

PAPER – V (DRAFTING AND COMPUTER KNOWLEDGE)

Time allowed : 3 Hours

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 précis of the following passage of about one third of the original length and give suitable title:-

- i) Bharat Ratna Dr. Avul Pakir Jainulabdeen Abdul Kalam born October 15, 1931. Tamil Nadu, India, usually referred to as Dr. A.P.J. Abdul Kalam, was the eleventh President of India, serving from 2002 to 2007. During his term as The President, he was popularly known as the People's President. Before his term as India's President, he worked as an engineer with DRDO and ISRO and was awarded India's highest civilian honor Bharat Ratna in 1997 for his work with ISRO and DRDO and his role as a scientific advisor to the Indian government. He is popularly known as the Missile Man of India for his work on development of ballistic missile and space rocket technology. In India he is highly-respected as a Statist and as an Engineer.

Kalam played a pivotal organizational, technical and political role in India's Pokhran-II nuclear test in 1998, the first since the original nuclear test by India in 1974. He is a professor at Anna University (Chennai) and adjunct/visiting faculty at many other academic and research institutions across India. Although he is an engineer he has received many honorary doctorate degrees.

With the death of R. Venkataraman on January 27, 2009, Kalam became the only surviving former President of India.

Kalam's father was a devout Muslim, who owned boats which he rented out to local fishermen and was a good friend of Hindu religious leaders and the school teachers at Rameshwaram. APJ Abdul Kalam mentions in his biography that to support his studies, he started his career as a newspaper vendor. This was also told in the book, *A Boy and His Dream*; Three Stories from the Childhood of Abdul Kalam by Vinita Krishna. The house Kalam was born in can still be found on the Mosque street in Rameshwaram, and his brother's curio shop abuts it. This has become a point-of-call for tourists who seek out the place. Kalam grew up in an intimate relationship with nature, and he says in *Wings of Fire* that he never could imagine that water could be so powerful a destroying force as that he witnessed when he was thirty three. That was in 1964 when a cyclonic storm swept away the Pamban bridge and a trainload of passengers with it and also Kalam's native village, Dhanushkodi.

Kalam observes strict personal discipline, vegetarianism, teetotalism and celibacy. Kalam is a scholar of Thirukkural; in most of his speeches, he quotes at least one kural. Kalam has written several inspirational books, most notably his autobiography *Wings of Fire*, aimed at motivating Indian youth. Another of his books, *Guiding Souls: Dialogues on the Purpose of Life* reveals his spiritual side. He has written poems in Tamil as well. It has been reported that there is considerable demand in South Korea for translated versions of books authored by him.

Dr. Kalam received an honorary doctorate from Carnegie Mellon University.

- ii) Answer following questions as per the above passage:
- a) Which is India's highest civilian honor.
 - b) Where did Dr. Kalam work before becoming President of India.
 - c) to support his studies, with which work did Dr. Kalam start his career.
 - d) Dr. Kalam received an honorary doctorate from which university.

- b) Complete the following passage by using an appropriate tense of the word given in the bracket. Do not copy the passage, but write in correct serial order the word or phrase appropriate to the blank space :-

Example : 0) given

But just when I had almost (0) _____ (give) up hope, I was (1) _____ (strike) with a brilliant idea. My birthday was due fairly soon, and if I (2) _____ (deal) with the family skillfully, I (3) _____ (feel) sure, I could not only get a boat but a lot of other equipment as well. I (4) _____ (suggest) to the family that, instead of (5) _____ (let) them choose my presents, I may tell them the things that I wanted most.

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

Q.2 a) **Change the narration :-**

- i) The boy asked "Why are you lying on the road in this manner ?"
- ii) Teacher asked, "How many of you think the answer is correct ?"
- iii) She said, "I am shocked at your disgraceful behavior."
- iv) Megha asked him, "Is this your book ?"
- v) "Oh what a surprise it was for all of us : " Surinder said.

b) Use the appropriate preposition :-

- i) The traveler sat _____ the tree.
- ii) There are no taxis available _____ night.
- iii) It has been raining _____ morning.
- iv) I have to get up _____ day break everyday.
- v) I put the book _____ the table.

c) Distinguish between the following :-

- i) Imprest and Temporary advance.
- ii) Deposit work and Contributory work.
- iii) Major work and Minor work.

d) Define :-

- i) Administrative approval.
- ii) Technical sanction.

