

WORKS, STORES & COMMERCIAL ACCOUNTS / MANNUAL

PART - A WORKS ACCOUNTS

Max. Marks - 100

ATTEMPT ANY FIVE QUESTIONS

TIME : 3 Hrs.

- Q. i) (a) When should the Chief Engineer prepare annual budget estimate relating to the works under his control, while framing the budget estimate what factors are required to be kept in mind? What are duties of the Chief Engineer regarding utilization of budget allotted ? (5)
- i) (b) What are the guidelines for destruction of official record ? (5)
- i) (c) Explain who are authorized to grant advances ? (5)
- i) (d) What are the provisions regarding compensation for loss of project ? (5)
- Q. ii) What are the duties & responsibilities of an Executive Engineer ? 20
- Q. iii) (a) What procedure is required to be adopted before taking up any work ? Give brief detail. 10
- (b) Explain what papers are required to be prepared before giving a contract. What procedures are to be adopted during tendering ? 10
- Q. iv) What are the procedure for acquisition and maintenance of stores. 20
- Q. v) (a) What special provisions apply in case of contingencies of Executive Engineers, which are drawn by cheques. What is the procedure of maintaining cheques and receipt books ? 10
- (b) How many times the review of the register of cheques and receipt books should be carried out by disbursing officer. 10
- Q. vi) (a) What are the general conditions for issue of material to the contractor. 10
- (b) What is the procedure for clearance of the accounts in Division office. 10
- Q. Vii) Who is responsible for keeping vigil over liabilities for their settlement ? In what cases Liabilities are incorporated in accounts of work? 20
- Q. viii) (a) What is the mode of recording measurements. 5
- (b) What is the procedure for submission of reports in respect of cash and store. 5
- (c) What are the precautions to be observed by the officials entrusted with duty of signing of cheques in behalf of Board.. 10

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PART - B STORES

Max. Marks - 100

ATTEMPT ANY FIVE QUESTIONS

TIME : 3 Hrs.

- Q. i) What is the procedure to be followed to deal cases relating to disposal of unserviceable, obsolete and surplus stores. 20
- Q. ii) Define the following items
- a) Book Transfer
 - b) Competent authority
 - c) Technical sanction
 - d) Direction office.
 - e) Minor Estimate. 20
- Q.iii) a) What is the procedure of maintaining account in the division office in respect of transactions relating to stock? Explain 10
- b) What rules are required to be followed for preparation and dealing with Muster Roll. 10
- Q. iv) What is the procedure of maintaining workshops accounts ? What are the components of annual proforma account of each workshop. 20
- Q. v) What are the procedure of Cash Transactions and maintaining their record. Explain. 20
- Q. vi) a) What are the reasons for blacklisting any firm and what is the procedure for doing that. 10
- b) What are the different methods applicable for making purchases ? 10
- Q. vii) Give detailed description of the commercial terms & conditions to be incorporated in the supply order / contract agreement. 20
- Q. viii) What is the procedure for receipt of materials required for stock and works ? How its account is maintained ? 20

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PART - C COMMERCIAL ACCOUNTS MANNUAL

II FOR ENGG. OFFICERS (CIVIL/MECH.) Max. Marks -100

ATTEMPT ANY FIVE QUESTIONS

TIME : 3 Hrs.

- Q. i) a) Give brief description about classification of Tunnels according to their purpose shape and supporting arrangements. 10
- b) What factors should be kept in mind during selection of Tunnel alignment. What are the factors affecting the design of Hydraulic Tunnels and Investigations required to be carried out for selecting the alignment of tunnel. 10
- Q. ii) What are the different type of losses occurring in Hydraulic Tunnels. 20
- Q. iii) What are the different methods of Tunneling. What are the steps & their sequence involved in Tunneling operation.. 20
- Q. iv) What is the necessity of lining a canal ? What are the different types of lining. 20
- Q. v) What are the basic and common components of medium / high head development of mini hydro power project. Give brief description. 20
- Q. vi) What is the purpose of monitoring the movements of engineering structure in geotechnical context ? What are the various parameters to be monitored in underground excavation ? Also give brief detail of monitoring system. 20
- Q. vii) Why foundation treatment is required in the foundations of concrete dam. Give broad classification of foundation treatment. 20
- Q. viii) Explain durability of concrete. What are the factor influencing the durability. What are the requirements for durability. 20