

## Question Bank

Sub: Accounts

Prepared by: Professor Accounts Mgt.

### **Part-I-Functions and structure of Accounts Deptt.**

- (1) Financial objective of IR is -----
- (2) Accounting may be defined as -----
- (3) All the major decisions of IR are subject to approval of -----
- (4) IR get power to spend money through -----
- (5) Two main tasks of accounts deptt. are ----- and -----
- (6) Internal checks means -----
- (7) -----settlement of ----- claims is also the job of accounts deptt.
- (8) Job costing is done in ----- on IR.
- (9) Five most important functions of accounts deptts are -----
- (10) Accounts deptt. on IR is headed by -----
- (11) Financial commissioner was first appointed in the year -----
- (12) ----- Committee appointed in -----recommended the separation of railway finances from the general finances.
- (13) Two purposes behind appointment of FC were ----- and -----
- (14) In case of disagreement between FC and the Board Members/CRB, FC has right to refer case to -----
- (15) Zonal/UP accounts deptt. is headed by -----
- (16) Pension section in FA&CAO office is under -----
- (17) Traffic Accounts is under -----
- (18) Statistical officer reports to -----
- (19) Sr. EDPM reports to -----
- (20) Traffic Costing officers reports to -----
- (21) Cash and pay office is directly headed by -----
- (22) Only a traffic officer can become traffic costing officer (true/false)

(23) Only accounts officer can become statistical officer (true/false)

**Part – II Accounts Inspection of executive office by accounts deptt.**

(24) Accounts conducts inspection of executive offices to ensure that -----

(25) Account inspections are conducted as per pre planned and approved Programme (true/false)

(26) Accounts inspection sections are available in -----

(27) Station inspections are normally done by -----

(28) Store accounts and stock keeping is inspected by -----

(29) Accounts inspection report part I can be closed by executive officers by taking corrective measures. (true/false).

(30) Accounts inspection report part II is closed by the audit deptt. (True/False)

(31) The objection which deals with shortage/excess of stock is -----

(32) Account inspection report part I is prepared in ----- copies.

(33) Accounts and audit conduct simultaneous inspections (true/false)

(34) Stock verification is done as per the provisions of -----

(35) Station accounts are inspected as per the guidelines available in -----

**Part – III Statutory Audit.**

(36) CAG means -----

(37) CAG derives his powers from-----

(38) Audit is responsible for audit of -----

(39) The head of Zonal audit is-----

(40) Main purpose of audit is to ensure that-----

(41) CAG can be removed in a manner prescribed for-----

(42) Article-----prescribe for mode for his appointment.

(43) Audit deals directly with the executive deptts. (true/false)

(44) In case of disputes between audit and account the matter is referred to-----

(45) Special letters can not be issued by the divisional audit officer. (true/false)

(46) The annual audit report to parliament is examined by-----

(47) Draft paras are issued by Divisional Audit Officer (true/false)

(48) Draft paras are issued by-----

(49) Draft poaras are addressed to-----

- (50) Reply to draft para must be sent within-----weeks.
- (51) The reply of draft para is to be approved by Railway Board. (true/false)
- (52) Draft para is issued in-----copies.

### **Part – V – SOP**

- (53) What is the nature of GMs power ?
- (54) What is role of finance in re-delegation ?
- (55) What is a correction slip ?
- (56) What is register of correction slip?
- (57) Who is in-charge of SOP at Zonal headquarters?
- (58) How can you get more power?
- (59) What are cannons of financial propriety ?

### **Part- VI- Tenders & Contracts**

- (60) Please indicate type of tenders.
- (61) What are basic ingredients of a valid contract?
- (62) What is the purpose of earnest money?
- (63) What is purpose of security deposit?
- (64) What precautions should be taken by the members of tender opening Committee?
- (65) Why is the vetting of comparative chart is needed?
- (66) What is role of briefing note?
- (67) What is role of tender committee?
- (68) What is a dissenting note?
- (69) Why contract agreement needs legal and financial vetting?
- (70) What is late tender?
- (71) What is delayed tender?

