

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION
APRIL, 2014
PAPER -3: SAD (OFFICE MANAGEMENT)

Time Allowed: 3 hours

Maximum Marks: 100

Notes:

1. Attempt any five questions.
2. All questions carry equal marks.
3. Only Bare Acts/Rules can be consulted.

Q. No.1 Describe the following:

- a. Filing system
- b. Efficiency
- c. Matters requiring consultations with Public Service Commission
- d. Vote on Account

(4*5=20 Marks)

Q. No.2 Distinguish between the following:

- a. D.O.Letter and U.O. Letter
- b. Appeal and Revision
- c. Earnest Money and Security
- d. Starred and Unstarred Assembly Question

(4*5=20 Marks)

Q. No.3 Attempt the following:

- a. What procedure is required to be followed for hiring private accommodation for setting up of a new office?
- b. What is the procedure to procure stationery materials, not found available with the Printing and Stationery Department?

(10+10=20 Marks)

Q. No.4 What purpose(s) the following serve:

- a. Annual physical verification of store, stock articles
- b. Weeding out old record
- c. Standing Guard File
- d. Token Grant
- e. Electronic Funds Transfer

(5*4=20 Marks)

[P.T.O.]