

**DEPARTMENT OF POST**

# **IPO EXAM 2025**

## **PAPER-III**

**"The Ultimate Guide to Conquering the Inspector Exam"**

### **Feature of Books**

1. Comprehensive Coverage
2. Step-by-Step Explanations
3. Exam-Oriented Approach
4. Topic-Wise Segmentation
5. MCQ-Focused Content



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## **Notes Content**

### **Paper III: Administrative and Legal Knowledge**

This paper is designed to test your knowledge of administrative rules, legal procedures, and governance. Key subjects include:

**1. Postal Manual Volume II**

- Chapter III- Appeals and Petition
- Chapter IV- Personal Matters
- Chapter VI- Forged counterfeit stamps, defaced postage stamp, coins and currency notes

**2. Postal Manual Volume III**

**3. Postal Manual Volume VIII**

**4. CCS (Conduct Rules) 1964**

**5. CCS (CCA) Rules, 1965**

**6. CCS (Temporary Service) Rules, 1965**

**7. GDS (Conduct and Engagement) Rules, 2011**

**8. Brochure on Casual Laborers and instructions on Casual Laborer issued by DoP&T from time to time.**

**9. Constitution of India**

**10. Code of Civil Procedure 1908**

- Sec 1- Short title, extent, commencement
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**11. The Code of Criminal Procedure 1973**

- Section 1- Short title, extent and commencement
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**12. The Indian Evidence Act, 1872**

- Section 1 - Short title, extent and commencement
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- Section 8- Motive, preparation and previous or subsequent conduct.
- Chapter III (Section 56 to 58) - Fact which need not be proved.
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- Chapter V (Sections 61 to 73A) - of documentary evidence.
13. The Indian Penal Code, 1860
- Chapter II- General Explanation
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  - Chapter IX- of Offences by or relating to Public Servant
  - Chapter X- Of Contempt of the Lawful Authority of Public Servant
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14. Instructions issued by Directorate and DoP&T on maintenance of APAR
15. Central Administrative Tribunal Act, 1985
16. Revenue Recovery Act, 1890
17. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
18. Prevention of Corruption Act, 1988

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# **Postal Manual Volume - II**

## **Chapter III Appeals and Petitions**

### **115. Petition vs. Appeal**

- A representation not an appeal is a petition.
- Petitions should be addressed to the competent authority and submitted through the proper channel.

### **116. Submission of Petitions**

- Employees must submit petitions separately, related only to personal matters.
- Joint petitions are inadmissible, but identical petitions can be submitted by multiple employees if applicable to each.
- Petitions should be clear, concise, respectful, and end with a specific request. They should, if possible, be in English.

### **117. Petitions to Higher Authority**

- Petitions against a lower authority's decision must include a copy of the original order and be submitted through the officer who passed the order.
- Example: Petition against an Inspector's order must be submitted through the Inspector to the Superintendent.
- If dissatisfied with the Superintendent's decision, a petition can be made to the Director of Postal Services, submitted through the Superintendent.
- Petitions against the Director of Postal Services (DPS) go to the Head of the Circle (major circles) or Director General (minor circles).
- Petitions against Heads of Circles must be submitted to the Director General through the Head of Circle or a subordinate authority.

#### **Exceptions:**

- These rules **do not apply** to cases under the **CCS (CCA) Rules, 1965**.
- Petitions in **disciplinary cases** under CCS (CCA) Rules must be addressed after the appellate authority stage to the **Head of Circle or Member (Personnel)**.
- **Review petitions** under **Rule 29-A of CCS (CCA) Rules, 1965** must be submitted through the proper channel to the President.

### **118-A. Petitions Sent Directly to Higher Authorities**

- Petitions sent directly to the Director General or any subordinate authority, bypassing the proper channel, will be filed without notice.
- Memorials addressed to the President or Government of India should not be sent directly by memorialists.

### **118-B. Forwarding Petitions**

- The officer receiving a petition must forward it to the authority addressed with a report, including a full statement, recommendation, and relevant documents (copies or originals).
- If any document is in an Indian language, an English translation must be provided.

