

MIZORAM PUBLIC SERVICE COMMISSION
DEPARTMENTAL EXAMINATIONS FOR INSPECTOR
UNDER EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM
JUNE-2024

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. List out the acts or behaviour that are included in the definition of 'sexual harassment' for the purpose of CCS (Conduct) Rules, 1964. (5)

OR

Mention any 5 (five) tenets under Sub-Rule (1) of Rule 3 of CCS (Conduct) Rules, 1964.

2. What restrictions are imposed on a Government servant regarding the consumption of intoxicating drinks and drugs? Explain the term 'public place' as it pertains to the rule enforcing these restrictions. (5+1=6)

OR

What should be the conduct of a Government servant regarding participation in politics and elections?

3. List the various assets and liabilities that a Government servant must declare upon their initial appointment. (4)

OR

What are included in the term 'moveable property' for the purposes of Rule 18 of the CCS (Conduct) Rules, 1964?

4. Describe the procedure for handling communications from public representatives or external authorities regarding the service matters of a Government servant. (5)

5. State whether the following statements are 'True' or 'False'. (5×1=5)

- (a) A Government servant must obtain prior permission if he / she intends to marry a person of non-Indian nationality.
- (b) For the purposes of Rule 18 of the CCS (Conduct) Rules, 1964, the prescribed authority for a Group B official is the Head of Office.
- (c) A Government servant must report any transaction of moveable property, whether in his own name or in the name of a family member, if the value exceeds two months' basic pay.
- (d) If the estimated expenditure on repairs or minor construction work for any immovable property belonging to a Government servant exceeds Rs. 10,000, prior knowledge or approval from the prescribed authority is required.
- (e) Neglecting one's spouse and family in a manner unbecoming of a Government servant may result in disciplinary action against the Government servant.

CCS (CCA) RULES, 1965 (25 MARKS)

6. Specify the three circumstances under which a Government servant can be placed under suspension. (3)

OR

When is a Government servant considered to have been placed under suspension?

7. What is the validity period of the suspension order if not reviewed, and how long can the suspension be extended at a time? (1+1=2)
8. Mention at least two each of major penalties and minor penalties. (4)
9. Write notes on 'Common Proceedings'. (6)

OR

What should be included in the record of the proceedings for minor penalties?

10. Under what circumstances may a Charged Officer be allowed to seek the assistance of a legal practitioner? (4)
11. State whether the following statements are 'True' or 'False': (6×1=6)
- (a) A Government servant under suspension shall be restricted from attending office during the suspension period.
 - (b) Orders of suspension, with the exception of deemed suspensions, shall not have retrospective effect.
 - (c) A Government servant under suspension shall be allowed to appear in departmental examination.
 - (d) The Charged Officer shall receive a copy of the Presenting Officer's written brief before filing his own written brief.
 - (e) The Disciplinary Authority can act as the Presenting Officer to present the case on behalf of the Government.
 - (f) A Government servant should be placed under suspension if a disciplinary proceeding is initiated against him.

FR & SR (GENERAL RULES) (25 MARKS)

12. Distinguish between 'Fee' and 'Honorarium'. Give two examples each of Fee and Honorarium. (3+2=5)

OR

Discuss the procedure for maintaining Service Books to eliminate any delays in the sanctioning and payment of pensions.

13. Under what circumstances does a Government servant retain a lien on a post? (5)
14. How does the timing of a charge handover (fore or after noon) affect pay and allowances? (2)
15. Describe how the pay of a Government servant appointed to a post through direct recruitment on or after January 1, 2016, is fixed, and how the pay is fixed on promotion if such promotion takes place on or after this date. (1+2=3)
16. How is the pay of a Government servant regulated if he is appointed to hold dual charge of two posts in the same cadre in the same office carrying identical scales of pay. (2)

OR

What should be specified in the order of reinstatement of a Government servant who has been removed, dismissed, compulsorily retired, or suspended?

17. Fill in the blanks with the correct option.

(8×1=8)

- (a) _____ (Special Pay/ Personal Pay / Substantive Pay) means an addition to the emoluments of a post or of a Government servant, granted in consideration of the specially arduous nature of the duties.
- (b) To treat training as duty, the training period should not exceed _____ (three months / six months / one year)
- (c) No person may be appointed in India to a post in Government service without a _____ (medical certificate of fitness / medical certificate of health / certificate proving date of birth)
- (d) No Government servant shall be granted leave of any kind for a continuous period exceeding _____ (3 / 5 / 7) years.
- (e) In case the Government servant's copy of Service Book is lost by the Government servant, it shall be replaced on payment of a sum of Rs. _____ (150 / 500 / 1000)
- (f) _____ (In January each year / In April each year / From January to March each year), the Government servant shall hand over his copy of the Service Book to his office for updation.
- (g) GPF Account Number should be entered on the _____ (right hand / left hand / centre) top of Page 1 of Service Book.
- (h) An alteration of date of birth of a Government servant can be made if a request in this regard is made within _____ (3 / 5 / 7) years of his entry into service.

CCS (LEAVE) RULES, 1972 (10 MARKS)

18. State whether the following statements are 'True' or 'False':

(10×1=10)

- (a) Any kind of leave may be revoked or altered by the authority competent to grant it.
- (b) Any kind of leave may be granted in combination with any other kind including casual leave.
- (c) The maximum period of continuous leave i.e. 5 years shall not apply to a case where leave is applied on medical certificate, in connection with a disability.
- (d) Earned leave shall be credited to the leave account of a Government servant at the rate of $3\frac{1}{3}$ for each completed calendar month in service which he is likely to render in a half-year of the calendar.
- (e) When commuted leave is granted, twice the amount of such leave shall be debited against the earned leave due.
- (f) Leave Not Due shall be debited against the half pay leave the Government servant may earn subsequently.
- (g) The authority competent to grant leave may commute retrospectively periods of absence without leave into commuted leave.
- (h) A Government servant on Extraordinary leave is not entitled to leave salary.
- (i) Maternity leave for a total period not exceeding 60 days in the entire career can be granted for miscarriage / abortion subject to certain conditions irrespective of the number of surviving children.
- (j) Any leave (including commuted leave up to 60 days and leave not due) may be granted up to a maximum of one year without production of medical certificate to a female Government servant in continuation of maternity leave.

GENERAL FINANCIAL RULES, 2005 (10 MARKS)

19. Enumerate the principles on which emphasis is generally laid for the officer incurring or authorizing expenditure from public funds. (5)
20. What are the cases in which losses need not be reported? (3)
- OR**
- What is the procedure to follow in cases of loss of Government property due to fire, theft, fraud, or other causes?
21. How should the loss to a Government servant on account of culpability of Government servants be handled? (2)

MANUAL ON OFFICE PROCEDURE

22. When were the first edition and the last edition of the Central Secretariat Manual of Office Procedure (CSMOP) published? (2)
23. When was the first edition of the Central Secretariat Manual of e-Office Procedure (CSMeOP) released? (1)
24. What is the ultimate object of all Government business? (2)
