

PROVISIONAL ANSWER KEY

Paper: General Knowledge Precis and Drafting (Paper II)
Date of Test 27-04-2022

Question1:-What is the percentage rate of library cess levied by local bodies?

- A:-2% of Property Tax
- B:-10% of Annual rental Value
- C:-5% of Building Tax
- D:-At the rate fixed by the local body

Correct Answer:- Option-C

Question2:-Executive authority shall submit the reply to the audit report within a period of _____ on receipt of the audit report

- A:-6 months
- B:-2 months
- C:-4 months
- D:-3 months

Correct Answer:- Option-B

Question3:-Under which act a birth certificate is issued by a village panchayat?

- A:-Kerala Panchayat Raj Act 1994
- B:-Kerala Municipal Act 1994
- C:-Right to Information Act 2005
- D:-Birth and Death Registration Act 1969

Correct Answer:- Option-D

Question4:-Financial statement which shows the liability, assets, capital reserve funds etc of a local body is called

- A:-Balance sheet
- B:-Annual Report
- C:-Annual Financial Statement
- D:-Receipt and Payment Statement

Correct Answer:- Option-A

Question5:-Who is the custodian of cheque books in a Grama Panchayat?

- A:-President
- B:-Secretary
- C:-Finance Committee Chairman
- D:-Accountant

Correct Answer:- Option-B

Question6:-Expenditure incurred for creation of Assets is called

- A:-Debt Head Expenditure
- B:-Revenue Expenditure
- C:-Capital Expenditure
- D:-Day today Expenditure

Correct Answer:- Option-C

Question7:-When money is disbursed to an illiterate person, the Panchayat Secretary shall obtain

- A:-Hand receipt form the payee
- B:-Thumb impression of payee on the payment voucher
- C:-Certify the disbursement by the Secretary
- D:-Both (2) and (3) above

Correct Answer:- Option-D

Question8:-Which is the initial record of labourers employed each day on a 'work'?

- A:-Muster Roll
- B:-Acquittance Roll
- C:-Attendance Register
- D:-Contingent register

Correct Answer:- Option-A

Question9:-A financial plan explaining the proposed expenditure and means of financing the same is called

- A:-Trial Balance
- B:-Budget
- C:-Accounting
- D:-Financial statement

Correct Answer:- Option-B

Question10:-As per LFA Act, a local body shall submit annual accounts to LFAD before _____ of the succeeding year

- A:-1st of April
- B:-30th of June
- C:-31st of July
- D:-15th of May

Correct Answer:- Option-C

Question11:-Consolidated audit report is prepared and submitted to Legislative Assembly by

- A:-Director of Panchayat
- B:-Director of Municipal Administration
- C:-State Performance Audit Officer
- D:-Director of State Audit Department

Correct Answer:- Option-D

Question12:-DLFA shall submit the audit report of Travancore Devaswom Board to

- A:-Government
- B:-Devaswom Commissioner
- C:-Devaswom Board Chairman
- D:-Hon'ble High Court

Correct Answer:- Option-D

Question13:-Who is the Treasurer of Charitable Endowment?

- A:-Director of Social Welfare
- B:-Director of Charitable Endowment Funds
- C:-Director of Local Fund Audit
- D:-Director of Treasuries

Correct Answer:- Option-C

Question14:-Items of expenditure not to be put to vote of Legislature is known as

- A:-Miscellaneous Expenses

- B:-Charged Expenditure
- C:-Voted Expenditure
- D:-Other Expenditure

Correct Answer:- Option-B

Question15:-'Sky sign' is referred to in section

- A:-271 of KM Act
- B:-270 of KM Act
- C:-280 of KM Act
- D:-260 of KM Act

Correct Answer:- Option-A

Question16:-Fund placed by Legislature at the disposal of the Governor for unforeseen expenditure is called

- A:-Consolidated fund
- B:-Contingency fund
- C:-CMDR fund
- D:-Emergency Fund

Correct Answer:- Option-B

Question17:-Unincorporated devaswoms are temples which have separate entity in administration is called

- A:-Guruvayur devaswom
- B:-Malabar Devaswoms
- C:-Personal Deposit Devaswoms
- D:-Travancore Devaswoms

Correct Answer:- Option-C

Question18:-Maximum amount that can be written off by the Government in the event of harness of an employee is

- A:-10 lakhs
- B:-5 lakhs
- C:-No monetary limit
- D:-2 lakhs

Correct Answer:- Option-D

Question19:-Under LFA Act, an auditor is deemed to be a _____ within the meaning of section 21 of IPC.

