

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

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

Directions (Question Nos. 1 - 3) Answer the following questions:

1. What are the restrictions imposed upon a Government servant under Rule 21 of CCS(Conduct) Rules, 1964 regarding marriage? (3)
2. State the provisions of Rule 22 of CCS(Conduct)Rules 1964 regarding consumption of intoxicating drinks and drugs. Explain the term 'public place' in the context of this rule. (6)
3. Does over-stayal of leave amount to misconduct? (1)
4. **Choose the correct option to fill in the blanks:** (5×1=5)
 - (a) Every Government servant shall _____ uphold the supremacy of the constitution and democratic values.
 - (i) in the discharge of his duties
 - (ii) at all times
 - (b) Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and _____ of all Government servants for the time being under his control and authority.
 - (a) devotion to duty
 - (b) commitment
 - (c) Where the issue of oral direction becomes unavoidable, the official superior shall confirm it _____ immediately thereafter.
 - (i) in writing
 - (ii) officially
 - (d) A Government servant shall at all times _____, take decisions and make recommendations on merit alone.
 - (i) make choices
 - (ii) work
 - (e) No Government servant shall employ to work any child below the age of _____.
 - (i) 14 years
 - (ii) 18 years

5. State whether the following statements are 'True' or 'False': (10×1=10)

- (a) Sexual harassment includes any unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- (b) The term 'workplace' does not include hospitals or nursing homes.
- (c) A Government servant shall not be deemed to have contravened the provisions of Rule 5 by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him.
- (d) Bringing political influence to bear upon a superior authority to further his interests is permissible if it is regarding matters pertaining to his service under the Government.
- (e) A dwelling place or a house is not included by the term 'workplace'.
- (f) A Government servant shall maintain responsiveness to the public, particularly to the politically influential section of the society.
- (g) A Government may resort to any form of strike or coercion or physical duress in connection with matters pertaining to the service of another Government servant.
- (h) A Government servant is allowed to canvass and use his influence only in the election of local authorities.
- (i) A Government servant should observe the Government's policies regarding prevention of crime against women.
- (j) A Government servant shall maintain courtesy and good behavior with the public.

CCS(CCA) RULES, 1965

6. Choose the correct option to fill in the blanks: (10×1=10)

- (i) A Government servant shall be deemed to have been placed under suspension if he is detained in custody for a period exceeding _____.
 - (a) 24 hours
 - (b) 36 hours
 - (c) 48 hours
 - (d) 72 hours
- (ii) An order of suspension made or deemed to have been made shall be reviewed before the expiry of _____ from the effective date of suspension.
 - (a) 60 days
 - (b) 90 days
 - (c) 120 days
 - (d) 180 days
- (iii) Extension of suspension shall not exceed a period of _____ days at a time.
 - (a) 30
 - (b) 60
 - (c) 90
 - (d) 180
- (iv) Inquiry Officer is required to hold preliminary hearing within _____ from receipt of appointment order.
 - (a) 10 days
 - (b) 15 days
 - (c) 30 days
 - (d) 40 days
- (v) The Inquiring Authority should conclude the inquiry and submit his report within a period of _____.
 - (a) 1 month
 - (b) 3 months
 - (c) 6 months
 - (d) 1 year

- (vi) When two or more Government servants are concerned in any case, the President or any other authority competent to impose the penalty of dismissal from service on all such Government servants may make an order directing that disciplinary action against all of them may be taken in a _____.
(a) common proceeding (b) separate proceeding
(c) methodical proceeding (d) progressive proceeding
- (vii) Allowance given to a Government servant under suspension.
(a) Daily Allowance (b) Subsistence Allowance
(c) Compensatory Allowance (d) Financial Allowance
- (viii) _____ is a penalty which disqualifies a person for future employment under the Government.
(a) Removal (b) Dismissal
(c) Reprimand (d) Suspension
- (ix) Recovery from pay is a _____ penalty under CCS(CCA)Rules.
(a) minor (b) major
- (x) Inquiry may be held if _____.
(a) all charges are admitted (b) all charges are denied

Directions (Question Nos. 7 - 10) Answer the following questions:

7. What are the major penalties that can be imposed on a Government servant? (5)
8. What happens when a Government servant under suspension dies before the disciplinary proceedings are concluded? (2)
9. What is a Daily Order Sheet? (3)
10. What documents should the Disciplinary Authority forward to the Inquiring Authority? (5)

FR&SR (GENERAL RULES)

Directions (Question Nos. 11 - 14) Answer the following questions:

11. What do you mean by compensatory allowance? (2)
12. What are the instances on which a Government servant may be treated as on duty? (2)
13. How are the terms 'Pay' and 'Personal Pay' defined under FR 9? (3+2=5)
14. What are the conditions under which no lien of a Government servant can be retained? (2)
15. Choose the correct option to fill in the blanks: (14×1=14)
- (a) Foreign service means service in which a Government servant receives his pay with the sanction of Government from any other source other than the Consolidated Fund of _____.
(i) India, a State or a Union Territory (ii) Central or State Govt
- (b) The term 'duty' includes service as a probationer or apprentice provided that such service is followed by _____.
(i) confirmation (ii) condonation
- (c) The monthly amount paid by Government to a Government servant on leave is called '_____.
(i) compensatory salary (ii) leave salary

- (d) Except as provided by FR9, _____ may be appointed in India to a post in Government service without a medical certificate of health.
- (i) only sports persons (ii) no person
- (e) Under FR 17-A, the term 'Competent Authority' means the _____.
- (i) Disciplinary Authority (ii) Appointing Authority
- (f) Unless otherwise decided by the competent authority for the purpose of leave travel concession, an individual employee remaining absent unauthorizedly _____ deemed to cause an interruption or break in service.
- (i) shall be (ii) shall not be
- (g) A record of the services of a Gazetted Govt. servant will be kept by such _____ and in such form as the Comptroller and Auditor-General may prescribe.
- (i) Audit Officer (ii) Head of Office
- (h) The Head of the Office must see that all entries in Service Books are duly made and attested and that the book contains no erasure or overwriting, all corrections being neatly made and properly _____.
- (i) attested (ii) certified
- (i) Every period of _____ and every other interruption of service must be noted, in an entry made across the page of the Service Book and must be attested by the Attesting Officer.
- (i) extraordinary leave (ii) suspension from employment
- (j) It is the duty of the Attesting Officer to see that such entries are promptly made.
- (i) Dealing Assistant (ii) Attesting Officer
- (k) If a Govt. servant is reduced to a lower substantive post, the reason of the reduction must be _____ shown in the Service Book.
- (i) briefly (ii) elaborately
- (l) It shall be the duty of every Head of Office to initiate action to show the Service Books to the Govt. servants under his administrative control _____.
- (i) every 6 months (ii) every year
- (m) Every step in a Govt. servant's official life must be recorded in his Service Book and each entry must be attested by the Head of his Office.
- (i) Head of his Office (ii) Administrative Head of Department
- (n) In the case of a Govt. servant on foreign service, his signature shall be obtained in his Service Book after the Audit Officer has made therein necessary entries connected with his foreign service.
- (i) Head of Office (ii) Audit Officer

CCS(LEAVE) RULES, 1972

- 16.** State whether the following statements are 'True' or 'False'. **(5×1=5)**
- (a) It is not open to the leave granting authority to alter the kind of leave due and applied for except at the written request of the Government servant.
- (b) A Government servant who is dismissed or removed from service and is reinstated on appeal or revision, shall not be entitled to count for leave his service prior to dismissal or removal, as the case may be.
- (c) Casual leave cannot be combined with special casual leave, earned leave, half pay leave, child care leave.

- (d) No Government servant shall be granted leave of any kind for a continuous period exceeding three years.
- (e) The provision of Rule 12 is not applicable to a case where leave is applied on medical certificate, in connection with a disability.

17. Choose the correct option to fill in the blanks: (5×1=5)

- (a) Earned leave shall be credited _____, with two instalments of 15 days each on the first day of January and July of every calendar year.
 - (i) in advance
 - (ii) retrospectively
- (b) The circumstance under which commuted leave can be granted without medical certificate is for _____ in public interest.
 - (i) an approved course of study
 - (ii) vocational courses abroad
- (c) Under what circumstance can commuted leave be granted when Earned Leave at credit is available?
 - (i) Only at the request of the Government servant.
 - (ii) Sanctioning authority is willing to sanction.
- (d) Grant of leave not due may be limited to a maximum of _____ during the entire service.
 - (i) 90 days
 - (ii) 360 days
- (e) The authority competent to grant leave may commute retrospective periods of absence without leave into _____.
 - (i) extraordinary leave
 - (ii) leave not due

GFR 2005

Directions (Question Nos. 18 - 23) Answer the following questions:

- 18. How should the amount of allowances granted to meet expenditure of a particular type be regulated? (1)
- 19. What should be the course of action in cases of loss to Government on account of culpability of Government servants? (2)
- 20. What steps should be taken in cases of losses above the value of Rupees ten thousand due to suspected fire, theft, fraud, etc.? (2)
- 21. State the provision of GFR 2005 regarding all loss of immovable property exceeding Rupees fifty thousand, such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake or any other natural cause. (1)
- 22. What should be done after a full enquiry as to the cause and the extent of the loss has been made? (2)
- 23. What is the provision of Rule 37 regarding responsibility for losses? (2)

MANUAL ON OFFICE PROCEDURE

Directions (Question Nos. 24 - 26) Answer the following questions:

- 24.** What, according to CSMOP is the prime objective of all public service? **(2)**
- 25.** To what does the efficiency of Government depend on to a large extent? **(2)**
- 26.** The 16th Revised Edition of the Central Secretariat Manual on Office Procedure was published in the year _____. **(1)**
- (a) 2020 (b) 2022

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