

SAC

Paper - I

Time Allowed - 3 Hours

Maximum Marks-100

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) Attempt any **five** questions. All questions carry equal marks.*
- ii) The answer to each question or part thereof should begin on a fresh page.*
- iii) Your answer should be precise and coherent.*
- iv) The part/parts of the same question must be answered together and should not be interposed between answers to other questions.*
- v) If you encounter any typographical error, please read it as it appears in the text book.*
- vi) Candidates are in their own interest advised to go through the General Instructions on the back side of the title page of the Answer Script for strict adherence.*
- vii) No continuation sheets shall be provided to any candidate under any circumstances.*
- viii) Candidates shall put a cross (×) on blank pages of Answer Script.*
- ix) No blank page be left in between answer to various questions.*

1. Write short notes on the following
 - a) Endorsement
 - b) Press Communique
 - c) Resolution
 - d) Express letters (4×5=20)
 2. Discuss the prescribed procedure for “Noting” in the Jammu and Kashmir, manual of secretariat procedures. (20)
 3. While posted in one of the administrative departments in the civil secretariat, how will you deal with the following:
 - i) Assembly questions
 - ii) Assurances given on the floor of the House (20)
 4. Discuss the instructions laid down in the J & K manual of secretariat procedure for opening and distribution of DAK. (20)
 5. Differentiate the following modes of communication:
 - a) Letter and Demi-official letter
 - b) Memorandum and Office Memorandum (10+10)
 6. Failure to comply prescribed instructions is responsible for mess in records of Govt. offices. Discuss giving timelines for consigning old registers to central records. (20)
 7. Write short notes on the following:
 - a) Duties of Section Superintendent/Section Officer.
 - b) Temporary file (15+5)
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Paper - II

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1. Discuss the rules regulating grant of Earned Leave to Govt. employees in vacation and Non-vacation Departments of the union territory of Jammu & Kashmir. (20)
2. Differentiate the following :
 - a) Probationer and Apprentice.
 - b) Local Allowance and Local Fund.
 - c) Maternity Leave and Child care Leave.
 - d) Controlling officer and Disbursing officer. (4×5=20)
3. Discuss the rules regulating payment of House Rent Allowance and Charge Allowance to Govt. employees in union territory of Jammu and Kashmir. (20)
4. Explain, in detail, the Provisions regarding conditions of age and health for appointment to Govt. service as per J & K CSRs. (20)
5. Explain the following in detail:
 - a) Lien on Appointment
 - b) Joining Time
 - c) Transport Allowance (7+7+6)
6. Describe the rules of procedure for countersignature of T.A Bills of Govt. employees. Also discuss the duties of controlling officer regarding drawal of T.A. Bills by employees. (20)
7. Write short notes on the following:
 - a) Invalid Pension
 - b) Retiring Pension
 - c) Pension to Suspended Employees on due date of retirement. (7+6+7)

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Paper - III

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1. Distinguish between GPF Advance and GPF Withdrawal. Explain the terms and conditions for GPF withdrawal as per new rules. (20)
 2. Describe general principles and restrictions relating to expenditure required to be followed by Government departments. (20)
 3. Discuss rules relating to following contingencies :
 - a) Advertisements
 - b) Purchase of furniture
 - c) Secret Service Expenditure (6+7+7)
 4. Write short notes on the following:
 - a) Permanent advance
 - b) Countersigned Contingencies
 - c) Responsibility of drawing officer. (20)
 5. Discuss the rules required to be followed in making recovery from Government servants on account of attachment orders issued by courts. (20)
 6. Discuss Codal Provisions to be followed while submitting proposals to the competent authority for addition to an establishment or increase in the emoluments of an existing post. (20)
 7. In light of relevant provisions of Medical Attendance & Allowance Rules, discuss Medical attendance within and outside the state. (20)
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1. Appellate Authority should exercise utmost diligence and caution in deciding appeals made to it against Penalty imposed by the competent subordinate Authority. Please discuss in light of relevant Provisions of J & K Classification, Control and Appeal Rules, 1956. (20)
2. Discuss the Provisions regarding Probation and Confirmation of Persons appointed to Govt. Service as contained in J & K Classification, Control and Appeal Rules, 1956. (20)
3. Explain the Conduct Rules required to be followed by Govt. Employees in Union Territory of Jammu & Kashmir regarding investments, lending and borrowing. (20)
4. Explain the following terms :
 - a) Token Demand.
 - b) Supplementary Grants.
 - c) Appropriation Accounts. (7, 7, 6)
5. Write Short Notes on the following :
 - a) Demand for Grants.
 - b) Contingency Fund.
 - c) Vote on Account. (7, 7, 6)
6. Distinguish between the following :
 - a) Revenue Expenditure and Capital Expenditure.
 - b) Voted Expenditure and Charged Expenditure.
 - c) Appropriation and Re-appropriation. (7, 7, 6)
7. Govt. Servants are bound by relevant Conduct Rules even in their private affairs. Discuss with special reference to Provisions of J & K Govt. Employees Conduct Rules regarding the following :
 - a) Proper behaviour in Private Life.
 - b) Private Trade or Employment.
 - c) To accept Gifts. (20)