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02/22/2017/30

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

**Departmental Examination for AM/HR  
Session 12/2017**

**Paper-1<sup>st</sup>**

**(Service Rules & Regulations)**

**Time Allowed : 3 Hrs.**

**Marks : 100**

**Books Allowed :** As per syllabus issued vide Office Order No. 1038/REG-307 dated 11/06/15.

**Note :**

- \* Attempt all questions and part of a question must be attempted continuously at one place.
- \* Support your answer with relevant rules/regulations.
- \* Rough work should be done on the space provided for in the answer sheet at Page-2.
- \* Missing data, if any, be assumed but must be indicated specifically in the answer.

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AM/HR, PAPER-1 Service Rules & Regulations

Q.1. A.

Identify which of the below statement are true or false. Quote relevant regulation in support of your answer:-

- i) An adopted child shall be considered to be a legitimate child.
- ii) Honorarium should be granted to gazette officers engaged on work in connection with the setting up of companies, corporation etc. which forms a part of their normal duties if they work beyond office hours.
- iii) The whole time of a PSPCL employee is at the disposal of the corporation which pays him and he may be employed in any manner required by proper authority without claim or additional remuneration.
- iv) A PSPCL employee on transfer shall not be allowed house rent allowance at the new station of posting in any case, till official accommodation at the previous station of posting is vacated by him.
- v) The period spent under medical treatment by a PSPCL employee under suspension is treated as leave on medical ground and accordingly leave salary shall be paid.

B.

How is the pay of a PSPCL employee fixed on promotion and grant of time bound promotional scales under Punjab State Electricity Board( Revised Pay) Regulations 2009? How is the date of next increment regulated under these regulations? Illustrate your answer with assumed data.

Marks: 10+10= 20

Q.2.

Comment Quote relevant regulations in support of your answer.

- i) A PSPCL employee requested his drawing & disbursing officer not to deduct GPF subscription from his half pay leave salary as he is facing financial problem.
- ii) An employee requests to increase his GPF subscription from July 2015 when he earns his annual increment.
- iii) An officer was dismissed from service on 31.1.2015 w.e.f. from 1.06.2014. He was paid interest on GPF balance upto 30.11.2014.
- iv) Nonrefundable advance from GPF was sanctioned to an employee to repay the loan taken from a money lender for construction of house.
- v) Nonrefundable advance from GPF was denied to an employee for marriage of his son on the ground that his son is earning and not dependent on him.
- vi) An employee dies without nominating anyone to receive his GPF balance. Competent authority released the share to all eligible family members except a child born on month after his death.
- vii) Services of a probationer were terminated without giving any opportunity to present his defense on the ground that he was not regular employee of the corporation.
- viii) No enquiry was held to terminate the services of a PSPCL employee as he was convicted for period of ten years' imprisonment by a court of law.

Marks: 8 X 2 1/2 = 20

Q.3. a) Calculate the Travelling Allowance admissible to an officer of PSPCL drawing Grade, pay Rs. 9600. P. M. with Head Quarter at Patiala, for the month of May, 2015.

4.05.2015 Started at 8 a.m. for Ludhiana in staff car and returned on 5.5.2015 at 2 p.m.

8.05.2015 Started for New Delhi at 7.40 a.m. in Inter-city express train in A.C. Chair car paying fare Rs. 375/- . Taxi Fare at New Delhi Ra. 250/- from Railway Station to REC office. Hire taxi to PSPCL guest house & paid Rs. 200/- taxi fare. However his guest house booking was cancelled and he travelled to stay in a hotel having 3 star rating paying Rs. 5000/- . Taxi fare from guest house to hotel Rs. 150/- .

On 9.05.2015 and 10.05.2015, being holidays, he stayed at New Delhi with a relative. He claimed taxi charges Rs. 500 on 9.5.2015 from Hotel to place of stay. He visited PFC office on 11.05.2015 paying Taxi fare Rs. 300/- to office and Rs. 150/- from office to Railway station. Returned back on 11.05.2015 by Inter City Express train starting at 2.30 p.m. paying same fare. Distance from his residence at Patiala to Railway Station is 7 Kms.

