

PAPER-III - ADMINISTRATION (With Books)

Date: 14.09.2023
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/any other telecom device 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) Which of the following is interest bearing advance?
(a) advance of TA on tour/ transfer. (c) advance for medical treatment.
(b) advance of LTC. (d) advance for purchase of flat/ house.
- (ii) Under which rule of the CCS (Conduct) Rules, a government servant is required to take permission from the competent authority to join Civil Defence Service?
(a) Rule 3 (b) Rule 10 (c) Rule 13 (d) Rule 8
- (iii) Which one of the following cities is NOT notified under the CGHS?
(a) Aligarh (b) Jhansi (c) Allahabad (d) Gorakhpur
- (iv) What is the last date for filing Annual Property Return?
(a) 31 Jan. (b) 31 Mar. (c) 30 Jun. (d) 31 Dec.
- (v) What is the prescribed limit for accepting gift for Group 'C' officers under CCS (Conduct) Rules?
(a) Rs.5000/- (b) Rs.7500/- (c) Rs.10000/- (d) Rs.15000/-
- (vi) Under which rule of the CCS (CCA) Rules, "removal from service" has been prescribed?
(a) Rule 11 (b) Rule 12 (c) Rule 13 (d) Rule 14
- (vii) Can LTC be granted to a government servant who is under suspension?
(a) YES (b) NO
- (viii) How many days joining time is admissible if journey on transfer is less than or upto 1000 km.
(a) 10 days (b) 12 days (c) 15 days (d) 20 days
- (ix) What percentage of Basic Pay is prescribed as HRA for 'Y' Class cities?
(a) 8% (b) 16% (c) 18% (d) 24%
- (x) If a Government Servant resides in his own house, is he eligible for HRA?
(a) YES (b) NO

- Q.No.2 Attempt any two questions - [2x 10 = 20]**
- (a) Enumerate the "major" penalties prescribed which can be imposed on a government servant in a disciplinary proceeding.
- (b) Enumerate five examples with regard to activities for which permission / sanction is required from the prescribed authority under the CCS (Conduct) Rules.
- (c) Enumerate five examples with regard to acts, conduct and commissions which do not amount to misconduct under the CCS (Conduct) Rules.

- Q.No.3 Define the following** (Marks will be deducted if an appropriate rule is not quoted) **[10x2=20]**
- (i) Interest bearing advance.
 - (ii) Hostel Subsidy.
 - (iii) Subletting.
 - (iv) Earned Leave.
 - (v) LTC for escort.
 - (vi) Dress Allowance.
 - (vii) Conveyance Allowance.
 - (viii) Night Duty Allowance.
 - (ix) Advances from GPF.
 - (x) Daily Allowance.
- Q.No.4 Write short notes on any five of the following -** **[5x4=20]**
- (i) MACP Scheme
 - (ii) Medical Advance
 - (iii) Special Duty Allowance
 - (iv) Reservation for persons with disability
 - (v) Unauthorized Absence
 - (vi) Misuse of LTC
 - (vii) Government Servant & Politics
 - (viii) Bonus
- Q.No.5 Fill in the blanks or answer as directed.** **[10x2=20]**
- (i) All employees are eligible for grant of LTC advance upto ___percent of fare.
 - (ii) Monthly contribution of CGHS for Level 12 and above employees is Rs. _____
 - (iii) Contribution of employee under National Pension System (NPS) is ___percent of Basic Pay plus DA.
 - (iv) Bonus is granted to employees _____times in a year.
 - (v) Disciplinary proceeding pending in case of death of employee are _____.
 - (vi) Licence Fee for Type-III Govt. accommodation is Rs. _____
 - (vii) Cash Handling Allowance Rs. _____is payable to Cashiers handling/ disbursing cash below rupees Five lakhs per month.
 - (viii) Maximum ___ days leave encashment is allowed to an employee for availing LTC in his career.
 - (ix) Maximum Rs. _____monetary relief is payable to the family of an employee who dies in service.
 - (x) Daily Allowance for Pay Level 6 to 8 employees for accommodation in hotel/ guest house is Rs. _____.
