

No.A-34012/5/2019/DP&AR(Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated: 23.04.2019.

**MEMORANDUM**

Sub: Public Services - Conduct of **DEPARTMENTAL TEST FOR ENGINEERING STAFF / OFFICERS OF ELECTRICITY DEPARTMENT**  
- Application - Called for - Regarding.

Ref: (1) G.O.Ms.No.37/94-DP&AR(Exam) dated 24.05.1994 of the DP&AR(PW), Pondicherry.  
(2) G.O.Ms.No.19/2007/DP&AR(Exam) dated 19.03.2007 of the DP&AR(PW), Puducherry.  
(3) G.O.Ms.No.102 dated 27.06.2016 of the DP&AR(PW), Puducherry.

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The **Departmental Test for Engineering Staff / Officers of Electricity Department** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of July, 2019.

2. The Superintending Engineer, Electricity Department, Puducherry is requested to kindly bring the contents of this Memorandum to the notice of all Officers / Staff concerned, including those working in Karaikal / Mahe / Yanam and also to those who are on deputation and forward the applications in the prescribed form (specimen enclosed) of Officers / Staff, who are willing and eligible to take-up the test, so as to reach this Department **on or before 24.05.2019** after scrutiny. Applications received after the prescribed date will not be entertained on any account. Applications which are not in the prescribed form or which are found to be defective, will summarily be rejected.

3. Only those officers / staff as mentioned the G.Os. cited and those in the feeder posts in the immediate line of promotion need apply.

4. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry, G.O. MS. No.16, dated 17.02.1999 of the DP&AR (Personnel Wing), Puducherry and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Pondicherry.

5. Those who have already appeared for the test twice, except Scheduled Castes / Scheduled Tribes / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for ₹10/- (Rupees ten only) drawn in favour of THE UNDER SECRETARY TO GOVERNMENT, DP&AR(PW), PUDUCHERRY (by designation only) payable at PUDUCHERRY as admission fee in accordance with the G.Os. cited at para 4 above, failing which their applications will summarily be rejected.

6. In case the official is transferred to other departments / any outlying region after the submission of application, the Department / Office where he / she has been transferred and also the Centre where he / she wants to take up the test should be intimated to this Department immediately. If any request for change of Centre is received after the despatch of the Hall Ticket, the same will not be entertained.

7. The actual date, time and venue of the test will be intimated to the candidates in due course.

8. This Memorandum, Syllabus and previous year question paper of the test have been hosted in the official website <http://dpar.puducherry.gov.in> for reference.

9. In case no application from eligible Officer / Staff is received, a 'NIL' report should invariably be furnished to this Department.

/ BY ORDER /

  
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To  
The Superintending Engineer - I, II, III, Electricity Department, Puducherry.

Copy to:

1. The Executive Engineer - I, II, III, IV, VI, VII, VIII, IX and X, Electricity Department, Puducherry.
2. The Executive Engineer - V, Electricity Department, Karaikal.
3. The Assistant Engineer, Electricity Department, Mahe / Yanam.
4. The Director of Ports, Puducherry.

Last Date for submission of Application **24-05-2019**

APPLICATION FORM FOR ADMISSION TO **DEPARTMENTAL TEST FOR ENGINEERING STAFF / OFFICERS OF ELECTRICITY DEPARTMENT**

**IMPORTANT NOTE:**

(i) No column should be left blank. (ii) Any omission will lead to summary rejection of the application and no correspondence will be entertained on this matter.

