

PAPER-III - ADMINISTRATION (With Books)

Date: 27-02-2024
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
9. The CCS(Pension) Rules, 1972&2021 &CCS(NPS) Rules, 2021

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

[10x2=20]

- (i)** Which activity is considered as unobjectionable and permitted under the CCS (Conduct) Rules?
- (a) to associate with a banned organization.
 - (b) speaking at meeting of political party.
 - (c) acting as election agent of political candidate fighting election.
 - (d) occasional attendance as spectator in political rally.
- (ii)** 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
- (iii)** Which Conduct Rule prevents the criticism of Government?
- (a) Rule 8
 - (b) Rule 9
 - (c) Rule 7
 - (d) Rule 10
- (iv)** 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) Rs. 7500
 - (b) Rs. 15000
 - (c) Rs. 25000
 - (d) Rs. 20000
- (v)** Which of the following is interest bearing advance?
- (a) Advance of TA on tour/ transfer.
 - (b) Advance of LTC.
 - (c) Advance for medical treatment.
 - (d) Advance for purchase of flat/ house.
- (vi)** 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
- (vii)** Maximum limit of Commutation of pension is :
- (a) 20%
 - (b) 40%
 - (c) 30%
 - (d) 50%
- (viii)** 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
- (ix)** How much amount of LTC advance is admissible to a government servant?
- (a) 75 %
 - (b) 80 %
 - (c) 90 %
 - (d) 100 %

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) Enumerate the "major" penalties prescribed which can be imposed on a government servant in a disciplinary proceeding.
- (b) What are the provisions / restrictions regarding marriage after appointment in government service under the CCS (Conduct) Rule?
- (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)

- (i) Dress Allowance (v) Fee & Honorarium (ix) GeM
(ii) License Fee (vi) Advances from G.P.F. (x) Head of office
(iii) Shortest direct Route (vii) Tenure Post
(iv) Child Care Leave (viii) Subletting

Q.No.4 Write short notes on any 5 of the following - [5x4=20]

- (i) Common proceedings (iv) unauthorised absence
(ii) Purchase of goods without quotation (v) Misuse of LTC
(iii) Voluntary Retirement

Q.No.5 Fill in the Blanks or answer as directed [10x2=20]

- (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.
