

Question Starts:

1. "Civil Accounts Officers" means an Accounts Officer subordinate to the _____
 - (a) President of India ;
 - (b) Comptroller and Auditor General ;
 - (c) Prime Minister of India ;
 - (d) Finance Minister of India.
2. "Comptroller and Auditor General" means the _____
 - (a) Controller General of Accounts ;
 - (b) Controller of Accounts ;
 - (c) Director of Accounts ;
 - (d) Comptroller and Auditor General of India.
3. By virtue of the provisions of Article ____ of the Constitution, the Comptroller and Auditor General is empowered, with the approval of the President to prescribe the form of initial accounts from which the accounts rendered to the Indian Audit and Accounts Department are compiled or on which those accounts are based.
 - (a) 148 ;
 - (b) 149 ;
 - (c) 150 ;
 - (d) 151.
4. The Annual Accounts of each State Government and the Appropriation Accounts are submitted to the Governments of the respective State in pursuance of the provisions of paragraph _____ of the Audit and Accounts Order, 1936.
 - (a) 9 ;
 - (b) 10 ;
 - (c) 11 ;
 - (d) 11(4).
5. Following the principles in Article ____, the pay and allowances of Govt. servants shall be classified in accounts as part of the scheme, activity or organizations (sub0head) under a programme (minor head) below a function (major / sub-major head) to which the service of the Govt. servant closely relate.
 - (a) 29 ;
 - (b) 39
 - (c) 42 ;
 - (d) 45.
6. "Appropriation" means the assignment, to meet specified expenditure, of _____ included in a primary unit of appropriation.
 - (a) Receipts ;
 - (b) Revenues ;
 - (c) Funds ;
 - (d) Income.
7. "_____" means a Head of Office, and also any other Gazetted Officer designated by a Department of the Central Government, a Head of Department or an Administrator, to draw bills and make payments on behalf of the Central Government.
 - (a) Disbursing Officer ;
 - (b) Designated Person ;
 - (c) Controlling Officer ;
 - (d) Subordinate Officer.
8. "Public Account" means the Public Account of India referred to in Article 266 (__) of the Constitution.
 - (a) 2 ;
 - (b) 3 ;
 - (c) 4 ;
 - (d) 5.
9. All moneys received by or on behalf of Government either as dues of Government or for deposit, remittance or otherwise shall be brought into Government Account without delay, in accordance with such general or special rules as may be issued under Articles 150 and ____ of the Constitution.
 - (a) 283(1) ;
 - (b) 283(2) ;
 - (c) 283(3) ;
 - (d) 283(4).
10. Under Article ____ of the Constitution all moneys received by or deposited with any officer, employed in connection with the affairs of the Union in his capacity as such, other than Revenues or public money raised or received by Government, shall be paid into the Public Account.
 - (a) 150 ;
 - (b) 162 ;
 - (c) 166 ;
 - (d) 284.
11. Every officer receiving money on behalf of the Government should maintain a cash book in Form T.R. - ____.
 - (a) 1 ;
 - (b) 2 ;
 - (c) 3 ;
 - (d) 4.

