

**MIZORAM PUBLIC SERVICE COMMISSION**  
**DEPARTMENTAL EXAMINATIONS FOR INSPECTOR**  
**UNDER EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM**  
**JUNE-2023**

**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. Mention **any 10 (ten)** tenets under Sub-Rule (1) of Rule 3 of CCS (Conduct) Rules, 1964. **(10×0.5=5)**
2. What should be the conduct of a Government servant in relation to consumption of intoxicating drinks and drugs? **(5)**  
**OR**  
What constitutes a 'strike' under CCS (Conduct) Rules, 1964?
3. How far can a Government servant take part in politics and election? **(7)**
4. Describe the procedure to be adopted for dealing with communications received from public representatives /outside authorities with regard to the service matters of Government employees. **(6)**
5. Can a Government servant marry a person with foreign nationality? **(2)**

**CCS (CCA) RULES, 1965**

6. List out the major and minor penalties that may be imposed on a Government servant. **(9×0.5= 4.5)**
7. Is suspension a statutory penalty? When shall a Government servant be deemed to have been placed under suspension? **(1+5=6)**
8. What is 'Common Proceeding'? What specific points should an order for common proceeding indicate? **(2+3=5)**
9. What are the five types of cases that may merit action for imposing any of the major penalties? **(5×0.5=2.5)**

**OR**

What are the documents that an Inquiry Authority is required to forward to the Disciplinary Authority on completion of the inquiry?

10. State whether the following statements are 'True' or 'False'. (7×1=7)
- (a) Extension of suspension shall not be for a period exceeding 180 days at a time.
  - (b) Disciplinary action can be taken against a Government servant who still refused promotion after the Appointing Authority enforced such promotion.
  - (c) A Government servant under suspension may not be allowed to appear in departmental examination.
  - (d) A Government servant is not permitted to take the assistance of a retired Government servant to present the case on his behalf.
  - (e) Disciplinary proceedings and criminal proceedings shall not be initiated simultaneously on the same set of allegations.
  - (f) Disciplinary action may be taken against a Government servant who refuses to be a Government witness in an enquiry drawn against another Government servant.
  - (g) Under no circumstance can a Government servant take the assistance of a legal practitioner.

**FR & SR(GENERAL RULES)**

11. Define 'Fee' and 'Honorarium'. Which income of a Government servant are not included in the definition of fee? (3+2=5)

**OR**

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

12. Define 'strike' for the purpose of FR 17-A? Indicate the maximum period of leave that can be availed of at a time as provided by FR 18. (2+2=4)

**OR**

How is the pay of a Government servant fixed if promotion occurs on or after 1.1.2016?

13. What is a Service Book? Mention the categories of Government servants for whom Service Book needs not be maintained. (1+3=4)

14. Describe the procedure to be followed in regard to the maintenance of Service Book in order to eliminate any delay in the sanctioning and payment of pension. (6)

15. State whether the following statements are 'True' or 'False'. (6×1=6)

- (a) NPA will not be treated as pay for the purpose of computing Dearness Allowance.
- (b) Personal Pay means a monthly grant made to a government servant who is not in receipt of pay or leave salary.
- (c) Every Government servant should produce medical certificate of fitness on first appointment except Group D employees. Service Book should be maintained in duplicate.
- (d) Service Book must be kept in the custody of the Head of Department in which a Government servant is serving.
- (e) The GPF Account Number of a Government servant should be entered on the left hand top of Page 1 of his Service Book by means of a rubber stamp.

**CCS (LEAVE) RULES, 1972**

16. State whether the following statements are 'True' or 'False' (10×1=10)
- (a) Leave applied under Rule 38 shall not be refused or revoked without reference to the medical Authority, whose advice shall be final.
  - (b) Where a Government servant applies for another post in other Department through proper channel and is selected for such post, the balance of unutilised Child Care Leave will be carried forward.
  - (c) The provisions relating to the maximum amount of continuous leave shall not apply to a case where leave is applied on medical certificate, in connection with a disability.
  - (d) The maximum earned leave that may be granted to a Government servant at a time shall be 150 days.
  - (e) Unavailed joining time shall be credited to the leave account of a Government servant as earned leave.
  - (f) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service where such leave is utilised for an approved course of study.
  - (g) The authority competent to grant leave may commute retrospectively periods of absence without leave into commuted leave.
  - (h) Casual leave cannot be granted in combination with leave of any other kind.
  - (i) 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 15 days, each on the first day of January and July of every calendar year.
  - (j) When extraordinary leave is granted, twice the amount of such leave shall be debited against the Leave Not Due.

**GFR 2005**

17. What are the principles on which emphasis is generally laid for every officer incurring or authorizing expenditure from public funds? (6)
18. What actions should be taken when loss of Government property occurs due to fire, theft, fraud etc as per GFR 34? (4)

**MANUAL OF OFFICE PROCEDURE**

19. Why was the new CSMOP prepared? (2)
20. How can the efficiency of a person handling secretarial work in a Government organisation be judged? (2)
21. When was the Central Secretariat Manual of Office Procedure (CS-MOP) first published? (1)