

**Department of Posts, India**

**Regd**

Office of the CPIO & Senior Superintendent of Post Offices, Virudhunagar Division, Virudhunagar - 626001.

**No. CPT/RTI/RO/115/2022-23 dlgs dated at Virudhunagar – 626 001, the 8 .08.2022.**

Sir,

**Sub:** Supply of information under RTI Act, 2005 – reg.

**Ref:** Your RTI application dated 08.07.2022 received at this office on 12.07.2022.

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Kindly refer to your RTI application cited above. The information on your RTI request is furnished below.

SL.N o	Information sought for	Reply																																										
1	How many positions/designations are there in Virudhunagar Head Post Office? Provide the name of each and every position/designation (whether Gazetted or Non Gazetted) of Virudhunagar Head Post office.(for example, Head Post Master, Accountant, Postal Superintendent, Clerk Manager, Section Officer Postman etc.	<p>The required information is given below.</p> <table><tr><th>Designation</th><th>No of Posts</th></tr><tr><td>Postmaster HSG I</td><td>1</td></tr><tr><td>Deputy Postmaster HSG I</td><td>1</td></tr><tr><td>Asst. Postmaster HSG II</td><td>2</td></tr><tr><td>Asst Postmaster HSG II PRI(P)</td><td>1</td></tr><tr><td>LSG Accountant</td><td>1</td></tr><tr><td>Accountant</td><td>1</td></tr><tr><td>LSG Postal Assistant</td><td>3</td></tr><tr><td>Postal Assistant</td><td>15</td></tr><tr><td>Treasurer</td><td>1</td></tr><tr><td>Asst Treasurer</td><td>1</td></tr><tr><td>LR Postal Assistant</td><td>26</td></tr><tr><td>Cash Overseer</td><td>1</td></tr><tr><td>Head Postman</td><td>1</td></tr><tr><td>Postman</td><td>16</td></tr><tr><td>LR Postman</td><td>2</td></tr><tr><td>MTS</td><td>5</td></tr><tr><td>LR MTS</td><td>1</td></tr><tr><td>LSG Supervisor SBCO</td><td>1</td></tr><tr><td>PA SBCO</td><td>2</td></tr><tr><td>Dak Sevak</td><td>3</td></tr></table>	Designation	No of Posts	Postmaster HSG I	1	Deputy Postmaster HSG I	1	Asst. Postmaster HSG II	2	Asst Postmaster HSG II PRI(P)	1	LSG Accountant	1	Accountant	1	LSG Postal Assistant	3	Postal Assistant	15	Treasurer	1	Asst Treasurer	1	LR Postal Assistant	26	Cash Overseer	1	Head Postman	1	Postman	16	LR Postman	2	MTS	5	LR MTS	1	LSG Supervisor SBCO	1	PA SBCO	2	Dak Sevak	3
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Postmaster HSG I	1																																											
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LSG Accountant	1																																											
Accountant	1																																											
LSG Postal Assistant	3																																											
Postal Assistant	15																																											
Treasurer	1																																											
Asst Treasurer	1																																											
LR Postal Assistant	26																																											
Cash Overseer	1																																											
Head Postman	1																																											
Postman	16																																											
LR Postman	2																																											
MTS	5																																											
LR MTS	1																																											
LSG Supervisor SBCO	1																																											
PA SBCO	2																																											
Dak Sevak	3																																											
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 Virudhunagar Head Post office, (for example:- Postman Deliver Daks, Clerk do registering of speed post or payment banking services, accountant maintain accounting records etc.	<p>The information sought for contains 10 pages. Copies will be supplied on payment of Rs.20/- (Rs.2/- per page) towards additional fees either in the shape of IPO or on submission of Postal Receipt duly credited the amount into UCR.</p>																																										

3	Provide the details of how the Virudhunagar Head Post Office staff attendance is recorded, whether by Biometric or through an attendance register.	Virudhunagar Head Post Office staff attendance is recorded through an attendance register.
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If you are not satisfied with the above reply, you may prefer first appeal with Shri.A.Saravanan, First Appellate Authority & Director Postal Services, Office of the Postmaster General, Southern Region (TN), Madurai 625 002, Phone No. 0452-2531893, email id: [dpsmadurai@indiapost.gov.in](mailto:dpsmadurai@indiapost.gov.in), within 30 days from the date of receipt of this reply

Yours faithfully,

  
/J.S. Jawahar Raj/

CPIO & Senior Supdt. Of Post Offices,  
Virudhunagar Division, Virudhunagar – 626 001.  
Phone No: 04562-243091  
email id : [dovirudhunagar.tn@indiapost.gov.in](mailto:dovirudhunagar.tn@indiapost.gov.in)

**Department of Posts, India**

**Regd**

Office of the CPIO & Senior Superintendent of Post Offices, Virudhunagar Division, Virudhunagar - 626001

No. CPT/RTI/RO/115/2022-23 dlgs dated at Virudhunagar – 626 001, the 17.09.2022.

