

**BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION, SEPTEMBER, 2022**

(For Senior Managers and Assistant Engineers (C) of HPTDC)

PAPER 1 : ACCOUNTS AND ADMINISTRATION

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS : 100

Notes:

- i) Question No 1 in Part I and Question number 6 in Part II are compulsory. Attempt any two questions from the remaining in each part.
- ii) Indicate the same question number and its part (s) in each answer.
- iii) Marks are indicated against each question.
- iv) Part I and questions from the HPTDC Staff Regulations, 1972 and RTI Act, 2005 in part II are without books.
- v) For remaining questions only bare Acts/Rules/Notifications/ Approved Reference books are allowed. Help books, text books, hand outs, guides, made easy editions are not allowed.
- vi) Quote rules in support of your answer where necessary
- vii) Try to attempt all parts of question consecutively

PART I

- Q. No. 1** Is credit facilities allowed in HPTDC? What points are to be kept in view while allowing credit as per HPTDC manual? (10)
- Q. No. 2 (a)** What is the provision for conducting internal audit in HPTDC. What is its scope and what are the essential items which should be covered in this audit? (10)
- (b)** What is the procedure for authentication of vouchers as prescribed in HPTDC Accounts Manual? (10)
- Q. No.3 (a)** What are different Books of Accounts which are required to be maintained at the Accounting Unit level. (10)
- (b)** What additional records are required to be maintained by transport wing of HPTDC? (10)
- Q. No. 4 (a)** What do you mean by Bank Reconciliation? What are the main reasons for differences between cash book balances and bank balances and how these balances are reconciled? (10)
- (b)** What do you mean by Stale Cheque? What action is to be taken in respect of stale cheques and cheques issued and lost in transit in books of accounts. (10)

P.T.O.

- Q. No. 5 (a)** Discuss the procedure for drawing personal claims and other long term advances of the staff in HPTDC. (10)
- (b)** What points should be kept in view at the time of making purchases/finalising supply orders? (10)

PART II

- Q. No. 6 (a)** Discuss the safeguards provided under Article 311 of constitution of India in respect of Government Servants. (10)
- Q. No. 7 (a) Differentiate between:**
- a) Capital and Revenue Expenditure
 - b) Charged and Voted Expenditure
 - c) Bid Security and Performance Security
 - b) Warning and Censure
 - e) Consolidated Fund and Contingency Fund (4x5)
- Q No. 8 (a)** What do you mean by information as per right to information act? Which information is exempt from disclosure under RTI Act? (10)
- (b)** What is joining time and when is it admissible? How is it regulated when a Government servant in transit on transfer is directed to proceed to a place different from that indicated in initial transfer orders? (10)
- Q. No. 9 (a)** What is the rate at which "earned leave" is earned and credited in leave account under the CCS (Leave) Rules, 1972? (10)
- (b)** What are the conditions for grant of commuted leave? (10)
- Q.No.10 (a)** What are the provisions and limit prescribed for purchase of goods without quotation and purchase of goods by purchase committee under HPFR 2009? (10)
- (b)** Can a Government Servant under suspension avail the Leave Travel Concession to visit any place in India? (10)

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HIMACHAL PRADESH
BOARD OF DEPARTMENTAL EXAMINATION
SESSION- September, 2022
PAPER NO.II
(HOTEL MANAGEMENT)

Marks: 100

Time Allowed 3Hours
(With reference Books)

Note: All questions carry equal marks
Attempt any 10 questions

- Q.No. I.** (a) Explain sequence-wise Eleven Course French Classical Menu. (5)
(b) What factors should be consider while planning a Banquet Menu. (5)
- Q.No. II.** (a) Define hotel and core areas. (5)
(b) Describe the role of Sales and Marketing Department of a hotel. (5)
- Q.No. III.** (a) Differentiate between French and American service. (5)
(b) Explain Mise-en scene and Mise-en place. (5)
- Q.No. IV.** (a) Describe the role of Executive Housekeeper in detail. (5)
(b) Linen keeper is an important functionary in a hotel, explain his/her role. (5)
- Q.No.V.** (a) What is a dummy waiter? Describe its utility. (5)
(b) Explain the duties and responsibilities of an Executive Chef. (5)
- Q.No.VI.** (a) Explain Casino Hotel and Conference Centers. (5)
(b) Explain Diagonal or cross-wise Communication. (5)
- Q.No.VII.** Define the followings:-
(a) Bus boy
(b) Bureau de change
(c) Itinerary
(d) Motel
(e) Caravan (5X02)

Q.No.VIII. Write short notes on the followings:-

- (a) Span Control
- (b) Feedback
- (c) Garde manger
- (d) Chowder
- (e) Sommelier

(5X02)

Q.No. IX. Define the following terms:-

- (a) Carbonation
- (b) Demi-Sel
- (c) Gorgonzola
- (d) Pot Still Method
- (e) Blending

(5X02)

Q.No.X. Explain in detail the Purchase and Inventory Management of a provision store of a star category hotel.

(10)

Q.No.XI. Describe the formula to calculate the followings:-

- (a) House Count
- (b) Occupancy percentage
- (c) Bed occupancy percentage
- (d) Domestic occupancy percentage
- (e) Foreigner occupancy percentage

(5X02)

Q.No.XII. Define the followings:-

- (a) Simmering
- (b) Lanai
- (c) Roux
- (d) Broth
- (e) Claro Cigar

(5X02)