

भारतीय डाक विभाग
Department of Posts, India
प्रवर डाकपाल कार्यालय, प्रधान डाकघर, कोट्टयम- 686 001
O/o Senior Postmaster, Head Post Office, Kottayam - 686 001.
Email: kottayamho@indiapost.gov.in
Ph No: 04812 2567730

No: H/RTI/Dlg/2022 dated at Kottayam-686001 the 08.08.2022

Sub: Request under RTI Act 2005-reg

Ref :Online RTI request received on 12/7/22 with Registration

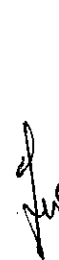
No.POSTS/R/E/22/09801.

Kindly refer to the RTI request cited. Information sought is furnished below:

1. List attached
2. The memo of distribution of work for SL No.1 to 12 in the first list is attached.
The duty of MTS as the name implies is to perform the various multi tasks like maintenance of records and registers, closing and opening of rooms, ensuring overall cleanliness of office and any other office works assigned by superior authority.
The duty of postman is to sort and deliver ordinary and accountable articles.
The duty of cash overseer is cash conveyance between Sub offices ,Bank and HO.
3. Staff attendance is recorded through attendance register.

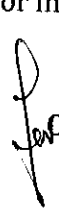
Encl (A/A)

Yours faithfully


Renjith M S
CPIO & Senior Postmaster
Kottayam HPO

Copy to:

1. The SSPOs, Kottayam Division, Kottayam-686001- for information


Renjith M S
CPIO & Senior Postmaster
KOTTAYAM - 686 001
HEAD POSTMASTER
KOTTAYAM - 686 001

DETAILS OF POSTS/DESIGNATIONS IN KOTTAYAM HEAD POST OFFICE

| SL NO | POST | GAZETTED | SANCTIONED STRENGTH |
|-------|---|----------|---------------------|
| 1 | Senior Postmaster | Yes | 1 |
| 2 | Deputy Postmaster 1 HSG-1 | No | 1 |
| 3 | Deputy Postmaster 11 HSG-1 | No | 1 |
| 4 | Asst.Postmaster(HSG 11)Delivery ,Counter,RD,Accounts,SB) Manager SPC(HSG 11) | No | 6 |
| 5 | PRI(P) (HSG 11) | No | 2 |
| 6 | Accountant LSG | No | 1 |
| 7 | Accountant Time Scale | No | 1 |
| 8 | PA DCTC | No | 1 |
| 9 | LSG PA s | No | 3 |
| 10 | T/S PA's | No | 32 |
| 11 | LRPA | No | 21 |
| 12 | PA SBCO | No | 1 |
| 13 | MTS | No | 7 |
| 14 | POSTMAN | No | 18 |
| 15 | CASH OVERSEER | No | 1 |

DEPARTMENT OF POSTS, INDIA
Office of the Senior Postmaster, Kottayam

MEMO OF DISTRIBUTION OF WORK

Administrative Branch

SENIOR POSTMASTER

(Working Hours from 09.00hrs to 17.00hrs)

1. Administration and general supervision over the working of all branches. Will perform personal duties of the Postmaster prescribed in the various manuals, FHB, HR & M etc. except those delegated to the Dy. Postmaster and APMs. Will inspect all branches once in a year.
2. Will be responsible for appointments discipline and control. She/He will grant leave. Sanction advances like fan, festival, GPF, advance of pay and leave salary, TA, Medical expenses etc. Will authorize overtime to the staff.
3. Will verify/sign Postmasters balance sheet. Will perform the duties as drawing and disbursing officer as prescribed in FHB Vol. I other than those delegated to Dy. PM and APMs.
4. Will sanction all claims regarding pay and allowances, Honorarium and contingencies under the various heads. Will sign contingencies under various heads. Will sign contingent register. Will attest 10% Service Books. Check at random registers pertaining to establishments, audit attachments, refund, advances, recoverable pension payments.
5. Will sanction claim regarding SB/RD/NSC etc and issue orders for duplicate PB and closure of Accounts without production of Pass Books.
6. She/He will supervise the work of DPMs and APMs to ensure that their duties are performed as per rules. SBCO will be under his control. She/He will review the objection registers.
7. She/He will ensure prompt disposal of correspondence of all branches and will attend to investigations and inquiries except those delegated to the Dy. Postmaster. She/He will ensure prompt settlement of Audit objections, Audit inspection reports, and also all IRs and MRs and disposal of public complaints. She/He will attend to all matters regarding Welfare, Co-operative Societies, Recreation Club, Canteen and Other Matters.
8. She/He will maintain CRs of officials under him except those delegated to Dy. Postmaster.
9. She/He will exercise overall supervision on the functioning of Speed Post Centre.
10. Will examine and ensure prompt receipt of Security bonds of all officials for whom She/He is the appointing authority.

11. Maintenance of Postmasters Order Book and carrying out tasks prescribed in Rule 50 of Vol. V Part-I
12. Maintenance of Book of Information.
13. General watch over cleanings
14. Daily review of diaries of PRI (P) s.
15. She/He is responsible for updation of reports/performance in connection of Project Arrow daily
16. CPC is under the control of Sr. PM. Will approval PLI/RPLI maturity/revival/loan etc.

