

**PUNJAB STATE TRANSMISSION CORPORATION LTD**

Departmental Accounts Examination-2023(2<sup>nd</sup> Session)

(Paper I)

Works Accounts

Category-UDC(G),LDC

Time allowed: 3 Hours

Roll No.....

Max.Marks:100

**Note: All questions are compulsory**

- Question -1 a) Explain the following under Purchase Regulations (10+10)  
(i) Rejection of Tenders  
(ii) Re-invitation of tenders
- b) Define group heads of the following as per charts of accounts  
i) 22.712  
ii) 78.863  
iii) 61.832  
iv) 78.852  
v) 46.941
- Question -2 Explain the important information to be included while Notice inviting tenders as per Works Regulations. (20)
- Question -3 a) Write the account code for the following: (5\*2)  
i) Hospitality  
ii) Bank Charges  
iii) Pesco/outsource  
iv) Medical Expenses  
v) Maintaince of Guest House
- b) Write short note on the following: (2.5\*4)  
i) Spot Tender  
ii) Single Tender  
iii) Limited Tender  
iv) Open Tender/e-tender
- Question -4 a) How to add vendor and its details in cps also explain the procedure for alerting and de linking vendor with bank accounts.  
b) Explain purchase of Revenue Stamps for affixing on money receipt.(BA-16) (10+10)
- Question -5 a) Define the following  
1. Deposit works  
2. Secured advance  
3. Outturn  
4. Intermediate payment  
5. on Account Payment or Payment on Accounts
- b) Explain the responsibility of divisional officer in respect of accounts (10+10)

## **Answer 1.**

**a)**

### **i) REJECTION OF TENDER**

The following type of Tenders shall be rejected:-

- 1) Tenders of firms/contractors who are blacklisted or with whom business dealings have been suspended or firms who are defaulter in making supplies as per regulation 15.1 (VIII).
- 2) Tender submitted by a person in direct/indirect service under the Government, PSPCL, PSTCL or Local Authority.
- 3) Tenders not accompanied by the requisite amount of earnest money as per Regulation 18.
- 4) Tenders not fulfilling and accepting the Technical specifications, Commercial terms etc.
- 5) In case the tenderers are asked to quote firm price in NIT and the contractor/firm quotes variable prices.
- 6) Conditional Tenders.
- 7) Quotations received by email/ fax will not be accepted except for proprietary items.

### **ii) RE-INVITATION OF TENDERS**

Tenders may be re-invited/Tender enquiry may be dropped by the Contracting/Purchasing Agency after obtaining approval of the competent authority\* in the following events:

- 1) Any change necessitated in technical specification and/or Commercial terms subsequent to the opening of Tender Enquiry.
- 2) The total number of Tenders received is less than three even after extension of time for tendering for minimum two occasions. However, if in such a case where the chances for receiving additional bids are remote, then approval of next higher authority shall be obtained to further process the Tender enquiry on the basis of tenders/bids actually received. This condition of obtaining such approval shall not be applicable for cases falling in the competency of CPC/PC(General), who shall be themselves, competent to decide such cases.
- 3) Lack of suitable offers as per requirement of PSTCL specification.
- 4) Bids received are unjustifiably high/low.
- 5) Any other compelling reasons to be recorded in writing.

**b)**

- i) Power theft detected by DS org-CS
- ii) Advertisements
- iii) Revenue on a/c of SLDC fees and Charges-recoverable from PSPCL
- iv) Interest on GPF Utilization
- v) Credits awaiting IUT Bills

**Answer 2.**

**Information to be contained the Notice Inviting Tenders (NIT)**

- i) Brief description of work or service to be rendered. Scheduled of Quantities.
- ii) Estimate cost of work, where practicable.
- iii) Completion period.
- iv) The basis on which prices shall be quoted whether
  - (1) Lumpsum basis or
  - (2) item rate basis or
  - (3) onCSR basis.
- v) The amount and Earnest Money required to be deposited by the tenders.  
'Earnest Money' shall be submitted in separate envelope on which the word Earnest Money for tender against NIT/Specification No. \_\_\_\_\_ due for opening \_\_\_\_\_ shall be clearly written.
- vi) The name & address of the office and the days on which and the time when the tender specifications can be obtained.
- vii) Whether tender documents/specifications are required to be purchased by the tenders and if so their cost (if any) and the form in which and with whom it is required to be deposited.

The cost of tender documents/specifications as per copy shall be fixed having regard to the estimated cost of work/service generally as below-

i) Upto Rs. 50,000	Rs.10/-
ii) Upto Rs. one Lac	Rs.50/-
iii) Above Rs. one Lac and upto Rs. 20 Lacs	Rs. 500/-
iv) Above Rs. 20 Lacs and upto Rs. one Crore	Rs.1000/-
v) Above Rs. one crore and upto Rs. 5 crores	Rs. 2000/-
vi) Above Rs. 5 Crores	Rs. 2500/-

Note:- In case it is not practicable to assess the estimated cost of work, the CE would fix the cost of tender documents specifications keeping in view the above slabs.

