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HIMACHAL PRADESH BOARD OF DEPARTMENTAL EXAMINATIONS

DEPARTMENTAL EXAMINATION FOR OTHER (GAZETTED NON-TECHNICAL) OFFICERS

SESSION APRIL, 2017

PAPER NO.4: SAD- ADMINISTRATION CASES

Time Allowed: 3 Hours

Maximum Marks: 100

- Note: 1. Attempt all questions.
2. Examinee is free to attempt answer in either Hindi or English.
3. Books are not allowed.
4. Marks are shown in the brackets.

Q. No. 1. The Hon'ble Prime Minister of the India while reviewing the activities and achievements of AYUSH Department has expressed his desire that Yoga Sessions may be made mandatory in police station to enhance the social health and management of working stress and skill development of our police personnel.

Keeping this in view, the Ministry of AYUSH, Govt. of India have formulated a scheme to introduce Yoga Training to the Police Personnel titled as "**Central Sector Scheme of Yoga Training for Police Personnel**". This will focus on to impart Yoga Training to the Police personnel at the district level.

2. Aim and Objectives:

The aim of the scheme is to provide Yoga training to the police personnel of the country for prevention from disease and promotion of health.

The objectives of the scheme are under:

1. To introduce Yoga training to the police personnel.
2. To increase awareness about health benefits of Yoga.
3. To promote the positive health of police personnel.
4. To manage the working stress of police personnel through Yoga.
5. To bring an awareness among the police personnel towards healthy lifestyle.
6. To improve their skill through Yogic practices.

3. Quantum of Financial Assistance to each District Police HQ State/U.T Governments:

Financial assistance under the scheme will be provided as indicated below:

A:- Recurring Expenditure

| Sr. No. | Details | Expenditure per month | Total Amount per annum per District. |
|---------|--|--|--------------------------------------|
| 1 | Remuneration of qualified Yoga Instructors- Maximum 2 (Full time) or part time | Up to Rs. 27,000/- per person (Full time) or up to Rs. 13,500/- for part time. | Rs. 6,48,000/- |
| 2 | Misc. expenditure (for accounts, audit, other administrative expenses). | | Rs. 52,000/- |
| | Total | | Rs. 7,00,000/- |

B:- Non-Recurring Expenditure (one time grant) for initial functioning Rs. 1,00,000/- per district.

4. General Guidelines:

Mode of implementation:

1. The financial assistance in the form of grant-in-aid under the scheme will be provided to each District Police set up in the country through the respective State/UT Governments. The proposal from the State/UT Govt. should be forwarded by the State/UT Govt. in two sets in the prescribed format by 1st March, every year for the following financial year to the Department of AYUSH.
2. Once the proposal received is approved, onetime non-recurring grant as well as recurring will be released for the concerned District Police to the State/UT Governments.
3. The District Police will engage the Yoga instructors as per the qualification prescribed in the Scheme as per Para 4(d) on outsourcing basis either locally or from the panel of Institutions provided by the Morarji Desai National Institute of Yoga (MDNIY).

b. **Release of quantum of financial assistance:** This will be released in one installment through the State/UT Govt. every year for the 12th plan period.

| Name of the post | Minimum No. of post | Essential qualification | Desirable qualification | Remuneration per month |
|------------------|---------------------------|--|--|--|
| Yoga Instructor | 02 Full time or Part time | A degree in Yoga with minimum 55% of marks from a recognized University under UGC Act OR | 1. Proficiency in Hindi & English languages | Maximum up to Rs.27,000/- per person (for full time) or up to Rs.13,500/- for part time. |
| | | Any graduate with a minimum 55% of marks in aggregate from a recognized University under UGC Act with Diploma in Yoga Education/Yoga Studies/Yoga Science after graduation of at least one year of duration from a recognized University/Institute with a minimum of 55% marks | 2. Knowledge of Computer application/operation | |
| | | Post qualification Practical teaching experience in Yoga in a reputed Yoga Institute for a minimum period of two years after graduation | | |
| | | Practical ability to perform Yogic practices for which skill test will be conducted | | |

Note: Supdt./Sr. Supdt./DIG Police will have the choice of either have 2 full time regular Yoga Instructors or 4 part time Yoga Instructors. However, the total remuneration should not exceed to Rs. 54,000/- per month.

