

DE-7/2021/103

Question Booklet
Alpha Code

A

Question Booklet
Serial Number

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Name:		Reg.No.		Signature:	
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DEPARTMENTAL TESTS — JULY, 2021

Total Number of Questions : 100

[Time : 1½ hours

(Maximum Marks : 100)

INSTRUCTIONS TO CANDIDATES

1. The question paper will be given in the form of a Question Booklet. There will be four versions of question booklets with question booklet alpha code viz. A, B, C & D.
2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the question booklet.
3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
4. If you get a question booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your question booklet is un-numbered, please get it replaced by new question booklet with same alpha code.
6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the question booklet, until the indication is given to start answering.
7. Immediately after the commencement of the examination, the candidate should check that the question booklet supplied contains all the 100 questions in serial order. The question booklet does not have unprinted or torn or missing pages and if so the fact should be brought to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
8. A blank sheet of paper is attached to the question booklet. This may be used for rough work.
9. **Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.**
10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball-Point Pen in the OMR Answer Sheet.
11. **Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative marks for unattended questions.**
12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over the Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.
14. **If any candidates make a marking of answer in the question paper and exchange with other candidate during the course of the examination, the answer script will be invalidated and the candidates will be debarred for a minimum period of 2 years from appearing the Departmental Tests.**

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1. Appropriations means :
 - (A) Transfer of Expr. From one unit to another unit
 - (B) Amount provided in the budget estimate placed at the disposal of disbursing officer
 - (C) Transfer of fund from one unit of work to another
 - (D) Order of competent authority to incurred Expr.

2. Book transfer is applied :
 - (A) Transfer of materials from one Division to another Division
 - (B) Transfer of materials from one work to another work
 - (C) The process whereby financial transaction which do not involve the giving or receiving of cash or Hook materials are brought to account
 - (D) Transfer of work from the jurisdiction of Division to another jurisdiction

3. The General principles to be followed in the classification of civil Expr. are laid down in :
 - (A) Para 33 of Kerala PWD A code
 - (B) Appendix 3 Kerala Account code Vol. III
 - (C) Appendix 5 of Kerala Account code Vol. III
 - (D) Article 33 of the Kerala Account code Vol. I

4. _____ is arrange for the periodical test audit and local inspection of the accounts of divisional and sub Divisional offices.
 - (A) Chief Engineer
 - (B) Secretary to Govt.
 - (C) Superintending Engineer
 - (D) Accountant General

5. When Expr. is incurred on non Govt. works in excess of the deposit received the excess Expr. will be classed under?
 - (A) PWD Deposit
 - (B) Miscellaneous PW Advance
 - (C) Budget Head
 - (D) Revenue Head

6. Competent Authority means :
 - (A) Chief Engineer
 - (B) Superintending Engineer
 - (C) Whom the relevent powers may be delegated by the Govt.
 - (D) None of the above

7. Procedure regarding the preparation of Budget estimates and other budget matters is laid down :
- (A) Para 5-1-1 Kerala PWD A Code (B) Para 5-2-1 Kerala PWD A Code
(C) Para 5-2-3 Kerala PWD Code (D) Budget manual of the state
8. _____ is responsible that the accounts of his Division are not allowed to fall in to arrear.
- (A) Executive Engineer (B) Divisional Officer
(C) Financial Assistant (D) Divisional Accountant
9. Grant means :
- (A) The amount voted by the Legislative Assembly in respect of the demand for grant.
(B) Amount allotted for a work at the time of issue of administrative sanction
(C) Amount provided for the work at the time of issue of technical sanction
(D) Amount allotted for the work after completion
10. Who is the primary disbursing officer of the Division office?
- (A) Junior Superintendent (B) Divisional Accountant
(C) Divisional Officer (D) Senior Superintendent
11. Interest bearing securities maintained by the Sub Divisional Officer that the register in :
- (A) KPW form 82 (B) KPW Form 81
(C) KPW Form 57 (D) KPW Form 56
12. A cheque remaining unpaid from any cause for 12 months from the date of its issue should :
- (A) Be cancelled and tresh cheque issued
(B) Be cancelled and its amount written back
(C) Produce before the treasury for encashment
(D) Spl. order from the Govt. may be obtained for encashment
13. What is meant by imprest?
- (A) Standing advance of a fixed sum of money given to an officer enable him to make certain classes of disbursement.
(B) Advance sanctioned to an office for making payment of office expenses
(C) Advance sanctioned to an officer for making fuel charge of Department vehicle
(D) None of the above
14. Every voucher must bear :
- (A) Stamped acknowledgement
(B) Signature of the contractor
(C) Pay order signed by the responsible disbursing officer
(D) Copy of agreement schedule

