

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Departmental Accounts Examination-2023 (2nd Session) Category : SAS PART II

Paper: _____

Roll No. _____

PAPER-V (DRAFTING AND COMPUTER KNOWLEDGE)

Time Allowed: 3 Hours

Max. Marks: 100

NOTES:

- * Attempt all questions and part of a question must be attempted continuously at one place
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Qus. 1

Write a précis and give an appropriate title to the passage given below. (20)

Global climate change due to excessive fossil fuel combustion, the fluctuating oil prices, geopolitical tensions and growth in energy demand urges immediate measures to be taken in order to limit global energy crisis and green house gas emission in the environment. Current and future markets in fossil fuels are subject to volatile price changes in oil and natural gas. National and international energy and environmental crisis is motivating to think about renewable energy resources, especially solar energy. Solar energy is the most ancient source, and it is the root material for almost all fossil and renewable types. Special devices have been used for benefiting from the solar energy since time immemorial and such applications actually date back to before Christ. Energy is a continuous driving power for the social and technological prospective developments. Energy sources are vital and essential ingredients for all human transactions and without these sources, human activities of all kinds will not be progressive at all. Since the energy crisis in 1973, air pollution from combustion processes has caused serious damage and danger to the forests, monuments, human health as has been documented by official studies and yearly statistics. It has been recently realized that solar energy can have a beneficial impact on the following essential technical, environmental, and political issues of the world like major environmental problems such as acid rain, stratospheric ozone depletion, greenhouse

effect and smog; environmental degradation. It can be a good way to prevent the depletion of the world's non-renewable conventional sources such as coal, oil, natural gas, and increasing energy use in developing countries.

Qus.2 Do as directed:

a) Change the following sentences into passive voice. (1 x 5 = 10)

- i. Ravi has bought a new sports car.
- ii. Archana can do sky diving.
- iii. Karthik wrote a book on child psychology.
- iv. Rahman sang a Tamil song in the music concert.
- v. Monica is cooking Chinese cuisine for dinner.

b) Give meaning to following idioms (1 x 5 = 5)

- i. A Blessing in disguise
- ii. A perfect Storm
- iii. Fit as a fiddle
- iv. Cut somebody some slack
- v. Go back to the drawing board

c) Change the following sentences from direct to indirect speech. (2 x 5 = 10)

- i. Amit said, 'I have been watching a lot of movies.'
- ii. Kiran asked, 'Do they teach French?'
- iii. Pavan said, 'I can finish the assignment in two hours.'
- iv. Samyak shouted, 'I am stuck in the elevator'
- v. Children exclaimed, 'We can see a rainbow!'

Qus. 3

- a) Prepare a NIT for publication of e-tender notice in renowned newspaper. Last Date of downloading the specification and submission of tender is 31.12.2023 11:00 A.M and opening is on 02.01.2024 at 11:00 A.M. The tender relates to the Purchase of Laptop for the officers of PSTCL with a tentative cost of Rs. 5 Crores. (10)
- b) Send a letter from CFO/PSTCL to all accounting units of PSTCL, directing them to properly book Revenue and Capital Expenditure in accurate accounting Head. (10)

Qus. 4

- a) Write in brief about following financial function in MS Excel: (2 x 5 = 10)
- i. NPV
 - ii. PMT
 - iii. Effect
 - iv. NOMINAL
 - v. PV
- b) Write the full form of following: (1 x 5 = 5)
- i. Write full form of EEPROM?
 - ii. Write full form of USB
 - iii. Write full form of HTTP
 - iv. Write full form of FTP
 - v. Write full form of HDMI

c) What function the following keyboard shortcut Perform:- (1 x 5 = 5)

- i. Ctrl + Left arrow in MS Word
- ii. Ctrl + H in MS Word
- iii. F2 in MS Excel
- iv. Alt + Enter in MS Excel
- v. Alt + Tab in MS Windows

Qus. 5

a) Write any five differences between Input Device and Output Device with one example each. (10 x 1)

b) Define the following: (2 x 5 = 10)

- i. Application
- ii. Bug
- iii. Database
- iv. Firewall
- v. Modem

Ans. 1

Solar energy: a long term and safe energy solution

Climate changes across the world have been noticed due to burning of fossil fuels and other related activities. The need of the hour is to shift the focus to a renewable resource of energy especially Solar energy. The energy crisis of 1973 has caused serious damage to flora and fauna, buildings and human health. In view of this, solar energy comes to be a wise choice and can be a good solution for environmental issues like acid rain, ozone layer depletion, greenhouse effect, smog etc. Using solar energy can also be a solution to prevent depletion of non-renewable resources of energy.

Ans. 2

a) Change into Passive voice

- i. A new sports car has been bought by Ravi.
- ii. Sky diving can be done by Archana.
- iii. A book on child psychology has been written by Karthik.
- iv. A Tamil song was sung by Rahman in the music concert.
- v. Chinese cuisine is being cooked by Monica for dinner.

b) Idioms:

- i. A good thing that seem bad at first
- ii. The worst possible Situation
- iii. In Good Health
- iv. To treat (someone) in less harsh or critical way
- v. Start Over

c) Direct Indirect Speech

- i. Amit said that he had been watching a lot of movies.
- ii. Kiran asked if they taught French?
- iii. Pavan said that he could finish the assignment in two hours.
- iv. Samyak shouted he was stuck in the elevator.
- v. Children exclaimed that they could see a rainbow.

