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

[10x2=20]

(i) What is the upper monetary limit for a Government servant (Group 'A' and 'B'), for initiation of transaction in shares, debentures, etc., with the Prescribed Authority?

(a) If the total transaction in shares, debentures, etc., exceeds Rs.50,000
(b) If the total transaction in shares, debentures, etc., exceeds Rs.25,000
(c) If the total transaction in shares, debentures, etc., exceeds Rs.15,000
(d) If the total transaction in shares, debentures, etc., exceeds Rs.20,000

(ii) The Complaints Committee constituted for redressal of the complaints by the women employee should be headed by-

(a) The Head of the Department
(b) An Officer of equivalent rank of the victim
(c) An officer sufficiently higher in rank
(d) An officer from an NGO

(iii) What is 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

(iv) What action should be taken against a Government servant for subletting of Government accommodation?

(a) No action necessary
(b) Damage licence fee to be recovered
(c) To initiate disciplinary action under Rule 14 of CCS(CCA) Rules
(d) Warning to be issued

(v) What is the function of a Presenting Officer?

(a) To enquire into the charges leveled against the Charged Officer
(b) To plead for the Charged Officer
(c) To show why the charges are considered to be established on the basis of documentary evidence provided
(d) To impose the penalty on the charges proved by the Inquiry Officer

(vi) What is the maximum period of suspension that can be extended at a time after review of the Competent Authority?

(a) 120 days
(b) 150 days
(c) 180 days
(d) 210 days

(vii) Suspension of Government servant means-

(a) A kind of penalty
(b) Temporary withdrawal of duties
(c) Attending office without salary
(d) None of the above

(viii) Name the activity which does not require sanction/permission of the prescribed authority

(a) To join as volunteers in Civil Defence Service
(b) To accept gifts from near relatives and personal friends when the value exceed prescribed limits
(c) To accept fee for work done for any private or public body or person
(d) To participate in 'shramdhan' organized by Government Departments or the Bharat Sevak Samaj during spare time
(ix) 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

(x) State what a Government servant should do, if he had received oral instruction/direction from his official superior?
   (a) He would obtain the written confirmation of the same
   (b) He would go and discuss about this with other employees
   (c) He would not ask for any official confirmation from his official superior in writing
   (d) He would try to get the written confirmation from the superior of some other department

Q.No.2 Attempt any two:- [2x10=20]

(a) Explain the rule of prohibition of sexual harassment of working woman in the light of Vishakha Guidelines of the Supreme Court.

(b) Explain various provisions regarding unauthorised absence from duty. What action can be taken against a person for unauthorised absence? Explain in the light of Govt instructions in this regard.

(c) What is GeM? Explain its salient features. Also explain provisions regarding E-publishing and E-procurement.

Q.No.3 Define the following:- [10x2=20]

(Marks will be deducted if appropriate rule not quoted)

(i) Drawing and Disbursing Officer (vi) Home town
(ii) Special pay (vii) Pay
(iii) Lien (viii) Ministerial servant
(iv) Re-appropriation (ix) Date of retirement
(v) Head of the Department (x) Foreign service

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

(i) Advances from General Provident Fund (v) Minor Penalty
(ii) Leave to a probationer (vi) Suspension
(iii) Conditions for grant of Study Leave (vii) Paternity Leave
(iv) Bid Security

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

Eg: The provision regarding late bid is given under Rule 166 of General Financial Rules 2017

(i) A Government servant drawing pay at Rs.40,400 in level 5 was placed under suspension on 01.03.2017. What will be his subsistence allowance fixed on 01.03.2017?

(ii) Under which rule, a Group ‘A’ or ‘B’ Government servant may by giving notice of not less than 3 months, retire from service after he attains the age of 50 years.

(iii) The Government servant can be compulsorily retired under Rule ___________.

(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 duly constituted financial committee can purchase goods on each occasion? Also quote relevant rule.

(vii) Write full form of CPPP. Also quote relevant rule.

(viii) What is the minimum time for submission of bids from 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.

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