15. The actual balance of cash in each chest should be counted on :
(A) Last working day of the framed year (B) Every day
(C) Last working day of the financial year (D) Last working day of each month
16. When temporary advance given to an officer?
(A) For the payment of Natural Calamite is works
(B) For the payment of petty voucher already been passed
(C) For the payment of contingent charges
(D) None of the above
17. Who is the custodian of the counterfoil of used receipt of the Sub Division Office?
(A) Division officer (B) Circle Office
(C) Sub Division Officer (D) Head clerk of the sub Division
18. Final record of completed cheque book of the Sub Division Officer are made by :
(A) Divisional Officer (B) Treasury Officer
(C) Sub Divisional Officer (D) Superintendent Govt. Press
19. Storage rate is fixed _____ for each Division on the basis of actual storage charges incurred.
(A) Monthly (B) Half years
(C) Quarterly (D) Yearly
20. Priced store ledger is maintained in the Accounts branch of the Divisional Office in :
(A) KPW Form 11 (B) KPW Form 17
(C) KPW Form 7 (D) KPW Form 8
21. The value of stores found surplus should be credited at :
(A) Expr. on the work concerned (B) Contingent Expr.
(C) Stock Account (D) Revenue receipt
22. Tools and plants of a Division office are two kinds as follows :
(A) Heavy Tools and plant, Minor tools and plant
(B) General or ordinary Tools and plants, Special tools and plant
(C) General Tool and plant, Heavy Tools and plant
(D) None of the above
23. What is meant by Technical sanction?
(A) Sanction of the estimate by the Govt.
(B) Sanction of the Estimate by the Chief Engineer
(C) Order of the competent Authority
(D) Sanction on the Estimate by the Executive Engineer

24. The Divisional office should obtain the receipt books from the :
- (A) Superintendent of Govt. Presses (B) Chief Engineer
(C) Circle Office (D) Printed private press
25. All payments outside India should be made through _____ in accordance with the order of Govt. issued from time to time.
- (A) Nationalised Bank (B) Accountant General
(C) Reserve Bank of India (D) Foreign Exchange
26. General administration of all the stores of the Department is vested in the :
- (A) Chief Engineer (B) Deputy Chief Engineer
(C) Superintending Engineer (D) Asst.Exe. Engineer
27. Materials required for the work should be issued only on receipt of an Indent in _____ signed by the Divisional Officer.
- (A) KPW Form 7 (B) KPW Form 11
(C) KPW Form 6 (D) KPW Form 6A
28. Bin card will be kept at :
- (A) Sub Division Office (B) Division Office
(C) Section Office (D) Where the materials are stored
29. The claims for stock received from other Divisions will be settled in accordance with :
- (A) Para 7-2-19 of KPW A code (B) Appendix 8 of KPWA Code
(C) Appendix 7 of KPW A Code (D) Para 7-2-18 of KPW A Code
30. Who is the Direction officer?
- (A) The head of the Division Office (B) Head of Sub Division Office
(C) The head of a Direction Office (D) Chief Engineer
31. All liabilities and assets of the Division adjustable by transfer of credit or debit to remittance head of accounts should be registered in :
- (A) KPW Form 54 (B) KPW Form 65
(C) KPW Form 68 (D) KPW Form 67
32. The currency of cheque should expire with in _____ from the date of its issue.
- (A) Six month (B) Three Month
(C) One year (D) One month