- e) Six firms have participated in the tender of an office. All of them have quoted same rate. As per purchase Regulations name the situation which has arisen and advise further action to be taken.

(Marks : 5+5+3+2+5=20)

Q.3 a) What is difference between a 'Workbook' and a 'Sheet' ?

b) What is the purpose of 'Filter' Command. How can we select only filtered cells ?

c) What are the various components of a Computer ? List any three input and output devices.

d) What is the formula for addition of two columns into a third column ?

e) Define following terms :-

- 1) Virus
- 2) Windows
- 3) Software
- 4) Ctrl + C
- 5) Ctrl + P

(Marks : 3+5+5+2+5 = 20)

Q.4 a) Which software is used to make a presentation ? What is a template ?

b) What is a slideshow ? What is the shortcut key for it ?

c) What is a 'Website' ? What is the website of Punjab State Power Corporation Limited ?

d) What is a 'Printer' ? Name and discuss any three types of printers ?

e) Write the differences between 'MS Word' and 'MS Excel' .

f) What is a 'Pen Drive' ? How is it different from 'Hard Disk' ?

(Marks : 4+3+3+5+3+2 = 20)

Q.5 a) The T&D losses of the office of CE/Operation, Border Zone are 27%. Write a D.O.letter from Director/Distribution to the Chief Engineer to take following actions :-

- i) submit report on reasons for high T&D losses and proposals to reduce the same.
- ii) warn field officers that if losses donot reduce then strict action will be taken.

b) NIT is to be issued for the purchase of 100000 no. 8 metre long PCC Poles against tender enquiry No.MQP-100. The estimated tender cost is Rs.20 Cr. Cost of tender documents is to be deposited in the shape of demand draft in favour of AO/CPC Patiala. The tenders are to be opened on 30th April, 2011 at 11.00 AM. Fix cost of tender documents and dates for sale of documents and submission of tenders as per Purchase Regulations and Prepare a Notice Inviting Tenders (NIT) for publication in newspapers and display on PSPCL Website.

c) The NIT quantity of a tender enquiry is 100000 nos. A firm has quoted for 20% quantity. The unit rate quoted is Rs.2000/- . Calculate the Earnest Money required to be deposited under various options for deposit of earnest money.

(Marks : 7+8+5 = 20)

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 following is the Trial Balance of M/s Rastogi Limited as on December 31, 2009

	Dr	Cr
- Stock	12,500	
- Sales		40,000
- Purchases	34,500	
- Wages	5,000	
- Discount	700	
		500
- Salaries	750	
- Rent	495	
- General Expenses including Insurance	1,705	
- Profit and loss account		1,503
- Dividend paid	900	
- Capital : 1000 shares of Rs.10/- each		10,000
- Debtors and Creditors	3,750	1,750
- Machinery	2,900	
- Cash in hand	1,620	
- Reserves		11,550
- Bad Debts	483	
TOTAL	65,303	65,303

Prepare Trading and Profit and Loss Account for the year ended 31.12.2009 and a Balance sheet on that date after taking into account the following :-

- a) Stock of 3,000
- b) Purchases include Rs.500/- machinery purchased on 1.7.2009.
- c) On 31.12.2009 goods worth Rs.3,000/- were sold to a customer. He has taken away the goods, but the transaction was not entered in the Sales Book.
- d) Directors want to provide :-
 - (1) 10% final dividend
 - (2) Income Tax Rs.3,000/-
 - (3) Reserve Fund Rs.2,000/-

Marks = 20

Q.2 A company offered for public subscription 10,000 shares of Rs.10/- each at Rs.11/- per share. Money was payable as follows :-

- a) Rs.3/- on application
- b) Rs.4/- on allotment
- c) Rs.4/- on first and final call.

