



भारतीय डाक विभाग
Department of Posts, India



प्रवर अधीक्षक डाकघर, पुणे शहर पूर्व विभाग, पुणे ४११०३७
Office of the Senior Superintendent of Post Offices, Pune City East Dn, Pune-411037.
Phone (020) 24263394/24263349 email dopunecityeast.mh@indiapost.gov.in

Regd Ad

No :- PNCE/ A /RTI INF/26/107/AG/2022

Dated at Pune-37, 29.07.2022

Sub : Information sought under RTI Act -2005.


Ref : RTI application sent vide RO letter NO. Posts/T/E/22/09807 dated 12.07.2022 & received to this office on 19.07.2022

The information sought under RTI Act regarding vacant Pune Head Post Office under Pune City East Division is as under.

Sr no	Information Sought	Reply by CPIO
1	How many positions/ designations are there in Pune Head Post office? Provide the name of each and every position/ designation (whether Gazetted or Non Gazetted) of Pune Head Post Office. (For example, Head Post Master, Accountant, Postal Superintendent, Clerk, Manger, Section Officer, Postman etc.)	The list of positions/ Designations in Pune Head Post Office is attached herewith.
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 Pune 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 to be carried out by each official is available in a duty list prepared by Pune HO, which contains 41 pages. You are requested to credit an amount of Rs.82/-(41 x 2) at any post office under unclassified receipt and submit the copy of receipt to this office for providing the details of the work/duty to be performed by each position/ designation. Moreover, the details of work/ duties to be carried out by the officials are liable to change as per orders of the competent authority in exigencies of services.
3	Provide the details of how the Pune Head Post Office Staff attendance is recorded whether Biometric or through an attendance register.	Staff attendance is recorded through an attendance register.

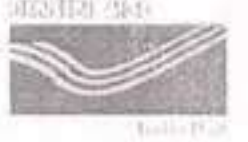
With this reply, your RTI Application stands disposed off. If you are not satisfied with above information, you may prefer an appeal to the appellate authority within thirty days from receipt of this reply.

Address of appellate authority is as below:- First Appellate Authority & Director of Postal Services, Pune Region, Pune-411001. Email id :- dpspune@indiapost.gov.in, Phone No. 020-26121175.


(Dr. Ichake Abhijit Diliprao)
CPIO & Sr. Supdt. of Post Offices
Pune City East Dn. Pune 411037.

The list of positions/ Designations in Pune Head Post Office

Sl No	Designations/ positions	Remark
1	Sr. Postmaster	Gazetted
2	Dy. Postmaster (ASPOS)	Gazetted
3	Dy PM HSG I	Group B Non Gazetted
4	APM Account HSG II General Line	Group B Non Gazetted
5	PRI(P) HSG II	Group B Non Gazetted
6	SBCO Supervisor HSG II	Group B Non Gazetted
7	Accountant	Group C
8	LSG APM	Group C
9	LSG PA	Group C
10	PA	Group C
11	SBCO PA	Group C
12	Overseer & Sorting Postman	Group C
13	Postman	Group C
14	Caretaker	Group C
15	MTS	Group C
16	MTS Canteen	Group C



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प्रवर अधीक्षक डाकघर, पुणे शहर पूर्व विभाग, पुणे ४११०३७

Office of the Senior Superintendent of Post Offices, Pune City East Dn, Pune-411037.

Phone (020) 24263394/24263349 email dopunecityeast.mh@indiapost.gov.in

Regd Ad

No :- PNCE/ A/RTI INF/26/107/AG/2022

Dated at Pune-37, 24 .08.2022

Sub : Information sought under RTI Act -2005.

Ref : RTI application sent vide RO letter NO. Posts/T/E/22/09807 dated 12.07.2022 & received to this office on 19.07.2022 and email dated 22.08.2022

In continuation of earlier reply sent vide this office letter of even number dated 29.07.2022 , the copy of Duty List (Details of work/ duty to be carried out by each official) of Pune Head Post Office is sent herewith with reference to information sought vide your RTI application dated 12.07.2022 of point no. 2.

With this reply, your RTI Application stands disposed off. If you are not satisfied with above information, you may prefer an appeal to the appellate authority within thirty days from receipt of this reply.

Address of appellate authority is as below:-

First Appellate Authority & Director of Postal Services, Pune Region, Pune-411001.

Email id :- dpspune@indiapost.gov.in,

Phone No. 020-26121175.

Encl: Duty List of Pune Head Post office.

(Dr. Ichake Abhijit Diliprao)
CPIO & Sr. Supdt. of Post Offices
Pune City East Dn. Pune 411037.

Pune Head Office

Duty list 2018

h/sotder
वरिष्ठ पोस्ट मास्टर
पुणे प्रधान डाकघर
SENIOR POST MASTER
PUNE H.O. 411 001

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**MEMORANDUM OF DISTRIBUTION OF WORK OF SR.POSTMASTER AND ALL
DEPUTY POSTMASTERS PUNE H.O.**

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	Sr. Postmaster Gazetted	10.00 TO 18.00	To be incharge of the office. To perform all the personal duties of the first class Postmaster as laid down in different manuals except those delegated to the Deputy Post Masters and Assistant Postmaster in office and see that work in different branches is carried out strictly in accordance with the rules and regulations. To see that periodical transfers are effected in respect of officials working in SB MO Sub Account Branch, MPCM counter, Clerks in SB and Treasury Branches. To review public complaints. To see that proper action is taken on complaints noted in the Complains and Suggestion book to pay special attention to bring out speedy closure of complaints. To maintain Confidential Reports and Memorandum of Service of Deputy Postmasters, APMs, PRI (P), LSG Clerks and Postal Assistants. To attend the leave cases of Postal Assistants. To attend to appointments transfer, pension, extension of services in respect of officials for whom he is appointing authority. To sanction TA Bills, LTC Bills, Tuition Fees, Festival Advances, GPF Advances, Medical Reimbursements, Cycle Advances. To sanction expenditure on repairs, additions and alterations, electricity bills, water bills, electric fittings, Furniture, repairs to letter boxes and other charges under contingencies as per Schedule of Financial Powers. To exercise financial powers and administrative powers of his own. To sign pay bills, writing up Postmasters Balance Sheet, checking entries in Head Office Cash Book. To exercise disciplinary powers in respect of all officials under his control (Vol. III). To attend to opening of official Dak of and give instructions to Deputy Postmasters, Assistant Postmasters and Dealing Assistants. To examine diaries of Public Relation Inspectors (Postal). To read and sing correspondence meant for Circle Office Regional Office, Divisional Office, Audit Office, and important correspondence with the members of public. To carry out inspections of different branches and seen that action is taken on Inspection Reports issued by other Inspecting Officers including Visit Remarks. To get prepared memorandum of distribution

			<p>of work of subordinate staff. To maintain Letter Box statement of clearance Letter Boxes in his jurisdiction and Due Mail Sorting List. To be incharge of Building and to see that major and minor repairs are carried out and to attend to maintenance of the building and fixtures through SSPOs and A.E. Civil. To issue sanctions for D.D. claim cases up to prescribed limits. To sanction OTA Bills claimed by the staff for submission to Division Office after proper scrutiny. To sanction expenditure for posting of paid Test Letters. To arrange drawal and remittances of cash from and to State Bank of India. To verify entire cash balances on last working day of the month in respect of Stamp Vendors, Stamp treasurers and philately counter PA. To ensure that smooth and courteous service is rendered at counters. To supervise the work of SBCO. To take rounds for watching the work of various branches. To ensure submission of all periodical returns in time by respective Group Officers. To look after welfare of the staff. To perform any other important duty not delegated to subordinate staff. To supervise the overall working of speed post branch. To see that arrangements at counter on rush days and days following on holidays and Sunday are adequate and open additional counters and arrange redistribution of work whenever required.</p>
	Deputy Postmaster (General) HSG I	10:00 to 18:00	<p>To be incharge of the treasury and joint custodian with the treasurer for cash and valuables kept in the office safes in the strong room over night. To carry out daily verification of balances and examination of accounts in the evening (Rule 66 of FHB Vol. I). To monitor the treasury working and speed post. To be incharge of Sub Account, Account, M.O. Issue, R & P Issue SOMO, MPCM, VAST & Clearing House Branches. To supervise the work of record clerks. To attend to all correspondence relating to branches under his control except those items which requires Postmaster personal attention and signature. To pass pay orders daily on S.O. Daily accounts (Rule 584 (4) and 595 of Vol VI). To see that the duties assigned to Group Officers under him are carried out by them. To see that items of S.O. Daily accounts such as cash stamp balances and authorized balances and totals are checked by the APM Sub Account and procedure regarding remittances to be sent to Sub Offices is correctly followed (Rule 618, 540 (2) of Vol VI). To see occasionally that the</p>

			<p>vouchers and receipts etc. received through account bags are transferred to concerned branches under receipt. To see that S.O. Slips are properly prepared (Rule 592, 601 (1) and 637 of Vol. VI). To see that rules for closing of cash bags, stamps bags and account bags are properly observed (Rule 27, 6 (1) (3), 636 of Vol. VI). To see that procedure regarding remittance through special carrier is followed (Rule 597, 616, 636 of Vol.VI). To see that procedure regarding cash remittance in transit between H.O. and S.O. and postage in transit is understood by Sub Account Clerk. To see that various books in the Accounts Branch are properly written (Rule 592,631,637,642 of Vol. VI). To see that old records have been properly disposed off after the period of preservation. To see that hand to hand receipts books and Error Books are properly maintained. (Rule 75 of Vol. VI) & (Rule 45 of Vol. V and Rule 97 of Vol. VIII). To look after the security arrangements of the office. To keep custody of bank guarantees and other important documents. Specially transferred to him for purpose and maintain the register. To watch over the pendency and disposal of complaints cases received from other offices (i.e. work done by Record Clerk). To take frequent rounds in different branches. To examine daily accounts and take action regarding retention of cash above maximum by Sub Offices and ensure by verification that liabilities as shown are genuine. To issue cheque for payment of departmental dues for official purpose vide D.G. P-New Delhi, No 37-1/70/CI dated 12-2-74. To maintain stock and stock book of ACG 67 receipt books. To accord approval of Over time. To deal with cases regarding production of records before Court of Law. To see that branches under his control are kept clean and tidy. To check periodically the statistical registers of branches. To attend to items of fire extinguishers, electric supply and equipments. To issue cheques for payment of departmental dues (officials) in respect of SB/SC etc.</p>
	Deputy Postmaster R & P Delivery HSG I	06.00 to 13.00	<p>To be incharge of Mail and Delivery branches including Registered and Parcel Delivery M.O. Payment. To perform all personal duties of the Postmasters in respect of Mail and Delivery branches including Registered and Parcel Delivery M.O. Payment branches. To see that attendance registers and nominal roll of branches under him are</p>

