## **PROVISIONAL ANSWER KEY**

Paper: The District Office Manual Requer: In the District Outce Manual
Medium of Question: English
Date of Examination 23-02-2019
Question1:-A reminder is issued for a return which is due on that day was not seen received by A:-5 Pm B:-12 Noon C:-2 PM D:-4 PM Correct Answer:- Option-C Question2:-The periodicity of submission of consolidated list of cases to be posted for hearing by the Collector is A:-Every week B:-As often as necessary C:-Every month D:-Every fortnight
Correct Answer:- Option-B
Question3:-An order became obsolete is to be ———— --- a stock file A:-Kept in B:-Clubbed with C:-Scored off D:-Removed from Correct Answer:- Option-D Question4:-Fire buckets kept in an office is to be filled with A:-Sand B:-Water C:-Charcol D:-Both (A) & (B) Correct Answer:- Option-D
Question5:-In a Collectorate, Distribution Register is to be maintained for A:-Whole office B:-Each Sections C:-One for two sections D:-No limit Correct Answer: Option-B
Question6:-Who will perform the duties in Taluk office that of Sheristadar in the Collectorate? A:-Tahsildar B:-HQ Dy Tahsildar C:-HQ Head Clerk D:-Junior supt. Correct Answer:- Option-B Question7:-What is a current file? A:-Communication received B:-Communication Issued C:-Proceedings Issued D:-All the above
Correct Answer:- Option-D
Question8:-Periodicity of inspection of Personal Registers in Collectorate by Collector? A:-Monthly B:-Bimonthly C:-Quarterly D:-Half Yearly Correct Answer: Option-B
Question9:-All papers containing valuables are to be entered in A:-Security register B:-Cash book C:-Day book D:-None of the above
Correct Answer:- Option-A
Question10:-Who is responsible for preparation of Revenue Business Report in Collectorate? A:-Sheristadar B:-Fair Copy Supt C-ADM D:-Camp Clerk Correct Answer:- Option-B Question11:-Gazette received in an office is to be A:-Circulated among the Heads of Sections B:-Kept in record room perusal C:-Kept with Sheristadar D:-Kept with the Fair Copy section
Correct Answer:- Option-A
Question12:-Who is responsible to ensure discipline in Collectorate? A:-Collector B:-ADM C:-Sheristadar D:-Section Supt Correct Answer:- Option-C Question13:-Important orders required for future reference are filed in A:-Stock File B:-Record room D:-Suit register Correct Answer: Option-A
Question14:-The Revenue Business Report to be sent to Collector by the RDO is in the A:-Appendix-G B:-Appendix-F C:-Appendix-H D:-Appendix-E Correct Answer: Option-A Question15:-K-Dis file is to be retained for —— A:-Permanently B:-10 Years C:-3 Years D:-One Year Correct Answer:- Ontion-C Question16:-Which of the following Register is maintained in form VIII, Appendix-B?
A:-Personal Register B:-Distribution Register C:-Call Book D.-Fair Copy Register
Correct Answer: Option-C
Question17:-Who is the custodian of the Attendance Register in the Collectorate? A:-Collector B:-ADM

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C:-Huzur Sheristadar
       D:-Section Heads
     Correct Answer:- Option-C
Question18:-Who is the custodian of the sealed bag containing record room key where there is no police guard?

