

05122015/40

Roll No.....

Departmental Examination for AM/IT Systems & System Analyst  
Session 12/2015  
Paper-1<sup>st</sup>  
(Works Accounts)

Time Allowed: Three Hrs.

Marks:100

**Books Allowed:** As per syllabus issued vide Office Order No.1038/REG-307 dated 11.6.15.

Note

- ❖ Attempt all questions and part of a question must be attempted continuously at one place.
- ❖ Support your answer with relevant rules/regulations.
- ❖ Rough work should be done on the space provided for in the answer sheet at Page-2.
- ❖ Missing data, if any, be assumed but must be indicated specifically in the answer.

①

Q.1 a) What provisions are to be made in the estimate while preparing the estimate for R&M of Corporation's Vehicle?

b) Can a periodical repair be carried out in anticipation of a detailed estimate or allotment of funds?

Marks: 10+10=20

Q.2 a) Define the following:-

- i) Date of award of contract.
- ii) Date of completion of work.

b) Describe the provisions in the Works Regulations, 1997 regarding Security Deposit, its refund and forfeiture.

Marks: 3x2+14=20

Q.3 Distinguish between the following:-

- i) Revised estimate and supplementary estimate.
- ii) Imprest and temporary advance.
- iii) Rate of cost and inclusive rate of cost.
- iv) Secured advance and advance payment.
- v) Administrative approval and technical sanction.

Marks: 5x4=20

Q.4 Whether an order preference can be given to the tenderers whose works are situated within the State of Punjab. If yes then describe the procedure for giving order preference.

Marks: 20

Q.5 a) What is an IUT bill? Explain the procedure for its preparation.

b) Describe the fundamental rules for execution of a works.

Marks: 10+10=20

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Departmental Examination for AM/IT Systems & System Analyst  
Session 12/2015  
Paper-2<sup>nd</sup>  
(Service Rules & Regulations)

Time Allowed: Three Hrs.

Marks:100

**Books Allowed:** As per syllabus issued vide Office Order No.1038/REG-307 dated 11.6.15.

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- ❖ Support your answer with relevant rules/regulations.
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(1)

## Paper-II

### (AM/IT, Service Rules and Regulation)

- Q.1. (a) Define the Subsistence Allowance. Rate at which it is admissible and kind of recoveries to be made from it.  
(b) An employee has submitted his resignation. Later on he changed his mind and gives his request for withdrawal of resignation. Is his request acceptable? Please Explain.

Marks: 10+10

- Q.2 (a) Define the followings as per Main Services Regulations 1972 Vol.-I

Part-I :-

- (i) Day
- (ii) Fee to employee
- (iii) Head of offices
- (iv) Month
- (v) Public Conveyance

Marks: 2X5=10

- (b) Who is the Competent Authority to Sanction Extra Ordinary Leave and to which extent?

Marks: 10

- Q.3 a) Whether Medical fitness Certificate on first appointment on adhoc basis is required? Whether an official re-employed after resignation or employed on temporary basis is also required to produce medical fitness certificate? Explain.  
b) An Employee under suspension applied for advance from his GPF. Explain in detail regarding his admissibility for GPF advance.

Marks: 10+10

- Q.4 a) Charges against Revenue Accountant was proved as per Charge-Sheet issued in respect of revenue matters. What are the minor and major penalties? Explain.  
b) Define the applicability of an Employees Conduct Regulations 1971 to employees on deputation with Punjab Govt.  
c) An employee is found stealing energy or helping in theft of energy. What are the provisions under Employees Conduct Regulations 1971. Comments.

Marks: 10+5+5

- Q.5 a) What are the Salient features of New Re-structured Defined Contributory Pension Scheme of PSPCL.  
b) Explain category of employees for claiming TA/DA.  
c) Whether Accounts Officers with Grade Pay 5800/- is entitled to Travel by own car to perform his official duty? Comments.

Marks: 10+5+5

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Roll No.....

Departmental Examination for AM/IT Systems & System Analyst  
Session 12/2015  
Paper-3<sup>rd</sup>  
(Revenue Accounts, Acts & Labour Laws)

Time Allowed: Three Hrs.

Marks:100

**Books Allowed:** As per syllabus issued vide Office Order No.1038/REG-307 dated 11.6.15.

Note

- ❖ Attempt all questions and part of a question must be attempted continuously at one place.
- ❖ Support your answer with relevant rules/regulations.
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**ASSISTANT MANAGER/IT SYSTEMS & SYSTEM ANALYST**  
**PAPER III REVENUE ACCOUNTS, ACTS AND LABOUR LAWS**

**Question No 1**

- (a) Explain the procedure for granting free electricity for domestic supply to Scheduled Caste and non SC/Below Poverty Line consumers for loads upto 1000 watts. 10
- (b) Define the following
- i) Rebate to consumers catered at higher voltages
- ii) Time of day tariff
- iii) Seasonal Industries
- iv) Kvah tariff
- v) Schedule of tariff for domestic category for 2015-16 5\*2=10

**Question No 2**

- (a) State the duties in respect of following case:-
- i) UDC Revenue for billing of defective meters.
- ii) Revenue Accountant for regrouping of billing group and challenged bills.
- (b) Write short on Sundry Charges & Allowances Register.
- ☉ List out the formats used in Computerised billing for General Consumers.
- (d) Explain Peak Load Restrictions and Exemption Charges 6+4+6+4=20

**Question No 3**

- (a) Explain employer's liability for compensation under Workmen's Compensation Act, 1923.
- (b) What are provisions regarding Employees' Provident Funds Appellate Tribunal under the Act? 2\*10=20

**Question No 4**

- (a) State procedure for amendment & revocation of licence by appropriate commission under The Electricity Act, 2003.

②

(b) Write note on Disposal of request under Right to Information Act, 2005. 2\*10=20

Question No 5

(a) What are the measures for promotion, development and enhancement of competitiveness of micro, small and medium enterprises under the Act?

(b) What are the powers to adjudicate under The Information Technology Act, 2000?

© Explain the jurisdiction of the State Commission under The Consumer Protection Act, 1986.

6+7+7=20

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