

PROVISIONAL ANSWER KEY

Paper: Manual of Office Procedure (Police)
Date of Test 30-04-2022

Question1:-In order to facilitate subsequent references, paragraphs and sub paragraphs of all communications drafted should be

- A:-Separated
- B:-Numbered
- C:-Clearly stated
- D:-Clearly spelled

Correct Answer:- Option-B

Question2:-In DOPs all covers received from superior officers will be opened by

- A:-Manager
- B:-Inward Section
- C:-Section head
- D:-Head of office

Correct Answer:- Option-D

Question3:-Statement of the final decision by competent authority in the office on any matter for information or order is

- A:-Disposal
- B:-Order
- C:-Proceedings
- D:-Drafting

Correct Answer:- Option-A

Question4:-Section head should attest the distribution register and make verification certificate at least once in

- A:-A month
- B:-A year
- C:-A week
- D:-Two week

Correct Answer:- Option-C

Question5:-Form of correspondence used for issuing final orders in matters in which the officer is competent

- A:-Letter form
- B:-Order form
- C:-Memo form
- D:-D O form

Correct Answer:- Option-B

Question6:-The prescribed scale of accommodation for staff in office is

- A:-40 sq. ft
- B:-30 sq.ft
- C:-20 sq.ft
- D:-100 sq.ft

Correct Answer:- Option-A

Question7:-Form of correspondence used when a paper is returned in original

- A:-D O form
- B:-Endorsement form
- C:-Letter form
- D:-Memo form

Correct Answer:- Option-B

Question8:-Retention period of D Dis disposals are

- A:-10 years
- B:-3 years
- C:-2 years
- D:-1 year

Correct Answer:- Option-A

Question9:-Arising reference shall be stamped, numbered and distributed, but first sent to

- A:-Inward section
- B:-Manager
- C:-Section head
- D:-Head of office

Correct Answer:- Option-B

Question10:-Sort out from the following tappals which need not be numbered and distributed through distribution register

- A:-Reminders from subordinate offices
- B:-Reminders from Govt.
- C:-D O letters
- D:-Appointment orders

Correct Answer:- Option-A

Question11:-A communication received in one office from outside will be known as a current until

- A:-It is filed
- B:-It is disposed
- C:-Drafted on it
- D:-It is dispatched

Correct Answer:- Option-B

Question12:-Reminders issued should be entered in red ink in personal register in columns :

- A:-7, 8, 9
- B:-12, 13, 14
- C:-10, 11, 12
- D:-9, 10, 11

Correct Answer:- Option-D

Question13:-The date of receipt of a particular paper will be revealed by office date seal. This should be submitted before

- A:-One week
- B:-Ten days
- C:-Three days
- D:-Five days

Correct Answer:- Option-C

Question14:-An alphabetical list of office addresses will be maintained by

- A:-Manager

- B:-Confidential section
- C:-Establishment section
- D:-Despatch section

Correct Answer:- Option-D

Question15:-The typist should initial with date in ink on the draft he typed on the

- A:-Left hand top corner of the draft
- B:-Left hand bottom corner of the draft
- C:-Right hand top corner of the draft
- D:-Right hand bottom corner of the draft

Correct Answer:- Option-A

Question16:-When a paper is returned in original or when a paper or its copy 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 an

- A:-Proceedings
- B:-Order
- C:-Draft
- D:-Endorsement

Correct Answer:- Option-D

Question17:-The officer responsible for the proper conduct of the office work, enforcement of office routine and for the prompt despatch of business in chief office

- A:-Head of office
- B:-Duty officer
- C:-Manager
- D:-Accounts Officer

Correct Answer:- Option-C

Question18:-An officer who approves draft will initial at the bottom. The draft should be placed at the bottom of the file

- A:-If it is typed
- B:-If it is having too many corrections
- C:-If it is large in size
- D:-If it is rejected by the officer

Correct Answer:- Option-D

Question19:-To avoid objections or delays in sanction, recommendations for sanction involving financial expenditure must be

- A:-Obtained prior approval
- B:-Urgent
- C:-Self contained
- D:-Financially competent

Correct Answer:- Option-C

Question20:-The peons, attenders and order lies attached to Chief office will be under the general control of

