

MODEL SOLUTION TO PAPER-I (WORKS ACCOUNTS)

Ans:1 (a) When an asset is created and put to use after technical clearance, it is called commissioning of an asset. When upon completion an asset is first put to use and the expenditure incurred is transferred from work-in-progress to fixed asset accounts, this process is called capitalization of an asset.

(b) Rate of cost means the rate per unit arrived at by dividing total cost of material/item by total quantity of the material/item.

When cost of a work/material is divided into many sub heads, then Inclusive rate of cost is arrived at by dividing total cost under all subheads divided by total quantity of the work/material.

(c) Total expenditure incurred upon construction or repair of a work is called works expenditure. The expenditure which is capitalized out of total expenditure so incurred is called works outlay.

(d) Operation means total of all such expenses which are incurred to manufacture an item in workshop. Out-turn means sum total of all expenses incurred on an item in its manufacturing and finishing, when the item is finally ready for sale.

(4x5=20)

Ans:2 Completion report is prepared in the Board upon completion of a work in prescribed form CE-32. It contains details of all kinds of expenses incurred on the work concerned.

Completion report is prepared after completion of work under the following circumstances:

- (a) It is prepared for all types of construction works whether total expenditure on such a work is as per the estimated cost or less/higher than its estimated cost.
- (b) It is prepared for all types of repair and maintenance works when:
 - (i) difference between estimated cost and actual expenditure is 5% or above.
 - (ii) difference between estimated cost and actual expenditure is less than 5% but the divisional officer has no powers to approve it.
 - (iii) when actual expenditure is more than the revised estimate.

Procedure for Preparation of completion Report: Detailed completion report is prepared for all Major Works in form CE-32. Sub-head wise details are entered in it. Actual expenditure incurred and rates of expenditure are compared with estimated rates/expenditure. If there is any difference between the actual and estimated details, reasons have to be explained. Names of officers/officials responsible for execution of work concerned are also mentioned in it.

For minor works also, this report is prepared in form-32. This report is prepared when sub-head wise record is not required to be maintained. Comparison is made between actual expenditure and estimated cost.

Disposal of Completion Report: Completion reports of such works where actual expenditure incurred is more than the estimated cost and the divisional officer concerned is not competent to sanction the excess expenditure, the report is required to be sent to CAO. After auditing the report by CAO, it is sent to concerned Superintending Engineer. If SE is competent to regularize the excess expenditure, he will take action to sanction the excess expenditure. If it is beyond his powers, he will send this report to next higher authority. If it is still beyond the powers of next higher authority, he will send the report to the Corporation through Company Secretary of the Corp. The Company Secretary will take action to get it approved by the Board of Directors and send the same to CE concerned.

Ans:3 U-cheque is a bank cheque shaped paper instrument issued by one accounting unit of the Corporation in the name of another accounting unit to settle inter-unit book-transfer transactions. It can't be encashed within or outside the Corporation. U-cheque means an un-encashable cheque.

Custody of U-Cheque: Blank u-cheques are required to be kept in safe custody like bank cheques. In head office blank U-cheque books are kept in the custody of officer incharge of Broadsheet Section. Its record is kept in Broadsheet section in prescribed register. These U-cheques are issued by Broadsheet section to concerned accounting units as and when so required by them.

In accounting units/DDOs offices record of U-cheques is kept in prescribed register in Accounts Branch. Blank U-cheques remain in the custody of incharge of accounting unit/accounts branch. A proper record of counterfoils of used u-cheques is kept by the Supdt./Divnl.Accounts.

Use of U-Cheques: U-cheques are used in following cases:

- 1.To accept an IUT Bill received from another accounting unit.
- 2.To accept transfer of money from another accounting unit.

Accounting of U-Cheques: Proper account of U-cheques issued is kept in U-cheque Cash Book. Like normal cash book, when ever a transaction is settled through U-cheque, entries will be recorded in U-cheque cash Book . This cash book is kept in the custody of incharge of Accounts Branch in accounting unit concerned. Entries recorded in this cash book are also authenticated under the initials of DDO concerned.

Ans:4 (a) The DDO is required to exercise following checks over his cash book:

- 1.All the entries recorded in Cash Book by subordinate official should be personally checked and initialed by the Disbursing Officer.
- 2.A disbursing officer should sign the cash book at the end of each month to ensure that all the entries in the cash book has been recorded under his supervision and responsibility.
- 3.He should check that all the recoveries mentioned in pass orders have been correctly made and entries recorded in relevant columns of cash book.
- 4.He should see that all kinds of corrections in the cash book have been made after cancellation of original entries and are duly attested by him.
- 5.He should ensure that the totals of bank columns are correct as per counterfoils of cheque book.
- 6.At the end of month cash in chest should be counted under his supervision and a certificate regarding this should be recorded at the end of cash book.
- 7.At the end of month details of cash balance should be sent to the monthly account. (10)

(b)1: Imprest is a fixed sum of money issued to an official of the Corporation by the competent authority for making certain unforeseen petty payments. Its entry is recorded in the cash book on payment side. When an expenditure is made by custodian out of the imprest money, the expenditure incurred is recouped.

Temporary Advance is a sum of money issued to an official of the Corp. for making payments against passed bills/vouchers. Its record is also kept in the cash book. The official is required to submit full account of temporary advance when all payments have been made. This advance is not recouped.

(2) Earnest Money is deposited by a bidder at the time of submission of bids. Earnest money deposited by the successful bidder is retained and is refunded to unsuccessful bidders. Some PSUs, Govt. undertakings are exempted from depositing earnest money.

Security money is deducted at the time of making payment of bills submitted by contractors/suppliers. In some cases earnest money already deposited by a bidder can be adjusted against security money to be deducted from him. Security money is refunded to the contractor/supplier after faithful completion of work/supplies. (2x5=10)

Ans: 5 (a)

(i) 24.501

(ii) 46.910

(iii) 78.883

(iv) 46.300

(v) 44.220

(5x2=10)

Ans: 5(b)

RECEIPT SIDE

DT.	VR.NO.	PARTICULARS	CASH RECEIPT	ADJUSTMENT	A/C CODE
22.4.11	1	To deduction from contractor 'S'	--	281	62.930
22.4.11	2	To deduction from contractor 'R'	--	1000	46.101
30.4.11	3	To recoveries from salary of staff:		13400	57.120=3800 27.102= 800 27.101=4500 44.401=4300

PAYMENT SIDE

DT.	VR.NO.	PARTICULARS	CASH PAYMENT	BANK PAYMENT	ADJUST.	A/C CODE
			<u>CHEQUE NO. AMOUNT</u>			
12.4.11	1	By payment to contractor 'R'	--	353806	8000	281 74.2
16.4.11		Issued cheque No.353808 in lieu of lapsed cheque No.333261 for Rs.1650				
22.4.11	2	By payment to contractor 'R'	--	353807	20000	1000 74.2
22.4.11	3	By Issue of self cheque for payment of staff salary	--	353809	187300	13400 75.1

(5x2=10)

(Assumption: cheque No.353808 was issued on 16.4.11 and cheque No.353807 issued on 22.4.11)

- Q:-1
- (i) **Compensatory Allowance:** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes traveling allowances, dearness allowances, but does not include sumpluary allowance.
 - ii) **Fee:** Fee means a recurring or non recurring payment to a Board (Corporation) employee from a source other than the Board (Corp.) funds whether made directly through the intermediary of Board, but does not include.
 - a) unearned income such as income from property, dividends and interest on securities and;
 - b) Income from literary, cultural artistic scientific or technological efforts and income from participation in sport activities as amateur.
 - iii) **Joining Time:** means the time allowed to a corp. employee for joining a new post or to travel to or from a station to which he is posted
 - iv) **Subsistence Grant :** means a monthly grant made to Corp. employee who is not in receipt of pay or leave salary.

