

LIMITED DEPARTMENTAL EXAMINATION, 2017

Inspector of Taxes

(Accounts and Office Procedure)

(With Books)

PAPER-IV

Time Allowed: Two Hours

Maximum Marks: 100

I N S T R U C T I O N S

DO NOT OPEN THIS QUESTION BOOKLET SEAL UNTIL YOU ARE TOLD TO DO

1. Immediately after the commencement of the examination, you should check that this Test Booklet does not have any unprinted or torn or missing pages or items, etc. If so, get it replaced by a complete Test Booklet.
2. Write your Roll Number on the Test Booklet in the Box provided alongside.
3. This Test Booklet contains 100 items (questions). Each item comprises four responses (answers) written as **(a), (b), (c) and (d)**. You will select the response which you feel is correct and want to mark on the answer sheet.
4. You have to mark all your responses **ONLY** on the separate Answer Sheet provided. Also read the directions in the Answer Sheet. Fill in all the entries in the Answer Sheet correctly, failing which your Answer Sheet shall not be evaluated.
5. Count the number of questions attempted carefully and write it down in the space provided in the OMR Sheet. This has to be verified by the Invigilator before leaving.
6. After you have completed filling in all your responses on the Answer Sheet and the examination has concluded you should hand over to the Invigilator the Answer Sheet (in original). **You are permitted to take away 2nd Copy of OMR Answer Sheet and the Test Booklet.**
7. All items carry equal marks.
8. Candidature would be cancelled in case of non-compliance with any of these instructions.
9. There will be **NO PENALTY** for wrong answers.

Question Starts

1. An employee holds lien on a post -
 - (a) While on foreign service ;
 - (b) During joining time on transfer to another post ;
 - (c) While under suspension ;
 - (d) All of the above.

2. A Government servant can hold lien on the post in his parent department, while getting employed in other department, for a period of -
 - (a) One year ;
 - (b) Two years ;
 - (c) Three years ;
 - (d) Five years.

3. Lien of a permanent employee on foreign assignment on Government to Government basis to developing countries of Asia, Africa and Latin America, may be extended upto -
 - (a) Two years ;
 - (b) Three years ;
 - (c) Five years ;
 - (d) Six years.

4. Lien on a post shall stand terminated if the employee -
 - (a) Acquires lien on a permanent post outside his parent cadre ;
 - (b) Proceeds on immediate absorption basis to a post/service outside his service/cadre/post ;
 - (c) Overstays at foreign service/deputation beyond the maximum permissible period ;
 - (d) All of the above.

5. Pay means the amount drawn monthly by a Government servant, in terms of -
 - (a) FR 9(20) ;
 - (b) FR 9(21)(a) ;
 - (c) FR 9(23) ;
 - (d) FR 9(25).

6. Overseas pay means -
 - (a) Pay of a Government servant remitted abroad ;
 - (b) Pay granted to a Government servant for his services abroad ;
 - (c) Pay granted to a Government servant for his services in a country other than the country of his domicile ;
 - (d) None of the above.

7. Substantive pay means pay other than -
 - (a) Special pay ;
 - (b) Personal pay ;
 - (c) Emoluments classed as pay
 - (d) All of the above.

8. Personal pay means additional pay granted to a Government servant -
 - (a) To save him from a loss of substantive pay due to revision of pay ;
 - (b) To save him from a loss of substantive pay due to reduction of substantive pay for any reason except disciplinary action ;
 - (c) In exceptional circumstances, on other personal considerations ;
 - (d) All of the above.

9. Special pay or special allowance is an addition to the emoluments of a post or of a Government servant for -
 - (a) Special achievements of the Government servant ;
 - (b) Specially arduous nature of duties ;
 - (c) Specific addition to the work or responsibility ;
 - (d) Both (b) and (c) above.