- A:-AIG.II
- B:-Head Clerk
- C:-Manager
- D:-Duty officer

Correct Answer:- Option-C

Question21:-Money, cheques and other valuables received as enclosures to communication will be entered in security registered by

- A:-Inward section
- B:-Supdt.
- C:-AIG
- D:-Chief Ministerial Officer

Correct Answer:- Option-D

Question22:-N Dis denotes the disposal of

- A:-Register and return in original
- B:-Not to be registered
- C:-Register and close
- D:-Not to be disposed

Correct Answer:- Option-A

Question23:-Total number of compensation leave for holiday duty accumulated during an year

- A:-10
- B:-7
- C:-15
- D:-12

Correct Answer:- Option-B

Question24:-Petition or report addressed to a higher authority through a lower authority shall

- A:-Be withheld
- B:-Partly be withheld
- C:-Not to be withheld
- D:-Be returned

Correct Answer:- Option-C

Question25:-The up-to-date stock file is to be maintained by

- A:-Subject clerk
- B:-Section head
- C:-Senior supdt.
- D:-Manager

Correct Answer:- Option-A

Question26:-Manager shall inspect the call book at least

- A:-Once in a year
- B:-Once in a month
- C:-Once in six months
- D:-Quarterly

Correct Answer:- Option-B

Question27:-Before submitting the Govt. and Police Gazette to the Head of Office, it must be scrutinized by

- A:-Section clerk
- B:-Section head
- C:-Manager
- D:-All the above

Correct Answer:- Option-D

Question28:-A distinctive letter will be added to the reference number after the year for final disposal. For Thichur Dt. it is

- A:-C
- B:-T
- C:-R
- D:-TR

Correct Answer:- Option-C

Question29:-Who is responsible to check the accuracy of titles when he examines the Personal Register

- A:-Section clerk
- B:-Section Supdt.
- C:-Manager
- D:-Head of office

Correct Answer:- Option-B

Question30:-Applications for casual leave will be filed in the leave files maintained in the section. It will be destroyed after

- A:-one year
- B:-2 years
- C:-3 years
- D:-six months

Correct Answer:- Option-A

Question31:-All Spl. branch and secret records, which are due for destruction will be

- A:-Kept seperately
- B:-Torn to pieces
- C:-Sold to approved contractors
- D:-Burnt

Correct Answer:- Option-D

Question32:-The record room should be locked and sealed every day and entrusted to the guard commander on duty, recording the fact in

- A:-Record register
- B:-Record entry book
- C:-Sentry relief book
- D:-Record book

Correct Answer:- Option-C

Question33:-Manager can permit his staff to leave office during office hours or attend office late subject to the condition that permission is not granted for more than

- A:-One hour a day
- B:-Two hours a day
- C:-One hour in a week
- D:-Two hours in a week

Correct Answer:- Option-A

Question34:-The head of office of the Police Training College is

- A:-Vice-Principal
- B:-Principal
- C:-DIG Training
- D:-ADGP training

Correct Answer:- Option-B

Question35:-When addressing to the Members of legislature, correspondence should be in

- A:-Letter form
- B:-DO form
- C:-Endorsement form
- D:-Order form

Correct Answer:- Option-A

Question36:-Forfeiture of one days CL will ordinarily be the penalty for late attendance without permission for every

- A:-5 days
- B:-3 days
- C:-4 days
- D:-2 days

Correct Answer:- Option-B

Question37:-Communications received in the office which are official, unofficial or demi official until registry is known as

- A:-Reference
- B:-Draft
- C:-Tappal
- D:-Correspondence

Correct Answer:- Option-C

Question38:-Register of reports about missing records will be maintained by

- A:-Section Clerk
- B:-Record keeper
- C:-Section head
- D:-Manager

Correct Answer:- Option-D

Question39:-The officer responsible for the proper upkeep of police offices

- A:-Manager
- B:-Duty officer
- C:-Sub Inspector
- D:-Section head

Correct Answer:- Option-B

Question40:-Head of office of KAP III battalion

- A:-Commandant
- B:-Dy. Dommandant
- C:-Superintendent of police
- D:-Admn. Asst.

