

Solution of UDC (GEN.) Paper-I (Works Accounts) Session 6/2022

Q. 1 (i)

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 imprest to temporary subordinates :

- i) Imprests should only be given when absolutely necessary and the amount should be kept as low as possible to minimize 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 Division Officer has had opportunity of forming a favorable opinion.
- iii) in the case of loss or defalcation, the Executive Engineer will be held responsible that all requisite precautions have been taken .

(ii) Initial Works Register : The Register of initial Works Accounts form CE-26 shall be maintained for all capital works estimated amount of which is ^{TWS} one lac or more. For works costing less than ²one-lac detailed account of material issued to works shall be maintained in Material Estimate Control Register form CE-28. This register is an important record, being the basic record of material and other expenses which have to be accounted for. It has to kept in safe custody like measurement book. in case, this book is lost, immediate report should be made of the facts of the case to the CE through Xen/SE concerned. IWR has six parts.

(iii) Account Code 77.5 : Assets Decommissioning Costs : This is a new main account head introduced for recording all cost incurred on decommissioning/dismantling fixed assets and the costs incurred for site restoration etc. at all the erstwhile power station, sub stations etc.

Sale proceeds realised on sale of decommissioned asset or scrap and debris will not be credited to this account but shall be taken into account for computing profit or loss on sale of assets.

- (iv) **RE-INVITATION OF TENDERS:** Tenders may be re-invited by the Contracting/Purchasing Agency after obtaining approval by the competent authority in the following events:
- a) Any change necessitated in technical specification subsequent to the opening of Tender Enquiry.
 - b) In adequacy of number of tenders.
 - c) Unsuitability of offers.
 - d) Pronounced changes in market trends, when it is felt that the rates of tenders received are too high.
 - e) Any other compelling reasons to be recorded in writing.

Solution of UDC (GEN.) Paper-I (Works Accounts) Session 6/2022

Q. 2 a)

In case it is not possible for JE to be present at the time of petrol filling, the Driver should obtain a sales bill from the petrol dealer detailing the data of supply, vehicle number/name of the Driver and quantity of petrol supply. The Driver should pass on the sale bill to the JE on the same evening or the next morning. The JE should apply approx. checks such as dipping a rod in the petrol tank or checking the gauges/meter and record entry in the MB.

b)

All surplus materials at site of works which have been completed or stopped or on which outlay has been prohibited for any considerable length of time, should if likely to be use on other works within a reasonable time, be transferred to works in progress if permitted by the competent authority or brought on the stock account, their value should be credited to the work from which they are returned an debited to the work to which the material is transferred or to stock, as the case may be.

No credit should be allowed to a work on account of surplus materials if they are unlikely to be of any use within a reasonable time, but a list of such materials should be maintained in the Sub Division and Divisional offices as a supplement to register of IWR/MECR and return to stores.

Board does not undertake to take over from contractors, whether before of after the completion or determination of contracts surplus materials which were originally procured by the contractors for themselves or were issued to them and debited to their accounts. such materials are the property of the contractors and can be taken over by the board, if required for use on other works on progress, only by special arrangements and at the prevailing market rates. if the materials were originally supplied by the Board the price allowed to the contractor on reacquisition should not exceed the amount debited to the contractor excluding the storage charges if any.

Contractors are, however not at liberty to remove from site of works without the written permission of the Divisional Officer, materials which have been issued to them for use on a work, and a stipulation to this effect should ordinary be entered in their agreements.

c)

Carry out physical verification of cash in hand and verify with closing balance indicated in cash book, if shortage of cash is detected, get a CPV prepared immediately. Approve the CPV and get it entered by official handling cash in the Cash payment column of Cash Book debiting the account of concerned employee. If excess of cash is detected, get a CRV prepared immediately. Approve the CRV and get it entered by official handling cash in the Cash receipt column of Cash Book crediting "Other Income" account.

Solution of UDC (GEN.) Paper-I (Works Accounts) Session 6/2022

Q. 3 (a)

Diff. Between Single Tenders and Limited Tenders :

SINGLE TENDERS : For the following items single tenders shall be invited directly from the concerned manufacturers/Suppliers :

(a) Items/ services of Proprietary nature.

Note:- Renewal of hardware/ software licenses shall be covered under proprietary items/ services. Annual Maintenance Contract to be carried out from Original Equipment Manufacturer shall also be covered under proprietary services.

(b) Patents and special items to which Tender System cannot be applied with advantage to PSPCL by recording reasons thereof.

~~(c) Shifted under 6(iii).~~

LIMITED TENDERS (a) For all items valuing less than Rs.5.0 lacs (each), tenders may be invited from registered/ known/ existing firms/ contractors, through letters sent by registered post 'acknowledgement due'/speed post/ courier/email giving a minimum period of 15 days from the date of issue of such letters for submission of tenders. In exceptional cases the period can be reduced as considered necessary by the purchasing authority.

(b) For items for which Manufacturers/Suppliers have been standardized/ approved, tenders shall be invited from such Manufacturers/Suppliers only, irrespective of the tender value.

(c) Insurance through Insurance Regulatory & Development Authority (IRDA) Approved Insurance Companies.

(d) For items where only a identified number of manufacturers or suppliers are there, the tenders shall be invited from such manufacturers or suppliers only, irrespective of the amount.

(e) For open and limited tenders valued at equal to or more than 5 lacs, the tenders shall be invited through e-tendering and manual tenders will not be acceptable. For tenders valuing less than 5 lacs, the tenders can be invited either through e-tendering or manually.

