

HIMACHAL PRADESH BOARD OF DEPARTMENTAL EXAMINATIONS

HRTC-Finance & Accounts Service-Part-I (2022) MARCH

PAPER-I: Office Procedure and Communication

TIME ALLOWED: 3 Hours

MAXIMUM MARKS: 100

Notes:

- i) Attempt five questions in all.
- ii) Question No. I is compulsory.
- iii) All Questions carry equal marks.
- iv) Indicate the same question number and its parts as assigned in the question while answering the same.
- v) All parts of a question should be attempted at one place.

Question No. I

Prepare a draft Cabinet Memo for approval of the competent authority based on the following facts;

Himachal Pradesh Road Transport Corporation (HRTC) facing a problem of ageing fleet. There is a pressing demand from various quarter to replace the old fleet of buses as the same are facing frequent break down and also proving uneconomical to the Corporation. The new buses are essential because of consideration of safety and comfort of passengers. The examinee may make necessary assumptions in preparing detailed note which may include the following;

- i) Total HRTC fleet strength.
- ii) Operating income of the Corporation.
- iii) Total/Accumulated losses of the Corporation.
- iv) The routes on which new buses would be required.
- v) Reasons for replacing old fleet.
- vi) Type of buses including electric buses.
- vii) Procurement process proposed to be followed.
- viii) Funding for the proposal; would it be grant or loan or will Stat/Central funding be required.
- ix) Elaborate approval required of different authorities such as Board of Directors (BOD), Minister in charge, Advisory Departments etc.
- x) Time frame for purchase and any other assumption in order to prepare a cogent p

The examinee is free to make necessary assumptions in order to make the memo logical and reasoned.

(20)

**Question No. II**

(i) "The Government functions for public good. Therefore, it has to be in a position to justify every action in the light of public interest". In the light of this statement, discuss the importance and utility of 'Files and Noting' in the government offices.

(ii) Explain the constituents of a file and how papers are to be arranged in a file?

(12+8)

**Question No. III**

What aspects are to be kept in view while making a proposal to set up a new office? And what further action /steps are to be taken for setting up of a new office after the approval of the Government? Discuss.

(20)

**Question No. IV**

- i) Explain the different forms of communication in Government offices.
- ii) Describe the points which are to be kept in view and strictly adhered to while writing a Note.

(10+10)

**Question No. V**

- i) Who are the 'Supervisory Officers'? Explain in detail.
- ii) "The Supervisory Officer's duties are not only to deal with routine work of dealing with files submitted to them. They have some special responsibilities and tasks to perform". Describe these responsibilities and tasks in detail.

(10+10)

**Question No. VI**

- i) What is Citizen's/ Client's Charter? What are the basic objective and various components of the Citizen's Charter?
- ii) What do you understand by grievance? What is the grievance redressal mechanism in the State of Himachal Pradesh?

(10+10)

**Question No. VII**

Write short notes on any four;

- i) Annual Action Plan.
- ii) Procedure for consigning of files to Record Room.
- iii) Annual Administrative Report.
- iv) Right to Information.
- v) Legislative powers of the Governor.

(5x4)

**Question No. VIII**

There is a proposal to restore Old Pension Scheme (OPS) for the state government employees who are hitherto covered under NPS (HP Civil Services (Contributory Pension) Scheme, 2006) and the staff to be appointed in future as a regular employee. Presently there are about one lakh employees covered under NPS. The State government contribute around Rs.1000 crore per annum as mandatory employer share. The expenditure on pension and other retirement benefits to the state government employees including those covered under NPS, has been estimated to the tune of Rs.7790 core for FY 2022-23. In case the state government restore the OPS, the revenue expenditure would be reduced by about Rs.1000 crore per annum. Beside this, the amount of employee's share accumulated with the NPS entities as well as future monthly subscription in to the GPF accounts would also be available to the Government which would ease its fiscal position. However, the decision to restore OPS may put huge burden on the state exchequer in the distant future. But by doing so the State government would ensure financial security to its employees at the time of their retirement and also address the concern of employees covered under NPS who are demanding OPS. In the light of above argument, please write a detailed Note to the Finance Secretary assuming yourself as a Branch Officer of Finance Section in the Secretariat. You may make any suitable assumptions to justify the proposal and to make the Note comprehensive and logical and also indicate the requirement of necessary concurrence of advisory departments in this case.

