

भारतीय डाक विभाग / Department of Posts, India
वरिष्ठ डाक अधीक्षक का कार्यालय, भुवनेश्वर मंडल, भुवनेश्वर-751009
O/o the Sr.Suptd of Post Offices Bhubaneswar Division, Bhubaneswar-751009

No: CCC.RTI/OL-158/15.07.2022

Dated at Bhubaneswar-751009 the 22.08.2022

To

Sub: Supply of information under RTI Act-2005; case of Sri /

Ref- Your online RTI registration number POSTS/R/E/22/09865 dated 13.07.2022 received on dated 15.07.2022.

Sir,

The reply to the information sought for vide your Online RTI application dated 13.07.2022 in respect of Bhubaneswar Division is furnished below.

Information sought for	Reply of CPIO		
	Sl.No	Designation	Gazetted or Non Gazetted
1. How many positions/designations are there in Khurdha Head Post Office (GPO). Provide the name of each and every position/designation (whether Gazetted or Non Gazetted) of Khurdha Head Post Office. (For example:- Head Post Master, Accountant, Postal Superintendent, Clerk, Manager, Section Officer, Postman etc.)	01	Postmaster, HSG-I	Non-Gazetted
	02	Deputy Postmaster, LSG	Non-Gazetted
	03	Asst Postmaster, LSG	Non-Gazetted
	04	Asst Postmaster(Accounts)	Non-Gazetted
	05	Postal Assistant	Non-Gazetted
	06	Postman	Non-Gazetted
	07	MTS	Non-Gazetted
	08	GDS	Non-Gazetted
2. Kindly provide the details of the work/duty to be performed by each position/designation (whether Gazetted or Non Gazetted) in the office in Khurdha Head Post Office. (for example :- Postman Deliver Daks, Clerk do registering of speed post or payment banking services, Accountant maintain accounting records, Sweeper cleans the floor etc.)	The details of work/duty performed by above designation except Postman, MTS and GDS is attached herewith.		
3. Provide the details of how the Khurdha Head Post Office Staff attendance is recorded, whether by Biometric or through an attendance register.	Khurda HO staff attendance is recorded through an attendance register.		

If you are not satisfied with the information/decision of the undersigned, you may prefer an appeal to Sri Subash Chandra Barik, The Director of Postal Services (HQ), O/o the Chief Postmaster General, Odisha Circle, Bhubaneswar-751001, email ID -dpsbhubaneswar@indiapost.gov.in, Ph.No-0674-2391426 within 30 days from date of receipt of this letter.

Yours faithfully,

(Sri Basanta Kumar Panda)
 CPIO-Cum-Sr.Suptd. Of Post Offices
 email-ssposbbsr@gmail.com
 Ph. No-0674-2596269
 Bhubaneswar Division
 Bhubaneswar-751009

