Total No. of Printed Pages-**2**

**Roll No.** _____

**SAC-II**

**PAPER-I(A)**

**[01]**

*Time Allowed - **1½** Hour*

*Maximum Marks-**50***

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

*i) Attempt any **five** questions. All questions carry equal marks.*

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*iii) Your answer shouldbe precise and coherent.*

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*vii) Candidates shall put a cross(×) on blank pages of answer script.*

*viii) No blank page be left in between answer to various questions.*

1. Define the following:- **(10)**

   a) Deposit works

   b) On account payment

   c) Running account

   d) Secured Advance

   e) Suspense accounts

2. What is a Transfer Entry? Under what circumstances the transfer entries are required to be made in public works accounts? **(10)**

3. a) How is works abstract prepared and completed?

   b) What is meant by undischarged liabilities of a work?

   **(10)**

4. Distinguish between: **(10)**

   a) Schedule of Rates and Analysis of Rates

   b) Advance payment and payment on account

5. What precautions need to be taken in following cases? **(10)**

   a) Allowing refund of revenue

   b) Issue of fresh cheque in lieu of lost cheque

6. List and describe briefly different kinds of recoveries made from contractor's bills. **(10)**

7. Write short notes on the following:- **(10)**

   a) Administrative Approval

   b) Technical Sanction

8. What are the principles that should be observed in fixing the rate at which an article of stock should be issued to works and contractors? **(10)**

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Total No. of Printed Pages-7

**Roll No. _____**

**SAC-II**

**PAPER-I(B)**

**[02]**

*Time Allowed - 3Hours*

*Maximum Marks-100*

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

*i) Attempt all questions.*

*ii) The answer to each question or part thereof should begin on a fresh page.*

*iii) Your answer should be precise and coherent.*

*iv) The part/parts of the same question must be answered together and should not be interposed between answers to other questions.*

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*ix) No blank page be left in between answer to various questions.*

*x) PWD Accounts code, Book of PWD Forms and Central Accounts code Vol. III is allowed.*

1. Prepare the final CC III Bill in favour of contracts X from the following particulars:

| Item of work done | | Quantity executed as per previous bill | Quantity executed since previous bill | Rate |
|---|---|---|---|---|
| i) | Earth work excavation | 2000 cft | 15000 cft | Rs 20 per thousand cft |
| ii) | Brickwork in Cement | 200 cft | 2000 cft | Rs 1500 per 100 cft |
| iii) | Laying of Sunshades | 20 sft | 180 sft | Rs 2000 per 100 sft |
| iv) | Flooring | 50 sft | 150 sft | Rs 15 per sft |
| v) | Doors and window frames | 10 cft | 50 cft | Rs 81 per cft |
| vi) | Laying of lantern | _ | 200 sft | Rs 20 per sft |
| vii) | Half (½) inch cement plaster | _ | 300 sft | Rs 10 per sft |

i) The Contractor had been advanced Rs 1000 for work done but not measured in the previous bill

ii) The contractor had brought the following material to the site as per previous bill

a) Bricks = 1100 nos b) Timber = 15 cft

iii) The recoveries due from the contractor are as follows

a) Cement = Rs.4000

b) Iron = Rs. 2000

c) Hire charges of Tools and plants=Rs.200

d) Recovery of work Y=Rs.100

iv) Labour engaged on behalf of contractor=Rs.1000

v) Court attachment=Rs.500

vi) The executive engineer has paid lumpsum advance of Rs.4000 to the contractor on receipt of IIIrd and final bill

vii) The bricks have been purchased by the contractor @Rs.1200 per 1000 bricks and advance for timber has been paid @Rs.45 per cft.

viii) 10% security has been deducted in CCII and the same is recovered at the given rate in final III bill as well.

ix) Mobilisation advance of Rs.2000 was paid to the contractor at the start of the work.

