

# **MODULAR EMPLOYABLE SKILLS (MES)**

under Skill Development Initiative Scheme (SDIS)  
Directorate General of Employment & Training, Ministry of Labour & Employment, Government of India



**Assessment conducted by – INDIA SKILLS PVT. LTD., NEW DELHI**

## **BANKING & ACCOUNTING (Accounting – BAN101)**

**Theory – Maximum marks (25X2 = 50)**

**Duration – 30 minutes**

**Marks Scored -**

**Set No.- BAN101\_E\_1**

**NAME:** .....

**FATHER'S NAME:** .....

**DATE:** .....

**CENTRE:** .....

### **Each question below carries two (2) marks**

1. The Banker should not \_\_\_\_\_ the account of his customer unless there is Justifiable reasons for the closure  
a) Close  
b) Open  
c) Transfer  
d) Stop operation
2. Pass Book is a \_\_\_\_\_ of transaction between the customer and the bank  
a) Basis  
b) Same  
c) Record  
d) Root
3. When account is closed by the bank proper \_\_\_\_\_ should be given to the customer  
a) Thanks letter  
b) Guarantee  
c) Notice  
d) Demand
4. Deposits of a Bank is  
a) Asset  
b) Core Asset  
c) Liability  
d) Contingent Liability
5. In deposit accounts the main relationship between bank and customer is  
a) Creator – bank / Debtor – customer  
b) Debtor – Bank / Creditor – Customer  
c) Agent – principle  
d) Servant owner
6. Cheque is payable on \_\_\_\_\_  
a) Demand  
b) Usnance  
c) Fixed Future date  
d) After sight
7. Crossing is a direction to the \_\_\_\_\_ bank to pay the cheque to the payee through a bank  
a) Drawer  
b) Drawee  
c) Paying  
d) Passing
8. The crossing by \_\_\_\_\_  
a) Drawer  
b) Drawee  
c) Endorser  
d) Bank
9. Accounting standards are statements prescribed by  
a) Law  
b) Government Regulatory bodies  
c) Bodies of Share holder  
d) Professional accounting bodies.

10. Accounting concepts are
- Broad Assumptions
  - Methods of presenting financial accounts
  - Bases selected to prepare a specific set of accounts
  - Financial concepts
11. For nominal accounts, the fundamental rule of debit and credit is, Debit expenses and Loss and Credit.
- The giver
  - What goes out
  - Incomes and gains
  - The maker
12. In book-keeping is capital account is a
- Real Account
  - Nominal Account
  - Time Account
  - False Account
13. Where should a withdrawal of cash from business by the proprietor be credited to
- Drawings
  - Proprietor's Account
  - Capital Account
  - Cash Account
14. What is a Nominal Account?
- An account of each person or firm with whom the trader deals
  - An account of each head of expenses or source of income.
  - An account of each property or possession dealt in by the trade in his business.
  - An account in which profit is reported
15. What is the fundamental rule of debit and credit with regard to Assets or Real accounts?
- Debit the receiver and credit the giver
  - Debit what comes in and credit what goes out
  - Debit expenses and losses
  - Credit all gains
16. How do profits made from nominal operations retained in business appear in the balance sheet.
- Under capital
  - Under capital, reserves and surplus
  - Under cash in hand at bank
  - Under Asset side
17. TDS (Tax Deduction at source) is not applicable in case of \_\_\_\_\_
- Fixed Deposit Receipt
  - Recurring Deposit
  - Current Account
  - Savings Bank Account
18. Recurring Deposit is a \_\_\_\_\_
- Term Deposit
  - Fixed Deposit
  - Demand Deposit
  - Current deposit
19. Cash Payment of a FDR can be made if Principle & Interest is
- Rs. 20,000 or more
  - Above Rs. 24,999
  - Above Rs. 25,000
  - Upto Rs. 19,999
20. TDS (Tax Deduction at source) is made when interest payment or accrual in FDR during a Financial year is more than
- Rs. 10,000/-
  - Rs. 5000/-
  - Rs.12,000/-
  - Rs. 20,000/-
21. Savings Bank Account Cannot be opened in the name of
- Partnership firm
  - Minor
  - Husband & wife
  - Charitable Trust

22. Interest Rate payable to Savings bank Account is \_\_\_\_\_
- a) 4.5%
  - b) 3.5%
  - c) 8.5%
  - d) 2.5%
23. Form 60/61 is not required while opening an account when
- a) copy of voter identity card
  - b) Copy of passport is given
  - c) Copy of PAN card is given
  - d) copy of ration card is given
24. Interest is FDR is compounded
- a) Monthly
  - b) Quarterly
  - c) Half yearly
  - d) Annually
25. Withdrawal slip in Savings Bank Account can be used for payment to third party up to Rs.
- a) Rs. 2500
  - b) Rs. 5000
  - c) Rs. 7500
  - d) Rs. 6000

**(Signature of the Assessor)**

**(Signature of the Candidate)**

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## **BANKING & ACCOUNTING (Accounting – BAN101)**

**Practical – Maximum marks (150)  
Duration-2.5 hrs**

**Marks Scored –  
Set No.- BAN101\_E\_1**

**NAME:** .....

**FATHER'S NAME:** .....

**DATE:** .....

**CENTRE:** .....

### **Each question below carries equal marks**

1.

