

Total No. of Printed Pages-2]

Roll No. _____

2(SAC)1-S1

PAPER - I

Time Allotted : 3 Hours

Maximum Marks-100

INSTRUCTIONS

- i) *Attempt any **Five** questions. All questions carry equal marks.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
- iv) *The part/parts of the same question must be answered together and should not be interposed between answers to other questions.*
- v) *If you encounter any typographical error, please read it as it appears in the text book.*
- vi) *Candidates are, in their own interest, advised to go through the General Instructions on the back side of the title page of the Answer Script for strict adherence.*
- vii) *No continuation sheets shall be provided to any candidate under any circumstances.*
- viii) *Candidates shall put a cross (×) on blank pages of Answer Script.*
- ix) *No blank page be left in between answers to various questions.*

1. Write short notes on any four of the following;

- a) Demi Official letter
- b) Memorandum
- c) Endorsement
- d) Circular
- e) Notification
- f) Resolution

2. What do you understand by maintenance of accounts as per Manual of Secretariat Procedure?
 3. Briefly explain the filing system as per the Manual of Secretariat Procedure.
 4. Recording is a process of closing a file. Briefly explain together with the procedure for consignment of such files to the central records.
 5. What is the constitution of Establishment Committee and what are its functions?
 6. What is the role of Cabinet Section in terms of Manual of Secretariat Procedure?
 7. Briefly explain the inspections and preparations of returns?
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2(SAC)1-S1

PAPER - II

Time Allotted : 3 Hours

Maximum Marks-100

INSTRUCTIONS

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1. Define any Four of the following.

- a) Family
- b) Honorarium
- c) Disbursing officer
- d) Tenure post
- e) Officer

2. Briefly describe the provisions for determination of Date of Birth as per J&K Civil Service Regulations Vol-I.
 3. Briefly describe deputation. Under what condition is a deputation allowance granted to a Government servant under J&K Civil Service Regulations Vol-I.
 4. What is the initial pay of a Government servant and how is it regulated?
 5. What is joining time? How is it regulated on change of station?
 6. How is promotion of a Government servant regulated who is under suspension?
 7. What are the conditions for earned leave for Government servant serving in a department other than vacation Department as per J&K Civil Service (Leave) Rules, 1979?
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2(SAC)1-S1

PAPER - III

Time Allotted : 3 Hours

Maximum Marks-100

INSTRUCTIONS

- i) Attempt any **Five** questions. All questions carry equal marks.
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- iv) The part/parts of the same question must be answered together and should not be interposed between answers to other questions.
- v) If you encounter any typographical error, please read it as it appears in the text book.
- vi) Candidates are, in their own interest, advised to go through the General Instructions on the back side of the title page of the Answer Script for strict adherence.
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- viii) Candidates shall put a cross (×) on blank pages of Answer Script.
- ix) No blank page be left in between answers to various questions.

1. What are the conditions for withdrawal from GP Fund under J&K GP Fund Rules?
2. Briefly describe the procedure for maintenance of accounts and cash book under J&K Financial Code?
3. What is the procedure for recovery of Government dues from a Government servant under J&K Financial Code?

4. What are the instructions for preparation of monthly pay bills as per J&K Financial Code?
 5. What are the rules for contract contingencies and counterisigned contingencies?
 6. What are the rules for medical attendance within J&K as per J&K Civil Service Medical Attendance Rules?
 7. Discuss in Detail.
 - a) Medical Officer and Government Hospital/Dispensary, as per J&K Medical Attendance cum - Allowance Rules.
 - b) Treatment of a Government Servant within and outside the state.
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2(SAC)1-S1

PAPER - IV

Time Allotted : 3 Hours

Maximum Marks-100

INSTRUCTIONS

- i) *Attempt any Five questions. All questions carry equal marks.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
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- ix) *No blank page be left in between answers to various questions.*

1. What are the conditions of probation? How can probation be suspended under J&K Civil Servants (Classification, Control and Appeal) Rules 1956?
2. What are the restrictions regarding investments, lending and borrowing for a Government Servant under J&K Government Employees (Conduct) Rules, 1971?
3. What do you understand by Consolidated Fund, Contingency Fund and Public Account as parts of the Budget?

4. Define the following.
 - a) Budget Note
 - b) Grant
 - c) New service or scheme
 - d) Technical Sanction.

 5. What are the important points for preparation of Form B-4?

 6. What are the instructions for estimates of revenue and receipts as per J&K Budget Manual?

 7. Write short notes on any **Four** of the following as per Budget Manual;
 - a) New expenditure
 - b) Other charges
 - c) Revised Estimates
 - d) Re-appropriation
 - e) Charged expenditure
 - f) Procedure of planning process.
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