

No. 28-7/2016-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division

Dak Bhawan, Sansad Marg,
New Delhi – 110001.

Dated: 26th Aug, 2020

OFFICE MEMORANDUM

Subject: Duties and Responsibilities of Members Postal Services Board in the Department of Posts.

This is in partial modification of this Directorate OM of even number dated 30.07.2016 and 30.08.2016 regarding distribution of duties and responsibilities among the Members of Postal Services Board (PSB) and Addl. DG (Coordination) in the Department of Posts.

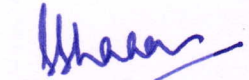
2. The revised duties and responsibilities of Members of Postal Services Board (PSB) and Addl. DG (Coordination) are as given below: -

| Sl. No. | Name of the Post | Concerned CGM / DDG/GM | Duties and Responsibilities | |
|---------|--|------------------------|-----------------------------|---|
| 1. | Member (Personnel) | DDG (P) | i) | Personnel & Staff matters |
| | | | ii) | Recruitments |
| | | DDG (Estt.) | iii) | Establishment |
| | | | iv) | Gramin Dak Sevaks (GDS) |
| | | | v) | Pension |
| | | | vi) | Medical Services |
| | | DDG (SR, Legal & VP) | vii) | Vigilance Petition and Appeals |
| | | | viii) | Staff Relations & Legal |
| 2. | Member (Operations) | CGM (Parcel) | i) | Parcels/e-Commerce & Logistics |
| | | CGM (BD) | ii) | Business Development |
| | | DDG(MO) | iii) | Speed Post & Mail Operations |
| | | | iv) | Motor Vehicle |
| | | DDG (PO) | v) | Postal Operation |
| 3. | Member (Technology) | DDG (PMU) | i) | Project Management Unit (PMU) of IT Modernization Project |
| | | DDG (Tech) | ii) | Technology |
| | | GM (CEPT) | iii) | Centre(s) for Excellence in Postal Technology |
| 4. | Member (PLI) & Chairperson, Investment Board | CGM (PLI) | i) | Postal Life Insurance, Rural PLI Schemes & Operations |
| | | CGM (PLI)/CIO | ii) | Investment Board |
| | | DDG (Marketing) | iii) | Marketing, Publicity and Social Media operations |
| | | DDG (FS) | i) | Post Office Savings Bank (POSB) |
| | | DDG (RB) | ii) | Rural Business (Including MGNREGA) |
| | | | iii) | Direct Benefit Transfer (DBT) |

| | | | | |
|----|---------------------------------|--------------------|------|---|
| 5. | Member (Banking) | | iv) | Branch Post Office infrastructure and Common Service Centers (CSC) |
| | | | v) | Planning including opening/relocation of Post Offices & Franchisees |
| | | | vi) | Rural ICT Implementation |
| | | | vii) | Post Bank of India |
| 6. | Member (Planning & HRD) | DDG (PBI) | i) | Corporate Planning |
| | | DDG (CP & PCO) | ii) | Prevention of Money Laundering ACT (PMLA) |
| | | DDG (Training) | iii) | RAKNPA, Postal Research Wing & PTCs |
| | | | iv) | Training |
| | | | v) | Welfare & Sports |
| 7. | Additional DG (Coordination) | DDG (PG, QA & I) | i) | Public Grievances, Quality Assurance, RTI matters |
| | | | ii) | Inspections/ Visits, Review of IRs/VRs |
| | | DDG (Philately) | iii) | Philately |
| | | DDG (Estates & MM) | iv) | Engineering Wing |
| | | | v) | Estates |
| | | | vi) | Materials Management |
| | | | vii) | Official Language |

3. This OM will take effect from 01.09.2020.

4. This issues with the approval of Hon'ble MoC.



(Smriti Sharan)

Deputy Director General (Estt.)

Copy to:

1. PS to Hon'ble MoC
2. Sr. PPS to Secretary (P)/PPS to DG Postal Services
3. PPS to Members, Postal Services Board/ Additional DG (Co-Ordination)
4. AS&FA/Sr. DDG (Vigilance)/Sr. DDG (PAF)
5. CGM PLI/CGM, BD Directorate/CGM, Parcel Directorate
6. All DDsG in Postal Directorate
7. Director, RAKNPA
8. All Chief Postmasters General
9. Additional Director General, Army Postal Service, C/O
10. All Postmasters General
11. All Directors/ ADsG in Postal Directorate
12. DG P&T Accounts, Civil Lines, New Delhi - 54
13. All Directors of Accounts (Postal)
14. Director, CEPT, Mysore - with a request to upload the OM on India Post Website.
15. All Sections of Postal Directorate
16. All recognized Unions/Federations/Associations.
17. SO Guard File



(Vincent Barla)
Director (Estt.)