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

Memo No -A-541

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 Manaharapur village in account with Hemgir 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 Manaharapur Delivery BO will be as under:

Sl No	Name of Posts of Manaharapur 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

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On new creation Manaharapur BO will be placed in account with Hemgir SO - 770013 under Sundargarh HO and in the administrative control of IP, Sundargarh South Sub Division, Sundargarh.

2. The following villages will be served by Manaharapur BO i/a/w Hemgir SO.

- (i) Majhapara
- (ii) Kathapali
- (iii) Dulinga
- (iv) Paramanandapur
- (v) Humunda(Sana)
- (vi) Manaharapur
- (vi) Sharabahal

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

5. The PIN Code of Manaharapur Delivery BO will be 770013.

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

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

Working Hours	08.00hrs to 10.00hrs
Receipt of Mails	13.30hrs to 15.30hrs
	15:00hrs

19.07.23

Despatch of Mails	08.30hrs
Clearance of Letter Box	08.00hrs

(ii) Proposed Line and Stages:

a) The GDSABPM (MC), Manaharapur BO to carry the mail from Manaharapur BO to Hemgir SO and vice versa.

(iii) The line and stages of

a) Manaharapur BO to HemgirSO

Office and Stage	Up trip	Down trip	Distance in KM	Mode of conveyance & Remarks
Manaharapur BO	08.30hrs	15:00 hrs	17	By ABPM(MC)ManaharapurBO
Hemgir SO	10:00 hrs	13:30 hrs	17	

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

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

Br. 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, Hemgir Block 770013 for kind information.
5. The Sarpancha, Durubaga GP, At/Po - Durubaga, Via - Hemgir SO 770013 for information.
6. The IP Sundargarh South 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, Hemgir SO for information and necessary action.
10. The GDS BPM Manaharapur BO in account with Hemgir 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 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 Manaharapur BO.
19. Office Copy/Spare Copy

~~Sr-Supdt of Post Offices~~  
Sundargarh Division,  
Sundargarh 770001

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