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

Memo No. A-535

Dated at Sundargarh the 08.05.2023

In pursuance of the approval of CPMG, Odisha Circle, Bhubaneswar EST/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 Badulpani village in account with Bargaon 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 Badulpani Delivery BO will be as under:

Sl No	Name of Posts of Badulpani 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 Badulpani BO will be placed in account with Bargaon SO – 770016 under Sundargarh HO and in the administrative control of IP, Sundargarh North Sub Division, Sundargarh.

2. The following villages will be served by Badulpani BO i/a/w Bargaon SO.
(i) Badulpani

3. The Sub Divisional head will entertain the posts (GDSBPM & GDSABPM) on the date of opening of Badulpani 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 Bargaon SO will function as Account office of Badulpani Delivery BO.

5. The PIN Code of Badulpani Delivery BO will be 770016.

6. The Badulpani 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 Badulpani 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 Badulpani Delivery BO will function as follows;

Working Hours	10.00hrs to 12.00hrs 13:00hrs to 15:00hrs
Receipt of Mails	13:15 hrs
Despatch of Mails	10:00 hrs
Clearance of Letter Box	10.00hrs

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(ii) Proposed Line and Stages:

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

(iii) The line and stages of

a) Badulpani BO to Ekma BO

Office and Stage	Up trip	Down trip	Distance in KM	Mode of conveyance & Remarks
Badulpani BO	10:00 hrs	13:15 hrs	12	By ABPM(MC)BadulpaniBO
EkmaBO	11:00 hrs	12:15 hrs	12	

b) Ekma BO to Sahajbahal BO

Office and Stage	Up trip	Down trip	Distance in KM	Mode of conveyance & Remarks
Ekma BO	11.00hrs	13.15hrs	10	By ABPM (MC) Ekma BO
Sahajbahal BO	12:00hrs	12.15hrs	10	

(iv) The IP, Sundargarh North Sub Division will issue Notice of Hours of Business, Lines and Stages, Route List and Beat Map for Badulpani 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 Bargaon SO will remit cash of Rs.15000/-Postage Stamp Rs.500/- and Revenue Stamp Rs.500/- to Badulpani 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 Badulpani 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 Bargaon 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 Badulpani BO will provide a rent free accommodation in Badulpani for functioning of Badulpani EDBO.

The IP Sundargarh North Sub Division Sundargarh will ensure opening of Badulpani 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, Kutra Block-770018 for kind information.
5. The Sarpancha, GP, At/Po -Bamdera , Via – Bargaon SO -770016 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, Bargaon SO for information and necessary action.
10. The GDS BPM Badulpani BO in account with Bargaon 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 Badulpani BO.
19. Office Copy/Spare Copy

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Sundargarh Division,
Sundargarh 770001