

**Solution of Paper-1
(Works Accounts)**

Ans.1(a): Various kind of Tender As per works regulation Tender are of following kinds:-

Open Tenders -for the major works ,tenders will be invited from the eligible contractors through publicity in the news paper/Journals allowing a minimum period of 4 weeks from the date of first publication for submission of tenders. In urgent cases, the period may be reduced to 2 weeks.

Limited Tenders :- For minor works tenders may be invited from all registered contractors through letters sent by registered post: acknowledgement due' giving a minimum period of 15 days from the date of Issue of such letters for submission of tenders In exceptional cases the period can be reduced as considered necessary by the competent authority.

Limited tender may be invited for major works upto Rs 50 lacs only in any emergent case. The detailed reason thereof may be recorded and the approval of the authorities noted below will be obtained before Inviting limited tenders-

Authority which can accept tenders

Approving Authority for Inviting tender

CE

Member Incharge

SE

CE

SrXen

SE

Limited tenders shall be Invited from all the contractors registered with tile appropriated authority .In case where the number of such registered contractor Is less than 5, limited tenders shall be invited from the contractors registered with other organizations of the Board/PWO.

Single Tender: - Single tenders may be Invited for jobs such as maintenance and repairs of propriety equipment etc ,which can be got dine through a specialized firm/contractors.

Spot Tenders : In urgent cases tender for works may be obtained through spot committee with the approval of Director/concerned using power of limited tender. One member of the committee should be from accounts member. The committee will collect the tenders along with earnest money.

Ans.1 (b) i TWO PARTS BIDS:-

For works upto Rs 5 Crores

Tenders shall be submitted In two parts-

Part 1- Earnest Money

Part II- Commerclal & Technical conditions of Price Bid

The tenderer shall seal original or each part of the tender separately in double envelop, duly marked as Part-I or Part-II.

The Inner envelope of each part of the tenders shall Indicate the name and address of the tenderer to enable the tender to be returned un-opened, if it does not meet the N.I.T.

Model Solution of UDC/G Session 6/18/P-I

2

requirements. The tender shall be submitted in duplicate, triplicate or quadruplicate, as desired. Other copies of the tender shall be similarly sealed and marked.

Ans. 1 (b) ii THREE PART BIDS:-

For works exceeding Rs.5 Crores

Tenders shall be submitted in three part in duplicate or as specifically desired.

Part-I: Earnest Money.

Part-II: Commercial & Technical Conditions (Qualifying financial effects)

Part-III: Price Bid

Each part shall be sealed in separate envelope duly subscribed on the envelope as part-I, Part-II and Part-III. Envelope marked Part-I, 'Earnest Money' shall be opened and if the earnest money is found in order then the envelope marked Part-II 'Commercial & Technical conditions Qualifying Financial effects' shall be opened. In case financial effects unambiguous and without any reservations specified, only then Part-III-'Price bid' shall be opened.

Ans no. 1(c) : BLACK LISTING OF FIRMS

The authority next to the authority placing the order should decide the question of blacklisting any firm or debarring any firm from business dealings.

ns 2(a)

(A) Technical Nature:

1. Inspection of supply system:
 - i) Inspection of Grid substations including checking of log sheets.
 - ii) Inspection of EHT lines.
 - iii) Inspection of HT lines.
 - iv) Inspection of Distribution Substations.
 - v) Inspection of LT lines including mains, sub-mains and services.
 - vi) Test checking of maintenance of lines and substations for detecting factious entries of maintenance work In LMR and EMR.
 - vii) Inspection of consumer's premises.
2. Ensuring compliance of defects noticed by him in supply system during his inspection of his subordinated or senior officers.
3. Taking remedial measures for controlling Interruptions in supply and investigation in respect of excessive interruptions in supply and prolonged breakdowns.
4. Maintenance/Operation of supply system ensuring preventive maintenance as per the maintenance schedule.
5. Keeping a control and watch over system loading conditions for framing augmentation/renovation proposals.
6. Surveying to carry out new works, planning and design of works and framing/checking of estimates.
7. Supervision of maintenance works so as to ensure proper quality of maintenance and expeditious completion of the job.
8. Supervision of new construction works with regard to the quality of work.
9. Measurement of maintenance and construction works so as to ensure proper utilization of material.
10. Inspection and checking of metering equipment at the premises of the consumers.
11. Checking of meters to ensure that the meter readings being taken by the Meter Reader/Meter Inspector etc. are not perfunctory and meters are working correctly.
12. Testing of earth resistivity of the various installations.
13. Attending/Supervision of breakdowns.

Model Solution of UDC/Ga Session 6/18/P-I

9

- Investigation of accident cases on supply system.
15. Investigation of the cases leading to transformer damage.
16. Investigation of cases of theft of electricity and detection of unauthorized extension.
17. Taking monthly meter reading In case of MS and LS consumers, Checking and reporting of defective MDIs as per commercial circular No. 43/77.
18. Sealing of all AP, SP, MS & LS Consumers meters (100% as per Instruction No. 103 of Sales Manual.)
19. Checking of consumers premises to enforce power cut instructions.
20. Checking of consumers premises including Board's employees premises, in terms of Sales Manual Instruction No. 201 for the purpose of detection of theft of energy.
21. Test checking of street lighting system at night as to its proper functioning.
22. Verification of the test report of Industrial and AP consumers as per Instruction No. 16 of Sales Manual.
23. Inspection of consumer's premises with regard to Installation of capacitors and checking of power factor.

24. Inspection and maintenance of civil works.
25. Inspection and maintenance of vehicles.
26. Inspection of safety devices and firefighting equipment.

(b) Administrative Nature:

1. Up-keep and maintenance of office.
2. Payment or salary to the staff regular as well as work charged.
3. Purchase of material and payment thereof.
4. Checking of complaint centers with regard to their proper functioning.
5. Checking of labor at site.
6. Checking of feeders to ensure proper supply in rural areas.
7. Attending to consumers complaints and grievances.
8. Attending to the visits of the senior officers of the PSEB and Punjab Govt. Internal Audit Parties and RAO.
9. Attending meetings at the Dlstd. and Sub Divisional level.
10. Maintaining liaison with Block Samities and Zila Prishad.
11. Attending to grievances of employees and labour Court Cases.

