1. Define any five of the following terms used in FR&SR: (5×4=20)
   (a) cadre
   (b) allotment
   (c) foreign service
   (d) leave salary
   (e) tenure post
   (f) officiate
   (g) permanent post
   (h) subsistence grant

2. What is Personal Pay and for what purpose it was granted? (2+4=6)

3. What is honorarium? (5)

4. Define Lien? (4)

5. Write three conditions for treating training as duty. (3×2=6)

6. Under what circumstances can special pay be granted? (3)

7. (a) When shall a govt. servant whose date of birth is
   i) the first of a month
   ii) other than the first of a month
   retire from service on superannuation? (4)
   (b) Indicate date, month and year of the retirement on superannuation of the following Govt. employees whose date of birth are indicated against their names: (4)
      i) Muana - 1.1.1956
      ii) Lali - 28.2.1960
      iii) Zuali - 1.4.1962
      iv) Sanga - 31.5.1964

8. Mention only two types of employees to whom extension of service may be granted. Can promotion be given to a Govt. servant who is granted extension of service? (4+1=5)

9. Appointing authority has the absolute right to retire any Govt. servant by giving him notice of not less than three months in writing. To whom may such retirement be granted under FR 56? (6)

10. Mention three conditions for alteration of date of birth of a Govt. servant under FR 56. (3×3=9)

11. When will annual verification of service be done? When should verification and communication of qualifying service be done? (2+2=4)

12. What is a service book? Mention two kinds of Government servants for whom Service Books may not be maintained. (2+2=4)
13. To whom do CCS (Joining Time) Rules, 1979 apply? Mention two categories of employees to whom they shall not apply. What is meant by Joining Time? (2+2+2=6)

14. Mention the two condition/circumstances for crediting the unavailed portion of Joining Time as Earned Leave in his leave account. (2+2=4)

15. Give your answer to the following questions directly (10×1=10)
   (a) Is joining time admissible in cases of temporary transfer not exceeding 180 days?
   (b) How many joining time is admissible in the case of transfer within the same station?
   (c) When will joining time commence if relinquishment of charge is made in the forenoon?
   (d) When will joining time commence if relinquishment of charge is made in the afternoon?
   (e) From where shall joining time be calculated?
   (f) Can joining time be combined with vacation and casual leave?
   (g) What number of days can be granted by Head of Department for extension of joining time?
   (h) Can joining time be granted in case of transfer on own request?
   (i) What is the joining time admissible when the transfer involved 1000 kms or less?
   (j) What is the joining time admissible when the transfer involved more than 1000 kms but less than 2000 kms?

* * * * * * *