		<p>properly maintained. To maintain order book vide Rule 50 of Vol.VI. To see that register of service messages is properly maintained by the Assistant Postmaster Delivery. To grant Leave/Casual Leave to Postman, Overseer, DSV, Sorting Postman and Gr. D Staff. To maintain Confidential Repots and Memorandum of Service of above staff. To see that statistical registers, hand to hand receipt books, errors books of the respective branches are properly maintained and written up to date. He should occasionally see that the postman's Books are written by postman before they leave the office (Rule 696-700 Vol.VI). To see that bag account is maintained by the Mail clerk and surplus bags returned daily. To attend all delivery work and occasionally check articles brought undelivered by the postmen. To see that Postman's beats are properly arranged. To make proper arrangements for clearance of office and street Letter Boxes. (Rule 104 Vol. V and Rule 73 of Vol.VI). To see that letter postage account is written up by the clerk before the postmen leave the office, that postmen sign the account and write the amount in words and figures and that the deposits account is properly maintained. To see that the duties assigned to the Assistant Postmasters Registered delivery and Parcels delivery are performed by them properly. To see that references relating to branches controlled by him are disposed of properly. To see that delivery of heavy parcels is effected at minimum and reasonable charges (Rule 165 Vol.VI). To see that bags received by Mail Clerk are properly examined (Rule 58, 59, 67,104 of Vol.VI and 138 of Vol. V) and that registered and parcels bags and account bags are being transferred to respective branches immediately under receipt. To see that closed bags remain in the custody of mail clerk till the time of dispatch (Rule 71 of Vol.VI). To see that the registered Parcels lists with articles are transferred under receipt to R & P Issue branch. To see that arrangements to receive mails are satisfactory (Rule 56 of Vol.VI and Rule 81 of Vol. V). To see that OT Bills of postmen due to combination of beats on account of shortage of staff are prepared and sent in first week of next month without fail. To deal with cases regarding interception of articles and maintained relevant files. To see that the branches under his control are kept clean</p>
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			and tidy. To see that Delivery Clerks and Sorting Postman are conversant with localities and principal residents and Postmen's beats. To dispose off cases of leaky parcels expeditiously. To check periodically the statistics of the branches. To see that Stamp Sale counters are opened at schedule hours. To supervise the delivery of speed post items and to maintain the statistics of Speed Post Branch.
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MEMORANDUM OF DISTRIBUTION OF WORK
CORRESPONDANCE BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	CC STOCK	10:00 TO 18:00	To be in charge of stock branch. To deal with cases of repairs/maintenance furniture and purchasing of new furniture etc. To maintain history sheet and stock register of all items. To supply stamps, seals and types for the use of the office as well as SOs and BOs in account with to submit indents of articles of stock. To maintain invoice file in respect of articles received from the stock depot. To supply articles of stationery to the staff of Pune H.O, purchased from PM's contingency. To deal with building, water and electricity related correspondence. To deal with case relating lost property. To maintain order file of stock branch. To maintain water cooler fire extinguisher. Deal with maintenance of garden. Purchase earth manure seeds etc. Maintenance of Gen. Set. Maintenance of LED TV in Pune HO. Main hall, My stamp printing (Philately Br.)
2	CC Receipt and Dispatch <i>staff</i>	10:00 TO 18:00	To deal with leave cases of clerical and supervisory staff including that of SBCO of Pune H.O. To arrange substitutes vice officials in clerical cadre on leave (except casual leave) on deputation of all the branches of Pune H.O. To maintain leave registers of clerical and supervisory staff. To maintain register of rotational / inter branches transfers of the tenure posts. And deal with relative correspondence. To deal with cases of extension of services of clerical and supervisory staff. To deal with cases relating to memorandum of distribution of work of all the branches of Pune H.O. to deal with Court Summons and attachment Orders of clerical and supervisory staff to deal with correspondence relating to the establishment of clerical and supervisory staff. To deal with cases of matters of important natures and as and when ordered by Sr. Postmaster. To maintain attendance register & maintain nominal roll of correspondence branch. To deal with correspondence relating to various training sessions. To maintain order file of staff branch. To arrange weekly off to the staff brought on Sunday duty. To maintain personal files of clerical and supervisory staff. To deal with references of personal matter of the clerical and supervisory staff. To deal with disciplinary cases of Pune H.O. staff. To maintain register of disciplinary cases. To deal with cases of robberies, losses; fraud and serious irregularities committed by the staff. To maintain punishment register. To maintain special roster and to submit yearly

			<p>returns pertaining it to C.O. to prepare and submit periodical returns pertaining to vigilance and disciplinary cases to R.O./ DO. Prepare periodical returns relating to frauds loses court cases and deal with relevant cases. To deal with IR & VR of H.O. To deal with audit objections. To deal with correspondence in respect of Post Box & Bags. To maintain order file of his branch viz. disciplinary, vigilance and IR etc. To register. To deal with correspondence relating to issue of maintain attestation CGHS cards to clerical and supervisory staff of Pune H.O. To prepare fortnightly diary.</p>
3	S.B. C.C.	10.00 to 18.00	<p>To deal with SB/NSC miscellaneous correspondence. To maintain nominal roll of SB branch. To prepare all periodical statements on due to be submitted to Divisional and Regional Office. To process death claim cases of SB/RD/MIS/SCSS/SSA/TD/PPF/NSC/KVP in respect of HO & SOs. To deal with issue of duplicate NSC/KVP cases of HO and SOs. To deal with cases of NSC/KVP pledge & release. To deal in settlement of SBCO and Audit Objections and minus balance cases. To maintain order files on various subjects in SB/CTD Fixed Deposits, recurring deposits, blocked deposits etc. and to issue instructions in procedural matters. To deal with death cases & duplicate NSC/KVP issue cases received for process from post offices other than Maharashtra. Any other duties which are assigned as per the emergencies of Savings Bank Branch.</p>

MEMORANDUM OF DISTRIBUTION OF WORK CUSTOMER CARE CENTRE PUNE
HO

1	CCCR PA	10:00 to 18:00	Complaint branch- all types of complaints Western Union Money Transfer RTI cases TRC consolidation
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MEMORANDUM OF DISTRIBUTION OF WORK TREASURY BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM Treasury	12:00 to 20:00	To perform all duties of the Supervisor (as per rule 30 of FHB Vol. II) To exercise general supervision over the work of the subordinate staff of the branch. To issue cheques as per requisition of the various branches at Pune HO counter and all SO's under Pune HO. To check the entries made in TRR I & II & initial them, To sign the receipt & Payment to TRR I & II & other receipt and payment passed by the TRR I & II or cheques of the counter To supervise the work of back stamp sale of stamp treasurer and check his account books at the end of the day. To Supervise the work of P/A TRR I & II maintaining rough book and cheque to supervise the work of closing cash and stamp bags by stamp treasurer & TRR I & II for sub offices.
2	TREASURER I (Main Treasurer)	09:00 to 13:00 17:00 to 20:00	<p>To perform duties of joint custodian as per rules to be responsible for safe custody of all cash cheque articles of Government property and documents and will be joint custodian with the Deputy Postmaster. To give advance to the Treasurer No. II for HO counter payment expected demands from counter P/A. Hand over locked stamp Boxes to Stamp Venders and enquiry PAs under receipt and take into possession after the work hours of respective venders and PA's are finished to receive and keep the seals and stamps of MO, SB Branches in safe custody and hand over them to class IV of The respective branches to receive and keep in safe custody to open all SO's Cash Bag and check entries in SAP system to count all cash received in cash bag to excess cash remittance to SB I TRR Branch To dispatch spoiled currency notes refused by local SBI Branch to RBI Mumbai along with denomination wise list.</p> <p>To make all sorts of payments to distribute cash to the postmen staff for money order payment to obtain initials of the MO payment P/A against the entry of amount of MO payment the limit of amount to be given to the single postmen should be observed received MO Return cash unpaid cash custom duty cash from Postmen and make entries of the receipt in respective registers to cash remittance to all SO's as per liability received in CSI system's to closed cash bag as per liability</p>
3	TREASURER II	10:00 TO 18:00	<p>To Perform all duties in accordance with rules to advance cash from all counters and received cash from all counters, Postman's Return COD receipts stamps sales and other.</p> <p>To open SO's received cash bag and cash handover to main Treasurer.</p> <p>To collect all type of cheque cover to received SO's and listing and further transfer to cheque clearing P/A to receive cash bag to overseas and hand over to main treasurer after listing rough book in TCB.</p>

