

PROVISIONAL ANSWER KEY

Paper: Departmental Manual of Office Procedure
Date of Test 23-11-2022

- Question1:-Which of the following officers can address the Govt: directly?
A:-Regional officers
B:-District Officers
C:-Head of office
D:-Head of Dept
Correct Answer:- Option-D
- Question2:-What is the subscription of the letter addressed to the Governor?
A:-Yours Obediently
B:-Yours Sincerely
C:-Yours Affectionately
D:-Yours Faithfully
Correct Answer:- Option-D
- Question3:-Which form of correspondence is undesirable to place on official records?
A:-Personal letter
B:-Proceedings
C:-Endorsement
D:-Demi Official
Correct Answer:- Option-D
- Question4:-What is the salutation form of letter addressed to a lady?
A:-Madam
B:-Sir
C:-Mrs
D:-Smt
Correct Answer:- Option-A
- Question5:-Which form of communication is used to send a copy of a paper to a subordinate officer?
A:-Endorsement
B:-Special note
C:-Memorandum
D:-Demi-official
Correct Answer:- Option-A
- Question6:-Fair copies of official communications addressed to higher authorities are to be signed by
A:-Head of office
B:-Fair copy Supt
C:-Gazette officer
D:-Section Supt
Correct Answer:- Option-A
- Question7:-Official communication to KPSC should be addressed to
A:-Chairman
B:-Secretary
C:-Members
D:-Controller of Exams
Correct Answer:- Option-B
- Question8:-Who is responsible for proper maintenance of distribution register?
A:-Tappal clerk
B:-Office Supt
C:-Fair copy Supt
D:-Security Officer
Correct Answer:- Option-C
- Question9:-Memorandum form of correspondence can be signed by
A:-Fair copy Supt
B:-Section Clerk
C:-Head of Office
D:-Section Supt
Correct Answer:- Option-D
- Question10:-An important instruction of a standing nature to be followed by various authorities will be communicated in which form of communication?
A:-Personal Letter
B:-Proceedings
C:-Endorsement
D:-Circular
Correct Answer:- Option-D
- Question11:-Who should sign the proceedings criticizing a subordinate officer?
A:-Section Supt
B:-Any Gazetted officer
C:-Head of office
D:-No such Restriction
Correct Answer:- Option-C
- Question12:-Corrections and interlineations should be avoided in
A:-Comparing
B:-Fair copying
C:-Drafting
D:-Registering
Correct Answer:- Option-B
- Question13:-Fair copies of disciplinary proceedings should be signed by
A:-Head of Office
B:-Section clerk
C:-Fair copy Supt
D:-Section Supt
Correct Answer:- Option-A
- Question14:-Who is directly responsible for prompt dispatch of papers sent for issue?

- A:-Fair copy Supt
- B:-Office Supt
- C:-Dispatch clerk
- D:-Tappal Clerk

Correct Answer:- Option-A

Question15:-Name the register in form No. XV1 to be maintained by the Typists?

- A:-Daily turn-out register
- B:-Work Allotment Register
- C:-Daily work load Register
- D:-Work diary

Correct Answer:- Option-C

Question16:-Which of the following need not be registered in the personal register?

- A:-Casual Leave Application
- B:-Earned Leave Application
- C:-Transfer Application
- D:-Application for GPF Temporary advance

Correct Answer:- Option-A

Question17:-In which way a telephonic message is dealt with?

- A:-Demi-official communication
- B:-Endorsement
- C:-Letter received in Local Delivery
- D:-Letter

Correct Answer:- Option-A

Question18:-When a file is finally disposed of, the file with a copy of _____ is sent to record room.

- A:-Disposal Jacket
- B:-Index slip
- C:-Economy Slip
- D:-Fair copy

Correct Answer:- Option-B

Question19:-Which of the disposal is to be sent out in original?

