

MODEL ANSWERS

DEFENCE ACCOUNTS DEPARTMENT

SAS EXAMINATION PART- II

SEPTEMBER 2018

PAPER V – PRACTICAL (WITH BOOKS)

SECTION I – WORKS ACCOUNTS

Ans.1 (a) **Authorised Work:** Works Services for which scales are authorised in the Regulations or by separate orders of a general nature or specific nature issued by the Government of India.

Special Work: Items of Works Services not falling within the definition of Authorised Works are referred to as Special Works. These may be approved only when exceptional local conditions justify the necessity, or as an important experimental measure.

(Auth: DWP Para 6(a) & 6(b) and OM Part VIII Para 10 (xv) &)
(3 Marks)

(b) (i) IAFW 1816 (Auth: Note 1 to Para Para 10 of OM Part-VIII)
(ii) IAFW 2244 (Auth: Para 14 of OM Part VIII)
(2 Marks)

(c) (i) Director General of Audit (Defence Services)
(Auth: Para 9, OM Part-VIII)
(ii) Regional CDA or 'E' Section of the Regional CDA
(Auth: Para 9, OM Part-VIII)
(2 Marks)

(d) (i) Capital Head (Auth: Para 10 (xiv), OM Part-VIII)
(ii) Revenue Head (Auth: Para 10 (xiv), OM Part-VIII)
(iii) Revenue Head (Auth: Para 10 (xiv), OM Part-VIII)
(1x3 Marks)

- Ans.2 (a)**
- (i) The Contractor applies to the Accepting Officer with a 'No Demand Certificate' for release of Security Deposit.
 - (ii) Certificate from GE concerned to the effect that no claims are outstanding against the contractor, that the defect liability period was over and that the final bill was paid;
 - (iii) No Claim Certificate from AO/GE.
 - (iv) PCDA/CDA authorises the release of the Security Deposit

(Auth: Para 39 of OM Part-VIII)

(3 Marks)

- (b)** Rs.11 Lakh. Chief Engineer of the Command is the Competent Authority.

(Auth: Para 34 (a) of OM Part-VIII)

(2.5 Marks)

- (c)** Earnest Money Deposit (EMD) required is Rs.10,75,000/- + 0.5% of the amount exceeding Rs.15 Cr. Maximum EMD is Rs.15 Lakh.

(Auth: 34(b) of OM Part-VIII)

(2.5 Marks)

- (d)** EMD is not required to be furnished if the contractor has executed the Standard Security Bond at the time of enlistment as per Para 34 (a) of the OM Part-VIII.

(Auth: Para 34 (a) of OM Part-VIII)

(2 Marks)

- Ans.3 (a)** The objectives of the institution of RAO (MES) are to ensure that:

- (i) The resources placed at the disposal of MES formations are utilised for which they are meant
- (ii) Pay, Stores and Work Accounts are maintained correctly and upto date
- (iii) The AOs attached to the MES formations discharge their duties properly

(Auth: Para 1 of MES Local Audit Manual)

(3 Marks)

- (b) Local Audit Notes will consist of notes affecting errors and omissions in accounts, failures of the AO/GE and minor irregularities which can be rectified under the orders of the Engineering Authorities. These are watched and settled by the AO/GE through Audit Progress Register.

(Auth: Para 12 of MES Local Audit Manual)

(2.5 Marks)

- (c) Generally 6 months. There are certain units/Estts which are audited once a year.

- i) Road Metal Register
- ii) Register of Demolition
- iii) Stores-in-hand Ledger
- iv) Register of Authorised Furniture
- v) Register of Articles of Tools and Plant

Note: Any Register between Sl. Nos. 24 to 45 contained in Annexure 'A' (Pg Nos. 21,22)

(Auth: Para 19, Annexure A at Pg. 21, 22 of MES LA Manual)

(2.5 Marks)

- (d) Regional Audit Officer is the competent authority to decide on enhancement of extent of audit, if the circumstances so warrant. It does not require approval of any other authority.

(Auth: Para 19 of MES LA Manual)

(2 Marks)

Ans.4 (a) These are roads required for purely military purposes. Roads within depots, unit lines. Expenditure for their maintenance is debited to Defence Services Estimates.

(Auth: Para 236 of RMES)

(3 Marks)

- (b) The rights and obligations of the parties to the contract would be deemed to be in suspension during the continuance of Force Majeure events. They shall automatically revive upon cessation of such circumstances. Such intervening period shall not be considered as delay with respect to period of completion and/or taking over work under the contract or otherwise, to the detriment of either party.

(Auth: 11 E of General Conditions of Contract (GCC) or IAFW -2249)

(2 Marks)

- (c) The affected party shall intimate the force majeure circumstances to the other party, in writing, within 15 days of occurrence of such circumstance/s.

(Auth: 11 E of General Conditions of Contract (GCC) or IAFW -2249)

(2 Marks)

- (d) (i) Maintenance of buildings and other structures which form part of an E/M installation or workshop
(ii) Petty repairs to workshops, installations and supply System
(iii) E/M Renewals

(Auth: Para 255 of RMES)

Note: Any three items of expenditure in Para 255 will earn full marks.

(3 Marks)

Ans.5 (a) Commercial Shopping Complex means a complex placed under the management of the Defence Estate organisation under Rule 9 (1) of the Cantonment Land Administration Rules, 1937 or, as the case may be, under Rule 3(c) of the Acquisition, Custody & Relinquishment Rules, 1944.

(Auth: Para 4 (i) of Addenda 1 of UA Manual)

(3 Marks)

- (b) The expenditure on repair shops is booked directly to the concerned work or maintenance head whereas expenditure on workshops for

manufacturing is maintained on 'cost accounting' basis and the accounts are adjusted under Major Head 2076-DS-Army, Minor Head 111-Works, Sub Head C- Maintenance and Operation of installations, Detailed Head (f) Workshops.

(Auth: Para 273 of UA Manual)

(2 Marks)

- (c)
- i) Detailed Estimate (IAFW -2227)
 - ii) Work Order (IAFW-2228)
 - iii) Register of Work Orders (IAFW-2229)
 - iv) Daily Labour Sheet (IAFW 2236)
 - v) Indent for Materials (IAFW – 2305)
 - vi) Daily Material Sheet (IAFW-2235)
 - vii) Daily Miscellaneous Charges Sheet (IAFW -2313)
 - viii) Annual Workshop Return (IAFW 2234)
 - ix) Monthly Workshop Return (IAFW-2238)
 - x) Expenditure Sheets (IAFW-2230)

(Auth: Para 274 of UA Manual)

(5 Marks)

Ans.6 (a) Transfer Entries are intended to transfer an item of receipt or expenditure from the accounts of a work in progress or from one budget head, to the accounts of another work or budget head. Two examples are:

- i) to correct an error in allocation
- ii) To distribute the expenditure on a work over all the accounts affected in cases where a joint work in which two or more parties are interested, is taken to the accounts of one party.

(Auth: Para 527 of RMES)

Note: Any two situations from (a) to (e) in Para 527 are enough.

(3 Marks)

- (b) i) An error or omission in the recorded expenditure of a work
ii) All errors affecting MES Advances, Deposits and Remittances Head

(Auth: 523 of RMES)

(3 Marks)

- (c) **Construction Account:** It will exhibit in detail the expenditure and liabilities incurred on specific items or services or groups of services, including charges for services rendered by other arms or Services or by civil agencies.

Financial Account: It will record the receipts and charges summarised and classified under the prescribed budget heads of accounts.

(Auth: Para 521 of RMES)

(2 x 2 = 4 Marks)

- Ans.7 (a) (i) **Army:** Major Head 2076, Minor Head 111
(ii) **Ordnance Factories:** Major Head 2079, Minor Head 111
(iii) **DRDO:** Major Head 2076, Minor Head 108 (I)

(Auth: Para 1 of Appendix 'A' of DWP)

(3 Marks)

- (b) (i) **Army:** Minor Head 050, Sub-Head 02
(ii) **Navy:** Minor Head 050, Sub-Head 03
(iii) **Air Force:** Minor Head 050

(Auth: Para 6 (a) of Appendix A)

(2.5 Marks)

- (c) Resultant single quoted tenders cannot be accepted without the approval of the next higher Engineer Authority and without information to the concerned CDA/Pr.CDA. The action of the CWE is not correct.

(Auth: 46 (f) of DWP)

(2 Marks)

- (d) (i) Go-Ahead sanction will be ordinarily restricted to items like collection of stores, site clearance, external services, constructions of essential temporary accommodation for staff and stores, residential accommodation for construction staff, preliminary works for execution of a project.
- (ii) The Go Ahead sanction will not exceed 20% of the rough cost estimate for the entire project made by the engineer authorities. The percentage will not include the cost of acquisition of land required for the project.
- iii) Provisions under Para 38 will be applicable to works sanctioned under Para 34 at the discretion of the Competent Financial Authority.

(Auth: Para 34 (a) to 34 (c) of DWP)

(2.5 Marks)

- Ans.8 (a)** (i) Damages to buildings, fittings, fixtures and furniture caused wilfully or by negligence are termed as Barrack Damages. These may consist of deficiencies damages or unauthorised alterations noted during quarterly inspections, annual verification of furniture and at the time of taking over accommodation.
- (ii) Barrack damages will be assessed but these will not be included in rent bills. Separate vouchers will be prepared for these charges and sent to Units and Formations concerned for payment of the amount into the nearest Treasury.

(Auth: Para 633 & 635 of RMES)

(3 Marks)

- (b) In the case of persons not in Government employ viz private parties, recovery will be made in cash.

(Auth: Para 635 RMES Regulations)

(2 Marks)

- (c) The irrecoverable portion will be treated as a loss of public money and regularised under orders of the CFA on the barrack damages voucher. No Separate loss statement is required to be prepared of any barrack.

(Auth: Para 634 RMES Regulations)

(3 Marks)

- (d) **Yes**; the damaged article may be handed over to the individual if he so desires.

(Auth: Para 634 RMES Regulations)

(2 Marks)

PAPER V – PRACTICAL (WITH BOOKS)

SECTION II - STORE ACCOUNTS & INTERNAL AUDIT (A) ARMY

MODEL ANSWERS

Ans.1 (a) The LAO will see at the time of inspection of the accounts of units and formations provided with permanent advances that :

- (i) A regular account of expenditure against such advances is maintained;
- (ii) No unauthorised advances therefrom are being paid;
- (iii) An analysis of the amount recouped is recorded at the end of the month; and
- (iv) The permanent advance held is not far in excess of the average monthly expenditure.

(Auth: Para 43 , 47 of ALAM Part II)

(3 Marks)

(b) No loss statement is necessary in this case.

(Auth: Para 143 (b) of ALAM Part I)

(2 Marks)

(c) Government of India alone is competent to dispense with the deposit of the cost of survey and demarcation, if any, incurred by DEO or MES in preparing and laying out the land.

(Auth: Note below Para 98 of ALAM Part II)

(2 Marks)

(d) No. The cash book for the funds obtained from the Government of India is to be maintained separately from that relating to the amounts received from the State Governments.

(Auth: Para 117 of ALAM Part II)

(3 Marks)

Ans.2 (a) In case of issue transactions, where the receipted copy of the issue voucher is not received by the consignee unit over three months from the date of issue of stores, the consignor's local audit staff will, during their visit to the unit for audit, collect an extra copy of each of such issue vouchers and schedule them to the consignee's LAO under a separate top list after pairing it with the "E" copy of the voucher held by him. In case the consignee's LAO confirms verification of credit of stores in the consignee's ledger, the consignor LAO will settle the objection.

(Auth: Para 83 (ALAM Part I)

(3 Marks)

(b) The L.A.O can carry out stock verification only with the prior concurrence of the CDA/PCDA where the L.A.O has sufficient grounds to doubt the accuracy of the stock verification. Intimation to this effect will be sent by CDA/PCDA/LAO to the C.O of the Unit/formation who will make suitable arrangements for verification of the stock by the L.A.O.

(Auth: Para 104 of ALAM Part I)

(2 Marks)

(c) The pricing of the payment issue vouchers in this case will be done by the executive authorities and is subject to a test check by LAOs.

(Auth: Para 108 & 122 of ALAM Part I)

(2 Marks)

(d) While pricing the payment issue vouchers pertaining to ordnance mechanical transport, if the LAO finds that a particular item is not traceable in the priced vocabulary, then he should insist on the depot concerned for obtaining the payment issue rate of that item from IHQ of MoD (Army)

(Auth: Para 109 of ALAM Part I)

(3 Marks)

Ans.3 (a) This is not in order. The touring officers are entitled for TA/DA under the normal rules. They are required to make their own arrangements for the transport.

(Auth: Note below Para 306(vii) J of ALAM Part I)

(3 Marks)

(b) The action of the LAO is correct. Only in respect of use of car by Officers not below the rank of a Brigadier, the staff officers accompanying them can sign the car diary.

(Auth: Para 306(vii) A(c) of ALAM Part I)

(3 Marks)

(c) No, this is not in order.

(Auth: Para 306(vii) G of ALAM Part I)

(2 Marks)

(d) It is to be seen in audit that used and waste motor engine oils have been properly accounted for, returned and deposited with the nearest Supply Depot.

Auth: Para 306(a) of ALAM Part I)

(2 Marks)

Ans.4 (a) LAO should advise the Unit to treat all such journeys against which nature of duty performed is not clearly specified in the Car Diaries, as "non-duty journeys" and recover charges from the Officers using Government transport, for the kilometres run, at normal rates.

(Auth: Para 142 (j) of SAI for the Army)

(3 Marks)

- (b) The Officer Commanding the outgoing unit should close its ration return showing transactions up to the date of entraining. The closed ration return will be got audited by the LAO before leaving the station and objections, if any, will also as far as possible, be settled on the spot.

(Auth: Para 159 of SAI for the Army)

(3 Marks)

- (c) In the case of serving personnel of the Armed Forces where hospital stoppages are recoverable, hospital stoppage rolls (IAFA-55) will be prepared by the OC Unit and forwarded to the Pay Accounts Office / CDA/PCDA concerned and his acknowledgement obtained and recorded.

(Auth: Para 164 of SAI for the Army)

(2 Marks)

- (d) Not correct. The repairs to refrigerators issued to Officers' Messes from the Hiring Pool is the responsibility of MES.

(Auth: Para 95 of SAI of the Army)

(2 Marks)

Ans.5. (a) Court of Inquiry shall invariably be held in the following circumstances –

- (i) All losses which require the sanction of the Govt. of India to write off
- (ii) Losses due to inaccuracies in the previous stock taking
- (ii) Losses of Arms, Ammunition and Explosives
- (iv) Losses due to theft, fraud, neglect, fire or due to any unusual occurrence.

(Auth: Para 241 of SAI for the Army)

(3 Marks)

- (b) (i) No loss statement is required to be prepared.

(Auth: Para 254(ah) of SAI for the Army)

(1 Mark)

- (ii) Loss statement is required to be prepared.

(Auth: Para 254(aa) of SAI for the Army)

(1 Mark)

- (c) When on stock taking, stores are found surplus or deficient, the surpluses after very thorough check must be taken on charge and the deficiencies shall be dealt with under the orders of the Competent Financial Authority except in cases where other specific instructions exist.

(Auth: Para 247(e) of SAI for the Army)
(2 Marks)

- (d) Embarkation Commandants / Navy Armament Supply Organisation (NASO) Mumbai will ensure that the claims are not allowed to become time barred.

(Auth: Para 253(I) of SAI for the Army)
(3 Marks)

- Ans.6 (a)** Training establishments authorised for the Army are divided into Category 'A' and Category 'B' establishments. Category 'A' establishments are under the command of GOSC- in-C of the Commands for discipline and local administration but for all other purposes are directly under the control of Army Headquarters. Category 'B' establishments are under GOSC-in-C of Commands for supervision of all training in addition to discipline and administration.

(Auth: Para 258 of Regulations for the Army 1&2)
(3 Marks)

- (b) Complete the following sentences with authority –

(1 x 3 = 3 Marks)

- (i) Normally the training year of the army is divided into 10 months of individual training and 2 months of collective training

(Auth: Para 257 of Regulations for the Army 1&2)

- (ii) Overall responsibility for the Army's training is vested in the Director of Military Training at Army HQrs.

(Auth: Para 253 of Regulations for the Army 1&2)

- (iii) The rates of Library Grant for the libraries at training establishments, Formations Headquarters and regimental centres are fixed by Army HQrs with the approval of Government.

(Auth: Para 276(d) of Regulations for the Army 1&2)

- (c) No. absentees who are apprehended by the civil police will not be detained in civil jails. The Station House Officer of the police station who effects the arrest will arrange for his despatch to the nearest Regimental Centre or unit specified for the purpose.

(Auth: Para 378 (a) of Regulations for the Army 1&2)

(4 Marks)

- Ans.7 (a)** Regimental funds financed wholly from public money or partly from public fund and partly from private money will be refunded to Government in full.

(Auth: Para 838 of Regulations for the Army 1&2)

(3 Marks)

- (b) At the port of embarkation ex-India, officers concerned will declare their private arms and ammunition to the collector of customs and obtain a certificate in proper form from him that they have declared their intention to bring back such arms and ammunition to India on the completion of their courses abroad. On the basis of such certificates, private arms and ammunition brought back to India within three years are not liable for customs duty.

(Auth: Para 946 of Regulations for the Army 1&2)

(3 Marks)

- (c) Yes, a GOC-in-C may at his discretion reserve quarters for any Specialists and Consultants in Military or Army Hospitals whose services are required for attending to emergency cases.

(Auth: Para 1013(c) of Regulations for the Army 1&2)

(2 Marks)

- (d) No, when the person proceeds on temporary duty elsewhere for a period expected to exceed six months will be required to vacate the married quarters.

(Auth: Para 1025(iii) of Regulations for the Army 1&2)

(2 Marks)

Ans.8.(a) The payment issue rates for vegetables will be calculated and based on the production rate of the farms gardens concerned, plus 10% supervision charges and submitted by the DDMF Commands to the Director Military Farms through the PCDA/CDA and eventually notified in area orders through the CASC of the area concerned.

(Auth: Para 233(b) of SAI for the Army)

(3 Marks)

(b) Not in order, no cash refunds are required to be made. Only Inter-Service adjustment will be made by the PCDA/CDA of the receiving AFMSD.

(Auth: Note 2 below 230-B , Note -2 below Para 238(m)) of SAI for the Army)

(3 Marks)

(c) Samples issued from Supply Depots to Military Food Laboratories will be treated as issues made for the maintenance of the Supply Depot and will be supported by expense vouchers.

(Auth: Para 104 of SAI of the Army)

(2 Marks)

(d) Embarkation Commandant will deal with all claims from the time of initiation to the time of their payment or rejection.

(Auth: Para 253(E) of SAI for the Army)

(2 Marks)

**MODEL ANSWERS WITH QUESTIONS OF
PAPER V (AIR FORCE-PRACTICAL WITH BOOKS) OF SAS-II OF
SEPT. 2018**

Ques.	1.	(a)	What are the responsibilities of AOG Cell in Air Headquarters? (3 Marks)
Ans.	1.	(a)	This Cell is to: -
		(i)	deal with AOG inabilities transcribed by EDs.
		(ii)	arrange supply against AOG demands submitted direct to Air Headquarters.
		(iii)	take all action on the AOG demands till they are met and clearance is confirmed by the demanding units.
			AOG Cells of provisioning sections dealing with aircraft are to maintain the prescribed AOG state register for each type of aircraft, indicating full particulars of the grounded aircraft and the items for lack of which the aircraft is grounded. The Cell is also to carry out an analysis of AOG inabilities aircraft-wise. (AUTHORITY: IAP-1541, CHAPTER – 3, PARA 12 AND 13)
Ques.	1.	(b)	What are the percentages of Vocab rates prescribed for calculating the depreciated value of MT vehicles for the purpose of writing off of loss? How is residual value of a vehicle calculated when it is reduced to scrap after any occurrence and cannot be put in any of the defined classes? (6+1 Marks)
Ans.	1.	(b)	The depreciated value of the vehicles will be calculated as under: -
			Class I (New) 100% of Vocab rate
			Class I (2 nd hand) 80% of Vocab rate
			Class II 75% of Vocab rate
			Class III 66-2/3% of Vocab rate
			Class IV 60% of Vocab rate
			Class V (a) 55% of Vocab rate
			Class V (b) 50% of Vocab rate
			Class VI 20% of Vocab rate
			The residual value of the vehicle which is reduced to scrap after any occurrence and which cannot be put in any of the above classes will be taken at 10% of vocabulary rates. (AUTHORITY: IAP 1501, CHAPTER – 23, PARA 14 (C) AND (D))
Ques.	2.	(a)	What actions are required to be taken by Deputy Director in charge of Provisioning in the event of stock-out of an item? (3 Marks)
Ans.	2.	(a)	Whenever there is a stock-out of an item, apart from making special efforts to obtain the immediate requirements, he must undertake detailed analysis of the circumstances leading to total depletion of stocks and take remedial action as necessary. All factors which have a direct bearing on the supply position, such as abnormal consumption, delays in financial approval or release of foreign exchange, finalization of contracts etc. should invariably be reported to his superiors.

