

# This Booklet

This booklet gives you a general idea about the scheme of the training and the different aspects to be studied during the training in field units and various institutions including National Academy of Indian Railways, Vadodara. Please make the best use of the facilities and your time. The contents of this booklet are subject to revision.

An attitude of COOPERATION & COURTESY to everyone around would be of utmost importance.

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# NATIONAL ACADEMY OF INDIAN RAILWAYS, VADODARA

## HISTORY

National Academy of Indian Railways (Formerly known as Railway Staff College) is the apex training institution for the officers of the Indian Railways entrusted with the task of training newly recruited officers and providing in-service training to the serving officers.

The National Academy of Indian Railways (The then Railway Staff College) was first set up in 1930 at Dehradun. However, this Academy was short-lived on account of the economic depression of 1930s and its earlier site at present houses the Indian Military Academy.

The present Academy/College was established at Vadodara on 31<sup>st</sup> January 1952 in Pratap Vilas Palace. The Palace was designed by the well known architect Mr C.F Stevens who also designed the BB & CI Railway (Now Western Railway) Headquarters at Churchgate and the GIPR (now Central Railway) Headquarters at Victoria Terminus, (now CST). The construction work of this Palace started in 1908 and was completed in 1914. It was obtained by the Railways in July 1949 from the erstwhile Bombay state at a monthly rental of Rs. 3000/- for a lease of 99 years. It was, later on purchased from the Government of Gujarat at a cost of Rs. 26 lakhs. The building and the gardens of the Academy compound are spread over an area of 55 acres.

At the time of acquisition, the Academy had only 18 rooms in the eastern part of the present old hostel, named Pahune. These were the stables for horses of the Prince. The present structures of the recreation room, the mess, the new hostel (Mehman), and the Cybrary came up later. The present guesthouse was once the kitchen of the Yuvraj and the bungalow No. 31 was the house of governess to the Prince.

When the College was started, there were only 7 trainee officers. Today the Academy can accommodate as many as 230 officers at a time. The Academy is fully residential.

## FOUNDATION DAY:

It is celebrated on 31<sup>st</sup> January every year and the celebration includes conferring of awards to the distinguished alumni, and to trainee officers obtaining top position and distinction in Foundation Courses and Induction Courses as well as other long duration courses. This is followed by Cultural program.

## COURSES:

The Academy conducts regular as well as special courses for the Railways and some other organizations. The regular courses include the Foundation Course for the newly recruited probationers, the induction Course for the probationers before they are relieved to join the working posts in various Railways, The Management Development Programme, Advance Management Programme for all Railway services and Senior Professional Courses for the Indian Railway Account service, Indian Railway Personnel Service and Indian Railway Stores Service officers. In addition, Foundation courses for group B officers of all

departments and special courses in various professional areas are also conducted. Academy also conducts Strategic Management Programmes for GM's, PHOD's, DRM's & ADRM's. Special courses for the officers of Foreign Railways are also conducted occasionally.

National Academy of Indian Railways also serves as a Centralized Training Institute for the probationary officers belonging to Indian Railway Account service, Indian Railway Personnel Service, Indian Railway Stores Service and Indian Railway Medical Service.

### **TRAINING OBJECTIVES:**

The training courses are designed to achieve the following objectives:

Help participants understand the environment and policies of the Indian Railways and appreciate its social, economic and fiscal obligations,

Update and encourage sharing of professional knowledge in an inter-disciplinary and academic atmosphere,

Expose participants to modern techniques of management with the objective of enabling Railway systems to derive optimal advantage from their capital and manpower resources,

Bring about proper attitudinal approaches through a process of interaction and education, so that they become agents of change and development.

### **FACULTY:**

There are 28 faculty members including the Director General, who is in the rank of General Manager. One of the faculty members functions as Course Director for each course. Trainee officers during the training courses are welcome to contact him and other faculty members with regards to their problems. In addition, the National Academy of Indian Railways is supported by an Assistant Information & Library officer and an Additional Chief Medical Superintendent. Faculty members are Railway officers drawn from various services of Indian Railway with special qualification and distinguished service records. Besides, a number of academicians and specialists from within the Railways as well as from outside are invited as visiting lecturers to address the trainee officers.

### **TRAINEE INFRASTRUCTURE:**

#### **The Computer Center:**

With the advancement in Information Technology a growing need for training Railway officers in Management Information System (MIS) was felt. A Computer Center was set-up in 1986 and facilities were further expanded in 1989 and another major input was given in 1996-97. The Computer center which is housed in the Cybrary building, at the moment is equipped with large no. of terminals and has access to Internet & e-mail facility which is open 16 hrs.

## **MODEL ROOM:**

The Model Room is housed on first floor of Sabhagriha, that was constructed between 1952 and 1956. The working models were made by the S&T workshop, Mahalaxmi, Western Railway. The main hall is 15m x 30m and houses 14 model stations besides a new model for double line suburban three aspect colour light signaling arrangement. There is also single line colour light, two-aspect signaling system. Panel interlocking station was introduced in March 1981. Station with colour light signals, electrical slotting, end cabins and SM's slide controls were introduced in January 1987. All old type Double Line Block Instruments were replaced by SGE type block instruments during 1986 and 1987. Axle Counters were introduced in July, 1988. Apart from others additions & changes AWS etc. are the latest in the series having been added in 1997-98.

Training in Model Room is conducted for Foundation and Induction Courses. For Probationers, the Model Room input forms an important part of their training. It enables them to have better understanding of rules & procedures governing train operations and the safety aspects.

## **LIBRARY:**

Library has very good collection of books, journals and magazines, and of course Audio & Visual materials. Each officer is entitled to borrow books as per library rules. Usually magazines, journals and reference books are not lent to trainee officers. To use the library, membership is required. There is no fee for membership. A fine is however imposed if books are not returned in time. All trainee officers are members of the library.

## **SUGGESTION FOR IMPROVEMENT:**

Suggestion for improvement of course contents and infrastructure facilities are welcome from the participants.

## **SPORTS AND EXTRA CURRICULAR ACTIVITIES**

### **Sports & Recreation Facilities:**

The Academy aims at all-round development of an officer's personality. The large spacious lawns and gardens in the Academy campus combined with extensive infrastructure for sports and entertainment activities provide an ideal environment for such a development. There are facilities for out-door and indoor games. Sports/ games facilities include two tennis courts with flood light arrangement, a basket ball court, a volley ball court, indoor badminton courts and a squash court. There is also a gymnasium and swimming pool. In addition, there are two billiards tables, 3 Table-tennis tables and facilities for chess and carom in the recreation room. Sports representatives of various courses are called upon to organize competitions in indoor and outdoor games. Television sets are provided in recreation rooms in both the Pahune and the Mehman hostels.

## **Performing Arts:**

The NAIR Cultural Association is very active and is regularly organizing various cultural programs from time to time. These programs include skits, plays in English and Hindi, Vocal and instrumental music, dances etc. Some musical instruments such as Tabla, Electric Guitar and Harmonium are made available to trainees by the association. Hiring of dresses for stage performances is also arranged. A number of officers who attend courses at the Academy have exhibited remarkable artistic talents. There is however no instruction course in any of these skills. One of the faculty member functions as a chairman of NAIR Cultural Association. Punctual attendance in cultural functions is a must.

Contribution towards extra-curricular activities viz. Sports, Cultural, Films and Welfare activities etc. depend on the duration of course and will be informed by your Course Director.

## **Journal:**

A Journal of the National Academy of Indian Railways "Abhivyakti" is an official publication of the Academy and contains a number of articles of topical interest. Articles can be contributed by trainee officers also.

## **Places of interest in and around Vadodara:**

Place of interest include Museum in Commautibagh, Laxmi Vilas Palace, EME Temple and Ajwa Lake Garden. Vadodara is the cultural capital of Gujrat. Frequent musical and dance performance by famous & well known artists and musicians are arranged in the Durbar Hal, Laxmi Vilas Palace and Home Science Auditorium in MS University campus throughout the year. Navratri Festival during Devsserah Puja holidays is the most popular festival of the state, marked by Garba Dance. NAIR institute also organizes the Garba dance in the campus.

## **INSTRUCTION & INFORMATION FOR TRAINEE OFFICERS**

### **GENERAL**

The Academy expects a high standard of discipline from the officers. They are expected to observe absolute punctuality and regularity in all the activities. Officers are expected to develop and maintain high standards of integrity, social behavior, courtesy, dignity and personal hygiene. Officers are not expected to play loud music or speak loudly in their rooms, lounge or the corridors at any time and maintain decorum expected of an officer. Keeping or consuming alcoholic drinks or other intoxicants in the NAIR is strictly prohibited. Inebriated conduct will invite severe action under the conduct rules. Smoking is not permitted in classrooms, cultural programs, film shows, Mess, Library and Academy building. It is possible, and indeed essential, that the sharpest differences are conveyed in

words that do not hurt. It is important to bear this in mind specially in case of Guest Speakers.

## **SCHEDULE FOR CLASSES & OTHER ENGAGEMENTS**

The schedule for classes is notified through weekly time-table, which are displayed at prominent location on notice boards. They indicate the detailed timings & location of classes. The normal classrooms, work schedule is from 09:00 hrs to 16:15 hrs with a Tea break & Lunch break in between. Other important information is also displayed on notice boards from time to time including examination. Please keep your mobiles switched off/ on silent mode during classroom training.

### **Physical Training**

Probationers' day begins with P.T. which is compulsory for all the Probationers during their foundation course at NAIR. The P.T. exercises are held in the Western Quadrangle in front of the main Palace building. P.T. is held on all working days including examination days. Absence from PT except on medical grounds (supported with the exemption certificate to be issued by ACMS/NAIR) is viewed seriously. In the absence of exemption certificate as per above probationers are required to be present at PT ground even though they may not be well.

PT Dress: White T-shirt, White short, White sport shoes. For lady officer the dress prescribed is White Salwar Kameez, White sports shoes.

### **Working Days:**

Academy observes 5 working days a week. Saturdays and Sundays are holidays. During field training, holidays and working days as applicable at the field will be observed.

### **ABSENCE FROM CLASS:**

Absence from the class and late arrivals are viewed seriously. In case of illness, immediately inform your course Director and seek exemption/ leave and also report to NAIR doctor.

### **LEAVE:**

The probationary officer is entitled to 8 days casual leave and can avail 2 days restricted holidays during a calendar year. He also earns 30 days leave on Average Pay (LAP) and 20 days leave on half average Pay (LHAP) in a calendar year. The Casual Leave cannot be combined with LAP and LHAP.

Leave is generally not granted to the trainee officer during the period of training. Leave in emergent cases is however to be applied on a prescribed form available with hostel supdt. and Academy office. Leave must be availed only after the sanction has been conveyed by the competent authority.

