

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS OF HIMACHAL PRADESH SESSION NOVEMBER, 2009**

PAPER-2 (ADMINISTRATION & GENERAL FOR H.P.EDU.BOARD)

Note:- 1) Attempt any FIVE questions.

2) Attempt all parts of question in consecutive order.

3) Only Bare Acts, Rules, Notifications and approved reference books are Allowed.

4) All questions carry equal marks.

- Q.No.1 Write a detailed notes on term 'willful absence' and 'Dies non'. Under what Circumstances unauthorized absence will be deemed to cause an interruption Or break in service with attendant disabilities.
- Q.No.2 Under what circumstances Inquiry is mandatory as laid down in the CCS (CCA)? Explain in clear term the procedure of imposition of major penalties On delinquent government servant.
- Q.No.3 Explain in detail the conditions of reinstatement in service of an official after Suspension/ compulsory retirement/ removal/ dismissal. State different cases When the quantum of pay and allowances be regulated at full rate.
- Q.No.4 What is the role of Departmental Promotion Committee? What general Guidelines are followed by the DPC for its functioning and what important papers are required to be considered by the DPC?
- Q.No.5 Describe in detail the general service conditions regulating civil services in H.P. and its implications.
- Q.No.6 Explain different periods that count as qualifying service for increment and Pension etc. and periods that do not count for annual increment are treated as Non qualifying service.
- Q.No.7 Comment on the following:-
a) Ms. Mankali joined Education Department in July, 2001 and as per service record maintained in the office her date of birth was recorded as 1-1-1977 instead of 1-1-1979. She came to know of this mistake only on 1-7-2009 and took up her case with the Department for rectification of her date of birth in the service record. The case is still pending for final decision with the Department.

- b) Mr. Naseeb Singh joined the Police Department on 1-1-1968 as constable and has been promoted from time to time upto the level of District Inspector his Date of birth has been 1-1-1950. The Police authority proposes to retire him From service after the age of superannuation w.e.f. 31-12-2007 but Mr. Naseeb Singh contested this by saying that his superannuation date should be 31-1-2008
- c) The tour programme of Mr.X a Government Servant of H.P. Forest Department, Kullu has been approved from 31-10-2008 to 2-11-2008 from Kullu to Keylong But he could not perform return journey from Keylong to Kullu due bad Weather and sudden roadblock due to snowfall for three days and performed Journey on 5-11-2008 and claimed the DA for 6 days at remote area rates the Entire period of his stay at Keylong
- d) A government servant on authorized leave did not return to duty on due date and overstayed for 9 days the Head of the Department proposes to regularize the overstayed by debit to HPL account of the incumbent without any pay and allowances.

Q.No.8 Define and distinguish:-

- (i) Stoppage of increment with cumulative effect and without cumulative effect.
- (ii) Conveyance Allowance and Compassionate Allowance.
- (iii) Honorarium and Fee
- (iv) Foreign Service and Deputation
