

Model Sol. of vdc/han/S-06/24/P-I

vdc/han/S-06/24/P-I.

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Solution to ques.: 1(a)

Provide the account code for the followings

- a) Loss on sale of scrap (79.572)
- a) Loss Medical Allowance to the pensioners (75.861)
- b) Fixed tenders (62.903)
- b) Sale of tenders (62.903)
- c) Transfer of funds from Head Office (24.405)
- d) Security deposited in cash from Employees (46.920)
- e) Security deposited in cash from Employees (46.920)

1(b)

In both types of works the expenditure is met by outside agencies like govt department, local body or a consumer. While in respect of deposit work the property right over the work after completion remains with the agency that met expenditure, in the case of contribution works the asset or property created out of funds met by agency rests with PSPCL/PSTCL. While liability for mtc of property in case of deposit work shall lie with outside agency the liability for mtc of contributory work shall lie with PSPCL/PSTCL. While departmental charges @27.5% are levied on the expenditure on the deposit works only 16% departmental charges are recoverable on contribution works. Deposit received and expenditure incurred on deposit work will be credited /debited to account code 47.305. Whereas in case of contributory work deposit will be credited to account code 47 309 and expenditure will be booked to account code 14 work in progress and on completion of work fixed asset be created.

Solution to Q No 1 (c)

c) Instructions regarding custody of keys of cash chest:

(i) The cash chest shall have at double locking system with two sets of keys for operating locks. The keys shall be marked 1 & 2. The key no. 1 shall be in the custody of RA/SDO/AO/Sr. Xen and key no. 2 shall be in the custody of official handling cash.

(ii) The duplicate keys shall be deposited with the bank in a small box duly sealed by officer in

charge. The facts should be entered in the duplicate key register. (iii) At the beginning of every year duplicate keys from the bank should be withdrawn and operate the duplicate keys in the presence of 2nd key holder and redeposit the keys in the bank as mentioned above.

(iv) The cash chest shall never be opened unless both custodians of keys are present till the time it is locked again.

v) Intimate the controlling officer immediately in case of loss of keys of cash chest. In case, both

keys are lost. FIR with Police should be lodged. vi) Withdraw duplicate keys from the bank and arrange to get the lock changed from the company from whom the cash chest was purchased and deposit the new duplicate keys after lock is changed.

vii) In case the key holder is to go on tour / leave the key of cash chest should be handed over to the next official in line under him. In such an eventuality, the cash book should be balanced, cash in chest counted and recorded in the particular column of the cash book under the signature of both officials handling over or taking over charge.

viii) In no circumstances should both keys of cash chest be in the custody of one official.



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ix) In case the cash chest key holder is unable to attend office due to illness / accident etc. the key of cash chest should be obtained from him under the written orders of the competent authority.

x) The lock, the key of which has been lost should not in any case be used again on the chest, nor a fresh key thereof should be got manufactured locally. These instructions apply also in case of chest having interlocking arrangement.

10 Marks





**Solution Q No2 (a)**

To convey administrative approval for works expenditure other than residential building:-

**(a) Special Repairs**

Powers	Old DOP	New DOP
CEs	Rs.5 Lacs	25 Lacs
SEs	Rs. 2 Lacs	10 Lacs
Xens/REs	Rs. 50,000	2.5 lacs

**b) Renewals and Replacement of existing works.**

Powers	Old DOP	New DOP
CEs	Rs. 10 Lacs	50 Lacs
SEs	Rs. 7 Lacs	20 Lacs
Xens/REs	Rs. 2.50 Lacs	5 Lacs

**Q No 2 (b)**

An imprest is an standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursement which may be entrusted to his charge by the Divisional Officer/ Sub Divisional Officer and should be discontinued when the necessary of them has passed away. Imprest may be given to permanent subordinates only but in case of emergency and at the directions of Divisional officers, there is no objection to issue Imprest to temporary subordinates.

Following rules shall be followed while issuing imprest:

- 1) Imprest should be given when absolutely necessary and the amount should be kept as low as possible to minimize the risk of loss to the PSPCL.
- 2) Imprest may only be given with the express sanction of the Divisional officer
- 3) In case of loss or defalcation, the Divisional officer will be held responsible that all requisite precautions have been taken.



Solution Q No 3 (a)

FAKE INSPECTION CALLS

The purchasing authority will get the material inspected and issue dispatch instructions within 20 days of the date of receipt of call offering the material for inspection or date of readiness of material, whichever is later. In case date of readiness is not mentioned in the offer letter, then date of receipt of call shall be considered as date of readiness of material. In case the inspecting officer finds on arrival at the supplier's premises that the material less than 80% of the quantity offered in the inspection call is ready for inspection or material of the firm is rejected during testing/inspection, then the call shall be treated as fake call and the firm shall be responsible to pay fake call charges @ 10% of the value of the offered lot calculated as per P.O. rate subject to a maximum of Rs. 30,000/- per such occasion. Besides this, a letter of warning shall be issued and it shall be counted towards their performance for call intents and purposes. In case multiple sizes are to be inspected against a single inspection requisition, then the fake call charges shall be applicable on proportionate basis on the PO value of items which were offered by the firm for inspection

The TA charges are also recoverable from the supplier

Solution Q No 3 (c)

As per works regulations the Work cannot be sublet without the approval of PSPCL





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Solution Q 3 (b)

Q. No 1 (a) Every employee incurring or sanctioning expenditure from funds of company should be guided by high standards of financial propriety. Each officer is responsible for enforcing financial order of strict economy at every step. The following are the principles.

