

FINAL ANSWER KEY

Paper: The District Office Manual
Date of Test 19-11-2021

Question1:-As per the DOM establishment of a Deputy tahsildar office consists of how many clerks?

- A:-20
- B:-10
- C:-3
- D:-12

Correct Answer:- Option-C

Question2:-Distribution register maintained in the office of Dy. Tahsildar will contain how many pages?

- A:-120
- B:-110
- C:-200
- D:-220

Correct Answer:- Option-D

Question3:-From among the following which register is not insisted to be maintained in the office of Dy. Tahsildar as per DOM

- A:-Personal register
- B:-Arrear list
- C:-Call book
- D:-Record issue register

Correct Answer:- Option-B

Question4:-Dispatch of revenue Business Returns of taluk office is described in which paragraph of DOM

- A:-Paragraph 124
- B:-Paragraph 135
- C:-Paragraph 15
- D:-Paragraph 82

Correct Answer:- Option-A

Question5:-Which register is maintained in form XV?

- A:-Personal register
- B:-Periodical register
- C:-Suit register
- D:-Security register

Correct Answer:- Option-D

Question6:-Register showing hour of handing over and taking back the sealed bag containing key of the record room maintained in which form?

- A:-Form No. 1
- B:-Form No. XIII
- C:-Form No. X
- D:-Form No. V

Correct Answer:- Option-B

Question7:-Head of the office mentioned in column 8 of security register means

- A:-Office head
- B:-R D O
- C:-Sheristadar
- D:-Officer opening the tapal

Correct Answer:- Option-D

Question8:-Which register is maintained in Form VIII?

- A:-Suit register
- B:-Recovery register
- C:-Call book
- D:-Receiving register

Correct Answer:- Option-C

Question9:-What is column no. 4 of Register of New Cases maintained in Form III?

- A:-Current number
- B:-Record keeper initials
- C:-Subject
- D:-Name of court

Correct Answer:- Option-B

Question10:-Permanent files of important orders should be maintained for case of reference and kept up to date. Which is the filing system referred in para 137 of DOM?

- A:-Stock File
- B:-Current file system
- C:-Ahamed nagar filing system
- D:-Disposal number filing system

Correct Answer:- Option-A

Question11:-In writing telegram great care must be taken to

- A:-Include all matters that are not essential
- B:-Writing dockets and address on the back of letter
- C:-Exclude all matters that are not essential
- D:-None above

Correct Answer:- Option-C

Question12:-Special duplicating impression paper should not be used unless more than _____ copies of the matter are required

- A:-100 copies
- B:-50 copies
- C:-1000 copies
- D:-2000 copies

Correct Answer:- Option-B

Question13:-Fair copying section superintendent. should be provided with a set of pigeon holes to facilitate the observance of which rule

- A:-Economizing envelops in dispatch (Letter of the same addressee shall be sent in one envelop)
- B:-All letters to the same addressee in separate envelope
- C:-To put disposals in the pigeon hole
- D:-To put tapals to CA and ADM

Correct Answer:- Option-A

Question14:-Who will fix the date and of hearing in the office of District Collector and District magistrate

- A:-Sheristahdar
- B:-District Collector
- C:-Superintendent
- D:-Village officer

Correct Answer:- Option-B

Question15:-Papers submitted to the District Collector must be systematically arranged. It is the responsibility of who among the following to see the arrangement is properly adhered to

- A:-Camp clerk
- B:-Junior superintendent
- C:-Senior superintendent
- D:-Supt. Inspection suit

Correct Answer:- Option-A

Question16:-What is the Rule regarding punching of stamps?

- A:-Punched with small punch intended for tagging
- B:-Use binder clips
- C:-Properly punched with circular punch
- D:-No need to punch

Correct Answer:- Option-C

Question17:-Correction slip must be pasted into book which they belong. What is the prescribed time?

- A:-Within 3 days of their receipt in office
- B:-Within 30 days of receipt
- C:-Within 10 days of receipt
- D:-None above

Correct Answer:- Option-A

Question18:-Kerala gazette will be circulated as soon as it is received in office. Who must read and circulate?

- A:-RDO
- B:-Sub-collector
- C:-Clerk
- D:-Head of section

Correct Answer:- Option-D

Question19:-Revenue Divisional officer must submit the Revenue Business Return to District collector by

- A:-20th of the month
- B:-10th of the month
- C:-5th of the month
- D:-25th of the month

Correct Answer:- Option-B

Question20:-Detailed arrears list is prepared in which form?

