

FINAL ANSWER KEY

Paper: The District Office Manual
Date of Examination: 21-08-2019

Question1:-Which of the following Register is maintained in form V, Appendix-B?

- A:-Stamp Account
 - B:-Distribution Register
 - C:-New Case Register
 - D:-Fair Copy Register
- Correct Answer:- Option-A

Question2:-L-Dis file is to be retained for _____ years.

- A:-Permanently
 - B:-10 years
 - C:-3 years
 - D:-One year
- Correct Answer:- Option-D

Question3:-What is procedure to be followed on a paper marked 'X.L.Dis'?

- A:-Do not register, but return in original
 - B:-Do not register, but lodge
 - C:-Register and Lodge
 - D:-Register and Return in original
- Correct Answer:- Option-B

Question4:-What is the periodicity of inspection by the head of section of the personal register of the clerk who is dealing with plague correspondence?

- A:-Once in a week
 - B:-Twice in a week
 - C:-Thrice in a week
 - D:-Once in two weeks
- Correct Answer:- Option-B

Question5:-How many flags bearing the same letter or number on a file can be used?

- A:-One
 - B:-Two
 - C:-Three
 - D:-No limitation
- Correct Answer:- Option-A

Question6:-Distribution Register is destroyed after _____ years.

- A:-10 years
 - B:-5 years
 - C:-3 years
 - D:-one year
- Correct Answer:- Option-B

Question7:-How the strings of the upper file be tied in the case of 'linking files'?

- A:-Round the lower file
 - B:-Round the upper file
 - C:-Under the lower file
 - D:-Under the upper file
- Correct Answer:- Option-D

Question8:-The 'notes' shall be removed from the files submitted to

- A:-Collector
- B:-RDO
- C:-Courts

D:-Government

Correct Answer:- Option-C

Question9:-A disposal that is not to be registered is marked as

A:-F

B:-D

C:-X

D:-L

Correct Answer:- Option-C

Question10:-A confidential paper must be placed in

A:-Double Envelops

B:-Green Envelops

C:-Red Envelopes

D:-Yellow Envelopes

Correct Answer:- Option-A

Question11:-Who is the custodian of 'Demi-official Correspondences'?

A:-Personal Assistant

B:-District Collector

C:-Sheristadar

D:-Head of Section

Correct Answer:- Option-B

Question12:-Which filing system is easier in taking out records and replacing them?

A:-Horizontal filing

B:-Cross filing

C:-Vertical filing

D:-Chronological filing

Correct Answer:- Option-C

Question13:-When a 'requisition slip' is kept in the place of the record?

A:-When the record is destroyed

B:-When the record is lost

C:-When the record is stolen

D:-When the record is taken out

Correct Answer:- Option-D

Question14:-The 'abstract of pendency' is prepared in Form No: _____.

A:-Form V

B:-Form VI

C:-Form VII

D:-Form VIII

Correct Answer:- Option-C

Question15:-A posting list will be submitted to the Collector at least once in

A:-Fortnight

B:-Week

C:-Month

D:-Quarter

Correct Answer:- Option-B

Question16:-Envelopes should be made by _____ of the office, in his spare time.

A:-Muchi

B:-Duffedar

C:-Peon

D:-Sweeper

Correct Answer:- Option-A

Question17:-Rough notes and Drafts should be made on

- A:-Fresh paper
- B:-Cheapest paper
- C:-Printed notes
- D:-Back of new forms

Correct Answer:- Option-B

Question18:-Personal Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 years
- D:-one year

Correct Answer:- Option-B

Question19:-Percentage of pendency is to be entered in the _____ column of the Arrear List.

- A:-4th
- B:-3rd
- C:-7th
- D:-5th

Correct Answer:- Option-C

Question20:-Buildings are classified in how many numbers, for the purpose of providing ordinary fire appliances?

- A:-3 Classes
- B:-Only one
- C:-4 Classes
- D:-Two Classes

Correct Answer:- Option-D

Question21:-'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

Question22:-In which column of the Suit Register, the number and date of order sanctioning to perfect appeal, shall be entered?

