

**PROVISIONAL ANSWER KEY**

Paper: 027 - Manual of Office Procedure(for officers other than secretariat)  
Date of Test 22-03-2023

Question1:-What is the period of destruction of a "Call Book"?

- A:-After 3 years
- B:-After 5 years
- C:-After 7 years
- D:-After one year

Correct Answer:- Option-A

Question2:-Which among the following is an effective mechanism for checking the delay in taking action on a 'Current File'?

- A:-Distribution Register
- B:-Personal Register
- C:-Remainder Diary
- D:-Pending List

Correct Answer:- Option-B

Question3:-Who will be the custodian on 'Call Book'?

- A:-Section Clerk
- B:-Office Supt
- C:-Fair Copy Supt
- D:-Tappal clerk

Correct Answer:- Option-D

Question4:-Name the register which is meant for noting the time of departure of a staff member who desires to leave the section before the close of office hours.

- A:-Attendance Register
- B:-Record Register
- C:-Casual Leave Register
- D:-Movement Register

Correct Answer:- Option-D

Question5:-To whom a communication marked 'Urgent' shall be sent by the clerk on holiday duty?

- A:-Office Supt
- B:-Security Staff
- C:-Head of Office
- D:-Head of the Dept

Correct Answer:- Option-C

Question6:-What is the term used for 'copying and dispatching' a communication intended for a person or an authority?

- A:-Disposal
- B:-Local Delivery
- C:-Issue
- D:-Dispatch

Correct Answer:- Option-C

Question7:-Who is the person responsible for prompt dispatch of papers marked to 'Issue'?

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

Correct Answer:- Option-B

Question8:-What is the term used for the 'Preparation of a communication for issue'?

- A:-Put up
- B:-Drafting
- C:-Disposing
- D:-Noting

Correct Answer:- Option-B

Question9:-Who shall be addressed for an official communication intended to send to the Hon: High Court?

- A:-Chief Justice
- B:-Advocate General
- C:-Registrar
- D:-P.A. to Chief Justice

Correct Answer:- Option-C

Question10:-What is the colour of fly leaf of a 'Note File'?

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

Correct Answer:- Option-A

Question11:-What is the periodicity of inspection of 'Call Book'?

- A:-Once in 3 Months
- B:-Every Month
- C:-Once in 6 Months
- D:-Once in 2 Months

Correct Answer:- Option-B

Question12:-A file closed in D-Dis should be kept for \_\_\_\_\_ years.

- A:-One Year
- B:-3 Years
- C:-10 Years
- D:-12 Years

Correct Answer:- Option-C

Question13:-What is it called when a paper is given a current number and entered in the personal register?

- A:-Disposed
- B:-Dispatched
- C:-Filed
- D:-Registered

Correct Answer:- Option-D

Question14:-A précis of previous papers, statement of facts reported and proposals made in the current files is called

- A:-Draft
- B:-Disposal
- C:-Current
- D:-Note

Correct Answer:- Option-D

Question15:-Which of the following names of officers should be written in the fly leaf of the personal register?

- A:-Section Clerk & Section Supt
- B:-Section Clerk & Head of Office
- C:-Section Clerk & Tappal Clerk
- D:-Section Supt & Head of Office

Correct Answer:- Option-A

Question16:-Which of the following papers need not be entered in the Distribution Register?

- A:-Unstamped & in-sufficiently stamped petitions
- B:-Wrongly addressed
- C:-Applications that are not in the prescribed form
- D:-All the above

Correct Answer:- Option-D

Question17:-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

Question18:-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

Question19:-Which kinds of disposals must be indexed?

- A:-L-Dis
- B:-R&D-Dis
- C:-XL-Dis
- D:-XN-Dis

Correct Answer:- Option-B

Question20:-Which disposals are to be put into brown paper jackets and stitched?

