

H.P. BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION FOR SAD
SESSION JUNE, 2018.

PAPER NO.3 – OFFICE MANAGEMENT FOR SAD MAX. MARKS: 100

NOTE:

- 1. Please attempt any five questions. All questions carry equal marks.*
- 2. Both parts (a) and (b) of a question must be answered.*
- Attempting part question not allowed.*
- 3. Answers can be given in Hindi or English.*
- 4. Due credit will be given to logical and original answers.*
- 5. Marks are given in brackets at the end of each question.*
- 6. Only Bare Acts, Rules, Manuals are allowed.*

Q.1. (a) What are the legislative powers of the Governor of a State? Also explain the Rules of Business of the Government in detail.

(b) How many types of Assembly Questions are there? Explain the detailed procedure for processing of Assembly Questions.

(20 Marks)

Q.2. (a) What are the Conduct Rules? Explain in detail. What are the consequences of violation of Conduct Rules by a Government Servant?

(b) Why is filing system important in the Government? What are the features of a filing system? Explain in detail the method of opening files. How will you ensure proper movement of files in your Branch?

(20 Marks)

Q.3. (a) "Drafting is the process for formulation of decisions and orders in written form". Explain in detail along with the stages of preparation of a draft. What are general instructions for drafting? Explain the difference between 'noting' and 'drafting'.

(b) How do you make use of Information Technology in your day to day working? What are the main instruments of Information Technology available in office? Explain in detail the E-Mail protocol.

(20 Marks)

Q.4. (a) What are the general guidelines for preparation of a Cabinet Memorandum? Explain in detail.

(b) What is the procedure for weeding out of office record? Why is it necessary for proper record management? What do you understand by the term 'permanent record'?

(20 Marks)

Q.5. (a) What are the contents of an Assistant's Diary? Explain the role, duties and functions of an Assistant. Why is a Guard File maintained in office?

(b) How do you scrutinize and submit cases to your superior as a Section Officer/Superintendent? What are the steps necessary at the time of scrutiny and submission of a case? Explain in detail.

(20 Marks)

Q.6. (a) Write a detailed note on the role of an Inquiry Officer appointed to conduct a departmental inquiry. Is it obligatory on the part of disciplinary authority to accept the findings of an Inquiry Officer? If not, why?

(b) What is the purpose and importance of an office inspection? Explain in detail the procedure for conducting an office inspection.

(20 Marks)

7. Write brief notes on any **four** of the following:

- i) Evidence of a Government official before the Public Accounts Committee.
- ii) Institution and defence in Court Cases.
- iii) Annual Action Plan and Annual Administrative Report.
- iv) General instructions relating to treatment of Secret and Confidential documents.
- v) Method of consultation with other Departments.
- vi) Duties of officers/officials under REFNIC.

(20 Marks)