

Total No. of Printed Pages-2]

Roll No. _____

2(SAC)2

PAPER - I

Time Allowed : 3 Hours

Maximum Marks-100

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- 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 answer to various questions.*

1. Give a general description of 'Movement of Dak' from the time of its receipt in a department till its disposal.
2. Define any four:
 - i) File.
 - ii) Notes.
 - iii) Correspondence.
 - iv) Sectional Note Book.
 - v) Running Summary of facts.
3. Write short notes on any four of the following : -
 - i) Movement of files.
 - ii) Maintenance of file Register.
 - iii) Office Memorandum.
 - iv) Demi-Official letter.
 - v) Consignment to Central Records.
4. Explain "Registration of Dak" and "Distribution of Dak" as laid under Manual of Secretariat Procedure.
5. How is initial examination and disposal of the receipts by an Assistant done?
6. What is 'Index'? How is title to a file given?
7. Explain the manner & procedure of dealing with "Questions" raised in the Legislature and their reply from departments in the Secretariat?

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PAPER - II

Time Allowed : 3 Hours

Maximum Marks-100

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1. Write Short notes on any **Four** of the following :-
 - a) Local Allowance.
 - b) Deputation Allowance.
 - c) Time Scale Pay.
 - d) Disbursing Officer.
 - e) Actual Travelling expenses.
 - f) Apprentice.

2. How is the date of birth of a Govt. employee, determined & fixed? What are the circumstances when the date of birth of employee recorded in his service records can be changed?

3. Elaborate the provisions laid under the J&K Civil Service Regulations, 1956 for appointment in Govt. service. Who is competent to issue Medical Certificate?

4. Define 'Lien' and enumerate the circumstances in which Lien is (i) acquired (ii) retained (iii) suspended (iv) terminated and (v) transferred.

5. Can an employee be appointed to two or more posts and how is his/her pay regulated?

6. Pensions are divided in various Classes. Discuss.

7.
 - a) How is combination of holidays with leave permissible?
 - b) What are the provisions laid on "Return from Leave".

2(SAC)2

PAPER - III

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1. a) Explain the provisions on non-refundable withdrawal from General Provident Fund.
b) What are the instructions provided under Rules 9 (1) of General Provident Fund Rules for grant of an advance?
 2. Write a note on 'Last Pay Certificate'.
 3. Describe the provisions on receipt of money, its Custody and expenditure therefrom, on account of fees of students in government educational institutions for extra-curricular activities.
 4. Draw a sketch of Cash Book as prescribed and explain the manner for "Maintenance of Accounts Cash Books".
 5. What are the contingent charges under financial code vol. I? What are the classes of contingencies?
 6. Describe the rules regarding medical treatment of govt. servant outside the state.
 7. Describe the responsibility of Head of Office and Treasury Officer for drawal of money through monthly bills.
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PAPER - IV

Time Allowed : 3 Hours

Maximum Marks-100

INSTRUCTIONS

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- iii) Your answer should be precise and coherent.*
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- viii) Candidates shall put a cross (×) on blank pages of Answer Script.*
- ix) No blank page be left in between answer to various questions.*

1. "A Government Budget is defined as a legal document", Discuss.
2. What is appropriation and Re-appropriation of funds? Describe the general restrictions for sanctioning of re-appropriation of funds.
3. Discuss the general outlook of classification in government accounts. Explain with reference to sector, sub sector, major head, sub-major head, minor heads, sub-minor head and object of expenditure.
4. Discuss the role of Budget Controlling Officer in respect of revenue receipts.
5. Write brief note on any two of the following.
 - a) Estimates of public works.
 - b) Estimates under suspense
 - c) Estimation of Public accounts.
 - d) Planning and its tools.
6. Write notes on any four of the following in terms of J&K Civil Service (Classification, Control and Appeal) Rules, 1956.
 - a) Cadre.
 - b) Period of Probation.
 - c) Direct Recruitment.
 - d) Seniority.
 - e) Service.
7. What do you understand by the following in terms of J&K Employees (Conduct) Rules, 1971:-
 - a) Immovable property.
 - b) Movable property.
 - c) Valuable property.