- A:-Chartered Accountant
- B:-Private party
- C:-Watch dog
- D:-Public servant

Correct Answer:- Option-D

Question20:-Consolidated audit report shall be sent to Government not later than _____ every year

- A:-1st of July
- B:-31st of August
- C:-30th of September
- D:-31st of July

Correct Answer:- Option-C

Question21:-Annual accounts of the Kerala University is prepared under the direction of

- A:-Director of LF Audit
- B:-Syndicate
- C:-Senate
- D:-Accountant General

Correct Answer:- Option-B

Question22:-Which certificate is issued by the auditor, if the annual financial statement is defective in all respect?

- A:-Disclaimer Certificate
- B:-Qualified Certificate
- C:-Unqualified Certificate
- D:-Adverse Opinion

Correct Answer:- Option-A

Question23:-Rate of penal interest to be levied on default of repayment of advance taken by class IV employees for marriage of their female children is

- A:-2.5%
- B:-3%
- C:-12%
- D:-Interest Fee Advance

Correct Answer:- Option-A

Question24:-Name the Register in which all permanent changes were made in the assessment of half year property tax after the demand register was written up

- A:-Assessment Register
- B:-Mutation Register
- C:-Arrear Demand Register
- D:-Supplementary Demand Register

Correct Answer:- Option-B

Question25:-The word used in a letter for salutation

- A:-Sri
- B:-Madam
- C:-Sir
- D:-His Highness

Correct Answer:- Option-C

Question26:-Date of dispatch of a fair copy shall be indicated in the office copy by whom?

- A:-Fair copy supdt:
- B:-Section clerk
- C:-Tappal clerk
- D:-Dispatch clerk

Correct Answer:- Option-D

Question27:-What is the form of correspondence sent to a subordinate officer for remarks?

- A:-Letter form
- B:-Endorsement form
- C:-Memorandum form
- D:-None

Correct Answer:- Option-B

Question28:-What is followed by salutation in a letter?

- A:-Address of recipient
- B:-Body of letter
- C:-Reference
- D:-Title

Correct Answer:- Option-D

Question29:-C & AG is appointed by

- A:-Chief Justice of India
- B:-Finance Minister
- C:-President of India
- D:-Parliament

Correct Answer:- Option-C

Question30:-C & AG of India shall submit his report on accounts of Union Government to

- A:-Parliament
- B:-Prime Minister
- C:-Chief Justice of India
- D:-The President

Correct Answer:- Option-D

Question31:-Who shall give assent to a bill passed by state legislature assembly?

- A:-Governor
- B:-Speaker
- C:-Leader of Opposition
- D:-Chief Minister

Correct Answer:- Option-A

Question32:-Who is competent to constitute and notify the name and HQ of a Panchayat?

- A:-Governor
- B:-Government
- C:-District Collector
- D:-Director of Panchayat

Correct Answer:- Option-B

Question33:-Quorum of grama sabha is _____ of number of voters

- A:-25%
- B:-51%
- C:-10%
- D:-5%

Correct Answer:- Option-C

Question34:-Annual report on grants due to Panchayats shall be laid before the Legislative Assembly Within the first _____ month of next financial year.

- A:-1 month
- B:-3 months
- C:-6 months
- D:-4 months

Correct Answer:- Option-C

Question35:-Every sum due from a person certified by the auditor under KPR Act shall be remitted to Executive authority within a period of

- A:-60 days
- B:-30 days
- C:-15 days
- D:-45 days

Correct Answer:- Option-B

Question36:-Name of Chairperson of a Municipal Corporation?

