

AAA-BRIGHT ACADEMY

MC NOTES - 2

One Liner/Objective Municipal act 1911, Corp.1976, A/c code-1930

AAA-BRIGHT ACADEMY™

**GURU GOBIND SINGH BHAWAN (GGS), NEAR DAV SCHOOL, MADHYA
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Sr. No	Subject	Study Material
1.	English	Vocabulary + Grammar from Punjab Jobs 1 & 2
2.	Punjabi	Punjab Jobs 1 & 2
3.	General Knowledge	<ul style="list-style-type: none"> • Current Affairs – Booster-daily gk.in • Static GK – GK Book or Questions of Punjab Jobs -1& 2
4.	Mental Ability	<ul style="list-style-type: none"> • Revise question of Punjab Jobs 1 & 2 (Don't do Algebra, Trigonometry, Geometry section)
5.	Computer	<ul style="list-style-type: none"> • Punjab Jobs 2 only + Excel
6.	Job Related Section	
6(a)	(i) Noting Drafting (ii) 1911 Act (iii) 1976 Act (iv) 1930 Code (v) RTI, RTS	<ul style="list-style-type: none"> • Notes-1 • Objective Question -2
6 (b)	Constitution	<ul style="list-style-type: none"> • General Knowledge Book + Punjab Jobs 1 & 2
6 (c)	History Culture	<ul style="list-style-type: none"> • Punjab Jobs
6 (d)	Punjab Economy	<ul style="list-style-type: none"> • Punjab Jobs

ORDER OF ATTEMPTING EXAMINATION	
1	⇒ Punjabi, English, General Knowledge, Computer
2	⇒ Mental Ability
3	⇒ Job related Questions (a) Constitution (b) Punjab General Knowledge (c) Act
Above is general strategy, can vary from student to student	

ONE- LINER (MUNICIPAL COORPORATION)

SR. NO	QUESTION	ANSWER
1.	How many chapters exist in Punjab Municipal Act 1911	12
2.	How many sections are in Punjab Municipal Act 1911	240
3.	Market value means the market value of the land or the building which is determined in accordance with the	Land acquisition Act or Registration Act
4.	Who is competent to declare public street	Municipal Council
5.	Constitutions of Municipal Council Nagar Panachyat requirements	- Minimum 5000 population (not scattered) - One bazaar - Mixed professions
6.	Can a scattered area be included in Municipal limits	No
7.	With whom lies the final authority to notify Municipal Limits	Secretary Local Government
8.	In how much time elections are required to be conducted for a newly constituted Nagar Panchyat or Municipal Council	Six months
9.	Under Section 52 L	Expenditure on acts such as to promote safety, health, welfare convenience of public can be incurred with approval of Director Local Government Punjab.
10.	Can MLA be elected a President /V.P in a Municipal Council	No
11.	Can MLA take part in meeting or have a right of vote too	Yes
12.	Can a MLA be chairpersons in any meeting of council	No
13.	The term period of a council on which term of council starts	From the date of first meeting
14.	First meeting means: Oath and election process completed	Yes
15.	If a Councillor/ Members wishes to resign, to whom he will address his letter	Deputy Commissioner-Member Mayor- Councillor
16.	Can a member withdraw his resignation? In how many days	15 days-DC
17.	If a member remains absent for 3 consecutive meetings of council, without information, what action can be taken against him	Can be removed
18.	Can a member attend that one meeting in which a site plan of his or his relative's residence is being considered	No
19.	Can a relative of member take part in meeting of Municipal Council	No
20.	Can a councillor/ member being advocate appear in the court against Municipal Council	No
21.	Whether notification is required for the removal-resignation of a member	Yes
22.	Vacant seat of a member is required to filled in how much time	6 months
23.	When action not required to fill a vacant seat of councillor/member	Less than six months remainder time
24.	Whether MLA is bound to attend meetings of MC regularly	No
25.	If a MLA remains absent for 3 consecutive meeting of MC like any other councillor. What will be the action	No action
26.	If a woman councillor resigns due to domestic engagements, the seat will be filled amongst	Woman candidate only
27.	A new councillor is elected after 3 yrs against a vacancy , for how much time he will be member	Remainder time
28.	In whose custody the common seal remains	Executive officer
29.	In whose custody proceeding book of Municipal Council remains	Executive officer
30.	Adjourned meeting- quorum is not required to Conduct Business	When a meeting adjourned due to lack of quorum
31.	By whom the first meeting of Municipal Council is called	Deputy Commissioner. In case of Municipal Corporation by Divisional Commissioner
32.	Whether President/V.P elected by secret ballot or raising hand	By raising hand
33.	On what day the elected President starts working or assume office	From the date of notification
34.	How many items can be discussed in one meeting	20 items and 2 table items
35.	Can a President, MC.V.P be removed and with how much strength	With 2/3 rd total member Elected
36.	Resignation once submitted by President/V.P can be withdrawn	No
37.	Who is competent to issue agenda of meeting	President

38.	When a No confidence is passed against President/ V.P by 2/3 majority of members, before notification of removal any opportunity is required to be given:	No
39.	As soon as no confidence is passed against President, what will be his status	Deemed suspended
40.	How the vacancy of President is filled	Vice President will take over as President
41.	How the vacancy of Member is filled	By election within 6 months
42.	If a member remains absent in first meeting of council, he fails to take oath, who will administrated the oath to him	President in next meeting of the house
43.	Can a notification for the election elected President refused by government. For publication	Yes, if there is any reason to do so
44.	Is there any period fixed for notifying the name of elected President	No
45.	Is it mandatory to notify name when no confidence pass against President	Yes
46.	Who is the final authority to notify removal resignation of President	Secretary Local Government
47.	By whom the meeting of Municipal Council are fixed	President
48.	Who fix time-date and place of meeting	President
49.	By whom meetings are presided over	President
50.	How many meetings are needed in a month	One
51.	If agenda is issued by President and he fails to attend, who will preside	Vice President
52.	If President/V.P both are absent in a meeting, who will preside	Chair Person chosen by members present
53.	Can executive officer preside a meeting	No
54.	How many members should sign requisition-request letter	1/5 of total members
55.	Quorum required for	General Meetings- one third Special meetings- one half
56.	Requisitioned meetings	One fifth members
57.	Postponed meetings	Minimum 3 members
58.	Proceeding book remains with	EO
59.	Is there any item which can be considered in special meetings only	Yes, Budget
60.	Can special and ordinary meetings held at same day	Yes
61.	Recording and publication of proceedings is done by	EO
62.	Any voter- local tax payer is authorized to see proceedings book without fee	Yes
63.	Proceeding will written in	Punjabi
64.	At close of meeting	President or all members to sign
65.	Decision of _____ on proceeding shall be final	Government
66.	Authority to sign contract	E.O
67.	Suit against committee and its officers one month notice required	Section -49
68.	Prohibition of building without sanction no person shall erect/re erect without approval	Section 189
69.	Can a sanctioned site plan be rejected	No
70.	Section 193	Sanction or refuse site plan within 60 days
71.	Section 194	Lapse of sanction
72.	Section 195	Penalty for disobedience
73.	section 54	Custody of Municipal Funds
74.	Section 96	To arrange the supply of water for human consumption
75.	Can a person construct over hanging structure	Under section 172
76.	Section 172A	Encroachment upon government land or public place is not allowed
77.	The committee is bound to pass its budget	Before 28 th Feb. every year
78.	Is MC budget is passed and sent to government	Yes
79.	Can any expenditure in access to approval be incurred	Yes
80.	Can committee modify income-expenditure figures- proposals	Yes with permission of government

81.	If the committee fail to pass its budget up to 28 th feb, what will be the next advise	The budget sent by the Executive Officer in the month of January will be approved
82.	Can a supplementary budget sent to government	Yes
83.	Can a deficit budget approved	No
84.	While sanction budget, can government reduce increase proposals or staff requirements	Yes
85.	Who is the budget sanctioning authority	- Corporation – Secretary , Local Government - Class- I – Director Local Government - Class II –IIIrd/N.P – Regional Deputy Director
86.	How many regions are in existence	6 regions (Patiala, Ludhiana, Jalandhar, Amritsar, Ferozpur, Bathinda)
87.	Whether water supply, sewage, transport, hospital etc separate budget is passed	Yes
88.	What are the major three heads	a) Salary b) Contingencies c) Developments works
89.	Section 233- extra ordinary powers of Deputy commissioner	Safety of public, necessity for service
90.	Section 236-	Power of state government over committees
91.	Is any new vacancy requires approval	Yes
92.	On provincilised cadre employee is transferred to another council. Whether budget approval is required	No automatically will be added
93.	How much closing balance should be	10 % of the last years actual budget
94.	Can grant- investments- deposits includes while deciding minimum budget	No
95.	Can a sub-committee constituted in a council to consider budget, works etc	No
96.	Form G-2	All income is taken on left and expenditure on right side of cash book
97.	Is this book maintained by cashier	Yes
98.	Is cash book should be closed balanced daily	Yes
99.	Is reconciliation element is mandatory every month cash	Yes
100.	If grant is not utilised within fixed time	Grant sectioning authority can withdraw
101.	Who verify reconciliation statement at the end of month	President
102.	Signatures on cash book requires with date	Yes
103.	What is classified register	For head wise classifying NC/ expenditure)
104.	Whether we can have monthly account/ annual account	Yes
105.	What is a grant	Grant is a money paid to a department which is not recoverable
106.	Who is the water sewage connection sectioning authority	Executive officer
107.	Issue of bills	Bill can be as per consumption As per seat- taps Lum-Sum
108.	Can a water supply or sewage connection can be allotted to tenant	Yes
109.	If a person fails to pay property tax can water sewage connection be disconnected	No
110.	Who is the licensing authority	E.O
111.	Can a licence be refused	Yes
112.	In how much time the licence is issued after deposit of fee	One month
113.	Can a licence transferred to another person	No
114.	Can a person surrender his licence during year	Yes, portion of fee will be refunded
115.	Can an increased rate be charged during year	If rate are increased shall not

