

**DE-7/2021/88**

Question Booklet  
Alpha Code

**A**

Question Booklet  
Serial Number

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Name:		Reg.No.		Signature:	
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**DEPARTMENTAL TESTS — JULY, 2021**

Total Number of Questions : 100

[Time : 1½ hours

(Maximum Marks : 100)

**INSTRUCTIONS TO CANDIDATES**

1. The question paper will be given in the form of a Question Booklet. There will be four versions of question booklets with question booklet alpha code viz. A, B, C & D.
2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the question booklet.
3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
4. If you get a question booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your question booklet is un-numbered, please get it replaced by new question booklet with same alpha code.
6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the question booklet, until the indication is given to start answering.
7. Immediately after the commencement of the examination, the candidate should check that the question booklet supplied contains all the 100 questions in serial order. The question booklet does not have unprinted or torn or missing pages and if so the fact should be brought to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
8. A blank sheet of paper is attached to the question booklet. This may be used for rough work.
9. **Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.**
10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball-Point Pen in the OMR Answer Sheet.
11. **Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative marks for unattended questions.**
12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over the Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.
14. **If any candidates make a marking of answer in the question paper and exchange with other candidate during the course of the examination, the answer script will be invalidated and the candidates will be debarred for a minimum period of 2 years from appearing the Departmental Tests.**

# DE-7/2021/88

Maximum : 100 marks

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1. It is a statement of the final decision by competent authority in the office on any matter submitted for information or orders:  
(A) Case (B) Issue  
(C) Note (D) Disposal
2. The officer responsible to take steps for the proper conduct of the office work in Chief Office, enforcement of office routine and for prompt dispatch of business:  
(A) AIG (B) DIG of police  
(C) Manager (D) Duty officer
3. Confidential Disposals should be kept separate in a locked almirah and the key of the almirah should be with:  
(A) Manager (B) Duty officer  
(C) Head of office (D) Section Supdt.
4. To cut down to the minimum, Intends for stationary must be carefully scrutinized by:  
(A) Head of office (B) Manager  
(C) Section Heads and Manager (D) Section clerk.
5. The communications from unit offices to Police Head quarters shall be in the name of:  
(A) Manager (B) AIGs  
(C) ADGPs (D) DGP
6. While despatching important papers such as pay bills etc from one office to another in sealed covers by post, it must be sent by:  
(A) Registered post  
(B) Not by regd. Post but a certificated of posting obtained  
(C) Ordinary post  
(D) Spl. Messenger
7. The important word that is placed first in the title by which its alphabetical position in the Index is determined and on which the possibility of finding the title primarily depends is called:  
(A) Sub head (B) Appendix  
(C) Personal Index (D) Head
8. Valuables intended for dispatch will be:  
(A) Packed and sealed in the presence of Dispatch clerk  
(B) Packed and sealed by special messenger  
(C) Put in an envelope only  
(D) Put in envelopes or packed and sealed in presence of Record keeper

9. Total number of compensation leave for holiday duty accumulated during an year :
- (A) 10 (B) 7  
(C) 15 (D) 12
10. The accuracy of statements made and inferences drawn in the petitions forwarded to higher authorities must be ensured by:
- (A) Section head (B) Manager  
(C) Dy.sp (D) Superintendent of police
11. The Manager in an office will inspect the record room of that office in a:
- (A) Week (B) month  
(C) quarter (D) year
12. Petitions which contain no new facts or grounds for reconsideration of a case which has already been disposed will be:
- (A) Lodged (B) Linked in old file  
(C) No action (D) Returned to the person concerned
13. Sort out from the following tappals which need not be numbered and distributed through Distribution register:
- (A) Reminders from subordinate offices  
(B) Reminders from Govt:  
(C) DO letters  
(D) Appointment orders
14. When a paper is returned in original or when a paper or its copy is sent to a subordinate officer for remarks, or is communicated to him in original for information or disposal, the disposal takes the form of an:
- (A) Proceedings (B) Order  
(C) Draft (D) Endorsement
15. If the officer to whom the Inspection book and registers are to be submitted is not present on the day fixed, these should be:
- (A) Put up along with next inspection  
(B) Put up to other senior officer  
(C) Put up on his further order  
(D) Put up on the next day he attends office
16. Monthly statement of cases pending disposals for over a month in form XIX is intended to bring notice of:
- (A) Head of office (B) Government  
(C) Supervisory officers (D) Manager
17. Total number of absence from duty while availing CL and compensation leave shall not exceed:
- (A) 7 days (B) 5 days  
(C) 15 days (D) 10 days

