

**PROVISIONAL ANSWER KEY**

Paper: The Secretariat Manual Test  
Date of Test 30-06-2022

Question1:-The executive authority is vested with the

- A:-Governor
- B:-Chief Minister
- C:-Chief Secretary
- D:-Council of Ministers

Correct Answer:- Option-A

Question2:-\_\_\_\_\_ of a Department exercises general supervision of the officers and members of the staff who work under him and is responsible for seeing that the members of the staff perform the duties allotted to them efficiently and expeditiously.

- A:-Secretary
- B:-Minister
- C:-Chief Secretary
- D:-Heads of Departments

Correct Answer:- Option-A

Question3:-While disposing cases, \_\_\_\_\_ has to ensure that the paper has been circulated to the appropriate levels before final communications are issued.

- A:-Additional Secretary
- B:-Deputy Secretary
- C:-Under Secretary
- D:-Section Officer

Correct Answer:- Option-D

Question4:-Which among the following is not a duty assigned to the post of Under Secretary?

- A:-Periodical inspection of Personal Registers maintained by Assistants
- B:-Bring to the notice of Secretary any serious delay or other irregularity in sections
- C:-Advice the other ministerial officers on difficult or intricate questions
- D:-Training of Assistants under his control

Correct Answer:- Option-D

Question5:-The \_\_\_\_\_ shall be primarily responsible for the safe custody of the files/records in a section.

- A:-Section Officer
- B:-Assistants
- C:-Under Secretary
- D:-Confidential Assistant

Correct Answer:- Option-B

Question6:-The date will be reckoned in five day rule with reference to the

- A:-Date stamp affixed on the current
- B:-The date acknowledged by the Assistant
- C:-The date of registry
- D:-The date of Communication

Correct Answer:- Option-A

Question7:-In calculating the days in five-day rule, holidays of all kinds will be

- A:-included
- B:-excluded
- C:-considered
- D:-taken

Correct Answer:- Option-B

Question8:-The \_\_\_\_\_ receives communications and also arranges delivery of immediate communications out of office hours.

- A:-Reception office
- B:-IBMS
- C:-Central agency
- D:-Security wing

Correct Answer:- Option-C

Question9:-Any reference issued from the office which originates the file is called

- A:-current
- B:-tappal
- C:-arising reference
- D:-office document

Correct Answer:- Option-C

Question10:-The disposals containing decisions already taken, put up for reference to processing of fresh cases are called

- A:-Closed files
- B:-Back files
- C:-Old files
- D:-Put up files

Correct Answer:- Option-B

Question11:-All \_\_\_\_\_ received in the office which are official, un-official or demi-official are until registry known as Tappal.

- A:-Papers
- B:-Communications
- C:-Files
- D:-Documents

Correct Answer:- Option-B

Question12:-\_\_\_\_\_ are utilized in processing inter-departmental references to ensure that only the final opinion arrived at in the Department consulted are communicated to the consulting department.

- A:-Summary of Notes
- B:-Consolidated Notes
- C:-Routine Notes
- D:-UO Notes

Correct Answer:- Option-C

Question13:-"Secret" or "Strictly Confidential" covers are opened by the \_\_\_\_\_ concerned.

- A:-Office Superintendent
- B:-Officers concerned
- C:-Section officer
- D:-Confidential Assistant

Correct Answer:- Option-B

Question14:-In cases where Finance, Law or Personnel and Administrative Reforms Department or any other Secretariat Department has to be consulted under the rules of Business/Secretariat Instructions the case shall be referred to that Department at the level of an officer not below the rank of

- A:-Deputy Secretary
- B:-Joint Secretary
- C:-Under Secretary
- D:-Secretary

Correct Answer:- Option-A

Question15:-Letters to Government of India, Public Service Commission, important authorities etc. shall be signed only by an officer not below the rank of

- A:-Section Officer
- B:-Under Secretary
- C:-Deputy Secretary
- D:-Secretary

Correct Answer:- Option-B

Question16:-The \_\_\_\_\_ which form the repository of entire records provides copies of the public records required by any persons for his personal use, subject to the rules governing the matter on payment.

