

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF GAZETTED
OFFICERS/
OFFICIALS OF HIMACHAL PRADESH
APRIL, 2008**

Paper-1 **Financial Administration (Morning)**

Time Allowed: 3 Hours.

Maximum Marks:100

Note:- (a) Attempt any two questions from Part-I and three questions from part-II.

- (b) Only approved reference books are allowed.**
- (c) Quote rule(s) in support of your answer necessary as applicable to employees of H.P. Govt.**
- (d) Calculator may be used but use of any communication device is not allowed.**
- (e) Attempt all parts of question consecutively.**
- (f) Marks are given in brackets with each question.**

PART-I

Q.No.1 (a) What are the provisions of Rules governing proper accountal of money and Relevant checks which are required t be exercised to mitigate the chances of Misappropriation, embezzlement, thefts etc. while handling public funds by a Government Servant?

(b) What are the general principles which are required to be observed by a Government Servant while incurring expenditure from the public Exchequer?

(10 x 2 =

20)

Q.No.2 Distinguish between the following:-

- (a) Zero Based Budgeting and Performance Budgeting.
- (b) Finance Commission of India and Planning Commission of India.
- © Backward Area Sub Plan and Tribal Area Sub Plan.
- (d) Original Demand for Grants and Supplementary Demand for Grants.
- (e) Plan Expenditure and Non – Plan Expenditure. **(5 x 4 = 20)**

Q.No.3 What do you understand by Excess and Surrender Statement? What are its Objectives and various occasions when the same is required to be furnished to The concerned Authorities? **(20)**

Q.No.4 How do you define Appropriation and Re- Appropriation? Explain the Situations in which Re- appropriation of funds is permissible and the situations

In which the same is not permissible at all. **(20)**

PART-B

Q.No.5 a) A Government Servant who was drawing basic pay of Rs.10300/- w.e.f. 1-1-2000 in the pay scale of Rs. 7220-220-8100-275-10300-340-11660/- Is promoted to higher post in the pay scale of Rs.7880-220-8100-275-10300-

-2-

340-12000/- on regular basis from 1-4-2000. Due to non availability of post, he Was reverted to his lower post w.e.f. 1-10-2001 but was repromoted to the same Post w.e.f. 1-12-2001. Fix the pay on promotion, reversion and again on re-Promotion on the same post from time to time showing the Date of next Increment.

b) Define withholding of one increment for a period of 3 years and withholding of next increment of a period of 3 years in the pay scale of particular post at a particular stage of pay based on the provision of rules. **(14 + 6 = 20)**

Q.No.6 a) How do you define and enumerate various kinds of leave earned by duty and Other kinds of leave not earned by duty. Also explain about each kind of leave Which are earned by duty based on the provision of rules.

b) A Government Servant is having 249 days earned leave at credit On 21-06-2001. He proceeds on earned leave from 22-06-2001 to 15-7-2001. Neither any other leave was availed by him during this half year and subsequent Half year nor any period was treated as dies non. Prepare his leave account on The basis of the leave details and find out the maximum balance of Earned Leave available in his leave account as on 1-1-2002. **(10 + 10 =**

20)

Q.No.7

a) Distinguish Between the following:-

(i) Residuary Pension and Residuary Gratuity.

(ii) Normal Rate of Family Pension and Enhanced Rate of Family Pension.

(iii) Superannuation Pension and Retiring Pension.

(iv) Emoluments and Average Emoluments for Pensioner Benefits.