18. The tappals together with distribution register should be sent to the sections:  
 (A) Before 2 pm (B) Before 3 pm  
 (C) Before 4 Pm (D) Before 5 Pm
19. When a clerk goes on leave he should hand over the office key in his custody to:  
 (A) Manager (B) Senior clerk  
 (C) Section supdt. (D) Sr. Supdt
20. The personal file of staff should be kept in:  
 (A) The custody of Head of office  
 (B) Confidential section  
 (C) Camp of the officer  
 (D) Custody of Manager
21. Section head should attest the distribution register and make verification certificate at least once in :  
 (A) A month (B) A week  
 (C) Two weeks (D) A year
22. The current file and note file should be maintained separately until:  
 (A) It is Put up to officer concerned  
 (B) It is put up to fair copy for typing  
 (C) Its disposal  
 (D) Permanently
23. Correspondence on matters which require a decision or an interpretation of rules addressed to chief office shall be signed by:  
 (A) Manager (B) Dysp (Admn)  
 (C) Supdt. of police (D) Fair copy supdt.
24. Preparation of any communication proposed to be sent from the office:  
 (A) Drafting (B) Letter  
 (C) Order (D) Note
25. If a paper is returned in original with an endorsement, that fact should be noted in personal register by the entry:  
 (A) Despatched (B) N Dis  
 (C) L Dis (D) Filed
26. Form of correspondence used when a paper is returned in original:  
 (A) D O form (B) Endorsement form  
 (C) Letter form (D) Memo form
27. Despatch section will be under the direct supervision of:  
 (A) Manager (B) Fair copy supdt.  
 (C) Junior supdt. (D) Record keeper

28. Arising reference shall be stamped, numbered and distributed, but first sent to :
- (A) Inward section (B) Manager  
(C) Section head (D) Head of office
29. There will be an office letter box in every office and the key of this box will be in the custody of:
- (A) Duty officer (B) Record keeper  
(C) Inward section (D) Manager
30. The acknowledged despatch slip will be initialed, dated and filed and retained by record keeper for:
- (A) One year (B) Two years  
(C) Three years (D) Five years
31. Proposal to obtain on the note file of a case the concurrence, opinion or remarks of another office/officer is called:
- (A) Referencing (B) Correspondence  
(C) Un official correspondence (D) Observation
32. Old arrear lists should be retained for:
- (A) One year (B) Two years  
(C) Three years (D) Five years
33. When officers are on tour, the tappals intended for them should be sent to them:
- (A) Weekly (B) Daily  
(C) Bi weekly (D) Occasionally
34. When a book is put for reference, it should be placed:
- (A) Along the file  
(B) Below the flap of the file  
(C) By hand in person  
(D) Above the flap of the file
35. Enclosures must be avoided as far as possible, and when these are necessary should wherever practicable:
- (A) Be typed in continuation of main communication  
(B) Put it in another cover  
(C) Put it with other enclosures  
(D) None of the above
36. The orders on the particular case should be communicated only to :
- (A) All subordinate officers  
(B) All officers  
(C) The officer concerned  
(D) All the above
37. A communication received in one office from outside will be known as a current until :
- (A) It is filed (B) It is disposed  
(C) Drafting on it (D) It is dispatched