**2.** Classify any **four** of the following:-

a) Security furnished by contractor by deduction @5% on the value of work done

b) Repair bill of office premises of Director horticulture, Kashmir

c) Acquisition of land for construction of PWD office

d) Material purchased for repair of a Government Hospital at a district

e) Recovery of Rs.1000 from a contractor made as under:-

i) Defective work=Rs.800

ii) Delay in work=Rs.200

**3.** Post the following transactions in the cash book of Mr. A, Executive Engineer, Roads & Buildings Department, Udhampur Division, for May, 2017 and close it giving details of closing balance. Give necessary explanatory notes.

| | | **Opening Balance** | **Rs.** |
|---|---|---|---|
| 1/5 | i) | Notes & Coins(Including counterfeit coins Rs.50 | 1570 |
| | ii) | Revenue Stamps:Rs.30, Service postage stamps Rs.70 | 100 |
| | iii) | Self cheque No.100 dated 30.4.2017 | 5000 |
| | iv) | Undisbursed salary arears of J.E | 3500 |
| | v) | Hand Receipt towards advance pay to Assistant Engineer | 4000 |
| | vi) | Cheque No.60 dated 5.4.2017 drawn in favour of contractor 'A' in lieu of cancelled cheque | 2000 |
| | vii) | Cheque No.50 dated 6.3.2016 received from contractor B for issue of new cheque against time barred cheque | 5000 |
| 2/5 | i) | Enchashed self cheque dated 30.4.2017 & delivered cheque dated 5.4.2017 of Rs.2000 to contractor A | |
| | ii) | Refunded security Deposits to contractor Y by cheque No.64 | 2800 |

| | | | |
|---|---|---|---|
| 3/5 | i) | Received outstation cheque No65 dated 28.4.2017 for Rs.7000 from firm F towards rent of land leased out to the firm. | |
| | ii) | Receipt by sale of tender forms | 3000 |
| 6/5 | i) | Sent the cheque received from the firm on 3.5.2017 to the bank | |
| | ii) | Issued fresh cheque No.69 in lieu of time barred cheque dated 3.9.2015 received from contractor Z. | |
| 8/5 | | Assistant Engineer S sub Division holding permanent imprest of Rs.1000 rendered account with following details | |
| | i) | Cost of material for repairs. | 550 |
| | ii) | Transportation of Cement | 600 |
| | | The imprest was settled fully | |
| | | The imprest was also increased to 1500 in cash | |
| 10/5 | i) | Paid by cheque No. 70 to supplier P towards Cost of furniture for Divisional Office after Deducting 10% security Deposits | 29700 |
| | ii) | Sale proceeds of auction of old tools and plants | 2000 |
| 14/5 | | Earnest Money received from: | |
| | | Contractor M in cash. | 7000 |
| | | Contractor N by Bank Chalan | 8000 |
| | | All trenders were rejected on the same day. | |
| | | Earnest Money was refunded to contractor M By cheque No. 71. | |
| 16/5 | | The Bank statement from the Bank indicated that The cheque of firm F has been credited to Division's Account | |

| | | | |
|---|---|---|---|
| 18/5 | i) | Issued to staff Revenue Stamps. | 20 |
| | ii) | Received by AE, H sub Division rent of residential buildings in cash on 14.5.2017 and remitted to bank on 15.5.2017. Received chalan in Divisional Office and incorporated in Cash book | 5000 |
| 22/5 | i) | Executive Engineer drew cheque No. 72 on 22.5.2017 in favour of supplier A for purchase of GI sheets for store sheds | 10,000 |
| | ii) | Executive Engineer, accounted for Rs. 2200 out of Rs. 3000 taken from chest on 20.5.2017 as below:- | |
| | | a) Carriage for material | 1200 |
| | | b) Wages of casual labour. | 300 |
| | | Balance returned to chest. | |
| 24/5 | Paid to contractor X 2nd on account bill for | | |
| | Construction of staff quarters by cheque No. 73 | | |
| | Gross value of work done. | | 5,50,000 |
| | Amount paid in 1st Running bill. | | 2,70,000 |
| | **Deductions:** | | |
| | i) | Cost of material supplied for work | 20,000 |
| | ii) | Recovery from contractor advised by Other Division. | 5000 |
| | iii) | Hire charges of tractor | 800 |
| | iv) | Cost of same work executed on behalf of Contractor Departmentally | 17,000 |
| | v) | Security Deposit | 10,000 |
| 26/5 | Issued fresh cheque No. 74 in lieu of cheque No. 25 Dated 23.4.2017 | | 9,000 |
| 30/5 | Cash found surplus | | 50 |

