

ROLL NO. _____

SAS-II/65/130210
PAPER-V (DRAFTING AND COMPUTER KNOWLEDGE)

Time Allowed : 3 Hrs.

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) Write precis of the following passages of about one third of the original length and give suitable title :-

(i) It is very easy to acquire bad habits, such as eating too many sweets or too much food, or drinking too much fluid of any kind, or smoking. The more we do a thing, the more we tend to like doing it: and if we do not continue to do it, we feel unhappy. This is called the force of habit, and the force of habit should be fought against.

Things which may be very good when only done from time to time, tend to become very harmful when done too often and too much. This applies even to such good things as work or rest. Some people form a bad habit of working too much, and others of idling too much. the wise man always remembers that this is true about himself, and checks any bad habit. He says to himself, "I am now becoming indolent", or "I like too many sweets", or "I smoke too much" and then adds, "I will get myself out of this bad habit at once."

One of the most widely spread of bad habits is the use of tobacco. Tobacco is now smoked or chewed by men, often by women, and even by children, almost all over the world. It was brought into Europe from America by Sir Waller Raleigh, four centuries ago, and has thence spread everywhere. I very much doubt whether there is any good in the habit, even when tobacco is not used to excess; and it is extremely difficult to get rid of the habit when once it has been formed.

Alcohol is taken in almost all cool and cold climates, and to a very much, less extent in hot ones. Thus, it is taken by people who live in the Himalaya Mountains, but not nearly so much by those who live in the plains of India. Alcohol is not necessary in any way to anybody. Millions of people are beginning to do without it entirely; and once the United states of America have passed laws which forbid its manufacture or sale throughout the length and breadth of

their vast country. In India it is not required by the people at all, and should be avoided by them altogether. The regular use of alcohol, even in small quantities, tends to cause mischief in many ways to various organs of the body. It affects the liver, it abates the mental powers, and the general energy of the body.

- (ii) Find the meaning of the following words used in the above passage:-
i) Acquire ii) forbid iii) abates iv) indolent

(b) Change the Voice :-

- i) Did your friend invite you?
ii) She will have taken the test.
iii) They say the minister has arrived.
iv) A letter was written by him.
v) Who was distributing sweets among the children?

(Marks 9+2+4+5=20)

Q.2 (a) Correct the sentences :-

- i) The English is spoken by English.
ii) More one has, more one wants.
iii) She has settled in Unites States.
iv) The honesty is the best policy.
v) She is a M.A.

(b) Change the narration :-

- i) The speaker said, "Speech is silver; silence gold."
ii) The Prince said, "It gives me great pleasure to be here this evening."
iii) "Oh, what a fright you gave me !" he said.
iv) "I have acted foolishly," said she, "in what I have done."
v) He said, "Let us wait for the award."

(c) What are the provisions regarding reinvitation of tenders under work Regulation?

(d) There are six firms participated in the tender and office has recommended for distribution of quantities to four firms. Is recommendation of the office as per purchase regulation ? Comment.

(Marks: 4x5=20)

Q. 3 (a) Explain any five major components of your MS WORD Document window.

- (b) Define Power Point and its uses.
(c) Write the steps to close your computer?
(d) Write down the steps to opening a new word document in MS WORD & to save the document.

(Marks 4x5=20)

- Q.4 (a) What is the difference between files and directory ?
- (b) Define :-
- i) functions in MS-Excel.
 - ii) desktop
 - iii) Icons
 - iv) Windows
 - v) GUI
 - vi) DOS
 - vii) spread sheets
- (c) How will you move contents of cell(s) one to another place in worksheet (using dragging).