12. All monetary transactions should be entered in the cash book as soon as they occur and attested by the _____ in token of check.
- Drawing & Disbursing Officer ;
 - Head of the Office ;
 - Head of the Department ;
 - Subordinate Officer.
13. The cash book should be closed regularly and completely checked. The Head of the Office should verify the totalling of the cash book or have this done by some responsible _____ other than the writer of the cash book and initial it as correct.
- Officer ;
 - District Officer ;
 - Sub-Divisional Officer ;
 - Subordinate.
14. The totalling of the cash book should be verified and initialled it as correct by the _____
- Writer of the cash book ;
 - Drawing & Disbursing Officer ;
 - Subordinate Officer ;
 - Head of the Office.
15. When Government moneys in the custody of a Government officer are paid into the Treasury or the Bank, the Head of the Office making such payments should compare the Treasury Officer's or the Bank's receipt on the challan or his pass book with the entry in the _____ before attesting it, and satisfy himself that the amount have been actually credited into the Treasury or the Bank.
- Accounts Register ;
 - Subsidiary Book ;
 - Register for Accounts Statement ;
 - Cash Book.
16. The Delegation of Financial Powers Rules, 1995 (Manipur Govt.) came into force on -
- 1st January, 1995 ;
 - 1st March, 1995 ;
 - 1st April, 1995 ;
 - 2nd May, 1995.
17. "Administrative Approval" means the formal acceptance by the Department concerned of the proposal for a scheme or project or original work (other than a petty work costing Rs. 5,000/- or under) to be undertaken for the Department either by the Public Works Department or the Department to which the work may have been assigned by the Governor. Taken with the provision of funds in the budget for the specific work, it operates as a financial sanction to the work as defined in Rule -
- 2 (a) ;
 - 2 (b) ;
 - 2 (c) ;
 - 2 (e)
18. "Financial Year" means -
- 1st January to 31st December ;
 - 1st March to 28th or 29th February;
 - 1st April to 31st March ;
 - 1st July to 30th June.
19. The sanctioning authority should also indicate on the body of the sanction how the fund is to be ____
- Earmarked ;
 - Met ;
 - Incurred ;
 - Provided.
20. The expenditure proposals should not be bifurcated merely for the purpose of bringing them under delegated powers, so as to ____ sanction from a higher competent authority.
- Get ;
 - Accord ;
 - Obtain ;
 - Evade.
21. The Fundamental Rules came into force wef -
- 01/01/1920;
 - 01/01/1921 ;
 - 01/01/1922 ; and
 - 01/04/1922.
22. "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit as defined in ____.
- FR 9(1) ;
 - FR 9(1-A) ;
 - FR 9(1-B) ;
 - FR 9(4)

23. "Foreign Service" means service in which a Government servant receives his pay with the sanction of Government from any source other than -
 (a) Consolidated Fund of India ;
 (b) Consolidated Fund of a State ;
 (c) Consolidated Fund of a Union Territory ;
 (d) All the above.
24. "Fee" means a recurring or non-recurring payment to a Government servant from a source other than -
 (a) Consolidated Fund of India ;
 (b) Consolidated Fund of a State ;
 (c) Consolidated Fund of a Union Territory ;
 (d) All the above.
25. "Honorarium" means a recurring or non-recurring payment granted to a Government servant from the -
 (a) Consolidated Fund of India ;
 (b) Consolidated Fund of a State ;
 (c) Consolidated Fund of a Union Territory ;
 (d) All the above.
26. "Joining Time" means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted in terms of -
 (a) FR 9(10) ;
 (b) FR 9(11) ;
 (c) FR 9(12) ;
 (d) FR 9(13).
27. "Leave Salary" means the monthly amount paid by Government to a Government servant on leave vide -
 (e) FR 9(10) ;
 (f) FR 9(11) ;
 (g) FR 9(12) ;
 (h) FR 9(13).
28. "Subsistence Grant" means a monthly grant made to a Government servant who is not in receipt of pay or leave salary as per -
 (a) FR 9(22) ;
 (b) FR 9(23) ;
 (c) FR 9(24) ;
 (d) FR 9(27).
29. "Substantive Pay" means the pay other than -
 (a) Special pay ;
 (b) Personal pay ;
 (c) Emoluments ;
 (d) All the above.
30. FR 9(18) defines -
 (a) "Month" ;
 (b) "Officiate" ;
 (c) "Overseas Pay" ;
 (d) "Pay".
31. Under the proviso to Article ___ of the Constitution, the power to make rules regulating the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the Union vests in the President or such persons as he may direct.
 (a) Article 14 ;
 (b) 16 ;
 (c) 116 (1)
 (d) 309.
32. The retirement of a Group B, C & D Government servant takes effect from the last date of the month in which he attains the age of superannuation wef _____.
 (a) 01/04/1964 ;
 (b) 01/01/1973 ;
 (c) 01/11/1973 ;
 (d) 01/04/1974.
33. The retirement of a Group-A Government servant takes effect from the last date of the month in which he attains the age of superannuation wef _____.
 (e) 01/04/1964 ;
 (f) 01/01/1973 ;
 (g) 01/11/1973 ;
 (h) 01/04/1974.
34. The period spent on joining time granted under Article ___, CSR should be treated as duty.
 (a) 220
 (b) 221 ;
 (c) 225 ;
 (d) 227.
35. A person who, though a Barrister, has never practised the profession of _____ is not included in the definition of Barrister.
 (a) Advocate ;
 (b) Lawyer ;
 (c) Legal ;
 (d) Barrister.