### **118-C. Petitions Against Lower Authorities**

- Petitions to a higher authority can only be made against the decision of the next lower authority.
- A petition against an Inspector's order cannot be submitted directly to the Director of Postal Services without addressing the Superintendent first.
- Similarly, a petition against a Superintendent's order cannot be submitted directly to the Head of the Circle without addressing the Director of Postal Services first.
- Petitions against orders of authorities subordinate to the Director General should be submitted to the Director General.

### **118-D. Time Limit for Petitions**

- Petitions to higher authorities against lower authorities' orders will be rejected without investigation if submitted more than six months after the order was communicated to the petitioner.

### **119. Applicability of Previous Rules**

- The rules for petitions apply to those addressed to the Director General as well.

### **120. Discretionary Power to Withhold Petitions**

The Head of a Circle or any authority subordinate to the Director General can withhold petitions in the following cases:

- **(a) Transfer Requests:** Petitions regarding transfers in the interest of service, including station exchanges, can be withheld unless the transfer is frequent or at short intervals.
- **(b) Employment Candidates/Temporary Staff:** Petitions regarding candidates for employment, temporary staff, or probationers who are found unfit for permanent employment can be withheld.

- **(c) Voluntary Resignation:** Petitions about voluntary unconditional resignation can be withheld.
- **(d) Illegible or Improper Petitions:** Petitions that are unclear, illegible, or disrespectful may be withheld.
- **(e) No New Facts:** Petitions that do not provide new facts or grounds after a previous petition has been disposed of by the Director General can be withheld.
- **(f) Incompetent Authority:** Petitions on matters that the Head of Circle or subordinate authority can decide, with no prior redress requested, can be withheld.
- **(g) Late Petitions:** Petitions against orders of the Head of Circle or subordinate authorities submitted after six months from the date of communication without a reasonable cause can be withheld.
- **(h) Employment Applications:** Petitions for employment that do not follow announced rules or for exemption from qualifications can be withheld.
- **(i) Termination of Services:** Petitions against termination under **Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965** submitted after three months of the termination date can be withheld.
  - (i) If notice was given, the three months start from the date of notice.
  - (ii) If no notice was given, the three months start from the date of termination.

## 121. Reporting withhold Petitions

- The Head of Circle or subordinate authority must submit a quarterly list of petitions withheld under Rule 120 to the Director General.

## 122. Petitions to the President

- Petitions to the President must be forwarded by the Head of the Circle (or subordinate authority) to the Director General, accompanied by a concise statement of facts and, unless there are special reasons, the authority's opinion.
- **Note:** Petitions to the Chairman of the Postal Services Board or any other member of the Board should not be treated as petitions to the Director General or President. These should be returned to the petitioner for addressing the proper authority.



## **Chapter IV Personal Matters**

### **127. Legal Advice and Civil Suits**

- For important cases near locations with Government Solicitors (e.g., Kolkata, Chennai, Mumbai), the advice of the officer should be obtained before instituting a civil suit or receiving notice of a suit against the Department.
- **Exception 1:** Reports are not required for suits regarding (1) security bonds of postal servants and (2) Money Orders, saving bank transactions, or insured articles (if the amount involved does not exceed Rs. 500).
- **Exception 2:** Heads of Circles can authorize civil suits against defaulting guarantors of combined offices for recovering deficits if the amount is likely to be realized and advised by the local Solicitor to the Government.
- **Exception 3:** Heads of Circles can institute or defend civil suits related to land or buildings on behalf of the Department, provided the legal costs do not exceed Rs. 250, and advice is received from the local Legal Adviser.

### **127-A. Signing and Verification of Legal Documents**

- Gazetted Officers fully aware of the facts are authorized to sign and verify Plaints and Written Statements in civil suits by or against the Central Government concerning the Posts Department.
- These officers are also authorized to sign Vakalatnama on behalf of the Central Government.

### **129. Criminal Proceedings:**

<b>Cognizable Case</b>	<b>Non-Cognizable Case</b>
All offences under Section 52 of Post Office Act	Except those under Section 52 of Post Office Act
Highway Robbery, Theft, Criminal Breach of Trust,	Cheating by Personation, Cheating otherwise than by Personation, Forgery
Section 154 of CrPC	Section 155 of CrPC

### **138. Prosecution Guidelines**

- An individual can only be charged with **three charges** of the same kind in one trial, even if multiple cases exist against them.
- Three charges can be tried together only if committed within **12 months** from the first to the last offence.