- A:-Form X
- B:-Form XX
- C:-Form VI
- D:-Form IX

Correct Answer:- Option-A

Question21:-Periodical register must be accompanied by which one of the following for inspection before the sirasthadar?

- A:-Charge register
- B:-LA register
- C:-Running note file
- D:-Distribution register

Correct Answer:- Option-C

Question22:-What is Title as per para 103 of DOM?

- A:-The entry in the index relating to an individual purpose
- B:-Document
- C:-Purchase
- D:-Filing

Correct Answer:- Option-A

Question23:-What is the method used in the record room for filing in index slips

- A:-Filed in one combined index for the whole office
- B:-Filed in separate index for separate sections
- C:-Filed in one combined index for each section
- D:-None above

Correct Answer:- Option-A

Question24:-Who among the following should personally scrutinize the R disposal file which are 30 year old?

- A:-Village officer
- B:-Head clerk
- C:-Revenue Divisional Officer
- D:-CA to district Collector

Correct Answer:- Option-C

Question25:-Income tax files will be kept for _____ years as per para 96 of DOM

- A:-One year
- B:-10 years
- C:-6 months
- D:-One month

Correct Answer:- Option-B

Question26:-Which disposals to be retained permanently?

- A:-L Dis
- B:-K Dis (K Disposal)
- C:-R Dis (R Disposal)
- D:-XN Dis

Correct Answer:- Option-C

Question27:-Which among the following disposals can be destroyed after 3 years

- A:-Distribution register
- B:-K disposal
- C:-L Dis
- D:-R Dis

Correct Answer:- Option-B

Question28:-Which among the following registers can be destroyed after 10 years?

- A:-Periodical register
- B:-Distribution register
- C:-Personal register
- D:-Record issue register

Correct Answer:- Option-A

Question29:-Arrear list maintained inform VII can be destroyed after which period?

- A:-10 years
- B:-1 year
- C:-3 years
- D:-6 months

Correct Answer:- Option-C

Question30:-Dispatch by post and local delivery book will be destroyed after _____ years

- A:-5 years
- B:-3 years
- C:-1 year
- D:-8 years

Correct Answer:- Option-B

Question31:-In the office of Collector who will approve the list of disposals for destruction after the prescribed period.

- A:-District Collector
- B:-Tahsildar
- C:-Junior Superintendent
- D:-Village officer

Correct Answer:- Option-A

Question32:-What is the filing system adopted in the record room in the office of district Collector?

- A:-Horizontal filing system
- B:-Piled on top of the another
- C:-filed on the racks vertically
- D:-None above

Correct Answer:- Option-C

Question33:-Confidential records which the collector does not think it is necessary to retain in his own custody will be kept by whom?

- A:-Addl. Tahsildar
- B:-Sheristadar
- C:-bench Clerk
- D:-Revenue Inspector

Correct Answer:- Option-B

Question34:-What is the system filing used for filing confidential papers that the collector keeps in his own custody other papers that he wishes to refer to frequently

- A:-Ordinary filing system
- B:-Vertical filing system
- C:-Horizontal filing system
- D:-Roneo - number - alpha system of filing

Correct Answer:- Option-D

Question35:-Valuables intended for dispatch to other offices will be put in to envelops or packets in the presence of _____ as per para 77 of DOM

- A:-Village officer
- B:-ADM
- C:-Supt. Fair copy section
- D:-CA to Dy. Collector

Correct Answer:- Option-C

Question36:-Forfeiture of casual leave will ordinary be penalty for late attendance with out permission. A clerk who has got 6 late attendance without permission. How many days of casual leave will be forfeited

- A:-Two days
- B:-One days
- C:-Five days
- D:-Six days

Correct Answer:- Option-A

Question37:-All members of establishment are expected to attend office in time. What is the hour if attendance?

- A:-9 am to 5 pm
- B:-10 am to 4 pm
- C:-10 am to 5 pm
- D:-9.30 am to 5 pm

Correct Answer:- Option-C

Question38:-What is the interval allowed for tiffin or lunch?