38. The four series of Disposals of cases are :
- |          |          |
|----------|----------|
| (A) RDLN | (B) PNDR |
| (C) NPLN | (D) NONE |
39. A member of staff making any representation should submit it through:
- |                        |                        |
|------------------------|------------------------|
| (A) Immediate superior | (B) Manager            |
| (C) Head of office     | (D) Head of department |
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- |                        |                        |
|------------------------|------------------------|
| (A) Immediate superior | (B) Manager            |
| (C) Head of office     | (D) Head of department |
41. The number of entries on each page of the personal register is :
- |          |           |
|----------|-----------|
| (A) Five | (B) Three |
| (C) Two  | (D) Four  |
42. Reminders issued should be entered in red ink in personal register in columns:
- |                |                |
|----------------|----------------|
| (A) 7, 8, 9    | (B) 12, 13, 14 |
| (C) 10, 11, 12 | (D) 9, 10, 11  |
43. Register of reports about missing records will be maintained by :
- |                   |                   |
|-------------------|-------------------|
| (A) Section clerk | (B) Record keeper |
| (C) Section head  | (D) Manager       |
44. When a paper is given a current number and entered with an abstract in the personal register, it is treated as:
- |                |                    |
|----------------|--------------------|
| (A) Current    | (B) Tappal         |
| (C) Registered | (D) Correspondence |
45. Register of lodged papers will be maintained by :
- |                   |                   |
|-------------------|-------------------|
| (A) Section clerk | (B) Record keeper |
| (C) Section head  | (D) Subject clerk |
46. Each subject clerk will prepare and submit monthly arrear list by:
- |   |
|---|
| (A) The 10 <sup>th</sup> of every month |
| (B) The 1 <sup>st</sup> of every month  |
| (C) The last of every month             |
| (D) The 15 <sup>th</sup> of every month |
47. In order to facilitate subsequent references, paragraphs and sub paragraphs of all communications drafted should be:
- |                    |                     |
|--------------------|---------------------|
| (A) Separated      | (B) Numbered        |
| (C) Clearly stated | (D) Clearly spelled |
48. Head of office of SAP battalion:
- |                              |
|------------------------------|
| (A) Commandant               |
| (B) Dy. Commandant           |
| (C) Superintendent of police |
| (D) Admn. Asst.              |

49. Forfeiture of a days CL will ordinarily be the penalty for late attendance without permission for every :
- (A) 2 days (B) 3 days  
(C) 4 days (D) 5 days
50. Gazetted officers and Chief ministerial Officers should keep a small book to note important matters called:
- (A) Inspection book (B) Call book  
(C) Account book (D) Call note book
51. The peons, attenders and orderlies shall attend the office in working days from:
- (A) 10 AM (B) 9.30 AM  
(C) 9 AM (D) 8 AM
52. Form of correspondence used for issuing final orders in matters in which the officer is competent:
- (A) Letter form (B) Order form  
(C) Memo form (D) D O form
53. The prescribed scale of accommodation for staff in office is:
- (A) 40 sq.ft. (B) 30 sq.ft.  
(C) 20 sq.ft. (D) 100 sq.ft.
54. If the petition received is illegible the course of action to be taken is:
- (A) A legible copy be prepared by section clerk  
(B) A legible copy be prepared by section head  
(C) A typewritten copy be prepared  
(D) A photocopy be prepared
55. The receipt of Govt. and police Gazettes will be registered by the record keeper in :
- (A) Rough register  
(B) Periodical register  
(C) Distribution register  
(D) Inward register
56. Incase of reappropriation orders the amount must be in multiples of:
- (A) 1000 (B) 100  
(C) 10000 (D) 10
57. If demi official paper is used, blank continuation sheets used must be:
- (A) Superior demi official paper  
(B) Ordinary paper  
(C) Distinct colour paper  
(D) One sided paper

