

**11. Who among the following can be the Drawing and Disbursing Officer-**

- (a) Head of Office
- (b) Head of Department
- (c) Other gazetted officers authorized by the Head of Office/Head of Department
- (d) can be all of the above

**11. निम्न में से कौन आहरण एवं वितरण अधिकारी हो सकता है-**

- (अ) कार्यालयाध्यक्ष
- (ब) विभागाध्यक्ष
- (स) कार्यालयाध्यक्ष/विभागाध्यक्ष द्वारा अधिकृत अन्य राजपत्रित अधिकारी
- (द) उपर्युक्त सभी हो सकते हैं

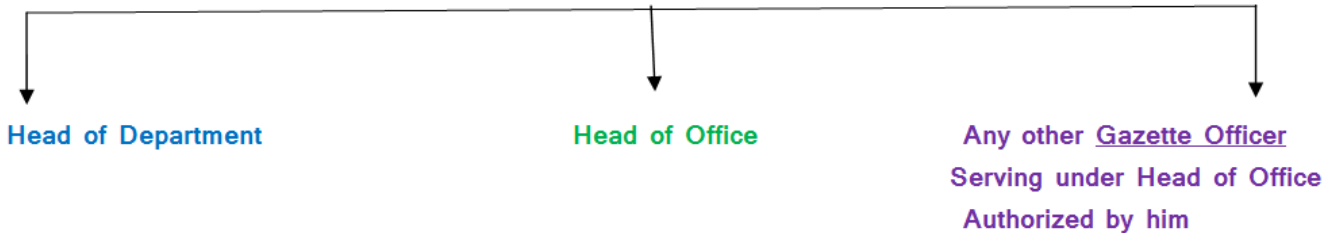
**ANSWER:**

**(d) can be all of the above**

(xi) "आहरण एवं वितरण अधिकारी" से कार्यालय अध्यक्ष एवं उसके अधीन सेवारत ऐसा अन्य राजपत्रित अधिकारी अभिप्रेत है जिसे इन नियमों के अधीन वेतन एवं भत्तों सहित बिलों पर हस्ताक्षर करने, उन्हें आहरित करने, विनिर्दिष्ट सीमा तक व्यय करने तथा उसकी ओर से भुगतान करने के लिए उसके द्वारा प्राधिकृत किया गया हो। इस अभिव्यक्ति में कोई विभागाध्यक्ष भी शामिल है जहाँ वह स्वयं ऐसे कर्तव्यों का निर्वहन करता हो;

(xi) "Drawing and Disbursing Officer" means a Head of office and also any other Gazetted Officer serving under Head of Office authorised by him under these rules to sign, draw bills including pay and allowances, incur expenditure to the extent specified and make payments on his behalf. The term shall also include a Head of Department where he himself discharges such functions;

**आहरण एवं वितरण अधिकारी (DDO)**



**12. When the Director, Treasury and Accounts signs the bills to be sent to the treasury, for this purpose he shall be called-**

- (a) Drawing and Disbursing Officer
- (b) Head of Department
- (c) Head of Office
- (d) None of the above

**12. निदेशक, कोष एवं लेखा जब कोषागार में भेजे जाने वाले बिलों पर हस्ताक्षर करे तो इस प्रयोजनार्थ वह कहलाएगा-**

- (अ) आहरण एवं वितरण अधिकारी
- (ब) विभागाध्यक्ष
- (स) कार्यालयाध्यक्ष
- (द) उपर्युक्त में से कोई नहीं

**ANSWER:**

**(a) Drawing and Disbursing Officer**

**13. Who among the following is not the head of the department as per GF&AR-**

- (A) Director, Treasury and Accounts
- (b) Director, Secondary Education
- (c) Supreritendent, New Hospital, Kota

**13. निम्न में से कौन GF&AR के अनुसार विभागाध्यक्ष नहीं है-**

- (अ) निदेशक, कोष एवं लेखा
- (ब) निदेशक, माध्यमिक शिक्षा
- (स) अधीक्षक, न्यू हॉस्पिटल , कोटा

(d) Principal, Government Higher Secondary School

(द) प्रधानाचार्य, राजकीय उच्च माध्यमिक विद्यालय

**ANSWER:**

(d) Principal, Government Higher Secondary School

Hint:- Total 448 HOD (till 03.06.2022) (परिशिष्ट 8)

**Key Words**

133-Director

54-Commissioner

15-Chief Engineer

13-chairmen

11- Additional Director

09-Registrar

Principal

Secretary /Special Secretary

Special Judge (s)

All Collectors

All Distt. Superintendents of Police.