- A:-Central Library
- B:-Central Agency
- C:-Secretariat Records
- D:-Archives Department

Correct Answer:- Option-C

Question17:-The Office Superintendent will submit all communications received from the Government of India, Government of other States, Foreign Embassies in India and Indian Embassies abroad to the \_\_\_\_\_ before they are numbered and sent to sections.

- A:-Chief Secretary
- B:-Secretary
- C:-Under Secretary
- D:-Deputy Secretary

Correct Answer:- Option-B

Question18:-Teleprinter, Telex and Fax messages shall be transmitted to the teleprinter section

- A:-direct by the concerned section
- B:-through central agency
- C:-through office section
- D:-by the housekeeping branch

Correct Answer:- Option-A

Question19:-\_\_\_\_\_ is a mode of correspondence on administrative or official matters, without the formality of official procedure and with a view to the interchange or communication of opinion or information.

- A:-D.O.Letters
- B:-Official Letters
- C:-Memorandum
- D:-U.O.Notes

Correct Answer:- Option-A

Question20:-Preparation of a communication which is proposed to be issued by, on behalf of or under the direction of the Government is known as

- A:-Letter writing
- B:-Drafting
- C:-Document writing
- D:-Fair copying

Correct Answer:- Option-B

Question21:-The number given to a communication received in an office is known as

- A:-Document number
- B:-File number
- C:-Record number
- D:-Current number

Correct Answer:- Option-D

Question22:-The Un-Official Correspondence is that communication issued to obtain

- A:-the secret report of the Head of Department
- B:-the details of a matter from subordinate department
- C:-the concurrence, opinion or remarks of another department
- D:-the details of a private matter from a public office

Correct Answer:- Option-C

Question23:-\_\_\_\_\_ is responsible for the accuracy of the notes and drafts, training of Assistant's and to see that his subordinate staff exercise proper attention in work.

- A:-Additional Secretary
- B:-Deputy Secretary
- C:-Under Secretary
- D:-Section Officer

Correct Answer:- Option-D

Question24:-\_\_\_\_\_ is competent to represent the department before the Committee of Legislature.

- A:-Section Officer
- B:-Deputy Secretary
- C:-Under Secretary
- D:-Joint Secretary

Correct Answer:- Option-D

Question25:-The business of the Government is transacted by the

- A:-Council of Ministers
- B:-Minister's Offices
- C:-Raj Bhavan
- D:-Secretariat Departments

Correct Answer:- Option-D

Question26:-"Council" means the Council of Ministers constituted under the \_\_\_\_\_ of the Constitution of India and includes a Committee of the Council.

- A:-Article 163
- B:-Article 166
- C:-Article 309

D:-Article 310

Correct Answer:- Option-A

Question27:-Un-Official references, their replies, the decisions of the council and telephonic messages form part of

A:-Note File

B:-Current File

C:-Stock File

D:-Routine File

Correct Answer:- Option-A

Question28:-Money, Cheques and others valuables received as enclosures to communications will be entered in the \_\_\_\_\_ in Form No.XVI in Appendix I.

A:-Security Register

B:-Inward Register

C:-Account Register

D:-Tappal Register

Correct Answer:- Option-A

Question29:-Each \_\_\_\_\_ of the Secretariat will have one series or numbers starting with one and continuing consecutively up to the last number reached at the close of the year.

A:-Section

B:-Department

C:-Office Section

D:-Division

Correct Answer:- Option-B

Question30:-When an officer receiving a paper is satisfied that the paper relates to another department as per the distribution of subjects ordered in the Rules of Business, it shall be immediately forwarded to the \_\_\_\_\_ of the concerned Department.

A:-Under Secretary

B:-Section Officer

C:-Office Superintendent

D:-Assistant Concerned

Correct Answer:- Option-C

Question31:-Before entering the current numbers, letters from Government of India, other state Governments, Legislature Secretariat, Advocate General, Public Service Commission, Accountant General, Courts, O.Ps, Petitions and other important papers shall be entered in an \_\_\_\_\_ kept by the Office Section.

A:-Tappal Register

B:-Security Register

C:-Important Papers Register

D:-Inward Register

Correct Answer:- Option-D

Question32:-When communication received contain adhesive stamps they shall be punched by the

A:-Assistant

B:-Section

C:-Office Section

D:-Under Secretary

Correct Answer:- Option-C

Question33:-All currents numbered and distributed to the section shall be registered in the \_\_\_\_\_ and then only added to the concerned files.