			(AUTHORITY: IAP 1541, CHAPTER – 4, PARA-3(F))
Ques.	2.	(b)	State important points to be seen during audit of the IAFF(Q) 486. (7 Marks)
Ans.	2.	(b)	<p>Flight Oil Book IAFF (Q) 486 is maintained by each Flight. In audit, it will be seen that: -</p> <ul style="list-style-type: none"> (i) The arithmetical calculations are correct. (ii) The book is kept posted up to date. All erasures and scorings are attested by the Flight Commander or other authorized representative. (iii) The balance of Oil is struck off, as and when issues are made. (iv) Opening and Closing balances are correct. (v) Summary at the end of the month showing the following particulars has been prepared and attested by the Flight Commander or his authorized representative. <ul style="list-style-type: none"> (a) Opening Balance (b) Receipt during the month (c) Consumption during the month (d) Balance at the end of the month (vi) Drained Oil has been returned to store and the concerned R.V. No. has been quoted in support. <p>(AUTHORITY: CHAPTER –VI, PARA -196, PAGE -121 OF AFLAM)</p>
Ques.	3.	(a)	State important points to be seen during audit of the Register of Foreign Consignment. (3 Marks)
Ans.	3.	(a)	<p>This Register is subjected to general scrutiny to see that: -</p> <ul style="list-style-type: none"> (i) All Consignments received have been brought on charge. (ii) The requisite documents viz. Packing Account and CRV are duly passed on to Account Section. (iii) Adequate action has been taken to obtain Packing Account where not received before the receipt of Consignment. <p>(AUTHORITY: CHAPTER – IV, PARA-176, PAGE- 96 OF AFLAM)</p>
Ques.	3.	(b)	A Unit dispatched Air Force Stores on “Freight to pay” basis and delivery was taken by consignee by tendering a Military Credit Note. Comment on appropriateness of the action taken. (7 Marks)
Ans.	3	(b)	<p>Stores must not be dispatched “freight to pay” as such consignments are charged for at public tariff instead of military concessional rates, even though delivery may be taken by the consignee by tendering a Military Credit Note. Dispatching Officers are responsible for ensuring that Military Credit Notes are tendered with consignments to Railway authorities at the dispatching station. When dispatch of orders placed with civilian firms is authorized at Govt. expense, Military Credit Notes as far as possible should be issued to the firms with instructions that the Military Credit Notes are to be presented to the Railway authorities at the dispatching station.</p> <p>(AUTHORITY: IAP 1501, CHAPTER – 3, PARA-63)</p>

Ques.	4.	(a)	What is the period for which stock of MT fuel are to be maintained in respect of other than operational air fields? (3 Marks)
Ans.	4.	(a)	Stocks of MT Fuel are only to be maintained to meet day to day requirements or 7 days' requirements if storage facilities exist, replenishment being drawn as necessary from the appropriate ASC Depot. AOsC-in-C and ACAS(LM), for units under their respective jurisdiction, may also fix a higher minimum number of days' stock to be held, keeping in view the distance from Supply Depots to the unit. (AUTHORITY: IAP -1501, CHAPTER – 7, PARA -4(C))
Ques.	4.	(b)	For what purpose are Certificate Issue Vouchers (C.I.Vs.) used? (3 Marks)
Ans.	4.	(b)	Certificate Issue Vouchers (C.I.Vs.) are generally used to support strike off from stock record cards/tally cards, etc. of: - (i) Losses of equipment due to enemy action. (ii) Losses/damages to A.F. Equipment as a result of flying accident. (iii) Deficiencies in consignments between A.F. units where the carrier is held responsible for the loss and the claims are raised against it. (AUTHORITY: CHAPTER – IV, PARA-110, PAGE-67 OF AFLAM)
Ques.	4.	(c)	Which are the forms used to record payment issues/loan transaction? (4 Marks)
Ans.	4.	(c)	The following forms are used to record payment issues/loan transaction: (i) IAFF(Q) 431- for payment issues and loans. (ii) IAFF(Q) 440- for payment issue of clothing to airmen. (iii) IAFF(Q) 440-B – for charging off loss / damage to Air Force equipment etc. (iv) IAFF(Q) 509 – for payment issue of rations. (AUTHORITY: CHAPTER – IV, PARA -91, PAGE -59 OF AFLAM)
Ques.	5.	(a)	Define (i) War Equipment Schedule (ii) Unit Equipment (3 Marks)
Ans.	5.	(a)	(i) War Equipment Schedule are documents defining the War Equipment for units and formations. (AUTHORITY: IAP-1501, GLOSSARY OF PROVISIONING TERMS, PARA-85) (ii) Unit Equipment comprises of Equipment which accompanies a unit on change of station. (AUTHORITY: IAP-1501, GLOSSARY OF PROVISIONING TERMS, PARA-83)
Ques.	5.	(b)	List out main factors which govern provisioning? (7 Marks)
Ans.	5.	(b)	The main factors which govern provisioning are: - (i) The size of the Force, the role in which it is to be employed and its deployment. (ii) Unit establishments, rate of effort planned per aircraft per month. (iii) Stockage objective and maximum potential establishment

			<p>authorised for provisioning.</p> <p>(iv) Technical and maintenance policy.</p> <p>(v) Rates of wastage and turnaround time in repairing the items.</p> <p>(vi) History of past consumption.</p> <p>(vii) Any special reserves to be held.</p> <p>(AUTHORITY: IAP-1541, CHAPTER – 1, PARA-36)</p>
Ques.	6.	(a)	<p>In pricing of Equipment Vouchers, at what percentage are departmental charges levied and how are these departmental charges treated vis-a-vis cost of items? (3 Marks)</p>
Ans.	6.	(a)	<p>The departmental charges are to be charged in addition to the cost of items. The percentages of such charges are to be levied in accordance with the current Admin Instructions for the use of Priced Lists of I.A.F. Equipment (Part A).</p> <p>(AUTHORITY: IAP-1501, CHAPTER – 2, PARA-20)</p>
Ques.	6.	(b)	<p>What are the main objectives of audit of expenditure? (7 Marks)</p>
Ans.	6.	(b)	<p>The main objectives of audit of expenditure are to ensure –</p> <ol style="list-style-type: none"> That there is provision of funds for the expenditure duly authorized by competent authority; That the expenditure is in accordance with a sanction properly accorded and is incurred by an officer competent to incur it; That the claims are made in accordance with rules and in proper form; That all prescribed preliminaries to expenditure are observed such as proper estimates framed and approved by competent authority for works expenditure, the requisite certificates obtained, where necessary, before disbursement of pay to a government servant etc. That the expenditure sanctioned for a limited period is not admitted in audit beyond that period without further sanction; That payment is made to the proper person and that it is so acknowledged and recorded that a second claim against Government on the same account is impossible. That the charge is correctly classified and that if a charge is debitable to the personal account of a contractor, employee or other individual or is recoverable from him under any rule or order, it is recorded as such in a prescribed account and the recovery is watched; In cases of purchases of stores, that they been accounted for in the prescribed store accounts and that the rates are same as contracted for or are certified as correct by proper authority; In respect of bills of contractors of the Military Engineer Services, that the terms of the contract or other agreement have been adhered to; The rates entered in the bills for transport for the movement of troops and stores, when such transport is not provided for by the Army Service Corps, agree with the contract or tariff rates and that the warrants, credit notes or passage orders have been signed by the officer authorized to sign them, and that they have

			<p>been properly issued under the rules, and</p> <p>xi. That the expenditure does not involve a breach of any of the standards of financial propriety.</p>
			(AUTHORITY: CHAPTER – I, PARA-39, PAGE-22 OF AFLAM)
Ques.	7.	(a)	How are items of clothing accounted for with regard to provisioning? Explain. (3 Marks)
Ans.	7.	(a)	<p>All items of clothing are to be accounted for by sizes. A separate IAFF (Q) 468 or IAFF (Q) 522 is maintained for each size in order to provide adequate records for provisioning purposes. (The size number of the item to follow immediately after the reference number i.e. Jackets B/G, Airman size 13, to read Section 22-F, Reference 35/13)</p> <p>(AUTHORITY: IAP-1501, CHAPTER – 2, PARA-52)</p>
Ques.	7.	(b)(i)	Who is normally responsible to initiate write off action when the discrepancy is not admitted by the consignor? (2 Marks)
Ans.	7.	(i)	In such cases, where the discrepancy is not admitted by the consignor, it is normally the responsibility of consignee unit to initiate write off action.
Ques.	7.	(ii)	In which cases of discrepancies, write off action will have to be initiated by the consignor unit? (5 Marks)
Ans.	7.	(ii)	<p>In the following cases, necessary write off action will be initiated by the consignor unit: -</p> <p>(a) Losses of petrol, benzyl oil and lubricants occurring between A.S.C. Supply Depots and Air Force Units and landing grounds.</p> <p>(b) Deficiencies reported by Foreign Governments.</p> <p>(c) Losses or damage to equipment in transit to civilian contractors from Air Force Units.</p> <p>(d) Loss or damage attributable to faulty packing at consignor's end or for other reasons admitted by the consignor.</p> <p>(AUTHORITY: IAP -1501, CHAPTER – 10, PARA-2)</p>
Ques.	8.	(a)	When can a new PCRC for an item be raised and what does it contain? What action is necessary if the card is for an in-lieu item and why? (3 Marks)
Ans.	8.	(a)	<p>A new PCRC for an item should be raised only after verifying that no card for the item already exists. The card should contain correct and comprehensive details as given in the relevant publication or schedule of spare parts. If the card is for an in-lieu item, it should be suitably cross-referred to the card for the item substituted so that assets and liabilities of both are considered together.</p> <p>(AUTHORITY: IAP-1541, CHAPTER – 4, PARA-5(A))</p>
Ques.	8.	(b)	When is the Half Yearly Report on general appraisal of the audit objections required to be sent by Station Commander to Controlling Command HQrs and what does it contain? (1+6 Marks)
Ans.	8.	(b)	<p>The Half Yearly Report on general appraisal of the audit objections is required to be sent by Station Commander to Controlling Command HQrs in October (for Apr-Sep) and in April (for Oct-Mar). It should cover the following points:</p> <p>(i) Latest position indicating receipt of fresh objections and</p>

		<p>settlements obtained during the period.</p> <p>(ii) Action taken to clear old objections/observations, reduce incidence of fresh objections/observations and to avoid recurrence in future.</p> <p>(iii) Nature of difficulties experienced in settlement of old audit objections/observations and the ways and means in which Command can give assistance in improving the situation.</p> <p>(iv) List of objections/observations pending for over one year at the Unit level with one-line summary, together with the reasons for such objections/observations pending without raising statement of case.</p>
		<p>(AUTHORITY: IAP-1501, CHAPTER-1, PARA-17 OF AFO 22/2000)</p>

**MODEL ANSWERS WITH QUESTIONS OF
PAPER V (NAVY-PRACTICAL WITH BOOKS)
OF SAS-II EXAM.OF SEPT. 2018**

Ques.	1.	(a)	A high value equipment surveyed after return by INS Kuthar has been issued by Material Organization, Visakhapatnam to a private firm for carrying out repairs. What are the checks to be exercised by the concerned NLAO in respect of such items issued to private firms for repair? (4 marks)
Ans.	1.	(a)	<p>The following checks are to be exercised:</p> <ul style="list-style-type: none"> i. That Form S-134 is prepared and subsidiary ledgers are opened for accounting stores sent for repair. ii. That stocks of stores issued for repairs are verified jointly by representative of Material Organization and the repair organization. iii. Certificate confirming custody of stores under repair is obtained every six months from the private firms to whom repair is entrusted. iv. Return of items issued for repair is watched. v. Action is taken to effect recoveries from the repair organization in cases of non-return of stores or change in condition of stores. vi. Stores sent for repair are normally returned within 6 months. <p style="text-align: right;">(AUTHORITY: PARA -87, NLAO MANUAL, 2000)</p>
Ques.	1.	(b)	What are the guidelines for fixation of Guiding/Reserve price of surplus Naval Stores other than Salvage/Scrap? (3 marks)
Ans.	1.	(b)	<p>The guiding/reserve price will be fixed as follows: 50% of Book Value in case of Serviceable Stores; 40% of the Book Value in case of Repairable Stores. In cases where book value is not available and are non-pattern items, reserve price will be fixed in consultation with the professional officers keeping in view, the condition of the stores, the prevalent market rates and utility as such or in modified form for civil use.</p> <p style="text-align: right;">(AUTHORITY: PARA -91, NLAO MANUAL, 2000)</p>
Ques.	1.	(c)	The book value of an equipment being disposed by a Naval Store Depot is Rs. 3,50,000/-. However, the sale proceeds of the equipment on disposal as per procedure amounted to Rs. 3,05,000/-. In such a case will a Loss Statement be required to cover the gap? What are some of the instances where a Loss Statement would not be required? (3 marks)
Ans.	1.	(c)	<p>A Loss Statement would not be required in cases of difference between book value and sale proceeds of stores disposed of as per procedure. Similarly, a Loss Statement would not be required if</p> <ul style="list-style-type: none"> i. Transit losses recoverable from the carrying company have been made good by the company concerned. ii. Deterioration in stock adjusted on transfer vouchers provided the change in condition is due to fair wear and tear.

			iii. When the discrepancy in stores received from depots, Army, Air Force or factories in good outward condition is trifling.				
			(AUTHORITY: PARA-96, NLAO MANUAL, 2000)				
Ques.	2.	(a)	Calculate the Minimum Stock Levels (MSL) of the following Naval Store items from the data given below:				
			Item	Category Co-efficient for MSL	Data on Annual Consumption for the past three Years		
					2013-14	2014-15	2015-16
			A	0.6	120	150	180
			B	1.3	180	150	210
			C	1.1	90	120	150
			(6 marks)				
Ans.	2.	(a)	MSL is calculated using the following formula: $MSL = ACL (CCM)$. ACL is to be calculated by averaging the consumption of the previous three years giving the weightage of 3:2:1. The MSL for the items are as follows: The MSL for Item A is $[(180 \times 3/6) + (150 \times 2/6) + (120 \times 1/6)] \times 0.6 = 96$ The MSL for Item B is $[(210 \times 3/6) + (150 \times 2/6) + 180 \times 1/6] \times 1.3 = 185$ The MSL for Item C is $[(150 \times 3/6) + (120 \times 2/6) + 90 \times 1/6] \times 1.1 = 130$				
			(AUTHORITY: PARA 5.18, MATERIAL PLANNING MANUAL FOR INDIAN NAVY)				
Ques.	2.	(b)	What is the broad basis for Category Co-efficient for MSL (CCM) values for Naval Store items? What is the CCM where VED and ABC classifications have not been done? (4 marks)				
Ans.	2.	(b)	The logic governing CCM values is to keep the MSL in descending order with reference to VED analysis and in ascending order with reference to ABC analysis. Till VED and ABC classifications are done, CCM is to be taken as 1.2 for all items.				
			(AUTHORITY: PARA 5.20, MATERIAL PLANNING MANUAL FOR INDIAN NAVY)				
Ques.	3.	(a)	Bring out the significance of the following standard clauses of the Contract. a. Risk Purchase. b. Liquidated Damages. c. Fall Clause. d. Force Majeure. (4 x 2 ½ marks)				
Ans.	3.	(a)	RISK PURCHASE: Should the Supplier fail to supply an item within the contracted delivery period or repudiates the contract before the delivery date, the purchaser, without prejudice to his right to recover damages for breach of contract, may cancel the contract in part or in whole and may purchase at the risk and cost of the supplier the item not delivered within 12 months of the breach of contract. The purchaser shall serve a notice of such purchase on the defaulting supplier.				

		(b)	LIQUIDATED DAMAGES: In the event of a Supplier's failure to deliver on time, the Purchaser, at his sole discretion, may deduct from the payment 0.5% of the contracted price of the undelivered stores for each week or part thereof till the item is delivered, subject to a maximum of 5% of the price of the stores not delivered on time.
		(c)	FALL CLAUSE: The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply orders placed during the currency of the rate contract is completed.
		(d)	FORCE MAJEURE: Force Majeure literally means greater force. These clauses excuse a party from liability if some unforeseen event beyond the control of that party prevents it from performing its obligations under the contract. Typically, force majeure clauses cover natural disasters or other acts of God, war, or the failure of third parties, such as suppliers and subcontractors, to perform their obligations to the contracting party.
			(AUTHORITY: DPM 2009)
Ques.	4.	(a)	Naval Dockyard, Mumbai has purchased 100 ton EOT Crane from M/s XXXX. Post installation and commissioning the relevant documents have been sent to PCDA Mumbai for audit and release of payment. As an Asst. Accounts Officer in the Stores section what is the list of documents that you will be looking for to process the payment? (5 marks)
Ans.	4.	(a)	The list of documents for processing the payment are: <ul style="list-style-type: none"> i. Contingent bill signed by the purchase officer ii. SRV iii. Indent with financial sanction iv. Purchase Order with amendments if any v. CST and minutes of NLC, where applicable vi. Inspection note, where applicable vii. Bank guarantee for Security Deposit, where applicable viii. Other relevant documents AUTHORITY: PARA 11.11, PROCUREMENT MANUAL (MM-3)
Ques.	4.	(b)	What are the various methods adopted to ensure quality of material procured from the vendors? Bring out at least four of such methods along with their significance in ensuring quality? (5 marks)
Ans.	4.	(b)	The methods adopted to ensure quality are: <ul style="list-style-type: none"> i. Quality through specifications: It should be ensured that detailed specifications are provided in the RFP as per the requirement of the users. This will ensure only vendors confirming to the specifications supply the item.

			<p>ii. Quality through sourcing: Procurement of items from reputed and established sources would help ensure quality.</p> <p>iii. Acceptance on firm's certificate of quality: In case of reputed manufacturers, the firm's certificate of quality would help provide assurance on quality.</p> <p>iv. Inspection before dispatch: Inspection by a DGQA Agency would help in ensuring quality.</p> <p>v. Inspection on receipt: Consignments should be inspected on arrival for the required quality and to check if any damage has occurred.</p>
			AUTHORITY: CHAPTER 8, PROCUREMENT MANUAL (MM-3)
Ques.	5.	(a)	<p>What is the 'Extent of Audit' as prescribed in the Naval Local Audit Manual with reference to verification of Castings and Balances and Linking of Receipts and Issues?</p> <p>(5 marks)</p>
Ans.	5.	(a)	<p>The following is the extent of Audit as prescribed at Appendix A of the NLAO Manual:</p> <p>i. Verification of Castings; Closing Book Balances; Opening Book Balances – Cent Percent.</p> <p>ii. Linking of receipts of transfer inwards; Centrally/Locally Purchased Stores; Locally Purchased Stores – 33-1/3 % of vouchers and every voucher of Rs. 1,000/- and above for purchases.</p>
			(AUTHORITY: APPENDIX A OF NLAO MANUAL)
Ques.	5.	(b)	<p>Can the Naval Local Audit Officer extend the scope of Local Audit beyond the extent prescribed in the NLAO Manual? Please comment.</p> <p>(5 marks)</p>
Ans.	5.	(b)	<p>The restriction of local audit to the extent shown in Appx 'A' will be dependent on the fact that the store accounts of the ships and estts. Have been kept reasonably well in the past and have been free from serious or numerous audit objections. If during recent visit to a Ship/Establishment (for during the current visit) difficulty has been or is experienced in obtaining full and free access to any essential account or record or in obtaining any important explanations etc. or if, during the course of a test check the NLAO (or the SO(A) in his absence) feels that he is seriously 'put upon enquiry' he should extend the scope of audit using his discretion and judgement as to how this should be done and to what extent. In all such cases the NLAO should report the facts specifically to the CDA(N) and record his reasons for enhancing the extent of the audit.</p>
			(AUTHORITY: PARA 34 OF NLAO MANUAL)
Ques.	6.	(a)	<p>When are composite pack rations issued and how are they regulated?</p> <p>(4 marks)</p>
Ans.	6.	(a)	<p>Officers and Sailors will be issued composite Pack Rations free on such occasions when normal food cannot be cooked i.e. during landing party operations and to sailors only in lieu of normal scale at</p>

			<p>the discretion of the Officer Commanding. The packs will be two types- vegetarians and Non-vegetarians. Normal rations otherwise admissible under the current rules, will not be admissible when pack rations are issued. No cash compensation will be admissible in lieu of Composite Pack Rations. The scales of Composite Pack Ration are given in Appx K to Victualling Manual.</p> <p>(AUTHORITY: APPX K OF VICTUALLING MANAUL)</p>
Ques.	6.	(b)	<p>What are the various stock holding groups in a Base Victualling Yard(BVY)? What are the responsibilities of these stock holding groups? (6 marks)</p>
Ans.	6.	(b)	<p>The following are the various tock holding groups in a BVY-</p> <ol style="list-style-type: none"> Basic Group- Stock of all bagged provisions such as cereals, milled products eg. Rice, Atta, Dals and Condiments etc are kept in this group. Necessaries Group- Stocks of all tinned provisions are stored in this group. Eg. Milk tinned, Fruits tinned, Oil Hydrogenated and tea etc. Fresh Group- Stock of all fresh provisions are obtained and supplied by this group. The butchery and bakery also function under this group. Packing Material Group- This section is responsible for the stowage and the maintenance of all packaging material. Hospital Group- Stocks of sago, tapioca, Custard Powder, Vermicelli etc are stocked in this group. Clothing and Messtraps- This section is responsible for the demanding stowage issued and accounting of clothing stores and messtraps items. <p>Stocks holding groups are responsible for the stowage and issue of store in their respective groups. They are to maintain stock tally sheets for such items and are to keep them posted up to date. As and when issue orders are received from the central ledger section for issue to units, the stores should be kept ready for collection by the units representative. At the end of the day, a daily balance sheet is to be prepared on form IAFS 1531 in duplicate, by the group concerned, showing all receipt and issues and balances. The original copy of the daily balance sheet together with all vouchers is to be forwarded to the ledger section for posting.</p> <p>(AUTHORITY: PARA 1620 & 1621 OF VICTUALLING MANUAL)</p>
Ques.	7.	(a)	<p>What is the rationale for providing additional financial sanction for growth of work in refits of ships/submarines? (5 marks)</p>
Ans.	7.	(a)	<p>The SOW in refits of ships/submarines are usually non-deterministic and dynamic in nature with regard to resources required for completion. The growth of work, a feature typical of refits/repairs, is dependent inter alia on factors such as Age of Ship/Submarine, Condition of onboard equipment/machinery, Condition of Hull, role and exploitation pattern, duration between formulation of work package and actual execution of work, modifications and Additions &</p>

