

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/ OFFICIALS OF
HIMACHAL PRADESH SESSION APRIL, 2011**

PAPER-1 [(FINANCIAL ADMINISTRATION) MORNING]

Time Allowed: 3 Hours.

Maximum Marks: 100

Notes:1) Attempt any two questions from Part-I and any three questions from Part-II

2. All questions carry equal marks.

**3. Only bare Acts, Rules, Notifications and approved reference books applicable in
The case of H.P. Government Departments are allowed.**

Part-1

- Q.No.1 Write a detailed note on the composition and functions of Finance Commission of India. What role is played by the Finance Commission of India in devolution of Resources from Centre to States?
- Q.No.2 What are different components of the structure of Government Account? Explain in Detail each part by giving suitable examples.
- Q.No.3 Describe different cannons of financial propriety and its role in expenditure control by A drawing and disbursing officer? How far these are useful in reducing the financial Irregularities in government office?
- Q.No.4 Write short notes on the following:-
(i) Vote on Account and Vote of credit.
(ii) Plan Expenditure and Non- Plan Expenditure.
(iii) Role of Public Accounts Committee.
(iv) Letter of Credit.

PART-II

- Q.No.5 Mr. Raunki Ram, Deputy Director was drawing basic of Rs. 28830/- plus grade pay of Rs. 7800/- p.m. in the pay Band of Rs. 15600-39100 w.e.f. 1.1.2010. He was promoted To the next higher post carrying grade pay of Rs. 8200 from 18-11-2010 on regular Basis in the same pay band. Fix his pay from time to time. He opted to fix his pay in The higher post from the date of his next increment in the lower post i.e. 1-1-2011. The Rate of increment being 3%.
- Q.No.6 Enumerate different kinds of authorized leave available to a Government Servant. Explain in detail conditions regulating Half Pay Leave and Extra Ordinary Leave to a Government Servant?
- Q.No.7 Discuss in detail the terms and conditions for calculation and payment of family Pension? Whether it is payable to the family of a missing government servant, explain?
- Q.No.8 What are different kinds of traveling allowance? Explain in detail the different Dimensions of Daily Allowances under different conditions?
- Q.No.9 Write note on the following:-
a) Role of PIO under RTI Act, 2005.
b) Compensation Pension and Invalid Pension.
c) Penalty of stoppage of increments.
d) Disposal of unserviceable store/ stock articles.

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PAPER-1 [(FINANCIAL ADMINISTRATION) EVENING]

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1) Attempt any two questions from Part-I and any three questions from part-II.

- 2) All questions carry equal marks.**
- 3) Only approved reference books are allowed.**
- 4) Quote rule(s) in support of your answer where necessary.**
- 5) Use of calculator is allowed.**
- 6) Attempt all parts of question consecutively.**

PART-I

- Q.No.1 a) What are the requirements under H.P. Financial rules for according financial sanction Of expenditure out of Consolidated Fund of the State?
b) Which type of expenditure can be incurred under the following Standard of objects (SOEs). Also specify the delegation of financial powers under each SOE.
- (i) Office Expenses.
 - (ii) Machinery & Equipment.
 - (iii) Material Supply & Store.
 - (iv) Travel Expenses.
- (5 + 15 = 20 marks)**

- Q.No.2 “A budget is a quantitative expression of proposed future plans of action in terms of Both financial and non- financial targets which covers all aspects of operations of an Organization for a define future period”. In the light of this statement discuss in brief The following:-

- a) Why do we need budgets?
- b) Objectives of budgeting.
- c) Types of Budget; and
- d) Constitutional provisions on Budgeting and related financial matters.

(5 + 5+ 5+ 5=20 marks)

- Q.No.3 “ The economy of India is based in part on planning through its five- year plans, which Are developed, executed and monitored by the Planning Commission of India”. Discuss The role, organization and functions of the Planning Commission of India and Organizational set up in the states to implemented the five year/ Annual Plans.

(20 marks)

- Q.No.4 Write short note on the following:-

- a) Letter of Credit.
- b) Accounting of Receipts and Expenditure by the Disbursing Officer.
- c) Appropriation and Re- appropriation of Funds.
- d) Procedure for drawing from Treasuries.

(5 + 5+5+5= 20 marks)

PART-II

- Q.No.5 Discuss in detail the “General Principles” and “Standards of financial Property” of General System of Financial Management under the “HIMACHAL PRADESH FINANCIAL RULES, 2009”.

(20 marks)

Q.No.6 An Employee died while he was on tour. What are various financial as well as other Benefits available to his family? **(20 marks)**

Q.No.7 a) What are the general conditions governing grant of leave under Central Civil Services (Leave) Rules, 1972?

b) An employee drawing Pay of Rs. 18080 + 4400 Grade Pay in the pay band of Rs. 10300 + 34800 + 4400 Grade Pay w.e.f. 1.11. 2008.He was promoted to the higher post Carrying Pay Band of Rs. 10300-34800 + 5000 Grade Pay on 02.09.2009 and joined his Duties of 03.09.2009 (F.N.) He availed EOL without Medical Certificate from 02.11.2008 to 09. 12-2008. He had given his option to get his pay fixed in the higher Post after earning increment in the lower pay band. Fix his pay as per the provisions of Fundamental Rules. What is the date of next Increment. **(10 + 10= 20 marks)**

Q.No.8 Write Short Notes on the following:-

a) Commutation of Pension.

b) fee and Honorarium

c) Contingency Fund.

d) Deposit Linked Insurance Scheme. **(5 + 5 + 5+5= 20 marks)**

Q.No.9 Following are the particulars of Himachal Pradesh Class –I officer who retired on Superannuation:-

Date of Birth	01.05.1952
Date of Joining Govt. Service	29.09.1973 FN
Other Information	
i) Dies non	From 01.05.2003 to 31.10.2003
ii) EOL with MC (self)	From 31-05-2004 to 30-06-2004
iii) EOL with MC of Mother	From 01.03.2005 to 31.05.2005
iv) EOL without MC	From 01.06-2005 to 09.08.2005.
Pay in the pay band of Rs. 37400- 67000 + Rs. 8600 Grade pay	Rs.43,390/- Rs. 8,600/-

Calculate the following pensionary benefits on the basis of above information.

1. Pension on Superannuation

2. Retirement Gratuity.

3. Commutation of Pension

4. Family Pension. **(20 marks)**

हि. प्र. विभागीय परीक्षा बोर्ड.
हिमाचल प्रदेश के राजपत्रित/ अराजपत्रित अधिकारियों/ कर्मचारियों के लिए विभागीय परीक्षा
सत्र अप्रैल, 2011
पेपर न. 2, 4

हिन्दी

समय: 2 घन्टे

अंक: 60

नोट:- 1. सभी प्रश्न अनिवार्य हैं।
2. प्रत्येक प्रश्न के अंक कोश्टक में दर्शाए गए हैं

प्रश्न-1 Translate the following passage into simple Hindi.

Dealing with people is probably the biggest problem you face, specially if You are in business. And that is also true if you are a house wife, architect Or engineer. Research done a few years ago under the auspices of the Carnegie foundation for the advancement of teaching uncovered a most Important and significant fact a fact later confirmed by additional studies made At the Carnegie Institute of Technology. These investigations revealed that Even in such technical lines of engineering, about 15 percent of one's technical Knowledge and about 35 percent is due to skill human engineering- to Personality and the ability to lead people (15 अंक)

प्रश्न-2 निम्नलिखित गद्यांश की सरल हिन्दी में व्याख्या करें। केवल किताबी ज्ञान पर्यप्त नहीं होता। कुछ विशयों में प्रायोगिक परीक्षा का आयोजन किय जाता है। ताकि पता लगाया जा सके कि छात्रों को अपने विशय का कितना व्यवहारिक ज्ञान है। उनसे माडल, विशेष फाईलें आदी बनवाई जाती है।

यदि प्रायोगिक परीक्षाओं की अनदेखी की जाएगी तो छात्र अपनी जिज्ञासा कैसे दूर कर पाएंगे? उन्हें अपने अन्तर में उठ रहे प्रश्नों के अन्तर नहीं मिल पाएंगे। परीक्षा माफिया से जुडे लोगों ने प्रायोगिक

परीक्षा को अपनी कमाई का साधन बनाने के कुप्रयास आरम्भ कर दिए हैं। उन्होंने कुछ विशयों की सरल कुन्जी बाजार में उतार दी है। इसके पीछे उनका उद्देश्य रहा कि छात्र स्वयं श्रमक रने की बजाये उनकी कुन्जी की खरीदें और उसी की नकल करके अच्छे अंक प्राप्त करने का प्रयत्न करें। इन पुस्तकों से कितनी हानि हो रही है। विशय विशेष की आधारभूत जानकारी विना प्रयोग के नहीं मिलती। छात्रों में पनप रही इस प्रवृत्ति को रोकने के लिए तत्काला कदम उठाना अति आवश्यक है।

(15 अंक)

प्रश्न-3 अपने जिलाधीस को पत्र लिखिये जिसमें अप्रैल 2011 में हुई ओलावृष्टी एवं बारिस से बागवानी एवं किसानों को हुए नुक्सान की भरपाई करने का निवेदन हो। (10 अंक)

प्रश्न-4 निम्नलिखित में से किन्ही पाँच का भावों का हिन्दी में अर्थ लिखें।

- | | |
|----------------------------|----------------------|
| 1. Concurrence | 6. In Super session |
| 2. Relaxation | 7. cadre |
| 3. In partial modification | 8. Needful |
| 4. Discretion | 9. Respondent |
| 5. Ultimo | 10. misappropriation |

(5 अंक)

प्र न-5 निम्नलिखित मुहावरों एवं लकोक्तियों के अर्थ स्पष्ट करते हुए वाक्यों में प्रयोग करें।

- (क) (1) आँख चूकना।
(2) अन्धी पीसे कुता खाए।
(3) गंगा गए तो गंगादास जमुना गए तो जमुना दास।
(4) नहले पर दहला।
(5) अपनी करनी पार उतरनी।

(5 अंक)

(ख) निम्नलिखित के लिये एक एक भुद्ध लिखिए।

- (1) जिसे किसी से भय नहीं।
(2) प्रिय बोलने वाली स्त्री।
(3) जिसकी तुलना न की जा सके।
(4) जड. से चोटी तक।

(5 अंक)

(ग) उपयुक्त भाब्द लगातार रिक्त स्थानों की पूर्ती करें

(1) आज नक्सलवाद एक बड़ी----- का रूप ले चुका है।

(2) ऐसा कहा जाता है कि नक्सली ----- की मुख्यधारा----- हुए लोग है। जिन्हें
उनका ----- नहीं दिये जाने पर वे----- की राह परा चल देते हैं। (5 अंक)

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PAPER-3 (RULES AND ACTS FOR FOREST DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

**Note:- 1. Attempt any five question questions. All questions carry equal marks.
2. You may use Reference Books.**

- Q.No.1 Describe briefly the strategy proposed to be adopted under the National Forest Policy, 1988. What measures have been proposed to increase the forest cover?
(20 marks)
- Q.No.2 What is the objective of promulgating “The Himachal Pradesh Land Preservation Act, 1978”? Is it applicable to private lands or government lands? Describe briefly the rules connected with removal of forest produce under LPA, 1978.
(20 marks)
- Q.No.3 Write short notes on any four:-
(i) Participatory Forest Management
(ii) Control Forms
(iii) Scheduled spices
(iv) Form 16
(v) Planation Journal
(vi) Duties of Forest Guard.
(4 x 5 = 20 marks)
- Q.No.4 Answer the following:-
(i) What is the prescribed period for appeal against a penalty?
(ii) Who is the disciplinary Authority in case of deputy ranger?
(iii) What is Common Proceedings?
(iv) What is the Sealed Cover Procedure?
(v) What is Adhoc Promotion?
(vi) How many Earned Leaves accrue in a year?
(vii) What is leave encashment?
(viii) What is subsistence allowance?
(2.5x 8= 20 marks)
- Q.No.5 Describe briefly the provisions of “ Sale of Timber Rules, 1969”. What do you Understand by the term “Property Mark?”
(20 marks)
- Q.No.6 Describe briefly any four:-
(i) LTC
(ii) Minimum wages
(iii) Book transfer
(iv) Reappropriation. Who is competent to affect reappropriation from M & S to Wages?
(v) Working Plan
(4 x 5 = 20 marks)

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PAPER-3 (MUNICIPAL ACTS/ RULES/ BYE LAWS FOR UDD DEPARTMENT)

Time Allowed:3 Hours.

Maximum Marks: 100

Note:- 1. Attempt five questions.

2. Please read the following instructions carefully:

(a) Q. No.1 & VIII are compulsory and attempt any three questions out of remaining Six.

(b) Words limit prescribed be adhered to strictly.