**(To be filled by the candidate's own handwriting)**

1. i) Name of the candidate (In full and in **BLOCK CAPITAL**) :
- ii) Candidate's PRAN / GPF Number . . . . . :
- iii) Candidate's Mobile Number . . . . . :
- iv) Candidate's e-mail Id (if any) . . . . . :
2. i) Designation :
- ii) Present official address with Office Telephone Number :
- iii) In case the official is on deputation, the name of the Department / Office from which deputed with Office Telephone Number :
3. i) Post held (whether regular or ad-hoc basis) :
- ii) In case the candidate officiates in the present post on ad-hoc basis, indicate whether he / she hold any other post on regular basis :
4. Classification of the post :
5. Educational Qualification :
6. i) Whether the candidate belongs to category of Scheduled Castes / Scheduled Tribes / Ex Servicemen / Physically Handicapped (Answer **YES** or **NO**) :
- ii) If **YES**, specify S.C. / S.T. / XSM / O.H. / V.H. and should enclose copy of relevant certificates (Community Certificate issued by the Revenue Authorities / Medical Certificate issued by the Medical Board). :
- The P.H. candidates who want to avail grant of extra time / provision of scribe facility to attend the test should enclose requisition letter stating reason for the same along with the proforma. :
7. i) Date of Birth :
- ii) Date of initial appointment with designation : Date :  
Designation :
- iii) Date of appointment in the present post :
8. i) Whether appeared previously for the test (tests conducted after 15-04-1976 alone need be taken into account) :  
(Answer **YES** or **NO**) :
- ii) If **YES**, indicate the Number of attempts already made with particulars of date of conduct of the test :
9. Fee paid, if any, vide Indian Postal Order Number, Date and Amount :
10. Name of the Centre in which the candidate is to be examined (**PUDUCHERRY / KARAIKAL / MAHE / YANAM**) :
11. Specify the papers(s) of the test which the candidate is willing to attend (**Paper-I / Paper-II / Both Papers**) :

Place:

Date:

**SIGNATURE OF THE CANDIDATE**

**(TO BE FILLED IN BY THE HEAD OF DEPARTMENT / OFFICE)**

Certified that the particulars furnished against item Nos. 1 to 8 by Thiru/Tmt./Selvi \_\_\_\_\_ (Name of the candidate)

\_\_\_\_\_ (Designation) have been verified with

reference to the relevant records and found correct.

SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE :

Place:

Date:

NAME & DESIGNATION WITH SEAL :

**Note:** (i) Application from deputation staff should be routed through their parent department only.  
(ii) For uniformity, **LEGAL** size printout of Application form is preferred.

GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Departmental Test prescribed for Electricity Department - Revision of - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\* \* \*

G.O.Ms.No.37 /94-DP&AR(Exam) Pondicherry, the 24-05-1994

READ: 1) G.O.Ms.No.138/73-(Exam), dated 21-12-1973 readwith G.O.Ms.No.35, dated 20-4-1977 and Order No.227, dated 26-12-1980 of the General Administration Department, Pondicherry.

2) Letter No.4-3/ED/Estt./A.7/91, dated 28-2-1991 from the Superintending Engineer, Electricity Department, Pondicherry.

\* \* \*

ORDER:

In the G.Os. first read above, Departmental Tests have been prescribed for the Engineering Staff/Officers of Electricity Department. These orders also contain the syllabus of the "Departmental Test for Engineering Staff/Officers of Electricity Department". The question of revising the syllabus of the Departmental Test for Engineering Staff/Officers of Electricity Department has been engaging the attention of the Government so as to suit the present requirements of the Electricity Department. After careful consideration, it has been decided to revise the above orders and the syllabus of the Departmental Test for Engineering Staff/Officers of Electricity Department.

2. Accordingly, in supersession of the Government Orders first read above, approval of the Administrator is accorded to prescribe Departmental Test for Engineering Staff/Officers of Electricity Department as indicated below:-

S1.No.	CATEGORIES	DEPARTMENTAL TEST PRESCRIBED
1.	Assistant Engineer	Departmental Test for Engineering Staff/Officers of Electricity Department.
2.	Junior Engineer Grade-II	
3.	Draughtsman	

3. The revised syllabus of the Departmental Test for Engineering Staff/Officers of Electricity Department and other details are given in the Annexure to this order.

4. The test will be conducted by the Department of Personnel and Administrative Reforms (Personnel wing), Chief Secretariat, Pondicherry

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subject to the conditions to be notified by them from time to time and on the dates and centres to be intimated separately.

5. The passing of this test will not confer on any candidate the automatic right to be appointed to higher posts.

/ BY ORDER OF THE ADMINISTRATOR /

S.R. ARYA  
CHIEF SECRETARY TO GOVERNMENT

To

The Superintending Engineer,  
Electricity Department,  
Pondicherry.

Copy to:

1. The Regional Executive Officer, Karaikal/Mahe/Yanam.
2. The Deputy Secretary to Government, Power Secretariat, Pondicherry.
3. All Executive Engineers, Electricity Department, Pondicherry/Karaikal.
4. G.O. File.
5. The Central Record Branch.
6. Stock File.