## **CCS (Conduct) Rules, 1964 - Key Points for MCQs**

### **Rule 1: Short Title, Commencement, and Application**

- **Title:** CCS (Conduct) Rules, 1964.
- **Commencement:** Effective from **12th December 1964**.
- **Application:**
  - Applies to all **Government servants** (including civilians in Defence services).
  - **Exclusions:**
    - Railway servants.
    - Members of All India Services.
    - Posts exempted by the **President**.
  - **Limited Application:** Certain rules do not apply to government servants drawing less than **Rs. 500 per month** and holding non-gazetted posts in specific establishments (e.g., ports, defence installations, public works, etc.).

### **Rule 2: Definitions**

- **Government:** Refers to the **Central Government**.
- **Government Servant:** Any person appointed by the Government to a civil service or post in connection with Union affairs (includes civilians in Defence services).
- **Members of Family:** Includes **wife, husband, son, daughter, parents**, and other close relatives, whether dependent or not.

### **Rule 3: General Conduct**

- **Integrity and Devotion:**
  - Every Government servant must **maintain integrity and devotion to duty** at all times.
  - They must **avoid any unbecoming behavior**.
- **Supervisory Responsibilities:**
  - **Supervisory posts** require ensuring integrity and devotion to duty of subordinates.
  - Government servants must act in their **best judgment** unless directed by a superior.
  - **Oral instructions** from superiors should be avoided and confirmed in writing.



### Rule 3A: Promptness and Courtesy

- **Discourtesy and Delays:**
  - No government servant should act in a **discourteous** manner.
  - Government servants should **not cause undue delays** in completing assigned tasks.

### Rule 3B: Observance of Government's Policies

- **Policies on Social Issues:**
  - Government servants must **adhere to policies** on **marriage age, environmental protection, wildlife, and cultural heritage**.
  - They must follow government policies on **crime prevention against women**.

### Rule 3C: Prohibition of Sexual Harassment of Working Women

- **Sexual Harassment:**
  - No government servant should engage in **sexual harassment** of any woman at the workplace.
  - Supervisors must **prevent sexual harassment** at the workplace.

### Rule 4: Employment of Near Relatives in Companies/Firms

- **Influence to Secure Employment:**
  - Government servants **cannot use their position** to secure employment for **family members** in any company or firm.
- **Group A Officers:**
  - **Prior sanction** needed if **family members** (son, daughter, etc.) seek employment in a company/firm with which the officer has official dealings.
- **Disclosures:**
  - Government servants must **report** any family member's **employment** in a company or firm they deal with, to the prescribed authority.

### Key MCQ Facts:

- **CCS (Conduct) Rules** effective from **12th December 1964**.
- **Government policies** on social issues (marriage, environment, women's safety) must be observed.
- **Sexual harassment** is prohibited in the workplace.
- **No using influence** for family employment in firms with official dealings.
- **Prior sanction** required for family employment in companies with which Group A officers have official dealings.

# **CCS (Classification, Control & Appeal) Rules, 1965**

## **Rule 1: Short Title, Commencement, and Application**

- **Title:** These rules may be called the **CCS (CCA) Rules, 1965**.
- **Commencement:** They came into force on **1st December 1965**.

## **Rule 2: Definition**

- **Appointing Authority:** The authority empowered to make appointments to:
  1. The Service of which the government servant is a member.
  2. The post which the government servant holds.
  3. The authority that appointed the government servant.
- **Central Civil Service and Civil Post:** Includes civilian services/posts in the Defence Services.
- **Disciplinary Authority:** The authority competent to impose penalties on a government servant, as per **Rule 11**.
- **Government Servant:** A person holding a civil post under the Union, including foreign service, state government service, and temporary posts.
- **Head of Department:** The authority declared to be the head of the department under the **FRSR Rules**.
- **Head of Office:** The authority declared to be the head of the office under the **General Financial Rules**.
- **Secretary:** The Secretary to the Government of India in any Ministry/Department, including Additional Secretary, Joint Secretary, and Secretaries to the Prime Minister, President, Cabinet, and Planning Commission.
- **Service:** Refers to a **civil service of the Union**.

