Allocation and Control of Overtime for Delivery Postmen

General

1.   The allocation and control of overtime for delivery postmen (DPm) are subject to stipulations in DR B43-45, except DR B43(c) regarding distribution of overtime work.

2.   All delivery beats are subject to workload assessment daily to determine the total no. of working hours required.   Postal Inspectors (PIs) should base on the amount of machine and manual sorted items, Proof of Delivery (POD) items, HKPCS items etc. of individual beats to assess the workload, and where justifies (i.e. whether mail volume exceeds the standard workload, re-routing is required to meet the QS, beat absorption is necessary, etc), to allocate extra resources to assist the beat concerned.

PI's Role

3.   PIs should obtain the following statistical data from respective sources for input into the Mail Distribution Management System (MDMS) for workload assessment and preparation of the PI's Daily Log Sheet (Pos 49E) **(Annex 1).**   These documents should be kept for 7 years either in hardcopies or softcopies:

Type of mail	Source	**Example at Annex**
Machine sorted LC	OMIS*	2
Manual sorted LC, flat, AO and annual report	Sorting Section/SPm	3
POD items	TTS*	4 (TTRR4010 & TTTR1060)
HKPCS	HKPCS Transfer List	5

  *   *Transferred to MDMS automatically.*

4.   If the calculated time required for handling the actual mail volume of the day exceeds that for standard mail volume in the Delivery Route Details of the beat, the PI may allocate extra resources or defer delivery of second class mail (DR D272(b)(x) refers) or HKPCS as appropriate.   Extra resources will normally be allocated to process all items on hand as far as possible, unless the projected traffic for the following working day is low.

5.   The time required for handling of mail for a particular beat should be calculated in the following way (TST16 of the PI log sheet on 20 March 2014 at **Annex 1** is used for illustration):

  a)   To compare the actual volume of (i) LC and flats (ii) AO and (iii) POD items with the standard volume.   For flats, 1 flat item = 1.5 LEU (letter equivalent unit).

b) OT/TOIL is given to the mail exceeding the standard volume, which may vary by types of mail and nature of beat (e.g. residential or commercial, with letter box suites or door delivery). The standard time allocated for different type of mail exceeding standard volume should be submitted to SMs via area M for approval at **Annex 6**. The approval should also be documented and kept for 7 years.

c) Amount of OT to be allocated should be calculated as illustrated in the following example:

Type of mail	Actual vol. in LEU (flat x 1.5)	Standard vol. in LEU (flat x 1.5)	Difference (Actual – Standard)	Time allocated for vol. exceeding standard [a]	Total OT/ TOIL allocated (mins)
LC + flat	2,428	2,575	- 147	12.93 items/min	-11.4 [b]
AO	10	4	+ 6	1 min/item	+ 6 [b][c]
POD	25	23	+ 2	1.5 mins/item	+ 3 [d]
HKPCS	371	NA	+ 371	12.93items/min	+ 28.7[c]
AR	0	NA	+ 0	1 min/ item	0
Others	0	NA	+ 0	1 min/ item	0
Additional time for using PDA for DO not yet conducted beat revision				Per beat	+ 4.5
				Per POD exceeding standard volume	0.3 x 2 = 0.6
				Extra Resources	+ 0
				Calculated OT Total	+ 32
				Entitled	30 TOIL mins

Remarks:

(a) OT/TOIL is given to the mail exceeding the standard volume, which may vary by types of mail and nature of beat (e.g. residential or commercial, with letter box suites or door delivery).
(b) For LC, flat and AO, remaining preparation time (actual volume below standard) could be used for handling of other types of mail in excess such as POD, HKPCS, annual report, etc.
(c) There may be more than one rates for delivery of AO and HKPCS.
(d) For POD items for which door delivery and signature of receipt (for POD) is required, time for delivery and signature of receipt varies to a greater extent. Hence, remaining time would not be used for handling of other types of mail even if the actual volume is lower than the standard.

6. Extra resources may be in the form of mail assistant (MA) should it be available, TOIL or OT. Basically, beat master will be arranged to perform delivery duty for his own beat first as he is most experienced in his beat. In the absence of beat master, MA/LR will be arranged to substitute the beat as far as possible.

7. In case the no. of MA/LR available is not able to cover all staff shortages, to maintain service provision, some of the beats will be absorbed by MA/LR/Pm who have already taken up other beats.   In general, MA/LR will firstly be assigned to substitute a vacant beat, and after all MA/LR are exhausted, PIs will deploy MA/LR (already substituting a vacant beat) and beat masters to absorb the outstanding vacant beats.   Factors affecting the selection of MA/LR/beat master to perform beat absorption include:

    (i)   willingness and suitability (e.g. health reasons) to perform OT work;
    (ii)   familiarity/ knowledge on the beat to be absorbed;
    (iii) proximity of the serving areas of the available Pm to the serving area of the beat to be absorbed; and
    (iv)   total OT/TOIL hours worked (subject to the cap of 60 hrs a month) – the current practice is to contain each staff at the maximum of 2.5 hours daily as far as possible, unless under exceptionally heavy traffic and beat absorption.

8. The PI may adjust the total working hours required after taking into consideration the characteristics of the delivery beat and the mail composition the day, i.e. input as additional time using the remarks field in MDMS and select the remarks reason.   The detailed justifications should be marked in the "Remarks" column of the PI Log sheet.   PI should select the reasons of extra time(+/-) in the remarks field and input the number of extra minutes. For example, T/D - for redirection, Collect Pouch – for collect mail pouch from second pouch cabinet or storage point, Growth - for new building/estate,   Indoor duty – for deploying staff to assist in Sorting Office, abs, Beat No. – for absorbing workload for a delivery beat when beat Pm or substitute staff on leave.   The PI should base on his knowledge and expertise on the delivery beats under his supervision to make the discretion.   Finally, the PI could allocate extra resources into the column of "Entitled OT hr/Toil min" of the delivery beat.   The total minutes of all delivery beats could be shown and added up at the bottom of the PI log sheet for supervisors' reference.

