

Punjab State Transmission Corporation Limited
Departmental Accounts Examination-2023 (2nd Session)

Category- UDC/General, LDC

PAPER – IV

Roll No.

(Drafting and Computer Knowledge)

Time Allowed: 3 Hours

Max Marks – 100

NOTE:

- i) Attempt all the questions and part of a question continuously at one place.
- ii) Support your answer with relevant rules/regulations.

Question No. 1 Write a Precis of passage given below.

People once thought that the great barrier to human progress was illiteracy, the widespread inability to read. When once everybody could read the written or printed word, all, it was thought, would be well. Though people would still differ in attainment, owing to the differences in mental ability, the great majority would, at any rate, be able to read and understand the newspapers, and keep themselves properly informed of what was going on around them. Events have by no means justified this optimism.

The majority are able, it is true, to read written or printed characters. But reading, it has been discovered, has a variety of meanings. To some people it means little more than the ability to pronounce aloud the printed word ; to others it means an ability to gain merely a general impression of what they read. Even students daily engaged in the study of books often develop a superficial ability to read rapidly and with apparent understanding, what they subsequently prove to have understood very imperfectly.

(20 Marks)

Question No. 2.

- a. Prepare an agenda to write-off an unrecoverable amount standing under group head 28.868 amounting to Rs. 32154/- (10 Marks)
- b. Draft a reply letter to AO Pension, PSPCL regarding change in monthly payment of terminal benefit, stating that there will be no change in the adhoc payment of terminal benefit amounting to Rs. 40 crore being done by PSTCL at the end of each month due to already less budget allocated by commission w.r.t to Terminal benefits. And also ask them to make payment of transmission charges without deducting any charges recoverable from PSTCL. (10 Marks)

01 25

Question No. 3

A. Choose the appropriate preposition to complete the sentence:

- i. We walked the edge of the forest.
(a) up to (b) against (c) over
- ii. Immediately passing his exams he is going to visit his grandparents. (a) before (b) during (c) after
- iii. They picked the bell pins great care. (3 Marks)
(a) between (b) along (c) with

B. Choose the suitable meaning of the idiom found in the following sentences:

- i. I must get all the ducks in a row before my final exams.
(a) getting disoriented
(b) getting freebies
(c) caring for ducks
(d) getting things well organized
- ii. The day of the most awaited trip was nearing. I will be there – with bells on.
(a) being studies
(b) being enthusiastic
(c) being shrewd
(d) being cunning
- iii. The new CEO has made a headway in improving the company's profits.
(a) to have headaches
(b) to be injured in the head
(c) to make progress
(d) to run in a race (3 Marks)

C. Fill in the blanks with suitable article

- i. My grandmother, like everybody's grandmother, was old woman. She had been old and wrinkled for twenty years that I had known her.
- ii. The priest taught us alphabet and morning prayer.
- iii. I used to go to English school in motor bus. (3 Marks)

D. Rewrite the following sentences using passive voice:

- i. How have you solved the puzzle?
- ii. One must endure what is incurable.
- iii. Do not tell lies. (3 Marks)

E. Change the following mode of narration from direct Speech to indirect speech.

- i. He said, "I did it."
- ii. "I know her address," said Gopi.
- iii. My teacher said, "Practice makes a man perfect." (3 Marks)

F. Spot the errors in the following sentences and correct them:

- i. No sooner had the teacher entered the class when the students stood up.
- ii. She only lost her glasses in the stampede. (2.5 * 2 = 5 Marks)

Question No. 4

- a. Write a short note on classification of Computers based on Size, Work and Purpose.
- b. Explain three MS office applications used in routine office work?
- c. Define the following:-
 1. Archive
 2. Directory
 3. RAM
 4. ROM
 5. Control Panel

(5 + 5 + 10 = 20 Marks)

Question 5

- a. What is the extension of saved file of MS Excel, MS Word and MS Power Point in Microsoft Office 2010?
- b. Write the keyboard shortcut key of the following used in MS Excel :-
 1. Move to next sheet between excel worksheets in the same excel document.
 2. Switch between open workbooks/windows.
 3. Select all contents of the worksheet.
 4. To undo the last action.
 5. Insert link.

- c. Describes the formula syntax used in MS Excel to connect the following text shown in different cell in a single cell and display as "Works Accounts"?

	A	B
1	Works	Accounts

(2.5 + 5 + 2.5 = 10 Marks)

- d. Match the following in respect of MS Windows:-

1. Control + Alt + Del
2. Window + D
3. F2
4. Escape
5. F5

Refresh the active window
To display the desktop
Cancel the current task
Restart the Computer
Rename selected item

(5 Marks)

- e. PSTCL had imparted training on e-office; write a short note on the functioning of e-office system.

