

PROVISIONAL ANSWER KEY

Paper: The Secretariat Manual Test
Date of Test 13-10-2022

Question1:-_____ approves the Note for Council of Ministers

- A:-Chief Minister
- B:-Minister Concerned
- C:-Chief Secretary
- D:-Secretary concerned

Correct Answer:- Option-B

Question2:-Compensation leave of maximum _____ days can be granted in a calendar year for attending turn duty/special duty on holidays

- A:-15
- B:-12
- C:-10
- D:-7

Correct Answer:- Option-A

Question3:-_____ is consulted in cases that involve relaxation of Rules under KSR

- A:-Personnel and Administrative reforms dept
- B:-Law Dept
- C:-Finance Dept
- D:-General Administration Dept

Correct Answer:- Option-C

Question4:-Whose duty is to procure and distribute stationery to sections and officers

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

Correct Answer:- Option-D

Question5:-Definition of Five Day Rule is

- A:-Papers received in office should be disposed of within 5 days
- B:-Papers received in office should be put up to officers within 5 days
- C:-Papers received should be registered within 5 days
- D:-Reply to papers received to be sent within 5 days

Correct Answer:- Option-B

Question6:-Note for the Council of Ministers shall be prepared in

- A:-Malayalam only
- B:-Malayalam, English and Minority languages of the State
- C:-Malayalam and English
- D:-English Only

Correct Answer:- Option-C

Question7:-Periodical register should be under the custody of

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

Correct Answer:- Option-D

Question8:-Note for the Council of Ministers should end with a paragraph containing

- A:-Points for decision
- B:-Points for orders
- C:-Points for consideration
- D:-Points for approval

Correct Answer:- Option-A

Question9:-_____ is authorized to assign SRO number to statutory Rules of Notifications issued by Government

- A:-Office Superintendent of the Department concerned
- B:-Law Secretary
- C:-Director of Information and Public Relations dept
- D:-Superintendent of Government Press

Correct Answer:- Option-D

Question10:-All communications received in the Office, which are official, unofficial or demi official are until registry known as

- A:-Current
- B:-Case
- C:-Tapal
- D:-Arising Reference

Correct Answer:- Option-C

Question11:-Suit Register should be kept in the custody of

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

Correct Answer:- Option-C

Question12:-Basic administrative unit of a secretariat department is

- A:-Wing
- B:-Section
- C:-Cell
- D:-Division

Correct Answer:- Option-B

Question13:-The disposal containing decisions already taken, that are put up along with fresh cases, for reference is called

- A:-Linked file
- B:-Back file
- C:-Current file
- D:-Note file

Correct Answer:- Option-B

Question14:-Rules of Business is issued under _____ of the constitution of India

- A:-Article 71

B:-Article 248
C:-Article 166
D:-Article 269

Correct Answer:- Option-C

Question15:-Letters from Secretariat should go in the name of

A:-Chief Secretary
B:-Minister concerned
C:-Secretary concerned
D:-Section Officer concerned

Correct Answer:- Option-C

Question16:-_____ is consulted on matters related to Administrative matters

A:-Personnel and Administrative Reforms dept
B:-General Administration Dept
C:-Finance Dept
D:-Law Dept

Correct Answer:- Option-A

Question17:-Circulation of cases to the Governor are to be sent to

A:-Controller, Governor's Household
B:-ADC to Governor
C:-Secretary to Governor
D:-PA to Governor

Correct Answer:- Option-C

Question18:-Replies to letters received from MLAs and MPs are issued over the signature of the officer not below the rank of

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

Correct Answer:- Option-B

Question19:-The executive authority of the State is vested in

A:-Chief Minister
B:-Governor
C:-Chief secretary
D:-Chief Justice

Correct Answer:- Option-B

Question20:-A case shall be placed before the council of ministers under the orders of

A:-Chief Minister
B:-Minister concerned
C:-Chief Secretary
D:-Governor

Correct Answer:- Option-A

Question21:-Submission of files to Ministers for information or orders is termed

A:-Referencing
B:-Noting
C:-Circulation
D:-Case

Correct Answer:- Option-C

Question22:-Communications of an ordinary or routine nature intended for the High court should be address to the _____ in the usual form.

