

FINAL ANSWER KEY

Paper: 028 - The Secretariat Manual Test
Date of Test 19-05-2023

Question1:-The _____ is responsible for the careful observance of the Rules of Business and the Kerala Secretariat Office Manual in the transaction of business in the Department.

- A:-Governor
- B:-Chief Minister
- C:-Chief Secretary
- D:-Secretary

Correct Answer:- Option-D

Question2:-Any reference issued from the office which originates the file is called

- A:-Arising reference
- B:-Tappal
- C:-Current
- D:-Correspondence File

Correct Answer:- Option-A

Question3:-When a Seat of Assistant in a Section is vacant, what measure are to be taken to registers the Tappals and attend urgent papers?

- A:-Section Officer shall register Tappal
- B:-Papers shall be got registered with the help of other available Assistants
- C:-Papers shall be got registered with the help of Typist of the Section
- D:-Section Officer may seek the help of Office Section

Correct Answer:- Option-B

Question4:-With a view to tracing out files in circulation, each _____ shall maintain a 'Register of Files' in Form No. XV, showing details of all the files received by the Secretaries.

- A:-Under Secretary
- B:-Section Officer
- C:-Office Superintendent
- D:-Confidential Assistant

Correct Answer:- Option-D

Question5:-Legislation, during the recess of the Legislature, is achieved by issue of _____ under Article 213 of the Constitution of India.

- A:-Executive Order
- B:-Ordinances
- C:-Special Rules
- D:-Rules

Correct Answer:- Option-B

Question6:-Minister means a member of the Council of Ministers, constituted under _____ of the Constitution of India.

- A:-Article 163
- B:-Article 165
- C:-Article 220
- D:-Article 169

Correct Answer:- Option-A

Question7:-The matters connected with the salary and other personal claims of the staff, cash and contingent expenditure of the Secretariat are dealt with _____ of the Secretariat.

- A:-House Keeping Cell
- B:-Accounts Branch
- C:-Political Section
- D:-Office Section

Correct Answer:- Option-B

Question8:-The advertisements in respect of Government Departments shall be released only through the

- A:-Finance Secretary
- B:-Chief Secretary
- C:-Director of Public Relations
- D:-Industries Secretary

Correct Answer:- Option-C

Question9:-The Security Wing of Secretariat is under the control of _____

- A:-Vigilance Department
- B:-P & ARD
- C:-GA (House Keeping Cell) Department
- D:-Home Department

Correct Answer:- Option-D

Question10:-Business connected with the meetings of the Council of Ministers, as laid down in the Rules of Business, is a special function of the

- A:-Governor
- B:-Chief Minister
- C:-Chief Secretary
- D:-Secretary

Correct Answer:- Option-C

Question11:-A _____ consists of the Current File, Note File and any previous papers and Books put up for reference.

- A:-Arising File
- B:-Routine File
- C:-Stock File
- D:-Case

Correct Answer:- Option-D

Question12:-A statement of the final decision of Government on any matter submitted for information or orders is called

- A:-Circulation
- B:-Disposal
- C:-Submission
- D:-Put up

Correct Answer:- Option-B

Question13:-Council decisions shall be communicated only in the form of _____

- A:-Proceedings
- B:-Memorandum
- C:-Letters
- D:-Government Orders

Correct Answer:- Option-D

Question14:-The _____ exercises control over the Sections, both in regard to the despatch of business and in regard to discipline.

- A:-Under Secretary
- B:-Section Officer
- C:-Secretary
- D:-Office Superintendent

Correct Answer:- Option-A

Question15:-The submission of files to Ministers or to the Governor for information or orders is termed as

- A:-Put up
- B:-Transfer
- C:-Forwarding
- D:-Circulation

Correct Answer:- Option-D

Question16:-While disposing cases, _____ has to ensure that the paper has been circulated to the appropriate levels before final communications are issued.

- A:-Under Secretary
- B:-Section Assistant
- C:-Secretary
- D:-Section Officer

Correct Answer:- Option-D

Question17:-The _____ receives communications and arranges delivery of immediate communications from Secretariat, after office hours.

