

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH  
DEPARTMENTAL EXAMINATION- OCTOBER 2016

PAPER- 1 (FINANCIAL ADMINISTRATION)  
(FOR H.P. BOARD OF SCHOOL EDUCATION)

Time Allowed: 03 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(s).
- v) Attempt all parts of questions consecutively.

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- Q.No.1** (a) What rules have to be observed by the Government Officers who are required to receive and handle cash in their official capacity? (10)
- (b) Describe the principal standards of financial propriety that a Government servant should follow while sanctioning/incurred expenditure from revenues of the State. (10)
- Q.No.2** What are the general principles that should be observed by the subordinate authorities while entering into agreements or contracts involving expenditure from public funds? (20)
- Q.No.3** (a) What are the duties of a Controlling Officer in regard to a Travelling Allowance claim? Can a Controlling Officer delegate his duty of counter signature to a subordinate? (10)
- (b) What are the main provisions relating to drawal of travelling allowance by Government servants summoned to give evidence? (10)
- Q.No.4** (a) What is the responsibility of a Controlling Officer in respect of budget allocation placed at his disposal? (10)
- (b) What are the duties and responsibilities of the Administrative Department in respect of budget formulation and implementation? (10)
- Q.No.5** Discuss the broad guidelines which are required to be followed for the award/execution of works. (20)
- Q.No.6** (a) What is the due date for submission of Travelling Allowance and Medical Re-imbusement Claims? (08)
- (b) What is the procedure prescribed for dealing with Time Barred Claims? (12)



**Q.No.7** Discuss the measures to ensure transparency, fair competition and elimination of arbitrariness in the procurement process of highly valuable Plant and Machinery of a complex and technical nature. (20)

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

- (a) Plan or Non Plan Expenditure
- (b) Voted or Charged Expenditure
- (c) Public Account of State
- (d) Administrative Approval
- (e) Primary unit of Appropriation.

(5x4=20)