



VOLUME-VI AND SB ORDERS

1. Which one of the following is not part/branch /department of a Head Post Office?
(LGO Exam-2024 Assam Circle)
 - a. Mail Branch
 - b. Delivery Branch
 - c. Sorting Branch
 - d. Loan Branch
2. What is the maximum limit for loose cash remittance between account office and its subordinate offices through departmental employee?
(LGO Exam-2024 Assam Circle)
 - a. Rs. 5Lakh
 - b. Rs. 10Lakh
 - c. Rs. 15Lakh
 - d. None of the above
3. The movement of S.O. slip is from?
(LGO Exam-2024 Assam Circle)
 - a. Head Post Office to Branch Post Office
 - b. Sub Post Office to Branch Post Office
 - c. Sub Post Office to Head Post Office
 - d. Branch Post Office to Sub Post Office
4. "PM CARES for Children Scheme 2021" introduced vide SB Order 33/2021 is meant for which category of children?
(LGO Exam-2024 Assam Circle)
 - a. Children who became orphan during COVID pandemic
 - b. Children from North East States
 - c. Children from Minority communities
 - d. None of the above
5. Deduction / Non deduction of TDS in SCSS accounts has been clarified by which SB Order?
(LGO Exam-2024 Assam Circle)
 - a. SB Order 37/2021
 - b. SB Order 27/2021
 - c. SB Order 17/2021
 - d. SB Order 07/2021
6. Who is the authority to revive a silent POSB Account?
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. Respective SO
 - b. Respective HO
 - c. Respective DO
 - d. Respective RO
7. This record serves as a record of the clerks actually at work on any given day
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. Order book
 - b. Nominal Roll
 - c. Memo of Distribution
 - d. Postmaster Order book
8. Who will be entrusted with the duty of conveying money to and from the Bank or Town So's in the larger Post offices?
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. Other Beat Postman
 - b. Head Postman
 - c. GDS Packer
 - d. Sorting Postman
9. Which of the following accounts cannot be closed through DOP Internet Banking?
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. MSSC, MIS & SCSS
 - b. PPF

- c. RD & TD d. KVP & NSC
10. The maximum limit for remittance of loose cash between an account office and its subordinate offices through departmental employees is:
(LGO Exam-2024 Tamilnadu Circle)
- a. 5,00,000 b. 10,00,000 c. 15,00,000 d. 20,00,000
11. Cash bag which contains cash remittances must always be packed, closed and sealed by:
(LGO Exam-2024 Tamilnadu Circle)
- a. Treasurer in the presence of the Sub Account Assistant.
b. Sub Account Assistant in the presence of the Postmaster and the Treasurer
c. Assistant Postmaster (Treasury) in the presence of the Treasurer and the Sub Account Assistant
d. None of the above
12. The movement of SO slip is from:
(LGO Exam-2024 Tamilnadu Circle)
- a. Head post office to Sub post office.
b. Sub post office to Branch post office
c. Branch post office to Sub post office
d. Sub post office to Head post office
13. Sub Record Office is a unit of:
(LGO Exam-2024 Tamilnadu Circle)
- a. RMS Division. b. Postal Division
c. Returned Letter Office d. Postal Accounts Office
14. Mahila Samman Savings Certificate 2023 was introduced in Department of Posts vide which SB Order
(LGO Exam-2024 Haryana Circle)
- a. SB Order 10/2023 b. SB Order 7/2023
c. SB Order 5/2023 d. SB Order 3/2023
15. Who is the authority to revive a silent POSB Account?
(LGO Exam-2024 Jharkhand Circle)
- a. Respective SO b. Respective HO
c. Respective DO d. Respective RO
16. Nominal Roll for the Postmen and Village Postmen have to be maintained if their strength in a office exceeds:
(LGO Exam-2024 Jharkhand Circle)
- a. 8 b. 10 c. 15 d. 25
17. Who will be required to take out for delivery of articles that have been returned by other postmen as unclaimed or refused and to make up the work of any postman who may be temporarily absent?
(LGO Exam-2024 Jharkhand Circle)
- a. Other Beat Postman
b. Head Postman
c. Public Relations inspector
d. Sorting Postman
18. Who is competent to increase the aggregate value of insured /VP/COD/Banking/MO/IPPB that may be made over at one time to a single postman for a delivery subject to prior constitution with police?
(LGO Exam-2024 Jharkhand Circle)
- a. Sub Divisional Inspector
b. Superintendent of Post Offices
c. Postmaster General
d. CPMG
19. ACG8 is used for
(LGO Exam-2024 Kerala Circle)

