

R-25/5/2025-SPG-DOP
Government of India
Ministry of Communications
Department of Posts

Dak Bhavan, Sansad Marg,
New Delhi-110 001.

Date: 29th April 2025

OFFICE MEMORANDUM

Subject: Instructions to the Circles regarding official tour.

The undersigned is directed to state that it has been observed by the Competent Authority that some officers are going out of their jurisdiction on tour without obtaining prior approval of the Competent Authority.

2. In this regard, it is reiterated that all the officers should take prior approval from the Competent Authority before going on tour outside their area of jurisdiction, even in cases where they have to attend a meeting or attend to official work on the directions of a higher authority. In case of any emergent situation, immediate information should be sent to the Competent Authority and a note submitted after completion of the tour for post facto approval. In the case of a Head of Circle, the Competent Authority for such approval is the Director General Postal Services.

3. This may be brought to the notice of all the officers concerned.

This issues with the approval of the Competent Authority.

(Rajpal)
Assistant Director General (SGP)

To:

All CPMsG/ CGM(PLI)/CGM(Parcel)/ Director RAKNPA

Copy to:

- i. PPS to Secretary (Posts)/ PPS to DGPS
- ii. PPS/PS to all Members, PSB
- iii. AS&FA/Sr DDG(Vig) & CVO/Sr DDG(PAF)/CGM Parcel/CGM PLI
- iv. All PMsG and Director Postal Services (through CPMG Concerned)
- v. All DDGs/Secretary (PSB)/GM(BD)/GM (Parcel)
- vi. GM, CEPT Mysuru with a request to upload this circular on the India Post website.
- vii. eOffice portal of D/o Posts for information to all concerned
- viii. Guard file.
- ix. Spare copy.

