

- 1(a) The existing practice of charging depreciation on straight line method shall continue. 90% of the cost of a fixed asset shall be depreciated over the estimated useful life of the asset. Estimated useful life of asset shall as prescribed by the central Government or State Government as applicable. No depreciation shall be provided on an asset in the year in which it is first put to use by the Pspcl. Depreciation shall be charged on the asset even if during the year, it permanently ceases to be used by the Pspcl.
- 1(b) An expenditure having the effect of extending the useful life of an asset or increasing output or capacity or efficiency of an asset or decreasing operating costs of an asset is 'improvement.' Expenditure on improvement may involve replacement of old(e.g. replacing a transformer by another transformer of higher capacity) or may not involve replacement of old(e.g. expenditure on acid resistance lining in a tank in water treatment plant). All expenditure on improvements shall be capitalized.
- 1(c) All capital expenditure shall be accounted for through capital work-in-progress accounts. On commissioning of the assets, the expenditure shall be transferred to appropriate fixed assets accounts. Transfer from capital work-in-progress accounts to fixed assets accounts is called capitalization of assets.
- 1(d) Gain or loss arising on sale of capital assets shall be treated as revenue item. The gain shall be credited to Revenue Account for the year in which the asset is sold and the loss on sale of a capital asset be debited to the Revenue Account for the year in which the asset is sold.

- 2(a) If the supplier fails to deliver the material/equipment within the stipulated delivery period of purchase order/contract, the same is liable to be rejected and if accepted, the supplier shall be liable to pay penalty @ $\frac{1}{2}\%$ (half of one percent) of the cost of undelivered supply/incomplete equipment per week of delay or part thereof not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed. There will be no slack period.
- 2(b) During the pendency of the Contract/Purchase Order, if the performance in whole/part by either party or any obligation there under, is prevented/delayed by causes arising out of any natural calamity, war, hostilities civil commotion, acts of the public enemy, sabotage, fire, floods, explosion, epidemics or non-availability of Government controlled raw material under orders/ instruction of Central/State Government regulations strikes, lock-outs, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control, neither of two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence. The supplies shall be resumed under the contract as soon as practicable after the happening (event) ceases to exist.
- 2(c) The purchasing authority will get the material inspected and issue dispatch instructions within 20 days of the date of receipt of call offering the material for inspection or date of readiness of material, whichever is later. In case date of readiness is not mentioned in the offer letter, then date of receipt of call shall be considered as date of readiness of material. In case the inspecting officer finds on arrival at the supplier's premises that the material less than 80% of the quantity offered in the inspection call is ready for inspection or material of the firm is rejected during testing/inspection, then the call shall be treated as fake call and the firm shall be responsible to pay fake call charges @ 10% of the value of the offered lot calculated as per P.O. rate subject to a maximum of Rs. 30,000/- per such occasion. Besides this, a letter of warning shall be issued and it shall be counted towards their performance for all intents and purposes. In case multiple sizes are to be inspected against a single inspection requisition, then the fake call charges shall be applicable on proportionate basis based on the PO value of items which were offered by the firm for inspection.

- 3(a) The register of IWR shall be maintained for all capital works estimated amount of which is 2 lac or more. This register is an important record. Being the basic record of material and other expenses, which have to be accounted for, It has to be kept in safe custody like measurement book. In case any IWR is lost immediate report should be made of the facts of the case to Chief Engineer through Xen/SE concerned. Whereas an EMB is used for minor Electrical works. For each work a separate page is allotted. In EMB only quantity account is maintained of each work. EMB is used for verification of material issued direct to an estimate for an electric work constructed departmentally or piece work/contract at labour rates.
- 3(b) An advance payment i.e. payment on a running account to a contractor for work actually executed but not measured may be made on the certificate of a responsible Board employee (not below the rank of Sub-Divisional officer) to the effect that not less than the quantity of work paid for has actually been done, and the Board employee granting such a certificate will be held personally responsible for any overpayment which may occur on the work in consequence. Final payments may, however, in no case be made without detailed measurements.
- 3(c) Tenders may be re-invited after approval of the next higher authority to the authority competent to accept the Tenders in following cases:
- Inadequacy of number of tenders i.e. less than three.
 - Unsuitability of offers.
 - Any subsequent change necessitated in technical specification.
 - Any other compelling reasons to be recorded in writing.
- 3(d) The cost of tender documents/ specifications per copy shall be fixed having regard to the estimated cost of work/service is called Tender fees. Tender fees is not refundable. Gst is also applicable on Tender fees. Whereas Earnest money required to be deposited by tenderers in case of open tender and limited tender as specified by PSPCL from time to time. Earnest money will be refunded to the unsuccessful tenderers. In case of successful tenders EMD shall be converted into Security Deposit.

