

MIZORAM PUBLIC SERVICE COMMISSION

DEPARTMENTAL EXAMINATIONS FOR AE/SDO UNDER PUBLIC WORKS DEPARTMENT. FEBRUARY, 2016.

ACCOUNTS (WITH BOOKS) PAPER – I

Time Allowed : 3 hours

F.M. : 100 P.M. : 40

Marks for each question is indicated against it.

Attempt all questions.

1. Explain fully the utility and importance of work abstract. (10)

OR

What are the initial records upon which the accounts of works are based? Describe briefly.

2. In determining opening balance of the Cash Book, which of the following items are to be included or excluded? (10×1=10)

- (a) Legal tender coins, note
- (b) Postal Order, Cheque, Demand Draft in favour of the Disbursing Officer, Self Cheques
- (c) Cheques, Demand Draft in favour of contractors or other persons
- (d) Revenue Stamp
- (e) Imprest or Temporary Advance issued to self or subordinates
- (f) Deposit at Call receipts of Banks
- (g) Counterfeit Coin, Private Cash
- (h) Cash forming part of the sub cash chest
- (i) Undisbursed salaries, wages, etc. of purely work charged staff
- (j) All other Deposit Receipts, Debentures, bonds & any kind of securities

3. Choose the correct answer. (10×1=10)

- (a) First & Final bill is prepared in Form **24/26**
- (b) A **Contractors' Ledger/Register of Work** is kept in the Division to record and correlate the amounts due to a Contractor and the amounts actually paid to the contractor.
- (c) **Advance payment/Secured advance** is paid with the sanction of the Superintending Engineer for the work actually executed but not measured.
- (d) Muster Roll **shall be/shall never be** prepared in duplicates.
- (e) An account of all transactions relating to a work during a month is known as Work Abstract. It is prepared in Form **23/33**.
- (f) A chronological record of the Receipt, Issues and the running balance of each article of stock will be kept in the **Bin Card/Priced Store Ledger**.
- (g) **Mobilization/Secured Advance** shall bear simple interest at the rate of 10% per annum to be calculated from the date of payment to the date of recovery (both days inclusive) on the outstanding amount of advance.
- (h) In the M.B.'s and bill forms for running accounts bills, the full nomenclature of agreement items **need not be/must be** reproduced.
- (i) Maintenance expenditure on all Non-residential building would be debited to **"2216 Housing/2059 Public Works"**
- (j) Pay bills may be signed at any time not earlier than **five (5)/ten (10)** days before the last working day of the calendar month for which such pay and allowances are earned.

4. Name the different classes of transaction that pass through the head Public Works Deposits. (10)

OR

How are surpluses of shortage noticed on physical verification of stores adjusted?

5. Distinguish between **any one** of the following: (10)

- (a) Schedule of rates & Analysis of rates
- (b) Issue of material to works and Issue of materials to contractor for works.
- (c) First & Final bill and Running Bill

6. What are the checks applied to Muster Rolls? (10)

OR

Payments for all works are done on the basis of measurements recorded in the Measurement Book. Are there any exceptions to this Rule?

7. Prepare 3rd Running and Final Bill showing Memorandum of payment of Contractor ABC for the work 'Construction of High Court Building at Aizawl' from the following: (10+10=20)

Sl. No	Item of Work Unit	Unit	Rate	Quantity Up to date	Quantity in previous bill
1	Earthwork in foundation	cum	Rs. 200	248	20
2	Laying of Cement concrete	cum	Rs. 3,600	180	90
3	RCC Work	cum	Rs. 5,650	40	21
4	Brick work	Sqm	Rs. 800	154	52
5	Providing & Fixing doors	Sqm	Rs. 4,320	20	–

Details of recoveries:

- (a) 10% of Security deposit to be deducted from this Running accounts Bill.
- (b) 2% Income Tax to be deducted from value of work done.
- (c) Cost of material issued for this work Rs. 20,000.
- (d) Cost of material issued for another work Rs. 10,800.

8. Post the following transaction in the Cash Book of Pu Liana, Executive Engineer of Aizawl Division for the month of November 2015 indicating the classification of each item. (12+8=20)

- 1) Contractor bill Vide Vr. No 8 date 30th November 2015

Value of work done Rs. 90,000

Advance payment Rs. 25,000

Secured Advance Rs. 15,000

Less already Paid Rs. 30,000

Net Payable now Rs. 1,00,000

- 2) Deduct

Security Deposits 5% of Value of work done-

Fine for bad work 2% of Value of work done-

Fine for another work Rs. 1,200

Fine for delay Rs. 1,000

Cost of Cement to supplied for this work Rs. 3,750

- 3) By Cheque Rs. _____