

C-MED-M-OBE

## NOTING AND DRAFTING, PRECIS WRITING

Time Allowed : Three Hours

Maximum Marks : 200

### INSTRUCTIONS

*Question 1 is compulsory. Attempt any four parts each from Questions 2 and 3.*

*Each question is printed both in Hindi and in English.*

*Answers must be written in the medium of English or Hindi as specified in the Admission Certificate issued to you, which must be stated clearly on the cover of the answer-book in the space provided for the purpose. No credit will be given for the answers written in a medium other than that specified in the Admission Certificate.*

*The number of marks carried by each question is indicated at the end of the question.*

**Note :** *The name of your office or your name, roll number or address must not be disclosed while writing the answers.*

**IMPORTANT :** *All parts/sub-parts of a question being attempted must be completed before moving on to the next question.*

---

**ध्यान दें :** अनुदेशों का हिन्दी रूपान्तर इस प्रश्न-पत्र के पिछले पृष्ठ पर छपा है।

1. Make a précis of the following passage in about one-third of its original length and suggest a title for it. 40

The Union Government recently decided to make elementary/primary education a fundamental right, with the operational goal of making it universal and compulsory. Many commentators have rightly raised the question of whether such a decision is merely cosmetic, “pie in the sky” rhetoric of the kind we have seen so often in the past 50 years, or is it a realistic goal. In this article we explore what is exactly required to turn this dream into reality, and to improve the educational attainment of the people.

It is useful to start by putting our lack of achievement on the basic education front in international perspective. Our literacy rate ranks 30<sup>th</sup> from the bottom among a group of 147 countries. Among the medium-large countries only Egypt and our S. Asian neighbours (Pakistan, Bangladesh and Nepal) have higher illiteracy rates than us. Gross enrolment in Primary schools is relatively more favourable, with India ranked 56 among a group of 109 countries for which data is available. Data on net enrolment, which is a better measure of comparative performance, is not available on a regular basis for

many developing countries. In our case net enrolment is estimated to be only 60% (as against gross enrolment of 99.8%) and net attendance is just 66% of enrolment. The picture on secondary school enrolment is even worse, where we rank 76 among a set of 103 countries.

The approach paper to the Five Year Plan sets out two specific targets for literacy and schooling. These include, (a) All children in school by 2013; all children complete 5 years of schooling in 2017. (b) Increase in literacy to 75% within the Plan period. In addition, there will have to be a major increase in the proportion of children entering upper primary and secondary schools if we are to keep up with the demand for better educated labour force. These objectives cannot be met by a 'business as usual' approach that pumps more funds into existing systems of government education — namely more plan funds for more government run school buildings and more plan and non-plan funds for hiring more government teachers (who don't really show up to teach). What can such a new approach consist of?

Teachers are absent from their work for 14 days a month for officially recognised reasons. Unofficial absence, when added to this, would mean, particularly in rural areas, that they are seldom available to do any teaching. Add to this the poor quality of teachers and you may begin to comprehend how uninteresting school is for students in government schools. The low quality is confirmed by the experience of a 17-year-old boy who was taught in a slum in the heart of Delhi last summer. At the end of his short stint, the government teacher assigned to do the teaching at the local govt. school requested him to give her own son lessons. And all this costs the government upwards of ₹ 1000/child/year. Compare this with the cost to NPOs/NGOs of ₹ 50 to 65 per child/month. There are now NPOs who have offered to take on the task of teaching at  $1/10^{\text{th}}$  the cost incurred by government, with a guaranteed and measurable quality of output (i.e. testable levels of reading, writing and arithmetic ability). One can now begin to get an idea of what can be achieved by a radical new approach.

In modern economies primary and secondary schooling constitutes one of the most important

functions of local government. Primary schooling should be completely decentralised to Panchayats over the next five years. Each Panchayat should however be required to set up a user group consisting of mothers of young children along with Panchayat officials, the local teacher and a representative of the State education department to monitor and supervise the functioning of the school so as to ensure quality. The funds currently being spent on the primary school system should be devolved to the Panchayats along with the authority to hire and fire teachers. In the transition period however, the pool of teachers could consist of the currently employed teachers.

