Smriti Sharan
Dy. Director General (Estt.)

सत्यमेव जयते

भारत सरकार
संचार मंत्रालय
डाक विभाग
डाक भवन, नई दिल्ली-110001
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi-110001

D. O. No. 25-04/2012-PE-I(Vol.III)
Dated: 5th October, 2018

Dear Madam / Sir,

This is regarding Cadre Restructuring of Group 'C' employees in Department of Posts. Kindly refer to the Memo No. PR/Estt/Cadre Restructuring/Gr. 'C'/2017 dated 17.03.2018, e-mailed to all HoCs, by Sh. Ganesh Sawaleshwarkar, the then PMG, Pune & Co-Chairperson of the Facilitation Group for implementation of the Cadre Restructuring, vide which the guidelines for implementation of Cadre Restructuring Orders with some annexures were circulated.

A meeting of the Facilitation Group was held today in the Postal Directorate. The Group perused the Compliance Reports received from the Circles and it was noticed that the Circles have simply forwarded a copy of the Cadre Restructuring orders issued by them to the Dte. So, it is not known whether the exercise has been completed at the ground level as per the guidelines/Action points circulated by the Facilitation Group vide the aforesaid Memo.

The said guidelines alongwith the templates for collection of data required for implementation of Cadre Restructuring orders are being re-circulated (copy enclosed). Therefore, it is requested to furnish point-wise compliance report as per Annexure-I alongwith a certificate from the CPMG that the Cadre Restructuring exercise has been completed as per the guidelines and procedures circulated by the Facilitation group.

Further, it is informed that the Facilitation Group will shortly hold interactions/workshop to guide/help the concerned officers in this regard, dates of which will be intimated very shortly.

With regards,

Yours sincerely,

SSharan

(Smriti Sharan)

All Heads of Circles,

GUIDELINES FOR PROCEDURES TO BE FOLLOWED IN RESTRUCTURING THE CADRE OF GROUP 'C' EMPLOYEES IN DEPARTMENT OF POSTS

1. Read the order No.25-04/2012-P.E.I dated 27-05- 2016 and order No.25-04/2012-P.E.I (Vol-II) 10-11-2017 carefully.

2. Following things need to be understood :

i. All existing HSG-II posts are required to be upgraded to HSG-I. The total number of HSG-I posts shall therefore be existing HSG-I posts plus those posts upgraded from HSG-II. From these total HSG-I posts, around 10% posts limited to numbers as allotted to the Circle vide Directorate Memo No.25-04/2012-P.E.I (Vol-II) dated 10-11-2017 are to be placed in HSG-I (NFG).

ii. All existing posts of norm based LSG including LSG SPMs and SPMs of 'A' class Offices shall be upgraded to HSG-II.

iii. All posts of SPMs of 'B' and 'C' Class offices shall be upgraded to LSG.

iv. It will be seen that even after upgrading the posts of SPMs in 'B' & 'C' class offices to LSG, there will be substantial number of LSG posts available that are required to be upgraded from Time Scale PAs. These posts are to be upgraded in Post Offices carefully in accordance with the instructions of the Directorate circulated vide Memo No. 25-04/2012-P.E.I (Vol-II) dated 10-11-2017.

v. This exercise of cadre restructuring requires action to be taken in Establishment Branch/Section and Staff Branch/Section in Divisional Offices and CO/RO respectively.

vi. Action in the Establishment Branch/Section involves clear identification of posts in various grades from LSG to HSG-I (NFG). While limiting such upgradation to number of posts distributed for the Circle, action in the Staff Branch/Section involves preparation of gradation lists, conducting of DPCs, issuing of promotion orders and joining of promoted officials in the newly upgraded posts.

vii. To ensure that cadre restructuring activity runs smoothly and error free, kindly take actions on 25 different points as listed in "List of actions to be undertaken", which is attached herewith.

viii. Information regarding various posts have to be collected in the format given in Annexure 'A'. The Annexure 'A' is to be prepared by Divisions and submitted to R.O.

ix At the regional level, the same is to be consolidated in the format in Annexure 'B' and 'C'.

x The information collected from the regions has to be consolidated/collected at Circle Level.

