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Roll No.....

DEPARTMENTAL ACCOUNTS EXAMINATION FOR
SAS PART-2
SESSION 02/19
PAPER-5TH
(DRAFTING AND COMPUTER KNOWLEDGE)

Time allowed: Three Hrs.

Maximum Marks : 100

NOTE

- 1) Attempt all the questions and part of a question must be attempted continuously at one place.
- 2) Rough work should be done on the space provided for in the answer sheet at Page-2.
- 3) Missing data, if any, be assumed but must be indicated specifically in the answer.

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PUNJAB STATE POWER CORPORATION LIMITED
DEPARTMENTAL ACCOUNT EXAMINATION- 2018

Category- SAS Part II

Paper- V

Roll no. _____

Drafting and Computer Knowledge

Time Allowed: 3 hours

Max Marks- 100

Note: All questions are compulsory

Q.1 Make a précis of the following passage in about one-third of its length. Suggest an appropriate title for the passage.

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money.

A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second.

(Marks 1 x 15 = 15)

Q.2 a) It has been mandated by PSPCL Management to link fingerprints, photos, Aadhar Cards and Passport details of all employees in HR database within one month. Prepare a letter to all HODs conveying the same and requesting them to direct all employees under them to get their data updated by visiting the computer centre established in IT department for the same. Ensure that the letter is delivered both by email as well as by post.

b) Prepare an agenda for the BODs of PSPCL requesting decision to make dress code compulsory for the all the employees of PSPCL. Take average cost of dress (male/ female) as Rs. 3000 per year incl. all taxes (with charges to be shared between employees and company in equal proportions) and number of employees as 50,000. Clearly bring out the merits and demerits of the same as well as the financial impact of the same on the company.

(Marks 2 x 10 = 20)

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Q.3 Answer the following questions:

- i) Hurray France has won the world cup (Punctuate the sentence)
- ii) The hunter killed the lion. (Change the voice)
- iii) He was looked after by his grandmother. (Change the voice)
- iv) Mr. David said, "I want to meet your parents". (Change to indirect speech)
- v) "When can we have dinner?" she asked. (Change to indirect speech)
- vi) The last time I saw him he was walking the road (Use Correct preposition)
- vii) It was difficult to sleep the flight (Use Correct preposition)
- viii) I have visited Niagara Falls next weekend. (Correct the sentence)
- ix) She is married with a dentist. (Correct the sentence)
- x) I have been here since three months. (Correct the sentence)
- xi-xv) Write the meaning of following idioms and phrases:

- Speak of the devil
- When pigs fly
- Once in a blue moon
- To kill two birds with one stone
- A piece of cake

(Marks 15 x 1 = 15)

Q.4 a) Answer the following in brief:

- i) Difference between System Software and Application Software
- ii) Steps in Boot Sequence of a computer
- iii) Difference between primary memory and secondary memory
- iv) Explain the following computer specification:

AMD A8 Pro- 7600B, Base Frequency 3.1 GHz, Turbo Core 3.8 GHz, 3 MB Cache, 8 GB (1x8GB)
1600 MHz DDR3L RAM with 16 GB Expandability, 500 GB Serial ATA HDD

- v) Give full form of the following abbreviations:

- RAM
- ROM

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- DOS
- BIOS

(Marks 5 x 4 = 20)

b) Write the values of the in decimal number system:

- i) $(1001)_2$ (Binary to decimal)
- ii) $(FF0)_{16}$ (hexa decimal to decimal)
- iii) $(101)_8$ (Octal to decimal)
- iv) $(0.101)_2$ (Binary to decimal)
- v) $(101)_2 + (011)_2$ (Binary to decimal)

(Marks 5 x 1 = 5)

Q.5 a) Write short notes on the following:

- i. Drop cap feature in MS Word
- ii. Excel PMT function
- iii. Macros in Excel
- iv. Clipboard
- v. Hyperlink
- vi. Difference between Header and Footer
- vii. Slide Transition in Power Point
- viii. Name the various features available in Insert tab of MS Word
- ix. Template
- x. Name four most commonly used Punjabi fonts in MS Word

(Marks 10 x 2 = 20)

b) Write Keyboard Short cut keys for the following functions:

- i. Selecting the complete text of the word document
- ii. Opening a new blank document in MS Word
- iii. Closing the opened window
- iv. Minimizing all opened windows
- v. Selecting non sequential slides in Power Point

(Marks 5 x 1 = 5)

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Roll No. _____

SAS Part-II
Paper- 6th
Session- 2/2019
(Accounts & Auditing)

Time Allowed: 3 Hours

Maximum Marks: 100

NOTE:

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

Question 1

Certain items of the annual accounts of XYZ Ltd. are missing as shown below :

TRADING AND PROFIT AND LOSS A/C

(for the year ended 31.03.2012)

| | | | |
|------------------------------|-----------------|------------------|-----------|
| To Opening Stock | Rs. 3,50,000 | By Sales | Rs. -- |
| To purchases | -- | By Closing Stock | -- |
| To Other Expenses | 87,500 | | |
| To Gross Profit | -- | | |
| | --- | | --- |
| To Office and Other Expenses | 3,70,000 | By Gross Profit | -- |
| To Interest on Debentures | 30,000 | By Commission | 50,000 |
| To Provision for Taxation | -- | | |
| To Net Profit | -- | | |
| | --- | | --- |

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| | | | |
|-------------------------------------|-----|----------------------------|--------|
| To Proposed Dividend | -- | By Balance b/f | 70,000 |
| To Transfer to General Reserve | -- | By Net Profit for the year | -- |
| To Balance carried to Balance Sheet | -- | | |
| | --- | | --- |
| | | | |
| | | | |

BALANCE SHEET OF XYZ LTD.

(as at 31.03.2012)

| Liabilities | Rs. | Assets | Rs. |
|--------------------------------------|----------|--------------------|--------|
| Paid-up capital | 5,00,000 | Plant & Machinery | -- |
| General Reserve : | | Other Fixed Assets | -- |
| Balance at the beginning of the year | | Stock | -- |
| -- | | Debtors | -- |
| Add : Proposed Addition | -- | Bank | 62,500 |
| Profit and Loss Appropriation | -- | | |
| 10% Debentures | -- | | |
| Current Liabilities | -- | | |
| | --- | | --- |
| | | | |
| | | | |

You are required to supply the missing figures with the help of the following information and ratios:-

- (i) Current Ratio 2:1.
- (ii) Closing Stock is 25% of sales.
- (iii) Proposed dividends are 40% of the paid up capital.
- (iv) Gross profit ratio is 60%.
- (v) Ratio of current liabilities to debentures 2:1.

Contd... P-3

- (vi) Transfer to general reserve is equal to proposed dividends.
- (vii) Profits carried forward are 10% of the proposed dividends.
- (viii) Provision for taxation is 5% of profits.
- (ix) Balance to the credit of general reserve at the beginning of the year is twice the amount transferred to that account from the current profits.

Workings should form part of your answer.

Marks 20

Question 2

- (a) XY Ltd. invited applications for issuing 50,000 equity shares of Rs. 10 each. The amount was payable as follows:

| | |
|-------------------------|-----------------|
| On Application | Rs. 3 per share |
| On allotment | Rs. 4 per share |
| On First and Final Call | Rs. 3 per share |

Applications were received for 75,000 shares and pro-rata allotment was made as follows:

Applicants for 40,000 shares were allotted 30,000 shares on pro-rata basis.

Applicants for 35,000 shares were allotted 20,000 shares on pro-rata basis.

Money overpaid on application was utilised towards sum due on allotment and calls.

Ramu to whom 1,200 shares were allotted out of the group applying for 40,000 shares failed to pay the allotment money. His shares were forfeited immediately after allotment.

Shamu who has applied for 700 shares out of the group applying for 35,000 shares failed to pay the first and final call. His shares were also forfeited. Out of the forfeited shares 1,000 shares were re-issued @ Rs. 8 per share fully paid up. The re-issued shares included all the forfeited shares of Shamu.

Pass necessary journal entries to record the above transactions.

- (b) The Cash Book of Mr. X shows Rs. 8,464 as the balance at the Bank as on 31st December, 2015 but you find this does not agree with the balance as per the Bank Pass Book. On scrutiny, you find the following discrepancies :

- (i) On 15th Dec. the Payments side of the Cash Book was undercast by Rs. 200.
- (ii) A cheque for Rs. 231 issued on 25th Dec. was recorded in the Cash Column.
- (iii) One deposit of Rs.250 was recorded in the Cash Book as if there is no Bank Column therein.