36. The date on which Central Civil Service (Classification, Control & Appeal) Rules, 1965 came into force is -
 (a) 1st January ;
 (b) 1st April ;
 (c) 1st June ;
 (d) 1st December.
37. Rule 11 of CCS (CCA) Rules, 1965 deals with the matter relating to ____
 (a) Minor penalty ;
 (b) Major penalty ;
 (c) (a) & (b) above ;
 (d) None of the above.
38. Minor penalties means -
 (a) Censure ;
 (b) Withholding of promotion ;
 (c) Withholding of increments of pay ;
 (d) All the above.
39. Major penalties includes -
 (a) Compulsory retirement ;
 (b) Removal from service ;
 (c) Withholding of increment for not passing any departmental examination according to service terms ;
 (d) (a) & (b) above.
40. State whether the following amounts to penalty within the meaning of Rule 11 of CCS (CCA) Rules, 1965 -
 (a) Non-promotion, after consideration of his case, to a post or grade or service to which he is eligible for promotion ;
 (b) Reduction to lower time scale of pay on request ;
 (c) (a) & (b) above are penalties ;
 (d) (a) & (b) above are not penalties.
41. When the Central Civil Services (Conduct) Rules, 1964 came into force ?
 (a) 1960 ;
 (b) 1961 ;
 (c) 1963 ;
 (d) 1964.
42. 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.
43. Name the activity which does not require sanction / permission of the prescribed authority.
 (a) To join as volunteers in civil Defence Service ;
 (b) To accept gifts from near relative and personal friends when the value exceeds prescribed limits ;
 (c) To accept fee for work done for any private or public body or person ;
 (d) To participate in 'shramdhan' organized by Government Departments or Bharat Sevak Samaj during spare time.
44. Members of Parliament / State Legislature of the area to be invited to public functions organized by Government offices. In such situation, what is the status of M.P. as per the 'Warrant of Precedence'?
 (a) He is above the rank of a Minister ;
 (b) He is above the rank of a State Governor ;
 (c) He is above the rank of Secretary to the Government of India ;
 (d) He is equivalent to the rank of Deputy Secretary of India.
45. What is time-limit prescribed for sending an acknowledgement to a communication / letter received from the Members of Parliament as per the provision of Manual of Office Procedure ?
 (a) Within 3 days ;
 (b) Within 7 days ;
 (c) Within 15 days ;
 (d) Within 30 days.
46. A post to be created, may be a permanent post or a temporary or a ____ post.
 (a) Ad hoc ;
 (b) Non-permanent ;
 (c) Non-temporary ;
 (d) Tenure.
47. Permanent post means a post carrying a ____ rate of pay sanctioned without limit of time.
 (a) Definite ;
 (b) Fixed ;
 (c) Maximum ;
 (d) Minimum.

48. Temporary post means a post carrying a definite rate of pay sanctioned for a ____ time.
- (a) Fixed ;
 - (b) Short ;
 - (c) Long ;
 - (d) Limited.
49. Tenure post means a permanent post which an individual _____ may not hold for more than a limited period.
- (a) Person ;
 - (b) Employee ;
 - (c) Layman ;
 - (d) Government servant.
50. The general provisions relating to creation of posts and the powers delegated to various authorities in regard to creation of posts are contained in the General Financial Rules, ____ and the Delegation of Financial Powers Rules, 1978 as amended from time to time and various instructions issued by the Ministry of Finance (Department of Expenditure) and the Department of Personnel and Training.
- (a) 1963 ;
 - (b) 1974 ;
 - (c) 1975 ;
 - (d) 2005.

Question Ends.