

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH

DEPARTMENTAL EXAMINATION OCTOBER, 2017 : Dec - 2017

(FOR THE EMPLOYEES OF HP BOARD OF SCHOOL EDUCATION)

Paper No.2: (ADMINISTRATION AND GENERAL)

Time Allowed : 3 hours

Maximum Marks: 100

- Notes: i) Attempt any five questions. All questions carry equal marks .
ii) Only Bare Acts, Rules and Notifications are allowed.
iii) Use of Calculator is permitted
iv) Attempt all parts(given) of the question consecutively.
v) Marks are Indicated against each Question.

Q.No.1. Discuss the circumstances when it is Mendatory to hold Inquiry for taking disciplinary action against a Govt. Servant. Are there circumstances when prescribed procedure need not be followed for taking Disciplinary action against a Govt. Servant (20)

Q.No.2. Differentiate between:-

- Removal from Service and Dismissal from Service.
- Disciplinary Authority and Appointing Authority.
- Presenting Officer and Inquiry Officer.
- Charge Sheet and Show Cause Notice.

(4x5=20)

Q.No.3. 1) What is suspension? Why and when it is necessary to resort to place a Govt. Servant under suspension? (10)

2) Comment on the followings: -

A Govt. Servant placed under suspension refuses to pay for Recovery of:-

- Income Tax from his Subsistance Allowance;
- Amount due on Court attachments;
- Contributions towards HP Govt. Employees' Group Insurance Scheme.
- Rpayment of House Building Advance taken for Construction of House. (4x2.5=10)

Q.No.4. A State Govt. Employee, retired on superannuation with following service particulars as per his service record:-

- Total length of Service= 30 Years.
- Extraordinary Leave without Medical Certificate=11Months 15 days.
- Suspension period treated as leave of kind due = 35 days.
- Last pay drawn= Rs.25200/-+Rs.5400/-GP
- Date of retirement= 30/06/2016.
- Earned leave as per leave account in Service Book= 300 days.
- Half Pay Leave= = 500 days.
- Leave encashed while availing Leave Travel Concession during service=15days

Work out the following retirement benefits of the said Govt. Servant:

- Pension
- Family pension:
- Commuted value of pension;
- Retirement Gratuity;
- Leave encashment.

(20)

Q.No.5:- Comment on the following :-

- 1) A Govt. Servant within two years of his appointment submitted an application for change of his date of birth(DOB) by submitting valid documents in support of his claim. But his Head Of Office rejected his request stating that DOB once entered in the Service Book can't be altered or Changed. ;
- 2) A Govt. Servant requested to forego his promotion for higher post stating his personal compulsions.
- 3) A Govt. Employee undergoing treatment in an Hospital outside the State submitted a TA claim for an Attendant. But his Controlling Officer refused to entertain the same for payment.
- 4) A widowed daughter of a State Govt. Retiree, after death of the Retiree, submitted a Claim for lifetime family pension to her giving documentary evidence of her Dependence on the Retiree and no other family members available for receiving family pension. But the Competent Authority refused to entertain her claim that she is not eligible for lifetime family pension. (5x4=20)

Q.No.6: Differentiate between:-

- 1) Terminal Gratuity and Service Gratuity;
- 2) Exgratia Grant and Transfer Grant;
- 3) Substantive Pay and Special Pay;
- 4) Mileage Allowance and Daily Allowance. (5x4=20)

Q.No.7: Write briefly about;

- a) Qualifying Service;
- b) Joining Time;
- c) New Pension Scheme;
- d) Honorarium & fee. (5x4=20)

Q.No.8:- A Govt. Servant in the PB of Rs.15600-39100 with GP of Rs8200/ and drawing the BP of Rs.30400+GP of Rs.8200 w.e.f.1/10/2014 was promoted to a higher post in the PB of Rs.15600-39100 with GP of Rs.8400 w.e.f 1/06/2015 He opted to fix his pay after earning of increment in his lower-post. Fix his pay & also indicate his Date of Next Increment (DNI). (20)

Q.No.9:- 1) Discuss in brief the admissibility and eligibility of Maternity & Paternity Leave to the Employees of State Govt. (10)

2) Define 'Tour' and discuss in brief the admissibility of Travelling Allowance for Journey on 'Tour'. (10)