

PROVISIONAL ANSWER KEY

Paper: 025 - The District Office Manual
Date of Test 17-04-2023

Question1:-What is the size of fire bucket?

- A:-12 × 10 inches
- B:-10 × 8 inches
- C:-12 × 12 inches
- D:-10 × 15 inches

Correct Answer:- Option-A

Question2:-List of suitable chemical fire extinguishers are available with the concerned

- A:-Tahsilder
- B:-RDO
- C:-Collector
- D:-Executive Engineer

Correct Answer:- Option-D

Question3:-No _____ lights are used to any office.

- A:-Blue
- B:-White
- C:-Green
- D:-Naked

Correct Answer:- Option-D

Question4:-When a building is occupied by more than one department _____ department is responsible for precaution of fire.

- A:-PWD
- B:-Revenue
- C:-Local Administration
- D:-Irrigation

Correct Answer:- Option-B

Question5:-Complete drill should be carried out with actual use of the contents of the chemical for extinguishers _____ in a year.

- A:-Once
- B:-Twice
- C:-Thrice
- D:-Four times

Correct Answer:- Option-A

Question6:-What percentage of the chemical for fire extinguishers are kept always?

- A:-5%
- B:-10%
- C:-20%
- D:-25%

Correct Answer:- Option-A

Question7:- _____ week of every quarter should be selected for drill of fire.

- A:-First
- B:-Second
- C:-Third
- D:-Anytime

Correct Answer:- Option-A

Question8:-The night watchman for fire safety will be on duty from

- A:-7 pm to 7 am
- B:-6 pm to 7 am
- C:-6 pm to 8 pm
- D:-6 pm to 6 am

Correct Answer:- Option-D

Question9:-A personal register has _____ columns.

- A:-10
- B:-8
- C:-9
- D:-15

Correct Answer:- Option-A

Question10:-In the last column of the new case register whose initial is to be obtained?

- A:-Clerk
- B:-Record keeper
- C:-Fair copy superintendent
- D:-Section head

Correct Answer:- Option-B

Question11:-In which Office ledger of pauper suits are maintained?

- A:-Village
- B:-Taluk
- C:-RDO
- D:-Collector

Correct Answer:- Option-D

Question12:-In column 8 of the security register whose signature is to be obtained?

- A:-Collector
- B:-Fair copy superintendent
- C:-ADM
- D:-Officer the opening tapal

Correct Answer:- Option-D

Question13:-For the purposes of the supply of ordinary fire appliances, buildings are divided into _____ classes.

- A:-two
- B:-three
- C:-four
- D:-five

Correct Answer:- Option-A

Question14:-The number of fire buckets for 1200 superficial area is

- A:-4

B:-6
C:-8
D:-10

Correct Answer:- Option-C

Question15:-For giving practice drill against fire all attenders and peons should be given a practice drill at least _____ in a month.

A:-once
B:-twice
C:-thrice
D:-four times

Correct Answer:- Option-A

Question16:-For attending office _____ minutes grace time is allowed.

A:-10
B:-15
C:-20
D:-30

Correct Answer:- Option-A

Question17:-For checking of personal register a _____ file should be accompanied.

A:-Running note
B:-Periodical
C:-New case
D:-Distribution

Correct Answer:- Option-A

Question18:-Fair copy registrar is in Form No.

A:-1
B:-11
C:-111
D:-IV

Correct Answer:- Option-D

Question19:-Which disposals are to be destroyed after three years?

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

Correct Answer:- Option-B

Question20:-Which disposals are to be indexed?

A:-R and D
B:-D and K
C:-R and K
D:-L and D

Correct Answer:- Option-A

Question21:-Income tax files are kept for _____ years.

A:-5
B:-10
C:-20
D:-30

Correct Answer:- Option-B

Question22:-The Jamabandi reports are kept in the Collector's Office for _____ years.

A:-10
B:-3
C:-5
D:-Permanent

Correct Answer:- Option-D

Question23:-Permanent files of important orders are maintained in

A:-Personal Register
B:-Distribution Register
C:-Periodical Register
D:-Stock File

Correct Answer:- Option-D

Question24:-If a clerk attends Office after _____ O clock, casual leave will be treated.

A:-10.30
B:-11
C:-11.30
D:-12

Correct Answer:- Option-D

Question25:-Queries raised in the note file should be replied within _____ hours.

