

1. Conversion of leave of one kind into another.....
 - a) is not permissible
 - b) is permissible while the employee is in service
 - c) is permissible even after retirement

2. Overstayal of leave without proper sanction.....
 - a) will not be reflected in the leave record
 - b) will be debited against HPL account
 - c) will be adjusted against EL

3. If EOL is availed during the preceding half-year, the credit of EL to be afforded will.....
 - a) remain the same
 - b) be reduced by one tenth of EOL availed
 - c) be reduced by one eighteenth of EOL availed

4. Earned Leave can be accumulated upto.....days
 - a) 180
 - b) 240
 - c) 300

5. The period of unavailed joining time shall be.....
 - a) credited to EL account
 - b) credited to HPL account
 - c) shown separately in leave account

6. When Leave Not Due is granted?
 - a) On request even if HPL and EL are available
 - b) When HPL are not available
 - c) During Leave Preparatory to Retirement

7. Leave Not Due cannot be granted for more than.....days during the entire service.
- a) 180
 - b) 300
 - c) 360
8. Which of the following is not a recognised leave under the Leave Rules?
- a) Leave Not Due
 - b) Study Leave
 - c) Casual Leave
9. Child Care Leave can be availed only if.....
- a) no other kind of leave is available
 - b) no Earned Leave is admissible
 - c) no EL or HPL is admissible.
10. For the purpose of pension for an employee which is the most important record?
- a) Personal file
 - b) Service-book
 - c) Pass-book
11. Nominations for retirement/death gratuity is to be kept.....
- a) in the service book
 - b) in the personal file of an employee
 - c) with Head of Office
12. Who can withhold or withdraw pension?
- a) Director
 - b) DG, CSIR
 - c) President, CSIR

13. When one gets retiring pension?
- a) On superannuation
 - b) On premature retirement
 - c) On compulsory retirement
14. The maximum pension a govt. servant can get is.....
- a) 50% of the highest pay in the govt.
 - b) equivalent to full last pay drawn
 - c) 60 % of the last pay drawn
15. Who has to prepare the pension calculation sheet?
- a) The employee who is to superannuate.
 - b) The Accounts department
 - c) The Head of Office
16. The pension papers are to be forwarded by Administration to Accountsprior to the date of retirement of an employee.
- a) six months
 - b) four months
 - c) three months
17. The amount of superannuation pension will be.....
- a) 50% of the average emolument
 - b) 50% of the last pay drawn
 - c) 50% of average emoluments or 50 % of last pay drawn whichever is more beneficial
18. What is the additional quantum pension admissible to a pensioner on attaining the age of 95 years?
- a) 40%
 - b) 50%
 - c) 75%

19. When service gratuity is paid?
- a) On retirement on completion of 33 yrs of service.
 - b) When an employee retires on completion of 10 yrs of seervice
 - c) When an employee retires before completion of 10 yrs of service
20. Who of the following is not included in the First Category of nominations for gratuity?
- a) stepdaughters
 - b) separated wife
 - c) widowed daughters
21. Which of the following is True:
- i) Recoveries of govt. dues cannot be made from Retirement Gratuity without consent of the employee;
 - ii) Retirement Gratuity is not liable to be attached by a Court.
- a) Both are true.
 - b) Only (i) is true.
 - c) Only (ii) is true.
22. What is the quantum of provisional pension payable to an employee?
- a) 100% of pension
 - b) 75% of pension
 - c) 50% of pension
23. The PPO consists of.....
- a) three parts : Disburser's part; Pensioner's part and part of Head of Office
 - b) only one part i.e. the Pensioner's
 - c) two halves, i.e. Disburser's half and Pensioner's half
24. What is the time-limit beyond which interest becomes payable on DCRG?
- a) Six months
 - b) Three months
 - c) Forty-five days

