

BOARD OF REVENUE, ODISHA, CUTTACK
Annual Departmental Examination on Accounts and Office Procedure
for Ministerial Officers, 2021

Accounts (Paper-I)

(With Books)

(Group-A)

Time- 3 Hours

Full Marks-150

Pass Marks- 75

(All questions are compulsory and carry equal marks)

(Quote Relevant Rules & Govt. Orders in answer)

1. Differentiate between the following (Any five) :[5 x 5 =25 Marks]

- a) 'A' Class papers & 'B' Class papers
- b) Dowry & Gift
- c) Suspension & Termination
- d) Appeal & Review
- e) Scheduled Tribe & Scheduled Caste.
- f) Major Penalties & Minor penalties

2. Answer the following:

[12¹/₂ x 2 = 25 Marks]

- a) Can a Govt. Servant & his family members take part in politics?Cite the provisions under OdishaGovt.Servant Conduct Rules.
- b) Can a Govt. Servant or the members of his/her family receive gift from anybody? If so, under what circumstances, cite the rules.

3. Answer the following:

[12¹/₂ x 2 = 25 Marks]

- a) What are the Duties of Dealing Assistant after getting Dak from the Diarist?
- b) What are the functions of the Disciplinary Authority?

4. Answer the following: [12¹/₂ x 2 = 25 Marks]

- a) What do you mean by de-reservation? What are the provisions of de-reservation?
- b) What do you mean by Model Roster? When is it applicable?

5. Answer the following: [12¹/₂ x 2 = 25 Marks]

- a) What do you mean by suspension? Write down the procedure to be maintained for imposition of major penalties?
- b) What are the provisions of disciplinary action against a Govt. Servant lent to the union or other state Govt.?

6. Answer the following: [12¹/₂ x 2 = 25 Marks]

- a) What are the consequences of issue of certified copy of manufactured/ forged records?
- b) What are the duties of the officer-in-charge of the branch/ section/ sub-sections?
