

Integral Coach Factory /Chennai-600 038

Question Paper for Written Examination to be held on 18.10.2013 for selection of AMM  
(Group-B) against 70% Quota

Time allowed: 3 Hours

Maximum Marks:150

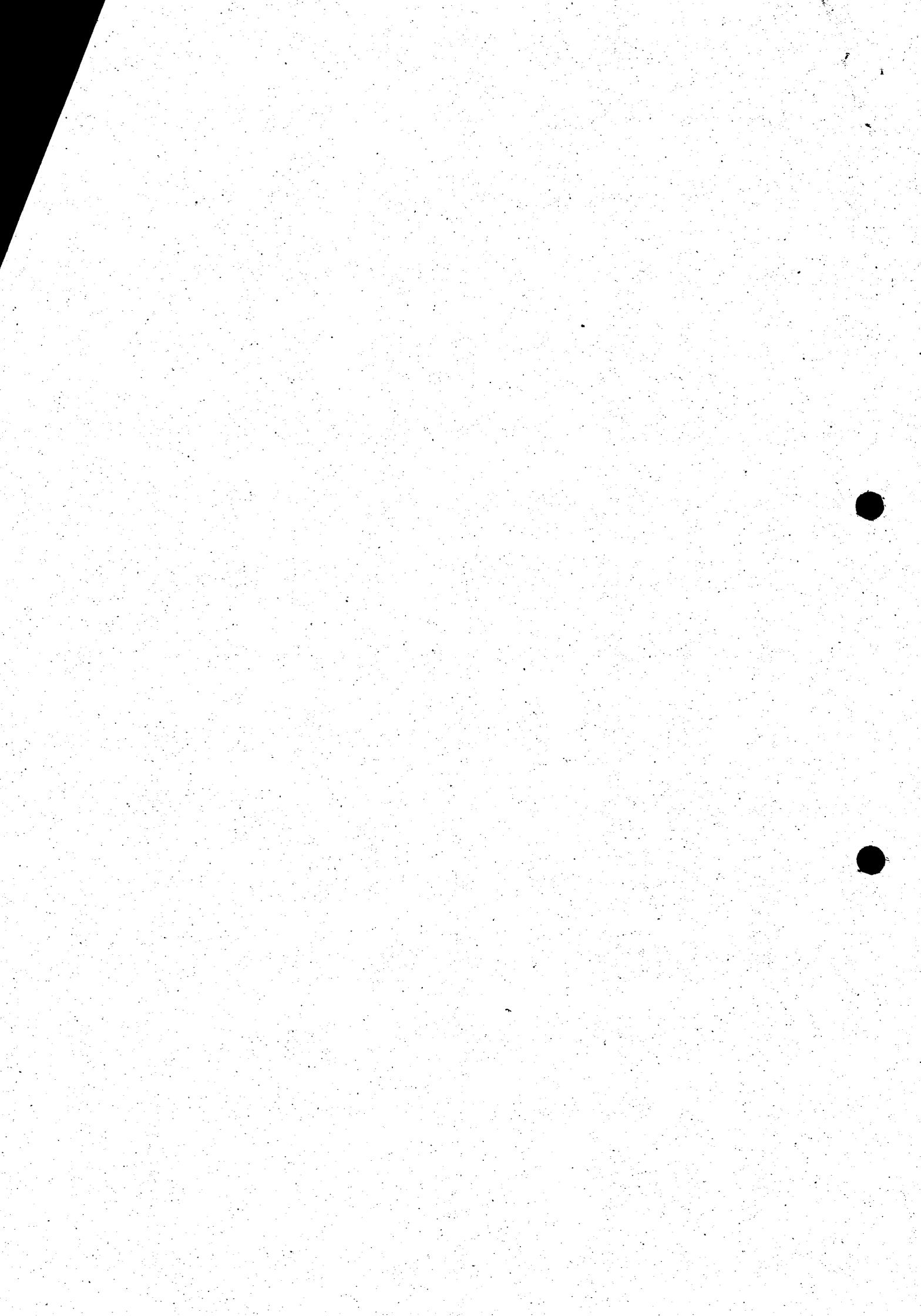
Instruction to the Candidates

1. *Answer any 6 (six) questions, but at least 1 (one) question must be attempted from Section A.*
2. *Each question carries equal marks. Marks against each part of the question are also indicated.*
3. *Do not write your name or put signature / any identification mark anywhere on the answer book.*

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**SECTION - A**

- 1(a) According to official language rules, in which region the following states fall (any five)? 5x1
- (i) Assam      (ii) Manipur      (iii) Tripura      iv)Gujarat  
(v) Punjab      (vi) Rajasthan      (vii)Maharashtra
- (b) Write a short note on provisions under Section 3(3) of official language act. 10
- (c) What are the CVC guidelines for ensuring transparency in public procurement? 10
- 2(a) What is the purpose of suspending an employee? What benefits a suspended employee get from the administration during the period of suspension? 5+5
- (b) Assume that a highest grade supervisor is absent from duty unauthorizably for more than 100 days, the administration has decided to issue charge memo to him for imposing major penalty. Prepare a draft charge memo with full details. 10
- Also indicate the competent authority to sign the charge memo, imposing major penalty, disposal and review petition. 3
- What is the time limit for submission of explanation to the charge memo, enquiry report, appeal and review petition 2
- 3(a) What is Stores Budget? What are the major items of Debit and Credit in a Stores Budget? What are the different stages at which the Stores Budget is reviewed? 5+5+5
- (b) Write short note on preparation of Railway Budget in respect of ordinary working expenses. 10



SECTION- B

- 1 (a) Describe in brief 'Procurement memo' and 'Annual Estimate Sheet' Systems of provisioning of stores in ICF 10
- (b) Under what conditions, single offer received against limited tender can be accepted? 5
- (c) Briefly describe the procedure of opening of tender under E-procurement system. 10
- 2 (a) Describe the procedure of locking and sealing of wards and depositing keys. 10
- (b) What security arrangements/safeguard should be taken in stores depot against:- 5 + 5 + 5
- (i) Fire
- (ii) Theft and Pilferage
- (iii) Mis-appropriation of stores
3. (a) Name the major categories of scrap items that get generated in the Railway system. 5
- (b) What are the advantages and disadvantages of sale of scrap by e-auction and manual auction? 10
- (c) Can sale be done by Limited Tender? If so, under what circumstances and for which category? 2 + 5 + 3
- 4 Discuss briefly (any five) 5 x 5
- i. Computer as an aid to Inventory Control
- ii. Inventory performance indices on IR
- iii. Reasons for accrual of Surplus Stores
- iv. Payment through RTGS
- v. Development Order
- vi. Debit-Credit Summary
- vii. Adjustment of differences of Sale value and Book value of scrap