

PAPER-III - ADMINISTRATION (With Books)

Date:15.03.2022

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:

(10x2 =20)

- (i) Under which of the following circumstances a government servant is not required to obtain the permission from the authority?
- (a) To undertake honorary work of a social or charitable nature.
(b) To join educational institution or course of studies for university degree.
(c) To join Civil Defence Service.
(d) To join Territorial Army.
- (ii) Which Rule under CCS (Conduct) Rules prescribes the forms for intimation regarding construction of house?
- (a) Rules-14(1) (b) Rules-18(4) (c) Rules-16(2) (d) Rules-114
- (iii) Which activity requires permission /sanction of the prescribed authority?
- (a) To accept international award.
(b) To participate in the raising efforts of the "National Foundation for Communal Harmony".
(c) To participate in Flag Day Collections on a voluntary basis.
(d) To undertake occasional work of literary, artistic, or scientific character.
- (iv) What adverse action can be taken against an employee for wilful absence from office duty?
- (a) Period of absence may be treated as 'dies non' for all purposes.
(b) Period of absence may be adjusted with the Casual Leave.
(c) Period of absence may be treated as EOL.
(d) Sanction the leave admissible for the period of absence.
- (v) Which Conduct Rule prohibits giving or abetting the giving /taking the dowry?
- (a) Rules-8 (b) Rules-13(A) (c) Rules-7 (d) Rules-18
- (vi) What is the limit of a gift to be received by a Group "A" officer without sanction of government in an ordinary circumstance?
- (a) Rs.7500 (b) Rs.15000 (c) Rs.25000 (d) Rs.1000
- (vii) How many days joining time is admissible if officer has been transferred in public interest to a station, more than 2000 km away from present one?
- (a) 10 Days (c) 12 Days
(b) 15 Days (d) Additional days over and above.
- (viii) Mention the Rule under which T.A. is admissible for local journey.
- (a) SR-71 (b) SR-46 (c) SR-73 (d) SR-48
- (ix) Under which Rule Train Ticket reservation charges is admissible for reimbursement?
- (a) SR-34 (b) SR-46 (c) SR-48 (d) SR-38
- (x) Which pension rule governs the age of superannuation/ retirement?
- (a) Rules-35 (c) Rules-39
(b) Rules-37 (d) Rules-49

- Q.No.2 Attempt any two: - (10x2 =20)**
- (a) What are the provisions relating to sexual harassment of working women in government offices under the CCS (Conduct) Rules?
- (b) What are the provisions / restrictions regarding marriage after appointment in government service under the CCS (Conduct) Rule?
- (c) What can a Government Servant do or not do under CCS (Conduct) Rules? Cite five examples.
- Q.No.3 Define the following (Marks will be deducted if the appropriate rule(s) is/are not quoted): - (10x2=20)**
- (i) Shortest direct route
- (ii) Child Care Leave
- (iii) Paternity Leave
- (iv) Special Pay
- (v) Special Casual Leave
- (vi) License Fee
- (vii) Retention of Govt. Quarter
- (viii) Holidays
- (ix) GeM
- (x) Fee & Honorarium
- Q.No.4 Write short notes on any five of the following: - (5x4=20)**
- (i) Treatment outside India
- (ii) Encashment of Earn leave
- (iii) Advances from GPF
- (iv) T.A. on Transfer
- (v) Purchase of goods without quotation
- (vi) National Pension System
- (vii) GPF Withdrawals for house building construction
- (viii) Cases of Pension
- Q.No.5 Fill in the blanks: - (10x2=20)**
- (i) Government servant under _____ rules may be retired.
- (ii) 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.
- (iii) Ad hoc bonus limit per month is Rs_____.
- (iv) Composite transfer grant for retiring officer is admissible up to _____ % of last basic pay.
- (v) Central government offices observe up to _____ days as Compulsory Holidays in a calendar year.
- (vi) GPF contribution is discontinued _____ months before retirement / superannuation.
- (vii) Government accommodation can be retained up to _____ months.
- (viii) Earned leave of _____ days can be en-cashed on availing HTC/LTC.
- (ix) The Provision regarding calculation of Earned Leave is given under Rule _____ of _____.
- (x) An item declared surplus or obsolete or unserviceable can be disposed of under Rule _____ of _____.