- 4(a) There may be occasions, when Board is approached by consumers Government Department, other Boards and local bodies, etc to undertake construction works on their behalf such as erection of substations, and switchgear, laying of lines, street lightning system, and cables etc. The outlay for such works is provided by the agency or person or whose behalf the works are executed.

These works are of two kinds-(I) which will remain the property of the agency or perso for whom the work is undertaken (II) which will become the property of the Board and will be maintained as such by the Board. In the, former case the works will be called, 'Deposit works' and in the letter case 'Contribution works. The examples of latter class of work are:-

- (i) Laying of independent feeder (s) for giving supply to new consumer.
- ii) Works where the consumers are required to pay their cost as per scheduled of General and service connection charges.
- (iii) The works where the consumers opt for connection from urban feeders instead of nearest rural feeder.
- (iv) Link line where the cost is to be borne by the consumer.

Although these works are executed on behalf of the consumers against the specific deposit made by them these are not deposit works in strict sense of the term as' they will become the property of the Board and will be maintained by the Board.

It is therefore, imperative that it is to be pre-determined as to who will be the eventual owner of the work. This distinction is all the more necessary as they levy of departmental charges depends up on the nature of such works executed by the Board.

Departmental charges will be levied on the total cost of work @27.5% in the case of Deposit works and @ 16% in case of contribution works or as may be approved by the Board from time to time. In case works executed by the regular staff instead of by work charged establishment or daily labour as may have been provided in the estimate, the equivalent amount of labour charges will be worked out as per norms/labour schedule of rates on the basis of items of work actually executed. The amount so worked out will be taken into account for purpose of levy of Departmental charges.

- 4(b) When carrying out the physical verification of cash in hand and verify with closing balance indicated in cash book. If shortage of cash is detected, get a CPV prepared immediately. Approve the CPV and get it entered by official handling cash in the cash payment column of cash book debiting the account of concerned employee. If excess cash is detected get a CRV prepared immediately, approve the same and get it entered by official handling cash in the cash receipt column of cash book crediting 'other income' account.

- 4(c) Advance TA may be sanctioned to Board employee proceeding on tour to the extent of 75% of the estimated amount of TA claim to be submitted by the employee. The estimated amount would include Air/Railway/Bus fare of the class to which he is entitled, daily allowance for the halts at the outstation and for journey days as admissible under TA Regulations, charges for other means of conveyance and other incidental charges for carrying the record etc. Daily allowance may be calculated for the likely period of halt at the outstation not exceeding 30 days.

- 5(a) Debits will be raised for use for vehicles
- i) of an O&M Division or O&M-cum-Capital Divn. by a Construction Division/Project and vice-versa.
 - ii) Of an O&M Division on capital works of an O&M-cum- construction Division and
 - iii) Of CE/S&D by other Divisions & vice-versa. No debits will be raised when vehicle of an O&M Division is used by another o&m division for O&M works. In such cases, a certificate shall be furnished by the Divn. Using the vehicle on prescribed format. The certificated shall be allotted a serial number by the division owning the vehicle. In case, the certificate is not furnished within two months after the journey, the journey may be treated as a private one and debit raised for recovering the amount. A Register shall be maintained in the Division owning the vehicle showing details of such journeys (separate pages being allotted for each vehicle) and for watching the receipts of the prescribed certificate.
 - iv) No debits will be raised for use of staff car for official purposes by the other accounting units.

- 5(b)
- 1) 44.320
 - 2) 28.820
 - 3) 28.870
 - 4) 44.120
 - 5) 28.810

Answer to Qus.1

- a) As per Secretary /PSEB (now PSPCL) , Regulation Section , Patiala circular no.12/2005 dated 28.10.2005, this leave is admissible to female employees upon their adopting a newly born child for 3 months from the date of adoption or the date on which the child becomes 3 months old, whichever is earlier. However the leave will start only when the child has been legally adopted.
- b) As per secretary /PSEB (now PSPCL) regulation Sections, Patiala circular no. 4/2006 Paternity leave is admissible to male employee for 15 days from the date of delivery of his wife . This leave will be commuted against 30 days half pay leave due to the official under regulation 8.54 of PSEB MSR Vol.1 Part.1.
- c) As per MSR Part-1 , Vol-1 rule 9.17 & 9.18, A Board employee who does not join his post within his joining time is entitled to no par or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as misbehavior.
 - (i) A competent authority may , in any case extend the joining time admissible under these regulations.
 - (ii) Within the prescribed maximum of 30 days , the appointing authority may in case of Board employees under their control extend such period.
- d) As per Appendix-8(II) of MSR Part-2 Vol-1, Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Board employee . Such leave may be granted by the Head of office on the certificate of a Medical or Public Health officer for a period not exceeding 21 days or in exceptional circumstances , 30 days . Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave .Quarantine leave may also be granted , when necessary , in continuation of other leave, subject to the above maximum.

