

PROVISIONAL ANSWER KEY

Paper: 088 - Manual of Office Procedure (Police)
Date of Test 28-03-2023

Question1:-When a paper is given a current number and entered with an abstract in the personal register is called:

- A:-Current
- B:-Tappal
- C:-Registry
- D:-Correspondence

Correct Answer:- Option-C

Question2:-When officers are on tour, the tappals intended for them should be sent to them

- A:-Weekly
- B:-Daily
- C:-Bi weekly
- D:-Occasionally

Correct Answer:- Option-B

Question3:-Enquiry into petitions contain allegations against police officers shall be ordered only by:

- A:-Supdt. of police
- B:-Director General of police
- C:-An officer superior in rank
- D:-Manager

Correct Answer:- Option-C

Question4:-The final decision of the authority on any matter is known as:

- A:-Agreement
- B:-Disposal
- C:-Conclusion
- D:-Settlement

Correct Answer:- Option-B

Question5:-The officer responsible for the proper conduct of the office work, enforcement of office routine and for the prompt dispatch of business in Chief Office:

- A:-Manager
- B:-Duty officer
- C:-AIG I
- D:-DGP

Correct Answer:- Option-A

Question6:-If a paper is returned in original with an endorsement, that fact should be noted in personal register by the entry:

- A:-Despatched
- B:-N Dis
- C:-L Dis
- D:-Filed

Correct Answer:- Option-B

Question7:-The secret and top-secret papers should be in the custody of

- A:-Senior supdt.
- B:-Manager
- C:-Head of office
- D:-Confdt. Asst.

Correct Answer:- Option-C

Question8:-The four series of disposal of cases are :

- A:-N, P, L, R
- B:-P, D, N, R
- C:-R, D, L, N
- D:-None

Correct Answer:- Option-C

Question9:-The Officer responsible to ensure scrutiny and circulation of Gazettes is completed, and that due action is taken on all matters therein, with promptness:

- A:-Manager
- B:-Head of office
- C:-Section head
- D:-Section clerk

Correct Answer:- Option-A

Question10:-Every disposal file put up for reference must be flagged. Flag will be attached to:

- A:-Jacket of the disposal file
- B:-Note file
- C:-Current file
- D:-All the above

Correct Answer:- Option-A

Question11:-Register of unopened tappals sent to officers should be maintained by:

- A:-Manager
- B:-Tappal clerk
- C:-Duty officer
- D:-Head constable

Correct Answer:- Option-B

Question12:-All court fee stamps affixed to papers received in the office should be cancelled by :

- A:-Section clerk
- B:-Section head
- C:-Manager
- D:-Inward section

Correct Answer:- Option-A

Question13:-Total number of absences from duty while availing CL and compensation leave shall not exceed