Correct Answer:- Option-A

Question41:-Statement prepared on the last working day of every week in form XVIII Appendix A is

- A:-Weekly arrear list
- B:-Statement on cases pending disposal
- C:-Statement on missing records
- D:-Statement on issue of records

Correct Answer:- Option-A

- Question42:-The prescribed scale of accommodation for Gazetted Officers in office is
A:-140 sq.ft
B:-30 sq.ft
C:-160 sq.ft
D:-100 sq.ft
Correct Answer:- Option-C
- Question43:-Security register is maintained by
A:-Tappal clerk
B:-Chief ministerial officer
C:-Security officer
D:-Section clerk
Correct Answer:- Option-B
- Question44:-Superintendent and Clerks shall be trained in every branch of office work and shall not be kept in the same work for more than
A:-one year
B:-five years
C:-three years
D:-two years
Correct Answer:- Option-D
- Question45:-Officers should always add date below their signature or initial in communications below :
A:-note and draft
B:-letters
C:-orders
D:-all the above
Correct Answer:- Option-D
- Question46:-Register of periodicals shall be maintained by
A:-Section clerk
B:-Section head
C:-Manager
D:-Record keeper
Correct Answer:- Option-A
- Question47:-Before a typist begins to copy a paper for issue, he shall verify that it is
A:-Neatly written
B:-As per rules
C:-Bears the initial of authorized person
D:-Urgent or not
Correct Answer:- Option-C
- Question48:-The receipt of Govt and police Gazettes will be registered by the record keeper in
A:-Rough register
B:-Periodical register
C:-Distribution register
D:-Inward register
Correct Answer:- Option-A
- Question49:-If the communication is returned in original and no current or note file is retained, it should be noted in Personal Register in column
A:-9
B:-15
C:-10
D:-5
Correct Answer:- Option-B
- Question50:-Petitions which contain no new facts or grounds for reconsideration of a case which has already been disposed will be
A:-Lodged
B:-Linked in old file
C:-No action
D:-Returned to the person concerned
Correct Answer:- Option-D
- Question51:-The current file and note file should be maintained separately until
A:-It is put up to officer concerned
B:-It is put up to fair copy for typing
C:-Its disposal
D:-Permanently
Correct Answer:- Option-C
- Question52:-Whenever possible, carbon copies of replies to be retained as office copies should be typed at the back of the letters replied to. This is necessitated as the draft has been
A:-So large that additional papers can be saved
B:-So extensively altered
C:-So confidential
D:-So urgent
Correct Answer:- Option-B
- Question53:-Records shall be supplied only on requisitions made in prescribed form. Maximum number of records asked for in one form
A:-three
B:-two
C:-four
D:-one
Correct Answer:- Option-D
- Question54:-Confidential disposals should be kept separate in locked almirahs in
A:-Record room
B:-Managers room
C:-Confidential room
D:-Head of office room
Correct Answer:- Option-A
- Question55:-The orders on the particular case should be communicated only to
A:-All subordinate officers
B:-All officers
C:-The official concerned
D:-All the above

Correct Answer:- Option-C

Question56:-A member of staff making any representation should submit it through

- A:-Immediate superior
- B:-Manager
- C:-Head of office
- D:-Head of department

Correct Answer:- Option-A

Question57:-The number of entries on each page of the personal register is

- A:-Five
- B:-Three
- C:-Two
- D:-Four

Correct Answer:- Option-B

Question58:-Transfer register of records sent to records shall be maintained by

- A:-Record keeper
- B:-Manager
- C:-All section clerks
- D:-All section heads

Correct Answer:- Option-C

Question59:-Total number of absence from duty while availing CL and compensation leave shall not exceed

- A:-7 days
- B:-5 days
- C:-15 days
- D:-10 days

Correct Answer:- Option-D

Question60:-Confidential disposals should be kept separate in locked Almira and key should be with

- A:-Manager
- B:-Record keeper
- C:-Confdl. Supdt.
- D:-Section clerk

Correct Answer:- Option-A

Question61:-When officers are on tour, the tappal received which is intended for them should be

- A:-Kept in his office
- B:-Send to their camp
- C:-Given to another officer
- D:-Opened by tappal clerk

