

File No .07-01/2019-PD(Pt.1)
Government of India
Ministry of Communications
Department of Posts
Parcel Directorate

P.O.Building, Malcha Marg
New Delhi-110021
Dated: 21st May, 2025

OFFICE MEMORANDUM

Sub: Calling for willingness to work in Parcel Directorate on deputation basis.

Willingness from eligible officials in the cadre of Postal Assistant across Circles is hereby invited for posting in the Parcel Directorate, Malcha Marg, New Delhi on deputation basis. All the willing officials are advised to go through deputation/attachment guidelines contained in the Postal Directorate's OM No. X-07/27/2022-SPN-II dated 16.03.2023 to ensure their eligibility before submitting their willingness.

2. Taking into consideration the expansion of Parcel Directorate, numbers of posts of PAs are required to be filled in on deputation basis to meet the functional requirements of this Directorate. Further, a reserve pool of eligible PAs shall be maintained with validity for one year from the date of receipt of application in Parcel Directorate. The suitable PAs will be shortlisted out of the pool on the basis of online interview according to the requirements from time to time. Posting in Parcel Directorate shall be governed by the following terms and conditions: -

- i. Officials who have successfully completed their probation period shall be eligible to apply for the posting in the Parcel Directorate
- ii. The officials will be on deputation for an initial period of 03 years extendable to 02 more years in two stages of one year each.
- iii. The officials shall draw the salary and allowances from the Parcel Directorate and their service books/leave account shall be maintained in the Parcel Directorate.
- iv. Service matters such as MACP, Promotion, stepping up of pay etc. of the officials on deputation shall be dealt by their parent Circle/Division/Unit only.
- v. Official(s) in LSG Cadre or above are not eligible to apply.
- vi. Official(s) on deputation to Parcel Directorate shall hold their lien in their parent Circle/Division/Unit.
- vii. The official will not be eligible to be absorbed against any vacant post in the Parcel Directorate under any circumstances.
- viii. The officials found unsuitable at any point of time can be sent back to their parent Circle/Division without assigning any reason.
- ix. The Parcel Directorate will intimate well in advance to the concerned Circle, the name of the Official(s) who will be completing their tenure for arranging posting of concerned staff.

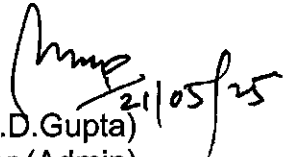
- x. No deputation allowance shall be granted to the officials while on deputation in Parcel Dte. However, other benefits like HRA, Transport Allowance as admissible for Delhi being 'X' city shall be allowed.
- xi. In case any official is found using political or other influences in any form for securing posting in the Parcel Directorate, his/her application would be summarily rejected without notice and appropriate action would be taken for violation of Rule-20 of CCS (Conduct) Rules-1964 as may be deemed fit.

3. Eligible officials will submit their applications in the proforma as per 'Annexure-A' through proper channel. Applications recommended by the Divisional Head and approved by the CPMG will only be considered. Therefore, applicants are advised not to send advance copy of their applications either through Dak or softcopy through e-mail. Further, applications received without the recommendations of the concerned CPMG will not be considered.

4. Applications duly approved by the CPMG concerned, should reach Parcel Directorate on or before 10/06/2025.

This issues with the approval of Competent Authority.

Encl: Proforma application-Annexure-'A'


(G.D.Gupta)
Assistant Director (Admin)

Copy for information to: -

- i. All Chief Postmaster General for information and necessary action. It is requested to circulate this OM among all the officials working in the Circle/Region/Division.
- ii. General Manager, CEPT, Mysore with a request to place the O.M. on India Post website for information to all concerned.

ANNEXURE-'A'

Application for posting of PAs in Parcel directorate on deputation basis

To

The CGM (Parcel),
Parcel Directorate,
P.O. Building, Malcha Marg,
New Delhi-110021

With reference to Parcel Directorate Office letter

No. _____ dated _____ I, apply for posting in Parcel Directorate on deputation/attachment basis. My Service particulars are as under:

1.	Name of the official	
2.	Employee ID	
3.	Date of Birth	
4.	Gender	
5.	Marital Status	
6.	Community (OC/SC/ST/OBC etc.,)	
7.	Whether belongs to PwBD, if so, please mention category (HH/VH/OH & others)	
8.	Name of the Division/Region Circle	
9.	Present Address	
10.	Permanent Residential Address as per Service Book	
11.	Mobile Number	
12.	E-Mail ID	
13.	Date of entry in Department	
14.	Cadre in which initially appointed	
15.	Whether probation period in the present cadre is completed.	
16.	Present Cadre along with Pay Level	
17.	Date of joining in present cadre	
18.	Whether the official has applied for inter circle transfer under Rule-38	
19.	Whether the official has applied for temporary transfer	
20.	Educational Qualification	
21.	Technical/Professional qualification (if any)	
22.	Proficiency in working on Computer	
23.	Period of working in administrative office. (If so, Details of period and office of working) Office Name Period	
24.	Whether the official worked in Parcel branch/	

	(If so, Details of period and office of working)	
25.	Details of training undertaken along with Period	
26.	Field of interest	
27.	Special performance in the service career, which the official would like to highlight	
28.	Any specific reason for working in Parcel Directorate, which the official would like to highlight.	
29.	Any other information	

I _____ working as _____ have gone through deputation/attachment guidelines issued by Postal Directorate vide OM No. X-07/207/2022-SPN-II dated 16.03.2023 and hereby declares that information furnished above by me is true to the best of my knowledge.

(Signature of Applicant)

Date:.....

Place:.....

Recommended By:-
Divisional/Regional Head

Approved By:-
CPMG of the concerned Circle