

Roll No. _____

SAS Part-II/30/090213
Paper-V (Drafting and Computer knowledge)

Time Allowed: Three Hours

Max. Marks: 100

Notes

- Attempt all 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 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.

A stamp is, to many people, just a slip of paper that takes a letter from one town or country to another. They are unable to understand why we stamp collectors find so much pleasure in collecting them and how we find the time in which to indulge in our hobby. To them it seems a waste of time, a waste of effort and a waste of money. But they do not realize that there are many who do buy stamps, many who find the efforts worth-while and many who, if they did not spend their time collecting stamps, would spend it less profitably. We all seek something to do in our leisure hours and what better occupation is there to keep us out of mischief than that of collecting stamps? An album, a packet of hinges, a new supply of stamps, and the time passes swiftly and pleasantly.

Stamp-collecting has no limits and a collection never has an end; countries are always printing and issuing new stamps to celebrate coronations, great events, anniversaries and deaths. And the fascination of collecting is trying to obtain these stamps before one's

rivals. Every sphere of stamp collecting has its fascination, receiving letters from distance countries and discovering old stamps in a leaves of dusty old books. A stamp itself has a fascination all its own. Gazing at its little picture we are transported to the wilds of Congo, the homes of the Arabs, and the endless tracks of the Sahara desert. There is a history in every stamp. The ancient Roman Empire and the Constitution of America, India's Independence and the Allied victory, are all conveyed to our mind's eye by means of stamps. We see famous men, pictures, writers, scientists, soldiers, politicians and famous incidents. Stamps, so small and minute, contain knowledge that is vast and important.

Marks: 7+2=9

- (B) Give synonyms the following words from the above paragraph:-

- i) Kingdom
- ii) Event
- iii) Attraction
- iv) Fast
- v) Huge
- vi) Path

Marks : 1x6=6

- Q.2 (A) Write a Public Notice on behalf of Chief Engineer/Commercial, PSPCL, Patiala to be published in leading English News Papers, appealing the general public for use of CFLs.

- (B) Write a D.O. letter from SE/DS Circle, XYZ to all Sr. Xen's/DS under his circle regarding proper maintenance of feeders, taking necessary steps to stop theft of energy and reducing defaulting amount.

- (C) Write an e-mail (dummy e-mail ID) to Financial Advisor regarding requirement of funds to the tune of Rs.4.15 Cr. to clear the pending payments of suppliers (indicate details i.e. name of 3-4 firms, invoice No. and date with amount and total).

Marks: 5+5+5=15

Q.3 (A) Change the voice:

- i) Circumstances will oblige me to go.
- ii) When will you return the file?
- iii) One should keep one's promises.
- iv) My pen has been stolen.
- v) English is spoken all over the world.

(B) Rewrite the following sentences into indirect speech:-

- i) The blind man said, "Eyes are a great blessing."
- ii) He said to me, "May you succeed in the examination."
- iii) He said to me, "Rest assured. I shall come to your help."
- iv) My friend said to me, "Welcome!"
- v) He said, "Bravo! You have done well."

(C) Fill the prepositions:

- i) Mumbai is famous.....its textiles.
- ii) It is natural in every man to wish.....distinction.
- iii) Camels are peculiarly adapted.....life in the desert.
- iv) He boasted.....his accomplishment.
- v) This is a matter.....little importance.

Marks: 5+5+5=15

Q.4 (A) i) What is e-tendering? Explain.

Marks: 3

ii) For e-tendering what are the charges for the following:-

- a) Registration charges for participating in e-tendering for vendors.
- b) Digital Signature Certificate Charges.
- c) USB Token (One Time hardware charges)

Marks: 1x3=3

- iii) Name of the Company, engaged by PSPCL/PSTCL and its website for e-tendering.

