

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2015

### PAPER - V

Time Allowed : 3 hours

FM : 100 PM : 35

*Marks for each question is indicated against it.*

*Attempt all questions.*

#### Group – A: CCS (Leave) Rules, 1972

1. Discuss the conditions under which leave of one kind may be commuted into leave of another kind. (5)
2. How will you regulate the period of absence after expiry of leave? (5)
3. How many days of earned leave will be accumulated on 1<sup>st</sup> April, 2016 in respect of a Govt. servant who joined service on 10<sup>th</sup> March, 2014? Show the calculation how you find the result. (5)
4. Write short notes on *any two* of the following: (2×5=10)
  - (a) Maternity Leave
  - (b) Child Care Leave
  - (c) Study Leave
5. Comment the following: (5×2=10)
  - (a) A competent authority altered the kind of leave due and applied for without the consent of the Govt. servant.
  - (b) A Govt. servant recalled to duty before the expiry of his leave claims travelling allowance for the journey he performed for his headquarters.
  - (c) A controlling authority insists that an application for half pay leave should be supported by medical certificate.
  - (d) A Govt. servant who is having 20 days half pay leave at his credit applied for leave not due on medical ground.
  - (e) A male Govt. servant with less than two surviving children applied for paternity leave only after three months his wife had delivered a child.
6. Mention the following: (5×1=5)
  - (a) Maximum period of extraordinary leave that may be granted to Govt. servants for undergoing treatment for cancer or mental illness.
  - (b) The maximum earned leave that may be granted at a time to a Govt. servant employed in India.
  - (c) Leave salary of a Govt. servant on commuted leave.
  - (d) The maximum period of extraordinary leave that can be granted to Govt. servants for prosecuting studies certified to be in the public interest.
  - (e) The period of child adoption leave that can be granted to a female Govt. servant.

7. Calculate the amount of cash equivalent of leave salary for earned leave payable to a Govt. servant from the following particulars: (5)

Date of superannuation	-	30.11.2015
Band Pay last drawn	-	Rs. 23,650/-
Grade Pay	-	Rs. 4,600/-
Dearness Allowance	-	113%
House Rent Allowance	-	10%
Special Compensatory Allowance	-	Rs. 1,500/-
Earned leave at credit	-	295 days

8. From the following particulars calculate the total outstanding of half pay leave at credit on the date of retirement: (8)

Balance as on 31/12/2010	-	460 days
Availed commuted leave wef 16/8/2012 – 30/11/2012		
Unauthorised absence from 18/2/2013 – 12/5/2013 was treated as dies non		
Date of retirement	-	30/11/2015

9. Fill in the blanks: (7×1=7)

- CCS (Leave) Rules, 1972 came into force on the \_\_\_\_\_.
- The authority competent to grant leave may waive the production of a medical certificate in case of an application for leave for a period not exceeding \_\_\_\_\_ days at a time.
- No leave shall be granted to a Govt. servant until a report regarding its \_\_\_\_\_ has been obtained from the authority maintaining the leave account.
- A Govt. servant who has taken leave on medical certificate may not return to duty until he has produced a \_\_\_\_\_ in Form 5.
- Period of overstay of leave does not count for \_\_\_\_\_.
- A Govt. servant proceeding on leave for a period not less than \_\_\_\_\_ days may be allowed an advance in lieu of leave salary.
- The period of special disability leave granted shall be such as is certified by an AMA and shall in no case exceed \_\_\_\_\_ months.

### Group B: LTC Rules

10. A Govt. servant under suspension cannot avail LTC; however, his family can avail the concession. Why? (2)

11. What is the time-limit for claims of LTC? (3)

12. What is meant by home town? What are the criteria to be applied when a Govt. servant seeks change of home town? (1+4=5)

13. How will you regulate the claim of LTC if a Govt. servant is under disciplinary proceeding on the charge of preferring fraudulent claim of LTC? (3)

14. Fill in the blanks: (7×1=7)

- LTC is admissible to all Govt. servants who have completed \_\_\_\_\_ of continuous service on the date of journey.
- The current block of four years is \_\_\_\_\_.
- Earned leave up to a maximum of \_\_\_\_\_ days at a time can be encashed along with LTC. The total leave encashed during the entire service should not exceed \_\_\_\_\_ days.

- (d) Up to \_\_\_\_\_ of the estimated amount can be sanctioned as advance of LTC.
- (e) The advance may be drawn both for the forward and return journeys if the period of leave taken by the Govt. servant does not exceed \_\_\_\_\_ months.
- (f) Normally, the advance should be refunded in full if the outward journey is not commenced within \_\_\_\_\_ days of the grant of advance.

**Group C: CS (MA) Rules, 1944**

- 15. Who is the AMA for Group 'A' Officers? (2)
- 16. Define the term '*Family*'. (5)
- 17. Describe the procedure to be followed while rejecting the claim in respect of medical attendance/treatment. (5)
- 18. How will you regulate the traveling expenses incurred for kidney donor? (3)
- 19. How will you regulate the reimbursement claim of medical expenses when husband and wife are Govt. servants? (5)

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