

**BOARD OF DEPARTMENTAL EXAMINATION**  
DEPARTMENTAL EXAMINATION FOR OTHER GAZETTED (NON-TECHNICAL) OFFICERS.

**OCTOBER, 2014**

**PAPER: 5 Case relating to Service / Financial Rules for S.A.D.**

**TIME ALLOWED: 3 HOURS**

**MAXIMUM MARKS: 100**

**Notes:**

- i) Attempt any five questions. marks are
- ii) All questions carry equal marks and indicated against each question.
- iii) Only bare Acts/Rules/Approved reference books can be consulted.
- iv) Indicate the same question number & its part as assigned in the question number while answering the same.
- v) Attempt all parts of question consecutively.

**Q. No. 1** Explain in brief the following:-

- (a) Commutation of Pension
- (b) Study Leave
- (c) Personal Pay
- (d) Foreign Service

**(5+5+5+5)**

**Q. No. 2** Mr. M. Singh, while functioning as Cashier, Department of Health & Family Welfare, HP, Shimla was entrusted with the job of maintaining Cash Book and handling Cash. Audit on the accounts for the period from 1.7.2011 to 31.7.2011 as well as verification of Cash revealed a shortage of Rs. 19,656/- and Sh. M. Singh is held responsible for the same. He had also made innumerable corrections / alterations of figures in the Cash Book, without any attestation by the authority which is required under the rules and totaling had not been done and checked by any persons other than the writer of the Cash Book in violation of the provisions of the Treasury Rules/Financial Rules. Such conduct on his part showed utter disregard of Treasury and Financial Rules on his part and hence liable for disciplinary action. The competent authority has decided to proceed against him under CCS(CCA) Rules, 1965.

Draft a charge sheet under relevant rules of Central Civil Services (Classification, Control & Appeal) Rules, 1965 against Mr. 'Singh'. **(20)**

- Q. No. 3**
- (a) Explain in brief the procedure for drawing public money from Treasuries in Himachal Pradesh?
  - (b) On what conditions an increment in a Pay Band is allowed to Regular Government Servants?

**(10+10)**

Contd. Page - 2 -

- Q. No. 4** What are the duties of a Controlling Officer in passing a Traveling Allowance Bill? Can he delegate his duty of countersignature to his subordinate? (20)
- Q. No. 5** What are the guidelines regarding prevention of sexual harassment of working women in the workplace. (20)
- Q. No. 6** Briefly describe the terms and conditions for grant of Study Leave. Can it be combined with any other kind of regular leave? If yes, for what maximum Period. (20)
- Q. No. 7** It has been stipulated in the Central Civil Services (Leave) Rules 1972 that willful absence from duty after the expiry of leave renders a Government Servant liable to disciplinary action. Shri ABC Senior Assistant, Department of XYZ, has been absent without leave w.e.f. 7<sup>th</sup> August to 23<sup>rd</sup> August, 2014. Draft a show cause notice dated 28<sup>th</sup> August, 2014 informing him of the proposal to take action against him under Rule 16 of Central Civil Services (Classification, Control & Appeal) Rules, 1965 and giving him an opportunity to make such representation as he wishes to make against the proposed action. (20)
- Q. No. 8** Mr. 'A' working as Clerk on contractual basis was regularized in the same capacity on 12<sup>th</sup> January, 2003. He died while coming to office in the morning hours of 21<sup>st</sup> July, 2014 for attending his official duties. His family consists of widow and two dependent sons. He was drawing band pay of ₹ 10420/- and ₹ 1900/- as Grade Pay w.e.f. 1<sup>st</sup> June, 2014. What various financial benefits including pensionary entitlements, the family members of the deceased will get? (20)