- A:-House Keeping Cell
- B:-Security Wing
- C:-Central Agency
- D:-Reception Office

Correct Answer:- Option-C

Question18:-The _____ may contain a precis of previous papers, a statement of the facts reported and proposals made in the current file, the arguments for and against any measure proposed, and suggestions as to the action to be taken.

- A:-Notes
- B:-Draft
- C:-Report
- D:-Statement

Correct Answer:- Option-A

Question19:-In respect of Council decisions _____ days shall be the maximum permissible time for issue of orders.

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

Correct Answer:- Option-B

Question20:-Point out the Act in which the official language of the Government business is specified

- A:-The Kerala Official Language Act 1969
- B:-The Kerala Public Service Act 1968
- C:-The Official Secrets Act 1923
- D:-The Right to Service Act 2016

Correct Answer:- Option-A

Question21:-The Secretariat Central Library is attached to _____ Department.

- A:-General Administration
- B:-Law
- C:-I & PR
- D:-Home

Correct Answer:- Option-A

Question22:-Not more than _____ days in all shall be taken as Compensation Leave in a calendar year.

- A:-30
- B:-10
- C:-12
- D:-15

Correct Answer:- Option-D

Question23:-The safe custody of the files and records in a Section is the primary responsibility of

- A:-Under Secretary
- B:-Section Officer
- C:-Secretary
- D:-Section Assistant

Correct Answer:- Option-D

Question24:-All communications received in the office which is official, unofficial or demiofficial are until registry is known as

- A:-Papers
- B:-Current
- C:-Document
- D:-Tappal

Correct Answer:- Option-D

Question25:-The papers received in the Office Section are stamped and numbered and distributed as "Tappal" to the concerned sections, after perusal by

- A:-Under Secretary
- B:-Section Officer
- C:-Any Assistant of the Section
- D:-Office Superintendent

Correct Answer:- Option-A

Question26:-The Records Branch is under the control of Under Secretary of _____ Department.

- A:-General Administration
- B:-Law
- C:-Home
- D:-P & AR

Correct Answer:- Option-A

Question27:-If a paper is wrongly addressed to one Department of the Secretariat, it must be immediately transferred to the concerned Department under orders of

- A:-Section Officer

- B:-Secretary
- C:-Office Superintendent
- D:-Under Secretary

Correct Answer:- Option-D

Question28:-That part of a case consisting of papers received, drafts of interim references, replies thereto and draft of final orders issued is called

- A:-Current File
- B:-Note File
- C:-Back File
- D:-Routine File

Correct Answer:- Option-A

Question29:-Money, cheques and others valuables received as enclosures to communications will be entered by the _____ in the Security Register and delivered to the cash branch of the accounts section for safe custody.

- A:-Accounts Assistant
- B:-Dealing Assistant
- C:-Office Superintendent
- D:-Section Officer

Correct Answer:- Option-C

Question30:-In respect of Assembly Questions received in Tamil and Kannada, which are the approved minority languages of the State, they shall be got translated by the

- A:-Official Language Section
- B:-Legislative Secretariat
- C:-Law Department
- D:-Parliamentary Section

Correct Answer:- Option-C

Question31:-At each stage of a Bill the decision taken by the Legislature on the Bill should be communicated to the _____ Department by the Secretary to Legislative Assembly.

- A:-General Administration
- B:-Law
- C:-Parliamentary Affairs
- D:-P & AR

Correct Answer:- Option-B

Question32:-The Assistants and Section Officers may not offer opinions and suggestions in cases which are

- A:-founded on statutes, rules, precedents
- B:-not founded on statutory provisions
- C:-dealing with promotion of Gazetted Officers
- D:-received from other departments

Correct Answer:- Option-B

Question33:-Correspondence is called _____ when one Government Officer, as such, addresses or is addressed to by another Government Officer or by any public body or private individual, in writing, in accordance with certain fixed rules as to form, matter and procedure and with the intention that such correspondence may be the public record regarding the question discussed.