33. When a Divisional officer receive a report that a cheque drawn by him is lost, he should at once report the fact to?
- (A) Accountant General (B) Inspector of Police
(C) Chief Engineer (D) Treasury Officer
34. A _____ should be maintained in each Sub Division, in order that no item of revenue may be lost.
- (A) Revenue Register (B) Register of Revenue Realised
(C) Miscellaneous property register (D) Rent Register
35. _____ should held personally held responsible for the loss of Revenue.
- (A) Sub Divisional Officer (B) Divisional Officer
(C) Section Officer (D) Suptg. Engineer
36. The sale proceeds of usufructs of trees should be credited to :
- (A) Public works Department
(B) Revenue Department
(C) Sale Tax Department
(D) Department in which the cost of maintenance of the compound is charged
37. The revenue from irrigation is realised in the Land Revenue Department are paid direct in to :
- (A) Irrigation Department (B) Treasuries
(C) Revenue Department (D) Public work Department
38. _____ should bring to the notice of the Board of Revenue and the chief Engineer any marked short coming of realisation as compared with the budget estimate.
- (A) Executive Engineer (B) District Collector
(C) Treasury Officer (D) Accountant General
39. The recovery for rent from Govt. Officer occupying rentable building in charge of the Department may be made either by cash or by deduction from their pay bill through the treasury officer in accordance with the rules :
- (A) 15 to 24 of Kerala Financial code (B) 15 to 24 of Kerala Treasury Code
(C) 15 to 24 of Kerala Accountant Code (D) 15 to 24 of Kerala Budget manual
40. When a public building, land or other properties is let to a person not in the service of Govt. the full assessed value should be recovered?
- (A) 12 equal instalment in monthly basis (B) 6 equal instalment is monthly basis
(C) In advance (D) None of the above

41. When a Govt. Officer, occupying Govt quarters is transferred or proceed on leave or retires, the Divisional Officer should give the _____ as early as possible a notice of the date upto which rent is payable?
- (A) Suptg. Engineer (B) Accountant General
(C) Treasury Officer (D) District Collector
42. All Revenue receipts of the Division should be classified and abstracted in a registered of Revenue _____ maintained in the Division officer.
- (A) KPW Form 70 (B) KPW Form 46
(C) KPW Form 45 (D) KPW Form 44
43. As soon on the monthly accounts are sent to the A.G. The Divisional Officer should prepare the _____ statement of rent of buildings and land :
- (A) DCB (B) Abstract of
(C) Monthly (D) None of the above
44. Expenditure on the construction or maintenance of a work may be broadly divided to two class :
- (A) Plan and Non plan (B) Cash and Stock charges
(C) Budgeted and Voted (D) None of the above
45. Persons engaged departmently for the execution of works are considered on a labours and their wages should be drawn in _____ KPW 19 and charged to the estimate of the works.
- (A) Contingent Bill (B) Contractors bill
(C) Muster Roll (D) Hand Receipt
46. Where laboures are employed casually for a short periods, payment may be made on Hand receipt in _____ in which the names and address of the full labours are given?
- (A) KPW 19 (B) KPW 26
(C) KPW 20 (D) KPW 24
47. Payments for all works done are made on the basis of measurement, recorded in _____ KPW Form 21.
- (A) Level field book (B) Measurement Book
(C) Cash Book (D) Data Book
48. The Sub Divisional Officer received the M Books under the control of Sub Division Office is from :
- (A) Divisional office (B) Chief Engineer Office
(C) Superintendent Govt. Presses (D) Purchase from stationery stores

49. The top most lines under col.1 to 4 on each page of a measurement Book should invariable be filled on :
- (A) In the Sub Division Office (B) In the Section Office
(C) In the Camp Office (D) In the Field
50. The completed measurement books sent to the _____ for final record.
- (A) Chief Engineer Office (B) A.G.S. Office
(C) Division Office (D) Sub Division Office
51. _____ in PWD Engineering work shop is permitted to record detailed measurement in measurement book.
- (A) Foreman (B) Superintendent
(C) Head Clerk (D) 1st grade Oversear
52. Charges on examination of soil for the foundation work, ordered by the competent authority should be treated as :
- (A) Contingent charges (B) Outlay on works
(C) Investigation charges (D) None of the above
53. On completion of the works the expr. is not with in the Divisional Officers power _____ should be prepared and submitted to higher office for sanction.
- (A) Revised estimates (B) Recast estimate
(C) Working estimate (D) Detailed completion reports.
54. _____ should is intended for the record of all transactions connected with the purchase of stores for specific work.
- (A) Purchase account (B) Stores account
(C) MAS account (D) Materials account
55. An account of all the transaction relating to a work during a month, whether in respect of cash, stock or other charges should be prepared by the Sub Divisional Officer in one of the :
- (A) Monthly Accounts (B) MAS Account
(C) Work Abstract (D) Transfer Entry Order
56. The register of works are posted monthly from :
- (A) Cash book (B) Monthly Accounts
(C) Schedule of work Expr. (D) Work Abstract
57. The Account relating to contracts should be kept in the contractors ledger in :
- (A) KPW Form 42 (B) KPW Form 41
(C) KPW Form 43 (D) KPW Form 46

