

## FINAL ANSWER KEY

Paper: The Secretariat Manual Test  
Date of Test 23-11-2021

Question1:-The Executive Authority of the State of Kerala is exercised by the Governor in accordance with the

- A:-Secretariat Office Manual
- B:-Secretariat Rules
- C:-The Constitution of India
- D:-Kerala Code

Correct Answer:- Option-C

Question2:-Duties of Section Officers are described under Paragraph \_\_\_\_\_ of the Secretariat Office Manual

- A:-8
- B:-10
- C:-11
- D:-9

Correct Answer:- Option-B

Question3:-"Rules of business" is made by the Governor of Kerala in exercise of powers conferred by Article \_\_\_\_\_ of the Constitution of India.

- A:-166
- B:-66
- C:-160
- D:-116

Correct Answer:- Option-A

Question4:-Any reference which originates a file, issued from the office is called

- A:-Back File
- B:-Old Case
- C:-Current
- D:-Arising Reference

Correct Answer:- Option-D

Question5:-Until disposal, a communication received in a Department from another Department of the Secretariat which is stamped and numbered in the Department is called as

- A:-Current file
- B:-Case
- C:-Back file
- D:-Current

Correct Answer:- Option-D

Question6:-When a Government Officer corresponds with any member of the public on official matters, without the formality of official procedure for communication of an opinion or information, said correspondence is called

- A:-Disposal of information
- B:-Demi Official
- C:-Official
- D:-Un official

Correct Answer:- Option-B

Question7:-About "Registry" which among the following statements shall be correct

- A:-When a paper is given a current number and entered with an abstract in the Personal Register
- B:-When a paper is Registered in the Distribution Register after giving it a number
- C:-When a paper is registered in the Tappal Register with a serial number
- D:-When a paper which is not connected with a pending case, is started by an officer of the secretariat

Correct Answer:- Option-A

Question8:-'Tappal' means

- A:-All communications except those that are originating from Office, received in the office
- B:-All communications received in the office, which are official, un official or demi official until registry
- C:-All communications received in the office which are official
- D:-All official communications received in the office from outside the office

Correct Answer:- Option-B

Question9:-Ordinary communications which are received in the office section are opened in the presence of the

- A:-Section Officer of the Tappal Section
- B:-Under Secretary in charge of the Office Section
- C:-Office Superintendent
- D:-Tappal Clerk of inward Section

Correct Answer:- Option-C

Question10:-A paper, when transferred to another section of the same department under orders of Under Secretary or Deputy Secretary, shall not be returned to the same section unless seen by the \_\_\_\_\_ in charge of the latter section

- A:-Joint Secretary
- B:-Addl. Secretary
- C:-Secretary
- D:-Under Secretary/ Deputy Secretary

Correct Answer:- Option-D

Question11:-When communications received contain adhesive stamps, such as court fee stamp, the stamps shall be punched by the

- A:-Office Section
- B:-Concerned Section
- C:-Section officer only
- D:-Under Secretary or above level officer only

Correct Answer:- Option-A

Question12:-Outward communications, if they are on ordinary post, shall be dispatched on the same day. Subject to this communications shall be Dispatched within

- A:-The course of the day
- B:-24 hours
- C:-The next day
- D:-12 hours

Correct Answer:- Option-B

Question13:-Regarding transmission of disposals in a section which among the following shall be more suited

- A:-The disposal are given over to the Office Section by the Assistant
- B:-The disposals are returned to the tappal section for handing over to records
- C:-The disposal are handed over to the records, directly by the Assistant

D:-The disposals are kept by the Assistant for one year for future reference if any, before handing over to the office section

Correct Answer:- Option-A

Question14:-Personal Register shall be maintained by Assistants in \_\_\_\_\_ as provided in Appendix I to the Secretariat Office Manual

A:-Form V

B:-Form IV

C:-Form III

D:-Form VI

Correct Answer:- Option-A

Question15:-When it is required to send a letter to the Chief Justice of the High Court it should be addressed to " \_\_\_\_\_ " by name

A:-Honourable

B:-Honourable Justice

C:-Justice

D:-His Lordship

Correct Answer:- Option-D

Question16:-Where shall be the 'draft for approval' placed while submitting a file?

