

**File No. 16-05/Investigationinputs/2022-Inspn.**  
Government of India  
Ministry of Communications  
Department of Posts  
(Inspection Unit)

Dak Bhawan, Sansad Marg,  
New Delhi-11001,  
Dated: 26.04.2022

To

1. All Heads of Postal Circles,
2. Director RAKNPA
3. APS Directorate, New Delhi
4. Directors, All Postal Training Centres

**Sub: Revision of Standard Inspection Questionnaire for Head Post Office.**

The Standard Inspection Questionnaire of Head Post Office circulated vide Directorate's letter No. 16-1/2017-inspn. dated 26.06.2018 and Directorate's letter No. 16-02/2017-Inspn dated 24.09.2020 is ordered to be revised by including the below supplementary question under Question no. 66 as under:-

Question no. 66 (a). During inspection, the inspecting officer should verify at least five RD loan accounts standing opened at particular CBS Post Office since last inspection. In case number of RD Loan account opened is less than 5, all RD Loan account should be verified.

**Note:- The details of RD Loan account may be viewed in Finacle MIS server in report name 'RD Report for Loan Accounts having RD Deposit', if not able to collect loan passbook, issue SB-46 for verification of loan amount. The details of RD Loan (i.e. date of loan disbursement and amount) may be written on SB-46.**

2. Circles are requested to circulate the supplementary Question No. 66 (a) to its subordinate units for using the same while inspecting Head Post Offices. It is also requested that Circles may forward suggestions/ recommendation to further improve the Questionnaire.

*D. K. Bhat*  
26/04/2022 :-  
Assistant Director (Inspection)

Copy to:-

1. CGM Parcel Directorate/ CGM BD Directorate/ CGM PLI Directorate.

2. Sr. DDG (Vig.), Dak Bhawan, New Delhi-110001.
3. All DDsG
4. GM, CEPT Mysuru is requested to upload this letter at indiapost website link <https://www.indiapost.gov.in/VAS/Pages/RTI/rti-manual-5.aspx> under serial no.34 (1) as 1A.
5. Sr. PPS to Secretary (Posts)/DG.
6. PS to all Members PSB, Addl. DG (Coord.) and AS & FA.
7. DDG (Estates) for translating the question into Hindi.

*Duranta*  
26/04/2022 :-  
Assistant Director (Inspection)