

DE-1/2022/27

Maximum : 100 marks

Time : 1 ½ hours

1. In a Govt. office the _____ shall make arrangements for the maintenance, accounting and security of registers.
(A) Section Supt. (B) Office Supt.
(C) Head of the office (D) Fair Copy Supt.
2. A communication or a statement or a plan, sketch or other documents which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the letter is called :
(A) Enclosure (B) Putup papers
(C) Current file (D) Disposal
3. The preparation of any communication which it is proposed to issue :
(A) Noting (B) Referencing
(C) Indexing (D) Drafting
4. The statement of the final decision of the head of the office on any matter submitted for information or orders :
(A) Correspondence (B) Disposal
(C) Proceedings (D) Rulings
5. The process of attaching to the top of papers putup for reference in a case, slips printed with letters of the alphabet or Arabic or Roman numerals :
(A) Referencing (B) Indexing
(C) Noting (D) Flagging
6. All communications received in the office which are official or demi-official are until numbering known as :
(A) New case (B) Arising reference
(C) Tappal (D) Current
7. Fair copies intended for higher authorities are signed by :
(A) The Head of the office (B) The section Supt.
(C) Section clerk (D) Fair copy Supt.

8. As soon as the papers are received in the section the subject clerk must at once enter them in the :
- (A) Tappal register (B) Distribution Register
(C) Personal register (D) Stock register
9. A reference issued from office and originating a file will be assigned a number and registered in the same way as any other paper received in the Tappal :
- (A) Cross reference (B) Arising reference
(C) Office reference (D) Original reference
10. The number of entries on each page of the personal register shall ordinarily be :
- (A) Two (B) Five
(C) Four (D) Three
11. A new personal register is opened for every :
- (A) Ten months (B) Calendar year
(C) Three months (D) Financial year
12. Money, cheques and other valuables received as enclosures to communications will be entered by the Tappal clerk in the :
- (A) Security Register (B) Record Register
(C) Distribution Register (D) Stock Register
13. The valuables received as enclosures to communications in the office will be handed over for safe custody to :
- (A) The office Supt. (B) The Section Supt.
(C) The Manager (D) The Head of the office
14. The entry in the index relating to an individual paper is called a :
- (A) Title (B) Subject
(C) Sub head (D) Head
15. R-Disposals are those that are to be kept permanently where 'R' stands for :
- (A) Reserve (B) Retain
(C) Returned (D) To records
16. Colour of the fly leaf which is added to at the beginning of the note file :
- (A) Red (B) Blue
(C) Green (D) Yellow

17. Who among the following officers should see that all currents received in the section are duly registered in the personal register on the very day of their receipt?
- (A) The section Supt. (B) The Manager
(C) The fair copy Supt. (D) The head of the office
18. How many columns are there in the personal register as provided in form III Appendix I?
- (A) Seven (B) Five
(C) Twelve (D) Ten
19. D-Disposals are those that are to be destroyed after :
- (A) Five years (B) Six years
(C) Three years (D) Ten years
20. When the copy of a paper is sent to a subordinate officer for remarks or is communicated to him in original for information or disposal. The disposal takes the form of :
- (A) Endorsement form (B) Memorandum form
(C) Demi-official form (D) Proceedings form
21. Official communications intended for the High Court should be addressed to the :
- (A) Chief Justice (B) Registrar
(C) Advocate general (D) Secretary
22. The Fair copy Supt. is directly responsible for :
- (A) The efficient working of the section
(B) Prompt despatch of papers sent to him for issue
(C) Supervision of entries in the fair copy register
(D) All the above
23. The Head of the office will make a detailed inspection of the Record section in _____ every year.
- (A) July (B) December
(C) April (D) January
24. The Manager or the Head ministerial officer will inspect the record room atleast once in :
- (A) six months (B) a quarter
(C) a year (D) one month
25. Watching of return of records is one of the important duties of the :
- (A) Fair copy Supt. (B) The section Supt.
(C) The Record keeper (D) The Manager