A:-Secretary
B:-Registrar
C:-Chief Justice
D:-Advocate General

Correct Answer:- Option-B

Question23:-Missing files have to be re-constituted based on the entries in the _____

A:-Register of subordinate Depts
B:-Personal register
C:-Inward register in the office section
D:-Registers in the office section

Correct Answer:- Option-B

Question24:-Communications on Disciplinary proceeding have to be signed by _____

A:-Section officer
B:-Officer authorized by Government
C:-Inquiry officer
D:-Disciplinary Authority

Correct Answer:- Option-D

Question25:-Clarifications on Kerala Secretariat Manual is issued by

A:-Personnel and Administrative reforms Dept
B:-Finance Dept
C:-General Administration dept
D:-Cultural Affairs Dept

Correct Answer:- Option-A

Question26:-The certificate "Verified that the above numbers have been entered in the personal register" is issued by

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

Correct Answer:- Option-A

Question27:-Destruction of unwanted records is the duty of

A:-Dealing Assistant
B:-Office Superintendent
C:-Section Officer
D:-Records Branch

Correct Answer:- Option-D

Question28:-The Rule followed in the preparation of Council Notes

A:-Rules of Business

- B:-Kerala Service Rules
- C:-KS and SSR
- D:-Kerala Treasury Code

Correct Answer:- Option-A

Question29:-_____ conducts the Government cases in the High Court

- A:-Govt pleader
- B:-Advocate General
- C:-Public Presecutor
- D:-Liaison Officer

Correct Answer:- Option-B

Question30:-Basic requirement of a good draft

- A:-Clarity and Brevity
- B:-Good handwriting
- C:-Accuracy
- D:-Leaving ample space for sign

Correct Answer:- Option-A

Question31:-Department wise subject distribution is issued as part II of

- A:-Secretariat Manual
- B:-Secretariat Instructions
- C:-Manual of Office Procedure
- D:-Rules of Business

Correct Answer:- Option-D

Question32:-_____ is not an approved form of correspondence.

- A:-Endorsement
- B:-Office order
- C:-Unofficial Note
- D:-Notes

Correct Answer:- Option-D

Question33:-_____ is the procedure followed when action in a file need not be taken for a period exceeding 3 months.

- A:-Call Book Entry
- B:-Transfer of disposal
- C:-Temporary Disposal
- D:-Entry in the Reminder Diary

Correct Answer:- Option-A

Question34:-Memorandum form is used for communications issued to

- A:-Officers in subordinate depts
- B:-Subordinates
- C:-officers working within Secretariat
- D:-RTI Applications

Correct Answer:- Option-B

Question35:-In which of the following an oral answer is not required in the floor of the Legislative Assembly

- A:-Starred question
- B:-Submission
- C:-Unstarred question
- D:-Call Attention

Correct Answer:- Option-C

Question36:-Current file, Note file, any previous papers and books put up for reference is collectively called as

- A:-Back file
- B:-Case
- C:-Routine Notes
- D:-File

Correct Answer:- Option-B

Question37:-Which of the following is the function of central Agency under general Administration dept

- A:-To coordinate activities of various depts in Secretariat
- B:-Security arrangements in Secretariat
- C:-To receive communications out of office hours
- D:-To send and receive communications in Secretariat

Correct Answer:- Option-C

Question38:-Which of the following is false with regard to submission of notes

- A:-A note should not be concluded at the end of a page
- B:-Sufficient space is to be left at the end of the note for further noting
- C:-Typed notes are not permitted without the orders of higher officers
- D:-Notes should be continued after receipt of further communications, serially numbered

