

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

PAPER-3 **(S.A.D)**
 (OFFICE MANAGEMENT)

Time Allowed: 3 Hours.

Maximum Marks: 100

Note:- 1. Attempt any FOUR questions

2. Only Bare Acts and Rules are allowed

- Q.No.1 Suppose the Government decides to set up a New Office to monitor Himalayan Ecology in view of the global warming and other ecological challenges. Prepare a self contained scheme justifying setting up of the new office for Approval of government giving all details as required by the instruction issued By the government from time to time. **(25 Marks)**
- Q.No.2 a) Write a brief Note on Linking of Files? **(5 Marks)**
b) What are general instructions to prepare of Cabinet Memorandum?(**10 Marks**)
c) What are the instructions of government regarding secret and confidential documents? **(10 Marks)**
- Q.No.3 a) What are the duties of Vigilance Officers of Departments? **(5 Marks)**
b) In which cases there is need to have consultation with the HP State Public Service Commission? Give illustration. **(5 Marks)**
c) In a particular case concerning fixing of inter- se seniority of Officers the advice of Department of Personnel and Law Department differs, what should be done by the Administrative Department in such a case? **(5 Marks)**
d) What is the time schedule for conducting a Departmental Inquiry? According to this schedule how many days should it take to complete the inquiry from the date when it is decided to initiate action against the government employee? **(10 Marks)**
- Q.No.4 Explain the following along with the provisions contained in the Rules of Procedure and Conduct of Business of Himachal Pradesh Legislative Assembly 1973 and Directions issued by the Speaker, Vidhan Sabha.
a) Motions
b) Private Member Resolution
c) Breach of Privilege and Contempt
d) Assembly Questions
e) Procedure adopted by Vidhan Sabha Committees to call for documentary evidence in connection with examination of the department **(25 Marks)**

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- Q.No.5 a) Write a note on the protection available to government servants under the Constitution of India. Give illustrations and cite case law in support of your Answer. **(10 Marks)**
- b) Write a brief note on the system of Annual Confidential Reports in the government. **(10 Marks)**
- c) Do you agree with the view that there is need to change the ACR system in the government? Give examples in support of your answer. **(5 Marks)**
- Q.No.6 a) Comment on the statement that the system of Annual Administration Report is An effective way to review and monitor the functioning of the executive by the Legislature. Also highlight the importance of these reports. **(10 Marks)**
- b) 'With the practice of inspections losing importance in the government the quality of work has been affected badly,' Comment. **(10 Marks)**
- c) What time limit has been fixed for disposal of various references as per the Office Manual? **(5 Marks)**
