

**APPENDIX – II (IREM) EXAMINATION
DECEMBER – 2010
(WITHOUT BOOKS)**

Time Allowed: 3 Hours

Max.Marks: 100

Note: Question No.1 is compulsory. Answer any FOUR of the remaining questions.
All questions carry EQUAL marks.

Q.1 Draft a D.O. letter from FA&CAO to Sr.DFMs drawing their attention towards abnormal increase in payment of overtime and traveling allowance, analyse the reasons and take measures to control the same.

OR

Put up an office note from SSO(Admn) to Sr.AFA(Admn) seeking approval to dispose off the records which are beyond permissible period of retention and also hire labourers for shifting them.

Q.2 What are the different kinds of leaves to which railway servant is entitled? What is Child Care Leave? How and what is the maximum period it can be availed ?

Q.3 What is Operating Ratio? Suggest measures to improve the Operating Ratio of Central Railway.

Q.4 What are the various types of "On Cost" in Railway Workshops? How they are levied for works undertaken for private parties ?

Q.5 What is meant by "traffic suspense"? Describe its each component and suggest the measures to reduce the traffic suspense.

Q.6 Describe different kinds of Estimates. What checks are exercised on scrutiny of estimates in Accounts office?

Q.7 What procedure is observed while auctioning Railway material? How does the Accounts Department safeguard the interest of Railways in an auction?

Q.8 Write short notes on any FOUR :-

- (1) Measurement Book
- (2) Cash in transit
- (3) Cannons of financial propriety
- (4) New Pension Scheme
- (5) Incentive Scheme
- (6) Exchequer Control
- (7) Deposit Work
- (8) Inventory control
