

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

SESSION- November, 2024

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) Elaborate Departmental Promotion Committee and its functions. What information and documents are required to be placed before the Departmental Promotion Committee at the time of conducting a meeting for promotions? (12)
- (B) What procedure is to be followed by the Departmental Promotion Committee while considering an employee for promotion when ACR for any year has not been written? (8)
- Q2. (A) What actions need to be taken by a Branch Level Officers while dealing and submission of cases to the higher authorities? (10)
- (B) A Government Servant should not use his/her position to secure employment for members of his/her family. Elaborate with the provisions of CCS (Conduct) Rule 1964. (10)
- Q3. (A) Explain "Common Proceedings" and what specific points should an order for common proceedings indicate? (10)
- (B) What are the conditions governing the selection/appointment of Inquiry Officer under CCS (CCA) Rules, 1965? (10)
- Q 4. A Government employee drawing Basic Pay of Rs 48400/- in the level – 12 of the Pay Matrix as per HPCS (RP) Rules 2022 w.e.f. 01/08/2021 with date of annual increment is 1st September every year is promoted to a higher post with higher duties &

responsibilities in Level-16 on regular basis. Promotion order was issued on 25/05/2023 and he joins the higher post on 31/05/2023 (AN). He opts to get his pay fixed from the date of next increment accruing in the level of post from which he is promoted. He remained on EOL taken for domestic reasons w.e.f. 25/08/2022 to 15/09/2022. Fix his pay from time to time upto 31.10.2024 as per option under relevant rules. Levels of pay matrix are as under:

Post Level	Cell 1	Cell 2	Cell 3	Cell 4	Cell 5	Cell 6	Cell 7	Cell 8
Level 12	43000	44300	45600	47000	48400	49900	51400	52900
Level 16	48700	50200	51700	53300	54900	56500	58200	59900

Post Level	Cell 9	Cell 10	Cell 11	Cell 12	Cell 13	Cell 14	Cell 15
Level 12	54500	56100	57800	59500	61300	65000	67000
Level 16	61700	63600	65500	67500	69500	71600	73700

(20)

Q 6 Write Short notes on any five:

- (A) Leave Not Due
- (B) Maternity Leave
- (C) Commuted Leave
- (D) Extraordinary Leave
- (E) Study Leave
- (F) Special Disability Leave

(5x4=20)

Q 7 (A) What are the main provisions relating to drawl of travelling allowance by a Government Servant summoned to give evidence? (10)

(B) Elaborate followings:

- (i) Mileage Allowance
- (ii) Daily Allowance
- (iii) Permanent Travelling Allowance
- (iv) Conveyance Allowance

(4x2.5=10)