- A:-7 days
- B:-5 days
- C:-15 days
- D:-10 days

Correct Answer:- Option-D

- Question14:-Office of the police training college occupies the position of:
A:-State training center
B:-Regional training center
C:-District police office
D:-Training head quarters
Correct Answer:- Option-C
- Question15:-A Calendar of Periodicals to watch the prompt submission of periodicals shall be maintained by:
A:-Section clerk
B:-Record keeper
C:-Manager
D:-Section head
Correct Answer:- Option-D
- Question16:-Statement prepared on the last working day of every week in form XVIII Appendix A is
A:-weekly arrear list
B:-statement on cases pending disposal
C:-Statement on missing records
D:-Statement on issue of records
Correct Answer:- Option-A
- Question17:-A distinctive letter will be added to the reference number after the year for final disposal. For SAP it is :
A:-SP
B:-S
C:-SAP
D:-T
Correct Answer:- Option-B
- Question18:-When addressing the Members of Legislature and other non officials of standing, the form of correspondence used is :
A:-D. O. Form
B:-Endorsement form
C:-Memo form
D:-Letter form
Correct Answer:- Option-D
- Question19:-Confidential disposals should be kept separate in locked almirahs in :
A:-Record room
B:-Managers room
C:-Confidential room
D:-Head of office room
Correct Answer:- Option-A
- Question20:-Money, cheques and other valuables received as enclosures to communications will be entered in the security register by :
A:-Cashier
B:-Head of office
C:-Chief Ministerial Officer
D:-Inward Section
Correct Answer:- Option-C
- Question21:-The current numbers and addresses of references sent out from the office shall be entered in:
A:-Despatch Register
B:-Fair copy register
C:-Personal Register
D:-Note book
Correct Answer:- Option-A
- Question22:-An arising reference which has been stamped and assigned a serial number is known as
A:-Communication
B:-Note
C:-Current
D:-Letter
Correct Answer:- Option-C
- Question23:-While handling old records, whenever it is seen that a sheet is torn or not properly attached, it should be repaired by :
A:-Record keeper
B:-Clerk
C:-Attender
D:-Head Clerk
Correct Answer:- Option-B
- Question24:-While despatching important papers such as pay bills etc from one office to another in sealed covers by post, it must be sent by :
A:-Registered post
B:-Not by regd. post but a certificated of posting obtained
C:-Ordinary post
D:-Spl. Messenger
Correct Answer:- Option-B
- Question25:-Enclosures must be avoided as far as possible, and when these are necessary should wherever practicable:
A:-Be typed in continuation of main communication
B:-Put it in another cover
C:-Put it with other enclosures
D:-None of the above
Correct Answer:- Option-A
- Question26:-Correspondence on matters which require a decision or an interpretation of rules addressed to chief office shall be signed by:
A:-Manager
B:-Dysp (Admn)
C:-Supdt. of police
D:-Fair copy supdt.
Correct Answer:- Option-C
- Question27:-Recommendations for sanction for repairs of vehicles shall include
A:-Cost and date of purchase
B:-Expenditure incurred on different occasions
C:-Reason for any abnormal expenditure
D:-All the above
Correct Answer:- Option-D

Question28:-The officer who draw up a detailed allocation list of subjects to each individual clerk, within the limits of existing general orders is :

- A:-Head of office
- B:-Manager
- C:-Dysp. Admn
- D:-Superintendent

Correct Answer:- Option-A

Question29:-In case of reappropriation orders the amount must be in multiples of:

- A:-1000
- B:-100
- C:-10000
- D:-10

Correct Answer:- Option-B

Question30:-Petitions which contain no new facts or grounds for reconsideration of a case which has already been disposed will be :

- A:-Lodged
- B:-Linked in old file
- C:-No action
- D:-Returned to the person concerned

Correct Answer:- Option-D

Question31:-Top Secret papers are to be sent by:

- A:-Ordinary post
- B:-Speed post
- C:-Registered post
- D:-Spl. Messenger

Correct Answer:- Option-C

Question32:-A Government servant can avail compensation leave along with:

- A:-Commuted leave
- B:-Special casual leave
- C:-Earned leave
- D:-Casual leave

Correct Answer:- Option-D

Question33:-The officer expected to inspect all personal registers thoroughly once a quarter in Chief office and once in a month in other offices:

- A:-Supdt, of police
- B:-Manager
- C:-Jr. Supdt.
- D:-Sr. Supdt.

Correct Answer:- Option-B

Question34:-The typist should initial with date in ink on the draft he typed on the

- A:-Left hand top corner of the draft
- B:-Left hand bottom corner of the draft
- C:-Right hand top corner of the draft
- D:-Right hand bottom corner of the draft

Correct Answer:- Option-A

Question35:-Correction slips must be pasted in the books on its receipt in the office, to which they belong within:

- A:-a week
- B:-a month
- C:-three days
- D:-five days

Correct Answer:- Option-C

Question36:-The communications from unit offices to Police Headquarters shall be in the name of :

- A:-Manager
- B:-AIGs
- C:-ADGPs
- D:-DGP

Correct Answer:- Option-D

Question37:-The consolidation of current file, note file, previous papers and books put up for reference is known as:

- A:-Case
- B:-Arising reference
- C:-Current
- D:-Correspondence

Correct Answer:- Option-A

Question38:-The proper arrangement and distribution of all the furniture in Chief office is done by:

- A:-Manager
- B:-Duty officer
- C:-Liaison officer
- D:-Superintendent

Correct Answer:- Option-B

Question39:-All communications received in the office which are official or demi official are until numbering is known as :

- A:-Inward
- B:-Current
- C:-Case
- D:-Tappal

Correct Answer:- Option-D

Question40:-The register of lodged papers will be maintained by :

