

**WRITTEN EXAMINATION FOR THE POST OF UPPER DIVISION CLERK**

उच्च श्रेणी लिपिक के पद के लिए लिखित परीक्षा

**Noting, Drafting and Office Procedure**

टिप्पण, आलेखन और कार्यालय प्रक्रिया

**Time Allowed: 2 Hours**

स्वीकृत समय: 2 घंटे

**Total Marks: 100**

कुल अंक: 100

**Date : 15<sup>TH</sup> December, 2015**

दिनांक: 15<sup>TH</sup> दिसम्बर, 2015

**Note: All Questions are Compulsory**

नोट: सारे प्रश्न अनिवार्य हैं

**(PART-A)**  
**NOTING & DRAFTING**

1. It has come to the notice that staff cars are not being parked after office hours near the office buildings. In order to reduce the dead mileage covered by staff cars to the bare minimum it has been decided to examine the question of securing garages for parking of staff cars near official buildings and to ensure staff cars are not parked at the residence of the drivers as this may lead to misuse of vehicles and also result in additional expenditure on consumption of petrol.

Write a letter on behalf of Joint Secretary (Administration) to all Heads of Societies and attached offices to take action as per the above decision.

**(15 marks)**

2. It has been noticed that VIP references are pending in various Sections for a longer period. Keeping in view the instructions contained in Manual of Office Procedure, the VIP reference should be disposed off promptly. Draft a communication to all concerned for expeditious disposal of pending VIP references.

**(10 marks)**

3. Secretary, Department of Electronics and Information Technology, desires that e-office Mission Mode Project is being implemented in the Department. Draft a communication, for holding a meeting under the chairmanship of Secretary, DeitY, inviting all Heads of Groups for the said meeting.

**(15 marks)**

4. Recently Parliamentary Committee on Hindi visited the Department and inspected the various Sections/Divisions of the Department. On the advice of Parliamentary Committee on Hindi, Secretary desires that Establishment and General Sections should do all their work in Hindi. Draft a note for approval of competent authority

**(10 marks)**

**(PART-B)**  
**OFFICE PROCEDURE**

1. Distinguish between:-
  - i) Starred and Un-starred Question
  - ii) Adjournment of the house and dissolution of the House
  - iii) Standing guard file and Standing Note
  - iv) Docketing and Indexing
  - v) Precedent Book and Call Book

**(15 marks)**
  
2. Write short notes on **any five**:-
  - i) Quorum
  - ii) Guillotine
  - iii) Council of Ministers
  - iv) Standard Process Sheet
  - v) Citizens/client's charter
  - vi) E-office
  - vii) Basic rules of official correspondence

**(10 marks)**
  
3. What is record management? What are the classifications/categorization of record? Explain the procedure for recording.

Or

What is a Note? What are the general instructions for preparation of a Note?

**(10 marks)**
  
4. What are the Constitutional provisions relating to the Official Language for the purposes of Government work?

**(10 marks)**
  
5. Write a short note on **any one**:-
  - i) Communication of information to the Press.
  - ii) Main purpose of Office automation.

**(3 marks)**
  
6. Fill in the blanks.
  - a) \_\_\_\_\_ is generally used for corresponding with other Departments or in calling for information from or conveying information to its employees.
  - b) \_\_\_\_\_ is used for promulgation of statutory rules and orders, appointments and promotions of gazetted officers, etc through publication in the Gazette of India.

**(2 marks)**