Correct Answer:- Option-C

Question39:-_____ form of correspondence is used for intermediate communications

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

Correct Answer:- Option-D

Question40:-In which of the following statement consultation of Finance Dept is not mandatory

- A:-All cases that are concerned with the finance of the state
- B:-Cases where specific delegations are given to the Administrative depts
- C:-Cases where matters specified under KSR, Financial Code or Treasury Code
- D:-In respect of matters specifically undertaken such as pay revision etc

Correct Answer:- Option-B

Question41:-When more than one draft is submitted for approval, the drafts should be

- A:-Numbered
- B:-kept above the note file
- C:-Tagged together
- D:-Kept in a separate file

Correct Answer:- Option-A

Question42:-Consolidated fortnightly index is prepared by _____

- A:-Law dept

- B:-General Administration Dept
- C:-Personnel and Administrative reforms Dept
- D:-Public relations dept

Correct Answer:- Option-C

Question43:-Communications received in minority languages like Kannada and Tamil be got translated by

- A:-Law dept
- B:-Official language dept
- C:-Concerned dept
- D:-Sender of the communication

Correct Answer:- Option-A

Question44:-Which of the following is not true regarding Annual Index.

- A:-It is prepared by the Office section attached to each Dept
- B:-Spare copies of the orders are not preserved, but destroyed
- C:-It is printed department wise and circulated to all officers and sections in the secretariat
- D:-It is kept for reference to identify precedence whenever cases come up for consideration

Correct Answer:- Option-B

Question45:-In all court cases wherein Government is a party, the statement of facts is prepared by

- A:-Law dept
- B:-Personnel and Administrative reforms Dept
- C:-Administrative Dept concerned
- D:-Advocate General

Correct Answer:- Option-C

Question46:-_____ is authorized to issue orders on the basis of the decision of the council of ministers.

- A:-Chief Secretary
- B:-Secretary of dept concerned
- C:-Any officer above the rank of deputy Secretary
- D:-Under Secretary in charge of general Administration (SC) dept

Correct Answer:- Option-B

Question47:-The allocation of business of the Government among Ministers is done by

- A:-Governor
- B:-Chief Minister
- C:-Speaker
- D:-Chief secretary

Correct Answer:- Option-A

Question48:-Which among the following is not a content of a note

- A:-Material provisions of the law of rules governing the case
- B:-Statements not substantiated by facts
- C:-Full references to the Current file
- D:-The points for decision of a case

Correct Answer:- Option-B

Question49:-Which among the following is false regarding Stock file

- A:-When an important paper is received, section officer will secure a copy and add to the stock File
- B:-Stock Files are maintained by Section Officers
- C:-Only spare copies and not originals are added to Stock file
- D:-The papers should be filed chronologically and pages numbered serially

Correct Answer:- Option-B

Question50:-Which among the following is wrong regarding section officer?

- A:-He is to impart training for Assistants under him
- B:-To ensure that staff working under him observe the decorum of the office
- C:-He is the first level supervisory officer
- D:-He is to bring to notice of the secretary any serious delay or other irregularity

Correct Answer:- Option-D

Question51:-Which among the following is not a quality of a good draft

- A:-Usage of common terminology in official correspondence
- B:-Clear statement of the decision as well as direction
- C:-Precise and unambiguous language
- D:-Elaborate explanation with copies of earlier communications

Correct Answer:- Option-D

Question52:-The stationery and Forms required by the sections and officers will be obtained from the

- A:-Controller of stationery
- B:-Government press
- C:-Local Purchase
- D:-Forms office

Correct Answer:- Option-A

Question53:-Who is entitled to be supplied with a free copy of the Secretariat office manual

- A:-All officers above the rank of under secretary
- B:-All officers above the rank of section officer
- C:-All officers of the secretariat
- D:-All officers except last grade Employees

Correct Answer:- Option-D

Question54:-Money cheques and other valuables received along with communications will be