Duties

Sl No	Designation and working hour	
01	Postmaster (HSG-I) 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • Being the head of the office, He/ She will see that the office functions properly. He/ She will take appropriate action as per schedule of the administrative powers and see that office works smoothly and customers are not allowed to suffer in post office work. • He/ She will perform the duties of Postmaster as contained in Vol- V, VI, VIII, SB Manuals, F. H. B. and other manual and instructions except those specifically delegated to DPM and APMs. • He/ She will open and close the office. • He/ She will carry out periodical checks, internal inspection, kit inspection etc as contained in different rules. • He/ She will also see that due returns and statements are submitted in time. • He/ She will be responsible to maintain PF and CR books of MTS and Postmen staff of Khurda HO. • Postmasters Cheque Book will be maintained by him. • He/ She will maintain MDW, Book of Information, Complaint and Suggestion Book. • He/ She will look after drawl of cash from bank and remittance of Cash and Cheque to bank. • He is responsible for compliance report for IRs and VFs. • He/ She will be responsible for maintenance of Order Book. • He/ She will ensure relief of staff on leave/ Deputation/ Training. • He/ She will directly supervise the work related to International Money Transfers and Customer Care Centre. • He/ She will be responsible for timely eFiling of Income Tax return relating to Authorized Agents and other customers of Small Savings. • He/ She will be in charge of PLI CPC. • He/ She will discharge the responsibilities of Approver in respect of PLI/RPL works as per circulars and instructions issued from time to time. • He/ She will maintain register and records of Identity Card issued. • He/ She will issue/renew Cable TV Certificate & maintain the register. • He/ She will issue Deceased Claim Sanction Memo. • He/ She will be the joint custodian of Cash and valuables with Treasurer. • He/ She will be Joint custodian of Stamps and stationeries with Asst Treasurer. • He/ She will examine the ECB Memos. • He/ She will supervise Treasury and Sub Account branch of the Head Post Office. • Being the supervisor of the branch, He/ She will be responsible to adjust Transit and Advance items. • He/ She will see that the Uniformed Staff put on proper uniform. • He/ She will see that due bags are received and dispatched in time and delivery is out in time. • Being the supervisor of the branch, He/ She will be responsible to adjust Transit and Advance items. • He/ She will be responsible for day begin and day end operation of Treasury and Subaccount branch. • He/ She will be responsible for financing to SOs is made properly and excess cash at SOs are removed promptly utilizing the services of Overseer and Cash Van as per requirement.
02	DPM (Courier) (HSG-II) 9.30 - 17.30Hrs.	<ul style="list-style-type: none"> • He/ She will perform the work of Postmaster as contained in Postal Manual Vol- VI, VIII, POS, Small Savings and Certificate manuals, Po Guide and other manuals, instructions contained in DG Posts circulars, CPMG, PMG, DO circulars and Instructions issued from time to time relating to all SB and SC schemes under Small Savings relating to HO. • He/ She will supervise the work of all MPCM, SB counters, IPPB counter PA. • He/ She will be the custodian of ATM cards (INSTA & PERSONALISED) and PINs received for issue to the customers. • He/ She will look after the issue of ATM cards, attend to all issues related to ATM cards and their activation in Finacle. • He/ She will look after loading of cash in ATM machine and processing the same in FINACLE • He/ She will ensure that all cheques received at counters and SOs are promptly sent to Treasury branch for clearance. • He/ She will verify all counter transactions in CBS environment. • He/ She will verify cheque book & ATM issued to old and new accounts. • He/ She will be responsible for prompt clearance of EOD Blockings and timely execution of EOD. • He/ She will assist to the Postmaster, Khurda H.O for timely eFiling of Income Tax return relating to Authorized Agents and other customers of Small

