

**GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING**

**OFFICE PROCEDURE EXAMINATION
JULY 2025**

**PAPER I
(Without Book)**

Time allowed: 2 hours

Full marks: 50

1. Choose the correct answer from the four probable answers given against each statement/question (*any five*): 1 x 5 = 5
- (i) Dealing Hand is the official who -
(A) Entrusted the initial examination of a case;
(B) Diarise a DAK;
(C) Receipt of DAK;
(D) Entrusted with the opening of a file.
- (ii) A NOTE in terms of Government Office Procedure refers to
(A) A financial instrument;
(B) A communication between two departments;
(C) An internal recording of opinion or suggestion;
(D) A formal letter sent outside the organization.
- (iii) In office files, the part that contains the running summary of facts is called -
(A) File cover; (B) Correspondence Portion;
(C) Current File; (D) Notes Portion.
- (iv) When a communication is marked CONFIDENTIAL, it should be -
(A) Opened by any staff; (B) Sent by ordinary post;
(C) Published on the notice board; (D) Opened only by the addressee.
- (v) The correspondence portion of a file includes
(A) All office notes; (B) All personal opinions;
(C) Copies of letters and replies; (D) Office orders.
- (vi) The CURRENT FILE in office procedure refers to -
(A) All archived communications; (B) File being actively worked on;
(C) Files transferred to Record Room; (D) Files sent to Secretariat.
- (vii) What is the purpose of DAK RECEIPT REGISTER?
(A) To record all incoming mails/documents;
(B) To maintain details of official visitors;
(C) To list phone call received;
(D) To track outgoing files.

2. Write short notes on **any five** of the following –

3 x 5 = 15

- (a) Appendix to correspondence;
- (b) Issue of draft;
- (c) Recording in relation to a file;
- (d) Office Memorandum
- (e) Central Registry Section
- (f) Note;
- (g) Section

3. As a Dealing Hand how will you submit a fair copy of an approved draft after it is typed? 5

4. Distinguish between an ORDER and an OFFICE ORDER. 5

5. What are the general procedures for drafting? 10

6. Under what conditions a PART FILE may be opened? Enumerate the procedures. 10

**GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING**

**OFFICE PROCEDURE EXAMINATION
JULY 2025**

**PAPER II
(With Book)**

Time allowed: 2 hours

Full marks: 50

1. From the four alternatives given against each question/statement given below, choose the most appropriate answer. 1 x 5 = 5
- (i) FR-22 deals with:
- | | |
|----------------------|---------------------------------------|
| (A) Promotion; | (B) Regulation of pay; |
| (C) Lien in Service; | (D) Subscription to a provident fund. |
- (ii) What is the date of next increment in respect of employee appointed on 13.05.2025?
- | | |
|-----------------|------------------------|
| (A) 01.07.2025; | (B) 01.01.2026; |
| (C) 01.07.2026; | (D) None of the above. |
- (iii) A Government Servant whose date of birth is on 21.07.1965 shall retire from service on superannuation on?
- | | |
|--------------------------|---------------------------|
| (A) 31.07.2025(AN); | (B) 01.07.2025(AN); |
| (C) 01.08.2025 forenoon; | (D) 21.07.2025 afternoon. |
- (iv) As per MCS (Leave) Rules, 1979 no Government Servant shall be granted leave of any kind for a continuous period exceeding?
- | | |
|-----------------|----------------|
| (A) 180 days | (B) Two Years |
| (C) Three Years | (D) Five Years |
- (v) New Pension Scheme is mandatory for all new recruits joining the Central Government Service in Manipur from?
- | | |
|-----------------------|-----------------------|
| (A) 1st January, 2005 | (B) 1st January, 2004 |
| (C) 1st January, 2006 | (D) 1st July, 2005 |
2. Define any 4 (four) from the following: 2 x 4 = 8
- (a) Foreign Service
 - (b) Pay
 - (c) Presumptive pay
 - (d) Head of the Office
 - (e) Financial year
 - (f) Qualifying service
3. Distinguish between the following pair of terms (any three): 4 x 3 = 12
- (a) Fee and Honorarium
 - (b) Subsistence Allowance and Compensatory Allowance

- (c) Temporary Post and Supernumerary Post.
- (d) Censure and Warning
- (e) Service Gratuity and Retirement Gratuity

- 4. Explain briefly 'Vote on Account'. 5
- 5. Mention any five conditions governing the grant of leave under the Manipur Civil Services (Leave) Rules, 1979. 5
- 6. How are periods of suspension treated for calculating the pensionable service of a Government servant? 5
- 7. A Government servant on his appointment to a higher post carrying higher Pay Level requested to fix his pay in the higher post from a date subsequent to the date of actual promotion to the higher post. Can it be allowed? If so, under what condition such request may be allowed? 10

**GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING
TAKYELPAT**

OFFICE PROCEDURE EXAMINATION, 2023
SUBJECT: PAPER I (WITHOUT BOOKS)