			Alterations. Additional financial sanction up to 15% of Contract Value would be catered for such Growth of work. Payment in all such cases will be made at actual subject to the respective ceiling stipulated for the Navy and Coast Guard. A Post Refit Report would be drawn up for distribution to all concerned including the IFA.
			(AUTHORITY: PARA 14.7.1 OF DPM 2009)
Ques.	7.	(b)	Write a short note on the following in the context of offloading of refits/repairs of ships/submarines.
		(i)	Post Defection Demand (PDD) spares
		(ii)	Loading in case of defect list items "not quoted"
			(2.5 marks each)
Ans.	7.	(i)	Post Defection Demand Spares- The spares required for completion of repairs/refit, which are evident only upon opening up/dismantling of the equipment/system and can normally not be foreseen at the time of formulation of scope of work.
			(AUTHORITY: PARA 14.1.1 (G) OF DPM 2009)
		(ii)	In order to ensure that all offers are compared in an equitable and fair manner, loading would be resorted to for determining the L1. During this process, the bids with unresponsive sections/sub-sections would be loaded by the amount quoted by the highest bidder for that particular section/sub-section for preparing CST. The Bid shall be deemed to be responsive only if the firm accepts the loading in writing.
			(AUTHORITY: PARA 14.9 OF DPM 2009)
Ques.	8.	(a)	What are the circumstances under which stores are returned by ships/establishments?
			(5 marks)
Ans.	8.	(a)	Stores may be returned by ships/establishments in any of the circumstances: <ul style="list-style-type: none"> i. Serviceable permanent stores in excess of Establishment and no longer required on board ii. Unserviceable permanent stores surveyed on board by dockyard officers iii. Unserviceable permanent stores returned to dockyard for survey, serviceable consumable stores no longer required on board iv. Unserviceable consumable stores or arising which have a salvage value v. When de-storing vi. Arising of metal and scrap material vii. Accountable packages
			(AUTHORITY: PARA 178 OF NAVAL STORE KEEPING MANUAL)
Ques.	8.	(b)	What is the purpose of survey of stores returned from ships/establishments to Naval Dockyard/Naval Store Depot?
			(5 marks)
Ans.	8.	(b)	A survey is the procedure which is carried out when Naval Stores must be: <ul style="list-style-type: none"> i. Condemned as a result of damage/deterioration

			<p>ii. Appraised as to the suitability and/or loss of utility The purpose of survey is to provide a record for:</p> <p>i. An administrative review of</p> <ul style="list-style-type: none"> • The condition of the article • The clause of the condition • Recommendation for its disposal <p>ii. An authority to take the item off charge.</p>
			<p>(AUTHORITY: PARA 172 & 173 OF NAVAL STORES KEEPING MANUAL)</p>

**MODEL ANSWERS WITH QUESTIONS OF
PAPER V (FACTORY-PRACTICAL WITH BOOKS)
OF SAS-II EXAM.OF SEPT. 2018**

Ques.	1.	(a)	What is belated payment and when it is admissible? (21/2 marks)
Ans.	1.	(a)	If at the time of payment, a workman discovers that he has not been paid for certain work he has done during the past month he will at once report the matter and after investigation any amounts due will either be paid to him on supplementary pay roll or included the wages for the following month. Beyond this, no belated claims will be admitted unless supported by a written order of the General Manager recording the reasons allowing the belated claims. Belated payments for work done in previous months are ordinarily inadmissible. (AUTHORITY: PARA 221 OF OM VI VOL.I)
Ques.	1.	(b)	The GM of an Ordnance Factory orders drawal of Stockpile item on the ground that it is urgently required for production - Comment. (21/2 marks)
Ans.	1.	(b)	No Stock Pile items should be used by factories without prior approval of the OFB/DGOF. (21/2 marks) (AUTHORITY: PARA 515 (II) OF OM VI VOL.I)
Ques.	1.	(c)	Who is responsible for maintenance of Syllabus of Work Order - Part I? (21/2 marks)
Ans.	1.	(c)	PR Section of PCA(Fys) Kolkata is responsible for maintenance of Syllabus of Work Orders – Part I. (21/2 marks) (AUTHORITY: PARA 998 OF OM VI VOL. III)
Ques.	1.	(d)	Performance Security Deposit has been imposed on a store procurement supply order worth Rs.1 lakh with 50% option clause - Comment. (21/2 marks)
Ans.	1.	(d)	For the cases valuing below Rs.2 lakhs, PSD may not be insisted. (21/2 marks) (AUTHORITY: PARA 7.7.3 OF OFBPM 2010)
Ques.	2.	(a)	For what purpose the following Kind of Documents (KOD) are used for: <div style="display: flex; justify-content: space-between;"> <div> 1. KOD 2. KOD 3. KOD 4. KOD </div> <div> 21,29 24,26 27,42 22,47 </div> </div> (4 marks)

Ans.	2.	(a)	<p>Material Section of Accounts Office should control the allotment of adjustment vouchers under the various kinds of documents (K.O.D.) as under:</p> <p>KOD 21,29 – Plus and Minus Receipt KOD 24,26 – Plus and Minus Issue KOD 27,42 – Plus and Minus Demand Notes KOD 22,47 – Plus and Minus Return Notes</p> <p style="text-align: right;">(AUTHORITY: PARA 429 OF OM VI VOL.I)</p>
Ques.	2.	(b)	<p>Describe the important points for carrying out the Analysis in respect of Principal item of Production of an Ordnance Factory?</p> <p style="text-align: right;">(6 marks)</p>
Ans.	2.	(b)	<p>(i) This analysis will be confined to Principal items of production. (ii) Only the principal factory-manufactured component will be analysed for the purpose of presentation of the final cost of the assembled product. (iii) A list of principal items for which the analysis is to be carried out is intimated by OFB and the principal components requiring analysis will be noted against each item of the list with reference to the standard estimates. (iv) The analysis will be incorporated in the reported cost for the final items in the half yearly statement of rates as well as the annual statement of principal items of production. (v) The element wise analysis for components should be based on average actual cost for the component for the half-year or year as the case may be. Where this is not possible in respect of any particular component, standard estimates may be used as the basis for split up of component cost. The splitting up of the components into the different elements of cost should be in proportion to the same element in the actual cost or estimated cost as the case may be. (vi) While reporting the cost for the finished items, suitable annotation should be given in the remarks column indicating the components as well as the basis of split up.</p> <p style="text-align: right;">(AUTHORITY: PARA- 661 (I) TO (VI) OF OM VI VOL.II)</p>
Ques.	3.	(a)	<p>State the important things that are required to be ascertained through technical bid issued by Ordnance Factories?</p> <p style="text-align: right;">(4 marks)</p>
Ans.	3.	(a)	<p>(i) The firm that required financial capability- ascertained by the turnover in the last five years. (ii) That it has the requisite manufacturing capability – by listing out the required Machines and manufacturing facilities and ascertaining the ownership thereof. (iii) That the firm is properly registered with the Sales Tax, Income Tax, Excise and the taxes which it has been paying shows evidence of its activities. (iv) That it has the proper licence. (v) Supplies of the similar products made in previous years.</p>

			(AUTHORITY: PARA- 4.3.11 (I) TO (V) OF OFBPM 2010)
Ques.	3.	(b)	What are the important features of SBI (CMP)? (4 Marks)
Ans.	3.	(b)	IMPORTANT FEATURES OF SBI-CMP: <ol style="list-style-type: none"> 1. Hosting of a Secured Web-Portal to work as a Payment Gateway. Uniform and approved process across the country with a stricter Turn Around Time. Payment files processed on the same day. 2. Secured Payment Gateway for integration of Defence Accounting Offices with the Core Banking System of SBI. Portal Hosted and User-ID PWD created for the Users to upload and authorise the file. 3. Settlement of Fund with RBI CAS Nagpur based on mandate without any physical cheque. Payment is released to beneficiaries before seeking fund. 4. Daily updation of paid or unpaid data by CMP to all the Accounts Offices for online reconciliation of payment records. Being done on daily basis supported by Payment Scroll. 5. Web based system for reconciling the entries and Accounts on daily basis. Correct reporting mechanism of transactions and accounts. Scrolls Uploaded on the Portal contains full history of the transaction including payment reference number and date of settlement with RBI. 6. Centralised monitoring of Turn Around Time and Control with the Defence Accounts. 7. As Processing of files, Payment to Beneficiaries, Capturing of Payment Reference Number, Settlement of fund with RBI and uploading of Scroll. (AUTHORITY: ANNEXURE XX TO CHAPTER IV OF OM VI VOL.III)
Ques.	3.	(c)	How Component Abstract is prepared? (2 marks)
Ans.	3.	(c)	<p>Component Abstracts are prepared through costing package from Red demand note and Return Notes.</p> (AUTHORITY: PARA 624 (III) OF OM VI VOL.II)
Ques.	4.	(a)	When, the payment of overtime will arise under Departmental rules and under section 59 of the Factories Act 1948? (4 marks)
Ans.	4.	(a)	<p>Payment of overtime under Departmental rules will arise when a workman works beyond the normal working hours of Ordnance/Ordnance Equipment Factories which has been fixed at 44 $\frac{3}{4}$ hours per week i.e. 8 hours on all week days and 4 $\frac{3}{4}$ hours on Saturdays.</p> <p>Payment of overtime under Section 59 of the Factories Act, 1948 arises for work done beyond 9 hours a day or 48 hours in a week. The total of the overtime hours worked in a week should be divided into overtime hours under Factories Act and Departmental overtime.</p> (AUTHORITY: PARA 191&192 OF OM VI VOL.I)

Ques.	4.	(b)	What are the points to be ensured while concurring the loss statement pertaining to store loss? (4 marks) Before the Accounts Officer agrees to write off the amount involved he will scrutinize each item of loss to ensure that :- (i) the loss statement has been correctly prepared and priced. (ii) no breach of accounting rules has contributed to the loss (iii) the loss has been properly investigated according to rules. (iv) the remedial measures suggested are satisfactory. (AUTHORITY: PARA 472 OF OM VI VOL.I)
Ques.	4.	(c)	A Supply Order with a total value of Rs.4,00,000/- with 100% option clause in respect of material procurement has been post audited by BAO? - Comment. (2 marks) It has been decided by OFB that the cases valuing less than Rs.10,00,000 (Ten Lakhs) TPC may not be held in order to facilitate the procurement on a fast track mode. However, as per GFR the purchases above Rs. 1,00,000 (One Lakh) will be done through tendering. The cases below Rs.10,00,000/ (Ten Lakhs) but above Rs.1,00,000/ (One Lakh) will be processed on file by the Provisioning section of the Factory. (AUTHORITY: PARA 523 O OF OM VI VOL.I (2 MARKS)
Ques.	5.	(a)	Calculate the Incentive Bonus payable to a Maintenance Worker whose basic pay is Rs.22500/- and is attached to a Production Section during March 2018. The total PW earnings of the section during March 2018 was Rs.11,70,000/- and the total Time Wages was Rs.5,83,245/-. The Maintenance Worker was present on all working days in the month. (7 marks)
Ans.	5.	(a)	Maintenance worker attached to Production Shop will be paid 50% of the Piece Work Profit earned by the Piece Worker of the Shop. PW earnings Rs.11,70,000 Time Wages Rs.5,83,245 Profit Rs.5,86,755 (diff between PW earning-TW) As PW Profit is more the 100%, PW Profit of the section will be restricted to 75%. The Maintenance Worker will entitled to 50% of the section Profit which is $75/2=37.5\%$ Time wages of the Maintenance Worker Rs. 22,500 Incentive Bonus 22,500 x 37.5/100

Ques.	5.	(b)	What are the points to be checked by the contract concluding authority for initiating the case for extension of Letter of Credit? (3 marks)
Ans.	5.	(b)	The following points should be checked by the Contract concluding authority before initiating the case for extension of LC: (a) Extension of delivery date in the contract and corresponding amendment in LC for latest date of shipment. (b) Performance Bank Guarantee (PBG) extension. (c) Onus of charges for LC extension. An LC may be extended only with the prior concurrence of the IFA, where the LC was originally opened with the concurrence of integrated finance, and approval of the CFA. (AUTHORITY: PARA 516 F OF OM VI VOL. I)
Ques.	6.	(a)	In a Principal Ledger, explain in detail, items being dealt in the following account: i. WIP ii. Balance Account iii. Revenue Outlay Account (6 marks)
Ans.	6.	(a)(i)	WORK-IN-PROGRESS ACCOUNT: Opening value, Direct Material, Direct Labour and overhead leviable credit side contains "Cost of Production" as per Manufacturing Statement A and Departmental Material utilized on indirect work orders. Cost of abnormal rejection is kept out of production by crediting this account and debiting capital outlay Account. The under/over absorbed variable/Fixed charges are shown on credit/debit side. Closing work in Progress is shown on credit side.
		(ii)	BALANCE ACCOUNT: Details the closing value of various assets and liabilities, balance should agree with the balance as per "Capital outlay Account".
		(iii)	REVENUE OUTLAY ACCOUNT: One of the main Control Account. The balance of this account along with Capital Outlay Account must agree with the balance as per "Balance Account" when all the accounts are finally closed. (AUTHORITY: PARA 841(B) XV,XLIV,XLII OF OM VI VOL.II)
Ques.	6.	(b)	Name the voucher used for transfer of Machinery from one factory to another factory? (2 Marks)
Ans.	6.	(b)	Transfer of Machine is made through 'M' series Issue Vouchers. (AUTHORITY: PARA 749 OF OM VI VOL. II)
Ques.	6.	(c)	How a Finance Member can be overruled by the Chairman of the TPC? (2 marks)
Ans.	6.	(c)	The difference of opinion, if any, should be recorded in writing which may be overruled by Chairman/TPC with suitable justification in

			writing. In case of difference of Opinion, they should record their views on the TPC Minutes itself.
			(AUTHORITY: PARA 525 D OF OM VI VOL.I)
Ques.	7.	(a)	What are the circumstances under which procurement from a single source may be resorted to by an Ordnance Factory? (3 marks)
Ans.	7.	(a)	It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods. (i) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained (ii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of competent technical experts and approved by the competent authority), the required items is to be purchased only from a selected firm.
			(AUTHORITY: PARA 4.7.1 (I) TO (III) OF OFBPM 2010)
Ques.	7.	(b)	Name the categories of transactions for which Nominal Vouchers are prepared. (4 marks)
Ans.	7.	(b)	Stores will be accounted for by nominal series of vouchers for very limited and essential purposes. Broadly the following categories of transactions will be documented by nominal vouchers – Receipt – (a) Loan items (b) Stores wrongly received. (c) Stores returned by parties to whom the same were issued on loan/as assistance for fabrication. (d) Stores received for rectification or/repair or processing. (e) Samples for test.
			(AUTHORITY: PARA 489 OF OM VI VOL.I)
Ques.	7.	(c)	What is Plan Finalization Committee and explain the action taken by the committee? (3 marks)
Ans.	7.	(c)	PFC normally approves RR Plans by First Quarter of the financial year. New Capital projections are based on the long-term project plan or for investments of isolated nature, the specific requirement of the factory etc. PFC/OFB will examine the recommendations of PFC/Factory and accord approval of RR demands. OFB level PFC is headed by the Concerned Operating Member/ Addl. DGOF in association with DDG/Engg., DDG/Operating Division and Controller of Finance/Addl. Controller of Finance.
			(AUTHORITY: PARA 523 W OF OM VI VOL. I)

Ques.	8.	(a)	What is the method for pricing the following receipt vouchers? (i) receipts from production of own factory (ii) receipts on account of transfer from stock pile / capital (iii) receipts from surplus found in stock taking (iv) receipts from the departments other than defence (4 marks)
Ans.	8.	(a)(i)	The receipts under this category should be valued at the actual cost of production as shown in cost cards.
		(ii)	At the rate at which issues are priced i.e. the value taken from ledger for stock pile items / capital block register
		(iii)	These will be priced at the moving average ledger rate.
		(iv)	These are priced with reference to priced copies of Issue vouchers received. Otherwise provisional pricing has to be done based on latest rates available.
			(AUTHORITY: PARA 409 E, J, I & G OF OM VI VOL.I)
Ques.	8.	(b)	Who is responsible for maintenance of Register of Factory Buildings and assessment of rent? (2 marks)
Ans.	8.	(b)	The factory authorities will be responsible for the maintenance of the Register of Factory Buildings and assessment of rent in accordance with the rules as laid down in MES Regulations.
			(AUTHORITY: PARA 801 OF OM VI VOL.II)
Ques.	8.	(c)	What is the purpose of preparation of Adjustment Voucher? (2 Marks)
Ans.	8.	(c)	The Voucher which is prepared to correct the value of provisionally priced Receipt Vouchers, to correct the wrong codification of RVs in respect of PSA Code and the wrong quantity mentioned for a particular Receipt Voucher.
			(AUTHORITY: PARA 517 OF OM VI VOL.I)
Ques.	8.	(d)	Describe the categories of Excess Manufacture. (2 Marks)
Ans.	8.	(d)	There are three categories of excess manufacture, each of which is described below separately: (i) Excess manufacture covered by original extract. (ii) Excess manufacture not covered by original extract but exempted from covering sanction. (iii) Excess manufacture not covered by original extract and requiring covering sanction.
			(AUTHORITY: PARA -618 OF OM VI VOL.II)

रक्षा लेखा विभाग
DEFENCE ACCOUNTS DEPARTMENT

अधीनस्थ लेखा सेवा परीक्षा भाग -II
S.A.S. EXAMINATION – PART II

सितम्बर/September, 2018

प्रश्न पत्र VI – सैद्धांतिक (बिना पुस्तकों के)
PAPER VI – THEORY (WITHOUT BOOKS)

विषय : निर्माण कार्य भंडार तथा ,आंतरिक लेखापरीक्षा
SUBJECT: WORKS, STORES AND INTERNAL AUDIT

अनुमत्य समय/Time Allowed : 3 घंटे/Hours

अधिकतम अंक/Max. Marks. 100

टिप्पणियां/Notes :

1. केवल दस प्रश्नों के उत्तर दिए जाने चाहिए – पांच भाग-I और पांच भाग-II से। प्रत्येक प्रश्न अंकों का है। 10
Only TEN questions should be attempted – FIVE from Section-I and FIVE from Section-II. Each question carries 10 marks.
2. भाग-I सभी अभ्यर्थियों के लिए समान है। प्रत्येक प्रश्न के अंक होंगे। 10
Section-I is common to all. Each question will carry 10marks.
3. भाग-II के थलसेना अथवा वायुसेना अथवा नौसेना अथवा फैक्ट्री के भाग से संबंधित प्रश्नों के उत्तर देने के लिए अनुमत्य अभ्यर्थियों को उप भाग-क – थलसेना अथवा ख – वायुसेना अथवा ग – नौसेना अथवा घ – फैक्ट्री से किन्हीं पांच प्रश्नों का उत्तर देना है। भाग-II के प्रश्नों का उत्तर एक अलग उत्तरमें लिखा जाना पुस्तिका-चाहिए।

Candidates permitted to answer questions relating to ARMY or AIRFORCE or NAVY or FACTORY portion of section-II should answer any FIVE questions from Sub-Section A-ARMY or B-AIRFORCE or C-NAVY or D-FACTORY. Answer to the questions to Section-II should be written in a separate answer book.

(MODEL ANSWERS WITH AUTHORITIES)

PAPER-VI – THEORY (WITHOUT BOOKS)

भाग-I(कार्य लेखा-निर्माण)

Section-I (Works Accounts)

(सभी अभ्यर्थियों के लिए समान)

(Common for All Candidates)

Q.1(a) No officer will take action to incur expenditure in excess of the administratively approved amount beyond permissible limits. What is this permissible limit under MES Regulations?

(2 marks)

Ans: 10%

(Auth: Para 193 MESR)

(b) Advance payment was made by one GE in the following cases to agencies for connection for sewage, gas and water:

- (i) Payment of Rs. 2 Crore to a State Government department as advance for connection of water**
- (ii) Payment of Rs. 8 lakh to a department of Central Government as advance for connection of gas**
- (iii) Payment of Rs. 6 lakh to a private agency which was neither Central Government or State Government nor any Public Sector Undertaking for connection of sewage**
- (iv) Payment of Rs. 1.5 lakh to a State Government department as advance for connection of water**

In the first three cases ((i) to (iii) above), concurrence of AO GE was taken by the GE. But no concurrence was taken in the last case. Please offer your comments on the correctness of the action of the GE in the above four cases. Whose concurrence was essential in these cases?

(4 marks)

Ans: In all the above cases, except sl no (ii) concurrence of PCDA/CDA should have been taken. Sl no (ii) above, action is ok as concurrence of AOGE has been taken.

(Auth: Para 298 MESR)

(c) What do you understand by Departmental Charges? What are the departmental charges intended to cover?

(4 marks)

Ans: Whenever agency services or deposit works are carried out by the MES, departmental charges will be levied at the specified rates. These charges are intended to cover :

- (a) Cost of normal MES supervising establishment, including storage and incidental charges.
- (b) Use of T & P normally held by the MES.
- (c) Audit and any other charge that may be prescribed by the G of I i.e. pensionary charges.

(Auth: Para 310 MESR)

Q.2(a) A Chief Engineer in an Army Command accorded approval for demolition of a building, without obtaining any financial concurrence, with the view that he was the Competent Engineer Authority. What would be your comments on such approval? Please illustrate the process to be followed for demolition?

(4 marks)

Ans: No, the powers for demolition are delegated to Army Authorities or equivalents in other services who function as CFAs, to be exercised in consultation with Finance. Engineer authorities are not empowered to accord such approvals.

