

**SAS Part-I Examination, 2009**  
**Punjab Civil Service Rules**

- Note:- (1) Attempt all questions.
- (2) Please quote all the relevant rules in support of your answer. An answer which does not contain the rule in support will not receive any marks.

Time: 3 hours

Maximum Marks: 150  
(With the aid of books)

1. Please define the term "family". (10)
2. A widow and a widower, both government servants, having two children each got married and had two children of their own (out of this union). Post to their marriage, elder brother of the husband died leaving behind his widow and an adopted child. The husband in obedience to the local custom, went through the due ceremony and accepted the widow of his elder brother the status of second wife whose adopted child also became the part and parcel of the family.
  - (i) What is the size of the new family unit? (5)
  - (ii) If the parents of the wife also reside with the family and are wholly dependent upon the new family unit, what will be the size of the family? (5)
  - (iii) If the parents of the wife and the adopted wife also reside with the family and are wholly dependent upon the new family unit, what will be the size of the family? (5)
3. Distinguish between :
  - (i) Fee and honorarium. (5)
  - (ii) Dismissal and removal (5)
  - (iii) Voluntary retirement and compulsory retirement. (5)
  - (iv) Earned Leave and Extra Ordinary Leave. (5)
  - (v) Temporary Advance, Refundable Advance and Non-Refundable Advance from the G.P.F. (10)
4. (i) What nature of advance from the G.P.F. can be granted to a subscriber to meet the expenses of a 'mundan' ceremony of a step child and why? (5)
- (ii) Can the advance from the G.P.F. be granted to a subscriber to meet the expenses of hosting the bridegroom's party when the sister's daughter is getting married? (5)

5. (i) A was born on March 1, 1950. When does he superannuate and why? (5)
- (ii) B was born on February, 1952. When does he superannuate and why? (5)
- (iii) C who joined the government service as an H.C.S. officer was subsequently promoted to I.A.S. He was born on May 1, 1950. What will be the date he should superannuate and why? (5)
6. Neelam, born on May 1, 1951 is in the salary scale of Rs. 10,000 – 1,000 – 20,000. Her date of increment also falls on May 1. On May, 2006, she was fixed at basic salary of Rs. 14,000. Other emoluments admissible to her are Special Pay of Rs. 500 pm and Dearness Allowance @ 40%.
- (i) Calculate her D.C.R.G. on superannuation while indicating the date of superannuation. (5)
- (ii) Calculate the pension admissible to her on retirement from service. (5)
7. A is in salary scale of Rs. 20,000 – 1,000 – 30,000 with Dearness Allowance @ 30% and Special Pay of Rs. 500 pm. Basic salary of the employee was fixed at Rs. 23,000 on October 1, 2005. However, A was placed under suspension on February 2, 2006 for a misconduct and remained so till March 20, 2009. What pay and allowances are admissible to A during the period of suspension from time to time? What will be his pay and allowances on A's reinstatement if he is exonerated of the charges? (15)
8. Are the lack of co-operation or dilatory during enquiry tactics good grounds for refusal by the competent authority to increase the subsistence allowance of a suspended employee? Please support your answer by quoting the relevant rules. (15)
9. On his transfer, 'A' left the charge of his office in the afternoon of Wednesday the March 4, 2009. March 11 was a Gazetted Holiday. When should 'A' join his new charge if he is transferred from :-
- (i) Panchkula to Chandigarh (5)
- (ii) Ambala to Narnaul (5)
- (iii) Narnaul to Chandigarh (5)
10. (i) What are the provisions applicable to a government servant for acquiring immovable property during service? (10)
- (ii) Can a government servant mortgage, sell, lease or gift immovable property without the prior approval of the prescribed authority? (5)

**SAS Part –I Examination, 2010**

**Paper: Punjab Civil Service Rules (with the aid of books)**

Time: 3 hours

Max Marks: 150

Note: (a) Question No. 1 carrying 30 marks is compulsory. Rest of the questions carry 15 marks each

(b) Attempt any three questions from Part II and five questions from part III of the paper.