4. Post the following transactions in the work abstract of a major work 'M' for the month of March, 2019

i) Issued from Divisional Stores 30 Cu. M of wood direct to work, the issue rate being Rs. 5000 Per Cu. M and storage charges Rs. 500 per Cu. M

ii) Paid Rs. 15000 being charges for carriage of above quantity of wood to site of the work

iii) On the Muster Roll passed for Rs. 5000 for Forest clearance, a sum of Rs. 4500 was paid by Asstt. Engineer and Rs. 500 remained unpaid

iv) Issued 200 bags cement from store to contractor A at Rs. 550 per bag, issue rate being Rs. 450 per bag And storage Rs. 50 per bag.

v) Payment to contractor 'B' of his first on account bill with following details:-

a) Earth work 1000 Cu m at Rs. 250 per 10 Cu. M

b) Cement Concrete work 500 Cu. M at Rs. 50 per Cu.M

c) Advance payment of 15,000 for Brick work

d) Deduct 10% on account of security deposit

e) Deduct Rs. 2000 being the value of Cement issued for work.

vi) 5 Cu. M of wood mentioned in item (i) above having become surplus was transferred to another work in progress, the issue rate for such material at the time being Rs. 4600 per Cu.M.

vii) Value of 10 bags of Cement at Rs. 550 per bag erroneously adjusted previously as issued-direct to work at Rs. 500, per bag now adjusted as issued to Contractor 'B'.

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Total No. of Printed Pages-**2**

**Roll No.** _____

**SAC-II**

**PAPER-II**

**[03]**

*Time Allowed - **3** Hours*

*Maximum Marks-**100***

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

*i) Attempt Two questions from each part.*

*ii) The answer to each question or part thereof should begin on a fresh page.*

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*ix) No blank page be left in between answer to various questions.*

## Part - A

1. What do you mean by Internal Check? How far an auditor rely upon internal check? **(25)**

2. Write short notes on the following:-

   a) Public Accounts Committee.

   b) Finance Commission **(25)**

3. Discuss objectives of Accounting and Audit. **(25)**

## Part-B

4. Differentiate the following:-

   a) Money Bill and Financial Bill

   b) Voted Expenditure and Charged Expenditure **(15)**

5. Enumerate in detail the supplementary Demand and Excess/Additional Demand.**(15)**

6. Write brief notes on the following:-

   a) Consolidated fund of the state.

   b) Expenditure charged on consolidated fund of the state. **(15)**

## Part-C

7. What do you mean by Public Debt Office? What is the role played by Public Debt Office with regard to raising of loans for central and State Government. **(10)**

8. What is the procedure for payment of interest on Bearer Bonds? **(10)**

9. Describe the procedure for payment of promissory Note by a Treasury Officer/ Sub-Treasury Officer. **(10)**

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Total No. of Printed Pages-3

**Roll No. _____**

**SAC-II**

**PAPER-III(A)**

**[04]**

*Time Allowed - 1½ Hour*

*Maximum Marks-50*

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

*i) Attempt **All** Questions.*

*ii) The answer to each question or part thereof should begin on a fresh page.*

*iii) Your answer should be precise and coherent.*

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*ix) No blank page be left in between answer to various questions.*

1. Prepare the Budget Estimates for the year 2018-19 under salaries and other charges of a DDO on the basis of following information:- **(20)**

| S.No. | Name of the Employee | Designation of the post | Pay Scale/ Pay levels | Pay as on 1-4-2019 | Pay as on 1-7-2019 |
|---|---|---|---|---|---|
| 1. | Mr X | Joint Director | L-12 (78800-209200) | 96,900 | 99800 |
| 2. | Mr Y | Accounts Officer | L-8 (47600-151100) | 70,000 | 72,100 |
| 3. | Mr Z | Asstt Accts Officer | L-7 (44900-142400) | 47600 | 49,000 |
| 4. | Mr A | Sr. Steno Grapher | L-7 (44900-142400) | 62,200 | 64,100 |
| 5. | Mr B | Section Officer | L-7 (44900-142400) | 62,200 | 64,100 |
| 6. | Mr C | Sr. Asstt | L-5 (29200-92300) | 37000 | 38100 |

