

**MIZORAM PUBLIC SERVICE COMMISSION**  
**DEPARTMENTAL EXAMINATIONS FOR SUB-INSPECTOR**  
**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.*

**GROUP ‘A’ - CCS (Conduct) Rules, 1964.**

1. Mention any 5 (five) general conducts set out in sub-rule (1) of Rule 3 of the CCS (Conduct) Rules, 1964 (amended up to date), which all Government servants are expected to maintain at all times. (10)
2. How will you deal with oral directions received from your official superiors? (1)
3. To what extent are Government servants allowed to participate in elections? (4)
4. What is ‘strike’ in the context of Conduct Rules? Mention any 2 (two) activities which amounts to strike. (4)
5. Mention any 3 (three) restrictions imposed on Government servants in regard to consumption of intoxicating drinks and drugs. (6)

**GROUP ‘B’ - CCS (CCA) Rules, 1965**

6. Under what circumstances may a Government servant be placed under suspension? (6)
7. A Government servant was arrested by police at 5:00 PM on 30.5.2016 and was detained in custody till he was released at 3:00 PM on 31.5.2016. He was placed under ‘deemed suspension’ by the competent authority with effect from the date of his detention. Comment. (4)
8. Mention any 3 (three) penalties which may be imposed on a Government servant under Rule 16 of the CCS (CCA) Rules, 1965. (6)
9. What should a charge sheet framed under Rule 14 contain? (8)
10. Under what circumstances may a common disciplinary proceeding be drawn against Government servants? (1)

**GROUP ‘C’ - FR & SR**

11. Define the following terms as used in the Fundamental Rules - (5×2=10)
  - (a) Honararium
  - (b) Lien
  - (c) Pay
  - (d) Special pay
  - (e) Joining time.

12. In what circumstances does a Government servant, who hold a post substantively, retain a lien on that post? (5)
13. How is pay of a Government servant fixed in respect of promotion which does not involve assumption of duties and responsibilities of greater importance? (5)
14. Who are authorised to maintain Service Records/Service Books of Gazetted/Non-Gazetted Government servants? (2)
15. What are the duties of Head of Office in regard to entries and attestation in the Service Books? (3)

**GROUP 'D' - CCS (Leave) Rules, 1972**

16. Under what circumstances may leave of any kind be refused or revoked by the competent authority? (2)
17. Mention any 2 (two) conditions under which the leave sanctioning authority may grant commuted leave to a Government servant. (4)
18. Give your comment on the following :- (2×2=4)
  - (a) A Government servant having 300 days E.L at his credit, was dismissed from service as a penalty. The competent authority sanctioned and paid cash equivalent of leave salary in lieu of the unutilised earned leave of 300 days.
  - (b) A Government servant applied for 200 days E.L. After satisfying himself that the Government servant has sufficient number of earned leave at his credit, the leave sanctioning authority grant him leave as applied for.

**GROUP 'E' - GFR**

19. Mention any 3 (three) principles of financial propriety on which emphasis is generally laid. (6)
20. What are the 2 (two) stages at which a report on loss, shortage of public moneys, stores etc. has to be made? (4)

**GROUP 'F' - Manual of Office Procedure**

21. What is 'Dak' ? How does 'dak' become a 'receipt'? (5)

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