Q.No.1 a) What are the various taxes which a Municipal can levy? (quote relevant sections also.)
In your opinion, why these taxes are not being realized? Suggest ways and remedies
Available to realize these taxes. **[300 words (10 marks) 300]**

b) Explain why the Municipalities have not been able to perform their functions upto the
satisfaction & expectations of the clientele. Illustrate your answer with concrete and
practical examples. **[300 words (10 marks)**

Q.No.2 Write notes on any four of the following:-
(Not more than 150 words each)

- | | |
|--|------------------|
| a) Service Level Bench Marks. | (5 marks) |
| b) Polythene Hatao and Carbon Neutrality | (5 marks) |
| c) CDP | (5 marks) |
| d) Mandatory and optional Reforms under JNNURM | (5 marks) |
| e) Property Titling Certification | (5 marks) |
| f) Sugam Kendars | (5 marks) |

Q.No.3 a) What are the Satellite Towns? Do you think these will help in decongestion in Urban
Area? Support your answer with examples. **[300 words (10 marks)]**

b) What is Bio- gradable and non- Bio degradable Waste? Do you think door to door
collection has been successful? Give your suggestions in this regard.
[300 words (10 marks)]

Q.No.4 What is Capacity Building Govt. is laying stress on this issue. Do you think it is
Necessary in case of elected representative and official staff? If yes, how and in which
Field. **[600 words (20 marks)]**

Q.No.5 What is DPR? How DPRs are prepared and what are the various tools which from the
Basis of DPR. Why it is necessary to prepare a DPR? Support your answers with
Practical examples. **[600 words (20 marks)]**

Q.No.6 What is IHSDP? What are the various conditions attached to IHSDP for its formulation & execution? Why the scheme is not taking up in Municipalities? Suggest measures for Its speedy implementation. **[600 words (20 marks)]**

Q.No.7 The Municipalities have failed in performing its basic municipal function i.e. Maintenance of cleanliness, disposal of municipal waste & maintenance of street Lights, and roads and street. Do you agree? Support your answer with concrete Examples. **[600 words (20 marks)]**

Q.No.8 **Write short notes on any Four of the following in not more than 150 words on Each:**

- a) Various provisions of RTI Act including stages of appeals. **(5 marks)**
- b) Procedure of Audit in Municipalities. **(5 marks)**
- c) 13th Finance Commission- Conditionality attached. **(5 marks)**
- d) General and Performance Grants. **(5 marks)**
- e) EIUS. **(5 marks)**

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PAPER-3 [(FORENSIC SCIENCE LABORATORY) WITHOUT BOOKS]

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt Five Questions Only. Question No.1 is compulsory.

2. All questions carry equal marks.

- Q.No.1 Write short notes on:
- a) Microphotography. **(5 marks)**
 - b) Photomicrography. **(5 marks)**
 - c) Detonation. **(5 marks)**
 - d) Expert evidence. **(5 marks)**
- Q.No.II What is the aim and scope of different branches of Forensic Science? **(20 marks)**
- Q.No.III Write an essay on the principles of Forensic Science. **(20 marks)**
- Q.No.IV How would you systematically proceed for the examination of scenes of crime in the Cases of homicides and suicides? **(20 marks)**
- Q.No.V Describe the main security features encountered in the Indian currency notes. **(20 marks)**
- Q.No.VI What is polygraph? How it helps in crime investigation? **(20 marks)**
- Q.No.VII Fingerprints and footprints do tell something about the person who caused them. Justify the statement. **(20 marks)**
- Q.No.VIII DNA profiling is definite evidence about the guilt or innocence of a person. Justify The statement? **(20 marks)**
- Q.No.IX Write short notes on the following:-
- a) Narcotic Drug. **(5 marks)**
 - b) Explosive Types. **(5 marks)**
 - c) Forgeries and Frauds. **(5 marks)**
 - d) Shot guns. **(5 marks)**

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PAPER-3 (RULES AND ACTS FOR PWD DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Books, I.S. Codes, Specification books, Acts not allowed.

2. Attempt all the questions.

- Q.No.1 a) What procedure to be followed for hiring the Private building for Government use?
What is a power of XEN/ SE/ CE for approving Rent reasonable Certificate?
(5 marks)
- b) Describe Public Works Account? What are basic ingredient of Public Works Account?
(5 marks)
- c) What is confidential Register of the contractor? How the same is maintained and what is the purpose of it?
(5 marks)
- d) What is procedure followed for writing off T &P article? What is latest power delegated to E-in- C? C.E./ S.E./ Xen to write off T & P articles whose full value has been recovered?
(5 marks)
- Q.No.2 a) What are the points which are to be kept in mind while framing preliminary estimate For Road Works?
(5 marks)
- b) Describe A/S & WE/ S. What are the latest power delegated to E- in- C./ CE/ SE for road works?
(5 marks)
- c) Explain split up sanction. What is latest instruction/ guidelines issued by the government for splitting up of NABARAD works?
(5 marks)
- d) What is latest power delegated to XEN/ SE/ CE for approving deviation in quantity and new items of the agreement in respect of the deposit works.
(5 marks)
- Q.No.3 a) How standard measurement book is prepared and what is main purpose of its Preparation?
(5 marks)
- b) Explain Security Deposit. What is percentage of the security to be deducted from the bills?
(5 marks)
- c) Describe proper procedure to be followed for taking action under clause-2 of the contract agreement against the contractor.
(5 marks)
- d) Write short note on following.
- (i) Tender form PWD-6
- (ii) Tender form PWD-7
- (iii) Tender form PWD-8
- (iv) Tender form PWD-9
- (v) Tender form PWD-12
(5 marks)

- Q.No.4 a) Explain TASP and ITDP. How many ITDP are functioning in the state? How
Reallocation of funds under TASP is made at district level? **(5 marks)**
- b) What is literacy percentage of Himachal Pradesh as per 2011 census and list out any
four district whose literacy percentage is below of state. **(5 marks)**
- c) List out any of five state highway (not packages) which are being upgraded on
international standard, with designated No. name along with various important station
en rout on the road. **(5 marks)**
- d) Mention the district where the following temples are located.
- (i) Trilok Nath temple.
 - (ii) Shikari Mata temple.
 - (iii) Kunal Pathri temple
 - (iv) Baba Balak Nath temple
 - (v) Chaurasi temple **(5 marks)**

Q.No.5 Write a short note on following

- (a) Right to Information Act.
- (b) Forest Conservation Act.
- © Arbitration act
- (d) Describe various reason for occurrence of flood and elaborate various flood protection
Works adopted to check occurrence of flood. **(4 x 5= 20 marks)**

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PAPER-3 (RULES AND ACTS FOR AGRICULTURE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions.

2. All questions carry equal marks.

3. Reference books of Bare Acts and Rules allowed.

Q.No.1 a) Discuss and describe specific features of different agro- ecological zones in Himachal Pradesh. **(10 marks)**

b) Write short notes on scope of crop diversification in different Agro- ecological zones in the State. **(10 marks)**

Q.No.2 Write short note on the following:

(i) Good Agricultural Practices. **(4 marks)**

(ii) Sustainable Agricultural Development. **(4 marks)**

(iii) Impact of Major Biotic and Abiotic stresses on yields of crops **(4 marks)**

(iv) Organic farming. **(4 marks)**

(v) Soil and Water Conservation. **(4 marks)**

Q.No.3 a) Describe powers and functions of the Agricultural Produce Market Committees. **(10 marks)**

b) Define regulated market and describe its objectives. **(10 marks)**

Q.No.4 Describe various initiatives taken by the Central and State Governments during 11th Plan to boost agrarian economy in hilly areas mainly for infrastructure development and To strengthen agriculture extension network. **(20 marks)**

Q.No.5 Discuss and describe phenomenon of the climate change. What are the possible Impacts of climate change on hill agriculture and how can we safeguard the farmers Against the negative impacts of climate change? **(20 marks)**

Q.No.6 Define the following:-

1. Soil testing. **(2 marks)**

2. Integrated Nutrient Management. **(2 marks)**

3. Integrated Post Management. **(2 marks)**

4. Zero tillage. **(2 marks)**

5. Dust mulching. **(2 marks)**

6. Crop rotation. **(2 marks)**

7. Farming systems. **(2 marks)**

8. Trace elements. **(2 marks)**

9. Hidden hunger. **(2 marks)**

10. Cropping Intensity. **(2 marks)**

Q.No.7 a) Given brief account of powers of Insecticide Inspector. **(10 marks)**

b) Describe procedure for drawl of sample of complex fertilizer. **(10 marks)**

- Q.No.8 a) Describe procedure for disposal of non standard fertilizers. (10 marks)
b) Describe role of bio- fertilizers in enhancing productive capacity of major soil types of Himachal Pradesh. (10 marks)

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PAPER-3 (RULES AND ACTS FOR ECONOMICS AND STATISTICS DEPTT.)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- Attempt any five questions. All questions carry equal marks.

- Q.No.1 Explain the National and State Statistical Systems developed during the post Independence period? What do you understand by National Sample survey Organization?
- Q.No.II Describe the concept of National Income and State Income at current and Constant price? What do you understand by the term Per Capita Income, Explain?
- Q.No.III a) Mention the steps to be taken before initiating the work of collection of data And what is meant by statistical enquiry?
b) Prepare a questionnaire for the survey of your choice, with ten important questions?
- Q.No.IV a) Explain the usefulness of diagrams in presenting statistical data.
b) What, in your opinion, are the tests of a good diagram?
- Q.No.V a) Describe fully what is meant by correlation and distinguish between positive And negative correlation?
b) In a cricket match a coin is tossed, what is the probability that tail will appear?
- Q.No.VI a) In Himachal Pradesh the ratio of males to females is 1000: 974, if this Tendency is to continue, what is the chance that newly born baby is female?
b) Calculate the mean deviation from the following data. What light does it throw on the social conditions of the community?
- | | | | | | | | | |
|---------------------|-----|------|-------|-------|-------|-------|-------|-------|
| Difference in years | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 | 25-30 | 30-35 | 35-40 |
| | 449 | 705 | 507 | 281 | 109 | 52 | 16 | 4 |
- Q.No.VII a) Define the terms Primary and Secondary methods of data collection and in what Special circumstances are two methods suitable?
b) In your opinion what is the sampling error, describe?
- Q.No.VIII Write short notes on any four
(i) Continous and Discrete Series
(ii) Economic Census
(iii) Population Census
(iv) Consumer Price Index Numbers

(v) Line of best fit

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
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PAPER-3 (RULES AND ACTS FOR ANIMAL HUSBANDARY DEPARTMENT)

(Veterinary wing)

Time Allowed:3 Hours.

Maximum Marks: 100

Note:- Attempt any five questions. All questions carry equal marks.

Q.No.1 (i) Describe in detail the various types of Vetro- legal wounds. **(15 marks)**

(ii) How will you distinguish between Ante- mortem and Post- mortem wound?
(5 marks)

Q.No.2 Write short notes on the following:-

(i) Animal Birth Control Rules (Dogs) under P.C.A. Act, 1960. **(5 marks)**

(ii) H.P. Prohibition of cow slaughter Act, 1979. **(5 marks)**

(iii) H.P. Livestock Improvement Act, 1979. **(5 marks)**

(iv) Indian Penal Code Section 377 and Section 429. **(5 marks)**

Q.No.3 While examining a mare, what are the important conditions/ diseases/ vices
You will rule out, before certifying it for Sound Health? **(20 marks)**

Q.No.4 Enlist in detail the causes of “Stray Cattle Menace” in the state. Give your
Suggestions to curb this Menace. **(20 marks)**

Q.No.5 Describe the Breeding Policy for Cattle in the state and how it can become
Complimentary with the policy of conservation of Indigenous Germplasm?
(20 marks)

Q.No.6 What is malicious poisoning? How will you collect and dispatch material for
Analysis to a Forensic Science Laboratory in the event of malicious poisoning
In a buffalo? **(20 marks)**

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PAPER-3 (RULES AND ACTS FOR HORTICULTURE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

**Note:- 1. Attempt any five questions. First Question is compulsory.
2. All questions carry equal marks.
3. Books are not allowed inside the examination hall.**

- Q.No.1 a) What is the importance of horticulture in Himachal Pradesh? **(10 marks)**
b) Give the names of two fruits each, rich in Vitamin- A, Vitamin-C, Carbohydrate, Protein and Fat. **(10 marks)**

- Q.No.2 Write short notes on any five of the following:-
a) High Tech Horticulture.
b) Precision Farming.
c) High Density Planting.
d) Integrated Pest Management.
e) Organic Farming.
f) Protected Cultivation.
g) Post Harvest Handling & Marketing of Flowers. **(5 x 4= 20 marks)**

- Q.No.3 a) Describe the salient features of Himachal Pradesh Fruit Nurseries Registration Act, 1973 and suggest amendments to make it more effective. **(15 marks)**
b) How can a farmer get his nursery registered with the Department of Horticulture for the production of disease – free quality planting material? **(5 marks)**

- Q.No.4 A) Describe any five of the following terms:
a) Pollination.
b) Layering.
c) Grafting.
d) Juvenility.
e) Stratification.
f) Scarification. **(5 x 2= 10 marks)**
B) What are the clonal root stocks? Describe their mode of propagation. **(10 marks)**

Q.No.5 What are the objectives of Horticulture Mission? Enlist the various Components along with incentives being provided to the farmers under MM-II This Mission. **(20 marks)**

Q.No.6 a) List out functions which have been assigned to the Panchayati Raj Institutions By the State Government for the development of horticulture in the state. **(15 marks)**

b) How can the PRIs play pivotal role in the economic development and upliftment of rural people by motivating them in adopting horticulture and allied activities? **(5 marks)**

Q.No.7 Write short notes on any five of the following:

- a) Practical uses of ethylene.
- b) Vermi Composting and its uses.
- c) Drip Irrigation and its uses.
- d) Mulching and its uses.
- e) Weeds and their management in apple & citrus orchards.
- f) Insect- Pests I Mango & Litchi.
- g) Promotion of Medical Plants in H.P **(5 x 4 = 20 marks)**

Q.No.8 a) Give stepwise operations of raising Mango Nursery from land development to Production of quality fruit plants. **(10 marks)**

b) Important components of Cool Chain and their importance in post harvest handling of fruits. **(5 marks)**

C) Which are the weather vagaries affecting fruits crops? Suggest their remedial Technologies. **(5 marks)**

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PAPER-3 (RULES AND ACTS FOR FISHERIES DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any FIVE questions. All questions. Carry equal marks. Five Marks are reserved for neat presentation.