- A:-Internal
- B:-Demi-Official
- C:-Un Official
- D:-Official

Correct Answer:- Option-D

Question34:-A secretary in charge of a Department may ask to see papers belonging to another Department, if such papers are required for the disposal of a case in his Department, except in the case of

- A:-Papers regarding anti-corruption enquiries
- B:-Papers related to a court case
- C:-Papers regarding acquisition of land
- D:-Papers relating to policy matters

Correct Answer:- Option-A

Question35:-Which number shall be ringed off in the Personal Register, in red ink as soon as it is finally disposed of?

- A:-Number in Column 1
- B:-Number in Column 1 & 2
- C:-Number in Column 2
- D:-Numbers in Column 1 & 6

Correct Answer:- Option-C

Question36:-In the case of _____, the advice tendered by Personnel and Administrative Reforms Department should be scrupulously followed.

- A:-Proposal containing promotion of Gazetted Officers
- B:-Proposal for relaxation of Service Rules
- C:-Matters relating to administrative set up
- D:-matters relating to Delegation of Powers to officers

Correct Answer:- Option-B

Question37:-In respect of cases requiring decision by the Council of Ministers, the Council Notes are prepared after obtaining orders of the

- A:-Governor
- B:-Minister concerned and Chief Minister
- C:-Chief Secretary
- D:-Secretary

Correct Answer:- Option-B

Question38:-The _____ shall appear on behalf of the Central Government, in any suit by or against them in any court subordinate to the High Court in any District.

- A:-District Government Pleader
- B:-Advocate General
- C:-Additional Advocate General
- D:-Attorney General

Correct Answer:- Option-A

Question39:-The _____ Department is the authority to give clarifications on provisions under KSRS.

- A:-General Administration
- B:-Finance
- C:-Law Department
- D:-P & AR

Correct Answer:- Option-B

Question40:-No paper shall ordinarily be printed except under the orders of an officer of the rank of

- A:-Section Officer

- B:-Under Secretary
- C:-Office Superintendent
- D:-Deputy Secretary

Correct Answer:- Option-D

Question41:-Whenever interpretation of a statute, statutory rule or judgment of a Court becomes necessary the opinion of the _____ Department shall be obtained.

- A:-General Administration
- B:-Finance
- C:-Law
- D:-P & AR

Correct Answer:- Option-C

Question42:-Letters proposed to be issued to the Public Service Commission have to be got scrutinised by _____ Department.

- A:-P & AR
- B:-Law
- C:-General Administration
- D:-Finance

Correct Answer:- Option-A

Question43:-In respect of matters connected with the preparation and implementation of Plan Schemes, the opinion of _____ has to be obtained.

- A:-Revenue Department
- B:-Planning and Economic Affairs Department
- C:-Industries Department
- D:-Law Department

Correct Answer:- Option-B

Question44:-Enquiry Reports of the Director of Vigilance Investigation shall be finally decided by the Administrative Department only after consulting the

- A:-P & AR Department
- B:-Law Department
- C:-Vigilance Department
- D:-Home Department

Correct Answer:- Option-C

Question45:-Office copy of the _____ need not be kept in the File.

- A:-D.O. Letter
- B:-Memo
- C:-U.O. Note
- D:-Routine Reminder

Correct Answer:- Option-D

Question46:-"Secret" or "Strictly Confidential" covers are opened by the

- A:-Under Secretary
- B:-Section Officer
- C:-Officers concerned
- D:-Office Superintendent

Correct Answer:- Option-C

Question47:-When an order passed by the Minister or the Secretary has to be communicated to a petitioner, the _____ will be given to the addressee.

- A:-details of the order
- B:-the purport of the order
- C:-true copy of the order
- D:-the exact words of the order

Correct Answer:- Option-B

Question48:-When it is proposed to obtain on the Note File of a case, the concurrence, opinion or remarks of another Department of the Secretariat, the mode of referring a paper or a case and obtaining a reply is called

- A:-Official
- B:-Demi-official
- C:-Internal
- D:-Un-official

Correct Answer:- Option-D

Question49:-Letters of Government should go in the name of the

- A:-Governor
- B:-Secretary
- C:-Officer who approved the draft
- D:-Minister

Correct Answer:- Option-B

Question50:-The _____ may allow the Head of Department to note on Secretariat files for speedy disposal of it.

