CCS (Conduct) Rules, 1964

1. Answer any five (five) of the following questions:-(4×5=20)
   (a) What does Rule 3-A of the CCS (Conduct) Rules, 1964 say about display of promptness and courtesy by Government servants?
   (b) Spell out any four instances of “sexual harassment” as explained under Rule 3-C of the CCS (Conduct) Rules, 1964.
   (c) What are the two ways in which a Government servant is allowed to take part in politics and elections as per the proviso to Rule 5 of the CCS (Conduct) Rules?
   (d) What, in the context of CCS (Conduct) Rules, is a strike meant?
   (e) Write down, verbatim, the provision of Rule 20 of the CCS (Conduct) Rules, 1964 regarding canvassing of non-officials and other outside influence.
   (f) Write down any two restrictions regarding marriage as per Rule 21 of the CCS (Conduct) Rules, 1964.
   (g) Mention any four principles a Govt. servant should observe in relation to consumption of intoxicating drinks or drugs.

2. Fill in the blanks :- (5×1=5)
   (a) Every Government servant shall at all times do nothing which is ________________ of a Government servant.
   (b) A Government servant who has received oral direction from his official superior shall seek ________________ as early as possible.
   (c) __________ means any place or premises to which the public have, or are permitted to have, access, whether on payment or otherwise.
   (d) No person who has entered into or contracted a marriage with a person having a spouse living shall be eligible for ________________
   (e) The display by a Government servant on his person, vehicle or residence of any ________________ shall amount to using his influence in connection with an election.
CCS (CCA) Rules, 1965

3. Answer any four (4) questions: (4×5=20)

(a) Under what circumstances can a Government Servant be placed under suspension and by whom?

(b) What is deemed suspension? Mention the circumstances under which a Govt. servant shall be deemed to have been placed under suspension?

(c) What is the validity period of suspension unless it is extended after review? Under what circumstances no such review of suspension shall be necessary?

(d) State Minor Penalties that can be imposed on a Government servant?

(e) Write the documents to be forwarded by the Disciplinary Authority to the Inquiring Authority.

(f) What are the documents which shall be included in the record of the proceedings as per Rule 16(2) of CCS (CCA) Rules, 1965?

4. Fill in the blanks :- (5×1=5)

(a) A Govt. servant shall be deemed to have been placed under suspension if he is detained in custody for a period exceeding _____________

(b) An order of suspension made or deemed to have been made shall not be valid after a period of ____________.

(c) In cases of absence of officials from duty without proper permission, the leave sanctioning authority may order that the days on which work is not performed be treated as _____________.

(d) Inquiry to be stayed when application is made against the Inquiry Officer’s appointment on ground of _____________.

(e) In common proceedings, any authority competent to impose the penalty of ____________ may make an order for common proceedings.

FR & SR (General Rules)

5. Define the following terms as in FR&SR (any five):- (5×2=10)

(a) Cadre (b) Foreign Service

(c) Joining time (d) Leave salary

(e) Permanent post (f) Subsistence grant

(g) Temporary post (g) Tenure post

6. Define “Duty”. What are the conditions for treating training as duty. (10)

OR

Define “Lien”. In what circumstances does a Government servant retain lien in a post.

7. Mention any 4(four) statements / declarations to be kept in the service book of a Govt. Servant. (5)
CCS (Leave) Rules, 1972

8. What is the effect of dismissal, removal or resignation on leave at credit? (5)

9. Fill in the blanks: (5×1=5)
   (a) Leave cannot be claimed as of ____________.
   (b) __________ which is not recognized as leave shall not be combined with any other kind of leave.
   (c) No Government servant shall be granted leave of any kind for a continuous period exceeding ____________.
   (d) Commuted leave not exceeding _____________ of half pay leave due may be granted on medical certificate.
   (e) __________ shall be debited against the half pay leave the Government servant may earn subsequently.

General Financial Rules, 2005

10. What are the standards of financial propriety? (10)

OR

What action should be taken in case of loss or shortage of Government money or property caused by defalcation, accident, theft or otherwise?

Manual of Office Procedure

11. What is the ultimate object of all Government business? (2)

12. Every rule and step in the procedure must serve a definite purpose and must meet tests. What are such three tests? (3)