

Board of Departmental Examinations, Himachal Pradesh
Departmental Examination

Maxi. Marks: 100

October, 2016

(FOR SENIOR MANAGERS/ASSISTANT MANAGERS AND ASSISTANT ENGINEERS OF HPTDC)

PAPER: 1 ACCOUNTS AND ADMINISTRATION

Time Allowed: 3 hours.

Notes:

1. Question No.1 in Part-I and 8 in Part-II are compulsory. Attempt any two questions from the remaining in each part.
2. Indicate the same question number and its part(s) in the answers.
3. Marks are indicated against each question.
4. Part-I and questions from the HPTDC Staff Regulations, 1972 & RTI act, 2005 in Part-II are without books.
5. For remaining questions only bare Acts/Rules/Notifications/Approved reference books are allowed. Help books, text books, hand outs, guides, made easy editions are not allowed.
6. Quote Rule(s) in support of your answer.
7. Try to attempt all parts of the question consecutively.

Part-I (50 Marks)

Question (1) What are the general conditions of service in terms of HPTDC manual? (10)

Question (2) Describe the policy guide lines for effecting transparent store purchases as per HPTDC Manual. Also explain the operation/maintenance of Transport and inventory management. (10+10)

Question (3) (a) Leave cannot be claimed as of right. However leave should not be ordinarily denied. Comment and support your answer with rules.

(b) Mr. 'X' and Mrs. 'Y', both husband and wife were posted in the same unit. They were transferred jointly from the same unit to other unit/place. As the basic Pay of Mrs. 'Y' is more than Mr 'X' by Rs 2000, Mrs. 'Y' submitted a claim for one month's Basic Pay as composite/transfer grant mentioning that journey expenses/luggage charges will be claimed separately by her husband. Accordingly, Mr. 'X' submitted claim for journey expenses and luggage charges. Comment on the above.

(10+10)

Question: (4) (a) Mr. "A" working as Dy. Director in H.P. Govt. Deptt. drawing pay of Rs.24920 plus 6600 Grade Pay in the pay scale of Rs.15600-39100 (Pay Band 4) plus 6600 Grade Pay from 1.1.2008 has officiated the higher post of Joint Director in the pay scale of Rs. 15600-39100 plus Grade Pay of Rs. 8400 in Pay Band 5 w.e.f.1.3.2009 to 30.9.2009 and from 1.2.2010 to 13.7.2010 in the same Pay band and Grade Pay. He was promoted to the post of Joint Director in the pay scale of Rs. 15600-39100 plus Grade Pay of Rs. 8400 in Pay Band 5 on regular basis on 1.6.2011. Fix his pay from time to time in Substantive post, officiating post and higher post on promotion with date of next increment.

(b) Govt. servant resorted to strike which has been declared invalid and illegal. Support your cause of action in the matter by quoting suitable appropriate rules.

(15+5)

P.T.O.

Question: (5) (a) Elucidate kinds of Leave due and admissible to Govt. servants and also differentiate between Extraordinary leave and leave on Half Pay.

(20)

Part-II (50 Marks)

Question: (6) (a) Describe the types of misdemeanor where suspension is desirable, when to be resorted and when not to be resorted.

(b) Explain effects of major and minor penalties on pay. (10+10)

Question: (7) Comment on the following:

(a) Grounds for rejection to access on the information under RTI Act 2005.

(b) Severability and third Party information under RTI Act 2005.

(10+10)

Question: (8) Define the following:-

- i) Leave during Suspension.
- ii) Over stayal of Joining Time.
- iii) Foreign Service.
- iv) Employees arrested.
- v) Honorarium.

(2*5)

Question: (9) How Grants received from the Centre/State Govt. for Capital Works, Equipments and Movable Assets are accounted for ? Discuss the Utilization procedure of such Grants.

(20)