

CONCURRENT ASSESSMENT

Administration and Accounts

- You are posted as the Forest Officer. Your Range Officer has requested you for exempting from attending office for a day as he is sick. Can he be exempted without granting any type of leave for his absence? Give reasons.
- **CCS leave rules** - 7. Right to leave
 - (1) Leave cannot be claimed as of right.
 - (2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.
- The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- **AIS leave rules** - 3. Right of leave—3 (1) Leave cannot be claimed as of right and when the exigencies of public service so demand, leave of any description may be refused or revoked by the Government.

- The State assembly is in session and there are a few questions pertaining to your division. You noticed that the office superintendent did not attend office and later in the day you find that he had send email applying for casual leave. Is his action justified regarding availing leave? Give reasons for your answer.
- **CCS CCA Rules (2) (i)** Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority;
- **Explanation I.-** A Government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected to him shall be deemed to be lacking in devotion to duty within the meaning the cause (ii) of sub-rule (1).
- **Explanation II.-** Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.
- No Government servant shall (a) in the performance of his official duties, act in a discourteous manner; (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

- The IFS probationers were granted term break from 2nd to 6th August, 2021 with permission to prefix 31st July and 1st August, 2021 being Saturday and Sunday and similarly suffix 7th and 8th August, 2021. One probationer has requested for one day casual leave on 30th July, 2021 as he intends to leave headquarter on the evening of 29th July, 2021 and return back on 8th August, 2021. The academy has accepted to allow him to leave headquarter as requested. Can CL be granted on 30th July, 2021? Give reasons.
- CASUAL LEAVE WHICH IS NOT RECOGNIZED AS LEAVE UNDER THESE RULES SHALL NOT BE COMBINED WITH ANY OTHER KIND OF LEAVE ADMISSIBLE UNDER THESE RULES

- Some probationers of the 2020-22, IFS professional training course had reported to the IGNFA on January 21st, 2021. Who will be the reporting authority for these probationers for the year ending March,2021.? Give reasons for your answer.
- In case CD is absent can the person assigned his charge report your APARs?

- Disciplinary proceedings were initiated against a Government servant for submitting false TA bills. The charges were proved and he was awarded minor penalty of two increments besides recovery of excess payments. Was appropriate action taken in this case considering the gravity of misconduct? Give reasons.
- **CASES INVOLVING MORAL TURPITUDE OR FAILURE TO MAINTAIN ABSOLUTE INTEGRITY WOULD JUSTIFY INITIATION OF MAJOR PENALTY PROCEEDINGS.**
 - ✓ possession of disproportionate assets;
 - ✓ obtaining or attempting to obtain illegal gratification
 - ✓ misappropriation of Government property, money or stores
 - ✓ Falsification of Government records
 - ✓ Misuse of official position or power for personal gain
 - ✓ **False claims on the Government-like T. A. claims, reimbursement claims etc.**

- After serving for 7 years in the cadre, you have applied for deputation in Regional office of MoEF & CC in your home state during July, 2021. All your APARS are outstanding and there is no disciplinary cases/ criminal cases against you. The ministry during the selection process however observes that you have not submitted the Annual Immovable Property Returns as on 1st January,2021. Can you be considered for deputation? Give reasons.
- Vigilance clearance will be denied to an officer who fails to submit APR for previous year before 31st January

- You find it difficult to complete the office works with the existing administrative/ministerial staff. Write a proposal letter to the competent authority for engagement of additional staff for office works. The sanctioned and present strength, the budget availability, reasons, etc., may be assumed.

- **Whom to address....?**
 - **Competant authority/ Secretary, Min of Personel & Training/PCCF/.....**
 - **Immediate controlling officer or HoD through proper channel.**
- **How to address....? Dear Sir/ Sir?**
- **‘Subject’ position ...?**
- **First person or third person format...?**
 - **I am DFO.....Division.....?**
 - **Kind reference is invited to the works entrusted to the Division during the year.....**
- **How to communicate the Reason.... for the requirement?**
 - **Budget islakhs, onlybeing usedso additional staff can be hired.....?**
 - **Can you ‘employ’ staff in case some vacancies are available in your office.....?**
 - **Temporary deployment for seasonal works through labour contract....?**

- **Concluding paragraph –**

- **I request you to deploy staff from neighboring division.....?**
- **I request you to kindly note the issue and approve the file pending with CF office.....?**
- **I request you to take the issue seriously.....?**
- **I kindly request you.....?**

- **.....above requirement and its approval will help execute and report the projects timely and in best manner possible.**