

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
VETERINARY FIELD SUPERVISOR
UNDER ANIMAL HUSBANDRY & VETERINARY DEPARTMENT,
GOVERNMENT OF MIZORAM.
(MARCH-2025)

PAPER - II
(OFFICE PROCEDURE)

Time Allowed : 2 hours

Full Marks : 50

Pass Marks : 20

FR&SR Part-II (T.A Rules) – 15 marks

1. Mention any three kinds of Travelling Allowance. (3×1=3)
2. Define the following: (2×1=2)
 - (a) Mileage allowance
 - (b) Local Journey
3. What will be the entitlement of T.A if an official dies while on Tour? (2)
4. How will you regulate D.A for enforced halt for the first 180 days and beyond 180 days? (2)
5. When is a Government servant considered to be on tour? (2)
6. State whether the following statements are 'True' or 'False'. (4×1=4)
 - (a) Where an official journey by train is cancelled in public interest, cancellation and reservation charge shall be reimbursed to the Govt. servant directly by the Department.
 - (b) The period of enforced halt will be treated as duty under FR 8 (3).
 - (c) TA is not admissible in transfer within the same station which does not involve change of residence.
 - (d) Daily allowance is not a uniform allowance for each day of absence from headquarters.

FR 9 and 56, and SR 197-203 – 15 marks

7. Define any 3 (three) of the following. (3×2=6)
 - (a) Allotment
 - (b) Duty
 - (c) Leave salary
 - (d) Temporary post
 - (e) Lien
8. There are some conditions under which date of birth of a Govt. servant already accepted can be altered. Mention such two conditions? (2×1=2)

9. No Govt. servant shall be granted extension in service beyond the age of retirement of sixty years as per FR 56. Mention any three class of Govt. servants whose service can be extended. (3)
10. Choose the correct answer from the given alternatives. (4×1=4)
- (a) Special Casual/ Special Earned leave may be granted to a govt. servant who is eligible for departmental promotion examination.
 - (b) The strength of a service or a part of a service sanctioned as a separate unit is – Association/ Cadre.
 - (c) Govt. servants whose duties are entirely clerical are called Ministerial/ Dealing Assistant.
 - (d) A govt. servant may be treated as duty during joining time/ leave.

CCS (CONDUCT) RULES, 1964 (10 marks)

11. What are the three tenets mentioned under Rules 3 (1) (General) of the CCS (Conduct) Rules, 1964 that every Govt. servant is expected to adhere to? (3)
12. Explain 'Sexual Harassment'. Write two points that can be termed as 'sexual harassment'. (1+2=3)
13. What do you mean by the term 'Strike'. Mention events that constitute Strike? (2)
14. Mention any two expressions which are included in the term 'movable property'? (2)

CCS (LEAVE) RULES, 1972 (10 marks)

15. List any three special kinds of leave. (3)
16. Under what circumstances Extraordinary Leave can be granted? (2)
17. How many days of Earned Leave can be granted at a time? (1)
18. Write *True* or *False*: (4×1=4)
- (a) Earned leave is credited into two instalments of 15 days each on 1st January and 1st July of every year.
 - (b) Casual leave can be combined with half pay leave.
 - (c) Child care leave can be granted for a maximum of 730 days during entire service.
 - (d) Maximum Earned Leave that can be encashed is 300+15 days.

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