

MIZORAM SUBORDINATE SERVICES SELECTION BOARD

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER ATI, H&TE, FCS&CA (LEGAL METROLOGY). NOVEMBER, 2020

PAPER - III

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

Part – A : F.R. & S.R. (80 marks)

1. Choose the correct answer : **(8x1=8)**
- (i) The maximum age for which extension in service can be granted to government servants who are specialists in medical or scientific fields is
(A) 65 years (B) 70 years
(C) 72 years (D) 75 years
- (ii) Non-Practising Allowance is treated as pay for the purpose of
(A) computing Dearness Allowance (B) calculation of retirement benefits
(C) computing entitlement of Travelling Allowance (D) all of these
- (iii) Vacancy occurring due to deputation may be filled up in the normal manner if the deputation exceeds
(A) 45 days (B) 1 year
(C) 60 days (D) 90 days
- (iv) How long can a government servant be granted an extension of service, if he handles budget related work ?
(A) Six months (B) One year
(C) Two months (D) Three months
- (v) The prescribing authority for the forms used in a service book is
(A) Director, Accounts & Treasuries (B) Comptroller & Auditor General of India
(C) Head of Department (D) Chief Controller of Accounts
- (vi) Which of the following is an additional pay granted to an official to save him from loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay ?
(A) Special pay (B) Average pay
(C) Subsistence grant (D) Personal pay
- (vii) The custodian of the service book of a gazetted officer is
(A) Audit Officer (B) concerned Head of Department
(C) Chief Controller of Accounts (D) Comptroller & Auditor General of India
- (viii) The attesting authority for entries made in a service book is
(A) Drawing & Disbursing Officer (B) Head of Office
(C) Head of Department (D) Chief Controller of Accounts
2. State whether the following statements are True or False : **(6x1=6)**
- (a) Leave Salary is a salary drawn during leave, equal to pay after leave.
- (b) Compensatory Allowance is an allowance granted to meet personal expenditure necessitated by the

special circumstances in which the duty is performed, but does not include a sumptuary allowance.

- (c) Subsistence grant means a monthly grant made to a government servant who is on compulsory training.
- (d) Special pay means an addition, of the nature of pay, to the emolument of a post or of a government servant, granted in consideration of arduousness or special addition to the work or responsibility.
- (e) Specific order is necessary from an appropriate authority for retirement on a due date.
- (f) The periods spent on probation cannot be counted as 'duty' even if followed by confirmation.

3. Answer the following questions : (8x2=16)

- (a) What is the difference between a '*temporary post*' and a '*tenure post*' ?
- (b) How will you make entries for period of suspension in a service book ?
- (c) What is 'dies non' ?
- (d) Define 'Lien'.
- (e) What is the admissibility of travelling allowance and leave to government servants appearing in open competitive exams ?
- (f) Are erasures and over-writings allowed in entries of a service book ? What must be done if there is an error in entry ?
- (g) If an employee joins a Bachelor of Engineering Course with the approval of the Government, should it be treated as 'on duty' ? Why ?
- (h) Define the term 'officiate'.

4. Answer the following questions : (4x4=16)

- (a) What is the prescribed frequency for inspection of service books ? Discuss the duties of Heads of Offices in this respect.
- (b) A government official has continued attending office even after his age of superannuation, stating that he has not received any official order regarding his relief. Is he correct in his decision ? Elucidate.
- (c) Mention the procedures that may be followed by a government servant when the date of his retirement happens to fall on a holiday.
- (d) Can increments be paid to a government servant while he is on leave ? Why ?

5. What are the conditions for treating training as duty ? (6)

6. Lalhmingawii, a Lower Division Clerk, has discovered that there was an error in her service book regarding her date of birth. She has approached you for an advice on how to make the correction. What advice would you give to her ? (6)

7. When can 'special pay' be granted ? State the conditions under which protection of special pay may be claimed by an official who has been promoted to a new post. (6)

8. Discuss the procedure that may be adopted for proper maintenance of service book in order to eliminate delay in payment of pension. (8)

9. Describe the right of Government along with the steps that must be taken and considered by the appropriate authority with respect to retiring a government servant prematurely. Also, describe the condition under which a government servant can be reinstated back to service from a premature retirement. (8)

Part – B : CCS (Joining Time) Rules, 1979
(20 marks)

10. Choose the correct answer :

(4x1=4)

- (i) No joining time is admissible in case of temporary transfer for a period not exceeding
(A) 15 days (B) 30 days
(C) 100 days (D) 180 days
- (ii) Joining time is not admissible to
(A) a government servant who is transferred at his own request
(B) a government servant who is transferred within the jurisdiction of same municipality
(C) surplus staff transferred from one post to another under a scheme for redeployment of surplus staff
(D) a government servant discharged due to reduction of establishment from one office and reappointed to another office
- (iii) Joining time cannot be combined with
(A) earned leave (B) half pay leave
(C) extraordinary leave (D) casual leave
- (iv) Extension of joining time can be granted up to the limit of _____ by the Head of Department.
(A) 20 days (B) 30 days
(C) 60 days (D) 25 days

11. Answer the following questions :

(2x2=4)

- (a) Define joining time.
(b) State any two categories of government employees not covered by CCS (Joining Time) Rules, 1979.

12. Answer any **3 (three)** of the following questions :

(3x4=12)

- (a) A government servant posted in city 'A' was transferred to city 'B'. The distance between the two stations is 150 kms. He relinquished his charge on 15.04.2020 (forenoon). State
(i) the joining time admissible to him.
(ii) the date of commencement of joining time.
- (b) How will joining time be regulated in the case of a government servant appointed to a post on the result of competitive examination which is open to both government servants and others ?
- (c) Is a government servant entitled to draw joining time pay ? Elucidate.
- (d) An officer was transferred in the public interest from office 'X' to office 'Y' within the same station. He relinquished his charge on 22.06.2020 (afternoon). State
(i) the joining time admissible to him.
(ii) on what date he is supposed to join his new place of posting at the latest.