

Q.1. What is "Completion Report"? What are the reasons for a large number of completion reports remaining outstanding for years? What steps would you suggest for an improvement in the position.

Q.2. a) What is the Language policy of the Government of India for official purposes?

b) Distinguish between "employees having proficiency in Hindi" and "employees having working knowledge of Hindi".

Q.3. What is Stock Adjustment Account? Explain the main components of its debits and credits side. How the balances under this head are cleared?

Q.4. Describe in detail the procedure followed in Traffic Accounts office and EDP center for apportionment of passenger and goods earnings of through traffic between zonal railways.

Q.5.a) What are the various dues/benefits admissible to a railway servant on normal retirement under Pension rules?

b) Under what conditions are recoveries or deductions from pension admissible?

c) What is the limit up to which Pension can be commuted?

Q.6. What is Traffic Suspense? What are its constituent items? What methods would you suggest to reduce the Traffic Suspense to the minimum?

Q.7. What is Workshop manufacturing Suspense (WMS) Account? How is the balance under WMS cleared? How are inefficient balances identified?

Q.8. What is Account Current? How is it compiled? Distinguish between Capital and Revenue Account current. What are the various schedules that should accompany the Account Current?

Q.9. Write short notes on any six (6) of the following:

- (i) Inventory Turnover Ratio.
- (ii) Cost benefit Analysis
- (iii) Discounted Cash flow (DCF) technique
- (iv) ABC Analysis
- (v) Wagon turn round
- (vi) Urgency certificate
- (vii) Next Below Rule
- (viii) Specific Fuel Consumption
- (ix) Liquidated damage
- (x) Material modification
- (xi) Accounts Office Balance Sheet
- (xii) Weight only system

Q.10. Distinguish between (Any five)

- (i) Rate contract and Running contract
- (ii) Late Tender and Delayed Tenders
- (iii) Personal pay and Presumptive pay
- (iv) Bills recoverable and Demands recoverable
- (v) Removal and Dismissal
- (vi) NTKM and GTKM
- (vii) Overcharge sheet and Error sheet
- (viii) Leave not due and Extraordinary leave
- (ix) Incentive bonus and productivity linked bonus
- (x) Death Gratuity and Retirement Gratuity

Q.11 Choose the right Answer: -

- i) Replacement of assets is generally charged to
 - (a) IRFC
 - (b) Capital Fund
 - (c) DRF
 - (d) ACS PF

- ii) Choose the Railway with best financial performance
 - (a) Net Traffic Receipts Rs 26 crores, Operating Ratio 81%
 - (b) Net Traffic Receipts Rs 10 crores, Operating Ratio 64%
 - (c) Net Traffic Receipts Rs 22 crores, Operating Ratio 93%
 - (d) Net Traffic Receipts Rs 50 crores, Operating Ratio 105%

- iii) Unutilized joining time can be credited to the leave account up to-
- (a) 30 days
 - (b) 15 days
 - (c) 10 days
 - (d) 20 days
- iv) In annual Estimate method of recoupment, Interim period is the period from
- (a) Review date to the end of contract period
 - (b) Review date to start of contract period
 - (c) Start of contract period to end of contract period
 - (d) None of the above
- v) Which of the following deduction is prohibited from Subsistence Allowance?
- (a) House Rent
 - (b) Income Tax
 - (c) Court Attachment
 - (d) Station Debts
- vi) The minimum Return generally expected under DCF method for the new projects to be considered financially viable is:-
- (a) 10%
 - (b) 12%
 - (c) 14%
 - (d) 7%
- vii) A general index of financial performance of a railway is given by
- (a) Wagon turn round
 - (b) Efficiency Ratio
 - (c) Operating Ratio
 - (d) Performance Efficiency Index
- viii) Transfer without Financial Adjustment means-
- (a) Transfer of Earnings between Railways
 - (b) Transfer of Assets between Railways
 - (c) Appropriation to Fund Accounts
 - (d) Transfer of common charges between Railways
- ix) Works expenditure pertaining to "Computerisation" is allocated under-
- (a) Plan Head 31
 - (b) Plan Head 17
 - (c) Plan Head 11
 - (d) Plan Head 33

- x) The Suspense head Demands Recoverable does not include
- (a) Interest and maintenance charge of Private Sidings
 - (b) Cost of Staff
 - (c) License fee Of Railway land and buildings
 - (d) Electricity dues

