

H.P BOARD OF DEPARTMENTAL EXAMINAION
PAPER-2 FINANCIAL RULES, REGULATIONS AND OFFICE PROCEDURE (With Books)

HPSEB

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 200

Note 1. All questions are compulsory.

2. Marks are shown against each question

Q.1 (A) Discuss general principles and restrictions on which emphasis is to be given while incurring or sanctioning expenditure from the revenues. (20 Marks)

(B) Narrate the instructions to be observed in recovering amounts from pay and allowances of Govt, servant on account of attachment of orders issued by courts (20 Marks)

OR

Discuss the procedure to be followed in regard to maintenance of Service Books to eliminate delay in the sanctioning and payment of Pension .Can service Book is returned to Govt servant on retirement, resignation or discharge from service in case he has paid the cost of Service Book.

(C) Is advance of pay admissible in case of temporary transfer and in mutual transfer cases? Discuss the conditions governing grant of advance of pay and allowances. (5+15=20 Marks)

(D) Define the following

i) Cash order

ii) Technical sanction

iii) Voted expenditure

iv) Grade

v) Appropriation. (5x4=20 Marks)

(E) Describe the procedure laid down for timely and expeditious finalization of departmental enquiries against charge sheeted officers/officials. (20 Marks)

Q.2. (A) What are the objects of preparing excess and surrender statements?

(B) Define the term Token demand.

(C) Discuss the limit fixed in Revised D.O. F.P of HPSEBL for obtaining prior Financial concurrence for acceptance of lowest tender and award of work even though the proposal falls in the competency of respective authority.

(D) Distinguish between Drawing accounts and Collection accounts.

(E) Name the authority competent to approve budget of the company. Discuss the procedure to be followed for providing requisite funds against expenditure for which no provision has been made in the original budget estimates of current financial year. (5x3=15Marks)

Q 3 (A) (i) Discuss the conditions to be fulfilled for stepping of pay of senior vis-à-vis his junior.

(ii) If a senior joins the higher post later than the junior for whatsoever reasons, whereby he draw less pay than the junior in such cases, can senior claim stepping up of pay at par with the junior?

(iii) Can a Govt servant be allowed to exercise option to come to revised pay scale when revised scale of pay takes effect from a date prior to the date of suspension?

(iv) Discuss cases where powers under FR-27 not to be invoked.

(4x5=20 Marks)

(B). Comment on any four of the following.

(i) Can joining time be extended? If Yes who is authority competent to grant such extension?

(ii) Qualifying service and conditions subject to which service qualifies.

(iii) Retiring Pension

(iv) Circumstances under which periods of suspension is counted as qualifying service.

(v) Compulsory retirement pension

(4x5=20 Marks)

OR

(i) Discuss the procedure to be followed for regulation of suspension during pendency of criminal proceedings, arrest and detention. (10 Marks)

(ii) When a Govt. servant is considered to be deemed to have been placed under suspension? Name the authority that can place a Govt. Servant under suspension

(10 Marks)

(C) Discuss the conditions for grant of study leave and maximum limit fixed to grant the same during entire service. Can study leave be granted in combination of other kinds of leave and availed in more than one spell?

(6+2+2=10Marks)

Q 4 Which document is known as classified document? What procedure to be followed to handle secret/confidential files. (3+7=10Marks)

Q 5 (i) Discuss the powers of state Govt to give direction to a licensee in regard to the supply of energy to certain class of consumers. Is a licensee bound to comply with the directions of state Govt.? ((8+2=10Marks)

(ii) Describe circumstances under which liability is attracted under workmen's compensation Act 1923. (5 Marks)

(iii) Define the word Contract. What are the consequences of breach of contract? Discuss when a person is regarded as of sound mind under Indian Contract Act.

(3+4+3=10 Marks)

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