

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2016

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. Answer the following: (5×2=10)
 - (a) Under what circumstances provisional sanction of leave can be issued?
 - (b) Who and under what circumstance shall grant leave of any kind for a continuous period exceeding five years?
 - (c) When does leave granted to a Govt. servant begin and end?
 - (d) What do you mean by 'Vacation Department'?
 - (e) What is the amount of leave salary for earned leave?
2. State the following: (5×2=10)
 - (a) The period of commuted leave that can be granted to a Govt. servant on medical certificate
 - (b) The rates of half pay leave to be credited in advance on 1st January and 1st July of every year.
 - (c) The number of days for which leave not due can be granted to a permanent Govt. servant during his entire service.
 - (d) The number of days for which maternity leave can be granted to a female employee.
 - (e) The maximum amount of Study leave that may be granted to a Govt. servant.
3. Comment *any three* of the following: (3×3=9)
 - (a) An authority competent to grant leave intends to sanction half pay leave to a Govt. servant on the ground that his application for earned leave cannot be granted as there is no earned leave in his leave account.
 - (b) In continuation of earned leave he availed, a Govt. servant applied for 3 days' casual leave and the leave sanctioning authority granted his application.
 - (c) A head of office released an increment falling during leave not due.
 - (d) A female employee applied for 30 day's commuted leave in continuation of maternity leave and the Controlling Authority rejected the application on ground of absence of medical certificate.
 - (e) A Govt. servant applies for commutation of 60 days half pay leave he had taken on private ground into earned leave.

4. Fill in the blanks: (10×1=10)
- (a) Leave sanctioning authority may commute retrospectively periods of absence without leave into _____.
 - (b) A male Govt. servant with less than two surviving children may be granted Paternity leave for a period of 15 days during the confinement of his wife for childbirth, i.e., up to _____ days before, or up to _____ months from the date of delivery of the child.
 - (c) The credit to be afforded in the earned leave account will be reduced by _____ of the extraordinary leave taken during the previous half-year subject to a maximum of _____ days.
 - (d) Study leave may be granted to a Govt. servant who has rendered not less than _____ years' regular continuous service.
 - (e) Special disability leave for injury intentionally inflicted shall not be granted unless the disability manifested itself within _____ months after the occurrence of its cause.
 - (f) Casual leave should not normally be granted for more than _____ days at any one time.
 - (g) _____ days special casual leave may be granted to a Govt. servant for participating in sporting events of national or international importance.
 - (h) Half pay leave shall be credited to the leave account at the rate of _____ days for each completed calendar month of service which a Govt. servant is likely to render in the half-year of the calendar year.

5. State the salient features of *any two* of the following: (2×5=10)
- (a) Child Care Leave
 - (b) Hospital Leave
 - (c) Child Adoption Leave

6. Calculate the earned leave that will be accumulated in respect of a Govt. servant who joined service on 10th February, 2012 and retired on invalid pension on 21st October, 2016. (5)

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	-	31.10.2016
Band Pay last drawn	-	Rs. 20,820/-
Grade Pay	-	Rs. 4,400/-
Dearness Allowance	-	119%
Earned leave at credit	-	300 days

8. What is the document required to join duty for a Govt. servant who has taken leave on medical certificate? (1)

Group B: CCS (LTC) Rules, 1988

9. State the current block of four years. What concessions are available during this block of four years (5)
10. Comment the following: (2×2½=5)
- (a) A request for change of declared place of visit made by a Govt. servant is rejected by the Controlling Authority.
 - (b) Application for encashment of 15 days of earned leave in connection with LTC was not granted by the Controlling Authority.

11. Fill in the blanks: (5×2=10)
- (a) The current block of two years will be ending on _____.
 - (b) For deciding dependency, income for all sources should not exceed Rs. _____ per month.
 - (c) Earned leave up to a maximum of _____ days can be encashed along with LTC during the entire career.
 - (d) Where no advance is drawn, the claim for reimbursement of LTC should be preferred within _____ months from the date of completion of return journey.
 - (e) If the leave taken by a Govt. servant exceeds _____ days, advance may be drawn for the outward journey only.

Group C: CS (MA) Rules, 1944

12. How will you regulate the reimbursement claim of medical expenses when husband and wife are Govt. servants? (5)

13. Give any five names of special diseases under CS (MA) Rules, 1944. (5)

14. Fill in the blanks: (10×1=10)

- (a) The medical officer in receipt of _____ should charge no fee for the professional services rendered to the Govt. servant.
- (b) A case of *prolonged treatment* should be referred to the _____ for further treatment.
- (c) Govt. servants may have their eyesight tested for glasses once in every _____ years.
- (d) An amount of advance for indoor treatment in hospital and out-patient treatment for cancer, etc. where the duration of treatment is 3 months' or less is Rs. _____.
- (e) An advance paid to the official is to be adjusted against the relevant claim and balance, if any, should be recovered from pay in _____ equal installments.
- (f) Medical reimbursement claim should be preferred within _____ months from the date of completion of treatment.
- (g) A Govt. servant whose medical claim is rejected can preferred an appeal to the Government within _____ days.
- (h) The patient is entitled to traveling allowance when the place which he falls ill is more than _____ miles by the shortest route from the consulting room of the AMA.
- (i) The treatment at the consulting room of AMA is limited to _____ days with a maximum of _____ consultations.