A:-Above the current file and note file

B:-Above the current file and below the note file

C:-In between the current file and note file

D:-All the bottom of the file

Correct Answer:- Option-B

Question17:-Acts of Legislature are referred to in a note, by quoting their

A:-Titles as given in the list of Acts

B:-Short titles as given in list of Acts together with the number and year of enactment

C:-Names in full as given in the copy of the Act

D:-Corresponding names as commonly used officially

Correct Answer:- Option-B

Question18:-In a case, when two or more papers have to be pinned together, the sharp end of the pin shall be

A:-Covered with a safety cap

B:-Covered with a paper

C:-Pierced again to rest between sheets

D:-Cut after piercing

Correct Answer:- Option-C

Question19:-On submission of files, 'put up papers' shall be neatly kept

A:-Above the current file

B:-In between current and note file

C:-Separately in a file pad

D:-At the bottom of the file

Correct Answer:- Option-D

Question20:-Bulky references, back files, copies of standing instructions, referenced and utilized for the processing of the case, is called

A:-Put up papers

B:-Back files put up

C:-Linking of papers

D:-Flagging

Correct Answer:- Option-B

Question21:-When volumes or books are put up for reference, what procedure shall be followed?

A:-Books shall be placed underneath the file

B:-Books shall be placed separately with the file

C:-Books shall be placed above the flap of the file and tide with the tape of the file

D:-Photocopy of the concerned pages from the books shall be placed along with file

Correct Answer:- Option-C

Question22:-When one case has relevance in relation to another case, both the cases are submitted together. This process is called

A:-Put up old case

B:-Linking of files

C:-Enclosing of file

D:-Flagging

Correct Answer:- Option-B

Question23:-\_\_\_\_\_ form of correspondence is used to convey statutory decisions

A:-Memorandum

B:-Office Order

C:-Govt. Order

D:-Proceedings

Correct Answer:- Option-D

Question24:-When slips printed with letters of alphabet or numerals attached to the top of the papers, put up for reference in a case, it is called

A:-Referencing

B:-Flagging

C:-Linking

D:-Put up papers

Correct Answer:- Option-B

Question25:-What shall be the important object and aim of a Note?

A:-To comprehend the contents of the current to superiors

B:-To present the case in the most intelligible, condensed and convenient form

C:-To help superiors to make a decision in the file in terms of the existing enactments

D:-To make superiors known facts of the case easily and to adopt appropriate course

Correct Answer:- Option-B

Question26:-Notes should not be written on the current itself except in a case

A:-of an application in the current

B:-of very simple notes

C:-of a periodical current in the subject

D:-of very urgent matters to be dealt with

Correct Answer:- Option-B

Question27:-Where Assistant has to write reply to the question raised by a senior Officer in the margin of the note sheet?

A:-Just below the question, in the margin itself

B:-In continuation of the note

C:-Write in a separate piece of paper and attach below the question in the margin

D:-In a separate sheet kept in the file for that

Correct Answer:- Option-B

Question28:-Where in the note sheet the Assistant and Section officer have to put dated initial?

A:-Assistant and Section Officer have to put initial close to the margin of the note sheet

B:-Assistant to put initial close to the margin and the section officer at the middle of the note sheet

C:-Section Officer's initial has to just below to Assistant's initial in the note sheet

D:-Assistant and Section Officer have to put their initials in the middle portions of the note sheet

Correct Answer:- Option-A

Question29:-When a summarizing note (Circulation note) is to be put up from the section?

A:-When file is to be circulated to ministers only

B:-When file is to be circulated to Governor only

C:-When file is to be circulated to Ministers or Governor

D:-When summarizing of notes is needed

Correct Answer:- Option-C

Question30:-What are the cases in which suggestions may be offered by Assistant and Section Officer in files?

A:-In ordinary cases

B:-In cases where in clear course of action is not forth coming

C:-In the opinion of the section, if it is felt so

D:-In cases which are specifically founded on Laws or precedents or declared policies

Correct Answer:- Option-D

Question31:-When different officers within a department are dealing with a case, cumulative noting should be avoided as far as possible

A:-By holding oral discussions among officers concerned

B:-By way of opening separate files for each officer

C:-By leaving the file for decision of Chief Secretary

D:-By circulating the file to the Minister

Correct Answer:- Option-A

Question32:-What shall be the procedure when orders of the Minister in a file, has to be communicated to officers outside the Secretariat?

