

**PROVISIONAL ANSWER KEY**

Paper: The District Office Manual  
Date of Test 15-11-2022

Question1:-The office assistant must be at the office on every working day at

- A:-10 AM
- B:-9.30 AM
- C:-9 AM
- D:-8.30 AM

Correct Answer:- Option-B

Question2:-An interval of \_\_\_\_\_ between 1.30 PM and 2.30 PM will be allowed for tiffin or lunch in offices

- A:-15 minutes
- B:-20 minutes
- C:-30 minutes
- D:-45 minutes

Correct Answer:- Option-C

Question3:-In Collectorate attendance register will be kept in the custody of the

- A:-Sheristadar
- B:-Collector
- C:-ADM
- D:-Junior Supt (Secret Section)

Correct Answer:- Option-A

Question4:-The Muslim members of the staff of office will be allowed to be absent from duty for two hours between \_\_\_\_\_ on Friday to attend Jumah prayers.

- A:-12:30 and 2:30 PM
- B:-12 and 2 PM
- C:-1 PM and 3 PM
- D:-11:30 PM and 1:30 PM

Correct Answer:- Option-A

Question5:-Forfeiture of a day's casual leave will ordinary be the penalty for every \_\_\_\_\_ days attendance

- A:-2
- B:-3
- C:-4
- D:-5

Correct Answer:- Option-B

Question6:-Casual leave will not be granted for

- A:-For attending examinations
- B:-For sick
- C:-For urgent private affairs
- D:-For casualties

Correct Answer:- Option-C

Question7:-The office and collectors room must be properly swept and dusted

- A:-Once in a week
- B:-Daily
- C:-Once in two days
- D:-Every Monday

Correct Answer:- Option-B

Question8:-Distribution Register contains

- A:-100 pages
- B:-200 pages
- C:-220 pages
- D:- 250 pages

Correct Answer:- Option-C

Question9:-Attendance register closes \_\_\_\_\_ minutes after office opens.

- A:-30 minutes
- B:-10 minutes
- C:-15 minutes
- D:-half hours

Correct Answer:- Option-B

Question10:-Lodge (L) disposals are those that are to be destroyed after \_\_\_\_\_ year.

- A:-2 years
- B:-one year
- C:-3 years
- D:-5 years

Correct Answer:- Option-B

Question11:-The watchman in Revenue offices will be on duty from \_\_\_\_\_ everyday.

- A:-6:30 PM to 5:30 AM
- B:-7 PM to 6 AM
- C:-7 PM to 7 AM
- D:-6 PM to 6 AM

Correct Answer:- Option-D

Question12:-In Taluk office the registers should be checked by the Tahsildar

- A:-Every two months
- B:-Every fortnights
- C:-Every month
- D:-Every week

Correct Answer:- Option-C

Question13:-\_\_\_\_\_ is responsible for sweeping that the Collectors room is properly swept and dusted is

- A:-Part time sweeper
- B:-Daffadar
- C:-FT Sweeper
- D:-Sheristadar

Correct Answer:- Option-B

Question14:-Attendance Register of collectorate is being kept in the custody of

A:-ADM  
B:-Collector  
C:-Sheristadar  
D:-Huzhur head clerk  
Correct Answer:- Option-C

Question15:-The number of call book for the whole office is limited to

A:-two  
B:-one  
C:-three  
D:-four  
Correct Answer:- Option-B

Question16:-Every clerk should keep a copy of the manual corrected up to date and on leaving the office hand it over to his

A:-Successor  
B:-Superintendent  
C:-Predecessor  
D:-Sheristadar  
Correct Answer:- Option-A

Question17:-The erection of a thatched building from permanent Government office is prohibited within

A:-25 yards  
B:-15 yards  
C:-10 yards  
D:-20 yards  
Correct Answer:- Option-B

Question18:-Punching of stamps is by \_\_\_\_\_ punch

A:-Rectangular  
B:-Triangular  
C:-Circular  
D:-Square  
Correct Answer:- Option-C

Question19:-Distribution register will be destroyed after a period of

A:-3 years  
B:-5 years  
C:-7 years  
D:-2 years  
Correct Answer:- Option-B

Question20:-The colour of the disposal jacket of K & L disposals is

A:-Yellow  
B:-Blue  
C:-No jackets  
D:-Green  
Correct Answer:- Option-C

Question21:-In flagging how many flag bearing the same letter or number on the same occasions be used

A:- one  
B:-four  
C:-two  
D:-three  
Correct Answer:- Option-A

Question22:-What paper need not be registered?

