

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2019

PAPER - II

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

GROUP –‘A’ : Central Secretariat Manual of Office Procedure

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'? (5)
14. While a halt on tour, what will be the entitlement of daily allowance on Sunday, holiday, casual leave and restricted holiday? (5)
15. State whether the following statements are *True* or *False*: (10×1=10)
- (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.

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