			<p>To attend counters at intervals to remove cash collected at various counters to give advance under receipt to PA's cash overseers when required to sent remittance to SO's prepare RA's for cash remittance sent to other HO's to received clearance from cheque clearance PA to sort SO wise and sent Clarence to all SO's.</p> <p>To sell the publications to the public and prepare daily list of sale after transaction are over to maintain stock of various application forms received for sale at PO counter such as AFMC, NDA, UPSC, MPSC Passport forms etc to maintain stock of all other items received for sale and supply them to SO's to do any other work entrusted to him by the APM</p>
4	STAMP TREASURER	10:00 TO 18:00	<p>To work as stamp Treasurer and perform the duties in connection with receipts and supply of postage stamps and stationery, To hold stock of international replay coupons and commonwealth reply coupons. To obtain and supply these as per send indents to RSD Mumbai on fixed dates. To maintain register of stamps The procedure for disposal of loose service and Revenue stamps found at counter should be followed to maintain subsidiary in respect of transaction made by him Also enter cell these transaction in computer CSI system He should supply stamps and stationary to stamp vender, enquiry counter and all sub offices as per indendents presented by him and to tally stamps register (TCB) end of day and get it checked by APM Treasury to maintain statistical register to file the invoice received for philately and other stamps to supply stamps to Philately Bureau to maintain account of advance given to Philatelic Bureau To attend state Treasurer office for bringing Revenue stamps He is responsible for correctness of these stamps to place indent for PPF and IRC to keep account of Bags of all types receive from RSD Mumbai and dispatch the bag to RSD Mumbai regularly.</p>
5	CHEQUE TREASURER I	10:00 TO 18:00	<p>To Perform duties in issue cheque 1 to 30 Sub offices, cheque deposit C/L taken in a/c of NEFT, BDG Deposit in CSI system issuing cheque PLI, DO, RO, A/C Branch, MPCM, SB, RD, NSC, SOSB Branch any other type payment in cheque, PLI disbursement, Statement, of PLI, WUMT, BDG, NEFT transaction to do any other work entrusted to him by the APM.</p>
6	CHEQUE TREASURER II	10:00 TO 18:00	<p>To Perform duties in issue cheque to 31 to 60 sub offices issued cheque heavy offices issue cheque DO, RO, PLI, SB, RD, NSC, SOSB Account Branches All type statement of GST, NEFT, BPCOD, e payment issuing cheque of BPCOD. e payment in CSI system to do any other work entrusted to him by the APM.</p>
7	CHEQUE CLEARANCE	08:00 TO 16:00	<p>To perform duties in clearance of Inward ch.(POSB) and outwards Cheque.</p>

	PA I		<ol style="list-style-type: none"> 1) Inward Cheque <ol style="list-style-type: none"> i) Inward item summery report ii) Inward item details iii) MICR details for Inward clg. iv) Export Images for Inward clg. 2) Sorting of the cheques as follows <ol style="list-style-type: none"> i) SO ii) HO iii) Pune City HO iv) SJN HO v) NON-CBS SO of Pune HO. 3) Listing of the amount as per sorting of above. 4) Preparing of RA for Inward Cheque For Pune City HO & SJN ND HO. 5) Return of Inward clearance. 6) Preparing Batches of outward Cheque which received from Pune City HO, SJN ND HO, Baramati, and Pune HO & Pune HO's other Branches. 7) After preparing batches, scanning of outward cheque and send it to V-soft Hyderabad for further process. After processing and bundling of all batches of outward cheque, checking of physical Return report. And same all the reports for the same date. 8) Listing of clearance receiving from Pune HO, Pune City HO, and SJN HO. 9) Stamping of the clearance received. 10) Complaints of the customers and of other HO's also. 11) Checking of mail received from Mumbai GPO for Inward and outward clearing, daily and verification of the daily performed work. 12) Posting of Inward and Outward clearing for other HO's in CSI. 13) Posting of ECS for Pune City HO and Pune HO in CSI.
8	CHEQUE CLEARANCE PA II	12:00 TO 20:00	<p>To Perform duties in clearance of Inwards cheque (POSB) and Outwards cheque.</p> <ol style="list-style-type: none"> 1) Sorting of outwards cheques after scanning and bundling process as per bunk wise. 2) Stamping of clearance received from Pune HO, Pune City HO, SJN HO and Pune HO's all branches. 3) Return of the outward clearing 4) After receiving return for the outward clearance; Preparation of the clearance. 5) Listing of the clearance in register 6) Checking of mail received from WBI for ECS. 7) Preparation of RA for Pune City HO for MIS ECS. 8) Preparation of challans for SBI of the MIS ECS and credit returns 9) Preparation of RA for outward clearing to Mumbai GPO. 10) Checking and verification of RA received from Mumbai

			<p>GPO for Inward clearing.</p> <p>11) Handover the challans of ECS to SBI Treasury branch for further process</p> <p>12) Resolving of complaints received from Pune City HO, SJN HO and Pune HO.</p> <p>13) Posting of Inwards and outward clearing of other HO's in CSI system</p> <p>14) Posting of ECS for Pune City HO and Pune HO in CSI system.</p> <p>15) 20:00 to 21:00 to attend PZF clearing session for outward clearing for the same day.</p>
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MEMORANDUM OF DISTRIBUTION OF WORK MPCM BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM MPCM & SOMO	09:00 to 17:00	<p>PO begin, allocation of all counters of MPCM br. Enquiry counter, R&P dispatch counter.</p> <p>Supervision of all MPCM counters, enquiry counter , R&P dispatch ,</p> <p>Stamp sale counter, CR br.</p> <p>Money order approval, Ins. Article approval, checking of contains of parcels received for booking to parcel counter</p> <p>Preparation of out of account cheque list of cheques received at MPCM counters for franking machine, PLI etc.</p> <p>Maintain stock of IPOs, IPO supply to counters and Sub offices,</p> <p>Consolidation work of IPO Sold and IPO paid of SOs and H.O. and work of Audit returns of IPO sold and IPO paid.</p> <p>Maintain stock of Gangajal, supply to counters.</p> <p>Preparation of all statements in c/w MPCM br.</p> <p>Work of SOMO br. is also done by APM MPCM br.</p> <p>Consolidation of MO issue, Emo issue, MO paid, EMO paid figures of sub offices and HO .Work of All audit returns of Money Orders, and statements is being done by APM MPCM br.</p>
2	PA I MPCM Counter	09:00 to 17:00	All types MPCM transactions that are RL booking, Speed post booking, Emo booking, PLI booking, BSNL transactions, all types of e payment transactions, Sale of IPO, Payment of IPO, Sale of Gangajal etc.
3	PA II MPCM Counter	10:00 to 18:00	All MPCM transactions that is RL booking, parcel booking, bulk booking of speed post etc and also second dispatch of speed post articles.
4	PA III MPCM Counter	12:00 to 20:00	All types MPCM transactions that is RL booking, Speed post booking Emo booking, PLI acceptations BSNL transactions, all types of e payment transactions Sale of IPO, Payment of IPO, Sale of Gangajal etc. Last dispatch of speed post articles.
5	R&P Dispatch counter PA	12:00 to 20:00	<p>To accept all Special Register Lots of various institutes / Govt. offices / customers and to upload all these articles in dispatch module .Dispatch of all Regd. & Parcel articles booked under all MPCM counters.</p> <p>And also first dispatch of speed post articles.</p>
6	Enquiry counter PA	10:00 to 18:00	<p>All types of enquiry work</p> <p>Printing of all types of Pass Books</p> <p>Booking of MPCM Transactions after 3 PM.</p>
7	Aadhar counter PA	10:00 to 18:00	<p>Aadhar enrolment and updation.</p> <p>Send weekly, fortnightly reports.</p>

MEMORANDUM OF DISTRIBUTION OF WORK R & P DELIVERY BR

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM delivery & Sub Accounts	08:00 to 16:00	Assign the Role of PAs opening of the office Through SAP system, Supervision in the delivery branch, Verification & Upload of Insured articles Received at delivery branches, ie Register insured/ Insured Parcels /Insured VPP parcels / foreign CD parcel /foreign CD letters/CODs. Dealing of public /costumers Problems Regarding the branch. Settlement of objections /Reply of IR. Late Returned EOD Verification of above categories of articles. Preparation of absentee statement & Leave memos of Postman& Group D staff.
1	Sr PA	07:00 to 15:00	Receipt of mail bags of all types i.e. Reg/speed post/ordinary mail bag/parcel /insured parcel / opening of Register bags through Sap model/ issue Register article to postman/misent articles /dispatch .Public enquires window delivery up load the articles in Sap model. Maintain the all record of the branch.
2	Delivery_PA	07:00 to 15:00	Opening of Speed Post Bags through Sap Model & issue to postman Speed post articles Through Sap Model/ misent article dispatch. Returned speed post articles. Up load the articles in Sap model. Dispatch the misent articles .maintain the record of the branch.
3	Parcel Delivery PA	07:00 to 15:00	Opening of parcel bags/insured bags/through sap. Issue to postman parcel /ins/parcels Vpp/Vpl/CD parcel/COD/maintain records of all articles/window delivery complaint up load the pl/vpp/ Vpl/in sap system. Dispatch the misent parcels vpp/ ins articles. Enquires, window delivery.
4	M.O. Payment PA	10:00 to 18:00	Receipt of eMos /issue to Postman /Redirect eMos. Issue to postman Speed post articles Through Sap Model/ misent article dispatch. / Register article issue to postman/misent articles /dispatch .postman returned all types articles /eMos returns .Upload the All types Articles in Sap model. Window delivery.
5	Sr PA	11:00 to 17:00	Issue to postman Speed post articles Through Sap Model/ misent/Redirected article dispatch. Register article issue to postman/misent articles /dispatch. Postman returned .maintain all types record, handle all types complain window delivery of speed post Register articles. Enquires, window delivery of articles,
6	Delivery PA	10:00 to 18:00	Issue to postman Register / speed post article /misent articles /dispatch. Postman returned all types articles window delivery enquiry.
7	Sr PA Mail branch	12:00 to 20:00	Dispatch of all types bags i.e. speed post/Ordinary mail bag/Register bags/parcel bags/Ins bags/ Prepare Mail & maintain record. Postman returned .Upload the articles in system

MEMORANDUM OF DISTRIBUTION OF WORK PHILATELY BR. PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	Philately PA I	10:00 to 18:00	<p>To sell philatelic stamp released from time to time to the Philatelist and Public. To sell philatelic material in collectors packs. Information sheets and first day covers to the public. Philatelists. To keep account day to day for every days sale of stamps and material. To maintain statistical book day-to-day and work out the sale figures. To keep all statistical information up to date. Whenever required to prepare and dispatch the Philatelic and other material by mail orders. To keep ready the FDCs /information sheets for sale by affixing newly released philatelic stamps thereon as per requirement. To keep accounts of the advance entrusted to him day to day. To accept deposits in philately deposit accounts.</p> <p>To be incharge of mail order work in respect of Philately Stamps and Material. To prepare and send the required stamps etc. to the mailers as per their written request on opening Philately deposit account. To keep watch over the balance in each FD Account and to issue intimations to the mailers for replenishing the deposit, every month if balance falls down below minimum. To maintain up to date filing of statements prepared for every FD account holders, invoicing the stamp and material sent to them and balance arrived at. To prepare and submit the monthly quarterly fortnightly returns of Philately Br. as per orders issued time to time. To transfer the unsold philatelic stamps after six months to the treasurer for sale to the public at general counters. To cancel the philatelic material in FD covers after six months and hand it over to correspondence branch for use on service. To transfer the information sheets after six months from the date of release, to the correspondence branch, for distribution the same among the educational institutions etc. to maintain Deposit Account Registers for the Mail Orders. And to maintain them up to date. To keep account for the Mail order advance for ready information.</p>

