

PROVISIONAL ANSWER KEY

Paper: Manual of Office Procedure (Police)
Date of Test 01-11-2022

- Question1:-When a note having great length and complexity, a precis of contents shall be made with the orders of
A:-Administrative Assistant
B:-Section Superintendent
C:-Manager
D:-Senior Superintendent
Correct Answer:- Option-A
- Question2:-Papers which are signed by the officer should be given to the despatch section
A:-Within two days
B:-Towards the close of the day
C:-Within two hours
D:-Within five days
Correct Answer:- Option-B
- Question3:-Notes connected to any subject shall be written
A:-On the left side of the draft
B:-Below the draft letter
C:-On separate paper
D:-In the margin of the reference
Correct Answer:- Option-C
- Question4:-Error or delay in the receipt of Postal articles will be promptly reported by the despatch clerk to
A:-Unit head
B:-Administrative Assistant
C:-Manager
D:-Duty Officer
Correct Answer:- Option-C
- Question5:-Local Delivery Tappal Book is maintained in form
A:-V A
B:-X A
C:-VI B
D:-XI B
Correct Answer:- Option-A
- Question6:-_____ is preferably used as a wrapper to prevent damp getting into the contents of parcel.
A:-Canvas
B:-Wax Cloth
C:-Gunny
D:-Stout Paper
Correct Answer:- Option-B
- Question7:-Registers in a section are to be produced to _____ for inspection.
A:-Manager
B:-Administrative Assistant
C:-Senior Superintendent
D:-Junior Superintendent
Correct Answer:- Option-D
- Question8:-While sending registered envelopes the following procedure is done
A:-The flaps should be pasted down
B:-Economy labels are used
C:-Seal affixed at one end of the envelope
D:-All the above
Correct Answer:- Option-A
- Question9:-Periodical Register is to be maintained in form
A:-XVI Appendix A
B:-X Appendix B
C:-XII Appendix B
D:-XI Appendix A
Correct Answer:- Option-A
- Question10:-Packets containing official correspondence which is not of confidential nature should be addressed by
A:-Name of the officer
B:-Name of any officer in the office
C:-Officers name and Designation
D:-Official Designation of the particular officer
Correct Answer:- Option-D
- Question11:-In the 'Despatch slip' prepared by the despatch clerk related to the references despatched to Police Departmental Officers, the final processing is done by
A:-Manager
B:-Despatch Clerk
C:-Record Keeper
D:-Administrative Assistant
Correct Answer:- Option-C
- Question12:-The Record Keeper keeps two separate Disposal registers - one for 'Retain' and other for 'Destroy' in form
A:-VII Appendix A
B:-VIII Appendix A
C:-XI Appendix A
D:-XII Appendix A
Correct Answer:- Option-B
- Question13:-The sanction of _____ is required for the destruction of records in the record section.
A:-Section Superintendent
B:-Manager
C:-Section Superintendent and Manager
D:-Administrative Assistant
Correct Answer:- Option-C
- Question14:-A 'Register of Lodged Papers' is maintained by the Record Keeper in form

A:-IX Appendix A

B:-X Appendix A

C:-XI Appendix A

D:-XII Appendix A

Correct Answer:- Option-A

Question15:-In the case of a paper to be sent to subordinate officers or a paper to be retained in original _____ is used.

A:-Separate draft letter

B:-Separate orders

C:-Memo form

D:-Endorsement form

Correct Answer:- Option-D

Question16:-Papers to be filed are registered as 'F' in the

A:-Personal Register

B:-Tappal Distribution Register

C:-Record Register

D:-Filing Register

Correct Answer:- Option-B

Question17:-The introduction of new Index Heads shall be done with the approval of

A:-Section Superintendent

B:-Manager

C:-Unit head

D:-Administrative Assistant

Correct Answer:- Option-C

Question18:-The 'Correction slip' must be pasted in the books to which they belong within _____ of their receipt in the office.

A:-two days

B:-three days

C:-five days

D:-a week

Correct Answer:- Option-B

Question19:-Before opening the record room the record keeper should satisfy that the seal is intact and details entered in

A:-Sentry Relief Book

B:-Record Register

C:-Room Register

D:-Tappal Book

Correct Answer:- Option-A

Question20:-_____ is a merit in a Title.

