

Roll No.....

SAS-II/55/060811

PAPER-V (DRAFTING AND COMPUTER KNOWLEDGE)

Time allowed: 3 Hours

Max. Marks: 100

NOTES

- Attempt all questions and part of a question may be attempted continuously at one place.
  - Rough work should be done on the space provided for in the answer sheet( at Page No.2)
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Q.1(A) Write the précis of the following passage of about one third of the original length and give suitable title:-

Driving in the fog is one of the most dangerous time to be on the road. Let us understand why fog hinders driving. Fog normally occurs during winter when the days are warm and the nights very cold. During the day, the ground heats up and retains the heat. As night falls and temperature drops, the air becomes heavy and dense and falls to the ground which is warm. This difference in temperature causes vapour in the air to condense. You begin to see the air. This is fog. This fog can be almost about 20 to 30 meters thick. Meteorologists refer to this as ground fog. It is entirely possible that a tall structure like the Qutab Minar may have its top sticking out in bright sunshine from a vast white blanket of cloud which stretches from Amritsar to Allahabad. Aircrafts cannot land or take off. Flights have to be rescheduled to afternoon hours. That would also be the best time for you to be driving. As the day progresses and the sun heats up the ground again, the hot air close to the ground rises and the fog or dense air

begins to dissipate. By mid-day fog usually disappears. Fog can reduce visibility to a bare 5-10 meters. This is no time to be at speed. The first defensive action to take while driving in the fog is to reduce speed. There are some very definite do's and don'ts to be observed while driving in the fog. As mentioned, reduce speed immediately and if necessary shift into a lower gear. Be ready to brake suddenly. Obstacles on the road show up without notice. Drive at a speed so that you can stop in the distance covered by your vision.

Check your rear-view mirror. Is the driver behind you too close on your tail ? He may not be keeping a safe distance. If you feel unsafe, tap your brakes a couple of times to alert the driver following you. If necessary, put on your hazard flashers. Do not attempt to overtake. This would be a suicidal move. Indian drivers are known to drive on the wrong side of the road, attempting a short cut. Do stay in your lane. Use the white lines as markers and at no time should you cross an unbroken yellow line to enter the other lane. Avoid this or else you'll face traffic head-on. Driver on low beam. Higher beams of full headlights blind the drivers coming from the opposite side. It also hinders and reduces your own visibility. The strong white lights are not capable of penetrating the opaque blanket of fog. Do have your wipers and windscreen washer functioning properly. Fog lights, which are yellow, are definitely a help.

(Marks: 7+2)

B) Find words from the passage which have the same meaning as given below:-

- i) a thick covering or layer
- ii) disappear or disperse
- iii) passing through

iv) obstructs

(Marks: 1x4)

- C) As per passage, write four precautions which should be taken while driving in the fog?

(Marks: 2)

Q.2 Do as directed:

A) Change the following sentences from active to passive voice:-

- i) Your good fortune please me.
- ii) Who will have thanked the chief guest?
- iii) The C.I.D. was watching his movements very carefully.

(Marks: 1x3)

B) Rewrite the following sentences into indirect speech:-

- i) The notice says "Donot enter the garden".
- ii) The old man said " Alas ! there's no one to look after me".
- iii) Bingo the clown said, "Tonight will be my last night at the Circus".

(Marks: 1x3)

C) Complete the following passage by filling in the blanks with suitable preposition:-

We made trips (i).....the boat (ii).....the break of dawn or late (iii).....the evening. The best was when we saw a small herd (iv).....elephants going (v).....a pond to drink water soon (vi).....dawn.

(Marks: 1x6)

D) Give the meaning of following idioms/phrases:-

- i) A blessing in disguise
- ii) Bury the hatchet
- iii) Feel the pinch

(Marks: 1x3)

Q.3

A) Define the following:-

- i) Processor
- ii) Task Bar
- iii) Icons
- iv) Server
- v) Bluetooth
- vii) Antivirus

(Marks: 1x6)

B) Expand the following abbreviations:-

- i) PROM
- ii) WWW
- iii) RAM
- iv) GUI
- v) DBMS
- vi) DMP

(Marks: 1x6)

C) Answer the following questions:-

- i) What do you mean by windows? Name the oldest and latest versions of windows.
- ii) Write steps to edit text in the MS Word.
- iii) What is autoformat? How you can apply this option to already made table?
- iv) Write the steps to insert a chart in a powerpoint slide.
- v) How can you add transition to a slide?