## **Rule 3: Application**

- These rules apply to all **government servants**, including civilian employees in the Defence Services, but **not to**:
  1. Railway Government servants.
  2. Members of the **All India Services**.
  3. Casual employment personnel.
  4. Personnel for whom special provisions exist.
  5. Extra-Departmental Agents.
  6. Monthly-rated staff paid from contingencies (except those on regular establishment).
  7. Daily-rated staff paid from contingencies.
  8. Hot weather and monsoon establishments.
  9. Work-charged employees and others not on regular establishments.

- **Exclusion:** The **President** may exclude any group of government servants from the operation of all or part of these rules.

## **CCS (CCA) Rules, 1965 - Part II: Classification**

### **Rule 4: Classification of Services**

- **Civil Services of the Union** are classified into:
  1. **Central Civil Services, Group 'A'**
  2. **Central Civil Services, Group 'B'**
  3. **Central Civil Services, Group 'C'**
  4. **Central Civil Services, Group 'D'**
- **Multiple Grades:** If a service has multiple grades, they may belong to different groups.

### **Rule 5: Constitution of Central Civil Services**

- The **Central Civil Services** (Group 'A', Group 'B', Group 'C', Group 'D') consist of services and grades of services as specified in the **Schedule** to the rules.

### **Rule 6: Classification of Posts**

- **Civil Posts under the Union** are classified as:
  1. **Group 'A':** Level 10 to 18
  2. **Group 'B':** Level 6 to 9
  3. **Group 'C':** Level 1 to 5
  4. **Group 'D':** (no specific level mentioned)

### **Rule 6-A: Classification of Service**

- **Class-I = Group A**
- **Class-II = Group B**
- **Class-III = Group C**
- **Class-IV = Group D**

### **Rule 7: General Central Service**

- Central Civil posts not included in any other Central Civil Service are classified under the **General Central Service** of the corresponding group.
- A government servant appointed to such a post is considered a member of the General Central Service unless already a member of another Central Civil Service of the same group.

## **Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020**

The Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020, have been issued by the Government of India, replacing the previous Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011. These new rules supersede the 2011 rules, except for actions taken or not taken before the supersession.

### **3. Definitions:**

<b>GDS Post Category</b>	<b>Description</b>
<b>Branch Post Master (BPM)</b>	Works as a postmaster in the branch office.
<b>Assistant Branch Post Master (ABPM)</b>	Works in a branch office, other than BPM.
<b>Dak Sevak</b>	Works in Head Offices, Sub-Offices, or RMS offices.

- **Members of Family:** Includes the Sevak's spouse, children, stepchildren, dependent relatives, and those wholly dependent on the Sevak, but excludes separated spouses or non-dependent children.

### **3A. Terms and Conditions of Engagement:**

- **Maximum Working Hours:** A Sevak cannot work more than 5 hours a day.
- **Retirement Age:** Sevaks cannot be retained beyond 65 years of age.
- **Income Declaration:** Sevaks must provide an undertaking of having other sources of income, apart from allowances from the Government.
- **Transfers:** Sevaks can be transferred for public interest, vigilance, or administrative reasons.
- **Civil Service Status:** A Sevak is not part of the Civil Service of the Union.
- **Parity with Government Employees:** Sevaks cannot claim to be on par with Central Government employees.
- **Residence Requirement:** Sevaks must reside in the postal unit's jurisdiction within one month after selection. Failure to comply may lead to disciplinary action.
- **Post Office Premises:** Accommodation for the Post Office will be provided by the Sevak or other entities like the Government, Panchayat, etc.
- **Combination of Duties:** Sevaks may be assigned a combination of duties.

### **Key Points for MCQ Exam:**

- **Maximum Duty:** 5 hours a day.

- **Age Limit:** 65 years.
- **Income Requirement:** Undertaking for other sources of income.
- **Transfers:** Can be made in public interest or for administrative reasons.
- **Civil Service Status:** Not part of Civil Service.
- **Residence:** Must live within the delivery jurisdiction.
- **Post Office Premises:** Provided by Sevak or other authorities.
- **Combination of Duties:** Allowed.