Financial Advisor

Officer on Special Duty for the Rajasthan Colleges.

General Manager

**14. A financial year is-**

(a) From 1st January to 31st December next

(b) From 1st April to 31st March next

(c) From 1st July to 30th June next

(d) None of the above

**14. एक वित्तीय वर्ष होता है-**

(अ) 1 जनवरी से अगली 31 दिसम्बर तक

(ब) 1 अप्रैल से अगली 31 मार्च तक

(स) 1 जुलाई से अगली 30 जून तक

(द) उपर्युक्त में से कोई नहीं

**ANSWER:**

(b) From 1st April to 31st March next

(xiii) "वित्तीय वर्ष" से वह वर्ष अभिप्रेत है जो 1 अप्रैल से प्रारम्भ होकर उससे अगले वर्ष की 31 मार्च को समाप्त होता है;

(xiii) "Financial Year" means the year beginning on the 1st of April and ending on the 31st of March following;

2 (i) Accountant General

2 (ii) Appropriation

2 (iii) Bank

2 (iv) Competent Authority

2 (v) Comptroller and Auditor General

2 (vi) Consolidated Fund of India

2 (vii) Constitution

2 (viii) Contingency Fund of the state

2 (ix) Controlling Officer

2 (x) Detailed Head

2 (xi) Drawing and Disbursing officer

2 (xii) Finance Department

2 (xiii) Financial Year

2 (xiv) Gazetted Officer

2 (xv) Government

2 (xvi) Governor

2 (xvii) Head of Department

2 (xviii) Head of Office

2 (ix) Local Body

**2 (xx) Local Fund**

**15. The category of Gazetted Officer includes-**

- (a) Officers of All India Services
- (b) An employee holding a gazetted post
- (c) Officers of state services
- (d) all of the above

**15. राजपत्रित अधिकारी की श्रेणी में सम्मिलित हैं-**

- (अ) अखिल भारतीय सेवाओं के अधिकारी
- (ब) राजपत्रित घोषित पद पर काम करने वाला कर्मचारी
- (स) राज्य सेवाओं के अधिकारी
- (द) उपर्युक्त सभी

**ANSWER:**

**(d) all of the above**

**(xiv) "राजपत्रित अधिकारी" से ऐसा राजपत्रित अधिकारी अभिप्रेत है जो या तो .**

- (i) अखिल भारतीय सेवा का सदस्य है या
- (ii) राजस्थान सिविल सेवा (वर्गीकरण, नियन्त्रण एवं अपील) नियम, 1958 की अनुसूची I (राज्य सेवा) में दर्शित किसी पद का धारक है या
- (iii) जो किसी संविदा या करार के अनुसार नियुक्त किया गया ऐसा व्यक्ति है जिसकी नियुक्ति को सरकार द्वारा राजपत्रित किया गया हो एवं/या
- (iv) किसी ऐसे पद को धारण करने वाला सरकारी कर्मचारी है जिसे राज्य सरकार द्वारा राजपत्रित पद घोषित किया गया हो
- (v) "Gazetted Officer" A Gazetted Officer is one who is either**
  - (i) a member of an All India Service or
  - (ii) is the holder of any of the posts shown in Schedule I (State Service) of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 or
  - (iii) is a person appointed in accordance with the terms of a contract or agreement and whose appointment is gazetted by Government and/or
  - (iv) is a Government servant holding a post which may be declared by Government to be a Gazetted post;

**16. Officers of which of the following cadre are not included in the category of Gazetted Officer-**

- (a) Rajasthan Administrative Service
- (b) Rajasthan Subordinate Education Service
- (c) Rajasthan Police Service
- (d) Rajasthan Accounts Service

**16. निम्नलिखित में से कौन से संवर्ग के अधिकारी, राजपत्रित अधिकारी की श्रेणी में सम्मिलित नहीं हैं-**

- (अ) राजस्थान प्रशासनिक सेवा
- (ब) राजस्थान अधीनस्थ शिक्षा सेवा
- (स) राजस्थान पुलिस सेवा
- (द) राजस्थान लेखा सेवा