FORWARDED / BY ORDER

*S. Narayan*  
(S. NARAYAN)  
24594  
UNDER SECRETARY TO GOVERNMENT  
*W 23/5/94*

U.A.

A N N E X U R E

(Syllabus of the Departmental Test for Engineering Staff/Officers of Electricity Department.)

DEPARTMENTAL TEST FOR ENGINEERING STAFF/OFFICERS OF ELECTRICITY DEPARTMENT.

PAPER-I.  
(With Books)

Duration : 3 Hrs.  
Maximum Marks: 100  
Minimum Marks: 40

1. The Indian Electricity Act, 1910. ✓
2. The Indian Electricity Rules, 1956. ✓
3. The Tamil Nadu Electricity Board Manual Volume-I:-  
Chapters-IV and V (excluding Section-IV).  
As regards tariff, the rates applicable to Pondicherry Union Territory as amended from time to time should be adopted.
4. Electricity Department Manual.
5. "Terms and Conditions of Supply of Electricity" in Union Territory of Pondicherry.

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PAPER-II  
(With Books)

Duration : 3 Hrs.  
Maximum Marks: 100  
Minimum Marks: 40

1. The Central Public Works Department Manual Volume-II:-  
Works, Works Accounts, Contracts, Stores, Budget, Preparation of Bills and Works Abstracts -- Simple Problems.  
Chapters-I, II (except Sections-13, 14(iv), (v), (vii), (viii) and (ix)), III, IV and V.
2. The General Financial Rules, 1963.
3. The Delegation of Financial Powers Rules, 1978 -- Rules 1, 2, 3, 4 and 13 with Appendices.
4. The Central Civil Services (Conduct) Rules, 1964.
5. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
6. The Central Civil Services (Leave) Rules, 1972.
7. The Central Civil Services (Pension) Rules, 1972.
8. The Central Government Account (Receipts and Payments) Rules, 1983 -- (Part-III).

\* \* \* \* \*

Note: The above two papers may be passed compartmentally.

*S. Narayan*  
24/5/94  
(S. NARAYAN)  
UNDER SECRETARY TO GOVERNMENT  
23/5/94

U.A.

**GOVERNMENT OF PUDUCHERRY  
ABSTRACT**

Public Services – Syllabus of the Departmental Test for Engineering Staff / Officers of Electricity Department - Paper-I – Revision of – Orders – Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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G.O.Ms.No. 19/2007/DP&AR(Exam)

Puducherry, dt. 19/03/2007

Read: G.O.Ms.No. 37/94-DP&AR(Exam), dt. 24.05.1994 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

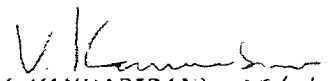
ORDER:

The following amendment is issued to the G.O read above.

REVISION

In the G.O. read above prescribing the syllabus of the Departmental Test for Engineering Staff / Officers of Electricity Department for the entry against Sl.No. 1 of Paper-I namely " The Indian Electricity Act, 1910 ", the following shall be substituted namely " 1. The Electricity Act, 2003 " (Act No. 36 of 2003 except Sections 82 and 83) as communicated by Government of India, Ministry of Home Affairs in Letter No. F.No. U-11030/2/2003-UTL, dt. 12.01.2005.

/BY ORDER OF THE LIEUTENANT GOVERNOR/

  
(V. KANNABIRAN) 15/3/07

UNDER SECRETARY TO GOVERNMENT

To

The Superintending Engineer-I & II,  
Electricity Department,  
Puducherry.

Copy to:

1. The Collector, Karaikal.
2. The Regional Administrator, Mahe/ Yanam.
3. The Under Secretary to Govt.(Power), Chief Secretariat, Puducherry.
4. All Executive Engineers, Electricity Department, Puducherry.
5. The Central Record Branch, Chief Secretariat, Puducherry.
6. The DP&AR (SS-I), Chief Secretariat, Puducherry.
7. G.O. file.
8. Stock file.

**GOVERNMENT OF PUDUCHERRY**

**ABSTRACT**

Public Services – Departmental Test prescribed for Electricity Department – Revision of Syllabus – Orders – Issued.

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)**

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G.O. Ms. No.102

Puducherry, dt.: 27.06.2016.

Read: G.O. Ms. No. 37/94-DP&AR (Exam), Pondicherry, dt. 20.05.1994.