Sl No	Designation and working hour	Duties
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03	<p>APM (MAIL, SOSB, QC PLI)</p> <p>H.S.G-II 9.30 - 17.30 Hrs.</p>	<p>Savings of Khurda H.O only by submitting details within 1st week of each month.</p> <ul style="list-style-type: none"> • He/ She will supervise work of MPCM- counter Assistants. • He/ She will see that MO/EMO issue , MO/EMO Paid, IPO issue and IPO Paid returns are submitted in time. • He/ She will ensure prompt dispatch of all articles booked at counters. • He/ She will receive and maintain the stock of Pass Books and Agents Receipt Books and supply thereof to different SOs and HO itself. • He/ She will be responsible to procure and supply stock of Pass Book to HO Counters and all SOs maintaining the invoice file. • He/ She will remain in-charge of the office in absence of the Postmaster. • He/ She will attend any work, as and when entrusted by the Postmaster. • He/ She will perform the duties of Postmaster as contained in different Postal Manuals, Small Savings manuals and other circulars issued from time to time relating to all Small Savings Schemes and Cash Certificates etc for all Sub Post Offices under Khurda HO. • He/ She will supervise Mail including Registration, Parcel & Speednet branch of the Head Post Office. • Being the supervisor of Mails, Delivery and deposit branch, Treasury and Subaccount branches He/ She will perform the duties and responsibilities of Postmaster as contained in Vol V, VI, VII and other manuals as well as The D.G. Post Circulars, CPMG and PMG circulars and instructions issued in these regards from time to time. • He/ She will maintain the registers of Post Box and Post Bag. • Rout List/Beat maps of Postman staff, LB statement and deposit mail account, memo of unpaid postage taxed, book of addressee instruction and memo of authorized balances. • He/ She will see that work of all these branches run smoothly as per rules and records are maintained properly. • He/ She will supervise the work of Pas of Mail, Registration, Parcel & Speednet branch including Post Man & MTS in his branch. • He/ She will see that all Circulars issued from time to time relating to these branches are maintained properly. • He/ She will supervise the works of SOSB P.A. • He/ She will supervise the work of Cash Certificate Return PA and ensure timely submission of CC returns to DA(P) as per schedule. • He/ She will assist to the Postmaster , Khurda H.O for timely eFiling of Income Tax return relating to Authorized Agents and other customers of Small Savings of all SOs under Khurda H.O by submitting details within 1st week of each month. • He/ She will act as second supervisor in CBS platform as required from time to time for certain authorizations. • He/ She will attend to all correspondence work of his branch. • He/ She will act as Quality Checker in PLI(CPC) • He/ She will supervise the work of officials working in PLI (CPC). • He/ She will receive and attend to all letters of CPC and watch their disposal. • He/ She will be responsible for timely processing of all Indexed Requests relating to CPC. • He/ She will see that all letters and policy bonds are generated and dispatched promptly. • He/ She will create and ensure issue of Cheques in respect of all types of sanctions and also ensure dispatch of the same to claimants. • He/ She will attend to all types of correspondences related to PLI(CPC). • He/ She will attend any works as and when entrusted by the Postmaster.
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Duties

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06	BILL PA1 09.30 – 17.30Hrs.	<ul style="list-style-type: none"> • The Bill P.A1 deals with NPS files and Registers. • The Bill P.A1 deals with SDBS files and Registers. • The Bill P.A1 deals with GDSGIS/CGEGIS claim cases and corresponding statements. • The Bill P.A1 deals with Ex-gratia Gratuity and Severance Allowance claim cases of GDSS. • The Bill P.A1 deals with Final GPF withdrawal cases of officials to be retired. • He/ She will generate Pay Recovery schedules, • He/ She will maintain the Retrenchment Registers for GPF and Other than GPF. • The Bill P.A1 will prepare and forward schedules for Accounts Return. • He/She will ensure timely submission of Accounts Return to DAP, Cutback. • He/She will prepare Bank Reconcile Statement for submission to DAP,Cutback. • The Bill P.A1 will maintain Establishment Register and submit annual statement to Divisional Office whenever asked. • The Bill P.A1 will prepare Pa-40 in respect of Departmental and GDS deceased cases. • The Bill P.A1 will maintain F.G. Bond Register and concerned files. • He / She is the Joint custodian of F.G. Bond files with the APM(Accnts). • The Bill P.A1 will ensure timely collection of F.G. Bond premium and its remittance to the P.C.M.S., Burdwan of GDSS. • He/ She will maintain out ward Dak Register. • He/ She will draw arrears of DA, Pay and PLB. • He / She is the joint custodian of all records and files of his branch with APM(Accnts), Co-operate APM(Accnts) and Accountant in other works when asked.
07	BILL PA2 09.30 – 17.30Hrs.	<ul style="list-style-type: none"> • He/ She will maintain Pension Registers and files of all type of pensioners. • The Bill P.A2 deals with all connected works like updation and maintenance of data for each Pensioner prior to the draw of monthly pension bill in the system(SAP) and forwarding the updated List to DAP,Cutback for draw. • After drawl of pay, He/ She will generate Pension Sheet and check its correctness. If any discrepancy found in the Pension Sheet, He/ She will intimate DAP for necessary correction. • The Final Pension Sheet will be generated by the Bill P.A2. • He/ She will deal with all type of new pension cases, both Provisional and PPO cases. • He/ She will deal with contingent register and draw monthly contingent bill of all contingent workers. • He/ She will draw contingent bills on receipt of sanction from Divisional Office. • He/ She will post daily contingent vouchers in the system. • He/ She will generate monthly abstract of contingent expenditure for accounts return. • He/ She will prepare monthly NPC, Return and ensure its timely submission to Divisional Office. • The Bill P.A2 deals with Pa-40 cases of deceased pensioners. • He/ She will draw arrears of DR on pension, IDA DR and pension arrears whenever received. • He / She deals with sanction and drawl of Family pension cases of deceased pensioners. • He / She deals with Bank Loan, Co-Op. Society and Profession Tax files. • The Bill P.A2 will co-operate APM(Accnts) and Accountant in other works when asked. • He / She is the Joint custodian of all records and files of his branch along with APM(Accnts).