2. The candidates would not be allowed to consult any book in the Examination hall.

3. The candidate may answer the questions in Hindi or English.

- Q.No.1 Define aquaculture. Write a detailed note on the package of practices in the Breeding and rearing of Indian Major carps.
- Q.No.II In which year Himachal Pradesh Fisheries Act was promulgated? When Himachal Pradesh Fisheries Rules came into existence? What are the powers Of a Fisheries Officer under H.P. Fisheries Rules?
- Q.No.III What is the status of recreational fishery of Himachal Pradesh? What are your Suggestions for the improvement of recreational fishery. Mention the names Of important game fishes available in Himachal Pradesh.
- Q.No.IV What is a fishing gear and craft? Name and explain the type of fishing gears Which are in the waters of Himachal Pradesh
- Q.No.V It is generally said that ‘ A Trout Hatchery’ is a hot bed of diseases. Explain Your reaction on this statement and list two diseases commonly encountered in Eggs/ fry/ fingerlings and adult stages, their symptoms, causative and Therapeutic measures.
- Q.No.VI Write a comprehensive note on the Fishermen Welfare Schemes initiated in The State of Himachal Pradesh. Suggest some innovative welfare schemes for This poorest of the poor class.
- Q.No.VII Write notes on any four of the following:-
(i) Scientific names of Two species of TROUT, Two species of Mahseer, Silver Carp, Grass carp and Arctic charr.
(ii) Management of nursery pond.
(iii) Carrying capacity of a fish pond and trout raceway. Size 15 x 2x 1.5.
(iv) Nutritional requirements of cold water fish species.

(v) Feed conversion ratio and forage ratio.

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PAPER-3 (RULES AND ACTS FOR YOUTH SERVICES & SPORTS DEPTT.)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any six questions of Part-A and four from part-B. All questions Carry equal marks. Question No.5 from Part-B is compulsory.

PART-A

- Q.No.1 Trace the history of the creation of the Department of Youth Service and Sports? Was its creation necessary and why? **(10 marks)**
- Q.No.2 What are the basic principles of working with a youth group? How can be the Involvement of youth with sports activities is effective? **(10 marks)**
- Q.No.3 How much Financial Assistance is being provided to Sports Associations and Why? Is there any classification explain in detail? **(10 marks)**
- Q.No.4 What is the role of sports association in the promotion of sports? How can They be made more effective? **(10 marks)**
- Q.No.5 What do you feel the academic burden is a hindrance for the improvement in Producing results in the State and National level Sports competitions? **(10 marks)**
- Q.No.6 Why Youth day is celebrated? What activities are performed during Youth Week? **(10 marks)**
- Q.No.7 What is the difference between Commonwealth Games and Olympic Games. Who is the First Asian Medalist from the H.P. State and in which game?

PART-B

- Q.No.1 What are the basic principles for working with a Youth group? How can the Involvement of Youth in sports activities discipline them? **(10 marks)**
- Q.No.2 What are the main features of the scheme of long and middle distance races? Would you like to strengthen/ add/ delete any provision of the scheme and Why? **(10 marks)**
- Q.No.3 What is PYKKA? When it was implemented in the State? Explain. **(10 marks)**
- Q.No.4 What is the necessity of having State Youth Board in the State. Define its role And function? **(10 marks)**
- Q.No.5 Write short notes on:-

- (i) youth Leadership training camp.
- (ii) Mobile Coaching Camp.
- (iii) Nodal Camp.

(10 marks)

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PAPER-3 (S.A.D.)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any Five Questions.

2. All questions carry equal marks.

3. Only Bare Rules/ Instruction can be consulted.

Q.No.1 In which type of case and under what circumstances the Administrative Department (AD) may consult following departments:-

- 1. Finance Department.
- 2. Personnel Department.
- 3. Law Department.
- 4. State Public Service Commission.

Elaborate answer with examples.

(5 x 4 = 20 marks)

Q.No.2 What are different forms of written communication for correspondence in a Government office? In which form of communication standing rules etc. are issued?

(20 marks)

Q.No.3 Discuss organizational set of the government offices, discuss working of collectorate Office in our State.

(20 marks)

Q.No.4 Describe the following:-

- a) Difference between Starred and Unstarred Assembly Question.
- b) Cut- Motion.
- c) Rules of business.
- d) Standing guard file.

(5 x 4= 20 marks)

Q.No.5 Discuss following concepts:

- a) 'Transparency and e- governance can eradicate corruption'.
- b) e- Attendance through Bio- metric machines.

(10 x 2 = 20 marks)

Q.No.6 Describe the following terms:

- (i) Sub- judice.
- (ii) Criminal contempt.
- (iii) Civil contempt.
- (iv) File.
- (v) Advisory Department.
- (vi) Issue of Draft.
- (vii) Prosecution Sanction.
- (viii) Refenic.

(ix) Budget.

(x) Docketing

(2 x 10= 20 marks)

Q.No.7 Write short note on any two of the following.

- (i) Importance of noting and drafting.
- (ii) Protection under the Constitution to Government employees.
- (iii) Cabinet memorandum.
- (iv) Branch officers in the Secretariat.

(10 x 2= 20 marks)

Q.No.8 What do you understand by Record Management? What procedure should Adopted for weeding of records in government offices? Which record is kept

Permanently in the office?

(20 marks)

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PAPER-4

(S.A.D.)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note: - Attempt Both Questions.

Q.No.1 The state government has set up a Technical University in Himachal Pradesh With the objective to regulate technical educational and to monitor admissions And fee structure in the private institutions in the state. The private institutions Offering technical courses, affiliated to H.P. University till now, would be Required to get themselves affiliated with the Technical University. Of late, it Was noticed that some of such Technical Institutions are also imparting Education in “Management etc” besides running courses in Engineering. Now, The point requiring decision is whether such institutions running courses in “ Management etc”. Would also seek affiliation with Technical University or Otherwise? The H.P. University was of the view that it stands to loose Affiliation fee” on transfer of all such institutions who are running courses other Than Engineering and also that the University has its own “Institute of Information Technology” Which must continue to function under H.P. University as it stands.

To take a final decision on the issue, prepare a comprehensive Proposal for the consideration of Administrative Secretary giving the Background, courses as well as the institutions to be transferred for affiliation With the Technical University, issues related to admission, fee, affiliation, award Of degrees etc. The proposal should also mention the opinion of the University In this regard.

Q.No.2 Horticulture Department wants to buy five pick up vans to carry insecticides/ Pesticides etc. for further sale to the horticulturists in various parts of the state. The proposal is replacement for two condemned trucks which have been Declared unserviceable and auctioned over a period of time. The file was sent To the Finance Department and the FD advised that in place of buying the new Pick up vans, the department should consider the desirability of outsourcing The arrangement.

Prepare a self contained Cabinet Memorandum in proper format for the Consideration of Council of Ministers giving the background and outlining the Comparative advantages of outsourcing. The proposal should also clearly lay Down the terms and conditions for the “Expression of Interest” and the step by Step procedure that need to be followed by the department to finalize the Agreement with the private service provide in a transparent manner. The Cabinet

Note should also mention the opinion of the Advisory Department. (50 marks)

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PAPER-5 (S.A.D)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1 Attempt any five questions.

2. All questions carry equal marks.

Q.No.1 Discuss the procedure required to be followed for:
(i) Imposition of minor penalties against a Government servant.
(ii) Where the penalty flows from the conduct which has led to conviction of a Government servant on a criminal charge. (20 marks)

Q.No.2 Differentiate between the following:
(i) "Dies- non" & "Extra –Ordinary Leave"
(ii) "Subsistence Allowance " & "Compassionate Allowance".
(iii) "Half pay leave" & "Leave not due"
(iv) "Service Gratuity" & "Retirement Gratuity". (20 marks)

Q.No.3 (a) "Every step in a Government servant' s official life must be recorded in his Service Book and each entry attested by the Head of his Office".

What will be the consequences if at the time of finalization of pension papers, The following periods are not found covered by specific entries or definite Mention as to qualifying for pension.
(i) the period of Extra ordinary Leave.
(ii) The period of suspension.

(b) Explain the following, in brief.
(i) "Pension is subject to future good conduct".
(ii) "The whole time of a Government servant is at the disposal of the Government Which pays him". (20 marks)

Q.No.4 a) Comment on the following:-
(i) When suspension is regularized as leave, consequential recovery is Inescapable.
(ii) Amount due on Court attachments can be recovered from the subsistence Allowance.
(iii) The daily allowance is admissible for any day, whether Sunday or holiday, Unless the officer is actually and not merely constructively in camp.

(b) How Daily allowance of a Government servant is regulated for enforced halts?
(20 marks)

Q.No.5 Examine the following indicating briefly the reasons to substantiate your Answer.

- (i) Recovery of government dues proposed to be affected from GPF balance of The employee concerned.
- (ii) One of your subordinate who came late by one hour, was marked dies- non.
- (iii) Disciplinary proceedings against a Govt. servant after his retirement was discontinued on the plea that there was no pecuniary loss to Government.
- (iv) Family pension to a widow was questioned on the ground that she gave birth To an illegitimate child. (20 marks)

Q.No.6 An officer drawing Rs. 20300+ 5000 G.P. as his basic pay in the pay scale of Rs. 10300- 34800 + 5000 G.P. from 1.1.2011, was promoted to the next higher Post carrying pay scale of Rs. 15600- 39100+ 6600 G.P. w.e.f. 15.03.2011. Determine his pay in the most advantageous manner and also fix his date of Next increment. (the date of increment in the lower post being 1st January)
(20 marks)

Q.No.7 An officer is caught red handed while taking bribe by the Vigilance Department on 02-04-2011. He is produced before the Court where he is Remanded to Police Custody. The officer is placed under suspension and Orders in this behalf, issued on 06.04.2011. Prosecution sanction is later given And a challan is produced in the court.

In the light of aforesaid back- ground of the case, comment on the following:

- (i) Can disciplinary proceedings run concurrently with the criminal proceedings?
- (ii) Should the disciplinary proceedings initiated under CCS (CCA) Rules be stopped if the officer is acquitted by the trial court. (20 marks)

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PAPER-3 (LAW OF CRIMES AND EXCISE AND EXCISE LAW FOR E.T.O.s)

Time Allowed: 3 Hours.

Maximum Marks: 100

**Note:- 1. Attempt any five questions. All questions carry equal marks.
2. Relevant Provisions of Act & Rules are allowed in Examination Hall.
3. Only bare Acts and Rules are allowed inside Examination Hall.**

Q.No.1 Discuss the following in brief:-

- (i) Excise Revenue
- (ii) Liquor
- (iii) Denatured Spirit
- (iv) Rectified Spirit
- (v) Matured Whisky
- (vi) Criminal Conspiracy or Goods Faith
- (vii) “Manufactured Drug” under NDPS Act, 1985.
- (viii) “Opium” under NDPS Act, 1985.
- (ix) “Narcotic Drug” under NDPS Act, 1985.
- (x) “Cognizable offence”. **(2 x 10= 20 marks)**
- (xi)

Q.No.2 (i) What will be the course of action as an officer while performing your duty in a Office, if some one hinders you and causing loss to the Govt. property?
Illustrate by citing example with specific sections?

(ii) Discuss “Criminal Conspiracy”? **(10 + 10= 20 marks)**

Q.No.3 (i) What are the offences relating to Public servants under IPC?

(ii) A public servant is unlawfully engaged in Trade. Do you feel that he can be Prosecuted? What is the periodicity of punishment? **(10 + 10= 20 marks)**

Q.No.4 (i) What are the powers of Excise of first class in search seizure and arrest?
Discuss.

(ii) What are the intoxicants which are exempted from levy of Excise Duties?
(10 + 10= 20 marks)

Q.No.5 Do you agree with the renewal policy of Excise vends/ units? If not, what are Your suggestions to regulate the system which could fetch revenue to the State In a healthy manner? **(20 marks)**

Q.No.6 (i) What are the provisions relating to offences by licenses under Punjab Excise Act, 1914? Discuss.

(ii) An individual detected by Police/ Excise Officer carrying about 24 bottles of Liquor. What steps are to be followed to register a case under Excise Act? Who is empowered to compound the case and what amount of penalty (maximum) could be imposed? **(10 + 10= 20 marks)**

Q.No.7 (i) What are the powers of State Govt. to permit, control and regulate (poppy Straw, opium cannabis etc.) under the Narcotic Drugs and Psychotropic Substances Act, 1985.