**Answer 3.**

**A)**

- i) 76.181
- ii) 78.883
- iii) 75.190
- iv) 75.710
- v) 76.184

**b)**

**i) Spot Tender:** For items of critical nature, tenders may be obtained on the spot in the market by a committee of not less than three officers (including one from accounts side) appointed by Whole-time-Directors or Purchase committee/Purchase committee (General)/Chief Engineer/HOD with specific delegation of powers upto 50% of above referred competent authorities' own powers and generally following the limited tenders procedure suitably abridged to enable award of purchase order/contract on the spot. Provided that in the case of spot purchase committee constituted by the purchase committee, the approval of Director in charge shall be obtained before effecting the purchase.

**ii) Single Tender:** For the following items, single Tenders shall be invited directly from the concerned Manufacturers/Suppliers:

1. Items /Services of proprietary nature.
2. Patents and special items to which tenders system cannot be applied with advantage to PSTCL and recording reasons thereof.
3. In exceptional circumstances for item of an emergent nature with the approval of Director concerned and Director/F&C subject to the reasons being recorded.

**Note:-** Renewal of hardware/software licenses shall be covered under proprietary items/services. Annual Maintenance Contract with Original Equipment Manufacturer shall also be covered under proprietary services.

**iii) Limited Tender :**

1. For NIT valuing less than Rs.5 lacs/ standardized items, tenders may be invited from registered/known/existing firms/contractors, through letters sent by registered post 'acknowledgement due'/speed post/courier/E-mail/fax and uploading on PSTCL website and display on Notice Board giving a minimum period of 15 days from the date of issue of such letter for submission of tenders. In exceptional cases, the period can be reduced as considered necessary after recording reasons thereof by the purchasing agency.
2. The items for which Manufacturers/Suppliers have been Standardized/approved, tenders shall be invited from such Manufacturers/Suppliers only, irrespective of the tender value.
3. For insurance, tenders will only be invited from Insurance Companies approved by Insurance Regulatory & Development Authority (IRDA).

**iv) Open Tender/e-tender:**

1. For NIT valuing Rs.5 lacs or above, tender shall be invited through wide publicity as per PSTCL policy, in the newspapers/journals, PSTCL website and display on Notice Board allowing normally a period of four weeks from the date of first publication for submission/uploading of tenders on the website of Corporation. In urgent cases, this period may be reduced to two weeks. However, the reasons for urgency must be recorded in the file.
2. The Notice Inviting tender must be uploaded on the PSTCL website.



**Answer 4.**

**a) Adding Vendor Name and its details in CPS. Login the Accounts Management System(AMS)**

1. Click on "MASTER TAB" then go to "Vendor Master" and add Vendor Details and Save.
2. Press "Save" to save the Vendor details and then go to "Master" Tab and press "Link Vendor Bank Account" option.
3. Search Vendor name by entering vendor code or vendor name. Click to "Link Bank Account" option Enter the Bank detail and press Save Enter the OTP sent to DDO's registered mobile no.
4. Enter the OTP sent to DDO's registered mobile no.
5. Click on Verify OTP.
6. Vendor is added.

**Alerting and Delinking Vendor with Bank Accounts.**

Dy CAO Finance-1 is competent authority to altering and delinking bank accounts. DDO needs to request Dy CAO finance-1 by email at mail address dy-fa@pstcl.org . Dy CAO Finance is provided separate login credentials for this purpose. After that DY CAO FINANCE-1 goes to link/delink bank accounts option.

**b) Purchase of Revenue Stamps for affixing on Money Receipts (RO-4/BA- 16)**

Responsible	Action	Timing
Cashier	1. Prepare Cash cum Bank Payment Voucher (CBPV) for purchase of revenue stamps upto the monetary limit fixed by the board. Get it approved by the officer incharge. Prepare an indent in duplicate	As and when
	2. Enter CBPV in the Cash Book follow procedure as per Cash and Bank Manual.	
	3. Collect revenue stamps from the post office alongwith a receipted copy of indent duly signed by Post master. Attach it with the voucher.	
RA/Section incharge	4. Deface revenue stamps with PSEB embossing ensure the receipt of receipted copy of indent.  Note: SDO/officer incharge will ensure that revenue stamps are actually defaced on receipt from post office.	
	5. Maintain the account of purchase and issue of revenue stamps in separate register (GE-05). Issue defaced revenue stamps to cashier as and when required.	
Cashier	6. Record receipt and daily consumption of revenue stamps in register (GE-06) giving reference to RO-04/BA-16 numbers.	Daily
	7. Work out daily balance at the end of the day. Put up the register to the UDC Revenue/RA/Section Incharge.	
UDC Revenue/RA /Section Incharge	8. Check and initial with date the entries in the register.	