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Model Solution, ME, S-6/2011, P-II
(Services Rules Regulations)

- Q 2 (a) Period of Deputation: The initial period of deputation may be extended up to five years by the Board (Corp.) and if in rare case of special nature the exigencies so require in public interest, such period may be extended beyond five years by the Board (Corp.)

Provided that where the Board (Corp.) agrees to extend the period of deputation of an employee beyond a period of five years, the deputation allowance and other benefits available in the borrowing department shall not be admissible during this deputation period so extend

- (b) Rate of increment in Revised Pay Structure The rate of increment in revised pay structure is 3% of the sum of the pay in the pay band and grade pay applicable which will be rounded to the multiple of 10. The amount of increment will be added to the existing pay in the pay band.
- (c) Minimum/maximum subscription means any sum so expressed by the subscriber but not less than 8% of his amoluments and not more than his amolument respectively.

Q: 3 (a) On the basis of grade pay the employees of the corporates have been divided in the following categories

Category	Grade Pay
I	Rs. 10,000 and above
II	Rs. 7600 to 9999
III	Rs. 5000 to 7599
IV	Rs. 3800 to 4999
V	Below Rs. 3800

(b) Following are the conditions for admissibility of Daily allowance on tour to corporations employee

- No allowance should be permissible within a radius of 8 Kms. from the place of duty. Road mileage at fixed rates should however, continue to be paid for this journey except to employees who are receipt of local traveling and conveyance allowance.
- Journey beyond 8 Kms and with 25 Kms. of the place of duty should be treated local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal traveling allowance.
- A full Daily Allowance should be admissible for journeys beyond 25 Kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours half Daily Allowance should be admissible and
- No incidental charges should be payable in addition to the Daily Allowance/half Daily Allowance.

Q 4 :-

(i)

Chief Engineer	Full Power	The cost of the drawings shall be worked and on the basis of man days of work put in plus cost of stationary and supervision charges @ 15%
SE, Director/Planned Design	Rs. 50,000	
Xens	Rs. 20,000	

(ii)

CE	Rs. 62500	In each case
SE Director/Plant	Rs. 6250	--do--
Design Xens	Rs. 2500	--do--

(iii)

Secretary/Dy. Secy.	Full Powers (For H.O)	Subject to the conditions in the rules for supply of liveries framed by the Board/Corp.
Head of office	Full Powers (for their own offices and offices under their control)	---do---

(iv)

CEs/DS	Rs. 2000/- in each case	Provided that the levy of surcharge is not due to the fault of the consumer
SEs/DS	Rs. 500/- in each case	
Xens/DS	Rs. 100/- in each case	

(v)

AE/AEEs	Full Powers	Provided that : 1) The works are financially justified on the basis of average cost of a connection worked out for the group. In cases where no financial justification is required to be worked out the fixed /variable charges applicable are recovered in advance. 2) Expenditure is met from within the budget. Provision under the major/minor head concerned.
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Model Solution, M.E., S-6/2011, P-II
(Services Rules & Regulations)

Q: 5

Date of Birth 9-9-57

Basic Pay 15600/-

Date of Joining 22-11-1997

Date of retirement 31-12-2010

Qualifying Service

	Y	M	D
D.O.R	2010	12	31

D.O.J	1977-11-22

	33-01-09

Interruptions

	M	D
EOL 30-3-78 to 18-5-78	1	19
EOL 16-8-78 to 4-10-78	1	19

Interruption	0 - 3-08

	32-10-01

.....
3-08

Service Benefit 4-9-00

31-12-10 to
30-9-15	37-07-01

QS: 66 half years

10 month Average	15600 X 10
 = 15600
	10

Last pay Drawn Rs. 15600

DA Rs. 7020

Pen.	15600 x 1	x 66	
		= Rs. 7800/-
	2	66	

Family Pen 15600 x 30% = Rs. 4680/-

DCRG (15600 + 7020) x 66	
.....	= 373230/-
4	

Q. No. - 1 (Ans)

		Rupees
1	Total energy charges @ 4.58 Paisa KWH 17,50,000	8015000
2	MMC 5000 KVA @ 351	1755000
3	Less EHT rebate @ 3% (Being supply 66 KV) $8015000 \times 3\% = 240050$	240450
4	Power Factor $1750000/1850450 = 0.95$	
5	Demand surcharge @ 750 per KVA of Excess MDI $5250-5000 = 250$ KVA. 250×750	187500
6	Meter CT/PT Rent @ 1.6 Paisa per rupee of 60500	968
7	Service Charges	450
8	Total Board's due	7963468
9	Electricity duty @ 13% (1-3) $8015000-240450 = 7774550$	1010692
10	Octroi @ 10 Paisa per KWH - 1750000	175000
11	Net payable amount (Rounded to Rs. 10)	9149160
12	Late payment surcharge within seven days @ 5%	398175
13	Amount payable within 7 days of due date	9547335
14	Late payment surcharge after 7 days @ 10%	796350
15	Amount payable after 7 days after due date	9945510

As per CC 31/2010 under reg. 15.1.2 are as under:-

- (A) If consumer deposits security consumption charges equally for one and half months of bills will be effected within 10 days of the issue of the bill.
- (B) If security deposit will be equivalent for one month consumption, ^{charges} for the one month for the first month a hundred percent payment of the bill will be made within 5 days of delivery of the bill.

An other 50% of the bill will be paid as advanced 20 days of the date of delivery of the bill. The next bill less amount paid as advanced bill be payable within 5 days of its delivery another 50% of the Bill amount will be payable as advance within 20 days of delivery of the bill and so on

