



Federation of National Postal Organisations

T-24, Atul Grove Road, New Delhi-110 001

Mob.: 9959538622, e-mail: sivajivasireddy@gmail.com, Web : fnpo.org



SIVAJI VASIREDDY

Secretary General

No. FNPO/Estt Review/IT 2.0

dated 05.02.2026

To
The Secretary,
Department of Posts,
Dak Bhawan,
New Delhi – 110001.

Respected Madam,

**Sub:- Omissions in Estt review norms which is holding after IT 2.0 –
Suggestions about merger of SO's - regd.**

My Federation suggests the authority to take necessary action for including the following items also for calculation of work load in IT 2.0 review portal. These will help to assess actual work load of a particular office to decide the requisite sanctioned strength.

Sub office work not included in Est review in IT 2.0

Work related to	Work description	Time factor
SUB ACCOUNTS	Data entry of documents and other information in BO slips	1 MINUTE /BO
	BO slip generations and printing of Slips	1MIN/BO
	Generation of bag labels and printing of labels or note down on slip.	1MIN/BO
	Approval of high value withdrawals-verification of sign and balance and note down in SB – 45 (for one transaction)	5MIN
	After receiving BO bags (manually and IT 2.0) checking of documents , vouchers, return letters mentioned in BO daily account	1MIN/BO
	Postal assistant should be verify SB vouchers as per LOT for each BO i.e Account number, amount , date stamp. Otherwise OM will be received from SBCO.	10SEC per Voucher
	Review and submit ECB Memos of each BO	1min /BO
	Tallying of BO summary By SPM	10 min
	Prepare HALF MARGIN MEMOs for Withdrawal of 10000/- and above	2min per voucher
	Maintain of SB – 26 receipts received from BO	5sec per voucher
IPPB	So many sub offices giving Withdrawals for IPPB customers without any incentive (for each transaction)	10min
	Account office should be tallied IPPB consolidation for each BO but not included in EST review	1min/BO

Other Branches	Interest Posting for all SO and BO accounts and verification of all previous entries i.e SB, SSA, PPF	3min per book
	Saving bank claims	15min per claim
	Maintain of receipt books(sb-26, sb-28, MS87 etc) and other petty sock	1min per entry
	Maintain of all Registers- Passbook stock book, Death claim register, Revival register, Transfer register, DPB register, COD, VPP, EMO, Cheques outward register, PLI service requests, Stamp balance register	15 min every day
	Some offices remitting excess cash to Banks. Request cash from HO. But there is no option for calculating of time factor for brings cash from HO and counting of the cash.	30min for 1
	Generation of ECB Memo	5min
Miscellaneous	Account Tally	10% of the total work load.
	Preparation of SB LOD and RPLI LOD	
	Raise indent for ALL type of forms and Receipt Books	
	Complaints both CRM portal and Manual requests received at counter	
	Enquiry /Help desk- for balance enquiry of CBS and IPPB, Article tracking, New account holders etc	
	All type of Corresponding with DO and HO	
	Service desk tickets raised for technical issue	
	Checking and Printing of EPOST MESSAGES.	
	Server and Network issues	
	Submission of Daily Reports related to Accounts , MMU , digital transactions, Rekyc and Ekyc, aadhar etc	
	IGOT monthly courses	
	OMs	

Yours sincerely,


(SIVAJI VASIREDDY)
Secretary General

Copy to: The DDG (Estt), Dak Bhawan, New Delhi for information and n/a