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- (iv) On 18th Dec. the debit balance of Rs. 1,576 as on the previous day, was brought forward as credit balance.
- (v) Of the total cheques amounting to Rs. 11,614 drawn in the last week of Dec. cheques aggregating Rs. 7,815 were encashed in Dec.
- (vi) Dividends of Rs. 350 collected by the Bank and subscription of Rs.200 paid by it were not recorded in the Cash Book.
- (vii) One outgoing cheque of Rs. 450 was recorded twice in the Cash Book.
- From the following particulars prepare Bank Reconciliation Statement as on 31st Dec 2015 after making necessary corrections in the Cash Book:

Marks (10+10=20)

Question 3:

- (a) What are the principles of an effective internal check system?
- (b) The Trial Balance of S. Kumar as on 31.12.2015 showed a difference and the difference was transferred to a Suspense Account. Subsequently the following errors were detected:
- (i) The total of one page of the Sales Day Book was carried forward to the next page as Rs. 4,513 instead of Rs. 4,531.
- (ii) The total of the Purchase Day Book was undercast by Rs.400.
- (iii) A Cash discount of Rs 150 received from a creditor was debited to Discount Account.

Rectify the above Errors and show the opening balance of Suspense Account in which difference has been transferred to tally the Trial Balance.

- (c) The total of debit side of Trial balance of a larger boot and shoe repairing firm as on 31.12.2015 is Rs.1,66,590 and that of the credit side is Rs.42,470. After several checking and re-checking the mistakes are discovered:

| Items of Account | Correct Figure (as it would be) (Rs.) | Figures as it appear in the Trial Balance (Rs.) |
|------------------------------------|--|--|
| Opening Stock | 15,900 | 15,600 |
| Repairing (shown as debit balance) | 61,780 | 61,780 |
| Rent & Taxes | 4,640 | 4,400 |
| Sundry Creditors | 6,270 | 5,900 |
| Sundry Debtors | 7,060 | 7,310 |

Ascertain the correct total of the Trial Balance.

- (d) State the essentials of an Internal Control System (in brief).
- (e) An industry borrowed Rs. 40,00,000 for purchase of machinery on 1.6.2012. Interest on loan is 9% per annum. The machinery was put to use from 1.1.2013. What is the amount of interest to be capitalised and charged to Profit and Loss for the year ended 31.3.2013 to record the borrowing cost of loan as per AS 16?

(Marks 6+4+4+3+3=20)

Question 4.

- (a) State six reasons for disqualification of a voucher from Audit point of view
- (b) Define "Internal Audit".
- (c) Discuss any four advantages of Internal Control system in an Organisation.
- (d) Describe the three techniques used to evaluate an Internal Control System.
- (e) State the role of an auditor in verification of imported Plant & Machinery.

(Marks 5X4=20)

Question.5.

- (a) Ram Ltd. which depreciates its machinery at 10% p.a. on Diminishing Balance Method, had on 1st January, 2015 Rs. 9,72,000 on the debit side of Machinery Account.

During the year 2015 machinery purchased on 1st January, 2013 for Rs. 80,000 was sold for Rs. 45,000 on 1st July 2015 and a new machinery at a cost of Rs. 1,50,000 was purchased and installed on the same date, installation charges being Rs. 8,000.

On 31.12.2015 the company wanted to change the method of depreciation from Diminishing Balance Method to Straight Line Method with retrospective effect from 1st January 2013. Difference of depreciation up to 31st December, 2015 to be adjusted. The rate of depreciation remains the same as before. Show Machinery Account with necessary working notes.

