

ESTABLISHMENT, STORES & GENERAL QUESTIONS

A) Objective:

Ranker Section – B Question Bank – General (Common to all Trades)

**QUESTION BANK WITH ANSWERS FOR JEE – II EXAMS (AC cadre)****Each question carries one mark.**

- 1) Chief Electrical Engineer is the Electrical head of the South Central Railway.
- 2) The full form of CESE is Chief Electrical Service Engineer
- 3) Inventory can be in the form of Raw materials, supplies, in process goods .
- 4) In computer terminology, LAN stands for Local area network.
- 5) I.R.S stands for Indian Railway standard.
- 6) 21 languages are recognized by the eighth schedule
- 7) On passing of which examination conducted by the Hindi Training Scheme, Personal pay will be given Pragya.
- 8) Metal Token pass issued to Officers.
- 9) Maternity leave can be granted for a maximum period of 180 Days.
- 10) Maximum LHAP that can be granted at one time 24 Months.
- 11) RDSO stands for Research, Design and Standards Organisation.
- 12) RDSO located at Lucknow.
- 13) An employee can be deemed suspended, if he is detained in custody for more than 48 hrs reviewed
- 14) According to D and AR, commission means UPSC.
- 15) Railway Board located at New Delhi
- 16) Women employees having two minor children may be granted child care leave for a maximum period of 730 days during their entire service.
- 17) Rejected saleable scrap should be sent to Scrap Depot, Lallaguda.
- 18) Dismissal is a more serious punishment.
- 19) PHOD stands for Principle Head of the department.
- 20) Extraordinary leave can be granted in combination with other leaves except CL.
- 21) PHOD of the Electrical Department CEE.
- 22) During Hospital leave full salary is granted for a period of 120 days.
- 23) During Special Disability leave full salary is granted for a period of 120 days.
- 24) Head quarters of South Central Railway is located at Secunderabad.
- 25) SCR stands for South Central Railway.
- 26) Following leaves can be granted in combination LAP+LHAP+ Commuted leave.
- 27) For donation of blood one day Special Casual Leave.
- 28) Decode COFMOW Central Organisation for Modernization of Workshops.
- 29) Compulsory retirement is a Major penalty.
- 30) ISO stands for Institute of Science and Ocean studies.
- 31) EMS stands for Environmental Management system.
- 32) ISO 9000 Series deals with QMS.
- 33) ISO 14000 Series deals with EMS.
- 34) S1302A indent will be generated, when the value of material is more than Rs. 10,000/-.
- 35) With holding of the Privilege Passes or Privilege ticket order or both is a Minor penalty.
- 36) Rs. 2800/- is the grade pay of Technician –I
- 37) Paternity leave can be granted for a maximum period of 15 days.
- 38) Periodicity for checking the fire extinguisher 3 months.
- 39) The term CCA stands for city compensatory allowance.
- 40) Leave cannot be claimed as a matter of right.
- 41) The leave sanctioning authority may refuse or revoke of any kind of leave.
- 42) The leave sanctioning authority cannot alter the kind of leave due and applied for.
- 43) LAP can be accumulated up to maxim of 300 days.
- 44) Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate.
- 45) Leave not due during the entire service is limited to maximum of 360 days.
- 46) The duration of maternity leave is for 135 days.

