

BOARD OF DEPARTMENTAL EXAMINATION HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION FOR OTHER GAZETTED (NON- TECHNICAL) OFFICERS.
APRIL, 2016

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

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 100

Notes:

- i) **Attempt any five questions.**
- ii) **Indicate the same question number & its part as assigned in the question number while answering the same.**
- iii) Marks are indicated against each question.
- iv) Only bare Acts, bare Rules, Notifications/orders and reference books are allowed. Help books, text books, hand outs, guides, made easy editions are not allowed.
- v) Attempt all parts of question consecutively.

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- Q. No 1 What are the main points which are required to be kept in view in dealing with complaints and holding Departmental Inquiries against Government servants. Also explain in brief the Time Schedule for conducting Departmental Inquiries. (20)
- Q. No. 2 What are general instructions which should be particularly observed in dealing with the Secret and confidential papers in an office? (20)
- Q. No. 3 What is Dak? How would you streamline the process for receipt of Dak in IT and non-IT environment? (20)
- Q. No. 4 What is the procedure for the purchase of goods without quotation? What measures a procurement authority should adopt for achieving Transparency, fair competition and elimination of arbitrariness in the procurement process. (20)
- Q. No. 5 What is the purpose of office inspection? Explain the procedure prescribed for inspections of offices at various levels in H.P. (20)
- Q. No.6 (a) Explain the procedure for framing of service rules under Article 309 of the Constitution of India.
- (a) Explain the procedure for consigning of files to Record Room? (10+10)

P.T.O.

- Q. No. 7 (a) As and when any new office is proposed to be set up, a detailed proposal/scheme should be prepared as a "Really New Scheme" by the concerned Directorate/Department. What are the various aspects which should be included in the proposal/scheme?
- (b) What are various types of Assembly Questions? Explain the preliminary action which should be taken on receipt of copy of an Assembly Questions? **(10+10)**

Q. No. 8 Write short notes on the following:-

- (a) Constituents of a file.
- (b) Notes on files received from other Departments.
- (c) Demi-Official Letter.
- (d) Annual Administration Report. **(4X5)**