Q. 1 a) It is not sufficient that an officer's Account should be correct to his own satisfaction, comment it.

b) What are the fundamental principles which should be followed before the commencement of any work?

Q. 2 a) What is imprest? What precautions should be observed while granting imprest?

b) Mention chargeable account head of the following:-

14+6=20
i) Sale of tender form.

ii) Income Tax deducted at source.

iii) Deposit for contribution work.

iv) Rental for staff quarter.

iv) Revenue from sale of power-domestic supply.

Q. 3 a) What is completion report, describe the procedure for its preparation and disposal?

b) When does the sanction for work estimate lapses?

6) कौन सी मूल्यांकन विभाग ची कॊंसी है। दिन दिनें विभाग बीजी मांग्या है अतः दिन दिन में विभाग दिनें बीजी मांग्या है।

7) कौन से अलग बीजी मूल्यांकन करने मांगी मांगी है।
Q.4 a) Name the authorities and their power in respect of following:-

i) To sanction expenditure on book binding through local agency.

ii) To sanction purchase of revenue stamp.

iii) To sanction expenditure on postage stamp.

iv) To sanction expenditure on compensation awarded under the Workman Compensation Act, 1923.

b) Explain the following under Purchase Regulations:-

i) Rejection of tender.

ii) Re-invitation of tender.

b) विद्युतिक विद्युत विद्युतम नाम के दर्शन वाले शिष्यी वस्तुए भर्ती भी भर्ती भी किहे:-

i) तेसैंसी डे एंड एंड शिष्यीव विद्युत विद्युतम नाम के दर्शन वाले शिष्यी भर्ती भी भर्ती भी किहे.

ii) तेसैंसी विद्युत विद्युतम नाम के दर्शन वाले शिष्यी भर्ती भी भर्ती भी किहे.

iii) तेसैंसी विद्युत विद्युतम नाम के दर्शन वाले शिष्यी भर्ती भी भर्ती भी किहे.

iv) तेसैंसी विद्युत विद्युतम नाम के दर्शन वाले शिष्यी भर्ती भी भर्ती भी किहे.

म) ध्येयरत तेसैंसी भुगतान विभागविभा वर्ते:-

i) तेसैं नूं चें वर्त वर्त शिष्यी.

ii) तेसैं नूं चें वर्त वर्त शिष्यी.
Q.5 Explain the following:-

i) Commissioning and capitalization of an asset.

ii) Rate of cost and inclusive rate of cost.

iii) Works expenditure and work outlay.

iv) Operation and out-turn.

 Explain the following in Punjabi:

i) ਸੈਕ੍ਰਟਰੀ ਵਿਚ ਇਹੁਣ ਅਜੇ ਪੁੱਣਤਾਂ ਵਚੜਾ।

ii) ਸੀਬੇਲਵੇ ਸੇਂ ਸੀਬੇਲਵੇ ਸੀਬੇਲਵੇ ਚਚਾ

iii) ਬਚੀ ਵਚਾਰ ਅਜੇ ਬਚੀ ਪੁੱਣਤਾਂ ਵਚਾਰ

iv) ਸੀਕਸਟ ਅਜੇ ਹਿੱਨ ਨਾਲ

$4 	imes 5 = 20$
Q. 1 a) Briefly explain Honorarium and fees. State the services for which the employee can retain the total amount of fee received by him.

b) Define the following:

   i) Chief Public Office.
   ii) Chief Executive Officer
   iii) Cadre
iv) Head of Office.

v) Competent authority.

(a) वेध सिद्धांत दी भूमिका दिक्षे:

i) मुख्य असिस्टेंट स्ट्राफ

ii) मुख्य वाणिज्यी अधिकारी

iii) सर्वेक्षण

iv) स्ट्राफ पर भूमिका

v) समवेत अधिवक्ता

10+5x2=20

Q.2 a) What are the rules of leave to probationers and apprentices?

b) What is adoption leave and for how many days it can be granted?