- A:-N-Dis
- B:-X-Dis
- C:-L-Dis
- D:-D-Dis

Correct Answer:- Option-A

Question20:-Which kind of disposal must be indexed?

- A:-L-Dis
- B:-R & D - Dis
- C:-XL-Dis
- D:-X N-Dis

Correct Answer:- Option-B

Question21:-Which disposals are to be put into brown paper jackets and stitched?

- A:-L-Dis
- B:-R & D- Dis
- C:-XL-Dis
- D:-X N-Dis

Correct Answer:- Option-B

Question22:-Papers of ephemeral character received in an office are not numbered and disposed of

- A:-K-Dis
- B:-X N -Dis or XL-Dis
- C:-D-Dis
- D:-L-Dis

Correct Answer:- Option-B

Question23:-Office copy of the draft and enclosures are to be added to the _____ file

- A:-Note File
- B:-Stock File
- C:-Current File
- D:-Disposal File

Correct Answer:- Option-C

Question24:-What is to be noted on the cover handed over to peon sent to officer's residence?

- A:-Date and Month
- B:-Month and Year
- C:-Time
- D:-Day

Correct Answer:- Option-C

Question25:-What will be issued, in the place of records?

- A:-Flag
- B:-Label
- C:-Red Mark
- D:-Slip

Correct Answer:- Option-D

Question26:-What is the number of records to be asked for in one requisition slip?

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

Correct Answer:- Option-A

Question27:-How many years, the 'dispatch-cum-stamp account register' is to be retained?

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

Correct Answer:- Option-B

Question28:-How long 'Fair copy Register' shall be preserved?

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

Correct Answer:- Option-C

Question29:-When the 'record issue register' can be destroyed?

- A:-One year
- B:-3 Years
- C:-5 Years
- D:-10 years

Correct Answer:- Option-B

Question30:-personal register will be destroyed after _____ years

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

Correct Answer:- Option-C

Question31:-Security Register will be destroyed after _____ years

- A:-One Year
- B:-3 Years
- C:-5 Years
- D:-10 Years

Correct Answer:- Option-D

Question32:-Annual index will be destroyed after _____ years

- A:-1 Year
- B:-3 Years
- C:-20 Years
- D:-5 Years

Correct Answer:- Option-C

Question33:-The orders of _____ should be required annually for the destruction of record files

- A:-Head of Office
- B:-Head Clerk
- C:-Office Supt
- D:-Head of dept

Correct Answer:- Option-A

Question34:-To watch the punctual receipt or dispatch of periodical reports and returns, each clerk shall maintain a register in Form X1- appendix - 1 Name the register.

- A:-Register of periodicals
- B:-Monthly statement
- C:-Distribution Register
- D:-Movement Register

Correct Answer:- Option-A

Question35:-What is the form of salutation of official letters?

- A:-Dear Friend
- B:-Dear Madam
- C:-Sir
- D:-Dear Sir

Correct Answer:- Option-C

Question36:-What should be the form of correspondence to the Vice Chancellor of a University?

- A:-Letter
- B:-Demi-Official
- C:-Proceedings
- D:-Memorandum

Correct Answer:- Option-A

Question37:-R-Disposals are to be destroyed after

- A:-5 Years
- B:-Retain Permanently
- C:-7 Years
- D:-10 Years

Correct Answer:- Option-B

Question38:-How many day's casual leave will be forfeited as a penalty for 3-late attendances without permission?

- A:-One and half
- B:-3 Days
- C:-One day
- D:-None

Correct Answer:- Option-C

Question39:-What is the term used for a communication received in an office which is stamped with the number of the office until its final disposal?

- A:-Correspondence
- B:-Letter
- C:-Enclosure
- D:-Current

Correct Answer:- Option-D

Question40:-Who will compare the pendency as per 'arrear list' with the 'Distribution register'?

