

**BOARD OF DEPARTMENTAL EXAMINATIONS, HIMACHAL PRADESH**

**DEPARTMENTAL EXAMINATION, APRIL, 2013**

**(FOR THE EMPLOYEES OF H.P. BOARD OF SCHOOL EDUCATION)**

**PAPER-I - 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: What are the general principles that have to be observed by the Drawing and Disbursing Officers while incurring the expenditure out of the Consolidated Fund of the State?

20 marks.

Q.No.2: Write short notes on the followings:

- (i) Consolidated Fund of the State.
- (ii) Contingency Fund of the State.
- (iii) Public Account of the State.
- (iv) Appropriation Bill.
- (v) Vote on Account.

(4x5)=20 marks.

Q.No.3: (a) "Service Book is a contemporary record in minute detail of a person's official career". What are these "**minute details**" which are required to be entered in the Service Book by every Head of Office under the rules?  
(b) Explain the procedure to be followed in regard to the maintenance of Service Books so as to eliminate any delay in the sanctioning and payment of pension.  
(c) What are the provisions for change in the date of birth of a Govt. servant after joining the service?

(8+5+7)=20 marks.

Q.No.4: State the procedure prescribed for dealing with the cases of losses of Govt. money or property by defalcation, accidents and theft or otherwise.

20 marks.

Q.No.5: Distinguish between:  
(i) Permanent Travelling Allowance *and* Conveyance Allowance,  
(ii) Mileage Allowance *and* Daily Allowance,  
(iii) Charged Expenditure *and* Voted Expenditure,  
(iv) Expenditure Sanction *and* Technical Sanction.

(5x4)=20 marks.

**P.T.O.**



- Q.No.6: (a) Is an Officer entitled to claim travelling allowance for a member of his family who does not actually accompany him in his journey on transfer? If so, how is it regulated?  
(b) If an Officer and his wife who is also a Govt. servant are both transferred at the same time from the same station to the same new station, how will their travelling allowance be regulated?  
(c) How will you regulate the road mileage of an officer who performs a transfer journey by road between places connected by rail, in a public bus?

(10+5+5)=20 marks

- Q.No.7: (i) Can a Controlling Officer reduce travelling allowance claims of a subordinate even if the facts given are correct and the claim is according to the relevant rules? If so, enumerate the circumstances in which this can be done.  
(ii) What T.A. is admissible to a Govt. servant retiring from service? What are the conditions subject to which such T.A. is admissible?  
(iii) A person not in a Govt. service is required to attend a departmental inquiry. He claims actual travelling, Hotel charges and carriage expenses. Are these admissible to him? Explain quoting the rules in this regard.  
(iv) How is the travelling allowance of a Govt. servant who performs a journey on tour by mean of staff car supplied to him free of charge, regulated? What difference does it make if he undertakes a part of journey at his own expenses?

(5x4)= 20 marks.

- Q.No.8: (a) Briefly state the general rules governing the grant of House Building Advance to the Govt. servants of Himachal Pradesh.  
(b) Describe the entitlements of the families of Govt. servants who die while in service.

(10x2)= 20 marks.