- A:-Mayor
- B:-District Collector
- C:-Secretary
- D:-Chairman

Correct Answer:- Option-A

Question37:-Date on which the KM Act came into force

- A:-31st May 1994
- B:-30th May 1993
- C:-30th September 1994
- D:-30th May 1994

Correct Answer:- Option-D

Question38:-State Election Commission is appointed by

- A:-President of India
- B:-Chief Minister
- C:-Election Commission
- D:-Governor

Correct Answer:- Option-D

Question39:-Term of office of a Municipal Council is 5 years from the date of

- A:-Counting of vote
- B:-Nomination
- C:-First Council meeting
- D:-Election

Correct Answer:- Option-C

Question40:-Who is the auditor of a Municipal Council as per section 295 (3) of Municipal Act?

- A:-C & AG
- B:-DLFA
- C:-Performance Audit
- D:-Chartered Accountant

Correct Answer:- Option-B

Question41:-A copy of audit report of a municipal council is to be sent to _____ as per section 295(4) of KM Act.

- A:-Performance Audit Officer
- B:-C & AG
- C:-Government
- D:-Chairman

Correct Answer:- Option-C

Question42:-Officer who receives money on behalf of Government shall maintain a cash book in the form of

- A:-TR5
- B:-TR7A
- C:-TR6
- D:-TR7

Correct Answer:- Option-B

Question43:-Who collects duty on transfer of property due to Panchayat?

- A:-Sub Registrar
- B:-Bill Collectors
- C:-Village Officer
- D:-District Registrar

Correct Answer:- Option-A

Question44:-Technical sanction is accorded by

- A:-Administrative Authority
- B:-Technical Authority
- C:-Finance Department
- D:-Government

Correct Answer:- Option-B

Question45:-Surcharge Certificate is issued on irregularities on _____ side

- A:-Non repayment of loans
- B:-Expenditure side
- C:-Receipt side
- D:-Non submission of F/Rs

Correct Answer:- Option-B

Question46:-Government Grant to local body for discharging statutory functions is called

- A:-General Purpose Grant
- B:-Maintenance Grant
- C:-Specific purpose Grant
- D:-Special grant

Correct Answer:- Option-A

Question47:-Rate at which Show Tax shall be levied on shows within a Village Panchayat area is fixed by

- A:-Government
- B:-Deputy Director of Panchayats
- C:-Local body
- D:-DLFA

Correct Answer:- Option-A

Question48:-State performance audit officer is under the direct control of

- A:-DLFA
- B:-Finance Secretary
- C:-C & AG
- D:-LSGD Secretary

Correct Answer:- Option-D

Question49:-Detailed audit of accounts of local funds kept apart from general fund of state is called

- A:-Financial audit
- B:-Test check
- C:-Local verification
- D:-Local Fund Audit

Correct Answer:- Option-D

Question50:-An auditee institution shall submit annual accounts for audit within a period of _____ on completion of the financial year as per LFA Act.

- A:-4 months
- B:-6 months
- C:-1 month
- D:-2 months

Correct Answer:- Option-A

Question51:-As per section 10 of LFA Act audit report of an auditee institution shall be issued after completion of audit within a period of

- A:-4 months
- B:-6 months
- C:-1 month
- D:-2 months

Correct Answer:- Option-B

Question52:-Auditor shall issue a further report within a period of _____, if a rectification report from the executive authority is pending.

- A:-4 months
- B:-6 months
- C:-1 month
- D:-2 months

Correct Answer:- Option-D

Question53:-Ombudsman is appointed by

- A:-Government
- B:-High Court
- C:-Governor
- D:-Legislature

Correct Answer:- Option-C

Question54:-Which one is to be kept in safe custody of head of office or Manager?

- A:-Dispatch register
- B:-Personal register
- C:-Cheque books
- D:-Confidential records of staff

Correct Answer:- Option-D

Question55:-Preparation of communication for issue is called

- A:-Flagging
- B:-Drafting
- C:-Tagging
- D:-Referencing

Correct Answer:- Option-B

Question56:-A person who held the post of judge in _____ is appointed as Ombudsman

- A:-High Court
- B:-Supreme Court
- C:-Lokayuktha
- D:-District Court

Correct Answer:- Option-D

Question57:-A communication received in an office which is stamped with office seal and number is called

- A:-Petition
- B:-Application
- C:-Current
- D:-Letter

Correct Answer:- Option-C

Question58:-Previous correspondences, orders, rules, reports etc put up for disposal of a case is called

- A:-Filing
- B:-Arising
- C:-Referencing
- D:-Attaching

Correct Answer:- Option-C

Question59:-Cross verification of postal stamps with reference to the Stamp account register shall be made _____ by the Fair copy Supdt

- A:-Once in week
- B:-Daily
- C:-Fortnightly
- D:-Monthly

Correct Answer:- Option-B

Question60:-Term used for the process of fair copying and dispatching communication is

- A:-Issue
- B:-Dispatching
- C:-Typing
- D:-Comparing

Correct Answer:- Option-A

Question61:-Which one of the following is not required to register in the personal registers?

