

Annexure - 1



DEPARTMENT OF POSTS, INDIA

MEMORANDUM OF DISTRIBUTION OF WORK

Sl No.	Dealing Branch	Name of the Supervisor	Particulars of duties to be performed
1	PA to sub divisional head	10-00 to 18-00	<p><u>SO related Work</u></p> <ol style="list-style-type: none">01. To monitor the cash in transit items.02. To monitor the cheque in transit items.03. To monitor the mo issue liabilities.04. To monitor POS cash balance05. To monitor DOP cash balance items06. To monitor inventory sales.07. To monitor Postman Mobile APP08. To monitor Nanyatha APP09. To keep watch punctuality of MMS schedule/ cash van schedule running in the sub division10. To keep liaison with the PMs/ SPMs of the offices in the sub division regarding the supply / remittance of cash.11. To monitor the RNP posting/licenses etc.12. Target monitoring of new account opening of FSB /SSA Accounts .13. To monitor the opening of net new accounts, taking into account accounts opened / accounts closed.14. To monitor revival of silent accounts.15. To monitor the opening of new IPPB Accounts/ IPPB transactions.16. To monitor AML/FRMU alerts.17. To monitor the work of reverification of sanchay post data to fincale cbs data.18. To monitor POSA linkage (IPPB with POSB accounts)



			<p>19. To keep watch on settlement on sbco objections/ work of adding annual interest in all SB/SSA accounts standing in BOs/ discontinued RD accounts.</p> <p>20. To keep watch on SB high value withdrawal memos.</p> <p>21. To keep watch on issues of finacle figures not reflected after GL integration, to take up the matter with DO.</p> <p>22. To monitor the EOD .</p> <p>23. To keep watch on the work of generation of BO slips/ DO DTR by the POs.</p> <p>24. To keep watch on the closing balances of BOs/ SOs- the issues may be taken with DO through IP/ASP, to guide the BPMS/ SPMs to raise the tickets with TCS , if necessary.</p> <p>25. To monitor the pending e post items/ pending Emos.</p>
			<p><u>BO Related Work</u></p> <p>26. To monitor inventory sales.</p> <p>27. Target monitoring of new account opening of POSB /SSA Accounts .</p> <p>28. To monitor the opening of new IPPB Accounts/ IPPB transactions.</p> <p>29. To keep watch on the closing balances of BOs/ SOs- the issues may be taken with DO through IP/ASP, to guide the BPMS/ SPMs to raise the tickets with TCS , if necessary.</p> <p>30. To monitor DARPAN transactions.</p> <p>31. To monitor BO not login in RICT Device (Daily)</p> <p>32. Updation of Darpan Apps</p> <p>33. To Monitor number of Active end users in the sub div</p> <p>34. To monitor delivery of mails at SO/BO level</p> <p>35. To monitor BO slip not generated offices.</p>



			<p><u>General Activity</u></p> <p>36. To diaries the inward mail received, to inform IP/ASP regarding the important matters.</p> <p>37. To assist IP/ASP in other important work .</p> <p>38. To assist IP/ASP in the work of recruitment of GDS, keep leave account of GDS/ Gr C MTS/Postman/ MOs.</p> <p>39. To assist IP/ASP in monitoring of other BD items.</p> <p>40. To assist IP/ASP in generating various reports required for inspection. To keep watch on the compliance of IRs, to issue reminders to BPM /SPM.</p> <p>41. To assist IP/ ASP for supply of various forms/ registers/ RICT Machine roles/ furniture items etc.</p> <p>42. To assist IP/ASP to make beat arrangement of mailoverseers/ to scrutinize the weekly diaries.</p> <p>43. To make dispatch of ordinary/registered letters.</p> <p>44. To monitor the VP/COD items of BOs</p>
			<p><u>BD Activities</u></p> <p>45. Aadhar updation center monitoring</p> <p>46. New BNPL customer enrollment</p> <p>47. Recovery of BNPL Bills</p> <p>48. Epost printing monitoring</p> <p>49. WUMTs center monitoring</p> <p>50. To monitor daily Booking of Speed post and Reg articles at SOs and BOs</p> <p>51. To monitor My stamp activities</p>



			<p><u>Target Monitoring</u></p> <p>52. Target monitoring of new account opening of POSB /SSA Accounts .</p> <p>53. To monitor the opening of net new accounts, taking into account accounts opened / accounts closed.</p> <p>54. To monitor revival of silent accounts.</p> <p>55. To monitor the opening of new IPPB Accounts/ IPPB transactions.</p> <p>45. To monitor PLI RPLI and BD and social Security Schemes target</p>
			<p><u>Mails and Delivery</u></p> <p>56. To monitor Postman Mobile APP</p> <p>57. To keep watch punctuality of MMS schedule/ cash van schedule running in the sub division</p> <p>58. MNOP monitoring (Delivery , Despatch , receipt)</p> <p>59. To monitor Nanyatha APP</p> <p>60. To prepare necessary data for mail arrangement review</p>

**Daily Monitoring**

1. Cash in transit
2. Cheque in transit
3. POS Cash Balance
4. DOP Cash Balance
5. Inventory sent
6. PMA performance
7. Nanyatha App
8. EOD monitoring
9. Generation of BO slip
10. BO DTR
11. E Post Items
12. Pending emo
13. Darpan Transactions
14. BO login -RICT device
15. MNOP monitoring (Delivery, Dispatch , Receipt)
16. Epost printing

Weekly Monitoring

1. Senior citizen welfare fund rule (unclaimed amount)
2. Silent account revival
3. SBCO objection
4. Net New Account
5. Opening of IPPB Accounts (aadhar mobile updation to POSB by observing live account data)
6. FRMU-AML alert
7. GL - Integration Finacle figures not reflection issues
8. KYC submission to CPC.
9. BO slip not generated offices

Fortnightly Monitoring

1. SB High Value verification
2. POSB and SSA , APY , PMSBY, PMJJY opening

Monthly Monitoring

1. Aadhar updation Transaction
2. Recovery of BNPL Bills
3. WUMTS center monitoring
4. PLI RPLI business

LSB Branch**1. Generation of account opening data (SO BO wise)**

Supervisor Login HACSP

SOL ID

Enter Scheme Code

Enter From to Date

SB Code 30001 RD

30012 ssa 30042 td 30011 to 14 TD enter BO Code Submit

2. Live account generation

Supervisor login - Hfinrpt last balance enquiry SBA scheme

2. Last balance enquiry TDA scheme

BO Wise generation report