- A:-Entered in the Security register by the office Superintendent and sent to the custodian of valuables
- B:-Entered in the Security register by the office Superintendent and kept in the office section
- C:-Entered in the Security register by the office Superintendent and delivered to the under secretary in charge of Tapal section
- D:-Entered in the Security register by the office Superintendent and delivered to the cash branch for safe custody

Correct Answer:- Option-D

Question55:-Which among the following types of communication shall be entered in the Personal register

- A:-All currents numbered and distributed to the section
- B:-Applications for casual leave
- C:-Applications for appointments to various posts
- D:-Tour programmes of ministers

Correct Answer:- Option-A

Question56:-As regards the preparation of Notes for the subject committee, the following is wrong.

- A:-Copies of all rules or regulations referred to in the notes have to be appended to the note

- B:-Note should contain full particulars of the case under consideration
- C:-The note should be transmitted to legislature secretariat signed by an officer not below the rank of Under Secretary
- D:-Note should be got approved by the Minister in charge of the Dept

Correct Answer:- Option-C

Question57:-Which among the following is nit true regarding a paper numbered and wrongly distributed to one section by the Office section?

- A:-Shall be returned to the office section
- B:-Should be transferred to the section where the subject is allotted
- C:-Should be transferred with the orders of the Under Secretary, if the subject is allotted to another department
- D:-Shall not be returned to office section

Correct Answer:- Option-A

Question58:-Which of the following is not true regarding Secret or confidential papers

- A:-They are also opened by the office superintendent
- B:-They are opened by the officers concerned
- C:-They are numbered and processed as in the case of other papers
- D:-They will be handled only by authorized officers

Correct Answer:- Option-A

Question59:-When communications are received in papers of unusual size

- A:-They are reduced in size of foolscap size paper
- B:-They are returned to the sender for resending in normal size of paper
- C:-They are pasted on foolscap paper to make it for convenient handling
- D:-Handed over typist to get it typed in a normal size paper

Correct Answer:- Option-C

Question60:-In which cases, drafts are put up with notes for orders

- A:-In cases where an order passed by a Minister has to be communicated to a peitioner
- B:-In cases where decisions have to be communicated expeditiously as possible
- C:-In cases where information is called for from a subordinate officer
- D:-In simple cases where it is obvious what course of action should be adopted

Correct Answer:- Option-D

Question61:-_____ is responsible for drafting statutory rules and notifications

- A:-Administrative Dept concerned
- B:-Law Dept
- C:-Personnel and Administrative reforms dept
- D:-Legislature Secretariat

Correct Answer:- Option-A

Question62:-Office copies of the communications should be kept in the current file EXCEPT

- A:-When communications are issued by printing
- B:-Drafts having numerous corrections, which may not be read easily
- C:-Communications like routine reminders, acknowledgement cards etc.
- D:-When communications contain extracts of passages so marked in the draft

Correct Answer:- Option-C

Question63:-The order in which papers received is to be registered in the personal register

- A:-In the order of the numbers stamped on them
- B:-On the basis of the importance of communication
- C:-Letters from top officials may be registered first
- D:-Letters from Government of India or that from any other states may be registered first

Correct Answer:- Option-A

Question64:-When a current relates to more than one topis and consequently to more than one section, as per the distribution of subjects

- A:-It may be given over to all sections one by one
- B:-It may be given to all sections by taking copies
- C:-It may be given to the section with which majority of points relate to
- D:-It may be returned to the sender with direction to submit separate proposals for each topic

Correct Answer:- Option-C

Question65:-Section officers are authorized to sign fair copies of

- A:-Letters to public service commission
- B:-Government orders
- C:-letters to High court
- D:-Letters to Accountant General

Correct Answer:- Option-B

Question66:-Whenever interpretation of a statute becomes necessary, opinion of _____ Dept may be obtained

- A:-Personnel and Administrative reforms
- B:-Finance
- C:-General Administration
- D:-Law

Correct Answer:- Option-D

Question67:-A committee appointed or elected by the Assembly or nominated by the speaker is called

