

F.NO. Tr-13/22/2022-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Mission Karmayogi Division)

Dak Bhawan, Sansad Marg
New Delhi-110001
Dated: -14.05.2024

To,
All CPMsG
Director, RAKNPA, Ghaziabad
Director, Postal Training Centres
Incharge, Regional Training Centres

Subject: Regarding course on **PA SBCO - Dakshta** course on Dak Karmayogi Portal.

This is with reference to even no. letter issued from Mission Karmayogi Division dated 24.11.2022, regarding development of Dakshta Course for Postal Assistants working in SBCO Branch of Head Post Offices/GPOs.

2. PTC Saharanpur has recently crafted a course titled PA SBCO – Dakshta Course in alignment with the WTDET model mandated by the DoPT.
3. It is pertinent to mention that the Savings Bank Control Organization (SBCO) operates within every General Post Office and Head Post Office, overseen by the Head of Office (Post Master/Sr. Post Master/Chief Post Master) and Divisional Head. Within SBCO, a team comprising Supervisors and Postal Assistants diligently carries out its responsibilities. Postal Assistants within SBCO have a crucial duty: ensuring that Savings Bank transactions conducted at post offices adhere strictly to prescribed procedures. They meticulously scrutinize operations to detect any irregularities committed by operational staff, rectifying them promptly. In doing so, these Postal Assistants play a pivotal role in safeguarding against embezzlement and other financial discrepancies associated with Savings Bank activities in Post Offices.
4. The goal of this course is to cultivate the essential Domain and Functional competencies among Postal Assistants and Supervisors operating within the SBCO Branch of GPO/Head Post offices within the Department.
5. Accordingly, Circles are requested to ensure that officials assigned to SBCO Branches of Head Post Offices/GPOs complete the **PA SBCO – Dakshta** Course on Dak Karmayogi Portal with priority. Moreover, moving forward, preference should be given to staff members who have completed this course for postings in SBCO Branches.

This bears the approval of Director General Postal Services.


Dinesh Kumar Sharma
Deputy Director General
(Mission Karmayogi Division)

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DDG (P), Postal Directorate for kind information.