

No. 28-07/2016-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division

Dak Bhawan, Sansad Marg,
New Delhi – 110001.

Dated: 18th October, 2016

OFFICE MEMORANDUM

Subject: Duties of Secretary (Posts), Director General Postal Services and Additional Director General(Co-ordination) in the Department of Posts

The President is pleased to assign the duties of the post of Secretary (Posts) , Director General Postal Services and Additional Director General(Co-ordination) in the Department of Posts consequent on implementation of 6th Cadre Review of Indian Postal Services Group 'A' (IPoS) as detailed below:-

A. Duties of Secretary (Posts)

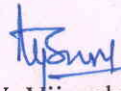
- (a) Project Management Unit of IT Modernisation project and Rural ICT implementation
- (b) Savings Bank including Post Bank of India
- (c) CEPT Mysuru, Software Development Centre and Data Migration Centre, Chennai
- (d) Policy issues related to Indian Post Office Act
- (e) Vigilance matters
- (f) International relations other than that mentioned in Schedule No I.C. of Postal Manual Volume III
- (g) Transfer / Posting of Group 'A' officers
- (h) All DPC matters of Group 'A' officers
- (i) Recruitment Rules of Group 'A' cadre
- (j) Establishment and Cadre restructuring of Group 'A' cadre
- (k) Corporate Planning
- (l) Estates Planning
- (m)Parliament Assurance
- (n) Prevention of Money Laundering Act (PMLA)
- (o) All other matters and not specifically entrusted to Director General Postal Services.

B. Duties of Director General Postal Services

- (i) All the Administrative powers of the Director General mentioned in SCHEDULE No. I.C. of Postal Manual Vol.III.
- (ii) All appointing and disciplinary powers mentioned in Part-II of THE SCHEDULE of CCS (CCA) Rules, 1965.
- (iii) Director General Postal Services will also exercise the following duties:
 - a) Business development and marketing, social media operations and publicity, mail operations and delivery, MNOP review, speed post, parcels, e-Commerce and logistics.


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- b) Postal Life Insurance, Rural PLI Schemes and operations
 - c) Administration of IPO Act; Investigation – Related
 - d) Write Off of losses
 - e) Pension, medical, staff relations, legal matters and Philately.
 - f) Public Grievances
 - g) RTI matters; Inspections/visits; HRD issues.
 - h) Planning including opening/relocation of post offices and franchises
 - i) Branch Post Office infrastructure.
 - j) Estates and Engineering Wing
 - k) Materials management
 - l) Rural business including MGNREGS and social security payments and day to day Postal Operations work.
- 2) Additional Director General (Co-ordination) will assist Director General Postal Services in all matters pertaining to Director General Postal Services.
- 3) In addition to the above, both Director General Postal Services and Additional Director General (Co-ordination) will be the permanent invitees of the Postal Services Board.


 (K. V. Vijayakumar)
 Assistant Director General (Estt.)

Copy to:-

1. PS to Hon'ble MoSC (IC)
2. Sr. PPS to Secretary (P)/PPS to DG (Postal)
3. PS to Members, Postal Services Board
4. PS to JS&FA
5. Secretary (PSB),
6. All Chief Postmasters General
7. All Postmasters General
8. CGM, PLI/CGM, BD&MD
9. DDG (P) - An extract of orders of the Hon'ble MoSC regarding composition of T&P committee for SAG and above is enclosed herewith for issue of necessary orders from Personnel Division..
10. Director, RAKNPA , Ghaziabad
11. All DDsG/Directors/ADsG in Postal Directorate
12. Additional Director General, APS C/o 56, APO, R. K. Puram, New Delhi
13. DG P&T Accounts, Civil Lines, New Delhi - 54
14. All Directors of Accounts (Postal)
15. All Directors , Postal Training Centre Mysuru, Madurai, Vadodara, Darbhanga, SaGuwahati
16. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
17. All Sections of Postal Directorate
18. All recognized Unions/Federations/Associations.
19. SO Guard File
20. 30 Spare copies.


 (K. V. Vijayakumar)
 Assistant Director General (Estt.)