## **Outstation leave also needs prior permission of the Course Director.**

For medical leave, Trainee officers must report to Railway Doctor within 48 hours and obtain from him a sick certificate and submit it to the Authority/ training in-charge. In case of Railway Doctor not being available then the probationary officer, within 48 hours must advise the authority at National Academy of Indian Railways. During field training the authority be advised by telegram/ letter and wherever possible on phone also. Private Doctor's certificate is not a substitute for Railway Doctor Certificate and is treated as Private medical certificate (PMC). On recovery from illness the probationary officers must produce a fit certificate from the Railway Doctor and produce it while reporting for duty/ training. Evaluation/ exam held during leave period will be dealt with as per terms of appointment, which may be noted.

### **TRAVELING ON DUTY:**

During training, probationary officers will be traveling from one place to other place frequently. They will, therefore will be given First Class "A" Card pass on which all journeys in First class/ II AC sleeper will be free without any reservation charge. It must however be noted that on card pass probationers are authorized to travel only on Railway Duty. Misuse of card pass will invite penalty including removal from service.

### **PASSES & PTOs**

Railway Officers are allowed to avail 6 sets of First Class 'A' Passes and 4 sets of First Class 'A' PTO's in a year. The passes and PTOs can be obtained from the office located in the Cybrary building by applying on a prescribed form with the endorsement of the Course Director. Application for a pass should be submitted well in advance thereby allowing time for the staff to prepare the same. The counter-foils of the used/unused passes are to be returned to the office on expiry of the validity time or on having used them. Trainee officers are required to deposit their duty card passes with the Course Director when proceeding on leave during the training.

### **TRANSPORT:**

Transport is available with the Hostel superintendent for the use of trainee officers for coming to Academy from the station when reporting for training and for going to the station on being released from training. Transport is also made available on receipt of advance information and depending on the availability for official use. Transport is provided on Private account, if available, on payment.

### **PAY, ALLOWANCES AND DEDUCTIONS:**

Railway Probationers on joining are fixed in grade of Rs. 15,600-39,100 (Rs. 5400 Grade Pay). The starting monthly pay is 21,000 plus Dearness Allowance. The deduction from the gross salary include contribution to new pension scheme which is 1/10 of the pay

plus dearness allowance, group Insurance Scheme- premium of Rs.120/-per month, overhead charges for their stay at Academy and Mess Charges.

Probationers are required to open bank account and advise the account number etc, to the office. Salary and other dues of the probationers are credited to their bank account.

### **Traveling Allowance:**

While undergoing field training away from headquarters, subject to other instructions, the TA at prescribed daily rates would be admissible to probationers. TA bills are to be prepared and submitted to the office immediately on return from field training.

### **Grant of Advance Increments to Probationers:**

The system of grant of advance increment will be as under: -

First Advance increment on successful completion of Foundation or Phase-I, whichever is earlier.

Second Advance increment on successful completion of Induction/Phase-II/ Posting examination and passing of Hindi language paper whichever is earlier.

### **DRESS:**

It is expected that every officer will be decently dressed and observe high standards of behavior and decorum. The officers are advised to wear sober and presentable dresses on all occasions. Use of casual clothes and bathroom slippers is prohibited in the Mess as well as in the Classrooms. Detailed dress code is given at the last page of this booklet.

### **REPRESENTATIVES:**

Every class is required to elect the following representatives:

Course Representative (CR): He/ She coordinates the conduct of classes and course. He/She keeps close liaison with the course Director and other teaching faculty. He/She ensures punctuality in the class and also acts as the spokesman of the Group.

Mess Representative: He/ She is the member of mess committee, which is responsible for the running of mess.

Sports Representatives: Keeps liaison with sports officer regarding sports activity in the Academy and also coordinates the conduct of tournaments.

Cultural Representatives: He/She organizes the cultural programmes, and related activities. He/She should be in touch with Chairman, Cultural Association.

Other activities: As per the prevailing requirement at the time of the course.

## **OTHERS:**

The trainee officers should switch off the light and fans whenever they leave the hostel rooms and when the need does not exist.

Lights and fans of class room may be switched on only when required and may be switched off when the need does not exist, particularly during the lunch break. When a room is used by a group of persons, the person leaving the room last should switch off the lights and fans before leaving.

## **HOSTEL, RESERVATION & MESS etc.:**

1. On arrival please fill up your 'arrival report' making all required entries and have your room allotted by the hostel staff.
2. In case of any complaint regarding the room and the amenities, please enter your complaint in the complaint registers provided for the purpose and contact the Janitor or Hostel Supdt.
3. Charges are also recovered from probationers for accommodation and other facilities at the rate prescribed/ fixed for their stay in the hostel.
4. Do not invite embarrassment by asking hostel staff to perform your personal chores. They are not authorized to undertake any such work, which does not form part of their duties and NO TIP please.
5. Gujarat is a dry area and consumption of alcohol in the hostel or in the campus area is strictly prohibited.
6. For emergency quota (E.Q, if wail-listed), please apply on a prescribed form, available with Hostel Supdt. a day in advance to Sr. DCM, Pratapnagar, Vadodara. You may also take help of Faculty member nominated for this activity.

## **MESS:**

1. Mess membership is compulsory.
2. Please adhere to the mess timings.
3. Come in time for breakfast so as to be in time for classes.
4. Please ensure proper table manners and dress while in the Mess.

Mess Duty Officer: - Each Trainee officer is required to perform mess duty by rotation and as per the duty list available with Mess-in-charge.

## IRSS-2013 BATCH PROBATIONERS' 78-WEEK TRAINING SCHEDULE

<u>TENTATIVE</u>					
<u>S.No.</u>	<u>Name</u>	<u>Weeks</u>	<u>Topics</u>	<u>Planned Duration</u>	
-	-	-	-	-	-
1	<b>NAIR</b>	1	<b>Introduction and Joining Formalities</b>	<b>15-Dec-14</b>	<b>20-Dec-14</b>
2	<b>AFP</b>	10	<b>Foundation Course at NAIR (22.12.14 to 24.2.15) + NAIR Class room trg. (25.2 to 27.2.15)</b>	<b>22-Dec-14</b>	<b>28-Feb-15</b>
3	FT-Divisional	2	Divisional Training	2-Mar-15	14-Mar-15
4	FT-Workshop	2	Field trg. at KGP/ Jagadhari Workshop	16-Mar-15	28-Mar-15
5	ELS/DLS	1	Training at Electric Loco Shed	30-Mar-15	4-Apr-15
6	ELS/DLS (NFR)	1	Training at Diesel Loco Shed	6-Apr-15	11-Apr-15
7	FT-Depot-I	2	Field training Depot lap-I	13-Apr-15	25-Apr-15
8	FT-Purchase-I	2	Field training Purchase lap-I	27-Apr-15	9-May-15
9	FT-Accounts-I	1	Field Training Accounts lap-I	11-May-15	16-May-15
10	RDSO	1	Field Training at RDSO/Lucknow	18-May-15	23-May-15
11	DLW	1	DLW/Varanasi	25-May-15	30-May-15
12	CLW	1	CLW/Chittranjan	1-Jun-15	6-Jun-15
13	<b>NAIR-1</b>	1	<b>Basics of Materials Management &amp; Trg. Briefing</b>	<b>8-Jun-15</b>	<b>13-Jun-15</b>
14	<b>NAIR-2</b>	3	<b>Phase-I (Depot &amp; Purchase matters), Trg. Review from 2.3.15 to 6.6.15</b>	<b>15-Jun-15</b>	<b>4-Jul-15</b>
15	I&S	1	I&S, Kolkata	6-Jul-15	11-Jul-15
16	ICF	1	ICF/MAS	13-Jul-15	18-Jul-15
17	RWF	1	RWF/Bangalore	20-Jul-15	25-Jul-15
18	Depot-II	2	Depot Trg. Lap-II	27-Jul-15	8-Aug-15
19	Account-II	1	Account trg. Lap-II	10-Aug-15	15-Aug-15

20	Parliament Trg.	1	Parliament trg./New Delhi	17-Aug-15	22-Aug-15
21	<b>NAIR-3</b>	<b>3</b>	<b>Phase-I (Import, Workshop,Accounts, MMIS) Trg. review from 6.7.15 to 22.8.15, Trg. Briefing</b>	<b>24-Aug-15</b>	<b>12-Sep-15</b>
22	IRICEN	1	IRICEN/Pune	14-Sep-15	19-Sep-15
23	Shipping	1	Shipping trg./Mumbai	21-Sep-15	26-Sep-15
24	Minor Project	1	Data Collection for Minor Project	28-Sep-15	3-Oct-15
25	IRISET	1	IRISET/Secunderabad	5-Oct-15	10-Oct-15
26	IRIEEN	1	IRIEEN/NASIK	12-Oct-15	17-Oct-15
27	IRIMEE	1	IRIMEE/JMP	19-Oct-15	24-Oct-15
28	<b>NAIR-4</b>	<b>2</b>	<b>Phase-I (Discussion on case studies, Project Allotment, Trg. review from 14.9.15 to 24.10.15 &amp; Phase-I Exam)</b>	<b>26-Oct-15</b>	<b>7-Nov-15</b>
29	BIS	1	BIS, NOIDA	<b>9-Nov-15</b>	<b>14-Nov-15</b>
30	<b>AIP</b>	<b>4</b>	<b>Induction course at NAIR/BRC (<u>16.11.15</u> to <u>11.12.15</u>)</b>	<b>16-Nov-15</b>	<b>12-Dec-15</b>
31	Minor Project	1	Data Collection for Minor Project	14-Dec-15	19-Dec-15
32	Purchase-II	2	Training at Purchase,HQ	21-Dec-15	2-Jan-16
33	COFMOW	1	Trg. at COFMOW/New Delhi	4-Jan-16	9-Jan-16
34	PROJECT WORK	3	Project Study & data collection for mini as well as major project.	11-Jan-16	30-Jan-16
35	<b>NAIR-5</b>	<b>1</b>	<b>Project Review &amp; Training review of previous field training and presentation of mini projects.</b>	<b>1-Feb-16</b>	<b>6-Feb-16</b>
36	PROJECT WORK	2	Project work in allotted Zone	8-Feb-16	20-Feb-16
37	M. Tech Course	2	Material Technology Course in Zone	22-Feb-16	5-Mar-16
38	Railway Board	1	Trg. at Railway Board	7-Mar-16	12-Mar-16
39	Zonal Trg.-I	3	Training on Allotted zones	14-Mar-16	2-Apr-16

40	FT-KRCL/ Others	1	Exposure to Procurement procedures of other organisations	4-Apr-16	9-Apr-16
41	NAIR-6	1	DAR Course at NAIR	11-Apr-16	16-Apr-16
42	NAIR-7	3	Posting Exam- Written, Final Project review & Training Assessment	18-Apr-16	7-May-16
43	Zonal Trg.-II	3	Training on Allotted zones	9-May-16	28-May-16
44	NAIR-8	2	Training review (FT-Between 8.2.16 to 28.5.16), Posting Exam-Viva-voce & Major Project Presentation, Valediction, Relieving Formalities	30-May-16	<u>10-Jun-16</u>
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## NAIR for IRSS

The officers, incharge for central coordination and monitoring of the probationary training of various services designated as "Training Director" will look after all aspects of training viz. practical/institutional.

