

**F.No. X-7/27/2022-SPN-II-DOP**

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

Dak Bhawan, Sansad Marg  
New Delhi – 110001  
Date: 19-06-2026

To

- a) All Chief Postmasters General
- b) Chief General Manager, PLI / Parcel & CCS Directorate
- c) Director, RAKNPA / Director of all PTC's
- d) Addl. Director General, Army Postal Service
- e) All General Manager (Finance) / Director Postal Accounts / DDAP

**Subject: Guidelines to regulate posting of Inspector Posts (IPs)/ Assistant Superintendent of Posts (ASPs) Cadre in the Directorate (including PLI and Parcel & CCS Directorates) -regarding.**

Sir/Madam,

I am directed to refer to this Directorate's letter of even number dated 16.03.2023, vide which guidelines regarding the posting of officials from field units to the Directorate, for cadres up to the level of Assistant Superintendent of Posts (ASP), were circulated.

2. The existing instructions governing the posting of officers in the cadre of Inspector Posts (IPs) and Assistant Superintendent of Posts (ASPs) in the Directorate have been reviewed in light of the current administrative requirements and operational scenario. Accordingly, the revised guidelines are enclosed herewith for information of all concerned.

3. These revised guidelines in respect of Inspector Posts (IPs)/ Assistant Superintendent of Posts (ASPs) shall supersede all instructions contained in this Directorate's letter of even number dated 16.03.2023, as amended from time to time.

4. These instructions shall come into force with immediate effect.

Digitally signed by Yours sincerely,

Vinod Kumar

Date: 19-06-2026

12:41:59

(Vinod Kumar)  
Assistant Director General (SPN)

Encl: As above.

Copy to:

- 1.Sr. PPS / PSO to Secretary (Posts) / Director General Postal Services
- 2.PPS/PS to all Members, Postal Services Board

3. Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF)
4. Secretary (PSB)/DDsG/GMs/JS&FA [Through e-Office Portal]
5. GM, CEPT Bangalore – with the request for uploading on the India Post website
7. Office copy / Guard file

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**Guidelines to regulate posting of Inspector Post (IP) and Assistant Superintendent of Post (ASP) in the Directorate**

**1. Introduction: -**

Guidelines regarding regulation of posting of officials up to the level of Assistant Superintendent of Posts (ASP) in the Directorate was issued vide letter No. X-7/27/2022-SPN-II dated 16.03.2023. In continuation of above, a separate guideline for regulating the postings of PA/SA in the Directorate have been issued vide Order No. Y-41/12/2023-PE. II dated 06.01.2026, while redeploying 90 spare posts of Postal Assistant cadre of the Postal Store Depots/Central Stamp Depots to the Postal Directorate. A need, therefore, has been felt to issue a separate guideline for regulating the posting of IP and ASP Cadre in the Directorate. The term 'Directorate' referred herein shall include Postal Directorate, Parcel & CCS Directorate and PLI Directorate.

2. Thus, from now onwards, the posting of IP/ASP in the Directorate shall be regulated in following ways:

**Part-A:** Posting in the cadres of IP and ASP over and above sanctioned posts in the Directorate shall be done on 'attachment basis' wherein pay and allowances will be drawn by parent Postal Circle.

**Part-B:** Posting of IPs/ASPs against the sanctioned Establishment of the Directorate.

**Part-C:** Posting of IPs/ASPs, who are already placed against the sanctioned strength of the Directorate, which is at present a separate unit for these cadres, and whose liens are terminated from the Circles concerned.

3. **Part-A: Guidelines for Posting of IPs/ASPs on 'attachment basis' (including Procedure, Tenure, Pay & Allowance, Service matters, Repatriation etc.):**

- a. IP/ASP shall be posted on 'attachment basis' as per functional requirement of various Divisions of the Directorate.
- b. IP, who has completed two years of service in the IP cadre itself, shall be eligible for Posting in Directorate on 'attachment basis'. Aforesaid two years of service is not prescribed for ASP cadre.