9. Under normal circumstances, the amount of OT/TOIL allocated to a DPm in a day should be confined to a maximum of 2.5 hours as far as possible so that the cumulative OT/TOIL of a DPm should be limited to below 60 hours/month.   To monitor this ceiling, eDuty System has incorporated a function for respective duty officer to view the latest situation of the OT+TOIL of staff approaching a certain limit say 40 hours or 60 hours. The purpose of confining the daily OT to a max of 2.5 hours is to limit the monthly OT+TOIL within 60 hours.   If this 60 hours ceiling is exceeded, formal approval from APMG(P) is required as stipulated in DR B43(d).   For daily incurrence of overtime, Pos 17/2 is submitted through e-Duty from supervisors to Managers for recommendation and Senior Manager for approval.   SPI/SP would seek the approval from area Manager for exceeding the daily limit of 2.5 hours under special circumstances such as under insufficient staff forces or the projected mail volume in coming days are large (e.g. during election).   Should the monthly ceiling of 60 hours is exceeded, prior approval should be sought from APMG(P) and the date of approval would be input during submission of GF571.

10. In accordance with DR D272(b)(xiii), the PIs should prepare the PI's Daily Log Sheet to record details of each beat.   Currently, MDMS would incorporate the data of POD items and LSM for each beat from TTS and LSM system and PI would input the traffic information for other mail types.   MDMS would perform the calculation for compiling the PI Log Sheet to lighten the workload of PI as well as to improve the data accuracy.   DO supervisors are using the enhanced function that the total minutes could be shown and added up.   A descriptive record could be made in the remarks column of the Log Sheet to justify allocation of extra resources to each beat.

11. The PIs should complete the PI's Daily Log Sheet on time and input accurately into the MDMS.   The Log Sheet should be submitted to SP/ SPI for checking and endorsement on daily basis, and to area Manager for review at least on monthly basis.   The accuracy of data input will be checked by SP/SPI. That would cover comparing the source document against the PI Log Sheet at office level once per month, and also random check on the submission of PI, 1 beat per every 20 beats.

12. The PIs should generate the MDMS Report regularly monitor changes in workload, mail pattern and mode of delivery of each individual beat for cost control and operational management purposes.   Area Manager would review Traffic and Resources Report of each DO regularly so as review the manpower situation coping with traffic. There is beat revision exercise conducted every 3-4 years to review the workload of each beat. Should there be significant change to a certain beat (e.g. intake of a new estate), minor patching or advancement of beat revision should be considered.

SP/SPI's Role

13. In accordance with DR D272(b)(xiv), SP/SPI of the delivery office (DO) should schedule discreet superior checks on the workload assessment and extra resources allocation recorded on the PI's Daily Log Sheet. The procedure of superior checks on data in PI Log Sheets by SP/SPI are detailed in **Attachment A**. The number of delivery beats checked daily should not be less than the ratio of 1 out of 20 delivery beats in the office.   Every delivery beat has to be cross-examined and SP/SPI would follow up if they note any irregularities in the data at least once per month. SP/SPI has to ensure the Log Sheets are properly entered and the allocation of any extra resources to the concerned delivery beat is justified.   If in negative, he/she should ask the PI concerned for the reasons to support the resource allocation. SP/SPI of the DO should complete and submit the Superior Check on Delivery Beat Workload Assessment (Pos 49F) **(Annex I of Attachment A)** to their area Manager monthly.   The documents should be kept for 7 years in respective section.

14. During the discreet superior checks by SPI/SP, source documents as listed in para. 3 supporting the actual mail volume of various mail types should also be verified.   Besides, the total volume of LC, LSM, Flat, Special, AO, POD, HKPCS items, AR and "others" and the figures should tally with the total of source documents in a DO.   If the deviation is up to certain extent, say +/- 5%, detailed examination of the PI log sheets by SP/SPI is required **(Annex II of Attachment A).**

*_Note by Clerk, PAC_: Attachment A not attached._

15. To facilitate checking and approval of OT/Toil hrs as per PI Logsheet against e-duty system, SP/SPI should fill in and attach the Form of daily OT/TOIL hrs against OT/TOIL hrs at e-duty system (**Annex 7**) when submitting PI Logsheets to area Manager.

Area Manager's Role

16. Area Managers should conduct regular checking on the PI's Daily Log Sheet that the number of delivery beats checked should not be less than 2 for each PI per week. Besides, a physical count on the number of AO items against the number indicated on the PI Log sheets should also be checked in the morning at the VPPF of the concerned delivery beat.   A return has to be prepared and submitted to the area Senior Manager on monthly basis except outlying islands where the return is on quarterly basis.   The documents should be kept for 7 years in Area Records. Superior Checks conducted by Area Manager as detailed in **Attachment B.**

17. Frequency of the checks are tabulated below:

	Checking by Area Managers or his/her designated staff	**Frequency**	**No. of checked**	**Annex**
1	Random check the accuracy of the OT/ TOIL calculation in the Postal Inspector's Daily Log Sheet (Pos 49E). Area Manager should sign his/her name on the checked row of PI Log sheet and submit a monthly return on the checks	Weekly	At least 2 delivery beats for each PI	Annex I of Attachment B
2	Physical count the no. of AO items against the no. of AO items shown on the PI Log Sheets.	Monthly	At least 1 delivery beat for each PI	Annex II (i) of Attachment B
3	Physical count the no. of AO items against the no. of AO items shown on the PI Log Sheets for DOs in Outlying Islands	Quarterly	At least 2 delivery beats for each PI	Annex II (ii) of Attachment B
4	Verify source documents as listed in para 3 supporting the actual mail volume of various mail types against the figures input in PI log sheet in accordance with para. 14.	Quarterly	Each DO should be checked for sources mentioned in para. 3 once every quarter	Annex III of Attachment B

Mail Distribution Division
May 2014

Note by Clerk, PAC*:   *Attachment B not attached.