26. A new requisition slip should be taken whenever a file or book has to be retained for more than _____ since the earlier slip was issued.
- (A) One month (B) Three months
(C) Four months (D) Six months
27. All records issued out of the Record section shall be entered in a register in Form X Appendix I called :
- (A) Stock register (B) Periodical register
(C) Record issue register (D) Distribution Register
28. In an office who will be incharge of the Record Section?
- (A) The Record keeper (B) The Manager
(C) The faircopy Supt. (D) The storekeeper
29. Which among the following is the important rules to be followed while supplying records?
- (A) Records shall be supplied only on requisition made in the prescribed form
(B) Not more than one record shall be asked for in the same form
(C) Requisition for records shall be signed by clerks
(D) All the above
30. For the purpose of maintenance and check of stamp account and despatch of communications a Register in form No. VIII of Appendix I shall be used namely :
- (A) Despatch Cum Stamp Account Register
(B) Stock Register
(C) Distribution Register
(D) Fair copy Register
31. Copies of proceedings on disciplinary cases should be signed by :
- (A) Head ministerial officer (B) Head of the office
(C) Section Supt. (D) Fair copy Supt.
32. To watch the punctual receipt or despatch of periodicals reports and returns each clerk will maintain a Register in Form XI Appendix I called :
- (A) Register of periodicals (B) Security Register
(C) Distribution Register (D) Personal Register
33. Permanent files of important orders maintained for case of reference and which must be carefully kept upto date is called :
- (A) Closed files (B) Record files
(C) Current files (D) Stock files

34. How many columns are there in the Daily work load register for typists?
 (A) Ten (B) Three
 (C) Eight (D) Six
35. Papers will normally be submitted by the office within _____ of their receipt in office.
 (A) Two days (B) Five days
 (C) Ten days (D) Three days
36. Who will prepare the consolidated arrear list for the whole office being submitted to the Head of the office?
 (A) Tappal clerk (B) Section Supt.
 (C) The Faircopy Supt. (D) The Head clerk
37. All papers marked for issue are ordinarily expected to be issued within _____ of its receipt in the fair copy section.
 (A) Twelve hours (B) Two days
 (C) Twenty four hours (D) Five days
38. The call book shall be submitted for inspection once in :
 (A) Twelve months (B) Every month
 (C) Six months (D) Three months
39. The instructions in the note under Rule 92(a)(i) Kerala Treasury Code Vol. I shall be followed for _____ in the case of maintaining different registers in the office:
 (A) Cash Book (B) Security Register
 (C) Call Book (D) Attendance Register
40. On receipt of the arrear list which of the following officials should compare them with the pendency as per The Distribution Register?
 (A) The Office Supt. (B) The Section Supt.
 (C) The Subject Clerk (D) The Fair copy Supt.
41. No paper should be transferred to the call book unless no action is due in the office for a period of :
 (A) Three months (B) Two years
 (C) One year (D) Six months
42. The term used to denote the process of copying and despatching communications intended for any person or authority is :
 (A) Issue (B) Despatch
 (C) Disposal (D) Local delivery

43. Each drafting clerk in a section will keep a reminder diary of a manuscript form of _____ pages.
- (A) Thirty (B) Twenty four
(C) Twelve (D) Six
44. The orders of _____ should be taken annually for the destruction of record files.
- (A) Office Supt. (B) Head of the office
(C) Head clerk (D) Manager
45. It is the duty of one of the following officers to check the accuracy of the titles when he examines the personal register :
- (A) Section Supt. (B) Head of the office
(C) Office Supt. (D) Manager
46. Tappal received in an office will be opened in the presence of :
- (A) The Manager (B) Office Supt.
(C) The Head of the office (D) The faircopy Supt.
47. A paper is said to be _____ when it is given current number and entered with an abstract in the personal register.
- (A) Disposed (B) Despatched
(C) Filed (D) Registered
48. Which of the following is a minor division of the office consisting of a Supt. and one or more clerks?
- (A) Office section (B) Section
(C) Secret section (D) Sub division office
49. The Attendance Register will be laid by its custodian before the superior officer together with the :
- (A) Tappal Book (B) Distribution Register
(C) Movement Register (D) Daily Attendance Abstract Register
50. A communication received in the office which is stamped with the number of the office is until disposal known as :
- (A) Tappal (B) Current
(C) Enclosure (D) Case
51. Office correspondence to the Kerala Public Service Commission should be addressed to the :
- (A) Chairman (B) Joint secretary
(C) Secretary (D) Controller