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- 47) ISO 9000 Series deals with QMS
- 48) ISO 14000 Series deals with EMS
- 49) ISO 18001 Series deals with OHSAS
- 50) If attempts are made to make an instrument very sensitive, quality is likely to be impaired is precision.
- 51) In computer terminology, ID address is computer address
- 52) In computer terminology, IP stands for Internet protocol
- 53) In computer terminology, ORACLE is a Database.
- 54) Hospital leave can be granted for a maximum period of 28 months.
- 55) In computer terminology, LAN stands for local area network.
- 56) In computer terminology, HTTP is an Protocol.
- 57) I.R.S stands for Indian Railway standard.
- 58) In computer terminology, IDE is related to HDD.
- 59) How many languages are recognized by the eighth schedule 21.
- 60) In computer terminology, Modem is a Analog to Digital / Digital to Analog converter.
- 61) Rail wheel factory located at Yelahanka, Bangalore.
- 62) In computer terminology, ISP is a service provider.
- 63) In computer terminology, MB stands for mega bytes.
- 64) In computer terminology, NTFS is a file system.
- 65) In computer terminology, One kilo byte is equal to 1024 bites.
- 66) In computer terminology, 80386 Processor is a 32 bit microprocessor chip used in personal computers.
- 67) In computer terminology, Gateway in computers A device that connects dissimilar networks.
- 68) Leave not due shall not be granted in case of leave preparatory.
- 69) LHAP can be converted in half period of leave on an average pay on medical grounds is called commuted leave.
- 70) Action to eliminate the cause of a detected non conformity is Corrective action.
- 71) Meeting of PREM committee at Railway board, zonal Railway and Divisional Railway level will a quarter.
- 72) RWF stands for Rail wheel factory.
- 73) In computer terminology, ISP stands for Internet service provide.
- 74) Gear tooth vernier is used to measure pitch line thickness of gear.
- 75) Accuracy is agreement of the result of a measurement with the true value of the measure quantity.
- 76) Acronym of LHB Linke Hoffman Bosch.
- 77) In computer terminology, AGP stands for Advanced graphics port.
- 78) An abbreviation made up of the first letters of a series of words is called acronym.
- 79) In computer terminology, Bluetooth is a communication device.
- 80) Censure is a Minor penalty C.
- 81) House rent allowance for 'X' classified cities is 30% of basic pay.
- 82) House rent allowance for 'Y' classified cities is 20% of basic pay.
- 83) House rent allowance for 'Z' classified cities is 10% of basic pay.
- 84) For the purpose of HRA Hyderabad is 'X' classified city.
- 85) For the purpose of HRA Warangal is 'Y' classified city.
- 86) For the purpose of HRA Tirupathi is 'Z' classified city.
- 87) In computer terminology, a CD-R drive that can read CDs.

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- 88) In computer terminology, a CD drive that can read, write, and the rewrite CDs CD-RW drive.
- 89) In computer terminology, A high-capacity disc that uses optical technology to store data in a form that can be read but not written over CD-ROM.
- 90) A non railway official can assist 3 D and AR cases at most.
- 91) A photo electric device in which the resistance of the metal changes directly proportional to the light striking on it, is called photo conductive cell.
- 92) A tooth paste tube can be produced by hollow backward extrusion.
- 93) In Electronics terminology, DTS is related to sound system.
- 94) In computer terminology, DVD stands for Digital versatile disk.
- 95) Email address uses @ symbol.
- 96) For P.N.M. meeting's agenda should be submitted by the union for discussion<sup>1</sup> before 2 days in advance of Schedule date of meeting.
- 97) CAMTECH located at Gwalior.
- 98) Errors which are regularly repetitive in nature are systematic errors.
- 99) In computer terminology, DOS stands for disk operating system.
- 100) Expand the term CAMTECH centre for advanced maintenance technology.
- 101) In computer terminology, DNS stands for domain name system.
- 102) In computer terminology, CPU stands for central processing uni
- 103) D and AR formed in the year 1968.
- 104) In computer terminology, data transmission is measured in bits/s.
- 105) Optical flats are made of quartz.
- 106) 3000/- will be given for festival advance.
- 107) 3000/- will be given for Cycle advance.
- 108) In computer terminology, key board is the input device of PC.
- 109) In computer terminology, CPU is the out put device of PC.
- 110) With holding of privilege pass for 10 years is minor penalty
- 111) With holding of the Privilege Passes or Privilege ticket order or both is a... Minor penalty
- ....
- 112) In Computer terminology, RED HAT is related to LINUX
- 113) Reduction to lower stage in time scale of pay by one stage for a period exceeding three year is a major
- 114) Reduction to lower stage in time scale of pay by one stage for a period not exceeding three year is a minor penalty
- 115) In computer terminology, RAM stands for random access memory
- 116) The D and A rules are derived from 309 article of Indian constitution.
- 117) Festival advance can be recovered in ...10.... equal instalments.
- 118) PEASD stands for Passenger emergency alarm signal device
- 119) PEAV stands for Passenger Emergency alarm valve
- 120) On motor cycle advance, interest can be recovered
- 121) Dy.CMM/M&E/LGD can recouped the stock items value up to Two Lakhs through local purchase
- 122) TRD stands for Traction distribution
- 123) UPS stands for uninterruptible power supply
- 124) A railway servant shall be permitted to encash leave on average pay upto 10 days
- 125) For availing encashment leave ...30..... days of leave on average pay should be available to employee's credit after taking into account the period of encashment as well as leave availed of.

