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भारतीयडाकविभाग

**DEPARTMENT OF POSTS, INDIA**

पोस्टमास्टरजनरलकाकार्यालय

**OFFICE OF THE POSTMASTER GENERAL, KOLKATA REGION**

कोलकाता/ **KOLKATA**

**Memo No. PMG(KR)/EST/B/E-8/2015** **Dated at Kolkata -12, the** 21 /12/2018

In exigency of the present situation and in partial modification of this office memo no. of even dated 27/28-06-2017 , the following orders of Postmaster General, Kolkata Region , Kolkata-700012 towards make shift distribution of work among the presently available Group Officers in O/O The PMG Kolkata Region, , Kolkata-700012 are issued to have immediate effect till joining of regular incumbent in the post of ADPS-III ,O/O The PMG .Kolkata Region , Kolkata-700012.

(i) The work related to Accounts and Financial Matter under Kolkata Region will be looked after and monitored by ADPS(KR )-I in addition to his own duties.

(ii) The work related to Establishment, MNOP, Court & CAT cases ,Mails under Kolkata Region will be looked after and monitored by ADPS(KR )-II in addition to his own duties.

(iii) The work related other than Accounts , Financial Matter, Establishment, MNOP, Court & CAT cases under Kolkata Region will be looked after and monitored by ADPS(KR )-IV in addition to her own duties.

**Asstt. Director of Postal Services -III**
**O/o the Postmaster General,**
**Kolkata Region,Kolkata-700012**

Copy forwarded for information to:-

1. The Chief Postmaster General, West Bengal Circle, Kolkata -700012 for information.
2. The Postmaster General, South Bengal Region, Kolkata-700012 for information
3. The Postmaster General, North Bengal Region, Siliguri-734001 for information
4. The Postmaster General, Sikkim State, Gangtok-737101 for information
5. The Postmaster General, Mails and BD, Kolkata-700012 for information
6. The Postmaster General, A&N Island, Port Blair-744101 for information

7-24 All Group Officers of Circle Office,Kolkata-700012 for information and necessary action

25-36 Heads of Divisions /Units in Kolkata Region

37 The ADPS (TO), CO, Kolkata-700012 for uploading the order in website.

38 The Office Supdt., Circle Office, Kolkata -700012 for information and necessary action.

39-66. All Section Supervisors of the Circle Office ,Kolkata-700012 for information and necessary action.

67-84 All Circle Secretaries of Recognised Service Unions /Associations for information

85. Office copy

**Asstt. Director of Postal Services-III**
**O/o the Postmaster General,**
**Kolkata Region, Kolkata-700012**