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- c. IP/ASP willing to work in the Directorate, shall submit application in the format enclosed at Annexure- A, through proper channel, with the approval of Head of the Circle (HoC). This recommendation of the HoC will be valid for a period of two years from date of its issue or the same is withdrawn by the official concerned through proper channel, whichever is earlier. No advance copy of application is required to be sent to Directorate. Further any such advance application received directly from the official shall not be entertained and also be viewed seriously.
- d. As per the requirement in the Directorate for IP and ASP, projected by the Divisions/Directorate concerned, request of willing official whose case has been forwarded by the HoC, will be considered and suitability for the Division/Directorate concerned will be taken into account while making such posting/transfer.
- e. Postal Circle shall relieve the IP/ASP posted in the Directorate on 'attachment basis', within 15 days from issue of posting order by the Directorate without fail.
- f. Posting of IP/ASP on 'attachment basis' shall be initially for a period of one year, which can be extended on a yearly basis for three more years. After four years, further extension of one year can be considered by Member (Personnel) and further one year by Director General (Postal Services) in the interest of service/administrative exigencies only. After completion of 6 years, such IP/ASP shall be repatriated to his/her parent Circle.
- g. IP/ASP working on 'attachment basis' in the Directorate will draw pay and allowances from their Parent Circle. The IP/ASP will be eligible to draw HRA and Transport allowance (integral part of salary) at the rate applicable at his/her Parent Circle and not at the rate applicable for the Directorate.
- h. During the period of posting on attachment in the Directorate, lien of the IP/ASP shall be in his/her Parent Circle.
- i. IP/ASP at the time of his/her posting in the Directorate on 'attachment basis' or repatriation to his Parent Circle shall not be eligible to draw 'Transfer Grant', Travelling Allowance and Daily Allowance. However, the IP/ASP shall be eligible to draw TA/DA

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for official tour from his/her Parent Circle only and not from the Directorate.

- j. No additional allowance shall be paid for posting in the Directorate on whatsoever basis.
  - k. All service matters of the IP/ASP posted on 'attachment basis', will be dealt with by his Parent Circle.
  - l. IP/ASP working in the Directorate on 'attachment basis' will be relieved for his/her Circle where the official got transferred under Rule-38 Transfer/Inter-Circle transfer. In case of any urgent requirement of such IP/ASP for working/posting again in the Directorate, Personnel Division may further take up the issue for relieving of the IP/ASP from the new Circle concerned. In this case, cooling-off condition will not apply, as it will be treated as a continuous attachment. However, total tenure will not exceed six years, including extensions, if allowed. However, in case of promotion, the IP/ASP will be repatriated to their Parent Circle for further processing and availing promotion.
  - m. An IP/ASP posted in the Directorate on 'attachment basis' can be repatriated to his Parent Circle even before the completion of approved period of such posting without assigning any reason. However, in the event of disciplinary action being initiated against an IP/ASP in the Circle concerned, the IP/ASP shall be repatriated to Parent Circle.
  - n. In the event of any omission/commission involving vigilance angle, committed by an IP/ASP, while working in the Directorate, the matter will initially be dealt with by the Vigilance Division of the Directorate in consultation with the Division concerned. Thereafter, based on the recommendation of the Vigilance Division, the matter may be returned to the Circle concerned.
  - o. Period of attachment will include attachment in IP and ASP cadres (if applicable) taken together and the said total period will not exceed six years, including extensions if allowed.
4. **Part-B: Guidelines for Posting of IP/ASP against Sanctioned Strength of Directorate (including Procedure, Tenure, Pay & Allowances, Service matters etc.):**

