

**FINAL ANSWER KEY**

Paper: The District Office Manual  
Date of Test 28-11-2020

Question1:-What is a current file?

- A:-Communication received
- B:-Communication Issued
- C:-Proceedings issued
- D:-All the above

Correct Answer:- Option-D

Question2:-Periodicity of inspection of personal Registers in Collectorate by collector?

- A:-Monthly
- B:-Bimonthly
- C:-Quarterly
- D:-Half Yearly

Correct Answer:- Option-B

Question3:-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

Question4:-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

Question5:-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

Question6:-Who is responsible to ensure discipline in collectorate?

- A:-Collector
- B:-ADM
- C:-Sheristadar
- D:-Section Supt

Correct Answer:- Option-C

Question7:-Important orders required for future reference are filed in \_\_\_\_\_

- A:-Stock File
- B:-record room
- C:-Call Book
- D:-Suit register

Correct Answer:- Option-A

Question8:-The revenue Business report to be sent to collector by the RDO is in the \_\_\_\_\_ form.

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

Correct Answer:- Option-A

Question9:-K-Dis file is to be retained for \_\_\_\_\_ Years.

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

Correct Answer:- Option-C

Question10:-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

Question11:-Who is the custodian of the Attendance Register in the Collectorate?

- A:-Collector
- B:-ADM
- C:-Huzur Sheristadar
- D:-Section Heads

Correct Answer:- Option-C

Question12:-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
- C:-Head Peon
- D:-Record Keeper

Correct Answer:- Option-D

Question13:-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

Question14:-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

Question15:-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

Question16:-Who will sort the tapals received in section wise with assistance of Tapal Clerk?

- A:-Camp clerk
- B:-Head clerk
- C:-Sheristadar
- D:-Dispatch Clerk

Correct Answer:- Option-C

Question17:-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

Question18:-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

Question19:-Record issue Register is destroyed after \_\_\_\_\_ years

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

Correct Answer:- Option-C

Question20:-Which of the following Register is maintained in form V111 B, Appendix-B?

- A:-Personal Register
- B:-Distribution Register
- C:-Pauper Suit Register
- D:-Fair copy Register

Correct Answer:- Option-C

Question21:-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

Question22:-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

Question23:-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

Question24:-In all correspondence, the Govt; is treated as \_\_\_\_\_

- A:-Singular
- B:-Plural
- C:-Based on merit
- D:-None of the above

Correct Answer:- Option-B

Question25:-Pauper Suit register is destroyed after \_\_\_\_\_ years

- A:-10 years
- B:-5 Years
- C:-3 years
- D:-One year

Correct Answer:- Option-A

Question26:-The 'Hearing Card' will be kept always on the \_\_\_\_\_

- A:-Notice Board
- B:-Posting book
- C:-Collector's table
- D:-Sheristadar's table

Correct Answer:- Option-C

Question27:-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

Question28:-Second punching will be done with \_\_\_\_\_

- A:-Star punching

- B:-Diamond punching
  - C:-Circular punching
  - D:-Machine punching
- Correct Answer:- Option-B

Question29:-Who will prepare the "revenue Business Report" in Collectorate?

- A:-Sheristadar
  - B:-ADM
  - C:-Fair Copy Supt
  - D:-Camp Clerk
- Correct Answer:- Option-C

Question30:-Which of the following is maintained in form V1, Appendix-B?

- A:-Reference Slip
  - B:-Distribution Register
  - C:-New Case register
  - D:-Fair copy Register
- Correct Answer:- Option-A

Question31:-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

Question32:-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

Question33:-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

Question34:-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

Question35:-How many columns are there in a Register of New Cases?

- A:-6
  - B:-4
  - C:-5
  - D:-3
- Correct Answer:- Option-B

Question36:-What is the colour of fly leaf of current file?

- A:-Blue
  - B:-Yellow
  - C:-Brown
  - D:-White
- Correct Answer:- Option-A

Question37:-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

Question38:-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

Question39:-Stock Files are \_\_\_\_\_

- A:-Routine File
  - B:-Orders file
  - C:-K Dis file
  - D:-N Dis File
- Correct Answer:- Option-B

Question40:-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

Question41:-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

Question42:-A Pauper suit register contains \_\_\_\_\_ columns.

- A:-5

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

Correct Answer:- Option-B

Question43:-official communications of hon: High Court is addressed to \_\_\_\_\_

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

Correct Answer:- Option-B

Question44:-Fair Copy Register Register is destroyed after \_\_\_\_\_ years

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

Correct Answer:- Option-C

Question45:-D-Dis file is to be retained for \_\_\_\_\_ Years

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

Correct Answer:- Option-B

Question46:-Which of the following Register is maintained in form X1, Appendix-B?