- correct
ent authority for allowing transmission of currency notes
- Andhra Pradesh Circle)**
- Superintendent
Master General
for generation and printing of BO Slip in CSI Scenario
- Andhra Pradesh Circle)**
- _data and zboslip
_data and zboslips
_input and zboslip
p_dataentry and zboslip
f barcodes allotted for BO bags?
- Andhra Pradesh Circle)**
- b. RBT
d. None of the
- duction of TDS in SCSS accounts has been clarified by
- Chhattisgarh Circle)**
- 7/2021
7/2021
- b. SB Order 3
d. SB Order 5

- c. Sorting Branch d. Loan Branch
30. Who is the authority to revive a silent POSB Account?
(LGO Exam-2024 Delhi Circle)
- a. Respective SO b. Respective HO
c. Respective DO d. Respective RO
31. Memo of Distribution of Work (MDW) will be initially prepared by
(LGO Exam-2024 Delhi Circle)
- a. Concerned Postmaster
b. PRI (P) or any other field staff other than Inspecting Authority
c. Sub Divisional Head
d. Divisional Office
32. Who may be employed to make enquiries into minor complaints, verify payment of money orders and test the work of postmen and letter-box attendants when they can be spared for such a purpose?
(LGO Exam-2024 Delhi Circle)
- a. Other Beat Postman b. Head Postman
c. Postal Assistant d. Sorting Postman
33. Which of the following articles have no special columns in the form of Postman's Book for entry?
(i) Insured Parcel
(ii) Advices of payment for delivery to the remitters of foreign money orders
(iii) Value Payable Parcel
(iv) Registered Parcel AD
(LGO Exam-2024 Delhi Circle)
- a. (i) (iii) (iv) b. (i) only c. (i) & (iii) d. (ii) only
34. Printing of AAR Books and ASLAAS-5 cards will be carried out by the:
(LGO Exam-2024 Delhi Circle)
- a. PSDs identified in the circle b. India Security Press, Nashik
c. Printing Press, Hyderabad d. National Savings Organization
35. Enquiries regarding BPO & IPO will be normally considered if made
(LGO Exam-2024 Gujarat Circle)
- a. Within 6 months from the date of purchase of the order
b. Within 1 year from the date of purchase of the order
c. Within 2 year from the date of purchase of the order
d. None of the above
36. About Postmasters order book maintained in Head Post Offices
(LGO Exam-2024 Gujarat Circle)
- a. It contains temporary arrangements made in cases of absence of Clerks, Postman etc.
b. It contains unusual occurrences
c. Orders passed by Head Postmaster for the regulation of his office and which should be placed on record.
d. All of the above
37. Check on clearance of Letter boxes to be performed by whom?
(LGO Exam-2024 Gujarat Circle)
- a. Postmaster b. Superintendent
c. Inspector d. Sorting Clerk
38. Which entries are to be made in the MO issue journal?
(LGO Exam-2024 Gujarat Circle)
- a. Daily total of entries of value & commission of MO Receipt
b. Daily total of entries, receipt & dispatch of MO
c. Daily total of entries for transfer of MO to SO & BO
d. Daily total of entries for delivery of MO
39. The account bag sent by a HO to SO. Which document is mandatory to be sent?

(LGO Exam-2024 Gujarat Circle)

- a. SO slip
b. SO daily Account
c. BO slip
d. BO daily Account

40. When SPM's Monthly Report is prepared & to whom it is submitted?

(LGO Exam-2024 Gujarat Circle)

- a. Quarterly, SÓ to division office
b. Weekly, SO to HO
c. Monthly, SO to HO
d. Monthly, SO to DO

41. Memo of Distribution of Work (MDW) will be initially prepared by

(LGO Exam-2024 Himachal Pradesh Circle)

- a. Concerned Postmaster
b. PRI (P) or any other field staff other than Inspecting Authority
c. Sub Divisional Head
d. Divisional Office

42. The preservation period for Nominal Roll is:

(LGO Exam-2024 Himachal Pradesh Circle)

- a. One year
b. Three years
c. Ten years
d. Permanent

43. Who may be employed to make enquiries into minor complaints, verify payment of e- money orders and test the work of postmen and letter-box attendants when they can be spared for such a purpose?