A:-Inward register

B:-Personal register

C:-File register

D:-Documents register

Correct Answer:- Option-B

Question34:-Which of the following category of papers need not be registered in Personal Register?

A:-papers submitted to the Ministers

B:-applications for financial assistance

C:-applications for appointment to posts

D:-appeal submitted to the secretary

Correct Answer:- Option-C

Question35:-The Verification Certificate below the last current number in the Tappal Book is signed by

A:-Tappal Assistant

B:-Office Superintendent

C:-Section Officer

D:-The Assistant who receives the last Tappal

Correct Answer:- Option-C

Question36:-In deciding the propriety of distribution of references relating to more than one section, the decision of the \_\_\_\_\_ in charge of the Office Section shall be final.

A:-Under Secretary

B:-Joint Secretary

C:-Office Superintendent

D:-Secretary

Correct Answer:- Option-A

Question37:-Reminders received in the section shall be registered in columns

A:-9, 10 and 11

B:-12, 13 and 14

C:-1 and 15

D:-7 and 8

Correct Answer:- Option-B

Question38:-When the papers are wrongly addressed and it relates of another section to the same department, such transfer may be effected by the

A:-Section Officer

B:-Under Secretary

C:-Assistant Concerned

D:-Deputy Secretary

Correct Answer:- Option-A

Question39:-All notes written in a file which are not directly relevant to the subject matter of that file should be treated as

A:-General notes

B:-Routine notes

C:-Sectional notes

D:-Summary notes

Correct Answer:- Option-B

Question40:-In respect of Assembly questions received in Tamil and Kannada, which are the approved minority languages of the State, they are translated by

- A:-Law department
- B:-Subject expert in Official Language Department
- C:-Assistant of the concerned section
- D:-District Collector concerned

Correct Answer:- Option-A

Question41:-Proposals in the form of notes submitted by a Head of Department after a high level meeting, such notes should be submitted by \_\_\_\_\_ to the Secretary and Minister.

- A:-Assistant
- B:-Section Officer
- C:-Under Secretary
- D:-Deputy Secretary

Correct Answer:- Option-D

Question42:-When files are submitted for the approval of drafts, the draft should be put

- A:-above the current file and below the note file
- B:-above the note file and below the current file
- C:-along with the current file
- D:-in a separate pad

Correct Answer:- Option-A

Question43:- \_\_\_\_\_ must satisfy themselves that proposals submitted to Government do not offend either the provisions of any statute or those of any rule whether statutory or executive, that calculations are accurate and the facts stated correct.

- A:-The Head of Department
- B:-The Section
- C:-The Minister Concerned
- D:-The Secretary Concerned

Correct Answer:- Option-B

Question44:-Officers of and above the rank of \_\_\_\_\_ should put their full signature and affix their seal to indicate the designation, while submitting files to higher authorities.

- A:-Section Officer
- B:-Under Secretary
- C:-Deputy Secretary
- D:-Secretary

Correct Answer:- Option-B

Question45:-When there are, in a case, several points for orders which can be more conveniently dealt with separately than in a continuous note, \_\_\_\_\_ type of noting is adopted.

- A:-Cabinet note
- B:-Consolidated note
- C:-Routine note
- D:-Sectional note

Correct Answer:- Option-D

Question46:-The disposals accruing in the section shall be handed over to the office section \_\_\_\_\_ duly passed by the Section Officer for stitching and transmission to the records branch.

- A:-Every fortnight
- B:-Every month
- C:-Every week
- D:-Every three months

Correct Answer:- Option-A

Question47:-Linking of disposals means

- A:-combining together the back file to a new file
- B:-recording the number and date of the disposal relating to the new case on the space provided in the face of the Lodged Disposal
- C:-Merging together a new file in the old file
- D:-addition of papers to an old disposal

Correct Answer:- Option-B

Question48:-Before \_\_\_\_\_ of every month, every department is to prepare a monthly business statement in form no. IX, Appendix I and forward a consolidated monthly business statement to P and ARD.

- A:- 10<sup>th</sup>
- B:- 5<sup>th</sup>
- C:- 15<sup>th</sup>
- D:- 30<sup>th</sup>

Correct Answer:- Option-B

Question49:-Who is the authority to decide disposals for historic preservation?

