PAPER - II

Time Allowed : 3 hours

FM : 100    PM : 35

Marks for each question is indicated against it.

Attempt all questions.

Central Secretariat Manual of Office Procedure – 60 marks

1. Define any 10(ten) of the following:- (10×2=20)
   (a) Security Grading
   (b) Minute
   (c) Classified Dak
   (d) Docketing
   (e) Current File
   (f) Fresh Receipt
   (g) Postal Dak
   (h) Come-back case
   (i) Paper under consideration
   (j) Notes portion
   (k) Urgent Dak
   (l) Receipt
   (m) Case
   (n) Dealing Hand

2. Write down any 5(five) guidelines for noting. (5×3=15)

3. Mention the appropriate forms of communication for: (5×1=5)
   (a) issuing certain types of financial sanctions and for communicating Government orders in disciplinary cases, etc.
   (b) obtaining the advice, views, concurrence or comments of other departments on a proposal or in seeking clarification of the existing rules, instructions, etc.
   (c) ensuring quick receipt of communication warranting urgent attention at the receiving end, and also for receiving an acknowledgement of the delivery.
   (d) making public announcement of decisions of Government in important matters of policy.
   (e) for sending messages in urgent and important matters, including legal and financial messages.

4. Choose the correct answer from the alternative given: (5×1=5)
   (a) A d.o. letter from a Minister will exhibit the National Emblem in blue/green color and that from an officer will exhibit the National Emblem in blue/red color.
   (b) A typist will type his initials with date in the left/right hand bottom corner of the fair copy.
   (c) In actual practice, the executive power of the Union resides in the Council of Ministers/Prime Minister.
   (d) Category ‘C’ files will include file of secondary importance and having reference value for a limited period not exceeding 5/10 years.

5. What do you mean by the term ‘Recording’? What are the activities involved in record management? (3+2=5)

6. Write down any 5(five) general instructions for drafting. (5×2=10)
7. Define the following: (2×5=10)
   (a) Permanent Travelling Allowance
   (b) Local Journey
   (c) Tour
   (d) Headquarters
   (e) Shortest Route

8. Answer the following: (4×5=20)
   (a) What are the different kinds of travelling allowance that may be drawn in various circumstances by Govt. servants
   (b) What do you mean by ‘daily allowance’? What is the admissibility of daily allowance in the following?
      i) Absence not exceeding 6 hours
      ii) Absence exceeding 6 hours but not exceeding 12 hours
      iii) Absence exceeding 12 hours
   (c) What are the elements of transfer TA that may be drawn on regular transfer by a Govt. servant?
   (d) What do you mean by mileage allowance? Discuss the principles for calculation of mileage allowance

9. Choose the correct answer from the alternatives given below: (2×2=4)
   (a) Conveyance allowance cannot be granted unless a minimum of 200/202 km is covered on the journeys within 16 km of the place of duty.
   (b) For ‘local journeys’ daily allowance is admissible at 50% / 70% of ordinary rate.

10. Fill in the blanks: (2×3=6)
    (a) A _________________________ is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.
    (b) The ______________________ is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling.
    (c) The rate of mileage allowance for journeys on foot and bicycle, on tour and transfer, is ________________.