A:-Paper marked I  
B:-Paper Marked F  
C:-Paper marked F1  
D:-Paper marked R  
Correct Answer:- Option-B

Question23:-Stock files are

A:-Routine files  
B:-Permanent files of important order  
C:-K dis files  
D:-N Dis files  
Correct Answer:- Option-B

Question24:-How many disposals are there as per DOM?

A:-4  
B:-3  
C:-7  
D:-6  
Correct Answer:- Option-C

Question25:-When a petition is rejected?

A:-Reason for rejection should be given in draft order  
B:-Reason for rejection should be given with collector's permission  
C:-Reason for rejection should be given unless collector directs that it should not be given  
D:-None of these  
Correct Answer:- Option-C

Question26:-Reminder diary consists of

A:-12 pages  
B:-15 pages  
C:-20 pages  
D:-11 pages  
Correct Answer:- Option-A

Question27:-Responsibility for the style and accuracy of the notes and drafts proceeding from the section vests with

A:-JS  
B:-SS  
C:-Senior clerk  
D:-Junior clerk  
Correct Answer:- Option-B

Question28:-Destroy disposal means it has to be destroyed after

- A:-10 years
- B:-30 years
- C:-5 years
- D:-3 years

Correct Answer:- Option-A

Question29:-Which is the correct usage?

- A:-Put up
- B:-Put in
- C:-Put on
- D:-None of these

Correct Answer:- Option-A

Question30:-Second column in personal register is

- A:-Date of receipt by clerk
- B:-Current number
- C:-Serial no
- D:-Nature and date of disposal

Correct Answer:- Option-A

Question31:-Casual leave can be combined with earned leave

- A:-True
- B:-False
- C:-With permission from Govt
- D:-None of these

Correct Answer:- Option-B

Question32:-Temporary shed in the compound of Govt. Building made of combustible material can be built with permission of \_\_\_\_\_ engineer.

- A:-Sub
- B:-Executive
- C:-Superintending
- D:-Assistant

Correct Answer:- Option-B

Question33:-A paper can be transferred to call book only if no action is due in the office for a period of

- A:-9 months
- B:-6 months
- C:-3 months
- D:-12 months

Correct Answer:- Option-B

Question34:-Higher officer can score off the note put up by clerk and himself write a different note

- A:-False
- B:-True
- C:-Not certainly
- D:-None of these

Correct Answer:- Option-B

Question35:-A clerk obtained late permission and reached office at 11 AM. Will he get attendance in FN?` `

- A:-Yes
- B:-No
- C:-Can be regularized with permission of HOD
- D:-None of these

Correct Answer:- Option-B

Question36:-Jamabandhi refers to

- A:-Inspection of land tribunals
- B:-Inspection of village office
- C:-Inspection of PWD officers
- D:-None of these

Correct Answer:- Option-B

Question37:-Correction slip should be

- A:-Pasted on to the book
- B:-Pinned into the book
- C:-Stapled
- D:-Tagged

Correct Answer:- Option-A

Question38:-Clerks are permitted to enter record room

- A:-The above statement is true
- B:-The above statement is false
- C:-Permitted to enter occasionally
- D:-Permitted to enter with written consent from HOD

Correct Answer:- Option-A

Question39:-The reply to a letter from MP or MLA should be signed by

- A:-Establishment Clerk
- B:-District Collector
- C:-Junior Superintendent
- D:-ADM

Correct Answer:- Option-B

Question40:-Official communication to high court is directed to

- A:-Registrar
- B:-Advocate General
- C:-Superintendent
- D:-Under secretary

Correct Answer:- Option-A

Question41:-Which of the following is prescribed form for periodical register?