- A:-Director, I and PRD
- B:-Secretary, Culture Dept.
- C:-Secretary, GAD
- D:-Director, Archives Dept.

Correct Answer:- Option-D

Question50:-A statutory notification should invariably contain

- A:-Name of Department
- B:-'By order of Governor'
- C:-'Explanatory Note'
- D:-GO Number

Correct Answer:- Option-C

Question51:-Who is the authority to take action on the final decision on papers received from Petitions Committee?

- A:-Officer not below the rank of J.S.
- B:-Officer not below the rank of Secretary
- C:-Minister concerned
- D:-Chief Minister

Correct Answer:- Option-B

Question52:-Which is the Section/Department who are authorized for the destruction of notes for Council of Ministers till the 1st July every year?

- A:-Culture Dept.
- B:-GA (Records) Dept.
- C:-GA (SS) Dept.
- D:-GA (SC) Dept.

Correct Answer:- Option-D

Question53:-Submission of files to Ministers or Governor for information or orders is called

- A:-Referencing
- B:-Submitting
- C:-Circulating
- D:-Marking

Correct Answer:- Option-C

Question54:-In the case of Cabinet Files marked as 'Secret', in the Administrative Secretariat and Law Department, Notes are copied and prepared in \_\_\_\_\_ Section of GAD.

- A:-Co-ordination
- B:-Confidential
- C:-Strictly Confidential
- D:-Records

Correct Answer:- Option-C

Question55:-The form of communication used to convey decisions based on provisions of specific statute is

- A:-Office order
- B:-Proceedings
- C:-Memorandum
- D:-Circular

Correct Answer:- Option-B

Question56:-In the Supreme Court, Standing Counsels are nominated by

- A:-Advocate General
- B:-Law Officer, Kerala House
- C:-Law Minister
- D:-Law Secretary

Correct Answer:- Option-A

Question57:-When letter form is signed by SO, it should be indicated

- A:-'As per Orders'
- B:-'Forwarded by Order'
- C:-'Approved for Issue'
- D:-'Signed by'

Correct Answer:- Option-C

Question58:-The transaction of business is governed by the rules made by the Governor in exercise of the powers conferred by \_\_\_\_\_ of the Constitution of India.

- A:-Art. 166
- B:-Art. 163
- C:-Art. 309
- D:-Art. 311

Correct Answer:- Option-A

Question59:- \_\_\_\_\_ is responsible for the careful observance of the Rules of Business and the Secretariat Instructions in the transaction of business in Departments.

- A:-Secretary
- B:-Minister
- C:-Chief Secretary
- D:-Heads of Departments

Correct Answer:- Option-A

Question60:-The \_\_\_\_\_ exercises control over the sections placed in his charge both in regard to the despatch of business and in regard to discipline.

- A:-Additional Secretary
- B:-Deputy Secretary
- C:-Under Secretary
- D:-Section Officer

Correct Answer:- Option-C

Question61:- \_\_\_\_\_ is the process of putting up in a case, original or copies of quoted matters for evidence and indicate their presence where they are mentioned.

- A:-Annexing
- B:-Submitting
- C:-Enclosing
- D:-Referencing

Correct Answer:- Option-D

Question62:-The consolidated fortnightly index is prepared by \_\_\_\_\_ and submitted to all the Secretaries, Chief Secretary, all the Ministers, Chief Minister and the Governor.

- A:-General Administration (Co-ordination) Department
- B:-Office Sections attached to each departments
- C:-Personnel and Administrative Reforms Department
- D:-Chief Secretary's Office

Correct Answer:- Option-C

Question63:-Personal papers relating to officials should be indexed under

- A:-Establishment matters
- B:-Service matters
- C:-The name of the officer concerned
- D:-The designation of the officer concerned

Correct Answer:- Option-C

Question64:- \_\_\_\_\_ are prepared on the papers which have to be forwarded in original.

- A:-Telegram
- B:-Fax message
- C:-Endorsement
- D:-Teleprinter

Correct Answer:- Option-C

Question65:-Valuables intended for dispatch will be put in envelopes or packets and sealed in the presence of the \_\_\_\_\_, who will be responsible for the contents of the packet.

