

Memorandum of Distribution of Work of General Branch – XXX HPO

SI No.	Designation	Hours of attendance	Nature of duties
1	HSG I Postmaster	0630-1030 1500-1800	All personal duties of Postmaster in the volumes except those delegated to Asst. Postmasters. General supervision of stock except blank forms and books of minor stock. Duties in respect of Treasury, Sub Account and Accounts except those delegated to APM(Accounts), Accountant, posting or orders for remittance. Forwarding of GPF advance/withdrawal, leave requests - Issue of Identity cards. All correspondences addressed to PMG, DPS, DAP, SSP and members of public – To work as approver in LPC issue of new policy deal at his level - Incharge for receipt and sale of saleable publications, supervision over strict adherence of procedure by SOs and BOs- CRM portal Login – e Post- Authorizing pension payment – Supervision of functioning of CPC – maintenance of History sheets and its updation in respect of all Computers, printers and computer peripherals; Supply of RPLI premium receipt books to SOs. Overall maintenance of log book for generator, conduct of Post forum meeting – Proper day end in supervisor of all modules(CBS,SAP) - Any other work assigned by SSPOs.
2	HSG II Assistant Postmaster (Counter) Link official APM(SB)	0930-1730	Supervise the duties of MPCM counter, CBS Finacle counter, Aadhaar counter and joint custodian of IPOs with ATR. Arrange for remittance of cash in r/o urgent cases by issuing orders in the absence of Postmaster. Responsible for adequate stocking of all receipt books (SAS agent receipt books, BNPL receipt books) and arrange for supply to HO and SOs. Look after the duties of APM(Regn) during their off hours. To look after the duties of APM (SB) between 13.30 and 14.00 hrs and APM(SB) between 1300 and 1330 hrs in their lunch break. Verification of stock of ATM cards, IPPB QR Cards and POSB Cheque books. Settlement of OMs in counters – Checking stamp

			advance given to counters. Supervisory work of Aadhaar enrolment / correction - Supervise the Inward/outward cheque collection work - IMT transactions Proper day end in supervisor of all modules(CBS,SAP) - any other work assigned by Postmaster / SSPOs.
3	HSG II Assistant Postmaster (Delivery) Link official Postmaster	0730-1100 1430-1800	Supervise the duties of Registered, Speed articles and e mos received for delivery - Receipt of eMOs - Approval of supervisor for eMOs to be printed, after beat wise sorting and printing of eMOs by delivery PA. Receiving of INS bag. Verification of COD and VP articles and opening of Insured bag and INS articles. Supervise the duties of eMO Paid, Registration, Parcel, Speed delivery, uploading of delivery MIS in PMA app, acceptance, checking and delivery including VPL, VPP, COD articles. MOI & Paid returns, delivery, Mail and Sorting branches, Examination of book packets, Bag accounts, Maintenance of book of addressee's instructions (Rule 133 & 134 of Postal Manual Vol.VI part I), Supervision of attendance of Postmen, MTS and GDS staff. Monitoring the usage of PMA among Postman Preparation of Speed incentive bills of Postmen Maintenance of beat maps/beat lists - Proper day end in supervisor of all modules(CBS,SAP) - any other work assigned by Postmaster/ SSPOs.
4	HSG II Assistant Postmaster (SB) Link official APM (C)	0930-1730	Supervise the duties of SOSB, responsible for stock and supply of pass books and cheque books to Counter and SOs. SB branch correspondences, D.O, DPS, PMG, DAP etc. Supervise all kinds of transfer cases of SOs/Issuing Duplicate Passbook/ checking honorarium / incentive bills received from SOs and BOs, Maintain register of undeliverable passbooks. Voucher posting in r/o Non CBS Offices, Settlement of OMs received by SB & SBCO branch on all SOs, maintenance of heavy withdrawal verification vouchers. Attend inspection reports related to SB branch. Supervise the duties of CPC work, call centre executive. Proper day end in supervisor of all modules(CBS,SAP) - Preparation of SAS / MPKBY Agents IT statement and any other work assigned by Postmaster / SSPOs.

