

PUNJAB STATE TRANSMISSION CORPORATION LTD.
Departmental Accounts Examination-2024 (1st Session)

Category- JE/E

Roll No.....

PAPER-I (WORKS ACCOUNTS)

Time Allowed: 3 hours

Max. Marks: 100

Note: All questions are compulsory

Question No. 1

- a) Consider A 100 MVA T/f has damaged at 220 KV Sub-Station, Rajpura. T/f is under warranty. Write down the procedure as per applicable regulation to get the T/f repaired.
- b) Write down all GST, GST/TDS Accounting Codes (Group Heads) used in PSTCL's Trial Balance.
- (12+8 =20 Marks)

Question No. 2

- a) Write down in detail the principles of financial propriety enunciated in PSTCL's regulations.
- b) What procedure should be observed when Board's vehicle is operated by diesel being purchased from supplier on credit?
- (10+10=20 Marks)

Question No. 3

- a) What is IMPREST? Can IMPREST be given to temporary employees? Mention rules which must be carefully attended to regarding IMPREST.
- b) What is an IUT Bill? What is the procedure for its preparation?
- (10+10=20 Marks)

Question No. 4

- a) What are the general principles relating to the Receipt of Money and Payment by Corporation's employee? Can Class-IV employee be assigned the job of carrying money?
- b) What action will be taken by JE stores on the same day if material received in short from the supplier?
- (10+10=20 Marks)

Question No. 5

- A) Write short note on the followings:
- a) Pattern of IUT and U-Cheque Number used in Accounts Management System (Voucher Level) of PSTCL.
- b) Deposit Works and Contributory Works. Also, state difference between the two.
- c) Outturn.
- d) Supplementary Estimate
- e) Market Rate
- f) Issue Rate
- (6 X 2=12 Marks)
- B) Can an employee be directed to work overtime by oral orders? Write down the actions by responsible officer/official regarding overtime as per PSTCL's regulations.
- (8 Marks)

Je-1

Question No. 1

a) Consider A 100 MVA T/f has damaged at 220 KV Sub-Station, Rajpura. T/f is under warranty. Write down the procedure as per applicable regulation to get the T/f repaired.

Answer:

Procedure is as follows:

RESPONSIBLE	ACTION	TIMING
SDO-Distribution	<ol style="list-style-type: none">1. Transformer damaged within warranty period should be repaired by the supplier as per terms of the contract.2. Send Intimation to divisional office and purchase authority by telegram, communicate the following:<ol style="list-style-type: none">(1) Name of manufacturer(2) Size and capacity(3) Make and serial number(4) Date of purchase(5) Date of installation(6) Date of damage(7) Date of expiry of warranty period	Immediately
Divisional Office (Op)	<ol style="list-style-type: none">3. On receipt of communication from SDO, send registered letter to the supplier, SE TMR and CE/MM.4. On receipt of response from supplier inform SDO the tentative date of arrival of supplier's technician,5. If the supplier does not respond to repeated written reminders within one month, issue instructions to the SDO to forward the transformer to Sr. XEN. TRW Division for repair	-do- Immediately As and When
SDO /Op.	<ol style="list-style-type: none">6. On receipt of advice from divisional office, forward the transformer (referred to in serial number 5) to TRW division. Follow procedure laid down in serial numbers 4 to 11 subject code 05.7. Write a letter to Sr. Xen/ TRW division advise him the total cost to be incurred on repairs, when conducted on the particular transformer referred to in serial no. 5, also to CE (MM)/AO CPC in order to effect recovery from supplier. <p>Note: Clearly mention on the SRW: "Warranty Period Covered".</p>	Immediately Same Day