- A:-Assistant
- B:-Section Officer
- C:-Office Superintendent
- D:-Under Secretary

Correct Answer:- Option-C

Question66:-The \_\_\_\_\_ are intended to inform Ministers and the Governor about the orders that have been passed, but have not seen by them.

- A:-List of important orders
- B:-Indices
- C:-Stock files
- D:-Monthly Business statement

Correct Answer:- Option-B

Question67:-The most important aspect to be borne in mind when selecting a heading is its

- A:-Consistency
- B:-Distinctiveness
- C:-Obviousness
- D:-General nature

Correct Answer:- Option-A

Question68:-The statutory rules are drafted by the

- A:-concerned Administrative Department
- B:-Law Department
- C:-concerned Head of Department
- D:-Advocate General

Correct Answer:- Option-A

Question69:-Who is responsible for the contents and accuracy of the council notes?

- A:-Deputy Secretary
- B:-Secretary
- C:-Additional Secretary
- D:-Minister

Correct Answer:- Option-B

Question70:-\_\_\_\_\_ is used to communicate important instructions of a standing nature.

- A:-Letter
- B:-Government order
- C:-Office order
- D:-Circular

Correct Answer:- Option-D

Question71:-All Department in the Secretariat shall consult the \_\_\_\_\_ in respect of all proposals for change in the Administrative setup (Structure) and functions of Government.

- A:-Finance Department
- B:-Law Department
- C:-Personnel and Administrative Reforms Department
- D:-General Administration (SC)

Correct Answer:- Option-C

Question72:-Communications to the Legislative Secretariat should be addressed to the

- A:-Speaker
- B:-Registrar
- C:-Deputy Speaker
- D:-Secretary

Correct Answer:- Option-D

Question73:-Drafts of the Council notes should be routed through the \_\_\_\_\_ to the concerned Minister/CM.

- A:-Secretary
- B:-Principal Secretary
- C:-Chief Secretary
- D:-Special Secretary

Correct Answer:- Option-C

Question74:-For cases involving relaxation of service rules or orders relating to qualifications for appointment, promotion etc., \_\_\_\_\_ department should be consulted.

- A:-Finance
- B:-Law
- C:-Personnel and Administrative Reforms
- D:-General Administration (Services)

Correct Answer:- Option-C

Question75:-Statutory notifications are classified as \_\_\_\_\_ for the purpose of correspondence.

- A:-Letter
- B:-Government orders
- C:-Circular
- D:-Memorandum

Correct Answer:- Option-B

Question76:-The draft note for the Council should be prepared within \_\_\_\_\_ days of the receipt of the file with the orders of Chief Minister.

- A:-Three
- B:-Two
- C:-Five
- D:-Seven

Correct Answer:- Option-A

Question77:-Which Department allot Telephones to Ministers?

- A:-General Administration (Services) Department
- B:-General Administration (Co-ordination) Department
- C:-General Administration (House keeping cell) Department
- D:-General Administration (Political) Department

Correct Answer:- Option-C

Question78:-Payment of advertisement charges shall be subject to the norms fixed by

- A:-Finance Department
- B:-General Administration (House keeping cell) Department
- C:-Personnel and Administrative Reforms Department
- D:-Public Relations Department

Correct Answer:- Option-D

Question79:-In deciding delegation of powers to officers, either Administrative or Financial, the opinion of \_\_\_\_\_ has to be invariably obtained.

- A:-Law Department
- B:-Parliamentary Affairs Department
- C:-Legislature

D:-Personnel and Administrative Reforms Department

Correct Answer:- Option-D

Question80:-Communications received in minority languages shall be translated by

A:-Personnel and Administrative Reforms Department

B:-Information and Public Relation Department

C:-Official Language

D:-Law Department

Correct Answer:- Option-D

Question81:-Every Assistant should keep a \_\_\_\_\_ in form No.VII Appendix 1 in manuscript.