A:-Head of Office
      B:-Head Clerk
      D:-Record Keeper
Correct Answer: Option-D
Question19:-Where the Collector notes the remarks on inspection of Personal Register?
      A:-In the Personal Register
       B:-In separate sheets
      C:-In the Pending List
      D:-In the Running Note
     Correct Answer:- Option-D
Ouestion 20: Erection of thatched building within a distance of ————— vards of a permanent Govt; building is prohibited.
      B:-30
      C:-15
      D:-25
Correct Answer:- Option-C
Question21:-Periodical Register is destroyed after —
      A:-10 years
      B:-5 years
C:-3 Years
D:-One year
Correct Answer:- Option-A
Question22:-R-Dis file is to be retained for —————Years.
      A:-Permanently
B:-10 Years
      C:-3 Years
D:-One Year
     Correct Answer:- Option-A
Question23:-Which of the following Register is maintained in form X, Appendix-B?
      A:-Arrear List
      B:-Distribution Register
C:-New Case Register
D:-Fair Copy Register
Correct Answer:- Option-A
Question24:-Division of office in different sections and drawing up clear distribution list for each sections is the first step towards the introduction of —
      A:-Ahammed Nagar
B:-Macleans
      C-Tottenhams
      D:-Secretariat model
     Correct Answer:- Option-C
Question25:-The disposals containing decisions already taken put up for reference to fresh cases is called
      A:-Flagging
      B:-Enclosures
       C:-Back file
D:-Linking
Correct Answer:- Option-C
Question26:-How many call books shall be maintained in a Collectorate?
      A:-One
B:-Two
      C:-No limit
     D:-Five
Correct Answer:- Option-A
Question27:-Call Book is destroyed after---- years.
      A:-10 years
      B:-5 years
       C:-3 Years
      D:-one year
Correct Answer:- Option-C
Question28:-Papers are arranged in which order in the record room?
      A:-Current Number wise
      B:-Subject wise
C:-Date of disposal wise
D:-Date of receipt wise
Correct Answer:- Option-B
Question29:-Running note file is used for a period of
       A:-One Calendar year
      B:-Continuously
      C:-One financial year
D:-Three years
     Correct Answer:- Ontion-A
Question30:-Which of the following Register is maintained in form III, Appendix-B?
      A:-Personal Register
      B:-Distribution Register
C:-New Case Register
D:-Fair Copy Register
Correct Answer:- Option-C
Question31:-Any questions raised on running note file should be replied within a period of
      A:-48 hours
B:-24 hours
     C:-One week
D:-5 days
Correct Answer:- Option-A
Question32:-When arrear list is to be prepared?

A:-1st of every month
      B:-Every 15 days
       C:-Every year
D:-Every Quarter
Correct Answer:- Option-A
Question33:-Three months old currents will be entered in the
      A--Call Book
       B:-Arrear List
      C:-Running Note file
D:-Dispatch Register
Correct Answer:- Option-B
Ouestion34:-Casual leave can be combined with
      A:-Earned Leave
      B:-Commuted Leave
       C:-Half Pay Leave
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D:-None of the above

