



# INSPECTION QUESTIONNAIRE FOR SUB POST OFFICE

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## Frequency and Number of days allowed for inspection of a Post Office/Record Office:

(Dte. letter No. 29-1/85-Inspn. dated 13.05.1986)

S.No.	Office	Frequency	Inspection days
1	Head Post Office	Annual Inspection cum verification	8 days
2	Head Post Office	Verification	4 days
3	Sub Post Offices (HSG I & II)	Annual Inspection	4 days
4	Sub Post Offices (LSG)	-do-	3 days
5	Sub Post Offices (Time Scale)	-do-	2 days
6	Non Delivery Sub Post Office (Single Handed)	-do-	1 day
7	Branch Post Office	-do-	1 day
8	Head Record Office	-do-	4 days
9	Sub Record Office (HSG&LSG)	-do-	2 days
10	Sub Record Office (Time Scale)	-do-	2 days

## Time schedule for the Inspection:

(Dte. letter No 27-1/77-Inspn. dated 01.12. 1977)

Inspection should be carried out on the basis of the following schedule:-

1 <sup>st</sup> quarter (January to March)	-	15%
2 <sup>nd</sup> quarter (April to June)	-	35%
3 <sup>rd</sup> quarter (July to September)	-	30%
4 <sup>th</sup> quarter (October to December)	-	20%