Sir,

**Sub:** Supply of information under RTI Act, 2005 – reg.

**Ref:** Your mail dtd 22.08.2022 for requesting additional documents.

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Please refer to the letters cited under reference. Additional fee of Rs.20/- has been received. The additional documents requested through your RTI application are enclosed herewith.

1. Copy of details containing work/duty to be performed by each position/designation (Whether Gazetted or Non Gazetted) of Virudhunagar Head Post office,

Yours faithfully,

/J.S. Jawahar Raj/

CPIO & Senior Supdt. Of Post Offices,  
Virudhunagar Division, Virudhunagar – 626 001.


Phone No: 04562-243091

email id : [dovirudhunagar.tn@indiapost.gov.in](mailto:dovirudhunagar.tn@indiapost.gov.in)



MEMORANDUM OF DISTRIBUTION OF WORK – VIRUDHUNAGAR HSG I HO 626001

Sl No.	Designation	Hours of attendance	Nature of duties
1	HSG I Postmaster	0700-1100 1500-1800	All personal duties of Postmaster prescribed in various volumes and standing orders except those delegated to DPM , APM (SB) , APM (Accounts) and APM (Delivery). General supervision of stock except minor stock . General supervision over the work of all branches. Personal supervision of Treasury, Sub Accounts, Central Processing Centre (PLI RPLI) and taking personal interest for Business development activities. Joint custodian for cash , stamps and valuables along with treasurer & Asst. Treasurer. Sanctioning claims in respect of Savings Bank accounts / certificates of deceased depositors. Sanctioning issue of duplicate pass books of Savings Bank & issue of PO identity cards. Signing of all kinds of returns to Audit office and ensuring timely submission of returns by all concerned. ATM monitoring – Maintenance of ORDER BOOK and to submit compliance reports on the Inspection / Visit Reports of higher officers. Maintenance of Gradation List in respect of Postmen and MTS. Writing-up of APAR on Postmen and MTS. Keeping safe custody of Cheque books and issue of cheque for cash withdrawal from Bank, for Bills Paid and for Savings Bank Transactions. Checking of Transit ( between HO & SO , SO & BO) in SAP to ensure that the remittances are really acknowledged by receiving office in time. Checking of Daily Transaction Reports of SO/HO. Making reversal of irregular transaction(s) (with the approval of SSPOs wherever needed) happened in the office accounts of HO/SOs either due to fault of technology or manual error . Uploading of miscellaneous allowances ( other than that are to be up loaded thro SAP) , all kinds of PLI RPLI payments into Finacle for SB Credit of employees / Public. Proper day end in supervisor of all modules(CBS,SAP)-Any other work assigned by SSPOs.
2	Deputy Postmaster (Counter)	0930-1730	Supervision of the work of SB Counters , MPCM & Business Post Centre. Maintenance of Register of undeliverable PBs ( SB 44 ). Maintenance of the files of instructions and circulars. Correspondence including complaints. Maintenance of Stock of Authorized Agents Receipt books

  
 Sr. Superintendent of Post Offices  
 Virudhunagar Division  
 Virudhunagar - 626 001



