

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION OCTOBER 2013.
(SENIOR MANAGERS AND ASSISTANT ENGINEERS OF HPTDC)

Paper No.I (Accounts & Administration)

Time Allowed : 3 hours

Maximum Marks: 100

- Notes: i) Question No.5 part (A)& (B) carrying 10 marks each, spread over Part I & Part II is compulsory. Attempt any two questions each from Part I and Part II from the remaining questions .
- ii) Marks for each question are indicated against every question.
- iii) Part I of the paper and questions on HPTDC Staff Regulations, 1972 and RTI Act,2005 are without books.
- iv) For remaining Questions of Part-II only Bare Acts/Rules/Approved reference books are allowed.
- v) Quote Rules in support of your answer where necessary.

PART-I

- Q No.1. Discuss in detail the purchase procedure for purchase of various store articles as prescribed in HPTDC's Accounts Manual. Also Discuss the guidelines for issuing the Supply Orders. (20)
- Q.No.2. Discuss the procedure for inter unit transactions of, stores, funds & various other services in HPTDC. What is the necessity of inter unit transactions? (20)
- Q.No.3. Discuss the following:-
- Journal;
 - General Ledger;
 - Foreign Currency Register;
 - Consumables Stock Register (4x5=20)
- Q.No.4. Discuss the procedure for use & accounting of grants received from Central/State Govt. for capital works, equipments & movable assets. (20)

Q.No.5(A).. Explain the terms 'Sundry Debtors' and 'Bad debts'.

OR

(10)

What procedure is required to be adopted by the Drawing & Disbursing Officers of HPTDC for drawal of personal claims and long/short term advances of the staff working under them.

PART-II

Q.No.5(B). Distinguish between Home Town LTC and LTC for anywhere in India and its admissibility to HP Govt. Servants.

OR

(10)

Differentiate between the followings:-

- 1.Paternity Leave & Maternity Leave;
- 2.Administrative Approval & Technical Sanction.

Q.No.6 What are the circumstances when a Govt. Servant can be put under suspension. Also discuss the deemed suspension and admissibility of subsistence allowance to a suspended employee. (20)

Q.No.7 Write short notes on the following:-

- 1) Right to Information;
2. Dies-Non.
3. Joining Time.
4. Employees Provident Fund.

(4x5=20)

Q.No.8. Define the following:-

1. Drawing & Disbursing Officer;
2. Family under Medical Attendance Rules;
3. Competent Authority
4. Average Pay

(5x4=20)

Q.No.9. Discuss the procedure for imposition of Major and Minor Penalties as prescribed under HPTDC staff Regulations 1972 as amended from time to time. (20)

PART-II

Q.No.10(B) Distinguish between Home Town LTC and LTC for anywhere in India and its admissibility to HP Govt Servants. (10)

OR
Differentiate between the following:-
1. Paternity Leave & Maternity Leave;
2. Administrative Approval & Technical sanction.

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