SYLLABUS OF LDA - CUM-TYPIST OF STORE DEPARTMENT FOUNDATION COURSE

Duration- 4 Weeks.

A. Subject concerning Stores

1. (a) Receipt of letters from different offices and make entry in the registers.
   (b) Timely placement before the competent authority making of list distribution and acknowledgement.
   (c) To opening the files, procedure for placement of letters, marking the PP and importance of serial number.
   (d) Printing works.

2. (a) Receipt of Indents from different deptts, and after marking preparation of list and distributions.
   (b) Procedure from preparation of different Issue notes, enlistment and distribution in time.
   (c) Preparation of F/memos, receipt of letters, registrations and placement before the authority.
   (d) Issue of gate passes.

3. (a) Preparation of NDS, LDC, C/Memo, A/memo and distribution with the materials, preparation of gate passes.
   (b) Preparation of list of materials.

4. (a) Preparation of C/memo, A/memo, R/Note, F/memo, preparation of list and timely distribution the materials.

5. Govt. Servant Conduct Rule, E & D Rule 1961, Leave Rule, Pass Rule, Pension Rule.

B. Physical Training:- First Aid & Civil Defence-100 Marks.

C. Viva-voce- 100 Marks.

TRAINING PROGRAMME FOR PROB/ASSISTANT CONTROLLER OF STORES.

Duration :- 2 Years - 104 Weeks

1.	Foundation Training at RPA/CTG	18 Weeks
2.	Training at BPATC/Saver	~~17~~ " 26
3.	Field Training :-	
(a)	(i) In COS/General/PHT's office	4 "
	(ii) In COS/Purchase/PHT's office	8 "
(b)	(i) In DCOS/D/SDP's office	4 "
	(ii) In LMH Stores Depot	2 "
(c)	(i) In Mechanical Stores Depot/PHT	2 "
(d)	In Mechanical Stores Depot/ISD	2 "
(e)	In Diesel Stores Depot/DA	2 "
(f)	In Mechanical Stores Depot/DA	3 "
(g)	In DCOS/Shipping office/PHT	3 "
	(ii) In DCOS/Shipping (Port) office	3 "
(h)	In DCOS/Printing/PHT's office	3 "
(i)	(i)In DCOS/Printing/PHT's office	2 "
	(ii) In DCOS/General/PHT's office so(MNS)	3 "
(j)	(i) In New Stores Depot/PHT	3 "
	(ii) In Diesel Stores Depot/PHT	3 "
	(iii) In Kanchan Nogar Stores/Depot	2 "
4.	In Head Quarter's office:	
(a)	In the office of Project Director (Purchase)	2 "
(b)	In COS/CRB/RJHI's office	4 "
(c)	In CPO/CRB/RJHI's office	2 "
(d)	In CME/CRB/RJHI's office	2 "
(e)	In CE/CRB/RJHI's office	2 "
(f)	In CSS/CRB's office	2 "
5.	Final Course at RTA/CTG for End Final Examination.	6 "

Total = 104 Weeks
= 2 Years

SYLLABUS ON MATERIAL MANAGEMENT FOR ACOS
PROBATIONAR UNDER BCS RAILWAY ENGG. CADRE.

Duration- 18 Weeks
200 Marks

Chapter-1 MATERIAL MANAGEMENT :

1.1 Introduction.
1.2 Importance & purpose of Material Management
1.3 Responsibilities & duties of Material Management Department in Bangladesh Railway.
1.4 Organisational Structure of Material Management Department of Bangladesh Railway.
1.5 Merits & Demerits of centralised and decentralised material management system.
1.6 Personal relationship between the officers of material management and those of other user Deptts.

Chapter-2 CLASSIFICATION OF STORES & THEIR CATALOGUE.

2.1 Definition of Catalogue and its importance.
2.2 Recoupment Policy : Value analysis, Mate or Buy.
2.3 Shop made items : System of preservation of Raw material and placing work order.
2.4 Stock & Non-stock items.
2.5 System of submitting Stocking application for Non-stock items : Stocking application, Sanction Memo.
2.6 Classification of Stock items :
Ordinary Stores.
Emergent Stores.
Custody Stores.
Imprest Stores.

