

PAPER-III - ADMINISTRATION (With Books)

Date: 11.08.2021
Time: 10.00 AM To 1.00 PM

MAXIMUM MARKS: 100
PASS MARKS: 50

Note: -

1. All Questions are compulsory.
2. Candidates have options to answer in Hindi
3. Please quote relevant authority for all answers wherever required.
4. All parts of a question must be attempted at same place.
5. Use of Mobile/Smart Phones is strictly prohibited during examination.

SUGGESTED BOOKS:-

1. The Fundamental Rules & Supplementary Rules Part-I.
2. The TA Rules – Part-II
3. The CCS (Classifications, Control and Appeal), 1965.
4. The Central Civil Services (Conduct) Rules, 1964.
5. The General Provident Fund (Central Service) Rules, 1960.
6. The General Financial Rules, 2017.
7. The Central Treasury Rules.
8. The CCS(Leave) Rules, 1972-Part-III

Q.No.1 Write the correct option in the following parts: -

[10x2=20]

- (i) Under which of the following circumstances should a government servant report to the Authority, while entering into a transaction of a movable property?
- (a) If the value of the property exceeds two months' basic pay
 - (b) If the value of the property exceeds one month's basic pay
 - (c) If the value of the property exceeds three months' basic pay
 - (d) None of the above
- (ii) Which Rule under CCS (Conduct) Rules prescribes the forms specified in the schedule for submission of movable and immovable property return?
- (a) Rule 19 (1)
 - (b) Rule 14(1)
 - (c) Rule 16(2)
 - (d) Rule 114
- (iii) Name the activity which requires prior permission / sanction of the prescribed authority.
- (a) Seeking redressal of grievances of service matters in Courts of law
 - (b) To join educational institution or course of studies for university degree
 - (c) Giving evidence in any judicial enquiry
 - (d) To take part in informal farewell entertainment
- (iv) What action can be taken against employees who participate in a strike?
- (a) Treating the above as 'Casual Leave'
 - (b) Initiation of disciplinary action for unauthorized absence
 - (c) Sanctioning the leave admissible for the period of absence
 - (d) Treating the period of absence as EOL
- (v) Which Conduct Rule prevents the criticism of Government?
- (a) Rule 8
 - (b) Rule 9
 - (c) Rule 7
 - (d) Rule 10
- (vi) What is the limit of a gift to be received by a Group 'A' and 'B' Officer without sanction of a government in an ordinary way?
- (a) ₹ 2,000
 - (b) ₹ 1,500
 - (c) ₹ 1,000
 - (d) ₹ 500
- (vii) What is a Daily Order Sheet?
- (a) It is a record maintained by the Presenting Officer
 - (b) It is a record maintained by the Charged Officer
 - (c) It is a record maintained by the Defence Assistant
 - (d) It is a record maintained by the Inquiry Officer
- (viii) Quote the Rule under which T.A. is admissible to a person called as Defence witness in a Departmental inquiry conducted by a Commissioner of Enquiries?
- (a) SR 116
 - (b) SR 114
 - (c) SR 154
 - (d) SR 190 (a)
- (ix) Is prior permission required to appoint a government servant as defence assistant by an accused official
- (a) Not required to take prior permission of the Disciplinary authority
 - (b) May give oral information
 - (c) Written permission required
 - (d) Compulsory

DEPARTMENTAL EXAMINATION OF INSPECTORS OF CENTRAL TAX

- (x) What will be the entitlement of pay and allowance of a government servant if he was under suspension and dies before conclusion of disciplinary or court proceedings instituted against him
- (a) Full pay and allowance (c) Only basic pay
(b) Half pay and allowance (d) Only subsistence allowance

Q.No.2 Attempt any two

[2x10=20]

- (a) What is Suspension? An Inspector Mr X posted in Delhi Customs house was found to be involved in fictitious disbursement of drawback. The Commissioner Customs House decided to suspend him. Draft an order of suspension by going through draft forms provided under CCS(CCA) Rules.
- (b) Explain in brief the procedure for imposing a major penalty. A presenting officer was appointed by the Commissioner in the enquiry against Mr X Inspector posted in Delhi Customs house. Draft an order of appointment of Mr Y, Superintendent by going through draft forms provided under CCS(CCA) Rules.
- (c) What are the provisions for stopping sexual harassment of working woman in Govt offices? Discuss the guidelines of Supreme court judgment in Vishaka case. 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 is not quoted)

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|-----------------------------|--------------------|-----------------------|
| (i) Consolidated fund | (iv) Rate contract | (viii) Special Pay |
| (ii) CAPEX model | (v) Fee | (ix) Contingency fund |
| (iii) Shortest direct Route | (vi) Holiday | (x) Head of office |
| | (vii) Tenure Post | |

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

[5x4=20]

- | | |
|--|-----------------------------|
| (i) Common proceedings | (iv) Limited tender inquiry |
| (ii) Purchase of goods without quotation | (v) unauthorised absence |
| (iii) GeM | (vi) Child adoption leave |

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) A Government servant drawing pay at Rs 40,400 in level 5 was placed under suspension on 1.3.2017. What will be his subsistence allowance fixed on 1.3.2017?
- (ii) Under which Rule, a Group A or B Govt servant may by giving notice of not less than 3 months, retire from service after he attains the age of 50 years
- (iii) The provision regarding calculation of Earned leave is given under Rule _____ of _____
- (iv) What is the maximum period of special casual leave that can be granted to a male Government Servant who has undergone vasectomy operation for the first time under Family welfare programme?
- (v) Commuted leave upto _____ days may be granted without medical certificate to a female government servant on adoption of child in continuation of Child Adoption leave
- (vi) What is the limit upto which a duly constituted financial committee can purchase goods on each occasion? Also quote relevant rule.
- (vii) The provision regarding Two stage bidding is given under Rule _____ of _____.
- (viii) What is the minimum time for submission of bids from the date of publication of the domestic tender? Also quote relevant rule.
- (ix) Provision that leave cannot be granted as a matter of right is given under _____ of _____.
- (x) What is the maximum amount of study leave that can be granted to a government servant of our department? Also quote relevant rule.