SI No

Designation and working hour

Duties

<p>04</p> <p>APM(Accounts) LSG 9.30 – 17.30 Hrs.</p>	<ul style="list-style-type: none"> • He / She is the supervisor of Accounts Section. General supervision over staff and looks after the Accounts Branch. • He / She will check the Pay Sheet, Pension Sheet and Salary slip of employees and pensioners after drawl every month. • He / She will ensure Periodical checking of Establishment Register, Pension Registers and F. G. Bond Register and verify the entries there on. • He / She receives In-ward Dakas and distributes among staff of Accounts Section. • He/ She will deal with all general correspondences on service matters of Employees, Pensioners and of Accounts Section. He/ She will ensure timely submission of Accounts Return to DAP, Cuttack. • He/ She will be responsible for proper maintenance of Registers, Files and Records of Accounts Section and their updation. • He/ She will attest entries in the service book of all the officials excluding self. • He/ She will be responsible for proper filing of GST & In Come Tax Return . • He/ She will deal with IRs of P & T Audit and ensure timely submission of compliance of IRs. • He/ She will deal with IRs of Internal Audit and ensure timely submission of compliance of IRs. • He/ She will check all the bills, Applications for loans/Advances/Leave and correspondences before put up for approval by the Postmaster. • He / She is the joint custodian of service books with the Accountant. • He / She is the joint custodian of FG Bond files of GDSs with the concerned Assistant. • He / She is joint custodian of Pension records along with the pension assistant. • He/ She will attend any work, as and when entrusted by the Postmaster related to Account Branch.
<p>05</p> <p>Accountant 09.30 – 17.30Hrs.</p>	<ul style="list-style-type: none"> • He/ She will maintain Service Books and Leave Accounts of all officials. • It is the responsibility of the Accountant to ensure correct personal data is maintained in the HRMS Module of CSI for each employees. • Annual verification of Service Books will be done by him / her. • He / She is responsible for safe custody of service books along with APM (Accounts). • He/ She will deal with LPC, IN and LPC OUT files. • He/ She will Prepare LPC/Provisional LPC in case of transfer/retirement of officials. • He/ She will delete the entries from the pay bill in the system of the officials transferred out or retired. • He/ She will make entries in the system of pay/recovery particulars and other entries in case of officials transferred in and newly appointed ones. • He/ She will furnish EC in SR-1 and maintain EC Register. • He/ She will prepare Monthly and Quarterly Budget statements and deal with all budgetary actions. • He / She is responsible for Annual Income Tax calculation, Generation of Form-16 of officials. • The Accountant deals with all connected works like updation and maintenance of data for each Departmental and GDS employee prior to the drawl of monthly pay bill in the system(SAP) and forwarding the updated List to DAP, Cuttack for drawl. • After drawl of pay, he/she/ She will generate Pay Sheet and check its correctness. If any discrepancy found in the Pay Sheet, He/ She will intimate DAP for necessary correction. • The Final Pay Sheet and Salary Slip of both Departmental and GDS will be generated by the Accountant. • He/ She will verify GPF/TAL/TC/OTA and TF bills with the corresponding records and furnish necessary certificates and put up for signature of APM(Accounts). • He/ She will check and update necessary data in the HRMS Module for generation of supplementary bills like Pay and Allowances, GPF/TAL/TC/TF/OTA and all incentive bills and honorarium etc. through off-cycle payments. • He/ She will ensure forwarding of soft copies of sanctions for such off cycle payments to DAP. • He/ She will draw all supplementary bills like HR & GR of rented Post Office Buildings/Daily wages to outsiders/substitute allowances of GDSs. • The Accountant deals with interest calculation on HBAOWCA and PCA cases. • The Accountant deals with quarterly and half yearly pension statement files. • He/ She will attend any work, as and when entrusted by the Postmaster related to Account Branch.