Demolition Process

- (i) Preparation of Demolition Statement
- (ii) Assessment of whether to demolish through departmental labor
- (iii) Sanction of authority based on book value of building, with cost of demolition as a work
- (iv) Demolition certificate is submitted

(Auth: Note (b) Appendix J, and Para 63 DWP)

(b) A station commander has sought your advice on a proposal to approve transfer of funds between one major work under progress to a new major work, which is yet to be approved administratively by the CFA. What would be your advice and who are the authorities who have been delegated financial powers for transfer of funds between major works and what preconditions should be fulfilled for ordering such transfer?

(4 marks)

Ans: The Station commander is not authorised for approving transfer of funds between major works. The following authorities are delegated powers to order transfer of funds between works :

- (i) QMG or equivalent appointment in other services
- (ii) GOC-in-C or equivalent appointment in other services

New major work should have been included in Annual works Programme and administratively approved by the CFA.

(Auth: Para 4.1 and 4.2 Appendix A (Para 14) DWP)

(c) What is re-appropriation of buildings? Who is competent to approve such re-appropriation involving change of scales beyond 5%?

(2 marks)

Ans: Re-appropriation means the use of a group of buildings, a building or a portion thereof, for any purpose other than for which it was constructed. Government of India is competent to approve re-appropriation involving change of scales beyond 5%.

(Auth: Para 64 and 64 (c) DWP)

Q. 3 (a) What is the time limit for approval of Board Proceedings by CFA and preparation of Approximate Estimates by Engineer Authorities for a major work?

(4 marks)

Ans: The approval of Board Proceedings is required to be communicated by the CFA to engineer authorities within a period of 45 days of its submission after settling any observations thereof. Respective engineer authorities namely CE Zones will, accordingly, submit the AEs within four weeks of receipt of approved Board Proceedings from respective CFAs.

(Auth: Para 23(C) DWP)

(b) Who is responsible for conducting audit of administrative approvals in case of

a) Approvals accorded by Competent Financial Authorities lower than the Government of India

(1 mark)

b) Approvals accorded by the Government of India

(1 mark)

Ans: (a) E Section in PCDA/CDA office

(b) The Director General of Audit Defence Services

(c) Whose approval is taken before processing sanction for Low-Budgeted Capital works in Station Hqrs?

(4 marks)

Ans: In case of Low-Budgeted Capital Works, before the work is sanctioned by CFA, the work has to be included in the Annual Low-Budgeted Capital Works Programme of the concerned Command or formation of equivalent level and duly approved by the GOC-in-C or officer of equivalent level.

(Auth: Para 16 (b) DWP)

Q.4(a) What is an operational work? A Brigade commander in the operational works area wants to improve field water supply of troops. Can this work be treated as an operational work?

(4 marks)

Ans: Commanders in the operational works area are empowered to order the execution of operational works, which are generally of temporary nature, actually required for execution of operations. Only works that cannot be undertaken under the normal procedure, without the risk to the progress of operation can be ordered as operational work.

Field water supply is directly linked with the fighting capability of the forces. Hence, this is an operational work.

(Auth: Para 1 and 3 (c) of Departmental instruction on Operational Works)

(b) Operational Works can only be executed by the formation engineers. Do you agree? If not, which are the other executing agencies on which operational works may be ordered for execution?

(4 marks)

Ans: No, in addition to formation engineers, such works may be ordered on the following agencies:

- (i) MES
- (ii) Other construction agencies like PWD, CPWD, BRO and Railways

(Auth: Para 5 of Departmental instruction on Operational Works)

(c) How are assets created under operational works handled when they are no longer required?

(2 marks)

Ans: When assets created under operational works are no longer required, a Board convened by the formation which ordered the operational work or the Command Headquarters may recommend re-appropriation or dismantling of the same.

(Auth: Para 33 of Departmental instruction on Operational Works)

Q.5(a) How does the AO GE discharge his duties as primary auditor in the case of works services?

(4 marks)

Ans: An AOGE will discharge his duties as primary auditor by ensuring that the following conditions are fulfilled in the case of works services.

- (a) Necessity for the work has been accepted by the competent authority.
- (b) Administrative approval has been accorded by the authority competent to do so.
- (c) Technical sanction of the competent engineering authority has been obtained.
- (d) Allotment of funds has been made.

(Auth: Para 34 UA manual)

(b) What are the broad points with reference to which all sanctions are required to be scrutinised by the AOGE?

(3 marks)

Ans: All sanctions require to be scrutinised with reference to the following broad points

1. Legitimacy of the charge against the State;
2. Correctness of classification;
3. Competency of the sanctioning authority; and
4. Grouping of works for purposes of sanction

(Auth: Para 38 UA Manual)

(c) A Garrison Engineer has sought your advice on the action to be taken against a contractor for his failure to return the surplus stores. What would be your advice?

(3 marks)

Ans: A Contractor who fails to return surplus stores but retains them for his own use or disposes them off to his personal gain becomes liable to be prosecuted for embezzlement. The CE may either suspend the contractor for further tendering or remove him from the approved list.

(Auth: Note 2 below Para 121 UA Manual)

Q.6.(a) What are the points to be seen while auditing the Register of Sanctions in an MES unit?

(6 marks)

Ans: (i) Sanctions relating to standing charges as recorded in the Register of Sanctions will be checked with the original orders to ensure that they have been correctly transcribed and that in the case of sanctions of a temporary nature, the period of sanction has been prominently noted so as to admit of the detection of any expenditure incurred against the sanction after the expiry of the period of its currency.

In the case of hired buildings it should be verified that the amount shown in column 4 of the register tallies with that shown in the lease agreement. Further the lease agreements should also be subjected to a general scrutiny to see that they are in order and contain no unusual provisions.

(ii) It should also be seen that all administrative sanctions for general charges have been communicated by sanctioning authority direct to the CDA.

(Auth: Para 123 & 124 of MES local audit manual)

(b) During audit of register of unpaid wages, it was detected that a sum of Rs. 2,00,000 was remaining unclaimed for three years. What advice will you give for such cases? If a claim is raised against such amount in future whose sanction would be required to admit such claim?

(4 marks)

Ans: All amounts not claimed within 24 months are marked off as forfeited to the Govt. No payment is to be made after expiry of this period except under the sanction of the Area or Sub Area Commander or in doubtful cases of the Govt. of India.

(Auth: Para 101 (iv) of MES local audit manual)

Q.7 (a) How many different statements are there in the Annual Review of MES Expenditure? Please state in one line each as to what is contained in statements "C", statement "E", Statement "F" and Statement "H".

(6 marks)

Ans: The Annual Review of MES Expenditure consists of eight statements, from statement A to statement H.

Statement C – expenditure placed under objection

Statement E – Rush of cash expenditure in a March

Statement F – Miscellaneous irregularities of important nature such as losses, non-recovery of license fee etc.

Statement H – Lapse of funds due to bad or no planning

(Auth: Para 127, OM VIII)

(b) How is payment for acquisition of land for defence handled by MES authorities?

(4 marks)

Ans: No payment either in cash or cheque is made for compensation to land owners on account of acquisition of land. Such payment is not handled by MES, but is drawn by the DEO through cash assignment for advance payment to Collectors/Land Acquisition Officers for payment of compensation to land owners.

(Auth: Note below 63 (vi) OM VIII)

Q.8 (a) How would you deal with the following discrepancies/errors in quantity, rate or amount in Schedule 'A'/Bills of quantities and general summary in the case of lump sum and measurement contracts?

- (i) Discrepancy between description in words and figures quoted by tenderer**
- (ii) Error occurring in the amount column as a result of wrong extension of unit rate and quantity.**
- (iii) Error in totalling in the amount column**
- (iv) Error in carrying forward totals**
- (v) Omission on the part of contractor to indicate any credit in case of contracts for addition/alteration works where contractors are required to quote credit for demolished materials specified to become contractor's property.**
- (v) Discrepancy between the lump sum quoted by the contractor and the percentage derived by him.**

(1 x 6 marks)

Ans: (i) The description in words shall prevail.

(ii) The unit rate quoted by the tenderer shall be regarded as firm and extensions shall be amended based on the same.

(iii) All errors in totalling in the amount column shall be corrected.

(iv) All errors in carrying forward totals shall be corrected.

(v) The tender shall be treated as one with 'nil' credit.

(vi) The lump sum shall be treated as binding and the percentage altered to agree with the lump sum.

(Auth: Para 6A(A) IAFW-2249)

(b) What are the three cases under which a contract can be cancelled due to Corrupt Acts?

(4 marks)

- Ans:** (a) If the contractor shall offer or give or agree to give to any person in govt service any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for Government service, or
- (b) Enter into a contract with Government in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to the Accepting Officer, or
- (c) Obtain a contract with Government as a result of ring tendering or other non-bonafide methods of competitive tendering without first disclosing the fact in writing to the Accepting Officer.

(Auth: Para 52, IAFW 2249)

भाग-II (भंडार लेखा और आंतरिक लेखापरीक्षा)

थलसेना (क)

SECTION-II (Store Accounts and Internal Audit)

(A) ARMY

1(a) "Departmental action can be initiated against an army soldier or a civilian employee paid out of defence services estimates, even after he has been acquitted by a court martial or civil court for loss of public money and /or stores as a result of theft, criminal misappropriation or fraud". If you agree, please state the circumstances and the respective Acts under which the soldier or defence civilian could be proceeded against for departmental action.

(4 marks)

Ans : When a loss of public money and / of stores has occurred as a result of theft, criminal misappropriation, criminal breach of trust or fraud and the person involved has been tried by a court martial or by a civil court and is acquitted, the circumstances of the case should forthwith be carefully reviewed to ascertain whether it is possible and advisable to take departmental action against him on charges different from those on which he was tried, and from charges on which, under Section 139 of the Army Act, or Section 221 (2) of the Code of Criminal Procedure, he might have been convicted on the basis of the charges on which he was tried and acquitted.

(Auth: Para 433 DSR Vol-I.)

(b) In one unit advances were given to soldiers from the Regimental Funds. Is the action of the unit in order? Who is authorised to grant such advances and what are the measures through which such advances are secured?

(4 marks)

Ans : In exceptional circumstances and at the discretion of Officer Commanding, advances from Regimental Fund may be granted to JCOs, WOs, ORs and NCs. In such cases, the advances are secured by drawing up agreements regarding the amount of the loan, date and month of repayment and interest to be recovered and also the names of the individual belonging to the same unit who are standing security for the loan. These agreements will be signed by the individual concerned who is obtaining the loan and by those standing security.

(Auth: Para 830, DSR Vol-II)

(c) What is the recognised age of marriage for army officers for eligibility to get married accommodation? Where are they expected to stay till they attain this age?

(2 marks)

Ans : Officers who marry before the age of 25 will not be entitled to married accommodation until they attain that age. They are expected to stay in the Mess till they attain that age.

(Auth: Para 1023 DSR Vol-II)

Q.2 (a) What are the different sources through which stores stocks in Depots and manufacturing establishments obtained?

(4 marks)

Ans: Stores stocks in Depots and manufacturing establishments are obtained :

- By purchase from foreign countries
- By purchase in India through a central agency
- By purchase from manufacturing establishments, such as ITI, BEL and National Instruments Factory
- By purchase in India through local executive authority
- By manufacture in factories of EME workshops
- By transfer from other depots, units/formations

(Auth: Rule 2 SAI)

(b) Who is the competent authority to accord prior sanction for despatch of stores to Ordnance Factories for repairs or alteration, when the cost of repairs or alteration exceeds Rs. 1500?

(2 marks)

Ans: Director of Ordnance Services

(Auth: Rule 21 (v) SAI)

(c) Certain stores were issued to civil departments on hire. How are the hire charges required to be recovered from such departments?

(2 marks)

ANS: PCDA/CDA of the issuing depot will be furnished with the necessary details for raising the necessary debits against the civil Accountant General concerned.

(Auth: RULE 27 SAI)

(d) How are the samples sent to Military Food Laboratory treated?

(2 marks)

ANS: Samples issued from Supply Depots to Military Food Laboratories will be treated as issues made for the maintenance of the supply depot and will be supported by the expense vouchers.

(Auth: 104 SAI)

Q.3 (a) How is the issue of personal clothing to new recruits treated?

(3 marks)

Ans: Every new recruit will receive a free initial outfit in the scale authorised for the category to which he belongs and the items thus issued will be written off charge, by a CIV.

(Auth: 127 (b)(v) SAI)

(b) How are the issues of personal clothing to individuals returning from overseas/theatre of operations to peace stations dealt with?

(3 marks)

Ans: Issues of personal clothing to individuals returning from overseas/theatre of operations, to peace stations, will be made on the recommendations of Board of Survey and will be struck off charge on a CIV.

(Auth:127 (b)(ix) SAI)

(c) Who is the competent authority to accord prior approval for transfer of stores between AOC establishments?

(2 marks)

Ans: Director of Ordnance Services

(Auth: Para 21 (vi) SAI)

(d) Who is the competent authority to regularize loss of blank forms of railway warrants?

(2 marks)

Ans: Govt. of India

(Auth: 447 (p) ALAM)

Q.4 (a) At what rates are the stores issued for instructional purposes and classed as "Fit for Training" priced?

(3 marks)

Ans: The stores issued for instructional purposes and classed as Fit for Training are priced at 50% of the vocabulary rates.

(Authority :35, SAI)

(b) LAO of an ordnance depot insisted that the stores received on loan from ordnance factories be brought on ledger charge. Do you agree with this view? What are the rules in this regard?

(3 marks)

Ans: No, this view is not correct. The stores received on loan by ordnance depots from ordnance factories are not to be taken on charge in the ledgers of the ordnance depots. The issues will be treated as nominal by the factories concerned.

(Auth: 26, SAI)

(c) The OC of one Supply Depot desires to dispose off the unserviceable POL containers, which are lying idle in large quantities in his depot, locally. What action should be taken by him to proceed with his proposal?

(4 marks)

Ans: Prior approval of Army Headquarters has to be obtained by the OC for disposing off unserviceable containers locally where large surplus stock exists and that these containers, before disposal, are to be examined by a Board of Officers.

(Auth: Para 168(xi) of ALAM Part I)

Q.5 (a) In the case of AOC stores, who is competent to issue refund of sale value, whose prior approval is essential and in which cases can this be issued?

(4 marks)

Ans: Officers competent to sign Sale Release Orders can sanction a refund of sale value in the following cases:

- (i) Short delivery of stores
- (ii) Legal award against the Government
- (iii) Refund of ground rent or earnest money

Prior approval of MoD and Defence Finance is essential.

(Auth: note 3 below 263 d SAI)

(b) Credit sale of fodder is not permitted except to certain authorities. Please name the authorities.

(2 marks)

Ans:

- (i) The President
- (ii) Chiefs of staff of three services and
- (iii) Their personal staff

(Auth: Note 2 below 106 (b)(vii) SAI)

(c) What are the three main categories under which the scope of local audit of store accounts of army units falls?

(4 marks)

Ans:

- (i) Verification of castings, closing book balances and opening book balances
- (ii) Linking on the receipt side of transfers inward and of purchases and on the issue side of transfers outward.
- (iii) Audit of final receipts and of final issues.

(Auth: para 32 ALAM)

Q.6 (a) A sub area commander transferred one staff car from one unit under his administrative control to another unit. Is the action of sub area commander in order? If not, who is competent to order such transfer of vehicles?

(2 marks)

Ans: No, the action is not in order. Orders of Army HQrs are required for transfer of vehicle from one unit to another.

(Auth: Para 310 (iii)(c) ALAM)

(b) By whom should Column 7 of Car Diary be filled and signed?

(2 marks)

Ans: Column 7 of the Car Diary has to be completed and signed by the officer issuing the vehicle/user of the vehicle in the case of load carrying vehicles. When senior officers, not below the rank of Brigadier, are the users of the staff cars, the staff officers accompanying the senior officers may sign the car diary. Car diaries should not be completed by the drivers themselves.

(Auth: Para 310 (vii)(A)(c) ALAM)

(c) Briefly describe the Carter Patterson System.

(4 marks)

Ans: Under Carter Patterson system, if several units in a station have to collect supplies or stores from the same place, the requisite transport should be detailed by the S.T.O. to collect and deliver the supplies or stores to units concerned, instead of each unit detailing its own transport. This system may also be adopted for various other purposes given below: -

(a) Despatch of stores or supplies to the Railway Station or Salvage Depot.

(b) Despatch of baggage of leave parties between unit lines and railway station and vice versa.

(c) Attendance of lectures and conferences when the use of transport is permitted under rules.

(Auth: Para 310 (vii)(B)(2) ALAM)

(d) Under what circumstances infant foods could be issued to babies of service personnel?

(2 marks)

Ans: Breast fed babies of service personnel whose mothers are admitted into the hospital as patients and are advised on medical grounds not to suckle their babies will be issued infant foods.

(Auth: Note 2 below 318 (6) ALAM)

Q.7 (a) Audit of one Cantonment Board was completed by the LAO. The Cantonment Board refused to pay the audit fees worked out by the team stating that the same is not payable, the Board being under the overall control of Ministry of Defence. Do you agree with the view of the Cantonment Board? Please illustrate the procedure for working out the audit fees in relation to audit of Cantonment Boards?

(6 marks)

Ans: The view of Cantonment Board is not correct. The procedure for the working out audit fees is as follows:

- (a) Fees for the audit of accounts of Cantonment Boards in the various States by the Defence Accounts Department will be charged at the rates prescribed by Government from time to time. It will be assessed on the sanctioned strength of the audit party and the number of days sanctioned for the completion of audit. For this purpose, AAO and auditors of local audit parties will be treated as senior and junior auditors respectively. If owing to administrative difficulties it is not possible to put an Assistant Account Officer in charge of audit party, clerical supervisor/A.L.A.O. detailed as in charge of the audit party will be considered as senior auditor for the purpose of recovery of the audit fees. In cases where only one auditor is detailed for audit he will be treated as senior auditor for purposes of recovery of audit fees.
- (b) Saturday will be taken as full working day so far as recovery of audit fee is concerned.
- (c) The amount of fees will be calculated on the basis of the rates existing at the time the accounts are audited and not on the basis of rates pertaining to the period of accounts audited.
- (d) On completion of local audit, L.A.Os./A.L.A.Os. will determine the amounts of audit fees recoverable and before submitting the completion report, which should be submitted in duplicate in such cases only, obtain the acceptance along with the audit completion report. The amount of audit fees so determined will be specified prominently in the remarks column of the report indicating how it has been arrived at for the purpose of facilitating audit check in the main office.

(Auth: Para 364 ALAM)

(b) Which LAO audits the Train Ration Return

- (1) in the case of movement of complete units/formations
- (2) in the case of mixed troops, detachments, leave parties etc.

(4 marks)

Ans: The audit of Train Ration Returns will devolve on the L.A.O. at the detraining station in the case of moves of complete units, and on the L.A.O. auditing the accounts of the Officer Commanding, Station at the entraining station in the case of moves of detachments, leave parties, etc.

(Auth: Para 153 ALAM Part I)

Q.8(a) When is Local Audit said to be in arrears?

(3 marks)

Ans: Accounts audited half yearly but not audited within 6 months following the close of half year will be regarded as in arrears. Accounts audited annually but not audited within 9 months following the period of annual audit will be regarded as in arrears.

(Auth: Para 9 ALAM Part 1)

(b) How is pricing done for Payment work orders of RSSD?

(3 marks)

Ans: The pricing will be done by the executive authorities and will be subject to a test check by L.A.Os.

(Auth: Para 108(iv) ALAM Part 1)

(c) What is the procedure for recovery of the cost of ration issued to HMG Gurkhas in India?

(4 marks)

Ans: Issues of ration will be made against bulk indents. Issue vouchers will be prominently endorsed "on payment" priced by the LAO and receipted copies of priced vouchers sent by the supply depot together with receivable order to HQ British Gurkhas in India, Calcutta for payment. The TR will be sent to the PCDA/CDA through the LAO.

