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DEPARTMENT OF POSTS, INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE
KOLKATA-700012

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To
All U/E

1-42. The All heads of Divisions/Units under West Bengal Circle

NO: Rectt/X-16/DR/2017-18/ADR dated at Kol-12 the 22-08-2022

Subject: Notice of Instructions along-with SOP for refund of Application Fee & Examination Fee in connection with the cancellation of notification published for direct recruitment in Postman/Mail Guard cadre from open market for the vacancy year 2017-18 in West Bengal Circle.

With reference to the recruitment notification issued vide C.O. letter no. Rectt./X-16/DR/2017-18 on 25.10.2018 for filling up of 266 vacant posts of Postman/Mail Guard cadre from open market for the vacancy year 2017-18 in West Bengal Circle, it has been decided by the competent authority to declare the said notification as "cancelled" due to unavoidable circumstances.

The Notice of Instructions alongwith SOP for refund of application fee & examination fee to the candidates are attached herewith for taking necessary action towards processing of the refund of the said fees as per instructions given in the Notice and SOP. The said Notice of Instructions alongwith SOP is being uploaded in the website of West Bengal Postal Circle (<https://westbengalpost.gov.in>).

I am directed to request you to circulate the same for wide publicity.

Encl: As stated above

22/08/2022
ADPS (Rectt)
O/o the CH. PMG
WB Circle, Kolkata-12

Copy forwarded for information and taking necessary action to:

1. All Regional heads under West Bengal Circle, Kolkata-700012.
2. The GM(PA&F), O/o the GM(PA&F), West Bengal Circle, Kolkata-700012.
3. The APMG(Staff), O/o the Ch. PMG, West Bengal Circle, Kolkata-700012.
4. The APMG(Mails), O/o the Ch. PMG, West Bengal Circle, Kolkata-700012.
5. The ADPS(Technology), O/o the Ch. PMG, West Bengal Circle, Kolkata-700012- it is requested to upload the Notice of Instructions alongwith SOP for refund of application fee & examination fee in the website of West Bengal Circle.

22/08/2022
ADPS (Rectt)
O/o the CH. PMG
WB Circle, Kolkata-12

NOTICE

ATTENTION FOR THE CANDIDATES WHO APPLIED TO THE POST OF POSTMAN/MAIL GUARD CADRE FROM OPEN MARKET AGAINST DIRECT RECRUITMENT NOTIFICATION NO.RECTT/X-16/DR/2017-18 DATED 25-10-2018 ISSUED BY DEPARTMENT OF POSTS, WEST BENGAL POSTAL CIRCLE

INSTRUCTIONS FOR REFUND OF APPLICATION FEE & EXAMINATION FEE

The Direct Recruitment Notification No Rectt/x-16/DR/2017-18 dated 25-10-2018 has been cancelled vide this office cancellation notification No. Rectt/x-16/DR/2017-18/AD(R) dated dated 21-06-2022 and published in all leading local newspapers on 08-07-2022.

The candidates, who had applied and paid the requisite fee for recruitment to Postman/Mail Guard Cadre from open market against Direct Recruitment No Rectt/X-16/DR/2017-18 dated 25-10-2018 dated 05-09-2018 are entitled to get the refund of their Application Fee (Rs.100/- for all categories of applicants) and Examination Fee (Rs.400/- for all male applicants in General and OBC categories) after deduction of banking/service charges as applicable).

The applicants are requested to download the Claim Application Proforma from West Bengal postal website <https://westbengalpost.gov.in> and should submit duly filled Claim Application Form only at Post Office (Sub Post Office/Head Post Office/General Post Office) in the Circle where the fee paid through e-Payment Counters along with the following supporting documents:

In support of the above information, the following self attested documents are required to be submitted by the Applicant/Claimant:-

- 1 Self attested copy of Candidate's copy of Online Registration Receipt
2. Original e-Payment Fee Receipt for concern examination issued by the post office
3. Self attested copy of any Govt photo identity card as per the approved KYC norms
4. Xerox copy of First page of POSB/IPPB/Other Bank A/c Passbook of the applicant

Further Instructions to the candidates:

- Last date for submission of Claim Application for Refund of Fee: 23.09.2022
- Refund (after deduction of bank transaction /service charges) will be admissible subject to verification of the candidate particulars with DOP records.
- Incorrect, incomplete and/or late claim applications will be summarily rejected.
- No refund will be given if a candidate fails to submit correct POSB/IPPB/Bank account details.
- Only ONE refund per POSB/IPPB/Bank account will be allowed.
- IFSC codes of some banks have been changed after recent mergers. Therefore, it is requested to check and confirm the details of Bank account of candidates to remit the refund correctly.
- They are requested to ensure that the Bank Account Number, Name and IFSC Code entered are correct and check it carefully before submitting.

CLAIM APPLICATION FOR REFUND OF APPLICATION/EXAMINATION FEE DEPOSITED THROUGH EPAYMENT IN C/W NOTIFICATION NO. RECTT/X-16/DR/2017-18 DATED 25.10.2018 FOR DIRECT RECRUITMENT IN POSTMAN/MAIL GUARD CADRE FROM OPEN MARKET IN WEST BENGAL POSTAL CIRCLE

REGISTRATION NUMBER	
NAME OF THE APPLICANT	
FATHER'S /GUARDIANS NAME	
ADDRESS OF APPLICANT	
MOBILE NUMBER	
GOVT. PHOTO ID NO (AS PER KYC)	

FEE PAID DETAILS: APPLICATION FEE ONLY ()
APPLICATION & EXAMINATION FEE ()

POST OFFICE NAME	RECEIPT NUMBER	AMOUNT PAID

REFUND AMOUNT TO BE CREDITED INTO:

POSB/IPPB/BANK & BRANCH DETAILS OF THE CANDIDATE	IFSC CODE	ACCOUNT NUMBER

SIGNATURE OF THE APPLICANT

SOP FOR REFUND OF APPLICATION FEE & EXAMINATION FEE

Introduction:

This is regarding cancellation of notification published on 25-10-2018 for direct recruitment in Postman/Mail Guard cadre from open market for the vacancy year 2017-18.

