

H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
**DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/
OFFICIALS (NON- TECHNICAL) OF HIMACHAL PRADESH SESSION, MAY-
JUNE, 2009**

PAPER-3

(S.A.D)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any five questions. All questions carry equal marks.

2. Only bare rules/ instructions can be consulted.

Q.No.1 Explain in detail Rules of procedure and conduct of business in the Legislative Assembly. **(20 marks)**

Q.No.2 What do you understand by Record Management? What procedure should be Adopted for weeding of records in government officers? **(20 marks)**

Q.No.3 a) Elucidate various methods applied for the purchase of stores in government Offices?
b) What procedure is followed for disposal of obsolete/ unserviceable store/ stock articles in govt. offices? **(10 + 10 = 20 marks)**

Q.No.4 a) Define the following:-
(i) C.R.No.
(ii) Branch Officers in Secretariat
(iii) REFNIC
(iv) HIMSWAN
(v) Budget **(5 x 2 = 10 marks)**

b) Write a brief note on the following:-
(i) Assembly Questions
(ii) Vidhan Sabha Assurances **(2 x 5 = 10 marks)**

Q.No.5 Describe the following terms in brief:
(i) Sub- judice
(ii) Criminal Contempt
(iii) Civil Contempt
(iv) Prosecution Sanction
(v) Standing Guard File
(vi) Rules of Business
(vii) Demi- official letter
(viii) File
(ix) Advisory Departments
(x) Department Inquiry **(10 x 2 = 20 marks)**

Q.No.6 'There is a need to completely overhaul the organizational set up of the Government in the light of global changes to make it more tech- savvy and Citizen friendly'. Examine the statement in the background of existing set up Of the government and give reasons in support of your view. **(20 marks)**
