

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. MAY, 2015

### PAPER - II

Time Allowed : 3 hours

FM : 100 PM : 35

*Marks for each question is indicated against it.*

*Attempt all questions.*

#### GROUP – 'A' (OM & OP)

**60 Marks**

1. Define the following: (5×4=20)
  - (a) 'Case' (b) 'Dealing hand'
  - (c) 'Docketing' (d) 'Fresh Receipt'
  - (e) 'Urgent Dak'
2. Mention any two of the guidelines for noting. (2×2=4)
3. What do you understand by the term 'Recording'? Mention the activities involved in Recording. (4+2=6)
4. Fill in the blanks correctly: (10×2=20)
  - (a) Dak bearing security grading is called \_\_\_\_\_.
  - (b) A file action on which has not been completed is called \_\_\_\_\_.
  - (c) A clerk within a section charged with the responsibility *inter alia* of maintaining the section diary is called \_\_\_\_\_.
  - (d) A note recorded by the President, the Vice President, the Prime Minister or a Minister is called \_\_\_\_\_.
  - (e) Colour of ink to be used by all categories of Staff & Officers for noting are \_\_\_\_\_.
  - (f) When the 'notes' plus the 'correspondence' portion of a file became bulky (say exceed 150 pages), it should be stitched and marked \_\_\_\_\_.
  - (g) The two urgency gradings authorised for use on cases are 'Immediate' and \_\_\_\_\_.
  - (h) 'Letter' form of communication begins with the salutation sir/madam as may be appropriate, and ends with the subscription \_\_\_\_\_.
  - (i) The form of communication used in notifying the promulgation of statutory rules and orders, appointments and promotions of Gazetted officer etc. is \_\_\_\_\_.
  - (j) As a general rule, no official shall keep a case pending with him for more than \_\_\_\_\_ working days.
5. Choose the correct answer : (10×1=10)
  - (a) No receipt will be diarised more than ***twice / thrice***.
  - (b) Appropriate form for issuing instructions meant for internal administration e.g. Grant of regular leave, distribution of work among officers & sections, appointment and transfer etc. is ***office order/ order***.

- (c) Each communication received from the MP, a member of the public, recognized association or a public body will be acknowledged within **15 days / 1 month.**
- (d) Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request **should / should not** be given.
- (e) Wherever level jumping is done in file submission, each such file on its return, **will / will not** pass through all the levels jumped over.
- (f) An officer **will regularly / will not** discuss with his staff to decide the course of action to be taken on various cases.
- (g) Black or blue ink will be used by all category of staff and officers only an officer of the level of **Addl. Secretary / Jt. Secretary** of Govt. Of India and above may use green or red ink in rare cases.
- (h) In a note sheet, a dealing hand will append his full signature with date on the **left / right** below his note.
- (i) UDC works under the orders and supervision of the **Section officer / Branch officer** and is responsible for the work entrusted to him.
- (j) Inter-departmental notes, telegrams, or any other category of receipt sought to be distinguished from the rest, may be entered in the section diary in **red ink / Capital letters.**

**GROUP – ‘B’ (T.A. Rules)**

**40 Marks**

- 6. Mention the different kinds of Travelling Allowances which may be drawn in different circumstances by Govt. Servants. **(5×2=10)**
- 7. When is a Government servant considered to be on tour? **(3)**
- 8. On what conditions Transfer T.A. is admissible to a Government servant? **(3)**
- 9. On what conditions Daily Allowance is admissible on a holiday occurring during tour? **(4)**
- 10. How are enforce halts occurring *en route* on journey on tour treated for the purpose of Daily Allowance and what would be the rate of Daily Allowance in such cases? **(2+2=4)**
- 11. Define the following: **(4×2=8)**
  - (a) Mileage Allowance
  - (b) Daily Allowance
- 12. State ‘TRUE’ or ‘FALSE’ : **(5×1=5)**
  - (a) Travelling Allowance is not admissible to a Government servant retiring from service.
  - (b) A Government servant who takes casual leave or restricted holiday while on tour is entitled to Daily Allowance during such leave.
  - (c) Travelling Allowance should not be allowed for the onward journey in cases where the probationers join the training institution direct on first appointment to Government service.
  - (d) Travelling Allowance is admissible for a journey undertaken to procure health certificate on first appointment to Government service.
  - (e) A Government servant is entitled to draw Travelling Allowance for the journey to and from the place at which he appears for an obligatory departmental examination.
- 13. Indicate the admissibility of daily allowance in the following cases: **(3×1=3)**
  - (a) Absence not exceeding 6 hours \_\_\_\_\_.
  - (b) Absence exceeding 6 hours but not exceeding 12 hours \_\_\_\_\_.
  - (c) Absence exceeding 12 hours \_\_\_\_\_.