

MIZORAM PUBLIC SERVICE COMMISSION

AIZAWL

Limited Departmental Examination of Speed Test in English Stenography for the post of Inspector/Stenographer Grade-II under Home Department held on 05.09.2018.

PASSAGE-II

The instructions laid down by the **Cabinet Secretariat** in the **Rules of Procedure** in regard to the **Proceedings of the Cabinet** will be followed so / far as transfer of records pertaining to Cabinet meetings are concerned. As regards other classified documents and papers, the procedure prescribed in Departmental Security Instructions // issued by the **Ministry of Home Affairs** will be followed. As per these instructions, copies of classified papers should be passed on to the appropriate /// authorities. In case of doubt as to whom these papers should be transferred, the **PS to Minister** will transfer such papers to the **Secretary to 1** the Ministry or Department along with separate **inventories** of such papers transferred to various authorities and to the Secretary. The register, maintained for entering the / particulars of secret papers will also similarly be transferred to the Secretary or his Private Secretary. The Secretary may, in turn, pass on all these // papers to the Joint Secretary in charge of **vigilance** for safe custody. These papers will be handed over to the succeeding Minister as soon as /// he takes over the office. The information maintained **electronically** will be kept similarly secure in consultation with NIC.

The folders containing office copies of orders 2 issued by the Minister or Private Secretary will be handed over to the concerned officer of the Department by the PS to the Minister with / the list of such papers. These papers will remain in the custody of the concerned officer. These papers will be **periodically** reviewed and **weeded** out // as and when they are no longer required, with the approval of the Secretary, so as to ensure that unnecessary papers do not **accumulate**.

The /// personal section shall prepare at the end of every month a list of files pending with the Minister which will be submitted to PS who 3 will suitably remind the Minister for their disposal.

(308 Words)

Note:

1. Time allowed for dictation : 3 (three) minutes
2. Time allowed for reconciliation : 10 (ten) minutes
3. Time allowed for transcription/typing : 30 (thirty) minutes
4. Maximum mistake permissible : 10% or 30 words out of 300 words