Chapter-3 INVENTORY CONTROL :

3.1 What is Inventory control ?
3.2 Importance & Technique to keep Inventory at minimum level.
3.3 Stock Control & Material control.
3.4 Role of Computer in Inventory control.

Chapter-4 DEPOT ADMINISTRATION AND ITS MANAGEMENT :

4.1 Depot officer & his responsibility.
4.2 Organisation structure of Depot.
4.3 Sources of materials, documentation and accounting system of the materials receipt by the depot.
R/Note, Forwarding Memo, M.D.M., Advice Note, Adjustment stock sheet, Numerical Ledmer Card, D.T.I.
4.4 Maintenance & Preservation system :
Preservation of Iron & Steel, Wooden, Rubber, Clothing and painting materials, FIFO, LIFO.
4.5 Security : Theft, Pilforage & Fire.
4.6 Issue, Supply and distribution system.
4.7 Requisition and its classification :
Ordinary requisition, Workshop requisition, Imprest requisition.

4.8 Security of requisition & Authority to issue.

4.9 Issue Note : Distribution & its significance, Gate pass Distribution & Transportation.

4.10 Recoupment system : ACST Maxima, Minima, Lead/Lag time, outstanding dues, pending demand, safe/buffer stock, Annual consumption, average consumption, merits & demerits of ACST system.

4.11 Difference in recoupment Policy of ordinary stores and Emergent stores & its significance.

4.12 System of initial recoupment of new stock items and its significance.

4.13 Re-order-point system : R.O.L. (Re-order level), A.M.C. (Average monthly consumption), R.O.Q.(Re-order quantity), merits & demerits of Re-order-point system. (E.O.Q. Economic order quantity).

4.14 Stock verification system : Accounts verification and system of adjustment of difference between the Card balance and Ground balance, Adjustment stock sheet, BTR (Book Transfer).

4.15 Surplus stock & its classification :
Reasons for surplus & how to overcome it, Fore issue, substitute issue, advance intimation to the users about apprehension of surplus.

4.16 Survey of unserviceable stores and their sale procedure.

Chapter-5 : PURCHASE DEMAND :

5.1 Definition & its classification.

5.2 Scrutiny of purchase requisition.

5.3 Adjustment of stock of different indentors (depots) and preparation of consolidated indent in centralised purchase system, ACST, Extract, MTI.

5.4 Consideration of "sources" of materials and their market in determining quantity to be procured.

Chapter-6 : PURCHASE BUDGET:

6.1 Scrutiny of Budget and clearance for purchase against direct requisition of the users.

6.2 Purpose of Suspense Buget for purchase of stock items and its Accounting system .

6.3 Preparation of Suspense Budget.

6.4 Consideration of source & market factors for preparation of purchase budget.

6.5 Control of Suspense Budget:
ABC analysis, VED analysis, variety reduction, standardisation.

Chapter-7 : PURCHASE TECHNIQUE:

7.1 Definition of "Purchasing".
7.2 Right quality : Its necessity and ways to ensure quality.
7.3 Right quantity : Effect of excess/over or shortage to the right quantity.
7.4 Right time : Its necessity and ways to ensure right time.
7.5 Right source : Its necessity and ways to ascertain the right source.
7.6 Right price : Effect of paying lower & higher prices, Method for assessment of right price.

Chapter-8 : PURCHASE PROCEDURE:

8.1 Reviewing of dues particulars of the material to be purchases.
8.2 Reviewing of the 'quantity' to be procured and determination of Delivery time after examining probability of getting materials against outstanding orders & present stock of the item.
8.3 Documentation.

Chapter-9 : TENDER:

9.1 Definition of Tendering and essential requirements.
9.2 Earnest Money & its purpose.
9.3 Classification of Tenders.
9.4 Proforma Invoice.
9.5 Scrutiny of quotations and their evaluation :
FOB value, Freight, commission, C&F, CIFC, FAS, F.Q.R, import value, Landed cost, Custom Duty, Sale Tax, Free Delivery value.