**Note:-**

a) DA is payable @12% w.e.f 1-1-2019

b) Mr C is retiring on 31-8-2019

c) HRA is payable @ 16% P.M

d) MA is payable @Rs.300/- for all the employees

e) Make provision for the following:-

i) Purchase of furniture= Rs.30,000.

ii) Purchase of vehicle= Rs.7,50,000

iii) Purchase of office equipments= Rs.50,000

iv) Electricity charges =Rs.70,000

v) Rent of office accommodation =Rs.1,20,000

2. Specify the competent Authority in following cases with reference to rules:- **(10)**

a) Accord of Administrative Approval for the construction of a residential building of school education department at an estimated cost of 1000 lacs.

b) To award contract for a work with estimated cost of Rs.50.00lacs in Power development department, when a single tenderer has responded to NIT issued by the concerned division.

c) To award Technical sanction for a work with estimated cost of rs.1500 lacs.

d) To sanction payment of rent of Rs.10,000 per month in respect of a private building hired by school education department for office use.

e) To Sanction under Rule 18.18 of J&K financial code vol-I sale by auction of worn out, un-serviceable articles and write off of the difference between original value and the sale proceeds.

3. Explain the following terms (any **four**): **(20)**

a) Budget deficit

b) Public financial management system(PFMS)

c) Budget Estimation, Allocation & Monitoring system(BEAMS)

d) Re-appropriation

e) Appropriation Account

f) Appropriation Act

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Total No. of Printed Pages-**2**

**Roll No.** _____

**SAC-II**

**PAPER-III(B)**

**[05]**

*Time Allowed - **3** Hours*

*Maximum Marks-**100***

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

*i) Attempt Part A and Part B and **one** question each from Part C and Part D.*

*ii) The answer to each question or part thereof should begin on a fresh page.*

*iii) Your answer should be precise and coherent.*

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*ix) No blank page be left in between answer to various questions.*

## Part-A

1. What is the difference between Grant in Aid and Loan? Explain. **(10)**
2. Explain the following terms (**Any four**): **(10)**
   a) Appropriation Bill
   b) Budget Note
   c) Controlling Officer
   d) Demand for grants
   e) Supplementary Grants
   f) Excess Grants

## Part-B

3. Discuss in detail the composition and functions of Estimates Committee, with special reference to Jammu and Kashmir. **(20)**
4. a) Discuss the Legislative procedure for passing of Money bill. **(10)**
   b) How is money drawn out of "Contingency Fund" of the State and how is it recouped? **(10)**

## Part-C

5. What are the delegations of powers as per J&K Book of financial powers in respect of contract committee, Cheif Engineer, Superintending Engineer, Executive Engineer, with regard to the grant for individual works? **(20)**
6. Comment on the following: **(4×5=20)**
   a) Orders of enhancement of Honorarium to Sarpanchs have been issued without indicating date of effect of the enhancement.
   b) Sanction for purchase of vehicle was accorded by the Competent Authority in Jan.2018 but the sanction could not be acted upon till Feb.2018 and now in March,2019 it is proposed to purchase the vehicle.
   c) Director,School Education, Jammu wants to increase staff strength of High School, Kishtwar by corresponding reduction in staff strength of another School.
   d) Medical superintendent of a Hospital located in Srinagar City wants to make petty purchase of items of daily requirement in the Hospital for an amount of Rs.50,000/- The purchase is not covered by the rate contract order.

## Part-D

7. What is the Resource Statement? Explain. **(20)**
8. a) What is the use of forms GN0,GN1,GN2,GN3 & GN4 in preparation of CAPEX budget? **(10)**
   b) The terms "Plan Expenditure" and "Non-Plan Expenditure" are no more used in the State Budget. Please discuss. **(10)**

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Total No. of Printed Pages-3

**Roll No.** _____

**SAC-II**

**PAPER-IV(A)**

**[06]**

*Time Allowed - 3 Hours*

*Maximum Marks-**100***

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

*i) Attempt **Question No.1** which is compulsory and any **three** questions from the remaining **four** questions.*

