



कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर-482001

Office of The Controller of Defence Accounts,  
Ridge Road, Jabalpur ( M. P. ) - 4 8 2 0 0 1

Website: [www.cdajabalpur.nic.in](http://www.cdajabalpur.nic.in) E-mail: [cda-jbl@hub.nic.in](mailto:cda-jbl@hub.nic.in) Tele. No. 0761-2608012-13 FAX No. 0761-2605622

No. AN/II/1210/SAS/PT/April/2016

Dated: 18/01/2016

To,

The Officer-in-Charge  
All Sub Offices  
All Sections of Main Office

Sub:- Model Answers for SAS Examinations.

\*\*\*\*\*

In terms of SAS Examination Rule 30 Model Answers of following SAS Examination conducted during 2012-13 are uploaded on CDA, Jabalpur Website and SUGAM. All Officer-in-Charge are requested to download the Model Answers along with Disclaimer Certificate and provide the same to all intending candidates.

- a. Preliminary Examination (Test)
  - i. August, 2012
- b. SAS Part- I Examination
  - i. April, 2013



(S. K. Verma)

Sr. Accounts Officer (AN-II)

**Copy to:**

The Officer-in-Charge  
OA Cell (Local) }

For uploading the above Model Answers along with  
Disclaimer Certificate on CDA, Jabalpur website and SUGAM.

--sd--

(S. K. Verma)

Sr. Accounts Officer (AN-II)

## **DISCLAIMER CERTIFICATE**

**The Model Answers to questions for SAS Examinations displayed in this site are illustrative and for general information. Candidates are advised to satisfy themselves about the completeness, adequacy, suitability or applicability of the answer to a particular question. No representation in this regard may be made.**

**Although best efforts have been made to be accurate, the typographical errors or other errors if any are purely unintentional.**

**MODEL ANSWER**

**PRELIMINARY EXAMINATION(TEST)**

**AUGUST, 2012**

**OFFICE OF THE CGDA, ULAN BATAR ROAD,  
PALAM, DELHI CANTT-10**

# **INDEX**

## **MODEL ANSWER**

### **PRELIMINARY EXAMINATION(TESE)**

**AUGUST, 2012**

<b>PAPERS</b>	<b>PAGE NUMBERS</b>
<b>PAPER-I</b>	<b>1-14</b>
<b>PAPER-II</b>	<b>15-49</b>

**PRELIMINARY EXAMINATION(TEST) JULY,2012 FOR ADMISSION TO SAS PART-I EXAMINATION**

**PAPER-I**

Question Booklet No.

**Please fill in the following information:**

**Duration: 150 Minutes**

**Total Marks: 100**

Roll No.

Answer Sheet No.

Name of the Candidate

Signature of Candidate

Signature of the Invigilator

Signature of the Conducting Officer

**TEST – BOOKLET**

	Tick (√)	Number of Pages
Common to all candidates	√	28

**PLEASE READ INSTRUCTIONS ON THE BACK COVER CAREFULLY  
DO NOT OPEN THE SEAL UNTIL ASKED TO DO SO.**

Please handover this Booklet and your Answer Sheet to the invigilator at the end of the Examination.

**PAPER-I**

**GENERAL PRINCIPLES & PROCEDURES OF ACCOUNTS & AUDIT  
(INCLUDING GENERAL ORGANISATION OF ARMED FORCES)**

<b>1.</b>	Controller General of Accounts is required to render Annual Accounts of:		<b>2.</b>	What are the rates according to which casual employees are paid
	(a) Central Government		(a)	Unit rates
	(b) State Governments		(b)	Wages rates
	(c) Union Territories Governments		(c)	Nerrick rates
	(d) All of the above		(d)	None of the above
<b>Answer: (D)</b>			<b>Answer: (C)</b>	
<b>3.</b>	What is the full form of M.R.O. ?		<b>4.</b>	Suspense Head 0/018/65 is reconciled by
	(a) Ministry Receipt Order		(a)	Regional PCDA/CDA concerned
	(b) Medical Receipt Objection		(b)	PCDA (O) Pune
	(c) Ministry Receivable Order		(c)	PAO(ORs.) concerned
	(d) Military Receipt Order		(d)	EDP Centre concerned
<b>Answer: (C)</b>			<b>Answer: (C)</b>	
<b>5.</b>	MRO's are prepared in:		<b>6.</b>	Pay & allowances of the personnel of the Armed Forces are compliable to:
	(a) Duplicate		(a)	Capital Outlay on public works
	(b) Quadruplicate		(b)	Locally Controller Heads
	(c) Single		(c)	Pay Bill
	(d) Triplicate		(d)	Centrally Controlled Heads
<b>Answer: (D)</b>			<b>Answer: (D)</b>	
<b>7.</b>	Vote on Account represents:		<b>8.</b>	What is the full form of DPC?
	(a) The expenditure likely to be incurred during April and May		(a)	Department Progress Course
	(b) Expenditure for 3 months		(b)	Disciplinary Proceeding Committee
	(c) Actual expenditure for last 3 months of preceding financial year		(c)	Departmental Promotion Committee
	(d) 10% of estimated gross expenditure included in Demands for Grants		(d)	None of the above
<b>Answer: (A)</b>			<b>Answer: (C)</b>	
<b>9.</b>	The basic document for classification of all receipt and expenditure relating to Defence is:		<b>10.</b>	Under which circumstances Transport Allowance is not admissible to Central Govt. Employees?
	(a) Abstract of Receipt & Charges		(a)	When Central Govt. employee is on EL for 15 days

	(b)	Sectional Compilation		(b)	When Central Govt. employee is on Half Pay Leave for 15 days
	(c)	Punching Medium		(c)	When Central Govt. employee is on leave for full calendar month
	(d)	Appropriation Accounts Defence Services		(d)	All of the above
<b>Answer: (C)</b>			<b>Answer: (C)</b>		
<b>11.</b>	Who is responsible for prescribing form of Accounts in the Union and States?		<b>12.</b>	What is the full form of S & S Imprest?	
	(a)	Controller General of Accounts		(a)	Supplies & Sales imprest
	(b)	Ministry of Defence		(b)	Stock & Sales imprest
	(c)	Directorate of Printing & Stationary		(c)	Sales & Services imprest
	(d)	Comptroller and Auditor General of India		(d)	None of the above
<b>Answer: (A)</b>			<b>Answer: (D)</b>		
<b>13.</b>	Who maintains the individual Running Ledger Accounts of service personnel of the Air Force?		<b>14.</b>	Who prepares Annual Review of MES Expenditure?	
	(a)	PCDA(AF) Dehradun		(a)	Secretary (Defence/Finance) & Financial Advisor Ministry of Defence (Finance)
	(b)	CDA(AF) New Delhi		(b)	Controller General of Defence Accounts
	(c)	JCDA(AF) New Delhi		(c)	Secretary (Ministry of Defence)
	(d)	AFCOA		(d)	All of the above
<b>Answer: (D)</b>			<b>Answer: (A)</b>		
<b>15.</b>	Security deposits get lapsed if they remain unclaimed for :		<b>16.</b>	Schedule III is to be daily agreed with:	
	(a)	1 year		(a)	The aggregate total of the DP Sheets of each section
	(b)	2 year		(b)	Daily Payment Registers.
	(c)	3 year		(c)	Daily Cheque Slips
	(d)	None of the above		(d)	Daily Cheques Pads.
<b>Answer: (C)</b>			<b>Answer: (A)</b>		
<b>17.</b>	Director General of Audit Defence Services is under the administrative control of :		<b>18.</b>	Audit of Regimental Fund of the Unit is regularly conducted by :	
	(a)	Ministry of Finance		(a)	PCDA/CDA concerned
	(b)	Ministry of Defence		(b)	CGDA

	(c)	CGDA
	(d)	Comptroller & Auditor General of India.
<b>Answer: (D)</b>		
19.	Who is Administrative Controller of PAO (ORs?) GREF?	
	(a)	PCDA(SC) Pune
	(b)	PCDA(Army) Meerut
	(c)	PCDA(BR) New Delhi
	(d)	None of the above
<b>Answer: (C)</b>		
21.	Losses of cash written off by the CFAs are shown in:	
	(a)	Appropriation Accounts.
	(b)	Loss Statements
	(c)	MFAI Report
	(d)	Annual Accounts
<b>Answer: (A)</b>		
23.	How many Regional CsDA/PCsDA are there in DAD?	
	(a)	12
	(b)	13
	(c)	11
	(d)	None of the above
<b>Answer: (A)</b>		
25.	Stores Contract section does not deal with:	
	(a)	MES contracts
	(b)	Messing contracts
	(c)	Hair cutting and washing contracts
	(d)	All of the above
<b>Answer: (D)</b>		
27.	Who maintains pay accounts of service personnel of the Indian Navy?	
	(a)	4Naval Pay Office
	(b)	PCDA(O) Pune

	(c)	LAO concerned
	(d)	None of those
<b>Answer: (D)</b>		
20.	Who is responsible for the preparation of the Appropriation Accounts of the Defence Services?	
	(a)	CGDA
	(b)	Secretary (Defence/Finance)
	(c)	Concerned Service Headquarters.
	(d)	PCDA(SC) Pune
<b>Answer: (B)</b>		
22.	To whom do Controllers submit the Annual Audit Certificate?	
	(a)	CGDA
	(b)	Secretary (Defence/Finance)
	(c)	Army Headquarters
	(d)	All of the above
<b>Answer: (A)</b>		
24.	Who provides funds to Filed Cashiers?	
	(a)	PCDA New Delhi
	(b)	IHQ of MoD(Army) New Delhi
	(c)	PCDA(O) Pune
	(d)	Regional Controllers
<b>Answer: (C)</b>		
26.	Audit cover to various HAL Division is given by:	
	(a)	PCDA(AF) Dehradun
	(b)	PCDA Bangalore
	(c)	PCDA New Delhi
	(d)	None of the above
<b>Answer: (B)</b>		
28.	Which of the following is the prescribed canon of Financial Propriety?	
	(a)	No sums should be credited to Government by debit to any suspense heads.
	(b)	The amounts should be correct and properly vouched.

	(c)	Naval Headquarters.		(c)	The expenditure should not be prima facie more than occasion demands.
	(d)	PCDA(Navy) Mumbai		(d)	All of the above
<b>Answer: (A)</b>					
29.	Revenue stamp is required to be affixed to all vouchers for sums in excess of:				
	(a)	Rs. 5000/-		(a)	Engineer Section
	(b)	Rs.10,000/-		(b)	Financial Advice Section
	(c)	Rs. 1000/-		(c)	Stores Section
	(d)	Rs. 100/-		(d)	'M' Section
<b>Answer: (A)</b>					
31.	An AO attached to a Garrison Engineer's Office functions as				
	(a)	An accountant		(a)	BSO
	(b)	As primary Auditor		(b)	Unit formation concerned
	(c)	As financial Assistant and advisor		(c)	Office of AAO BSO
	(d)	All of the above		(d)	LAO concerned
<b>Answer: (D)</b>					
33.	How many digits are there in a DID schedule?				
	(a)	10		(a)	Contingent Bills
	(b)	15		(b)	Credit Balances
	(c)	12		(c)	Cheques and Bills
	(d)	16		(d)	Clearance of Bills
<b>Answer: (B)</b>					
35.	What is the intimation sent to the Bank regarding the alleged loss of cheque and advice to stop payment called?				
	(a)	Stop Order		(a)	Pioneer Corps
	(b)	No Payment order		(b)	Defence Security Corps
	(c)	Cheque lost intimation		(c)	Corps of Military Police
	(d)	None of the above		(d)	Army Physical Training Corps.
<b>Answer: (A)</b>					
<b>Answer: (B)</b>					

<b>37.</b>	After how much period a claim becomes time barred?		<b>38.</b>	Who maintains pay accounts of all civilians Gazetted Officers serving with Army units located in filed areas	
	(a)	1 year		(a)	Regional PCDA/CDA Concerned
	(b)	24 months		(b)	PCDA New Delhi
	(c)	3 years		(c)	Unit concerned
	(d)	6 months		(d)	PCDA(O) Pune
<b>Answer: (B)</b>			<b>Answer: (D)</b>		
<b>39.</b>	What is the full form of RDR Head?		<b>40.</b>	Who is the Chief Accounting Authority for transactions of Ministry of Defence(Civil Estimates)	
	(a)	Revenue, Debt and Remittance Head		(a)	Defence Secretary
	(b)	Receipt, Debt and Reserve Head		(b)	Controller General of Accounts Ministry of Finance
	(c)	Receipt, Disposal and Revenue Head		(c)	C & AG
	(d)	None of the above		(d)	Director of Audit Defence Service
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
<b>41.</b>	As per Conduct Rules, an officer should be denied vigilance clearance if he fails to submit Annual Property Return by:		<b>42.</b>	Entries in service books are to be got attested by the individuals concerned:	
	(a)	1 <sup>st</sup> January		(a)	After every 3 years
	(b)	31 <sup>st</sup> January		(b)	Once in two years
	(c)	31 <sup>st</sup> March		(c)	At the time of promotion
	(d)	1 <sup>st</sup> April		(d)	Annually
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
<b>43.</b>	Which one is true about War System of Accounting		<b>44.</b>	Who audits Service Books of DAD employees?	
	(a)	It is about the Accounts that are maintained only during actual war.		(a)	Administration Section of PCDA/CDA
	(b)	There is no accountability of the Units following War System of Accounting		(b)	Internal Audit Section of Main Office
	(c)	No local audit of the units following War System of accounting is conducted.		(c)	LAO concerned
	(d)	None of the above		(d)	PCDA(P) Allahabad
<b>Answer: (C)</b>			<b>Answer: (C)</b>		

45.	Late attendance of following type can be condoned		46.	What is the time limit for submission of LTC claims by Govt. servants on completion of journey?
	(a) 40 minutes at a time, and up to 3 times in a month		(a)	3 Months
	(b) 2 hours at a time and once in a month		(b)	2 Months
	(c) 20 minutes at a time, and up to 4 times in a month		(c)	4 Months
	(d) One hour at a time and up to 2 occasions in a month		(d)	1 Months
<b>Answer: (D)</b>		<b>Answer: (A)</b>		
47.	Which of the following is responsible for proposing amendments to Defence Account Code?		48.	Payments specially sanctioned by Govt. subject to recovery, with or without interest, are treated as:
	(a) PCDA(SC)		(a)	Provisional Payments
	(b) PCDA(NC)		(b)	Loans
	(c) PCDA(SWC)		(c)	Bonds
	(d) PCDA(WC)		(d)	Advances
<b>Answer: (A)</b>		<b>Answer: (B)</b>		
49.	What is the full form of NIDFM?		50.	What is the retention period of IRLAs of retired Army Officers?
	(a) National Institute of Defence Finance and Mangement		(a)	35 years after their release
	(b) National Institute for Deficit Fiscal Management		(b)	10 years from the date of final settlement of accounts
	(c) National Institute of Dealing with Financial Management		(c)	15 years after retirement
	(d) None of the above		(d)	Permanent
<b>Answer: (A)</b>		<b>Answer: (B)</b>		
51.	Who fixes rate of interest to be charged on advances?		52.	If the Head of Account to which transactions are likely to be adjusted is not known, the same is taken to the head:
	(a) Ministry of Defence		(a)	Public Account
	(b) Ministry of Finance		(b)	Salary Account
	(c) Ministry of (Defence/Finance)		(c)	Vote on Account
	(d) None of the above		(d)	Suspense Account
<b>Answer: (B)</b>		<b>Answer: (D)</b>		

53.	What is IAF (CDA-13)?		54.	What are payments made in satisfaction of a judgement of any court treated as?	
	(a)	Form for issuing cheque		(a)	Charged expenditure
	(b)	Form of DP Sheet		(b)	Local expenditure
	(c)	Form of Schedule III		(c)	Legal expenditure
	(d)	Form for DV Numbering Register		(d)	Statutory expenditure
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
55.	Who verifies the entries made in the pay column of service books in respect of Non-Gazetted Civilians?		56.	In which cases the tender documents need not be submitted to the Controllers for pre-scrutiny?	
	(a)	Pay Section of Main Office		(a)	Long term contracts
	(b)	LAO concerned		(b)	Short term agreements
	(c)	Unit/Formations concerned		(c)	ASC contracts
	(d)	None of the above		(d)	None of the above
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
57.	Which of the following vouchers are not required while auditing bills for contingent & Miscellaneous charges?		58.	Which section deals with the bills of Station HQrs. relating to Conservancy and Hot Weather Establishment ?	
	(a)	For charges up to Rs. 500/-		(a)	'R' Section
	(b)	For charges up to Rs. 25/-		(b)	'M' Section
	(c)	For charges up to Rs. 100/-		(c)	Stores Section
	(d)	For charges up to Rs. 50/-		(d)	'E' Section
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
59.	Which section of Regional Controllers office sends to the bank the intimation for cash assignment?		60.	Cash allowance in lieu of free rations is not admissible to an Army Officer	
	(a)	'M' Section		(a)	During course instructions at a military station
	(b)	'E' Section		(b)	Study leave in India
	(c)	'D' Section		(c)	Furlough Leave
	(d)	Accounts Section		(d)	Sick leave with full pay & allowances.
<b>Answer: (C)</b>			<b>Answer: (A)</b>		
61.	In which head the sums held in trust or as a security are credited?		62.	Following is classified as objection and not an observation	
	(a)	Suspense Head		(a)	Receipt stamp not affixed on a voucher otherwise complete
	(b)	Minor Head		(b)	Delay in submission of accounts, returns, vouchers etc.
	(c)	Deposits		(c)	Stores issued in excess of prescribed scales

	(d)	Pay head		(d)	Accounts not maintained on proper form
<b>Answer: (C)</b>			<b>Answer: (C)</b>		
63.	Who audits the Annual Account of Military farms		64.	In whom has been vested responsibility to dispose of surplus and obsolete stores of value up to Rs. 5000/-	
	(a)	AOGE		(a)	Regional Controller
	(b)	RAO		(b)	Ministry of Defence
	(c)	LAO		(c)	LAO
	(d)	Chartered Accountant		(d)	CAG
<b>Answer: (C)</b>			<b>Answer: (B)</b>		
65.	On what basis does the PAO open the IRLA for each recruit of the Army?		66.	Which of the following is the Nodal agency for acquisition of land for defence?	
	(a)	Nominal Roll		(a)	Army Headquarters.
	(b)	Part-II Order		(b)	Director General Defence Estates
	(c)	Sheet Roll		(c)	Cantonment Board
	(d)	Check Roll		(d)	Area Commander
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
67.	The horsed cavalry form part of which of the following :		68.	Who is responsible for the preparation of Annual Financial Review of the working of the various Army Manufacturing concerns?	
	(a)	Corps of Engineers		(a)	CGDA
	(b)	Army Service Corps		(b)	Financial Adviser (Defence Services)
	(c)	Armoured Corps		(c)	MOD
	(d)	None of the above		(d)	OFB
<b>Answer: (C)</b>			<b>Answer: (C)</b>		
69.	What does ASC Retail shop deals in ?		70.	Which section is provided with specimen signature of all officers responsible for signing DP Sheets?	
	(a)	Payment issues		(a)	LAO Offices
	(b)	Sales proceeds of old newspapers		(b)	Administration Section
	(c)	Sale proceeds of scrap materials.		(c)	Accounts Section
	(d)	Postal Accounts		(d)	Disbursement Section
<b>Answer: (A)</b>			<b>Answer: (D)</b>		
71.	What is the full form of RAO?		72.	What is the fund at the disposal of President of India to enable him to meet unforeseen expenditure called?	

	(a)	Regional Accounting Officer
	(b)	Regional Audit Officer
	(c)	Regiment Army Officer
	(d)	Resident Army Officer
<b>Answer: (B)</b>		
<b>73.</b>	What is the classified list of officers of the Indian Defence Account service called?	
	(a)	IDAS Officers list
	(b)	Pink List
	(c)	Blue List
	(d)	IDAS Cadre List.
<b>Answer: (B)</b>		
<b>75.</b>	After departmentalization of accounts during 1976, responsibility of compiling the accounts was entrusted to:	
	(a)	Comptroller & Auditor General of India
	(b)	Controller General of Accounts
	(c)	Accountants General (Audit)
	(d)	Controller General of Defence Accounts
<b>Answer: (B)</b>		
<b>77.</b>	Salary of CAG is:	
	(a)	Payable out of Union Budget
	(b)	Sanctioned by President of India
	(c)	Charged upon Consolidated fund of India
	(d)	None of the above
<b>Answer: (C)</b>		
<b>79.</b>	What is the full form of PAC?	
	(a)	Parliamentary Audit Committee
	(b)	Public Accounts Committee
	(c)	Public Administration Council
	(d)	Public Audit Committee
<b>Answer: (B)</b>		
<b>81.</b>	Which of the following is invariably required for linking during cash inspection of Public Fund:	
	(a)	Paid Bills

	(a)	Consolidated Fund of India
	(b)	Contingency Fund of India
	(c)	Public Fund of India
	(d)	Public account of India
<b>Answer: (B)</b>		
<b>74.</b>	What is full form of CML?	
	(a)	Compensatory Medical Leave
	(b)	Common Market Limit
	(c)	Cash Mechanism Line
	(d)	Cash Monetary Limit
<b>Answer: (D)</b>		
<b>76.</b>	Defence Services Receipts are paid into bank or treasury through:	
	(a)	Cash assignment
	(b)	Allotment of funds through Budget
	(c)	Military Receivable Orders
	(d)	Bank Guarantee
<b>Answer: (C)</b>		
<b>78.</b>	To which Head Pay and allowances of Personnel of the Armed Forces is compiled?	
	(a)	Locally Controlled Head
	(b)	Centrally Controlled Heads
	(c)	Suspense Head
	(d)	None of the above
<b>Answer: (B)</b>		
<b>80.</b>	Who inspects Cash Book of the Unit?	
	(a)	LAO concerned
	(b)	Station Audit Board
	(c)	Chartered Accountant
	(d)	Cantonment Board
<b>Answer: (A)</b>		
<b>82.</b>	Army Education Corps is responsible for:	
	(a)	Imparting educational training to Army Personnel

	(b)	Cheque slips		(b)	Provision of its personnel to Units/Formations
	(c)	Schedule III		(c)	Provision of its personnel to Category A and B establishments
	(d)	Debit scrolls		(d)	All the above
<b>Answer: (B)</b>			<b>Answer: (D)</b>		
<b>83.</b>	What is the Punching Medium of cash vouchers called?		<b>84.</b>	The grant intended to meet expenditure on weapon training under the directions of Chief of General staff is called as:	
	(a)	Class 1 voucher		(a)	Amenity Training Grants
	(b)	Class 2 voucher		(b)	Defence Grants
	(c)	Class 4 voucher		(c)	Annual Training Grant
	(d)	Class 8 voucher		(d)	None of the above
<b>Answer: (A)</b>			<b>Answer: (C)</b>		
<b>85.</b>	What is the main object of inspection of public fund account?		<b>86.</b>	Amounts debited in Public Fund Account towards MRO should be supported with:	
	(a)	Ensure that all prescribed accounts and documents are maintained as per regulations and orders		(a)	Punching Medium
	(b)	All moneys have been accounted for and expended in conformity with regulations		(b)	Acknowledgement of MRO
	(c)	Transactions are easily traceable and correctly tallied		(c)	Credit scrolls
	(d)	All of the above		(d)	Dispatch details of MRO
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
<b>87.</b>	Who conducts quarterly audit of Regimental Fund?		<b>88.</b>	How is the amount of undelivered money orders dealt with by an Army Unit?	
	(a)	Regimental Audit Board		(a)	Refunded through MRO
	(b)	Unit maintaining Public Fund Account		(b)	Utilized for general welfare
	(c)	Chartered Accountant nominated by the Unit		(c)	Re-credited in the cash account
	(d)	LAO		(d)	Credited to the Government through MRO
<b>Answer: (A)</b>			<b>Answer: (C)</b>		
<b>89.</b>	Who maintains General Land Register?		<b>90.</b>	Statutory Audit is conducted by :	
	(a)	DEO		(a)	LAO
	(b)	Station Headquarters		(b)	Team deputed by CGDA
	(c)	Garrison Engineer		(c)	Controller General of Accounts

	(d)	AAO BSO		(d)	None of the above
<b>Answer: (A)</b>			<b>Answer: (D)</b>		
91.	Scale Audit is conducted to see that:		92.	"Areas" of the Army are commanded by:	
	(a)	Paid strength is within authorized strength of employees		(a)	General Officer Commanding
	(b)	Ration distributed to Service Personnel is as per prescribed scales		(b)	General Officer Commanding –in-Chief
	(c)	Performance of employees is according to the targeted scales		(c)	Divisional Commander
	(d)	All of the above		(d)	Brigade Commander
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
93.	Who makes revision of Standard Table of Rents?		94.	Where is the Flag Officer Commanding-in-Chief, Eastern Naval Command located:	
	(a)	District Collector		(a)	Vishakhapatnam
	(b)	DEO		(b)	Cochin
	(c)	Station Commander		(c)	Chennai
	(d)	MES		(d)	Kolkata
<b>Answer: (B)</b>			<b>Answer: (A)</b>		
95.	Who is the President of the Cantonment Board?		96.	Captain of the Navy is equivalent to	
	(a)	The Station Commander		(a)	Colonel
	(b)	Cantonment Executive Officer		(b)	Major
	(c)	Elected Councilor		(c)	Lt. Col.
	(d)	General Officer Commanding-in-Chief of Command		(d)	Flight Lieutenant
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
97.	Which of the following administers and funds Aeronautical Development Agency?		98.	As a General Rule, normally whose sanction is required to conclude a contract for a period beyond 3 years?	
	(a)	DGQA		(a)	Army HQrs.
	(b)	Department of Defence Research and Development		(b)	CGDA
	(c)	Department of Defence		(c)	Govt. of India
	(d)	Defence(Finance) Division		(d)	Defence Secretary
<b>Answer: (B)</b>			<b>Answer: (C)</b>		

<b>99.</b>	Debit scrolls are accompanied with:		<b>100.</b>	Accounts are defined as:	
	(a)	Cheques		(a)	Statements of transactions made in the prescribed format
	(b)	MROs		(b)	Compilation of pecuniary transactions in the form of Cash Accounts
	(c)	Receipt Vouchers		(c)	Statements of facts relating to money or things having money value
	(d)	Advisory Notes		(d)	Statements of Income & Expenditure
<b>Answer: (A)</b>			<b>Answer: (C)</b>		

**INSTRUCTIONS FOR CANDIDATES**

1. Please do not open this booklet until you are told to do so
2. The total duration for the examination is 150 minutes
3. Please fill up the necessary information in the space provided on the cover of the Booklet and the Answer-Sheet before commencement of the examination
4. 100 questions are serially numbered from 1 to 100
5. The total number of questions which are to be answered is 100(One hundred)
6. Use only HB Pencil to darken the circles in various columns in the Answer-Sheet
7. The Candidates are advised to read through the instructions given in this booklet carefully before answering the questions.
8. After each question, four alternative answers are given. Find the correct answer and darken the circle provided against the question number in the Answer-Sheet as shown below.

**EXAMPLE:** Any error noticed in the figures of the Bank Scrolls shall immediately be pointed out to the

- (a) Central Accounts Section of the Reserve Bank of India
- (b) Nearest Police-Station
- (c) Services Headquarters
- (d) District Magistrate

Answer:  A  B  C  D

Out of these choices,(A) is the correct answer. So against the question, the appropriate circle is to be darkened.

9. Please do not darken more than one circle in any column because the machine will read more than one darkened circle as an incorrect answer.
10. Rough work, if any, is to be done in this booklet. No extra sheet will be provided for rough work.

**PRELIMINARY EXAMINATION (TEST) AUGUST, 2012 FOR ADMISSION TO SAS PART-I EXAMINATION**

**PAPER-2**

Question Booklet No.

**Please fill in the following information:**

**Duration: 150 Minutes**

**Total Marks: 100**

Roll No.

Answer Sheet No.

Name of the Candidate

Signature of Candidate

Signature of the Invigilator

Signature of the Conducting Officer

**TEST – BOOKLET**

	Tick (√)	Number of Pages
PART-'A' Section-I : Common to all candidates	√	3-16
PART-'B' Attempt any one section (Tick (√) the section attempted		
Section-II : Army		17-29
Section -III : Air Force		30-43
Section-IV : Navy		44-57
Section-V : Factory		58-70

**PLEASE READ INSTRUCTIONS ON THE BACK COVER CAREFULLY  
DO NOT OPEN THE SEAL UNTIL ASKED TO DO SO.**

Please handover this Booklet and your Answer Sheet to the invigilator at the end of the Examination.

