

DEPARTMENTAL EXAMINATION OF INSPECTORS OF CENTRAL EXCISE

(PAPER-III) - ADMINISTRATION (With Books)

Date : 17.06.2015

Time : 10.00 am To 1.00 PM

MAXIMUM MARKS: 100

PASS MARKS: 50

Note :-

1. Answer any five questions.
2. **Q.1 is Compulsory**, all questions carry equal marks.
3. Candidates have options to answer in Hindi
4. Relevant authority must be quoted will all answers.

CONCERNED BOOKS :-

1. The Fundamental Rules & Supplementary Rules.
2. The Central Civil Services (Classifications, Control and Appeal).
3. The Central Civil Services (Conduct) Rules.
4. General Provident Fund Rules.
5. General Financial Rules.
6. Central Treasury Rules.

Q.1. Define any five of the following terms –

(5 x 4)

- (a) Child care leave
- (b) Disciplinary Authority under CCS(CCA) Rules
- (c) "Family" as defined in Leave Travel Concession Rules
- (d) "Secretary" under CCS (CCA) Rules.
- (e) "Members of family" under CCS (conduct) rules.
- (f) "Government Account" Under Central Treasury Rules.
- (g) "Accounts Officer" under General Provident Fund.

Q.2. Choose the correct answer:-

(10 x 2)

i. Demonstration and Strikes are defined in of CCS Conduct rules.

- (a) Rule 7 (b) Rule 4 (c) Rule 5 (d) Rule 6

ii. The contribution to GPF of the concerned official due to retire on superannuation is stopped

- (a) One month before retirement (c) Three month before retirement
(b) Two month before retirement (d) Four month before retirement

iii. What is meant by FRSR

- (a) Financial Rule and Service Rule (c) Financial & Supplementary Rules
(b) Fundamental Rules and Service Rules (d) Fundamental Rules and Supplementary Rules

iv. In CCS (Conduct) Rules 1964, Government means

- (a) State Govt. (b) Central Govt. (c) Both (a)&(b) (d) None of these

v. Who will allot the PRAN to the employees under Defined Contribution Pension Scheme (New Pension Scheme)

- (a) Drawing and Disbursing Officer (c) Head of Office
(b) Pay and Accounts Officer (d) None of the above

vi. Joining time admissible to a Central Govt. employees on transfer involving distance of 1680 Km, where the transfer does "NOT" necessarily involves continuous travel by road for more than 200 Km. is

- (a) 10 days (b) 12 days (c) 15 days (d) 18 days

vii. Earned Leave can be ordinarily combined with the following:-

- (a) Casual leave, Half pay leave, Maternity leave
- (b) Study leave, Casual leave, Maternity leave
- (c) Study leave, Half pay leave, Maternity leave
- (d) Casual leave, Hospital leave, Paternity leave

viii. Which of the following is "NOT" interest free advance

- (a) Advance for purchase of bicycle
- (b) Advance for purchase of Scooter/moped
- (c) Festival advance
- (d) Advance in connection with medical treatment.

ix. As per CCS (Leave) Rules 1972, who is "NOT" a competent authority to sanction Earned Leave.

- (a) Head of office
- (b) Head of Department
- (c) Administrator
- (d) Comptroller and Auditor-General

x. Rule 11 of CCS (Conduct) rules 1964 deals with

- (a) Evidence before committee
- (b) Communication of unauthorized information
- (c) Election
- (d) Gift

Q.3. Write short notes on any 'Two' of the following:- (2 x 10)

- (a) What are the options available to the Government servant on his promotion with regards to fixation of his pay
- (b) An officer was relieved on 25th March, F.N (Friday) on transfer to another station 1,100 km distant. 26th March was a holiday. He made the journey by rail and the train was held up *en route* for 48 hours due to railmen's strike. Calculate the joining time admissible in this case and specify the last date by which the officer should join his post in the new station
- (c) Explain the purposes for which G.P.F advance can be granted.

Q.4. Describe (with Rule) the following:- (4 x 5)

- (a) Acquisition of movable property by a Government servant in his own name or in the name of a member of his family
- (b) Availing of free transport by a Government servant from persons with whom he/she has official dealings.
Distinction between censure and warning
- (c) Earned leave and Commuted Leave
- (d) Give the illustrative list of work for which honorarium should not be paid

Q.5. Describe the following:-

- (a) Enumerate the major and minor penalties (10)
- (b) What is mean by study leave? Describe the various provisions of study leave. (5)
- (c) What is the procedure of Provisional pension, where departmental proceedings may be pending? (5)

Q.6. Write short notes on following:- (4 x 5)

- (a) Suspension
- (b) Voluntary Retirement
- (c) Commutation of one kind of leave into another.
- (d) Common proceedings.

Q.7. Describe the following:- (2 x 10)

- (a) What are the rules governing "Withdrawals from the fund" under General Provident Fund Rules? Explain the purposes for which these can be taken by a Govt. servant.
- (b) What are provisions regarding intimation to the department with reference to movable property? Who is the competent authority to accept such intimations?
