

200322

**BHARAT SANCHAR NIGAM LIMITED**

**Junior Accounts Officer Part II Internal Competitive  
Examination against 40% Quota**

**Paper-II**

**Telecom Accounts-I Practical**

**(With Books)**

Time :  $2\frac{1}{2}$  Hours

Maximum Marks : 100

**INSTRUCTIONS FOR CANDIDATES :**

1. Candidate should read and strictly observe the instructions printed on the cover page of their answer books and on the enclosed question paper.
2. Candidate should write his/her Roll Number on the top of the first or title page of the answer book and should not write his/her name/roll no. anywhere else in the answer book.
3. All answers should be answered in English or in Hindi only.
4. In case of any doubt, discrepancy and ambiguity in the Hindi version, the English version should be treated as final.
5. Put the correct number of questions in the margin at the beginning of each answer.
6. Use of simple electronic calculator is permitted.

**QUESTION PAPER (WITH BOOKS)**

Max. Marks : 100

**SECTION - A**

All questions carry equal marks. Attempt any THREE.

Max. Marks : 45

- ✓ 1. Write a note on the upkeep, verification and balancing of cash book. (8, 7)
2. What is (i) Register of sanctioned Establishment and (ii) Absentee Statement. Why are these prescribed? (5, 5, 5)
- ✓ 3. What are contingent charges? What are the various types of contingent charges? (7, 8)
- ✓ 4. What are the checks adopted by a disbursing Officer in dealing with bills presented for payment? When does a bill become a voucher and what are the points to be observed on maintaining vouchers? (7, 8)

**SECTION - B**

All questions carry equal marks. Attempt any THREE.

Max. Marks : 45

- ✓ 1. Define Demand note and Advice note. What are the points to be kept in mind while issuing, receiving and posting them in the register of demand and Advice note? (5, 5, 5)
- ✓ 2. What are the essential functions of telephone revenue unit? (15)
- ✓ 3. What is sub-ledger account? How is it compiled? (5, 10)
4. Write notes on :
  - (i) Register of closed Telephone connection.
  - (ii) Defaulters list and write off of outstanding dues.
  - (iii) Calculation of capital cost of work. (5, 5, 5)

**SECTION - C**

Max. Marks : 10

1. Write notes on :

- (i) Voluntary Deposits.
- (ii) Security Deposits.
- (iii) Lapsed Deposits.

(4, 4, 2)