58. Transfer register of Records sent to records shall be maintained by :
- (A) Record keeper
  - (B) Manager
  - (C) All section clerks
  - (D) All section heads
59. No office copy of the original reference need be retained. Entries in the register should suffice. This relates to the correspondence of:
- (A) Sub divisional officers
  - (B) Inspectors and Sub Inspectors
  - (C) Subordinate officers of SP
  - (D) All the above
60. The record room should be locked and sealed everyday and entrusted to the guard commander on duty, recording the fact in :
- (A) Record register
  - (B) Record entry book
  - (C) Sentry relief book
  - (D) Record book
61. Register of addresses of the members of the office staff is maintained by:
- (A) Record keeper
  - (B) Head clerk
  - (C) Manager
  - (D) Superintendent
62. All records will be filed on record racks:
- (A) Side by side
  - (B) On top of one another
  - (C) Vertically
  - (D) Both (A) and (C)
63. The officer responsible to maintain stock register of furniture, fans and other movable stores in Chief Office:
- (A) Record Keeper
  - (B) Havildar/Head Constable
  - (C) Manager
  - (D) Jr. Supdt.
64. Turn duty register in DPOs will be maintained by:
- (A) Manager
  - (B) Duty officer
  - (C) Record Keeper
  - (D) Supdt.
65. Recommendations for sanction for repairs of vehicles shall include :
- (A) Cost and date of purchase
  - (B) Expenditure incurred on different occasions
  - (C) Reason for any abnormal expenditure
  - (D) All the above



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- (A) Cost and date of purchase
  - (B) Expenditure incurred on different occasions
  - (C) Reason for any abnormal expenditure
  - (D) All the above
67. The manager shall inspect the Call book at least:
- (A) Once in a month
  - (B) Twice in a month
  - (C) Once in three months
  - (D) Once a year
68. The peons, attenders and orderlies attached to Chief office will be under the general control of:
- (A) Superintendent
  - (B) Head clerk
  - (C) Manager
  - (D) Duty officer
69. The up-to-date stock file is to be maintained by:
- (A) Subject clerk
  - (B) Section head
  - (C) Senior supdt.
  - (D) Manager
70. When officers are on tour, the tappal received which is intended for them should be:
- (A) Kept in his office
  - (B) Sent to their camp
  - (C) Given to another officer
  - (D) Opened by tappal clerk
71. Papers / notes directing examination of any point and other arising references sent to section direct by any officer should:
- (A) Immediately open a file, and put up
  - (B) Give to inward section
  - (C) Give to manager
  - (D) Give to section head
72. In District offices all covers addressed by name to the head of office, or those coming from Superior Officers will be opened by Head of office. In his absence it will be opened by :
- (A) Dysp
  - (B) Manager
  - (C) Section head
  - (D) Personal Assistant
73. Papers relating to appointments and postings are being treated as:
- (A) Secret
  - (B) Top Secret
  - (C) Demi official
  - (D) Confidential

74. When addressing to the higher authorities, correspondence should be in :
- (A) Letter form
  - (B) DO form
  - (C) Endorsement form
  - (D) Order form
75. Petition or report addressed to a higher authority through a lower authority shall:
- (A) be withheld
  - (B) Partly be withheld
  - (C) be returned
  - (D) not be withheld
76. Money cheques or other valuables received as enclosures to communications will be entered in the security register by:
- (A) Cashier
  - (B) Head of office
  - (C) Chief ministerial Officer
  - (D) Superintendent
77. A Register of Records destroyed shall be maintained by:
- (A) Section Clerk
  - (B) Record keeper
  - (C) Manager
  - (D) Duty officer
78. The destruction of records shall be carried out under the directions of the:
- (A) Record keeper
  - (B) Manager
  - (C) Duty officer
  - (D) Section Clerk
79. The officer who will decide whether a new stock file have to be opened on a particular subject:
- (A) Manager
  - (B) Head of office
  - (C) Section Head
  - (D) Section clerk
80. Whenever a new index head is taken into use in a subordinate office the fact shall be reported to:
- (A) Supdt. of Police
  - (B) Admin. Assistant
  - (C) Manager
  - (D) Chief Office