- (1) Every employee is expected to exercise the same vigilance in respect of expenditure incurred from Board's money as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- (2) The expenditure should not be *prima facie* more than the occasion demands.
- (3) Money borrowed on the security of allocated revenues should be expended on those objects only for which money is borrowed.
- (4) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (5) Board's revenues should not be utilized for the benefits of a particular person or section of the community unless:
  - (a) the amount of expenditure involved is insignificant or
  - (b) a claim for the amount could be enforced in a court of law or
  - (c) the expenditure is in pursuance of a recognized policy or custom.
- (6) No authority should sanction any expenditure which is likely to involve at a later date, expenditure beyond its own powers of sanction.
- (7) The amount of allowances, such as travelling allowance, granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole the sources of profit to the recipients.

In addition to compliance with the canons of financial propriety enunciated above, the authorities incurring expenditure should further see.

- (1) that special or general sanction of the competent authority exists.  
that necessary funds to cover the charge exists, that expenditure does not exceed these funds.
- (2) That all charges incurred are drawn and paid at once.  
That money actually paid is no under circumstances kept out of account a day longer than is absolutely necessary.
- (3) That money is drawn unless it is required for immediate reimbursement.



Q No 4 (a) (1)

**4(a) Measurement Book**

Measurement book is one of the initial records of the works. All payments relating to works, material received in the stores/works etc. are made on the basis of the entries made in the Measurement Book by the authorized official duly verified by the in-charge officer. All the payments are, probably, based on the measurement book.

The following members of the non-gazetted establishment in the Board/Corporation are authorized to make entries in the Measurement Books:-

- a) Junior Engineer / Sectional Officer
- b) Sub Station Operators
- c) Permanent Way inspectors
- d) Meter inspectors
- e) Head Mistries
- f) Foreman
- g) Power house Superintendents
- hi) Any other person authorized by the Board/Corporation.

**Solution Q No 4 (a) (2)**

IWR initial Works Register is prepared for all works costing above Rs. 2 Lacs in form CE-26. In this regard record is kept for all the material issued, used and unused on the completion of the work. It is a six part register and is to be prepared under following principles: **Part-I:** Up to date record of material issued, receive, cost of material, transportation, labour charges etc. is kept in this part.

**Part-II:** In this part record of all the petty items and their cost is maintained.

**Part-III:** In this part record of measurements of work done by daily/work charged labour, and payments of their wages is kept. Bills for payment to laborers, work charged estt, etc. are passed as per progress/measurements of recorded in this part.

**Part-IV:** In this part measurements of material used is recorded. **Part-V:** This part is used for renewal, replacement of augmentation works. Record of dismantled material is also kept in this part.

**Part-V:** In this part reports/comments of inspecting officers recorded.

IWR is an important record and is used in duplicate in the name of official/officer entrusted with the job of execution of work. Original copy is kept by the official and duplicate is sent to divisional office every month along with labour bills. After passing labour bills this copy is returned back to Sub-Divn. office. No entry is to be erased and all kinds of cuttings must be got attested. Upon transfer of an official this register is to be returned and the new official will get fresh register issued in his own name. Entries in this register must be checked by SDO concerned. All entries must also be checked by Supdt (Divnl. Accounts), in case this register is lost immediate report must be sent to senior officers.

**Solution Q No 4 (b)**

**(B) 1. New Firm** means any firm that has not supplied tendered/ equivalent material to PSPCL/other State Utilities. The firm having supplied tendered/ equivalent material to other state utilities shall be considered as 'Old Firm' for the purpose of distribution of quantities on submission of satisfactory performance certificate. However, works appraisal of such firms shall be carried out.

**2. Proprietary items / Services** means items/ services of proprietary nature manufactured/ being provided by single manufacturer/ service provider and supplied by it or its authorized dealer or any other tailor made item or component to match with the manufacturer's equipment.

**3. Rate Contract** means Rate Contract entered into by the Director General of Supplies and Disposals/PSPCL/ Punjab Government with the manufacturers of suppliers for supply of specific material of equipment.



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### Central Purchase Committees

The Committee comprising of EIC/ CE/MM, FA-cum-CAO/FA/CAO/Cost Controller and Chief Purchase Officer as Member/Convener for procurement of Centrally Purchased items-except IT related items, meters & metering equipment and workshop items.

The committee comprising of EIC/CE/Metering, FA-cum CAO/FA/C AO/Cost Controller and Dy. CE/ SE/Metering as Member/Convener for the purchase of meters and metering equipment

The Committee comprising of EIC/Chief Engineer/ Stores & Workshops, FA-cum-CAO and Dy.CE/SE/TRW, (concerned Dy. CE/SE) as Member/Convener for the purchase of workshop items

4) The Committee comprising of EIC/CE(IT), FA/ CAO/Cost Controller and Dy.CE/SE (IT) as Member/Convener for the Purchase of IT related items.





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(9) Maintenance of Contractor Ledger:-

Form and use: The accounts relating to contracts should be kept in the Contractor's Ledger, a separate folio or set of folios being reserved for all the transactions connected with each contract.

Posting: Debit and credit entries in the ledger should be on the basis of transactions recorded in the accounts and the cash/Bank payment and Journal vouchers. The value of materials issued to a contractor should be debited to his account on the authority of his acknowledged S.R.

Balancing and reconciliation: The ledger account should be closed and balanced monthly.

Review of Contractor Ledger: Periodically, all the personal accounts in the ledger should be examined by Accountant/Xen/AO and it should be seen (1) that balances do not remain outstanding for a long time without justification and (2) that in the case of running accounts, bills are prepared at reasonable intervals.

(b) Supply-cum erection work

In a Lump sum contract, the contractor agrees to execute a complete work with all its contingencies in accordance with the drawing and specifications for a fixed sum.