		apply to a licence once approved
116.	Section 232- suspension of resolution of committee	Class I: Director Local Government, Class II: Regional Deputy Director
117.	Can payment made out of receipts –income	No
118.	Can a permanent advance possible	Advance possible to permanent employee
119.	Can a payment made without prior approval	No
120.	To what extent a payment out of advance is admissible	Rs 50 in class A and Rs 30 for other councils
121.	Who is the amount sanctioning authority in MC	Upto Rs 20,000 in class I by EO and above by committee
122.	Who countersigns TA bills	President MC
123.	Is T.A a source of income	No
124.	What is the limit of purchase without quotations in class I Municipal committee:	Rs 400 , Rs 250 , Rs 150 classwise
125.	Who open quotations in Municipal Committee	E.O
126.	While opening quotations is there any other condition	One official not below the rank of Accountant or Assistant should be present
127.	Who signs the cheque first	E.O then President or Vice President
128.	When committee is in existence who is authorised to sign cheque	E.O and President
129.	For how many days, President can refuse to sign	3 days
130.	In emergency how much amount can be sanctioned	Upto the limit of administrative approval of the committee
131.	Who is the custodian or cheque book	E.O
132.	Who is authorised to destroy cancellation cheque	Auditor in the presence E O or Account
133.	Which one is the most important document to see for salary bill	Absentee statement
134.	Can a President/councillor claim T.A	Yes
135.	What is capital receipt	Amount received from Loans and grants and sale of property
136.	What is capital expenditure	Expenditure incurred for buildings/roads
137.	Can a work start without estimate	No
138.	Who is the estimate sanctioning authority	council
139.	While preparing estimation is it compulsory to follow PWD schedule	Yes
140.	By whom tenders are invited	Municipal Engineer (ME)
141.	By whom audit of corporation/ concluded	Examiner Local Fund Accounts
142.	What is embezzlement	When amount of the council is less deposited in the bank
143.	After how much embezzled and F IR is required	Above Rs 1000
144.	Is it necessary to suspend employee who committed embezzled	Yes
145.	By whom it is decided that appeal in higher court should be pursued	Council
146.	What is advance	An amount is given to permanent employee for a specific work
147.	Can a advance utilize for purchase of machine	yes
148.	In how much time reply to audit not is necessary	Within 3 months
149.	Elected councillor means	Elected by election by voters
150.	Ex officio member	Members of Punjab Legislative Assembly
151.	How many wards are reserved for woman councils	1/3 rd of the total wards
152.	Is seat of mayor is resumed by rotation for the purpose of reservation	Yes, after every 5 yrs
153.	Can a mayor removed during five years	Yes, if no confidence is passed with simple majority
154.	How much quorum is required for no confidence	1/3 rd of total members
155.	How many members will submit requisition	1/10 th of total members
156.	By whom a meeting of oath and Mayor election is called	By divisional commissioner

157.	Who chairs the oath, election meetings	Divisional Commissioner
158.	After notification of elected members, is there nay time fixed to hold election	One month
159.	The term of Mayor/ Sr Dy Mayor/ Dy Mayor	5 yrs
160.	Filling of vacancy of Mayor /Sr/Dy Mayor	Within one month
161.	In the absence of Mayor by who work is looked into	Sr. Deputy Mayor
162.	Can a sub-committee constituted in corporation	Yes
163.	What is the F&C committee	Finance and Contract committee , which finalises all the contract of the corporation
164.	What is the role of District Planning Committee	The Distt. Planning Committee approve all the proposals of development works both in Urban and rural area
165.	Who chairs the meeting of corporation	Mayor
166.	How much notice period of meeting is required	48 hours
167.	In case of equality of votes , what happens	Mayor can cast second vote than election
168.	Election is conducted by	By raising of hands
169.	Can a councillor speak without approval of Mayor	No
170.	Can Mayor stop a councillor to speak again and again on the same topic	Yes
171.	Can a councillor be suspended for disturbing the attending a meeting by mayor	Yes
172.	MLA have a right of vote or not	Yes
173.	Can a mayor disallow any item which is not in interest of city	Yes
174.	When the budget estimates are required to passed by corporation	In the first week of February
175.	Upto which time approximately budget is to be sanctioned by local government	Upto 31 st march
176.	Who is competent to declare publice street	Commissioner of corporation
177.	Can any work tender invited without approval of corporation	No
178.	Technical limits of engineering Branch	Junior Engineer- 5 lc Assistant Municipal Engineer – 25 lac Municipal Corporation Engineer- 50 lac Superintending Engineering – 1 crore
179.	By whom accounts of corporation are checked	Examiner local funds authority
180.	Who is the cheque signing authority	Commissioner or his authorised officer and audit officer
181.	What is the constitution of corporation	Income above 2 crore Population 2 lac or above Duration of corporation is 5 yrs
182.	When Mayor starts functioning	Immediately after the election
183.	What are the functions of commissioner corporation	Head of all executive and administrative functions/duties
184.	The executive officer of a Municipal Committees exercise	Executive Powers for the purpose of carrying an administration of the Municipal committee
185.	Preparation of Budget of a Municipal Committees is responsibility of	Executive officer
186.	Executive officer has the right to attend	All meetings except a meeting where his suspension or removal is an agenda of the house
187.	State government has	All powers of control, inspection, requisition, suspension in report of executive officer
188.	Elections to Municipal Councils and Municipal corporation are held under the superintendence and control of	State Election commission

189.	Electrol rolls of Municipal councils are made in parts under rule 6 of the Punjab Municipal Election Rules, 1994 are part of electrol roll ordinarily contains	1000 names
190.	The period of lodging claim objection for the purpose of electrol roll of Municipal Council under rule 13 of the Punjab Municipal election rule 1994 from the date of publication of rolls is	7 days
191.	If the number of contesting candidates is equal to or less than the seats to be filled, the returning officer shall (Mark the correct answer)	Declare the elections uncontested under Rule 44 of Punjab Municipal Election Rules, 1994
192.	An electorate went to the Polling station but the presiding officer told him that he would have already been cast, in such situation what will the presiding officer do	He will allow him to vote as a tender vote as per procedure laid down in Rule 63 of election rule.
193.	An election petition for election of Municipal Council live before	State Election Commission
194.	According to definition of Public place under the Punjab Municipal Act, 1911, the place which is not considered as public place	A city club formed by members by taking land from Municipal Committee on lease.
195.	Which place is considered as public place under the Punjab Municipal Corporation Act, 1976	A sarai taken on rent by Municipality
196.	Reservation of office of President in Municipal Councils by rotation under the Punjab Municipal Act, 1911	5% for SC, 6% for the women including SC women and 3% backward class
197.	President of Municipal Council under the Punjab Municipal Act, 1911 can be removed by	The Governor after following due quasi- judicial process
198.	A person has constructed a latrine which is intruding into and a door opening in the public street. Under which section of the Punjab Municipal Act, 1911, the Executive Officer of the council will issue a notice to the house-holder	Section 125
199.	Voter 'A' reached his polling booth to cast his vote. He was duly testified as genuine voter but his vote was already cast purported by some other voter ,then	He will be allowed to vote as a 'tender vote'
200.	You as a sub-divisional officer of your area has been authorised by the Deputy Commissioner to preside over a meeting to elect President and Vice President of a Municipal committee. To conduct the election of the President /vice President	The voting shall be by show of hands.

MCQ-MUNICIPAL CORPORATION

1. **A person desirous of contesting of election for membership of Municipal council must possess the following qualification: less than**
 - a. An electorate in the Municipality
 - b. Not less than 21 yrs of the age
 - c. Citizen of India
 - d. All of these
 2. **While scrutinizing the nomination papers, the returning officer shall:**
 - a. Given a date, time and place of scrutiny of nomination papers to the candidates
 - b. He/she shall hear the objections of the candidates or their authorise agents as to the eligibility of an candidates
 - c. The returning officer shall reject or accept the nomination papers by recording his decision on the nomination papers itself and will also put his/her signature
 - d. All of these
 3. **The following persons shall be entitled to vote by post:**
 - a. Service voters defined in sub-section (5) of section 29
 - b. Electors covered under sub-section (7) of section 29
 - c. Voters subject to preventive detention
 - d. All of these
 4. **The returning officers shall provide at the polling stations:**
 - a. Necessary number of ballot boxes or EVMs
 - b. Copies of the relevant part of the roll
 - c. Presiding officer's seal for stamping the ballot papers
 - d. All of these
 5. **Where a polling station is both for men and women electors, the presiding officers may direct :**
 - a. That they shall be admitted into polling station alternately in separate batches
 - b. The returning officer or presiding officer may appoint the women to serve as an attendant at any polling station to assist the women electors
 - c. The women assistance will also assist the presiding officer to such any women elector in case it becomes necessary
 - d. All are correct
 6. **A postal ballot paper shall be rejected if:**
 - a. If no vote is recorded
 - b. If votes are given on it in favour on more candidates
 - c. If it is a spurious ballot paper
 - d. All are correct
 7. **As and when the returning officer declare a candidate elected, he shall:**
 - i. Grant to such candidate a certificate of election in form 38
 - ii. He will refer him to higher authority to take certificate
 - iii. He refer the case to State election Commissioner to issue the certificate
 - iv. He will issue certificate to the candidate, will also obtained acknowledgement receipt from the candidate and send the same to state election commission through registered post
- Code:
- a. i , iv
 - b. ii, iii
 - c. all are correct
 - d. Iii, iv
8. **Under rules of Election Rules 1994 of President and Vice President will be filled as under:**
 - a. If only one candidate for the office is purposed, he shall be declared to have been elected
 - b. If there is more than one candidate the candidate who obtains the largest number of votes shall be declared to have been elected
 - c. If two or more candidates obtained an equal number of votes, the person presiding over the meeting shall at once decide between the candidate by drawing a lot in the presence of the members attending the meeting
 - d. All of the above
 9. **For the purpose of voting for the office of President or Senior Vice President or Vice President, the eligible member shall:**
 - a. Elect the candidate by show of hands
 - b. By vote of voice
 - c. By secret ballot
 - d. None of the above
 10. **When there are two offices of Vice President in a Municipal Council and on such offices falls vacant then**
 - a. The existing one President will be deemed as Senior Vice President for the period of un expired term
 - b. An election for the remaining Vice President shall be held to fill the vacancy
 - c. Only a correct
 - d. Both a and b are correct
 11. **For removal of member President or Vice President of a Municipal Council a notice containing reasons shall be served on them under:**
 - a. Section 16 or section 22 of the Punjab Municipal Act 1911
 - b. The notice shall go by registered post
 - c. The notice contained the reason for removal
 - d. All of the above
 12. **The retirement of Municipal council employee as contained in rule 22 of the Punjab Municipal General Rules 1979 shall be:**

