

**BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION**

April, 2017

PAPER: II FINANCIAL RULES, BUDGET, SERVICE REGULATIONS, ACTS
AND OFFICE PROCEDURE

(For ENGINEERING OFFICERS OF H.P.S.E.B.LTD.)

(With Books)

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 200

Notes:

- i) All Questions are compulsory.
- ii) Attempt all parts of question consecutively & 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) Quote rule (s) in support of your answer where necessary.

PART-A (FINANCIAL RULES)

MAX. MARKS: 100.

Q. No. 1

“Service book is a contemporary record in **minute detail** of a person’s official career”. What are these “**minute details**” which are required to be entered in the service book by every Head of Office under the rules? Explain in brief the procedure to be followed in regard to the maintenance of service books so as to eliminate any delay in the sanctioning and payment of pension and reconstruction of Service Books?

OR

“Every Government Servant is personally responsible for the money which passes through his hands and for the prompt record of receipts and payments in the **relevant account**”. What is relevant account and how the same is maintained? Also explain in brief the procedure for sanction of Permanent Advance or Imprest, expenditure out of this Account and its recoupment. (40)

Q. No. 2

What are general provisions in the Financial Rules while sanctioning grant-in-aid to an Institution/Local Body/Co-operative society? What action should be taken if any amount of grant-in-aid remains unspent?

OR

What are general principles to regulate the Enforcement of Responsibility for Losses sustained by Government through fraud or Negligence of Individuals? (40)

Q. No. 3

Suppose you are assigned with the job to hire accommodation for housing a newly created office of your organization. What rules & instructions will you follow to hire accommodation and assessment of rent?

OR

What is the procedure for the safe custody of Receipt Books and issue of receipts to the payer of money? Discuss the rules relating to the grant of duplicate receipts. (20)

P.T.O.

PART-B (BUDGET)**MAX. MARKS: 15**

Q. No. 4

What is the difference between Annual Financial Statement and Budget? Explain in brief the appropriations in the estimates and responsibility for watching the progress of expenditure as envisaged in the H.P.S.E.B Budget Manual.

OR

What is the accounting procedure in the Head Office in respect of Pay, contingencies, General Provident Fund group? State the procedure for compilation and Accounting of expenditure incurred on the execution of works by the Board Divisions. (15)

PART-C (SERVICE REGULATIONS)**MAX. MARKS: 50**

Q. No. 5

How will you deal with the 'wilful absence from duty of an official? What effect does break in service under FR 17-A have on Leave, Pension, Pay & Allowances and Increment?

OR

What are the different kinds of contributions payable to the lending authority when a Government Servant is sent on Foreign Service in India? How the pay is fixed when an official reverts from an ex-cadre post to an identical/equivalent cadre post? (25)

Q. No.6

Enumerate the salient features/provisions of C.C.S.(Pension) Rules, 1972. Explain the process prescribed for preparation/completion of pension papers and timely payment to a superannuating employee?

OR

What are general conditions governing grant of leave under CCS (Leave) Rules, 1972? Explain in brief the different kinds of leave. What is the effect of overstayal of leave on pay and allowances? (25)

PART-D (OFFICE PROCEDURE)**MAX. MARKS: 10**

Q. No. 7

What is Draft? How it is prepared? List the forms of written communication being used in an office of the Board.

OR

What are the constituents of a 'file'? Explain the System of placing papers in it and what action is required to be taken by a dealing hand after a file has been approved for recording. (10)

PART-D (ACTS)**MAX. MARKS: 25**

Q. No. 8

'An agreement enforceable by law is a contract'. Explain. The Contract Act, 1872 specifically declares certain agreements to be void. List them.

OR

What is 'Compensation' and 'Workmen' under the 'Workmen's Compensation Act, 1923? Explain the Employer's liability & procedure for the payment of compensation. (25)