

## HPF&AS (Part-I) Examination-2024

### Paper-I: Office Procedure and Communication

Time allowed: 03 hours

Maximum marks: 100

Roll No. \_\_\_\_\_

- Note: i) Attempt any five questions. All questions carry equal marks.  
ii) Marks are indicated against each question.  
iii) All parts of a question must be attempted in sequence. Indicate the same question number and its part as assigned in the question paper while answering the same.

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- Q. No. 1.** Increment is an increase in pay for each year on a particular date to all the Government Servants. This is annual increase in pay ordinarily to be drawn as a matter of course from 1<sup>st</sup> of the month in which it falls due after full incremental period i.e. one year, except when it is withheld as a statutory punishment, under Fundamental Rules (FR) 24 and 26. The following periods count for increments under FR 26:
- All periods of duty, service in another posts.
  - All kinds of leave, E.O.L. granted on Medical Certificate or due to inability of the Government Servant to join duty on account of civil commotion and for prosecuting technical and scientific studies
  - Deputation out of India, Foreign Service, Joining time and periods of training before appointment on stipend or otherwise.

All Government Servants are getting Annual Increments after full incremental period i.e. 12 month, except in the cases of non qualifying periods, leave on the date of increment etc. There are some cases where an employee completes 12 months full incremental period but is not able to get annual increment. The following are some situations where these are not being allowed as per existing rules:

- In respect of Himachal Pradesh Government employees FR 56 provides that every Government Servant shall retire from service in the afternoon of the last day of month in which he completes the age of 58 years (60 years in case of Central Government Servant.) When such Government Employee completes one year of service on the date of his retirement, he is not eligible for increment as per the existing rules.
- FR 56 provides that Government Servant whose date of birth is 1<sup>st</sup> of month shall retire on the afternoon of the preceding month in which he completes 58 years of age (60 years in case of Central Government Servant.) Such type of employees are adversely affected as they are not only getting less qualifying service of one month but also lesser amounts of pension/ family pension and other retirement benefits due to non earning of annual increment.

Central Government Servants were allowed notional increments in such cases on the judgments from various High Courts qua petitioners only and the SLP has been filed in the Hon'ble Supreme Court on the following grounds, which is still pending in the Apex Court.

“In light of the relevant provisions of the Fundamental Rules like 9 (21), 9(6), 17(1), 22, 26(a) and 56(a), as also the provisions of CCS (RP) Rules, a person appointed as a Government servant is entitled to pay, and is also entitled to draw the annual increment as long as such Government servant discharges duties of the post. However, such Government servant may not be entitled to draw the pay and allowances attached to the post as soon as he ceases to discharge those duties. In other words, as per F.R. 17 read with F.Rs. 24 and 26, annual increment is given to a Government servant to enable him to discharge duty and draw pay and allowances attached to the post. If such Government servant ceases to discharge duties by any reason say, by reason of attainment of age of superannuation, he will not be entitled to draw pay and allowances. Such an employee would not be entitled to any increment if it falls due after the date of retirement, be it on the next day of retirement or sometime thereafter. An employee must satisfy not only the condition of becoming entitled for increment, but also should continue to be on duty as a Government servant on the due date to avail the increment.”

A representation has been received from the President Himachal Pradesh NGO federation to allow the benefit of notional increments after retirement to the Himachal Pradesh employees also on the analogy of Central Government Employees.

Put up a detailed note for the consideration/decision of the authorities with full justification, under the rules, instructions and procedures in the State of Himachal Pradesh.

**(20 marks)**

**Q. No. 2.** Himachal Pradesh Finance & Accounts Service has been created with a view to maintain Financial Discipline in the State. The Officers are trained at HIPA for one year in various Rules and Regulations, Financial Rules and Commercial Accounting. It has been observed that the services of these officers are not fully utilized by some of the departments and they are not assigned the responsibilities attached with these posts. Draft a Demi Official letter from Principal Secretary (Finance) to all the Administrative Secretaries/ Head of the Departments to ensure that these officers are assigned duties as per their roles to ensure financial discipline in the State.

**(20 marks)**

**Q. No. 3. a)** What type of information is required to be sent to the Administrative Departments for creation of new posts?

**(10 marks)**

**b)** What are the constituents of a file? How are the files linked?

**(10 marks)**

**Q. No. 4. a)** What are the different types of communications? Discuss the use of Demi-Official Letter in detail. **(10 marks)**

**b)** Discuss the need of consultation with other departments. What are the various methods and procedure of such consultations? **(10 marks)**

**Q. No. 5 a)** Discuss the guidelines and checklist for preparation of Cabinet Memorandum. **(10 marks)**

**b)** Explain the duties and functions of supervisory officer in Government functioning. **(10 marks)**

**Q. No. 6 a)** What do you mean by information as per Right to Information Act? Which information is exempted from disclosure under RTI Act? **(10 marks)**

**b)** What do you mean by “Contempt of Court”? What action is required to be taken on receipt of notice for contempt of court? **(10 marks)**

**Q. No. 7 a)** “Suspension is not a penalty”. Discuss this statement with the circumstances under which a Government Servant is placed under suspension. **(10 marks)**

**b)** Discuss the points which should be kept in mind while filing affidavits in the Courts. **(10 marks)**

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