(v) Ex- gratia Grant and Additional ex- gratia grant. **(5 x 2.5 =**

10)

b) You are required to calculate the amount of Pension, maximum Commuted value

of Pension and Retirement Gratuity on the basis of following information in respect of an officer who is holding Class I Gazetted Post, on attaining the age

of

superannuation i.e. 58 years as on 31-12-2007:-

| | | |
|------|---|---------------------|
| (i) | Average Emoluments of preceding 10 months including month of Superannuation (Basic Pay Rs.12750/- , Dearness Pay Rs. 6375/- @50% + Interim Relief @ 5 % i.e. 956/-) | Rs.20081/- |
| (ii) | Actual Qualifying Service. | 34 years & 5 months |

| | | |
|-------|--|-------------|
| (iii) | Basic Pay Rs.12750/-, Dearness Pay Rs.6375/-, Interim Relief @ 5% Rs. 956/- and Dearness Allowance @ 41 % Rs. 8233/- | Rs. 28314/- |
|-------|--|-------------|

(10)

-3-

- Q.No.8 a) Explain to whom the provisions of H.P. Employees Group Insurance Scheme Are applicable and the categories to whom the same are not applicable along With other salient features of the Scheme.
- b) The Service Book is minute record of service career of employee. Comment. Also explain the various entries to be recorded in different parts of the service Book along- with the objectives of recording these entries. **(10 x 2 =**

20)

Q.No.9 Write whether true or false:-

- (1) It is not permissible to seek voluntary retirement after having attaining the age Of 56 years.
- (2) The Government servant retired as a measure of penalty is always to be Granted Pension equivalent to 2/3rd of Compensation Pension.
- (3) Compassionate Allowance is granted to those who are dismissed or removed From service.
- (4) The maximum extent of unavailed Earned Leave is 300 (+ 15) days for the Purpose of leave encashment at the time of Superannuation / Retirement/ Death.
- (5) In case of resignation from service other than technical grounds, entire period Of unavailed earned leave i.e. 295 days be en-cashed and amount there against Is paid by the Head of Office.
- (6) Full financial benefit can be extended on promotion if the duties and Responsibilities of promotional post are greater than the duties and Responsibilities attached to the lower post.
- Comment on the following:-
- (7) A Suspended government servant does not cooperate with Inquiry Officer. Inquiry Officer recommends to you (in your capacity as Disciplinary - Authority), Confidentially to stop payment of subsistence allowance to the Suspended Government Servant.
- (8) Mr. "X" had been subscribing under H.P. Employees Group Insurance Scheme, 1985 @ 120 P.M. He suddenly dies while performing duty on 20th December, 2006 at 1.00 P.M. The Drawing and Disbursing Officer deducts Proportionate amount (and not full subscription @ Rs.120/-) subscription for December, 2006 out of payable dues. Comment . Whether the action taken is In order.
- (9) The Drawing and Disbursing Officer deducted Income Tax out of the arrear Of Interim Relief @ 30 % (who was in the tax bracket). The balance amount Of Rs.18000/- out of the arrear was deposited in the concerned G.P.F. Account number of the officer by book adjustment. The Treasury Officer Objected the claim submitted by the D.D.O. on the plea that income tax can

- Be deducted only from regular salary bill.
- (10) Government Servant who is within three months of his superannuation on Attaining the age of 58 years requests his Head of Office that GPF Subscription may be deducted till last month of superannuation so as to avail Benefit of savings for the purpose of Income Tax Under section 80-C.

(10 x 2 =

20)

**BOARD OF DEPARTMENTAL EXAMINATION, HIMACHAL PRADESH
DEPARTMENTAL EXAMINATION, APRIL, 2008**

Paper-1 Financial Administration (Evening)

Time Allowed: 3 Hours:

Maximum

Marks:100

Note:- 1) Attempt any two questions from part-I and any three questions from Part-

-II. All questions carry equal marks.

2) Only reference books are allowed in the examination hall.

3) You can use calculators.

4) Unless mentioned specifically, the answers should be given with

reference

To the Rules and instructions applicable to the Government Servant of Himachal Pradesh.

5) Quote relevant provision of the rules, where necessary.

6) You may ignore amendments made on or after 18-11-2007.

PART-I

Q.No.1 Explain the composition and role of various legislative Committees in the Administration of public finances.

