

## ESTABLISHMENT, STORES AND OFFICIAL LANGUAGE

1) What is a Duty Pass? Explain the occasions for which different types of duty passes are issued to an Railway **employee**?

2) What is a Metal Pass? Explain the eligibility conditions?

3) What is the procedure of availing the Special CL? On which occasions the special CL can be sanctioned?

4) Write about Study Leave?

5) What is meant by Suspension? List out the entitlements during suspension?

6) What are the Minor Penalties that can be imposed on an Railway employee?

7) Give the classification of Railway **employees** under HOER. Mention the Rostered hours, statutory hours, and rest period for each?

8) What are the questions to be asked during the Preliminary **Inquiry** ?

9) List out the Minor and Major penalties and Disciplinary and Appeal rules as applicable to railway servants

10) Distinguish between Appointing Authority and Disciplinary Authority

11) What is **workman's compensation** act and to whom it applies?

12) Describe the various stores to be maintained by JE-Tele with accountable?

13) Write the following:

- a) Scrap Disposal. b) MAS account. c) DMTR
- d) PAC e) Non-stock requisition

14) Explain the following:

- a) Objectives of stock verification. b) Periodicity of SV.
- c) Method of SV. d) What is stock sheet?

15) Write short notes on the following:

- a) Classification of Railway expenditure.
- b) Charged expenditure.
- c) Budget estimates.

16) What are the different types of Tenders and explain?

17) What is meant by EMD & SD ? Who will pay and explain with rates?

18) What is M.B. and how M.B. is filled? Explain with example.

19) Write 10 points on the DOs and Don'ts in execution of work from vigilance angle