### **Maintenance of Diary etc. by probationers:**

During the period of probationary training, the probationers shall maintain a Diary to indicate their day-to-date activity which will be checked periodically by the 'Training Director'.

### **Confirmation after probationary training:**

No probationers will be confirmed in Junior Scale unless he/she has successfully passed all the examinations prescribed for institutional training as well as posting examination and confirmation test.

**Determination of Seniority** of Group-A Probationers of different services in Junior Scale after their confirmation:- The performance of Group A probationers during the probationary training will be evaluated and marks will be awarded for each item of probationary training. The maximum marks for different items of probationary training will be as given below:

Foundation Course	150
Induction course	150
Phase I	200
Phase II	200
Assessment by Trg. Directors	
(a) Gen. Performance	70
(b) Practical field training	280
Posting examination	<u>200</u>
<b>Total:</b>	<b>1250</b>

The inter-se-seniority of group-A probationers of a particular examination batch and of a particular service, on their confirmation to junior scale, will be decided on the basis of marks obtained by them during the probationary training as indicated above and marks obtained by them in the UPSC Competition (or during the apprenticeship training for SCRA's). For the purpose of determining seniority, probationers merit position would be adjusted on the basis of marks secured by them out of maximum marks - 3300 - the maximum marks of UPSC Competition would be 2050 and the maximum marks for performance during probationary period will be 1250.

### **Posting Examination:**

There would be examination consisting of written and viva-voce test after completion of prescribed probationary training and this will be called the POSTING EXAMINATION. This examination would be conducted by the Institution where the probationary training has been centralized.

**Confirmation Test:** There would be a viva-voce test at the end of the probation to determine, suitability for confirmation. This viva-voce test would be conducted by a committee of 3 PHODs and optionally director or his nominee of Centralized Training Institute concerned controlling the probationary training. Assessment of this committee will be taken into consideration for the satisfactory completion of probation and confirmation of the candidate. If the officers' performance in the assessment is considered inadequate, the probation period could be extended.

### **Number of chances for passing institutional or Posting Examination:**

No Probationer will be allowed to reappear in any institutional or posting examination except for the following reasons:

- (a) If a probationer is prevented from appearing in any examination either because of his/her sickness or any other reason beyond his/her control, he/she may be allowed to appear in a special examination within three months;
- (b) In case a probationer does not pass any Institutional or posting examination in the first attempt, he/she may be allowed to sit for re-examination in the papers in which he/ she failed. But in that case, the marks awarded in such re-examination shall not be taken into account in determining the seniority (his/her score in the original examination only will be counted).
- (c) The exemption in (b) above, will also apply to the probationers who have been permitted to take special examination in the circumstances mentioned in (a) above.
- (d) If a probationers fails to pass examination in the second chance, (b) above his/her services are likely to be terminated.

### **Minimum percentage of pass marks in the Examinations prescribed after completion of institutional training and Posting exam: -**

The minimum marks to pass in the Examination during and after completion of Institutional training (Foundation course, Induction Course, Phase I, Phase II etc.) and Posting examination will be 60% in aggregate as well as in each individual paper.

### **Guidelines for awarding of marks by Director:**

For award of marks under the column of Director's/ DG's assessment, the Directors (of IRICEN, IRISSET, IRIEEN, IRIMEE) and Director General of National Academy of Indian Railways through the Training Director of Probationers will follow the following guidelines:

#### **General performance:**

Marks under this column will be awarded by the 'Training Director' based on the overall behavior of the probationers, keeping in view :-

- (i) General Discipline;
- (ii) Participation in extra curricular activities during training;
- (iii) Behavior with colleagues;
- (iv) Mental awareness and alertness;
- (v) Willingness to share and shoulder higher responsibilities and
- (vi) Attendance in Library

## **Practical Training:**

The 'Training Director' will keep a watch on the progress of training being received by the probationers in order to award marks against this column. He/She will take the following steps:

- a. Interview the probationers at frequent intervals regarding the progress made by them,
- b. Scrutinize at frequent intervals, the diaries and note-books kept and maintained by the probationers regarding the details of their day-to-day activities,
- c. Carry out random inspection at the site of training,
- d. Obtain a feedback from officers under whom the probationers are undergoing practical training and
- e. Other steps as deemed appropriate.

The Ministry of Railways may, if it so deem fit in any case, extend the period of probation for a maximum period of one year. However, if during the period of probation, a probationer is placed under suspension, pending investigation, enquiry or trial relating to a criminal charge against him/her or pending disciplinary proceedings which are contemplated or started against him/her, the period of his probation may be extended for such periods as the Ministry of Railways may think fit in the circumstances of the case.

## **IMPORTANT COURSES DURING PROBATIONARY TRAINING**

### **Foundation and Induction Courses:**

National Academy of Indian Railways holds 10 weeks Foundation & 4 weeks Induction courses for probationary officers belonging to various Railway Services. Foundation Course training is held on joining the Railway and the Induction Course before the posting.

Coverage both in terms of duration and contents of Foundation and Induction courses is decided by the academic council. It can be modified looking to the changing needs of the Railways.

### **Phase I, Phase II, Other Institutional and Field training**

The professional input about the service is mainly given during the Phase-I & Phase-II training at the respective Centralized Training Institutions. Apart from this other Institutional and Field training are also organized. The details of Coverage & Objectives are given in IRSS training scheme, which follows later in this handbook.

### **Important Guidelines on Evaluation**

A per Railway Board's letter no. E(TRG)89 (13)/3 dated 15.09.92, the Board has laid down the following guidelines for examination and assessment of probationers:

1. The marks obtained during probation out of 1250 are to be added to the UPSC marks out of 2050 (after adjusting proportionately), making a total of maximum 3300, for determination of inter-se-seniority.
2. To qualify, an officer is required to secure 60% in aggregate as well as in each subject in all examinations.
3. Only one supplementary chance is given and failure to qualify in the supplementary exam is likely to result in termination of the probationer.
4. Inability to appear in exam as per original schedule for reason other than on account of sickness under Railway Doctor, or for reasons beyond his control, will result in his being declared as failed in first attempt.
5. For seniority purpose, marks obtained in the first attempt only will be taken into consideration.
6. The 350 marks for Assessment by Training Director includes 280 marks for practical field training and 70 marks for general performance.
7. Confirmation of probation: Probationer will be confirmed in Junior scale only after he/she has successfully passed all the examinations prescribed and a confirmation test. The confirmation test would be a viva-voce test held at the end of 3 years probation period to determine suitability for confirmation. This viva-voce test would be conducted by a committee of 3 PHODs on the respective zones. Assessment of the committee will be taken into consideration for the satisfactory completion of probation and confirmation of the probationary officer to Junior Scale.

### **TRAINING OF IRSS PROBATIONERS**

#### Sequence & Coverage

SN	Item	Weeks	Location	Coverage
1	Joining and initial briefing	1	NAIR/BRC	Joining formalities, Introduction to Railway system
2	Foundation Course	10	NAIR/BRC	As per FC syllabus
3	Phase I (Overview)	1	NAIR/BRC	Overview of Stores Deptt, Statistical information, Introduction to HQ, Depots & Stores A/c's activities
4	Field Training (HQ & Depot)	1	WR/CR HQ & a depot	Introductory visit to get a first hand feel of the size of operations

**5. Phase-I (Depot) 2-weeks at NAIR/BRC:** Classification & Codification of Stores, Receipt and inspection, Storage, Handling, Documentation, Issues and their accountal, Materials planning & Recoupment, Returned Stores, Accountal & Disposal of Scrap, Various suspense heads, Material security, Depot establishment, Coordination with users, Printing press- Ticket & General, Uniforms-Regulation, factory, stitching & distribution.

#### **Stores Code Chapters**

- a. Organisation-1
- b. Codification-2

- c. Contract estimate-6
- d. Receipts-12
- e. Issues-13
- f. Ledgers-14
- g. Receipt and issues with Workshops-15
- h. Returned Stores-16
- i. Imprest Stores-18
- j. Carriage of Railway materials-21
- k. Surplus Stores-22
- l. Sale-23
- m. Scrap and auction sales-24

**6. Field training (Depot)- 3 weeks by attachment to an identified Depot:** All areas covering:

- a. Planning and layout of the Stores Depot including Scrap Yard.
- b. Organizational Setup
- c. Procedure of Receipt and inspection of Stores, Rejections.
- d. Storage, documentation, handling and preservation of stores
- e. Issue of Stores to various consumers and their accountal.
- f. Dispatch of Stores.
- g. Provision/ Recoupment of Stock- items-Emergency Stores, Ordinary stores, shop-manufactured and trade items.
- h. Receipt, Accountal and disposal of scrap
- i. Suspense heads & their Clearance,
- j. Preparation of works programme, M&P Programmes proposals for the depot.
- k. Security of material lying in the depot, Stock verification
- l. Personnel Management of the depot.
- m. Study of Printing Press (General & ticket printing) and Uniform Factory, for understanding their work, practices, security, quality measures and material accountal system.
- n. Coordination with user department.
- o. Depot Computerization and other areas as directed by concerning Depot in-charge

**7. Phase I (Purchase) at NAIR/BRC:** Office organization, Purchase policy, Handling purchases- demand, tendering, Contracts, Contract Administration, Indents to other Agencies, IRS condition of contracts, Rules for entering into supply contracts, SOP (Delegation of powers) on Stores matters.

