

Postal Manual Volume VIII

Head of Circle

2. Inspection of stock depots: -

- The Head of a Circle or the Director Postal Services should carry out the annual inspection of the Stock Depot once a year.
- During this inspection the physical verification of all articles of stores and stock should also be carried out, the assistance of the Assistant Postmaster-General or the Assistant Director, incharge of the Stock Depot, and of the Inspectors attached to the Circle Office being utilised, if necessary.

2-A: -

- The Head of a Circle will inspect his own office once a year and submit the Inspection Report to the Director General, Posts.

3. Visits to offices, sections and mail lines: -

- A Postmaster General should, if possible, visit every station which is the headquarters of a district at least once in two years.

5. Examination of Diaries: -

- The Head of a Circle must personally examine the diaries of Superintendents (Genl-1). This work can be delegated to DPS also.

8. Inspection of Returned Letter Offices: -

- The Heads of the Circle or Director Postal Services must inspect the returned Letter Office in their circle once every year during the period, in accordance with the standard questions.

10. verification of balances of head offices under presidency Postmasters:-

- The balances of Mumbai, Kolkata, Delhi GPO should be verified two times a year in accordance with the standard questions.



8000661414



/basicpay



@basicpay



/basicpay

20. Inspection of Superintendent's office: –

- The office of every Superintendent of Post Offices and R.M.S. will be thoroughly inspected at least once in every twelve months.
- While the Head of the Circle will take up such inspections as he desires the inspection of remaining offices may be delegated to Directors of Postal Services.

21. Inspection of offices and sections: -

- Every Head Post Office/GPO must be inspected once in every 12 months by the Senior superintendents of Post offices in whose jurisdiction the head office is situated.
- The balances of every head office within the limits of the division must also be verified twice by the Superintendent with assist of Inspector in every twelve months, - one of the verifications of balances of second-class head offices by the Superintendent being made at the time of the inspection.
- Every mail office, record office or section in a division must be thoroughly inspected once in every twelve months.
- The administrative branch of the Presidency offices will be inspected by the Postmaster-General or the Director in charge of City areas while the actual inspection of the various branches of the General Post Office will be carried out by the Presidency Postmasters himself twice a year.

28. Monthly statistics: -

Basic Pay

- A Head of a Circle should submit to the office of the Director General every month a statement in form [Ms.-14(c)] containing statistics of ordinary registered, insured and value-payable articles of both the letter and parcel mail posted in post offices and in mail offices authorised to accept such articles, as the case may be.
- The statistics should be compiled in the office of the Head of the circle from the statistical memorandum [Ms. 14(a)] received from the head offices and also from the statements received from the mail offices concerned, and should be submitted to the Director-General so as to reach his office not later than the 20th of the month following that to which the figures relate.



8000661414



/basicpay



@basicpay



/basicpay

36. Memo. of authorised balances and advances: -

- The Head of the Circle will supply each Presidency Post Office with a memo. in the form Pa.-14 showing –
 - the authorised minimum and maximum cash balances for the office, and
 - the authorised maximum balance for stamps.
 - The minimum and maximum cash balances being fixed in accordance with the principles laid down in rules 138 and 139.
- In fixing the maximum balance for stamps, it should be borne in mind that a postmaster must keep a supply of ordinary stamps, for sale to the public, “sufficient for the probable demands of one week”,
- and therefore, the maximum should be equal to one week’s demand *plus* the demand for the period between two supplies.

40. Objection statements: -

- In all cases of loss arising through fraud, robbery, or accident, the Head of the Circle should pass early orders so that the amount may be adjusted without delay.
- The matter should, in every case, be settled within three months either by recovery from the persons in fault, where this is possible, or by requesting the Director-General to write-off the amount, any subsequent recoveries being credited against the loss which has written-off in the first instance.

49-A. Fixing percentage of MOs to be verified by I.P.O., T.I., Overseer-Postmen and Overseer. –

- An Inspector of Post Offices is required to verify payment of at least 25 money orders in a month while each of the others is required to verify payment of 50 money orders per month.

54/1. Applications regarding miscarriage, loss or destruction of Indian Postal Orders.