Essential characteristics:

- (i) A schedule of rates is specified in order to regulate the amount to be added to or deducted from the fixed sum on account of additions and alterations not covered by the contract.
- (ii) Except as provided in above (i) no comparison is made in the contract to departmental estimate of the work, schedule of rates or quantities of work to be done.
- (iii) Detailed measurements of the work done are not required to be recorded except in respect of additions and alterations.

c) Transfer of measurement book from one office to other

Measurement book should be transferred from one office to other in one of the following ways:-

- (a) It should be handed over personally wherever this can be conveniently done.
- (b) It should be sent by registered post.
- (c) When it is not possible to transmit by either of the above two methods, a special reliable messenger should be employed.

An acknowledgement should be obtained in all cases.



Ministerial Establishment (General)

Model Solution to Paper-II (Service Rules & Regulations)

Ans 1(a) As per MSR Vol. 1 Part 1 when an employee is suspended from his duties he is paid an allowance while under suspension in lieu of salary. This allowance is called subsistence allowance, It is usually granted @ 50% of the last pay drawn immediately before suspension.

Various kinds of recoveries which can be made from subsistence allowance are as under:-

- i) Compulsory recoveries:- Such as income tax, house rent recovery and any other kind of taxes etc. These are obligatory recoveries to be made from subsistence allowance.
- ii) Optional recoveries:- Optional recoveries can be made with the consent of officials. These are GPF subscription, GPF advance, TA advance, LIC premium, insurance premium.
- iii) Misc. Recoveries:- These recoveries pertain to loan and advances. These recoveries can be postponed with the approval of competent authority. These are House building advance, conveyance advance etc.
- iv) Other Recoveries:- Such as excess drawl of pay and allowances. These recoveries can be made but the total recoveries should not be  $\frac{1}{3}^{\text{rd}}$  of total amount of subsistence allowance.

Ans 1 (b) As per finance circular 20/21 divorcee/widowed daughter of an employee can claim family pension after the death of an employee, his/her spouse and also if there is no other eligible unmarried daughter/ son as the case may be.

Ans 1(c) As per GPF Regulation a non-refundable advance may be granted to subscriber at any time, after the completion of 8 years of service (including broken period, if any) from the amount standing to his credit in the fund by the competent authority for building or acquiring a suitable house/ flat for his residence including the cost of the site or purchase of house/ flat in his own name or name of his/her spouse.

But as per note (I) Advance for the purchase of built house / flat/plot/construction of house shall be admissible only once during the entire service. As such action of audit is justified.



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Session -6/24

Ministerial Establishment (General)

Model Solution to Paper-II (Service Rules and Regulations)

Ans. 2(a) As per MSR Vol. I, a female employee can claim 20 casual leaves in a calendar year irrespective of length of service. Therefore, after 10 years of service a female employee is eligible for 20 casual leaves.

Ans. 2(b) Honorarium means a recurring or non-recurring payment granted to a corporation employee from the funds of the corporation as remuneration for specific work of an occasional nature or intermittent character.

Fee:- It means a recurring or non-recurring payment to a corporation employee from a source other than the corporation funds whether made directly to the corporation employee or indirectly through intermediary of corporation but does not include unearned income such as income from property, dividend and interest income from securities and income from literary, cultural artistic, scientific and income from participation in sports activities.

Ans. 2(c) As per MSR Vol. I part I the following are the ages of retirement for different categories of employees is normally the last day of the month in which an employee completes :

Class I, II & III

58 years

Class IV

60 year

Ans 2(d) A joining time is admissible to an employee if he is transferred in public interest. In this case, an employee is transferred from Ludhiana to Patiala in his own interest. Hence, no joining time is admissible to him.



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Session – 6/24

Ministerial Establishment (General)

Model Solution to Paper-II (Service Rules & Regulations)

Ans. 3.

	D	M	Y
Date of Voluntary Retirement	31	12	2013
Date of Joining	20	12	1991
Qualifying Service	11	00	22
Add Service Benefit	-	-	5
Net Qualifying Service	11	00	27

i.e. 27 years and 11 days

= 54 half yearly

Pension

Basic Pay	=	18800
	=	$18800/2 \times 54/50 = 9400$
	=	$9400 + 9400(D.A.100\%) + \text{Fixed Medical}$
Gratuity	=	$18800 \times 100\% \times 54/4$
	=	5,07,600/-
Commutation	=	$18800 \times 20\% \times 12 \times 8.678$
	=	3,91,551/-



Ministerial Establishment (General)

Model Solution to Paper II ( Service Rules & Regulations)

Ans. 4(a) i) As per MSR Vol. I Part I

Chief Public Office means:-

At the headquarters of a District:-	The court of the Deputy Commissioner
At a cantonment :-	The station church or any such other place as may be fixed by competent authority.
At an out post or Tehsil t :-	The court of the officer, incharge of the out post or Tehsil, The police station or if there be no police station the post office or if there be no post office the point designated by competent authority..

(ii) As per MSR Vol. I Part I Chief Executive officer means the secretary of the Board or any other officer who is / or may be delegated as such by the Board from time to time,

(iii) As per MSR Vol. I Part I Cadre means the strength of a service or part of a service sanctioned as a separate unit.

(iv) As per MSR Vol. I Part I Heads of office means the authorities designated as Disbursing officers or any other authority declared by the board to be the head of office.

(v) As per MSR Vol. I Part I Competent Authority in relation to the exercise of any power means the Administrative Authority concerned of the Board.