	Link official APM(SB)		<p>Cheque books for HO. Placing indent on PSD. Maintenance of Register of Form 15 H / G ,          Franking Machine Registers. Maintenance of Register of submission of statements ,          and the work related therein. Responsible for submission and submission of silent          settlement of Audit, ICIR paras and SBCO objections for Revival of security of all          due returns. Functioning as second supervisor for releasing of vouchers by          accounts , Transfer of Accounts , Pledging / Releasing of stamp          types of Savings instruments of HO/ SOs. Tallying of checking duties of          viewing LOTS with the assistance of SBC PAs . And All personal duties of          balance available with counter PAs. And All personal duties of          Postmaster in respect of SB/SC [ Post Office Savings Bank (CBS) Volume ]          .Maintenance of IPO major stock-In-charge of office during off hours of          Postmaster and look after the duties of APM ( Delivery) during his off          hours. Proper day end in supervisor of all modules(CBS,SAP)-Any other          work assigned by Postmaster/SSPOs.</p>
3.	HSG II Assistant Postmaster ( Delivery)  Link official PRI (P)	0730-1100 1430-1800	<p>Supervise the work of Registration Delivery PA , MO Paid PA , Mails &amp;          Sorting PA .Supervise all Postmen / GDS MD within the office .          Maintenance of Statistical Register, Mis-sent article Register, Post Box -          Post Bag Register, UnPaid Register, Book of Post Marks . Responsible for          timely submission of eMO Paid returns .Checking the IPPB Cash          Transaction Register ( IPPB Cash handled by Postmen / GDSMD )          maintained by the Treasurer. Proper day end in supervisor of all          modules(CBS,SAP)-Any other work assigned by Postmaster/SSPOs.</p>
4	HSG II Assistant Postmaster (SB)  Link official DPM	0930-1730	<p>Supervise the work of SOSB PA , Aadhaar branch , WUMT. Transfer of          accounts of HO/SOs and maintenance of registers .Revival of silent          accounts and maintenance of register . Pledging / Releasing of          security of all types of Savings Instruments of HO / SOs. Maintenance          of Major stock of Pass book, SB-26 , SB-28 and cheque book for SOs and          placing indent for such articles. Maintenance of register of          undelivered pass books of SOs. Submission of compliance reports on the          inspection / Visit Reports ( in respect of SOs) of higher officers . And any          other work assigned by Postmaster and All personal duties of Postmaster          in respect of SB/SC [ Post Office Savings Bank (CBS) Volume ] . Proper day          end in supervisor of all modules(CBS,SAP)-Any other work assigned by          Postmaster/SSPOs.</p>

  
 Br. Superintendent of Post Offices  
 Virudhunagar Division,  
 Virudhunagar - 626 001.



5	HSG II Assistant Postmaster PR(P)  Link official APM delivery		Attending duties as prescribed in Vol VIII. Attending preliminary sorting and checking of taps in the morning. Review the delivery performance of Postmen. Checking of remarks furnished by postmen on undelivered articles. Posting of test letters. Checking of prompt clearance of letter boxes. Checking of money orders paid by postmen. Attending complaints in CRM portal and received from public and making enquiries on such complaints. Submission of Diary on time as prescribed in rule. Extracting maximum output from Head Postman, Postmen. Extend ending co-ordination with APM (Delivery), Postmaster for smooth functioning of office especially in the area of delivery and public grievances. Verifying the Temporary and permanent instructions received from the public. Supervising the work of postmen and any other postal subordinates working outside the office such as letter box attendant, mail attendant etc. Making surprise check of articles cleared from letter boxes by letter box attendants as often as possible with a view to detect if there are any articles with them bearing signs of removal of stamps or affixed with used-up stamps. To have a practical knowledge of post office work as well as thorough knowledge of rules in postal manual volumes. To instruct subordinate to their duties, especially when any new class of business is undertaken by the department or when any change in procedure is introduced. To be qualified to take charge of and work in Sub offices if ordered by Administration. To make and maintain a Rough Memorandum book in which he should make entries regarding any matters worthy of note which would not ordinarily be placed on official record. To maintain a postal map of his jurisdiction. To make himself familiar with the delivery beats of all the postmen in the town and to see that every postman is acquainted with the localities in his own beat and is familiar with the names and address of all permanent resident. Proper day enc in supervisor of all modules(CBS,SAP)-Any other work assigned by Postmaster/SSPOs.
6	LSG PA-1 CC	0930-1730	Attending all correspondence work except those relating to Savings Bank and Accounts branches. Maintenance of PF of officials under the control of Postmaster in respect of whom PM is Sub Appointing authority.