(Marks :3+7x2+3=20)

- Q.5 (a) Defaulting amount of Chief Engineer/Operation Border Zone, Amritsar is Rs.2980.00 lacs. Write a D.O. letter from Member/Distribution to the Chief Engineer for effecting recoveries besides taking suitable action against the defaulters as per Board rules.
- (b) Chief Engineer/Metering, PSEB, Shakti Vihar, Patiala intends to purchase approx. 1.20 lac number, ISI Marked LT AC Single Phase, Two Wire 240V, Whole Current (10-60A), Static Energy Meters of Accuracy Class-I. Tenders are to be invited in triplicate having tender specification no. MQ-103. The eligibility criteria are contained in the tender documents. The starting date and last date for sale of tender documents is 12.2.2010 from 12.00 hrs. and 19.2.2010 upto 12.00 hrs. respectively. The last date for submission of bid is 23.2.2010 upto 12.00 hours and opening of bid is on 23.2.2010 at 13.00 hours. The cost of tender document is Rs.2500/- which can be purchased by Demand Draft in favour of AO/CPC, PSEB, Patiala. Prepare a notice inviting tender for publication in the newspaper and for display in the PSEB Website from Dy.Chief Engineer/Metering, PSEB, Patiala.
- (c) A firm has submitted a tender amounting to Rs.2.00 crores in MM Organization under two part bid along with earnest money of Rs.1.00 lacs and has requested to treat it as permanent earnest money applicable for the other organization of the Board also. Is the request of the firm acceptable ? Comment.

(Marks: 8+7+5=20)

ROLL NO. _____

SAS-II/65/140210
PAPER-VI (ACCOUNTS & AUDITING)

Time Allowed : 3 Hrs.

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 The trial balance of Mr. 'X' as on 31.3.2009 was as follows :-

<u>Ledger Accounts</u>	<u>Dr.(Rs.)</u>	<u>Cr.(Rs.)</u>
Purchases	162505	
Sales		252400
Sundry Debtors	50200	
Sundry Creditors		30526
Bills payable		3950
Opening Stock	26725	
Wages	23137	
Salaries	5575	
Furniture	7250	
Postage	4226	
Power and Fuel	1350	
Trade expenses	5831	
Bad Debts	525	
Loan to Suraj @ 10% (On 1st December, 2008)	3000	
Cash in hand	10000	
Trade expenses accrued but not paid		700
Drawings	4452	
Capital		10000
Outstanding wages		2000
Reserve for doubtful debts		5200
Total	304776	304776

Prepare the Trading and Profit and Loss A/C for the year ended 31.3.2009 and Balance Sheet after considering the following information :-

- i) Depreciation on furniture @ 10% is to be charged.
- ii) Debtors include an item of Rs.500/- due from a customer who has become insolvent.
- iii) Provision for bad debts @ 5% on Sundry Debtor is to be maintained.
- iv) Goods valued at Rs.1500/- destroyed by fire and insurance company admitted a claim for Rs.1000/-.
- v) Stock on 31.3.2009 was Rs.12550/-.

(Marks = 20)

Q.2 (a) A book keeper extracted the following Trial Balance as on 31.3.2009 :-

<u>Head of Account</u>	<u>Dr. Balance</u> (Rs.)	<u>Cr. balance</u> (Rs.)
Furniture	20000	
Capital	200000	
Debtors		200000
Stock (April 1, 2008)	104000	
Creditors		80000
Trade expenses	50000	
Sales		858000
Wages	30000	
Stock (March 31, 2009)	98000	
Machinery		50000
Purchases	625000	
Wife's loan to Business	50000	
Discount allowed		4000
Drawings		45000
Motor Van	60000	
Total	1237000	1237000

You are required to re-draft the trial balance correctly.

(b) In taking out a Trial Balance, a book keeper finds that the debit exceeds by Rs.410/-. Being desirous of closing his books, he places the difference to a newly opened Suspense Account. After recording the difference in the Suspense Account he discovers that :-

- i) A sum of Rs.830/- received from X was posted to his debit as Rs. 380/-.
- ii) Rs.620/- written off as depreciation of Machinery has not been posted to the Depreciation Account.
- iii) Rs.10,000/- paid for new furniture has been charged to repairs.
- iv) A discount of Rs.210/- allowed to a customer has been credited to his account as Rs.200/-.
- v) The total of the Sales Return Book has been added Rs.10/- short.
- vi) An item of Rs.680/- for sale was posted as Rs.860/- in the Sales Account.

