

FINAL ANSWER KEY

Paper: Manual of Office Procedure (Police)
Date of Test 01-11-2020

Question1:-An endorsement to subordinates is in

- A:-White paper
- B:-XXIII MOP
- C:-Form XXIV MOP Appendix A
- D:-XXV MOP

Correct Answer:- Option-C

Question2:-Circular and instructions from PHQ including Government Order will be published in printed book form

- A:-By record keeper in January of the succeeding year as laid down in MOP
- B:-By manager in December of the current year
- C:-By Assistant General of Police
- D:-By Police Headquarters press

Correct Answer:- Option-A

Question3:-Forms and rules of correspondence is as laid down in

- A:-Para 70 chapter VIII
- B:-Para 45 chapter VI
- C:-Para 105 chapter XI
- D:-Para 124 chapter XIII

Correct Answer:- Option-A

Question4:-In police headquarters a section is supervised by the

- A:-Manager
- B:-Superintendent
- C:-Senior clerk
- D:-Accounts officer

Correct Answer:- Option-B

Question5:-In a fair copy the margin should be

- A:-On the right hand side of front page
- B:-On the left hand side of front page
- C:-On both and right side
- D:-On left hand side on front page and right hand side on the back page

Correct Answer:- Option-D

Question6:-A statement of the final decision by competent authority in the office is called

- A:-NDis
- B:-DDis
- C:-Disposal
- D:-Official correspondence

Correct Answer:- Option-C

Question7:-The form of salutation in official correspondence should be

- A:-Mr.
- B:-Thiru.
- C:-Shri./Smt.Kum.
- D:-Ma'am

Correct Answer:- Option-C

Question8:-The officer supposed to accept Tappal is

- A:-Peon
- B:-Attender
- C:-Policeman on duty
- D:-Manager

Correct Answer:- Option-D

Question9:-The personal register is in

- A:-Form IV para 13(1)MOP
- B:-Form III Appendix A
- C:-Form X Appendix A
- D:-Form V Appendix A

Correct Answer:- Option-A

Question10:-Prescribed scale of space in office provided for Gazetted officers and NGOs is

- A:-160 sft. and 40 sft. respectively
- B:-100 sft. each
- C:-150 sft. for GOs and no specification for NGOs
- D:-Above 100 sft for GOs and minimum requirement for NGOs

Correct Answer:- Option-A

Question11:-Rules of procedure for subordinate office is as laid down in

- A:-Para 143 (1 to 11) chapter XVI
- B:-Para 144 Chapter XVI
- C:-Para 150 chapter XVII
- D:-Para 151 chapter XVII

Correct Answer:- Option-A

Question12:-Tappals when received by a clerk should

- A:-Register the same in the PR within three days
- B:-Take action by putting note
- C:-Show the same to the section head for orders
- D:-Immediately register in the PR

Correct Answer:- Option-D

Question13:-All communications received in office until registry is known as

- A:-Case
- B:-Enclosure
- C:-Tappal
- D:-DO letter

Correct Answer:- Option-C

Question14:-Tappals are being registered in PR

- A:-According to the importance of the subject

- B:-Consecutively in ascending order of the current number stamped
- C:-According to receipt and not in order
- D:-Strictly in accordance with the number entered in distribution register

Correct Answer:- Option-A

Question15:-A current file, note file, any previous papers and books put up for references is known as

- A:-Case
- B:-Note
- C:-Arising reference
- D:-Current file

Correct Answer:- Option-C

Question16:-Which one of the following is a fit case for franking of name cover?

- A:-All name cover letter must be sent through franking machine
- B:-There is no need to frank name covers
- C:-Covers addressed by name cover to an officer of superior rank by the office who sends
- D:-Superior officers must frank their letters to subordinates in name cover

Correct Answer:- Option-C

Question17:-Call note book maintained by gazetted officers and chief ministerial officers is a

- A:-Notebook to enter phone calls made
- B:-Notebook to note calls from superior officers
- C:-To enter calls to be made
- D:-A reminder diary to note important matters to attend in time to avoid delay

Correct Answer:- Option-D

Question18:-Correspondence from district offices to PHQ shall be sent

- A:-Direct or through DIG according to the classification of subjects specified in instructions in force issued from time to time
- B:-Only through range inspectors general of police
- C:-Only through zonal ADGP
- D:-Direct

