

126/7.2.2015

SAS Part-II

ROLL NO. \_\_\_\_\_

PAPER-V (DRAFTING AND COMPUTER KNOWLEDGE)

Time allowed: 3 Hours

Max. Marks: 100

NOTES:

- Attempt all questions and part of a question must be attempted continuously at one place.
  - Rough work should be done on the space provided for in the answer sheet at page no.2.
- 

Q1. Attempt the following questions:

- A. Write précis of about one third of the original length for the following passage and give a suitable title:

All human thought, all mental man's experience moves between a constant affirmation and negation; there is for his mind no truth of idea, no result of experience that cannot be affirmed, none that cannot be negated. It has negated the existence of the individual being, negated the existence of the cosmos, negated the existence of any imminent or underlying Reality, negated any Reality beyond the individual and the cosmos; but it is also constantly affirming these things, - sometimes one of them solely or any two or all of them together. It has to do so because our thinking mind is in its very nature an ignorant dealer in possibilities, not possessing the truth behind any of them, but sounding and testing each in turn or many together if so perchance it may get at some settled belief or knowledge about them, some certitude; yet, living in a world of relativities and possibilities, it can arrive at no final certainty, no absolute and abiding conviction. Even the actual, the realised can present itself to our mentality as a "may be or may not be", or as an "is" under the shadow of the "might not have been" and wearing the aspect of that which will not be hereafter. Our life-being is also afflicted by the same incertitude; it can rest in no aim of living from which it can derive a sure or final satisfaction or to which it can assign an enduring value. Our nature starts from facts and actualities which it takes for real; it is pushed beyond them into a pursuit of uncertain possibilities and led eventually to question all that it took as real. For it proceeds from a fundamental ignorance and has no hold on assured truth; all the truths on

which it relies for a time are found to be partial, incomplete and questionable. At the outset man lives in his physical mind which perceives the actual, the physical, the objective and accepts it as fact and this fact as self-evident truth beyond question; whatever is not actual, not physical, not objective it regards as unreal or unrealised, only to be accepted as entirely real when it has succeeded in becoming actual, becoming a physical fact, becoming objective: its own being too it regards as an objective fact, warranted to be real by its existence in a visible and sensible body; all other subjective beings and things it accepts on the same evidence in so far as they can become objects of our external consciousness or acceptable to that part of the reason which builds upon the data supplied by that consciousness and relies upon them as the one solid basis of knowledge. Physical Science is a vast extension of this mentality: it corrects the errors of the sense and pushes beyond the first limitations of the sense-mind by discovering means of bringing facts and objects not sizeable by our corporeal organs into the field of objectivity; but it has the same standard of reality, the objective, the physical actuality; its test of the real is possibility of verification by positive reason and objective evidence.

(Marks: 9+2=11)

B. Write the meanings of any four of the following words used in the above passage:

- i) affirmation
- ii) negation
- iii) cosmos
- iv) conviction
- v) corporeal

(Marks: 4 x 1=4)

Q2. Attempt the following questions:

A. Correct the following:

- i) The teacher will take our test tomorrow.
- ii) I asked your favour of granting me leave.
- iii) There were no less than six hundred members in the Constituent Assembly.
- iv) I admitted my sister in the college.

(Marks: 4 x 1=4)

B. Give the meanings of following idioms/phrases and make sentences by using these idioms/phrases:

- i) Turn a deaf ear
- ii) Flesh and blood
- iii) Through thick and thin
- iv) Loaves and fishes

(Marks: 4 x 1=4)

C. Change the voice:

- i) English is spoken all over the world.
- ii) God helps those who help themselves.
- iii) The house needs whitewashing.
- iv) The Romans expected to conquer Carthage.

(Marks: 4 x 1=4)

D. Punctuate the following:

One day walking together up a hill I said to Friday do you not wish yourself to be in your own country again yes he said what would you do there said I would you turn wild and eat mens flesh again he looked full of concern and shaking his head said no

(Marks =3)

Q3. Attempt the following questions:

- A. Write a DO letter from Chif Engineer/HRD, PSPCL, Patiala to all the CEs/HODs advising them to ensure the distribution of the printed material (wall hangers, leaflets etc.) for the vision, mission & core values' statements of PSPCL for spreading them to every nook and corner of Punjab State Power Corporation Ltd. The printed material has already been supplied to all the CEs/HODs. Also advise them to motivate officers & employees under their control for adopting the core values in their personal and professional lives.