Duties

Sl No	Designation and working hour	
08	System Administrator - 1 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will be in charge of Server. • He/ She will look after the functioning of all computer and peripherals available in HO. • He/ She will be responsible for up gradation and configuration of Departmental Software & upgradation from time to time as and when required for HO. • He/ She will maintain history sheets of all computers and peripherals available at HO. • He/ She will be attached to P/L CPC. • He/ She will be responsible to discharge all responsibilities assigned to SA in McCarish. • He/ She will be responsible to maintain Users in Mc-Camish. • He/ She will attend to all technical problems faced in P/L CPC. • He/ She will attend to computer related problems faced by HO. • He/ She will attend any work, as and when entrusted by the Postmaster.
08	System Administrator - 2 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will look after the functioning of all computer and peripherals available in SOs. • He/ She will be responsible for up gradation and configuration of Departmental Software & upgradation from time to time as and when required for SOs. • He/ She will maintain history sheets of all computers and peripherals available at S.Os. • He/ She will attend to computer related problems faced by SOs. • He/ She will attend any work as and when entrusted by the Postmaster.
10	Treasurer 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will perform all the duties of Treasurer except those given to the ATR and stamp assistant. • He/ She will perform the duties as contained in FHB Vol-I & II and Postal Manual Vol-VI. • He/ She will be responsible to remit cash to SOs as per orders of DPM/PM and advance to ATR. • He/ She will receive cash from SOs, ATR, Stamp Assistant, and other counters. • All cash bags received from SOs will be received by him and will be opened by him in presence of Sub Account PA. • He/ She will be responsible to close all cash bags to SOs in the presence of Sub Account PA. • He/ She will remit surplus cash to the Bank as and when required and keep the balance as per prescribed maximum cash balance fixed from time to time. • He/ She will draw cash from Bank as and when required to meet the demand of HO and its SOs with the orders of Postmaster/DPM. • He/ She will maintain treasurers cash book and H.O. Summary. • He/ She will receive and maintain the stock of IPOs and maintain the invoice file. • He/ She will be responsible for supply of IPOs to HO counter for sale and SOs as per their demand. • He/ She will remain responsible the entire cash, other valuables, stamps and seals as a joint custodian with Deputy Postmaster. • He/ She will attend any work, as and when entrusted by the Postmaster.
11	Asst treasurer 09.30 - 17.30Hrs.	<ul style="list-style-type: none"> • He/ She will perform the duties of Treasurer as contained in FHB Vol-I & II and Postal Manual Vol-VI. Except entrusted to Treasurer. • He/ She will take advance of cash from treasurer to meet the demands of cash in connection with various payments made at Counters, payments by Postmen and HO. • He/ She will be responsible for removal of surplus cash from counters from time to time and receive cash from postmen. • He/ She will effect payment of all bills. • He/ She will deal with all types of stamps and stationeries and custodian of the same. • He/ She will maintain stamp register, place indent for the same to CSD as and when required. • He/ She will be responsible for prompt supply of stamps and stationeries to SOs as per their requirement. • He/ She will supply stamps and stationeries to different HO counters and Postmen. • He/ She will deal with Philately products and maintain their stock register. • He/ She will be responsible for maintenance of Guard file of invoices received and supplied. • He/ She will maintain stock of various publications and forms to be sold across HO counter and account for the same. • He/ She will maintain ATR's Cash Book. • He/ She will hand over all cash remaining with him at the end of the day to Treasurer. • He/ She will receive all cheques received at HO counters and those received from SOs for clearance. • He/ She will attend clearing house till its discontinuance and get the cheques cleared promptly.

