

**H.P.BOARD OF DEPARTMENTAL EXAMINATION**  
**DEPARTMENTAL EXAMINATION,**  
**SESSION -SEPTEMBER, 2020**

**(PAPER-3 – OFFICE MANAGEMENT FOR SAD)**

**Time Allowed: 3 Hours.**

**Maximum Marks: 100**

**Notes:**

- i) Attempt any five questions.
- ii) All questions carry equal marks.
- iii) Bare Acts/Rules/Approved reference books as per syllabus are allowed.
- iv) Indicate the same question number and its part as assigned in the question paper while answering the same.
- v) Avoid cuttings and overwriting.

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- Q.No.1      Discuss the steps to be followed for submitting the replies to Assembly Questions.  
(20 Marks)
- Q.No.2      Explain the procedure as to how the cases of government servants under suspension are to be disposed off in an expeditious manner.  
(20 Marks)
- Q.No.3      What are the points to be kept in view while sending the Cabinet memorandum to the General Administration Department?  
(20 Marks)
- Q.No.4      How do you see Rule 11 of the CCS (Conduct) Rules, 1964 in context with Right to Information Act, 2005 (Act No. 22 of 2005)? Also discuss various restrictions imposed on Government servants in CCS (Conduct) Rules viz a viz rights conferred by Article 19 (1) of the Constitution of India.  
(20 Marks)
- Q.No.5      What are the important points to be considered while writing office notes?  
(20 Marks)
- Q.No.6      What is referencing? Elaborate the regulations governing paging and referencing.  
(20 Marks)
- Q.No.7      What are the guidelines for maintaining Record Room at the headquarter level. Discuss the procedure for consigning files to Record Room.  
(20 Marks)

Q.No.8

Illustrate the obligations under HP State Litigation Policy. Also discuss the strategies to achieve the objectives of State Litigation Policy.

(20 Marks)