

**FINAL ANSWER KEY**

Paper: Departmental Manual of Office Procedure  
Date of Test 10-10-2020

Question1:-Who is the custodian of attendance Register of a Section?

- A:-Esta: Section Clerk
- B:-Head of Office
- C:-Section Clerk
- D:-Section Supt

Correct Answer:- Option-D

Question2:-Annual Index List will be destroyed after \_\_\_\_\_ years.

- A:-5
- B:-10
- C:-20
- D:-15

Correct Answer:- Option-C

Question3:-All official or demi-official communications received in an office until registry is called \_\_\_\_\_

- A:-Tappal
- B:-Current
- C:-File
- D:-Mail

Correct Answer:- Option-A

Question4:-A file originated from the any reference issued from the office is called \_\_\_\_\_

- A:-Back File
- B:-Current File
- C:-Moving File
- D:-Arising File

Correct Answer:- Option-D

Question5:-Every clerk should maintain a personal register for each \_\_\_\_\_

- A:-6 months
- B:-Financial Year
- C:-Calendar Year
- D:-Two years

Correct Answer:- Option-C

Question6:-A file closed in K-Dis should be kept for \_\_\_\_\_ Years

- A:-1 Year
- B:-3 years
- C:-2 Years
- D:-5 years

Correct Answer:- Option-B

Question7:-Which of the following need not be registered in the Personal register?

- A:-Casual Leave Application
- B:-Earned Leave Application
- C:-Transfer Application
- D:-Application for GPF Temporary advance

Correct Answer:- Option-A

Question8:-In which way a telephonic message dealt with?

- A:-Demi-official Communication
- B:-Endorsement
- C:-Letter received in Local Delivery
- D:-Letter

Correct Answer:- Option-A

Question9:-When a file is finally disposed of, the file with a copy of \_\_\_\_\_ is sent to record room.

- A:-Disposal jacket
- B:-Index Slip
- C:-Economy Slip
- D:-Fair Copy

Correct Answer:- Option-B

Question10:-Which of the disposal is to be sent out in original?

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

Correct Answer:- Option-A

Question11:-Which kinds of disposals must be indexed?

- A:-L-Dis
- B:-R&D-Dis
- C:-XL-Dis
- D:-XN-Dis

Correct Answer:- Option-B

Question12:-Which disposals are to be put into brown paper jackets and stitched?

- A:-L-Dis
- B:-R&D-Dis
- C:-XL-Dis
- D:-XN-Dis

Correct Answer:- Option-B

Question13:-Papers of ephemeral character received in an office are not numbered and disposed of:

- A:-K-Dis
- B:-XN-Dis or XL-Dis
- C:-D-Dis
- D:-L-Dis

Correct Answer:- Option-B

Question14:-The office copy of the draft and enclosures are to be added to the \_\_\_\_\_ file

- A:-Note File

- B:-Stock File
  - C:-Current File
  - D:-Disposal File
- Correct Answer:- Option-C

Question15:-Cross reference of disposals in the inside jackets of all the back number files is known as \_\_\_\_\_

- A:-Indexing
- B:-Referencing
- C:-Chaining
- D:-Linking

Correct Answer:- Option-C

Question16:-What is the benefit of keeping combined index?

- A:-New slips can be avoided
- B:-Old slips can be destroyed
- C:-New slips can be inserted
- D:-All slips can be removed

Correct Answer:- Option-C

Question17:-What is the entry made in the index relating to an individual paper is called?

- A:-Reference
- B:-Salutation
- C:-Subject
- D:-Title

Correct Answer:- Option-D

Question18:-In which way the index slips are filed in the record room in one combined index?

- A:-Region wise
- B:-Section Wise
- C:-Division Wise
- D:-For the entire Office

Correct Answer:- Option-D

Question19:-Which among the following will enable one to trace the papers containing the orders passed on any particular subject?

- A:-Titles
- B:-Heads
- C:-Subject
- D:-Indexes

Correct Answer:- Option-D

Question20:-What is process of filling the slips in the record room in one combined index for the whole office is called for?