(b) The Head of Departments may re-delegate the financial powers delegated to them in this booklet to any officer sub-ordinate to them at their headquarters offices, on their own responsibility and subject to such restrictions as they may like to impose.

Provided that the financial powers re-delegated shall, how ever, be exercised subject to the supervision and control of the delegation officers.

Provided further that such re-delegated powers shall be exercised personally by such officer and shall in no circumstances be further delegated. Copies of all such orders shall invariably be endorsed to the CAO (Audit Section) and the Secretary/Finance Section.

Solution of UDC (GEN.) Paper-I (Works Accounts) Session 6/2022

- Q. 4 (i) **Contingencies** : When used in respect of the accounts of work, the term contingencies indicates the incidental expenses of a miscellaneous character which can not be classified appropriately under any distinct sub-head of sub-work, yet pertain to work as a whole.
- (ii) **Intermediate Payment** : is a term applied to the disbursement of any kind on a running account not being the final payment. It includes Advance Payment, a Secured Advance and an On Account Payment (other than the final payment on a running account) or a combination of these.
- (iii) **Outturn** : used in respect of the accounts of manufacturing and workshop transactions, this term denotes the value of the finished products (or of the work done, in cases in which the article bought are not supplied departmentally) of manufacture operations connected with specific jobs.
- (iv) **Supervision Charges** : This term in a relations to store, is applied ordinarily to the charges which are levied in addition to book value and storage charges, in respect of stock material sold or transferred and are intended to cover such items of the expenditure incurred on the store as do not enter their book value and are not included in the storage charges.

Solution of UDC (GEN.) Paper-I (Works Accounts) Session 6/2022

- Q. 5 (a) This term Deposit Work is applied to works of construction or repair the cost of which is met not out of Corporation's funds, but out of funds from other sources, which may either be deposited in cash or otherwise place at the disposal of the Divisional Officer.

Accounting procedure for deposit works:-

- i. Amount of preliminary survey charges when recovered should be credited to 'Other Income' Account Code-62.930
- ii. The deposit paid by the party towards Deposit Works should be credited to account code-47.305 'Receipts for deposit works'.
- iii. (a) As and when the materials are issued it should be debited to account code-47.305 Labour Charges or salaries etc. of employees specifically appointed or posted to do such deposit work exclusively or other expenses shall be allocated from group head 75.76 etc. to account code 47.305. Departmental charges shall be levied monthly by debit to the Account Code- 47.305 per contra credit to Account Code-62.9.
(b) Any excess over deposit amount shall be deposited to account 28.865. Per contra credit to Account Code 47.305
- iv. Any excess over deposit amount shall be debited to account 28.865 per contra credited to Account Code-47.305.
- v. The details of expenditure shall be recorded and watched through the register of works.
- vi. On completion of work, where the same is to become an asset of the Board, the final cost shall be adjusted as under:-
 - (a) The amount standing on the debit side of the account code 47.305 shall be transferred to Group Head-10 (Fixed Asset). Through J.V.
 - (b) The amount to credit side of 47.305 shall be transferred to account code 55.3 grants towards cost of Capital Assets through J.V.
- vii. In case the work after completion is not to become asset of the corporation, no adjustment from account code 47.305 is to be made.

- viii. Where the deposit has been received for shifting of line etc. and no additional material is required. The deposits received for shifting the line shall be credited to account code-47.305. The expenditure shall be booked to the natural head of account of expenses. After completion of the work comparison of expenditure including departmental charges to be recovered, shall be made with the deposit received and if there is any excess over deposit amount the same shall be recovered from the party concerned. In such cases, the amount of the deposit outstanding under account code-47.305 shall be cleared by crediting to code 62.930 other incomes.
- ix. Unspent balance of deposit may be refunded to the depositor after proper scrutiny. It should be seen that saving is not due to the fact that
- (i) work has been done by regular Estt. Or
 - (ii) dismantled materials has been issued on lesser rates or without value

- (b)
- (i) Cost of Land development on lease hold assets.
 - (ii) Residential Colony for Staff
 - (iii) Cash in Hand
 - (iv) Loan and Advances- House Building
 - (v) Revenue from Sale of Power - Domestic Supply - Energy Charges

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UDC(G)P-2

UDC GENERAL DEPARTMENTAL ACCOUNTS EXAM

Model Solution PAPER-2 (Service Rules & Regulations Session: 06/2022)

Q.No.1 a) Ans. As per MSR vol.I Part-I Regulation 2.32 Honorarium means a recurring or non-recurring payment granted to a Board employee from the Board Funds as remuneration for special work of an occasional nature or intermittent character. No honorarium should be paid in respect of any work which can fairly be regarded as part of the legitimate duties of the Board employee concerned.

As per MSR vol.I Part-I Regulation 2.21, Fee means a recurring or non-recurring payment to a Board employee from a source other than the Board Funds, whether made directly to the Board employee or indirectly through the intermediary of Board, but does not include:

a) unearned income such as income from property, dividends and interest on securities, and

b) income from literary, cultural, artistic, scientific or technological efforts and income for participation in sports activities as amateur.

Further, as per regulation 5.41, unless the Board by special orders otherwise directs, one third of any fees in excess of Rs.500 or if a recurring fee, of Rs.250 a year, paid to a Board employee, shall be credited to general revenues. Further, where a fee is paid for work done during the time which would otherwise be spent in the performance of official duties, the entire fee must be credited to board, unless the competent authority for special reasons which should be recorded directs otherwise.