A:-24
B:-48
C:-72
D:-96

Correct Answer:- Option-B

Question26:-A register in form VIII E is used for

A:-Urgent papers
B:-D.O. letters
C:-Pauper suits
D:-Security things

Correct Answer:- Option-C

Question27:-Which papers are registered but returned in original?

A:-XL Dis
B:-XN Dis
C:-F
D:-L. Dis

Correct Answer:- Option-B

Question28:-Which disposals are destroyed after one year?

A:-R. Dis

B:-D. Dis
C:-K. Dis
D:-L. Dis

Correct Answer:- Option-D

Question29:-In which disposals disposal jackets are used?

A:-L Dis and K. Dis
B:-K. Dis and D. Dis
C:-C. D. Dis and R. Dis
D:-R. Dis and L. Dis

Correct Answer:- Option-C

Question30:-What is the number of call books in an Office?

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

Correct Answer:- Option-A

Question31:-No paper which requires action should be marked

A:-X. L Dis
B:-X.N. Dis
C:-F
D:-Current

Correct Answer:- Option-B

Question32:-Who is the custodian of call book?

A:-Superintendent
B:-Record keeper
C:-Head of Office
D:-Tapal Clerk

Correct Answer:- Option-D

Question33:-How many index slip are prepared for R. Dis and D. Dis each?

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

Correct Answer:- Option-B

Question34:-Pages of the current files are numbered in _____ ink.

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

Correct Answer:- Option-D

Question35:-What is the maximum number of Special Casual Leave that can be sanctioned to a Government employee?

A:-21
B:-30
C:-15
D:-20

Correct Answer:- Option-B

Question36:-For how many days late attendance, a casual leave is forfeited?

A:-3
B:-2
C:-5
D:-6

Correct Answer:- Option-A

Question37:-At the top of the note file will be placed a _____ fly leaf.

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

Correct Answer:- Option-C

Question38:-Which disposals are to be retained permanently?

A:-L. Dis
B:-K. Dis
C:-D. Dis
D:-R. Dis

Correct Answer:- Option-D

Question39:-The Casual Leave in a calendar year for the Government employee is

A:-15
B:-20
C:-21
D:-30

Correct Answer:- Option-B

Question40:-Papers marked X.L. Dis are destroyed after _____ years.

A:-one
B:-two
C:-three
D:-ten

Correct Answer:- Option-A

Question41:-What is the nature of disposal of renewal of gun License applications?

A:-L or K
B:-K or D
C:-D or L
D:-R or D

Correct Answer:- Option-D

Question42:-The pages of the note file will be numbered in _____ ink.

A:-Black

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

Correct Answer:- Option-A

Question43:-Disposal jackets are _____ in Colour.

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

Correct Answer:- Option-D

Question44:-No Paper should be transferred to call book unless there is no action due within a period of _____ months.

- A:-three
- B:-six
- C:-nine
- D:-twelve

Correct Answer:- Option-B

Question45:-For which papers Roneo number - alpha system of filing is used?

- A:-Urgent
- B:-Confidential
- C:-Demi - Official
- D:-General

Correct Answer:- Option-B

Question46:-R. Disposal files are reviewed after _____ years.

- A:-10
- B:-20
- C:-30
- D:-40

Correct Answer:- Option-C

Question47:-_____ is done after a paper is given R or D disposal.

- A:-Linking
- B:-Tagging
- C:-Indexing
- D:-Filing

Correct Answer:- Option-C

Question48:-Periodical Registers are destroyed after _____ years.

- A:-5
- B:-3
- C:-1
- D:-10

Correct Answer:- Option-D

Question49:-All members of the staff are allowed _____ for tiffin or lunch.

- A:-30 minutes
- B:-45 minutes
- C:-20 minutes
- D:-60 minutes

Correct Answer:- Option-A

Question50:-The daffadar must be at the office not later than _____ a.m. every office day.

- A:-9
- B:-9.30
- C:-8
- D:-8.30

Correct Answer:- Option-B

Question51:-In the collectorate, who will exercise general supervision over the whole office both in regard to despatch of business?

- A:-Fair copy superintendent
- B:-Collector
- C:-Sheristadar
- D:-Head of Sections

Correct Answer:- Option-C

Question52:-Column 4 of the Distribution Register shows

- A:-Number and initials of the clerk
- B:-Source No and date of the tapal
- C:-Nature of final disposal with date
- D:-Record Keeper's acknowledgement

Correct Answer:- Option-C

Question53:-By which amendment, the new register of new cases are introduced?

