

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2014

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

1. Define the following terms used in the Manual . (5×4 = 20)
 - (a) Case
 - (b) Classified dak
 - (c) Issue
 - (d) Docketing
 - (e) Minute
2. Which functionaries are included in the meaning of Dealing hand? Write three actions to be taken by dealing hand on “Receipts”. Mention two methods for registration of dak. Who will receive the entire dak of a department during office hours? (2+3+2+1=8)
3. What are the two urgency gradings for use on cases? (2)
4. To whom is the executive power of the Union formally vested? What categories of Ministers constitute the Council of Ministers? (1+3=4)
5. There are two Rules issued by the President for the convenient transaction of the business of the government under Article 77(3) of the Constitution of India. What are they? (2)
6. What is the use of having a Precedent book? (2)
7. Mention only two guidelines for “noting”. (4)
8. Write five different forms of written communications generally used by a department and briefly explain any of them to the point . Write only two general instructions for drafting of communication. (5+1+4=10)
9. What are the two Filing systems in use in the Secretariat? (2)
10. When will a part File be opened? (2)
11. Mention four activities covered by Records management. (4)
12. Into how many groups are government servants divided based on their Grade Pay for the purpose of TA ? What are the different kinds of Travelling allowance which may be drawn in different circumstances by government servants? (1+5=6)
13. How to regulate road mileage when a journey on tour/transfer is - (3+3=6)
 - (a) Performed by road between places connected by rail
 - (b) Performed in a public bus
14. Under what circumstances will air-lifting of body be possible? (4)

- 15.** Major sons and married daughters can be included in the term 'family' on certain conditions. What are the two conditions? **(4)**
- 16.** What is the income criteria for determining dependency? **(2)**
- 17.** When is a government servant considered to be on tour? **(5)**
- 18.** Define daily allowance. What are the conditions for drawing DA on holiday occurring during a tour? **(3+3= 6)**
- 19.** What is meant by 'Local journey'? **(4)**
- 20.** What is the rate of daily allowance in the following? **(3)**
- (a) For absence not exceeding six hours.
 - (b) For absence exceeding 6 hours but not exceeding 12 hours.
 - (c) For absence exceeding 12 hours.

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