Ans. 3

a)

(PSPCL Stamp and header)

E-Tender Enquiry No. xxx dated: xxx

Short Description: Purchase of laptops for PSPCL offices with a tentative cost is Rs. 5 Cr.

Start date for downloading of Specification/tender documents: Date of uploading of tender.

Last date for downloading of Specification/tender documents: 31.12.2023 upto 11:00 AM

Last date for Bid Submission: 31.12.2023 upto 11:00 AM

Bid Opening date: 02.01.2024 at 11:00 AM

Note: The prospective bidders are requested to get clarification from this office and or e-tender representatives in case of any difficulty regarding uploading of the tender well in time. It is also requested to get their digital signature and registration well in time so as to submit tenders through e-tendering only.

(Signature of tender inviting authority)

b)



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001, Punjab, India)
Corporate Identity Number: U40109PB2010SGC033814

Office of the Chief Financial Officer
2nd Floor, Opp. Kali Mata Mandir, Shakti Sadan, Patiala.
www.pstcl.org Fax/Ph. No.0175-2970183 Email: cfo@pstcl.org

To

All Xen's/AOs (Accounting Units), PSTCL,

Memo No. _____

Dated: _____

Subject: Proper Booking of Revenue and Capital Expenditure in Correct Accounting Head.

It is brought to your kind notice that it has been observed by this office that in monthly/yearly accounts, proper classification in relevant Account Heads is not being carried out. Some revenue expenditures are being booked in Capital Expenditure Heads and vice versa. It may not portray the complete and correct depiction of the State of affairs.

Proper Accounts Heads have been prescribed for each of such elements. It is therefore, requested that Divisional Accountant and All Divisional Officer/Accounts Officer must cross check the amount of any items with relevant record and relevant Account Heads, while submitting the monthly account to the WAD section.

In case your office encounters any difficulty in getting proper reports/summaries and finding proper accounting head, then matter may be taken up with this office.

Meticulous compliance of the instructions must be ensured.

Chief Financial Officer
PSTCL, Patiala.

Ans. 4

a) Write in brief about following financial function in MS Excel: (2 x 5 = 10)

- i. **NPV** - It calculates the net present value of an investment by using a discount rate and a series of future payments (negative values) and income (positive values).
- ii. **PMT**- It calculates the periodic payments for a loan based on constant payments and a constant interest rate.
- iii. **Effect**- It calculates the effective annual interest rate, given the nominal annual interest rate and the number of compounding periods per year
- iv. **NOMINAL**- It calculates the nominal interest rate, given the effective interest rate and the number of times it will compound per year.
- v. **PV**- It calculates the present value of a loan or an investment, based on a constant interest rate

b) Write the full form of following: (1 x 5 = 5)

- i. **Write full form of EEPROM?** – Electrically Erasable programmable Read Only Memory
- ii. **Write full form of USB** –Universal Serial Bus
- iii. **Write full form of HTTP** - Hypertext Transfer Protocol
- iv. **Write full form of FTP** - File Transfer Protocol
- v. **Write full form of HDMI** - High-Definition Multimedia Interface

c) What function the following keyboard shortcut Perform:- (1 x 5 = 5)

- i. **Ctrl + Left arrow in MS Word** - Move the cursor to one word left
- ii. **Ctrl + H in MS Word**- Shortcut to open "Find and Replace" dialogue box
- iii. **F2 in MS Excel** – To Edit a Cell
- iv. **Alt + Enter in MS Excel** - To start a New Line in a Current Cell
- v. **Alt + Tab in MS Windows** - To Switch between open programs

Ans. 5 a)

Sr. No.	INPUT DEVICE	OUTPUT DEVICE
a)	It is a hardware device and is used to key in the data, instructions or commands into the computer	It is a hardware component, and it uses the data that it has received from the computer to carry out a task
b)	It can transfer data to another device, but cannot receive any from it	Can obtain data from another device and can also produce output from it. However, cannot transfer data to another device
c)	Necessary for the computer to receive user commands and data to process	Required if a computer has to share its results. They also help to prompt the users for additional information and commands
d)	These are user controlled	Computer manages it
e)	Complex coding is used	Users need to only see the results and so are not required to learn the process
f)	Examples: Keyboard, webcam, microphone, joystick and so on	Examples: LCD Projection panels, printer, monitor, speaker and more

b)

i) **Application:** Computer software that performs a task or set of tasks, such as word processing or drawing. Applications are also referred to as programs.

ii) **Bug:** A malfunction due to an error in the program or a defect in the equipment.

iii) **Database:** A collection of similar information stored in a file, such as a database of addresses. This information may be created and stored in a database management system (DBMS).

iv) **Firewall:** A set of security programs that protect a computer from outside interference or access via the Internet.

v) **Modem:** a combined device for modulation and demodulation