

# MIZORAM SUBORDINATE SERVICES SELECTION BOARD

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER ATI, H&TE, FCS&CA (LEGAL METROLOGY). NOVEMBER, 2020

### 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 : (5x1=5)
- (i) Issue means a communication issued in a  
(A) case (B) file  
(C) dak (D) envelope
- (ii) For the purpose of attending meetings/discussions outside office, officer not below the level of \_\_\_\_\_ may carry confidential papers.  
(A) Under Secretary (B) Deputy Secretary  
(C) Assistant grade (D) Section Officer
- (iii) Official information to the Press and other news media, i.e. Radio and Television, shall normally be communicated through  
(A) official letter (B) official correspondence  
(C) Press Information Bureau (D) Press Trust of India
- (iv) Aids to processing do not include  
(A) Guard file (B) Standard Process Sheets  
(C) Copies of Acts, Rules, Orders and Instruction (D) Messenger Book
- (v) A note recorded by the President, the Vice-President, the Prime Minister or a Minister is called  
(A) Minute (B) Case  
(C) Note (D) Priority Note
2. State whether the following statements are True or False : (8x2=16)
- (a) As a general rule, unless a higher limit has been prescribed, no official shall keep a case pending with him for more than 7(seven) working days.
- (b) Each communication received from a Member of Parliament/Member of State Legislative Assembly/ VIP, shall be acknowledged within 10 days.
- (c) Order is used for issuing instruction meant for internal administration.
- (d) Where communication which is addressed to a Minister is not replied by the Minister himself, a reply should normally be issued over the signature of an officer of the rank of Secretary only.
- (e) All orders and other instruments made and executed in the name of the President/Governor should be signed by an officer not below the rank of Under Secretary.
3. Write the definition of any **8 (eight)** of the following : (8x2=16)
- (a) Classified dak (b) Fresh Receipt (FR) (c) Current File

- (d) Dealing Hand (e) Docketing (f) Dak  
(g) Linking File (h) Letter (i) Office Memorandum  
(j) Office order

4. Answer the following questions : (4x6=24)

- (a) How will you deal with oral discussion ?  
(b) What is a Citizen Charter ? Write down four components of a Good Citizen Charter.  
(c) How will you arrange papers in a case as mentioned in Central Secretariat Manual of Office Procedure ?  
(d) What is urgent dak ? Mention the uses of urgency grading.

5. (a) What are the circumstances under which drafting is not required ? State the general instructions regarding drafting. (10)

OR

(b) What are the general instructions/guidelines regarding noting ? (10)

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

6. Fill in the blanks : (10x1=10)

- (a) A government servant is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his \_\_\_\_\_ of duty.  
(b) Daily allowance is payable when a government servant performs duty outside the radius of \_\_\_\_\_ from the duty point.  
(c) \_\_\_\_\_ of a government official is considered to be completed when he returns to headquarter.  
(d) According to SR 130, a government servant can draw travelling allowance \_\_\_\_\_ for a particular exam or standard of examination.  
(e) No travelling allowance can be claimed for journeys to join a \_\_\_\_\_ by a government servant.  
(f) There is an increase of \_\_\_\_\_ in rates for transportation of personal effects, if the rate of Dearness Allowance is increased to 50%.  
(g) Daily allowance of \_\_\_\_\_ of lumpsum amount shall be payable if absence from headquarters is less than 6 hours.  
(h) For the purpose of Travelling Allowance Rules, all officers of the rank of \_\_\_\_\_ and above may be declared as their own Controlling Officer.  
(i) No lumpsum transfer grant or packing allowance will be admissible if the distance between the two stations does not exceed \_\_\_\_\_, provided there is no change of residence.  
(j) Where no specific rates have been prescribed either by the Directorate of Transport or by State Transport Authority, the rate of mileage allowance when journey is performed by own car/taxi shall be Rs. \_\_\_\_ per km.

7. Define the following : (4x2=8)

- (a) Mileage Allowance (b) Daily Allowance  
(c) Permanent Travelling Allowance (d) Local journey

8. Answer any **2 (two)** of the following questions : **(2x6=12)**
- (a) How would you regulate the travelling allowance of a government servant whose headquarters was changed while he was on tour ?
  - (b) How is the travelling allowance regulated if the family of a government servant, due to his transfer, travels to a station other than the new headquarters ?
  - (c) How would you regulate transfer travelling allowance of both husband and wife, who are both transferred from one and the same old station to one and the same new station
    - (i) within a span of six months ;
    - (ii) after six months have passed ?
9. What are the rules governing mileage allowance when a government servant is compulsorily recalled to duty before the expiry of his leave ? **(10)**

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