- A:-Minister
- B:-Secretary
- C:-Chief Secretary
- D:-Chief Minister

Correct Answer:- Option-B

Question51:-All currents numbered and distributed to the Section shall be registered in the _____ and then only added to the concerned files.

- A:-Personal Register
- B:-Currents Register
- C:-File Register
- D:-Security Register

Correct Answer:- Option-A

Question52:-All Government Orders, Memoranda, Letters, Endorsements, etc., should be typed in forms printed with the image of

- A:-Secretariat
- B:-State of Kerala
- C:-Kerala State Emblem
- D:-National Flag

Correct Answer:- Option-C

Question53:-In the matter of conducting Writs and other proceedings before the Supreme Court as well as High Courts, the State is represented through the

- A:-Advocate General
- B:-Law Secretary

C:-Government Pleaders

D:-Attorney General

Correct Answer:- Option-A

Question54:-The Routine Notes in file is placed

A:-On top of all other parts of file

B:-Below the Notes File

C:-Below the Current file

D:-Between the Current File and the Note File

Correct Answer:- Option-A

Question55:-Valuables intended for despatch will be put in envelopes or packets and sealed in the presence of the

A:-Office Superintendent

B:-Section Officer

C:-Assistant concerned

D:-Under Secretary

Correct Answer:- Option-A

Question56:-Reminders issued shall be entered in red ink in columns

A:-12, 13 and 14

B:-7 and 8

C:-9, 10 and 11

D:-2 and 4

Correct Answer:- Option-C

Question57:-Copies of G.Os. Circulars and other Notifications shall be made available free of cost to _____ by the Records Section.

A:-Applicants belonging to BPL family

B:-MPs and MLAs during the period of office

C:-Secretariat staff

D:-All Government employees

Correct Answer:- Option-B

Question58:-The _____ or its extracts should not be quoted in other formal communications of Government.

A:-Notifications

B:-Endorsements

C:-D.O. Letters

D:-Memos

Correct Answer:- Option-C

Question59:-When Communications without proper authentication happens to be received, what measures will be adopted by the Assistant?

A:-It shall be returned by the Assistant concerned with his signature

B:-It shall be returned under the signature and order of Under Secretary

C:-It shall be returned under the signature and orders of Section Officer

D:-It shall be returned under the signature and orders of Secretary

Correct Answer:- Option-C

Question60:-In respect of starred assembly questions, _____ should ensure that the file relating to it is sent to Minister's office under proper acknowledgement sufficiently early.

A:-Assistant

B:-Section Officer

C:-Under Secretary

D:-Secretary

Correct Answer:- Option-B

Question61:-All notes written in a file which are not directly relevant to the subject matter of that file should be treated as

A:-running notes

B:-Summarising notes

C:-Routine notes

D:-Sectional notes

Correct Answer:- Option-C

Question62:-When an officer writes a question in the margin of a Note, the reply to it has to be written in

A:-The Margin itself

B:-Continuation of the note

C:-Routine file

D:-Separate sheet of paper

Correct Answer:- Option-B

Question63:-While communicating _____, post copy of the communication should be despatched for confirmation of the message already sent.

A:-D.O. Letter

B:-Fax Messages

C:-Routine reminder

D:-Endorsements

Correct Answer:- Option-B

Question64:-Copies of proceedings criticising the Head of Department, to whom they are sent, should be signed by the _____ concerned, unless otherwise directed.

