

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH.
DEPARTMENTAL EXAMINATION, APRIL, 2015
(FOR THE EMPLOYEES OF H.P. BOARD OF SCHOOL EDUCATION)

PAPER NO.2:

ADMINISTRATION AND GENERAL

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. Use of calculator is permitted.
4. Attempt all parts (where given) of the question consecutively.

Q.No.1: (a) What are the occasions under which a Govt. servant shall be deemed to have been placed under suspension by the Appointing Authority?
(b) What are the guiding principles for the acceptance of resignation from Govt. servants while under suspension or when investigation is pending?
(10+10)=20 Marks.

Q.No.2: (a) What is Service Book? State briefly the rules and procedure for maintenance of Service Book.
(b) A Govt. servant who has resigned from service wants ^{that} his service book be given to him. Is this permissible?
(15+5)=20 Marks.

Q.No.3: (a) Indicate the circumstances and conditions under which special disability leave can be granted to a Government servant who is disabled by accidental injuries incurred in the due performance of his duties.
(b) If a Govt. servant is granted extension of service beyond the date of his retirement on superannuation, what leave benefits does he get for the extended period of service?
(10+10)=20 marks.

Q.No.4: (a) How is pay fixed in the following cases?
(i) When an official is transferred from one ex-cadre post to another ex-cadre post.
(ii) When an official reverts from an ex-cadre post to an identical/equivalent cadre post.
(b) The pay of a Govt. servant fixed under FR 22(I) (a) (1) on promotion to a higher post may sometimes turn to be lower than the pay drawn by a junior official who is subsequently promoted to another identical post. Are there any orders to remove such anomaly? If so, mention the salient features of the order.
(10+10)=20 marks.

Q.No.5: Distinguish between:
(i) Permanent Travelling Allowance and Conveyance Allowance,
(ii) Death Gratuity and Residuary Gratuity,
(iii) Re-employment and Extension in service,
(iv) Probationer and One on Probation.
(5x4)=20 Marks

Q.No.6: Mr. "X" working as Senior Assistant under H.P. Govt. Department drawing pay of Rs.22340.00 (18140+4200) in the Pay Band of Rs.10300-34800 plus Grade Pay of Rs.4200 w.e.f. 1.1.2013 has been promoted on *ad hoc* basis in higher post of Superintendent Gr. II in the same Pay Band but ^{with} Grade Pay of Rs.4400 on 13.09.2013. He was promoted on regular basis to the post of Superintendent Gr.II on 22.12.2014. He has opted to fix his pay in the higher post of Supdt. Gr.II on the date of accrual of next increment in the lower post of Senior Assistant. Fix his pay on *ad hoc* promotion and promotion on regular basis to the post of Supdt. Gr. II from time to time indicating the date of next increment.
(20 Marks)

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Q.No.7:

Mr. "X" working as Supdt. Gr.I in H.P. Govt. Department retired after attaining the age of superannuation on 30.09.2014. He entered in Govt. service on 22.10.1984. He was drawing pay of Rs. 23650.00 (Rs.18650+5000) in the Pay Band of Rs.10300-34800 +5000 Grade Pay w.e.f. 1.12.2014. The rate of D.A. at the time of retirement was 90%.

Calculate:

- (A) (i) Net Qualifying Service,
(ii) Pension
(iii) Amount of Retirement Gratuity, and
(iv) Amount of Pension Commutation, taking into account the following information recorded in his Service Book:
(a) Remained willful absent from duty 30.12.1995 to 20.02.1996 and the period was treated as *dies non*,
(b) Sanctioned Extraordinary Leave w.e.f.12.11.1996 to 29.12.1996 on health ground with medical certificate.
(c) Sanctioned Extraordinary Leave w.e.f.15.10.1997 to 13.11.1997 on personal reasons.
- (B) Also fix Family Pension in case pensioner dies following the date of his superannuation.
(15+5) 20 marks.

Q.No.8:

- (a) What is the time limit prescribed for grant of a GPF advance under the rules and who is competent to sanction the same? Who is competent to sanction an advance in excess of the limit prescribed or before repayment of the last instalment of any previous advance?
(b) What is meant by conversion of an advance into a withdrawal? Under what circumstances is such conversion permissible?

(10+10)=20 marks.

Q.No.9:

Comment on the followings:

- (a) A Govt. servant retired on superannuation on 31.12.2014 applied on 15.01.2015 for commutation of earned leave for 20 days availed by him during December, 2014 into commuted leave on medical ground as he was ill during this period. The request was granted by the leave sanctioning authority.
(b) Payment of gratuity to a retired Govt. servant was authorized after one year from the date of his retirement and the pensioner has claimed for payment of interest on that.
(c) A Govt. servant who retired on superannuation pension applied for commutation of pension after 13 months of his retirement. The commutation money was paid to him without subjecting to a medical examination as he had retired on superannuation pension.
(d) The amount recoverable from a Govt. servant is deducted from the GPF balance payment payable to him.
(e) A Govt. servant preferred an appeal against an order reverting him from a post in which he was officiating to a lower post otherwise than a penalty. His appeal was rejected on the ground that such reversion did not constitute a penalty under Rule 11 of CCS(CCA) Rules, 1965.

(4x5)= 20 marks.