PI A

Hongkong Post 香港郵政

Postal Inspector's Daily Log Sheet

- 630 -

Beat No./MA	#	Prep. Rate	Std. LC	LC	LSM	Flat	Special	Std. POD / Std. Rate	POD / TAX	Std. AO / Std. Rate	AO	AO Pre. Rate	HKPCS	HKPCS Pre. Rate	AR	AR Pre. Rate	EM REO	EM CAN	LC Flat Spec.	AO	POD	HKPCS	OTHERS	Adj. min (+)	Adj. min (-)	Adj. extra (*)	Calc. OT Total	OT hr	Toil min	Remarks
MA1	S	12.93	7000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 0.00	0	0.00	2956	12.93 / 33.33	0	0.00	0	0	0	0	0	2956	0	0	0	0	0	0.00		Others (HKPCS delivery) (+0 mins)
MA4	S	12.93	7000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 0.00	0	0.00	1338 / 1544	12.93 / 33.33	0	0.00	0	0	0	0	0	2882	0	0	0	0	0	0.00		Others (HKPCS delivery) (+0 mins)
MA5	S	12.93	7000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 0.00	0	0.00	0	12.93 / 33.33	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00		-
TST01		10.47	2043	640	770	130	0	18.0 / 1.50	12 / 0	5.0 / 1.00	5	1.00	0	10.47	0	1.00	0	0	1605	5	12	0	0	0	0	0	0	0.00		
TST02		12.28	2211	680	768	150	0	20.0 / 1.50	15 / 0	8.0 / 1.00	8	1.00	0	12.28	0	1.00	0	0	1673	8	15	0	0	0	0	0	0	0.00		
TST03		10.59	1970	520	819	120	0	20.0 / 1.50	10 / 0	4.0 / 1.00	4	1.00	0	10.59	0	1.00	0	0	1519	4	10	0	0	0	0	0	0	0.00		
TST04	S	11.33	2244	520	780	130	0	21.0 / 1.50	19 / 0	6.0 / 1.00	6	1.00	0	11.33	0	1.00	0	0	1495	6	19	0	0	0	0	0	0	0.00		
TST05		11.60	2150	640	690	130	0	24.0 / 1.50	16 / 0	7.0 / 1.00	7	1.00	0	11.60	0	1.00	0	0	1525	7	16	0	0	0	0	0	0	0.00		
TST06		11.59	2283	760	749	130	0	17.0 / 1.50	27 / 0	3.0 / 1.00	3	1.00	0	11.59	0	1.00	0	0	1704	3	27	0	0	0	0	0	0	0.00		
TST07	S	12.00	2160	1360	975	200	0	24.0 / 1.50	23 / 0	8.0 / 1.00	13	1.00	210	12.00	0	1.00	0	0	2635	13	23	210	0	15	0	0	83	1.00	15	Growth (16 & 18 Mody Road) (+15 mins)
TST08		11.60	2540	680	586	160	0	25.0 / 1.50	16 / 0	6.0 / 1.00	6	1.00	0	11.60	0	1.00	0	0	1506	6	16	0	0	0	0	0	0	0.00		
TST09	S	0.00	0	1100	225	0	0	99.0 / 0.00	39 / 0	0.0 / 0.00	0	0.00	0	0.00	0	0.00	0	0	1325	0	39	0	0	0	0	30	35	0.00	30	SPm duty (30 mins *)
TST10		11.37	2035	830	658	160	0	16.0 / 1.50	11 / 0	8.0 / 1.00	8	1.00	0	11.37	0	1.00	0	0	1728	8	11	0	0	0	0	0	0	0.00		
TST11		10.62	2060	590	516	220	0	16.0 / 1.50	30 / 0	5.0 / 1.00	5	1.00	0	10.62	0	1.00	0	0	1436	5	30	0	0	0	0	0	0	0.00		
TST12		11.50	1748	640	507	120	0	19.0 / 1.50	12 / 0	5.0 / 1.00	5	1.00	212	11.50 / 33.33	0	1.00	0	0	1327	5	12	212	0	0	0	0	0	0.00		

Annex 1

Hongkong Post 香港郵政

Postal Inspector's Daily Log Sheet

From:
Date: 20-3-2014
To: M(MD/KW)
Via: SP(TST/DO)

Beat No. / MA	Name of Postman	#	Prep. Rate	Std. LC	LC	LSM	Flat	Special	Std POD / Std Rate	POD / TAX	Std AO / Std Rate	AO	AO Pre. Rate	HKPCS	HKPCS Pre. Rate	AR	AR Pre. Rate	EM REO	EM CAN	LC Flat Spec.	AO	POD	HKPCS	OTHERS	Adj. min (+)	Adj. min (-)	Adj. extra (*)	Calc. OT Total	OT hr	Toil min	Remarks
TST13		i	12.37	2189	1120	1029	290	0	25.0 / 1.50	20 / 0	5.0 / 1.00	5 / 0 / 0	1.00 / 0.00 / 0.00	0 / 174 / 0	12.37 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2584	5	20	0	0	0	0	0	37	0.00	30	
TST14			11.96	1925	420	498	90	0	15.0 / 1.50	16 / 0	3.0 / 1.00	3 / 0 / 0	1.00 / 0.00 / 0.00	0 / 174 / 0	11.96 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1053	3	16	174	0	0	0	0	0	0.00	-	
TST15			12.05	2277	830	1035	300	0	24.0 / 1.50	15 / 0	3.0 / 1.00	3 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	12.05 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2315	3	15	0	0	0	0	0	8	0.00	-	
TST16			12.93	2575	830	1178	280	0	23.0 / 1.50	25 / 0	4.0 / 1.00	10 / 0 / 0	1.00 / 0.00 / 0.00	371 / 0 / 0	12.93 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2428	10	25	371	0	0	0	0	32	0.00	30	
TST17		S	12.03	2166	620	729	270	0	19.0 / 1.50	15 / 0	5.0 / 1.00	5 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	12.03 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1754	5	15	0	0	0	0	0	0	0.00	-	
TST18			12.89	2411	780	1115	350	0	22.0 / 1.50	17 / 0	7.0 / 1.00	7 / 0 / 0	1.00 / 0.00 / 0.00	126 / 0 / 0	12.89 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2420	7	17	126	0	0	0	0	16	0.00	15	
TST19		i	13.78	2550	760	1358	320	0	32.0 / 1.50	35 / 0	4.0 / 1.00	4 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	13.78 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2598	4	35	0	0	0	15	0	0	0.00		Others (one bulk for 8 registered items) (-15 mins)
TST20			13.37	2435	1360	1135	330	0	37.0 / 1.50	13 / 0	5.0 / 1.00	5 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	13.37 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2990	5	13	0	0	0	0	0	47	0.00	45	
TST21			14.15	2688	1050	1272	300	0	31.0 / 1.50	33 / 0	7.0 / 1.00	7 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	14.15 / 33.33 / 0.00	8 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2772	7	33	0	8	0	0	0	22	0.00	15	
TST22			12.88	2640	730	1054	320	0	33.0 / 1.50	30 / 0	6.0 / 1.00	6 / 0 / 0	1.00 / 0.00 / 0.00	119 / 0 / 0	12.88 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2264	6	30	119	0	0	0	0	0	0.00	-	
TST23			11.08	2294	930	686	310	0	28.0 / 1.50	19 / 0	6.0 / 1.00	6 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	11.08 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	2081	6	19	0	0	0	0	0	0	0.00	-	
TST24		S	12.97	2180	730	675	300	0	14.0 / 1.50	16 / 0	5.0 / 1.00	5 / 0 / 0	1.00 / 0.00 / 0.00	30 / 0 / 0	12.97 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1855	5	16	30	0	0	0	0	0	0.00	-	
Total Item				72774	19120	19807	5110	0	484 / 0		136			7080		8		0	0	46592	136	484	7080	8				280	1.00	180	

