

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION, OCTOBER, 2014
(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 (wherever given) of the question consecutively complete in all respect in one go.

Q.No.1: (a) State briefly the nature of action to be taken against an absconding official.
(b) What are the penalties that may be imposed on a Govt. servant under CCS (CCA) Rules, 1965? Which of these penalties fall within the categories of "Minor Penalties" and "Major Penalties".

(10+10= 20 Marks).

Q.No.2: (a) What are the documents that are required to be forwarded to the Inquiry Officer by the Disciplinary Authority in a disciplinary case?
(b) What is an ex-parte enquiry? How it is to be conducted?

(10+10= 20 Marks).

Q.No.3: Mr. "X" working as Supdt. Grade-II under H.P. Govt. Department drawing pay of Rs.23050/- (18650+4400) in the Pay Band of Rs.10300-34800 plus Grade Pay of Rs.4400 w.e.f. 1.1.2010 has been promoted to higher post of Superintendent Gr. I on *ad-hoc* basis in the same Pay Band but ^{with} Grade Pay of Rs.5000 on 13.09.2010. His promotion was regularized retrospectively vide Notification dated 29.03.2011. He opted to fix his pay in the higher post of Supdt. Gr.I on the date of accrual of next increment in the lower post of Supdt. Gr.II. Fix his pay in the higher post of Supdt. Gr.I on *ad-hoc* basis and also after regular promotion separately as per option exercised and also indicate the date of next increment.

(20 marks).

Q.No.4: Calculate (i) Net Qualifying Service, (2) Amount of monthly Pension, (3) Family Pension (4) Retirement Gratuity and (5) Commutation value of Pension as permissible under the rules to Mr. "Y" working in H.P. Govt. Department, who retired after attaining the age of superannuation on 30.04.2014 from the following particulars:

(i) Date of birth = 15.04.1956.

(ii) Date of appointment = 21.07.1980.

(iii) Pay last drawn: Rs.30,510/- (Rs.25110+5400 Grade Pay).

(iv) Dearness Allowance = @ 90% w.e.f. 01.01.2014.

(v) He overstayed the sanctioned leave for a period of 40 days w.e.f. 16.08.1983 to 24.09.1983. The period was tread as *dies non*.

(vi) Sanctioned *Extraordinary leave* for two years with Study leave.

(vii) Sanctioned *Extraordinary leave* w.e.f. 15.05.2000 to 17.06.2000 on Medical Certificate due to self illness.

(20 marks)

(PTO)

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Q.No.5: What are the general conditions governing the grant of leave under CCS (Leave) Rules, 1972? Explain in detail. (20 marks)

Q.No.6: Distinguish between:
(i) "Censure" and "Warning".
(ii) "Mileage Allowance" and "Daily Allowance".
(iii) "Compensation Pension" and "Compassionate Allowance".
(iv) "Half Pay Leave" and "Commutated Leave". (4x5=20 Marks).

Q.No.7: (a) What T.A. is admissible to a Govt. servant who is compulsory recalled from leave to duty?
(b) 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 interest?
(c) How will you regulate the T.A. of an officer and his wife who is also a Govt. servant when both are transferred simultaneously from the same old station to same new station?
(d) What T.A. is admissible to a Govt. servant who's Headquarter is changed while he is on tour and who proceeds to his new Headquarter without returning to his old Headquarter? (4x5=20 Marks).

Q.No.8: (a) On what occasions is a GPF subscriber required to send fresh nominations to the Accounts Officer concerned.
(b) What is the maximum period prescribed under the GPF Rules for which interest is payable along with final accumulation in the Fund in the case of quitting service/retirement/death? Under what circumstances is this period extended? (10+10= 20 marks).

Q.No.9: Comment on the followings:
(a) The Head of an Office orders recovery of Rs.7,500/- on account of overpayment of pay and Rs.4,000/- on account of GPF advance from the Subsistence Allowance of Rs.16,000/- payable to an official under suspension.
(b) An official under suspension requests his Disciplinary Authority that he may be allowed to change his Headquarters.
(c) 60 days Child Care leave was sanctioned in favour of a female employee working in H.P. Govt. Department by the Leave Sanctioning Authority.
(d) A Govt. servant due to retire on superannuation on 31.10.2014 applied for Commutation of Pension on 01.08.2014. He dies on 20.09.2014. His family claims payment of commuted value of pension as applied for by her husband (deceased Govt. servant).
(e) A Section Officer who performed the duties of another sanctioned post of a Section Officer for a period of two months in addition to his own duties, was sanctioned honorarium of Rs.500 per month by the Head of the Department. (4x5= 20 marks).