25. Under what circumstances an employee is not eligible to commute a portion of his pension?
- a) When disciplinary case is pending against him.
 - b) When judicial proceedings are pending against him.
 - c) Both the above
26. When commutation becomes absolute?
- a) On the date of retirement
 - b) On a date following the date of superannuation
 - c) On completion of 15 yrs as a pensioner
27. The last pay drawn of an employee was Rs.16500. What will be the amount of Family Pension admissible?
- a) Rs.8250
 - b) Rs.6600
 - c) Rs.4950
28. Family pension is admissible.....
- a) to the family when the pensioner/employee passes away
 - b) to the family, if the pensioner gets separated from his family
 - c) to the wife of a pensioner in case of divorce
29. Which of the following is not included in 'Duty' as defined in FRs?
- a) Joining time
 - b) Service as an apprentice prior to regular appointment
 - c) Service as a probationer even if not followed by confirmation
30. Honorarium can be sanctioned for.....
- a) difficult jobs
 - b) special work of regular nature
 - c) special work of occasional character

31. When the lien of a govt. servant on a post stands terminated?
- a) When disciplinary proceedings have been initiated against him.
 - b) When he proceeds on foreign service.
 - c) When he acquires lien on another post.
32. An employee had been on EOL from 01st October,2011 to 20th April,2012. What will be his date of increment?
- a) DOI will be deferred by the period of EOL
 - b) 01-7-2013
 - c) 01-7-2012
33. The period commencing on 30th January and ending on 2nd March shall be deemed as.....
- a) one month and four days
 - b) one month and two days
 - c) one month and one day
34. NPA stands for.....
- a) Non-Performing Allowance
 - b) Non-Permanent Allocance
 - c) Non-Practising Allowance
35. The certificate of medical fitness on first appointment is to be
- a) kept in the personal file of the employee
 - b) kept in the safe custody
 - c) returned to the employee after entry in the service-book
36. What is the minimum rate of Family Planning Allowance wef 01-01-2006?
- a) Rs.210
 - b) Rs.250
 - c) Rs.400

37. What is the maximum amount of honorarium that can be paid to a govt. servant in a financial year?
- a) Rs.2500
 - b) Rs.3500
 - c) Rs.5000
38. What is the maximum amount of Deputation (Duty) Allowance admissible at other stations?
- a) Rs.2000 pm
 - b) Rs.3500 pm
 - c) Rs. 4000 pm
39. The maximum Grade Pay admissible for Pay Band-2 is Rs....
- a) 4800
 - b) 5400
 - c) 5800
40. When Extraordinary pension is admissible?
- a) If the death of an employee is attributable to govt. service
 - b) If the employee has rendered extraordinary services to the govt.
 - c) If the employee is retired from govt. service under extraordinary circumstances
41. In case of death of a govt. servant as a result of kidnapping by extremists, his family shall be entitled to Family Pension equal to.....by the deceased .
- a) 60% of the pay last drawn
 - b) 80% of the pay last drawn
 - c) the pay last drawn
42. GFRs were first introduced in the year.....
- a) 1945
 - b) 1947
 - c) 1963

43. Recurring expenditure means..
- a) expenditure incurred on more than one items
 - b) expenditure incurred at periodic intervals
 - c) neither (a) nor (b)
44. As per GFRs, all losses above the value of Rupees ten thousand due to suspected fire, theft, fraud, etc., shall be invariably reported to.....
- a) the Director for write off.
 - b) the COA/AO for investigation
 - c) the police authorities for investigation
45. The Annual Financial Statement of the Govt. is also known as.....
- a) its Annual accounts
 - b) it's balance sheet
 - c) budget
46. Travelling allowance claim of a government servant shall fall due for payment on
- a) the date of completion of journey
 - b) the date following the date of completion of the journey
 - c) the date of submission of claim
47. The claim for OTA shall stand forfeited if it is not claimed within.....of its becoming due.
- a) six months
 - b) three months
 - c) one year
48. A sanction to an advance or a nonrefundable part withdrawal from GPF shall, usually lapse on the expiry of a period of.....
- a) one year
 - b) six months
 - c) three months