Answer to Qus. 2

- (a) (i) As per Finance circular No. 18/2011 dt.05.01.2011 and as amended vide Finance Circular No. 16/2013 dated 09.04.2013, categorization of PSPCL employees for the purpose of TA claim is as under .

<u>Category</u>	<u>Grade Pay</u>
I	Rs.10000& above
II	Rs.7600 to 9999
III	Rs. <u>5400</u> to 7599
IV	Rs. 3800 to 5399
V	Below Rs.3800

- (ii) As per Finance Circular No. 43/2010 dated 22.12.2010 categorization of PSPCL employees for the purpose of LTC claim is as under .

<u>Category</u>	<u>Grade Pay</u>
I	Rs.10000& above
II	Rs.7600 to 9999
III	Rs. <u>5000</u> to 7599
IV	Rs. 3800 to 4999
V	Below Rs.3800

- (b) (i) Subsistence allowance means a monthly payment made to an employee of corporation who is placed under suspension and is not in receipt of any other pay or leave salary. It is based on 50% of basic pay drawn before suspension.
- (ii) Honorarium means a recurring or non recurring payment granted to a corporation employee from the funds of the corporation as remuneration for special work of an occasional nature or intermittent character.
- (iii) Fee means a recurring or non recurring payment to a corporation employee from a source other than the corporation funds, whether made directly to the corporation employee or indirectly through intermediary of corporation but does not include unearned income such as income from property, dividends and interest on securities and income from literary, cultural, artistic, scientific and income from participation in sports activities as amateur.
- (iv) Heads of offices means the authorities designated as Disbursing Officers or any other authority declared by the Corporation to be the head of an office.

Answer to Qus. 3

(a) Preferring by Corporation employee of false TA claims is strictly deprecated. The following categories of cases are covered under false TA claims.

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

The normal punishment shall be dismissal.

(b) The PSPCL employee entitled to draw TA at tour rates to appear for an obligatory department examination as per Regulation 36 of MSR Vol III of PSPCL . But if the examination has been cancelled and he did not appear, he will not be allowed any TA . He will be allowed TA only on appearing the exams which will be allowed maximum 2 times.

(c) As per Reg.3.3 of MSR Vol1, Part,1 except where the corporation by general or special order direct otherwise , the following classes of employees are exempted from producing a Medical Certificate of fitness:-

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

(d) As per MSR Volume 1, rules 3.4 determines the authority to issue medical certificate for first entry into corporation service.

- 1) The medical certificate of health shall be signed by the medical board in case of gazatted employee and by a principal medical officer or Deputy Medical Officer or a Medical officer of a equivalent status in case of non gazatted employee other than class IV employee.
- 2) In case of female candidate appointed to a gazatted post , the medical certificate shall be signed by a medical board consisting of a woman doctor possessing medical Qualification.
- 3) In case of class IV employee , the medical certificate shall be signed by the deputy Chief medical officer/Authorized medical attendant possessing medical qualification.

(4)

Model sol. of UDC. Gen. S-6/23, P-II

Examiner-4
UDC. Gen. P-II, Q-4Answer to Qus. 4

(a)		year	month	days
	Date of retirement	2022	12	31
Less	Date of joining in any capacity			
	Excluding boy service	1983	6	15
	Gross qualifying service	39	6	16+1 = 17
Less	interruptions			
	Non duty period 264 days		8	24
	Service unverified 116 days		3	26
	Suspension period 135 days		4	15
	Total Interruptions		15	65
	OR		17	5
	OR	1	5	5
	Net Qualifying service	38	1	12

(b) When an employee is suspended from his duties he is paid subsistence allowance while under suspension. This allowance is called subsistence allowance. It is granted @50% of the last pay drawn immediately before suspension.

Various kinds of recoveries which can be made from subsistence allowances are as under:-

- 1) **Compulsory recoveries:** such as income tax, house Rent recovery and any other kind of taxes etc. These are obligatory recoveries to be made for subsistence allowance.
- 2) **Optional Recoveries:** optional recoveries can be made only with the consent of officials. These are GPF subscriptions, GPF advances, TA advances, LIC premium, insurances premium etc.
- 3) **Misc. Recoveries:** Such as excess drawl of pay and allowances. These recoveries can be made but the total recoveries should not 1/3th of total amount of subsistence.

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

Answer to Qus. 5

(a) Pay fixation of Mr. Ajay Kumar is as under:

Date	Pay	Remarks
01.01.2012	30130	
01.12.2012	31040	Annual increment
01.12.2013	31040(31980)	o/o No.416 dt. 12.10.2012
01.01.2014	31040(32940)	
01.12.2015	32940(33930)	o/o No.417 dt. 12.10.2012
01.12.2016	34950	
01.12.2017	36000	
01.12.2018	37080	

(b) The subscription towards provident fund is compulsory with effect from 01.10.68. The amount of subscription shall be fixed by the subscriber himself subject to the following conditions:

(a) It shall be expressed in whole rupees.