### **Questions on Budget**

1. What is the need for a budget?
2. Explain briefly the role of the budget as an instrument of planning?

3. Explain the role of the budget as an instrument of management?
4. Trace the evolution of the Railway Budget and its separation from general budget?
5. Why was the Railway Budget separated from the general budget?
6. Explain the role of the budget as an instrument of control?
7. What is the structure of a Govt. Budget?
8. What is voted expenditure?
9. What is changed expenditure?
10. What is the structure of Railway Budget?
11. How is Revenue Expenditure identified?
12. How is Capital Expenditure identified?
13. What are demands for grants?
14. What do you understand by Activity Based system of classification of Accounts?
15. What are plan Heads?
16. Discuss two indices of profitability
17. What is operating ratio?
18. What do you understand by Return on Capital
19. What do you understand by Capital Budget?
20. What do you understand by Capital at charge?
21. What do you understand by loan account and block account?
22. What do you understand by internal accounts?
23. What is entire budgetary financing?
24. What is entire budgetary support?
25. What is dividend liability and what is its rate ?
26. What services do Railways sell?
27. Where do the stations deposit the receipts from sale of services?
28. Can we use the receipts for our expenditure? If so, under what circumstances?
29. From where do we get money for our expenditure?
30. What are the two broad categories of Railway's expenditure?
31. What is meant by works expenditure?
32. What is a budgetary support?

33. Name any three schemes through which alternate finance is arranged.
34. How is the appropriation to Depreciation Revenue Fund decided?
35. Explain whether appropriation to DRF is revenue expenditure or works expenditure. Why?
36. What is the necessity of a pension fund?
37. From where does the pension fund get the money?
38. Why and to whom do the Railways pay dividend?
39. Why is dividend revenue expenditure?
40. How is the development fund financed?
41. To what uses is the DF put?
42. What is "internal" about internal check?
43. Who does the internal check of expenditure and earnings?
44. What are the stages of internal check of expenditure?
45. If an Accounts officer doing internal check opines that certain orders / rules issued by the Board are open to objection, what action is taken?
46. What is a pre-check?
47. What are the exceptions to "pre-check" system?
48. When is the post-check normally permitted?
49. What major checks are exercised while scrutinizing the expenditure?
50. What does a "bill" represent?
51. Give five examples of contingent office expenditure.
52. What is meant by cash-imprest?
53. Who sanctions cash imprest?
54. How often should imprest account be normally cleared?
55. What is the necessity of Traffic Accounts office?
56. Describe how cash collected at stations gets credited to Consolidated Fund of India.
57. How many copies of C.R. note are sent by the station to the cash office?
58. What does the leather bag deposited by Station Manager with the Guard carrying travelling cash safes, contain?
59. What are the functions of a TIA?

60. What is the use of DRF?  
61. What are the canons of financial propriety?

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## SAMPLE Question Papers

### एएफपी पाठ्यक्रम क्वीज AFP Course QUIZ

समय Time: 10 मिनट Minutes

अंक Marks: 10

प्रश्न-1: रिक्त स्थानों की पूर्ति करे। Fill in the blanks.

1. रेलवे बोर्ड के खर्च मांग नं. 1 द्वारा प्रभारित होते हैं तथा रेलवे स्टाफ कॉलेज के खर्च मांग नं.----- द्वारा प्रभारित होते हैं।  
Expenditure of Railway Board is charged to Demand No.1 and of Railways Staff College as charged to Demand No. ....
2. ओपन लाईन वर्किंग व्यय को मांग सं. 3 से 13 कहा जाता है, मांग संख्या ----- तक को टोटल वर्किंग व्यय कहा जाता है और मांग संख्या 1 से 15 तक को राजस्व व्यय कहा जाता है।  
Demand no. 3 to 13 are called Open line Working Expenses (OWE); demand no. - ----- is called Total Working Expenses (TWE) and Demand no. 1 to 15 are called Revenue Expenses.
3. व्यय दो प्रकार के होते हैं स्वीकृत और प्रभृत व्यय। लेखा एवं लेखा परीक्षा के व्यय ----- - व्यय का उदाहरण है।  
There are two types of Expenditure Charged and Voted. The expenditure of Audit Department is an example of ..... expenditure.
4. विनियोजन से पुनर्विनियोजन निधि में रकम ----- मांग संख्या परप्रभारित होती है तथा इसका निर्णय रेलवे बोर्ड रेलवे कन्वेंशनल समिति की सिफारिशों के आधार पर करता है।  
The money for appropriation to depreciation reserve fund is charged to Demand No. ----- as decided by the Railway Board at the recommendation of Railway Conventional Committee.
5. राजस्व विनिधान ----- अंकों का होता है तथा कार्य व्यय के प्लान हेड मांग संख्या 16 के अंदर 6 अंकों का होता है।

Revenue allocation consist of ..... digit while works expenditure under plan heads under demand no. 16 consists six digits.