- A:-10th
- B:-12th
- C:-11th
- D:-13th

Correct Answer:- Option-B

Question23:-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

Question24:-Duties and Responsibilities of Sheritadar is contained in _____ paragraph of DOM.

- A:-9th
- B:-10th
- C:-11th
- D:-12th

Correct Answer:- Option-D

Question25:-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

Question26:-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

Question27:-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:-Shirestadar

Correct Answer:- Option-B

Question28:-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 Answer:- Option-A

Question29:-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

Question30:-New case Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 years
- D:-one year

Correct Answer:- Option-B

Question31:-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

Question32:-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

Question33:-What is the maximum number of 'Call Books' to be used in an office?

- A:-5
- B:-2
- C:-3

D:-One

Correct Answer:- Option-D

Question34:-How many columns are there in a Register of New Cases?

A:-6

B:-4

C:-5

D:-3

Correct Answer:- Option-B

Question35:-What is the colour of fly leaf of current file?

A:-Blue

B:-Yellow

C:-Brown

D:-White

Correct Answer:- Option-A

Question36:-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

Question37:-What is meant by 'X N. Dis'?

A:-Do not register and not return in original

B:-Register and Return in original

C:-Do not register, but return in original

D:-Register and Not to return in original

Correct Answer:- Option-C

Question38:-Stock Files are

A:-Routine File

B:-Orders File

C:-K Dis File

D:-N Dis File

Correct Answer:- Option-B

Question39:-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

Question40:-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

Question41:-A Pauper suit register contains _____ columns.

A:-5

B:-7

C:-20

D:-2

Correct Answer:- Option-B

Question42:-Official Communications to Hon:High Court is addressed to

- A:-Chief Justice
- B:-Registrar
- C:-Advocate General
- D:-Govt: Pleader

Correct Answer:- Option-B

Question43:-Fair Copy Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 years
- D:-one year

Correct Answer:- Option-C

Question44:-D-Dis file is to be retained for _____ years.

- A:-Permanently
- B:-10 Years
- C:-3 Years
- D:-One Year

Correct Answer:- Option-B

Question45:-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

Question46:-The Revenue Business Report to be sent to Board by the Collector is in the _____ form.

- A:-Appendix-G
- B:-Appendix-F
- C:-Appendix-H
- D:-Appendix-K

Correct Answer:- Option-B

Question47:-Tapal book contains _____ columns.

- A:-5
- B:-7
- C:-20
- D:-2

Correct Answer:- Option-A

Question48:-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

Question49:-Attendance has to be close daily after _____ minutes.

- A:-60 minutes
- B:-45 minutes
- C:-30 minutes
- D:-10 minutes

Correct Answer:- Option-D

Question50:-How many days of 'Special Casual Leave' are allowed in a year for voluntary donation of blood?

- A:-3 days

B:-Two days

C:-One day

D:-One and Half days

Correct Answer:- Option-B

Question51:-Personal Papers relating to officials shall be indexed under

A:-Office concerned

B:-Name of Officer

C:-Posts held

D:-District wise

Correct Answer:- Option-B

Question52:-Administration reports to be sent to Govt :

A:-Monthly

B:-Quarterly

C:-Half Yearly

D:-Annually

Correct Answer:- Option-D

Question53:-The word 'Jamabandi' refers to inspection of

A:-Land Tribunals

B:-Village Offices

C:-Taluk offices

D:-Deputy Tahsildar's office

Correct Answer:- Option-B

Question54:-A Deputy Collector (LR) closes an encroachment file due to undue delay in receiving a report from the village office. What is it called?

A:-Filing

B:-Lodge

C:-Premature disposal

D:-Sent to records

Correct Answer:- Option-C

Question55:-Which of these disposals are put into brown paper disposal jackets?