**PAPER-2**

**CODES, MANUALS AND REGULATIONS CONCERNING ARMY, AIR FORCE, NAVY AND FACTORY  
PART-'A'  
SECTION-1 (Common to all Candidates)**

<p><b>1.</b> The duties and responsibilities of a controlling officer in respect of funds placed at his disposal are to ensure:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td>That the expenditure is incurred in public interest</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>That the expenditure is incurred for the purpose for which funds have been provided</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>That the expenditure does not exceed the budget allocation</td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>All of the above</td> </tr> </tbody> </table> <p><b>Answer: (D)</b></p> <p><b>3.</b> Who is authorized to open a new head of account Major/Minor</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td>Ministry of Defence</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>Ministry of Finance (Deptt. of Expenditure Controller General of Accunts)</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>Comptroller &amp; Auditor General of India</td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>Controller General of Defence Accounts</td> </tr> </tbody> </table> <p><b>Answer: (B)</b></p> <p><b>5.</b> A head of office may sanction an advance on the eve of an important festival to a non-gazette government servant under his administrative control whose grade pays does not.</p>	(a)	That the expenditure is incurred in public interest	(b)	That the expenditure is incurred for the purpose for which funds have been provided	(c)	That the expenditure does not exceed the budget allocation	(d)	All of the above	(a)	Ministry of Defence	(b)	Ministry of Finance (Deptt. of Expenditure Controller General of Accunts)	(c)	Comptroller & Auditor General of India	(d)	Controller General of Defence Accounts	<p><b>2.</b> The budget shall contain the following:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td>Estimates of all revenue expected to be raised during the financial year to which the budget relates</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>Estimates for all expenditure for each programme and project in the financial year</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>Estimates of all interest and debt servicing charges and any repayments on loans in that financial year.</td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>All of the above</td> </tr> </tbody> </table> <p><b>Answer: (D)</b></p> <p><b>4.</b> Purchase of goods without quotation on each occasion may be made without inviting quotations or bid on the basis of a certificate to be recorded by the competent authority up to the value of</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td>Rs. 30,000/-</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>Rs. 20,000/-</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>Rs. 15,000/-</td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>Rs. 10,000/-</td> </tr> </tbody> </table> <p><b>Answer: (C)</b></p> <p><b>6.</b> Administrative Control of Works includes:</p>	(a)	Estimates of all revenue expected to be raised during the financial year to which the budget relates	(b)	Estimates for all expenditure for each programme and project in the financial year	(c)	Estimates of all interest and debt servicing charges and any repayments on loans in that financial year.	(d)	All of the above	(a)	Rs. 30,000/-	(b)	Rs. 20,000/-	(c)	Rs. 15,000/-	(d)	Rs. 10,000/-
(a)	That the expenditure is incurred in public interest																																
(b)	That the expenditure is incurred for the purpose for which funds have been provided																																
(c)	That the expenditure does not exceed the budget allocation																																
(d)	All of the above																																
(a)	Ministry of Defence																																
(b)	Ministry of Finance (Deptt. of Expenditure Controller General of Accunts)																																
(c)	Comptroller & Auditor General of India																																
(d)	Controller General of Defence Accounts																																
(a)	Estimates of all revenue expected to be raised during the financial year to which the budget relates																																
(b)	Estimates for all expenditure for each programme and project in the financial year																																
(c)	Estimates of all interest and debt servicing charges and any repayments on loans in that financial year.																																
(d)	All of the above																																
(a)	Rs. 30,000/-																																
(b)	Rs. 20,000/-																																
(c)	Rs. 15,000/-																																
(d)	Rs. 10,000/-																																

	(a)	Exceeds Rs./ 2,800/-		(a)	Assumption of full responsibility for construction, maintenance and upkeep.
	(b)	Exceeds Rs., 4,200/-		(b)	Proper utilization of buildings and allied works
	(c)	Exceeds Rs. 4,600/-		(c)	Provision of funds for execution of these functions
	(d)	Exceeds Rs. 4,800/-		(d)	All of the above
<b>Answer: (D)</b>					
<b>7.</b>	No works shall be commenced or liability incurred in connection with it until:				
	(a)	A work order issued		(a)	Live stocks
	(b)	Administrative approval has been obtained from the appropriate authority in each case.		(b)	Furniture
	(c)	Sanction to incur expenditure has been obtained from the competent authority		(c)	Book Publication, Periodicals etc. for a library
	(d)	All of the above		(d)	Equipment
<b>Answer: (D)</b>					
<b>9.</b>	The place should be treated as hill stations which are situated as a height of:				
	(a)	1000 meters or more above sea level		(a)	The expenditure which is incurred at periodic intervals
	(b)	500 meters or less than 1000 meters above sea level		(b)	Expenditure other than recurring expenditure
	(c)	3000 meters or 5000 meters		(c)	Transfer of funds from one primary unit of appropriation to another such units
	(d)	None of the above		(d)	None of these
<b>Answer: (A)</b>					
<b>11.</b>	Controlling Officer means				
	(a)	The Head of an Office of Audit		<b>Answer: (B)</b>	
	<b>12.</b> When a cheque issued by a Controller is cancelled and a fresh cheque in lieu is not issued, the transaction should be adjusted by means of a				
	(a)	Abstracts of Receipts and Charges			

	(b)	The Head of an office of Accounts or the Head of a Pay and Accounts set up under the scheme of departmentalization of accounts		(b)	Defence inter-departmental schedule
	(c)	An officer entrusted by a Department of the Central Government with the responsibility of controlling the incurring of expenditure and or the collection of revenue		(c)	Transfer entry
	(d)	None of these		(d)	None of these
<b>Answer: (C)</b>			<b>Answer: (C)</b>		
<b>13.</b>	Name the class of voucher prepare when a cheque is to be cancelled and a fresh one issued in lieu:		<b>14.</b>	The analysis of All India Defence Services Receipts and Expenditure by the Controllers is printed to show:	
	(a)	Class-I vouchers		(a)	The current and progressive figures separately for each Controller and under each classification code head
	(b)	Class-II vouchers		(b)	The amounts compiled by all the Controlled under each service head
	(c)	Class-IV vouchers		(c)	The total amount compiled during the month and to the end of the month by each CDA
	(d)	None of these		(d)	The amount compiled by regional CsDA as well amount compiled by the DAD cells
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
<b>15.</b>	MRO is prepared in triplicate. How many copies are presented to the Treasury /Bank?		<b>16.</b>	Re-appropriation means.	
	(a)	3		(a)	Expenditure which is incurred at periodical intervals
	(b)	2		(b)	Expenditure which does not recur periodically
	(c)	1		(c)	The transfer of funds from one unit of appropriation to another such unit within a grant
	(d)	None of these		(d)	None of these
<b>Answer: (B)</b>			<b>Answer: (C)</b>		

<b>17.</b>	Payment made in satisfaction of a Court decree falls under the category of:			<b>18.</b>	If the amount provided for in the sanctioned budget in financial year is found to be insufficient, additional allotment is brought as:		
	(a)	Vote expenditure			(a)	Vote on account	
	(b)	Charged expenditure			(b)	Re-appropriation of fund	
	(c)	Recurring expenditure			(c)	Supplementary grant	
	(d)	Miscellaneous expenditure			(d)	Excess over estimates	
<b>Answer: (B)</b>				<b>Answer: (C)</b>			
<b>19.</b>	Expenses on temporary establishment or labour in excess of fixed scales of army are covered under:			<b>20.</b>	A sanction for any fresh expenditure which has not been acted on for a year is known as:		
	(a)	Rule 56 FR Part-1 Vol-I			(a)	Effect on sanction	
	(b)	Rule 58 A FR Part-1 Vol-I			(b)	Issue of sanction	
	(c)	Rule 58 B FR Part-1 Vol-I			(c)	Lapse of sanction	
	(d)	Rule 58 C FR Part-1 Vol-I			(d)	None of these	
<b>Answer: (B)</b>				<b>Answer: (C)</b>			
<b>21.</b>	When troops are ordered to move at less than 48 hours notice on operations or in aid of civil Power may obtain funds on a civil treasury or the bank on the authority of			<b>22.</b>	Government cheques are issued against personal and third party claims/bills payable at anytime		
	(a)	Cash assignment			(a)	Within three months after the month of issue	
	(b)	Emergency cash requisition			(b)	Within three months including the month of issue	
	(c)	S & S imprest			(c)	Within six month after the month of issue	
	(d)	None of these			(d)	None of these	
<b>Answer: (B)</b>				<b>Answer: (A)</b>			
<b>23.</b>	A claim preferred by a contractor or other person against Government which is time-barred under any provision of law relating to limitation shall not be paid without the sanction of:			<b>24.</b>	Security deposits will not be taken from:		
	(a)	Govt. of India			(a)	Security deposits will not be taken from:	
	(b)	Ministry of Defence			(b)	A class contractor	
	(c)	Army HQrs.			(c)	Jail, municipalities or other Govt. concerns.	
	(d)	Command HQrs.			(d)	None of these	
<b>Answer: (A)</b>				<b>Answer: (C)</b>			

<b>25.</b>	The responsibility for carrying out physical verification of stores rests primarily with the:		<b>26.</b>	The Annual Training Grant is a grant made to the:
	(a) Executive authorities concerned			(a) Deputy chief of the Army Staff in Defence Service Estimate
	(b) LAO/RAO			(b) Commanders
	(c) AO GE MES			(c) Commandants of schools of instruction
	(d) None of these			(d) Category 'A' establishment
<b>Answer: (A)</b>			<b>Answer (A)</b>	
<b>27.</b>	The Technical Training and Instructional Equipment Grant is a grant made available to the		<b>28.</b>	Which month's Pay and Allowances is not payable on the Last Working Day
	(a) Master General of ordnance			(a) January
	(b) Signal officer in chief			(b) April
	(c) Engineer in chief			(c) March
	(d) None of these			(d) November
<b>Answer: (B)</b>			<b>Answer: (C)</b>	
<b>29.</b>	Who is the Competent Authority for allotment and sanction of Supply and Services Imprest under peace conditions:		<b>30.</b>	The ceiling monetary limit of the S&S Imprest will be fixed in consultation with the
	(a) PCDA/CDA Regional Command			(a) Ministry of Defence
	(b) PCDA(Officers)			(b) CGDA
	(c) GOC-in-C of the Command			(c) Ministry of Finance(Dept. of Expenditure)
	(d) Corps Commander			(d) Concerned CDA
<b>Answer: (C)</b>			<b>Answer: (D)</b>	
<b>31.</b>	The Educational Training Grant is intended for the		<b>32.</b>	The Field Practice and Training Grant is a grant made to the
	(a) Visit to places of education interest			(a) Engineer-in-chief in the Defence Service Estimates
	(b) Local educational courses			(b) Signal Officer in Chief
	(c) Engaging Civilian Lectures			(c) Master General of the Ordnance in the Defence Service Estimates
	(d) All of the above			(d) All of the above
<b>Answer: (D)</b>			<b>Answer: (A)</b>	
<b>33.</b>	Advance of Pay paid to the Government servant from Defence Service Estimate on permanent transfer should be recovered from pay in not more than		<b>34.</b>	Engineer-in-chief is the technical advisor to the
	(a) Six monthly installments			(a) Chief of the staff of the Army

	(b)	Three monthly installments		(b)	Chief of staff of the Navy
	(c)	On the discretion of Govt. Servant		(c)	Chief of staff of the Air Force
	(d)	On the discretion of Head of the Office		(d)	All of these
<b>Answer: (B)</b>			<b>Answer: (D)</b>		
<b>35.</b>	Which of the following will also be treated as original works		<b>36.</b>	Fresh administrative approval must be obtained if an approved work is not commenced	
	(a)	Addition to building and other services		(a)	Within 3 years of the date of administrative approval
	(b)	Reconstruction of buildings and Roads		(b)	Within 5 years of the date of administrative approval
	(c)	Alteration necessitated by administrative reason		(c)	Within 2 years of the date of administrative approval
	(d)	All of these		(d)	None of these
<b>Answer: (D)</b>			<b>Answer: (D)</b>		
<b>37.</b>	When buildings on cantonment land or on Ministry of Defence lands outside cantonments are required to be disposed of in situ, disposal will be carried out by the		<b>38.</b>	Full form of RAR in MES is:	
	(a)	DGDE		(a)	Running Accorded Receipt
	(b)	MES		(b)	Running Account Receipt
	(c)	Cantonment Board		(c)	Running Advance Receipt
	(d)	None of these		(d)	None of these
<b>Answer: (A)</b>			<b>Answer: (B)</b>		
<b>39.</b>	The payment to a contractor of a bonus or compensation outside the terms of his contract requires the sanction of		<b>40.</b>	Revenue Ledge (IAFW-2240) is maintained by the	
	(a)	E in C		(a)	AO/AAO MES
	(b)	Govt. of India		(b)	BSO
	(c)	CE		(c)	SDO
	(d)	CWE		(d)	None of these
<b>Answer: (B)</b>			<b>Answer: (A)</b>		
<b>41.</b>	The hours during which supply of water & electric energy is to be made available will be decided by the		<b>42.</b>	A road may be classified as "military" with the approval of :	
	(a)	Station Commander		(a)	Govt. of India
	(b)	CWE		(b)	GE
	(c)	GE		(c)	Station Commander
	(d)	None of these		(d)	None of these
<b>Answer: (A)</b>			<b>Answer: (A)</b>		

<b>43.</b>	Damages to buildings, fitting, fixtures and furniture caused willfully or by negligence are termed as		
	(a)	Building Damage	
	(b)	Barrack Damage	
	(c)	Furniture Damage	
	(d)	Fitting Damage	
<b>Answer: (B)</b>			
<b>45.</b>	A GE Major or equivalent holding cash assignment may be allowed in consultation with the CDA an imp rest up to a limit of:		
	(a)	Rs. 6,000/-	
	(b)	Rs. 4,000/-	
	(c)	Rs. 3,000/-	
	(d)	Rs. 10,000/-	
<b>Answer: (D)</b>			
<b>47.</b>	Agency Services carried out by the MES for other Ministries of the Central Government, or for State Government, Union territories requires the approval of the		
	(a)	Army HQ	
	(b)	Government of India	
	(c)	E-In-C	
	(d)	Command HQ	
<b>Answer: (B)</b>			
<b>49.</b>	It rates for any items do not exist in the SSR. They may be deduced, if possible, from other rates in the SSR. Such rates are termed as		
	(a)	Freak rates	
	(b)	Pro-rata or proportional rates	
	(c)	Stock book rate	
	(d)	Fixed rate	
<b>Answer: (B)</b>			
<b>44.</b>	Who is responsible for bringing to the notice a station commander, Quarters lying vacant in the station?		
	(a)	GE or the senior MES representative at an outstation	
	(b)	CO of the unit	
	(c)	CEO	
	(d)	None of these	
<b>Answer: (A)</b>			
<b>46.</b>	In an GE office, construction Account on IAFW 2242 is maintained for each work or service by the		
	(a)	SDO concerned	
	(b)	AO/AAO GE	
	(c)	BSO concerned	
	(d)	None of these	
<b>Answer: (A)</b>			
<b>48.</b>	If a part or the whole of charges for barrack damages become irrecoverable it will be treated as		
	(a)	Loss of stores	
	(b)	Loss of Public Money	
	(c)	Loss of MES	
	(d)	None of the above	
<b>Answer: (B)</b>			
<b>50.</b>	Tender notice is normally issued by the officer:		
	(a)	Competent to accept Tender	
	(b)	GE	
	(c)	CWE	
	(d)	E-in-C	
<b>Answer: (A)</b>			

<b><u>PART-B</u></b>	
<b><u>SECTION-II (ARMY)</u></b>	
<b>51.</b>	Audit is done on half yearly basis and the quantum of audit for Army units/formations, selected for detailed check during peace time for linking of receipts is:
(a)	66.55%
(b)	33.5%
(c)	16.5%
(d)	None of the above
<b>Answer: (C)</b>	
<b>53.</b>	When stores are transferred from one ordnance depot to another depot or to a unit, the issue voucher is generally prepared in five copies referred to as:
(a)	A,B,C,D, and E copy
(b)	A,B,C,E and F copy
(c)	1,2,3,4 and 5 copy
(d)	1,2,3,5 and 6 copy
<b>Answer: (C)</b>	
<b>55.</b>	Returned store sub depots receive, sort-out and condition the:
(a)	Clothing Stores
(b)	General Stores
(c)	Technical stores including MT with some exceptions
(d)	All of the above
<b>Answer: (D)</b>	
<b>57.</b>	Name the voucher on which samples issued from supply deposits to the composite food laboratory are charged off:
<b>52.</b>	The scope of local audit covers:
(a)	Verification of casting, closing and opening book balances
(b)	Linking of receipts and issues
(c)	Audit of final receipts and issues
(d)	All of the above
<b>Answer: (D)</b>	
<b>54.</b>	All serious financial and accounting irregularities from the procedural or propriety audit point of view are reported to CGDA by the CDA. The report is:
(a)	Local audit completion report
(b)	Important financial irregularities report
(c)	Major Financial and Accounting Irregularities report
(d)	All of the above
<b>Answer: (C)</b>	
<b>56.</b>	In ASC, total value of stores held for Rs. 25 lakhs but due to deterioration or degradation, store loss occurs for Rs. 5 lakhs. For determining the CFA competent to deal with loss, what amount will be the criterion?
(a)	Rs.5 lakhs
(b)	Rs. 20 lakhs
(c)	Rs. 25 lakhs
(d)	None of these
<b>Answer: (C)</b>	
<b>58.</b>	What do you understand by the term Linking used in local audit:

	(a)	Payment issue vouchers		(a)	Vertical and horizontal totaling
	(b)	Paid Vouchers		(b)	Bringing together an entry in a ledger and supporting vouchers
	(c)	Expense Vouchers		(c)	Bringing together two documents which are supposed to be facsimile copies one the other
	(d)	None of these		(d)	None of these
<b>Answer: (C)</b>			<b>Answer: (B)</b>		
<b>59.</b>	What is the periodicity of stock-taking of POL in Army:		<b>60.</b>	Who is responsible for pricing of payment issue vouchers of unit/formation:	
	(a)	Quarterly		(a)	CO of unit/formation
	(b)	Half Yearly		(b)	Headquarter commands
	(c)	Annually		(c)	Concerned LAO
	(d)	Monthly		(d)	None of these
<b>Answer: (D)</b>			<b>Answer: (C)</b>		
<b>61.</b>	Skelton lists are sent by issuing supply depots to their LAOs once every:		<b>62.</b>	IAFF 1077(Inner-I) of Entitlement IRLA Contains:	
	(a)	10 days		(a)	Date of Birth
	(b)	15 days		(b)	Date of Leave
	(c)	21 days		(c)	Pay entitlement fixed from time to time
	(d)	30 days		(d)	A record of rates of pay and allowances.
<b>Answer: (A)</b>			<b>Answer: (C)</b>		
<b>63.</b>	Which one of the Disbursement IRLA is actually the running account of the Army Officer:		<b>64.</b>	An Army Officer has been seconded to the Navy. His DSOP Fund Account will be maintained by	
	(a)	IAFF-107(Outer-IA)		(a)	PCDA(Navy) Mumbai
	(b)	IAFF-1077(Inner-I)		(b)	Naval Pay Office Mumbai
	(c)	IAFF-1077(Inner-II)		(c)	CDA(O) Pune
	(d)	None of these		(d)	None of these
<b>Answer: (C)</b>			<b>Answer: (B)</b>		
<b>65.</b>	Which category of Officers are not covered under Army Officer Benevolent Fund:		<b>66.</b>	Which of the following statements is not true in the context of Furlough:	
	(a)	Commissioned Officers		(a)	It can be combined with Annual Leave
	(b)	Territorial Army Officers		(b)	It is not granted in conjunction with sick leave/study leave
	(c)	Special List Officers		(c)	Re-employed Officers are eligible for this grant

	(d)	Medical and Veterinary Officers		(d)	When combined with annual leave the annual leave portion is taken first.
<b>Answer: (B)</b>			<b>Answer: (C)</b>		
<b>67.</b>	The pay accounts of the Army Officers are maintained on IRLA system. What is the periodicity of closing of an Army Officer's pay accounts:		<b>68.</b>	Terminal gratuity is admissible to:	
	(a)	Quarterly		(a)	Permanent Commissioned Officers
	(b)	Half Yearly		(b)	Short Service Commissioned Officers
	(c)	Annually		(c)	AMC Permanent Commissioned Officers
	(d)	Monthly		(d)	None of the above
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
<b>69.</b>	In case of final settlement of accounts of JCOs/ORs whose pay book has been lost, the IRLA will be kept open to permit receipt and adjustment of outstand acquaintance roll for:		<b>70.</b>	Pay accounts of JCOs/ORs are maintained on:	
	(a)	One year release/discharge		(a)	Monthly Pay system
	(b)	Three months from the date of release/discharge		(b)	Quarterly IRLA system
	(c)	IRLA will be closed and Rs. 5000/- held back for 6 months		(c)	Monthly wage rolls
	(d)	None of the above		(d)	None of the above
<b>Answer: (B)</b>			<b>Answer: (A)</b>		
<b>71.</b>	The main function of the review group in a PAO(ORs) are broadly divided in to:		<b>72.</b>	The objectives of PAO(ORs) are:	
	(a)	Scrutiny of the IRLA		(a)	To maintain Pay and provident fund accounts of JCOs/ORs/NCsE
	(b)	Checking of allied documents		(b)	To ensure prompt authorization of advance where admissible
	(c)	Checking the links between the IRLAs and the financial accounts		(c)	To advise record officer on matters relating to pay and allowance of JCOs/ORs/NCsE
	(d)	All of the above		(d)	All of the above
<b>Answer: (D)</b>			<b>Answer: (D)</b>		

<b>73.</b>	Which Master File is not required to be created as a first step in computerizing the IRLAs in the PAO		
	(a)	CCIM	
	(b)	JC Concordance File	
	(c)	PLIM	
	(d)	Housing Loans from HDFC	
<b>Answer: (D)</b>			
<b>75.</b>	Which description is of debit nature in pay system of PBORs		
	(a)	CCA	
	(b)	FAMO	
	(c)	BHUTAN	
	(d)	ACTGA	
<b>Answer: (B)</b>			
<b>77.</b>	A regular Commissioned Officer of the Army Medical Corps or Army Dental Corps, or a regular member of the military nursing service while seconded for the purpose of attending a course		
	(a)	Will receive pay and allowance	
	(b)	Will not receive pay and allowance	
	(c)	Will receive 2/3 of pay and allowance	
	(d)	None of these	
<b>Answer: (B)</b>			
<b>79.</b>	An officer of AMC is not eligible for qualification pay/grant in respect of		
	(a)	Any qualification required for entry	
	(b)	Any qualification acquired before being commissioned	
	(c)	An officer in receipt of specialist pay	
<b>74.</b>	The correct expansion of SCCIA is:		
	(a)	Special compensation for counter Insurgency Allowance	
	(b)	Special Compensatory Counter Insurgency	
	(c)	Special counter compensation insurgency Allowance	
	(d)	Specially created compensatory insurgency Allowance	
<b>Answer: (B)</b>			
<b>76.</b>	An army officer will continue to draw full pay all allowance of the rank while		
	(a)	On duty in or ex-India	
	(b)	Attending an authorized course of instruction in or ex-India	
	(c)	Supernumerary to the establishment	
	(d)	All of these	
<b>Answer: (D)</b>			
<b>78.</b>	An officer of the AMC/ADC and MNS granted permanent regular commission may be seconded for period not exceeding		
	(a)	12 months	
	(b)	18 months	
	(c)	24 months	
	(d)	06 months	
<b>Answer: (A)</b>			
<b>80.</b>	For grant of disturbance allowance the age of a married officer must be over		
	(a)	21 years	
	(b)	24 years	
	(c)	25 years	

	(d)	All of these		(d)	27 years
<b>Answer: (D)</b>			<b>Answer: (C)</b>		
<b>81.</b>	For qualification pay army officers of the rank of		<b>82.</b>	Army officer entitled for specialist pay are	
	(a)	Colonel and above are eligible		(a)	Brigadier
	(b)	Lt. Colonel and above are eligible		(b)	Colonel
	(c)	Lt. Colonel and below are eligible		(c)	Major
	(d)	None of these		(d)	All of the above
<b>Answer: (C)</b>			<b>Answer: (D)</b>		
<b>83.</b>	An officer who is reported prisoner of war will be entitled to		<b>84.</b>	Parachute pay will be discontinued to army officers	
	(a)	Receive full pay and allowances appropriate to his rank		(a)	During annual leave
	(b)	Separation allowance if in issue prior to capture		(b)	During absence on account of injuries due to parachute duties
	(c)	Family allotment made by the officer will continue to be payable		(c)	Wounds received in action against the enemy
	(d)	All of the above		(d)	In respect of sickness attribute to service from the 92 <sup>nd</sup> day
<b>Answer: (D)</b>			<b>Answer: (D)</b>		
<b>85.</b>	Entertainment allowance is admissible to army officer of the rank of		<b>86.</b>	Army Officers employed as Air observations post pilots including flying instructors will receive in addition to their normal pay and allowance	
	(a)	Lt. General when in Command of Corps		(a)	A observation pay
	(b)	Major General in command of Area/Division		(b)	A flying Pay
	(c)	Brigadier in Command of sub area/Inde sub area		(c)	A instruction Pay
	(d)	All of the above		(d)	A pilot pay
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
<b>87.</b>	How many sorties will be required for grant of Air Dispatch pay per year from 1 <sup>st</sup> October to the 30 the September		<b>88.</b>	Non-commissioned officers are entitled to Good Service pay except	
	(a)	12		(a)	Naik
	(b)	20		(b)	Naik holding the appointment of Lance Havildar

	(c)	24		(c)	Havildar
	(d)	32		(d)	Naib Subedar
<b>Answer: (C)</b>			<b>Answer: (D)</b>		
89.	A JCO/ORs shall not be eligible for the (CEA) Children education allowance for the period		90.	For persons below NCO rank "Close arrest" is the same thing as "Confinement" and they will	
	(a)	Under suspension		(a)	Incur no forfeiture of pay & allowances
	(b)	Annual Leave		(b)	Forfeit pay and allowance for every day of "Close arrest"
	(c)	Extra Ordinary Leave		(c)	Forfeiture of Annual Leave
	(d)	Any period which is treated as dies non		(d)	None of these
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
91.	The Monetary allowance attached to gallantry decorations are		92.	When a person is absent without leave he will	
	(a)	Param Vir Chakra		(a)	Forfeit his pay and allowance for everyday
	(b)	Mahavir Chakra		(b)	Get half the rate of pay
	(c)	Kirti Chakra		(c)	Get one third the rate of pay
	(d)	All of these		(d)	Get two third the rate of pay
<b>Answer: (D)</b>			<b>Answer: (A)</b>		
93.	All JCOs/ORs/NCsE who have rendered not less than one year's service will receive children education allowance in respect wholly dependent		94.	The pay of a PBOR will be discontinued on transfer to	
	(a)	Legitimate children		(a)	Reserve
	(b)	Step children		(b)	On discharge
	(c)	Adopted children		(c)	The pension establishment
	(d)	All of these		(d)	All of the above
<b>Answer: (D)</b>			<b>Answer: (D)</b>		
95.	Which statement is correct in respect of PBORs according to increase order of ranks		96.	JCOs/ORs/NCsE are entitled to advance of pay when	
	(a)	Sepoy, Naik, Naib Subedar, Havildar		(a)	Proceeding for anti rabic treatment
	(b)	Naib Subdedar, Havildar, Naik Sepoy		(b)	Detached on recruiting duty
	(c)	Sepoy, Naik, Havildar, Naib Subedar		(c)	When proceeding overseas on duty
	(d)	Havildar, Naik, Sepoy, Naib Subedar		(d)	All of these
<b>Answer: (C)</b>			<b>Answer: (D)</b>		

<b>97.</b>	Advances for the purchase of bicycles shall not ordinarily be granted within	<b>98.</b>	Which of the following is not entitled to Ration Allowance
	(a) Seven years of previous advance		(a) Junior Commissioned Officer
	(b) Five years of previous advance		(b) Other Ranks & NCsE
	(c) Three years of previous advance		(c) Religious Teachers
	(d) None of these		(d) Defence Civilian(Industrial)
<b>Answer: (C)</b>		<b>Answer: (D)</b>	
<b>99.</b>	Indicate which of the statement is not correct in the context of allowance attached to gallantry decorations	<b>100.</b>	Master missing cases of Pt.-II order arises in PAO(ORs) due to the following reasons
	(a) Allowances for one decoration only can be drawn at a time		(a) IRLAs in respect of transfer in cases have not yet been received
	(b) Allowance attached to the decoration are admissible for two lives i.e. the recipient and his widow		(b) Reflection of incorrect Army Number in Pt.-II orders
	(c) Ordinarily the widow who was first married shall receive the allowance		(c) Allotment of JC number not linked with original Army Number
	(d) JCO granted honorary ranks as commissioned officers will not be eligible for the allowances		(d) All of these
<b>Answer: (D)</b>		<b>Answer: (D)</b>	

<b><u>PART-B</u></b>			
<b><u>SECTION-III (AIR FORCE)</u></b>			
<b>51.</b>	The rank of a Group Captain in the IAF is equivalent to which rank in the Army	<b>52.</b>	What is the rank of the AOC in C of an IAF Command?
	(a) Major		(a) Air vice Marshall
	(b) Brigadier		(b) Air Marshall
	(c) Lt. Colonel		(c) Air Chief Marshall
	(d) Colonel		(d) Air Commodore
<b>Answer: (D)</b>		<b>Answer: (B)</b>	
<b>53.</b>	Where is the Training Command of the IAF located?	<b>54.</b>	Which is the next superior rank to an Air Commodore?

	(a)	Bangalore
	(b)	New Delhi
	(c)	Gandhinagar
	(d)	Pune
<b>Answer: (A)</b>		
<b>55.</b>	Cash Assignment to the AF units and formations under the Southern Air Command are Placed by	
	(a)	CDA(AF) New Delhi
	(b)	JCDA(AF) Nagpur
	(c)	PCDA(AF) Dehradun
	(d)	DCDA(AF) Delhi
<b>Answer: (B)</b>		
<b>57.</b>	Which form is used to maintain Flight Oil Book?	
	(a)	IAFF(Q) 419
	(b)	IAFF(AO) 1202
	(c)	IAFF(F) 1525
	(d)	IAFF(Q) 486
<b>Answer: (D)</b>		
<b>59.</b>	What are the financial powers of OC of a self accounting unit to sanction write off of losses of stores not due to theft, fraud or gross neglect with IFA consultation?	
	(a)	Rs. 2,00,000
	(b)	Rs, 4,00,000
	(c)	Rs. 5,00,000
	(d)	Nil
<b>Answer: (A)</b>		
<b>61.</b>	What is the expanded form of IMMOLS?	
	(a)	Integrated Material Management On Line System
	(b)	India Air Force Material Management of Line System
	(c)	Integrated Material Management of Local Stores

	(a)	Air Marshall
	(b)	Air Vice Marshall
	(c)	Group Captain
	(d)	Wing Commander
<b>Answer: (B)</b>		
<b>56.</b>	Post audit of TA/DA claims of Airmen for move on permanent posting is done by	
	(a)	CDA(AF) New Delhi
	(b)	JCDA(AF) Nagpur
	(c)	PCDA(AF) Dehradun
	(d)	DCDA(AF) Delhi
<b>Answer: (C)</b>		
<b>58.</b>	What is the power of an AOC/CO of a BRD to approve non-proprietary single tender purchase without IFA concurrence?	
	(a)	Rs. 10,000
	(b)	Rs.25,000
	(c)	Rs. 50,000
	(d)	No powers
<b>Answer: (D)</b>		
<b>60.</b>	Under which schedule to delegation of financial powers(AF) are the powers in respect of purchase/repairs of stores, enumerated?	
	(a)	Schedule VI
	(b)	Schedule XII
	(c)	Schedule VIII
	(d)	Schedule XVI
<b>Answer: (C)</b>		
<b>62.</b>	Red Cross Stores Ledger is maintained by	
	(a)	BRD
	(b)	ED
	(c)	Hospitals

	(d)	India Military Material Management on Line System		(d)	Ammunition Depot
<b>Answer: (A)</b>			<b>Answer: (C)</b>		
<b>63.</b>	TA/DA and LTC claims of AF officers are post audited by		<b>64.</b>	In Tally cards, the non-recurring, issues are entered in	
	(a)	PCDA(AF) Dehradun		(a)	Red Ink
	(b)	JCDA(AF) Nagpur		(b)	Blue Ink
	(c)	CDA(AF) New Delhi		(c)	Black Ink
	(d)	AFCAO Delhi		(d)	Green Ink
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
<b>65.</b>	What is the percentage of audit prescribed for LAO(AF) to carry out in respect of CP Vouchers above Rs. 5000/-?		<b>66.</b>	Which of the following statements is false regarding the action taken by an LAO(AF) in case of receipts ex-U.K?	
	(a)	100%		(a)	Compare the CRVs with copies of packing account 100%
	(b)	33½%		(b)	Retain the copy of CRV for verification of 33½% into the Tally cards
	(c)	16½%		(c)	Check them with relevant CRVs
	(d)	50%		(d)	Return the copy of the packing account to the consignee
<b>Answer: (A)</b>			<b>Answer: (B)</b>		
<b>67.</b>	How long are dead Tally cards retained after audit?		<b>68.</b>	Who can sanction issue of arms and ammunition from IAF to civil department ?	
	(a)	One year		(a)	Chief of Air staff
	(b)	Two year		(b)	AOC in C
	(c)	Three year		(c)	Govt. of India
	(d)	Six months		(d)	Air Headquarters
<b>Answer: (C)</b>			<b>Answer: (C)</b>		
<b>69.</b>	Which of the following is true regarding a conversion voucher?		<b>70.</b>	Which of the following is not an unavoidable loss?	
	(a)	It is raised to convert unserviceable stores into salvage		(a)	Aero engine lost or damaged in flying accident
	(b)	It is raised to bring on charge stores found surplus.		(b)	Loss of equipment due to enemy action
	(c)	It is raised to adjust accounts in case of discrepancies in consignment		(c)	'A' and 'B' class stores expended due to fair wear and tear

