

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

Category- UDC(G)

(Paper-IV)

Roll No-

Drafting & Computer Knowledge

Time Allowed : 3 Hours

Max Marks : 100

Note – All Questions are compulsory

Q. 1

Write Précis of the following paragraph and give a suitable title:-

A stamp is, to many people, just a slip of paper that takes a letter from one town or country to another. They are unable to understand why we stamp collectors find so much pleasure in collecting them and how we find the time in which to indulge in our hobby. To them it seems a waste of time, a waste of effort and a waste of money. But they do not realise that there are many who do buy stamps, many who find the effort worth-while and many who, if they did not spend their time collecting stamps, would spend it less profitably. We all seek something to do in our leisure hours and what better occupation is there to keep us out of mischief than that of collecting stamps? An album, a packet of hinges, a new supply of stamps, and the time passes swiftly and pleasantly. Stamp-collecting has no limits and a collection never has an end; countries are always printing and issuing new stamps to celebrate coronations, great events, anniversaries and deaths. And the fascination of collecting is trying to obtain these stamps before one's rivals. Every sphere of stamp-collecting has its fascination - receiving letters from distant countries and discovering old stamps in the leaves of dusty old books. A stamp itself has a fascination all its own. Gazing at its little picture we are transported to the wilds of Congo, the homes of the Arabs, and the endless tracks of the Sahara desert. There is a history in every stamp. The ancient Roman Empire and the Constitution of America, India's Independence and the Allied victory, are all conveyed to our mind's eye by means of stamps. We see famous men, pictures, writers, scientists, soldiers, politicians and famous incidents. Stamps, so small and minute, contain knowledge that is vast and important.

(Marks: 20)

Q.2

(a) Change the voice

- 1) The student is studying the course.
- 2) Shalu is washing the utensils.
- 3) Veena threw the jacket.
- 4) The cops caught the thief.
- 5) Dia is planning the party

(Marks: 5)

(b) Give the meaning of following idioms

1. A blessing in disguise
2. Call it a day
3. It's not rocket science
4. Break the ice
5. On cloud nine

(Marks: 5)

(c) Complete the sentence with the correct preposition

1. I listened to the game _____ the radio.
2. They were always arguing _____ silly things
3. Whom did they vote _____?
4. The article was _____ yesterday's papers.
5. I rarely think _____ the weather

(Marks: 5)

(d) Read the following sentences and convert them into indirect speech.

1. The captain said to me, "Bravo! You have played well."
2. The teacher said to Shelly, "Why are you laughing?"
3. "Call the ambulance," said the man.
4. Granny said to me, "May God bless you."
5. Rahul told to me, "When are you leaving?"

(Marks: 5)

Q3

a) Draft a notice inviting tender on behalf of Addl. SE/Protection Division PSTCL, Jalandhar for hiring of vehicle.

(Marks: 10)

b) Write a letter to Chief Accounts officer on behalf of CE/SLDC for asking a special budget grant for organizing a state level meeting at Mohali.

(Marks: 10)

Q4

a) What does the following commands do in MS Office:-

- (i) Ctrl + S
- (ii) Alt+ A
- (iii) Ctrl + N
- (iv) Ctrl + P
- (v) Shift + any alphabet

(Marks: 5)

b) What is the need of E-office in PSTCL?

(Marks: 15)

Q5 Describe in brief:-

a) Explain a few useful functions in excel. What is the benefit of using formulas in excel sheets?

b) What is MS PowerPoint? Describe its various features.

c) What are the various things required to connect your computer to the internet?

d) What are different types of memories in computer? Explain.

(Marks: 20)

UDC-IV

PUNJAB STATE TRANSMISSION CORPORATION LIMITED
DEPARTMENTAL ACCOUNTS EXAMINATION-2024 (1ST SESSION)

CATEGORY: UDC(G) MODEL SOLUTION

PAPER-IV (Drafting & Computer Knowledge)

Q. 1(a): Write Précis of the following paragraph and give a suitable title: -

Solⁿ: Stamps are just a piece of paper, a waste of time & money for those who don't understand their value. But for stamp collectors, it acts as the best leisure which keeps them engaged. Collecting stamps is a never-ending & fascinating way of preserving memories related to historic events, cultures of various countries, famous people, and geographical areas. Countries have always been issuing stamps to celebrate important events. It gives joy to stamp collectors to find stamps at random places. The stamps may appear to be small, but they contain vast knowledge that keeps a stamp collector engaged.