Stores Code Chapters:-

- a. Purchase policy-3
- b. Contracts-4
- c. Scrutiny of indents-5
- d. Purchase Procedure (Direct)-7
- e. Purchase through DGS&D –8

**8. Field Training (Purchase) by attachment to an identified officer in HQ:**

All areas covering

- (a) Organizational setup & distribution of work
- (b) Central Demand Registration

- (c) Scrutiny of Demand, their registration, correspondence with indenting officers
- (d) Preparation of Purchase proposals
- (e) Maintenance of Demand Register, History Sheet; Rate Cards; Monitoring of Productivity; Periodical review of outstanding demands, Strategies adopted to Cover/ liquidate heavy outstanding demands: Tender enquiries: Bulletin; Notices; Criteria adopted for selection of firms to issue Limited tenders: Preparation, issue and Despatch of tenders: Study of cases in which LTs issued to unregistered firms.
- (f) Despatch of high value tender documents, system of maintenance of tender boxes, Their locking and sealing, Opening of tenders, Six digit and four digit numbering, Sorting and making cases: Documentation: Preparation of Statistics, Preparation of Tender Abstracts and their vetting.
- (g) Maintenance of Tender Registers; Technical scrutiny, visit to technical scrutiny sections in Mechanical/ Electrical Departments,
- (h) Decision of Tenders-complication; Tender Committees, Drafting of T.C Minutes: Study and discussion of cases with Dissent Notes
- (i) Provisioning, Compilation of estimate sheets, Vetting/Approval of A.A.C, Adjustment of quantities, Depot transfers:
- (j) Preparation of indents to be placed on DGS&D/ Railway Board/ Production Units: Programme-cum-vocabulary book, Types of indents, Finance Concurrence, Follow up of indents, Study of few indent cases,
- (k) Placement of Purchase orders; Precheck by Accounts;
- (l) Amendments of purchase Orders; Delivery Period extension,
- (m) Liquidated damages, Risk Purchase, Study of cases in which full and token LDs have been levied; Studying of cases in which Risk Purchases have been made.
- (n) Receipt of samples, Labeling and sealing; Testing of samples, Forwarding samples to consignees; Study of files in which purchases have been made to samples, Study of inescapability of purchase to sample,
- (o) Dealing firm's request for registration, Scrutiny of application/ registration forms, Assessment of capacity/capability; Financial standing, etc., Trade groups, Categories of Registration; Review of performance; Delisting, Suspension of business, Dealing and blacklisting of firms, case studies.
- (p) Receipt and Despatch of Dak; Complaint Section, Disposal of Audit/ Vigilance cases; PCDOs, Procedure Orders; Printing and dispatch of weekly Stores Bulletins.
- (q) Policies related to Inventory Control, Exception Reports; Action Documents; Monitoring of Inventory Performance; Meetings, Stores-Budget; Purchase Grant; Liability Register
- (r) Policies related to scrap Disposal; Approval of recommendations of Survey Committee; Fixation of reserve Price, Dealing with requests for extension of time for payments/ delivery, sale to other Railways/ Departments.
- (s) Purchase of ferrous and non-ferrous metals, Diesel and Electric locos' components, POL products, Placement of S/O against Rate and Running Contracts, Study of complicated cases gone for arbitration/ court or taken by Audit/ Vigilance.

And other areas as directed by concerning officer in-charge.

9.	Training review	1 week	NAIR/BRC	Progress review, evaluation
10.	Computer	2 week	WR/HQ &	Computerized Purchase office, MS Access, EDP Centre, Stores processing & Receipt, EDP Centre System Depot Computerization
11.	User area briefing	1 week	NAIR/BRC	Working of Workshops, Electric Loco shed, Diesel Loco Shed, CWS, TXR, PWI, TCI etc.
12.	Divisional users	1 week	on a division of WR/CR	

Divisional working of Stores, Divisional purchases, Imprest holders, Books & forms, Uniform distribution system, Requisitioning of materials, usage and acconuntal, record keeping, imprest items and their sanction, study of problems faced by users in getting materials.

13.	Workshop Training	1 week	Major Workshop of WR/CR	
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Understand the Workshop working, PPC, Costing, Shop Floor practices, Maintenance schedules, Quality control measures, Inspection & testing, C&M lab, Drawl, consumption & Returning of stores.

14.	Phase I (Inv. Mgt. , Law, Budget, A/Cs & Audit)	3 weeks	NAIR/BRC	
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Theoretical input on Inventory (needs, types, problems, costs, techniques, EOQ, demand forecasting, safety stocks etc.) Indian contract Act, Sale of goods Act, Arbitration & Conciliation Act.

Store-account, Ledgers, Check and payment of Stores bills, Accounts Stock verifications, Stores Budget, Its interfaces, Annual statement of Stores transactions, Budget based controls etc, Audit (Inspection, reports, disposal)

### **Stores Code chapter**

- a. Priced Ledgers –25
- b. Reconciliation of PL with General books- 26
- c. Departmental Summary of Transacitons-27
- d. Check and payment of Stores Bills-28
- e. Transfer Transactions –29
- f. Annual Statement of Stores Transactions-30
- g. Stores Budget-31
- h. Stock Verification, Accounts and Departmental- 32,33

15.	Field training (Budget, Accounts & Audit)	3 weeks	WR/CR HQ (A/Cs) & a nearby depot	
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## Major areas covering

Procedures pertaining to payment of suppliers bill, maintenance of various stores suspense accounts, Maintenance of books of accounts, preparation of Stores Budget, Stock verification, Financial concurrence/ vetting.

### Details:

- a. Receipt and registration of suppliers Bills- Allotting CO 6 number.
- b. Checking of Supplier's bill with respect to credits, various purchase aspects and other details, Passing of bills, Issue and signing of Cheques and their dispatch
- c. Precautions to be taken before payment of Advance payment bill, documents to be checked, Dealing of advanced payment bill supported with Railway Receipts having qualifying remarks. Payment of bill received from Steel Authority of India Ltd. and other similar government and public sector Departments.
- d. Precautions taken to avoid double payment of the bills, Defacement of Receipt Note, Maintenance of Purchase Accounts Registers.
- e. Preparation of extract of purchase Account Register.
- f. Posting of debits and credits in Purchase Accounts Registers
- g. Review of Balances in the purchase Account Registers.
- h. Reasons for increase of debit balances in purchase suspense
- i. Strategies adopted for clearing outstanding balances purchase account registers.
- j. Payment for direct purchase from abroad, Dealing with custom duties, Bills of handling, Bills paid through book adjustments, Debits received from DGS&D. Percentage charge, Debit received from foreign Railways.
- k. Clearance of differences arising out of varying Average Rate of exchange
- l. Sale to other Railways, Raising of debits adjustments.
- m. Heads of accounts- Capital and Revenue
- n. Accountal of cash transactions, Accountal of book adjustments.
- o. Transfer certificates, local transfer certificates, signing of transfer certificates Dates upto which transfer certificates to be issued, extracts of transfer certificates in full, transfer certificate register, issue of transfer certificates.
- p. Adjustments with Government of India Departments other than foreign Railways.
- q. The stores journal, miscellaneous advance (capital), Sale suspense, Stock suspense, Stock adjustment accounts, stores in transit (SINT), Stores budget
- r. Journal entry slips, consolidated journal slips, Annual accounts, annual statement of Expenditure on the stores, Annual Accounts, Annual statement of stores transactions,
- s. Receipt of vouchers by Depot Stores Account office from various wards
- t. Preparation of bundle control sheets, Posting of vouchers in Computer Centre, Dealing with Vouchers rejected by computer.
- u. Stock adjustment account-various types and clearance
- v. Accounts stock verification, Stock verification with ISA/Stock Verifier either at head quarter or any other depot near head quarter, Verification of materials with ISA/ stock verifiers, Study of policy Circulars regarding stock verifications, Maintenance of field books, Weighment and Measurement v/s Count,

Verification of Valuable articles, heavy articles, fluids, verification of unpacked goods, Field book, preparation of stock verification sheet, stock sheets and their clearance, Register of Stock sheets, Instructions for preparation of stock sheets, Adjustment of supplementary stock sheet, Scrutiny of Explanation submitted for discrepancies, Study of register of account notes of stock verification, Scrutiny of Explanations submitted for discrepancies, study of register of account notes of stock verification, Register of important irregularities detected by stock verifying staff, stock verification in Depot/ Head quarter office, Preparation of periodical report on stock verification, follow up action, clearance of stock adjustment account, Clearance of Stores in Transit (Purchase), Inventory control. Vetting of annual consumption of high value items, Contribution of Account department in inventory control, Stores Finance, Pre-check of purchase order, Fund Certification of orders for stock items and other areas by concerned officer in-charge.

- |     |                        |         |   |  |
|-----|------------------------|---------|---|--|
| 16. | Field Training (depot) | 2 weeks | By attachment to an identified depot<br>Study of typical cases & Consolidation of topics as at S.N 6 above including additional areas of Inventory control, Accounts & Budget as covered above and those as directed by concerning Depot incharge.  |  |
| 17. | Field training (HQ)    | 2 weeks | By attachment to an identified officer in HQ<br>Study of cases & consolidation of topics as at SN 8 above including additional areas of Inventory control, Accounts & Budget as covered above and those as directed by concerning officer in-charge   |  |
| 18. | Training Review        | 1 week  | NAIR/BRC  | Progress review, evaluation  |
| 19. | Phase-I (Import)       | 1 week  | NAIR/BRC  | Import policy, Procedure, Foreign exchange, LC, Shipping and marine insurance, Port and custom Clearance |
| 20  | Field Trg. (Shipping)  | 1 week  | CR/CSTM<br><br>Study of port & customs clearance formalities for taking delivery of imported goods, customs clearance and custom duty payment procedure, Survey of damaged/ Short receipt consignments, documentation, dealing with insurance companies, onward movement of consignments to ultimate consignees & visit to port |  |
| 21. | Import cases study     | 1 week  | Railway Board/<br>DLW/CLW   | Study of import cases, tender documents , contracts, financing sources.                                  |
| 22. | Dsl. & Elec. Loco Shed | 2 weeks | WR/CR   |  |

Familiarization with items, maintenance schedule, various types of lubricants, Imported stores, reasons of failures of locomotives, Trouble shooting, Storage and handling facilities.