	(d)	It is raised to adjust losses of equipment due to enemy action		(d)	Losses arising from deterioration of equipment due to unsuitable storage
<b>Answer: (A)</b>			<b>Answer: (D)</b>		
<b>71.</b>	What is the periodicity of stock taking in case of class 'B' stores in an ED ?		<b>72.</b>	Which of the following is not true in case of "Army and Navy personnel attached to IAF units?"	
	(a)	Once in a years		(a)	They are issued rations at their own scales
	(b)	Once in two years		(b)	The cost of rations is adjusted through ISA Vouchers
	(c)	Once in three years		(c)	When IAF personnel are in majority they are issued rations at IAF rates
	(d)	Once in six months		(d)	The cost of rations issued is debatable to AF estimates
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
<b>73.</b>	Which of the following is a Minor Job undertaken by a BRD?		<b>74.</b>	Who among the following AF Officers is not entitled for entertainment allowance?	
	(a)	Complete overhaul of Aero engines		(a)	Air Marshall
	(b)	Partial overhaul of Air Frames		(b)	Air Vice Marshall
	(c)	Repairs to auxiliary equipment		(c)	Air Commodore
	(d)	None of the above		(d)	Group Captain
<b>Answer: (D)</b>			<b>Answer: (D)</b>		
<b>75.</b>	Under which of the following circumstances is Parachute Pay not admissible?		<b>76.</b>	An airman who qualifies for re-mustering to a trade in the same or higher group but fails to qualify for retention of his previous rank or classification will	
	(a)	Annual Leave		(a)	Retain the rate of pay of the substantive rank or classification
	(b)	Portion of sick leave which represents annual leave		(b)	Will not be eligible for increments of pay in the former group until he qualifies for a higher rate of pay in the new group
	(c)	While undergoing training as Parachute Jump Instructor		(c)	Will not retain the rate of pay of the substantive rank of classification

	(d)	During Temporary Duty		(d)	Will be eligible for increments of pay in the former group until he qualifies for a higher rate of pay in the new group
<b>Answer: (C)</b>			<b>Answer: (A)</b>		
77.	An airman subject to the AF Act 1950 will not forfeit his pay and allowances for everyday of		78.	Which of the following is not true regarding monetary allowance attached to the gallantry decorations?	
	(a)	Desertion		(a)	The rates of allowances are same for all airmen
	(b)	Absence without leave		(b)	Commissioned officers are also eligible for the allowance
	(c)	Absence as POW		(c)	Airmen granted commission after the date of earning the decoration are not entitled
	(d)	Under arrest but not in confinement		(d)	Allowances for one decoration only can be drawn at a time
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
79.	Which office carries out the scale audit check of monthly strength check statement in respect of Group 'D' (NI) civilians of IAFMC?		80.	Who does the pre-audit of medical bills pertaining to AF personnel attached to the IAFTC?	
	(a)	PCDA(AF) Dehradun		(a)	PCDA(AF) Dehradun
	(b)	CDA(AF) New Delhi		(b)	CDA(AF) New Delhi
	(c)	AFCAO Delhi		(c)	AFCAO Delhi
	(d)	JCDA(AF) Nagpur		(d)	JCDA(AF) Nagpur
<b>Answer: (D)</b>			<b>Answer: (D)</b>		
81.	Which office carries out post – audit of TA claims of AF personnel for moves outside India?		82.	Who carries out the audit of Provident Fund account of AF personnel?	
	(a)	PCDA(AF) Dehradun		(a)	PCDA(AF) Dehradun
	(b)	CDA(AF) New Delhi		(b)	CDA(AF) New Delhi
	(c)	AFCAO Delhi		(c)	AFCAO Delhi
	(d)	JCDA(AF) Nagpur		(d)	DCDA(AF) Delhi
<b>Answer: (A)</b>			<b>Answer: (D)</b>		
83.	For which of the following types of works advance payments of HAL is authorized?		84.	"Linking" means	
	(a)	Development of aircraft		(a)	Checking of totals in the accounts mathematically to verify the correctness
	(b)	Repair of engines		(b)	Bringing together with two documents which are supposed to be the facsimile copies of each other

	(c)	First and second line servicing of aircraft at outstation IAF bases
	(d)	All of the above
<b>Answer: (D)</b>		
<b>85.</b>	Who approves the acting promotion to the rank of Group Captain and above and relinquishment there of?	
	(a)	MOD
	(b)	Air Headquarters
	(c)	Command Headquarters
	(d)	There is no acting promotion above Group Captain
<b>Answer: (A)</b>		
<b>87.</b>	Public Fund account of an IAF unit is identified by a	
	(a)	3 digit number
	(b)	4 digit number
	(c)	5 digit number
	(d)	6 digit number
<b>Answer: (B)</b>		
<b>89.</b>	Which office carries out the audit of Railway warrants in respect of AF civilians?	
	(a)	CDA(AF) New Delhi
	(b)	PCDA(AF) Dehradun
	(c)	AFCAO Delhi
	(d)	PCA(Fys) Kolkata
<b>Answer: (A)</b>		
<b>91.</b>	The Operation Statement of HAL is prepared	
	(a)	Quarterly
	(b)	Annually
	(c)	Half yearly and annually
	(d)	Quarterly and annually
<b>Answer: (D)</b>		
<b>93.</b>	The change in trade of an airman is known as	
	(a)	Reduction

	(c)	Bringing together an entry in the store accounts and a supporting voucher
	(d)	Transmission of vouchers by the consignor LAO to the consignee LAO
<b>Answer: (C)</b>		
<b>86.</b>	The defueling charges are remitted directly through check by the parties concerned to	
	(a)	PCDA(AF) Dehradun
	(b)	AFCAO Delhi
	(c)	Concerned Unit
	(d)	Air Headquarters
<b>Answer: (A)</b>		
<b>88.</b>	Bills pertaining to which of the following items are pre- audited by the 'M' section of the PCDA (AF) Dehradun?	
	(a)	P and T bills
	(b)	Subsistence allowance to recruits
	(c)	Stationery bills
	(d)	Fee payable to examiners
<b>Answer: (C)</b>		
<b>90.</b>	Who maintains the Provident Fund Accounts of AF personnel?	
	(a)	AFCAO Delhi
	(b)	CDA(Funds) Meerut
	(c)	PCDA(AF) Dehradun
	(d)	Air Headquarters
<b>Answer: (A)</b>		
<b>92.</b>	The terms Airman includes	
	(a)	MWO
	(b)	WO
	(c)	NCO
	(d)	All of the above
<b>Answer: (D)</b>		
<b>94.</b>	Which of the following is false regarding the stipend paid to Flight Cadets?	
	(a)	It includes grade pay

	(b)	Re mustering		(b)	It is converted to pay for all purposes on successful completion of training
	(c)	Transfer		(c)	It is fixed
	(d)	None of the above		(d)	The period of training shall be treated as commissioned service
<b>Answer: (B)</b>			<b>Answer: (D)</b>		
95.	What are the minimum flying hours required by the officers employed against authorized Establishment of units engaged in operational role, in order to receive flying bounty?		96.	Which of the following is true regarding the Qualification Pay?	
	(a)	36 flying hours a year		(a)	Officers of the rank of Wing Commanders and below are eligible
	(b)	54 flying hours a year		(b)	An officer can draw only one rate of qualification pay
	(c)	60 flying hours a year		(c)	The date of acquisition of a particular qualification will be the date of successful completion of the course
	(d)	72 flying hours a year		(d)	All of the above
<b>Answer: (D)</b>			<b>Answer: (D)</b>		
97.	Who is authorized to grant annual increments to airmen?		98.	In which of the following circumstances is Ration Allowance at higher rates admissible to Airmen?	
	(a)	CO of the unit		(a)	When owing to sickness or other disability the airman to consume his normal Ration
	(b)	AFCAO Delhi		(b)	When travelling by rail/road on duty
	(c)	Air Headquarters		(c)	When travelling by rail/road on leave
	(d)	PCDA(AF) Dehradun		(d)	None of the above
<b>Answer: (B)</b>			<b>Answer: (A)</b>		
99.	What is the percentage of Authorized Married Establishment for the purpose of grant of CILQ to corporals of IAF?		100.	Which of the following would be classified as "Audit Observations" in the objection statement issued by the LAO (AF)?	
	(a)	100%		(a)	Unauthorized free issue of stores
	(b)	95%		(b)	Loss of audited documents
	(c)	90%		(c)	Unauthorized use of Govt. transport

	(d)	50%		(d)	Want of vouchers
<b>Answer: (C)</b>			<b>Answer: (D)</b>		

<b><u>PART-B</u></b>					
<b><u>SECTION-IV (NAVY)</u></b>					
<b>51.</b>	Provident Fund Accounts of Navy Civilian personnel working at Naval Armament Depot, Vishakhapatnam are maintained by				
	(a)	Area Accounts office(NAVY) Visakhapatnam			
	(b)	Principal CDA(Navy) Mumbai			
	(c)	Naval Pay Office, Mumbai			
	(d)	Integrated Head Quarter MOD(Navy)			
<b>Answer: (B)</b>					
<b>53.</b>	Primary document for preparation of pay bills in respect of industrial personnel at Naval Dock Yard is				
	(a)	Muster roll			
	(b)	Absentee and late attendance report			
	(c)	Accident report and fitness certificate			
	(d)	Gate pass			
<b>Answer: (A)</b>					
<b>55.</b>	Maximum amount admissible towards children education allowance to industrial employee in Navy is				
	(a)	Rs. 12,000/-per child per annum			
	(b)	Rs. 15,000/- per child per annum			
	(c)	Rs. 18,000/-per child per annum			
<b>52.</b>	Audit of superannuation lists in respect of non-gazetted civilian personnel is conducted in				
	(a)	NLAO Office			
	(b)	FA Section			
	(c)	Pay Section			
	(d)	Imprest Section			
<b>Answer: (C)</b>					
<b>54.</b>	Special pay to unskilled workers engaged in dangerous and obnoxious work is allowed for the following work				
	(a)	Handling Quick lime			
	(b)	Handling ammunition			
	(c)	Handling molten metals			
	(d)	All the above			
<b>Answer: (D)</b>					
<b>56.</b>	Overtime under factories act is admissible				
	(a)	For work in excess of 10 hours in a day or maximum of 48 hours in a week			
	(b)	For work in excess of 9 hours in a day or maximum of 48 hours in a week			
	(c)	For work in excess of 8 hours in a day or maximum of 42 hours in a week			

	(d)	Rs. 18,750/- (Rs. 15,000 for CEA and Rs. 3750 for Hostel subsidy)		(d)	For work in excess of 9 hours in a day or maximum of 42 hours in a week
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
57.	Non practicing allowance is admissible to all medical officers working in Navy. When a medical officers goes on study leave		58.	Every work in the Naval Dock Yard is under taken with proper authorization called work order. The work order is issued on	
	(a)	NPA is payable		(a)	NSO 300
	(b)	NPA is not payable , as the officer is on study leave		(b)	NSO 301/EDPD-5
	(c)	50% of the NPA is payable		(c)	NSO/EDPD-300
	(d)	None of the above		(d)	NSO 300/EDPD-10
<b>Answer: (A)</b>			<b>Answer: (B)</b>		
59.	A sailor based at Southern Naval Command, Kochi is afloat and landed at Mumbai, as the ship is undergoing repairs. CILQ claims of the sailors is regulated as following		60.	Following is the number of instalments, limited for recovery of GP fund advance, in special cases.	
	(a)	Mumbai rates		(a)	36
	(b)	Kochi rates		(b)	24
	(c)	Other town rates		(c)	18
	(d)	Not admissible, as he is on the ship		(d)	42
<b>Answer: (B)</b>			<b>Answer: (A)</b>		
61.	While maintaining the accounts of capital assets, following depreciation charges will be calculated on the plant and machinery		62.	WPS means	
	(a)	10% per annum, on the total value		(a)	Warship Production Supervisor
	(b)	10% per annum, on the diminishing value		(b)	Warship Production Superintendent
	(c)	12.5% per annum, on the total value		(c)	Warship Production Statement
	(d)	12.5% per annum, on the diminishing value		(d)	Warship Provisions Statement
<b>Answer: (B)</b>			<b>Answer: (B)</b>		
63.	Bills relating to customs duty, port trust charges, Air freight etc. in respect of units and establishments under Southern Naval Command are paid by		64.	What is the extent of maximum period of study leave admissible for an AMC officer in or ex-India	

	(a)	Principal CDA(Navy) Mumbai
	(b)	Area Accounts Office(Navy) Visakhapatnam
	(c)	Area Accounts Office (Navy) Kochi
	(d)	None of the above

**Answer: (C)**

<b>65.</b>	Which branch of Navy is entitled for 'Survey Bounty' at the prescribed rates	
	(a)	Air crew Branch
	(b)	Seamen's Branch
	(c)	General Service Branch
	(d)	Submarine Branch

**Answer: (B)**

<b>67.</b>	What is meant by dip money?	
	(a)	Submarine pay
	(b)	Diving pay
	(c)	Badge pay
	(d)	Rank Pay

**Answer: (B)**

<b>69.</b>	On expiry of short service contract, an officer can be placed under emergency list for a period of -	
	(a)	Two years
	(b)	Three years
	(c)	One year
	(d)	None of the above

**Answer: (B)**

<b>71.</b>	Who sanctions grant of long service and good conduct medal to a sailor of Indian Navy	
	(a)	Govt. of India (Ministry of Defence)

	(a)	24 months
	(b)	36 months
	(c)	12 months
	(d)	18 months

**Answer: (A)**

<b>66.</b>	Which of the following statement is not correct	
	(a)	Cash Accounts are prepared by Base supply officers in Naval Bases
	(b)	Cash Accounts are prepared by supply officer or commanding officer of IN Ships and establishments
	(c)	Cash Accounts are prepared by Allotment and remittances section of NPO Mumbai
	(d)	Cash Accounts are prepared by Pr. CDA(Navy), Imprest Section

**Answer: (D)**

<b>68.</b>	Pilotage fee is admissible to	
	(a)	Commanding officer of the ship
	(b)	Navigation officer of the ship
	(c)	Commanding officer and Navigation officer of the ship
	(d)	Pilot officer of the ship and Navigation officer of the ship

**Answer: (C)**

<b>70.</b>	For grant of foreign language award, officers and sailors must obtain minimum qualifying marks. What is the percentage to be obtained to qualify for foreign language award	
	(a)	At least 40%
	(b)	At least 50%
	(c)	At least 60%
	(d)	More than 50%

**Answer: (C)**

<b>72.</b>	While production accounts of Naval dockyards are prepared, how the 'sale of obsolete stores' is categorized?	
	(a)	Profits

	(b)	Chief of Naval Staff		(b)	Losses
	(c)	Flag officer Commanding – in- Chief		(c)	Profits and Losses, both
	(d)	None of the above		(d)	None of the above
<b>Answer: (B)</b>			<b>Answer: (C)</b>		
<b>73.</b>	Meritorious Service Medal(Annuity Award) is sanctioned by CNS to the men of Indian Navy. One of the condition of sanction is:		<b>74.</b>	What is the minimum period required to be away from the base port for separation allowance to married officers	
	(a)	The awardee is in possession of three good conduct badges		(a)	12 hours
	(b)	The awardee is in possession of four good conduct badges		(b)	24 hours
	(c)	The awardee is in possession of two good conduct badges		(c)	36 hours
	(d)	The awardee is in possession of one good conduct badge		(d)	48 hours
<b>Answer: (A)</b>			<b>Answer: (A)</b>		
<b>75.</b>	An officer is on study leave. His dearness allowance will be regulated as under.		<b>76.</b>	Technical pay is admissible to the officers of	
	(a)	Admissible as per leave salary actually drawn		(a)	Submarine duties
	(b)	Admissible for first 6 months at the normal rates		(b)	Motor mine sweeper duties
	(c)	Admissible for first 6 months at normal rates and next 6 months at 50% of the normal rate		(c)	Electrical and Engineering officers
	(d)	Not admissible		(d)	Commanding offices and Navigation officers
<b>Answer: (D)</b>			<b>Answer: (C)</b>		
<b>77.</b>	Submarine allowance shall not be admissible for the period of absence from the submarine		<b>78.</b>	Ration allowance for the leave period is regulated as following :	
	(a)	More than three consecutive days		(a)	Shall be drawn in full
	(b)	More than 14 days in a month, intermittently		(b)	At half rate (50%)

	(c)	More than three consecutive days and more than 14 days in a month, intermittently		(c)	At one third rate(33½)
	(d)	All of the above		(d)	No ration allowance is admissible
<b>Answer: (D)</b>					
<b>79.</b>	The extent of Audit check in respect items appearing in the stack report sheet is				
	(a)	33½		(a)	Regularized and taken on to stock
	(b)	33%		(b)	No regularization is required, but items to taken on charge
	(c)	50%		(c)	Reasons to be found out and items to be returned back from where they received
	(d)	None of the above		(d)	None of the above
<b>Answer: (A)</b>					
<b>81.</b>	INBR means				
	(a)	India Navy Branch recruiting		(a)	Monthly
	(b)	India Navy Board of regulations		(b)	Once in two months
	(c)	India Navy Book of reference		(c)	Quarterly
	(d)	India Navy Base register		(d)	Half yearly
<b>Answer: (C)</b>					
<b>83.</b>	Surplus stores can be disposed off through auction, on approval of CFA. The guiding/reserve price for a serviceable store is fixed as under				
	(a)	40% of the book value		(a)	To be forwarded to NLAO for audit
	(b)	33½ of the book value		(b)	To be forwarded to the consignee for receipting and return to NSO
	(c)	50% of the book value		(c)	To be forwarded to the consignee for purpose of bringing store on ledgers
	(d)	25% of the book value		(d)	None of the above
<b>Answer: (C)</b>					
<b>85.</b>	Continuous stock verification of all items at Naval Armament Depot, is regularly made, at least				
	(a)	Once in an year		(a)	Army scales to rations
	(b)	Once during each two years		(b)	General Scales of rations
<b>Answer: (A)</b>					
<b>80.</b>	Surplus stores notice during stock verification are to be regularized as under				
<b>Answer: (B)</b>					
<b>82.</b>	The periodicity of stock taking of ground balances of the petrol pump is				
<b>Answer: (A)</b>					
<b>84.</b>	When stores are transferred from one Naval depot to another or to a ship/establishment the issue voucher is prepared in Quadruplicate. The use of triplicate copy is				

	(c)	One is six months
	(d)	Once in a quarter
<b>Answer: (B)</b>		
<b>87.</b>	During the test checks of free issues of clothing, an NLAO found that clothing history sheets are not maintained satisfactorily. NLAO's action is	
	(a)	Scope of Audit may be increased
	(b)	Take up matter with PCDA(Navy)
	(c)	Put the items under objection
	(d)	None of the above
<b>Answer: (A)</b>		
<b>89.</b>	If a patient is admitted to a Naval hospital at 1400 hours and discharged on the same day, hospital stoppage rolls are prepared as under.	
	(a)	For one day
	(b)	For fraction of a day, i.e ½ day
	(c)	Charged as decided by CO of the Hospital
	(d)	Not charged
<b>Answer: (D)</b>		
<b>91.</b>	What is the prescribed percentage of Audit in respect warrants issued, for detailed check	
	(a)	33½%
	(b)	50%
	(c)	5%
	(d)	10%
<b>Answer: (C)</b>		
<b>93.</b>	SMEL means	
	(a)	Stores maintenance equipment ledger
	(b)	Safety maintenance engineering ledger

	(c)	IN Scales of rations
	(d)	None of the above
<b>Answer: (C)</b>		
<b>88.</b>	Who is the competent authority to issue sanction for permanent transfer of power boats from one ship to other?	
	(a)	Chief of Naval Staff
	(b)	Vice Chief of Naval Staff
	(c)	FOC-in-Chief of the Command
	(d)	Fleet commander of the Command
<b>Answer: (A)</b>		
<b>90.</b>	Red crossed stores are required to be accounted for in separate ledgers. They are audited	
	(a)	As in the case of Government Stores
	(b)	As in the case of non-public fund A/cs
	(c)	Audit is not required
	(d)	None of the above
<b>Answer: (A)</b>		
<b>92.</b>	To what extent service documents of sailors are subjected to check, within each period of 12 months.	
	(a)	33½%
	(b)	25%
	(c)	15%
	(d)	10%
<b>Answer: (B)</b>		
<b>94.</b>	The stores accounts of DSC platoons attached to Naval establishments are maintained w.r.t	
	(a)	Army regulations
	(b)	Navy regulation

	(c)	Squadron mobile equipment ledger
	(d)	None of the above
<b>Answer: (C)</b>		
<b>95.</b>	Non public funds accounts of IN ships are-	
	(a)	Inspected by NLAO, under specific instructions from CDA
	(b)	Not to be inspected by NLAO
	(c)	NLAO to ensure accounts are maintained in a normal way
	(d)	At the time of cash inspection of public fund A/cs, Non-public fund accounts are checked
<b>Answer: (A)</b>		
<b>97.</b>	What is the retention period of counter –foils of railway warrants?	
	(a)	3½ years from the date of issue of last form
	(b)	3 years from the date of issue of last form
	(c)	5 years from the date of issue of the last form
	(d)	15 years from the date of issue of last form
<b>Answer: (A)</b>		
<b>99.</b>	In how many installments, the HBA along with interest is to be recovered, the maximum limit	
	(a)	200 instalments
	(b)	180 instalments
	(c)	240 instalments
	(d)	120 instalments
<b>Answer: (C)</b>		

	(c)	DSC regulations
	(d)	None of the above
<b>Answer: (A)</b>		
<b>96.</b>	To whom the Report on 'Accounts not rendered, not produced for Audit' is submitted by NLAO	
	(a)	FA Section of PCDA(N)
	(b)	Store Section of PCDA(N)
	(c)	Imprest Section of PCDA(N)
	(d)	None of the above
<b>Answer: (C)</b>		
<b>98.</b>	Who is the head of department among the following?	
	(a)	Admiral Superintendent, Dock yard
	(b)	Commander-in-Chief
	(c)	OIC Weapon equipment Depot
	(d)	All the above
<b>Answer: (D)</b>		
<b>100.</b>	Rate of HRA admissible for Y category cities/town is	
	(a)	30%
	(b)	15%
	(c)	20%
	(d)	10%
<b>Answer: (C)</b>		

<b>PART-B</b>			
<b>SECTION-IV (FACTORY)</b>			
<b>51.</b>	Class V Extract is used for		
	(a)	Army	
	(b)	Payment Issues	
	(c)	Inter Factory Services	
	(d)	Capital Services	
<b>Answer: (D)</b>			
<b>53.</b>	How frequency estimates should be re-priced?		
	(a)	Once in two months	
	(b)	Once in three months	
	(c)	Once in six months	
	(d)	Once in a year	
<b>Answer: (C)</b>			
<b>55.</b>	Normal life of a warrant is:		
	(a)	4 months	
	(b)	8 months	
	(c)	9 months	
	(d)	6 months	
<b>Answer: (D)</b>			
<b>57.</b>	How are over absorbed overheads reflected in Production Accounts?		
	(a)	As a Credit item of the Production Account	
	(b)	As a Debit item of the Production Account	
	(c)	As an expenditure to the Cost of Production	
	(d)	Not reflected in the Production Account	
<b>Answer: (B)</b>			
<b>59.</b>	'N' Series of voucher is prepared for:		
	(a)	Loan transactions	
	(b)	Stores wrongly received	
<b>52.</b>	What is the class of cost under which FOH (Fixed Overheads) are booked?		
	(a)	32	
	(b)	36	
	(c)	39	
	(d)	40	
<b>Answer: (C)</b>			
<b>54.</b>	KOD(Kind of Document) 21 represents:		
	(a)	Plus Receipt	
	(b)	Minus Receipt	
	(c)	Misc. Issue	
	(d)	Misc. Receipt	
<b>Answer: (A)</b>			
<b>56.</b>	Datum Load is:		
	(a)	30% of War or Peak Load	
	(b)	45% of War or Peak Load	
	(c)	60% of War or Peak Load	
	(d)	75% of War or Peak Load	
<b>Answer: (B)</b>			
<b>58.</b>	Any overtime worked by a shop/section as a whole irrespective of the period involved or overtime worked by any individual exceeding 14 calendar day(including Sundays and Gazetted holidays) at a time is classified as:		
	(a)	Casual overtime	
	(b)	Systematic overtime	
	(c)	Overtime Bonus	
	(d)	None of the above	
<b>Answer: (B)</b>			
<b>60.</b>	Which type of transaction is booked code '64' of PSA Issue?		
	(a)	Return Notes	
	(b)	Adjustment Vouchers	

	(c)	Stores returned by parties to whom it was issued for fabrication
	(d)	All of the above transactions
<b>Answer: (D)</b>		
<b>61.</b>	How Industrial Employees' payments are brought to the Cost Cards?	
	(a)	Through P.W. Cards
	(b)	Through Labour Abstract
	(c)	Through Agreement Form of Labour
	(d)	Through Acquaintance Roll
<b>Answer: (B)</b>		
<b>63.</b>	How cost of issues is calculated?	
	(a)	Opening WIP + Expenditure- Closing WIP
	(b)	COP- Closing Finished Semi
	(c)	Opening WIP + COP - Closing WIP
	(d)	Opening Finished Semi + COP - Closing Finished Semi
<b>Answer: (D)</b>		
<b>65.</b>	Normal monthly working hours in an Ordnance Factory are	
	(a)	185 Hours
	(b)	190 Hours
	(c)	195 Hours
	(d)	200 Hours
<b>Answer: (C)</b>		
<b>67.</b>	Fuel used for production purpose is treated as:	
	(a)	Direct Material
	(b)	Indirect Material
	(c)	VOH
	(d)	FOH
<b>Answer: (A)</b>		
<b>69.</b>	FOH is levied as a :	
	(a)	Percentage of total Direct Labour
	(b)	Percentage of total Indirect Labour

	(c)	Demand Notes
	(d)	Expense Vouchers
<b>Answer: (C)</b>		
<b>62.</b>	The document on which receipts, issues and balances of stores are recorded in the factory godown:	
	(a)	Bin Card
	(b)	Priced Stores Ledger
	(c)	Stock Register
	(d)	None of the above
<b>Answer: (A)</b>		
<b>64.</b>	Contract Labour utilized for production purpose is a part of:	
	(a)	Prime Cost
	(b)	FOH
	(c)	VOH
	(d)	None of the above
<b>Answer: (A)</b>		
<b>66.</b>	How many paid holidays granted to IEs during a year?	
	(a)	15
	(b)	16
	(c)	17
	(d)	18
<b>Answer: (B)</b>		
<b>68.</b>	Which of the following is not required for generating Material Abstract?	
	(a)	Demand Note
	(b)	Return Note
	(c)	Adjustment Voucher
	(d)	Transfer Voucher
<b>Answer: (D)</b>		
<b>70.</b>	What is outstanding Assets?	
	(a)	Stores received but payment not made
	(b)	Payment made but stores not received

	(c)	Rate per hour on total input SMH		(c)	Both (A) & (B)
	(d)	Rate per hour on total output SMH		(d)	None of the above
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
<b>71.</b>	Expenditure on 'TOD is treated as:		<b>72.</b>	Value of WIP is reflected in the:	
	(a)	Preliminary Expenses		(a)	Capital A/c and Production A/c
	(b)	Deferred Revenue Expenditure		(b)	Finished Stock A/c and Capital A/c
	(c)	Capital Expenditure		(c)	Production A/c and Statement of Assets & Liability
	(d)	None of the above		(d)	Store A/c and Capital A/c
<b>Answer: (B)</b>			<b>Answer: (C)</b>		
<b>73.</b>	A night shift represents the hours worked between 22.00 hours and 06.00 excluding the hours of :		<b>74.</b>	Who fixes the Minimum Reserve Price for sale of scrap/surplus stores?	
	(a)	Overtime worked		(a)	OFB
	(b)	Recess falling during that period		(b)	LAO
	(c)	Both (A) & (B)		(c)	Factory management with the concurrence of LAO
	(d)	Departmental overtime only		(d)	Factory management
<b>Answer: (C)</b>			<b>Answer: (C)</b>		
<b>75.</b>	Reserve price should be fixed not more than		<b>76.</b>	From the following data, which amount represent the levied FOH of the product? Direct Labour: Rs. 1,000/- Direct Material: Rs. 5,000/- Output SMH: 10 VOH: Rs. 600/- FOH: Rs. 80/- per hour	
	(a)	1 day before the auction		(a)	Rs. 600/-
	(b)	3 days before the auction		(b)	Rs. 800/-
	(c)	7 days before the auction		(c)	Rs. 1,000/-
	(d)	2 days before the auction		(d)	Rs. 1,200/-
<b>Answer: (D)</b>			<b>Answer: (B)</b>		
<b>77.</b>	From the following data what is the predetermined VOH and FOH rate per hour? Direct Labour: Rs. 5,000/- Direct Material: Rs. 25,000/- Direct Expenses: Rs. 2,000/- Output SMH: 110/- Budgeted VOH: Rs. 3,300/- Budgeted FOH: Rs. 9,900/-		<b>78.</b>	From the following data what is the P.W. Profit percentage as per present system? Output SMH-600 Input Hrs.- 500	

	(a)	VOH: Rs. 50/-, FOH: Rs. 60/-
	(b)	VOH: Rs. 40/-, FOH: Rs. 70/-
	(c)	VOH: Rs. 30/-, FOH: Rs. 90/-
	(d)	VOH: Rs. 20/-, FOH: Rs. 100/-

**Answer: (C)**

<b>79.</b>	Direct labour rate is calculated as-	
	(a)	Gross Wages/Output Hours
	(b)	Gross wages/Input hours
	(c)	Gross wages excluding arrears, RME, PLB/Output Hours
	(d)	None of the above

**Answer: (C)**

<b>81.</b>	If a personnel 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	
	(a)	Workmen's Compensation Act, 1920
	(b)	Labour Welfare Act
	(c)	Factory's Act
	(d)	Workmen's Compensation Act, 1923

**Answer: (D)**

<b>83.</b>	Items completed and inspected, remaining unissued at the end of the accounting year termed as	
	(a)	Unfinished Semi
	(b)	Finished Semi
	(c)	Work in Progress
	(d)	Incomplete Services

**Answer: (B)**

<b>85.</b>	DOT as an element of wages is paid to :	
	(a)	Piece workers only
	(b)	Day workers only
	(c)	Day workers & Maintenance workers only

	(a)	20%
	(b)	40%
	(c)	50%
	(d)	60%

**Answer: (C)**

<b>80.</b>	Marginal costing techniques are used for taking decision on vital matters like:	
	(a)	Make or buy decision
	(b)	Close control on inventory
	(c)	Both (A) & (B)
	(d)	None of the above

**Answer: (A)**

<b>82.</b>	Which is not classified as material handled in a factory	
	(a)	Materials on Stores Charge
	(b)	Materials on Production Charge
	(c)	Stores in Transit
	(d)	Stock Pile items

**Answer: (C)**

<b>84.</b>		
	(a)	Dead Stock
	(b)	Deposit Stock
	(c)	Surplus Stock
	(d)	Blocked Inventory

**Answer: (B)**

<b>86.</b>	Working hours of an Ordnance Factory in a day are:	
	(a)	8 hours including recess & lunch break
	(b)	9 hours
	(c)	8 hours with lunch break

	(d)	All types of Industrial Employees		(d)	8 hours excluding recess & lunch break
<b>Answer: (C)</b>			<b>Answer: (D)</b>		
87.	What pay is to be considered for calculation of the amount of Night Duty Allowance?		88.	Incentive Bonus payable to a maintenance worker deployed in the Estate area will be calculated on the basis of:	
	(a)	Basic pay of 4 <sup>th</sup> Pay Commission		(a)	50% of the profit earned in the Estate
	(b)	Basic pay of 5 <sup>th</sup> Pay Commission		(b)	45% of the profit earned by the Maintenance Section
	(c)	Minimum of Pay Scales of 5 <sup>th</sup> Pay Commission		(c)	50% of the profit earned by a Production Section
	(d)	Minimum of Pay Scales of 6 <sup>th</sup> Pay Commission		(d)	50% of average profit earned by the factory as a whole
<b>Answer: (A)</b>			<b>Answer: (D)</b>		
89.	For which of the following series of Work Order, a Cost Card is not opened on receipt of warrant from factory management?		90.	What is the financial power of the GM for procurement of stores/raw material through OTE/LTE?	
	(a)	90 Series		(a)	Rs. 50 Lakhs
	(b)	04 Series		(b)	Rs. 1 Crore
	(c)	02 Series		(c)	Rs. 5 Crores
	(d)	40 Series		(d)	Rs. 20 Crores
<b>Answer: (C)</b>			<b>Answer: (D)</b>		
91.	What is the financial power of the GM for Cash Purchase for requirement of production and maintenance of Plant & Machinery?		92.	What is the permissible limit of under/over absorption of Overheads?	
	(a)	Rs.50,000/-		(a)	5%
	(b)	Rs. 30,000/-		(b)	10%
	(c)	Rs. 20,000/-		(c)	15%
	(d)	Rs. 10,000/-		(d)	20%
<b>Answer: (C)</b>			<b>Answer: (A)</b>		
93.	How the normal/unavoidable rejection is treated in the cost Account?		94.	Moving Average Ledger Rate is used to price the following document:	
	(a)	Charged to the production		(a)	Stock series Receipt Voucher
	(b)	Kept out of production		(b)	Stock series Demand Notes
	(c)	Treated as overheads		(c)	PPL Demand Notes
	(d)	None of the above		(d)	Red Demand Notes
<b>Answer: (A)</b>			<b>Answer: (B)</b>		

<b>95.</b>	How store in Transit is is treated in the Annual Accounts?	
	(a)	Outstanding Assets
	(b)	Outstanding Liability
	(c)	Capital Assets
	(d)	None of the above
<b>Answer: (A)</b>		
<b>97.</b>	Extract is issued by:	
	(a)	GM of one factory to GM of another factory
	(b)	OFB to GM of the factory
	(c)	OFB to PCA(Fys)
	(d)	Planning Office to Production Section
<b>Answer: (B)</b>		
<b>99.</b>	Time wages for piece workers are calculated on the basis of:	
	(a)	P/N-S
	(b)	P/N-(S+H)
	(c)	P/200
	(d)	P+DA/200
<b>Answer: (A)</b>		

<b>96.</b>	How is the distribution of the required quantity done between LTE/OTE while going for new source development through OTE?	
	(a)	75%,25% + 25% Option clause
	(b)	70%, 30% +30% Option clause
	(c)	50%,50% + 50% Option clause
	(d)	80%, 20% + 20% Option clause
<b>Answer: (C)</b>		
<b>98.</b>	As per the revised orders, TPC is not required for procurement below:	
	(a)	Rs. 40,000
	(b)	Rs. 50,000
	(c)	Rs. 1,00,000
	(d)	Rs. 2,00,000
<b>Answer: (D)</b>		
<b>100.</b>	How it will be ensured that the payment to Piece Workers is not in excess of the authorized SMH	
	(a)	By posting PW cards in Manufacturing Warrant
	(b)	By posting PW cards on Material Warrant
	(c)	By posting DW cards in Production Ledger Cards
	(d)	By posting PW cards in Production Ledger Cards
<b>Answer: (A)</b>		

**INSTRUCTIONS FOR CANDIDATES**

1. Please do not open this booklet until you are told to do so
2. The total duration for the examination is 150 minutes
3. Please fill up the necessary information in the space provided on the cover of the Booklet and the Answer-Sheet before commencement of the examination
4. 100 questions are serially numbered from 1 to 100
5. The total number of questions which are to be answered is 100(One hundred)
6. Use only HB Pencil to darken the circles in various columns in the Answer-Sheet
7. The Candidates are advised to read through the instructions given in this booklet carefully before answering the questions.
8. After each question, four alternative answers are given. Find the correct answer and darken the circle provided against the question number in the Answer-Sheet as shown below.

