

**ATTEMPT ANY FIVE QUESTIONS NOT MORE THAN THREE  
FROM EACH SECTIONS**

**Part – I is compulsory for all officers.**

**Part – II is for Civil/Mech. Engineering Officers.**

**Part-III is for Electrical Engineering Officers.**

**TIME : 3 Hrs.**

**Max. Marks –300**

**Part-I WORKS, ACCOUNTS & STORES/ MANNUAL**

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|----------|--|----|
| Q i) (a) | What are the general conditions for issue of material to the contractor ?  | 30 |
| b)       | What is the procedure for clearance of the accounts in Division office ?   | 30 |
| Q ii) a) | What is the mode of recording measurements?  | 15 |
| b)       | What is the procedure for submission of reports in respect of cash and store?  | 15 |
| c)       | What are the precautions to be observed by the officials entrusted with duty of signing of cheques in behalf of Board?         | 30 |
| Q iii)   | What is the procedure of maintaining workshops accounts ? What are the components of annual proforma account of each workshop? | 60 |
| Q iv) a) | What are the reasons for blacklisting any firm and what is the procedure for doing that?                                       | 30 |
| b)       | What are the different methods applicable for making purchases ?   | 30 |
| Q v)     | Give detailed description of the commercial terms & conditions to be incorporated in the supply order / contract agreement.    | 60 |
| Q vi)    | What is the procedure for receipt of materials required for stock and works ? How its account is maintained ?                  | 60 |