Ans. 4(b) An allowance admissible to pensioner or family pensioner as per CSR Vol. II after attaining a certain age and at a specific rate. The rates of old age allowance admissible to pensioners are as follows:-

Above the age of 65 but less than 70	5%
Above the age of 70 but less than 75	10%
Above the age of 75 but less than 80	15%
Above the age of 80 but less than 85	25%
Above the age of 85 but less than 90	35%
Above the age of 90 but less than 95	45%
Above the age of 95 but less than 100	55%
100 or more	100%



## Question 1

**Ans(a) As per Reg. 21 of Air (Prevention and Control of Pollution) Act, 1981**

**Restrictions on use of certain industrial plants. —**

(1) Subject to the provisions of this section, no person shall, without the previous consent of the State Board, establish or operate any industrial plant in an air pollution control area:

Provided that a person operating any industrial plant in any air pollution control area immediately before the commencement of section 9 of the Air (Prevention and Control of Pollution) Amendment Act, 1987, for which no consent was necessary prior to such commencement, may continue to do so for a period of three months from such commencement or, if he has made an application for such consent within the said period of three months, till the disposal of such application.]

(2) An application for consent of the State Board under sub-section (1) shall be accompanied by such fees as may be prescribed and shall be made in the prescribed form and shall contain the particulars of the industrial plant and such other particulars as may be prescribed:

Provided that where any person, immediately before the declaration of any area as an air pollution control area, operates in such area any industrial plant, 2 \*\*\*such person shall make the application under this sub-section within such period (being not less than three months from the date of such declaration) as may be prescribed and where such person makes such application, he shall be deemed to be operating such industrial plant with the consent of the State Board until the consent applied for has been refused.

(3) The State Board may make such inquiry as it may deem fit in respect of the application for consent referred to in sub-section (1) and in making any such inquiry, shall follow such procedure as may be prescribed.

(4) Within a period of four months after the receipt of the application for consent referred to in sub-section (1), the State Board shall, by order in writing, 1 [and for reasons to be recorded in the order, grant the consent applied for subject to such conditions and for such period as may be specified in the order, or refuse such consent]: 2 [Provided that it shall be open to the State Board to cancel such consent before the expiry of the period for which it is granted or refuse further consent after such expiry if the conditions subject to which such consent has been granted are not fulfilled:

Provided further that before cancelling a consent or refusing a further consent under the first provision, a reasonable opportunity of being heard shall be given to the person concerned.]

(5) Every person to whom consent has been granted by the State Board under sub-section (4), shall comply with the following conditions, namely:—

(i) the control equipment of such specifications as the State Board may approve in this behalf shall be installed and operated in the premises where the industry is carried on or proposed to be carried on;

(ii) the existing control equipment, if any, shall be altered or replaced in accordance with the directions of the State Board;

(iii) the control equipment referred to in clause (i) or clause (ii) shall be kept at all times in good running condition;

(iv) chimney, wherever necessary, of such specifications as the State Board may approve in this behalf shall be erected or re-erected in such premises; and

(v) such other conditions as the State Board, may specify in this behalf; and

(vi) the conditions referred to in clauses (i), (ii) and (iv) shall be complied with within such period as the State Board may specify in this behalf:

Provided that in the case of a person operating any industrial plant 3 \*\*\* in an air pollution control area immediately before the date of declaration of such area as an air pollution control area, the period so specified shall not be less than six months:



② Model Sol. of UDC(G), S-06/24, P-3

Provided further that—

- (a) after the installation of any control equipment in accordance with the specifications under clause (i), or
  - (b) after the alteration or replacement of any control equipment in accordance with the directions of the State Board under clause (ii), or
  - (c) after the erection or re-erection of any chimney under clause (iv),
- no control equipment or chimney shall be altered or replaced or, as the case may be, erected or re-erected except with the previous approval of the State Board.

(6) If due to any technological improvement or otherwise the State Board is of opinion that all or any of the conditions referred to in sub-section (5) require or requires variation (including the change of any control equipment, either in whole or in part), the State Board shall, after giving the person to whom consent has been granted an opportunity of being heard, vary all or any of such conditions and thereupon such person shall be bound to comply with the conditions as so varied.

(7) Where a person to whom consent has been granted by the State Board under sub-section (4) transfers his interest in the industry to any other person, such consent shall be deemed to have been granted to such other person and he shall be bound to comply with all the conditions subject to which it was granted as if the consent was granted to him originally.

**Ans.(b)As per Reg.41 of Air (Prevention and Control of Pollution)Act, 1981**

**Offences by Government Departments. —**

(1) Where an offence under this Act has been committed by any Department of Government, the Head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this section shall render such Head of the Department liable to any punishment if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the Head of the Department, such officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.



## Question 2

Ans (a) As per Reg. 4 of Employee Compensation Act, 1923

(1) Subject to the provisions of this Act, the amount of compensation shall be as follows, namely:--

(a) where death results from the injury : an amount equal to fifty per cent. of the monthly wages of the deceased \*[employee] multiplied by the relevant factor; or an amount of \*[one lakh and twenty thousand rupees], whichever is more;

(b) where permanent total disablement results from the injury : an amount equal to sixty per cent. of the monthly wages of the injured \*[employee] multiplied by the relevant factor; \*[one lakh and twenty thousand rupees], whichever is more; \*[Provided that the Central Government may, by notification in the Official Gazette, from time to time, enhance the amount of compensation mentioned in clauses (a) and (b).]

Explanation I.--For the purposes of clause (a) and clause (b), "relevant factor", in relation to a \*[employee] means the factor specified in the second column of Schedule IV against the entry in the first column of that Schedule specifying the number of years which are the same as the completed years of the age of the \*[employee] on his last birthday immediately preceding the date on which the compensation fell due.

Explanation II. - Omitted by Act 45 of 2009.

