



**SOUTHERN RAILWAY**

Headquarters Office,  
Personnel Department,  
Chennai – 600 003.

No.P(G)532/II/ACM/30% LDCE/CCBT/2025-26

Date: 19.08.2025

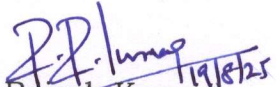
DGM/Co-ord. & Secretary to GM for kind information of GM, AGM  
SDGM & CVO, PCOM, PCCM CCM/PM,CCM/PS &Catg,  
CTPM, CPTM, CFTM, CCM/FM, PCSO CPRO, PCSC,  
CAO/CN/MS & ERS, MTP(R)MS CE/CN/MMS,  
DRM/P/MAS, TPJ, TVC, PGT, MDU, SA,  
Principal/MDZTI/TPJ, LO/MMC/MAS  
Sr.DOM/DOMs MAS, TPJ, TVC, PGT, MDU, SA,  
Sr.DCM/DCMs MAS, TP.J, TVC, PGT, MDU, SA,  
Additional Registrar/RCT/MAS, ERS.

Sub: 30% LDCE for the Group “B” post of ACM – Commercial  
Department in Pay Matrix Level – 8 – through CCBT – **Addendum**  
Reg

Ref: Notification issued under letter of even No. dated 11.08.2025.

Further to the Notification dated 11.08.2025, Syllabus for Financial Rules  
& Establishment Rules is enclosed as Annexure ‘A’.

Encl: Annexure ‘A’

  
(R. Rajesh Kumar)

Assistant Personnel Officer/Gaz/CBT  
For General Manager

Copy to: PCPO, CPO/Admin, CPO/G, CPO/IR

Dy.CPO/Gaz, ,HQ,

SPO/Co-Ord., APO/Genl.,APO/GAZ, Consultant C, M& E,

Ch.OS/NGS/Commercial.

GS/SRMU, DREU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA.

**Syllabus for Selection (30%) for promotion to Group "B" post of ACM in Commercial Department**

**Syllabus for Financial Rules:**

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget -Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation -Classification of expenditure -Control of expenditure - Responsibility Accounting - Performance Budgeting -Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works -Surveys - Preparation of Estimates - Capital Budget -Control over Capital Expenditure - Re-appropriation of Funds.
5. Financial control over Stores Expenditure -Purchase and Stores Keeping Procedure -Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time.

  
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**Syllabus for Establishment Rules:**

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARS.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e - office. HRMS, IPAS, LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

  
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