(Marks: 1x5)

D) Differentiate between the following:-

- i) Formulate and functions?
- ii) Print and print preview option?
- iii) Workbook and worksheet?
- iv) Folder and file
- v) Hard disk and pendrive

(Marks: 1x5)

- E) Write shortcut key for the following task:-
- i) To cancel print or layout preview.
  - ii) To copy into the memory.
  - iii) To cut text.
  - iv) To undo.
  - v) To print a document.
  - vi) To select the entire document.
  - vii) To paste
  - viii) To save a file

(Marks: 1x8)

- F) Write an email to Financial Advisor, PSPCL, Patiala on behalf of SE/DS Circle, PSPCL, Jalandhar for intimating a special budget demand for a state level function to be organized at Jalandhar on 1.10.2011. Assume dummy email id's for both officers.

(Marks: 5)

- G) Name the official website of PSPCL and list any four main headings given at the top of webpage.

(Marks: 1+4)

Q.4

- A) Write a DO letter from CE/DS (South), PSPCL, Patiala to all SE/DS under him advising that in view of approaching paddy season, they should take all necessary steps to strengthen the distribution network of their respective circles. Further they should intimate their urgent requirement of material for field as well Grid Substations.

(Marks: 5)

- B) Write a public notice on behalf of CE/Commercial, PSPCL, Patiala to be published in a leading English Newspaper, appealing the general public to save electricity in summer season.

(Marks: 5)

- C) Write the full EMD amount for an open tender of value Rs.50 (Fifty) Crores. Calculate the minimum value of

EMD for participating in this tender. Who are exempted from depositing EMD?

(Marks: 1+2+2)

Q.5

A) Chief Purchase Officer O/O CE/Material Management, PSPCL, Patiala wants to purchase 500 No. distribution transformers through e-tendering against tender enquiry No.Q-3819. The brief description of equipment is 11/0.433 KV, 200 KVA, 3 phase, 50 cycles distribution transformers. Downloading of specification/tender documents from PSPCL website may be allowed from 3.9.11 and end date may be fixed one month later. Tender documents may be received after 3 days from end date and tenders may be opened on same day. Cost of specification may be fixed as Rs.2500/- to be deposited in the form of Demand Draft in favour of AO/CPC (M), PSPCL, Patiala. Prepare NIT for publication in Newspaper as well as for display on PSPCL website.

(Marks: 7)

B) As per latest instructions:-

i) What is the delegation of power of Central Purchase Committee and WTDs for deciding open tenders and single tender?

(Marks: 1x4)

ii) What is the cost of tender documents if estimated cost of supply is Rs.2.0 Crores.

(Marks: 1)

C) As per decisions of WTDs, a purchase order for supply of material has been placed on some firm. Firm has supplied the material late i.e. after expiry of delivery period and has now sent a request for extension of delivery period. What is the procedure for processing such cases and name the competent authority for approving such cases.

(Marks: 3)

SAS-II/55/070811  
PAPER-VI (ACCOUNTS AND AUDITING)

Time allowed: 3 Hours

Max. Marks: 100

**NOTES**

- Attempt all questions and part of a question may be attempted continuously at one place.
  - Rough work should be done on the space provided for in the answer sheet ( at Page No.2)
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Q.1 A Ltd. Company had 6% Rs.100000/- debentures on 1.4.2010. Interest is paid annually on 31<sup>st</sup> March. The terms of issue provide that the company should pay to the trustees Rs.12000/- each year, to be applied by the trustees in redemption of debentures by purchase below par in the open market. It is also provided that 1/5<sup>th</sup> of the outstanding balance is to be redeemed from this year, if the redemption by purchase is below the required amount, the balance is redeemable at par by drawing lot on 31<sup>st</sup> March.