(c) where permanent partial disablement result from the injury:

(i) in the case of an injury specified in Part II of Schedule I, such percentage of the compensation which would have been payable in the case of permanent total disablement as is specified therein as being the percentage of the loss of earning capacity caused by that injury; and

(ii) in the case of an injury not specified in Schedule I, such percentage of the compensation payable in the case of permanent total disablement as is proportionate to the loss of earning capacity (as assessed by the qualified medical practitioner) permanently caused by the injury;

Explanation I.--Where more injuries than one are caused by the same accident, the amount of compensation payable under this head shall be aggregated but not so in any case as to exceed the amount which would have been payable if permanent total disablement had resulted from the injuries.

Explanation II.--In assessing the loss of earning capacity for the purpose of sub-clause (ii), the qualified medical practitioner shall have due regard to the percentages of loss of earning capacity in relation to different injuries specified in Schedule I;

(d) where temporary disablement, whether total or partial, results from the injury : a half monthly payment of the sum equivalent to twenty-five per cent. of monthly wages of the \*[employee], to be paid in accordance with the provisions of sub-section (2).

(1A) Notwithstanding anything contained in sub-section (1), while fixing the amount of compensation payable to a \*[employee] in respect of an accident occurred outside India, the Commissioner shall take into account the amount of compensation, if any, awarded to such \*[employee] in accordance with the law of the country in which the accident occurred and shall reduce the amount fixed by him by the amount of compensation awarded to the \*[employee] in accordance with the law of that country.] 5 \* [

(1B) The Central Government may, by notification in the Official Gazette, specify, for the purposes of sub-section (1), such monthly wages in relation to an employee as it may consider necessary.]

(2) The half-monthly payment referred to in clause (d) of sub-section (1) shall be payable on the sixteenth day

(i) from the date of disablement where such disablement lasts for a period of twenty-eight days or more, or

(ii) after the expiry of a waiting period of three days from the date of disablement where such disablement lasts for a period of less than twenty-eight days; and thereafter half-monthly during the disablement or during a period of five years, whichever period is shorter:

Provided that—



(4)

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(3)

(a) there shall be deducted from any lump sum or half-monthly payments to which the \*[employee] is entitled the amount of any payment or allowance which the \*[employee] has received from the employer by way of compensation during the period of disablement prior to the receipt of such lump sum or of the first half-monthly payment, as the case may be; and

(b) no half-monthly payment shall in any case exceed the amount, if any, by which half the amount of the monthly wages of the \*[employee] before the accident exceeds half the amount of such wages which he is earning after the accident.

Explanation.--Any payment or allowance which the \*[employee] has received from the employer towards his medical treatment shall not be deemed to be a payment or allowance received by him by way of compensation within the meaning of clause (a) of the proviso.

\*[(2A) The employee shall be reimbursed the actual medical expenditure incurred by him for treatment of injuries caused during course of employment.]

(3) On the ceasing of the disablement before the date on which any half-monthly payment falls due there shall be payable in respect of that half-month a sum proportionate to the duration of the disablement in that half-month.

(4) If the injury of the \*[employee] results in his death, the employer shall, in addition to the compensation under sub-section (1), deposit with the Commissioner a sum of \*[not less than five thousand rupees] for payment of the same to the eldest surviving dependant of the \*[employee] towards the expenditure of the funeral of such \*[employee] or where the \*[employee] did not have a dependant or was not living with his dependant at the time of his death to the person who actually incurred such expenditure.] \*[Provided that the Central Government may, by notification in the Official Gazette, from time to time, enhance the amount specified in this sub-section.]

Ans.(b)

Review:

- 1) Any half monthly payment payable under this Act, either under an agreement between the parties or order of a commissioner, may be reviewed by the commissioner on the application either of the employer or of the workman accompanied by the certificate of qualified medical practitioner that there has been a change in the condition of workman or, subject to the rules made under this act, on application made without such certificate.
- 2) Any half monthly payment may on review under this section, subject to the provisions of the Act, be continued, increased, decreased or end if the accident is found to have resulted in permanent disablement, converted to the lump sum to which the workman is entitled less any amount which he is already received by way of half monthly payments.



Ans.2(c)

Ans 1.(b) AS per Regulation 10 of PSEB Standing Order:-

Leave

1. A workman may be granted twenty days leave with wages for calendar year but not exceed 20 day at a time. The leave will be calculated on the basis of the calendar year but where an appointment is made during the course of a year. The amount of leave admissible will be calculated proportionately for the part of the year i.e. one day for every 20 days of work performed. The period of leave without wages, special leave on half wages as referred to in sub clause (2) absence without permission and suspension, will be excluded for determining the extent of leave admissible to a workman in a calendar year, a workman can carry over his unspent leave in a calendar year to the next calendar year and can accumulate it to a total period of 30 days.

2.( a) A skilled workman having more than one year's continuous service may be given special leave on half wages not exceeding 45 days (in one spell or in aggregate in a calendar year) only when he is laid off during the shutdown of a particular work subject to the conditions that he should first be given all the leave with full wages due to him.

(b) The salary for this special leave shall be paid to the workman in four consecutive monthly installments at the rate of  $\frac{1}{4}^{\text{th}}$  of special leave salary on his rejoining duty. The first installment will be paid at the time when he draws his full wages after rejoining.

(c) A workman who does not resume duty after the expiry off the special leave will not be entitled to this special leave wages. Over-stayal on media grounds or any other grounds may be condoned by the Sub Divisional Officer Incharge where he is satisfied that such condonation is justified and such over-stayal is treated as leave without wages.

(d) In the case of a workman, who leaves service of his own accord within four months of his resumption of duty the balance amount of special leave wages including the amount of special leave wages due for the month in which he leaves service shall be forfeited to the employer. If the services of a workman are terminated without cause, balance amount shall be paid to him. But in case, the services of a workman is



terminated due to the fault of the workman then the Balance amount shall be forfeited to the PSEB.

