

*Pt. upload 20/3/17*

**DEPARTMENT OF POSTS, INDIA  
OFFICE OF THE CHIEF POSTMASTER GENERAL  
WEST BENGAL CIRCLE, KOLKATA-700 012.**

U/E

To

1. The PMsG, Kolkata Region/ S.B. Region, /M & BD. Region/ N.B. Region, Siliguri.
2. The PMG, Sikkim, Gangtok / PMG, A&N Islands-Port Blair.
3. The G.M.(PA&F), Kolkata-700012.
4. The DPS(HQ)/ DPS Kolkata Region/DPS, S.B. Region/DPS, N.B. Region /Director, Kolkata GPO, Kolkata.
5. All Group Officers of Circle Office & Kolkata Region.
6. All SSPOs/ SPOs in West Bengal Circle.
7. All SSRMs / SRMs in West Bengal Circle.
8. The Sr. Manager, MMS, Kolkata-700015.
9. The Sr. Postmaster, Barabazar H.O., Kol-700007.
10. The Sr. Postmaster, Alipore H.O., Kol-700027.
11. Sr. PS & Ch. PMG, C.O., Kolkata-700012.
12. The O/S, C.O., Kolkata-700012.
13. The S/S, C.R. & Despatch, C.O., Kol-700012.
14. All Section Supervisors, C.O., Kolkata-700012.

Memo No: EST/B/E-34/Circular/12.

Dated at Kolkata-700012 the 30/03.2017.

Subject: Order regarding work to Additional Director General (Co-ordination).

Copy of the Directorate's order no. 23-03/2008-PE-II dated 23.03.2017 regarding additional work assigned to Additional Director General (Co-ordination) is sent herewith for favour of information and necessary action.

Encl: As stated above.

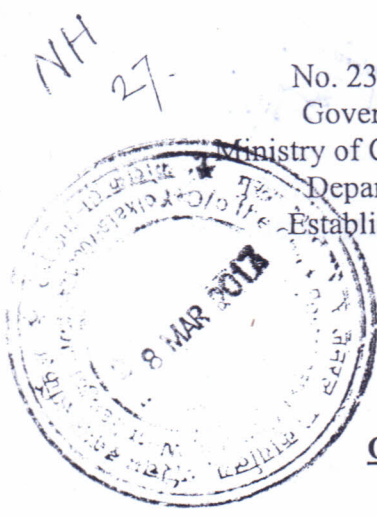
*From 30/3/17*  
(S.K. Bera)  
Asstt. Director of Postal Services (Staff, Estt & PN)  
O/O Chief PMG, W.B. Circle, Kolkata-12.

Copy forwarded for information and necessary action to :-

1. The ADPS (TO) C.O., Kolkata-700012 for uploading the order in the circle website.
2. Spare.

*From 30/3/17*  
(S.K. Bera)  
Asstt. Director of Postal Services (Staff, E&PN)  
O/O Chief PMG, W.B. Circle, Kolkata-12.

AD(3,EPN)/Estt.  
1/860



No. 23-03/2008-PE.II  
Government of India  
Ministry of Communications & IT  
Department of Posts  
Establishment Division

29/3/17

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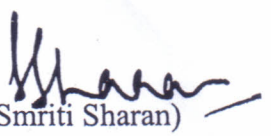
Dak Bhawan, Sansad Marg,  
New Delhi – 110001.

Dated 23<sup>rd</sup> March 2017

**ORDER**

The approval of the Competent Authority is hereby conveyed to assign the following work to Additional Director General (Co-ordination):-

- i. Public Grievances, Quality Assurance, RTI matters
  - ii. Inspection/Visits, Review of IRs/VRs
  - iii. Work Study/Revision of Manuals, Rules
  - iv. Estates
  - v. SR & Legal
  - vi. PMLA
  - vii. Philately
2. This order will take effect from the date of issue and until further orders.

  
(Smriti Sharan)

Deputy Director General (Estt.)

**Copy to:**

1. Sr. PPS to Secretary (Posts)/ PS to Director General Postal Services
2. PPS to Member (P)/Member (O)/Member (Tech.)/Member (HRD)/Member(Plg.)/Member (PLI)/ Addl. DG (Coordination
3. JS&FA/CGM(BD)/CGM (MB)/CGM(PLI)
4. Secretary, Postal Services Board
5. Director, RAKNPA, Ghaziabad
6. All CPMGs
7. All DDGs in Postal Directorate
8. All Director of Accounts (Postal), All Circles
9. Director of Accounts (Postal), Civil Lines, Delhi-110054
10. ADG (Admn.)/PEA/C&A/PE.II/ GA-P/Parliament, Postal Directorate
11. C&A/SPG/GA sections, Postal Directorate
12. GM (CEPT) – for uploading the order on India Post website
13. Addl. DG, APS C/o 56 APO
14. Recognized service Associations/Unions
15. CS to Member (P)
16. SO Guard File