MEMORANDUM OF DISTRIBUTION OF WORK SAVING BANK BR. PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDENCE	DUTIES TO BE PERFORMED
1	APM Saving Bank	10:00 to 18:00	<p>Maintenance of Savings Bank Accounts.</p> <p>Maintenance of application forms (SB-3) for accounts opened.</p> <p>Transfer of accounts and opening of accounts on transfer.</p> <p>Calculation of interest on closed accounts.</p> <p>Calculation and entry of interest in pass books.</p> <p>Entries regarding treatment of accounts as silent and revival of silent accounts.</p> <p>Issues of fresh/duplicate pass books.</p> <p>Maintenance of Index to Preliminary receipts (SB-26) issued by the Branch Post Offices.</p> <p>Issue of sanction of withdrawals and closure of accounts of EDSOs/EDBOs</p> <p>Maintenance of statistics and preparation of statements and returns.</p> <p>Maintenance of the register of undelivered pass books.</p> <p>Maintenance of the files of instructions and circulars.</p> <p>Settlement of objections, minus balances and unposted items</p> <p>Maintenance of Register relating to transfer of accounts.</p> <p>Account opening, modification and closing of all types of account except NSC and KVP</p> <p>CIF creation and modification</p> <p>CL voucher posting</p> <p>All cheque book related work</p> <p>KYC updation of existing old account holder</p> <p>Sending KYC forms to CSO for Signature scanning</p> <p>Revival of TD account</p> <p>Issue ATM card to SB customer</p> <p>Extension of PPF and SCSS accounts</p> <p>Closure of PPF and SCSS accounts from SOs</p> <p>15H entry of SCSS account holder</p> <p>Aadhar linking Freezing /Unfreezing of accounts.</p> <p>SOL change in case of account transfer</p> <p>Preparation of GL summary of SB branch Pune H.O.</p>
2	SB Counter 1	10:00 to 18:00	<p>Maintenance of Savings Bank Accounts.</p> <p>Maintenance of application forms (SB-3) for accounts opened.</p> <p>Transfer of accounts and opening of accounts on transfer.</p> <p>Calculation of interest on closed accounts.</p> <p>Calculation and entry of interest in pass books.</p> <p>Entries regarding treatment of accounts as silent and revival of silent accounts.</p> <p>Issues of fresh/duplicate pass books.</p> <p>Maintenance of Index to Preliminary receipts (SB-26) issued by the Branch Post Offices.</p>

			<p>Issue of sanction of withdrawals and closure of accounts of EDSOs/EDBOs</p> <p>Maintenance of statistics and preparation of statements and returns.</p> <p>Maintenance of the register of undelivered pass books.</p> <p>Maintenance of the files of instructions and circulars.</p> <p>Settlement of objections, minus balances and unposted items</p> <p>Maintenance of Register relating to transfer of accounts.</p> <p>Account opening, modification and closing of all types of account except NSC and KVP</p> <p>CIF creation and modification</p> <p>CL voucher posting</p> <p>All cheque book related work</p> <p>KYC updation of existing old account holder</p> <p>Sending KYC forms to CSO for Signature scanning</p> <p>Revival of TD account</p> <p>Issue ATM card to SB customer</p> <p>Extension of PPF and SCSS accounts</p> <p>Closure of PPF and SCSS accounts from SOs</p> <p>15H entry of SCSS account holder</p> <p>Aadhar linking</p>
3	SB Counter 2	10:00 to 18:00	<p>Maintenance of Savings Bank Accounts.</p> <p>Maintenance of application forms (SB-3) for accounts opened.</p> <p>Transfer of accounts and opening of accounts on transfer.</p> <p>Calculation of interest on closed accounts.</p> <p>Calculation and entry of interest in pass books.</p> <p>Entries regarding treatment of accounts as silent and revival of silent accounts.</p> <p>Issues of fresh/duplicate pass books.</p> <p>Maintenance of Index to Preliminary receipts (SB-26) issued by the Branch Post Offices.</p> <p>Issue of sanction of withdrawals and closure of accounts of EDSOs/EDBOs</p> <p>Maintenance of statistics and preparation of statements and returns.</p> <p>Maintenance of the register of undelivered pass books.</p> <p>Maintenance of the files of instructions and circulars.</p> <p>Settlement of objections, minus balances and unposted items</p> <p>Maintenance of Register relating to transfer of accounts.</p> <p>Account opening, modification and closing of all types of account except NSC and KVP</p> <p>CIF creation and modification</p> <p>CL voucher posting</p> <p>All cheque book related work</p> <p>KYC updation of existing old account holder</p> <p>Sending KYC forms to CSO for Signature scanning</p>

			Revival of TD account Issue ATM card to SB customer Extension of PPF and SCSS accounts Closure of PPF and SCSS accounts from SOs 15H entry of SCSS account holder Aadhar linking
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MEMORANDUM OF DISTRIBUTION OF WORK SOSB BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM SOSB	10:00 TO 18:00	Supervision on work of Non CBS offices. Sol transfer of all categories in 2 steps. Revival of SB A/C's of all CBS offices in 2 steps. Transfer to Bank of PPF and SSA A/Cs in 5 steps. Change of name of all categories all SO's in 3 or 4 steps. Death claim closer of PPF and SCSS A/C of all SO's in 3 steps. Create liability in system for issuing cheque of Transfer A/S's and closer of Death claim.
2	SOSB PA	10:00 TO 18:00	Consolidation of Non CBS offices. (9 offices) Closer of SB, PPF, TD. Nomination SB silent A/Cs. Transfer in & transfer out of non CBS offices Revival of SB silent A/C's Issuing of Duplicate passbooks of all offices of all categories. Supply of POSB cheque books in SAP to all SO's under Pune HO and Blank passbook to all SO's. Dispatch.

MEMORANDUM OF DISTRIBUTION OF WORK NSC BRANCH PUNE H.O

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM NSC	10.00 to 18.00	<p>To perform all the personal duties of the Postmaster as laid down in the chapter 9 of P & T Man Vol.VI Part II.</p> <p>To supervise and check the work done by the NSC Counter PA CC Bridge PA & Cheque counter PA (Inward & Outward clearance). To attend all correspondence related to the Savings Certificate & cheque clearance. To attend the work of settlement of Audit objections in respect of savings certificate.</p> <p>To ensure submission of monthly returns to DA (P) Nagpur (HO & SO).</p> <p>To verify New CIF/Modification of old CIF.</p> <p>To verify New account of SB/NSC/KVP/Discharge of NSC KVP & subsequent deposits.</p> <p>Issue of Pass Book.</p> <p>To verify changing/adding nomination.</p> <p>NSC/KVP pledging & releasing process.</p> <p>Process DD claim cases & Duplicate certificate cases received from SOs & HO.</p> <p>Transfer of certificates from another SOL to Pune HO for discharge process.</p> <p>Verification of SOL transferred of NSC/KVP received from all SOs through SOSB Branch.</p> <p>Make correspondence related to NSC Branch.</p> <p>Maintenance of record.</p> <p>Solve all the problems related cheque clearance from HO & SO.</p> <p>To perform any other duties assigned by Dy PM SB</p>
2	NSC Counter PA	10.00 to 18.00	<p>TO CREATE NEW CIF NO.</p> <p>TO MODIFY THE CIF NO.</p> <p>TO OPEN NEW NSC/KVP.</p> <p>PASSBOOK PRINTING.</p> <p>TO MAKE ALL TYPES OF DEPOSIT i.e. SB, SSA & PPF.</p> <p>TO MAKE OFFICIALS SAVING W/D.</p> <p>FOR NSC/KVP PAYMENT CIF MERGING WAS ALSO DONE FOR EACH CERTIFICATES.</p> <p>TO ADDING NOMINATION.</p> <p>CHEQUE LIABILITY CREATION</p> <p>MAINTAINCE OF RECORD.</p> <p>KYC SENDING TO MUMBAI.</p> <p>MINOR TO MAJOR MODIFICATION OF CERTIFICATES</p> <p>ACCEPTANCE OF CASES FROM OTHER SOLE CERTIFICATES</p> <p>TO PUNE HO BRANCH FOR PAYMENT AFTER SCRUTINY ALL DOCUMENTS.</p> <p>TO DRAW ALL NEW CORE BANKING NO & CIF NO. OF EACH CERTIFICATES.</p> <p>SUBMISSION OF CC RETURN TO DAP NAGPUR RELATED TO</p>

			PUNE HO. OTHER MISC. WORK TOLD BY APM.
3	CHEQUE COUNTER PA	10.00 to 18.00	<p>FOR NEW INVESTMENT & SUBSEQUENT DEPOSITS ACCEPTING BANK CHEQUE AT COUNTER. TO DO INWARD CHEQUE (POSB CHQ) CLEARANCE IN INWARD ZONE OUTWARD CHEQUE (BANK CHQ) FEEDING IN ZONE. CL SORTING-TALLYING & DISTRIBUTE TO ALL COUNTER& ALSO SO CL HANDOVER TO TRR. BRANCH. ALSO ATTENDANCE OF ALL CBS PO OFFICES CL PROBLEMS. TO DO MODIFICATON OF SB A/C FROM SILENT TO LIVE. CONFIRMATION & REVERIFICATION OF HUGE AMOUNT OF INWARD CHEQUE. HO ACCEPTING CHEQUE & ALL SOS CHEQUE HAVING AT OUTWARD ZONE. MAINTAINCE OF RECORD. ALL THE PROBLEMS OF RELATED CL FROM SO & HO SORT OUT.</p>