Marks: 1

(B) Define (Any four)

- i) Proprietary items
- ii) Competent Authority
- iii) DGS&D
- iv) Registered Suppliers
- v) Standardized Firm
- vi) Contracting Agency/Purchasing Agency

Marks: 2x4=8

Q.5 A) Define the following (Any five)

- i) Memory
- ii) Hard Disk
- iii) Printer
- iv) Computer
- v) Back up
- vi) Motherboard

Marks: 2x5=10

B) Expand the following abbreviations (Any five)

- i) USB
- ii) HTTP
- iii) PDF
- iv) NIC
- v) LAN
- vi) GB
- vii) HDD

Marks: 1x5=5

C) Answer the following questions(Any five);

- i) What is MS Excel? How many rows and columns are there in a worksheet?

- ii) How many different types of views do we get on the Power Point screen? What is the extension for saving a file in Power Point?
- iii) What is Auto Shapes? How will you apply shadow effect to an auto shapes?
- iv) What do you understand by Subscript? How will you apply it on the text?
- v) In how many ways can a table be drawn? Explain any two methods briefly ?
- vi) Define data backup ? What is its importance?

Marks:3x5=15

D) Differentiate between the following:-

- i) Save and Save as
- ii) Scanner and Printer
- iii) Find and Replace
- iv) MS Word and MS Excel
- v) Desktop and Laptop

Marks: 1x5=5

(E) Write shortcut keys for the following task:-

- i) To open a new document
- ii) To underline a text.
- iii) To align text to centre.
- iv) To find the text in a document.
- v) To insert Hyperlink

Marks:1x5=5

Roll No. _____

SAS Part-II/30/100213
Paper-VI (Accounts & Auditing)

Time Allowed: Three Hours

Max. Marks: 100

Notes

- Attempt all 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 No.2.
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Q. 1 a) The Hindustan Aluminum Co. Ltd. whose share capital on 31st March, 2011 consisted of 12000, 8% redeemable preference shares of Rs.100/- each fully paid and 40,000 equity shares of Rs.100/- each. Rs. 80/- paid up, decided to redeem preference shares at a premium of Rs.10/- per share. The Company's Balance Sheet as on 31st March, 2011, showed a General Reserve of Rs.18,00,000/- and a Capital Reserve of Rs.1,70,000/-. The redemption was affected partly out of profit and partly out of the proceeds of a new issue of 6000, 7.5% cumulative preference shares of Rs.100/ each at a premium of Rs.25/- per share. The premium payable on redemption was met out of the premium received on the new issue.

On 1st July, 2011, the Company at its general meeting resolved that all the capital reserves be applied in the following manner:-

- i) the declaration of bonus at the rate of Rs.20/- per share on equity shares for the purpose of making the said equity shares fully paid; and
- ii) the issue of bonus shares to the equity shareholders in the ratio of one share for every four shares held by them.

You are required to pass necessary journal entries.

- b) How would you rectify the following errors discovered after preparation of the trial balance?

- i) An amount of Rs.300/- representing cash discount allowed by Sh. Kapil Dev on payment of his account stands debited to his account in the ledger, but is not shown in the discount column against payment entry in cash book.
- ii) An item of Rs.4000/- for purchase of office furniture has been passed through purchase book.
- iii) *An amount of Rs.2100/- for a credit sale to Mr. Jolly although correctly entered in the sale book has been wrongly posted as 1200.*
- iv) A credit purchase of goods amounting to Rs.2500/- from Mr. Sushil & Co. has been omitted to be passed through the Invoice book, but the payment made subsequently debited to his account.
- v) A credit purchase of goods for Rs.1920/- from MR. Butter & Co. correctly enter in invoice book has been wrongly posted as Rs.1902 to the credit of Mr. Butter & Co.

Marks 12+8=20

- Q.2 a) What is the importance of verification of liabilities?
- b) How would you verify the following liabilities:-
- i) Debentures
 - ii) Trade creditors
 - iii) Outstanding expenses
 - iv) Loans

Marks: 4+4x4=20

- Q.3 a) Distinguish between internal check and internal control.
- b) The balance on 1st April, 2011 of a plant bought on 1st April, 2009 was Rs.4,05,000/-. The firm had been writing of depreciation at 10% p.a. on the diminishing balance method. The company makes up account upto 31st March every year. It was decided that during 2011-12 enough depreciation should be charged to make depreciation at 10% on the basis of original cost. On 1st October, 2011 a plant whose book value was Rs.1,21,500/- on 1st April, 2011 was disposed off for Rs.84,000/-. Prepare Plant account for the year 2011-12.

