

**FINAL ANSWER KEY**

Paper: Departmental Manual of Office Procedure  
Date of Test 10-10-2020

Question1:-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

Question2:-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

Question3:-The note file will be \_\_\_\_\_ from the current file and pages will be numbered.

- A:-Together
- B:-Separated
- C:-One by one
- D:-Chronologically

Correct Answer:- Option-B

Question4:- \_\_\_\_\_ is written to facilitate the disposal of a file, which one?

- A:-Note
- B:-Essay
- C:-Opinion
- D:-Query

Correct Answer:- Option-C

Question5:-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

Question6:-Which of the following messages is treated as 'demi-official' communication?

- A:-Facts message
- B:-Telephone message
- C:-E-mail
- D:-Teleprinter

Correct Answer:- Option-B

Question7:-How many columns are there in a Dispatch-cum-stamp account Register?

- A:-8
- B:-5
- C:-10
- D:-9

Correct Answer:- Option-A

Question8:-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

Question9:-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

Question10:-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

Question11:-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

Question12:-'Important', 'Urgent', 'Personal' etc should be marked in \_\_\_\_\_ on the economy slip.

- A:-Red
- B:-Blue
- C:-Marker Pen
- D:-Violet

Correct Answer:- Option-A

Question13:-Where the dispatch stamp is 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

Question14:-Each subject clerk shall prepare an abstract of pendency in form X11 App-1, on the \_\_\_\_\_ of every month.

- A:-Fifth

- B:-Tenth
- C:-First
- D:-Third

Correct Answer:- Option-C

Question15:-How many columns are there in the register of periodicals?

- A:-8
- B:-5
- C:-10
- D:-7

Correct Answer:- Option-D

Question16:-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

Question17:-Which is the slip pasted on the envelop?

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

Correct Answer:- Option-D

Question18:-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

Question19:-When economy slip can't be used?

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

Correct Answer:- Option-B

Question20:-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

Question21:-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

Question22:-Valuables intended for dispatch will be put in envelopes or packed and sealed in the presence of the

- A:-Section Supt.
- B:-Office Supt.
- C:-Fair copy supt.
- D:-Head of Office

Correct Answer:- Option-B

Question23:-What is to be noted on the cover handed over to peon sent to Officer's residence?

- A:-Data and month
- B:-Month and year
- C:-Time
- D:-Day

Correct Answer:- Option-C

Question24:-What will be issued, in the place of records?

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

Correct Answer:- Option-D

Question25:-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

Question26:-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

Question27:-How long 'Fair Copy Register' shall be preserved?

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

Correct Answer:- Option-C

Question28:-When the 'record issue register' can be destroyed?

- A:-One Year

- B:-3 Years
- C:-5 Years
- D:-10 Years

Correct Answer:- Option-B

Question29:-Personal register will be destroyed after \_\_\_\_\_ years.

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

Correct Answer:- Option-C

Question30:-Security Register will be destroyed after \_\_\_\_\_ years.

- A:-One Year
- B:-3 Years
- C:-5 Years
- D:-10 Years

Correct Answer:- Option-D

Question31:-Annual Index will be destroyed after \_\_\_\_\_ years.

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

Correct Answer:- Option-C

Question32:-The 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

Question33:-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

Question34:-What is the form of salutation of official letters?

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

Correct Answer:- Option-C

Question35:-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

Question36:-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

Question37:-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:-Below

Correct Answer:- Option-A

Question38:-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

Question39:-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

Question40:-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

Question41:-How many topics can be dealt with in one letter normally?

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

Correct Answer:- Option-C

Question42:-All communications are to be 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

Question43:-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

Question44:-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

Question45:-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

Question46:-What is the salutation form of letter addressed to a lady?

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

Question47:-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

Question48:-Fair copies of official communication 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

Question49:-Official communication of KPSC should be addressed to

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

Question50:-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

Question51:-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

Question52:-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

Question53:-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

Question54:-The corrections and interlineations should be avoided in

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

Question55:-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

Question56:-Who is directly responsible for prompt dispatch of papers sent for issue?

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

Correct Answer:- Option-A

Question57:-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

Question58:-Who will examine local delivery book daily?

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

Correct Answer:- Option-B

Question59:-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

Question60:-Who is the custodian of work load register?

- A:-Fair Copy Supt.
- B:-Office Supt.
- C:-Dispatch clerk
- D:-Typist

Correct Answer:- Option-D

Question61:-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

Question62:-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

Question63:-What colour fly leaf is placed at the top of the note file?

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

Correct Answer:- Option-C

Question64:-In which way a telephonic message dealt with?

- A:-Demi-Official communication
- B:-Endorsement
- C:-Letter received in Local Delivery
- D:-Letter

Correct Answer:- Option-A

Question65:-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

Question66:-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

Question67:-Which kinds of disposal must be indexed?

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

Correct Answer:- Option-B

Question68:-Which disposals are to be put into brown paper jackets and stichtes?

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

Correct Answer:- Option-B

Question69:-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

- Question70:-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
- Question71:-Cross reference of 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
- Question72:-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
- Question73:-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
- Question74:-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
- Question75:-Which among the following will enable one to trace the papers containing the orders passed on any particular subject?  
A:-Titles  
B:-Heads  
C:-Subject  
D:-Indexes  
Correct Answer:- Option-D
- Question76:-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
- Question77:-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
- Question78:-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
- Question79:-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
- Question80:-Which form of communication is used to address Govt.?  
A:-Memorandum  
B:-Letter  
C:-Endorsement  
D:-Proceedings  
Correct Answer:- Option-B
- Question81:-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
- Question82:-When '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
- Question83:-Security register will be destroyed after \_\_\_\_\_ years  
A:-10  
B:-20  
C:-7  
D:-5  
Correct Answer:- Option-A

- Question84:-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
- Question85:-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
- Question86:-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
- Question87:-Who will be custodian of 'Call Book'?  
A:-Section Clerk  
B:-Office Supt.  
C:-Fair Copy Supt.  
D:-Tappal Clerk  
Correct Answer:- Option-D
- Question88:-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
- Question89:-To whom a communication marked 'Express' 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
- Question90:-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
- Question91:-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
- Question92:-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
- Question93:-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
- Question94:-What is the colour of fly leaf of a 'Note File'?  
A:-Yellow  
B:-Red  
C:-Blue  
D:-Green  
Correct Answer:- Option-A
- Question95:-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
- Question96:-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
- Question97:-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

Question98:-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

Question99:-Names of which of the following officers should be written in the fly leaf of the personal register?

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

Correct Answer:- Option-A

Question100:-Which of the following papers need not be entered in the Distribution Register?

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

Correct Answer:- Option-D