(5 Marks)

Departmental Accounts Examination-2024 (2nd Session)

Category- UDC/General **PAPER - IV**

Roll No.

Answer No. 1.

Precis: Once illiteracy was considered an obstacle to human progress. It was supposed that more literacy would increase human progress. But it has not proved so. Today, majority of people can read and write but their knowledge is limited. Reading has varied meanings. Some people read things quickly without full understanding. Others consider it as mere loud reading.

Answer No. 2. (a)



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB Head Office, The Mall, Patiala, Punjab, India)
Corporate Identity Number: U40109PB2010SGC033814
Office: Chief Financial Officer, A&R(Compilation), Shakti Sadan, Patiala

This Agenda contains __ pages

Agenda No. __ /CFO/A&R-79

Dated:

Subject: - Approval to write-off an unrecoverable amount standing under group head 28.868 amounting to Rs. 32,154/-.

1. **Brief History:**

The brief history of the case stating all the material facts should be explained in the opening para of the agenda. Like the amount recoverable is from so and so employee or supplier with long pendency. The effort made for its recovery and the reasons of its non-recovery.

2. **Proposal:**

Keeping in view of the above facts, the Board of Directors of PSTCL is requested to consider and approve the agenda to write off the unrecoverable amount standing under GH 28.868 of Rs.32,154/-.

3. **Views of Legal Section:**

The agenda should contain the views of legal section.

4. **Views of Finance Section:**

The agenda should contain the views of legal section.

5. **Declaration:**

All material information likely to influence the decision has been truly and fairly brought out in the agenda notes and no such information has been withheld. Also, there is no willful default in compliance of all applicable laws, rules, regulations, procedures concerning the subject matter of the agenda.

6. **Competency:**

The competency lies with Board of Directors.

7. **Decision Required:**

The Board of Directors of PSTCL is requested to consider & pass the following resolutions: -

RESOLVED THAT the Board of Directors of PSTCL has consider and approve the agenda to write off the unrecoverable amount standing under GH 28.868 of Rs.32,154/-.

Encl: Annexure if any

Prepared by

Approved by

Stamp of HOD,

**Stamp of Concerned
Director,**



(b) PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB, Head Office, The Mall, Patiala-147001, Punjab, India)
Corporate Identity Number - U40109PB2010SGC033814,
Office of AO/A&R (Compilation), Shakti Sadan, Patiala
E-mail: ao-comp@pstcl.org

To

AO Pension Cell,
PSPCL Patiala.

Memo No: ____

Dated: ____

Subject: Regarding change in monthly payment of terminal liability.

In respect of the subject cited above, it is intimated that there will be no change in the adhoc payment of terminal benefit amounting to Rs. 40 crore being done by PSTCL at the end of each month due to less budget allocated by commission w.r.t to terminal benefits.

Further, it is also requested not to deduct any charges recoverable from PSTCL while making the payment of transmission charges.

It is for your information and further necessary action please AO/A&R,

PSTCL, Patiala.

Answer No. 3

A. Choose the appropriate preposition to complete the sentence:

- I. We walked **upto** the edge of the forest.
(a) up to (b) against (c) over
- II. Immediately **after** passing his exams he is going to visit his grandparents.
(a) before (b) during (c) after
- III. They picked the bell pins **with** great care.
(a) between (b) along (c) with

B. Choose the suitable meaning of the idiom found in the following sentences:

- I. I must get all the ducks in a row before my final exams.
(a) getting disoriented
(b) getting freebies
(c) caring for ducks
(d) getting things well organized

Answer **D**

- II. The day of the most awaited trip was nearing. I will be there – with bells on.
(a) being studies
(b) being enthusiastic
(c) being shrewd
(d) being cunning

Answer: **B**

- III. The new CEO has made a headway in improving the company's profits.
(a) to have headaches
(b) to be injured in the head
(c) to make progress
(d) to run in a race

Answer: **C**

C. Fill in the blanks with suitable article

- I. My grandmother, like everybody's grandmother, was **an** old woman. She had been old and wrinkled for **the** twenty years that I had known her.
- II. The priest taught us **the** alphabet and **the** morning prayer.
- III. I used to go to **an** English school in **a** motor bus.

D. Rewrite the following sentences using passive voice:

i. How have you solved the puzzle?

Ans: How has the puzzle been solved by you.

ii. One must endure what is incurable.

Ans: What can't be cured has to be endured.

iii. Do not tell lies.

Ans: Let lies not be told

E. Change the following mode of narration from direct Speech to indirect speech.

i. He said, "I did it."