Duties

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12	Sub Account P.A 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will also process all inward cheques. • Information of non SB cheques and cheques received from non CBS branches will be transferred to Treasury branch as usual. • He/ She will maintain all records of his branch. • He/ She will attend any work, as and when entrusted by the Postmaster. • He/ She will perform the work of Sub Account PA as prescribed in Postal Manual Vol-VI Part-III. • He/ She will open and close all account bags in presence of the Treasurer. • He/ She will transfer all documents received from SOs to the respective branches and dispatch the articles to concerned SOs. • He/ She will prepare S.O. Slips/D.T.R. as per Rules. • He/ She will scrutinize SO daily accounts and ECB memos, maintain the error book and bring out the irregularities to the notice of Post Master. • He/ She will communicate orders if any of APM/DPM/Postmaster to the SPMs. • He/ She will put up all daily accounts received to the Post Master for necessary checks and order for financing and removal. • He/ She will be responsible for preservation of the SO daily accounts and SO summary etc. • He/ She will attend any work, as and when entrusted by the Postmaster.
13	Mail & Delivery PA 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will perform all duties of Mail, sorting, delivery and deposit branch as required under various Rules in Postal Manual Vol-V, VI and VII. • He/ She will receive and dispatch all types of Bags like Mail Bags, Regd. Bags, Parcel Bags, Account Bags, Transit Bags and Speed Post Bags. • He/ She will ensure maintenance of letter box statement and clearance of letter boxes in time. • He/ She will maintain bag accounts. Proper Postman beat out time daily and regularly. • He/ She will see that Post Boxes and sorting cases are maintained properly, properly labeled and locked. • He/ She will ensure preliminary sorting and prepare label bundles. • He/ She will check for unpaid and in sufficiency paid articles and hand over to PM for accounting. • He/ She will mail lists received and prepare mail list for out ward mails. • He/ She will maintain the Post box register, Post bag register, Franking machine register, book of postmarks, due mail & sorting list, Rout list and beat map, book of Addressee Instruction, memo of authorized balance of Bags and keep them under personal custody of APM. • He/ She will be personally responsible for all types of articles in deposit. • He/ She will receive and dispatch, open and close all bags and transfer the bags to concerned branches under receipt. • He/ She will receive and open all Speed Post bags, Regd Bags & Parcel Bags • He/ She will issue all Speed post articles including SP COD, Regd. Articles including VPL, Parcel Articles including COD received for delivery to postmen under receipt soon after their receipt for preparation of Delivery Slips. • He/ She will maintain abstract of Speed Post articles, Regd. & Parcel Articles. • He/ She will be responsible for all records in respect of all types of Articles. • He/ She will collect all types of Regd. Letter & Parcels from both POS counters and ensure timely dispatch of the same • He/ She will sort and prepare label bundles in mass mailing, bill mail Post. • He/ She will be responsible for delivery of all VP/COD articles and maintain corresponding registers. • He/ She will ensure that VPMOs are booked soon after delivery of VPLs/VPPs and the same is noted in VP registers. • He/ She will be responsible for preparation of Registered Abstract and maintain statistical register, Registry lists and delivery slips, maintain parcel abstract and preserve all Parcel Lists, Delivery slips and other records relating to parcel branch under his custody. • He/ She will be responsible for dispatch of Redirected and Mis-sent articles. • He/ She will receive all articles returned by Postmen, ensure that proper remark has been given by Postmen on returned articles. • He/ She will personally be responsible for deposit articles and keep such article in his custody. • He/ She will ensure proper disposal of deposit articles. • He/ She will receive all Registered Letter & Parcels booked at POS counters and dispatch them • He/ She will be responsible for window delivery. • He/ She will maintain MO-3 register, Miss drawn register and HVMO lists as required under Rules contained in Postal Manual Vol-VI. • He/ She will print all EMOs received for payment and issue them to Postmen for payment.

