

**H.P.BOARD OF DEPARTMENTAL EXAMINATION  
DEPARTMENTAL EXAMINATION FOR ENGINEER OFFICERS OF HPSEB  
HIMACHAL PRADESH SESSION APRIL, 2010**

**PAPER-2 (FIN.RULES, REGULATION AND OFFICE PROCEDURE)( With Books)**

**Time Allowed: 3 Hours.**

**Maximum Marks: 200**

**Note:- 1. All the Questions are compulsory.**

**2. Marks are shown against each question.**

**Q.No.1 A) Discuss the rules and procedure to be followed by the officers assigned the job to receive and handle the cash. (20 Marks)**

**B) Narrate the procedure to be followed for maintenance of Service Books so as to eliminate delay in the sanctioning and payment of pension. (20 Marks)**

**C) Discuss the procedure for grant of leave salary to Govt. servant transferred from one department to another or one office to another in the same Department, while he is on leave or in transit. (20 Marks)**

**OR**

**Elaborate the instructions which should be followed while preparing detailed Contingent bills. (20 Marks)**

**D) What are the instructions to be followed for regularising the enforcement of responsibility for losses sustained through fraud, negligence etc. (20 Marks)**

**E) Define the following:-**

- (i) Book Transfer**
- (ii) Charged Expenditure.**
- (iii) Head of Deptt.**
- (iv) Recurring Expenditure**
- (v) Contract**

**(20 Marks)**

**Q.No.2 (i)**

**(a) What is work abstract? How it is prepared?**

**(b) Name the Authority who authorise drawing officers of the Board to act as Drawing Officers.**

**(c) Define the terms- Re- appropriation.**

**(d) What are the objects of preparing excess & surrender statement?**

**(e) Name the authority competent to approve the cases where no powers have been delegated in the D.O.F.P. of the Board. (15 Marks)**

**(ii) What is communication? Explain different forms of communication used in official procedure. (10 Marks)**



**Q.No.3 (i) a) What are the conditions for grant of Study Leave to a Govt .servant?**  
**b) What is the maximum amount of Study Leave which may be granted to a Govt. servant? Can Study Leave be combined with other kind of leave?**  
**c) Discuss the time limit within which a Govt. servant can claim T.A. after retirement.** (15 Marks)

**(ii) a) Name the authority competent to place a Govt.servant under suspension.**  
**b) Can an official under suspension/ facing deptt. Proceedings be allowed to appear in deptt. Examinations**  
**c) Can a Govt.servant be reverted to the post held by him substantively or regular basis who has been appointed to next higher post on adhoc basis for more than a year**  
**d) Distinguish between censure & warning.** (10 Marks)

**Or**

**(1) Who is competent authority to with hold or with draw pension? Can pension be withdrawn or withhold by competent authority either in full or in part.**  
**(2) Define the terms emoluments under CCS (Pension) Rule-1972.**  
**(3) What is family Pension an superannuation Pension?**  
**(4) Can a Govt.servant be debarred from receiving gratuity?**  
**(5) Discuss the circumstances when retirement gratuity/ death gratuity lapse to the Govt.** (25 Marks)

**Q.No.4. Define the following:-**

- (a) Cadre**
- (b) Overseas pay**
- (c) Subsistence grant.**
- (d) Leave salary.**
- (e) Joining time.** (25 Marks)

**Q.No.5 a) What preliminary steps should be taken when an employee suffers electric shock?** (10 Marks)

**Or**

**When can a proposal be converted to promise under Indian contract Act-1872?**  
**When act of promise may amount to acceptance?** (10 Marks)

**b) Under what circumstance the employer shall not be liable for payment of compensation under Workmen Compensation Act-1923 of personal injury caused to a Workmen by accident arising out of and in the course of his employment.** (15 Marks)

**Or**

**Define contract of guarantee principal Debtor and Surety. Distinguish between a contract of guarantee and that of indemnity.** (15 Marks)