

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO GRADE-IV OF MIZORAM STATE COOPERATIVE SERVICE (ARCS/CAO/DCO) UNDER COOPERATION DEPARTMENT, GOVERNMENT OF MIZORAM. SEPTEMBER -2023

PAPER - IV

Time Allowed : 3 hours

FM : 100 PM : 40

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

ESTABLISHMENT : FR & SR (GENERAL RULES)

1. Fill in the blanks with the exact word(s) in the relevant rules. (5×2=10)
 - (a) No person may be appointed in India to a post in Government service without a _____.
 - (b) The pay and allowances of a Government servant who is dismissed or removed from service cease from _____.
 - (c) Every Government servant shall retire from service _____.
 - (d) No Government servant shall be granted extension in service beyond the age of _____.
 - (e) The maximum earned leave that may be granted at a time shall be _____ days in the case of any Government servant employed in India.

2. What payments are admissible to a Government servant under suspension? (5)
3. State the three circumstances under which permission to a Government servant seeking voluntary retirement can be withheld? (3×1=3)
4. Can the date of birth of a Government servant once recorded in the Service Book be altered? If so, in what circumstances? (5)
5. How is earned leave credited to the leave account of a Government servant who is appointed in a particular half-year? (2)

OR

How will you regulate the earned leave of a Government servant who has maximum earned leave on 31st December, 2022 if he applies for earned leave for seven days with effect from 1st February, 2023?

6. What are the conditions for grant of commuted leave? (7)
7. How is Half Pay Leave calculated? (5)
8. State the two circumstances under which Extraordinary Leave can be granted to a Government servant. Shall a Government servant on Extraordinary Leave be paid leave salary? (2+1=3)
9. Define 'Joining Time'. Mention the different numbers of days admissible to a Government servant on transfer as joining time. (1+3=4)
10. When shall joining time commence? (2)
11. Is joining time admissible in case of transfer within the same station? Can holidays be prefixed or suffixed to joining time? (1+2=3)
12. How will you deal with unutilized joining time? (1)

ACCOUNTS : CTR VOL-I

13. State whether the following statements are 'True' or 'False'. (10×1=10)
- (a) The monthly salary bills to be presented at the offices of the departmental Pay and Accounts Officers may be signed well in time to ensure that they reach the Pay and Accounts Office by the 25th of the month to which the bills relate.
 - (b) It is not necessary to prepare a separate pay bill for Group 'D' employees.
 - (c) When the name of a Government servant appears for the first time in a pay bill, the bill shall be supported by a Last Pay Certificate in a prescribed form.
 - (d) In case of transfer the pay due in respect of the old post which has not been drawn at the time of the transfer shall be drawn at the old headquarters.
 - (e) Pay and allowances can be drawn for the day of the Government servant's death, the hour at which death takes place has effect on the claim.
 - (f) Disbursing Officers are authorized to renew the Pension Payment Orders without reference to the Accountant General in cases in which pensioner's portion is lost.
 - (g) Even an Accountant-General is not authorized to transfer the pension of a pensioner from one treasury to another treasury.
 - (h) Pensions are payable monthly on or after the last working day of the month to which they relate with the exception of the month of March.
 - (i) A pensioner who produces a life certificate signed by a Gazetted Government servant is to be exempted from personal appearance.
 - (j) Pensioners drawing their pension through bank is required a life certificate twice a year in the months of January and July.

GFR, 2005

14. What are the duties and responsibilities of a controlling officer in respect of funds placed at his disposal? (5)
15. Mention the bodies / entities other than Ministry / Department to which grant-in-aid may be sanctioned. (6)
16. Write note on usage of Utilization Certificate with regard to grants. (12)
- OR**
- Write what you know about submission of utilization certificate, reports, statements, etc.
17. What is the procedure to be followed for recovery of loans and interest thereon and grant of moratorium? (9)
18. How and when a Principal Accounts Officer submit a statement showing details of outstanding loans. (5)
19. Write the general principles to be followed in dealing with public money as provided by Rule 7 of GFR, 2005. (2)
20. What should be specified in a sanction when it is necessary to issue the sanction to expenditure before funds are communicated? (1)