On 1.4.2010 the trustees had Rs.1690/- represented by 5% Investment (cost Rs.16000/- face value 17000/-) and Rs.900/- cash. The trustees purchased Rs.13000/- debentures at Rs.96/- cum-interest on 30.9.10 and the balance required was redeemed by drawing lot. For this purpose Rs.12750/- 5% investments were sold for Rs.11750/- ex interest, balance being met from cash in hand.

Surplus cash in hand was invested to acquire investments on the value of Rs.6000/-. You are required to show the following in the books of company:-

- i) 6% Debenture Account
- ii) Debenture Trustees Fund Account
- iii) Debenture Trustees Investment Account
- iv) Debenture Trustees Cash Account
- v) Debenture Interest A/c

(Marks: 20)

- Q.2 (a) The Cash Book of Mr.X shows Rs.8464 as the balance at the Bank as on 31<sup>st</sup> December 2010, but you find this does not agree with the balance as per Bank Pass Book. On scrutiny you find the following discrepancies:-
- a) on 15<sup>th</sup> December the payments side of the Cash Book was undercast by Rs.200/-.
  - b) a cheque of Rs.231/- issued on 25<sup>th</sup> December was recorded in the cash column.
  - c) one deposit of Rs.250/- was recorded in the cash book as if there is no Bank column therein.
  - d) on 18<sup>th</sup> December the debit balance of Rs.1576/- as on the previous day, was brought forward as credit balance.
  - e) of the total cheques amounting to Rs.11614/- drawn in the last week of December, cheques aggregating Rs.7815/- were encashed in December.
  - f) dividends of Rs.350/- collected by the Bank and subscription of Rs.200/- paid by it were not recorded in the Cash Book.



- g) one outgoing cheque of Rs.450/- was recorded twice in the Cash Book.

Prepare a Bank reconciliation statement if the accounting year is financial year (ii) calendar year.

(Marks: 15)

- Q.2(b) Write a short note on marshalling.

(Marks: 5)

- Q.3(a) From the following balance sheet of M/s Ashwarya Ltd. compute:-

- i) Equity Ratio
- ii) Debt Equity Ratio.
- iii) Funded Debt to total capitalization.
- iv) Fixed Assets to net worth ratio.
- v) Solvency Ratio.
- vi) Current Assets to proprietor's fund ratio.
- vii) Fixed Asset Ratio.

Balance Sheet of M/s Ashwarya Ltd.

Liabilities	Rs.	Assets	Rs.
Equity share capital	3,00,000	Goodwill	90,000
9% preference share capital	1,50,000	Land & Building	1,00,000
Reserve fund	50,000	Plant & Machinery	2,50,000
Profit & Loss A/c	20,000	Equipment	60,000
Share premium	10,000	Furniture or fixture	80,000
8% Debenture	2,00,000	Sundry debentures	
		110000	
		Less provisions 20000	90,000

6% mortgage loan	60,000	Bills receivable	1,00,000
Sundry creditors	80,000	Stock	1,20,000
Income Tax provision	20,000	Prepaid expenses	1,500
Depreciation fund	50,000	Cash balance	45,500
		Preliminary exp.	2,000
		Discount on issue of debenture	1,000
	9,40,000		9,40,000

(Marks: 15)

- Q.3(b) List the provisions regarding redemption of preference shares as laid down in Section 80 of the Companies Act, 1956.

(Marks: 5)

- Q.4(a) You are the auditor of a trading concern. Your client wants protection against losses of cash sale proceeds. Suggest a suitable system of internal check for the same.

(Marks: 10)

- Q.4(b) A joint stock company, which depreciates its machinery at 10% on diminishing balance method had on 1<sup>st</sup> Jan. 1999, Rs.9,72,000/- to the machinery account.

During the year 1999, part of machinery purchased on 1.1.97 for Rs.80000/- was sold for Rs.45000/- on 1<sup>st</sup> July, 1999 and a new machinery at a cost of Rs.1,50,000/- was purchased and installed on the same date. Installation charges being Rs.80,000/-.