**ANSWER:**

**(b) Rajasthan Subordinate Education Service**

**17. Who among the following is Gazetted-**

- (a) Drug Inspector
- (b) Office Superintendent
- (c) Sub-Inspector of Police
- (d) all of the above

**17. निम्नलिखित में से कौन राजपत्रित हैं-**

- (अ) ड्रग इंस्पेक्टर
- (ब) कार्यालय अधीक्षक
- (स) पुलिस उपनिरीक्षक
- (द) उपर्युक्त सभी

**ANSWER:**

**(d) all of the above**

**Hint:- The Civil Services shall be classified as follows:-**

- (i) The State Services; (Schedule I) (appointed by Government)
- (ii) The Subordinate Services; (Schedule II) (Appointed by HOD)
- (iii) The Ministerial Services; (Schedule III) (Appointed by HOD) and
- (iv) The Class IV Services. (Schedule IV) (Appointed by HOO i.e. Head of Office)

**18. List of services included in Rajasthan State Services is given-**

- (a) in Schedule-I of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958
- (b) in Schedule II of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958
- (c) in Rajasthan Service Rules Part-1
- (d) in Rajasthan Service Rules Part-2

**18. राजस्थान राज्य सेवाओं में सम्मिलित सेवाओं की सूची दी गई है-**

- (अ) राजस्थान सिविल सर्विसेज (क्लासीफिकेशन, कन्ट्रोल एवं अपील) नियम, 1958 की अनुसूची-1 में
- (ब) राजस्थान सिविल सर्विसेज (क्लासीफिकेशन, कन्ट्रोल एवं अपील) नियम, 1958 की अनुसूची-2 में
- (स) राजस्थान सेवा नियम भाग-1 में
- (द) राजस्थान सेवा नियम भाग-2 में

**ANSWER:**

**(a) in Schedule-I of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958**

**SCHEDULE-I-STATE SERVICE**

1. The Rajasthan **Administrative** Service.
2. The Rajasthan **Police** Service.
3. The Rajasthan **Accounts** Service.
4. The Rajasthan **Secretariat** Service.
5. The Rajasthan Inspectors of Registration and Stamps Service.
6. The Rajasthan Service of Engineers (B & R, Branch) Service.
7. The Rajasthan Service of Engineers (Electrical & Macheanical Branch) Service.
8. The Rajasthn Service of Engineers (Irrigation Branch) Service.
9. The Rajasthan **Co-operative** Service.
10. The Rajasthan **Panchayat** Service.
11. The Rajasthan **Judicial** Service.
12. The Rajasthan **Labour Welfare** Service.
13. The Rajasthan **Economics and Statistical** Service.
14. The Rajasthan **Inspectors of Factories & Boilers** Service.
15. The Rajasthan **Motor Garage** Service.
16. The Rajasthan **Jails** Service.
17. The Rajasthan **State Insurance** Service.
18. The Rajasthan **Circuit Houses** Service.
19. The Rajasthan Government Presses Service.
20. The Rajasthan **Employment Exchange** Service.
21. The Rajasthan **Mines and Geological** Service.
22. The Rajasthan **Agriculture** Service.

23. The Rajasthan **Industries** Service.
24. The Rajasthan Horticulture Service.
25. The Rajasthan Archeological & Museums Service.
26. The Rajasthan Medical (Collegiate Branch) Service.
27. The Rajasthan **Forest** Service.
28. The Rajasthan **Animal Husbandry** Service.
29. The Rajasthan Social Welfare Service.
30. The Rajasthan **Medical & Health** Service.
31. The Rajasthan **Public Relations** Service.
32. The Rajasthan **Town Planning** Service.
33. The Rajasthan Oriental and Research Institute Service.
34. The Rajasthan Excise (Preventive Officers) Service.
35. The Rajasthan Service of Engineers (Public Health Branch) Service.  
The Rajasthan Ground Water Service.
36. The Rajasthan Higher Judicial Service.
37. The Rajasthan **Educational** Service.
38. The Rajasthan Commercial Taxes Service.
39. The Rajasthan **Educational (Collegiate Branch)** Service.
40. The Rajasthan **Technical Education** Service.
41. The Rajasthan Architectural (P.W.D. B&R) Service.
42. The Rajasthan **Ayurvedic** Service.
43. The Rajasthan **Excise** (General Branch) Service.
44. The Rajasthan Technical Training Service.
45. The Rajasthan Archives Service.
46. The Rajasthan Sheep & Wool Service.
47. The Jaipur Milk Supply Service.
48. The Rajasthan Engineering (Electrical Inspectorate Branch) Service.
49. The Rajasthan Food & Civil Supplies Service.
50. The Rajasthan **Tourism** Service.
51. The Rajasthan Home Guards & Civil Defence Service.
52. The **Sanskrit Education** Service.
53. The Rajasthan Prosecution Service.
54. The Rajasthan Evaluation Service.
55. The Rajasthan **Transport** Service.
56. The Rajasthan Police Forensic Science Service.  
The Rajasthan District Gazetteers Service.  
The Rajasthan Librarian & Physical Training Instructors Service (Collegiate Branch).  
The Rajasthan **Legal** Service.  
The Rajasthan **Vidhi Rachana** Service.]