1. Administrative PA-I

(Working Hours 0900 Hrs to 1700 Hrs)

Assistance to Postmaster in disposal of correspondence. She/He will deal with PL of all categories of staff (DPM, APM, PRIs, PA, Postman, Group-D and GDS). Maintaining of Casual leave sheets, Gradation lists, maintaining of Nominal rolls except Postman and Group-D. Punishment Register, Register of D.O. Letters, Maintenance of Ruling files. Statement relating to appointment. Submission of periodical due statements. Issue of leave orders of all categories of staff. Submission of Daily diaries of PRI (P)s. Sanction of GPF Advance, Supply of ACG 67 Receipt Book. Distribution of Dak to various branches. Revision of allowance of GDS consequent on increase of DA. Preparation of Extra expenditure Bill in respect of allowances of GDS officials officiating as Postman/Group-D. Disposal of ACG-17 in r/o Mazdoor charges/Wages paid. Will deal with matters relating to dishonour of cheques. Preparation of B statements OTA bills and submission of bills. Submission of periodical statements. Distribution of stock and stationeries/computer stationeries to various branches and maintenance of stock register and also distribute computer papers to sub offices as per the indent received from Divisional office and maintain stock register.

2. Administrative PA-II

(Working Hours from 1000 - 1800)

Disposal of Public Complaints. Maintenance of Register of complaints, Preparation of complaint statements. Attending to inward and outward search bills. Correspondence relating to leaky parcels, all types of UCR refund. Will deal with all items of Stock, Forms, submission of half yearly returns to PWS. Maintenance of stock register, Supply of Uniform. Will deal with cases of furniture, electricity, and water charges, Buildings, Maintaining of history sheets except computers. Recall of articles, Special registered journals. Submission of enumeration returns and Annual Administration reports. Weeding out of old records regularly. Submission of periodical statements, deal with cases of RTI ACT 2005. Post Box, Post Bag, and issue of Cable TV license. Disposal of Audit objections. Will deal with all inspection reports/VRs of PMG/DPS/SSPOS/DAP and P&T Audit. Timely submission of cheque intent for HO and SO.

3. Administrative PA-III

(Working Hours from 0930 Hrs to 1730 Hrs)

She/He will attend duties of Disposal of TA/LTC/Medical Bills. Disposal of AG 17 in respect of Mazdoor charges /Wages paid. Will deal with Budget branch. Deal with matter relating to dishonor of cheques. Disposal of Audit objections. Will deal with all Inspection report/VRS of PMG, DPM, SSPOs, DPA & P&T Audit etc. Preparation of B Statements of OIA Bills and submission of Bills. Submission of periodical statements. Distribution of stationery items to various branches. Passing of Extra Expenditure Bills relating to Wages of GDS officials officiated as Postman/Group D.

4. CPC PA I

1. Acceptance of new proposals
2. Processing of all claims(Maturity, Survival & Death), Financial(Surrender, Loan) and Non Financial requests(Conversion, Duplicate Policy Document, PRB, Cheque of Nomination, Cheque of mode of Premium Remittance Commutation) etc
3. Tallying of Sub Post Offices PLI/RPLI receipts figure with Sub Account Branch

5. CPC PA II

1. Processing of all claims(Maturity, Survival & Death), Financial(Surrender, Loan) and Non Financial requests(Conversion, Duplicate Policy Document, PRB, Cheque of Nomination, Cheque of mode of Premium Remittance Commutation) etc
2. Tallying of Sub Post Offices PLI/RPLI receipts figure with Sub Account Branch

DEPUTY POSTMASTER- I

(Working Hours from 0900 Hrs to 1700 Hrs)

1. Will perform all the personal duties of the Postmaster delegated to her/him. Issue of Identity card. Personal duties of Postmaster vide Chapter IV of FHB Vol-II. Supervision on maintenance of statistical registers of all branches. Will also carry out the tests prescribed in Rule -50 (2) Vol. VI
2. Will be in charge of Sub Account branch and perform duties of Postmaster prescribed in manuals. Check Cash and Stamp balances of Stamp Vendors as enjoined in Rule 45 (4) and 50 (2) (10) of Vol. VI Part-I.
3. Will keep a watch over the cleanings of the office and its premises. Will see that the Group D officials attended different branches as per the duty chart and wear uniform, punctually.
4. Signing of acquaintance rolls and issue of pay orders in various vouchers relating to contingent expenditure and also in the bills.
5. Will check up the calendar of returns maintained by her/his branch and ensure that all due returns and statements are submitted promptly.
6. She/He will ensure that all records and forms of her/his branch are neatly arranged and secured.
7. She/He will authorize remittance to SOs and bank in the absence of DPM-II (APM (Treasury))

8. Will maintain CRs of all Postmen
9. She/He will verify ECB memos and enter remarks in the software relating to ECB details.
10. She/He will perform "Day begin" and "day end" transactions in the software relating to their branch
11. (a) She/He will verify the logbook of the Franking Machines of the Branches Daily. Also verify other connected records including Mazdoor charges incurred in Branches and ensure that the expenditure is incurred within approved norms.
12. She/He will receive and dispose of all mails addressed to the Postmaster except those addressed by name. She/He will personally open all dak except those from SSP, DPO, PMG and DCA and ensure prompt and correct distribution of correspondence by the administrative branch.
13. Will sign routine correspondence such as forwarding of charge reports
14. Maintain Attendance Register of all Staff except Postman, Group D/PT and ensure punctuality in attendance of officials
15. Scrutinizing of PA-17, ECB Memos of SOs
16. Will exercise supervision of the sub account branch
17. Will maintain the stock of IPOs and ensure timely submission of IPO returns

6.SUB ACCOUNT PA-I

(Working Hours from 08.00 Hrs. to 12.00 Hrs)

14.30Hrs to17.30Hrs

She/He will assist in Regn. Delivery branch from 08.00 Hrs to 08.30Hrs for bulk entry of RLS. She/He will open all Account bags received and dispose of vouchers and contents under acquaintance. She/He will be responsible for loss of any vouchers/contents of account bags transferred without receipt. Checking of SO Daily accounts. She/He will bring to the notice of the DPM-I cases in which SOs have kept excess cash balance and other irregularities vide Rule 578, 517,618, 622, 623, 624, 625, 627 and 630 of Postal Manual Vol VI Part-III. Initialing of SO Slips, Closing of Account bags, to PMG. Maintenance of Register of Credits and arranging credits to SOs/MDG. Preparation of computerized PA Slips. She/He will bring the requests from SOs to the notice of the concerned supervisors relating to cash, stamp, forms and receipt books etc. She/He will attend the data entry of MO issue and MO paid in the absence of MO issue/paid returns PA.