Q.No.1 b) Ans. As per Secretary/ PSEB (Now PSPCL), Regulation Section, Patiala circular No. 4/2006, "Paternity Leave" is admissible to the male employee for 15 days from the date of delivery of his wife. The leave will be commuted against 30 days half pay leave due to the official under Regulation 8.54/8.69 of MSR vol.I Part-I.

The employee has not completed one year service on 5-06-2021 and half pay leave will be due only against completed year of service. As "Paternity Leave" is counted against "due half pay leave of the employee and at this stage no half pay leave is admissible so no "Paternity Leave" is entitled to this employee.

Q.No.1 C) Ans. As per Appendix-8ii of MSR vol.I Part II, Quarantine Leave is leave of absence from duty necessitated by orders not to attend office in consequences of the presence of infectious disease in the family or household of the Board employee. Such leave may be granted by the head of the office on the certificate of a Medical or Public health officer for a period not exceeding 21 days or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave.

UDC GENERAL DEPARTMENTAL ACCOUNTS EXAM

Model Solution PAPER-2 (Service Rules & Regulations Session: 06/2022)

Q.No.2 a)Ans. As per regulation 13(i) &(2) of PSEB Employees Punishment and Appeal Regulation, 1971 following is required to be specified in an order directing that disciplinary action against all the employees/officers concerned may be taken in a Common Proceedings

- the authority which may function as the punishing authority for the purpose of such Common proceedings.
- the penalties specified in regulation 5 which such punishing authority shall be competent to impose.
- whether the procedure laid down in regulation 8 & regulation 9 or regulation 10 shall be followed in the proceedings.

Q.No.2 b)Ans. As per MSR vol.I Part-I Regulation 12.1& 12.2, Service record of each Board employee shall be maintained by the Head of Department or office in such form and manner as Board may prescribe from time to time.

All the incidents relating to the official career of a Board employee, which have a bearing on pay, promotion, leave, pension etc. shall be recorded in the service record of such a Board employee particularly in respect of the following incidents alongwith the dates and the relevant authentication/orders:

Appointment and joining, Grant of increment or withholding of increment, Grant of selection grade, Crossing of efficiency bar, Fixation of Pay, Grant of Leave, Deputation/ transfer, Suspension or interruption in service alongwith details of the period thereof, Reinstatement, Resignation, Termination of service alongwith its reasons, Promotion, Compulsory/premature/Voluntary /retirement, Removal or dismissal from service, Reduction in rank or pay alongwith the precise reasons thereof, Retirement on superannuation.

Each entry in the service record shall be neatly made and duly attested by the Head of Department or office, as the case may be. However, where an employee himself is the head of the Department or office, the attestation of the entries in his service record shall be made by the next higher authority.

Q.No.2 C) Ans. As per rule 3.1-7 of Punjab CSR Vol II following services do not count for pension:- i) Service rendered in works charged establishment ii) Service paid from contingencies. iii) Casual or daily rated service. iv) Suspension adjudged as a specific penalty. v) Resignation of public service except where such resignation is with proper permission and to take up another appointment, service which counts in full or in part for pension. vi) Joining time for which no pay & allowances are admissible. vii) Un-authorized leave of absence occurs in continuation of authorized leave of absence and if the post of the absentee has been substantively filled up, past service of the absentee is forfeited. viii) Transfer to a non-qualifying service in an establishment not under government control or if such transfer is not made by the competent authority and transfer to service in a grant in aid school. ix) Removal from public service for misconduct, insolvency, inefficiency not due to age, or failure to pass an examination will entail forfeiture of past service.

UDC GENERAL DEPARTMENTAL ACCOUNTS EXAM

Model Solution PAPER-2 (Service Rules & Regulations Session: 06/2022)

Q.No.3

a) **Ans.** As per TA Regulations clause 51, preferring of false travelling allowance claims are strictly prohibited. in the following cases relating to false drawal of travelling allowance, the normal punishment shall be dismissal from service:-

- 1) charging travelling allowance for a journey not actually performed.
- 2) charging by a higher class to which one is entitled according to status for a journey performed in a lower class.
- 3) charging travelling allowance on transfer by submitting false certificates and bogus receipts in respect of transportation of luggage.

Q.No.3 b) **Ans.** As per TA Regulations MSR Vol-III, Note given under clause 27, A member of board employee family who follow him within 6 months from the date of his transfer or precedes him by not more than one month may be treated as accompany him. Therefore, the TA claim of other family member who shifted after 7 months of the employee's transfer can not be accepted.

Q.No.3c) **Ans.** As per Note 5 of Regulation 20 of TA Regulations MSR Vol. III, officers/officials will be entitled to usual charges of Local mileage allowance on Journey day. **Hence the action of Accountant is not in order.**

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UDC GENERAL DEPARTMENTAL ACCOUNTS EXAM

Model Solution PAPER-2 (Service Rules & Regulations Session: 06/2022)

Q.No.4 a) Ans. Following punishments shall not amount to a penalty within the meaning of punishment and appeal Regulation:-

1) withholding of increments of pay of an employee for his failure to pass departmental papers in accordance with the Rules & Regulation governing his service to which he belong or as per terms of his appointment.

2) Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.

3) Non promotion of an employee whether in substantive or officiating capacity after consideration of his case, to a service, grade or post for promotion to which he is eligible.

4) Reversion of an employee officiating in a higher service, grade or post to lower service grade or post on the ground that he is considered to be unsuitable for such service, grade or post or any administrative ground unconnected with his conduct.

5) Reversion of an employee appointed on probation to any other service, grade or post to his permanent service grade or post during or at the end of probation.