Model Sol- of UDC/G Session 6/18/P-I

5

12. Arranging inspection of Electrical Inspector getting the Inspection carried out.
13. Handling of employees strikes.
14. Ensuring proper up-keep and disbursement and remittance of cash.
15. Routine and surprise checking of cash in chest.
16. Arranging material for works.
17. To frame budget estimates for the next financial year and to exercise budgetary control.
18. Pursuing various court cases in the courts and with Board's counsel and that of higher offices.
19. Ensuring proper up-keep of consumers cases and inspection sub-offices.
20. Investigation of theft of Board's property cases lodging of FIRs and pursuing these cases.
21. Checking up of consumption of fuel and lorry log books etc.
22. Arranging/imparting training to the subordinate staff in the office and field.
23. To carry out prescribed checking of stores and material at site.
24. Inspection and checking of T&P.
25. Checking of staff that prescribed uniform is worn by them.
26. Initiating and dealing staff cases regarding leave, increments, pay fixation, bonus, transfers, disciplinary proceeding, T.A. bills, over-time bills, arrear of pay etc.
27. Ensuring up-keep of records.
28. Ensuring proper up-keep of record of books and manuals.
29. Ensuring proper functioning of officer i.e. receipt. dispatch and disposal of dak.
30. Providing livery cloth to the staff and ensuring maintenance of accounts thereof.
31. Ensuring that proper handing/taking over is being done and record thereof is maintained.

Ans 2(b) BENCH MARKS: Permanent reference bench marks established and maintained by the PSEB are available on or close to the Project site. Contractor shall arrange to build and maintain at his cost any additional temporary bench marks that may be required by him to lay out lines levels etc. required for the completion of the work covered in the contract. The Contractor shall also arrange at his cost for all necessary surveying, leveling etc. to be carried out to standardize the co-ordinates and levels of these additional temporary bench marks with reference to the nearest of the permanent bench marks mentioned above. The responsibility for the accuracy of the temporary bench marks for any works carried out based on these bench marks lies entirely with the contractor.

Ans 2(c) The following shall be exempted from depositing earnest money:-

(a) Public sector under takings fully owned by Pb.Govt/Central Govt./Other State Govts. supplying material directly through units owned by them provided that a certificate of Govt. ownership issued by the concerned Govt. Department shall be submitted in the envelope for Earnest Money, Exemption shall not be applicable if the tender is submitted for supply of material through private unit/manufacture.

Note: M/s. BHEL Government of India Under taking as per proviso of ibid Regulations is exempted from the payment of Earnest Money Deposit.

(b) Suppliers having permanent earnest money deposit of Rs. 25 Lac, with the Board provided that a certificate to this effect issued by the concerned Accounts Officer of the Board, during three months immediately preceding the due date for tender opening and showing the Serial No./Account No. allotted in the permanent Earnest Money deposit Register shall be submitted by the Tenders in the envelope for Earnest Money.

Permanent Earnest money deposit should be obtained organization wise and its accounts be maintained by concerned Accounts Officers like AOs of Projects, AO/CPC (MM), AO/CPC (Trans.) etc.

Model Sol- of UDC/G Session 6/18/P-I

⑦

Ans.3 (a): I) Administrative Approval: This term denotes the formal acceptance by the Administrative authority concerned of the proposals for incurring any expenditure in the Board or to undertake a work.

Technical Sanction : Order of competent authority sanctioning a properly detailed estimate of the cost of a work or construction or repair proposed to be carried out in the board.

Ans.3 (a): ii) Issue Rate: This term denotes the cost per unit fixed, in respect of an article borne on the stocks of the Board, at a valuation for the purpose of the calculation of the amount creditable to the account code concerned of the stock account by charge to the account or service concerned, when only quantity of that article is issued from stock. This does not take into account the storage charges.

Market Rate: Used in respect of an article borne on the Stock accounts of a division, this term indicates the cost per unit at which the article or an article of similar description can be procured, at a given time at the stores godown from the public market suitable to the division for obtaining a supply thereof.

Ans.3 (b):

- (i) Dues from disconnected consumers-Ds
- ii) Subsidy for free supply of electricity to SCs consumers
- iii) Losses under investigation.
- iv) Liability for supply of material- capital
- v) Bonus Payable

no. 4: As per Commercial Accounting Systems Vol.IV Cash and Bank, Chapter 11, instruction regarding daily closing of Cash Book by sub-division are as under:-

1. Official Handling Cash has to record end of the day Record particulars of MRs, CRVs, CPVs, Negative CRWs and adjustment CPVs for the day in serial order in columns provided in the C.B. as per chapter 1 to 10, 16 & 17. Particulars are to be recorded as follows.

- i) Details of MR/CRV/CPV number in column for voucher reference.
- ii) Detail of party, authorised supporting document reference, CCR book folio number, nature of receipt, pay in-slip reference etc. in the particulars column.
- iii) Details of amount of MR/CRV/CPV in amount column for cash receipt/payment of the C.B.
- iv) Details of Negative CRV's in amount column for each receipt as minus entry and contra entry in cash payment columns as minus entry.
- v) Detail of amount of adjustment CPV in the adjustment column on the receipt side of CB with a contra entry in adjustment column on the payment side to C.B.
- vi) Details of account head to be credited/debited in column for Account Code.
- vii) Adjustment column shall be used for recording deductions from salary bills, contractors bills etc.
- viii) Amount column shall be used for purely cash/Bank receipt and payment.

