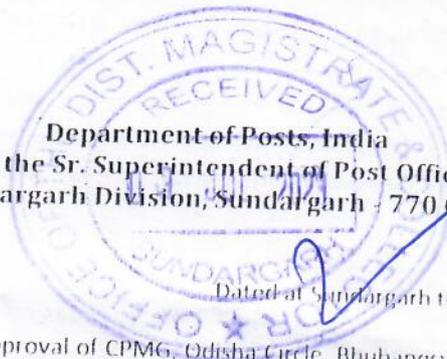


KRO-106667325 IN



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

Memo No - A 536

Dated at Sundargarh the 08.05.2023

In pursuance of the approval of CPMG, Odisha Circle, Bhubaneswarl 51/1 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 Guthenberna village in account with Rajgangpur MDG 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 Guthenberna Delivery BO will be as under:

Sl No	Name of Posts of Guthenberna 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

210  
NIC

On new creation Guthenberna BO will be placed in account with Rajgangpur MDG - 770017 under Sundargarh HO and in the administrative control of IP, Sundargarh North Sub Division, Sundargarh.

2. The following villages will be served by Guthenberna BO i/a/w Rajgangpur MDG.  
(i) Guthenberna

1253  
05-7-23

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

5. The PIN Code of Guthenberna Delivery BO will be 770017.

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

Working Hours	07:00 hrs to 09:00 hrs 14.00 hrs to 16.00 hrs
Receipt of Mails	15:30 hrs
Despatch of Mails	07:30 hrs
Clearance of Letter Box	07:15 hrs

(ii) Proposed Line and Stages:

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

(iii) The line and stages of

a) Guthenberna BO to Budhamb BO

Office and Stage	Up trip	Down trip	Distance in KM	Mode of conveyance & Remarks
Guthenberna BO	07:30 hrs	15:30 hrs	10	By
Budhamb BO	08:30 hrs	14:30 hrs	10	ABPM(MC)GuthenbernaBO

(iv) The IP, Sundargarh North Sub Division will issue Notice of Hours of Business, Lines and Stages, Route List and Beat Map for Guthenberna 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 Rajgangpur MDG will remit cash of Rs.15000/-Postage Stamp Rs.500/- and Revenue Stamp Rs.500/- to Guthenberna 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 Guthenberna 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 Rajgangpur MDG.

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 Guthenberna BO will provide a rent free accommodation in Guthenberna for functioning of Guthenberna EDBO.

The IP SundargarhNorth Sub DivisionSundargarh will ensure opening of Guthenberna 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, Rajgangpur Block-770017 for kind information.
5. The Sarapancha, GP, At/Po - Budhamb, Via - Rajgangpur MDG -770017 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, Rajgangpur MDG for information and necessary action.
10. The GDS BPM Guthenberna BO in account with Rajgangpur MDG - 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 Guthenberna BO.
19. Office Copy/Spare Copy

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Sundargarh Division,  
Sundargarh 770001