

Duties & Responsibilities of Supervisor

- a. Arrangement of Staffs in the Set
- b. Insure Bag/Article Verification
- c. Creation of Daily Report & Error Book
- d. Take actions for the items mentioned in Error Book
- e. Verification & Signature of Book of Postmark
- f. Sample checking of Articles i/r/o :
 - i. Sorting
 - ii. Volumetric Weight
 - iii. Prohibited article norms
 - iv. Book Post/RNP/Periodicals
 - v. Mapping of address with pincode
 - vi. Due Postage, if any
- g. Due Bag Reporting, if required
- h. Maintenance of Register for Bulk Mail, RNP & Periodicals
- i. Requisition of extra/reversal of SAs/MTS or DRMS
- j. Preparation of Work Paper and sending of W/P to HRO/AHRO/SRO
- k. Left Over entry in Register, forwarding of casual worker's voucher,
Hand Over of Keys