- A:-Personal Register
- B:-Distribution Register
- C:-Periodical Register
- D:-Fair copy Register

Correct Answer:- Option-C

Question47:-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

Question48:-Tapal book contains \_\_\_\_\_ columns.

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

Correct Answer:- Option-A

Question49:-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

Question50:-Attendance has to be closed daily after \_\_\_\_\_ minutes

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

Correct Answer:- Option-D

Question51:-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

Question52:-Arrear List is destroyed after \_\_\_\_\_ Years

- A:-10 Years
- B:-5 Years
- C:-3 Years
- D:-One year

Correct Answer:- Option-C

Question53:-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

Question54:-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

Question55:-Copy Application Register is destroyed after \_\_\_\_\_ Years

- A:-10 Years
- B:-5 Years
- C:-3 Years
- D:-One year

Correct Answer:- Option-A

Question56:-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

Question57:-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

Question58:-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

Question59:-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

Question60:-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

Question61:-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
- C:-Section Clerk
- D:-Dispatch Clerk

Correct Answer:- Option-B

Question62:-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

Question63:-Security Register is destroyed after \_\_\_\_ Years

- A:-10 Years
- B:-5 years
- C:-3 Years
- D:-One year

Correct Answer:- Option-A

Question64:-'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

Question65:-In which column of the suit Register, the number and date of order sanctioning to prefer appeal, shall be entered?

- A:-<sup>10</sup>(th)
- B:-<sup>12</sup>(th)
- C:-<sup>11</sup>(th)
- D:-<sup>13</sup>(th)

Correct Answer:- Option-B

Question66:-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

Question67:-Duties and responsibilities of Sheristadar is contained in \_\_\_\_\_ paragraph of DOM.

- A:-<sup>9</sup>(th)
- B:-<sup>10</sup>(th)
- C:-<sup>11</sup>(th)
- D:-<sup>12</sup>(th)

Correct Answer:- Option-D

Question68:-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

Question69:-Which is the 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

Question70:-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

Question71:-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

Question72:-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

Question73:-New Case register is destroyed after \_\_\_\_\_ Years

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

Correct Answer:- Option-B

Question74:-Who is the person authorized to read the govt: Gazatte 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

Question75:-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

Question76:-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

Question77:-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

Question78:-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

Question79:-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

Question80:-Fire buckets kept in an office is to be filled with \_\_\_\_\_

- A:-Sand
- B:-Water
- C:-Charcol
- D:-Both (1) and (2)

Correct Answer:- Option-D

Question81:-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

Question82:-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

Question83:-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

Question84:-Erection of thatched building within a distance of \_\_\_\_\_ yards of a permanent Govt: building is prohibited.

- A:-20
- B:-30
- C:-15
- D:-25

Correct Answer:- Option-C

Question85:-Periodical Register is destroyed after \_\_\_\_\_ Years

- A:-10 Years
- B:-5 Years
- C:-3 Years
- D:-One year

Correct Answer:- Option-A

Question86:-R-Dis file is to be retained for \_\_\_\_\_ Years

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

Correct Answer:- Option-A

Question87:-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

Question88:-Division of office in different sections and drawing up clear distribution list for each section is the first step towards the introduction of \_\_\_\_\_ system.

- A:-Ahammed Nagar
- B:-Macleans
- C:-Tottenhams
- D:-Secretariats model

Correct Answer:- Option-C

Question89:-The disposal 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

Question90:-How many call books shall be maintained in a Collectorate?

- A:-One
- B:-Two
- C:-No limit
- D:-Five

Correct Answer:- Option-A

Question91:-Call Book is destroyed after \_\_\_\_\_ Years.

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

Correct Answer:- Option-C

Question92:-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

Question93:-Running note file is used for a period of \_\_\_\_\_

- A:-One Calender Year
- B:-Continuously
- C:-One financial Year
- D:-Three Years

Correct Answer:- Option-A

Question94:-Which of the following Register is maintained in form 111, Appendix-B?

- A:-Personal Register
- B:-Distribution Register
- C:-New Case Register
- D:-Fair Copy Register

Correct Answer:- Option-C

Question95:-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

Question96:-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

Question97:-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

Question98:-Casual leave can be combined with \_\_\_\_\_

- A:-Earned Leave
- B:-Commutated Leave
- C:-Half Pay Leave
- D:-None of above

Correct Answer:- Option-D

Question99:-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:-Nature of disposal

Correct Answer:- Option-C

Question100:-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