Duties

Sl No	Designation and working hour	
19	SOSB P A 09.30 – 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will attend to Account transfer work relating to all types of accounts of SOs in Sandhay Post till its discontinuation. • He/ She will maintain Inward and outward transfer register. • He/ She will help APM & DPM in supply of Pass Books, Agent Receipt Books, SB-26, SB-28 etc. to SOs and HO Counter • He/ She will compile all data relating to Income Tax Deducted at Source at HO and SO counters. • He/ She will be responsible for timely and correctly filing of TDS returns. • He/ She will receive all discharged cash certificate vouchers from HO and SOs compiles them in CC Bridge on daily basis. • He/ She will compile the data of Cash certificate issued data of HO and its SOs. • He/ She will be responsible for timely submission of Cash Certificate returns to DA(P) both electronically and physically. • He/ She will attend any work, as and when entrusted by the Postmaster.
20	General C.C 09.30 – 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will assist Postmaster in correspondence work as well as administrative work. • He/ She will maintain the gradation list and PF of Postmen, MTS staff. • He/ She will maintain the local purchase register, stock book of stock articles. • He/ She will submit all statements and returns in time. • He/ She will maintain the circular files. • He/ She will maintain the Nominal Rolls, attendance register, order book of Postmaster. • He/ She will attend to all SB/CC related death claims. • He/ She will look after the work relating to Cable Operator registrations. • He/ She will deal with all complaints received from customers and post in CCC module. • He/ She will attend to all inward/outward complaints in CCC web. • He/ She will attend to all IMTS transactions and submit their monthly schedule. • He/ She will be responsible for proper booking of articles collected by Pick-up men. • He/ She will maintain records of BNPL and raise bills against them in time. • He/ She will maintain the deceased claim register properly. • He/ She will look after prompt recovery of outstanding amount against BNPL customer. • He/ She will maintain all records relating to Bill mail service, Business Post etc. • He/ She will attend any work, as and when entrusted by the Postmaster.
21	PLI CPC, PA-I 09.30 – 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will receive all DAK meant for CPC, maintain inward and outward DAK register. • He/ She will be responsible for prompt dispatch of policy bonds and other letters generated by CPC maintaining the respective registers. • He/ She will maintain the stock of all stationeries and indent for the exhausted stock to proper agencies/ authority. • He/ She will also work as an Indexer cum DEO. • He/ She will help CPC PA-II in scanning and ECMS of policy documents. • He/ She will help CPC PA-II in printing of Policy Bonds. • He/ She will attend any work, as and when entrusted by the Postmaster.
22	PLI CPC, PA-II 09.30 – 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will work as DEO and will be responsible for scanning of documents as per procedure. • He/ She will do the ECMS work and upload all images scanned for the policy document. • He/ She will generate all letters and will print them for disposal. • He/ She will work as DEO and will be responsible for entering of policy data of PLI policy. • He/ She will attend any work, as and when entrusted by the Postmaster.
23	Aadhaar P A 09.30 – 17.30 Hrs.	<ul style="list-style-type: none"> • He is responsible for the new issue, updation, correction of Aadhar(s) of various customers • He must maintain proper guideline while dealing with the customers and their grievances relating to Aadhar • He must upload the data collected and sync them with the server on daily basis • He/ She will be responsible for proper accounting of transactions done at his counter. • He/ She will attend any work, as and when entrusted by the Postmaster.