- A:-Section concerned
- B:-Despatch clerk
- C:-Record keeper
- D:-Manager

Correct Answer:- Option-C

Question41:-All spl. branch and secret records, which are due for destruction will be:

- A:-Burnt
- B:-Torn to pieces
- C:-Sold to approved contractors
- D:-Kept separately

Correct Answer:- Option-A

Question42:-If the petition received is illegible the course of action to be taken is:

- A:-A legible copy be prepared by section clerk
 - B:-A legible copy be prepared by section head
 - C:-A typewritten copy be prepared
 - D:-A photocopy be prepared
- Correct Answer:- Option-C

Question43:-If the officer to whom the Inspection book and registers are to be submitted is not present on the day fixed, these should be :

- A:-Put up along with next inspection
 - B:-Put up to another senior officer
 - C:-Put up on his further order
 - D:-Put up on the next day he attends office
- Correct Answer:- Option-D

Question44:-A member of staff making any representation should submit it through:

- A:-Immediate superior
 - B:-Manager
 - C:-Head of office
 - D:-Head of department
- Correct Answer:- Option-A

Question45:-The number of entries on each page of the personal register is :

- A:-Five
 - B:-Three
 - C:-Two
 - D:-Four
- Correct Answer:- Option-B

Question46:-Manager can permit his staff to leave office during office hours or attend office late subject to the condition that permission is not granted for more than :

- A:-One hour a day
 - B:-Two hours a day
 - C:-One hour in a week
 - D:-Two hours in a week
- Correct Answer:- Option-A

Question47:-The record room should be locked and sealed every day and entrusted to the guard commander on duty, recording the fact in :

- A:-Record register
 - B:-Record entry book
 - C:-Sentry relief book
 - D:-Record book
- Correct Answer:- Option-C

Question48:-The accuracy of statements made and inferences drawn in the petitions forwarded to higher authorities must be ensured by:

- A:-Section head
 - B:-Manager
 - C:-Dy. Sp
 - D:-Superintendent of police
- Correct Answer:- Option-D

Question49:-The orders on the particular case should be communicated only to :

- A:-All subordinate officers
 - B:-All officers
 - C:-The officer concerned
 - D:-All the above
- Correct Answer:- Option-C

Question50:-Before a typist begins to copy a paper for issue, he shall verify that it is:

- A:-Neatly written
 - B:-As per rules
 - C:-Bears the initial of authorized person
 - D:-Urgent or not
- Correct Answer:- Option-C

Question51:-When a paper is given a current number and entered with an abstract in the personal register, it is treated as:

- A:-Current
 - B:-Tappal
 - C:-Registered
 - D:-Correspondence
- Correct Answer:- Option-C

Question52:-Register of reports about missing records will be maintained by

- A:-Section clerk
 - B:-Record keeper
 - C:-Section head
 - D:-Manager
- Correct Answer:- Option-D

Question53:-Indents for stationary must be carefully scrutinized by:

- A:-Section heads and Manager
 - B:-Section clerks and Manager
 - C:-Record keeper
 - D:-None of the above
- Correct Answer:- Option-A

Question54:-Any doubt regarding the section in which a particular paper should be dealt with will be settled by:

- A:-Section head
 - B:-Manager
 - C:-Head of Office
 - D:-Dy. Sp (Admn)
- Correct Answer:- Option-B

Question55:-Govt. Gazettes and other printed pamphlets, on its receipt must be:

- A:-entered in the distribution register
- B:-recorded in records section
- C:-entered in the rough register
- D:-entered in the personal register

Correct Answer:- Option-C

Question56:-The confidential papers should be in the custody of:

- A:-Confidential Clerk
- B:-Head of office
- C:-Dy. (Admn)
- D:-Section Head

Correct Answer:- Option-D

Question57:-Gazetted Officers and Chief ministerial officers should keep a book to note important matters calling for further notice. The book is :

- A:-Small note book
- B:-General Diary
- C:-Reminder diary
- D:-Call note book

Correct Answer:- Option-D

Question58:-Each subject clerk will prepare and submit monthly arrear list by :

- A:-The 10th of every month
- B:-The 1st of every month
- C:-The last of every month
- D:-The 15th of every month