2. Strike account head-wise totals for cash receipts and payments on the basis of the classification provided in column for Account Code. Prepare account head-wise abstract of receipt and payments and record on last page of CB for the day on the end of the day.
3. Post account head wise totals determined in step(2) above to relevant columns provided for the day in Monthly Abstract of Cash Book (MACB) on the end of the day.
4. Update the Remittance Register⁵ and Register of Cheques Drawn and Encashed for details of realisation of deposits, remittance to H.O. encashment of cheque etc. on the basis of the bank Pass Book or daily Bank Statement on the end of the day. .
5. RA/SDO/AO/XEN has to carry out physical verification of cash in hand and verify with closing balance indicated, get a CPV prepared immediately. Approve the CPV and get it entered by official handling cash in the cash payment column of C.B. debiting the account of concerned employee. If excess of cash is detected get a CRV prepared immediately, approve the same and get it entered by official handling cash in the cash receipt column of C.B. crediting 'Other Income' account fortnightly or more frequent if desired.
6. Ra/divl.supdt (A/Cs) has to check that the accounts classification is correct and that account headwise daily abstract has been made correctly on end of day.
7. Ra/divl.supdt (A/Cs) has to Ensure that daily abstract has been correctly posted to the MACB on end of day.
8. Initial in token of the above checks in the space provided in the CCR book, CB and MACB on end of day.
9. Officer in charge/other official authorised by him has to ensure that pay-in-slips have been made for all collections to be deposited into bank the next morning on end of day.
10. On end of day ,Check that pay-in-slips prepared are complete in all respects including:-
 - i) Date and number of cheques/DDs on the reverse of pay-in-slips
 - ii) Drawee bank's name and station etc.

11. On end of day Sign pay-in-slips.
 12. RA/Divl.Suptd/Supdt. has to Check remittance Register and ensure that complete details of pay-in-slips have been properly recorded. In case of provisional receipts for deposits obtained from the bank, if any, instruct official handling cash to ensure that a receipted pay-in-slip is obtained the next day. In cash this is not done, check with bank that they are in receipt of the amount deposited. Also review Remittance Register for cheques deposited remaining unrealised for an unreasonable period of time and instructs official handling cash, to follow up with bank in these cases. Sign Remittance Register in token above check/review on end of day.
 13. Check MRIBS for completeness and accuracy with respect to posting of receipt pay-in-slips, CPV & sign in token of check on end of day.
 14. Check Register of Cheques Drawn and Encashed for completeness with reference to CB and cheque counterfoils and sign it on end of day.
 15. Ensure that bank Pass Books for collection and disbursement account have been updated during the day. In case the bank follows a practice of sending daily statements instead, ensure that these have been collected on end of day.
 16. Check that details of realisation of Cheques, deposits and remittance to head office have been recorded in the Remittance Register. Similarly ensure that the Register of Cheques Drawn and Encashed is upto date in respect of cheques encashed Sign them in token of above check on end of day.
 17. Official Handling Cash release CB to concerned sections for posting to subsidiary ledgers/records on Same day/Next day.
- Note:
- i) In Case of Thermal Projects at Bathinda and Ropar, the provisions of Thermal manual will be followed.
 - ii) (a) An entry once made in the Cash Book should in no circumstances be erased. If a mistake has been made and it is discovered before the CB has been submitted to the divisional office, the mistake should be corrected by drawing the pen through the incorrect entry by inserting the correct one in red ink between the lines. The disbursing officers should initial every such correction and invariably date his initials. When the mistake is discovered too late for correction in this way an intimation of the necessary correction should be sent at once to the divisional office accompanied by a proposed journal entry, if necessary. Except as indicated above, no correction of an entry once made in his Cash Book should be made by a Sub Divisional Officer unless authorised by the divisional office to do so. The same principles would be observed in correcting errors noticed in the divisional Cash Book.
 - (b) If the accounts of the month have been closed, no corrections of errors in amount, Classification or name of work should be made in that book, but a journal entry should be prepared for the necessary corrections, a suitable remark in red ink (quoting reference to the correction in accounts) being recorded against the original erroneous entry in the Cash Book.

Ans 5(a) : General Principles and Restrictions Relating to Expenditure:

1. Every employee incurring or sanctioning expenditure from the revenues of the Board should be guided by high standards of financial propriety. Each officer of the Board is responsible for enforcing financial order of Strict economy at every step. He is responsible (or the observance of all financial rules and regulations both by his own office and by subordinate disbursing offices. Among the principles on which emphasis is generally laid are the following-
 - (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 demand.
 - (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.
2. 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 expenditure exists
 - (2) that necessary funds to cover the charge exists, that expenditure does not exceed these fund, that the authority incurring the expenditure will be responsible for any excess over the sanction funds and that expenditure in anticipation of funds is incurred only authorized cases.

Model Sol. of UDC/Gz Session 6/18/P-I

11

that all charges incurred are drawn and paid at once and are not held up for want of funds and allowed to stand over to be paid from the grant of another year; that money indisputably payable should not, as far as possible be left unpaid; and that all inevitable payments are ascertained and liquidated at the earliest possible date.

(4) that money actually paid is under no circumstances kept out or account a day longer that is absolutely necessary

(5) that no money is withdrawn unless it is required for immediate disbursement.

Ans 5(b):- As per Commercial Accounting System vol IV Cash and Bank, an imprest is a standing advance allowed to a subordinate to meet with day to day expenditure on petty items. The imprest holder occasionally, monthly or earlier when he needs money, renders the account of expenditure incurred, in form C & B-9, gets the expenditure approved & secures recoupment of the money spent. The maximum amount of imprest can be upto Rs. 2000.

On the other hand a temporary advance is allowed to a subordinate to make payment against vouchers already passed & for making payment to labour at the site of work. After making payment the account of advance is rendered like imprest but the expenditure is not recouped. It is adjusted & account closed.

Whenever an imprest or temporary Advance is required to be issued a cash or bank payment voucher (CPV/BPV) is prepared, got checked from Divisional Accounts Section & approved by the Sr. Xen. The Divl. Supdt. makes the payment by cash or cheque. After the Imprest holder renders the account (in form C&B-9) it is again checked by Divl. Supdt. (Accounts) approved by the Sr. Xen & payment made to Imprest holder by the Divl. Supdt. (HC) by cash or by cheque as required. The entry of recoupment is recorded in cash book while making payment. If the account is to be adjusted/closed a J.V. (T.E.O.) is required to adjust the account. Entry in cash Book should not be made.

In case of temporary Advance –the account of expenditure after its approval is adjusted by journal voucher without recording any entry in the Cash Book. Entry in Cash Book is required only if the advance holder has to return some unspent balance in which case entry is for the balance returned & not for the expenditure incurred which is adjusted by J.V. only. A receipt in BA-16 should be issued while accepting unspent balance by the cashier.

Account of the Imprest should be closed as early as possible when the amount is not required but the account must be closed on transfer of the Imprest/advance holder & in all cases before the close of the financial year i.e. by 31st March.