(Auth: Para 300 SAI)

**MODEL ANSWERS WITH QUESTIONS OF
PAPER VI (AIR FORCE-THEORY WITHOUT BOOKS)
OF SAS-II OF SEPT. 2018**

Ques.	1.	(a)	Comment on action to be taken when an equipment is received without covering vouchers. (7 Marks)
Ans.	1.	(a)	Whenever an equipment is received from any source without covering vouchers, a Certificate Receipt Voucher is to be prepared forthwith to bring the items on charge. Every endeavour is to be made immediately to obtain proper voucher from the consignor. A copy of the voucher, which must bear the signature of consignor, when received is to be allotted the same voucher number and is to be filed with Certificate Receipt Voucher. If, for any reasons, it is impossible to obtain the requisite voucher, a statement in explanation of the facts is to be entered on the Certificate Receipt Voucher. (AUTHORITY: IAP-1501, CHAPTER – 2, PARA-36)
Ques.	1.	(b)	What is meant by AOG equipment? When can AOG equipment be dispatched by civil airlines? (3 Marks)
Ans.	1.	(b)	AOG equipment is Aircraft on Ground equipment. The AOG equipment may be dispatched by civil airlines whenever considered imperative and if at the time of dispatch, the service aircraft is not available. (AUTHORITY: IAP-1501, CHAPTER – 3, PARA-70)
Ques.	2.	(a)	When can repair of an equipment be undertaken even if the cost of repair exceeds 50% of price of new article? Whose approval is required for such repair? (3 Marks)
Ans.	2.	(a)	In exceptional cases (i.e. in case of short supply, or non-availability of stores in the country or to meet urgent requirements of units where it is more economical to repair an item than replace it by a new one), repair of such equipment may be undertaken with the prior approval of Air Headquarters even if the cost of repairs exceeds 50% of the price of new article. The cost of such repairs should not however exceed the priced Vocab rate. (AUTHORITY: IAP-1501, CHAPTER – 24, PARA- 30)
Ques.	2.	(b)	Who can allow issue of aviation petrol to civil aircraft in emergency permitted to land at IAF airfield? What are the details pertaining to the consignee to be recorded on IAFF (Q) 431 in such cases? How many copies of IAFF (Q) 431 are to be raised and what will be their distribution? (7 Marks)
Ans.	2.	(b)	Commanding Officers may allow issue of aviation petrol to civil aircraft in emergency permitted to land at IAF airfield. The following

			<p>details of the consignee will be shown on all copies of IAFF (Q) 431: -</p> <ul style="list-style-type: none"> (i) Aircraft type and registered number. (ii) Pilot's name and status. (iii) Company to which belongs, where applicable. <p>In such cases, IAFF (Q) 431 will be raised in triplicate, with the following distribution.</p> <p>Original - Unit's Stock Record copy</p> <p>Duplicate - Retained by Accountant Officer to support entries in cash accounts.</p> <p>Triplicate - Handed over to the pilot with the equipment.</p>
			(AUTHORITY: IAP -1501, CHAPTER – 8, PARA- 8, 10 AND 12)
Ques.	3.	(a)	Define MPE. How is it different from 'Forward Ordering Period'? (2+1 Marks)
Ans.	3.	(a)	<p>Maximum Potential Establishment (MPE) is the level upto which various types of stores/equipment are authorized to be provisioned at any given time. This is expressed in terms of so many months' requirement and denotes the period ahead for which requirement of equipment must be provisioned in bulk. This is also known as the Forward Ordering period.</p> <p>(AUTHORITY: IAP 1501, CHAPTER – 5/IAP 1541, MANUAL OF PROVISIONING, GLOSSARY OF PROVISIONING TERMS/IAP 1541, CHAPTER – 2, PARA 11 (B))</p>
Ques.	3.	(b)	An equipment is returned to an Equipment Depot but on inspection on unpacking by QAS (Aero) is found to be unserviceable. What action should be taken by the Equipment Depot? Comment on the necessity of raising Discrepancy Report and Loss Statement in this case. (3 Marks)
Ans.	3	(b)	<p>Where equipment is returned to an Equipment Depot but on inspection immediately on unpacking by QAS (Aero) is found to be repairable or unserviceable, the equipment is to be brought on charge in the condition in which it is received without raising the Discrepancy Report and Loss Statement.</p> <p>(AUTHORITY: IAP-1501, CHAPTER – 42, PARA-30)</p>
Ques.		(c)	What is the time limit for Ministry of Defence to dispose of draft audit para? How much time is allowed to Air Headquarters for comments? How much time is allowed to send a reply in the case of draft paras received from PCDA (AF)? (3 Marks)
Ans.		(c)	<p>A draft audit para received in the Ministry of Defence is to be disposed of within six weeks of its receipt. Out of these six weeks, Air Headquarters is allowed 15 days' time for comments. In case of draft paras received from PCDA (AF), reply is required to be sent to PCDA (AF) within 30 days.</p> <p>(AUTHORITY: IAP-1501, CHAPTER –1, PARA-63 OF AFO 22/2000)</p>

Ques.		(d)	Who is responsible for carrying out an internal check on the accounts on behalf of the executive authorities to ensure that the orders relating to accounting of Indian Air Force Equipment, etc. are implemented and that the accounts are accurately maintained? (1 Mark)
Ans.		(d)	This responsibility lies with Accountant Officer. (AUTHORITY: CHAPTER – I, PARA- 4, PAGE- 5 OF AFLAM)
Ques.	4.	(a)	What is the periodicity of inspection by LAO in respect of the list of Reports and Returns and Registers (i) maintained in his office and (ii) in case of outstations? (2 Marks)
Ans.	4.	(a)	The list of Reports and Returns and Registers (i) maintained in his office will be inspected by the LAO monthly and (ii) at the time of his periodical visits in the case of outstations. (AUTHORITY: CHAPTER– I, PARA-42, PAGE-25 OF AFLAM)
Ques.	4.	(b)	Whose sanction is necessary for an expenditure which involves introduction of a new practice? (1 Mark)
Ans.	4.	(b)	Sanction of Govt. of India is necessary. (AUTHORITY: CHAPTER – I, ANNEX-II, PARA-I, PAGE-31 OF AFLAM)
Ques.	4.	(c)	Describe the audit checks required to be exercised with reference to disposal of Salvage and Surplus. (7 Marks)
Ans.	4.	(c)	The following audit checks are required to be exercised: (i) Whether a Surplus Report along with sanction of competent authority for declaring the item as surplus is enclosed. However, for disposal of salvage, no Surplus Report is required. (ii) Whether complete stock is transferred to a single location e.g. Salvage Section of Depot or Unit to retrieve substantial value on disposal. (iii) When transportation cost to one location exceeds the expected retrievable scrap value or if the value of scrap is negligible, disposal in-situ may be considered. (iv) One of the following procedure is to be followed as under: - (I) Disposal through local auction. (If the total value of stores is Rs. 50,000/- or less in a single category/report). Authority: GoI(MoD) OM dt. 21-07-1998 and Schedule XII “H” (II) Disposal through M/s MSTC (III) Disposal through approved Government auctioneers (in case no contract exists with MSTC). (v) Whether MRP is fixed by BOO (Auction at the rate below/above MRP is regulated as per the guidelines mentioned in relevant Schedule). (vi) Whether procedure laid down in AFO 19/2000 as amended from time to time is followed. (AUTHORITY: CHAPTER–IV, PARA-157, PAGE-89 OF AFLAM)

Ques.	5.	(a)	When is review of establishment carried out? What action should be taken by LAO(AF) where balance of stocks exceeds “maximum” establishment? (5+2 Marks)
Ans.	5.	(a)	<p>Review of establishment is carried out on the following occasions: -</p> <ul style="list-style-type: none"> (i) At least once every six months - through review of Stock Record Cards. (ii) When a lodger unit having a specific type of equipment /aircrafts moves away rendering the holding of spares etc. for that range of Equipment unnecessary. (iii) Clothing and domestic SSRCs when there is an increase or decrease of personnel in station. (iv) In respect of equipment which has been newly authorized when sufficient consumption details in the specific range are available. (v) At any time, if there is a suspicion that the physical stocks are in excess of actual requirements. <p>Where balance of stock exceeds “maximum” establishment as recorded on the SSRCs, the excess holding will be placed under objection.</p>
			(AUTHORITY: CHAPTER – IV, NOTE BELOW PARA-85, PAGE- 57 OF AFLAM)
Ques.	5.	(b)	What are Passenger Manifests and Cargo Manifests? Which Forms are used for these Manifests? (3 Marks)
Ans.	5.	(b)	Passengers Manifests (Form-1256) contains essential information regarding No., Rank, Name and status of the person conveyed in the service aircraft while the Cargo Manifests (Form-1256 ‘A’) gives details of the consignment’s weight etc., carried in service aircraft.
			(AUTHORITY: CHAPTER-VI, PARA-200, PAGE-124 OF AFLAM)
Ques.	6.	(a)	What action should be taken by LAO(AF) in case of internal issues, if the quantities struck off from Stock Record Cards/Subsidiary Cards are not borne out by the vouchers or are in excess of those borne out by them? (2 Marks)
Ans.	6.	(a)	In such an event, the LAO will supplement his original selection orders by further orders, indicating the extent of increase in audit to which the particular account(s) should be subjected. In all such cases, he should report the facts to PCDA(AF) giving his reasons for enhancing the extent of audit.
			(AUTHORITY: CHAPTER – III, PARA 79, PAGE- 50 OF AFLAM)
Ques.	6.	(b)	State important points to be seen during audit of the Dental Appliances Register for work done on payment? (3 Marks)
Ans.	6.	(b)	<p>It will be seen that</p> <ul style="list-style-type: none"> (i) The individuals are entitled for treatment/issue of appliances on payment. (ii) The rate and amount charged in each case is correct. (iii) The amount charged has been credited to Public Fund.
			(AUTHORITY: CHAPTER – XI, PARA- 284, PAGE-163 OF AFLAM)

Ques.	6.	(c)	Which authority notifies the redistribution of local audit areas and through which medium? (2 Marks)
Ans.	6.	(c)	The redistribution of local audit areas, whenever necessary, is notified by the PCDA (AF) from time to time through the medium of Part I Office Orders.
			(AUTHORITY: CHAPTER - I, PARA- 6, PAGE- 6 OF AFLAM)
Ques.	6.	(d)	What is the use of information contained in Provision Control Records Cards and Dues-in and Dues-out Records? (3 Marks)
			The information contained in these records enables the Provisioning Officers: - (i) To determine the past consumption of an item for a given period, which is essential for provisioning purposes. (ii) To allocate inabilities. (iii) To disperse and maintain stocks at Equipment Depot in accordance with the policy laid down by Air Headquarters from time to time.
			(AUTHORITY: IAP -1541, CHAPTER - 2, PARA- 22)
Ques.	7.	(a)	What are the twin objectives of ABC control? Comment on applicability of ABC analysis for serviceability of weapons vis-a-vis in industry. (2+5 Marks)
Ans.	7.	(a)	With ABC control, it is possible both to minimize the risk of stock-outs and to reduce investment in inventories. In the Defence Services where serviceability of the weapons is of prime importance, the principles of ABC analysis cannot be applied with the same rigidity as in industry. Since weapons can become unserviceable even for lack of trivial items such as split pins, nuts and bolts, it will not be prudent to relax control over them on cost consideration alone. The utility and rate of usage of the items as well as their cost will have to be considered in adopting selective approach to the inventory. (AUTHORITY: IAP-1541, CHAPTER - 1, PARA-24 AND 25)
Ques.	7.	(b)	Which are the auditable documents required to be maintained in respect of Defence lands held by Air Force authorities? (3 Marks)
Ans.	7.	(b)	These documents are: 1. Unit/Formation Land Register (GENERAL). 2. Unit register of trees/usufructs. (a) Register of trees/usufructs maintained out of Govt. funds (b) Register of trees/usufructs maintained out of regimental funds. 3. Register of Defence Lands under Cultivation. (AUTHORITY: CHAPTER - XVIII, PARA- 385 A, PAGE -210 OF AFLAM)

Ques.	8.	(a)	Describe (i) Short Stock Figure and (ii) Review Action Figure. (7 Marks)
Ans.	8.	(a)	<p>(i) Short Stock Figure: A minimum stock level termed Short Stock Figure is laid down for every range of equipment. When the depot stock fall below this level, the stocks are conserved by restricting issues against normal demands until replenishments are received and at the same time, action is initiated to expedite supplies against outstanding indents. This figure is laid down in terms of so many months' requirements. (AUTHORITY: IAP-1541, CHAPTER – 2, PARA- 38 AND 39)</p> <p>(ii) Review Action Figure: In order to ensure that in between periodical reviews, the existing assets are not unduly depleted on account of abnormal consumption, a warning level termed Review Action Figure is laid down for every range of equipment. When the depot stocks reach this level, the recording staff automatically warn the review staff to undertake a special review to examine the requirement for the item and ascertain whether it is necessary to place a supplementary indent. This figure is laid down in terms of so many months' requirements. (AUTHORITY: IAP- 1541, CHAPTER – 2, PARA- 38 AND 39)</p>
Ques.	8.	(b)	Who raises 'Draft Audit Notes'? What action is required to be taken by the Unit concerned on these Notes and why? (3 Marks)
Ans.	8.	(b)	<p>Draft Audit Notes are raised by Defence Audit Department and forwarded to the Air Force Formations/Units/PCDA(AF). All Units/Formations are to forward these Notes to Air Headquarters through their respective controlling Command Headquarters, along with a properly edited explanatory note. This action is required in order to provide advance information to Air Headquarters in respect of the likely Draft Audit Paras and also enable them to prepare a detailed reply thereto.</p> <p>(AUTHORITY: IAP 1501, CHAPTER – 1, PARA 60 OF AFO 22/2000)</p>

**MODEL ANSWERS WITH QUESTIONS OF
PAPER-VI (NAVY-THEORY WITHOUT BOOKS)
OF SAS-II EXAM.OF SEPT. 2018**

Ques.	1.	(a)	What are the general precautions to be taken by the Logistics Officers for stowage and reservation of the victualling stores? (3 marks)
Ans.	1.	(a)	<p>The LOGO/ Officer carrying out the victualling duties is responsible for the victualling stores on charge. He is to make sure that as far as practicable, all provisions are inspected at the time of acceptance or when received on board and are in good condition when stowed in store rooms. He should visit the stores-rooms frequently and see that:</p> <ol style="list-style-type: none"> The store rooms are kept clean and tidy. The provisions are stowed correctly. There is no obvious sign of deterioration. All items in stock are being used and brought for use on "First in First Out" basis. <p style="text-align: center;">(AUTHORITY: PARA -1202 OF VICTUALLING MANUAL)</p>
Ques.	1.	(b)	Army Supply Corps(ASC) is the primary source of supply for all provisions required by the Armed Forces. What are the other sources? Please comment. (4 marks)
Ans.	1.	(b)	<p>Army Supply Corps(ASC) is the primary source of supply for all provisions required for the Armed Forces. The provisioning of victuals for the three services is arranged by the Quartermaster General's (QMG) Branch at the Army Headquarters (AHQ). Supply and distribution to all the units of the three services is arranged by various Army Commands. At Kochi, Visakhapatnam and A&N Islands, however, which are primarily Naval Stations, the responsibility of supply and distribution has been taken over by the Navy which runs its own BVYs. BVY Mumbai, receives all supplies from ASC SD, Mumbai and arranges supplies for all the ships based at Mumbai. Establishments at Mumbai, however, receive supplies direct from ASC SD. All establishments based at Goa, Chilka, Chennai, Culcutta, Delhi, Jamnagar, Lonavala etc. also served by various ASC SDs.</p> <p style="text-align: center;">(AUTHORITY: PARA-0201 OF VICTUALLING MANUAL)</p>
Ques.	1.	(c)	What is the action to be taken in case of losses or damage of victualling stores in ships/establishments? (3 marks)
Ans.	1.	(c)	<p>All losses or damage of victualling stores in ships/establishments are to be investigated by the officers responsible for the stores and the results reported in writing to the Commanding Officer. The occasion of the loss or damage is to be fully described and it is to be stated whether any preventive action and if so what measures were taken for the recovery of stores lost. IAFAS-498 is to be used in respect of losses in stores, including those account of differences disclosed</p>

			<p>between the actual remains after muster and the remains per accounts. It is to be prepared in triplicate and disposed off as follows:</p> <ul style="list-style-type: none"> i. Original- To be forwarded to the Controller of Defence Accounts (Navy)/NLAO alongwith victualling account. ii. Duplicate- To be retained in support of the victualling account iii. Triplicate- To be retained on board. <p>(AUTHORITY: PARA -0410 OF THE VICTUALLING MANUAL)</p>
Ques.	2.	(a)	What are the factors affecting the selection of items for indigenization? (5 marks)
Ans.	2.	(a)	<p>The following factors are relevant in selecting equipment, spare parts or Naval Stores for indigenization:</p> <ul style="list-style-type: none"> i. Criticality of the item ii. Vulnerability to export control iii. Cost saving potential iv. Likely lead time, pre and post indigenization v. Likely obsolescence abroad vi. Technology availability in India. <p>(AUTHORITY: PARA -9.3, MATERIAL PLANNING MANUAL FOR INDIAN NAVY)</p>
Ques.	2.	(b)	What are the reasons for stores becoming surplus? How do you minimize such a phenomenon? (5 marks)
Ans.	2.	(b)	<p>Stores can become surplus as a result of:</p> <ul style="list-style-type: none"> i. Excessive initial provisioning ii. Excessive projections in user-compiled lists iii. Wrong ACL calculation iv. Multiple accounting and stocking v. Use of faulty provisioning formula <p>Stores becoming surplus can be minimized through careful material planning. A close watch on the stocks held and future use estimates is essential for this.</p> <p>(AUTHORITY: PARA -16.3 & 16.4 OF MATERIAL PLANNING MANUAL)</p>
Ques.	3.	(a)	What are the various occasions wherein stores are taken on charge or struck off charge? (6 marks)
Ans.	3.	(a)	<p>Stores are taken on charge on the following occasions:</p> <ul style="list-style-type: none"> i. Receipt from suppliers ii. Transfer from another storehouse or depot iii. Receipt through survey iv. Receipt ex-repair v. Rejection by demanding unit vi. Surplus fund <p>Stores can be struck off charge on the following occasions:</p> <ul style="list-style-type: none"> i. Transfer to provider or outward shipping ii. Transfer to another storehouse iii. Transfer to repair agency

			iv. Deficiency found v. Items destroyed during testing/inspection vi. lost in handling (AUTHORITY: PARA-15.1 & 15.4 OF MATERIAL PLANNING MANUAL)
Ques.	3.	(b)	What are the types of costs relevant to calculating issue prices? (4 marks)
Ans.	3.	(b)	The following are the types of costs relevant to calculating issue prices: i. procurement cost ii. Inventory carrying cost iii. Repair cost iv. Transportation cost v. Overheads (AUTHORITY: PARA-14.2 OF MATERIAL PLANNING MANUAL)
Ques.	4.	(a)	What is the broad classification of Store Depots in Indian Navy? What is the prescribed periodicity of local audit for the Stores Depots? What is the periodicity in case the Depot is situated in a different station from the NLAO? (5 marks)
Ans.	4.	(a)	The broad classification of Store Depots in Indian Navy is - Naval Store Depot; Naval Armament Store Depot; Weapon Equipment Depot; Victualling Store Depot. In the case of supply and store depots to which local audit staff is attached or functions in the same station, the audit will be generally conducted continuously on a monthly basis. The audit of store depots located outstation will be audited once in a quarter. (AUTHORITY: PARA- 81, GENERAL AUDIT PROCEDURE, NLAO'S MANUAL, 2000.)
Ques.	4.	(b)	In inter-Service Adjustments, what is the role of the consignor's NLAO in watching the vouchers when stores are issued from Navy to Army or Air Force? (5 marks)
Ans.	4.	(b)	When stores are issued from Navy to Army/Air Force the consignor's NLAO will receive from the issuing depots three copies of vouchers. The vouchers will be paired and prices checked. The vouchers will thereafter be dealt with as follows: i. Original copy of the voucher will be retained for audit. ii. Code head to which cost is to be credited will be marked on the voucher which will be sent with a covering memo to the CDA of the consignee. iii. A copy of the above covering memo will be forwarded to the Local Audit Officer of the consignee and his acknowledgement obtained. iv. The consignee's CDA will after necessary accounts adjustment forward the duplicate copy of the punching medium to the consignor's NLAO and this needs to be watched by the NLAO through a register prescribed for the purpose. (AUTHORITY: PARA- 95, NLAO MANUAL 2000)

Ques.	5.		Define the following with reference to duties of the NLAO Office: <ol style="list-style-type: none"> Linking Pairing Skeleton List Sub-List Top-List <p style="text-align: right;"><i>(2 marks each)</i></p>
Ans.	5.	(a)	LINKING- Means bringing together an entry in a ledger etc. and supporting voucher to ensure that the entry in the ledger etc. is strictly in accordance with the voucher or vice versa.
		(b)	PAIRING- Means bringing together two documents which are supposed to be facsimile copies one of the other to ensure that they are in fact identical.
		(c)	SKELETON LIST- Means the list with which vouchers are forwarded by the issuing depots to their NLAO periodically.
		(d)	SUB-LIST- Means the forwarding memo (on IAFZ-2014 or its equivalent) which shows the total number of Central or local purchase vouchers or receipt vouchers (duplicate copies of S. 134 etc.) in respect of each Ship/Estt. which are sent by the CDA(N)/NLAO to NLAO/SNLA (or recorded in the guard file relating the Ship/Estt. In the NLAOs own area).
		(e)	TOP-LIST- Means the forwarding memo (on IAFZ-2014 or its equivalent) which shows the consignee units, the total number of vouchers for each unit, and the grand total of vouchers on the list and is sent by a consignor's LAO/CDA(N) to a consignee's LAO with transfer Central or local purchase vouchers for verification of credits in the store accounts of the consignees. In respect of Ships and Establishments located in the audit area of the consignor's NLAO, they are retained by him in his capacity also of consignee's NLAO.
			(AUTHORITY: PARA- 39 OF NLAO MANUAL-DEFINITIONS)
Ques.	6.	(a)	Write a brief note on the following with reference to functioning of Naval Local Audit Officers. <ol style="list-style-type: none"> Stock Verification Audit Enfacement Scheduling of vouchers <p style="text-align: right;"><i>(3 marks)</i> <i>(3 marks)</i> <i>(4 marks)</i></p>
Ans.	6.	(a)	The responsibility of carrying out stock verification rests primarily and solely with the executive authorities concerned. The NLAO during his scheduled visit will verify the following: <ol style="list-style-type: none"> The staff employed in verifying stock is independent of the staff responsible for the physical custody of the stock. The system of stock taking adopted is adequate and proper. The results of stock taking are recorded in the ledgers, account card or the prescribed documents by a responsible officer under his dated initials.

