

# MIZORAM SUBORDINATE SERVICES SELECTION BOARD

## LIMITED DEPARTMENTAL EXAMINATION OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER PHE, I&PR, DC (MAMIT) AND AGRICULTURE DEPARTMENT. OCTOBER, 2021

### PAPER - II

*Time Allowed : 3 hours*

*Full Marks : 100*

*Marks for each question is indicated against it.*

*Attempt all questions.*

#### Part – A : Central Secretariat Manual of Office Procedure (60 marks)

1. Choose the correct answer : (10x1=10)
- (i) A functionary within a section charged with the responsibility inter-alia of maintaining the section diary is  
(A) Section Officer (B) Diarist  
(C) Branch Officer (D) Desk Functionary
- (ii) The remarks recorded on a case to facilitate its examination and decision is known as  
(A) Minute (B) Note  
(C) Dak (D) FR
- (iii) Bodies which are established under the provisions of the Constitution of India are  
(A) Statutory bodies (B) Autonomous bodies  
(C) Constitutional bodies (D) Public Sector Undertakings
- (iv) During office hours, the entire dak of the department including that to Ministers/Officers by name will be received in  
(A) Central Registry (B) Receipt Book  
(C) Office Register (D) Despatch Register
- (v) \_\_\_\_\_ is the principal adviser to the Minister on all matters of policy and the administration within the Ministry/Department.  
(A) Special Secretary (B) Secretary  
(C) Joint Secretary (D) Director
- (vi) A/An \_\_\_\_\_ may be designated as Desk Officer.  
(A) Deputy Secretary (B) Under Secretary  
(C) Section Officer (D) Dealing Hands
- (vii) Which of the following is not the function of LDC/MTS?  
(A) Maintenance of Section Diary (B) Typing  
(C) e-mailing (D) Taking shorthand and its transcription
- (viii) In case of hand written noting, only \_\_\_\_\_ ink shall be used by all categories of staff and officers.  
(A) black or red (B) blue or black  
(C) blue or red (D) blue or green
- (ix) Which of the following grading is not a standard form of urgency grading?  
(A) Immediate (B) Priority  
(C) Urgent (D) Top Priority

- (x) \_\_\_\_\_ is written in the first person in a personal and friendly tone, and it should be addressed by an officer in a Ministry/ Department who is ordinarily not more than one or two levels below the officer to whom such communication is addressed.
- (A) I.D. Note (B) Resolution  
(C) Press Communique (D) D.O letter

2. Fill in the blanks by choosing the correct answer : (10x1=10)

- (a) \_\_\_\_\_ (Office Order/Office Memorandum) is generally used for corresponding with other departments or in calling for information from or conveying information to its employees.
- (b) Communications meant for the Lok Sabha Secretariat or the Rajya Sabha Secretariat and requiring urgent or high level attention shall be addressed to the \_\_\_\_\_ (Private Secretaries/Secretaries) concerned and not to the Speaker or the Chairman directly.
- (c) All orders and other instruments made and executed in the name of the President shall be expressed to be made in his name and signed by an officer having regular or ex-officio secretariat status of and above the rank of \_\_\_\_\_. (Director/Under Secretary)
- (d) The first three elements in the file number will be separated from one another by a/an \_\_\_\_\_ (alphabet/slant stroke) and the last two by a dash.
- (e) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a \_\_\_\_\_ (loose/part) file may be opened to deal with it.
- (f) No official publication (including in electronic form) shall be marked 'For official use only' except with the prior approval of the \_\_\_\_\_ (Branch/Section) Officer, who shall obtain the orders of the Secretary or Minister in cases of doubt.
- (g) As a general rule, no official shall keep a case pending for more than \_\_\_\_\_ (7/14) working days unless higher limits have been prescribed for specific types of cases through departmental instructions.
- (h) Every classified file shall be reviewed once in \_\_\_\_\_ (5/10) years for declassification.
- (i) Draft is \_\_\_\_\_ (required/not required) to be prepared in straight-forward cases or those for which standard forms of communication exist.
- (j) Each communication received from a Member of Parliament/VIP, shall be acknowledged within \_\_\_\_\_ (15/30) days.

3. State whether the following statements are True or False : (4x1=4)

- (a) Pasting over a note or a portion of it to conceal, shall not be done.
- (b) Issue means a communication issued in a case.
- (c) Single File System shall apply to matters which have to be referred by the Non-Secretariat Office (NSO) to the department for seeking a sanction/order.
- (d) 'Messenger Book' is record of particulars of despatch of non-postal communications and their receipt by the addressees.

4. Answer the following questions : (4x2=8)

- (a) Explain "PUC".
- (b) What do you mean by 'docketing'?
- (c) Define 'Statutory Bodies'.
- (d) What is 'File'?