(20)

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## HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

HRTC- F&amp;AS Part-I EXAMINATION MARCH 2022

PAPER-II

PRINCIPLES OF COMMERCIAL ACCOUNTING (WITHOUT BOOKS)

TIME : 3 HOURS

MAXIMUM MARKS: 100

- Notes:- (i) Question No.1 is compulsory. Attempt any four questions out of the remaining.  
(ii) Marks are shown against each question.  
(iii) Use of calculator is allowed.

Q.No-1 Prepare Trading A/C, Profit and loss A/C and Balance Sheet from the particulars for the year ended 31<sup>st</sup> March, 2020.

Particulars	Dr.(Rs.)	Cr.(Rs.)
Capital Account	-	2,87,500
Land and Building	1,25,000	-
Purchases	5,25,000	-
Opening Stock	1,25,000	-
Sales	-	9,62,500
Returns	3750	6250
Wages	1,13,250	-
salaries	97,500	-
Salaries outstanding	-	5000
Wages outstanding	-	3250
Office expenses	38,500	-
Carriage inward	3000	-
Carriage outward	5000	-
Discount	1875	3000
Bad Debts	3000	-
Bank Loan taken on 01-10-2019 @ 12% per annum	-	62,500
No interest is paid up 31 <sup>st</sup> March, 2020	-	-
Insurance Premium	3750	-
Commission received	-	5000
Plant and machinery	1,25,000	-
Furniture and fitting	50,000	-
Sundry Debtors	1,01,250	-
Sundry Creditors	-	75,000
Cash in Hand	5,000	-
Cash at Bank	35,000	-
Office equipment	30,000	-
Bills receivable	50,000	-
Bills payable	-	30,875
<b>Total</b>	<b>14,40,875</b>	<b>14,40,875</b>

The following adjustments are to be made

- Closing stock was valued at Rs. 1,12,500/-
- Write off Rs. 1250 as Bad Debts.
- Make Bad Debts Provision at 5% of Debtors and Provision for discount on Debtors @ 2%.
- Depreciate land and Building @6% Plant and machinery @ 10% office equipment @20% and Furniture and Fixtures @15%.
- Insurance premium include Rs. 625 paid in advance.
- Provide interest on capital @ 10% per annum.

(20 Marks)

Q.No-2 Define Accounting. Explain the uses and limitations of accounting. (20 Marks)

Q.No.3 (i) Distinguish between Capital expenditure and Revenue expenditure. (5 Marks)

(ii) Provision & Reserve (5 Marks)

(iii) From the following particulars, ascertain the Bank Balance as would appear in the Pass- Book of A as on 31<sup>st</sup> December, 2019.

(i) Bank overdraft as per Cash- Book on 31<sup>st</sup> December, 2019 was Rs. 12,000/-.

(ii) Interest on over draft for six month ending 31<sup>st</sup> December, 2019. Rs.400 is debited in the Pass- Book.

(iii) Bank Charges for the above period also debited in the Pass- Book amounting to Rs.100/-

(iv) Cheques issued, but not cashed, Prior to 31<sup>st</sup> December, 2019 to Rs. 3000/-.

(v) Cheques paid into Bank, but not cleared and credited before 31<sup>st</sup> December, 2019 were for Rs. 5000/-.

(vi) Interest on investments collected by the Bankers and Credited in the pass- book amounted to Rs. 3600/-. (10 Marks)

Q.No.-4 Discuss the basic concepts and conventions of Accounting. (20 marks)

Q.No.-5 (i) What's the difference between Journal and ledger?

(10 Marks)

(ii) Journalise the following transactions in the books of a trader.

(i) Paid wages for installing a machinery worth Rs. 3,000/-.

(ii) Prepaid insurance comes to Rs.250/-.

(iii) Rs. 500/- treated as bad debt last year has been recovered this year.

(iv) Closing stock worth Rs.5,000/- destroyed by fire and the insurance and admitted claim for Rs.4,500/- only

(v) Withdrew Rs.6,600/- to meet his house hold expenses. (10 Marks)

Q.No.-6 What is secret reserve? How is it created and what objections are raised against the creation of such reserve? (20 Marks)

Q.No.-7 Select the correct answer: - (10 Marks)

(a) Difference of totals of both debit and credit side of the trial balance is transferred to

(i) Miscellaneous Account

(ii) Difference Account

(iii) Trading Account

(iv) Suspense Account

(b) Golden rules of accounting means:-

(i) Debit what comes in Credit what goes out.

