



ಭಾರತ ಸರ್ಕಾರ Government of India
 ಸಂಪರ್ಕ ಸಚಿವಾಲಯ ಸಂಚಾರ ಮंत्रಾಲಯ Ministry of Communication
 ಮುಖ್ಯ ಪೋಸ್ಟ್ ಮಾಸ್ಟರ್ ಜನರಲ್ ಕಚೇರಿ मुख्य पोस्टमास्टर जनरल कार्यालय o/o Chief Postmaster General
 ಕರ್ನಾಟಕ ವೃತ್ತ ಕರ್ನಾಟಕ ಸರ್ಕಿಲ Karnataka Circle
 ಬೆಂಗಳೂರು ಬೆಂಗಲೂರು Bengaluru 560 001
 ☎ 080-22392551, 22392543 @ tech.ka@indiapost.gov.in

To,

1. The Postmaster General, BG Region, Bengaluru-560001
2. The Postmaster General, SK Region, Bengaluru-560001
3. The Postmaster General, NK Region, Dharwad-580001
4. The General Manager (PA&F), Karnataka Circle, Bengaluru-560001
5. The Chief General Manager, CEPT, Bengaluru- 560 001
6. The Director, Postal Training Centre, Mysuru-570010
7. The Director, CEPT Mysuru- 570010
8. The Senior Architect (P), R.T.Nagar HO Building, Bengaluru-560032
9. The SE (CIVIL), PCC, Basavanagudi HO Building, Bengaluru-560004
10. The SE (Electrical), PEC, Basavanagudi HO Building, Bengaluru-560004

No. TECH/2-21/PO ACT 2023 dated at Beng- 01, the 15.01.2025

Sub: Revised Business hours as per The Post Office Rules, 2024 (Rules) and "The Post Office Regulations, 2024"

Ref: No. CG-DL-E-17122024-259461 dated 16.12.2024

This is regarding revision of Business Hours as per Post Office Rules 2024 and Post Office Regulations 2024.

1. Business hours.- (1) The business hours in a post office, during which business is transacted with the public be as under on normal weekdays including Saturday, which are not holidays for the Post Office or the Government holidays.

S. No.	Work	Business Hours
1	For references and enquiries	During the entire working hours of the office
2	Counter services including booking and posting of items, premium collection of insurance premiums	Six hours
3	Money remittance- Electronic Money Order, Indian Postal Order etc.	Six hours
4	Savings Bank	Six hours

2. Branch post offices shall be kept open for a maximum period of five hours in a day.

Divisions may Specify the period of each of the post offices under their jurisdiction, during which business is transacted with the public or customer and the time at which items are delivered and dispatched, keeping in view, the maximum working hours,

business hours, local convenience and the arrival and departure timings of the items and working of the post office counters. The duration for counter transactions have been fixed for around 6 hours. The timings of the post offices may be specified as per the requirements in the division by the Divisional Head or Region concerned.

3. Divisions may, if it is necessary or expedient to meet the requirement of the public, or in any special circumstances, specify-
 - i. the business hours and the days other than the working days including Sundays and holidays, during which the post offices shall be opened for business;
 - ii. the kind of transactions available during such business hours; and
 - iii. the maximum number of items that may be tendered for booking during business hours to meet the rush of work in a post office and to ensure the equitable availability of facilities to the public.
4. Evening post office was one step to attract youngsters for transacting in post offices. Regions are requested to explore such post offices where change from the routine timings will be conducive.

This is for information and necessary action please.

ಟಿ ರಾಮ ಸುಧಾಕರ ರಾವ್ ಟಿ ರಾಮ ಸುಧಾಕರ ರಾವ್ T Rama Sudhakara Rao
ಸಹಾಯಕ ನಿರ್ದೇಶಕರು ಸಹಾಯಕ ನಿರ್ದೇಶಕ Assistant Director [ತಕನೀಕಿ] [Tech]
ಸಿಪಿಎಂಜಿ ಕಚೇರಿ ಸಿಪಿಎಂಜಿ ಕಾರ್ಯಾಲಯ O/o CPMG
ಬೆಂಗಳೂರು ಬೆಂಗಳೂರು Bengaluru 560 001.

Copy to:

All officers/ officials of Circle Office, Karnataka Circle – 560001 for kind information and necessary action.