

BOARD OF DEPARTMENTAL EXAMINATIONS, HIMACHAL PRADESH

**DEPARTMENTAL EXAMINATION, OCTOBER, 2013
(FOR THE EMPLOYEES OF H.P. BOARD OF SCHOOL EDUCATION)**

PAPER-1: FINANCIAL ADMINISTRATION.

Time Allowed: 3 Hours

Maximum Marks: 100

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

2. Only Bare Acts, Rules and Notifications are allowed.

3. You can use Calculators.

4. Attempt all parts (where given) of the question consecutively.

Q.No.1. "Cash Book" is an important document of an office. What precautions/rules are required to be observed by all Govt. officers maintaining the Cash Book who are required to receive and handle the cash?

20 marks.

Q. No. 2. What are the Fundamental principles of public buying? Explain in brief the measures as provided in the Himachal Pradesh Financial Rules, 2009 for achieving Transparency, fair competition and elimination of arbitrariness in the procurement process?

20 marks.

Q.No.3. Distinguish between:

(i) Superannuation Pension and Retiring Pension.

(ii) Compassionate Allowance and Compensation Pension.

(iii) Compulsory Retirement Pension and Pension on Absorption in/or under Corporation.

(iv) Contract and Contractor.

(4x5)=20 marks.

Q.No.4. (a) What are the procedures that should be followed by the D.D.O. while making the payment of pay and allowances or pension claim of the deceased Govt. servant and pensioner?

(b) What is Permanent Advance and how it is determined?

(2x10)=20 marks.

Q.No.5: (a) What is Daily Allowance? When may it be drawn and what are limitations to its payment?

(b) How are enforced halts occurring reroute on journeys on tour treated for the purpose of Daily Allowance?

(c) How is the T.A. to a Govt. Servant under suspension, who is required to perform journey to attend a departmental inquiry, regulated?

(10+5+5)=20 marks.

P.T.O.

Q.No.6. Examine whether any T.A. is admissible in the following cases and, if admissible, indicate how it will be regulated:-
(a) A Govt. servant when he is recalled to duty before the expiry of the period of leave granted to him.

(b) A Govt. servant goes on temporary transfer from Station "A" to station "B".

(c) For appearing departmental examination.

(d) A Govt. servant is treated as a "State Guest" during his tour.

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

Q.No.7: (a) What travelling Allowance is admissible to a Govt. servant who is transferred from one station to another in the public interest?
(b) How will you regulate the claim of a Govt. servant for transporting his personal effects on transfer by road between places connected by rail?

(15+5)=20 marks

Q.No.8: Comment on the following:

(i) Mr. "X" a Section Officer leaves his headquarter at 7.30 AM by Govt. vehicle and returns to the headquarter at 8.00 PM on the same day after attending the official work at a distance of 60 Kms. He claims one full Daily Allowance. The D.D.O. objects the same with the remarks that he is entitled for 70% D.A. on enhanced rates as the stay at the place deputed is less than 12 hours.

(ii) A Govt. servant deputed for 3 days training programme at HIPA, Fairlawns, Shimla has claimed D.A. at full rate for training period. The working lunch during training period was provided free of cost by the Institute. The D.D.O. objects the claim with the remarks that he is not entitled for full DA for training period as the boarding (working lunch) during training period was provided to him free of cost.

(iii) A Govt. servant on transfer from Station "A" to Station "B" claims T.A. for his widowed daughter wholly dependent upon him and residing with him.

(iv) A Govt. servant with headquarters at Shimla proceeded on tour to Delhi for 15 days. He stays at Noida in his friends' residence and travels daily to Delhi returning to Noida each day. He claims D.A. at the rates applicable for Delhi.

(v) A Govt. servant did not submit his tour T.A. claim for which he had taken advance within one year of its being due on the plea that his pay is yet to be fixed in the revised scale of pay. The authority directed that the tour advance should be recovered from his pay in one installment as his right to T.A. claim stood forfeited.

(5x4) =20 marks