The refund of application fee & examination fee to the applicants, who paid Application fee (Rs.100- for all categories of applicants) and Examination Fee (Rs 400/- for all male applicants in General and OBC categories) through e-Payment (Biller Code 15205, 15247 & 11) after deduction of banking/service charges as applicable) will be made by the Nodal Office (Kolkata GPO) to the Candidate's POSB/IPPB/BANK ACCOUNT as per the Claim Application submitted by the Candidates after verification of the genuineness of the Claim (e-payment under e-Biller Code 15205, 15247 & 11 by Kolkata GPO being a Nodal office during 2018 in c/w Direct Recruitment of Postman/Mail Guard cadre.

1. Identification of Applicant for claim refund (Claimant):

The applicants will submit Claim Application in the prescribed proforma duly filled-in at the Post Office (Sub Post Office/Head Post Office/ General Post Office) where the fee paid through e-Payment Counters (Biller Code-15205, 15247 & 11) along with supporting documents.

In support of the above information, the following self attested documents are required to be submitted by the Applicant/Claimant:-

1. Self attested copy of Candidate's copy of Online Registration Receipt
2. Original e-payment Fee Receipt for concern examination issued by the post office
3. Self attested copy of any Govt photo identity card as per the approved KYC norms
4. Xerox copy of First page of POSB/IPPB/Other Bank A/c Passbook of the applicant

2. Acceptance of Claim Applications at the Post Office Counter (Sub Post Office):

At SOs, Counter PA will accept the claim form from the candidate and check the details noted with reference the documents submitted for authentication of the Claim and identification of the Claimant. At the day end, SOs will prepare a duplicate list with containing Registration number and forward all the Claim applications along with enclosures to the concerned HOs. Post Office should maintain a daily count of receipt of applications with Opening Balance, day's receipt and Closing Balance for each Claim amount separately.

3. Capturing Claimant details with POSB/IPPB/other Bank account particulars for refund (at Head Past Office):

At HO Counter, the same procedure mentioned at Point No 2 will be followed for the claim form receipt over the counter.

And at the day end, HOs will prepare a consolidated excel file with its accepted claim forms along with Claim applications received from SOs as per the information available in the claim forms i.e. Application registration number of online registration, Counter receipt number, Claimant Name and POSB/IPPB/Bank Account details.

After completion of the acceptance period, all the claim forms with respective attached documents may be scrutinized to avoid any duplicate claim applications, with consolidated excel file with proper entry and send to Divisional Office for Authorisation and onward transmission to Kolkata GPO, Nodal Office for payment.

Post Office should maintain a daily count of receipt of applications with Opening Balance, day's receipt and Closing Balance for each Claim amount separately.

4. Authorisation for Claim Sanction (Divisional Office):

In each steps verification should be done by the concern authority for the authentication of data and if any issue/discrepancy/duplication is/are found at any stage (at SOs/HOs), immediately necessary action to be taken with the concern locations (SOs/HOs/counter of Nodal office) by competent authority.

Divisional Head may authorise the total Claim applications received with sanction and forward the same to Kolkata GPO for payment of refund.

5. Final validation and refund of Claim Amount to the Claimants through POSB/IPPB/Bank

(Kolkata GPO):

At GPO Counter, same procedure mentioned at Point 2 will be followed for the claim form receipt over the counter.

At Nodal Office (Kolkata GPO), will prepare a consolidated excel file with its accepted claim forms along with Claim applications received from HOs through Divisions.

In each steps verification should be done by the concern authority for the authentication of data and if any issue/discrepancy/duplication is/are found at any steps (at HOs and at Nodal office), immediately necessary action to be taken with the concern locations (SOs/HOs/counter of Nodal office) by competent authority.

The nodal office will carry necessary checking and sanitisation of data with the assistance of concern Division of HOs from where nodal office will get the physical data and excel file.

After complete sanitation of data by verification/checking and settling any discrepancy by the concern authority (with CSI data, and Original counter booking receipt and document preserved at post offices level at the time of issuing receipt.), the refund amount may be credited in to each concern genuine candidate to their POSB/IPPB/other Bank account which has given at the time of submitting claim form, through NEFT after getting satisfied with the document/excel file of the total amount and total number of counter booking with the number and amount of refund by the concern authority.

For crediting, one of the following GL may be consider as given below,

- 1) A/c Head-8446-00-101-20-02-00 (Non Works)-corresponding 10 digit GL- 8844601520 (receipt)
(this gl was used for earlier at Kolkata GPO for partial payment)

2) A/c Head 8446-00-101-71-00-00 (NET COLLECTION/PAYMENTS OF E-BILL POST COLLECTION)

-corresponding 10 digit GL-8844600710

In CSI, for refund purpose of the decided total amount may be debited from concern GL mentioned above to one time vendor and Nodal Office will draw a cheque in favour of its bank along with required file to make necessary NEFT to the each POSB/IPPB/other bank account of genuine candidate as per respective claim form.

In each steps proper Documentation/Register is to be maintained with name, registration number of the receipt received from the candidate, counter receipt number, receipt amount etc and other details as collected for ready reference for necessary checking/auditing at desired levels by concern authority.

The tally/checking of the amount may be considered with receipt gl at nodal office i.e. Kolkata GPO and payment gl to be checked by the concern authority with details.