RESPONSIBLE	ACTION	TIMING
Accounts Section TRW division	8. On receipt of communication from distribution division enter the letter number and date into the transformer for repair register (TRR).	Immediately
Accounts Section TRW SDO repair workshop	9. Send the communication to SDO repair workshop. 10. On completion of work on the transformer, value the cost of repairs as follows: (1) Price of material used as per job card will be placed at the latest issue rate available from stores. (2) Labour time consumed on the job shall be certified by the JE- workshop and valued at the prevailing labour rate. (3) Administrative overheads shall be at the rate fixed by the competent authority from time to time. (10% supervision charges (sub para 1) on value of material and 24% departmental charges on labour (sub para 2)	As and when
TRW Divisional Accounts Section	11. Communicate the total cost of repairs calculated in step No. 10 above to the divisional accounts section.	Within fortnight
OP. Division CE/MM, AO/CPC	12. On receipt of the cost summary from SDO-workshop enter the details into TRR and warranty cost recovery control register. 13. Send written intimation to central purchase authority and concerned D/S subdivision giving details of cost incurred on the repair warranty period covered transformer from the warranty cost recovery control register and enter the reference particulars in TRR.	
Concerned Authority	14. On receipt of intimation from TRW recover the cost of repair from supplier in terms of the agreement.	
Divisional Accounts/TRW	15. On Adjustment/collection of amounts from supplier send U-Cheque along-with detail to TRW section. 16. On receipt of the U-cheque enter the same in the U-cheque cash book by credit to Account Code 62.930 i.e. other incomes. Also make note against relevant entry in warranty period cost recovery control register. 17. Put up the warranty period cost recovery control register to Sr. Xen. 18. Scrutinise and verify the entry in register and sign in token of verification.	

Question 1 (b) Write down all GST, GST/TDS Accounting Codes (Group Heads) used in PSTCL's Trial Balance.

Answer:

Group Heads	Account Name
1) 46.986	GST Deducted at Source (TDS)-SGST
2) 46.987	GST Deducted at Source (TDS)-CGST
3) 46.988	GST Deducted at Source (TDS)-IGST
4) 46.990	Liability for Goods and Service Tax-SGST
5) 46.991	Liability for Goods and Service Tax-CGST
6) 46.992	Liability for Goods and Service Tax-IGST
7) 46.993	Liability for Goods and Service Tax under RCM-SGST
8) 46.994	Liability for Goods and Service Tax under RCM-CGST
9) 46.995	Liability for Goods and Service Tax under RCM-IGST

Question 2 a) Write down in detail the principles of financial propriety enunciated in PSTCL's regulations.

Answer:

Every employee incurring or sanctioning expenditure from the revenues of the Board should be guided by high standards of financial propriety. Each officer of the Board is responsible for enforcing financial order of strict economy at every step. He is responsible for the observance of all financial rules and regulations both by his own office and by subordinate disbursing offices, Among the principles on which emphasis is generally laid are the following: -

1. Every employee is expected to exercise the same vigilance in respect of expenditure incurred from Board's money as person of ordinary prudence would exercise in respect of the expenditure his own money.
2. The expenditure should not be prima facie more than the occasion demands
3. Money borrowed on the security of allocated revenues should be expended on those objects only for which money is borrowed
4. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage
5. Board's revenues should not be utilised for the benefits of a particular person or section of the community unless:
 - (a) the amount of expenditure involved is insignificant, or
 - (b) a claim for the amount could be enforced in a court of law, or
 - (c) the expenditure is in pursuance of a recognised policy or custom.
6. No authority should sanction any expenditure which is likely to involve, at a later date, expenditure beyond its own powers of sanction.
7. The amount of allowances, such as travelling allowance, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole the sources of profit to the recipients.

Question 2 b) What procedure should be observed when Board's vehicle is operated by diesel being purchased from supplier on credit?

Answer: When petrol, diesel, mobiloil etc is purchased on credit from a supplier, the following procedure should be observed: -

RESPONSIBLE	ACTION	TIMING
J.E./Incharge Vehicle	1. Issue pre-numbered petrol requisition slip in triplicate indicating the quantity to be purchased to driver after seeing the estimated average consumption of petrol\diesel per kilometre, balance quantity available with the vehicle, etc.	
Driver	2. Give two copies of the requisition. slip to the petrol pump owner.	
Driver/Vehicle Incharge	3. After the approved quantity of petrol has been filled in the vehicle, enter the following particular in Lorry Maintenance Register, Lorry Log Book and Measurement Book\ Receipt Note: i. Name of Dealer ii. Petrol diesel requisition slip, number and date. iii. Date of filling. iv. Quantity filled.	
JE, Incharge	4. Receive a monthly bill from the petrol dealer along-with one copy of the petrol diesel requisition slip. 5. On receipt of the monthly bill, verify it along-with attached requisition slips. Check whether requisitions bear authorised official's signature and the quantities tally with lorry Maintenance Register & MB.	Month end Immediately
SDO/Officer Incharge	6. Put up the bill along with Lorry Maintenance Register and the MB/Receipt Note to the SDO, incharge.	-do-
SDO/IE Vehicle Accounts Section	7. Scrutinize the entries and approve the bill. Sign the entries in the MB/RN and Register. 8. Forward the bill to accounts section alongwith Lorry Maintenance Register (LMR) and MB/RN 9. Receive the bill and pass it with reference to entries in the Lorry Maintenance Register and MB/RN 10. Enter the particulars as per MB/RN in EBRM. 11. Prepare BPV in duplicate and put-up bill along-with BPV and other connected records to the Supdt. (Divnl. Accounts).	Same Day Immediately