- A:-Half an hour between 1.30 pm and 2.30 pm
- B:-One hour between 1 pm and 2 pm
- C:-One hour between 1.30 pm and 2.30 pm
- D:-1` (1)/(2) Hours between 1.30 pm ad 3 pm`

Correct Answer:- Option-A

Question39:-Muslim members of the staff will be allowed to be absent from duty _____ on Friday to attend Juma prayers

- A:-One hour between 12.30 pm and 2.30 pm
- B:-One hour between 1pm and 2 pm
- C:-2 hours between 12.30 pm and 2.30 pm
- D:-Half an hour between 12.30 pm and 1pm

Correct Answer:- Option-C

Question40:-In the office of the District collector Sheristadar will close the attendance register

- A:-30 minutes after the office open
- B:-10 minutes after the office open
- C:-One hour after the office open
- D:-5 minutes after the office open

Correct Answer:- Option-B

Question41:-Casual leave will not be granted on vague and general grounds such as

- A:-Urgent private affairs
- B:-Marriage of daughter
- C:-Treatment for chicken pox

D:-None above

Correct Answer:- Option-A

Question42:-Application of a peon for casual leave will have to be routed through whom

A:-Bench clerk

B:-Daffedar

C:-Village man

D:-Village assistant

Correct Answer:- Option-B

Question43:-In the office of District Collector the application for casual leave of employees will be submitted to and disposed of by whom as per para 7 of DOM

A:-Junior Supt.

B:-Addl. Tahsildar

C:-Clerk

D:-Sheristadar

Correct Answer:- Option-D

Question44:-Whenever a case of cholera occurs at the dwelling of any clerk he must report the fact to Shirastadar by

A:-In writing

B:-By verbal message

C:-By. regd. Post

D:-In writing through special messenger

Correct Answer:- Option-B

Question45:-While in office all members of the establishment must behave

A:-Quiet and dignified manner

B:-They must speak loudly

C:-Accept presents from outsiders

D:-Accept remuneration from petitioners

Correct Answer:- Option-A

Question46:-The District Collector is allowing visitors from 3pm only. But as per DOM collector will be prepared receive visitors who wish to see him on official matter on

A:-Office day 3 pm to 6pm

B:-Holiday

C:-Any office day during office hours

D:-Office day 4 pm to 6 pm

Correct Answer:- Option-C

Question47:-Who is responsible to see that District collector's rooms are properly swept and dusted daily?

A:-Daffedar

B:-Dy. Collector

C:-RDO

D:-Junior supt. RR Section

Correct Answer:- Option-A

Question48:-New case Register can be destroyed after _____ years

A:-One year

B:-10 years

C:-5 years

D:-2 years

Correct Answer:- Option-C

Question49:-Register of papers issued from and returned to the record room is maintained in which Form?

A:-Form X of appendix A

B:-Form XIV of appendix B

C:-Form II of appendix D

D:-Form III of appendix F

Correct Answer:- Option-B

Question50:-The Record Issue register and record taken out register will be sent to the concerned. Who will acknowledge the receipt of the records in the register?

A:-Clerk

B:-Superintendent

C:-Tahsildar

D:-Village field assistant

Correct Answer:- Option-A

Question51:-Dividing office into convenient sections and drawing up clear distribution list showing subject, section, head of each section etc is known as:

A:-Dr. Maclean's system

B:-Alahabad system

C:-Tottenham system

D:-None above

Correct Answer:- Option-C

Question52:-To ensure the regular and systematic return of records to the record room, what should the record keeper do?

A:-Should prepare arrears list for each section for all records which have been absent from the record room

B:-The record keeper will inspect the personal register

C:-Record keeper will inform the fair copy supt

D:-None above

Correct Answer:- Option-A

Question53:-What is the vertical filing of records

A:-All records will be filled in the record rack vertically

B:-Arrangement of records horizontally

C:-Piling up records on the top of another

D:-None above

Correct Answer:- Option-A

Question54:-In the office of district Collector who will give orders for destruction of files as detailed in para 96 DOM

A:-RDO

B:-Superintendent

C:-District Collector

D:-Head Clerk

Correct Answer:- Option-C

Question55:-Which one of the following disposal is to be retained permanently?

- A:-K Dis
- B:-S Dis
- C:-L Dis
- D:-R Dis

Correct Answer:- Option-D

Question56:-On return of the file with final orders regarding disposal, clerk must prepare _____ in duplicate

- A:-Note file
- B:-Current file
- C:-Index slip
- D:-Draft letter

Correct Answer:- Option-C

Question57:-L Disposal (L Dis) can be destroyed after

- A:-10 years
- B:-3 years
- C:-1 year
- D:-6 months

Correct Answer:- Option-C

Question58:-From among the following which disposals in any case be indexed?