(ii) Enumerate the offences and penalties on account of contraventions in relation To the above items under NDPS Act, 1985. **(10 + 10= 20 marks)**

Q.No.8 (i) Describe in brief the different kind of licenses issued under Punjab Excise Act, 1914 & Liquor License Rules, 1986?

(ii) What are the conditions relating to compensation under Liquor License Rules 1986. Discuss. **(10 + 10= 20 marks)**

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PAPER-4 (SALES TAX LAW AND ALLIED TAXES FOR E.T.O.s)

Time Allowed: 3 Hours.

Maximum Marks: 100

- Note:- 1. Attempt any five questions. All questions carry equal marks.
2. Relevant provisions of Act and Rules must be quoted.
3. Only bare Acts are allowed inside examination hall.**
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- Q.No.1 Can the private carrier be used for transporting the goods? Discuss the Provisions of H.P.P.G.T. Act with regard to the carriage of goods and liability Of Taxation under the Act.
- Q.No.2 Justify the leviability of Additional Goods Tax (AGT) and CGCR which are Under the same constitutional entry providing for Taxation under which the H.P.P.G.T. Act has been enacted to tax goods & passengers.
- Q.No.3 Discuss the allowance of I.T.C. and consequent refunds arising on account of That. What is the procedure for such refunds?
- Q.No.4 What is composition scheme? What are the advantages of such composition to The Department promote such composition schemes.
- Q.No.5 It is said that the Entertainment Tax is now loosing its importance. Do you Agree? Do you find scope for improvement of revenue from this? Discuss Such means you deem fit for enlarging its scope.
- Q.No.6 Discuss the necessity to bring the Works Contracts under the liability to pay Tax on such transactions covered under it by amending the Constitution by 46th Amendment. Did it serve any purpose? What type of transactions could be Brought under the ambit of works contract since its incorporation under the Definition of sale?
- Q.No.7 Discuss the impact of Entry tax on the tax payers. Also the significance of this Tax in the revenue growth of the Department. Has the desired goal of Imposing the tax being achieved now. Substantiate the answer by examples.
- Q.No.8 What are the essential ingredient of Inter- State sale? An Industry entitled to 1% rate of tax under Inter State Sale fails to submit C form. What rate would Applicable and under which provisions. Discuss the provisions in detail.
- Q.No.9 Discuss various penalty clauses under the H.P.V.A.T Act where the mens rea i.e. the guilty intention is required to be established before the penalty is imposed.
- Q.No.10 What are the essential ingredients of sale which must be fulfilled before the liability

To tax is fastened on the transaction. Can VAT be charged in such case where Through sale has taken place but the 'Dealer' is not liable to pay tax? Discuss.

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PAPER-5 (BOOK KEEPING AND LANDA SCRIPT FOR E.T.O.s)

Time Allowed: 3Hours.

Maximum Marks: 100

Notes: 1). Attempt any five questions including question No.1, which is compulsory.

2) All questions carry equal marks.

3) Books are not allowed.

4) Use of calculator is allowed.

5) Overwriting should be avoided.

Q.No.1 From the following Trial prepare Trading and Profit & Loss account for the year ended On 31st March, 2009 and a Balance Sheet as at that date in respect of M/S ABC & Company.

Drawings	120000	Capital Account	2080000
Purchases and Sales	900000	Return Outward	10000
Freehold Property	600000	Bills Payable	50000
Plant & Machinery	1000000	Sundry Creditors	400000
Salaries	120000	Provision for doubtful debts	8000
Office Expenses	250000	Interest on Loan to Mr."X	10000
Office Furniture & Fixture	50000	Sales	2110000
Discount Account	12000		
Sundry Debtors	266000		
Loan to Mr. "X" @ 5%	400000		
Cash at Bank	266000		
Opening Stock	350000		
Wages	320000		
Postage & Internet	14000		
Insurance	16000		
Gas & Fuel	27000		
Bad debts	6000		
Office Rent	26000		
Freight & Duty	90000		
Loose Tools	20000		
Factory Lighting	16000		
Cash in Hand	24000		
Total	4668000		4668000

Additional information:

(i) Stock at the end of the year is Rs. 6,60,000/-

- (ii) Wages & Salaries were outstanding Rs. 16,000/- and Rs. 6,000/- respectively as on 31st March, 2009.
- (iii) Insurance prepaid was Rs.4,000.
- (iv) A new machine was installed on 30th September, 2008, costing Rs. 1,40,000, but it was not recorded in the books and no payment was made for it. Wages Rs. 10,000 were paid for its erection, have been debited to Wages Account.
- (v) Loose tools were valued at Rs.16,000 on 31st March, 2009.
- (vi) Depreciate Plant & Machinery by 10% Furniture and Fixture by 5% and Freehold Property by 2% per annum.
- (vii) Of the Sundry Debtors Rs. 6,000 are bad & should be written off.
- (viii) Provide for doubtful debts at 5% on Sundry Debtors, 2% discount on Debtors and a Reserve of 2% for discount on Creditors.
- (ix) The Manager is entitled to a commission of 5% of net profits before charging such Commission. **(20 marks)**

Q.No.II Explain the following:-

- a) Gross Profit.
- b) Trade Discount.
- c) Goodwill
- d) Bad Debt.
- e) Real Accounts.
- f) Carriage Outwards.
- g) Ledgers.
- h) Working Capital.
- i) Current Liabilities.
- j) Accrual Accounting.

(10 x 2= 20 marks)

Q.No.III What is the distinction between:-

- a) Tangible Assets and Intangible Assets/
- b) Prepaid Expenses and outstanding Expenses.
- c) Manufacturing Account and Trading Account.
- d) Fixed Assets & Current Assets.
- e) Journal & Cash Book.

(4 + 4+ 4+4+4=20 marks)

Q.No.IV From the following information, prepare a Manufacturing Account for the year ended On 31st March, 2010.

Raw Material (1.04.2009)	80,000	Wages	20,000
Work- in- progress (1.04.2009)	50,000	Salaries of Works Manager	18,000
Raw Material Purchased	95,000	Fuel	4,000
Returns Outwards	2,200	Factory Rent & Taxes	10,000
Carriage Inwards	3,000	Power, Electricity & Water	16,000
Freight Inwards	2,000	Depreciation:	
		Plant & Machinery:	8,000
		Factory Building:	6,000
Work- in- progress (31-03-2010)	15,000	Repairs & Insurance of	
		1. Plant & Machinery:	8,000
		2. Factory Building:	4,000
Raw Material (31.03.2010)	40,000	General Expenses	3,000
Sales of Scrap	1,000		

(20 marks)

- Q.No.V a) What is Classification of Accounts in double entry system of Book keeping?
b) What are the basic rules for Debit and Credit in respect of following Accounts:-
(i) Personal Accounts (2) Real Accounts (3) Nominal Account (4) Assets Accounts
(5) Liabilities Accounts (6) Capital Accounts (7) Revenue Accounts (8) Expenses
Accounts. (4 + 16= 20 marks)
- Q.No.VI Record the following transactions in the proper Subsidiary Books of M/S ABC & Co.
For July, 2010:-

Cash in Hand	22,500
Cash Sales	4,00,000
Purchased Goods from Narain	38,000
Sold Goods to Vinay Kumar	50,000
Paid to Brij Narain	7,000
Return Goods to Narain	5,000
Vinay Kumar Returned Goods	1,000
Cash Purchases	25,000
Received cash from Vinay Kumar	30,000
Discount allowed to him	200
Opened a Current Account at PNB	5000
Accepted a Bill of Exchange drawn by Narain	2,000
Goods taken for personal use	1,000
Purchased a Mobile for personal use on credit from A & Co.	3,000

(20 marks)

- Q.No.VII a) State True or False
- The Sales Day Book is a part of Ledger.
 - Depreciation is an amortised expenditure.
 - Profit & Loss Account shows the financial position of the concern.
 - Premium paid on the life policy of partner is debited to profit and loss account.
 - Depreciation cannot be provided in case of loss in a financial year.
 - Errors of Principal will affect Trial Balance.
 - Repairs to machinery affect Machinery Account.
 - Capital + Long Term Liability= Fixed + Current Assets + Cash – Current Liabilities.
 - Accrual concept implies accounting on cash basis.
 - The Trial Balance ensures the arithmetical accuracy of the books.

(10 x 2= 20 marks)

- Q.No.VIII a) What is the distinction between Double Entry System and Incomplete Records
(Popularly known as Single Entry System)?
b) From the following particulars prepare Bank reconciliation statement:-

		₹
1.	Balance as per Pass Book (Overdraft)	20,000
2.	Interest on investment collected by the bank but not recorded in the cash Book.	1500
3.	Un- credited Cheques	13000
4.	Un- presented Cheques	2100
5.	Bank Charges as per Bank Pass Book	500
6.	Interest on Overdraft debited in the Pass Book not recorded in the	1200

Cash Book	
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(10 + 10 = 20 marks)

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PAPER-3 (PROCEDURAL LAW FOR POLICE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- a) All Questions carry marks.

b) Attempt any five questions.

c) Only bare acts are allowed.

d) Relevant sections & law may be quoted whenever required.

-
- Q.No.1 a) What are the powers of magistrate when a complaint is made to him of offences which are cognizable and those which are non-cognizable. (10 x 2 = 20 marks)
- b) Discuss the provision in Cr.P.C. and the Supreme Court judgments regarding victim compensation. (10 x 2 = 20 marks)
- Q.No.2 a) Discuss the procedure of making an accused person an approver. Why such a procedure does not amount to influence used to induce disclosure. (10 x 2 = 20 marks)
- b) Write a note on procedure laid down in Cr.P.C. When the dispute concerning land or water is likely to cause breach of peace. (10 x 2 = 20 marks)
- Q.No.3 a) Discuss the power of executive magistrate to issue order in urgent cases of nuisance or apprehended danger. What action can be taken under IPC and Cr.P.C. for non-compliance of such order. (10 x 2 = 20 marks)
- b) How a final report is submitted after completion of investigation? What are the types of final report a police officer can submit? How further investigation can be conducted after submission of the final report. (10 x 2 = 20 marks)
- Q.No.4 a) What is extra judicial confession and how is it relevant. (7 marks)
- b) How do you prove the handwriting of a person in court. (7 marks)
- c) What is burden of proof? On whom does the burden of proof lie in the case of custodial rape? (6 marks)
- Q.No.5 a) What is the purpose of arresting a person. Discuss the powers of SHO to release an accused arrested under non-bailable offences. What is the procedure to be followed for non-compliance of conditions of bail by the accused. (15 marks)
- b) What are public documents and private documents? How they can be proved during trial. (5 marks)
- Q.No.6 a) Discuss provisions and procedure for taking security for good behavior from habitual offenders. (10 marks)
- b) How do you prove the handwriting of a person in the court? (10 marks)
- Q.No.7 a) Discuss protection of members of armed forces from arrest and prosecution as provided in various sections of Cr.P.C.

- b) How proclamation for person absconding is made? How the property of person absconding is attached? What is the procedure for release, sale and restoration of attached property? (10 x 2= 20 marks)

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PAPER-4 (CRIMINAL LAW FOR POLICE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

- Note:- 1. Attempt any five questions. All questions carry equal marks.
2. Only Bare Acts are allowed.
3. The relevant sections of law may be quoted wherever required.**
-

- Q.No.1 Describe the following terms as mentioned in IPC.
a) Unlawful assembly.
b) Wrongful gain and wrongful loss.
c) Right of Private Defence.
d) Act done in good faith.
- Q.No.2 Compare the provisions of IPC regarding cruelty by husband or relations of husband With that of domestic Violence Act, 2006. Can the action be taken simultaneously Under both provisions?
- Q.No.3 Define work under the H.P. Prevention of Specific Corrupt Practices Act, 1983. List Out the various types of offences for which punishment is provided in the Act.
- Q.No.4 Define rape. Also discuss specific provisions dealing with custodial rape and Intercourse with woman in the custody of Police Officer.
- Q.No.5 Describe financial investigation of forfeiture of property derived from or used in illicit Traffic of Narcotic Drugs and Psychotropic Substance. Describe the procedure for Forfeiture of such property as envisaged in NDPS Act.
- Q.No.6 Differentiate between:-
(i) Servant of Govt. and public servant.
(ii) Extortion and robbery.
(iii) Kidnapping and abduction.
(iv) Lurking house trespass and house breaking.
- Q.No.7 What are the restrictions of rights of a member of a police force and how the action can Be taken for contravention of the restrictions. How do you initiate action against a Person causing disaffection amongst the members of a police force?
- Q.No.8 What is reserved forest? Discuss the power to make rules for reserved Forest and Penalties for violation under India Forest Act, 1927. Also discuss the procedure to Dispose off confiscated property under I.F. Act, 1927.
- Q.No.9 What are the atrocities punishable under S.C. (Prevention of atrocities) Act, 1989 and What is the punishment for a public servant negligent to act under this act?
- Q.No.10 List the offences and the maximum punishment provided in M.V. Act, 1988 which are Compoundable by police. Also discuss the provisions in the M.V. Act regarding revoking of

Driving license and suspension of driving license.

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PAPER-5 (POLICE RULES FOR POLICE DEPARTMENT)

Note:- 1. Marks of questions are given against them.

