

PROVISIONAL ANSWER KEY

Paper: The District Office Manual

Date of Test 27-04-2022

Question1:-Which of the following Register is maintained in form V, Appendix-B?

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

Correct Answer:- Option-A

Question2:-L-Dis file is to be retained for _____ years.

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

Correct Answer:- Option-D

Question3:-What is the procedure to be followed on a paper marked 'X.L.Dis'?

- A:-Do not register, but return in original
- B:-Do not register, but lodge
- C:-Register and lodge
- D:-Register and return in original

Correct Answer:- Option-B

Question4:-What is the periodicity of inspection of the Personal Register of the clerk who is dealing with plague correspondence by the head of section?

- A:-Once in a week
- B:-Twice in a week
- C:-Thrice in a week
- D:-Once in two weeks

Correct Answer:- Option-B

Question5:-How many flags bearing the same letter or number on a file can be used?

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

Correct Answer:- Option-A

Question6:-Distribution Register is destroyed after _____ years.

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

Correct Answer:- Option-B

Question7:-How the strings of the upper file be tied in the case of 'linking files'?

- A:-Round the lower file
- B:-Round the upper file
- C:-Under the lower file
- D:-Under the upper file

Correct Answer:- Option-D

Question8:-'Notes' shall be removed from the files submitted to

- A:-Collector
- B:-RDO
- C:-Courts
- D:-Government

Correct Answer:- Option-C

Question9:-A disposal that is not to be registered is marked as

- A:-F
- B:-D
- C:-X
- D:-L

Correct Answer:- Option-C

Question10:-A confidential paper must be placed in

- A:-Double Envelopes
- B:-Green Envelopes
- C:-Red Envelopes
- D:-Yellow Envelopes

Correct Answer:- Option-A

Question11:-Who is the custodian of 'Demi-official Correspondences' in Collectorates?

- A:-Personal Assistant
- B:-District Collector
- C:-Sheristadar
- D:-Head of section

Correct Answer:- Option-B

Question12:-Which filing system is easier in taking out records and replacing them?

- A:-Horizontal filing
- B:-Cross filing
- C:-Vertical filing
- D:-Chronological filing

Correct Answer:- Option-C

Question13:-When a 'requisition slip' is kept in the place of the record?

- A:-When the record is destroyed
- B:-When the record is lost
- C:-When the record is stolen
- D:-When the record is taken out

Correct Answer:- Option-D

Question14:-'Abstract of pendency' is prepared in form No :

- A:-Form V
- B:-Form VI
- C:-Form VII
- D:-Form VIII

Correct Answer:- Option-C

Question15:-A posting list will be submitted to the Collector at least once in a

- A:-Fortnight
- B:-Week
- C:-Month
- D:-Quarter

Correct Answer:- Option-B

Question16:-Division of office in different sections and drawing up clear distribution list for each sections is the first step towards the introduction of _____ system.

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

Correct Answer:- Option-C

Question17:-Rough notes and drafts should be made on

- A:-Fresh A-4 paper
- B:-Cheapest paper
- C:-Printed notes
- D:-Back of new forms

Correct Answer:- Option-B

Question18:-Personal Register is destroyed after _____ years

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

Correct Answer:- Option-B

Question19:-Percentage of pendency is to be entered in the _____ column of the Arrear list.

- A:-4th
- B:-3rd
- C:-7th
- D:-5th

Correct Answer:- Option-C

Question20:-Buildings are classified in how many numbers, for the purpose of providing ordinary fire appliances?

- A:-3 classes
- B:-Only one
- C:-4 classes
- D:-Two classes

Correct Answer:- Option-D

Question21:-'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

Question22:-In which column of the Suit Register, the number and date of order sanctioning to prefer appeal, shall be entered?

- A:-10th
- B:-12th
- C:-11th
- D:-13th

Correct Answer:- Option-B

Question23:-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

Question24:-Duties and responsibilities of Sheristadar is contained in _____ paragraph of DOM.

- A:-9th
- B:-10th
- C:-` 11th`
- D:-12th

Correct Answer:- Option-D

Question25:-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

Question26:-Which is 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

Question27:-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

Question28:-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

Question29:-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

Question30:-New case Register is destroyed after _____ years.

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

Correct Answer:- Option-B

Question31:-Who is the person authorized to read the Govt. Gazette 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

Question32:-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

Question33:-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

Question34:-How many columns are there in a Register of New Cases?

- A:-6
- B:-4
- C:-5
- D:-3

Correct Answer:- Option-B

Question35:-What is the colour of fly leaf of current file?