The company wanted to change its method of depreciation from diminishing balance method to straight line method with effect from 1<sup>st</sup> Jan. 1997 and adjust the difference

before 31<sup>st</sup> December 1999. The rate of depreciation remains the same as before. Show the machinery account and ascertain the amount chargeable to profit and loss account as depreciation or obsolescence loss in the year 1999.

(Marks: 10)

- Q.5(a) As an Internal Auditor for a large manufacturing Company, you are asked to verify whether there are adequate records for identification and value of Plant & Machinery, tools and dies and whether any of these items have become obsolescent and not in use. Draft a suitable audit programme for the above.
- Q.5(b) Comment on the following:-  
Obtaining audit evidence in performing compliance and substantive procedure.
- Q.5(c) Distinguish between principles and techniques of audit.
- Q.5(d) The company has sent semi-finished goods to third party for further processing, which is lying with them at the end of the year. What is the duty of the auditor with regard to the above.

(Marks: 5x4)

Roll No.....

SAS-II/55/080811

PAPER-VII (INDUSTRIAL, COMMERCIAL LAWS & DIRECT TAXES)

Time allowed: 3 Hours

Max. Marks: 100

**NOTES**

- Attempt all questions and part of a question may be attempted continuously at one place.
  - Rough work should be done on the space provided for in the answer sheet( at Page No.2)
  - Missing figures, if any, may be assumed.
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Q.1 (i) Compute the taxable value of pre-requisites in respect of medical facilities availed of by X from his employer in the following situations:-

- a) The employer reimburses the following medical expenses:-
  - i) treatment of Mrs. X by his family physician Rs.4200/-
  - ii) treatment of X's mother (dependent upon him) Rs.1200/- from a private doctor.
  - iii) treatment of Mrs. X in a private nursing home Rs.3600/-
  - iv) treatment of X's brother (not dependent upon him Rs.400)
  - v) treatment of X's grand father( dependent upon him) Rs.1500/-
- b) The employer pays an insurance premium of Rs.3000/- under a health scheme on the health of X.
- c) The employer maintains a hospital for the employees where they and their family members are provided free

treatment. The expenses on the treatment of X and his family members during the year 2010-11, were as under:-

- i) treatment of X's major son (dependent upon him) Rs.2200/-
  - ii) treatment of X Rs.5200/-
  - iii) treatment of X's uncle Rs.4600/-
  - iv) treatment of Mrs. X Rs.8000/-
  - v) treatment of X's widowed sister( dependent upon him) Rs.4100/-
  - vi) treatment of X's handicapped nephew Rs.2500/-
- d) Expenses of treatment of cancer of married daughter of X at Tata Memorial Hospital, Bombay paid by the employer Rs.50,000/- and reimbursement of medical expenses for medical treatment of himself amounting to Rs.20,000/-.
- e) The following expenses on treatment of X's major son outside India were paid by the employer:-

		Actual expenses	Expenses permitted by RBI
i)	Actual medical expenses	75000/-	60000/-
ii)	Expenses on stay abroad of X's son and brother who accompanied the patient.	65000/-	45000/-
iii)	Travelling expenses of X's son and X's brother	120000/-	-

Assume that the other income of X is (a) Rs.150000/- (b) Rs.180000/-.

(Marks: 10)

Q.1 (ii) Following benefits have been granted to its employee B by M/s V Ltd.:-

- a) Housing loan @ 6% PA amount outstanding on 1.4.2010 is Rs.600000/-, B pays Rs.12000/- P.M. on 5<sup>th</sup> of each moth.
- b) Air-conditioner purchased 4 years back for Rs.20,000/- have been given to B for Rs.9000/-.

Compute the chargeable pre-requisites in the hands of B for the assessment year 2011-12.

The lending rate of SBI on 1.4.2010 for housing loan may be taken as 10%.

(Marks: 5)

- Q.1(iii)
- a) Briefly explain the cases where input credit is not available under VAT.
  - b) Explain the income variant of VAT.

(Marks :  $2 \frac{1}{2} \times 2 = 5$ )

- Q.2.
- i) State how the employee's State Insurance Fund is constituted. Enumerate in detail the purposes for which the fund may be expended.