7.SUB ACCOUNT - PA- II

(Working Hours from 0930 Hrs to 1730 Hrs)

She/He will attend the data entry of SO daily account part-1&11and maintenance of SO Summary in Computer vides Rule 578, 579, 588, 620, 628,629 and 630 of Postal Manual Volume VI Part-III. Look after

Duties of SAC-I when she/he is absent. She/He will be in charge of the duties of the DPM-I and will have kept excess cash balance and other irregularities. She/He will be responsible for the duties 728, 729, 730, 731, 732 and 733 of Postal Manual Vol VI Part-III. She/He will enter FOIT details in the software. She/He will submit MO issue /paid returns, in the absence of MO issue/paid returns PA.

J.DI DESPATCH- PA

(Working Hours 0930 to 1730 Hrs)

She/He will despatch Registered Letters/Parcels booked through MPCM counter and articles for despatch from Registration Delivery. She/He will collect special journal articles from special journal users and despatch them. She/He will attend window delivery of Registered/VP letters and parcels, payment of MOs and e-MOs in the off-time of Registration Delivery PA and MO-Paid PA. She/He will prepare daily reports and abstracts and get it verified by the Supervisor.

APM (Treasury)- DPM-II

(Working Hours from 0800 Hrs to 1200 Hrs and from 1500 Hrs to 1800 Hrs)

1. Will look after the additional duties of DPM-I when she/he is on leave or absent. She/He will be in charge of the office during absence of Senior PM and DPM-I. All duties of Postmaster relating to Treasury as prescribed in various Manuals and FHBs.
2. Will authorize remittance to SOs and Bank, writing up of Treasury Pass Book, arranging of Police escort and guards, clearance of Cheques, ensure correct maintenance of HO Summary. Ensure that all computer reports are taken correctly and verify their accuracy. She/ He will be the joint custodian of Cash and stamp balances of the HO.
3. Supervision over the Maintaining of records relating to saleable publications and accounting their sale proceeds.
4. Verification of Cash and stamp balances, checking of Insured articles received for safe custody.
5. She/he will be joint custodian of office stamps with Treasurer- III.
6. Maintenance of stock register of ACG-8, ACG-11 and ACG-13 and checking of stamp advance to stamp vendors.
7. Supervision over the stocking and supply of MO Receipt book, Eng B, Eng 9 etc to SOs.
8. Will verify eMO paid data with Sub Accounts branch daily.
9. Supervision on timely submission of MO Paid returns and eMO issue schedule to DPA.
10. Examination of lock and key in Treasury branch.
11. She/he will receive and dispose all mails addressed to Senior Postmaster except those addressed by name in the absence of DPM-I.

She/he will attend preliminary sorting from 0800 hrs to 0830 hrs. She/he will receive sufficient advance from TRR -1 and handed over to SB/SC /IMTS counter staff in order to begin the counter transactions in time and avoid public complaints.

She/he will verify the remittances to and from Sub offices and adjust the same with S/O daily account. She/he will ensure the correctness of the transit entries and sign on the HO summary.

13 Signing of all statements relating to Treasury branch

14 Drafting of required staff at pressure points in consultation with Group officers during her/his duty Hours

15 Will perform "Day begin" and "Day end" in the software relating to her/his branch

16 Will supervise MO Paid returns branch and submissions of returns to DPA

17 Will write cheques as per the request from SOs.

18 Will regulate funds for Sub Offices

19 Will regulate drawings/remittances to Bank

20 Will supervise receipt stock sale and returns of the saleable form and ensure prompt credit of the sale proceeds.

21 She/He will responsible for sale of Gold coins /silver coins, its stock, issue of cheques on the sale of gold coins and timely submission of its return to DAP

9. TREASURER-I

(working hours 0800 to 1200 hrs and 1500 to 1800 hrs)

All duties of Treasurer as laid down in FHB Vol- I and II except those assigned to Treasurer II and III. Joint custodian for cash with APM (Treasury), Insured articles in deposit, received for safe custody. Opening of account bags in the presence of SAC-I. Receipt of cash, cheque/DD etc. remitted by Sub Offices through cash bags and closing of such account bags. Disbursement of cash to pedman for the payments. Providing of cash to SOs through Cash Overseer as ordered by APM (Treasury). Receipt of surplus cash from SOs collected by Cash overseer. Cash remittance and drawing from bank and accounting for the same. Preparation and maintenance of TCB, HO summary and related accounts. Custody of out of account cash and maintaining accounts thereof, remittance to the concerned parties. Submission of monthly returns. Generating of HO summary in computer and ensuring its correctness. Submission of cash balance statement to Divisional office. She/he will attend clearance house on all working days at 08.30 hrs. She/he will handover sufficient advance to DPM -II before going to clearance house for distributing to the SB/SC/IMTS counter staff, So that they can start the counter transactions in time.

