

PROVISIONAL ANSWER KEY

Paper: Manual of Office Procedure (Police)
Medium of Question: English
Date of Examination: 11-03-2019

Question1:-Turn duty Register is maintained in an Office with an intension to _____.

- A:-Mark the late attendance
- B:-Depute staff on holidays
- C:-Mark the movement of Staff during working hours
- D:-None of these

Correct Answer:- Option-B

Question2:-D Dis files are to be retained

- A:-for a prescribed period of time
- B:-for a period of one year
- C:-permanently
- D:-none of these

Correct Answer:- Option-A

Question3:-_____ is the preparation of any communication which is proposed to be issued.

- A:-Notes
- B:-Current
- C:-Draft
- D:-Proceedings

Correct Answer:- Option-C

Question4:-Late arrivals of an employee will be recorded in the _____.

- A:-Late Attendance Register
- B:-Margin of Attendance Register
- C:-Personal Register
- D:-Service Book

Correct Answer:- Option-A

Question5:-When an Officer desired that a matter should receive the personal attention of the individual addressed, the communication should be in the form of _____.

- A:-Memo form
- B:-Ordinary letter
- C:-Demi Official
- D:-Endorsement form

Correct Answer:- Option-C

Question6:-When a current relates to more than one topic and consequently to more than one section, it should be taken by the section which is concerned with the _____ mentioned in the communication.

- A:-Second point
- B:-First point
- C:-Third point
- D:-None of these

Correct Answer:- Option-B

Question7:-Any reference issued from the office which originates the file is called as _____.

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

Correct Answer:- Option-D

Question8:-Case consists of

- A:-Books put up for reference
- B:-Note file
- C:-Current file
- D:-All the above

Correct Answer:- Option-D

Question9:-A paper is said to be registered when it is assigned a _____ number.

- A:-Tapal
- B:-Current
- C:-Correspondence
- D:-Section

Correct Answer:- Option-B

Question10:-Important instructions of a standing nature to be uniformly followed by various authorities are communicated in the form of a _____.

- A:-Office order
- B:-UO note
- C:-Circulars
- D:-Office memorandum

Correct Answer:- Option-C

Question11:-_____ is enable one to trace papers containing orders passed on any particular subject.

- A:-Indexing
- B:-Flagging
- C:-Filing of papers
- D:-Stock file

Correct Answer:- Option-A

Question12:-Papers will normally be submitted by the office within _____ days.

- A:-10 days
- B:-3 days
- C:-7 days
- D:-30 days

Correct Answer:- Option-B

Question13:-Number of entries on each page of a Personal Register shall ordinarily be _____.

- A:-Five
- B:-No limitation
- C:-Two
- D:-Three

Correct Answer:- Option-D

Question14:-The distinctive letter 'C' will be added to the reference number after the year in respect of District Police Office, _____.

- A:-Kannur
- B:-Trivandrum
- C:-Pathanamthitta
- D:-Kozhikode

Correct Answer:- Option-A

Question15:-The Stamp account and stocks of the Stamp will be scrutinized and checked by the Record Keeper at least _____.

- A:-Every fortnight
- B:-Once in a month
- C:-Once in a week
- D:-Every 3 months

Correct Answer:- Option-C

Question16:-All tapals for local delivery shall be entered in a Separate Register called _____.

- A:-Despatch Register
- B:-Local Delivery Tapal Book
- C:-Stamp Account Book
- D:-None of these

Correct Answer:- Option-B

Question17:-All files and volumes issued out of the Records Section shall be entered in a register called _____.

