

File No. 16-03/2019-Inspn.
Government of India
Ministry of Communications
Department of Posts
(Inspection Division)

Dak Bhawan, Sansad Marg,
New Delhi-11001,
Dated: 15.04.2021

To

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

Sub: Revision of Standard Inspection Questionnaire for Branch Post Office.

The Standard Inspection Questionnaire of Branch Post Office and supplementary questions thereon circulated vide this office letter No. 16-03/2019-Inspn. dated 09.08.2019 and letter no. 16-02/2017-Inspn. dated 24.09.2020 respectively w.r.t. Q. No. 36 of BO Inspection Questionnaire is ordered to be revised as under:

BO Inspection Questionnaire

| Q. No. 36 of BO Inspection Questionnaire as per letter no. 16-02/2017-Inspn. dated 24.09.2020 | Revised Q. No. 36 of BO Inspection Questionnaire |
|--|---|
| <p>Q. No. 36. Collect 1 passbook for each month (i.e. total 12 passbooks for each scheme) for account opened / subsequent transaction made for each scheme operated by respective BO (i.e. SB / Basic Savings Account / RD / TD / SSA / MIS / SCSS / PPF / KVP NSC) from depositors and verify with Finacle / Journal / RICT Device, If not able to collect issue SB-46 for verification of balances. Also ensure that first page entries and initial deposits are not altered, over written.</p> <p>Note: In case number of accounts opened under any scheme is less than prescribed above, all accounts under the particular scheme opened since last inspection are to be verified.</p> | <p>Q. No. 36. Collect 1 passbook for every two months (i.e. total 6 passbook for each scheme since last inspection) for account opened / subsequent transaction made for each scheme operated by respective BO (i.e. SB / Basic Savings Account / RD / TD / SSA / MIS / SCSS / PPF / KVP/ NSC) from depositors and verify with Finacle/ Journal / RICT Device. If not able to collect, issue SB-46 for verification of balances. Also ensure that first page entries and initial deposits are not altered, over written.</p> <p>Note: In case number of accounts opened under any scheme is less than prescribed above, all accounts under the particular scheme opened since last inspection are to be verified.</p> |

2. Circles are requested to circulate the revised Q. No. 36 to its subordinate units for using the same while inspecting Branch Offices. It is also requested that Circles may forward suggestions/ recommendation to further improve the Questionnaire.

D. Anand
15/04/2021;
Assistant Director (Inspection)

Copy to:-

1. CGM Parcel Directorate/CGM BD Directorate/CGM PLI Directorate.
2. Sr. DDG (Vig.), Dak Bhawan, New Delhi-110001.
3. All DDsG
4. GM, CEPT Mysuru is requested to upload this letter at indiapost website link <https://www.indiapost.gov.in/VAS/Pages/RTI/rti-manual-5.aspx> under serial no.34 (3) as 3A.
5. Sr. PPS to Secretary (Posts)/DG.
6. PS to all Members PSB, Addl. DG (Coord.) and AS & FA.
7. DDG (Estates) for translating the question into Hindi.
8. Sh. Pitabasha Jena, General Secretary, AIAIPASP, CHQ, Q.No-12, P&T Colony, Khurshid Square, Civil Line, Delhi-110054 w.r.t. your letter no. CHQ/AIAIPASP/Corr-01-81/2021 dated 05.04.2021.

Pitabasha Jena
15/04/2021
Assistant Director (Inspection)