10. TREASURER-II

(Working Hours from 0930 to 1730 Hrs)

All duties of Treasurer as laid down in FHB Vol-I and Vol II except those assigned to Treasurer I and III. Turn duty Treasurer. Collection of cash from the counters. All bill payment. Receipt of out of account cash of HO and transfer to Treasurer I under acquittance. Window money order payments, bulk money order payments through pay orders and cheques. Receiving of returns and collection of unpaid postage from Postman. Transfer all surplus cash to Treasurer I at the end of his duty hours. Commutation and DCRG payments. Will maintain a separate cash book and joint custodian of cash with DPM (Treasury). Will keep register of cash advances and obtain acquittances thereof.

11. TREASURER-III

(Working Hours from 0930 to 1730 Hrs)

Duties of Treasurer except those assigned to Treasurer I and II. Receipt and supply of stamps and stationery from CSD and accounting for same. Receipt and custody of Philatelic stamps and first day covers/My stamp sheets and issue to Philatelic/ My stamp counter. Sale of Postage stamp in bulk to public and sale of Service Postage stamp. Sale of AD cards in bulk and valuable publications. Transfer of cash to Treasurer I. Will generate cashbook and stamp balance register in the computer. Joint custodian of stamps and valuables with APM (Treasury). Will combine duties of Treasurer as assigned by DPM/Sr.PM when one of the treasurers is on leave/absent. Indenting, stocking of International and domestic Flat rate boxes and submission of due statement thereof. Daily updation of philsim software. She/he will maintain stock register of every forms and items dealt within the branch. Place indent for stamps and stationeries and furnish statement thereof.

12. MO PAID RETURNS - PA.

(Working Hours 0930 Hrs to 1730 Hrs.)

All duties with regard to Money orders paid at SOs. Preparation and timely submission of MO/eMO Paid returns to various Audit Offices. She/He will ensure that the paid figures tally with the Cash account. Disposal of void Money orders to Accounts branch. Maintenance of Register of "Will follow" Vouchers and ensuring the receipt and despatch of such vouchers to Audit office. Will bring to the notice of the APM (Treasury), all cases of delay in receipt of paid returns, from here, suspected wrong payments and other serious irregularities.

All duties with regard to Money orders and eMOs issued at SOs. Preparation of MO/eMO Paid returns and timely submission of the same to Audit vide Rules 251, 303, 304, 306, 307 and 308 of Postal Manual Vol. II Clause-7. She/he will prepare e-MO schedules.

ACCOUNTS BRANCH

APM (ACCOUNTS)

(Working Hrs from 0900 - 1700 Hours)

She/He will be in charge of Accounts Branch. General supervision. Verifying/Checking of HO Cash book. Receipt and Distribution of Dak. Verification of Service Books and leave accounts and attestation of entries in Service Books. Personal custody of Service Books, Surety bonds, with Accountant No I. Checking of all Bills and Acquittance Rolls prepared in the branch except those assigned to Accountant. All statements and deduction schedules will be checked and signed by her/him. Checking of Contingent Register and NPC Voucher vide Rule 79 of Vol VI. Duties of PM in respect of Pension Payments. Supervision duties relating Security bonds of Departmental officials and joint responsibility for their currency and availability. Register of retrenchment, Court attachment, Income tax, Co-operative recoveries, PLI, LTC, CEA and RTF cases. All advances except GPF. All due returns and statements NPC Bills, UD Register and Memorandum, Bonus, CGEIS/GIS, CD (ADA) New Account. Joint Custody of all account records with PM. Will be responsible for the prompt submission of all account returns and statements and prompt disposal of objections. She/he will be responsible for timely submission of cash book and cash account. Preparation of cash book and CBR. Preparation of Cash account. Maintenance of PLI and RPLI registers. Writing of PLI and RPLI payment cheques. She/he will attend the work of quality checker for the acceptance of PLI/RPLI proposals, PLI/RPLI maturity, claim. Loan payments.

Accountant I

Checking of daily schedules and tax schedules, Joint custody of A/cs records with APM. Duties of Accountant vide FHB Vol I & II other than that of Accountant II. Preparation of Statements and other Pension statements. Pension register and all works relating to pension cases. Income tax, claim cases, service tax payments and submission of returns. Attend audit notes and audit Inspection reports. Verification of services of Part II officials. SB posting, fixation of Pay, Leave account, EC of part II Officials. SB posting, fixation of pay, maintaining leave account, EC of Part II officials. Custody of SB Part II official's security bonds. Maintenance of Ruling files, submission of Account's returns to AO, UD register and memos and redrawal from UD. Noting of date of payment of Pension payment in PPO's. Preparation of Bank reconciliation statement. Correspondence of the branch. Drawal of B-2 Mail Subsidiary, FHR. Pay certificate of Part II officials, Arrears of part II officials. Drawal of B1 bills. Establishment pay bill of Part I & II officials. Increment certificates, absentee statement. Issue and receipt of LPCs, Arrears of Part I & II officials, Allowances to trainees, advance of pay and leave salary. Pay certificates, all kinds of advances to Part I & II officials.