**ORDER:**

In the G.O. cited above the syllabus for the Departmental Test for the Electricity Department have been prescribed. Now it is felt that the prescribed syllabus is outdated in the present scenario and hence it has been decided to revise the above orders and the syllabus are prescribed as follows:-

**PAPER I :**

- a. The Electricity Act 2003 and its Amendments.
- b. Central Electricity Authority Regulation and Amendments
  1. Central Electricity Authority (Installation and operation of meters) Regulations, 2006.
  2. The Central Electricity Authority (Technical standards for connectivity of the grid) Regulations, 2007.
  3. The Central Electricity Authority (Technical standards for construction of Electrical plants and electric lines) Regulations, 2010 (Chapter IV and V only).
  4. The Central Electricity Authority (Measures relating to safety and electric supply) Regulations, 2010.
  5. The Central Electricity Authority (Safety requirements for construction, operation and maintenance of electrical plants and electric lines) Regulation, 2011.
- c. The Energy Conservation Act, 2010 and its Amendments.
- d. JERC Regulation together with its amendments and corrigendum, applicable for Goa and Union Territories.
  1. JERC (Standards of performance for distribution Licensee Regulations) 2015.
  2. JERC (Open access in transmission and distribution regulations) 2009.
  3. JERC (Terms and conditions for determinations of Tariff regulations) 2009.
  4. JERC ( Electricity Supply code Regulations) 2010.
  5. JERC (State Grid Code Regulations) 2010.
  6. JERC (Distribution code Regulations) 2010.
  7. JERC (Procurement of renewable energy Regulations) 2010.
  8. JERC (Demand side management Regulation) 2010.
  9. JERC (Solar power grid connected ground mounted and solar rooftop metering) Regulations 2015.
- e. Tariff schedule in force for the Electricity Department issued by JERC.

*27/06*

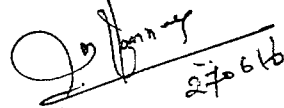
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**PAPER II :**

1. The Central Public Works Departmental Manual works 2014 Works, Works Accounts, Contracts, Stores Budget.
2. The General Financial Rules, 2005.
3. The Delegation of Financial Powers Rules 2011- Rules 1,2,3,4 and 13 with appendices.
4. The Central Civil Services (Conduct) Rules.
5. The Central Civil Services (Classification, Control and Appeal) Rules.
6. The Central Civil Services (Leave) Rules.
7. The Central Civil Service (Pension) Rules.
8. The Central Government Account (Receipt and Payments) Rules.

/By order of the Lt. Governor/



(M. KANNAN)

**UNDER SECRETARY TO GOVERNMENT  
(DP&AR-EXAM)**

To

The Superintending Engineer - I,  
Electricity Department, Puducherry.

Copy to:

1. The District Collector, Karaikal.
2. The Regional Administrator, Mahe / Yanam.
3. The Deputy Secretary (Power), Chief Secretariat, Puducherry.
4. All Executive Engineers, Electricity Department, Puducherry.
5. The Central Record Branch, Chief Secretariat, Puducherry.
6. The DP & AR (SS-I), Chief Secretariat, Puducherry.
7. G.O. file.
8. Stock file.





are specifically prescribed and for those who are in line for promotion to such of the categories for whom it is prescribed.

(By Order of the Lieutenant-Governor)

V.S. PARTHASARATHY  
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government,  
All Heads of Departments/Offices,  
Administrators of Karaikal, Mahe, Yanam,  
The Central Record Branch, Pondicherry.  
Copy to:

Stock file.  
G.O. File.

*B. Dhaneswamy*  
15.4.56.  
(B. DHANESWAMY)  
DEPUTY SECRETARY TO GOVERNMENT.

Regd. No. 15.4.74

Government of Pondicherry  
Abstract

Public Services - Conduct of Departmental Tests -  
Revision of Admission Fees - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

G.O. Ms.No. 16

Dt. 17-2-99

ORDER:

READ: GO.Ms.No.37, dated 15.4.1976 of General Administration  
Department, Pondicherry.

In the Government Order read above, the fee for admission to the Departmental Tests Examination has been prescribed. The question of enhancing the fee has been engaging the attention of the Government, as a huge amount is being spent by way of payment of honoraria to the Examiners for setting up of Question Papers/Valuation of Answer Papers, payment of honoraria to the Invigilators, stationery charges etc., and with a view to meet a part of the above expenditure it has been decided to increase the fee to be collected from the candidates appearing for the Departmental Tests /Competitive Examination.

