

H.P. Board of Departmental Examination
Departmental Examination for Other Gazetted (Non Technical) Officers
October, 2016.

PAPER 3: OFFICE MANAGEMENT FOR S.A.D

TIME ALLOWED: 3 HOURS

MAX MARKS: 100

NOTES:

1. Attempt any FIVE questions.
2. Indicate the same number and its part as assigned in the question paper while answering the same.
3. Marks are indicated against each question.
4. Only *BARE ACTS, Rules, Notifications/orders* and reference books are allowed. *Help books, text books, Hand outs, guides, made easy editions* are not allowed.
5. Attempt all parts of a question consecutively.

Q.No. 1. (a) What are the provisions relating to encroachment upon Government land by a public servant under the Conduct Rules? What are the consequences of violations of Conduct Rules?

(10 Marks)

(b) What do you understand by REFNIC system? What are the duties of officers/officials under REFNIC? What are the facilities available in REFNIC system?

(10 Marks)

Q. No. 2. (a) Discuss the Filing system as adopted in the State in detail.

(10 Marks)

(b) What do you understand by Part File? Can a paper be removed from a file? If yes, how; if not why not?

(10 Marks)

Q. No.3. Write a detailed note on the role of inquiry officer appointed in departmental inquiry proceedings. Can he suggest the penalty while forwarding an inquiry report? Is it obligatory on the part of disciplinary authority to accept the findings of an Inquiry Officer?

(20 Marks)

Q. No.4. (a) What are the general instructions for treating secret and confidential papers? What change has taken in place in Conduct Rules after Right to Information, Act, 2005?

(10 Marks)

(b) What are the duties and responsibilities of Section Officers/ Superintendents Grade I? What powers have been conferred upon branch and middle level officers under the Office Manual?

(10 Marks)

P. T. O.

Q.No.5. What purpose does office inspection serve? Explain in detail the procedure prescribed for inspection of an office at various levels in H.P.

(20 Marks)

Q.No.6. (a) What are the duties and responsibilities of i) a Senior Assistant, b) Personal staff and c) Driver?

(10 Marks)

(b) What procedure should be adopted for weeding out old office record? Can a record be retained permanently? If yes, how; if not why not?

(10 Marks)

Q.No.7. (a) Explain the action on notice for suits filed against the State. How are replies filed in such cases? Can Advocate General accept notice on behalf of the State?

(10 Marks)

(b) Describe the procedure for disposal of unserviceable store articles?

(10 Marks)

Q. No.8. Write **short notes** on any four of the following:

- i) Open tender and short tender;
- ii) Conciliation proceedings in judicial courts;
- iii) Contempt of Court procedure
- iv) Powers and jurisdiction of vigilance organization.
- v) Procedure for consigning of files to Record Room.
- vi) Earnest Money and Performance Security.

(20 Marks)

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