

File No:-16-1/2017-Inspn
Government of India
Ministry of Communications
Department of Posts
(Inspection Unit)

Dak Bhawan, Sansad Marg
New Delhi 110001 dated 20.08.2019

To

1. All Heads of Circles
2. Director, RAKNPA
3. Army Postal Service Directorate, New Delhi
4. All Directors, Postal Training Centres

Subject: Supplementary Inspection Questions for FRMU checks in Circle offices/ Regional offices and Divisional offices Inspection Questionnaire.

In pursuance of the Circle Office/ Regional Office and Divisional Office Inspection Questionnaires circulated vide Directorate letter no. 16-1/2012-Inspn dated 07.04.2016 and No. 16-3/87-Inspn. dated 03.08.1987 respectively, kindly find additional Questions for FRMU checks, annexed herewith, to be attended to while inspecting Circle offices/ Regional offices and Divisional offices.

2. All Circles are requested to circulate these Supplementary Questions to their Subordinate Units for using the same while inspecting the Regional Offices and Divisional Offices. Also the same may be attended to while inspecting Circle Office.

3. This comes into force with immediate effect and issues with the approval of the competent authority.

Encl: As above

D. K. Singh
20/08/19
Assistant Director (Inspection)

Copy to:

1. CGM (PLI) Directorate/ CGM BD Directorate/ CGM Parcel Directorate
2. Sr. DDG (Vigilance), Dak Bhawan, New Delhi
3. All DDsG
4. GM, CEPT Mysuru to upload this information at S.No. 34 (21) on web page at link <https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx>
5. Sr. PPS to Secretary (Posts) /DG
6. PS to all Members PSB, Addl. DG (Coord) and AS&FA
7. Hindi Section, Dak Bhawan, New Delhi for translating these questions in Hindi.

D. K. Singh
20/08/19
Assistant Director (Inspection)

FRMU Checks to be performed during inspection of Divisional offices/Regional offices & Circle offices:

1. Check if the official in-charge of handling the FRMU alerts has general awareness about the alerts and prescribed procedure for closure.
2. Check the MIS report of FRMU alerts assigned, closed and reported to investigation in past 1 year or since date of last inspection and the number of alerts pending.
3. Check if any alert is pending for more than 90 days. Record the reason for such undue delay.
4. Check randomly at least 10 closed alerts to verify that the official verifying the alert and the official closing the alert are not same by referring to the 'Investigation done by' and 'closed by' columns in Web-portal.
5. [Only for Divisional inspection] Randomly check closed FRMU alerts in relation to whether the prescribed procedure of field verification is followed while closing the alerts.
 - (i). At least 5 FRMU pending alerts pertaining to CBS operations.
 - (ii). At least 5 FRMU pending alerts pertaining to CSI operations.
 - (iii). At least 5 FRMU pending alerts pertaining to PLI/ RPLI operations.
6. Check whether the administration is familiar with First Response Mechanism procedure in case of fraud detection.
7. (i). Check whether any fraud has been detected in Divisional office/ Regional office/ Circle office on the basis of FRMU alerts since last date of inspection.
 - (ii). If yes, whether action has been taken to investigate the same in accordance with instructions meant for investigation of Loss/ Fraud cases.