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Correct Answer:- Option-D
Question35:-Which of the following details will be obtained from the 'list of record files'?
       A:-Date of disposal
      B:-New Case Number
C:-Number & Subject
Dr. Nature of disposal
Correct Answer: Option-C
Question36:-Who is the custodian of one set of duplicate keys of office?
       A:-Head Clerk
       B:-Head of Section
       C:-Head Peon
     D:-Head Watchman
Correct Answer:- Option-D
Question37:-Disciplinary proceedings may be initiated against a clerk if he had submitted a stamped document A:-Without punching
       B:-Without Opening
      C:-Without sealing
D:-Without numbering
Correct Answer: Option-A
Question38:-Where a dispatch stamp will be affixed on, if there is an office copy of the dispatched paper?
       A:-Current file
       B:-Office Copy
      C:-Fair Copy
D:-Margin of note file
Correct Answer: - Option-B
Question39:-What is the date fixed for submission of Revenue Business Report by a Divisional Officer to the Collector?
       A:-5th of every month
B:-10th of the month of the following half year
      C:-1st of the month of the following half year
D:-20th of the month of the following half year
      Correct Answer:- Ontion-B
Question40:-Which of the following register not maintained in a deputy Tahsildar's Office?
       A:-Distribution Register
       B:-Personal Register
       C:-Periodical Register
D:-Fair Copy Register
Correct Answer:- Option-D
Question41:-Who will sort the tapals received in section wise with the assistance of Tapal Clerk?
       A:-Camp clerk
B:-Head clerk
      C:-Sheristadar
D:-Dispatch clerk
Correct Answer:- Option-C
Question42:-Which of the following is not to be noted in a Fair Copy Register?
       A:-Date of Dispatch
      B:-Date of receipt by Clerk
C:-Date of receipt by Supt.
D:-Date of receipt by Typist
Correct Answer:- Option-B
Question43:-Abstract of pending files in form VII should be prepared on ——
                                                                                                           -- of every month
      A:-1st
B:-5th
      C:-10th
D:-20th
     Correct Answer:- Option-A
Question44:-Record Issue Register is destroyed after ————— years.
A:-10 years
      B:-5 years
C:-3 Years
D:-one year
Correct Answer:- Option-C
Question45:-Which of the following Register is maintained in form VIII B, Appendix-B?
      A:-Personal Register
B:-Distribution Register
       C:-Pauper Suit Register
       D:-Fair Copy Register
Correct Answer- Option-C
Question46:-Which of the following Register is maintained in form XV, Appendix-B?
       A:-Personal Register
       B:-Security Register
       C:-New Case Register
       D:-Fair Copy Register
Correct Answer: Option-B
Question47:-Who will maintain the Call Book in a Deputy Tahsildar's office?
      A:-Tapal clerk
B:-Dy. Tahsildar
       C:-Head Clerk
D:-Record Keeper
Correct Answer:- Option-C
Question48:-The 'Title' of the file and the entry in column 4 of ———— Register will be identical.
       A:-Dispatch Register
       B:-Distribution Register
      C:-Fair Copy Register
D:-Personal Register
      Correct Answer:- Option-D
Question49:-In all correspondences, the Govt; is treated as -
       A:-Singular
      B:-Plural
C:-Based on merit
       D:-None of the above
Correct Answer:- Option-B

Question50:-Pauper Suit register is destroyed after ——
       A:-10 years
       B:-5 years
       C-3 Years
       D:-One year
     Correct Answer:- Option-A
Question51:-The 'Hearing Card' will be kept always on the
A:-Notice Board
      B:-Postings book
C:-Collector's tabl
D:-Sheristadar's Table
Correct Answer:- Option-C
Question52:-Who will arrange the papers submitted to Collector property in office and in camp?
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A:-Camp Clerk
B:-Duffedar
      C:-Head Peon
      D:-Head watchman
      Correct Answer:- Option-A
Question53:-Second punching will be done with
      A:-Star punching
B:-Diamond punching
       C:-Circular punching
      D:-Machine punching
Correct Answer: Option-B
Question54:-Who will prepare the 'Revenue Business Report' in Collectorate?
      A:-Sheristadar
       B:-ADM
      C:-Fair Copy Supt.
D:-Camp Clerk
Correct Answer:- Option-C
Question55:-Which of the following is maintained in form VI, Appendix-B?
      A:-Reference Slip
B:-Distribution Register
      C:-New Case Register
D:-Fair Copy Register
Correct Answer: Option-A
Question56:-All the stamps in a file to be sent to record room will be punched with
      A:-Star punching
      B:-Diamond punching
C:-Circular punching
D:-Machine punching
Correct Answer:- Option-C
Question57:-Every clerk who will be marked with periodicals needs to be maintained a ----
                                                                                                                        ---- Register.
      A:-Personal Register
B:-Stock file
     C:-Periodical Register
D:-Security Register
Correct Answer:- Option-C
Question58:-In a Fair Copy register, what the letter "C' prefixed to date of approval represents?