- a. On the last day of month, when the employee attain the age of 58 yrs
 - b. On the last day of month, when the class IV employee attain the age of 60 yrs
 - c. An employee can be retained in service of the Municipal council beyond attainment of age of retirement in exceptional circumstances and on ground of public interest with prior approval of the government
 - d. All are correct
- 13. Before vesting of streets or open spaces of improvement trust in Municipal Committee, the committee must be satisfied that:**
- a. That any street laid out or altered by the trust has been duly levelled, paved, metalled, flagged, channelled, dowered and drained in the manner provided in the plans sanctioned by the state government
 - b. That water and other sanitary convenience ordinarily provided in a municipality have been duly provided in such streets
 - c. That such lamps, lamp-posts, and other apparatus as the municipal committee deem necessary for the lighting of such street and as ought to be provided by the trust have been so provided
 - d. All are correct
- 14. On the recommendations of commissioner, a corporation may from time to time**
- a. Transfer the amount or portion of the amount of the budget grant under any head to the account of the budget grant under any other head
 - b. Increase the amount of any budget grant under any head
 - c. Make an additional budget grant for the purpose of meeting and special or unforeseen requirement arising during the said year
 - d. All are correct
- 15. Consider the following statements with respect to the Municipal Corporation Act: No person shall:**
- a. Without proper authority remove, destroy, deface or otherwise obliterate any notice or other document put up or exhibited under this Act or the rules or bye-laws made there under
 - b. Without proper authority displace, damage, make any alteration in or otherwise interfere with, the pavement, gutter, storm, water-drain, flags or other materials of any such street, or any lam bracket, direction post
 - c. Carry rubbish, filth or other polluted and obnoxious matter at any hour prohibited by the commissioner by public notice, or in any pattern of cart or receptacle which has not been approved for the purpose by the commissioner
 - d. All are correct
- 16. Which statement is correct with respect to the budget of Municipal Corporations and Municipal Councils;**
- a. All municipal corporations are required to submit estimates of budget to the Secretary Local government
 - b. Class I Municipal Committees submit estimates of budget to the Secretary local government
 - c. Class II Municipal Committees submit estimates to the Director local government
 - d. All are correct
- 17. Which statement regarding reservation of seats in a Municipal Committees is correct:**
- a. 25% seats are reserved for scheduled Castes
 - b. One seat shall be reserved for backward classes
 - c. 1 seat shall be reserved for the persons belonging to transgender
 - d. All are correct
- 18. Consider the following statements with respect to Municipal Corporation Act:**
- a. For the purpose of enlarging, deepening or otherwise repairing or maintaining any such drain or sewage disposal work such infrastructure shall be deemed also to vest in the corporation
 - b. All public drains alongside or under any public street and all sewage disposal works whether constructed out of the corporation fund or otherwise, and all works, material and things appertaining thereto, which are situated in the city shall vest in the corporation
 - c. All drains and ventilation-shafts, pipes and all appliances and fittings connected with the drainage works constructed, erected or set up out of the corporation fund vest and be deemed always to have vested in the corporation
 - d. All are correct
- 19. The commissioner or any corporation officer or employee duly authorized under the Municipal Corporation Act, 1976 may enter any land building:**
- a. For the purpose of taking any action or executing any work authorised or required by this Act or any bye-law made there under
 - b. Generally for the purpose of efficient discharge of the functions by any of the municipal authorities under this Act or any bye-law made there under
 - c. To make inquiry, inspection, examination , measurement, valuation or survey authorised or required by or under this Act or necessary for the proper administration of this act
 - d. All are correct
- 20. Before vesting of streets or open spaces of Improvement trust in Municipal Committee , the committee must be satisfied that:**
- a. That any street laid out or altered by the trust has been duly levelled, paved, metalled, flagged, channelled, sewered and drained in the manner

- provided in the plans sanctioned by the state government.
- b. That water and other sanitary conveniences ordinarily provided in a municipality have been duly provided in such streets
 - c. That such lamps, lamp-posts, and other apparatus as the municipal committee deem necessary for the lighting of such street and as ought to be provided by the trust have been so provided
 - d. All are correct
- 21. On the recommendations of commissioner, a corporation may from time to time:**
- a. Transfer the amount or portion of the amount of the budget-grant under any head to the account of the III. budget-grant under any other head
 - b. Increase the amount of any budget-grant under any head
 - c. Make an additional budget-grant for the purpose of meeting and special or unforeseen requirement arising during the said year
 - d. All are correct
- 22. Consider the following statements with respect to Municipal Corporation Act:**
- a. For the purpose of enlarging, deepening or otherwise repairing or maintain any such drain or Sewage disposal work such infrastructure shall be deemed also to vest in the corporation
 - b. All public drains alongside or under any public street and all sewage disposal works whether constructed out of the corporation fund or otherwise, and all works, material and things appertain thereto, which are situated in the city shall vest in the corporation
 - c. All drains and ventilation-shafts, pipes and all appliances and fittings connected with the drainage works constructed, erected or set up of the corporation funds vest and be deemed always to have vested in the corporation
 - d. All are correct
- 23. Consider the following statements with respect to the Municipal Corporation Act, No person shall;**
- a. Without proper authority remove, destroy, deface or otherwise obliterate any notice or other document
 - b. Without proper authority affix, upon any building , monument , post, wall, fence, tree or other thing
 - c. Without proper authority displace, damage, make any alteration in, or otherwise interfere with, the pavement, gutter, storm, water drain, flags or other materials
 - d. All are correct
- 24. Consider the following statements with respect to the budget of Municipal Corporations and Municipal Councils:**
- a. All municipal corporations are required to submit estimates of budget to the secretary local government
 - b. Class I Municipal committees submit estimates of budget to the secretary local government
 - c. Class II Municipal committees submit budget estimates to the director local government
 - d. All are correct
- 25. Consider the following statements:**
- I. Every Municipal committee shall meet for the transaction of business at least once in every month at such time as may, from time to time be fixed by bye-law
 - II. The president or , in the absence a Vice-President may, whenever he/she thinks fit and shall on a requisition by not less than one fifth of the members of the committee , convene either an ordinary or a special meeting at any other time
- If the President or the Vice-President, as the case may be, fails to call a meeting of the committee within a period of 14 days from the date of receipt of requisition, the members who had signed the requisition may conscience a meeting of the committee in accordance with the bye-laws of the committee within a period of thirty days of the making of such requisition and notwithstanding anything contained in the Act such meeting shall be deemed to be validity convened meeting.
- a. 2,3 are correct
 - b. only 1 and 2 are correct
 - c. 1, 2, 3
 - d. Only 1 and 3
- 26. The commissioner or any corporation officer or employee duly authorised under the Municipal Corporation Act, 1976 may enter any land or building:**
- a. For the purpose of taking any action or executing any work authorised or required by this Act or any bye-law made thereunder
 - b. Generally for the purpose of efficient discharge of the functions by any of the municipal authorised or required by or under this Act or necessary for the proper administration of this Act
 - c. For the purpose of ascertaining whether there is or has been on or in connection with the land or building any contravention of the provisions of the act or any bye-law made thereunder
 - d. All are correct
- 27. Which of the following is not a disqualification for election as councillor under the Municipal Corporation Act, 1976:**
- a. The person is not undercharged insolvent
 - b. In the opinion of the nomination officer, the person is of unsound mind
 - c. The person is citizen of India
 - d. The person is not holding any office of profit under the corporation
- 28. The government may be notification remove any councillor other than an associate councillor, if in its opinion :**
- a. The person has become physically or mentally incapacitated for performing duties as member