A:-It shall be reproduced in the letter addressed to the officers

B:-It shall be informed by telephone at once to the offices

C:-It shall be communicated only in the form of approved correspondence

D:-It shall be extracted as such in the letter addressed to officers

Correct Answer:- Option-C

Question33:-In what cases drafts may be put up with notes for orders?

A:-When the proposal in the notes is based on a Law

B:-In simple cases and it is obvious what course should be adopted

C:-When the section is sure about the course

D:-When the proposal in the notes is based on declared policy

Correct Answer:- Option-B

Question34:-What shall be the procedure adopted, when any fresh subject arises from a pending file?

A:-Orders on the most urgent subject shall be obtained first

B:-The fresh subject shall be processed along with, without opening a new file

C:-Fresh and pending subjects shall be dealt with simultaneously in the same file

D:-A separate file for the fresh, subject, shall be opened with extraction taken from the parts of the existing file

Correct Answer:- Option-D

Question35:-\_\_\_\_\_ are the basic requirements for a good draft

A:-Clarity of contents and brevity

B:-Simple and attractive language

C:-Conformity with the connected laws

D:-Legible and tidy

Correct Answer:- Option-A

Question36:-Every communication sent from office should be complete and the enclosures

A:-Shall be sufficient to comprehend the message

B:-Shall be minimized

C:-Shall be maximized

D:-Shall not be separately enveloped

Correct Answer:- Option-B

Question37:-In the \_\_\_\_\_ all approved drafts bearing the signature of the officer who approved it, shall be kept

A:-Stock file

B:-Spare copy file

C:-Current file

D:-Draft file

Correct Answer:- Option-C

Question38:-When a petitioner has been rejected, what is the important point that a letter sent to a petitioner shall contain?

A:-The reason of rejection shall not be contained

B:-The name of the law, under which it rejected the petition shall not be contained

C:-It shall be ensured that replies are not such as would involve the government in controversies

D:-Right of Appeal against rejection shall be contained

Correct Answer:- Option-C

Question39:-Paragraph \_\_\_\_\_ of the Secretariat Office Manual says that petitions should be acknowledged immediately on receipt.

A:-Paragraph 131

B:-Paragraph 130

C:-Paragraph 132

D:-Paragraph 129

Correct Answer:- Option-A

Question40:-Under which of the following situation file shall be linked

A:-Because they deal with similar cases

B:-When one live file deals with the similar subject in a disposed file

C:-When both files are relating to similar enactments

D:-When it is necessary to refer to a paper in one file in disposing of the other

Correct Answer:- Option-D

Question41:-To communicate the stand of the Government in an informal way \_\_\_\_\_ is used

A:-Proceeding form

B:-Letter Form

C:-Memorandum form

D:-Demi Official form  
Correct Answer:- Option-D

Question42:-The form of correspondence, used to issue certain statutory rules and orders in the gazette is

- A:-Proceedings
- B:-Notification
- C:-Circular
- D:-S.R.O

Correct Answer:- Option-B

Question43:-A Typist shall verify and ensure before typing a paper for issue that

- A:-The approved paper is reached through office section
- B:-The approved paper bears initials of the officer who approved it
- C:-The approved paper is in terms of para 137 of the Secretariat Office manual
- D:-The approved paper is in the right form of correspondence

Correct Answer:- Option-B

Question44:-Who shall be primary responsible for the Compliance of dispatch instructions by the office section?

- A:-Section Officer of the paper for despatch
- B:-Assistant of the paper for despatch
- C:-Office Superintendent
- D:-Under Secretary in charge of office section

Correct Answer:- Option-C

Question45:-The list of items requiring decision at the council level is specifically made out in

- A:-Secretariat office Manual
- B:-Secretariat Instructions
- C:-Constitution
- D:-Rules of Business

Correct Answer:- Option-D

Question46:-When communications addressed to various functionaries of the Secretariat are to be delivered, the procedure is

- A:-They are routed through office section
- B:-They are directly given to the officers through a transit register
- C:-They are sent by special messenger
- D:-They are sent through Local Delivery register

Correct Answer:- Option-B

Question47:-When valuables to be despatched, they will be put in packets and sealed in the presence of the

- A:-Assistant
- B:-Section Officer
- C:-Despatch Clerk
- D:-Office Superintendent

Correct Answer:- Option-D

Question48:-A correct and up-to-date list of all secretaries to the Government shall be maintained by

- A:-Office section
- B:-Concerned sections
- C:-Tappal section
- D:-Despatch section

Correct Answer:- Option-A

Question49:-When communications are sent to gather detailed and reports regarding a matter under process they are classified as

- A:-Intermediate communications
- B:-Urgent communications
- C:-Final orders
- D:-referencing communications

Correct Answer:- Option-A

Question50:-Which form of correspondence shall invariably be used to address the Advocate General?