Q.2(a) Change the voice

- Solⁿ:**
1. The course is being studied by the student.
 2. The utensils are being washed by Shalu.
 3. The jacket was thrown by Veena.
 4. The thief was caught by the cops.
 5. The party is being planned by Dia.

Q.2 (b): Give the meaning of following idioms

- Solⁿ:**
1. a good thing that seemed bad at first.
 2. Stop working on something.
 3. It's not complicated.
 4. Make people feel more comfortable.
 5. Very happy.

Q.2 (c): Complete the sentence with the correct preposition

Solⁿ:

1. I listened to the game on the radio.
2. They were always arguing about silly things
3. Whom did they vote for?
4. The article was in yesterday's papers.
5. I rarely think about the weather

Q.2(d): Read the following sentences and convert them into indirect speech.

- Solⁿ:**
1. The captain congratulated me, saying that I had played well.
 2. The teacher asked Shelly why she was laughing.
 3. The man asked to call the ambulance.
 4. Granny prayed that God might bless me
 5. Rahul asked me when I was leaving

Q.3(a): Draft a notice inviting tender on behalf of Addl. SE/Protection Division PSTCL, Jalandhar for hiring of vehicle.

Solⁿ:

Department Name:	Protection Division PSTCL Jalandhar
Tender Specification No.	10/2023-24
Tender Issuing Authority:	Addl SE/Protection Division PSTCL Jalandhar
Address details of Issuing Authority	Addl SE/Protection Division Shakti Sadan PSTCL Jalandhar
Place	Jalandhar
Short Description	Hiring of Vehicle for 200 kv
Total Quantity	1 no (Scorpio/Xylo or equivalent in price)
Tender Publication	Nil
Eligibility Criteria	Nil
Sale of Application Start Date:	18.10.2023
Sale of Application End Date:	28.10.2023 Upto 04.00 PM
Last date for bid submission	30.10.2023 Upto 01.00 PM
Bid Opening Date	10.11.2023 At 03.30 PM
Pre Bid Meet date	NA
EMD	10000/-
EMD Payment mode	DD/RTGS/NEFT payable at Jalandhar
Payment in favour	Addl SE/Protection Division PSTCL Jalandhar
Contact person name and phone number	Er. Sunil Kumar AE (9646112345)
URL for additional information	www.pstcl.org
Tender Documents	1. Print out of Web NIT
Attachments	2. Print out of NIT as per schedule D-1

Sd/-

Addl. SE,
Protection Division,
PSTCL, Jalandhar

Q.3(b): Write a letter to Chief Accounts officer on behalf of CE/SLDC for asking a special budget grant for organizing a state level meeting at Mohali.

Solⁿ:

To,

Chief Accounts Officer (F&A),
PSTCL, Patiala.

Subject – Allocation of Budget for organizing a state level meeting at Mohali.

In this respect it is requested that a meeting for fostering collaboration, sharing knowledge, and addressing critical issues related to power distribution, grid management, and energy efficiency is to be held at Mohali. The proposed meeting aims to bring together key stakeholders, including representatives from various government departments, power utilities, and regulatory bodies.

Budget allocation of Rs. 10 lacs had been made earlier in the year to this office for contingent items out of which an amount of Rs. 9 lacs has already been utilized till date and there is another requirement of funds to the tune of Rs. 10 lacs. With Rs. 1 Lacs available, it will not be possible to organize such a state level function.

It is, therefore, requested that additional allocation of budget for contingent items to the tune of Rs. 10 lacs be made to this office, so that all the planned arrangements be procured for making this meet a success.

CE/SLDC
PSTCL, Patiala.

Q.4(a): What does the following commands do in MS Office:-

- Solⁿ:**
1. Saves the document.
 2. Go to the Data tab.
 3. New Document
 4. Printing the document.
 5. type capital letters and other alternate "upper" characters.