- A:-G O (MS) 653/63/RD
- B:-G O (MS) 753/66/RD
- C:-G O (MS) 653/66/RD
- D:-G O (MS) 753/63/RD

Correct Answer:- Option-C

Question54:-Muslim members of the staff are allowed _____ hours on Fridays to attend Jumah Prayers.

- A:-One
- B:-Two
- C:-One and half
- D:-Half

Correct Answer:- Option-B

Question55:-The serial numbers in column 1 of the Distribution Register would be

- A:-Written
- B:-Signed
- C:-Printed
- D:-Copied

Correct Answer:- Option-C

Question56:-Whether all papers received in tapals are to be entered in the Distribution Register?

- A:-Yes

- B:-No
- C:-Urgent papers
- D:-Government papers only

Correct Answer:- Option-A

Question57:-Registers like Kuthagapattom, Revenue recovery should be handed over to the record within a _____ of their disposal.

- A:-week
- B:-fortnight
- C:-month
- D:-year

Correct Answer:- Option-A

Question58:-As per DOM, the personal registers should be checked by the section heads every

- A:-week
- B:-fortnight
- C:-month
- D:-year

Correct Answer:- Option-B

Question59:-Column _____ of the despatch register need not be filled up in offices in which the fair copy register is being maintained.

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

Correct Answer:- Option-A

Question60:-Register of immovable properties purchased by Government in civil court sales are maintained in the office of the

- A:-Tahsildar
- B:-RDO
- C:-Collector
- D:-Village

Correct Answer:- Option-C

Question61:-No other despatch register is to be maintained for communications to be sent by

- A:-Local delivery
- B:-Post
- C:-Direct
- D:-Hand

Correct Answer:- Option-B

Question62:-Copy stamp papers are entered in the _____ register.

- A:-Security
- B:-Copy application
- C:-Periodical
- D:-Personal

Correct Answer:- Option-B

Question63:-When a pauper suit decree is received from court it should be first entered in the

- A:-new case register
- B:-pauper suit register
- C:-periodical register
- D:-distribution register

Correct Answer:- Option-A

Question64:-Pauper suit register is filed up for the preparation of the _____ return prescribed under the Stamp Rules.

- A:-half yearly
- B:-annual
- C:-quarterly
- D:-monthly

Correct Answer:- Option-C

Question65:-Valuables are entered in the _____ register.

- A:-Suit
- B:-New case
- C:-Valuable
- D:-Personal

Correct Answer:- Option-C

Question66:-A current that originates in the office is treated as _____ case.

- A:-new
- B:-urgent
- C:-linked
- D:-flagged

Correct Answer:- Option-A

Question67:-When the subject clerk submits a file to the head of his section, the clerk will note the fact in column _____ of the Personal Register.

- A:-3
- B:-4
- C:-5
- D:-6

Correct Answer:- Option-D

Question68:-Papers are not to be marked by anyone except the officer opening the tapal

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

Correct Answer:- Option-C

Question69:-The personal register of the clerk who deal with contagious deceased should be inspected _____ a week.

- A:-once
- B:-twice
- C:-thrice
- D:-four times

Correct Answer:- Option-B

Question70:-For current file the clerk use a _____ flyleaf.

- A:-Green

B:-Yellow
C:-Black
D:-Blue

Correct Answer:- Option-D

Question71:-The papers in the current file must be arranged in chronological order beginning from the

A:-Bottom
B:-Top
C:-Sideways
D:-Not necessary

Correct Answer:- Option-B

Question72:-Maps and statements in book form must not be _____ with the current file.

A:-linked
B:-flagged
C:-tagged
D:-referenced

Correct Answer:- Option-C

Question73:-The note file should be removed from files produced before

A:-Government
B:-Laud Revenue Commissioner
C:-Court
D:-Collector

Correct Answer:- Option-C

Question74:-When a draft may be put up together with the note?

A:-Simple cases
B:-Complicated cases
C:-Identical cases
D:-Precedent cases

Correct Answer:- Option-A

Question75:-No _____ should be attached to the current file or note file.