Chapter-10 : TENDER COMMITTEE:

10.1 Tender Committee at different level, Criteria to nominate members other than Purchase Department.
10.2 Responsibilities of Tender Committee.

Chapter-11 : CONTRACT / PURCHASE ORDER:

11.1 Definition and its Terms & Conditions.
11.2 Security Money and its purpose.
11.3 Classification of Contract.
11.4 L/C (Letter of Credit) and its international Terms and Conditions.

Chapter-12 : QUALITY CONTROL & MATERIALS INSPECTION:

12.1 What is quality ?
12.2 Requirements to ensure correct quality.
12.3 Specification.
12.4 System & Technique of inspection of materials.
12.5 Chemical analysis.
12.6 Mechanical analysis.
12.7 Metallurgical analysis.
12.8 Physical Examination.

12.8 Heat Treatment
12.9 Sampling
12.10 Receipt Note : Preparation, distribution and its significance.
12.11 Rejection Memo: Limit for withdrawal of Rejected materials, Ground Rent.
12.12 System of payment of Test charges (for acceptable & rejection materials.
12.13 C/Memo, approval Memo, Forwarding Memo, Challan, Gate journal.
12.14 System of Despatch & Transportation of accepted materials : Effect of Transportation system on Lead time.

Chapter-13 : PRE-SHIPMENT INSPECTION :

13.1 Procedure for preparation of contact.
13.2 Procedure for payment of Inspection Fees.
13.3 Clearance of Materials :
Bill of Lading, Invoice, Inspection certificate, work Test certificate, Packing list, I.G.M.(Import General Manifesto),
Bill of Entry, Revolving Account, FCL, LCL, Nil Mark, Wrong Mark, Survey, D.O.

Chapter-14 : SYSTEM OF PRINTING & SUPPLY OF MONEY VALUE FORM & TICKETS :

14.1 Organisational structure of B.Rly. Printing press and its working procedure.
14.2 What is Money value form ? Importance of security for its printing & distribution. Ways of ensuring security.
14.3 submitting demand for Tickets by the Commercial Deptt.
14.4 Programming for printing of Tickets.
14.5 Importance of security for printing of tickets and their distribution.

B. General Paper-100 Marks.
See General Syllabus- A, B, C, D, E, F, G, H, I, J, K, L.

C. Physical Training:- First Aid & Civil Defence-100 Marks.

D. Viva-voce- 100 Marks.

SYLLABUS FOR SSAE (STORES) REFRESHER COURSE

Duration- 4 Weeks.

A. Subject concerning Stores - 100 Marks.

1. (a) Role of Stores organization & functions..
   (b) Duties & responsibilities of SSAE (Stores)
   (c) Yearly Indent for procurement of stores and other indents.
   (d) Classification of stores & preparation of P.L. Books.

2. (a) Storage, Inspection & scientific maintenance of stores.
   (b) Preparation of class wise ACST, finding at all recipients and placements.
   (c) All correspondences for recipients.
   (d) Custody of stock, maintenance and sorting.
   (e) Control & utilization of returned stores, surplus stores and excess stores.
   (f) Maintenance of Inventory dead stock registers, yearly verifications and etc.
   (g) Survey of scrap materials and classifications.
   (h) Preparation of Indent paper as per "REOPT".

3. (a) Function of shipping branch.
   (b) Receipt of documents from custom authority for clearance of materials.
   (c) Procedure for taking delivery of materials from Port Authority and handing over to Indenters.
   (d) Assessment of damaged consignments, time and classifications.
   (e) Clearance of Airlift materials.

4. (a) Section wise function of Inspection branch.
   (b) Receipt of stores , Inspection and distribution.
   (c) Maintenance and classifications of scrap materials.
   (d) Local procurement of stores and its distribution.