6) Repatriation of services of an employee to his parents department.

7) Compulsory retirement of an employee in accordance with the provision relating to his superannuation or retirement.

8) Termination of the service of an employee, appointed on probation or of a temporary service or at a completion of an agreement as per terms of such agreement.

Q.No.4 b) Ans. An PSPCL female employee having minor children below the age of 18 years may be granted Child Care Leave for a maximum period of one year (365days) during her entire service for taking care of two elderly surviving children. Such leave may be granted in more than one spell but not more than three spells in a calendar year. It shall not be granted for a period less than 15 days. During the period of leave the employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave. The authority empowered to grant leave may refuse to sanction leave or cancel the leave already sanctioned in any case. Child Care Leave shall not be granted under any circumstances to an employee who remains on unauthorized absence from duty.

UDC GENERAL DEPARTMENTAL ACCOUNTS EXAM

Model Solution PAPER-2 (Service Rules & Regulations Session: 06/2022)

Q.No.5 Ans. Qualifying service:

D.O.B 16-11-1964
D.O.J 29-01-1986
D.O.R 30-11-2022

Qualifying service: Days Months Years

01 10 36

Half Yearly 74No.

(marks=4)

Basic pay as on 31-12-2021 Rs.117900(Revised Pay)

Basic pay on Date of Next Increment i.e. on 01-01-2022=117900x3%
=121437 say 121400

- i) Basic Pension =121400/2=60700 plus allowances as admissible
ii) Family Pension=121400x30%=36420 plus allowances as admissible
iii) Gratuity=(121400x1.28x66)/4=2563968 restricted to maximum limit of Rs.20lakhs
iv) Pension Commutation =60700x40%x12x8.371=2438975

(marks=point (i) to (iv) 3 marks each)

Leave encashment:

Earned leave as on 1-1-2021

=400days

Earned leave due (1-1-21 to 30-11-2022)

=365+34=399days=399/16

=43.69 days

Total earned leave

=443.69

Earned Leave availed:

i) 15-06-2021 to 29-07-2021=45 days

ii) 15-11-2021 to 25-01-2022 =72 days

=(-)117.00

balance earned leave

=326.69

(maximum limit 300 days for encashment)

Leave Encashment={121400+(121400x28%)(DA)}x300/30 =Rs.1553920

(marks=4)

Note: In case the candidate has applied DA more than 28% (in view of the future date of retirement i.e.30-11-2022), it may also be considered as correct and accordingly calculation of Leave encashment may be checked.

Ans 1 (a). Chapter III (Sec 11 to 20) of the Act deals with the provisions ensuring the health of the workers in the conditions under which work is carried on in factories. These provisions are as follows:-

1. Cleanliness (Sec. 11) (1) Every factory shall be kept clean and free from effluvia arising from any drain, privy or other nuisance, and in particular-

(a) Accumulation of dirt and refuse shall be removed daily by sweeping or by any other effective method from the floors and benches of workrooms and from staircases and passages, and disposed off in a suitable manner;

(b) The floor of every workroom shall be cleaned at least once in every week by washing, using disinfectant, where necessary, or by some other effective method;

(c) Where a floor is liable to become wet in the course of any manufacturing process to such extent as is capable of being drained, effective means of drainage shall be provided and maintained;

(d) All inside walls and partitions, all ceilings or tops of rooms and all walls, sides and tops of passages and staircases shall be repainted or re-varnished at least once in every period of five years;

2. Disposal of wastes and effluents (Sec. 12):-

(1) Effective arrangements shall be made in every factory for the treatment of wastes and effluents due to the manufacturing process carried on therein, so as to render them innocuous and for their disposal. [Sec. 12(1)]

(2) The State Government may make rules prescribing the arrangements to be made in this regard. It may also require that such arrangements shall be approved by such authority as may be prescribed. [Sec. 12(2)]

3. Ventilation and temperature (Sec. 13)

(1) Effective and suitable provision shall be made in every factory for securing and maintaining in every workroom—[Sec. 13(1)]

(a) Adequate ventilation by the circulation of fresh air, and

(b) Such a temperature as will secure to workers therein reasonable conditions of comfort and prevent injury to health. And in particular,-

(i) Walls and roofs shall be of such material and so designed that temperature shall not be exceeded but kept as low as practicable;

(ii) Where the nature of the work carried on in the factory involves, or is likely to involve, the production of excessively high temperatures, such adequate measures as are practicable shall be taken to protect the workers. Therefrom, by separating the process which produces such temperatures from the workroom, by insulating the hot parts or by other effective means.

The State Government may prescribe a standard of adequate ventilation and reasonable temperature for any factory and direct that proper measuring instruments, shall be provided and such records as may be prescribed, shall be maintained. [Sec. 13(2)]

(3) If it appears to the Chief Inspector that excessively high temperatures in any factory can be reduced by the adoption of suitable measures, he may, without prejudice to the rules made under sub-section (2), serve on the occupier, an order in writing specifying the measures which, in his opinion, should be adopted, and requiring them to be carried out before a specified date. [Sec. 13(4)]

4. Dust and fume (Sec. 14)

(1) In every factory in which, by reason of the manufacturing process carried on, there is given off any dust or fume or other impurity of such a nature and to such an extent as is likely to be injurious or offensive to the workers employed therein, or any dust in substantial quantities, effective measures shall be taken to prevent its inhalation and accumulation in any workroom, and if any exhaust appliance is necessary for this purpose, it shall be applied as near as possible to the point of origin of the dust, fume or other impurity, and such point shall be enclosed so far as possible. [Sec. 14(1)]