  
 Sr. Superintendent of Post Offices  
 Virudhunagar - 626 006



Link official Postmaster			Attending staff matter in respect of all officials working under the control of PM. Assistance to PM to maintain stock register in respect of history sheets. Assistance to PM in taking action in respect of Inspection reports. Maintenance of CL sheet of officials working in HO. Distribution of circulars, Dapals of India Post. Maintenance of correction slips to manuals and volumes of PSD invoices. Attending public of Register of uniforms, Old records and CRM Portal. Collecting complaints and the complaints posted in its up keeping till the monthly bundles of various branches and short term completion of preservation period. Preparation of OIA bill, half yearly arrangement monthly bills, EST - 2 review statistics and Maintenance enumeration returns. Proper day end in user of all modules. Maintenance of LB statement Any other work assigned by Postmaster/SSPOs.
7 LG PA - 2 SB counter - I Link Official SB Counter II PA	0930 - 1730		Acceptance of SB/RD/TD/SSA/PPF/KVP/NSC/MIS/SCSS transaction in the counter including IPPBAEPS. Settlement of SBCO Objections. Issue of ATM debit cards and maintaining related registers. Delivery of Welcome KIT to the depositors. Acceptance of Death claim papers of SB/SC. Maintenance of Pass book petty stock registers. Maintenance of Register of Cheque received from Public including SOs and giving credit to such customer accounts after receipt of intimation of realization from ATR branch. Maintenance of Account Opening Forms and KYC documents of accounts opened. Maintenance of duplicate copy of KYC form received for revival, change in signature etc. Printing of Pass books. Preparation of AI vouchers. Printing of Consolidation. Tallying of vouchers by viewing LOT with DPM. Any other work assigned in Post Office Savings Bank (CBS) Volume. Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
8 PA - 3 SB counter - II Link Official MPCM PA	0930 - 1730		Acceptance of SB/RD/TD/SSA/PPF/KVP/NSC/MIS/SCSS transaction in the counter including IPPB, AEPS Sale of Stamps. Printing of Pass Books including the passbooks of MPKB. Any other work assigned in Post Office Savings Bank (CBS) Volume. Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.



9	PA-4 Treasurer  Link official ATR	0630-1030 1500-1800	Duties assigned to treasurer in Vol VI & FHB Vol II except those assigned to ATR. Maintenance of TCB, Daily Transaction Register, Summary), IPPB Cash Transaction Register, ATM Cash Loading Register, 'C' item Register. All kind of Cash dealings with Sub Offices, Postmen, Counters. Joint custodian for cash and valuables with Postmaster. Submission of treasury weekly statement to DO. Escorting remittances to and from Bank. Reporting of cash difference (if any) found between Finacle and real cash in ATM at the time of cash loading. Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
10	PA-5 Asst. Treasurer  Link official TRR	0930-1730	Duties assigned to treasurer in Vol VI & FHB Vol II except those assigned to Treasurer. Maintenance of Stamp Register, Register of Salable Publications, Philately Bureau Stock Register, RPLI Premium receipt books and indenting, stocking and supplying of all these items. Cheque Truncation System : Scanning of all cheques in machine for clearing, Downloading the realized cheque list and inward cheque image. Attending the WUMT Customers, Aadhaar customers. Attending the duties of Treasurer during off hours of Treasurer. Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
11	PA-6 Sub Accounts  Link official Mail & Sorting PA	0630-1030 1430-1730	Duties assigned to sub-accounts branch in chapter I of P&T manual Vol VI Part II. Receipt and dispatch of Account bags of SOs. Checking SO daily accounts, BO Daily accounts with CMAB. Forwarding of ECB memos after scrutiny, SMRs to Divisional office. Comparing BO Daily Account with computer printed Daily Transaction Report prepared by SOs. Maintaining of OB, CB of SOs, BOs in excel format. Ensuring that Point of Sale cash of all SOs are tallied in system. Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
12	PA-7 Mail & Sorting  Link official Sub Account PA	0630-1030 1500-1800	Receiving & Despatching of Mails as prescribed in Chapter 2 & 3 of Postal Manual Vol VI Part I. Maintenance of bag account. Maintenance Book of Addressee's instruction, Mail Lapse Register. Printing of e-Post. Maintenance of statistical register & assist for preparation of enumeration returns. The branch is under the supervision of APM(D). Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.