Solution to Q No.1

- (a) As per Finance circular No 37/95, Only one Pensioner either husband or wife can claim One single basic pension.
- (b) As per Finance circular No 6/2007, Pensioner is entitled for old age pension on both pension and family pension on completion of 65 years of age.
- (c) When an employee is suspended from his duties he is paid subsistence allowance while under suspension. This allowance is called subsistence allowance. It is granted @ 50% of the last pay drawn immediately before suspension.

Various kinds of recoveries which can be made from subsistence allowances 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 for subsistence allowance.
- ii) Optional Recoveries: Optional recoveries can be made only with the consent of officials. These are GPF subscriptions, GPF advances TA advances LIC premium insurances premium etc.
- iii) Misc. Recoveries: These recoveries pertain to loans and advances. These recoveries can be postponed with the approval of competent authorities. 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 1/3th of total amount of subsistence.

solution to Q No 2

- (a) The payment of interest on the fund balances beyond the period of six months up to any period can be authorized by the Chief Accounts Officer after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and in every such case the administrative delay involved in the matter shall be fully investigated and action, if any required, taken.

"Provided further that when a subscriber is dismissed, removed, retired prematurely or compulsorily from the services of the Corporation or the resignation of the subscriber is accepted from the back date, interest shall be payable up to six months from the date of issue of orders.

Provided further that where the Accounts Officer has intimated to the claimant (or his agent) a date on which he is prepared to make payment to that person through Authority Letter. Interest shall be payable only up to the end of the month preceding the date so intimated or up to the end of the six months after the month in which such amount became payable, whichever of these period be less.

However if the payment is delayed by more than one month from the issue of authority letter for reasons beyond the control of claimant, interest can be paid up to the month proceeding the payment month or up to six months from the month it became payable, whichever of these periods be less.

- (b) 1. The PSPCL employees entitled to draw TA at tour rates to appear for an obligatory department examination as per Regulation 36 of MSR Vol III of PSPCL. But if the examination has been cancelled and he did not appear, ~~therefore~~ he will not be allowed any TA. He will be allowed TA only on appearing the exams which will be allowed maximum two times.

2. The Board (PSPCL) employees and their family members (with the exception of work charged contingent and part time establishment) shall be entitled to Leave Travel Concession for visiting home town/any place in India, as under:-

Leave Travel Concession for journey to any place in India during the certain block of four years year or for travel to home town..

The above Leave Travel Concession shall be admissible subject to the following conditions:-

- i) The re-imbursement of actual fare will be allowed for entire distance covered both ways without any restriction;
- ii) The reimbursement of the expenditure will be made only if the journeys are performed by rail or by regular bus-service of the State Transport Department, State Transport under taking State Tourism

Department of Corporations either of the Punjab State or any other State, depending upon admissibility. Chartering of buses/private vehicles will not be permitted.

- iii) The concession will also be admissible for journey performed by the PSEB/PSPCL employees during regular leave or casual leave as the case may be, irrespective of the duration of leave.
- (c) As per Note (ii) under Regulation 27 of MSR Vol (ii) a member of board employee's family who follows him within 6 months from the date of his transfer or precedes him by not more than 1 month may be treated as accompany him.

Solution to Q No.3

- (i) As per MSR Volume 1, 3.22 Unless the competent authority in view of the exceptional circumstances of the case, otherwise determine, no employee shall be granted leave of any kind for a continuous period exceeding five years.

Where a Employee does not resume duty after remaining leave for a continuous period of five years, or where a employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which, together with the period of leave granted to him, exceeds five years, he shall, unless the competent authority, in view of the exceptional circumstances of the case, otherwise determine, be removed from service after following the procedure.

- (ii) (a) As per Reg. 3.3 of PSEB MSR Vol 1, Part 1, except where the Board by general or special order direct otherwise, the following classes of Board employees are exempted from producing a Medical Certificate of fitness:-

- 1) A Board employee appointed in a temporary vacancy for a period not exceeding six months.
- 2) A temporary employee of the Board/Government who has already been medically examined in one office if transferred to another office without a break in his service. The person concerned should, however, obtain a certificate from the Head of office from which he is transferred to the effect that he had already produced the requisite Medical Certificate of health.
- 3) A retired Board employee re-employed immediately after retirement.
- 4) Employees re-employed after resignation if the resignation was for taking another employment under govt. or quasi-govt. /body for which he applied with the approval of and through the appropriate deptt. authority.
- 5) Besides above, persons appointed to a Gazetted estt. from non-gazetted estt.

- (iii) As per MSR Volume 1, 3.4 determines the authority to issue medical certificate for first entry into the company service.

1. The Medical certificate of health shall be signed by the Medical Board in the case of a Gazatted Company employee, and by a principal medical officer or Deputy Medical officer (Medical) or a Medical officer of equivalent status in the case of a Non Gazatted Company Employee other than Class IV.
2. In case of a female candidate appointed to a Gazatted post, the medical Certificate shall be signed by a Medical board consisting of a woman Doctor possessing Medical Qualification included in one of the schedules to the Indian medical Council Act, 1956 as one of its members.
3. In case of Class IV Company employee, the medical certificate shall be signed by the Dy Chief medical officer/ Authorized medical attendant possessing Medical Qualification included in one of the schedules to the Indian medical Council Act, 1956 and where there is no such medical

Model Sol. of UDC/G Session 6/18/P-II (5)

Attendant by a Boards medical Officer of the nearest dispensary or hospital possessing such qualification.

- (iv) A employee of the company can withdraw the resignation within 90 days from the date of resignation but he must submit his request 30 days before the completion of 90 days period.

olution to Q No.4

- (i) As per rules 8.25 of MSR Vol.1 part No. 1 combination of holidays with leave is as under:-

An authority competent to grant leave may permit Sundays. Other recognized holidays or vacation to be prefixed to leave or affixed to leave or to be both prefixed and affixed to leave. Provided that prefixing and suffixing Sundays or other holidays to leave, other than leave on medical certificate, shall be allowed automatically except in case where for administrative reasons permission for prefixing and suffixing Sundays or other holidays to leave is specifically withheld, in case of leave on medically fit for rejoining duties happens to be Sunday or other holiday, automatically be allowed to suffix such a holiday, to his medical leave and such day shall not be counted as leave.