(c) Quote relevant Rules in support of your answers.

**Part – I**

1. Write a short note on the fixation of Pay of an officiating Govt. employee against a post other than his substantive post.

**Part –II**

2. An employee serving in the grade of Rs. 10000-500-15000/EB-600-21000 was drawing Rs. 15000 on February 1, 1994 with the next date of increment due on June 1, 1994. However, his two increments were stopped with cumulative effect by an order passed on April 5, 1994. Please determine the employee's salary on July 1 in 1994, 1995, 1996, 1997 and 1998.
3. Calculate the subsistence allowance admissible to a suspended employee from time to time who was drawing Rs. 12000 p.m in the grade of Rs. 10000-500-15000 on the date of suspension. Assume D.A @ 30 % and H.R.A @ 5 %. The employee remained suspended for a period of 18 months.
4. On Which date should an employee join his new station of posting 250 kms away if he leaves the charge of his post on Wednesday, the March 31, 2010?
5. Mr. A joined the Govt. Service on 19-11-1975 and attained the age of superannuation on April 5, 2010. He was drawing basic pay of Rs. 25000 pm and special pay of Rs. 500 pm and DA of Rs. 5000 pm on the date of his superannuation.  
Calculate the amount of pension & DCRG admissible to Mr. A

### Part-III

6. Define any five out of the following
- (i) Punishing Authority
  - (ii) Major Penalties
  - (iii) Minor Penalties
  - (iv) Compulsory retirement
  - (v) Voluntary retirement
  - (vi) Fee
  - (vii) Honorarium
7. What is the procedure for compulsory retirement of an employee on attaining the age of 55 years for class I, II and III employees?
8. What are the conditions for grant of pension? State briefly the procedure for reduction / withdrawal / withholding of pensions?
9. How is the term 'family' defined for the purposes of Family Pension /GPF&DCRG? Are the (a) step children (b) illegitimate children and (c) adopted children also part of the family?
10. Write a brief note on the provisions governing the grant of Casual Leave & Quarantine Leave?
11. An employee is proposed to be dealt with under the Punishment & Appeal Rules for inflicting major penalty. Detail the steps in the process involved and essential points to be covered in the final order.

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**Haryana State SAS Part I Examination, 2011**

**Punjab Civil Service Rules (CSR)  
(with the aid of books)**

Time Allowed: 3 hours

Max.Marks: 150

**Note:** (a) Question No. 1 carrying 30 marks is compulsory. Rest of the questions carry 15 marks each.

(b) Attempt any **three** questions from Part II and **five** questions from Part III of the paper.

© Quote relevant Rules in support of your answer.

**Part –I**

1. How is the pay of a government employee regulated who is appointed as a probationer in another service or cadre, and is subsequently confirmed in that service or cadre

**Part –II**

2. A is the salary scale of Rs. 15000-500-20,000-EB-750- 27500. His basic salary was fixed with effect from 1-04-2005 at Rs. 19000.He was subsequently put under suspension with effect from June 20, 2006 for a grave misconduct. He remained suspended till October 20, 2010 when the regular enquiry exonerated him. He was as result there of reinstated. Please indicate his basic salary or subsistence allowance, from time to time during the period of suspension and on reinstatement.
3. A is an officer of substantive grade Rs5000-1000-10,000/EB-1500-16000. His date of increment is 1st January every year. On 1-1-11,his salary was fixed at Rs.9000. With effect from June 30, 2011, he was elevated to a higher post in the officiating capacity which carries the scale of Rs. 6000-15000-13500/EB-2000-23500. Calculate his substantive and officiating basic salary from time to time till January 1, 2016 presuming that his present status continues till then.
4. A was transferred from Sirsa to Narnaul. He left the charge of his office at Sirsa on Wednesday April 13, 2011. April 14, 2011 was a gazette holiday. If his new headquarters is 300 Kms away, indicate by what date he must join. If he fails to join by that date, what are the possible administrative steps that Competent Authority can take against A.
5. Please write a brief note on the powers of Competent Authority to increase/decrease the subsistence allowance during the suspension period of an employee.