Applications were received for 12,000 shares and the Directors made pro rata allotment.

- a) 'A', An applicant for 120 shares could not pay the allotment and call moneys.
- b) 'B' A holder of 200 shares, failed to pay the call fee these shares were later on forfeited. Out of the forfeited shares, 150 shares (the whole of a's shares being included) were re-issued at Rs.9/- per share. Pass the Journal entries for recording the above transactions.

Marks = 20

- Q.3 a) Sh. M.D.Das of Calcutta furnished the following information in order to prepare his Bank Reconciliation Statement as on 31st October, 2009.
- i) Overdraft balance as per cash book Rs.18,900/-
 - ii) A periodic payment by Bank Rs.390/- and standing instructions not entered in the cash book.
 - iii) A cheque drawn on Trader's Saving Account (Personal) Rs.700/-, but it was shown in the Cash Book wrongly.
 - iv) Bank credited Shri M.D.Das/s Account wrongly Rs.340/-.
 - v) A cheque of Rs.700/- deposited and duly credited by Bnk but recorded in the Cash Book as deposited into Bank Rs.70/- only.
 - vi) A cheque of Rs.820/- issued and cashed but recorded in the Cash Book as deposited into Bnk.
 - vii) Cheques drawn but cashed after 31st October, 2009 Rs.790/-
 - viii) Cheques totaling Rs.3940/- paid into Bank, but out of that credited by Bank Rs.2860/- only.

- b) A plant is purchased for Rs.25,600/-. Depreciation is to be provided at 25% p.a. on written down value method. The turn in value of the plant at the end of its economic life of 4 years is expected to be Rs.8100/-. You are requested to show the plant account.

Marks : 15+5 = 20

- Q.4 a) The following errors were discovered in the books of Rajesh Khanna :-

- i) Rs.300 paid in cash for a type-writer were charged to office expenses account.
- ii) Material from Stores (Rs.850/-) and wages (Rs.140/-) have been paid in making furniture for use in the office, but no entries have been made in the books.
- iii) Goods worth Rs.200/- purchased from S. Banerjee on 28th December had been entered in purchases book and credited to him but were not delivered until 5th January.
- iv) Goods bought from a supplier amounting to Rs.130/- had been posted to the credit of his account as Rs.310/-
- v) A cash sale of Rs.80/- to K. Dalal, correctly entered in the cash book, was posted to the debit of K. Dalal's account in the ledger.

- b) Briefly describe the ways for verification of some of the important 'LIABILITIES' in respect of company's Balance sheet.

Marks : 10+10 = 20

- Q.5 a) Explain :-

- i) Internal check as regards Sales.
- ii) The procedure of vouching the cash transactions.

- b) "Accountancy is a necessity while auditing is a luxury for a business". Do you agree with the statement? Give reasons for your answer.

Marks : 10+10 = 20

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

Time allowed: 3 Hours

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

Write short notes on the following terms as used under the Workmen's Compensation Act, 1923.

- a) Wages
- b) Partial Disablement
- c) Dependent
- d) Injury arising out of and 'in the course of employment.

Marks : 4x5 = 20

Q.2

- a) Name the different types of benefits provided by the ESI, Act 1948.
- b) State the objectives of Air (Prevention and Control of Pollution) Act, 1981.
- c) Write a brief note of meaning of the cheque, its essential characteristics and liability of drawee and drawer in case of dishonor of cheque.

(Marks : 5+5+10=20)

Q.3

- a) What do you mean by contract ? What is the difference between agreement and contract ? Just write down essentials of a valid contract.
- b) Write short note on contracts without consideration and its exceptions.

(Marks : 3+3+6+8=20)

Q.4

- a) What are perquisites as per Income Tax Act, 1961 and what is included in perquisites ?
- b) What's the background of service tax in India ? When was it introduced ? What was the first rate and what is the latest rate of service tax ? Which department administers service tax ?
- c) When was Punjab VAT Act implemented in the State of Punjab ? Is VAT applicable to erstwhile PSEB and now-a-day PSPCL ? What are VAT rates ?

