

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

Category- JE/C

Time allowed: 3hrs

Paper-I

Works Accounts

Note: All questions are compulsory

Roll No. _____

Max. Marks: 100

Q.1

- (a) What is an estimate? What points should be kept in mind while preparing an estimate? Under what circumstances supplementary/revised estimates are required to be prepared ?
- (b) What action will be taken by JE stores on the same day if material received in short from the supplier? (Marks: 12+8=20)

Q.2

- (a) Explain the various measurement books used in PSTCL. Under what circumstances measurement can be dispensed with?
- (b) What amount of earnest money is required to be paid by tenderers as per PSTCL Purchase Regulations? Is there any exception to this general rule?
- (c) Explain Slack period and Out Turn (Marks: 10+6+4=20)

Q.3

- (a) State the competencies of different authorities regarding "To Sanction Deposit Works and Contributory works and to Sanction refund to prospective consumers of the amount deposited by him in first instance in excess of the unjustified amount."
- (b) State the competencies of different authorities regarding "To convey technical Sanction to work during construction chargeable to project estimates not forming part of the Project Estimate already approved by the BODs/WTDs."
- (c) Give correct nomenclature to the following Account Codes:
(i) 10.102
(ii) 10.200
(iii) 10.211
(iv) 10.234
(v) 12.244
(vi) 46.101
(vii) 76.132
(viii) 76.141

(Marks: 6+6+8=20)

Q.4

- (a) Explain instructions regarding maintenance of MAT-28.
- (b) State the various types of Cost which are required to be added for calculating the total cost of building.
- (c) State briefly instructions regarding maintenance of vehicle log book.
- (d) Define supplementary estimate and revised estimate.

(Marks: 5 ×4=20)

Q.5 Write short note on the followings: -

- (a) Stock card and Stores Value Ledger.
- (b) Store Challan and Stores Return Warrant
- (c) Average consumption of vehicle.
- (d) Dismantlement Register

(Marks: 5 ×4=20)

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Q.1 a) What is an estimate? What points should be kept in mind while preparing an estimate? Under what circumstances supplementary/revised estimates are required to be prepared?

Ans.a) The papers to be submitted with the project for a work will consist of

- (i) a report,
- (ii) a specification and a detailed statement of measurements, quantities and rates and
- (iii) with an abstract showing the total estimated cost of each Item. These documents together form what is called the 'estimate'. In the case of a project consisting of several works, the report may be a single document for all the works and likewise the specification; but details of measurements and abstracts may conveniently be prepared for each work, supplemented by a general abstract bringing the whole together. In the case of estimates for "Repairs" or "Maintenance", only the specification and the detailed statement of measurements and quantities with the abstracts will ordinarily be required.

The following points should be kept in mind while preparing a project estimate:-

- 1) The report should state in clear terms the object to be gained by the execution of the work estimated for, and explain any peculiarities which require elucidation, including, where necessary, the reason for the adoption of the estimated project or design in preference to others. The report should also discuss the effect the proposed works will have on any existing engineering works, such as Railways embankment, bridges syphon's and culverts, and should clearly state whether the concurrence of the requisite Railway, Road or other authority has been obtained.
- 2) To facilitate the preparation of estimates, a schedule of rates of each kind of work commonly executed should be kept up in each Division, and the rates entered or the estimate should generally agree with the schedule rates, but where from any cause these are not considered sufficient, or in excess a detailed statement must be given In the report showing the manner in which the rate used in the estimate is arrived at.
- 3) Fractions of rupees will be omitted in showing the total cost of each kind of work in the abstract of the estimate and miscellaneous petty works may be entered without measurements, the estimated cost alone being given as lump sum.
- 4) Provision should be made in the estimate for all incidental expenditure which can be foreseen such as cost of land, hutment for workmen, sheds for workmen sheds for stores, hiring of godowns, dewatering and pumping arrangements, etc. while in addition provision of 3 percent on the estimated cost of works should be made to cover contingencies which cannot be foreseen.

It is a fundamental principle that the sanction to an estimate muston all times be looked upon as strictly limited by the precise object for which the estimate was intended to provide. It may happen that while a project is in progress, the execution of a particular work not envisaged/provided in the original estimate, may become necessary. A supplementary estimate will be necessary in suchcases.