2. Attempt any five questions.

- Q.No.1a) Explain the procedure of conducting departmental enquiry ex- parte?
b) What is the procedure to be followed when departmental enquiry is reasonably not practicable and in the case of criminal conviction of a police official. **(10 x 2= 20 marks)**
- Q.No.2 a) Discuss the procedure of disposal of case properties lying in Malkhana.
b) What are the duties and responsibilities of a station house officer. **(10 x 2= 20 marks)**
- Q.No.3 a) What are the powers of a police regarding regulation of a procession, use of Loud speakers. What action can be followed against violators.
b) Describe the procedure to be followed for disposal of crowds. What is the protection provided for action taken in good faith? **(10 x 2= 20 marks)**
- Q.No.4 Write a note on the following:-
a) General cash book and its maintenance.
b) Action on report of non cognizable offence.
c) Procedure to be followed when arms are lost or seriously damaged.
d) Vernacular personal file. **(5 x 4= 20 marks)**
- Q.No.5 a) Discuss the procedure to be followed for handcuffing a person.
b) What is the procedure to be followed in the case of death in police custody. Also discuss NHRC directions regarding custodial death. **(10 x 2= 20 marks)**
- Q.No.6 a) Discuss the procedure of writing ACRs of NGOs grade-I and NGOs grade-II. Who are reviewing and accepting authorities. What is the procedure to be followed in the case of adverse comments in ACR.
b) Who can award censure and punishment drill to NGOs grade-II. Discuss the procedure of awarding the same. **(10x2= 20 marks)**
- Q.No.7 a) How does a sub divisional police officer supervise and monitor the Investigation? What are the cases he is required to investigate himself?
b) Write a note on inspection of a police station. What are instructions of PHQ

regarding inspections of police stations.

(10 x 2= 20 marks)

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PAPER-3 (WELFARE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

- Note:- 1. Attempt any five questions
2. All questions carry equal marks.
3. Only bare Acts/ Rules can be consulted.**
-

- Q.No.1 Evaluate the implementation of the ICDS programme in H.P. (20 marks)
- Q.No.2 What is National Nutrition Policy? What are ill effects of Malnutrition? How The policy is being implemented in the State? (10, 5, 5= 20 marks)
- Q.No.3 a) Describe the role of State Women Commission? (10 marks)
b) Describe Social Security pension Schemes available for women in our State? (10 marks)
- Q.No.4 Give details of the Welfare Schemes being implemented by the Social Justice And Empowerment Department presently for women and girls? (20 marks)
- Q.No.5 Explain salient feature of H.P. Registration of Marriage Act, 1996 and the Protection of women from Domestic Violence Act, 2005. (10, 10 = 20 marks)
- Q.No.6 Write Note on the activities of the following:-
a) H.P.State Social Welfare Advisory Board. (10 marks)
b) H.P.Child Welfare Council. (10 marks)
- Q.No.7 Write short Note on the following:-
a) Dowry Prohibition Act, 1961. (5 marks)
b) Sexual Harassment of Women at work place (5 marks)
c) State Women Council. (5 marks)
d) PNDDT, Act, 1994. (5 marks)
- Q.No.8 a) **EXPLAIN THE SCHEMES BEING IMPLEMENTED BY SJ&E DEPARTMENT FOR WELFARE OF CHILDREN?** (10 Marks)
b) **EXPLAIN SALIENT FEATURES OF THE J.J.ACT, 2000?** (10 marks)

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PAPER-5 (WELFARE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

**Note:- Attempt any five questions. All questions carry equal marks.
Books/ Acts are not allowed in the examination hall.**

- Q.No.1 What do you understand by the term: Disability, Impairment and Rehabilitation. Discuss measure for the prevention of childhood disabilities.
- Q.No.II Discuss the basic objectives of National Trust and draw the organizational Structure of its Board. What are the functions of Local Level Committees Constituted under National Trust Act, 1999?
- Q.NO.III What are the various constitutional and legal safeguards provided for the Elderly? Discuss major problems of elderly. Discuss various incentives being Extended by the State/ Central Governments to the elderly.
- Q.No.IV Critically examine the services being provided to the elderly in Old age Homes- Suggest remedial measures.
- Q.No.V Discuss Narcotic Control Policy and action plan of Ministry of Social Justice & Empowerment, Govt. of India.
- Q.No.VI Write short notes on the following:-
a) Procedure for Registration of Voluntary Organization.
b) Activities of HP Council for Child Welfare.
c) Scheme for Prevention of alcoholism & drug abuse.
d) National Social Assistance Programme.

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**PAPER-3 (COOPERATIVE (THEORY AND PRACTICE OF COOPERATIVE
FOR COOPERATIVE DEPARTMENT)**

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- Attempt any five questions. All questions carry equal marks. No Books are Allowed.

- Q.No.1 Analyze the importance of Cooperative in different system of economic Organization. How far, Cooperative can act as a balance factor between public And private sectors. **(8 +12= 20 marks)**
- Q.No.2 Briefly discuss objectives of planning in India. Discuss the role of Co-Operatives in democratic planning process at grass root level under five year Plans. **(8 + 12= 20 marks)**
- Q.No.3 What are the major schemes/ programme being implemented in State of Himachal Pradesh for Cooperative Development? Discuss with special Reference to NCDC Schemes/ projects. **(6 + 14= 20 marks)**
- Q.No.4 What are the latest trend in- Co- operative's reforms process initiated by GOI to strengthen and promote self reliant Cooperative movement in India? Elaborate. **(20 marks)**
- Q.No.5 What is the philosophical background of ' Cooperative Self help Groups? Analyze in context of trends of Self Help Group (SHG's) movement in Himachal Pradesh. **(10 + 10= 20 marks)**
- Q.No.6 Described the role of Cooperative as economic entity in rural development. How synergies between Cooperatives and Panchayati Raj Institution can be Fostered at village level for alleviation of rural poverty and empowerment of Weaker section? Critically examine it. **(12 + 8= 20 marks)**
- Q.No.7 Suggest effective tools for emergence of Cooperative leadership and self-Reliant character of Cooperative movement in the State. Discuss with latest Trends in India. **(20 marks)**
- Q.No.8 Write short note on any two of the following:-
(i) Need for imparting Cooperative Training & Education to members & Employees of Cooperative Institution vis- a- vis role of HIMCOFED and ACSTI in imparting Training to Cooperatives in the State.
(ii) Professionalism in Cooperative through latest training & education programmes. Empowerment of women through Cooperative efforts. **(10 + 10= 20 marks)**

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PAPER-4 (COOPERATIVE LAW FOR COOPERATIVE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions.

2. All questions carry equal marks. Do quote relevant provision of law in support of Our answer.

3. Books allowed: bare Act & Rules- H.P. Co- Operative Societies Act, 1968 (Act No- 3 of 1969) and H.P. Co- operative Societies Rules, 1971.

- Q.No.1 (i) Describe in brief the history of Cooperative Law in Himachal Pradesh. **(8 marks)**
(ii) How can a member be expelled from a Cooperative Society? **(6 marks)**
(iii) What are the restrictions on exercising right to vote in a Cooperative Society? **(6 marks)**

- Q.No.2 (i) Describe the procedure required for registration of a Cooperative Society? What Conditions need to be satisfied for such a registration? **(10 marks)**
(ii) What is the procedure for amendment of bye- laws of a society? Under what Circumstances can the Registrar direct a Cooperative Society to amend its bye- laws? **(10 marks)**

- Q.No.3 (i) What are the conditions under which surcharge proceedings are conducted? What is The process for conducting these proceedings? **(10 marks)**
(ii) What is the role of the Registrar in laying down the service conditions of employees of Cooperative Societies? **(10 marks)**

- Q.No.4 (i) Describe in detail the procedure to be adopted for winding up a Cooperative Society By the liquidator. **(10 marks)**
(ii) What are the reasons for the general delay in finalizing the liquidation proceedings in H.P.? What are your suggestions for speedy completion of such proceedings. **(10 marks)**

- Q.No.5 (i) What types of disputes can be referred to Arbitration under the H.P. Cooperative Societies Act? What action is taken by the Registrar on receipt of the reference of a Dispute? **(10 marks)**
(ii) What is the procedure laid down for disposal of disputes under the Act? **(10 marks)**

Q.No.6 Write short notes on the following:-

- (i) Difference between Review and Revision.
(ii) Special General Meeting.
(iii) Mode of Service of summons.
(iv) Limited Liability.

(5 + 5+ 5+5= 20 marks)

- Q.No.7 (i) How are profits appropriated in a Cooperative Society? **(10 marks)**
(ii) What are the grounds on which a person can be debarred to hold an office in a society? **(10 marks)**

Q.No.8 (i) What do you understand by the term 'Parallel Coop. Societies Act' ? What are the

Main features of such Parallel Acts promulgated in some states in India? Do you think That there is a need to have such an Act in Himachal Pradesh also? **(10 marks)**

(ii) What were the main recommendations of the Vaidyanathan Committee set up by the Govt. of India for revival of Short – term Cooperative Credit Structure? **(10 marks)**

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PAPER-5 (BOOK KEEPING AND ACCOUNTS FOR COOPERATIVE DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

**Note:- 1. Attempt any five questions including question No.1 which is compulsory and Carry 40 marks. Rest of the questions carry 15 marks each.
2. Books are not allowed.
3. Use of Calculator is permitted.**

Q.No.1 From the following ledger balance of Jai Bharat and Sons extracted on 31.03.2011, Prepare a trial balance, Trading and Profit & Loss Account and a balance sheet after Taking into consideration the information given in the margin:-

Plant and machinery	1,30,000	Furniture	22,500
Sales	3,00,000	Building	2,80,00
Debtors	50,000	Bills receivable	3,000
Return outwards	2,500	Cash in hand	22,500
Interest paid	2,000	Capital	2,20,000
Creditors	2,50,000	Rent received	10,300
Wages	1,200		
Salary	25,00	Cash at bank	35,000
Carriage inwards	500	Commission	500
Carriage outwards	700	Opening stock	60,000
Return inwards	2000	Purchases	2,50,00
Factory rent	1,450	Bed debt	3,500
Bills apyable	70,000	Commission received	16,000
Provisions for bad debt	1,550		
Office rent	2,300		
Insurance	780		

Margin (i) Provisions for bad debts @ 5% and further bad debts Rs. 2000

(ii) Rent received in advance Rs.600

(iii) Depreciation on furniture @ 5% Plant and Machinery @ 6% and Building @ 7%.

(40 marks)

Q.No.2 Journalize the following transactions:

- (i) Business commenced with a Capital of Rs. 6,00,000.
- (ii) Rs. 4,50,000 deposited in bank account.
- (iii) Rs.2,30,000 Plant and Machinery purchased by paying Rs.30,000 immediately.
- (iv) Purchased goods worth Rs.40,000 for cash and Rs. 45,000 on account.
- (v) Paid cheque of Rs.2,00,000 to the supplier for Plant and Machinery.
- (vi) Rs.70,000 cash sales of goods costing Rs.50,000.
- (vii) Withdrawn by the proprietor Rs. 35,000 cash for personal use.
- (viii) Insurance paid by cheque of Rs. 2,500
- (ix) Salary of Rs. 5,500 outstanding.
- (x) Furniture of Rs. 30,000 purchased in cash.

(10 x 1-1/2 +15 marks)

Q.No.3 Write short notes on the following:-

- (i) Accounting Equation.
- (ii) Prime cost
- (iii) Contingent liabilities.
- (iv) Deferred Revenue Expenditure
- (v) Floating Asset.

(5 x 3= 15 marks)

Q.No.4 Write a double column cash book from the following transactions carried out in the Month of March, 2011.

Date	Details	Amount
2011	Cash balance	15000
March 01	Bank balance	10000
March 03	Paid insurance premium by cheque	4200
March 08	Cash sales	22000
	Cash discount	750
March 09	Payment for cash purchases	21000
	Cash discount	700
	Cash deposited in bank	15000
March 10	Telephone bill paid by cheque	2300
March 14	Withdrawn from bank for personal use	6000
March 16	Withdrawn from bank for office use	14500
March 20	Received cheque from Ram in full and final settlement and deposited the same in the bank	10700
March 23	Received cash from Suresh	6850
	Discount allowed	150
March 24	Stationery Purchased for cash	1800
March 25	Cartage paid in cash	350
	Cheque received from Kumar	4500
March 28	Cheque received from Kumar deposited in bank	4500
March 31	Cheque deposited on march 28 dishonored and returned by the bank.	
	Rent paid by cheque.	4000
	Paid wages in cash	3000
	Paid cash for postage	220

(15 marks)

Q.No.5 a) Define Personal Account and Impersonal Account

(5 marks)

b) Prepare Bank reconciliation statement on 31st March, 2011 from the following particulars:

- (i) Balance as per Pass Book on 31st March, 2011 Overdrawn Rs. 8000.
- (ii) Cheque drawn on 25th March, 2011 but not collected till April, 2011 Rs.1500, Rs. 500 and Rs.800.
- (iii) Interest on bank overdraft not entered in the cash book Rs.200
- (iv) Out station cheque Rs.3000 deposited into the bank but collected in April, 2011.
- (v) Rs. 1000 Insurance premium paid by the bank as per trader's standing order has not been entered in the cash book.
- (vi) Chamber of Commerce fee Rs. 300 paid by the bank for traders but not recorded in the cash book.
- (vii) Collection charges of Rs. 100 charged by the bank but not entered in the cash book.

