

FINAL ANSWER KEY

Paper: Departmental Manual of Office Procedure
Date of Examination: 24-08-2019

Question1:-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

Question2:-When a 'Running Note' will be destroyed?

- A:-after 3 years
- B:-after 5 years
- C:-after 7 years
- D:-after one year

Correct Answer:- Option-B

Question3:-Security register will be destroyed after _____ years.

- A:-10
- B:-20
- C:-7
- D:-5

Correct Answer:- Option-A

Question4:-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

Question5:-What is the period of destruction of "call Book"?

- A:-After 3 years
- B:-After 5 years
- C:-After 7 years
- D:-After one year

Correct Answer:- Option-A

Question6:-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

Question7:-Who will be custodian of 'Call Book'?

- A:-Section Clerk
- B:-Office Supt.
- C:-Fair copy Supt.
- D:-Tappal Clerk

Correct Answer:- Option-D

Question8:-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

Question9:-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

Question10:-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

Question11:-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

Question12:-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

Question13:-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

Question14:-What is the colour of fly leaf of a 'Note File'?

A:-Yellow

B:-Red

C:-Blue

D:-Green

Correct Answer:- Option-A

Question15:-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

Question16:-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

Question17:-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

Question18:-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

Question19:-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

Question20:-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

Question21:-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

Question22:-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

Question23:-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

Question24:-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

Question25:-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

Question26:-Which kinds of disposals must be indexed?

A:-L-Dis

B:-R & D-Dis

C:-XL-Dis

D:-XN-Dis

Correct Answer:- Option-B

Question27:-Which disposals are to be put into brown paper jackets and stitched?

A:-L-Dis

B:-R & D-Dis

C:-XL-Dis

D:-XN-Dis

Correct Answer:- Option-B

Question28:-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

Question29:-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

Question30:-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

Question31:-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

Question32:-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

Question33:-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

Question34:-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

Question35:-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

Question36:-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

Question37:-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

Question38:-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

Question39:-Which form of communication is used to address Govt.?

A:-Memorandum

B:-Letter

C:-Endorsement

D:-Proceedings

Correct Answer:- Option-B

Question40:-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

Question41:-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

Question42:-How many topics can be dealt within one letter normally?

- A:-as many as possible
- B:-maximum 2
- C:-one
- D:-five

Correct Answer:- Option-C

Question43:-All communications are to 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

Question44:-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

Question45:-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

Question46:-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

Question47:-What is the salutation form of letter addressed to a lady?

- A:-Madam
- B:-Sir
- C:-Mrs.
- D:-Smt.

Correct Answer:- Option-A

Question48:-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

Question49:-Fair copies of official communications 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

Question50:-Official communication to KPSC should be addressed to _____.

- A:-Chairman

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

Question51:-Who is responsible for proper maintenance of Distribution Register?

- A:-Tappal Clerk
- B:-Office Supt.
- C:-Fair copy Supt.
- D:-Security Officer

Correct Answer:-Question Cancelled

Question52:-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

Question53:-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

Question54:-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

Question55:-The corrections and interlineations should be avoided in _____.

- A:-comparing
- B:-fair copying
- C:-drafting
- D:-registering

Correct Answer:- Option-B

Question56:-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

Question57:-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

Question58:-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

Question59:-Who will examine local delivery book daily?

A:-Section clerk

B:-Dispatching clerk

C:-Section Supt.

D:-Tappal clerk

Correct Answer:-Question Cancelled

Question60:-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

Question61:-Who is the custodian of work load register?

A:-fair copy supt.

B:-office supt.

C:-dispatch clerk

D:-typist

Correct Answer:- Option-D

Question62:-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

Question63:-Which is the slip pasted on the envelop?

A:-Index slip

B:-Label

C:-Urgent slip

D:-Economy slip

Correct Answer:- Option-D

Question64:-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

Question65:-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

Question66:-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

Question67:-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

Question68:-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:-**Question Cancelled**

Question69:-What is to be noted on the cover handed over to peon sent to Officer's residence?

- A:-Date and Month
- B:-Month and Year
- C:-Time
- D:-Day

Correct Answer:- Option-C

Question70:-What will be issued, in the place of records?

- A:-flag
- B:-label
- C:-red mark
- D:-slip

Correct Answer:- Option-D

Question71:-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

Question72:-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

Question73:-How long 'Fair copy Register' shall be preserved?

- A:-one
- B:-two
- C:-three
- D:-no limit

Correct Answer:- Option-C

Question74:-When the 'record issue register' can be destroyed?

- A:-one year
- B:-3 years
- C:-5 years
- D:-10 years

Correct Answer:- Option-B

Question75:-Personal register will be destroyed after _____ years.

- A:-one

- B:-two
- C:-three
- D:-no limit

Correct Answer:- Option-C

Question76:-Security Register will be destroyed after _____ years.

- A:-one year
- B:-3 years
- C:-5 years
- D:-10 years

Correct Answer:- Option-D

Question77:-Annual Index will be destroyed after _____ years.

- A:-1 year
- B:-3 years
- C:-20 years
- D:-5 years

Correct Answer:- Option-C

Question78:-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

Question79:-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

Question80:-What is the form of salutation of official letters?

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

Correct Answer:- Option-C

Question81:-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

Question82:-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

Question83:-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

Question84:-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

Question85:-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

Question86:-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

Question87:-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

Question88:-_____ is written to facilitate the disposal of a file, which one?

A:-note

B:-essay

C:-opinion

D:-query

Correct Answer:- Option-A

Question89:-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

Question90:-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

Question91:-How many columns are there in a Dispatch-cum-Stamp account Register?

A:-8

B:-5

C:-10

D:-9

Correct Answer:- Option-A

Question92:-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

Question93:-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

Question94:-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

Question95:-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

Question96:-'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

Question97:-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

Question98:-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

Question99:-How many columns are there in the register of periodicals?

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

Correct Answer:- Option-D

Question100:-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