- A:-Filing of Index slips
- B:-Index filing
- C:-Filing of slips
- D:-Indexing of Records

Correct Answer:- Option-A

Question21:-While classifying papers for indexing personal papers relating to officials, it should be indexed under the \_\_\_\_\_ concerned

- A:-Name of Officer
- B:-Name of Office
- C:-Name of Section
- D:-Name of posts held

Correct Answer:- Option-A

Question22:-Who will examine local delivery book daily?

- A:-Section Clerk
- B:-Dispatching Clerk
- C:-Section Supt
- D:-Tappal Clerk

Correct Answer:- Option-B

Question23:-After signing of a paper, to whom it is handed over?

- A:-Section Clerk
- B:-Dispatching clerk
- C:-Section Supt
- D:-Tappal Clerk

Correct Answer:- Option-B

Question24:-Who is the custodian of work load register?

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

Correct Answer:- Option-D

Question25:-Who will fix dispatch stamp on office copy?

- A:-Dispatch Clerk
- B:-Fair copy Supt
- C:-Office Sup
- D:-Section Clerk

Correct Answer:- Option-A

Question26:-Which is the slip pasted on the envelop?

- A:-Index slip
- B:-Label
- C:-Urgent Slip
- D:-Economy Slip

Correct Answer:- Option-D

Question27:-What is affixed on both ends of economy slip of the cover containing confidential papers?

- A:-Index Number
- B:-Urgent Slip
- C:-Office Seal
- D:-Label

Correct Answer:- Option-C

Question28:-When economy slip can't be used?

- A:-Certificate of posting

- B:-Registered Post
  - C:-By local delivery
  - D:-By special messenger
- Correct Answer:- Option-B

Question29:-All letters to the office within the head Quarters shall be sent by \_\_\_\_\_

- A:-Local Delivery
  - B:-e-mail
  - C:-Special messenger
  - D:-Speed post
- Correct Answer:- Option-A

Question30:-Which register shall be checked daily by the Fair Copy Supt?

- A:-Fair copy register
  - B:-Dispatch cum stamp account Register
  - C:-Index Register
  - D:-Distribution Register
- Correct Answer:- Option-B

Question31:-Valuables intended for dispatch will be put in envelopes or packed and sealed in the presence of the \_\_\_\_\_

- A:-Section Supt
  - B:-Office Supt
  - C:-Fair copy Supt
  - D:-Head of office
- Correct Answer:- Option-B

Question32:-What is to be noted on the cover handed over to peon sent to officer's residence?

- A:-Date & month
  - B:-Month & year
  - C:-Time
  - D:-Day
- Correct Answer:- Option-C

Question33:-What will be issued, in the place of records?

- A:-Flag
  - B:-Label
  - C:-Red Mark
  - D:-Slip
- Correct Answer:- Option-D

Question34:-What is the number of records to be asked for in one requisition slip?

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

Question35:-How many years, the 'dispatch-cum-stamp account register' is to be retained?

- A:-One Year
  - B:-3 Years
  - C:-5 Years
  - D:-10 years
- Correct Answer:- Option-B

Question36:-How long 'Fair Copy Register' shall be preserved?

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

Question37:-When the 'record issue register' can be destroyed?

- A:-One Year
  - B:-3 Years
  - C:-5 Years
  - D:-10 Years
- Correct Answer:- Option-B

Question38:-Personal register will be destroyed after \_\_\_\_\_ Years

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

Question39:-Security Register will be destroyed after \_\_\_\_\_ years

- A:-One Year
  - B:-3 Years
  - C:-5 years
  - D:-10 Years
- Correct Answer:- Option-D

Question40:-Annual Index will be destroyed after \_\_\_\_\_ Years

- A:-1 Year
  - B:-3 Years
  - C:-20 Years
  - D:-5 Years
- Correct Answer:- Option-C

Question41:-The orders of \_\_\_\_\_ should b required annually for the destruction of record files

- A:-Head of office
  - B:-Head Clerk
  - C:-Office Supt
  - D:-Head of Dept
- Correct Answer:- Option-A

Question42:-To watch the punctual receipt or dispatch of periodical reports and returns, each Clerk shall maintain a register in Form X1-appndix-1. Name the Register

- A:-Register of periodicals
  - B:-Monthly Statement
  - C:-Distribution Register
  - D:-Movement Register
- Correct Answer:- Option-A

Question43:-What is the form of salutation of official letters?