13.05.2015 proceeded to New Delhi by train in AC Chair car fare Rs. 375/- for onwards journey to Chennai for residential training. Taxi fare at New Delhi Rs. 350/- and air fare Rs. 15000/- (Return ticket purchased by Principal TTI) Returned on 16.05.2015 from Chennai to New Delhi and to Patiala by AC Bus paying Rs. 405/- as bus fare.

20.05.2015 Attended District Court Ropar as PSPCL witness. Travelled by staff car Got Rs. 200/- as diet money from court.

21.05.2015 Travel to Chandigarh by staff car to attend High Court in PSPCL case to assist the Advocate.

26.05.2015 Attended District Court Sangrur as witness on behalf of a supplier in a case against PSPCL.

b) State and calculate the pensionary & other benefits admissible to family of an officer posted at Patiala who died on 25.02.2015 after putting 32 year service with following particulars:-

Basic Pay	Rs. 75500/-
Earned Leave at credit	350 days
ADA	107% of Basic Pay
Date of birth/retirement	14.03.1957/31.03.2015

Determine the amount of family pension admissible to the family from time to time.

Q.4.

- a) Write short not on
  - i) DCRG, Service Gratuity and Commutation of pension
  - ii) Pension and Leave Salary Contributions
  - iii) Deposit Linked Insurance Scheme
  - iv) Identical Time Scale.

Marks: 15+5=20

Marks: 10+4+3+3=20

Q.5 a) Fix the pay of MR X from 1.1.2006 to 31.12.2015 from the following date while giving him the benefit of 9/16 TBS as per regulations:-

- i) Appointed as RTM as on 9.1.1998 FN
- ii) His pay was fixed as on 1.1.2006 in pay band of 5100-10680 as under:-

<u>Basic Pay</u>		<u>GP</u>		<u>Total</u>
Rs.6730	+	Rs.1700		Rs. 8430

(The above GP is inclusive of GP enhanced vide Fin. Circular No. 14/2011 dt. 4.1.2011)

- iii) Opted RTM as induction post.
- iv) Promoted as ALM as on 2.3.2010

Marks: 20

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Departmental Examination for AM/HR-Paper-II (General Rules & Regulations)

Session 12/2017

Time Allowed: 3 hours

Max. Marks-100

Books Allowed:- AS per syllabus issued vide office order No.1038/REG-307 dt.11.6.2015

NOTE:-

- Attempt all the questions and part of questions at one place.
  - Rough work must be done at space provided for in the answer sheet at page no.2
  - Missing data if any may be assumed but must be indicated in the answer.
  - Support Your Answer with relevant rules/regulations.
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AM/HR Paper-II		GENERAL RULES AND REGULATIONS	Ma
Ques.: 1		<p>i) Define :</p> <ol style="list-style-type: none"> <li>1. Major Penalties with explanation</li> <li>2. Minor Penalties</li> </ol> <p>ii) As per delegation of powers, state the power of Authority with amount to sanction grant of ex-gratia relating to amenities/ festivals/ welfare in each case.</p> <p>iii) Can the power be re-delegated by HOD which were delegated to him under DOP? What precautions are to be taken in this regard?</p>	
Ques.: 2	2(a)	State the instructions regarding taking part in politics and elections as per Employees conduct regulations.	(10+5+5)=20
	2(b)	<p>i) As per DOP state the powers to sanction mobiles, telephones, fax machine, etc for official use .</p> <p>ii) Describe the power to whom and what extent, are delegated for the following:-</p> <p>a) To convey administrative approval for works expenditure other than residential building:</p> <ul style="list-style-type: none"> <li>• Special Repairs</li> <li>• Renewals and Replacement of existing works.</li> </ul> <p>b) To waive off Surcharge levied on account of late payment where levy of surcharge is not due to fault of customer.</p>	10
Ques.: 3		<p>i) As per delegation of powers, state the power of Authority with amount to sanction for expenditure for function/exhibition on Republic/Independence Day.</p> <p>ii) As per DOP state the powers to accept open, limited and single tenders as per works regulations.</p> <p>iii) Discuss the provisions regarding Submission of Tenders under Works Regulations 1997.</p> <p>iv) Who is competent authority to blacklist a firm or suspend business dealing with firm as per purchase Regulation?</p>	(4+6)= 10
			(4+4+8+4)= 20