- A:-All 'R' and 'D' disposals
- B:-All 'K' disposals
- C:-All 'P' disposals
- D:-All 'N' disposals

Correct Answer:- Option-A

Question59:-In record room the slips are filed _____ for whole office

- A:-Separate index for each slip
- B:-All slips will put in heaps
- C:-Slips are filed in one combined index for whole office
- D:-None above

Correct Answer:- Option-C

Question60:-The importance of prefixing titles to all communications should be remembered. it will be observed that, the rule that the title of every communication, petition etc. should be written at

- A:-Bottom
- B:-At the head of it
- C:-Middle
- D:-Right bottom

Correct Answer:- Option-B

Question61:-What is the title as detailed in para 103 of DOM

- A:-The entry in the index relating to an individual paper
- B:-Ownership
- C:-Transfer
- D:-Document

Correct Answer:- Option-A

Question62:-The first thing to do when writing an index title is to select

- A:-Head
- B:-Duplicating paper
- C:-Medium
- D:-Mode of conveyance

Correct Answer:- Option-A

Question63:-What is AS as detailed in para III of DOM

- A:-Assistant secretary
- B:-Additional surveyor
- C:-Appeal suit
- D:-All suit

Correct Answer:- Option-C

Question64:-A Document liable to stamp duty under Court Fee Act is insufficiently stamped. then what will do?

- A:-Will be rejected
- B:-Returned to the party to be sufficiently stamped
- C:-File will be closed
- D:-None above

Correct Answer:- Option-B

Question65:-When Collector is on tour files will be sent to camp office in accordance with a final tapal arrangement. Who will draft it.

- A:-ADM
- B:-Camp clerk
- C:-Office attendant
- D:-Distribution Clerk

Correct Answer:- Option-B

Question66:-What is the classification in arrangement of papers to the District Collector

- A:-Vertical system of file arrangement
- B:-Horizontal filing system
- C:-Ordinary, urgent and very urgent will be classified and arranged
- D:-Tagged into one bundle

Correct Answer:- Option-C

Question67:-Security register will be maintained in which form?

- A:-Form A
- B:-Form XV
- C:-Form V
- D:-Form VI

Correct Answer:- Option-B

Question68:-Which among the following is a Register not insisted to be maintained in a Revenue Divisional Office as per DOM?

- A:-Distribution Register
- B:-Call book
- C:-Stamp account
- D:-Suit register

Correct Answer:- Option-D

Question69:-What is the colour of the jacket of R Disposal

- A:-Red
- B:-Brown
- C:-Black
- D:-White

Correct Answer:- Option-B

Question70:-As per DOM a revenue Divisional Office consist of establishment of _____clerks

- A:-Four to six
- B:-Twenty
- C:-Fifteen
- D:-Fifty

Correct Answer:- Option-A

Question71:-In a Revenue Divisional Office who is responsible for the prompt fair copying and dispatch of paper?

- A:-ADM
- B:-Sheristadar
- C:-Head clerk
- D:-Head draftsman

Correct Answer:- Option-C

Question72:-Ordinary calls will be registered in which register?

- A:-Personal register
- B:-Call book
- C:-Periodical register
- D:-Security register

Correct Answer:- Option-A

Question73:-Papers that lie over months and those which relate to the return of records and not registered in special register prescribed should be entered in which register?

- A:-Stamp account register
- B:-Copy application register
- C:-Call book
- D:-Fair copy register

Correct Answer:- Option-C

Question74:-What is X-N dis

- A:-papers which are to be lodged
- B:-Papers which are to return in original, do not register
- C:-Papers which are to be retained permanently
- D:-Papers which is to be destroyed after 5 years

Correct Answer:- Option-B

Question75:-K Disposal can be destroyed after a period of _____ years

- A:-15 years
- B:-20 years
- C:-30 years
- D:-3 years

Correct Answer:- Option-D

Question76:-In a taluk office subject to the general control of Tahsildar who should be made responsible for the supervision and control of the whole office

- A:-Head clerk
- B:-Head Quarter Dy. Tahsildar
- C:-J S (RR)
- D:-Clerk

Correct Answer:- Option-B

Question77:-What is column 5 of Distribution Register?

- A:-Record keeper acknowledgement with date
- B:-Serial number
- C:-Date of approval of draft
- D:-Initial of clerk

Correct Answer:- Option-A

Question78:-In the Office of Deputy Tahsildar, he should perform the functions assigned _____ in the DOM.

- A:-Deputy Tahsildar and Junior Superintendent
- B:-Senior Superintendent Junior Superintendent
- C:-Collector and Sheristadar
- D:-Clerk and Head Clerk

Correct Answer:- Option-C

Question79:-What is Paragraph 95 of DOM?