(ii) Debit all the expenses and losses credit all income & gain.

(iii) Debit the receiver credit the giver.

(iv) All above.

(c) Working of transaction in the ledger is called:-

(i) Posting

(ii) Journalizing

(iii) Balancing

(iv) Casting.

- (d) Reserve expenditure wrongly recorded as Capital expenditure will result in :-
- (i) Overstatement of net profit and understatement of assets.
  - (ii) Overstatement of net profit and over statement of assets.
  - (iii) Understatement of net profit and understatement of assets.
  - (iv) Understatement of net profit and overstatement of assets.
- (e) Heavy advertisement expenditure should be treated as:-
- (i) Differed revenue expenditure.
  - (ii) Revenue Expenditure.
  - (iii) Capital Expenditure.
  - (iv) Capital receipt.
- (f) Which of the following errors will not affect the trial balance:-
- (i) Purchase books was under cost by Rs. 5,000/-.
  - (ii) Repairs & Maintenance charges of Rs. 10,000/- debited to building account.
  - (iii) Credit sales of Rs.5,000/- to X was correctly recorded in the sales book but not posted in the X Account.
  - (iv) Cash paid to A Rs. 5,000/- was debited to B, Account be Rs. 5,000/-
- (g) What will be the treatment of accrued income of appearing in the trial balance:-
- (i) It will be shown on the assets side as current assets in the balance sheet.
  - (ii) It will be shown on the liability side as current habiting in the balance sheet.
  - (iii) It will be shown on the debit side of the trading account as an expenses.
  - (iv) It will be shown on the debit side of the profit and loss account as an income.
- (h) Depletion method of depreciation is adopted for which of the following assets;-
- (i) Wasting assets like mines and queries.
  - (ii) Building.
  - (iii) Vehicles.
  - (iv) Plant and machinery.
- (i) Salary due for the month of March will appear in the Cash Book:-
- (i) On the receipt side.
  - (ii) On the Payment side.
  - (iii) As Contra Entry.
  - (iv) Nowhere.
- (j) (A) If repair cost is 50,000/-, white wash expenses is 25,000/- cost of extension of building is Rs.50,00,000/- and cost of improvement in electrical system is 25,800/- the amount of revenue expenses is:-
- (i) 50,000/-.
  - (ii) 5100800/-
  - (iii) 75,000/-
  - (iv) 50,25,800/-
- (B) What is the difference between receipts & Payments Account and income & Expenditure Account.

(10 Marks)

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**H.P.INSTITUTE OF PUBLIC ADMINISTRATION**

**HRTC SAS PART-I EXAMINATION,**

**MARCH, 2022- Paper-III (a) (Without Books)**

**Time Allowed: 3 Hours**

**Maximum Marks: 100**

Notes:

- i) Attempt any five questions. All questions carry equal marks.
- ii) Indicate the same question number and its part as assigned in the question paper, while answering the same.
- iii) Avoid cuttings and overwriting.

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- Q.No.1 Explain the provisions governing treatment of various periods, which are treated as duty under the "Fundamental Rules".  
(20 Marks)
- Q.No.2 Explain the conditions prescribed for grant of Study Leave. Also discuss the entitlement of leave salary and other entitlements during study leave.  
(20 Marks)
- Q.No.3 Elucidate the definition of "Family" for the purpose of T.A. Rules.  
(20 Marks)
- Q.No.4 What pensionary benefits are available to a government servant who is permanently transferred to an autonomous body/public sector undertaking?  
(20 Marks)
- Q.No.5 What are the different provisions and entitlements of an employee in respect of LTC that are applicable to the HP government servants?  
(20 Marks)
- Q.No.6 Describe the eligibility, purposes and conditions for grant of advances from the General Provident Fund.  
(20 Marks)
- Q.No.7 What are the general conditions regarding admissibility and grant of joining time as per CCS (Joining Time) Rules?  
(20 Marks)
- Q.No.8 Differentiate between:  
a) Apprentice & Probationer                      c) Same time scale & Identical Time Scale  
b) Pay & Presumptive Pay                         d) Daily allowance & Mileage Allowance  
(20 Marks)
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**BOARD OF DEPARTMENTAL EXAMINATION HIMACHAL PRADESH  
HRTC-FINANCE & ACCOUNTS SERVICE PART-I EXAMINATION, MARCH, 2022.**