Q. No.- 2 (Ans)

ਵੰਡ ਉਪ ਮੰਡਲ ਵਿੱਚ ਬਤੌਰ ਯੂ.ਡੀ.ਸੀ. ਰੈਵਿਨਿਊ ਦੀ ਡਿਊਟੀ

- ਮੀਟਰ ਰੀਡਿੰਗ ਬੁੱਕ ਦੀ 100% ਚੈਕਿੰਗ ਅਤੇ ਬਹੁਤ ਜ਼ਿਆਦਾ ਵੇਰੀਏਸ਼ਨ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਉਸ ਖਾਤੇ ਦਾ ਅੰਦਰਾਜ ਅਨੁਸਾਰੀ ਵੇਰੀਏਸ਼ਨ ਰਜਿਸਟਰ ਵਿੱਚ ਕਰਨਾ ਅਤੇ ਉਸ ਨੂੰ ਉਪ ਮੰਡਲ ਅਫਸਰ/ਜੇ.ਈ.ਮੀਟਰ ਇਨਸਪੈਕਟਰ ਪਾਸੋਂ ਚੈਕ ਕਰਵਾ ਕੇ ਅਗਲੀ ਕਾਰਵਾਈ ਕਰਨਾ।
- ਸੰਡਰੀ ਚਾਰਜਜ਼ ਅਤੇ ਅਲਾਊਂਸ ਰਜਿਸਟਰ ਦੀਆਂ ਐਂਟਰੀਆਂ ਦੀ ਜਾਬ ਆਰਡਰਾਂ ਨਾਲ 100% ਚੈਕਿੰਗ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਸਬੰਧਤ ਖਾਤਿਆਂ ਵਿੱਚ ਪੋਸਟਿੰਗ ਸਬੰਧੀ ਚੈਕ ਕਰਨਾ।
- ਨਵੇਂ ਕੁਨੈਕਸ਼ਨਾਂ ਦੀ ਅਤੇ ਪੱਕੇ ਤੌਰ ਤੇ ਕੱਟੇ ਗਏ ਕੁਨੈਕਸ਼ਨਾਂ ਦੀ ਮੁੱਢਲੀ ਅਤੇ ਆਖਰੀ ਰੀਡਿੰਗ ਦੀ 100% ਚੈਕਿੰਗ।
- ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਦੀਆਂ ਐਂਟਰੀਆਂ ਦੀ ਡੁਪਲੀਕੇਟ ਆਰ.ਓ.-4/ਸਟੇਬਾਂ ਨਾਲ 100% ਚੈਕਿੰਗ ਕਰਨਾ ਅਤੇ ਹਰ ਰੋਜ਼ ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਵਿੱਚ ਸਰਟੀਫਿਕੇਟ ਦੇਣਾ ਕਿ ਆਰ. ਓ.-4/ਸਟੇਬਾਂ ਦੀ ਰਕਮ ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਦੀਆਂ ਐਂਟਰੀਆਂ ਨਾਲ ਮੇਲ ਖਾਂਦੀ ਹੈ ਅਤੇ ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਦੇ ਜੋੜ ਸਹੀ ਹਨ। ਕੈਸ਼ੀਅਰ ਵੱਲੋਂ ਚੈਕ ਅਤੇ ਕੈਸ਼ ਦੀ ਦਰਸਾਈ ਗਈ ਵੱਖਰੀ ਵੱਖਰੀ ਰਕਮ ਨੂੰ ਚੈਕ ਕਰਨਾ।
- ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਦੀਆਂ ਐਂਟਰੀਆਂ ਦੀ ਲੈਜ਼ਰਾਂ ਵਿੱਚ ਪੋਸਟਿੰਗ ਨੂੰ 100% ਚੈਕ ਕਰਨਾ।
- ਉਹ ਚੈਕ ਕਰਦਾ ਹੈ ਕਿ ਕੀ ਅਸੈਸ-ਟੂ-ਕੰਨਜ਼ਮਰ ਪ੍ਰਿਮਿਸਿਜ਼ ਨੋਟਿਸ ਅਤੇ ਟੀ.ਡੀ.ਸੀ.ਓ./ਪੀ.ਡੀ.ਸੀ.ਓ ਸਮੇਂ ਉੱਤੇ ਜਾਰੀ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ।
- ਐਮ.ਐਸ.ਆਰ. ਦੀ ਸਬੰਧਤ ਜਾਬ ਆਡਰਾਂ ਨਾਲ 100% ਚੈਕਿੰਗ ਕਰਨਾ।
- ਕੰਨਜ਼ਮਰ ਲੈਜ਼ਰਾਂ ਦੇ ਐਬਸਟਰੈਕਟ ਦਾ ਮਹੀਨੇ ਦੇ ਅੰਤ ਉੱਤੇ ਚੈਕਿੰਗ ਕਰਨਾ, ਐਬਸਟਰੈਕਟ ਲੈਜ਼ਰਾਂ ਵਿੱਚ ਇੰਦਰਾਜ ਕਰਨਾ ਅਤੇ ਮੰਬਲੀ ਅਕਾਊਂਟ ਬਣਾਉਣਾ।
- ਹੇਠ ਲਿਖੇ ਰਜਿਸਟਰਾਂ ਦੀ 100% ਚੈਕਿੰਗ ਕਰਦਾ ਹੈ।
ਮੀਟਰ ਇੰਨਸਪੈਕਟਰ ਰਜਿਸਟਰ, ਅਨੁਸਾਰੀ ਵੇਰੀਏਸ਼ਨ ਰਜਿਸਟਰ, ਸਟਰੀਟ ਲਾਈਟ ਰਜਿਸਟਰ, ਸਕਿਫਰਿਟੀ ਡੀਪਾਜਿਟ ਰਜਿਸਟਰ, ਚੈਕ/ਮਨੀਆਰਡਰ ਰਜਿਸਟਰ ਅਤੇ ਡਿਸਆਨਰ ਚੈਕ ਰਜਿਸਟਰ ਆਦਿ।
- ਸੈਕਟਰੀ (ਪਰਸਨਲ ਬਰਾਂਚ) ਦੇ ਪੱਤਰ ਨੰਬਰ 155010/5410 ਮਿਤੀ 13-10-87 ਅਨੁਸਾਰ ਲੈਜ਼ਰਾਂ ਦੀ ਚੈਕਿੰਗ ਕਰਨਾ।
(ੳ) ਸਨਅਤੀ ਕੁਨੈਕਸ਼ਨਾਂ ਦੀ ਲੈਜ਼ਰ = 100%
(ਅ) ਐਨ.ਆਰ.ਐਸ ਅਤੇ ਘਰੇਲੂ 3 ਫੇਸ ਕੁਨੈਕਸ਼ਨ = 100%
(ੲ) ਘਰੇਲੂ ਸਿੰਗਲ ਫੇਸ ਕੁਨੈਕਸ਼ਨਾਂ ਦੀ ਲੈਜ਼ਰ = 50%
(ਸ) ਟਿਊਬਵੇਲ ਫਲੈਟ ਰੋਟ ਉੱਤੇ ਦੀ = 50%

11. ਕੰਪਿਊਟਰ ਡਾਟਾ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਚੈਕ ਕਰਨਾ:-

(ੳ) ਇਨਪੁਟ ਡਾਟਾ

= 100%

(ਅ) ਆਉਟ ਪੁਟ ਡਾਟਾ

ਘਰੇਨੂ ਖਪਤਕਾਰਾਂ ਦੇ 1000/- ਰੁਪੈ ਤੋਂ ਵੱਧ ਰਕਮ ਦੇ ਬਿੱਲ ਗੈਰ ਰਿਹਾਇਸ਼ੀ ਅਤੇ ਸਮਾਲ ਪਾਵਰ ਖਪਤਕਾਰਾਂ ਦੇ 2000/-ਰੁਪੈ ਤੋਂ ਵੱਧ ਰਕਮ ਦੇ ਬਿੱਲ ਯੂ.ਡੀ.ਸੀ. ਰੈਵਿਨਿਊ ਵਲੋਂ 100% ਚੈਕ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।