- B. On behalf of Chief Engineer/DS South Zone, write down a letter of appreciation for encouraging AEE/DS S/Divn., PSPCL, Bhadson for his excellent contribution in terms of reducing the T&D losses. Assume the names & other details.
- C. Recruitment process for the 100 posts of AE(OT)/Electrical in PSPCL was initiated during the last year but only 73 candidates qualified the test and only 64 joined the PSPCL. In the meantime, due to retirement of engineers, the no. of vacant posts of AEs in the PSPCL has risen to its historical high. To find a more permanent solution of such gaps/delays in the recruitment process, a three year recruitment plan for 15 nos. important cadres has been prepared for PSPCL, wherein tentative requirement has been proposed to be recruited in the next three years envisaging obvious advantages like systematic recruitment and succession planning. Prepare a memorandum for getting approval of BOD for three year recruitment plan of PSPCL so that the same is forwarded to Govt. of Punjab for consent for starting the recruitment process.

(Marks: 6+6+8=20)

Q4. Attempt the following questions:

A. (i) Write down the procedure to:

- a) set a password in a document
- b) remove password protection from a document

(ii) Convert the following decimal no. in to Hexadecimal

- (a)  $(182.23)_{10}$  to  $( )_{16}$       (b)  $(1662.27)_{10}$  to  $( )_{16}$

(iii) Write briefly about the following features of power point presentation & the procedure to use these features:

- Transition Effect
- Rehearse Timings
- Custom Animation

- (iv) If you see a small red triangle in the top right corner of a cell of MS Excel worksheet, it means there is something 'attached' to the cell. Explain - what is it & what is its use.

(Marks: 3+4+4+3=14)

**B. Attempt the following questions:**

- (i) Explain any four differences in Manual Accounting and Computerised Accounting.
- (ii) What is trial balance & where does its name come from? Explain. What are its limitations? Explain by listing and briefing main types of errors not detected by trial balance.

(Marks: 4+7=11)

**Q5. Attempt the following questions:**

**A. Select the correct option for the following questions:**

- (i) The number of rows in a MS Excel worksheet is
  - a. 36500
  - b. 65536
  - c. 256
  - d. 64536
- (ii) In MS Excel, data can be arranged in ascending or descending order by using
  - a) Sort command from Table menu
  - b) Sort command from Data menu
  - c) Sort command from Tools menu
  - d) None of these
- (iii) In MS Excel, red triangle at the top right corner of a cell indicates
  - a) There is an error in the cell
  - b) There is a comment associated with the cell
  - c) The font color of the text in cell is red
  - d) The cell can't accept formula

(iv) In MS Excel, the process of identifying specific rows and columns so that so that certain columns and rows are always visible on the screen is called

- a) Freezing
- b) Locking
- c) Selecting
- d) Fixing

(v) To place something in the same position on every slide of presentation automatically, insert into

- a) Slide Master
- b) Notes Master
- c) Handout Master
- d) None of the above

(vi) Shortcut key to insert a hyperlink in a slide is

- a) Ctrl + H
- b) Ctrl + K
- c) Hyperlinks can't be created in slides
- d) None of the above

(vii) What is the maximum zoom percentage in Microsoft PowerPoint?

- a) 100%
- b) 200%
- c) 400%
- d) 800%

(viii) What is the shortcut key to jump to the first slide of power point presentation:

- a) home
- b) Alt + home
- c) Shift + home
- d) Ctrl + home

(ix) Write down the keyboard shortcuts for Opening the File Open dialogue box and Closing the current document.

(Marks:  $9 \times 1 = 9$ )

B.

