

MOST IMMEDIATE

No.4-17/2008-SPB-II
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi - 110001
Dated, 22nd November, 2010

To

All Chief Post Masters General.

Sub: Introduction of Postmaster Cadre in Postal Wing.

Sir/Madam,

I am directed to say that Department of Posts operates mainly through its about 25500 Departmental Post Offices. The services it offers have grown in the traditional areas of sale of stamps, booking of Money orders and Registered letters as also in Savings Bank functions, especially where Post Offices disburse NREGA wages to beneficiaries. In many post offices these activities are carried out electronically, new services like e-payment, e-post etc is also offered. Further the Department has also entered into agreements with private players like Western Union for money transfers. In the area of mail, both express, parcel and traditional, the Department of Posts faces tremendous competition. It has to offer excellent services by way of continuous upgrades in quality and in the add on value of its mail products, like IOD, national billing, same day delivery of corporate mail etc.

2. In spite of the long existence of the Post Offices and challenges being faced by the Department from private players in the field there had never been an exclusive cadre for Postmasters. The Postal Assistants, LSG/HSG-II, I etc. are posted to man the posts of Postmasters. This system served the Department quite well till some time back. But now in order to improve/upgrade the functioning of the Post Offices, meet the present day requirement of specialization in Postal office management in the wake of introduction of technology, challenges from market and to increase productivity it has absolutely become essential to ensure that key Post Offices are headed by professional managers. Thus, in order to ensure that professionally qualified, trained and meritorious officials head the key Post Offices, it has been decided to introduce a separate cadre of Postmasters comprising the following grades by carving out

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the posts from existing General Line posts as ordered vide this Directorates letter No. 13-2/2010-PE-I dt. 03.02.2010:

I. Senior Postmaster (Rs.9300-34800+Rs.4800GradePay).	116 Posts
II. Postmaster Gr-III (Rs.9300-34800 + Rs.4600Gr. Pay)	495 Posts
III. Postmaster Gr-II (Rs.9300-34800 + Rs. 4200 Gr. Pay)	511 Posts
IV. Postmaster Gr-I (Rs.5200-20200 + Rs. 2800 Gr. Pay).	2097 Posts

3. The Recruitment Rules of the above stated grades have since been framed and notified. A copy of the Recruitment Rules called the Department of Posts, Senior Postmaster (Group B Gazetted), Postmaster (Grade 'III and II'-Group B non-Gazetted) and Postmaster (Grade I-Group C non-Gazetted) Recruitment Rules, 2010, dated 9th September, 2010 is forwarded here with.

4. The number of posts in the various grades of the Postmaster carved out of the existing General Line posts in various Postal Circles is being issued separately.

5. Thus it may be noted that:

- I. A separate cadre of Postmasters has been created at the level of LSG, HSG-II, HSG-I and PS Gr 'B' by carving out the cadre from the existing General Line Cadre posts in Postal Wing and PS Gr. 'B' and designated as Postmaster Gr.I, Postmaster Gr.II, Postmaster Gr.III and Senior Postmaster.
- II. Initial constitution of the various Grades of Postmasters shall be done by inviting options/applications from the existing incumbents of LSG, HSG-II, HSG-I in Post offices and PS Gr. 'B'.
- III. In subsequent years all the vacancies in Postmaster Gr.I shall be filled up through a Limited Departmental Competitive Examination, from amongst PAs with 5 years regular service in the grade.

