

MIZORAM PUBLIC SERVICE COMMISSION

**DEPARTMENTAL EXAMINATIONS FOR JUNIOR ENGINEER (CIVIL & ELECTRICAL)
UNDER POWER & ELECTRICITY DEPARTMENT, GOVERNMENT OF MIZORAM.
JUNE -2019.**

**ACCOUNTS PAPER – I
(WITHOUT BOOKS)**

Time Allowed : 3 hours

FM : 100 PM : 40

*The figures in the margin indicate full marks for the questions.
Attempt all questions.*

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. (5)
i) During Commuted Leave
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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