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- 126) The total leave so encashed on average pay during the entire career shall not exceed 60 days
- 127) Expand RELHS Retired Railway Employees Liberalised Health scheme
- 128) How many berths available in AC two tier coach 48
- 129) What is RSP rolling stock programme.
- 130) How many clauses are there in ISO 9001:2000(E) quality system 8
- 131) What is the **maximum** speed of Duranto Express 160 Kmph
- 132) The number of slip gauges in a set are 103
- 133) The retired railway servant can hold not more than seven D and AR cases in his hand to act as defence helper.

**B) QUESTION & ANSWERS:****Q.1 What is Honorarium?**

Ans: Honorarium is a remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit on to justify a special reward.

**Q.2 What is substantive Pay?**

Ans: Substantive pay means the pay other than special pay, personal pay or emoluments classified as pay by the President under Rule 1303(iii) to which Railway Servant is entitled on account of post to which he has been appointed substantively or by reasons of his substantive position in a cadre.

**Q.3 What is meaning of "Officiating"?**

Ans: Officiating Means the Railway Servant officiate in a post where he performs the duties of a post on which any other person holds a lien or when a competent authority appoints him to officiate in a vacant post on which no other railway servant holds lien.

**Q.4 What is LDCE?**

Ans: Limited Departmental Competitive Examination. In Civil, Electrical, Mechanical, S&T Dep. 25% of Vacancies are filled by this minimum pass Marks are 60%.

**Q.5 What is Dearness Allowance?**

Ans: Dearness Allowance is in the nature of compensation for Established increase in the cost of living and comprised of Dearness Allowance, Additional Dearness Allowance and Dearness Pay as the Government may from time to time decide.

**Q.6 Which are the allowances are exempted from the income tax?**

- Ans:
1. Sumptuary Allowance and uniform Allowance
  2. Death cum Retirement gratuity received by Government Servant their families.
  3. Gratuity received by an employee
  4. Any payment in commutation of pension.
  5. Amount by way of encashment of unutilized earned leave.
  6. Any some received under life insurance policy.

**QUESTION BANK WITH ANSWERS FOR JEE – II EXAMS (AC cadre)****Q.7 Elaborate Vigilance Organization and what is Central Vigilance Commission Act 2003?**

Ans: Vigilance implies a state of being watchful or on the alert. There is a Chief Vigilance commission for all Central Government Ministries and departments. Indian Railway had set up a Vigilance unit under a under Control of Sr., Dy. ,GM on Zonal Railways. CVC ACT, 2003 Mandates - the Central Vigilance Commission to enquire or cause an enquiry into complaints against public servants wherein allegations of corruption are involved. The commission can cause an enquiry through the Chief Vigilance Officer of the Organization concerned or CBI or any other anti-corruption investigating agency under the Government of India.

**Q.8 What is Arbitration?**

Ans: Arbitration is a device for setting up difference between the Railway Administration and contractor by intervention of third person without the help of Court of Laws. Under the procedure the contractor may call for arbitration after 90 days of his presentation of final claim on disputed matter. There would be two Arbitration and also umpire over them. Arbitrators are appointed by General Manager.