**EXAMPLE:** Any error noticed in the figures of the Bank Scrolls shall immediately be pointed out to the

- (e) Central Accounts Section of the Reserve Bank of India
- (f) Nearest Police-Station
- (g) Services Headquarters
- (h) District Magistrate

Answer:      
A B C D

Out of these choices,(A) is the correct answer. So against the question, the appropriate circle is to be darkened.

9. Please do not darken more than one circle in any column because the machine will read more than one darkened circle as an incorrect answer.
10. Rough work, if any, is to be done in this booklet. No extra sheet will be provided for rough work.

# **MODEL ANSWER**

## **SAS PART-I EXAMINATION APRIL, 2013**

**OFFICE OF THE CGDA, ULAN BATAR ROAD,  
PALAM, DELHI CANTT-10**

# INDEX

## MODEL ANSWER

### SAS PART-I EXAMINATION

**APRIL, 2013**

Papers	Page Numbers
<b><u>PAPER-I</u></b> (Organization and Fundamentals of Audit and Accounts - Without Books)	01 to 09
<b><u>PAPER-II</u></b> (Organization and Fundamentals of Audit and Accounts - With Books)	10 to 24
<b><u>PAPER-III</u></b> (Accountancy)	25 to 44
<b><u>PAPER-IV</u></b> (Service Regulations - With Books)	45 to 69

**DEFENCE ACCOUNTS DEPARTMENT**

**SAS EXAMINATION – PART-I**

**APRIL, 2013**

**SUBJECT: PAPER-I – ORGANISATION AND FUNDAMENTALS OF AUDIT AND ACCOUNTS  
(THEORY-WITHOUT BOOKS)**

**Time: 3 Hours**

**Max.Marks:100**

---

**Notes:**

1. Out of 16 questions, only 12 questions should be attempted by the candidates.
2. Each question carries EIGHT marks. FOUR marks are reserved for general excellence
3. Answers to all part questions should be written in one place only
4. Only question number shall be indicated in the Answer Books. Reproduction of complete question in the Answer Books should be avoided.

1. (a) What is 'Charged Expenditure'? What is the constitutional provision in this regard?

**(4 Marks)**

Ans. Payments made in satisfaction of a judgement, decree or award of any court or arbitral tribunal will be treated as expenditure 'Charged' on the consolidated fund of India. The character of the 'Charged' expenditure lies in the fact that the estimates relating to such expenditure are not submitted to the vote of the Parliament, although it has right for discussion of such estimates. This is in accordance with Article 112(3)(f) of the constitution of India.

- (b) Rs. 500/- were incurred by a DAD office for stamp paper and legal expenses in defending a case in the Central Administrative Tribunal (CAT). This amount was classified as 'Charged Expenditure'. Comment.

**(4 Marks)**

Ans. Any expenditure incurred by the Government prior to the announcement of the decree/award, either on legal expenses or on stamp paper will not be treated as 'Charged' for the reason that at the time of expenditure there is no judgement/decreed/award and the expenditure cannot be held to have been incurred in satisfaction of a judgement.

**(Authority: Para-32,249 & 254 of Defence Accounts Code)**

2. (a) Define 'Deposits'? Can undisbursed Pay & Allowances be held under the head 'Deposits'? Comment

**(4 Marks)**

Ans. Sums which are clearly not due to the Government but are held in trust, or as a security for a specific purpose e.g. for the fulfillment of a contract, will be credited to the head 'Deposits' until repaid to or on accounts of the parties to whom they belong, when that head will be correspondingly relieved.

- (b) How an erroneous compilation under the head 'Deposits' be readjusted? **(4 Marks)**
- Ans. Erroneous Compilations made under any of the 'Deposits' heads should be readjusted by deduct entry and not by a fresh debit or credit.  
**(Authority: Para-197 & 200 of Defence Accounts Code)**
3. Write short notes on any two of the following: **(4x2=8 Marks)**
- (a) Re-appropriation  
Ans The procedure for Re-appropriation provides some flexibility by which savings in the budget provision under one head can be utilised to meet excess expenditure under another head, provided the heads are in the same Demand for Grants voted by the parliament
- (b) Military Receivable Orders(MROs)  
Ans Military Receivable Orders(MROs) are issued by the Controllers or the Officers of the Defence Services to enable Officers and others to make payments into a treasury or bank. The particulars of the Controller of Defence Accounts to whom the credit should be afforded, must be noted on each order.
- (c) Lapsed Deposits  
Ans At the close of the financial year, all deposits remaining unclaimed for three years (except in the case of payment authorities issued in favour of Gorkha Personnel exclusive of the year in which the deposits were made and all balances of not more than one rupee in amount will be transferred to the credit of the Government under the head "Other Miscellaneous Receipts"  
**(Authority: Para-192,264 & 214 of Defence Accounts Code)**
4. (a) What is audit of sanctions to expenditure? Who is responsible for audit of Government of India sanctions? **(4 Marks)**
- Ans. One of the important functions of audit in relation to the audit of expenditure is to see that each item of expenditure is covered by the sanction of the authority competent to sanction it. Here, audit has not only to see that the expenditure is covered by a sanction, either general or special, but it has also to satisfy itself (i) that the authority sanctioning it is competent to do so by virtue of the powers vested in it by the provisions of appropriate orders or Regulations and (ii) that the sanction is definite and thus needs no reference either to the sanctioning authority itself or to any higher authority.  
The audit of Government of India sanctions is conducted by the Director General of Audit, Defence Services. A regular audit of such sanctions will not, therefore, be carried out by the Controllers.
- (b) A Controller of Defence Accounts is not required to audit the sanctions issued by Defence Headquarters indicating concurrence of Ministry of Defence(Finance). Comment. **(4 Marks)**
- Ans. The fact that the sanctions accorded by the administrative authorities at Armed Forces HQrs. under the financial powers vested in them under the rules in Financial Regulations and other rules and regulations or orders may have been concurred in by the financial authorities at those Headquarters does not relieve the Controllers of their responsibility for the audit of these sanctions, as financial concurrence does not connote an audit of sanctions. Accordingly, all sanctions accorded by the Defence HQrs.

should be audited by Controllers and reference to the orders governing the sanction, even though the sanctions indicate that the same were concurred in by the Ministry of Defence (Finance)

**(Authority: Para-33,24,25 of Defence Audit Code)**

5. (a) Distinguish between 'Commercial Accounting' & 'Government Accounting'

**(4 Marks)**

Ans. The Government Accounts are designed to enable the Government to determine how little money it need to take out of the pockets of the tax-payer in order to maintain its necessary activities at the proper standard of efficiency. Non Government Commercial Accounts on the other hand is meant to show how much money the concern can put into the pockets of the proprietors consistently with the maintenance of a profit earning standard in the concern.

- (b) Briefly outline the methods of Government Accounting

**(4 Marks)**

Ans. The mass of the Government Accounts being on cash basis is kept on single entry. There is however a portion of the accounts which is kept under double entry system, the main purpose of which to bring out by a more scientific method the balance of accounts for which the Government is a banker/borrower/lender. Such balances are worked out in the subsidiary accounts of single entry compilation as well, but their accuracy can be guaranteed only by a periodical verification with the balance brought out in the double entry accounts.

**(Authority: Para-6.8,6.10 of Introduction to Government Accounts and Audit )**

6. (a) Do you think that audit is an aid to the Government's functioning? Give reasons.

**(4 Marks)**

Ans. Audit forms an indispensable part of the financial administration and is one of the important organs necessary to ensure the sound functioning of a Parliamentary Democracy. It is the main instrument to secure accountability of the Executive to the Legislature. Audit assists Parliament/Legislature in exercising its financial control over the Executive, to ensure that funds voted by the Parliament/Legislature have been utilized for the purpose intended and the funds authorized to be raised through taxation and other measures have been assessed, collected and credited to the Government properly. The primary function of audit is to verify the accuracy and completeness of accounts to secure that all revenue and receipts collected are brought to account under the proper head, that all expenditure and disbursements are authorized, vouched and correctly classified and the final account represents a complete and a true statement of the financial transactions it purports to exhibit. It is the function of audit to verify that financial rules and orders satisfy the provisions of Law and or otherwise free audit objections and the rules & orders are properly applied.

- (b) What do you understand by the term 'Spirit of Audit'? Elaborate.

**(4 Marks)**

Ans. In audit, insistence on trifling errors and technical irregularities which are of no consequence to the Government should wherever possible be avoided and more time and attention devoted to the investigation of really important and substantial irregularities with the object not only on securing rectification of particular irregularity but also ensuring regularity and propriety in similar cases for the future.

**(Authority: 15.5-7,15.12-13 Introduction to Government Accounts and Audit)**

7. (a) What are the circumstances in which a Government servant should be placed under suspension?

**(4 Marks)**

Ans. The following circumstances are indicated in which a Disciplinary Authority may consider it appropriate to place a Government servant under suspension. These are only intended for guidance and should not be taken as mandatory:-

- (i) Cases where continuance in office of the Government servant will prejudice the investigation, trial or any inquiry (e.g. apprehended tampering with witnesses or documents);
- (ii) Where the continuance in office of the Government servant is likely to seriously subvert discipline in the office in which the public servant is working;
- (iii) Where the continuance in office of the Government servant will be against the wider public interest such as there is public scandal and it is necessary to place the Government servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals, particularly corruption;
- (iv) Where allegation have been made against the Government servant and preliminary inquiry has revealed that a prima facie case is made out which would justify his prosecution or is being proceeded against in departmental proceedings, and where the proceedings are likely to end in his conviction and /or dismissal, removal or compulsory retirement form service.

(b) What are the guidelines for deciding his headquarters during suspension?

**(4 Marks)**

Ans. An officer under suspension is regarded as subject to all other conditions of service applicable generally to Government servants and cannot leave the station without prior permission. As such, the headquarters of a Government servant should normally be assumed to be his last place of duty. However, where an individual under suspension requests for a change of headquarters, there is no objection to a competent authority changing the headquarters if it is satisfied that such a course will not put Government to any extra expenditure like grant of TA etc. or other complications.

**(Authority: Rule 10 of CCS CCA Rules)**

8. (a) Name two Minor Penalties in which full- fledged inquiry is obligatory?

**(4 Marks)**

Ans. (i) where it is proposed to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the Govt. Servant; or (ii) where the proposal is to withhold increments of pay for a period exceeding three years; or (iii) where the proposal is to withhold increments of pay with cumulative effect for any period.

(b) Two Government employees working in the same office made complaints against each other. The disciplinary authority initiated departmental proceedings against both the employees. Is it legally permissible to enquire into the conduct of the accused and the accuser in one joint proceeding? Comment

**(4 Marks)**

Ans. Cross complaints arising out of the same or connected incident or transaction are not uncommon and occur frequently in criminal cases. The Code of Criminal Procedure is silent with regard to the procedure to be adopted in such cases. The general principle as laid

down by the Courts is that accused in cross cases should be tried separately and that both the trials should be held simultaneously or in quick succession so as to avoid conflicting findings and different appraisal of the same evidence. On the analogy of the criminal law practice and procedure, a joint proceeding against the accused and accuser is an irregularity which should be avoided.

**(Authority: Rule-16 & 18 CCS CCA Rules)**

9. Write short notes on **Any Four** of the following :

(a) Object the Right to Information Act

**(2 Marks)**

Ans. The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption and make our democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act is a big step towards making the citizens informed about the activities of the Government.

(b) Definition of Information

**(2 Marks)**

Ans. Information is any material in any form. It includes records, documents, memos, emails, opinions, advices, press releases, circulars, orders logbooks, contracts, reports, papers samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

(c) Supply of Information to Associations etc.

**(2 Marks)**

Ans. The Act gives the right to information only to the citizens of India. It does not make provision of giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office –bearer of any Corporation, Association, Company, NGO etc. indicating his name and such employee office bearer is a citizen of India, information may be supplied to him/her. In such cases, it would be presumed that a citizen has sought information at the address of the corporation etc.

(d) Public Authority

**(2 Marks)**

Ans. A “ public authority” is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government . The bodies owned, controlled or substantially financed by the Central Government or State Government and non-Government organizations substantially financed by Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

(e) Format of RTI Application

**(2 Marks)**

Ans. There is no prescribed format of application for seeking information. The application can be made plain paper. The application should, however, have the name and complete

postal address of the applicant. Even in cases where the information is sought electronically, the application should contain name and postal address of the applicant.

**(Authority: Right to Information Act,2005)**

10. Write short notes on the following:

(a) Chief Accounting Authority

**(4 Marks)**

Ans. Consequent on the departmentalization of accounts in the Ministry of Defence, Defence Secretary is the Chief Accounting Authority. This responsibility is discharged by him

through and with assistance of FA (DS) who function for and on behalf of the Chief Accounting Authority.

(b) Principal Accounts Officer

**(4 Marks)**

Ans. CGDA is the Principal Accounts Officer for the Civil Estimates of the Ministry of Defence. He is the HoD and functions on behalf of the FA(DS) in all matters affecting Internal Audit and Accounting in respect of expenditure pertaining to the "Defence Services (including Border roads, Coast Guard & CSD). CGDA prepares an "Annual Consolidated Balanced Accounts of Defence Services Receipts and Charges and sends them to DGADS, who, after check, endorses his Audit Certificate thereon and passes it on to the C& AG. CGDA prepares certain subsidiary statements in connection with the Appropriation Accounts as prescribed in Defence Audit Code and submits them to the FA(DS). He also renders an Annual Audit Certificate on the accounts of the Defence Services to the FA(DS).

**(Authority: Para-2 OM-I(b) Para-21 OM-I)**

11. What are the objectives and function of the Complaints Cell in a PCDA/CDA's office? How a complaint received through the office of the CGDA is monitored?

**(8 Marks)**

Ans. Objectives of the Complaints Cell are-

- To eliminate inordinate delay in Controller's office in dealing with personal claims pertaining to Defence Services Personnel, DAD employees, as well as third party claims.
- To ensure fair and impartial treatment to employees to make the administration more responsive to their needs.

The functions of the Complaints Cell are-

- To receive and register all complaint relating to personal claim in respect of Defence Services Personnel, DAD employees, as well as third party claims.
- To ensure expeditious disposal of all complaints by constant monitoring and liaising with sections/sub-offices concerned.
- To maintain, update and review the Complaint Registers and ensure their regular submission to GO/JCDA and CDA/PCDA regularly.
- To render monthly report regarding registered complaints received through CGDA in the prescribed format by 7<sup>th</sup> of the following month to the CGDA.

In respect of complaints received through CGDA, monthly report in a report in a prescribed proforma will be sent by 7<sup>th</sup> of the following month to the CGDA and also reflected in MPR.

**(Authority: Para 818-822 OM-II)**

12. Outline the general principles for entering into the contracts involving expenditure from public funds.

**(8 Marks)**

Ans. The following general principles have been laid for the guidance of authorities, which have to enter into contracts or agreements involving expenditure from Public Fund:

- (a) The terms of a contract must be precise and definite and there must be no room for ambiguity or misconstruction therein.
- (b) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.
- (c) Standard forms of contracts should be adopted, wherever possible, the terms to be subject to adequate prior scrutiny.
- (d) The terms of a contract once entered into should not be materially varied without the previous consent of the authority competent to enter into the contract as so varied.
- (e) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.
- (f) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited and in cases where the lowest tender is not accepted, reasons should be recorded.
- (g) In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.
- (h) Even in cases where a formal written contract is not made, no order for supplies etc. should be placed without at least a written agreement as to the price.
- (i) Provision must be made in contracts for safeguarding Government property entrusted to contractor.

**(Authority: Para-231 of FR –I, Vol-I)**

13. (a) What is meant by Single Tender?

**(4 Marks)**

Ans. Single Tender Enquiry (STE): Procurement from a single source may be resorted to with prior approval of the CFA and in consultation with the IFA, where required as per delegation of financial powers for reasons to be recorded in writing in the following circumstances, after determining reasonableness of the rates.

(b) Please list out the circumstances when single tender enquiry is resorted to?

**(4 Marks)**

Ans. Single Tender Enquiry may be adopted in the following circumstances:

- Where different makes of any equipment are in use but it is preferred to procure only one specific make because of emergency/urgency of requirement,
- For undertaken trials
- When there is only one known/established source, but the PAC status has not been approved by the CFA or
- When there are operational or technical reasons for doing so, which should, however, be recorded.

**(Authority: Vol-I- Appendix 4)**

14. (a) What is the responsibility of a Commanding officer regarding accounts?

**(4 Marks)**

Ans. The Commanding Officer shall be responsible that the accounts of his unit/ship/ establishment are kept in conformity with the regulations and that the rules for the distribution of pay are strictly observed.

(b) In the event of transfer of Command, what points regarding accounts will be kept in view by the officer taking over the Command?

**(4 Marks)**

Ans. In the event of transfer of Command, the Officer taking over charge shall satisfy himself that-

- The cash payments during the month shown in the cash book agree with the entries in the acquaintance rolls and the pay books or are supported by receipts and the vouchers wherever necessary.
- The amounts of money and stores handed over agree with the balances shown in the cash or stores accounts
- The amount of permanent advances given to meet contingent expenses has been account for and one copy of transfer certificate together with required copies of specimen of his signature are sent to CDA concerned soon after taking over.

**(Authority: Para-1 & 2 of FR-II)**

15. (a) Briefly explain the responsibility of officers incurring petty contingent expenses.

**(4 Marks)**

Ans. Every public officer should exercise the same vigilance in respect of petty contingent expenses as a person of ordinary prudence would exercise in spending his own money. The drawing officer is further responsible for seeing that the rules regarding the preparation of vouchers are observed, that the money is either required for immediate disbursement or has already been paid from the permanent advance, that the expenditure is within the available appropriation and that all steps have been taken with a view to obtain an additional allotment if the original allotment has either been exceeded or is likely to be exceeded.

(b) What is the duty of the officer countersigning the contingent bills?

**(4 Marks)**

Ans. It is the duty a countersigning officer to see that the charges made in a contingent bill are of obvious necessity, and are at fair and reasonable rates, that previous sanction for any item requiring it, it attached, that the requisite vouchers are all received and in order, and that the calculations are correct and specially that the allotments have not been exceeded or are likely to be exceeded, and that the Controller of Defence Accounts is informed either by a note on the bill or otherwise of a reason for any excess over the monthly proportion of the appropriation. If expenditure be progressing too rapidly, the Controller of Defence Accounts should communicate with the disbursing officers and insist on its being checked.

**(Authority: Para-276 & 277 of FR-I: Vol.I)**

16. (a) The CGDA shall not be overruled by the Ministry of Defence on a question of rule or procedure in relation to Defence Services. Comment.

**(4 Marks)**

Ans. The CGDA shall not be overruled by the Ministry of Defence on a question of rule or procedure in relation to Defence Services expenditure without the occurrence of the Comptroller and Auditor General and the Ministry of Finance

(b) The Controllers of Defence Accounts are also entrusted with the duty of keeping a watch on the progress of expenditure against sanctioned allotments. Comment.

Ans. The Controllers of Defence Accounts are also entrusted with the duty of keeping a watch on the progress of expenditure against sanctioned allotments and to bring to the notice of the allottees and the immediate higher authorities, cases in which the progress of expenditure is, in the opinion of the Accounts authorities, abnormally heavy or unusually low,. However, the administrative authority controlling an allotment and not the Controller of Defence Accounts is primarily responsible for the control of expenditure against the allotment, but wherever cases of abnormally heavy or unusually low expenditure are brought to the notice of the Controlling authorities, they will take immediate action as indicated below-

- Where expenditure in the past has been heavy they should regulate their future expenditure so as to be within the allotment or obtain from the higher authorities

additional allotment explaining fully their reasons for asking for an additional allotment.

- Where savings can be foreseen, they should immediately surrender such portion of the allotment as is not likely to be necessary for the rest of the year.

**(Authority: Para-176 & 160 of FR-I: Vol.I)**

**DEFENCE ACCOUNTS DEPARTMENT**

**SAS EXAMINATION – PART-I**

**APRIL, 2013**

**SUBJECT: PAPER-II – ORGANISATION AND FUNDAMENTALS OF AUDIT AND ACCOUNTS  
(THEORY-WITH BOOKS)**

**Time: 3 Hours**

**Max.Marks:100**

Notes:

1. Out of 16 questions, only 12 questions should be attempted by the candidates.
2. Each question carries EIGHT marks. FOUR marks are reserved for general excellence
3. Answers to all part questions should be written in one place only
4. Only question number shall be indicated in the Answer Books. Reproduction of complete question in the Answer Books should be avoided.
5. Reason must be given in support of the answers. Authority must be quoted in support of the answers.

1. (a) When a supplementary pay bill is required to be prepared, what checks are to be carried out by the task holder? Mention any four check points.

**(2 Marks)**

Ans. A supplementary pay bills is prepared to draw arrears of pay and allowances. While auditing the supplementary pay bill, the task holder is required to carry out following checks:

- Appropriate deductions on account of income tax have been made.
- Rent of accommodation; where recoverable have been made with reference to the rules prescribed on subject.
- The amount claimed for each month has been shown separately with quotation of the bill from which the charge was omitted or withheld or on which it was refunded by deduction, or with reference to the treasury receipt on which it was credited to Govt.
- The reference to special order of competent authority granting a new allowance, antedated promotion, etc has been indicated.

**(Authority: Para 361 of OM-II, Vol-I)**

- (b) A task holder of store section has put up a case for destruction of records concerning cash security deposit and files, which are more than 30 years old. Comment.

**(2 Marks)**

Ans. As per provisions, a period of 35 years has been prescribed for destruction of records

concerning cash security deposit and files. Therefore only those records can be destroyed which are 35 years or more old and task holder needs to be advised to review his proposal.

**(Authority: Sl. No. 18 of Annexure A to Para 61 of OM-II, Vol-I)**

- (c) A clerk posted in CDA office has represented against deduction of income tax from the children education allowance re-imbursed to him. Comment.

**(2 Marks)**

Ans. As per income tax rules Rs. 100/- per month per child is eligible for exemption out of Children Education Allowance received by the assess employee. On the payment received by the employee on account of CEA over and above this amount TDS is liable to be deducted.

- (d) As an AAO what system of filing you will suggest for your section/group?

**(2 Marks)**

Ans. As per extant instructions, following system of filing is to be adopted by the section/group:-

- A file will consist of a jacket or case cover on the outside of which will be shown the subject of the file, the distinguishing letter of the section followed by a stroke and the no. of file.
- Papers will be filed serially according to the dates of the receipt and issue, the oldest at the bottom and the latest at the top.
- Demi-officially correspondences will be placed on the files concerned, unless this is considered desirable. Office notes follow the ordinary rule and will be filed with the papers in connection with which the office noting arose.
- Pages in a file should be numbered and cross linked with previous and subsequent pages relating to the matters dealt with in a page.

**(Authority: Para 458(ii) of OM-I)**

2. (a) A Commanding Officer(CO) of Task Force has requested PAO(GREF) to advise him how to open a new Imprest account. Comment.

**( 2 Marks)**

Ans. For opening of a new Imprest Account for Task Force, first of all sanction of Chief Engineer/DGBR is required to be obtained. After obtaining the sanction, forward a statement of case (SOC) to PAO (GREF), alongwith ink signed copy of the sanction.

The imprest no. will be allotted by PAO(GREF) and intimated to the unit. Simultaneously a cash requisition book will be issued for drawal of cash from cash assignment. The ceiling monetary limit will be notified in the imprest sanctioning letter itself by Chief Engineer/DGBR as the same may be. CML upto Rs. 2,000/- or upto 10 days will be sanctioned by Chief Engineer and CML upto Rs. 2,000/- or upto 10 days will be sanctioned by Chief Engineer and CML exceeding Rs. 2,000/- and beyond 10 days will be sanctioned by the DGBR.

**(Authority: Addenda VIII to OM-XIII)**

- (b) How adjustment of advances of Travelling Allowance is monitored in the main office of PCDA(BR)

Ans. The adjustment of advances of travelling allowance is monitored in the PCDA office in the following manner.

- All advances of travelling allowances are entered in the demand register at the time of payment maintained in the concerned section of PCDA (BR) office.
- All advances of travelling allowances, which are communicated by another Audit officer through LPC or IAFA-524, are also entered in the demand register.
- To ensure this being done, all LPCs received in the office from other audit officers, in which advances of travelling allowances are recorded, are invariably sent to the concerned section by other sections who receives.

- The LPC are returned to the section concerned after note.
- Advances of travelling allowances are adjusted by the submission of bills on completion of the journey or tour; such bills are invariably be called if not received within a reasonable time.

**(Authority: Para 27 of OM-XIII)**

(c) What are the points to be seen while auditing the ration allowance claims of GREF Personnel?

**(2 Marks)**

Ans. While auditing the ration allowance claims of GREF personals following points are required to be seen:-

- The ration allowance is admitted with reference to authorized strength of HQrs. DGBR and a certificate to this effect is enclosed with the claim.
- The last charge is linked to see that the allowance has been authorized to the individual who have drawn last month.
- Do Pt.-II orders are linked whenever any omission or new names appear in the nominal roll.
- Ration Allowance is not be allowed to the individuals who are on temporary duty.
- For any arrears on account of enhanced rate the last nominal rolls is checked before admitting the arrears.
- The ration allowance claims of all the officers/staff should be audited and authorized in one batch to enable the HQrs. DGBR to make payment on a suitable date to all the eligible members.
- In addition to the regular strength, the ration allowance claims of the staff attached to HQrs. DGBR can be allowed provided they are otherwise eligible. It should be restricted upto 6 months continuously.

**(Authority: Para-42 of OM-XIII)**

(d) How AAO (Stores) can prevent double payments against a bill?

Ans. The AAO(Stores) is required to follow the following procedure to prevent double payments:-

- All supply orders, transport indents and local purchase vouchers supporting the bill, although they are marked as "original" should be verified in full with the entries in the register of payments to local purchase contractors to ensure that a previous payment in respect of the same bill, supply order, etc. has not been made. For this purpose, the register will be regarded as the sole authentic record and should be kept under lock and key when not in use;
- The AAO (Stores) will ensure that the initial verification by the auditor should be checked by another auditor in full by a system of rotation. The vouchers should be suitably enfacd under their dated signature by both the auditor and the checker as "verified with register of payment to the local purchase contractors" respectively. They will also endorse a certificate to this effect on the bill.
- The AAO(Stores) will ensure that all vouchers for which payment is authorized should be enfacd by the auditor who passed the bills initially, and the work will be subject to a cent percent verification by the clerk who is in charge of preparation of the daily payment sheets of the section as a whole.
- He will also ensure that the auditor will also enter on the body of bill, below the payment endorsement, under his dated initials, the total no. of voucher (in figures as well as in words) for which payment is authorized.

- The page no. of particular volume of register of payments to local purchase contractors in which the voucher has been posted while passing bill will also be noted by the auditors concerned.
- The auditor will then pass on the bill without detaching the supporting vouchers to the clerk preparing the daily payment sheets.

**(Authority: Para 516 of OM-II, Vol-I)**

3. (a) What is the role of Judge Advocate General's Department?

**(2 Marks)**

Ans. The Judge Advocate General's (JAG) Department is responsible for giving advice on all legal matters including the operation of the Army Act and other Military rules. JAG's Department officers are employed at Command HQrs. and Army HQrs. for giving necessary advice to the GoC-in-C and COAS.

**(Authority: Sl. No. 17 under Para 4 of Appx. A to DSE)**

(b) What is the role & responsibility of CDA(IDS) New Delhi?

**(2 Marks)**

Ans. The CDA (IDS) is responsible for providing accounting, audit and payment services to the tri-services organization functioning under the HQrs. IDS. The CDA(IDS) deals with the audit, payment of bill pertaining to stores, miscellaneous/contingent items and works bills in respect of organizations under HQrs. IDS in the around New Delhi. The CDA(IDS) is operating as a self accounting unit.