Part –III

6. Define any five out of the following:-

- (i) Commuted Leave
- (ii) Tenure post
- (iii) Refundable advance
- (iv) Fee
- (v) Honorarium
- (vi) Substantive Appointment
- (vii) Extra ordinary leave

7. Distinguish between (attempt any three)

- (i) "Drawing and Disbursing officer" & "Controlling officer"
- (ii) "Personal Pay" & "Presumptive pay"
- (iii) "Identical time scale" & "Same time scale"
- (iv) A "Probationer" and an "Apprentice"
- (v) "Superannuation pension" & "Invalid pension"

8. Write a brief note on procedure for compulsory retirement on attaining the age of 55 years of class I/II and III employees?

9. Write a brief note on conditions for grant of pension and procedure for reduction/withdrawal/withholding of pension.

10. Describe the procedure to be followed when an employee is proposed to be dealt with for major a penalty.

11. Write a brief note detailing the various kinds of leave and conditions regulating them specifically highlighting which category cannot be joined or taken along with each other.



Haryana State SAS-I(OB) Examination ,2014

SET-A

Civil Services Rules(CSR)

(with the aid of books)

- Books**
1. Punjab Civil Services Rules, Volume 1, Part 1
  2. Punjab Civil Services Rules, Volume 1, Part 2
  3. Punjab Civil Services Rules, Volume 2

**Time allowed: 3 Hours**

**Max. Marks: 150**

- Note (a). Q.No.1 carrying 30 marks is compulsory.  
(b) Attempt **any three questions** from Part 2 and **five questions** from Part 3 of the question paper.  
(c) Quote Relevant Rules in support of your answers.  
(d) All parts of the questions attempted together

**PART – I**

Q.1(i) An employee drawing Rs.24630/- + 5400 grade pay in the pay band of Rs.15600-39100 + 5400 grade pay as on 30.04.2013 has been granted 1st ACP Scale of Rs.15600-39100+6000 grade pay w.e.f. 01.05.13. He has given option to fix his pay from the date of next increment i.e. w.e.f. 01.07.13. Fix his pay on grant of 1<sup>st</sup> ACP Scale. Mention the next date of increment and pay thereof. **(15)**

(ii) An employee was re-employed in the pay band of Rs.15600-39100+5400 grade pay on 01.11.2013. He retired on attaining the age of superannuation on 30.09.2013 after rendering a service of 32 years 8 months and 28 days. At the time of retirement, he was drawing pay of Rs.39000 + 6000 grade pay in the pay band of Rs.15600-39100+6000 grade pay. Fix his pay and total emoluments admissible on re-employment.

Commutation factor: 58 years: 8.446, 59 years: 8.371 **(15)**

**PART – II**

Q.2. Maintain the earned leave account and half pay leave account in respect of a group 'C' employee as on 31.12.2013 from the following particulars:

- (a) Joined service as a regular government employee on : 01.04.2000
- (b) He was on earned leave from 01.04.2010 to 30.06.2010 and 01.04.2011 to 31.05.2011.
- (c) He availed commuted leave on medical grounds from 01.05.2012 to 31.05.2012 and 01.10.2013 to 31.10.2013 **(15)**

- Q.3. Calculate the Pension, Family Pension, Commuted Value of Pension, DCRG and Leave encashment in respect of a govt. employee on attaining the age of superannuation as on 31.12.2013 from the following particulars:
- i) Date of Birth : 10.12.1955
  - ii) Joined Service as a regular govt. employee : 10.08.1975
  - iii) He was on Foreign Service for one year from 01.04.2008 to 31.03.2009. The Leave Salary and Pension contributions have been deposited by foreign employer.
  - iv) He was on extra ordinary leave from 01.04.2010 to 31.03.2012 for prosecuting higher studies.  
At the time of retirement, he was drawing basic pay of Rs.28990 + 7600 grade pay in the pay band of Rs.15600-39100+7600 grade pay.
  - v) Commutation Factor: 58 years: 8.446      59 years: 8.371
  - vi) Earned leave at credit=300 days (15)