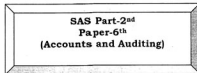
- i) What is a sorting? How can you sort a cell range in MS Excel?
- ii) How can you insert dates into the footer in the power point presentation?
- iii) What are Web sites & URL(s)?
- iv) What is the different between "operating system" & "Application software"?
- v) What is the default alignment setting for text and numbers in MS Excel?
- vi) What is chart in MS Excel? Name three types of charts?
- vii) What is slide shorter view in MS PowerPoint?
- viii) What are the full forms of the abbreviations: HTTP, FTP, WWW ?

(Marks:  $8 \times 2 = 16$ )

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Roll No.....



Time allowed: 3 Hours

Maximum Marks: 100

**Note**

- ❖ Attempt all the questions and part of a question must be attempted continuously at one place.
- ❖ Rough work should be done on the space provided for in the answer sheet at Page-2.



- Q.1 a) Explain the principles of accounting on which these comments are based:-
- i) Balance Sheet is not a valuation statement.
  - ii) Caliber or quality of management team is not directly disclosed on the balance sheet.
  - iii) Goods sold to a worker at cost are adjusted in Purchases Account.
  - iv) Unrealized appreciation in the value of fixed assets cannot be used for the payment of dividends.
  - v) Advance received from a supplier is not taken as income or sales.
- b) Pass necessary entries to make the following adjustments at 31<sup>st</sup> March 2014:-
- i) Depreciation at 5% on Machinery Rs.5 Crore, 10% on furniture Rs.5 Lac and 2.5% on building Rs. 50 Lac for the year 2013-14 after following depreciation reserve method.
  - ii) Insurance premium Rs. 15 lac was paid on machinery on 31.12.2013 for one year.
  - iii) Unused stationary stock is value at Rs.50000/- on 31.3.2014.
  - iv) Quarterly interest of Rs.60 lac on loan for last quarter is payable on 15<sup>th</sup> April 2014.
  - v) Old machinery with book value Rs.50000 was exchanged with new machinery valuing Rs.5 lac. The old machinery was taken for Rs.25000/- by supplier in exchange.
- c) After closing annual account as on 31<sup>st</sup> March 2014, it was observed that certain errors remained in Books of accounts despite agreement of trial balance. Subsequently, they were detected and decided to pass entries to rectify these through adjustment account.

- i) Rs.25000 paid for purchase of stationery was debited to furniture account. Depreciation was provided at 10% p.a. for three months on this amount.
- ii) Rs.15550/- paid for octrio on machinery was debited to octroi account.
- iii) Amount of Rs.20 lac realized from consumers was credited to sundry debtors for sale of power though it includes Rs.2,60,000/- on account of sundry debtors of electricity duty.
- iv) A cheque of Rs.70000 received from Mr. R after allowing a discount of Rs.2000/- was endorsed to Mr. P. in full settlement for Rs.73000/-. The cheque was finally dishonoured but no entry for dishonour was passed in the books.
- v) Cheques amounting to Rs.5 Lac became stale but no entry was recorded for the same.
- vi) Recovery of security deposit amounting to Rs.50000/- made from contractor bill was omitted to be recorded in books of accounts.
- vii) Allowances amounting to Rs.50000 on account of interest on consumers security deposit were adjusted through bills for sale of power. No entry for this amount was recorded.
- viii) Recovery on account of advance pay Rs.15000 from salary of an employee was credited to salary account.

Marks: 5+5+10=20

- Q.2 a) From the following particulars find out adjusted bank balance as per Cash Book and thereafter prepare Bank Reconciliation Statement as on 31.3.2014:-

Bank overdraft as per Cash Book	80000
Cheque deposited but not entered in Cash Book.	3000
Cheques recorded in cash book but not sent to Bank.	10000

Credit side of Bank column cast short	10000
Premium paid by Bank as per standing advice.	5000
Bank charges recorded twice in cash book.	100
Customer cheque returned as per Bank statement only.	4000
Cheques issued but dishonoured on technical grounds.	3000
Bills collected by Bank directly.	20000
Cheque for Rs.50000 deposited but collection as per Bank statement	49980
Cheque received entered twice in cash book.	5000

- b) "Depreciation is an apportionment of cost". Discuss and give the main problems which are faced in calculating the amount of depreciation.
- c) What are the disclosures required under AS 27?