Correct Answer:- Option-B

Question62:-When a paper is given a current number and entered with an abstract in the personal register, it is treated as

- A:-Current
- B:-Tappal
- C:-Registered
- D:-Correspondence

Correct Answer:- Option-C

Question63:-Marking "F I" on tappal indicates

- A:-First Information Report
- B:-Forward immediately
- C:-First priority
- D:-File/index

Correct Answer:- Option-D

Question64:-Current file, note file and any previous papers and books put up for reference is called

- A:-File
- B:-Case
- C:-Correspondence
- D:-Drafting

Correct Answer:- Option-B

Question65:-Section head should attest the distribution register and make verification certificate at least once in

- A:-a month
- B:-a year
- C:-a week
- D:-two week

Correct Answer:- Option-C

Question66:-The manager shall inspect the call book at least

- A:-once in a month
- B:-twice in a month
- C:-once in three months
- D:-once a year

Correct Answer:- Option-A

Question67:-The scrutiny and circulation of all Govt. and police gazettes is completed, and that due action is taken on all matters there in, with promptness must be ensured by

- A:-Section clerk
- B:-Section head
- C:-Accounts officer
- D:-Manager

Correct Answer:- Option-D

Question68:-Register of lodged papers will be maintained by

- A:-Section clerk
- B:-Record keeper
- C:-Section head
- D:-Subject clerk

Correct Answer:- Option-B

Question69:-Papers/ notes directing examination of any point and other arising references sent to section direct by any officer should

- A:-Immediately open a file, and put up
- B:-Give to inward section
- C:-Give to manager

D:-Give to section head

Correct Answer:- Option-C

Question70:-The accuracy of statements made and inferences drawn in the petitions forwarded to higher authorities must be ensured by

A:-Section head

B:-Manager

C:-Dy.sp

D:-Superintendent of police

Correct Answer:- Option-D

Question71:-The personal register should be maintained in

A:-Form no. IV

B:-Note books

C:-Form no. V

D:-Form no. VIIA

Correct Answer:- Option-A

Question72:-Gazetted officers and Chief Ministerial Officers should keep a small book to note important matters called

A:-Inspection book

B:-Call book

C:-Account book

D:-Call note book

Correct Answer:- Option-D

Question73:-The peons, attenders and order lies shall attend the office in working days from

A:-10 AM

B:-9.30 AM

C:-9 AM

D:-8 AM

Correct Answer:- Option-B

Question74:-Section head will certify in the personal register that all pending papers of previous years have been brought forward after

A:-1st January

B:-31st December

C:-1st February

D:-1st March

Correct Answer:- Option-C

Question75:-Each subject clerk will prepare and submit monthly arrear list by

A:-The 10th of every month

B:-The 1st of every month

C:-The last of every month

D:-The 15th of every month

Correct Answer:- Option-A

Question76:-When addressing the officers of equal status, the form of correspondence used is

A:-D.O. form

B:-Endorsement form

C:-Memo form

D:-Letter form

Correct Answer:- Option-D

Question77:-If a paper is returned in original with an endorsement, that fact should be noted in personal register by the entry

A:-Despatched

B:-N Dis

C:-L Dis

D:-Filed

Correct Answer:- Option-B

Question78:-The acknowledged despatch slip will be initiated, dated and filed and retained by record keeper for

A:-One year

B:-Two years

C:-Three years

D:-Five years

Correct Answer:- Option-C

Question79:-Enclosures must be avoided as far as possible, and when these are necessary should wherever practicable

A:-Be typed in continuation of main communication

B:-Put it in another cover

C:-Put it with other enclosures

D:-None of the above

Correct Answer:- Option-A

Question80:-Stamps to be affixed in covers intended for authorities in foreign countries is

A:-Service stamps

B:-Ordinary postage stamps

C:-Foreign postage stamps

D:-UN postage stamps

Correct Answer:- Option-B

Question81:-In District offices all covers addressed by name to the head of office, or those coming from Superior Officers will be opened by Head of office. In his absence it will be opened by

