

MIZORAM PUBLIC SERVICE COMMISSION
DEPARTMENTAL EXAMINATION FOR SUB-INSPECTOR
UNDER EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM
(JULY-2025)

PAPER – V

Time Allowed : 3 hours

FM : 100 PM : 40

Mark for each question is indicated against it.

GROUP ‘A’ -CCS (CONDUCT) RULES, 1964

1. Mention any five principles that every Government servant should maintain at all times as mentioned in Rule 3(1) of the CCS (Conduct) Rules, 1964. (5)
2. What should be the conduct of a Government servant regarding participation in politics and elections? (5)
3. What is a “Public place” for the purpose of CCS (Conduct) Rules, 1964? What are the don’t’s for a Government servant in regards to consumption of intoxicating drinks and drugs under Rule 22? (2+4=6)
4. What constitutes a “strike” under the CCS (Conduct) Rules, 1964? (4)

OR

Mention any four acts or behaviors that can be considered as Sexual harassment under CCS (Conduct) Rules, 1964.

5. State whether the following statements are true or false: (5×1=5)
 - (a) Government servants are allowed to take Mass Casual Leave/ mass abstention from work.
 - (b) All government servants are required to maintain devotion to duty during office hours.
 - (c) A Government servant is permissible to bring political or outside influence relating to his or her service matters under the Government.
 - (d) A Government servant is permitted to marry a person having a living spouse.
 - (e) “Public place” means any place or premises to which the public have, or are permitted to have, access, whether on payment or otherwise.

GROUP 'B'- CCS(CCA) RULES, 1965

6. What is suspension? Who can place a Govt. servant under suspension? Under what circumstances a Govt. servant shall be deemed to be under suspension? (10)

OR

What are the recognized penalties under Rule 11 of the CCS (CCA) Rules, 1965? Which of these penalties fall within the category of "minor penalties" and "major penalties"?

7. When will Common Proceedings be called for? What points will an order of common proceedings specify? (5)

OR

Narrate the procedures prescribed by the CCS(CCA) Rules, 1965, for imposing minor penalties under Rule 16 of the CCS(CCA) Rules, 1965.

8. State whether the following statements are true or false (10×1=10)
- (a) Suspension pending departmental enquiry against a Government Servant is not a punishment.
 - (b) A suspended Government servant no longer retains a lien on the permanent post held by him substantively at the time of suspension.
 - (c) Withholding of increment of a GS for his failure to pass any Department examination in accordance with the rules and orders governing the service to which he belongs or post which he holds or the terms of his appointment amount to penalty.
 - (d) On the outcome of disciplinary proceedings any of the prescribed punishments is imposed on a GS, a record of the same should invariably be kept in his confidential roll.
 - (e) The Disciplinary Authority can impose any of the major penalties specified in Rule 11 of CCS (CCA) Rules, 1965 without holding inquiry.
 - (f) At least 'WARNING' should be awarded when decided to penalize a GS as a result of Departmental proceedings.
 - (g) A government servant appointed directly to Sub-Inspector cannot be reduced to Assistant Sub-Inspector, i.e. a post which he never held before, by way of punishment.
 - (h) Government servant against whom disciplinary proceeding was drawn may take the assistance of any other Government servant posted in any office to present the case on his behalf.
 - (i) A common/ joint proceeding can be held against Government servants working in the same office who have made complaint against each other.
 - (j) Receiving bribe is a type of case which may merit action for imposing one of the major penalties.

GROUP 'C'- FR&SR (GENERAL RULES)

9. Define duty. What are the conditions under which the training period of a Government servant can be treated as 'duty'? (2+5=7)

OR

Define lien. Under what circumstances a Government servant who has acquired lien on a post retains the lien on that post?

