

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED / NON-
GAZETTED (NON- TECHNICAL) OFFICERS OF HIMACHAL PRADESH
SESSION SEPTEMBER, 2008**

PAPER-IV (SAD & GENERAL ADMINISTRATIVE CASE).

**Time Allowed: 3 Hours.
100**

Maximum Marks:

**Note:- 1. The Candidate may attempt the paper in Hindi or English.
2. No. help books are allowed.
3. Attempt all questions.**

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Q.No.-1 There are 5 (five) posts of driver in the Secretariat;

- a) What is the process of getting these posts filled up?
- b) How will the process be initiated?
- c) What is the information/ data to be provided to the competent Authority?
- d) Who will finally decide and how? **(4 x 5 = 20
Marks)**

Q.No.2

- a) What is meant by weeding out of record? Under what provisions and how is it carried out? What is the purpose of this exercise? **(10
Marks)**
- b) Write a detailed note on handling of receipt, noting and drafting at the Secretariat level? **(10
Marks)**

Q.No.3 a) Differentiate between the Head of Office and Head of Department" Broadly define their area of work and powers **(10
Marks)**

b) What is role of Public Service Commission in a DPC? **(10
Marks)**

Q.No.4 a) Prepare a detailed memorandum for the consideration of Council of Ministers for purchasing 3 trucks and 3 cars for your Department? You may make necessary assumptions. **(15
Marks)**

b) How is a new office created for a Government Department? **(10
Marks)**

Q.No.5 What do you mean by "Rules of Business"? What is their importance in government functioning? Elucidate the powers exercised by the designated authorities.

(20

Marks)

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PAPER-5 (SAD)

**Time Allowed:3 Hours.
100**

Maximum Marks:

**Note:- 1. Attempt any five questions.
2. All questions carry equal marks.**

Q.No.1 Prepare an office note for consideration of the higher authorities taking into Account the following facts:-

Some patwaris have represented to the department for stepping up their pay

High On the ground that their juniors are getting more pay. They have cited a

favour. Court order in their favour and have also cited the service rules in their

You are required to prepare an office note based on this representation Received in the office. Please make necessary assumptions. (You may prepare The note in either Hindi or in English) **(20 Marks)**

Q.No.2 Draft a letter/ proposal from the Agriculture Department to the state Government justifying the demand of the Agriculture Officers for higher pay Scales, in view of their qualification, other stat. e practices, previous pay Commission reports and other assumptions that you may like to make. (The proposal may be made in either Hindi or in English) **(20 Marks)**

Q.No.3 Draft a prosecution sanction order on behalf of the Head of Department/ Secretary, given the following facts.
"A Drug Inspector was caught red- handed while taking a bribe in the Performance of his official duties. The department lodged an FIR in the case And the police wanted to proceed as per law to prosecute the official in the Court of law."

You are required to draft a reasoned and speaking prosecution sanction Which would meet the requirements of law You may make necessary

Presumptions while framing the prosecution sanction order on behalf of the HOD/ Secretary, as the case may be. **(20**

Marks)

Q.No.4 Draft a Notice Inviting Quotations/ Tenders (NIQ/ NIT) for the Education Department for publication of advertisement for supply of exercise copies for Supply to students of Elementary Education Department.

Please try to includes as may conditions in the NIQ/ NIT as are relevant to Ensure fair and competitive bidding for the supply of exercise copies. Since The supply order is very large running into several crore of rupees and it is Important to comply with the Financial Rules and rules of the government Relating to procurement. The NIQ would be published in 2 (two) leading Newspapers. **(20 Marks)**

Q.No.5 An Official of the Food and Supplies Department was charge sheeted for Penalty under CCS (CCA) Rules for a major lapse in wrong and improper Maintenance of stock register relating to PDS items, which caused loss to the Exchequer. A department enquiry was conducted, evidence was recorded and the enquiry Report was to be prepared based on the evidence adduced before the enquiry Officer.

You are required to draft the enquiry report, making all necessary assumptions

In writing the enquiry report. **(20 Marks)**

Q.No.6 (a) Calculate Pension, Gratuity and Leave Encashment for an employee given The following facts:

- (i) Qualifying Service 25 years.
- (ii) Last Pay drawn Rs.10,500/-
- (iii) Average Emoluments in last 10 months Rs. 10,000
- (iv) Earned Leave to credit 290 days
- (v) Dearness Pay is 50% of Basic pay and DA is 45% **(10 Marks)**

(b) Many employees in Himachal Pradesh have been appointed on the basis of Specific contracts entered with them by the departments. How are their Service conditions different from the regular and permanent employees of the Government. **(10**

Marks)