- Q.4(a) Work out the Leave Salary and Pension Contributions for the period from 01.04.2012 to 31.12.2013 in respect of a Section Officer who was promoted as Accounts Officer and posted in a University on deputation basis in the pay band of Rs.9300-34800+5400 grade pay from the following particulars :-
- i) Date of Joining : 01.04.2000
  - ii) He joined the University on 01.04.2012.
  - iii) Basic pay as Section Officer as on 31.03.2012: Rs.10000 + 4600 grade pay + 100 special pay.
  - iv) Rate of pension contributions of Class-II Officer having service of 10-12 years is 11 % and 12-14 years is 12%.
- (b) Salary for the period of joining time will be borne by the parent department or the University. (15)

- Q.5. Mr. X was directly recruited as a Clerk in the pay band of Rs.5200-20200+1900 grade pay and joined the education department on 10.01.2013. He was placed under suspension w.e.f. 01.08.2013. The delinquent official did not co-operate in the enquiry. What action should be taken by the competent authority with regard to subsistence allowance, after expiry of six months?  
Work out the basic pay on direct appointment as a Clerk and the subsistence allowance payable thereof in the above circumstances. (15)

### PART – III

6. Define any five of the following:-
- |                                    |                      |
|------------------------------------|----------------------|
| i) Compulsory Retirement Pension   | ii) Dismissal        |
| iii) Death-cum-Retirement Gratuity | iv) Service Gratuity |

- v) Earned Leave in vacation department. vi) Provisional Lien  
vii) Voluntary Retirement. (15)

7. Distinguish between any three of the following:-

- i) Maternity Leave and Hospital Leave  
ii) Casual Leave and Quarantine Leave  
iii) Extra Ordinary Leave and Study Leave  
iv) Family Pension and Enhanced Family Pension  
v) Anticipatory Pension and Invalid Pension (15)

Q.8.(a) Which classes of Govt. employees have been exempted from producing medical certificate of health at the time of entry into govt. service. (10)

(b) Who is competent to issue a medical certificate of health in respect of (i) non-gazetted male/female employee (ii) gazetted officer (iii) Class-IV employee. (5)

Q.9. Mention the procedure for compulsory retirement of a class-I/II and III govt. employees before attaining the age of superannuation. (15)

Q.10 (a) How the pay of a govt. employee will be fixed/ regulated, who had been appointed to officiate in two or more independent posts at one time. (5)

(b) Under what conditions and upto what extent compensatory allowances be drawn by a govt. employee during (a) leave (b) joining time (c) study leave (10)

Q.11 (a).What is Licence Fee. At what rate, the Licence Fee is charged as per the existing policy of the State Govt. (5)

(b) For how much period a govt. employee can retain a govt. accommodation on (i) retirement (ii) transfer.  
Indicate the provisions about charging of penal rent on retaining the govt. accommodation on expiry of permissible period. (10)

**Haryana State SAS-I(OB) Examination, 2014**  
**Civil Services Rules (CSR)**  
**(With the aid of books)**

**SET-B**

- Books**
1. Punjab Civil Services Rules, Volume 1, Part 1
  2. Punjab Civil Services Rules, Volume 1, Part 2
  3. Punjab Civil Services Rules, Volume 2

Time allowed: 3 Hours

Max. Marks: 150

- Note**
- (a). Q.No.1 carrying 30 marks is compulsory.
  - (b) Attempt **any three questions** from Part 2 and **five questions** from Part 3 of the question paper.
  - (c) Quote Relevant Rules in support of your answers.