12. ਰੈਵਿਨਿਊ ਅਕਾਊਂਟ/ਰੈਵਿਨਿਊ ਰਿਟਰਨ ਅਤੇ ਜੇ.ਵੀ.ਬਣਾਉਂਦਾ ਹੈ।
13. ਕੈਸ਼ ਰਸੀਟ ਵੇਚਰ, ਅਤੇ ਕੈਸ਼ ਪੇਮੈਂਟ ਵੇਚਰਾਂ ਦੀ ਚੈਕਿੰਗ ਕਰਕੇ ਮਾਲ ਲੇਖਾਕਾਰ ਨੂੰ ਪੁਟ ਅੱਪ ਕਰਦਾ ਹੈ।
14. ਜੇਕਰ ਮਾਲ ਲੇਖਾਕਾਰ ਨੇ ਛੁੱਟੀ/ਟੂਰ ਉੱਤੇ ਜਾਣਾ ਹੋਵੇ ਤਾਂ ਕੈਸ਼ ਚੈਸਟ ਦਾ ਚਾਰਜ ਲੈਂਦਾ ਹੈ।
15. ਬੈਂਕ ਵੱਲੋਂ ਭੇਜੇ ਗਏ ਸਕਰੋਲਾਂ ਦੀ ਚੈਕਿੰਗ ਕਰਕੇ ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਵਿੱਚ ਰਿਕਾਰਡ ਰੱਖਦਾ ਹੈ ਅਤੇ ਸਟੱਬ ਚੈਕ ਕਰਦਾ ਹੈ।
16. ਪਰਮਾਨੈਂਟ ਡਿਵਾਲਟਰ ਖਪਤਕਾਰਾਂ ਦੀ ਲੈਜ਼ਰ ਬਣਾਉਂਦਾ ਹੈ, ਪਾਰਟ ਪੇਮੈਂਟ ਰਜਿਸਟਰ, ਜਾਬ ਆਰਡਰ ਕੰਟਰੋਲ ਰਜਿਸਟਰ, ਡੀਬੈਂਚਰ ਰਜਿਸਟਰ, ਕੋਰਟ ਕੇਸਾਂ ਦੀ ਰਜਿਸਟਰ, ਟਿਕਟਾਂ ਦਾ ਰਜਿਸਟਰ ਆਦਿ ਚੈਕ ਕਰਦਾ ਹੈ।
17. ਡੀਬੈਂਚਰਾਂ ਅਤੇ ਸਕਿਉਰਿਟੀ ਦੀ ਰਕਮ ਦਾ ਵਿਆਜ ਕੱਢਦਾ ਹੈ ਅਤੇ ਮਾਲ ਲੇਖਾਕਾਰ/ਅੰਦਰੂਨ ਪੜਤਾਲਕਾਰ ਤੋਂ ਚੈਕ ਕਰਵਾ ਕੇ ਖਪਤਕਾਰਾਂ ਦੇ ਖਾਤਿਆਂ ਨੂੰ ਕਰੈਡਿਟ ਕਰਵਾਉਂਦਾ ਹੈ।
18. ਬਿੱਲ ਚੈਲਿੰਜ ਦੇ ਕੇਸਾਂ ਨੂੰ ਚੈਕ ਕਰਕੇ ਗਲਤੀ ਠੀਕ ਕਰਕੇ ਨਵਾਂ ਬਿੱਲ ਜਾਰੀ ਕਰਦਾ ਹੈ।
19. ਗੈ-ਗਰੁਪਿੰਗ ਸਮੇਂ ਨਵੀਆਂ ਅਤੇ ਪੁਰਾਣੀਆਂ ਲੈਜ਼ਰਾਂ ਦੀ ਚੈਕਿੰਗ ਅਤੇ ਉਨ੍ਹਾਂ ਤੇ ਕਰਾਸ ਰੈਫਰੈਂਸ ਦਿੰਦਾ ਹੈ।
20. ਰੈਵਿਨਿਊ ਸਬੰਧੀ ਖਪਤਕਾਰਾਂ ਨਾਲ ਪੱਤਰ ਵਿਹਾਰ ਵੀ ਕਰਦਾ ਹੈ ਅਤੇ ਸਬੰਧਤ ਫਾਈਲਾਂ ਆਪਣੇ ਪਾਸ ਰੱਖਦਾ ਹੈ।
21. ਸਮਾਲ ਪਾਵਰ ਅਤੇ ਖੇਤੀਬਾੜੀ ਦੇ ਖਪਤਕਾਰਾਂ ਦੇ ਕੇਸ ਅਤੇ ਕੇਸਾਂ ਦਾ ਰਜਿਸਟਰ ਆਪਣੇ ਪਾਸ ਰੱਖਦਾ ਹੈ।
22. ਵੱਖਰੀਆਂ ਵੱਖਰੀਆਂ ਆਡਿਟ ਪਾਰਟੀਆਂ ਨੂੰ ਅਟੈਂਡ ਕਰਦਾ ਹੈ ਅਤੇ ਰਿਕਾਰਡ ਵਿਖਾਉਂਦਾ ਹੈ। ਇੰਨਸਪੈਕਸ਼ਨ ਰਿਪੋਰਟਾਂ ਹਾਫ਼ ਮਾਰਜਨ ਅਤੇ ਆਡਿਟ ਨੋਟਾਂ ਦੀ ਪਾਲਣਾ ਕਰਦਾ ਹੈ ਅਤੇ ਸਾਂਭ ਸੰਭਾਲ ਵੀ ਰੱਖਦਾ ਹੈ।

ਵੰਡ ਮੰਡਲ ਵਿੱਚ ਯੂ.ਡੀ.ਸੀ. ਦੀ ਬਤੌਰ ਸੈਕਿੰਡ ਕਲਰਕ ਡਿਊਟੀ: Revenue rules.

1. ਸਾਰੇ ਮੰਡਲ ਦੇ ਸਟਾਫ਼ ਦੀਆਂ ਕਮਾਈ ਛੁੱਟੀਆਂ ਪਾਸ ਕਰਵਾਉਣਾ, ਉਨ੍ਹਾਂ ਦੀਆਂ ਬਦਲੀ ਸਬੰਧੀ ਦਿੱਤੀਆਂ ਅਰਜੀਆਂ ਸੀਨੀ. ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਉਣਾ ਅਤੇ ਉਨ੍ਹਾਂ ਦੇ ਸੇਵਾ ਸਬੰਧੀ ਵੇਰਵੇ ਉੱਚ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜਣਾ ਆਦਿ।
2. ਤਨਖਾਹ ਕਲਰਕ ਮੰਡਲ ਦੇ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਤਨਖਾਹ ਬਣਾਉਣਾ ਅਤੇ ਕਰਮਚਾਰੀਆਂ ਦਾ ਕੋਈ ਬਕਾਇਆ/ਏਰੀਅਰ ਆਦਿ ਬਣਾਉਣਾ। ਕਰਮਚਾਰੀ ਦੀ ਬਦਲੀ ਹੋਣ ਤੇ ਉਸਦਾ ਐਲ.ਪੀ.ਸੀ. ਭੇਜਣਾ ਆਦਿ।
3. ਜਨਰਲ ਕਲਰਕ: ਮੰਡਲ ਦਫਤਰ ਅਧੀਨ ਸਾਰੇ ਵੰਡ ਉਪ ਮੰਡਲ ਦਫਤਰਾਂ ਨੂੰ ਸਟੇਸ਼ਨਰੀ ਦੇਣਾ, ਵਰਦੀਆਂ ਲਈ ਕੱਪੜਾ ਦੇਣਾ, ਮੀਟਰ ਇੰਨਸਪੈਕਟਰ ਰਜਿਸਟਰ, ਲੋਡ ਚੈਕ ਰਜਿਸਟਰ, ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕਾਂ ਆਦਿ ਜ਼ਰੂਰੀ ਰਜਿਸਟਰ ਦਿੰਦਾ ਹੈ।
4. ਲੇਖਾ ਕਾਰਵਾਈ ਕਰਨਾ, ਸਫਰੀ ਭੱਤੇ ਦੇ ਅਤੇ ਮੈਡੀਕਲ ਬਿੱਲ ਪਾਸ ਕਰਵਾਉਣਾ ਅਤੇ ਪੈਨਸ਼ਨ ਸਬੰਧੀ ਕੇਸਾਂ ਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਦਾ ਹੈ।

The consumers in a Sub-Divn. are divided into various groups/sub groups/feeders. Separate ledgers are maintained for each group. Accounts of approximately 250 to 300 consumers are kept in one ledger.

Generally the consumer ledgers are issued bi-monthly. Efforts should be made to divide the total no. of consumer/ledgers into two parts. The consumers falling in one part should be billed in even months & those in the other group/part in odd months.

A chart should be prepared to frame the work schedule. The meter readers/JE's/SDOs bring the readings of meters on the dates fixed for the group. The readings are recorded in the meter blanks supplied by the computer centre.

The meter blanks are passed on to the computer centre for feeding the data in the computer and generating bills/ledger.

The bills and computer generated ledgers are sent to operation sub division by the Computer Centre for distribution of bills to consumers.

The consumers come to the PSEB Cash Collection Centers for making payment of their bills. The cashiers receive the payment & grant receipt on the bill-cum-receipt & retain the stub as office record. Entry of receipt is also recorded in the Consumer Cash Receipt Book (CCR Book) Consumer cash stubs are sent alongwith an advice to the Computer Centre for posting of receipt against the consumer accounts concerned. On receipt of bills/ledger for the next billing cycle the receipts are found recorded & only balance amount/unpaid amount is carried over from previous cycle to the current cycle. Now electronic machines (name SEWAK) have been installed. These machines receive consumer cash & issue receipts 24 hours.

Q. No. 3 (b) Ans.

(Revenue A/c.)