10. Special pay (allowance) is admissible for -
 - (a) Cash handling duties of a cashier ;
 - (b) Assisting cashiers in bringing cash from bank ;
 - (c) Operating franking machines / Photostat machines / Gestener ;
 - (d) All of the above.

11. The current rate of Cash Handling Allowance to cashiers for handling an amount of average monthly cash disbursed of over Rs. 10 lakhs is -
- Rs. 600 p.m. ;
 - Rs. 750 p.m. ;
 - Rs. 900 p.m. ;
 - Rs. 1000 p.m.
12. Monthly grant made to a Government servant who is not in receipt of pay or leave salary is -
- Personal grant ;
 - Grant-in-aid ;
 - Subsistence grant ;
 - Substantive grant.
13. Existing basic pay does not include
- Dearness allowance ;
 - Non-practicing allowance ;
 - House rent allowance ;
 - All of the above.
14. The pay of a Government servant whose promotion or appointment to a post is found to be or have been erroneous, shall be regulated under -
- FR 22 ;
 - FR 23 ;
 - FR 27 ;
 - FR 31-A.
15. Family planning allowance is allowed to a male Government employee if his age at the time of sterilization operation does not exceed 50 years and that of his wife does not exceed -
- 45 years ;
 - 48 years ;
 - 50 years ;
 - 55 years.
16. Family planning allowance is admissible to an employee undergoing sterilisation and having -
- Not more than one surviving child ;
 - Not more than two surviving children ;
 - Not more than three surviving children ;
 - All of the above.
17. Payment by way of fee does not include -
- Income from property, dividends and interest on securities ;
 - Income from literary, cultural, artistic, scientific or technological efforts ;
 - Income from participation in sports activities as amateur ;
 - All of the above.
18. A Government employee is required to obtain prior permission for undertaking the work or rendering any service and to accept fee therefor, in terms of -
- FR 9(6A) ;
 - FR 46(a) ;
 - FR 46(b) ;
 - FR 48.
19. Fee can be retained by the Government employee, upto a limit of -
- Rs. 1500 in a financial year in case of recurring fee ;
 - Rs. 1500 in case of each non-recurring fee ;
 - 2/3rd of the amount of fee in excess of Rs. 1500 ;
 - All of the above.
20. Honorarium may be paid to an employee for an occasional or intermittent work, subject to condition -
- The work should be so laborious or of such special merit as justifies a special reward ;
 - The amount of honorarium is settled in advance ;
 - The sanctioning authority shall record in writing the reasons for grant of honorarium ;
 - All of the above.
21. No honorarium should be paid for
- Meritorious work such as working for long hours ;
 - Special work in arbitration case
 - Exemplary work of commendable nature and devotion to duty ;
 - All of the above.

22. Reporters/Interpreters are allowed honorarium for taking down reports of Parliament proceedings at the rate of -
- Rs. 25 per day ;
 - Rs. 125 per day ;
 - Rs. 250 per day ;
 - Rs. 500 per day.
23. Non-practicing allowance will count as pay for the purpose of -
- Pay fixation ;
 - DA, TA and other allowances ;
 - Calculation of retirement benefits ;
 - Allotment of residential accommodation.
24. Non-practicing allowance is allowable in respect of -
- Medical posts for which medical qualification recognised under the Indian Medical Council Act is essential ;
 - Dentists posts for which qualification recognised under the Dentists Act is essential ;
 - Veterinary posts for which qualification of BVSc & AH is essential ;
 - All of the above.
25. Average emoluments means the average of emoluments drawn by the employee during -
- Last 3 months of his service ;
 - Last 3 years of his service ;
 - Last 10 months of his service ;
 - Last 12 months of his service.
26. Under FR ___ a Government servant may be required to subscribe to provident fund, a family pension fund or other similar fund.
- 15 ;
 - 16 ;
 - 18 ;
 - 22.
27. Under FR 26(b), extraordinary leave is counted as duty under following circumstances -
- EOL granted due to inability of a Government servant to join or re-join duty on account of civil commotion ;
 - EOL granted to a Government servant for prosecuting higher technical and scientific studies ;
 - Both (a) and (b) above ;
 - None of the above.
28. An employee having attained the prescribed age and completed prescribed years of qualifying service, may seek voluntary retirement from service by giving a notice of -
- At least one month ;
 - At least three months ;
 - At least six months ;
 - None of the above.
29. Permission for voluntary retirement may be withheld if the Government servant is under suspension or chargesheeted or being prosecuted for grave misconduct, in terms of -
- FR 56(j) and (k) ;
 - FR 56(k) and (l) ;
 - FR 56(k) and (m) ;
 - None of the above.
30. A Government employee whose date of birth is 1st July, shall retire on superannuation, on last day of the month of -
- June ;
 - July ;
 - August ;
 - None of the above.
31. A Controlling Officer includes -
- An officer entrusted by the Department with the responsibility of controlling the incurring of expenditure and / or the collection of revenue ;
 - A Head of Department ;
 - An Administrator of a Union Territory ;
 - All of the above.