Marks: 10+10=20

- Q.4 a) Prepare Bank Reconciliation Statement as on 31st December, 2012 from the extracts of Bank column of cash book and bank pass book of Mr. Alister Cook.

Cash Book (Bank Column)

Date	Receipts	Amount in Rs.	Date	Payments	Amount in Rs.
Dec.1, 2012	To balance b/d	4,000	Dec.3, 2012	By cash	800
Dec.4, 2012	To Manohar	3,200	Dec.5, 2012	By Drawings	1,000
Dec.8, 2012	To Damodar	5,00	Dec.10, 2012	By Kailash	2,200
Dec.18, 2012	To Nanak	3,700	Dec.15, 2012	By Shyam Nath	1,300
Dec.21, 2012	To Devi Dayal	1,400	Dec.28, 2012	By salary	1,800
Dec.28,20 12	To Atkinson	100	Dec.29, 2012	By Mehta Bros	1,900
Dec.30, 2012	To Khanna & Co.	450	Dec.30, 2012	By Dass Bros.	1,700
			Dec.30, 2012	By Commission	20
			Dec.30, 2012	By Balance c/d	2,630
		13,350			13,350

Pass Book

Date	Particulars	Amount in Rs.	Date	Particulars	Amount in Rs.
Dec.3, 2012	To cash	800	Dec.1, 2012	By balance b/d	4,000
Dec.5, 2012	To drawings	1,000	Dec.6, 2012	By Manohar	3,200
Dec.14, 2012	To Kailash	2,200	Dec.10, 2012	By Damodar	500
Dec.20, 2012	To Shyam Nath	1,300	Dec.20, 2012	By Nanak	3,700
Dec. 28, 2012	To salary	1,800	Dec.25, 2012	By Dividend	700
Dec.30, 2012	To Commission	20			
Dec.30, 2012	To collection charges	4			
Dec. 30, 2012	To Bank charges	80			
Dec.30, 2012	To balance c/d	4,896			
		12,100			12,100

- b) The current ratio of a company is 2:1 which of the following suggestions would improve the ratio, which would reduce it and which would not change it:-
- To pay current liability.
 - To sell a motor car for cash at a slight loss.
 - To borrow money for a short time on an interest bearing promissory note.
 - To purchase stock for cash.
 - To give an interest bearing promissory note to a creditor to whom money was to be paid.

Marks: 15+5=20

Q.5

From the following trial balance of Mr. Saurav & Co. prepare a profit and loss account for the year ended 31st March, 2012 and balance sheet as on that date after giving effect to the under mentioned adjustments:-

Particulars	Dr. (Rs.)	Cr. (Rs.)
Capital	0	15,000
Drawings	3,250	0
Stock 1-4-11	17,445	0
Returns inwards	554	0
Carriage inwards	1,240	0
Deposit with Anand Gupta	1,375	0
Returns outwards	0	840
Carriage outwards	725	0
Loan to Ashok @ 5% given 1-4-11	1,000	0
Interest on above	0	25
Rent	820	0
Rent outstanding	0	130
Purchases	12,970	0
Debtors	4,000	0
Goodwill	1,730	0
Creditors	0	3,000
Advertisement expenses	954	0
Provision for doubtful debts	0	1,200
Bad debts	400	0
Patents and patterns	500	0
Cash	62	0
Sales	0	27,914
Discount allowed	330	0
Wages	754	0
Total	48,109	48,109

Adjustments

- 1) The Manager of Saurav & Co. is entitled to commission at 10% of the net profit calculated after charging such commission.
- 2) Increase bad debts by Rs.600/- provision for doubtful debts to be 10% and provision for discount on debtors 5%.
- 3) Stock valued at Rs.1,500/- destroyed by fire on 25.3.12 but the insurance Co. admitted a claim for Rs.950/- only and paid it in June, 2012.
- 4) Rs.200/- out of the advertisement expenses are to be carried forward to the next financial year.
- 5) Value of closing stock as on 31.3.2012 was Rs.8,500/-.

