Q.No.1  State Yes or No to whether Prior Permission or Intimation of competent authority is required in the following situations as per CCS Conduct Rules, 1964. If answer is yes, then also indicate whether it has to be prior permission or intimation of/to the Competent Authority.

(i) To join educational institutions beyond normal office hours.
(ii) To stay with the foreign diplomats and foreign nationals abroad.
(iii) To do transaction below 50 lakh in case of immovable property.
(iv) To do transaction equal to three times of the basic pay of employee with respect to movable property.
(v) To take a car loan of Rs. 10 lakhs from a nationalized Bank.
(vi) To communicate with a foreign embassy.
(vii) To publish a book as author.
(viii) To accept an international award given by foreign Government.
(ix) For a private visit abroad.
(x) To participate in "Shramadan" organized by a Government department.
(xi) To leave station or headquarters during casual leave.
(xii) Employment of daughter in a company having official dealing with Government.
(xiii) Raising of fund for natural calamity victims.
(xiv) Giving evidence in a judicial enquiry.
(xv) Accepting an interest free loan from relatives.

Q.No.2  Answer any six out of the following parts of the Questions. Wherever applicable, write the relevant legal authority (relevant rules).

(i) Please write the correct year in the blank.
   (a) General Financial Rules,_____
   (b) CCS (Conduct) Rules,______.
   (c) CCS (LTC) Rules,______.
   (d) Government Provident Fund Rules____
   (e) Delegation of financial Power Rules,____.

(ii) What is the joining time admissible to Central Government Employee on transfer involving distance of 510 KM between the old and new Headquarter?

(iii) What are the types of other leave, which can be combined with Casual leave?

(iv) Which CCS (Conduct) Rule prohibits a Government Servant from taking part in politics and elections?

(v) Under which rule of CCS (Leave) Rules, Extra Ordinary Leave (EOL) may be granted to a Government Employee?
(vi) Which Rule of the CCS (Conduct) Rules requires prior intimation / prior sanction for purchase of immovable property by the Government Servant?

(vii) If Grade Pay of a Government Servant is Indian Rupees 4600/-, then what would be his entitlement for journey (Class) by Rail and Road respectively?

(viii) Which rule of the CCS (CCA) Rules, provides the penalties under the heading “major penalty”?

Q.No.3

State whether True or False. If false, explain why in 30 words. Attempt any four. [2.5x4=10]

(i) Goods valued Rs. 80000/- can be purchased in office without quotations.
(ii) Medical treatment can be generally obtained from private hospital.
(iii) Family members who are no longer dependent upon the Government servant though staying with him/her can avail benefit of Central Government Health Scheme.
(iv) An office memorandum is always written in third person and bears no salutation except for the name and designation of the officer signing it.
(v) All dak (posts) are received and opened in the Central Registry of each office and recorded in the receipt register. Write if there is any exception to this?

(vi) It is mandatory to buy stationary from Kendriya Bhandar or NCCF.

Q.No.4

Answer any four of followings questions. Answer to each question may be limited to 100 words. Also write applicable rules or legal authority. [4x5=20]

(i) If one of the Government officials in your office is willfully absenting himself from duty, what can be implication for the employee of such willful absence from duty? Justify your answer in terms of applicable legal provisions.

(ii) A Government servant to whom a Government residence was allotted continued to occupy the residence after his transfer for a period of 8 months during which he was on leave. What license fee is recoverable from him during the leave period?

(iii) Under what conditions, casual leave can be granted to an officer on deputation out of India?

(iv) When the dismissal, removal or compulsory retirement of a Government servant is set aside by a Court of Law, how is the period of absence from duty regulated and what payments are made for such period?

(v) What measures should be taken in any Government office for prevention of sexual harassment in the office.

(vi) Write difference in major and minor penalty proceedings.

Q.No.5

Write important aspects of any four of the following topics. Answer should not exceed 100 words. [4x5=20]

(i) Children Education Allowance
(ii) Child Care Leave
(iii) Leave Encashment
(iv) Leave Travel Concession
(v) Paternity Leave
(vi) Earned Leave
(vii) Censure

Q.No.6

Answer any two of the following questions. Answer may be limited to 150 words. [2x10=20]

(i) What are the circumstances under which a Government Servant may be placed under Suspension?

(ii) What are the different types of purposes for which GPF advances can be drawn?

(iii) What are the rules governing the credit of interest in the account of subscriber under GPF Rules? Please explain the various provisions and conditions related with interest.

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