

SC(MP)UDLDE(10MA)

PAPER - II
[Central Secretariat
Manual of Office Procedure (60 marks)
Fundamental Rules & Supplementary Rules
Part-II (Travelling Allowances) (40 marks)]

Time Allowed : 3 hours

Full Marks : 100

Attempt all questions.
The figures in the margin indicate
full marks for the questions.

Section 'A' (60 marks)
Central Secretariat
Manual of Office Procedure

1. Define any five of the following terms: **(5×2=10)**
- | | |
|----------------------|--------------------|
| (a) current file | (b) fresh receipt |
| (c) security grading | (d) urgent dak |
| (e) PUC | (f) come back case |
| (g) classified dak | |

(Contd. 2)

2. By using Functional Filing System, please open the file from the following particulars:- (6)

Group HeadA

Primary Head 12

Secondary Head 14

First file on the subject

Year of opening2010

Name of the department GAD

3. The Council of Ministers consists of three categories of Ministers, what are they? Who heads the Council of Ministers? (4)

4. Fill in the blanks: (10×1=10)

- (a) Every section should maintain _____ for diarising receipts.
- (b) Stencils will be cut whenever more than _____ copies of communication are required.
- (c) Every typed letter should be _____ before it is sent for signature.
- (d) The executive power of the Union formally vests in the _____.
- (e) _____ dak will be separated from other dak and dealt with first.
- (f) Fair copies of letter should be typed with _____ spacing unless otherwise directed.
- (g) The dealing hand will append his full signature on the _____ hand side of the note.

(Contd. 3)

- (h) Casual leave application will _____ be diarised.
 - (i) Each grievance petition will be acknowledged within _____ days.
 - (j) One of the urgency grading is _____.
5. Write short notes on Weekly Arrear Statement in relation to checks on delays. **(5)**
6. Arrange the following papers in a case from top to downwards: **(5)**
- (a) Notes portion of the current file ending with note for consideration;
 - (b) Reference Books;
 - (c) Draft for Approval, if any;
 - (d) Running summary of facts;
7. Choose the correct answer from the given options: **(10×1=10)**
- (a) File will be indexed at the time of opening / recording.
 - (b) Secretary / Under Secretary is in charge of a Branch in the Department.
 - (c) The Allocation of Business Rules / Transaction of Business Rules allocates the business of the Government.
 - (d) Movement of files will be entered in the Record Register / File Movement Register.
 - (e) The Despatcher / Dealing Assistant will maintain Stamp Accounts Register.

(Contd. 4)

- (f) While typing, Urgent / Reminder draft will be attended to first.
 - (g) A Part File / File Register will be incorporated.
 - (h) The label Immediate / Urgent will be used only in cases requiring prompt attention.
 - (i) Separate register should be maintained for receipt of communications received from Heads of Department / Members of Parliament.
 - (j) Files which qualify for permanent preservation for administrative purposes will be classified under B / A in record management.
- 8.** Write 4 (four) forms of communication. What form of communication is used when financial sanction is issued? **(5)**
- 9.** Write three guidelines for noting. **(5)**

Section 'B' (40 marks)
Fundamental Rules & Supplementary Rules
Part-II (Travelling Allowances)

- 10.** What are the different kinds of Travelling Allowances which may be drawn in different circumstances by a Government servant? **(5)**
- 11.** Define any five of the following: **(5×2=10)**
- | | |
|--------------------|----------------------------|
| (a) Enforce halt | (b) Local journey |
| (c) Headquarters | (d) Actual expenses |
| (e) Camp equipment | (f) Validity of T.A. claim |
- 12.** Mention the rate of Daily Allowance for absence from headquarters on official duty for **(3×2=6)**
- | |
|--|
| (a) period of absence not exceeding 6 hours |
| (b) period of absence exceeding 6 hours but not exceeding 12 hours |
| (c) period of absence exceeding 12 hours |
- 13.** State whether the following statements are TRUE or FALSE **(4×1=4)**
- | |
|---|
| (a) Temporary transfer means transfer within the same station. |
| (b) Air lifting of dead body of a Government servant by a commercial flight is permissible. |
| (c) Travelling allowance can be granted, for special reasons which should be recorded, to a retired Government servant. |
| (d) Permanent travelling allowance may be drawn during joining time. |

- 14.** What is the admissibility of Travelling Allowance? (5)
- (a) Government Servant under suspension to attend departmental enquiry.
 - (b) During Joining Time.
- 15.** Mr. Liana, S.E. leaves his headquarters at 0930 hours by government vehicle and returns to the headquarters at 1330 hours on the same day after inspection of work at a distance of 50 kms. He claims one day's full D.A. Give comments. (5)
- 16.** Under what circumstances is air-lifting of a dead body of a Government servant permissible? (5)

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