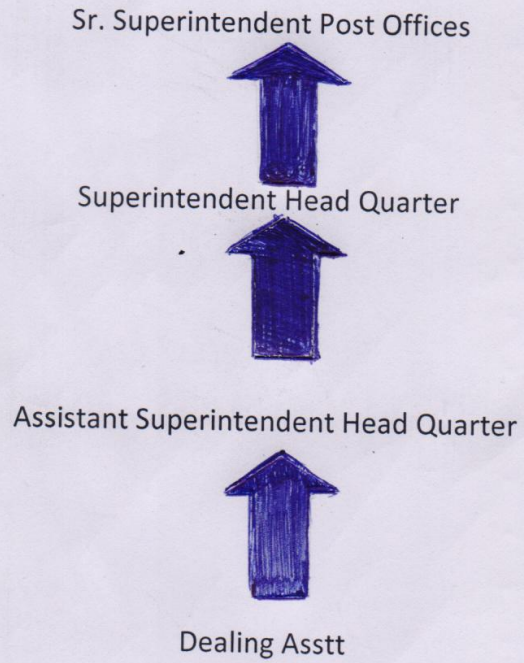



**ANNEXURE – B**  
**DECISION MAKING STRUCTURE**



  
प्रवर अधीक्षक डाकघर  
Sr. Supdt. of Post Offices  
जालंधर मण्डल/Jalandhar Di  
जालंधर/Jalandhar-144001

## **ANNEXURE-B**

### **DECISION MAKING STRUCTURE**

<b>Senior Supdt. of Postal Division</b>	<p><b>Personnel Management</b></p> <ul style="list-style-type: none"><li>o Controlling Authority for Group C and MTS and GDS officials posted in the division.</li><li>o Appointing Authority for the Group C, MTS and GDS officials in the Division</li><li>o Reviewing Authority for postal assistants</li></ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"><li>o Budgeting for the Division</li><li>o Monitoring expenditure for achieving economy in administrations.</li><li>o Exercising full delegated financial powers in respect of operational matters,</li></ul> <p><b>Technical Functions</b></p> <ul style="list-style-type: none"><li>o Management of customers services through network of the post offices.</li><li>o Collection/transmission and delivery of mail within the division.</li><li>o Management of postal estates.</li><li>o Planning and execution of modernization programmes in the post offices/RMS offices.</li><li>o Monitoring of redress of public grievances</li><li>o Development of management information system for effective management.</li></ul> <p><b>Co-ordination Activities.</b></p> <ul style="list-style-type: none"><li>o Co-ordination with the State Government Authorities and other Central Government Organizations within the division.</li><li>o Overseeing the work of Dak Adalats.</li><li>o Settlement of public grievances.</li></ul>
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प्रवर अधीक्षक डाकघर  
Sr. Supdt. of Post Offices  
जालन्धर मण्डल/Jalandhar Dt  
जालन्धर/Jalandhar-144001



## **ANNEXURE – B**

### **DECISION MAKING STRUCTURE**

**1. Supdt. of Post Offices ( HQ ) Jalandhar : GRADE - B**

Supervision and Incharge of Accts, O/ Asstts, G-Br, IR Br, F-Br, SB Br, D-Br. MMS Branch, Passing of Incentive Bills of speed post, Approval of Distribution of work, Postal notice of hours and business, letter box statements, Due Mail & Sorting Lists in respect of all offices except Jalandhar City HO. Passing of Medical Bills, GPF, TA, OTA Bills of staff up to LSG, Tuition fee, Late fee bills and All refunds cases, Revision of IR'S of ASPO'S/ SDI'S and review of copies of SO A/C of LSG /HSG offices, Cases of Registration of News Papers, Issue and Renewal of Franking Machine Licenses, Countersigning of PCO Bills, Passing of Electric / Water Bills, final closure of complaint cases SB Branch, Submission of due returns to the circle office, Processing of the proposals of post offices and Planning cases of opening of New Post Offices / retention memo's of post offices, Issue of licenses of Cable TV, granting of leave and acceptance of medical certificate of illness and issue of leave orders upto LSG Cadre, Submission of statements CO in respect of B-11 Branch.

**2. Asstt. Supdt. of Post Offices ( HQ ) Jalandhar : GRADE - B**

General Supervision of the office, In charge of Office Asstts. Of B-I, B-11, B-111, H & J Branches, Opening of Dak of PMG/ DPS, Annual reports, Union matters and meeting with union cases, Proper maintenance of ruling files and Diaries of all branches under his supervision, Maintenance of chargesheets of other offices registers, Miscellaneous affairs and review of copies of SO A/Cs of other offices, A & B and Hindi Translator, Maintenance of DCRG Nominations.

**3. Complaint Inspector of post offices Jalandhar : GP-B, NON GAZETED**

Supervision and Incharge of Customer Care Centre of all types of complaint /RTI cases.

Yours faithfully



CPIO

प्रवर अधीक्षक डाकघर,

Sr. Supdt. Of Post Offices

जालन्धर मंडल, जालन्धर-144001

Jalandhar Division, Jalandhar 144001.