**Q.9 What are the objectives of PREM?**

Ans: The broad objectives of PREM are :

1. evaluate the functioning of the Railways and exchange date and ideas on way and means of improving the efficiency and viability of the enterprise
2. to facilitate effective and meaningful participation of the Railway employees in the management process.
3. to discuss and identify the measures for improving the quality of service in the rail passengers and safety operations.

**Q.10 What is Trade Union Act 1926?**

Ans: The Act provides for Registration of Trade Unions. It clarifies privileges of Registered Trade Unions and Rules.

**Q.11 What is a tribunal and purpose of CAT.?**

Ans: It is a forum appointed by a statute having powers to all adjudicate on the matter falling within its jurisdiction. The Central Government has Established. Administrative tribunals with effective from Nov. 1st 1985.

Purpose: Speedy and inexpensive adjudication or trial of disputes or complaints regarding recruitment and conditions of service of Central Government employees.

**Q.12 What is workmen's compensation act 1923 and its features?**

Ans: It provides for Payment of compensation to workers in case of accidents involving injuries to them or to their dependents in case of death. The Act also provides for a machinery to deal with claims of the workers.

Important features:

1. Pay limit which was Rs.1000 hitherto) for a person in Schedule II to be a "Workman" has been removed. So now such a person shall be covered by this Act irrespective of his pay limit.
2. The amount of compensation will now be related to a 'relevant factor' has been given in Schedule IV.
3. ½ monthly payment will now be 25% of monthly wages.

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4. Amount spent on medical treatment shall not be deemed as a payment or allowance received by worker
5. A new and more comprehensive Schedule III of Occupational diseases' has been given.

**Q.13 What are the objectives and applicability of factories act 1948?**

Ans: The Act lays down the obligation of the occupier of a factory in the matter of cleanliness of the premises, disposal of wastes and effluents, maintenance of proper ventilation and temperature, prevention of overcrowding, provision of cool drinking water, latrines and urinals, fencing of machinery, maintenance of machines in safe condition, precautionary measures against fire hazard, provision of washing facilities, fixing of weekly holidays and payment of overtime allowance, prevention of accidents etc. The factories Act applied to all Railway Workshops and production units, but does not extend to Loco sheds and carriage and Wagon Depots which have been specially exempted.

**Q.14 What are the objectives and applicability of payment of wages act 1936?**

Ans: This Act Aims securing prompt and regular payment of wages with out any arbitration. Deductions to certain clause of person employed in Industrial Establishment including Railway either directly or through a sub – Contractor by a person full filling agreement with Railways and Employing or having employed twenty or more person are any day of proceeding 12 months.

**Q.15 What is the classification of workers under HOER?**

Ans: (i) Continuous: An employment is continuous except when it is “Excluded” or declared to be “Intensive” or “Essentially Intermittent”.

(ii) Intensive: An employment is intensive when declared to be so on grounds that it is of a strenuous nature involving continued mental or physical strain or hard manual labour with little or no periods of relaxation.

(iii) Essentially intermittent: An employment is essentially intermittent. When it is declared to be so on grounds that daily hours of duty normally include periods of inaction aggregating to six hours or more including at least one such period of not less than one hour or two such periods of not less than half an hour each during which the employee may be on duty but is not called upon to display either physical activity or sustained attention.

**Q.16 What is the railway conduct rule 1966**

Ans: The conduct rules which were revised as a result of recommendation of Shanthanam Committee and other prescribed the standard of conduct expected of every Railway servant and members of their family. All orders / instructions issued by Supervisors from time to time must be obeyed.

**Q.17 What are the principles for natural justice?**

Ans: Principle of natural justice are the principles which lay down and elaborate the reasonable opportunity which should be given to the charged employee.

Principles:

1. The hearing must be impartial.
2. Reasonable opportunity should be given to defend the case.



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3. Reasons for decisions should be made known to the accused.
4. The charges should be intimated in advance.
5. Justice should not only be done, it should also appear to have been done.