1. After disconnection of temporary connection, final bill of the consumers are prepared. A reference is made in the Security Deposit Ledger and amount of security deposited is ascertained. The bill amount is adjusted against the security by posting an entry in the Adjustment Register for Sundry Allowances (SOP-6-A). Note of adjustment should also be recorded in the Security Deposit Ledger.
2. On receipt of a request from the consumer for refund of ACD/Security – the original receipt granted should be obtained & attached to the request. In case the original receipt is not available with him, an affidavit-cum-indemnity bond should be obtained alongwith a surety for the amount due for refund.
3. A reference be made to the security ledger & ascertain the amount due for refund. The application and the security ledger should be put up to the RA/ARA. The RA should check the amount & authenticate it. The UDC shall prepare a Cash Payment Voucher, get it approved from SDO & pass it on to the cashier for making payment to the party. SDO has full power to refund security against temporary connections.
4. A note of payment shall be recorded against
 - (a) Counter foil of BA-16.
 - (b) Security Ledger and
 - (c) The original entry of receipt of security in the main cash book.
5. In case the connection was not allowed the amount of refund should be as under:-
 - (i) If application for withdrawal is made before the date by which supply is required, 25% of ACD (except meter security) should be forfeited.
 - (ii) If the Board failed to give connection and the application for refund is made after the date of connection – full security/ACD be refunded
 - (iii) If application for refund is made after the work was taken up – full ACD/Security should be forfeited.

Permanent Connection.

The only difference is that the Docket Voucher form duly verified by SDO/XEN is sent to the Divisional Office for pass & payment after the audit of final bill by the audit party.

Q.No.4 (a) Ans.

(Revenue A/c 3.7)

The register of variation in consumption of energy is maintained in each operation Sub-Divn./Sub-Office under ESR 131.10. Three separate registers should be maintained for :-

- (i) General Category Consumers.
- (ii) MS-SP, Street Lights &
- (iii) LS/BS consumers.

The object of this register is to study low or considerable variation in the energy consumption. This is done to keep check on theft of energy or check over malfunctioning of the meter. Following officers/officials are responsible for proper maintenance of this Register & putting up the register to the officer incharge of the Sub Division/Special Division.

DS/NRS :	Revenue Supdt./RA/ARA
SP/MS & SL :	AAE (JE where there is no AAE)
LS & Bulk Supply :	AE/AEE/Xen Incharge of (Op) Sub-Divn

AEE/Commercial in case of special Divn. and consumption of the month should be compared with actual consumption of the same month of the preceding year and average consumption of the preceding year/season & if the variation is more than $\pm 10\%$ for LS/BS $\pm 20\%$ for MS-SP-SL & $\pm 25\%$ DS/NRS the same shall be recorded in the Energy Variation Register for investigation. On the basis of result of investigation further action shall be taken by the Technical Officers on the Job orders. The CBC preparing bills of LS/BS consumers shall also look into the variation of $\pm 10\%$ & shall send list with their comments to respective operation Sub-Divns. for carrying out further investigation.

Q.No.4 (b) Ans.

(Revenue A/c.)

A Register of Sundry Charges & Allowances is maintained in all Operation Sub-Divisions/ Sub Offices. This register is the consolidated record of charges debited to the accounts of the consumers or refund allowed to them. Following types of adjustments are made through SC&A Register:-

1. To Charge the consumer for Sundry Services such as replacement of broken seals, broken glass, cost of duplicate bill etc.
2. Refund to be allowed for excess amount charged in the previous bill due to wrong application of tariff/or for adjustment of consumers account when the meter was declared erratic.
3. To overhaul the account of the consumer for under assessment in the previous bills due to wrong application of tariff/adjustment for defective/inoperative/dead stop meters.
4. To transfer the defaulting amount to another account of the same consumer.
5. To debit the returning charges levied by Bank on dishonoured cheques, to the account of the consumers.
6. To debit to the account of consumers, the amount of compensation for theft/malpractices.

The entries recorded in the SC&A Register are sent to Computer Service Centre through advices for Charges or Allowances as the case may be for adjustment in the account of the particular consumer.

Total of items posted in a particular ledger under Charges & Allowances should agree with the totals of the SC &A Register.

The Sundry Allowances Adjustment Register is also used for allowing refund/Credits to the consumers other than Revenue items and contra debit is given to some other head such as adjustment of final bill against security by debit to Account Code-48, to write off bad debts. At the end of the month Journal vouchers are prepared to debit Account Code 48.100/78.6 etc. per contra credit to 23.1 & 23.2.

(Revenue A/cg.)

Q.No.5 (a) Ans.

ਬੋਰਡ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਬਿਜਲੀ ਦੀ ਰਿਆਇਤ ਸਾਰੇ ਬੋਨਾਫਾਇਡ ਬੋਰਡ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ:-
ਟਾਇਮ ਪਾਸਵਰਡ 19/26/2011 07-01-11.

ਲੜੀ ਨੰ:	ਪੈ ਰੇਂਜ	ਮੌਜੂਦਾ ਯੂਨਿਟ ਪ੍ਰਤੀ ਮਹੀਨਾ
1.	13500 ਰੁਪਏ ਤੋਂ ਘੱਟ	100 ਯੂਨਿਟ
2.	13500 ਰੁਪਏ ਤੋਂ ਵੱਧ 22500 ਤੱਕ	125 ਯੂਨਿਟ
3.	22600 ਰੁਪਏ ਅਤੇ ਇਸ ਤੋਂ ਉਪਰ	155 ਯੂਨਿਟ

- ਨੋਟ:- (1) ਇਹ ਸਹੂਲਤ ਮੌਜੂਦਾ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਨੇ ਹੀ ਮਿਲੇਗੀ ਅੱਗੇ ਤੋਂ ਭਰਤੀ ਹੋਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਅਤੇ ਅਧਿਕਾਰੀਆਂ ਤੇ ਇਹ ਲਾਭ ਨਹੀਂ ਮਿਲੇਗਾ।
- (2) ਇਹ ਹਦਾਇਤਾਂ ਮਿਤੀ: 7.1.2011 ਤੋਂ ਲਾਗੂ ਹਨ। ਜਿਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ/ ਅਧਿਕਾਰੀਆਂ ਦੀ ਹੱਕਦਾਰੀ ਬਣਦੀ ਹੈ ਤਾਂ ਉਨ੍ਹਾਂ ਦੀ ਹੱਕਦਾਰੀ ਘਟਾਈ ਨਹੀਂ ਜਾਵੇਗੀ।
- (3) ਬਾਕੀ ਦੀਆਂ ਸਰਤਾਂ ਪਹਿਲਾ ਵਾਂਗ ਹੀ ਰਹਿਣ ਗਿਆ।

(Revenue Alex.)

Q. No.5 (b) Ans.

ਅਸਵੀਕਾਰ ਚੈਕ: ਜਦੋਂ ਅਸਵੀਕਾਰ ਚੈਕ ਨੂੰ ਸਮੇਤ ਅਡਵਾਈਸ ਬੈਂਕ ਵੱਲੋਂ ਵਾਪਿਸ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਸਭ ਤੋਂ ਪਹਿਲਾਂ ਮਾਲ ਲੇਖਾਕਾਰ ਵੱਲੋਂ ਉਸ ਨੂੰ ਕਰਾਸ ਕਰਨਾ ਚਾਹੀਦਾ ਹੈ। ਇਸ ਤੋਂ ਬਾਅਦ ਅਸਵੀਕਾਰ ਚੈਕ ਖਜਾਨਚੀ ਨੂੰ ਅਗਲੀ ਕਾਰਵਾਈ ਲਈ ਦੇ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ। ਖਜਾਨਚੀ ਵੱਲੋਂ ਅਸਵੀਕਾਰ ਚੈਕ ਵਸੂਲ ਕਰਕੇ ਇਸ ਦਾ ਨੇਗੇਟਿਵ ਕੈਸ਼ ਰਸੀਟ ਵੇਚਰ ਫਾਰਮ ਸੀ ਅਤੇ ਬੀ-2 ਤਿਆਰ ਕਰਕੇ ਇਸ ਨੂੰ ਸਮੇਤ ਦਸਤਾਵੇਜ਼ ਮਾਲ ਲੇਖਾਕਾਰ ਵੱਲੋਂ ਅਪਰੂਵ ਕਰਾਇਆ ਜਾਂਦਾ ਹੈ। ਇਸ ਤੋਂ ਬਾਅਦ ਇਸ ਦੇ ਹੇਠ ਲਿਖੇ ਦਸਤਾਵੇਜ਼ਾਂ ਵਿੱਚੋਂ ਮਾਈਨਸ ਇੰਦਰਾਜ ਕੀਤੇ ਜਾਣੇ ਚਾਹੀਦੇ ਹਨ:-