(c) What is paternity leave? Explain briefly.

Q.3 a) What is pension? State various kinds of pension and the conditions under which it is granted.
b) Briefly explain the procedure to be followed regarding disciplinary cases to be dealt with under common proceedings with specific reference of relevant rules.


b) What is subsistence allowance? When and at what rate it becomes payable? What kind of recoveries can be made from the subsistence allowance? Explain in brief.

Q.5 a) To whom the provident fund standing at the credit of a deceased employee can be paid if the subscriber dies before receiving the final payment?
b) What is deposit linked insurance scheme. What is the rate of premium to be paid under this scheme? Explain the benefits of this scheme. Under what circumstances does it become payable?

a) किभाबत विवद श्रीभ के नम्बर लिखे हे? दिम सवीय आपील दैंदे ही ली हल ले? दिम दी आत्मन्विति बिल्सा गङ्हड़ आपील बीजी नांदी हे?
Q.1 (a) Define and discuss "Arising out of and in the course of employment" as used in the Workmen's Compensation Act, 1923.

b) State the provisions (shortly) of Factory Act, 1948 with regard to safety of the workers.

Q.2 a) State the restrictions imposed by the Factory Act, 1948 on the employment and work of woman in a factory.
b) State the types of information which is exempted from disclosure of information under Right to Information Act.

Q.3 a) What are the jurisdiction of District Forum, State Commission and National Commission under Consumer Protection Act?
b) What is the definition of MSME?

Q.4 a) What are the functions of SLDC?
b) Define Electricity Supply Code as per Section 50 of The Electricity Act, 2003.
c) What are the provisions of penalty under Air (Prevention and Control of Pollution) Act, 1981?

Q.5 a) Define exempted establishment, occupier of a factory and superannuation under the Employee Provident Fund Act.
b) Define "Enterprise" under MSME Development Act?

3) The MSME Act: MSME Act of 2006, has come into force in March 2006 as defined in the Act.

4) In addition, separate provisions have been made for ensuring the implementation of the provisions of the Act.
Q. 1 Précis writing:

a) Write précis of the following paragraph of about one third of the original passage:

Prevention is better than cure. It is recognized that the only way to get rid of malaria completely is to get rid of the mosquitoes which cause it. Malaria is always associated with damp and marshy land. This is not because the land is damp, but because the static water is the breeding place of the mosquitoes which begin their life as a larva in the water. Malaria does not frequently occur in dry desert countries because mosquitoes cannot breed there. The only way to destroy mosquitoes is to prevent their breeding in static water. This can be done by draining all ponds and pool and by keeping them covered in the breeding season with
a film of kerosene oil which by depriving the larva of air, kills them. 

Marks: 10

b) Give a suitable title to the paragraph. 

Marks : 1x2=2

c) The word "desert" in the passage means;
   i) productive
   ii) unproductive
   iii) populated

Marks: 1x1=1

d) The word "static" in the passage means
   i) moving
   ii) running
   iii) standing

Marks: 1x1=1

e) The word "breed" in the passage means:
   i) reproduce
   ii) shallow
   iii) swim

Marks: 1x1=1

Q.2 Drafting

Answer the following questions:-
a) Prepare a public notice on behalf of CE/Commercial, PSPCL, Patiala to be published in leading newspapers informing general public regarding the extension in VDS scheme for DS consumers.

Marks: 1x5=5

b) Write an email to Financial Advisor, PSPCL, Patiala on behalf of SE/DS Circle, PSPCL, Mohali for intimating a special budget demand for a state level function to be organized at Mohali on 30.9.2014. Assume dummy email id’s for both the officers.

Marks: 1x5=5

c) Write a DO letter from CE/DS (South), PSPCL, Patiala to all SE/DS under him advising that in view of the approaching paddy season, they should take all the necessary steps to strengthen the distribution network of their respective circles.