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On the other hand when it is known that the cost of a work hand (under execution) is likely to exceed by more than five percent of its Estimated cost owing to increase in rate or any other cause, a revised estimate may be prepared.
A Revised estimate shall also be necessary when either before commencement of work or during its execution it is found that the original estimate is excessive.

Q.1b) What action will be taken by JE stores on the same day if material received in short from the supplier?

Ans.b) While noticing the losses/shortages, on the same day a concerned JE Stores will prepare goods receipt note for the material received from the supplier and take action to send a copy of each to the following: -

- (i) Purchase Section
- (ii) Supplier
- (iii) CE/S&D in case of central stores.

Q.2a) Explain the va
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Q.2a) Explain the various measurement books used in PSTCL. Under what circumstances Measurement can be dispensed with?

Ans.2 a) There are five kinds of measurement books, the detail of which are as follows:

1) Small Measurement Book(S M.B)

It is maintained by JE for recording the entries of all petty purchase exceeding Rs.50/, work done departmentally, work done through contractor and material received against works are entered in this book

2) Goods Receipt note book G.R.Note)

It is written by the JE for all material received from the supplier, Dismantle from works, manufacture from Board workshop, transfer of material from other Divn.is entered in this book by the JE if the cost of material is upto Rs. 10,000 If the cost of material is more than Rs. 10,000/then its entry will be recorded by the SDO in the G.R.Note

3) Electrical measurement book EMB

It is maintained by the J.E. for all works casting less than Rs.1 lac Column No. 7 of this book is filled by J.E.for the receipt of material and column No.8 is filled by the AAE/SDO against each item. Shortage/Surplus is worked Every payment should be made after the measurement are made in the MB by the competent authority. But entries in the MB are not necessary in below noted cases:

4) Standard measurement book

It is maintained in the Civil Works divisions by the J.E.for all buildings under his control. Their standard measurement is recorded in this book which helps us in the preparation of annual maintenance estimates of buildings and making payment on the basis of these measurements to the contractor forwhile working coloring etc.

5) Lump sum contract measurement book

It is maintained by J.E. for making payment to the contractor for the work done on the Lump sum contract basis.

In the following cases measurement can be dispensed with

- i) In case advance payment is made to a contractor.
- ii) In case of petty expenses such as Octroi, Electricity Bills, Railway Freight, Municipal Taxes, washing charges etc.
- iii) In case the work is got done through turn sum contract In such cases it is certified by theconcerned SDO that the work done is not less than the payment being made.
- iv) Payment of wages to work charged staff.
- v) When entries are made in the Initial works Register.
- vi) In case it is certified by the SDO that the measurement is not possible in certain repairworks.
- vii) In case of petty purchase up to Rs. 50/-

Category
Q-3(a)

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Q.2 b) What amount of earnest money is required to be paid by tenderers as per PSTCL Purchase Regulations? Is there any exception to this general rule?

Ans.2 b) The Tenderers shall be required to submit Earnest Money at the following rates through Net Banking or RTGS/NEFT along with the tenders:

- a) Tenders Valuing less than Rs. 5.00 lacs and spot tenders- NIL
- b) Tenders Valuing Rs. 5.00 lacs and above Other than spot tenders - @2% of tender value rounded off to a multiple of Rs 10- on the higher side, subject to a minimum Rs 10,000/- and a maximum of Rs. 10 lac

The following shall be exempted from depositing Earnest Money

- 1) Public Sector undertakings fully owned by Punjab. Govt/Central Govt/Other State Govts supplying material directly through units owned by them provided that a certificate of Govt. ownership issued by the concerned Govt. Department shall be submitted in the envelope for Earnest Money. Exemption shall not be applicable if the tender is submitted for supply of material through private unit/manufacturer.
- 2) Suppliers having permanent earnest money deposit of Rs. 10 lacs with the Corporation provided that a certificate to this effect issued by the Accounts Officer/CPC, during three months immediately preceding the due date for tender opening and showing the Serial No /Account No. allotted in the Permanent Earnest Money Deposit Register shall be submitted online. Accounts of Permanent Earnest Money deposit shall be maintained by AO/CPC
- 3) Sole Manufactures/Suppliers of Proprietary items, Standardized firms.
- 4) Suppliers covered under MSMED Act, 2006
- 5) In case of tenders not accompanied by full amount of Earnest Money for the items tendered but not less than 25% of the amount due, the order/contract shall be awarded only for part of material/equipment/service limited to a value corresponding to the actual amount of Earnest Money submitted with the tender provided the placing of such part order is otherwise feasible and is in the interest of the Corporation.