- A certificate of non-payment of the orders from the Deputy Accountant-General, Posts and Telegraphs, Delhi, can be obtained only after the expiry of sixteen months counting from the last day of the month of issue of the orders.



8000661414



/basicpay



@basicpay



/basicpay

- On receipt of this certificate of non-payment (from the Audit Office) the Superintendent of post offices or the first-class Postmaster, as the case may be, may sanction the refund if he is satisfied that the claim is genuine.

55/1. Loss of unsold Indian Postal Orders. –

- The Head of a Circle is authorized to sanction refunds to postal officials of the amounts recovered from them on account of the value and commission of lost Indian Postal Orders,
- The refund shall not be made until one full year has elapsed since the date of loss of the order or orders concerned and then only after it has been ascertained from the Deputy Accountant-General, Posts and Telegraphs, Delhi that no payment has been made by any post office in respect of the missing order or orders.

75. Prepayment of Postage in cash on unregistered packets: -

- When no of packets is not less than 500.

76. Enumeration of article by RLO: -

- RLO-1 or RLO-2 during the second week of the months of Feb and Aug of each year.
- an enumeration will be made of the number of ordinary unregistered articles of the letter and parcel mail received.

77. Half yearly RLO Return: -

Basic Pay

- Two returns in form RLO-5 for each of the six-monthly period ending 30th Sep and 31st March will be submitted by the Manager RLO to Head of Circle.
- Head of Circle not later than 15th Oct and 15th April to DG Posts.

Superintendent of Post Offices

98. Trial Card [M-26(a)]:-

- Trial cards are service postcards(M-26a) which are employed for the purpose of determining the relative advantages of alternative mail routes, or the cause of detention to articles posted.
- The Trial card should be returned with all entries filled in a service cover to the officer by whom it was issued.



8000661414



/basicpay



@basicpay



/basicpay

102. Control over 1st Class HO: -

- The SSPOs will inspect all the branches including the administrative branch of HO once a year besides the verification of the accounts of the head office twice every 12 months at intervals of about 6 months.

112. Check of Memorandum of distribution of Pay and Allowances of Post Offices: -

- On the 5th of each month each head office which is under the control of Supdt. of PO/Sr Supdt. of PO will forward the Memorandum of distribution of Pay and allowances (ACG-26) of preceding month accompanied by the A-Rolls for amount disbursed.

117. Hours of Business in Post Office and mail office: -

- A Supdt. of Post Offices should supply each head offices and more important sub post offices in his division with two notices one (M-12) showing the hours for the delivery and despatch of mails and
- Other [M-6(a)], the hours for the transaction of business with the public printed in large notice both English and local language.
- For less important sub-offices, a single notice in form M-6 should be supplied
- In mail offices (sorting and transit), (a) the hours for the despatch of mail and (b) the hours for the transactions of business with the public, as fixed by the Superintendent, RMS should be displayed on a painted board.
- The inspector Posts will prepare a notice of hours of business to be supplied to branch offices in his jurisdiction in form [M-6(c)]

112. Distribution of work in head and sub-offices: -

- Every head postmaster and every sub postmaster who is assisted by one or more clerks will submit a memorandum of distribution of work in his office in Form MS-11 for the approval of the Supdt.,

132. Beats of Village Postman: -

- The Supdt will receive from the Inspectors route lists and beat map (M-53) indicating the introduction or the discontinuance of the exchange of mails office in their respective sub-division.



8000661414



/basicpay



@basicpay



/basicpay

134. Village returns: -

- The yearly village return (MS-88) submitted by the Inspector should be carefully studied by work performed by each village Postman justifies the existence of the post or it can be replaced by ABPM without curtailing the existing delivery facility.
- Letter boxes which are cleared on Post Office holidays will be denoted by the letter “P.H.” against the entry mentioned therein.

136. Monthly copies of Sub office accounts [Pa-17(a)]: -

- The monthly copies of sub-office accounts [Pa.-17(a)] received by the Superintendent must be carefully scrutinized by him. They will show (a) whether in any case cash has been unnecessarily obtained or remitted,
- A sub office required by rule to submit explanation in form P.a.- 20 only when their cash balances are in excess of the authorized limits.

