# PAPER 1 (WORKS ACCOUNTS)
## MINISTERIAL ESTABLISHMENT

<table>
<thead>
<tr>
<th>Q No. 1 (a)</th>
<th>What are the instructions regarding custody of keys of cash chest and what are the instructions regarding custody of keys of cash chest?</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q No. 1 (b)</td>
<td>Write group heads of the followings as per chart of accounts: i) Repair and Mtc to Civil Works ii) Residential Colony for Staff iii) Claim for loss/Damage to Material Supplier iv) Liability for Coal Related Costs v) Earned Leave Encashment</td>
<td>2 * 5 = 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q No. 2 (a)</th>
<th>Define the powers of CEs/SEs/XENs to convey technical sanction to detailed Estimates for works chargeable to Revenue heads of Accounts: i) For Renewal and replacement of existing work ii) Special Repairs.</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q No. 2 (b)</td>
<td>Define the powers of CEs/SEs/XENs to convey Administrative Approval for works chargeable to Revenue heads of Accounts for expenditure other than Buildings.</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q No. 3 (a)</th>
<th>Explain the following under purchase regulations: 1. Rejection of Tenders 2. Re-invitation of tenders.</th>
<th>5 + 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>State the powers to accept open, limited and single tenders for purchase of material as per Purchase Regulations</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>डेट्टरक टेंडर, लिमिटेड टेंडर, मिनिसल टेंडर हूँ पुराना वकल सर्विस पूर्षेन नीगुणेम्यत मुख्यर्थ घाणें।</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>(c)</th>
<th>State the powers to accept open, limited and single tenders as per works regulations</th>
</tr>
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<tbody>
<tr>
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Q No 4
(a) Define following heads:-

<table>
<thead>
<tr>
<th></th>
<th>22.712</th>
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<tbody>
<tr>
<td>i)</td>
<td>72.210</td>
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<tr>
<td>ii)</td>
<td>75.135</td>
</tr>
<tr>
<td>iii</td>
<td>10.331</td>
</tr>
<tr>
<td>iv)</td>
<td>46.961</td>
</tr>
</tbody>
</table>

(b) 1) Define following under Purchase Regulations.

<table>
<thead>
<tr>
<th></th>
<th>Rate Contract</th>
</tr>
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<tbody>
<tr>
<td>a)</td>
<td>Central Purchase Committee</td>
</tr>
<tr>
<td></td>
<td>डेट्टरक टेंडर हूँ पुराना नीगुणेम्यत मुख्यर्थ घाणें।</td>
</tr>
<tr>
<td>i)</td>
<td>रेट बांटैक्कट</td>
</tr>
<tr>
<td>ii)</td>
<td>मैंटेन पूर्षेन बांटी</td>
</tr>
</tbody>
</table>

Q No 5
Explain the important information to be included while Notice inviting tenders as per Works Regulations

|     | डेट्टरक टेंडर हूँ पुराना राजस्व सर्विस टेंडर हर्मन्त मेंटेन बांटी साधन है तद भंडार दिल दी-आं मुख्त ही साधन है। |

|     | 20 |

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</tr>
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<td>v)</td>
<td>22.712</td>
</tr>
</tbody>
</table>
Q.1 (a) Explain the provision regarding payment of GPF at the credit's of employee in case of death.
(b) How the subscriptions towards provident fund in fixed?
(c) The family of deceased employee has requested for TA advance for shifting of household luggage as it faces financial hardship. Comments.
(d) A retired corporation employee appeared before the Inquiry officer and he covered distance by travelling in his own car although the station was connected by Bus/Rail. Comments.
(e) What is the difference between Tier-1 and Tier-2 NPS Account?

Q.2 (a) Two annual increments were ordered to be stopped without future effect in respect of Mr. Sunil working as JE vide o/o No. 556 dt. 10.12.2012 and one increment without future effect vide O/O No. 557 dt. 10.12.2012. He was drawing Rs. 28400/- on 1.1.2012 with DNI 1.12.2012 fix his pay from time to time by showing the effect of punishment.
(b) Comments:-
   i) An employee has submitted his resignation. But in meanwhile he changed his mind and wants to withdraw his resignation after 75 days.
   ii) A female employee availed maternity leave an accept of miscarriage w.e.f. 1.6.18 to 31.7.18 and applied for sanction to which sanctioning authority refused.
iii) A corporation employee applies for advance from his GPF to repay personal loan of Rs. 50,000/- taken from many.

iv) Third non-refundable advance was sanctioned to an employee for repair of the house 3 years after draw of 2nd advance for this purpose.