MEMORANDUM OF DISTRIBUTION OF WORK RECURRING DEPOSIT BRANCH PUNE

H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM recurring deposit branch	10.00 to 18.00	<p>To check transactions done at the RD Counter. To supervise the work of RD LC. To check the specimen signature books periodically (Rule 416). To observe procedure as laid down in appendix II of P & T Man. Vol. VI part II in respect of RD Transactions presented at counter under the pay Roll scheme.</p> <p>Collect and take possession of all pending papers and passbooks from the clerks at the end of the day and keep in personnel custody.</p> <p>To check the entire work of transfer of RDCTD accounts from one office to another under Pune H.O. in respect of ATs opened on transfer he should check ATs received and cause transfer to the incoming transfer clerk after assigning account number. In respect of accounts closed on transfer he should check verification of SB 10 (b) application, pass remark and initial in the index register vide Rule 413 (1) (2) of P & T Man. Vol. VI. In respect of DD cases verification of relevant entries on the SB 84 forms with the information on record, cause pass remark and arrange transfer of the claim cases clerk. In respect of issue of duplicate pass book he should ensure through L.C verification of 'Q' forms pass remark and preparation of duplicate pass book on issue of orders by the Dy. PM. check the register of cheque clerk in respect of all the cheques received from Pune City to perform all the duties mentioned against APM in respect of HO LC (withdrawal) and HO LC (deposit). To maintain guard book for applications for duplicate pass books (Rule 455 (4). To attend to work of issuing duplicate passbook cases. Collect and take possession of all pending papers and pass books from the clerks at the end of the day and keep in personal custody. Ensure that all the clerks of his group perform their various works correctly as per P & T Manuals and orders received from time to time. To supervise entire work of Counter PA and RD LCs. To take action on objection rose by SBCO. To supervise transfer work of accounts of HO and SO. To maintain registered of undelivered passbooks. Verification of all entries related to loan accounts. Verification of gold bonds. Consolidation of reports of recurring deposit at the end of day.</p>
1	SCSS COUNTER PA	10.00 to 18.00	<p>Open all types of New Accounts SB, RD, PPF, SUKANYA, ALL TYPES TD, MIS, and SCSS Which are</p>

			<p>received from cheque clearance.</p> <p>To accept 15H form from SCSS A/C</p> <p>To accept Aadhar linking form for all A/C.</p> <p>PPF and SUKANYA Voucher posting of chq clearing.</p> <p>Issue cheque books to new SB A/C</p> <p>To Prepare KYC List & submitting to CPC Mumbai.</p> <p>Creation of new CIF, modifying of existing CIF, And merge of CIF.</p> <p>Also do such types of other work as APM may allot time to time.</p>
2	RD COUNTER PA	10.00 to 18.00	<p>Open all RD new A/Cs.</p> <p>Closures of all RD A/Cs.</p> <p>Posting of RD CL Vouchers</p> <p>Posting of RD Agents lots.</p> <p>Accept all types of deposits i.e. SB,PPF,SUKANYA</p> <p>Accept RD Auto, half withdrawal, live A/Cs.</p> <p>Open all RD New accounts & closures, posting of Rd chq clearance voucher and in shortage of counter that time also done the PPF,SUKANYA Chq clearance voucher posting. To prepare KYC List and send to CPC Mumbai,</p> <p>To accept the transactions received in RD LOT Through RD agents, TO Prepare LOT Of RD Transactions and other PPF & SUKANYA Transactions. To maintain Long Book of prescribed register. Also do the type of work as APM allotted.</p> <p>To generate chq liabilities in SAP.</p> <p>TO accept RD AUTO, SB, SUKANYA, PPF Deposits, RD Half withdrawals, live accounts etc.</p> <p>Creation of new CIF, Modify CIF, merge of CIF for RD Accounts.</p>

MEMORANDUM OF DISTRIBUTION OF WORK SUB ACCOUNTS BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	Sub Accts Sr PA	10:00 to 18:00	Opening of A/c bags of 52 SOs Under the Pune HO .sorting of vouchers related to all category namely the branch wise i.e. SB/RD/SCSS/SSA/NSC/MO/EMO ISSUE PAID/PLI/PENSION/BSNL/Epayment/UCR/TDS/SBCO/D'D CASE/CORR/A/C BR.CHQ COVERS/of all types of accountable articles i.e. close of A/c bags to 52 SOs with accountable articles i.e. SB/RD/SCSS/SSA/NSC/MO/EMO ISSUE PAID/PLI/PENSION/BSNL/Epayment/UCR/TDS/SBCO/D D CASE/CORR/A/C BR.CHQ COVERS/of all types of accountable articles i.e. To enter the closing /opening balance as per daily account of 52 SOs in excel sheet handling objections . Maintain record of branch.
2	CC BRIDGE PA	10:00 to 18:00	SOL WISE REPORT GENERATION SCHEMEWISE SORTING OF VOUCHERS SCRUTINY & TALLY OF VOUCHERS AS PER SOLWISE REPORTS SUBMISSION OF CC RETURNS TO AO PATRAM DA(P) NAGPUR SUPPLY OF AA COMISSION RECEIPT BOOKS (CASH&CHEQUE) TO ALL SO'S & HO AGENTS
3	SUB ACCOUNT BRANCH (NON CBS) PA	10:00 to 18:00	SCHEMEWISE SORTING OF VOUCHERS RECEIVED FROM NON CBS OFFICES. (SB,RD,AGENT'S COMISSION,ACCOUNT BRANCH, NON CBS, TREASURY BRANCH) RECORD KEEPING OF DAILY ACCOUNTS, CHEQUE REQUESTS, OUT OF ACCOUNT CHEQUES, CHEQUE CLEARANCE LIST. OUT OF ACCOUNT CHEQUE SUBMISSION TO TREASURY BRANCH CHEQUE REQUEST – SAP ENTRY, DOCUMENT NUMBER GENERATION & SUBMISSION TO TREASURY BRANCH CSI DATA ENTRY OF ALL TRANSACTIONS MENTIONED IN DAILY ACCOUNT. SEND POSB CHEQUES, OUT OF ACCOUNT CHEQUES & CHEQUE CLEARANCE LIST TO RESPECTIVE OFFICES. ACCOUNT BALANCE CHECKING FOR POSB CHEQUE SAP ENTRY OF CASH REQUESTS & CASH REMITTANCES OF ALL OFFICES. CROSS VERIFICATION & FOLLOW UP OF MISSING VOUCHERS OR DAILY ACCOUNTS. CSI DATA ENTRY REPORT GENERATION 7 UPLOADING IN SAP SYSTEM.

MEMORANDUM OF DISTRIBUTION OF WORK ACCOUNTS BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	APM ACCOUNTS	10:00 to 18:00	<p>TO SEND THE AUDIT BAG ON FIRST & SIXTENTH OF EVERY MONTH ALONG WITH COUCHERS & SCHEDULES CHECKING & VERIFICATION OF ENTRIES POSTED BY ACCTT I, II, & III.</p> <p>CHECKING OF CALCULATION OF RECOVERIES OF ACCTT I / II / III</p> <p>CHECKING & VERIFICATION OF PENSION CASES OF SUPERANNUATION/VRS EMPLOYEES OF 3 ACCOUNTS.</p> <p>CHECKING & VERIFICATION OF CALCULATE LEAVE ENCASHMENT ON RETIREMENT</p> <p>CHECKING & VERIFICATION OF CALCULATE CGEGIS PAYMENT AMOUNT</p> <p>CHECKING & VERIFICATION OF CALCULATE LEAVE ENCASHMENT ON LTC</p> <p>CHECKING & VERIFICATION OF CGHS, & SOCIETY LOAN APPLICATIONS</p> <p>CHECKING & VERIFICATION OF PREPARE MONTHLY & QUARTERLY VCFW (RETIREMENT BENEFIT) STATEMENT</p> <p>CHECKING & VERIFICATION OF PREPARE INFORMATION FOR MACP'S OF ACCTT -- I II III</p> <p>CHECKING & VERIFICATION OF PAY FIXATION ON MACP'S & CALCULATION OF ARREARS</p> <p>CHECKING & VERIFICATION OF ENTIRIES OF PUNISHMENT AND PAY REIVISION</p> <p>CHECKING & VERIFICATION OF CALCULATION OF VARIOUS ARREARS & RECOVERIES</p> <p>CHECKING & VERIFICATION OF PREPARE VARIOUS INFORMATION ASKED BY D.O./R.O.</p> <p>CHECKING & VERIFICATION OF PREPARED GRADATION LISTS OF THE EMPLOYEES</p> <p>CHECKING & VERIFICATION OF CALCULATE INCOME TAX OF ACCTT I / II / III.</p> <p>CHECKING & VERIFICATION & HELP TO PAY BILL CLERK FOR SALARY WORK</p> <p>CHECKING & VERIFICATION OF PENSION FILES & CHECKING OF ARREARS OF PENSION NEW FILES OPENED</p> <p>DEATH CLAIM CAESSES, REVISION OF CASES, TRANSFER CASES.</p> <p>CHECKING & VERIFICATION OF GENERAL CORRESPONDANCE & AUDIT PARAS CORR. RTI INFORMATION</p> <p>CHECKING & VERIFICATION OF TO OBTAIN THE CSRF 1 FORM FROM NEWLY APPOINTED POSTMAN STAFF & SEND IT TO DA (P) NAGPUR FOR ISSUE OF PRAN CARD.</p>

