

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2018

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 five** of the following: **(5×2=10)**
 - (a) Classified dak
 - (b) Case
 - (c) Current file
 - (d) Issue
 - (e) Postal dak
 - (f) PUC
 - (g) Come back case
 - (h) Fresh receipt
2. Choose the Council of Ministers from the alternatives given in the following: **(6)**
 - (a) Cabinet Ministers
 - (b) Governor
 - (c) Ministers of State
 - (d) Deputy Ministers
 - (e) Speaker
3. Write 5 (five) forms of Written Communications. What form of communication should be used when Government Order in disciplinary cases are issued? **(6)**
4. Fill in the blanks **any 7 (seven)** of the following with appropriate words: **(7×2=14)**
 - (a) _____ dak will be separated from other dak and dealt with first
 - (b) Each section will maintain a _____ for diarizing receipts.
 - (c) _____ leave applications should not be diarized.
 - (d) The _____ will deal with the urgent receipts first.
 - (e) Black or _____ ink will be used by all category of staff and officers.
 - (f) Fair copies of letter will be typed with _____ spacing unless otherwise directed.
 - (g) Stencils will be cut whenever more than _____ copies of communication are required.
 - (h) Files should be recorded after action on the issues considered thereon has been _____
 - (i) As provided under ‘Checks on Delays’, no official shall keep a case pending with him for more than _____ working days.

5. By using Functional file numbering system, open the file from the particulars given below: (4)
- | | | |
|--------------------------------|---|------|
| Group Head | - | C |
| Primary Head | - | 12 |
| Secondary Head | - | 14 |
| First file on the subject..... | | |
| Year of opening | - | 2018 |
| Name of the Department | - | GAD |
6. Choose the correct answer from the given options. (10×1 =10)
- (a) Movement of files will be entered in Record Register/File Movement Register.
 - (b) File will be indexed at the time of opening/recording.
 - (c) While typing, Urgent/Reminder draft will be attended to first.
 - (d) The Transaction of Business Rules/Allocation of Business Rules allocates the business of the Government.
 - (e) The label immediate/urgent will be used only in cases requiring prompt attention.
 - (f) Each Ministry/Department will inspect once a year all offices under their control through their designated senior officers.
 - (g) Under Secretary/Secretary is in charge of a Branch in the Department.
 - (h) Dealing Assistant/ Despatcher will maintain Stamp Accounts Register.
 - (i) A Joint Secretary/Deputy Secretary can submit cases direct to Ministers.
 - (j) File Register/Part File should be incorporated with the main file as soon as possible.
7. What are general instructions for drafting of communications? (5)
8. Write short notes on **any two** of the following: (5)
- (a) Linking of files
 - (b) Precedent Book
 - (c) Weekly Arrear Statement
- GROUP – ‘B’ : FR & SR Part II (Travelling Allowances)**
9. Mention the rate of Daily Allowance for absence from headquarters on official duty for - (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.
10. What are the different kinds of Travelling Allowances which may be drawn in different circumstances by a Government Servant? (10)

11. Fill in the blanks with appropriate words: (5×2=10)

- (a) Full Daily allowance for first _____ days is admissible to Government Servants to undergo a course of training in India.
- (b) The Heads of Departments may grant Cycle Allowance at Rs. _____ p.m.
- (c) The headquarters of a Government Servant shall be in such place as _____ Authority may prescribe.
- (d) A _____ travelling allowance may not be drawn during leave etc.
- (e) _____ lifting of dead body of a Government Servant while on official tour is permissible.

12. Define **any three** of the following : (3×2=6)

- (a) Local journey
- (b) Temporary transfer
- (c) Composite Transfer Grant
- (d) Daily allowance for Enforced halts
- (e) Duty point

13. What is the admissibility of Travelling Allowances/Daily Allowances? (2×2=4)

- (a) Government Servant under suspension to attend departmental enquiry.
- (b) For continuous halt beyond 180 days during tour, temporary transfer and training.

14. Comment on the following: (2×2=4)

- (a) A Government Servant submits his travelling allowance claim for the journey to obtain health certificate on his first appointment to Government Service.
- (b) A Government Servant submits his travelling allowance claim for the journey he performed for appearing in the obligatory departmental examination.

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