

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH  
DEPARTMENTAL EXAMINATION, APRIL, 2016

PAPER :- I (FINANCIAL ADMINISTRATION)  
(FOR H.P. BOARD OF SCHOOL EDUCATION )

TIME ALLOWED : 3 HOURS

MAXIMUM MARKS : 100

Notes: (i) Attempt any five questions.

(ii) All questions carry equal marks.

(iii) Only bare Acts, Rules and Notifications are allowed inside the examination hall.

(iv) Quote relevant provisions of rule(s), instructions etc. in support of your answer.

(v) Attempt all parts of question consecutively.

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Q. No.1 What are the general principles that have to be observed by the Drawing & Disbursing Officer while incurring the expenditure out of the Consolidated Fund of the State as enunciated in the H.P. Financial Rules ? Explain in detail.

(20)

Q.No.2 (a) What is " Budget" or "Annual Financial Statement" ? When and how it is prepared for further submission to Finance Department.

(b) Define " Re-appropriation" and spell out the general principles which are required to be satisfied for taking recourse to " Re-appropriation".

(10+10)

Q.No.3 Differentiate between the following :

(i) Head of the Department and Head of Office.

(ii) Consolidated Fund and Contingency Fund.

(iii) Local Body and Local Fund.

(iv) Detailed Bill and Detailed Head.

(v) Cash and Cash Order.

(5x4)

Q.No.4 (a) What do you know regarding purchase of goods without quotation ? Elaborate the procedure to be followed by the Purchase Committee regarding purchase of goods without quotations.

(b) Write short note on Physical Verification of Store/ Stock article.

(15+5)

Q.No.5 What are the different kinds of Travelling Allowance. Discuss each in detail.

(20)

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Q. N.6 Write short notes on the following :-

- (a) Indicate maximum days of Earned Leave that may be granted to a Govt. Servant at a time.
- (b) Leave can be claimed as a matter of right , if not, what would you say in support of your reply.
- (c) The right of the Govt. Servant is forfeited to travelling allowance including daily allowance, When & under which Rules ?
- (d) Admissibility of joining time on transfer of a Govt. Servant on his own request.
- (e) Admissibility of Leave Travel Concession to any place in India (Bharat Darshan) to a Govt. Servant during his/ her service.

(5x4)

Q.N.7 Describe various rules/ provisions in respect of drawl of advances and withdrawals from General Provident Fund of a Govt. Servant.

(20)

Q.N 8. A Govt. Servant drawing Pay of Rs.17,780/- in the Pay Band 10,300-34,800 plus Grade Pay of Rs. 4,400 from 1-07-2015 is promoted on 1.03.2016 to a post in the Pay Band 10,300-34,800 with the Grade Pay Rs.4,800. He opts for fixation of his pay from the date of his increment i.e. 1.07.2016. Fix his pay on the promoted post with D.N.I..

(20)

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