Flat 5110x0.5
=2555

54300
-Flat 2555
51745

Page 2 of 3

Report 4D
01-Apr-2014 115843

Hongkong Post 香港郵政

PIB 20/3/14 (handwritten)

Postal Inspector's Daily Log Sheet

From:
Date: 20-3-2014
To: M(MD/KW)
Via: SP(TST/DO)

Beat No. / MA	Name of Postman	#	Prep. Rate	Std. LC	LC	LSM	Flat	Special	Std POD / Std Rate	POD / TAX	Std AO / Std Rate	AO	AO Pre Rate	HKPCS	HKPCS Pre Rate	AR	AR Pre Rate	EM REO	EM CAN	LC Flat Spec.	AO	POD	HKPCS	OTHERS	Adj min (+)	Adj min (-)	Adj extra (*)	Calc. OT Total	OT hr	Toil min	Remarks
MA2		S	1.00	7000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 1.00	0	1.00	0	0.00	0	1.00	0	0	0	0	0	1140	0	0	0	0	0	0.00		
TST26			12.91	1839	830	1280	310	0	15.0 / 1.50	18 / 0	5.0 / 1.00	12	1.00	98	12.91	0	1.00	0	0	2575	12	18	98	0	0	0	0	82	1.00	15	
TST27			11.91	1969	710	852	270	0	15.0 / 1.50	18 / 0	5.0 / 1.00	2	1.00	127	11.91	0	1.00	0	0	1967	2	18	127	0	0	0	0	18	0.00	15	
TST28			11.09	1745	610	527	190	0	25.0 / 1.50	19 / 0	5.0 / 1.00	3	1.00	144 / 139	11.09 / 33.33	0	1.00	0	0	1422	3	19	283	0	0	0	0	0	0.00		
TST29		S	10.93	1555	680	505	260	0	14.0 / 1.50	12 / 0	6.0 / 1.00	11	1.00	48	10.93	0	1.00	0	0	1575	11	12	48	0	0	0	0	16	0.00	15	
TST30			10.56	1664	520	609	270	0	11.0 / 1.50	15 / 0	5.0 / 1.00	8	1.00	0	10.56	0	1.00	0	0	1534	8	15	0	0	0	0	0	3	0.00		
TST31			12.77	2511	1410	857	330	0	25.0 / 1.50	22 / 0	6.0 / 1.00	12	1.00	0	12.77	0	1.00	0	0	2762	12	22	0	0	0	0	0	31	0.00	30	
TST32			11.62	1822	590	478	190	0	18.0 / 1.50	14 / 0	7.0 / 1.00	6	1.00	0	11.62	0	1.00	0	0	1353	6	14	0	0	0	0	0	0	0.00		
TST33			12.28	1966	730	749	270	0	17.0 / 1.50	10 / 0	7.0 / 1.00	9	1.00	50	12.28	0	1.00	0	0	1884	9	10	50	0	0	0	0	4	0.00		
TST34		S	10.96	1851	490	936	260	0	17.0 / 1.50	9 / 0	7.0 / 1.00	14	1.00	82	10.96	0	1.00	0	0	1816	14	9	82	0	0	0	0	16	0.00	15	
TST35			10.13	1854	680	885	280	0	19.0 / 1.50	18 / 0	2.0 / 1.00	7	1.00	85	10.13	0	1.00	0	0	1985	7	18	85	0	0	0	0	31	0.00	30	
TST36			11.72	1920	510	676	270	0	20.0 / 1.50	9 / 0	7.0 / 1.00	6	1.00	0	11.72	0	1.00	0	0	1591	6	9	0	0	0	0	0	0	0.00		
TST37			11.02	1711	460	515	230	0	23.0 / 1.50	15 / 0	8.0 / 1.00	6	1.00	130	11.02	0	1.00	0	0	1320	6	15	130	0	0	0	0	0	0.00		
TST38			12.21	1862	480	810	180	0	24.0 / 1.50	23 / 0	7.0 / 1.00	5	1.00	0	12.21	0	1.00	0	0	1560	5	23	0	0	0	0	0	0	0.00		
TST39		S	11.52	1990	510	887	200	0	22.0 / 1.50	21 / 0	5.0 / 1.00	4	1.00	0	11.52	0	1.00	0	0	1697	4	21	0	0	0	0	60	60	1.00		Indoor duty 0630-0730 (60 mins *)

Postal Inspector's Daily Log Sheet

Hongkong Post 香港郵政

From:
Date: 20-3-2014
To: M(MD/KW)
Via: SP(TST/DO)

