Marks for each question is indicated against it.

Attempt all questions.

1. Briefly explain the accounts of material -at-site are maintained in the Division

2. (a) What form is used for survey report of stores?
   (b) Who will initiate the survey report of obsolete/unserviceable stores and tools & plants items?
   (c) What is the process of survey report of unserviceable stores?

3. (a) What is a transfer entry?
   (b) Indicate the circumstances which necessitate transfer entries in Public Works Accounts.

4. Explain the use and importance of Measurement Book.
   OR
   What are the important instructions regarding the maintenance of Measurement Book and the entries to be made in it?

5. What is Permanent Imprest and how is it accounted for? How do you distinguish it from Temporary Advance?

6. What are the tariff rates of the following:
   (a) (i) L T Category – 1 : Kutir Jyoti
        (ii) HT Category – 1 : Domestic
   (b) What is the meaning of “the maximum demand” as per Tariff order?

7. Enumerate the general conditions governing the grant of leave under CCS(Leave) Rules, 1972.

8. State the different kinds of Travelling Allowances which may be drawn in different Circumstances by Government servants.

9. Define the term “family” used with reference to Travelling Allowances Rules.

10. Distinguish between (10)
    (i) Schedule of rates and Analysis of rates.
    (ii) Administrative Approval and Technical sanction.

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