32. A Head of Office means -
 (a) A Gazetted Government Servant declared as such by the Government or by the Head of Department under whom he may be employed, with the concurrence of the Finance Department of the Government of Manipur ;
 (b) Any other authority declared as such under any general or special orders of the competent authority
 (c) Both (a) and (b) ;
 (d) None of the above.
33. An expenditure which is incurred at periodic intervals is a -
 (a) Revenue expenditure ;
 (b) Recurring expenditure ;
 (c) Non-recurring expenditure
 (d) Capital expenditure.
34. As per rule 3 of GFR, 1963, all moneys received by or on behalf of the Government, should be brought into Government Account -
 (a) The same day ;
 (b) By the next day ;
 (c) Within 7 days ;
 (d) Without delay.
35. In terms of rule 4 of GFR, 1963, the following shall not be paid into the Public Account -
 (a) Moneys received by or deposited with an officer of the Central / State Government ;
 (b) Revenues or public moneys received by Government ;
 (c) Moneys received by or deposited with the Supreme Court of India or with any other Court (except a High Court) within a Union Territory ;
 (d) None of the above.
36. A Budget in terms of General Financial Rules, 1963 means -
 (a) Income and Expenditure Account of the Government ;
 (b) Projected Revenue Account of the Government ;
 (c) Estimated Receipts and Payment Account of the Government ;
 (d) Annual Financial Statement of the Government.
37. A Budget is required to be presented for every financial year in terms of _____ of the Constitution of India.
 (a) Article 112 ;
 (b) Article 113 ;
 (c) Article 114 ;
 (d) Article 115.
38. The provision for preparation, formulation and submission of budget to the Parliament / Assembly are contained in _____ of the Constitution of India.
 (a) Articles 111 to 116 ;
 (b) Articles 110 to 115 ;
 (c) Articles 112 to 116 ;
 (d) Articles 112 to 117.
39. Guidelines for preparation of budget estimates by the Ministries / Department, shall be issued by the -
 (a) Ministry of Finance, Budget Division ;
 (b) Ministry / Head of Department concerned ;
 (c) Comptroller & Auditor General of India ;
 (d) Prime Minister of India.
40. The Budget shall contain -
 (a) The estimates of all revenues expected to be raised during the financial year to which the budget relates
 (b) The estimates of all expenditure for each programme and project in that financial year ;
 (c) The estimates of all interest and debt servicing charges and any repayments on loans in that financial year ;
 (d) All of the above.