- (ii) Preferring by Board employee of false Travelling Allowance claims is strictly deprecated. The following categories of cases are covered under false TA claims.

1. Charging Travelling Allowance for a journey not actually performed.
2. Charging by a higher class to which one is entitled according to status for a journey performed in a lower class.
3. Charging Travelling Allowance on transfer by submitting false certificate and bogus receipts in respect of transportation of luggage.

The normal punishment shall be dismissal

- (iii) As per MSR Vol 1, 8.35, In case a Board employee is recalled to duty before the expiry of his leave, he is entitled:-

- (a) If the leave from which he is recalled is out of India.

- i) to receive a free passage to India; and provided that he has not completed half the period of his leave by the date of leaving for India on recall, or 90 days, whichever period is shorter, to receive a refund of the cost of his passage from India.
- ii) to count the time spent on the voyage to India as duty for purposes of calculating leave; and
- iii) to receive leave-salary during the voyage to India and for the period from the date of landing in India to the date of joining his post to be paid leave salary at the same rate at which he would have drawn it, had he not been recalled but returned in the ordinary course on the termination of his leave and for the latter period travelling allowance under the Punjab State Electricity Board, Main Service Regulations, Vol. III (Travelling Allowance Regulations)

- (b) If the leave from which he is recalled is in India to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance under the Punjab State Electricity Board Travelling Allowance Regulations for the journey, but to draw until he joins his post leave-salary only.

Model Sol. of UDC/G Session 6/18/P-II

7

- (iv) As per TA regulations, the time limit for the presentation of travelling allowance bill for shifting of personal effects on retirements is enhanced to two years. As such DDO cannot reject the claim.

Solution to Q No. 5

Pay as on 31.12.2012

Basic Pay as on 1.12.2011 20800

Increment on 1.8.2012 @ 3% 630

Total 21430

(ii) Qualified Service	Year	Month	Days
2.12.1990 to 31.12.1990	-	-	30
1.1.1991 to 31.12.2012	<u>22</u>	-	-
(-) Extra Ordinary Leave			
1.5.02 to 30.11.02	<u>-</u>	<u>7</u>	<u>-</u>
	<u>21</u>	<u>5</u>	<u>30</u>

43 half yearly

(iii) Basic Pension Payable:- $21430 \times 1/2 \times 43/60 = 9215-00$
Dearness Allowance (72%) = 6635-00

Total =15850-00

(iv) Gratuity Basic Pay 21430-00
DA 72% 15430-00

Total 38880-00

$36860 \times 43/4 =$ 396245-00

Model Solution UDC (general) Session 6/2018 Paper III

Q No: 1 (a)

The provisions relating to safety measures for the workers employed in the factory are as under :-

- 1) There should be proper arrangement of lighting in factories either by natural sources or artificial sources.
- 2) Any moving part of the machinery or machinery that is dangerous in kind should be properly fenced.
- 3) The employment of young person on dangerous machinery is not allowed unless he is been fully instructed in the usage of the machinery and is working under the supervision .
- 4) Every factory should have special devices for cutting off of power in emergencies from running machinery. Suitable striking gear appliances should be provided and maintained for moving belts.
- 5) The Women and children should not be appointed for any part of factory working on cotton pressing.
- 6) All floors, stairs, passages and gangways should be properly constructed and maintained, so that there are no chances of slips or fall.
- 7) No person in any factory shall be employed to lift, carry or move any load sp heavy that might cause in injury. State Government may specify maximum amount of weight to be carried by workers.
- 8) Factory should provide specific goggles or screens to the workers who are involved in manufacturing work that may cause them injury to eyes.
- 9) No worker shall be forced to enter any chamber tank, vat, pit, pipe, flue or other confined space in any factory in which any gas, fume, vapors or dust is likely to be present to such an extent as to involve risk to persons being overcome thereby.
- 10) There should be safe mean to escape in case of fire and also necessary equipment and facilities to extinguish fire .

Marks 10

1 b) Provisions regarding Drinking water Under Factory Act 1948

Drinking water (1) in every factory effective arrangements shall be made to provide and maintain at suitable points conveniently situated for all workers employed therein a sufficient supply of wholesome drinking water.

- 2) All such points shall be legibly marked " drinking water" in a language understood by majority of the workers employed in the factory and no such point shall be situated within six meters of any washing place, urinal, latrine, spittoon

open drain carrying sullage or effluent or any other source of contamination unless a shorter distance is approved in writing by the Chief Inspector.

- 3) In every factory wherein more than two hundred and fifty workers are ordinarily employed, provision shall be made for cooling drinking water during hot weather by effective means and for distribution thereof.
- 4) In respect of all factories or any class or description of factories the State Government may make rules for securing compliance with the provisions of sub-Sections (1) , (2) and (3) and for the examination by prescribed authorities of the supply and distribution of drinking water in factories .

Marks 10

2 (a) Fees for providing information under RTI Act :- Fee for providing information under Sub-Section (4) of Section 4 and Sub-Section (1) and (5) of Section 7 of the Act shall be charged at the following rates namely :-

- a) rupees two for each page in A-3 or smaller size paper.
- b) actual cost or price of a photocopy in large size paper .
- c) actual cost or price for samples or models.
- d) rupees fifty per diskette or floppy .
- e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication .
- f) no fee for inspection of records for the first hour of inspection and a fee of rupees five for each subsequent hour or fraction thereof and .
- g) postal charge involved in supply of information that exceeds fifty rupees .

Mode of payment of fee under RTI Act :-

Fees under these rules may be paid in any of the following manner, namely :-

- a) In cash to the public authority or to the State Assistant public information Officer of the Public authority as the case may be against a proper receipt or .
- b) by demand draft or bankers cheque or Indian Postal Order payable to the Accounts Officer of the public authority or
- c) by electronic means to the Accounts Officer of the Public authority if facility for receiving fees through electronic means is available with the public authority.

Marks 12

2 (B) Orders issued by District Forum , the State commission or the national commission is final as under :- Every order of a District forum, the State commission or the national Commission shall if no appeal has been preferred against such order under the provisions of this Act be final .

Limitation Period:- 1) The District forum, the state commission or the national commission shall not admit a complaint unless it is filed within two year from the date on which the cause of action arisen.