### 3.B. Eligibility Criteria for Engagement to GDS Posts:

- **Age Limit:**
  - Minimum age: 18 years
  - Maximum age: 40 years (as on the date of vacancy notification)

#### Age Relaxation Details

Category	Age Relaxation
SC/ST	5 years
OBC	3 years
EWS	No relaxation
PwD/PH	10 years
PwD/PH + SC/ST	15 years
PwD/PH + OBC	13 years
EWS (Not in Reservation Category)	10% reservation

- **Disability Categories for GDS Posts:**
  - **Eligible Disabilities:** Low Vision (LV), Deaf (D), Hard of Hearing (HH), One Arm (OA), One Leg (OL), Leprosy cured, Dwarfism, Acid Attack victim, Specific Learning Disability, Multiple disabilities.
  - **Note:** Blindness is not eligible, but candidates with low vision are.
- **Educational Qualification:**
  - 10th Standard pass certificate with compulsory/elective Mathematics and English from a recognized board.
  - **Local Language Knowledge:** Must have studied the local language at least up to 10th standard (as per the State Government or Constitution).
  - **Computer Training:** Candidate must submit an undertaking confirming basic computer knowledge (desktop/laptop/mobile/PoS).
- **Additional Livelihood Requirement:**
  - Candidates must ensure adequate livelihood sources and comply with this condition within 30 days post-selection but before engagement.
- **Fee Exemption for GDS Posts:**
  - **Male (UR/OBC/EWS):** Rs. 100 application fee

# The Constitution of India

## Constitutional Development of India

### 1. Regulating Act of 1773

- **Key Features:**
  - **First step** towards centralizing control over East India Company.
  - **Governor-General of Bengal** was made the **Governor-General of India** (Warren Hastings was the first).
  - Created a **Supreme Court** at Calcutta.
  - **Board of Control** and the **Court of Directors** were created for better administration of the East India Company.
- **Significance:**
  - Laid the foundation for later reforms in British India governance.

### 2. Pitts India Act of 1784

- **Key Features:**
  - **Dual system of control:** Government control over the East India Company through the **Board of Control** and the **Court of Directors**.
  - **Governor-General** of India became the **effective ruler** of India.
  - Strengthened the role of the **British Government** in the affairs of India.
- **Significance:**
  - Ensured more control by the British Crown over the administration of India.

### 3. Charter Act of 1813

- **Key Features:**
  - Ended the **monopoly of East India Company** in trade with India, except for trade in tea and trade with China.
  - Allowed for the establishment of **schools and education** in India.
  - Allocated **£1 lakh for promoting education** in India.
- **Significance:**
  - Paved the way for the spread of Western education in India.

### 4. Charter Act of 1833

- **Key Features:**
  - **East India Company's monopoly** was completely abolished.



- The **Governor-General of India** was designated as the **Governor-General of India and all territories** under British control.
- The **Council of India** was restructured to assist the Governor-General.
- **Significance:**
  - Marked the beginning of **centralized administration** in India.
  - Introduced a system of **laws for the whole country**.

## 5. Government of India Act of 1858

- **Key Features:**
  - **End of East India Company rule** and transfer of power to the British Crown.
  - **Queen's Proclamation of 1858:** Affirmed that India would be governed directly by the Crown, not the East India Company.
  - **Secretary of State for India** was appointed in the British Cabinet.
  - **Viceroy** became the highest official in India.
- **Significance:**
  - India came directly under the control of the British Crown after the **Indian Rebellion of 1857**.

## 6. Indian Councils Act of 1861

- **Key Features:**
  - **Governor-General's Executive Council** was expanded to include **Indian members**.
  - Introduced the concept of **legislative functions** at the central level, with the addition of **Legislative Councils**.
- **Significance:**
  - Marked the beginning of **Indian representation** in the legislative process.

## 7. Indian Councils Act of 1892

- **Key Features:**
  - **Increased Indian participation** in the legislative process.
  - Provided for the election of some members to the **Imperial Legislative Council**.
  - **Advisory role** for the Indian members of the council.
- **Significance:**
  - It was the first step towards **democratic representation** in the British legislative process.

## 8. Morley-Minto Reforms (Indian Councils Act of 1909)

- **Key Features:**
  - **Introduction of separate electorates** for Muslims, allowing them to elect their own representatives.
  - **Increased Indian representation** in the central and provincial legislative councils.
- **Significance:**
  - The system of **separate electorates** led to the division of Indian society along religious lines.