A:-Call book

B:-Personal Register

C:-Reminder diary

D:-Periodical Register

Correct Answer:- Option-C

Question82:-Call book entry is to be resorted to only when action in the current file cannot be taken for any conceivable reason for a period exceeding

A:-Two months

B:-Two weeks

C:-Six months

D:-Three months

Correct Answer:- Option-D

Question83:-A register of assurance in Form No.XVIII Appendix I, should be maintained by

A:-Section concerned

B:-Legislative Assembly

C:-Office Section

D:-Parliamentary Section

Correct Answer:- Option-D

Question84:-Legislation during the recess of the Legislature is achieved by issue of ordinances under \_\_\_\_\_ of the Constitution.

A:-Article 210

B:-Article 213

C:-Article 220

D:-Article 309

Correct Answer:- Option-B

Question85:-The department wise distribution of subject is issued as

A:-Kerala Secretariat Office Manual

B:-Kerala Govt. Secretariat Instruction

C:-Manual of Office Procedure

D:-Part II of the Rules of Business

Correct Answer:- Option-D

Question86:-In cases involving interpretation of Rules in KS and SSR which department is to be consulted?

A:-Personnel and Administrative Reforms Department

B:-General Administrative Department

C:-Finance Department

D:-Law Department

Correct Answer:- Option-A

Question87:-Every Assistant has to keep a stock file as provided in \_\_\_\_\_ of Kerala Secretariat Office Manual.

A:-Para. 215

B:-Para. 205

C:-Para. 318

D:-Para. 108

Correct Answer:- Option-A

Question88:-Every ordinance issued will have to be replaced by a bill within \_\_\_\_\_ from the re-assembly of the Legislature, failing which the ordinance shall cease to operate.

A:-One month

B:-Fifteen days

C:-Six weeks

D:-Three months

Correct Answer:- Option-C

Question89:-Which one of the following is not treated as confidential paper?

A:-All correspondence dealing with appointments and posting

B:-Decision of the Council of Ministers

C:-The case of an officer is put up to Govt. for punishment

D:-Application for Medical Reimbursement

Correct Answer:- Option-D

Question90:-Which among the following is not a function of Public Relations Department?

A:-To issue press releases and release advertisement

B:-To organise publicity measures like exhibitions, trade fair

C:-To perform duties in connection with Press Act and Welfare of Journalist

D:-Deals with all matters relating to welfare measures for Secretariat Staff

Correct Answer:- Option-D

Question91:-All money, cheques and other valuables received in the Secretariat as enclosures to communications are forwarded to the \_\_\_\_\_ of the Accounts Section for safe custody.

A:-Section Officer

B:-Under Secretary

C:-Cashier

D:-Additional Secretary

Correct Answer:- Option-C

Question92:-Interpellation Register should be kept in the custody of the

A:-Assistant

B:-Section Officer

C:-Under Secretary

D:-Office Superintendent

Correct Answer:- Option-B

Question93:-Where the letters meant for dispatch by special messengers is handed over?

A:-Home (SS) Dept.

B:-I and PR Dept.

C:-GA (SS) Dept.

D:-Office Section

Correct Answer:- Option-D

Question94:-Each note for Council of Ministers shall contain a

A:-Section code

B:-Item number

C:-Facing sheet

D:-Draft Government order

Correct Answer:- Option-C

Question95:-\_\_\_\_\_ is used to lay down distribution of subjects and procedure matters.

A:-Office order

B:-UO note

C:-Government order

D:-Memorandum

Correct Answer:- Option-A

Question96:-A list of titles and heads are drawn and shown as \_\_\_\_\_ to the manual.

A:-Appendix - I

B:-Appendix - IV

C:-Appendix - V

D:-Appendix - II

Correct Answer:- Option-B

Question97:-Which is the controlling Department of I and PRD?

A:-GAD

B:-GA (Political) Dept.

C:-Finance Dept.

D:-P and ARD

Correct Answer:- Option-A

Question98:-What is the periodicity of convening staff meetings?

A:-Once in two months

B:-Monthly

C:-Half yearly

D:-Once in four months

Correct Answer:- Option-B

Question99:-Procurement and distribution of stationery is the function of

A:-Office Superintendent

B:-Secretary

C:-Assistant

D:-House Keeping branch

Correct Answer:- Option-A

Question100:-Who among the following is authorized to issue orders on the basis of decisions of the Council of Ministers?

A:-Additional Secretary

B:-Deputy Secretary

C:-Special Secretary

D:-Secretary

Correct Answer:- Option-D