10. What are the duties and responsibilities of Head of Office in relation to maintenance of Service book under SR 202? (under his administrative control) (3)
11. Define *any 5 (five)* from the following: (5×2=10)
- | | |
|--------------------------|--------------------|
| (a) Foreign service | (b) Honorarium |
| (c) Overseas pay | (d) Permanent post |
| (e) Subsistant grant | (f) Tenure post |
| (g) Travelling allowance | (h) Leave salary |

12. Choose the Correct answer: (5×1=5)
- (a) On first appointment, the medical certificate of fitness of a Government servant must be entered in his service book under the signature of the controlling authority/ Head of the Office/ Head of the Department/ Administrative Head.
- (b) Rule 16/ 17(1) / 17 (2) / 22 of Fundamental Rules relates to an Officer's pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties.
- (c) Unless the President, in view of the exceptional circumstances of the case otherwise determines, no Government servant shall be granted leave of any kind for a continuous period exceeding 2 / 3 / 4 / 5 years.
- (d) A record of the services of a Gazetted Government servant will be kept by such Controlling / Accounts / Audit/ superior Officer and in such form as the Comptroller and Auditor-General may prescribe.
- (e) Under 199 of SR, the Government has decided to include the respective Aadhar / Voter ID/ Pan Card / driving Licence Number of all Government Servants in their respective service Books.

GROUP 'D'- CCS (LEAVE) RULES, 1972

Direction (Question No. 13)-Answer any 1 (one) of the following: (5)

13. What is the effect of dismissal, removal or resignation on the leave at credit of Government Servant?

OR

What is 'Leave Not Due'? State any 4 (four) conditions under which, Leave Not due may be granted to Government servants in permanent or quasi- permanent employ (other than a Military Officer) under the Central Civil Services (Leave) Rules, 1972.

OR

Distinguish between 'Leave Not Due' and 'Commuted Leave'.

14. Choose the Correct answer: (5×1=5)
- (a) Leave should not ordinarily be denied during the last 3/ 5 / 8 / 10 years of service.
- (b) Extraordinary leave/ Casual leave / Commuted leave / Leave not due which is not recognized as leave under CCs (Leave) Rules, 1972 shall not be combined with any other kind of leave admissible under the said rules.

- (c) No Govt. Servant shall be granted leave of any kind for a continuous period exceeding 1 / 2 / 3 / 5 unless the President, in view of the exceptional circumstances of the case otherwise determines.
- (d) The Leave account of a Govt. Servant shall be credited with earned leave, in advance in two installments of fifteen days each on the 1st day of January and May/ June / July/ August of every calendar year.
- (e) A Government servant , who is not in permanent employ or quasi-permanent employ , shall be granted Extraordinary leave not in excess of 3 / 6/ 9/ 18 months, where the Government servant who has completed one year's continuous service is undergoing treatment for pulmonary tuberculosis or pleurisy of tubercular origin, in a recognized sanatorium.

GROUP 'E' - GFR, 2005

15. Mention any 4 (four) principal standards of financial propriety? (4)
16. Describe the provision to be followed in cases involving material loss or destruction of government property due to fire, theft, fraud, etc. (3)
17. Choose the correct answer: (3×1=3)
- (a) All loss of immovable property exceeding Rupees 30,000 / 50,000 / 70,000 / 80,000 such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake or any other natural cause, shall be reported at once by the subordinate authority concerned.
 - (b) An amount lost through misappropriation, defalcation, embezzlement, etc., may be redrawn on a simple receipt pending investigation recovery or write-off with the approval of the authority competent/ Head of Department/ Head of Office/ Audit and Accounts officer.
 - (c) All cases involving loss of Government money arising from erroneous or irregular issue of cheques or irregular counting of receipts will be reported to the Audit & Accounts officer/ Controller- General of Accounts / Drawing & Disbursing officer/ Head of Office.

GROUP 'F' - MANUAL OF OFFICE PROCEDURE

18. What is the ultimate objective of all Government business? (2)
19. State whether the following statements are True or False (3×1=3)
- (a) CS-MOP was first published in March 1954.
 - (b) The procedures prescribed in CSMOP attempt to balance the conflicting considerations of speed and propriety.
 - (c) The Nodal agency in the field of ' Organization & Methods' is the Department of Administrative Reforms & Public Grievances.