A:-Draft Approved in Camp
      B:-Draft Approved by Collector
C:-Matter related to 'Court'
      D:-Matter to be presented before the Cabinet meeting
Correct Answers- Option-A

Question59:-A current originated from the Collectorate is treated as
      A:-Very Important case
B:-Fresh Case
      C:-Original case
     D:-New Case
Correct Answer:- Option-D
Ouestion60:-Arrear List is destroyed after -----
      A:-10 years
      B:-5 years
C:-3 Years
      D:-One year
Correct Answer:- Option-C
Question61:-Who will note the date and place of hearing on files ordered for posting by the Collector?
      A:-Camp Clerk
B:-Heads of section
       C:-Section Clerk
     D:-Sheristadar
Correct Answer:- Option-B
Ouestion62:-Where the word 'draft submitted' with dated initial will be noted?
       A:-At the foot of note
      B:-At the foot of draft
      C:-At the top of note
D:-At the top of draft
     Correct Answer:- Option-A
Question63:-Copy Application Register is destroyed after ----- years
      A:-10 years
      B:-5 years
C:-3 Years
D:-one year
Correct Answer:- Option-A
Question64:-Which of the following Register is maintained in form VII, Appendix-B?
      A:-Personal Register
B:-Distribution Register
       C:-New Case Register
     D:-Pending List
Correct Answer:- Option-D
Question65:-The Revenue Business Report to be sent to RDO by the Tahsildar is in the ---------- form.
      A:-Appendix-G
       B:-Appendix-F
       C:-Appendix-H
D:-Appendix-K
Correct Answer:- Option-C
Question66:-Where the reply to the question noted by the Collector in the margin will be supplied by the Section?
      A:-In the margin below the question
B:-In separate sheet
       C:-In continuation to the note
      D:-In the draft
D:-In the dialt.

Correct Answer:- Option-C

Question67:-Date of receipt of a current by the section should be noted in 3rd column of
      A:-Personal Register
      B:-Distribution
       C:-Dispatch Register
      D:-Security Register
      Correct Answer:- Option-A
Question68:-Reason for rejection of a petition should be specified in the
      A:-Dispatch register
      B:-Petitions register
C:-Diary register
      D:-Draft order
Correct Answer-Option-D
Question69:-Who should see that the typed papers were received back after the sign of the Collector and the they were dispatched without any delay?
      A:-Typist
B:-Fair Copy Supt.
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C:-Section Clerk
       D:-Dispatch Clerk
     Correct Answer:- Option-B
Question 70:- Urgent Communications to Govt: must be sent in an envelop marked
      A:-Urgent
      B:-Special attention
       C:-Demi-official
      D:-Immediate
Correct Answer:- Option-A
Question71:-Security Register is destroyed after ----
      A:-10 years
      B:-5 years
      C:-3 Years
      D:-one year
     Correct Answer:- Option-A
Ouestion 72:- 'Particulars of Valuables enclosed', in which of the following Registers, such a column appears?
       A:-Security Register
      B:-Suit Register
C:-Periodical Register
      D:-Personal Register
Correct Answer: Option-A
Question 73:-In which column of the Suit Register, the number and date of order sanctioning to prefer appeal, shall be entered?
      A:-10th
B:-12th
      C:-11th
D:-13th
Correct Answer:- Option-B
Question74:-To whom, the clerk on leaving the office, hand over the updated copy of manual?
      A:-Sheristadar
      B:-Section Head
      C:-Successor
D:-Record keeper
     Correct Answer:- Option-C
Question 75:- Duties and responsibilities of Sheristadar is contained in ——— paragraph of DOM.
      A:-9th
      B:-10th
C:-11th
      D:-12th
Correct Answer:- Option-D
Question76:-The person who is responsible to see that the Collector's room is properly swept
      A:-Peon
B:-Driver
      C:-Security Officer
D:-Duffedar
     Correct Answer:- Option-D
Question 77: Which is mode of communication to the Shirestadar by a peon reporting the outbreak of small pox in his dwelling place?
      A:-Post card
      B:-Inland letter
       C:-Type written
D:-Telephonic Message
Correct Answer:- Option-D
Question78:-A Clerk proceeding on casual leave, needs to hand over office key in his custody to
      A:-Other Clerk
B:-Section Head
      C:-Security Staff
D:-Shriestadar
Correct Answer:- Option-B
Question/9:-Returns due on a Sunday will be sent on
A:-On the day before Sunday
      B:-On the same day
       C:-One day after Sunday
      D:-None of the above
Correct Answers-Option-A
Question80:-Who is the person responsible for the proper maintenance of 'Call Book'?
      A:-Tappal clerk
B:-Record Keeper
      C:-Fair Copy Supt.
D:-Dispatch Clerk
Correct Answer:- Option-A
Question81:-New case Register is destroyed after ———
      A:-10 years
      B:-5 years
C:-3 Years
      D:-one year
     Correct Answer:- Ontion-B
Question82:-Who is the person authorized to read the Govt: Gazette carefully and invite the attention of the Collector on important matters?
      A:-Sheristadar
      B:-Personal Assistant
C:-Section Heads
D:-Camp clerk
Correct Answer:- Option-C
Question83:-Which of the following Register is maintained in form IV, Appendix-B?
      A:-Personal Register
B:-Distribution Register
      C:-New Case Register
       D:-Fair Copy Register
     Correct Answer:- Option-D
Question84:-What is the maximum number of 'Call Books' to be used in an office?
      A:-5
      B:-2
      D:-one
Correct Answer:- Option-D
Question85:-How many columns are there in a Register of New Cases?
      A--6
      C:-5
      D:-3
     Correct Answer:- Option-B
Ouestion86:-What is the colour of fly leaf of current file?
      B:-Yellow
       C:-Brown
      D:-White
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Question87:-How many days of casual leave will be forfeited towards the penalty for 3 days of late attendance without permission?
        A:-3 days
        B:-Two days
C:-One day
D:-One and half days
Correct Answer:- Option-C
Question88:-What is meant by 'X N. Dis?
        A:-Do not register & not return in original
B:-Register & Return in original
        C:-Do not register, but return in original
D:-Register & Not to return in original
Correct Answer:- Option-C
Question89:-Stock Files are
A:-Routine File
B:-Orders File
        C:-K Dis file
        D:-N Dis File
Correct Answer- Option-B
Question90:-Action is to be taken on a paper within a period of ———
                                                                                                         ---days inclusive of holidays.
        A:-5
B:-7
        C:-20
        D:-2
       Correct Answer:- Option-A
Question91-Record room is to be Inspected by head of the office in every