139. Maximum cash balance: -

- The difference between the maximum and minimum cash balance must in no case be less than half the minimum cash balances.

143. Memo. of authorised balances: -

- The Superintendent must supply each head and each sub-office under his control with a memo in form [(pa.14 or Pa.14 (s))]
- The Superintendent must supply each branch office authorized by him to keep a cash balance, with memo in form [Pa.-14(s)]

144. Consolidated memo of authorized balance: -

- The Supdt must supply each head office with a consolidated memo in form Pa-15 (s) showing authorized balance authorized balances in cash, stamps, and British and Indian postal orders and the limit fixed for direct drawings on cash offices, for all the sub-offices in account with the head office.
- Each inspector will be supplied with a similar memo showing the authorized balance etc for all the sub and branch office in his sub-division.



8000661414



/basicpay



@basicpay



/basicpay

162. A (Sorting Order) & B (Guidance Order): -

➤ **A Order**

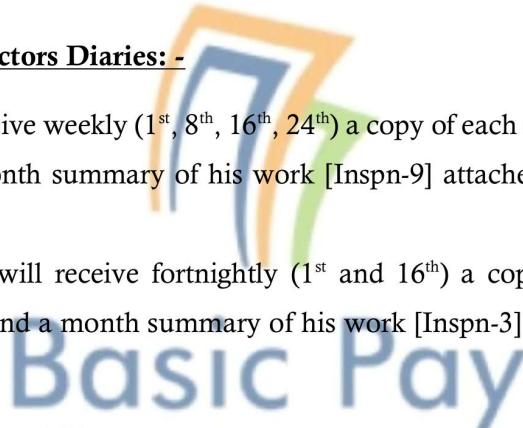
- When any change in a sorting list is ordered by the Supdt., instruction should be issued by him in the form of an A order.
- Copy of every A order should be furnished to the Head of the Circle.

➤ **B Order**

- Instruction on other subject for guidance of his subordinate should be issued in the form of B.
- Copy of B Order should not be furnished to Head of Circle.
- The letter T should be prefixed to the letter B in the case of B Order issued in connection with the disposal of Camp Articles for high officials on Tour and they should be given separate serial number.

164. Examination of Inspectors Diaries: -

- The Supdt of RMS will receive weekly (1st, 8th, 16th, 24th) a copy of each sub-divisional Inspector's diary [Genl-2(S)] and a month summary of his work [Inspn-9] attached to the last diary of the month.
- The Supdt of Post Office will receive fortnightly (1st and 16th) a copy of each sub-divisional Inspector's diary [Genl-2] and a month summary of his work [Inspn-3] attached to the last diary of the month.



167. Inspection of Inspectors Office: -

- The office of every Inspector should be thoroughly inspected at least once in every 12 months by the Supdt.
- When the inspection is completed, a copy of the remarks recorded in the order book (Ms-8) should be forwarded to the Head of the Circle.

168. Duties of overseers:-

- Overseers are employed in each division for the supervision of the runner's lines, the work of village postmen/postmen/ABPM serving in villages, and when prescribed by the head of the Circle, for the conveyance or escort of cash remittances, from one office to another.



8000661414



/basicpay



@basicpay



/basicpay

169. Overseer Beat: -

- The overseer should be required to return to his central office regularly at fixed intervals which should ordinarily be not longer than 7 days.
- The Supdt. must prepare a route statement for each overseer in his division.

170. Statistical Memorandum: -

- Each Sub divisional Inspector is required to Submit yearly statistical memorandum [MS-14(b)] for all sorting section and sorting mail office in the sub-division.

172. Speed of mails on mail lines: -

- The speed of letter mail runners is 5 miles per hours.
- The speed of Parcel mail runners will be 3 miles per hours.

184. Haulage and weighment Statement [MS-60(a)]: -

- On or before 1st Feb and 1st Aug in each year, the Supdt. should submit a statement to Head of Circle showing the regular accommodation provided on each railway in his division on the 21st Jan and 21st July respectively.