**(Authority: Appx. B to DSE)**

(c) What are the instructions regarding compilation and adjustment of Transfer between Office (TBOs) for Border Road Organization?

**(2 Marks)**

Ans. For compilation and adjustment of Transfer between Officers(TBOs) for Border Road Organization following instructions needs to be adhered to:

- The amounts compiled through TBOs on account of transfer of stores etc between various GREF formations are to be rough to NIL balance at the end of a year.
- The office originating TBO should ensure that the copies of issue vouchers submitted by the consignor for raising debit through TO is supported with a copy of the sanction accorded by the competent authority for transfer of the stores showing job no. of the consignee to which the stores have been transferred and that the issue voucher has been accepted by the consignee and bear allocation duly indicating the code head of the consignee.
- The issue voucher should also bear receipt voucher no. and date of the consignee.
- No TBO should be raised unless the debit voucher has been accepted by the consignee.
- Accounts officers of the Responding unit should ensure that TBOs are adjusted by them in the same month of their receipt and not kept pending or sent for acceptance as the issue voucher already bears receipt voucher no. and the date of the consignee and has been accepted.

**(Authority: Rule 69 of OM-XIII)**

(d) When nominal issue voucher is issued in GREF?

**(2 Marks)**

Ans. Nominal vouchers are issued in respect of stores which are not required to be struck off or brought on charge by the issuing /receiving formation as also those on which expendable

stores are issued to the various branches/directorates/sections for experimental test purposes will not be sent for linking.

Nominal vouchers are also prepared in case of wrong receipt of stores by the stores depot. In such cases, the depot receiving the stores will redirect the stores to the appropriate consignee and on receipt of receipted copies for the same release the office copy of the nominal voucher to the dependent Sr. AO/AO of the original consignor.

**(Authority: Para 404 & 405 of OM-XIII)**

- 4 (a) A charge sheet under sheet under Rule 14 of CCS(CCA) Rules has been issued to a Government servant after consulting CVC. The disciplinary authority after considering the written statement of defence submitted by the accused Govt. servant decided to drop all the charges. Comment.

**(2 Marks)**

Ans. The disciplinary authority has inherent powers to drop some of the charges or all the charges or all the charges after examination of the written statement of the defence. However, CVC is required to be consulted in the case since disciplinary proceedings under Rule 14 of CCS (CCA) Rules were initiated after obtaining CVC advice.

**(Authority: GoI, MHA OM NO. 11012/2/79-Estt(A) dt 12.03.1981 & OM No. 11012/8/82-Estt(A) dt. 08.12.1982 under Rule 14 of CCS (CCA) Rules)**

- (b) A Government servant who was removed from service has applied for employment under the Government. How his application is required to be processed?

**(2 Marks)**

Ans. The removal from service is not a disqualification for future employment under the Government. Hence, his application is required to be processed on merit.

**(Auth: Rule 11(VIII) of CCS(CCA) Rules)**

- (c) An individual has asked for information under RTI Act, about a case which is under investigation with CVO? Comment.

**(2 Marks)**

Ans. There is no obligation to give information in respect of a case, which is under investigation with CVO as it may impede that process of investigation.

**(Authority: Section 8(1) (h) of RTI Act, 2005)**

- (d) An applicant has approached the Central Public Information Officer(CPIO) of Defence Accounts Department and made an oral request for information. What action is required to be taken in such situation?

**(2 Marks)**

Ans. Under RTI Act there is a provision for making oral request for information. The CPIO of DAD may, therefore, accept an oral request, which may, subsequently, be reduce in writing or render reasonable assistance to such person in making a written request and provide the information.

**(Authority: Comment under Section 6 of RTI Act, 2005)**

5. (a) What documents are required to be submitted along with appeal to Central Information Commission (CIC) ?

**(2 Marks)**

Ans. Following documents are required to be submitted along with the appeal to Central Information Commission:

- Self attested copies of the orders or documents against which the appeal is being preferred.

- Copies of documents relied upon by the appellant and referred to in the appeal.; and
- An index of the documents referred to in the appeal.

**(Authority: Rule 4 of CIC( Appeal Procedure) Rule, 2005)**

- (b) One appellant has authorized his representative to attend the hearing in an appeal case in RTI on his behalf. Comment.

**(2 Marks)**

Ans. Under RTI Act, the appellant, at his discretion can authorize his representative to attend the hearing of the appeal or complaint by the commission. In view of this the action of appellant to appoint representative to represent him is in order.

**(Authority: Rule 7(2) of CIC (Appeal Procedure) Rules, 2005)**

- (c) Central Public Information Officer (CPIO) has submitted a representation to CIC against a penalty of Rs. 35,000 (Thirty five thousand rupees) imposed on him for providing misleading information? Comment.

**(2 Marks)**

Ans. Under RTI Act a penalty can be imposed on CPIO for providing misleading information. However, the total amount of penalty shall not exceed Rs. 25,000/- in any case. Thus, representation of CPIO against imposition of a penalty of Rs. 35,000/- in a case is in justified.

**(Authority: Rule 20 of RTI Act, 2005)**

- (d) What is the scope of right to information?

**(2 Marks)**

Ans. The Right to Information includes the right to information accessible under the ACT which is held by or under the control of any public authority and includes the right to –

- Inspection of work, documents, records.
- Taking notes, extracts or certified copies of documents or records,
- Taking certified samples of material.
- Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stores in a computer or in any other device.

**(Authority: Rule 2(j) of RTI Act, 2005)**

6. (a) One LAO has reported a case of serious financial irregularity amounting to Rs. 4.75 lakhs for inclusion in the Quarterly report on Major Financial Accounting Irregularities. What action is required to be taken by the CDA office?

**(2 Marks)**

Ans. As per CGDA instructions, cases in which the value of financial irregularities or loss involved is Rs. 5 lakhs or more in each case, are to be included in the Major Financial and Accounting Irregularities. However, Controllers at their discretion can include cases which disclose loopholes for fraud, defalcation etc. regardless of the financial limit of Rs. 5 lakhs. Thus, the case of serious financial irregularity amounting to Rs. 4.75 lakhs could be included in MAFI report by the CDA.

**(Authority: Para 523 (a) (ii) of Defence Audit Code)**

- (b) What is the purpose of Annual Audit Certificate furnished by the Controllers to CGDA Office?

**(2 Marks)**

Ans. The purpose of Annual Audit Certificate furnished by controllers is report whether the expenditure contained in Appropriation Accounts for the year has been incurred for the stipulated purpose with the sanction of appropriate CFA or not. Controllers should, mention

in the AAC reservations and specific instances thereof in regard to the items considered important enough to be brought to the notice of Public Accounts Committee viz. Serious Irregularities in respect of store accounts, stock verification, use of transport, etc. irrespective of whether the authority competent to regularize them is Govt. or not.

**(Authority: Para 540 of Defence Audit Code)**

- (c) When a cheque is cancelled and a fresh one is issued how the punching medium (PM) for the transaction will be made?

**(2 Marks)**

Ans. When a cheque is cancelled and a fresh one is issued in lieu, the amount will be adjusted by credit to the head "cheques and bills" for the cheque drawn and debit (minus receipt) to the head "Cheques and bill" which was credited at the time the cancelled cheque was drawn.

**(Authority: Para 95(ix) of Defence Accounts Code)**

- (d) When Defence Exchange Account is operated?

**(2 Marks)**

Ans. The Defence Exchange account is operated for the adjustment of transactions of following types only:-

- Transactions pertaining to Debt and Remittance heads.
- Transaction for the settlement or adjustment of which a particular Controller is centrally responsible e.g. ILAC transactions which are settled centrally by the PCDA, New Delhi transactions which cannot be booked to final heads by different CsDA such as GPF recoveries etc.
- Imprest Advance Payments to Naval/Air Force personnel from Army sources and vice versa.

**(Authority: Para 109 of Defence Accounts Code)**

7. (a) What is the purpose of scale audit done by PCDA(O) and what is the role of Regional Controllers?

**(2 Marks)**

Ans. The purpose of scale audit by PCDA (O) is to see that the effective(paid) strength of Army Officers in a unit/formation as shown in the nominal roll is within the number authorized in the relative peace/war/interim establishment, and that the number of officers paid in different ranks in each unit agrees with the no. of officers shown in the nominal roll. It is conducted on the basis of the total number of officers in the ranks of Lieutenant to Major (Lt. Col. in the case of AMC in each unit/formation without regard to the actual ranks authorized in the unit's establishments.

The scale check of units/formations where the appointments are generally military but certain of which are classified as tenable either by military officers of a certain rank or Civilian Gazetted Officers (CGOs) of a corresponding status is also done by the PCDA (O).

The regional CDAs render monthly numerical returns of CGOs appointed against vacancies tenable by military officers or CGOs in the prescribed Performa to facilitate above check.

**(Authority: Para -154 of Defence Audit Code)**

- (b) Mention the circumstances when Local Purchase of ASC fresh items can be resorted to by the executive authorities.

**(2 Marks)**

Ans. Local Purchase of ASC fresh items can be resorted to by the executive authorities in following circumstances:

- When the demand for the article is so spasmodic that neither central nor local contracts have been or can be made.
- For troops on the line of march, camp etc, where supplies under normal arrangements are not available or are likely to be delayed
- When the demand for the articles is so small that it is not economical or desirable to obtain requirements from the normal source of supply.
- When purchase are made for which no tenders are received or the tenders are unacceptable and
- In an emergency, when supplies have to be delivered to troops at out the way places and cannot be supplied by rail or road or where procurement by contract or Short Term Agreement is impracticable.

**(Authority: Para 306(8) of Defence Audit Code)**

(c) There are unclaimed deposits of Rs. 10 crore in the General Provident Fund accounts maintained by CDA Funds. What action is required to be taken?

**(2 Marks)**

Ans. The unclaimed General Provident Fund Deposits remaining unclaimed for more than six months are to be transferred to the concerned deposit head and to be relieved as and when the payment of the accumulated balances is subsequently made. These heads are operated by the Controllers who maintain the fund accounts.

In view of above provision, the unclaimed deposits of Rs. 10 crores with CDA(Funds) which are unclaimed for more than six month, shall be transferred to the concerned deposit head by CDA(Funds).

**(Authority: Para 210 of Defence Accounts Code)**

(d) An annual statement of review of balances prepared by a Controller's office contains what information?

**(2 Marks)**

Ans. The Annual statement of review of balances prepared by a controller's office contains following information:-

- A statement of each ledger balance which is explained (with year-wise break up).
- An explanation of the nature and condition of the liability involved in it.
- A statement of the nature of detailed accounts kept of the transactions concerned with it; and how far the final results of these detailed accounts work upto, and agree with, the balance on the ledger.
- Information as to whether the person or persons by whom the balance is owned or from whom it is due admit its correctness and if they do not, where the difference lies. This does not apply to such items as Deposits.

**(Authority: Para 141 of Defence Accounts Code)**

8. (a) What is the principle of re-appropriation?

**(2 Marks)**

Ans. The cardinal principle of re-appropriation is that an authority can re-appropriate only in respect of savings arising out of the allotment placed at his disposal.

**(Authority: Para-192 of Defence Accounts Code)**

(b) Why 'vote on account' is obtained from Parliament by the Government?

**(2 Marks)**

Ans. No amount can be withdrawn from the Consolidated Fund without the enactment of a law by Parliament. Therefore, after the Demands of Grants are passed, Parliament's approval to the withdrawal from the Consolidated Fund of the amounts voted and of the amounts required to meet the expenditure charged on the Consolidated Fund is sought through an Appropriation Bill. The process of detailed consideration of the Demands of grants is not completed before the commencement of a new financial year.

Therefore, to enable the Govt. to carry on its normal activities from 1<sup>st</sup> April till such time as the Appropriation Bill is enacted, a Vote on Account is obtained from Parliament through an Appropriation (Vote on Account) Bill.

**(Authority: Para 180 of Defence Accounts Code)**

(c) A payment voucher has been prepared without supporting payee receipts. Comment.

**(2 Marks)**

Ans. In all cases in which it is not possible or expedient to support a payment by voucher or by the payee's receipt, a certificate of payment duly signed by the Disbursing Officer and countersigned by his superior officer, together with a memorandum explaining the circumstances, should invariably be placed on record and submitted to the Accounts Officer, where necessary.

Full particulars of the claims should invariably be set forth; and where this necessitates the use of a regular bill form, the certificate itself may be recorded thereon.

If a payment voucher has been prepared without supporting payee receipts, it shall be ensured that the above requirements are completed by the Disbursing Officer.

**(Authority: Rule 57 of Receipts & Payment Rules)**

(d) What are the instructions regarding payment of a bill with thumb impression?

**(2 Marks)**

Ans. The bill can be accepted in audit, provided the thumb impression shall be attested by some known person.

**(Authority: Rule 35(1) of Receipts & Payments Rules)**

9. (a) When a bill becomes a voucher?

**(2 Marks)**

Ans. A bill becomes a voucher only when it is receipted and stamped 'PAID'.

**(Authority: Explanation under Rule 28 of Receipt of Payment Rules)**

(b) A supplier has objected deduction of income tax from the payment due to him against the bill of supplies. Comment.

**(2 Marks)**

Ans. Income tax is required to be deducted at source at the rate of 2% in all cases of payment to contractors and sub-contractors exceeding Rs. 10,000 in terms of provisions of Section 194-C of the Income Tax Act, 1961. However, if the bill amount is less than Rs. 10,000 no TDS is required to be deducted.

**(Authority: Note 2 under Rule 30(2) of Receipts & Payment Rules)**

(c) A bill amounting to Rs. 2 crores on account of procurement of machinery and equipment by Ordnance Factories through trade sources for maintenance/upkeep other than capital has been received for payment. Mention the Major Head, Minor Head and detailed code heads to which the expenditure will be booked.

**(2 Marks)**

- Ans. The expenditure amounting to Rs. 2.00 crores on account of procurement of machinery and equipment by Ordnance Factories through trade sources for maintenance/upkeep other than capital is to be booked to be following head:  
Major Head – 2079, Minor Head- 053(i), Detailed Code Head-807/01  
**(Authority: Expenditure Heads(Revenue Accounts) Classification Hand Book, 2007)**
- (d) An amount of Rs. 10,000/- has been recovered from Army Officers and others on account of equipment damaged and deficient with regiments and batteries. Mention the Major, Minor and detailed code heads to which the amount is required to be credited.  
**(2 Marks)**
- Ans. The amount of Rs. 10,000 recovered from Army officers and others on account of equipment damaged and deficient with regiments and batteries is to be credited to the following head:-  
Major Head- 0076, Minor Head-101(a)(Army), Detailed Code Head- 101/30  
**(Authority: Receipt Heads, Classification Hand Book, 2007)**
10. (a) The sanction of Chief of Army Staff(COAS) has been obtained to write off the loss amounting to Rs. 5 lakhs occurred in Sena Bhawan, New Delhi. Comment.  
**(2 Marks)**
- Ans. All cases of losses in Armed Forces HQrs. shall be investigated by the head of office and submitted to the orders of Ministry of Defence irrespective of the amount and the cause of the loss.  
In view of the above, the sanction of Chief of Army Staff (COAS) obtained to write off the loss amounting to 5 lakhs occurred in Sena Bhawan, New Delhi is not in order.  
**(Authority: Rule 168 of FR-I, Vol-I)**
- (b) The Commanding Officer of a unit has incurred the expenditure on an object which has been objected by audit authority. Comment.  
**(2 Marks)**
- Ans. In cases where the regularity of an item of expenditure has been challenged in audit, no expenditure shall be incurred by the Commanding Officer without the previous written consent of the CDA concerned for the same item.  
**(Authority: Rule 34 of FR –I , Vol-I)**
- (c) During the audit of personal claims it has come to notice that an overpayment to the tune of Rs. 10,000/- has taken place 22 (twenty two) months back. What action CDA is required to take in the matter?  
**(2 Marks)**
- Ans. The CDA will call upon the individual concerned, through the competent financial authority, to show cause why recovery should not be enforced. On receipt of individual's reply the competent financial authority will decide whether the amount should be written off, or whether recovery should be effected , and will inform the CDA and individual concerned accordingly. In cases, where the CFA remits an overpayment his reasons for doing so must be recorded.  
**(Authority: Rule 179(b) of FR-I, Vol-I)**
- (d) What action is required to be taken by an audit officer, in case Last Pay Certificate (LPC) of an officer is not forthcoming?  
**(2 Marks)**
- Ans. In case Last Pay Certificate(LPC) of an officer is not forthcoming , the audit officer may allow provisional payment of pay and allowances, on the basis of a certificate submitted by the

individual stating (i) the rates of pay and allowances to which he is entitled and the date upto and for which he has last paid (ii) the particular authority or agency by which he was so paid (iii) the fund deductions and the amount of advance/advances, if any, which may have been made, pending receipt of the LPC or certified copy thereof.

**(Authority: Rule 75 of FR-II)**

11. (a) Whether government receipts could be appropriated towards departmental expenditure?

**(2 Marks)**

Ans. The appropriation of receipt to meet departmental expenditure, except when specially authorized, is strictly prohibited.

However, in case of Navy, Ships/Establishments may receive in their cash accounts receipts on account of payment issues of items of clothing/victual ling stores and other small misc. items of refunds/recoveries and also appropriate and same towards departmental expenditure. In case of Air Force also, Units may receive in their Cash Accounts receipts on account of payment issues and other Misc. items or Refunds/Recoveries and re-appropriate the same towards expenditure.

**(Authority: Rule 14 of FR-I, Vol.-I)**

(b) What are the conditions under which the defence expenditure could be sanctioned?

**(2 Marks)**

Ans. Expenditure from the Defence Services Estimates is sanctioned by MoD and by the authorities subordinate to it on following conditions:-

- The expenditure must pertain to the Defence Services.
- The exercise of delegated power is subject to the observance of any general or special directions which the authority delegating power may issue at any time, whether generally or with reference to a particular case.
- No expenditure which has not been provided for in the budget or, if provided in the budget, has not been duly sanctioned, shall be authorized without the concurrence of the financial advisor concerned.

**(Authority: Rule 53 of FR –I, Vol-I)**

(c) What is the purpose of providing TTIEG grant to Director Armored Corps?

**(2 Marks)**

Ans. The TTIEG is a grant made available to the Directorate Armored Corps in the Defence Services Estimates, to enable him to exercise administrative control over training of the Mechanized Infantry Regiment and its expenditure.

**(Authority: Para 1 of Appendix 29 of FR-II)**

(d) A retired Indian Army PBOR settled in United Kingdom after retirement requested for the payment of his credit balance in his IRLA to his bank account held in London. Comment.

**(2 Marks)**

Ans. Dues, if any, in respect of ex- Indian Army Personnel who have taken up residence ex-India will be paid in India and the payee should make his own arrangement for remittance through normal banking channels. However, where specific requests for payments in foreign countries are made, the individual should be advised to refer the matter to Army HQrs. for obtaining special sanction of Government from foreign exchange angle. In view of this provision the PBOR may be advised to submit his request to Army HQrs.

**(Authority: Rule 153 of FR-II)**

12. (a) Army HQrs. has submitted a proposal for creation of post of civilians for 3 years to obtain sanction of Ministry of Defence. Comment.

**(2 Marks)**

Ans. Ministry of Defence have powers to create posts of civilians in the prescribed scale for a period not exceeding two years only. In case extension of such posts is considered necessary, the proposals should be submitted to ISEC/ASEC/AFSEC/NSEC, for examination in the usual manner and approval of Government obtained.

In view of the above, the proposal of Army HQrs. for creation of post of civilians for 3 years cannot be approved by MoD.

**(Authority: Rule 55 of FR-I, Vol-I)**

(b) An authority has sanctioned a measure in installments. Comment.

**(2 Marks)**

Ans. No measure which requires the sanction of higher authority shall be sanctioned by a lower authority in installments. Thus, the action of the lower authority to sanction the proposal by splitting the requirement/in installments is not in order.

**(Authority: Rule 64 of FR –I, Vol-I)**

(c) What is the procedure for payments to Gorkha ranks on leave in Nepal?

**(2 Marks)**

Ans. Payments is made by Recruiting Officers and Assistant Recruiting Officers for Gorkhas, Kunraghat, Ghoom and Laheria Sarai and the Indian Embassy in Nepal from the assignments placed at their disposal by PCDA(CC). The payments is made on acquaintance rolls prepared in duplicate and entered in IAB-64. Acquaintance roll summary is however, prepared in quadruplicate, one copy is retained as office copy. Two copies are sent to the PAO concerned along with the original Acquaintance rolls and fourth copy sent to the PCDA(CC) along with General State of Account. The PAO returns one copy of the schedule to the PCDA(CC) for linking and record.

**(Authority: Rule 148 of FR –II)**

(d) A civilian gazetted officer has been appointed as Imprest holder. Comment.

**(2 Marks)**

Ans. Imprest Holders will ordinarily be military officers of rank not below that of Captain, but a Subaltern may be appointed when no officer of higher rank is available. Where a military officer is not available, a Civilian Gazetted Officer may be appointed as Imprest Holder but not a JCO unless he himself is the Commanding Officer of the Unit.

In view of the above, a civilian Gazetted officer can be appointed as Imprest holder.

**(Authority: Para 4 of Appendix 26 of FR –II)**

13. (a) What is the fundamental rule of budgetary control system?

**(2 Marks)**

Ans. The fundamental rule on which the whole system of budgetary control rests is that no item of public expenditure may be incurred unless provision exists to meet it in the sanctioned budget estimates of the year concerned.

**(Authority: Rule 101 of FR-I, Vol-I)**

(b) Re- appropriation by transferring funds under the same controlled head between Commands has been carried out by the Army HQrs. Comment.

**(2 Marks)**

Ans. No formal re-appropriation is necessary for transferring funds under the same control head between Commands, Areas, Sub Areas, Institutions and Depots etc. Such transfers are affected by first withdrawing savings surrendered by one commands etc. and then re-allotting as required.

In view of the above provision, the Re-appropriation by transferring funds under the same controlled head between Commands by the Army HQrs. is in order.

**(Authority: Rule 118(x) of FR-I, Vol-I)**

- (c) What is the composition of Weapon Procurement Committee-I(WPC-I) constituted for procurement of weapon stores for Navy?

**(2 Marks)**

Ans. The composition of Weapon Procurement Committee-I(WPC-I) constituted for procurement of weapon stores for Navy is as follows:-

Chairman	-	COM
Financial Advisor	-	
Technical Member		
Inspection Member		
Indentor		
Procurement Member		

**(Authority: Para 5(b)(i) & 6 of Annexure 5 to NI 1/S/2006 of FR-I, Vol-II)**

- (d) Who will be the Competent Financial Authority (CFA) to accord necessity angel approval for procurement of maintenance stores (Air) from indigenous sources other than PSUs and govt. departments against provisioning review for a proposal amounting to Rs. 10.30 Crore?

**(2 Marks)**

Ans. The VCAS/AOM is consultation with IFA will be the Competent Financial Authority(CFA) to accord necessity angle approval for procurement of maintenance stores(Air) from indigenous sources other than PSUs and govt. departments against provisioning review for a proposal amounting to Rs. 10.30 Crore.

**(Authority: Sl. No. (B)(i) of Schedule XII to DFPR(AF)- 2006, FR-I, Vol-II)**

14. (a) The LAO, 515 ABWS wants to carry out the physical verification of stock held by the workshop. Comment.

**(2 Marks)**

Ans. The responsibility for carrying out stock-verification rests primarily and solely on the executive authorities concerned. However, physical verification of stock may be carried out at any time by an officer of Defence Accounts Deptt. whenever such verification is considered necessary by the Department.

In view of the above provision, the LAO, 515 ABWS is authorized to carry out the physical verification of stock held by the workshop.

**(Authority: Rule 30 of FR-I, Vol-I)**

- (b) An Imprest holder has delegated the responsibility for operation of funds to another person. Comment.

**(2 Marks)**

Ans. The import account is to be personally operated by the Imprest Holder. It is not permissible for him to delegate the responsibility for operation of funds to another person except in case of Indian Navy where the Imprest holder may authorize his supply officer to operate the account.

**(Authority: Rule 27 of FR-I, Vol-I)**

- (c) A tender was issued for supply of meat group items by the HQrs. Central Command. The lowest bidder has quoted an amount of Rs. 500 lakhs for supplies. The IFA has advised that the case may be submitted to QMG branch for sanction. Comment.

**(2 Marks)**

Ans. As per delegation of financial powers GoC-in-C is competent to sanction contract upto Rs. 400 Laksh in consultation with IFA. Since, lowest bidder for Meat Group items supply contract has quoted Rs. 500 lakhs, therefore, it will require sanction of higher CFA i.e. QMG in the instant case.

In view of the above, the IFA advise to submit the case to QMG branch for sanction is correct.

**(Authority: Schedule XIII of FR-I, Vol-II amended vide DFPR(Army-2006)**

(d) Mention the Competent Financial Authorities (CFA) who has been delegated financial powers to approve expenditure for introduction of new items and its scales in Air Force.

**(2 Marks)**

Ans. The under mentioned authorities of Air Force, have delegated financial powers for approval of expenditure for introduction of new items and scales:-

	Without IFA Consultation	With IFA consultation
ASEPC(DCAS)	Nil	Rs. 10,00,00,000/-
ASEPSC Maint(AOM)	Nil	Rs. 5,00,00,000/-

**(Authority: Sl. No. (J1B) of Schedule XII to DFPR(AF)- 2006, FR-I, Vol-II)**

15. (a) After the close of year, it has been noticed that excess expenditure has been incurred over modified allotments under locally controlled head. What action is required to be taken by CDA and local authorities?

**(2 Marks)**

Ans. In cases where excesses over modified allotments under locally controlled heads are noticed after the close of the year they should be brought to the notice of local authorities by the CDA.

The local authorities will report all such excesses with full explanations for the excesses to the controlling authority at Armed Forces HQrs. through the CDA concerned. When this has been done, the CDA can remove his objection to the excesses.

**(Authority: Rule 120 of FR-I, Vol-I)**

(b) A DDO has refunded the Income Tax deducted from the salary due to the officer. Comment.

**(2 Marks)**

Ans. A DDO is not competent to refund the income tax deducted from the salary of the officer. The refund of income tax can be claimed from the income-tax officer concerned by submitting the usual income tax return at the close for the financial year. Thus the action of DDO to give refund in the case is not in order.

**(Authority: Rule 24(iv) of FR-II)**

(c) What is the responsibility of Commanding Officer regarding accounts?

**(2 Marks)**

Ans. The Commanding Officer is responsible to ensure that the accounts of his unit/ship establishment are kept in conformity with the regulations and that the rules for the distribution of pay are strictly observed.

**(Authority: Rule 1 of FR-II)**

(d) For what purpose Supply and Services(S&S) Imprest is provided to units and formations including supply depots?

**(2 Marks)**

Ans. The supply and services imprest is provided to Units/formations for the following purposes:-

- Payment of supplies/stores locally.
- Payment of hire charges for porters, ponies, camels, labour and civil transport.

- Payment of Excise duty on rum, allied levies on account of storage licence fee and gallonage fee.
- Payment of charges on account of water supply drawn from civil sources to troops deployed in forward areas.
- Payment of ASC Contractor's bills for fresh supplies and firewood to the extent of 90% subject to post audit.

**(Authority: Para 1 of Appendix 28 of FR-II)**

16. (a) A contractor has preferred a claim for payment after four years. What action is required to be taken by executive and by the CDA?

**(2 Marks)**

Ans. The maximum period of limitation for contractor's claim is 3 years. The CDA shall, therefore, not admit the claim for payment preferred by a contractor which is four years old, as the same is a time barred claim and intimate the executives that sanction of the Govt. of India would be required to admit the claim. The executives may, therefore, process the case for obtaining Govt. of India sanction giving full justification for payment against the claim which is four year old.

**(Authority: Rule 191 of FR-I, Vol-I)**

- (b) The enhanced rates of negotiated milk contract have been sanctioned by the authority that sanctioned the contract. Comment.

**(2 Marks)**

Ans. There is provision of enhancement of contract rates in the negotiated contract for milk, therefore, the competent authority who sanction the contract can such enhancement of contract rates, provided the total value of negotiated contract with enhanced rate falls within the delegated financial power of the same authority.

**(Authority: Note under Rule 247 of FR-I, Vol-I)**

- (c) AOC-in-C has accorded Administrative Approval for a civil works proposal (authorized work) amounting to Rs. 500 lakhs without consulting IFA. Comment.

**(2 Marks)**

Ans. As per delegation of financial power, AOC-in-C is competent to sanction civil works (authorized work) upto Rs. 500 lakhs in consultation with IFA. Therefore, the action of AOC-in-C to sanction civil works amounting to Rs. 500 lakhs without consulting IFA, is not in order and would require approval of next higher CFA i.e AOA(in whose delegated financial powers the proposal falls) at Air HQrs. The AOA can accord ex post facto sanction in consultation of his IFA.

**(Authority: Sl. No. 1(A) of Schedule XVIII to DFPR(AF) -2006, FR-I, Vol-II)**

- (d) What is the allocation under Special Financial Powers/ACSFP for Army Commanders of Northern and Eastern Command for purpose of Ordnance Stores?

**(2 Marks)**

Ans. The allocation under Army Commanders Special Financial powers for procurement of Ordnance stores is as follows:

Northern Command	Rs. 100 Crore per annum
Eastern Command	Rs. 50 Crore per annum

**(Authority: Schedule XXI(A) FR-I, Vol-II)**

**DEFENCE ACCOUNTS DEPARTMENT**

**SAS EXAMINATION – PART-I**

**APRIL, 2013**

**SUBJECT: PAPER-III – ACCOUNTANCY**

**Time: 3 Hours**

**Max. Marks: 100**

Notes:

1. Only 6 questions should be attempted by the candidates. 1 from Section-I, 2 from Section-II out of 4 and 3 from Section-III out of 5. Question No.1 of Section-I and Question No. 6 of Section-III are COMPULSORY.
2. Question 1 in Section-I carries 40 marks. Each question in Section-II carries 25 marks. Each question in Section-III carries 20 marks.
3. Answers to all parts of question should be written in one place only.
4. Indication of Section should appropriately be made.