- A:-Blue
- B:-Yellow
- C:-Brown
- D:-White

Correct Answer:- Option-A

Question36:-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

Question37:-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

Question38:-Stock files are

- A:-Routine file
- B:-Order file
- C:-K Dis file
- D:-N Dis file

Correct Answer:- Option-B

Question39:-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

Question40:-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

Question41:-Pauper suit register contains _____ columns

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

Correct Answer:- Option-B

- Question42:-Official communications to Hon: High Court is addressed to
A:-Chief Justice
B:-Registrar
C:-Advocate General
D:-PA to Chief Justice
Correct Answer:- Option-B
- Question43:-Fair Copy Register is destroyed after _____ years
A:-10 years
B:-5 years
C:-3 years
D:-one year
Correct Answer:- Option-C
- Question44:-D-Dis file is to be retained for _____ years.
A:-Permanently
B:-10 years
C:-3 years
D:-one year
Correct Answer:- Option-B
- Question45:-Which of the following Register is maintained in form XI, Appendix-B?
A:-Personal Register
B:-Distribution Register
C:-Periodical Register
D:-Fair Copy Register
Correct Answer:- Option-C
- Question46:-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
- Question47:-Tapal book contains _____ columns
A:-5
B:-7
C:-20
D:-2
Correct Answer:- Option-A
- Question48:-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
- Question49:-Attendance has to be closed daily after _____ minutes
A:-60 minutes
B:-45 minutes
C:-30 minutes
D:-10 minutes
Correct Answer:- Option-D
- Question50:-How many days of 'special casual leave' are allowed in a year for voluntary donation of blood?
A:-3 days
B:-two days
C:-one day
D:-one and half days
Correct Answer:- Option-B
- Question51:-Personal papers relating to officials shall be indexed under
A:-Office concerned
B:-Name of officer
C:-Posts held
D:-District wise
Correct Answer:- Option-B
- Question52:-Administration reports to be sent to Govt.
A:-Monthly
B:-Quarterly
C:-Half yearly
D:-Annually
Correct Answer:- Option-D
- Question53:-The word 'Jamabandi' refers to inspection of
A:-Land Tribunals
B:-Village officers
C:-Taluk offices
D:-L R Office
Correct Answer:- Option-B
- Question54:-A Deputy Collector (LR) closes an encroachment file due to undue delay in receiving a report from the village office. What is it called?
A:-Filing
B:-Lodge
C:-Premature disposal
D:-Sent to records
Correct Answer:- Option-C
- Question55:-Which of the following disposals are put into brown paper disposal jackets?
A:-K & N
B:-R & L
C:-L & D
D:-R & D
Correct Answer:- Option-D

- Question56:-A paper can be transferred to call book, if there is no action for a period of
A:-6 months
B:-12 months
C:-24 months
D:-9 months
Correct Answer:- Option-A
- Question57:-Revenue Business returns is to be submitted by
A:-20th of the month
B:-25th of the month
C:-30th of the month
D:-25th of the every month
Correct Answer:- Option-A
- Question58:-Stamp Account Register is destroyed after _____ years.
A:-10 years
B:-5 years
C:-3 years
D:-one year
Correct Answer:- Option-C
- Question59:-_____ is the latest method of preserving files in an office.
A:-Binding
B:-Lamination
C:-Digitalization
D:-Printing
Correct Answer:- Option-C
- Question60:-Which of the following Register is maintained in form II, Appendix-B?
A:-Personal Register
B:-Distribution Register
C:-New Case Register
D:-Fair Copy Register
Correct Answer:- Option-A
- Question61:-Casual leave can be combined with
A:-Earned leave
B:-Commutated leave
C:-Half pay leave
D:-Covid-19 special leave
Correct Answer:- Option-D
- Question62:-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
- Question63:-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
- Question64:-Disciplinary proceedings may be initiated against a clerk if he had submitted a stamped document
A:-Without punching
B:-Without opening
C:-Without sealing
D:-Without numbering
Correct Answer:- Option-A
- Question65:-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
- Question66:-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
- Question67:-Which of the following register is 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
- Question68:-Who will sort the tapals received in section-wise with the assistance of Tapal Clerk?
A:-Camp clerk
B:-Head clerk
C:-Sheristadar
D:-Dispatch clerk
Correct Answer:- Option-C
- Question69:-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

Question70:-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

Question71:-Record issue register is destroyed after _____ years.

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

Correct Answer:- Option-C

Question72:-Which of the following Register is maintained in Form VIII B, Appendix-B?

- A:-Personal Register
- B:-Distribution Register
- C:-Pauper Register
- D:-Fair Copy Register

Correct Answer:- Option-C

Question73:-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

Question74:-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

Question75:-'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

Question76:-In all correspondences, the Govt: is treated as

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

Correct Answer:- Option-B

Question77:-Pauper suit register is destroyed after _____ years

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

Correct Answer:- Option-A

Question78:-'Hearing Card' will be kept always on the

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

Correct Answer:- Option-C

Question79:-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

Question80:-Second punching will be done with

- A:-Star punching
- B:-Diamond punching
- C:-Circular punching
- D:-Machine punching

Correct Answer:- Option-B

Question81:-Who will prepare the 'Revenue Business Report' in Collectorate?

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

Correct Answer:- Option-C

Question82:-Which of the following is maintained in form VI, Appendix-B?` `

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

Correct Answer:- Option-A

Question83:-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

Question84:-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

Question85:-In a Fair Copy register, what the letter 'C' prefixed to date of approval represents?

- A:-Draft Approved by Camp
- B:-Draft Approved by Collector
- C:-Matter related to 'Court'
- D:-Matter to be presented before the Cabinet meeting

Correct Answer:- Option-A

Question86:-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

Question87:-Arrear List is destroyed after _____ years.

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

Correct Answer:- Option-C

Question88:-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

Question89:-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

Question90:-Copy Application Register is destroyed after _____ years

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

Correct Answer:- Option-A

Question91:-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

Question92:-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

Question93:-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

Question94:-Date of receipt of a current by the section should be noted 3rd column of

- A:-Personal register
- B:-Distribution
- C:-Security Register
- D:-Draft order

Correct Answer:- Option-A

Question95:-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

Question96:-Who should see that the typed papers were received back after the 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

Question97:-Urgent Communications to Govt. must be sent in an envelop marked:

- A:-Urgent
- B:-Special attention
- C:-Demi-official
- D:-To cabinet meeting

Correct Answer:- Option-A

Question98:-Security Register is destroyed after _____ years.

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

Correct Answer:- Option-A

Question99:-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

Question100:-K-Dis file is to be retained for _____ years

- A:-Permanently
- B:-10 years
- C:-3 years
- D:-one year

Correct Answer:- Option-C