B. General Paper-100 Marks.
   See General Syllabus- A, B, C, D, E, F, G, H, I, J, K, L.

C. Physical Training:- First Aid & Civil Defence-100 Marks.

D. Viva-voce- 100 Marks.

SYLLABUS FOR PROMOTION TO THE CATEGORY OF SSAE(STORES)

Duration- 4 Weeks.

A. Subject concerning Stores - 200 Marks.

1. (a) Role of Stores organization & functions..
   (b) Duties & responsibilities of SSAE (Stores)
   (c) Yearly Indent for procurement of stores and other indents, its examinations and assessment.
   (d) Classification of stores & preparation of P.L. Books.

2. (a) Storage, Inspection & scientific maintenance of stores.
   (b) Preparation of class wise ACST, finding at all recipients and placements.
   (c) All correspondences for recipients.
   (d) Custody of stock, maintenance and sorting.
   (e) Control & utilization of returned stores, surplus stores and excess stores.
   (f) Maintenance of Inventory dead stock registers, yearly verifications and etc.
   (g) Survey of scrap materials and classifications.
   (h) Preparation of Indent paper as per "REOPT".

3. (a) Function of shipping branch.
   (b) Receipt of documents from custom authority for clearance of materials.
   (c) Procedure for taking delivery of materials from Port Authority and handing over to Indenters.
   (d) Assessment of damaged consignments, time and classifications.
   (e) Clearance of Airlift materials.

4. (a) Section wise function of Inspection branch.
   (b) Receipt of stores , Inspection and distribution.
   (c) Maintenance and classifications of scrap materials.
   (d) Local procurement of stores and its distribution.

B. General Paper-100 Marks.
See General Syllabus- A, B, C, D, E, F, G, H, I, J, K, L.

C. Physical Training:- First Aid & Civil Defence-100 Marks.

D. Viva-voce- 100 Marks.

SYLLABUS FOR SAE (STORES) FOUNDATION COURSE

Duration- 18 Weeks.

A. Subject concerning Stores - 200 Marks.

1. (a) Role of Stores organization & functions..
   (b) Duties & responsibilities of SAE (Stores)
   (c) Yearly Indent for procurement of stores and other indents.
   (d) Classification of stores & preparation of P.L. Books.

2. (a) Receipt of requisitions in depot, entry in Registers & its disposal.
   (b) Receipt & issue of stores & its maintenance.
   (c) Utilization of return stores, surplus stores & excess stores.
   (d) Recoupment policies.
   (e) Preparation of issue Notes and maintenance of Ledger cards.
   (f) Delivery of materials to consumers and its distribution.
   (g) Imprest stores, its list and its replaced stores.
   (h) Locking, sealing of wards and handing over the charges to RNB staff for security purpose.
   (i) Stock verification and preparation of reply of stock sheet.
   (j) Function of stores depot in respect of disposal of scrap materials.
   (k) To acquire experiences in depot function.

3. (a) Procedure for taking delivery of materials from Port Authority and handing over to Indenters.
   (b) Procedure for taking custom clearance.
   (c) Functions of R & I.
   (d) To acquire experience in different section of shipping branch.
   (e) Clearance of Airlift materials.

4. (a) Functions of Inspection branch.
   (b) Section wise functions of Inspection branch.
   (c) Procedure for maintenance of rejected materials.

B. General Paper-100 Marks.
   See General Syllabus- A, B, C, D, E, F, G, H, I, J, K, L.

C. Physical Training:- First Aid & Civil Defence-100 Marks.

D. Viva-voce- 100 Marks.

SYLLABUS FOR SAE (STORES) REFRESHER COURSE

Duration- 4 Weeks.

A. Subject concerning Stores - 100 Marks.

1. (a) Role of Stores organization & functions..
   (b) Duties & responsibilities of SAE (Stores)
   (c) Yearly Indent for procurement of stores and other indents.
   (d) Classification of stores & preparation of P.L. Books.