- A:-Personal Register of Record Section
- B:-Stock Register

- C:-Issue Register of Records
D:-Despatch Register
Correct Answer:- Option-C
- Question18:-Requisition of Records should invariably be noted the _____ for which the record is required.
A:-Section number
B:-File number
C:-Back file number
D:-Current number
Correct Answer:- Option-D
- Question19:-The authority to initiate preparation and submission of Personal Files of Superintendent is _____.
A:-Manager
B:-Officers concerned
C:-Asst. Inspector General
D:-Inspector General of Police
Correct Answer:- Option-A
- Question20:-A minor division in an office consisting of more than one clerk is known as _____.
A:-Division
B:-Section
C:-Unit
D:-None of these
Correct Answer:- Option-B
- Question21:-Tapal Distribution Register shall be maintained _____.
A:-Form I Appendix
B:-Form III Appendix A
C:-Form II Appendix A
D:-Form IV Appendix A
Correct Answer:- Option-C
- Question22:-Wherever a paper is submitted by a clerk to an officer for orders, the date of submission should be entered in column _____ of the Personal Register.
A:-7
B:-8
C:-6
D:-5
Correct Answer:- Option-A
- Question23:-The leave sanctioning files of an establishment can be closed and destroyed _____.
A:-after six months
B:-after 2 years
C:-after 5 years
D:-after the expiry of the calendar year
Correct Answer:- Option-D
- Question24:-Papers pending at the end of a calendar year will be brought forward to the Personal Register of the following year, if they are not disposed of by _____.
A:-31st December
B:-31st January
C:-End of February
D:-31st March
Correct Answer:- Option-B
- Question25:-The name and designation of the person/officer to whom the DO Letter goes will be copied at the foot of the page on the _____.
A:-left hand side
B:-right hand side
C:-middle portion of the letter
D:-none of these
Correct Answer:- Option-A
- Question26:-Sanctions or recommendations involving financial expenditure must be issued in the form of _____.
A:-Ordinary letter
B:-Memorandum
C:-Proceedings
D:-UO Note
Correct Answer:- Option-C
- Question27:-When a paper or its copy has to be sent to a subordinate office for information or remarks, or disposal, it is sent in the form of _____.
A:-Letter
B:-Proceedings
C:-Order form
D:-Endorsement
Correct Answer:- Option-D
- Question28:-The title of the paper received is to be entered in the Column No _____ of the Personal Register as brief as possible.
A:-Col.4
B:-Col.3
C:-Col.5
D:-Col.7
Correct Answer:- Option-A
- Question29:-Applications for Casual Leave from the members of the Office _____.
A:-to be registered in Personal Register
B:-to be registered in separate note book
C:-not to be registered in Personal Register
D:-none of these
Correct Answer:- Option-C
- Question30:-All communications received in the Office which are official/un official or demi - official are until registry known as _____.
A:-Current
B:-Tapal
C:-Draft
D:-Memorandum
Correct Answer:- Option-B
- Question31:-_____ is the authority to return if any wrongly marked papers to his section.
A:-Manager
B:-Office Head
C:-Section Clerk
D:-Section Head
Correct Answer:- Option-D
- Question32:-The date of return of the despatch slip should be noted in the last column of the _____.
A:-Stamp Account Book
B:-Local Delivery Book
C:-Despatch Register
D:-Personal Register
Correct Answer:- Option-C
- Question33:-Gazetted officers and the Chief Ministerial Officers should keep a small personal _____ in which they should note important matters calling for further notice, and take prompt action etc.
A:-Reminder Dairy
B:-Call-note-book
C:-Personal Register
D:-None of these
Correct Answer:- Option-B
- Question34:-In this Manual of Office Procedure (Police) special instructions are given in chapter _____ for the guidance of officers at lower level.
A:-Chapter XVI
B:-Chapter XV
C:-Chapter II
D:-Chapter X

Correct Answer:- Option-A

Question35:-Is a Government servant touring on public (authorized) holidays in connection with the performance of his duties is eligible for compensatory holidays in lieu of holidays on which he was on tour?

- A:-eligible
- B:-eligible with the prior sanction of Office Head
- C:-eligible for special casual leave
- D:-not eligible

Correct Answer:- Option-D

Question36:-Register in Form No. VII, Appendix A is called _____.

- A:-Distribution Register
- B:-Personal Register
- C:-Fair copy Register
- D:-Local Delivery Book

Correct Answer:- Option-C

Question37:-Personal Register consists of _____.

- A:-1-15 columns
- B:-1-12 columns
- C:-1-14 columns
- D:-1-16 columns

Correct Answer:- Option-A

Question38:-Monthly statement of cases pending disposal for over a month, where and why is intended to bring the notice of the _____.

- A:-Manager
- B:-Head of the Office
- C:-Section Head
- D:-Senior Superintendent

Correct Answer:- Option-B

Question39:-'Secret' and 'Top Secret' papers wherever sent by post should be despatched by _____ post.

- A:-Ordinary post
- B:-Certificate of posting
- C:-Courier service
- D:-Registered post with acknowledgement

Correct Answer:- Option-D

Question40:-What is the scale of accommodation fixed for a Gazetted Officers?

- A:-100 Sq.ft
- B:-200 Sq.ft
- C:-160 Sq.ft
- D:-80 Sq.ft

Correct Answer:- Option-C

Question41:-The 'Personal Index Register' will be maintained as supplements to the _____.

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

Correct Answer:- Option-D

Question42:-_____ is the in charge of Record Branch.

- A:-Record Keeper
- B:-Section Head
- C:-Manager
- D:-Head of Office

Correct Answer:- Option-A

Question43:-Record keeper should send reminders _____ for the return of records not returned within three months of their issue.