(2) In any factory no stationary internal combustion engine shall be operated unless the exhaust is conducted into the open air, and no other internal combustion engine shall be operated in any room unless effective measures have been taken to prevent such accumulation of fumes therefrom as are likely to be injurious to workers employed in the room. [Sec. 14(2)]

5. Artificial humidification (Sec.15)

(1) In respect of all factories in which the humidity of the air is artificially increased, the State Government may make rules,- [Sec. 15(1)]

- (a) prescribing standards of humidification;
- (b) regulating the methods used for artificially increasing the humidity of the air;
- (c) directing prescribed tests for determining the humidity of the air to be correctly carried out and recorded;
- (d) prescribing methods to be adopted for securing adequate ventilation and cooling of the air in the workrooms.

(2) In any factory in which the humidity of the air is artificially increased, the water used for the purpose shall be taken from a public supply, or other source of drinking water, or shall be effectively purified before it is so used. [Sec. 15(2)]

6. Overcrowding (Sec.16)

(1) No room in any factory shall be overcrowded to an extent injurious to the health of the workers employed therein. [Sec. 16(1)]

Without prejudice to the generality of sub-section (1), there shall be in every workroom of a factory in existence on the date of the commencement of this Act at least 9.9 cubic metres and in a factory built after the commencement of this Act at least 14.2 cubic meters of space for every worker employed therein, and for the purpose of this sub-section no account shall be taken of any space which is more than 4.2 meters above the level of the floor of the room. [Sec. 16(2)]

(3) If the Chief Inspector by order in writing so requires, there shall be posted in each workroom of a factory a notice specifying the maximum number of workers who may, in compliance with the provisions of this section, be employed in the room. [Sec. 16(3)]

7. Lighting (Sec. 17)

(1) In every part of a factory where workers are working or passing there shall be provided and maintained sufficient and suitable lighting, natural or artificial, or both. . [Sec. 17(1)]

(2) In every factory all glazed windows and skylights used for the lighting of the workrooms shall be kept clean on both the inner and outer surface free from obstruction. [Sec. 17(2)]

(3) In every factory effective provision shall, so far as is practicable, be made for the prevention of- (a) glare, either directly from a source of light or by reflection from a smooth or polished surface; (b) the formation of shadows to such an extent as to cause eye-strain or the risk of accident to any worker. [Sec. 17(3)]

(4) The State Government may prescribe standards of sufficient and suitable lighting for factories or for any class of description of factories or for any manufacturing process. [Sec. 17(4)]

8. Drinking water (Sec. 18)

(1) In every factory effective arrangements shall be made to provide and maintain at suitable points conveniently situated for all workers employed therein a sufficient supply of wholesome drinking water. [Sec. 18(1)]

(2) All such points shall be legibly marked "drinking water" in a language understood by majority of the workers employed in the factory, and no such point shall be situated within six meters of any washing place, urinal, latrine, spittoon, open drain carrying sullage or effluent or any other source of contamination unless a shorter distance is approved in writing by the Chief Inspector. [Sec. 18(2)]

(3) In every factory wherein more than two hundred and fifty workers are ordinarily employed, provision shall be made for cooling drinking water during hot weather by effective means and for distribution thereof. . [Sec. 18(3)]

9. Latrines and urinals(Sec. 19)

(1) In every factory-- (a) sufficient latrine and urinal accommodation of prescribed types shall be provided conveniently situated and accessible to workers at all times while they are at the

factory; (b) separate enclosed accommodation shall be provided for male and female workers; (c) such accommodation shall be adequately lighted and ventilated; (d) all such accommodation shall be maintained in a clean and sanitary condition at all times; (e) Sweepers shall be employed whose primary duty would be to keep clean latrines, urinals and washing places. [Sec. 19(1)]

(2) In every factory wherein more than two hundred and fifty workers are ordinarily employed- (a) all latrine and urinal accommodation shall be of prescribed sanitary types; (b) the floors and internal walls, up to a height of ninety centimeters of the latrines and urinals and the sanitary blocks shall be laid in glazed tiles or otherwise finished to provide a smooth polished impervious surface; (c) the floors, portions of the walls and blocks so laid or finished and the sanitary pans of latrines and urinals shall be thoroughly washed and cleaned at least once in every seven days with suitable detergents or disinfectants or with both. [Sec. 19(2)]

10. Spittoons (Sec. 20)

(1) In every factory there shall be provided a sufficient number of spittoons in convenient places and they shall be maintained in a clean and hygienic condition.

(2) The State Government may make rules prescribing the type and the number of spittoons to be provided and their location in any factory and provide for such further matters relating to their maintenance in a clean and hygienic condition.

(3) No person shall spit within the premises of a factory except in the spittoons provided for the purposes and a notice containing this provision and the penalty for its violation shall be prominently displayed at suitable places in the premises.

(4) Whoever spits in contravention of sub-section (3) shall be punishable with fine not exceeding five rupees.

Ans 1 (b). An employer is not liable to pay compensation for personal injury caused to an employee by accident arising out of and in the course of employment:-

(a) in respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding three days;

(b) in respect of any injury, not resulting in death or permanent total disablement, caused by an accident which is directly attributable to--

(i) The workman having been at the time thereof under the influence of drink or drugs, or

(ii) The wilful disobedience of the workman to an order expressly given, or to a rule expressly framed for the purpose of securing the safety of workmen, or

(iii) The wilful removal or disregard by the workman of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of workmen.

