



TELANGANA CIRCLE
PAPER - II (SET C)

Question 1

Into how many parts is the Mail Abstract divided?

- A) One part: Mails only
- B) Two parts: Due mails and Unusual mails
- C) Three parts: Receipts, Dispatches and Remarks
- D) Two parts: Mails and Bags

Answer: D) Two parts: Mails and Bags

Explanation: Under operational postal guidelines, a Mail Abstract is structurally split into two distinct accounting parts: one for Mails and one for Bags.

Question 2

What must be placed inside a transit bag before it is closed and sealed?

- A) The bags to be dispatched and the mail list
- B) Only the empty bags
- C) The parcel abstract
- D) Cash book

Answer: A) The bags to be dispatched and the mail list

Explanation: Before sealing a transit bag, the worker must ensure that all specific mail bags scheduled for that route along with their corresponding descriptive mail list document are enclosed inside.

Question 3

When does the responsibility of the Mail Guard or Mail Agent end?

- A) When articles are cleared from letter-boxes
- B) When closed mails are handed over to him
- C) When bags are delivered or dispatched to destination
- D) When transit bags are opened by him

Answer: C) When bags are delivered or dispatched to destination

Explanation: The custodial and operational duty of a Mail Guard or Mail Agent officially ceases only when the mail bags have been fully delivered or successfully dispatched to their destination.

Question 4

Which stamp or seal is supplied only to each set of a Sorting Mail Office?

- A) Date stamp
- B) Name stamp
- C) Insurance seal
- D) Date-seal

Answer: C) Insurance seal

Explanation: While basic date and name stamps are common to many transit sections, an insurance seal is a controlled security tool specifically supplied to each set of a Sorting Mail Office.

Question 5

Before quitting the van, where should the Mail Guard replace the stamps, seals, books, etc.?

- A) In the mail box after locking it
- B) In the transit bag closed for the relieving set
- C) In the bag containing empty bags for return to the Record Office
- D) In the portfolio

Answer: D) In the portfolio

Explanation: Departmental rules state that before handing over or leaving the transit van, all loose stamps, official seals and record books must be placed back inside the authorized working portfolio.

Question 6

In which case may an e-money order addressed to a minor be paid to the minor himself?

- A) When the minor is personally known to the postman
- B) When the minor is old enough to understand the transaction
- C) When the minor produces the intimation or identification shown by the guardian
- D) When the minor is living separately from his parents or guardian

Answer: B) When the minor is old enough to understand the transaction

Explanation: An electronic Money Order addressed to a minor can be paid directly to them if they have attained the age and intelligence to fully understand the nature of the transaction.

Question 7

How should an insured article addressed to a minor be delivered?

- A) To the minor alone after taking his signature
- B) To the minor in the presence of the person caring for him
- C) To the sender after informing the minor
- D) To any adult living nearby

Answer: B) To the minor in the presence of the person caring for him

Explanation: To guarantee legal safety, an insured item addressed to a minor must be delivered directly to the minor but only in the immediate presence of a parent or the person caring for them.

Question 8

Who fixes a postman's beat?

- A) The Postmaster
- B) The Sub Divisional Head
- C) The Superintendent
- D) The Head Postman

Answer: A) The Postmaster

Explanation: The operational, localized map and geographic boundaries comprising a postman's delivery route (beat) are defined and fixed by the local Postmaster.

Question 9

Who may increase the aggregate value limit of insured, V.P., COD, franking, money order/IPPB articles made over to one postman from Rs. 40,000 to Rs. 80,000?

- A) Postmaster
- B) Sub-Divisional Head
- C) Divisional Head
- D) Head Postman

Answer: C) Divisional Head

Explanation: The standard financial limit given to a single postman can be officially increased up to a maximum of Rs. 80,000 by the explicit authorization of the Divisional Head.

Question 10

What is the maximum value of a single insured article that may be given to a postman for delivery?

- A) Rs 500
- B) Rs 5000
- C) Rs 10,000
- D) Rs 40,000

Answer: A) Rs 500

Question 11

In the case of a registered article delivered to an illiterate addressee, who must attest his thumb mark taken on receipt and acknowledgement?

- A) The Postman
- B) The sender's agent
- C) A resident witness
- D) The Postmaster

Answer: A) The Postman

Question 12

Every postman must keep a Book of receipts for intimations and notices delivered in Form R.P. 53.

- A) Postman's Book
- B) Registered and Parcel Abstracts
- C) Book of receipts for intimations and notices delivered
- D) Receipt for insured articles exceeding value insured Rs. 500

Answer: C) Book of receipts for intimations and notices delivered

Explanation: Form R.P. 53 is the official label designated for maintaining the Book of receipts for intimations and notices delivered, which postmen must use daily.

Question 13

Which forms are mentioned for the addressee's receipt in the case of an insured article exceeding Rs 500?

- A) Form R.P. 31 or R.P. 1
- B) Form R.P. 53 only
- C) Form R.P. 54 or R.P. 55
- D) Form R.P. 8 only

Answer: A) Form R.P. 31 or R.P. 1

Explanation: In the case of insured articles the value of which exceeds Rs. 500/- and which has to be delivered at the window of the Post Office, when the Postman delivers the addressee's receipts, the acknowledgment and the intimation to the addressee, he should ask the addressee to sign the addressee's receipt in Form R.P. 31 or R.P. 1, as the case may be, in his presence who will endorse on the back to the effect that the addressee has signed the receipt in his presence.

Question 14

The Village Postman's Visit Book is maintained in which form?

