Q.No.1 Write the correct option in the following: [10 x 2=20]

(i) Who is the Competent Authority to decide whether the activities of an Association attract the provision of Rule (6) of the CCS (Conduct) Rules?
   (a) Head of Office  (b) Head of Department  (c) Authority competent to sanction leave  (d) Labour Officer

(ii) What constitutes a strike?
   (a) Submission of joint representation by employees  (b) Participation in general body meeting  (c) Lawful gathering of employees at one place within the office premises  (d) Refusal to work or stoppage or slowing down work by a group of employees

(iii) Which Rule of the CCS(Conduct) Rules prevents the criticism of Government?
   (a) Rule 8  (b) Rule 9  (c) Rule 7  (d) Rule 10

(iv) Which of the following does not permit a Government servant to collect contributions for?
   (a) National Defence Fund  (b) Flag Day Fund  (c) National Foundation for communal harmony  (d) Jawaharlal Nehru Memorial Fund

(v) What is the maximum limit of gift to be received on occasions of weddings, funerals, religious functions of a Group 'B' Officer?
   (a) Rs.15,000  (b) Rs.14,000  (c) Rs.13,000  (d) Rs.12,000

(vi) If a Government servant violated the Dowry Prohibition Act, 1961, what punishment should be initiated?
   (a) Warning to be issued  (b) Disciplinary action to be initiated  (c) Oral warning to be issued  (d) No action to be taken

(vii) Who is the competent authority for appointment of an Inquiry Officer in a Departmental proceeding?
   (a) Head of Department  (b) Presenting Officer  (c) Head of Office  (d) Disciplinary Authority

(viii) What is the function of a Defence Assistant?
   (a) To establish the charges levelled against the Charged Officer on the basis of documentary evidence provided  (b) To impose the penalty on the charges proved by the Inquiry Officer  (c) To assist the Charged Officer in the presentation of his/her case before the Inquiry Officer  (d) To enquire into the charges levelled against the Charged Officer

(ix) Quote the rule under which the provision of “Prohibition of Sexual Harassment of Working Women” is covered:–
   (a) Rule 3  (b) Rule 3-B  (c) Rule 3-C  (d) Rule 3-A

(x) 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
Q.No.2 Attempt **any two.** 

(a) What is Suspension? An Inspector Mr. 'X' posted in Delhi Custom house was found to be involved in fictitious disbursal of drawback. The Commissioner, Custom House decided to suspend him. Draft an order of suspension by going through draft forms provided under the CCS(CCA) Rules.

(b) Explain in brief procedure for imposing major penalty. A presenting officer was appointed by the Commissioner in the enquiry against Mr. 'X' Inspector posted in Delhi Custom house. Draft an order of appointment of Mr. 'Y', Superintendent as P.O. by going through draft forms provided under the CCS(CCA) Rules.

(c) What is the difference between Major and Minor penalties? Explain the procedure for imposing Minor Penalty.

Q.No.3 **Define** the followings:-  

(a) Cadre  
(b) Consolidated fund  
(c) Drawing and Disbursing officer  
(d) Honorarium  
(e) Authority competent to grant leave  
(f) Government Servant  
(g) Disciplinary Authority  
(h) Lien  
(i) Foreign service  
(j) Date of retirement

Q.No.4 **Answer** **any two** of the followings:-  

(i) What is Government e-marketplace (GeM)? Also explain the purchases made by e-procurement.

(ii) What are the salient features of MACP scheme?

(iii) Enumerate the rules and guidelines related with the prohibition of sexual harassment of working women at workplace.

Q.No.5 **Write short notes on** **any five** of following:-  

(i) Commuted leave  
(ii) Paternity Leave Rule  
(iii) Purchase of goods without quotation  
(iv) Common proceedings  
(v) Procedure of retirement on completion of 30 years qualifying service:  
(vi) Limited Tender Inquiry  
(vii) Maximum amount of study leave  
(viii) Bid security(Earnest Money)

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