*ii) The answer to each question or part thereof should begin on a fresh page.*

*iii) Your answer should be precise and coherent.*

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1. Prepare the Trading and Profit and Loss account for the year ended 31st March 2018 and balance shet as on 31-3-2018 from the below mentioned trial balance of Rayaz and Ali Co. as on 31st March 2018. The partners share profit as Rayaz 2/3; and Ali 1/3rd upto 50% of the distributable profit to the firm and the balance equally.

| **Debit Balances** | **Rs.** | **Credit Balances** | **Rs.** |
|---|---|---|---|
| Freehold Premises | 1,50,000 | Capital Account | |
| Plant and Machinery | 45000 | Rayaz | 50,000 |
| Wages | 50,000 | Ali | 30,000 |
| Opening stock | | Sundry Creditors | 25,000 |
| Finished goods | 40,000 | Sales(Net) | 3,25,000 |
| Raw materials | 20,000 | Discount | 2500 |
| Work in progress | 18,000 | Bad debts reserve | 1500 |
| Sundry debtors | 50,000 | Commission | 10,000 |
| Carriage outwards | 900 | Alis' Loan account | 30,000 |
| Factory expenses | 7500 | | |
| Royalties | 1500 | | |
| Purchase of raw materials (net) | 75000 | | |
| Factory rent and taxes | 6500 | | |
| Discount | 2900 | | |
| Office Rent | 4000 | | |
| Insurance | 2000 | | |
| Bad debts | 1500 | | |
| Office expenses | 7500 | | |
| Salaries of works Manager | 12000 | | |
| Cash at Bank | 8200 | | |
| | **4,74,000** | | **4,74,000** |

The following additional information is to be taken into consideration:-

a) Closing stock: Finished goods Rs.50,000; raw materials Rs. 30,000; Work in progress Rs. 25,000

b) Outstanding liabilities to be provided for wages 5000, Office salaries Rs.6000; and office rent Rs.2000

c) Bad debts reserve to be adjusted to 2.5% on sundry debtors, insurance premium paid in advance Rs.500

d) Depreciate freehold premises by 2.5% and plant and machinery by 5%

e) Partnership Salary to be allowed to Rayaz Rs.6,000 and Ali Rs.3000. The loan account of Ali was raised in the books before the commencement of the year. **(40)**

**2.** Write brief notes on the following:

a) Written down value method and straight line method of providing depreciation

b) Reserve fund and sinking fund.

c) Revenue expenditure & capital expenditure. **(7,7,6)**

**3.** a) What is the different between department and branches in a business house?

b) What are inter-branch transactions & how are these accounted for. **(20)**

**4.** a) What is Partnership? What are the mutual rights and liabilities of partners. What powers does a partner possess to bind the firm?

b) Explain dissolution of partnership. How does this differ from dissolution of firm. What are the main reasons/causes of dissolution of partnership firm?**(20)**

**5.** Write short notes on any of the **four**: **(20)**

a) Capital Shares

b) Capital profit and revenue profit

c) Paid up capital

d) Memorandum of Association

e) Debentures

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Total No. of Printed Pages-**2**

**Roll No.** _____

**SAC-II**

**PAPER-IV(B)**

**[07]**

*Time Allowed - **3** Hours*

*Maximum Marks-**100***

## INSTRUCTIONS

***Please read each of the following Instructions carefully before attempting the paper.***

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*ix) No blank page be left in between answer to various questions.*

1. What is an interim Audit? What are its advantages and disadvantages? How does it differ from continuous Audit? **(20)**

2. Explain in brief the following terms along with responsibility of an auditor regarding the following terms:- **(20)**

   a) Fixed Assets

   b) Floating Assets

3. How is an auditor appointed and how is his remuneration fixed? Explain the qualification of an Auditor. **(20)**

4. What do you understand by the terms Terming and Lading? What steps should be taken by the auditor to check such type of frauds? **(20)**

5. Write short notes on the following:- **(20)**

   a) Errors of Omission and Errors of Principles in Accounting

   b) Objectives and advantages of Auditing

6. Distinguish between:- **(20)**

   a) Audit note book and Audit program

   b) Investigations and Audit

7. How are the following assets verified by the Auditor? **(20)**

   a) Stock in Trade.

   b) Investments.

   c) Loans and Advances.

   d) Furniture and Fixture

8. How are Government Accounts Audited? State responsibilities of an Auditor in relation to this type of audit. **(20)**

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