(10 marks)

Q.No.6 Write short notes on the following:-

- (i) Define depreciation and why it is necessary to provide for depreciation?
- (ii) Difference between a Reserve and Reserve Fund.
- (iii) Bill of exchange.
- (iv) Define single entry system and what are its disadvantages.

(v) Manufacturing Account.

(5 x 3= 15 marks)

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PAPER-3 (FIRE SERVICE DEPARTMENT)

Time Allowed:3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions, each questions carries equal marks.

Q.No.1 Why is Fire Day observed on the 14th April every year in India. Describe in Detail? **(20 marks)**

Q.No.2 What is preventive maintenance? What is its importance in respect of Fire Vehicles and equipment? **(20 marks)**

Q.No.3 You are to establish a 4 pump Fire Station, work out the manpower required in Accordance of recommendation of SFAC. **(20 marks)**

Q.No.4 What are the duties and responsibilities of Driver – cum- Pump Operator in a Fire station? **(20 marks)**

Q.No.5 Write notes on following:-
(i) Oxy Acetylene cutter. **(10 marks)**
(ii) Open circuit positive pressure BA Set. **(10 marks)**

Q.No.6 As per H.P. Fire Fighting Service(Amendment) Act, 2000:-
(i) Who shall be deemed to be guilty of officers committed by companies? **(10 marks)**
(ii) Who shall require a NOC from the Fire Department and what will be the Procedure for its issue. **(10 marks)**

Q.No.7 As per H.P. Fire Fighting service Act, 1984:-
(i) What all includes “fire fighting property? **(10 marks)**

(ii) What do you understand by “employment on other duties? (10 marks)

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PAPER-4 (FIRE SERVICES DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions, each question carry equal marks.

Q.No.1 (i) What is mutual aid and why is it important? (10 marks)

(ii) With which other organization can it be executed? (10 marks)

Q.No.2 Describe a single stage centrifugal pump with the help of neat labeled diagram? (20 marks)

Q.No.3 What should a fireman bear in mind while climbing a ladder? What is the requirement Of a leg lock? (20 marks)

Q.No.4 Write notes on:-
(i) Square lashing. (10 marks)
(ii) Safe working angle of a ladder. (10 marks)

Q.No.5 What is radioactivity and what are its causes? Give example of Radiation disasters. (20 marks)

Q.No.6 (i) What are the general effects of disaster? (10 marks)
(ii) Is there a difference between an accident and a disaster? (10 marks)

Q.No.7 What principles must be followed in setting an efficient fire routine procedure for a day School premises? (20 marks)

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PAPER-5 (FIRE SERVICES DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions, each question carries equal marks.

Q.No.1 What action is required to be taken at the scene of arson incident by the Fire Officer on reaching the spot? **(20 marks)**

Q.No.2 a) What methods are used by arsonists? **(10 marks)**
b) What are the possible motives in arson cases? **(10 marks)**

Q.No.3 In the case of textile, rubber, petroleum and transport industry what is the Importance of static electricity with respect to fire safety? **(20 marks)**

Q.No.4 With the help of diagram explain:-
a) Tetrahedron of Fire. **(10 marks)**
b) Triangle of Fire. **(10 marks)**

Q.No.5 Write short note on:-
a) Perjury. **(5 marks)**
b) Strictures of Court. **(5 marks)**
c) Deposition. **(5 marks)**
d) Cross examination. **(5 marks)**

Q.No.6 What are fire safety requirements for buildings? **(20 marks)**

Q.No.7 What is the life, annual depreciation and residual value of various fire fighting Equipment recommended by SFAC? **(20 marks)**

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PAPER-3 (FOOD CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT)

Time Allowed:3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions.

2. All questions carry equal marks.

Q.No.1 Describe the second amendment to H.P. Specified Articles (Regulation of Distribution) Order, 2003 and its impact in curbing down the diversion/ Pilferage of Specified Articles into open market and how far it is successful.
(20 marks)

Q.No.2 a) What are the new guidelines/ norms for the opening of a Fair Price Shop.
b) Describe order of preference for the allotment of a Fair Price Shop.
c) Explain role of Public Distribution Committee in allotting a Fair Price Shop.
(8 + 6 + 6= 20 marks)

Q.No.3 a) What are the scale of issue & issue price of specified articles under TPDS, AAY, Anapurna Yojna and State Subsidized Scheme?
b) Describe the roll of H.P.S.C.S.C. and Fair Price Shops under TDPS and State Subsidized Scheme.
(10 + 10= 20 marks)

Q.No.4 Write Short notes on the following:-
a) Food Corporation of India.
b) Central Warehousing Corporation.
c) H.P.State Civil Supplies Corporation
d) Indian Oil Corporation as State level Coordinator.
(5 x 4= 20 marks)

Q.No.5 a) What do you mean by TDPS Display Board & its importance in maintaining Transparency to the consumers visiting Fair Price Shops, explain in detail.
b) Explain the roll of an Inspector to be proposed in case of contravention.
(10 + 10= 20 marks)

Q.No.6 Describe the importance of District Consumer Dispute Redressal Forum and State Consumer Dispute Redressal Commission and its functions & duties Under Consumer Protection Act.
(20 marks)

Q.No.7 Price rise is burning topic now- a days, how would you react as Distt. Controller. Food Civil Supplies & Consumer Affairs to control it, explain in Detail. **(20 marks)**

-2-

Q.No.8 Presently preference is given to Co- operative Sector in allotting Fair Price Shops. So explain the reasons and role of co- operative institutions under TDPS and how far these Institutions are successful in achieving the purpose And what are the shortcomings and how to improve their functioning? **(20 marks)**

Q.No.9 a) Describe difference between “ Seizure and Confiscation.
b) Explain the procedure to be followed under confiscation proceedings with relevant rules/ sections applicable. **(10 + 10= 20 marks)**

Q.No.10 a) Describe the procedure for the selection of beneficiaries under BPL. AAY And Anapurna Yojna.
b) How far TDPS & other schemes including State Subsidized Scheme are beneficial to discipline the open market network, explain in detail. **(10 + 10= 20 marks)**

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PAPER-4 (FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT)

Time Allowed: 3Hours.

Maximum Marks: 100

**Note:- 1. Attempt any five questions.
2. All questions carry equal marks.**

- Q.No.1 (i) Discuss the procedure for classification of Paddy/ Rice Varieties for Central Pool Procurement. **(12 Marks)**
(ii) Explain procedure of wheat analysis. **(8 marks)**
- Q.No.2 In an era of surplus food grains production “ safe storage of foodgrains” is the Core issue. Discuss the various factors affecting the health of foodgrains. **(20 marks)**
- Q.No.3 What do you mean by the term “foodgrains”? How Prevention of Food Adulteration Act, 1954 provides for standards in storage and distribution of Foodgrains. **(20 marks)**
- Q.No.4 Define the terms:-
a) Foreign matter (b) Immature grains (c) Sound grains (d) Fragments
(e) Discolouration (f) Refraction (g) Small broken (h) MSP (i) Alcoholic acidity
(i) Gluten **(2 x 10= 20 marks)**
- Q.No.5 “Drawing of representative sample is key to grain analysis”. Discuss this Statement in the light of procedure for bag and bulk storage for sampling of Food grain. **(20 marks)**
- Q.No.6 a) Discuss the essential elements of “fumigants”
b) Define the term ‘ storage fungi’
c) What are the affects of insect pests of foodgrains? **(5 + 5 + 10= 20 marks)**
- Q.No.7 Discuss the life and history of Rodents. What are the methods of saving the Foodgrains from rodents? **(20 marks)**
- Q.No.8 What are the basic of categorization of foodgrains during storage? Discuss in Detail the insect pest management during storage of food grain **(5 + 15= 20 marks)**

- Q.No.9 What is the nature and extent of damage caused by the Fungi? Explain the role Of moisture in stored foodgrains. **(10 + 10= 20 marks)**
- Q.No.10 How doe Food, Civil Supplies and Consumer Affairs Department maintenance the Quality control of foodgrains. Give suggestion to improve it. **(20 marks)**

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OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-5 (FOOD CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

- Note:- 1. Attempt any five questions.
2. All questions carry equal marks.**
-

- Q.No.1 Explain the meaning of the following under H.P. Specified Articles (Regulation of Distribution) Order, 2003:-
a) Authorised Document
b) Institution.
c) Public Distribution Committee.
d) Specified Authority.
e) Specified Article.
- Q.No.2 a) What does mean “Licensing “ as per Public Distribution System (Control) Order, 2001. **(15 marks)**
b) What would be the functioning of Gram Sabha in terms of clause- 3 & paragraph-I of Public Distribution System (Control) Order, 2001 **(5 marks)**
- Q.No.3 What are the instructions laid down to the fair Price Shop holders under H.P. Specified Articles (Regulation of Distribution) Order, 2003. **(20 marks)**
- Q.No.4 a) What is the Removal of (Licensing requirements, Stock limits & Movement restriction) On Specified food Stuffs Order, 2002? **(10 marks)**
b) Describe “Licensing of dealers” under H.P. Trade Articles (Licensing & Control) Order, 1981. **(10 marks)**
- Q.No.5 a) Describe procedure for sampling of product under Motor Spirit & High Speed Diesel Regulation of Supply, Distribution & Prevention of malpractices) Order, 2005. **(15 marks)**
b) What are the norms for permissible stock variation under Motor Spirit & High Speed Diesel (Regulation of Supply, Distribution & Prevention of malpractices), Order, 2005? **(5 marks)**
- Q.No.6 What do you mean by the following under LPG (Regulation of Supply & Distribution) Order, 2000:-
a) (i) Liquefied Petroleum Gas.

- (ii) Pressure Regulator.
 - (iii) Public Distribution System.
 - (iv) Parallel Marketing System. **(4 x 2= 8 marks)**
- b) Describe restrictions on unauthorized possession, supply and consumption of Liquefied Petroleum Gas. **(12 Marks)**

Q.No.7 Write notes on the following:-

- (i) H.P. Price Marking & display, Order, 1977
- (ii) H.P. Hoar dig and Profiteering Prevention, Order, 1977. **(10 x 2= 20 marks)**

Q.No.8 a) Blue dyed superior kerosene oil is reported to be used in vehicles, suggest steps to be Taken to stop this mal- practice.

- b) What are the restrictions on use of kerosene supplied under Public Distribution system?
- c) Describe the Officers authorized for the power of entry, search & seizure under Kerosene (Restriction on use & fixation of ceiling Price) Order, 1993. **(8 + 6 + 6= 20 marks)**

Q.No.9 a) What are the norms required for the grant of a licence under H.P. Bricks (Control) Order, 1970 and fees chargeable for the grant & thereafter renewal of licence.

- b) Write names of commodities declared essential under Essential Commodities, Act, 1955. **(10 + 10= 20 marks)**

Q.No.10 a) Write notes on the following:-

- (i) Procedure for obtaining a consumer card.
- (ii) Procedure for conducting inspections of Fair Price Shop/ Gas Agencies/ Wholesalers & other business establishments. **(5 x 2= 10 marks)**

b) Define the following under Consumer Protection Act, 1986:-

- (i) Complaint.
- (ii) Defect.
- (iii) Deficiency.
- (iv) Goods
- (v) Service. **(2 x 5= 10 marks)**

(vii) Permissible works under MGNREGA

(4 x 5= 20 marks)

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/ OFFICIALS
OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-4 (RURAL DEVELOPMENT DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions. All questions carry equal marks.

- Q.No.1 Skill Development is an important factor for income generation from the assets Provided under Swarnjyanti Gram Swarojgar Yojna (SGSY). Give your comments How the funds can be utilized under SGSY for skill development? **(20 marks)**
- Q. No.2 What do you understand about Monitoring and Evaluation? Why Monitoring and Evaluations is more important in the implementation of poverty alleviation Programmes? **(20 marks)**
- Q.No.3 What are the tools to ensure transparency in the implementation of MGNREGA? Elaborate. **(20 marks)**
- Q.No.4 What are the silent features and objectives of Integrated Watershed Management Programme (IWMP)? What are the main difference in old guidelines for Watershed Programmes and IWMP? **(20 marks)**
- Q.No.5 Describe the various schemes launched by the State Govt. for insuring sustenance of Sanitation Campaign in Himachal Pradesh. **(20 marks)**
- Q.No.6 How the Detailed Project Report (DPR) is important document under IWMP? What Steps are required for the preparation of draft DPR? **(20 marks)**
- Q.No.7 Write short note on any four of the following:-
(i) Social Audit.
(ii) Watershed Development Fund.

- (iii) Guru Ravidas Civic Amenities Up- gradation Scheme.
(iv) Features of National Rural Live hood Mission.
(v) GIS Application.

(5 + 5+ 5 + 5= 20 marks)

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-5 (RURAL DEVELOPMENT DEPARTMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note :- 1. Attempt five questions in all.

