

**F. No. 18-1/2024-SPG**

Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

\*\*\*

**Dak Bhawan, Sansad Marg  
New Delhi - 110001  
Dated: 19/11/2024**

**NOTICE**

**Subject: Preparation of Civil List of officers of Indian Postal Service (IPoS) Group 'A' as on 01.01.2025.**

This is regarding preparation of Civil List of the officers of Indian Postal Service, Group 'A' as on 01.01.2025.

2. A draft Civil List is to be prepared, incorporating all changes in various grade of Indian Postal Service, Group 'A'. This includes updates such as the superannuation of certain officers, repatriation of some officers from deputation assignments, changes in the place of postings, fixation of inter-seniority etc. as per the information available in the Directorate.

3. The Civil list format will include additional information, such as academic qualifications and photographs of the officers. If there have been updates to an officer's academic qualifications or any officer wishes to change his/her photograph, the same may be submitted in the format provided at Annexure – A. The updated information must be sent to the undersigned by **29.11.2024 on email id [dopspg@gmail.com](mailto:dopspg@gmail.com) and [spg.dte@indiapost.gov.in](mailto:spg.dte@indiapost.gov.in)**. If no request for changes is received by the specified date, it will be assumed that no updates to be made.

4. It may kindly be circulated among all concerned.

Signed by Rajpal

Date: 19-11-2024 11:53:19

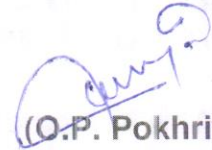
(Rajpal)

Assistant Director General (SPG)

**Copy to:**

1. Sr.PPS to Secretary (Posts) /PPS to Director General Postal Services.
2. Sr. PPS/PPS to All Members, PSB.
3. Sr. Deputy Director General (Vigilance) & CVO / CGM, Parcel Directorate / PLI Directorate/BD Directorate.
4. All Chief Postmasters General.
5. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.

6. Addl. DG, APS C/o 56 APO.
7. Secretary, Postal Services Board/ All Deputy Directors General.
8. GM (CEPT), Mysore, with a request to upload the order on India Post Website.
9. All GMs/Directors, Postal Directorate/ BD Directorate / Parcel Directorate / PLI Directorate.
10. All Assistant Directors General (ADsG), Postal Directorate/ AGMs, BD Directorate / Parcel Directorate / PLI Directorate.
11. CS to Member (P).
12. Guard File.

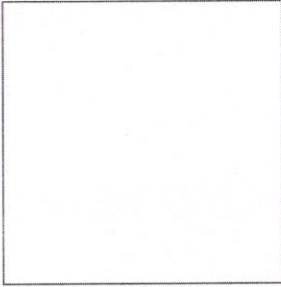


**(O.P. Pokhriyal)**

Assistant Director (SPG-I)

**Annexure – A**

Notice No. 18-1/2024-SPG dated 19.11.2024

Name of the officer	
Education Qualification	
Present Post	
Photograph of the officer	<p>(Latest clear passport size photograph writing name of the officer on rear side)</p> 

**Signature of the officer**