

F.No. 02-01/2020-PAP  
Ministry of Communications  
Department of Posts  
[Establishment Division/P.A.P. Section]

Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 27<sup>th</sup> July.2021.

To

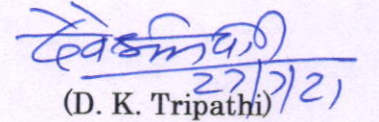
All Heads of Circles.

Sub: Clarifications/ Guidance sought from Circles in matter pertaining to Individual cases – Regd.

The undersigned is in receipt of clarifications/ guidance relating to pay fixation of officials/ officers of the Department sought from various Circles. Many cases are elevated to Directorate level without proper scrutinizing at Circle level. The comments/ directions given by CIFA in many cases are without detail analysis of the existing rule provisions.

2. All Heads of Circles were instructed vide this Directorate letter no. 33-03/2017-PAP dated 21.01.19 that all references involving financial matters must have the concurrence of CIFA and approval of the Head of the Circle. It was also directed vide letter IR.No. 380/2019-PAP dated 27.08.19 that any correspondence from subordinate offices in Circles should be routed through Head of Circle.

3. I am further directed to request that the above mentioned instructions must be strictly observed by all the concerns. It is also requested to scrutinize individual cases as per extant rules before referring to Directorate, avoid causing unnecessary hazards to Government Servants and this Directorate. All concerned may be informed/ directed accordingly.

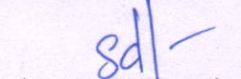
  
(D. K. Tripathi) 27/7/21

Assistant Director General (Estt.)

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Copy to GM CEPT Mysore with request to upload instructions on website of India Post.

  
(D. K. Tripathi)

Assistant Director General (Estt.)