**Q.18 Describe appointing authority ?**

Ans Appointing Authority in relation to a Railway Servant means –

(a) the authority to make appointment to the service of which the railway servant is, for the time being a member or to be grade or the service in which the Railway servant is, for the time being included or

(b) the authority empowered to make appointments to the post which the Railway servant for the time being holds. Or

(c) The authority which appointed the Railway servant to such service, grade or post, as the case may be or

(d) where, the Railway servant having been a permanent member of any other service or having substantively held any other permanent post, has been in continuous employment under the Ministry of Railways, the authority which appointed him to that service or to any grade in that service or to that post, which ever authority is the highest authority.

**Q.19 Describe disciplinary authority ?**

- Ans:
- (a) In relation to the imposition of a penalty on a Railway servant, the authority competent, to impose on him penalty is as per schedule in normal course and in case of imposing major penalties such authority would be Appointing Authority.
  - (b) In relation to Rule 9 (Major Penalty) and clauses (a) and (b) of sub rule (1) of Rule 11 (Minor Penalty) in the case of any Gazetted Officer, an authority competent to impose any of the penalties specified in Rules 6.
  - (c) In relation to Rule 9 in the case of any non-gazetted Railway servant, an authority competent to impose major penalties specified in Rule 6.

An authority, who can impose any penalty under D&A rules, may impose a minor penalty.

For initiating a disciplinary proceeding, an authority who is competent to impose a minor penalty, may issue the charge sheet. But as soon as he comes to know that based on the Inquiry (the punishment required to be imposed is not within his competence, he should forward the case to the competent authority.

**Q.20 Define suspension under DA & R ?**

Ans: Suspension is not a penalty.

(1) An employee may be placed under suspension –

(i) When a disciplinary proceeding is contemplated or pending against him or

(ii) When engaged in activities prejudicial to the interest of the State, or



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(iii) When a criminal case is pending investigation, inquiry or trial..

(2) An employee shall be deemed to have been suspended:-

(i) If he remains in police custody for exceeding 48 hours.

(ii) If he is convicted for an offence and sentenced to imprisonment for a period exceeding 48 hours and is not forthwith dismissed removed or compulsorily retired.

**Q.21 Define deemed suspension under DA & R ?**

Ans: When a penalty of dismissal, removal or compulsory retirement, imposed on an employee under suspension, is set aside on appeal or revision and the case is remitted for further inquiry or action, the order of his suspension shall be deemed to have continued in force from the date of the original order of dismissal etc.

**Q.22 Describe subsistence allowance?**

Ans: Subsistence Allowance is allowance granted to employee under suspension equal the leave salary an half average pay and allowance admissible on such pay.

**Q.23 Mention any four types of minor penalties?**

Ans: Minor: (i) Censure

(ii) Withholding of promotion for specified period.

(iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Rly. Adm. by his negligence etc.

(a) Withholding of passes or PTOs or both

(b) Reduction to lower stage in time scale for not more than 3 yrs. Without cumulative effect and not affecting adversely his retirement dues.

(iv) Withholding of increments (with or without cumulative effect).

**Q.24 Mention any four types of major penalties?**

Major: (1) Reduction to a lower stage

(2) Reduction to a lower time-scale, grade, post or service

(3) Compulsory Retirement

(4) Removal

(5) Dismissal.

**Q.25 What is ex-party enquiry?**

Ans: When charged employee refuses to participate the despite repeated sittings, but not when he is submitting Medical Certificate of sickness Ex-partee inquiry is conducted.

**QUESTION BANK WITH ANSWERS FOR JEE – II EXAMS (AC cadre)****Q.26** What is the period of availability of privilege passes?

- a) Single Journey pass – 3 months from the date of issue
- b) Return Journey pass – 4 months from the date of issue
- c) Settlement Pass – 1 year from Retirement
- d) Kit Wagon Pass – 1 month from issue.

**Q.27** What is the meaning of “Family” in view of passes?

- Ans:
- (i) Wife/Husband whether earning or not.
  - (ii) Son under 21 years when wholly dependent
  - (iii) Unmarried daughters of any age – earning or not
  - (iv) Widowed daughters when wholly dependent (“Wholly dependent” is one whose monthly income from all sources including pension/pension equivalent does not exceed Rs.3000/- to rs.3500/- p.m. plus appropriate dearness relief as sanctioned from time to time or 15% of pay whichever is more.
  - (v) Step-sons, unmarried step-daughters.
- Age limit will not apply to bonafide students and invalid children,.