Ans 2 (a)(i) Compensation for death: - [Sec. 4(1)a] Where death results from an injury, the amount of compensation shall be equal to 50 per cent of the monthly wages of the deceased employee multiplied by the relevant factor (as given in Schedule IV for completed years of age on the last birthday as given) or Rs One Lakh Twenty Thousand, whichever is more.

Formula = $\frac{50 \times \text{Monthly wages} \times \text{Relevant factor}}{100}$ or Rs 1,20,000, whichever is more.

100

Ans 2 (a)(ii) Compensation for permanent total disablement: - [Sec. 4(1)b] Where permanent total disablement results from an injury, the amount of compensation payable shall be equal to 60 per cent of the monthly wages of the injured employee multiplied by the relevant factor or Rs 1,40,000, whichever is more.

Formula = $\frac{60 \times \text{Monthly wages} \times \text{Relevant factor}}{100}$ or Rs 1,40,000, whichever is more.

100

Ans 2 (b)(i) Disablement :- Disablement means loss of capacity to work or to move. Disablement of an employee may result in loss or reduction of his earning capacity. In the later case, he is not able to earn as much as he used to earn before his disablement.

Disablement may be (1) Partial or (2) Total. Further it may be (i) permanent or (ii) temporary.

⑤

Ans 2 (b)(ii) Occupational Diseases :- Workers employed in certain occupations are exposed to certain diseases which are inherent in those occupations. For example, a person engaged in any process involving use of lead tetraethyl is liable to contract poisoning by lead tetraethyl, and a person employed as telegraph operator may contract telegraphist' s cramp. All such diseases are known as occupational diseases. Contracting of occupational disease is deemed to be an injury by accident within the meaning of Sec.3. In such a case, unless the contrary is proved, the accident is deemed to have arisen out of and in the course of employment. As such, the employer is liable to pay compensation if the disease can be directly attributable to a specific injury by accident arising out of and in the course of employment.

Ans 3 (a) (i) Once the Act applies it continues to be applicable:- Sec 1 (5) provides that an establishment to which 'The Employees Provident Funds Act 1952' applies shall continue to be governed by this Act notwithstanding that the number of persons employed therein at any time falls below 20.

Ans 3 (a) (ii) Excluded Employee means

- (1) An employee who, having been a member of the Fund, withdrew the full amount of his accumulations in the Fund after retirement.
- (2) An employee whose pay at the time he is otherwise entitled to become a member of the Fund, exceeds Rs.15,000 per month.

Ans 3 (a) (iii) Superannuation in relation to an employee, who is the member of the Pension Scheme, means the attainment by the said employee, of the age of 58 years.

Ans 3 (a) (iv) Contributions (Sec 6) The Object of the Act is to provide for the institution of the provident funds for employees in factories and other establishments. The principal duty is laid upon the employer to put the 'Employees' Provident Fund and Family Pension Schemes' into operation and to make contributions of both their and employees' share to the Funds and to deduct from the wages of the employees their share.

Ans 3 (b) (i) Section 2(a) defines 'air pollutant' as any solid, liquid or gaseous substance that may be harming or injuring the environment, humans, other living creatures, plants or even property. Through a 1987 Amendment, the noise was also included in the list of substances that are deemed to be harmful to the environment

Ans 3 (b) (ii) air pollution means the presence in the atmosphere of any air pollutant;

If the State Government, after consultation with the State Board, is of opinion that the use of any fuel, other than an approved fuel, in any air pollution control area or part thereof, may cause or is likely to cause air pollution, it may, by notification in the Official Gazette, prohibit the use of such fuel in such area or part thereof with effect from such date (being not less than three months from the date of publication of the notification) as may be specified in the notification.

Ans 3 (b) (iii) control equipment means any apparatus, device, equipment or system to control the quality and manner of emission of any air pollutant and includes any device used for securing the efficient operation of any industrial plant;

Ans 3 (b) (iv) "Emission" means any solid or liquid or gaseous substance coming out of any chimney, duct or flue or any other outlet;

Ans 4 (a) (i) Time Limit to provide Information:-

RTI Act stipulates a rigid time frame for providing information as under:-

1. 30 Days from the date of receipt of application.
2. 48 hours for information concerning the life and liberty of a person.
3. 5 days shall be added to the above response time in case of the application for information is given through APIO.
4. If the interest of the third party is involved then time limit will be 40 days (maximum period + time given to the third party to make representation).
5. Failure to provide information within the specified period is a deemed refusal, & the applicant can file appeal with the appellate authority.
6. If the information not provide within the specified time limit, it shall be provided free of cost.

Ans 4 (a) (ii) Quantum of Fee (Section 6 & 7)

1. An application for obtaining any information under sub Sec (1) of the section 6 shall be accompanied with a fee of rupees ten only.
2. The following fee shall be charged for providing information under Sub-Section (1) of section 7, namely:-
 - i. Rupees two for each page in A-4 or A-3 size paper created or copied and
 - ii. Actual charges or cost price of a copy in larger size paper.
 - iii. Actual cost or price for samples or models.
 - iv. For inspection of records; no fee for first hour and fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
 - v. For information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - vi. For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
 - vii. The Applicant shall, while depositing fee under sub-rule (2) of rule 4, shall also submit a self-addressed envelope duly stamped for supplying the information. Stamps on the envelope shall be affixed according to the mode of supplying the information, as desire by the applicant i.e. through ordinary registered or speed post.

