

PROVISIONAL ANSWER KEY

Paper: Departmental Manual of Office Procedure
Date of Test 22-11-2022

Question1:-All _____ received in the office which are official or demi-official until registry are known as Tappal

- A:-Papers
- B:-Communications
- C:-Files
- D:-Documents

Correct Answer:- Option-B

Question2:-The statement of the final decision of the head of the office on any matter submitted for information or orders is called

- A:-Disposal
- B:-Officer Order
- C:-File Order
- D:-Proceedings

Correct Answer:- Option-A

Question3:-When government officials correspond with other official or public in writing, in accordance with certain fixed rules as to form matter and procedure and with the intention that such correspondence may be the public record, such communication is called

- A:-Ordinary correspondence
- B:-Official correspondence
- C:-Demi-official correspondence
- D:-Personal correspondence

Correct Answer:- Option-B

Question4:-Orders or instructions communicated over the telephone shall be copied out on

- A:-Note File
- B:-Current File
- C:-Telephone Message File
- D:-Stock File

Correct Answer:- Option-A

Question5:-Documents to be kept permanently are disposed under the series

- A:-K Dis
- B:-D Dis
- C:-R Dis
- D:-L Dis

Correct Answer:- Option-C

Question6:-The _____ is directly responsible for seeing to the prompt despatch of papers sent for issue

- A:-Despatch Clerk
- B:-Fair-copy Superintendent
- C:-Section Superintendent
- D:-Senior Superintendent

Correct Answer:- Option-B

Question7:-Importance of a communication may be marked in red ink on the

- A:-Economy Label
- B:-Envelop
- C:-Communication
- D:-Slip

Correct Answer:- Option-A

Question8:-Papers of an ephemeral character which are not numbered will be given a disposal in

- A:-X.X.
- B:-X.E.
- C:-X.L.
- D:-X.F.

Correct Answer:- Option-C

Question9:-Whenever an important order is received or issued containing general instructions on one of the subjects, the Superintendent will see that the original order or attested copy of the Same is added to

- A:-Concerned file
- B:-Separate file
- C:-Stock file
- D:-Index file

Correct Answer:- Option-C

Question10:-Files may be closed temporarily and entered in the _____ if a call may be awaiting after a certain period

- A:-Personal Register
- B:-Periodical Register
- C:-Call Book
- D:-Pending Files register

Correct Answer:- Option-C

Question11:-While writing the subject of a file, sub-head may not be used without

- A:-Title proper
- B:-Head
- C:-Reference
- D:-Subject

Correct Answer:- Option-B

Question12:-Any reference issued from the office which originated the file is called

- A:-Current
- B:-Tappal
- C:-Arising reference
- D:-Office Document

Correct Answer:- Option-C

Question13:-Office copies of all intermediate communications and their replies to such references, the whole being arranged chronologically, are added to

- A:-Note File
- B:-Current File
- C:-Stock File
- D:-Routine File

Correct Answer:- Option-B

Question14:-Envelops which are marked "Secret", "Strictly Confidential" are opened by the

- A:-Section Superintendent
- B:-Tappal Clerk
- C:-Fair copy superintendent
- D:-Officers concerned

Correct Answer:- Option-D

Question15:-When money, cheque or other valuables are received as enclosures, its details are entered in the _____ by the Tappal Clerk and deliver to the Manager for safe custody

- A:-Inward Register
- B:-Tappal Register
- C:-Security Register
- D:-Important Documents Register

Correct Answer:- Option-C

Question16:-The process of putting up original or copies of quoted matters for evidence, in a case is called

- A:-Annexing
- B:-Submission
- C:-Enclosing
- D:-Referencing

Correct Answer:- Option-D

Question17:-Indexes are compiled strictly in _____ of the index

- A:-Chronological order
- B:-Alphabetical order
- C:-Date of the slip
- D:-Type of disposal

Correct Answer:- Option-B

Question18:-Each section shall maintain a 'register of SRO Notification' in Form Number

- A:-XVI Appendix - I
- B:-VII Appendix - I
- C:-XVII Appendix - I
- D:-XI Appendix - I

Correct Answer:- Option-C

Question19:-Memoranda may be signed by the

- A:-Superintendent
- B:-Head of office
- C:-Subject clerk
- D:-Controlling officer

