

**Government of India
Ministry of Communications
Department of Posts**

**Dak Bhawan, Sansad Marg,
New Delhi-110001.**

No. 4-7/2009-Vig

Dated: 07.10.2016

To

All Head of Circles
Director, RAKNPA, Ghaziabad
All Directors, Postal Training Centres
Chief Engineer (Civil)
DDG (PAF)

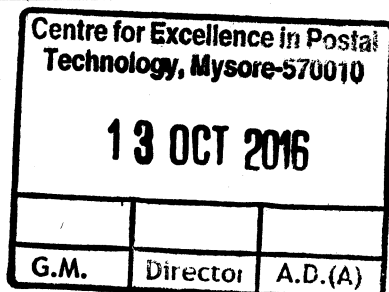
Subject: Identification of the Sensitive and Non-sensitive posts in Department of Posts-regarding.

Sir/Madam,

In compliance with CVC Circular No. 17/4/08 issued vide No. 004/VGL/90 dated 01.05.2008, it has been decided with the approval Secretary (Posts) and Chief Vigilance Officer, Department of Posts to identify certain posts mentioned hereunder as "Sensitive" and "Non-sensitive" in supersession this office Memo No. 4-7/2009-Vig dated 13.09.2010.

1.1 (In Directorate)

	Sensitive		Non-Sensitive
(i)	(ii)	(iii)	(iv)
1.	All Group A & B and C posts in Postal Directorate, BD and PLI Directorate, except the posts mentioned in Column (iv)	1.	DDG (PG), DDG (PO), DDG (Estt.), DDG (SR & Legal), DDG (Training & CP) and all Groups A, B and C officers/officials subordinate to them.
2.	All Posts in Engineering Wing, except as mentioned in Column (iv)	2.	AE (Planning), EE (P&D), SE (P&D)
3.	All Posts of Finance Wing	3.	Nil
4.	All Posts of Mail Motor Branch	4.	Nil



K. S. Srinivasan
07/10/16

1.2 (In RAKNPA, Ghaziabad/ Postal Training Centres/Circle offices/Regional offices/ Divisional offices/Sub Divisions/MMS)

Sensitive		Non-Sensitive	
(i)	(ii)	(iii)	(iv)
1.	All Group A posts (above STS Level) except as mentioned in col (iv)	1.	PMG (BD), PMG (MM), PMG (Mails) and DPS (BD), DPS (MM), DPS (Mails), Joint Director, RAKNPA, (All not handling procurement.) Less Sensitive: Director GPOs
2.	All Group A Posts of JTS and STS Level and all PS Group B Posts/ Sr. Postmaster Posts, except as mentioned in Column (4)	2.	All Posts not handling procurement, recruitment, vigilance, transfer & postings, building matters, philately etc. e.g., APMG/AD/DDM/ADM Mails, BD, PG, PO, Estt., PLI, Legal, Staff Relations, Welfare, Planning, Training, Quality Service Deputy SPOs, Superintendent (Sorting) Manager SPC etc. Less Sensitive: Chief Postmasters GPOs, Sr. Postmasters, Superintendent, CSD
3.	All Group B (Gazetted/Non-Gazetted) and group C officers/officials dealing with Vigilance, Transfer & Posting, Recruitment, Building and procurement etc.	3.	The officers/ officials subordinates to the Posts, as identified in Column No. (iv) of (2) above and not handling the sensitive assignments as enumerated in this column (ii) of (3). For example, ASPOs/IPOs/Office Assistants, PG, BD, Mails, PLI, PO, Legal, SR, Welfare, Estt., Training, Tour, Quality Service, Philately, Planning, Sorting, Sorting Inspectors, SAS, R&D, Office Superintendent etc.,
4.	All Posts of Engineering Wing	4.	Nil
5.	All Posts of Finance/Accounts Wing	5.	Nil
6.	All Posts of MMS Units	6.	Nil

1.3 (In Post offices/Business Post Centres/Mail Offices/Foreign Post Offices/AMPCs/HRO/SRO/E-Commerce Centres/BNPL Centres):

Sensitive		Non-Sensitive	
(i)	(ii)	(iii)	(iv)
1.	All Group B and C Posts in Single & Double handed Post offices, Business Post Centres, E-commerce Centres, BNPL Centres and Savings Bank Counters.	2.	Nil
2.	All Group B and C Posts in other Post offices, handling Treasury, Cheque Clearances, Billing, Counter Operations, Claim cases including PA/SA working as System Managers Marketing Executive and the staff working in CPCs (of PLI and CBS).	2.	Account Branch, SBCO, Mails, SBSO, Sub Account, PG/CCC, and Counters other than mentioned in column (ii) of 1 above. SRO, HSA, Supervisors (RMS) Sorting Assistants (who are not in counter operations/BPC/BNPL Centres or working as System Managers/Marketing Executive)

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2. Further, the followings posts in operational/administrative offices will be considered to be **Most-Sensitive postings and no relaxation, whatsoever over and above the prescribed period of tenure**, shall be given while posting officers/officials on these posts:

- i) All Posts of SPMs/PAs in Single and Double Handed Post offices
- ii) All Supervisory Posts/PAs/SAs/Marketing Executives working in Business Post Centres/BNPL Centres/E-commerce Centres or other bulk mail/business centres.
- iii) All officials working as System Managers and Marketing Executives in any office including those working in CO/RO/DO/HO etc.
- iv) All Supervisory officers/PAs/SAs working in CPCs of CBS and PLI including those working in SDC/CEPT.
- v) All Supervisory officers/PAs/SAs working in branches like Treasury/Billing/Cashier/Stock/Staff etc.
- vi) All staff/section dealing with CED letters/CED parcels in Foreign Post Offices.

2.1 **Deputation period/local arrangement of the officers/officials on the above posts would also be counted towards their prescribed tenure for the posts mentioned in para (2) above.**

3. It has also been noticed in recent past that the close relatives posted in same office/in a capacity to supervise/influence other's work, have developed vested interest and committed frauds. It has therefore been decided that postings of close relatives in the same office or in a office where they are in a capacity to supervise/influence each other's work should be avoided, as a pre-cautionary measure.

4. Further, it is also felt that due to particular work distribution pattern across Circles in the Department, it is practically difficult to identify each and every post as "Sensitive" or "Non-sensitive". Therefore, in case of difficulties in posting of "Officers with Doubtful Integrity (ODI)" on a non-sensitive posts, as required under the rules, the HOC/HOR may in their own discretion revise the work distribution suitably with a view to ensure that the **sensitive work of Procurement, Recruitment, Transfer/Postings, Vigilance etc. is not entrusted to such officer (ODI)**. The deployment may be reviewed accordingly and necessary corrective action be taken wherever required.

5. The orders may kindly be brought to the notice of all concerned for strict compliance.

6. The receipt of this order may be got acknowledged by all concerned.


(Dinesh Kumar Sharma) 16
Director (Vigilance)

Copy to:

1. Sr. PPS to Secretary (Posts)
2. PPS/PS to all Members Postal Services Board
3. JS & FA
4. CGM (BD)/CGM (PLI)/Sr. DDG (IR)
5. All, DDsG/Secretary (PSB)
6. All PMsG
7. GM, CEPT, Mysore with a request upload a copy of the order on the website of the Department.

[Handwritten Signature]
07/10/16.