- A:-Leave application
- B:-Periodicals
- C:-Application for advance
- D:-An anonymous letter

Correct Answer:- Option-B

Question62:-Annual financial statement is prepared for every

- A:-Month
- B:-Calendar year
- C:-Financial year
- D:-Half year

Correct Answer:- Option-C

Question63:-Which of the following certificate is issued by DLFA for loss on receipts side?

- A:-Audit certificate
- B:-Surcharge certificate
- C:-Charge certificate
- D:-Utilization certificate

Correct Answer:- Option-C

Question64:-Annual statement of receipts and expenditure of an institution quantified in terms of money is called

- A:-Trial balance
- B:-Audit report
- C:-DCB statement
- D:-Annual accounts

Correct Answer:- Option-D

Question65:-Secret envelopes are opened by

- A:-Fair copy Supdt
- B:-Head of office
- C:-Tapal Clerk
- D:-Whom it is addressed to

Correct Answer:- Option-D

Question66:-A person who has not attained the age of _____ years is not eligible to be appointed as Governor.

- A:-35 years
- B:-40 years
- C:-21 years
- D:-60 years

Correct Answer:- Option-A

Question67:-Adhesive stamps affixed on petitions shall be cancelled by

- A:-Tappal clerk
- B:-Section clerk
- C:-Head of office
- D:-Fair Copy supdt.

Correct Answer:- Option-A

Question68:-Any market owned, constructed, repaired or maintained by a Panchayat is called

- A:-Daily market
- B:-Evening market
- C:-Public market
- D:-Super market

Correct Answer:- Option-C

Question69:-Audit is an instrument for _____ control

- A:-Technical control
- B:-Official control
- C:-Financial control
- D:-Administrative control

Correct Answer:- Option-C

Question70:-Administrative sanction is issued by

- A:-Finance Department
- B:-Administrative Department
- C:-Technical Department
- D:-Administrative Tribunal

Correct Answer:- Option-B

Question71:-Charge/surcharge certificates shall be communicated to the person responsible in

- A:-Single
- B:-Triplicate
- C:-Quadruplicate
- D:-Duplicate

Correct Answer:- Option-D

Question72:-Government audit necessarily functions in a dual role, first on behalf of the Government and secondly on behalf of

- A:-General public
- B:-Legislature
- C:-Governor
- D:-LFA Department

Correct Answer:- Option-B

Question73:-Requisition for personal appearance addressed to an employee of a local body shall be made in form No.

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

Correct Answer:- Option-A

Question74:-Kerala Panchayat Raj Act came into force on

- A:-15.01.1995
- B:-31.03.1994
- C:-15.01.1994
- D:-15.01.1996

Correct Answer:- Option-A

Question75:-Accounts found defective on preliminary check shall be returned within

- A:-a month
- B:-14 days
- C:-15 days
- D:-10 days

Correct Answer:- Option-B

Question76:-Any reference issued from the office which originates the file is called

- A:-Arising reference
- B:-Current
- C:-Referencing
- D:-Back file

Correct Answer:- Option-A

Question77:-Which register is maintained in the 'Form III', Appendix-1?

- A:-Distribution Register
- B:-Personal Register
- C:-Fair copy register
- D:-Dispatch register

Correct Answer:- Option-B

Question78:-Which register is maintained in 'Form No. I', Appendix-1?

- A:-Distribution register
- B:-Personal Register
- C:-Fair copy register
- D:-Dispatch register

Correct Answer:- Option-A

Question79:-Distribution register shall be destroyed after _____ years.

- A:-20 years
- B:-10 years
- C:-5 years
- D:-3 years

Correct Answer:- Option-D

Question80:-Who is the custodian of security register?

