

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. MAY, 2015

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)**

FR & SR – Part II (Traveling Allowance Rules) – 40 marks

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 _____.

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