Pass the Journal entries for rectification of the above and show the Suspense Account.

(Marks : 10+10=20)

Q.3 (a) Following balances appear in the books of Mr. X.

<u>Date</u>	<u>Particulars</u>	<u>Rs.</u>
Ist April, 2008	Machinery Account	8,00,000
	Provision for depreciation A/C	3,20,000

On Ist April, 2008, Mr. X decide to sell a machine for Rs.2,00,000/- which was purchased on Ist April, 2005 for Rs.3,00,000/-. Prepare a Machinery Account and Provision for Depreciation Account on 31st March, 2009 assuming that Mr. X is charging depreciation @ 10% p.a. on the Straight Line Method.

(b) 'X' Ltd. with an authorized capital of Rs.3,00,000/- invited applications for 20000 shares of Rs.10/- each payable Rs.3/- on application, Rs.4/- on allotment (including premium) and Rs.4/- on Ist and Final Call. There were over subscription and applications were received for 36000 shares. Allotment was made as follows :-

To applicants of 15000 shares : 15000 shares
To applicants of 2500 shares : Nil

To applicants of 18500 shares: 5000 shares

Excess money on application was adjusted against the sums due on allotment and call. All money due was duly received. Give journal entries to record the above transactions and show the Balance Sheet of the company.

(Marks: 10+10=20)

- Q.4 (a) Briefly describe what is Bank Reconciliation Statement ?
(b) Discuss the Accounting Period concept briefly.
(c) What are the basic principles governing an audit ?

(Marks: 6+4+10=20)

Q.5 Explain the steps for verification of :-

- i) Furniture, Fittings and office equipments.
- ii) Bank balances.
- iii) Unsecured loan received.
- iv) Bills payable.

(Marks: 4x5=20)

ROLL NO. _____

SAS-II/65/150210

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

Time Allowed : 3 Hrs.

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) Mr. Y was employed as Manager by a firm on the following :-

Salary on 1.6.2008. Calculate his income for the purpose of Income Tax for the year 2008-09 including value of perks for hotel accommodation :- Bonus = 2 Basic Pay as gratuitous and one Basic Pay as statutory bonus, Basic Pay = Rs.40,000/-, DA= Rs.3000/- (60% enters into pay for service benefits), Conveyance allowance = Rs.800/-, Dewali gift for Rs.5100 also given by employer. He was given hotel accommodation for two months before providing him concessional rent free accommodation. The firm paid rent to hotel @ Rs.3500/- per day. A rent of Rs.2200/- per month was charged from him for accommodation.

- (b) Distinguish between maximum marginal rate and average rate of Income Tax for a particular year.
- (c) The income compiled under Salaries head is based on the employer and employee relationship . Can any type of remuneration escape tax under this head of income.

(Marks:10+5+5=20)

Q.2 (a) ESI Act is called Social Security Act for the employees. Why ?

- (b) What is the procedure for attachment of property for non payment of Service Tax ?
- (c) What is legal sanctity of risk purchase clause in a purchase order ?

(Marks: 10+5+5=20)