**PART – I**

- Q.1(a)(i) An Associate Professor of Education Deptt. drawing pay at Rs.38800/-+9000 grade pay in the pay band of Rs.37400-67000+9000 grade pay as on 30.09.2013 was selected as Professor in a University in the pay band of Rs.37400-67000+10000 grade pay w.e.f. 01.10.2013 by selection on direct recruitment basis. He had rendered 10 years service in the education deptt. Will his pay be protected, if so, under what conditions? Fix his pay accordingly and what will be his next date of increment as Professor.
- (ii) Will the period of service rendered by him in Education Deptt. count for pension and other retirement benefits. (20)
- (b) How the pay of a govt. employee in receipt of Special Pay is fixed on promotion to a higher post. (10)

**PART – II**

- Q.2. Fix the pay in respect of an Assistant, who was drawing Rs.9680+3200 grade pay in the pay band of Rs.9300-34800+3200 grade pay as on 30.06.2013. His increment has been withheld for a period of one year vide office order dated 30.06.2013. Work out the pay of above employee as on 01.07.2013 and 01.07.2014, if his increment is withheld
- i) Without commulative effect. ii) With commulative effect. (15)
- Q.3. Calculate the Pension, Family Pension, Commuted Value of Pension, DCRG and Leave encashment in respect of a govt. employee, who sought voluntary retirement w.e.f. 30.6.2013 from the following details:-
- i) Date of Birth : 01.07.1956
- ii) Date of Joining Service on regular basis : 01.01.1987

- iii) He was on extra ordinary leave for personal affairs from 01.07.2009 to 31.12.2009.
- iv) He was drawing pay of Rs.38830+10000 grade pay in pay band of Rs.37400-67000+10000 grade pay as on 30.06.2013.
- v) Commutation Factor : 57 years : 8.512 58 years : 8.446  
59 years : 8.371
- vi) Earned leave at credit=300 days (15)

Q.4 Maintain the Leave Account in respect of a Teacher as on 31.01.2014 from the following particulars:

- i) Joined Service as a Teacher on 01.04.1985
- ii) He availed commuted leave on medical grounds from 01.04.2000 to 20.04.2000
- iii) He remained under suspension from 01.04.2008 to 31.03.2009 and this period was not treated as on duty. (15)

Q.5. The opening balance of GP Fund in respect of an employee as on 01.04.2012 was Rs.2,50,000/-.  
GP Fund deductions amounting Rs.5000 were regularly made from his Salary. Calculate the total amount of GP Fund balance along with interest as on 31.03.2013 and 31.03.2014. Rate of Interest during 2012-13 is 8.8%per annum and 2013-14 is 8.7% p.a. (15)

### PART – III

Q.6. Define any five of the following:-

- |  |                      |
|--|----------------------|
| i) Commutation of Pension                | ii) Adhoc Promotion  |
| iii) Refundable Advance from GP Fund     | iv) Child Care Leave |
| v) Assured Career progression Scheme     |                      |
| vi) Family for purpose of Family Pension |                      |
| vii) Next Below Rule                     | (15)                 |

Q.7. Distinguish between any three of the following:-

- i) Fee and Honorarium
- ii) Compulsory Retirement and dismissal
- iii) Pay and Personal Pay
- iv) Commuted Leave and Leave Not Due
- v) Dismissal and Removal. (15)

Q.8. (a) What is the age for entry into govt. service in respect of (i) General Categories (ii) Scheduled Castes / Tribes (iii) Widows and (iv) Ex-Serviceman. (10)

(b) Mention the classes of govt. employees exempted from producing medical certificate of health. (5)

- Q.9.(a) Under what conditions and circumstances, a govt. employee can be retired before attaining the age of superannuation. (10)
- (b) What is the procedure for seeking voluntary retirement from govt. service and how much weightage in service is permissible in such case. (5)
- Q.10 (a) Mention the conditions subject to which, service counts for increment?  
(b) Which period of service does not count for increment? (15)
- Q.11 (a).Indicate the circumstances / conditions under which excess rent is to be as per State govt. instructions.
- (b) An employee was allotted a govt. accommodation for residence. Work out the License Fee recoverable from his salary during the financial year 2013-14. He was drawing Rs.18600+5400 grade pay as on 01.04.2013 (15)