52. Papers received as Tappal excepting those of ephemeral character are numbered by the Tappal clerk in the :
- (A) Distribution Register (B) Local Delivery Book
(C) Personal Register (D) Security Register
53. The names of the _____ and the section clerk maintaining the personal Register should be written on the flyleaf in each volume.
- (A) Head of the office (B) Section Supt.
(C) Manager (D) Office Supt.
54. Grace time allowed to an employee to mark his attendance in the concerned section attendance register :
- (A) Ten minutes (B) Five minutes
(C) Thirty minutes (D) Fifteen minutes
55. Forfeiture of a days casual leave will be ordinarily be the penalty for every _____ late attendance without permission :
- (A) Two days (B) Seven days
(C) Five days (D) Three days
56. All the members of the establishment are expected to attend office from _____ daily.
- (A) 9 AM – 4 PM (B) 9.30 AM – 4.30 PM
(C) 10 AM – 5 PM (D) 8 AM – 4 PM
57. The personal Register will be destroyed after a period of :
- (A) Five years (B) Three years
(C) One year (D) Two years
58. Who among the following officials will be held responsible for any paper found pending in his section without sufficient grounds for more than five days?
- (A) Tappal Clerk (B) The subject clerk
(C) Office Supt. (D) Section Supt.
59. When a case has been finally disposed of the concerned clerk will send them together with one copy of the index slip to :
- (A) Record section (B) Despatch section
(C) Office section (D) Faircopy section

60. Which of the following category of papers need not be registered in the Distribution Register?
- (A) Unstamped or insufficiently stamped petitions
 - (B) Paper wrongly addressed
 - (C) Applications that are not in prescribed form
 - (D) All the above
61. R-Disposals are those that are to be :
- (A) Destroyed after seven years
 - (B) Destroyed after five years
 - (C) To be retained permanently
 - (D) Destroyed after three years
62. XN-Disposals are those that are to be :
- (A) Destroyed after one year
 - (B) Do not register but lodge
 - (C) Destroyed after three years
 - (D) Do not register but return in original
63. Form of correspondence to the Vice-Chancellor or Registrar of University should be :
- (A) Demi official
 - (B) Memorandum
 - (C) Proceedings
 - (D) Letter
64. Memorandum form of correspondence can be signed by :
- (A) Section Supt.
 - (B) Manager
 - (C) Fair copy Supt.
 - (D) Head clerk
65. Correspondence directly to Govt. only through :
- (A) Secretary
 - (B) Regional officers
 - (C) Head of Depts.
 - (D) Joint Directors
66. Rules to be observed in fair copying :
- (A) Verify whether the draft has been approved by competent authority
 - (B) Ascertain the number of copies required
 - (C) Should be typed on both sides of the paper
 - (D) All the above
67. Distribution register contains :
- (A) 1-12 columns
 - (B) 1-5 columns
 - (C) 1-7 columns
 - (D) 1-10 columns
68. Security Register consists of :
- (A) 1-9 columns
 - (B) 1-10 columns
 - (C) 1-5 columns
 - (D) 1-3 columns

69. Record issue Register consists of :
- (A) 1-9 columns (B) 1-3 columns
(C) 1-5 columns (D) 1-10 columns
70. The head of the office inspecting the Record room should verify :
- (A) Whether the record room is in good repair and protected from white ants
(B) Whether the records are well arranged and kept neatly
(C) Whether fire fighting equipment is available
(D) All the above
71. Which of the following registers are to be destroyed after three years?
- (A) Personal Registers (B) Local Delivery Book
(C) Call book (D) All the above
72. Annual index list will be destroyed after :
- (A) Ten years (B) Five years
(C) Twenty years (D) Two years
73. Which of the following need not be registered in the personal register?
- (A) Casual leave application (B) Earned leave application
(C) Transfer application (D) Application for conveyance advance
74. The body of the letter follows after the :
- (A) Address (B) Reference
(C) Subject (D) Number
75. Petitions from private parties and elected members should be immediately :
- (A) Granted (B) Rejected
(C) Acknowledged (D) Accepted
76. Important instructions of a standing nature to be uniformly followed by various authority are communicated in the form of a :
- (A) Circular (B) Memorandum
(C) Proceedings (D) Letter
77. Casual leave of ministerial staff is sanctioned by the :
- (A) Head of office (B) Section Supt.
(C) Manager (D) Head clerk