A skilled workman having not more than one year's continuous service or a semi-skilled or unskilled workman irrespective of the length of service may be given special leave without wages not exceeding 45 days (in one spell or in aggregate in a calendar year) when he is laid off during the shutdown of a particular work. This special leave will be in addition to the leave without wages admissible to him under sub clause (3). In case such a workman requests for the grant of leave with full wages if any, due to him, this will be granted.

3.(a) A workman may granted leave of absence without wages not exceeding 30 days in one spell or in aggregate in a calendar year.

(b) In the case of serious illness of the workman such accident happening to him which is not covered under Workman Compensation Act or due to some other emergency to the satisfaction of the Executive Engineer, such as serious illness, or death of a close relative, a additional 60 days, leave without wages in a calendar year may be granted however, if a workman meets with an accident which is covered under the Workmen Compensation Act, will be entitled to disability leave as provided in the Workman Compensation Act.

**Explanation:-** The close relative of workman shall include his mother, father, wife, brother, sister, mother-in-law, father -in-law, Sister-in-law, son, daughter, son-in-law, daughter-in-law.

(c) Leave exceeding 90 days (in aggregate in a calendar year or in one spell) can be sanctioned by the Superintending Engineer, concerned, subject to the following conditions:-

1. The leave is required for treatment for pulmonary tuberculosis in a recognized Sanatorium or a treatment for tuberculosis of any other part of body by a qualified tuberculosis Specialist or a Civil Surgeon or for leprosy in a recognized leprosy Institution and for mental treatment in a recognised Mental Hospital and application is supported by a certificate of the Medical Officer of the project or the Civil Surgeon of the Dist. in which workman is residing, or a Medial Officer Sanatorium or other specialized medical institute provided the appropriate Medical authority certifies that the workman has reasonable chances of recovery and resuming duty.

(2) Such leave shall be subject to a maximum of 8 months at any one time.

4. A workman who donates blood in Hydell/P.S.E.B. hospital free of cost, may e granted 3 days leave with wage in addition to any other kind of leave due to him.

(5) A workman shall be granted special leave with wages not exceeding 5 days when he undergoes sterilization operation. This leave shall also be in addition to any other kind of leave admissible to him.



### Question 3

**Ans (a) As per Reg. 7A of Factory Act, 1948.**

**General duties of the occupier. —**

(1) Every occupier shall ensure, so far as is reasonably practicable, the health, safety and welfare of all workers while they are at work in the factory.

(2) Without prejudice to the generality of the provisions of sub-section (1), the matters to which such duty extends, shall include—

(a) the provision and maintenance of plant and systems of work in the factory that are safe and without risks to health;

(b) the arrangements in the factory for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

(c) the provisions of such information, instruction, training and supervision as are necessary to ensure the health and safety of all workers at work;

(d) the maintenance of all places of work in the factory in a condition that is safe and without risks to health and the provision and maintenance of such means of access to, and egress from, such places as are safe and without such risks;

(e) the provision, maintenance or monitoring of such working environment in the factory for the workers that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

(3) Except in such cases as may be prescribed, every occupier shall prepare, and, as often as may be appropriate, revise, a written statement of his general policy with respect to the health and safety of the workers at work and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision thereof to the notice of all the workers in such manner as may be prescribed.

**Ans (b) As per Reg. 23 of Factory Act, 1948.**

**Employment of young persons on dangerous machines. —**

(1) No young person 2 [shall be required or allowed to work] at any machine to which this section applies, unless he has been fully instructed as to the dangers arising in connection with the machine and the precautions to be observed and—

(a) has received sufficient training in work at the machine, or

(b) is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

(2) Sub-section (1) shall apply to such machines as may be prescribed by the State Government, being machines which in its opinion are of such a dangerous character that young persons ought not to work at them unless the foregoing requirements are complied with.

**As per Chapter 1(k) of Factory Act, 1948.**

**“manufacturing process” means any process for—**

(i) making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing, or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal; or 1

[(ii) pumping oil, water, sewage or any other substance; or]

(iii) generating, transforming or transmitting power; or 2



(iv) composing types for printing, printing by letter press, lithography, photogravure or other similar process or book binding; 3 [or]]

(v) constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels; 3 [or] 3 [(vi) preserving or storing any article in cold storage;]



## Question 4

Ans (a) As per Chapter III Reg. 11 & 17 Consumer Protection Act

**Jurisdiction of the District Forum.—**

- (1) Subject to the other provisions of this Act, the District Forum shall have jurisdiction to entertain complaints where the value of the goods or services and the compensation, if any, claimed 3 [does not exceed rupees twenty lakhs].
- (2) A complaint shall be instituted in a District Forum within the local limits of whose jurisdiction,—
- (a) the opposite party or each of the opposite parties, where there are more than one, at the time of the institution of the complaint, actually and voluntarily resides or 4 [carries on business or has a branch office or] personally works for gain; or
- (b) any of the opposite parties, where there are more than one, at the time of the institution of the complaint, actually and voluntarily resides, or 5 [carries on business or has a branch office], or personally works for gain, provided that in such case either the permission of the District Forum is given, or the opposite parties who do not reside, or 6 [carry on business or have a branch office], or personally work for gain, as the case may be, acquiesce in such institution; or
- (c) the cause of action, wholly or in part, arises.