Accountant II

Duties of Accountant vide FHB Vol I & II other than that of Accountant I. All works relating to NPC. Verification of services of Part I officials and Gazetted Officers, Maintenance of B3 register, Increment, Posting fixation of Pay, Leave accounts, EC of part I Officials, special leave register, Leave accounts notes and ICIR, Accounts objection from DPA, cases relating to officials on deputation to APJ, CI/ARTR cases. Writing of contingent register, preparation of NPC bill of HO, SOs and Divisional Office and its submission to SSP & PMG. Disposal of NPC objection, watching of credits by SPMs share of electricity charges. Correspondence of the branch, Security of Bonds of part I officials and Treasurers. Settlement of audit objections, GPF advances and withdrawals, Drawal of B2 & B4 bills, Establishment pay bill of Part I & II officials, Increment certificates, absentee statement, Issue and receipt of LPCs, Arrears of Part I & II officials, Allowances to trainees, advance of pay and leave salary, Pay certificates, all kinds of advances to Part I & II officials

13.PA - I

Writing of contingent Register HO, SO and Divisional Office, B6/B7, B8 Preparation of NPC Bill, and submission to SSP and PMG. Disposal of NPC objections, correspondence in connection with NPC. Watching of credits of SPMs of electricity charges, Assistance to PLI data entry and PLI correspondences

14.PA II (Schedule-I)

Preparation of Schedules of Bills Paid, all kinds of Pensions, PLI Payments, Loan Payments, Other HO receipts & Payments, EMD, Commutation, DCRG, Void MO, Vodafone, BPMs commission, TDS Bills Paid, Refund of EMD, received from CSD, Preparation of RA, Service MOs, Preparation and dispatch of AO3, all correspondence of the branch, EVP delivery receipts, E post schedule, Schedule of RMFS collection, Cash sent to other HOs, PLI certificate of Income Tax, EL/CL supplement, Bills of officiating arrangements of Postman and Group D, E bill receipt schedule including BSNL landline and mobile bill collections

15.PA III (Schedule II)

Preparation of Schedules of drawn from Bank, postage revenue, UCR, UCP, CD, TRC, BNPL, Bill mail service, Business Post, Direct Post, KPSC, Media Post, Refund of Media Post, MO forms, Post bag, Philately, Post Box, Publications, Retail Post, Speed Post, Abbreviated address, VIT service tax, Amrita ST, UPSC, Karunya ST, CMC forms, KIIT ST, LPP payment, PA/SA appln, Remitted to Bank, Verification of cash credit, Schedule e-post, refund of revenue, correspondence of the branch Preparation of Bank reconciliation statement, Cenvat, eticket schedule, monthly data of uploading of drawal from bank, remittance to Bank and list of cheques, Verification and payment of OTA bills

16.PA IV

Drawal of B3 bill, Substitute Bill, Ex-gratia compensation to GDS, all other works related to GDS officials, Salary certificates of GDS, Preparation and verification of TA Bill, Medical Bill, LTC, TDGS payment and maintenance of ledger, CGEGIS, Correspondence of the branch, Security Bonds of GDS officials, Professional Tax, Out of account RD, LIC, Postal Telecom BSNL Kottayam, Idukki, KDCB Vaikom....., Recreation Club Kottayam, Unions, HDFC and KSFE, SDBS, Severance, Despatch of Mails of Accounts Branch

17.PA - V

All works related to GPF, maintenance of all recovery registers and schedules. PLI and RPLI data entry. PLI and RPLI uploading of Monthly cash and pay schedule. PLI NET Accreation report. PLI/RPLI credit

Authenticate All correspondences in connection with PLI/RPLI work. Forwarding PLI/RPLI applications of maturity, surrender, claim, loan, revival, transfer cases to Divisional Office. Effecting PLI/RPLI payments through SO/HO and sending cheques by Registered Post to the insured.

APM (Counter)

(Working Hours from 0930 to 1730 Hrs)

1. Supervision over the functioning of all Counters and attendance of Counter PAs and the Stamp Vendors. Take action to relieve pressure at points during peak hours.
2. Keep watch on cleanings at Counter and Public Hall also ensure that all facilities are provided for the public at Counter.
3. Supervision on duties including Postmasters Personal duties in regard to IPOs, BPOs, FPOs, and MPCM Counters provided for booking of MO Issue, RLs/Parcels Insured/VPL etc.
4. Supervision over Philately matters and ensures prompt issue of stamps/PDA/Sale international Flat Rate Box/with Barcode.
5. Checking of stamp advances of stamp vendors.
6. Supervision on setting of Franking Machines. Maintain Franking machine record register of licenses. Authorize remote recharging.
7. Keep the stamps and seals (Date Stamp/Oblong/Round MO and insured) in personal custody and will be responsible for the safe custody of all seals and stamps used in this branches.
8. Keep the complaints and suggestion Book and put up complaints, if any registered to the Sr. PM immediately for orders.
9. She/he will supervise the work in the Mails and Delivery branch when APM Delivery is absent.
10. Perform Day begin, Day end, work allocation and Accounts verification transactions in the software.
11. Will authorize e-MOs booked in the counter for transmission.
12. Will run e-MO communication module.
13. Procurement of adequate MPCM sticker receipts, Barcode etc for all type of RL, Parcel and Foreign article booked at counters and bulk mailers.
14. Procurement of PLI, RPLI, ACG-67 and supply to SOs as per request.

18. ENQUIRY/FACILITATION – PA (MPCM PA II)

(Working Hours from 1000 to 1800 Hrs.)

Acceptance and booking of Registered articles, Registered Parcels, Money orders, speed post, Insured letter/Parcel, IRC, PLI Premium, U.C.K, VPL/VPP including insured through MPCM. Attending enquiries from Public. Delivery of ordinary/accountable post restante articles and payment of Money orders. Will make available "Complaints and Suggestion Book" to the member of public on demand and put up to the Postmaster through APM (Counter) when entries are made. All duties in connection with IPOs, BPOs, FPOs and submission of returns(issue and paid) to Director of Postal Accounts. Sale of First day covers and Philately stamps. Opening of new Philately Deposit Account and maintenance of Register. Booking of

articles in MPCM. Acceptance of Registered articles posted in LHE. Acceptance of Cheque/Cash in respect of Franking Machine and setting up of FM under supervision of APM Counter Assistance in TR. Transfer of cash with her/him to the Treasurer. Will prepare the daily reports of all transactions and get it attested by the supervisor.

