

No.25-25/2013-P.E.I
Government of India
Ministry of Communications & Information Technology
Department of Posts Dak Bhavan, New Delhi-110001

Dated the 19TH April, 2016.

To

All Heads of Postal Circles,

Subject:- Cadre Restructuring of stenographers in non-secretariat offices of Department of Posts.

Sir/Madam,

The undersigned is directed to refer to the cadre restructuring of stenographers in non-secretariat offices of Department of Posts undertaken in consultation with Department of Expenditure of the Ministry of Finance. In pursuance of the approval/concurrence of the Department of Expenditure, a list of distribution of the posts, containing the existing and revised posts of stenographers of Grade-II, Grade-I, Private Secretary & Sr. Private Secretary is enclosed for implementation with the following instructions:-

- a) The vacancies that may arise in all the grades viz., Grade-I, Private Secretary and Senior Private Secretary as a consequence of re-fixation of the strength of these grades on the specified date, will be filled up by the stenographers working in the Department only;
- b) If the revised number of posts is in excess of the existing strength of a particular grade, the difference will be deemed as newly sanctioned posts in that grade. Similarly, if the revised number of posts in a grade is less than the existing strength, the number of posts equal to the differences will be treated as having been abolished in that grade; and
- c) The vacancies arising out of the restructuring will be filled up only from amongst the stenographers who fulfill the eligibility criteria laid down in the recruitment rules for the post. All the new posts necessary to be created subsequently on functional grounds will be created only in Grade-II initially.

3. These instructions will be effective from the date of issue of the orders. The actual benefit would, however, be admissible to the stenographers from the date of actual upgradation from Grade-II to Grade-I and Grade-I to P.S. etc.. It is requested that the receipt of the Order may please be acknowledged and immediate necessary action be initiated and compliance report be sent at the earliest.

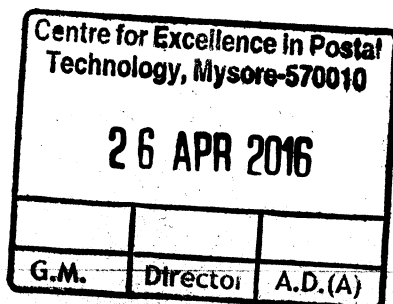
Yours faithfully


(Tarun Mittal)

Assistant Director General (P.E.I)

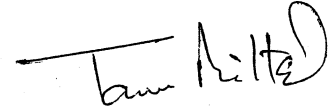
Encls: As above.

Copy to:- As per standard list.



Copy to:-

1. PS to MoC&IT.
2. PPS to Secretary (Posts).
3. PS to Member (O)/(Tech)/(HRD)/(PLG)/(P)/(PLI).
4. JS&FA/Secretary (PSB)/All DDsG .
5. CGM (PLI), CGM (BD).
6. All Regional Postmasters General.
7. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
8. All Directors/Dy. Directors of Accounts (Postal).
9. Addl. Director General, Army Postal Service Circle, Sena Dak Bhawan, Delhi Cantt.-110010.
10. All Postal Training Centers.
- ✓ 11. **The Director, CEPT Mysore, for uploading on the official website of the Department of Posts.**
12. PE-II/ PAP /PCC/ SPB-I/ SPB-II/ SPG/ Inspection/ SR/ Mail Sections.
13. Guard File.



(Tarun Mittal)
Assistant Director General (PE-I)
Tele: 011-2303 6239

DISTRIBUTION CHART OF STENOGRAPHERS AFTER CADRE - RESTRUCTURING

| SL. NO | CIRCLE | SANCTIONED STRENGTH BEFORE CADRE RESTRUCTURING (PRE-REVISED) | | | | | SANCTIONED STRENGTH AFTER CADRE RESTRUCTURING (REVISED) | | | | |
|--------|------------------|---|------------|-----------|-----------|----------------|--|------------|------------|-----------|----------------|
| | | Grade-II | Grade-I | P.S. | Sr. P.S. | Total Strength | Grade-II | Grade-I | P.S. | Sr. P.S. | Total Strength |
| 1 | Andhra Pradesh | 28 | 42 | 4 | 1 | 75 | 26 | 24 | 23 | 2 | 75 |
| 2 | Assam | 3 | 10 | 1 | 1 | 15 | 5 | 5 | 4 | 1 | 15 |
| 3 | Bihar | 11 | 21 | 1 | 1 | 34 | 12 | 12 | 9 | 1 | 34 |
| 4 | Chhattisgarh | 3 | 6 | 0 | 1 | 10 | 4 | 3 | 2 | 1 | 10 |
| 5 | Delhi | 11 | 16 | 1 | 1 | 29 | 12 | 9 | 7 | 1 | 29 |
| 6 | Gujarat | 16 | 24 | 3 | 1 | 44 | 16 | 13 | 13 | 2 | 44 |
| 7 | Haryana | 7 | 10 | 0 | 1 | 18 | 7 | 6 | 4 | 1 | 18 |
| 8 | Himachal Pradesh | 8 | 2 | 0 | 1 | 11 | 6 | 3 | 1 | 1 | 11 |
| 9 | J&K | 0 | 10 | 0 | 1 | 11 | 4 | 3 | 3 | 1 | 11 |
| 10 | Jharkhand | 1 | 6 | 0 | 1 | 8 | 3 | 2 | 2 | 1 | 8 |
| 11 | Karnataka | 19 | 30 | 2 | 1 | 52 | 20 | 15 | 15 | 2 | 52 |
| 12 | Kerala | 17 | 26 | 2 | 1 | 46 | 16 | 15 | 14 | 1 | 46 |
| 13 | Madhya Pradesh | 11 | 17 | 1 | 1 | 30 | 12 | 11 | 6 | 1 | 30 |
| 14 | Maharashtra | 24 | 40 | 7 | 1 | 72 | 24 | 23 | 23 | 2 | 72 |
| 15 | N.E. | 4 | 6 | 1 | 1 | 12 | 4 | 4 | 3 | 1 | 12 |
| 16 | Odisha | 12 | 18 | 2 | 1 | 33 | 12 | 11 | 9 | 1 | 33 |
| 17 | Punjab | 8 | 11 | 1 | 1 | 21 | 7 | 7 | 6 | 1 | 21 |
| 18 | Rajasthan | 14 | 21 | 2 | 1 | 38 | 13 | 13 | 10 | 2 | 38 |
| 19 | Tamilnadu | 25 | 47 | 6 | 1 | 79 | 26 | 26 | 25 | 2 | 79 |
| 20 | Uttar Pradesh | 29 | 45 | 6 | 2 | 82 | 28 | 26 | 25 | 3 | 82 |
| 21 | Uttarakhand | 3 | 3 | 0 | 1 | 7 | 2 | 2 | 2 | 1 | 7 |
| 22 | West Bengal | 17 | 34 | 4 | 1 | 56 | 19 | 18 | 17 | 2 | 56 |
| | Total | 271 | 445 | 44 | 23 | 783 | 278 | 251 | 223 | 31 | 783 |


 P. N. S.