

**MIZORAM PUBLIC SERVICE COMMISSION**  
**DEPARTMENTAL EXAMINATIONS FOR SUB-INSPECTOR**  
**UNDER EXCISE & NARCOTICS DEPARTMENT, APRIL, 2018**

**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. Answer **any 5(five)** of the following questions:- **(4×5=20)**
- (a) What does Rule 3-A of the CCS (Conduct) Rules, 1964 say about display of promptness and courtesy by Government servants?
  - (b) Spell out any four instances of “sexual harassment” as explained under Rule 3-C of the CCS (Conduct) Rules, 1964.
  - (c) What are the two ways in which a Government servant is allowed to take part in politics and elections as per the proviso to Rule 5 of the CCS (Conduct) Rules?
  - (d) What, in the context of CCS (Conduct) Rules, is a strike meant?
  - (e) Write down, *verbatim*, the provision of Rule 20 of the CCS (Conduct) Rules, 1964 regarding canvassing of non-officials and other outside influence.
  - (f) Write down any two restrictions regarding marriage as per Rule 21 of the CCS (Conduct) Rules, 1964.
  - (g) Mention any four principles a Govt. servant should observe in relation to consumption of intoxicating drinks or drugs.
2. Fill in the blanks :- **(5×1=5)**
- (a) Every Government servant shall at all times do nothing which is \_\_\_\_\_ of a Government servant.
  - (b) A Government servant who has received oral direction from his official superior shall seek \_\_\_\_\_ as early as possible.
  - (c) \_\_\_\_\_ means any place or premises to which the public have, or are permitted to have, access, whether on payment or otherwise.
  - (d) No person who has entered into or contracted a marriage with a person having a spouse living shall be eligible for \_\_\_\_\_
  - (e) The display by a Government servant on his person, vehicle or residence of any \_\_\_\_\_ shall amount to using his influence in connection with an election.

**CCS (CCA) Rules, 1965**

3. Answer ***any four (4)*** questions: **(4×5=20)**
- (a) Under what circumstances can a Government Servant be placed under suspension and by whom?
  - (b) What is deemed suspension? Mention the circumstances under which a Govt. servant shall be deemed to have been placed under suspension?
  - (c) What is the validity period of suspension unless it is extended after review? Under what circumstances no such review of suspension shall be necessary?
  - (d) State Minor Penalties that can be imposed on a Government servant?
  - (e) Write the documents to be forwarded by the Disciplinary Authority to the Inquiring Authority.
  - (f) What are the documents which shall be included in the record of the proceedings as per Rule 16(2) of CCS (CCA) Rules, 1965?

4. Fill in the blanks :- **(5×1=5)**
- (a) A Govt. servant shall be deemed to have been placed under suspension if he is detained in custody for a period exceeding \_\_\_\_\_
  - (b) An order of suspension made or deemed to have been made shall not be valid after a period of \_\_\_\_\_.
  - (c) In cases of absence of officials from duty without proper permission, the leave sanctioning authority may order that the days on which work is not performed be treated as \_\_\_\_\_
  - (d) Inquiry to be stayed when application is made against the Inquiry Officer's appointment on ground of \_\_\_\_\_.
  - (e) In common proceedings, any authority competent to impose the penalty of \_\_\_\_\_ may make an order for common proceedings.

**FR & SR (General Rules)**

5. Define the following terms as in FR&SR (***any five***):- **(5×2=10)**
- |                    |                       |
|--------------------|-----------------------|
| (a) Cadre          | (b) Foreign Service   |
| (c) Joining time   | (d) Leave salary      |
| (e) Permanent post | (f) Subsistence grant |
| (g) Temporary post | (g) Tenure post       |

6. Define "Duty". What are the conditions for treating training as duty. **(10)**

**OR**

Define "Lien". In what circumstances does a Government servant retain lien in a post.

7. Mention any 4(four) statements / declarations to be kept in the service book of a Govt. Servant. **(5)**

**CCS (Leave) Rules, 1972**

8. What is the effect of dismissal, removal or resignation on leave at credit? (5)
9. Fill in the blanks: (5×1=5)
- (a) Leave cannot be claimed as of \_\_\_\_\_.
  - (b) \_\_\_\_\_ which is not recognized as leave shall not be combined with any other kind of leave.
  - (c) No Government servant shall be granted leave of any kind for a continuous period exceeding \_\_\_\_\_.
  - (d) Commuted leave not exceeding \_\_\_\_\_ of half pay leave due may be granted on medical certificate.
  - (e) \_\_\_\_\_ shall be debited against the half pay leave the Government servant may earn subsequently.

**General Financial Rules, 2005**

10. What are the standards of financial propriety? (10)
- OR**
- What action should be taken in case of loss or shortage of Government money or property caused by defalcation, accident, theft or otherwise?

**Manual of Office Procedure**

11. What is the ultimate object of all Government business? (2)
12. Every rule and step in the procedure must serve a definite purpose and must meet tests. What are such three tests? (3)

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