

FINAL ANSWER KEY

Paper: Manual of Office Procedure (Police)
Date of Examination: 05-09-2019

Question1:-A Government Servant, who is called on to attend the Office duties on a public holiday can allow another working day as holiday ie known as _____ leave.

- A:-Special Leave
 - B:-Casual Leave
 - C:-Compensation Leave
 - D:-Eligible leave
- Correct Answer:- Option-C

Question2:-R Dis files to be retained

- A:-permanently
 - B:-for a fixed period only
 - C:-one year
 - D:-none of these
- Correct Answer:- Option-A

Question3:-A communication / other documents which is attached to another communication to supplement is called

- A:-memorandum
 - B:-enclosures
 - C:-reference
 - D:-current
- Correct Answer:- Option-B

Question4:-Manager is competent to sanction permission to the staff to leave office during office hours or attend office late, up to a maximum time of

- A:-1 hr 15 minutes
 - B:-not more than one hour
 - C:-2 hours
 - D:-half day
- Correct Answer:- Option-B

Question5:-When a Section Head is absent for short duration, on leave or otherwise _____ will supervise the section.

Question6:-When a paper or its copy is sent to a Subordinate Officer for remarks or is communicated to him in original for information or for disposal, the disposal taken the form of

- A:-Unofficial correspondence
 - B:-Memo form
 - C:-Endorsement
 - D:-DO form
- Correct Answer:- Option-C

Question7:-Money, Cheques and other valuables received in an office as enclosures to communications will be entered in

- A:-cash book
 - B:-inward register
 - C:-stock register
 - D:-security register
- Correct Answer:- Option-D

Question8:-The officer having full administrative and supervisory control over an office is called as

- A:-Head of office
 - B:-Manager
 - C:-Controller
 - D:-None of these
- Correct Answer:- Option-A

Question9:-Service Stamps not to be used for

- A:-Local postage

- B:-Postages to foreign countries
- C:-Official postage
- D:-Despatch of valuables

Correct Answer:- Option-B

Question10:- _____ is intended to bring to the notice of Senior Officers to check the delay for over a month in disposal or accumulation of arrears.

- A:-Monthly business statement
- B:-Pending files list
- C:-Personal register
- D:-Call book

Correct Answer:- Option-A

Question11:-Papers are registered in the order of the numbers stamped on them are called

- A:-Index number
- B:-File numbers
- C:-Current numbers
- D:-Tapal number

Correct Answer:- Option-C

Question12:-Which of the following not to be registered separately?

- A:-Appeal against punishment
- B:-Govt. Orders
- C:-Rewards
- D:-Punishment rolls

Correct Answer:- Option-B

Question13:-When Officers are on tour, the tapals intended for them should be

- A:-kept till they present in office
- B:-return to the party
- C:-keep unopened in despatch section
- D:-sent to their camp daily

Correct Answer:- Option-D

Question14:-The telephone message is maintained in an office is to record

- A:-the calls duration
- B:-the name of person who are attending calls
- C:-the messages intended for a person other than the person who is taking the message
- D:-to ascertain call cost

Correct Answer:- Option-C

Question15:-The distinctive letter 'D' will be added to the reference member after the year in respect of District Police Office

- A:-Kozhikode
- B:-Palakkad
- C:-Trivandrum
- D:-Kottayam

Correct Answer:- Option-A

Question16:-All papers received in Despatch Section before 4 PM and all urgent papers shall be despatched on

- A:-next working day
- B:-the same day
- C:-within 2 days
- D:-within a week

Correct Answer:- Option-B

Question17:-Records which are no longer required in the sections should be returned to the Records through

- A:-Issue Register of Records
- B:-Personal Register
- C:-Transfer Register

D:-Inwards Register

Correct Answer:- Option-C

Question18:-Availability of furnitures, fans and other movable stores in each rooms of an office to be checked by the Manager

A:-once in a year

B:-every 6 months

C:-every 3 months

D:-every month

Correct Answer:- Option-D

Question19:-Papers on which reports or communication are due to be sent on a distant date and papers which require no action for a minimum period of three months shall be brought on to a

A:-L DIS

B:-Call Book

C:-D DIS

D:-K DIS

Correct Answer:- Option-B

Question20:-The Officer having full administrative and supervisory control over an office is the

A:-Head of office

B:-Manager

C:-Senior Supdt.