			<p>iv. All the discrepancies detected during the stock taking are properly investigated, that all surpluses found on stock taking have been credited to Govt, and the deficiencies have been dealt with under the orders of the competent financial authority.</p> <p>v. The vouchers received prior to the date of stock taking have not been brought into the balance after stock taking.</p> <p>(AUTHORITY: PARA -75-A OF NLAO MANUAL-STOCK VERIFICATION)</p>
		(b)	<p>Audit Enfacement- All accounts, registers, documents, vouchers etc. which are audited will be enfaced 'Audited', 'Linked', 'Test Checked', 'Objected to', 'Remarked on' as the case may be. The NLAO, the SO(A) and the auditors will affix their dated initials and designations to each of these documents etc. in token of their having conducted that part of the examination, audit scrutiny or test check for which they are personally responsible. On the completion of audit, the auditor concerned will append a certificate to the office copy of the objection statement issued on the account.</p> <p>(AUTHORITY: PARA -76 OF NLAO MANUAL-AUDIT ENFACEMENT)</p>
		(c)	<p>Scheduling of Vouchers- After pairing the original and duplicate copies of issue vouchers the word paired will be endorsed on each duplicate copy of the voucher under the dated initials of the auditor concerned. A test check to this effect will also be carried out by the SO(A) who will initial (with date) the vouchers test checked by him. The Consignor's local audit staff will then detach the duplicate copies of issue vouchers and sort them into bundles by Ships and Estts. They will then prepare in duplicate an outward top-list on IAFZ-2014 for each consignee, NLAO/LAO. The top-list will record only the consignee, Units/Ships, the total No. of vouchers under top-list. They will also prepare a simple 'Reconciliation Statement' showing therein the total number of duplicate copies of vouchers received with a particular skeleton/detailed list and the distribution thereof to the consignee's local audit officers.</p> <p>(AUTHORITY: PARA- 46 OF NLAO MANUAL)</p>
Ques.	7.	(a)	<p>What is the difference between Capital procurement and Revenue procurement?</p> <p>(3 marks)</p>
Ans.	7.	(a)	<p>Capital procurement involves significant expenditure with the object of acquiring tangible assets of a permanent nature or enhancing utility of existing assets. Capital shall bear all charges for first construction and such further additions and improvements which enhance the useful life of the asset. Revenue procurement should bear all subsequent charges for maintenance and all working expenses. It also includes renewal and replacement of such equipment.</p> <p>(AUTHORITY: PROCUREMENT MANUAL)</p>

Ques.	7.	(b)	Distinguish between Central procurement and Local purchase. (3 marks)
Ans.			Central procurement is undertaken by consolidating requirements and against indents resulting from planned provisioning process like the Annual Provisioning Review, Refit Planning, Obsolescence Planning etc. Local purchase is undertaken within the local purchase powers of various authorities to meet short-term, adhoc or urgent requirements of Units/Estt. When supplies are not available through the Central Provisioning Agencies. Intimation regarding such purchases should be sent to the Central Provisioning Agencies. Local purchase also meets the requirement of Units for stores which are not within the purview of Central Purchase Organisation. (AUTHORITY: PROCUREMENT MANUAL)
Ques.	7.	(c)	Distinguish between prior concurrence of Integrated Finance and ex-post facto financial concurrence. (4 marks)
Ans.	7.	(c)	Prior concurrence of Integrated Finance is required as per delegation of financial powers to the Competent Financial Authorities(CFA). There is no provision under delegated financial powers to obtain ex-post facto concurrence of integrated finance. Such cases where prior concurrence is not obtained though required as per the delegation of financial powers, would be treated as cases of breach of rules and regulations and referred to the next higher CFA for regularization. Such realization will be subject to concurrence of IFA to the next higher CFA. (AUTHORITY: PROCUREMENT MANUAL)
Ques.	8.	(a)	What is meant by Cartel Formation/Pool Rates? What action is to be taken in situations of Cartel Formation? (5 marks)
Ans.	8.	(a)	Cartel Formation/Pool Rates: sometimes a group of tenderers quote identical rates against a rate contract tender. Such Pool Formation is against the basic principle of competitive bidding and defeats the very purpose of open and competitive tendering system. Such practices should be severely discouraged with strong measures. Suitable administrative actions like rejecting the offers, reporting the matter to Registrar of Companies, MRTP Commission, National Small Industries Corporation etc. should be initiated against such firms, on case to case basis, as decided by the competent authority. New firms should be encouraged to get themselves registered to break the monopolistic attitude of the firms forming Cartels. (AUTHORITY: PARA -14.18.1 OF DPM 2009)
Ques.	8.	(b)	What is meant by procurement on the basis of Proprietary Article Certificate (PAC)? What is the caution to be exercised while granting PAC? (5 marks)
Ans.	8.	(b)	Certain items/equipment's are the proprietary product of a manufacturing firm. Such items are only available with that firm or their authorized dealers as the detailed specification are not available for others to manufacture the item. Situations may also arise arrive when, for standardization of machinery or ensuring compatibility of

		<p>spare parts with the existing sets of equipment, goods and services have to be obtained from a particular source. In such situations, a Proprietary Article Certificate may be issued to the Original Equipment Manufacturer and items procured on PAC basis from that particular firm or its authorized dealers. PAC once issued will be valid for two years unless cancelled earlier by the CFA. PAC bestows monopoly and obviates competition. Hence, PAC status must be granted after careful consideration of all factors like fitness, availability, standardization and value for money. Many OEMs do not manufacture assemblies, sub-assemblies and components but outsource these items. Hence, such items may be available at cheaper prices with the actual manufacturers. The procurement officers must, therefore, keep abreast of the proper source knowledge and procure items from the right source to protect the interest of the State. However, the spares have to be sources from OEM or ORM approved/recommended manufacturers only in order to make the OEM responsible for the malfunctioning of the main equipment in which the spares have been fitted.</p>
		(AUTHORITY: PARA -4.5.1 & 4.5.3 OF DPM 2009)

**MODEL ANSWERS WITH QUESTIONS OF
PAPER VI (FACTORY-THEORY WITHOUT BOOKS)
OF SAS-II EXAM.OF SEPT. 2018**

Ques.	1.	(a)	State the conditions under which a TPC can recommend for re-tender in respect of Store procurement case? (4 marks)
Ans.	1.	(a)	Re-tendering may be recommended by the TPC and approved by the CFA, generally under the following conditions: (a) Offer(s) do not conform to qualitative requirements and other terms and conditions set out in the tender. (b) There are major changes in specifications and quantity, which may have considerable impact on the price. (c) Prices quoted are unreasonably high with reference to assessed reasonable price or there is evidence of a sudden slump in prices after receipt of the bids. (AUTHORITY: PARA -4.17.1 OF OFBPM 2010)
Ques.	1.	(b)	What is Purchase Requisition? (2 Marks)
Ans.	1.	(b)	Purchase Requisition is the demand raised by user section on purchase department to procure off the shelf items, tools, consumables, maintenance items and other miscellaneous items, service contracts, whole job contracts, transport services, maintenance contracts and other similar outsourcing contracts etc. (AUTHORITY: PARA -1.4.20 (V) OF OFBPM 2010)
Ques.	1.	(c)	What are the salient features of work done by the Annual Accounts Section of PCA (Fys), Kolkata? (4 marks)
Ans.	1.	(c)	The work of the Annual Accounts Section in Main Office consists of scrutiny, compilation and publication of Annual Accounts of the Ordnance and Ordnance Equipment Factories in accordance with the accounting procedure in vogue in the factories, Salient features of the work are as under :- i) Consolidation and submission of the Store Accounts, Production Accounts and other Accounts and Statements to the O.F. Board after carrying out necessary audit and check and consolidation of the same. ii) Preparation of Annual Accounts in Commercial format. iii) Audit and scrutiny of the Annual Statement of Principal Items of work done in the factories and consolidation of the same. iv) Printing and publication of the Annual Accounts with subsidiary statements and statement of principal items, as required by the O.F. Board. v) Issue of printed Book of Annual Accounts and Principal Items of work done in the factories to the O.F. Board, CGDA and other concerned Financial and administrative authorities. vi) Furnishing production costs of specific articles when required by

			<p>the Administrative and Financial authorities of Headquarters.</p> <p>vii) Dealing with Test Audit objections on the Consolidated Annual Accounts of the Factories raised by the local Test Audit Party under Principal Director of Audit and its subordinate officers.</p> <p>viii) Scrutiny, analysis and consolidation of Quarterly Financial Review (QFR) and submission of the same to the respective competent authority.</p>
			(AUTHORITY: PARA- 1013 OF OM VI VOL. III)
Ques.	2.	(a)	<p>Define Night Shift Bonus and Night Duty Allowance?</p> <p style="text-align: right;">(4 Marks)</p>
Ans.	2.	(a)	<p><u>Night Shift bonus</u></p> <p>A night shift represents the hours worked between the termination of the day shift and the normal opening hours of the next day (A day shift will be 12 hours from the normal time of work in a factory) The piece workers who perform overtime work under Departmental rules in the night shift will be paid an extra half hour pay termed as 'Night shift bonus'.</p> <p style="text-align: right;">(AUTHORITY: PARA -196 OF OM VI VOL. I)</p> <p><u>Night Duty allowance</u></p> <p>Industrial employees are eligible for Night Duty allowance on the basis of weightage of 10 minutes for every hour of night duty performed between 22.00 hours and 6.00 hours at the rates specified in the Government orders issued from time to time. Night duty allowance will not be admissible during overtime hours if any falling within the night duty hours. The allowance will not be treated as 'Pay' for the purpose of piece work earnings or for other allowances admissible to the employees.</p> <p style="text-align: right;">(AUTHORITY: PARA-201 OF OM VI VOL. I)</p>
Ques.	2.	(b)	<p>How the period of strike/token strike resorted to by Industrial employees is to be treated?</p> <p style="text-align: right;">(3 Marks)</p>
Ans.	2.	(b)	<p>The period of strike/token strike resorted to by industrial employees is to be regarded as 'Dies-non'. It counts neither as service nor as break in service. Unless otherwise stated no pay and allowance will be admissible to workers for the period they are on strike/token strike, etc. Deduction of wages on account of</p> <p style="text-align: right;">(AUTHORITY: NOTE BELOW PARA-147 (B) OF OM VI VOL. I)</p>
Ques.	2.	(c)	<p>What is the life span of the following machineries?</p> <p>i. Plant & Machinery</p> <p>ii. Tool Room Machine</p> <p>iii. Electronic Telephone Exchange</p> <p style="text-align: right;">(3 marks)</p>
Ans.	2.	(i)	20 Years
		(ii)	10 Years
		(iii)	7 Years
			(AUTHORITY: PARA 3.5 (A)(I) TO(III) OF OFBPM -P&M(AUG 2013)

Ques.	3.	(a)	What is scale audit? Who is the audit authority for Scale audit register in ordnance factories? (4 marks)
Ans.	3.	(a)	<p>The objective of Scale Audit is to ensure that authorized strength for each grade and trade of the Industrial Employees, as fixed by the OFB for each factory is not exceeded. The Accounts Office is required to check the actual strength with the sanctioned strength on receipt of Factory Orders notifying promotions, reversions, transfers to different trade/grades, etc. and bring to the notice of the management any variation noticed by them for regularization.</p> <p>The register in Ordnance factories is subject to audit by Internal Audit Cell functioning under Chief Internal Auditor (Fys), Kolkata.</p> <p>(AUTHORITY: PARA-256 & 257 OF OM VI VOL. I)</p>
Ques.	3.	(b)	Describe Guarantee Pay. (4 marks)
Ans.	3.	(b)	<p>Guarantee pay is admissible to Piece Workers when their piece work earning during the wage period falls below the actual basic time wages applicable for that period. It may also be stated in other words that payment of the element of Guarantee Pay becomes necessary when Output hours generated by a piece worker by his actual production performance become less than the Input hours for which he remained engaged in production. In such cases where Input hour is higher than the Output hour the profit percentage will be minus percentage resulting generation of minus (-) profit indicating a below par performance and that amount of minus (-) profit (Loss) is termed as 'Guarantee Pay'.</p> <p>(AUTHORITY: PARA-154 OF OM VI VOL. I)</p>
Ques.	3.	(c)	What is Hospital Leave /Injury Pay? (2 marks)
Ans.	3.	(c)	<p>Hospital leave may be granted to industrial employees whose duties involve handling of dangerous machinery, explosive materials, poisonous drug and the like or the performance of hazardous tasks while under medical treatment in a hospital or otherwise for illness or injury, if such illness or injury is directly due to risks incurred in the course of duties.</p> <p>(AUTHORITY: PARA-177 OF OM VI VOL. I)</p>
Ques.	4.	(a)	<p>Define the following terms:</p> <p>i. Danger Level</p> <p>ii. Process Cost</p> <p>(2 x 2 =4 marks)</p>
Ans.	4.	(a)	Denotes the quantitative limit below which stock must not be allowed to fall. When stock reaches this level it is immediately necessary to take suitable provision action.
		(i)	
		(ii)	The cost of product at each process, operation or stage of manufacture, where the product of one process becomes the materials of another process or operation.
			AUTHORITY: DEFINITIONS ON PAGE X OF OM VI VOL. I)

Ques.	4.	(b)	Why it is necessary for an Accounts Officer to visit Production shops/sections of an Ordnance Factory frequently? (6 Marks)
Ans.	4.	(b)	<p>Such visits to the shops are all the more necessary for the following reasons:</p> <p>(a)Accounts Officers are frequently required to comment on the comparative cost of manufacture between one factory and another and between Factories cost and Trade price. This can be done only when Accounts Officer understands the technique of Manufacture, the difference in practice between the Trade and Ordnance Factories and critically examine the process of manufacture and discuss the matter with the management.</p> <p>(b) Veracity of the estimates can also be examined by an on-the-spot study of the actual utilisation of labour/material.</p> <p>(c) It will be possible for the Accounts Officer to ascertain the accumulations of work-in progress and the reasons thereof. He can render suitable advice for speedy completion of warrants and early liquidation of the work in progress. Accounts Officer can also examine on the spot why certain warrants are lying outstanding in the semi stage and if it is due to shortage of materials/ components, reasons therefore should be investigated to see whether timely provisioning action was taken and if necessary, it would be more prudent he may take up the matter in advance with the AO of the Feeder Factory in case the warrants are outstanding for non-supply of components from there. Besides making routine correspondence with the management for clearance of the outstanding warrants/ work-in-progress, Accounts Officer should also scrutinise on the spot the exact difficulties experienced by the shops in completing the warrants, discuss matter with the shop foreman and other supervisory staff and where necessary, render suitable advice to short close the warrants etc.</p> <p>(d) Irregular flow of documents and belated documentation are some of the inherent problems in the factory. Accounts Officers can improve the position by his frequent visit to the shop by persuading the management at the shop level to prepare the document in time and send them in an even flow.</p> <p>(e) The budget of variable overhead charges is framed for each shop by the shop budget committee and finalised by the Central Budget Committee. The success of the budgeting depends on how realistically the programme of production and variable charges are assessed. Accounts Officers visit to the shop will help him to know the trend of production and with reference to that he can scrutinise how far the programme of production assessed for a quarter in respect of a particular shop is realistic and can be achieved with available facilities.</p> <p style="text-align: right;">(AUTHORITY: PARA-656 OF OM VI VOL. II)</p>

Ques.	5.	(a)	When Pre-BID Conference will be organized by an Ordnance Factory and state the objective of it? (5 marks)
Ans.	5.	(a)	<p>In case of turn-key contract or contract of special nature for purchase of sophisticated and costly equipment, a suitable provision shall be kept in the tender enquiry document for a pre-bid conference for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the tender enquiry document. Representations, if any, received during the pre-bid conference shall be critically examined. The objective shall be to allow a level playing field as wide as possible. The date, time and place of pre-bid conference shall be indicated in the tender enquiry document for information of the interested bidders. This date shall be sufficiently ahead of tender opening date. Any amendment shall be duly notified to all bidders who purchased the bid documents or shown interest in case of e-procurement.</p> <p>(AUTHORITY: PARA-523 AB UNDER CHAPTER VII OF OM VI VOL. I)</p>
Ques.	5.	(b)	What are the main stages in the Planning, Sanctioning and Execution of Capital Works in r/o buildings of Ordnance Factory? (5 marks)
Ans.	5.	(b)	<p>Following are main stages in the planning, sanctioning and execution of Capital Works:</p> <ul style="list-style-type: none"> i. Statement of Case for New Works. ii. Approval of Annual Development Plan at OFB iii. Acceptance of Necessity iv. Preparation of Approximate Estimates v. Administrative Approval vi. Tender Action vii. Acceptance of Contract viii. Execution of Works <p>In case, situation demands, following actions are also taken, within the provisions of extant instructions:</p> <ul style="list-style-type: none"> ix. Issuance of Revised Administrative approval x. Go-ahead sanction for emergency works xi. Reduction of scope of work <p>(AUTHORITY: PARA-524 D OF OM VI VOL. I)</p>
Ques.	6.	(a)	a. Explain any four Class of Vouchers. (4 marks)
Ans.	6.	(a)	<p>There are following Class of Vouchers:</p> <p>Class 1. Cash Voucher – These are the vouchers notifying expenditure in form of Cash/Cheque/NEFT etc</p> <p>Class 2. Transfer Entry – These are the vouchers notifying rectification of any voucher</p>

			<p>Class 3. Inter Departmental Schedules – These are the vouchers generated for the transaction within the same accounting circle i.e. between two sister Ordnance Factories</p> <p>Class 4. Abstracts of Receipts & Charges</p> <p>Class 5. Cash Accounts - Cash assignment transactions are notified in this class of Voucher</p> <p>Class 6. Railway Bills – These vouchers are for adjustment transactions with the Railways</p> <p>Class 7. Allocation – These are the vouchers generated for adjustment of any vouchers generated by other accounting circles. e. g. if any voucher is generated by PCDA (New Delhi) for CP stores pertaining to OFs, class 7 voucher is operated for allocation of such expenditure to respective units/formation.</p> <p>Class 8. DID Schedules – This is operated for transferring transactions from one accounting circle to another within the Defence Accounts Department</p> <p>Class 9. MES Bills – These are adjustment vouchers for settlement of MES bills</p>
			(AUTHORITY: PARA-38 OF OM VI VOL. I)
Ques.	6.	(b)	<p>What are the types of Un-orthodox balances?</p> <p style="text-align: right;">(4 marks)</p>
Ans.	6.	(b)	<p>Types of Unorthodox Balances are:</p> <p>(i) Plus Quantity Minus Value</p> <p>(ii) Plus Quantity Nil Value</p> <p>(iii) Nil Quantity Plus Value</p> <p>(iv) Nil Quantity Minus Value</p> <p>(v) Minus Quantity Plus Value</p> <p>(vi) Minus Quantity Minus Value</p> <p>(vii) Minus Quantity Nil Value</p> <p style="text-align: right;">(AUTHORITY: PARA-425 OF OM VI VOL. I)</p>
Ques.	6.	(c)	<p>Mention any two forms of Letter of Credit being used in Defence Department.</p> <p style="text-align: right;">(2 marks)</p>
Ans.	6.	(c)	<p>Basic forms of Letters of Credit (L of C): Basic forms of LCs as applicable to Defence Departments are as follows:</p> <p>(a) Revocable letter of credit.</p> <p>(b) Irrevocable letter of credit.</p> <p>(c) Confirmed letter of credit.</p> <p>(d) Revolving letter of credit</p> <p>(e) Divisible and non-divisible letter of credit</p> <p style="text-align: right;">(AUTHORITY: PARA-516 A OF OM VI VOL. I)</p>

Ques.	7.	(a)	Explain Paid Holidays? (3 Marks)
Ans.	7.	(a)	<p>Holiday pay for piece workers is to be calculated based on the formula $(1/N-S) \times \text{Actual Basic Pay}$ where 'N' represents the number of days in a month and 'S' represents the number of Sundays in the month. Holiday pay is paid separately. Holiday pay is not, however, admissible to them when the paid holidays fall within the period of leave without pay. It is not also admissible separately as an element of wages to the piece workers when the paid holidays fall within a spell of leave with pay/half pay in which case the entire period will be treated as leave with pay/half pay as the case may be and paid accordingly. Holiday Pay is however, admissible for any paid holiday which may be affixed or prefixed to leave.</p> <p>(AUTHORITY: PARA-202 OF OM VI VOL. I)</p>
Ques.	7.	(b)	Describe the purpose for conducting the Trade Test by an Ordnance Factory. (3 Marks)
Ans.	7.	(b)	<p>Promotion to a higher grade in the same trade, transfer to a different trade and appointment as a tradesman will be subject to passing the prescribed trade test. For this purpose, a trade test board will conduct tests as per details of specifications approved by the DGOF for each trade and grade.</p> <p>(AUTHORITY: PARA-286 OF OM VI VOL. I)</p>
Ques.	7.	(c)	How Labour Abstract is prepared? (4 Marks)
Ans.	7.	(c)	<p>All piece work cards, day work cards, allocation sheets and the labour punching media pertaining to a month are sent to the E.D.P. Section of the Accounts Office for the preparation of labour abstract through Costing Package. While forwarding these documents, the Labour Section also intimates control totals of each kind of document pertaining to each section. The Labour Abstract is prepared section-wise showing each work order and warrant the amount of labour booked. A top sheet is also prepared for each section showing the total charges booked against each work order series (01, 02, 70, 90, etc. series) and also the grand total for the section.</p> <p>(AUTHORITY: PARA-229 OF OM VI VOL. I)</p>
Ques.	8.	(a)	Describe the items of expenditure of a shop in respect of Variable Overhead (VOH). (4 marks)
Ans.	8.	(a)	<p>The variable overhead expenses of any shop comprise of items of expenditure which relate to-</p> <ul style="list-style-type: none"> - repairs, maintenance, running of machinery - general shop labour - various allowances and incentives paid to industrial employees for supply and maintenance of service such as power, steam, gas etc.

