

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
H P Finance and Accounts Services (Main Examination, 2018)
Paper-III FRs, SRs AND HPFR, 2009

Time: 3 hours

Maximum Marks: 150

Note:

- i. **Attempt any six questions in all, out of which three questions from PART- I and three questions from PART- II.**
- ii. **All questions carry equal marks. Sub division of marks is indicated in the bracket against each question.**
- iii. **Attempt all parts of the question consecutively.**

PART - I

- Q. 1** Differentiate between the following
- a) Fee and Honorarium
 - b) Identical Time Scale and Same Time Scale
 - c) Deputation and Foreign Service
 - d) Presumptive Pay and Overseas Pay
 - e) Compensatory Allowance and Subsistence Allowance **(5x5)**
- Q. 2** a) No person may be appointed in India in Government Service without medical certificate of health. Is there any exemption to this rule? Discuss in detail. **(10)**
- b) What is service book? What type of entries are made in the service book of a Government Servant? **(10)**
- c) What are the effects of unauthorized absence from duty? **(5)**
- Q. 3** a) Is suspension a penalty and whether appeal can be made against the order of suspension? What are the circumstances when a Government Servant can be placed under Suspension.? **(15)**
- b) What type of compulsory deductions should be made from the subsistence allowance without the consent of the Government Servant. What type of deductions are optional? **(10)**
- Q. 4** a) What is joining time and when is it admissible? What pay and allowances are admissible during joining time? **(15)**
- b) Discuss in detail about the admissibility of pay, allowances and other benefits while on deputation / foreign Service within India. **(10)**
- Q. 5** **Comment on the following:**
- a) A Government servant submitted his letter of resignation from the post he was holding and requested the Appointing Authority to accept the same and relieve him. The Competent Authority insisted that the Government Servant should pay to the Government an amount equal to one month's pay and allowances as he has not given one month's notice.

- b) Mr. Akshay, a State Government employee, joined a "token strike" on a day in August and was absent from duty unauthorizedly. On his expressing regret, the Appointing Authority decided that the interruption caused due to the unauthorized absence shall not construe a break in service under FR 17-A. The official claimed pay and allowances for that day.
- c) A Lecturer of Education Department appeared in Departmental Examination conducted by Secretary, Board of Departmental Examination, HIPA. The Principal proposes to treat him as on duty during the days of the examination.
- d) An Officer after 30 months of leave applied for another 3 years of extraordinary leave.
- e) A Section Officer who performed the duties of another sanctioned post of Section Officer for a period of two months in addition to his own duties was sanctioned honorarium of Rs. 500 per month by the Head of the Department.

(5x5)

PART- II

Q. 6 Define the following:

- 1) Administrative Approval
- 2) Appropriation
- 3) Bank
- 4) Book Transfer
- 5) Cash
- 6) Commercial activities
- 7) Competent Authority
- 8) Contract
- 9) Goods
- 10) Local Fund

(2.5x10)

- Q.7** a) Describe in detail the General Principles of the Financial Management. (20)
- b) What are the rules regarding remission of the revenue? (5)
- Q. 8** a) What are the standards of financial propriety. What are the responsibilities of the Controlling Officers in respect of the budget allocations? (15)
- b) What is the procedure for communication of sanctions? When does a sanction lapse? (10)
- Q.9** a) Who is responsible for control of expenditure against the sanctioned grants and appropriations? How this control is exercised? (20)
- b) What are the provisions under rules for re-appropriation of funds? (5)
- Q.10** a) What are the basic principles which should be observed while entering into contracts? (20)
- b) What are the fundamental principles of buying? (5)

**H.P. PUBLIC SERVICE COMMISSION
HIMACHAL PRADESH FINANCE & ACCOUNTS SERVICE
MAIN EXAMINATION, 2018
OMNIBUS ACCOUNTS (PAPER-ID) (WITHOUT BOOKS)**

MAXIMUM MARKS: 150

TIME ALLOWED: THREE HOURS

Notes:

1. Attempt any five questions. Marks are indicated against each question.
3. Quote Rule(s) in support of your answer where necessary.
4. All parts of a question should be attempted at one place.
5. Simple calculator is allowed.

Q.No.1 Spell out the entitlements and conditions attached with the various kinds of Pension in the format given below:

Kinds of Pension	Entitlements(indicate formula for calculation also)	Conditions

(30 Marks)

Q.No.2 Write down the formula for calculation and conditions attached with the various kinds of gratuities in the format given hereunder:

Kinds of Gratuity	Entitlements (indicate formula for calculation also)	Conditions
1.Service Gratuity		
2.Retirement Gratuity		
3.Death Gratuity		
4.Residuary Gratuity		

(30 Marks)

Q.No.3 Discuss the provisions of the Rules for regulating pay in the following situations:

- a. On reduction to a lower stage in a time scale
- b. On reduction to a lower grade or post or lower time scale.
- c. Implementation of second penalty of reduction to a lower stage imposed during the currency of first penalty of similar nature

(10+10+10 = 30 Marks)

Q. No.4. What are the provisions of the Rules for regulating the following::

- i. General Provident Fund Nominations
- ii. Transfer TA for employee's family.
- iii. Joining time in case of transfer at own request.