78. The office copy of the draft and enclosure are to be added to the :
- (A) Stock file (B) Note file
(C) Current file (D) Disposal file
79. Cross reference of disposals in the inside of the jackets of all back number files is known as :
- (A) Indexing (B) Referencing
(C) Chaining (D) Linking
80. The process of filing the slips in the Record room in one combined index for the whole office is known as :
- (A) Indexing of records (B) Filing of Index slips
(C) Filing slips (D) Compilation of files
81. Communications etc. intended for the officers living in the Head Quarters will be delivered through :
- (A) Local Delivery Book (B) Despatch Register
(C) Tappal Book (D) Distribution Register
82. When a current file is closed the nature of the disposal R-Dis, D-Dis etc, and the date will be entered in red ink in _____ of the Personal Register.
- (A) Column – 9 (B) Column – 5
(C) Column – 6 (D) Last Column
83. In an office who is expected to open the envelopes addressed by name and those marked 'secret' or 'strictly confidential' :
- (A) The Section Supt. (B) The office Supt.
(C) The Tappal clerk (D) The Addressee
84. Copies of official communications addressed to Govt. Officers should not be sent to non officials. This should be addressed by :
- (A) Demi-official letter (B) Memorandum
(C) Letter (D) Proceedings
85. Govt. sometimes call for a report to be submitted after a year or so, such calls need not be kept open till the time to reply to them arrives. Such files may be closed and entered in the :
- (A) Call Book (B) Cash Book
(C) Stock Register (D) Record Book

86. If an order filed in a stock file is superceded by another or when an order becomes obsolete who is responsible to see that such orders are removed from the stock file and placed in the record file?
- (A) Office Supt. (B) Section Supt.
(C) Section clerk (D) Record keeper
87. While classifying papers for indexing personal papers relating to officials should be indexed under _____ concerned.
- (A) Name of the officer (B) Name of the sender
(C) Name of the office (D) Name of the Head of the office
88. When writing an index title it is important to select the suitable _____ which must be a word that will naturally occur to anyone who wants the paper.
- (A) Index (B) Subject
(C) Head (D) Sub head
89. Which method should be used if an order deals with more than one subject which falls under more than one head?
- (A) Referencing (B) Cross reference
(C) Indexing (D) Chaining
90. The R, D, L and N-disposals are indexed in duplicate by the _____ who makes necessary entries and closes the current in the personal register.
- (A) Tappal clerk (B) Despatch clerk
(C) Office Supt. (D) The Clerk concerned
91. Post copy of the message shall invariably be sent to the addressee immediately after transmitting the :
- (A) Proceedings (B) Do letters
(C) Telegrams (D) Telephonic message
92. General ruling which arises from a particular case shall be communicated to :
- (A) All of whom it may concern (B) Government
(C) Head of Depts. (D) All Depts.
93. It cannot be referred in official communications :
- (A) Endorsement (B) Demi official letters
(C) Proceedings (D) Memorandum
94. Disposals are dated on the day :
- (A) They are drafted (B) They are fair copied
(C) They are despatched (D) They are passed by the officer

95. The disposed case is arranged in such a way that :
- (A) The current file first and the Notefile next
 - (B) The current file and Notefile kept separate
 - (C) The Notefile first and the current file next
 - (D) The notes of each current are just below it
96. Stamps affixed on a petition are to be defaced by :
- (A) Section clerk
 - (B) Section Supt.
 - (C) Tappal clerk
 - (D) Fair copy Supt.
97. A correspondence form by which Govt. officials address with each other or with any member of the public on administrative or official matters without official formality and with a personal touch is :
- (A) Memorandum
 - (B) Official
 - (C) Personal
 - (D) Demi-official
98. When one case has relevance in relation to another case, both the cases are submitted together and this process is called :
- (A) Tagging
 - (B) Linking
 - (C) Referencing
 - (D) Chaining
99. The procedure for the supply of records when demanded :
- (A) Records will be supplied only on requisition made in the prescribed form duly signed by the clerk showing the section
 - (B) All records issued should be entered into the record issue Register under acknowledgement
 - (C) The records should be returned after use at once
 - (D) All the above
100. Instructions of Govt. to be followed on public grievances :
- (A) Receipt of petition etc will be got acknowledged with in one week
 - (B) Action taken will be intimated to the party with in one month
 - (C) Final decision taken will be communicated within three months at the least
 - (D) All the above

SPACE FOR ROUGH WORK

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