- IV. All the vacancies in Postmaster Gr.II posts shall be filled up by promotion from amongst Postmaster Gr. I with 6 years regular service in the grade (including regular service in LSG, if any).
 - V. All the vacancies in Postmaster Gr. III posts shall be filled up by promotion from amongst Postmaster Gr.II with 5 years regular service the grade (including regular service in HSG II, if any).
 - VI. 25% of vacancies in the grade of Sr. Postmaster will be filled up by promotion of Postmaster Gr. III with 2 years of regular service in the grade (including regular service in HSG I, if any) and 75% by Inspector of Posts (IPOs) with 6 years of regular service in the grade on the basis of Limited Departmental Competitive Examination (LDCE).
 - VII. The officials in PS Gr 'B' and Senior Postmaster (Gazetted) would be eligible for induction in IPoS, Gr'A' on the basis of a consolidated eligibility list.
6. To begin with the Postal Circles, as per the provisions of the Recruitment Rules, may call for the options/applications with their bio-data from the willing officials holding the posts in the equivalent grades for appointment as Postmaster grade I, II and III respectively. While inviting for the applications it may be categorically stated that:
- I. Once an official submits his application he will not be allowed to withdraw the same.
 - II. Officials who are still left with at least two years of service to retire may only apply in order to avoid their dislocation at the fag end of their service.
 - III. In the event of their appointment as Postmaster their further career progression will be in the hierarchy in the Postmaster cadre only as per the provisions in the relevant Recruitment Rules and not in the General Line.
7. The applications so received may be scrutinized to find out the eligibility of the applicants. Thereafter the applications of the eligible applicants may be placed before the Screening Committee mentioned under Col. 11 of the respective grades for assessing their suitability based on their ACRs and vigilance clearance provided they attain the minimum bench mark of 'Good'. Those who are found suitable they may be arranged in the order of seniority for appointment in respective grade of postmaster as they enjoyed in the General Line.

8. If after filling up the posts as per procedure mentioned in above paragraph certain number of posts still remain unfilled the same shall be filled up by promotion as per the provision contained in col. 12 of the respective Recruitment Rules. It may please be noted that in that event the unfilled posts in Postmaster Gr. I will have to be filled up on the basis of Limited Departmental Competitive Examination. The pattern and scheme for Limited Departmental Competitive Examination to fill up the vacancies in the grade of Postmaster Gr.I would follow shortly.

9. All the Postal Circles are requested to follow the time-line mentioned below to fill up the posts of Postmaster:

- | | |
|---|------------|
| (i) Date of Issue of Circular calling for the options/applications for appointment as Postmaster Grade I, II and III. | 14.12.2010 |
| (ii) Last date for receipt of options/applications along with bio-data. | 15.01.2011 |
| (iii) Completion of scrutiny of applications and obtaining Vigilance Clearance and ACR dossiers. | 31.01 2011 |
| (iv) Submission to Screening Committee. | 10.02.2011 |
| (v) Receipt of minutes of the Screening Committee | 25.02.2011 |
| (vi) Submission of the minutes to the appointing authority for approval | 01.03.2011 |
| (vii) Issue of appointment orders. | 16.03 2011 |

10. Thereafter the Postmasters so appointed may be deputed for training immediately in consultation with the Training Division of the Directorate.

11. The receipt of the letter may please be acknowledged.

Yours faithfully,



(V.C.KAJLA)
DIRECTOR (SPN)
Tel.No. 23096092

No. 13-2/2010-PE.I
Government of India
Ministry of Communications & IT
Department of Posts
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi-110 001

Dated: 25th November, 2010

ORDER

In continuation of this Department's order of even number dated 03.02.2010, it has been decided by the Competent Authority in the Department to carve out the number of posts of Postmaster Gr.I, Postmaster Gr.II and Postmaster Gr.III from the existing General Line Cadre posts for various Postal Circles as given in the Annexure.

2 Chief Postmasters General of respective Circles shall accordingly identify the Head Post Offices/Sub Post Offices to the extent of number indicated in the Annexure where the Postmasters of the respective grades in each of the identified offices are to be deployed.

3 As per the information furnished by the Circles, it is anticipated that there would be sufficient number of Higher Selection Grade-I and Lower Selection Grade Head Post Offices/Sub Post Offices to identify the Offices for deployment of Postmaster Gr.III and Postmaster Gr.I respectively. While identifying the Offices, preference may be given to Head Post Offices, Mukhya Dak Ghars, Offices identified for Core Banking Solution (CBS), major delivery Offices and Offices located in prime locations serving as face of India Post. In case of such Circles where sufficient number of Head Post Offices/Sub Post Offices of the level of HSG-II is not immediately available for deployment of Postmaster Gr.II, the Chief Postmasters General of the concerned Circles may identify major Lower Selection Grade Sub Post Offices to deploy them. While identifying LSG Sub Post Offices care may be taken that such Offices are identified which are located in prime locations and have the potential to generate more business in future.