A:-K and N

B:-R and L

C:-L and D

D:-R and D

Correct Answer:- Option-D

Question56:-A paper can be transferred to call book, if there is no action for a period of

A:-6 months

B:-12 months

C:-24 months

D:-9 months

Correct Answer:- Option-A

Question57:-Revenue Business returns is to be submitted by

A:-20th of the month

B:-25th of the month

C:-30th of the month

D:-25th of every month

Correct Answer:- Option-A

Question58:-Stamp Account Register is destroyed after _____ years.

A:-10 years

B:-5 years

C:-3 years

D:-one year

Correct Answer:- Option-C

Question59:-_____ is the latest method of preserving files in an office.

A:-Binding

B:-Lamination

C:-Digitalization

D:-Printing

Correct Answer:- Option-C

Question60:-Which of the following Register is maintained in Form 11, Appendix-B?

A:-Personal Register

B:-Distribution Register

C:-New Case Register

D:-Fair Copy Register

Correct Answer:- Option-A

Question61:-Casual leave can be combined with

A:-Earned Leave

B:-Commuted Leave

C:-Half Pay Leave

D:-None of the above

Correct Answer:- Option-D

Question62:-Which of the following details will be obtained from the 'list of record files'?

A:-Date of disposal

B:-New case number

C:-Number and Subject

D:-Natural of disposal

Correct Answer:- Option-C

Question63:-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

Question64:-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

Question65:-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

Question66:-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:- Option-B

Question67:-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

Question68:-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

Question69:-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

Question70:-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

Question71:-Record Issue Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 years
- D:-one year

Correct Answer:- Option-C

Question72:-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

Question73:-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

Question74:-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

Question75:-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

Question76:-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

Question77:-Pauper Suit register is destroyed after _____ years.

A:-10 years

B:-5 years

C:-3 years

D:-One year

Correct Answer:- Option-A

Question78:-The 'Hearing Card' will be kept always on the

A:-Notice Board

B:-Postings book

C:-Collector's table

D:-Sheristadar's Table

Correct Answer:- Option-C

Question79:-Who will arrange the papers submitted to collector properly in office and in camp?

A:-Camp Clerk

B:-Duffedar

C:-Head Peon

D:-Head watchman

Correct Answer:- Option-A

Question80:-Second punching will be done with

A:-Star punching

B:-Diamond punching

C:-Circular punching

D:-Machine punching

Correct Answer:- Option-B

Question81:-Who will prepare the 'Revenue Business Report' in Collectorate?

A:-Sheristadar

B:-ADM

C:-Fair Copy Supt.

D:-Camp Clerk

Correct Answer:- Option-C

Question82:-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

Question83:-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

Question84:-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

Question85:-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 Answer:- Option-A

Question86:-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

Question87:-Arrear List is destroyed after _____ years.

A:-10 years

B:-5 years

C:-3 years

D:-One year

Correct Answer:- Option-C

Question88:-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

Question89:-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

Question90:-Copy Application Register is destroyed after _____ years.

A:-10 years

B:-5 years

C:-3 years

D:-One year

Correct Answer:- Option-A

Question91:-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

Question92:-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

Question93:-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

Correct Answer:- Option-C

Question94:-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

Question95:-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

Question96:-Who should see that the typed papers were received back after the sign of the Collector and the same were dispatched without any delay?

- A:-Typist
- B:-Fair Copy Supt.
- C:-Section Clerk
- D:-Dispatch Clerk

Correct Answer:- Option-B

Question97:-Urgent Communications to Govt: must be sent in an envelope marked

- A:-Urgent
- B:-Special attention
- C:-Demi-official
- D:-Immediate

Correct Answer:- Option-A

Question98:-Security Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 years
- D:-one year

Correct Answer:- Option-A

Question99:-The Revenue Business Report to be sent to Collector by the R.D.O. in the _____ form.

- A:-Appendix-G
- B:-Appendix-F
- C:-Appendix-H
- D:-Appendix-E

Correct Answer:- Option-A

Question100:-K-Dis file is to be retained for _____ years.

- A:-Permanently

B:-10 Years

C:-3 Years

D:-One Year

Correct Answer:- Option-C