Marks:10+5+5=20

- Q.3 a) A limited Company has an authorized capital of ~~25~~25000 shares of Rs.100 each. 4000 shares were issued as fully paid in payment of building purchased and 8000 shares were subscribed for by the public and during the first year Rs.50 per share was called payable-Rs.20 on application, Rs.10 on allotment. Rs. 10 on first call and Rs.10 on second call. The amounts received in respect of these shares were as follows:

On 6000 shares the full amount called.

On 1250 shares Rs.40 per share

On 500 shares Rs.30 per share

On 250 shares Rs.20 per share

The Directors forfeited the shares on which less than Rs.40 had been paid.

You are requested to show journal entries in the books of the Company and to set out the capital as it should appear in the Company's balance sheet at the end of the first year.

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b) The Directors of B Ltd. ask you to ascertain.

a) Proprietors' funds (b) Fixed Assets (c) Closing debtors  
(d) Closing creditors (e) Closing Stock (f) Share capital  
and (g) Cash and Bank balance.

From the following information

- i) Inventory turnover ratio is 6 times
- ii) Year end debtors are outstanding for 2 months.
- iii) Year end creditors are outstanding for 73 days.
- iv) Ratio of cost of goods sold to
  - a) Proprietors fund is 2:1
  - b) Fixed Assets is 4:1
- v) Ratio of gross profit to sale is 20%
- vi) Closing stock is more than opening stock by Rs.10000/-
- vii) The gross profit for the year ended 31<sup>st</sup> March 2014 is Rs.120000/-.
- viii) Reserves and surplus appearing in the balance sheet at 31<sup>st</sup> March 2014 total to Rs.40000/-.

Marks: 10+10=20

Q.4 a) State the reasons for the following procedural requirements all of help to strengthen internal control:-

- i) The gateman of a cinema house is required to tear each ticket presented for admission into two and hand over the stub to the patron.
- ii) After the Chief Accountant signs the disbursement cheques, they are listed and the supporting data are obtained in the Accounts Department but the cheques are passed to the mailing department for onward transmission.

- 6
- iii) The copy of the Goods Received Note passed on to the quality inspector for quality reports does not contain the name and particulars of the supplier.
  - iv) Department attendance registers are maintained in the factory even though the workers while entering the factory are to punch their respective clock cards.
  - v) In a Bank no Director, officer or employee is entitled to act on behalf of customer in relation with any transaction with the Bank.
- b) How would the auditor comment on the following issue in his audit report on annual accounts of PSPCL:-

“Whether the term loans were applied for the purpose for which the loans were obtained”.

Marks: 10+10=20

- Q.5 a) “Vouching proves the accuracy of book entries but the worth of the balance sheet can be certified only on verification of assets and liabilities shown therein.”

Elucidate the above statement and explain clearly the difference between vouching and verification.”

- b) Explain the provisions in Cost Accounting Record Rules with regards to maintenance of records for interest and finance charges.

Marks: 10+10=20

140/9.2.2015

Roll No.....

**SAS Part-II Exam**

**Paper VII  
(Industrial, Commercial Laws & Direct Taxes)**

Time Allowed: 3 Hours

Max. Marks: 100

**NOTE:**

- i) Attempt all the questions and part of a question must be attempted continuously at one place.
- ii) Support your answers with relevant rules/ regulations.
- iii) Rough work should be done on the space provided for in the answer sheet at Page No.2.
- iv) Missing data, if any, may be assumed but must be indicated specifically in the answer.

- Q 1 a): Naresh Kumar, an employee of XYZ Ltd, receives the following emoluments during the previous year 2013-14: Salary: 8,67,800; bonus: Rs 2,200; salary in lieu of leave: 2,000; and entertainment allowance: 3,000; Free gas and water for domestic use (Cost Rs 4,000), a domestic Servant (salary paid by employer 18,000); concessional education facility for his two sons in a school maintained by employer (Cost of education :16,800 and amount paid by Naresh Kumar: Rs 2,000); free meals in office (Rs 117 per meal for 250 days) and free holiday home facility at kullu (Cost Rs 8,000); salary of cook Rs. 9,000 engaged by Naresh and paid by employer; Naresh contributes Rs 92,000 towards Recognised Provident fund; his employer contributes 90,000.
- Determine the taxable income and tax liability for the assessment year 2014-15.