2. (a) Receipt of requisitions in depot, entry in Registers & its disposal sequence.
   (b) Receipt & issue & maintenance of stores.
   (c) Utilization of return excess & surplus stores.
   (d) Procedure of Recoupments.
   (e) Preparation of issue Notes and maintenance of Ledger cards.
   (f) Issue & delivery of the stores to consuming deptt.
   (g) Imprest stores, its list and its replaced stores.
   (h) Procedure of Locking, sealing system and handing over the charges to RNB staff and means of its security system.
   (i) Verification of stock and preparation of reply of stock sheet.
   (j) Function of stores depot in respect of disposal of scrap materials.
   (k) To acquire experiences in different function in depot.

3. (a) Function of shipping organization.
   (b) Clearing procudure of stores from Port authority at Jetty and its delivery to the Indentions.
   (c) Procedure of clearance of stores from custom authority.
   (d) Function of the R & I section.
   (e) To acquire experience in different sections of shipping organization.
   (f) Clearance of Airlift materials.

4. (a) Functions of Inspection Depot.
   (b) Procedure of section wise works of Inspection Depot.
   (c) Procedure of receipt, Inspection & Delivery system of Inspection Depot.
   (d) Maintenance of rejected stores.
   (e) Procedure of collection permanent stores.

B. General Paper-100 Marks.
   See General Syllabus- A, B, C, D, E, F, G, H, I, K, L.

C. Physical Training:- First Aid & Civil Defence-100 Marks.

D. Viva-voce- 100 Marks.

SYLLABUS FOR HEAD ASSTT. OF STORES DEPTT. PROMOTION COURSE

Duration- 4 Weeks.

A. Subject concerning Stores - 100 Marks.

1. (a) Stores organization, its functions, maxima, minima., canons of financial property, schedule of power.
   (b) Classification of stores & preparation of P.L. Books.
   (c) Purchase Policy, Different kinds of Tenders procedure and power of purchase.
   (d) Opening of L/C and Banking implications thereof.

2. (a) Functions of stores depots.
   (b) Classification of scraps.
   (c) Control of surplus stores and classifications.
   (d) Preparation of survey sheet and survey committee.

3. (a) Function of shipping Branch.
   (b) Shipping documents, Invoice, Inspection Bill of Entry.
   (c) C D S T Recipient policies.
   (d) Procedure of filling claims for compensation, Time limit, documents for claims, survey documents of damaged consignments.

4. (a) Functions of Inspection Branch.
   (b) Office Management.
   (c) Problem of Inspection Branch and solutions.

B. Physical Training:- First Aid & Civil Defence-100 Marks.

C. Viva-voce- 100 Marks.

SYLLABUS OF UDAs (STORES) PROMOTION COURSE

Duration- 4 Weeks.

A. STORES - 100 Marks.

1.1 E & D Rules, 1961.
1.2 S. B. F. Rules, Group Insurance, Education, Health Service and assistance, Welfare Trust.
1.3 Office procedures, Seniority Rules, Transfer, Posting, Promotion Rules

2.1 Railway Accounts : Classifications of Expenditures, Capital, Revenue and Store Accounts, Price list preparation and Renewals
2.2 Stores Budget and its preparation, Budget Grant, Demand for Grant, Appropriation.

3.1 Organization and Functions of Stores Deptt., Disposal of damaged and scrap materials, preparation of pay orders and schedule of powers.
3.2 Preparation and Renewal of P.L. Book.
3.3 Purchase policy- Difference of Tenders and schedule of power of purchase.

4.1 Functions of Depots.
4.2 Maintenance of Depot Ledger Card, and its order of posting.
4.3 Yellow and Red Signal.
4.4 Sorting of survey sheets and its sale procedure.
4.5 Preparation of ACST.

5.1 Functions of Shipping Branch.
5.2 Shipping document, Invoice, Inspection certificate, Bill of Entry, CD, ST and procedure of Recoupment.
5.3 Procedure for filling claim, Time limit, various documents of claims, survey documents of damaged consignments.

6.1 Functions of Inspection Branch.
6.2 Office Maintenance.
6.3 R/Note preparation and sorting.
6.4 Problems of Inspection Branch and its remedial measures.

B. Physical Training:- First Aid & Civil Defence-100 Marks.

C. Viva-voce- 100 Marks.