6. रेलवे की आय के तीन मुख्य स्रोत हैं- एक्स, वाई तथा ज़ेड। एक्स के लिए ..... आय, वाय के लिए गुड्स आय और ज़ेड के लिए विविध प्राप्तियाँ आय है।  
There are three sources of earning in Railways, denoted by X, Y and Z. X stands for ..... earnings, Y stands for Goods earnings and Z for Sundry Earnings.
7. रेलवे में दो मुँही वर्गीकरण पद्धति है जैसे आब्जेक्टिव वाइज और एक्टिविटी वाइज, मांग आब्जेक्टिव वाइज को दर्शाता है तथा एक्टिविटी वाइज को ..... इकाई दर्शाती है।  
There is a two-way classification system in Railways viz. Objective wise and Activity wise, Demands represents objective wise and Activities are represented by ..... Units.
8. वित्त का आवंटन व्यय के स्रोत की ओर संकेत करता है जबकि ..... खर्च का विस्तृत लेखा शीर्ष, जिसके अंतर्गत खर्च लिखा जाता है, के संबंध में है।  
'Allocation' of expenditure implies identifying source of Finance while ..... deals with the detailed heads of account under which expenditure is booked.
9. भारतीय रेल द्वारा पूंजीगत प्रभार (अर्थात आम बजट से प्राप्त बजटीय सहायता) पर प्रदत्त लाभांश की दर वर्तमान में ..... प्रतिशत है। इस प्रतिशत का निर्धारण रेलवे कन्वेंशनल समिति की सिफारिशों के आधार पर होता है।  
The rate of dividend on the capital at charge ( i.e. budgetary support for General Budget) being paid by Indian Railway is currently ..... per cent. The percentage is recommended by the Railway Conventional Committee.
10. सेवानिवृत्ति तथा मृत्यु सह सेवानिवृत्ति उपदान का व्यय मांग संख्या ..... पर प्रभारित होता है।  
The expenses of retirement benefits and DCRG are charged to Demand No.....
11. आम बजट से रेल बजट को ..... समिति की सिफारिशों के आधार पर अलग किया गया था।  
The Railway Budget was separated from the General Budget on the recommendation of the ..... committee.
12. भारतीय रेल का लेखा एवं वित्त विभाग का शीर्षस्थ अधिकारी ..... होता है तथा क्षेत्रीय रेलों के शीर्षस्थ अधिकारी वित्त सलाहकार एवं मुख्य लेखाधिकारी होता है।

Accounts and Finance wing in Indian Railways is headed by the -----  
-----and in Railways (i.e.Zonal Railways) by the Financial  
Advisor & Chief Accounts Officer (FA&CAO).

13. वित्त आयुक्त का पद 1 अप्रैल 1923 से अस्तित्व में आया जो कि -----  
समिति की सिफारिशों के कारण था ।  
The post of FC came into existence from 01.04.1923 at the recommendation of ---  
-----Committee.

14. राजस्व की दो मुख्य कोटियाँ राजस्वव कार्य व्यय है। राजस्व मांगों की 15 मांगों में से  
मरम्मत एवं अनुरक्षण हेतु कुल----- नंबर मांग है।  
The two broad categories of expenditure are Revenue and Works expenditure.  
There are..... number of demands meant for repairs and maintenance  
out of 15 Revenue Demands.

15. परिचालन व्यय से संबंधित कुल ----- मांगे हैं।  
There are ..... nos. of demand pertaining to Operating Expenses.

16. रेलवे स्टाफ कॉलेज के खर्च मांग नं.----- द्वारा प्रभारित होते हैं।  
Expenditure of Railway Staff College is charged to Demand No. ....

17. विनियोजन से मूल्य हास निधि में रकम ----- मांग संख्या द्वारा प्रभारित होती है  
तथा इसका निर्णय रेलवे कन्वेन्शन समिति की सिफारिशों के आधार पर होता है।  
The money for appropriation to Depreciation Reserve Fund (DRF) is charged to  
Demand No. ----- on the recommendations of Railway Convention  
Committee.

18. भारतीय रेल का लेखा एवं वित्त विभाग का शीर्षस्थ अधिकारी ----- होता  
है।

19. Accounts and Finance Department in Indian Railways is headed by -----  
-----.

20. भारत में सीएजी एक ----- संस्था है। In India, CAG is a ----  
----- authority.

21. रेलवे का व्यय राजस्व एवं ----- में विभाजित होता है। Expenditure of  
Railways is bifurcated into Revenue and -----.

22. महाप्रबंधक द्वारा अधीनस्थ अधिकारियों को दी गई शक्तियों ----- कहलाती है।  
Powers delegated to subordinate officials by General Manager are called-----  
-----.

