

**DEPARTMENTAL EXAMINATION OF THE INDIAN REVENUE SERVICE (CUSTOMS
AND CENTRAL EXCISE) GROUP 'A' PROBATIONERS – SEPTEMBER, 2007**

PART I – PAPER V (ADMINISTRATION)

Date: 24.09.2007

Maximum Marks: 150

Time: 1015 to 1315 hours

Pass Marks: 75

NOTE: Answer **Question No. 1** from **Part A** and **any five** questions from **Part B**. All questions carry equal marks. All parts of the question must be answered. Please give answer in brief and to the point and cite relevant provisions wherever applicable. You can reply either in Hindi or in English.

PART 'A' – WITHOUT BOOKS

- Q.1 (i) A government servant wishes to let out premises to a tenant. Explain with reasons whether the government servant is required to report the transaction to the Government. If so, prior to or after the transaction?
- (ii) For the purpose of CCS (Conduct) Rules, who are the “Members of Family”?
- (i) What are the provisions of Conduct Rules regarding oral directions to subordinates? What should a subordinate officer do, if he receives oral directions from his superior officer?
- (ii) Explain whether Government servant can submit joint representations in the matters of common interest?
- (iii) A Govt. servant is a member of Dharam Pracharak Sanstha of Jai Gurudev. Can a disciplinary action be initiated against him? Quote the Rules violated by him, if any.

PART 'B' - WITH BOOKS

- Q.2 (i) An officer is transferred from one office to another office within the same station. Will he be entitled for any joining time?
- (ii) Explain the provisions relating to crediting of earned leave account of unavailed joining time.
- (iii) Write short note on study leave
- (iv) Compare half pay leave with commuted leave. What is leave salary entitlement for these types of leave?
- (v) Can officer avail LTC during casual leave?
- Q.3 (i) What do you mean by “emoluments” for the purposes of GPF Rules?

- (ii) What is the limit and eligibility for withdrawal from GPF account for the purpose of purchase of motorcycle and motor car?
- (iii) Describe the salient features of deposit linked insurance scheme under GPF Rules.
- (iv) Calculate the quantum of interest on GPF and the closing balance with the following particulars for the year 2006-07:

(a)	Closing Balance as on 31.3.2006	Rs. 1,57,000/-
(b)	Monthly subscription	Rs. 5,000/-
(c)	Rate of Interest	8%
(d)	Withdrawal from GPF account in December, 2006.	Rs. 1,00,000/-

- (v) What is the maximum amount admissible as withdrawal from GPF account for extensive repairs or overhauling of a motor car? Who is eligible for such withdrawal?

- Q.4
- (i) Describe the circumstances when suspension should not be resorted to.
 - (ii) What is “deemed suspension”? Whether issue of formal orders in case of deemed suspension is necessary?
 - (iii) Describe the provisions relating to review and revocation of suspension under CCS (CCA) Rules. What do you mean by subsistence allowance?
 - (iv) Enumerate the minor and major penalties that can be imposed under CCS (CCA) Rules.
 - (v) Describe the special circumstances when prescribed procedure of inquiry need not be followed imposition of penalty under the CCS (CCA) Rules.

- Q.5
- (i) Define Authorised Medical Attendant. Whether a Private Medical Practitioner can be appointed as Authorised Medical Attendant? Who is the competent Authority to appoint a Private medical Practitioner as an Authorised Medical Attendant?
 - (ii) What is the prescribed monthly contribution under CGHS Rules, by employee whose basic pay is Rs. 8000/-? Is there any prescribed contribution under CS (MA) Rules?
 - (iii) Enumerate the members of the family of a government servant who is entitled for medical facility under CGHS and CS (MA) Rules? What are the conditions governing the same? Who is said to be dependent on government servant?
 - (iv) Who is the competent authority to accept intimations of gifts filed by Group “A” Officer?
 - (v) A Government Servant is sanctioned a housing loan by a Nationalized Bank. Explain with reasons whether he should intimate the fact to Government? If so, before or after the transaction?

- Q.6 (i) An Officer wants to purchase an office equipment valued at Rs. 60,000/- for use in office. What formalities he is required to observe? Quote the relevant rules.
- (ii) Can a Head of Department delegate his financial powers to a subordinate? Quote the conditions and relevant rules, if any?
- (iii) Is maintenance of Service Book for every government employee necessary? Is the government employee entitled to have a copy of his service book? If so, under what provisions?
- (iv) What is the maximum time limit for filing a claim of Travelling Allowance (TA) under the Rules?
- (v) What are the conditions and limits for availing Maternity Leave? Can it be availed in continuation to any other type of leave?
- Q.7 (i) Who is entitled for journey by air under the existing TA Rules?
- (ii) Describe in detail, the entitlements of TA on transfer of a government servant. Are the Probationers of Customs and Central Excise entitled for Transfer on TA on their first posting?
- (iii) Give detailed entitlements of TA for a government officer on his retirement.
- (iv) Calculate Daily Allowance entitlement in the following case:
- (a) Total absence from Hqrs. from 0700 hours of 3.1.2007 to 11.00 hours of 9.1.2007.
 - (b) Arrival at expensive locality at 11.00 hours on 4.1.2007
 - (c) Departure from expensive locality at 1130 hours on 6.1.2007
 - (d) Rate of DA at ordinary locality Rs. 120/-
 - (e) Rate of DA at expensive locality Rs. 150/-
- Q.8 (i) What are the current block years for LTC to Home Town and LTC to any place in India.
- (ii) An officer is under suspension. Is he entitled for LTC during this period? What is the position with regard his family members during his period of suspension?
- (iii) The wife of a government employee is working in Indian Airlines. Will he be entitled for LTC facilities?
- (iv) Who is entitled for journey by Air on LTC? Whether the journey can be performed by private airlines? What is the position, if journey on LTC is undertaken by air by a non-entitled officer?
- (v) What are the entitlements of an officer who superannuates during pendency of any disciplinary proceedings?

- Q.9 (i) What is minimum qualifying service required for a government servant to become eligible for pension on superannuation and voluntary retirement respectively?
- (ii) Average emoluments of a government employee are Rs. 15000/-. He retires after a qualifying service of 11 years. Calculate his entitlement of pension. What is the maximum amount of pension, which is admissible to him for commutation?
- (iii) An officer drawing a pay of Rs. 10,200/- in the pay scale of Rs. 8000-275-13500/- is promoted to a post carrying pay scale of Rs. 10000-325-15200/-. Fix the pay of the official in the promoted scale.
- (iv) You are planning to purchase a motor car by withdrawing from GPF. Are you required to intimate this transaction under the Conduct Rules? What is the position of intimation if you purchase the car by taking motor car advance from the Department?

Q.10 Write short notes on the following:

- (a) Compassionate appointments
- (b) Salient features of new pension scheme (w.e.f. 1.1.2004)
- (c) Voluntary retirement
- (d) Assured Career Progression Scheme
- (e) Paternity Leave.