A:-Section Officer

B:-Under Secretary

C:-Minister

D:-Secretary

Correct Answer:- Option-D

Question65:-The proposal for overruling the advice tendered by the Personnel and Administrative Reforms Department should be routed through the

A:-P & ARD Secretary

B:-Law Secretary

C:-Chief Secretary

D:-GAD Secretary

Correct Answer:- Option-C

Question66:-Cases intended for the Governor are to be sent to the

A:-Governor's ADC

B:-Deputy Secretary of Rajbhavan

C:-PRO of Rajbhavan

D:-Governor's Secretary

Correct Answer:- Option-D

Question67:-When one case has relevance in relation to another case both the cases are submitted together and this process is called

- A:-Linking of Files
 - B:-Submission of Files
 - C:-Putting up of Files
 - D:-Circulation of Files
- Correct Answer:- Option-A

Question68:-In Secretariat despatch is done in a centralized manner by

- A:-Consolidation Section
- B:-House Keeping Cell
- C:-Central Agency
- D:-Office Section

Correct Answer:- Option-D

Question69:-The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title, is called the

- A:-Subject
- B:-Head
- C:-Sub-head
- D:-Title proper

Correct Answer:- Option-B

Question70:-An order will be ab-initio void, if the indication _____ is not provided in the order.

- A:-'By Order of the Governor'
- B:-'Orders issued'
- C:-'Sanction is accorded'
- D:-'Forwarded by Order'

Correct Answer:- Option-A

Question71:-When a case is transferred from the Personal Register to the Call Book, the file is closed in the form of

- A:-Government Order
- B:-Letter
- C:-UO Note
- D:-Lodged Paper

Correct Answer:- Option-D

Question72:-Officers of and above the level of Section Officer should keep a _____ to keep track of files.

- A:-Reminder Diary
- B:-Government Diary
- C:-Daily Remembrancer
- D:-File Register

Correct Answer:- Option-C

Question73:-In the case of private persons, organisation, etc., copies of the order issued shall be sent

- A:-Direct to them
- B:-Through the Head of Department
- C:-Through the District Officer
- D:-Through the Minister's Office

Correct Answer:- Option-A

Question74:-It must be ensured that no paper for despatch is retained in the Office Section for more than

- A:-24 hours
- B:-48 hours
- C:-36 hours
- D:-One week

Correct Answer:- Option-A

Question75:-Every proposal to initiate legislation shall in the first instance be considered in the

- A:-P & AR Department
- B:-Finance Department
- C:-General Administration Department
- D:-Administrative Department Concerned

Correct Answer:- Option-D

Question76:-The communication in respect of disciplinary proceedings have to be signed by the _____ himself and should not be authenticated 'for and on behalf of' him.

- A:-Minister
- B:-Chief Minister
- C:-Disciplinary Authority
- D:-Chief Secretary

Correct Answer:- Option-C

Question77:-Starred Question indicates that the Minister concerned shall give _____ on the floor of the house.

- A:-Written answer
- B:-Oral answer
- C:-Statement
- D:-Assurance

Correct Answer:- Option-B

Question78:-Reply to the Legislature Secretary regarding recommendations of Legislative Committees should be approved by

- A:-Secretary
- B:-Minister
- C:-Chief Secretary
- D:-Chief Minister

Correct Answer:- Option-A

Question79:-Communications to Panchayaths will be addressed to the _____ of the concerned Panchayath.

- A:-President
- B:-Secretary
- C:-PRO
- D:-Tappal Clerk

Correct Answer:- Option-A

Question80:-The draft of the Government Order Communicating the decision of Council of Ministers must be approved by the _____ of the Department.

- A:-Minister
- B:-Additional Secretary
- C:-Secretary or Chief Secretary
- D:-Chief Minister

Correct Answer:- Option-C

Question81:-According to the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly, the _____ is empowered to conduct prior scrutiny of the draft of every Statutory Rule or Notification which is to be issued in exercise of the powers conferred by any statute.

- A:-Subject Committee
- B:-Governor
- C:-Secretary of Legislature
- D:-Speaker

Correct Answer:- Option-A

Question82:-When final answers are given to assembly questions during the recess of the Legislature, copies of such answers have to be forwarded to

- A:-The Speaker
- B:-The Chief Minister
- C:-All the MLAs who raised the questions
- D:-The Governor

Correct Answer:- Option-C

Question83:-Before filing Suits, Civil Appeals or other Civil Proceedings on behalf of Government, _____ shall be consulted by the Administrative Department.

- A:-Advocate General
- B:-Head of Department
- C:-Law Department
- D:-Registrar of High Court

Correct Answer:- Option-C

Question84:-All official articles, whether the postage is prepaid or not, shall bear the superscription _____ on the envelop.