- b. He is convicted of an offence involving moral turpitude
- c. He is failed to pay any arrears due to the corporation within 3 months after the notice
- d. All of the above
- 41. Can a councillor be removed from the office;**
- a. Yes
- b. No
- c. Yes, but the reasons for his removal shall be communicated to him
- 42. In case a councillor wants to resign from his post he shall address his resignation to:**
- a. Mayor
- b. Deputy Mayor
- c. Commissioner
- 43. What are the functions of the Municipal Corporation under the Punjab State Municipal Corporation Act, 1976:**
- a. Obligatory Functions
- b. Discretionary functions
- c. Both a and b
- 44. The commissioner of the Municipal Corporation could hold office for a period of:**
- a. 3 yr
- b. 5 yr
- c. He shall hold office for a period of 3 yrs and it may be renewed for a term of 3 yrs at a time
- 45. The Municipality under the Punjab Municipal Act, 1911 shall consists of the following:**
- a. Such member of elected members as determined from time to time
- b. All members of Legislative Assembly of state constituency
- c. Both
- d. Either of the above
- 46. A municipality under the Punjab Municipal Act, 1911 may be dissolved by the state government when:**
- a. It is not competent to perform its duties
- b. Exceeds or abuses any of its powers
- c. It persistently defaults in performance of its duties
- d. All of the above
- 47. The members of the Municipal Committee may resign from his office by submitting an application in writing through Deputy Commissioner to:**
- a. Local government
- b. State government
- c. Central government
- 48. What are the functions of the Municipality:**
- a. Urban planning, urban forestry
- b. Urban Poverty Alleviation
- c. Registration of births and deaths
- d. All of these
- 49. The provisions related to burial and burning places are given in the following sections of the Punjab Municipal Act, 1911:**
- a. Section 106
- b. Section 107
- c. Section 113 to 120
- 50. The Municipal Committee may fix the places _____ for deposit of refuse or rubbish or offensive matter or dead bodies of animals:**
- a. Within the Municipality
- b. Beyond the Municipality
- c. Its decided by the Deputy Commissioner
- 51. The Committee is authorised to do the following:**
- a. To lay out or make new public streets
- b. To widen, enlarge and lengthen any public street
- c. It may acquire land which is necessary for the purpose of scheme of the work
- d. All of above
- 52. The Municipal Committee is authorised to remove or after any balcony, projection or overhanging which is encroaching the streets by:**
- a. Section 175 of the Punjab Municipal Act, 1911
- b. Section 177 of the Punjab Municipal Act, 1911
- c. Section 178 of the Punjab Municipal Act, 1911
- 53. Who appoints the State Election Commissioner under Punjab Municipal Corporation Act, 1976:**
- a. The governor
- b. The President
- c. The State Government
- 54. Who has the authority to frame a scheme known as rehousing scheme of displaced persons:**
- a. The commissioner of the Corporation
- b. The state government
- c. The Mayor
- 55. The following activities amounts to Booth Capturing under Punjab Municipal Corporation Act, 1976:**
- a. Seizure of the polling station
- b. Threatening of any elector
- c. Seizure of the place of counting of the votes
- d. All of the above
- 56. The state government is required to constitute a Finance Commission for a period of _____ to review the financial position of the panchayats:**
- a. 3 yr
- b. 5 yr
- c. 6 yr
- 57. Which articles of the Indian Constitution deals with the Urban Local Bodies:**
- a. 243 P to 243 ZG
- b. 243 to 243 O
- c. 243 A to 243 X
- 58. Annual value is defined in:**
- a. Section 2 (a)
- b. Section 2 (1)
- c. Section 2 (b)
- 59. A building includes:**
- a. A latrine
- b. A urine
- c. A stable

- d. All of the above
- 60. Competent authority under the Act is:**
- Commissioner
 - Joint Commissioner
 - Additional commissioner
 - Chairman
- 61. Cholera, plagues, chicken pox, small pox, tuberculosis, leprosy, enteric fever are declared under the Act:**
- Dreaded diseases
 - Dangerous diseases
 - Volcanic diseases
 - Major diseases
- 62. A area having population of ten lakhs or more is known as:**
- Corporation area
 - Committee area
 - Metropolitan area
 - Cantonment area
- 63. A metropolitan area comprised in:**
- One or more districts and consisting of two or more municipalities or panchayats or other contiguous area
 - One or more districts and consisting of two or more municipalities or panchayats as specified by the Government by notification
 - Both a and b
 - All of the above
- 64. Animal carcasses is:**
- An offensive matter
 - Not an offensive matter
 - Cannot say
 - All of the above
- 65. Kitchen or stable refuse is:**
- An offensive matter
 - Not an offensive matter
 - Cannot say
 - All of the above
- 66. Out-Houses is:**
- A premises
 - Not a premises
 - A structure
 - None of these
- 67. Shamilak Tikkas is:**
- Not shamilakdeh
 - Shamilatdeh
 - Both a and b
 - None of these
- 68. ShamilatTarafs, Patties, Pannas or Tholas are :**
- Shamilatdeh
 - Shamilatdeh if used for common purposes
 - Shamilatdeh if used for the benefit of the community
 - B and c
- 69. All the seats in the corporation shall be filled by:**
- Indirect election
 - 50% by direct and 50% by indirect
 - Direct election
- d. Nomination
- 70. A member parliament, a nominated member of the corporation:**
- Has the right to contest the election of Mayor
 - Has no right to contest the election of Mayor, Senior Deputy Mayor
 - Has no right to vote in the election of Mayor etc
 - Both b and c
- 71. What is the normal term of the corporation:**
- 5 yrs
 - 5 yrs from the date of election
 - 5 yrs from the date appointed for its first meeting
 - 5 yrs from the date the commissioner assumed the charge
- 72. The total number of seats of the corporation shall be fixed by the government**
- On the basis of number of wards
 - On the basis of the population
 - On the basis of the latest census figures
 - All of the above
- 73. A person who is registered as voter in ward no. 3, but want to seek election as member of the corporation from ward no. 12, can he do so;**
- Yes
 - Yes, as per section 7
 - No
 - All of the above
- 74. Point out incorrect response:**
- A person is qualified to be chosen as member of a corporation**
- If he has not been sentenced or convicted by a criminal court to imprisonment for an offence involving moral turpitude
 - If he does not hold any office of profit under the corporation
 - If he holds any office of profit under the government
 - If he is not dismissed from service of the government , the corporation etc
- 75. A person furnishes a false caste certificate at the time of filing nomination.**
- He is disqualified from contesting election
 - He is still qualified to contest election
 - He is disqualified to contest election , if he shall be so disqualified for a period of six yrs from contesting elections of he corporation
 - All of these
- 76. A candidate shall maintain a separate and correct account of:**
- All expenditures
 - all expenditure in connection with the election incurred
 - All material expenses incurred in the campaign of the election
 - All of these
- 77. The expenditure shall be maintained:**
- From the date the code is started till the declaration of result

- b. From the date of filing of nomination paper till the oath ceremony
- c. From the date of filing of nomination papers to the date of declaration of the result
- d. None of these
- 78. The state Election Commission consists of:**
- a. A state Election commissioner
- b. Two state Election commissioner
- c. Three state Election commissioner
- d. As may election commissioner, as the state Government deems fit
- 79. The ward committees are constituted by:**
- a. The governor
- b. The state government
- c. The Election Commissioner
- d. The Cabinet
- 80. Who can be elected chairperson of the wards committee:**
- a. Any person
- b. Any elected person
- c. One of the members representing such wards in the corporation elected by the members of the wards committee
- d. None of these
- 81. The seats reserved for scheduled caste be allotted:**
- a. As per decision of the election commission
- b. By rotation to such wards having maximum population of Scheduled castes
- c. Both a and b
- d. None of these
- 82. How many seats are reserved for women in a Municipal Corporation:**
- a. Not less than $1/3^{\text{rd}}$
- b. Not less than $1/3^{\text{rd}}$ of the total number of seats excluding number of seats reserved for scheduled caste women
- c. Not less than $1/3^{\text{rd}}$ of the total number of seats including number of seats reserved for scheduled caste women
- d. None of these
- 83. Who has a right to vote under this Act:**
- a. Every person living in the Municipal corporation Areas above 18 years
- b. Every person living in the Municipal corporation Areas above 21 years
- c. Every person whose name is entered in the electoral roll for a ward
- d. All of these
- 84. A vacancy arisen due to death, resignation of removal of a seat, the vacancy shall be filled:**
- a. Within one month
- b. Within three months
- c. Within six months
- d. None of these
- 85. Election of a member can be called in question by way of :**
- a. A civil suit
- b. An election petition
- c. A writ petition
- d. A complaint to election commission
- 86. Who can file the election petition:**
- a. Only the candidate, who contested election
- b. The electorate of the wards
- c. Both a and b
- d. None of these
- 87. A person, who contravenes the maintenance of secrecy of voting shall be:**
- a. Punished
- b. For an imprisonment
- c. The imprisonment which may extend to three months or with fine or both
- d. All of these
- 88. Any machine or apparatus operated electronically or otherwise and used for casting or recording of votes is known as:**
- a. Ballet box
- b. Electronic gadget
- c. Voting machine
- d. Electronic apparatus
- 89. The removal of ballot papers from polling station is an offence , which is:**
- a. Non-cognizable
- b. Cognizable
- c. Both a and b
- d. none of the above
- 90. The corporation has;**
- a. Obligatory function
- b. Discretionary function
- c. None of these
- d. All of the above
- 91. Commissioner is appointed by:**
- a. Mayor
- b. Senior Deputy Mayor
- c. Government
- d. Financial Commissioner
- 92. Commissioner is:**
- a. PCS
- b. I.P.S
- c. I.A.S
- d. I.R.S
- 93. At the conclusion of the trial of an election petition, the prescribed authority shall make an order:**
- a. Dismissing the election petition
- b. Declare the election of all or any of the returned candidates to be void
- c. Declare the election of all or any of the returned candidates to be void
- d. Either a or b or c
- 94. Any other person committing electoral offence is liable to punishment of:**
- a. Imprisonment of six months