(b) It shall be any sum so expressed, not less than 8% of his emoluments and not more than his total emoluments. (But Now Minimum rate of subscription is 6% and maximum 5 lac for the whole financial year.)

(c) If the subscriber fails to fix the amount of subscription, Head of the office/DDO concerned shall fix the same in accordance with the provision of clause (a) and (b) above.

2. For the purpose of clause 1 the emoluments of a subscriber shall be:

a) In the case of a subscriber who was in corporation services on the 31st March of the preceding year, the emoluments to which he was entitled on that date provided that:

(i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, or the period of service on that day is treated as 'dies non' his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.

(ii) If the subscriber was on deputation out of India on the said date or was on leave on the said date and continuous to be on leave and has elected to subscribe during such leave his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India.

(iii) If the subscriber joins the fund for the first time, his emoluments shall be the emoluments to which he was entitled on the date of joining the fund.

3. The subscriber shall intimate the fixation of the amount of his monthly subscription in each year to the drawing and disbursing officer or head of the office as the case may be. Provided that on request of the subscriber the amount of subscription fixed under regulation 10 may be changed twice during the course of the year in the salary of April and October.

⑥

Model Sol. of UDC. Gen. S-6/23, P-II

Answer to Qus. 5

(c) Notwithstanding anything contained in this part no appeal shall lie against:

- 1) Any order made by the PSPCL.**
- 2) Any order of an interlocutory nature or of the nature of step in aid of the final disposal of a disciplinary proceedings other than an order of suspension.**
- 3) Any order passed by an inquiring authority in the course of an enquiry under regulation 8.**

(d) As per employee conduct regulation no 23 , a PSPCL employee shall :

- 1) strictly abide by law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;**
- 2) take due care that performance of his duty is not affected in any way by the influence of any intoxicating drinks or drugs;**
- 3) not appear in a public in a state of intoxication;**
- 4) not habitually use any intoxicating drinks or drugs to excess.**

Session-6/2023
Ministerial Establishment (General)
Model Solution to Paper-III (Acts and Labour Laws)

UPC (G) P-3.10-1

Question No.1

- (a) Mention the provisions of the Air (Prevention and Control of Pollution) Act, 1981 relating to restrictions on use of certain industrial plants.

Sol.

(1) Subject to the provisions of section 21 of this act, no person shall, without the previous consent of the State Board, establish or operate any industrial plant in an air pollution control area: Provided that a person operating any industrial plant in any air pollution control area immediately before the commencement of section 9 of the Air (Prevention and Control of Pollution) Amendment Act, 1987, for which no consent was necessary prior to such commencement, may continue to do so for a period of three months from such commencement or, if he has made an application for such consent within the said period of three months, till the disposal of such application.

(2) An application for consent of the State Board under sub-section (1) shall be accompanied by such fees as may be prescribed and shall be made in the prescribed form and shall contain the particulars of the industrial plant and such other particulars as may be prescribed.

(3) The State Board may make such inquiry as it may deem fit in respect of the application for consent referred above and in making any such inquiry, shall follow such procedure as may be prescribed.

(4) Within a period of four months after the receipt of the application for consent referred to in sub-section (1), the State Board shall, by order in writing, grant or refuse the consent.

(5) Every person to whom consent has been granted by the State Board under sub-section 4, shall comply with the following conditions, namely:— (i) the control equipment of such specifications as the State Board may approve in this behalf shall be installed and operated in the premises where the industry is carried on or proposed to be carried on; (ii) the existing control equipment, if any, shall be altered or replaced in accordance with the directions of the State Board; (iii) the control equipment shall be kept at all times in good running condition; (iv) chimney, wherever necessary, of such specifications as the State Board may approve in this behalf shall be erected or re-erected in such premises; and (v) such other conditions as the State Board, may specify in this behalf;

(6) If due to any technological improvement or otherwise the State Board is of opinion that all or any of the conditions referred to in sub-section (5) require or requires variation (including the change of any control equipment, either in whole or

in part), the State Board shall, after giving the person to whom consent has been granted an opportunity of being heard, vary all or any of such conditions and thereupon such person shall be bound to comply with the conditions as so varied.

(7) Where a person to whom consent has been granted by the State Board under sub-section (4) transfers his interest in the industry to any other person, such consent shall be deemed to have been granted to such other person and he shall be bound to comply with all the conditions subject to which it was granted as if the consent was granted to him originally.

(b) Discuss "Offences by Government Departments" in relation to Air (Prevention and Control of Pollution) Act, 1981.

Sol.

