

No.38-8/2019-PE-II
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

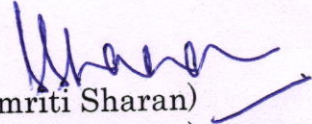
Dak Bhawan, Sansad Marg,
New Delhi, Dated 21st May, 2020

ORDER

Subject: Functioning of PTCs under Regions and Circles to expedite various issues

In continuation of Order of even number dated 01st November, 2019, clarifications regarding jurisdiction of PTCs under Regions and Circles and other related issues are enclosed.

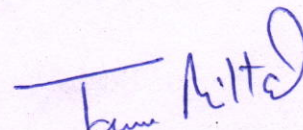
This has been approved by the Competent Authority.


(Smriti Sharan)
DDG(Establishment)

Encl: As above

Copy to:

1. Sr. PPS to Secretary(P)/ Sr. PPS to DG Postal Service
2. PPS to All Members, Postal Services Board/ Addl. DG(Coordination)
3. AS&FA/ Secretary (PSB)
4. CGM, PLI/CGM, BD&MD/ CGM, Parcel Directorate
5. All Chief Postmasters General
6. Director. RAKNPA
7. Additional Director General, APS C/o 56, APO, New Delhi
8. DG P&T Audit, Civil Lines, New Delhi-54
9. All DDsG/ Directors in Postal Directorate
10. DDG(Training) – w.r.t. letter no. 13-34/2014-Trg. dated 14/05/2020
11. All concerned Directors of Accounts (Postal)
12. GM. CEPT, Mysore – with a request to upload the OM on the India Post Website
13. All Sections of Postal Directorate
14. SO Guard File


(Tarun Mittal)
ADG(Pension)/LO ADG(PE-II)

CLARIFICATIONS REGARDING JURISDICTIONS OF PTCs UNDER REGIONS AND CIRCLES TO EXPEDITE VARIOUS ISSUES

This is in reference to minutes of Head of Circles Conference 2019, vide which it had been asked to examine the proposal of putting PTCs under jurisdiction of Regions in place of Circles to expedite various administrative issues. In this regard, a letter was written to Establishment Division dated 11/10/2019. The establishment division issued orders on the said subject vide their letter no. 38-8/2019- PE – II dated 01/11/2019. References are now being received in this division for clarifications on the said subject. These clarifications may supersede all instructions issued on the said subject earlier:-

1. The day to day administrative and financial control of PTC's will be under Regional PMG's wherein the PMG would be responsible for administrative and financial issues beyond the administrative & financial powers of Director, PTC referred like settling / regulating all personal claims of staff working in PTCs like TA, medical claims, LTC, leave etc. All communications in this regard may be routed through proper channel.
2. Regional PMG concerned will frequently interact with the Director PTC and provide necessary support, guidance and directions for better administration of the PTC. A Co-ordination meeting is to be held between the Director, PTC and Regional PMG concerned once in a month, to review the progress of physical and financial targets and to ensure smooth functioning of the PTCs. A Co- ordination meeting with CPMG should be held once in six months.
3. Where ever, the administrative or financial or any other matter is beyond the powers of the PMG, the matter may be referred to CPMG through proper channel.
4. The technical control of PTCs with respect of matters pertaining to training will be with the Directorate. However, all correspondence sent by

the Director PTC to the Directorate should be done under intimation to the Regional PMG concerned / CPMG , as the case may be.

5. The financial and physical targets will be allotted to PTCs by Directorate with a copy to Regional PMG and CPMG of the circle concerned. The PMGs will oversee the overall functioning of PTCs, timely expenditure of allotted funds and the completion of physical targets allotted to PTC's by the Directorate.
 6. The Annual Inspection of PTCs will be done every alternate year by the Regional PMG concerned and CPMG concerned
 7. The APAR of Director PTC, will be written by Regional PMG concerned and will be reviewed by CPMG of the circle concerned.
 8. In the case of Inter Circle matters, CPMG shall coordinate with the other CPMGs concerned under intimation to Directorate and if issues are not sorted out, then the matter may be referred to Directorate.
 9. As regards to Building matters: Maintenance related work may be handled by Regional PMG, however Project related work related to building may be handled by CPMG.
- *The Regional PMG in these instructions refers to the PMG of the region where PTC is located and CPMG concerned is the CPMG of Circle where PTC is located*