58. _____ should be personal responsible for the correctness of the contractors ledger.
- (A) Divisional Officer (B) Divisional Accountant
(C) Senior Superintendent (D) Head Clerk
59. When a special officer is employed for the acquisition of land for the PWD the Expr. on pay and allowance is debtable to :
- (A) Public work Department (B) Land Revenue Department
(C) Survey Department (D) Finance Department
60. _____ the contractor agrees to execute a complete work with all its contingencies in accordance with the drawings and specifications for a fixed sum.
- (A) Pre qualification agreement (B) Piece work agreement
(C) Lump-sum contract (D) None of the above
61. The municipal taxes on public building residential or non residential, as PWD is administrative control of the buildings should be debted to :
- (A) Contingent fund (B) Expr. on original works
(C) Spl. Repair Estimates of the building (D) Mtc. Estimates of the building
62. Expr. on Inauguration ceremonies of the Civil Station building should be debted :
- (A) Office contingency of the District Collector
(B) Office contingency of the Executive Engineer
(C) Annual mtc. estimates of the building
(D) Contingencies of the sanctioned estimate
63. Transactions recorded under the head miscellaneous public works advance are divided _____ classes.
- (A) Two (B) Four
(C) Five (D) Three
64. Works executed on behalf of Panchayaths and constructions works under poor Housing Scheme are exempted from payments of :
- (A) Centage charges (B) Supervision charges
(C) Valuation charges (D) None of the above
65. Non Govt works are divided into two classes :
- (A) OR work and S.R. Work (B) Capital work and Revenue
(C) Deposit works and local loan works (D) Mtc work and Spl. Repair work

66. A record of the transaction, relating to public works deposit should be maintained in Divisional office in :
- (A) KPW Form 75 (B) KPW Form 61
(C) KPW Form 62 (D) KPW Form 42
67. Transfer Entry book of the Division Office should be closed :
- (A) Daily (B) Monthly
(C) Yearly (D) Half yearly
68. Who is competent to examine the accounts return of the Sub Divisional Office?
- (A) Divisional Officer (B) Junior Superintendent
(C) Executive Engineer (D) Divisional Accountant
69. When a prison labour is employed for the work of contn. of Subjail building at _____ amount in charged to the public works Dept. by corresponding to the Jail Dept.
- (A) Full market value of the work performed
(B) Full Salary for the labourers engaged
(C) No charge is made
(D) Estimate rate of the work done
70. When any govt. land with improvements there on or any building is transferred from one service Dept. to another under the state Govt. the transfer shall be made :
- (A) Free of charge (B) Market value
(C) Estimate value (D) Market value + Centage charges
71. When any land with improvements or any building is transferred from or to a commercial Dept. _____ Should charged.
- (A) Market value
(B) Market value or book value which ever is higher
(C) Book value
(D) Assessed value
72. Who is competent to maintain check measurement register of works?
- (A) Sub Divisional officer (B) Assistant Engineer
(C) Divisional Officer (D) Superintending Engineer
73. 1st and final bill of the work of each of building is prepared in :
- (A) KPW Form 24 (B) KPW Form 23
(C) KPW Form 23A (D) KPW Form 22

74. On the completion of the work, the surplus materials at site should be disposed of without delay in accordance with :
- (A) Para 310-315 KPW D code (B) Para 310-315 Kerala Treasury Code
(C) Para 310-315 Kerala Account code (D) Para 310-315 Kerala financial code
75. The revision of rate after work is carried out is :
- (A) Entirely admissible (B) Entirely in admissible
(C) 50% of the revised rate admissible (D) Admissible with out tender variation
76. Unforeseen items of works provided for by a L.S. Provision in an estimate should be paid :
- (A) After actual measurements
(B) To the contractor as lumpsum amount
(C) To the contractor for contingent charges
(D) None of the above
77. Wages of member of work charged establishment should be drawn :
- (A) Salary bill of the office (B) KPW form 25
(C) KPW Form 24 (D) KPW Form 19
78. After closing of the financial year the transfer entry transactions should be consolidated in to a special monthly accounts, which, with all the necessary accompaniments should be submitted to the A.G. on 1st June is known as :
- (A) Correction of accounts (B) Annual Accounts
(C) Performa accounts (D) Supplementary accounts
79. Half yearly statement outstanding which are unsettled for more than six months under C.S.S. account should be submitted to AG along with monthly accounts for September and March in :
- (A) KPW Form 75 (B) KPW Form 12
(C) KPW Form 71 B (D) KPW Form 79
80. In each Divisional office full details are maintained permanently _____ of all records destroyed time to time.
- (A) Form 79 (B) Form 75
(C) Form 71B (D) Form 89
81. As soon as after the expiry of the month as possible should be effected with all treasuries in respect of the transactions of the entire Division with them :
- (A) Monthly settlement (B) Monthly reconciliation
(C) Monthly verification (D) None of the above