Beat No. / MA	Name of Postman	#	Prep. Rate	Std. LC	LC	LSM	Flat	Special	Std POD / Std Rate	POD / TAX	Std AO / Std Rate	AO	AO Pre. Rate	HKPCS	HKPCS Pre. Rate	AR	AR Pre. Rate	EM REO	EM CAN	LC Flat Spec	AO	POD	HKPCS	OTHERS	Adj min (+)	Adj min (-)	Adj extra (*)	Calc. OT Total	OT hr	Toil min	Remarks
TST40			10.87	1582	340	640	130	0	12.0 / 1.50	12 / 0	4.0 / 1.00	3 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	10.87 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1175	3	12	0	0	0	0	0	0	0.00	-	
TST41			11.80	2245	640	831	220	0	27.0 / 1.50	20 / 0	8.0 / 1.00	6 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	11.80 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1801	6	20	0	0	0	0	0	0	0.00	-	
TST42			11.98	2026	440	741	180	0	17.0 / 1.50	14 / 0	7.0 / 1.00	2 / 0 / 0	1.00 / 0.00 / 0.00	34 / 0 / 0	11.98 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1451	2	14	34	0	0	0	0	0	0.00	-	
TST43			10.92	1694	440	557	210	0	16.0 / 1.50	8 / 0	5.0 / 1.00	3 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	10.92 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1312	3	8	0	0	0	0	15	15	0.00	15	Growth At 17-19 Ashley Rd (15 mins *)
TST44		S	11.38	1742	590	630	160	0	20.0 / 1.50	14 / 0	3.0 / 1.00	4 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	11.38 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1460	4	14	0	0	0	0	0	0	0.00	-	
TST45			10.94	1774	390	588	200	0	15.0 / 1.50	14 / 0	6.0 / 1.00	1 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	10.94 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1278	1	14	0	0	0	0	0	0	0.00	-	
TST46			10.58	1561	360	537	180	0	10.0 / 1.50	10 / 0	5.0 / 1.00	4 / 0 / 0	1.00 / 0.00 / 0.00	87 / 0 / 0	10.58 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1167	4	10	87	0	0	0	0	0	0.00	-	
TST47			11.75	2142	570	918	240	0	16.0 / 1.50	17 / 0	5.0 / 1.00	2 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	11.75 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1848	2	17	0	0	0	0	0	0	0.00	-	
TST48		S	11.02	1832	490	702	160	0	15.0 / 1.50	10 / 0	5.0 / 1.00	2 / 0 / 0	1.00 / 0.00 / 0.00	112 / 0 / 0	11.02 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1432	2	10	112	0	0	0	0	0	0.00	-	
TST49			11.63	1838	340	455	140	0	19.0 / 1.50	10 / 0	5.0 / 1.00	3 / 0 / 0	1.00 / 0.00 / 0.00	16 / 0 / 0	11.63 / 0.00 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1005	3	10	16	0	0	0	0	0	0.00	-	
TST50			10.63	1455	340	420	190	0	12.0 / 1.50	15 / 0	0.0 / 1.00	1 / 0 / 0	1.00 / 0.00 / 0.00	0 / 0 / 0	10.63 / 33.33 / 0.00	0 / 0 / 0	1.00 / 0.00 / 0.00	0	0	1045	1	15	0	0	0	0	0	0	0.00	-	
Total Item				53150	14150	17585	5520	0		367 / 0		136		2292		0		0	0	40015	136	367	2292	0				276	2.00	135	

Flat 5520 × 0.5 = 2760

42810
- Flat 2760
———————
40050

Beat No.	Absence	Remarks
MA2		
TST29		
TST3?		
TST39		
TST44		
TST48		

PI C

Hongkong Post 香港郵政

Postal Inspector's Daily Log Sheet

- 634 -

Beat No. / MA	Name of Postman	#	Prep. Rate	Std. LC	LC	LSM	Flat	Special	Std POD / Std. Rate	POD / TAX	Std. AO / Std. Rate	AO	AO Pre. Rate	HKPCS	HKPCS Pre. Rate	AR	AR Pre. Rate	EM REO	EM CAN	LC Flat Spec.	AO	POD	HKPCS	OTHERS	Adj min (+)	Adj min (-)	Adj extra (*)	Calc. OT Total	OT hr	Toil min	Remarks
MA3		S	33.33	6000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 0.00	0 / 0 / 0	0.00 / 0.00 / 0.00	0 / 3512 / 0	0.00 / 33.33 / 0.00	0 / 0 / 0	0.50 / 0.00 / 0.00	0	0	0	0	0	3512	0	0	0	0	0	0.00	-	
MA6			33.33	6000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 0.00	0 / 0 / 0	0.00 / 0.00 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	0 / 0 / 0	0.50 / 0.00 / 0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	-	
MA9			33.33	6000	0	0	0	0	0.0 / 0.00	0 / 0	0.0 / 0.00	0 / 0 / 0	0.00 / 0.00 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	0 / 0 / 0	0.50 / 0.00 / 0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	-	
TST51			15.95	2683	517	1254	268	0	14.0 / 2.00	13 / 0	15.0 / 2.00	12 / 3 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	4 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2173	15	13	0	4	0	0	0	0	0.00	-	
TST52			16.33	2752	500	1159	241	0	11.0 / 2.00	9 / 0	13.0 / 2.00	13 / 8 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	16.33 / 33.33 / 0.00	3 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2021	21	9	0	3	0	0	0	0	0.00	-	
TST53			16.64	2769	505	1335	273	0	13.0 / 2.00	22 / 0	14.0 / 2.00	25 / 20 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	10 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2250	45	22	0	10	0	0	0	31	0.00	30	
TST54			16.50	2695	503	1307	270	0	14.0 / 2.00	9 / 0	14.0 / 2.00	23 / 33 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	16.50 / 33.33 / 0.00	11 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2215	56	9	0	11	0	0	0	17	0.00	15	
TST55			16.53	2702	510	1256	288	0	11.0 / 2.00	11 / 0	15.0 / 2.00	38 / 39 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	16.53 / 33.33 / 0.00	12 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2198	77	11	0	12	0	0	0	47	0.00	45	
TST56			15.75	2586	556	1156	275	0	16.0 / 2.00	17 / 0	13.0 / 2.00	17 / 25 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	15.75 / 33.33 / 0.00	7 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2125	42	17	0	7	0	0	0	3	0.00	-	
TST57		S	16.24	2717	509	1608	279	0	17.0 / 2.00	12 / 0	11.0 / 2.00	20 / 27 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	9 / 0 / 0	0.50 / 0.00 / 0.00	0	0	2536	47	12	0	9	0	0	0	31	0.00	30	
TST58			16.61	2833	486	1077	272	0	14.0 / 2.00	7 / 0	10.0 / 2.00	22 / 28 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	10 / 0 / 0	0.50 / 0.00 / 0.00	0	0	1971	50	7	0	10	0	0	0	0	0.00	-	
TST59			18.27	1525	359	310	37	0	5.0 / 2.00	2 / 0	5.0 / 2.00	2 / 2 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	1 / 0 / 0	0.50 / 0.00 / 0.00	0	0	725	4	2	0	1	0	0	0	0	0.00	-	
TST60			14.86	1990	449	845	144	0	11.0 / 2.00	8 / 0	5.0 / 2.00	5 / 11 / 0	2.00 / 0.50 / 0.00	0 / 0 / 0	0.00 / 33.33 / 0.00	3 / 0 / 0	0.50 / 0.00 / 0.00	0	0	1510	16	8	0	3	0	0	0	0	0.00	-	
Total Item				43252	4894	11307	2347	0		110 / 0		373		3512		70		0	0	19724	373	110	3512	38				129	0.00	120	

