

FINAL 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:-**Question Cancelled**

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:- 3rd column
 - B:- 4th column
 - C:- 5th column
 - D:- 6th 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