Q.2 (c) Explain Slack period and Out Turn

Ans.2 c) **Slack period** is a period of one month in which no additional financial implications are imposed due to delay. Delay beyond slack period will attract liquidated damages for the period of delay including slack period.

Out Turn- 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.

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Q.3(a) State the competencies of different authorities regarding "To Sanction Deposit Works and Contributory works and to Sanction refund to prospective consumers of the amount deposited by him in first instance in excess of the unjustified amount."

Ans.3a) As per Delegation of Power of PSTCL:-

Sr. No.	Nature of power	To whom Delegated	Extent of Delegation	Remarks
26	To Sanction Deposit Works and Contributory works and to Sanction refund to prospective consumers of the amount deposited by him in first instance in excess of the unjustified amount.	C.Es	Full Powers	Subject to the conditions that:- i) Refund is due to the revision of justification slip and refunding officer certified that the refund is in order and amount was deposited by the prospective consumer in the first instance in excess of the unjustified amount. ii) No benefit should, however, be allowed where the decreases in cost of works is on account of reduced rate of dismantled or old material.
		S.Es	Rs. 24 Lac	
		Sr.Xens	Rs. 5 Lac	
		AEs/AEEs incharge of sub-divns.	Rs. 20,000/-	

Q.3b) State the competencies of different authorities regarding "To convey technical Sanction to work during construction chargeable to project estimates not forming part of the Project Estimate already approved by the BODs/WTDs."

Ans.3(b):- As per Delegation of Power of PSTCL:-

Sr. No.	Nature of power	To whom Delegated	Extent of Delegation	Remarks
15	To convey technical Sanction to work during construction chargeable to project estimates not forming part of the Project Estimate already approved by the BODs/WTDs.	C.Es	Full Powers	a) Up to the amount administratively approved and also up to 5% in excess of this amount. b) The expenditure on the work is restricted to the Budgetary provisions for the year.
		S.Es	Rs. 40 Lac	
		Sr.Xens	Rs. 16 Lac	
		AEs/AEEs incharge of sub-divns.	Rs. 2 Lac	

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Q.3 c) Give correct nomenclature to the following Account Codes:

- (i) 10.102
- (ii) 10.200
- (iii) 10.211
- (iv) 10.234
- (v) 12.244
- (vi) 46.101
- (vii) 76.132
- (viii) 76.141

Ans.3 (c)

- (i) 10.102- Land held under lease.
- (ii) 10.200- Building containing generation plant. Transmission & Distribution installation.
- (ii) 10.211- Office Building.
- (iv) 10.234- Temporary Building.
- (v) 12.244- Depreciation on workshop building.
- (vi) 46.101- Security/Earnest money in cash.
- (vii) 76.132- Travelling expenses.
- (viii) 76.141- Vehicle Running expenses.-Petrol & Oil (Car)

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Q.4 (a) Explain instructions regarding maintenance of MAT-28.

Ans.a) Material Estimate Control Register form MAT-28 is a register which is maintained to keep detailed record of material and other expenditure incurred on all minor capital works, annual repair & mtc. works and special estimates. This register, being the basic record of material and other expenses which have to be accounted for, is an important record. It has to be kept in safe custody like measurement book. This register will show at any point of time the cumulative quantity and value of material received in respect of major material items and cumulative value of petty material items vis-à-vis sanctioned requirements. The register shall also indicate consumption and balance of material in hand both with regard to the quantity and value on last day of each month/financial year or on completion of work. This register shall be maintained by the sectional officer/Junior Engineers and other authorized officials for all the minor works under capital/revenue accounts. In case this book is lost immediate report of the facts of the case should be made to the Chief Engineer through Sr.Xen/SE concerned.

Q.4 (b) State the various types of Cost which are required to be added for calculating the total cost of building.

Ans.b) Cost of Buildings comprise of the following:-

In case of purchase/acquisition of a building, the building costs shall include the following items:-

1. Purchase price
2. Compensation for acquisition of Building
3. Payments to tenants to cancel their tenancy rights
4. Expenses such as legal charge, stamp duty etc. incurred for securing an effective title.
5. Repairs, alteration and improvements to put the building in usable condition.
6. Architect's fees for remodelling, alterations, improvements before the building is first put to use.