			<p>TO PASS THE REMARK OF PUNISHMENT IN THE SERVICE BOOKS AS WELL S IN THE PUNISHMENT REGISTER CHECKING & VERIFICATION OF CHILDREN EDUCATION BILLS & VOUCHERS.</p> <p>CHECKING & VERIFICATION OF NEW PENSION CASES & ARREARS OF PENSIONS & CORRESPONDANCE THEROFF. CHECKING & VERIFICATION OF N P C BILLS & VOUCHERS: POSTING OF DOCUMENTS IN SAP RECEIVED FOR INCOME TAX & CHECKING OF CALCULATION DONE BY CSI SOFTWARE</p> <p>TO RECIVE THE DAY TO DAY DAK OF PMF, SSPOS, REGD, BY HAND & ITS DISTRIBUTION TO THE CONCERN ACCOUNTANTS & TO PAS & TO KEEP WATCH ON ITS REPLY.</p> <p>TO CHECK THE BANK RECONCILIATION STATEMENT & WORK SHEET IN EVERY MONTH</p> <p>TO CHECK & VERIFY THE BANK RECOVERY REGISTER FROM TIME TO TIME</p> <p>WHENEVER THE APM CPC IS ON LEAVE TO CLEAR THE FILES OF CPC OF NEW PRAPOSALS, LOAN FILES, REVIVAIL CASES, MATURITYY CASES, & OTHER WORK ALSO.</p> <p><u>ACCOUNTANT -II</u> IS ABSENT FROM LAST 4 MONTHS, HENCE TO VERIFY THE AE REMARK, CGEGIS-80 CALCULATIONS, RETIREMENT INFORMATION, CGHS APPLICATIONS, LOAN APPLICATIONS, NOC APPLICATIONS FOR PASSPORT VERIFICATIONS, VERIFICATION OF UNDER RULE -38 APPLICATIONS. ETC.</p>
2	Budget PA	10:00 to 18:00	<p>TO PREPARE BANK RECONCILIATION STATEMENT BY ENTERING REMITTANCE AND DRAWN FIGURES IN MS EXCEL FOR THE FINANCIAL YEAR 2018-19</p> <p>TO PREPARE WORKSHEET BY ENTERING SCROLL FIGURES FROM CREDIT AND DEBIT ACCOUNT OF PUNE HO</p> <p>TO PREPARE REMITTANCE AND DRAWN FIGURES FROM SAP BY ENTERING GL CODE</p> <p>TO PREPARE MONTHLY CANCELLED CHEQUES LIST FOR THE FINANCIAL YEAR 2018-19</p> <p>TO PREPARE OFFICE NOTE AND SANCTION PAYMENT IN MS WORD OF MEDICAL ADVANCES OF POSTAL EMPLOYEES</p> <p>TO PREPARE OFFICE NOTE AND SANCTION PAYMENT OF TA BILL FOR THE FINANCIAL YEAR 2018-19</p> <p>TO PREPARE OFFICE NOTE AND SANCTION PAYMENT STATEMENT OF LTC BILL FOR THE FINANCIAL YEAR 2018-19</p> <p>TO PREPARE OFFICE NOTE AND SANCTION STATEMENT OF RETIREMENT LEAVE ENCASHMENT OF EMPLOYEES</p> <p>MAKE ENTRIES OF TA, LTC AND MEDICAL ADVANCE IN BUDGET REGISTER 2018-19</p>

			<p>MAINTENANCE OF BUDGET REGISTER 2018-19, E5 REGISTER, LEAVE ENCASHMENT REGISTER</p> <p>TO PREPARE ANNUAL ADIMINISTRATIVE REPORT FOR YEAR 2017-18</p> <p>TO HELP ACCOUNTANT-1 FOR PRINTING OF INCOME TAX FORM-16 FOR 583 POSTAL EMPLOYEES AND DISTRIBUTE FORM-16 OF PA CADRE TO HO AND SO</p> <p>CONTRIBUTES TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED</p>
3	Bills Paid PA I	10:00 to 18:00	<p>TO MAINTAIN & DRAWL OF PAY BILLS OF ALL EMPLOYEES (588 DEPTL & 82 GDS)</p> <p>TO PREPARE 62 GDS OUTSIDER PAYMENT</p> <p>TO PREPARE FHR-GR PAYMENTS OF 43 OFFICES ON CSI</p> <p>TO MAKE ALL(4) 833 SOCIETY RECOVERY ENTRIES IN SALARY IN EXCEL FILE UPLOAD IN CSI</p> <p>TO DRAW THE TA/LTC/MEDICAL ADADVNCES & BILLS ON CSI & SENT INFORMATION TO DAP IN EXCEL FILE</p> <p>GENERAL CORRESPONDANCE & PREPARE RTI INFORMATION</p> <p>TO DRAW THE OUTSIDER SALARY OF 62 GDS WORKED IN THE POST OF POSTMAN/MTS IN EXCEL SHEET TO DAP</p> <p>TO MAKE ENTRIES OF GPF ADVANCES/WITHDRWALS & CHANGES IN GPF SUBSCRIPTION IN CSI</p> <p>DRAWL OF DA ARREARS OF ALL EMPLOYEES(588 DEPTL & 82 GDS) IN EXCEL SHEET TO DAP</p> <p>DRAWL OF BONUS OF ALL EMPLOYEES LIST (588 DEPTL & 82 GDS) IN EXCEL SHEET TO DAP</p> <p>TO MAKE VARIOUS DEDUCTIONS FROM SALARY i.e. RTF/COURT ATTCH/MOTOR CYCLE ADV/COMPUTER ADV/CYCLE ADV /HBA/UNION SUBSCRIPTION IN CSI</p> <p>DRAWL OF MACP ARREARS OF ALL CONCERNED EMPLOYEES IN EXCEL SHEET TO DAP</p> <p>TO WATCH & PREPARE OUTSTANDING GOVT. DUES OF OFFICIALS DUE FOR RETIREMENT/RETIRED IN EXCEL SHEET TO DAP</p> <p>TO MAKE ENTRIES OF ABSENTEE STATEMENTS IN PAY BILL IN EXCEL SHEET TO DAP</p> <p>TO ISSUE PLI CHEQUES OF PUNE HO</p> <p>IN EVERY MONTH CHECK EACH COMPONENT OF SALARY AND CORRECTED THROUGH SAP BY USING PA 30.</p> <p>TALLY FIGURE OF SALARY AND SOCIETIES IN EVERY MONTH AND PREPARE CERTIFICATE OF DAP.</p> <p>ENTER THE DATA REGARDING SALARY OF NEW EMPLOYEE IN SAP</p> <p>PAY RECOVERY OF PLI UPLOADED IN EXCEL SHEET IN EVERY MONTH</p> <p>RTI INFORMATION</p> <p>GPF FINAL PAYMENT ,PREPARE MPR MADE LIBILITIES IN SAP</p>

			<p>LEAVE ENCASHMENT,PREPARE MPR MADE LIBILITIES IN SAP</p> <p>IN EVERY MONTH TA AND MEDICAL BILL SANCTION AFTER DEPOSITED IN PA 30</p> <p>DUE DRWAN STATEMENT WHO EMPLOYEES ARE JOINING THE DUTY AFTER LEAVE SANCTION HIS PAYMENT DEPOSITED IN PA 30</p> <p>SPEED ENCENTIVE AND OTA BILL AFTER SANCTION PAYMENT IS DEPOSITED IN PA 30</p> <p>PREPARED OF RETIRE EMPLOYEES GOVET.DUES AND LPC AFTER DETAIL CHECKING OF PAY BILL AND SOCIETIES LIST RECOVERIES OF EMPLOYEES IN PA 30</p>
4	Bills Paid PA II	10:00 to 18:00	<p>ALL ENTRIES IN CONNECTION WITH BILLS PAID, RECEIVED FROM SO CHECK WITH DAILY ACCOUNT, AND POSTING IN MEGHDOOT (ALL ENTRIES IN MEGHDOOT) AND ALSO PREPARE THE EXEL SHEET OF CONTIGENT.</p> <p>POSTING OF A ROLL, FHR GR IN EXCEL SHEET</p> <p>ALL SO'S AND HO PREPARING SEPARATE EXCEL SHEET OF SAP PAYMENT FOR LTC,MEDICAL LEAVE ENCASHMENT,TA, OPA PAYMENT AND OTA PAYMENT FOR XY STATEMENT</p> <p>PREPARING OF GST STATEMENT OF ALL SO'S, HO AND DO) FOR GST PAYMENT</p> <p>CONTIGENT POSTING OF HO TALLY WITH SAP. AND PREPARING IT SEPRATLY IN EXEL. FOR READY REF.</p> <p>DISPATCH OF CONTIGENT: ARRANGED ALL VOUCHERS SERIALLY HEADWISE (ALL CATEGEORY) AND DISPATCHED IT TO DO & RO i.e. All So contingent, HO contingent, and Division Office.</p> <p>PREPARING SANCTION AND CREATION OF LIABILITY FOR RRT & PPPS (WATER BILL , PROPERTY TAX AND POLICE ESCORT)</p> <p>SANCTION RELATED TO UCR UCP PAID BY DIVISION OFFICE CHEKING IN SAP.</p> <p>PREPARING CREDIT CERTIFICATES OF THE ENTRIES OF UCR , UCP</p> <p>MAKE LIABILITY FOR PAYMENT OF ALL TYPE REFUND SANCTIONS</p> <p>PREPARING IN EXCEL. OFFICE WISE PAYMENT. AND DISPATCH.</p>
5	Pension Schedule PA	10:00 to 18:00	<p>DCRG,COMMUTATION ,CGEGIS PAYMENT IN SAP -Giving of liabilities of cheque</p> <p>NEW PENSION CASE,DEATH CASES OF PENSIONERS,AND ALL OTHER PRE-AUDIT CASES SENT TO DA(P)</p> <p>PRIP VERIFICATION OF FAMILY PENSION,NEW FAMILY PENSION</p> <p>CALCULATE OF ALL ARREARS</p> <p>IDA III,PRE-2006 ARREARS CALCULATION</p> <p>LIFE CERTICATE AND UNDERTAKING TAKING FROM</p>

			<p>PENSIONERS</p> <p>CREATING EVERY EMPLOYEE ID OF PENSIONER BY GIVING DATA TO CSI AS ENTERED IN MENU</p> <p>ZHR_PENSION_UPLOAD AND DAP.AFTER RECEIVING EMP ID WE CAN START PENSION</p> <p>AFTER DEATH OF PENSIONER EMAIL SENT TO DAP AND CSI FOR INACTIVE THE EMP ID</p> <p>IN EVERY MONTH DRAW PENSION HERE AND EMP ID, SB NO LIST, AMT IS GIVEN TO CSI AND DAP.AFTER THAT DAP DRAW THE PENSION AS PER EMP ID.THEN IN EXCEL SHEET FORMAT DAP AS COUNT OF EMP ID SENT TO PUNE HO PENSION AMT AND SB NO FOR CHECKING.AFTER CHECKING MINUTELY SB NO AND EMP ID AND AMOUNT IN FIRST SIMULATION,SECOND SIMULATION AND DONE CORRECTION IN PA 30 DONE CHECKING MINUTELY ,PUNE GIVE THE CERTIFICATE OF DAP THAT TO DRAW THIS AMT AS PENSION PAYMENT</p> <p>IN SAP-PA 30 WE ADD AND ENTER ONE TIME DEPOSIT AS DA ARREARS</p> <p>ADDITIONAL WORKS INCREASE AS</p> <ol style="list-style-type: none"> 1.Sent all information of new and expired pensioners to DAP CSI in every month 2.Check every Emp Id, SB Account, Amount in every month 3.Check Enhanced Pension becomes or not normal in every month 4.Check Restoration of Commutation if not then sent email to DAP in every month 5. check Additional quantum, if not then sent email to Dap of all records in every month 6. Minutely checking of pension amount for not to be paid ex amount in SB Account in every month after every drawl of pension. 7th CPC Arrears calculation in excel format, change the basic in PA30,entered the arrears as OTD in PA30 before the date 20th of every month <p>All above this work has been done before 18th date of month</p>
6	Accountant no I	10:00 to 18:00	<p>Maintance of Service books - 150 employees</p> <p>Maintance of Service files of the SSPOs PNCE Dn and the Sr. Postmaster Pune HO</p> <p>To deal with work of CEA and RTF</p> <p>To prepare list of investment documents of income tax in respect of the SSPOs, Sr Postmaster Pune HO, ASPOs, IPOs, OADOs, LRPAs and Gr 'D' officials and submit to DAP and verify it</p> <p>Prepared consolidated list for 583 employees in every month for income tax</p> <p>Solve the problem related to income tax.</p>