Ques.: 4	4(a)	<p>i) Representative of a tenderer insists on knowing the price quoted by the other competitors. Comment Under Work Regulation 1997.</p> <p>ii) A spot purchase Committee is formed by a Chief Engineer/Operation on the recommendations of the Central Purchase Committee with the approval of Director/Distribution. The spot purchase Committee conduct the purchase by utilizing the Power under DOP. Comment</p>	(5+5)= 10
	4 (b)	<p>i) Work order was issued by Chief Engineer/MM without pre-audit by Accounts Officer on the plea that the comparative statement stand already pre-audited. Comment</p> <p>ii) An Executive Engineer allowed payment of Rs. 10,000 to contractor on account of increase in the price of Nuts and Bolts used for fabrication. The Xen has obtained the approval of Superintending Engineer in this project. Comment</p>	(5+5)= 10
Ques.: 5		<p>i) Describe the events under which tenders can be re-invited under Purchase Regulation.</p> <p>ii) Write down the procedure to allow extension of time of Works contract.</p> <p>iii) Discuss the provisions regarding Opening of Tenders under Purchase Regulations 1981.</p>	(5+5+10)= 20

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Departmental Examination for AM/HR  
Session 12/2017  
Paper -111  
(ACTS AND LABOUR LAWS)

Time Allowed: Three Hrs.

Marks: 100

Books Allowed: As per syllabus issued vide Office Order No. 1038/REG-307 Dated 11.6.15

NOTES

1. Attempt all questions and part of a question must be attempted continuously at one place.
2. Support your answer with relevant rules/regulations.
3. Missing data, if any, may be assumed, but must be indicated specifically in the answer.
4. Rough work should be done on the space provided for in the answer sheet at page No,2

PAPER-3  
ACTS & LABOUR LAWS  
ASSISTANT MANAGER/HR

Session- 12/2017

Roll no. ....

Max Marks: 100

**Ques no. 1**

- (a) What rules under Factories Act, 1948 are to be followed by the Occupier before he occupies or uses any premises as factory?
- (b) Define the following as per Workmen Compensation Act, 1923:-
- (i) Dependent
  - (ii) Partial Disablement
  - (iii) Wages
  - (iv) Total Disablement
  - (v) Employer

(Marks: 10+2\*5=20)

**Ques no. 2**

- (a) Explain Employees' Pension Scheme as per Employees Provident Funds and Miscellaneous Provisions Act, 1952
- (b) Explain the following as per RTI Act:-
- (i) Records
  - (ii) Right to Information
  - (iii) Public Authority
  - (iv) Information
  - (v) Competent Authority

(Marks: 10+2\*5=20)

**Ques no. 3**

- (a) What is the procedure for Grant of Licence as per Electricity Act, 2003?
- (b) Define following as per Consumer Protection Act, 1986
- (i) Complaint
  - (ii) Complainant

(Marks: 15+5=20)

**Ques no. 4**

- (a) What is the Composition of micro and small enterprises facilitation council and how a reference made to micro and small enterprises facilitation council is dealt with?
- (b) Define following as per the provisions of Air (Prevention and Control of Pollution) Act, 1981
- (i) Air Pollution
  - (ii) Approved Appliance
  - (iii) Occupier
  - (iv) Control Equipment
  - (v) State Board

(Marks: 10+2\*5=20)

**Ques no. 5**

- (a) How a Regional Load Despatch Centre is constituted and what are its functions?
- (b) How a State Information Commission is constituted and what is its composition as per RTI Act?

(Marks: 10+10=20)