A:-Cross reference

B:-Length

C:-Wording

D:-Brevity

Correct Answer:- Option-D

Question21:-The Record Keeper shall furnish to the Manager a list of files issued to section and not yet returned once in

A:-Every month

B:-Every week

C:-Three months

D:-Six months

Correct Answer:- Option-A

Question22:-The Call Books, arrear lists, attendance registers and similar registers are destroyed after _____ year/years.

A:-Four

B:-Three

C:-Two

D:-One

Correct Answer:- Option-B

Question23:-One of the following is not maintained by the Record Keeper in record section

A:-Disposal files

B:-Books and Publications

C:-Security Register

D:-General Register

Correct Answer:- Option-D

Question24:-The Manager in an office will maintain a 'separate register of reports about missing records' in form

A:-X Appendix A

B:-XII Appendix A

C:-XIV Appendix A

D:-XV Appendix A

Correct Answer:- Option-C

Question25:-Files and volumes issued out of record section are entered in 'Issue Register of records' maintained in form.

A:-X Appendix A

B:-XI Appendix A

C:-XII Appendix A

D:-XV Appendix A

Correct Answer:- Option-C

Question26:-All Special Branch and Secret records ready for destruction will be

A:-Torn to pieces

B:-Sold to contractors

C:-Reviewed

D:-Burnt

Correct Answer:- Option-D

Question27:-_____ is responsible to check the Personal Register with the Reminder Diary each day for proper action.

A:-Junior Superintendent

B:-Section Clerk

C:-Junior Superintendent and Section Clerk

D:-Manager

Correct Answer:- Option-B

Question28:-Papers related to Punishment and Appeal are treated as

- A:-Secret
 - B:-Top Secret
 - C:-Urgent
 - D:-Confidential
- Correct Answer:- Option-D

Question29:- _____ will recommend or refuse to recommend leave - casual or privilege leave to staff.

- A:-Junior Superintendent
 - B:-Administrative Assistant
 - C:-Manager
 - D:-1 to 3
- Correct Answer:- Option-C

Question30:-'Inspection Book' will be maintained by

- A:-Section clerk
 - B:-Section superintendent
 - C:-Manager
 - D:-Administrative Assistant
- Correct Answer:- Option-A

Question31:-Communications bearing 'secret' or 'top secret' papers be despatched in

- A:-Special covers
 - B:-Double covers
 - C:-White envelopes
 - D:-All the above
- Correct Answer:- Option-B

Question32:-External Arrears will be checked by means of

- A:-Pending list and Reminder Diary
 - B:-Call Note Book and Tappal Register
 - C:-Personal Register and Tappal Register
 - D:-Call Book and Personal Register
- Correct Answer:- Option-D

Question33:- _____ will enforce proper discipline among the staff and see that the staff attend office punctually.

- A:-Administrative Assistant
 - B:-Manager
 - C:-Unit Head
 - D:-Section Superintendent
- Correct Answer:- Option-B

Question34:-Secret and Top Secret paper should be in the custody of

- A:-Special Officer
 - B:-Administrative Assistant
 - C:-Manager
 - D:-Head of office
- Correct Answer:- Option-D

Question35:- _____ must periodically inspect the Personal Register of clerks, call books and registers of Periodicals in the sections.

- A:-Manager
 - B:-Administrative Assistant
 - C:-Junior Superintendent
 - D:-Unit Head
- Correct Answer:- Option-A

Question36:-The weekly arrear statement will be prepared by the subject clerk on the last working day of every week in form

- A:-XVI Appendix A
 - B:-XVII Appendix A
 - C:-XVIII Appendix A
 - D:-XIX Appendix A
- Correct Answer:- Option-C

Question37:-When a section Head is absent for a short period _____ will supervise the work in the section.