- A:-Distribution of Tapals
- B:-Dispatch of letter
- C:-Destruction of Records
- D:-Passport application

Correct Answer:- Option-C

Question80:-What is column 3 of distribution register maintained in the office of Deputy Tahsildar

- A:-Number of clerk and his initial
- B:-Enclosure
- C:-Title
- D:-Record Keeper acknowledgement

Correct Answer:- Option-A

Question81:-In the office Deputy Tahsildar who will maintain the call book

- A:-Tahsildar
- B:-Clerk
- C:-Head Clerk
- D:-Surveyor

Correct Answer:- Option-C

Question82:-A call book maintained in the Taluk can be destroyed after _____ year

- A:-20 years
- B:-10 years
- C:-3 years
- D:-30 years

Correct Answer:- Option-C

Question83:-Register showing hours etc of handing over and taking back the sealed bag containing the key of the record room can be destroyed after

- A:-One year
- B:-10 years
- C:-20 years
- D:-30 years

Correct Answer:- Option-A

Question84:-Running note files to personal register maintained in the Revenue Divisional Office can be destroyed after

- A:-3 years
- B:-30 years
- C:-15 years
- D:-1 year

Correct Answer:- Option-A

Question85:-Pauper Suit register can be destroyed after

- A:-One year
- B:-6 months
- C:-10 years
- D:-One month

Correct Answer:- Option-C

Question86:-As per para 27 of DOM it is desirable that whenever possible the tapal should be opened in the presence of

- A:-Section Clerk
- B:-Typist
- C:-Junior Superintendent
- D:-District collector

Correct Answer:- Option-D

Question87:-Who will enter the valuables in the usual security Register in the office of the District Collector?

- A:-Tapal clerk
- B:-Head clerk
- C:-Bench Clerk
- D:-Junior Superintendent

Correct Answer:- Option-A

Question88:-In the office of district collector Shirastadar marked a paper "F". What does it mean?

- A:-For order
- B:-Rejected
- C:-Paper should be filed
- D:-Returned

Correct Answer:- Option-C

Question89:-A current that originates in the office is treated just like any other new case. The word _____ will be entered after the title

- A:-New case
- B:-Old case
- C:-Reference
- D:-Arising

Correct Answer:- Option-D

Question90:-Personal papers relating to officials will be indexed under

- A:-Name of the officer concerned
- B:-In the heading Suit
- C:-Confidential
- D:-None above

Correct Answer:- Option-A

Question91:-What papers need not be registered from among the following?

- A:-Paper marked "F"
- B:-Paper marked "S"
- C:-Papers marked "Urgent"
- D:-Papers marked 'Put up'

Correct Answer:- Option-A

Question92:-Papers marked _____ will be kept in a separate 'lodged' bundle and destroyed after one year.

- A:-R Dis
- B:-K Dis
- C:-XL Dis
- D:-D Dis

Correct Answer:- Option-C

Question93:-An application for renewal, of gun license should be entered in which register?

- A:-Personal register
- B:-Register of gun license
- C:-Security register
- D:-Copy application register

Correct Answer:- Option-B

Question94:-An application for renewal of gun license was submitted in the office of District Collector. Then "C" has been marked in the file. What does it mean?

- A:-Renewal
- B:-sanctioned
- C:-Returned
- D:-Cancelled

Correct Answer:- Option-D

Question95:-Plague correspondence should be entered in which register?

- A:-Register of valuables
- B:-Personal register
- C:-Security register
- D:-R R Register

Correct Answer:- Option-B

Question96:-What is the colour of fly leaf of current file?

- A:-Black
- B:-Red
- C:-Brown

D:-Blue

Correct Answer:- Option-D

Question97:-Papers in the current file must be arranged in chronological order and the pages must be numbered in _____ ink

A:-Black

B:-Red

C:-Green

D:-Blue

Correct Answer:- Option-B

Question98:-Demi official and unofficial communication having a clear bearing as the correspondence must be attached to _____ file

A:-Back file

B:-Disposal

C:-Arising

D:-Current file

Correct Answer:- Option-D

Question99:-Which register is maintained in from IV as per DOM?

A:-Fair copy register

B:-Register of bonds

C:-Personal Register

D:-Periodical register

Correct Answer:- Option-A

Question100:-When it is necessary to refer in one file to another file that has not been disposed of, the two file will be

A:-Rejected

B:-Returned

C:-Linked

D:-Disposal of

Correct Answer:- Option-C