- A:-Legislative committee
- B:-Constitutional committee
- C:-Enquiry committee
- D:-Subordinate committee

Correct Answer:- Option-A

Question68:-The note for the subject committee shall be got approved by

- A:-The minister concerned
- B:-Chief minister
- C:-Chief Secretary
- D:-Secretary concerned

Correct Answer:- Option-A

Question69:-Contingent expenses are met by the Accounts Branch from the following fund

- A:-Permanent Advance
- B:-Contingency fund
- C:-Deposit account
- D:-Savings account

Correct Answer:- Option-A

Question70:-Which of the following statements is wrong?

- A:-Each department of secretariat consists a secretary

- B:-He is the official Head of dept
- C:-He is secretary to Government
- D:-He is Secretary to the Minister in charge of the Department

Correct Answer:- Option-D

Question71:-All cases of promotions, transfers and appointments of gazetted officers should promptly be intimated to

- A:-Accountant General
- B:-Advocate General
- C:-General Administration Department
- D:-Vigilance dept

Correct Answer:- Option-A

Question72:-Allotment of rooms, maintenance and repair of electrical fittings/water pipes etc are the duty of

- A:-House keeping Branch
- B:-PWD wing
- C:-Central Agency
- D:-Home department

Correct Answer:- Option-A

Question73:-For Rent revision of buildings, the following department shall be consulted

- A:-PWD
- B:-Home dept
- C:-Housing Dept
- D:-Social Welfare Dept

Correct Answer:- Option-A

Question74:-"Minister" means a member of the council of Ministers constituted under

- A:-Article 163 of the constitution
- B:-Article 168 of the constitution
- C:-Article 167 of the constitution
- D:-Article 169 of the constitution

Correct Answer:- Option-A

Question75:-Press release prepared by the Minister shall be given due publicity by

- A:-Public Relations Dept
- B:-Office of the minister concerned
- C:-Office of the chief secretary
- D:-General Administration dept

Correct Answer:- Option-A

Question76:-Secretariat garden and Central Agency come under the control of

- A:-Home dept
- B:-House Keeping Branch
- C:-Social Welfare dept
- D:-General Administration Dept

Correct Answer:- Option-B

Question77:-Fax messages shall be transmitted to the tele printer section

- A:-Through office section
- B:-Through central Agency
- C:-Direct by the section concerned
- D:-By house keeping section

Correct Answer:- Option-C

Question78:-Whether a particular cabinet file should be treated as "Secret" or not shall be decided by

- A:-Secretary of the Dept concerned
- B:-Chief Secretary
- C:-Minister concerned
- D:-The deputy secretary of the Dept concerned

Correct Answer:- Option-A

Question79:-Communications to the legislature secretariat should be addressed to

- A:-Secretary, legislative Assembly
- B:-Speaker
- C:-Deputy Speaker
- D:-Joint Secretary of legislative Assembly

Correct Answer:- Option-A

Question80:-Business connected with the meetings of the council of ministers is the duty of

- A:-Chief Secretary
- B:-Secretary of the department concerned
- C:-Minister concerned
- D:-Chief Minister

Correct Answer:- Option-A

Question81:-Disposal of unserviceable articles and waste paper is the activity of

- A:-House keeping branch
- B:-Records Branch
- C:-Office section concerned
- D:-Accounts branch

Correct Answer:- Option-A

Question82:-When two or more papers are pinned together

- A:-The Sharp end of the pin should be left free
- B:-The Sharp end should again be pierced to rest between papers
- C:-Sharp end may be made blunt
- D:-Pin should not be used

Correct Answer:- Option-B

Question83:-All proposals for legislation and amendments to enactments and rules shall be dealt with

- A:-According to the Rules of Business
- B:-As directed by Law Dept
- C:-As indicated by general Administration dept
- D:-As advised by personnel and Administrative reforms Dept

Correct Answer:- Option-A

Question84:-When a bill is finally passed by the Assembly the accent of the Governor should be obtained by _____