2. All questions carry equal marks.

3. Bare Act & Rules framed can be consulted.

- Q.No.1 What is the constitutional provision for termination of District Planning Committee(DPCs)? List out the difficulties in making DPCs function. Give your suggestion to Make these committees as core of Integrated District Planning.
- Q.No.2 What are the existing sources of income of the Gram Panchayats/ Are Gram Panchayats free to levy various types of taxes and fees at their own level? Give your suggestions to improve the finance of the Panchayats.
- Q.No.3 Gram Sabha is the root of Panchayati Raj System, justify. What are the Provisions of convening and convening and conducting Gram Sabha meetings? Give your suggestions to make Gram Sabha more participative, effective and Meaningful.
- Q.No. 4 Discuss the provisions of the Constitution for delegation of powers, functions And authority to Panchayati Raj Institutions (PRIs). Are PRIs empowered in The state as per spirit of the Constitution? Give your suggestions to make PRIs as an institution of self government.
- Q.No.5 What are the main function of Cooperative Societies? Discuss the procedure For their registration. Have these Societies been able to deliver goods to the People of the State?
- Q.No.6 What is the procedure for constitution of Vigilance Committees by Gram Sabha? What are the functions of these Committees? List out the qualification For being member of the Vigilance Committee.
- Q.No.7 Write short note on any four of the following:-
1. State Election Commission and its functions.
2. Three tier Panchayati Raj System.

3. Reservatio for weaker section of the Society in PRIs.
4. Finance and Audit Committee of Zila Parishad.
5. 13th Finance Commission.
6. Functions of Market Committees

(4 x 5= 20 marks)

H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
**DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-5 **(PRISON DEPARTMENT)**

Time Allowed: 3 Hours.

Maximum Marks: 100

- Note:- 1. Attempt any FIVE Questions.**
2. All questions carry equal marks.
3. Books are not allowed.
-

- Q.No.1 a) Write a critical note on the “Modernization of Prisons in H.P.
b) What are the Modernization Schemes being initiated in the State of H.P. in the Prison Administration? Please elaborate in details.
- Q.No.2 Write short notes on any four of the following:-
a) Open Institutions.
b) Human rights of the prisoners.
c) Security and Discipline.
d) Precautions when prisoner sentenced to death is admitted in the Jail.
e) Difference between parole and Furlough.
- Q.No.3 What are the guidelines of National Human Rights Commission for Premature Release Cases of Prisoners? Is State of H.P. following these guidelines?
- Q.No.4 Differentiate custodial aspect of Prison administration from Correctional Administration helps in the rehabilitation and after care of prisoners in the State of Himachal Pradesh.
- Q.No.5 What are the aims, objectives and role of punishment? Critically examine the Role of Prison Organisation in achieving such objectives?
- Q.No.6 Prisoners confined in prisons have certain rights regarding submission of Appeals and petitions. Comment on these rights.

Q.No.7 State any ten of the aims and objectives of Himachal Pradesh State Policy on Prisons.

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
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PAPER-#1 (I.T FOR TREASURIES OFFICERS)

(Written)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any six questions.

Q.No. I Differentiate between any four of the following:-

- (i) A bit and a byte
- (ii) Static and Dynamic web- pages
- (iii) mainframe Computers and Super Computers
- (iv) Star and Bus Topology.
- (v) IP v4 and IPv 6 **(10 marks)**

Q.No.II Explain management Information System. Why is DBMS an integral part of MIS/ Give reasons to support your view. **(10 marks)**

Q.No.III A) Expand the following:-

- (i) ASCII
- (ii) DBMS
- (iii) PROM
- (iv) HTML
- (v) OS **(5 marks)**

B) Mark True of False

- (i) ALU is the Actual Logic Unit of a Computer. (True/ False)
- (ii) An office network of computers is called LAN. (True/ False)
- (iii) Internet and WWW are same. (True/ False)
- (iv) Entity has attributes. (True/ False)
- (v) A USB Disk Drive is not Auxiliary storage device. (True/ False)

(5 marks)

Q.No.IV What kinds of application SW are called Web- enabled SW? What are the Salient features of these SW? Explain the requirements for implementing Such SW in your Departmental offices. **(10 marks)**

Q.No.V Write short notes on any four of the following:-

- (i) Primary Key of a Table
- (ii) How to access Internet
- (iii) Website and Home Page
- (iv) Computer Storage Devices
- (v) Database **(10 marks)**

Q.No.VI Expand and define HTML? List three popular web- browsers. Explain Internet protocol (IP) and the services provided by IP. **(10 marks)**

Q.No.VII As per the Information Technology Act 2008, what is the definition of a Digital document? What kind of digital documents are acceptable in the Courts of Law? **(10 marks)**

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.
PAPER#1 (IT FOR TREASURIES OFFICERS)**

[PRACTICAL]

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- Attempt any four questions.

Instructions: Use a computer system with Internet connectivity for the practical and after Attempting the questions, attach print- out of your final work.

Q.No.II In MS- Word program, write a simple leave application to your Head of office Using the following:-

- Font: Arial
- Size:10
- Colour: Dark Blue
- Line spacing:1.5
- After typing the letter, show how you can change the left, right and top, bottom margins
- Print the letter using A4 size paper (show how you will select the paper size)

(10 marks)

Q.No.II Demonstrate the following in MS Excel:

- Create anew work- book
- Enter numeric values in 2 different work- sheets (A1 to A5 in each worksheet)
- Rename these work- sheets as WK1 and WK2
- Calculate the sums of two values separately in each work- sheet
- Calculate sum of two values calculated in two different work- sheets in the third worksheet (name it WK3) by cross referencing

(10 marks)

Q.No.III In MS- Power Point program, create a PPT highlighting Receipt and Expenditure details of a month in your Department. From the eKosh interface Available on the Treasury & Accounts website, download actual Receipt/ Expenditure report for March 2011 and copy it in your PPT. **(10 marks)**

Q.No.IV Access your Email account on the Internet. In case Email account is not Created already, demonstrate how you can create it. Send an Email to Yourself with a MS- PPT file attached to it. **(10 marks)**

Q.No.V Visit the official website of the Himachal Pradesh Government on Internet and

- Access the Departmental website
- Demonstrate how a pensioner can view his/ her monthly pension and period wise pension received.

- From the HP Finance Department website, download the latest budget Speech.
- Access National Portal of India website and list down all forms related to Finance Department.
- Search your name on Internet using some search engine.

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H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
**DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
 OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-3 (RULES AND ACTS FOR TREASURIES AND ACCOUNTS)

Time Allowed: 3 Hours.

Maximum Marks:100

- Note:-**
1. Attempt any two questions from Part-I and three questions from Part-II.
 2. All questions carry equal marks.
 3. Text books are not allowed inside examination hall. You can consult only Bare Acts, Bare Rules and Notifications.
 4. Support your answer with relevant provisions of Rules.
 5. Use of calculator is allowed.
 6. Attempt all parts of question consecutively.

PART-I (A)
BOOK KEEPING AND ACCOUNTANCY

Q.No.1 From the following figures, you are required to prepare Trading, Profit and Loss Account and Balance Sheet as on 31st March, 2010:-

Sohan's Capital Account	(Rs.) 41,000
Sohan's Drawing Account	2,000
Opening Stock	17,000
Machinery	20,000
Office Furniture	1,500
Sundry Debtors	38,000
Sundry Creditors	45,000
Cash at bank	18,200
Cash in Hand	750
Purchases	30,000
Discount Allowed to Customers	12,000
Sales	55,000
Carriage Inwards	1300
Insurance	800
Printing and Stationery	675
Rent and Taxes	1100
Office Salaries	8300

Return Inwards	1000
Return Outwards	925
Bills Receivable	1700
Bills Payable	1600

Closing Stock was Rs.30,000. Insurance Prepaid is Rs.300. **(20 marks)**

-2-

Q.No.2 Write Short notes on:-

- (i) Real Account and National Account.
- (ii) Trial Balance and Suspense Account.
- (iii) Depreciation and Provision for Bad and Doubtful Debts.
- (iv) Errors of omission and Compensating Errors.

(4 x 5= 20 marks)

PART-B

An introduction to Indian Audit Account.

Q.No.3 Explain the following in detail:-

- a) Audit of Receipts and Expenditure.
- b) Audit of Stores and Stock.
- c) Classification of Contingent Charges.
- d) Public Account Committees on Public Undertakings.

(4 x 5= 20 marks)

Q.No.4 Describe the role of the Comptroller and Auditor General of India in Preparation and finalization of Finance Accounts and Combined Finance and Revenue Accounts of State Government as defined in concerned Act/ Rules.

(20 marks)

PART-II (TREASURIES RULES)

Q.No.5 Write short notes of following:-

- a) Use of 4 digit code for classifying the receipts and Expenditure w.e.f. 01.04.1987.
- b) Duties and Responsibilities of District Treasury Officer.
- c) Computerization of Treasury Accounts.
- d) Records maintained by Treasurer.

(4 x 5= 20 marks)

Q.No.6 Describe the procedure for daily and monthly closing of Accounts in Treasury And submission of these accounts by Treasury Officer to the Accountant General H.P.

(20 marks)

Q.No.7 Explain the procedure for withdrawal of money from Consolidated Fund, Contingency Fund and Public Account as defined in the H.P. Treasury Rules.

(20 marks)

Q.No.8 (i) Explain the mode of drawl and classification in respect of amount redrawn Owing to loss by theft, defalcation and Embezzlement and procedure thereof.
(ii) Describe various checks which are required to be exercised by Bills Assistant On the bills presented for payment at the Treasury Officer level.

(2 x 10= 20 marks)

Q.No.9 Write short notes on:-

- a) Transfer of charge.

- b) Refund of Revenue.
- c) Maintenance of Accounts under L.O.C.System.
- d) Rules for Pension Payment in Treasury.

(4 x 5= 20 marks)

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-4 (TREASURY RULES AND ACCOUNTING PROCEDURE)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- Attempt any 5 questions. All questions carry equal marks.

With Books CAG (DPC) Act, 1971 (Bare)

Treasury Rules, & Detailed Treasury Procedure Accounting Rules, 1990

Account Code Vol-II

- Q.No.1 What are the constitutional provisions for C & AG of India? What are the Duties of CAG with respect to accounting in India?
- Q.No.2 Describe in detail Sanction Audit and Audit of expenditure.
- Q.No.3 Give salient features of basic structure of form of account.
- Q.No.4 What are the main provisions for receipt and custody of government money?
- Q.No.5 Describe in detail the daily and monthly closing of accounts by treasuries.
- Q.No.6 Give details of the system of preparation and presentation of bills by the DDO And passing of the same by treasury.
- Q.No.7 What are the detailed treasury provisions for processing of pension in Treasuries?
- Q.No.8 Give details of treasury procedure for bills for contingent chares.

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011**

PAPER-5 (FINANCIAL RULES FOR TREASURY OFFICERS)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- Both part A & Part B are compulsory

Books Allowed: 1. G.P.F. Rules

2. H.P.F.R. Vol-I & II

3. Conduct Rules

4. C.C.S. (C.C.A.)Rules

5. Office Manual

6. Pension Rules

7. FRSR-I General Rules

PART-A

(40 marks)

Attempt any four questions out of the following. Each question carries 10 marks.

- Q.No.1 What are the provisions in CCS (Conduct) Rules regulating the conduct of a Government servant relating to taking part in politics and elections. If a Government servant proposes/ seconds of nomination of a candidate at an Election, is it covered under CCS (Conduct) Rules? If yes, mention the Relevant Rule and Sub – Rule under which it is covered.
- Q.No.II Please outline the nature of cases which the vigilance Department can enquire Into. Also elaborate the procedure regarding consultation with Vigilance Department.
- Q.No.III What are the provisions for preparation of pension papers and stages for Completion of pension papers as per CCS (Pension)Rules?
- Q.No.IV Outline the provisions for Adjustments of *Inter* Department and *Intra* Department financial transactions under HPFR.
- Q.No.V The date of annual increment of Mr. X is 1.6.1999. He remained on EOL Without medical certificate from 29.7.1999 to 31.7.1999 and was placed Under suspension from 10.10. 1999 to 31.1.2000. What will be the date of

Next increment for Mr. X as per provision of FR 26.

PART-B (60 Marks)

Attempt any three out of following. Each question carries 20 marks.

-2-

- Q.No.VI Mr. Y was appointed on 17.1.1976 in Government service. He retired upon Attaining the age of superannuation on 31.12.2010. A period w.e.f. 1.1.1995 To 7.11.1995 of his service was treated as *dies non* without break in service. His pay was Rs. 21690 + Rs. 5400/- Grade Pay at the time of retirement and Admissible DA was 45%. Calculate the pension and gratuity admissible to Mr. Y assuming that he opted for 40% commutation.
- Q.No.VII Discuss the provisions under CCS (CCA) Rules for imposition of Major Penalty. What are the procedures for (a) taking document on record (b) for Inspection of documents?
- Q.No.VIII a) Please explain the provisions of Identification of Consultants through Advertised Tender System and through Limited Tender System?
b) Explain the basic principles to be observed while entering into contract under Article, 299 (1) of the Constitution of India.
- Q.No.IX a) Outlay the general principles of Government accounts? Discuss the main Divisions and structure of Government accounts.
b) What is the retention period of record relating to Budget, Accounts & Audit? What types of records are permanent in nature i.e. which are not to be Destroyed?
- Q.No.X What are the different purposes for which Advances and Withdrawals from GPF are sanctioned? What factors are to be taken into consideration by the Competent authority while sanctioning Advances and Withdrawals? Briefly Outline the procedure for recovery of GPF Advances?

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-1 [FINANCIAL ADMINISTRATION FOR EDU. BOARD]

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- (i) Attempt any five questions.

