

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION
SESSION- DECEMBER, 2018

(PAPER-3 OFFICE MANAGEMENT FOR SAD)

Time Allowed: 03 hours

Maximum Marks: 100

- Notes:**
- i) **Attempt any five questions.**
 - ii) **All questions carry equal marks.**
 - iii) **Only Bare Acts, Rules and Notifications are allowed inside the examination hall.**
 - iv) **Quote relevant provisions of Rule(s), instructions etc. in support of your answer(s).**
 - v) **Attempt all parts of questions consecutively.**

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- Q.No.1** (a) What information is required from the departments for the creation of new posts? (10)
(b) What points should be kept in mind while sending the Cabinet Memorandum to the GAD? (10)
- Q.No.2** (a) What points should be kept in mind while dealing with complaints and holding departmental inquiries against Government servants? (10)
(b) What time schedule should be adhered for conducting the departmental enquiries? (10)
- Q.No.3** (a) What is the utility of noting and also explain different types of noting? (10)
(b) What guidelines should be kept in view while preparing the drafts? (10)
- Q.No.4** What are different types of Assembly questions and what action is required to be taken on receipt of an Assembly question? (20)
- Q.No.5** What is the purpose and importance of Confidential Reports and also explain the time schedule for preparation /completion of Annual Confidential Reports (APARs)? (20)
- Q.No.6** (a) What is the complete process of Distribution of Dak? (08)
(b) What guidelines should be kept in mind for paging and referencing while dealing a case as per Office Manual? (10)
- Q.No.7** Write short notes on following:
(a) Linking of Files
(b) Title of file
(c) Diary Register
(d) Movement of Confidential and Secret Cases

(4x5=20)