41. Standard of financial propriety include -
- To exercise vigilance in respect of expenditure incurred from public money in the same manner as a person of ordinary prudence would exercise in respect of his own money ;
 - The expenditure should not be prima facie more than the occasion demands ;
 - An authority must not sanction any expenditure that enures directly or indirectly to its own advantage
 - All of the above.
42. The duties and responsibilities of a Controlling Officer in respect of funds placed at his disposal are to ensure that -
- The expenditure does not exceed the budget allocation ;
 - The expenditure is incurred for the purpose for which funds have been provided ;
 - Adequate control mechanism is functioning in the department to prevent, detect errors and irregularities in the financial proceedings and to guard against waste and loss of public money ;
 - All of the above.
43. Rule _____ of GFR, 1963 provides that all rules, sanctions or orders shall come into force from the date of issue unless any other date is specified therein.
- 41 ;
 - 42 ;
 - 43 ;
 - 44.
44. An order sanctioning creation of a temporary post should specify -
- The sanctioned duration of the post ;
 - The date from which it is to be created ;
 - Both (a) & (b) above ;
 - None of the above.
45. All orders conveying sanctions to expenditure of a definite amount are required to be expressed in -
- Figures ;
 - Words ;
 - Either (a) or (b) ;
 - Both (a) & (b).
46. Which of the following sanctions is to be endorsed to the Audit Officer :
- Sanctions relating to appointment or promotion or transfer of Government Officers ;
 - Sanctions relating to creating or continuation or abolition of posts ;
 - Sanctions for handing over charge and taking over charge ;
 - All of the above.
47. Which of the following sanctions is not to be endorsed to the Audit Officer :
- Sanctions of routine nature issued by Heads of Subordinate Offices ;
 - Sanctions issued by Ministries / Departments proper and under powers of a Head of Department ;
 - Sanctions relating to grant of advances to Government employees ;
 - Sanctions relating to payment or withdrawal of GPF advance to Government employees.
48. A sanction for any fresh charge shall, unless specifically renewed, lapse if no payment in whole or in part has been made during a period _____ from the date of issue of such sanction.
- 1 month ;
 - 3 months ;
 - 12 months ;
 - 18 months.

49. A sanction for purchase of store shall not lapse, even if no actual payment has been made during a period of one year from the date of issue of sanction -
- If the tenders have been invited within one year from the date of issue of sanction ;
 - If the tenders have been accepted within one year from the date of issue of sanction ;
 - If the indent has been placed on the Central Purchase Organisation within one year from the date of issue of sanction ;
 - Both (b) & (c) above.
50. Any loss or shortage of public moneys, departmental revenue or receipts, stores or other property, held by or on behalf of Government shall be immediately reported to -
- The next higher authority ;
 - The Statutory Audit Officer ;
 - The concerned Principal Accounts Officer ;
 - All of the above.
51. Losses of revenue need not be reported if such losses are due to -
- Mistakes in assessments discovered too late to permit a supplementary claim ;
 - Under-assessments due to interpretation of the law by a local authority overruled by a higher authority after expiry of time-limit under the law ;
 - Refunds allowed on the ground that the claims were time-barred ;
 - All of the above.
52. The Controller General of Accounts is responsible for prescribing the form of accounts of the Union and States, in term of article _____ of the Constitution of India.
- Article 112 ;
 - Article 118 ;
 - Article 150 ;
 - Article 151.
53. Original works does not include -
- All new constructions ;
 - Additions and alterations to existing works ;
 - Special repairs to newly purchased or previously abandoned buildings and structures ;
 - Works undertaken to maintain building and fixtures.
54. The following is not a Public Works Organisation -
- Central Public Works Department ;
 - Military Engineering Service ;
 - Indian Buildings Congress ;
 - Border Roads Organisation.
55. A utilization certificate of the grant is to be furnished within _____ of the closure of the financial year.
- 3 months ;
 - 6 months ;
 - 9 months ;
 - 12 months.
56. Where pensions are normally paid by cheques, it may, at the request of the pensioner, be paid in cash up to -
- Rs. 2,000 p.m. ;
 - Rs. 3,500 p.m. ;
 - Rs. 9,000 p.m. ;
 - None of the above.
57. A pensioner may receive pension through a representative on production of a life-certificate, in case -
- He is specially exempted by the orders of competent authority from personal appearance ;
 - Of a female pensioner not accustomed to appear in public ;
 - Of a pensioner unable to appear in consequence of bodily injury or infirmity ;
 - All of the above.