19. MPCM COUNTER PA-1

(Working Hours from 0830 Hrs to 1430 Hrs.)

Acceptance and booking of Registered articles, Registered Parcels, speed post, Money orders, Insured letter/Parcel, TRC, PLI Premium, UCR, VPL/VPP including insured through MPCM. Transfer of booked articles/MOs to the concerned PAs for the next despatch under acquittance. Custody of oblong stamp during duty hours and ensure that oblong stamp is correctly impressed on booked Money orders before dispatch.

20. Night PA/MPCM Counter III PA.

(Working Hours from 1200 hrs to 2000 hrs.)

Acceptance and booking of Registered articles, Registered Parcels, speed post, Insured letter/Parcel, VPL/VPP including insured through MPCM. Preparation of Registered list and Parcel list and preparation of RB/IB and Closing/dispatching of Registered and Parcel bags. Transfer of Station articles to Delivery PA for delivery under acquittance. She/He will be in charge of NPO and book articles. She/he will hand over the records of NPO to administrative branch under acquittance.

DELIVERY BRANCH

APM (Delivery/Mails/MO Paid)

(Working Hours from 0700 Hrs to 1100 Hrs and from 1500 Hrs to 1800 Hrs.)

1. She/he will be in charge of Delivery /Mails/ MO Paid, Deposit, Sorting, Registration Delivery and Parcel delivery (including VP and COD) branches
2. Supervision over MO Paid branch, will authorize the eMOs received for payment
3. Will arrange the duties of Postman and Group-D staff and also arrange substitutes on leave and other arrangements.
4. Checking and disposal of the relevant records and articles. Will be joint custodian for the accountable articles in deposit.
5. She/he will supervise over the maintenance of records connected with Franking Machine available in the Mails/Delivery branch.
6. Supervision in Mail and Sorting branch during duty hours
7. Transfer of all records relating to Regn. Delivery/Parcel delivery (including VP and MO Paid branch), including Postman Book to record room of Administrative branch
8. Supervision on attendance of all Postman/Group-D officials.
9. Examine the book of post marks and ensure legible and distinct impression of stamps and seals used
10. Will update Beat list of postmen staff at regular intervals
11. Will perform "Day begin", "work allocation" and "Day end" transactions in the softwares relating to her/his branch and day begin of main server.

- 12 She/he will transfer M.O cash details to Treasury Branch and perform "Submit" and "Final transactions" of MO/EMO payment.
- 13 She/he will transfer V.P details and enter M.O numbers of V.P articles in the software
14. Ensure updating the data in IPS Web.
15. Maintain book of addresses instructions both permanent and temporary
16. Ensure maintenance of Register of Missent articles by Mail PA

21. REGISTRATION DELIVERY - PA (Regd/ and VP)

(Working Hours from 0730 Hrs to 1030 Hrs and from 1330 Hrs to 1730 Hrs.)

Opening of Registered bags, and ensure the correct receipt of article received according to the list. Generating of Registered/ and VP abstract in Computer for the Inlets and articles received and despatch by her/him. Dispatch of Registered bags in the morning. Preparation of Delivery slips of Registered, Parcel and VP articles of Postman/Bulk mailers. Issue of articles to Postman and taking returns from Postman. Issue of notices of Regd Articles to Postman for delivery through window. She/he will responsible for the articles in deposit and for the prompt disposal of unclaimed / refused, redirected and Not known article for Registration Despatch PA for despatch. Transfer of Insured articles in deposit to Treasury for keeping safe custody

Transfer of Cash in respect of VP and C D articles delivered to Treasury branch for issue of VP Money orders. She/he will hand over the records of the branch to Administrative branch under acquittance at the end of each month.

She/he will prepare daily reports and get it verified by the supervisor. She/he will maintain register of VP letters received for delivery.

22. MAILS - PA

(Working Hours from 0630 Hrs to 1030 Hrs and from 1530 Hrs to 1830 Hrs.)

Receipt and Dispatch of Mails. Maintenance of Bag Accounts, Closing of Account TB, Issue of unpaid articles for delivery to Postman and maintenance of the account of the deposit branch. All duties of deposit branch. Preparing of bills in respect of articles received under Business reply and arranging delivery to the addressee. Attend the duties of sorting PA as and when required. Preparing of Mail List and Despatch of Mail bags/Parcel Bags. Hand over Mail Bags to MMS under acquittance. Distribution of paid unregistered articles to Postman. Maintenance of Book of addresses, instructions both Permanent and temporary. Examination of book packets received for delivery. Duties of deposit PA in disposal of undeliverable paid, missent and unregistered articles. Sorting of articles for delivery through Window for Post Box/Bags of the first and second delivery. Will maintain register of un-paid articles.

23. MO PAID AND PARCEL DELIVERY - PA

(Working Hours 0730 Hrs to 1130 Hrs, 1400 Hrs to 1700 Hrs)

Will be in charge of the Money order paid branch. Sorting of Money orders/e-MOs for Postman. Generating of register of Money orders/e-MOs paid in computer in respect of all Postman (1-16)

She/he will issue Money orders for payment to Postman and take returns from them. Verification of MOs/e-MOs paid vouchers as per rules. Disposal of MOs/e-MOs for redemption, unclaimed and returned Mos. She/he will hand over void MOs/e-MOs to paid to the APM (Accounts) under acquittance and unpaid void MOs to paid returns branch. She/he will prepare MO paid list in respect of MOs for payment through pay order/Cheque in respect of bulk addressees. She/he will hand over the records of the branch properly arranged, to the administrative branch at the close of each period. Maintain statistical register of the branch. She/he will maintain the records relating to returns and hand over the returns to MO Paid returns branch under acquittance. Will maintain register of MP drawn MOs. Generating of computerised MO/e-MOs paid list and closing of accounts. She/he will take printouts of e-MOs received. She/he will also work as parcel/VPP /COD delivery PA and maintain all records connected therewith and will keep the articles in deposit under safe custody.