**SECTION-I (Compulsory)**

1. Mr. Orchard carries on trade as a fruit grower and as a canner. On March 31, 2012 the Trial Balance extracted from his books was as follow:

**TRIAL BALANCE**

<b>Particulars (1)</b>	<b>Dr. Rs. (2)</b>	<b>Cr. Rs. (3)</b>
Orchard Capital Account(April1,2011)		1,35,000
Drawing Account	12,000	
Freehold land and premises at cost	1,49,000	
Freehold land and premises sale during the year		8000
Plant and Machinery at cost- Farm	19000	
	Cannery	48,000
Plant and Machinery Provision for Depreciation –Farm		11,000
	Cannery	16,400
Plant and Machinery purchased during the year	5,000	
Fruit, trees, bushes at cost	8000	
Stock, April 1, 2011-Farm	4,000	
	Cannery	16,500
Loan at 6% (Interest payable June 30 and December 31)		80,000
Balance at Bank	8,640	

Sale Ledger Balance		6,420	
Bought Ledger Balance-Farm			2,000
	Cannery		7,400
Purchases- Farm		2,500	
	Cannery	12,000	
Wages-Farm		16,000	
	Cannery	24,100	
Sales Farm			5,300
	Cannery		99,500
Trade expenses		9200	
Administration and Conveyance expenses (including loan interest upto December,31)		5,840	
Repairs-Farm		800	
	Cannery	3,600	
Salaries		14,000	
Total		3,64,600	3,64,600

Prepare:

- (a) Trading and Profit and Loss Account showing separately the net profit or loss of the Farm and of the Cannery for the year ended March 31,2012.
- (b) A balance sheet as on the date

**Following further information's are given:**

- (i) Provision is to be made for depreciation for the year of Plant and Machinery on cost at the end of the year at the rate of 10% in case of Farm and 7.5% in case of Cannery.
- (ii) During the year a tractor included in Farm Plant and Machinery at a cost of Rs. 6,000 in respect of which depreciation of Rs. 5,000 had been provided, was sold for Rs. 3,000 and was replaced by a new tractor costing Rs. 8,000.
- (iii) Fruit to the value of Rs. 22,000 was supplied by the Farm to Cannery.
- (iv) Stock on hand on March, 31, 2012 were valued as follows:

Farm-	Rs. 3,000
Cannery	Rs. 17,200

- (v) Amounts owing, excluding interest accrued and due at the end at the end of the year were:

Purchase- Cannery (included in stock but not entered in books)	Rs. 1,400
Trade expenses	Rs. 8,00
- (vi) Bought Ledger balances at the end of year included Rs. 3,200 for cans supplied, since

the books were closed, the supplier agreed to allow Rs. 1,600 as the cans were substandard. This allowance had been taken into account in valuing the stock on March 31, 2012.

- (vii) All expenses except when otherwise indicated are to be apportioned between the Farm and the Cannery in 1:3 ratio.
- (viii) Mr. Orchard is to be charged Rs. 1,040 for private conveyance expenses incurred by him.
- (ix) Freehold land sold for Rs. 8,000 had cost Rs. 3,500
- (x) The Manager of the cannery is to be credited with 5% of the cannery profits and charging his commission.

**(40 Marks)**

**Ans. Trading and Profit and Loss Account of Mr. Orchard for the year ending 31st March 2012.**

	Farm Rs.	Cannery Rs.		Farm Rs.	Cannery Rs.
To Stock	4,000	16,500	By Cannery-Fruit	22,000	
To Purchase <sup>1</sup>	2,500	13,400	By Sales	5,300	99,500
To wages	16,000	24,100	By Stock	3,000	17,200
To repairs	800	3,600	By Allowance receivable from creditor		1,600
To Depreciation on Plant & Machinery <sup>8&amp;9</sup>	2,100	3,600	By Plant & Machinery (Farm) Profit <sup>3</sup>	2,000	
To Farm-Fruit		22,000	By General Profit Loss A/c	600	
To Trade expenses <sup>2</sup> (1:3)	2,500	7,500			
To salaries (1:3)	3,500	10,500			
To administrative conveyance expenses	5,840				
Add: Interest outstanding <sup>4</sup>	<u>1,200</u>				
	7,040				
Less: Charges to Mr. Orchard for	<u>1,040</u>				
Private conveyance	6,000	1,500			
To Manager's Commission <sup>5</sup>		600			
To general profit & loss A/c		12,000			
	<b><u>32,900</u></b>	<b><u>1,18,300</u></b>		<b><u>32,900</u></b>	<b><u>1,18,300</u></b>

**General Profit & Loss Account of Mr. Orchard for the year ending March 31, 2012**

	Rs.	Rs.		Rs.	Rs.
To Net Loss from Farm		600	By Net Profit from Cannery		12,000
To Net Profit transferred to Capital A/c		15,900	By Profit on land <sup>6</sup>		4,500
		<b><u>16,500</u></b>			<b><u>16,500</u></b>

**Balance Sheet of Mr. Orchard as on March 31, 2012**

<b>Liabilities</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Assets</b>	<b>Rs.</b>	<b>Rs.</b>
Loan	80,000		Fixed Assets:		
Add: Interest outstanding <sup>4</sup>	12,00	81,200	Free hold land & Premises		
<b>Sundry Creditor</b>			at cost	1,49,000	
Farm	2,000		Less: Cost of the freehold		
Cannery	7,400		land sold	<u>3,500</u>	1,45,500
Less: Allowance			Plant & Machinery Farm <sup>7</sup>	21,000	
receivable			Less: Depreciation upto		
from creditors	<u>1600</u>		March 31, 2012 <sup>8</sup>	<u>13,100</u>	
	5,800			7,900	
Add: Omitted			Add: Purchase(Net)	5,000	
Voucher	<u>1,400</u>	<u>7200</u>	Cannery	48,000	
			Less: Depreciation		
Trade expenses outstanding	800	9,200	Upto March 31, 2012 <sup>9</sup>	<u>20,000</u>	<u>28,000</u>
Manager's commission			Fruit, Trees & Bushes		8,000
outstanding	<u>600</u>	1,400	<b>Current Assets:</b>		
Mr. Orchard's Capital A/c	1,35,000		Cash at Bank		8,640
Profit from the year	<u>15,900</u>		Sundry Debtors		6,420
	1,50,900		<b>Stock</b>		
Less: Debit Balance of			Farm	3,000	
drawing a/c and			Cannery	<u>17,200</u>	<u>20,200</u>
conveyance expenses	<u>13,040</u>	<u>1,37,860</u>			
charged					
		<b>2,29,660</b>			<b>2,29,660</b>

Notes:-

1. Cannery Purchase Rs. 12,000 + Rs. 1400(amount vary) = Rs. 13400
2. Trade expenses Rs. 9200 +Rs.800(amount owing) = Rs. 10,000
3. Sale value of Tractor      Rs. 3,000  
Book value(6000-5000)      Rs. 1,000  
Profit      Rs. 2,000
4. Loan interest upto December 31 accounted for already.  
Three month's interest outstanding =  $\frac{1}{4} \times 6\%$  of 80,000 = Rs.1200
5. Manager Commission:  $\frac{5 \times 12,600}{100} =$  Rs. 600
6. Profit on land: Rs. 8000-Rs.3500 = Rs.4500

7. Farm Machinery at Cost on 01.01.2011	19000
Less: Machinery sell during year	<u>6000</u>
	13000
Add: Tractor Purchase at cost	<u>8000</u>
	Rs. 21,000
8. Depreciation at 10%	2,100
Add: Provision for Depreciation	<u>11,000</u>
	Rs. 13,100
9. Depreciation at 7.5% on 48,000	Rs. 3600
Add: Provision for Depreciation	Rs. <u>16400</u>
	Rs. 20,000

**Section-II- Costing**

2. (a) Distinguish between Job costing and process costing.

**(6 Marks)**

Ans.

**Job Costing**

**Process Costing**

- |   |  |
|---|--|
| (i) A job is carried out or a product is produced on specific orders.   | (i) The process of producing the product has continuous flow and the product produced is homogeneous.  |
| (ii) Cost are determined from each job  | (ii) Cost are compiled on time basis i.e. for production of a given accounting period for each process   |
| (iii) Each job is separated and independent of other jobs.  | (iii) Products lose their individual identity as they are manufactured in a continuous flow.   |
| (iv) Each job has a number and costs are collected against the same job number.   | (iv) The unit cost of process is an average cost for the period.   |
| (v) Costs are computed when a job is computed. The cost of a job is determined by additions all costs against the job.      | (v) Costs are calculated at the end of cost period. The unit cost of the process is computed by dividing total cost for the period by the output of the process during the period. |
| (vi) As production is not continuous, each job is different so more managerial attention is required for effective control. | Process of production is usually standardized and is therefore, quite stable. Hence control here is comparatively easier.  |

(b) What are the two methods of wage payment? Discuss the merits and demerits of each.

**(2+6=8 Marks)**

Ans. The two methods of wage payment are Time Rate System and Piece Rate System. In the former, wages are calculated on the basis of number of hours or days spent in factory.

Earnings = Clock hours worked X Rate per hours

In the latter payment is made on the basis of number of units produced without taking into account the time spent.

Earnings = Number of units X Rate per unit

Merits and demerits of two systems: In case of time rate wages, output as such is not taken into account. So the worker normally takes good care of quality and is also careful in use of material tools and machinery. But he has not incentive as such to increase the output. In fact the output may actually decline, if the management and supervision is not watchful. If it declines, the labour cost per unit and also fixed expenses per unit will increase including the overtime.

The demerit of time rate system are largely removed by applying the piece rate/work

method. In this, worker is naturally interested in maximizing his earnings by increasing his output. Higher output results in lower fixed expenses per unit. The employees also gains and he is sure about labour cost per unit. However, quality is generally ignored by the workers. He may not take proper care of material, tools and machine. There is more pressure on workers to deliver the output and may results in absenteeism. Wage rates may therefore need to be fixed carefully.

- (c) What is “Marginal Cost? Explain Marginal Costing and discuss its limitations.

**(2+5+4 = 11 Marks)**

**Ans.** The term “Marginal Cost” means the amount at any given volume of output by which aggregation costs are changed if the volume of output is increased or decreased by one unit.

“Marginal Costing” is a technique where only the variable costs are considered while computing the cost of a product. The fixed costs are met against the total fund arising out of excess of selling price over total variable cost. This fund is known as “Contribution” in marginal costing. Thus

Marginal Cost = Direct Material + Direct Labour + Variable Overheads.

Contribution = Selling Price – Marginal Cost

Profit = Contribution – Fixed Cost

**Marginal Costing help in takings managerial decisions such as:**

- (i) Maximizing the production capacity to decide level of output of two or more product lines.
- (ii) Deciding between alternate products whether to introduce new product deciding between more profitable job orders.
- (iii) Make or buy decision
- (iv) Which method of manufacturing is more profitable i.e. manual or machine.
- (v) During the recession, to decide whether to suspend the production temporarily or permanently
- (vi) Analyzing efficiency and economy of plant, over a range of products volumes and output.
- (vii) To arrive at break even point i.e. no profit no loss point.

3. (a) What do you understand by “Batch Costing”? In which industries it is applied?

**(5 Marks)**

**Ans.** It is a form of job costing. In this, the cost of group of product, is ascertained. The unit of cost is a batch or a group of identical products instead of a single job, order or a contract. Separate cost sheets are maintained for each batch of products by assigning a batch number. The cost per unit is ascertained by dividing the total cost of a batch by the number of items produced in a batch.

Batch costing is employed by the companies manufacturing in batches. It is used in readymade garment factories, pharmaceutical or drug industries, electronic component manufacturing units etc.

- (b) Leo Limited undertakes to supply 1000 units of a component per month for the months of January, February and March 2012. Every month a batch order is opened against

which material and labour costs are booked at actual. Overheads are levied at rate per labour hour. Selling price is contracted at Rs. 15 per unit.

From the following data, present the cost and profit per unit of each batch order and the overall position of the order for 3000 units.

	<b>Batch output (Numbers)</b>	<b>Material cost (Rupees)</b>	<b>Labour cost (Rupees)</b>
January, 2012	1,250	6,250	2,500
February, 2012	1,500	9,000	3,000
March, 2012	1,000	5,000	2,000

Labour is paid at the rate of Rs. 2 per hour. Other details are:

	<b>Total Labour hours</b>	<b>Overheads (Rupees)</b>
January, 2012	4,000	12,000
February, 2012	4,500	9,000
March, 2012	5,000	15,000

(20 Marks)

**Ans.** Calculation of fixed overheads

	<b>January, 2012</b>	<b>February, 2012</b>	<b>March, 2012</b>
(i) Labour hours (Labour cost/labour rate per hour)	$2500/2 = 1250$	$3000/2 = 1500$	$2000/2 = 1000$
(ii) Overheads per hour (Total overheads/Total labour hours)	$12000/4000 =$ Rs. 3	$9000/4500 =$ Rs. 2	$15000/5000 =$ Rs. 3
(iii) Overheads for the beaten (i) x (ii)	Rs. 3750	Rs. 3000	Rs. 3000

#### LEO LIMITED

##### Statement of Cost and Profit per unit of each Batch

	<b>Jan 12</b>	<b>Feb 12</b>	<b>March 12</b>	<b>Total</b>
(A) Batch output (Numbers)	Rs. 1250	Rs. 1500	Rs. 1000	Rs. 3750
(B) Sale Value	18750	22500	15000	56250
(c) Costs				
Material	6250	9000	5000	20250
Labour	2500	3000	2000	7500
Overheads	3750	3000	3000	9750
Total	12500	15000	10000	37500
(D) Profit/Batch (B-C)	6250	7500	5000	18750
(E) Cost/Unit (C÷A)	10	10	10	
(F) Profit/Unit (D÷A)	5	5	5	

**Overall posting of the order for 3000 units**

	<b>(Rs.)</b>
Sales Value (3000 x 15)	45,000
Less: Total Cost (3000 x 10)	<u>30,000</u>
<b>Profit</b>	<b>15,000</b>

4. A Factory has two production department X and Y and two service departments P and Q. Deptt. X produces product 'A' while Deptt. Y produces product 'B'. Following are the details of costs incurred during the month of January:

<b>Direct Material</b>	<b>Rs.</b>	<b>Direct Labour</b>	<b>Rs.</b>
Deptt.X	14,000	Deptt. X	8,000
Deptt.Y	6,000	Deptt.Y	6,000
<b>Lubricants and Supplies</b>	<b>Rs.</b>	<b>Supervisory Labour</b>	<b>Rs.</b>
Deptt.X	500	Deptt.X	1,300
Deptt.Y	400	Deptt.Y	1,700
Deptt.P	300	Deptt.P	3,000
Deptt.Q.	200	Deptt.Q	4,000

The output of product 'A' is 2000 units while that of product 'B' is 1000 units. Lubricants and Supplies of Service Deptt. are charged to Production Deptts. as a percentage of direct materials while supervisory labour is charged as percentage of direct labour.

Your are required to calculate total costs and cost per unit taking product 'A' and 'B' as cost centres.

**(15 Marks)**

<b>Ans.</b>	<b>Statement of Total Costs</b>			
	<b>Product- 'A'</b>		<b>Product 'B'</b>	
(a) Output(units)	2000		1000	
	<b>Total</b>	<b>Per unit</b>	<b>Total</b>	<b>Per unit</b>
	<b>(Rs.)</b>	<b>(Rs.)</b>	<b>(Rs.)</b>	<b>(Rs.)</b>
Direct Material	14,000	7.000	6,000	6.000
Direct Labour	8,000	4.000	6,000	6.000
Lubricants & Supplies	850	0.425	550	0.550
Supervisory Labour	5,300	2.650	4,700	4.700
	<b>28,150</b>	<b>14.075</b>	<b>17,250</b>	<b>17.250</b>

**Working Notes:**

1. Lubricants and Supplies	
Direct Material used in Deptt X and Y	Rs. 20000
Lubricants and supplies used in service Deptts P and Q	500
Percentage & Lubricants to Direct Material	$\frac{500 \times 100}{20000} = 2.5\%$

Lubricants and supplies for product A :		
Direct	500	: 500
From service Deptts.	$\frac{2.5 \times 14000}{100}$	: <u>350</u>
	100	850
 <b>For product B</b>		
Direct		: 400
From service deptts.	$\frac{2.5 \times 6000}{100}$	: <u>150</u>
	100	550

**2. Supervisory Labour**

Direct Labour in Deptts X and Y	Rs. 14,000
Supervisory Labour in Service Deptts.	7000
<b>Percentage of Supervisory Labour</b>	
To Direct Labour	50%
<b>Supervisory Labour for Product 'A'</b>	
Direct	: 1,300
From service Deptts 50% of 8000	: 4,000
<b>For Product 'B'</b>	
Direct	: 1,700
From service Deptts 50% of 6000	: <u>3,000</u>
	<b>4,700</b>

(b) Calculate standard labour time for Machining part No. Z 235 from the following data:

Standard Batch Size	100 Pieces
Setting up time	64 minutes
<b>Operating Time (Each piece)</b>	
Fixing Job on machine	2 minutes
Cutting time	10 minutes
Removing Job from machine	3 minutes

Allow 10% of total operations time for inspection during process and allow further 5% of total time for fatigue.

**(10 Marks)**

**Ans. Computation of Standard Labour Time**

Total operations time for each piece = 2+10+3	15 Minutes
Total operating time for 100 pieces	1500 Minutes
Add: Setting up time	64 Minutes
Time for inspection	<u>150 Minutes</u>
	1714 Minutes
Add: 5% as fatigue time	86 Minutes
Standard Time for 100 pieces	1800 Minutes
Standard Time for one piece of Part No. Z235	18 Minute

5. On the basis of the following information in respect of an engineering company, what is the product mix which will give highest profit attainable?

(1)	A (2)	B (3)	C (4)
Product manufactured			
Raw Material per unit	10Kg	6 Kg	15 Kg
Labour hours per unit at Rs. 1 per hour	15	25	20
Sales price per unit	Rs.125	Rs.100	Rs.200
Maximum production possible(units)	6,000	4,000	3,000

1, 00,000 kg raw materials are available at Rs. 10 per kg. Maximum production hours are 2, 60,000.

Suggest the appropriate product mix and support your answer by preparing marginal cost analysis statement and statement of ranking of products.

(8+1+7= 25 Marks)

**Ans. Marginal Cost Analysis Statement**

	Products			Total	Remarks
	A	B	C		
Maximum Production (Units)	6000	4000	3000	13000	Maximum available only
Raw Materials (Kg)	60000	24000	45000	129000	100000 Kg
Value (Rs.)	600000	240000	450000	1290000	
Labour time(hours)	90000	100000	60000	250000	Maximum available
Cost(Rs.)	90000	100000	60000	250000	labour hours
Variable Cost(Rs.)	690000	340000	510000	1540000	260000
Sales Value(Rs.)	750000	400000	600000	1750000	
Contribution(Rs.)	60000	60000	90000	210000	

**Ranking of Product**

	A	B	C	Ranking
Contributing per unit(Rs.)	10	15	30	C,B,A
Contribution per Kg of raw materials(Rs.)	1.00	2.50	2.00	B,C,A
Contribution per labour hour(Rs.)	0.67	0.60	1.50	C,A,B

The above ranking shows that products C and B give higher contribution per unit. Since availability of raw material is the constraint, the key factor is contribution per Kg of raw material. In this case the ranking is B, followed by C and then A. Therefore, B and C shall be produced maximum.

**Product Mix**

	No. of units	Raw Materials	Labour hours
Product B	4000	24000 Kg	100000

Product C	3000	45000 Kg	60000
	7000	69000Kg	160000
Balance raw material available		31000Kg	
Balance labour time available			100000
<u>Product 'A'</u>	3100	31000 Kg	46500

		Units	Contribution(Rs.)
Product	A	3100	31000
	B	4000	60000
	C	<u>3000</u>	<u>90000</u>
		<b>10100</b>	<b>181000</b>

### Section-III

#### (Q.No.6 Theoretical-Compulsory)

6. (a) Discuss the three conventions regarding the financial statements. In this context explain the term 'window dressing'

(7 Marks)

**Ans.** In order to make the message contained in the financial statements the income statement i.e. profit and Loss Account and the statement showing the financial position i.e. Balance sheet clear and meaningful, these are drawn up according to the following conventions:

(i) **Consistency:** The accounting practices should remain the same from one year to another. For example, it would not be proper to value stock – in- trade according to one method one year and according to another method next year. If a change becomes necessary, the change and its effect should be stated clearly.

(ii) **Disclosure:** Apart from legal requirements, good accounting practice also demands that all significant information should be disclosed. Not only various assets, for example, have to be stated but also the mode of valuation should be disclosed. Various types of revenues and expense, properly grouped may also be disclosed. Whether something should be disclosed or not will depend on whether it is material or not. Materiality depends on the amounts involved in relation to the asset or transaction group involved or profits.

(iii) **Conservatism:** Financial statements are rather drawn up on rather conservative basis showing a position better than what actually is, is not permitted. It is also not proper to show a position substantially worse than what it is. In other words, secret reserves are not permitted.

**Window – dressing refers** to showing the financial position better than what actually is. It may consist of changing asset depreciation or valuable position making short term borrowings, or engaging in sales and lease back transactions at the end of a period. By doing so management embellishes the company's results or liquidity and obtain some benefits.

- (b) What are the reasons due to which balance shown in the Bank Pass Book may not agree with the balance shown in the Cash Book? Why is the preparation of Bank Reconciliation statement an important control technique?

(7 Marks)

**Ans.** The balance in Bank Pass Book and that shown in the Cash Book may not agree due to the following reasons:

- (j) **Cheque recorded in Cash Book but not yet credited by the Bank-** Cheque received are

(k) entered into the cash book as soon as they are received. There may be a delay of a day or two in sending the cheque to the bank. Moreover, the bank usually does not credit the customers until the cheques are realised, if they are drawn on other banks. In the meantime, therefore, each book will show more balance than bank show, in the customer's account.

(ii) **Cheque issued but not yet presented for payment**- As soon as cheques are issued they are entered into cash book, but the Bank again make no entry until the cheques are actually presented for payment and are paid. This means that the bank shows higher balance in favour of the customer than what the Cash Book of the customer's shows.

(iii) **Bank Charges**- The bank often charges for services rendered. There are known as bank charges. If there is on overdraft, the bank will also charge interest. The bank charges and interest are entered in to the Bank Pass Book and entry is generally made in the cash Book only when the Pass Book is received.

(iv) **Direct collection by bank**- The bank is often entrusted with the task of collecting interest on securities or dividends, on shares or even the collection of amounts due on bills of exchange or promissory notes. The bank will credit the customer as soon as the amounts are received but the entry by the customer in the Cash Book must await receipt of information by the customer from the bank.

(v) **Payments by bank as per standing instruction** - The bank may also make payments according to the standing instructions of the customer or in respect of any special instruction such as payment on presentation of documents for supply of goods for which a letter of credit has been opened previously. Entries in Cash Book are made in such cases on receipt of advice from the bank.

In order to know the position clearly and to make sure that no mistakes have been committed, these must be a statement to explain why there is a difference between the balance shown by the Bank Pass Book and that shown by the Cash Book on a particular day. It helps management to check the accuracy of entries made in the Cash Book and keep track of cheques. Bank Reconciliation Statement as an important control technique, often reveals frauds committed by the Staff handling cash and cheque. Any cheque remained un cleared for an unreasonable length of time should be traced and reasons ascertained for the delay.

(c) Distinguish between Shares and Debentures.

**(6 Marks)**

**Ans.** Distinction between shares and Debentures-

The following are the points of distinction between shares and debentures:-

(i) **Creditor ship security verses ownership security**- Whereas as debenture is a creditor ship security, a share is an ownership security. It means that a debenture holder is a creditor of the Company, while a shareholder is a part owner of the Company. This is the fundamental difference between shares and debentures.

(ii) **Certainty of return**- A debenture holder is certain of return on his investment. The company has to pay interest on debenture at the fixed rate agreed upon at the time of issue even it suffers heavy losses. A shareholder cannot get dividend if the company do not earn profit. In fact, even when a company earns a profit, its Directors may decide to plough back the profits and not declare a dividend. Thus, there is no certainty of return on investment in share.

(iii) **Order of repayment on winding up:** In case of winding up of a company, the amount of debentures is repaid before any amount is paid to shareholders to return share Capital.

(iv) **Mortgage-** There can be mortgage debentures. It means assets of a company can be mortgaged in favour of debenture holders by way of security. But there can be no mortgage shares.

(v) **Convertibility-** Debentures which can be converted into shares at the option of debenture holders can be issued. But shares convertible into debentures cannot be issued.

7. Pass Journal entries to rectify following errors:

(i) A sum of Rs. 25,000 paid to Mahesh was debited to Suresh

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Mahesh	...Dr	25,000	
	To Suresh			25,000
	(Amount paid to Mahesh wrongly debited to Suresh earlier, error being rectified now)			

(ii) A purchase of goods from Ram amounting to Rs. 6,000 wrongly entered in the sales book.

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Purchase Account	...Dr	6,000	
	Sale Account	...Dr	6,000	
	To Ram			12,000
	(Credit Purchase recorded in Sales book, error now rectified)			

(iii) A bill receivable for Rs. 25,000 accepted by Shyam was recorded in bills payable book.

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Bills Receivable Account	...Dr	25,000	
	Bills Payable Account	...Dr	25,000	
	To Shyam			50,000
	(Acceptance received from Shyam wrongly recorded in Bills payable book, error now rectified)			

(iv) Rs. 4,000 received from Malhotra have been credited to Mehrotra

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Mehrotra	...Dr	4000	
	To Malhotra			4000
	(Amount received from Malhotra credited to Mehrotra, error now rectified)			

(v) Goods bought from Vijay amounting Rs. 27,500 was posted to the credit of his account as Rs. 25,700

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Suspense Account	...Dr	1,800	
	To Vijay			1,800
	(Vijay credited with Rs. 25,700 for purchase invoiced at Rs. 27,500, error now rectified)			

(vi) Salebook was overcast by Rs. 10,000.

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Sales Account	...Dr	10,000	
	To Suspense Account			10,000
	(Sales book overcast by Rs. 10,000, error now rectified)			

(vii) Received interest Rs. 1,000 posted to Loan Account.

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Loan Account	...Dr	1000	
	To Interest Earned Account			1000
	(Rectification of wrong credit given to Loan Account for interest received)			

(viii) A bill of Rs. 2,000 for old officer furniture sold to Sethi was entered in the Sale Book. The book value of furniture sold was Rs. 2,500

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Sales Account	...Dr	2000	
	Loss on sale of Furniture	...Dr	500	
	To Furniture Account			2500
	(Sale of old furniture for Rs. 2000 recorded in sales Book, error now rectified. Loss on sale of furniture also being recorded now.)			

(ix) Carriage outward, Rs. 1,000 was posted to carriage inward account.

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Carriage Outward Account	...Dr	1000	
	To carriage Inward Account			1000
	(Carriage outward wrongly posted to carriage inward account, error being rectified now)			

(x) Drawing of goods costing Rs. 2,500 were not recorded in the books of account.

<b>Ans.</b>	<b>Particulars</b>		<b>Dr.(Rs.)</b>	<b>Cr.(Rs.)</b>
	Drawing Account	...Dr	2,500	
	To Purchase Account/Sales Account/ Traditions Account			2,500
	(Drawing of goods not recorded earlier being recorded now)			

**8.** The following information has been extracted from the books of account of a firm for the year ended 31<sup>st</sup> March, 2011

	Rupees
Purchase made during the year	28,20,000
Stock on 1 <sup>st</sup> April, 2010	5,96,000
Sales during the year	31,61,000

At the time of valuation of stock on 31<sup>st</sup> March, 2010, a part of the stock costing Rs. 18,000 was recorded at Rs. 15,600 being the market value of the goods as on the date. However, during the

year 2010-2011, the market value increased and one third of these goods were sold for Rs. 6,100. Ascertain the value of stock as on 31<sup>st</sup> March, 2011 assuming that the firm earns profit of 25% on cost on normal goods.

(20 Marks)

**Trading Account for the year ended 31<sup>st</sup> March, 2011**

	Normal (Rs.)	Abnormal (Rs.)	Total (Rs.)		Normal (Rs.)	Abnormal (Rs.)	Total (Rs.)
To opening stock	5,80,400	15,600	5,96,000	By sale	31,54,900	6,100	31,61,000
To Purchase	28,20,000	-	28,20,000	By closing stock (balancing figure)	8,76,480	12,000	8,88,480
To Gross profit	6,30,980	2,500	6,33,480				
	<b>40,31,380</b>	<b>18,100</b>	<b>40,49,480</b>		<b>40,31,380</b>	<b>18,100</b>	<b>40,49,480</b>

	Rs.
Value of normal stock :	8,76,480
Value & abnormal stock:	<u>12,000</u>
Total closing stock as on 31 <sup>st</sup> March, 2011	<b>8,88,480</b>

Working Notes:

- Opening stock of normal goods : Rs. 5,96,000 - Rs. 15,600 = Rs. 5,80,400
- Sale of normal goods : Rs. 31,61,000 - Rs. 6,100 = Rs. 31,54,900
- Gross profit is 25% on cost, it comes to 20% of selling price
- Gross profit earned on sale of Normal goods = 20% of Rs. 31,54,900 = Rs. 6,30,980
- Profit on abnormal goods: (Costing Rs. 18000 but were recorded as Rs. 15,600 on 31<sup>st</sup> March 2010)

	Rs.
Sale value of one third goods sold	6100
Add: Original cost of remaining two third goods ( as on 31.03.2011)	<u>12,000</u>
	18,100
Less: Value of stock on 31.03.2010	<u>15,600</u>
	2,500

9. (a) The sports clubs accounts on 31<sup>st</sup> December, 2011 showed that annual subscriptions outstanding were Rs. 5,000 from 50 members and the subscriptions had been received for 2012 from 20 members. The total number of members at the end of 2011 were 1,500. During 2012, 25 members left (5 of which were those who owed subscriptions on 31<sup>st</sup> December, 2011) and 40 new members were admitted. They paid Rs. 150 as admission fees, 15 of these paid subscription for 2013 as well. The total amount received during 2012 as subscription was Rs. 1,47,000.

Prepare the Subscription Account and show the amount to be credited or debited to the

Income and Expenditure Account in 2012 in respect of above

(10 Marks)

		<b>Subscription Account</b>			
2012		Dr. (Rs.)	2012	Cr.(Rs.)	
Jan.1	To subription o/s a/c transfer	5,000	Jan.1	By subscription received in advance a/c transfer	2,000
Dec.31	To subscription received in advance a/c (15 members)	1,500	Dec.31	By Bank	1,47,000
Dec.31	To Income & Expenditure a/c transfer of subscriptions pertaining to the year	1,51,500		By Income & Expenditure a/c Subscription irrecoverable for 5 members	500
			Dec.31	By subscription o/s A/c	8,500
		<b>1,58,000</b>			<b>1,58,000</b>

Subscriptions outstanding on December 31, 2012 :

No. of members at end the of 2011	1500
New admission	<u>40</u>
	1540
Less: Withdrawal	<u>25</u>
No. of members on December 31, 2012	1515

Total amount received @ Rs. 100 for 1515 members	1,51,500	<b>Rs.</b>
Add: Received in advance in 2012	1500	
Outstanding on December, 31, 2011 (5000-500)	4500	
		<b>1,57,500</b>
Less: Received in Cash	1,47,000	<b>(-) 1,49,000</b>
Outstanding December 31, 2012	2,000	
		8,500

- (b) R&D club works on no profit no loss basis. The club has a research endowment of Rs. 1,80,000 which it has invested in 9% Debentures of Rs. 100 of a company, purchased at Rs. 90. Besides the endowment the club had cash on January 1, 2012. Rs. 4500 relating to research. During 2012, the club undertook a project which cost Rs. 16,700 in cash, beside time devoted by the general staff of the club, which could be valued at Rs. 1,200. Show how you would recommend the above to be treated in the accounts of the club.