5	LSG PA-1 CC Link official MPCM	0930 -1730	Maintenance of PF of Postman, MTS and GDS. Correspondence relating to staff matter and other allied matters – Distribution of Letters received from SSP, PMG and other officers. Preparation of monthly statement and returns – Pasting of correction slips to Manuals – circulars filing – Maintenance of records and stock. Cable TV licence work. Inward and outward complaints and attend the e-mails. PO ID processing. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
6	LG PA -2 SB counter – I PA	0930 -1730	To attend all kinds of counter transactions of SB/RD/PPF/SSA/MIS/SCSS/TD/KVP/NSC. RD bulk transactions. Submission of AOF, CIF to CPC on daily basis. Issue of ATM cards. Linking of Aadhar number. Maintain commission IT, SC registers for all SAS and MPKBY agents. IPPB, AEPS services. To give relief to SB counter –II during lunch hours. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
7	PA-3 SB counter – II PA	0930 -1730	To attend all kinds of counter transactions of SB/RD/PPF/SSA/ MIS/SCSS/TD/KVP/NSC. RD bulk transactions and book posting. Attend all transfer cases. IPPB, AEPS services. He/she will give meals relief to MPCM counter. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
8	PA – 4 Treasurer Link official ATR	0630-1030 1500-1800	Treasury duties assigned to Treasury in Volume VI Part III. Joint custodian for cash and valuables with Postmaster. Bank remittance/ drawings - Payment of cash to Postmen and Head Postman for eMOs. Payment of cash to ATM. Tallying TCB and Daily account. Submission of Weekly Treasury statement to Divisional Office. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
9	PA – 5 Asst. Treasurer	0930-1730	Responsible for the postal stationeries and stamp balances and saleable publications. Joint custodian of stamps and stationery with Postmaster. Supply of

	Link official TRR		stamps to all SOs. Joint custodian of IPOs with APM (c). Clearance of cash collections from all branches. Taking returns of cash of unpaid eMOs. Receiving of unpaid collection. Cheque clearing work at user level. ATM cash loading at user level. Proper day end in user of all modules-To attend IMT transactions and any other work assigned by Postmaster / SSPOs.
10	PA-6 Sub Accounts Link official Delivery PA	0630-1030 1430-1730	Sub Account – Chapter X of Vol.VI Part III – Opening and closing of account bags. Transfer of documents received from SOs to concern branches. Checking of daily accounts. Despatch of SPMs monthly reports in due dates. Checking of MOI and paid by SOs (Rule 251 of Vol.VI). Submission of MOI and Paid returns to Audit. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
11	PA-7 Mail & Sorting Link official Delivery PA	0700-1030 1430-1800	Operative duties in respect of Mail and sorting (Chapter II and III of Vol.VI Part I) Preliminary sorting of tapals. Closing of bags according to MNOP norms. Maintenance of bag accounts. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
12	PA-8 Registration Delivery PA Link official Sub Account PA	0730-1030 1400-1800	Receiving and opening of R Bags, Parcel Bags-Uploading of VP, COD and Insured articles - Sorting of articles beatwise. Invoicing of all accountable articles. Printing of delivery slip for all beats. In the evening, accountable articles returns to be taken from all Postman beats - Collection of VPMOs, COD collection amounts from Postman and handover to Treasury branch. Submission of EOD for all beats and VP, COD collection amount to be handed over to Treasury branch. Operative duties of Registration including VP and Insured articles of letter mail delivery (Chapter V of Volume VI), Speed Post delivery. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
13	PA –9 Speed delivery PA	0730-1030 1400-1800	Opening of Speed Bags – sorting of articles beat wise –invoicing of speed articles-eMO Paid (Chapter V of Vol.VI). View of eMOs to be printed. Printing and invoicing of eMOs to Postmen.Issue of unpaid articles to Postmen and maintenance of deposit accounts. Return eMO amounts from Postman and handover to Treasury

	Link official Mail and Sorting		branch. Maintenance of Temporary / Permanent instructions Register. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
14	PA- 10 MPCM Link official CC	0930 -1730	Work prescribed in Chapter VII of Vol.VI – Booking of all types of Regd. Letter, Parcel Speed booking and dispatch. All e-payment, eMO, IPO, collection of PLI/RPLI premium – CSC services - Submission of abstract - Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
15	PA -11 Link official CC	0930 -1730	To make posting of transactions of non CBS SOs. Maintenance of OM register, Duplicate Pass book register, Inward and outward transfer register. To attend all claim cases, all correspondences and preparation of all statements relating to SB branch. Maintain commission IT, SC registers for all SAS and MPKBY agents. Preparation of heavy withdrawal verification memo. SO cheque collection related works. CC returns. Verification of teller account. Scheme change work (SB Rule No. 05/2016). To give relief to CPC PA during lunch hours – Aadhar work- BPC work- Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
16	LSG PA-12 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 RPLI 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 PA as and when required of him by the Postmaster/Superintendent. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.

17	PA -13 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 RPLI 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 PA as and when required of him by the Postmaster/Superintendent. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
18	PA-14 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 network problems and raising 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 and computer peripherals as e-Waste items. Pooling of e-Waste items after 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. Any other work assigned by Postmaster / SSPOs.

