

MIZORAM PUBLIC SERVICE COMMISSION
DEPARTMENTAL EXAMINATIONS FOR INSPECTOR
UNDER EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM
JANUARY-2022

PAPER – V

Time Allowed : 3 hours

FM : 100 PM : 40

Marks for each question is indicated against it.
Attempt all questions.

CCS (CONDUCT) RULES, 1964

1. What should be the conduct of a Government servant regarding 'promptness and courtesy' as per Rule 3-A of CCS (Conduct) Rules, 1964? (2)

OR

State the restrictions imposed on a Government servant with regards to marriage.

2. Is there any prohibition for a family member of a Government servant to join a recognised political party? What are the instructions to be followed by a Government servant if some member of his family wishes to join a political movement or activity? (1+3=4)
3. Does a Government servant resorting to mass casual leave violate any Rule under CCS (Conduct) Rules, 1964? What constitutes 'strike' in relation to CCS (Conduct) Rules, 1964? (1+3=4)
4. What is the procedure to be applied where a Government servant violates Rule 20 of CCS (Conduct) Rules, 1964? (6)
5. What should be the conduct of a Government servant with regard to consumption of intoxicating drinks and drugs? Explain 'public place' for the purpose of Rule 22 of CCS (Conduct) Rules, 1964. (5+1=6)
6. Mention any 6 (six) tenets under Sub-Rule (1) of Rule 3 of CCS (Conduct) Rules, 1964. (6×0.5=3)

CCS (CCA) RULES, 1965

7. Mention the least penalty and the most severe penalty that may be imposed under a Government servant under CCS (CCA) Rules, 1965. (2)
8. What is 'suspension'? Which authority / authorities is/are competent to place a Government servant under suspension? Mention the three circumstances under which a Government servant can be placed under suspension. (1.5 + 1.5 + 3 = 6)
9. What is 'Common Proceeding'? What specific points should an order for common proceeding indicate? (2+3=5)
10. What are the list of documents that a Disciplinary Authority must forward to the Inquiring Authority where he has appointed an officer as Inquiring Authority? (4)

11. State whether the following statements are 'True' or 'False': (8×1=8)

- (a) A Government servant shall be deemed to have been placed under suspension by an order of Appointing Authority with effect from the date of his detention, if he is detained in custody for a period exceeding 36 hours.
- (b) An order of suspension made or deemed to have made under CCS (CCA) Rules, 1965 cannot be revoked before the expiry of 90 days.
- (c) A misconduct committed by a Government servant before his entry into Government service can also be cause for disciplinary action if such misconduct renders him unfit and unsuitable for continuing in service.
- (d) Censure cannot be awarded to a Government servant unless a Government servant is awarded penalty after following the procedure prescribed in the relevant disciplinary rules.
- (e) A penalty imposed on a Government servant is not necessary to be kept in the confidential roll of the Government servant.
- (f) A Government servant who entered into service as UDC cannot be reduced to the grade of LDC as a penalty in so far as reduction to a lower grade is concerned.
- (g) Disciplinary proceeding should not be initiated against a Government servant on the same allegation for which he is under trial in a criminal proceeding.
- (h) Departmental enquiry is to be completed within six months from the date of appointment of the Inquiry Officer.

FR & SR(GENERAL RULES)

12. Define any five (5) of the following: (5×2=10)

- (a) Joining time
- (b) Leave salary
- (c) Ministerial servant
- (d) Special pay
- (e) Temporary post
- (f) Travelling allowance
- (g) Lien
- (h) Foreign service

13. Define 'duty'. How and under what circumstances is Government Servant said to be on 'duty'? (1+4=5)

OR

Under what circumstances can a Government servant retain a lien on a post? (5)

14. What is a Service Book? Mention the statements / declarations required to be kept in the Service Book. (2+3=5)

15. Fill in the blanks: (5)

- (a) An officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from _____ and shall cease to draw them as soon as _____.
- (b) No Government servant shall be granted leave of any kind for a continuous period exceeding _____.
- (c) Every step in a Government servant's official life must be recorded in his Service Book and each entry must be attested by _____.
- (d) A record of the services of a Gazetted Government servant will be kept by such _____ and in such form as the Auditor-General may prescribe.

CCS (LEAVE) RULES, 1972

16. State whether the following statements are 'True' or 'False': (5×1=5)
- (a) The leave sanctioning authority may refuse leave of any kind when the exigencies of public service so require. He may also alter the kind of leave due and applied for without a request tendered by the Government servant.
 - (b) A Government servant who remains absent from duty for a continuous period exceeding five years other than foreign service, with or without leave, shall be deemed to have resigned from Government service.
 - (c) Casual leave cannot be granted in combination with leave of any other kind.
 - (d) The leave account of every Government servant who is serving in a Department other than a Vacation Department shall be credited with earned leave, in advance, in two instalments of 20 days, each on the first day of January and July of every calendar year.
 - (e) When extraordinary leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
17. What is the effect of dismissal, removal or resignation on leave at credit? (5)

GFR 2005

18. What are the cases in which losses need not be reported? (4)
19. Enumerate the principles on which emphasis is generally laid for every officer incurring or authorising expenditure from public funds. (6)

Manual of Office Procedure

20. When was the Central Secretariat Manual of Office Procedure (CS-MOP) first published? (1)
21. How can the efficiency of a person handling secretarial work in a Government organisation be judged? (2)
22. What is the ultimate object of all Government business? (2)

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