24 WINDOW DELIVERY AND SORTING – PA.

(Working Hours from 0700- 1000 Hrs and from 1400 to 1800 Hrs)

All duties in connection with Window delivery and the Sorting of all unregistered articles for despatch. Closing of Mail bags and L bags and hand over to Mails PA Assistance in the preliminary sorting of paid unregistered articles received for second delivery. Checking of Franked articles presented for dispatch and filing of the daily dockets and maintenance of franking machine registers Rule 30 (2) of Vol- VI and DG letter No. C 23/S/56 of 16.5.61. Cases of under payment in Franked and other ordinary articles will be brought to the notice of APM/PM. Receiving of Mails cleared from Outside/Office LBs through GDS/Group-D. She/he will assist Mails PA in the disposal of missent /not known/returned articles.

SAVINGS BANK

ASST. POSTMASTER (SB)

(Working Hours from 0900 to 1700 Hrs)

Duties of Postmaster in SB, TD, MIS, SCSS and Savings Certificates and allied items of work as prescribed in Part-II of Postal Manual Vol. VI and other instructions connected with it. Filing of D.G.'s Circulars issued from time to time. Stock/Safe custody and distribution of Authorized Agents Receipt Book/Blank Pass Book, Maintenance of Stock- Register relating to Pass Books, SB Cheque Books, Savings certificates and all other accountable forms relating to the branch. Watch over cheques received for collection. Supervision over the processing and disposal of all claim cases and ensuring their correct and speedy disposal. Receiving of Dak for the SB Branch. Submission of returns to SBCO. Maintenance of Nominal roll of the branch. Receipt and Custody of Savings Certificates and supply to SOs on request. Verification of stock of Savings Certificates of SOs with respect to The Stock register. Issue of Duplicate Certificates in respect of HOs and SOs. Will be in charge of RD Branch when APM(RD) is on leave. Will be responsible for the custody of Stamps and Seals used in SB Branch. Entering of corrections to all types Accounts in the presence of System Administrator. General Correspondence of SB Branch. Will perform

Day begin and Day end transactions. She/he will perform all Supervisory duties relating to WUMIS. She/he will maintain stock register of Cash certificates

25. SB COUNTER-PA- I

(Working Hours from 0900- 1700 Hrs.)

Counter transactions relating to SB, MIS, all Categories of Time Deposits PPF, NSS92/NSS 97, Disposal of Field Money orders received for deposit in SB Accounts of HO and SOs. Maintenance of SB 3 cards of accounts. Will attend work relating to inward and outward Transfer of accounts. Maintenance of Register towards Commission paid to SAS Agents and TDS recovered. Will hand over the cheques received for deposit to Treasurer-II. Preparation of LOT in respect of all categories of Accounts. Transfer of all Vouchers with LOT to APM at the close of every day. Prepare submit of accounts in Computer. Transfer of interest of MIS Account automatically to SB account/ and from SB to RD Account in computer. Preparation of list in respect of SB Withdrawals of HO exceeding Rs. 5000/- for verification through PR (P)/SDI. Attend Automatic transfer of Deposits from SB Account to RD Account on 15th of every month and transfer of list to RD branch. Preparation of incentive bill on MIS accounts of counter transactions and submit to administrative branch duly verified and signed by APM (SB) for issue of sanction. Annual posting of interest to all categories of accounts. Deduction of service tax from silent accounts. Rectification of minus balance of all HO accounts. Seeding Aadhar numbers. CBS monitoring report submission, settling of discrepancies in DPT.

26. SB COUNTER PA- II

(Working Hours from 0900-1700)

Counter transactions relating to NSC, KVP (Issue and Discharge) and Senior Citizen Accounts. Filing of NSC applications in order. Submission of Savings Certificate returns to DPA. Will attend Transfer of Savings Certificates both inward and outward. Preparation of Issue and Discharge journals LOT in Computer. Prepare submit of accounts in computer. Will submit SCSS returns to SBCO. Verification of all Savings certificates received for transfer. Maintenance of Stock registers for all certificates. Maintenance of figure books of SB Counter I and II. Entering of data in CC Bridge Software and submit to DPA. Attend duties related to payment of commission to SAS agents. Settling of discrepancies in DPT.

27. SB SO LC - PA

(Working Hrs from 0900 Hrs to 1700 Hrs)

Entering of SB/TD/MIS/SCSS transactions of SOs in Computer. Maintenance of objection register in respect of all categories of account. Preparation of list of withdrawals exceeding Rs. 10000/- in respect of Single handed SOs for verification. Calculation of Annual interest in respect of SB account in Computer. Preparation of consolidation of SB/TD/MIS/SCSS Accounts of SOs ensure with the correctness of the figure with Sub Account branch. Work relating to Transfer of Accounts, Receipt and filing of SB documents. Preparation of SB slips for dispatch of Pass Books. Revival of silent account of SOs and all Misc work relating to corrections/Transfer of all various types accounts of SOs. Rectification of minus balance of

Accounts standing at sub offices. Work related to Death claim cases except RD. Work relating to Madrassa, NREF, etc.