23. Trg. Review & Briefing for Railway System & Interfaces visit	1 week	NAIR/BRC	Specific areas of interest at each of the place of visit
24. Railway System	8 weeks	HQ & Field offices of units	Understanding the Railway system by visiting 6 PU's
CLW/CRJ & CAL	1 week	RDSO, Railway Board NDLS and I&S Cell Kolkata. The objective will be to understand the unit, its salient features, Plant visit, Variety of assets of Railways, their storage and handling facilities, typical materials management function performed by them (To be interspersed in the training schedule suitably with subsequent modules)	
DLW/BSB	1 week		
ICF/MAS	1 week		
RWF/BNC	1 week		
RCF & DMW	1 week		
RDSO/LKO	1 week		
Rly. Board/NDLS	1 week		
I&S Cell/ CAL+Steel Plant Visit	1 week		
25. Training Review	1 week NAIR /BRC		Progress review, evaluation
26. Phase-II (Material technology, Study of some specifications & Materials handling)	3 weeks, NAIR /BRC & Field		Manufacturing methods, Raw materials, Quality control, Grades/ types, Metallurgy, Properties etc of industrial products such as polymers, Paints, Rubbers, POL, Bearings, Non ferrous- metals, steel etc, Study of some specifications, Industry visit, Principles of materials handling systems, equipments, Mechanization, maintenance of equipment, etc.
27. Training institutions of Railways	4 weeks HQ	of Institution	IRIMEE, IRIEEN, IRISSET, IRICEN
<p>Coverage at 4 training institutions of Railway: - Exposure to various important items of Mechanical, Electrical, S&amp;T and Engineering departments, their process of manufacturing, specifications, inspection and testing methods etc.            Latest developments in their fields, Problems faced in procurement of critical materials including some technical details of these items.</p>			
28. Railway interfaces for materials (RITES, DGS&D, NTH,BIS etc.)	4 weeks	HQ & Field offices of units	Inspection agencies –RITES, DGS&D, DOI, NTH, BIS to understand third party inspection,

			inspection procedures, inspection complications, attending inspection, inspection equipments, testing methods, Standardization etc. (schedule to be coordinated with units)
29. Preservation & packaging	1 week	DMSRDE (IOF) Kanpur/IIP Mumbai	Stores preservation and packaging practices for different types of materials (schedule to be coordinated with unit)
30. Parliament	1 weeks	NDLS	Understanding of Parliamentary procedures & Practices (Schedule to be coordinated with Lok sabha secretariat)
31. Induction Course	4 weeks	NAIR/BRC	As per syllabus
32. Introduction to new thinking in MM	1 weeks	NAIR/BRC	Containers, Leasing, Bar-coding, JIT, DCF, Buyer supplier relationship, pull system etc.
33. Project work, specific requirement of groups etc. Presentations, Posting exam, Release for posting	5 weeks	NAIR/BRC	To be suitably interspersed in the training schedule depending on the progress

### **A Note on Field Training**

The objective of IRSS probationers Field training is to acquaint them with the procedures and practice with regard to Railway working in general and Materials Management function in particular in the field and to familiarize them with the environment and working conditions of the field in railway operations directly or indirectly.

To undertake the field training in the depots/HQs /divisions etc detailed guidelines are given to the probationary officers including list of topics to be studied during field training.

While undergoing the field training, the probationary officers are required to:-

- (a) Maintain a daily diary for keeping records of day-to-day training activity and the subjects covered, sites visited and studied;
- b) Maintain a fair note book methodically, keeping required information and details about various subjects/ items studied and also for noting various policy directives issued by Railway Board, HQ prescribing the procedures and guidelines etc, for conducting various activities on the field,
- c) Draw neatly in the note book the layouts of sites visited with a view to appreciate their advantages and disadvantages from the convenience point of view and to familiarize oneself with the location of various facilities provided for performing the activities. After arriving at NAIR, notebook and diary should

- immediately be submitted to training in-charge for training review.
- (d) A weekly report should be sent to training-in-charge by email during field training. A copy of the report should be submitted to your local training-in-charge also. This report should include your activities, learning points, salient features of the activities you have observed.
  - (e) Be regularly involved in undertaking field training as per the schedule given. No leave is permitted during the field training. In case of emergency also do not absent from training without specific permission of your training-in-charge, and do immediately advise the authority at NAIR in writing about the emergent circumstances. Wherever possible, contact NAIR authority on phone.
  - (f) Call on your senior colleagues at place of training and zonal headquarters and interact with them.
  - (g) Be inquisitive, observant and keen to learn from any source. Only when you show interest will the staff on field take interest in your training
  - (h) Approach for accommodation to Sr. DEN/Sr. DCM/ Assist. Secy. to GM or the training-in-charge. Rest house accommodation is provided by Sr. DEN/DEN/AEN on the division. At zonal headquarters, accommodation is provided by Secretary to GM or ADGM. Retiring rooms on duty are provided in rare circumstances by Sr. DCM.
  - (i) On completion of the field training, obtain a release letter from field training in charge and submit it at NAIR along with the daily diary;
  - (j) TA bills for field training should be submitted on arrival at NAIR for various Phases of training.
  - (k) Always report a day in advance of the commencement of the institutional training at National Academy of Indian Railways, reservation on trains or delayed arrival of train should not be cited as an excuse for late arrival.
  - (l) Proper use of duty card pass should be religiously ensured. Misuse of DCP has serious consequences.

### **Field Training Review & General Assessment**

During the course of their field Training, officers are expected to maintain a day to day record of their training activity and of the subjects covered in the field in a diary. These diaries are required to be produced during the review sessions with the training in-charge at NAIR for assessing the involvement and progress in training. Notebooks, Diaries, etc should be kept neat, tidy and in a presentable state and should be readily produced when asked for by Training Director,

The General progress of the probationary officers during the training and field training performance is ascertained during the review session held every time they visit the Academy for the various phase training, based on the assignments, projects given, snap tests and quizzes, individual interviews, reports, presentations etc and on the basis of report and feedback of field training in charge and random inspection reports of training Director/ Faculty. Railway Board have allotted 280 marks for Field Training. Among other things mentioned above, preparatory work, participation in

discussions and curiosity to know things will also be a part of evaluation criteria.

Railway Board have allotted 70 marks for General assessment. This evaluation takes into account his mental alertness and awareness, attitudes, habits and behavior, managerial ability and participation in extra-curricular activities, sports, games and willingness to shoulder responsibilities etc.



**NATIONAL ACADEMY OF INDIAN RAILWAYS**

**Rakesh Rajpurohit**

**Prof. (INV. MGT.) & Course Director**

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No. NAIR/CTRG/IRSS/ /Depot

dated:

**My dear**

**Sub: Field Training of IRSS-2013 batch Probationers**

IRSS probationers have to undergo Depot Training. It is proposed to organize this training as attachment to your office. The areas to be covered have been detailed out in the enclosed annexure. They are also expected to undertake study of some typical cases in details.

The list of probationers being sent to your Railways is enclosed. You are requested to please facilitate their training and watch the progress by reviewing / discussing occasionally with the probationers in order to enhance the effectiveness of training. They may be attached to AMM.

You are also requested to help in arranging suitable accommodation.

With best wishes,

**(Rakesh Rajpurohit)**  
**Prof. (Inventory Mgt)**

**Enclosure:** 1) List of probationers  
2) Details of coverage

**C/- IRSS -2013 Batch Probationers:** Reports & presentation as in the enclosure to be prepared for presentation during Trg review



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No. NAIR/CTRG/IRSS/2013/Purchase

dated:

**My dear,**

**Reg : Training of IRSS -2013 batch Probationer**

IRSS probationers have to undergo Purchase office & HQ training as attachment to HQ office. The areas to be covered have been detailed out in the enclosed annexure. They are also expected to undertake study of some purchase cases in details.

The list of probationers being sent to your Railways is enclosed. You are requested to guide and facilitate their training. In order to enhance the effectiveness of training, suitable officer may be nominated to watch / review the progress.

If possible a visit to one of the Railway Vendor's Premises may kindly be organized to give them suitable exposure.

With best wishes,

**(Rakesh Rajpurohit)**  
**Prof. (Inventory Mgt)**

**Enclosure:** 1) List of probationers  
2) Details of coverage

**C/-** 1. Secy to GM, \_\_\_:for arranging suitable accommodation  
2. IRSS-2013 Probationers: Reports & presentation as in the enclosure to be prepared for presentation during Trg review.



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**Rakesh Rajpurohit**

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No. NAIR/CTRG/IRSS/

Dated:

**My dear**

**Sub: Training of IRSS-2013 Probationers**

IRSS probationers have to undergo Accounts, Audit & budget training. It is proposed to organize this training as attachment to HQ office. The areas to be covered have been detailed out in the enclosed annexure.

You are requested to please facilitate their training and watch the progress by reviewing / discussing occasionally with the probationers in order to enhance the effectiveness of training.

During this training they may also visit a nearby depot to attend a stock verification with ISA / SV.

With best wishes,

**(Rakesh Rajpurohit)**  
**Prof. (Inventory Mgt)**

**Enclosure:** 1) List of probationers  
2) Details of coverage

**C/-** 1. Secy to GM, \_\_\_\_:for arranging suitable accommodation  
2. IRSS-2013 Probationers: Reports & presentation as in the enclosure to be prepared for presentation during Trg review.



**NATIONAL ACADEMY OF INDIAN RAILWAYS**

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No. NAIR/CTRG/IRSS/ (Second Lap)

dated:

**My dear,**

**Reg : Training of IRSS-2013 batch Probationer**

IRSS probationers have to undergo a second lap of purchase & Depot training of two weeks each as above. During this period the main focus will be on case study and integration of learning of purchase, Depot and Stores Accounts as per the details of contents available with the probationers. During this period they will also attempt to answer certain question as allocated to each of the probationers.

You are requested to please guide and facilitate their training and also watch the progress by reviewing/ discussing occasionally with the probationers in order to enhance the effectiveness of training. The list of probationers along with the place of training is enclosed

With best wishes,

**(Rakesh Rajpurohit)**  
**Prof. (Inventory Mgt)**

**Enclosure:** 1) List of probationers  
2) Details of coverage

**C/-** 1. Secy to GM, \_\_\_: for arranging suitable accommodation  
2. IRSS Probationers: Reports & presentation as in the enclosure to be prepared for presentation during Trg review.

## **Training Handout for IRSS Probationers**

### **Depot Training**

Probationers shall study in details the following areas and prepare the reports as per details given below

- a. Planning and layout of the-Stores Depot including scrap yard.
- b. Classification of stores, codification and standardization,
- c. Procedure of Receipt and Inspection of Stores, Rejections
- d. Storage, documentation, handling and preservation of Stores.
- e. Issue of stores to various consumers and their accountal.
- f. Despatch of stores.
- g. Provision / Recoument of Stock items- Emergency Stores / Ordinary Stores, shop- manufactured and trade items.
- h. Receipt, Accountal and disposal of scrap
- i. Suspense heads & their clearance
- j. Preparation of proposal- Works and M&P Program for depot.
- k. Security of the materials lying in the depot. Stock verification
- l. Personnel Management of the depot.
- m. Study of Printing Press(General & ticket printing) and Uniform Factory for understanding their work: practices, Security, quality measures and material accountal system\*\*
- n. Coordination with user department.
- o. Depot computerization & Computerization of stores transactions.
- p. Study of cases & consolidation of topics as above including additional areas of Inventory control, Accounts & Budget.
- q. Study in detail at least one item per day of field training in Depot with regard to PL no., Description & Specification, Unit, AAC, Rate, Sources, Purchase agency, Inspection aspects, Storage practices, End use, Implication of item getting out of Stock etc. and any other area as directed by concerning Depot in-charge
- r. Receipt, inspection & accountal of returned stores
- s. Segregation of scrap & lot formation
- t. Survey and preparation of auction catalogue
- u. Auction of scrap including e-auction
- v. Delivery of sold lots & completion certificate
- w. Local purchase

\*\* Depot in-charge may please depute probationers to nearest Press (general & ticket printing) as well as Uniforms factory for about three days within the depot training period.

## **Reports for Presentation & Submission During Training Review**

Probationers to prepare following reports for presentation & Submission during Training review, They will also study relevant cases & take notes for review at NAIR.