- A:-D.O. letter
- B:-Letter
- C:-Memorandum
- D:-Endorsement

Correct Answer:- Option-B

Question51:-When circulation of cases intended for the Governor, they shall be sent to Governor's

- A:-Secretary
- B:-officer on duty
- C:-Sergeant
- D:-Office

Correct Answer:- Option-A

Question52:-When there are several papers for issue on the same day to the same officer

- A:-papers shall be enclosed in separate envelopes
- B:-Maximum two papers shall be in one envelope
- C:-Maximum four papers shall be sent in one envelope
- D:-All papers shall be enveloped in one envelope

Correct Answer:- Option-D

Question53:-Additional power to require any case to be placed before the council considering its importance, is given to \_\_\_\_\_ as per paragraph 190(i) of the Secretariat Office Manual

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

Correct Answer:- Option-C

Question54:-Each department shall submit a consolidated list of files disposed of by the Council of Ministers, to the Chief Secretary, at the end of every year by

- A:-31st March
- B:-15th of January
- C:-31st of December
- D:-1st of January

Correct Answer:- Option-B

Question55:-In the Index an entry relating to an individual paper is called

- A:-Title
- B:-Head

- C:-Subject
- D:-Index
- Correct Answer:- Option-A

Question56:-The frequency of handing over disposals accruing in the sections to the office section, duly ordered by the section officer is every

- A:-Month
- B:-Fortnight
- C:-Week
- D:-Year

Correct Answer:- Option-B

Question57:-\_\_\_\_\_ is responsible for stitching disposal before handing over it to the Record section?

- A:-Section Assistant
- B:-Section Officer
- C:-Record Keeper
- D:-Office Section

Correct Answer:- Option-D

Question58:-Maintenance of periodical register shall be in the form of

- A:-Of a note book having 12 pages
- B:-Of a note book having pages for every reports and returns
- C:-VIII in Appendix I of the Secretariat Office Manual
- D:-IV in Appendix I of the Secretariat Office Manual

Correct Answer:- Option-C

Question59:-For inspection by Under Secretary or Deputy Secretary, the Periodical Registers shall be submitted

- A:-Once in every fortnight
- B:-Once in every month
- C:-On every first working day of the month
- D:-As per the schedule of inspection specified

Correct Answer:- Option-D

Question60:-Inspection of personal register by Section Officer is prescribed to be done

- A:-Every month
- B:-Every fortnight
- C:-Every week
- D:-As per the schedule of inspection prescribed

Correct Answer:- Option-A

Question61:-What is the format for the remainder diary to be maintained by Assistants?

- A:-A book having twelve pages
- B:-Twelve sheets to be bound together
- C:-Section officer shall prescribe
- D:-Form no. VII, Appendix I Secretariat Office Manual

Correct Answer:- Option-D

Question62:-In every section, to facilitate actions relating to Court cases \_\_\_\_\_ shall be maintained

- A:-Register of cases
- B:-Register of Court cases
- C:-Suit Register
- D:-OP Register

Correct Answer:- Option-C

Question63:-Which Register is maintained in sections in respect of Legislative Assembly Interpellations?

- A:-Register of Interpellations
- B:-LA Register
- C:-Register of Assembly Questions
- D:-Assembly Register

Correct Answer:- Option-A

Question64:-Every department shall forward monthly business statement by

- A:-30th of every month
- B:-1st of every month
- C:-15th of every month
- D:-5th of every month

Correct Answer:- Option-D

Question65:-\_\_\_\_\_ shall be consulted on preliminary points, before the details regarding legislation are considered

- A:-Legislature Secretariat
- B:-Legislative Assembly
- C:-Law Department of the Secretariat
- D:-Office of the Governor

Correct Answer:- Option-C

Question66:-Name the authority to take a final decision of the Government on petitions received from the committee on petitions?