13	PA-8 Registration delivery PA Link official Speed Delivery PA	0630-1030 1500-1800	Duties as prescribed in Chapter 4 of Postal Manual Vol VI Part I, Receipt of Registered letter bags, Parcel bags, and Distribute RL, (Parcel VPL, VPP, COD to Postmen for delivery - making Window Delivery of all these articles. The branch is under the supervision of APM(D), Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
14	PA-9 Speed delivery PA Link official Registration delivery PA	0630-1030 1500-1800	Duties as prescribed in Chapter 4 of Postal Manual Vol VI Part.1, Receipt of Speed Bags and Distribute Speed post to Postmen for delivery- making Window Delivery of all these articles. The branch is under the supervision of APM(D). Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
15	PA-10 MO Paid	0630-1030 1500-1800	Duties of MO payment as prescribed in Manual Vol VI Part II Chapter 1 & 2. Printing eMOs and distribute them to Postmen for payments. Checking of SO eMO paid vouchers. Preparation and submission of eMO paid returns to Audit. Sale of Stamps. Showing the paid eMO vouchers of HO to Head Postman, PRI for verification by them. Keeping safely all eMO Paid vouchers of HO / SOs till the time of submission of fortnightly returns to DPA Chennai. The branch is under the supervision of APM(D). Proper day end in user of all modules. Any other work assigned by Postmaster/SSPOs.
16	PA-11 MPCM Link official SB Counter I PA	0930-1730	Booking of Registered Letter, Parcel, Speed post, Insured and VP. Issue of eMOs, Sale & payment of IPO. Acceptance of all e-Payment transactions, PLI receipts, e-Post booking. Submission of returns in respect of above transactions. Preparation of Despatch list of RLs, Parcels, Speed Post to Virudhunagar RMS / Madurai RMS Parcel Hub and hand over all these items to Mails branch. Sale of stamps. - GSC services - Maintenance of statistical register. Proper day end in user of all modules. This branch is under the supervision of DPM. Any other work assigned by Postmaster/SSPOs.
17	PA-12	0930-1730	Working under the supervision of APM (SB). Maintenance of statistics and preparation of statements for HO / SOs. Attending deceased claim cases of HO / SOs. Issue of Duplicate Pass Books to SOs. Submission of KYC forms of HO / SOs to Circle Processing Centre (CBS) Greams Road, Chennai. Maintenance of Heavy withdrawal eMO register.

  
 Virudhunagar District  
 Virudhunagar - 626 001.



			Maintenance of FRMU alert register and Statement of Financial Transactions register of HO / SOs. Cash Certificates work - A/c work - BPC work- CSC services-Any other work assigned by Postmaster/SSOs. Any other work assigned in Post Office Savings Bank (CBS) Volume - Proper day end in user of all modules. Any other work assigned by Postmaster/SSOs.
18	LSG PA-13 CPC PA-I  Link official CPC-PA II	0930 -1730	Indexing of PLI files for Loan, Maturity, Survival Benefit, Duplicate Policy Document, Loan repayment and Nomination and scans the documents for above mentioned service request. Placing case files. Completing with letter generation. Make data entry in CIS system with calculation while processing / request to keep hard copies of all documents in file in safe custody. To take Printout, letters and bonds and send the same to addressees concerned after obtaining signatures of CPC Manager (wherever required). To scan documents of RPL new proposals & Revival service requests etc. immediately on receipt. To make Data Entry in 'CIS' system correctly without delay. To see calculations and do other mandatory checks while processing new proposals requests To keep up records. To perform all other duties of a PAs and when required of him by the Postmaster/Superintendent. Proper day end in user of all modules. Any other work assigned by Postmaster / SSOs.
19	PA -14 CPC PA -II  Link official CPC-PA-I	0930 -1730	Indexing of RPLI files for Loan, Maturity, Survival Benefit, Duplicate Policy Document, Loan repayment and Nomination and scans the documents for above mentioned service request. Placing case files. Completing with letter generation. Make data entry in CIS system with calculation while processing / request to keep hard copies of all documents in file in safe custody. To take Printout, letters and bonds and send the same to addressees concerned after obtaining signatures of CPC Manager (wherever required). To scan documents of RPL new proposals & Revival service requests etc. immediately on receipt. To make Data Entry in 'CIS' system correctly without delay. To see calculations and do other mandatory checks while processing new proposals requests To keep up records. To perform all other duties of a PAs and when required of him by the Postmaster/Superintendent. Proper day end in user of all modules. Any other work assigned by Postmaster / SSOs.

Signature of Postmaster

St. Superintendent of Post Offices

Vinudhunnagar Div

Vinudhunnagar - 626 001.



20	PA-15 DSM	0930-1730	Ensure prompt working of servers, computers, printers, UPS and networking devices. Maintenance of peripherals, printers and software relating to all Postal systems and Aadhaar Kits. Attend the complaints relating to systems tickets with service desk. He will attend the complaints relating to systems and network issues of 20 SOs under Aruppukottai HO and Aruppukottai Sub divisional office. Identification of unserviceable systems after computer peripherals as e-Waste items. Pooling of e-Waste items for in the condemnation. Ensuring availability of NSP I and II connectivity for in the HO and SOs attached to him. EOD completion of all offices under Virudhunagar Division in the evening for one month on rotational basis with other HO DSMs. Submission of FNR to Divisional office. Proper day end in user of all modules. Any other work assigned by Postmaster / SSPOs.
21	PA-16	0930-1730	Allotted to work at POPSK. Any other work assigned by Postmaster / SSPOs.
22	PA-17	0930-1730	Allotted to work at POPSK. Any other work assigned by Postmaster / SSPOs.
23	PA WCTC Instructor	0930-1730	Imparting training to trainees. Maintenance of History Sheets, Stock Register of Computers and its allied equipments provided in WCTC. Any other work assigned by Postmaster/SSPOs.

