

# HIMACHAL PRADESH BOARD OF DEPARTMENTAL EXAMINATION

DEPARTMENTAL EXAMINATION  
SESSION-SEPTEMBER-2021  
(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      What procedure should be followed in dealing with the complaints and holding the Departmental Inquiries against a Government Servant? {20}
- Q.No.2      What is the main purpose of Record Management? Describe the procedure for weeding out of record? {5+15}
- Q.No.3      What are the common Registers required to be maintained in an Office? What points should be kept in view by a Department while preparing the Annual Administrative Report? {5+15}
- Q.No.4      Write short note on the followings:-
- I) File opening Register
  - II) Treatment of cover marked as 'Secret' or 'Confidential'
  - III) Endorsement
  - IV) Business Advisory Committee
- {5+5+5+5}
- Q.No.5      What is the time limit for disposal of references? What action is required to be initiated for preparation of Monthly Statement of cases pending for finalization

over 3 months?

{5+15}

Q. No.6

What is Contempt? What action should be taken on receipt of notice for contempt of Court?

{5+15}

Q.No. 7

What preliminary action is required to be taken by Government Departments on receipt of copy of an Assembly Questions?

{20}

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