

No. 173

S.O./Steno Examination
2006, 2007 & 2008

C-FB-KD-CCTH

**PROCEDURE AND PRACTICE IN
THE GOVERNMENT OF INDIA
SECRETARIAT AND ATTACHED
OFFICES**

(For Category VIII)

Time Allowed : Two Hours

Maximum Marks : 100

INSTRUCTIONS

Candidates should attempt Question No. 1 which is compulsory and FOUR more questions, taking TWO from Part A and TWO from Part B.

The number of marks carried by each question is indicated at the end of the question.

Answers must be written in ENGLISH.

-
1. Write short notes on any *four* of the following : $5 \times 4 = 20$
- (a) Stamp Account Register
 - (b) Modification of notes or orders
 - (c) Short duration discussion on matters of urgent public importance
 - (d) Committee on Public Undertakings
 - (e) Subordinate Legislation

PART A

2. Explain the following : 5×4=20
- (a) Aids to processing
 - (b) Filing of papers in a file
 - (c) Referencing
 - (d) Aims and objectives of Desk Officer systems
3. Describe the difference between the following : 5×4=20
- (a) Functional File numbering system and File numbering system based on subject classification
 - (b) Precedent book and Call book
 - (c) Guillotine and Closure
 - (d) Substantive Motion and Substitute Motion
4. Explain : 10+10=20
- (a) Limitations on the powers of Parliament in Financial matters
 - (b) Procedure for presentation of petitions to Parliament

PART B

5. Describe the procedure laid down in Intelligence Bureau Standing Orders for *12+4+4=20*
- (a) Despatch of communications in covers
 - (b) Sealing of covers including those containing personal letter
 - (c) Sending covers to post office and their Registration/Insurance
6. Describe the procedure laid down in Intelligence Bureau Standing Orders for *5×4=20*
- (a) Endorsement on other Ministries files
 - (b) Sending Intelligence Bureau's files/papers to other Ministries/Departments
 - (c) Superinscription of official correspondence
 - (d) Handling of specially secret papers
7. Write short notes on : *5×4=20*
- (a) Letters kept in personal custody of officers
 - (b). Branch order book
 - (c) Secret Publications
 - (d) Direct correspondence between officers of the Intelligence Bureau and Police officers of Commonwealth countries and Indian Missions abroad