xi. At the Circle level the various posts that are required to be upgraded, have to be identified to the limit to which these posts have been allotted to the circles in accordance with the guidelines issued vide Directorate letter No.25-04/2012-P.E.I (Vol-II). Dated 10-11-2017. While doing this, following stepwise procedure may be followed:

a. All existing HSG-II posts (either PM, SPM or Supervisor) are to be upgraded to HSG-I. While doing so, the total number of HSG-I posts including the existing HSG-I and upgraded HSG-I has to be arrived at. The number of posts in HSG-I(NFG) allotted to the circle are to be identified amongst these total HSG-I posts. It should be ensured that these NFG posts should ordinarily be identified in Head Post Offices. Even after allotting these posts in all HPOs in the circle, if few more posts are required to be upgraded, even important Delivery Sub Post Offices may be upgraded to HSG-I (NFG).

b. All the posts of SPMs of 'A' Class offices, LSG SPMs and all norm based LSG posts shall be upgraded to HSG-II. These posts are to be identified from the existing offices, which were earlier in LSG/SPM 'A' class. While doing this, it should be seen that the number of posts to that extent are available and allotted to the Circle. If it is not possible, the same may be reported.

c. All posts of SPM of 'B' and 'C' class offices shall then be upgraded to LSG in all circles except Assam and North East. The LSG posts upgraded are more than the posts of SPMs of 'B' and 'C' class offices. Therefore, there will be few more posts required to be utilized for upgradation by upgrading other Time Scale PA posts. These surplus posts in LSG should be utilized in accordance with Para 4.1 (viii), (ix) (x) and (xi) vide Dte. Memo. No.25-04/2012-P.E.I (Vol-II)dated 10-11-2017.

xii. The final tally for the Circle is made in accordance with the format given in Annexure 'D'. Memo to the effect shall be issued by the Circle Office as per existing provision. After this exercise is done, the DPCs are to be convened and conducted as per rules after following stages :

a. All promotions to be completed upto 26-05-2016 to the extent of posts in various grades as on date i.e. before cadre restructuring.

b. DPCs for the financial year 2016-17 for the period from 27-05- 2016 to 31-03-2017 is to be conducted. Thereafter DPCs for next financial year 2017-18 are to be conducted as per the instructions of the DOPT in this regard. Care should be taken that the gradation lists are updated and circulated amongst the staff and their acknowledgements are obtained as required by rules.

xiii. If there is any difficulty in implementation of the provisions of the instructions of the Directorate, the same may be referred to the Facilitation Committee at the earliest.

Annexure - I

LIST OF ACTIONS TO BE UNDERTAKEN

S. No	Action Point	Action By
1	Gradation lists of PA, LSG, HSG II and HSG I cadres as on 27.05.2016 should be updated with all latest details.	B1 Branch of Divisional Office
2	Circulation of gradation list and obtaining acknowledgement of all officials in token of having noted their position in the list.	B1 Branch of Divisional Office.
3	Disposal of representations received if any and final copy of gradation list to be kept on record.	B1 Branch of Divisional Office.
4	The information regarding category wise number of post offices should be kept ready i.e C Class, B Class, A Class, LSG, HSG-II, HSG-I, PM Grade-I, PM Grade-II, PM Grade-III and Head office. **While preparing the information, it must be ensured that PM Grade I, PM Grade II and PM Grade III offices should not be included in LSG, HSG II and HSG I offices respectively. However, they should be listed separately.**	A Branch of Divisional Office.
5	Establishment Register of Division Office should be tallied with the payroll and Establishment register maintained at HO and kept up to date. The main aim of this exercise is to tally posts mentioned in Establishment register with post mentioned on pay roll.	A Branch of Divisional Office and Accounts Branch of HO.
6	Information of all post offices in the prescribed excel proforma in **Annexure A, B and C** should be prepared by the Division. Care should be taken that, figures of Annexure A, B and C should tally with each other.	A Branch of Divisional Office.
7	Information in point no 6 should be tallied with the Establishment registers of DO.	A Branch of Divisional Office.
8	Information from all Divisions in the prescribed excel proforma should be obtained by RO and it should be consolidated in a prescribed Excel Proforma **in Annexure B & C**.	Establishment Branch of RO.
9	Information from all Regions in the prescribed excel proforma in **Annexure B & C** should be obtained by CO and it should be consolidated at Circle Level.	Establishment Branch of CO.
10	Gradation lists of LSG, HSG II and HSG I cadres as on 27.05.2016 should be updated with all latest details.	Establishment Branch of CO.
11	Roasters in respect LSG, HSG II and HSG I cadres should be kept up to date.	Staff Branch of CO.
12	On basis of the information compiled by Circle as mentioned in point 9 above, CO to allot the posts in LSG, HSG-II and HSG-I categories to the regions.	Establishment Branch of CO.

