

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2018

PAPER - V

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

GROUP A – CCS (LEAVE) RULES, 1972 (60 MARKS)

1. To whom do the CCS (Leave) Rules, 1972 apply? Mention any 6 (six) categories of Government servants to whom the Rules do not apply. (8)
 2. How will you regulate the periods of overstay of leave? What action can be taken against a Government servant who willfully absents himself from duty after the expiry of leave? (6)
- OR**
- How is leave applied for? Write the procedure for verification for title to leave (any Two) (6)
3. What are the 3 (three) conditions under which Commuted Leave can be granted without medical certificate? (6)
 4. State whether **True** or **False**. (8×1=8)
 - (a) Extraordinary Leave is granted to Government servants when no other leave is admissible or on request in writing.
 - (b) The maximum period of leave of any kind which can be allowed to a Government servant is 2 years.
 - (c) The maximum number of days of Earned Leave that can be held at credit by a Government servant is 180 days.
 - (d) A Government servant ceases to have any claim for leave to his credit if he has been dismissed.
 - (e) If a Government servant claims for commutation of one kind of leave into another, he should apply for commutation within a period of 40 days.
 - (f) Leave account of a Gazetted Government servant shall be maintained by Head of Office.
 - (g) Leave should not ordinarily be denied during the last ten years of service.
 - (h) A female Government servant can be allowed to avail only one spell of Child Care Leave in a calendar year.
 5. State 5 (five) different kinds of leave due and admissible to Government servants. (5)
 6. What are the circumstances and conditions for grant of Maternity Leave to a Government servant? (10)
 7. To whom may Study Leave be granted as provided under Rule 50 (5) of CCS (Leave) Rules, 1972? (6)

8. Choose the correct answer:

(5×1=5)

- (a) Paternity Leave is allowed for _____ days.
- (i) 20 (ii) 15
(iii) 25 (iv) 30
- (b) If a Government is recalled to duty before expiry of his leave, he may be treated as –
- (i) On leave period (ii) On duty
(iii) Absent (iv) None of these
- (c) Which leave cannot be combined with any other kind of leave –
- (i) Earned Leave (ii) Maternity Leave
(iii) Special Casual Leave (iv) Casual Leave
- (d) What is the maximum limit for availing HPL by a Government servant during the entire service?
- (i) 180 days (ii) 360 days
(iii) 660 days (iv) No limit
- (e) What is the maximum number of days EL to be granted at a time in India?
- (i) 240 days (ii) 300 days
(iii) 160 days (iv) 180 days

9. Fill in the blanks:

(6×1=6)

- (a) Leave cannot be claimed as of _____
- (b) Any application for leave or for extension of leave shall be made in _____ to the competent to grant leave.
- (c) Period of overstaying of leave does not count for _____
- (d) A Government servant on extraordinary leave is not entitled to any _____.
- (e) The leave salary payable under the Rules shall be drawn in _____ in India.
- (f) Study leave shall not be granted unless it is for _____ of studies in subjects other than academic or literary subject.

GROUP B – CCS (LTC) RULES, 1988 (20 MARKS)

10. Choose the correct answer.

(6×1=6)

- (a) LTC facilities can be availed by a Government servant on completion of _____ year's continuous service.
- (i) one (ii) two
(iii) three (iv) five
- (b) How many times can Home Town be changed during the entire service?
- (i) Thrice (ii) Once
(iii) Twice (iv) Four times
- (c) What is the entitlement of LTC to officials under suspension?
- (i) Entitled for self and family (ii) Not entitled
(iii) Entitled for family only (iv) Entitled for self only
- (d) What is the time limit stipulated to submit LTC claim for reimbursement when LTC advance has been drawn?
- (i) within 3 months (ii) within 6 months
(iii) within 1 month (iv) within 45 days

- (e) LTC is not admissible during –
- | | |
|-------------------|---|
| (i) Study Leave | (ii) Maternity Leave |
| (ii) Casual Leave | (iv) Weekend holidays without any leave |
- (f) The maximum amount of LTC advance that can be granted to a Government servant is –
- | | |
|--|-------------------------------------|
| (i) Four-fifths of the cost of the journey | (ii) 50% of the cost of the journey |
| (iii) Up to 90% of the estimated fare | (iv) 75% of the estimated fare |
11. What does the term ‘family’ mean as defined in Rule 4(d) of the LTC Rules? (8)
12. Under what circumstances can a Government servant avail the LTC to visit home town once in every year instead of once in a block of two calendar years? (3)
13. Can a Government servant and his family members perform the journeys to home town separately on different occasions? If so, how? (3)

GROUP C – CS (MA) RULES, 1944 (20 MARKS)

14. Who will be the Authorised Medical Attendant (AMA) where no Medical Officer is appointed? (6)
15. List 4 (four) types of dental treatment obtained at Government hospitals for which reimbursement is permissible (4)
16. Write the types of cases for which a Government servant is eligible to obtain medical treatment outside India. (5)
17. Fill in the blanks: (5×1=5)
- (a) Final claims for reimbursement of medical expenses should be preferred within _____ months from the date of completion of treatment.
- (b) Grant of an advance to temporary Government servants would be subject to production of _____ from a permanent Government servant.
- (c) The income limit for determining dependency in respect of members of family is _____
- (d) Treatment means the use of all medical and _____ facilities available at the Government hospital in which a Government servant is treated.
- (e) The ceiling rate for reimbursement of special Nursing is _____ per shift of 12 hours.