## 9. Government of India Act of 1919 (Montagu-Chelmsford Reforms)

- **Key Features:**
  - Introduced **Dyarchy** in the provinces, dividing subjects into **transferred** and **reserved** lists.
  - **Provincial Legislative Councils** were made more representative of the people.
  - **Indian Council of Ministers** formed in the provinces.
  - **Representation for Indians** at the center and the provinces increased.
- **Significance:**
  - Marked the shift towards **self-governance** and **democratic participation** in India.

## 10. Government of India Act of 1935

- **Key Features:**
  - Established a **federal structure** with the **Federal Assembly** and **Council of States** at the center.
  - Introduced **provincial autonomy**, allowing provinces to govern themselves with greater independence.
  - **Separate electorates** continued for Muslims, Sikhs, etc.
  - Introduced provisions for the **creation of a Federal Court**.
- **Significance:**
  - The **most comprehensive act** before independence, but it did not grant full autonomy.
  - Created a **quasi-federal system** with a strong central government.

## 11. Indian Independence Act of 1947

- **Key Features:**
  - **End of British rule:** India was granted full independence.

- **Partition of India:** India was divided into two dominions, **India** and **Pakistan**.
- **Constituent Assemblies** were formed for both India and Pakistan to draft their own constitutions.
- Abolished the **British Crown's sovereignty** over India.
- **Significance:**
  - India gained **independence** on **15th August 1947** and was divided into India and Pakistan.

## 12. The Constitution of India

- **Adopted:** On **26th November 1949**, came into force on **26th January 1950**.
- **Key Features:**
  - A **sovereign, socialist, secular, democratic republic**.
  - Provides **Fundamental Rights** to the citizens of India.
  - Established a **parliamentary system** of governance.
  - **Directive Principles of State Policy** to guide the government.
  - **Federal structure** with a strong central government.

### Summary Table of Key Constitutional Acts:

Act	Year	Key Features
<b>Regulating Act</b>	1773	First step towards central control of East India Company.
<b>Pitts India Act</b>	1784	Dual system of control between the British Government and East India Company.
<b>Charter Act</b>	1813	Ended trade monopoly of East India Company; allocated funds for education.
<b>Charter Act</b>	1833	Abolished East India Company's monopoly; centralized administration.
<b>Government of India Act</b>	1858	Transferred control from East India Company to the British Crown.
<b>Indian Councils Act</b>	1861	Increased Indian representation in the legislative council.
<b>Indian Councils Act</b>	1892	Introduced Indian participation in the Imperial Legislative Council.
<b>Morley-Minto Reforms</b>	1909	Introduced separate electorates for Muslims; increased Indian representation.
<b>Government of India Act</b>	1919	Introduced <b>Dyarchy</b> , increased Indian participation in governance.
<b>Government of India Act</b>	1935	Established federal structure; introduced <b>provincial autonomy</b> .

# **Code of Civil Procedure, 1908**

- **Enactment Date:** 21st March 1908
- **Commencement Date:** 1st January 1909
- **Total Chapters:** 11

## **Section 1: Short Title, Commencement, and Extent**

- **Title:** Code of Civil Procedure, 1908.
- **Extent:** Applies to all of India except:
  - Jammu & Kashmir (until 2019)
  - Nagaland and certain tribal areas (State Government may extend provisions).
- **Explanation:** "Tribal areas" as per the Sixth Schedule of the Constitution.

## **Section 2: Definitions**

1. **Code:** Includes rules.
2. **Decree:** A formal adjudication determining the rights of the parties; may be preliminary or final.
3. **District:** Local jurisdiction of a District Court or High Court.
4. **Foreign Court:** A court outside India not established by the Central Government.
5. **Foreign Judgment:** A judgment from a foreign court.
6. **Government Pleader:** Officer appointed to perform functions imposed by this Code.
7. **High Court:** The court in Calcutta for the Andaman and Nicobar Islands.
8. **India:** Territory of India (except certain sections).
9. **Judge:** Presiding officer of a Civil Court.
10. **Judgment:** Statement of reasons for a decree or order.
11. **Judgment-debtor:** A person against whom a decree or order has been passed.
12. **Legal Representative:** Person who represents the estate of a deceased.
13. **Mesne Profits:** Profits derived from wrongful possession of property.
14. **Movable Property:** Includes growing crops.
15. **Order:** Decision of a Civil Court that is not a decree.
16. **Pleader:** A person entitled to represent another in court (includes advocate, vakil).
17. **Prescribed:** Defined by rules.
18. **Public Officer:** Includes judges, members of All-India services, and officers working for the Government or Court.
19. **Rules:** Rules and forms in the First Schedule or made under specific sections.
20. **Share in a Corporation:** Includes stock, debentures, and bonds.
21. **Signed:** Includes stamped, except for judgments or decrees.