28. SB MISC- PA

(Working Hrs from 0900- 1700 Hrs)

Will function as Supervisor cum operative PA. Will maintain Stock register of all Pass Books, Books of Receipt for Authorized Agents and supply to SOs at request and other accountable forms. Etc. Supply of Pass Books to SOs. Will be responsible for submission of all due returns other than the daily returns to SBCO. Will process all claim cases and put up them to the Senior Postmaster duly verified by APM. Will attend all correspondence work of the branch and maintain files relating thereto. Will render assistance to other PAs in the branch whenever required. Will attend settlement of audit objections. Transfer of all MIS Accounts of Sub Offices and submission of all due Monthly/Quarterly/Half yearly statements. Will attend duties related to TDS.

29. IMTS Service/IMO/IFS—PA

(Working Hours from 0900 Hrs to 1700 Hrs)

Will deal with IMTS, IMO, Western Union, Mobile money transfer, IFS Money order and e-payments. Will attend submission of returns to DPA and Submission of statements in all the above cases. She/he will Maintain registers for all the above cases. She/he will daily monitor e-post messages and take e Post printouts and transfer to cc branch for disposal. She/he will attend the HO/SO agent commission filing in soft post and attend daily tallying of TDS figure with Sub account. She/He will maintain register in respect of deposits made in HO/SOs by MPKBY Agents, commission paid to them and TDS credits. She/he will submit the Agent commission reports/schedules to DAP through accounts branch. Will attend the counter transactions related to SSA and maintain figure book. Will issue ATM cards. Will attend e filing of TDS in the absence of SB Miscellaneous PA.

RD BRANCH

APM (RD)

(Working Hours from 0900 hrs to 1700 Hrs.)

Duties of Postmaster in RD Account and CTD Account as prescribed in Part-II of Postal Manual Vol VI. Maintenance of minor stock register of RD Pass books./ Supervision in the branch. Maintenance of Register relating to Commission paid to Authorized MPKBY Agents and TDS recovered as prescribed in latest rulings on the subject. Transfer of RD returns to SBCO. Maintain Register on MPKBY Agents watch the currency of it. Will be in charge of SB Branch when APM SB is on leave. Will be responsible for the custody of stamps and seals used in the RD branch. Supervisory Duties related to death claim cases and transfer of RD accounts.

30. RD COUNTER - PA

(Working Hours from 0900 Hrs to 1700 Hrs)

Counter transactions relating to RD/CTD in Computer, opening/closing of accounts, signature scanning. Maintenance of Register relating to Commission paid to authorized MPKBY Agents and TDS recovered

Will attend inward and outward transfer cases of RD accounts of the HO Preparation of LUT in Computer Preparation of list of Commission paid and TDS recovered Filing of letters received from MPKBY Agents Maintenance of SB-3 cards of RD Accounts and minor stock of register of Pass Books Transfer of Vouchers along with LUT to APM at the close of every day Preparation of submit of accounts in computer Entering of data entry in on line in respect of RD Deposits of MPKBY Agents.

11.50 RD LC

(Working Hours from 0900 Hrs to 17000 Hrs)

Maintenance of SB-3 cards Preparation of RD slip and objection register and filing thereof Preparation of consolidation of RD in respect of SOs and ensure the correctness of the ledger with TAC Entering of data entry in online in respect of Deposits made by MPKBY agents RD Passbook posting when ordered by APM RD Work related to death claim and transfer of RD accounts Will maintain register in respect of deposits made in SCs by MPKBY Agents, Commission paid to them and TDS credits She/he will maintain OM register in respect of RD transactions.

NATIONAL SPEED POST CENTRE

MANAGER, NATIONAL SPEED POST CENTRE

(Working Hours from 0800-1100 hrs AND 1600-2000hrs)

She/he will be in charge of the Speed Post Centre Supervision over the work of PAs/Delivery staff Disposal of complaints through web site Will attend all complaint cases relating to Speed Post articles/EPP articles Attend enquiry regarding disposal of SPA/Passport/MOs through Web site Maintain Register in respect of EPP articles and BNPL Maintenance of account relating to BNPL Will maintain register of Mazdoor charges incurred for collection of articles from private firms/institutions and wages paid for engaging of Mazdoor/ Pensioners for attending the excess work of the branch Submission of due statements to Divisional Office/Regional office and CO in time Will canvass business from Public Filing of Rulings/instructions on Speed Post Maintain History sheet Log book files in respect of Motor Cycles supplied for delivery of speed post articles Maintain the details of expenditure incurred for each bike separately and ensure that the bikes are maintained in good condition Will get the DET transmitted and Day end the Main server All correspondence relating to the branch Verification of Abstract relating to articles received for delivery/Despatch Will arrange to attend the excess work of PAs by ordering Overtime as ordered in letter dated 16.10.2007 Maintain an order book cum OI Register Verify the correctness of the Counter transactions wrt. the log book submitted to Treasury by PAs Will maintain separate Figure book daily detailing each transactions (under each head, summing up PI/GI on monthly basis Will maintain minor stock book of Flat rate boxes received from Treasury branch and watch stock daily to see that the scale process are correctly accounted by PA Will supervise the work of night PA Will keep the cash received from the Pas under custody till the transfer of the account to treasury on next working day.

32. SPEED POST PA-I(Working Hours from 0800 hrs to 1600 0hrs)

Opening of all Speed Post bags received for delivery Accept Speed Post articles received through Registration delivery branch Sorting of articles for delivery/Despatch to other office Prepare delivery slips to Postman/ GDS Issue of articles to Delivery staff Attend Counter booking of Speed Post articles/Money orders through Computer Transfer of Cash to treasury branch at the close of the day under acquittance Assist in dispatch of EPP articles on OT basis from 1630 Hrs Attend complaint cases