- A:-Administrative Assistant
 - B:-Manager
 - C:-Another Section Head
 - D:-Senior Clerk
- Correct Answer:- Option-D

Question38:-A Special Register for recording phone messages and immediate references is maintained by

- A:-Junior superintendent
 - B:-Section Clerk
 - C:-Manager
 - D:-Administrative Assistant
- Correct Answer:- Option-C

Question39:-A member of staff who is late by more than one hour up to three hours shall consider

- A:-Half day casual leave
 - B:-One day casual leave
 - C:-As permission
 - D:-Disciplinary action
- Correct Answer:- Option-A

Question40:-Members of the staff are allowed to represent grievances/complaints to higher authorities

- A:-Direct
 - B:-Through Agencies
 - C:-Through Politicians
 - D:-Through immediate superiors
- Correct Answer:- Option-D

Question41:-The Security Register is to be maintained in form

- A:-I
 - B:-III
 - C:-V
 - D:-VI
- Correct Answer:- Option-B

Question42:-One of the following is not considered as a law and order message

- A:-Court attendance
 - B:-Look out for stolen properties
 - C:-Corruption cases
 - D:-Police courses, training etc.
- Correct Answer:- Option-D

Question43:-The charge of all the furniture in Chief Office is

- A:-Manager
 - B:-Senior Superintendent
 - C:-Civil Police Officer/Senior Civil Police Officer
 - D:-Administrative Assistant
- Correct Answer:- Option-C

Question44:-Permission granted five times in a year shall be reckoned as

- A:-Half day casual leave
 - B:-Two days casual leave
 - C:-One day casual leave
 - D:-Eligible leave
- Correct Answer:- Option-C

Question45:-Tappals received after office hours are accepted and entered in the Register by

- A:-Clerk
 - B:-Duty peon/Police
 - C:-Junior Superintendent
 - D:-Tappal clerk
- Correct Answer:- Option-B

Question46:-_____ will be in charge of the sweepers gardeners and scavengers attached to Chief Office.

- A:-Manager
 - B:-Duty Officer
 - C:-Civil Police Officer
 - D:-Senior Civil Police Officer
- Correct Answer:- Option-B

Question47:-The Tappals received in an office are dispersed to sections by

- A:-Unit Head
 - B:-Junior Superintendent
 - C:-Tappal clerk
 - D:-Manager
- Correct Answer:- Option-D

Question48:-An 'Indent Book' for stationary and printed forms is maintained by

- A:-Section Clerk
 - B:-Store Clerk
 - C:-Junior Superintendent
 - D:-Record Keeper
- Correct Answer:- Option-A

Question49:-The custodian of forms and registers in an office is

- A:-Record keeper
 - B:-Stationary clerk
 - C:-Junior Superintendent
 - D:-Manager
- Correct Answer:- Option-A

Question50:-A communication received in one office from outside which is stamped and assigned a serial number for distribution is said to be

- A:-Correspondence
 - B:-Reference
 - C:-Current
 - D:-Tappal
- Correct Answer:- Option-C

Question51:-The period of retention of D/D is files is

- A:-3 years
 - B:-5 years
 - C:-2 years
 - D:-10 years
- Correct Answer:- Option-D

Question52:-An official paper added with copies of inter mediate official references and its replies arranged chronologically is termed as

- A:-Correspondence file
 - B:-Current file
 - C:-Draft file
 - D:-Official correspondence file
- Correct Answer:- Option-B

Question53:-The colour of the fly leaf of the current file is

- A:-Yellow
 - B:-Blue
 - C:-Red
 - D:-White
- Correct Answer:- Option-B

Question54:-Preparation of any communication on a current which is proposed to be issued from the office is said to be

- A:-Drafting
 - B:-Noting
 - C:-Arising reference
 - D:-Registry
- Correct Answer:- Option-A

Question55:-While addressing a higher authority or an officer of equal status, the correspondence made is in the form of

- A:-Memo
 - B:-Letter
 - C:-Endorsement
 - D:-Order
- Correct Answer:- Option-B

Question56:-Police short hand bureau wing is under

- A:-Special Branch CID
- B:-Crime Branch CID
- C:-State Crime Records Bureau
- D:-Vigilance

Correct Answer:- Option-B

Question57:-All subordinate officers maintained a _____ Register for entering the references received to them.