Correct Answer:- Option-A

Question20:-Confidential Papers will be kept by

- A:-Junior Superintendent
- B:-Fair-copy Superintendent
- C:-Senior Superintendent
- D:-Subject Clerk

Correct Answer:- Option-C

Question21:-Security Register will be destroyed after _____ years if all the valuables entered therein have been duly accounted for

- A:-twenty years
- B:-three years
- C:-five years
- D:-ten years

Correct Answer:- Option-D

Question22:-Correspondence arising in connection with a periodical should not be brought on to the

- A:-Periodical Register
- B:-Personal Register
- C:-Despatch Register
- D:-Tappal Register

Correct Answer:- Option-B

Question23:-The _____ shall file Index Slips and compile the Annual Indexes based on them

- A:-Section Superintendent
- B:-Fair copy Superintendent
- C:-Record Keeper
- D:-Section Clerk

Correct Answer:- Option-C

Question24:-_____ consists of the Current file, Note File and any previous papers and books putup for reference.

- A:-Records
- B:-Files
- C:-Disposals
- D:-Case

Correct Answer:- Option-D

Question25:-The form of communication, by which government officials correspond with each other on administrative or official matters, without the formality of official procedure, is known as

- A:-Official Correspondence
- B:-Informal Correspondence
- C:-Demi-official Correspondence
- D:-Unofficial Correspondence

Correct Answer:- Option-C

Question26:-When a case is entered in the Call Book, the 'Call Book Entry Number' will be entered in the _____ against the date on which action is to be taken

- A:-Personal Register
- B:-Reminder Diary
- C:-Periodical Register
- D:-Running Note

Correct Answer:- Option-B

Question27:-When a current relates to more than one subject and consequently to more than one section it should be taken by the section to which is concerned with

- A:-the consolidation work is assigned

- B:-the important point in the communication
- C:-the general matters in the office
- D:-the first point mentioned in the communication

Correct Answer:- Option-D

Question28:-Official communications intended to the High Court Should be addressed to the

- A:-Chief Justice
- B:-Advocate general
- C:-Registrar
- D:-PRO of the High Court

Correct Answer:- Option-C

Question29:-All papers marked for issue are ordinarily expected to be issued within _____ of its receipt in the Fair Copy Section

- A:-24 hours
- B:-48 hours
- C:-60 hours
- D:-12 hours

Correct Answer:- Option-A

Question30:-The _____ will inspect the record room at least once in a quarter and records his remarks

- A:-Junior Superintendent
- B:-Fair-Copy Superintendent
- C:-Head Ministerial Officer
- D:-Head of department

Correct Answer:- Option-C

Question31:-Drafting clerk will keep a _____ to watch the receipt of reply from outside officers and initiation and resumption of action on papers

- A:-Stock File
- B:-Call Book
- C:-Reminder Diary
- D:-Running Notes

Correct Answer:- Option-C

Question32:-When an officer of one Department wants any information from an officer of another department the _____ form of correspondence should generally be used

- A:-A.U.O. Note
- B:-Memo
- C:-D.O. Letter
- D:-Letter

Correct Answer:- Option-D

Question33:-_____ is essential in the selection of index heads

- A:-Consistency
- B:-Accuracy
- C:-Suitability
- D:-Acceptability

Correct Answer:- Option-A

Question34:-Telephone messages shall be dealt with as

- A:-Official Communication
- B:-Ordinary Communication
- C:-Demi-Official Communication
- D:-Formal Communication

Correct Answer:- Option-C

Question35:-Questions asked in the running notes of Personal register inspection should be answered within

- A:-48 hours
- B:-Five days
- C:-a week
- D:-a fortnight

Correct Answer:- Option-A

Question36:-The _____ will make a detailed inspection of the Records section in April every year and submit a report to the immediate superior authority

- A:-Section Superintendent
- B:-Fair-copy Superintendent
- C:-Head Ministerial Officer
- D:-Head of Office

Correct Answer:- Option-D

Question37:-It is the responsibility of the _____ for constantly watching the files in the clerk's custody and seeing that they are not shelved

- A:-Section Superintendent
- B:-Fair-Copy Superintendent
- C:-Head Ministerial Officer
- D:-Head of Office

Correct Answer:- Option-A

Question38:-In order to record decisions taken by the Head of Office in exercise a statutory power _____ form of correspondence is used

