

Ministry of Communications
Department of Posts, India -
O/O the Chief Postmaster General, West Bengal Circle
P-36, C.R. Avenue, Kolkata-700012
Ph : 22120456

URGENT

- To
- 1-5. The Postmasters General, M&BD Region, Kolkata Region, South Bengal Region, North Bengal Region, Sikkim State and A&N Islands ;
 6. GM(PAF), West Bengal Circle
 7. The Director Kolkata GPO
 - 8 Sr. Manager, MMS, Kolkata
 - 9-42.. All SSPOs/ SSRMs/ SPOs/ SRMs of Postal and RMS Divisions of WB Circle
 - 43-45, SE(Civil), EE PCD-I, EE PCD-II, EE Electrical,
 - 46-55. All Group Officers of CO
 - 56-59. Supdt PSD, Supdt CSD West Bengal , Supdt Fgn Post, Manager RLO.

No. MM&PO/Control Room/2020 Dated at Kolkata-700012 the 24.03.2020

Sub : Setting up of control room for ensuring essential services in Postal Department in the light of preventive measures taken by Central/State Govt and local administration to contain spread of COVID-19

Ref : Dte File No. Ad/Control Room/2020- Admin dated 23.3.2020

In pursuance of the Dte communication quoted above, a Circle Control room has been set up as per the following schedule at the chamber of the DPS(HQ), West Bengal Circle at the 5th floor of Yogayog Bhavan with immediate effect till 31.3.2020. The following officers will be In Charge of the Control Room.

Date	Name of the Officer	Mobile No.
24.3.2020 (Tuesday)	Debabrata Bose, AD(MM&PO)	9477051321
25.3.2020 (Wednesday)	A.K. Pramanick, AD(P&SR)	9433800258
26.3.2020 (Thursday)	S. Dasgupta, AD(VO)	9475127141
27.3.2020 (Friday)	Nirmalya Mitra AD(PO)	9433395342
28.3.2020 (Saturday)	Ananda Chakraborty ADM(PLI)	9163258745
30.3.2020 (Monday)	A.K. Mukherjee, AD(Bldg)	9433024091
31.3.2020 (Tuesday)	Debabrata Bose, AD(MM&PO)	9477051321

Incharge of the Control Room will be assisted by the following:

25.3.2020 to 26.3.2020	Smt Sarmishtha Roy	9433866355
27.3.2020 to 28.3.2020	Smt. K. Latha, Stenographer	9874266032
30.3.2020 to 31.3.2020	Sri S.K. Barui, Stenographer	9433807204

2. The Control Room will perform from 0930 hrs to 1800 hrs on the respective days and will collect information in the following proforma from the Regions, compile the reports and submit to the DPS(HQ), West Bengal Circle, for onward submission of the report to the Dte after due approval of the HOC by 1200hrs. The Circle report will be sent to the Dte in the e-mail ID (secvpsb@gmail.com).

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3. The Regions and the Divisions will also make control Room functional everyday with immediate effect from 09.30hrs to 18.00hrs and will intimate telephone number of the Officer In Charge of the Control Room to the Circle Control Room. Regional Control Room will send the consolidated report the day to the Circle control room at 17.30hrs in the mail ID admmpo1@gmail.com
4. Regional Heads are requested to direct Incharge of the Regional Control Room to collect and compile the Reports in respect of their Regions and to co-ordinate with the Officers working at Control room..

This has the approval of the HOC.

(Ashoke Pal)

Director of Postal Services (HQ)
O/O the Chief Postmaster General
West Bengal Circle
Kolkata-700012

Copy forwarded a/w a copy of the Dte letter to all Officers earmarked for control room.

Annexure 'A' to AD(MM&PO) letter No. MM&PO/Control Room/2020

Sl No.	Issue of Mail operations	Status
1.	Number of Post Offices functioning in the Division	
2.	Number of Delivery Post Offices functioning in the Division	
3.	Number of RMS offices including NSH/CRC/Parcel Hubs/TMOs functioning in the Division	
4.	Number of Accountable articles delivered on date	
5.	Category wise bags in deposit in RMS offices including TMOs in the Division	
	Speed Post Bags	
	Registered Bags	
	Parcel bags	
	Ordinary Bags	
6.	Bags in deposit in Post offices in the Division	
7.	Number of RMS Schedules run on (date)	
8.	Number of RMS staff attended duty on(date)	
	Sorting Assistant (SA)	
	MTS	
9.	Number of Letter boxes opened in the Division	
10.	Any other issue/ suggestions from the Division	