- (b) Explain the provisions of Companies Cost Records and Audit Rules 2014 (amended from time to time) regarding:
 - (i) Applicability of cost records
 - (ii) Applicability of cost audit

(Marks 12+4+4=20)

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DEPARTMENTAL ACCOUNTS EXAMINATION FOR**SAS PART - II****SESSION - 2/2019****PAPER - 7th****INDUSTRIAL COMMERCIAL LAWS AND DIRECT TAXES****Time allowed: Three Hrs.****Maximum Marks : 100****NOTE :**

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

Q. 1. (a) What are the provisions of the Act about the grant of Annual Leave to the workers ?
(10 marks)

Q. 1. (b) Who are the dependents of deceased workman ?
(5 marks)

Q. 1. (c) What is Employer's liability for compensation under workmen Compensation Act ?
(5 marks)

Q. 2. (a) Write provision under Negotiable Instrument act, if a cheque is dishonoured due to insufficient funds ?
(8 marks)

(b) Explain the subject matter which may be referred to Arbitration
(6 marks)

(c) What is endorsement ? Explain the essentials of a valid endorsement.
(6 marks)

Q. 3. (a) Miss Deepika is employed with a software company at Hyderabad. She received following incomes during the year ending 31-3-2018. Calculate her income from salary.

Basic salary—Rs. 15,000 p.m.

D.A. (forming part of pay for superannuation benefits)—30% of basic salary.

She gets house rent allowance at the rate of Rs. 2,000 p.m.

She pays a rent of Rs. 2,500 p.m.

She is provided with a car of 1.5 lt. capacity engine with driver which was used partly

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for official and partly for private purposes.

The employer also paid her health club expenses amounting to Rs. 7,000.

Ration bill of employee paid by the employer Rs. 20,000.

She was provided with air ticket by her employer for her private journey Rs. 3,000.

She took advance salary of 2 months.

She contributes 20% of salary to a recognised provident fund and her employer contributes the same.

City compensatory allowance provided to her Rs. 1,500 p.m.

She made a purchase of Rs. 15,000 from her credit card, the company provided the same. 10 marks)

- Q. 3. (b) How is advance tax is calculated and paid ? (5 marks)
- Q. 3. (c) What is Form 26 AS ? (5 marks)
- Q. 4. (a) Define the term producer company as per Companies Act. What are objects of producer company and what benefits accrue to a person who becomes a member of a producer company ? (8 marks)
- Q. 4. (b) What is difference between winding up and dissolution? (6 marks)
- Q. 4. (c) What is difference between Annual General Meeting and extra ordinary general meeting ? (6 marks)
- Q. 5. (a) What are the power of State Govt. to declare Air Pollution Control Area ? (5 marks)
- Q. 5. (b) Write a note on appointment of arbitrators. (5 marks)
- Q. 5. (c) What precautions should be taken while filling Income Tax return ? (5 marks)
- Q. 5. (d) Explain the appointment and removal of directors under Companies Act. (5 marks)
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Roll No. _____

SAS Part-II

Paper- 8th

Session- 02/19

(Works and Management Accounting)

Time Allowed: 3 Hours

Maximum Marks: 100

NOTE:

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

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SAS PART-2 EXAMINATION
SESSION -2/2019
PAPER -VIII (WORKS AND MANAGEMENT ACCOUNTING)

| | | |
|-----------------------|--|-----------|
| Question No. 1 | | |
| A. | State the guidelines which a Sub Division Officer should observe in the preparation, verification, and payment of the bill of a contractor. What safeguards he should observe to avoid double payment to the contractor? | Marks :15 |
| B. | Describe the term Zero base budgeting . | Marks: 5 |
| Question No. 2 | | |
| A. | Explain the cases where Revised Technical Sanction and Administrative Approval are required. | Marks: 10 |
| B. | Describe the components of income which are treated as non tariff income for a distribution licensee for the purpose of Tariff Determination. | Marks: 10 |
| Question No. 3 | | |
| | Comment on the followings: | |
| A. | While checking the measurement of a portion of a civil work done by a contractor on through rate basis, large discrepancies were found by the Sub Divisional Officer in the measurements recorded by the Junior Engineer. The measurements of the Junior Engineer were corrected by the Sub Divisional Officer; the payment was released by the Executive Engineer, on the basis of measurements so corrected. | Marks: 5 |
| B. | The authority granted by a sanction to an estimate must on all times be looked upon as strictly linked by the precise objects for which the estimate was intended to provide. | Marks: 5 |
| C. | Earth work done by a contractor was washed away by floods before measurements could be recorded. The Chief Engineer suggested that the payment may be made to the contractor on the basis of quantities given in the estimate of work. | Marks: 5 |
| D. | As measurements form the basis of all payments, therefore SDO must check measure personally before payment is made not less than the percentage prescribed by the Board of measurements made by the subordinates. Describe the percentage checks which must be carried out by SDO in case the works is done departmentally. | Marks: 5 |
| Question No. 4 | | |
| A. | What assumptions will be considered while computing Economic Order Quantity? | Marks: 5 |
| B. | How Working Capital and Interest Rate on working Capital is determined by the PSERC for tariff determination of distribution Licensees. | Marks: 5 |
| C. | Describe the various components of Aggregate Revenue Requirement. | Marks: 5 |
| D. | Describe limitations of budgetary control. | Marks: 5 |
| Question No. 5 | | |
| A. | In which account code you will account for: a. Claim for Loss /Damage to Materials. b. Liability to Collieries. c. Deposits for Electrification of Villages d. Income from Investment. e. Loan from Banks | Marks: 10 |
| B. | The Cost of Service Connections (DS, NRS, Industrial, Tubewells & Temporary) is booked to Account Code 10.621 to 10.625. Please indicate the items whose cost is included in the cost of service connections for booking in these account codes. | Marks: 10 |