Correct Answer:- Option-A

Question59:-If demi official paper is used, blank continuation sheets used must be :

- A:-Superior demi official paper
- B:-Ordinary paper
- C:-Distinct colour paper
- D:-One sided paper

Correct Answer:- Option-B

Question60:-Transfer register of Records sent to records shall be maintained by

- A:-Record keeper
- B:-Manager
- C:-All section clerks
- D:-All section heads

Correct Answer:- Option-C

Question61:-Register of addresses of the members of the office staff is maintained by:

- A:-Record keeper
- B:-Head clerk
- C:-Manager
- D:-Superintendent

Correct Answer:- Option-A

Question62:-The current file and note file should be maintained separately until:

- A:-It is out up to officer concerned
- B:-It is put up to fair copy for typing
- C:-Its disposal
- D:-Permanently

Correct Answer:- Option-C

Question63:-When officers are on tour, the tappal received which is intended for them should be:

- A:-Kept in his office
- B:-Sent to their camp
- C:-Given to another officer
- D:-Opened by tappal clerk

Correct Answer:- Option-B

Question64:-Records shall be supplied only on requisitions made in prescribed form. Maximum number of records asked for in one form:

- A:-Three
- B:-Two
- C:-Four
- D:-One

Correct Answer:- Option-D

Question65:-Head of office of MSP battalion:

- A:-Commandant
- B:-Dy. Commandant
- C:-Superintendent of police
- D:-Admn. Asst.

Correct Answer:- Option-A

Question66:-The peons, attenders and orderlies shall attend the office in working days from:

- A:-10 AM
- B:-9.30 AM
- C:-9 AM
- D:-8 AM

Correct Answer:- Option-B

Question67:-Register of periodicals shall be maintained by:

- A:-Section clerk
- B:-Section head
- C:-Manager
- D:-Record keeper

Correct Answer:- Option-A

Question68:-Section head will certify in the personal register that all pending papers of previous years have been brought forward after :

- A:-1st January
- B:-31st December
- C:-1st February
- D:-1st March

Correct Answer:- Option-C

Question69:-Despatch section will be under the direct supervision of :

- A:-Manager
- B:-Fair copy supdt.
- C:-Junior supdt.
- D:-Record keeper

Correct Answer:- Option-D

Question70:-Forteiture of one day CL will ordinarily be the penalty for late attendance without permission for every

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

Correct Answer:- Option-B

Question71:-The important word that is placed first in the title by which its alphabetical position in the index is determined and on which the possibility of finding the title primarily depends is called:

- A:-Sub head
- B:-Appendix
- C:-Personal Index
- D:-Head

Correct Answer:- Option-D

Question72:-The manager shall inspect the Call book at least:

- A:-Once in a month
- B:-Twice in a month
- C:-Once in three months
- D:-Once a year

Correct Answer:- Option-A

Question73:-The personal register should be maintained in

- A:-Loose sheets
- B:-Note books
- C:-Form No. IV
- D:-Form No. VIIA

Correct Answer:- Option-C

Question74:-The entry in the Index relating to an individual paper is called

- A:-Head
- B:-Title
- C:-Sub head
- D:-Recording

Correct Answer:- Option-B

Question75:-The officer responsible for the proper upkeep of police offices:

- A:-Manager
- B:-Duty officer
- C:-Sub Inspector
- D:-Section head

Correct Answer:- Option-B

Question76:-There will be an office letter box in every office and the key of this box will be in the custody of:

- A:-Duty officer
- B:-Record keeper
- C:-Inward section
- D:-Manager

Correct Answer:- Option-D

Question77:-The receipt of Govt and police Gazettes will be registered by the record keeper in:

- A:-Rough register
- B:-Periodical register
- C:-Distribution register
- D:-Inward register

Correct Answer:- Option-A

Question78:-Old arrear lists should be retained for:

- A:-One year
- B:-Two years
- C:-Three years
- D:-Five years

Correct Answer:- Option-C

Question79:-When a book is put for reference, it should be placed:

- A:-Along the file
- B:-Below the flap of the file
- C:-By hand in person
- D:-Above the flap of the file

Correct Answer:- Option-D

Question80:-Monthly statement of cases pending disposals for over a month in form XIX is intended to bring notice of :

