GROUP ‘A’ (F.R. & S.R.)

(80 marks)

1. Define any 5 (five) of the following terms as in FR&SR :-
   (5×3=15)
   (a) Allotment  (b) Cadre
   (c) Foreign Service  (d) Honorarium
   (e) Ministerial Servant  (f) Officiate
   (g) Special Pay  (h) Substantive Pay

2. Answer any 2 (two) of the following :-
   (2×10=20)
   (a) Define “Duty”. What are the five conditions for treating training as duty?
   (b) No Government servant shall be granted extension in service beyond the age of retirement of sixty years. What are the exceptions?
   (c) On what basis the age of a Government servant determine? Under what conditions an alteration of date of birth of a Government servant can be made?

3. Answer any 3 (three) of the following :-
   (3×5=15)
   (a) Mention any 5 (five) statements / declarations to be kept in the Service Book of a Government servant?
   (b) Define ‘Month”. On what date 3 months and 20 days will be completed on and from 25th January.
   (c) To whom the Appropriate Authority have the absolute right to retire any Government servant without resorting to any disciplinary proceedings?
   (d) A Service Book must be maintained for every non-Gazetted Government servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post. What are the exceptions?

4. Distinguish between any 4 (four) of the following:-
   (4×5=20)
   (a) Permanent post and temporary post
   (b) Substantive pay and subsistence grant
   (c) Personal Pay and Special Pay
   (d) Identical time-scale and same time-scale
   (e) Supernumerary post and tenure post
5. Fill in the blanks :- (10×1=10)
   (a) A Gazetted Officer nominated for training in India should be required to relinquish his post and prepare a _______________ even if no officiating arrangement is made in his place.
   (b) ______________ means the monthly amount paid to a Government servant on leave.
   (c) The term _____________ means the pay drawn in the prescribed pay band plus the applicable grade pay.
   (d) Every Government servant shall retire from service on the ______________ of the last day of the month in which he attains the age of sixty years.
   (e) A Government servant whose date of birth is the ____________ of a month shall retire from service on the afternoon of the last day of the preceding month.
   (f) A Government servant who is granted extension of service shall not be ____________ to another post during the period of extension.
   (g) A Government servant whose date of birth falls on 1.1.1959 will retire on superannuation on ______________.
   (h) Service book must be kept in the custody of the ____________ in which the employee is serving.
   (i) Every step in a Government servant’s _____________ must be recorded in his Service Book and entry must be attested by the Head of Office.
   (j) If a Government servant is transferred to Foreign Service, the Head of Office or Department must send his Service Book to the ____________.

GROUP ‘B’ [C.C.S. {Joining Time Rules, 1979}]
(20marks)

6. Define ‘Joining Time’. What are the entitlements of a Government servant on pay and allowances during joining time? (2+3=5)

OR

Mention the joining time admissible with respect of the distance between the old and the new headquarters.

7. Answer any 5 (five) of the following :- (5×2=10)
   (a) Up to what extent joining time can be extended?
   (b) When do the joining time commence?
   (c) Can joining time be combined with any kind of leave?
   (d) Can holidays be prefixed or suffixed to joining time?
   (e) How is the time taken by a Government servant for transit from the old to new station to be treated if he is transferred at his own request?
   (f) How will you regulate the period of joining time not availed by a Government servant on transfer?

8. State ‘True’ or ‘False’ (5×1=5)
   (a) No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days.
   (b) No joining time shall be allowed to join a new post in the same station or which does not involve a change of residence from one station to another.
   (c) Holidays can be prefixed to joining time.
   (d) Joining time may be combined with vacation.
   (e) Joining time shall be granted to a Government servant on transfer in public interest.

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