- A:-Fair copy supt
- B:-Office Supt
- C:-Subject clerk
- D:-Head of office

Correct Answer:- Option-A

Question41:-Valuables received with communication as enclosures shall be handed over to

- A:-Head of office
- B:-Manager
- C:-Office Supt
- D:-Head of Dept

Correct Answer:- Option-B

- Question42:-Fair copies intended to higher authorities are to be signed by
A:-Manager
B:-Office Supt
C:-Head of Office
D:-Head of Dept
Correct Answer:- Option-C
- Question43:-What is the periodicity for retaining a 'Running Note'?
A:-After one year
B:-After 2 years
C:-After 5 years
D:-After 3 years
Correct Answer:- Option-D
- Question44:-What is the method used if an order dealt with more than one subject which falls under more than one head?
A:-Cross referencing
B:-Chaining
C:-Indexing
D:-Clubbing
Correct Answer:- Option-A
- Question45:-Where the date and nature of disposal of a current file will be entered in the Personal register?
A:-In Column - 7
B:-Last column
C:-In Column - 4
D:-In Column - 9
Correct Answer:- Option-B
- Question46:-Who is expected to open the envelope addressed by name and marked 'Strictly Confidential'?
A:-Head of office
B:-Office Supt
C:-Addressee
D:-Tappal Clerk
Correct Answer:- Option-C
- Question47:-What is the form of correspondence used to communicate the orders passed by the head of an institution in exercise of a statutory power?
A:-Endorsement Form
B:-Letter form
C:-Memorandum
D:-Proceedings
Correct Answer:- Option-D
- Question48:-An official correspondence to higher authorities shall be in the _____ form
A:-Endorsement Form
B:-Letter form
C:-Memorandum
D:-Proceedings
Correct Answer:- Option-B
- Question49:-The body of the letter follows after the
A:-Subject
B:-Reference
C:-Address
D:-Salutation
Correct Answer:- Option-B
- Question50:-Where the money, Cheque or valuables received as enclosures are entered in?
A:-Distribution register
B:-Personal Register
C:-Security Register
D:-Cash chest
Correct Answer:- Option-C
- Question51:-Who is expected to deface the stamps affixed on petitions?
A:-Section Clerk
B:-Section Supt
C:-Head of office
D:-Tappal Clerk
Correct Answer:- Option-D
- Question52:-What is the immediate action to be done on receipt of a petition from a MP/ M.L.A.?
A:-Acknowledge
B:-Grant
C:-Reject
D:-Accept
Correct Answer:- Option-A
- Question53:-An official correspondence from a Government official to another without official formalities and with a personal touch is called
A:-Personal
B:-Confidential
C:-Demi-official
D:-Friendly Letter
Correct Answer:- Option-C
- Question54:-When one case has relevance in relation to another case, both the cases are submitted together and this process is termed as
A:-Tagging
B:-Chaining
C:-Referencing
D:-Linking
Correct Answer:- Option-D
- Question55:-A minor division of the office consisting of a Supt. And one or more clerks is called
A:-Sub office
B:-Section
C:-Branch Office
D:-Unit office

Correct Answer:- Option-B

Question56:-Confidential papers sent to section shall be kept in safe custody of

- A:-Section Clerk
- B:-Head of office
- C:-Supervisory officer
- D:-Fair copy supt

Correct Answer:- Option-C

Question57:-Cross reference of disposals in the inside jackets of all the back number files is known as

- A:-Indexing
- B:-Referencing
- C:-Chaining
- D:-Linking

Correct Answer:- Option-C

Question58:-What is the benefit of keeping combined index?

- A:-New Slips can be avoided
- B:-Old slips can be destroyed
- C:-New slips can be inserted
- D:-All slips can be removed

Correct Answer:- Option-C

Question59:-What is the entry made in the index relating to an individual paper is called?

- A:-Reference
- B:-Salutation
- C:-Subject
- D:-Title

Correct Answer:- Option-D

Question60:-In which way the index slips are filed in the record room in one combined index?

