



Department of Posts, India  
O/o the Sr. Superintendent of Post Offices  
Sundargarh Division, Sundargarh - 770 001

Memo No -A-539

Dated at Sundargarh the 08.05.2023

In pursuance of the approval of CPMG, Odisha Circle, Bhubaneswar E51/1 3/Corr(Sub) dated 20.04.2023 communicated vide Postmaster General, Sambalpur Region, Sambalpur Memo No. ESP/1-30/2022 dated 25.04.2023, order of the Senior Superintendent of Post Offices, Sundargarh Division, Sundargarh -770001 is hereby accorded for opening of an EDBO at Magarkunda village in account with Talsara SO under Sundargarh HO with immediate effect under the scheme "Opening of BO for providing Banking Facility within 5 kms of Unbanked Village" under Sundargarh Division under the scheme "Rural Business and Access to Postal Network"

1. The establishment of Magarkunda Delivery BO will be as under:

Sl No	Name of Posts of Magarkunda Delivery BO	Post to be redeployed/new created	Office from which post is redeployed/new created
1	GDSBPM	01	By new creation
2	GDSABPM (MD)	01	By new creation
3	GDS ABPM(MC)	01	By new creation

On new creation Magarkunda BO will be placed in account with Talsara SO - 770074 under Sundargarh HO and in the administrative control of IP, Sundargarh North Sub Division, Sundargarh.

2. The following villages will be served by Magarkunda BO i/a/w Talsara SO.

- (i) Magarkunda
- (ii) Khajurikhaman
- (iii) Chikatjore

3. The Sub Divisional head will entertain the posts (GDSBPM & GDSABPM) on the date of opening of Magarkunda EDBO making necessary arrangement & exchanging charge reports in token of having assumed the posts and submit the copy of charge reports to all concerned with his report.

4. The Talsara SO will function as Account office of Magarkunda Delivery BO.

5. The PIN Code of Magarkunda Delivery BO will be 770074.

6. The Magarkunda Delivery BO will perform saving Bank work (without Saving Certificate work) and RPLI work from the date of its opening. The BO will perform registration and Speed Post work independently but the parcels booked at the BO will be reissued at the Account Office.

8. The Magarkunda Delivery BO will function as per the following time schedule. The IP Sundargarh North Sub Dvn Sundargarh will issue Notice of Hours of Business lines and Stages.

(i) The Magarkunda Delivery BO will function as follows;

Working Hours	09:30 hrs to 11:30hrs 14:00hrs to 16:00hrs
Receipt of Mails	14:50 hrs
Despatch of Mails	09:45 hrs
Clearance of Letter Box	09:30hrs

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(ii) Proposed Line and Stages:

- a) The GDSABPM (MC), Magarkunda BO to carry the mail from Magarkunda BO to Sagjore BO and vice versa.
- b) The Sagjore BO to function as transit office of Magarkunda BO. The GDS ABPM (MC) Sagjore BO to carry the mails of both Magarkunda BO and Sagjore BO to Sahajbahal BO alongwith earlier arrangements and return.

(iii) The line and stages of

a) Magarkunda BO to Sagjore BO

Office and Stage	Up trip	Down trip	Distance in KM	Mode of conveyance & Remarks
Magarkunda BO	09:45 hrs	13:35 hrs	10	By ABPM(MC)
Sagjore	10:30 hrs	14:50 hrs	10	Magarkunda BO

- (iv) The IP, SundargarhNorth Sub Division will issue Notice of Hours of Business, Lines and Stages, Route List and Beat Map for Magarkunda BO separately.

9. The authorized cash and stamp balance of the BO are fixed as follows:

Cash (Minimum)	Rs.15000/-
Cash (Maximum)	Rs.30000/-
Indian Postage Stamp	Rs.500/-
Revenue Stamp	Rs.500/-
Line Limit of Cash Remittance	Rs.40000/

10. The Sub Postmaster Talsara SO will remit cash of Rs.15000/-Postage Stamp Rs.500/- and Revenue Stamp Rs.500/- to Magarkunda BO on the date of opening, he will also supply necessary receipt books like MS-87(a), Regd Journal, SB-28,SB-26,RPLI Receipt Book etc and also supply necessary forms, BO Journals, SB Journals etc to the EDBO on the date of its opening.

11. Till procurement of nomenclature date and name stamp and seals, the newly approved Magarkunda BO will use the Temporary stamps and seals. Stock branch of Divisional office will place indent to PSD, Aligarh for supply of the Date Stamp, Name Stamp and seal.

12. The CSI/RICT branch of Divisional Office will arrange to take necessary steps for creation of BO Facility ID and its mapping with Talsara SO.

13. The stock branch of Division Office will arrange for immediate supply of furniture, signage, etc. for the new Post Office.

14. The GDSBPM of Magarkunda BO will provide a rent free accommodation in Magarkunda for functioning of Magarkunda EDBO.

The IP SundargarhNorth Sub DivisionSundargarh will ensure opening of Magarkunda Delivery BO with immediate effect manned by temporary arrangement of staff till recruitment of new incumbency against the newly created posts and report compliance.

  
Sr. Supdt. of Post Offices,  
Sundargarh Division,  
Sundargarh 770001

Copy To,

1. The Chief Postmaster General, Odisha Circle, Bhubaneswar for kind information.
2. The Postmaster General, Sambalpur Region, Sambalpur for kind information.
3. The Collector & District Magistrate, Sundargarh - 770001 for Kind information and is requested to update the Sundargarh District NIC website accordingly.
4. The Block Development Officer, Balisankara Block-770015 for kind information.
5. The Sarpancha, SagbahalGP, At/Po -Sagbahal , Via – Talsara SO -770074 for information.
6. The IP Sundargarh North Sub Division, Sundargarh for information and necessary action.
7. All IPs/ASPOS (OD) Sundargarh Division.
8. The Postmaster Sundargarh HO for information and necessary action.
9. The Sub Postmaster, Talsara SO for information and necessary action.
10. The GDS BPM Magarkunda BO in account with Talsara SO - for information and necessary action.
11. All Branches of Divisional Office, Sundargarh for information and necessary action.
12. All PMs/SPMs in Sundargarh Division.
13. The Superintendent PSD, Bhubaneswar for information and necessary action.
14. The SRO, Rourkela/Jharsuguda RMS sorting for information and necessary action.
15. All SSPOs/ SPOs in Orissa Circle.
16. The SSRM, "N" Divn, Cuttack, The SRM "BG" Divn, Berhampur, SRM "K" Divn Jharsuguda.
17. The Director, CEPT Mysore, for information and necessary updation in IndiaPost website and all related modules.
18. Divisional Office Establishment file of Magarkunda BO.
19. Office Copy/Spare Copy

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Sundargarh Division,  
Sundargarh 770001