

No. CPRC/9-1-A/2025

भारत सरकार / Government of India

डाक विभाग / Department of Posts

केंद्रीकृत प्रोसेसिंग एवं समायोजन केंद्र / Centralized Processing and Reconciliation Centre

चेन्नई / Chennai – 600002

दिनांक / Date: 03.02.2026

To

All Heads of Circle

Subject: Calling for willingness to work in CPRC Chennai on deputation basis – Reg.

Willingness from eligible officials in the cadre of **Assistant Superintendent Posts (ASP)** across Circles is herewith invited for posting in CPRC, Chennai on deputation basis and the posting shall be governed by the following terms and conditions:

- i. The Officer will be on deputation for an initial period of 3 years extendable to 2 more years in two stages of one year each.
- ii. The pay and allowances of the officer shall be drawn from Chennai GPO and the service books/leave account shall be maintained at Chennai GPO.
- iii. The officer on deputation to CPRC Chennai shall hold the lien in the parent Circle / Division / Unit.
- 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. The officer will not be eligible to be absorbed against any vacant post in CPRC, Chennai under any circumstances.
- vi. The officer if found unsuitable at any point of time can be sent back to his/her parent Circle / Division without assigning any reason.
- vii. The CPRC Chennai will intimate when the officer completes the tenure well in advance to the concerned Circle, for arranging posting of officer.
- viii. No deputation allowance shall be granted to the officer while on deputation in CPRC, Chennai. However, other benefits like HRA, Transport Allowance as admissible for Chennai being 'X' city shall be allowed.
- ix. There should be no vigilance / disciplinary case pending against the officer.

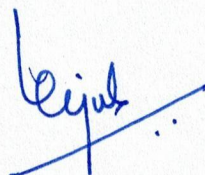
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2. Job profile of the ASP in CPRC will be related to the following POSB-CBS operations.

1. Finacle Operations
2. Preparation and review of Business Requirement Documents (BRD)
3. Review of Systems Requirement Specification (SRS) Documents, Request for Proposals (RFP) etc
4. ATM Operations
5. E-Banking and M-Banking Operations
6. NEFT and RTGS payment systems
7. Jan Suraksha Schemes (PMJJBY, PMSBY & APY)
8. CTS Cheque Clearing Operations
9. DBT credits and ECS services related operations
10. Accounting and Reconciliation of various types of nodal transactions viz. ATM, e-Banking, M-Banking, NEFT, RTGS, POSB-PLI Transactions, POSB-PayU, IPPB-POSB link transactions etc.
11. Testing of CBS related patches
12. Compliance to the Income Tax guidelines / directions
13. Co-ordination with the various stakeholders viz. All Postal Circles including CEPT, CBS-CPCs, IPPB Teams, RBI, NPCI, Protean (formerly NSDL), RBI, Income Tax Department, LIC, NIC etc.
14. Handling of grievances and disputes related to ATM, EB, MB, NEFT/RTGS etc.
15. Any other activities as desired by competent authority

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

4. Applications duly approved by the CPMG concerned, should reach CPRC Chennai on or before 25th February, 2026.





5. This is issued with the approval of the Competent Authority.

Encl: Proforma application- Annexure – ‘A’

(T. C. VIJAYAN)

Assistant Director

eMail: nodalcpccennai.tn@indiapost.gov.in

Copy to:

- (i) The DDG (FS), Postal Directorate, New Delhi – 110001 for kind information.
- (ii) The General Manager, CEPT, Bengaluru. It is requested to arrange to publish on India Post website for wide publicity.



ANNEXURE-‘A’

**Application for posting of ASP in CPRC Chennai on deputation basis
[To be filled in CAPITAL Letters only]**

To
The Director,
CPRC
Anna Road Head Post Office Building
Chennai – 600002.

With reference to CPRC letter No. *CPRC/9-1-A/2025 dated 03.02.2026*, I, apply for posting in CPRC Chennai 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 mentioned 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	Present Cadre along with Pay Level	
16	Date of joining in present cadre	
17	Whether the official has applied for inter circle transfer under Rule-38	
18	Whether the official has applied for temporary transfer	

19	Educational Qualification		
20	Technical/ Professional qualification		
21	Proficiency in working on Computer		
22	Period of working in administrative office. (If so, Details of period and office of working)	Office Name	Period
23	Whether the official worked in POSB (If so, Details of period and office of working)	Office Name	Period
24	Experience in working in Finacle CBS Application		
25	Field of interest		
26	Special performance in the service career, which the official would like to highlight		
27	Any specific reason for willing to work in CPRC, which the official would like to highlight.		
28	Any other information		

I _____ working as _____ have gone through deputation guidelines and hereby declares that the 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