- A:-Demi-Official
- B:-Letter
- C:-Proceedings
- D:-Office Order

Correct Answer:- Option-C

Question39:-_____ is to enable one to trace papers containing orders passed on any particular subject

- A:-Index
- B:-Abstract
- C:-Personal Register
- D:-Reference

Correct Answer:- Option-A

Question40:-Copies of proceedings in disciplinary cases should be signed by the

- A:-Junior Superintendent
- B:-Senior Superintendent
- C:-Inquiring Authority
- D:-Head of office

Correct Answer:- Option-D

Question41:-Each subject Clerk should prepare an arrear list on the _____ every month

- A:-Last of
- B:-First of
- C:-Fifth of
- D:-Tenth of

Correct Answer:- Option-B

Question42:-'L' series disposals will be destroyed after

- A:-One year
- B:-Three years
- C:-Five years
- D:-Ten years

Correct Answer:- Option-A

Question43:-Government Orders filed in the office are regarded as _____ if they are indexed

- A:-K Dis
- B:-R Dis
- C:-D Dis
- D:-L Dis

Correct Answer:- Option-B

Question44:-Important instructions of a standing nature to be uniformly followed by various authorities are communicated in the form of a

- A:-Proceedings
- B:-Memorandum
- C:-Letter
- D:-Circular

Correct Answer:- Option-D

Question45:-Personal Register will be destroyed after _____ years

- A:-twenty
- B:-three
- C:-five
- D:-ten

Correct Answer:- Option-B

Question46:-It is the duty of the _____ to check delays in the transaction of business

- A:-Clerk
- B:-Fair-Copy Superintendent
- C:-Head Ministerial Officer
- D:-Head of Office

Correct Answer:- Option-C

Question47:-Before putting up for destruction of Annual Index List _____ items will be compiled in to separate Index List.

- A:-K Dis
- B:-D Dis
- C:-R Dis
- D:-L Dis

Correct Answer:- Option-C

Question48:-papers will normally be submitted by the office within _____ of their receipt in the office

- A:-48 hours
- B:-five days
- C:-a week
- D:-24 hours

Correct Answer:- Option-B

Question49:-The register of periodicals shall be inspected by

- A:-Section Superintendent
- B:-Manager
- C:-Head of office
- D:-All the three officers

Correct Answer:- Option-D

Question50:-Annual Index list will be destroyed after

- A:-twenty years
- B:-three years
- C:-five years
- D:-ten years

Correct Answer:- Option-A

Question51:-When a paper is communicated in original, _____ form of correspondence is used

- A:-Memorandum
- B:-Endorsement
- C:-Letter
- D:-Circular

Correct Answer:- Option-B

Question52:-All fair-copies should be types with

- A:-Single spacing
- B:-1.5 spacing
- C:-double spacing
- D:-2.5 spacing

Correct Answer:- Option-A

Question53:-Envelopes containing _____ shall be addressed to the officer for whom they are intended both by his name and designation

- A:-Letters
- B:-Demi-Official Letters
- C:-Confidential Letters
- D:-Proceedings

Correct Answer:- Option-B

Question54:-After the papers kept in records Section have been destroyed _____ will certify at the foot of the list of records to be destroyed

- A:-Record Keeper
- B:-Head Ministerial Officer
- C:-Fair-Copy Superintendent
- D:-Head of Office

Correct Answer:- Option-B

Question55:-K. disposals will be destroyed after

- A:-One year
 - B:-Three years
 - C:-five years
 - D:-ten years
- Correct Answer:- Option-B

Question56:-It is the duty of the _____ to inspect the clerk's table, side racks etc. to see that records are sent back to the Records section

- A:-Administrative Officer
 - B:-Section Superintendent
 - C:-Fair-Copy Superintendent
 - D:-Head of Office
- Correct Answer:- Option-B

Question57:-Valuables intended for despatch through local delivery shall be put in envelopes and sealed in the presence of

- A:-Accounts Officer
 - B:-Section Superintendent
 - C:-Subject Clerk
 - D:-Office section superintendent
- Correct Answer:- Option-D

Question58:-Requisition for records shall be signed by

- A:-Dealing Clerk
 - B:-Superintendent
 - C:-Fair-Copy Superintendent
 - D:-Head of Office
- Correct Answer:- Option-A

Question59:-When "Immediate" or "Urgent" letters are sent through peons to officers' house, the despatch time shall be marked _____ for the information of officers

