

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

Paper-1: Financial Administration

Time Allowed: 3 Hours

Maximum Marks: 100

Note:

1. Attempt any five questions and atleast 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 is the procedure for Handling of cash and recording of transactions connected therewith? Also discuss the Responsibility of the Controlling Officer in respect of budget allocation.

(ii) Who is the competent Authority to allow opening of Personal Ledger Accounts? Also discuss the Principles for allocation of expenditure between capital and revenue in the Government accounts.

(10+10=20 Marks)

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

- (a) Inter-Departmental Adjustments
- (b) Procedure for execution of works.
- (c) Fundamental principles of public buying
- (d) Purchase of goods by the Purchase Committee.

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

Q. No. 3: What procedure has been defined in the HP. Financial Rules 2009 for the disposal of goods? Discuss different kinds of modes of disposal.

(20 Marks)

Q. No. 4: (a) Discuss the Procedure for dealing with the Time Barred Claims as defined in Himachal Pradesh Financial Rules, 2009.

(b) Are the State government has prescribed any guidelines for grant of guarantees? If yes, what are those and what is the procedure for review of guarantees?

(10+10= 20 Marks)

PART- II

Q. No. 5: What are the criteria for determination of grades with reference to pay revisions of 1996 & 2006? Also define the term 'Family' in relation to Supplementary Rules.

(20 Marks)

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

(a) What are the conditions for grant of daily allowance?

(b) Permanent Travelling Allowance

(c) Cost of transportation of personal effects

(d) TA to Government servant summoned to give evidence

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

Q. No. 7: What are different types of modes of journey? Discuss grade-wise entitlements of each government servant.

(20 Marks)

Q. No. 8: (a) Discuss the concessions admissible to the families of deceased Government servant under TA Rules. Which class of employees do not cover for such concessions?

(b) Define the term 'Controlling Officer'. What are the duties and responsibilities of Controlling Officer in relation to travelling allowance?

(10+10= 20 Marks)

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

SESSION- **Nov**, 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.

Q 1. (A) What are the provisions of writing/ accepting of Annual Confidential Reports by an officer under suspension? (5)

(B) What are the provisions in respect of maintaining the Annual Confidential Report of the employees appointed on contract basis? (5)

(C) Elaborate the provisions relating to confirmation of government servants. (5)

(D) A Government Servant on his resignation from the service wants his service book to be given to him. Comment. (5)

Q2. (A) Give definitions of followings:

- (i) Bonafide Himachali
- (ii) Appointing Authority
- (iii) Ministerial Servant
- (iv) Foreign Service
- (v) lien

(5*2=10)

(B) Government Servant should not criticise the policies of Government. Elaborate as per the provisions under CCS (CCA) Conduct Rules 1964. (10)

Q3. (A) Elaborate "Common Proceeding" as per CCS (CCA) Rules? When it is called for and by whom it is conducted? What specific points should an order for common proceedings indicate? (12)

(B) What are the certificates required to be submitted by a Government Servant before claiming Subsistence Allowance? (8)

Q 4. (A) Government employee drawing Basic Pay of Rs 63100/- in the level – 18 of the Pay Matrix as per HPCS (RP) Rules 2022 w.e.f. 01/05/2022 is promoted to a higher post with higher duties & responsibilities in Level-21 on regular basis. Promotion order was issued on 27/05/2023 and he joins the higher post on 31/05/2023 (AN). His date of annual increment is 1st 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
Level 18	56100	57800	59500	61300	63100	65000	67000	69000
Level 21	67400	69400	71500	73600	75800	78100	80400	82800

(10)

(B) What is combination of appointments? How pay is regulated in such cases? (10)

Q 6 (A) What are the kinds of leave not debited to the leave account? (8)

(B) Enumerate the general conditions governing the grant of leave under CCS (Leave) Rules 1972. (12)

Q 7 (A) Whether the date of birth so declared by an employee and accepted by the appropriate authority can be altered at a later stage? Comment (5)

(B) Distinguish between Permanent Travelling Allowance and Conveyance Allowance. (5)

(C) What T.A. is admissible to a Government servant who is compulsory recalled from leave to duty? (5)

(D) What are the provisions regulating the grant of Daily Allowance when a Government servant is provided with free board and lodging? (5)