FULL MARKS: 50
TIME ALLOTTED: TWO HOURS

- 1 x 5
1. Choose the most appropriate alternative.
- (i) Which of the following is not a classified document?
 (A) Secret. (B) Personal – not for publication.
 (C) Confidential. (D) Demi Official letter.
- (ii) Security grading means security marking
 (A) Confidential. (B) Secret.
 (C) Both 'A' and 'B' (D) None of the above.
- (iii) Personal staff in relation to a functionary includes –
 (A) Police. (B) Stenographer.
 (C) Security guard. (D) All of the above.
- (iv) Dealing hand is the official who –
 (A) Entrusted with initial examination of a case
 (B) Diarise a DAK.
 (C) Receipt of Dak
 (D) Entrusted with the opening a file.
- (v) Which of the following is not correct in relation to the procedure for recording –
 (A) The fact of completion of action on the file shall be stated.
 (B) The appropriate classification of record shall be suggested.
 (C) Retention period and year of review shall be specified.
 (D) None of the above.
- 3 x 5
2. Write short notes on any five of the following -
- (i) Final disposal of a case under consideration.
 (ii) Diary number.
 (iii) File.
 (iv) Dak
 (v) Correspondence portion of a file.
 (vi) Messenger Book.
 (vii) Note
3. How will you submit fair copies of draft to the officers concerned for signature? 5
4. What are the first five steps to be taken up on receipt of Daks by Dealing Hand? 5
5. Enumerate the procedures for movement of receipts? 5
6. How will you deal with Disputed Receipts? 5
7. How will you arrange the papers in a case while submitting a file to the higher authority? 10

**GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING
TAKYELPAT**

OFFICE PROCEDURE EXAMINATION, 2023
SUBJECT: PAPER II (WITH BOOKS)

**FULL MARKS: 50
TIME ALLOTTED: TWO HOURS**

1. Choose the correct answer from the four alternatives given against each questions
(any five) 2 x 5 = 10
- (i) Additional pay granted to a Government servant to save him from loss of substantive pay due to revision of pay or due to any reduction otherwise than a disciplinary measure or on other personal consideration is termed as
(A) Special pay (B) Personal pay
(C) Presumptive pay (D) Compensatory allowance
- (ii) FR-22 deals with:
(A) Promotion (B) Subscription to a provident fund
(C) Lien in Service (D) Regulation of pay
- (iii) What is the date of next increment in respect of employee appointed on 13.05.2022?
(A) 01.07.2022 (B) 01.07.2023
(C) 01.01.2023 (D) None of the above.
- (iv) Earned leave shall be credited to the leave account of Government servant at the rate of _____ days for each completed calendar month of service?
(A) 1½ days (B) 2½ days
(C) 3 days (D) 5½ days.
- (v) New Pension Scheme is mandatory for all new recruits joining service under the Manipur Government on or after?
(A) 1st January, 2004 (B) 1st January, 2003
(C) 1st January, 2006 (D) 1st July, 2005.
- (vi) The unique Permanent Retirement Account Number (PRAN) allotted to the members of National Pension System has _____ digits.
(A) 10 (B) 11 (C) 12 (D) 14
2. Write the full form of the following abbreviations (any five): 1 X 5 = 5
- (i) FRs & SRs (ii) CTR
(iii) GFR (iv) DFPR
(v) PPO (vi) DCPS
(vii) GPF
3. Quoting the rule, to whom maternity leave can be granted?

GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING

OFFICE PROCEDURE EXAMINATION

2024

PAPER I

(Without Book)

Time allowed: 2 hours

Full marks: 50

1. Write short notes on *any five* of the following:

3 x 5 = 15

- (a) Correspondence portion in relation to a file;
- (b) Dealing hand;
- (c) Appendix to correspondence;
- (d) File;
- (e) Messenger Book;
- (f) Note;
- (g) Personal staff.

2. Attempt *any three* from the following:

5 x 3 = 15

- (a) How will you deal with a Disputed Receipt?
- (b) Mention any five forms of Communication.
- (c) Distinguish between Order and Office Order.
- (d) Explain File Register
- (e) What are the instances where Files need not be opened?

3. Answer *any two* of the following:

10 x 2 = 20

- (a) Mention ten actions on Receipts by a Dealing Hand.
- (b) Draft an office order sanctioning Earned Leave to Shri 'X' for 5 (five) days from 8th to 12th July 2024 with permission to prefix 6th & 7th and suffix 13th & 14th July being public holidays. The order is to be issued by the Additional Director, office of the Director General, State Academy of Training.
- (c) Write down five points to be observed regarding Despatch.

GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING

OFFICE PROCEDURE EXAMINATION
2024
PAPER II
(WITH BOOKS)

Time allowed: 2 hours

Full marks: 50

1. Write short notes on **any five** of the following quoting the rules: 2 x 5 = 10
- (a) Probationer
 - (b) Financial year
 - (c) Foreign Service
 - (d) Disciplinary Authority
 - (e) Accountant General
 - (f) Consolidated Fund
 - (g) Average emoluments
2. Distinguish between the following pair of terms (**any two**): 5 x 2 = 10
- (a) Censure and Warning.
 - (b) Service Gratuity and Retirement Gratuity.
 - (c) Subsistence Allowance and Compensatory Allowance
3. Quoting the relevant rules answer **any five** of the following: 5 x 5 = 25
- (a) How will you deal with the 'wilful absence' from duty of an official?
 - (b) How the pay of a Government servant, who seeks transfer to a lower post under FR 15(a) will be fixed?
 - (c) What are the salient features for drawal of increments after 1st January 2016?
 - (d) Mention any five conditions governing the grant of leave under the MCS (Leave) Rules, 1979.
 - (e) Discuss briefly the provisions in the Central Civil Services (Conduct) Rules, 1964 regarding Demonstration and strikes.
 - (f) What are the rules governing receipt of money due to the Government?
 - (g) What is the effect of resignation on reckoning of service for pension?
4. Write the expanded form of the following abbreviations: 5
- (a) CCS (CCA) Rules
 - (b) CTR
 - (c) ACP
 - (d) GFR
 - (e) CCS (JT) Rules