

ANNEXURE – B
DECISION MAKING STRUCTURE

Sr. Postmaster




DPM I, DPM II AND MANAGER NSPC



APM



POSTAL ASSISTANT


Senior Post Master
Jalandhar City HO

ANNEXURE – B

DECISION MAKING STRUCTURE

Senior Postmaster	<p>The Duties and responsibilities of a Sr. Postmaster are laid down in different Postal Manuals, Savings Bank Manuals and other Regulations dealing with financial transactions etc. However, some of the important duties are as follows;</p> <ul style="list-style-type: none"> o Will perform the personal duties prescribed in the various Postal Manuals, Fundamental Rules (FRs) & Financial Hand Book (FHB) except those delegated to the Dy. Postmaster and assistant Postmaster. o Will exercise general supervision over all the branches and carryout the annual inspection of all departments in accordance with the standard questionnaire. o Will supervise the opening of Dak- ordinary and registered. o Will be responsible for maintaining discipline and control, grant of leave to staff, sanctioning advances like festival, leave salaries, reimbursement of medical bills, and Temporary & Final withdrawals from GPF and authorizing OTA to staff. o Will maintain CRs in respect of PAs and Group officers. o Will perform duties of drawing and disbursing officers as prescribed in FHB Vol – I. o Will sanction claim cases relating to SB, RD, MIS, etc accounts and savings certificates, process and forward cases of arrears of pay and allowances and pensions. o Will be in charge of staff, investigation branches, undertake investigation/Enquiries into fraud/loss cases concerning HO and sign references (other than routine ones) addressed to SSPOs, PMG and AO. o Will ensure prompt action is taken on VRs/IRs (Rule 157-Vol. V) and maintain the postmasters order book for recording changes, tests applied etc (Rule 50 vol. VI). o Will issue PO Identity cards to general public and maintain all connected records therewith. o Will write postmasters balance sheet (Rule 43 FHB Vol II). o Will review the objection registers maintained by SBCO and exercise general supervision over the branch. o Any other duty or responsibility assigned to him from time to time.
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DPM 1, DPM 2 AND MANAGER NSPC	<p>o All personal duties of DPM 1, DPM 2 AND MANAGER NSPC as prescribed in various chapters of Postal Manuals. However, some of the important duties are as follows;</p> <ul style="list-style-type: none"> o Responsible for the maintenance of records and submission of due returns. o Responsible to check the stamp advances and Franking Machine reading. o Responsible for proper maintenance of all hardware and will maintain History sheet in respect of system/peripherals up to date. o Personally responsible to handle server and ensure that no unauthorized person accesses server. o Responsible to ensure that no unauthorized floppy/CDs are used in the system. He/she will facilitate Day Begin and Day End and also allocate work among PAs. He/she will take periodic backup in respect of all modules. He/she will maintain a log book for recording of operation of server. o Responsible to report any break down/problems in the systems to Divisional Head. o Responsible to ensure that systems are not misused by any official. o Responsible to judiciously use the consumables and maintain stock register for all consumables and ensure that adequate consumables are held in stock. o Responsible for not to divulge the supervisor's pass word to any body and ensure that supervisory functions are done by him/her. o Personally responsible regarding maintenance of all statistical registers of various branches, safe custody of cash and stamps, correspondence, various stocks and general supervision.
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		<ul style="list-style-type: none"> o Responsible to attend to references and enquiries, keep in custody of the complaints and suggestion book. Proper maintenance of various circulars. Pasting of correction slips to various P & T Manuals and keep up to date. o Personally responsible for submission of various monthly, quarterly and annual statements. o Responsible to attend to bulk sale of stamps, treasury work with connected accounts matter and submitting daily accounts to Head post Office. o Personally responsible to supervise closing of bags containing insured articles and keep them in his/her custody until their dispatch. o Responsible to check stamp advances of the counter Postal Assistant daily. o Responsible to attend to SB and cash certificate claim cases. o Responsible to attend to acceptance of PLI premium/payment and connected transactions and maintenance of their schedules and records. o Any other duty assigned from time to time.
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APM		<p>The duties and responsibilities of APM are stipulated in various Postal Manuals. However, some of the important duties are as follows;</p> <ul style="list-style-type: none"> o Depending upon the establishment of a post office, more than one duty could be combined or more than one official could be deputed to handle a particular branch. o Generally a APM works in Mails, Sorting, Delivery, Dispatch, Registration, Speed Post, Parcel, Money Order, Sub account, Cash/ Treasury, Accounts and Savings Bank and Savings Certificates departments of a Post office. o They are also entrusted additional duties and responsibilities in view of introduction of premium products, other new products and service and technology driven initiatives of the Department.
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