Correct Answer:- Option-A

Question19:-DO letters are to be prepared as per

- A:-Form XVIII MOP
- B:-Form XX MOP
- C:-Form XXIII MOP
- D:-Form XXI MOP

Correct Answer:- Option-C

Question20:-If a reference is returned in original it carries the endorsement

- A:-Nref
- B:-LDis
- C:-Lodged
- D:-NDis

Correct Answer:- Option-C

Question21:-A note shall be written or type-written with

- A:-One-third margin
- B:-No specific margin
- C:-Both on left side margin
- D:-One-fifth margin

Correct Answer:- Option-A

Question22:-Each clerk and superintendent shall not be retained in same seat for mote than

- A:-Three years
- B:-Date on which promoted
- C:-Two years
- D:-Five years

Correct Answer:- Option-C

Question23:-An officer having full administrative and supervisory control over an office is known as

- A:-Superintendent
- B:-Head of office
- C:-Snr. Superintendent
- D:-Administrative officer

Correct Answer:- Option-B

Question24:-Ordinary papers of routine nature, not likely to be required for reference will be disposed off as

- A:-NDis
- B:-LDis
- C:-DDis
- D:-RDis

Correct Answer:- Option-B

Question25:-A register of unopened tappals sent to officers is in

- A:-Form I appendix A
- B:-Form IV appendix B
- C:-Form III Appendix C
- D:-Form VI Appendix A

Correct Answer:- Option-A

Question26:-Files pending for disposal at the end of a calendar year

- A:-Should be brought forward to new PR in the succeeding year
- B:-Need not brought to the new PR
- C:-Entered in a separate register
- D:-May be allowed to remain in old PR

Correct Answer:- Option-A

Question27:-In the case of proposal for re-appropriation the amount should be denoted in

- A:-Rupees paise
- B:-Actuals
- C:-In lakhs
- D:-In multiples of Rs. 1,000

Correct Answer:- Option-B

Question28:-A member of staff

- A:-May not approach Govt. or a superior officer without permission

B:-May approach a superior if he desires so

C:-Shall not approach Govt. Secretaries

D:-Shall not approach Govt. Secretaries, ministers, superior officers on any official matter without specific permission of his immediate superior

Correct Answer:- Option-D

Question29:-When a correspondence relating to more than one section is received it will be dealt with by

A:-The section which is concerned with first point in the communication and give extracts to other sections

B:-Taking photocopy and distributing to all

C:-Taking lot

D:-As per the decision of the section head

Correct Answer:- Option-A

Question30:-Area or scale of accommodation for records

A:-Equal to total area specified for gazetted officers

B:-25% of the scale of accommodation for gazetted officers

C:-10% of the scale of space allotted to superintendent and clerks

D:-Half of the scale of space for both GOs and NGOs

Correct Answer:- Option-C

Question31:-All currents received in a section should be registered first in the

A:-Distribution register

B:-Tappal register

C:-Personal register

D:-Note book

Correct Answer:- Option-C

Question32:-Distribution list of subjects to sections and clerks is issued by

A:-Head of office

B:-DGP

C:-Section Head

D:-IGP (HQ)

Correct Answer:- Option-A

Question33:-A file submitted by a clerk to his superiors should be noted with date of submission in his PR in

A:-Column 7

B:-Column 1

C:-Column 3

D:-Last column

Correct Answer:- Option-A

Question34:-MOP is meant primarily for the use in

A:-All police offices

B:-All district offices only

C:-Police headquarters

D:-Offices of and above the level of the district police offices

Correct Answer:- Option-D

Question35:-In a file number, it appears "A" after year, denotes that the number is of

A:-Alleppey district police

B:-PHQ

C:-Armed police battalions

D:-FSL

Correct Answer:- Option-A

Question36:-A communication from outside or from another office or an arising reference is known as

A:-Current

B:-Case

C:-File

D:-Arising reference

Correct Answer:- Option-A

Question37:-All court fee stamps received along with papers/petitions received in office should be

A:-Punched for cancellation

B:-Removed to reuse

C:-Handed over to cashier

D:-Kept by manager

Correct Answer:- Option-A

Question38:-Govt. Gazettes on receipt are

A:-Kept in record

B:-Kept in the custody of manager

C:-Kept in stores

D:-Assigned to the earmarked section or section head

Correct Answer:- Option-A

Question39:-When an officer or a member of public is to be addressed informally the following form is used

A:-Memo

B:-D.O. Letter

C:-Order form

D:-Letter

Correct Answer:- Option-B

Question40:-Tappals together with distribution register should be sent to the sections before

A:-3 p.m. on each working day

B:-Close of the office hour

C:-11 a.m.

D:-Noon

Correct Answer:- Option-A

Question41:-In the proposal for sanction for repairs of motor vehicles should contain

A:-Make of the motor vehicle

B:-Total number of KM run after each repair

C:-Whether LMV or HMV

D:-Type of vehicle

Correct Answer:- Option-B

Question42:-While registering a current received through various offices, the from whom received column should carry

A:-Only the last address from where it is received

- B:-All addresses
- C:-The designation of the officer from whom it is actually received
- D:-No address

Correct Answer:- Option-C

Question43:-While flagging it is to bear in mind that

- A:-A flag is paced just below the other
- B:-Flags will be arranged in a manner that one does not cover the other
- C:-Use same number in each flag
- D:-Flag must be pinned only on the current file

Correct Answer:- Option-B

Question44:-The purpose of a note is to

- A:-Recommend the case of the subject matter
- B:-Reject the subject matter
- C:-Reproduce all the subject matter of the current file
- D:-Present impartially and briefly the facts of the case dealt with

Correct Answer:- Option-D

Question45:-While arranging a file

- A:-Note file may be placed below the current file
- B:-Note and current file may be numbered serially
- C:-There must be no separation
- D:-Keep note file and current file separately tagged and page numbered

Correct Answer:- Option-A

Question46:-The clerk and superintendent who prepared the note should put their initial at

- A:-The right hand corner of the note
- B:-The place where the note ends
- C:-In the middle of the note
- D:-At the left hand corner of the note

Correct Answer:- Option-D

Question47:-When a petition is rejected

- A:-There is no need to inform the petitioner
- B:-Return all the communications received from the petitioner
- C:-The reason for rejection should be informed
- D:-None

Correct Answer:- Option-C

Question48:-When the note file written by the clerk is found imperfect or wrong

- A:-Section head should ask the clerk to rewrite it
- B:-Section head should bring this to the notice of the superior
- C:-Section head need note sign the draft and simply forward it to the superior
- D:-The section head may modify the note and keep the clerk's note below the file

Correct Answer:- Option-D

Question49:-Memo forms are used for

- A:-Calling opinion or explanation from the offices of the administrative control of the issuing office
- B:-Addressing higher authorities
- C:-Addressing officers of equal rank
- D:-Conveying departmental orders

Correct Answer:- Option-A

Question50:-Whose responsibility is to ensure that a file is fit for transfer to call book

- A:-Head of office
- B:-Section clerk and section head
- C:-Record keeper
- D:-Section head

Correct Answer:- Option-B

Question51:-An endorsement is used to

- A:-Address an outside officer
- B:-Call for remarks
- C:-Address higher officers
- D:-Return a paper for remarks or disposal

Correct Answer:- Option-D

Question52:-Drafts of letters, memos etc. should be

- A:-Complete in themselves, should not include anything more than what is necessary
- B:-Precise, carry references and explanations wherever necessary
- C:-Elaborate
- D:-Can be prepared without any hard and fast rules

Correct Answer:- Option-A

Question53:-Comparing fair copy is the duty of the

- A:-Superintendent
- B:-Typist
- C:-Subject clerk
- D:-FC supdt

Correct Answer:- Option-C

Question54:-While dealing a particular subject, if a fresh subject arising out of it, what is the procedure

- A:-A new file may be opened taking extracts
- B:-Take action in the original file itself
- C:-Defer the original subject till the original subjects is disposed of
- D:-Only the new subject need be further proceeded

Correct Answer:- Option-A

Question55:-Call books are used to keep files

- A:-Which require no further action
- B:-Which require no action for a minimum period of three months
- C:-Which is due for disposal
- D:-Which require no action for a minimum period of six months

Correct Answer:- Option-A

Question56:-Draft for sanction in the case of write off of stores should carry

- A:-Relevant rules in stores purchase manual

B:-Date of manufacture/expiry of stores
C:-The value of stores, amount to be written off, reason for writing off
D:-The number, quantity and date of purchase of the stores
Correct Answer:- Option-D

Question57:-Tappal distribution register is maintained in

A:-Form XX Appendix A MOP
B:-Form V Appendix A MOP
C:-Form II Appendix A MOP
D:-Form XI Appendix A MOP
Correct Answer:- Option-B

Question58:-Allegation against a police officer shall be enquired into by an

A:-Officer of equal rank
B:-Officer of lower rank
C:-Officer of ministerial wing
D:-Officer of higher rank
Correct Answer:- Option-D

Question59:-Duty of manager and section head in checking delays and arrears are laid down in

