

**BSF / CAPF HCM & DSSSB JA/LDC Typing Test**

Time: 10 minutes

Speed needed: 35 WPM (English)

328 words · 2000 characters

Level: RBE Advanced

Type the passage below on the computer exactly as printed – capital letters, punctuation and figures included, one space after a punctuation mark. If you finish before time, start again from the beginning and keep typing until the time is over. Net speed = (words typed – mistakes after the 5% allowance × 10) ÷ 10. Words typed = key depressions ÷ 5.

Office Memorandum No. A-11019/42/2024-Estt.(A-III), issued by a Ministry of the Government of India, explains the procedure for granting Earned Leave (EL), Half Pay Leave (HPL) and Child Care Leave (CCL) to its employees. According to the Memorandum, every application must be submitted through the e-Office/HRMS portal at least 7 days in advance, except in emergencies, and must clearly mention the type of leave, the period (from DD/MM/YYYY to DD/MM/YYYY), the prefix/suffix holidays, and the station leave address with a valid mobile number. An employee may accumulate Earned Leave up to a maximum of 300 days, while Half Pay Leave is credited at the rate of 20 days for each completed year of service. Child Care Leave, available for up to 730 days during the entire service, may be availed by women employees and single male parents for children below 18 years of age. The Memorandum further states that "leave cannot be claimed as a matter of right" and that the Controlling Officer may refuse or revoke it in the public interest. Applications for Leave Travel Concession (LTC) must be sent separately, along with copies of tickets and boarding passes. Before sanctioning any leave, the Section Officer (SO) must verify the balance in the Service Book and record the details in the Leave Account as required under the CCS (Leave) Rules, 1972. Commuted Leave, not exceeding half the amount of Half Pay Leave due, may be granted on a medical certificate from an Authorised Medical Attendant (AMA). An employee who remains absent without sanction, even for 1 or 2 days beyond the approved period, may face disciplinary action, and the unauthorised period will be treated as "dies non" for all purposes. All Sections are requested to bring these instructions to the notice of every officer and staff member working under them. Queries, if any, may be addressed to the Under Secretary (Establishment), Room No. 214-B, North Block, or sent by e-mail to the designated helpdesk within 15 working days.