**Jurisdiction of the State Commission.—**

[(1)] Subject to the other provisions of this Act, the State Commission shall have jurisdiction—

- (a) to entertain—
- (i) complaints where the value of the goods or services and compensation, if any, claimed 5 [exceeds rupees twenty lakhs but does not exceed rupees one crore]; and
- (ii) appeals against the orders of any District Forum within the State; and
- (b) to call for the records and pass appropriate orders in any consumer dispute which is pending before or has been decided by any District Forum within the State, where it appears to the State Commission that such District Forum has exercised a jurisdiction not vested in it by law, or has failed to exercise a jurisdiction so vested or has acted in exercise of its jurisdiction illegally or with material irregularity.
- [(2) A complaint shall be instituted in a State Commission within the limits of whose jurisdiction,—
- (a) the opposite party or each of the opposite parties, where there are more than one, at the time of the institution of the complaint, actually and voluntarily resides or carries on business or has a branch office or personally works for gain; or
- (b) any of the opposite parties, where there are more than one, at the time of the institution of the complaint, actually and voluntarily resides, or carries on business or has a branch office or personally works for gain, provided that in such case either the permission of the State Commission is given or the opposite parties who do not reside or carry on business or have a branch office or personally works for gain, as the case may be, acquiesce in such institution; or
- (c) the cause of action, wholly or in part, arises.]

**Ans (a) Meaning of MSME**

The Micro, Small and Medium Enterprises (MSMEs) support industries as ancillary units, thereby contributing enormously to the overall industrial development of the country. These enterprises are engaged in the production, manufacturing and processing of goods and commodities.

According to the Micro, Small and Medium Enterprises Development Act, 2006, MSMEs are classified into three categories:

- Micro enterprise:



An enterprise where the investment in the plant and machinery or equipment does not exceed ₹1 crore, and turnover does not exceed ₹5 crores.

- **Small enterprise:**

An enterprise where the investment in the plant and machinery or equipment does not exceed ₹10 crores, and turnover does not exceed ₹50 crores.

- **Medium enterprise:**

An enterprise where the investment in the plant and machinery or equipment does not exceed ₹50 crores, and turnover does not exceed ₹250 crores.

The Government of India has introduced several programs for employment generation. It has implemented financing schemes to promote businesses and local manufacturing in India.

Business owners can apply for MSME business loans at attractive interest rates through HDFC Bank for easy financing options.



## Question 5

**Ans (a) As per Chapter I(H) of RTI Act 2005**

"public authority" means any authority or body or institution of self government established or constituted—

- (a) by or under the Constitution;
  - (b) by any other law made by Parliament;
  - (c) by any other law made by State Legislature;
  - (d) by notification issued or order made by the appropriate Government, and includes any—
    - (i) body owned, controlled or substantially financed;
    - (ii) non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) "record" includes—
- (a) any document, manuscript and file;
  - (b) any microfilm, microfiche and facsimile copy of a document;
  - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
  - (d) any other material produced by a computer or any other device;

**Ans (a) As per Chapter I(j) of RTI Act 2005**

"right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

**Ans (b) As per Reg.2(f) of Employee Provident Fund Act, 1952**

"excluded employee" means—

- (i) an employee who, having been a member of the Fund, withdrew the full amount of his accumulations in the Fund under clause (a) or (c) of sub-paragraph (1) of paragraph 69;
- (ii) an employee whose pay at the time he is otherwise entitled to become a member of the Fund, exceeds [fifteen thousand rupees] per month;

Explanation : --'Pay' includes basic wages with dearness allowance [retaining allowance (if any) and cash value of food concessions admissible thereon;]

- (iii) [omitted];
- (iv) an apprentice.

Explanation :-- An apprentice means a person who, according to the certified standing orders applicable to the factory or establishment, is an apprentice, or who is declared to be an apprentice by the authority specified in this behalf by the appropriate Government;

**THE EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT 1952 CLAUSE 3**

Power to apply an Act to an establishment which has a common Provident Fund with another establishment—Where immediately before the Act becomes applicable to an establishment there is in existence a Provident fund which is common to the employees employed in that establishment and



employees in any other establishment the central Government may, by notification in official Gazette, direct that the provision of this Act shall also applied to such other establishment.

**"Superannuation"**, in relation to an employee, who is the member of the Pension Scheme means the attainment, by the said employee, of the age of fifty-eight years;]

**"contribution"** means a contribution payable in respect of a member under a Scheme 4 [or the contribution payable in respect of an employee to whom the Insurance Scheme applies];



**Q1. Make a précis of the following passage in about 1/3<sup>rd</sup> words and give an appropriate title.**

**(8+2=10)**

How I Taught My Grandmother to Read is a short story written by Sudha Murthy who remembers one of her childhood experiences when her grandmother wanted to learn the Alphabet. The author was still young, and the story is about a time when there were no television serials or movies in India. The elders took interest in the stories and novels published in a popular Kannada magazine.

One of the novels was Kaashi Yatra, written by Triveni. It was the grandmother's favourite novel, as she identified herself with the old woman in the novel. Like the old woman in the novel, the author's grandmother also dreamt of being educated. After being married at a young age and bearing children, the grandmother had to abandon her studies. Therefore, unable to read or write, she would ask the author to read the novel to her.

Once, when the author had gone to a wedding, the magazine arrived but the grandmother could not read it as the author was away. When the author returned home, her grandmother requested her to become her guru and teach her to read. Grandmother explained to her little granddaughter about her long-forgotten love to learn reading and writing. The author agreed to teach her grandmother. In a few days, the grandmother could read the Alphabet.