You are requested to prepare a Draft Cabinet Memorandum for approval of the Scheme by the Council of Ministers. The Memorandum may, among other details/facts, mention the following:

1. There are 13 Police Districts in Himachal Pradesh including Police District Baddi (Nalagarh). In addition, headquarters will be a make shift district and entitled for engagement of Instructors as required for one district.
2. Since 02 Yoga Instructors will be engaged in one district/make shift HQ, therefore, total number of Instructors will be $(14 \times 2) = 28$.
3. As per scheme, instructors will be engaged on outsourcing basis. They will have no right to claim for regularization of their services either under District Police HQ or Department of AYUSH under any circumstances.
4. The Govt. of India has released funds of Rs.78.00 lacs and rest funds will be released by the GOI on the production/submission of Utilization Certificates.

5. It was decided in the meeting of the Monitoring Committee held under the Chairmanship of Special Secretary (Home) to the Govt. of H.P. on 5.10.2016 that Yoga Instructors for imparting training to the Police personnel shall be engaged from Department of Yoga Studies, H.P. University, Shimla on outsourcing basis.
6. It was also considered that the amounts of Non-Recurring Grant (one time grant for initial furnishing of Yoga Centre and purchase of Shatkriya items) and Recurring Grant (remuneration of Yoga Instructors & Misc. expenditure for accounts, audit, other administrative expenses etc.) will be released equitably to each Nodal Officer/District Superintendent of Police.
7. Grant-in-Aid of Rs.78.00 lacs received from Ministry of AYUSH, Govt. of India by the Police Department will further be released to each Nodal Officer/District SP in the following manner by the AP & T, HQ:

| | |
|---|-----------------|
| Non recurring grant @ Rs.1.00 lakh to each District/Make Shift District | Rs. 14,00,000/- |
| Recurring grant @ Rs.4.57 lakh to each District/Make Shift District | Rs. 63,98,000/- |
| Balance in account | Rs. 2,000/- |

8. The draft MOU and terms and conditions have been prepared by the Police Department for engaging the services of Yoga Instructors through the Department of Yoga Studies, H.P. University.
9. The terms and conditions as incorporated therein are also acceptable to the H.P. University.

(50 marks).

Q.No.2. A random check of a few Sections in the Department of Finance by the Special Secretary (Administrative Reforms) to the Govt. of H.P. disclosed heavy arrears in the weeding of files. The Joint Secretary (Finance) to the Govt. of H.P. thereupon desired that clearance of arrears should be attended to urgently by all Sections and desired the Section Officers of each Section to examine how it could best be done. Some alternatives were suggested by him in this connection, namely:

- the sections should set apart an hour every day exclusively for this work and finish it within the working hours,
- they should stay beyond office hours for one hour for the work; and
- a special team should be set, which would go round and finish the work within two months.

Draft a note for submission to the Under Secretary (Finance) to the Govt. of H.P. examining the pros and cons of these suggestions and any other that may occur to you, recommending a definite course of action. Your note should also bring out the financial implications of the different alternatives, using imaginary figures of workload, staff, etc.

(30 marks).

Q.No.3. A letter has been received from the Secretary (Training & FA) to the Govt. of H.P. by the Secretary (Excise and Taxation) pointing out that the response to the training courses organized by that Department for the Excise & Taxation Officers has not been satisfactory during the last two years. Draft a demi-official letter as from the Deputy Secretary in the Department of Excise & Taxation to be addressed to the counterpart in the Department of Training & FA) to the Govt. of H.P. indicating the reasons why it has not been possible to utilize fully the training facilities provided by that Department and the steps that have been taken to ensure a fuller utilization of each facilities in future.

(20 marks).