2) Notwithstanding anything contained in sub section (1), a complaint may be entertained after the period specified in sub section (1), if the complainant satisfies the District Forum, the state commission or the national commission, as the case may be, that he had sufficient cause for non filing the complaint within such period.

Model Sol. of UDC/G Session 6/18/P-III

④

Provided that no such complaint shall be entertained unless the National commission, the State commission or the District Forum, as the case may be, the records its reason for condoning such delay.

Marks 8

3(A) exemption to the rule—an Employer is liable to pay compensation if injury is caused to a workmen by accident arising out of and in the course of his employment

If personal injury is caused to a workman by accident arising out of and in the course of his employment, his employer shall be liable to pay compensation in accordance with the provisions of this Chapter, Provided that the employer shall not be so liable-

- a) In respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding three days.
- b) in respect of any injury not resulting in death caused by an accident which is directly attributable to –
 - (i) the workman having been at the time thereof under the influence of drink or drugs or.
 - (ii) the willful disobedience of the workman to a order expressly given or to a rule expressly framed, for the purpose of securing the safety of workmen or
 - (iii) the willful removal or disregard by the workman of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of workmen.

Marks 10

3 B) Compensation to be paid when due and penalty for default if employer does not accept the liability of compensation.

- 1) Compensation under section 4 shall be paid as soon as it falls due.
- 2) In case where the employer does not accept the liability for compensation to the extent claimed, he shall be bound to make provisional payment based on the extent of liability which he accepts and such payment shall be deposited with the Commissioner or made to the workman as the case may be without prejudice to the right of the workman to make any further claim.
- 3) Where any employer is in default in paying the compensation due under this Act within one month from the date it fell due, the Commissioner may direct that, in addition to the amount of the arrears, simple interest at the rate of six per cent . per annum on the amount due together with, if in the opinion of the Commissioner there is no justification for the delay, a further sum not exceeding fifty percent of such amount, shall be recovered from the employer by way of penalty -

Marks 10

4 a) Jurisdiction of the District Forum 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 does not exceed rupees twenty lakhs

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 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 District Forum is given or the opposite parties who do not reside or 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 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 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.

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 .

Jurisdiction of the National Commission Subject to the other provisions of this Act, the National Commission shall have jurisdiction.

a) to entertain

(i) complaints where the value of the goods or services and compensation if any Claimed exceeds rupees twenty lakhs and

(ii) appeals against the orders of any State Commission 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 State Commission where it appears to the National Commission that such State Commission has exercised a jurisdiction not vested in it by law or has failed to exercise a jurisdiction so vested or has acted in the exercise of its jurisdiction illegally or with material irregularity.

Marks 10

4 b) As per Standing orders of PSPCL a skilled workman is admissible special leave under the following instructions.

- a) skilled workman having more than one years continuous service may be given special leave on half wages not exceeding 95 days (in one spell or in aggregate in a calendar year) only when he is laid off during the shut down of a particular work subject to the conditions that he should first to 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 $\frac{1}{4}$ 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) workman who does not resume duty after the expiry of the special leave will not be entitled to this special leave wages . Over stayal on medical grounds or any other ground may be condoned by the sub divisional Officer incharge where he is satisfied that such condonation is justified and such over-stayal is treaded as leave without wages .

Marks 10

5 A) Provisions of penalty under Air (Prevention and control of Pollution) Act 1981 as under :-

Penalties for Certain acts – Whoever –

- a) destroys pulls down, , injures or defaces any pillar, post of stake fixed in the ground or any notice or other matter put up, inscribed or placed, by or under the authority of the Board or .
- b) obstructs any person acting under the orders or directions of the Board from exercising his powers and performing his functions under this Act or .
- c) damage any works or property belonging to the Board or
- d) fails to furnish to the Board or any officer or other employee of the Board any information required by the Board or such officer or other employee for the purpose of this act or.
- e) fails to intimate the occurrence of the emission of air pollutants into the atmosphere in excess of the standards laid down by the State Board or the apprehension of such occurrence, to the State Board and other prescribed authorities or agencies as required under sub- section (1) of Sec 23 or .
- f) in giving any information which he is required to give under this Act makes a statement which is false in any material particular or
- h) for the purpose of obtaining any consent under Sec 21 makes a statement which is false in any material particular shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to ten thousand rupees or with both .

Penalty for contravention of certain provisions of this Act –

Whoever contravenes any of the provisions of this Act or any order or directions issued thereunder for which no penalty has been elsewhere provided in this Act, Shall be Punishable with imprisonment for a term which may extend to three months or with fine. Which may extend to ten thousand rupees or with both and in the case of continuing contravention, with an additional fine which may extend to five thousand rupees for every day during which such contravention continues after conviction for the first such contravention .

5 b) State air laboratory under Air (Prevention and Control of Pollution) Act 1981.

Marks 6

- 1) The state Government may by notification in the Official Gazette
 - a) establish one or more State Air Laboratories or
 - b) specify one or more laboratories or institutes as State Air Laboratories to carry out the functions entrusted to the State Air Laboratory under this Act.

Model Sol. of UDC/G Session 6/18/P-III

⑨

2) The State Government may after consultation with the State Board make rules prescribing-

- a) The functions of the State Air Laboratory :
- b) the procedure for the submission to the said laboratory of samples of air or emission for analysis or tests , the form of the Laboratory's report thereon and the fees payable in respect of such report.
- c) such other matters as may be necessary or expedient to enable that laboratory to carry out its functions.

Marks 7

5 C Micro , Small and Medium enterprises under Service Sector

a) in the case of the enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act 1951 as-

- 1) a micro enterprise, where the investment in plant and machinery does not exceed twenty-five lakh rupees.
- 2) a small enterprise, where the investment in plant and machinery is more than twenty five lakh rupees but does not exceed five crore rupees or
- 3) a medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees.

b) in the case of the enterprises engaged in providing or rendering of services as -

- 1) a micro enterprise where the investment in equipment does not exceed ten lakh rupees.
- 2) a small enterprise, where the investment in equipment is more than ten lakh rupees but does not exceed two crore rupees or
- 3) a medium enterprise , where the investment in equipment is more than two crore rupees but does not exceed five crore rupees.