Marks: 20

Roll No. _____

SAS Part-II/30/110213
Paper-VII (Industrial, Commercial Laws & Direct Taxes)

Time Allowed: Three Hours

Max. Marks: 100

Notes

- Attempt all 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 No.2.

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- Q.1 a) "An agreement made without consideration is void", With reference to the provision of the Indian Contract Act, 1872, examine the validity of the statement and explain the cases in which the statement does not apply.
- b) Father promise his son to pay a sum of Rs.1.00 Lac if his son passed SAS examination in the first attempt. The son passed the examination in the first attempt, but father failed to pay the amount as promised. Son files a suit for recovery of amount. State along with reasons whether son recover the amount under the Indian Contract Act.
- c) A owes a certain sum of money to B. A does not know the exact amount and hence he makes out a blank cheque in favour of B, sign and delivers to B with a request to fill up the amount due payable to him. B fills up fraudulently the amount larger than the amount due, payable by A and endorse the cheque to C in full payment of dues of B. Cheque of A dishonoured. Referring to the provisions of Negotiable Instrument Act, discuss the rights of B and C.

Marks: 12+4+4=20

- Q.2 a) Discuss the provisions of Employee's State Insurance Act relating to sickness and maternity benefits. Can an employer dismiss an employee during the period he is in receipt of sickness benefit?
- b) i) If the worker was already suffering from some disease and the accident suffered by him together with the disease resulted in the injury/death. Would the employer be liable to pay compensation?
- ii) Muna Lal, a worker aged 35 meets with an accident and dies while at work (i.e. in the course of employment). At the time he drew a monthly wage of Rs.2,500/-. As per schedule IV of the Act the relevant factor applicable to his case would be Rs.197.06. Calculate the compensation payable under Workmen's Compensation Act.
- c) Compute the invoice to be charged and amount of tax payable under VAT by a dealer who had purchased goods for Rs.1,20,000 and after adding for expenses of Rs.10,000/- and a profit of Rs.15,000/- had sold out the same. The rate of VAT on purchases and sales is 12.5%.

Marks: $12+2+2+4=20$

- Q.3 a) Has the Court any power to appoint an Arbitrator? If so, under which conditions.
- b) A disbursing officer of an employer is requested by the employee to deduct more tax than what is warranted on his salary to cover his income from property. Is it possible to do so? Another employee says that he has loss from income from self-occupied property due to payment of interest and he would like less tax to be deducted from his salary on a certificate from him. Can the disbursing officer concede to his request?
- c) Amit owns a house property in Patiala which is let out for Rs.10,000/- P.M., the annual value of which is Rs.1,00,000/- and municipal taxes were 25% of municipal valuation. Amit paid during the previous year municipal tax of 6 years which relates to past 5 years as

well as for the current year. The other expenses of the property were as under:-

Repairs	Rs.5,000/-
Insurance premium	Rs.2,000/-
Interest on purchase of house	Rs.11,000/-
Ground rent due	Rs. 2,000/-

Compute income of Amit from house property for the assessment year 2013-14.

Marks: 10+5+5=20

Q.4 Mr. Singh working in PSPCL has the following particulars for the financial year 2012-13:-

i)	Salary	3,60,000
ii)	ADA	2,00,000
iii)	Amount received on account of paper checking	5,350
iv)	Fixed Medical Allowance	6,000
v)	Local Outdoor Duty Allowance	8,400
vi)	House Rent Allowance	72,000
vii)	Interest earned on saving & Fix deposits	19,000
viii)	Contribution to General Provident Fund per month.	5,000
ix)	Actual rent paid to landlord per month	8,000
x)	Donation paid to Indira Gandhi Memorial Trust.	20,000
xi)	Payment towards tuition fee of child A Rs.13,000; Child B 12,000, child C 14,000	
xii)	Life Insurance Premium paid (including Rs.6,000/- paid for dependent brother, Rs.3,000/- for father and Rs.10,000/- for married daughter)	19,000
xiii)	Electricity concession @ 155 units per month and cost of electricity is Rs.5 per unit.	
xiv)	Children Education Allowance for three Children @ Rs.400 per month each.	

