

**H.P. BOARD OF DEPARTMENTAL EXAMINATIONS**  
**DEPARTMENTAL EXAMINATION OF HAS OFFICERS OF HIMACHAL**  
**PRADESH SESSION APRIL, 2010**

**PAPER-6 (GENERAL ADMINISTRATION)**

**Time Allowed: 3 Hours.**

**Maximum Marks: 100**

**Note:- i) Attempt any five questions.**

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- Q.No.1 A Good officer should be proficient in noting and drafting. What are the salient Features of a good noting? What are the various types of draft/ letter formats, Used for office communication? **(20 marks)**
- Q.No.2 a) What are the main provisions of conduct rules 1964? **(10 marks)**  
b) What is the difference between the inquiry conducted under Rule-14 and Rule-16 of CCS CCA Rules, 1965? What happens to the suspension period, if minor Penalty is imposed by the disciplinary authority? **(10 Marks)**
- Q.No.3 Please elaborate the relationship of civil servants with the Political Executive, Legislature and Judiciary. What is the role of members of Legislative Assembly in the Administrative affairs? Do you think that they are exceeding Their powers? **(20 Marks)**
- Q.No.4 What are the main features of the transfer policy/ guiding principles prevalent In Himachal for the Govt. employees? Do you think that this help in effective Deployment and discharge of duties by the Govt. employees? What changes Will you propose in the transfer policy? **(20 Marks)**
- Q.No.5 What is the role of a Sub- Divisional Officer © in Himachal Pradesh? What Are his powers, under Cr.P.C. and under H.P. Land Revenue Act? Does he Have any role in developmental administration at the District level? **(20 marks)**
- Q.No.6 What are the main features of Mahatma Gandhi National Rural employment Guarantee Scheme? Is this scheme successful in Himachal Pradesh? What Further measures would you suggest to make it more successful in H.P.? **(20 Marks)**
- Q.No.7 What are the main natural and man- made Disasters, which occurs in H.P.? Please specify various preventive measures for each disaster. As SDO © what What actions would you take, in case, you hear about a major bus accident in Your area? **(20 Marks)**

Q.No.8 Please narrate the salient features of the Right to Information Act- 2005. Has it Benefited the general Public? What impact it has made on the working of Government officers/ officials? **(20 Marks)**

Q.No.9 Please explain any four:-

- (i) Plan and Non- Plan Budget
- (ii) Social Audit under NREGA,
- (iii) Reservation in Panchayats.
- (iv) Single File system.
- (v) Objectives of Consolidation of land Holdings.
- (vi) Main Non- Tax resources of H.P. Govt.

**(5 x 4 = 20 marks)**

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