Duties

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14	MPCM PA-I 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will submit MO & EMO paid vouchers to MPCM-PA-2 for submission of returns to DAP in time. • He/ She will attend to all correspondence work of his branch and will be responsible for records of his branch. • He/ She will attend any work, as and when entrusted by the Postmaster. • He/ She will book all types of accountable articles in POS, collect TRC, ePayments, UCR etc • He/ She will collect PL/RP/LL premium in Mc Carnish • He/ She will be held responsible for proper accounting of articles, cash and records of his branch. • He/ She will be handed over all the booked articles under receipt to Mail P. A. • He/ She will attend any work, as and when entrusted by the Postmaster.
15	MPCM PA-II 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will book all Bulk accountable articles in POS. • He/ She will receive all bulk mails, franked articles and mass mailing articles from customer and ensure their dispatch. • IPOs Sold/Paid will done in this Counter. • All types of Postal Saleable items like Postal Stamps & Stationeries , Gangajal bottles will be Sold in this Counter. • He/ She will compile IPO sold and Paid data of HO and its SOs and will be responsible for submission of monthly return to the Audit as required. • He/ She will compile eMOMO issue & eMOMO Paid data of HO and its SOs and will be responsible for submission of monthly return to the Audit as required. • He/ She will dispatch all types of Speed Post Articles Booked in both the Counters including Mis-Sent, Redirected and Returned Articles received from Mail & Delivery Branch under receipt. • He/ She will be held responsible for proper accounting of articles, cash and records of his branch. • He/ She will attend any work, as and when entrusted by the Postmaster.
16	PA SB Counter-I 09.30 - 17.30 Hrs	<ul style="list-style-type: none"> • He/ She will perform duties assigned to SB Counter PA as prescribed in different sections of POSB Manual Vol-I, Vol-II, Vol-III and other circulars and SB orders issued by Department from time to time. • He/ She will accept all type of SB/SC transactions from customers and Small Savings agents. • He/ She will be responsible for proper accounting of transactions done at his counter. • He/ She will receive applications for issue of Cheque Book, Issue of ATM card, Issue of User ID and Password for internet banking etc from customer • He/ She will be responsible for processing of all cheques for SB transactions in Finacle. • He/ She will be responsible for lodging the cleared cheques in Finacle. • He/ She will perform the duty related to IPPB work. • He/ She will attend any work, as and when entrusted by the Postmaster.
17	PA SB Counter-II 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will perform duties assigned to SB Counter PA as prescribed in different sections of POSB Manual Vol-I, Vol-II, Vol-III and other circulars and SB orders issued by Department from time to time. • He/ She will accept all type of SB/SC transactions from customers and Small Savings agents. • He/ She will be responsible for proper accounting of transactions done at his counter. • He/ She will receive applications for issue of Cheque Book, Issue of ATM card, Issue of User ID and Password for internet banking etc from customer. • He/ She will be responsible for processing of all cheques for SB transactions in Finacle .. • He/ She will be responsible for lodging the cleared cheques in Finacle. • He/ She will perform the duty related to IPPB work. • He/ She will attend any work, as and when entrusted by the Postmaster.
18	SB CC 09.30 - 17.30 Hrs.	<ul style="list-style-type: none"> • He/ She will attend to all correspondence work relating to SB work. • He/ She will collect all information required to prepare and submit different reports on SB works to DO/RO/CO as required. • He/ She will assist DPM for sanction of Deceased claim case. • He/ She will accept all type of SB/SC transactions from customers specially Senior Citizens , Ladies and Handicapped persons in rush hours. • He/ She will be responsible for proper accounting of transactions done at his counter. • He/ She will perform the duty related to IPPB work. • He/ She will attend any work, as and when entrusted by the Postmaster.

Duties	
Sl No	Designation and working hour
04	<p>GCSC, My Stamp, & May I Help You Counter P.A. 08.30 - 17.30 Hrs.</p> <ul style="list-style-type: none"> • He / She will work in GCSC, Khurda H.O for all types of Common Service Works. • He / She will manage the duty related to my Stamp Counter. • He / She will be responsible for proper accounting of transactions done at his counter. • He / She will also manage the May I Help You counter by helping the member of public for any type of inquiry related to Department of POSTS. • He / She will attend any work, as and when entrusted by the Postmaster.

No. PM-KHURDA H.O/MO/1001/2022 Dated at Khurda H.O the 24-03-2022.

All employees will be personally responsible for their respective User ID and Password. All should note that they have to perform any other work not incorporated in this MDW but ordered by Postmaster as and when required for functioning of office. Any modification if felt required will be incorporated under intimation to the Sr. Supdt. Of Post Offices, Bhubaneswar Division, Bhubaneswar - 751009.


 Postmaster (H.O.)
 Khurda, Odisha
 Khurda H.O.-752086