- A) M.S. 86
- B) M.S. 83
- C) M.S. 28
- D) M.S. 27

Answer: A) M.S. 86

Explanation: The standard operational logbook where a village postman marks their rural visits is officially categorized as Form M.S. 86.

Question 15

Which of the following statements about Head Postmen is incorrect?

- A) They may carry money to or from the treasury, Bank or town Sub Offices
- B) They may deliver articles returned as unclaimed or refused
- C) They may accompany a postman carrying valuable insured articles or e-money orders
- D) They may decide major disciplinary cases against postmen

Answer: D) They may decide major disciplinary cases against postmen

Explanation: Head Postmen possess specialized operational and escort duties, but they have no administrative power to settle or decide major disciplinary actions against staff; that authority belongs to higher management.

Question 16

Transfer of undelivered articles from one postman to another is prohibited without the permission of the:

- A) Superintendent
- B) Sub Divisional Head
- C) The Postmaster
- D) Delivery Assistant

Answer: D) Delivery Assistant

Explanation: A postman cannot hand off undelivered mail directly to another beat worker; such internal reallocations must be approved by the Delivery Assistant.

Question 17

Under Rule 89 of PO Guide Part 1, when may a Postmaster deliver an article addressed to a deceased person to a near relative of the deceased?

- A) When the article is insured and contains valuable property
- B) When the article is uninsured, does not appear to contain valuable property, there is no counter claimant or dispute
- C) When any person living at the deceased person's address asks for the article
- D) When there is an application made over a disputed article

Answer: B) When the article is uninsured, does not appear to contain valuable property, there is no counter claimant or dispute

Explanation: The Postmaster can hand over an uninsured, non-valuable article to a relative only if the line of succession is clear and no legal or domestic dispute exists.

Question 18

Which of the following statements about instructions regarding change of residence is correct?

- (i) Instructions may be oral if given to the post office at the place being left
- (ii) Instructions need not mention whether they apply to all postal articles
- (iii) Instructions must be written, simple and direct, and must state whether they apply only to one person or also to family/household members
- (iv) Instructions in the nature of a tour programme may be followed if the person gives them in writing

- A) (i), (iii) and (iv)
- B) (iii) only
- C) (iii) and (iv) only
- D) (i) and (iii) only

Answer: B) (iii) only

Explanation: Valid redirection orders must be submitted strictly in writing, using a simple and direct format, and must clarify whether they apply to an individual or to the entire household. Oral instructions or complex tour programs are not officially accepted.

Question 19

Who must sign the receipt before a registered article is delivered?

- A) The addressee only
- B) Any person living in the household of the addressee
- C) The addressee or his agent authorized in writing
- D) The addressee, his messenger, or any adult member of the household

Answer: C) The addressee or his agent authorized in writing

Explanation: Registered delivery mandates that a valid signature can only be obtained directly from the addressee themselves or from a legally authorized agent who holds written power of attorney.

Question 20

How will an article insured for more than 500 be delivered?

- A) It will be delivered in the ordinary manner by the postman
- B) At the post office window after intimation is sent to the addressee
- C) It will be delivered to any family member of the addressee at the residence
- D) At the residence if the addressee has previously authorized residential delivery in writing

Answer: B) At the post office window after intimation is sent to the addressee

Explanation: High-value insured mail (over Rs. 500) cannot be carried out on beats; the postman drops an intimation notice, and the addressee must pick up the item directly at the post office window.

Question 21

In whose custody must the insurance seal of a Sorting Mail Office remain?

- A) The Mail Agent
- B) The Record Officer
- C) The Head Sorting Assistant
- D) The Superintendent

Answer: C) The Head Sorting Assistant

Explanation: Because it is used to secure high-value mail bags, the physical custody of the insurance seal is restricted exclusively to the Head Sorting Assistant.

Question 22

Who supplies the Head Sorting Assistant with a month's supply of stationery for each of the sections attached to a Record Office?

- A) The Superintendent
- B) The Record Officer
- C) The Head Postmaster
- D) The Mail Agent

Answer: B) The Record Officer

Explanation: It is the operational duty of the Record Officer to provide the Head Sorting Assistant with a full month's advance allocation of administrative stationery for their section.

Question 23

Who is responsible for preparing and submitting the daily report in Form M.S. 83?

- A) The Head Sorting Assistant of the set
- B) The Record Officer of the office
- C) The Mail Agent of the section
- D) The Superintendent of RMS

Answer: A) The Head Sorting Assistant of the set

Explanation: The Head Sorting Assistant (HSA) holds full executive charge of their set and is responsible for preparing and submitting the daily operational summary on Form M.S. 83.

Question 24

Transit bags addressed to a section or mail office should be opened by whom?

- A) Mail Guard or Mail Agent himself
- B) Head Sorting Assistant only
- C) Record Officer or his assistant
- D) Mail Peon in the presence of the Mail Guard

Answer: A) Mail Guard or Mail Agent himself

Explanation: When transit bags arrive addressed directly to a moving section, the Mail Guard or Mail Agent must physically cut open the bag themselves to maintain accountability.

Question 25

What should be brought to notice in the daily report in Form M.S. 83?

- A) The details of stationery used during the day
- B) The number of bags received by the set
- C) The attendance of Sorting Assistants
- D) Irregularities observed by the Head Sorting Assistant or reported by other Sorting Assistants

Answer: D) Irregularities observed by the Head Sorting Assistant or reported by other Sorting Assistants

Explanation: The primary focus of the M.S. 83 daily summary report is to highlight any errors, delays, missing bags, or operational irregularities noticed during that working shift.

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