

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER GOVERNMENT OF MIZORAM DECEMBER, 2010

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)

(60 Marks)

1. Define the any five of the following: **(5×2=10)**
 - (a) Docketing
 - (b) Receipt
 - (c) Minute
 - (d) Security grading
 - (e) Classified dak
 - (f) Current file
 - (g) Paper under consideration
 - (h) Note

2. Give the main functions and responsibilities of: **(3×2=6)**
 - (a) Department
 - (b) Attached Offices
 - (c) Subordinate Offices

3. Mention the appropriate forms of communication for : **(5×1=5)**
 - (a) circulating decision on prohibition of smoking within a department for information and compliance.
 - (b) ordering transfer and posting of a non-gazetted government servant.
 - (c) calling information regarding biodata from employees.
 - (d) issuing promotion order of Junior Grade MSS to Senior Grade.
 - (e) issuing financial sanction for purchase of stationeries.

4. What are the two filing systems used in office? Why is it necessary to have a proper filing system? What will be the functional head of a file relating to training? **(2+2+1=5)**

5. What do you mean by a 'Case'? What are the functions and responsibilities of UDC while putting up a case? (1+5=6)
6. Who are the persons who may give information or to be accessible to the representatives of the Press? (3)
7. What types of communications are to be addressed by name? (2)
8. What do you mean by the term 'Recording'? What type of files are to be included in the Class 'C' files? (3+2=5)

OR

How will you deal with communication received from MPs, a recognized association or a public body?

9. Who are authorized to authenticate orders of the Government? (3)
10. What are the aids to processing of a case? (5)
11. Mention any five of the actions on receipts to be done by a dealing hand. (5)
12. Choose the correct answer from the following alternatives: (5×1=5)
 - (a) Official communications emanating from a department and purporting to convey the views or orders of the Government must specifically be expressed to have been written under the directions of **Governor/Government**.
 - (b) Reference to the Union Public Service Commission will normally be made in the form of letter addressed to the **Secretary/Chairman**.
 - (c) Drafts which are to be issued as 'Immediate' or 'Priority' will be so marked under the order of an officer not below **Section Officer/Under Secretary**.
 - (d) The **Transaction of Business/Allocation of Business Rules** specify the cases of classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its committees for prior approval.
 - (e) Fair copies of drafts will be typed with **single/double** spacing unless otherwise directed.

GROUP-B
(Traveling Allowance Rules)

(40 Marks)

13. Define the following: (3×2=6)
- (a) Public conveyance (b) Daily allowance
14. What are the different kinds of travelling allowances which may be drawn in different circumstances? Describe briefly the Conveyance Allowance. (3+5=8)
15. What do you mean by the term 'Transfer'? What are the elements of travelling allowance on regular transfer? (2+5=7)
16. When is a Government servant said to be on tour? (2)
17. How much daily allowance is admissible 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
18. Define the term 'Family' for the purpose of traveling allowance. (5)

OR

Mention the different classification of Government servant for the purpose of TA. (Clearly indicate the Pay Rules on which your classification is based)

19. How will you regulate the traveling allowance claim in the following circumstances?
(Answer any three): (3×3=9)
- (a) A Government servant stationed at a place where there is no medical officer is required to perform a journey to obtain medical certificate.
- (b) An officer and his wife, who is also a Government servant, are both transferred at the same time from the same station to the same new station.
- (c) A retired Government servant is required to perform a journey to attend departmental inquiry instituted against him.
- (d) A Government servant is required to perform a journey to attend an obligatory departmental examination.