- A:-Dear Friend
  - B:-Dear Madam
  - C:-Sir
  - D:-Dear Sir
- Correct Answer:- Option-C

Question44:-What should be the form of correspondence to the vice Chancellor of a University?

- A:-Letter
  - B:-Demi-Official
  - C:-Proceedings
  - D:-memorandum
- Correct Answer:- Option-A

Question45:-R-Disposals are to be destroyed after \_\_\_\_\_

- A:-5 Years
  - B:-Retain Permanently
  - C:-7 Years
  - D:-10 Years
- Correct Answer:- Option-B

Question46:-How many days Casual leave will be forfeited as penalty for 3-late attendances without permission?

- A:-One and half
  - B:-3 days
  - C:-One day
  - D:-None
- Correct Answer:- Option-C

Question47:-What is the term used for a communication received in an office which is stamped with the number of the office until its final disposal?

- A:-Correspondence
  - B:-Letter
  - C:-Enclosure
  - D:-Current
- Correct Answer:- Option-D

Question48:-Who will compare the pendency as per 'arrear list' with the 'distribution Register'?

- A:-Fair Copy Supt
  - B:-Office Supt
  - C:-Subject Clerk
  - D:-Head of Office
- Correct Answer:- Option-A

Question49:-The valuables received with communication as enclosures shall be handed over to \_\_\_\_\_

- A:-Head of office
  - B:-manager
  - C:-Office Supt
  - D:-Head of Dept
- Correct Answer:- Option-B

Question50:-Fair copies intended to higher authorities are to be signed by \_\_\_\_\_

- A:-Manager
  - B:-Office Supt
  - C:-Head of Office
  - D:-Head of Dept
- Correct Answer:- Option-C

Question51:-What is the periodicity for retaining a "running Note"?

- A:-After one Year
  - B:-After 2 Years
  - C:-After 5 years
  - D:-After 3 Years
- Correct Answer:- Option-D

Question52:-What is the method used if an order dealt with more than one subject which falls under more than one head?

- A:-Cross referencing
  - B:-Chaining
  - C:-Indexing
  - D:-clubbing
- Correct Answer:- Option-A

Question53:-Where the date and nature of disposal of a current file will be entered in the personal Register?

- A:-In Column-7
  - B:-Last Column
  - C:-In Column-4
  - D:-In Column-9
- Correct Answer:- Option-B

Question54:-Who is expected to open the envelope addresses by name and marked 'Strictly confidential'?

- A:-Head of office
  - B:-Office Supt
  - C:-Addressee
  - D:-Tappal Clerk
- Correct Answer:- Option-C

Question55:-What is the form of correspondence used to communicate the orders passed by the head of an institution in exercise of a statutory power?

- A:-Endorsement form
  - B:-Letter Form
  - C:-Memorandum
  - D:-Proceedings
- Correct Answer:- Option-D

Question56:-An official correspondence to higher authorities shall be in the \_\_\_\_\_ form.

- A:-Endorsement Form
- B:-Letter Form
- C:-Memorandum
- D:-Proceedings

Correct Answer:- Option-B

Question57:-The body of the letter follows after the \_\_\_\_\_

- A:-Subject
- B:-Reference
- C:-Address
- D:-Salutation

Correct Answer:- Option-B

Question58:-Where the money, Cheque or valuables received as enclosures are entered in?

- A:-Distribution Register
- B:-Personal Register
- C:-Security Register
- D:-Cash chest

Correct Answer:- Option-C

Question59:-Who is expected to deface the stamps affixed on petitions?

- A:-Section Clerk
- B:-Section Supt
- C:-Head of Office
- D:-Tappal Clerk

Correct Answer:- Option-D

Question60:-What is the immediate action to be done on receipt of a petition from a M.P/M.L.A?