S. No	Action Point	Action By
13	Region to identify offices and posts other than SPMs to be upgraded in LSG, HSG-II and HSG-I categories and send this information for cross checking to the Divisional Office in **Annexure D.**	Establishment Branch of RO.
14	Division will cross check whether the information received from RO in respect of posts to be upgraded is correct as per their statistics and confirm the same to RO.	A Branch of DO.
15	RO will send the information in **Annexure D** to Circle Office for upgradation of the offices and posts and issue of the memo accordingly.	Establishment Branch of RO
16	CO will cross check the information received from the regions with the number of posts allotted to the regions as per point No.12	Establishment Branch of CO
16	CO to issue memo of upgradation of the post offices and posts upgraded throughout the circle and forward it to regions/divisions.	Establishment Branch of CO
17	Divisions will update their Establishment Registers accordingly and upgrade the posts as per CO's Memo of Upgradation	A Branch of DO
18	Divisions will work out the correct vacancy position in LSG, HSG II and HSG I categories by taking into account the upgraded posts and submit the same to RO	B Branch of DO
19	RO will consolidated the vacancy position in LSG, HSG II and HSG I and intimate the same to CO.	Staff Branch of RO
20	Circle to conduct DPC as [per instructions of DOPT. The Vacancies in LSG, HSG II and HSG I categories prior to 27.05.2016 should be filled up first and thereafter, model calender of DPCs as per instructions of DOPT should be followed strictly. DPCs should be conducted yearwise for vacancies created after cadre restructuring w.e f 27.05.2016 in following sequence. HSG-I (NFSG) HSG-I HSG-II LSG	Staff Section of CO.
21	Circle to allot candidates of all categories i.e LSG, HSG II HSG I and NFSG HSG-I to Region.	Staff Section of CO.
22	Region to allot candidates of LSG category to Division and issue the posting orders in respect of HSG II , HSG I and NFSG HSG I officials at regional level.	Staff Branch of RO.
23	Division to issue posting orders of LSG officials.	B Branch of DO.
24	Updation of Gradation Lists and Sanctioned Strength in PA, LSG, HSG II and HSG I cadre respectively	Staff Section of CO and B Branch of DO.

Annexure-A

Post Office Wise Database of Sanctioned Strength of Division- (Name of Division)

Sl.	Name of Post Office	Category of Post Office	Number of Posts of											
			HSG-I Postmaster (PM only)	Other HSG I Posts (Excluding PM, SPM, Account line & SBCO posts)	HSG II SPM (SPM only)	Other HSG II Posts (Excluding SPM, Account line & SBCO posts)	NB LSG SPM (SPM only)	Other NB LSG Posts (Excluding SPM, Account line & SBCO posts)	Account line HSG I posts in HO	Account line HSG II posts in HO	Account line LSG posts in HO	Accountants in HO	Accountants in DO	No of Time Scale and MACP I to III PAs in the office (excluding SBCO and accountants)
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
Total														

Note : PM Grade I,II,III is a saperate cadre and it should not be included in sanctioned strength of LSG,HSG-II and HSG-I respectively

Illustration

Sl.	Name of Post Office	Category of Post Office	Number of Posts of											
			HSG-I Postmaster (PM only)	Other HSG I Posts (Excluding PM, SPM, Account line & SBCO posts)	HSG II SPM (SPM only)	Other HSG II Posts (Excluding SPM, Account line & SBCO posts)	NB LSG SPM (SPM only)	Other NB LSG Posts (Excluding SPM, Account line & SBCO posts)	Account line HSG I posts in HO	Account line HSG II posts in HO	Account line LSG posts in HO	Accountants in HO	Accountants in DO	No of Time Scale and MACP I to III PAs in the office (excluding SBCO and accountants)
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Pune HO	Gazetted HO	0	1	0	1	0	12	1	0	1	2	0	76
2	Chinchwad East	PM Grade III	0	0	0	0	0	2	0	0	0	0	0	16
3	Pune City East Divisional Office	Division Office	0	0	0	0	0	0	0	0	0	0	1	19

