

BOARD OF DEPARTMENTAL EXAMINATION, HIMAMCHAL PRADESH
DEPARTMENTAL EXAMINATION
OCTOBER, 2015

PAPER : 3 SAD (OFFICE MANAGEMENT)

Time Allowed: 3 hours

Maximum Marks: 100

Notes:

1. Attempt any five questions and all questions carry equal marks.
2. Attempt questions in consecutive order.
3. Only Bare Acts/Rules can be consulted.

- Q.No.1.** Write a detailed note on the role of Inquiry Officer in departmental disciplinary proceedings. Is it obligatory on the part of Disciplinary Authority to accept the findings of Inquiry Officer?
(20 Marks)
- Q.No.2.** (a) Describe the procedure prescribed for disposal of unserviceable store stock articles through Controller of Stores and at Departmental level.
(b) Distinguish between Open Tender and Limited Tender ; and late tender and post tender.
(10+10=20 Marks)
- Q.No.3.** Explain the purpose and procedure for passing of following in State Legislature:-
(a) Vote of Credit
(b) Vote on Account
(10+10=20Marks)
- Q.No.4.** (a) What procedure must be followed for hiring of private accommodation for housing Government office in Himachal Pradesh?
(b) What procedure is followed for weeding out of old records?
(10+10=20 Marks)
- Q.No.5.** Write short Note on the following:-
(a) Rules of Business of the Government of Himachal Pradesh.
(b) Role of Branch Officer and Supervisory Officer in H.P. Secretariat.
(10+10=20 Marks)
- Q.No.6.** (a) Discuss in detail the importance of filing in office management. How does it help transparency and accountability in decision making process?
(b) List out four matters each requiring consultations with Forest Department, Finance Department, Public Service Commission and Personnel Department.
(10+10=20Marks)
- Q.No.7.** (a) Describe the existing mechanism for eradication of corruption at Departmental level.
(b) What procedure is followed to deal with secret and confidential documents?
(10+10=20 Marks)
- Q.No.8.** Write detailed note on the following:-
(a) Annual Confidential Report
(b) Annual Physical Verification of Store/Stock articles
(10+10=20 Marks)