- A:-Region wise
- B:-Section wise
- C:-Division wise
- D:-For the entire office

Correct Answer:- Option-D

Question61:-Which among the following will enable one to trace the papers a containing the orders passed on any particular subject?

- A:-Titles
- B:-Heads
- C:-Subject
- D:-Indexes

Correct Answer:- Option-D

Question62:-What is process of filing the slips in the record room in one combined index for the whole office is called for?

- A:-Filing of index slips
- B:-Index filing
- C:-Filing of slips
- D:-Indexing of records

Correct Answer:- Option-A

Question63:-While classifying papers for indexing personal papers relating to officials, it should be indexed under the _____ concerned

- A:-Name of officer
- B:-Name of office
- C:-Name of Section
- D:-Name of posts held

Correct Answer:- Option-A

Question64:-Who will examine local delivery book daily?

- A:-Section Clerk
- B:-Dispatching Clerk
- C:-Section Supt
- D:-Tappal clerk

Correct Answer:- Option-B

Question65:-After signing of a paper, to whom it is handed over?

- A:-Section clerk
- B:-Dispatching clerk
- C:-Section Supt
- D:-Tappal Clerk

Correct Answer:- Option-B

Question66:-Who is the custodian of work load register?

- A:-Fair Copy Supt
- B:-Office Supt
- C:-Dispatch Clerk
- D:-Typist

Correct Answer:- Option-D

Question67:-Who will fix dispatch stamp on office copy?

- A:-Dispatch clerk
- B:-Fair copy supt.
- C:-Office Supt
- D:-Section Clerk

Correct Answer:- Option-A

Question68:-Which one is pasted on the envelop?

- A:-Index Slip
- B:-Label
- C:-Urgent Slip
- D:-Economy Slip

Correct Answer:- Option-D

Question69:-What is affixed on both ends of economy slip of the cover containing confidential papers?

- A:-Index Number
- B:-Urgent Slip
- C:-Office Seal
- D:-Label

Correct Answer:- Option-C

Question70:-When economy slip can't be used?

- A:-Certificate of posting
- B:-Registered Post
- C:-By Local Delivery
- D:-By Special Messenger

Correct Answer:- Option-B

Question71:-All letters to the office within the head quarters shall be sent by

- A:-Local Delivery
- B:-E-mail
- C:-Special messenger
- D:-Speed post

Correct Answer:- Option-A

Question72:-Which register shall be checked daily by the Fair Copy Supt?

- A:-Fair copy register
- B:-Dispatch cum stamp account register
- C:-Index register
- D:-Distribution register

Correct Answer:- Option-B

Question73:-valuables intended for dispatch will be put in envelopes or packed and sealed in the presence of the

- A:-Section clerk
- B:-Office supt
- C:-Fair copy Supt
- D:-Head of office

Correct Answer:- Option-B

Question74:-Who is to be seated in front of the record room?

- A:-Record Assistant
- B:-Office Assistant
- C:-Record Keeper
- D:-Security Officer

Correct Answer:- Option-C

Question75:-Cases which are ordered to be kept in abeyance is called

- A:-Pending File
- B:-Lie over
- C:-Lost file
- D:-Kept file

Correct Answer:- Option-B

Question76:-When two or more papers are to be pinned together, the sharp end of the pin should not be left free at which side?

- A:-At the top
- B:-At the left
- C:-At the right end
- D:-Below

Correct Answer:- Option-A

Question77:-How much margin on both sides of paper is left blank when 'note' is prepared, as a general rule?

- A:-1/3
- B:-1/2
- C:-1/4
- D:-2 inches

Correct Answer:- Option-A

Question78:-After disposal of a file, the same has to be sent to Fair copy section to obtain _____ in the personal register

- A:-Receipt
- B:-Acknowledgement
- C:-Noting
- D:-Report

Correct Answer:- Option-B

Question79:-What is to be written on the top of a 'letter'?