- A:-XII of Appendix B
- B:-XIII of Appendix
- C:-XIV of Appendix B
- D:-X of Appendix B

Correct Answer:- Option-A

Question42:-Dispatching stamp for "N" disposal which is entered in the fair copy register should be stamped against the number in the

- A:-N slip
  - B:-Fair copy register
  - C:-Personnel register
  - D:-Dispatch register
- Correct Answer:- Option-B

Question43:-Day of receipt of a current by a clerk should be noted in the \_\_\_\_\_ column of the personnel register

- A:-13
- B:-14
- C:-5
- D:-1

Correct Answer:- Option-A

Question44:-Application received for land should be marked as \_\_\_\_\_ and a number to be assigned to it

- A:-L Dis
- B:-D Dis
- C:-K Dis
- D:-XN Dis

Correct Answer:- Option-D

Question45:-Which of the following need not be registered in the Personal Register?

- A:-NL Dis
- B:-F Dis
- C:-Lodged cases
- D:-XN Dis

Correct Answer:- Option-D

Question46:-Communication delivered by hand should be entered in the

- A:-Distribution
- B:-Despatch register
- C:-Local delivery book
- D:-Communication register

Correct Answer:- Option-C

Question47:-In Collectorate the personal register is checked by the section head (including HS)

- A:-Once in a month
- B:-every 2 months
- C:-every fortnight
- D:-every 3 months

Correct Answer:- Option-C

Question48:-Every subject clerk who has got periodicals should maintain

- A:-Special register
- B:-Periodical statement
- C:-Special running note
- D:-Periodical register

Correct Answer:- Option-D

Question49:-Instruction issued as per GO(P)82/1960 dated 29-1-1960 is for the preparation of

- A:-DCB statement
- B:-Budget
- C:-Status report
- D:-Confidential report

Correct Answer:- Option-D

Question50:-Who will draft the Tappal arrangements of files to the Collectors house is preferably made of

- A:-PA to Collector
- B:-Sheristadar
- C:-Camp Clerk
- D:-Huzhur head clerk

Correct Answer:- Option-C

Question51:-The Hearing card will be kept always on the

- A:-Notice board
- B:-Posting Book
- C:-Collectors table
- D:-Sheristadar's table

Correct Answer:- Option-C

Question52:-Which of the following is a register that can be destroyed for a period before 5 years?

- A:-Distribution register
- B:-Fair copy register
- C:-Periodical register
- D:-Personal register

Correct Answer:- Option-D

Question53:-Which of the following is not to be noted in the Fair Copy Register?

- A:-Receipted by clerk
- B:-Receipted by typist
- C:-Receipted by supt
- D:-Date of Dispatch

Correct Answer:- Option-A

Question54:-Disciplinary action against a clerk will be taken if he submitted a stamped document

- A:-Without punching
- B:-Without numbering
- C:-With punching
- D:-With numbering

Correct Answer:- Option-A

Question55:-In a Collectorate immediately after draft is approved, clerk should send it to

- A:-Fair copy Superintendent
- B:-Record Keeper
- C:-Sheristadar
- D:-None of these

Correct Answer:- Option-A

Question56:-Which of the following is not a category of arrangements of papers submitted to the Collector?

- A:-Ordinary
  - B:-Urgent
  - C:-Very urgent
  - D:-Special
- Correct Answer:- Option-D

Question57:-Call Book is to be maintained in form

- A:-Form VI of Appendix A
  - B:-Form VII of Appendix A
  - C:-Form VIII of Appendix B
  - D:-Form VIII of Appendix C
- Correct Answer:- Option-C

Question58:-Which of the following is not required in the N reference slip?