VIRUDHUNAGAR HO 626101

# MEMORANDUM OF DISTRIBUTION OF WORK OF ACCOUNTS BRANCH - VIRUDHUNAGAR

## Nature of duties

Sl No.	Designation	Hours of attendance	Nature of duties
1	HSG II Assistant Postmaster (APM Accounts)	0930-1730	Performing all personal duties of Postmaster in respect of accounts branch in CSI-SAP and in McCamish as Quality Checker and all e-enabled on line modules relating to accounts branch. Supervising all officials in accounts branch. Maintenance of Establishment Register, Punishment Register, Register of PS Bonds, RII Register, GPF Accounts. Preparation of Trail Balance in SAP. Submission of Monthly returns to PAO. Preparation of IT statement. Submission of BD statement. Submission of compliance report to AIR / IAR paras. Checking and initialing of service books. Checking of GPF annual statements. Preparation
	Link official Accountant		

3. Superintendent of Post Offices  
Virudhunagar Division,  
Virudhunagar - 626101



2	Accountant Link official APM Accounts	0930-1730	of Annual Accrual accounting statement. Checking, signing of leave admissibility certificate. Proper day end in supervisor of all modules(CBS,SAP)-Any other work assigned by Postmaster/SSPOs.
3	PA-18 Bill I Link official Bill-III	0930-1730	Maintaining service book, NPS / CPF Registers, Increment Register, Professional tax register, Preparation of A statement, budget statement, LPC, Pay fixation memo, Income tax on salary and GST. Safeguarding Service Books. Reviewing of service of officials who completed 25 years of service / who completed 50 years of age. Proper day end in supervisor of all modules(CBS,SAP)-Any other work assigned by Postmaster/SSPOs.
4	PA-19 Bill-II Link official Bill - I	0930-1730	. Maintenance of all retrenchment register including loans and Advances, Contingent Register, NPC bill Register, Absenlees Statement, HBA Register, SBI Scroll register. Preparation of GPF Debit / Credit statements, UD Memo. Drawal of pay and allowances departmental officials, drawal of NPC bills, DA / Bonus for departmental officials, Supplementary bills, RA, ROHSC, TA, LTC. Checking of bills paid vouchers Any other work assigned by Postmaster/SSPOs. Proper day end in user of all modules.
5	PA-20 Bill-III Link official Bill - II	0930-1730	Maintenance of PPO Register, Co-op society Register, Register of CGEGIS, Register of Post Box. Preparation of Schedules, abstract of PU / RPL. Drawal of all Allowance / bonus for GDS. Checking of OTA bills, PU / RPL Transactions of all Pos. Preparation of MPBY SAS commission schedule, TDS Schedule of for SB section in for 26 Q. Any other work assigned by Postmaster/SSPOs. Proper day end in user of all modules.

Checking of Pension amount in r/o all pensioners (pensions) and credit in their SB accounts - Maintaining pension registers. Processing of pension schedules. Processing of Family pension /Death cases. Processing of DA arrears for IDA pensioners on quarterly basis - Correspondence work in c/w all pension works and commission works - Processing all kinds of revision of Pension authorized by DAP

  
 Sr. Superintendent of Post Offices  
 Virudhunagar Division  
 Virudhunagar - 626 001



			Chennai. Preparing agent commission and tax schedules daily (MPKBY,NSC,KVP,RD,MIS,TD) and submit it to audit on time - 1 supervise the work of consolidation of KVP/NSC/TD/MIS Agent Comm. Bills and schedules - Issuing IT Certificates to SAS Agents/MPKBY Agents/SSCS Account holders/Pensioners ( All agents and other amount recovered for IT purpose by HQs and SOs) - Any other work assigned by Postmaster/SSPOs, Proper day end in user of all modules.
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General :- All the officials will be responsible for the correspondence relating to their branches. They will maintain files and make them available for reference. They will maintain statistical figures in respect of their branches.



For the Postmaster

Postmaster General, Chennai

Sr. Superintendent of Post Office

Vinodh Kumar Division

Vinodh Kumar - 626 004.