- b. Imprisonment for a term which may extend to six months or with fine or with both
 c. Either a or b
 d. None of these
- 95. A member may be suspended if:**
 a. A case against him regarding criminal offence is under investigation, enquiry or trial
 b. During the course of an enquiry for any of the reasons for which he can be removed u/s 34
 c. Both a and b
 d. None of these
- 96. A member may be suspended by the Commission after:**
 a. Notice
 b. Giving him reasonable opportunity of being heard
 c. Either of the shares
 d. None of these
- 97. The office of Mayor is vacated during his tenure:**
 a. On account of death
 b. Resignation
 c. No confidence motion
 d. All of the above
- 98. Who is competent to suspend the Mayor of a Corporation**
 a. Commissioner
 b. Government
 c. Minister Local Bodies
 d. None of the above
- 99. Mayor may prefer _____ if aggrieved against his suspension:**
 a. Recession
 b. Appeal
 c. Review
 d. Petition
- 100. The resignation shall take effect from:**
 a. The date of its submission
 b. The date of its acceptance
 c. Either a or b
 d. All of the above
- 101. The tenure of the commissioner is:**
 a. 1 yr b. 2 yr
 c. 3 yr d. 4 yr
- 102. Who is competent to suspend a member of the corporation:**
 a. Government
 b. Commissioner
 c. Commissioner of the Division
 d. Deputy commissioner
- 103. Service pipe and supply pipe convey the same meaning under the Act:**
 a. True
 b. false
- 104. the corporation may cut off the supply of water if:**
 a. A person neglects to pay the water tax
 b. Wilfully or negligently misuses or causes waste of water
 c. Both a and b
 d. None of these
- 105. The new premises are not to be occupied without arrangement for water supply;**
 a. True
 b. false
- 106. Who is authorised to enter premises to detect waste or misuse of water:**
 a. Commissioner
 b. Any other officer duly authorised in writing by the commissioner
 c. Both a and b
 d. None of the above
- 107. Public drain vest in:**
 a. Commissioner b. corporation
 c. sewerage department d. Public health dept
- 108. All streets within the Municipal area which are or at any time have become public streets, and the pavements stones etc. Shall vest in the ;**
 a. Municipal Commissioner b. Corporation
 c. Government d. State Authority
- 109. The object of the Act is:**
 a. To provide law
 b. To consolidate and amend law relating to municipalities in the state of Punjab
 c. To guide the people of the subject of Municipal law
 d. All of these
- 110. The director is appointed by;**
 a. Financial Commissioner
 b. Secretary
 c. Government
 d. Chief minister
- 111. _____ may, by notification , propose any local area to be a municipality under the Act:**
 a. Financial Commissioner
 b. State Government
 c. Secretary
 d. Chief minister
- 112. The procedure for declaring municipality as laid down in Section _____ of the Act:**
 a. 3 b. 2A
 c. 4 d. 5
- 113. In case the inhabitant intend to object to the notification issued under section 3 (1) of the Act, they may do so within _____ from the date of publication:**
 a. Six days b. six years
 c. six months d. Six weeks

- 114. The objection be submitted;**
- Orally
 - In writing only
 - Either orally in writing
 - All of these
- 115. The objections are to be submitted to:**
- State government
 - State government through Deputy Commissioner
 - Governor
 - Director
- 116. The nominated members of special knowledge have:**
- Right to vote
 - No right vote
 - The right to vote, if so permitted by President
 - None of these
- 117. The term of the nominated member shall be with the term of elected members:**
- True
 - False
- 118. A member of the Committee may submit his resignation to:**
- President
 - deputy commissioner
 - Executive Officer
 - Commissioner
- 119. Who can remove an elected member of the Municipality:**
- President
 - deputy commissioner
 - Executive Officer
 - State Government
- 120. Any member aggrieved by an order of suspension may:**
- File an appeal
 - Appeal before the state government
 - Within 30 days from the communication of order
 - All of the above
- 121. The office of the President is vacated during his tenure on account of:**
- Death
 - Resignation
 - No confidence motion passed
 - All of the above
- 122. The President or Vice President may be removed on the Ground of:**
- Abuse of his power
 - Habitual Failure to perform his duties
 - Either (a) or (b) or both
 - None of these
- 123. The State government may dissolve the committee in case of:**
- Incompetence
 - persistent default
 - abuse of power
 - All of these
- 124. The appeal shall be filed within;**
- 30 days
 - 45 days
 - 60 days
 - 90 days
- 125. In case of tie of votes in a meeting, who is having the casting vote:**
- President
 - Vice-President
 - Chairman
 - M.L.A
- 126. The Services to poor fund is created and comprise of:**
- All moneys raised by rent, tax, fine, rate or cess on any person or property situated in slum area
 - A grant received from central/ state or any other agency for development of slum area
 - All moneys received by or on behalf or committee
 - All of the above
- 127. The salary of the President shall be paid from:**
- Municipal Fund
 - Services to Poor Fund
 - Salary fund
 - Consolidated fund
- 128. Who is to entrust the power and function to the municipalities:**
- State Government
 - Commissioner
 - General House
 - President
- 129. The Finance Commission shall:**
- Review the financial position of municipalities
 - Make recommendations to the government the distribution of net proceeds of taxes etc between the state and municipality
 - Both a and b
 - None of the above
- 130. The committee shall impose the taxes:**
- Tax payable by the owner on building and land
 - Duty on the transfer of immovable properties situated within the limits of municipality
 - Both a and b
 - All of the above
- 131. A committee may impose tax:**
- On profession, trades, callings and employments
 - Show tax
 - On dogs kept within the municipality
 - All of the above
- 132. Assessment list contains:**
- Name of the street, where property situate
 - Description of property
 - Name of the owner and occupier
 - All of these
- 133. A supply of water for domestic purposes shall not be deemed to include a supply:**

- a. For animals or for washing vehicles
 b. For any trade, manufactures or business
 c. For gardens or for irrigation
 d. All of these
- 134. If any person whose premises are supplied with water, neglects to pay the water tax or misuses or cause waste of water, the committee may:**
 a. Give due notice
 b. After due notice may cut off the supply
 c. With a and b
 d. None of these
- 135. If a burial ground is declared certified by _____ to be dangerous to health of persons living in the neighbourhood to be closed:**
 a. Government
 b. Department
 c. Health officer
 d. none of the above
- 136. If a person allow any stray dog to be at large in the street despite notice, he shall be liable :**
 a. To punishment
 b. With a fine which shall not be less than twenty five rupees and more than two hundred rupees
 c. Both a and b
 d. None of these
- 137. No place within a municipality shall be used for:**
 a. Melting tallow, dressing raw hides, boiling bones
 b. Soap house, oil-boiling house, dying house, tannery
 c. Brick field, brick-kiln, charcoal kiln
 d. All of these
- 138. Within the municipality a factory or workshop can be established:**
 a. Without the permission of municipality
 b. With the consent of the committee
 c. With the permission of the director
 d. All of the above
- 139. A person who establish a factory without the consent of the committee, then:**
 a. Such person is liable to conviction
 b. Punishable with a fine
 c. Such fine shall not be less than Rs 200 and more than Rs 10,000
 d. All of these
- 140. The exhibition of picture, where inflammable films are used, is allowed only if;**
 a. The committee so desires
 b. The committee grants licence to do so
 c. The court allows it
 d. All of the above
- 141. The committee may a require a person to provide latrines and urinals, if;**
 a. Such person employing more than ten workman or labourers
 b. Such person employing more than fifteen workman
 c. Such person employing more than twenty person as workman or labourer
 d. All of these
- 142. The committee may be _____ that it shall provide latrines and urinals for the use for public:**
 a. Required by State Government
 b. Required by the house
 c. Required by the chairman
 d. Required by the minister
- 143. Making or altering drain without authority _____:**
 a. Is punishable u/s 136
 b. With a fine
 c. Such fine shall not be less than Rs 250 and more than Rs 2,000
 d. All of the above
- 144. Who ever, while suffering from an infection, contagious or loathsome disorder and sell any article of food for human consumption shall be:**
 a. Expelled from the community
 b. Punishable
 c. Punishable with fine
 d. All of these
- 145. No person who is not more than 18 yr of age shall be engaged by any person to take up house scavenging or sweeping:**
 a. True
 b. false
- 146. The committee has the power to permit _____ for slaughter houses:**
 a. For premises
 b. For premises with the approval of deputy commissioner
 c. Fore premises within or without the limits of municipality
 d. Both b and c
- 147. The roof and external walls not to be made of inflammable materials is provided u/s:**
 a. 193
 b. 194
 c. 293
 d. 93
- 148. Whoever driving vehicle along a street and failed to keep it on left without reasonable excuse shall be :**
 a. Liable to fine
 b. Such fine shall not be less than Rs 25 and more than Rs 200
 c. Both a and b
 d. None of these
- 149. Every Municipality shall be a:**
 a. Body of members
 b. Body of elected and nominated members
 c. Body corporate to be known by the name of Municipal council or Committee
 d. None of these

150. The Municipality has _____:
- Fixed life
 - perpetual succession
 - either a or b
 - None of these
151. The employees of the Municipality are ____:
- Not public servant
 - Public servant
 - Public servant, if specifically notified
 - None of these
152. Who is competent to appoint election Tribunal :
- Chief Minister
 - State Government
 - Director Local Bodies
 - Financial Commissioner
153. Who maintain the account of the amount credit to the Municipal Fund:
- Director
 - State government
 - State Treasury Branch
 - Account Officer
154. The 'Right to Information' is a:
- A Fundamental Right
 - A right created by a statute
 - A fundamental Right but subject to restrictions mentioned under the RTI Act, 2005
 - None of these
155. Under section 8 of RTI Act, 2005 following information is exempt from disclosure:
- Information available to a person in his fiduciary capacity
 - Cabinet papers including record of deliberations of the council of Ministers
 - Both a and b subject to certain conditions
 - Both a and b absolutely
156. Obligations of public authorities have been prescribed in which section of the RTI Act:
- Section 4
 - Section 5
 - Section 6
 - Section 7
157. Information regarding third Party under the RTI Act, 2005:
- Can be provided after giving notice to the third party
 - Can be provided if the public interest disclosure out-weights in importance any possible harm or injury to the interest of such third party
 - Where it relates to trade of commercial secrets can not be provided
 - All of above
158. Which provision of the RTI Act, provides exemption disclosure of information:
- Section 8
 - Section 5
 - Section 6
 - Section 7
159. The term ' record' under the RTI Act, 2005 refers to:
- Any micro film
 - Any reproduction of image or images embodied in such micro film
 - Any document, manuscript and file
 - All of these
160. The RTI Act aims;
- To provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities
 - To promote transparency and accountability in the working of public authority
 - For the constitution of CIC and SIC
 - All of these
161. The term 'third party' under the RTI Act, 2005 refers to:
- A person making a request for information and does not includes a public authority
 - A person making a request for information
 - A person other than a citizen making a request for information and includes a public authority
 - A person including a citizen making a request for information and includes a public authority
162. Under the RTI Act, 'competent authority' does not include:
- The president or the governor
 - The head of the public authority
 - The chief justice of India and Chief Justice of High Court
 - The speaker of the House of the people and Chairperson of the council of states
163. Where an application is transferred by one public authority to another under the RTI Acc, 2005:
- The transfer can be made after 5 days from the date of receipt and informing the applicant mandatory
 - The transfer can be made after 5 days from the date of receipt but informing the applicant is not mandatory
 - The transfer has to be made within 5 days from the date of receipt but informing the applicant is not mandatory
 - The transfer has to be made within 5 days from the date of receipt but informing the applicant is mandatory
164. An application while making a request for information under the RTI Act, 2005:
- Is required to give reason for making such request
 - Is required to give reason for making such request if required by the CPIO
 - Is not required to give reason for making such request