49. The financial powers of Govt. which have not been delegated shall vest in.....
- a) the cabinet
 - b) the finance ministry
 - c) Neither of above
50. The estimates for which vote of Lok Sabha is required shall be in the form of.... (choose option as per Rule-47 of GFRs).
- a) Budgetary estimates
 - b) Plan and Non-Plan expenditure
 - c) Demand for Grants
51. The sanctioning authority under CSIR Purchase Procedure can be.....
- a) Director/JS (A)
 - b) Any Scientist
 - c) Both (a) & (b)
52. As per CSIR purchase procedure-2008, which of the following is NOT an activity of Stores & Purchase deptt. In CSIR?
- a) Procurement of goods and maintaining inventories
 - b) Procurement of services
 - c) Neither of the above
53. What is the most accepted method to ensure efficiency, economy and transparency in purchase?
- a) e-commerce
 - b) e-procurement
 - c) e-business
54. After receipt of tenders for purchase of equipment who evaluates the tenders?
- a) The Indentor
 - b) COFA/FAO
 - c) SPO

55. No works shall be commenced or liability incurred in connection with it until, -
- a) it has been planned
 - b) it has been approved administratively
 - c) Neither (a) nor (b)
56. The original works means.....
- a) all new constructions
 - b) additions & alterations to existing buildings
 - c) both (a) & (b)
57. What is the limit of purchasing goods without calling quotations?
- a) Rs.15000
 - b) Rs.25000
 - c) Rs.100000
58. Procurement from a single source may be resorted to.....
- a) when procuring spare-parts for an existing machine
 - b) in case of an emergency
 - c) Both (a) & (b) above
59. 'Outsourcing by Choice' means....
- a) to outsource a job whenever desired
 - b) to outsource a job to a specifically chosen contractor
 - c) to outsource a job after inviting proper tenders
60. Sample physical verification at intervals of should be done in case of libraries having more than fifty thousand volumes.
- a) not more than three years
 - b) not more than two years
 - c) five years

61. Price variation clause can be provided in.....
- a) all supply contracts
 - b) short term contracts
 - c) long term contracts
62. In CSIR who has got the power to engage a lawyer and fix his fee?
- a) Director of a Lab.
 - b) COA/AO
 - c) JS(Admn.)
63. A new building is to be constructed at a Lab. The estimated cost is Rs.25.5 crores. Whose approval should be sought for this purpose?
- a) MC
 - b) DG
 - c) SFC
64. The Director of a Laboratory has decided to take on lease a private building to house an analytical centre. Whose approval the Laboratory should obtain?
- a) MC of the Lab.
 - b) GB
 - c) RC of the Lab.
65. Who is empowered to approve condemnation of vehicle before completing the requirement in terms of distance run and length of use?
- a) GB
 - b) DG
 - c) Director
66. The Treasury Rules provide that the cash balance in the cash book should be verified and a dated certificate to that effect should be recorded by HOO.....
- a) at the end of the day
 - b) at the end of each month
 - c) at the end of year

67. The money held in a Central Treasury is usually divided into.....parts.
- a) four
 - b) three
 - c) two
68. The Treasury Rules provide that all cheques should be written and signed in.....ink only.
- a) black
 - b) blue
 - c) indelible
69. Cheques payable to officers of govt. to enable them to make disbursement of pay and allowances of staff, shall.....
- a) be crossed
 - b) not be crossed
 - c) be given by hand.
70. As per Rule-217(1) of the Treasury Rules, the pay and allowances for the month of March shall be paid.....
- a) on the last day of March
 - b) on the first day of April
 - c) on the first working day of April
71. Rule-369 of the Treasury Rules provide that gratuity payment order shall remain in force for.....only.
- a) six months
 - b) one year
 - c) five years
72. If an old building block in your Laboratory is to be demolished, whose approval will be required?
- a) Director
 - b) MC
 - c) GB

