

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER LABOUR, EMPLOYMENT & INDUSTRIAL TRAINING DEPARTMENT, GOVERNMENT OF MIZORAM, 2014

PAPER - II

Time Allowed : 3 hours

Full Marks : 100

Figures in the margin indicate full marks for the questions.

Attempt all questions.

GROUP - 'A'

Central Secretariat Manual of Office Procedure

1. Define the following : (6×4 = 24)
 - (a) 'Case' (b) Dealing hand
 - (c) Docketing (d) Fresh receipt
 - (e) 'Recording' (f) 'Urgent Dak'
2. What do you understand by 'Precedent Book'? (4)
3. Fill in the blanks correctly: (11×2 = 22)
 - (a) Dak bearing security grading is called _____
 - (b) A file action which has not been completed is called _____
 - (c) A clerk within a section changes 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 category of Staff & Officers for noting one _____
 - (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) Activities involved in records management are recording, retention, retrieval and _____
 - (k) As a general rule, no official shall keep a case pending with him for more than _____ working days.

4. 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. Eg. 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 be / 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 notesheet, 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-department 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’

FR & SR Part II (Traveling Allowance Chapter II & III)

5. Mention the different kinds of Travelling Allowances which may be drawn in different circumstance by Govt. Servants. (5×2 = 10)
6. When is a Government servant considered to be on tour? (3)
7. On what conditions Transfer T.A. is admissible to a Government servant? (3)
8. On what conditions Daily Allowance is admissible on a holiday occurring during tour? (4)
9. How are enforced 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)
10. Define the following:- (2×4 = 8)
- (a) Mileage Allowance
 - (b) Daily Allowance
11. 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.

12. 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 _____.

* * * * *