- d. Is not required to give reason for making such request only in certain circumstances
- 165. Where a request for information under the RTI Act, has been rejected, the public information officer shall communicate to the person making the request;**
- The reasons for such rejection
 - The period with in an appeal against such rejection may be preferred
 - The particulars of the appellate authority
 - All of these
- 166. In an application under RTI act, 2005 the Person making the request is statutorily required to give:**
- Full particular of his occupation
 - Reasons for seeking the information
 - Both a and b
 - None of these
- 167. For seeking an information under the RTI act, the fee as may be prescribed shall not be charged from the person who are:**
- Illiterate
 - Of below poverty line
 - Literate
 - Government servants
- 168. For seeking an information under the RTI act, a person can make request in writing in the following language:**
- Hindi
 - English
 - Official language of the area
 - Any of the above
- 169. Who has right to seek information under RTI Act, 2005:**
- Any citizen of India
 - Any person
 - Any body of incorporate
 - All of above
- 170. If the CPIO or SPIO fails to give decision on the request for Information within 30 days then the RTI Act, 2005 holds that the said request is deemed to have been:**
- Refused
 - postponed
 - allowed
 - None of these
- 171. An application made to CPIO and he fails to adjudicate on the request for information within a period of 30 days. In this scenario the CPIO subsequently can not:**
- Ask for payment of any fees under section 7 (5)
 - Adjudicate any other applications filed after this application
 - Both a and b
 - None of these
- 172. The RTI Act 2005 mandates that all public authorities shall publish:**
- A statement of the categories of documents that are held by it or under its control
 - The particulars of its organisation, functions and duties
 - The powers and duties of its officers and employees
 - All of these
- 173. If the CPIO decides to overrule the objections of the third party and proposes to disclose information pertaining to the third party, the CPIO is required to;**
- Give in writing his decision to the third party
 - Intimate the third party that he is entitled to appeal against the decisions of the CPIO under section 19 of the RTI Act,2005
 - Both a and b
 - Neither a nor b
- 174. Under which fundamental Right any citizen can see information under RTI Act:**
- Right to freedom of speech and expression
 - Right to equality
 - Right to freedom of religion
 - Right against exploitation
- 175. Can a CPIO/SPIO reject the application received under the RTI Act:**
- Can reject the request for any of the information specified in section 8 and 9 of the RTI Act
 - Can reject the request without giving any reasons
 - Can reject with permission of next superior authority
 - Can not reject
- 176. A CPIO receives an application for information relating to third party, under section 11(1) of RTI Act, CPIO has to invite objections of the third party in how many days:**
- 5 days
 - 10 days
 - 7 days
 - 15 days
- 177. Under sub-section (1) of section 8 of the RTI Act, 2005 , there shall be no obligation to give:**
- Information, disclosure of which would not prejudicially affect the sovereignty and integrity of India
 - Information, disclosure of which would not prejudicially affect scientific or economic interests of the state
 - Information, disclosure of which would not prejudicially affect relation with foreign state
 - Information, disclosure of which would lead to incitement of an offence
- 178. Which one of the following is not a public authority for the purpose of the RTI Act, 2005:**

Code

	A	B	C
a.	ii	i	iii
b.	i	iii	ii
c.	iii	i	ii
d.	ii	iii	i

202. Match the following:

Name of the service provided by Commissioner/E.O of the concerned Municipal Corporation (Improvement Trust) headed by local Government within time limit

A. Renewal of solid waste from streets/roads (E.O)	i) 2 days
B. Replacement of street lights (E.O)	ii) 10 days
C. Water pipes leakage/ over flow/ sewerage blocked (E.O)	iii) 24 hours

Code

	A	B	C
a.	ii	i	iii
b.	i	iii	ii
c.	i	ii	iii
d.	ii	iii	i

ANSWERS-MCQ

1. D	31. D	61. B	91. C	121. D	151. B
2. D	32. D	62. C	92. C	122. C	152. B
3. D	33. D	63. B	93. D	123. D	153. A
4. D	34. A	64. A	94. C	124. A	154. B
5. D	35. A	65. A	95. C	125. C	155. C
6. D	36. D	66. A	96. B	126. D	156. A
7. A	37. B	67. B	97. D	127. A	157. D
8. D	38. A	68. D	98. A	128. A	158. A
9. A	39. C	69. C	99. B	129. C	159. D
10. D	40. D	70. D	100. B	130. D	160. D
11. D	41. C	71. C	101. C	131. D	161. C
12. D	42. A	72. C	102. C	132. D	162. B
13. D	43. C	73. C	103. B	133. D	163. D
14. D	44. C	74. C	104. C	134. B	164. C
15. D	45. C	75. C	105. A	135. C	165. D
16. A	46. D	76. B	106. C	136. C	166. D
17. C	47. B	77. C	107. B	137. D	167. B
18. D	48. D	78. A	108. B	138. B	168. D
19. D	49. B	79. B	109. B	139. D	169. A
20. D	50. A	80. C	110. C	140. B	170. A
21. D	51. D	81. B	111. B	141. C	171. A
22. D	52. A	82. C	112. A	142. A	172. D
23. D	53. A	83. C	113. D	143. D	173. C
24. A	54. A	84. C	114. B	144. C	174. A
25. C	55. D	85. B	115. B	145. A	175. A
26. D	56. B	86. C	116. B	146. D	176. A
27. B	57. A	87. D	117. A	147. A	177. D
28. B	58. B	88. C	118. B	148. C	178. D
29. B	59. D	89. B	119. D	149. C	179. B
30. C	60. A	90. D	120. D	150. B	180. A

181. D	185. C	189. C	193. C	197. C	201. A
182. C	186. A	190. C	194. A	198. A	202. C
183. D	187. B	191. D	195. D	199. C	
184. A	188. D	192. D	196. A	200. D	

NOTING & DRAFTING

- 1) *A note should always be written in a businesslike language.*
- 2) 'File' means a collection of papers arranged chronologically on a specific subject matter assigned a file number and consisting of the following parts:
 - (a) Notes
 - (b) Correspondence
 - (c) Appendix to notes
 - (d) Appendix to correspondence
3. '**Notes Portion**' in relation to a file means the portion containing notes or minutes recorded on a case.
4. '**Correspondence Portion**' in relation a file means the portion containing 'receipts' and office copies of 'issue' pertaining to the file.
5. 'Appendix to notes' in relation to a file means a lengthy summary or statement containing detailed information concerning certain aspects of the question discussed on the file, incorporation of which in the main note is likely to obscure the main point or make the main note unnecessarily lengthy.
6. 'Appendix to correspondence' in relation to a file means lengthy enclosures to a communication (whether receipt or issue) on the file, inclusion of which in the correspondence portion is likely to obstruct smooth reading of the correspondence or make the correspondence portion unwieldy.
7. 'Case' means a current file or a receipt together with other related paper, if any.
8. 'Current file' means a file action on which has not been completed.
9. "Come-back Case' means a case received back for further action such as reexamination or preparing a draft or a summary of the case.
10. 'Docketing' means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification. The remarks recorded on the body of the receipt by higher officers towards its disposal are also required to be reproduced on the note sheet immediately after docketing a receipt.
11. 'Routine note' means a note of a temporary value or ephemeral importance recorded outside the file, e.g., a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.
12. 'Running summary of facts' in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant development as and when they take place. It is prepared to avoid repeated re-capitulation of the case through self-contained notes.
13. 'Sectional note' means a note recorded on only one of the many issues raised in the PUC.
14. 'Security grading' means security marking 'Confidential', 'Secret or 'Top Secret'.
15. 'Urgent dak' means dak marked 'immediate' or 'priority' and includes telegrams, savingrams, wireless messages and telex messages.
16. 'Referencing' is the process of identifying a document, decision and facts mentioned in a note, draft or office copy of communication issued.

NOTING AND DRAFTING SKILLS

'Note' means remarks recorded on a case of paper under consideration to facilitate its disposal and includes précis of previous papers analysis of questions requiring decision, suggestions regarding the course of action and the orders passed thereon.

'drafts' means the rough sketch of a communication to be issued subject to approval (including modification/ alteration) of the competent authority.

Noting Skills

Commands:	Check Up	:	Facts
	Supply	:	Missing Facts
	Refer	:	Rules/ Regulations
	Quote	:	Precedent
	Suggest	:	Alternatives
	Assess	:	Implications

ESSENTIALS

Nature of Case	Necessity of Noting
Strategic/ Operational	Maximum
Problem solving	Maximum
Correspondence Handling	Minimum
Routine Cases	Minimum
Unnecessary Cases (Emphmeral)	No noting

USE THE SIMPLE WORD

It is not always the shorter word that is better understood. For example, more people understand the word 'negligent' than the word 'derelict'. 'Think' is usually a better word than 'deem'. Sometimes two or three words are required to take the place of one showy word. And there is nothing wrong with that, your aim is to make your writing easy to read, not to save space on the page. We should try to express rather than impress. Here are a few examples of simpler replacements of the showy words.

