

BOARD OF DEPARTMENTAL EXAMINATION , HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION , OCTOBER, 2013

PAPER-: 2 (H.P.Board of School Education)
ADMINISTRATION AND GENERAL
FOR H.P. BOARD OF SCHOOL EDUCATION)

TIME ALLOWED : 3 HOURS

MAXIMUM MARKS : 100

Notes : (i) Attempt any five questions.

(ii) All questions carry equal marks.

(iii) Only bare Acts, Rules and Notifications are allowed inside the examination hall.

(iv) Quote relevant provisions of rule(s), instructions etc.in support of your answer.

(v) Attempt all parts of question consecutively.

(vi) Use of Calculator is permitted.

Q. No. I (a) What is Charge ? What are the salient points to be kept in mind while farming the charge- sheet?

(b) State briefly the procedure for the Conduct of enquiry under Rule 14 of C.C.S(C.C.A.) ,1965. **(10 +10)**

Q. No. II (a) What do you understand by the definition of "Govt. Servant " and what are the Acts and Conducts which amounts to misconduct while performing his /her duties as Govt. Servant?

(b) Under C.C.S. (Conduct) Rules, 1964 there is no provision for giving employment of near relatives of Government Servant in Companies and Firms. Is it correct? If so, how, will you justify this statement?

(10+10)

Q. No.III What are the recoveries that can be effected from Subsistence Allowance of a Govt. Servant under suspension with and without his/ her consent ? What are the recoveries that are not effected permissible even with consent of the Govt. Servant ? Under what circumstances can recovery of overpayment be made from the Subsistence Allowance.

(20)

Q.No .IV (a) Discuss briefly the provision contained in General Provident Fund Rules regarding enhancement , reduction and stoppage of subscription to the G.P.F.

(b)For what purposes withdrawals can be made from G.P.F., rules be quoted in support of your answer.

(10+10)

Q.No. V Write short Notes on the following :

a)Daily Allowance

b) Paternity Leave

c) Foreign Service

d) Lien

e)Local Fund

(5x4)

Contd. Page 2/-

Q.No. VI (a) An Official drawing Band Pay of Rs.9120/- plus Grade Pay of Rs.2400/- in Pay band I from 1-01-2011 is promoted on 1.03.2011 to a post in Pay Band 2 with Grade Pay of Rs.4200/- . He opts for fixation from the date of his increment . Fix his pay on his promotion.

(b) What is Special Pay ?

(15+ 5)

Q. No. VII From the following information calculate the Retirement Benefits of a Govt. Servant i.e. Pension, Family Pension, D.C.R.G., Commutation of Pension and Leave Encashment :

(i) Pay Last Drawn i.e. Band Pay Rs.42,120 + Grade Pay Rs.8,900/-

(ii) D.A. @ 72 %

(iii) Earned Leave at Credit = 290 Days.

(iv) Qualifying Service = 26 years, 8 months ,15 Days.

(v) Commutation factor applicable = 8.371

(5x 4)

Q.No. VIII Comment on the following:

(a) A permanent Group (B) Officer who has completed the age of 55 years request his Appropriate Authority in writing to permit him to retire under FR 56 (k) immediately. The Appropriate Authority grants his request and asks him to pay to Govt. a lump-sum amount equal to his pay and allowances for 3 months in lieu of the period of notice.

(b) A public sector undertaking demanded the refund of leave salary contribution paid by it on behalf of a P & T Officer on foreign service on the ground that he did not actually earn any leave during foreign service , his earned leave at credit having reached the Maximum limit even prior to the commencement of the foreign service.

(c) A class C official proceeded on 15 days earned leave without getting the leave sanctioned from the competent authority stating that the leave is right of the Govt. servant and this can be availed at any time as per need of the circumstances.

(d) A retired Govt. Officer applied for transfer T.A. advance of Rs.20,000/- in respect of journey for self and his family to his hometown , Dehli to settle down permanently there. His last station of duty was Shimla. The Head of Office sanctioned the advance of Rs. 20,000/-.

(e) " A", "B," "C", "D", "E" and "F" are Govt. Servants in a Cadre listed in the order of their seniority . "A", "B" and "C" are on foreign service , "D" and F are promoted to the next higher cadre "E" is overlooked . It is proposed to give proforma promotion to "A", " B" and "C".

(5 x4)