58. A pensioner is not exempted from personal appearance if he produces a life-certificate signed by -
- Sub-Inspector-in-charge of a Police Station ;
 - An Inspector of Post Office
 - A Block Development Officer ;
 - A Principal of a private unaided School.
59. A declaration of acceptance / non-acceptance of commercial employment within two years from the date of retirement is to be furnished by every retired class – I officer -
- Monthly ;
 - Half-yearly ;
 - Quarterly ;
 - Yearly.
60. Under rule ____ a pensioner is required to intimate, of his own, the fact of his taking up employment / re-employment to the disbursing authority, immediately.
- Rule 353 ;
 - Rule 353-A ;
 - Rule 354 ;
 - Rule 354-A.
61. Provisional pension drawn by the Head Office may, if so desired by the pensioner, be paid by -
- Bank Draft ;
 - Postal Money Order ;
 - Cheque ;
 - Any of the above.
62. Rule 367 of the Treasury Rules deals with -
- Payment of commutation money ;
 - Gratuities ;
 - Periodical identification of pensioners ;
 - Undrawn pensions and arrears.
63. A pension remaining undrawn for more than ____ shall cease to be payable by the disbursing officer.
- Six months ;
 - Twelve months ;
 - Eighteen months ;
 - Twenty four months.
64. A disbursing officer can pay arrears of pension himself, if the amount of arrears does not exceed -
- Rs. 5,000 ;
 - Rs. 10,000 ;
 - Rs. 15,000 ;
 - Rs. 20,000.
65. A service pension remaining undrawn for ____ or more may be resumed only with the authority of the Accountant General.
- Two years ;
 - Three years ;
 - Five years ;
 - Six years.
66. A statement of cases of failure to draw pensions, shall be submitted by every pension disbursing officer to the Accountant General concerned every ____
- Month ;
 - Three months ;
 - Six months ;
 - Year.
67. Which office has been set up under the new scheme for simplification of Pension Procedure for payment of Central Civil Pensions.
- Central Pension Accounts Office
 - Central Pension Accounting Office ;
 - Central Pension Payment Office
 - Central Pension Authorising Office.
68. Pension Payment Orders of one District are general filed in ____
- One series ;
 - In different series ;
 - One series with sub-series
 - Filed as convenient by the disbursing officer.

69. Who is authorised to renew Pension Payment Order without reference to the Accountant General -
- Disbursing Officer ;
 - Head of the Office ;
 - Accounts Officers
 - Administrative Officer.
70. Pension for the month of March is payable on or after the first working day of the succeeding month in terms Rule ____ of CTR, Vol. I.
- Rule 338 ;
 - Rule 339 ;
 - Rule 341 ;
 - Rule 342.
71. On receipt of intimation from the pensioner regarding his / her re – employment / employment, the disbursing officer shall suspend the payment of -
- Pension ;
 - Relief on pension ;
 - Both pension and relief
 - Non of the above.
72. The disbursing officer must take special precaution against the fraudulent presentation of claim when a pensioner draws his pension through another person in terms of Rule ____ of CTR, Vol. I.
- Rule 357 ;
 - Rule 358 ;
 - Rule 359 ;
 - Rule 360.
73. The payment of commuted value of a portion of pension can be made upon the authority issued by the ____.
- Accountant General ;
 - Pay and Accounts Officer ;
 - Head of the Office ;
 - Disbursing Officer.
74. Provisional Pension / Gratuity are drawn and disbursed by the ____
- Pay and Accounts Officer ;
 - Head of the Office ;
 - Disbursing Officer ;
 - Accountant General.
75. Payment of arrear of pension due in respect of a deceased pensioner are regulated in term of Rule ____ of CTR, Vol. I.
- Rule 368 ;
 - Rule 369 ;
 - Rule 370 ;
 - Rule 371.
76. What is the time period for the disbursing officer to submit the statement of cases of failure to draw pension to the Accountant General -
- Every month ;
 - Every quarter of the year ;
 - Half yearly ;
 - Yearly.
77. Rule 369 of CTR, Vol. I deals with cases related to -
- Payment of commutation money to the pensioner ;
 - Payment of undrawn pension and arrear ;
 - Payment of arrear of pension due in respect of a deceased pensioner ;
 - Reports to be submitted to the Accountant General.
78. Save as hereafter provided, bill presented by a departmental officer, personal claims preferred by a Government officer and all cheques tendered at the treasury or at an authorised office of disbursement shall be duly received for payments and stamped where necessary vide -
- Rule 131 ;
 - Rule 132 ;
 - Rule 133 ;
 - Rule 134-A.
79. Bills requiring previous countersignature shall not be presented at a disbursing office before such countersignature has been obtained vide Rule ____ of CTRs, Vol. I -
- Rule 141 ;
 - Rule 142 ;
 - Rule 143 ;
 - Rule 144.