<p>Supdt. (Divnl. Accounts)</p> <p>Accounts Section</p> <p>Cash Section/ Official Handling Cash</p> <p>Accounts Section</p>	<p>12. Check the bill and initial pass order and entries in MB/RN LMR and EBRM, get it approved, by Divnl. Officer/Officer Incharge.</p> <p>13. Forward the bill along with BPV to Cash section/Official handling cash for payment.</p> <p>14. Make payment of the bill and enter it in the Cash Book.</p> <p>15. Return one copy of BPV to the Accounts Section.</p> <p>16. Receive paid BPV and enter payment details in EBRM.</p>	
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Question 3 a) What is IMPREST? Can IMPREST be given to temporary employees? Mention rules which must be carefully attended to regarding IMPREST.

Answer:

1. An Imprest is a standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursements which may be entrusted to his charge by the Divisional Officer or sub Divisional Officer and should invariably be discontinued when the necessity of them has passed away. The amount of an Imprest, should not, however exceed Two thousand rupees, in any case, without the special sanction of the competent authority. Before granting an Imprest. it would be ascertained whether the official concerned has actually lodged the necessary security deposit with Board.
2. Subject to the following rules which must be carefully attended to, Imprest may be given to permanent subordinates only but in cases of emergency and at the direction of Divisional Officers, there is no objection of issuing Imprests to temporary subordinates:
 - i. Imprests should only be given when absolutely necessary and the amount should be kept as low as possible to minimise the risk of loss of the Board's money.
 - ii. Imprests may only be given with the express sanction of the Executive Engineer, and then only to employees of whose character the Sub Divisional Officer has had opportunity of forming a favourable opinion.
 - iii. In the case of loss or defalcation, the Executive Engineer will be held responsible that all requisite precautions have been taken.
3. The Storekeepers and Assistant Storekeepers employed in the Divisional and sub Divisional Store Depots of the Board may be granted Imprests for making cash payments of railway freight charges only on stores materials etc. subject to the conditions aforesaid.
4. The Imprest-holder is responsible for the safe custody of the Imprest money and he must at all times be ready to produce the total amount of the Imprest in vouchers or in cash.
5. The superintending Engineer when on inspection would satisfy himself that all the above rules are strictly carried out.
6. "For offices of Chief Engineers and other Heads of Departments at Patiala, in place of the Present system to recoup the Imprest only after finalisation/acceptance by EAD section, of the earlier Imprest issued to the authorised person, a second Imprest may be issued to the person on rendering of the first Imprest account without waiting for finalisation of the first Imprest account by EAD Section. The first Imprest account rendered by the authorised person will be checked by EAD Section within seven days of its submission so that the same is finalized by the time, the second Imprest account is rendered".

Question No. 3 b) What is an IUT Bill? What is the procedure for its preparation?

Answer:

IUT bill stands for Inter Unit Transaction bill. It is used to settle transactions between the offices of PSTCL. Accounting Unit incurring the expenditure on behalf other Accounting Unit or transfers material to other office, issues IUT bill on the Accounting Unit on whose behalf expenditure has been incurred, to recover the amount of expenditure so that the expenditure can be booked in the concerned Accounting Unit. IUT bill number, date of issue, Name of Division (AU) and Location Code to whom IUT bill is to be issued, Account code and particulars of the transaction are mentioned on IUT bill. Settlement of IUT Bill is done by issuing U-cheque.

