

# MIZORAM PUBLIC SERVICE COMMISSION

## DEPARTMENTAL EXAMINATIONS FOR INSPECTOR (GROUP 'B' GAZETTED) UNDER EXCISE & NARCOTICS DEPARTMENT, SEPTEMBER 2016

### 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. Write at least five acts and conducts which amount to misconduct. (5)
2. What do you understand by 'Sexual harassment' in the context of the CCS (Conduct) Rules, 1964? (5)
3. What are the conditions to be satisfied for attending a political meeting by a Government servant? (3)
4. What constitutes a 'Strike' as clarified by the CCS (Conduct) Rules, 1964? (3)
5. What are the exceptions to the proviso 'Representation on service matters by relatives should be discouraged' . (2)
6. There are certain restrictions imposed on a Government servant regarding marriage. What are the exception to this Rule? (2)
7. What are the restrictions imposed on a Government servant with regard to consumption of intoxicating drinks and drugs? (5)

#### CCS (CCA) RULES,1965

8. Who are the competent authorities to place a Government servant under suspension? What are the circumstances under which a Government servant may be placed under suspension? (2+6=8)
9. List out any three minor penalties and two major penalties prescribed by the CCS (CCA) Rules, 1965. (5)
10. What are the circumstances under which a Government servant shall be deemed to be placed under suspension? (4)
11. What are the documents that the Disciplinary Authority has to forward to the Inquiring Authority? (5)

OR

- What are the documents that an Inquiry Report shall contain? (5)
12. What do you understand by ' Common Proceedings '? (3)

**FR & SR ( General Rules )**

13. Define any **five (5)** of the following **(5×2=10)**
- (a) Honorarium (b) Lien  
(c) Special Pay (d) Tenure Post  
(e) Officiate (f) Cadre  
(g) Foreign Service
14. What are the circumstances under which a Government servant who has acquired a lien on a post retains the lien on that post? **(5)**
15. Fill in the blanks **(5)**
- (a) The GPF Account Number of a Government servant should be entered on the right hand top of Page 1 of his Service Book by means of a \_\_\_\_\_.
- (b) Every period of \_\_\_\_\_ from employment and every other \_\_\_\_\_ in service must be noted, with full details of its duration, in an entry made across the page of his Service Book.
- (c) No certificate of verification need be recorded by the Head of Office in respect of periods of \_\_\_\_\_, if any.
- (d) Personal certificates of \_\_\_\_\_ must not, unless the Head of Department so directs, be entered in a Service Book.
16. State whether the following statements are **True Or False**. **(5×1=5)**
- (a) In case the Government servant's copy of his Service Book is lost by him, it shall be replaced on payment of a sum of Rs. 500.
- (b) It shall be the responsibility of the officers maintaining the Service Book to complete and certify the Service Books in respect of previous service in the 20<sup>th</sup> year of service or 5 years before the retirement, whichever is less.
- (c) In April each year, the Government servant shall hand over his copy of the Service Book to his office for updation.
- (d) A record of the services of all Government servants will be kept by such Audit Officer and in such form as the Comptroller and Auditor-General may prescribe.
- (e) The subordinate Gazetted Officers who are delegated powers to attest entries in the Service Books of Gazetted Officers are also authorized to keep these documents in their custody and to attest entries in the leave account.

**CCS (LEAVE) RULES, 1972**

17. On what ground can leave of any kind be refused or revoked by the leave sanctioning authority? **(2)**
18. What is the maximum Earned Leave that may be granted to a Government servant at a time? **(2)**
19. What are the special circumstances under which Extraordinary Leave may be granted to a Government? **(2)**

- 20.** State whether the following statements are **True** or **False**. **(4×1=4)**
- (a) Leave should not ordinarily be denied during the last five years of service.
  - (b) Casual Leave cannot be combined with any other kind of leave.
  - (c) Commuted Leave up to 60 days may be granted without Medical Certificate to female Government servants on adoption of a child.
  - (d) The leave sanctioning authority may commute retrospectively periods of absence without leave into extraordinary leave.

**GFR 2005**

Answer **any one** of the following question. **(1×10=10)**

- 21.** What are the principles on which emphasis is generally laid for every officer incurring or authorizing expenditure from public funds?
- 22.** What is the procedure for dealing with loss of Government property due to fire, theft, fraud etc. and what are the losses of Government money which need not be reported?

**Manual of Office Procedure**

- 23.** What is the ultimate object of all Government business? **(1)**

OR

When was the Central Secretariat Manual of Office Procedure (CS-MOP) first published?

- 24.** On what does the efficiency of an organization depend? **(2)**
- 25.** How is the efficiency of persons handling secretarial work in an organization judged? **(2)**

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