**Q.28** Mention any 8 types of passes. ?

- Ans
- 1. Privilege Pass
  - 2. Resident Card Pass
  - 3. Duty Pass
  - 4. Post Retirement Passes
  - 5. Special Passes
  - 6. Kit Passes or Transfer/Retirement
  - 7. School Pass
  - 8. Platinum Pass.

**Q.29** What is encashment of leave?

- Ans:
- Those retiring after 30-09-77 were able to draw cash equivalent of leave salary on average pay to the extent of LAP at their credit at the time of their retirement subject to maximum of 300 days LAP
- For Group C & D Employees during service eligible Encashment of leave average pay upto 10 days at the time of availing passes/PTOs for a maximum period of 60 days in their entire service.

**Q.30** What is the procedure for sanction of commuted leave?

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Ans: Reconversion or commutation of one type of leave into another retrospectively may be considered if the sick and fit certificates are from the Authorized Railway Medical Attendant. LHAPs may be committed to LAP by surrendering 2 days LHAP for one day of LAP without any limit in case of an medical grounds.

**Q.31 Define Maternity Leave?**

Ans: It is a full pay leave, Female Government Servant with less than 2 Serving Children may be granted Maternity leave by an authority competent to grant leave for period of 135 days from the date of its commencement.

Total period of Maternity leave on account of mis-carriage/abortion should be restricted to 45 days in the entire service of Female Railway servant..

**Q.32 Give any six General leave rules?**

Ans: General:

- a) Leave cannot be claimed by the employee as a matter of right. The right to grant or refuse leave vests in the authority competent to sanction leave.
- b) The leave usually commences on the day charge is handed over and ends on the day the charge is taken over again.
- c) Leave sanctioning authority cannot alter the kind of leave due and applied for except at the written request of the employee.
- d) Leave already availed may be converted into another kind of leave on employee's request retrospectively but not after retirement.
- e) Leave cannot be sanctioned for more than 5 years.
- f) Combination of holidays proceeding or in continuation of leave is permitted. In case of medical certificate of sickness, the holidays will be part of sickness leave.
- g) The employee is not permitted to take up any employment during the period of leave.

**Q.33 What is LHAP?**

Ans: At the rate of 20 days per year. No restriction on accumulation. It can be availed on medical certificate or otherwise. It may be commuted to LAP by surrendering 2 days LHAP for one day of LAP without any limit in case of on medical grounds and upto 180 days in entire service in other cases. However, if any employee does not return to duty after commuted LHAP is over, it shall be reconverted to LHAP. Teachers will not earn LHAP after 11-12-84.

**Q.34 Describe any six kinds of leave?**

Ans: 1. LAP (Leave Average Pay)

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2. LHAP (Leave Half Average Pay)
3. CL (Casual Leave)
4. ML (Maternity Leave)
5. SDL (Special Disability Leave)
6. S L (Study Leave)

**Q.35 What is Restricted Holiday?**

Ans: Restricted Holidays are optional Holidays. Two Restricted Holidays are to be selected by each employee working in administrative office from the list circulated for this purpose. The office opens on these days.

**Q.36 What is productivity-linked Bonus?**

Ans: Productivity Linked Bonus is a Bonus based on the productivity of the Railway during the year. The year 1977 – 100 is the base year entitling to a Bonus of 25 days and any excess or decrease over it by 2250 million Revenue Tonne KM will less bonus. If the productivity falls below Index 90 then no Bonus shall payable for that year.

**Q.37 What is Incentive bonus?**

Ans: If an employee does not withdraw any amount from his Provident Fund Account (including Voluntary Provident Fund) for a period of three continuous years. He is granted additional 1% incentive bonus as interest after adding up his interest for the third year.

