Syllabus for Limited Departmental Examinations of Upper Division Clerk for Promotion to Assistant Grade under Government of Mizoram

PAPER- I Full Marks: 100 Duration: 3 Hrs.

- a) Central Secretariat Manual of Office Procedure.
- b) F.R.Vol-I Rules 9 57 and 105 108.
- c) S.R.Rules, 17 195 (T.A. Rules) Rules, 293 306 (Joining Time)

PAPER- II Full Marks: 100 Duration: 3 Hrs.

C.S.R. Volume I and II

- a) Instruction for submission, receipt and transmission of petitions addressed to the President etc.
- b) C.C.S. (Temporary Service) Rules, 1965.
- c) C.C.S. (Conduct) Rules, 1964.
- d) Leave Rules.

PAPER - III Full Marks: 100 Duration: 3 Hrs.

1. G.F.R.

- a) Essential conditions governing expenditure from public funds.
- b) Sanction of the Expenditure.
- c) Date of effect of Sanction.
- d) Lapse of Sanction.
- e) Purchase of Stores, Office equipment and Stationeries.
- f) Keeping account thereof.
- g) Report of losses, defalcation, theft etc.
- h) Keeping Service Book.
- i) Loans and Advances to Govt. servants.

2. TREASURY RULES.

- a) General Instruction for handling cash.
- b) Receipt of cash.
- c) Granting of receipt against money receipt.
- d) Drawal of money from Treasury/Bank.
- e) Maintenance of cash Book.
- f) Disbursement of Money.
- g) Depositing of money into Treasury.
- h) Vouchers for payment.
- i) Contingent charges.
- j) Custody of cash.

PAPER - IV Full Marks: 100 Duration: 3 Hrs.

- a) General English.
- b) Precis Writing.
- c) Drafting.
- d) English Grammar.
