

File No. 16-03/2019-Inspn.
Government of India
Ministry of Communications
Department of Posts
(Inspection Unit)

Dak Bhawan, Sansad Marg,
New Delhi-11001,
Dated: 07.02.2022

To

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

Subject: Revision of Standard Inspection Questionnaire for Branch Post Office.

The Standard Inspection Questionnaire of Branch Post Office and supplementary questions thereon circulated vide this office letter No. 16-03/2019-Inspn. dated 09.08.2019 and letter No. 16-03/2019-Inspn. dated 15.04.2021 respectively with respect to Question No. 36 of Branch Post Office Inspection Questionnaire is ordered to be revised as under with immediate effect:-

Branch Post Office Inspection Questionnaire

Q. No. 36 of Branch Post Office Inspection Questionnaire	Revised Q. No. 36 of Branch Post Office Inspection Questionnaire
<p>Ques. No. 36. Collect 1 passbook for every two months (i.e. total 6 passbook for each scheme since last inspection) for account opened/ subsequent transaction made for each scheme operated by respective BO (i.e. SB/Basic Savings Account/ RD/ TD/ SSA/ MIS/ SCSS / PPF / KVP/ NSC) from depositors and verify with Finacle/ Journal/ RICT Device. If not able to collect, issue SB-46 for verification of balances. Also ensure that first page entries and initial deposits are not altered, over written.</p>	<p>Ques. No. 36. Collect 1 passbook for every two months (i.e. total 6 passbook for each scheme since last inspection) for account opened/ subsequent transaction made for each scheme operated by respective BO (i.e. SB/Basic Savings Account/ RD/ TD/ SSA/ MIS/ SCSS/ PPF / KVP/ NSC) from depositors and verify with Finacle/ Journal/ RICT Device. In case not able to collect the passbook, issue SB-46 for verification of balances for such accounts. Also ensure that first page entries and initial deposit in the passbook are not altered/ overwritten/ erased.</p>
<p>Note: In case number of accounts</p>	<p>Note: 1. In case number of accounts opened</p>

opened under any scheme is less than prescribed above, all accounts under the particular scheme opened since last inspection are to be verified.

under any scheme is less than prescribed above, all accounts under the particular scheme opened since last inspection are to be verified.

2. If any passbook(s) which has been verified in the last year inspection is/ are verified during current year inspection, the reason(s) for verification of same passbook(s) is/ are to be mentioned in the Inspection Report.

2. Circles are requested to circulate the revised Ques. No. 36 to its subordinate units for using the same while inspecting Branch Post Offices. It is also requested that Circles may forward suggestions/ recommendation to further improve the Questionnaire.

D. Prasad
07/02/2022
Assistant Director (Inspection)

Copy to:-

1. CGM Parcel Directorate/ CGM BD Directorate/ CGM PLI Directorate.
2. Sr. DDG (Vig.), Dak Bhawan, New Delhi-110001.
3. All DDsG
4. GM, CEPT Mysuru is requested to upload this letter at Indiapost website link <https://www.indiapost.gov.in/VAS/Pages/RTI/rti-manual-5.aspx> under serial no.34 (3) as 3A replacing the existing 3A order.
5. Sr. PPS to Secretary (Posts)/ Director General (Postal Services) .
6. PS to all Members PSB, Addl. DG (Coord.) and AS & FA.
7. DDG (Estates) for translating the said order into Hindi.

D. Prasad
07/02/2022
Assistant Director (Inspection)