All existing urban primary school facilities should be handed over to Non-Profit Organisations/NGOs on an 'as is' basis. This should be done over a five-year period (say) starting with the worst run schools. The government should provide a one-time grant to those NPOs wanting to set up schools in underserved/slum areas. This would be done on the clear understanding that they would not be entitled to any further subsidies. It would also be made clear that they have to follow some simple basic norms like free education for all those living in the neighbourhood who cannot

afford to pay. The government would focus on training of local teachers (using innovative techniques and communication facilities), and in providing regulatory oversight.

There is a need to simplify the laws, rules and regulations relating to setting up and running of non-profit schools. This requires a change in attitude from control to modern regulation. Govt. should focus on ensuring transparency to parents of enrolled students and ensure that there is no financial fraud or misleading advertisement of quality of the schooling provided.

In the case of rural areas, Govt. should provide a capital grant to any NPO/NGO that wants to set up and run a secondary school in any rural area not currently serviced by a secondary school. Special focus should be on schools for girls so that they do not have to walk unreasonable distance from home. Larger grant could be provided in such cases. It is understood that the UP education authorities have successfully used this approach to provide a secondary school for girls in every single district of the State. Such an approach is very important in poor States.

2. Attempt any **four** of the following : 20×4

- (a) During the visit of the Director of School Education to a primary school, parents of some of the students met him to complain against the functioning of the school and also offered some suggestions to bring about an improvement. You have accompanied the Director during this visit. Please make a summary of the complaints made by parents against the working of the school and suggestions for its improvement. Your summary must include at least two points of complaint and one suggestion for improvement.
- (b) On the basis of the following information, write a note reviewing the occurrence of bird flu in West Bengal :

<i>Episode</i>	<i>Period</i>	<i>Number of Epicenters</i>	<i>Number of birds culled (in lakhs)</i>	<i>Compensation paid (in ₹ lakhs)</i>
1 <sup>st</sup>	Jan – May, 2008	68	42.62	1229.00
2 <sup>nd</sup>	Dec., 2008 – May, 2009	11	2.01	36.00
3 <sup>rd</sup>	Jan, 2010	12	1.56	68.80
4 <sup>th</sup>	19 <sup>th</sup> September, 2011	2	0.49	19.29

- (c) An applicant has sought details of the caste of a government employee as recorded in his service book. Accordingly, a copy of the Caste Certificate as available in service records was provided. A second application was received which questioned the authenticity of the Caste Certificate issued by the concerned authority.

Please put up a note to the CPIO covering the following :

- (i) Background of the case.
  - (ii) Whether CPIO should entertain questioning the authenticity of the Caste Certificate or ask the applicant to approach the authority issuing the Caste Certificate in regard to the same.
- (d) Secretary, Ministry of Culture has observed that there is an inordinate delay in sending replies to VIP references received in the Division A. He decides to send a note to the Joint Secretary heading the said Division to put up a status of all the pending VIP references and directing that in future all such references that are not responded within 15 days of their receipt should be brought to his personal attention. Draft that note.

- (e) Rule 18 of the CCS (Conduct) Rules, 1964, provides as under :
- (i) Every government servant on his first appointment to any post or service submit a return of his assets and liabilities giving details of immovable property owned, acquired or inherited by him in his own name or in the name of his family member or any other person.
  - (ii) Every Government servant belonging to the Group A and Group B shall submit an annual return in such form as may be prescribed by the Government, giving full particulars of immovable property owned, acquired or inherited by him in his own name or in the name of his family member or any other person.
  - (iii) No Government servant, except with the previous knowledge of the prescribed authority, acquire or dispose any immovable property either in his own name or in the name of his family member(s).

