## BOARD OF DEPARTMENTAL EXAMINATION DEPARTMENTAL EXAMINATION FOR OTHER GAZETTED (NON-TECHNICAL) OFFICERS. APRIL, 2015

PAPER: 3 OFFICE MANAGEMENT FOR S.A.D.

TIME ALL	OWED: 3 HOURS	MAXIMUM MARKS: 100
Notes:		
	<ul> <li>while answering the same.</li> <li>iii) Marks are indicated against early</li> <li>iv) Only bare Acts, bare Rules, N</li> </ul>	otifications/orders and reference books are allowed. Help guides, made easy editions are not allowed.
Q. No. 1	"Secretariat is primarily meant t	o provide support to the Council of Ministers in
	discharging its constitutional obligations and in taking various decisions	
		ate and its people". In the light of this statement
	explain in brief the various types of cases mentioned in the 'Rules of Business'	
		ed to the Hon'ble Chief Minister. (20)
Q. No 2	What is the difference between 'Branch Officers' and 'Supervisory Officers'?	
	Explain the role of Supervisory (	Officers in Government Functioning. (20)
Q. No. 3	What is Record Management? Describe the procedure of recording and broad	
	principles of weeding and destruction of records in Government. (20)	
Q. No. 4	What is 'File'? Explain in brief	Filing System and the method of opening new
	files.	(20)
Q. No. 5	Explain the following:-	
	(a) Procedure for answering	Starred, Unstarred and short notice questions.
		nsultation with Vigilance Department by the ments regarding Vigilance cases/vigilance (10+10)

- Q. No. 6 (a) What are the points to be kept in view in dealing with complaints and holding Department Inquiries against Government Servants?
  - (b) What are different forms of written communication used for Government communication? (10+10)
- Q. No. 7 What are Fundamental principles of public buying? Explain in brief the measures for achieving Transparency, fair competition and elimination of arbitrariness in the procurement process of Store purchases? (20)
- Q. No.8 Attempt the following:-
  - (a) What is the difference between Fresh Receipt (FR) and Paper under Consideration (PUC)?
  - (b) What is Standing Guard File?
  - (c) Writing of Annual Confidential Reports.
  - (d) Difference between Earnest Money and Performance Security.

(5+5+5+5)