Report 1. Covering a,b,c,g,h & as above

Report 2. Covering d,e,f,l,r & w as above

Report 3. Covering k,m,n,o,p,q,r,s,t,u & v as above

## **Training Details for Depot Training of IRSS**

### Layout Opening & Closing, Security Aspects:

- Meeting with officers, Key staff of the Depot and study of history of the Depot, reasons of creation of the Depot: Layout of the Depot, merits and demerits of the layout: Traffic flow in the Depot, Security aspects, opening & Closing of wards.
- Concept of main depot/ subsidiary or sub depot
- Duties of DMS and other Stores Staff
- Layout of Receipt section, various wards/ yard. Despatch section & Scrap yard.
- Placement of wagons by traffic department in the yard: Schedule for shunting operations, Problems during shunting, Weighment of wagons: Working of Weigh-bridge and its testing, Preparation of yard memos and various registers by yard section, to critically examine whether time allotted for shunting is properly utilized, hand shunting, use of mechanized means for shunting

### Nature of items stocked in the Depot

Ordinary, emergency stores, movable surplus, Special Stores, Second hand serviceable & repairable etc.: Vital/ safety items: Imprest items/ non- imprest items.

Study of Specifications/ Drawings and end use of some important. Study of cost of the vital/ safety items and "A" category items and other important items of each ward with regard to their raw materials/ components, likely suppliers, approximate rates and end use in Railway, Study of specifications and drawings.

## **Receipt and Inspection**

(a) Receipt and Registration of purchase orders, opening of cases correspondence/ follow up with purchaser office & Suppliers; receipt and registration of invoices, RRs and PWBs; periodical inspections of RR/PWB register by Depot Officer.

(b) Taking delivery of stores: Procedure of taking delivery of stores from commercial department, procedures for issue of DD messages, taking open delivery and lodging and settlement of claims, demurrage, wharfage. Taking possession of wagons; opening of wagons; preparation of panchnamas; taking delivery from Commercial Department, entry of discrepancies in the traffic book; taking delivery without RR; Indemnity Bonds; issue of DD messages; open delivery procedure; taking delivery of smalls and parcels from railway stations; levy of wharfage; handing over materials to inspecting/stocking ward; preparation of field slips; joint notes; issue of missing report, lodging of claims; claims meeting; claims issue notes; productivity of unloading labour; scope for mechanisation; quantity checking of various bulky consignments specially steel and oils; study of relevant circulars on this issue; delivery by road or hand delivery; study and examination of various registers like weighment, RR, Recovery, Rejection, Purchase order, Sample, P.O, register.

Dealing with materials received without documents.

Procedure of taking delivery of stores received through lorry/ local delivery.

Yard working, weighment of wagons.

Case studies:

- Cases abnormally delayed for granting of Receipt Notes
- Cases in which rejections were challenged and rejected stores were subsequently accepted.
- Cases resulted in arbitration, court cases etc;
- Claim cases in which claims were repudiated
- Cases in which demurrage/ wharfages were not waived
- Cases in which short receipts were challenged by the firms,
- Other types of complicated cases.

(c) Quantity Check

- Opening of packages, Dealing with shortages and breakages, bulky items
- Dealing with stores received without documents.
- Documentation maintained.

(d) Inspection Ward

Entry into weighment register; detailed quantity check; advising and dealing cases of short receipts; checking of condition of packing as per PO, Checking of inspection seal with inspection certificate; inspection by inspecting officer; drawl of sample; study of sampling plans; sending materials. for test; chasing for early reports; critical study of testing facilities available in the depots; suggestions for additional equipments.

(e) Inspection and testing

- Procedure of testing of materials with specifications and drawings.

- Issue of receipt notes/ rejection advices and their further disposal.

(f) Progressing of contracts

- Checking of purchases orders on their receipt.
- Chasing with firms.
- Dealing of stores received after expiry of DP
- Preparation of receipt notes; forwarding materials to stocking ward; R.O number; distribution of different copies,
- Issue of rejection advice; reasons of rejection; time limits for rejection and free time allowed for removal; ground rent; waiver of ground rent; recovery of advance payment; other charges to be recovered at the time of returning materials,
- Joint inspection, precautions required,
- Study of cases of rejection and joint inspection,
- Procedure of joint inspection for pre- inspected rejected items,
- Study of documentation / procedure at each stage by going through cases,

Custody of materials - Stocking Wards:

- (a) Layout and planning of various stocking wards, Factors governing the layout and location of different yard, roads, wards, building, floors, walls, windows, ventilators, roofing etc.
- (b) Receipt of material (R.O. Number), methods of storage, provision of bins, racks, pallets etc.
- (c) Material handling facilities; storage and handling of special items such as petroleum products; explosive; corrosive items (Acids) etc, poisonous items. rubber goods, cloth & uniforms.
- (d) Colour coding scheme for steel items, G.I pipes, etc. Storage of items in open yard-steel, timber, oil barrels etc,
- (e) Critical examination of vital/safety items and "A "category items and other important items of each ward with regard to their raw materials components, likely suppliers; approximate rates and end use in railway, study of specifications and drawings.

Care and preservation of stores

- (a) Against deterioration: Precautions taken for acids, Bamboo, Brushes, Carbides, C&W and signals, glass sheets, leather and leather goods, oil, oxygen gas, paints, petrol, rubber and rubber goods, timber, tools,' etc. Precautions against rusting, rats, white ants, heat, rains, etc.
- (b) Against theft: Structural considerations- buildings and boundary walls, racks, etc. yards lighting, watch and ward arrangements, gate passes, checks on stores leaving by railroad, patrolling of yard during day and night.
- (c) Other precautions - opening and locking of stores godowns, security deposits from staff, stamping of railway materials, etc.
- (d) Against Fire - Causes of fire and their prevention, fire fighting appliances, fire brigade-instructions for dealing with fires.

## **Issue of Stores**

- Maintenance of Requisition Register, reserving of raw materials, forced issue of inactive and surplus stores as substitutes.
- Maintenance of pending demands register.
- Preparation of issue note, their numbering and distribution of various copies, preparation of minus issue notes, depot transfer-issues, book transfer and various other types of issues, issue of imprest stores, Issues to workshops, issues on sale, Pairing of Issue Notes
- Handing over materials for despatch.
- Reconciliation of numerical ledgers with price ledgers, write off cases.  
Accounts & Departmental stock verification; preparation of verification sheets; clearance of stock verification sheets, Write off.

## **Recoupment of Stores & Ledgers**

- Consumption forecast - True issues in the past and trend.
- Recoupment of emergency Stores - Base stock method.
- Maxima minima method, criteria for fixing of minima and maxima, working out quantity in different situations, advantage/ disadvantage of the method.
- Annual estimate method- fixation of Contract Period and interim period, estimation of quantities, criteria for buffer stock.
- Recoupment of shop manufactured items :- work orders, raw material reservation & follow up
- Registration of requisitions; distribution of requisitions to various wards; reservations of raw materials; maintenance of pending demand sheets; preparation of annual estimate sheets/ SRMs; recoupment sheet; red signals; quantity vetting by Accounts; chasing with HQ for coverage of estimate sheets.
- Submission of various returns/ PCDO to HQ. Placement of Work Orders on shops; maxima- minima methods; policy of buffer stock/ safety stock; classification of items .; ABC & VED, lead time and its analysis.
- Periodical reviews of important items, Coordination meetings.

## **Despatch of Stores**

- (ii) Various methods of despatch of stores
- (iii) Planning of Stores Delivery van services
- (iv) Road despatches
- (v) Duties of SVC and the documentation

Organization of despatch section/ various modes of despatch; hand delivery; parcel, wagon, store delivery van, despatch by road; Receipt and registration of issue notes received from various wards; sorting of issue notes as per mode of despatch/ consignments; procedure for hand delivery; checking of authority and identity; issue of gate pass.  
Booking of small consignment; packing of goods; preparation of RMC note; posting of vouchers and RR/PWB.

Local delivery by road; security precautions; booking of wagon loads; various types of wagons; their capacities and capabilities; selecting wagon type; coordination with yard section; indenting of wagons; transit risk for RMC.

Store van service; advantage of S. V. service; preparation and approval of running programme; nomination of S.D.C., collection of issue vouchers & materials by SDC from the ward; packing of materials, entry in S. D. van register (Van Sheet); Precautions taken for loading of various materials

Checking of outgoing S. Van by stock verifier/ ISA/RPF; removal of store van from depot; signing by SDC in movement register.

Memos issued by SDC to SMs/ Indentors; reporting delays/ leakages etc. to SMM/ Dy.CMM, movement of stores vans; movement controller.

Delivery of stores to indentors.

Handing over charge of store van to RPF in emergencies on line; action to be taken by SDC when some wagons/ vans from S. V. service are detached and left behind; dealing with other unforeseen circumstances.

Surprise inspection of stores vans on line.

Collections of empties and other N.F. spares, scrap etc., precautions to be taken. Handing over of returned stores and undelivered materials to concerned wards in the depot; dealing with leakage/ shortage during transit; calculation of overtime for stores delivery van staff.

Road movement arrangements, entering into road transport Contracts, Special condition for entering into transport contract, etc.

### **Returned Stores**

Advice notes, criterion for valuation, disposal of advice notes, inspection and valuation, stores received in advance of documents; Accountal of returned stores.

- Maintenance of Advice Note registers
- Maintenance of field book of material received
- Disposal of various copies of Advice Notes
- Granting Receipt Order No. on Advice Notes
- Dealing with discrepancies, short receipt/ Non-receipt
- Dealing with receipt of scrap without vouchers

### **Scrap and Reclamation Yards and disposal of scrap**

- Organisation - receipt & scrap yard. Types of scrap & their classification. Registration of advice notes/ RRs etc., monitoring receipt of materials; weighment of wagons/ lorries, Receipt and unloading of scrap; receipt of N. F. Scarp; dealing with discrepancies in quantity/ quality; maintenance of fields books; grant of credits; R. O. numbering of advice notes; disposal of various copies of advice note.
- Segregation of scrap; twin/ three yard system; classification of scrap; formation of lots; critical examination of various lots of scrap according to their marketability; possibilities of mechanization in scrap; handling and lot formation; numbering of lots; preparation of lot registers; quantity assessment of lots.

