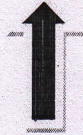


ANNEXURE B

DECISION MAKING STRUCTURE

Supdt of Post Offices



Assistant Supdt of Post Offices (HQ)



Dealing Assistant

Chauhan
Supdt. Post Offices
Faridkot Division
Faridkot-151203

ANNEXURE B

DECISION MAKING STRUCTURE

<p>Supdt Post Offices</p>	<p>Personnel Management</p> <ul style="list-style-type: none">• Controlling authority for group C and MTS and GDS officials posted in the division• Appointing authority for group c MTS and GDS officials in the Division• Reviewing authority for postal assistants <p>Financial Management</p> <ul style="list-style-type: none">• Budgeting for the Division• Monitoring expenditure for achieving economy in administrations• Exercising full delegated financial powers in respect of operational matters <p>Technical Functions</p> <ul style="list-style-type: none">• Management of customer services through network of the Post Offices• Collection/ Transmission and delivery of mail within the Dn• Management of Postal Estates• Planning and execution of modernisation programs in the post offices• Monitoring of redress of public grievances• Development of management information system for effective management <p>Co Ordination Activities</p> <ul style="list-style-type: none">• Co Ordination with the state Govt authorities and other central govt. organisations with in the Division• Overseen the work of Dak Adalats• Settlement of Public Grievances
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Prakash
Supdt. Post Offices
Faridkot Division
Faridkot-151203

ANNEXURE- B

DECISION MAKING STRUCTURE

Distribution of work of Faridkot Division office

1. ASPOs HQ

To be group officer for A&H, B, Budget, J& MOD, F&D, G&E, L & SB Branches of division office. To deal with disciplinary cases, general supervision of office, custody of P&T volumes, in charge of all stock items, and review of IR carried out by SDI(P) s and closure of IRs. Scrutiny of copies of monthly reports of time scale offices. To maintain register showing legal expenses incurred. To maintain calendar of returns. Monitoring of court cases of branches with him/her.

2. Complaint Inspector

To act as incharge Customer Care center, Speed post center, Public grievances cell and business development cell. To act as group officer of CR, BD, IR and PLI/RPLI Branch. To act as group officer of regd. newspaper, franking machine and registration/renewal of cable licenses of cable TV network. To inquire into complaints including SB complaints and other cases. To maintain lists of MOs verified by ASPOs/SDI (P)/PRI(P) and mail overseers. Monitoring of court cases of the branches with him/her.

Signature
Supdt. Post Offices
Faridkot Division
Faridkot-151203