



**Pakistan Institute  
of Public Finance Accountants**

# **Model Solutions**

**Civil Service Rules and Allied  
Rules (Theory)**

**Summer Exam-2023**

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### Solutions – Civil Service Rules and Allied Rules (Theory)

#### Q.1. T.A. Rule 1.11

- a In case When a civil servant of Civil Secretariat travels on duty connected with the affairs of a Local Authority (for which the traveling allowance is payable from the Local Fund), he should prepare a separate bill for such journeys but should forward such bill with the bill for the same month, if any, payable from Provincial Consolidated Fund, to the controlling officer for the latter bill, who will scrutinize the bills, and forward the bill payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.

#### Q.1. T.A. Rule 2.3

- b In case when a competent authority has declared that the pay of a particular civil servant or class of civil servants has been so fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the civil servant's sphere of duty, such a civil servant may not draw traveling allowance for the journeys perform on tour though he may draw mileage allowance such journey by rail or steamer. Such civil servant or servants may, however, draw traveling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty, when traveling with proper sanction beyond his or their sphere of duty.

**Total Marks 16**

#### Q.2. Revised Leave Rule 3 & 4

##### Earning and accumulation of leave.

1. A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".
2. Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.
3. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
4. There shall be no maximum limit on the accumulation of such leave.

##### Civil Servants in Vocation Department.

1. A civil servant in Vocation Department may earn leave on full pay:
  - a. When he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered.
  - b. When during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vocation department for that year; and
  - c. When he avails himself of only a part of the vacation--as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

The provisions under rule 3 (2-4) above shall also be applicable in the case of civil servants of a Vocation Department.

**Total Marks 16**



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**Q.3. Pension Rule 1.8**

The Good conduct is an implied condition of every kind of pension. Government may withhold or withdraw a pension or any part of it if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued, (the pension sanctioning authority shall give full opportunity to the pensioner to vindicate his position).

Government reserves to themselves the right of recovery from the pension of Government pensioner on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence, or fraud of such Government pensioner during his service, provided that such departmental proceedings shall not be instituted after more than a year from the date of retirement of the Government pensioner.

If the departmental proceedings are not completed within one year after retirement of the Government servant, he may be allowed to draw up to 80% or less of full pension so as to ensure that Government loss in full is recovered from the balance. In the case of judicial proceedings, judgment of the court may be awaited. If the proceedings are delayed beyond one year after retirement, reduced pension may be allowed as in the case of pensioners facing departmental proceedings.

**Total Marks 16**

**Q.4.** In case where an inquiry against an accused under section 5 is inevitable following Procedure should be followed by competent authority:

If the competent authority decides that it is necessary to hold an inquiry against the accused under Section 5, it shall pass an order of inquiry in writing, which shall include:-

- (a) Appointment of an inquiry officer or an inquiry committee; provided that the inquiry officer or the convener of inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;
- (b) The grounds for proceeding, clearly specifying the charges along with apportionment of responsibility;
- (c) Appointment of the departmental representative by designation; and
- (d) Direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within seven days of the date of receipt of orders or within such extended period as the competent authority may determine.

The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry.

**Total Marks 16**

**Q.5. (a) Head Quarter of a Migratory Government Servant.** The Headquarters of a Government servant is if he is a migratory Government servant, Lahore or summer headquarters of Government, if any, according to the place where he is for the time being in residence.

- (b) **Proforma promotion** means predating of promotion of civil servant or retired civil servant with effect from the date of regular promotion of his junior, for the purpose of fixation of pay and **payment** of arrears as may be prescribed.



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- (c) **Presumptive pay of a post**, when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the Government servant **performs** or discharges the work of responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned.
- (d) **“ad hoc appointment”** means appointment of a duly qualified person made otherwise than in **accordance** with the prescribed method of recruitment, pending recruitment in accordance with such method.

**Total Marks 16**

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