(ੳ) ਰੈਮੀਟੈਂਸ ਰਜਿਸਟਰ।

(ਅ) ਕੈਸ਼ ਬੁੱਕ ਦੇ ਰਸੀਟ ਸਾਈਡ ਤੇ ਅਦਾਇਗੀ ਵਾਲੇ ਪਾਸੇ ਕੈਸ਼ ਕਾਲਮ ਵਿੱਚ ਇੰਦਰਾਜ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਵਸੂਲੀ ਵਾਲੇ ਪਾਸੇ ਮਾਈਨਸ ਕਰੈਡਿਟ ਅਕਾਊਂਟ ਹੈਡ 23.3 ਨੂੰ ਅਤੇ ਅਦਾਇਗੀ ਵਾਲੇ ਪਾਸੇ ਮਾਈਨਸ ਡੈਬਿਟ ਅਕਾਊਂਟ ਕੋਡ 24.501 ਨੂੰ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।

(ੲ) ਮੰਬਲੀ ਰੈਮੀਟੈਂਸ ਇਨ ਟੂ ਬੈਕ ਸਟੇਟਮੈਂਟ ਵਿੱਚ।

(ਸ) ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਖਪਤਕਾਰ ਦੀ ਲੈਜਰ, ਆਰ.ੳ-4 ਕਾਊਂਟਰ ਫੋਇਲ ਆਫ ਐਮ.ਆਰ. (ਬੀ.ਏ. 16), ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕ ਵਿੱਚ ਨੋਟ ਦੇਣਾ ਚਾਹੀਦਾ ਹੈ। ਇਸ ਤੋਂ ਬਾਅਦ ਮਾਲ ਲੇਖਾਕਾਰ ਅਸਵੀਕਾਰ ਚੈਕ ਨੂੰ ਸਬੰਧਿਤ ਖਪਤਕਾਰ ਨੂੰ ਕਵਰਿੰਗ ਲੈਟਰ ਰਾਹੀਂ ਭੇਜਣ ਦੇ ਪ੍ਰਬੰਧ ਕਰੇਗਾ ਅਤੇ ਖਪਤਕਾਰ ਪਾਸੋਂ ਡੀਮਾਂਡ ਡਰਾਫਟ/ਬੈਂਕ ਚੈਕ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਵੇਗੀ। ਅਸਵੀਕਾਰ ਚੈਕ ਦਾ ਠੀਕ ਕੰਟਰੋਲ ਕਰਨ ਲਈ ਅਸਵੀਕਾਰ ਚੈਕ ਰਜਿਸਟਰ ਫਾਰਮ ਸੀ ਅਤੇ ਬੀ-15 ਲਾਉਣਾ ਅਤਿ ਜ਼ਰੂਰੀ ਹੈ।

Q.No. 5 (c) Ans.

ਅਸੈਸਮੈਂਟ ਸਮਰੀ:- ਅਸੈਸਮੈਂਟ ਸਬੰਧੀ ਇਹ ਸਟੇਟਮੈਂਟ ਕੰਪਿਊਟਰ ਵੱਲੋਂ ਜਨਰੇਟ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।
ਇਸ ਦੀਆਂ ਫਿਗਰਾਂ ਨੂੰ ਮੰਬਲੀ ਅਕਾਊਂਟ ਨਾਲ ਮਿਲਾਇਆ ਜਾਂਦਾ ਹੈ। ਇਹ ਲੈਜਰ ਵਾਈਜ਼,
ਕੋਟਾਗਰੀ ਵਾਈਜ਼, ਸਬ-ਡਵੀਜਨ/ਡਵੀਜਨ/ਸਰਕਲ ਵਾਈਜ਼ ਬਣਦੀ ਹੈ।

Q.No.5 (d) Ans.

ਕੈਸ਼ ਰੀਅਲਾਈਜੇਸ਼ਨ ਸਟੇਟਮੈਂਟ:- ਇਸ ਵਿੱਚ ਮਿਤੀ ਵਾਈਜ਼ ਕੈਸ਼ ਜੋ ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕਾਂ ਰਾਹੀਂ
ਇੱਕ ਮਹੀਨੇ ਵਿੱਚ ਵਸੂਲ ਕੀਤੀ ਗਈ ਹੈ ਦੀ ਲੈਜਰਾਂ ਵਿੱਚ ਸਟੱਬਾਂ ਰਾਹੀਂ ਪੋਸਟਿੰਗ ਸਬੰਧੀ ਡੀਟੇਲ ਹੁੰਦੀ
ਹੈ। ਇਹ ਲੈਜਰ ਗਰੁੱਪ ਵਾਈਜ਼ ਅਤੇ ਬਿਲਿੰਗ ਗਰੁੱਪ ਅਨੁਸਾਰ ਜਨਰੇਟ ਹੁੰਦੀ ਹੈ। ਸੀ.ਸੀ.ਆਰ. ਬੁੱਕਾਂ
ਰਾਹੀਂ ਵਸੂਲੀ ਕੀਤੀ ਗਈ ਰਕਮ ਨੂੰ ਇਸ ਨਾਲ ਮਿਲਾਇਆ ਜਾਂਦਾ ਹੈ। ਜੇਕਰ ਕੋਈ ਫਰਕ ਹੋਵੇ ਤਾਂ
ਉਸ ਦੀ ਛਾਣਬੀਣ ਕਰਕੇ ਅਡਜਸਟਮੈਂਟ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

Solution of Question No.1

Trading And Profit & Loss Account					
For the year ending December 31, 2010					
Dr.			Cr.		
Particulars	Rs.		Particulars	Rs.	
To Opening Stock		40000	By Sales	218000	
To Purchases	51000		less returns	2000	216000
less returns	2650	48350	By Stock (normal)		35000
To Wages	20000		By Profit & Loss A/c		3000
add Outstanding	1500	21500	(obsolete stock w/o)		
To Carriage Inwards		1500			
To Coal		5800			
To Gross Profit c/d		136850			
Total		254000	Total		254000
To Trading Account		3000	By Gross Profit b/d		136850
(stock written off)					
To Depreciation					
Plant & Machinery	4400				
Tools	300				
Furniture	120				
Land & Building	1500	6320			
To Repairs	1800				
add trf from suspense	2000	3800			
To Salaries		35000			
To Rent, rates & taxes	2800				
less prepaid	500	2300			
To Discount		1500			
To Printing & Stationery		4000			
To Bad debts		1200			
To Provision for doubtful debts (45000 x 5%)		2250			
To Provision for discount on debtors (42750 x 2%)		855			
To Sundry Expenses		5250			
To Net profit trf to Capital		71375			
Total		136850	Total		136850

Balance Sheet as on December 31, 2010					
Liabilities	Rs.		Assets	Rs.	
Outstanding Wages		1500	Cash & Bank		25400
Creditors		76000	Bills Receivable		3000
Bills Payable		33800	Prepaid Tax		500
Capital Account			Sundry Debtors	45000	
Balance	160000		Less: Provision for doubtful debts	2250	
Add: Net Profit	71375		Less: Provision for discount on debtors	855	41895
Less: Drawings	45000	186375	Land & Building	60000	
			Less: Depreciation	1500	58500
			Plant & Machinery	40000	
			Add: Purchase of Machinery	4000	
			Less: Depreciation	4400	39600
			Furniture	1200	
			Less: Depreciation	120	1080
			Tools	3000	
			Less: Depreciation	300	2700
			Goodwill		90000
			Closing Stock		35000
Total		297675	Total		297675

