

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO**  
**GRADE-V OF MIZORAM SECRETARIAT SERVICE**  
**JANUARY, 2016**

**PAPER - IV**

Time Allowed : 3 hours

Full Marks : 100

*Marks for each question is indicated against it.*  
*Attempt all questions.*

**GROUP-A**  
**CCS (CCA) RULES, 1965**

1. State three circumstances under which a Government servant may be placed under suspension. (3×2=6)
2. State two circumstances under which a Government servant shall be deemed to have been placed under suspension. (2×2=4)
3. Write down any three minor penalties and two major penalties. (5×2=10)
4. Write any two – ‘Orders against which no appeal lies’. (2×2=4)
5. State whether the following statements are TRUE or FALSE (11×1=11)
  - (a) Suspension pending departmental enquiry against a Government Servant is not a punishment.
  - (b) The 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 Government Servant 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 Government Servant, a record of the same should invariably be kept in his confidential roll.
  - (e) An official who may have to appear as a witness in a disciplinary case should not be appointed as the Presenting Officer or Inquiry Officer in that case.
  - (f) The Disciplinary Authority can impose any of the major penalties specified in Rule 11 of CCS (CCA) Rules, 1965 without holding inquiry.
  - (g) 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.

- (h) At least 'WARNING' should be awarded when decided to penalise a Government Servant as a result of Departmental proceedings.
- (i) No appeal shall be entertained unless such appeal is preferred within a period of 45 days from the date on which a copy of the disciplinary order appealed against is delivered to the appellant.
- (j) An order of suspension shall not be valid after 90 days unless it is extended after review before the expiry of 90 days.
- (k) A Government can prefer an appeal against an order enhancing any penalty imposed under Rule 11 of CCS (CCA) Rules, 1965.

### **GROUP-B**

#### **CCS (TEMPORARY SERVICE) RULES, 1965**

6. Fill in the blanks. (5×1=5)
- (a) 'Temporary Service' means the service of a temporary Government Servant in a \_\_\_\_\_.
  - (b) The services of a temporary Government Servant shall be liable to termination at any time by a notice in \_\_\_\_\_ given either by the Government Servant to the Appointing Authority or by the Appointing Authority to the Government Servant.
  - (c) The period of notice for termination shall be \_\_\_\_\_.
  - (d) When a temporary Service of a temporary Government Servant is to terminate, the order of termination passed by the Appointing Authority should not mention the \_\_\_\_\_ for such termination.
  - (e) The termination notice shall be delivered or tendered to the Government Servant in \_\_\_\_\_.

### **GROUP-C**

#### **CCS (CONDUCT) RULES, 1964**

7. State the three points in Rule 3 (1) of CSS (conduct) Rules, 1964 that every Government Servant shall at all times. (3×2=6)
8. State the two points in Rule 3-A of CCS (conduct) Rules, 1964 that no Government shall. (2×2=4)
9. What are the five points in regard to consumption of intoxicating drinks and drugs for Government Servant? (2×5=10)
10. State whether the following statements are TRUE or FALSE (5×1=5)
- (a) Mass absention from work without permission (which is wrongly described as mass casual leave) is not violation of Rule 7(ii) of CCS (conduct) Rules, 1964.

- (b) 'Gift' includes free transport, boarding, lodging or any other pecuniary advantage.
- (c) Every Government Servant shall submit moveable and immoveable property return as on 31<sup>st</sup> December of the year within 31<sup>st</sup> March of the following year
- (d) Without the previous knowledge of the prescribed authority Government Servant cannot acquire or dispose of any immoveable property in his own name or in the name of any member of his family.
- (e) To bring political or outside influence relating to the service matters of Government Servant is against the Rule.

**GROUP-D**

**CCS (LTC) RULES, 1988**

**11. Fill in the blanks** **(5×1=5)**

- (a) The Leave Travel Concession is admissible to all Government Servants who have completed \_\_\_\_\_ year(s) of continuous service on the date of the journey.
- (b) In LTC Rules the term family means a Government Servant's wife/husband and two surviving unmarried children or \_\_\_\_\_, wholly dependent upon the Government Servant.
- (b) Advance upto \_\_\_\_\_ percent of the probable amount of re-imburement can be granted.
- (c) A Government Servant under suspension \_\_\_\_\_ avail of LTC.
- (d) Where an advance has been drawn by a Government Servant, the claim for re-imburement of the expenditure incurred on the journey shall be submitted within \_\_\_\_\_ months of the completion of the return Journey.

**GROUP-E**

**MEDICAL ATTENDANCE RULES**

**12. What is the meaning of Hospitals/Nursing home recognised by the State Government?(2×1=2)**

**13. Define 'Patient' as in Central Services (Medical Attendance) Rules, 1944. (2×1=2)**

**14. State whether the following statements are True or False (6×1=6)**

- (a) The cost of spectacles can be re-imbursed.
- (b) The cost of vaccination for Hepatitis C can be re-imbursed.
- (c) The cost of oral contraceptives can be re-imbursed.
- (d) Treatment for bone marrow transplant is permissible outside India.
- (e) The claims for re-imburement should ordinarily be preferred within three months.
- (f) Scaling and Gum treatment at recognised Government Hospitals can be re-imbursed.

**GROUP-F**

**CCS (LEAVE) RULES**

15. State any two general conditions governing the grant of leave under CCS (Leave) Rules, 1972. (2×2=4)
16. What is the maximum amount of continuous leave that can be granted to the Government Servant? (2)
17. What are the entitlements of a Government Servant who is recalled to duty before the expiry of his leave if he was spending his leave in India? (2×2=4)
18. Upto what extent can commuted leave on medical certificate be granted to Government Servant? What is the maximum amount of half pay leave that can be commuted during the entire service without medical certificate? (2×2=4)
19. State whether the following statements are TRUE or FALSE (6×1=6)
- (a) Leave not due may be granted only on production of medical certificate.
  - (b) A Government Servant on extraordinary leave is entitled to leave salary.
  - (c) A Government Servant can be granted leave preparatory to retirement upto 180 days.
  - (d) The maximum number of days of Earned Leave which can be encashed to a Government Servant is 300 days.
  - (e) A female Government Servant with less than 3 surviving children can be granted maternity leave.
  - (f) Paternity leave is upto a period of 15 days.

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