A:-Dy.sp

B:-Manager

C:-Section head

D:-Personal Assistant

Correct Answer:- Option-D

Question82:-Old arrear lists should be retained for

A:-One year

B:-Two years

C:-Three years

D:-Five years

Correct Answer:- Option-C

Question83:-When officers are on tour, the tappals intended for them should be sent to them

A:-Weekly

B:-Daily

- C:-Bi weekly
- D:-Occasionally
- Correct Answer:- Option-B

Question84:-Every disposal file put up for reference must be flagged. Flag will be attached to

- A:-Jacket of the disposal file
- B:-Note file
- C:-Current file
- D:-All the above

Correct Answer:- Option-A

Question85:-There will be an office letter box in every office and the key of this box will be in the custody of

- A:-Duty officer
- B:-Record keeper
- C:-Inward section
- D:-Manager

Correct Answer:- Option-D

Question86:-Register of unopened tappals sent to officers should be maintained by

- A:-Manager
- B:-Tappal clerk
- C:-Duty officer
- D:-Head constable

Correct Answer:- Option-B

Question87:-Enquiry into petitions containing allegations against police officers shall be ordered only by

- A:-Supdt. of police
- B:-Director general of police
- C:-An officer superior in rank
- D:-Manager

Correct Answer:- Option-C

Question88:-Monthly statement of cases pending disposals for over a month in form XIX is intended to bring notice of

- A:-Head of office
- B:-Government
- C:-Supervisory officers
- D:-Manager

Correct Answer:- Option-A

Question89:-If the officer to whom the inspection book and registers are to be submitted is not present on the day fixed, these should be

- A:-Put up along with next inspection
- B:-Put up to another senior officer
- C:-Put up on his further order
- D:-Put up on the next day he attends office

Correct Answer:- Option-D

Question90:-If demi official paper is used, blank continuation sheets used must be

- A:-Superior demi official paper
- B:-Ordinary paper
- C:-Distinct colour paper
- D:-One sided paper

Correct Answer:- Option-B

Question91:-No office copy of the original reference need be retained. Entries in the register should suffice. This relates to the correspondence of

- A:-Sub divisional officers
- B:-Inspectors and sub inspectors
- C:-Subordinate officers of SP
- D:-All the above

Correct Answer:- Option-D

Question92:-Correspondence on matters which require a decision or an interpretation of rules addressed to chief office shall be signed by

- A:-Manager
- B:-Dydp (Admn)
- C:-Supdt. Of Police
- D:-Fair copy supdt.

Correct Answer:- Option-C

Question93:-Register of addresses of the members of the office staff is maintained by

- A:-Record keeper
- B:-Head clerk
- C:-Manager
- D:-Superintendent

Correct Answer:- Option-A

Question94:-All records will be filed on record racks

- A:-Side by side
- B:-On top of one another
- C:-Vertically
- D:-Both (1) and (3)

Correct Answer:- Option-C

Question95:-The important word that is placed first in the title by which its alphabetical position in the index is determined and on which the possibility of finding the title primarily depends is called

- A:-Sub head
- B:-Appendix
- C:-Personal Index
- D:-Head

Correct Answer:- Option-D

Question96:-While despatching important papers such as pay bills etc from one office to another in sealed covers by post, it must be sent by

- A:-Registered post
- B:-Not by regd. post but a certificated of posting obtained
- C:-Ordinary post
- D:-Speed post

Correct Answer:- Option-B

Question97:-All court fee stamps affixed to papers received in the office should be cancelled by

- A:-Section clerk

B:-Section head

C:-Manager

D:-Inward section

Correct Answer:- Option-A

Question98:-Minutes and endorsements made in officers lower than the District level will ordinarily form part of

A:-Correspondence file

B:-Note file

C:-Confidential register

D:-Record register

Correct Answer:- Option-B

Question99:-If the petition received is illegible the course of action to be taken is

A:-A legible copy be prepared by section clerk

B:-A legible copy be prepared by section head

C:-A typewritten copy be prepared

D:-A photocopy be prepared

Correct Answer:- Option-C

Question100:-Proposal to obtain on the note file of a case the concurrence, opinion or remarks of another office/officer is called

A:-Referencing

B:-Correspondence

C:-Unofficial correspondence

D:-Observation

Correct Answer:- Option-C