

# POST OFFICE GUIDE PART - I

## Six Members:

- 1. Personnel
- 2. Operations
- 3. Technology
- 4. Postal Life Insurance
- 5. Banking & DBT
- 6. Planning

## Tricks: P3BOT

### Base circle:

- To cater the postal communication needs of the Armed Forces.
- Value payable articles and money orders can be booked to the address of Army post offices.
- Head of Army postal service-ADG APS New Delhi.

### NIGHT POST OFFICE:

- The working hours of the post offices are generally fixed by the HOC.
- D. G may extend the working hours up to 8.30 pm open on Sunday also.
- Book registered articles, VP articles and sell IPO & Postage stamp.
- Dep to SB a/c opens up to 7 pm on week days.
- Sunday, national holidays, po holidays work 10 am to 5pm

### MOBILE POST OFFICE:

- In some cities
- Mob post does not book insured and vp article
- Remains closed on Sunday & postal holidays
- Sell stamps & postal stationery, book register articles
- Some mobile post office is permitted to book money orders.
- The mobile post offices at Madras and Nagpur are also permitted to book money orders.

### BUSINESS HOURS:

- For booking of registered and insured articles including v.p. articles, parcel for six hours (on Saturday for 5 hours stopping at 3pm)
- Money order & ipo sale and payment, sb and p.o certificate payment & transactions, telephone bill for about five hours (on Saturday 3 hours stopping at 1pm)

### FRANKING MACHINE:

- Stamping machine
- 1.value die & license die
- Copy of license will be sent by DO
- The licensee is also entitled to a commission of 3% on the value of franks used.
- 2% for presorting
- Franked articles can be posted at not more than two offices.
- Frank should be in bright red colour
- Franked articles should not be posted in letter boxes, if done they will be treated as unpaid
- Unregistered articles bearing impression of the previous date should also not be accepted
- The license is granted by DO
- F. machine must be obtained by authorized firm by DG.
- The holder must pay advance money for the amount of postage required. The holder has to pay license fee of Rs. 375/- for a period of five years.
- License fee 75/- per year.
- Renewal fee for the expired license is Rs.475/-

# File Of Post Office Guide Volume V

**Shubhasmita Sahu**

## File Of Post Office Guide Volume V:

*Post Office Guide* Great Britain. Post Office,1889      **The Ultimate Guide for PA/SA LDCE Examination** Shubhasmita Sahu,2024-04-01 This guidebook is designed to be a one stop resource for candidates preparing for the Postal PA SA LDCE exam Drawing inspiration and content directly from the India Post website we aim to provide a detailed and accurate representation of the topics and information essential for success Our primary focus is to empower you with the knowledge and skills required to excel in each section of the examination Key Features Comprehensive Coverage Every aspect of the Postal PA SA LDCE exam as outlined on the India Post website is covered in detail From the syllabus to exam patterns we leave no stone unturned Practice Material To enhance your preparation the book includes a range of practice questions and mock tests allowing you to assess your progress and identify areas for improvement Exam Strategies In addition to content knowledge we provide valuable insights and strategies to help you navigate the examination effectively How to Use this Book Begin your journey by familiarizing yourself with the structure and content of the Postal PA SA LDCE exam Use the provided study materials practice questions and mock tests to reinforce your understanding Consider this book as your trusted companion throughout your preparation      **Postal Clerk 1 & C** Lloyd E. Smethers,1993      *Monthly Bulletin of Books Added to the Public Library of the City of Boston* Boston Public Library,1900      **Navy Comptroller Manual: Disbursing** United States. Navy Dept. Office of the Comptroller,1991      **Postal Titles** Boston Public Library,1900      **Bulletin of the Public Library of the City of Boston** Boston Public Library,1900      **List of U.S. Geological Survey Geologic and Water-supply Reports and Maps for ...**,1986      **List of U.S. Geological Survey Geologic and Water-supply Reports and Maps for New York** Geological Survey (U.S.),1987      **A Handbook on Gwalior Postal History and Stamps, 1837-1950** Vijay Kumar Gupta,1980 Philatelie Postgeschichte Indien      **Sessional Papers** Canada. Parliament,1900 Report of the Dominion fishery commission on the fisheries of the province of Ontario 1893 issued as an addendum to vol 26 no 7      Official Record of Proceedings of ... Convention of the Supreme Lodge, Knights of Pythias Knights of Pythias. Supreme Lodge,Knights of Pythias. Supreme Lodge. Convention,1888      The Publishers Weekly,1893      *Front Office Manual, New Yorker Hotel ,1931*      **Publishers' Weekly**,1893      *The Weekly Notes* ,1873      *Smull's Legislative Hand Book and Manual of the State of Pennsylvania* John Augustus Smull,William P. Smull,Thomas Baumgardner Cochran,W. Harry Baker,1922      **Legislative Manual of the State of Wisconsin** ,1879      **The Legislative Manual of the State of Wisconsin ,1879**      **Manual of Customs, Precedents, and Forms in Use in the Assembly of Wisconsin** ,1879

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