

**PAPER-III - ADMINISTRATION (With Books)**

Date: 08-08-2024  
Time: 10.00 AM To 1.00 PM

MAXIMUM MARKS: 100  
PASS MARKS: 50

**Note: -**

1. All Questions are compulsory.
2. Candidates have options to answer in Hindi
3. Please quote relevant authority for all answers wherever required.
4. All parts of a question must be attempted at same place.
5. Use of Mobile/Smart Phones is strictly prohibited during examination.

**SUGGESTED BOOKS: -**

1. The Fundamental Rules & Supplementary Rules Part-I.
2. The TA Rules – Part-II
3. The CCS (Classifications, Control and Appeal), 1965.
4. The Central Civil Services (Conduct) Rules, 1964.
5. The General Provident Fund (Central Service) Rules,1960.
6. The General Financial Rules,2017.
7. The Central Treasury Rules.
8. The CCS(Leave) Rules,1972-Part-III
9. The CCS(Pension) Rules,1972&2021 &CCS(NPS) Rules, 2021

**Q.No.1 Write the correct option in the following parts: [10x2=20]**

- (i) What is the maximum limit for availing personal computer advance?  
(a) Rs. 40,000/- (b) Rs. 50,000/- (c) Rs. 60,000/- (d) Rs. 75,000/-
- (ii) What is the amount of advance granted to serving beneficiaries for indoor treatment as per the approved CGHS package rates?  
(a) 75% (b) 80% (c) 90% (d) 100%
- (iii) Is an unmarried son aged 27 years and not employed but wholly dependent on a Government servant eligible for CGHS benefits?  
(a) Yes (b) No
- (iv) While claiming mileage allowance for journeys performed by road in private vehicle, is it necessary that the vehicle should be registered in the name of Government servant?  
(a) Yes (b) No
- (v) Can Government employees travel by private airline on LTC?  
(a) Yes (b) No
- (vi) Will leave be granted to a Government servant who is under suspension?  
(a) Yes (b) No
- (vii) Minimum years of service prescribed for withdrawal of 90% of balance from GPF is:  
(a) 10 years (b) 15 years (c) 20 years (d) 25 years
- (viii) If the headquarter of a Government servant is in a 'X' class city but he resides in a village outside the municipal limit of that city, will he be entitled for HRA prescribed for 'X' class city?  
(a) Yes (b) No
- (ix) Is an Inquiry Officer/ Inquiring Authority competent to issue a formal charge-sheet in a departmental inquiry?  
(a) Yes (b) No
- (x) Can a Government servant contest in an election on behalf of any political party?  
(a) Yes (b) No

**Q.No.2 Attempt any two questions - [2x 10 = 20]**

- (a) Enumerate any four conditions which the Government servant is required to fulfill to avail leave encashment for availing LTC.

- (b) Enumerate the extant CGHS guidelines for reimbursement of medical claims to Central Government pensioners.
- (c) Enumerate five examples with regard to activities where permission of prescribed authority is NOT required under the CCS (Conduct) Rules.

**Q.No.3 Define the following (Marks will be deducted if an appropriate rule is not quoted) [10x2=20]**

- (i) Interest bearing advance.
- (ii) Hostel Subsidy.
- (iii) Subletting.
- (iv) Earned Leave.
- (v) LTC for escort.
- (vi) Dress Allowance.
- (vii) Conveyance Allowance.
- (viii) Night Duty Allowance.
- (ix) Advances from GPF.
- (x) Daily Allowance.

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

- (i) MACP Scheme
- (ii) Medical Advance
- (iii) Special Duty Allowance
- (iv) Reservation for persons with disability
- (v) Unauthorized Absence
- (vi) Misuse of LTC
- (vii) Government Servant & Politics
- (viii) Bonus

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

- (i) Advance taken for a medical treatment is an interest-bearing advance. [True/ False]
- (ii) Permission under Rule \_\_\_\_ of the CCS (Conduct) Rules is required for accepting membership of a Book Club run by a foreign agency.
- (iii) Occasional attendance in political meeting is considered unobjectional under CCS (Conduct) Rules. [True/ False]
- (iv) Under Rule \_\_\_\_ of the CCS (Conduct) Rules Government servant is required to file Annual Property Return.
- (v) Prescribed limit for accepting gift for Group 'B' officers under CCS (Conduct) Rules is Rs. \_\_\_\_\_.
- (vi) Anonymous/ pseudonymous complaints shall be filed under Rule \_\_\_\_ of the CCS (Conduct) Rules?
- (vii) Cash Handling Allowance Rs. \_\_\_\_ is payable to Cashiers handling/ disbursing cash above Rs. Five lakhs per month.
- (viii) Maximum \_\_ days leave encashment is allowed to an employee for availing LTC on one occasion.
- (ix) Number of \_\_ days joining time is admissible if journey on transfer is more than 1000 km. but less than 2000 km.
- (x) \_\_\_\_ percent of LTC advance is admissible to a Government servant.

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