(1) Where an offence under this Act has been committed by any Department of Government, the Head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly: Provided that nothing contained in this section shall render such Head of the Department liable to any punishment if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the Head of the Department, such officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Ministerial Establishment (General)Model Solution to Paper-III (Acts and Labour Laws)Question No.2

7 (a) Discuss Employer's Liability for compensation under Workmen's Compensation Act, 1923.

Sol.

If personal injury is caused to a workman by accident arising out of and in the course of his employment, his employer shall be liable to pay compensation in accordance with the provisions of the Act.

Provided that the employer shall not be so liable —

(a) in respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding three days; 2.

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

7 (b) Explain the method of calculation wages under Workmen's Compensation Act, 1923.

Sol.

In this Act the expression "monthly wages" means the amount of wages deemed to be payable for a month's service and calculated as follows—

(a) where the workman has, during a continuous period of not less than twelve months immediately preceding the accident, been in the service of the employer who is liable to pay compensation, the monthly wages of the workman shall be one-twelfth of the total wages which have fallen due for payment to him by the employer in the last twelve months of that period;

(b) where the whole of the continuous period of service immediately preceding the accident during which the workman was in the service of the employer who is liable to pay the compensation was less than one month, the monthly wages of the workman shall be the average monthly amount which, during the twelve months immediately preceding the accident, was being earned by a workman employed on the same work by the same employer, or, if there was no workman so employed, by a workman employed on similar work in the same locality;

(c) in other cases [including cases in which it is not possible for want of necessary information to calculate the monthly wages under clause (b)], the monthly wages shall be thirty times the total wages earned in respect of the last continuous period

Ministerial Establishment (General)

Model Solution to Paper-III (Acts and Labour Laws)

of service immediately preceding the accident from the employer who is liable to pay compensation, divided by the number of days comprising, such period.

(c) Discuss in brief the purpose and salient features of the Electricity Act, 2003.

Sol.

An Act to consolidate the laws relating to generation, transmission, distribution, trading and use of electricity by taking the following measures.

- Supply of electricity to all users.
- Protecting consumer Interest.
- Rationalization of electric tariff.
- Transparency in policies regarding subsidies.
- Promotion of efficient & environmentally policies constituted by Central Electricity Authority (CEA), Regulatory commissions & establishment of Appellate tribunal.

Ministerial Establishment (General)Model Solution to Paper-III (Acts and Labour Laws)Question No.3

Write a short note on the following:-

(a) State Air Laboratory.

Sol.

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

(2) The State Government may, after consultation with the State Board, make rules prescribing— (a) the functions of the State Air Laboratory; (b) the procedure for the submission to the said Laboratory of samples of air or emission for analysis or tests, the form of the Laboratory's report thereon and the fees payable in respect of such report; (c) such other matters as may be necessary or expedient to enable that Laboratory to carry out its functions.

(b) Open Access.

Sol.

Open Access enables heavy users with more than 1 MW connected load to buy cheap power from the open market. The concept is to allow the customers to choose from a number of competitive power companies, rather than being forced to buy power from the local utility monopoly.

(c) 'Competent Authority' under RTI Act.

Sol.

Competent Authority means—

(i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;

(ii) the Chief Justice of India in the case of the Supreme Court;

(iii) the Chief Justice of the High Court in the case of a High Court;

(iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution; (v) the administrator appointed under article 239 of the Constitution.

(d) 'Consumer' under Consumer Protection Act.

Sol.

"Consumer" means any person who,—

(i) buys any goods for a consideration which has been paid or promised or partly paid and partly promised, or under any system of deferred payment and includes any user of such goods other than the person who buys such goods for consideration paid or promised or partly paid or partly promised, or under any system of deferred payment when such use is made with the approval of such person, but does not include a person who obtains such goods for resale or for any commercial purpose;

(ii) avails any services for a consideration which has been paid or promised or partly paid and partly promised, or under any system of deferred payment and includes any beneficiary of such services other than the person who hires or avails of the services for consideration paid or promised, or partly paid and partly promised, or under any system of deferred payment.

Ministerial Establishment (General)

Model Solution to Paper-III (Acts and Labour Laws)

Question No.4

(a) Explain the safety and welfare provisions for worker under the Factories Act, 1948.

Sol.

Safety Provisions (Under the Factories Act, 1948)

(i) Fencing the Machinery

The factory should fence the following machinery or substantial construction and maintain them in the right position:

- (a) every moving part of a prime-mover and every flywheel, whether the prime-mover or flywheel is in the engine-house or not.
- (b) the headrace and tailrace of every water-wheel and water-turbine.
- (c) any part of a stock bar which projects beyond the headstock of a lathe.
- (d) every part of an electric generator, a motor or rotary converter.
- (e) every part of transmission machinery.
- (f) every dangerous part of any other machinery.

(ii) Work on or Near Machinery in Motion

Whenever machinery is in motion and it becomes necessary to do the inspection, lubrication, repairs, etc., the factory should appoint a specially trained expert man, wearing tight-fitting clothes to do the job.