81. Papers under head “Ceremonies and festivals” will usually be classified under separate regional subheads for
- (A) each district
  - (B) each region
  - (C) each state
  - (D) each sub region
82. What is it, a positive evil in a title:
- (A) Brevity
  - (B) Unnecessary length
  - (C) Repetition
  - (D) Cross reference
83. Retention period of Records and Registers are specifically mentioned:
- (A) Para 100 MOP
  - (B) Para 125 MOP
  - (C) Para 132 MOP
  - (D) Para 123 MOP
84. When two or more papers are pinned together, the sharp end of the pin should:
- (A) be pierced again
  - (B) not be pierced again
  - (C) be left free at the top
  - (D) not be left free
85. The Office key of the Tappal bag will be kept by:
- (A) Subject clerk
  - (B) Record keeper
  - (C) Manager
  - (D) Jr. Superintendent
86. Forfeiture of a days CL will ordinarily be the penalty for late attendance without permission for every :
- (A) 2 days
  - (B) 3 days
  - (C) 4 days
  - (D) 5 days
87. Register of lodged papers will be maintained by:
- (A) Manager
  - (B) Section head
  - (C) Section clerk
  - (D) Record keeper

88. The personal Register should be maintained in:
- (A) Loose sheets
  - (B) Note books
  - (C) Form No. IV
  - (D) Form No. VI A
89. Section head will certify in the personal register that all pending papers of previous years have been brought forward after:
- (A) 1<sup>st</sup> February
  - (B) 1<sup>st</sup> January
  - (C) 31<sup>st</sup> December
  - (D) 1<sup>st</sup> March
90. The proper arrangement and distribution of all the furniture In Chief office is done by:
- (A) Manager
  - (B) Duty officer
  - (C) Liaison Officer
  - (D) Superintendent
91. A Register containing the residential addresses of all members of the staff shall be maintained by:
- (A) Manager
  - (B) Duty officer
  - (C) Section clerk
  - (D) Record keeper
92. Enquiry into petitions contain allegations against police officers shall be ordered only by:
- (A) Supdt. of police
  - (B) Director General of police
  - (C) An officer superior in rank
  - (D) Manager
93. Correspondence with officers of equal status, the form used is :
- (A) memo form
  - (B) Letter form
  - (C) Endorsement form
  - (D) Order form

94. Less important papers which though not to be retained permanently, but required for reference for some time to come will be assigned:
- (A) D Dis (B) K Dis  
(C) L Dis (D) R Dis
95. On holidays, the Manager will entrust the Keys of the postal tappal bag and of the letter box to:
- (A) Duty officer (B) Attender  
(C) Supdt. (D) Turn duty clerk
96. The date of receipt of a particular paper will be revealed by office date seal. This should be submitted with in:
- (A) One week (B) Ten days  
(C) Three days (D) Five days
97. Whenever possible, carbon copies of replies to be retained as office copies should be typed at the back of the letters replied to. This is necessitated as the draft has been:
- (A) So large that additional papers can be saved  
(B) So extensively altered  
(C) So confidential  
(D) So urgent
98. The packets/documents intended for authorities in foreign countries are affixed with:
- (A) Ordinary postage stamps (B) Service stamps  
(C) Revenue stamps (D) Court fee stamps
99. The form of disposal needed to all copies of communications and other papers on which no specific action has to be taken:
- (A) L. dis (B) N. Dis  
(C) Closed (D) Filed
100. A "Register of unopened Tappals sent to Officers" shall be maintained by:
- (A) Record keeper (B) Duty officer  
(C) Tappal clerk (D) Manager
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**SPACE FOR ROUGH WORK**

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