1. Define any **5 (five)** of the following: **(5×2=10)**
   (a) Allotment (b) Pay
   (c) Lien (d) Substantive Pay
   (e) Tenure post (f) Duty

2. State whether a Govt. servant under suspension is allowed to give option to elect any revised scales of pay? **(5)**

3. At what rate Subsistence Allowance to a Govt. servant under suspension is paid? **(5)**

4. Mr. Liana participated in a strike and absented himself unauthorizedly. Describe how will you deal with the case. **(5)**

5. How is date of increment of pay of a Govt. servant regulated in the Revised Pay Rules, 2016? **(5)**

6. What is the admissibility of joining time on transfer under CCS(JT) Rules? **(5)**

7. Mr. Thanga, Under Secretary was drawing basic pay of Rs. 31,080/- on 01.01.2016 in the Pay Band 3, 15600-39100 **Plus** GP 6600 (pre-revised). Fix his pay as per 7th RoP as on 01.01.2016 and regulate his pay as on 01.09.2018 and also indicate his date of next increment. **(5)**

8. At what rate joining time pay and compensatory allowances admissible to a Govt. servant on transfer are regulated? **(5)**

9. Calculate the period and expressed in terms of days, months and years from 25.3.2013 to 31.12.2018? **(5)**

10. Fill in the blanks: **(5×1=5)**
    (a) The retiring Govt. servant should formally relinquish charge of office on the afternoon of that day itself even if it happens to be a ____________. 
    (b) A Govt. servant whose date of birth is first of a month shall retire on the afternoon of the last day of the ____________ month on attaining the age of sixty years.
(c) While a Govt. servant is in ____________ service on deputation, contributions towards the cost of his pension and leave salary must be paid to general revenues on his behalf.

(d) Central Civil Service (Joining Time) Rules came into force w.e.f ____________.

(e) No joining time is admissible in cases of temporary transfer. Only actual ____________ may be allowed.

**GROUP ‘B’**

**FR & SR PART-II: TRAVELLING ALLOWANCES**

11. Define any 5(five) of the following? (5x2=10)

(a) Family  
(b) Apprentice  
(c) Local journey  
(d) Enforced halts  
(e) Probationer  
(f) Actual travelling expenses

12. What are the different kinds of Travelling Allowances? (5)

13. What are the different entitlements on tour on transfer of a Government servant? (5)

14. Write short note on any 2 (two) of the following? (2x2½=5)

(a) Mileage Allowance  
(b) Temporary transfer  
(c) Composite Transfer Grant  
(d) Daily Allowance

15. What are the duties of a Controlling Officer before signing or countersigning of a travelling allowance bill? (5)

16. A Govt. servant was recalled for duty from leave before expiry of his leave thereby curtailing his leave. Comment. (5)

17. Can a Govt. servant claim Travelling Allowance on his retirement. Explain. (5)

18. Fill in the blanks: (5x1=5)

(a) Daily Allowance may not be drawn for any day on which a government servant does not reach a point outside a radius of ____________ km from a duty point.

(b) When both husband and wife are Govt. servant and transferred from one and same station to one and same new station travelling allowance ____________ be admissible to both of them as independent Govt. servant.

(c) A Govt. servant who is not authorized to travel by air but who performs a journey by air on tour can draw only the ____________ to which he would have been entitled, if he had travelled by rail, road or steamer.

(d) The dependency criteria for all purposes should be the minimum ____________ alongwith dearness relief thereon.

(e) ____________ per cent of Daily Allowance is admissible for absence from headquarters exceeding 6 hours but not exceeding 12 hours.

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