



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

Memo No -A-538

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 Kunjam 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 Kunjam Delivery BO will be as under:

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

210
NIC

On new creation Kunjam 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 Kunjam BO i/a/w Rajgangpur MDG.
(i) Kunjam

3. The Sub Divisional head will entertain the posts (GDSBPM & GDSABPM) on the date of opening of Kunjam 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 Kunjam Delivery BO.

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

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

Working Hours	10:30 to 14:30 hrs
Receipt of Mails	13:30 hrs
Despatch of Mails	11:30 hrs
Clearance of Letter Box	10:45 hrs

2446
21.07.23

(ii) Proposed Line and Stages:

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

(iii) The line and stages of

a) Kunjam BO to Jareikela BO

Office and Stage	Up trip	Down trip	Distance in KM	Mode of conveyance & Remarks
Kunjam BO	11:30 hrs	13:30 hrs	12	By ABPM(MC)KunjamBO
JareikelaBO	12:30 hrs	12:30 hrs	12	

(iv) The IP, SundargarhNorth Sub Division will issue Notice of Hours of Business, Lines and Stages, Route List and Beat Map for Kunjam 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 Kunjam 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 Kunjam 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 Kunjam BO will provide a rent free accommodation in Kunjam for functioning of Kunjam EDBO.

The IP SundargarhNorth Sub DivisionSundargarh will ensure opening of Kunjam 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 Sarapancha, GPJareikela, At/Po -Jareikela , 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 Kunjam 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 Kunjam BO.
19. Office Copy/Spare Copy

8/15/2025
Sr. Supdt. of Post Offices,
Sundargarh Division,
Sundargarh 770001