From the details given below, write up the cash book of Er. Muana, Executive engineer, Building Division for November, 2018 indicating the classification, close it giving an analysis of the closing balance. (20)

1-11. Contents of the cash chest Rs.
   (a) Notes and coins 100
   (b) Cheques dt. 30-10-2018 on the local branch of SBI from Mr. Mawia on account of Rent. 145
   (c) Hand Receipt for Temporary Advance to SDO ‘B’ 400

2-11. Remitted the cheque received from Mr. Mawia into Treasury. 145

4-11. Temporary advance account was rendered by SDO”B” and particulars were as follows :-
   i) Muster Roll for the construction of Staff Quarters 300
   ii) Charges incurred for conveyance of materials 50
   iii) Cash returned 45
   iv) Shortage unaccounted for 5

7-11. Draw cash for chest. 150


14-11. Paid by cheque on Account Bill of contractor “Zuala” for constructing Quarters for Staff of Revenue department, the particulars being as follows :-
   Net payment by cheque 7950
   Court attachment 500
   Overpayment made on another minor work construction of Primary School 100
   Security Deposit 650
   Total deduction 1250

21-11. Cheque for Rs. 1000/- issued to contractor “Sanga” on 15-4-2018 was revalidated.

23-11. Cash receipt on account of rent of buildings and furnitures. 1000

30-11. Remitted into Treasury the receipt received on 23-10-2018 (Rs. 1000).

(Sample of Divisional Cash Book (CPWA Form-I) candidates shall prepare the format in the answer sheet by themselves for the answer)
RECEIPT SIDE

CASH BOOK OF ..............................................

<table>
<thead>
<tr>
<th>Date of Receipt</th>
<th>From whom received etc.</th>
<th>Amount (cash)</th>
<th>Classification of charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PAYMENT SIDE

FOR THE MONTH OF ..................................... 20........

<table>
<thead>
<tr>
<th>Date of Payment</th>
<th>Voucher No</th>
<th>To whom paid etc.</th>
<th>Cash</th>
<th>Cheque No.</th>
<th>Amount</th>
<th>Classification of charges.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

2. Contractor’s ledger in CPWA form-43 must be properly maintained in Divisional offices. What are its usefulness? (8)

3. What entries are required to be made in the “Register of Works” CPWA Form-40 maintained in Public Works Division? (8)

4. Contractor bills may be made in CPWA Form-24 “First and Final Bill” and CPWA Form-26 “Running Account Bill”, explain each of them to differentiate their significances. (5+5=10)

5. All the materials for works received and issued to works are properly maintained in CPWA Form-35. What do you know about it? Explain the significance of Account of Materials issued to contractors maintained in CPWA From -35A. (5+5=10)

6. Stores Indent shall be done by CPWA Form-7. What action points are to be observed in indenting materials from stock? (8)

7. Elucidate the significances of “Permanent Imprests” and “Temporary Advances”. (4+4=8)


9. What are the essential pre-requisites for floating “Notice Inviting Tender”? What do you mean by “Two Envelope System” in the NIT? (5+5=10)

10. How the dismantled materials when dismantlement is done through departmental works are utilized and accounted for? (10)

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