The factory owners should not allow any woman or young person to clean, lubricate or adjust any part of a prime-mover or of any transmission machinery while prime-mover or transmission machinery is in motion.

(iii) Employment on Dangerous Machines

The factory owners or managers cannot allow any worker to work any machine without instructing him/her about the dangerous outcomes and the relevant precautions. Moreover, before the appointment, the manager has to see that the worker has relevant skills and knowledge to work on the machinery.

(iv) Devices for Cutting off Power

- (a) In every factory, there should be suitable devices for cutting off power in emergencies from running machinery in all the workrooms. In the case of factories which do not belong to this Act have to just do the arrangements in the workroom in which electricity is used to generate power.
- (b) The factory should provide and maintain suitable striking gear or other efficient

mechanical appliance to move driving belts.

(c) Driving belts when not in use shall not be allowed to rest.

(v) Self-Acting Machinery

No factory should allow any traversing part of a self-acting machine in any factory to run within a distance of forty-five centimeters from any fixed structure which is not part of the machine.

(vi) Casing of New Machinery

In all machinery driven by power and installed in any factory after the commencement of this Act,-

(a) every set screw, bolt or key on any revolving shaft, spindle, wheel shall be so sunk, encased or otherwise effectively guarded as to prevent danger;

(b) all spur, worm and other toothed or friction gearing which does not require frequent adjustment while in motion shall be completely encased, unless it is so situated as to be as safe as it would be if it were completely encased.

(vii) Prohibition of Employment of Women and Children Near Cotton-Openers

The factory should not employ any woman or child in any part of a factory for pressing cotton in which a cotton-opener is at work.

Welfare Provisions (Under the Factories Act, 1948)

(i) Washing facilities -

The Factories Act provides for -

a) adequate and suitable facilities for washing for the use of workers in the factories. The workers who live in crowded areas have inadequate facilities for washing at their homes, and bathing facilities add to their comfort, health and efficiency.

b) Separate and adequately screened washing facilities for the use of male and female workers.

c) Such facilities being conveniently accessible, and being kept clean.

(ii) Facilities for storing and drying clothes -

Ministerial Establishment (General)**Model Solution to Paper-III (Acts and Labour Laws)**

A suitable place for keeping clothes not worn during working hours shall be provided in every factory. Facilities shall also be provided for the drying of wet clothes.³

(iii) Facilities for sitting –

For workers who are to work in a standing position, suitable arrangement for sitting shall be provided in the factories. This is to enable workers to take advantage of any opportunity for rest which may occur in the course of their work.

(iv) First-aid appliances –

First-aid boxes or cupboards equipped with the required contents should be provided for workers in every factory. This should be readily accessible to them during all working hours. The number of such first aid boxes shall not be less than one for every 150 workers employed in the factory.

(v) Canteens –

In factories employing more than 250 workers, there shall be a canteen for the use of workers. The government may prescribe the rules in respect of the —

- Food stuff to be served in the canteen;
- Charges to be made;
- Constitution of a managing committee for the canteen; and
- Representation of the workers in the management of the canteen.

(vi) Shelters, restrooms and lunch rooms –

Adequate and suitable shelters, rest rooms, and lunch rooms with drinking water facility shall be made in factories employing 150 workers or more. Workers can eat meals brought by them in such rooms. Rest and lunch rooms shall be sufficiently lighted and ventilated. It shall be maintained in cool and clean conditions.

(vii) Creches –

In every factory, where more than 50 women workers are employed, provision shall be made for suitable and adequate room for the use of children under the age of six years of such women. Such a room shall be adequately lighted and ventilated.

(viii) Welfare Officer –

The factories Act also provides for employment of welfare officers with prescribed qualification to look into the implementation of various facilities provided for. Such a provision exists in every factory employing more than 500 workers.

(b) What are the duties and responsibilities of an Occupier of a factory handling hazardous process under the Factories Act, 1948.

(1) The occupier of every factory involving a hazardous process shall disclose in the manner prescribed all information regarding dangers, including health hazards and the measures to overcome such hazards arising from the exposure to or handling of the materials or substances in the manufacture, transportation, storage and

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other processes, to the workers employed in the factory, the Chief Inspector, the local authority within whose jurisdiction the factory is situate and the general public in the vicinity.

(2) The occupier shall, at the time of registering the factory involving a hazardous process, lay down a detailed policy with respect of the health and safety of the workers employed therein.

(3) Every occupier of a factory shall,- (a) if such factory engaged in a hazardous process on the commencement of the Factories Act, within a period of thirty days of such commencement; and (b) if such factory proposes to engage in a hazardous process at any time after such commencement, within a period of thirty days before the commencement of such process, inform the Chief Inspector of the nature and details of the process in such form and in such manner as may be prescribed.

