



भारतीय डाकविभाग
DEPARTMENT OF POSTS, INDIA
पोस्टमास्टर जनरल कार्यालय
OFFICE OF THE POSTMASTER GENERAL,
KOLKATA REGION
कोलकाता/ KOLKATA-700012

Memo No. PMG(KR)/EST/ 2015/LOOSE Dated at Kolkata -12, the


22 /04/2021

In partial modification of this office memo no. of even dated 27/28-06-2017 , the following orders of Postmaster General, Kolkata Region , Kolkata-700012 on review of the distribution of work among Group Officers towards redistribution of works among the officers in O/O The PMG Kolkata Region, , Kolkata-700012 issued to have immediate effect .

The following Group Officers will be distributed with the shares shown against each of them with immediate effect.

Group Officers in PS Gr B Cadres:-

Designation of Group Officer in Regional Office	Share to be looked into
ADPS-I	Staff & Staff Relation ,Union matter, establishment including GDS, recruitment , Investigation , Vigilance ,GDS related matter, Complaint cases related to staff matters (inter-departmental issues)
ADPS-II	All types of Public Grievances including SB/PLI/RPLI complaints, RTI nodal officer for disposing RTI cases, all consumer forum cases including SB/PLI/RPLI, holding Dak & Pension Adalat, budget, PLI/ RPLI, official language, planning.
ADPS-III	Mails, postal operations, franking machine, Swach Bharat, MNP, savings bank & financial services, Target & achievement, SB claims ,account & audit, Medical, TA/LTC, Pension, Material management, supply of stationary, telephone bill, drawing & disbursement , BD / non BD, welfare.
ADPS-IV	Technology operation , BO infrastructure,all type of law & legal matters, court cases including building, CBS/CSI/RICT & all technology matter, Maintenance/ procurement of hardware, software, photocopier, and technology related machine, Aadhar, Philately, RTI Appeal cases pertaining to Kolkata Region, all building matters ,CSC, Covening of meeting (HOD & others).


(S.Ghosh)
Asstt. Director of Postal Services -III
O/o the Postmaster General,
Kolkata Region,Kolkata-700012



Copy forwarded for information to:-

1. The Chief Postmaster General, West Bengal Circle, Kolkata -700012 for information.
2. The Postmaster General, South Bengal Region, Kolkata -700012
3. The Postmaster General, North Bengal Region, Siliguri
4. The Postmaster General, A & N Islands, Port Blair
5. The Postmaster General, Sikkim State, Gangtok
6. GM (PA & F), Kolkata-700012
7. The DPS (HQ)/DPS, Kolkata Region/DPS, SB Region/DPS, NB Region /Director, Kolkata GPO
8. The APMG (Staff, E & PN), CO, Kolkata -700012
9. The APMG(Mails & Parcel),C.O., Kolkata-700012
10. AD,P/INV/P&SR/TO/FS/PG/R/Bldg/Court/Accounts&Welfare/MNPO/Parcel/Vigilance/BD/PLI / Sr. AO, Budget, Circle Office, Kolkata -700012
11. AD-I/AD-II/AD-III/AD-IV, Kolkata Region, Kolkata-700012.
12. ASP-I/ASP-II/ASP-III/ASP-IV, Kolkata Region,Kolkata-700012
13. All SSPOs,/SPOs in Kolkata Region
14. All SSRMs/SRMs in West Bengal Circle
15. The Sr. Manager, MMS, Kolkata -700015
16. Sr.PS to CH. PMG, CO, Kolkata -700012
17. Sr.PS to DPS, CO, Kolkata -700012
18. The ADPS (TO), CO, Kolkata-700012 for uploading the memo in the website.
19. OS, General Section/Section Supervisor, SFA /SFB /CR&Despatch /Establishment /Building / Planning /Training /Recruitment / SB /Accounts"A",/Accounts "B"/ Budget & Welfare /Mails /CPT /INV /BD/PLI Marketing/PLI Claim/PLI Loan & Inhouse/P&SR/TO/MMPO, Circle Office, Kolkata-700012 for information & necessary action
20. Sr.PS to PMG, Kolkata Region, Kolkata -700012
21. Sr.PS to DPS, CO, Kolkata -700012
22. File No. PMG(KR)/EST/B/E-8/2015
23. Spare.

(S.Ghosh)
Asstt. Director of Postal Services -III
O/o the Postmaster General,
Kolkata Region,Kolkata-700012