

F. No. 25-27/2019-SPG
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, New Delhi

Dated: 21/11/2019

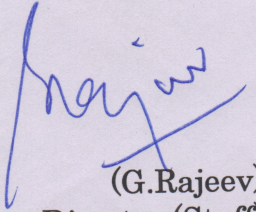
OFFICE MEMORANDUM

Subject: Creation and Maintaining of Executive Record Sheets of IPoS.

The undersigned is directed to refer to DoP&T D.O No. 3/1/2015-EO (CM) dated 29, October, 2019 (copy enclosed) and to say that this office is required to create and maintain the executive records sheets of all Indian Postal Service officers showing their profiles, posting and experience details as advised by DoP&T for considering their empanelment to hold Joint Secretary level posts at the centre.

2. In the view of the above, all the officers who are posted in Postal Directorate and on deputation have to submit requisite information, in the format enclosed herewith, to this office in excel format at directorstaff@indiapost.gov.in and dopspg@gmail.com at the earliest. The same shall also be sent in the hard copy to this office.

Encl.: as above


(G. Rajeev)
Director (Staff)

Copy to:

- All DDsG, Dak Bhawan,
- All Indian Postal Service (IPoS) officers on deputation
- GM (CEPT) - for uploading on website
- ADG (Admin.), Dak Bhawan – for circulation among Group 'A' officers of Directorate via e-Office