**PAPER-III (b)  
Civil Service Rules and Regulations (Practical)  
(With Books)**

**Time Allowed: 03 hours**

**Maximum Marks: 100**

- Notes:** i) Attempt any five questions.  
ii) Attempt all parts of a question in consecutive order.  
iii) Only approved reference books are allowed.  
iv) Indicate the same question number and its part as assigned in the question paper while answering the same.  
v) Quote relevant Rule(s) in support of your answers where necessary.  
vi) Use of simple calculator is allowed.

**Q.No.1** (a) Who are eligible to commute a percentage of pension without medical examination?

(b) Define 'Mileage Allowance' and state briefly the principles governing its calculation.

(c) State the difference between vacation departments and other departments in the matter of leave benefits. (6+8+6+20)

**Q.No.2** (a) From the particulars given below, calculate the monthly rate of Subsistence Allowance and other allowances admissible to a Government servant for the first three months of his suspension w.e.f. 01.01.2022?

(i) Basic Pay-	56100 p.m.
(ii) Special Pay	2000 p.m.
(iii) HRA	1000 p.m.
(iv) DA	@ 31% of Basic Pay

(b) A Clerk whose DNI fall on 01.07.14 was drawing the pay of Rs. 11390 (8900 + 2400 GP) from 1.1.14 was awarded on 01.06.2011 the penalty of withholding of one increment for two years without cumulative effect.

(c) In the above case, if the Disciplinary Authority orders that his next increment will be withheld for a period of two years, then how his pay will be regulated. (6+7+7=20)

**Q.No.3** A Class-I Government servant (DOB 01.07.1962) joined the service on 25.04.1985. He remained under suspension from 01.04.1989 to 31.07.1989 and the period was treated as 'dies-non' for all purposes. At the time of his retirement, he was drawing a Basic Pay of Rs. 156300 in Level-29 of the Pay Matrix, DA @ 31% , HRA @ Rs. 2000 p.m. and CCA @ Rs. 250 p.m. Earned Leave at his credit at the time of retirement was 295 days and HPL was 355 days. Calculate the following pensionary benefits in his case:

- Qualifying Service
- Pension on Superannuation
- Retirement Gratuity
- Commutation Value of Pension
- Leave Encashment

(20)

**Q.No.4** (a) What are the recoveries that can be effected from Subsistence Allowance with and without his consent? What are the recoveries which are not permissible even with the consent of Government servant?



(b) Explain for what purposes advances from General Provident Fund are permissible? (10+10=20)

**Q.No.5** Prepare the Leave Account from the following particulars and report the leave at credit as on 31.12.2021: -

- (i) Leave at credit on 01.11.2015: EL - 195 days, HPL-420 days
- (ii) Commuted leave on MC- 01.03.2016 to 29.04.2016
- (iii) Unauthorised absence from 07.08.2016 to 05.10.2016 treated as 'dies non' without entailing forfeiture of past service.
- (iv) Earned leave from 26.06.2017 to 15.07.2017.
- (v) Earned leave for 5 days from 01.04.18 followed by Commuted leave on MC upto 31.05.2018.
- (vi) Earned leave for 8 days from 23.06.2019 to 30.06.2019. (20)

**Q.No.6** An Officer is drawing a Basic Pay of Rs. 28200+6600 Grade Pay in the pay scale of Rs. 15600-39100 +6600 GP w.e.f. 01.01.2011 was promoted to the next higher post carrying the pay scale of Rs. 15600-39100 +7600 GP w.e.f. 14.4.2013. The Officer is going to retire on 31.12.2013. Determine his pay in the most advantageous manner and also fix his date of next increment. (20)

