

File No:-16-1/2017-Inspn.  
Government of India  
Ministry of Communications  
Department of Posts  
(Inspection Unit)

Dak Bhawan, Sansad Marg  
New Delhi 110001 dated :24/12/2018

To

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

**Subject: Standard Questionnaire for visit to HO/SO and BO.**

Ref.:- This office letter No:-16-1/2017-Inspn. Dated 20.07.2018.

With reference to above cited letter, kindly find enclosed herewith the revised Standard Questionnaire for visit to HO/SO and BO.

2. The Circles and visiting Officers may kindly note that the nature of visit has undergone a sea-change after introduction of centralised solutions such as CBS/CSI etc. A number of reports are now available centrally and would be accessible to the visiting Officer even before visiting the Post Offices. Familiarity with the systems will also help in conducting visits smoothly. I am directed to convey that the visiting Officers may kindly attend to the questions available centrally before visiting the concerned office.
3. Notwithstanding para 2 above, it has been decided that the visit Questionnaire for HO/SO and BO be revised. The revised version is enclosed herewith and it comes into force with immediate effect.
4. All Circles are requested to circulate to their Subordinate Units, the revised Standard Questionnaire for visit to HO/SO and BO for using the same with immediate effect. This Visit Questionnaire can also be downloaded from [www.indiapost.gov.in](http://www.indiapost.gov.in).
5. This issues with the approval of competent authority.

Enclosures: Standard Questionnaire for visit to HO/SO and BO

*Dinesh*  
24/12/18;  
Assistant Director  
(Inspection)

Copy to:

1. CGM Parcel Directorate/CGM BD & Marketing Directorate/ CGM PLI Directorate
2. Sr. DDG (Vigilance), Dak Bhawan, New Delhi
3. DDG (Training) – It is requested to organize training programmes for inspecting officers to familiarize them with the tools required for visiting CSI HOs/SOs and DARPAN implemented BOs.
4. All DDsG
5. GM, CEPT Mysuru is requested to replace the old pdf file which is available at S.No. 34 (4) at link <https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx> with new file of Standard Questionnaire for visit to HO/SO and BO
6. Sr. PPS to Secretary (Posts) /DG/Addl. DG (Coord)
7. PPS to all Members PSB and AS&FA
8. Hindi Section, Dak Bhawan for translating this visit questionnaire into Hindi.

*Dinesh*  
24/12/18;  
Assistant Director  
(Inspection)