# The Code of Criminal Procedure, 1973

- **Enactment Date:** 25 January 1974
- **Commencement Date:** 1st April 1974
- **Total Sections:** 484
- **Total Chapters:** 37
- **Total Schedules:** 2
  - **First Schedule:** Classification of Offences
  - **Second Schedule:** Forms

## Section 1: Short Title, Commencement, and Extent

- The Act is called the **Code of Criminal Procedure, 1973**.
- It extends to the **whole of India** (from 31.10.2019), with exceptions for:
  - **Nagaland**
  - **Tribal Areas** (defined as those areas of Assam as per the Sixth Schedule, excluding Shillong).
- **Exemptions:** Provisions related to Chapters VIII, X, and XI do not apply to Nagaland and Tribal Areas, unless the concerned State Government notifies their application with modifications.

## Section 2: Definitions

- **Bailable offence:** An offence shown as bailable in the First Schedule or made bailable by any law; any other offence is non-bailable.
- **Charge:** Includes any head of charge if there are multiple heads.
- **Cognizable offence:** An offence where a police officer can arrest without warrant under the First Schedule or other law.
- **Complaint:** Any allegation made to a Magistrate (oral/written) seeking action, excluding police reports.
- **High Court:**
  - For a State, the High Court of that State.
  - For a Union Territory, the High Court extending jurisdiction or the highest criminal appellate court.
- **India:** The territories where this Code applies.
- **Inquiry:** An investigation, other than a trial, conducted by a Magistrate or Court.
- **Investigation:** Proceedings for evidence collection by a police officer or authorized person.
- **Judicial proceeding:** A proceeding where evidence is legally taken on oath.
- **Local jurisdiction:** Area where a Court or Magistrate can exercise powers.

# **Annual Performance Assessment Report (APAR)**

## **1. Purpose of APAR:**

- Optimizes government policies and programs.
- Focus is developmental, not judgmental.
- True reflection of a government servant's achievements.
- Helps in career advancement (e.g., promotion, deputation, foreign assignment).

## **2. Objectives:**

- Improve current job performance.
- Assess potential for future opportunities.

## **3. Principal Authorities:**

- **Section-I:** Basic Information – Administration/Personnel Dept.
- **Section-II:** Self-appraisal – Appraisee.
- **Section-III:** Appraisal – Reporting Officer/Review Officer (if needed).
- **Section-IV:** Review – Reviewing Officer.

## **4. Procedure:**

- APAR covers the annual period (April-March).
- Includes duties, targets, achievements, shortfalls, constraints, and areas of overachievement.
- Officers at Reporting/Reviewing levels need at least 3 months of supervision before assessing the subordinate.

## **5. Pen-Picture:**

- Reporting Officer must provide a 100-word descriptive pen-picture of the appraisee's qualities and performance.

## **6. Multiple Reports:**

- In certain cases, more than one report may be written if different Reporting Officers **have at least 3 months of experience** with the employee.

## **7. No Reporting Officer:**

- If no Reporting Officer with requisite experience is available, the Reviewing Officer may initiate the report.

## **8. Retirement of Reporting Officer:**

- If the Reporting Officer retires, they can still submit the APAR within one month.

## **9. Leave and APAR:**

- If an officer takes more than 15 days of earned leave, the leave period is deducted from the 3-month period required to assess performance.

## **10. Suspension:**



- If the Reporting/Reviewing Officer is suspended, the APAR must be written/reviewed within two months of suspension or within one month of the report's due date.

