

**BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH**

**Departmental Examination for Tehsildars/Naib Tehsildars of H.P.**

**APRIL, 2012**

**Paper: 8: Local Fund, Treasury and Fundamental Rules.**

**Time Allowed: 3 hours**

**Maximum marks: 100**

**Note:** (1) Attempt any five questions.

(2) All questions carry equal marks.

(3) Only bare Acts, Rules and Notifications, Reference Books as approved by the H.P. Government are allowed.

(4) *Help Books, Guides, made easy editions/books are not allowed.*

(5) Co-relate the answer with reference to the rules and orders relating to the H.P. Government.

Question (1): (a) Explain the acts and conduct of the Govt. Servant which amount to misconduct under CCS(Conduct) Rules, 1964.

**(10 marks)**

(b) Distinguish between the following:

(i) "Censure" and "Warning".

(ii) "Reduction to a lower stage in the time scale of pay" and "Reduction to a lower time scale of pay, grade, post or Service.

**(5x2=10 marks)**

Question (2): (a) What are the penalties that may be imposed on a Govt. Servant under CCS (CCA) Rules, 1965. Which of these penalties fall within the category of "minor penalties" and "major penalties".

**(10 marks)**

(b) What is charge Sheet? What points to be kept in mind while framing the charge sheet?

**(10 marks)**

Question (3): An officer was granted annual increment on 01.12.2009 in the Pay Band 3 of Rs.10300-34800 plus Grade Pay of Rs. 5400 raising his pay from Rs. 23640 to Rs. 24520 plus Grade pay of Rs.5400, was promoted to the post carrying the duties and responsibilities of greater importance in the pay scale of Rs.15600-39100 plus Grade Pay of Rs.6600 in Pay Band 4 on 20.09.2010. He has opted to fix his pay in the higher grade after earning his annual increment in the lower grade. (a) Fix his pay in the higher grade as per option and (b) direct in the higher grade if he has not exercised the option for fixation of pay.

**(20 marks)**



Question (4): Distinguish between

- (a) "Permanent Travelling Allowance and "Conveyance Allowance".
- (b) "Mileage Allowance" and "Daily Allowance".
- (c) What Travelling Allowance is admissible to a Govt. servant who is transferred from one station to another in the public interest?

(5+5+10= 20 marks)

Question (5): (a) What are the different kinds of leave not debited to the leave account and applicable to the H.P. Govt. employees?

(b) Up to what extent the following leave can be granted to a Govt. servant in permanent employ at a time?

- (i) Earned Leave,
- (ii) Leave Not Due,
- (iii) Extraordinary Leave.

(10x2= 20 marks)

Question (6) : What is "Study Leave"? What are the conditions governing the grant of study leave?

(20 Marks)

Question (7): (a) Under what conditions "Provisional Pension" is granted? What further action is necessary to be taken by the Head of Office after grant of provisional pension?

(b) Distinguish between "Retirement Gratuity" and "Service Gratuity".

(20 Marks)

Question (8): What is meant by Budget Estimates of the State Government? How it is prepared, presented and passed in the State Legislature?

(20 Marks)

Question (9): What are the general Principles and restrictions relating to expenditure which have been defined in H.P. Financial Rules? Also explain the duties and responsibilities of D.D.O. while incurring such expenditure?

(20 Marks)