D:-None of these

Correct Answer:- Option-A

Question21:-Every days Tapals should be sent to the Sections before

A:-5 PM

B:-Next day

C:-3 PM

D:-12 Noon

Correct Answer:- Option-C

Question22:-The nature of reference issued will be noted in column number _____ of the Personal Register.

A:-8

B:-9

C:-5

D:-7

Correct Answer:- Option-B

Question23:-If the disposal is final its nature, number and date will be entered in red ink in the _____ Column of the Personal Register

A:-5th

B:-9th

C:-Last

D:-12th

Correct Answer:- Option-C

Question24:-Promptly collection of receipts in respect of registered articles and the acknowledgement due cards are the duties of

A:-Despatchor

B:-Manager

C:-Section Head

D:-Special Messenger

Correct Answer:- Option-A

Question25:-At the head of the first page of the Note File, the title of the file will be written identical with the entry in column _____ of the Personal Register.

A:-Col-5

B:-Col-2

C:-Col-3

D:-Col-4

Correct Answer:- Option-D

Question26:-The currents received in each sections should be registered in the

- A:-Tapal Register
- B:-Personal Register
- C:-Distribution Register
- D:-None of these

Correct Answer:- Option-B

Question27:-Reminders issued should be entered in red ink in column numbers _____ of the Personal Register.

- A:-9, 10, 11
- B:-3, 4, 5
- C:-6, 7, 8
- D:-4, 5, 6

Correct Answer:- Option-A

Question28:-If a paper is returned in original with an endorsement, that fact should be noted in the last column of the Personal Register as

- A:-'C Dis'
- B:-'L Dis'
- C:-'K Dis'
- D:-'N Dis'

Correct Answer:- Option-D

Question29:- _____ consists of the current file, not file and any previous papers and book put up for reference.

- A:-reference
- B:-file
- C:-case
- D:-disposal

Correct Answer:- Option-C

Question30:- _____ is the preparation of any communication on a current which it is proposed to be issued from the office.

- A:-Drafting
- B:-Noting
- C:-Official Correspondence
- D:-Letter

Correct Answer:- Option-A

Question31:-Register of unopened Tapals sent to officers shall be maintained in

- A:-Form No.II Appendix A
- B:-Form No.III Appendix A
- C:-Form No.IV Appendix A
- D:-Form No.I Appendix A

Correct Answer:- Option-D

Question32:- _____ shall ensure that the papers issued to the Clerk through Distribution Register are entered in the Personal Register.

- A:-Senior Superintendent
- B:-Section Head
- C:-Manager
- D:-Senior Clerk

Correct Answer:- Option-B

Question33:-Ordinary papers of a routine nature which are not likely to be required for future reference will be lodged as

- A:-N Dis
- B:-K Dis
- C:-L Dis
- D:-D Dis

Correct Answer:- Option-C

Question34:-Procedure described in the Manual of Office Procedure (Police) are primarily for the use in Offices of and above the level of

- A:-Sub Divisional Police Office
 - B:-Circle Level
 - C:-Range Level
 - D:-District Police Office
- Correct Answer:- Option-D

Question35:-Seat / Section Inspection Book is to be maintained by

- A:-Manager
 - B:-All Subject Clerks
 - C:-Section Head
 - D:-Office Head
- Correct Answer:- Option-B

Question36:-Tapals and paper sent to Officers in their residence or camp should be noted in

- A:-Tapal Register
 - B:-Local Delivery Book
 - C:-Register of papers sent to camp office
 - D:-Personal Register
- Correct Answer:- Option-C

Question37:-Correspondence arising from any of Office, to call for opinion or information from officers who are under the Administrative control shall be in the

- A:-Memo form
 - B:-Endorsement form
 - C:-DO form
 - D:-Letter form
- Correct Answer:- Option-A

Question38:-_____ is not meant to be placed on official record shall not be quoted in official communication.

- A:-Letter correspondence
 - B:-Demi-official correspondence
 - C:-Unofficial correspondence
 - D:-None of these
- Correct Answer:- Option-B

Question39:-Security Register consists of

- A:-1 to 4 column
 - B:-1 to 7 column
 - C:-1 to 5 column
 - D:-1 to 6 column
- Correct Answer:- Option-D

Question40:-Stamp Account Register consists of

- A:-1 to 4 column
 - B:-1 to 6 column
 - C:-1 to 5 column
 - D:-1 to 7 column
- Correct Answer:- Option-C

Question41:-The Section Head is to inspect the Personal Register and the Registers of periodicals of all Clerks working under him

- A:-once a fortnight
 - B:-once in a week
 - C:-once in a month
 - D:-once in two months
- Correct Answer:- Option-A

Question42:-What is the scale of accommodation fixed for Non-Gazetted Officers?