Showy	Simple
Constitutes	Makes up
Component	Part
Utilisation	Use
Mandatory	Required
Cogitate	Think about
Penultimate	Last but one
Obviate	Make unnecessary
Proximo	Next month

EDIT YOUR WRITING

WHY RECORD A NOTE:

The working of the government is continuous affair. The officers may come and go, but the policy of the government has to remain uniform in a given set of circumstances. It is, therefore, necessary to have a written record of the reasons for adopting a particular course of action in a case so as to ensure identical treatment to a similar case coming up in future.

The 'notes' thus lend consistency and continuity to the actions and decisions of the government.

ARRANGEMENT OF VARIOUS PAPERS ETC WHILE SUBMITTING A CASE

The papers, folders, reference book etc., are to be arranged in the following order from top downwards, while submitting a case:

1. reference books;
2. notes portion of the current file ending with the note for consideration;
3. running summary of facts;
4. draft for approval, if any;
5. correspondence portion of the current file ending with the latest receipt or issue, as the case may be;
6. appendix to notes and correspondence;
7. Standing Guard File, standing note or reference folder, if any;
8. Other papers,, If any, referred to e.g. extract of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top;
9. Recorded files, if any, arranged in chronological order, the latest being placed on the top;
10. Routine notes and papers arranged in chronological order and placed in a separate cover.

LINKING AND DE-LINKING OF FILES

1. If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper in one current file is required for reference in dealing with another current file unless a copy -of the paper can be conveniently placed on the first file.
2. When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file. The strings of the file board of the upper file will be tied underneath it in a bow so that each file is intact with all its connected papers properly arranged on its file board or flap.
3. On receipt back after completion of action, the linked files will be immediately de-linked after taking relevant extracts and placing them on the relevant files, where necessary.

REFERENCING

Referencing is the process of identifying a document, decision and facts mentioned in a note, draft or office copy of communication issued. It involves a series of activities. These are described in the succeeding paragraphs.

1. Every page in each part of the file will be consecutively numbered in separate series, in pencil. Blank intervening pages, if any, will not be numbered.
2. Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the top middle portion of its first page.,
3. The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'F.R'. In no circumstances, will a slip, other than PUC and 'FR' be attached to any paper in a current file. If there are more than one fresh receipt in a case, these should be flagged as 'F.R I', 'FR II and so on.
4. In referring to the papers flagged 'PUC' or 'FR' the relevant page numbers will be quoted invariably in the margin.
5. Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A/23 n., 'A/17 C and so on.
6. To facilitate the identification of references to papers contained in other files invariably in the body of the note. The relevant page numbers, together with the alphabetical slip attached thereto will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations their brief title together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes.
7. Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been part up will be indicated in the margin of the notes in pencil.

8. The reference slips will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

EXERCISE ON REFERENCING

Mark the correct sentences. Make corrections in the incorrect sentences.

1. In a file, only the notes portion and appendix to notes are referenced.

INCORRECT

2. Notes/correspondence/appendix to notes and appendix to correspondence will be consecutively page numbered in separate series in pencil.

CORRECT

3. Blank intervening pages should also be numbered.

INCORRECT

4. Each receipt and each issue will be assigned a separate serial number.

CORRECT

5. The serial number of a receipt will be displayed prominently in green ink on the left hand top corner of its first page.

INCORRECT

6. Paper under consideration on a file will be flagged PUC and the latest receipt noted upon, as FR.

CORRECT

7. There may be, in addition to PUC and FR, other slips attached to papers in the current file.

INCORRECT

8. In referring to PUC or FR, there is no need to indicate page numbers in the margin of the note.

INCORRECT

9. Recorded files and other papers put up with the current file will be flagged with alphabetical slips.

CORRECT

10. One recorded file linked for submission may contain many alphabetical slips.

INCORRECT

11. The number of the linked file referred to in the note will invariably be mentioned in the body of the note to facilitate its identification even after it is delinked and the slips are removed.

CORRECT

12. Rules and other compilations referred to in the case should be put up with files, even if copies are available with the officers to whom the case is being submitted.- INCORRECT

13. When a number of papers put up in a case are required to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.- CORRECT

17. The two urgency gradings used for cases are 'immediate' and 'most immediate'. - INCORRECT

18. Where Lok Sabha/Rajya Sabha labels are used, it will not be necessary to use "immediate" or "priority" labels, in addition.-CORRECT

19. Once an urgency grading is assigned to a case, it will not be reviewed further.

INCORRECT

20. Priority label will be used for cases, which require disposal in precedence to others of ordinary nature.

CORRECT

FORMS AND PROCEDURE OF COMMUNICATION

1. **Letter-** This form is used for corresponding with Foreign Governments, State governments, the Union Public Service Commission and other Constitutional bodies, heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of the public generally. A letter begins with the salutation 'Sir/Madam' as may be appropriate and ends with the subscription 'yours faithfully'.

2. Demi-Official letter-

- (i) This form is generally used in correspondence between government officers for an interchange or communication of opinion or information without the formality of the prescribed procedures. It may also be used when it is desired that the matter should receive personal attention of the individual addressed. Since demi-official letter is written in the first person in a personal and friendly tone, it should be addressed by an officer in a Ministry/department who is ordinarily not more than one or two levels below the officer to whom such communication is addressed.

Note: for the purpose of determination of level, secretary/additional secretary and Director/Deputy Secretary will be considered as one level.

3. **Office Memorandum:** This form is generally used for corresponding with other departments or in calling for information from or conveying information to its employees. It may also be used in corresponding with attached and subordinate offices. It is written in the third person and bears no salutation or subscription except the name and designation of the officer signing it.
4. **Inter-departmental note (I.D.Note)-**
 - (i) This form is generally employed for obtaining the device, views, concurrence or comments of other departments on proposal or in seeking clarification of the existing rules, instructions etc. It may also be used by a department when consulting its attached and subordinate offices and vice versa
 - (ii) The inter-departmental note may either be recorded on a file referred to another department or may take the form of an independent self-contained note. The subject need not be mentioned when recorded on the file itself.
5. **Fax Facility-** in urgent and important matters (including legal and financial messages), departments may use fax facilities to send messages, wherever available.
6. **Registered Post/Registered AD (Acknowledgement Due)-** this method of delivery is used in communicating with offices to ensure receipt of the communication and in the case of Registered AD an acknowledgement of the delivery is also received by the issuing office.
7. **Speed Post:** This method of delivery is used to ensure quick receipt of messages warranting urgent attention at the receiving end and an acknowledgment of the delivery is also received by the issuing office.
8. **Office order-** This form is normally used for issuing instructions meant for day to day internal administration, eg, grant of regular leave, distribution of work among officers and sections, appointments and transfers etc.
9. **Order-** This form is generally used for issuing certain types of financial sanctions and for communicating government orders / disciplinary cases, etc, to the officials concerned.
10. **Notification-** This form is mostly used in notifying the promulgation of statutory rules and orders, appointments and promotions of gazette officers, etc through publications in the Gazette of India. The composition of the gazette, the types of matters to be published in each part and section thereof, the instructions for sending the matter for publication therein and for sending copies thereof are indicated in appendix 11.
11. **Resolution-** This form of communication is used for making public announcement of decisions of government in important matters of policy, eg, the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are also published in the Gazette of India.
12. **Press communiqué/ note-** This form is used when it is proposed to give wide publicity to a decision of government. A press communiqué is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.
13. **Endorsement –** This form is used when a paper has to be returned in original to the sender, or the paper in original or its copy is sent to another department or office, for information or action. It also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. normally this form will not be used in communicating copies to state governments. The appropriate form for such communication should be a letter.
14. **Circular-** This form is used when important and urgent external communications received or important and urgent decisions taken internally have to be circulated within a department for information and compliance by a large number of employees
15. **Advertisement –** This form is used for reaching out to the general public to create awareness about government policies and operational matters. It may take the form of audio-visual or written communication or both.
16. **E-mail-** This is a paperless form of communication to be used by department having computer facilities supported by internet or intranet connectivity.

Telephonic communications-

1. Appropriate use of the medium of telephone may be made by departments for intra and inter-departmental consultation and for communication of information between parties situated locally.
2. In matters of urgency, departments may communicate with out-station offices also over the telephone.
3. The provisions of para 50 (5) (c) also apply to official trunk calls.
4. Telephonic communications , wherever necessary, may be followed by written communications by way of confirmation
5. Resort to ISD/STD and trunk calls will be regulated by departmental instructions.

Marking of drafts for issue-

After a draft has been approved, the section officer will:

1. Examine the draft to see that all corrections of spelling, grammar, etc have been properly carried out and that there are not typographical errors.
2. Preferably keep photocopy of signed communication as office copy
3. Ensure that copies of enclosures are attached to the draft where these are available in the section.
4. Give clear indication on the draft, where a communication is to be dispatched by a special messenger/fax/ speed post/ registered post/ courier on account of its special nature, importance or urgency
5. Mark the draft for 'issue' (if there are more than one draft for issue from the same file, indicate the total number of drafts eg 'issue 3 drafts')
6. Mark the file to recording whenever the issue of said communication constitutes final disposal of the case under consideration.

Fairing of approved drafts - All stages of action after the approval of drafts ending with signing of fair communications will be performed in the section except where centralized typing pool exists

The same procedure may be followed for issues of drafts generated through computer.