(10 Marks)

		<b>Research Endowment Income &amp; Expenditure A/c</b>			
2012		Rs.	2012	Rs.	
	To expenditure on research in cash	16,700		By Interest on 9% Debenture a/c (Rs. 2,00,000)	18,000
	To Income & Expenditure A/c	12,00			

allocation of expense			
To	Research	100	
	Endowment A/c		
	surplus transferred		
		<b>18,000</b>	<b>18,000</b>

The balance sheet shall show the amounts as follows:

<b>Liabilities</b>		<b>Rs.</b>	<b>Assets</b>		<b>Rs.</b>
Research endowment:			Research Endowment		1,80,000
As on Jan 1,2012	1,80,000		Investment 9% Debentures @ 90 2000 nos.		
Cash on Jan 1,2012	<u>4,500</u>		Cash		4,600
Add: Surplus	100	<b><u>1,84,600</u></b>			<b><u>1,84,600</u></b>

10. Mr. X carries on a small business, but he does not maintain a complete set of accounts books. He banks all receipts and makes all payments only by means of cheques. He maintains properly a Cash Book, a Sale Ledger, and a Purchase Ledger. He also makes a proper record of the assets and liabilities as at the close of every accounting year. From such records, you are able to gather the following facts:

Receipts for the year ended 31<sup>st</sup> December, 2010

	Rs.
From Sundry Debtors	17,625
Cash Sales	4,125
Paid in by Mr. X the proprietor	<u>2,500</u>
	<b>24,250</b>

Payment made in the year ended 31, Dec. 2010

	Rs.
New Plant Purchased	625
Drawings	1,500
Wages	6,726
Salaries	1,125
Interest paid	75
Telephone	125
Rent	1,200
Electricity(Power)	475
Sundry expenses	2,125
Sundry Creditors( Purchase Ledger Account)	7,625
	<b>21600</b>

**Assets and Liabilities:**

	<b>As on 31<sup>st</sup> Dec. 2009</b>	<b>As on 31<sup>st</sup> Dec.,2010</b>
Sundry Creditor	2,525	2,400
Sundry Debtor	3,750	6,125
Bank	625	--
Stock	6,250	3,125

Plant

7,500

7,315

From the above data prepare the Profit and Loss Account for the year ended 31<sup>st</sup> December 2010 and the Balance Sheet as on that date.

(20 Marks)

**Ans. Trading and Profit & Loss Account of Mr. X for the year ended 31<sup>st</sup> December, 2010**

Particulars	Rs.	Particulars	Rs.
To stock	6,250	By Sale	
		Cash	4,125
		Credit	<u>20,000</u>
			24,125
To Purchase	7,500		
To wages	6,725		
To Electricity (Power)	475	By Stock	<u>3,125</u>
To Gross Profit c/d	<u>6,300</u>		
	<b>27,250</b>		<b>27,250</b>
To salaries	1,125	By Gross Profit b/d	6,300
To Interest	75		
To Depreciation	810		
To Rent	1,200		
Sundry Expense	2,125		
To Telephone	125		
To Net profit transferred to Capital	<u>840</u>		
	<b>6,300</b>		<b>6,300</b>

**Balance sheet of Mr. X as on 31<sup>st</sup> December, 2010**

Liabilities		Rs.	Assets		Rs.
Sundry Creditors		2400	Sundry Debtors		6,125
Capital	15,600		Stock		3,125
Add: Addition during the year.	2,500		Cash at Bank		3,725
Profit for the year	8,40		Plant		7,315
	18,940				
Less Drawing	1,500	1,7440			
		<b>19,840</b>			<b>19,840</b>

**Notes:**

**Sundry Debtors A/c**

	Rs.		Rs.
To balance b/d	3750	By Cash	17,625
		<b>By Balance c/d</b>	
To Sales (balancing amt.)	<b>20,000</b>		6125
	<b>23750</b>		<b>23750</b>

**Sundry Creditors A/c**

	Rs.		Rs.
To Cash	7,625	By balance b/d	2,525
To balance c/f	2,400	By Purchase (balancing amount)	7,500
	<b>10025</b>		<b>10025</b>

**Plant A/c**

	Rs.		Rs.
To balance b/d	7,500	By depreciation (balancing amount)	810
To Cash	625	By Balance c/f	7315
	<b>8,125</b>		<b>8,125</b>

**Balance Sheet as on 31<sup>st</sup> December 2009**

<b>Liabilities</b>	<b>Rs.</b>	<b>Assets</b>	<b>Rs.</b>
Sundry Creditors	2,525	Sundry Debtors	3,750
Capital (balancing amount)	<u>15,600</u>	Bank	625
	<b>18,125</b>	Stock	6,250
		Plant	<u>7,500</u>
			<b>18,125</b>

**Cash Account**

	Rs.		Rs.
To balance b/d	625	By Plant	625
		By Drawings	1500
		By Wages	6,725
To Sundry debtors	17,625	By Salaries	1,125
To Cash Sale	4,125	By Interest	75
To Mr. X the Proprietor	<u>2,500</u>	By Telephone	125
		By Rent	1,200
		By Electricity(Power)	475
		By Sundry Expenses	2,125
		By Sundry Creditors	7,625
		By Balance c/d	<u>3,725</u>
	<b>24,875</b>		<b>24,875</b>

**DEFENCE ACCOUNTS DEPARTMENT**

**SAS EXAMINATION – PART-I**

**APRIL,2013**

**SUBJECT: PAPER-IV – SERVICE REGULATIONS  
(PRACTICAL- WITH BOOKS)**

**(THEORY-WITH BOOKS)**

**Time: 3 Hours**

**Max.Marks:100**

Notes:

1. Section-I and Section-II are compulsory for all candidates. In Section-III, candidates may opt. and attempt any one from Sub-Section-(A),(B),(C) OR(D) for which permission is granted.
2. Answers to questions under Sub-Sections of Section-III should be written in separate answer book while answer to Section-I and Section –II shall be written in one answer book only.
3. In all, candidates are to attempt 11 questions. 4 questions out of 6 questions from Section-I, 3 questions out of 5 questions from Section-II and 4 questions out of 6 questions from Section-III.
4. Each question in Section-I carries 9 marks and that of each question of Section-II, it is 8 marks. In Section-III, each question carries 10 marks.
5. Answer to all questions should be written in one place only.
6. Indication of Section/Sub-Section shall appropriately by made.

**SECTION-I**

**Pay & Allowance(Civil)  
(Common to all)**

1. Comment on the following statements, whether they are in order or not? Please specify the authority.
  - (a) A purchase officer of a Central Govt. department purchased books & periodicals worth of Rs. 1, 00,000/- to the departmental library? Whether this constitutes as “Goods” for the use of Govt.?

**(2 Marks)**

**Ans.** No, this does not constitute Goods. As per GFR Rule, 136 books, Publications, periodicals

etc. for library excludes from 'Goods' for Govt. purpose.

**(Authority: GFR Rule 136)**

- (b) A supplier registered with DGS&D. He bided in a department, through a Limited Tender Enquiry for furniture supply without bid security. Whether his quotation is valid?

**(2 Marks)**

**Ans.** He is exempted from bid security as he is registered with DGS&D.

**(Authority: GFR Rule 142)**

- (c) A Govt. Deptt. sold out its unserviceable goods worth Rs. 1.5 lakhs without public auction. Is it in Order?

**(2 Marks)**

**Ans.** It is in order. More than Rs. 2 lakh value only requires Public auction.

**(Authority: Rule GFR -197)**

- (d) What is lump sum advance given to a family of Govt. servant who died while in service? What purpose it serves? What is its maximum financial limit?

**(3 Marks)**

**Ans.** This is an advance given to the family of a person who dies in service to enable the family to meet its immediate requirements by Head of the Department.

\* Two months basic pay and dearness pay; subject to a maximum of Rs. 8,000/-(eight thousand only)

**(Authority: Rule 79 GFR)**

2. (a) What is the difference between Children Education Allowance (CEA) and Hostel Subsidy?

**(3 Marks)**

**Ans.** **Children Educational Allowance**:- It is the amount paid/reimbursed to the Govt. servant for defraying the cost of education of two children (including multiple births at second issue) in a recognized school up to 10+2 standard, until 20 years child, whichever is earlier.

**(Authority: Order-10=OM on CEA dated 17/6/2011)**

**Hostel Subsidy**:- It is the subsidy reimbursable to Govt. servant for keeping his/her children in Hostel away from duty station, located beyond 50 Kms. Irrespective of any transfer liability.

**(Authority: Order-15...OM dated 30/12/2010)**

- (b) Audit the following claims. Give answer with authority. Calculate that DA is less than 50%.

**(2+2+2= 6 Marks)**

- (i) A Govt. servant put up two Child Education Allowance claims, one of Rs.25,000/- for his elder child and the other of Rs.15,000/- for his younger child per annum. What is the admissible amount?

**Ans.** First claim is not correct. It is restricted to Rs. 15,000/-. Second claim is correct. Total amount admissible = Rs. 30,000/-

**(Authority: Order 1 & 9 of CEA)**

- (ii) A handicapped child of a Govt. servant is studying in an unrecognized school and his age is only 3 years. The Govt. servant submitted a claim of CEA for Rs. 35,000/-. Is it admissible?

**Ans.** It is admissible. But restricted to Rs. 30,000/- per annum.

**(Authority: Order 2 & 9 of CEA)**

- (iii) A Govt. servant put up a Hostel Subsidy claim of Rs. 4,000/- P.M. for his elder child. Is it correct?

**Ans.** No, it is not correct. It is restricted to Rs.3750/- per child per month.

**(Authority: Order 1(i) & 9 of CEA)**

3. (a) What is the difference between a Authorized Medical Attendant and Medical Attendant?

(3 Marks)

**Ans.** Medical Attendant:- Authorized Medical Attendant means a medical officer appointed by Central Govt./State Govt./U.T. etc. in respect of any Govt. Servant/any group/Groups of Govt. Servant in a station.

(Auth: Rule 2(a) of CSMA Rules)

Medical Attendant:- Medical Attendant means attendance of AMA, in his consulting room/Govt. Hospital or at the residence of the Govt. Servant.

(Authority: Rule 2(e) of CSMA Rules)

(b) Answer any three of the following by quoting the authority:

(2+2+2= 6 Marks)

(i) A Govt. servant submitted a medical claim of Special Nursing (Nurse) charges of Rs. 2,000/- during February 2012 for a month. How you regulate this claim?

**Ans.** The claim should be audited w.r.to G.I.M.H.O.M. No. S14025/8/28/O.M.S. dated 18.01.2011. As per this Special Nursing charges are Rs. 150/- per shift of 12 hours and Rs. 75 per shift of 12 hours for Ayah is admissible. The claim is audited accordingly.

(ii) A Govt. servant suffering with cancer preferred a medical advance claim of Rs. 36,000/- recommended by the doctor for indoor treatment of less than three months. Audit the claim.

**Ans.** The claim is restricted to Rs. 10,000/-

(Authority: GI MH: OM No.S.14025/7/97-M.S. dated 25.09.1997)

(iii) A medical claim of Rs. 45,000/- was submitted by a Govt. servant on 15-02-2012 duly countersigned by the doctor on 12-08-2011. Audit the claim.

**Ans.** No. The claim is not admissible.

- All bills to be preferred within three months from the date of completion of treatment; date as shown in the Essentiality Certificate.
- With reasons, the claim may be sent to Min. of Health for condonation.

(Appendix-X of CSMA)

(GI M.H: OM No. F-29 40/68-M.A. dated 15/10/1968 & 28 12/1970)

(iv) An amount of Rs. 22,000/- is due from a deceased Govt. servant on account of House Rent Allowance. Whether this be adjusted against the CG Employees Group Insurance amount of the Govt. servant?

**Ans.** No. This cannot be recovered. Govt. dues recoverable from a member of the scheme shall not be adjusted from the amounts payable under the scheme except as provided in Para 13.5.

(Authority: CGEGIS Rule:- 21.2)

4. (a) What do you understand by a travelling expense of a Govt. servant?

(3 Marks)

**Ans.** Actual travelling expenses mean the actual cost of transporting of a Govt. servant with his servants and personal luggage.

[Authority: S.R. 2(1)]

(b) Answer the following with authority:

(2+2+2= 6 Marks)

(i) A Govt. servant on temporary duty to Andaman has been halted at Chennai for two days due to delayed sailing of ship. How you regulate his claim on Daily allowance?

**Ans.** His enforced halt will be treated as duty under FR-9(6)(b). The Daily allowance is admissible

at the rate prescribed for ordinary localities for the entire period spent in journey including the period of enforced halt.

[Authority: S.R. 51(4)(a)]

- (ii) A Govt. servant preferred a T.A. claim of Rs.100/- for getting a fitness certificate from a medical committee. How you regulate the claim?

**Ans.** No, T.A. is not admissible in this case.

[Authority: SR:157, GOR Orders-1]

(G.I. M.F.U.O. No. 4917-E-IV dated 13/1/65)

- (iii) A Govt. servant used Govt. conveyance for journey and preferred TA/DA claim of Rs. 500/-. Audit the claim.

**Ans.** The Govt. servant is not entitled to any T.A. for his journey. DA will be given for the entire period of absence from HQrs. to him.

(Authority: S.R: 182 GOI Order 1)

(G.I. M.F. OM No. 19030/1/73E dated 29.06.1974)

5. (a) What purpose the House Building Advance is sanctioned to an eligible employee of Central Government?

(3 Marks)

**Ans.** Advance is admissible for the following purposes:-

1. Constructing a new house on the plot owned by the official or the official and the official's wife/husband jointly.
2. Purchasing a plot and constructing a house thereon.
3. Purchasing a plot under Co-operative Schemes and constructing a house thereon or acquiring house through membership of Co-operative Group Housing Schemes.
4. Purchasing/construction of house under the Self-Financing Scheme of Delhi, Bangalore, Lucknow etc.
5. Outright purchase of a new ready-built house/flat from Housing Boards, Development Authorities and other statutory or semi-Government bodies and also from private, registered builders, architects, house building societies, etc. but not from private individuals.
6. Enlarging living accommodation in an existing house owned by the official or jointly with his/her wife/husband. The total cost of existing structure(excluding cost of land) and the proposed additions should not exceed the prescribed cost-ceiling.
7. Repayment of loan or advance taken from a Government or HUDCO or Private source even if the construction has already commenced, subject to certain conditions.
8. Constructing the residential portion only of the building on a plot which is ear-marked as a shop-cum-registered plot in a residential colony.(Note any three rules)

(Authority: Rule 3 of CCS-HBA-Rules)

- (b) Answer the following by quoting the authority:

(2+2+2= 6 Marks)

- (i) A Govt. servant wanted to purchase a ready built house. How he gets his House Building Advance sanctioned from his department?

**Ans.** The HOD may sanction the payment of entire amount, admissible to the applicant in one lump-sum on fulfilling the following conditions:-

- (1) Executing an agreement in the prescribed form vide (Form No.5) for the repayment of loan.
- (2) The acquisition must be completed and house is mortgaged to Govt. within 3 months from the drawl of advance.

Note: Failing which the advance together with interest shall be refunded to Govt. unless he gets extension of time limit from HOD.

**(Authority: Rule 5(5) of HBA Rules)**

(ii) What is the duration of repayment of HBA?

**Ans.** The advance with interest thereon shall be repaid in full by monthly installments within a period of not exceeding 20 years. Maximum No. of installments are 240.

**(Authority: Rule 8(a) HBA Rules)**

(iii) What is the benefit to a Central Govt. servant after he undergoes sterilization operation for a small family as per HBA rules?

**Ans.** Half percent (1/2) less than the normal rate of interest to employees for promoting small family norms.

**[Authority: GOI Rule(6) –HBA Rules]**

6. What is the criterion of exemption of income-tax with regard to House Rent Allowance if an employee lives in a rented house?

**(3 Marks)**

**Ans.** (a) If a Govt. employee lives in rented house, exemption is allowed in income-tax to the extent of the least of the following:-

(i) The actual amount of HRA received.

(ii) Rent paid in excess of 10% of the salary.

(iii) 50% of salary if the residence is at Mumbai/Kolkata/Delhi/Chennai. 40% of salary if the residence is situated at any other place.

If any employee lives in own house or does not pay any rent or pays rent not exceeding 10% of salary, no exemption available and the entire amount of HRA drawn is taxable.

(b) Attempt any three of the following:

**(2+2+2= 6 Marks)**

(i) What are the deductions available from the total income of Govt. servant, if he has a dependent child with disability?

**Ans.** An amount of Rs. 50,000/- for a normal disability and Rs. 1,00,000/- in case of severe disability for a Govt. servant who incur expenditure on the above should be deducted from total income.

(ii) What do you understand by Assessment Year as per Income-Tax Act?

**Ans.** Assessment year means the period of twelve months commencing on the 1<sup>st</sup> of April every year.

(iii) What is the cut of date for filing income tax return in every year?

**Ans.** The return of income should be filed before 31<sup>st</sup> July every year.

(iv) What is the maximum duration in hours, a staff car driver gets overtime allowance on a working day?

**Ans.** The staff car driver can get a maximum of 6 hours OTA on a working day.

**(Authority: Staff car rules 26-28)**

## **SECTION-II**

### **Provident Fund and Pension**

#### **Common to All**

1. (a) What are the conditions for GPF subscriptions?

**(2 Marks)**

**Ans.** (1) A subscriber shall subscribe monthly to the Fund except during the period when he is under suspension. Provided that a subscriber may, at his option, not subscribe during

leave which either does not carry any leave salary or carries leave salary equal to or less than half average pay:

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one lump sum or in installments, any sum not exceeding the maximum amount of arrear subscriptions payable for the period.

Note-1- Group 'C' and Group 'D' employees of the Survey of India who are sent on departmental leave need not subscribe to the Fund, during the period of such leave.

Note 2- The holder of a seasonal post in an establishment need not subscribe to the Fund, during the period of his unemployment.

Note-3 – A subscriber need not subscribe during a period treated as dies non:

(2) A subscriber shall intimate his election not to subscribe during the leave referred to in the first proviso to sub-rule(1) in the following manner:-

(a) If he is an officer who draws his own pay bills by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave.

(b) If he is not an officer who draws his own pay bills, by written communication to the Head of his office before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this sub-rule shall be final.

(3)

(a) A subscriber who has under Rule 32 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless he returns to duty.

**(Rule: 7 of CCS-GPF Rules)**

(b) Answer the following by quoting proper authority:

**(2+2+2= 6 Marks)**

(i) A Govt. servant has been transferred to USA. How is his GPF regulated?

**Ans.** He will be subjected to the rules of the Fund in the same manner as if he was not transferred or sent on deputation.

**(Authority: Rule 9 of GPF-CS Rules)**

(ii) A Govt. servant (Mr. 'X') has applied for temporary advance of Rs. 30,000/- for meeting Annual Sradh Ceremony. Audit the claim.

**Ans.** The claim is not admissible

**(Authority: GI, MF OM NO. F22(13) E-V(B) 1664 dated 23/1/1965)**

(iii) Whether GPF balance can be paid to widow of a deceased Govt. servant who is charged with offence of murdering him?

**Ans.** No. The GPF balance should not be paid to widow till the finalization trial and final decision of court.

**(Authority: C&AG No. 6-AC-II-92 dated 27.03.92 & Rule GPF 33, GOI Dec-7)**

2. (a) A Govt. servant Mr. 'X' has been deputed to United Nations, an International Organization for more than five years. What are his options for his pension?

**(2 Marks)**

**Ans.** A Govt. servant deputed on foreign service, for a period of five years or more, to the United Nations Secretariat or other United Nations Bodies, the International Monetary Fund, the International Bank of Reconstruction and Development, or the Asian Development Bank or the Commonwealth Secretariat, may at his option-

- (a) Pay the pension contributions in respect of his foreign service and count such service as qualifying for pension under these rules; or
- (b) Avail of the retirement benefits admissible under the rules of the aforesaid organization and not count such service as qualifying for pension under these rules: Provided that where a Govt. servant opts for Clause (b), retirement benefits shall be payable to him in India in rupees from such date in such manner as the Govt. may, by order specify; provided further that pension contributions, if any, paid by the Govt. servant, shall be refunded to him.

**(Authority: Rule 31 CCS Pension Rules)**

(b) Answer the following with rule position.

**(2+2+2= 6 Marks)**

(i) A Govt. servant Mr. 'B' retired before 01.01.1996 (in pay scale Rs. 2000-60-2300-75-3200) after rendering full service. What is his pension as on 01.01.2006?

**Ans.** Mr. 'B' will get Rs. 6750/- or as per concordance table corresponding with V CPC whichever is beneficial.

**(Authority: DOP & PW OM No. 38/37/08 PNPW(A) Part.1 dated 14/10/2008)**

(ii) A pensioner Mr. 'A' has been in receipt of pension of Rs. 34,000/-. He has been convicted by a criminal court and sentenced to imprisonment. How do you regulate his pension?

**Ans.** Mr. 'A', a pensioner convicted by a court, liable to forfeit his pension. After release from prison his pension will be restored with the concurrence of PCDA(P) Allahabad.

**(Auth: Para-73.1: Pension Payment Instructions)**

(iii) Whether a widowed pensioner, be eligible for grant of family pension, whose husband is a subscriber of Employees Pension Scheme (EPF)-1995

**Ans.** Yes; family pension is admissible.

**(Authority: Deptt. of P& PW No. 4/10/2006-P&PW(D) dated 14.05.2007)**

3. (a) A Brigadier 'X' of Indian Army wanted to take up a commercial employment immediately after his retirement. Comment.

**(2 Marks)**

**Ans.** An officer of the rank of Colonel and above ( Here Brigadier 'X') intends to take up commercial employment, before one year from the date of his retirement shall obtain prior permission from Govt.

No pension is payable if he accepts employment without prior permission.

**(Authority: Para 18(a) Pension Regulation Army Part-I-1961)**

(b) Answer the following by quoting the authority:

**(2+2+2=6)**

(i) What are the disability pension elements? What are its minimum value in Rupees?

**Ans.** The disability pension consists of two elements

1. Service element (Rs. 3500/- P.M)
2. Disability element (Rs. 3510/-P.M)  
Rs. 3510/-P.M. for 100% disability  
Rs. 7000/-P.M. for 60% and less disability.

**(Authority: Para 60: of Pension Regulations of Army Part-I 1961)**

(ii) What are the circumstances, a discontinued ordinary family pension will be restored to a widow?

**Ans.** The ordinary family pension of a widow will be stopped after her remarriage. This will be restored in the event of her becoming again a widow/or that marriage becomes annulled by divorce/desertion and it is justified by the President.

**(Authority: Para 102 of P.R. Army 1961)**

(iii) Is there any limit on retirement gratuity?

**Ans.** The maximum limit of all kinds of gratuity is Rs.10 lakhs.

**(Authority: Para-8 of MOD No. 17/4/2008(2)/D Pen-Po) dated 12.11.2008)**

**(Authority: Para 32: GOI order No. 2)**

4. (a) What is the criterion for proof of the date of birth of the personnel Below Officer Rank (PBORs) for commutation of Pension?

**(2 Marks)**

**Ans.** The following documents, in original, shall be accepted as proof of the date of birth for the purpose of commutation of pension:

(i) The Matriculation Certificate or the Secondary School Leaving Certificate, or a certificate recognized by an Indian University as equivalent to Matriculation, or failing that,

(ii) Municipal birth certificate or an extract from the Municipal Birth Register, duly certified by the property authority,

(iii) Where documentary evidence required above is not available; the date of birth shall be verified with reference to the assessed apparent age given in the Enrolment form. For purposes of calculating the date of birth in such cases, it shall be assumed that the individual has completed that assessed apparent age on the date of enrolment. In cases, in which the year and month in which the individual is born are known but not the actual date, the latter will be taken as the 16<sup>th</sup> of the month.

**(Authority: Para -51(b) of Pension Regulations for Army Part-II)**

(b) Answer the following with authority.

**(2+2+2= 6 Marks)**

(i) An overpayment of pension in respect of Mr. 'X' a PBOR has been detected by the DPDO. What is the role of PCDA(P) in this regard?

**Ans.** An overpayment detected (Mr. 'X') by serious failure of audit for which staff of DAD is responsible, a full report will be made by PCDA(P) to CGDA who take such action as may be necessary.

**(Authority: Para 97 Pension Regulations for the Army-Part-II)**

(ii) Whether the payment of pension by Money Order is still valid? If so, what are the agencies?

**Ans.** Payment of Pension up to Rs. 2250/- P.M. plus dearness relief where admissible, at the request of the pensioner can be remitted by Postal Money order at Govt. cost. It will be done by Treasuries and DPDOs.

**(Authority: Para 88(a) and (b) of PR Part-II)**

(iii) An Ex-PBOR is in receipt of Rs. 2300/- and 20 paise as Dearness Relief. Audit and pass the claim.

**Ans.** He will get Rs. 2301 as dearness relief.

**(Authority: As per Deptt. of Pension & Pension Welfare orders, payment of D.R. involving a fraction of rupee shall be rounded off to next higher rupee.(dated 27/3/2009 etc.)**

5. (a) What are the documents, in support, for counting former Army Service, for Pension/Gratuity

in respect of Personnel Below Officer Rank?

**(2 Marks)**

**Ans.** For counting former Army Service for Pension in respect of PBORs, the following documents to be submitted along with claim.

- Sheet Roll/Record copy of Sheet Roll/Service Certificate as the case may be.
- Enrolment Form completed in all respects including No. and date of Gazette Notification if any, for grant of Commission as Junior Commissioned Officer.
- Sanction of PCDA (Pension) regarding grant of pension and in the case of gratuity from Pay Accounts Officer(ORs.) concerned.

**(Authority: 3(b)-II of P.R. Part-II)**

(b) When the application for Pension/Gratuity to be submitted?

**(3 Marks)**

**Ans.** An application for Pension/Gratuity shall be submitted immediately after the occurrence of the casualty which gives rise to the claim.

To minimize the delay in issue of PPO for payment of Pension/Gratuity, the applications may be submitted to PCDA (P) in advance of their anticipated date of transfer to pension establishment as laid down in the regulations.

**(Authority: 6(a) of PR Part-II)**

(c) Who verifies the qualifying service of PBORs?

**(3 Marks)**

**Ans.** The PBORs Qualifying Service shall normally be verified by Accounts Officer concerned on the basis of the sheet roll, before reporting on a claim for pension/gratuity.

**(Authority: 7 of PR-Part-II)**

**SECTION-III (Optional)**

**Sub-Section(A)- Army**

1. (a) How a JCO is awarded for doing a meritorious service? When it is surrendered?

**(2 Marks)**

**Ans.** Each individual is awarded a medal with annuity for meritorious service. He will receive an annuity of Rs. 25% admissible w.e.f. August 15<sup>th</sup> of each year.

The annuity is surrendered on reduction to lower rank/on promotion to the rank of JCO on discharge/on transfer to pension Estt. or at death.

**(Authority: Para 247 P&A ORs/JCOs etc.)**

(b) Attempt the following with authority.

**(2+2+2+2= 8 Marks)**

(i) When will you admit compensation in lieu of Quarters to ORs/JCOs?

**Ans.** When quarters are not provided for those entitled or if accommodation inferior to that authorized is provided; the compensation will be admissible as per prescribed rates to ORs/JCOs etc.

**(Authority: Rule 279 ORs/JCOs/P&A)**

(ii) When a JCO is proceeding on recruiting duty, how much advance Pay he gets?

**Ans.** He will get not exceeding two months Pay as advance.

**(Authority: 318 viii of Ors/JCOs P&A)**

(iii) What is a Jagir allowance?

**Ans.** It is an allowance (amounting to Rs. 600/- per annum) granted in place of Jagirs in the form

of assignments or remissions of land revenue previously awarded annually be GOI and of the special pension laid down in Para 213 –A Pension Regulations 1928.

**(Authority: Order of British Indian Para 13 & 14)**

(iv) An OR/JCO is absent without leave, what will happen to his Pay and allowance?

Ans. He will be subject to Army Act 1950 and will forfeit his pay and allowances for every day.

**(Authority: 51- ORs/JCOs P&A Army)**

2. (a) What are the types of leave entitlements to Commissioned Officers/JCOs/ORs/NC(E), recruits and boys?

**(4 Marks)**

Ans. Classification of Leave will be of the following kinds:

**(i) Officers:**

- (a) Casual Leave
- (b) Annual Leave
- (c) Furlough
- (d) Sick Leave
- (e) Study Leave

**(ii) JCO/ORs and NCs(E):**

- (a) Casual Leave
- (b) Annual Leave
- (c) Sick Leave

**(iii) Recruits and Boys:**

- (a) Casual Leave
- (b) Annual Leave
- (c) Sick Leave

**(Authority: Rule 3 – Leave Rules for Services Vol. I Army)**

- (b) A Colonel 'X' of Indian Army falls sick on furlough leave. How can you regulate his leave?

**(3 Marks)**

Ans. He will be (Colonel 'X') deemed to be on furlough leave till the expiry of furlough leave originally granted and sick leave will commence thereafter. The Pay during sick leave will be governed under normal rules. The furlough leave is not encashable.

**(Auth: CGDA letter 1419/ATP dated 12/4/1965)**

- (c) A JCO 'A' who is about to retire from service, wants to encash his annual leave. How can you audit his claim?

**(3 Marks)**

Ans. A JCO (here 'A')/ORs/NCs(E) may accumulate un-availed annual leave upto a maximum of 300 day; not more than 30 days in calendar year for encashment at the time of retirement.

**(Authority: GOI MOD letter No. 1412/48D(AG)-I dated 22/3/07)**

3. (a) When can a service officer get full and final payment from his accumulations of DSOF Fund?

**(4 Marks)**

Ans. The final amount at his credit of DSOP fund will be payable.

- (i) When he quits the service.
- (ii) When he is dismissed/removed etc. from service.
- (iii) When he retires/permitted to retire/medically boarded out from service.
- (iv) When he dies in service, to his family.

**{Authority: GOI, MOD Letter 12(16)/86/D(Pay/Serv) dated 03/06/88}**

- (b) How do you affect recovery of Army Group Insurance Scheme subscription from an officer

who is on deputation to U.K. High Commission?

**(3 Marks)**

Ans. W.e.f. December 1977, the recoveries from officers on deputation including Embassies/High Commissions abroad will be made by CDA(O) now PCDA(O).

**(Authority: SAO 5/S/78)**

(c) What documents are required in audit for giving monetary allowance for Gallantry Awards?

**(3 Marks)**

Ans. (i) Part-II Order notifying the grant of monetary allowance, showing the No. and date of Gazette notification of the award of Decoration as per rules.  
(ii) Certificate from IHQ of MOD(Army) to the effect that the officer has been given the award on account of gallantry.

**Note: This is required in case of gallantry award of Sena medal for gallantry where the award was given prior to 1998.**

**(Authority: GOI MOD/D(Cer) ID No. 3/6 2000/D(Cer) dated 16/11/2000)**

4. (a) How you treat the effect of forfeiture of service on increments of Pay of an Army Officer.

**(4 Marks)**

Ans. An award of forfeiture of service for increased pay by a sentence of Court Martial under Section 71 of the Army Act 1950 has no retrospective effect nor is the rate of pay, that the officer is in receipt of on the date of forfeiture affected. Such an award will only affect future increments accruing subsequent to the forfeiture.

An award of forfeiture of service for purpose of promotion in the case of an officer whose promotion depends upon the length of service, under section 71 or 84 of the Army Act 1950 will not effect his qualifying service for purpose of increments of pay with reference to length of service.

**(Authority: Rule 41 Pay and Allowances Regulations for the Officers of the Army)**

(b) An Army Officer "Col. X" excelled in sports. What pay benefits is he entitled for?

**(3 Marks)**

Ans. Participants who achieve excellence ( i.e. first, second and third positions in athletics and only first position in games) at National/International events will be eligible for the award of special increments i.e. one increment for national event and two for international events. The total number of increment should not exceed five in an officer's entire career. The increment is to be granted from the first of the month following the month in which the sporting events are completed. No specific period has been laid down for the officer to claim the increment. However, the officer should claim it as early as possible. The increment so granted would continue to be drawn at the same rate till retirement and would not count for fixation of pay on promotion, retirement benefits, DA etc.

**(Authority: GOI, MOD letter No. B/25571/AG/PS 3(b)/335/D(Pay/Services) dated 04.10.91, No. B/25571/AG/PS-3(b)/1272/D(Pay/Services) dated 19/8/1996 and CGDA letter No. AN/XIV/14021/II/INC/Sports dated 16/11/04)**

(c) What are the documents to be submitted to CDA(O) for drawing Family Planning Allowance by an Army Officer?