- A:-Acknowledge
- B:-Grant
- C:-Reject
- D:-Accept

Correct Answer:- Option-A

Question61:-An official correspondence from a Government official to another without official formalities and with a personal touch is called

- A:-Personal
- B:- Confidential
- C:- Demi- Official
- D:-Friendly Letter

Correct Answer:- Option-C

Question62:-When one case has relevance in relation to another case, both the cases are submitted together and this process is termed as

- A:-Tagging
- B:-Chaining
- C:-Referencing
- D:-Linking

Correct Answer:- Option-D

Question63:-A minor division of the office consisting of a Supt. And one or more clerks is called \_\_\_\_\_

- A:-Sub Office
- B:-Section
- C:-Branch Office
- D:-Unit Office

Correct Answer:- Option-B

Question64:-Confidential papers sent to section shall be kept in safe custody of \_\_\_\_\_

- A:-Section Clerk
- B:-Head of office
- C:-Supervisory Officer
- D:-Fair Copy Supt

Correct Answer:- Option-C

Question65:-Who is to be seated in front of the record room?

- A:-Record assistant
- B:-Record Clerk
- C:-Record Keeper
- D:-Security Officer

Correct Answer:- Option-C

Question66:-Cases which are ordered to be kept in abeyance is called \_\_\_\_\_

- A:-Pending File
- B:-Lie Over
- C:-Lost File
- D:-Kept File

Correct Answer:- Option-B

Question67:-When two or more papers are to be pinned together, the sharp end of the pin should not be left free at which side?

- A:-At the top
- B:-At the left
- C:-At the right end
- D:-Below

Correct Answer:- Option-A

Question68:-How much margin on both sides of paper is left blank when 'note' is prepared, as a general rule?

- A:-1/3
- B:-1/2
- C:-1/4
- D:-2 inches

Correct Answer:- Option-A

Question69:-after disposal of a file, the same has to be sent to Fair Copy Section to obtain \_\_\_\_\_ in the personal register

- A:-Receipt
- B:-Acknowledgement
- C:-noting
- D:-Report

Correct Answer:- Option-B

Question70:-What is to be written on the top of 'letter'?

- A:-Date
- B:-Name of Office
- C:-File Number
- D:-Title

Correct Answer:- Option-B

Question71:-The note file will be \_\_\_\_\_ from the current file and pages will be numbered

- A:-Together
- B:-Separated
- C:-one by one
- D:-Chronologically

Correct Answer:- Option-B

Question72:-\_\_\_\_\_ is written to facilitate the disposal of a file, which one?

- A:-Note
- B:-Essay
- C:-Opinion
- D:-Query

Correct Answer:- Option-A

Question73:-Which kind papers are not entered in the Distribution Register?

- A:-Of ephemeral Character
- B:-Registered Letter
- C:-Letter received in certificate of Posting
- D:-Memo

Correct Answer:- Option-A

Question74:-Which of the following messages is treated as 'demi-official' communication?

- A:-Facts message
- B:-Telephone message
- C:-E-mail
- D:-Teleprinter

Correct Answer:- Option-B

Question75:-How many columns are there in a Dispatch-cum-stamp account Register?

- A:-8
- B:-5
- C:-10
- D:-9

Correct Answer:- Option-A

Question76:-How many period the stock file to be kept by the section for ready reference?

- A:-7 Years
- B:-10 Years
- C:-15 Years
- D:-Permanently

Correct Answer:- Option-D

Question77:-Number of fly leaves that can be placed with each file put up, for reference?

- A:-Two
- B:-Three
- C:-No restriction
- D:-One

Correct Answer:- Option-D

Question78:-Who is responsible for inspection of the record room, once in quarter?

- A:-Finance Officer
- B:-Head Clerk
- C:-Head ministerial Officer
- D:-Security Officer

Correct Answer:- Option-C

Question79:-In which way the papers relating to 'suits' will be indexed?

- A:-Papers relating to suits
- B:-Common Head
- C:-General Head
- D:-Papers relating to miscellaneous head

Correct Answer:- Option-A

Question80:-The system of indexing on the basis of index slip is named as \_\_\_\_\_

- A:-Slip Head System
- B:-Slip Index System
- C:-Special Index System
- D:-Sub-head slip system

Correct Answer:- Option-B

Question81:-Which form of communication is used to address Govt:?