- A:-Officers of Chief Secretary and above level
- B:-Officer of Addl. Chief Secretary and above level
- C:-Officers not below the rank of a Secretary to Govt
- D:-Officers not below the rank of Principal Secretary

Correct Answer:- Option-C

Question67:-Classification of Assembly interpellations are as follows:

- A:-Starred and unstarred
- B:-Standard and urgent
- C:-Written and oral questions
- D:-Short notice questions and submissions

Correct Answer:- Option-A

Question68:-A final decision shall be taken by Government on petitions received from the Committee on petition , within

- A:-Three months
- B:-Two months
- C:-One month
- D:-Two weeks

Correct Answer:- Option-A

Question69:-Governor is given power to issue Ordinances during

- A:-Legislative business held up
- B:-Legislature in session does not sufficient time

- C:-The recess of the Legislature
  - D:-Assembly sessions wound up for holidays
- Correct Answer:- Option-C

Question70:-The subordinate legislative activity is controlled by the committee on \_\_\_\_\_ by reviewing the legislation

- A:-Assurances
  - B:-Legislation
  - C:-Draft rules
  - D:-Subordinate legislation
- Correct Answer:- Option-D

Question71:-Statutory rules are drafted by the

- A:-Concerned Administrative dept
  - B:-Law Dept
  - C:-P and AR Dept
  - D:-Legislature
- Correct Answer:- Option-A

Question72:-Who coordinates Suits and other proceedings in which Government is a party, in Subordinate Courts?

- A:-Advocate general
  - B:-Addl. Advocate General
  - C:-District Collector
  - D:-Senior Government Pleader
- Correct Answer:- Option-C

Question73:-\_\_\_\_\_ section in the Law department is authorized to scrutinize the statement of facts for counter affidavits/ affidavits to be filed in courts, on behalf of the Government.

- A:-Legal vetting section
  - B:-Suit section
  - C:-Monitoring section
  - D:-H Section
- Correct Answer:- Option-B

Question74:-For how many years Attendance register shall be kept in the concerned department, before transferring it to the Record Section for destruction.

- A:-One
  - B:-Five
  - C:-Two
  - D:-Three
- Correct Answer:- Option-D

Question75:-Official information to the Press shall be released through the

- A:-Establishment section
  - B:-Public Relation Dept
  - C:-Media cell
  - D:-Press Information Bureau
- Correct Answer:- Option-B

Question76:-There are \_\_\_\_\_ categories of papers that are not to be registered in the Personal Register?

- A:-Three
  - B:-Four
  - C:-Five
  - D:-Two
- Correct Answer:- Option-A

Question77:-\_\_\_\_\_ is prescribed as interval for lunch

- A:-One hour
  - B:-Half an hour
  - C:-45 minutes
  - D:-75 minutes
- Correct Answer:- Option-C

Question78:-In attending office, late permission to staff members should not be granted to anyone for more than three days in

- A:-a month
  - B:-an year
  - C:-a calendar year
  - D:-two weeks together
- Correct Answer:- Option-A

Question79:-A 'case' means

- A:-A case in the Court of Law
  - B:-A case consisting of the current file, note file and any previous papers put up for reference
  - C:-A case in which an action is forthcoming from the minister
  - D:-any complicated file which may invite a case
- Correct Answer:- Option-B

Question80:-What is meant by the word 'council'?

- A:-Bar Council of Kerala
  - B:-A Council constituted for professionals
  - C:-Medical council of India
  - D:-Council of Ministers
- Correct Answer:- Option-D

Question81:-\_\_\_\_\_ is responsible for creating awareness among the public regarding the achievements of government?

- A:-General Administration (coordination) Dept
  - B:-Public Relations department
  - C:-Planning Department
  - D:-General Administration (Services) Dept
- Correct Answer:- Option-B

Question82:-\_\_\_\_\_ is responsible to arrange press conferences for the Minister as desired by the Minister

- A:-Secretary to the Minister Concerned
  - B:-Press Information Bureau
  - C:-Public Administration Department
  - D:-Public Relations Department
- Correct Answer:- Option-D

Question83:-Law department's functions can be broadly classified into two, as follows:

- A:-Consultative and administrative

- B:-Legislative as well as advisory
  - C:-Legal and Legislative
  - D:-Legislative as well as consultative
- Correct Answer:- Option-B

Question84:-When notes of other departments by way of opinion or advice is to be communicated to offices outside the Secretariat, the procedure is that

- A:-Opinion shall be communicated word by word
  - B:-Opinion shall be quoted to the extent possible in the communications
  - C:-Opinion shall not be communicated as such
  - D:-Opinion shall be reproduced in a separate sheet to be attached to the communication
- Correct Answer:- Option-C

Question85:-In the case of a file found missing and when all the efforts for its recovery are found futile. what shall be the procedure to be adopted?

