

HIMACHAL BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION FOR OTHER GAZETTED (NON-TECHNICAL) OFFICERS
~~NOVEMBER~~ 2017
DEC

Paper No : 3

OFFICE MANAGEMENT FOR S.A.D.

Time Allowed : 3 hours

Maximum marks : 100

- Note: i) Attempt any five questions. All question carry equal marks
ii) Indicate the same question number as assigned in the question number while answering the same.
iii) Only Bare Acts and Rules, Notification/orders and reference books are allowed. Help books, text books, handouts, guides, made easy editions are not allowed.

- Q No. 1.** What aspects should be kept in view while drafting the proposal to set up new office? What essential information is required to create posts in such office? (20)
- Q No. 2.** What is REFNIC system and what are its advantages? What is dak and how it travels from central registry till final disposal at different levels? (20)
- Q No. 3.** What are the constituents of a file? What is the procedure for opening a new file and part file? (20)
- Q No. 4.** Is there any change in communication of official information after RTI Act, 2005? What are the Do's and Don'ts regarding the security of Secret and Confidential documents? (20)
- Q No. 5.** Who is responsible to conduct inspections in various offices? Is it only a fault finding exercise? Discuss in detail. (20)
- Q No. 6.** What are the circumstances when a Government Servant can be placed under suspension? What action is required to be taken when a Government Servant who was under suspension disappears and cannot be contacted on his last known address? (20)
- Q No. 7.** What is the meaning and purpose of Record Management? What is the procedure of weeding out of record? (20)
- Q No. 8.** What are the fundamental principles of public buying? What are the provisions and limits of purchase of goods without quotation and by the Purchase Committee? (20)