- A:-L-Dis
- B:-R&D-Dis
- C:-XL-Dis
- D:-XN-Dis

Correct Answer:- Option-B

Question21:-Papers of ephemeral character received in an office are not numbered and disposed of:

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

Correct Answer:- Option-B

Question22:-The 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

Question23:-Cross reference to 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

Question24:-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

Question25:-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

Question26:-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

Question27:-Which among the following will enable to trace the papers containing orders passed on any particular subject?

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

Correct Answer:- Option-D

Question28:-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

Question29:-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

Question30:-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

Question31:-The 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

Question32:-Which form of communication is used to address Govt.?

- A:-Memorandum
  - B:-Letter
  - C:-Endorsement
  - D:-Proceedings
- Correct Answer:- Option-B

Question33:-Who among the following officials is responsible for examining the stock file at frequent intervals?

- A:-Section Supt.
  - B:-Manager
  - C:-Fair copy supt.
  - D:-Head of Office
- Correct Answer:- Option-A

Question34:-When a 'Running Note' will be destroyed?

- A:-After 3 years
  - B:-After 5 years
  - C:-After 7 years
  - D:-After One year
- Correct Answer:- Option-A

Question35:-Security register will be destroyed after \_\_\_\_\_ years.

- A:-10
  - B:-20
  - C:-7
  - D:-5
- Correct Answer:- Option-A

Question36:-All records issued out of the record section shall be entered in the \_\_\_\_\_ Register.

- A:-Distribution Register
  - B:-Record Register
  - C:-Record Issue Register
  - D:-Stock Register
- Correct Answer:- Option-C

Question37:-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

Question38:-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

Question39:-What is the salutation form of letter addressed to a lady?

- A:-Madam
  - B:-Sir
  - C:-Mrs.
  - D:-Smt.
- Correct Answer:- Option-A

Question40:-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

Question41:-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

Question42:-Official communication to KPSC should be addressed to

- A:-Chairman
  - B:-Secretary
  - C:-Deputy Secretary
  - D:-Controller of Exams
- Correct Answer:- Option-B

Question43:-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

Question44:-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

Question45:-In which form of communication, an important instruction of a standing nature to be followed by various authorities will be communicated?

- A:-Personal Letter
  - B:-Proceedings
  - C:-Endorsement
  - D:-Circular
- Correct Answer:- Option-D

Question46:-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

Question47:-Corrections and interlineations should be avoided in

- A:-Comparing
  - B:-Fair Copying
  - C:-Drafting
  - D:-Registering
- Correct Answer:- Option-B

Question48:-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

Question49:-In whose presence, tappal received in an office will be opened?

- A:-Head of Office
  - B:-Office Supt.
  - C:-Dispatch clerk
  - D:-Tappal clerk
- Correct Answer:- Option-A

Question50:-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

Question51:-Who will examine local delivery book daily?

- A:-Section Clerk
  - B:-Dispatching Clerk
  - C:-Section Supt.
  - D:-Tappal Clerk
- Correct Answer:- Option-B

Question52:-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

Question53:-Stamps affixed on petitions shall be defaced firstly by

- A:-Fair Copy Supt.
  - B:-Office Supt.
  - C:-Dispatch Clerk
  - D:-Tappal Clerk
- Correct Answer:- Option-D

Question54:-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

Question55:-When the Officer writes his query in the margin of the note file, where the section clerk furnish his reply?

- A:-In the margin just below the query
  - B:-In continuation of the Note file
  - C:-Bottom of the note
  - D:-Top of the note
- Correct Answer:- Option-B

Question56:-Official communication received in an office until numbering is known as

- A:-Tappal
- B:-New case
- C:-Current
- D:-Paper

Correct Answer:- Option-A

Question57:-Requisition slip for records shall be signed by

- A:-Section Supt.
- B:-Clerk
- C:-Head of Office
- D:-Fair Copy Supt.

Correct Answer:- Option-B

Question58:-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

Question59:-What is to be noted on the cover handed over to peon sent to Officer's residence to ensure there is no undue delay in transmission?