Solution of Question No. 2 (a)

JOURNAL ENTRIES

Particulars	L.F.	Debit Rs.	Credit Rs.
Suspense Accounts Dr. To Expenses Account (Being the mistake in totalling of Expenses account, rectified)		50	50
Suspense Accounts Dr. To Sales Account (Being the mistake in totalling of Sales Account, rectified)		100	100
Supplier Account Dr. To Suspense Account (Being the mistake in posting from Day Book to Ledger rectified)		225	225
Sales Returns Account Dr. To Suspense Account (Being the sales return from a party not posted to "Sales Returns" now rectified)		100	100
Sundry Creditors Dr. To Purchases Account (Being the payments made to supplier wrongly posted to purchases now rectified)		500	500
Sundry Debtors Dr. To Suspense Account (Being the sales wrongly credited to Customer's Account now rectified)		100	100

Suspense Account

Dr.		Cr.	
Particulars	Rs.	Particulars	Rs.
To Expenses Account	50	By Difference in Trial Balance	150
To Sales Account	100	By Sundry Creditors	225
To Balance c/d	425	By Sales returns Account	100
		By Sundry Debtors	100
Total	575	Total	575

Solution of Question No. 2 (b)

Cash Book as on 31.03.2010 (after making necessary amendments)			
Dr.		Cr.	
Particulars	Amount in Rs.	Particulars	Amount in Rs.
To Balance b/d	325000	By Bank Charges	1250
To Dividend	12500	By Insurance Premium	15900
		By Cash Sales (wrongly recorded)	25500
		By Debtors (Cheque dishonoured)	13000
		By Balance c/d	281850
Total	337500	Total	337500

Bank Reconciliation Statement as on 31.03.2010		
Particulars	Detail Rs.	Amount in Rs.
Bank balance as per cash book		281850
Add: 1. cheques issued but not yet presented for payment	356200	
2. Wrong credit given by bank	15000	371200
		653050
less: Cheques deposited but not yet credited by bank		447500
Balance as per pass book		205550

Solution of Question No. 3(a)

MACHINERY ACCOUNT					
01.04.2005	To Bank A/c	45000	31.03.2006	By Depreciation A/c (Rs. 4500+Rs. 1125)	5625
01.10.2005	To Bank A/c	22500	31.03.2006	By Balance C/d	61875
Total		67500	Total		67500
01.04.2006	To Balance b/d	61875	01.10.2006	By Bank A/c	18000
			01.10.2006	By Profit & Loss A/c (Loss on Sales)	20250
			01.10.2006	By Depreciation A/c	2250
			31.03.2007	By Depreciation A/c	2250
			31.03.2007	By Balance C/d	19125
Total		61875	Total		61875
01.04.2007	To Balance b/d	19125	01.10.2007	By Bank A/c	18900
01.10.2007	To Bank A/c	54000	01.10.2007	By Depreciation A/c	1125
01.10.2007	To Profit & Loss A/c (Profit on Sale)	900	31.03.2008	By Depreciation A/c	2700
			31.03.2008	By Balance C/d	51300
Total		74025	Total		74025

Working Notes:

Calculation of loss on sale of 1st Machinery

Cost on 01.04.2005	45000
Less Depreciation for 2005-06	4500
	40500
Less Depreciation for six months	2250
Value on 01.10.2006	38250
Less Amount realised on sale	18000
Loss on Sale of Machinery	20250

Calculation of profit on sale of 2nd Machinery

Cost of Rent on 01.10.2006	22500
Less Depreciation	
2005-06	1125
2006-07	2250
2007-08	1125
	4500
	18000
Amount realised on Sale	18900
Profit on Sale	900

Solution of Question No. 3 (b)

(Book Keeping & Accountancy)

Debit Note

A debit note is prepared when goods are returned by the purchaser due to some reason. Two copies of this note are prepared. The original copy is sent to the party (i.e. seller of goods) to whom goods are returned and the duplicate copy is kept in the office for office record. It is called a debit note because the party's account is debited with the amount written in this note for the goods returned. The same debit note becomes credit note from the receiving party's point of view because he credits the account of the party from whom he receives the note along with the goods.

Credit Note

A Credit note, as stated above, is like a debit note. It is sent by the seller to the purchaser for the goods returned by the latter to the former. It is called a credit note because the party's account is credited with the amount written in this note for the goods returned by the party. The same credit note becomes debit note for the party who has returned the goods because that party gives debit to the party sending this note for the goods received.

Solution of Question No. 4

In the books of S			
Particulars	L.F.	Debit Rs.	Credit Rs.
Bills Receivables Account Dr. To R Account (Being a 3 month's bill drawn on R for the amount due)		1000	1000
Bank Account Dr. Discount Account Dr. To Bills Receivables Account (Being the bill discounted)		900 100	1000
R Account Dr. To Bank Account (Being the bill cancelled up due to R's inability to pay it)		1000	1000
R Account Dr. To Interest Account (Being the interest due on Rs. 500 @ 12% for 3 months)		15	15
Bank Account Dr. To R Account (Being the receipt of a portion of the amount due on the bill together with interest)		515	515
Bills Receivables Account Dr. To R Account (Being the new bill drawn for the balance)		500	500
R Account Dr. To Bills Receivables Account (Being the dishonour of the bill due to R's insolvency)		500	500
Bank Account Dr. Bad Debts Account Dr. To R Account (Being the receipt of 40% of the amount due on the bill from R's estate)		200 300	500

Solution of Question No. 5(a)

(Book Keeping & Accountancy)

Provisions

Any amount written off or retained by way of providing depreciation, renewals or diminution in the value of assets or retained by way of providing for any known liability the amount of which may not be determined with substantial accuracy. If the amount of such liability can be ascertained it will be a liability and not a provision. Provisions for depreciation, provision for bad and doubtful debts, provision for taxation, provision for repairs and renewal and provision for contingencies are some examples of provisions. It is a charge to profit and loss account.

Secret Reserves

Any sum which is appropriated out of profit and loss appropriation account and is not meant to cover up liability, contingency, commitment, or reduction in the value of an asset is a reserve. It is provided for meeting prospective losses or liabilities, creation of reserves to increase the working capital in the business and strengthen its financial position. Sometimes the amount is not kept in the business as additional working capital but is invested in the purchase of outside securities, then it is called reserve fund and not a reserve. Reserve may be (i) Capital Reserve and (ii) Revenue Reserve.

Solution of Question No. 5(b)

Sr. No.	Particulars	Name of Schedule	Number of Schedule	Account Code
1	Consultancy Charges	Administration & General Expenses	10	76.123
2	Lease Rentals on Lease hold Assets.	Interest & Finance Charges	12	78.584
3	Working Capital Loans from Banks	Borrowing for working capital	30	50.401
4	Equity Capital from State Government	Funds from State Government	33	54.5
5	Provisions for Unbilled revenue	Receivables against supply of power	26(b)	23.4

Q.No.1 (a)

The material received from suppliers should be examined to see if it has been received in good condition. For material received in good position i.e. in O.K. condition, an entry should be recorded in Goods Receipt Note (GRN). For the shortage of material, the supplier should be requested to supply the material to meet with the shortages. If the supplier does not supply the goods to cover the shortage of material, the bill of the supplier should be passed as per purchase order for the material received in good condition only. And penalty or recovery of any dues should be effected from the bill as Purchase Order.

In case the material received is not as per specification or there are breakages or damages these should be in Defective Goods Receipt Note. A Copy of Defective Goods Receipt Note (DGRN) should be sent to the purchasing authority/paying authority and the firm/supplier. The firm/supplier should be requested to replace the breakages or damages material or by sending the material as per specification. When the replacement of defective material is received in good condition or as per specification, another entry should be recorded in the Goods Receipt Note (GRN).