Marks 7

Ques no. 1

(a)

- (i) Précis: - Panini wrote his great grammar of Sanskrit in the 6th century B.C. This grammar is the standard grammar of Sanskrit language. In ancient India, the study of astronomy was merged with astrology. Medicine was also much developed at that time, Charka wrote book on medicine and Shushruta wrote on surgery. These books deal with many diseases and the methods of their treatment. They also deal with surgery, obstetrics, hygiene and medical education. Surgery was also much developed. The sterilization of wounds was known to physicians of that time. Due to the influence of Jainism and Buddhism, there were hospitals for animals in India in the third or fourth century.
- (ii) Title: - India advancement in the Ancient Ages.
- (iii) Enumerate:- Illustrate
- (iv) Dissection:- Cutting so as to have a detailed critical analysis.

(b)

- (i) The process to ready the computer system for performing any task is known as booting process. From switched ON the computer system up to displaying the operating system prompt, all are the tasks that performed by the booting. When it is required to perform any task with the computer system, it has to be ready first. The process to make the computer ready is known as booting process. When computer is in ready state; the user can give any command to it and perform the task. It is of two types: - Cold Booting or Soft Booting, Warm Booting or Hard Booting
- (ii) System software is a type of computer program that is designed to run a computer's hardware and application programs. If we think of the computer system as a layered model, the system software is the interface between the hardware and user applications. The operating system (OS) is the best-known example of system software. The OS manages all the other programs in a computer.

Ques no. 2

(i)

Department Name	: EIC /Civil Design & Const., E-4, Shakti Vihar, PSPCL, Patiala.
Tender Specification No.	: 23/CMC-I/2016-17
Tender Issuing Authority	: Addl. SE /CMC-I, Patiala for Tender Enquiry 23/CMC-I/2016-17
Place	: Patiala
Short Description	: Supply & Installation of 1.5 t Voltas (3 Star) Window AC's in different offices under EIC/Civil Design & Construction, PSPCL, Patiala.
Tender Publication	: In all the leading News Papers
Eligibility Criteria	: Tender will be issued only to those Firms which authorized Window Voltas AC dealers.
Last Date of issue of DNIT to Firm	: 05.07.2018 upto 5:00 P.M
Date of Receipt of Tender to Firms	: 10.07.2018 upto 3:00 P.M
Date of Opening of Tender	: 20.07.2018 at 3:30 P.M
Tender Document Cost	: Rs.500/-
Payment Mode	: Through Demand Draft or Cash through BA-16 receipt.
Payment in favour of	: Addl SE /Civil Mtc. Cell-I, PSPCL, Patiala
EMD	: The tenderers shall be required to submit Earnest Money @ 2% of tendered value, except in case of those tenderers who are specifically exempted as per tender specifications.
Payment Mode	: Through Punjab State Power Corporation Limited Patiala, Cash Receipt/Bank Demand Draft.
Payment in favour of	: Addl SE /Civil Mtc. Cell-I, PSPCL, Patiala
Contact Phone Number	: 96461-19115(M) & 0175- 2220777-Ext 4372 (Office)
Tender Documents Attachment	: Complete in all respects as per Specification No23/CMC-I/2016-17
Tender information in details	<p>CONDITIONS:-</p> <ol style="list-style-type: none"> 1. A set of tender documents (non transferable) can be had from the office of under signed against payment by cash receipt /bank draft in favour of Addl SE /CMC-1, P.SPCL Patiala payable at Patiala. 2. Tenders of the Firms who do not purchase the tender document in advance shall not be accepted at all. 3. All tenders must be accompanied by the earnest money @ 2% of their quoted rates prescribed in the tender documents except in the case of those tenderer who are specifically exempted there under. 4. The DNIT documents will be issued only to those Firms who are possessing independent Pan No, VAT no. 5. Tender received telegraphically through Telex or through Fax shall not be accepted. 6. The decision of the competent authority to judge the capability and to issue tender document will be final and binding. 7. The competent authority reserves the right to reject any or all tenders without assigning any reason. 8. In case the date of issue /receipt of tender declared/happens to be a holiday the tender will be issued/received and opened on the next working day at the same time.

(ii)

PUBLIC NOTICE

For inviting objections/comments/suggestions from the general public/stakeholders in respect of Review Petition No. 05 of 2017 filed by Punjab State Power Corporation Limited (PSPCL) before Hon'ble Punjab State Electricity Regulatory Commission (Commission) under section 94 of the Electricity Act, 2003 seeking review of the Tariff Order dated 23.10.2017 passed by the Commission.

- 1) Notice hereby given to all Punjab State Power Corporation Limited has filed Review Petition No. 5 of 2017 before the Hon'ble Commission seeking review of the Tariff Order dated 23.10.2017 passed by the Hon'ble Commission.
- 2) The Review Petition filed by PSPCL before the Hon'ble Commission is available on the website of PSPCL i.e. www.pspcl.in and the website of the Commission i.e. www.pserc.nic.in and can be downloaded therefrom.
- 3) Objections/comments/suggestions on Review Petition no. 5 of 2017 of PSPCL, together with supporting material may be filed with the Secretary, Punjab State Electricity Regulatory Commission SCO 220-21, Sector 34-A, Chandigarh, in person or through registered post so as to reach him upto 16.02.2018. A copy of the same must also be sent to Chief Engineer/ARR&TR, F-4, Shakti Vihar, PSPCL, Patiala and proof of the same must be enclosed with the filing made to the Secretary, Punjab State Electricity Regulatory Commission.
- 4) The objections/comments/suggestions to the commission should be filed in 10 copies and carry full name and postal address of the person sending the objection. If the objection is filed on behalf of any organization or any class of consumes, it should be so mentioned.
- 5) The review petition shall be taken up for hearing by the Commission on 28.02.2018 at 11.00 AM in the Commission's Office Public at large shall also be heard by the Commission during hearing. All the objectors who have filed their objections with the Commission by the last date for filing of the objections and other persons/organizations interested in presenting their views/suggestions on the above mentioned matters before the Commission are invited to participate.

Ques no. 3

(a)

- (i) I saw him a moment ago.
- (ii) They discussed the whole matter.
- (iii) We play tennis every day.
- (iv) He has been sleeping for two hours.
- (v) Neither of the boys has returned.