- A:-Date
- B:-Name of Office
- C:-File number
- D:-Title

Correct Answer:- Option-D

Question80:-Note file will be kept _____ from the current file and pages will be numbered

- A:-Together
- B:-Separated
- C:-One by one
- D:-Chronologically

Correct Answer:- Option-B

Question81:-_____ is written to facilitate the disposal of a file, which one?

- A:-Note
- B:-Essay
- C:-Opinion
- D:-Query

Correct Answer:- Option-C

Question82:-Which kind papers are not entered in the Distribution register?

- A:-Of ephemeral character
- B:-Registered Letter
- C:-Letter received in certificate of posting
- D:- Memo

Correct Answer:- Option-A

Question83:-Which of the following messages is treated as 'demi-official' communication?

- A:-Facts message
- B:-Telephone Message
- C:-E-mail
- D:-Teleprinter

Correct Answer:- Option-B

Question84:-How many columns are there in a Dispatch-cum-stamp account Register?

- A:-8
- B:-5
- C:-10
- D:-9

Correct Answer:- Option-A

Question85:-How many period the stock file to be kept by the section for ready reference?

- A:-7 Years
- B:-10 Years
- C:-15 Years
- D:-Permanently

Correct Answer:- Option-D

Question86:-Number of fly leaves that can be placed with each file put up, for reference?

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

Correct Answer:- Option-D

Question87:-Who is responsible for inspection of the record room, once in a quarter?

- A:-Finance Officer
- B:-Head clerk
- C:-Head Ministerial Officer
- D:-Security Officer

Correct Answer:- Option-C

Question88:-In which way the papers relating to 'Suits' will be indexed?

- A:-Papers relating to suits
- B:-Common Head
- C:-General Head
- D:-Papers relating to miscellaneous head

Correct Answer:- Option-A

Question89:-System of indexing on the basis of index slip is named as

- A:-Slip Head System
- B:-Slip Index System
- C:-Special Index system
- D:-Sub-head slip system

Correct Answer:- Option-B

Question90:-Which form of communication is used to address Govt?

- A:-Memorandum
- B:-Letter
- C:-Endorsement
- D:-Proceedings

Correct Answer:- Option-B

Question91:-Which form of communication is used by an officer to draw personal attention of another?

- A:-Special letter
- B:-Demi-official
- C:-Confidential
- D:-Express

Correct Answer:- Option-B

Question92:-What is the form of communication used for seeking the remarks from his subordinate officer?

- A:-Demi-official
- B:-Special Letter
- C:-Endorsement
- D:-Note

Correct Answer:- Option-C

Question93:-How many topics can be dealt with in one letter normally?

- A:-As many as possible
- B:-Maximum 2
- C:-One
- D:-Five

Correct Answer:- Option-C

Question94:-All communications are to sent from the office in the name of

- A:-Section Supt
- B:-Any Gazetted Officer
- C:-Head of office
- D:-No such restriction

Correct Answer:- Option-C

Question95:-Who is the custodian of attendance Register of a section?

- A:-Esta: Section Clerk
- B:-Head of office
- C:-Section Clerk
- D:-Section Supt

Correct Answer:- Option-D

Question96:-Annual Index List will be destroyed after ___ years

- A:-5
- B:-10
- C:-20
- D:-15

Correct Answer:- Option-C

Question97:-All official or demi-official communications received in an office until registry is called

- A:-Tappal
- B:-Current
- C:-File
- D:-Mail

Correct Answer:- Option-A

Question98:-A file originated from any reference issued from the office is called

- A:-Back file
- B:-Current file
- C:-Moving file
- D:-Arising file

Correct Answer:- Option-D

Question99:-Every clerk should maintain a personal register for each

- A:-6 months
- B:-Financial year
- C:-Calendar year
- D:-Two years

Correct Answer:- Option-C

Question100:-A file closed in K-Dis should be kept for ____ years

- A:-1 Year
- B:-3 Years
- C:-2 Years
- D:-5 Years

Correct Answer:- Option-B