Procedure to be followed in sections-

1. Section officer, while marking the draft for typing and before passing on the file to the diarist, will ensure that clear indication has been given where copies of any papers contained in any file are to be typed or photocopied or a computer printout taken as enclosure(s)
2. The diarist will :
 - (I) Enter the number of the file marked for recording [as per para 73 (6)] in column 2 of the 'register for watching the progress of recording' (appendix 24)
 - (II) Pass on the file to the typist
3. The approved draft will be fair-typed , compared and got signed. General instructions regarding typing given in para 77 will be observed.
4. On return of signature pads, the section officer will see that fair copies have been duly signed by the officer and make sure that corrections, if any made while signing , are carried out in all copies.
5. The signed fair copies, together with office copies, drafts and relevant file/files will then be passed on to the diarist.
6. The diarist will:
 - (i) Enter the number of the fair communications and office copies in messenger book
 - (ii) Send the fair communications and office copies, along with messenger book, to the dispatcher of the central issue section at appropriate intervals during the day
7. **The dispatcher will:**
 - (i) Remove the fair communications and office copies
 - (ii) Acknowledge receipt in the messenger book
8. In case of urgent communications, dak may be issued direct from the section concerned at the discretion of the section officer.

Procedure to be followed in desks

1. After a draft has been approved or a letter has been dictated by the desk functionary for fair typing, the stenographer attached to the desk functionary will type the letter, get it compared and signed. General instructions regarding typing given in para 77 will be observed by the stenographer.
2. The stenographer will add all relevant enclosures to the signed communication and send it to the central issue section for dispatch through messenger book after making necessary entries in it.
3. A desk functionary may draw on the services of the wing registry, wherever set up , for attending to extra typing work.

General instructions regarding typing

1. Urgent drafts will be attended to first.
2. Fair copies of all communications will be typed or printed letter heads of suitable size
3. Fair copies will be typed with single spacing unless otherwise directed.
4. The oblique lines should be drawn on the margin at appropriate places to indicate enclosures, if any , to be sent along with the communication.
5. Stencils will be cut whenever more than 50 copies of a communication are required.
6. In a computer environment, username along with path will be indicated on the fair copy by the typist (except classified documents)

Marking of drafts-

1. Section officer, while marking the drafts for issue and before passing on the file to the diarist , will:
 - (a) Indicate whether fair copies are to be signed by the officer approving the draft or are to be authenticated for issue by the section officer of the central issue section as per para 84

- (b) Write the words 'with file' on the draft where the file also is to be sent to the central issue section, eg, where copies of any paper contained therein are to be typed as enclosures.

Stamping of drafts- On receipt in the Central issue section, the drafts will be stamped with the use of an automatic numbering machine, having an adjustable date, as per specimen give below:

Date
S. No.....
Typists
Comparers

Registration of draft-

1. Before the drafts are handed over to the typists, these will be entered in the issue diary
2. Drafts of telegrams and other communications marked 'immediate' will be entered in red ink to distinguish them from the rest
3. At the end of the day, the clerk maintaining the issue diary will submit his diary to the section officer for assessing arrears and for taking appropriate action.

NOTING - QUIZ

1. Answer 'True' or 'False' (if partly true, correct it):- ,

- a. Remarks, if any, made by an officer on the receipt are to be reproduced on the note portion immediately after docketing.-T
- b. When the note ends at the bottom of a page, invariably a blank note sheet should be added before submission of the file.-T
- c. When a note recorded in the first instance requires any modification (on account of additional facts or any error having come to notice), the relevant portion of the note should be pasted over and a fresh note written thereon.-F
- d. When rules or other compilations are not put up (although referred to in the notes), the fact that they have not been put up has to be indicated in the margin of the note.-T
- e. The final paragraph of the note need not make recommendations for action, since officers will do that.-F

2. Fill In the blanks: -

- a. *noting* means remarks recorded on a case or paper under consideration for facilitating its disposal.
- b. When the PUC raises several major points requiring detailed examination and separate orders on each, all such points are dealt with through *Sectional* instead of usual noting.
- d. When the line of action is obvious or is based on a dear precedent or practice or has been indicated by a higher officer, a fair communication should be put up without any detailed *noting*
- e. In cases of repetitive nature *sps* are used in order to ensure that none of the points of scrutiny is overlooked.

3. Match the following:-

a. Planning & Policy Cases	(i) Standard Process Sheets, can be used
b. Routine and repetitive cases	(ii) No noting is required.
c. Action -in-Correspondence cases	(iii) Detailed notes are required. Normally handled at the higher levels of the organisation.
d. Ephemeral cases	(iv) Detailed notes are required in respect of each of the questions involved.
e. Problem Solving cases	(v) A short para or so will suffice.

Identify the nature of the case and the type of noting that, will be required in the following cases:-

- a. The orderly officer/caretaker has overstayed his leave in his hometown and has to be replaced, if he, does not resume duty within a week from today.
- b. Some parts (costing about Rs. 1400/-) of the electronic typewriters have been stolen from the office of Minister last night. Decision on remedial preventive action has to be sought for.
- c. Budget section has sent a note enquiring about the amounts of grants released from your Section during the last quarter of the last financial year.
- d. Decision is required about making members of staff of the Regional Astrophysical Laboratory, Okhla which is a subordinate office under the Ministry of Science and Technology, eligible for allotment of Govt. accommodation from the General Pool.
- e. An application from Smt. ABC, widow of late ABC, freedom fighter has been received requesting for transfer of the pension of her husband in her favour.
- f. O & M Section has asked for the details of the work done in the area of recording and review/weeding of files during the last year.
- g. E.I Section has sent a circular to E.II Section seeking their help in locating a file misplaced by them.
- h. M/o Environment and Forests have requested Department of Culture to nominate an officer of the rank of Deputy Secretary / Director for participation in the seminar on 'Yamuna Beautification'
- i. Shri XYZ has submitted an application for grant of GPF advance on account of marriage of his daughter.

STYLE IN NOTES AND DRAFTS

The style in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes: -

- (1) "Information" is singular.
- (2) The words "proximo" and "Ultimo" should be avoided.

Not Used	Instead
"The same"	"it"
therein" and "thereon"	"in it" or "on if"
passive verbs	active verbs
"it is understood"	"I do not understand"
"The date of issue of the order should be reported by him"	" he should report when he issues the order".
Long phrase.	simple or short word
"make the assessment"	assess
'purchase'	buy
'commence	begin
omitted to	failed to
make enquiries	enquire
Foreign or classical vernacular words (if meaning can't expressed in English)	
	Short sentences

"do the needful" should never be used	Either say definitely what is to be done or say, "do what is necessary".
avail	
Split infinitives should be avoided. not " to kindly state'	"kindly to state"
"marginally noted'	"noted in margin"
Do not ride any phrase to death.	
the figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively	the figure for 1949 was 256 that for 1950 was 257 and that for 1951 was 348".
'As such' is often misused	

QUIZ ON DRAFTING

TICK THE MOST APPROPRIATE ANSWER:-

1. The subject should be mentioned in the communication
 - a. in all circumstances
 - b. **wherever appropriate**
 - c. only if indicated and approved in the note.
2. All drafts put in a file
 - a. may or may not bear a file number
 - b. need not bear a file number
 - c. **should bear a file number**
3. A draft should always -refer to:
 - a. the number and date of the last communication
 - b. if the present communication is not from the addressee then to his last communication on the subject
 - c. to all the communications if there are more than one
4. When two or more communications are to issue from the same file to the same addressee on the same date
 - a. **a separate serial number may be inserted before the numeral identifying the year**
 - b. letters may be put in separate files.
 - c. A decision may be taken to send one of the letters on a different date.
5. A draft should clearly specify the enclosures
 - a. which are not to accompany the fair copy ;;
 - b. **which are to accompany the fair copy**
 - c. which are to accompany the file on which the draft is put up.
6. The total number of enclosures may be mentioned on the
 - a. **bottom left-hand portion of the page**
 - b. top right hand comer
 - c. bottom right hand portion of the page
7. If copies of enclosures referred to in the draft are available and need not be typed
 - a. the typist will be told so
 - b. the typist is expected to know
 - c. an indication to that effect will be given in the draft
8. Instructions regarding the method of despatch of the communication

- a. will be indicated in the draft by the Section Officer
 - b. may or may not be given
 - c. need to be given only if the communication to be despatched by post is important
9. The name, designation and telephone number of the officer, over whose signature the communication is to issue
- a. should invariably be indicated in the file
 - b. should invariably be indicated on the draft
 - c. can be decided after the draft is approved
10. The officer concerned will
- a. initial the draft in token of his approval of the draft
 - b. always mark the draft as "immediate" or "priority"
 - c. may or may not initial the draft as approval is available on file.

INDICATE 'CORRECT' OR 'INCORRECT'. (IF INCORRECT, CORRECT IT).

1. An Express letter is actually in the form of a letter and sent through speed post.
(Correct/Incorrect)
2. The first appointment offer is sent to a successful candidate from the open market in the form of an Office Memorandum.
(Correct/Incorrect)
3. Permission to dispose of a flat may be given to an officer through Office Order.
(Correct/incorrect)
4. The form Office Memorandum can never use the first person or the second person, nor does it bear any salutation or subscription.
(Correct/Incorrect)
5. While returning an application in original to the official for complying with certain requirements, the form Office Memorandum may be used.
(Correct/Incorrect)

C. Fill in the blanks:-

1. The form----- uses formal language and is addressed normally to the head of the organisation.
2. The form ----- uses the language in a personal and friendly tone but is addressed to an officer of equal or upto two levels higher than the officer who is writing.
3. The form----- is sent from one Section to another within the same Ministry for collecting information.
4. The form ----- is used when cost of telegram is not justified.
5. The content of a ----- can be enlarged or condensed or edited by the Press.

D. Name the form of communication for:-

1. Waiving Recovery of Losses
2. Establishing an Attached Office
3. Seeking concurrence of the Ministry of Law
4. Transferring a Parliament Question from one Ministry to another
5. Intimating Election Commission the names, designation etc. of the polling parties, required by them