- A:-100 sq.ft.
- B:-40 sq.ft.

C:-160 sq.ft.

D:-50 sq.ft

Correct Answer:- Option-B

Question43:-All communication in the form of letters, memos, proceedings should be typed in the forms prescribed under

A:-Chapter V

B:-Chapter VI

C:-Chapter VII

D:-Chapter VIII

Correct Answer:- Option-D

Question44:-Record Keeper shall maintain two Disposal Index Register in form No.X, Appendix-A, for

A:-N Dis and L Dis

B:-L Dis and K Dis

C:-R Dis and D Dis

D:-N Dis and K Dis

Correct Answer:- Option-C

Question45:-The Manager will inspect the Record Room at least

A:-once a year

B:-once in 3 months

C:-once a week

D:-once a month

Correct Answer:- Option-D

Question46:-Tapals with priority marking should be sent to the section

A:-before 2 PM

B:-that day itself

C:-as and when received

D:-next working day

Correct Answer:- Option-C

Question47:-Police Form No.4 A is named as

A:-Personal Register

B:-Current Register of Punishment Rolls

C:-Distribution Register

D:-Despatch Register

Correct Answer:- Option-B

Question48:-Register of Records destroyed should be maintained by the

A:-Record keeper

B:-Manager

C:-Section Head

D:-Office Head

Correct Answer:- Option-A

Question49:-Whenever a paper / file is submitted by the Clerk to an Officer for orders, the date of submission should be entered in Column No _____ of the Personal Register.

A:-Col. No.5

B:-Col. No.8

C:-Col. No.7

D:-Col. No.6

Correct Answer:- Option-C

Question50:-Insufficiently stamped (Court Fee Stamp) petitions or papers are to be

A:-accepted

B:-return to the sender

C:-kept pending without taking action

D:-destroy the petition

Correct Answer:- Option-B

Question51:-The note should point out _____ the current.

A:-whole matters referred in the current

B:-brief of the current

C:-nothing about the current

D:-deficiencies or omissions or errors in the current

Correct Answer:- Option-D

Question52:-Record Keeper should send reminders for the return of records not returned with in _____ months of their issue.

A:-six

B:-two

C:-three

D:-one

Correct Answer:- Option-C

Question53:-When an officer writes a question in the margin of a note, the reply to it should be written

A:-in the margin itself

B:-in continuation of the note and not in the margin

C:-in the current

D:-in a separate note sheet

Correct Answer:- Option-B

Question54:-If the Section Head or Manager find that the note written by the Clerk are imperfect, irrelevant or wrong,

A:-he can rewrite or modify it

B:-that note sheet should be removed from the file

C:-file to be keep pending

D:-a fresh note file to be created

Correct Answer:- Option-A

Question55:-Original and other valuable records sent by post should be

A:-ordinary post

B:-certificate of posting

C:-registered post with acknowledgement card

D:-none of these

Correct Answer:- Option-C

Question56:-The circumstances in which the lower authority can withhold the petitions or other report addressed to a higher authority

A:-if the petition / report is against him

B:-if the petition / report is not having merit

C:-if the petition / report is against the higher authority

D:-if the petition matter in which such withholding is authorized under any special rule

Correct Answer:- Option-D

Question57:-Any member of an office can reveal official informations to Press Reporters or members of the public.

A:-yes

B:-no

C:-in special situations

D:-none of these

Correct Answer:- Option-B

Question58:-"Register of Reports about missing records" should be maintained in

A:-Form XIV Appendix A

B:-Form XV Appendix A

C:-Form XVI Appendix A

D:-Form VIII Appendix A

Correct Answer:- Option-A

Question59:- _____ disposals is due for destruction at the end of 10 years.

A:-L Dis

B:-K Dis

C:-N Dis

D:-D Dis

Correct Answer:- Option-D

Question60:-Before a typist begins to copy a paper for issue he should ensure that it bears the

A:-current number

B:-initial of the Clerk in the bottom of the paper

C:-initials / approval of the head of office or an authorized officer

D:-none of this

Correct Answer:- Option-C

Question61:-Weekly arrear statement will be prepared in Form No.

