

# POST OFFICE GUIDE PART - I

## Six Members:

1. Personnel
2. Operations
3. Technology
4. Postal Life Insurance
5. Banking & DBT
6. Planning

Tricks: P3BOT

## Base circle:

- \* To cater the postal communication needs of the Armed Forces.
- \* Value payable articles and money orders can be booked to the address of Army post offices.
- \* Head of Army postal service- ADG APS New Delhi.

## NIGHT POST OFFICE:

- \* The working hours of the post offices are generally fixed by the HOC.
- \* D. G may extend the working hours up to 8.30 pm open on Sunday also.
- \* Book registered articles, VP articles and sell IPO & Postage stamp.
- \* Dep to SB a/c opens up to 7 pm on week days
- \* Sunday, national holidays, po holidays work 10 am to 5 pm

## MOBILE POST OFFICE:

- \* In some cities
- \* Mob post does not book insured and vp article
- \* Remains closed on Sunday & postal holidays
- \* Sell stamps & postal stationery, book register articles
- \* Some mobile post office is permitted to book money orders.
- \* The mobile post offices at Madras and Nagpur are also permitted to book money orders.

## BUSINESS HOURS:

- \* For booking of registered and insured articles including v.p. articles, parcel for six hours (on Saturday for 5 hours stopping at 3pm)
- \* Money order & ipo sale and payment, sb and p.o certificate payment & transactions, telephone bill for about five hours (on Saturday 3 hours stopping at 1pm)

## FRANKING MACHINE:

- \* Stamping machine
- \* 1.value die & license die
- \* Copy of license will be sent by DO
- \* The licensee is also entitled to a commission of 3 % on the value of franks used.
- \* 2% for presorting
- \* Franked articles can be posted at not more than two offices.
- \* Frank should be in bright red colour
- \* Franked articles should not be posted in letter boxes, if done they will be treated as unpaid
- \* Unregistered articles bearing impression of the previous date should also not be accepted
- \* The license is granted by DO
- \* F. machine must be obtained by authorized firm by DG.
- \* The holder must pay advance money for the amount of postage required. The holder has to pay license fee of Rs. 375/- for a period of five years.
- \* License fee 75/- per year.
- \* Renewal fee for the expired license is Rs.475/-

# United States Post Office Guide

**VM Jensen**



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