

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2017

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 (5)** of the following terms : (5×4=20)
 - (a) appendix to notes
 - (b) central registry
 - (c) dak;
 - (d) indexing
 - (e) departmental index
 - (f) reference folder
 - (g) standard process sheet.
2. Write down any five forms of communication. Under what circumstances is ‘Office Memorandum’ used as a form of official communication? (5+5=10)
3. List out any five of the general instructions for drafting (5×3=15)

OR

- Write down any five of the general instructions for noting (5×3=15)
4. Write down any five of the necessities for retention of records (5×1=5)
 5. Enumerate the two instances where files need not be opened. What are the situations or circumstances which call for opening of part file? (4+6=10)

GROUP – ‘B’ : FR & SR Part II (Travelling Allowance)

6. What are the different kinds of travelling allowances which may be drawn in different circumstances by Government servants? Write down the circumstances under which ‘Permanent Travelling Allowance’ may be drawn. (5+10=15)
7. Define **any one (1)** of the following: (5)
 - (a) Local Journey
 - (b) Daily Allowance
8. What are the conditions for grant of travelling allowance to a Government servant under suspension to attend departmental enquiry and under what circumstance is travelling allowance inadmissible to him? (10)
9. When a Government servant of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of daily allowance or mileage allowance admissible to him under the ordinary rules, what is that Government servant entitled to draw and how do you go about billing his travelling allowance? (10)

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