(Marks: 8)

- ii) Define and discuss, ' arising out of and in the course of employment' as used in Section 3 of the Workmen's Compensation Act, 1923.

(Marks: 4)

- iii) What provisions have been introduced by the Factories Act, 1948 for granting annual leave with wages to different type of workers?

(Marks: 8)

- Q.3(a) 'An agreement in restrain of trade is void'. Discuss the statement giving exceptions to it, if any.

(Marks: 10)

- Q.3(b) i) Write a short note on emergency measures in case of pollution of streams or wells under the Water Pollution & Control of Pollution Act.

(Marks: 5)

- ii) Define State Board and discuss in detail the constitution of State Board under the Water Pollution & Control Pollution Act.

(Marks: 5)

- Q.4(a) Who may be an arbitrator? State the provisions of law relating to the appointment of arbitrators?

(Marks: 10)

- Q.4(b) i) When an offence is constituted U/S 138 of the Law of Negotiable Instruments?

(Marks: 6)

- ii) Write short notes on  
a) Facultative endorsement  
b) Shah Jog Hundi

(Marks: 4)

- Q.5 Examine the obligations of the person responsible for paying income to deduct tax at source and indicate the due date of such tax wherever applicable in respect of the following items:-

- i) X Ltd. the employer credited salary due for the financial year 2010-11 amounting to Rs.240000/- to the account of Q, the employee, in its books of account on March 31, 2011. Q has not furnished any information about his income/loss from any other head or proof of investments payments qualifying for deduction U/S 80-C of the Income Tax Act.
- ii) Y, an individual whose total sales in business during the year ending March 31, 2010 was Rs.1.20 Crore, paid Rs.9.00 Lacs by cheque on January 1, 2011 to a contractor for construction of his business premises

in full and final settlement. No amount was credited earlier to the account of contractor in the books of Y.

- iii) X Ltd., credited Rs.28000/- towards fees for professional services and Rs.22000/- towards fees for technical services to the account of HG in its books of account on October, 6 , 2010. The total sum of Rs.50,000/- was paid by cheque to HG on December 18, 2010.
- iv) P Ltd., is engaged in manufacture of a product. It paid a lumpsum deposit and obtained 50 mobile phone services so that the employee of the assessee can be contacted immediately. The company paid Rs.45000/- every month towards the service and call charges to the mobile franchise. On these facts:-
  - a) Whether P Ltd. has to deduct tax at source on the payment.
  - b) If so under which provisions of the Act?
- v) R Ltd., paid Rs.5.00 Lacs as sales commission to Mr.Francis (non-resident) who acted as its agent for booking orders from various customers, who are outside India. The assessee has not deducted tax at source on the commission payment for the year ended 31.3.2011. On these facts:-
  - a) Decide whether the commission is chargeable to tax in the hands of Mr. Francis in India ?
  - b) Decide about the deductibility of the commission payment in the assessment of R Ltd.

(Marks: 5x4=20)



SAS-II/55/090811  
PAPER-VIII (WORKS & MANAGEMENT ACCOUNTING)

Time allowed: 3 Hours

Max. Marks: 100

NOTES

- Attempt all questions and part of a question may be attempted continuously at one place.
  - Rough work should be done on the space provided for in the answer sheet( at Page No.2)
- 

- Q.1 a) Pass the necessary accounting entries by giving main account code ( need not exact code) in the books of Powercom on arise of following event:-
- i) On completion of the project (transferring the expenditure to the cost groups of various tangible assets).
  - ii) On issue of the construction equipment from store.
  - iii) Loss of insured asset due to fire.
  - iv) On receipt of claim for insurance Company.
  - v) Transfer of fixed asset ( entry by transfer unit) from one unit to another unit.
  - vi) Entry on receipt of IUT Bill and full particulars of asset and the fixed asset record ( entry by transferee unit).
  - vii) Charging depreciation on the assets transferred to another unit.
  - viii) Retirement of asset from the service
    - at the end of useful life of the asset
    - before the end of useful life of the asset.
  - ix) Excess observed on physical verification of fix asset authorized for credit after investigation.
  - x) On commissioning of the assets.

