

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2016

### 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

1. Define the following terms: (5×3=15)
  - (1) 'Classified dak' (4) 'Minute'
  - (2) 'Diarising' (5) 'Recording'
  - (3) 'Docketing'
  
2. Write down **any five** of the guidelines for Noting. (5×3=15)
  
3. Mention **any four** of the guidelines for drafting. (4×3=12)
  
4. (a) Why is it necessary to have a proper file numbering system? (2)  
(b) When can a 'Part File' be opened and what should be done with a Part File after action on it has been completed? (4)
  
5. Distinguish between the following:- (2×4=8)
  - (a) 'Order' and 'Office Order';
  - (b) 'Office Memorandum' and 'Notification'.
  
6. What is 'Precedent Book'? What is the importance of Precedent Book? (4)

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

7. Define the following terms for the purpose of TA Rules:- (5×3=15)
  - (a) 'Competent Authority' (d) 'Head of a Department'
  - (b) 'Day' (e) 'Public Conveyance'
  - (c) 'Family'
  
8. What do you mean by 'Transfer'? On what conditions 'Transfer TA' is admissible to a Government servant? (4+3=7)
  
9. Enumerate the different kinds of travelling allowances which may be drawn in different circumstances by Government servants. (5)

- 10.** (a) What is 'Daily Allowance'? **(4)**  
(b) Mention the admissibility of daily allowance in the following cases:- **(3)**
- (1) Absence not exceeding 6 hours.
  - (2) Absence exceeding 6 hours but not exceeding 12 hours.
  - (3) Absence exceeding 12 hours.
- 11.** Define the following:- **(3+3=6)**
- (a) 'Mileage allowance'
  - (b) 'Shortest route'.

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