

PAPER -2

FIN. RULES, REGULATIONS AND OFFICE PROCEDURE

(MARKS ARE SHOWN AGAINST EACH QUESTION)

ALL THE QUESTIONS ARE COMPUSORY

Q. No.1. (A) Define the following:-

- (i) Administrative approval.
- (ii) Charged expenditure
- (iii) Technical sanction.
- (iv) Disbursing Officer.
- (v) Head of office.

(4x5)

B) Narrate the procedure to be followed for payment of arrear of pay, allowances etc. of a Govt. servant transferred from one Division/Office/Department to another after last pay certificate has been issued. (20)

(C) What instructions should be observed in preparing detailed contingent bills? (20)

(D) Discuss the provisions in rules for regulating House Building Advance to Govt. servant. (20)

(E) What are the instructions to be followed for conducting Departmental Inquiry in case of fraud and embezzlement of Govt. money against the Government servant involved? (20)

Q. No.2 (i)(a) What are the main sources of Capital Receipt and Revenue Receipt

(b) Define the term Budget year.

(c) Name two separate accounts being maintained by the Board at Main Branch of Bank.

(d) Can the powers delegated to authorities in D.O.F.P. of the Board be exercised by the authorities higher than those to whom these are delegated? (3x5)

(ii) What procedure is to be followed for transmission of classified documents by post or at the residence of an Officer? Can a classified document be communicated to press, if yes -How? (10).

Q. No.3 Define the following:-

- (a) Lien
- (b) Tenure post
- (c) Substantive Pay

P.T.O.



- (d) Time Scale of Pay
- (e) Temporary post.

(25)

Q.No.4 (a) (i) What are the conditions for grant of leave not due to a Government servant?

(b) Can joining time be extended? If yes to what extent and authority competent to grant such extension (5x3)

(ii) Classify the following into major and minor penalties:-

- (a) With holding of promotion.
- (b) Compulsory retirement
- (c) Censure.
- (d) Removal from service.

(2-1/2x4)

OR

- (1) Explain the circumstances under which period of suspension of Govt. servant can be and cannot be counted for qualifying service.
- (2) What is the difference between invalid pension and retiring pension?
- (3) What is superannuation pension and Compensation Pension?
- (4) Indicate the maximum limitation of times/months for entitlement for a Government servant at the time of retirement for the purpose of retirement/death gratuity?
- (5) What is the time period of completion of service for a Govt. servant to seek retirement by giving notice to the appointing authority? (5x5)

Q. No.5(a) What precautions are to be taken while working extra Height Pressure and High Pressure Apparatus? (10)

OR

Who are competent to contract according to the provisions of the India Contract Act? Discuss when a person is regarded as of sound mind under this Act?

(b) What factors must be established to attract the liability under Workmen's Compensation Act 1923? (5)

(c) What are the powers and duties of State Electricity Boards and Generating Companies as defined in Electricity Supply Act-1948. (10)

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