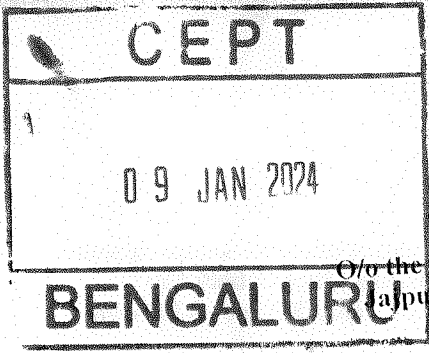


RO/31/68009/D



Department of Posts, India
 O/o the Superintendent of Post Offices, Jajpur Division
 Jajpur-755001, e-mail-doajajpur.od@indiapost.gov.in

dated at Jajpur the 02.01.2024

Memo No: H/Re-Org/Jajpur/22-23

In pursuance to CO, Bhubaneswar memo no-EST/18-597 dated 29.12.2023, the following SO and its three attached BOs presently working in account with Jajpur HO under Jajpur Division has been transferred to Cuttack City Division.

A.Details of SO and its BOs before re-organization

SI No	Name of the Post Office	Name of AO	Name of Division	Pin code
1	Kaitha SO	Jajpur HO	Jajpur	755063
2	Rudrapur BO	Kaitha SO	Jajpur	755063
3	Samsarpur BO	Kaitha SO	Jajpur	755063
4	Bajapura BO	Kaitha SO	Jajpur	755063

B.After re-organization the POs will be tagged as under

SI No	Name of the Post Office	Name of AO	Name of Division	Pin code
1	Kaitha SO	Chandinchowk HO	Cuttack City	755063
2	Rudrapur BO	Kaitha SO	Cuttack City	755063
3	Samsarpur BO	Kaitha SO	Cuttack City	755063
4	Bajapura BO	Kaitha SO	Cuttack City	755063


C.Staff Strenght of Kaitha SO and its BOs

SI No	Name of Office	Staff strenght
1	Kaitha SO	TS SPM-01 Dak Sevak-02
2	Rudrapur BO	BPM-01 ABPM(MD/MC)-01 (under off duty)
3	Samsarpur BO	BPM-01 ABPM-02
4	Bajapura BO	BPM-01

D.Staff Strength


Jajpur Division-Sanctioned strength of GDSs before re-organization	Before reorganization		
	Name of Sub Division	No of HO and SOs	Number of BOs
GDS BPM-254 ABPM-352 Dak Sevak-89	Dharmasala Sub Division	16	82
Jajpur Division Sanctioned strength of GDS after re-organization	After re-organization		
	Name of Sub Division	No of HO and SOs	Number of BOs
GDS BPM-251 ABPM- 349 Dak Sevak-87	Dharmasala Sub Division	15	79

- The aforesaid GDS BOs will use the TPO stamps & seals till procurement of bilingual stamps & seals from PSD, Aligarh. The temporary stamps will be supplied by the Divisional office Cuttack City.
- On diversion of BOs, the SPM, Kaitha SO will make the balance zero of Kaitha SO and its BOs from 03.01.2024.
- The SSPOs, Cuttack City will arrange to supply new signages to the aforesaid BOs and issue separate hours of business memo, lines and stages, route list and beat map.
- The OA, TO Branch, Jajpur Division. He is requested to intimate the facility ID, Sol ID, profit center of the aforesaid SO and BOs for mapping and other technical matters to ensure smooth mapping and uninterrupted services
- The OA, IR Branch, Jajpur Division. He is requested to exclude the aforesaid BOs in the inspection programme for the year 2024 accordingly.
- The Office Supervisor, Jajpur Division. He is requested to ensure handing over of PFs and other connected files of Kaitha SO and its BOs to Cuttack City Division


 Supdt. of Post Offices
 Jajpur Division
 Jajpur-755001

Copy for information and necessary action to:

1. The AD(Est/Plg), O/o the CPMG, Odisha Circle, Bhubaneswar-751001 w.r.t CO, Bhubaneswar letter no- EST/18-597 dated 29.12.2023
2. The Post Master General, Berhampur/Sambalpur region for favour of kind information
3. The SPOs, Cuttack City Division for information and necessary action
4. All the SSRM/SRM in Odisha Circle
5. All the SSPOs and SPOs in Odisha Circle
6. The Manager, PSD, Bhubaneswar
7. The collector and District Magistrate, Cuttack/Jajpur
8. The DAP, Cuttack-4
9. The DMCC, Chennai for information and necessary action
10. The Director, CEPT, Mysore-570010
11. The Manager, CBS CPC, Bhubaneswar
12. CPM, DARPAN project, O/o the CPMG, Odisha Circle
13. The Postmaster, Jajpur HO/ Chandnichowk HO
14. All the Sub Divisional Heads under Cuttack and Jajpur Division
15. The SPM, Kaitha SO for information.
16. The GDS BPM, Bajapura BO/Rudrapur BO/Samsarpur BO
17. All the branches of Divisional office, Jajpur
18. The Manager, IPPB, Jajpur Division
19. Office copy


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