GROUP A – CCS (LEAVE) RULES, 1972 (60 MARKS)

1. To whom do the CCS (Leave) Rules, 1972 apply? Mention any 6 (six) categories of Government servants to whom the Rules do not apply. (8)

2. How will you regulate the periods of overstayal of leave? What action can be taken against a Government servant who willfully absents himself from duty after the expiry of leave? (6)

   OR

   How is leave applied for? Write the procedure for verification for title to leave (any Two) (6)

3. What are the 3 (three) conditions under which Commuted Leave can be granted without medical certificate? (6)

4. State whether True or False. (8×1=8)
   (a) Extraordinary Leave is granted to Government servants when no other leave is admissible or on request in writing.
   (b) The maximum period of leave of any kind which can be allowed to a Government servant is 2 years.
   (c) The maximum number of days of Earned Leave that can be held at credit by a Government servant is 180 days.
   (d) A Government servant ceases to have any claim for leave to his credit if he has been dismissed.
   (e) If a Government servant claims for commutation of one kind of leave into another, he should apply for commutation within a period of 40 days.
   (f) Leave account of a Gazetted Government servant shall be maintained by Head of Office.
   (g) Leave should not ordinarily be denied during the last ten years of service.
   (h) A female Government servant can be allowed to avail only one spell of Child Care Leave in a calendar year.

5. State 5 (five) different kinds of leave due and admissible to Government servants. (5)

6. What are the circumstances and conditions for grant of Maternity Leave to a Government servant? (10)

7. To whom may Study Leave be granted as provided under Rule 50 (5) of CCS (Leave) Rules, 1972? (6)
8. Choose the correct answer: (5×1=5)
   (a) Paternity Leave is allowed for ________ days.
       (i) 20  (ii) 15
       (iii) 25  (iv) 30
   (b) If a Government is recalled to duty before expiry of his leave, he may be treated as –
       (i) On leave period  (ii) On duty
       (iii) Absent  (iv) None of these
   (c) Which leave cannot be combined with any other kind of leave –
       (i) Earned Leave  (ii) Maternity Leave
       (iii) Special Casual Leave  (iv) Casual Leave
   (d) What is the maximum limit for availing HPL by a Government servant during the entire service?
       (i) 180 days  (ii) 360 days
       (iii) 660 days  (iv) No limit
   (e) What is the maximum number of days EL to be granted at a time in India?
       (i) 240 days  (ii) 300 days
       (iii) 160 days  (iv) 180 days

9. Fill in the blanks: (6×1=6)
   (a) Leave cannot be claimed as of ________
   (b) Any application for leave or for extension of leave shall be made in _______ to the competent
to grant leave.
   (c) Period of overstayal of leave does not count for __________
   (d) A Government servant on extraordinary leave is not entitled to any __________.
   (e) The leave salary payable under the Rules shall be drawn in _______ in India.
   (f) Study leave shall not be granted unless it is for ___________ of studies in subjects other than
academic or literary subject.

GROUP B – CCS (LTC) RULES, 1988 (20 MARKS)

10. Choose the correct answer. (6×1=6)
    (a) LTC facilities can be availed by a Government servant on completion of _____ year’s continuous
service.
       (i) one  (ii) two
       (iii) three  (iv) five
    (b) How many times can Home Town be changed during the entire service?
       (i) Thrice  (ii) Once
       (iii) Twice  (iv) Four times
    (c) What is the entitlement of LTC to officials under suspension?
       (i) Entitled for self and family  (ii) Not entitled
       (iii) Entitled for family only  (iv) Entitled for self only
    (d) What is the time limit stipulated to submit LTC claim for reimbursement when LTC advance has
been drawn?
       (i) within 3 months  (ii) within 6 months
       (iii) within 1 month  (iv) within 45 days
(e) LTC is not admissible during –
   (i) Study Leave  (ii) Maternity Leave
   (ii) Casual Leave  (iv) Weekend holidays without any leave
(f) The maximum amount of LTC advance that can be granted to a Government servant is –
   (i) Four-fifths of the cost of the journey  (ii) 50% of the cost of the journey
   (iii) Up to 90% of the estimated fare  (iv) 75% of the estimated fare

11. What does the term ‘family’ mean as defined in Rule 4(d) of the LTC Rules?  (8)

12. Under what circumstances can a Government servant avail the LTC to visit home town once in every year instead of once in a block of two calendar years?  (3)

13. Can a Government servant and his family members perform the journeys to home town separately on different occasions? If so, how?  (3)

**GROUP C – CS (MA) RULES, 1944 (20 MARKS)**

14. Who will be the Authorised Medical Attendant (AMA) where no Medical Officer is appointed?  (6)

15. List 4 (four) types of dental treatment obtained at Government hospitals for which reimbursement is permissible  (4)

16. Write the types of cases for which a Government servant is eligible to obtain medical treatment outside India.  (5)

17. Fill in the blanks:  (5×1=5)
   (a) Final claims for reimbursement of medical expenses should be preferred within ______ months from the date of completion of treatment.
   (b) Grant of an advance to temporary Government servants would be subject to production of ________ from a permanent Government servant.
   (c) The income limit for determining dependency in respect of members of family is ______
   (d) Treatment means the use of all medical and ________ facilities available at the Government hospital in which a Government servant is treated.
   (e) The ceiling rate for reimbursement of special Nursing is ________ per shift of 12 hours.

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