

F.No. 16-01/2018-Inspn.
Government of India
Ministry of Communications
Department of Posts
(Inspection Division)

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Dak Bhawan, Sansad Marg
New Delhi, dated 24.12.2018

Office Memorandum

Subject: - Annual Inspection Programme of Members, Postal Services Board & Addl. DG (Coord.) for the inspection year 2019.

Consequent upon the decision of the Postal Services Board, 23 Postal Circles and RAKNPA will now be inspected annually by Members, PSB & Addl. DG (Coord). Further, I am directed to convey the following decision of the Postal Services Board communicated vide Secretary (PSB)'s letter No. 1-PSB/2018-GA (Pt) dated 30.11.2018:-

- i. Circle Office/RAKNPA inspection will be completed in three working days.
 - ii. The inspection team will comprise of two members, viz. one ADG/AD and one ASP/IP from the Directorate.
 - iii. The Inspection Report (IR) will be submitted within 30 days from the date of inspection.
 - iv. Final compliance from the Circle will be submitted within one month from the date of receipt of Inspection Report, for which the concerned Member will follow up with the Circle and ensure compliance in a time bound manner. The secretarial assistance for the purpose will be provided by the Inspection Division.
2. Keeping the above in view, Secretary (P) has approved the following Annual Inspection Programme for 2019 to be carried out by Members, Postal Services Board & Addl. DG (Coord):-

S. No	Inspecting Unit	Allotted to	Month in which inspection to be carried out	TEAM MEMBERS			
				The Inspecting Officer may select two out of four members for inspection			
1	Chhattisgarh	Member (Banking & DBT)	January	ADG (IM-II)	AD (PMU)	ASP (Philately)	IP (Philately)
2	RAKNPA		April	ADG (Mail Operations)	AD (Training)	ASP (PMU)	IP (PMU)
3	Bihar		August	ADG (Philately)	AD (SB)	ASP (BD&M Dte)	IP (Vigilance)
4	Madhya Pradesh	Member (Technology)	January	ADG (RB)	AD (FS)	ASP (GDS)	IP (PBI)
5	Tamil Nadu		May	ADG (DE)	AD (Establishment)	ASP (Estates)	IP (PO)
6	Jammu & Kashmir		Sept.	ADG (IM)	DO (Tech.)	ASP (Vigilance)	IP (PG)
7	Telangana		October	ADG (Mail Operations)	AD (VP)	ASP (PG)	IP (PBI)

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8	Uttar Pradesh	Member (Planning & HRD)	January	ADG (IM)	AD (SB)	ASP (MB)	IP (MB)
9	Delhi		June	ADG (Technology)	AD (Training)	ASP (PMU)	IP (CCS)
10	Haryana		Sept.	ADG (RB)	AD (CCS)	ASP (FS)	IP (Inspection)
11	Himachal Pradesh	Member (Personnel)	March	ADG (DE)	AD (SPN)	ASP (PG)	IP (PO)
12	Gujarat		April	ADG (DE)	AD (SPN)	ASP (Vigilance)	IP (PCC)
13	Andhra Pradesh		May	ADG (DE)	AD (SPN)	ASP (Vigilance)	IP (IR&GB)
14	Assam	Member (Operations)	June	ADG (DE)	AD (SPN)	ASP (FS)	IP (PMU)
15	Odisha		April	ADG (Postal Operations)	AD (VP)	ASP (FS)	IP (Investigation)
16	Uttarakhand		August	ADG (Postal Operations)	AD (Philately)	ASP (RB)	IP (MB)
17	Punjab		October	ADG (Establishment)	AD (Planning)	ASP (Estates)	IP (CCS)
18	Jharkhand		November	ADG (FS-II)	AD (FS)	ASP (SPB- II)	IP (Vigilance)
19	North East	Member (PLI)	January	ADG (Investigation)	AD (Philately)	ASP (Vigilance)	IP (PMU)
20	Kerala		May	ADG (Investigation)	AD (Planning)	ASP (Vigilance)	IP (PBI)
21	Karnataka		June	ADG (Investigation)	AD (CCS)	ASP (MB)	IP BD&M Dte
22	Maharashtra		Sept.	ADG (Investigation)	AD (SB)	ASP (Training)	IP (PBI)
23	Rajasthan	Additional Director General(Co- ordination)	March	ADG (Parcel & Logistics), BD & M Dte.	AD (Technology)	ASP (DA)	IP (PMU)
24	West Bengal		August	ADG (PBI)	AD (PMU)	ASP (BD&M Dte)	IP BD & M Dte

3. I am also directed to intimate that further orders for the team members before initiating the inspection may be issued by the office of Members PSB/Addl. DG (Coord) on the strength of this OM.

4. This issues with the approval of the competent authority.

[Signature]
Assistant Director
(Inspection)

Copy to:

1. Sr. PPS to Secretary (Posts) /PPS to Director General Postal Services
2. PPS / PS to Addl. DG (Co-ordination)/All Members Postal Services Board
3. Additional Secretary & Financial Adviser
4. All Chief Postmasters General – I am directed to request the Circles to send the **Inspection Notes on the email id of the concerned Member PSB/ Addl. DG (Co-ordination) in the month of the scheduled inspection by coordinating with their Offices.**
5. All Postmasters General
6. Chief General Manager Parcel Directorate/ BD&M Directorate/PLI Directorate
7. Director, RAKNPA
8. Addl. Director General at Army Postal Service, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO / Senior DDG (PAF)
10. Secretary, Postal Services Board
11. All Deputy Directors General
- ✓ GM, CEPT for uploading this OM on India Post web site

[Signature]
Assistant Director
(Inspection)