

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS OF
HIMACHAL PRADESH. APRIL, 2008**

Paper-3

(S.A.D.)

**Time Allowed: 3 Hours.
100**

Maximum Marks:

**Note:- 1. Q.No.1 is compulsory. Attempt any other four questions.
2. All questions carry equal marks.**

Q.No.1 Draft a proposal to be sent to the Government of India requesting for allocation Of more projects and funds for development of major towns of the State. The Proposal is to be sent from the Department of Urban Development and Necessary assumptions about the proposal may be made in framing the proposal.

The proposal/ note may be drafted in Hindi or English, as per convenience.

(20

Marks)

Q.No.2 Discuss giving suitable examples as to how more transparency and better Practices can be introduced in Government Departments.

(20

Marks)

Q.No.3 It has been decided by the Government to appoint Junior Engineers in the Public

Works Department on contract basis. You are required to discuss as to how their

Conditions of services are different from regular J.E.s. Also prepare a draft Service contract indicating their emoluments and conditions of service. Make Necessary assumptions.

(20

Marks)

Q.No.4 Discuss as to how email and internet use can be popularized in government. Give

Examples of their application in the government departments. How can Computers' use be popularized in departments?

(20

Marks)

Q.No.5 What is the importance of Rules of Business in the effective running of a State Government? Give suitable examples.

(20

Marks)

Q.No.6 Have you come across any corrupt practices in the way departments functions? What steps can be taken to reduce these corrupt practices? Discuss giving Suitable examples.

(20 Marks)

Q.No.7 Discuss the importance of service rules framed under Articles 309 of the

Constitution. Discuss any such 5 rules which are useful in effective management Of public services.

(20 Marks)

Q.No.8 Why are CCS (Conduct) Rules and CCS (CCA) Rules important? Discuss the Procedure for imposition of a penalty under CCS (CCA) Rules. How effective Have these rules been in maintenance of discipline in Public service?

(20 Marks)

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**PAPER-IV (SECRETARIAT ADMINISTRATION AND GENERAL)
ADMINISTRATIVE CASE**

**Time Allowed: 3 Hours.
100**

Maximum Marks:

**Note:- 1. The candidates may attempt the paper in Hindi or English.
2. No help books are allowed.
3. Attempt all questions.**

Q.No.1 One post of Deputy Secretary in the pay scale of Rs. 12000-15000 has fallen Vacant due to the retirement of Mr. "A", Deputy Secretary, w.e.f. 01-04-2008. The post of Deputy Secretary is a selection post. As per the Retirement and Promotion Rules for this post, it is to be filled up 100% by promotion from Under Secretaries with at least 3 years service in the Grade. At present, no

Under

Secretary who fulfills the service conditions is eligible.

From the above facts of the case prepare the following:-

- a) Detailed Office Note seeking approval of the Competent Authority to place the matter before the Council of Ministers.
(5)
- b) Prepare a Comprehensive Memorandum for consideration of the Council of Ministers.
(10)
- c) Presuming that the Council of Ministers has accorded its approval on the Proposal, what are the next steps required to be taken to finalise the proposal?
(5)

Q.No.2 a) What steps are required to be taken by the Administrative Department in a Matter in which the H.P. Administrative Tribunal while disposing off the

case

Directed the AD that the same may be treated as a Representation and decide Within 7 (Seven) weeks?
(5)

b) In what cases and what stages, the Vigilance Department has to be consulted? **(5)**

c) Do you feel that a Central Diary and Despatch Section in an office helps eliminate delay and ensures prompt disposal? Give reasons for your answer. **(5)**

d) Under what circumstances is it advisable to request Vidhan Sabha Secretariat To put down a question for reply on a later date during the same Session. **(5)**

Q.No.3 a) What types of cases are required to be referred to the Finance Department for

Consultation under the rules of Business.

(10)

b) What types of cases are required to be referred to the Law Department under the Rues of Business. **(10)**

-2-

Q.No.4 a) What are the effects of non- consultation with the Public Service Commission?

What action P.S.C. can take against a Department?

(5)

b) In what type of disciplinary cases, Consultation with Public Service Commission is essential according to the existing Rules framed by the H.P. Govt? **(5)**

c) State the point to be high- lighted while moving a proposal for creation of new posts for a new office. **(10)**

Q.No.5 a) Write notes on the following:-

(i) Dies-Non

(ii) Cut- Motion

(iii) Memorandum and Office Memorandum

(iv) Notification and Resolution

(v) Delegated legislation

(2 x 5 =

10)

b) What are the main purpose of Record Management? What steps are required to

be taken after a file has been marked for record? What types of record should be retained permanently?

(10)

Q.No.2 An official of the youth services department deliberately falsified the cash Book which resulted in a shortfall of cash and embezzlement to the tune of Department decided to lodge a formal FIR/ complaint before police.

Prepare a draft complaint to be sent to the police including the facts of the Case. Please be free to made necessary assumptions. **(15**

marks)

Q.No.3 How are CCS (Conduct) Rules effective in ensuring proper behaviour and Conduct of employees. Discuss different cases of violation of the Conduct Rules that you have come across. **(15**

marks)

Q.No.4 How are the Fundamental Rules important in deciding pay matters of the Employees? Discuss giving suitable examples. **(15 marks)**

Q.No.5 a) Calculate Pension, Leave Encashment and Gratuity to an employee if:

(i) Qualifying service is: 22 years.

(ii) last Pay drawn:- Rs.90000/-

(iii) Average Emoluments in last 10 months:- 8800/-

(iv) Earned leave to his credit :- 255 days

(v) Dearness Pay is 50% of the Pay and DA is 32%

(10 marks)

-2-

b) Discuss legal provisions regarding compulsory retirement of the government employees, when should the government resort to these legal provisions.

(5 marks)

Q.No.6 Regular employees in the government are governed by several rules framed Under Article, 309 of the Constitution while contract employees are governed

By the conditions of their contract. Discuss how they affect their entitlements,

Conditions of service and emoluments, giving examples in respect of both the Categories. **(15**

marks)

Q.No.7 a) What is the importance of the Service Book maintenance? Discuss with Reference to the supplementary Rules position. **(5**

marks)

b) What are the secondment instructions of the State Government? How are they

different from the Deputation instructions applicable in the Central Government? **(5**

marks)

d) What rates of subsistence allowance are payable to an employee who is under Suspension? **(5 marks)**