Ans: He said that he had done it.

ii. "I know her address," said Gopi.

Ans: Gopi said that he knew her address.

iii. My teacher said, "Practice makes a man perfect."

Ans: My teacher said that practice makes a man perfect.

F. Spot the errors in the following sentences and correct them:

i. No sooner had the teacher entered the class when the students stood up.

Ans: No sooner had the teacher entered the class than the students stood up.

ii. She only lost her glasses in the stampede.

Ans: Only she lost her glasses in the stampede.

Answer No. 4

a) There are different types of computer technology available these days. The functionality and data processing of each type of computer is distinct and so are the output results. Though, the methods/techniques, size, capacity, characteristics, and data handling aspects of each computer may be different as well. Let us understand the different types of computers one by one:

Types of Computers on basis of Size

Micro Computer

The microcomputer is also recognized as a personal computer, these are comparatively economical. Microcomputers are small computers incorporating a microprocessor, Central Processing Unit (CPU), memory, storage area, an input unit, and an output unit. It is a general-purpose computer that is outlined for personal use. Such computers are made with minimum circuitry mounting over a single circuit board. They are fit for personal work that may be making an assignment, at the office for office work, watching a movie, etc. Examples include Desktop, Laptop, tablets, smartphones, etc.

The Mini Frame or Mini Computer

Minicomputers are comparatively smaller than mainframe computers or can say a minicomputer lies within the mainframe and microcomputer as it is smaller than the mainframe but larger than a microcomputer. Minicomputers are digital and multi-user computer systems with the connection of more than one CPU. Thus, multiple users can work on these computers simultaneously. Mini-frame computers are employed in institutes and work units for tasks such as billing, accounting, and record management.

Mainframe Computer

Computers utilized by large organizations to manage bulk data are designated as Mainframe computers. Mainframe computers are multi-programming, high-performance and multi-user computers, which implies they can manage the workload of more than 100 users at a time on the computer. The storage capability of the mainframe is enormous, with a high-speed data process as well. The main purposes of such a type of computer include managing customer statistics, census, and other heavy data in a single device.

Mainframe computers, therefore, are mainly employed by departmental and commercial organizations like Banks, Scientific research centers, companies, and governmental departments like railways, paying employees, ticket booking, maintaining details of purchases by users, keeping detailed tax details, etc.

Supercomputers

Supercomputers come under the biggest, fastest, powerful, and most expensive type of computer for processing data type; they are designed to process an immense amount of data. A supercomputer can treat trillions of instructions/directions in a second. It has thousands of interconnected processors. Supercomputers are especially used in scientific and engineering applications such as weather forecasting, quantum mechanics, climate research, scientific simulations, nuclear energy research, etc. where a high level of performance is required. Examples: IBM Roadburner, INTEL ASIC RED. PARAM-1000, BM Blue Gene, and CRAY-XMP-14.

Types of Computers on basis of Work

Analog Computer

Analog computers are outlined to process analog data. Analog data is continuous data that varies continuously and cannot have discrete values. Analog computers are utilized primarily to measure physical units like the voltage, electric current, pressure, temperature and convert them into digits. Such computers are mostly used for scientific, technology,

research, engineering, and industrial applications. Speedometer, mercury thermometer, thermometer, operational amplifiers, electric integrators, etc. are examples of analog computers.

Digital Computer

The digital computer is outlined to execute calculations and logical operations at a high pace. Such computers are proficient in solving problems in discrete formats. It acquires the raw data as input in the form of digits/binary numbers (i.e. 0 and 1) and processes it with programs stored in its memory to produce the output. It can implement arithmetic operations such as addition, subtraction, multiplication and division, and all sorts of logical/mathematical operations as well. All modern computers like laptops, desktops including smartphones, calculators, tablets, digital watches, accounting machines, workstations, digital clocks etc. that we use at home or office are digital computers.

Hybrid Computer

Hybrid computers as the name signify exhibit features of both Analog and Digital computers. It is fast like an analog computer and has memory and accuracy like those of digital computers. It can process both continuous and discrete data. It takes analog signals and transforms them into digital form before processing them. These types of computers are extensively used in specialized applications where both analog and digital data are processed. For example, a processor is applied in petrol pumps that converts fuel flow measurements into quantity and price. Furthermore, they are used in airplanes, hospitals, and scientific applications.