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- a. IP/ASP, who is working on 'attachment basis' shall be eligible for posting against the sanctioned strength of Directorate.
- b. An IP, who has successfully completed probation period, shall be eligible for posting in the Directorate against sanctioned strength. However, ASP already working on 'attachment basis', can request for posting against sanctioned strength of the Directorate after completion of at least one year on attachment in the Directorate, subject to recommendation of the Division Head/DDG concerned.
- c. An IP/ASP, willing to work against sanctioned strength of Directorate, shall submit his request application duly approved by Division Head/ DDG Concerned to Personnel Division. As and when vacancy arises, posting of such IP/ASP may be done/considered against the sanctioned strength of the Directorate. IP/ASP, who has rendered more service in the cadre/on attachment, may be given preference.
- d. IP/ASP, who are working against sanctioned establishment of the Directorate, however, will retain lien in their Parent Circle. Further, the combined tenure of IP/ASP on attachment as well as posting against sanctioned establishment of the Directorate, will be 6 years including extensions.
- e. IP/ASP, after posting in the Directorate against sanctioned post, shall be transferred back to the Circle on his/her request registered on online portal or in the interest of service anytime, subject to availability of vacancy in his/her Parent Circle, where his/her lien is maintained or to any other Circle.
- f. IP/ASP, posted in the Directorate, may be rotated on completion of 3 years of his/her posting in a particular Branch / Division of the Directorate. However, extension of tenure beyond 3 years in a Branch / Division, up to a maximum of one more year, may be granted with the approval of Member (Personnel).
- g. IP/ASP, working against sanctioned strength of the Directorate, shall draw pay and allowances from the Directorate at the rate applicable for the Directorate.
- h. No additional allowance shall be paid for posting in Directorate on whatsoever basis.

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- i. Service matters of the such IPs/ASPs shall be dealt with by the Personnel Division (SPN Branch). Service book of such officers shall be maintained in the Directorate. However, MACP of the IPs/ASPs posted against sanctioned strength of the Directorate shall be dealt with in their Parent Circle. Similarly, DPC for promotion of such IPs to the grade of ASP will also be convened in their Parent Circle. Service particulars of such IPs/ASPs due for MACP/DPC of for IP for promotion to ASP, will be sent to their Parent Circle for necessary action. As regards, promotion of such ASPs to the PS Group B (through DPC) is concerned, relevant details available in the SPN Branch will be shared with the Concerned Branch (SPG-II) in the Directorate. However, relevant APARs and VC will be provided by their Parent Circle to the concerned Branch (SPG-II). For such ASPs, VC from vigilance Branch of the Directorate (in addition to the VC from concerned circle) is mandatorily required for accessing suitability for their promotion to PS Group B. Further, such IPs/ASPs may fill up form for appearing in LDCE for PS Group B Examination, if eligible, from their Parent Circle. However, they may be allowed to appear in PS Group B Examination from Delhi Centre based on request received.
- j. In the event of any omission/commission involving vigilance angle, committed by an IP/ASP, while working in the Directorate, the matter will be dealt with by the Vigilance Division of the Directorate in consultation with the Division concerned. Thereafter, based on the recommendation of the Vigilance Division, the matter may be returned to Circle Concerned.
- k. Period of posting against sanctioned post will include period of posting (including attachment) in IP and ASP cadres (if applicable) taken together and the said total period will not exceed six years, including extensions if allowed.

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5. **PART C: Guidelines for posting of IPs/ASPs, who are already placed against the sanctioned strength of the Directorate and whose liens are terminated from the Circle including Tenure, Procedure for transfer, Pay & Allowance, Service matters, Repatriation etc.):**

At present, a number of IPs/ASPs are posted against the sanctioned establishment of the Directorate. Further, their liens in the Circles are also terminated and transferred to the Directorate. However, it has been considered necessary to define their tenure in the Directorate in the administrative interest. In view of this and keeping in view the interest of such IPs/ASPs, following guidelines shall apply to the said IPs/ASPs:

- a. The tenure of all such IPs/ASPs in the Directorate will be for a maximum period of 6 years (taking their tenures in PA/IP/ASP grades together if continued in a single stretch). IPs/ASPs, who have completed more than six years in the Directorate, will be given an extension till 31<sup>st</sup> March, 2027.
- b. No IP/ASP shall be repatriated by the Directorate till 31<sup>st</sup> March, 2027. However, after consideration of their transfer requests and availability of vacancies in the preferred three Circles, they will be transferred/repatriated to the Circle of their choice, even before 31<sup>st</sup> March, 2027.
- c. All such IPs/ASPs are required to submit their request with at least three choices of Circles in order of preference within a period of one month from the date of issue of these guidelines for their transfer to Postal Circles of their choice. Their inter-se-merit/inter-se-position for transfer to the Circle of their choice will be decided based on their position/seniority in all India Seniority of IPs issued by the Directorate.
- d. Most of these IPs/ASPs are posted against the sanctioned establishment before 2024, their requests will be placed above all other pending requests available on the date of issue of these guidelines (all such pending requests pertaining to the year 2024). For this purpose, online portal, if required, will be made available to them for one month for submitting transfer request or manual transfer request shall be obtained from these IPs/ASPs working in the Directorate.

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- e. In case vacancies are not available in any of the preferred three Circles, a post may be made available temporarily from other Circle/Unit to the extent feasible to facilitate the said IP/ASP adjustment in the Circle concerned. On availability of a regular post within the Circle where IP/ASP is posted, the temporarily deployed post will be restored to the original Circle/Unit.

**(6) Competent Authority for posting in Directorate:**

6.1 Competent authorities for posting of IPs/ASPs in Directorate in different cases shall be as under:

| Event                                                                                       | Competent authority |
|---------------------------------------------------------------------------------------------|---------------------|
| Posting of IP/ASP against sanctioned strength of the Directorate                            | Member (Personnel)  |
| Extension of post tenure in one Branch by one year (for IP/ASP against sanctioned strength) | Member (Personnel)  |
| Initial posting of official on 'attachment basis' for one year                              | DDG (Personnel)     |
| Extension of attachment period for three more years                                         | DDG (Personnel)     |
| Rotational transfer / posting in the Directorate                                            | DDG (Personnel)     |

6.2 Director General (Postal Services) shall be competent to relax any or all of the provisions contained in these guidelines.

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**Annexure-A****Application for Posting in Directorate**

To

The Deputy Director General (Personnel),  
Department of Posts,  
Dak Bhawan, New Delhi-110001.

| 1                | Name of the Applicant                                                                                                                                                                                                                                                                                                                      | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|----|-----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 2                | Employee ID                                                                                                                                                                                                                                                                                                                                | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3                | Present Cadre (Regular Appointment)                                                                                                                                                                                                                                                                                                        | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4                | Date of Regular Appointment in Present Cadre                                                                                                                                                                                                                                                                                               | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5                | Present Posting and Name of the Division & Circle                                                                                                                                                                                                                                                                                          | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6                | Date of entry in Government Service                                                                                                                                                                                                                                                                                                        | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7                | Details of Posts held in Department of Posts                                                                                                                                                                                                                                                                                               | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                  | <table border="1"><thead><tr><th>Name of the Post</th><th>From</th><th>To</th><th>Duties and responsibilities</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table> | Name of the Post | From                        | To | Duties and responsibilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of the Post | From                                                                                                                                                                                                                                                                                                                                       | To               | Duties and responsibilities |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|                  |                                                                                                                                                                                                                                                                                                                                            |                  |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8                | Educational Qualification                                                                                                                                                                                                                                                                                                                  | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9                | Technical Qualification, if any.                                                                                                                                                                                                                                                                                                           | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10               | Whether probation period in the present cadre, if prescribed, is completed?                                                                                                                                                                                                                                                                | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11               | Special performance in the service career, which the official would like to highlight                                                                                                                                                                                                                                                      | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12               | Role of the official in the special performance mentioned above (Team Leader / Team Member / Individual Task)                                                                                                                                                                                                                              | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13               | Any specific reason for working in Directorate, which the official would like to highlight                                                                                                                                                                                                                                                 | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14               | Email ID / Mobile Number                                                                                                                                                                                                                                                                                                                   | :                |                             |    |                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Declaration:** I \_\_\_\_\_(Name), \_\_\_\_\_(Cadre) hereby declare that the information provided hereinabove is correct to the best of my knowledge.

Date:-

Place:-

(Signature)

*Vinod Kumar*