**Q.No.7** Comment on the following:

- (i) An officer applies as leave preparatory to retirement, earned leave for 100 days combined with half pay leave for 60 days and extraordinary leave for 25 days. It is proposed to grant.
- (ii) A recovery was made from the GPF balances of a Government servant after taking his consent.
- (iii) Audit objects to the continuance of licence fee-free accommodation during the period of suspension of an official entitled on such accommodation.
- (iv) A Clerk applied for earned leave for 20 days which was admissible. As the sanctioning authority wanted to punish him for his frequent absence, extraordinary leave for 20 days was sanctioned to him.
- (v) A Government servant after retirement applied for the commutation of half the portion of pension authorized to him and the lumpsum payment was paid to him accordingly
- (vi) A retired Government servant appeals to the Head of Office to include the element of HRA in calculation of cash equivalent of leave salary.
- (vii) An official was transferred to another station (distance 900 km) is relieved on the forenoon of 3<sup>rd</sup> March. DDO allowed him 15 days joining time.
- (viii) Controlling Officer has allowed DA for restricted holiday availed of while on tour.

(2.5x8=20)

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH,  
HIPA FAIRLAWNS, SHIMLA-1710012

PAPER- (IV)

HRTC-F&AS PART-1 EXAMINATION

MARCH, 2022

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS 100

Notes:

- i) Attempt any five questions.
  - ii) Marks are indicated against each question.
  - iii) Only bare Acts, bare Rules and Notifications/reference books are allowed. Help books, text books, hand outs, guides, made easy editions are not allowed.
  - iv) Quote rule(s) articles /authorities/instructions etc. in support of your answers where necessary.
  - v) Indicate the same question number & its part as assigned in the question number while answering the same, failing which such answers shall not be evaluated.
  - vi) All parts of a question should be attempted at one place.
- 

Q.No.1

(a) Define Money bill. Explain special procedure to be adopted in respect of a Money Bill. (8)

(b) Write short notes on the Following;

- i) Appropriation bill.
- ii) Excess Grant.
- iii) Vote on account.
- iv) Assent to bill. (4x3)

Q.No.2:

While discharging your duties as Disbursing Officer, how would you control the expenditure against the sanctioned grant? (20)

Q.No.3

(a) Explain in detail the structure of Govt. Accounts. (12)

(b) Explain in clear terms;

- i) Personal Ledger Account.
- ii) Inter Departmental Adjustments.
- iii) Capital and Revenue Expenditure.
- iv) Re-appropriation of funds. (4x2)

Q.No.4

(a) Discuss the general Principles of Fiscal Management.

(12)

(b) Define the followings;

- i) Fiscal Deficit.
- ii) Expenditure on New Schemes.
- iii) Receipt Estimates.
- iv) Subsidiary accounts of a Commercial Organisation.

(4x2)

Q.No.5.

Explain role and functions of Finance Commission. Discuss reasons for resource sharing between Centre and States.

(20)

Q.No.6.

Write short notes on the followings;

- i) Ways and means advances.
- ii) Contingency Fund.
- iii) Committee on Public Undertakings.
- iv) Performance Budgeting.

(4x5)

Q.No.7.

Discuss statement of Excess and Surrenders, what are the objectives of submission of these statements?

(20)

Himachal Pradesh Public Service Commission, HRTC-F&AS PART-I Examination

Paper V: Computer Application Part-A Theory (without books)

Time Allowed: 1 Hour 30 Minutes

Max Marks: 50

Note: There are four questions and each carry equal marks.

Assume suitable data wherever necessary.

I. A) Each question below gives a multiple choice of answers. Choose the most appropriate answer.

(1x5=5)

A.1 Which of the following is not an example of application software?

- A) Computer graphics
- B) DOS
- C) Spread sheet
- D) Word Processing

A.2 1024 bit is equal to how many bytes.

- A) 1 bytes
- B) 128 bytes
- C) 32 bytes
- D) 64 bytes

A.3 A part of the computer that reads information from a disk is called \_\_\_\_\_.

- A) Operating System
- B) Motherboard
- C) Hard Drive
- D) Disk Drive

A.4 USB stands for \_\_\_\_\_.

- A) Universal Serial Bus
- B) Unlimited Structured Bit
- C) Ultra Serial Bus
- D) Unified Status Bus

A.5 A Computer cannot "boot" if it does not have the \_\_\_\_\_.

- A) Compiler
- B) Loader
- C) Operating System
- D) Assembler

B). Each statement below has a blank space to fit one of the word(s) or phrase in the list below.

Enter the appropriate choice.