- A:-Personal Register
- B:-Record Register
- C:-General Diary
- D:-Unit Tappal Register

Correct Answer:- Option-A

Question58:-The communication, statements etc attached to supplement or elucidate the point, intention or orders conveyed in the letter is called

- A:-A case
- B:-An enclosure
- C:-A reference
- D:-A correspondence

Correct Answer:- Option-B

Question59:-The inward section in an office is under the control of

- A:-Administrative Assistant
- B:-Manager
- C:-Junior Superintendent
- D:-Superintendent of Police

Correct Answer:- Option-B

Question60:-The entry in a paper made by a clerk or superintendent to facilitate the disposal of a case is

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

Correct Answer:- Option-A

Question61:-The Gazettes and printed books received in an office are registered by

- A:-Record Keeper
- B:-Tappal clerk
- C:- Duty officer
- D:-Attenders / peons

Correct Answer:- Option-A

Question62:-The record keeper maintains a register for entering R/D is and D/D is files in form

- A:-IX Appendix B
- B:-X Appendix A
- C:-XI Appendix A
- D:-XII Appendix B

Correct Answer:- Option-B

Question63:-The missing records are entered in form XIV appendix A by

- A:-Junior Superintendent
- B:-Section clerk
- C:-Administrative Assistant
- D:-Manager

Correct Answer:- Option-D

Question64:-Attenders and peons in Chief Office are under the direct control of

- A:-Assistant Inspector General of Police
- B:-Deputy Inspector General of Police
- C:-Manager
- D:-Accounts Officer

Correct Answer:- Option-C

Question65:-The 'Transfer Intimation Slip' is given to Records for getting files in form _____ for action to another current or file.

- A:-XV
- B:-XIV
- C:-XIII
- D:-XII

Correct Answer:- Option-C

Question66:-Gazettes received in the offices are to be verified by _____ paying special attention to the contents marked points for the attention of higher authorities.

- A:-Administrative Assistant
- B:-Manager
- C:-Section Head
- D:-Section Clerk

Correct Answer:- Option-C

Question67:-Notes with unofficial references and reply thereto including semiofficial and telephonic messages is considered as

- A:-Correspondence file
- B:-Current file
- C:-Reference file
- D:-Note file

Correct Answer:- Option-D

Question68:-The action on papers marked as 'issue' are taken within

- A:-2 days
- B:-3 days
- C:-7 days
- D:-24 hours

Correct Answer:- Option-D

Question69:-The process of copying or printing and despatching communications intended for any person or authority is termed as

- A:-Disposal
- B:-Referencing
- C:-Issue
- D:-Official Communication

Correct Answer:- Option-C

- Question70:-The format used for the preparation of memo is as per form
A:-V Appendix A
B:-X Appendix A
C:-XX Appendix A
D:-XXII Appendix A
Correct Answer:- Option-D
- Question71:-The communications connected to Appointments and postings are considered as
A:-Secret
B:-Top Secret
C:-Confidential
D:-Urgent
Correct Answer:- Option-C
- Question72:-Sanction or recommendation for sanctions involving financial expenditure, the points specified is
A:-The Head of Account under which the expenditure is to be classified
B:-In the case of sanctions to investigate arrear claims, full particulars of the claims
C:-In the case of posts created on a temporary basis, the period for which they are created
D:-All the above
Correct Answer:- Option-D
- Question73:-Money and other valuables received as enclosures to communications are accepted by
A:-Duty Officer
B:-Tappal Clerk
C:-Chief Ministerial Officer
D:-Superintendent of Police in rank
Correct Answer:- Option-C
- Question74:-Police Finger Print Bureau and Police Photographic Bureau are under
A:-SBCID
B:-CBCID
C:-Vigilance
D:-SCRB
Correct Answer:- Option-D
- Question75:-Casual Leave Register is maintained by
A:-Clerk in a section
B:-Junior Superintendent
C:-Manager
D:-Administrative Assistant
Correct Answer:- Option-A
- Question76:-All fair copies of letters should be taken with
A:-Single Spacing
B:-Double Spacing
C:-Half inch spacing
D:-None of the above
Correct Answer:- Option-A
- Question77:-Tappal except of confidential nature are opened by
A:-Duty clerk
B:-Junior Superintendent
C:-Manager
D:-Administrative Assistant
Correct Answer:- Option-A
- Question78:-Disposal Register in form VIII A is maintained by
A:-Section clerk
B:-Record keeper
C:-Despatch clerk
D:-Manager
Correct Answer:- Option-B
- Question79:-The list of Addressees of Officers and Offices is maintained by
A:-Manager
B:-Duty Officer
C:-Tappal clerk
D:-Despatch clerk
Correct Answer:- Option-D
- Question80:-Top secret paper are to be communicated by
A:-Ordinary post
B:-Speed post
C:-Registered post
D:-Emergency mail services
Correct Answer:- Option-C
- Question81:-The maximum entry allowed in each page of a Personal Register is
A:-Three
B:-Four
C:-Five
D:-Six
Correct Answer:- Option-A
- Question82:-A Turn Duty Register for duty of staff in holidays is maintained by
A:-Duty officer
B:-Administrative Assistant
C:-Manager
D:-Unit Head
Correct Answer:- Option-C
- Question83:-In the case of financial expenditure in reappropriation orders, orders must be in multiples of
A:-Rs 100
B:-Rs 1000
C:-Rs 500
D:-Rs 5000
Correct Answer:- Option-A

Question84:-Index Register for R/D is and D/D is files is maintained by the Record Keeper in Form No.

