TRAVELLING ALLOWANCES RULES (33 Marks)

1. Define any five (5) the following: (5×2=10)
   (a) Permanent Travelling Allowance
   (b) Local Journey
   (c) Tour
   (d) Headquarters
   (e) Shortest Route
   (f) Competent Authority

2. Answer any three (3) of the following: (3×3=9)
   (a) What are the different kinds of travelling allowances that may be drawn in various circumstances by Govt. servants?
   (b) What do you mean by ‘daily allowance’? What is the admissibility of daily allowance in the following?
      (i) Absence not exceeding 6 hours
      (ii) Absence exceeding 6 hours but not exceeding 12 hours
      (iii) Absence exceeding 12 hours
   (c) What are the elements of transfer TA that may be drawn on regular transfer by a Govt. servant?
   (d) What do you mean by mileage allowance? Discuss the principles for calculation of mileage allowance.

3. Choose the correct answer from the alternatives given below: (3×2=6)
   (a) Conveyance allowance cannot be granted unless a minimum of 200/202 km is covered on the journeys within 16 km of the place of duty.
   (b) For ‘local journeys’ daily allowance is admissible at 50% / 70% of ordinary rate.
   (c) If there are two or more routes and the difference in journey time and fare is not great, mileage allowance may be allowed for the route actually used / the shortest route.

4. Fill in the blanks (4×2=8)
   (a) A _________ is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.
   (b) The _________ is that by which the traveller can most speedily reach his destination by the ordinary modes of traveling.
   (c) The rate of mileage allowance for journeys on foot and bicycle, on tour and transfer, is _________.
   (d) DA is not admissible for absence not exceeding _________ hours.
LEAVE RULES (33 Marks)

5. Answer any five (5) of the following :-
   (5×2=10)
   (a) Write down conditions for grant of commuted leave.
   (b) Can “Leave Not Due” be granted to a temporary government servant? If so, under what conditions may such leave be granted?
   (c) Up to what extent can extraordinary leave be granted to a Govt. servant in permanent employ at a time? How does a spell of extraordinary leave affect earning of leave?
   (d) Enumerate the various kinds of leave which can be availed of under Medical Certificate. What is the entitlement of pay and allowances during such leave?
   (e) What actions can be taken to a Govt. servant who overstayed the leave without proper sanction?
   (f) What are the circumstances under which commuted leave can be availed without medical certificate.

6. Whether the following statement are ‘True’ or ‘False’
   (5×1=5)
   (a) Leave cannot be claimed as a matter of right.
   (b) Leave may be granted to a Govt. servant under suspension.
   (c) The benefit of increment of pay may be paid to a Govt. servant while on leave.
   (d) Conversion of one kind of leave into leave of a different kind is permissible when applied for by the official while in service and after quitting the service.
   (e) A Govt. servant who is on leave on medical certificate will be permitted to return to duty without production of a medical certificate of fitness.

7. Fill up the blanks:
   (5×1=5)
   (a) Earned leave can be accumulated up to __________ days.
   (b) The maximum amount of Child Care Leave is __________ days during the entire service.
   (c) A male employee with less than 2 surviving children may avail paternity leave for __________ days.
   (d) A woman employee may be allowed to avail __________ days of maternity leave.
   (e) The maximum amount of study leave is __________ months.

8. What do you mean by leave salary? How will you determine the amount of leave salary in the following cases?
   (2+5=7)
   (a) Earned leave
   (b) Commuted leave
   (c) Half pay leave
   (d) Maternity leave
   (e) Extraordinary leave

9. Write short notes on :
   (3+3=6)
   (a) Maternity leave
   (b) Paternity leave

FR&SR Vol – I (34 Marks)

10. Define any five (5) of the following:
     (5×2=10)
     (a) Temporary post
     (b) Honorarium
     (c) Tenure post
     (d) Foreign service
     (e) Officiate
     (f) Fee
     (g) Time-scale pay
     (h) Cadre
11. Fill in the blanks:  
(a) __________ means a monthly grant to a Govt. servant who is not in receipt of pay or leave salary.
(b) The whole time of a Govt. servant is at the __________ of the Government which pays him.
(c) No person may be appointed to a post in Government service without a __________ of health.
(d) No Govt. servant shall be granted leave of any kind for a continuous period exceeding __________ years.
(e) Joining Time can be combined with vacation/regular leave of any kind or duration except __________.

12. What do you mean by increment? Enumerate the periods/service which count for increment. (2+7=9)

13. What do you mean by the term “Lien”? In what circumstances does a Government servant retain lien in a post? (5)

OR

What is Duty? State the conditions for treating training as duty.

14. Define Joining time. Can Joining time be combined with:- (5)
(a) any kind of leave
(b) casual leave
(c) a period of vacation

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