82. After reconciliation has been effected between the totals of work abstracts and relevant schedule dockets _____ should be prepared in KPW 60.
 (A) Schedule of Deposit work (B) Scheduled of work Expenditure
 (C) Schedule of suspense account (D) Schedule of Revenue account
83. The Expr. on productive works is recorded in two sections, separately for :
 (A) Mte and Repair (B) O.R. and S.R
 (C) Capital and Revenue (D) Plan and Non plan
84. Procedure for payments from central road fund are mentioned in :
 (A) Appendix 5 Kerala PWD code (B) Appendix 7 Kerala PWD code
 (C) Para 23-1 of Kerala PWD A code (D) Appendix 4 Kerala PWD A code
85. _____ authorised to pass an excess over the estimated cost of CRF scheme.
 (A) Chief Engineer (B) Secretary to Govt.
 (C) Nation Highway authority of India (D) Accountant General
86. In connection with the accounts of March _____ (KPW Form 5) account should be submitted to the Accountant General.
 (A) Original cash book (B) Original cash balance report
 (C) Original receipt book (D) None of the above
87. The contractors ledger should be written up in :
 (A) Sub Division Office (B) Section Office
 (C) Division Office (D) Chief Engineer Office
88. The recovery from a contractor on account of the cost of materials issued to him for use on a work should be made :
 (A) Final Bill (B) Intermediate bill
 (C) First bill (D) Recovery not effected from the bill
89. _____ should facilitate the preparation of estimate for periodical repair of building.
 (A) Standard measurement book (B) Measurement Book
 (C) Data book (D) Level field Book
90. _____ should necessarily check measurements before payment and in proper time.
 (A) Divisional Officer (B) Sub Divisional Officer
 (C) Asst. Exe. Engineer (D) Executive Engineer
91. On the 30th April each year, the Divisional Offices should send a certificate to their superintending Engineer that _____ in their Division have been inspected by them.
 (A) Measurement book (B) Standard measurement books
 (C) Cash book (D) Remittance book

92. All transfer entries ordered to be registered in _____ maintained in Divisional Office.
- (A) Cash book (B) Monthly accounts register
(C) Personal Registration (D) Transfer Entry Book
93. A register _____ should be maintained in the Division Office to show the monthly assessments realisation and balance of Rent of all residential buildings.
- (A) KPW form 14 (B) KPW Form 44
(C) KPW Form 46 (D) KPW Form 70
94. In the case of special tools and plant KPW Form 12 should be prepared in :
- (A) Quaduplicate (B) Duplicate
(C) Triplicate (D) Original only
95. A consolidated account of the receipts, issue and balance of tools and plant should be maintained in Sub Divisional office in :
- (A) KPW Form 14 (B) KPW Form 18
(C) KPW Form 12 (D) KPW Form 13
96. The results of audit are communicated to the Divisional Office in the form of :
- (A) Inspection Note (B) Audit Note
(C) Audit Objection (D) None of the above
97. The imprest-holder is responsible for the safe custody of imprest money and he must at all times be ready to produce :
- (A) Balance amount of the imprest
(B) Balance amount with imprest voucher
(C) Imprest vouchers
(D) Imprest Register
98. The accounts of materials issued direct to works and to contractors should in :
- (A) KPW Form 24 (B) KPW form 21
(C) KPW Form 9 (D) KPW Form 31
99. The detailed classification of the account heads used in respect of public works accounts is given in :
- (A) Appendix 1 (B) Appendix 2
(C) Appendix 3 (D) Appendix 4
100. Which one of the following does not come under the definition of cash?
- (A) Deposit receipts on Banks (B) Cheques
(C) Notes (D) Demand draft

SPACE FOR ROUGH WORK

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