Marks: 1x5=5

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

Marks: 1x5=5

Q. 3

English grammar:

Answer the following questions:-

A) Select the correctly punctuated sentence.

i) Spain is a beautiful country; the beach’s are warm, sandy and spotlessly clean.
ii) Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.

iii) Spain is a beautiful country, the beaches are warm, sandy and spotlessly clean.

iv) Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.

Marks: 1×2=2

B) Select the correctly punctuated sentence:

i) I can't see Tim's car, there must have been an accident.

ii) I cant see Tim's car; there must have been an accident.

iii) I can't see Tim's car; there must have been an accident.

iv) I can't see Tim's car there must have been an accident.

Marks: 1×2=2

C) Change the voice:

i) He said to his father, "Please increase my pocket-money."

ii) The little girl said to her mother, "Did the sun rise in the East?"

iii) Bob said, "I am going to see my mother tomorrow."

iv) Beautiful giraffes roam the savannah.

v) The staff is required to watch a safety video every year.
D) In the following questions four alternatives are given for the idiom/phrase italicized and underlined in the sentence. Choose the alternative which best expresses the meaning of idiom/phrase:

a) To keeps one's temper
   i) To become hungry
   ii) To be in good mood
   iii) To preserve ones energy
   iv) To be aloof from

b) To play second fiddle
   i) To be happy, cheerful and healthy
   ii) To reduce importance of one's senior
   iii) To support the role and view of another person
   iv) To do back seat driving

c) To take a leaf out of somebody's book
   i) To take him as a model
   ii) To steal something valuable
   iii) To follow the dictates of someone
   iv) To conform to other's standard.

Marks: 3x2=6

Q.4 Computer awareness (part-1)

a) Answer the following questions (Attempt any 5):-
i) How do you copy and paste files between windows? Please explain.

ii) List any two input and two output devices?

iii) List the differences between input and output devices of a computer system using suitable examples.

iv) Briefly explain purpose of a Computer Operating System with suitable examples?

v) What is meant by RAM and what are its uses?

vi) What is meant by the term 'Computer Hardware'? Give suitable examples.

Marks: 2x5=10

b) Write the steps to sort information in a table containing employee id, name, and designation and posting location by employee id in MS Excel.

Marks: 1x5=5

Q.5 a) Answer the following MCQs about MS word:

i) Bold, Italic, Regular are known as
   a) font styles
   b) font effects
   c) word art
   d) text effect

ii) Superscript, subscript, outline, emboss, engrave are known as
   a) font styles
b) font effects

c) word art

d) text effects

iii) You need to jump to the next column breaking current column right at the cursor position. How can you break column?

a) Pressing Ctrl + Enter

b) Pressing Alt + Shift + Enter

c) Break command from insert menu

d) Both b and c

iv) You can detect spelling and grammar errors by

a) Press Shift + F7

b) Press Ctrl + F7

c) Press Alt + F7

d) Press F7

v) Changing the appearance of a document is called

a) Proofing

b) Editing

c) Formatting

d) All of above

Marks: 1x5=5

b) List the basic features and uses of MS Word software.

Marks: 1x5=5
c) How can you change the date and time settings in a Windows operating System?  

Marks: 1x5=5

Q.6 Computer Awareness (Part-2)

a) What are the following shortcut keys used for in MS word:-
   i) Ctrl+F
   ii) Ctrl+B
   iii) Ctrl+E
   iv) Ctrl+Z
   v) Ctrl+Y

   Marks: 1x5=5

b) List the basic features and uses of MS Excel software.

   Marks: 1x5=5

c) Write the steps for creating a table in MS Word with the following fields:-
   Sr. No., Employee Code, Employee Name, Date of Joining, Posting location.

   Marks: 1x5=5

d) Briefly explain any five mathematical functions/formulas provided in MS Excel and list the use of each.

   Marks: 1x5=5