

H.P BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF ENGINEERING OFFICERS OF HPSEB LTD.
SESSION APRIL 2012
PAPER-2 FINANCIAL RULES, REGULATIONS AND OFFICE PROCEDURE (With Books)

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 200

Note 1. All questions are compulsory.

2. Marks are shown against each question

Q.1 (A) Discuss the rules and procedure to be followed by a Govt. servant who is assigned the duties to receive and handle cash. (20 Marks)

(B) i) When a claim for travelling allowance should be considered as falling due? Indicate the period within which TA claim should be preferred to avoid forfeiture of the claim. (10 Marks)

ii) Discuss the period within which LTC claim should be preferred when no advance has been drawn. Can LTC claim be forfeited and if so under what circumstances? (10 Marks)

(C) What are the instructions to be followed for conducting Departmental Inquiry in case of fraud and embezzlement of Govt. money in which govt. servants are involved? (20 Marks)

(D) Define the following

i) Book transfer

ii) Charged expenditure

iii) Major Head

iv) Non-recurring expenditure

v) Detailed bill

(5x4=20 Marks)

(E) Describe the procedure to be followed for payment of arrears of pay, allowances etc. of Govt. servant transferred from one Division/Office/Department to another and in respect of whom a last pay certificate has been issued. (20 Marks)

OR

Describe the procedure for grant of leave/extension of leave and disbursement of leave salary to Govt. servant transferred from one Department to another or from one office to another in the same Department, while he is already on leave or in transit.

(20 Marks)

Q.2. (A) Distinguish between Capital receipts and Revenue receipts.

(B) When the HPSEB Ltd. Delegation of Financial Power last modified? What is the constitution of tender committee at CE level?

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- (C) Define the term modified appropriation.
(D) Name the authority who can authorize officers of field units to act as drawing officers of HPSEB Ltd.

- (E) Discuss the circumstances under which re-appropriation is not permissible.
(5x3=15Marks)

Q 3 (A) Define the following

- i) Substantive pay
- ii) Temporary post
- iii) Lien
- iv) Tenure post
- v) Special pay

(5x4=20Marks)

- (B) (i) When a person is debarred from receiving gratuity? Discuss the circumstances when death gratuity/ retirement gratuity lapse to the Govt.?
(ii) When qualifying service of govt. servant commences? Distinguish between invalid pension and compensation pension.
(iii) When Pension and Gratuity of a govt. servant is forfeited.

(8+8+4=20Marks)

OR

- (i) Discuss the acts and conducts of a Govt. servant which may amount to misconduct.

(10 Marks)

- (ii) Describe the guidelines to be followed when promotion comes up for consideration during pendency of confirmation proceedings.

(10 Marks)

- (C) Can leave be claimed as a right? What is the effect of dismissal, removal or resignation on leave at credit? Can casual leave be combined with any other kind of leave?

(2+5+3=10Marks)

Q 4 What are the objectives of establishing central record room? Elaborate main functions to be performed by the central record room.

(10 Marks)

Q 5 (i) What precautions should be taken before commencing work on electric supply lines?

(7 Marks)

- (ii) When the compensation under workmen's compensation Act 1923 is to be paid? Discuss the provision of penalty in case of default in making payment.

(2+6=8Marks)

- iii) What is a wager? What are the essentials of a wagering contract?

OR

What is consent? When is consent said to be free?

(2+8=10Marks)