(1x5=5)

- |                |             |                   |               |
|----------------|-------------|-------------------|---------------|
| A. Keyboard    | B. Auto Sum | C. Storage Device | D. Transistor |
| E. Motherboard | F. Mouse    | G. RAM            | H. Resistor   |
| I. VDU         | J. ROM      | K. Transpose      |               |

B.1 \_\_\_\_\_ is an Output device

B.2 Chip is a common nickname for a (n) \_\_\_\_\_.

B.3 The permanent memory built into your computer called \_\_\_\_\_.

B.4 CPU and Memory are located on the \_\_\_\_\_.

B.5 \_\_\_\_\_ function displays row data in a column or column data in a row.

II. Match word(s) and phrases in column X with the closest meaning/word(s)/phrases(s) in Column Y.

(1x10=10)

X		Y	
2.1	MS Word is an example of	A	F5
2.2	Internet is a ___ kind of network	B	SAN
2.3	It is used to link web pages element in a HTML document	C	Ctrl+M
2.4	Virus is a computer	D	Process
2.5	.GIF file extension is most common used for	E	Paging
2.6	Firewall in computer is user for	F	Image
2.7	A new slide is inserted using shortcut key	G	Hyperlink
2.8	A Program in execution is known as	H	F2
2.9	The place where accessories are connected with a computer system	I	Application Software
2.10	Shortcut key for slide show in power point	J	Security
		K	Macro
		L	Program
		M	Video
		N	WAN
		O	Port

III. A) Explain the following terms briefly with examples:

(3)

i) IoT

ii) Web Portal

iii) Security Audit

B) What is a computer system? Explain briefly any four characteristics of a computer system?

(4)

C) Explain the term "Phishing" in computer and how to protect yourself from it.

(3)

IV. A) Describe any three different types of chart in MS-Excel with example? Name the part of the chart area that displays data.

(3)

B) What is MS-PowerPoint and explain its benefits? What is the use of slide shorter view and master slide?

(4)

C) Give some application areas of electronic spread sheet? Give name of any three browser.

(3)

Paper V: Computer Application PART-B Practical (without books)

Time 1 ½Hrs

Maximum Marks: 50

Note: Attempt any five questions.

Use of Multiple Windows is allowed. In case of any problem with Internet connectivity, you may write-down the steps on your answer Sheet.

- I. A. Create a folder named "Practical\_Test" at desktop. Create subfolders "HRTC-F&AS-22" in this folder. 5
- B. Open the Control Panel of your computer and show how you can view the list of programs/applications on the computer and uninstall these programs 5
- II. Write the following paragraph in MS-Word and save the document as "F&AS-22" Folder 10
- "Manav Sampada" (appropriately name for Human Capital, being the most important factor for the success of any Government, Organisation or Company) is a standard ICT solution for the Government sector, addressing maximum requirements of State Governments related to personnel management. The first and basic objective of "Manav Sampada" is to provide a generic, product based solution to the State/Central Government organisations for better management of personnel through electronic service record. It further assists the top management in knowing the exact number of employees, the retirement pattern, additional requirements in coming year for planning recruitments, funds required for retiring employees, re-allocation of surplus employees to other Departments/organisations within the State, ACR/ Property Return status, seniority lists etc.
- Now save your work as "MSPARA1.docx" on "F&AS-22" folder and do the following operation:-
- a) Change the left and right margins are to be brought in by 1.2 cm and 2.4 cm respectively. Change the line spacing of the Paragraphs to 1.5
- b) Highlight the "Manav Sampada" text as Green. Count the number of words and characters
- c) Add footer to the document and write your Name and Surname.
- d) Apply double line border at the top and bottom of paragraph.
- III. Using Excel, create a worksheet for calculation of employee salary based on basic pay, dearness allowance as a 150% of basic pay, house rent and capital allowance as fixed amounts to arrive at Gross salary. Deduct Income Tax at 30% of gross salary and group insurance of Rs. 120, to calculate net payable salary. Plot a Bar graph of all columns to show amount in different head. 10
- IV. Create a presentation (at least 5 Slides) about HRTC-F&AS and its objectives with suitable assumptions, animations and transition effects. 10
- V. A. Open the Manav Sampada portal in Internet Explorer and search your PMIS record 5
- B. Download the eHRMS-Employee Service Book mobile app from play store and view your service book. 5
- VI. A. Open My Documents folder on your computer. Show different views to list files in this folder. 5
- B. Demonstrate how sharing of files or computer resources can be done. 5