On the day of Durga Puja, she read the title of the book, Kaashi Yatra, on her own. The author gave her a copy of the book Kaashi Yatra and her grandmother touched her feet in respect; as she was a student touching the feet of her teacher. (260 words)

**Answer:**

- **Title: Grandmother Learns to Read**
  - **PRÉCIS:** Sudha Murthy's grandmother was dependent on her for reading her favourite novel, Kaashi Yatra published in the weekly magazine because she couldn't read it on her own. Once when the author was away, the magazine arrived but her grandmother couldn't read it. When the author returned, her grandmother requested her to become her teacher and help her learn the Alphabet. The author's grandmother not only learned to read but also touched the author's feet as a mark of respect for her guru on Durga Puja day. (86 words)
- i. Find any two verbs from this passage.
    - a) **Learn and Read** (5)
  - ii. Give Opposites of the following words
    - a) Arrival: **Departure**
    - b) forgot: **Remembered** (5)



Q2. You are new Vice-President of M/s XYZ replacing Ms Lauren after three decades of her services in company. Write a memo to all the Employees of this company sharing Ms. Lauren's achievements and congratulate her on this well-deserved accomplishment. You can add content in this memo as per your wishes. (20)

Answer:

M/s XYZ Company

Dated: \_\_\_\_\_

To: All Employees

From: Mr ABC, Vice-President

Subject: Ms Lauren's Retirement

I am writing this message to inform you that Lauren Riley will be retiring from M/s XYZ, effective on dated \_\_\_\_\_. Lauren has been a dedicated employee of XYZ, serving more than three decades with the company, eight of them as vice-president of sales.

We feel that Lauren has given us her all during her tenure, and we appreciate her efforts in helping the sales team expand from 20 to 40 employees.

We know that this will be a transition for all of us and being the new vice-president it will be difficult for me and company, given her big shoes to fill. On a celebration note we are planning on throwing her a retirement party, so stay tuned with me for a message on that.

I encourage you to stop by Lauren's office to congratulate her on this well-deserved accomplishment. Thank you again, Lauren for all your hard work.

Sincerely

ABC



Q3. PSPCL's Media department is planning to start publishing its Monthly magazine from an established National Publisher relishing its achievements in supply of electricity to Punjab and other states alongwith participation from PSPCL employees asking for their suggestions and creative writing skills that can raise PSPCL to greater heights. In this regard, prepare a detailed noting for getting the approval from concerned Officer mentioning all the relevant points before publication of e-Tender notice in famous national newspapers for engagement of publishers which are well versed in doing this work. The tentative cost of tender is Rs. 10.00 lakhs yearly and work is to be charged to Revenue head of accounts.

(20)

Answer:

**Subject: Administrative approval for Publishing of a monthly magazine 'Ujala' from established National Publisher**

**Background and Current Scenario:**

- No magazine related to Employees so far.
- PSPCL's role in supplying of electricity to consumers of Punjab and outside.
- Great performance in both Urban and Rural sectors for generating revenue.
- The information related to PSPCL is available online, but no literary interaction among all the members of PSPCL family.
- The messages and viewpoints of leaders of various Jathedaries cannot reach to many employees of PSPCL as the agitations are attended by limited persons.
- Any member of PSPCL of whatever designation can showcase his/her writing talent in Punjabi and English.
- 

**Estimated Expenditure**

- The estimated expenditure for publishing of magazine based upon prevailing market price comes out to be as under:
  -

**Budget Provision**

- The total estimated expenditure of Rs. \_\_\_\_ Lakhs shall be charged to the Revenue budget provision placed/to be placed at the disposal of CE/HRD for the respective financial year.

**Competency**

- Director/Distribution being the Director In-Charge is competent to accord the administrative approval

Proposal submitted for consideration and approval of concerned authority.



4

#### Q4. Grammar

- Convert the following to Active voice.
  - Two hamburgers have been eaten by Steven.
    - **Steven has eaten two hamburgers**
  - My questions are always answered by the teacher.
    - **The teacher always answers my questions.** (4)
- Prepositions related
  - He wore a golden ring ..... his finger.
    - **on**
  - The Cloud is a poem ..... Shelley.
    - **by** (4)
- Idioms
  - One swallow does not make a summer:
    - **One positive event doesn't guarantee overall success**
  - To cook the books
    - **To modify financial statements** (4)
- Correct the sentence
  - Tomorro we will be goin to Toms birthday party.
    - **Tomorrow, we will be going to Tom's birthday party.**
  - My friends house is big red and expensive.
    - **My friend's house is big, red and expensive** (4)
- Complete the sentence by applying proper punctuation marks
  - Some people work best in the mornings others do better in the evenings
    - **Some people work best in the mornings; others do better in the evenings.**
  - In the words of Murphys Law Anything that can go wrong will go wrong
    - **In the words of Murphy's Law: 'Anything that can go wrong will go wrong.'** (4)



5

### Q5. Computer Knowledge

- What is computer memory? How many types of memories are present in the computer?

(2)

- Computer memory is a device that stores data in the computer. There are 3 types of memories present in the computer. They are :

- Primary Memory: like RAM, ROM
- Secondary Memory: hard disk, CD's
- Cache Memory

- What is command interpreter in an Operating System? (2)

- The main function of a command interpreter is to get and execute the next user-specified command. Command Interpreter checks for valid command and then runs that command else it will throw an error.

- Windows 10 belongs to which family of Windows? (2)

- a) Windows AP b) Windows NT c) Windows NET d) Windows 7X

- Which desktop feature has been included in Windows 10 that was omitted from Windows 8? (2)

- a) Recycle Bin b) Gadgets c) Start Menu c) Search via the Windows key

- Which of the following is not a number system in reference to computer (2)

- A) Binary number system b) Decimal number system c) Octal number system d)

Penta number system

- Answer the following questions (5X2=10)

- Which command enables you to make multiple changes in a document at once?

- Replace command

- How will MS Word respond in repeated word?

- A red wavy line shows under the repeated word.

- Changing the appearance of a document is called

- Formatting

- The shortcut for centrally aligning a text is

- Ctrl+E

- Microsoft Word 2010 is an example of

- a) **an operating system** b) Processing device c) Application software d) an input device