(LGO Exam-2024 Himachal Pradesh Circle)

- a. Other Beat Postman
b. Head Postman
c. Postal Assistant
d. Sorting Postman

44. Which of the following articles have no Special columns in the form of Postman's Book for entry?

- (i) Insured Parcel
(ii) Advices of payment for delivery to the remitters of foreign money orders
(iii) Value Payable Parcel
(iv) Registered Parcel AD

(LGO Exam-2024 Himachal Pradesh Circle)

- a. (i) (iii) (iv)
b. (i) only
c. (i) & (iii)
d. (ii) only

45. Printing of printing of POSB Cheque books will be carried out by the:

(LGO Exam-2024 Himachal Pradesh Circle)

- a. PSDs identified in the Circle
b. India Security Press, Nashik
c. Printing Press, Hyderabad
d. National Savings Organization

46. Memorandum of distribution of work is maintained in form:

(LGO Exam-2024 Jammu Kashmir Circle)

- a. Ms-10
b. Ms-9
c. Ms-12
d. Ms-11

47. Which of the following is not a part of a Head Post Office?

(LGO Exam-2024 Jammu Kashmir Circle)

- a. Mails Branch
b. BD Branch
c. Delivery Branch
d. Accounts Branch

48. What is the full form of PMA?

(LGO Exam-2024 Jammu Kashmir Circle)

- a. Postal Mobile Application
b. Postman Mobile Application
c. Postal Mobile Association
d. Postman Mobile Association

49. The maximum limit of cash conveyance of Department Employee is:

(LGO Exam-2024 Bihar Circle)

- a. Rs. 2Lakhs
b. Rs. 1Lakh
c. Rs. 3Lakhs
d. Rs. 5Lakhs

50. Which is the prescribed format for village sorting List?

(LGO Exam-2024 Bihar Circle)

- a. MS-87
b. MS-96
c. MS-52
d. MS-13

51. What is the T-Code for printing Invoice slip for supply of Postage and other Stamp from treasury to other Post offices.

(LGO Exam-2024 Bihar Circle)

- a. IPBS b. MIGO c. HACLI d. NICO

52. Cash Office means

(LGO Exam-2024 Karnataka Circle)

- a. it is a Sub Office
b. Supplies & receives Cash to & from other SOS
c. Serves as a depot of Cash in addition to the ordinary works of a SO
d. All the above

53. Rule-10 of Chapter 1 of Postal Manual Volume VI- Part-1 deals with:

(LGO Exam-2024 Punjab Circle)

- a. Yearly Village Return
b. Articles addressed to deceased persons
c. Assessment of Custom Duty
d. Payments through Cheque

54. Nominal Roll of the Clerical Staff to serve as a record of the Clerks actually at work on any given day is maintained in:

(LGO Exam-2024 Punjab Circle)

- a. MS-10 b. MS-11 c. MS-12 d. MS-13

55. Village Sorting List is prepared and supplied by the Sub Divisional Inspector in form

(LGO Exam-2024 Punjab Circle)

- a. M-52 b. M-53 c. M-54 d. M-55

56. Rule - 9 of Chapter-1 of Postal Manual Volume VI- Part-III deals with

(LGO Exam-2024 Punjab Circle)

- a. Limits of remittances by modes of conveyance
b. Regulation of funds for sub offices
c. Disposal of surplus funds at sub offices
d. Provision of funds for sub offices

57. Rule 11 of Chapter-1 of Postal Manual Volume VI- Part-III deals with:

(LGO Exam-2024 Punjab Circle)

- a. Limits of remittances by modes of conveyance
b. Regulation of funds for sub offices
c. Disposal of surplus funds at sub offices
d. Provision of funds for sub offices

58. Which of the following are permanent records?

(LGO Exam-2024 Rajasthan Circle)

- a. Nominal Roll
b. List of silent accounts received from SBCO by Sub Post Office
c. Stock Book
d. A & B both

59. Confidential records & character sheets of officials who have died should be destroyed how many years after demise?

(LGO Exam-2024 Rajasthan Circle)

- a. 2 b. 5 c. 6 d. 4

60. The present limit of Divisional Heads for sanctioning claims arising out of loss and fraud cases-

(LGO Exam-2024 Rajasthan Circle)

- a. 5,000 b. 25,000 c. 10,000 d. 15,000

61. Which of the following limits for cash remittance is correct for a departmental accompanied employee By another departmental employee –

(LGO Exam-2024 Rajasthan Circle)

- a. 5lakhs b. 10lakhs c. 15lakhs d. 40lakhs

62. Where the attendance will be marked twice?

(LGO Exam-2024 Telangana Circle)

- a. Branch offices
- b. Mail offices
- c. Where the staffs are on Split duty
- d. All offices

63. Tests applied on the work of Postmen by the Postmaster will be recorded in

(LGO Exam-2024 Telangana Circle)

