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.**
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.
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.

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