(ii) All questions carry equal marks.

(iii) Only bare Acts, Rules and Notifications are allowed inside the Examination hall.

(iv) Quote relevant provisions of rule (s) , instructions etc. in support of your Answer.

(v) Attempt all parts of question consecutively.

Q.No.1 (a) What are the rules for the maintenance of Accounts by all the Officers who Are required to receive and handle cash?

(b) What precautions and procedure should be followed in collection & custody Cheque books, writing of cheques and issuing a duplicate cheque in place of Lost one? **(10 + 10= 20 marks)**

Q.No.2 a) What are different kinds of Travelling Allowance, as envisaged in the Supplementary Rules? Explain each in brief.

b) In what circumstances does an employee transferred from one station to another not get full transfer Traveling Allowance? **(10 + 10= 20 marks)**

Q.No.3 a) What do you mean by Permanent Advance of Imprest Account? Discuss the Procedure for its sanction, expenditure out of this Account and its recoupment In detail.

b) What is the procedure for the safe custody of Receipt Books and issue of receipts to the payer of money? Discuss the rules relating to the grant of duplicate receipts. **(10 + 10= 20 marks)**

Q.No.4 a) Suppose you are assigned with the job hire accommodation for housing a Newly created office of your organization. What rules & instructions will you Follow to hire accommodation and assessment of rent?

b) What are the provisions of Rules with regard to Court attachment of salary?
(10 + 10= 20 marks)

Q.No.5 a) What do you mean by the term '**Dead Stock**' and '**other Stores**'? What are
The rules relating to purchase and acquisition of Stores.

b) Why physical verification of all stores is essential? Discuss the rules relating
to sale & disposal of stores and write off of losses of stores.

(10 + 10= 20 marks)

Q.No.6 Discuss the following:-

a) Family under T.A Rules.

b) T.A. entitlements for undergoing a course of Training in India.

c) T.A. entitlements to the family of a deceased employee.

d) Leave Travel Concession.

(5 + 5 + 5+5= 20 marks)

Q.No.7 a) What are the registers that are required to be kept by drawing & Disbursing
Officers?

b) Can an official who is on commuted leave avail LTC?

c) An official's increment fell due on 1.08.2010 which was Sunday. The official
was on Earned Leave from 02.08.2010 to 10.08.2010 and joined duties on
11.08.2010. When will he be allowed the financial benefit of increment?

d) What are the various classes of contingent Expenditure?

e) If an officer is transferred and relived in the middle of month and his pay and
allowances have been paid to the end of previous month, can the service
verification be done till the middle of month? (4 + 4 + 4+ 4 + 4= 20 marks)

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-2 [ADMINISTRATION AND GENERAL(FOR EDU. BOARD)]

Time Allowed: 3 Hours

Maximum Marks: 100

- Note:-**
- 1. Attempt any five questions.**
 - 2. Attempt all parts of question in consecutive order.**
 - 3. All questions carry equal marks.**
 - 4. Only Bare Acts, Rules, Notifications and approved Reference Books are Allowed.**
-

- Q.No.1 Is it binding on Disciplinary Authority to accept the findings of the Inquiry Authority or has any discretion to disagree with the report of Inquiring Authority? Discuss this with provisions under relevant Rules and action Required to be taken by Discipline Authority after receipt of Enquiry under CCS (CCA) Rules, 1965. **(20 marks)**
- Q.No.2 What are the functions of Departmental Promotion Committees & at what Frequency should they meet? What is the validity of panel drawn by a Departmental Promotion Committee. **(20 marks)**
- Q.No.3 Ms Shakeela drawing a basic pay of Rs. 27030/- plus Grade Pay of Rs. 6600/- pm in the PB of Rs. 15600- 39100 with date of annual increment on 1st July every year was promoted to next higher post carrying the GP of Rs.8400/- in the same PB w.e.f. 15th January 2009. She opted to fix her pay from the date of next increment in the lower post i.e w.e.f. 1st July 2009. Fix her pay and work out the date of next increment in the promoted post. **(20 marks)**
- Q.No.4 Briefly describe Special kinds of leave admissible to a Govt. Servant not Earned by duty. **(20 marks)**
- Q.No.5 Briefly describe the TA ingredients admissible to a Govt. Servant and his Family on transfer from one station to another in public interest. **(20 marks)**
- Q.No.6 Comment on the following;-
- a) A Govt. Servant appearing in a departmental examination, for the first time,

the passing of which is a condition of preferment in Govt. Service, was asked by the his Head of Office to apply for Casual Leave for the days of examination.

- b) A Govt. Servant appearing in a State Service Examination was allowed to do so treating the period of days of examination as period spent on duty.

-2-

- c) A Govt. was re- employed w.e.f. 1st July 2010, after his superannuation on 30. 06.2010, in the same post he was holding before his retirement. After Putting in 3 months service in the re- employed post, he applied for five days Earned Leave and the competent authority sanctioned leave in his favor.
- d) A Govt. Servant during an official tour to Delhi extended his halt by two days there stating that he could not purchase the railway ticket for his return journey in time. His Controlling Officer allowed TA Claim for entire absence from Headquarter treating his extended stay at tour station as 'enforced halt'.
- e) A Govt. Servant facing a Departmental Enquiry represented to the Disciplinary Authority for change of the Enquiry Officer on the ground of Inquiry Officer Being biased against him and requested the Inquiry Officer to stop further enquiry Till decision on his representation is conveyed by the Disciplinary Authority. The Inquiry Authority didn't agree to his request to stop enquiry pending decision on His representation. **(4 x 5= 20 marks)**

Q.No.7 Differentiate between the following:-

- a) Censure and Warning;
- b) Subsistence Allowance and Compensatory Allowance;
- c) Maternity Leave and Paternity Leave.
- d) Timescale and identical Timescale.
- e) Dies- non and break in service. **(4 x 5= 20 marks)**

Q.No.8 Briefly describe the Activities requiring prior permission and not requiring Permission by a Govt. Servant under CCS (Conduct) Rules 1964. **(20 marks)**

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF ENGINEER OFFICERS OF HPSEB OF
HIMAMACHAL PRADESH SESSION APRIL, 2011.**

PAPER-1 (WORKS, ACCOUNTS & STORES MANUAL)

Time Allowed: 3 Hours.

Maximum Marks: 300

- Note:- 1. ATTEMPT ANY FIVE QUESTIONS. NOT MORE THAN THREE FROM PART-I AND TWO FROM PART-II OR III.
2. PART-I IS COMPULSORY FOR ALL ENGINEERING OFFICERS.
3. PART-II IS MEANT FOR CIVIL / MECHENICAL ENGINEERING OFFICER.
4. PART-III IS MEANT FOR ELECTRICAL ENGINEERING OFFICERS**
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PART-I WORKS, ACCOUNTS & STORES MANUAL

- Q.No.1 a) What are the precautions to be observed by the officials entrusted with duty of Signing of cheques in behalf of Board. **(30 marks)**
b) What is procedure for clearance of the accounts in Division office **(30 marks)**
- Q.No.2 a) Describe the accounting entries/ procedure required to be followed in respect Following:
(i) Cheque issued on 1st march, 2010 but not encashed up to 1st September, 2010.
(ii) Cash found surplus in the chest.
(iii) Loss of cheque intimated by the payee.
(iv) Surplus stock valuing Rs.8000/- found on physical verification of stock.
(v) Payment of energy bills received from consumers amounting to Rs.6000/- **(30 marks)**
- b) You are in charge of a project sub- division entrusted with the work of intake/ Barrage site of a project having an estimated cost of Rs. 220 crore. Prepare a note proposing steps/ measures to be taken for expediting the work As to economize on the project cost on the part of the package. **(30 marks)**
- Q.No.3 What is the procedure of maintain workshops accounts? What are the Components of annual proforma account of each workshop? **(60 marks)**
- Q.No.4 a) What are the reasons for blacklisting any firm and what is the procedure for Doing that? **(30 marks)**

- b) Mention the instruction required to be observed by the estimating officers while preparing the budget estimates of ordinary expenditure in HPSEBL. **(30 marks)**

Q.No.5 Give detailed description of the commercial terms & conditions to be incorporated in the supply order/ contract agreement. **(60 marks)**

Q.No.6 Who is responsible for keeping vigil over liabilities for their settlement? In what cases liabilities are incorporated in accounts of work? **(60 marks)**

(PART-II FOR ENGINEERING OFFICER (CIVIL/ MECHNECAL)

Q.No.1 What is the procedure for determining the economical diameter of HRT? Give Brief detail. **(60 marks)**

Q.No.2 What are the forces considered for design of a Barrage? Give step wise detail For checking the stability of a Barrage. **(60 marks)**

Q.No.3 Give brief detail of the Survey and geological investigation requirements for a Gravity Dam. **(60 marks)**

Q.No.4 Explain procedure and steps for preparation of DPR of an Hydro electric Project. **(60 marks)**

Q.No.5 Explain procedure and steps for lining of HRT. **(60 marks)**

(PART-III FOR ENGINEERING OFFICERS (ELECTRICAL)

Q.No.1 What are T& D and AT & C Losses, explain all relevant terms used in the Formulae. Give detailed suggestions to improve upon the losses in an Electricity utility. **(60 marks)**

Q.No.2 Define the terms connected load and contract demand. If CD is not given by a Consumer how it can be assessed for tariff purpose. At the time of load Verification for domestic and NRS supplies what are the standard values of Connected load taken for light point, 5A socket and 15 A power point if actual Load not found connected. **(60 marks)**

Q.No.3 Explain the procedure for procedure for estimation of charges for supply of Power as per recovery of expenditure regulations when a consumer applies for An industrial connection at HT supply. Assume that the augmentation of Feeding sub station and feeding line are required in addition to dedicated Service to the consumer and the work is not covered in any funded scheme. **(60 marks)**

Q.No.4 What do you mean by two part tariff? Is it necessary to sanction the connected Load and contract demand separately if so why? Can we do away with the Sanction of connected load wherever contract demand has been sanctioned

Give your suggestions.

(60 marks)

- Q.No.5 Under what provisions of the Electricity Act, 2003 theft of electricity is covered?
Describe the detailed procedure to be adopted when you detect a consumer making
Theft of electricity. (60 marks)

H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/ OFFICIALS
OF HIMACHAL PRADESH SESSION APRIL, 2011.

PAPER-2 [FIN. RULES, REGULATIONS AND OFFICE PROCEDURE (WITH BOOKS)]

Time Allowed: 3 Hours.

Maximum Marks: 200

Note:- 1. All the questions are compulsory.
2. marks are shown against each.

- Q.No.1 a) What do you understand by the term contingencies and what are the different types of
Contingent charges. (20 marks)
- b) (i) What is Capital expenditure? What are the principals which govern the allocation of
expenditure on a capital scheme, between capital and revenue accounts?
(ii) Can interest be capitalized? (5 + 10 + 5= 20 marks)
- c) (i) Define Re- appropriation. When it is not permissible? (5+ 5= 10 marks)
(ii) What are the kinds of Advance admissible to Govt. servant? Define. (10 marks)
- d) What are the instructions for regulating the enforcement of responsibility for losses?
(10 marks)
- e) How Loss and defalcation reported? Enumerate exceptions. (10 marks)
- f) Define any five of the followings:
(i) Suspense Accounts.
(ii) Recurring expenditure.
(iii) Security Deposit.
(iv) Inevitable payment.
(v) Commercial department.
(vi) Special audit.
(vii) Permanent Advance. (20 marks)
- g) What should a controlling Officer do when he finds that expenditure is likely to exceed
budget provision? (15 marks)
- Q.No.2 a) What is the purpose of verification of service Book by the Head of office and what are
The rules regarding record of date of birth and change of date of birth when it is
Erroneously recorded? (20 marks)
- b) What is commuted leave? State the general Conditions governing the grant of
commuted Leave. (10 marks)
- c) Comment on, any four, of the following:
(i) Whether the date of retirement in case of compulsory retirement is treated as working
Day or not?
(ii) When a pensioner dies before completion of 15 years from the date of retirement,
Whether the committed portion of pension is required to be recovered from family
Pension or not?
(iii) How the Period of 9 year 10 months, 10 days be reckoned for the purpose of qualifying

- Service under CCS Pension rules?
- (iv) When the father of the govt. servant is not dependent, can mother be considered as Dependent upon govt. servant?
- (vi) competent authority to remove the anomaly of Pay. **(5 + 5 + 5+5= 20 marks)**

-2-

OR

What is the eligibility criteria of qualifying service for granting pension and what Pensionary benefits are admissible to an employee on retirement and to what extent? **(5 + 10 + 5= 20 marks)**

- d)** What is the use of these forms of communication?
- (i) Memorandum.
- (ii) Demi Official letter.
- (iii) Resolution.
- (iv) Press Note.
- (v) Order. **(10 marks)****

- (e)** Who are competent to contract and what are the consequences of breach of contract? **(10 marks)**

OR

What is the aim of “the workman” compensation Act 1923? State the exception when No compensation is payables? The procedure for making/ payment of Compensation? **(10 marks)**

- f)** line any five of the following:
- (i) SLDC.
- (ii) Open access.
- (iii) Company.
- (iv) Electricity Trader.
- (v) SERC.
- (vi) Licences. **(15 marks)****
