



File No. 16-01/2013-Inspn.
Government of India
Ministry of Communications & IT
Department of Posts
(Inspection Unit)

Dak Bhavan, Sansad Marg,
New Delhi 110001, Dated 21.01.2016

To

All CPMsG.

Subject: Revision of Inspection Questionnaire for Head Post Offices, Sub Post Offices and Branch Post Offices related to verification of Pass books of all type of accounts standing opened both in non-CBS offices and CBS offices during the annual inspection.

Inspection Division has modified the existing Inspection Questionnaire of Head Post Offices, Sub Post Offices and Branch Post Offices related to verification of Pass books of all type of accounts standing opened during the annual inspection as follows:-

| Status of the Office | Existing provision in the HO inspection Questionnaire. | Revised provision in the HO inspection Questionnaire. |
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| Head Post Offices | Nil | <p><u>1) The existing question no.69 may be read as 69(a).</u></p> <p><u>2)Question no.69 (b) is to be inserted:-</u></p> <p><u>Question no. 69 (b)</u> <u>Collection of Pass books for balance verification.</u></p> <p>(i) Collect 5 Pass books of SB and verify balance with the ledger. Issue SB-46 notices if Pass books could not be collected.</p> <p>(ii) Collect 5 pass books of RD and verify balance with the ledger. Issue</p> |

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| | | <p>SB-46 notices if Pass books could not be collected.</p> <p>(iii) Collect 5 Pass books of TD and verify balance with the ledger, long book and LOT. Issue SB-46 notices if pass books could not be collected.</p> <p>(iv) Collect 5 Pass books of MIS and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>(v) Collect 5 Pass books of SCSS and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>vi) Collect 5 Pass books of SSA and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>(vii) Collect 5 Pass books of PPF and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>(viii) Collect 5 Pass books of NREGS and verify balance with the ledger and Wage list. Issue SB-46 notices if Pass books could not be Collected.</p> |
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| Status of the Office | Existing provision in the Sub Post Offices inspection Questionnaire no: 32 (b) and no.33(i). | Revised provision in the Sub post Offices inspection Questionnaire. |
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| <p>Sub Post Offices (except in Single handed SO)</p> | <p><u>Question no: 32 (b)</u> Check the Pass books received for transactions on the days of Inspection.</p> <p><u>Question no: 33 (i)</u> Call for 5 TD pass books and Check the balances in the pass books with the balances shown in the journals.</p> | <p><u>Question no: 32 (b)</u></p> <p>(i) Collect 5 Pass books of SB and verify balance with the ledger. Issue SB-46 notices if Pass books could not be collected.</p> <p>(ii) Collect 5 pass books of RD and verify balance with the ledger. Issue SB-46 notices if Pass books could not be collected.</p> <p>(iii) Collect 5 Pass books of MIS and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be collected.</p> <p>(iv) Collect 5 Pass books of SCSS and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>v) Collect 5 Pass books of SSA and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>(vi) Collect 5 Pass books of PPF and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>(vii) Collect 5 Pass books of NREGS and verify balance with the ledger and Wage list. Issue SB-46 notices if Pass books could not be Collected.</p> |

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| | | <p>Question no: 33 (i) Collect 5 Pass books of TD and verify the balance With the ledger, long book and LOT. Issue SB-46 notices if Pass books Could not be collected.</p> |
| Status of the Office | Existing Provision in the Sub Post Offices Inspection Questionnaire no.32 (c) and 33(ii). | Revised Provision in the Sub Post Offices Inspection Questionnaire. |
| Single handed SOs | <p>Question no: 32 (c) Contact the depositors of each of these 15 accounts personally and verify whether the DLT and the balance shown in the Pass books agree with the entries in the list.</p> <p>Question no:33 (ii) Call for 5 TD pass books and check the balances in the pass books with the balances shown in the journal. Further issue notices in form SB-46 in r/o remaining accounts.</p> | <p>Question no: 32 (c) (i) Collect 10 Pass books of SB and verify balance with the ledger. Issue SB-46 notices if Pass books could not be collected.</p> <p>(ii) Collect 10 Pass books of RD and verify balance with the ledger. Issue SB-46 notices if Pass books could not be collected.</p> <p>(iii) Collect 10 Pass books of MIS and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be collected.</p> |

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| | | <p>(iv) Collect 10 Pass books of SCSS and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>v) Collect 10 Pass books of SSA and verify balance with the ledger, long book and LOT. Issue SB-46 notices if Pass books could not be Collected.</p> <p>(vi) Collect 5 Pass books of NREGS and verify balance with the ledger and Wage list. Issue SB-46 notices if Pass books could not be collected.</p> <p><u>Question no. 33 (ii)</u> Collect 10 Pass books of TD and verify balance With the ledger, long book and LOT. Issue SB-46 notices if Pass book could not be collected.</p> |
| <p>Status of the Office</p> | <p>Existing Provision in the Branch Post Office Inspection Questionnaire no. 16 (A)</p> | <p>Revised Provision in the Branch Post Office Inspection Questionnaire.</p> |
| <p>Branch Post Offices</p> | <p><u>Question no: 16 (A)</u></p> <p>Select four accounts from the list of pass books not sent for entry of interest (not already verified) and four other Savings Bank Pass Books in which heavy deposits/withdrawals have taken place with reference to BO Savings Bank Journal . Similarly, verify the balances of two pass books in each category of RD/TD/MSY and get the balances of TD/MSY accounts</p> | <p><u>Question no: 16 (A)</u></p> <p>(i) Collect 5 Pass books of SB and verify balance with the SB journal. Issue SB-46 notices if Pass books could not be collected.</p> <p>ii. a) Collect 5 Pass books of RD and verify balance with the RD journal. Issue SB-46 notices if pass could not be collected.</p> <p>b) Additional check should be carried out in respect of two RD discontinued accounts.</p> |

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| | verified from the Head office and RD accounts. Similarly checks may be carried out in respect of two RD discontinued accounts also in addition. | (iii) Collect 5 Pass books of TD and verify balance with the journal. Issue SB-46 notices if Pass books could not be collected. (iv) Collect 5 Pass books of SSA and verify balance with the journal. Issue SB-46 notices if Pass books could not be collected. (v) Collect 10 Pass books of NREGS and verify Balance with the journal and Wage list. Issue SB-46 notices if Pass books could not be collected. |
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This has the approval of Member (PLI).

DA As above


(M.MURALI)
Assistant Director (Inspection)

Copy to:-

1. Sr. DDG (Vigilance), Dak Bhavan, New Delhi.
2. CGM (BD & Marketing), Directorate/ CGM (PLI) Directorate
3. DDG (PAF), Directorate.
4. All DDGs, Directorate.
5. The Director, CEPT Mysore to kindly upload the above revised questionnaire on the website for information to all concerned.
6. All Postmasters General.
7. All Directors, Postal Training Centres/ Director, RAKNPA, Ghaziabad.
8. Army Postal Directorate, New Delhi.