Cost of constructed building shall include the following items:-

1. Cost of construction comprising of materials, labour, contractor charges and depreciation on construction machinery.
2. Surveying.
3. Cost of obtaining permits sanctioned plans, occupation certificates from Municipal or other bodies.
4. Architectural fees.
5. Insurance on uncompleted structure.
6. Cost of excavation (excavation is not a cost of land development).

Q.4 c) State briefly instructions regarding maintenance of vehicle log book.

Ans.4c) Log book of vehicle

In order to maintain proper control on running of vehicle, lorry book is maintained for each vehicle. Detail of all journey under taken daily are recorded in it showing date/time and K.M, reading at commencement and at the end of journey, total KM run for the purpose of journey. These entries are authenticated by the officer in- charge of the vehicle. At the end of the month an abstract of the journey is prepared. In order to keep control over the consumption of Petrol, Mobil oil, grease and other expenses in the vehicle a detailed daily account is maintained in the lorry Maintenance Register. Total KM run by the vehicle during the month is divided by total consumption of Petrol/diesel so as to obtain the average consumption of vehicle.

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Q.4d) Define supplementary estimate and revised estimate.

Ans.4d) Supplementary Estimate:- If execution of a work becomes necessary when the projects is still in progress but was not included in the original estimate of the project, then a supplementary estimate shall be prepared.

Revised Estimate:

i) When the sanctioned estimate is likely to be executed by more than 5% due to increase the rates or any other cause except when supplementary estimate will be required, the revised estimate shall be prepared.

ii) It is it is found that the original estimate is excessive (for reasons abandonment of a section or a sanctioned project or charge from the original proposal) then revised estimate shall be prepared.

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Q.5(a) Stock card and Stores Value Ledger.

Ans. Stock Card (Form MAT-30)

Stock card is a page of store ledger. One card is inserted in the ledger for each item in stock. Page no., name of the article, code no. of the article, unit, minimum & maximum level fixed and name of the store are shown on the top.

All receipts recorded on Goods Receipts Note (GRN) are posted in this card. All issues as per store requisition, or store challan are also posted in this card. When an article is found excess as per verification report (SVR), it is taken as Receipt & shortages are posted as issues in the card.

Closing balance of the article is worked out after each entry of receipt or issue. Every entry is signed by storekeeper in token of authentication.

Store Value Ledger (MAT-31)

One value ledger card is used for each article in stock. A number of cards put together in a binder constitute a ledger. It gives all the information available in stock card. It also shows the quantity and value of items received or issued. Closing balance is worked out after each receipt and issue. The Balance shows both quantity and value of the article in stock.

Q.5(b) Store Challan and Stores Return Warrant

Store Challan (Form MAT-41)

This document is prepared for issue of stores from one store to another. A store which needs material sends an indent to other store. The issuing store prepares a challan to show the name of material, its code, quantity desired and quantity issued. Rate/Value of material issued are also recorded in the store challan.

Store Return Warrant (Form MAT-34)

Store material lying at site of work is returned to stores by this document. It gives the name of work/Estimate no. from which the material is returned. Name of material, material code, quantity of material returned from work and that accepted by store is also recorded in the SRW Sr. No. & date vide which the material was originally drawn from store is also shown in the SRW.

When material is accepted by store, its entry is recorded in the Goods Receipt Note and Stock card.

Q.5(c) Average consumption of vehicle.

Ans. 5 c) Average consumption of vehicle:

In order to exercise proper control over the consumption of Petrol, Mobil Oil, Grease & other expenses incurred in running the vehicle, detailed daily account is maintained in the Lorry Maintenance Register for each vehicle. Total K.M. run by the vehicle during the month is divided by total consumption of petrol/diesel. This gives the average consumption of the vehicle.

Q.5(d) Dismantlement Register

Ans(d) Some material is usually retrieved when a permanent work is dismantled, a work is augmented, or a work is replaced. So immediately after dismantlement an inventory of material dismantled should be prepared. The same should be entered in the register of dismantlement. The inventory should be verified by the SDO and the entry in the register should be attested. Serviceable material & scrap should be return to stores through SRW. Unserviceable material shall be return to stores as scrap.