4. After the Head Post Offices/Sub Post Offices are identified and notified for deployment of Postmasters, the information regarding name/status of the identified Head Post Offices/Sub Post Offices should be furnished to the Directorate as per the

attached proforma. The decision once taken by the Chief Postmasters General would be final and no change in future would be permissible without consulting the Directorate.

5. The posts will be deemed to have been designated as Postmaster Gr.I, Postmaster Gr.II and Postmaster Gr.III w.e.f. the dates those are filled up.

Sd/--

(Raj Kumar)

Director (Estt. & DE)

Copy to:

- 1 All Chief Postmasters General
- 2 All Regional Postmasters General
- 3 PS to Hon'ble MOC & IT/MOS (C&IT) (K)/MOS (C&IT) (P)
- 4 JS&FA/CGM (BD&M)/CGM (PLI)/CGM (MB)
- 5 All DDsG, Dak Bhawan.
- 6 EA to Secretary (P)
- 7 Sr./PS to Secretary (P)/Member (P)/Member (T)/Member (O)/Member (HRD)/Member (Plg.)/Member (PLI)
- 8 Director Postal Staff College, Ghaziabad
- 9 All Directors/Dy. Director, Accounts (Postal)
- 10 Principal Director of Audit (Postal) Delhi-54
- 11 Additional Director General, APS, RK Puram, New Delhi-66
- 12 Chief Engineer (HQ) Dak Bhawan, New Delhi
- 13 All Directors, Postal Training Centres,
- 14 The Director, PTC Mysore – for uploading in the official website of the Department of Posts.**
- 15 Office-in-charge, APS Record Offices, Kamptee, APO – 441001
- 16 Under Secretary, Department of Personnel & Trg. , Estt. 'A' Section, North Block, New Delhi.
- 17 UPSC, Shahjahan Road, New Delhi.110011.
- 18 All Directors, Department of Posts
- 19 All recognized Unions/Associations/Federations
- 20 Guard File.

ANNEXURE

Number of posts to be carved out of LSG, HSG-II and HSG-I of Postal Wing and designated as Postmaster Gr. I, II and III respectively:

Sl. No.	Name of the Circle	No. of posts of Postmaster Gr. I	No. of posts of Postmaster Gr. II	No. of posts of Postmaster Gr. III
1	Andhra Pradesh	140	35	34
2	Assam	34	12	10
3	Bihar	70	25	25
4	Chhatisgarh	20	04	03
5	Delhi	42	10	10
6	Gujarat	145	40	40
7	Haryana	40	07	06
8	Himachal Pradesh	35	07	07
9	Jammu and Kashmir	13	04	04
10	Jharkhand	30	07	05
11	Karnataka	170	50	50
12	Kerala	125	36	35
13	Madhya Pradesh	70	13	12
14	Maharashtra	300	60	58
15	North East	25	05	05
16	Orissa	60	18	18
17	Punjab	70	15	14
18	Rajasthan	60	15	15
19	Tamil Nadu	270	52	50
20	Uttar Pradesh	196	40	38
21	Uttarakhand	32	06	06
22	West Bengal	150	50	50
	Total	2097	511	495

PROFORMA

Details of Post Offices identified for deployment of Postmasters Grade-I:

Sl. No	Name of Post Office	Category and Status of Post Office			Whether it is a [(Please tick the appropriate box(es))]			
		HO	SO	Status (HSG.I/ HSG.II/LSG)	MDG	CBS	Located at Prime location	Major delivery Office

Details of Post Offices identified for deployment of Postmasters Grade-II:

Sl. No	Name of Post Office	Category and Status of Post Office			Whether it is a [(Please tick the appropriate box(es))]			
		HO	SO	Status (HSG.I/ HSG.II/LSG)	MDG	CBS	Located at Prime location	Major delivery Office

Details of Post Offices identified for deployment of Postmasters Grade-III:

Sl. No	Name of Post Office	Category and Status of Post Office			Whether it is a [(Please tick the appropriate box(es))]			
		HO	SO	Status (HSG.I/ HSG.II/LSG)	MDG	CBS	Located at Prime location	Major delivery Office

Note: Please give the information as per the above proforma in separate sheets for each grade of Postmasters viz Grade-I, Grade-II and Grade-III.