Ministerial Establishment (General)Model Solution to Paper-III (Acts and Labour Laws)Question No.5

- (a) What are the functions of "Board" set up under Micro Small and Medium Enterprises Act.

Sol.

The Board shall, subject to the general directions of the Central Government, perform all or any of the following functions, namely:--

- (a) examine the factors affecting the promotion and development of micro, small and medium enterprises and review the policies and programmes of the Central Government in regard to facilitating the promotion and development and enhancing the competitiveness of such enterprises and the impact thereof on such enterprises;
- (b) make recommendations on matters referred to in clause (a) or on any other matter referred to it by the Central Government which, in the opinion of that Government, is necessary or expedient for facilitating the promotion and development and enhancing the competitiveness of the micro, small and medium enterprises; and
- (c) advise the Central Government on the use of the Fund or Funds constituted under section 12.

- (b) Describe the composition of Micro and Small Enterprises Facilitation Council.

Sol.

(1) The Micro and Small Enterprise Facilitation Council shall consist of not less than three but not more than five members to be appointed from amongst the following categories, namely:--

- (i) Director of Industries, by whatever name called, or any other officer not below the rank of such Director, in the Department of the State Government having administrative control of the small scale industries or, as the case may be, micro, small and medium enterprises; and
- (ii) one or more office-bearers or representatives of associations of micro or small industry or enterprises in the State; and
- (iii) one or more representatives of banks and financial institutions lending to micro or small enterprises; or
- (iv) one or more persons having special knowledge in the field of industry, finance, law, trade or commerce.

(2) The person appointed under clause (i) of sub-section (1) shall be the Chairperson of the Micro and Small Enterprises Facilitation Council.

- (c) Describe the provisions relating to Third Party Information as contained in RTI Act.

Sol.

Section 11 of the Act provides the procedure of disclosure of 'third party' information. According to it, if a Public Information Officer (PIO) intends to disclose an information supplied by a third party which the third party has treated as confidential, the PIO, before taking a decision to disclose the information shall invite the third party to make submission in the matter. The third party has a right to make an appeal to the Departmental Appellate Authority against the decision of the PIO and if not satisfied with the decision of the Departmental Appellate Authority, a second appeal to the concerned Information Commission. The PIO cannot disclose such information unless the procedure prescribed in section 11 is completed.

- (d) What are the objects of the Central Consumer Protection Council.

Sol.

The objects of the Central Council shall be to promote and protect the rights of the consumers such as,—

- (a) the right to be protected against the marketing of goods and services which are hazardous to life and property;
- (b) the right to be informed about the quality, quantity, potency, purity, standard and price of goods or services, as the case may be, so as to protect the consumer against unfair trade practices;
- (c) the right to be assured, wherever possible, access to a variety of goods and services at competitive prices;
- (d) the right to be heard and to be assured that consumers' interests will receive due consideration at appropriate forums;
- (e) the right to seek redressal against unfair trade practices or unscrupulous exploitation of consumers; and
- (f) the right to consumer education.

(any 3 of the above 6 points)

Ans 1 (A)

Title – The Subjectivity of Beauty

① / **Précis: -** Nothing in this world is beautiful or ugly. Things look beautiful or ugly according to our own idea of beauty. The same thing may look different to people raised in different environments. Generally, most people consider beautiful a thing that gives pleasure. But it depends on our perspective. **(56 words)**

Ans (B)

Well, She and young John Walk to school slowly.

Noun: - John

Pronoun: - She

Adjective: - Young

Verb: - Walk

Adverb: - Slowly

Ans 2 (A)

NIT for publication in national newspaper

PSPCL logo

Regd. Office: - xxxxxx, PSPCL

Contact Number: - xxxxxx, Email Id:- xxxxx

Tender Enquiry No.:- xxxxx

Date: - xxxxxx

PSPCL invites e-tender for development of PSPCL website. The tentative cost of work is around Rs. 3 lacs. The detailed timelines are as under:

Purchase of specification: upto 29.12.23 (5PM)

Last Date and time of submission of tender 30.12.23 (AM)

Date and time of opening of tender 30.12.23 (11:30AM)

For any queries please contact at the contact no. and email mentioned in header.

Ans (B)

PSPCL logo

Regd. Office: - xxxxxx, PSPCL

Contact Number: - xxxxxx, Email Id:- xxxxx

To

All HOD's under PSPCL,

Memo no. -----

Date:- -----

Subject:- Regarding use of PSPCL domain based email ids for official communication

Reference:- -----

In this regard it was intimated that PSPCL has its domain (@pspcl.in) for email communication but it has been observed that some of the offices still are not using e-mail ids for intra & inter official communication and use different public domains like @gmail.com, @yahoo.com etc. Moreover, as per PSPCL e-mail policy (SOP 10-E-mail Procedure) under business communication'. Hence, the practice of using public domain ids for official communication may be treated as non-compliance of ISMS Policy.