- A:-in a separate slip
 - B:-Local Delivery Book
 - C:-In the communication
 - D:-In the dispatch Register
- Correct Answer:- Option-A

Question60:-Dummy slips are the slips used in _____ to note the position

- A:-Envelops
 - B:-Current Files
 - C:-Drafts
 - D:-Disposal bundles
- Correct Answer:- Option-D

Question61:-It is the duty of _____ to return to Records Section, records taken out from it as soon as they are done with

- A:-Record Keeper
 - B:-Peon
 - C:-Fair-copy Superintendent
 - D:-Dealing Clerk
- Correct Answer:- Option-D

Question62:-All records issued out of the record section shall be entered in a register called the

- A:-Periodical Register
 - B:-Contingent Register
 - C:-Record Issue register
 - D:-Personal Register
- Correct Answer:- Option-C

Question63:-Communications to Municipal corporations shall be sent to covers addressed to the

- A:-Commissioner
 - B:-Mayor
 - C:-Public Relations Officer
 - D:-Secretary to Commissioner
- Correct Answer:- Option-B

Question64:-Registry is the process of recording details and abstract of a paper under consideration in the official record by

- A:-Tappal Clerk
 - B:-Subject Clerk
 - C:-Section Superintendent
 - D:-Fair copy Superintendent
- Correct Answer:- Option-B

Question65:-A new personal Register is opened for every

- A:-Calendar year
 - B:-Financial Year
 - C:-Quarter of year
 - D:-Six months
- Correct Answer:- Option-A

Question66:-When an officer writes a question in the margin of a note, the reply to it has to be written

- A:-On the margin itself
 - B:-In continuation of the note
 - C:-In a separate sheet
 - D:-None of these
- Correct Answer:- Option-B

Question67:-When a 'live file' is closed, the nature of disposal is entered in _____ column of personal register

- A:-1st
 - B:-9th
 - C:-5th
 - D:-10th
- Correct Answer:- Option-D

Question68:-If a draft is not approved by the officer, it should be

- A:-Added to the current file
 - B:-Added to the note file
 - C:-Placed at the bottom of the file
 - D:-Removed from the file
- Correct Answer:- Option-C

Question69:-The security register is destroyed after keeping it for

- A:-5 yrs
- B:-10 yrs
- C:-7 yrs
- D:-12 yrs

Correct Answer:- Option-B

Question70:-Personal register consists of

- A:-1-10 columns
- B:-1-7 columns
- C:-1-5 columns
- D:-1-12 columns

Correct Answer:- Option-A

Question71:-Disposals are dated on which

- A:-They are sent to records section
- B:-Final communication is sent
- C:-The entry in the P.R. is closed
- D:-The orders are passed by the officers

Correct Answer:- Option-D

Question72:-Official communications intended to the Public Service commission should be addressed to the

- A:-Chairman
- B:-PRO
- C:-Controller
- D:-Secretary

Correct Answer:- Option-D

Question73:-When _____ is issued the despatch stamp will be stamped against the number in the Distribution Register

- A:-'N' disposal
- B:-'K' Disposal
- C:-'R' Disposal
- D:-'D' Disposal

Correct Answer:- Option-A

Question74:-The _____ should prepare every month an arrear list for each section for the return of all records which have been taken out for more than three months ago

- A:-Record keeper
- B:-Superintendent
- C:-Fair-copy Superintendent
- D:-Clerk

Correct Answer:- Option-A

Question75:-The _____ will be held responsible for any paper found pending in the section without sufficient grounds for more than five days

- A:-Dealing Clerk
- B:-Head Ministerial Officer
- C:-Head of Office
- D:-Section Superintendent

Correct Answer:- Option-D

Question76:-Destruction of records in due time is done by

- A:-Fair-copy Superintendent
- B:-Record keeper
- C:-Peon
- D:-Section Superintendent

Correct Answer:- Option-B

Question77:-What is the periodicity of inspection of 'Call Book'?