- a. Office order book
- b. Postmaster's order book
- c. Postmen book
- d. SO Account

64. In case of errors in the BO Daily Account, the Sub Postmaster

(LGO Exam-2024 Telangana Circle)

- a. Can correct the same
- b. Should send BO Daily Account to BO back
- c. Error should be communicated to the BO in the next BO slip
- d. Should destroy the BO Daily Account and prepare a fresh one on behalf of BPM

65. Memorandum of distribution of work (MS-11) is issued by

(LGO Exam-2024 Maharashtra Circle)

- a. Head Postmaster
- b. Inspector of Post
- c. Sub Postmaster
- d. Divisional Supdt

66. Attendance register of form 5-37 will maintain by

(LGO Exam-2024 Maharashtra Circle)

- a. Every Post Office
- b. Only Head Post Office
- c. Every PO having more than once Clerk
- d. All the above

67. Village sorting list in form M-52 will be prepared and supplied to each office by

(LGO Exam-2024 Maharashtra Circle)

- a. Divisional Superintendent
- b. Sub Divisional Inspector
- c. Sub Postmaster
- d. Head Postmaster

68. Minimum and Maximum Cash Balance for each SO will be fixed by

(LGO Exam-2024 Maharashtra Circle)

- a. Sub Divisional Inspector
- b. Head Postmaster
- c. PMG
- d. SP/SSP of Post Office

69. Preservation period of Nominal Roll

(LGO Exam-2024 Maharashtra Circle)

- a. 10 Years
- b. 20 Years
- c. 30 Years
- d. Permanent

70. Suggestions Complaint book (MS-94) will be kept by

(LGO Exam-2024 Maharashtra Circle)

- a. Head Post Offices
- b. Sub Post Offices
- c. RMS Offices
- d. All Post Offices

71. Notice of hours of Business for Post Offices should be supplied by

(LGO Exam-2024 Maharashtra Circle)

- a. Head Postmaster
- b. Asstt. Supdt. of PO
- c. Postmaster General
- d. Sr. Supdt. of Pos/Supdt. of Pos of the Division

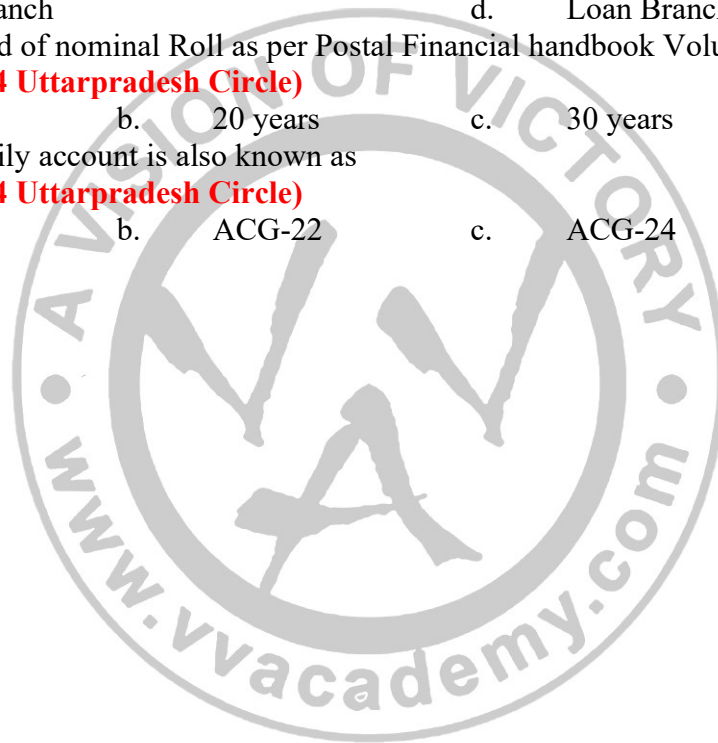
72. Delivery beat list are prepared by

(LGO Exam-2024 Maharashtra Circle)

- a. Sub Divisional Head
- b. Supdt. of Post Office
- c. Postmaster of concerned PO