Cashier	9. Strike balance at the end of the month. Put up the register to the RA/Section Incharge.	At the month end
RA/Section incharge	10. Scrutinize the entries in the register. Record certificate of count under his signatures that the amount of balance of revenue stamps in hand with cashier tallies with the balance as per register. Also tally balance as per register maintained by RA/section Incharge.	
UDC Revenue/RA /Section Incharge	11. Prepare KV for the amount of defaced revenue stamps remaining unused at the year end. Pass accounting entry s prescribed in the relevant subject code. Get JV approved by SDO/Officer Incharge. Forward JV to Account section for incorporation in the monthly account for March.	1 <sup>st</sup> week April
Accounts Section	12. Receive JV and incorporate the same in the monthly account for March.	
UDC /RA/Section Incharge Account Section	13. At the beginning of the next accounting year, Pass reverse accounting entry as prescribed in the relevant subject code. Get JV signed by officer incharge.	In April Account

Answer 5.

a)

1. **Deposit works**-This term is applied to works of construction or repair the cost of which is met, not out of Board funds, but out of funds from other sources, which may either be deposited in cash or otherwise placed at the disposal of the Divisional Officer.
2. **Secured Advance**- It is a term applied specifically to an advance made, on the security of materials brought to site of work to a contractor whose contract is for the completed item of work.
3. **Outturn**- Used in respect of the accounts of manufacture and workshop transactions, this term denotes the value of the finished products ( or of the work done, in cases in which the articles bought are not supplied departmentally) of manufacture operations connected with specific jobs.
4. **Intermediate payment**-Is term applied to a disbursement of any kind on a running account not being the final payment. It includes an "Advance Payment", "Secured advance" and an "on account payment" (other than the final payment on a running account), or a combination of these.
5. **On Account payment or Payment on Accounts**- It means a payment made on a running account to a contractor in respect of work done or supplies made by him and duly measured. Such payment may or may not be the full value of work or supplies, if it is an intermediate payment; it is subject to the final settlement of the running account on the completion of the contractor for the work or supplies.

b)

1. The Divisional Officer as the primary disbursing officer of the division is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of the accounts of the transactions correctly and in accordance with the rules in force.
2. He is further required to submit his accounts and other accounts returns to Chief Accounts Officer prescribed by the Board from time to time. The CAO can however, call for additional accounts, books, papers and writings having relation thereto should be consider them necessary for the elucidation thereof.
3. The Divisional Officer should review from time to time the several registers, books, and accounts as are maintained in the Divisional and Sub-divisional officers even though under the prescribed instructions he may have scrutinized and initialed the individual entries or sets of the entries therein. To this end he may require these records to be laid before him through the Divisional Accountant monthly or at such other intervals as may be fixed by him. The fact of such review should be placed on record in all cases.
4. The Divisional officer is responsible that the accounts of his division are not allowed to fall into arrears, but if arrears or confusion arise which in his opinion cannot be cleared without the assistance of the CAO he should at once seek such assistance.
5. To assist the Divisional officer in the discharge of his responsibilities referred to above, the CAO will post a Divisional officer to this office.
6. The functions of the Divisional Accountant are three fold:
  - a) i. as accountant i.e. as the compiler of the accounts of the division in accordance with the prescribed rules and from the data furnished to him
  - ii. as primary auditor he is entrusted with the responsibility of applying certain preliminary checks to the initial accounts, vouchers, etc.
  - iii. as financial assistance i.e. as the general assistant and advisor to the Divisional officer in all matters to the accounts and budget estimates, or to the operation of financial rules generally.
- b) The Divisional Accountant is treated as the senior member of the office establishment of the division, though his posting is analogous to that of Sub Divisional Officer.
7. To discharge the duties stated above the Divisional Accountant will keep himself fully conversant with all sanctions and orders, passing through the office and with other proceedings of the Divisional



Officer and his subordinates which may affect the estimate or account of actual or anticipated receipts and charges.

8. He should advise the Divisional Officer on the financial effect of all proposals for the expenditure and keep a watch, as far as possible, over all the liabilities against the grants of the division as they are incurred. The Divisional officer should see that the Divisional Accountant is given the fullest opportunity of becoming conversant with these sanctions orders and proceedings.
9. Before the Divisional Officer seeks the advice of the CAO in any matter connected with the accounts of his division or the application of financial rules and order concerning which there may be any doubt, it will usually be desirable, first to obtain the advice of the Divisional Accountant who is specially trained for this duty. This should be done in writing in all cases of importance.
10. When a Divisional Accountant is about to be relieved of his duties in a divisional office, either permanently or temporary he is required to prepare a memorandum reviewing the accounts of the division which will contain remarks by the relieving accountant, remarks by the Divisional Officer and orders of the CAO.