80. No Government Officer may issue duplicate or copies of bills or other documents for the payment of money which has already been paid, on the allegation that the originals have been lost in terms of Rule ___ of CTRs, Vol. I -

- (a) Rule 145(1) ;
- (b) Rule 146 ;
- (c) Rule 147 ;
- (d) Rule 148.

81 Who is the Prescribed Authority with respect to Group – A Officer, to order for a full and complete statement regarding acquired movable and immovable property ?

- (a) The Government ;
- (b) Head of the Department ;
- (c) Head of Office ;
- (d) Comptroller & Auditor

General of India.

82. Which Rule under CCS (Conduct) Rules prescribes the forms specified in the Schedule for submission of movable and immovable property return ?

- (a) Rule 18(1) ;
- (b) Rule 14(1) ;
- (c) Rule 16(2) ;
- (d) Rule 114.

83. Whether, participation in auction and bidding by a Government servant is allowed, when the auction is conducted by his own Office or Ministry ?

- (a) It is allowed ;
- (b) It is prohibited ;
- (c) Prior sanction needs to be obtained ;
- (d) Direct participation only is not allowed.

84. Whether it is needed to scrutinize regularly the returns submitted by officers of Central Secretariat Service and Cabinet Secretariat Service ?

- (a) No need to scrutinize regularly ;
- (b) It should be scrutinized immediately after submission ;
- (c) It is to be scrutinized when new items are added in the return
- (d) It is to be scrutinized once in two years.

85. When can a Government servant having a spouse living, enter into or contract a marriage with any person ?

- (a) When such marriage is permissible under the personal law of the Government servant ;
- (b) If the first spouse has given her consent / permission ;
- (c) With the permission of children ;
- (d) With the permission of the parents of the living spouse.

86. Which of the following need not be submitted as return of assets and liabilities, by a Government servant during his entry into the Government service ?

- (a) Immovable property inherited or owned or acquired by him ;
- (b) Shares, debentures and cash in bank ;
- (c) Other movable property ;
- (d) Utensils, crockery and books.

87. Under which of the following circumstances should a Government servant report to the Authority, while entering into a transaction of a movable property ?

- (a) If the value of the property exceeds two months' basic pay ;
- (b) If the value of the property exceeds one month's basic pay ;
- (c) If the value of the property exceeds three months' basic pay ;
- (d) None of the above.

88. Whose certificate of valuation submitted by a Government servant could be accepted when a building is constructed at a cost not exceeding Rs. 10,000/- in a village ?

- (a) Certificate of valuation from Civil Engineer of Government Department
- (b) Certificate of valuation from Tahsildar ;
- (c) Certificate from retired Civil Engineer, who is doing he practice
- (d) Certificate from the Legislative Assembly Member of that area.