- Q. 3 (a) Explain the hurdles which stop the consent to become contract.
- (b) Explain the proceedings of conciliations.
- (c) All interstate transfer of goods by dealers are not taxable under the tax laws of India. Comment
(Marks: 10+5+5=20)
- Q.4 (a) How can an industry be brought under the ambit of hazardous industry which involves serious risk of life, but already not scheduled under the Act. Explain conditions thereof.
- (b) An employer refused to pay compensation to a worker injured within the premises of the factory on the plea that he was employed by a sub contractor entrusted in white washing. Can employer be absolved under the Act.
- (c) A worker was seriously injured while working in factory premises in an accident occurred on 11.12.2009 and admitted to hospital. The employer made payment of 2 months advance salary to his elder brother in hospital on 12.12.2009 because he was unconscious and later on died same day. The wife of the deceased objected to the deduction of advance made in hospital from the compensation. Comment.
- (d) What legal remedies are available with the Board to prevent air pollution :
(Marks: 8+3x4=20)
- Q.5 (a) What is the basis of evaluation of Service for levy of Service Tax.
- (b) Explain the exemptions available for Income Tax under House Property Head due to specific ownership.
- (c) A bill of exchange should be properly filled up for the payee to receive payment on maturity. Can the Act may deviate to some presumed facts in this regard.
- (d) An instrument must be presented at the appropriate place and time for payment. Are there any exceptions available under the Act ?
(Marks:4x5=20)

ROLL NO. _____

SAS-II/65/160210
PAPER-VIII (WORKS & MANAGEMENT ACCOUNTING)

Time Allowed : 3 Hrs.

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. No.1 What type of expenditure are included in the following Account Heads :-
i) Land and Land Rights
ii) Buildings
iii) Lines, Cables, Net Works etc.
(Marks:20)
- Q.No.2 (a) Please write detailed note regarding accounting policy of the following :-
i) Capital spares at Generating Station purchased prior to commissioning of the Station.
ii) Capital spare purchased subsequently to the commissioning of Generating Station.
(b) Discuss, with reference to PSEB, the various budgets prepared before preparing Master Budget.
(Marks: 10+10=20)
- Q.No.3 i) Distinction between Cost Control and Cost Reduction.
ii) Define cost allocation, cost apportionment and chargeable expenses.
iii) Coal is transported from two Railway Stations A and B, unloaded at Coal Stock Area of Thermal Power Station C. C is at a distance of 10 KM from A and 15 KM from B. A fleet of lorries of 5 tonnes carrying capacity is used for the transport of coal from the Railway Stations. Records reveal that the lorries average speed of 30 KM per hour when running and regularly takes 10 minutes to unload at coal stock yard. At Railway Station A, loading time average is 30 minutes per load while at Railway Station B. Loading time average 20 minutes per load.

Driver's wages, depreciation, insurance and taxes are found to cost Rs.9 per hour operated. Fuel, oil, tyres, repair and maintenance cost Rs.1.20 per KM. Draw up a statement showing the cost per tonne KM of carrying coal from each Railway Station.

(Marks: 4+6+10=20)

Q.4 (a) The following information is obtained from the Accounts of ABC Ltd. :-

Direct material cost		1,00,000
Direct wages		60,000
Direct expenses		2,000
Factory overheads		
Variables	25,000	
Fixed	5,000	30,000
Administration overheads		
Variables	2,000	
Fixed	8,000	10,000
Selling and distribution onverheads		
Variables	12,000	
Fixed	6,000	18,000
Sales		2,50,000

You are required to compute :-

- i) Prime cost, works cost, cost of production. Total cost and profit under absorption full costing and
 - ii) marginal cost, contribution and profit under marginal costing.
- (b) A company wishes to expand production. Two propositions of capital expenditure are being considered each of which require more or less the same outlay. You as Management Accountant of the concern are required to furnish profitability estimate to guide the Board in its decision. Describe briefly the two methods commonly used for this purpose.

(Marks: 10+10=20)

Q.5 (a) Please comment on the following :-

- i) An Executive Engineer directed to commence the work without issuing of the work order which likely resulting the expenditure of Rs.2000/-.
- ii) Money borrowed for a specific project of R&M has been utilized for the payment of salary of regular establishment.
- iii) A divisional officer entrusted the receipt and disbursement of cash to the Supdt. (Divisional Accounts).
- iv) while executing a project some additional works which were not provided for in the original estimates be got done to complete the project.
- v) Expenditure on construction of a building not capitalized due to some dispute with contractor and non finalization of finishing touches.

(b) What are the essentials of Material/Inventory Control ?

(Marks : 10+10=20)