Types of Computers on basis of purpose

General Purpose

General computers are designed to perform various everyday tasks such as;

1. Document preparation
2. Financial analysis
3. Printing documents
4. Basic Input/Output functions
5. Creating databases
6. Data Saving on a smaller scale
7. Calculations with accuracy and consistency.
8. General performing activities

The size, storage capacity, and cost of such computers are essentially less. The capacity of these computers is limited in completing specialized tasks. These may include basic calculators, laptops, desktop computers, mobile phones, etc., which can help individuals to meet their basic essential functions.

Special Purpose

When a computer is outlined specifically to perform a certain function, such type of computer is identified as a Special Purpose computer. The size, storage capacity, and cost of such computers principally depend on the nature and size of the work. The function of these computers is consistent with any particular task, that is these computers are designed to perform a particular or specialized task.

These types may include:

1. Thermometers to test temperature
2. Devices used for examining climate change
3. Generators to manage electricity
4. Large computers for IT Companies
5. Examples of special-purpose computers

Automatic teller machines (ATM)
Traffic-control computers
Surveillance equipment
Weather-forecasting simulators
Washing machines
Military planes controlling computers
Defense-oriented applications
Oil-exploration systems

b)

Microsoft Office (MS Office) is a suite of productivity software created by Microsoft. It includes various applications like **Word, Excel and PowerPoint**, each serving different purposes such as word processing, data management, presentation creation, and email communication.

MS-WORD: Used to make professional-quality documents, letters, reports, etc., MS Word is a word processor developed by Microsoft. It has advanced features which allow to format and edit your files and documents in the best possible way. MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

MS-EXCEL: MS Excel is a spreadsheet program where one can record data in the form of tables. It is easy to analyze data in an Excel spreadsheet.

MS-POWER: MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

c)

i) **Archive:** Archive is about moving data that is no longer active but must be retained to another storage system in order to free up primary storage and improve system performance.

ii) **Directory:** A directory is a container that is used to contain folders and files. It organizes files and folders in a hierarchical manner. In other words, directories are like folders that help organize files on a computer. Just like you use folders to keep your papers and documents in order, the operating system uses directories to keep track of files and where they are stored. Different structures of directories can be used to organize these files, making it easier to find and manage them.

iii) **RAM:** Random Access Memory (RAM) is a type of computer memory that is used to temporarily store data that the computer is currently using or processing. RAM is volatile memory, which means that the data stored in it is lost when the power is turned off. RAM is typically used to store the operating system, application programs, and data that the computer is currently using.

It is also called read-write memory or the main memory or the primary memory. The programs and data that the CPU requires during the execution of a program are stored in this memory.

It is a volatile memory as the data is lost when the power is turned off.

iv) **ROM:** Read Only Memory (ROM) is a type of computer memory that is used to permanently store data that does not need to be modified. ROM is non-volatile memory,

which means that the data stored in it is retained even when the power is turned off. ROM is typically used to store the computer's BIOS (basic input/output system), which contains the instructions for booting the computer, as well as firmware for other hardware devices.

Stores crucial information essential to operate the system, like the program essential to boot the computer.

- It is non-volatile.
- Always retains its data.
- Used in embedded systems or where the programming needs no change.
- Used in calculators and peripheral devices.
- ROM is further classified into four types- M ROM, PROM, EPROM, and EEPROM.

v) **Control Panel:** A Control panel is a centralized interface that allows users to manage various functions of computer software, hardware, etc. These functions include Adding and removing software and hardware, system updates, security updates, network and internet, user accounts, clock, language, date and time, display, Programs and features, Windows Defender, etc. It can modify the uses of default apps and settings of mouse, keyboard, sound, etc. The control panel is available in almost every version of Microsoft Windows including Windows 2000, Windows XP, Windows Vista, Windows 7, 8, 10, 11, and 12, etc.

Answer No. 5

A Extension of saved file of, MS Excel MS Word, and MS Power Point is .xlsx, .docx and .pptx respectively.

B

1. Ctrl+page down
2. Ctrl+tab or Ctrl+F6 or Shift+ctr+tab
3. Ctrl+A
4. Ctr+Z
5. Ctrl+K

C

Formula used in excel to connect the text shown in different cells in a single cell is described as under –

Lets say we want to combine cell 1 &2, the formula would be as

=Concatenate(cell 1 & cell 2)

D

1. Ctrl+Alt+Del :Restart the computer
2. Windows+ D :To display the desktop
3. F2 :Rename selected item
4. Escape : Cancel the current task
5. F5 : Refresh the active window

E Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology becomes the need of the society. Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization. So, any organization looking for a solution that will allow it to capture the documents in digital form, archive them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender, can go for this product. What began with the development and implementation of the "File Tracking System" which was a major step towards Less Paper Office, NIC (National Informatics center) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government. Manual techniques for diarizing, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System. An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.