So, it is requested that all HOD's shall strictly ensure the use of official mail id's for offices under their administrative control.

Chief Engineer/IT,
PSPCL, Patiala.

Ans 3 (A)

- a. It is hoped that the match will be won by us.
- b. A lion may be helped even by a little mouse.
- c. Let not the poor be insulted.
- d. He requested his father to increase his pocket money.
- e. He asked when they would be moving out.
- f. The doctor advised the patient to quit smoking.
- g. Sham wrote the following:- "A wise man never loses anything, if he has himself."
- h. "Who has put to many frogs in my room? Said Mr. Wells.
- i. Advancement in Science and Technology have brought about awesome changes.
- j. We should focus on positive things in life.

Ans (B)

- a. **Sleep and Hibernate mode:** Both are energy-saving state that allows activity to resume when computer is switched back on. Sleep mode puts the work and setting in memory (RAM) and draws a small amount of power. On the other hand, Hibernation puts the open documents and programs on the hard disk and then turns off your computer, drawing almost no power. Of all the power-saving states in Windows, hibernation uses the least amount of power.
- b. **Internet and World Wide Web:-** The internet is the network/ wiring that allows computers all over the world to communicate. The World Wide Web is a system that operates via this network/ wiring. Web pages are transmitted via Internet connections but there is more to the Internet than just the web. Many other types of data travel across the internet too, for example email.
- c. **Bandwidth and Broadband:-** Bandwidth is maximum speed with which data can be transferred from one point to another point in a network over a specific period of time. It is an indication of how quickly data travels along a connection. The greater the bandwidth, the faster data will be sent and received whereas Broadband is the wide-bandwidth data transmission that transport multiple signals at a wide range of frequencies and Internet traffic types, which enables messages to be sent simultaneously and is used in fast internet connections.
- d. **Bits and Bytes:-** At a basic level, all computer data is just a series of 0s and 1s. Each of these is referred to as a "binary digit", for which "bit" is an abbreviation.
A byte is a collection of eight bits.
- e. **Memory and Disk Space:-** In computing, "memory" generally refers of the temporary storage used by a computer whilst it is switched on. A computer loads programs and data into its memory in order to carry out tasks. This is more accurately called RAM or "random-access memory"
Disk space (or "hard disk space") on the other hand, is a permanent storage that holds files even when the computer is switched off. It's from here that the computer loads things into its memory (RAM)

- A. Microsoft Excel:** - Microsoft Excel is an electronic spreadsheet application that enables users to store, organize, calculate and manipulate the data with formulas using a spreadsheet system broken up by rows and columns. It also provides the flexibility to use an external database to do analysis, make reports, etc. Thus saving lots of time.
- B. Ribbon:** - Ribbon refers to the topmost area of the application that contains menu items and toolbars available in MS-Excel. Ribbon can be shown/hidden using CTRL+F1. The ribbon runs on the top of the application and is the replacement for the toolbars and menus. The ribbons have various tabs on the top, and each tab has its own group of commands.
- C. Spreadsheet and its Basics:** - Spreadsheet can be compared to a paper edger sheet. It consists of rows and columns and their intersection called cells.
- D. Pivot Tables and its uses:** - A pivot table is a tool that allows for quick summarization of large data. It automatically performs a sort, count, total or average of the data stored in the spreadsheet and displays the result in another spreadsheet. It saves a lot of time. Allows to link external data sources to our Excel.

Ans 5
A. The SUBSTITUTE function substitutes one or more instances of old text with the new text in a string.

Syntax: SUBSTITUTE (text, old Text, new Text, [instance Number])

Example: Let text at A2 be Guru99, Guru99

SUBSTITUTE (A2,"9","8, 1) =>Guru89, Guru99

SUBSTITUTE (A2,"9","8, 2) =>Guru88, Guru99

SUBSTITUTE (A2,"9","9", 1) =>Guru88, Guru88

The REPLACE function swaps part of the text string with another set of text

Syntax: REPLACE (old Text, start Number, Number Characters, new Text)

Example- Let text at A2 be Guru99

REPLACE (A2, 5, 1, "00") => Guru009

Ans B.

Cache memory is a small and fast memory between CPU and main memory. It is extremely fast compared to normal memory. Transferring data between main memory and CPU cause delay because RAM is slower than CPU. Cache memory stores copies of data from most frequently used main memory locations. When processor needs to read from or write to a location in main memory, it first checks whether a copy of data is in the cache. If so processor immediately reads or writes to cache. Computers use multilevel of cache such as Level 1 (smallest) and Level2 cache. CPU resident cache is known as L1 or primary cache (16 to 32 KB) to 512 KB. Cache is also added to mother board also known as L2 cache (512 KB to 1024 KLB). Higher end system can have as much as 2 MB to L2 cache on mother board.