Marks 10

- b) Mr. P owns a House in Delhi (Municipal value: Rs. 1,64,000, fair rent: Rs. 2,16,000; Standard Rent Rs. 1,80,000). The house is let up to January 31, 2014 (monthly rent being Rs 14,000); From February 01, 2014 the property is self occupied for own residential purposes. Expenses incurred by Mr P are: Municipal

Taxes: 6,000(annual); repairs: Rs. 2,100; Insurance: Rs. 1,100; Interest on capital borrowed (date of borrowing 10 June, 1991) for acquiring the property is Rs. 1,23,000; Find out the net income for Mr. P for the assessment year 2014-15: There is no unrealized rent.

Marks 10

- Q 2
- a) Explain the appointment and removal of directors under Companies Act 1956? Marks 10
  - b) What are the powers of corporation (ESIC) as defined in the ESI Act 1948? Marks 5
  - c) Write a brief note on E-Governance. Marks 5

- Q 3
- a) Define 'Negotiable Instrument'. Explain its main features? Marks 6
  - b) Define VAT incidence and Turnover Tax (TOT) incidence. Marks 4
  - c) Distinguish between the followings:
    - i) Annual General Meeting and Extra ordinary general meeting
    - ii) Inspection and Investigation

Marks 10

- Q 4
- a)
    - i) Distinguish between void agreements and illegal agreements
    - ii) Define the following:
      - a) Fraud
      - b) Misrepresentation

Marks (5+2.5+2.5)

b) Explain the types of disablement under workmen's compensation Act.

Marks 5

c) Define Process of Arbitration.

Marks 5

Q5

a) What measures, as per the provisions of the Act, every factory must take to ensure safety of the workers?

Marks 5

b) Define the following:

i) Inter-State Sale

ii) Input Tax Credit under VAT Act

iii) Valuation of services under Service Tax Act.

Marks(1.5+1.5+2)

c) i) Describe in brief the definition of Factory and Workman under Factory Act.

ii) Fill in the blanks:

No adult worker shall be required to allow to work in a factory.

For more than..... Hours in any week.

For more than..... Hours in any day.

The period of work of adult workers in a factory shall be so fixed that no period shall exceed..... Hours.

Marks (2+3)

d) What are objects of the Air (Prevention and Control of Pollution ) Act 1981?

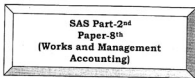
Marks 5



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130/10.2.2015

Roll No.....



Time allowed: 3 Hours

Maximum Marks: 100

**Note**

- ❖ Attempt all the questions and part of a question must be attempted continuously at one place.
- ❖ Rough work should be done on the space provided for in the answer sheet at Page-2.

SAS-2, PAPER-8 WORKS & MANAGEMENT ACCOUNTING			Marks														
Ques.: 1	1(a)	Detail the procedure in respect of running of PSPCL's vehicles for calculating rate per kilometer.	10														
	1(b)	Explain the importance Flexible Budget.	5														
	1(c)	Write short note on O&M Materials-in -transit A/c.	5														
Ques.: 2	2(a)	Explain Capital Material Purchase by classifying account code as per Chart of Accounts.	10														
	2(b)	Define the objectives of Budgetary Control.	5														
	2(c)	A project costs Rs. 36,000 and is expected to generate cash inflows of Rs. 11,200 annually for 5 years. Calculate the Internal Rate of Return of the project.  The present value of an annuity of one rupee @ 16% is 3.274 & @ 17% is 3.199.	5														
Ques.: 3	3 (a)	<p>Following information relating to a type of material is available:-</p> <table><tr><td>Annual Demand</td><td>2400 units</td></tr><tr><td>Unit price</td><td>Rs. 2.40</td></tr><tr><td>Ordering cost per order</td><td>Rs. 4.00</td></tr><tr><td>Carrying cost per unit</td><td>12% per annum</td></tr></table> <p>Calculate (i) Economic Order Quantity; (ii) Total Annual Inventory cost in respect of the particular raw material.</p>	Annual Demand	2400 units	Unit price	Rs. 2.40	Ordering cost per order	Rs. 4.00	Carrying cost per unit	12% per annum	5 5						
	Annual Demand	2400 units															
Unit price	Rs. 2.40																
Ordering cost per order	Rs. 4.00																
Carrying cost per unit	12% per annum																
	3 (b)	<p>The following is the summarized information relating to Contract A/c No. 100--(Rs.)</p> <table><tr><td>Contract price</td><td>6,00,000</td></tr><tr><td>Wages</td><td>1,64,000</td></tr><tr><td>General Expenses</td><td>8,600</td></tr><tr><td>Materials</td><td>1,20,000</td></tr><tr><td>Cash received (80% of certified)</td><td>2,40,000</td></tr><tr><td>Materials at site</td><td>10,000</td></tr><tr><td>Plant</td><td>20,000</td></tr></table> <p>Included in the above informations are wages Rs. 3,500, general expenses Rs. 2,500 and materials Rs. 4,000 which were incurred at the time of incorporation. Depreciate</p>	Contract price	6,00,000	Wages	1,64,000	General Expenses	8,600	Materials	1,20,000	Cash received (80% of certified)	2,40,000	Materials at site	10,000	Plant	20,000	
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Materials at site	10,000																
Plant	20,000																