5. Answer *any three* of the following questions : (3x6=18)
- (a) Mention any six components of a good Citizen's Charter of an organisation.
  - (b) Describe how to deal with a correspondence received from Members of Parliament and VIPs (excluding ex-MPs).
  - (c) What are the activities covered by record management? Mention the records which shall be kept in the knowledge management system of a department by each Section for important subjects dealt by it.
  - (d) Mention the general instructions laid down for drafting.
6. (a) Enumerate the duties and responsibilities of a Section Officer in order to ensure efficient and expeditious disposal of work, recording and weeding out, indexing and digitization. (10)
- OR
- (b) Describe the responsibilities of Dealing Hands (any 10 points). (10)

**Part – B : Travelling Allowance Rules**  
**(40 marks)**

7. Choose the correct answer : (6x1=6)
- (i) Absence from headquarters is reckoned from
    - (A) noon to midnight
    - (B) noon to noon
    - (C) midnight to noon
    - (D) midnight to midnight
  - (ii) Daily Allowance may not be drawn for any day on which a government servant does not reach a point outside a radius of
    - (A) 8 mile
    - (B) 8 km
    - (C) 20 km
    - (D) 5 mile
  - (iii) At places where no specific rates have been prescribed either by Directorate of Transport of the concerned State or of the neighbouring States, the rate for journey performed in own car/taxi is
    - (A) Rs. 8 per km
    - (B) Rs. 10 per km
    - (C) Rs. 18 per km
    - (D) Rs. 24 per km
  - (iv) A government servant is deputed to undergo a course of training in India, wherein the training institute provides boarding and lodging. In such case full DA is admissible for the first
    - (A) 30 days
    - (B) 60 days
    - (C) 180 days
    - (D) 365 days
  - (v) Which class of rail accommodation is entitled by an official who enjoys pay level 6 while on tour/training?
    - (A) AC-I
    - (B) AC-II
    - (C) AC-III
    - (D) First Class
  - (vi) In case of death of a government servant while on tour, where the body may be brought by air on a commercial flight to the headquarters/home town, the expenditure will be met by
    - (A) government
    - (B) family of the government servant
    - (C) insurance company
    - (D) none of these
8. Fill in the blanks by choosing the correct answer : (6x1=6)
- (a) Under the Central Government, pay level 6 in the pay matrix are \_\_\_\_\_ (entitled/not entitled) to air travel on tour/training within the country.

- (b) A journey on transfer begins or ends at the actual \_\_\_\_\_ (residence/duty point) of the government servant.
- (c) Under Government of Mizoram, \_\_\_\_\_ (P&AR Department/GAD) can grant air travel permission to officials who are not entitled to air travel.
- (d) The headquarters of a government servant shall be in such a place as the \_\_\_\_\_ (competent authority/government servant) may prescribe.
- (e) If an officer of a Vacation Department combines tour with vacation .i.e. proceeds on tour without returning to his headquarters, he should be granted tour Travelling Allowance for the \_\_\_\_\_ (inward/outward) journey only.
- (f) A government servant is (entitled/not entitled) to draw Travelling Allowance for the journey to and from the place at which he appears for obligatory departmental or language examination.

9. State whether the following statements are True or False : **(4x1=4)**

- (a) A permanent monthly travelling allowance may be granted by a competent authority to any government servant whose duties require him to travel extensively.
- (b) A competent authority may define the limits of the sphere of duty of any government servant.
- (c) A competent authority cannot disallow travelling allowance if, even if in its opinion, the candidate has neglected the duty of preparing himself for an obligatory examination.
- (d) Pay level 5 and below can reimburse food bills not exceeding Rs.500/- per day during tour.

10. Answer the following questions : **(4x2=8)**

- (a) What is 'Daily Allowance'?
- (b) How will you regulate the road mileage of an officer who performs a transfer journey by road between places connected by rail, in a public bus?
- (c) What is 'Local Journey'?
- (d) Mention the amount/rate payable for Daily Allowance if the absence from headquarters is -
  - (i) less than 6 hours
  - (ii) between 6-12 hours

11. (a) When is a government servant considered to be on tour? Mention the different kinds of Travelling Allowances which may be drawn in different circumstances by government servant. **(1+5=6)**

OR

- (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. How will their travelling allowances be regulated? **(6)**

12. (a) In what circumstances does an officer transferred from one station to another not get the full transfer T.A? **(10)**

OR

- (b) How will you regulate the tour T.A. of a Group 'A' officer who travels by road in his car between places connected by rail? How is the T.A. to a government servant under suspension, who is required to perform journey to attend a departmental enquiry, regulated? **(5+5=10)**