1. (a) What are the points to be observed while sanctioning Permanent Advance/Imprest? (7)
(b) Explain Temporary advance. (3)

2. Write down the process of “Physical verification of Stores”. (10)

3. What are the initial entries to be entered in the Measurement Book:
   In case of bill for work done (10)
   OR
   In case of bill for supply of Materials required for specific work. (10)

4. What is Transfer Entry? Indicate the circumstances which necessitates Transfer Entry in Public Works. (10)

5. Explain Joining Time? What are the amount of Joining time admissible? (5+5=10)

6. Explain: (5+5=10)
   (a) Administrative Approval
   (b) Expenditure Sanction

7. (a) State the amount of pay a Government employee draws.
   i) During Commuted Leave (5)
   ii) During Leave not due
   iii) Extraordinary Leave
(b) State any 5 circumstances where Casual Leave either can or cannot be availed. (5)

8. What are the conditions for claim of DA when deputed for training? (10)

9. What are the entitlement of a Government employee in regards to Travelling Allowances on Transfer? (10)

Cont....
10. Fill in the Blanks:

(a) Daily Report/Labour Report for Muster Roll containing ____________ person or less are not required to be sent. (2)

(b) A note of each item of Permanent advance given to various authorities shall be kept in the ____________ (______________). (1+1=2)

(c) In accordance with rule in Para 10.2.8, Measurement should be recorded in the measurement Book, Form ____________. All Measurement Book should be numbered serially and a register of them should be maintained in Form ____________. (1+1=2)

(d) All transfer Entry shall be entered in the Transfer Entry Number Book ____________. (2)

(e) In case of Tools & Plants, the stock taking should be done every 6 months ending ___________ and ___________ in the same manner as stated above, and certificates of Physical Verification recorded thereon. (1+1=2)

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