During processing of a case for prior sanction of the competent authority, the following source of funding is indicated by employee A :

- (i) GPF withdrawal – ₹ 12,00,000
- (ii) Personal savings – ₹ 1,00,000
- (iii) Realisation from sale of plot of land –  
₹ 20,00,000

From the service records maintained by the office, it is seen that the employee had neither given any intimation of ownership of the plot of land indicated at (iii) above nor taken any sanction to dispose off the same.

Please draft up a note examining the case in the light of the rule position and proposing further course of action.

- (f) The Controller of Defence Accounts, Secunderabad had approved a proposal of its sub-office 'Area Accounts Office (AAO)' for placement of a supply order valuing ₹ 10,00,000/- for purchase of five (5) numbers of compactors on a rate contract basis. Subsequently, the AAO observed that there was a cartel formation amongst the bidders, which defeats the purpose of competitive bidding. It reported the position to the office of the Controller of Defence Accounts, Secunderabad.

As a Section Officer, draft an office note for decision of the Controller of Defence Accounts, Secunderabad bringing out the facts reported by the AAO and the rule position on the subject as stated in the relevant position from the Procurement Manual reproduced below :

*“Cartel Formation/Pool rates :- Sometimes a group of tenderers quote identical rates against a rate contract tender. Such Pool/ Cartel formation is against the basic principle of competitive bidding and defeats the very purpose of open and competitive tendering system. Such practices should be severely discouraged with strong measures. Suitable administrative actions like rejecting the offers, reporting the matter to Registrar of Companies, MRTP Commission, National Small Scale Industries Corporation etc. should be initiated against such firms, on case-to-case basis, as decided by the competent authority. Ministries/Departments may also examine desirability of bringing such unhealthy practices to the notice of the concerned trade associations like FICCI, ASSOCHAM, NSIC, etc. requesting them, inter alia, to take suitable and strong action against the firms. New firms should also be encouraged to get themselves registered for the subject goods/services to break the monopolistic attitude of the firms forming cartels....”*

3. Attempt any ***four*** of the following : 20×4

(a) Shri X is an Upper Division Clerk in the Central Electricity Authority (CEA). He underwent an open-heart surgery at the Escorts Heart Institute and Research Centre, New Delhi after obtaining approval of the Head of the Department for an estimated expenditure of ₹ 2.0 lakhs. He was granted an advance of ₹ 1,94,000. Shri X submitted a final bill of ₹ 2,65,000. Out of this, an amount of ₹ 1,68,160 was admitted. The office issued an order for recovery of ₹ 96,840 from the salary payable to him in equal monthly instalments.

Aggrieved with the proposed recovery, Shri X filed a civil writ petition in the Delhi High Court seeking direction to the CEA for reimbursement of medical expenses in full as the hospital from where he received the treatment was a recognized hospital under the CGHS, and also stoppage of recovery from his salary.

The Hon'ble High Court decided the case in favour of the petitioner and directed the CEA to pay his medical expenses in full. The judgment is required to be implemented within two months of the delivery.

Draft an inter-departmental note from the CEA to the Ministry of Power seeking advice as regards the implementation of the orders of the Hon'ble High Court or otherwise.

- (b) The Director (Administration) in the Central Statistical Organisation observed that applications for leave on medical grounds submitted by employees (gazetted or non-gazetted) were supported with medical certificates and fitness certificates given by the Registered Medical Practitioners (RMP), which was contrary to the provisions contained in Rule 19 of the CCS (Leave) Rules, 1972 (Reproduced below for ready reference).

Draft a circular from the Under Secretary (Administration) to all officers incharge of the sections drawing attention to these lapses and advising them to ensure strict compliance with the laid down rules.