- A:-every two months
- B:-every month
- C:-every years
- D:-every week

Correct Answer:- Option-B

Question44:-A reference or file taken from the Records Section in connection with a particular current in a section may sometimes have to be transferred in the course of action to another section. Such occasions both clerks have to prepare and submit a _____ to Record Keeper, duly signed both clerks.

- A:-Requisition slip
- B:-Intimation slip
- C:-Transfer Intimation slip
- D:-None of these

Correct Answer:- Option-C

Question45:-Process of attaching to the top of papers put up for reference in a case, slips printed with letters of the alphabet, or Arabic or Roman numerals is said to be _____.

- A:-Flagging
- B:-Filing
- C:-Drafting
- D:-Noting

Correct Answer:- Option-A

Question46:-_____ consists of the notes, with an official reference and replies there to, including demi-official and telephonic messages.

- A:-Drafting
- B:-Note file
- C:-Arising reference
- D:-Indexing

Correct Answer:- Option-B

Question47:-"Register of unopened Tapals sent to Officers" shall be maintained by the Tapal Clerk in _____.

- A:-Form No. IV Appendix A
- B:-Form No. II Appendix A
- C:-Form No. I Appendix A
- D:-Form No. III Appendix A

Correct Answer:- Option-C

Question48:-The Distribution Register will be submitted to the Head of Office on the 10th of every month, along with _____, for verification.

- A:-Personal Register
- B:-Despatch Register
- C:-Weekly arrears statement
- D:-Monthly statement of cases pending disposal for over a month

Correct Answer:- Option-D

Question49:-Which of the following classes of papers shall be registered separately?

- A:-All correspondence received from Accountant General
- B:-Punishment Roll
- C:-All correspondence received from Government
- D:-Papers related to training

Correct Answer:- Option-B

Question50:-Who will maintain the Register of Reports about missing records?

- A:-Section Head
- B:-Record Keeper
- C:-Manager
- D:-Head of Office

Correct Answer:- Option-C

Question51:-Records which are proposed for destroyal shall be marked on the _____.

- A:-docket sheet 'D'
- B:-docket sheet 'R'
- C:-docket sheet 'C'
- D:-none of these

Correct Answer:- Option-A

- Question52:-The papers / files on which no action is due with in the period of three months can be transferred to _____.
- A:-Record section
 - B:-Call book
 - C:-Inward section
 - D:-None of these
- Correct Answer:- Option-B
- Question53:-While preparing a note in a file, there is no need to _____ in the current.
- A:-reproduce whole matters
 - B:-mention anything
 - C:-reproduce the whole matter
 - D:-none of these
- Correct Answer:- Option-C
- Question54:-Petition which contain no new facts or ground fro reconsideration of a case which has already been disposed of _____.
- A:-may not be accepted
 - B:-has to be accepted and re examined
 - C:-will be accepted and keep pending
 - D:-will be returned to the person concerned
- Correct Answer:- Option-D
- Question55:-Due for the destruction of D. Disposal is _____.
- A:-at the end of 3 years
 - B:-at the end of 10 years
 - C:-at the end of 7 years
 - D:-at the end of 5 years
- Correct Answer:- Option-B
- Question56:-The date of return of a paper or file from an Officer to the section to be noted in Col.No. _____ of the Personal Register.
- A:-Col. No. 8
 - B:-Col. No. 7
 - C:-Col. No. 5
 - D:-Col. No. 9
- Correct Answer:- Option-A
- Question57:-All Court Fee Stamps affixed to papers received in an Office should be _____.
- A:-kept separately
 - B:-place for auction
 - C:-cancelled
 - D:-keep for further official use
- Correct Answer:- Option-C
- Question58:-If an Officer writes any question on the drafts or currents, its reply to be written in _____.
- A:-the drafts or current in any one
 - B:-the same draft only
 - C:-the same current only
 - D:-continuation of note only
- Correct Answer:- Option-D
- Question59:-A file consists of two portions
- A:-Note file and Reference file
 - B:-Current file and Note file
 - C:-Current file and Back file
 - D:-None of these
- Correct Answer:- Option-B
- Question60:-_____ the Record Keeper shall furnish to the Manager a list of all files issued to sections more than 6 months ago, and not yet returned to the Record Section.
- A:-Every month
 - B:-Every three months
 - C:-Every year
 - D:-Every week
- Correct Answer:- Option-A
- Question61:-External arrears will be checked by means of the _____ and _____.
- A:-Call book and Index Register
 - B:-Personal Register and Stock Register
 - C:-Tapal distribution Register and Attendance Register
 - D:-Call book and Personal Register
- Correct Answer:- Option-D
- Question62:-While handing over the action completed periodicals to the Record Section, there is no need to indexing separately, since they _____.
- A:-already having index number
 - B:-are not taken in any of official registers of Records Section
 - C:-bear a permanent number and are as such 'self indexing'
 - D:-None of these
- Correct Answer:- Option-C
- Question63:-While applying Casual Leave by a Government servant, the purpose for which leave is applied _____.
- A:-is to be stated definitely
 - B:-not to be disclosed
 - C:-can be informed later
 - D:-none of these
- Correct Answer:- Option-A
- Question64:-Every member of the staff is strictly prohibited under the provisions of the _____ from accepting any present or remuneration from any visitor, party or other persons.
- A:-KPDIP & A Rules
 - B:-KCS (CC&A) Rules
 - C:-Police Act
 - D:-Kerala Government Servants conduct Rules
- Correct Answer:- Option-D
- Question65:-In case of Special Registers are prescribed such registers shall be maintained instead of Personal Register
- A:-No
 - B:-Yes
 - C:-Both Registers are to be maintained
 - D:-None of these
- Correct Answer:- Option-B
- Question66:-Who will ensure that the papers issued to the clerks through distribution register are entered in their respective Personal Register?
- A:-Manager
 - B:-Senior Superintendent
 - C:-Section Head
 - D:-Record keeper
- Correct Answer:- Option-C
- Question67:-Records which are due for destruction shall be sent by the Record Keeper to the _____ to check them once again and to ensure whether all these records are due for destruction.
- A:-Manager
 - B:-Section Superintendent concerned
 - C:-Head of Office
 - D:-Fair Copy Superintendent
- Correct Answer:- Option-B
- Question68:-Destruction of Records shall arrange in the following manner
- A:-All records are to be torn to pieces and sold to approved contractor
 - B:-All records are to be burnt
 - C:-All records can be sold to the approved contractor
 - D:-All secret Records are to be burnt and other will be torn to pieces and sold to approved contractors
- Correct Answer:- Option-D
- Question69:-If there is a need to communicate the notes written in one officer to another officer or office, the consent of _____ is to be obtained.
- A:-Section Head