प्रश्न-2: भारतीय रेलवे में वित्त और लेखा विभाग के किन्हीं पांच महत्वपूर्ण कार्यों को लिखें।



Write five important functions of the Accounts and Finance department in Indian Railways.

**Answer:** 1

2

3

4

5.

### एएफपी पाठ्यक्रम परीक्षा

**विषय Subject:** लेखा Accounts

**समय Time:** 30 मिनट Minutes

**अंक Marks:** 40

**प्रश्न :** किन्हीं दो पर संक्षिप्त टिप्पणी लिखें। Write short notes on any two of the following:

- (1) वित्तीय औचित्य के सिद्धांत Canons of Financial Propriety.
- (2) अग्रदाय Imprest.
- (3) शक्तियों कि अनुसूची Schedule of Powers.

**प्रश्न :** किन्हीं दो में अंतर बताएं। Distinguish between any two.

- (1) राजस्व व्यय व निर्माण व्यय Revenue Expenditure and Works Expenditure.
- (2) स्वीकृत व्यय और प्रभृत व्यय Voted Expenditure and Charged Expenditure.
- (3) रोकड़ कार्यालय व वेतन कार्यालय Cash Office and Pay Office.

**प्रश्न :** लेखा परीक्षा द्वारा भेजी गई आपत्तियों के प्रकारों की सूची गंभीरता के आराही क्रम से बताएँ, क्या इनमें से किसी को लेखा विभाग द्वारा बंद किया जा सकता है? कृपया स्पष्ट करें। Give a list of the type of objections from Audit in the increasing order of severity. Can any of them be closed by Accounts? Please specify.

**प्रश्न :** निम्नलिखित में से किन्हीं चार संक्षिप्तियों का विस्तृत रूप लिखते हुए प्रत्येक पर एक-एक पंक्ति लिखें। Expand any FOUR abbreviations from the following and write one line on each.

- (i) डीआरएफ DRF                      (ii) डीएफ DF                      (iii) सीएफ CF                      (iv) आरएसएफ  
RSF
- (v) ओएलडब्ल्यूआर OLWR                      (vi) आईएसए ISA

प्रश्न : निम्नांकित कथनों में से सही और गलत बतायें।

Q.5: State True or False from following sentences.

क्रम	कथन	उत्तर
1	यह आवश्यक नहीं है कि रेल सेवक सरकारी रकम को व्यय करते समय वित्तीय उपयुक्तता के सिद्धांतों का अनुगमन करें। It is not necessary for Railway servants to follow the Canons of financial propriety while spending Govt. money	
2	सामान्यतः भंडार निरीक्षण भंडार सत्यापक/आईएसए द्वारा किया जाता है। Store inspections are normally done by Stock verifier/ISA	
3	लेखा विभाग द्वारा ड्राफ्ट पैरा जारी किया जाता है। Draft Para is issued by Accounts Department.	
4	क्षेत्रीय रेल में लेखा विभाग में वित्त सलाहकार एवं मुख्य लेखा अधिकारी शीर्ष अधिकारी होते हैं। Accounts Department in Zonal Railways is headed by FA&CAO.	
5	आडिट जॉ च रिपोर्ट भाग दो लेखा अधिकारी द्वारा बन्द की जाती है। Audit Inspection Report Part-II is closed by Accounts officers.	
6	सरकारी विभाग द्वारा व्यय हेतु भारत की समेकित निधि से आहरण के लिए संसदीय अनुमोदन की आवश्यकता होती है। For the expenditure done by a Government department, Parliamentary approval is required for withdrawal of funds from the Consolidated Fund of India.	
7	रेलवे की आय भारत की समेकित निधि को जाती है। The earnings of the Railways go to The Consolidated Fund of India.	
8	रेलवे लेखा का लेखा परीक्षण सीएजी के अधीनस्थ अधिकारी करते हैं। Audit of Railway Accounts is done by officials of CAG.	

## SAMPLE -2

Q. 1: What are demands for grant?

Q.2. What are the canons of financial propriety? Comment on their practicability.

Q.3: What is dividend? Should railways be paying dividend, comment.

Q.4: What are various sources of financing railway works expenditure.

Q.5: Write short Notes on any FOUR.

(i) Railway Budget

(ii) Works expenditure

- (iii) Audit Objections
- (iv) Accounts inspection of executive offices.
- (v) Organizational Structure of Accounts Department in Zonal Railways.
- (vi) Differentiate between GMs Negative Powers and Schedule of Powers.