- A:-The Dept concerned

- B:-Law dept
- C:-General Administration Dept
- D:-Personnel and Administrative reforms dept

Correct Answer:- Option-B

Question85:-Which among the following is the primary duty of the under Secretary

- A:-Maintenance of discipline
- B:-Training of Assistants under him
- C:-To ensure the receipt of tapal in time
- D:-To approve all the drafts

Correct Answer:- Option-A

Question86:-Every copy of note to the subject committee should be signed by an officer not below the rank of

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

Correct Answer:- Option-B

Question87:-During the recess of the Legislature, in unavoidable circumstances legislation is made by issue of

- A:-Ordinances
- B:-gazette Extraordinary
- C:-Gazette notification
- D:-Special Bill

Correct Answer:- Option-A

Question88:-When no action remains to be taken in a file, the papers are disposed in the form of records, to be kept on the Records branch. The disposals are certified by

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

Correct Answer:- Option-C

Question89:-When the decision taken on a petition is communicated, only a letter explaining the _____ alone need be sent to the petitioner

- A:-Reason for rejection
- B:-Reason for sanction
- C:-Decision of Government
- D:-Rules of rejection

Correct Answer:- Option-C

Question90:-When statutory notifications cannot wait till the next issue of the Gazette clear instructions as the publication of it may be given as

- A:-Gazette Immediate
- B:-Gazette Urgent
- C:-Gazette Extraordinary
- D:-Notification Extraordinary

Correct Answer:- Option-D

Question91:-Which among the following is not the assigned duty of the Records branch

- A:-Binding of the disposals
- B:-Receipt and arrangement of records
- C:-Proper custody of records
- D:-Issue of copies as per rules

Correct Answer:- Option-A

Question92:-Payment of advertisement charges shall be subject to the norms fixed by

- A:-Finance dept
- B:-Public Relations dept
- C:-General Administration dept
- D:-Culture Dept

Correct Answer:- Option-B

Question93:-Disposals taken from Records directly for reference have to be returned _____ to the Records branch

- A:-Direct
- B:-Through the office section
- C:-Through the typist in the section
- D:-With the approval of Under Secretary

Correct Answer:- Option-A

Question94:-Copy of the Circular should be communicated with the signature of section officer with the indication

- A:-Approved for issue
- B:-By order of the Governor
- C:-Forwarded/By order
- D:-For Secretary

Correct Answer:- Option-C

Question95:-Every section officer should maintain a _____ in which a member of the section leaving the section should note the time of leaving, purpose and the time of return

- A:-Movement register
- B:-Attendance register
- C:-Staff Appendix
- D:-Reminder Diary

Correct Answer:- Option-A

Question96:-Last grade employees shall perform their duties as

- A:-Assigned to them by the officer/Section
- B:-Specified for different sections
- C:-Specified in separate executive orders
- D:-Specified in Kerala Service rules

Correct Answer:- Option-A

Question97:-Who is the authority to draft statutory rules?

- A:-Law dept
- B:-Subject Committee
- C:-Administrative Dept concerned
- D:-General Administration dept

Correct Answer:- Option-C

Question98:-Compliance of Despatch instructions by office section is the primary responsibility of the

- A:-Assistant
 - B:-Clerical Assistant
 - C:-Office Superintendent
 - D:-Attender
- Correct Answer:- Option-C

Question99:-Which among the following is correct with reference to answering submissions by ministers?

- A:-Furnish answers by placing on the Table of Assembly
 - B:-Replies on the floor of Assembly
 - C:-Furnish answers and replies to the speaker
 - D:-Reply directly to the member raising submission
- Correct Answer:- Option-B

Question100:-Which of the following is correct with regard to the time limit for preparation of monthly Business statement

- A:-Before 10th of every month
 - B:-Before 15th of every month
 - C:-Before 3rd of every month
 - D:-Before 5th of every month
- Correct Answer:- Option-D