

Q.No.2 Attempt any two

[2x10=20]

- (a) What is Government e-marketplace (GeM)? Also explain the purchases made by e procurement.
- (b) What is the difference between Major and Minor penalties. Explain the procedure for imposing Major Penalty.
- (c) What are the provision so far stopping sexual harassment of working woman in Govt. offices. What are the Guidelines of Supreme Court in this matter? Also discuss the DOPT circular for the process to be adopted for disciplinary action against sexual harassment cases

Q.No.3 Define the following:

[10x2=20]

(Marks will be deducted if appropriate rule not quoted)

- (i) Honorarium
- (ii) Fee
- (iii) Lien
- (iv) Cadre
- (v) Vacation Department
- (vi) Date of retirement
- (vii) Drawing and Disbursing Officer
- (viii) Consolidated fund
- (ix) Head of the Department
- (x) Shortest direct route

Q.No.4 Write short notes on any 5 of the following -

[5x4=20]

- (i) Conditions for grant of study leave:
- (ii) Paternity Leave for Child Adoption
- (iii) Purchase of goods without quotation
- (iv) Common proceedings
- (v) Bid Security
- (vi) Limited tender enquiry

Q.No.5 Fill in the Blanks or answer as directed

[10x2=20]

Eg: The provision regarding late bid is given under Rule 165 of General Financial Rules 2017

- (i) The procedure for grant of leave on medical certificate to gazette and non-gazetted servant is given under _____ of _____.
- (ii) The procedure for nominations from GPF Fund is given under _____ of _____
- (iii) What is the maximum period up to which maternity leave can be granted to a female Government servant who is unmarried?
- (iv) Maximum amount of continuous leave cannot be more than _____ years
- (v) The provision of advances from GPF fund is given under _____ of _____
- (vi) The provision of purchase of goods without quotation is given under _____ of _____
- (vii) The provision of limited tender enquiry is given under _____ of _____
- (viii) Leave cannot be granted as a matter of right is given under _____ of _____
- (ix) Which Allowance is inadmissible under study leave?
- (x) LTC is admissible under Child Care Leave (Say Yes or No)
