

127/c

**QUESTION PAPER FOR WRITTEN EXAMINATION FOR DEPARTMENTAL
SELECTION FOR PROMOTION TO GROUP-B (ACOS) IN STORES DEPARTMENT**

TIME - 3 hours

Date : 07.06.2005

TOTAL MARKS - 150

Instructions :

- Answer **ANY FOUR** questions from **Part A**. Each question in Part A carries 30 marks.
- Answer **ONE** question from **Part B** and **ONE** question from **Part C**. Each question in Part B & Part C carry 15 marks
- **The answers for Part A should be in one booklet. The answers for Part B and Part C should be in another booklet.**
- Present the answers in a neat & legible fashion, and the answers may be to the point.

PART A - STORES

1. Describe the Material Planning activity at ICF - through procurement memo, annual estimate sheet, and non-stock indents.
2. Explain the working of a Receipt Branch of the Stores Depot - covering aspects regarding the role, the procedures followed, the registers maintained, and the documents generated.
3. Discuss the activities undertaken by a clearing and forwarding ward/section of the Stores depot - duly covering aspects of clearance of cargo from Air, Rail and Lorry terminals, and forwarding of cargo through Air, Rail, and Lorry transport. List out the registers and documents handled.
4. ICF is required to procure Pantry equipment for the Military coaches to be manufactured in 2005-2006. The requirement is for 14 coaches and material is required to be available from August 2005 onwards. The lead-time for the manufacturer is 45 days from date of P.O. and value of purchase is Rs.1.40 crores. The material is to be bought to ICF specification. What is the mode of tendering you would resort to? Explain in detail the process from the receipt of PM till release of Purchase Order.
5. Write short notes on (6 marks each)
 - a. Working of an Issue ward
 - b. Proposal for a Material Storage shed for the Works Programme
 - c. Joint Inspection of rejected material
 - d. Disposal of a non-moving item
 - e. Rejection of material & disposal
6. Explain the difference between (5 marks each)
 - a. Purchase Preference & Price Preference
 - b. Advertised Tender & Special Limited Tender
 - c. Liquidated damages & General Damages
 - d. Rate contract & Running contract
 - e. Codification & Standardization
 - f. Tender Committee & Survey Committee
7. Discuss the various methods and tools by which Inventory is managed at ICF.

PART B - FINANCE

1. Describe the process of the Stores Budget during a financial year - covering the Budget estimate, the Revised Estimate, and the Final modification.
2. Write short notes on (5 marks each)
 - a. Accounts Stock verification
 - b. Purchase suspense
 - c. Accounts vetting in the Purchase process
3. A vendor has supplied material against a Purchase Order for a stocked item. He has received his copy of the Receipt Note from the Stores Depot. He has to claim the payment and submit his bill. Explain the process for Bill passing till issue of cheque.

PART C - ESTABLISHMENT

1. Explain the provisions under the Official Languages Act as applicable to the working of a Government Department.
2. Write short notes on (5 marks each)
 - a. Rules applying to Privilege Passes
 - b. Annual Confidential Reports
 - c. Workmen's Compensation Act
3. Discuss the Staff Welfare measures undertaken by the Administration of ICF.