

**BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH**  
**DEPARTMENTAL EXAMINATION FOR MAY, 2023**  
**(FOR OFFICERS OF H. P. BOARD OF SCHOOL EDUCATION)**

**Paper-1: Financial Administration (for officers of HPBSE)**

**Time Allowed: 3 Hours**

**Maximum Marks: 100**

Note:

1. Attempt any five questions and at least two questions from each part.
2. Marks are indicated against each question.
3. Only bare Acts, Rules, Notifications / orders and reference books are allowed.
4. Scientific calculators are not allowed.
5. Quote relevant Rule(s) in support of answers, where necessary.

**PART-I**

**Q. No. 1:** (i) What are the standards of financial propriety which are required to be observed by the officer while incurring the expenditure from state exchequer?

(ii) What is the procedure for communication of sanctions?

(10+10=20 Marks)

**Q. No. 2:** Write short notes on the following:-

(a) Rents of Buildings and land

(b) Handling of cash and recording of transactions connected therewith.

(c) Receipts estimates and expenditure estimates.

(d) Advances for contingent and miscellaneous purpose.

(5+5+5+5=20 Marks)

**Q. No. 3:** What procedures have to be followed by the Controlling and the Drawing and Disbursing Officers to have effective control over expenditure of the department?

(20 Marks)

**Q. No. 4:** (a) The power of State Government to give guarantees is subject to such limits as prescribed in FRBM Act, 2005 in terms of Article 293 of the Constitution of India. Discuss the guidelines of State government for grant of guarantees and procedure for review of guarantees.

(b) Duties and Responsibilities of the Administrative Department regarding financial management.

(15+5= 20 Marks)

**PART- II**

**Q. No. 5:** (a) What are the entitlements of a Government servants while on transfer from one station to another? Are same principles applied to a government servant when transfer is on request?

(20 Marks)

**Q. No. 6:** Write short notes on the following:-

(a) Local Journey

(b) Conveyance Allowance

(c) Classification and determination of grades (based on Pay Revisions Rules: 1996 & 2006)

(d) Local Transport Allowance and its conditions for admissibility

(5+5+5+5=20 Marks)

**Q. No. 7:** What are different types of travelling allowances and under what conditions they are the admissible to the government servants? Define.

(20 Marks)

**Q. No. 8:** (a) Define the term "family" under Travelling Allowance Rule / SRs.

(b) What are the entitlements of the family of a deceased Government servant? Are the family of deceased GS is entitled for any advance? If yes how it will regulate?

(10+10= 20 Marks)

**BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH  
DEPARTMENTAL EXAMINATION FOR H.P. BOARD OF SCHOOL EDUCATION**

**SESSION- 4/2023**

**PAPER-2:-ADMINISTRATION & GENERAL**

**(With Books)**

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS:100

Notes:

- (i) Attempt five questions in all.
- (ii) Attempt all parts of question consecutively and indicate the same question number & its part as assigned in the question number while answering the same.
- (iii) Only Bare Acts, Bare Rules, Notification/Orders and references books are allowed. Help books, text books, handouts, made easy editions are not allowed.
- (iv) Marks are indicated against each question.
- (v) Quote relevant Rules(S) in support of your answers, where necessary.

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Q 1. (A) What are the major purposes for which APARs (formerly Annual Confidential Reports) are considered? Explain. (10)

(B) Mention the codal formalities required to be observed by the respective authorities while regularizing the contract appointees in the departments. (10)

Q2. (A)What is Daily Allowance? When it may be drawn and what are the limitations to its payment? (10)

(B) Write short notes on followings:

- (i)TA on retirement
- (ii) TA on compulsory recalled from leave to duty
- (iii) TA for appearing in examinations
- (iv) TA when treated as State Guest (4\*2.5=10)

Q3. (A) Elaborate“Common Proceeding” as per CCS (CCA) Rules? When it is called for and by whom it is conducted? (12)

(B)What is the distinction between withholding of ‘One Increment’ and ‘Next Increment’? (8)

Q 4. Explain the provisions under CCS (CCA) Conduct Rules 1964 about the followings:

- (i) Prohibition of sexual harassment of women in workplace.
- (ii) Employment of near relatives of Government servant in Companies or firms
- (iii) Private Trade or Employment
- (iv) Restriction regarding marriage.

(4\*5=20)

Q 5. (A) Government employee drawing Basic Pay of Rs 44700/- in the level – 11 of the Pay Matrix as per HPCS (RP) Rules 2022 w.e.f. 01/05/2021 is promoted to a higher post with higher duties & responsibilities in Level-14 on regular basis. He joins the higher post on 31/05/2022 (AN). His date of annual increment is 1<sup>st</sup> September every year. He opts to get his pay fixed from the date of next increment accruing in the level of post from which he is promoted. Fix his pay as per option under relevant rules. Levels of pay matrix is as under:

Post Level	Cell 1	Cell 2	Cell 3	Cell 4	Cell 5	Cell 6	Cell 7	Cell 8	Cell 9
Level 11	38500	39700	40900	42100	43400	44700	46000	47400	48800
Level 14	47600	49000	50500	52000	53600	55200	56900	58600	60400

(15)

(B) How the increment is regulated when it falls in the course of Joining time and how the joining time pay is calculated in such cases?

(5)

Q 6 (A) Distinguished between 'Leave not Due' and 'Commutated Leave.

(8)

(B) An employee in your office had 180 days Earned Leave and 200 days Half pay leave in his account while the records were completed on 31-12-2019. Following related entries were recorded thereafter;

- (i) EOL on Medical Certificate was availed for 5.04.2020 to 25.04.2020.
- (ii) Availed Earned Leave from 12th June, 2020 to 25th September, 2020.
- (iii) Availed Half Pay Leave from 26th September, 2020 to 28th November 2020.
- (iv) Availed EOL period without Medical Certificate from 16th February, 2021 to 20<sup>th</sup> May, 2021.
- (v) Availed commuted leave on medical ground from 4<sup>th</sup> May 2022 to 19<sup>th</sup> June 2022.
- (vi) The employee availed Earned Leave for 10 days commencing from 15th Jan., 2023 for LTC Along with leave encashment admissible for LTC purposes.
- (vii) Prepare the leave account and find out the balances of Earned Leave standing in his credit when he retires on superannuation on 31st January, 2023.

(12)

Q 7 Comment on any four of the followings:

- (I) A Government Servant was reduced to a post lower than the post to which he was initially recruited by way of punishment under the provisions of CCS (CCA) 1965.
- (II) An officer with more than 20 years of regular service applies for advance from the GPF for the construction of house as per GPF Rules.
- (III) A Government servant dies while under suspension before the proceedings are concluded. How the period of suspension shall be treated in this case?
- (IV) A Government servant applies for the prefix and suffix the holidays with the joining time.
- (V) An officer applied for earned leave for 10 days which was admissible. As the sanctioning authority wanted to punish him for his frequent absence, sanctioned 10 days Extra Ordinary leave to him.
- (VI) Overstayal of leave regularized as Extraordinary Leave has been allowed to count for annual increment.

(4\*5=20)