Flat 2347 × 0.5 = 1173.5

Beat No.	Absence	Remarks
MA3		
TST57		Vacation Leave

23757
-Flat 1173.5

22583.5

Page 1 of 2

Report 4D
01-Apr-2014 113620

Report ID : OMBTD01R

MLSSR / OMIS Beat Sorting Daily Report (Per DO)

Frequency :   Daily

Last OMIS Updated TimeStamp : | LAST_TIMESTAMP |
2014年3月20日 上午04:19:29

No. of Sorted Mails (Region / DO / Section / Beat)				Total(DAY)	14/03/19
KLN	TST/DO	TST	001	365	365
			002	427	427
			003	372	372
			004	780	780
			005	690	690
			006	345	345
			007	465	465
			008	272	272
			009	126	126
			010	491	491
			011	297	297
			012	507	507
			013	668	668
			014	264	264
			015	677	677
			016	569	569
			017	368	368
			018	812	812
			019	760	760
			020	804	804
			021	590	590
			022	480	480
			023	686	686
			024	399	399
			026	405	405
			027	852	852
			028	264	264
			029	505	505
			030	609	609
			031	156	156
			032	329	329
			033	434	434
			034	936	936
			035	885	885
			036	676	676
			037	515	515
			038	810	810
			039	659	659
			040	462	462

MLSSR / OMIS Beat Sorting Daily Report (Per DO)

Frequency : Daily

Last OMIS Updated TimeStamp : | LAST_TIMESTAMP |
2014年3月20日 上午04:19:29

No. of Sorted Mails (Region / DO / Section / Beat)				Total(DAY)	14/03/19
KLN	TST/DO	TST	041	831	831
			042	555	555
			043	557	557
			044	630	630
			045	588	588
			046	537	537
			047	918	918
			048	702	702
			049	455	455
			050	420	420
			051	1,254	1,254
			052	1,159	1,159
			053	1,335	1,335
			054	1,307	1,307
			055	1,256	1,256
			056	1,156	1,156
			057	1,608	1,608
			058	1,077	1,077
			059	310	310
			060	845	845
			070 = 9A	99	99
			071 = 1A	405	405
			072 = 2A	341	341
			073 = 3A	447	447
			074 = 6A	404	404
			075 = 7A	510	510
			076 = 8A	314	314
			077 = 10A	167	167
			078 = 11A	219	219
			079 = 13A	361	361
			080 = 14A	234	234
			081 = 15A	358	358
			082 = 16A	609	609
			083 = 17A	361	361
			084 = 18A	303	303
			085 = 19A	598	598
			086 = 20A	331	331
			087 = 21A	682	682
			088 = 22A	574	574

MLSSR / OMIS Beat Sorting Daily Report (Per DO)

Frequency : Daily

Last OMIS Updated TimeStamp : LAST_TIMESTAMP
2014年3月20日 上午04:19:29

No. of Sorted Mails (Region / DO / Section / Beat)				Total(DAY)	14/03/19
KLN	TST/DO	TST	089 = 24A	276	276
			090 = 26A	875	875
			091 = 28A	263	263
			092 = 31A	701	701
			093 = 32A	149	149
			094 = 33A	315	315
			095 = 39A	228	228
			096 = 40A	178	178
			097 = 42A	186	186
			999	1,980	1,980
		Total(SECTION)		50,679	50,679
	Total(DO)			50,679	50,679
Total(REGION)				50,679	50,679

Mail Traffic of Ordinary Mail Records for Delivery beats

Date: 20-3-14

Beat No.	Flat	AO	綠盒(箱)	綠盒(尾數)	年報 AR	Other LC	HKPCS
T13	290	5	3	100			
T14	90	3	1	80			174
T15	300	3	2	150			
T16	280	10	2	150			371
T17	270	5	1	280			
T18	350	7	2	100			126
T19	320	4	2	80			
T20	330	5	4	/			
T21	300	7	3	30	8		
T22	220	6	2	50			119
T23	310	6	2	250			
T24	300	5	2	50			30
Prepared by SPM							
Checked by PI							

2460 266 8840 1320.

Mail Traffic of Ordinary Mail Records for Delivery beats

Date: 20-3-2014

Beat No.	Flat	AO	綠盒(箱)	綠盒(尾數)	年報 AR	Other LC	HKPCS
T1	130	5	1	360	—	/	/
T2	170	8	2	/	/	/	/
T3	120	4	1	180	/	/	/
T4	130	6	1	180	/	/	/
T5	130	7	1	300	/	/	/
T6	130	3	2	80	/	/	/
T7	200	14	/	/	/	/	210
T8	160	6	2	/	/	/	/
T9	Mail Room						
T10	160	8	2	140	/	/	/
T11	220	15	1	250	/	/	/
T12	120	15	1	300	—	/	212
Prepared by SPM							
Checked by PI							

1650 20 6120 1740

Mail Traffic of Ordinary Mail Records for Delivery beats

Date: 29/03/2014   Thur

Beat No.	Flat	AO	綠盒(箱)	綠盒(尾數)	年報 AR	Other LC	HKPCS
T26	310/12	2		152			78
T27	270/2	2		30			127
T28	180/3		1	270			144 138
T29	260/11	2					48
T30	270/08	1		180			
T31	330/12	4		50			
T32	180/6	1		280			
T33	270/9	2		50			80
T34	260/14	1		150			82
T35	280/7	2					85
T36	270/6	1		170			
T37	230/6	1		120			130
Prepared by SPM Checked by PI							