## **Contents of APAR**

- 1. Filling the APAR:**
  - Requires careful attention and adequate time.
  - **Numerical grading scale:** 1-10 (1 = lowest, 10 = highest).
- 2. Weightage for Overall Grade (1-10):**
  - **40%:** Assessment of work output.
  - **30%:** Assessment of personal attributes.
  - **30%:** Assessment of functional competency.
- 3. Grading Definitions:**
  - **9-10:** Outstanding.
  - **7-8:** Very Good.
  - **5-6:** Good.
  - **Below 4:** Below expectations.
- 4. Integrity Remarks:**
  - **Beyond doubt:** No concerns.
  - **Doubtful:** A secret note is attached.
  - **Not watched:** Insufficient observation, but no adverse feedback.
- 5. Accepting Authority:**
  - If applicable, the accepting authority may also comment on the remarks of the reporting/reviewing authority.
- 6. General Guidelines:**
  - **Absence:** Mention any periods of leave, training, or other absences.
  - **Training:** Include training attended and property returns.
  - **Pen-picture Justification:** Grades of 1 or 2 should be justified with specific failures. Grades of 9 or 10 must be justified with specific accomplishments.
  - **Peer Comparison:** Officers should be rated against peers working under the same authority.

## **Timely Completion of APAR**

- 1. APAR Gaps:**
  - **No Report Certificate:** If there's a gap (e.g., officer didn't work under a reporting officer for 3 months, on leave/training, unauthorized absence, etc.), a no report certificate must be issued with reasons.
- 2. Exemptions:**

# **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**

**Act No. 14 of 2013**

**Enacted on: 22nd April 2013**

## **Purpose:**

This Act provides protection to women against sexual harassment at the workplace and establishes a framework for the prevention, prohibition, and redressal of sexual harassment complaints.

## **Key Points:**

### **1. Violation of Fundamental Rights:**

- Sexual harassment violates a woman's **fundamental rights** under:
  - **Article 14** (Right to Equality)
  - **Article 15** (Non-discrimination)
  - **Article 21** (Right to life with dignity)
- It also affects a woman's **right to a safe work environment** and the right to pursue any profession, trade, or business.

### **2. International Recognition:**

- Sexual harassment is a **human rights violation** recognized by international conventions, including the **Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)**, ratified by India on **25th June 1993**.

### **3. Objective of the Act:**

- To implement provisions for protecting women from sexual harassment at the workplace in compliance with international agreements.

## **Important Sections to Note:**

### **• Prevention and Prohibition of Sexual Harassment:**

- Employers are required to take preventive steps and ensure a **safe working environment** free from sexual harassment.

### **• Complaints and Redressal:**

- The Act mandates the establishment of a **Complaint Committee** at workplaces to handle complaints of sexual harassment and provide redressal.

## **Chapter I (Preliminary)**

## 1. Short Title, Extent, and Commencement

- **Title:** Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
- **Extent:** Applies throughout India.
- **Commencement:** Comes into force on a date notified by the Central Government.

## 2. Definitions:

- **Aggrieved Woman:** A woman of any age, employed or not, who alleges sexual harassment at a workplace or dwelling place.
- **Appropriate Government:**
  - Central Government for workplaces funded by the Centre or Union territories.
  - State Government for other workplaces.
- **Chairperson:** Head of the Local Complaints Committee (LCC).
- **District Officer:** Officer notified under Section 5.
- **Domestic Worker:** A woman employed for household work in exchange for remuneration (excluding family members).
- **Employee:** A person working at any workplace, including co-workers, contractors, trainees, etc.
- **Employer:**
  - For government entities: Head of the department or designated officer.
  - For private employers: Person responsible for managing or supervising the workplace.
  - Includes persons employing domestic workers in houses.
- **Internal Committee:** Committee constituted under Section 4 to handle complaints.
- **Local Committee:** Committee formed under Section 6.
- **Presiding Officer:** Head of the Internal Complaints Committee.
- **Respondent:** The person accused by the aggrieved woman of sexual harassment.
- **Sexual Harassment:** Unwelcome conduct such as:
  - Physical advances.
  - Requests for sexual favours.
  - Sexually coloured remarks.
  - Showing pornography.
  - Any other unwelcome sexual behaviour (verbal, non-verbal, or physical).
- **Workplace:** Includes various organizations (public/private), hospitals, sports institutes, and other locations where employees work.
- **Unorganised Sector:** Small enterprises with less than ten workers engaged in production or sale of goods or services.