(Marks : 1 x 10=10)

- b) Define and distinguish between supplementary estimate & revised estimate when can the preparation of revised estimate be dispensed with.

(Marks: 5)

- c) When does the currency of various type of estimates laps.

(Marks : 3 )

- d) Under what circumstances the estimate can be prepared on actual basis.

(Marks : 2)

Q.2. a) Write short notes:-

- i) Statement of accounting policies ( Statement No.4)

(Marks : 4)

- ii) Notes to accounts ( Statement No.5)

(Marks : 4 )

- iii) Extra ordinary items

(Marks : 3)

- iv) Prior period items

(Marks :3)

- b) i) The cost incurred on dismantling/decommissioning of fixed assets is debited under the account head 77.5 i.e. asset de-commissioning cost. Whether the sale proceed realized on sale of such asset is credited to this head if not then what is the treatment of it.

(Marks: 2)

- ii) What arrangement has been made w.e.f. 1.1.2007 by the Board now PSPCL to stop using the employees contribution of G.P. Fund for internal purposes in compliance with Govt./Regulatory directions?

(Marks: 2)

- iii) What is the objective to write of small & low value items explain.

(Marks: 2)

Q.3 a) Enumerate briefly the main objectives of Cost Accounting system in a manufacturing Organization.

(Marks :5 )

- b) Powercom is facing problem of un-necessary large amount of Capital locked up in the raw material and work in progress. Indicate method correcting this position.

(Marks :10 )

- c) What is the relevance of escalation clause provided in the contracts?

(Marks :5 )

- Q.4 a) Mr. Transporter own a luxury bus which he runs as follows:-  
Bathinda to Chandigarh and back, the same day  
distance 220 KM one way.  
No. of days run each week 5 day  
Seating capacity occupied 90%  
Seating capacity of the bus 50 persons  
Calculate passengers KM per week.

(Marks : 3)

- b) Specify the method of costing and the unit of cost against each industry.

- i) Nursing Home/Hospital.
- ii) Advertising
- iii) Power Generation.
- iv) Bridge construction.

(Marks : 2)

- c) Powercom is considering three alternative proposals for conveyance facilities for its field officers who have to do considerable travelling approx. 20,000 KM every year. The proposals are as follows:-

- i) Purchase & maintain of its own fleet of cars. The average cost of the car is 2 Lac.
- ii) Allow the executive to use his own car and reimburse expenses @ Rs.3,20 per KM and also bear insurance cost.
- iii) Hire cars from an agency @ Rs.40,000 per year per car. The Powercom will have to bear costs of petrol taxes and tyres.

The following further details are available:-

Petrol 1.20 Per KM

Repair & Mtc. Rs.0.40 per K.M.

Tyre is 0.24 per KM

Insurance Rs.2400 per car per annum.

Taxes Rs.1600 per car per annum.

Life of the car 5 years with annual mileage of 20,000 KM

Resale value of Rs.40,000 at the end of 5<sup>th</sup> year.

Work out relative costs of the three proposals and advice.

(Marks :15)

- Q.5 a) Genco is forced to choose between two machine X and Y. The two machines are designed differently, but have identical capacity and do exactly the same job. Machine X costs Rs.1,50,000 and will last for 3 years. It costs Rs.40,000 per year to run. Machine Y is an 'economy' model costing only Rs.1,00,000 but will last only for 2 years, and costs Rs.60,000 per year to run. These are real cash flows. The costs are forecasted in rupees of constant purchasing power, ignore tax. Opportunity cost of capital is 10 percent. Which machine Genco should buy?

The present value of Rs.1 to be received at the end of the each year @ 10% is given below:-

Year	1	2	3
PV	0.91	0.83	0.75

(Marks :10)

- b) Transco proposes to install a machine involving a capital cost of Rs.3,60,000. The life of the machine is 5 years and its salvage value at the end of the life is nil. The machine will produce cash in flow Rs.1,09,400 per annum. The net present value factors for 5 years are as under:-

Discounting Rate	: 14	15	16	17	18
Cumulative factor	: 3.43	3.35	3.27	3.20	3.13

You are required to calculate the internal rate of return of the proposal.

(Marks :10)