- Constitution of survey committee; survey of lots; recommendation of survey committees; critical examination of various uses of scrap as recommended by survey committee.
- Disposal of scrap; various methods of disposal of scrap; auctions; departmental auction v/s auctioning contract; agency of auctioneer; auction catalogue and their publicity; conduct of auction; entry fee; general and special conditions of auction; presiding officer; reserve price, variation of reserve price, bid sheet; realization and depositing of earnest money; realization of balance sale value; time allowed for depositing balance sale value and rules of granting extension; free delivery period: rules for granting extension to free delivery period.
- Rules governing levy of sales tax on auction sales; contracts for sale of Scrap Direct sale to govt. deptts/ staff, Rules governing TDS for scrap sales.
- Delivery orders, Delivery of scrap; witnessing of delivery; weighment: system of delivery; role of stock verifier & RPF in delivery of scrap; sale issue note: distribution of various copies of sale issue note; issue of gate passes; checking of gate passes at gate; filing/pairing of gate passes.
- Completion report; payment of auctioneer's bills.
- Study of returns submitted to HQ about receipt and disposal of scrap/ Disposal of condemned rolling stock. Condemnation of rolling stock; reclaimable items, special conditions for sale of scrap of rails on line, their auction and delivery,
- Disposal of hazardous scrap such as lead, used oils, grease, electronic waste, etc.
- Repairable and reclaimable stores, organization of repair and reclamation yards, nature of repairable and reclaimable materials, their accountal and disposal.
- Auction through electronic mode- study of detailed procedure.

### **General Matters**

- (i) Clearance of various suspense heads- stock adjustment account, Depot transfer receipts etc.
- (ii) Clearance of stock sheets
- (iii) Proposals pertaining to procurement of M&P items required for the depot
- (iv) Proposals for including various works/ facilities in works programme.
- (v) Preparation of budget.

Depot Cadre, Ministerial- non- ministerial staff, method of recruitment & promotion, duties of various subordinates DMSs, OS, CC,HC etc; system of attendance at gate; preparation of pay bill etc" dealing with various staff matters- staff welfare; dealing with Unions- PNM's ; deposit of seals. Working hours. Maintenance of personnel cases, leave records, muster rolls, study of D.A.R cases, suspension, payment of overtime, T A various advances, procedure of handing over and taking over of depots to RPF; procedure of closing of wards- methods of sealing and locking of godowns;  
Procedure of handing over and taking over of depots to/from RPF.

### **Depot Computerization**

Familiarization with various menus and data entry systems of depot module of MMIS, Study of various reports generated by computers; Study of programs.

### Local Purchase

Study of procedures for making local purchases. Inspection and accountal of materials purchased through Local Purchase. Cash Imprest, its recoument & accountal. Passing of bills & submission of vouchers' to the accounts.

### Special Areas

- (a) Inventory control, T.O.R, Reconciliation of vouchers, price ledgers, class ledgers, Various performance indices,. compliance of items, productivity of staff and labour, monthly and weekly meeting. Depot officers meeting, safety and coordination meeting,
- (b) Time office, passes & PTO's, sick and fit certificate,
- (c) First Aid boxes, General upkeep of depot, arranging functions, sports meet.

## **Training of Purchase, HQ**

**Day-1** Organizational setup & distribution of work, Preparation of org. chart, meeting with officers

**Day-2** Central Demand Registration, Scrutiny of demands, their registration, correspondence with indenting officers.

Policies related to Inventory Control exception, reports, action documents, monitoring of inventory performance, stores coordination meetings, store budget, purchase grant, liability register, monitoring of productivity, PCDOs, procedure orders, M&P programming, Estt. Section.

**Day-3** Provisioning, compilation of estimate sheets, preparation of purchase proposals- hands on of 2 cases, quantity vetting/ approval of A.A.C, adjustment of quantities, depot transfers, case study of minimum 4 cases, Maintenance of demand register, history sheet, rate cards, monitoring of productivity, periodical review of outstanding demands, strategies adopted, bulletin tender, criteria adopted for selection of

firms to issue limited tenders, preparation, issue & dispatch of tenders, study of cases in which LTs issued to unregistered firms, dispatch of high value tender documents documentation, preparation of statistics, preparation of tender abstracts & their vetting receipt of samples, labeling & sealing, testing of samples.

**Day-4** System of maintenance of tender boxes, their locking & sealing, opening of tenders, 6 digit & 4 digit numbering, sorting & making cases, Maintenance of tender registers, attending tender opening, technical scrutiny, visit to technical scrutiny section in mechanical/electrical departments, decision of tenders- complications, tender committees,

drafting of T.C. minutes, study & discussion of cases with dissent notes, placement of purchase order precheck by accounts, amendments to purchase orders, delivery period extension, liquidated damage, risk purchase, study of cases in which full & token LDs have been levied, studying of one cases in which risk purchase has been made.

Electronic tendering system-procedure of uploading tenders on EPS portal, tendering opening, USE of DSC etc.

**Day-5** Preparation of indents to be placed on DGS&D / Rly. Board. Production Units, types of indents, finance concurrence follow up of indents study of few indent cases, study of minimum 2 cases & its report.

**Day-6** Flow chart of registration process, forwarding samples to consignees, study of files in which purchase have been made to sample, study if inescapability of purchase to sample, Dealing firms' request for registration, scrutiny of application/registration forms, assessment of capacity/capability, financial standing etc, scrutiny of ITCC, trade groups, categories of registration, review of performance, de-listing, suspension of business dealing and black listing of firms, case studies of suspending business dealing with the firm, receipt and dispatch of dak, complaint section, disposal of audit/vigilance cases, printing and dispatch of weekly stores bulletins, placement of S/O against rate and running contracts, study of complicated cases gone for arbitration/court or taken up by audit/vigilances, study of cases and consolidation of topics as above including additional areas of inventory control, accounts and budget and any other area as directed by the office in-charge for training at HQ.

**Day (7)** Visit to a firm

**Day (8)** Visit to another firm

**Day (9)** Scrap disposal

**Day(10)** Review & feedback

Reports for Presentation & Submission During Training Review

Probationers to prepare following report for presentation & submission during Training Review. They will also study relevant cases & take notes for review at NAIR:-

Report 1:- Covering as above plus Diesel Loco items, Steel & Cement procurement procedure

Report 2:- Covering as above plus Electric Loco items & Non-ferrous items procurement procedure

Report 3:- Covering as above plus C&W items, Basic cloth & POL procurement procedure

## **Field Training Accounts (1 Week)**

**Day -1** Receipt & Registration of suppliers Bills-Allotting CO 6 number, checking of suppliers bill with respect to credits, various purchase aspects & other details, passing of bills, issue & signing of cheque & their depstach, precautions to be taken before payment of Advance payment bills, documents to be checked, dealing of advanced payment bills supported with Rly. Receipts having qualifying remarks, payment of bills received from steel authority of India Ltd. & other similar Govt. & Public sector deptts. precautions taken to avoid double payment of the bills defacement of receipt note.

Maintenance of Purchase A/cs registers, preparation of extract of purchase account register, posting of debits & credits in Purchase account register, review of balances in the purchase a/cs register, reasons for increase of debit balances in purchase suspense, strategies adopted for clearing outstanding balance in purchase account registers.

**Day-2** Payment for direct purchase from abroad, dealing with custom duties, bills for handling , bills paid through book adjustments, debits received from DGS&D, percentage charge, debits received from foreign Railways.

Clearance of differences arising out of varying average rate of exchange, sale to other Rlys., raising of debits adjustments.

**Day-3** Heads of accounts- capital & revenue, accountal of cash transactions, accountal of book adjustments, transfer certificates, local transfer certificates, signing of transfer certificates dates up to which transfer certificates to be issued, extracts of transfer certificates in full, transfer certificate register, issue of transfer certificates, adjustments with govt. of India deptts. other than foreign Railways.

Stores budget, stores journal, miscellaneous advance (capital), sale suspense, stock suspense, stock adjustment accounts, stores in transit (SINT).

**Day-4** Journal entry slips, consolidated journal slips, annual accounts, annual statement of expenditure on the stores, annual accounts, annual statement of stores transactions.

Receipts of vouchers by depot stores account office from various wards, preparation of bundle control sheets. Posting of vouchers in computer center, dealing with vouchers rejected by computers.

**Day-5** Stock adjustment account- various types & clearance, accounts stock verifications with ISA/stock verifier either at HQ or any other depot near HQ. Verifications of materials with ISA/stock verifiers, study of policy circulars regarding stock verifications, maintenance of field books, weighment & measurement, measurement v/s count,

verification of valuable articles, heavy articles, fluids, verification of unpacked goods, field book, preparation of stock verification sheet, stock sheets & their clearance, register of stock sheets, instruction for preparation of stock sheets, adjustment of supplementary

stock sheet, register of stock sheets, scrutiny of explanations submitted for discrepancies, study of register of account notes of stock verification, register of important irregularities detected by stock verifying staff, stock verification in depot, in HQ office, preparation of periodical report on stock verification follow up action, clearance of stock adjustment account, clearance of store in transit (Purchase)

Inventory control, vetting of annual consumption of high value items, contribution of account deptt. in inventory control, stores finance, pre-check of purchase order, fund certification of orders for stock items, audit, objectives, communication from audit, disposal of audit objections, draft para, Audit report and its implications and other areas as directed by concerning officer in-charge.

For stores finance- vetting of purchase orders, liquidated damages, risk purchase cases, dealing with price preference cases, other proposals of financial implications like price variation clauses, variation in tenders, imports, enforcement of conditions against defaulting suppliers, procurement of proprietary articles, DGS&D rate contract.

Probationers to prepare presentation & submission during training Review as above.

### **Field Training at RCF, Kapurthala**

- 1) To acquaint the probationers with the activities of RCF & different types of coaches being manufactured
- 2) Various stages of manufacture of coaches (sheet metal, manufacturing, side wall, roof, end panel, under frame, assembly, painting, bogie, furnishing & finishing)
- 3) Inspection of components used for manufacturing coaches
- 4) Material Planning, procurement procedure adopted
- 5) Latest designs & development in coaches
- 6) Material handling facilities at RCF, particularly use of high reach stackers in stores, ASRS & pneumatic traverser in paint shop
- 7) Computerization of materials management activities
- 8) Study of at least 15 different purchased items used in coaches

### **Field Training at Diesel Locomotive Works Imports Training**

**Day-1** Reporting to Dy.CMM/IND, meeting with COS & CMMs. Procedure of Import purchases by SMM/Import, clearance of imported item

**Day-2** Case study of imported item purchases right from receipt of demand.

**Day-3** ISO 9000 and 14001 systems & Quality projects by MR

**Day-4** Visit to depot & workshops area to be coordinated by PTC

**Day-5** Vendor development, computerization of Stores by Sr. EDPM

### **Imports**

Import Policy, Procedure, Foreign exchange, LC, Shipping and marine insurance, port and custom clearance.