**Extract of Rule 19 of the CCS (Leave) Rules**

- (i) Certificate in Form 3 given by a doctor in a Central Government Health Scheme Dispensary if such a Government servant is a Central Government Health Scheme beneficiary or by a Government Hospital or by an Authorised Medical Attendant if he is not a Central Government Health Scheme beneficiary; and by an Authorised Doctor of the private hospital recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944,

in case of hospitalization or indoor specialized treatment in respect of any particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare :

Provided that the Gazetted Government servant who is a Central Government Health Scheme beneficiary, if at the time of illness, is away from Central Government Health Scheme area or proceeds on duty outside the Headquarters will produce Medical Certificate or Fitness Certificate in Form 3 and Form 5, as the case may, given by an Authorised Medical Attendant;

- (ii) A non-Gazetted Government servant, shall be accompanied by a Medical Certificate in Form 4 given by a Central Government Health Scheme Dispensary if such a Government servant is a Central Government Health Scheme beneficiary or by Government Hospital or by an Authorised Medical Attendant if he is not a Central Government Health Scheme beneficiary; and by an Authorised Doctor of the private hospital, recognized under Central Government Health Scheme or Central

Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by the competent authority in respect of particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare :

Provided that the non-Gazetted Government servant who is a Central Government Health Scheme beneficiary, if at the time of illness is away from Central Government Health Scheme area or proceeds on duty outside the Headquarters will produce Medical Certificate or Fitness Certificate in Form 4 or Form 5, as the case may be, given by an Authorised Medical Attendant or by Registered Medical Practitioner if there is no Authorised Medical Attendant available within a radius of eight kilometers from his residence or place of temporary stay outside his Headquarters and also in the circumstances when he finds it difficult to obtain Medical Certificate or Fitness Certificate from a Doctor in a Central Government Health Scheme Dispensary or an Authorised Medical Attendant.

- (c) A Member of Parliament (MP) has written to the Minister of Human Resource Development for establishing a Kendriya Vidyalaya in his constituency. As a Section Officer, you have been asked to obtain comments of the Kendriya Vidyalaya Sangathan on the request and to put up an interim reply to the MP. Please attempt a draft reference to the Commissioner, Kendriya Vidyalaya Sangathan on the request received.
- (d) As per Rule 7 – ‘Demonstration and Strikes’ – of the Central Civil Services (Conduct) Rules, 1964,
  - (i) No Government servant shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence, or
  - (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

An Association of the non-gazetted employees of the Ministry of Health and Family Welfare (MoH&FW) has given notice to the Secretary, MoH&FW to go on a one-day strike by the members of the Association to protest against suspension of its President for habitual negligence of duties.

[Contd.]

As a Section Officer in the MoH&FW, you have been directed to issue a letter to the General Secretary of the Association warning that its members would be liable for disciplinary action in case they go on strike.

Please draft a letter to the General Secretary of the Association.

- (e) The Chief Secretary of Andhra Pradesh has written to the Secretary, Department of Sports, Ministry of Youth Affairs and Sports, Govt. of India, for providing funds to improve sports facilities in schools and colleges in the state. Secretary, Department of Sports, Ministry of Youth Affairs and Sports, Govt. of India, put his initial remarks on the margin of the letter that Govt. of India is in the process of formulating a scheme aimed at improving sports infrastructure in schools and colleges in the country. In this regard, views of all the State Governments and Union Territories have been asked for.

As a Section Officer in the Department of Sports, Ministry of Youth Affairs and Sports, you are expected to draft a D.O. letter from the Secretary to the Chief Secretary of Andhra Pradesh bringing out the above.

- (f) You are working as a Section Officer in the Ministry of Agriculture. Your Joint Secretary needs to travel to Jabalpur on 20<sup>th</sup> November, 2012 by a private airline, as its timings are more convenient to him. In terms of OM No. 19024/2009- E.IV dated 16.09.2010 of the Department of Expenditure, Ministry of Finance, travel by airlines other than Air India due to operational or other reasons requires relaxation from the Ministry of Civil Aviation. Your Joint Secretary has asked you to send a letter to that Ministry for granting necessary relaxation. Please prepare a draft letter.