186. Supdt. Clerk: -

- The Supdt. is not authorized to take a clerk with him except the steno typist on tour, unless he first obtains the sanction of the Head of Circle.

194/2 Register of loss/fraud/misappropriation (M-89): -

- A register in M-89 form should be maintained by the Supdt. to show a continuous record of cases occurring in his Jurisdiction in 7 section and only 4 in case of RMS.

195. Supdt. diary (Gen.1): -

- Details of inspections and important matters regarding which the supdt. separate reports to the Head of circle should not be recorded in the diary.
- The diary should be kept in a book and a copy of the entries for the preceding fortnight should be sent to the Head of Circle on the 1st & 16th of each month.



8000661414



/basicpay



@basicpay



/basicpay

- The first-class postmaster will not submit diaries but will submit a quarterly statement of inspection of various departments to the SSPO's.

198. Punctuality in submission of returns: -

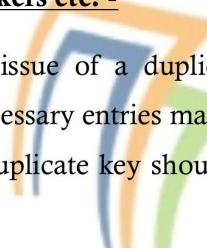
- When submitting due returns, a forwarding letter is not necessary.

202. Inspection of Supdt's Office: -

- A Supdt. of Post Offices or RMS must thoroughly inspect his office at least once in every 12 months.
- A Supdt. RMS must carry out similar inspection of the head record office at least **once** in every 12 months.

212/1. Duplicate key of Almirahs lockers etc: -

- When the original Key is lost, the issue of a duplicate key should be authorised by the Superintendent of Post Offices and necessary entries made in the register by the Stock Clerk and attested by the Superintendent. The duplicate key should be sent by parcel post registered and insured for Rs.100.



216. Painting of letter boxes and Iron Safes: -

- Every Supdt. should arrange to have each letter box in his division regularly painted once a year.
- Iron safes supplied to post offices and record offices should be painted when necessary – green outside and red inside – to prevent them from getting rusty.

231. Test on Clearance of letter boxes: -

- The Supdt. should frequently test the punctual clearance of letter boxes by posting in then test letter (M-29) or Post cards (M-26) address to himself.

238. Inspection of Post Office: -

- There will be one verification and one verification cum inspection during year. (**For GPO/HPO**)
- The verification will be carried out during the first half of the year while the second verification cum inspection will be carried out during the second half of the year. (**For GPO/HPO**)



8000661414



/basicpay



@basicpay



/basicpay



Basic Pay Publications
(ISO 9001:2015 & MSME Certified)
<https://www.basicpay.in>
email – info@basicpay.in

- The SSPOs will also carry out the detail's inspection of the admin branch of the office (1st Class HO) once a year
- Branch offices – 10% but where the no of branch offices is large, the no to be inspected may be reduced but should not be less 5%.

Average time required for inspection: -

S.No.	Office	Frequency	Inspection Days
1	Head Post Office/GPO	Annual Inspection cum verification	6 days
2	Head Post Office/GPO	Half Yearly Verification	3 days
3	Sub Post Office (HSG I & II) & MDG	Annual Inspection	3 days
4	Sub Post Office (LSG)	-do-	2 days
5	A Class (1+2 handed) Delivery SO	-do-	2 days
6	A Class (1+2 handed) Non - Delivery SO	-do-	2 days
7	B Class (Double Handed) Delivery SO	-do-	2 days
8	B Class (Double handed) Non - Delivery SO	-do-	2 days
9	C Class (Single handed) Delivery SO	-do-	2 days
10	C Class (Single handed) Non - Delivery SO	-do-	1 days
11	Non-Delivery Sub Post Office (Single Handed)	-do-	1 days
12	Branch Post Office	-do-	1 days
13	Head Record Office	-do-	3 days



Basic Pay Publications
(ISO 9001:2015 & MSME Certified)
<https://www.basicpay.in>
email – info@basicpay.in