Q.No.II Every Head of Department is responsible for enforcing strict financial economy

At every step and is responsible for observance of financial rules and regulation

Not only in own office but by his subordinate offices also. What general Principles he is ought to follow to achieve this statement?

Q.No.III Comment on the following:-

(i) A Head office makes some purchases of store, not of immediate requirement, Without availability of funds and orders that the payment will be made from The budgetary grants for the next year.

(ii) A financial sanction is accorded by a competent authority and a copy there of Is signed by him. Rest of the copies are Xeroxed and one of such copies is

sent

duly To the Accountant General who objects to the same and insists on a copy

Signed by the sanctioning authority.

(iii) A drawing officer exceeds the budget appropriation in order to make payment

Of pay and allowances of his subordinate staff. The Accountant General Objects to this excess spending.

(iv) An advance sanctioned from Contingency fund of Himachal Pradesh is drawn From the consolidated Fund of the State by a drawing officer. On being Objected by audit, he states that this is not act of irregularity.

Q.No.IV Write short notes on:-

(i) Finance Commission of India

(ii) Letter of Credit

(iii) Performance Budgeting

(Deposits)

-2-

PART- II

Q.No.V Comment on the following:-

(1) Mr.X on transfer in public interest from Sundernagar toNurpur relinquishes Relinquishes charge at Sundernagar on 29th February, 2008 (AN). While Availing joining time at Sundernagar, he receives on 7th March, 2008 fresh Order of transfer in public interest to Shimla. His claim of fresh joining time (on change in the transfer order) is rejected.

(2) An H.P. government servant drawing a basic pay of Rs. 10025/- w.e.f. 1-2-2008 requests for the G.P.F. subscription w.e.f. 1-4-2008 at the rate of Rs. 16000/- per month. The request his disallowed by the Head of Office on the Plea that subscription should not exceed 100% of basic pay.

at (3) A group-I government servant on tour to Delhi starts from his headquarters

Shimla at 2000 hours on 1-3—2008, reaches Delhi in the next morning at 0500 hrs. performs his duty at the tour station on the same date and starts

back

At 2200 hours reaching Shimla on 3rd March at 0900 hrs. Besides his Entitlement to T.A. & D.A., he claims for 2nd March, 2008, Terminal Transportation Charges of Rs. 300/- (Rs.150 x 2) and Local Conveyance Allowance of Rs. 150/- The Controlling Officer allows only the terminal Transportation charges and disallows local conveyance allowance on the plea That both these cannot be paid simultaneously for the same day.

(4) A government servant dies on 2-2-08 at 0400 hrs. while in service. His family Is paid and allowances up to 1-2-08 and family pension w.e.f. 2-2-08. The Family objects and pleads that the pay and allowances should be paid up to 2-

2-

2008 in stead of up to 1-1-2008. The claim is rejected.

(4 x 5 =

20)

Q.No.VI Comment on the Following: (4 x 5 = 20)

(1) A Government servant is granted study leave for 24 months to pursue a Post

Graduate Course. The course extends beyond the period leave for 170 days. On application by the government servant, he is sanctioned Earned Leave for The entire period of extension.

(2) Medical opiniono in the case of a government servant states that there are no Reasonable chances of his recovery from illness. The government servant Applies for the grant of commuted leave for 370 days. On the date of his Application, he is having 740 days of Half Pay leave to his credit. The leave is Sanctioned.

(3) A temporary female government servant, in continuation of maternity leave For 135 days, applies for the grant of 365 days of leave comprising of (a) 180 Days Earned Leave, (b) 60 days commuted leave (without any medical Vertificate0 and © 125 days of leave not due. The leave sanctioning

authority

Grants the leave applied for.

(4) A Government servant proceeds on sanctioned Earned Leave for 10 days but Returns to duty only after the expiry of 17 days including the period of

Sanctioned leave. On return, the leave sanctioning authority ordered that

the

Period overstayed by the government servant shall be treated as dies non

and

No pay and allowances will be payable t him for that period.