A:-Form XII Appendix A

B:-Form X Appendix A

C:-Form XIX Appendix A

D:-Form XVIII Appendix A

Correct Answer:- Option-D

Question62:-Each Section Head shall maintain a _____ to watch the prompt submission of periodicals by the concerned section clerk.

A:-Calendar of periodicals

B:-Reminder diary

C:-Separate note book

D:-Monthly pending arrears statement

Correct Answer:- Option-A

Question63:-Each section clerk shall maintain a _____ to watch prompt action in currents / files, on which action / reports are due.

A:-Monthly arrear statement

B:-Remainder Diary

C:-Weekly arrear statement

D:-Personal Register

Correct Answer:- Option-B

Question64:-Internal arrears in the offices will be checked by means of the _____, _____, _____, etc.

A:-call book, index register, tapal distribution register

B:-call book, periodical register, reminder diary

C:-personal register, weekly arrears list, monthly arrears list

D:-security register, register of periodicals, index register

Correct Answer:- Option-C

Question65:-Register of Records destroyed should be maintained by the Record Keeper in

A:-Form XV Appendix A

B:-Form XIV Appendix A

C:-Form X Appendix A

D:-Form XII Appendix A

Correct Answer:- Option-A

Question66:-Current Register of Punishment Roll

A:-Police form No.2

B:-Police form No.3 A

C:-Police form No.1 A

D:-Police form No.4 A

Correct Answer:- Option-D

Question67:-Confidential disposals should be kept separate in the locked almirah under the custody of Record room and the key of the almirah should be with the

A:-concerned section head

B:-record keeper

C:-manager

D:-head of office

Correct Answer:- Option-C

Question68:-At the head of the first page of the Note file the title of the file will be written in red ink. This should be identical with the entry in _____ of the Personal Register.

A:-Col. 3

B:-Col. 4

C:-Col. 5

D:-Col. 6

Correct Answer:- Option-B

Question69:-If a letter or a petition received is illegible

A:-it should be returned

B:-it may not be kept in file

C:-it is to be rejected

D:-a type written copy of the same to be placed in its place in the respective file

Correct Answer:- Option-D

Question70:-Give the name of Register maintained in Form No. VII Appendix A :

A:-Tapal Register

B:-Inward Register

C:-Fair copy register

D:-Local Delivery Book

Correct Answer:- Option-C

Question71:-The record such as closed Personal Registers, Stock Files etc are to be maintained in the

A:-Sections concerned

B:-Record section

C:-Custody of Manager

D:-Custody of Section Head

Correct Answer:- Option-B

Question72:-Receipt of file from the record section and its return records section to be entered in the _____ and _____ against the entries relating to the current being dealt with.

A:-Note file and the Personal Register

B:-Current file and the Personal Register

C:-Current file and the Distribution Register

D:-Note file and the Remainder Diary

Correct Answer:- Option-A

Question73:-If there is any delay to return the records to the Record Section an _____ is to be sent to Record Keeper.

A:-New Requisition Slip

B:-Intimation Slip

C:-UO Note

D:-None of this

Correct Answer:- Option-B

Question74:-Any member of the staff who is late by more than three hours shall forfeit _____ casual leave.

A:-half a day's

B:-2 day's

C:-one day's

D:-none of this

Correct Answer:- Option-C

Question75:-A Register containing the residential address of all members of an office shall be maintained by the

A:-record keeper

B:-manager

C:-section head

D:-head of office

Correct Answer:- Option-A

Question76:-In Record Section, all records are to be kept on racks

A:-horizontally

B:-vertically

C:-any way

D:-none of this

Correct Answer:- Option-B

Question77:-While preparing a draft, reproduction of copies of communication received from other offices to be avoided except in the case of communicating

A:-Government Orders

B:-Enquiry Reports

C:-Circulars

D:-Confidential reports

Correct Answer:- Option-B

Question78:-Disposal Index Register is maintained in accordance with Form No

A:-Form No. X Appendix A

B:-Form No. IX in Appendix A

C:-Form No. XI in Appendix A

D:-Form No. V in Appendix A

Correct Answer:- Option-A

Question79:-'Register of lodged papers' to be maintained in

A:-Form No. IX Appendix A

B:-Form No. X in Appendix A

C:-Form No. XI in Appendix A

D:-Form No. XII in Appendix A

Correct Answer:- Option-A

Question80:-When drafting the disposal of a current of an important general nature, the Section Head has to decide whether a copy of it after issue should be added to the

A:-Index Register

B:-Note File

C:-Disposal Register

D:-Stock File

Correct Answer:- Option-D

Question81:-Whenever an order added to the stock file supersedes or modifies a previous one, it is very important to note the fact in _____ of the table of contents, against the entry relating to the previous order.