14	Sub Record Office (HSG & LSG)	-do-	2 days
15	Sub Record Office (Time Scale)	-do-	2 days
16	PSD	-do-	4 days
17	Circle/Regional Office	-do-	3 days
18	Division Office	-do-	3 days
19	Sub Division office	-do-	1 days
20	RAKNPA/PTC	-do-	3 days
21	O/o SE Civil, Electric/Sr. Architect	-do-	3 days
22	RLO	-do-	1 days
23	O/o Manager MMS	-do-	1 days
24	Mail Office (TMO,NSH,ICH,PH etc)	-do-	1 days
25	O/o DAP. GM (Finance)	-do-	3 days
26	Foreign Post Office	-do-	2 days
27	SBCO by AO (ICO, SB)	-do-	4 days (3 days for HPOs + 1 days SO)
28	Business Post Office	Half Yearly Inspection	2 days

Time Schedule for the Inspection: -

1st quarter (January to March) – 15%

2nd quarter (April to June) – 35%

3rd quarter (July to Sept) – 30%

4th quarter (October to Dec) – 20%

- When the inspection is completed, a copy of the remarks recorded in the order book (Ms-8) of Head Offices should be forwarded to the Head of Circle.
- In case of sub office in charge of time selection grade officials any serious irregularities notices at the inspection should be reported separately to Head of Circle.

Inspection Reports: -

S.No.	No of days mandated for inspection/verification of an office	Period within which IR should be issued from the date of commencement of the inspection
1	1 Day	15 Days
2	2 Days and below 8 Days	30 days
3	8 Days and above	45 days

239. Verification of Balances of Head Office: -

- The Supdt. must thoroughly and completely verify the balances of all the head offices within the limit of his division twice in every 12 months at interval of about 6 months.
- Examination of HO Summary (ACG-1): -
 - Check in the manner, the entries under these heads for 4 dates of different months.
- Examination of Treasurer Cash Book (ACG-2): -
 - At least 4 dates in different month.
- Examination of register of cheque: -
 - At least 4 dates in different month.
- Comparison of SO Summary with Sub office daily account: -
 - Select at least 4 dates at random month since last verification.
- Comparison of BO Summary with branch office daily account: -
 - Select at least 4 dates at random month since last verification.
- Examination Of Service Book: -
 - Check at least 5% of the book taken randomly



Basic Pay Publications
(ISO 9001:2015 & MSME Certified)
<https://www.basicpay.in>
 email – info@basicpay.in

QUESTIONS EARMARKED FOR VERIFICATION OF HEAD POST OFFICE

Question no. (a)	Description of check (b)	Remarks (c)
1	Overview	
2	Review of previous IRRs	
5	Counter management	
7	Monitoring work of PRI(P)	
27	Bag receipt check with DMSL	
28	Delivery general checks	
30	Checks on the work of delivery staff	
31	Monitoring the supervision over delivery	
32	Examination of delivery of accountable mail	
33	Review of delivery timings	
34	Monitoring control over postmen	
36	Check of articles in deposit	
37	Check on VP articles	
38	Check on COD articles	
39	Check on custom duty collections on foreign parcels	
40	Test check of service registered mail	
41	Letter box clearance and DM & SL	
42	Bag accounting	
43	Examination of sorting work	
44	Monitoring posting of registered newspapers	
48	Deleted	
49	Check of iMO service	Check all transactions since last inspection/verification
50	IMTS	Included along with check AML compliance checks
51	Check over certificates work – issue	
52	Check over certificates work – discharge	
53	Check over certificates work – IVP discharge	
54	Check on undeliverable passbooks	
55	SB – General	Corresponding questions in column (a) in this table are with reference to this Head Post Office Inspection Questionnaire.



Basic Pay Publications
(ISO 9001:2015 & MSME Certified)
<https://www.basicpay.in>
email – info@basicpay.in

Question no. (a)	Description of check (b)	Remarks (c)
99 (c) (ii)	PLI receipts check	
100 (i) to (m)	PLI premium accounting and payments	
113(f)	ePost collection and accounting	
114(g)	Check of business post collection	
115	Check on TCB; accounts verification and cash balance verification	
116	Check over sub accounts work	Included in non CSI environment
117	Check of stock of IPOs, Passbooks etc.,	Corresponding questions in column (a) in this table are with reference to this Head Post Office Inspection Questionnaire.
118	Treasury passbook and reconciliation (Bank transactions)	
119	Accounting	Included in non CSI environment
120	Audit objections	Corresponding questions in column (a) in this table are with reference to this Head Post Office Inspection Questionnaire.
121	Memorandum of monthly balances	
122	Statement of balances and recoveries	
123	Cash management	
124	Stock register of cheque books	
125	Cash management	
126	Supervisor/Postmaster role	
127	Transit monitoring	