73. Civil or electrical works upto Rs.2.00 crores can be approved by.....
- a) Director
 - b) MC
 - c) DG
74. How many days of Spl. CL in a year can be sanctioned to Secretary of a JCM to participate in the JCM meetings?
- a) 10 days
 - b) 12 days
 - c) 20 days
75. LTC can be availed during.....
- a) Special CL
 - b) CL
 - c) Both
76. Who of the following is not included in the definition of 'Family' for the purpose of LTC?
- a) Children of widowed sister wholly dependent upon the employee
 - b) Widowed sister wholly dependent upon the employee
 - c) Step-parents
77. For LTC family can travel in different groups, but the return journey by each group should be completed within.....months of the onward journey.
- a) 3
 - b) 4
 - c) 6
78. LTC to home town is admissible once in.....
- a) a year
 - b) two years
 - c) three years

79. Who can authorise change of home town in r/o an employee of a Lab. ?
- a) COA
 - b) Director
 - c) CSIR HQrs
80. How often the home town can be changed by an employee?
- a) any number of times
 - b) only once
 - c) only two times in the entire service
81. UP to.....of the fare is admissible as advance for LTC?
- a) 90%
 - b) 80%
 - c) 75%
82. An employee can encash how many days of EL for LTC at a time?
- a) 15 days
 - b) 12 days
 - c) 10 days
83. If no LTC advance is taken then the claim can be submitted within..... from the date of completion of return journey.
- a) 6 months
 - b) 3 months
 - c) 15 days
84. Head of Office can allow change in the declared place of visit on LTC, if the change is declared.....
- a) immediately on completion of journey.
 - b) before the commencement of onward journey
 - c) on completion of onward journey

85. Joining time is NOT admissible on.....
- a) transfer to a new post at the same station
 - b) transfer on the same post at the same station
 - c) temporary transfer
86. Which of the following is not true about joining time (JT)?
- a) Holidays can be prefixed to it
 - b) Holidays can be suffixed to it
 - c) Actual distance is to be considered for it.
87. Joining time cannot be combined with.....
- a) CL
 - b) vacation
 - c) EL
88. In Service-book, the GPF account number of the employee is to be entered on.....
- a) page no.5 left hand top
 - b) page no.1 right hand top
 - c) any page in the service book
89. Request for alteration in the date of birth can be considered.....
- a) at any time during the service
 - b) within five years of entry into govt. service
 - c) within one year of entry into govt. service
90. What is the amount of Transport Allowance admissible to an employee drawing grade pay of Rs.5400 and above at Class-A city?
- a) Rs.3200 + DA
 - b) Rs.2200+DA
 - c) Rs.1600+DA

91. An employee has been on training from 01st to 25th of a month. Transport Allowance shall.....
- a) not be payable to him
 - b) be payable to him proportionately
 - c) be payable to him for the whole month
92. What is the amount of Cycle allowance?
- a) Rs.200 per month
 - b) Rs.160 per month
 - c) Rs.60 per month
93. Overtime Allowance in a month should not generally exceed----- of monthly working hours.
- a) one-third
 - b) two-third
 - c) one-fourth
94. Total OTA payable to a driver in a month should not exceed.....hours
- a) 200
 - b) 100
 - c) 60
95. If an employee and his serving wife are transferred together from one station to another station, at the same time, in public interest, then.....transfer grant will be admissible.
- a) only one full lumpsum
 - b) one full and one half
 - c) Two full lumpsum
96. When two family pensions can be paid to an eligible child?
- a) If the pensioner had been drawing two pensions
 - b) If the pensioner had been also drawing family pension
 - c) Neither

97. What is the maximum amount of Honorarium payable to a part-time Inquiry Officer?
- a) Rs.3000
 - b) Rs.2000
 - c) Rs.1500
98. What is the maximum amount of Honorarium payable to a part-time Presenting Officer?
- a) Rs.2000
 - b) Rs.1500
 - c) Rs.750
99. What is considered to be a 'Local Journey'?
- a) Journey within the city/municipal limits of duty point
 - b) Journey within the radius of 8 kms. From duty point
 - c) Neither
100. When an employee resigns or quits service on his own accord,encashment of Earned Leave will be granted.
- a) full
 - b) half
 - c) one-fourth