Roll No. ________________ 040616/80

Time allowed: Three Hours  Max. Marks 100

Departmental Accounts Examination
For M.E.
UDC (General) ✓
Session: 6/2016
Paper-1st
(Works Accounts)

Note

- Attempt all the questions and part of a question must be attempted continuously at one place.

- Rough work should be done on the space provided for in the answer sheet at Page-2.

- Missing data, if any, may be assumed but must be indicated specifically in the answer.
Ques: 1

(a) Define Deposit Works? Explain the accounting procedure of Deposit Works?
(b) How the values of Assets like vehicles/Furniture & Fixtures etc. declared unserviceable is adjusted?

(प्रश्न: 1)

(क) डिफरिंटिएल रबवम च ड्वाटल वरे। रिज मध्यम अनूसरितिता दिया गया लिखि।

(ख) अभितम निम्नलिखित वरा बजेट/बजेटील अभे विकासशील निरीक्षण दुः सेवा विश. तरी विश. विश. लिखि। सरकार दे भारुः से ब्रेक बुळे विश. अभितमत ढीला मांगा है?

15+5=20

Ques: 2

(a) Describe the expenses chargeable to Capital Works.
(b) Describe the components of Land cost.
(c) Write Group heads of the following as per Chart of Accounts:
   (i) Jeep & Motor Car
   (ii) Furniture & Fixtures-office
   (iii) Computers
   (iv) Land hired under Lease
   (v) Metering Equipment.
(d) Explain the accounting procedure for coal wagons in Transit.

(प्रश्न: 2)

(क) प्रमुख बाध्यता तूँ नै चाउँ वेव रुँदे भविष्यात यांची लागत करत आहे।

(ख) कुणी दी सुंदर ते कंडी मध्यम लड़त करत आहे।

(ग) लक्ष्य भाग अनूसरित अनुमान वेळ लिखितमध्ये दे लेखन नं. लिखि:--
   (i) सीधे अनेक वेड़ी वाच
   (ii) डिफरिंटिएल अनेक विकासशील-वाचडी
   (iii) लाइन्सटोप
   (iv) लीस दे केंद्री सुंदरी
   (v) मीट्रिक फालिकाभवन

(त) तमा देघ विश. रेलवे. दी अनूसरितिता दिया मध्यम लिखि।

4+5=20
Ques: 4

(a) Explain Administrative approval & Technical sanction.
(b) Describe the powers to whom and what extent are delegated for the following:-
   (i) To convey administrative approval for works expenditure other than residential buildings:
      1) Special Repairs.
      2) Renewals and Replacement of existing works.
   (ii) To waive of surcharge levied on account of late payment where levy of surcharge is not due to fault of customer.
(c) Can the powers be re-delegated by HOD which were delegated to him under DOP? What precautions are to be taken in this regard?
(d) Explain the Rejection of Tenders under Works Regulations 1997.

Ques: 5

(a) Who will be charged when Lorry runs empty?
(b) Explain the treatment of amount receivable from Corporation employee and outside parties for use of Corporation's vehicle for non-official purpose?
(c) Describe the powers to call Open tender, Limited Tender and Single Tender as delegated to the following under Purchase Regulations 1981.
   (i) Central Purchase Committee/Project Purchase Committee
   (ii) Purchase Committee General
(d) Explain Re-invitation of Tenders under the Purchase Regulations, 1981.

(4*5=20)
Ques: 5

(a) Distinguish between Imprest & Temporary Advance? Detail the procedure for issuing, adjustment & closing of Imprest/temporary advance.

(b) Explain the procedure of issuing new cheque against a stale cheque.

(15+5=20)
UDC (General) Session 6/2016
PAPER - 2
(Service Rules & Regulations)

Time Allowed: 3 Hours
Max Marks - 100

NOTE:
i) Attempt all the questions and part of a question continuously at one place.
ii) Support your answer with relevant rules/regulations.
iii) Rough work should be done on the space provided for in the answer sheet at Page - 2.
iv) Missing data, if any, may be assumed but must be indicated in the answer.

Question No. 1
(a) What is adoption leave and for how many days it can be granted?
(b) What is paternity leave? Explain briefly.
(c) What treatment should be given for over stay of joining time?
(d) What is quarantine leave? Explain.

Question No. 2
(a) Describe the present categorisation of PSPCL employees for the purpose of TA and LTC claims.
(b) Define the following:
   (i) Subsistence Allowance
   (ii) Honorarium
   (iii) Family Pension
   (iv) Head of Office

Marks (4X5=20)
Question No. 3

(a) Please explain the classes of employees who are exempted from producing medical certificate of health on the entry into the service of Corporation.

(b) Please calculate the amount of leave encashment payable to retiring Corporation employee from the following:

<table>
<thead>
<tr>
<th>Date of retirement</th>
<th>31.12.2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave at credit</td>
<td>295 days</td>
</tr>
<tr>
<td>Basic Pay</td>
<td>40215/-</td>
</tr>
</tbody>
</table>

Please also deduct the income tax as per rules.

(c) What are the rules regarding combination of holidays (gazetted, sundays or other leaves) with leave?

Question No. 4

(a) To whom the provident fund standing at the credit of a deceases employee can be paid if the subscriber dies before receiving the final payment?

