

BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH

DEPARTMENTAL EXAMINATION

SESSION- ~~XXXXXX~~, 2019

~~XXXXXX~~

Paper: 3 (OFFICE MANAGEMENT FOR SAD)

Time Allowed: Three Hours.

Maximum Marks: 100

- Note:**
- 1) Attempt any five questions. All questions carry equal marks.
 - 2) Only Bare Acts/Rules/Notifications/Manuals and Approved Reference Books are allowed.
 - 3) Quote relevant Rule(s) and instructions in support of your answer.
 - 4) Attempt all parts of question in consecutive order.

Q.No.I : (i) What aspects should be included in a proposal for setting up of a new office?

(ii) What further actions are required for setting up of office after the receipt of Government sanction?

(10+10)

Q.No.II: Describe the types of Assembly Questions. What preliminary action is required to be taken by a government departments on receipt of a copy of Assembly Question?

(5+15)

Q.No.III: Explain in detail the basic functions at section level in the Secretariat and role of Directorates, Collectorates, Zonal, Regional, Divisional and Field offices in the scheme of government functioning.

(20)

Q.No.IV: Elaborate in detail the procedure of registration and perusal of Dak in Departments. Who is responsible for overseeing the timely disposal of all the receipts? What steps are required to ensure timely disposal of the receipts in the Department?

(20)

Q.No.V: "The Government functions for public good. Therefore it has to be in a position to justify every action in the light of public interest". In the light of this statement explain the importance and utility of files and the role of noting in government offices.

(20)

Q.No.VI : (i) Discuss the constituents of file. How papers are arranged in a case?

(ii) Why different urgency labels are used on receipts and official communications? How they are used in disposal of cases in government offices?

(10+10)

Q.No.VII: Which authorities are responsible for eradication of corruption in government offices? Is it necessary to obtain prosecution sanction for launching prosecution against a public servant? Explain the purpose of prosecution sanction and procedure to obtain the same.

(20)

Q.No.VIII: What are the fundamental principles of public buying? Explain the measures provided in Financial Rules for achieving transparency, fair competition and elimination of arbitrariness in purchase of stores.

(20)

Q.No.IX: What are the provisions for consultations with the Law Department under the Business of the Government of H.P. (Allocation) Rules, 1971. Also elaborate in detail methods and procedure for such consultation.

(20)