Following is the procedure for preparation of IUT bill:

RESPONSIBLE	ACTION	TIMING
Accounts Section at Division Office/ Accounting Unit (AU)	1. Prepare Inter Unit Transfer (IUT) bills in respect of transactions regarding transfers between one Accounting Unit (AU) and another.	10 th of Next Month
Store Sub Division	2. In Construction and Hydel Organisations, IUT bills will be prepared by the Store Sub Divisions in 6 copies. 5 copies of the bill along with a receipted copy of store Challan/Store Requisition will be forwarded to its Division (Accounts Section) duly signed by SDO, Store Sub Division.	Withing two days of issue of material
Accounts Section at Division	3. The Division will stand the IUT bill to the receiving Division/ Accounting Unit alongwith a copy of receipted Store Challan/Store Requisition duly signed by the Divisional Officer without waiting for the monthly stock account.	Within a week
Store Sub Division	4. Project Stores under Guru Nanak Dev Thermal Plant Bhatinda, Thermal Plant Ropar and GHTP Lehra Muhabbat will send the receipted Store Challans to the AO (Evaluation Cell) of the Project.	Withing two days of issue of material
AO, (Evaluation Project)	5. AO, Evaluation, after evaluating the store Challans will raise IUT bill on the receiving Division/ Accounting Unit without waiting for the monthly stock account.	Within a Week
	6. In case of transfer of cash from one Division to another IUT bill be raised on the spot and cash transferred only against U-Cheque.	
Accounts Section	7. Enter particulars of IUT bills in the IUT Subsidiary Ledger.	

8. Each Accounting Unit will use consecutive IUT bill numbers till the year end.

9. The IUT bill prepared will specify the following information:

1) Date

2) Serial Number

3) Name and location code of transferer AU/Division

4) Name and location code of transferee AU/Division

5) Account code as per the Chart of Accounts related to the type of Inter Unit Transaction i.e. fuel, materials etc.

6) Particulars of transactions including details and number of supporting documents.

7) Amount.

Question 4 a) What are the general principles relating to the Receipt of Money and Payment by Corporation's employee? Can Class-IV employee be assigned the job of carrying money?

Answer: General principles relating to the Receipt of Money and Payment by Corporation's employee.

1. A Board employee receiving money on behalf of the Board must give the payer a receipt, in standard form (BA-18 RO-4). The receipt shall be signed by a duly authorised Board employee and entered in the cash book.
2. Whenever any amount is realised by recovery from a payment made from bill or other voucher stating forth full particulars of the deduction, a receipt in form BA-16 should be granted only if specially desired by Payer but the fact of the recovery having been made by deduction from the payment voucher should be clearly recorded on the receipt aide of the cash book.
3. If a Board employee who is not in charge of cash book, receives money on behalf of the Board at exceptional times, he should not mix it with the imprest or any other cash in his charge but remit it at once to the accounting unit with which his office is attached for the purpose of accounting.

The employment of peons to fetch or carry money should be discouraged. When it is absolutely necessary to employ the class IV employees for this purpose, a man of some length of service and proved trustworthiness should only be selected and, in all cases, when the amount to be handled is large, one or more guards should be sent to accompany the messenger.

Question 4 b) What action will be taken by JE stores on the same day if material received is short from the supplier?

Answer:

1. Enter losses in transit, shortages, breakages damages, rejects etc. for materials received from suppliers in:
 - (a) Defective Goods Receipt Note (DGRN)
 - (b) Rejected Goods Register (RGR)
 - (c) RR/GR Register
2. On noticing the loss, shortage, damage breakage, rejected etc. in cases where supplier is not at fault, record the facts on GRN/DGRN specifically stating therein the party from whom the recovery is to be made.
3. Prepare Defective Goods Receipt Note (DGRN) (in pink colour) for the material received defective/short and supply one copy each to the following:
 - (i) Purchase Section
 - (ii) Supplier
 - (iii) CE/S&D in case of central stores, divisions in case of Construction/Hydel Stores and accounting Section in case of Thermal Projects.
4. Follow up the entries in the RGR/DGRN in the light of the decision intimated by the Purchase return of rejects to supplier and providing of replacement by him, or carrying out of the necessary repairs, modifications, amending etc. at supplier's premises or elsewhere and sending rectified materials back to Board's stores where the supplier is found to be at fault in accordance with PO e.g.
 - (a) when delivery point as per PO is the Board's stores or destination or
 - b) when the supplier has not complied with any of the terms of the PO which has caused the loss, shortage breakage, damage or rejections e.g. requirement as to type of packing, mode of despatch, despatch time/place, delivery points, packing size, safety precautions, devices/signs/markings, consignee's name and or address, quality of material, requisite declaration /registration etc. or
 - (c) when the carrier is selected by the supplier and he has not exercised due care and caution in selection thereof detailing the loss etc.
 - (d) Lodging of the claims therefor with the appropriate authority/agency viz:
 - (a) Carrier (Railways, transporter) etc.
 - (b) Insurer
 - (c) Carting contractor or
 - (d) Board's employee who was responsible for collection of materials wherever he is at fault and liable to compensate for the loss etc.
5. Repairs, modification, amending, supply of parts etc. to be done/got done by supplier at stores.