- A:-Memorandum
- B:-Letter
- C:-Endorsement
- D:-Proceedings

Correct Answer:- Option-B

Question82:-Which form of communication is used by an officer to draw personal attention of another?

- A:-Special letter
- B:-Demi-official
- C:-Confidential
- D:-Express

Correct Answer:- Option-B

Question83:-What is the form of communication used for seeking the remarks from his subordinate officer?

- A:-Demi-Official
- B:-Special Letter
- C:-endorsement
- D:-Note

Correct Answer:- Option-C

Question84:-How many topics can be dealt with in one letter normally?

- A:-As many as possible
- B:-maximum 2
- C:-One
- D:-Five

Correct Answer:- Option-C

Question85:-All communications are to sent from the office in the name of \_\_\_\_\_

- A:-Section Supt
- B:-Any Gazetted Officer
- C:-Head Of Office
- D:-No such restriction

Correct Answer:- Option-C

Question86:-Which of the following officers can address the Govt: directly?

- A:-Regional Officers
- B:-District Officers
- C:-Head of office
- D:-Head of dept

Correct Answer:- Option-D

Question87:-What is the subscription of the letter addressed to the Governor?

- A:-Yours Obediently
- B:-yours Sincerely
- C:-Yours Affectionately
- D:-Yours faithfully

Correct Answer:- Option-D

Question88:-Which form of correspondence is undesirable to place on official records?

- A:-Personal Letter
- B:-Proceedings
- C:-Endorsement
- D:-Demi-official

Correct Answer:- Option-D

Question89:-What is the salutation form of letter addressed to a lady?

- A:-Madam
- B:-Sir
- C:-Mrs.
- D:-Smt.

Correct Answer:- Option-A

Question90:-Which form of communication is used to send a copy of a paper to subordinate officer?

- A:-Endorsement
- B:-Special note
- C:-Memorandum
- D:-Demi-official

Correct Answer:- Option-A

Question91:-Fair copies official communications addressed to higher authorities are to be signed by \_\_\_\_\_

- A:-Head of Office
- B:-Fair Copy Supt
- C:-Gazette Officer
- D:-Section Supt

Correct Answer:-**Question Cancelled**

Question92:-Official communication to KPSC should be addressed to \_\_\_\_\_

- A:-Chairman
- B:-Secretary
- C:-Deputy Secretary
- D:-Controller of Exams

Correct Answer:- Option-B

Question93:-Who is responsible for proper maintenance of distribution Register?

- A:-Tappal Clerk
- B:-Office Supt
- C:-Fair copy supt
- D:-Security Officer

Correct Answer:- Option-C

Question94:-Memorandum form of correspondence can be signed by \_\_\_\_\_

- A:-Fair copy supt
- B:-Section Clerk
- C:-Head of Office
- D:-Section Supt

Correct Answer:- Option-D

Question95:-In which form of communication, an important instruction of a standing nature to be followed by various authorities will be communicated?

- A:-Personal Letter
- B:-Proceedings
- C:-Endorsement
- D:-Circular

Correct Answer:- Option-D

Question96:-Who should sign the proceedings criticizing a subordinate Officer?

- A:-Section Supt
- B:-Any Gazetted Officer
- C:-Head of Office
- D:-No such restriction

Correct Answer:- Option-C

Question97:-The corrections and interlineations should be avoided in \_\_\_\_\_

- A:-Comparing
- B:-Fair copying
- C:-Drafting
- D:-Registering

Correct Answer:- Option-B

Question98:-Fair copies of disciplinary proceeding should be signed by \_\_\_\_\_

- A:-Head of office
- B:-Section Clerk
- C:-Fair Copy Supt
- D:-Section Supt

Correct Answer:- Option-A

Question99:-Who is directly responsible for prompt dispatch of papers sent for issue?

- A:-Fair Copy Supt
- B:-Office Supt
- C:-Dispatch clerk
- D:-Tappal clerk

Correct Answer:- Option-A

Question100:-Name the register in form No: XV1 to be maintained by the Typist?

- A:-Daily turn-out register
- B:-Work allotment register
- C:-Daily work load register
- D:-Work diary

Correct Answer:- Option-C