A:-Column No.5

B:-Column No.4

C:-Column No.3

D:-None of this

Correct Answer:- Option-A

Question82:-Who is the authority to permit the member of the office staff to leave the station on any day including holiday?

A:-section head

B:-officials of next higher rank

C:-the authority competent to sanction casual leave

D:-none of this

Correct Answer:- Option-C

Question83:-Record Keeper shall maintain two disposal Index Registers one for _____ and other for _____.

A:-L Dis, K Dis

B:-K Dis, N Dis

C:-Call Book, L Dis

D:-R Dis, D Dis

Correct Answer:- Option-D

Question84:-At the beginning of a 'Stock file' a _____ is to be maintained.

A:-facing sheet

B:-table of contents

C:-general index

D:-none of this

Correct Answer:- Option-B

Question85:-Permission to leave office during office hours or attend office late, is not granted for more than

A:-one hour thirty minutes

B:-one hour fifteen minutes

C:-one hour

D:-three hours

Correct Answer:- Option-C

Question86:-The entry in the 'index' relating to an individual paper is called

A:-Sub Head

B:-Flagging

C:-Indexing

D:-Title

Correct Answer:- Option-D

Question87:-Due for destruction of holiday turn list is

A:-31st January of the succeeding year

B:-at the end of three years from the year to which they relate

C:-31st March of the succeeding year

D:-at the end of two years from the year to which they relate

Correct Answer:- Option-B

Question88:-Secret and top secret papers should ordinarily be in the custody of the

A:-Head of office

B:-Manager

C:-Section Head

D:-Section clerk

Correct Answer:- Option-A

Question89:-'Call Note Book' is maintained by

A:-Section Head

B:-Gazetted Officer / Chief Ministerial Officers

C:-Record Keeper

D:-Subject Clerks

Correct Answer:- Option-B

Question90:-In an office the Fair Copying section will be under the direct control and supervision of the

A:-Record Keeper

B:-Head of office

C:-Despatch Section Superintendent

D:-Manager

Correct Answer:- Option-D

Question91:-All files and volumes issued out of the Records Section shall be entered in a register called

A:-Personal Register

B:-Issue Register

C:-Issue Register of Records

D:-Remainder Diary

Correct Answer:- Option-C

Question92:-Register of Records destroyed to be maintained by the

- A:-Record Keeper
- B:-Despatch Clerk
- C:-Manager
- D:-Subject Clerk

Correct Answer:- Option-A

Question93:-Despatching Clerk will be under the direct control supervision of

- A:-Manager
- B:-Office Head
- C:-Section Head
- D:-Record keeper

Correct Answer:- Option-D

Question94:-_____ shall maintain an indent book for stationery and printed forms.

- A:-Manager
- B:-Every Clerk
- C:-Every Section Head
- D:-None of this

Correct Answer:- Option-B

Question95:-Covers addressed by name of an officer

- A:-can be opened by the Tapal Section Clerk
- B:-can be opened by the Manager
- C:-to be opened by the Officer to whom it is addressed
- D:-can be opened by any subordinate

Correct Answer:- Option-C

Question96:-While put up a file relating to the Security nature, a _____ slip should be attached to the file.

- A:-important
- B:-urgent
- C:-to be opened by the Head of Office
- D:-confidential

Correct Answer:- Option-D

Question97:-Register of tapals sent for the officers camp or residence is maintained by

- A:-Despatch Clerk
- B:-Manager
- C:-Despatch Section Head
- D:-Officers concerned

Correct Answer:- Option-B

Question98:-_____ colour facing sheet to be used for current file

- A:-blue
- B:-yellow
- C:-green
- D:-none of this

Correct Answer:- Option-A

Question99:-In _____ Register, the name of the Section Head and the Clerk should be written on the fly leaf of the Book.

- A:-Security Register
- B:-Tapal distribution Register
- C:-Personal Register
- D:-Stock Register

Correct Answer:- Option-C

Question100:-How many records can be issued in one requisition slip?

- A:-two

B:-only one

C:-five

D:-no limitations

Correct Answer:- Option-B