- A:-Subject of the current
  - B:-Date of dispatch
  - C:-To whom referred
  - D:-Current number
- Correct Answer:- Option-A

Question59:-In a Collectorate the personal register is checked by Collector in every

- A:-Month
  - B:-Two months
  - C:-Three months
  - D:-Six months
- Correct Answer:- Option-B

Question60:-The role Sheristadar performs in a Collectorate is performed at a Taluk By

- A:-Tahsildar
  - B:-Head clerk
  - C:-Deputy Tahsildar (HQ)
  - D:-Collector
- Correct Answer:- Option-C

Question61:-For supplying of ordinary fire appliances buildings are divided into

- A:-1
  - B:-2
  - C:-3
  - D:-5
- Correct Answer:- Option-B

Question62:-In the case of any infectious diseases, verbal message should be communicated to

- A:-Collector
  - B:-ADM
  - C:-Head clerk
  - D:-Sheristadar
- Correct Answer:- Option-D

Question63:-Consolidated list of cases to be posted for hearing is submitted to Collector on

- A:-As often as necessary
  - B:-Every week
  - C:-Every fortnight
  - D:-Every month
- Correct Answer:- Option-A

Question64:-Any questions raised on a running note file should be replied within

- A:-24 hours
  - B:-48 hours
  - C:-One week
  - D:-At the record room
- Correct Answer:- Option-B

Question65:-All notes, draft and communications to be typed on

- A:-Single side of the paper
  - B:-Double side of the paper
  - C:-Cheapest paper
  - D:-None of these
- Correct Answer:- Option-B

Question66:-Tappal includes the following communications

- A:-All official communications
  - B:-Demy official
  - C:-Official and unofficial
  - D:-All of these
- Correct Answer:- Option-B

Question67:-Clerks can obtain records from record room by

- A:-Searching in the Record room
  - B:-By entering the record room
  - C:-By requisition slips
  - D:-By the help of superiors
- Correct Answer:- Option-C

Question68:-In the case of N references dispatch stamp is stamped on

- A:-Office copy
  - B:-Disposal jacket
  - C:-Call book
  - D:-N reference slip
- Correct Answer:- Option-D

Question69:-'X' marked on a disposal means

- A:-To be necessarily registered
  - B:-Need not to be registered
  - C:-Not related to Revenue Department
  - D:-Immediate disposal
- Correct Answer:- Option-B

Question70:-Periodical register should be maintained by

- A:-Each clerk
  - B:-Those clerks who have periodicals
  - C:-Sheristadar
  - D:-Fair copy superintendent
- Correct Answer:- Option-B

Question71:-No paper should be transferred to the call book unless no action is due in the office for a period of

- A:-3 months
  - B:-6 months
  - C:-9 months
  - D:-12 months
- Correct Answer:- Option-B

Question72:-Stamps should be properly punched with the

- A:-Diamond punch
  - B:-Square punch
  - C:-Circular punch
  - D:-Triangular punch
- Correct Answer:- Option-C

Question73:-Section IX of the District Office Manual deals with

- A:-Opening of Tappal
  - B:-Registering
  - C:-Referencing Arrangement of file, noting etc
  - D:-Drafting
- Correct Answer:- Option-D

Question74:-Which of the following is true with respect to casual leave?

- A:-Casual leave will be granted under such rules and conditions as laid down from time to time
  - B:-Casual leave up to 20 days can be claimed as a matter of right for one calendar year
  - C:-Casual leave can be granted for urgent private matters
  - D:-The purpose for which leave is required need not to stated definitely
- Correct Answer:- Option-A

Question75:-In the Collector's office who is personally responsible for scrutinizing the R disposal files after the prescribed period

- A:-Record keeper
  - B:-Huzur Sheristadar
  - C:-Personal Assistant
  - D:-Collector
- Correct Answer:- Option-D

Question76:-The record keeper should prepare on the first of every month an arrear list of all records absent from the record room for more than \_\_\_\_\_ together

- A:-One month
  - B:-Two months
  - C:-Three months
  - D:-Four months
- Correct Answer:- Option-C

Question77:-It is duty of the \_\_\_\_\_ to see that the arrangement for submission of papers to the Collector is properly adhered to

- A:-Camp clerk
  - B:-Huzur Shristadar
  - C:-Personnel assistant
  - D:-Daffadar
- Correct Answer:- Option-B

Question78:-"XL" disposal papers will be arranged

- A:-In the order of their current numbers
  - B:-In the order of the seat names
  - C:-Chronologically
  - D:-Year wise
- Correct Answer:- Option-C