Ans 4(b)(i) Section 2(1)(c) in the Consumer Protection Act, 1986 "complaint" means any allegation in writing made by a complainant that—

- (i) An unfair trade practice or a restrictive trade practice has been adopted by any trader or service provider
- (ii) The goods bought by him or agreed to be bought by him suffer from one or more defects;

(iii) The services hired or availed of or agreed to be hired or availed of by him suffer from deficiency in any respect;

(iv) a trader or the service provider, as the case may be, has charged for the goods or for the services mentioned in the complaint, a price in excess of the price—

- (a) fixed by or under any law for the time being in force;
- (b) displayed on the goods or any package containing such goods;
- (c) displayed on the price list exhibited by him by or under any law for the time being in force;
- (d) agreed between the parties;

(v) Goods which will be hazardous to life and safety when used are being offered for sale to the public.

Ans 4(b) (ii) Complainant” means— Section 2(1)(b)

- (i) a consumer; or
- (ii) any voluntary consumer association registered under the companies act, 1956 or under any other law for the time being in force; or
- (iii) the central government or any state government; or
- (iv) one or more consumers, where there are numerous consumers having the same interest;
- (v) in case of death of a consumer, his legal heir or representative, who or which makes a complaint;

5 (i) "DISTRIBUTION LICENSEE" means a licensee authorised to operate and maintain a distribution system for supplying electricity to the consumers in his area of supply; any person engaged in the business of transmission or supply of electricity under the provisions of the repealed laws or any Act specified in the Schedule on or before the appointed date shall be deemed to be a licensee under this Act for such period as may be stipulated in the licence.

Ans 5 (ii) "SUB-STATION" means a station for transforming or converting electricity for the transmission or distribution thereof and includes transformers converters, switch-gears, capacitors, synchronous condensers, structures, cable and other Appurtenant equipment and any buildings used for that purpose and the site thereof;

Ans 5 (iii) "WHEELING" means the operation whereby the distribution system and associated facilities of a transmission licensee or distribution licensee, as the case may be, are used by another person for the conveyance of electricity on payment of charges to be determined under section 62;

In electric power transmission, wheeling is the transportation of electric energy (megawatt-hours) from within an electrical grid to an electrical load outside the grid boundaries. Two types of wheeling are 1) a wheel-through, where the electrical power generation and the load are both outside the boundaries of the transmission system and 2) a wheel-out, where the generation resource is inside the boundaries of the transmission system but the load is outside. Wheeling often refers to the scheduling of the energy transfer from one Balancing Authority (Balancing Authority, Tie Facility and Interconnection) to another. Since the wheeling of electric energy requires use of a transmission system, there is often an associated fee which goes to the transmission owners. In a simpler sense, it refers to the process of transmission of electricity through the transmission lines.

Ans 5 (iv) "STAND ALONE SYSTEM" means the electricity system set-up to generate power and distribute electricity in a specified area without connection to the grid;

In other words A stand-alone power system (SAPS or SPS), also known as remote area power supply (RAPS), is an off-the-grid electricity system for locations that are not fitted with an electricity distribution system. Typical SAPS include one or more methods of electricity generation, energy storage, and regulation.

①

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Q.1

Make a précis of the following passage in about 1/3rd words and give an appropriate title: {13+2}

Ans:

Title – Nelson the fearless boy

Nelson gave proof of his fearlessness even in his childhood. One day he strayed away from his grandmother's house and did not return till dinner. Eventually, he was found sitting by a brook. To his grandmother's wonder that neither hunger nor fear could drive him home, he said that he does not know about fear.

(55 words)

Give the meaning of the following words:

{5}

- i) Resolute: Showing great determination
- ii) Glorious: wonderful, splendid
- iii) Strayed: To go away from a place you should be; deviate
- iv) Cowboy: A man who herds and tends cattle with himself on horseback; herdsman
- v) Brook: a small river/ stream

Q.2 Answer the following:

a) As per instructions of GoP, prepare a letter from Director/ HR to all HODs mandating all employees to take booster dose of Vaccine within the next 15 days or else face disciplinary action.

{Marks: 10}

Ans.

(PSPCL logo)

To

All HODs,

PSPCL

Memo No: xxxxx

Dated: xxxx

Subject: Taking booster dose of Vaccine within 15 days by all employees

It may kindly be ensured that all employees under your administrative control take booster of vaccine within the next 15 days of issue of this letter. Strict compliance of the same may be ensured and if any employee(s) do not submit his/ her vaccination certificate within the stipulated time then disciplinary action may be initiated against the employee and list of such employees may be sent to the undersigned for information.

Matter most urgent.

(Director/HR,
PSPCL)

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Q.3 Do
A) Fill

b) Prepare a NIT for publication of e-tender notice in famous national newspapers for engagement of contractor for digitization of official record of PSPCL. Last date and time for download of specification is till last date and time of submission of tender i.e. 10.06.22 11:00 AM, and date & time of opening of tender is 10.06.22 11:30 AM. The tentative cost of tender is Rs. 2.5 Cr. and work is to be charged to revenue head of accounts.

{Marks: 10}

Ans.

NIT for publication in national newspaper

(PSPCL logo)

Regd. Office: xxx, PSPCL

Contact Number: xxxxx, Email id: xxxx

Tender Enquiry No. xxx

Dated xxxx

PSPCL invites e-tender for engagement of contractor for digitization of official record of PSPCL. The tentative cost of work is around Rs. 2.5 Cr. The detailed timelines are as under:

Purchase of specification:	upto 10.06.22 (11 AM)
Last Date and time of submission of tender:	10.06.22 (11 AM)
Date and time of opening of tender:	10.06.22 (11:30 AM)

For any queries please contact at the contact no. and email mentioned in header.

