

No. 05-02/2016-SPB-I
Ministry of Communications
Department of Posts
SPB-I Section

New Delhi, Dated 4.08.2016

To,

1. The All Head of Circles
2. The Director, RAKNPA, Ghaziabad / All Directors PTCs,
3. CGMs, PLI Dte / BD&M Dte

Subject: Preparation of Seniority List of Stenographers Grade-I as on 01.04.2016 in Department of Post for the year 2016-17- reg.

Madam/Sir,

I am directed to refer to this Office letter of even number dated 13.05.2016 seeking information/inputs from all Circles on the above mentioned subject. It is observed that the Information/inputs received from many of the Circles are insufficient /incomplete to enable the Directorate to prepare Combined Seniority List of Stenographer Grade-I as on 01.04.2016 in Department of Posts for the year 2016-17.

2. Directorate has also received some representations from Stenographers that Circles have not responded to their grievances regarding fixation of their seniority. Circles have to furnish complete details of all Stenographers in Grade-I as per proforma attached. *(Note: All details should be given clearly. No column should be left blank. If any column is to be left blank, reason for the same need to be indicated).*

3. Before sending the detailed information, the Circle level Seniority list of Stenographers may be prepared and circulated to all concerned seeking comments/discrepancies. After receiving of the representations, the same may be settled at the Circle level itself and final Circle level seniority list may be sent to this office by 31st August, 2016. While furnishing the Circle level seniority list the Circle should certify that no representations/ grievances of any official regarding his/her seniority is pending.

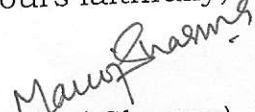
4. It may be brought to the notice of all Stenographers in Grade-I that final seniority list will be prepared by the Directorate according to the criteria adopted vide Directorate letter No. 10-2/2013-SPG dated 7th March, 2014 (Copy enclosed). Directorate will not entertain any representation in this regard directly from any individuals.

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5. While furnishing information Circles should ensure that officials who were in service as on 01.04.2016(although they may have retired subsequently) should be included in the list.

6. It is also requested that all the details according to the proforma may be furnished by 31st August, 2016 for preparation of final seniority list of stenographers Grade-I as on 01/04/2016. A soft copy of the same may also be sent through mail to the e-mail ID adgspn@indiapost.gov.in

Yours faithfully,


(Manoj Sharma)

ADG (SPN) &

ADG (SGP)-Link Officer

Copy To: Director, CEPT, Mysore for uploading on the India Post website.

Annexure A

PROFORMA FOR FURNISHING DETAILS OF STENOGRAPHER GRADE-I

NAME OF THE CIRCLE Including PTC, if any			
Sanctioned Strength of PS		Expected incumbency as on 01/04/2016	

S.No. ***	Seniority No. in the Steno Grade-II list of the Circle	Name of the official Sh/Ms/Smt	Date of Birth	Category OC /SC /ST	Name of the circle /Unit	Steno Grade-I		Steno Grade-II		Steno Grade-III	Remarks
						Date of regular promotion to Steno Grade-I	Date of regular promotion order	Date of joining in Steno Grade-II	Date of regular promotion order	Date of joining in Steno Grade-III	

***As per the Seniority of the official in the earlier seniority list of 17.11.2014.

Note: All details should be given clearly. No column should be left blank. If left blank, reason for the same may be indicated.