

BOARD OF DEPARTMENTAL EXAMINATION, H.P.
DEPARTMENTAL EXAMINATION
OCTOBER/2010

PAPER -2: ADMINISTRATION AND GENERAL
(FOR H.P.BOARD OF SCHOOL EDUCATION)

TIME ALLOWED:- 3 HOURS

MAX.MARKS: 100

- NOTE:-
- i) Attempt any FIVE questions
 - ii) Attempt all parts of question in consecutive order.
 - iii) Only Bare Acts, Rules Notifications and approved reference books are allowed.
 - iv) All questions carry equal marks.

- Q.No.1. Explain in detail the duties and responsibility of Inquiry Officer in a Departmental Enquiry case?
- Q.No.2. What is the importance of CCS (Conduct) Rules 1964? What are different acts, conduct and commissions of a Government servant that amount to misconduct?
- Q.No.3. Describe in detail the compulsory, optional and prohibited deductions from subsistence allowance of a public servant under suspension?
- Q.No.4. Sh. Gulzar Ahmed has been drawing pay in the pay band of Rs.15600-39100 with basic pay of Rs.18750+6600 grade pay in the revised pay scale from- 1.1.2009. He is promoted to next higher post carrying grade pay of Rs.7600 in the pay band of Rs.15600-39100 w.e.f. from 1.12.2009, he joined duties on promotional post on 15.12.2009 alongwith option for pay fixation w.e.f.1.1.2010. Fix his pay from time to time the rate of increment is @3%.
- Q.No.5. What do you understand by the terms dies-non and break in service? Explain its impact on service conditions of a public servant?
- Q.NO.6. What are different points that should be kept in view for evaluation of ACRs by the Departmental Promotion Committee?
- Q.No.7. Describe in detail the provision of study leave and special disability leave admissible to a public servant.
- Q.No.8. How will you regulate the travelling allowance in respect of the following journeys by a public servant:-
- a) Journey to attend an obligatory examination.
 - b) Journey to give evidence in a criminal case in his official capacity.
 - c) Journey to obtain medical advice.