3130 96 6800 420

Mail Traffic of Ordinary Mail Records for Delivery beats

Date: 20-3-2014

Beat No.	Flat	AO	綠盒(箱)	綠盒(尾數)	年報 AR	Other LC	HKPCS
T38	180	5	1	140			
T39	200	4	1	170			
T40	130	3	1				
T41	220	6	1	300			
T42	180	2	1	100			34
T43	210	3	1	100			
T44	160	4	1	250			
T45	200	1	1	50			
T46	180	4	1	20			87
T47	240	2	1	230			
T48	160	2	1	150			112
T49	140	3	1				16
T50	190	1	1				
Prepared by SPM Checked by PI							

2490 40 1820 150

Mail Traffic of Ordinary Mail Records for Delivery beats

Date: 20 - 3 - 14

Beat No.	Flat	上樓AO (AO 1)	座頭AO (AO 2)	綠盒 (箱)	綠盒 (尾數)	年報 AR	Other LC	HKPCS
T51	268	12	3	1	120	4	57	
T52	241	13	8	1	100	3	60	
T53	273	25	20	1	100	10	65	
T54	270	23	33	1	100	11	63	
T55	288	38	39	1	100	12	70	
T56	275	17	25	1	100	7	66	
T57	279	20	27	1	100	9	69	
T58	272	22	28	1	80	10	66	
T59	37	2	2	1	1	1	19	
T60	144	5	11	1	80	3	29	
Prepared by SPM								
Checked by PI								

TRACK AND TRACE SYSTEM
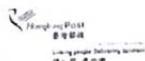
DELIVERY RESULT SUMMARY

Item Type   : REGISTERED
Delivery Date   : From 20/03/2014 To 20/03/2014
Delivery Team/Beat : From First To Last
Delivery Office   : TST/DO
Delivery Session   : O

REG

Delivery Team/Beat	No. of Items Issued	Receipt	ND	CF	Returned	Box	DLO	Redirect	Pending	SND	Others	Items O/S	Total No. of Items
INTERNAL	18	5	0	0	2	0	2	0	0	9	0	0	18
TST1	5	0	0	0	0	0	0	0	0	0	0	5	0
TST10	7	0	0	0	0	0	0	0	0	0	0	7	0
TST11	20	0	0	0	0	0	0	0	0	0	0	20	0
TST12	3	0	0	0	0	0	0	0	0	0	0	3	0
TST13	14	0	0	0	0	0	0	0	0	0	0	14	0
TST14	10	0	0	0	0	0	0	0	0	0	0	10	0
TST15	11	0	0	0	0	0	0	0	0	0	0	11	0
TST16	13	0	0	0	0	0	0	0	0	0	0	13	0
TST17	10	0	0	0	0	0	0	0	0	0	0	10	0
TST18	11	0	0	0	0	0	0	0	0	0	0	11	0
TST19	24	0	0	0	0	0	0	0	0	0	0	24	0
TST2	10	0	0	0	1	0	0	0	0	0	0	9	1
TST20	6	0	0	0	0	0	0	0	0	0	0	6	0
TST21	27	0	0	0	0	0	0	0	0	0	0	27	0
TST22	22	2	0	0	0	0	0	0	0	0	0	20	2
TST23	8	0	0	0	0	0	0	0	0	0	0	8	0
TST24	16	0	0	0	0	0	0	1	0	0	0	15	1
TST26	14	0	0	0	0	0	0	0	0	0	0	14	0

Note by Clerk, PAC: Only one sample copy is included in this Report.

Annex 4(i)

HONGKONG POST CIRCULAR SERVICE

HKPCS

From: Pmr(GPO/BAC)   To: SP/Oi/c (TST   /DO)

Acceptance Office

Reference No.: GPO/E/19137/14	Date of Despatch:
Total No. of Bags	—
Name of Sender:	

(如收貨上有任何疑問，請致電 SP(GPO/ISO) 2921 2319)

Date of Posting: 19/3/2014

Area/Name of Estate	Quantity
PLS SEE ATTACHMENT	1469
Total:	1469 -216 =1243

PIA (216) left behind on 21/

Despatching Officer: _____

Delivery Office

PIA (240) 1203
PIB (1013) Completed on 20/3

Verification of Contents:	
☐ Correct	
☐ No. of items in short:	_____
☐ No. of items in excess:	_____
☐ Others	_____

*Tick as appropriate

Checking Supervisor: _____

Please fax the duplicate copy to 29216076 after receiving the item.

***Note by Clerk, PAC**: Only one sample copy is included in this Report.*

Hongkong Post
香港郵政

HONGKONG POST CIRCULAR SERVICE
Transfer List

From: Pmr/Oi/c(KNG)   U8LP48 23 To: SP/Oi/c (757 /DO)

Reference No.: 7/ 10644/14	Date of Despatch:
Total No. of Bags:	
Name of Sender:	
Date of Posting:	

Area/Name of Estate	Quantity
	2808
(2) 144 (3)	
Total:	

Despatching Officer: _____

Verification of Contents: PIA (2669) PIB Don...
☐ Correct
☐ No. of items in short: PIB (139)
☐ No. of items in excess: _____ Completed on 20/3/14
☐ Others _____
*Tick as appropriate