			<ul style="list-style-type: none"> - pay and allowances of personnel deployed for generation, distribution, maintenance, repair etc. of utilities (Electricity, Water, steam and gas) for the part of utilities cost which cannot be charged direct - due to general nature of their usage. <p>All such expenses are booked against '02' series of work order.</p>
			(AUTHORITY: PARA-529 OF OM VI VOL. I)
Ques.	8.	(b)	<p>Name two type of block registers and state the information shown therein?</p> <p style="text-align: right;">(6 marks)</p>
Ans.	8.	(b)	<p>The accounts of Capital Assets in the factories are maintained in two Block Registers on IAF (Fac) 77 by Accounts Office. One for Building items and the other for Machinery items. While the Block Register for Machineries will show only the Book Value of the Machinery, a complete record of accounts of the Building items of the factory will be maintained showing the depreciated value of the Buildings at the year-end. Block Register for Machineries will continue to show only the Book Value as it should remain in perpetuity whereas Block Register for Building and other items etc. will show: -</p> <ul style="list-style-type: none"> (i) The original purchase value (ii) First year's depreciation charges (iii) Opening balance of the book value of Capital Assets other than Plant & Machineries (depreciated book value in the case of depreciable items) (iv) Additions during the year. (v) Reduction during the year (including the annual depreciation) and (vi) The closing depreciated book value at the end of the year.
			(AUTHORITY: PARA-754 (I) TO (VI) OF OM VI VOL. II)

रक्षा लेखा विभाग
DEFENCE ACCOUNTS DEPARTMENT

अधीनस्थ लेखा सेवा परीक्षा – भाग II
S.A.S. EXAMINATION – PART II

सितम्बर/September, 2018

प्रश्न पत्र VII – सैद्धांतिक (बिना पुस्तकों के)
PAPER VII – THEORY (WITHOUT BOOKS)

विषय : वित्तीय प्रबंधन, एकीकृत वित्तीय सलाह प्रणाली तथा विधि के तत्व
SUBJECT: FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW

अनुमत्य समय/Time Allowed : 3 घंटे/Hours

अधिकतम अंक/Max. Marks. 100

टिप्पणियां/Notes :

1. कुल मिलाकर अभ्यर्थियों को 10 प्रश्नों का उत्तर देना है – भाग-I से कुल 6 प्रश्नों में से 4 प्रश्न, भाग-II से 5 प्रश्नों में से 3 प्रश्न तथा भाग-III से 5 प्रश्नों में से 3 प्रश्न।

In all, candidates are to attempt 10 questions – 4 questions out of 6 questions from Section-I, 3 questions out of 5 questions from Section-II and 3 questions out of 5 questions from Section-III.

2. भाग-I, II तथा III में प्रत्येक प्रश्न 10 अंकों के हैं।

Each question in Section-I, II and III carries 10 marks.

3. प्रत्येक भाग के संबंध में प्रश्न का उत्तर एक ही स्थान पर दिया जाना चाहिए।

Answer to questions in respect to each section should be written at one place.

PAPER-VII - MODEL ANSWERS**भाग-I (वित्तीय प्रबंधन)****Section-I (Financial Management)****1.**Write short notes on **any five** of the following with reference to the Central Treasury Rules:**(Total 10 Marks)****(2 Marks each)**

(a)

Ans.

Under the Central Treasury Rules, generally money can be withdrawn from Government accounts by presentation of bills. These Rules also provide for withdrawal of money from Government accounts by cheques.

(b)

Ans.

presented both by government and non-government individuals/ entities. A 'bill' is a statement of claims against the government. The bill contains details of the nature of claim and the amount. A bill becomes a 'voucher' when it is receipted and stamped as paid.

(c)

Ans.

Bills for pay and fixed allowances shall be prepared in the prescribed form (Form TR-22). Separate pay bills are to be prepared for establishments whose charges are debitable to different heads of accounts. Each bill may include both permanent and temporary establishments and may be divided into separate sections accordingly. The monthly bill should be supported by an absentee statement. Each pay bill should be endorsed with a certificate regarding its accuracy. The bill shall also reflect the deductions to be made viz. provident fund, income tax, HRA etc.

(d)

Ans.

Every bill of overtime allowance shall contain a certificate of the Head of office stating that the persons for whom overtime allowance is claimed have actually worked overtime, the periods claimed have been checked, the rates are as per sanction of competent authority and the overtime allowance has been taken into account to calculate for income tax due.

(e)

Ans.

incurred for the management of an office or for the technical working of the department excluding items which fall under some other heads of expenditure e.g. works. The five classes of contingent charges are – contract contingencies, scale regulated contingencies, special contingencies, countersigned contingencies, fully vouched contingencies.

(f)	Ans.	<p>The examples are :</p> <ul style="list-style-type: none"> • Claims on account of pension, • Claim on account of pay and allowances of such non-gazetted government servant whose names are not required to be shown in the pay bills. • Claims on account of interest on government securities. • Any other class of payments governed by special rules/ orders of the government.
2. (a)	Ans.	<p>Ministry of Defence is authorised to import equipment directly (debitable to major heads 2076, 2077, 2078, 2079, 2080 and 4076). These foreign transactions are handled by PCDA ND, PCDA (Navy) Mumbai, PCOA (Fys) Kolkata, PCDA (R&D) Delhi and Hyderabad, CDA (R&D) Bangalore. The payments may be made by e-transfer/ SWIFT arrangements or through letter of credit. The banks involved in these foreign transactions are those who have been authorised by RBI for dealing in government transactions. These payments are adjusted through the defence proforma account at CAS Nagpur.</p> <p style="text-align: right;">(5 Marks)</p>
(b)	(i)	<p>The Annual Financial Statement is a statement of estimated annual receipts and expenditure prepared by the Union Government or the State Governments. The Annual Financial Statement, also known as the Budget, is presented to the respective legislature. The Budget shows the receipts and payments of the Government under the consolidated fund, contingency fund and public account. The Budget comprises both the revenue and capital budget. The budget contains separate demands for each ministry/ department.</p> <p style="text-align: right;">(2.5 Marks)</p>
	(ii)	<p>Under the scheme of departmentalization of accounts of the Union brought about since April, 1976, separate pay & accounts offices have been set up for the central ministries/ departments of the Govt. of India and the union territories. The pay & accounts offices are responsible for expenditure/ receipts and maintenance of accounts.</p> <p>All the states are divided into a number of districts and in the headquarters of each district there is a district treasury. The treasuries are controlled by the state government. The treasuries are the units of the fiscal systems at which the public accounts start. The receipts of the government are paid into the treasury and payments are disbursed therefrom on behalf of the government. Receipts into treasuries are made through challans and payments from treasuries are made on the basis of bills presenting claims. Some state capitals have pay account office systems in lieu of district treasuries.</p> <p style="text-align: right;">(2.5 Marks)</p>

3.		<p>Write short notes on any two of the following:</p> <p style="text-align: right;">(Total 10 Marks) (5 Marks each)</p>
3. (a)	Ans	<p>Government e-market place (GeM) is an online system for purchase of common user goods and services by government ministries/ departments. These goods/ services are offered for online sale on GeM by the registered suppliers/ firms. Under the GFR, government has made it mandatory for all government ministries and departments to procure stores available on GeM.</p> <p>The GeM system is maintained and operated by DGS&D.</p> <p>The monetary limits prescribed for procurement through GeM are:</p> <ul style="list-style-type: none"> • Upto Rs. 50,000 – through any of the suppliers available on GeM who meet the required specs and delivery period. • Above Rs. 50,000 upto Rs. 30 lakhs – through the supplier having the lowest price meeting the requisite specifications etc. by employing online bidding. • Above Rs. 30 lakhs – through the supplier having lowest price after mandatorily obtaining bids. • For the last two cases, if necessary, reverse auction may be done. <p>Some of the tools available on GeM are:</p> <ul style="list-style-type: none"> • Online bidding • Reverse auction • Business analytics
(b)		<p>As per GFR, goods can be procured both through the bidding process and without obtaining bids. Where tendering process is applicable, the any of the prescribed tendering modes can be applied. The related guidelines in GFR are as under:</p> <ul style="list-style-type: none"> • Goods upto the value of Rs. 25,000 on each occasion may be procured without obtaining bids. • Purchase of goods costing above Rs. 25,000 and upto Rs. 2.5 lakhs on each occasion may be made on the recommendations of the local purchase committee who will survey the market for reasonableness of rate, quality and specs. • Where bids are obtained, the types of bidding processes are: open/ advertised tender enquiry (TE), limited TE, single TE, two stage bidding, PAC bidding: electronic reverse option. In all these kind of tendering processes (except PAC and two stage bidding), a two-bid system may be followed i.e. receipt of technical bids and commercial bids in separate envelopes.

(c)	<p>The GFR prescribes procedure for procurement of consulting services. The Request for Proposal (RFP) to be used by the Ministry/ Department for obtaining offers from the consultants for required service should contain the following:</p> <ul style="list-style-type: none"> • A letter of invitation • Information to consultants regarding the procedure for submission of proposal • Terms of Reference • Eligibility and pre-qualification criteria • List of key positions held alongwith CV • Bid evaluation criteria and selection procedure • Proposed contract terms • Procedure for mid-term review of progress of work done by the consultant and review/ acceptance of final report of the consultant.
4.	<p>The "Introduction to Indian Government Accounts and Audit" is one of the monographs prescribing the procedure for financial administration in India. As stipulated in this manual, the salient features of financial administration in India is as follows:</p> <ol style="list-style-type: none"> i. The overall process of control over the financial administration in the Union and the States is three fold viz. legislative control, administrative control and audit control. ii. The legislature determines the manner of raising resources and how the money so raised is to be spent. For the latter, the legislature specifies objects on which the money can be spent. The amount to be spent is determined every year through the presentation of the annual budget, i.e. the Annual Financial Statement showing the estimated receipts and proposed expenditure. Legislature ensures that the moneys voted are utilised for the stated purpose. The legislative control is also exercised through the prescribed parliamentary procedures and through a system of parliamentary committees. iii. The administrative control is exercised by ensuring that the collected moneys as authorised by the legislature are spent as per policies laid down by the legislature. In this regard, the administration is accountable to the legislature. iv. Audit control encompasses the following elements – fiscal accountability (fiscal integrity, full disclosure and compliance), managerial accountability (efficiency and economy), program accountability (achievement of objectives of common programmes). v. The various instruments/ agencies/ procedures involved in financial administration are – preparation/ presentation of Annual Financial Statement, ensuring borrowings, appropriation procedures, administration of Consolidated Fund of India or of the States, operation of treasuries, classification/ compilation and consolidation of accounts and rendition of appropriation accounts. <p style="text-align: right;">(10 Marks)</p>

5.	<p>According to the Indian Contract Act, 1872, the criteria for a valid contract are:</p> <ul style="list-style-type: none"> • <u>Competency to contract:</u> Every person is competent to contract who is of the age of majority according to the law to which he is subject and he should be of sound mind. He should not have been disqualified from contracting under any law. • <u>Free consent of the contracting parties:</u> Free consent implies absence of coercion, undue influence, fraud, misrepresentation or mistake on the contracting parties. • <u>Lawful consideration:</u> Consideration is an essential element of a valid contract. Consideration may be past, present or future. It should be initiated at the desire of the promisor and it must be something of value. Contracts made without consideration are as a general rule held to be void. • <u>Lawful object.</u> Consideration has to be lawful i.e. it should not be in contravention to provisions of any law or involve injury to the person or property of another. It should not be immoral or opposed to public policy and should not be interference with course of justice. <p>The general Conditions of Contract (GCC) and the Special Conditions of Contract (SCC) are the two means/ routes for reaching the stage of contracting. The GCC flow from the policy of the buyer on various matters covered in the contract e.g., GCC may cover such aspects that the buyer would make advance payment, on furnishing of a bank guarantee by the seller. The SCC however are specific to the subject matter of the particular contract. SCC are complimentary to the GCC in as much as they give out against each GCC any specific conditions. For example, under the GCC the buyer may spell out that advance payment will be made on production of bank guarantee; and under the corresponding SCC the buyer may indicate that the quantum of advance payment would be 10%. The advantage of following the GCC/ SCC route is that the process is transparent and the award criteria are made known to the seller in advance. The disadvantage is that there arises a need to refer to several voluminous documents.</p> <p style="text-align: right;">(10 Marks)</p>
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6. (a)	(i)	<p>According to DPM, Limited Tender Enquiry (LTE) can be resorted to in following circumstances even though the procurement value exceeds Rs. 25 lakhs:</p> <ul style="list-style-type: none"> • Where the indenter certifies that the demand is urgent. Nature of urgency should be recorded and is placed on record. • Based on reasons recorded by CFA that it would not be in public interest to procure the goods through advertised tender enquiry. • Where sources of supply are definitely known and possible of afresh sources is remote. • Where nature of item is such that pre-verification of the competence of the firm is essential. <p style="text-align: right;">(2.5 Marks)</p>
	(ii)	<p>DPM-2009 defines the following situations that would imply lack of competition:</p> <ul style="list-style-type: none"> • Number of acceptable offers is less than two. • There is cartel formation and ring prices have been quoted by all tenderers. • Product of only one manufacturer has been offered by all the tenderers (irrespective of number of quotations). • Store under purchase is chronically is short supply against which the number of acceptable offers never exceeds two. <p style="text-align: right;">(2.5 Marks)</p>
6. (b)		<p>An Integrity Pact is signed between the government and the bidders in which the government promises that it will not accept bribes during the procurement process and bidders promise that they will not offer bribes. Integrity Pact is to be mandatorily signed in all procurement contracts exceeding Rs. 100 crores.</p> <p style="text-align: right;">(5 Marks)</p>
भाग-II (एकीकृत वित्तीय सलाह प्रणाली) SECTION-II (IFA SYSTEM)		
1. (a)		<p>Discuss any two of the following concepts in provisioning:</p> <p style="text-align: right;">(5 Marks) (2.5 Marks each)</p>
	(i)	<p>Forecast Factor - "Forecast Factor" is a concept relevant in provisioning proposals i.e. in determining the quantum of items for which provisioning is to be carried out. The forecast factor is a multiplication factor which is applied to the past consumption data for spares and equipment in order to estimate the rate of consumption during the ensuing period. Forecast factors differ for different types of items. These are fixed by the Directorate of Maintenance, Air Hqrs. and to the provisioning sections.</p>

	(ii)	MPE - MPE stands for Maximum Potential Establishment. MPE is the level upto which various types of stores/ equipment are authorised to be provisioned at any given time. MPE is expressed in terms of time period (months) of anticipated requirement and it denotes the future period for which requirements of stores/ equipment must be provisioned in bulk. The MPE for any range of equipment is fixed both in relation to authorised level of holding and the procurement lead time.
	(iii)	CAR - CAR stands for Current Annual Rate. It is the recurring consumption during the past 1 year (now 5 years as per directions of HQMC) preceding a provision review. In calculating the CAR numbers taken into consideration are recurring consumption in the past 12 months, outstanding dues out and recurring dues out.
	(iv)	SSF - SSF stands for Short Stock Figure. SSF is a pre-determined stock level at the Stock Holding Depots on reaching which action is taken for provisioning, expediting dues in. SSF levels for various ranges of equipments are indicated in prescribed IAF documents.
1. (b)		<p>In the IAF, Rotables are referred to as those items which are capable of being repaired and reused. This term is used to denote following items – items expected to show turnover at the units as a result of usage, items considered economical for repair/ reuse, items which must be returned to the appropriate repair agency for repair/ overhaul. The system of provisioning of rotatables is different from that of other items where FF and CAR are applied to determine gross requirements. Aircraft rotables are scaled items and requirements are calculated with reference to units' entitlements and authorised reserves. The provisioning of rotables is done only to cover anticipated wastage and any additional requirement arising out of increase in scales.</p> <p style="text-align: right;">(5 Marks)</p>
2. (a)	Ans.	<p>In the Indian Navy repair/ refits of ships can be carried out by the naval dockyards. The procedure of which is as follows:</p> <ul style="list-style-type: none"> • Defect lists (DLs) are initiated by the ships/ submarines and are forwarded to CRO at command and to the naval dockyard. • Naval dockyard gives its technical comments and recommendations on the DLs and forwards them to the command. • Technical Division of the command examines the DLs and recommendations of the naval dockyard. • After further technical analysis the command accords approvals to the DLs. • Once the DLs are approved, naval dockyard undertakes the repair/ refit work. <p style="text-align: right;">(5 Marks)</p>

(b)	Ans.	<p>Repair/ refit works of repeated nature are processed on rate contract basis. Some of the types of repair/ refit works undertaken through rate contracts are:</p> <ul style="list-style-type: none"> • Chipping and painting. • Grit blasting • Deck tiling • Chemical cleaning of coolers • Renewal of hull structures/ hull plates • Regutting/ Degutting of equipment <p style="text-align: right;">(5 Marks)</p>
3. (a)	Ans	<p>'Rate Contracts (RC)' and 'Price Agreements (PA)' are synonymously used. Though both the concepts have some commonalities such as agreed rates of items, there is certain distinction between the two. The RC is particularly facilitating as it enables procurement of indented items with economies of scale and is particularly useful for recurring bulk procurement. RC is an agreement between the purchaser and the supplier for supply of specified goods at specified price and terms and conditions. The PA facility is used when while procuring goods and services it is expedient to enter into a PA with the OEM. The PA is finalised after due negotiations and may be valid for a period of 3 years and then extendable further with the approval of next higher CFA. Thus, PA is applicable only where repeated procurement is being done from an OEM.</p> <p style="text-align: right;">(2.5 Marks)</p>
(b)	Ans	<p>'Object Heads' relate to a sub-head or standard objects against which the provision for expenditure appears as a primary unit of appropriation. The object heads have been grouped into seven object classes. Some examples of object classes are: personnel services and benefits; administrative expenses; contractual supplies and services; grants; acquisition of capital assets; etc. Each of these object classes has several object heads. E.g. the object class of 'Personnel Services and Benefits' will have object heads such as salaries, overtime allowance, pensionary charges etc. Similarly, the object class of 'Contractual Services and Supplies' will have object heads such as suppliers and materials, cost of arms and ammunition, minor works etc.</p> <p style="text-align: right;">(2.5 Marks)</p>
(c)	Ans	<p>'Head of Department (HoD)' means an authority specified in Schedule I of DFP Rules, 1978. HoD is identified in relation to the office or offices under his administrative control. Whereas the 'Head of Office (HoO)' is a gazetted officer so appointed by the HoD.</p> <p style="text-align: right;">(2.5 Marks)</p>

(d)	Ans.	<p>The different schedules in DFPR, 1978 are:</p> <ul style="list-style-type: none"> • Schedule I: List of heads of departments • Schedule II: Powers to create permanent posts • Schedule III: Powers to create temporary posts • Schedule IV: Powers of appropriation and reappropriation • Schedule V: Powers to incur contingent expenditure • Schedule VI: Powers to incur miscellaneous expenditure • Schedule VII: Powers to write off losses <p style="text-align: right;">(2.5 Marks)</p>
4.		<p>Answer any five of the following with reference to the DFPDS-2016:</p> <p style="text-align: right;">(Total 10 Marks) (2 Marks each)</p>
4. (a)	Ans.	<p>The purpose of DFPDS (Delegation of Financial Powers to Defence Services) is to define a conceptual framework for delineating the delegated financial powers of the various authorities in the defence services. DFPDS was first issued in 2006; this was followed by DFPDS-2015; the latest edition is DFPDS-2016.</p>
(b)	Ans.	<p>Under DFPDS-2016 the delegated financial powers are contained in different Schedules. The Schedules have been structured to facilitate linkages of expenditure with objectives and are in concordance with the budgetary code heads (major, minor, sub-heads) given in the Classification Handbook (for defence services estimates) issued by the CGDA.</p>
(c)	Ans.	<p>The delegated financial powers for procurement, as given in different Schedules of DFPDS-2016, are arranged/ organised with reference to the following: capital and revenue procurement; different categories of procurement (goods, services, leasing etc.); stage of procurement (AON stage, expenditure angle sanction, post-contract management stage); whether central or local procurement; scaling of equipment etc.</p>
(d)	Ans.	<p>DFPDS-2016 provides for separate service wise schedules for non-procurement powers. The items covered under non-procurement powers do not have direct financial implication. Examples of such items are: writing off of losses, regularisation of audit objections, issue of technically life expired items for display/ training, etc.</p>
(e)	Ans.	<p>The delegated powers mentioned in the schedules cannot be sub-delegated by any CFA. The CFA can however authorise any subordinate official to sign procurement and non-procurement related documents on his behalf, like sanction letter, supply order etc. As per DFPDS, the delegated powers are vested in the post; hence if the CFA is on leave or training etc. the powers can be exercised by those who are officiating on that post. This however is not to be considered as sub- delegation of powers.</p>

(f)	Ans.	<p>DFPDS-2016 has five Schedules of powers for authorities in the defence services. These are:</p> <ul style="list-style-type: none"> • Army Schedules of Powers (ASP-2016) • Navy Schedules of Powers (NSP-2016) • Airforce Schedules of Powers (AFSP-2016) • Integrated Defence Services (IDS) Schedules of Powers (ISP-2016) • Medical Schedules of Powers (MSP-2016)
(g)	Ans.	<p>Schedules under DFPDS-2016 are covering powers of CFAs for capital expenditure. However, these powers are limited to MSP-2016 only.</p>
5.	Ans.	<p>The general checks to be exercised by the IFA in concurring procurement proposals at AON stage are common across the different services. These are discussed as under:</p> <ol style="list-style-type: none"> (i) To exercise checks for the quantity proposed to be procured and the adequacy of justification for the same. In doing so, following checks may be exercised: Whether the item pertains to scaled or unscaled category; whether the item is covered under Priority Procurement Plan (PPP); whether there is scope for upgrading any existing item. (ii) To check for the competence of the CFA: to match the estimate of procurement with that of delegation of financial powers of the competent authority. (iii) To check for fund availability: fund availability should be provided in terms of relevant code head, allocation thereunder, expenditure therefrom, commitments and balance available. (iv) To check for basis of estimated cost: estimated cost should have been arrived at based on LPP, budgetary codes, market survey etc. (v) To check for mode of tendering: the mode of tendering should be indicated in the procurement proposal and alongwith justification wherever particularly limited tender/ single tender is proposed. (vi) To vet the tender enquiry/ RFP: tender enquiry/ RFP should have all requisite clauses regarding - PQ criteria, delivery schedule, SOR, specifications of items, BGs to be furnished, payment terms etc. <p style="text-align: right;">(10 Marks)</p>

भाग-III (विधि के तत्व)
SECTION-III (ELEMENTS OF LAW)

1.	Ans.	The Committee shall consist of 30 members, of whom 20 shall be members of the House of the people (Lok Sabha) and 10 shall be members of the council of states (Rajya Sabha). It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purposes of the Union and submit a report to the President making recommendations thereon.	(10 Marks)
2. (a)		Answer the following keeping in mind the Minimum wages Act, 1948	(2.5 Marks each)
	(i)	S 13 (1) (b) of Minimum Wages Act provides for a day of rest in every period of 7 days which shall be allowed to all employees or to any specified class of employees and it provides for the payment of remuneration in respect of such days of rest. S 22 (b) of the Act provides for the penalties that may be imposed for contravention of provisions of S 13 above which is imprisonment for a term which may extend upto 6 months or with fine upto Rs. 500 or both. For contravention of any other provision of the Act the offence is punishable with a fine of upto Rs. 500.	
	(ii)	Under Section 2 (e) 'employer' has been defined according to which 'employer' is any person who employs, whether directly or through another person, or whether on behalf of himself or any other person, one or more employees in any scheduled employment in respect of which minimum rates of wages have been fixed under this Act. Therefore in the present case the said government office is an 'employer' even though he has not engaged the manpower (for cleanliness and hygiene contract) directly.	
2. (b)			(2.5 Marks each)
	(i)	The facility of a letter of (commercial) credit (LC) is normally used in foreign procurement. The LC is issued by the banker of the buyer at the latter's request in favour of the exporter/ foreign firm. The LC informs the firm that the issuing banker undertakes to accept the bills and items specified therein drawn in respect of exports by the firm. The LC is governed by the Uniform Customs and Practices for documentary credit. The LC specifies the goods to be shipped and gives a validity dates by which the goods have to be shipped.	

