

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION, APRIL, 2016
(FOR THE EMPLOYEES OF H.P. BOARD OF SCHOOL EDUCATION)
PAPER-2: ADMINISTRATION AND GENERAL
(WITH BOOKS)

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 100

Notes:

1. Marks are indicated against each question.
2. Only Bare Acts/Rules/Approved Reference books are allowed.
3. Quote rule(s) in support of your answer where necessary.
4. *Attempt any five questions.*

Q.No.1 What is Dies-non? How it is different from Extra-ordinary leave? Under which situation a Government servant can be treated as Dies Non? Also discuss how Dies non is treated for the purpose of earning of increment, leave and counting of service for pension?

(20 Marks)

Q.No2 Mr. Jamna Lal while working as an Accountant in the office of H.P. Board of School Education short accounted for an amount of Rs.10,000/- on account of Examination fee remitted by the students. When the matter was reported by the Audit, Mr Jamna Lal deposited the amount of Rs.10,000/- in the Board's Account. The amount of Rs. 10,000/- remained un-accounted for a period of ten months. Besides, it also came to light that the drafts towards examination fee remitted by two students who wished to appear as a private candidate, were not accounted for. ~~and~~

Assuming that you are working as Drawing and Disbursing officer in H.P. Board of School Education, how would you proceed in the matter.

(20 marks)

Q.No.3. Distinguish between the following:

- a. Revision and Appeal
- b. Censure and Warning
- c. Dismissal and Removal
- d. Fee and Honorarium
- d. Re-employment and Extension in service.

(5*4=20 Marks)

Q.No.4 The substantive pay of Mr.X in the pay band of Rs. 10,300-34,800+ grade Pay of Rs. 4400/- is Rs. 16240/-P.M. with increment on 1st November every year. He is appointed to officiate in a post in the pay band of Rs. 10,300-34,800+ Grade pay of Rs. 5,000/- on 1.05.2015 for a period of two months and then reverted back to his position, He was again promoted to the same higher post w.e.f. 1.10.2015 on regular basis. Fix his pay from time to time.

(20 Marks)

Q.No.5 How would you calculate the following:

- a. Pension equivalent to Retirement Gratuity
- b. Interest on G.P.F.
- c. Earned Leave encashment
- d. Death Gratuity.

(5*4=20 Mark)

Q.No.6

- a. Explain the conditions which are required to be satisfied for invoking the provision of "Next Below Rule".
- b. In so far as pension is concerned, in what different ways can Board of School Education deal with an officer who is inefficient.

(10*2=20 Marks)

Q.No.7 How would you deal with the following?

- a. A request made by a subordinate for counting of extra ordinary leave taken by him on medical grounds.
- b. Mr. X holding the post of Assistant who has no other leave due to him, applies for "Leave not Due" to appear in a competitive examination.
- c. An application made by a female employee for the grant of Maternity Leave duly supported with Medical Certificate issued by the competent authority confirming threatened abortion.
- d. Implementation of second penalty during the currency of the first penalty.
- e. T.A. claim submitted by a Government servant who was treated as "State Guest".

(5*4=20 Marks)