Checking Supervisor: _____

ase return the duplicate copy to the Acceptance Office

Note by Clerk, PAC: *Only one sample copy is included in this Report.*

Time Allocated for Mail Volume exceeding Standard

Beat No.	Time allocated for vol exceeding standard [a]							
	LC + flat (items / min)	AO1 (min / item)	AO2 (min / item)	POD (min / item)	HKPCS 1 (min / item)	HKPCS 2 (min / item)	AR (min / item)	Others (min / item)
TST01	10.47	1	N.A.	1.5	10.47	N.A.	1	1
TST02	12.28	1	N.A.	1.5	12.28	N.A.	1	1
TST03	10.59	1	N.A.	1.5	10.59	N.A.	1	1
TST04	11.33	1	N.A.	1.5	11.33	N.A.	1	1
TST05	11.6	1	N.A.	1.5	11.6	N.A.	1	1
TST06	11.59	1	N.A.	1.5	11.59	N.A.	1	1
TST07	12	1	N.A.	1.5	12	N.A.	1	1
TST08	11.6	1	N.A.	1.5	11.6	N.A.	1	1
TST09 (ICC Mailroom)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
TST10	11.37	1	N.A.	1.5	11.37	N.A.	1	1
TST11	10.62	1	N.A.	1.5	10.62	N.A.	1	1
TST12	11.5	1	N.A.	1.5	11.5	33.33	1	1
TST13	12.37	1	N.A.	1.5	12.37	33.33	1	1
TST14	11.96	1	N.A.	1.5	11.96	33.33	1	1
TST15	12.05	1	N.A.	1.5	12.05	N.A.	1	1
TST16	12.93	1	N.A.	1.5	12.93	N.A.	1	1
TST17	12.03	1	N.A.	1.5	12.03	33.33	1	1
TST18	12.89	1	N.A.	1.5	12.89	N.A.	1	1
TST19	13.78	1	N.A.	1.5	13.78	N.A.	1	1
TST20	13.37	1	N.A.	1.5	13.37	33.33	1	1
TST21	14.15	1	N.A.	1.5	14.15	33.33	1	1
TST22	12.88	1	N.A.	1.5	12.88	N.A.	1	1
TST23	11.08	1	N.A.	1.5	11.08	N.A.	1	1
TST24	12.97	1	N.A.	1.5	12.97	33.33	1	1
TST26	12.91	1	N.A.	1.5	12.91	33.33	1	1
TST27	11.91	1	N.A.	1.5	11.91	N.A.	1	1
TST28	11.09	1	N.A.	1.5	11.09	33.33	1	1
TST29	10.93	1	N.A.	1.5	10.93	N.A.	1	1
TST30	10.56	1	N.A.	1.5	10.56	N.A.	1	1
TST31	12.77	1	N.A.	1.5	12.77	N.A.	1	1
TST32	11.62	1	N.A.	1.5	11.62	N.A.	1	1
TST33	12.28	1	N.A.	1.5	12.28	N.A.	1	1
TST34	10.96	1	N.A.	1.5	10.96	N.A.	1	1
TST35	10.13	1	N.A.	1.5	10.13	N.A.	1	1
TST36	11.72	1	N.A.	1.5	11.72	N.A.	1	1
TST37	11.02	1	N.A.	1.5	11.02	N.A.	1	1
TST38	12.21	1	N.A.	1.5	12.21	N.A.	1	1
TST39	11.52	1	N.A.	1.5	11.52	N.A.	1	1
TST40	10.87	1	N.A.	1.5	10.87	N.A.	1	1
TST41	11.8	1	N.A.	1.5	11.8	N.A.	1	1
TST42	11.98	1	N.A.	1.5	11.98	N.A.	1	1
TST43	10.92	1	N.A.	1.5	10.92	N.A.	1	1
TST44	11.38	1	N.A.	1.5	11.38	33.33	1	1
TST45	10.94	1	N.A.	1.5	10.94	N.A.	1	1
TST46	10.58	1	N.A.	1.5	10.58	N.A.	1	1
TST47	11.75	1	N.A.	1.5	11.75	N.A.	1	1
TST48	11.02	1	N.A.	1.5	11.02	N.A.	1	1
TST49	11.63	1	N.A.	1.5	11.63	N.A.	1	1

Beat No.	Time allocated for vol exceeding standard [a]							
	LC + flat (items / min)	AO1 (min / item)	AO2 (min / item)	POD (min / item)	HKPCS 1 (min / item)	HKPCS 2 (min / item)	AR (min / item)	Others (min / item)
TST50	10.63	1	N.A.	1.5	10.63	33.33	1	1
TST51	15.95	2	0.5	2	N.A.	33.33	0.5	0.5
TST52	16.33	2	0.5	2	16.3	33.33	0.5	0.5
TST53	16.64	2	0.5	2	N.A.	33.33	0.5	0.5
TST54	16.5	2	0.5	2	16.5	33.33	0.5	0.5
TST55	16.53	2	0.5	2	16.5	33.33	0.5	0.5
TST56	15.75	2	0.5	2	15.8	33.33	0.5	0.5
TST57	16.24	2	0.5	2	N.A.	33.33	0.5	0.5
TST58	16.61	2	0.5	2	N.A.	33.33	0.5	0.5
TST59	18.27	2	0.5	2	N.A.	33.33	0.5	0.5
TST60	14.86	2	0.5	2	N.A.	33.33	0.5	0.5

Remarks:

(a) *OT/TOIL is given to the mail exceeding the standard volume, which may vary by types of mail and nature of beat (e.g. residential or commercial, with letter box suites or door delivery).*

(b) *For LC and flat for which door delivery is not required, remaining preparation time (actual volume below standard) could be used for handling of other types of mail in excess such as AO, POD, HKPCS, annual report, etc*

(c) *For AO items, remaining preparation time (actual volume below standard) could be used for handling of other types of mail in excess such as LC, POD, HKPCS, annual report, etc*

(d) *For POD items for which door delivery and signature of receipt is required, time for delivery and signature of receipt varies to a greater extent. Hence, remaining time would not be used for handling of other types of mail even if the actual volume is lower than the standard*

(e) *Additional time for PDA: 4.5 mins / beat, 0.3 min / item*

Recommended by
Signature:
Name:
Post: M(MD/KW)

Endorsed by:
Signature:
Name:
Post: SM(MD/K)

To: M(MD/ KW)

From: SP (TST/DO)

OT / TOIL Situation of TST/DO Date: 20 March , 2014									
OT/TOIL hrs related to MDMS traffic (A)			OT/TOIL hrs related to Other activities (B)			Total OT/TOIL hrs incurred (C) = A + B		Total OT / TOIL hrs of delivery office (in e-duty) (D)	
Per PI Logsheet	OT (hr)	TOIL (min)	**Others**	OT (hr)	TOIL (min)	OT (hr)	TOIL (min)	OT (hr)	TOIL (min)
PI 1	1	180	**Indoor duty**	1		2	180	2	180
PI 2	1	135	**Pouch Feeding**			1	135	1	135
PI 3	0	120				0	120	0	120
Total:	2	435		1	0	3	435	3	435

Note:

1. Please input the total OT/TOIL hrs incurred by Pm as per the PI Logsheet of each area Postal Inspectors at columns under A.

2. Please provide the OT/TOIL hrs incurred by Pm/MA which are not shown in PI Logsheet at columns under B.

3. Area Manager should take note that the Total OT / TOIL hrs of delivery office (in e-duty) (D) should NOT be more than the total OT/TOIL hrs incurred (C) normally. Otherwise, please check with SP/SPI/PI concerned.