

27 MAR 2026

Department of Posts, Govt. of India
O/o the Senior Superintendent of Post Offices
Berhampur Division, Berhampur -760001
E-Mail: doberhampur.od@indiapost.gov.in

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BENGALURU
Memo No: A/G-Planning/15-16/ Khumula BO

Dated at Berhampur the 13.03.2026

In pursuance of the Postmaster General, Berhampur Region, Memo No. EST/3-Misc/2025-26 (BAM) dated 26.12.2025, it is ordered to close down Kodala Bus Stand BO i.a.w Kodala S.O. under Chatrapur H.O. and to relocate the said post office to Khumula Village as Khumula Branch Post Office i.a.w Polosara S.O. under Chatrapur H.O. under Berhampur Postal Division establishment by relocation scheme as a part of Provision of banking facility within 5 KMs of all villages by a bricks and Mortar Post Office with IPPB touch points with immediate effect.

It is further ordered that Kodala Bus Stand B.O i/a/w Kodala S.O. will be closed down after the **closing hour of 18.03.2026** and simultaneously Khumula B.O. will be **opened on 19.03.2026** with the following establishment on redeployment basis:-

SI No.	Name of the Post	Remark
1	GDS BPM-cum- MD -01	The post of BPM, Kodala Bus Stand B.O i.a.w Kodala S.O. under Berhampur North Sub Division will be redeployed as BPM, Khumula B.O. i.a.w Polosara S.O under Berhampur North Sub Division.

The TRCA to be drawn after redeployment in favor of the GDSs will be same as drawn at their previous post.

The BPM, Khumula BO will be the sole custodian of the cash, stamps and valuables of the BO from the date of the opening of the BO i.e. 19.03.2026.

The working hours of Khumula Branch Office will be as follows:

1. Working hours: From 09.30 Hrs to 13.30 Hrs
2. The office will remain closed on **Sundays and Central Government notified Gazette Holidays.**

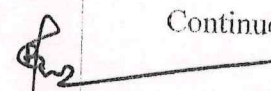
The following Mail arrangements will be given effect from the date of opening of Khumula BO:

Sequential Exchange Station	Up Trip (start time)	Down Trip (start time)	Distance in Km	Remark
Polosara SO- Khumula BO- Polosara SO	10.00	13.30	08 KM	The ABPM (MC-II) Gochhabadi BO i/a/w Polosara SO will exchange the mail of Khumula BO in addition to his own duty by covering 04 Km to and fro more within the existing workload.

The ASPOs Berhampur North Sub Division will ensure necessary mail arrangements for exchange of BO bags after opening of Khumula BO as stated above observing usual formalities. The mail branch of Division Office will issue separate memo for detailed mail arrangement.

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Sr. Superintendent of Post Offices
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BERHAMPUR (GM.)-760 001

The following villages will be served by Khumula Branch Post Office from the date of its opening i.e. 19.03.2026:

Sl. No.	Name of villages	Served by the existing BO
1	Khumula	Gochhabadi B.O.
2	Bhaliyamala	Gochhabadi B.O.

The minimum and maximum cash and stamp balance of Khumula BO are fixed provisionally as under:

Sl. No	Item	Amount
1	Minimum Cash	Rs 5000/-
2	Maximum Cash	Rs 10000/-
3	Postage stamps	Rs 500/-
4	Revenue Stamps	Rs 300/-

The cash and stamps of Kodala Bus Stand BO i.a.w Kodala SO must be zero at the closing of 18.03.2026.

The GDSBPM, Khumula BO will start working of BO with opening balance as per Cash and stamps remittances received from Sub-Postmaster Polosara SO.

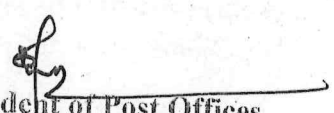
The ASPOs, Berhampur North Sub Division should collect the existing date/name stamp and other seals of Kodala Bus Stand BO on the very date of its closure and hand over the same to the stock branch of Divisional Office.

The Stock branch of my office will supply the date stamps and seals bearing EXPTL PO with number till the receipt of stamps, and seal and letter heads in the name of the BO from PSD, Aligarh.

The ASPOs (I/C), Berhampur North should ensure closure of Kodala Bus Stand BO on 18.03.2026 and opening of Khumula BO on 19.03.2026 observing usual formalities and make the necessary entries in their concerned registers.


The BPM, Kodala Bus Stand BO i.a.w Kodala SO to be deployed in the regular establishment of BPM, Soma BO i.a.w Purushottampur SO. Consequently the post of BPM, Soma BO will be treated as filled and not to be taken on future engagement.

Further, the ASPOs, Berhampur North Sub Division will personally remain present at accommodation of Khumula BO on the date of opening for ensuring smooth functioning of the newly opened BO on the proposed date.


 Sr. Superintendent of Post Offices,
 Berhampur Division,
 Berhampur (Gm)-760001.

Copy of this Memo issued to:

1. The Chief Postmaster General, Odisha Circle, Bhubaneswar for favour of kind information.
2. The Postmaster General, Berhampur Region, Berhampur (GM) for favour of kind information.
3. The Postmaster General, Sambalpur Region, Sambalpur-768001 for favour of kind information.
4. The Director of Accounts (Postal), Cuttack-753004 for information.
- 5-32. All SSPOs/SPOs/SSRMs/SRMs/PSD/AD (Trg) in Odisha Circle.
33. The Manager CBS CPC, Bhubaneswar-751001 to kindly facilitate the transfer of all accounts held at Kodala Bus Stand BO to Kodala SO
- 34-37. All the SDHs in Berhampur Division for information and necessary action.
The ASPOs (I/C) Berhampur North Sub Division will act accordingly and make the process of relocation smooth and successful. He will ensure to take possession of the building well in advance to facilitate the opening of Branch Post Office on schedule date.
- 38-107. All Postmasters/SPMs in Berhampur Division
108. The Supervisor, SBCO, Chatrapur HO
- 109-111. All the Group Officers, Regional Office, Berhampur for information.
112. The Director, CEPT Mysore for information and necessary correction in India Post website and all related modules.
113. The Supdt. of PSD, Bhubaneswar. He is requested for supply of necessary stamps and seals and required forms etc. to the Khumula BO.
114. The GDS BPM, Kodala Bus Stand BO for information and necessary action.
115. The SRM, BG Division for information.
- 116-124. All Branches of Divisional Office.
The Mail Branch of Division Office will issue separate memo for detailed mail arrangement and revise the memo of Authorized balances.
The Stock Branch will please supply the required stock of articles including furniture and stamps to the new BO sufficiently in advance by placing indent to PSD, Bhubaneswar through APT2.0.
The Technology Branch, O/o the SSPOs Berhampur Division, Berhampur for information and necessary correction in web site and different modules in consultation with CEPT, Mysore.
The SB Branch, Division Office will co-ordinate CBS CPC, BBSR for transferring all standing accounts of the Kodala Bus Stand BO to Kodala SO.
The Staff-II Branch to please issue a permanent posting order for Miss Soumya Sayana Sethi as BPM, Soma BO i/a/w Purushottampur SO.
125. The Senior Manager/Branch Manager, IPPB Branch, Berhampur.
126. The Collector-cum-District Magistrate, Ganjam District, Chatrapur-761020.
127. The District Small Saving Officer, Ganjam, Chatrapur-761020 for information.
- 128-129. The Tahasildar/ Block Development Officer, Jaradagada-761005 for information.
130. The IIC, Kodala Police station for information.
131. The IIC, Polosara Police Station for information.
132. Office Copy/Spare.


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