A:-December
        B:-March
      C:-January
D:-April
Correct Answer:- Option-D
Question92:-A Pauper suit register contains ——
        A:-5
B:-7
C:-20
D:-2
Correct Answer:- Option-B
Question93:-Official communications to Hon: High Court is addressed to
        A:-Chief Justice
B:-Registrar
n:-registrar
C:-Advocate General
D:-Govt: Pleader
Correct Answer: Option-B
Question94:-Fair Copy Register is destroyed after —————years.
        A:-10 years
        B:-5 years
C:-3 Years
D:-one year
Correct Answer:- Option-C
Question95:-D-Dis file is to be retained for ———
        A:-Permanently
B:-10 Years
        C:-3 Years
D:-One Year
       Correct Answer:- Option-B
Question96:-Which of the following Register is maintained in form XI, Appendix-B?
A:-Personal Register
        B:-Distribution Register
C:-Periodical Register
D:-Fair Copy Register
Correct Answer:- Option-C
Question97:-The Revenue Business Report to be sent to Board by the Collector is in the ——
        A:-Appendix-G
B:-Appendix-F
B:-Appendix-r
C:-Appendix-H
D:-Appendix-K
Correct Answer:- Option-B
Question98:-Tapal book contains ———— columns.
A. **
        A:-5
B:-7
        C:-20
        D:-2
D:-2
Correct Answer:- Option-A
Question99:-Copies of proceedings on disciplinary cases against the staff members should be signed by
A:-Head of Section
B:-Head of Department
C:-Head of Office
D-RDO
Correct Answer-- Option-C
Question100:-Attendance has to be closed daily after ----- minutes.
        A:-60 minutes
        B:-45 minutes
        C:-30 minutes
D:-10 minutes
       Correct Answer:- Option-D
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Correct Answer:- Option-A