(10+10+10 = 30 Marks)

Q.No.5 a. In what manner Extra ordinary leave is different from Dies-non?

b. What are the provisions of the Rules for conversion of one kind of leave to another kind?

Q.No.6 Comments on the following:

(15+15 = 30 Marks)

- a. Maternity leave was allowed to commence after vacation when the confinement was during vacation.
- b. Medical certificate was asked from a female Government employee for availing Maternity leave.
- c. A female Government servant applied for Maternity leave in two different spells/ installments.
- d. Amount of misappropriation was not recovered from the final payment of GPF accumulation.
- e. Family pension to the parents of a deceased Government employee was denied on the ground that the deceased employee had left behind a widow or a child.

(5*6 = 30 Marks)

Q.No.7 a. Distinguish between the following:

- i. Adhoc promotion and Proforma promotion.
- ii. Supernumerary post and Tenure post

b. What are the provisions of the Rules to deal with cases of unauthorized subletting of Government accommodation by the employees?

(10+10+10 = 30 Marks)

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HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
HIMACHAL PRADESH FINANCE AND ACCOUNTS SERVICE

MAIN EXAMINATION-2018

PAPER: I English and Hindi.

TIME ALLOWED: 3 HOURS

MAXIMUM MARKS: 150

Notes:

- i) Attempt Question No. 1 which is compulsory. Attempt Part (a) of Q. No. 1 in English and Part (b) of Q. No. 1 in Hindi. Attempt any two questions from PART-I and any two from PART-II.
- ii) All questions carry equal marks. Sub division of marks is indicated against each.
- iii) Attempt PART I ENGLISH in English and PART II HINDI in Hindi.
- iii) Indicate the same question number & its part as assigned in the question number while answering the same, failing which such answer may not be evaluated.
- iv) Answer all parts of question consecutively.

- Q. No. 1
- (a) You are working as Budget Assistant in the Directorate of XYZ, Shimla. Various Drawing & Disbursing officers has sent their proposal for additional funds under Office Expenses Travel Expenses, Material & Supplies and Medical Reimbursement to clear the pending bills of various employees/retired employees. Put up a detailed note to the Joint Director (Budget) bringing out the requirement of additional funds under various Standard Objects of Expenditure (SOEs) in the current financial year. The justification for additional funds may be brought out clearly in the proposal. (15)
- (b) सुश्री "एक्स" एक नियमित महिला कर्मचारी पहले से ही 24 दिसंबर, 2017 तक 135 दिनों के मातृत्व अवकाश पर थी। कर्मचारी ने हिमाचल प्रदेश सरकार के आदेश फिन (C) A (3) -1 / 2008-Loose, दिनांक 21.12.2017 के अन्तर्गत 180 दिनों के मातृत्व अवकाश को मंजूरी देकर मूल आदेशों को संशोधित करने का अनुरोध किया था। कृपया उसके अनुरोध पर नियमानुसार सक्षम प्राधिकारी से प्राप्त उचित निर्णय से अवगत करवाने हेतु निर्धारित प्रपत्र पर प्रारूप (DFA) अनुमोदनार्थ प्रस्तुत करें। (15)

PART-I ENGLISH (Attempt any two questions from this part)

Q. No 2

Read the following and answer the questions given at the end:

The Government is taking seriously the issue of road safety and is committed to reducing the number of people killed in accidents. Forums are being conducted regularly to bring law-makers, law enforcement officers and road users together to discuss ways to tackle the rise in road accidents. Everyone agrees that more needs to be done on road safety in its determination to curb the rate of road accidents in the

country. The Government, with the cooperation of relevant agencies, is making serious efforts to instill proper road culture in children, young adults and the public in general.

There are approximately 14 million cars on the road with the figure on the rise and the traffic police have been taking a tough stance by slapping hefty fines and 'awarding' demerit points to the traffic offenders. The traffic police, however, have taken a tough stance against traffic light defaulters. Typical reasons cited for beating traffic lights include rushing to an urgent appointment or even worse to be completely oblivious of the changing of the lights.

One common misconception held by motorists is that when the light turns amber, they should speed up and clear the junction before the light turns red. But in fact, the amber light indicates that the motorist should slow down in order to stop. By following and understanding the guideline, unintentional traffic light beating will almost be improbable, while making the road safer for everyone else.