MEMORANDUM OF DISTRIBUTION OF WORK OF ACCOUNTS BRANCH – XXX HPO

Sl No.	Designation	Hours of attendance	Nature of duties
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1	<p>HSG II Assistant Postmaster (APM Accounts)</p> <p>Link official Accountant</p>	0930-1730	<p>Opening of A/Cs APM Computer system. Antivirus run. General Supervision responsible for smooth functioning of the branch. Pay bills checking in SAP every month during pay drawal. Pay simulation, Rendering returns on the due dates. Checking all establishment bills, Acquittance rolls and connected documents. Checking and updation of entries in service books as well as in SAP, UD memos, entries in the register of court attachment, increment, advance, recoverable (Rule 88 of FHB Vol.I), refunds and contingentent charges, checking of all schedules and statements. Checking of memo of disbursement of pay and allowances and recoveries. Delegated personal duties as detailed in note below At 369 of I A C . Vol-I and in regard to verification of expenditure in Rule 79(4) of Postal man. Vol.V. Disposal of routine correspondences. Custody of Security Bonds. Attestation of entries in service books. Checking and signing of leave adminisibility certificate. Checking of establishment register. Checking entries in MTS GPF ledger. To work as quality checker in CPC. Checking of the returns for submission to Audit office before the Head of the office sign. Weeding out of records after the preservation period. Checking of records relating to CGEGIS scheme. Checking of drawal, entry and Acquittance rolls relating to all advances. While on CL Accountant will lookafter the current duties. Ensure recovery of subscription from members of service unions/associations. Proper day end in supervisor of all modules(CBS,SAP) - Any other work assigned by Postmaster / SSPOs.</p>
2	<p>Accountant</p> <p>Link official APM Accounts</p>	0930-1730	<p>Opening of Accountant Computer system. Antivirus run. Maintenance of the service books of both part I and II officials. Budget work (283 to 287 of FHB vol-I). Furnishing of EC, Audit inspection reports, IR of inspecting officers (Part 84 of FHB vol-I) Audit objection. Periodical statements. Income Tax calculation. Register of increments. DCRG family particulars in the service books. Maintenance of leave accounts. Fixation of pay and date of increments. Preparation of budget statements and budget returns. Custody of service books and ruling files maintenance. Annual verification of service. Maintenance of contingent register and preparation of NPC bills, review of officials who have put in more than 25 years of service or who have completed 50</p>

			<p>years of age. Preparation of monthly cash account through SAP. Drawal of Gazetted Officers pay bill. General correspondence relating to his branch. Maintenance of register of security bonds and all work related there to issue and receipt of LPC in respect of Part-I officials and Part-II officials. Statement of emoluments of officials for communication to local bodies for levy of professional tax. Statement of Extra cost incurred for casual leave arrangement of increment due and increment statement for the bills issue of ATD and receipt of ATD and all correspondence related to his branch and distribution of dak. Submission of the return to audit office. Maintenance of old records weeded out. Maintenance of register of recovery left out of account. Pension payment and maintenance of records relating there to and preparation of pension schedule. Maintenance of co-op societies recovery register and remittance of amount recovered to societies. Service Tax (GST) maintenance. Proper day end in supervisor of all modules(CBS,SAP) - Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.</p>
3	<p>PA-15 Bill I</p> <p>Link official Bill-II</p>	0930-1730	<p>Preparation and drawals of establishment bills relating to part-I & II officials (chapter X of FHB vol-I) through SAP. Noting sanctions in the temporary bill, dealing with supplementary claims in respect of bills drawn by him- GPF of class III & MTS- obtaining nominations, scrutiny and submission to audit. Work relating to absentee statement. Drawal of HBA and it maintenance of records relating there. Drawal of Bonus in respect of class II and MTS. General correspondence relating to his branch. Preparation of advice and watch for acknowledgement in respect of remittance transaction with other HOs. Disposal of advice from other HOs. Maintenance of scroll register and submission of Annexure III to audit. Drawal of ROHSC bills, Medical advance, TA and LTC. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.</p>
4	<p>PA- 16 Bill -II</p>	0930-1730	<p>Preparation and drawals of establishment bills relating to GDS. Preparation of bills paid schedule. Maintenance of memorandum of disbursement of pay and allowance.</p>

	Link official Bill - I		Preparation of UD memo for submission to DA (postal) safe custody of charged and uncharged bills until submission to audit after necessary accounting – will also keep vouchers similarly in safe custody until dispatch to audit. Maintenance of establishment register. Indenting of forms relating to Accounts section to PSD through proper channel. Drawal of Bonus in respect of GDS. Maintenance of recovery register. General correspondence relating to his branch. Write Up all schedules. Accounting of deposits and issue of notices for annual renewal of Post Boxes and Bags. Maintenance of lock and key and earnest money deposit registers. Schedule and abstract of Postal Life Insurance. Proper day end in user of all modules-Any other work assigned by Postmaster / SSPOs.
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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.