	(ii)	LCs may be of two types – revocable or irrevocable. Where not indicated, the LC shall be deemed to be revocable. In revocable LC the opening banker reserves to himself the right to cancel or modify the credit at any moment without prior notice to the beneficiary. A revocable credit therefore does not constitute a legally binding undertaking between the banker concerned and the beneficiary. An Irrevocable LC constitutes a <i>definite undertaking</i> of the issuing bank provided the terms and conditions of the creditor are complied with. The undertaking is for payment that payment will be made. The Irrevocable LC cannot be cancelled or amended in anyway by the issuing banker except with the consent of the beneficiary/ negotiating banker.
3.	(i)	State whether the following are true or false with reference to the Constitution of India: (1 Mark each)
	(a)	False. (Explanation - A money bill may originate only in the House of the People).
	(b)	True
	(c)	False. (Explanation - The reports of the Comptroller & Auditor General of India of the Union and of the States shall in the first instance be submitted to the President and Governors respectively, who in turn, will cause the reports to be laid before the Parliament and State Legislatures respectively)
	(d)	True
	(e)	True
	(f)	False. (Explanation - The exceptions to the rule are - where a person is dismissed or removed or reduced in rank for conduct that has led to his conviction on a criminal charge; where the authority empowered is satisfied, to be recorded in writing, that it is not reasonably practicable to hold such enquiry; where the President or the Governor is satisfied that in the interest of security of the State it is not expedient to hold such enquiry.
3.	(ii)	(a) False. (Explanation: The arbitration agreement may be contractual or not contractual). (1 Mark)
3.	(iii)	(a) It is mandatory that an arbitration agreement is in writing. The acceptable forms of an arbitration agreement are – a document signed by the parties, an exchange of letters/ telex/ telegrams or any other means of telecommunication (including electronic medium) that provide a record of agreement. (1.5 Mark)

	(b)	A person of any nationality may be appointed as an arbitrator unless otherwise agreed to by the parties. In international commerce the arbitrators appointed shall be from the countries of either party. (1.5 Mark)
4. (a)	Ans.	<p>The different kinds of negotiable instruments as per the Negotiable Instruments Act, 1881 are: 'Promissory Note', 'Bill of Exchange' and 'cheque'.</p> <ul style="list-style-type: none"> • A 'promissory note' is an instrument in writing (not being a bank note or a currency note) containing an unconditional undertaking, signed by the maker, to pay a certain sum of money only to, or to the order of a certain person, or to the bearer of the instrument. • A 'bill of exchange' is an instrument in writing containing an unconditional undertaking, signed by the maker, directing a certain person to pay a certain sum of money only to, or to the order of a certain person, or to the bearer of the instrument. • A 'cheque' is an instrument drawn on a specific banker and not expressed to be payable otherwise than on demand and it includes the electronic image of a truncated cheque and a cheque in the electronic form. (4 Marks)
(b)	Ans.	<p>An inland instrument is a promissory note, bill of exchange or cheque drawn or made in India, and made payable in, or drawn upon any person resident in India. Any such instrument not so drawn, made or made payable is a foreign instrument.</p> (2 Marks)
(c)	Ans.	<p>Indorsement is when the maker or holder of a negotiable instrument signs the same, for the purpose of negotiation, on the back or face thereof, or on a slip of paper annexed thereto, or so signs for the same purpose a stamped paper intended to be completed as a negotiable instrument.</p> (2 Marks)
(d)	Ans.	<p>If the indorser signs his name only it is an 'indorsement in blank' and if he includes some direction to pay the amount mentioned in the instrument to, or to the order of a specific person it is an 'indorsement in full'.</p> (2 Marks)

5.	Ans.	<p>The objective of the JCM Scheme is to secure maximum amount of cooperation from the employees to achieve greater efficiency. The Scheme covers all central government civil employees. Some of the exempted categories of employees are – members of Group 'A' and certain Group 'B' services, police personnel, managerial level employees of industrial establishments, etc. JCM Scheme provides for councils at three levels - National, Departmental and Regional. The councils have nominated members from the Official Side and Staff Side. The latter are nominated by recognized associations/unions. The jurisdiction of the councils are - matters of conditions of service, welfare of the employees and improvements of standards of work. Individual cases and rules in r/o recruitments, promotion, discipline do not come under their purview. Unresolved issues can be referred to arbitration. But only matters of pay and allowances, weekly hours of work and leave of a class or grade of employees are considered as arbitrable issues.</p> <p style="text-align: right;">(10 Marks)</p>
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Model Answer

Paper VIII SAS Part II

Ans. 1. Precis

Subject- Provision of Telephone Facilities and reimbursements to officers of Govt. of India.

Body may contain the following

- a. Technological advancement and may service providers
- b. Thus in 2006 , entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also with regard to mobile phones to the entitled officers of GOI and broadband facility at house has been converged into a single proposal.
- c. Accordingly ceiling amount fixed and reimbursement approved with certain conditions- submission of receipt bill, no separate ceiling for landline/mobile, liberty to choose service providers, no provision of instrument/handset except for Secretary upto Rs 10000/-
- d. In July 2007, another OM issued where 30% excess of the ceiling amount could be reimbursed to the officers of JS level and above and also to PSs/OSDs to Ministers, subject to submission of a certificate that excess expenditure was bonafide/justified. Concurrence of FA and sanction of Secretary was required. Further, marginal increase in ceiling amount of AS and JS was also made.
- e. In 2018, a comprehensive OM was issued covering instructions for official telephones, residential telephones, mobile phone handsets, Reimbursement of call charges, mobile facility during official visits abroad etc.

Ans. 2. ● Counter Affidavit

In the Central Administrative Tribunal (A)

Counter Affidavit
(On behalf of Respondents)
IN

Original application No. RRR of 2015

Mr. X

Applicant

1. Union of India, Secretary,
Ministry of Defence (Finance) Respondents
2. CDA(Q)

Counter Affidavit of Shri A.K. aged about 50 years ,S/O Shri B.K,
presently posted as Dy. CDA(AN) .

(Deponent)

I, the deponent, named above do hereby solemnly affirm and state on
oath as under

1. That the deponent is presently posted as Dy CDA and has been
authorized to file the counter affidavit on behalf of all the
respondents and as such, is well acquainted with the facts and
circumstances of the case deposed to below
2. Should contain-The case regarding Compassionate appointment has
been considered
3. Should contain-Report of welfare officer Received
4. Should Contain -On the basis of the report of welfare officer, the
Board of Officers considered/examined the case as per relevant OMs
and orders and the case has been found non deserving . The matter
has been communicated to Mr.X through Speaking Order

5. Should contain- OA is without merit, liable to be dismissed

I, the above named deponent do hereby swear an oath that the contents of the paragraph no. 1 to 4 of this counter affidavit are true to my knowledge and content of paragraph No. 5 is based on legal advice, which I believe to be true and nothing material has been concealed in it.

So help me God.

Place

Date

(Deponent)

Prayer

It is therefore, most respectfully prayed that it is expedient in the interest of the justice that this Hon'ble court may be pleased to dismiss this OA with cost, in view of the aforesaid facts and circumstances as the OA is devoid of merit and is untenable in the eyes of Law.

Station

• Date

(Respondent)

Through Govt. Counsel

Solemnly affirmed before me on this ---day of ----2018 at ----AM/PM by the deponent who is identified by the aforesaid Govt. Counsel.

Place/Date

(Oath Commissioner)

Ans,3 8. Important Circular

Office of the Controller of Defence Accounts(X)

No. AN/I/2222/Important Circular,

Dated ---/---/2018

To

All Sections of Main Office

All Sub Offices

Subject- Observance of Anti Terrorism Day" on 21st May 2018

Every year May 21 is observed as Anti Terrorism Day. The objective behind observance of this day is to wean away the youth from terrorism and the cult of violence by highlighting the sufferings of common people and showing as to how it is prejudicial to the national interest.

2. Some of the ways in which above objective can be achieved are organizing debates, essay competition, discussion etc on the danger of terrorism and violence.

3. These are some illustrative items of the proposed programme and it may be modified to suit special requirement.

4. An important feature of the observance of the Anti Terrorism Day is the "Pledge-taking" ceremony in Government Offices. A copy of the pledge (both in English and Hindi) is enclosed.

5. Sub Offices and all sections of Main Office are instructed to organize appropriate programme, including the pledge taking ceremony, to observe the Anti Terrorism Day in a befitting manner.

Dy. CDA (AN)

Copy to

OA Cell/EDP Section----- For uploading on website of organization.

Ans.4 ..DO letter

DO No. ABC

Dated ----/---/-----

PQR, IDAS

Controller Of Defence Accounts

RTC(X)

Dear-----

Body should contain

Importance of Training Policy

Proper slot utilization

TAC Meeting decisions

Importance of training

Wastage of slots

With-----

Yours-----

To

Shri KKK, IDAS

Controller of Defence Accounts

RRRRRRR

Ans. 5

8. Office Note

Office of the Controller of Defence Accounts(ABC)

No. AN/I/22222

Dated ----/---/-----

Office Note

A representation dated xxxx in respect of Shri X, Senior Auditor, against marking dies non due to late coming on 15.01.2018 is placed below for kind perusal please.

2. Background of representation is that Mr. X came late in the office on 15.01.2018 and section in charge of his section marked dies non against the applicant. Mr. X has submitted that he has 6 Casual Leaves in his credit hence his CL accounts should be debited in place of marking dies non for the day.

3. The matter has been examined in the light of the subject rule and found that the day can be marked as dies non by the leave sanctioning authority only under three circumstances

a. When the official remains absent from duty without prior information.

b. When on duty in office, the official leaves the office without proper permission.

c. The official remains in office, but refuses to perform duty assigned to him.

4. From the conditions mentioned above it is clear that treating the day as dies non for coming late is not contemplated in the rules.

5. Keeping in view of above it is proposed that leave sanctioning authority of Mr. x may be directed to debit the casual leave of the official in place of marking dies non for the day i.e. 15.01.2018.

Submitted for instruction please.

AAO/AN

Sr. Accounts Officer(AN)

Ans.6 2. Office Note

Office of the Controller of the Defence Accounts(X)

No. AN/I/22222

Dated ---/---/---

Office Note

A large number of dossiers have been received from Hqrs office in this office for appointment of Auditors. After following all the prescribed procedure i.e. receipt of medical certificate, verification of documents etc appointment letters had been issued to the candidates for joining.

2. At present 20 candidates have reported in this office for joining in different sections of the main office and sub- Offices.

3. Many sections are suffering from acute shortage of staff and have demanded posting of staff in their sections.

4. Vacancy position and bio data of the new recruits are placed opposite for ready reference.

Keeping in view of above, competent authority may like to approve placement of the staff in different sections/sub-offices on the basis of vacancy position and bio data of new recruits.

Submitted for order please.

AAO/AN

Sr. Accounts Officer(AN)

रक्षा लेखा विभाग
DEFENCE ACCOUNTS DEPARTMENT

अधीनस्थ लेखा सेवा परीक्षा – भाग II
S.A.S. EXAMINATION – PART II

सितम्बर/September, 2018

प्रश्न पत्र IX – सैद्धांतिक भाग
PAPER IX – THEORY PORTION

विषय : इलैक्ट्रॉनिक आंकड़ा संसाधन के मूल सिद्धान्त
SUBJECT: FUNDAMENTALS OF ELECTRONIC DATA PROCESSING

अनुमत समय/Time Allowed: 1^{1/2} घंटे/Hours

अधिकतम अंक/Max. Marks: 60

टिप्पणियां/Notes :

1. यह केवल एक अर्हता प्राप्त करने वाला प्रश्न पत्र है। इस प्रश्न पत्र में प्राप्त अंकों को न तो कुल अंकों में गिना जाएगा और न ही अन्य प्रश्न पत्रों में प्राप्त कुल अंकों के साथ जोड़ा जाएगा। प्रश्न-पत्र में दो भाग हैं – सैद्धांतिक भाग और व्यावहारिक भाग।

This is a qualifying paper only. Marks secured in this paper will neither be counted in the aggregate marks nor will be added in total marks secured in other papers. The paper has two parts – Theory portion and Practical portion.

2. अभ्यर्थियों को इस भाग से 8 प्रश्नों में से 6 प्रश्नों का उत्तर देना है। प्रत्येक प्रश्न के 10 अंक होंगे। सभी उत्तर सुस्पष्ट और संक्षिप्त होने चाहिए।

Candidates are to answer 6 questions out of 8 questions from this portion. Each question will carry 10 marks. All answers should be specific and concise.

3. व्यावहारिक भाग के लिए प्रश्न-पत्र अलग है। तथापि प्रश्न-पत्र के अंकों की संगणना करते समय सैद्धांतिक भाग में प्राप्त अंकों को एक साथ जोड़ दिया जाएगा।

Question paper for Practical portion is separate. However, while computing marks for the paper, the marks obtained in Theory portion shall be combined together.

4. इस भाग में अर्हता प्राप्त करने के लिए अभ्यर्थियों को 24 अंक प्राप्त करने चाहिए।

Candidates are to secure 24 marks to qualify from this portion.

MODEL ANSWERS
PAPER-IX (THEORY)

SUBJECT: FUNDAMENTALS OF ELECTRONIC DATA PROCESSING

प्र.1	निम्नलिखित शब्दावलियों को परिभाषित करें:	
Q.1	Define the following terms:	(5x2=10 Marks)
	(i)	होम पेज
		Home Page
	Ans.	Home Page: A home page also refers to the first page that appears upon opening a web browser, sometimes called the start page, although the home page of a website can be used as a start page.
	(ii)	एच.टी.टी.पी.एस.
		HTTPS
	Ans.	HTTPS: HTTP Secure (HTTPS) is an extension of the Hypertext Transfer Protocol (HTTP) for secure communication over a computer network, and is widely used on the Internet. In HTTPS, the communication protocol is encrypted using Transport Layer Security (TLS), or formerly, its predecessor, Secure Sockets Layer (SSL). The protocol is therefore also often referred to as HTTP over TLS or HTTP over SSL.
	(iii)	आर.ए.एम. और आर.ओ.एम.
		RAM and ROM
	Ans.	RAM: random access memory and ROM – read only memory
	(iv)	एप्लीकेशन सर्वर
		Application Server
	Ans.	Application Server: An application server is a component-based product that resides in the middle-tier of a server centric architecture. It provides middleware services for security and state maintenance, along with data access and persistence.

	(v)	बूटिंग
		Booting
	Ans.	Booting: In computing, booting is starting up a computer or computer appliance until it can be used. After the power is switched on the computer is relatively dumb, and can read only part of its storage called Read-only memory. There a small program is stored called firmware. It does power-on self-tests, and most importantly, allows accessing other types of memory, like hard disk and main memory. The firmware loads bigger programs into the computers main memory and runs it.
प्र.2	निम्नलिखित शब्दावलियों में से किन्ही 5 को विस्तारित करें:	
Q.2	Expand any 5 of the following terms: (5x2=10 Marks)	
	(i)	एम.ओ.डी.ई.एम.
		MODEM
	Ans.	MODEM – modulator - demodulator
	(ii)	आई.एस.डी.एन.
		ISDN
	Ans.	ISDN - Integrated Services Digital Network (<i>ISDN</i>)
	(iii)	यू.आर.एल.
		URL
	Ans.	URL – universal resource locator
	(iv)	ए.आर.पी.ए.एन.ई.टी.
		ARPANET
	Ans.	ARPANET - U.S. Advanced Research Projects Agency (ARPA) NET
	(v)	एफ.टी.पी.
		FTP
	Ans.	FTP – File Transfer Protocol
	(vi)	डी.एन.एस.
		DNS
	Ans.	DNS – Domain name server
	(vii)	जी.आई.एफ.
		GIF
	Ans.	GIF – Graphics Interchange format

प्र.3	बैंडविड्थ और ब्राडबैंड से आप क्या समझते हैं? कम्प्यूटर में किन्ही दो इनपुट डिवाइसों और दो आउटपुट डिवाइसों का नाम बताएं।
Q.3	What do you understand by bandwidth and broadband? Name any two input devices and two output devices in computer. (10 Marks)
Ans.	<p>Bandwidth is an indication of how quickly data travels along a connection. The greater the bandwidth, the faster data will be sent and received.</p> <p>Broadband is a rather vague term that refers to bandwidth somewhere above that of an old dial-up modem, although there is no precise definition of the term. Broadband connections are generally "always on", unlike modem connections. There are various technologies which provide "broadband" speeds – such as ADSL, cable, satellite etc.</p> <p>Input devices – keyboard, mouse, webcam, USB etc</p> <p>Output devices – printer, speaker, etc.</p>
प्र.4	निम्नलिखित प्रश्नों का उत्तर दें।
Q.4	Answer below questions. (5 Marks Each)
(i)	कूकी की संक्षेप में व्याख्या करें।
	Explain Cookie in brief.
Ans.	Cookie: A small text file sent to your computer by a web site you have visited. These can be very useful in that they can allow the web site to recognize who you are when you return. Cookies cannot store viruses or other threats, although they can be used to track your activity across different web sites in order to provide, for example, "targeted" advertisements.
(ii)	कैपचा किसे कहते हैं?
	What is captcha?
Ans.	CAPTCHA checks are the strings of letters and numbers that have to be typed in on some web pages before something can be saved. They exist because, although humans find interpreting these strings relatively easy, computers do not. Setting up these checks therefore blocks an automated process – such as one generating spam – from using the page, whereas a human is still able to.

प्र.5	आपरेटिंग सिस्टम किसे कहते हैं? तीन लोकप्रिय आपरेटिंग सिस्टमों का नाम बताएं।
Q.5	What is Operating System? Name three popular operating systems. (10 Marks)
Ans.	<p>An operating system (OS) is the program that, after being initially loaded into the computer by a boot program, manages all the other programs in a computer. The other programs are called applications or application programs.</p> <p>Desktop/Laptop Operating System – Windows, Linux, iOS etc. Mobile Operating Systems-</p> <ul style="list-style-type: none"> • Android OS (Google Inc.) ... • Bada (Samsung Electronics) ... • BlackBerry OS (Research In Motion) ... • iPhone OS / iOS (Apple) ... • MeeGo OS (Nokia and Intel) ... • Palm OS (Garnet OS) ... • Symbian OS (Nokia) ... • webOS (Palm/HP)
प्र.6	डी.बी.एम.एस. किसे कहते हैं? व्याख्या करें?
Q.6	What is DBMS? Explain.
Ans.	<p>A database management system (<i>DBMS</i>) is system software for creating and managing databases. The <i>DBMS</i> provides users and programmers with a systematic way to create, retrieve, update and manage data. A DBMS makes it possible for end users to create, read, update and delete data in a database. The DBMS essentially serves as an interface between the database and end users or application programs, ensuring that data is consistently organized and remains easily accessible.</p> <p>The DBMS manages three important things: the data, the database engine that allows data to be accessed, locked and modified -- and the database schema, which defines the database's logical structure. These three foundational elements help provide concurrency, security, data integrity and uniform administration procedures.</p>

प्र.7	नेटवर्क टोपोलाजी किसे कहते हैं? नेटवर्क टोपोलाजियों के प्रकारों का नाम बताएं।
Q.7	What is network topology? Name the type of network topologies.
	<p>Network Topology is the schematic description of a network arrangement, connecting various nodes (sender and receiver) through lines of connection.</p> <p>There are a number of different types of network topologies, including</p> <ul style="list-style-type: none"> • point-to-point, • bus, • star, • ring, • mesh, • tree and • hybrid.
प्र.8	बिट और बाइट से आप क्या समझते हैं? गीगाबाइट में कितने बिट होते हैं?
Q.8	What do you understand by bit and byte? How many bits are there in Gigabyte?
Ans.	<p>The bit (binary digit) is a basic unit of information used in computing and digital communications. A binary digit can have only one of two values, and may be physically represented with a two-state device. These state values are most commonly represented as either a 0 or 1.</p> <p>The byte is a unit of digital information that most commonly consists of eight bits, representing a binary number. Historically, the byte was the number of bits used to encode a single character of text in a computer and for this reason it is the smallest addressable unit of memory in many computer architectures.</p> <p>The gigabyte is a multiple of the unit byte for digital information. The prefix giga means 10^9 in the International System of Units (SI). Therefore, one gigabyte is 1000000000 bytes. The unit symbol for the gigabyte is GB.</p>

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