Sometimes, motorists are flagged down by the police because they could have committed one traffic offence or another. The most common are speeding, using the hand phone without a hands-free kit, using the emergency lane or reckless driving. If flagged down, indicate your intention by using your indicator and pull over to the side and at night switch on your cabin lights. This will allow the police officer to look into your car easily. Also, voluntarily turning on the light will show that you have nothing to hide.

Usually at road blocks, for every 10 plain-clothes police officers, there would be two uniformed police personnel manning the operation. If you are stopped by uniformed police officers while driving, stop the car and wind down your window. If the police officers ask for your documents, request to see their identifications first. You have the right to know the offence you have committed by asking the police officers. Produce your identity card and driver's license and wait to collect your summons.
(409 words)

Questions:

- (a) Make a précis and suggest a suitable title of the above. (15)
- (b) How the Government attempts to reduce road accidents in the country? (5)
- (c) Why motorists beat traffic lights and what action have the traffic police taken against traffic light offenders? (5)
- (d) What a motorist should do when flagged down & stopped by uniformed police officers while driving? (5)

- Q. No. 3 (a) Write a paragraph (in about 100 words) in English on any one of the following topics:
 (i) Life in a Big City (ii) The Problem of Rising Prices
 (iii) Corruption in Public Places (iv) Road Accidents (15)
- (b) Write a letter (in English) to the Editor, The Hindustan Times expressing your views on the commercialization and falling standards of education in India. The length of the letter should be about 150 words. (15)

- Q. No. 4 (a) Translate the following passage into Hindi:

The State of Himachal is becoming a vibrant economy of the country due to the steady efforts of the simple and hardworking people of the State and progressive policies of the Central and State Government. Today Himachal could become the most prosperous and fastest growing economy in the country. The economic growth in the State is predominantly governed by agriculture and its allied activities showed not much fluctuations during nineties as the growth rate remained more or less stable. The economy has shown a shift from agriculture sector to industries and services as the percentage contribution of agriculture and allied sectors in total State Domestic (15)

- (b) Make sentences to bring out the differences in the meaning of the following words:
- | | |
|-------------|----------|
| (i) Minor | Miner |
| (ii) Serial | Cereal |
| (iii) Fly | Flee |
| (iv) Coma | Comma |
| (v) Amiable | Amicable |
- (15)

PART-II HINDI (Attempt any two questions from this part)

- Q. No. 5 निम्नलिखित विषयों में से किसी एक पर लगभग 150 शब्दों का एक परिच्छेद लिखिए:-
 (क) प्रदूषण एक समस्या ।
 (ख) भारत में चुनाव और राजनीति ।
 (ग) पर्यटन का आर्थिक महत्व । (30)

- Q. No. 6 (a) अपने राज्य के पर्यावरण मंत्री को लगभग 200 शब्दों में एक पत्र (हिंदी में) लिखें, शहरी क्षेत्रों में शोर और जल प्रदूषण की समस्या को नियंत्रित करने के तरीकों और साधनों पर सुझाव दें । (15)

(b) निम्नलिखित का अर्थ समझाएं तथा इनका हिंदी वाक्यों में प्रयोग करें ।

- (i) आँखे खुलना
- (ii) उड़ती चिड़िया पहचानना
- (iii) जब लक्ष्मी तिलक करती हो, तब सुंह धोने नहीं जाना चाहिए
- (iv) मुँह में राम राम बगल में छुरी
- (v) उलटी गंगा बहाना

(15)

Q. No. 7 (a) Translate the following passage into English:

प्रेस विभिन्न मुद्दों पर जनमत को ढालने का एक शक्तिशाली साधन है। हम वर्तमान समस्याओं के संपादक की चर्चाओं से बहुत प्रभावित हैं। समाचार पत्र हमें राष्ट्रीय या अंतर्राष्ट्रीय महत्व की परिस्थितियों या घटनाओं पर निर्णय लेने में सक्षम बनाते हैं। प्रेस सरकार की गतिविधियों पर सतर्क नज़र रखता है। प्रेस में सामाजिक सुधार लाने की शक्ति है। इसे हमारे सामाजिक जीवन में दुष्प्रवृत्तियों को प्रकाश में लाना चाहिए। इसे जनता को सामाजिक बुराइयों के प्रति जागरूक करना चाहिए और सरकार से उन्हें मिटाने का आग्रह करना चाहिए तथा जनता की वास्तविक शिकायतों को समझना चाहिए और उनके निवारण पर जोर देना चाहिए।

(15)

(b) निम्नलिखित को हिंदी में अनुवाद कर के उन्हें हिंदी वाक्यों में प्रयोग करें।

- (i) Show Cause notice.
- (ii) As you sow so shall you reap.
- (iii) Verification of antecedents.
- (iv) Probation Period
- (v) Rome was not built in a day.

(15)