

**File No: 16-03/2014-Inspn**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(Inspection Unit)**

Dak Bhawan, Sansad Marg  
New Delhi 110001 dated 24.08.2021

To

1. All Heads of Circles
2. Director, RAKNPA
3. Army Postal Service Directorate, New Delhi
4. All Directors, Postal Training Centres

**Subject: Supplementary Inspection Questions for Inspection Questionnaires of RMS Divisional Office.**

Standard Inspection Questionnaire of RMS Divisional Office circulated vide this office letter no. 16-03/2014-Inspn dated 04.03.2015, is ordered to be revised as under with immediate effect:-

(A). New questions added in the Standard Inspection questionnaire for inspection of RMS Divisional Office:-

**PERSONNEL MANAGEMENT:-**

(a). Ques. No. 5.19:

Summary of Compassionate engagement of dependent of deceased GDS at RMS Divisional office						
Opening Balance from last Inspection	Number of cases received since last Inspection	Number of cases settled			Number of cases finalized within 2 months from date of death of GDS	Number of cases not finalized within 2 months from date of death of GDS and reasons thereof
		Number of cases approved		Number of cases rejected		
		No. of cases in which engagement order has been issued	No. of cases in which engagement order has not been issued and reasons thereof			

(b). Ques. No. 5.20: How many candidates from open market were allotted and appointed in the Divisional Office in various grades under reservation category during last five year.

(c). Ques. No. 5.21: Whether verification of caste certificate of OBC/SC/ST candidates mentioned in pre-para above, has been completed within two years?

(d). Ques. No. 5.22: Whether there is any case of candidate whose caste verification has been pending more than two years?

(e). Ques. No. 5.23: In case of pendency as mentioned in pre-para above, what are the reasons? What action has been taken to expedite the verification?

(f). Ques. No. 5.24: Whether the court case is pending with reference to caste certificate? What action has been taken for early finalization?

(g). Ques. No. 5.25: Any pension case is held up due to non-completion of caste verification. If so, what action has been taken to bring it to conclusion?

(h). Ques. No. 5.26: Whether verification of caste certificate of SC/ST candidates are being carried out at the time of their promotion?

2. All Circles are requested to circulate this Supplementary Questionnaire to their Subordinate Units for using the same while inspecting the RMS Divisional Offices.

3. This comes into force with immediate effect and issues with the approval of the competent authority.

*D. Prasad*  
24/08/2021  
Assistant Director (Inspection)

Copy to:-

1. CGM (PLI) Directorate/ CGM BD Directorate/ CGM Parcel Directorate
2. Sr. DDG (Vigilance), Dak Bhawan, New Delhi
3. All DDsG, Sr. DDG (PAF)
4. GM, CEPT Mysuru to upload this information at S.No. 34 (9A) on web page at link <https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx>
5. Sr. PPS to Secretary (Posts)/Sr. PPS to DG (Postal Services)
6. PS to all Members PSB, Addl. DG (Coord) and AS&FA
7. Hindi Section, Dak Bhawan, New Delhi for translating these questions in Hindi.