			<p>To submit quarterly and annual returns of income tax to CA of PNCE Dn</p> <p>To submit quarterly and annual returns of income tax to DAP and BIN number & Prepare 24Q (Salary)</p> <p>Printing and distribution of Form -16</p> <p>To maintain the register of court attachment and CO op Bank recoveries</p> <p>To see that the amount attached are recovered from the concerned officials and remitted to the court/bank</p> <p>To verify the gradation list of MTS, LRPA and OADOs</p> <p>To provide information of rotation transfer information for concern PAS</p> <p>To prepare information for MACP-I, II and III for SPOs, IPOs, OADO, LRPA and MTS</p> <p>To prepare and check 35 yrs service and 55 yrs age data for SPOs, IPOs, OADO, LRPA and MTS</p> <p>Provide AE reply, leave encashment calculation and CGEGIS claim after retirement of employees</p> <p>Verification of LTC application and Calculate Leave encashment for LTC</p> <p>Calculation of various Arrears and Recoveries</p> <p>Do entries of Punishment and Pay in SBK and Punishment Register</p> <p>To verify CGHS & Society loan applications</p> <p>Reply of RTI cases & general Correspondence related to Acct-I</p> <p>To obtain CSRF forms from newly appointed PA, LRPA & MTS</p> <p>To modify the data and correct it with the use of SAP</p> <p>To modify the leave balance and correct it with the use of SAP</p> <p>To prepare Annexure -II for BD and correspondence regarding the same</p> <p>To prepare Non BD statement and correspondence regarding the same</p> <p>To verify and prepare CD Parcel/CD letters vouchers daily and sent monthly schedule to DAP and correspondence regarding the same</p> <p>Check each and every GL code for GST and Prepared Annexure-A, Challan for GST, Cheque liability and Payment NEFT receipt for GST. Issue mail to correct the GL code entry for GST. GST -Filling of GSTR- 3B, GSTR-1.</p> <p>Verify and Checking salaries of concern employees in SAP and Excel sheet sent by DAP and get corrected through TCS authority</p> <p>Fill all forms from Newly recruited 39 PAs and send NPS forms & required forms to DAP Nagpur</p> <p>Remark : Acct-II is absent since four months, therefore I have to look after his urgent work i.e. XY Statement, REBE</p>
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			Statement, Checking of Retirement list, 30 & 55 yrs service verification for PA, Transfer application verification, MACP up gradation report, AAO application verification report, Increment list, Prepare Annual data for Income tax for PA cadre, Increment list for 583 employees etc.
7	PENSION AND PLI PA	10:00 to 18:00	<p>PREPARE PLI AND RPLI CONSOLIDATION</p> <p>PREPARE MCCAMISH MONTHLY REPORT AND FORTNIGHT REPORT</p> <p>POSTING OF ALL ENTRIES OF PLI AND RPLI DAILY FOR MAKING MONTHLY SCHEDULE OF 9 NON CSI OFFICES. AND FIGURES TALLIED WITH EACH DAILY ACCOUNT. CHECKING AND ARRANGING SERIALWISE OF VOUCHER OF PLI MATURITY, SURRENDER, DEATH CLAIM, SURVIVAL BENEFIT, REFUND OF PLI MATURITY AND THEN SEND TO DAP NAGPUR AT THE MONTH END AS PER GL WISE. ISSUE FRESH PASSBOOK OF PLI AND RPLI FOR PASTING MONTHLY PREMIUM RECEIPT.</p> <p>SORTING OF DAILY VOUCHERS RECEIVED FROM SUB ACCOUNT. (I.e. BILLS PAID CED MEMO, DD CASE, And ABSENTEE STATEMENT).</p> <p>CHANGING THE BASIC PENSION OF 10-12 PENSIONERS DAILY FOR 7TH CPC SANCTIONS RECEIVED FROM DA (P) NAGPUR.</p> <p>FOR CHANGING THE BASIC PENSION FIRST CHANGE THE BASIC PENSION OF PENSIONERS IN ACCOUNT PBS. AND TAKE PRINT OF DUE DRAWN REPORT, AND THEN FILE IT. PREPARE CALCULATION SHEET IN EXCEL FORMAT, TAKE SIX PRINTS, AND STICH AND AFTER SIGNING ALL ARE SORTED, LISTED AND THEN DISPATCHED OFFICEWISE. MAKE MONTHLY LIST OF ALL SANCTIONS FOR CHANGING THE BASICS IN PA30.</p> <p>AFTER RECEIVING UNDERTAKING FROM EVERY PENSIONER IT IS STAPLED IN EVERY PENSIONER'S FILES. AFTER THREE MONTHS THERE IS CHANGE IN DA OF TELECOM PENSIONERS FOR THAT, TAKE PRINTS OF CHANGED DA AND FILE IT IN EVERY FILE. AFTER SIGNING IT IS SORTED OFFICEWISE AND DISPATCHED THROUGH SUB A/C. AND SAME PROCEDURE IS OF POSTAL PENSIONERS.</p> <p>PREPARE LIST OF PENSIONERS FILE, WHICH 7TH CPC SANCTIONS NOT RECEIVED TILL THE DATE. IN WHICH LIST MENTION THE PENSIONERS RETIREMENT OFFICE AS SEEN EVERY FILE MANULLY.</p> <p>PREPARE THE LIST OF 1200 PENSIONERS WHOSE 7TH CPC SANCTIONS NOT RECEIVED. EIGHT HUNDRED (800) DEPARTMENTAL POSTAL PENSIONERS AND FOUR HUNDRED (400) TELECOM PENSIONERS.</p>
8	Accountant	10:00 to 18:00	MAINTANANCE OF 238 SERVICE BOOKS OF MAIL

III	<p>OVERSEAR,CASH OVERSEAR, SORTING POSTMAN, POSTMAN, STAMP VENDOR OF Pune H.O. & S.O.</p> <p>TO MAKE ALL ENTRIES IN SERVICE BOOKS FOR PENSION CASE AS THE SERVICE BOOKS ON SOFTWARE NOT CONTAINED ALL PREVIOUS (BEFORE CSI) ENTRIES OF WHICH ARE NEED TO BE CHECKED FOR PENSION CASES.</p> <p>CALCULATION OF RECOVERIES</p> <p>TO PREPARE PENSION CASES OF SUPERANNUATION/VRS EMPLOYEES</p> <p>TO CALCULATE LEAVE ENCASHMENT ON RETIREMENT</p> <p>TO CALCULATE CGEGIS PAYMENT AMOUNT</p> <p>TO VERIFY CGHS & LOAN APPLICATIONS</p> <p>PREPARE MONTHLY & QUARTERLY VCFW (RETIREMENT BENEFIT) STATEMENT</p> <p>PREPARE INFORMATION FOR MACP'S I/ II / III</p> <p>PAY FIXATION ON MACP'S & CALCULATION OF ARREARS</p> <p>TO MAKE ENTRIES OF PUNISHMENT AND PAY REVISION</p> <p>CALCULATION OF VARIOUS ARREARS & RECOVERIES</p> <p>TO PREPARE & CHECK 35 YEARS OF SERVICE & 55 YEARS OF AGE OF CASH OVERSEAR, STG.POSTMAN, POSTMAN ASKED BY D.O./R.O.</p> <p>TO PREPARE GRADATION LISTS OF THE EMPLOYEES</p> <p>TO PASS THE REMARK OF PUNISHMENT IN THE SERVICE BOOKS AS WELL S IN THE PUNISHMENT REGISTER</p> <p>TO KEEP RECORDS OF INVESTMENTS (OTHER THAN SALARY) OF 238 EMPLOYEES.</p> <p>POSTING OF DOCUMENTS IN SAP RECEIVED FOR INCOME TAX & CHECKING OF CALCULATION DONE BY CSI SOFTWARE</p> <p>TO HELP PAY BILL CLERK FOR SALARY WORK</p> <p>TO VERIFY THE CGHS & SOCIETY LOAN APPLICATIONS</p> <p>TO PRINT AND ISSUE FORM-16 OF INCOME TAX</p> <p>GENERAL CORRESPONDANCE, AUDIT PARAS CORR & RTI INFORMATION</p> <p>TO OBTAIN THE CSRF 1 FORM FROM NEWLY APPOINTED POSTMAN STAFF & SEND IT TO DA(P) NAGPUR FOR ISSUE OF PRAN CARD.</p> <p>ACCOUNTANT -II IS ABSENT FROM LAST 4 MONTHS, HENCE TO PREPARE THE AE REMARK, CGEGIS-80 CALCULATIONS, RETIREMENT INFORMATION, CGHS APPLICATIONS, LOAN APPLICATIONS, NOC APPLICATIONS FRO PASSPORT VERIFICATIONS, VERIFICATION OF UNDER RULE -38 APPLICATIONS. ETC.</p>
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MEMORANDUM OF DISTRIBUTION OF WORK CPC BRANCH PUNE H.O.