(Tender Inviting Authority)

Q.3 Do as directed:

A) Fill in the blanks with correct preposition:

{1x 5 = 5}

- i) The figure is on the wall.
- ii) I'll meet you at the door.
- iii) I'm in the car.
- iv) I'm going to John's.
- v) Go about 2 km towards the Centre and then turn left.

B) Rewrite the following sentence with punctuation marks: {3+1+1 = 5}

- i) Long ago, in a distant country, there lived a beautiful princess.
- ii) Is it any use expecting them to be on time?
- iii) Having lost all my money, I went home.

C) Give meaning of the following idioms and make sentences:

{2x 5 = 10}

- i) A white lie: To tell a lie that is not very serious
"Mohan told a white lie about loss of his bicycle".
- ii) To work day and night: To work continuously without break
"Ram worked day and night to complete his assignment."
- iii) Like a Kid in a candy store: Very excited about something
"On visiting Switzerland for the first time, Mary was behaving like a kid in a candy store"
- iv) To run in the family: Qualities similar in family members
"Bravery runs in the family of the Rajputs"
- v) Kick the Bucket: To die
"When Jamie kicked the bucket, his will was made public according to which his whole property was given to a charity".

Q.4 Do as directed:

A) Convert the following:

{2 x 5 = 10}

- i) $(200)_{16}$ to decimal
- ii) $(6C)_{16}$ to binary
- iii) $(101)_8$ to binary
- iv) $(101.10)_2$ to decimal
- v) $(11)_2 + (10)_2$ to decimal

Ans:

- i) $(512)_{10}$ (Award marks only if complete answer is correct)
- ii) $(1101100)_2$ (Award marks only if complete answer is correct)
- iii) $(1000001)_2$ (Award marks only if complete answer is correct)
- iv) $(5.5)_{10}$ (Award marks only if complete answer is correct)
- v) $(3)_{10}$ (0.5 Marks)
+ $(2)_{10}$ (0.5 Marks)
= $(5)_{10}$ (1 Marks)

B) Explain the following:

{1 x 5 = 5}

- i) Run command: The command is used to directly open an application or document whose path is known
- ii) Ipconfig: It means "Internet Protocol Configuration" and is a command used to display and manage IP addresses assigned to a machine.
- iii) Command prompt: It is a command line interpreter application available in most Windows Operation System and is used to execute entered commands.
- iv) Operating System: It is a program that acts as an interface between the user and computer hardware and controls the execution of all kinds of programs.
- v) Taskbar: It is an element of Graphical User Interface (GUI), generally located at the bottom of the screen, which allows the user to locate and launch programs or to view any currently open program.

C) Arrange in ascending order:

{1 x 5 = 5}

- i) Units of data storage: Bit, Nibble, Byte
- ii) Storage capacity: Floppy Disk, Pen Drive, Hard Disk
- iii) Size: Mifi Dongle, Jio Mobile Handset, Laptop
- iv) Maximum Zoom percentage (mention value also):
MS Excel (400%), MS Word (500%)
- v) Speed of computation: kHz, MHz, GHz

5 = 5
⑦ Model Sol. of UDCL(G) / 5-6/2019-4

Q.5

A) Solve the following:

{1 x 5 = 5}

A 15 TB Hard Disk has the following usage:

- Operating System occupies 2048 GB
- MS Office suite occupies 256 GB
- Database size is 5 TB
- Cache Memory uses 2 GB
- Other Application Softwares installed are 3 GB in size
- Temporary files occupy 256 MB

What is the unused capacity of the Hard Disk?

Ans.

Usage of Hard disk:

- | | | | |
|---|---------|---------------|-------------|
| i) Operating System = | 2048 | GB | (0.5 Marks) |
| ii) MS Office = | 256 | GB | (0.5 Marks) |
| iii) Database size = $1024 \times 5 =$ | 5120 | GB | (0.5 Marks) |
| iv) Cache Memory = | 2 | GB | (0.5 Marks) |
| v) Application Softwares = | 3 | GB | (0.5 Marks) |
| vi) Temporary files = $256 / 1024 =$ | 0.25 | GB | (0.5 Marks) |
| vii) Total usage = | 7429.25 | GB | (0.5 Marks) |
| viii) Total Capacity = $15 \times 1024 =$ | 15360 | GB | (0.5 Marks) |
| ix) Unused Capacity = | 7930.75 | GB or 7.75 TB | (1 Marks) |

B) Give full form of the following abbreviations: {1 x 5 = 5}

- OS: Operating System
- NVME: Non-Volatile Memory Express
- HCI: Human Computer Interaction/ Hyper -Convergence Infrastructure
- AI: Artificial Intelligence
- CD: Compact Disk

C) Arrange in ascending order after converting to hexa-decimal:

$(1111)_2$, $(A)_{16}$, $(2989)_{10}$, $(1567)_{10}$, $(100100)_8$

{Marks: 10}

Ans:

$(1111)_2 = (F)_{16}$ (1 Marks)

$(A)_{16} = (A)_{16}$ (1 Marks)

$(2989)_{10} = (BAD)_{16}$ (2 Marks)

$(1567)_{10} = (61F)_{16}$ (2 Marks)

$(100100)_8 = (8040)_{16}$ (2 Marks)

Ascending order: $(A)_{16}$, $(F)_{16}$, $(61F)_{16}$, $(BAD)_{16}$, $(8040)_{16}$

(2 Marks)