pujat-2 (ii) एक सरकारी कर्मचारी उसके GPF से आदेश दी गई मरम्मत के लिए 25% निवेश के लिए ग्राहक विभाग में प्रस्तुत किया जाता है।

(1) शुल्क व्यावहारिक है आधिकारिक मूल्य में हन्देन है।

(2) अदालत अधिकार के साथ नहीं है।

(3) कार्यक्रम ने व्यावहारिक है।

(4) नोटिस के अनुसार इसके लिए 50,000/- के लिए साल के लिए निवेश है।

(5) निर्देश न्यायिक अनुपालन के लिए 3 साल गुरूद निर्णय किया गया है।

(6) 6+4+4+3+3= 20

Q. 3 (a) State the grounds on which orders of punishment can be revised by the competent authority.

(b) Write a note on the following as per employee conduct Regulations:

(i) Consumption of Intoxicating Drinks and Drugs

(ii) Public Demonstration in Honor of PSPCL employee

(c) Mention the situations under which an employee may be placed under suspension.

(d) As per PSPCL P & A Regulations 1971. Mention the order against which no appeal lies.

pujat-3 (i) दोनों हिंदी भाषा में हिंदी महाविद्यालय के साथ अंग्रेजी या अन्य भाषा में लिखित लिखित हो गए हैं।

1) अनुसार भाषा या अन्य भाषा में लिखित निर्देश का अनुसार भाषा रेखा, भाषा, स्तर, भाषा का बांधा भाषा

2) कार्यक्रम ने व्यावहारिक है।

(3) निर्देश न्यायिक अनुपालन के लिए 3 साल गुरूद निर्णय किया गया है।

(4) 4+8+4= 20
Q. 4 (a) Please explain the provision in the following cases:-
(i) Power of different authorities to sanction the absence of PSPCL employee from his head quarters and journey beyond the sphere of duty.
(ii) Quarantine leave admissible to PSPCL employee?
(iii) Calculate the date on which an employee will complete the service of 6 months and 21 days from 28 Feb. 2017

Q. 5 (a) Calculate the pension, gratuity, commutation value of pension payable to an officer as his retirement from the following date:-

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>5.12.1957</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Appointment</td>
<td>26.2.1982</td>
</tr>
<tr>
<td>EOL on private affair</td>
<td>3 Years 2 months and 3 days</td>
</tr>
<tr>
<td>Pay as on 1.1.2014</td>
<td>Basic Pay 36280+8500 GP with ND 1.3.2014</td>
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(b) Under what conditions date of next increment does not change at the time of Pay fixation on promotion and how is the pay fixed under such condition?
(c) Although the pension on the basis of last pay was more beneficial to the employee, yet office proposed to calculate pension on the basis of average of 10 months emoluments, comments.

Q. 4 (b) निदारिज्ञ की विद्यालयविभाग ने विद्यालय पैकड़, गरीबी, लघुपादत्त पैकड़ उठाया लिए झटे दे बेल्फुल बीती सागः:

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(8+9+3= 20)
Q 1.) Define the following as per Factories Act, 1948:-

a. "adolescent"

b. "hazardous process"

c. "week"

d. "power"

e. "transmission machinery" (4 marks each Total 20 marks)

Q 2.) (i) Define the following as per the Air (Prevention and Control of Pollution) Act, 1981:

(a) "air pollutant"

(b) "approved appliances"

(c) "control equipment"

(d) "State Board" (4 marks each Total 16 marks)
Q 2.) (ii) Explain Power to give instructions for ensuring standards for emission from automobiles as per the Air (Prevention and Control of Pollution) Act, 1981

Q 3.) Define the following as per the Right to Information Act, 2005

(a) "appropriate Government"

(b) "competent authority"

(c) "information"

(d) "public authority"

(e) "right to information"  

Q 4.) Define the following as per the Consumer Protection Act, 1986

(a) "appropriate laboratory"

(b) "complainant"

(c) "manufacturer"

(d) "restrictive trade practice"

(e) "service"
पूर्व 4) वैश्विक उद्योग (1986) मुक्ति देने लिए दिए गए नियमों दी पीछा किये:

- "appropriate laboratory"
- "complainant"
- "manufacturer"
- "restrictive trade practice"
- "service"

(4 तंबाकू उदेश्य बुल 20 तंबाकू)

Q 5.) Define the following as per the Micro, Small and Medium Enterprises Development Act, 2006

(a) "enterprise"
(b) "supplier"
(c) "appointed day"
(d) "the day of acceptance"
(e) "the day of deemed acceptance"

(4 marks each Total 20 marks)

पूर्व 5) मास्टर समय ग्रेड मीडियम अर्ट्स, पैन्सीलिऎ अर्टस-2006 मुक्ति देने लिए दिए गए नियमों दी पीछा किये:

- "enterprise"
- "supplier"
- "appointed day"
- "the day of acceptance"
- "the day of deemed acceptance"

(4 तंबाकू उदेश्य बुल 20 तंबाकू)
Q.1 Read the following passage and answer the questions that follow:

We all know what we mean by a "good" man. The ideal good man does not drink or smoke, avoids bad language, converses in the presence of men exactly as he would if there were ladies present, attends church regularly and holds the correct opinion on all subjects. He has a wholesome horror of wrongdoing and realizes that it is our painful duty to castigate sin. He has a still greater horror of wrong thinking, and considers it the business of the authorities to safeguard the young against those who question the wisdom of the views generally accepted by middle-aged successful citizens. Apart from his professional duties, at which he is assiduous, he spends much time in good works: he may encourage patriotism and military training; he may promote industry, sobriety and virtue among wage earners and their children by seeing to it that failures in these respects receive due punishment; he may be a trustee of a university and prevent an ill-judged respect for learning from allowing the employment of professors with subversive ideas. Above all, of course, his "morals" in the narrow sense must be irreproachable.

a) Make a précis of the passage in about one-third of its length. (189 words)
b) Suggest an appropriate title for the passage.
c) Write the meaning of the following words used in the passage above:
   i) Assiduous
   ii) Sobriety
   iii) Irreproachable
   iv) Subversive

(Marks 1 x 10 + 1 x 1 + 1 x 4 = 15)
Q.2 Answer the following:

a) Prepare an office order mentioning that Mr. XYZ, Sr. Asstt. will also be looking after court cases relating to your office and shall submit a monthly report of the same to the concerned Chief Engineer. The office order has been approved by Chief Engineer.

b) Prepare a noting for approval of Director/Distribution for constitution of a spot purchase committee for purchase of furniture worth Rs. 5 lakh for your office. The expenditure is to be charged to capital head and the purchase is required to be made as per PSPCL Purchase regulations vide which three member committee of gazetted officers is required with one officer from finance section. Clearly mention the hierarchy through which the noting will pass.

(Marks 2 x 10 = 20)

Q.3 Answer the following questions:

a) Do as directed in the brackets:
   
i) where do you live (Punctuate the sentence)
   
ii) They were to Bangkok driving their car. (Write the sentence in correct order)
   
iii) John or Mary .... coming tonight. (is/ are) (Use correct form of the verb)
   
iv) Spoofy has hurt...... leg. (its/ it’s) (Use correct word)
   
v) .... voice is preferred over ...... voice. (Active, Passive) (Fill in the blanks from given words)
   
vi) neither Mani or Bani go to school today. (Correct the sentence)
   
vii) The salesman sold 100 articles. (mark the subject and the predicate)
   
viii) You say, “I shall visit London.” (change from direct to indirect)
   
ix) They said, “ They have taken exercise.” (change from direct to indirect)
   
x) She said, “I am going to London today.” (change from direct to indirect)

b) Write the meaning of the following idioms/ phrases:

   a) Achilles heel
   
   b) A whale of a time
   
   c) See eye to eye
   
   d) Beauty is in the eye of the beholder
   
   e) To feel under the weather

(Marks 10 x 1 + 5 x 1 = 15)

Q.4  a) Answer the following :
   
i. Give full form of the following abbreviations:

   a) SMPS
   
   b) PDF
   
   c) USB
d)  WiFi

Write the values of the following:

- a)  \((1001)_2\) Binary to Decimal
- b)  \((FF)_{16}\) (hexadecimal to decimal)
- c)  \((11)_8\) (Octal to decimal)
- d)  \((1.01)_2\) (Binary to decimal)

Answer the following in detail:

- a) Differentiate between Hardware and Software
- b) What is a Compiler? How is it different from an Interpreter.
- c) Explain any four financial functions in MS Excel.

What is an Operating System? Explain four main features of the operating system commonly used in PSPCL.

(Q.5 a) Write short notes on the following:

i. Difference between backspace and delete functions
ii. Longest key on the keyboard
iii. Mouse Pad
iv. Defragmentation
v. Write four commonly used Anti-Virus softwares
vi. Rootkit
vii. Multimedia
viii. Server
ix. Supercomputer
x. Refresh function in MS windows

(Q.5 b) What functions to the following keyboard shortcuts carry out:

i. Ctrl + P in MS word
ii. F5 in MS power point
iii. Ctrl + R in MS word
iv. Alt + F4
v. Windows button on keyboard

(Marks: 4 x 1 + 4 x 1 + 3 x 4 + 1 x 5 = 25)