**(3 Marks)**

- Ans. Documents to be submitted to CDA(O) now PCDA(O) for claiming the allowance:
- (i) Part-II order notifying the grant of special increment(Family Planning Allowance) with the certificate, as prescribed in AO 37/81, as per Sl. No. 3.92 of “ Documentation Procedure for Publication of Pt. II Orders (Officers)”
  - (ii) Original certificate for sterilization operation issued by the hospital.
  - (iii) Undertaking in a prescribed format.

**(Authority: CGDA letter No. AN/XVII17096-Vol.IV dated 25/4/89)**

5. (a) What is the eligibility criterion for earning a Good Service Pay by a Non-Commissioned Officer? How he can advance this to a higher rate?

**(4 Marks)**

- Ans. To be eligible for the first rate of good service pay, a Non-Commissioned Officer must satisfy the Commanding Officer as to his zeal and efficiency and must not have incurred more than one red ink entry in his conduct sheet during 2 years preceding the claim.

To be eligible for advancement to a higher rate of good service pay, a Non-Commissioned Officer must satisfy the Commanding Officer as to his zeal and efficiency and be clear of a red ink entry for one year preceding the claim. Advancement to a higher rate can only be claimed after the lapse of 1 year from the grant of the previous rate. t\In the case of Non-commissioned Officers reverted to a lower rank, their previous qualifying service as Non-commissioned Officers, whether continuous or broken, will also reckon towards this period.

**(Authority: Rule 70(P&A-ORs.)**

- (b) What are the conditions for Forfeiture of Good Service Pay?

**(4 Marks)**

- Ans. Forfeiture of Good Service pay is as follows:-

- (a) Highest awarded rate (or first rate, if no higher rate was awarded):-

- (i) By specific award of the Commanding Officer for lack of zeal, or for inefficiency of misconduct.
- (ii) Ipso facto as a result of:
  - (1) Conviction by a court-martial; or
  - (2) Reduction to a lower class or rank under sub-section(2) or sub-section(4) of section 20 of the Army Act, 1950; or
  - (3) Punished under clause(e) or clause (f) of Section 80 of the Army Act 1950.

- (b) All rates:-

- (i) On conviction by a court martial or an offence under Section 46 or Section 52, sub- section(a), or (b) or (c) or (d) or (f), or Section 57, of the Army Act, 1950 or by a civil power for a corresponding offence.
- (ii) From the date on which the inefficiency of a man who is rendered physically unfit:-
  - (1) By reason of venereal disease or its effect, or
  - (2) Due to his own fault, or
  - (3) From the result of alcoholism or drug taking, as certified by the medical officer, became apparent.

- (c) A Non Commissioned Officer reduced to a lower rank will forfeit the highest awarded rate (or first rate, if no higher rate was awarded ) of good service pay with reference to the lower rank unless sentenced to loss of service under Section 71, sub-section (h) of the Army Act, 1950

**(Authority: Rule 76 P & A – ORs)**

(c) Whether period of absence without leave can be counted towards Good Service Pay?

(4 Marks)

Ans. No. The period of absence without leave does not count towards good service pay.

(Authority: Rule 72(P&A)- ORs Rule)

6. (a) What is the total entitlement of Casual leave to an Army Officer in a Calendar year? Whether he can avail all the Casual leave at one go?

(4 Marks)

Ans. An Army Officer is entitled to twenty (20) days casual leave in a calendar year.

Conditions to avail:

- Normally, he cannot be granted leave for more than 10 days at a time. But it can be extended upto 14 days in exceptional cases.
- However, in very exceptional cases, casual leave upto 20 days at a time may, at the discretion of leave sanctioning authority be granted.

(Authority: Rule 17 Leave Rules for service Vol-I Army of GOI-MOD letter No./33922/AG/P.5.2(3)/2628/D CAG dated 25/6/2007)

(b) What are the circumstances, that govern Special Casual Leave (SCL) for Army personnel? What is the maximum period one gets, in a calendar year for participating in a sporting event?

(4 Marks)

Ans. Special casual leave is granted in the following circumstances:-

- (i) For participating in sporting events/tournaments.
- (ii) For participating in activities of II P & A
- (iii) For attending Scientific Association
- (iv) After undergoing sterilization operation for promotion of small family norm. One gets a period not exceeding 30 days in any calendar year for participation in sporting activity.

(Authority: Rule 72 – Leave Rules for the Service – Vol-I Army)

(c) An Army Officer participating in a sporting activity in India exceeds his SCL and intends to club this with his casual leave in a calendar year. Is it in order?

(2 Marks)

Ans. No, it is not in order. Casual leave cannot be combined with any other kind of leave.

(Authority: Rule 10 of Leave Rules for Services- Vol-I Army)

### **SECTION-III (OPTIONAL)**

#### **Sub-Section(B) – Air Force**

1. (a) Can an officer draw higher and lower rates of qualification grant when he is in possession of qualifications entitling him to qualification grant both at higher and lower rates?

(4 Marks)

Ans. No. he can only draw the higher rate of Qualification grant as officers can draw only one rate of Qualification grant.

(Authority: Rule 175(1) Pay & Allowances Regulations for IAF)

(b) Is separation allowance admissible to an officer, when he is on casual leave from non-family area?

(3 Marks)

Ans. Yes, he will get separation allowance.

(Authority: Rule 184(1) Pay & Allowances Regulations for IAF)

(c) Who is the competent authority to order penal deduction from pay, when an Airman has left his wife for maintenance?

**(3 Marks)**

Ans. Government of India can order.

**(Authority: Rule 582(i), Pay & Allowances Regulations for IAF)**

2. (a) What type of stores can be dispatched by using Credit Notes?

**(4 Marks)**

Ans. Credit Notes are only to be used for dispatch of stores which are the property of Ministry of Defence at the time of dispatch and on which freight charges are debitable to Defence Services Estimates.

**(Authority: Rule 237(i) Travel Regulations)**

(b) What type of Air Force stores can be sent by air?

**(3 Marks)**

Ans. Following Air Force equipments can be sent by air-

(i) AOG equipment

(ii) When directed or arranged by Air HQrs. with the prior approval of Govt.

(iii) In case of emergency where air transport is resorted to at the discretion of CO of consignor unit or at the requirement of consignee unit provided the extra expenditure involved is within financial powers of CO or the consignor or the consignee units as the case may be.

**(Authority: Rule 240, Travel Regulations)**

(c) Whether conveyance for Canteen stores held by its unit –run-canteen at the time of move is authorized?

**(3 Marks)**

Ans. Yes, it is in order as Canteen stores held by a unit/formation run canteen is a bonafide regimental stores.

**(Authority: Rule 241, Travel Regulations)**

3. Comment on the following:

(a) The driver of a Group Captain has signed an entry in the car diary covering a distance of 120 kms.

**(4 Marks)**

Ans. This is not in order and has to be objected in audit. When a G/C is a user of the staff car, the car diary may be signed by the officer himself. In no case car diary is to be signed by driver himself.

**(Authority: Para-181(b) Chapter V of AFLAM)**

(b) Govt. Transport has been used for the conveyance for airmen to “Wagha Border” in Amritsar.

**(4 Marks)**

Ans. This is a case of use of Govt. transport for amenity purpose. The transport duty is perfectly in order and not to be objected audit.

**(Authority: Para 181(iv) Chapter V of AFLAM)**

(c) Who can sanction Furlough to a Wing Commander serving in Indian Embassy?

**(2 Marks)**

Ans. Furlough to a Wing Commander serving in Indian Embassy can be sanctioned only by Govt. of India.

**(Authority: Rule 51, Leave rules for the Services-III)**

4. Comments on the following:

(a) JWO Arvind Singh has been issued with a wrist watch for authorized use on aircrew duties.

**(5 Marks)**

Ans. Wrist watches for the use of entitled aircrew will be issued to the concerned Flight Commanders of different squadrons on their inventories. Watches for issue to Navigators under training will be held on the inventory charge of OC Navigation School. Thus issue of a wrist watch to a JWO will not be in order as he is neither a Flight Commander nor a Navigator under training.

**(Authority: Para 48 of Chapter 14 IAF Equipment Regulations IAP-1501)**

(b) Vikas Kumar, a pilot cadet has been issued hand towels on prepayment.

**(5 Marks)**

Ans. Yes. The issue of hand towels on prepayment is in order vide item 22B/35.

**(Authority: Para 2 of Chapter 14, IAF Equipment Regulations IAP-1501)**

5. (a) Write the circumstances when temporary Change of Command takes place.

**(5 Marks)**

Ans. (i) Change of command will be effected when the officer in command of a formation or a unit as under sub para (a) is absent from his formation/unit for a period exceeding 24 hours on account of leave, sickness, temporary duty or attachment.

(ii) When a command or group is normally commanded by an officer of the G.D. Branch, the next senior officer of that branch serving in the command or group will, irrespective of the unit to which the belongs, assume command in the absence of the officer posted for that duty.

(iii) When a command or group is normally commanded by an officer of a branch other than general duties branch, the command, in his absence, will develop upon the next senior officer of G.D., technical, equipment, A& S.D. accounts or education branch, regardless of the branch to which the officer normally in command belongs.

(iv) When a station or wing or unit is normally commanded by an officer of the G.D. Branch, the next senior of that branch in the station or wing including those serving in the lodger units, or unit, will assume officiating command of the station or wing or unit.

(v) When a station or wing or unit, established mainly for a purpose other than flying is normally commanded by an officer of G. D. Branch, or when a station or with or unit is normally commanded by an officer other than an officer of G. D., technical, equipment, A. & S.D. accounts or education branch, regardless of the branch to which the officer normally in command belongs.

(vi) Changes of command will be published in appropriate orders.

(vii) The powers and privileges of an officer in temporary command of a formation/unit will be same as those of the permanent incumbent subject to the restrictions imposed by Air Force Act and other rules made there under.

(viii) If any situation raised which is not expressly covered by the above provisions, the circumstances will be reported to the next higher formation for orders.

(ix) Notwithstanding anything laid down under these provisions the Chief of the Air Staff, in the case of command head quarters, or A.O.A. in the case of units directly under the administrative control of Air Headquarters or the A.O.C. in-C. of a command in the case of formations/units under him, may, if he considers it necessary or desirables, nominate any

officer to assume temporary command of a formation/unit.

**(Authority: Rule 16 DSR: Reg. for IAF)**

(b) What do you understand by Relative Seniority of Regular Officers?

**(5 Marks)**

Ans. (i) Officers holding substantive ranks will be senior to officers holding corresponding acting ranks.

(ii) Relative seniority of officers holding the same substantive rank (without any higher acting rank will be determined by the respective dates of appointment or promotion to that rank. Where two officers of the same rank have been gazetted to such rank with effect from the same date, their relative seniority will be determined by the order in which their names appear in the current air force list(CS No.6/VII/69)

**Note** - Forfeiture of seniority, if any, will be taken into consideration in determining relative seniority.

(iii) Relative seniority of officers holding the same higher acting rank but different substantive ranks will be determined by the substantive rank held.

(iv) Relative seniority of officers holding same higher acting rank and same substantive rank will be determined by the date of promotion to the higher acting rank, where the date of appointment or promotion to the substantive rank is the same. Where the dates of appointment or promotion to the substantive rank are different, relative seniority will be determined by those dates.

**(Authority Rule 25 DSR: Reg. for IAF)**

6. How the Pay and Allowances of a deserter will be dealt with?

**(10 Marks)**

Ans. (a)The pay and allowances of a deserter will be forfeited for the period of desertion.

(b) The commanding officer will draw pay and allowances due to the deserter for any period prior to desertion and will secure all his moveable property in camp or quarters. Out of them, all the amounts etc. due by deserter will be met and the rest, if any, will be disposed of in accordance with Section 3 of the Army and Air Force (Disposal of Private Property) Act, 1950

**Note:-** For the purpose of these regulations the commanding officer of a deserter's/absentee's unit means...

(i) In the case of a person subject to the Air Force Act, who is already on the strength of a unit , the commanding officer of that unit.

(ii) In the case of a person subject to the Air Force Act, on posting/under posting, the commanding officer of the unit to which he is posted.

(iii) In the case of a new recruit, the commanding officer of the training unit to which th recruit is ordered to report

**(Authority: Rule 388. Of DSR Reg. for IAF)**

### **SECTION-III ( OPTIONAL)**

#### **Sub-Section(C) – NAVY**

1. On what day the pay and allowances will be stopped in respect of the following cases:

**(2½ + 2½+2½ + 2½ = 10 Marks)**

(a) In case of death

- (b) In case of retirement or resignation
- (c) In case of dismissal without disgrace
- (d) Suspension

- Ans. (a) On the following day of death  
 (b) On the day of retirement/resignation  
 (c) On the following day of the decision is communicated to the officer  
 (d) On the following day of the decision is communicated to the officer.

**(Authority: Para-9 Chapter-III of the Navy(Pay & Allowance) regulations 1966.**

2. Promotion orders of two officers were erroneously issued. One was posted in the same station and the other was on duty in the ship in operation against the pirates in the gulf of Africa. On what date(s), their orders for cancellation of their promotions would be made effective?

**(10 Marks)**

- Ans. In case of the officer in same station, it would be from the date of the cancellation order was issued and in respect of the officer on duty in the ship, it would be from the date orders rescinding the promotion reach the ship/establishment.

**{Authority: Para 14 of Chapter-III of the Navy ( Pay and allowance) regulations 1966}**

- 3 Navy captain 'A' was captured in war by the enemy country. During his captivity in the foreign country, he was paid token pay of Rs. 5,000/- per month. On his release and return to the country, how his pay and allowances would be regulated.

**(10 Marks)**

- Ans. On the return to the country, he would be entitled to full pay and allowances including separation allowance if the order was issued prior to his capture for the period of his captivity minus the pay/allowances he received from that country. But other allowances such as altitude/uncongenial climate allowance even if he was drawing would not be paid.

**(Para 21A of Chapter-III of the Navy (Pay and allowances) regulations 1966).**

- 4 An officer who was drawing lower rate of qualification pay acquired higher qualification for which he is entitled for higher rate of qualification pay as well. How his qualification pay will be regulated?

**(10 Marks)**

- Ans. He shall be allowed to draw the difference between the higher rate and the lower rate of Qualification pay till the expiry of two years after the draw of the Qualification grant. Thereafter he would however be allowed the higher rate of Qualification pay.

**(Para 88(3) of Chapter-III of the Navy(Pay and allowances) regulations 1966)**

- 5 What is the objective of ship's improvement fund? How is the fund administered or managed?

**(10 Marks)**

- Ans. The fund is instituted for the improvement of Gunnery, Torpedo, Communication and radar departments. The objective is to encourage development of new devices and modifications to existing equipment with a view to increasing the efficiency of such equipment. The fund is administered by the commanding officer of the ship and drawn quarterly in advance. At the end of the financial year the unexpended amount is forwarded to the Indian Navy central improvement fund, naval Headquarters, New Delhi.

**{Authority: Para-29 of Unit allowances of the Navy(Pay and Allowances) Regulations 1966}**

- 6 An officer posted in Kolkata was posted as Defence Attache in the office of High Commissioner of India in Dhaka. He sent his family back to Jammu his home town. After full tenure in Dhaka he was transfer to Cochin. He brought his family there and claimed the cost both from Kolkata to Jammu and from Jammu to Cochin. How his claim for family would be regulated?

**(10 Marks)**

Ans. His claim from Kolkata to Jammu would be restricted to amount that he could claim from Kolkata to Dhaka. As for the claim from Jammu to Cochin it would be admissible in full as per entitlement.

**(Authority: Para 253(d) of the Travel regulations (defence services 1991)**

**SECTION-III-OPTIONAL**

**Sub-Section(D) - Factory**

1. (a) What are demand notes and return notes? What is red demand note and how issuance of a red demand note will affect Price Store Account?

**(3 Marks)**

Ans. (a) Demand note is a document that production section issues to store section to obtain material based on authority of warrant. Return note is a document issued by production section to store section if production section returns any material earlier drawn on that warrant. Accounts office prepares Priced Store Account and material abstract using demand and return notes.

In factories working on the " Except system", components manufactured in the factories are not taken on charge in stores ledger but are borne on production ledger charge (having been kept in component store) from where they are drawn for purposes of assembly on "Red Demand Notes". These documents will, therefore, not be accounted for in Stores Ledger or Store Account and hence will have no effect on Price store account.

**(Authority: Para 412 OM Part-VI)**

- (b) What are the types of Unorthodox Balances? Under what conditions UOB arises in ledger?

**(3 Marks)**

Ans. (b) Types of Unorthodox Balances which can arise in Price Store Ledger are:

- (i) Plus Quantity within Minus or Nil Value
- (ii) Nil Quantity with Plus or Minus Value
- (iii) Minus Quantity (with Plus, Minus or Nil Value)

These balances arise in the Price Store Ledger because of the following reasons:

- (i) Stores documents are not promptly priced and posted chronologically in the ledgers. Priority is also not given to the posting of receipt documents in the chronological order over the issue documents.
- (ii) Monthly Average Ledger Rates are not worked out every month.
- (iii) Receipt adjustments including counter adjustments are not countered by adjustment to issue where necessary.
- (iv) Prompt action is not taken to obtain the wanting receipt documents.

**(Authority: Para 425, 426 of OM Part-VI)**

- (c) What is moving average ledger rate? Calculate MALR for an item X with the help of following entries:

	Qty.	Rate
Opening balance	1200	75
Demand note	200	
Receipt	500	82
Return note	50	
Receipt	1000	87

**(4 Marks)**

Ans. (c) Moving average ledger rate is rate of each item shown in Price Store Ledger. The rate is

based on the total values of receipts during the month as per receipt voucher and the opening value divided by the total quantity of receipts during the month and opening quantity. Thus if V1 and V2 be the Opening Value and Value of Receipts during the month and Q1 and Q2 be the Opening Quantity and Quantity of Receipts.  $MALR = \frac{V1+V2}{Q1+Q2}$ . This rate is adopted for pricing of the issues during the next month.

**Opening balance qty 1200 rate 75 value = 90000.**

**Demand note 200 Nos,**

**Remaining qty = 1000, value =  $1000 \times 75 = 75000$**

**Receipt qty = 500 rate = 82, value = 41000**

**$ALR = \frac{75000+41000}{1000+500}$**

**= 77.33**

**Return note = 50 Nos**

**Remaining QTY = 1550, value =  $1550 \times 77.33 = 119866.66$**

**Receipt Quantity = 1000, rate = 87, value = 87000**

**$ALR = \frac{119866.66+87000}{1550+1000}$**

**= 81.12**

2. (a) Give definition of the following :

(i) SHIS

(ii) MP Sheet

(iii) WIP

(iv) TE Dues

(v) SO Due

**(1+1+1+1+1 = 5 Marks)**

Ans. (a) (i) SHIS is a document on which Store Holder shows his inability to supply a store when the stock has gone below a fixed limit. It shows stock in hand, dues, average consumption, disabilities and requirement to meet liabilities.

**(Authority- Para 349-350 of OM Part-VI)**

(ii) MP Sheet: Material planning sheet is the basic document for SHIS prepared by factory showing target for end product for one/two years, estimated quantity required for each item and gross total requirement.

(iii) WIP: Work in progress means total value of labour, material and overhead drawn on a warrant but where production is not yet complete. Material value of WIP for each item may be reduced from total requirement for that year to arrive at net requirement.

(iv) TE Dues: Tender enquiry dues are quantity for which tender has been issued but not yet finalized. It shows quantity for which provisioning action has already been done and as such is to be reduced from the gross quantity calculated for future requirements.

(v) SO Dues: Supply Order dues is quantity for which supply order is already placed but quantity is not received, hence will be received in future. This quantity should be reduced from gross requirement to arrive at net requirement.

(b) Calculate net provisioning quantity for an SHIS of an item A for an end product X:

Target for year 2013 -14 for item 'X' is 100000 nos.

Estimate req. of 'A' is 1037 per 1000 nos.

Stock available	10000
WIP	5000
SO Dues	20000

TE Dues	10000
Dues out	17000

(5 Marks)

Ans. (b) Net provisioning quantity for an SHIS of an item A for an end product X :

Target for year 2013 -14 for item X is 100000 nos.

Estimate requirement of A is 1037 per 1000 nos.

So, gross requirement = target\* estimate = 100000\*1037/1000  
= 103700

Stock available 10000

WIP 5000

SO Dues 20000

TE Dues 10000

Total available quantity = stock + WIP + SO dues + TE dues  
= 10000 + 5000 + 20000 + 10000  
= 45000

Dues out 17000

Net available quantity = available quantity –Dues out  
= 45000 – 17000  
= 28000.

Net required quantity = gross requirement – Net availability  
= 103700 – 28000  
= 75700

3. (a) What is overhead? Explain as to how overheads are classified in Ordnance Factories?

(4 Marks)

Ans. Overhead charges constitute a class of cost, which cannot be directly charged to the product. Thus, apart from direct costs like 'labour ' and 'Material', there are other costs which have to be necessarily incurred generally for the production. To arrive at 'true cost of production', it is , therefore essential that a proper system of accounting of such charges and distribution thereof to the manufacturing orders is adopted.

The overheads incurred in the Ordnance Factory are broadly classified into 'Variable' and 'Fixed' according to the nature of the expenses.

Variable overheads are expenses which generally vary in sympathy with the load on the factories i.e. they increase or decrease with every increase or decrease in load though not in direct proportion. Fixed overheads are items of expenditure which by their very nature do not depend on the volume of manufacture (load), but generally remain constant irrespective of the load involved.

The variable overhead expenses of any shop comprises of items of expenditure which relates to repairs, maintenance, running and depreciation of machinery, general shop labour. The fixed overhead expenses comprise of items of expenditure relating to the pay and allowance of staff and officers of the factory other than those treated as variables.

(Authority: Para-526 -530 of OM Part-VI)

(b) From the following, calculate total variable expenditure for Section 'A' and 'B' using step ladder method:

Production Section A,B  
 Service Section X,Y,Z  
 Variable expenditure on Section A - 1000000  
 Variable expenditure on Section B - 500000  
 Variable expenditure on Section X - 200000  
 Variable expenditure on Section Y - 7000000  
 Variable expenditure on Section Z - 20000  
 Section X provides services to Y (60%) and Z (40%)  
 Section Y provides services to Z (30%), A (30%) and B (40%)  
 Section Z provides services to A (70%) and B (30%)

**(6 Marks)**

Ans. Distribution of expenses by direct allocation to 'Production Section' is done through "Step Ladder Method"

Production section A,B  
 Service section X,Y,Z  
 Variable expenditure on section A- 1000000;  
 Variable expenditure on section B- 500000;  
 Variable expenditure on section X- 200000;  
 Variable expenditure on Y – 700000;  
 Variable expenditure on section Z – 20000;  
 Section X provide services to Y (60%) and Z (40%)  
 So, expenditure on X will be attributed to Y and Z in ratio of 60:40  
 For Y, 60% of 200000 = 120000. For Z, 40% of 200000 = 80000  
 Total expenditure on Y = 700000 + 120000 = 820000  
 Expenditure on Z = 20000+80000 = 100000.  
 Section Y provide services to Z (30%), A (30%) and B(40%)  
 So, expenditure will be attributed to Z, A and B in ratio of 30:30:40.  
 For Z, 30% of 820000 = 246000  
 For A, 30% of 820000 = 246000  
 For B, 40% of 820000 = 328000  
 Expenditure on Z = 100000 + 246000 = 346000  
 Expenditure on A = 100000 + 246000 = 1246000  
 Expenditure on B = 500000 + 328000 = 828000  
 Section Z provide services to A (70%) and B (30%)  
 So, expenditure will be attributed to A and B and in ratio of 70:30  
 For A, 70% of 346000 = 242200  
 For B, 30% of 346000 = 103800  
 Expenditure on A = 1246000+242200 = 1488200  
 Expenditure on B = 828000 + 103800 = 931800  
  
 Final Expenditure on A = 1488200  
 Final Expenditure on B = 931800

Alternative – ( Answer in Tabulated format )

	Service Sections			Production Sections	
	Sec X	Sec Y	Sec Z	Sec A	Sec B
Given Variable Expdr	200000	700000	200000	1000000	500000
Distribution of cost of Sec X	-200000	-120000 (60%)	80000 (40%)	-	-
<b>Total</b>	0	820000	100000	1000000	500000
Distribution of cost of Sec Y		-820000	246000 (30%)	246000 (30%)	328000 (40%)
<b>Total</b>	0	0	346000	1246000	828000
Distribution of cost of Sec Z			-346000	242200 (70%)	103800 (30%)
Total Variable Expdr in r/o Production Sections				1488200	931800

**(Authority:- Para 537- 540 of OM Part-VI)**

- 4 (a) Define extract. What are the different classes of extracts?

**(3 Marks)**

Ans. An extract is the authority for the manufacture of an article in a factory. It is issued by tire OFB to enable the factory to undertake manufacture in respect of all outturn work orders and certain indirect service work orders. One extract is placed for one work order i.e. for one kind of article only.

Extracts are divided into the following classes:

Class I for Army Orders and miscellaneous services like repairs for Navy and Air Force.

Class II for payment services

Class III for inter-factory services

Class IV for stock (Internal to Factory other than capital)

Class V for capital services.

**(Authority- Para 604, 606 of OM Part-VI)**

- (b) Define Manufacturing Account Statement 'A' and Manufacturing Account Statement 'B'

**(3 Marks)**

Ans. A statement of services known as Manufacturing Accounts Statement 'A' showing the value of issues under different heads for the purpose of posting in the Principal Ledger. This account will be compiled in IAF (Fac-116) from the original vouchers independently and agreed with the schedule of 'P' Vouchers.

"Manufacturing Accounts Statement "B" showing miscellaneous receipts such as recovery of license fees, water & electricity charges; sale of stores not held on stock charge etc. is to be prepared for the purpose of posting in the Principal Ledger. This account is to be prepared with supporting schedules in IAF (Fac-120).

**(Authority- Para 672 of OM Part-VI)**

- (c) Fill in the blanks with appropriate process/documents to complete the following paragraph:  
 Armed forces places order on OFB through placing (i) ..... On OFB. OFB issues (ii) ..... to concerned factory as an authority to production. Factory issues (iii) ..... to production section as an authority to production. Accounts office opens (iv) .....

for ascertaining cost of any product wherein Labour cost is ascertained through (v) ..... and Material cost is ascertained through (vi) ..... End product is issued to the Indenter by a (vii) ..... voucher. After production of intended quantity, (viii)..... analysis is done by comparing actual and estimated cost.

**(4 Marks)**

Ans. (i) Indent (ii) Extract (iii) Warrant (iv) Cost Card (v) Labour abstract (vi) Material abstract (vii) Production issue (viii) Variance

5 (a) What is guarantee pay? How guarantee pay for a piece worker is calculated?

**(4 Marks)**

Ans. Guarantee pay is the basic time wages (pay) which becomes admissible to industrial employees of unskilled, semi-skilled grade when their piece work earning during the period of their piece work earning during the period of their duty falls below the actual basic time wages applicable for that period.

As per new system of P.W.E. calculation the minimum of the revised pay scales of the piece workers are taken as basis and the difference between the actual basic pay of a worker and the minimum of his revised pay scale is paid as a separate element. Hence the following method of calculation should be adopted.

$(\text{Time wages} + \text{Increment difference} + \text{Overtime pay}) - (\text{Earning} + \text{Overtime Bonus}) = \text{Guarantee Pay.}$

**(Authority: Para 154 of OM Part-VI)**

(b) How the time spent by industrial workers on receiving medical treatment during working hours is treated?

**(4 Marks)**

Ans. The time spent by workers for receiving medical treatment during working hours will be treated as under:

(i) In case of injuries/sickness arising out of work

(a) The time spent in dispensary/Ambulance room within the factory premises will be treated as duty.

(b) The time spent in dispensary/hospital outside the factory premises will be treated as special leave with wages.

(ii) In case of injuries/sickness not arising out of work – The time upto the limit of 2 hours at a time will be treated as special leave with wages. The concession will be limited to two occasions in a month.

The period of absence will be from the time the worker leaves work spot till he returns to duty at work spot. Workers who do not join duty prior to their proceeding to receive medical attendance and workers who are not in a position to return to duty within the stipulated time limit of 2 hours as well as those who do not return duty before the closing of working hours will not be entitled to receive the benefit of the concession given above.

The question whether the injury/sickness arose out of work or otherwise will be decided on the basis of the report of the Medical Officers on duty at the dispensary etc. where the worker receives the treatment.

**(Authority: Para 181 of OM Part-VI)**

(c) What is outstanding liability of labour charges?

**(2 Marks)**

Ans. Amount of unclaimed wages is not charged to the pay head in the financial accounts although the same is fully charged in the Cost Accounts. The difference between the cost and financial accounts thus represented by the unclaimed wages is treated as 'Outstanding Liability'

**(Authority: Para - 222 of OM Part-VI)**

6. (a) How are notional time wages for piece workers calculated? How earning of any member of gang will be calculated out of total gang earning?

**(4 Marks)**

Ans. Notional Time wages/Time wages in respect of any industrial will be calculated by multiplying the number of days worked by him by his daily rate of pay.

As day workers are required to be paid on time basis without regard to output, they will receive this element of wages. Pay for a day should be assumed at  $\frac{1}{N-(S+H)} \times$  Basic monthly pay (where 'N' represents the number of days in a month and 'H' represent number of closed paid holidays in that month).

However, piece workers are eligible for payment of paid holidays separately in addition to piece work earnings. The formula is  $\frac{1}{N-S} \times$  Basic monthly pay.

In the case of gang piece workers, the total piece work earnings will be distributed among workers with reference to Notional Time Wages of each worker calculated on the basis of the minimum of his pay scale.

Accordingly, the piece work earnings of a gang will be distributed among its members in proportion to their Notional Time Wages.

Earnings of any member of the gang =  $\frac{\text{His Notional time wages} \times \text{Total earnings of the gang}}{\text{Total Notional Time Wages of all the members of the gang}}$

**(Authority: Para 147 & 148 of OM Part-VI)**

(b) What are the conditions/circumstances under which an employee can be granted Special Casual Leave?

**(4 Marks)**

Ans. Special Casual Leave on full pay up to maximum of 14 days may be granted to industrial employees for attending the course of instruction training; etc. in the Territorial Army.

Special casual leave on full pay on other occasions mentioned below may be granted to the extent and subject to the conditions mentioned in the Govt. orders issued from the time to time.

(a) Participation in the sporting events and tournaments of National or International importance.

(b) Participation in the Inter-Ministerial Interdepartmental tournaments.

(c) Participation in cultural activities.

- (d) Representatives of Unions/Federation/Associations; to attend meetings/conference.
- (e) Undergoing I.U. C.D. insertions;
- (f) Undergoing non-puerperal Tubectomy operation
- (g) Undergoing Sterilization operation.
- (h) For the period spent by ex-servicemen boarded out of service and re-employed as civilians for appearing before medical survey Board.

**(Authority- Para 180 of OM Part-VI)**

- (c) A piece worker has performed 24 hours of OTB in the month of December, 2012. His pay details are as under:  
 Band Pay - Rs. 14,880  
 Grade Pay - Rs. 4,600  
 Calculate his OTB entitlement.

**(2 Marks)**

Ans. OTB of Piece Worker =  $\frac{1.25 \times (\text{Band Pay} + \text{Grade Pay}) + 2 \times \text{DA}}{200} \times \text{OTB Hrs.}$   
 $= \frac{1.25 \times (14880 + 4600) + 14025}{200} \times 24$   
 (DA is to be calculated on B.P. + G.P. @ 72% = Rs. 6288)