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

Correct Answer:- Option-C

Question60:-What will be issued, in the place of records?

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

Correct Answer:- Option-D

Question61:-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

Question62:-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

Question63:-How long 'Fair Copy Register' shall be preserved?

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

Correct Answer:- Option-C

Question64:-When the 'record issue register' can be destroyed?

- A:-After one year
- B:-After 3 years
- C:-After 5 years
- D:-After 10 years

Correct Answer:- Option-B

Question65:-Personal Register will be destroyed after \_\_\_\_\_ years.

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

Correct Answer:- Option-C

Question66:-Permanent file of Govt: orders maintained for ready reference is called

- A:-Reference file
- B:-Permanent file
- C:-Got:File
- D:-Stock File

Correct Answer:- Option-D

Question67:-Annual Index will be destroyed after \_\_\_\_\_ years.

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

Correct Answer:- Option-C

Question68:-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

Question69:-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

- Question70:-Any reference issued from the office which originates the file is called  
A:-Official reference  
B:-Arising reference  
C:-Cross reference  
D:-Internal reference  
Correct Answer:- Option-B
- Question71:-\_\_\_\_\_ is written to facilitate the disposal of a file, which one?  
A:-Note  
B:-Essay  
C:-Opinion  
D:-Query  
Correct Answer:- Option-A
- Question72:-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
- Question73:-Which of the following messages is treated as 'demi-official' communication?  
A:-Facts message  
B:-Telephone message  
C:-E-mail  
D:-Tele-printer  
Correct Answer:- Option-B
- Question74:-How many columns are there in a Dispatch-cum-stamp account register?  
A:-8  
B:-5  
C:-10  
D:-9  
Correct Answer:- Option-A
- Question75:-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
- Question76:-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
- Question77:-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
- Question78:-Which of the under mentioned register is to be inspected by the Head of Office every month?  
A:-Local Delivery Book  
B:-Call book  
C:-Cash book  
D:-Bank pass book  
Correct Answer:- Option-B
- Question79:-'Important', 'Urgent', 'Personal' etc should be marked in \_\_\_\_\_ on the economy slip.  
A:-Red  
B:-Blue  
C:-Green  
D:-Black  
Correct Answer:- Option-A
- Question80:-Where the dispatch stamp is to be affixed by the dispatch clerk?  
A:-On Fair Copy  
B:-On Office Copy  
C:-In the Current File  
D:-In Note File  
Correct Answer:- Option-B
- Question81:-Each subject clerk shall prepare an abstract of pendency in form X11 App-1, on the \_\_\_\_ day of every month.  
A:-Fifth  
B:-Tenth  
C:-First  
D:-Third  
Correct Answer:- Option-C
- Question82:-Process of putting up previous correspondences for disposal of a case is called  
A:-Enclosures  
B:-Referencing  
C:-Flagging  
D:-Tagging  
Correct Answer:- Option-B
- Question83:-Who shall maintain the remainder diary in form XV having 12 pages?  
A:-Section Supt.  
B:-Section Clerk  
C:-Fair Copy Supt.  
D:-Typist  
Correct Answer:- Option-B

Question84:-Which is the slip pasted on the envelop?

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

Correct Answer:- Option-D

Question85:-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

Question86:-Economy slip can't be used in

- A:-Certificate of Posting
- B:-Registered Post
- C:-By Local delivery
- D:-By Special Messenger

Correct Answer:- Option-B

Question87:-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

Question88:-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

Question89:-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

Question90:-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

Question91:-What is the form of salutation of official letters?

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

Correct Answer:- Option-C

Question92:-Who is to be seated in front of the record room?

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

Correct Answer:- Option-C

Question93:-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

Question94:-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:-At the bottom

Correct Answer:- Option-A

Question95:-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

Question96:-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

Question97:-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

Question98:-How many topics can be dealt within one letter normally?

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

Correct Answer:- Option-C

Question99:-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

Question100:-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