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संचारएवंसूचनाप्रौद्योगिकीमंत्रालय/MINSITRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY

डाकविभाग/DEPARTMENT OF POSTS

मुख्यपोस्टमास्टरजनरलकाकायार्लय, पश्चिमबंगालसर्किल

OFFICE OF THE CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE योगायोगभवन/YOGAYOG BHAWAN, कोलकाता/KOLKATA – 700 012

No: EST/B/E-8/Review/CO/20014

dated at Kolkata the Dec.04, 2015

The following orders of Chief Postmaster General, West Bengal , Kolkata -700012 towards bifurcation of Circle Office into reorganised Circle office and Regional Office , Kolkata Region, Yogayog Bhawan , Kolkata 700012 is issued with immediate effect:

PART-A

Consequent upon bifurcation of Circle office, the formation of Regional Office , Kolkata Region, Kolkata-12 will be with the following establishments of Group Officers, Account Officers, ASP/IP and Stenographers: -

The diversion of the existing Group Officers of Circle Office to newly formed Regional Office of Kolkata Region will be as follows:

i. Group Officers in PS Gr B Cadre: 4 (Four)

Existing Posts of Group Officer of CO	To be diverted to Kolkata Regional Office
ADM (PLI)	ADPS -I
ADPS (Estt &PN)	ADPS-II
ADPS (MM&PO)	ADPS-III
ADPS (Court)	ADPS-IV

ii. Sr AO = 1 and AAO : 1 : Total 2 (Two)

Existing Post of CO	To be diverted to Kolkata Regional Office
Sr AO (Existing Sr AO, ICOSB of	Sr AO, Kolkata Region
Kolkata Region)	
AAO (PLI)	AAO

iii. ASP = 4 and IP= 1 Total (5) Five

Existing ASP / IP Posts of CO	To be diverted to Kolkata Regional Office	
ASP (Inv-III)	ASP-1	
ASP (Staff)	ASP-2	
ASP (Franking)	ASP-3	
ASP (Law)	ASP-4	
IP (FS)	IP	

iv. PS and Stenographer: PS to PMG-1

PA to DPS-1

Stenographers =3

Necessary distribution of work will be considered by concerned Regional Office.

PART: B

Consequent upon bifurcation of the Circle Office the reorganised establishments of Group Officers, Account Officers, ASP/IP and Stenographers of the CO will be as follows: -

i. Group Officers (Gr'A'): 3 (Three)

Existing Post of Group Officers of CO	Designation after reorganisation of CO as	Additional Share of CO to be looked into by existing Group Officer of CO
Vigilance Officer	Vigilance Officer	
DDM (PLI)	DDM (PLI)	with additional Circle related work of erstwhile ADM (PLI)
APMG (M&BD)	APMG (M&BD)	

ii. Group Officers (Gr 'B'): 11 (Eleven)

Existing Post of	Designation after	Additional Share of CO to be looked
Group Officers of	reorganisation of CO as	into by existing Group Officer of CO
CO		
ADPS (FS)	ADPS (FS)	
ADPS (TO)	ADPS (TO)	
ADPS (Staff)	ADPS (Staff, .Estt &PN)	Establishment & PN
ADPS (Inv)	ADPS (Inv & Court) .	Court
ADPS (Acct)	ADPS (Account / Technical	Technical ,Welfare and Philately
	and Welfare)	
ADPS (PG)	ADPS (PG & MM)	Material Management
ADPS (Rectt)	ADPS (Rectt)	
ADPS (P&SR)	ADPS (P&SR)	Postal Operation
ADPS (Mails)	ADPS (Mails)	
AD(Building)	AD(Building)	
AD (OL)	AD (OL)	

iii. Account Officers: 4 (Four) (AO - 1 & AAO -3)

Existing Post of Accou	int Officers of CO	
AO (Budget)		
AAO (Budget)		
AAO (BD)		
AAO (PLI)		

iv. ASP/IP: 12 (ASP 8 & Existing ASP / IP Post of CO		Additional Share to be looked into by	
2.00.00.00.00.00.00.00.00.00.00.00.00.00		existing ASP/IP	
ASP (BD)	ASP (BD)		
ASP (Estt)	ASP (Estt & Staff)	ASP (Staff)	
ASP (Inv-I)	ASP (Inv-I)	ASP Inv-III	
ASP (Inv-II)	ASP (Inv-II)	ASP Inv-III	
ASP (Project)	ASP (Project)	ASP (Project) will handle all Circle projects	
ASP (Legal)	ASP (Legal)	ASP(Law)	
SAS (Mails)-1	SAS Mails-1		
SAS (Mails)-2	SAS Mails-2	222	
SI (Mails)	SI (Mails)		
IP (Plg)	IP (Plg) redesignated as IP (Technology.)		
IP (BD)	IP (BD)		
IP (SB)	IP (SB & FS)	IP (FS)	

v. Sr PS/ PS/ Stenographer: Sr PS to Ch PMG=1
PS to PMG, M&BD =1
Stenographers = 11

As regards sharing of files relating to Region and CO the following steps may be taken:

- Where separate files for CO /RO already exist, the concerned Group Officers of the CO /RO may index the same and list it to enable ease of sharing and tracking.
- ii. However to ensure proper segregation where common files exist , the region may take necessary steps for starting new series of file marks so that later on , the files in daily use may no longer need to be shared and mixed up.

Asstt. Director of Postal Services (E&PN)
O/o the Chief Postmaster General
W.B. Circle, Kolkata-700012

Copy forwarded to:

- U 6 1. The Postmaster General, Kolkata Region, Yogayog Bhawan, Kolkata 700012

 For information and necessary action towards setting up of Regional Office and distribution of works amongst allotted officers and officials.
- U/E 2. The DDG (Establishment), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi-110001 for information
- U/E 3. The Postmaster General, South Bengal Region, Kolkata -12 for information.
- U/ € 4. The Postmaster General, North Bengal & Sikkim Region, Siliguri for information
- $\text{U/E}\ 5$. The Postmaster General , Mails and BD , Kolkata -12 for information
- US. 6. The General Manager (PA&F), Kolkata-12 for information and necessary action.
- v/€ 7. Sr PS to Ch Postmaster General, WB Circle, Kolkata-12 for information.
- $V \in 8$. PA to DPS(HQ), O/O the Ch Postmaster General, Kolkata-12 for information.
- UE 9. The DPS, Kolkata Region, Kolkata-12 for information.
- ul& 10.27. All Group Officers in Circle office, Kolkata -12 for information and necessary action.
- U| € 28-41 . Heads of Divisions / Units in Kolkata Region.
- VIE 42. The ADPS (Technology), CO, Kolkata -12 for uploading of the memo inthe website of West Bengal Circle.
- UE 43. The Office Superintendent, Circle office, Kolkata-12 for information and taking necessary action.
- U/E 44-70. All Section Supervisors of the Circle office, Kolkata-12 for information and taking necessary action
- Regd. 71-88. All Circle Secretaries of Recognised Service Unions / Associations for information. 89. Office Copy.

Asstt. Director of Postal Services (E&PN)
O/o the Chief Postmaster General
W.B. Circle, Kolkata-700012