A:-Flag
B:-Tag
C:-Link
D:-Books

Correct Answer:- Option-A

Question76:-A reference to every paper quoted in the current will be noted on the margin of the current in

A:-Red ink
B:-Black ink
C:-Green ink
D:-Pencil

Correct Answer:- Option-D

Question77:-No Flags must be attached to the _____ file.

A:-Disposed
B:-Current
C:-Linked
D:-Referenced

Correct Answer:- Option-B

Question78:-When it is necessary to refer in one file to another file that has not been disposed of, the two files will be

A:-tagged
B:-linked
C:-indexed
D:-closed

Correct Answer:- Option-B

Question79:-The clerk in charge of the file write their initials with date on the _____ of the file.

A:-Left
B:-Right
C:-Top
D:-Bottom

Correct Answer:- Option-A

Question80:-The form of N reference slip will be found in Appendix _____ of DOM.

A:-A
B:-B
C:-C
D:-D

Correct Answer:- Option-B

Question81:-_____ Disposals are those sent out in original for report.

A:-X
B:-XL
C:-K
D:-N

Correct Answer:- Option-D

Question82:-The separate call book will be in the custody of

A:-Record Keeper
B:-Fair copy superintendent
C:-Section Head
D:-Subject clerk

Correct Answer:- Option-D

Question83:-A periodical number is _____ and it does not vary from year to year.

A:-Temporary
B:-Permanent
C:-For six months
D:-For 2 year

Correct Answer:- Option-B

Question84:-Card index is related to _____ file.

A:-Urgent

- B:-Ordinary
- C:-Confidential
- D:-Demi-official

Correct Answer:- Option-C

Question85:-Whenever a File or book has to be retained for more than _____ months by the clerk a new requisition slip should be taken.

- A:-Three
- B:-Two
- C:-Six
- D:-Twelve

Correct Answer:- Option-A

Question86:-The entry 'D' before the disposal number will be altered by substituting _____ on the jackets by the Collector.

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

Correct Answer:- Option-D

Question87:-In the detailed arrear list all currents which are over _____ months should be shown.

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

Correct Answer:- Option-B

Question88:-All letters which have to be sent in the same address should be sent in a _____ envelope.

- A:-Single
- B:-Double
- C:-Separate
- D:-Docket

Correct Answer:- Option-A

Question89:-Special duplicating impression paper should not be used unless more than _____ copies of the matter duplicated.

- A:-25
- B:-50
- C:-75
- D:-100

Correct Answer:- Option-B

Question90:-Each stock file will have a _____ of contents prefixed to it.

- A:-List
- B:-Stock
- C:-Table
- D:-Paragraph

Correct Answer:- Option-C

Question91:-When stock files are put up for reference, they are not to be

- A:-closed
- B:-linked
- C:-flagged
- D:-prefixed

Correct Answer:- Option-C

Question92:-Chemical extinguisher of _____ gallon capacity is used in buildings where there is special danger of oil.

- A:-5
- B:-3
- C:-2
- D:-10

Correct Answer:- Option-C

Question93:-Fire caused by ignited oil should be smothered by means of

- A:-Water
- B:-Chemical
- C:-Sand
- D:-Kerosene

Correct Answer:- Option-C

Question94:-_____ building should be the unit for purposes of fire protection.

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

Correct Answer:- Option-D

Question95:-If there is any doubt for the use of fire equipments, the officer should consult the local _____ officer.

- A:-Revenue
- B:-Irrigation
- C:-PWD
- D:-Water Authority

Correct Answer:- Option-C

Question96:-Refresher instructions for fire for new staff will be given on the use of the fire appliances at intervals of _____ months.

- A:-three
- B:-two
- C:-one
- D:-four

Correct Answer:- Option-C

Question97:-If the fire is inside any of the rooms, try to put out the fire with

- A:-sand
- B:-water
- C:-chemical fire extinguisher
- D:-earth

Correct Answer:- Option-C

Question98:-When two or more currents go under one current number, they are not separate units but form _____ unit.

- A:-four

B:-two

C:-three

D:-one

Correct Answer:- Option-D

Question99:-Arrear lists should be written up in both forms _____ and _____ as prescribed in the District Office manual.

A:-V, VI

B:-VI, VII

C:-VII, VIII

D:-VII, X

Correct Answer:- Option-D

Question100:-For indexing, the title should be written in

A:-Malayalam

B:-Hindi

C:-English

D:-Tamil

Correct Answer:- Option-C