	plant at 10%. Prepare Contract A/c No. 100 in the books of a Company.	10																											
Ques.: 4	<p>The monthly budget for manufacturing overhead of a concern for two levels of activity were as follows:-</p> <table><tr><th>Capacity</th><th>60%</th><th>100%</th></tr><tr><td>Budgeted production (Units)</td><td>600</td><td>1,000</td></tr><tr><td></td><td>(Rs.)</td><td>(Rs.)</td></tr><tr><td>Wages</td><td>1,200</td><td>2,000</td></tr><tr><td>Consumable Stores</td><td>900</td><td>1,500</td></tr><tr><td>Maintenance</td><td>1,100</td><td>1,500</td></tr><tr><td>Power and Fuel</td><td>1,600</td><td>2,000</td></tr><tr><td>Depreciation</td><td>4,000</td><td>4,000</td></tr><tr><td>Insurance</td><td>1,000</td><td>1,000</td></tr></table> <p>You are required to:-</p> <p>(i) Indicate which of the items are fixed, variable and semi-variable; with workings</p> <p>(ii) Prepare a budget for 80% capacity.</p>	Capacity	60%	100%	Budgeted production (Units)	600	1,000		(Rs.)	(Rs.)	Wages	1,200	2,000	Consumable Stores	900	1,500	Maintenance	1,100	1,500	Power and Fuel	1,600	2,000	Depreciation	4,000	4,000	Insurance	1,000	1,000	<p>10</p> <p>10</p>
Capacity	60%	100%																											
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Depreciation	4,000	4,000																											
Insurance	1,000	1,000																											
Ques.: 5	<p>A company is considering an investment proposal to instal new milling controls at a cost of Rs. 50,000. The facility has a life expectancy of 5 years and no salvage value. The tax rate is 35%. Assume the firm uses straight line depreciation and the same is allowed for tax purposes. The estimated cash flows before depreciation and tax (CFBD&amp;T) from the investment proposal are as follows:</p> <table><tr><th>Year</th><th>CFBD&amp;T (Rs.)</th></tr><tr><td>1</td><td>10,000</td></tr><tr><td>2</td><td>10,692</td></tr><tr><td>3</td><td>12,769</td></tr><tr><td>4</td><td>13,462</td></tr><tr><td>5</td><td>20,385</td></tr></table>	Year	CFBD&T (Rs.)	1	10,000	2	10,692	3	12,769	4	13,462	5	20,385																
Year	CFBD&T (Rs.)																												
1	10,000																												
2	10,692																												
3	12,769																												
4	13,462																												
5	20,385																												

	Compute the following:	
	(i) Cash flows after tax (CFAT);	5
	(ii) Pay back period;	5
	(iii) Net present value discount rate of 10%;	5
	(iv) Profitability Index.	5
	PV factor @10% 0.909, 0.826, 0.751, 0.683 & 0.621 for 1-5 years.	