- A:-X
- B:-XI
- C:-XII
- D:-XV

Correct Answer:- Option-A

Question85:-Tappal distributed to the sections are accepted and acknowledged by

- A:-Section Head
- B:-Subject Clerk
- C:-Senior Superintendent
- D:-Anyone in the section

Correct Answer:- Option-B

Question86:-Files and records issued from record section to section clerk are entered in the register maintained in form

- A:-XII Appendix A
- B:-XI Appendix A
- C:-X Appendix A
- D:-IX Appendix A

Correct Answer:- Option-A

Question87:-Valuables intended for despatch are placed in envelopes sealed in the presence of

- A:-Despatch clerk
- B:-Manager
- C:-Record keeper
- D:-Junior Superintendent

Correct Answer:- Option-C

Question88:-The Stamp Account and stock of stamps is entered in a Register maintained as per form

- A:-VI Appendix A
- B:-VII Appendix A
- C:-V Appendix B
- D:-VI Appendix B

Correct Answer:- Option-A

Question89:-The fair copy section is under the control of

- A:-Administrative Assistant
- B:-Manager
- C:-Fair copy superintendent
- D:-Junior superintendent

Correct Answer:- Option-B

Question90:-Indents for stationary must be scrutinized and cut down to the minimum by

- A:-Manager
- B:-Store Superintendent
- C:-Store clerk
- D:-Administrative Assistant

Correct Answer:- Option-A

Question91:-For Checking important matters to take proper actions, Call note books are maintained by

- A:-Senior Superintendent
- B:-Junior Superintendent
- C:-All Gazette Officers
- D:-All Section Clerks

Correct Answer:- Option-C

Question92:-The officer responsible for the execution of work related to cleaning and upkeep of Chief Office building and premises is

- A:-Asst. Inspector General of police
- B:-Manager
- C:-Senior Civil Police Officer
- D:-Duty Officer

Correct Answer:- Option-D

Question93:-The correspondence from District Police Officers to Police Head Quarters is addressed to

- A:-Assistant Inspector General of Police
- B:-Manager
- C:-Additional Director General of Police
- D:-Director General of Police

Correct Answer:- Option-D

Question94:-When one Government Officer addresses or is addressed by another Government Officer or by any public body or private individual, in writing, in accordance with fixed rules is known as

- A:-Official Correspondence
- B:-Communication
- C:-Official proceedings
- D:-Not the above

Correct Answer:- Option-A

Question95:-The clerks produced _____ forms to Records Section for the supply of records.

- A:-Form No XV Appendix A
- B:-Form No XIV Appendix A
- C:-Form No XI Appendix A
- D:-Form No XII Appendix A

Correct Answer:- Option-C

Question96:-Personal Register is maintained in form

- A:-II Appendix B
- B:-III Appendix A
- C:-V Appendix B
- D:-IV Appendix 4

Correct Answer:- Option-D

Question97:-In fair copy wing, a 'Fair copy register' is maintained in form

- A:-VI Appendix A
- B:-VII Appendix A
- C:-VIII Appendix A
- D:-IX Appendix A

Correct Answer:- Option-B

Question98:-Permission Register is maintained by

- A:-Junior Superintendent
- B:-Manager
- C:-Administrative Assistant
- D:-Unit Head

Correct Answer:- Option-B

Question99:-In the main Head "Allowances" _____ is the sub head.

- A:-Allotment
- B:-Allocation lists
- C:-Alienation
- D:-Travelling

Correct Answer:- Option-D

Question100:-The Officer having full administrative and supervisory control over an office is called

- A:-Chief Executive Officer
- B:-Chief of Staff
- C:-Head of Office
- D:-Chief Ministerial Officer

Correct Answer:- Option-C