Annexure-B

Sl.	Name of Division	Categorywise Number of Post Offices (At Regional Level)										
		Gazetted HO	HSG-I HO	HSG-I SO	HSG-II SO	LSG SO	A Class SO	B Class SO	C Class SO	PM Grade III SO	PM Grade II SO	PM Grade I SO
	Total											

Illustration

Sl.	Name of Division	Categorywise Number of Post Offices (At Regional Level)										
		Gazetted HO	HSG-I HO	HSG-I SO	HSG-II SO	LSG SO	A Class SO	B Class SO	C Class SO	PM Grade III SO	PM Grade II SO	PM Grade I SO
1	Pune City East	1	0	8	9	16	12	14	15	1	2	5
2	Pandharpur	0	1	0	2	5	4	9	18	0	2	6

Annexure-C

Sl.	Name of Division	Number of Posts (At Regional Level)												
		HSG I PM	HSG I SPM	Other HSG I Posts (Excluding PM,SPM, Account line & SBCO posts)	HSG II SPM	Other HSG II Posts (Excluding SPM, Account line & SBCO posts)	NB LSG SPM	Other LSG Posts (Excluding SPM, Account line & SBCO posts)	Account line HSG I posts in HO	Account line HSG II posts in HO	Account line LSG posts in HO	Accountants in HO	Accountants in DO	No of Time Scale and MACP-I to MACP- III PAs in the office (excluding SBCO and accountants)
	Total													

Illustration

Sl.	Name of Division	Number of Posts (At Regional Level)												
		HSG I PM	HSG I SPM	Other HSG I Posts (Excluding PM,SPM, Account line & SBCO posts)	HSG II SPM	Other HSG II Posts (Excluding SPM, Account line & SBCO posts)	NB LSG SPM	Other LSG Posts (Excluding SPM, Account line & SBCO posts)	Account line HSG I posts in HO	Account line HSG II posts in HO	Account line LSG posts in HO	Accountants in HO	Accountants in DO	No of Time Scale and MACP-I to MACP- III PAs in the office (excluding SBCO and accountants)
1	Pune City East	0	8	15	9	7	16	25	1	0	2	2	1	350
2	Pandhar-pur	1	0	2	2	1	5	6	0	1	0	2	1	176

Annexure D

Particulars of Posts to be Upgraded

Sl. No.	Name of Division	Name of Office	Status of the Office	Name of the Post to be upgraded	Particulars of creation of post	Status of the post before upgradation	Status of the post after upgradation
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							

Illustration

		Particulars of posts to be upgraded					Annexure D
Sl. No.	Name of Division	Name of Office	Status of the Office	Name of the Post	Particulars of creation of post	Status of the post before upgradation	Status of the post after upgradation
A	B	C	D	E	F	G	H
1	Pune City East	Pune HO	Gazetted HO	Accountant HO	PNCE/EST/16/17-18	Time Scale PA	LSG
2	Pune City East	Pune HO	Gazetted HO	Dy PM HSG II	PNCE/EST/05/17-18	HSG II	HSG I
3	Pune City West	Sadashiv Peth	LSG	Mail PA	PNCW/EST/22/17-18	PA	LSG
4	Pune City West	Shaniwar Peth	A Class	SPM	PNCW/EST/27/17-18	PA	HSG II
5	Pune City West	Baner Road SO	B Class	SPM	PNCW/EST/27/17-18	PA	LSG
6	Pune MFL	IAT	C Class	SPM	PNMFL/EST/27/17-18	PA	LSG
7	Pandharpur	Divisional Office	Division Office	Accountant	PPR/EST/27/17-18	PA	LSG
8	Pune City West	Navsahyadri	LSG	SPM	PNCW/EST/27/17-18	LSG	HSG II