- B:-Manager
- C:-Head of the Office
- D:-Senior Clerk

Correct Answer:- Option-C

Question70:-When a file is finally disposed, its disposal number and date shall be inserted _____.

- A:-at the end of the Note file
- B:-at the end of the last current
- C:-just below the title of the note file
- D:-at the top of the first current

Correct Answer:- Option-A

Question71:-Fair copy Register is maintained in _____.

- A:-Form No. V Appendix A
- B:-Form No. IV Appendix A
- C:-Form No. VIII Appendix A
- D:-Form No. VII Appendix A

Correct Answer:- Option-D

Question72:-Who is in charge of the Record Section?

- A:-Record Assistant
- B:-Record Keeper
- C:-Manager
- D:-Head of Office

Correct Answer:- Option-B

Question73:-Requisition form for the supply of records is prescribed as _____.

- A:-Form No. X Appendix A
- B:-Form No.XII Appendix A
- C:-Form No. XI Appendix A
- D:-None of these

Correct Answer:- Option-C

Question74:-A _____ should be obtained for each letter or packet - containing valuables, unless it is sent by Registered post.

- A:-Certificate of Posting
- B:-Acknowledgement
- C:-Post Office Seal in the Despatch Register
- D:-Receipt from the Despatcher

Correct Answer:- Option-A

Question75:-Requisition for Confidential disposals should be counter signed by the _____.

- A:-Manager
- B:-Head of Office
- C:-Record Keeper
- D:-Section Head

Correct Answer:- Option-D

Question76:-Record Keeper shall check the return and filing of despatch slips _____.

- A:-once in six months
- B:-every year
- C:-every fortnight
- D:-once a month

Correct Answer:- Option-D

Question77:-The Clerks shall be responsible to check the Personal Register with the Reminder Diary _____, to put up reminders on the due dates.

- A:-once in a week
- B:-every week
- C:-each day
- D:-twice a day

Correct Answer:- Option-C

Question78:-Petitions containing allegations against Police Officers shall be made only by an Officer _____.

- A:-in the same rank to the officer alleged
- B:-Superior in rank to the officer alleged
- C:-not below the rank to the officer alleged
- D:-in the gazetted rank

Correct Answer:- Option-B

Question79:-Forfeiture of a day's Casual Leave will ordinarily be the penalty for every _____ late attendance without permission.

