
1. Define any three (3) of the following: (3×2=6)
   (a) Case  
   (b) Classified dak  
   (c) Dealing hand  
   (d) Fresh Receipt

2. What are the responsibilities of the Dealing Hands? (10)

3. Write short notes on any 5 (five) forms of communication. (10)

4. How will you deal with oral instruction by higher authorities? (5)

5. What are the urgency gradings and when will they be used? (5)

6. What do you mean by ‘Part File’? (4)

7. Elucidate any 5 (five) guidelines on noting? (10)

8. While categorisation of records, which types of files will be categorised as ‘Category A’? (5)

9. How will you maintain punctuality in Office? (5)

GROUP – ‘B’ : FR & SR Part II (Travelling Allowances)

10. What is mileage allowance? What are the principles of calculating mileage allowance? (2+8=10)

11. Define the term “Actual Travelling Expenses”. (5)

12. How will you deal with a case when a Government servant is required by the order of higher authority to travel at a cost higher than his entitlement? (5)
13. What is meant by ‘Local Journey’?

14. While a halt on tour, what will be the entitlement of daily allowance on Sunday, holiday, casual leave and restricted holiday?

15. State whether the following statements are True or False: 

(a) Permanent travelling allowance can be drawn during earned leave.
(b) A journey on transfer is held to begin or end at the actual residence of the Government servant.
(c) A mileage allowance shall always be calculated on the actual cost of travelling.
(d) The period of enforced halt on tour cannot be treated as duty.
(e) 70% of daily allowance rate can be admissible for tour exceeding six hours but not exceeding twelve hours.
(f) Daily allowance may not be drawn for travel which does not reach beyond the radius of eight kilometres from the duty point.
(g) Daily allowance is admissible for a continuous halt up to a maximum of 180 days.
(h) Officers of Group ‘D’ service may be allowed reimbursement of conveyance hire charge.
(i) Travelling allowance is admissible to any person for the journey to join his first post in Government service.
(j) Travelling allowance is generally admissible to a Government servant for transfer at his own request.