

भारत सरकार/Government of India

भारतीय डाक विभाग/Department of Posts

कार्यालय मुख्य डाक महाध्यक्ष, जम्मू एवं कश्मीर परिमण्डल जम्मू 180012

Office of the Chief Postmaster General, J&K Circle Jammu-180012

Memo No STA-41/1/2026-Staff-J&K-559061

Dated at Jammu the 24th of July 2026

In pursuance to the instructions contained in Postal Directorate Letter Nos. SC-15/3/2025/RC-DOP dated 22.06.2026 & SC-05/7/2026-RC-DOP dated 23.06.2026, the Competent Authority is pleased to nominate the following officers of J&K Circle as Liaison Officers in respect of officials of different categories i.e SC, ST, OBC, PwBD, EWS and Ex Servicemen for the offices mentioned against each:-

S. No	Division/Unit	Name of Liaison Officer	Designation	Mobile No. & Office Land line No.	Email ID	L. Nominated for	O
1	Circle Office	Sh. Prateek	DPS(HQ) J&K Circle	70427-09335 0191-2479361	dpsjk@indiapost.gov.in	O/o CPMG J&K Circle Jammu/Srinagar	
2	Srinagar Division	Sh. Adam-Mohi-Ud Din	SSPOs Srinagar Division	95992-81803 0194-2455186	dosrinagar.jk@indiapost.gov.n	Srinagar Postal Division	
3	Jammu Division	Sh. Shah Nawaz Khan	SSPOs Jammu Division	88250-16027 0191-2472800	dojammu.jk@indiapost.gov.in	Jammu Postal Division	
4	Supdt PSD Jammu	Sh. Baljit Kumar	Supdt PSD Jammu	94183-20555	psdjammu.jk@indiapost.gov.in	PSD Jammu	
5	Rajouri Division	Sh. Rattan Lal	SPOs Rajouri Division	94192-15976 01962-263657	dorajouri.jk@indiapost.gov.in	Rajouri Postal Division	
6	Baramulla Division	Sh. G R Bhat	SPOs Baramulla Division	70061-48748 01952-23464	dobaramulla.jk@indiapost.gov.in	Baramulla Postal Division	
7	Udhampur Division	Sh. Rajiv Sharma	SPOs Udhampur Division	96825-96383 01992-270558	doudhampur.jk@indiapost.gov.in	Udhampur Postal Division	
8	Ladakh Division	Sh. Arvind Kher	SPOs Leh Division	99069-08709 01982-252056	doleh.jk@indiapost.gov.in	Ladakh Postal Division	
9	JK RMS Division Jammu	Sh. Amit Sharma	Supdt RMS JK Division Jammu	70424-02902 0191-2472667	rmsdojk@indiapost.gov.in	RMS JK Division Jammu / Srinagar	

2. The responsibilities of the Liaison Officers nominated above is enclosed as mentioned in DoPT OM No 43011/153/2010-Estt(Res) dated 08.12.2022.
3. This issues with the approval of Competent Authority.

DA: As above

Assistant Director Postal Services (Staff)
O/o the Chief Postmaster General
Jammu & Kashmir Circle, Jammu-180012

Copy for information to:-

1. Assistant Director General (PE-I & RC) Department of Posts Dak Bhawan Sansad Marg New Delhi w.r.t. SC-15/3/2025/RC-DOP dated 22.06.2026 & SC-05/7/2026-RC-DOP dated 23.06.2026
2. DAP, Jammu for information
3. Steno to CPMG J&K Circle Jammu/Srinagar for information.
4. Steno to DPS(HQ) J&K Circle, Jammu for information.
5. ADPS (Tgy), CO Jammu, is requested to upload the copy of this memo on departmental website.
6. ADPS (Trg), CO Jammu is requested to arrange for mandatory training and Capacity Building programme for the above Liaison Officers as required in Dte Letter No SC-05/7/2026-RD-DOP dated 23.06.2026 (copy enclosed)
7. All Divisional Heads Group/ Officers in J&K Circle for information & necessary action.
8. Notice Board
9. Office copy.

RESPONSIBILITIES OF THE LIAISON OFFICERS:

The Liaison Officer is responsible for:

- i. Ensuring due compliance by the Ministry/ Department and subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the category for which, he/she is a liaison officer i.e. Scheduled Castes, Scheduled Tribes, Persons with Disabilities, Other Backward Classes, Economically Weaker Sections and Ex-servicemen. In addition, he/she shall also ensure that other benefit admissible to them.
- ii. Ensuring timely submission of reports regarding appointment/representation of SC, ST, OBC, PwD and EWS by each appointing authority in the Ministry/Department concerned. He shall also ensure scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department, and sending the consolidated reports, in the prescribed proformae, to the Department of Personnel & Training. In case of Ex-servicemen, the Liaison Officer concerned shall ensure maintenance of reservation rosters and preparation of reports on appointment/representation of Ex-servicemen, in the formats as prescribed by the Department of Ex-servicemen Welfare, and timely submission of these reports to the Department of Ex-servicemen Welfare.
- iii. The Liaison officers, designated for SC/ST/OBC, have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before the DPC is actually conducted without a SC/ST/OBC Member. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs to be held in future. He should maintain with him a ready list of officers of various levels, belonging to SC/ST/OBC of a few sister Departments/Ministries, so that whenever requirement arises, an SC/ST/OBC officer of appropriate level, consistent with the level of the other members of the DPC, and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers concerned by informally consulting the administrative wing of other Ministries/Departments.
- iv. Ensuring that while making a reference to the Department of Personnel and Training and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for de-reservation of reserved vacancies, full details in support of the proposal for de-reservation are given.
- v. Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes, the National Commission for Scheduled Tribes, National Commission for OBC and the Office of the Chief Commissioner for Persons with Disabilities in the investigation of complaints received by them from the officer(s) of respective category with regard to service matters and also in collection of information for their annual reports. In respect of EWS and PwBD, the concerned Liaison Officers shall extend all help to Grievance Redressal Officers appointed in respect of EWS and PwD reservation.
- vi. Conducting annual inspection of the reservation registers/rosters maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.
- vii. Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training (Department of Ex-servicemen Welfare in case of matters relating to Ex-servicemen) for supply of information, answering questions and queries and clearing doubts in respect of matters covered by the reservation orders.