Q12. Write whether each of the statement is **true or false**

- (i) The difference between the book value and sale value of sold scrap is accounted in stock adjustment account.
- (ii) In a construction project costing Rs 3 crores, introduction of a sub work costing Rs 7 lakhs does not constitute a material modification.
- (iii) Demands payable is operated to provide a link between government accounting and commercial accounting.
- (iv) Investments financed from funds raised by Indian Railway Finance Corporation do not carry any financial liability by the railways.
- (v) All bills prepared for realization from non-railway agencies have to be accounted for under "Demands Recoverable".
- (vi) The General Manager of a zonal Railway has absolute powers to dismiss a Group A officer as long as he has the concurrence of FA&CAO.
- (vii) The estimates committee determines the rate of dividend payable to general revenue.
- (viii) A major penalty charge memorandum is required to be issued on SF-5.
- (ix) Discounted Cash Flow (DCF) method of project Appraisal does not take in to account the "time value of money".
- (x) "Pro Forma" oncost include all oncost which is not included in the railway workshop but which would be so included in commercial costing.

Part I - (Group A)
Traffic Accounts & Statistics

How are the traffic earnings apportioned among the Railways? How are the net results adjusted among them? Do you think the existing system of apportionment of earnings helps in realistic assessment of financial performance of Railways? Do you suggest any measure of improvement?

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What are the various items that constitute the closing balance of Station Balance sheets? Enumerate the records with which TIA is to check the items and the purpose of doing so.

1. It is proposed to install few PCs in Traffic Accounts and Statistical Branch of the Railway. Identify the areas and activities which can be computerised, with specific benefits.

PART II (Group A)

ESTABLISHMENT

1. How are Pension and DCRO of a retired Railway Railway employee calculated? What do you understand by Family Pension? Discuss the various difficulties faced in making "On date Settlement payment" on date of superannuation.
2. Describe briefly the checks exercised in the Accounts Office of the following :
 - i) Labour Pay Sheets
 - ii) Claim for Special Contribution to PF.
 - iii) Leave Encashment
3. How are the Provident Fund recoveries entered into the subscribers' account? How are monthly and Annual reconciliation done? Do you think computerisation of PF Accounts can help its accurate and timely maintenance? What safeguards are needed in mechanised maintenance of PF Accounts.

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PART I (Group B)

Financial Justification for Expenditure
and Traffic Costing

- Q 1. a) What factors are to be considered to justify switch-over from Diesel to Electric traction.
b) How financial justifications for Doubling of a Single line Section is to be made out.
- Q 2. Describe the major studies being undertaken by the Traffic Costing Cell and how results of the same are put to effective use for improving Rlys. financial performance. Do you suggest coverage of some more areas of activities by the Cell and if so, for what purpose and benefits ?
- Q 3. What is Tendering system ? Discuss various types of Tenders with their merit or demerits. Is there any difference between Stores and Works Tender ? What is the role and responsibility of a Finance Officer in the Tender Committee?

PART II (Group B)

Management Accounting

- Q 1. What are the various sources of funding Railway expenditure. Discuss in details the alternate financing schemes available to Railways to overcome resource mobilisation problems.
- Q 2. What are the basic Accounting concepts and what are the Accounting Conventions.
- Q 3. Distinguish between the following :
- i) Reserve Fund and Sinking Fund
 - ii) Preference and Deferred Shares
 - iii) Current Ratio and Quick Ratio
 - iv) Renewal of Bill and Retiring a Bill.

PART - III

GENERAL EXPENDITURE ACCOUNTS

- Q 1. Define Primary Units. Explain their use in exercising control over Ordinary Working Expenses.
- Q 2. Write short notes on the followings:
- i) Building Cost Index
 - ii) Two packet system of Tendering
 - iii) Net Drawal
 - iv) Cost Centre and Profit Centre
- Q 3. What is a Liability Register ? What purpose does it serve ? Indicate the Proforma of a Liability Register maintained in Project Office with sample entries along with sources from which they are posted.

PART - IV

WORKSHOP & STORES ACCOUNTS

- Q 1. a) What factors can lead to increase in the balance under Workshop Manufacturing Suspense ?
b) Enumerate the stages through which PWD debits are determined and finally adjusted.
- Q 2. a) What are the 'deduct' entries in a Stores Budget and what is their significance ?
b) How are balance under Stock Adjustment Account cleared from time to time and what impact does its clearance have on Working Expenses & Stores Budget ?
- Q 3. What are the main features of the Incentive system of Payment in Railway Workshops ? What are the drawback or deficiencies of the system and how can they be removed ?