Prepare a Bank Reconciliation Statement from the following particulars manually and verify the same using Tally software. Take a printout and show it to your Instructor for evaluation.

		Amt. in Rs.
(a)	Over draft as per cash book	6000
(b)	Cheques deposited in bank but no entry was passed in cash book	300
(c)	Credit side of bank, column cash short	100
(d)	Cheques received but not sent to bank	1000
(e)	Insurance premium paid by bank as per standing instructions	500
(f)	Bank charges entered in cash book twice	10
(g)	Cheques received returned by bank but no entry passed	400
(h)	Cheques issued returned on technical grounds	300
(i)	Bills directly collected by bank	2000
(j)	Bank charges debited by bank	12
(k)	Cheques received entered twice	500
(l)	Bills discounted dishonoured	4000

2.

Journalise the following Transaction and post them in Ledger manually and verify the same using Tally software. Take a printout and show it to your Instructor for evaluation.

		Amt. in Rs.
Jan 1 2004	Cash on hand	15,000
1	Purchase goods from Ashoka	5000
6	Sold goods to Madhav	4000
8	Pinto Invoiced goods	8000
9	Purchased goods	7000
15	Cash sales made	12000
18	Paid cash to Ashoka	4000
20	Received from Madhav on account	2000

3. As an Accountant do the following using Tally Software. Take a printout of your final output and show it to your Instructor for evaluation.

A.	Record the following transactions into Journal of Shri Babubhai and post them into Ledger		
	1998		
	Feb	1.	Babubhai commenced business with the following assets, cash Rs. 25,000 and Building Rs. 50,000
		3.	Purchased goods of list price of Rs. 20,000 at 20% trade discount from Shiva and paid half the amount at 10% cash discount.
		5.	I sold half of the above goods at list price to Govinda at 5% Trade Discount
		7.	Salary paid to the accountant Rs. 2000
		10.	Govinda settles his account at 5% cash discount
		15.	Personal expenses paid Rs. 500
		20.	Returned goods worth Rs. 200 to Shiva
		28.	Commission due from Aminbhai is Rs. 400
		28.	Rent Paid Rs. 500

B.	From the following particulars		
	a)	Prepare a cash book of Manta	
	b)	Balance it	
	c)	Post the entries	
	1997		
	December		Rs.
	1.	Balance in hand	5000
	3.	Purchase goods for cash	1000
	4.	Paid Advertisement	500
	7.	Further capital introduced	6000
	9.	Purchased Furniture	2000
	10.	Spent for private use	1000
	12.	Paid salary	1500
	15.	Cash Sales made	500
	21.	Received from Kesari on account	3500
	26.	Paid to Atal Bihari	3200
	28.	Received rent from Kanshiram	1000
	31.	Purchased Stationery	300

4. As an Accountant do the following using Tally Software. Take a printout of your final output and show it to your Instructor for evaluation.

A.	Enter the following transactions in a double column cash book, having		
	1997		
	1.	Opening balance Rs. 11,000	
	2.	Sold goods to shared Rs. 3000 and received half the amount in cash, after allowing 5% cash discount	
	7.	Purchased goods for cash Rs. 2700	
	9.	Paid for November office rent Rs. 600	
	15.	Cash on account of sale of machinery Rs. 3000/-	

	16.	Paid to Madhuri Rs. 180 and received discount of Rs. 20		
	19.	Received from Payal Rs. 290 after allowing her discount of Rs. 10		
	25.	Received for cash sales Rs. 2000		
	29.	Settled Madhuri's account Rs. 3000 after adjusting discount @ 10%		
	30.	Paid into Bank cash in excess of Rs. 100		
B.	Enter the following transactions in a petty cash book on Imprest system			
	1998			Rs.
	March	1.	Received from Chief Cashier	250
		3.	Bought Ink	5
		5.	Paid for telegrams	25
		8.	Printing charges paid	30
		10.	Purchase of a tube light	45
		12.	Paid for cartage	10
		15.	Refreshment expenses paid for guest	25
		18.	Purchased a Pencil box, sharpener and 2 note books	40
		20.	Paid for office expenses	20
		25.	Paid conveyance to Raghu	12
		30.	Purchased post cards	5

Marking System:

Domain Tested	Manipulative Skills to Handle Tools & Equipments	Speed in doing work	Accuracy maintained	Quality in workmanship	Sequence of Performance	Economical use of materials	Ability to follow Manuals/Written Instructions	Neatness & House keeping
Weightage	10	10	10	10	10	10	10	5
Marks Scored								

Note for Assessors: Each candidate may be tested on one or two questions randomly and the question has to be ticked on the question paper for which the candidate has been tested and accordingly marks are to be mentioned in the above rubric given.

**(Signature of the Assessor)**

**(Signature of the Candidate)**

**ANSWER KEY(BAN101 E 1)**

1. A
2. C
3. C
4. C
5. B
6. A
7. C
8. A
9. D
10. A
11. C
12. A
13. D
14. B
15. B
16. B
17. B
18. A
19. D
20. A
21. A
22. B
23. C
24. D
25. B