SL NO	DESIGNATION	HOURS OF ATTENDENCE	DUTIES TO BE PERFORMED
1	APM CPC	10.00 to 18.00	<p>To reply all types of enquires on phone/for personally visited person</p> <p>Checking of documents submitted by any claimant as per requirements.</p> <p>Checking of data as per premium receipt book/DOC in McCamish software.</p> <p>Preparing quotations for loan/revival/surrender/conversion/commutation etc.</p> <p>To receive and check all the documents supplied in Death claim, asking for non received documents, after completion of receipt of documents for death claim writing letter to concerned PRIPs and forwarding this death case for verification purpose.</p> <p>To process death claim for CPC incharge signature along with Death claim summery/note.</p> <p>To process death claim to higher authorities similarly as per approval capacity given to them.</p> <p>Quality checking/claim handler/new proposal quality check work processed daily through data entry operator.</p> <p>Signing all type of claim registers such as Maturity/survival/new proposal/loan/surrender/new proposal/assignment/reassignment/refund/address change and death claim etc.</p> <p>Preparation/signing of various reports as and when demanded and scheduled reports due by higher administrative offices.</p> <p>Maintaining correspondence work done by CPC officials regarding all type of claims</p> <p>In addition Establishment review work and all types of monthly/quarterly/AFG/REBE/variations/traditional statements and medical bills as directed by Sr. Postmaster.</p>
2	ECMS PA / DATA ENTRY Operator :-	10.00 to 18.00	<p>To reply all type of enquiries on phone/for personally visited person.</p> <p>Checking of documents submitted by any claimant as per requirements.</p> <p>Checking of Data as per premium receipt book/DOC in McCamish software.</p> <p>Preparing quotations for LOAN/REVIVAL/SURRENDER/CONVERSION/COMMUTATION etc.</p> <p>Preparing files as per service type of policy claim.</p> <p>Physical scanning of documents.</p> <p>Doing ECMS as per prescribed procedure.</p> <p>Uploading of scanned and ECMS completed data.</p> <p>Data entry work of files received in inbox for data entry in McCamish software.</p> <p>Sending mails to Circle Office help desk for McCamish and</p>

			<p>also in some cases for guidance / orders as per requirement of claim.</p> <p>Printing of letters/sanctions after approval of claims.</p> <p>Writing all claims in Register (claim wise) as per procedure.</p> <p>Preparing liabilities in SAP as per the sanction copies of claims and handing it over to claimant accordingly.</p> <p>Dispatch of letters to claimant/ Policy holders/ Agents as and when the claims / policies being ready to dispatch by Regd. Post.</p>
3	INDEXER PA / Data Entry Operator	10.00 to 18.00	<p>To reply all type of enquiries on phone/for personally visited person.</p> <p>Checking of documents submitted by any claimant as per requirements.</p> <p>Checking of Data as per premium receipt book/DOC in McCamish software.</p> <p>Preparing quotations for LOAN/REVIVAL/SURRENDER/CONVERSION/COMMUTATION etc.</p> <p>Preparing files as per service type of policy claim.</p> <p>Sending mails to concerned CPCs for demanding original proposal file.</p> <p>Dealing with Loan/ Refund cases/ Assignment/ Reassignment/ Death claims.</p> <p>Preparing Manual sanctions as and when required by taking permission on email from Circle Office / Regional office / Divisional office.</p> <p>Preparing statements/ figures as per requirement and instructions from Divisional office or as demanded from higher authorities.</p> <p>Data entry work of files received in inbox for data entry in McCamish software.</p> <p>Sending mails to Circle Office help desk for McCamish and also in some cases for guidance / orders as per requirement of claim.</p> <p>Printing of letters/sanctions after approval of claims.</p> <p>Writing all claims in Register (claim wise) as per procedure.</p> <p>Preparing liabilities in SAP as per the sanction copies of claims and handing it over to claimant accordingly.</p> <p>Dispatch of letters to claimant/ Policy holders/ Agents as and when the claims / policies being ready to dispatch by Regd. Post.</p>
4	System Administrator (Pune City East Division / CPC)	10.00 to 18.00	<p>To reply all type of enquiries on phone/for personally visited person.</p> <p>Checking of documents submitted by any claimant as per requirements.</p> <p>Checking of Data as per premium receipt book/DOC in McCamish software.</p> <p>Preparing quotations for LOAN/REVIVAL/SURRENDER/CONVERSION/COMMUTATION</p>

		<p>etc.</p> <p>Preparing files as per service type of policy claim .</p> <p>If the premium of PLI / RPLI Policy in McCamish is not getting tallied with actual premium paid then creating the CSV files as per instructions and updating the premiums accordingly. Before this work file could not be processed further for ECMS.</p> <p>Uploading of CSV files after verification of records as per PR books / DOCs submitted by PLI / RPLI policy holders. Before completion of this work the premium acceptance at counter is not possible at all.</p> <p>Changing office location / updation of user record etc.</p> <p>Activation/ Deactivation of users / Unlocking of user ids of all sub post office users (60 sub post offices) as and when instructed by DO/ SPM concerned accordingly.</p> <p>Installation / reinstallation and maintenance of scanner – printers etc. To solve the technical problems arising with printers/ scanner etc.</p> <p>Mail correspondence with Circle office Help Desk team in case of any stuck up cases/ problems in software.</p> <p>Forwarding these problematic cases to Circle Level Support Team, Infosys, DO, RO, CO etc. and getting their solutions accordingly after creating Ticket Ids for them.</p> <p>Printing of letters through Filenet as and when the letter bulk print utility not working/ letters not generated automatically.</p> <p>Helping in ECMS/ Scanning work as well as Data Entry work daily by maintaining his own technical work.</p> <p>Preparing liabilities in SAP as per the sanction copies of claims and handing it over to claimant accordingly.</p>
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MEMORANDUM OF DISTRIBUTION OF WORK SYSTEM ADMINISTRATOR PUNE
H.O.

SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	System Administrator	10:00 to 18:00	<p>To attend Hardware and software problem in respect of computers in Pune H.O. To specially look after working of all modules except web based systems such as ECS working, IMO working, WUMT working, e'post working at Pune H.O.</p> <p>To see that different modules such as Fiancle, SAP are being operated satisfactorily.</p> <p>To keep MPCM and other machines in working condition and ensure that no hardware is remain idle more than 24 hours. To maintain on line system satisfactorily in working condition. To make data entry whenever required. To perform any other work assigned to him by senior officers. To maintain stock of computer and peripheral material. To keep History sheet of each computer and other appliances. To keep complete record of hardware available in office. He will put hardware requirement of office to the divisional head. Ensure maintenance and cleanliness of computer and peripheral material.</p> <p>He will ensure that all CDs of software. Specially CDs if IS and SQL 2000 are safely kept at PO. He will always keep one set of all software CDS and one toolbox along with necessary tools required of system.</p> <p>He will impart operational trainings to postal staff as and when required.</p> <p>He will ensure correctness of software. He is responsible for taking daily back up of date and maintaining eh backed up data base with proper authorities.</p> <p>He will ensure that passwords are properly allotted to users strictly as mentioned in Directorate's guidelines.</p> <p>He will ensure that access to database is denied to unauthorized person by observing proper password security. He will keep copy of all passwords of users as well as data base with incharge of the posts office.</p> <p>He will responsible for regular checking of backed up database to avoid any crises situation. He will perform work of software updation and data transfer whenever required.</p> <p>To attend Hardware and software problem in respect of computers in Pune H.O. To specially look after working of web based systems such as ECS working, IMO working, WUMT working, e'post working at Pune H.O.</p> <p>To see that above web based software is being</p>

			<p>operated satisfactorily. To keep the machines in working condition and ensure that no hardware is remain idle more than 24 hours. To make data entry when ever required. To perform any other work assigned to him by senior officers. Ensure maintenance and cleanliness of computer and peripheral material.</p> <p>He will ensure that all CDs of software. Especially CDs of OS and SQL 2000 are safely kept at PO. He Will always keep one set of all software CDs and one toolbox along with necessary tools required of system.</p> <p>He will impart operational trainings to postal staff as and when required.</p> <p>He will ensure correctness of software. He is responsible for taking daily back up of date and maintaining the backed up data base with proper authorities.</p> <p>He will ensure that passwords are properly allotted to users strictly as mentioned in Directorate's guidelines.</p> <p>He will ensure that access to database is denied to unauthorized person by observing proper password security. He will keep copy of all passwords of users as well as database with incharge of the posts office.</p> <p>He will responsible for regular checking of backed up database to avoid any crises situation. He will perform work of software updation and data transfer whenever required.</p>
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MEMORANDUM OF DISTRIBUTION OF WORK TDS BRANCH PUNE H.O.

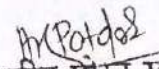
SL NO	DESIGNATION	HOURS OF ATTENDANCE	DUTIES TO BE PERFORMED
1	TDS Counter PA	10:00 TO 18:00	Filling of TDS for non salary account to income tax department of SCSS, NSS 87 Scheme and on agent commission on Quarterly basis. This branch sends a monthly and quarterly report to audit office Nagpur for generation of BIN number.

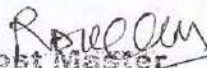
h/patdar
वरिष्ठ पोस्ट मास्टर
पुणे प्रधान डाकघर
SENIOR POST MASTER
PUNE H.O. 411 001

ATTESTED
Ravali
Sr. Post Master
Pune H.O. 411 001

Summary

Sr no	BRANCH	APM	POSTAL ASSISTANT
1	SR.POSTMASTER	01	
2	ALL DEPUTY POSTMASTERS	01	
3	CORRESPONDANCE BR	00	04
4	TREASURY BR	01	07
5	MPCM/SOMO BR	01	07
6	R & P DELIVERY /SUB ACCOUNTS BR	01	08
7	PHILATELY BR	00	02
8	SAVING BANK BR	01	02
9	SOSB BR	01	01
10	NSC BR	01	02
11	RECURRING DEPOSIT BR	01	02
12	ACCOUNTS BR	01	06
13	CPC/PLI BR	01	03
14	SYSTEM ADMINISTRATOR	00	01
15	TDS BR	00	01
TOTAL		11	46
TOTAL WORKING STRENGTH			57


 वरिष्ठ पोस्ट मास्टर
 पुणे प्रधान डाकघर
 SENIOR POST MASTER
 PUNE H.O. 411 001.

ATTESTED

 Sr. Post Master
 Pune H.O. 411001