- A:-three days
- B:-five days
- C:-seven days
- D:-ten days

Correct Answer:- Option-A

Question80:-Any number of the staff who is late by more than one hour up to three hours shall forfeit _____ Casual Leave.

- A:-one day's
- B:-two days
- C:-half a day's
- D:-none of these

Correct Answer:- Option-C

Question81:-While preparing a draft proceedings or memoranda, the list of addresses should be entered at _____.

- A:-the bottom of the draft on the right hand side
- B:-the bottom of the draft on the left hand side
- C:-the bottom of the draft in middle portion
- D:-the left hand side top portion

Correct Answer:- Option-B

Question82:-_____ Register will be maintained as supplements to the R Dis/D Dis Index Register:

- A:-Call Book Register
- B:-Personal Register
- C:-Distribution Register
- D:-Personal Index Register

Correct Answer:- Option-D

Question83:-Give the name of the register in Form No. IX Appendix A is _____.

- A:-Register of Lodged papers
- B:-Index Register
- C:-Weekly arrear statement
- D:-Disposal Register

Correct Answer:- Option-A

Question84:-List of Index Heads and Sub Heads are given _____.

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

Correct Answer:- Option-B

Question85:-Papers to be 'Filed' will not be registered in the Personal Register and should be given 'F' disposal in Column No. 7 of the _____.

- A:-Despatch Register
- B:-Register of Lodged papers
- C:-Personal Register
- D:-Tapal Distribution Register

Correct Answer:- Option-D

Question86:-The word 'draft for approval' will be written on the top of the _____.

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

D:-None of these

Correct Answer:- Option-A

Question87:-The first step in choosing an index title is to select the _____.

A:-Sub Title

B:-Sub Head

C:-Head

D:-Index Head

Correct Answer:- Option-C

Question88:-Specimen form of 'letter correspondence' is described in _____.

A:-Form No. XX Appendix A

B:-Form No. XXI Appendix A

C:-Form No. XIX Appendix A

D:-Form No. V Appendix A

Correct Answer:- Option-A

Question89:-Who will decide to add a copy of an important current to the 'Stock File'?

A:-Section Clerk

B:-Manager

C:-Section Head

D:-Office Head

Correct Answer:- Option-C

Question90:-While papers returned in original, an entry 'N Dis' with date of return or transfer to be noted in Col. No. _____ of the Personal Register.

A:-Col (10)

B:-Col (15)

C:-Col (12)

D:-Col (11)

Correct Answer:- Option-B

Question91:-Introduction of new index heads (as distinct from existing heads) shall be done only with the approval of the _____.

A:-Manager

B:-Section Head

C:-Head of Department

D:-Head of the Office

Correct Answer:- Option-D

Question92:-Register of receipt of Gazettes and other periodical publications to be maintained by _____.

A:-Record Keeper

B:-Manager

C:-Office Head

D:-Section Head

Correct Answer:- Option-A

Question93:- _____ colour facing sheet is to be used for Note file.

A:-Blue

B:-Yellow

C:-Red

D:-Green

Correct Answer:- Option-B

Question94:-Due for destruction of Office Attendance Register is _____.

A:-at the end of 2 years from the close of the year to which they relate

B:-at the end of 5 years from the close of the year to which they relate

C:-at the end of 3 years from the close of the year to which they relate

D:-at the end of the next financial year

Correct Answer:- Option-C

Question95:-Confidential papers should be dealt with by the _____ in normal case.

A:-Senior Clerk

B:-Office Head

C:-Manager

D:-Section Heads

Correct Answer:- Option-D

Question96:-'Transfer intimation slip' to be maintained by _____.

A:-Record keeper

B:-Establishment Section Head

C:-Subject Clerk

D:-Manager

Correct Answer:- Option-C

Question97:-When a file is taken out from the records bundle, the _____ is to be kept in the bundle in the place of the file.

A:-requisition slip

B:-transfer intimation slip

C:-index slip

D:-brief note

Correct Answer:- Option-A

Question98:-Communication bearing 'Secret' or 'Top Secret' should always be despatched in _____.

A:-Single cover with 'on IGS' noting

B:-Single sealed cover

C:-Brown cover

D:-Double cover

Correct Answer:- Option-D

Question99:-When papers are ordered to lie over, the word lie over with date to be noted in column number _____ and _____ respectively, in the Personal Register.

A:-7 and 8

B:-9 and 10

C:-6 and 7

D:-4 and 5

Correct Answer:- Option-B

Question100:-Whenever a new index head is taken in to use in a subordinate office (other than the list in Appendix 'B') the fact shall be reported to the _____.

A:-Chief Office

B:-District Office

C:-Range Offices

D:-Government

Correct Answer:- Option-A