Model Sol. of SAS-II /S-2/2019/ P-V

Q.2 a) It has been mandated by PSPCL Management to link fingerprints, photos, Aadhar Cards and Passport details of all employees in HR database within one month. Prepare a letter to all HODs conveying the same and requesting them to direct all employees under them to get their data updated by visiting the computer centre established in IT department for the same. Ensure that the letter is delivered both by email as well as by post.

Soln:

Punjab State Power Corporation Limited

To

All HODs across PSPCL

Memo no:

Dated:

Subject: Linking employee details in HR Database

Ref: Decision of the management of PSPCL to link fingerprints, photos, Aadhar Cards and Passport details of all employees in HR database within one month (copy attached)

With reference to above decision of the PSPCL management, it is requested to direct all employees working under your organization/ department to get their details updated in HR database by visiting computer centre established in IT Department of PSPCL. It may kindly be noted that the activity need to be completed within one month and all employees should ensure meticulous compliance of the same.

Matter most urgent.

Sign

Xxxx (Name of post)

Stamp

By post
&
email

b) Prepare an agenda for the BODs of PSPCL requesting decision to make dress code compulsory for the all the employees of PSPCL. Take average cost of dress (male/ female) as Rs. 3000 per year incl. all taxes (with charges to be shared between employees and company in equal proportions) and number of employees as 50,000. Clearly bring out the merits and demerits of the same as well as the financial impact of the same on the company.

Soln:

Punjab State Power Corporation Limited
<o/o HOD>

Agenda No.

Dated:

Confidential
BOD's Case

Total Pages: -

Subject: Making dress code compulsory for all the employees of PSPCL

1.0 Background

PSPCL is an esteemed organization and has become a corporation since 2010. Any corporate organization has a formal dress code for all its employees and PSPCL needs to have a dress code of its own.

2.0 Proposal

In order to promote corporate culture, to enable its employees to increase productivity in this competitive era, and to strengthen the image of the organization, it is proposed to make dress code compulsory for all its employees. This will provide the following benefits:

- a) It will provide advertisement for PSPCL and will strengthen its image in the market
- b) It will bring a sense of identity, belongingness and unity to the employees
- c) It will provide professional image to the employees
- d) It provides an effective first impression to the customers and increases their confidence in the company
- e) It provides a sense of equality to employees as it brings people from all backgrounds on the same platform
- f) It increases productivity as employees develop a professional mindset

There are certain challenges to address (disadvantages):

- a) Poorly designed dresses lead to discomfort and hence dress needs to be properly designed
- b) The dress code needs to be specific in order to address confusion and wearing of improper dress to work
- c) Some employees may feel they are losing their uniqueness and may not accept the change. The change management needs to be addressed.
- d) The religious sentiments need to be addressed and dress code needs to be flexible enough to accommodate this challenge

As above, it is proposed to implement a dress code compulsorily for employees with the following features:

- a) All employees (male/ female) will wear formal dress for official work
- b) All HODs must ensure compliance of the same for employees working under their administrative control