Enter the particulars of claim lodged with any of the above parties in the Rejected Goods Register.



Question 5. A) Short Notes

a) **Pattern of IUT:** Example of IUT number: I-803-0124-0001. First Letter is "I" stands for IUT bill, Location Code of issuing Unit, MonthYear then for digits four serial number of IUT bill.

U-Cheque: Example of U-Cheque Number: U-780-0424-013. First Letter is "U" stands for U cheque number, Location Code of issuing Unit, MonthYear then four digits for serial number of U-Cheque.

b) **Deposit Work:** On many occasions the PSTCL is approached by Consumers, Government Departments, Local Bodies etc. to undertake construction work on their behalf, such as erection of transformer centres, laying of lines, supply and erection of the switch-gear cables etc. PSTCL execute such work on deposit of the amount by consumers against a detailed estimate. Assets which are formed/created by deposit works are not PSTCL's assets. **Contributory Works:** Where the works are undertaken by PSTCL on behalf of consumer against amount deposited by them and asset is formed in PSTCL's account by such work then such works are called contributory works.

Difference: 1. Assets are not created in PSTCL's account in Deposit works where in case of contributory works assets are created in PSTCL's Account.

2. Departmental charges are charged @ 27.5% in case of Deposit Works which is 16% in case of Contributory Works.

3. Amount received for Deposit works is booked under GH-47.305 where amount received for contributory works is booked under GH-47.309.

c) **Outturn:** Outturn-Used in respect of the accounts of manufacture and workshop transactions. this term denotes the value of the finished products (or of the work done, in cases in which the articles bought are not supplied departmentally) of manufacture operations connected with specific jobs.

d) **Supplementary Estimate:** During the execution of project, structural modification is required or addition work is added for construction. The estimate for additional work is called supplementary estimate. Supplementary estimate is also required to be prepared when some of the items are overlooked.

e) **Market Rate:** Market Rate Used in respect of an article borne on the Stock accounts of division, this term indicates the cost per unit at which the article or an article of similar description can be procured, at a given time at the stores godown from the public market suitable to the division for obtaining a supply thereof.

f) **Issue Rate:** Issue Rate This term denotes the cost per unit fixed, in respect of an article borne on the stocks of the Board, at a valuation for the purpose of the calculation of the amount creditable to the account code concerned of the stock account by charge to the account or service concerned, when any quantity of that article is issued from stock. This does not take into account the storage charges.

Question 5. B) Can an employee be directed to work overtime by oral orders? Write down the actions by responsible officer/official regarding overtime as per PSTCL's regulations.

Answer: No, an employee cannot be directed to work overtime by oral order. Rather a written Office order by a responsible officer is required to be issue for engaging an employee for work on overtime. Actions by responsible officer are as below:

RESPONSIBLE	ACTION
SDO/Officer incharge	1. Issue office order directing the employees to work over time on advice from the junior engineer/sub-station officer (JE/SSO) or any other authorised officer.
JE/SSO	2. Prepare the overtime authorisation slip (OAS) giving employee number, name, nature of work and estimated overtime and get it approved from the offices incharge not below the rank of SDO/AL.
SDO/	3. Prepare duty roster for employees giving indication of overtime worked by employees concerned.
	4. Enter details of actual overtime worked together with reasons in the OAS and overtime bill.
Engineer incharge	5. Forward the duty roster, OAS and overtime roll to the SDO for approval.
	6. Check whether overtime calculated in overtime roll and OAS from the duty roster is in accordance with instructions issued by the board.
	7. Approve the overtime roll and OAS and get it sanctioned from the XEN.
Head clerk	8. Receive and examine the overtime roll and OAS. issue office order sanctioning the overtime calculated as per overtime roll with the approval of SR. XEN/RE.
SDC/Clerk	9. Enter in overtime register and prepare claim in accordance with the sanction. Send it to the SR XEN XEN/AO in case of project.
Divisional Accountant	10. On receipt, examine with reference to the rules and regulations for payment of overtime. Enter in the overtime register.
	11. Pass the claim for overtime and record the pass order in the overtime register. Prepare CPV/BPV and get it approved from the drawing and disbursing officer (XEN/AO). Forward it to the cash section.
Cash Section	12. Make cash/bank payment as per cash and bank manual.