- A:-Recollect all events from the memory of the Assistant and write a consolidated note on the history for restarting its further action
  - B:-Order an enquiry by a Senior Officer to find out the file
  - C:-Stop actions in the file till enquires are coming regarding the file from others
  - D:-The missing file has to be reconstituted by calling for copies of all communications received as well as issued from the lost file
- Correct Answer:- Option-D

Question86:-If a disposal is to be forwarded to the Records Branch, a certification ensuring that no further action remains on the file is needed. Who has to certify this?

- A:-Under Secretary
  - B:-Assistant Section Officer
  - C:-Section officer
  - D:-Office Superintendent
- Correct Answer:- Option-C

Question87:-Who is authorized to conduct WP and other cases in the High court?

- A:-Govt. Pleader and public Prosecutor
  - B:-Advocate General
  - C:-Chief Law Officer in the High Court
  - D:-Liaison Officer
- Correct Answer:- Option-B

Question88:-Appendix \_\_\_\_\_ of the Secretariat Office Manual specifies the records which deal with matters that have to be transferred to State Archives.

- A:-III
  - B:-II
  - C:-IV
  - D:-V
- Correct Answer:- Option-A

Question89:-Personal register contains \_\_\_\_\_ columns?

- A:-15
  - B:-10
  - C:-12
  - D:-14
- Correct Answer:- Option-A

Question90:-When a file is disposed finally entries to that shall be made in column No.

- A:-10
  - B:-12
  - C:-14
  - D:-15
- Correct Answer:- Option-D

Question91:-Personal papers of officials should be indexed

- A:-Under the category he belongs
  - B:-Under the name of the officer concerned
  - C:-Under the designation of the officer belongs to
  - D:-Under the grade the officer belongs to
- Correct Answer:- Option-B

Question92:-Which is the register that is maintained in each section to watch punctual receipt and despatch of periodical reports and returns?

- A:-Periodical Register
  - B:-Register of Reports and Returns
  - C:-Register of Magazines
  - D:-Register of events
- Correct Answer:- Option-A

Question93:-Whereis Register of Interpellations maintained?

- A:-Every section
  - B:-By every Assistant
  - C:-Office section
  - D:-Establishment section
- Correct Answer:- Option-A

Question94:-Name of the Register to be maintained by the Attenders attached to the Office section, to ensure prompt transmission of records

- A:-Reminder Register for Attenders
  - B:-Workload Register of Attenders
  - C:-Remembrance Register of Attenders
  - D:-Record Transmission Register
- Correct Answer:- Option-B

Question95:-After obtaining the remarks of the Law department on preliminary points on the proposal for a legislation and after having decision on the necessity for the legislation, \_\_\_\_\_ should be requested to draft the bill on the lines suggested by Government

- A:-Legislative Secretariat
  - B:-Law Department
  - C:-Advocate General
  - D:-parliamentary Section
- Correct Answer:- Option-B

Question96:-Under which Article of the Constitution of India, power is given to Governor to issue ordinances during the recess of the legislature?

- A:-Article 123
- B:-Article 321
- C:-Article 231
- D:-Article 213

Correct Answer:- Option-D

Question97:-The Rules and orders framed and issued by the executive in exercise of powers conferred to the executive by the Legislature is called

- A:-Main legislation
- B:-Enactments
- C:-Subordinate legislation
- D:-S.R.Os

Correct Answer:- Option-C

Question98:-Notifications issued under the Public Service Act have to be scrutinized by \_\_\_\_\_ also in addition to the scrutiny by the Law dept.

- A:-Finance (Rules) Dept.
- B:-P and AR Department
- C:-Commission on Service rules
- D:-Committee on Public Services

Correct Answer:- Option-B

Question99:-\_\_\_\_\_ is part of a case consisting of papers received, drafts of interim references and final orders issued

- A:-File
- B:-Notes
- C:-Current File
- D:-Note File

Correct Answer:- Option-C

Question100:-Tappal means

- A:-All communications received in the office which are official, unofficial or demi official until registry
- B:-All communications received in the office which are official until registry
- C:-All communications received in the office which are unofficial or private until registry
- D:-All communications received through postal department, in the office which are official until registry

Correct Answer:- Option-A