In case the material is not acceptable at all it should be entered in Rejected Goods Register. The firm/supplier should be asked to rectify the defects or replace the defective material. In case, the firm/supplier is not responsible, the claim should be lodged with the Railways/Carriers/Insurance Company or the Corporation employee/any other person responsible. The claim should be persuade with the supplier, Carriers, Insurance Co. etc. as the case may be for recovery of amount claimed.

(b)

- | | |
|-------|----------------------|
| (i) | Account Code: 22.204 |
| (ii) | : 22.230 |
| (iii) | : 22.342 |
| (iv) | : 22.401 |
| (v) | : 22.426 |

Model Solution, ME, S-6/2011, P-V

(Store keeping Material Accounting)

Q.No.2(a)

In case of critical items required urgently and no stock the same is available with stores, obtain a 'No stock' certificate from stores.

After obtaining a 'No stock' certificate from stores, User Department shall submit the proposal to the Competent Authority for purchase of material through Spot Purchase committee giving the following information:

- (i) Name of work/sanctioned estimate no.
- (ii) Material required with quantity and appropriate cost
- (iii) Period for which supply would last
- (iv) Reference to purchase requisition/date vide which material was intended to Procurement Cell
- (v) Latest status of procurement action on the purchase requisition
- (vi) Whether the material is on rate contract? If so indicate rates
- (vii) Whether the material is a proprietary item
- (viii) From which station the material is proposed to be purchased
- (ix) An outline of urgency/critically involved in the case
- (x) Anticipated further requirement, if any and action taken to arrange the same.

(Store Keeping & Material Accounting)

(b)

After the preparation of Trial Balance for the month of March, close the various stock accounts, material sub group wise, in the General Ledger by transferring them to "Materials Stock Accounts."

- (i) Materials Purchase Capital/O&M
- (ii) Materials Transfer Inward
- (iii) Materials Returned by Contractors
- (iv) Materials Issues Capital/O&M
- (v) Materials issued to contractors
- (vi) Materials Transfer Outward
- (vii) Materials stock adjustments Capital/O&M (Debit/Credit)

Prepare JV. Get it approved by Divisional Officer/Accounts Officer and incorporate in the accounts for March.

In the next accounting year only closing stock appearing in "Materials stock accounts" shall be carried forward in new general Ledger.

Model Solution, ME, S-6/2011, P-V

(Store Keeping & Material Accounting)

Q.No.3 (a)

Transfer of material from one work to another work outside the Division is strictly prohibited. Inter-work transfer within the same Division should be avoided. If however due to heavy transportation is involved in returning the material to stores and it should found feasible to use the surplus material on another work, transfer is allowed with the prior approval of the competent authority concerned.

As adjustments by Store transfer Warrants have been prohibited, transfer can be effected through the media of stores. The JE who needs the material should prepare an SR & SRW should be approved by the SDO & stamp these documents as "Paper Transaction Only". The receiving JE shall acknowledge receipt of material on the SR & SRW.

The SR/SRW shall then be sent to the Stores where Store Keeper shall record entry of SRW in GRN & that of SR in the Quantity ledger. Both the JE shall record the entry of material returned/received in the relevant IWR/MECR of the works concerned.

(b)

Fictitious stock adjustments are strictly prohibited. Such adjustments may be of following nature:

- (i) Debiting to the accounts of work the cost of material not required or in excess of requirement. The materials not required or drawn in excess of requirement are later returned to stores due to which credit becomes available for utilization in the subsequent year when no funds or inadequate funds are available.
- (ii) Debiting to the accounts of work (for which funds are available) the cost of material intended to be used on another work for which funds are not available.
- (iii) Writing back of the value of material used on a work to avoid excess expenditure over budget.

These adjustments constitute serious irregularities.

(c)

Errors detected in the store accounts shall be adjusted as under:-

- (i) When error comes to notice before submission of accounts to the division, the entry should be corrected by scoring out the incorrect posting and writing the correct one above the incorrect entry & attested under dated initials.
- (ii) When error comes to notice after submission of accounts, the error should be rectified by preparing a Journal Voucher.

(Store keeping -> Material Accounting)

Q.No.4 (a)

AE/AEE/Officer In charge, other Inspecting Officers and Stock Verifiers are required to check materials borne on stock. They have to draw plan to see verification is done in such manner that all items (for Stock Verifiers) and important items are checked as per the yardsticks prescribed by the PSPCL.

They are required to verify the items by physical counting/measurement/weightment and enter the quantity in SVR. Quantity balances as per stock cards are also enter and difference worked out. The variation is then required to be investigated.

A copy of the SVR is sent to respective Sr. Xen of stores and to the Controller of Stores/ AO Evaluation in respect of stores under CE/S&D.

On the basis of SVR the shortages are shown as issued and surpluses as receipts in the quantity/value ledger cards. The shortages and surpluses are valued at the prevalent weighted average rate. Element of Store Incidental expenses is also added to the issue value in the case of shortages. The values of shortages/surpluses are adjusted as under:-

Shortages:	Debit	22.830	Stock Shortages Pending Investigation
	Credit	22.5	Material Stock Adjustment Stock
		62.930	Store Incidental Expenses
Surpluses:	Debit	22.5	Material Stock Adjustment Stock
	Credit	22.810	Stock Excess Pending Investigation

The reasons for shortages/surpluses are then investigated. On the basis of results, the adjustments are carried out as under:

Recoverable from Employees:

Debit	28.401	Recoverable from Employees
Credit	22.830	Stock Shortages Pending Investigation

Model Solution, ME, S-6/2011, P-V

(Store keeping & Material Accounting)

When write off is sanctioned

Debit 79.510	Loss of stock on Physical Verification
Credit 22.830	Stock Shortages Pending Investigation

Surpluses are finally adjustable by:

Debit 22.810	Stock Excess Pending Investigation
Credit 62.905	Excess found on physical verification of stock

(b)

- (i) VLC - Value Ledger Card
- (ii) CM/RN - Contractor Material/Return Note
- (iii) MVAN - Material Value Adjustment Note
- (iv) GDN - Goods Despatch Note
- (v) MCL - Material Code List

(C)

Stores catering exclusively to the requirements of construction Projects are to be treated as Capital Stores and those providing materials for both capital and O&M works as O&M stores except that the value of issues on capital works shall be booked separately.

Q.No.5

(i) Stores/Material lying in the stores is checked regularly by the SDO/Xen Incharge, other inspecting officers & Stock verifiers. Whenever an officer verifies the stores he prepares a Stock Verification Report. The stock verification report shows name of article, material code, and actual balance in stores & balances as per stock card. The Difference may show the material found short/surplus. On the basis of Stock Verification Report the surplus is recorded as receipt & shortage as issues. The value of material found short or surplus is adjusted in accounts by Journal Voucher (JV).

(ii) Surplus material lying at site of work is returned to stores by this document. It gives the name of work/Estimate no. from which the material is returned. Name of material, material code, quantity of material returned from work & that accepted by store is also recorded in the SRW. Sr. no. & date vide which the material was originally issued from store is also shown in the SRW.

(iii) It is a document on which items of store required for use on work or by a contractor are issued from stores. It shows name of the Division/Sub Division. Name of work, estimate no., description of material, material code, unit, quantity of material as per estimate/as already drawn, as now required & as issued. Rate & value of material are also recorded.

(iv) It is also a document on which stores are issued from stock. Store Requisition is used for drawl of stores for works. Store Indent is used for issue of material from one store to another. It gives name of material, material code, quantity indented & signatures of indenting & approving officer.

(v) Goods Receipt Note is a book used to record the receipt of all stock articles received from suppliers, other divisions or departments or from works. After receipt of material, it is checked & inspected. If it is found in good condition, it is counted, weighted or measured. Entry is then recorded in Goods Receipt Note. Expenses recoverable from suppliers are also noted in this book i.e. Goods Receipt Note (GRN) so that the recoveries may easily be made from the bills. A copy of Goods Receipt Note is also required to be given to the Store Keeper for posting of Stock Cards.