(Marks : 10+5+5=20)

Q.5.

- a) What is the basic scheme of CST Act ? What are inter-state and intra-state sales ? Who is liable to pay CST ? Who administers CST ? Which state collects CST ?
- b) Give short note on Stock Transfer/Branch transfer.

(Marks : 3+5+2+2=14)

(Marks : 6)

PAPER – VIII (WORKS & MANAGEMENT ACCOUNTING)

Time allowed: 3 Hours

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 short notes on Administrative approval and Technical sanction.
- b) What is the procedure for retirement, scrapping, obsolescence and sales of assets.
- c) Provide the entries in the following cases :-
 - i) Material issued to contractor for works.
 - ii) Material issued to Contractors on Loan.
 - iii) Material return by Contractor issued for works.
 - iv) Material issued for works.
 - v) Return of Scrap.

(Marks : 5+10+5=20)

Q.2

Prepare the "Other current Liabilities"

- a) Schedule while preparing the Balance Sheet of the Board along with particulars and the Accounting Code.
- b) Provide the Accounting Code of the followings :
 - i) General Reserve
 - ii) Excess found on physical verification of coal.
 - iii) Other excess provisions in prior periods.
 - iv) Derailment charges.
 - v) Loan and Advances – Medical Advance.
 - vi) Loan and Advances – Computer.
- c) What is the procedure regarding shortages, rejects, damages, replacements and claims of material as per PSPCL instructions.

(Marks : 7+3+10=20)

Q.3

- a) What do you mean by Zero base budgeting
- b) M/s Creativity Ltd. has received an offer of Quantity discounts on its order of materials as under :-

Price Per Tonne (in Rs.)	Tonnes Nos.
1200	Less than 500
1180	500 and less than 1000
1160	1000 and less than 2000
1140	2000 and less than 3000
1120	3000 and above.

Annual requirement of the material is 5000 Tonnes. The ordering cost per order is Rs.1200/- and the stock holding cost is estimated at 20% of material cost per annum. You are required to compute the most economical purchase level.

(Marks : 5+15=20)

Q. 4 Following data are available in a manufacturing company for a year period :-

Fixed Expenditure	Rs. (In Lacs)
Wages and Salaries	9.5
Rent Rates and taxes	6.6
Depreciation	7.4
Sundry admn. expenditure	6.5
<u>Semi-variable expd. (at 50% capacity)</u>	
Maintenance and repairs	3.5
Indirect Labour	7.9
Sales Deptt. Salaries etc.	3.8
Sunday admn. expenditure	2.8
<u>Variable exp. (at 50% capacity)</u>	
Material	21.7
Labour	20.4
Other exp.	7.9
	98.00

Assume that the fixed exp. remain constant at all level of production, and variable expenditure remain constant between 45% and 65% capacity increasing by 10% between 65% and 80% capacity and by 20% between 80% and 100% capacity.

Sales at various levels are :-

	Rs. (in Lacs)
50% capacity	100
60% capacity	120
75% capacity	150
90% capacity	180
100% capacity	200

Prepare a flexible budget for the year and forecast the profits at 60%, 75%, 90% and 100% of capacity.

(Marks : 5+15=20)

Q.5

- a) What do you mean by Internal rate of return.
- b) PSPCL purchased a machine five (5) year ago. Proposal is under consideration to replace it by a new machine. The life of the machine is estimated to be 10 years. The existing machine can be sold at its written down value. As the cost accountant of the company, you are required to submit your recommendations based on the following information :-

	Existing Machine (Rs.)	New Machine (Rs.)
Initial Cost	25000	50000
Machine hours per annum	2000	2000
Wages per running hour	1.25	1.25
Power per hour	0.50	2.00
Indirect material per annum	3000	5000
Other expenses per annum	12000	15000
Cost of material per unit	1	1
Number of Unit produced per hour	12	18
Selling price per unit	2	2

Interest is to be paid @ 10% on fresh capital involved.

(Marks : 5+15=20)