

H.P. Board of Departmental Examination
Departmental Examination for Other Gazetted (Non Technical) Officers
April, 2017.

PAPER 3: OFFICE MANAGEMENT (S.A.D)
TIME ALLOWED: 3 HOURS **MAX MARKS: 100**

- NOTES:
1. Attempt any FIVE questions. All questions carry equal marks.
 2. Indicate the same number and its part as assigned in the question paper while answering the same.
 3. Only BARE ACTS, Rules, Notifications/orders and reference books are allowed. Help books, text books. Hand outs, guides, made easy editions are not allowed.
 4. Attempt all parts of a question consecutively.

Q.No.1

Write short notes on any four of the following:

- i) Notes on files received from other Departments.
- ii) Open tender, short tender and quotations,
- iii) Annual physical verification of store articles
- iv) Powers and responsibilities of Vigilance Organization.
- v) Annual Confidential Report.

Q.No.2

What do you understand by 'record management'? How is record management ensured in an office? Who is responsible for weeding out of record? Explain in detail the procedure laid down in rules.

Q.No.3

How is unserviceable store/stock article disposed of in a Government department? Explain in detail the procedure laid down under the rules.

Q.No.4

What are the cautions to be exercised while preparing an Assembly Question? How the issues of urgent importance of public interest are raised by members in the Assembly? While preparing reply to such matters what would be the role and responsibility of Secretariat officials?

Q.No.5

Explain in detail the duties and responsibilities of
 i) Senior Assistant ii) Branch Officer iii) Driver

Q.No.6

What do you mean by Rules of Business of the Government of Himachal Pradesh? What procedure must be followed to deal with 'secret' and 'confidential' matters?

Q.No.7

Write in detail the procedure to be adopted while dealing with departmental inquiries. Is the report of inquiry officer binding upon competent authority? List minor and major penalties under CCS (CCA) Rules.