- A:-'On Kerala Government Service'
- B:-'On India Government Service'
- C:-'Sent by India Post'
- D:-'On Secretariat Service'

Correct Answer:- Option-B

Question85:-If in a case a Secret or strictly confidential cover forms an enclosure to a paper in the Current File, the _____ will be responsible for the safe custody of the sealed cover.

- A:-Section Officer
- B:-Under Secretary
- C:-Section Assistant
- D:-CA of the Secretary

Correct Answer:- Option-A

Question86:-In the case of Official letters received in the Secretariat from Members of Parliament and Legislative Assembly, replies will be issued over the signature of an Officer not below the rank of

- A:-Chief Secretary
- B:-Deputy Secretary
- C:-Under Secretary
- D:-Joint Secretary

Correct Answer:- Option-D

Question87:-Put up papers and reference books shall be kept

- A:-between the Note File and Current File
- B:-above the Note file
- C:-at the bottom of the file
- D:-in a separate pad

Correct Answer:- Option-C

Question88:-The pay of non-gazetted staff of the Ministers is distributed through the

- A:-Finance Department
- B:-Private Secretaries to the Ministers
- C:-Sub Treasury
- D:-Accounts Section

Correct Answer:- Option-B

Question89:-Drafting of Bill for legislation is done by the

- A:-P & AR Department
- B:-Legislative Secretariat
- C:-Administrative Department
- D:-Law Department

Correct Answer:- Option-D

Question90:-The Disposals which are issued to the Secretariat Departments for reference shall be returned to the records branch by the

- A:-Office Attendant
- B:-Attender
- C:-Section Officer
- D:-Assistant

Correct Answer:- Option-D

Question91:-Personal Registers for the last _____, excluding those kept in the concerned Sections are kept in the Record Section.

- A:-8 years
- B:-6 years
- C:-3 years
- D:-10 years

Correct Answer:- Option-A

Question92:-The Secretariat Departments shall keep the Attendance Registers for a period of _____ and there after shall transfer them to the Records Branch.

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

Correct Answer:- Option-C

Question93:-The form of communication used to issue certain Statutory Rules and Orders or for notifying certain decision, Statutory Rules etc., in the Gazette is

- A:-Memorandum
- B:-Office Order
- C:-Circular
- D:-Notification

Correct Answer:- Option-D

Question94:-L.A. Interpellation Register, in Form X of Appendix I, should be under the custody of the

- A:-Section Officer of Parliamentary Section
- B:-Office Superintendent
- C:-Section Officer
- D:-Section Assistant

Correct Answer:- Option-C

Question95:-The preparation of any communication which is proposed to be issued by, on behalf of or under the direction of the Government is termed as

- A:-Noting
- B:-Drafting
- C:-Fair-copying
- D:-Despatching

Correct Answer:- Option-B

Question96:-All cases of promotions, transfers, appointments and posting of Gazetted Officers should be promptly intimated to the

- A:-Finance Department
- B:-Governor
- C:-Accountant General
- D:-Chief Minister

Correct Answer:- Option-C

Question97:-Copies of the Government Orders communicating cabinet decisions should be sent in envelop, super scribed "Cabinet Decisions-Government Orders" to the

- A:-Finance Department
- B:-Law Department
- C:-P & AR Department
- D:-GA (SC) Department

Correct Answer:- Option-D

Question98:-The executive issues detailed instructions regarding implementation and notification of specific duties and functions of the implementing officers specified in an Act in the form of

- A:-Proceedings
- B:-Ordinances
- C:-Statutory Rules
- D:-Executive Orders

Correct Answer:- Option-C

Question99:-The _____ Department analyses the Monthly Business Statement of the Secretariat.

- A:-General Administration
- B:-P & AR
- C:-Public Relations
- D:-Parliamentary Affairs

Correct Answer:- Option-B

Question100:-In the case of _____ the Minister just replies on the floor, based on the information available in the file.

- A:-Short notice questions
- B:-Submission
- C:-Starred Questions
- D:-Un-starred questions

Correct Answer:- Option-B