(b) Calculate the pension and gratuity payable to Mr. X from the following data:

<table>
<thead>
<tr>
<th>Date of retirement</th>
<th>31.12.2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of appointment</td>
<td>02.12.1993</td>
</tr>
<tr>
<td>Extra Ordinary Leave</td>
<td>01.05.2005 to 30.11.2005</td>
</tr>
</tbody>
</table>
Basic pay as on 01.12.2014 20800/-
Date of increment 01.08.2015
(०) यदि विए डाटेक उ के मीम रौ मिला बटा ग्रामगत बचे डलाइटी वैल्यूएट बते:

विटासित डेट ली भिडी 31.12.2015
क्रियाबली श्री भिडी 02.12.1993
मिले उदात्त हूटी 01.05.2005 ते 30.11.2005
भिडी 01.12.2014 हूं वेयमिल उदात्त 20800/-
साथात उदात्त श्री भिडी 01.08.2015

Marks (8+12=20)

Question No. 5
Comment on the followings:

(a) 30 days commuted leave was applied by Mr. 'A' for the
   treatment of his wife, which was sanctioned by Addl. SE.
(b) A female employee applied for 14 days special leave for
   undergoing tubectomy operation, which was rejected by Addl.
   SE with the objection not covered under any instructions.
(c) Can an employee who was served Show Cause Notice be awarded
    major punishment?
(d) Distinguish between Pay Band & Grade Pay.

Marks (4X5=20)
NOTE:
(i) Attempt all questions and part of a question must be attempted continuously at one place.
(ii) Missing data, if any, may be assumed, but must be indicated specifically in the answer.
(iii) Rough work should be done on the space provided for in the answer sheet at Page-2.

1. (a) What are general duties of manufacture, etc, as regards articles and substances for use in factories?  
      Marks 10

(b) Discuss 'Leave' under standing orders.  
      Marks 10

2. (a) Discuss 'Employer's liability for compensation'.  
      Marks 5

(b) Can a half monthly payment be reviewed under wokmen compensation act? If yes, under what conditions.  
      Marks 5

(c) Which authority can declare an area as a pollution control area under Air(Prevention and control of pollution) Act?  
      Marks 10

3. (a) Define in detail 'Employee Pension Scheme under EPF act.'  
      Marks 10
(b) Which type of order issued by district Forum, State Commission or National Commission is final?

Marks 5

(c) Define 'Board' and 'Buyer' under Micro small and medium enterprises act.

Marks 5

(५) बोर्ड और खरीदकर्ता किस प्रकार पर लिखित पत्र में लिखे गए हैं?
(अ) अंतर्गत बैठक, सभा अयोग्य अथवा नैक्सल अयोग्य या नाराज पाचक विषय नहीं लिखे गए?
(द) अयोग्य पत्र किस निदान के अंतर्गत अयोग्य पत्र भेजा जाना है?

4. Define the followings under Electricity Act 2003:-

I. Consumer.
II. Generating Station.
III. Local authority.
IV. Open access.
V. Sub Station.

Marks 20

(६) विद्युत निर्मिति की हड़ताल किसे कहते हैं:

1. विद्युत
2. मैट्रिक्स स्टेसन
3. संयुक्त आयाम
4. विद्युत अवलोकन
5. सोब स्टेसन

5. What is the procedure to dispose off a request under RTI act?

Marks 20
Departmental Accounts Examination
For M.E.
UDC (General)✓
Session: 6/2016
Paper-4th
(Drafting and Computer Knowledge)

Note

- Attempt all the questions and part of a question must be attempted continuously at one place.

- Rough work should be done on the space provided for in the answer sheet at Page-2.

- Missing data, if any, may be assumed but must be indicated specifically in the answer.
Que. 1

A) Make a précis of following passage and give an appropriate title:

English education and English language have done immense good to India, inspite of their glaring drawbacks. The notions of democracy and self-government are the born of English education. Those who fought and died for mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future.

English is spoken throughout the world. For international contact our commerce and trade, for the development of our practical ideas, for the scientific studies, English is indispensable. "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw.

B) Write meaning of following words, used in the passage: 

i) Immense
ii) Glaring
iii) Fatal
iv) Cradle
v) Indispensable

C) Mention the computerisation model being implemented in PSPCL's DS offices in the recent times and write down its brief benefits.

Que. 2

A) Write an urgent letter to be issued by ASE DS to the Chief Manager, SBOP for suitably instructing its officials to afford proper & in time credit to cheques deposited by PSPCL office and transfer the funds on daily basis to PSPCL's main account, quoting PSPCL's concerns.

B) Send a letter from Sr. Xen DS to his SDOs, requesting them to regularly arrange to recover defaulting amount, quoting its implications.

Que. 3 Do as directed:

A) Correct the following sentences/words:

i. Jack and Jill went up the hil to fetch a pale of water.
iv. They made the cake in the oven.
v. The man told his wife to look after the children.

B) Give meaning of idioms and make sentences: 5
i. Cut the ground from under feet
ii. Chase your tail
iii. Deliver the goods
iv. Fine-tooth comb
v. Get ducks in a row

C) Change the voice: 5
i. I wondered why they hadn't invited me.
ii. I don't want anyone to disturb me.
iii. Having finished my work, I went home.
iv. Is he going to sing Thriller at the party?
v. I saw the cat eating it.

D) Is pen drive rewritable? Mention any 8 basic hardware components of a computer, being used in an office. 1+4

Que. 4

Write the uses of MS Word & Excel in the office. How these have eased the jobs in offices? 20

Que. 5

A) Write down any five latest computer applications/programmes being used in PSPCL offices. 5

B) What are input and output devices? Give 3 examples in each case. 3+2

C) You have to prepare the result sheet and merit statement of 1000 candidates, with 4 papers each. Which is the better option to do the job in the instant case, a word table or an excel table & why? 10