89. What is the upper monetary limit for a Government servant (Group 'A' and 'B'), for initiation of transaction in shares, debentures, etc., with the Prescribed Authority ?

- (a) If the total transaction in shares, debentures, etc., exceeds Rs. 50,000 ;
- (b) If the total transaction in shares, debentures, etc., exceeds Rs. 25,000 ;
- (c) If the total transaction in shares, debentures, etc., exceeds Rs. 15,000 ;
- (d) If the total transaction in shares, debentures, etc., exceeds Rs. 20,000 ;

90. What is the prescribed limit for undertaking a repair / minor construction work in respect of any immovable property belonging to a Government servant for which prior intimation to the prescribed authority is necessary ?

- (a) If the estimation exceeds Rs. 10,000 ;
- (b) If the estimation exceeds Rs. 5,000 ;
- (c) If the estimation exceeds Rs. 2,000 ;
- (d) If the estimation exceeds Rs. 7,500 ;

91. No Government shall employ to work, any child below the age of ____ years.

- (a) 18 years ;
- (b) 20 years ;
- (c) 14 years ;
- (d) 16 years.

92. State the year in which CCS (Conduct) Rules came into force.

- (a) 1962 ;
- (b) 1964 ;
- (c) 1968 ;
- (d) 1972.

93. To whom is CCS (Conduct) Rules not applicable ?

- (a) Employees of non-statutory departmental canteens ;
- (b) Persons appointed to a civil service or post in connection with the affairs of the Union ;
- (c) Extra Departmental Agents in the Postal Department ;
- (d) Members of Committees / Commissions appointed by the Government.

94. What behaviour is expected of a Government servant at all times ?

- (a) Maintain absolute integrity
- (b) Maintain absolute devotion to duty ;
- (c) Do nothing which is unbecoming of a Government servant ;
- (d) All the above.

95. State what a Government servant should do, if he had received oral instruction / direction from his official superior.

- (a) He would obtain the written confirmation of the same ;
- (b) He would go and discuss about this with other employees ;
- (c) He would not ask for any official confirmation from his official superior in writing ;
- (d) He would try to get the written confirmation from the supervisor of some other department.

96. Quote the rules under which the provisions of "Prohibition of Sexual Harassment of Working Women" is covered.

- (a) Rule 3 ;
- (b) Rule 3-B ;
- (c) Rule 3-C ;
- (d) Rule 3-A.

97. A Government servant who was convicted by a Court of law had suppressed the fact and requested for grant of regular leave for the absence. What action is to be proposed if leave already sanctioned ?

- (a) Leave sanctioned to be cancelled ;
- (b) Government servant is liable for disciplinary action ;
- (c) Government servant is to be dismissed immediately ;
- (d) Not to be allowed to join duty.

98. A Government servant who was detained in a police custody for more than 48 hours failed to intimate the same to his superior and requested for sanction of leave for the absence. Is the action of the Government servant in order ?

- (a) No. He should have intimated the fact of his detention and is therefore liable for disciplinary action ;
- (b) Yes. Leave to be treated *dies non* ;
- (c) Yes. His leave will not affect his duty ;
- (d) Yes. If he has enough leave, he can take leave without informing the superior the actual purpose of his absence.

99. Name the activity which requires prior permission / sanction of the prescribed authority.

- (a) Seeking redressal of grievances of service matters in Courts of law ;
- (b) To join educational institution or course of studies for university degree ;
- (c) Giving evidence in any judicial enquiry ;
- (d) To take part in informal farewell entertainment.

100. Name the act, conduct and commission of a Government servant which amounts to misconduct.

- (a) Rendering prompt and courteous service to the public ;
- (b) Act in accordance with the Government policies ;
- (c) Striking work or inciting others to strike ;
- (d) Maintenance of political neutrality.