- xv) Actual expenditure on Local Out Duty Allowance is Rs.8,400/-.

Calculate tax liability of Mr. Singh for assessment year 2013-14

Marks: 20

- Q.5 a) Explain partial disablement under Workmen's Compensation Act.
- b) R, a Chartered Accountant, practicing at Patiala provides the services to his following clients:-
- | | | |
|------|--|---------------|
| i) | Services provided to PNB, Delhi. | Rs.5,80,000/- |
| ii) | Services provided to SBOP, PTA | Rs.8,70,000/- |
| iii) | Services provided to J & K Bank, Srinagar. | Rs.4,90,000/- |

Compute the value of taxable services provided and the amount of service tax payable. Assume Service Tax, if applicable, is separately charged in the bill @ 12.36%.

- c) List out the purchases not eligible for input tax credit under VAT.
- d) Explain the provisions of the Factories Act, 1948 relating to Welfare of the workers.

Marks: 4+2+4+10=20

Roll No. _____

SAS Part-II/35/120213
Paper-VIII (Works & Management Accounting)

Time Allowed: Three Hours

Max. Marks: 100

Notes:

- 1) Attempt all questions and part of a question may be attempted continuously at one place.
- 2) 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) What do you understand by carrying cost. Explain the costs included in carrying cost?
- b) ABC Ltd.'s annual consumption of fabric is 30000 kgs. Each Kg of fabric costs Rs.120. Storage cost of fabric amount to 10% of average inventory. Cost per order is Rs.50. Calculate Economic Order Quantity and number of orders of ABC Ltd.
- c) What are the difficulties in installing cost accounting system?
- d) What assumptions will be considered while computing EOQ?

Marks : 5+5+5+5=20

- Q.2 The following data are available from the Cost Ledger of Acme Industries for the year 1997:-

Plant Maintenance	25,000
Office Lighting	6,300
Depreciation on plant (charged on usage basis)	8,100
Rates and Taxes for the works	3,900
Staff salaries	32,000
Management Salaries	22,000
Power (for this plant)	10,600
Rental for leasehold Equipments	9,600
Indirect wages	37,100
Rectification cost of Defectives (Normal)	8,400

Consumable sales	17,600
Selling expenses	30,000
General charges	15,600
Sale proceeds from scrap (Normal)	4,200

During the year total production was 1,20,000 units. The break-up of prime cost per units was: Material Rs.2.20 and wages Rs.1.80. The average selling price was Rs.6.75 per unit and the entire quantity produced during the year was sold out.

With effect from January 1,1988 the selling price was reduced to Rs.6.40 per unit. It was envisaged that production could be enhanced during 1998 by 33 1/3 percent without incurring any overtime or extra shift work, or additional selling expenses.

You are required to prepare statements showing:

- Actual cost and profit for the year 1997.
- Estimated cost and profit for 1998 assuming that the entire production will be sold during the year.

Assumptions, if any, required to be made in the above exercise should be clearly stated.

Marks: 20

Q.3 a)

The normal expenses attributable to Machine No. III and the normal hours for which the machine is expected to be utilized in the year 2000 are indicated below:-

	Rs.	Rs.
Fixed expenses		2,000
Variable:		
Powers	1,500	
Repairs	900	
Lubricants	<u>600</u>	<u>3,000</u>
Total	<u>3000</u>	<u>5,000</u>

Predetermined normal hours of working

To make ready	200 hours
Running on jobs	<u>800</u> hours
Total	<u>1,000</u> hours

From the data furnished below, compute the cost of job No.8237:

Material consumed:10 units at Rs.5 per unit	50
Machine labour	
To make ready: 2 hours at Rs. 1 per hour	2
Running on jobs:8 hours at Rs.1 per hour	<u>8</u>
	<u>60</u>

Note: Whenever a job is to be put on the machine, the machine is cleaned, any tool or jigs already on the machine are removed and new tools, etc. suitable for the particular job are fixed before commissioning the machine for the job and the time involved is to be charged to the job as "make ready" time. Hence fixed expenses are absorbed on the basis of total normal working hours and variable expenses are absorbed on the basis of running working hours.

b) What is the importance and benefits of operating costs?

c) SV Construction Ltd. have obtained a contract for a construction of a bridge. The value of the contract is Rs.12 Lacs and the work commenced on 1st October, 1998. The following details are shown in their books for the year ended 30th September, 1999.

Plant purchase	Rs.60,000	Wages accrued as on 30.9.1999	Rs.2,800
Wages paid	Rs.3,40,000	Material at site as on 30.9.1999	Rs. 4,000
Materials issued to site	Rs.3,36,000	Direct expenses accrued as on 30.9.1999	Rs.1,200
Direct expenses	Rs. 8,000	Work not yet certified at cost	Rs.14,000
General overheads apportioned	Rs.32,000	Cash received being 80% of work certified	Rs.6,00,000

Life of Plant purchased is 5 years and scrap value is NIL.

- 1) Prepare the contract account for the year ended 30th September, 1999.
- 2) Show the amount of profit which you consider might be fairly taken on the contract and how you have calculated it.

3) What do you understand by flexible budget?

Marks: 5+5+5=20

Q.4

The financial statement and operating results of PQR revealed the following position as on 31st March, 2006.

Equity share capital (Rs.10 fully paid share)	Rs.20,00,000
Working capital	Rs.6,00,000
Banking overdraft	Rs.1,00,000
Current ratio	2:5:1
Liquidity ratio	1:5:1
Proprietary ratio (net fixed assets/proprietary fund)	.75:1
Cost of sales	Rs.14,40,000/-
Debtors velocity	2 months
Stock turnover based on cost of sales	4 times
Gross profit ratio	20% of sales
Net profit ratio	15% of sales

Closing stock was 25% higher than the opening stock. There were also free reserves brought forward from earlier years. Current assets include stock, debtors and cash only. The current liabilities expect bank overdraft treated as creditors. Expenses include depreciation of Rs.90,000/-.

The following information was collected from the records for the year ended 31st March, 2007.

- ❖ Total sales for the year were 20% higher as compared to previous year.
- ❖ Balance as on 31st March, 2007 were: Stock Rs.5,20,000, creditors Rs.4,15,000, Debtors Rs.4,95,000 and cash balance Rs.3,10,000.
- ❖ Percentage of Gross profit on turnover has gone up from 20% to 25% and ratio of net profit to sales from 15% to 16%.
- ❖ A portions of fixed assets was very old (book value Rs.1,80,000) disposed for Rs.90,000 (No depreciations to be provided on this item).

- ❖ Long-term investments were purchased for Rs.2,96,600
- ❖ Bank overdraft fully discharged.
- ❖ Percentage of depreciation to fixed assets to be provided in 2006-07 is 5%.

Required:

- i) Prepare Balance Sheet as on 31st March, 2006 and 31st March, 2007.
- ii) Prepare the fund flow statement for the year ended 31st March, 2007.

Marks: 20

Q.5 a) Write accounting Head, Brief discussions and accounting treatment of the following :-

- i) Material cost variance
 - ii) Grants towards Cost of Capital Assets
 - iii) Grants in aid receivable for Research and Development Schemes.
 - iv) Expenditure on Survey/Feasibility Studies of Projects not yet sanctioned.
 - v) Provision for completed work.
- b)
- i) Who is responsible for Accounts in Division and what duties are entrusted to him regarding Divisional Accounts?
 - ii) Write a note on Capitalization of interest on funds utilized on construction stage.

2x5+5+5=20