2. Accordingly in partial modification of the G.O. read above the fee prescribed for the Departmental Test and Competitive Examination stands increased from Rs.5/- to Rs.10/- as indicated below with immediate effect.

- i. For competitive Examination - Rs.10/-
- ii. For Departmental Test after two attempts - Rs.10/-

No. fee is collected in the following cases:-

- i) Departmental Test for the first two attempts
- ii) In the case of SC/ST/PH/Ex-servicemen for Competitive Examination as well as Departmental Test.

4. This issues with the concurrence of the Finance Department vide their U.O. No.14310/98/F4, dated 16.02.1999.

/BY Order of the Lieutenant Governor/

(T. DJANAGUIRAMANE)  
UNDER SECRETARY TO GOVERNMENT

To

1. The All Secretaries to Government/All Sectt. Departments
2. All Heads of Departments/offices
3. The Regional Executive Officer, Karaikal/Maha/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

No.3-1/83-GAD(Exam)  
GOVERNMENT OF PONDICHERRY  
General Administration Department

Pondicherry-605001, the 4th July '83

U.O. NOTE/MEMORANDUM

Subject: Public Services - Conduct of departmental tests  
Admission to - Regarding.

Reference: Circular No.38941/74-GAD(Exam) dated 5.3.1974  
of the General Administration Department.

Departmental tests have been prescribed for various categories of officials of this Administration and tests are being conducted periodically by this department as per the programme drawn in the Circular cited above. Although these tests are meant for those for whom they are specifically prescribed, this department has been admitting even candidates who do not fall under such categories. This, of late, has caused much administrative inconveniences. The matter has been carefully examined by this Administration and it has been decided that only officials who belong to the category for which a particular departmental test is specifically prescribed and those who are in the immediate line of promotion to the category for which a test is prescribed will be admitted to that departmental test in future. The Accounts test for subordinate officers and the common General departmental tests for Ministerial staff will remain open to all as hithertofore.

2. The Heads of departments/Offices are requested kindly to bring the above decision to the notice of all officials under their control. They are also requested to screen the applications at the time of submission itself and forward to this department only the applications of those for whom the test is prescribed and who are on the immediate line of promotion if they pass the relevant tests.

(N. PAJANISSAMY)

DEPUTY SECRETARY TO GOVERNMENT

To -

All Secretariat Departments  
All Heads of Departments/Offices  
Administrators, Karaikal/Mahe/Yanam with spare copies.

vb.4.7.

Test held on : 02-12-2018 F.N.

GOVERNMENT OF PUDUCHERRY  
Departmental Test for Engineering Staff/ Officers in Electricity Department

PAPER I

Time :3 Hours  
Marks : 100 Max

(With Books)

*(Quote Authority, Act, Rule, Regulation, wherever necessary)*  
*(Extra answers than the required number of choices, will fetch no extra marks)*  
*(Answers without reference carry minimum marks on the merit of the answers)*  
*(For the case study questions, assume the data for answering, quoting the rule)*

PART A

(Answer any **TEN** questions. All questions carry equal marks)

[10 x 5 = 50 Marks]

1. (a) Who has the powers to constitute a Joint Commission?  
(b) What are the important functions of State Commission?
2. (a) Under what circumstances, a Regulatory Commission can suspend the License of a distribution Licensee?  
(b) How the State Government can grant subsidy to any class of consumers in the power tariff determined by the Commission.
3. (a) What is the minimum ground clearance in metres for a 22 KV overhead line  
(i) Across the street (ii) Along the street.(iii) Erected elsewhere  
(b) What is the minimum clearance in metres between a 22 KV overhead line and a 110 KV transmission line crossing each other?
4. (a) Can an industrial consumer be refused to be paid with compensation under Standard of Performance, if he has failed to install adequate capacitors in his premises.  
(b) Indicate the formulae for calculation of SAIFI and SAIDI.
5. (a) What are the punishment for non-compliance of the directions of Appropriate Commission?  
(b) How and under what circumstances, the powers of Telegraph Authority can be exercised by a Licensee?

