

Office of the Chief Postmaster General
West Bengal, Sikkim, Andaman & Nicobar Islands
Yogayog Bhavan
Kolkata – 700012

No. MM&PO/SS/Misc./Corr.

Date: 23.03.2020

Sub: Maintaining Skeletal Postal Services to restrict spread of COVID-19

Whereas the Govt. of West Bengal has notified "Complete Safety Restrictions" w.e.f. 16:00 hrs of 23.03.2020 to 24:00 hrs of 27.03.2020 in Kolkata city, municipalities and places indicated in the Annexure, it is imperative that no public transport services will be permitted from today afternoon and, therefore, it will be in general impossible for the staff to attend Office. Para 5(f) of the said order, however, indicates "Postal Service" as an essential service and says that such services are excluded from restrictions.

Whereas Indian Railways has cancelled all passenger train services, including premium trains, mail/ express trains, suburban trains, Kolkata Metro Rail upto 24:00 hrs of 31.03.2020, it is understood that movement of all mails and parcels will remain almost suspended during this phase. Cancellation of suburban trains and Metro Rail will also make officials residing in greater Kolkata area, neighboring Districts and other important locations very difficult to reach Office.

Now, therefore, following guidelines are hereby issued for the Offices of West Bengal Postal Circle:

- 1) Regional Heads may consider restricting booking offices and timings for booking, keeping in view the local situation. Efforts should be taken to keep the Head Post Offices and important Delivery Sub Post Offices functional with skeletal staff. The work in NDSOs and smaller Offices may be suspended and staff residing locally may be put to work in bigger Offices. Priority should be given to run Post Office Savings Counters and IPPB Counters.
- 2) Regional Heads may decide about restricting functioning of mail offices/ NSHs/ ICHs/ Parcel Hubs/ TMOs keeping in view the availability of staff and local situation.
- 3) Booking of international mails and parcels is discontinued till further order.
- 4) Inter-state Road Transport Network is suspended until further order.
- 5) Since mail carrying trains will not operate till March 31 and several flights are not operating, closed mail bags should be kept in safe custody at the point of origin itself. Regional Heads may decide to deploy sectional staff elsewhere keeping in mind of their convenience.
- 6) MMS schedules should be regulated keeping in view the local situation.
- 7) Bulk/ BNPL booking is suspended until further order and the bulk customers may be intimated accordingly.
- 8) Likely delay in delivery of articles booked in counters may be prominently displayed in Post Offices and customers may be advised accordingly.

- 9) Every effort should be made so that disbursement of pensions is not disrupted at the end of the month. GM (PAF) will ensure that pension in the account of the Pensioners and salary in the account of the employees is credited in due date.
- 10) Since public transport will not be available today after 16:00 hrs, those who have attended Office today, should be allowed to go home well before the transport service is suspended.
- 11) The Regions may direct the Divisions to draw up a roster of staff who are required to render essential services. Those who are allowed to work from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
- 12) Branch Offices may promote digital transactions in this phase.
- 13) If the employees of CBS (CPC) functioning at Yogayog Bhavan fail to turn up, they will attend the nearest Head Post office to carry out EOD operations.
- 14) Every effort should be made to ensure safety precautions as instructed by the Ministry of Health and Family Affairs and other nodal agencies of Central and State Governments and local administration.
- 15) In respect of employees of Administrative offices, weekly staff rotation policy as circulated vide no. SFA/P-11/ Misc./2016 dated 20.03.2020 and vide No. MM&PO/ SS/Misc./Corr.(a) will continue to hold.
- 16) Security staff will continue their duty.

This is issued with the approval of the Chief Postmaster General.

(Ashoke Pal)

Director of Postal Services (HQ)
O/o the Chief Postmaster General
West Bengal Circle

Copy forwarded to :-

- 1) Director General, Department of Posts, Dak Bhawan, New De3lhi – 110 001.
- 2) Postmasters General : Mails & BD Region/ Kolkata Region/ South Bengal Region/ North Bengal Region/ Sikkim Region/ Andaman & Nicobar Islands.
- 3) General Manager (PAF), Kolkata-700 012.
- 4) Circle Manager, IPPB, Kolkata 700001
- 5) SE (Civil)/ EE (PCD-I)/ EE (PCD-II)/ EE (Electrical).
- 6) In-Charge, Postal Training Centre, Kolkata.
- 7) Superintendent, PSD, Kolkata/ CSD.
- 8) Manager, RLO.
- 9) All group officers of the Circle Office.
- 10) Sr. PS to Chief PMG.
- 11) PS to DPS (HQ).

AD (MM & PO)
O/o the CPMG, WB Circle

List of Areas Covered

1. Coochbehar - District Town
2. Alipurduar - District Town, Jaigaon Town
3. Jalpaiguri - District Town
4. Kalimpong - District Town
5. Darjeeling – Darjeeling, Kurseong and Siliguri towns
6. Uttar Dinajpur - Whole District
7. Daskhin Dinajpur - District Town
8. Malda- Whole District
9. Murshidabad-Whole District
10. Nadia-Whole District
11. Birbhum - All municipal towns
12. Paschim Burdwan-Whole District
13. Purbo Burdwan- District Town, Kalna Town, Katwa Town
14. Purulia- District Town
15. Bankura- District Town, Barjora Town, Bishnupur Town
16. Paschim Midnapur - District Town, Kharagpur Town, Ghatal Town
17. Jhargram- District Town
18. Purbo Midnapur - District Town, Haldia Town, Digha Town, Kolaghat Town and Contai Town
19. Howrah-Whole District
20. Hooghly- District Town, Chandannagore Town, Konnagar Town, Arambagh Town, Serampore Town, Uttarpara Town
21. South 24 Parganas –Diamond Harbour, Canning, Sonarpur, Baruipur Bhangore, Budge Budge, Mahestala
22. North 24 Parganas- All municipal towns including Salt Lake, New Town
23. Kolkata - entire KMC area