### **DMW, Patiala**

- 1) To acquaint the probationers with the activities of DMW & different types of products being manufactured
- 2) Various stages of manufacture
- 3) Inspection of raw material & parts used in manufacturing
- 4) Material planning, procurement procedure adopted
- 5) Latest designs & development
- 6) Material handling facilities including storage system, housekeeping methods, registers, documentation, ISO 9000 implications on storage & purchase
- 7) Computerization of materials management activities
- 8) Distribution of products to various users
- 9) Study of at least 15 different raw materials used

### **Training of IRSS Probationers at ICF, Chennai**

Objectives of training of IRSS probationers at ICF

- To acquaint the probationers with the activities of ICF and different types of coaches being manufactured
- Various stages of manufacture of coaches
- Inspection of components used for manufacturing coaches
- Material Planning, procurement procedure adopted
- Latest designs and development in coaches
- Material handling facilities
- Computerization of material management activities

Study of at least 15 different purchased items used in coaches

### **Training of IRSS Probationers at RWF, Bengaluru**

- To acquaint the probationers with the activities of RWF and different types of Products being manufactured
- Various stages of manufacture
- Inspection of components and raw materials used for manufacturing
- Material handling facilities including storage system, housekeeping methods, labeling, location register, ISO 9000 implications on storage & purchase
- Computerisation of material management activities
- Distribution of products to various users
- Types of Scrap received from Rlys and its accountal
- Study of at least 15 different raw materials used.

## **Field Training at CLW, Chittaranjan**

Objective of training of IRSS probationers at CLW

1. To acquaints the probationers with the activities of CLW and different types of locomotive being manufactured and steel Foundry activities
2. Various stages of manufacture of Electric locomotives
3. Major equipments in an Electric locomotive
4. Inspection of components used for manufacturing locomotives
5. Materials planning, procurement procedure adopted at CLW including Material control.
6. Latest designs and development in Electric locomotives
7. Material handling facilities at CLW including Storage system, housekeeping methods, ISO 9000 implication on Storage
8. Computerization of materials management activities at CLW
9. Approved vendor list of CLW
10. Study of at least 15 different purchased items used in Electric locomotives
11. The probationers should visit D&D center for understanding latest development taking place in the field of Electric locomotives.

## **Field Training at Iron and Steel Kolkata**

**Day (1)** Training in the office

**Day (2)** 1<sup>st</sup> half – Visit to SAIL office , 2<sup>nd</sup> Half – Visit to JPC

**Day (3)** Visit to M/s Burn Std. Co. Ltd.

**Day (4)** Visit to Bokaro Steel plant / TISCO

**Day (5)** Feedback

## **Divisions & Imprest Holders Training**

The main focus of training will be on Divisional working of stores including Distribution system, Divisional purchases, Imprest Holders, Books & forms, Uniforms, etc. Probationers should also study Initiation of requisition of various stock and non-stock items, Material usage and accountal, Record keeping Criteria for making an Imprest item and its sanction, Problems about supply of. materials & their possible solutions to be discussed with Imprest Holders /Supervisory levels.

## **Non-purchase activities Training at HQ**

The probationers should study Receipt and despatch of Dak, Sample room, Complaints handling, Disposal of audit and vigilance cases, Demand consolidation, Printing and despatch of stores bulletin, PCDOs, Management of establishments, Registration section, Assessment of vendors, Trade groups, Sale section, Performance monitoring & review, etc..

### **Scrap Management Training**

The probationers should study details regarding Advice notes, Valuation criteria, Registers maintained, Dealing with discrepancies, Schedule of scrap, Classification, Sorting & Storage, Lot sizes, Reclamation, Disposal methods, Yard organization and layout, Survey committee and survey sheets, Procedure for conduct of auction, Weighment, delivery, completion reports, Sales tax realization, Disposal of material on line, Sale issue notes, etc. Scrap disposal policy, Reserve price fixation, Extension of payment time and lifting time, Auctioneering contract and tender sale.

### **Shipping Clearance Training**

The probationers should study formalities for taking delivery of imported goods, documentation, dealing with shipping company and payment of freight, customs clearance and custom duty payment procedure, survey of damaged/short receipt consignments, documentation, dealing with insurance companies, onward movement of consignments to ultimate consignees & visit to port.

### **EDP Centre Training**

The objective of the training in EDP centre will be to study the data processing scheme for Stores transactions, including voucher/ floppy movement/ online transactions, codification scheme for various vouchers/ documents, various types of reports generated, the contents of the reports, the users of the reports and the use being made of these reports. The probationers should also be exposed to penetration level of MMIS, new

development and future plans of computerization on Railways mainly relating to materials management activity.

# **SYLLABUS FOR IRSS POSTING EXAMINATION**

## **PAPER –I (PURCHASE MATTERS)**

Functions and objectives of stores department, organization of stores department.

Non purchase sections of COS office- Policy section, Tender Opening Section, Vendor Development, Inventory Control, Budget, Provisioning, Indenting, Sale & Scrap Disposal, Demand Registration, Sample Room, Confidential Section.

Purchase - Policy, Procedure, Types of Tenders, Contracts, Finalization of Tenders, LD, Risk Purchase, General Damages, Arbitration.

Purchase of special items like - POL, Steel, Cement etc. Purchase through DGS&D and Railway Board and purchase procedures and policy in Railways, Production Units.

Import of material, procedure for import of material & port clearance.

Stores budget, clearance of suspense heads. Audit and account objection, special letter, draft paras.

Computerization, MMIS, various exception reports and their disposal, E-procurement, Reverse auction

General matters - machine numbering, typing of Purchase orders, Codification, stocking proposals.

## **PAPER -II (DEPOT MATTERS)**

Depot layout, opening and closing of depot, wards, security aspects, preservation, fire fighting, storage methods.

Receipt - by road, passenger train, wagon load, goods, Collection, detention, demurrage, wharf age, inspection certificate, quantity checks, inspection, rejection, R/Note, R. Order, rejection advice, joint inspections, claim cases, recovery cases, various registers maintained in receipt section.

Provisioning, EOQ/maxima - minima, annual review system, shop manufactured items, inactive, overstock, surplus items, survey committee, vital, safety items, ABC and VED analysis, buffer stock, compliance, TOR.

Issue of material - Requisition register, Imprest stores, delivery van, dispatch of material, issue of repairable items.

Returned stores - receipt and accountal, advice note register, receipt and accountal of scrap, lot formation, auction, delivery of sold material, completion report, disposal of rolling stock, rails, sales tax/VAT, tender sale.

Depot Computerization - study of various reports, programs, price ledger, Bincard, tally card, progress of depot computerization (MMIS), E- auction & latest developments.

Local purchase - procedure of making local purchase, cash imprest and its accountal.

General matters - Routine establishment matters like D&AR, promotion, reversion, cadre, seniority, issue of passes and PTOs, sick and fit certificate, IOD, First aid, Important acts-like Factory Act, Workmen's Compensation Act, HOER etc.

Stock verification, VR and its clearance

Accounts and audit reports

Different suspense heads and clearance

Technical details and end use of important railway materials.











## Leave Record

Name

Date of joining

Nature of leave & applied date	Dates		Balance	Sanctioning Authority
	From	To		
<b>Casual Leave (CL)</b>				
<b>Restricted Holiday (RH)</b>				
<b>LAP</b>				



## **PLEASE REMEMBER**

- LAPEL CARDS MUST BE WORN IN THE ACADEMY
- CLASSES AND OTHER FUNCTIONS MUST BE ATTENDED PUNCTUALLY
- KEEPING OR CONSUMING ALCOHOLIC DRINKS IN GUJARAT IS PROHIBITED
- SMOKING IN ACADEMY CAMPUS IS NOT ALLOWED
- MANNERS & ETIQUETTES SHALL BE OBSERVED IN DEALING WITH FACULTY MEMBERS, ACADEMY STAFF AND WITH EACH OTHER AT ALL TIMES
- SOCIAL GRACES LEND CHARM TO AN OFFICER'S PERSONALITY
- BE DECENTLY DRESSED AND OBSERVE HIGH STANDARD OF BEHAVIOR & DECORUM
- FOR GUIDANCE IN OFFICIAL AND PERSONAL MATTERS, COURSE DIRECTOR MAY BE CONSULTED
- INTERACT WITH FELLOW OFFICERS AND FACULTY MEMBERS AS WELL AS VISITING FACULTY. THIS WOULD HELP BUILD BETTER INTERPERSONAL RELATIONS WITHIN THE COMMUNITY & LEARNING FROM EACH OTHER
- PARTICIPATE ENTHUSIASTICALLY IN ACTIVITIES ORGANISED BY THE ACADEMY IN AND OUTSIDE CAMPUS.
- NOT TO LEAVE HQ WITHOUT PRIOR PERMISSION
- LOOK FOR INFORMATION ON THE NOTICE BOARDS
- OBTAIN CLEARANCE ON COMPLETION OF COURSE /TRAINING FROM HOSTEL, MESS, LIBRARY, SPORTS/CULTURAL ACTIVITIES, OFFICE ETC.

**National Academy of Indian Railways**  
**Dress Code for Faculty and Trainee/ Guest Officers**

Place/ Activity	Gentlemen	Ladies
<b>Lecture/ Training sessions in class rooms/ Sabhagriha and on all formal occasions, including lunch/ dinner when visiting dignitaries or other guests are invited</b>	Formal Pant, Shirt; Sweater/ Blazer/ Jacket/ Buttoned up Coat/ Suit & tie (during winters), leather shoes	Saree/ Salwar suit/ formal Pant Shirt; Sweater/ Blazer/ Jacket/ Suit/ Shawl (during winters), leather shoes/ ladies sandals
<b>Cultural Programmes</b>	Same as in preceding row. However churidar pajama kurta / sherwani/ achkan/ dhoti/ traditional jacket (bandi) with matching footwear is also permitted	Same as in preceding row
	Performing Trainee/ Guest officer can dress up as per requirement of his/ her role	
<b>Sports and Yoga</b>	Track suit/ pant, sports shorts/ T-shirt and sports shoes. Suitable swimming costume in swimming pool only	Track suit/ pant, sports shorts/ T shirt/ salwar suit, sports shoes. Suitable swimming costume in swimming pool only
<b>Mess, Recreation Lounge, Reading Room, Billiards Lounge and open spaces on campus</b>	Formal Pant, Shirt; Sweater/ Blazer/ Jacket/ Buttoned up Coat/ Suit & tie (during winters), leather shoes	Saree/ Salwar suit/ formal Pant Shirt; Sweater/ Blazer/ Jacket/ Suit/ Shawl (during winters), leather shoes/ ladies sandals
	However Jeans, T-shirt/ casual shirt, casual shoes/ gents sandals with straps are also permitted.	However Jeans, T-shirt/ casual shirt, casual shoes/ ladies sandals are also permitted.

**Notes:**

1. Night dress or other casual dresses like loose pajama with kurta, lungi, half pants, bathroom slippers/ chappals are not permitted outside hostel rooms.
2. For any place/ activity, not listed above, Guest officer may please consult his/ her Course Director.
3. NAIR Tie may be worn during formal group photographs, inaugural and valedictory functions of AFP, AIP, BFP and BIP and other special occasions like visits of important guests/ dignitaries etc.
4. Lapel Cards must be worn during working hours (including lunch time) and during all formal occasions.