

BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION FOR OTHER GAZETTED (NON- TECHNICAL) OFFICERS.
OCTOBER, 2014

PAPER: 3. S.A.D (OFFICE MANAGEMENT).

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 100

Notes:

- i) Attempt any five questions. *max 5 qns*
- ii) All questions carry equal marks and indicated against each question.
- iii) Only bare Acts/Rules/Approved reference books can be consulted.
- iv) Indicate the same question number & its part as assigned in the question number while answering the same.
- v) Attempt all parts of question consecutively.

Q. No. 1 Attempt the following:-

- (a) Noting its types and utility.
- (b) What should a Note consist of in the matters requiring consultation with the Finance, Personnel & Law Departments? **(10+10)**

Q. No. 2 What is the objective of 'HP State Litigation Policy?' What are the main principles which should be adhered to before or while instituting suits on behalf of Government? **(20)**

Q. No. 3 As a Section Officer put up a proposal to the Competent Authority justifying the need of Bio-metrics system of attendance. **(20)**

Q. No. 4 Write a office note in about 150 words suggesting at least 10 ways to bring down rising prices of essential commodities and steps to be taken to curb hoardings. **(20)**

Q. No. 5 (a) What preliminary action should be taken on receipt of copy of an Assembly Question by Government Departments?
 (b) What is the procedure for framing Recruitment and Promotion Rules? **(10+10)**

Q. No. 6 (a) What is the importance of 'Filing System' in Government? Explain in brief the constituents of a file and procedure for opening a new file.
 (b) Distinguish between 'Order' and 'Office Order'. **(5+10+5)**

Contd.....P-2

Q. No. 7 (a) What is Record Management? Explain in brief the instructions which should be observed for consignment of files to Record Room.

(b) What is the role of Supervisory Officer in the Government functioning?

(10+10)

Q. No. 8 Write Short note on the following:

(a) Fundamental Principles of Public Buying.

(b) Departmental Promotion Committee.

(c) Weekly Arrears Report.

(d) Annual Confidential Reports.

(5+5+5+5)

Q. No.9 Attempt the following as per the provisions of H.P. Financial Rules:-

(a) When can the goods be procured on the basis of Single Tender Enquiry?

(b) How are bids obtained under Limited Tender System?

(c) Discuss provisions relating to advance payment to supplier.

(d) Differentiate between Technical Bid and Financial Bid.

(5+5+5+5)