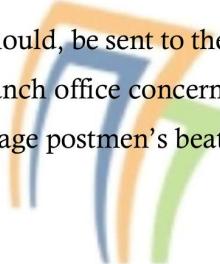
Inspector Posts/Assistant Supdt. Posts

261. Power of Inspector: -

- Inspector is appointing authority of GDS other than BPM.
- Grant leave for GDS BPMs for a period not exceeding 60 days and 90 days for other GDS at a stretch.

273 Beats of Village postmen/ABPM: -

- Prepare and prescribe route lists and beat maps (M-53) indicating the beats of the village postmen attached to each branch office in his sub-division.
- Route lists and beat maps should be supplied to offices to which village postmen/ABPM are attached.
- A copy of the route list and beat map should, be sent to the Superintendent for record in his office and also to the account office of the branch office concerned.
- There are two systems under which village postmen's beats can be arranged- (a) the fixed beat, b) the unfixed beat system



276. Village sorting lists: -

- The Inspector should supply with a village sorting list (M-52) showing –
 - (a) the No. of village postmen to whom articles are made over for delivery, and
 - (b)the names of villages which are served by each village postman and by each subordinate office arranged in alphabetical order. Show in what villages letter-boxes are placed and which of these letter-boxes are provided with changeable plates.

277. Village return: -

- The Inspector will receive in March every year direct from each branch office in his sub-division. Return (MS-88) kept for the first fourteen days March showing the number of articles of all kinds (including money orders) received daily for delivery in each village within the jurisdiction of the office.
- He Should examine these returns and forward them to the Superintendent with remarks.
- The returns should be submitted to the Superintendent not later than the First April every year.



8000661414



/basicpay



@basicpay



/basicpay

280. Letter box locks: -

- The inspector should always carry with him half dozen Aligarh locks of the size used for letter boxes when on tour and make a point of examination.
- The unserviceable lock of every letter box, he comes across replacing with new one.

282. Mail Overseers diaries: -

- The Inspector will receive from mail overseers in his subdivision weekly copies of their diaries (Genl-4), a summary of work in form (Genl-12), monthly list of money orders verified in form (Genl-6) with the diary for the last week of the month.
- The monthly list of the money orders verified by the Overseers will be submitted to the Superintendent along with the Inspector's summary for others entries carefully scrutinize and take such action as may be necessary, thereafter they should be filed by the inspector.

293. Diaries (Genl.-2): -

- The Inspector RMS will send weekly (1st, 8th, 16th, 24th) a copy of his diary [Genl-2(S)] and a monthly summary of his work [Inspn-9] attached to the last diary of the month on 1st of following month.
- The Inspector of Post Office will send fortnightly (1st and 16th) a copy of his diary [Genl-2] and a monthly summary of his work [Inspn-3] attached to the last diary of the month on 1st of following month.
- He should also verify money orders paid by postmen and village postmen in his jurisdiction.
- The number should not be less than 25 in a month.
- The list of money orders verified by the mail overseer in his jurisdiction in the preceding month should be submitted on the 8th of the month.

295. DG Circulars: -

- Circulars are issued by DG once a week

296. HOC Circulars: -



8000661414



/basicpay



@basicpay



/basicpay

- Circulars are ordinarily issued by the HOC once a month.
- The circulars issued by the CPMG should be filled in single guard book distinct from that of DG circulars.

298. Order book of Inspectors office: -

- The inspector will keep an order book in MS-8 form
- Each order book has 200 serially numbered pages.

299. Verification of balances of head offices: -

- The inspector must thoroughly and completely verify the balances of all Head Post Office within the limits of his subdivision 2 times in every 12 months.

300. Inspection of Post Offices: -

- The inspector must inspect, once every 12 months such sub offices in his sub division as are assigned to him by the Supdt. and all branch offices except those that are inspected by the Supdt.