**Q.38 What is PF?**

Ans: PF is Provident Fund. Every employee contributes 8 ½% of his monthly pay to his Provident Fund Account which is maintained in the Accounts Department. This amount to recovered from his pay Bill. Each Provident Fund Account is allotted a Specified number.

**Q.39 What is Local Purchase?**

Ans: The local Purchase need of stock and Non-stock items arises (a) to meet the emergencies (b) to maintain operation efficiency (c) to procure items of small value which have not been stocked as per policy of Railways and (d) when supplies are not received against contracts and stores are required immediately.

**Q.40 Describe the PL Number under the Material Management?**

Ans: The stores items have been codified in an eight metric structure under an “Integrated Data Processing Technique for materials and Stores”. The code number of an item (XX XX XXXX) is described as follows: First two digits indicate the group as per revised classification. Next two digits indicate the sub-group in which the item is listed. Last four digits indicate the serial number of all item – the last digit of the four represents the check digit calculated on MODULUS ii METHOD.

**Q.41 What is the ABC Method of material Management?**

Ans: ABC Analysis: To have EFFECTIVE CONTROL, THE Railway Board have classified the stores and fixed ceilings as under: A. 1. Category: Annual usage value – above Rs.5 lakhs A. 2 Category: All items having annual usage value between Rs.50,000 and 5 lakhs - Stock not

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to exceed three months requirement.

B.1 Category: All items having annual usage of Rs.25,000 & above but below Rs.50,000 – Stock not to exceed six months requirement.

B 2. Category: All items having annual usage value of Rs.10,000 and above, but below Rs.25,000/- - Stock not to exceed six months requirements.

C Category: All items having annual usage of value of below Rs.10,000 – Stock not to exceed 12 months requirement.

D Category: All items which not moved more than one or two years. ---

**Q.42 Under what condition should a PAC is issued.?**

Ans: Proprietary Article Certificate is issued to Purchase the material if (a) No other make/brand will be suitable (b) This is the only firm who is manufacturing/stocking this item and (c) A similar article is not manufactured/sold by any other firm which could be used in lieu.

**Q.43 What is Limited Tender?**

Ans: Purchase through advertised tender is time consuming process and therefore, when the purchase value is less than Rs.3 lakhs or if the item is urgently required, we invite tenders from a limited number of firms. These firms are normally our approved suppliers, but in certain cases, limited tenders can be invited from unregistered firms also with the approval of the competent authority

**Q.44 How to procure the stock items?**

Ans: Stock items are purchased through COS/SC calling for tenders by Limited and Open tenders.

**Q.45 How to revise the AAC of stock items?**

Ans: AAC of the stock items are made once in a year. The same is vetted by accounts and sanctioned by ADRM. The items which are obsolete has to be deleted the items which are low value as to be deleted and procured through imprest. To increase the items of AAC justification should be given for increased in the AAC of the item.

**Q.46 What is the Special Indent and when it should be used?**

Ans: The special indent is used when item is not an imprest item for the consignee as special account and also the full quantity of the item is not supplied against P.D. (Periodical demand) and balance quantity will be drawn against special indent.

**Q.47 What is the procedure for making the non-stock item into stock item?**

Ans: The Non-stock item which is used frequently by the user department such items are to be converted into stock items. The stock items are procured by stores department and stock at various depots. The whole procedure for converting from NS to Stock item is done by SAF. The NS item is sent to stores depot for certification of stocking of the item and Associate Finance vetting is done and forwarded to HQrs. For onward transmission to COS Office for stocking and purchase. .

**Q.48 What is Zero based Budgeting?**

Ans ZBB is that all the financial requirements of a Budget unit are analyzed, evaluated and justified annually and not just the increased or additional requirements. It is evaluation

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and prioritization of all programmes at different levels of efforts.

**Q.49** What is the procedure for indent T & P items?

**Ans:** Non-Stock Indent has to be placed for procurement of T&P Item. Indent Rate up to 10,000/- should be approved by JAG Officer. Indent Rate more than Rs.10,000/- approval should be taken from ADRM / SAG for procurement of T&P items.

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