6. (a) List out the laws that have been repealed by the Electricity Act, 2003.
- (b) What is Floor Price and Forbearance price?
7. (a) What are the normal spans of various voltage level transmission lines?
- (b) What is the compensation payable to a consumer if his billing complaints are not resolved within 7 days?
8. Give the details of tariff applicable for Domestic, Commercial and LT Industrial categories, as per the Tariff Order issued for the year 2018-19.
9. (a) What is solar RPO?
- (b) Who fixes the percentage of RPO?
- (c) What is the percentage of solar RPO fixed for the year 2018-19?
10. What is the percentage of Voltage variations allowed in case of Low Voltage, High Voltage and Extra High Voltage?
11. (a) What is the periodicity of testing of consumer energy meters?
- (b) What is the permissible error in consumer energy meters?
12. State the target period of various activities for extending LT and HT Power connection.
13. State the importance of Reactive compensation in a Distribution System.
14. What are the provisions for supply and use of electricity in multi-storied buildings having height more than 15 Metres?
15. List out the powers of the State Government to enforce certain provisions for Energy conservation.

## PART B

(Answer any *FIVE* questions. All questions carry equal marks)

[5 x 10 = 50 Marks]

1. Say *True or False*:
  1. Flattening of Load curve is one of the DSM Targets.
  2. Maximum allowable time to replace a failed transformer in Rural Areas is 24 Hours.
  3. Under frequency relays are used for automatic load control in a contingency to ensure grid security
  4. No conductor of an overhead line shall have more than two joints in a span.
  5. Indian Electricity Rules, 1956 has been repealed by the Electricity Act, 2003.
  
2. (a) What is Demand Side Management?  
(b) What are the responsibilities of DSM Cell?
  
3. (a) What action will you take on receipt of a complaint of burnt meter?  
(b) What is the difference between Gross Metering and Net Metering?
  
4. Write short notes on:
  - (a) Open Access
  - (b) Regulatory Asset
  
5. (a) Give in detail the design parameters of a Distribution Sub-station.  
(b) Give the standards for earthing of a Distribution Sub-station.
  
6. (a) Define "Theft of Electricity"  
(b) What are penal provisions in the Electricity Act, 2003 for theft of energy?
  
7. (a) List out the important duties of a distribution licensee.  
(b) What is the procedure to be followed for disconnection of a service due to non-payment of bill amount?
  
8. (a) What are the various components of Aggregate Revenue Requirement (ARR)?  
(b) How the Commission arrives at the O&M expenses of a Distribution utility during the process of determination of tariff?

Test held on :  
02-12-2018 A.M.

DEPARTMENTAL TEST FOR ENGINEERING STAFF/ OFFICERS OF  
ELECTRICITY DEPARTMENT, PONDICHERRY

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PAPER – II (WITH BOOKS)

TIME: 3 Hours

Max. Marks: 100

Min. Marks: 40

*Answer any TEN questions*

*All questions carry equal marks*

*Quote relevant rules while answering*

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- I. ✓ Explain briefly the activities involved in the pre-construction stage of a project/work.
- II. ✓ a) Distinguish between Earnest Money Deposit and Security Deposit.  
b) Explain briefly the circumstances under which Earnest Money Deposit may be forfeited to Government.
- III. ✓ a) Under what circumstances can a Government Servant be placed under suspension?  
b) Who is the authority competent to revoke the order of suspension against a Government Servant?
- IV. ✓ What are the principal standards of Financial Propriety to be observed by the Competent Authority while incurring expenditure from Public Funds?
- V. ✓ What are the conditions under which Leave Not Due is sanctioned to a Government Servant?

(contd.)



- VI. ✓ List out the guidelines to be observed by Government Servants while entering into Property Transactions?
- VII. ✓ What are the general principles that should be observed by sub-ordinate authorities while entering into agreements or contracts involving expenditures from Government Funds?
- VIII. ✓ What are the instructions to be observed with regard to preparation of bills presented to Accounts offices for withdrawal of money from Government account?
- IX. ✓ Explain briefly the different classes of pension and the conditions governing their grant to Government Servants appointed prior to 01.01.2004.
- X. ✓ Write short notes on any three of the following:
- a) Demand for grants
  - b) Vote on account
  - c) Re-appropriation of funds
  - d) Secured advance
  - e) Work-charged establishments
- XI. ✓ List out the penalties that may be imposed on a Government Servant by a Disciplinary Authority.
- a) Major Penalties
  - b) Minor Penalties
- XII. ✓ Explain the procedure prescribed for Stock-taking of stores available in the Division of the Department.