

No. X-7/1/2025-SPN-II (Part- 5)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi - 110 001
Dated: 01-08-2025

To
The All Head of Circles

Subject: Calling for willingness to work in Directorate on Posting in Headquarter/ against sanctioned strength of Directorate/ attachment basis.

Sir/Madam,

It is informed that in Directorate, mix blend of officials are working. Field Unit staffs are posted for utilizing of their work experience for formulating of policies.


2. Guidelines for posting of field level officials up to the level of Assistant Superintendent of Posts in Directorate on 'Posting at Headquarter' and 'Attachment, basis have been issued vide letter No. 7/27/2022-SPN-II dated 16.03.2023. After management of cadre of IP/ASP shifted from Circle level to Directorate level and Directorate being treated as separate Unit for transfer and posting of IP/ASP, guidelines for posting of IP/ASP has been issued vide letter No. 7/15/2021-SPN-II dated 03.07.2023 and 27.05.2024

3. Accordingly, for posting in Directorate, willingness from eligible officials upto the cadre of **Assistant Superintendent of Posts (i.e Postal Assistant/Sorting Assistant/LSG/IP/ASP/Stenographer Grade-II)** are hereby called for, to prepare a panel of officials to be posted in Directorate on Posting in Headquarter/against sanctioned strength of Directorate/attachment basis as and when need arises. This panel of officials shall be valid up to 31.03.2026.

4. All willing officials are also advised to go through guidelines and ensure their eligibility before submitting their willingness. Willing officers shall submit their application to their parent Unit/Postal Circles in enclosed proforma. After verification of eligibility criteria, Circle Office shall forward the application with their recommendation to the Directorate.


5. This issues with the approval of Competent Authority.

Encl: Proforma application


11/8/25
(Rajesh Kumar Maurya)
Section Officer (SPN-II)

Copy to:

General Manager, CEPT, Mysore with request to place this letter on India Post website.


Issued
11/8/25

PROFORMA APPLICATION FOR POSTING IN DIRECTORATE

1.	Name of the official	
2.	Employee ID	
3.	Date of Birth	
4.	Date of entry in Department	
5.	Cadre in which initially appointed	
6.	Present Unit & Circle	
7.	Cadre in which presently working along with date of joining	
8.	Educational qualification	
9.	Technical/Professional qualification, if any	
10.	Proficiency in working on computer	
11.	Designation and place of posting since appointment	
12.	Details of any specific project handled within Department	
13.	APAR grading for last five years	
14.	Details of achievements in service career	
15.	Details of trainings undertaken	
16.	Field of interest for working in Directorate	
17.	Any other information	

I _____ working as _____ hereby declares that information provided above by me is true to the best of my knowledge.

(Signature of applicant)

Date:

Place: