

MIZORAM PUBLIC SERVICE COMMISSION
DEPARTMENTAL EXAMINATIONS FOR INSPECTOR
UNDER EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM
OCTOBER, 2020

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. The Director of a Department had given urgent oral instructions to an Assistant under his Department. How will the Assistant deal with the oral instructions? (4)
2. Explain 'sexual harassment' as per Rule 3(C) of CCS (Conduct) Rules, 1964. (5)
3. State the two conditions under which Government servants are allowed to participate in elections. (6)
4. State the restrictions imposed on a Government servant in regard to consumption of intoxicating drinks and drugs. (6)
5. Lala, an Inspector under Excise and Narcotics Department had requested their local unit leader of the ruling party to canvass for him for his transfer and posting. Comment. (4)

CCS (CCA) RULES, 1965

6. List two Minor Penalties and two Major Penalties under Rule 11 of CCS (CCA) Rules, 1965. (4)
7. Differentiate between Censure and warning. (4)
8. Hminga, a Government servant was arrested and detained for 32 hours due to public misconduct. Comment on whether he is to be placed under Deemed Suspension or not. (4)
9. A Department felt the need to draw disciplinary proceedings against three of its staff, suggest an appropriate proceeding to be drawn against them. What are the points to be specified in such order? (4)
10. What are the list of documents to be drawn up by the Disciplinary Authority where it is proposed to hold an inquiry against a Government servant under Rule 14 of CCS (CCA) Rules, 1965? (4)
11. What actions are to be taken by the Disciplinary Authority on receipt of a written state of defence or when no written statement of defence is received from a Government servant? (5)

FR & SR (GENERAL RULES)

12. Define *any four* (4) of the following: (4×2=8)
- (a) Cadre (b) Joining time
(c) Permanent post (d) Leave salary
(e) Ministerial servant
13. Calculate 1 month and 20 days on and from 25th January, 2019. (3)
14. What are the circumstances under which a Government servant who has acquired lien on a post retains the lien on that post? (5)
15. Differentiate between honorarium and fee. (4)
16. Fill in the blanks: (5×1=5)
- (a) Every period of _____ from employment and every other interruption of service must be noted, with full details of its duration, in an entry made across the page of the Service Book.
- (b) A record of the services of a Gazetted Government servant will be kept by such Audit Officer and in such form as the _____ may prescribe.
- (c) No Government servant shall be granted leave of any kind for a continuous period exceeding _____.
- (d) The period of absence not covered by grant of leave shall have to be treated as _____.
- (e) _____ means a monthly grant made to a Government servant who is not in receipt of pay or leave salary.

CCS (LEAVE) RULES, 1972

17. A Government servant was dismissed from service as a penalty. He requested payment of cash equivalent of leave salary for the unutilized earned leave of 200 days to his credit. Comment. (3)
18. A Government servant availed Earned leave upto 1st November, 2019 which is Friday. On the next Monday, he applied for 1 day Casual Leave. Comment. (3)
19. When can Extraordinary leave be granted to a Government servant? (2)
20. Under what circumstances may leave of any kind be refused or revoked by the competent authority? (2)

GFR, 2005

21. What actions should be taken in case of loss or shortage of Government money or property caused by fire, theft, fraud etc as per GFR 34? (4)
22. Mention any 3 standards of financial propriety? (6)

MANUAL OF OFFICE PROCEDURE

23. What does the procedures prescribed in the Central Secretariat Manual of Office Procedure attempts to balance? (2)
24. What does the efficiency of an organization depends and how can the persons handling secretarial work in a Government organization be judged? (3)