

F.No. 16-01/2018-Inspn (Pt.)  
Government of India  
Ministry of Communications  
Department of Posts  
(Inspection Unit)

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DakBhawan, Sansad Marg,  
New Delhi, dated: 11.01.2022

Office Memorandum

**Subject: Annual Inspection Programme of Members, Postal Services Board & Additional DG (Coord.) for the Inspection year 2022**

I am directed to convey the following, with regard to the Annual Inspection Programme of Members, PSB & Additional DG (Coord.) for the year 2022:-

- i. Inspection of the unit may be completed in three working days.
- ii. The inspection team may consist of two members, viz. one ADG/ AD and one ASP/ IP from the Directorate.
- iii. The Inspection Report (IR) may be submitted within 30 days from the date of commencement of inspection.
- iv. Final compliance from the Circle may be submitted within one month from the date of receipt of Inspection Report, for which the office of the concerned Member/Addl. DG(Coord.) may follow up with the Circle to ensure compliance in a time bound manner.
- v. Keeping in view the rising cases of Omicron across the country and the restrictions being imposed by Central/State/Local authorities on movement of people, all inspections may be carried out off-site as of now.
- vi. For the purpose of off-site inspection, the Heads of the Circles may send their CO internal inspection report 2022 or Inspection notes (in case CO internal inspection is not due) well in advance in the month in which the off-site inspection is scheduled to be carried out by Members, PSB & Additional DG (Coord.) for the year 2022.

2. Keeping the above in view, Secretary (P) has approved the following Annual Inspection Programme for 2022 in respect of units to be inspected off-site by the Members, Postal Services Board & Additional DG (Coord.):-

| S. No. | Inspection Unit | Allotted to         | Month in which inspection to be carried out | TEAM MEMBERS<br>The Inspecting Officer may select two out of four members for inspection |           |             |         |
|--------|-----------------|---------------------|---|--|-----------|-------------|---------|
|        |                 |                     |   | (v)  | (vi)      | (vii)       | (viii)  |
| (i)    | (ii)            | (iii)               | (iv)  |  |           |             |         |
| 1      | Telangana       | Member (Plg. & HRD) | May   | ADG (Trg.)   | AD (Trg.) | ASP (IR&GB) | IP (MB) |
| 2      | North East      |                     | July  | ADG (IM-1)   | DO (PMLA) | ASP (Trg.)  | IP (CP) |

|    |                  |                        |           |                   |                |                |            |
|----|------------------|------------------------|-----------|-------------------|----------------|----------------|------------|
| 3  | Kerala           |                        | September | ADG (Trg.)        | AD (Trg.)      | ASP (IR&GB)    | IP (IR&GB) |
| 4  | Gujarat          |                        | October   | ADG (IM-II)       | DO (PMLA)      | ASP (Trg.)     | IP (CP)    |
| 5  | Jammu & Kashmir  | Member (Tech.)         | April     | ADG (Tech.)       | AD (PMU)       | ASP (PMU)      | IP (Tech.) |
| 6  | Rajasthan        |                        | June      | ADG (PMU)         | DO (Tech.)     | ASP (PMU)      | IP (PMU)   |
| 7  | West Bengal      |                        | September | ADG (Tech.)       | AD (PMU)       | ASP (PMU)      | IP (Tech.) |
| 8  | Karnataka        |                        | October   | ADG (PMU)         | DO (Tech.)     | ASP (PMU)      | IP (PMU)   |
| 9  | Delhi            | Member (Banking & DBT) | June      | ADG (FS-II)       | AD (SB-II)     | ASP (RB)       | IP (PBI)   |
| 10 | Jharkhand        |                        | July      | ADG (DBT/ DARPAN) | AD (FS)        | ASP (FS)       | IP (FS)    |
| 11 | Punjab           |                        | August    | ADG (FS-II)       | AD (FS)        | ASP (RB)       | IP (PBI)   |
| 12 | Assam            | Additional DG (Coord.) | January   | ADG (Philately)   | AD (SPG-I)     | ASP (Phil.)    | IP (Inspn) |
| 13 | Himachal Pradesh |                        | April     | ADG (DE)          | AD (VP)        | ASP (Estates)  | IP (PG)    |
| 14 | Uttar Pradesh    |                        | June      | ADG (Vig.-I)      | AD (Phil.)     | ASP (PG)       | IP (Phil.) |
| 15 | Odisha           | Member (PLI)           | March     | ADG (Marketing)   | AD (VP)        | ASP (PLI Dte.) | IP (PMU)   |
| 16 | Madhya Pradesh   |                        | May       | ADG (Vig.-I)      | DDM (PLI Dte.) | ASP (Vig.)     | IP (Inv.)  |
| 17 | Chhattisgarh     |                        | September | ADG (Marketing)   | AD (VP)        | ASP (PLI Dte.) | IP (PMU)   |
| 18 | Andhra Pradesh   |                        | October   | ADG (IM-II)       | DDM (PLI Dte.) | ASP (Vig.)     | IP (MB)    |
| 19 | Uttarakhand      | Member (Operations)    | April     | ADG (MO)          | AD (VP)        | ASP (MB)       | IP (BD)    |
| 20 | RAKNPA           |                        | June      | ADG (IM-I)        | AD (VP)        | ASP (BD)       | IP (MB)    |
| 21 | Tamil Nadu       |                        | September | ADG (PO)          | AD (VP)        | ASP (MB)       | IP (PO)    |
| 22 | Maharashtra      | Member (P)             | May       | ADG (GDS)         | AD (SPG-II)    | ASP (Legal)    | IP (GDS)   |
| 23 | Haryana          |                        | July      | ADG (DE)          | AD (SPG-I)     | ASP (GDS)      | IP (SPG-I) |
| 24 | Bihar            |                        | October   | ADG (GDS)         | AD (SPG-II)    | ASP (SPN-II)   | IP (Vig.)  |

3. I am also directed to intimate that further orders for the team members before initiating the off-site inspection may be issued by the office of Members PSB/ Addl. DG (Coord.) on the strength of this OM.

4. This issues with the approval of the competent authority.

*Prabir*  
DDG (PG,QA&I)  
11/11/2022

Copy to:-

1. Sr. PPS to Secretary (Posts)/ PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Coord.)/ All Members Postal Services Board
3. Additional Secretary & Financial Advisor
4. All Chief Postmasters General – I am directed to request the Circles to send the CO Internal Inspection Report 2022or Inspection notes (in case CO internal inspection is not due)on the email ID of the concerned Member PSB/ Addl. DG (Coord.) well in advance in the month of scheduled inspection by coordinating with their offices.
5. All Postmasters General
6. Chief General Manager Parcel Directorate/ BD & M Directorate/ PLI Directorate
7. Director, RAKNPA
8. Addl. Director General at Army Postal Service, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO
10. Secretary, Postal Services Board
11. All Deputy Directors General
12. GM, CEPT for uploading this OM on India Post web site

*Prabir*  
DDG (PG,QA&I)  
11/11/2022