

F.No. 10-01/2020-Inspn (Pt.)
Government of India
Ministry of Communications
Department of Posts
(Inspection Division)

Dak Bhawan, Sansad Marg,
New Delhi, dated: 04.06.2021

Office Memorandum

Subject: Inspections of Administrative and Operative Offices

In accordance with the directions of the National Disaster Management Authority (NDMA), guidelines for ensuring compliance on the focused containment of COVID-19 in the country were issued for a period up to 30.06.2021 vide Ministry of Home Affairs letter no. 40-3/2020-DM-I (A) dated 27.05.2021.

2. Consequent upon increase in COVID-19 cases along with positivity rate over the last few weeks, curfew/ night curfew/ week end curfew has been imposed in many places in India, except for essential activities/ services, as an emergency measure, in order to break the transmission chain of COVID-19 virus.

3. With reference to Directorate letter no. 15-1/88-Inspn dated 29.08.1988, inspections for both Administrative & Operative Offices are to be carried out within the earmarked quarters in a calendar year as per percentage fixed i.e. 15%, 35%, 30% and 20% in the 1st, 2nd, 3rd & 4th quarters respectively.

4. In view of prevailing unprecedented situation that arose due to outbreak of COVID-19 across the country in 2020, the prescribed percentage for inspection of Administrative and Operative Offices within the earmarked quarters in the inspection year 2020 and 2021 was changed as a one-time measure by the competent authority vide Directorate's letter no. 10-01/2020-Inspn dated 26.05.2020.

5. It was further decided by the competent authority that 10% of the total inspections of 2020 (4th quarter of 2020) which were carried forward to the 1st Quarter of 2021, are not required to be inspected again in 2021. This was circulated vide Directorate's letter no. 10-01/2020-Inspn (Pt.) dated 15.12.2020.

6. Now, taking into consideration the outbreak of the second wave of COVID-19 across the country, it has been decided by the competent authority that the inspections to be carried out within the earmarked quarters as per percentage fixed for Administrative and Operative Offices in the approved Annual Inspection Programme for the year 2021, will undergo change as explained in para 7 below.

7. (a) No change will be there in the inspections scheduled for the first quarter of 2021.

(b). In view of the impact of the second wave of COVID-19 pandemic and consequent curfew declared in many parts of the country, inspections scheduled for the inspection year 2021 may be carried out as below:

(i) The extant timeline of carrying out the annual inspection within one year from the date of last inspection is **extended to 15 months from the date of last inspection**. This is allowed strictly as a one-time measure in respect of the inspections originally scheduled to be carried out from April 2021 to March 2022 only.

(ii) 10% of the total inspections out of the 35% scheduled during the 2nd quarter of 2021 shall be carried out during the said quarter, which leaves a balance of 25% of total inspections to be carried forward to the 3rd Quarter.

(iii) This carried forward balance of 25% of the total inspections of 2021 originally scheduled during the 2nd Quarter as mentioned in pre-para and 5% out of 30% of the total inspections of 2021 originally scheduled during the 3rd Quarter shall be carried out during the 3rd Quarter. The revised inspection programme shall be prepared in such a manner that 30% of the total inspections of 2021 are carried out during the three months of the 3rd Quarter. Thus, 25% of the total inspections originally scheduled during the 3rd quarter shall be carried forward to the 4th Quarter.

(iv) This carried forward balance of 25% of the total inspections of 2021 already scheduled during the 3rd Quarter, shall be carried out during the 4th Quarter. In other words, 25% of the total inspections of 2021 shall be carried out during the three months of the 4th Quarter.

(v) This leaves a balance of 10% of inspections originally scheduled for 4th Quarter of 2021 which shall be carried forward to the first Quarter of 2022.

(vi). Inspection Programme at all levels shall be revised and submitted for approval of the competent authority within 15 days of receipt of this letter.

(vii). Time limit for submission/ review of Inspection Reports shall continue as per the extant instructions.

(viii). Staggering of inspections shall be applicable to inspection programmes of all inspecting authorities of the Sub Division/ Division/ RO/ CO (i.e. Sub Divisional Heads, Divisional Heads, DPS, PMG, CPMG).

8. For convenience of understanding, the following is illustrated and tabulated:

Quarter (a)	Months along with %age of inspection (standing instructions) (b)	%age of inspections originally scheduled in 2021 (vide Dte.'s letter no. 10- 01/2020-Inspn (Pt.) dated 15.12.2020 (c)	%age of revised inspections scheduled in 2021 (d)	%age of revised inspections scheduled in 2022 (e)
I	January-March (15%)	25 {10 C/F of Quarter 4 of 2020 + 15 of 2021}	25 {10 C/F of Quarter 4 of 2020 + 15 of 2021}	25 {10 C/F of Quarter 4 of 2021 + 15 of 2022}
II	April-June (35%)	35	10	35
III	July-September (30%)	30	30	30
IV	October-December (20%)	10	25	10
Total		100	90	100

9. It is further decided by the competent authority that 10% of the total inspections of 2021 (4th quarter of 2021) which are carried forward to the 1st Quarter of 2022, are not required to be inspected again in 2022.

10. Half yearly verification of balances of GPOs/ Head Post Offices however will undergo no change in schedule and will be carried out as per the guidelines on the subject.

11. From 2023 onwards, the percentage of distribution of quarterly inspections will be in accordance with Directorate letter no. 15-1/88-Inspn dated 29.08.1988, i.e. 15%, 35%, 30% and 20% in the 1st, 2nd, 3rd & 4th quarters respectively.

12. In respect of Post Offices (inspection of which are carried over to the next quarter), the Inspecting Officers shall scrutinize the financial transactions of the Post Offices from the data available in SAP. Any abnormal variations in cash flow/ transactions and cash management may be examined thoroughly, documented and brought to the notice of the competent authority. Shortcomings, if any, found may be followed up immediately.

13. Notwithstanding the above guidelines, inspections of bad/ fraud prone offices shall be carried out by the inspecting officers strictly within the stipulated timelines.

14. In as far as visits to field offices (Postal & RMS) are concerned, the competent authority has decided that the Chief PMG may take a view in this aspect for the current quarter i.e. April to June 2021. From July 2021 onwards, CPMG, PMG,

DPS, Divisional & Sub Divisional Heads may continue with the visits to the field offices (Postal & RMS) as per existing guidelines.

15. This issues with the approval of competent authority.

Prakash
04/06/2021
AD (Inspection)

Copy to:

1. CGM Parcel Directorate/ CGM BD Directorate/ CGM PLI Directorate.
2. Sr. DDG (Vig.), Dak Bhawan, New Delhi-110001.
3. All Chief Postmasters General.
4. Director, RAKNPA and all Directors PTCs.
5. All DDsG
6. GM, CEPT Mysuru for uploading this OM at Indiapost site.
7. Sr. PPS to Secretary (Posts)/ DG (Postal Services).
8. PS to all Members PSB/ PS to Addl. DG (Coord.) and PS to AS & FA.