

ROLL NUMBER _____

PAKISTAN WATER & POWER DEVELOPMENT AUTHORITY

***DEPARTMENTAL PROMOTION EXAMINATION FROM JUNIOR ENGINEER TO
SENIOR ENGINEER (POWER WING) (BPS 17 TO 18) NOVEMBER 2013***

PAPER-A (COMMERCIAL & ACCOUNTS)

BOOKS ARE NOT ALLOWED

PART – I (OBJECTIVE)

Total Marks : 50

Time Allowed : 1 Hour

GENERAL INSTRUCTIONS:

- All questions are to be attempted
- No books or other reference/study material(s) are allowed in the examination hall.

Q.NO.1.

Fill in the Blanks.

(Marks-30)

- i. In order to reduce the risk of fraudulent alteration spaces should not be _____ before, between or after the _____, when cheques are written.
- ii. Normally cheques become time barred after _____ days, when not presented to bank for payment.
- iii. Bill for work done should be prepared on _____.
- iv. Letter of credit for imports are opened by the _____.
- v. Funds may not be allowed to remain unutilized with the Project at the close of a _____.
- vi. A mistake in Cash Book should be corrected by _____ that entry and _____ the correct one.
- vii. In all cases payment should be made after the _____ has actually been done and properly recorded in the _____ Book.
- viii. Any person having claim against Govt. will present his voucher duly receipted and stamped at the _____.
- ix. The words _____ must be written between the crossing lines of each and every cheque.

- x. The balance at Bank appearing in the _____ is reconciled with balance shown by Bank statement each month.
- xi. _____ Cards are maintained for recording movement of stock in the Stores Houses.
- xii. A bill without detail but paid at treasury is called _____.
- xiii. All cheques are issued under the signatures of one officer from executive side and the other from _____ side.
- xiv. Measurement Book is very important _____ record.
- xv. The Cash Book must be _____ on the last working day of every calendar month.

(Marks - 10)

Q.No.2

What do the following abbreviations stand for? Please write

- i. MRN
- ii. ADP
- iii. S.S.Cheque
- iv. NEPRA
- v. WPPO
- vi. DDO
- vii. CDWP
- viii. ERO
- ix. TOD
- x. L.C

Q.No.3

Please write **True** or **False** against each statement, as the case may be

(Marks – 10)

i.	Advances to contractors are as a rule permissible.	
ii.	Reappropriation does not mean the transfer of funds from one unit of appropriation to another such unit.	
iii.	A deposit work is a work for which funds are deposited into a bank account.	
iv.	Treasury means any treasury of the province and includes a sub treasury.	
v.	S.S. Cheque may be encashed at any scheduled bank.	
vi.	Capital contribution by the consumers are treated as Deposit work.	
vii.	It is not necessary to keep separate account for each separately indentified work.	
viii.	The ADP approved by the Authority is directly forwarded to Ministry of Finance.	
ix.	The labour charges at a work are treated as contingency.	
x.	Construction component of the ADP be given wider share.	

END