Q.No.VII Decide the following:-

(1) A Government servant retires on superannuation after rendering qualifying Service of 9 years 9 months and 3 days. When case for sanction of his Pension is moved, a preliminary objection is raised that since the

government

Servant has not completed 10 years of service, he is not entitled to pension. The government servant claims that for the purpose of Pension Rules, he Should be deemed to have completed 10 years of service and , therefore, is Entitled to pension.

(2) A government servant, due for superannuation on 31-8-2007 and drawing Basic pay of Rs. 12000/- w.e.f. 1-9-2007, is promoted to a higher post w.e.f. 1-8-2007, and his pay from the date of promotion is fixed at Rs. 13500/- (Minimum of pay scale). He is having 33 years of qualifying service. His Basic pension is assessed at Rs.9113/-. The government servant represents That his pension be fixed at Rs.10125/-.

(3) A Government servant on superannuation did not apply for the Commutation of pension, When his pension was assessed, the pension sanctioning authority suo moto ordered for the commutation of 40 % of his pension. The government servant represents against the order claiming that he is not interested in getting the pension commuted.

- (4) Wife of a government servant is accused of murdering her husband. The Pension sanctioning authority that family pension should not be paid to any member of the family till decision of the Court of Law in the murder case. The eldest son aged 21 , who is unmarried and was dependent upon the deceased, claims family pension in his favour **(4 x 5 = 20)**.

Q.No.VIII Comment on the following:-

- (1) A government servant drawing basic pay of Rs. 7440/- w.e.f. 1-6-2006 in The pay scale of Rs.7000-220-8100-275-10300-340-10980, is promoted to a higher post carrying pay scale of Rs.7880-220-8100-275-10300-340-11660 w.e.f. 1-5-2007. He files his option within a week of joining his new Assignment, to the effect that his pay on promotion be fixed from the date he would have earned an increment in the lower post. The appointing authority, not with standing his potion, files his pay at Rs. 7880/- w.e.f. 1-5-2007 with Date of Next increment as 1-5-2008.

-4-

- order
that
increment
- 2) A government servant avails **Extra – ordinary leave** for 24 months in order To pursue higher studies certified to be in public interest. On return from Leave, he gets the same pay which he got prior to proceeding on leave. On His representation, the action is justified by the authorities on the plea that Since the government servant was not paid any leave salary for the period Of Extra – ordinary leave , this leave period cannot be counted as Qualifying service and consequentially he can not be allowed the increment Benefit for the intervening period.

- (3)A government servant while holding a post in the pay scale of 5800-200-7000-220- 8100-275-9200 and drawing basic pay of Rs.7880 w.e.f 1-4-2006 is promoted for the period from 1-5-2006 to 31-8-2006 against a leave vacancy carrying pay scale of Rs.6400-200-7000-220-8100-275-10300-340-10980. His pay is fixed at Rs.8375/- w.e.f. 1-5-2006. On reversion, his pay is refixed at Rs.7880/- w.e.f. 1-9-2006. He is promoted on regular basis w.e.f 1-11-2006 to a post in the same time scale which he held earlier and his pay is fixed at Rs. 8375/- w.e.f. 1-11-2006 with Date of next increment as 1-11-2007. The Government servant makes a representation that his D.N.I. should be 1-7—2007.

- (4) The performance of a non- gazetted government servant, who joined Service on 1-12-1998, is graded as 'good' for his entire service up to the

Year 2005-06, excepting for the year 2002-03 for which his performance was graded as 'Fair'. On the basis of his performance reports (ACRs), he is denied the first benefit under the Assured Career Progression Scheme, which otherwise was available to him w.e.f. 1-12-2006. He files an appeal against the order and claims the benefit.

Q.No.IX Write short note on : (4 x 5 = 20)

- (i) Relinquishment of T.A. Claims
- (ii) Leave travel concession to anywhere in H.P.
- (iii) Facility of free education to the children of government servants dying in harness.
- (iv) Cuttings, erasing and overwriting in the Cash Book.