- A:-Head of office
- B:-Government
- C:-Supervisory officers
- D:-Manager

Correct Answer:- Option-A

Question81:-To cut down to the minimum, Intendents for stationary must be carefully scrutinized by:

- A:-Head of office
- B:-Manager
- C:-Section heads and Manager
- D:-Section clerk

Correct Answer:- Option-C

Question82:-In District offices all covers addressed by name to the head of office, or those coming from Superior Officers will be opened by Head of office. In his absence it will be opened by

- A:-DySP
- B:-Manager
- C:-Section head
- D:-Personal Assistant

Correct Answer:- Option-D

Question83:-Stamps to be affixed in covers intended for authorities in foreign countries is:

- A:-Service stamps
- B:-Ordinary postage stamps
- C:-Foreign postage stamps

D:-UN postage stamps

Correct Answer:- Option-B

Question84:-Proposal to obtain on the notefile of a case the concurrence, opinion or remarks of another office/officer is called

A:-Referencing

B:-Correspondence

C:-Unofficial correspondence

D:-Observation

Correct Answer:- Option-C

Question85:-Whenever possible, carbon copies of replies to be retained as office copies should be typed at the back of the letters replied to. This is necessitated as the draft has been:

A:-So large that additional papers can be saved

B:-So extensively altered

C:-So confidential

D:-So urgent

Correct Answer:- Option-B

Question86:-When two or more papers are pinned together, the sharp end of the pin should:

A:-be pierced again

B:-not be pierced again

C:-be left free at the top

D:-not be left free

Correct Answer:- Option-A

Question87:-Marking "FI" on tappal indicates

A:-First information report

B:-Forward immediately

C:-First priority

D:-File/index

Correct Answer:- Option-D

Question88:-The action to be taken by duty constable/peon who receive the tappal brought out of office hours is:

A:-Entry effected in personal register

B:-Number entered in a register and deposit in the letter box

C:-Keep it and give to Manager when he arrives

D:-Not to accept

Correct Answer:- Option-B

Question89:-Papers/notes directing examination of any point and other arising references sent to section direct by any officer should :

A:-Immediately open a file, and put up

B:-Give to inward section

C:-Give to manager

D:-Give to section head

Correct Answer:- Option-C

Question90:-All records will be filed on record racks :

A:-Side by side

B:-On top of one another

C:-Vertically

D:-Both 1 and 3

Correct Answer:- Option-C

Question91:-The acknowledged despatch slip will be initialed, dated and filed and retained by record keeper for:

A:-One year

B:-Two years

C:-Three years

D:-Five years

Correct Answer:- Option-C

Question92:-The period of retention of D Dis series of records shall be

A:-1 year

B:-3 years

C:-5 years

D:-10 years

Correct Answer:- Option-D

Question93:-No flag must be attached to:

A:-Current or note files

B:-Linked files

C:-Back files

D:-Disposal files

Correct Answer:- Option-A

Question94:-Important decisions and orders involving discussion of policy or other matters of importance will be distinguished by the heading:

A:-Order

B:-Proceedings

C:-Consent

D:-Opinion

Correct Answer:- Option-B

Question95:-The main merit in a title is :

A:-Choosing subject

B:-Indexing

C:-Noting

D:-Brevity

Correct Answer:- Option-D

Question96:-Valuable intended for dispatch will be put in envelopes sealed in the presence of :

A:-Dispatch clerk

B:-Record keeper

C:-Subject clerk

D:-Duty officer

Correct Answer:- Option-B

Question97:-Notes written in one office shall not be communicated to another officer or office without the consent of :

A:-Manager

B:-Head of office

C:-Section head

D:-DGP

Correct Answer:- Option-B

Question98:-Form of correspondence used when a paper is returned in original:

A:-D O form

B:-Endorsement form

C:-Letter form

D:-Memo form

Correct Answer:- Option-B

Question99:-The entry in a paper made by clerk or junior superintendent to facilitate the disposal of a case is

A:-Note

B:-Draft

C:-Record

D:-Document

Correct Answer:- Option-A

Question100:-Daily stamp account for letters sent by post will be entered in :

A:-Despatch register

B:-Tappal register

C:-Record register

D:-Personal register

Correct Answer:- Option-A