A:-Para 126 chapter XIII MOP
B:-Para 124 chapter XIII MOP
C:-Para 134 chapter XV MOP
D:-Para 135 A chapter XV MOP
Correct Answer:- Option-C

Question60:-Post copy means

A:-Copies sent through post
B:-Typed copy of messages sent through telegram, wireless, CoB
C:-Any copy of letters sent by post
D:-Copy of letters received by post
Correct Answer:- Option-C

Question61:-Which out of the following is true-an official on tour on public holiday is

A:-Eligible for two days off
B:-Eligible either for TA or off
C:-Eligible for EL
D:-Not eligible for compensatory off
Correct Answer:- Option-D

Question62:-Officers should sign with date

A:-In all communications irrespective of its nature
B:-In communications to subordinates
C:-In communications to superior officers
D:-Only in fair copy of communications
Correct Answer:- Option-A

Question63:-Instructions on grant of causal leave is mentioned in

A:-Para 145 Chapter XVII
B:-Para 130 Chapter XIV
C:-Para 127 Chapter XIII
D:-Para 150 Chapter XVII
Correct Answer:- Option-B

Question64:-When a book is put up as reference in a file

A:-The book is placed in between note file and current file
B:-The book is placed below the current file
C:-The book is will be produced by the clerk himself
D:-The book may be placed above the file with portion marked
Correct Answer:- Option-D

Question65:-When a clerk goes on leave he invariably hand over any office key his custody to

A:-Head of office
B:-Manager
C:-Section head
D:-Accounts officer
Correct Answer:- Option-A

Question66:-The note file is to

A:-Write down the precis of the current file
B:-bring to the light, the question for consideration
C:-request the head of office to peruse the current file
D:-Point out the discrepancies in the current file
Correct Answer:- Option-B

Question67:-Slips printed with numerals/ alphabets do denote a reference put up along with a file is known as:

A:-Flag
B:-Back file
C:-Disposal
D:-Case
Correct Answer:- Option-A

Question68:-When an officer put some query in the margin of a current file it should be answered by the clerk:

A:-In person verbally
B:-In writing in note file calling attention to the queries
C:-No need to answer unless written in the note file
D:-In the margin itself
Correct Answer:- Option-B

Question69:-When a draft is submitted for approval the fact should be stated in the

A:-Reminder diary
B:-Note file sheet
C:-Correspondence file
D:-Call note book
Correct Answer:- Option-B

Question70:-Papers relating to appointments and postings are treated as

A:-Ordinary papers

- B:-Urgent papers
- C:-Ordinarily be treated as confidential
- D:-Ordinarily be treated as Top secret

Correct Answer:- Option-C

Question71:-Receipt of valuables in an office is entered first in

- A:-Tappal register
- B:-Personal register
- C:-Security register in form III
- D:-Cash book

Correct Answer:- Option-C

Question72:-Which one of the following is important to note while flagging

- A:-Flags will be attached to the jacket of the disposal
- B:-Flag will be so arranged that one flag does not cover the other
- C:-Reference is to be made in the note itself
- D:-All the above

Correct Answer:- Option-A

Question73:-Recommendation for sanction in the case of temporary posts should carry

- A:-Number of posts to be created
- B:-The period for which they are created
- C:-The Govt. order which invites the proposal
- D:-The estimate of expenditure

Correct Answer:- Option-D

Question74:-Points to remember for referencing a pending file in another file

- A:-Use flags and put up the pending file below it
- B:-Take photocopies of the pending file and place in the file
- C:-Both files may be clubbed together
- D:-It should be linked and put under the other file

Correct Answer:- Option-A

Question75:-The relevant rules on dealing petitions are mentioned in MOP

- A:-Para 58 chapter VII
- B:-Para 55 chapter VII
- C:-Para 58, 59, 66 chapter VII
- D:-Para 70 chapter VIII

Correct Answer:- Option-B

Question76:-Drafts which are likely to require correction should be typewritten in

- A:-Single space
- B:-Double space
- C:-Without margin in double space
- D:-The note files itself

Correct Answer:- Option-D

Question77:-A fair copy shall contain

- A:-Initials of FC superintendent
- B:-Initials of the typist and seat clerk
- C:-Initials of FC Supdt. and seat clerk
- D:-The initial of the clerk who examine the fair copy

Correct Answer:- Option-C

Question78:-Proceedings are used when the correspondence is

- A:-Simple in nature for information
- B:-Of important decisions, orders involving discussion of policy issued in order form XXI
- C:-Intended to address officers within the department
- D:-Intended to address officers of other departments