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

Correct Answer:- Option-A

Question78:-Office Attendant should attend the office at

- A:-10 am
- B:-9 am
- C:-9.30 am
- D:-None

Correct Answer:- Option-C

Question79:-The _____ shall sent papers if any wrongly sent to his section making a note in pencil "returned" in column 2 of the distribution Register

- A:-Superintendent
- B:-Tappal Clerk
- C:-Dealing Clerk
- D:-Fair-copy Superintendent

Correct Answer:- Option-A

Question80:-Envelopes containing _____ will be covered with Economy Label

- A:-Proceedings
- B:-DO letters
- C:-Non-confidential papers
- D:-Important letters

Correct Answer:- Option-C

Question81:-When _____ foolscap sheets are to be despatched in the same cover to an addressee, they are folded twice breadthwise

- A:-five or more
- B:-five or less
- C:-ten or more
- D:-ten or less

Correct Answer:- Option-D

Question82:-Un-official references and their replies, form part of

- A:-Note file
- B:-Current file
- C:-Stock file
- D:-Routine file

Correct Answer:- Option-A

Question83:-Fair copies intended for higher authorities are signed by

- A:-Section Superintendent
- B:-Fair-copy Superintendent
- C:-Head of office
- D:-Authorised Officer

Correct Answer:- Option-C

Question84:-It is the _____ who suggests nature of disposal to be made to each submitted case

- A:-Section Superintendent
- B:-Fair copy Superintendent
- C:-Subject clerk
- D:-Head of Office

Correct Answer:- Option-D

Question85:-In important and difficult cases subject clerk seek the oral instruction from _____ before taking such action

- A:-Section Superintendent
- B:-Fair copy Superintendent
- C:-Next seat
- D:-Head of office

Correct Answer:- Option-A

Question86:-_____ is a term used to denote the process of copying and despatching communications intended for any person or authority

- A:-Drafting
- B:-Fair copying
- C:-Comparing
- D:-Issuing

Correct Answer:- Option-D

Question87:-Preparation of a communication proposes for issue is known as

- A:-Letter writing
- B:-Drafting
- C:-Document writing
- D:-Fair copying

Correct Answer:- Option-B

Question88:-The number given to a communication received in an office is known as

- A:-Document Number
- B:-File Number
- C:-Record Number
- D:-Current Number

Correct Answer:- Option-D

Question89:-The manual of office procedure is primarily intended to use in _____ where there is scope for dividing the office into convenient sections

- A:-Offices of the Heads of departments
- B:-Regional Offices
- C:-District Offices
- D:-Sub office

s

Correct Answer:- Option-A

Question90:-Which of the following need not be registered in PR

- A:-Application for GPF Advance
- B:-Earned leave Application
- C:-Casual Leave Application
- D:-Application for Transfer

Correct Answer:- Option-C

Question91:-Which type of file closing is strictly prohibited?

- A:-Early closing
- B:-Call book Entry closing
- C:-Final closing
- D:-Premature closing

Correct Answer:- Option-D

Question92:-What is to be specified in the draft when a petition is rejected?

- A:-Time limit of appeal
- B:-appeal authority
- C:-reason of rejection
- D:-Rule position

Correct Answer:- Option-C

Question93:-The letter "N" prefixed to the number of references or disposal means that the papers are sent out

- A:-IN duplicate
- B:-In original
- C:-Without enclosure
- D:-An enclosure

Correct Answer:- Option-B

Question94:-Among the following who is responsible to see that index titles are prepared properly

- A:-Subject Clerk
- B:-Office Superintendent
- C:-Head of Office
- D:-Section Superintendent

Correct Answer:- Option-D

Question95:-How many columns are there for local delivery book?

- A:-5
- B:-7
- C:-8
- D:-6

Correct Answer:- Option-D

Question96:-A paper which is not connected with a pending case with office or one which originates in the office is treated as a

- A:-New case
- B:-Tappal
- C:-Current

D:-Live case

Correct Answer:- Option-A

Question97:-The Attendance Register will be laid by its custodian before the superior officer together with the

A:-Distribution Register

B:-Daily attendance abstract Register

C:-Tappal Book

D:-Movement register

Correct Answer:- Option-B

Question98:-_____ is a merit in writing the title of a file

A:-Brevity

B:-Beauty

C:-Simplicity

D:-Attractiveness

Correct Answer:- Option-A

Question99:-Daily work load Register shall be maintained by

A:-Despatch clerks

B:-Subject clerks

C:-Typists

D:-Fair-copy superintendent

Correct Answer:- Option-C

Question100:-'D' disposals will be destroyed after

A:-One year

B:-Three years

C:-Five years

D:-Ten years

Correct Answer:- Option-D