**TRANSPORT DEPARTMENT**

Principal-cum-Pilot V.I.P. Plane.

Ground Engineer.

Glider Instructor.

Pilot Instructor.

**MEDICAL & PUBLIC HEALTH DEPARTMENT**

Principal, Public Health Training Institute.

Reader, Public Health Training Institute.

Entomologist.

Drugs Inspector

Biologist.

Chemical Examiner.

Dietician.

**MEDICAL & PUBLIC HEALTH DEPARTMENT**

1. C.A.S. and Tutor (Clinical).

2. Sr. Biochemist.

3. Lecturer in Physical Education.

4. Pharmaceutical Chemist and Lecturer in Pharmacy.

5. Dietician.

6. Chemist.

**GAZETTERS DEPARTMENT**

H.C.M.STATE INSTITUTE OF PUBLIC ADMINISTRATION

1. Professor.

2. Asstt. Professor.

3. Librarian (In the scale of 750-1360).

**STATE ENTERPRISES DEPARTMENT**

1. Technical Advisor

2. General Manager, Salts-cum-O.S.D., Jaipur.

3. Manager, Salt Works, PACHPADRA/ DIDWANA.

4. Manager, Rajasthan State Chemical Works, Didwana.

5. Marketing Manager.

6. Prosecuting Manager.

7. Shift Engineer.

8. Cost Accountant.

9. General Manager, State Woolen Mills, Bikaner.

**SHEEP AND WOOL DEPARTMENT**

Joint Director.  
Sheep Husbandry Officer.  
Veterinary Officer.  
Agriculture Officer.  
Assistant Sheep Husbandry Officer.  
Project Officer, Desert Development Project.  
Superintendent Desert Development Project.

**19. Choose the correct fact about the Head of the Department-**

- (A) The Head of the Department for GF&AR and RSR are usually the same  
(b) It is not necessary that the one who is the HOD for GF&AR should also be the HOD for RSR  
(c) The Head of the Department gets all the financial powers of his department for GF&AR.  
(d) All of the above are correct.

**19. विभागाध्यक्ष के बारे में सही तथ्य का चुनाव कीजिए-**

- (अ) GF&AR एवं RSR के लिए विभागाध्यक्ष प्रायः समान होते हैं  
(ब) यह आवश्यक नहीं है कि जो GF&AR के लिए विभागाध्यक्ष हैं वह RSR के लिए भी विभागाध्यक्ष हो  
(स) विभागाध्यक्ष को GF&AR के लिए उसके विभाग की समस्त वित्तीय शक्तियाँ प्राप्त होती हैं।  
(द) उपर्युक्त सभी सही हैं।

**ANSWER:**

**(b) It is not necessary that the one who is the HOD for GF&AR should also be the HOD for RSR**

**20. Who among the following is not the Head of the Department as per these rules-**

- (a) Director, Medical Department  
(b) Director General, Police  
(c) Commissioner, College Education  
(d) Treasury Officer

**20. निम्नलिखित में से कौन इन नियमों के अनुसार विभागाध्यक्ष नहीं है-**

- (अ) निदेशक, चिकित्सा विभाग  
(ब) महानिदेशक, पुलिस  
(स) आयुक्त, कॉलेज शिक्षा  
(द) कोषाधिकारी

**ANSWER:**

**(d) Treasury Officer**

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