) Leave, D&AR Rules, Conduct Rule, HRMS Module
- d) Hours of Employment Regulations
- e) Preparation of Muster sheets and Salary bills
- f) SOP related to Establishment matter

XX. Official Language Policy And Rules

- a) Statutory and constitutional provisions with regard to Rajbasha, various committees monitoring the implementation of the same, incentives available for learning and using Hindi for official purposes, Annual programme.

XXI. Public Grievances and Right to Information Act 2005