Question79:-The "Register of suits pending in courts" will be in the custody of

- A:-Huzur Sheristadar
  - B:-Subject clerk
  - C:-Personal assistant
  - D:-Section head
- Correct Answer:- Option-B

Question80:-When a Collector writes a question in the margin of the note, the reply is to be written

- A:-In a separate sheet of paper, flagged and placed below the note file
  - B:-In the margin itself, below the question/query
  - C:-In continuation of the note
  - D:-None of the above
- Correct Answer:- Option-C

Question81:-Form II gives the form for

- A:-Register of new cases
  - B:-Fair copy register
  - C:-Call book
  - D:-Personal Register
- Correct Answer:- Option-D

Question82:-"L" disposal need to be retained for

- A:-Three years
  - B:-Two years
  - C:-One year
  - D:-Ten years
- Correct Answer:- Option-C

Question83:-The personal and periodical registers should be inspected by the Revenue Divisional officer every

- A:-Fortnight
  - B:-Two months
  - C:-Six months
  - D:-Month
- Correct Answer:- Option-D

Question84:-Correction slips must be pasted in the books to which they belong within \_\_\_\_\_ of their receipt in the office

- A:-Seven days
- B:-Five days
- C:-Three days
- D:-Twenty four days

Correct Answer:- Option-C

Question85:-Reference to every paper quoted in the current will be noted

- A:-On bottom of current in pencil
- B:-Top of current in pen
- C:-Margin in current in pencil
- D:-Margin in current in pen

Correct Answer:- Option-C

Question86:-In fair copy register 'Receipt by Typist' is in

- A:- 3<sup>rd</sup> column
- B:- 4<sup>th</sup> column
- C:- 5<sup>th</sup> column
- D:- 6<sup>th</sup> column

Correct Answer:- Option-B

Question87:-In all communications title to be written:

- A:-at the head
- B:-at the side
- C:-at the end
- D:-none of these

Correct Answer:- Option-A

Question88:-Stamp account register is destroyed after

- A:-1 year
- B:-3 years
- C:-10 years
- D:-30 years

Correct Answer:- Option-B

Question89:-Movement register is

- A:-Optional
- B:-Govt issues circular as to the period in which movement register is to be kept
- C:-Compulsory
- D:-None of these

Correct Answer:- Option-C

Question90:-A paper can be transferred to call book only if no action is due in the office for a period of

- A:-6 months
- B:-9 months
- C:-12 months
- D:-3 months

Correct Answer:- Option-A

Question91:-Which of these disposals are put into brown paper jackets?

- A:-K & N
- B:-R & L
- C:-L & D
- D:-R & D

Correct Answer:- Option-D

Question92:-Self indexing is applicable to

- A:-periodicals
- B:-endorsement
- C:-stock files
- D:-one of these

Correct Answer:- Option-A

Question93:-Official communication to high court is directed to

- A:-Advocate General
- B:-Under secretary
- C:-Superintendent
- D:-Registrar

Correct Answer:- Option-D

Question94:-No of call books maintained in an office

- A:-5
- B:-4
- C:-3
- D:-1

Correct Answer:- Option-D

Question95:-A clerk destroyed running notes of a special register soon after closing a calendar year. Whether his action is justified?

- A:-Correct
- B:-Incorrect
- C:-Cannot judge
- D:-None of these

Correct Answer:- Option-A

Question96:-Valuation assistant is an officer of the rank of

- A:-Junior Superintendent
- B:-UDC
- C:-LDC
- D:-Senior superintendent

Correct Answer:- Option-A

Question97:-The organization of the office is dealt with in chapter

- A:-VI of manual
- B:-IV of manual
- C:-II of manual
- D:-VIII of manual

Correct Answer:- Option-B

Question98:-Superficial area is the

- A:-Surface area of each floor
- B:-Plinth area of ground floor
- C:-Carpet area of each floor
- D:-Sweeping area of ground floor

Correct Answer:- Option-A

Question99:-The colour of the disposal jacket of R and D is

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

Correct Answer:- Option-C

Question100:-A current originate in a office will be entered in the personal register with the word

- A:-Originating
- B:-Arising
- C:-New case
- D:-Current

Correct Answer:- Option-B