- d. Head Postman of concerned beat
73. Beat instruction register prepared in form
(LGO Exam-2024 Maharashtra Circle)
- a. MS 32 b. MS 31 c. MS 30 d. MS 24
74. An account bag is used between
(LGO Exam-2024 Maharashtra Circle)
- a. HO & RO b. HO & CO c. SO& its HO d. SO& RO
75. MO issue journal prepared in
(LGO Exam-2024 Maharashtra Circle)
- a. Single copy b. in duplicate
c. in triplicate d. in quadruplicate
76. The stamp impressed on Money Order Form received for payment is
(LGO Exam-2024 Maharashtra Circle)
- a. Oblong Stamp b. Round MO Stamp
c. Date Stamp d. Name Stamp
77. The found and oblong MO stamp must always remain under lock and key in personal custody of
(LGO Exam-2024 Maharashtra Circle)
- a. Regn PA b. MO PA
c. Postmaster d. None of these
78. In Head Post Offices the..... is responsible for the safe custody of the service books of all postal establishments within his Jurisdiction. Fill the blank correctly
(LGO Exam-2024 North-Eastern Circle)
- a. Accountant b. Assistant Post Master
c. Deputy Postmaster d. Head Postmaster
79. As per SB Order No. 20/2023 dated 26.10.2023, which of the following account can be opened through DOP Internet Banking?
(LGO Exam-2024 North-Eastern Circle)
- a. Post Office Savings Account
b. Monthly Income Scheme (MIS) Account
c. Sukanya Samriddhi Account
d. None of the above
80. Preservation period of Nominal Roll is?
(LGO Exam-2024 North-Eastern Circle)
- a. Permanent b. 5 Years c. 10 Years d. 20 Years
81. Sub Post Office which in addition to performing the work of ordinary Sub Post Office serves as depot of cash, which it supplies to, or receives from other Sub Post Office is called as:
(LGO Exam-2024 North-Eastern Circle)
- a. Mukhya Dak Ghar b. Head Office
c. Town Sub Office d. Cash Office
82. A slip prepared in the prescribed form and sent every day by the Head Post Office to each of its Sub Post Office enclosed in the account bag is called as:
(LGO Exam-2024 North-Eastern Circle)
- a. HO Slip b. BO Slip c. SO Slip d. Office Slip
83. Deduction/Non deduction of TDS in SCSS accounts has been clarified by which SB Order?
(LGO Exam-2024 Uttarakhand Circle)
- a. SB Order 27/2021 b. SB Order 37/2021
c. SB Order 47/2021 d. SB Order 57/2021
84. PM CARES for Children Scheme 2021" was introduced vide which SB Order?
(LGO Exam-2024 Uttarakhand Circle)
- a. SB Order 23/2021 b. SB Order 33/2021
c. SB Order 43/2021 d. SB Order 53/2021

85. The movement of 5.0 slip from?
(LGO Exam-2024 Uttarakhand Circle)
a. Sub Post Office to Branch Post Office
b. Sub Post Office to Head Post Office
c. Branch Post Office to Sub Post Office
d. None of the above
86. What is the maximum limit for loose cash remittance: between account office and its subordinate offices through departmental employee?
(LGO Exam-2024 Uttarakhand Circle)
a. Rs. 5Lakh
b. Rs. 10Lakh
c. Rs 15Lakh
d. Rs. 20Lakh
87. Which one of the following is not part/branch/department of a Head Post Office?
(LGO Exam-2024 Uttarakhand Circle)
a. Mail Branch
b. Delivery Branch
c. Sorting Branch
d. Loan Branch
88. Preservation period of nominal Roll as per Postal Financial handbook Volume
(LGO Exam-2024 Uttarpradesh Circle)
a. 10 years
b. 20 years
c. 30 years
d. Permanent
89. Sub Post office daily account is also known as
(LGO Exam-2024 Uttarpradesh Circle)
a. ACG-17
b. ACG-22
c. ACG-24
d. ACG-27



ANSWER

1.	d	2.	a	3.	a	4.	a	5.	a
6.	b	7.	b	8.	b	9.	a	10.	a
11.	a	12.	d	13.	a	14.	c	15.	b
16.	d	17.	b	18.	b	19.	b	20.	d
21.	c	22.	d	23.	a	24.	c	25.	b
26.	a	27.	a	28.	c	29.	d	30.	b
31.	a	32.	b	33.	d	34.	a	35.	b
36.	d	37.	a	38.	a	39.	a	40.	c
41.	a	42.	d	43.	b	44.	d	45.	b
46.	d	47.	b	48.	b	49.	a	50.	c
51.	b	52.	d	53.	b	54.	c	55.	a
56.	a	57.	d	58.	d	59.	a	60.	b
61.	b	62.	c	63.	b	64.	c	65.	d
66.	c	67.	b	68.	d	69.	d	70.	d
71.	d	72.	c	73.	a	74.	c	75.	c
76.	b	77.	c	78.	d	79.	b	80.	a
81.	d	82.	c	83.	b	84.	b	85.	d
86.	a	87.	d	88.	d	89.	b		