321. SAS attached to Circle Office: -

- An Assistant Supdt. Post Offices when attached to the office of Head of Circle is designated as Sorting Assistant Supdt.
- It will look after the work related to RMS at Circle office for ex. Preparation of MSO, mail transfer monitoring, Mail Arrangement, PNOP/MNOP monitoring, BI Tools, RTN etc.

323. Sub Division Inspector RMS: -

- An inspector of RMS should spend at least 24 hours per week or 96-108 hours per month (according to the number of working days in the month) in visiting mail offices and sections.

Stock Depot

357. The official in charge of a stock depot is designated Manager in Postal Circles.

369-A Black Stamp cancellation ink: -

- The superior quality of black stamp cancellation ink is exclusively procured from M/s Mysore Lac and Paint work ltd. Mysore by the Supdt., PSD Bangalore.

374. Disposal of returned articles: -

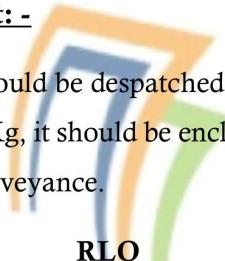
- The obsolete and unserviceable stamps and seals should never be sold out but should always be sent by the stock depot to the Postal workshop at Aligarh for disposal.

380. Despatch of articles of stock: -

- All articles of furniture, articles exceeding 10 Kgs in weight should be sent through rail, steamer or some other means of conveyance.
- Articles weighing under 10 Kgs should be sent by service registered parcel if they contain anything of value.

381. Despatch of forms by stock depot: -

- Books and forms in small quantities should be despatched by the stock depot as service packet.
- When weight of any packet exceeds 5 Kg, it should be enclosed in a bag and sent as goods by rail, steamer or by some other means of conveyance.



406. Treatment of articles containing goods not transmissible by Post: -

- In case of lottery tickets these will be destroyed under the personal supervision of an officer not less than the rank of a director.

414. Articles of which insurance is compulsory: -

- The special fee of Rs.2/- taxed by the office of delivery on an insured article found contain anything of which insurance is compulsory is recoverable from addressee on the article being redirected to him by RLO.

433. Final disposal of Returned unregistered articles of the letter-mail: -

- Letter and postcards will be destroyed by shredding method in the presence of the Manager.
- Book-Packets containing articles of no value will be disposal of by being sold as waste paper or destroyed.

- Unclaimed copies of the magazines, periodicals etc shall be invariably be returned to their publishers or distributors as the case may be.

434. Disposal of registered articles and articles containing valuable property: -

The items that remain undelivered to the address as well as the sender, shall be detained at Returned Letter Office for a period of -

(a) fifteen days when they are unaccountable; and

(b) thirty days when they are accountable.

(1) The undelivered items referred above shall be dealt with as follows: -

(a) items without intrinsic value, such as, items containing printed or handwritten papers, shall be disposed of forthwith by selling it as waste paper or destroyed;

(b) magazines, periodicals and newspapers may, at the option of the Regional Head, be used for any public purpose;

(c) items with intrinsic value shall be disposed of through auction;

(d) postcards and letter cards on which the postage has not been prepaid shall be destroyed forthwith;

Provided that nothing in this regulation shall prevent the immediate destruction of any item deemed necessary for public good.

(2) On the expiration of the period specified above, the item shall be disposed of, in a manner as deemed fit by the Circle Head or the Regional Head concerned, in the Returned Letter Office.

Minimum number of visits of senior functionaries in the field.

S.No.	Designation	Offices to be visited per month per officer	Number of visits per month
1	CPMG/PMG/DPS/Divisional Head/Sub Divisional Head (Postal)	HO/GPO	1
		SO	1
		BO	1



8000661414



/basicpay



@basicpay



/basicpay



		Mail Office	1
2.	SSRM/SRM	Mail office (NSH/ICH/PH/TMO/ Section/AMPC/BPC etc)	3 (at least 2-night visit)
		Delivery Post office	1

- The visit remark shall be issued by the next working day and reviewed by the competent authority with in a fortnight from the date of issue of visit remarks.



Basic Pay