Q.4(b): What is the need of E-office in PSTCL?

Solⁿ: Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology becomes the need of the society. Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization. So, any organization looking for a solution that will allow it to capture the documents in digital form, archive them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender, can go for this product. What began with the development and implementation of the "File Tracking System" which was a major step towards Less Paper Office, NIC (National Informatics center) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government. Manual techniques for diarizing, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System. An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

Q.5: Describe in brief:-

Solⁿ: a) Excel offers a wide range of functions that can enhance productivity and data analysis. Here are a few useful Excel functions along with the benefits of using formulas in Excel sheets:

1. SUM()

Purpose: Adds all the numbers in a range of cells.

2. AVERAGE()

Purpose: Calculates the average of the numbers in a range of cells.

3. VLOOKUP()

Purpose: Looks up a value in the first column of a range and returns a value in the same row from a specified column.

4. TEXT()

Purpose: Formats a number and converts it to text.

Benefits of Using Formulas in Excel Sheets are :-

1. **Automation:** Formulas automate calculations, reducing the need for manual data entry and minimizing errors.
2. **Efficiency:** Quickly perform complex calculations and data analysis, saving time compared to manual methods.
3. **Consistency:** Ensures that calculations are consistent across the workbook, as formulas apply the same logic to all relevant cells.
4. **Data Analysis:** Powerful functions like SUMIF, COUNTIF, and various lookup functions enable sophisticated data analysis and reporting.
5. **Error Reduction:** Built-in error-checking tools and consistent application of formulas help in reducing the likelihood of calculation mistakes.

b) Microsoft PowerPoint is essentially a graphics presentation software application that comes in the same package of software as MS Access, MS Excel, MS Word, and MS Paint, issued by Microsoft Office. It is a software that helps the user in formulating and arranging their data and information in the form of slides, which enhances the clarity and communication of the subject, along with adding a visual aspect to the data which makes it more appealing and presentable.

Features of PowerPoint

- Customizing Color Schemes
- Adding Animations
- Creating and Adding tables
- Adding images
- Adding and Managing Hyperlinks
- Creating Custom Shows
- Creating and Importing Charts
- Easy exporting to MS Word

c) To connect your computer to the internet, several components and settings are required. Here's a comprehensive list:

Hardware Requirements

1. Modem:
 - Converts the digital data from your computer into a signal that can be transmitted over the internet and vice versa.
 - Types include DSL, cable, fiber-optic, and satellite modems.
2. Router:
 - Connects to the modem and distributes the internet connection to multiple devices, either through wired (Ethernet) or wireless (Wi-Fi) connections.
 - Can be standalone or combined with the modem (modem-router combo).
3. Network Interface Card (NIC):
 - A hardware component that connects a computer to a network.

- Most modern computers have built-in NICs for Ethernet (wired) or Wi-Fi (wireless) connections.
4. Cables:
- Ethernet Cables: For wired connections between the modem, router, and computer.
 - Coaxial or Fiber-Optic Cables: Depending on the type of internet service (e.g., cable or fiber internet).

Internet Service Provider (ISP)

1. Subscription:

- An active internet service plan with an ISP that provides the actual internet connection.
- Includes necessary account information and sometimes specific software or configurations provided by the ISP.

d) Computer memory comes in various types and serves different purposes :-

Primary Memory (RAM - Random Access Memory) – Volatile memory loses its contents when the machine is turned off. RAM stores the data that is actively being used. During the booting process of a system, the operating system actively uses RAM and applications that are necessary to execute a file or a program. It speeds up CPU processing by providing fast data and instruction access.

- **Secondary Memory (Storage)** – Secondary Memory is also known as permanent memory or non-volatile memory of a computer. Secondary memory retains data when the machine shuts down. Files, programmes, and the OS are stored there permanently. HDDs, SSDs, USB flash drives, and optical discs are non-volatile memory devices.
- **Cache Memory** – Memory that is smaller and faster than RAM is called cache memory. It is placed closer to the CPU than the RAM.