- A:-Head of Office
- B:-Tappal clerk
- C:-Manager
- D:-Section Clerk

Correct Answer:- Option-B

Question81:-Statement showing the Demand, collection and balance of various items of an institution is called

- A:-Trial balance
- B:-Audit report
- C:-DCB statement
- D:-Annual accounts

Correct Answer:- Option-C

Question82:-Which one of the following is to be entered in the Distribution Register?

- A:-Post copies of telegram
- B:-Govt. Gazette
- C:-Unstamped petition
- D:-Communication from sub office

Correct Answer:- Option-D

Question83:-A case has relevance in another case, both cases are submitted together, this arrangement is called

- A:-Chaining
- B:-Linking
- C:-Connecting
- D:-Referencing

Correct Answer:- Option-B

Question84:-Which of the following papers shall be registered in the Personal register?

- A:-Periodicals
- B:-To be filed in record files
- C:-Application for LWA
- D:-Application for casual leave

Correct Answer:- Option-C

Question85:-Closing of a file, because it was pending for long is called

- A:-Pre-mature disposal
- B:-Immature Closure
- C:-Earlier Closure
- D:-Urgent disposal

Correct Answer:- Option-A

Question86:-Who among the following can address the Government direct?

- A:-Head of office
- B:-Head of Dept.
- C:-Head Ministerial officer
- D:- (1) and (3)

Correct Answer:- Option-B

Question87:-A correspondence originating from District Collector addressed to the Government shall be in the form of

- A:-Note Form
- B:-Letter form
- C:-Memorandum form
- D:-Endorsement form

Correct Answer:- Option-B

Question88:-Fair copies of letters addressed to higher authorities shall be signed by

- A:-Any Gazetted officer
- B:-Head of Office
- C:-Head of section
- D:-Senior most officer

Correct Answer:- Option-B

Question89:-What is the present rate of medical allowance enjoyed by state service pensioners?

- A:-Rs. 500/
- B:-Rs. 300/
- C:-Rs. 1,000/
- D:-Rs. 600/

Correct Answer:- Option-A

Question90:-Qualifying service required for maximum DCRG in State Govt. service?

- A:-20 years
- B:-5 years
- C:-30 years
- D:-33 years

Correct Answer:- Option-D

Question91:-Superannuation age of part time contingent employees in the state is

- A:-56 years
- B:-60 years
- C:-65 years
- D:-70 years

Correct Answer:- Option-D

Question92:-Contribution towards Kerala Construction workers welfare fund is realized from contractors @

- A:-1%
- B:-2%
- C:-2.5%
- D:-5%

Correct Answer:- Option-A

Question93:-Section 20 of LFA Act empowers the Director to _____ detailed audit of an institution.

- A:-Conduct
- B:-Dispense with
- C:-Postpone
- D:-Prepone

Correct Answer:- Option-B

Question94:-Acquittance roll is in the form

- A:-TR 95
- B:-TR 74
- C:-TR 69
- D:-TA 5

Correct Answer:- Option-A

Question95:-Audit of Panchayat accounts is entrusted with DLFA in section No _____ of KPR Act.

- A:-Section 215 (3)
- B:-Section 213
- C:-Section 214
- D:-Section 216 (1)

Correct Answer:- Option-A

Question96:-Surcharge certificate is in form No.

- A:-IX
- B:-IXA
- C:-X
- D:-XA

Correct Answer:- Option-D

Question97:-Official Receiver is appointed by

- A:-Criminal Court
- B:-Civil Court
- C:-High Court
- D:-District Court

Correct Answer:- Option-B

Question98:-Who is the appointing authority of Official liquidator?

- A:-Criminal Court
- B:-Civil Court
- C:-High Court
- D:-District Court

Correct Answer:- Option-C

Question99:-Surcharge notice is issued by DLFA in the form No.

- A:-IX
- B:-IXA
- C:-X
- D:-XA

Correct Answer:- Option-B

Question100:-A copy of surcharge notice issued to the officer responsible for the loss shall be forwarded to

- A:-Director of Panchayats
- B:-Dy. Director of Panchayats
- C:-Executive Authority
- D:-Public prosecutor

Correct Answer:- Option-C