(b)

- (i) The cliff was being climbed by the boy.
- (ii) Will those happy days be ever forgotten by you?
- (iii) Wealth is desired by all and acquired by some.
- (iv) His warnings were laughed at by them.
- (v) The child was made to drink the milk by him.

(c)

- (i) A piece of cake: Describes something that is easy to do
Learning to type is a piece of cake. It just takes persistence."
- (ii) Let the cat out of the bag: To reveal a secret.
How did mom find out we were planning a surprise party for her? Who let the cat out of the bag?
- (iii) To feel under the weather: Feeling sick; ill and can also mean that a person is feeling sad or depressed.
She just got back from her vacation, but sadly, she returned feeling a bit under the weather because she had a sore throat and a fever.
- (iv) To kill two birds with one stone: to succeed in achieving two things in a single action:
I killed two birds with one stone and picked the kids up on the way to the supermarket.
- (v) To add insult to injury: said when you feel that someone has made a bad situation worse by doing something else to upset you:
They told me I was too old for the job, and then to add insult to injury, they refused to pay my expenses!

(d)

Volatile Memory:- A device which holds the data as long as it has power supply connected to it and cannot hold the memory when there is no power supply connected to it is called Volatile Memory. The best example for this can be Random Access Memory (RAM), which will hold memory only as long as it is connected to power source and everything in it will be cleared if it gets disconnected from power source. Volatile memory is also called as temporary memory as it will hold memory temporarily.

Non Volatile Memory:

A device which can hold data in it even if it is not connected to any power source is called Non Volatile Memory. The typical examples for Non Volatile Memory are your Hard drives and flash drives. Even if you turn off your PC the data in your hard drive or flash drive stays intact.

Examples of non-volatile memory include read-only memory, flash memory, ferroelectric RAM, most types of magnetic computer storage devices (e.g. hard disk drives, solid state drives, floppy disks, and magnetic tape), optical discs etc.

Ques no. 4

- (a) Primary Memory also called as volatile memory because the memory can't store the data permanently. Primary memory select any part of memory when user want to save the data in memory but that may not be store permanently on that location. It also has another name i.e. RAM.

Random Access Memory (RAM):

The primary storage is referred to as random access memory (RAM) due to the random selection of memory locations. It performs both read and write operations on memory. If power failures happened in systems during memory access then you will lose your data permanently. So, RAM is volatile memory. RAM categorized into following types.

- DRAM
- SRAM
- DRDRAM

- (b) A client is a computer hardware device or software that accesses a service made available by a server. The server is often (but not always) located on a separate physical computer.

A server is a physical computer dedicated to run services to serve the needs of other computers. Depending on the service that is running, it could be a file server, database server, home media server, print server, or web server. A server:

- Can be a physical device or software program
- Installed on a host computer
- Provides specific services
- Serves only clients

- (c)
- (i) Common business-oriented language
 - (ii) Beginner's All-purpose Symbolic Instruction Code
 - (iii) Formula Translation
 - (iv) International Business Machines

- (d)
- Input: Information and programs are entered into the computer through Input devices such as the keyboard, disks, or through other computers via network connections or modems connected to the Internet. The input device also retrieves information off disks.
- Output: Output Devices displays information on the screen (monitor) or the printer and sends information to other computers. They also display messages about what errors may have occurred and brings up message or dialog box asking for more information to be input.

Processing: The CPU or central processing unit is sometimes called the Control Unit and directs the operation of the input and output devices. The Coprocessor or the Arithmetic-Logic Unit does arithmetic and comparisons.

(e) $4D.C8_{16} = 4 \cdot 16^1 + 13 \cdot 16^0 + 12 \cdot 16^{-1} + 8 \cdot 16^{-2} = 64 + 13 + 0.75 + 0.03125 = 77.78125_{10}$

Ques no. 5

(a)

- (i) Ctrl+Y = Repeat
- (ii) Ctrl+= = Enter Current Date
- (iii) Shift+F3 = Paste function into formula
- (iv) Alt+F4 = Exit
- (v) F2 = Edit

(b)

- (i) Shift+F3 = Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
- (ii) Ctrl + Mouse wheel = Zooms in and out of document.
- (iii) Ctrl+5 = 1.5-line spacing.
- (iv) Ctrl +A = Select All
- (v) Ctrl + F = Find

(c)

- (i) On the Developer tab, in the Code group, click Record Macro.
- (ii) In the Macro name box, type a name for the macro.

Note: If you give a new macro the same name as a built-in macro in Office Word 2007, the new macro actions will replace the built-in macro. To view a list of built-in macros, on the Developer tab, in the Code group, click Macros. In the Macros in list, click Word Commands.

- (i) In the Store macro in box, click the template or document in which you want to store the macro.

- (ii) In the Description box, type a description of the macro.

- (iii) Do one of the following:

- **Begin recording** : To begin recording the macro without assigning it to a button on the Quick Access Toolbar or to a shortcut key, click OK.
- **Create a button** : To assign the macro to a button on the Quick Access Toolbar, do the following:

- (iv) Click Button.

- (v) Under **Customize Quick Access Toolbar**, select the document (or all documents) for which you want to add the macro to the Quick Access Toolbar.

Important: To make your macro available in all documents, be sure to click **Normal.dotm**.

8 Model Sol. of UDC/G Session 6/18/P-IV

- (vi) Under Choose commands from dialog box, click the macro that you are recording, and then click Add.
 - (vii) To customize the button, click Modify.
 - (viii) Under Symbol, click the symbol that you want to use for your button.
 - (ix) In the Display name box, type the macro name that you want to display.
 - (x) Click OK twice to begin recording the macro.
- (d)

When you create a table with the Table command on the Ribbon's Insert tab, the table retains any formatting that it currently has, and the default Table Style is applied.

If you want to apply a specific table style when creating an Excel Table:

- (i) Select a cell in the list of data that you prepared.
- (ii) On the Ribbon, click the Home tab.
- (iii) In the Styles group, click Format as Table
- (iv) Click on the Style that you want to use OR, to apply a Style and remove any existing formatting, right-click on a Style, and click Apply and Clear Formatting
- (v) In the Create Table dialog box, the range for your data should automatically appear, and the *My table has headers* option is checked. If necessary, you can adjust the range, and check box.
- (vi) Click OK to accept these settings.

A formatted Excel Table is created, with the selected Table Style.

