

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

सं/No: P(S)535/V/DMS/Vol-I

दिनांक/Dated: 29-01-2026

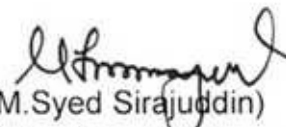
All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

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  
GENERAL SELECTION 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 (Warfage 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)

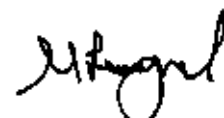
## **XII. Purchase Through Centralized Agencies Like:**

- 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**