Correct Answer:- Option-B

Question79:-When a matter is to be brought to the personal attention of the individual addressed the form used is

- A:-DO letter
- B:-Letter in name cover
- C:-Message form
- D:-Endorsement

Correct Answer:- Option-A

Question80:-Before a typist begin to type a draft he should ensure that

- A:-The competent officer has approved the draft
- B:-It is neatly written
- C:-It contains the file number and subject
- D:-None

Correct Answer:- Option-A

Question81:-Fair copy register is maintained by

- A:-Section clerks
- B:-Manager
- C:-Typists
- D:-FC supdt. or senior most typist

Correct Answer:- Option-A

Question82:-Any reference issued from office which originates the file is termed as

- A:-File
- B:-Arising reference
- C:-Note
- D:-Disposal

Correct Answer:- Option-B

Question83:-The place where the typist should type his/her initial with date is

- A:-At right-hand corner of fair copy
- B:-At left-hand corner of the end of the fair copy
- C:-At the beginning of top left hand corner
- D:-At any space convenient

Correct Answer:- Option-B

Question84:-The officer competent to transfer a file to call-book is

- A:-Section head

- B:-Manager
- C:-Head clerk
- D:-Head of office

Correct Answer:- Option-C

Question85:-Important points to be observed after dispatch is laid down in

- A:-Para 92 chapter IX
- B:-Para 90 chapter IX
- C:-Para 97 chapter X
- D:-Para 98 chapter X

Correct Answer:- Option-C

Question86:-Call-book files are transferred to record along with

- A:-Transfer register
- B:-Dispatch register
- C:-Personal register
- D:-Distribution register

Correct Answer:- Option-A

Question87:-The competent officer to order DDIs is

- A:-Section head
- B:-Manager
- C:-Head of office
- D:-Head clerk

Correct Answer:- Option-C

Question88:-Requisition for record is made in

- A:-Form XII
- B:-Form XI
- C:-Form V
- D:-Form XXX

Correct Answer:- Option-B

Question89:-A communication addressing a higher authority should be in

- A:-Memo form
- B:-DO form
- C:-Letter form
- D:-Order form

Correct Answer:- Option-C

Question90:-Call-book is maintained by

- A:-Section head
- B:-Head accountant
- C:-Store accountant
- D:-Record keeper

Correct Answer:- Option-D

Question91:-The person authorized to maintain the register of addresses of staff is

- A:-Record keeper
- B:-Dispatch clerk
- C:-Manager
- D:-Turn duty clerk

Correct Answer:- Option-C

Question92:-Further action on a file returned from call-book will be continued on

- A:-Call-book number
- B:-A new number assigned on date
- C:-Old number of file
- D:-Using old number and keeping new number in brackets

Correct Answer:- Option-C

Question93:-Every member of staff is strictly prohibited from

- A:-Speaking to outsiders
- B:-Go outside during office hours
- C:-Taking food during office hours
- D:-Accepting any present/remuneration from any visitors, party

Correct Answer:- Option-D

Question94:-To ensure timely action on files, subject clerk should maintain

- A:-Running note
- B:-Periodical register
- C:-Reminder diary
- D:-Arrear list

Correct Answer:- Option-B

Question95:-The fair copy section is under the direct control and supervision of

- A:-FC supdt.
- B:-Manager
- C:-Unit head
- D:-Store accountant

Correct Answer:- Option-A

Question96:-All reminder letter should invariably contain

- A:-Address of the sender and recipient
- B:-Sender's letter number
- C:-Purport of the reference, its number, date, reference No.of the office/person to which the reminder goes
- D:-None of the above

Correct Answer:- Option-C

Question97:-If there are more than on communication/paper to an officer to dispatch

- A:-Use one cover for each communication
- B:-Send through regd post
- C:-Send under certificate of posting
- D:-It shall be enclosed in one cover

Correct Answer:- Option-D

Question98:-Section head is supposed to inspect all clerk's PR

- A:-Once in a week

B:-Once in a fortnight

C:-Once in a month

D:-Bimonthly

Correct Answer:- Option-B

Question99:-All fair copies should be typed in

A:-0.5 space

B:-Single space

C:-Double space

D:-No specification

Correct Answer:- Option-C

Question100:-No paper shall be kept idle without the permission of Head of office for more than

A:-5 days

B:-10 days

C:-A fortnight

D:-One month

Correct Answer:- Option-B