

No. Q-25/33/2022-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
(PE-I Section)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Dated: 09th Sept., 2022

To,

All Heads of Circles,

Subject: Reconciliation of sanctioned strength of posts in various cadres in the Department.

Madam/Sir,

As you are aware, recently an extensive exercise was undertaken by the Circles, under the directions of the Directorate (Personnel Division and Establishment Division), for reconciliation of the sanctioned strength of posts in various cadres. After completion of the exercise, the reconciled sanctioned strength of posts in various cadres was collected from the Circles and after compilation, the same was circulated vide this office letter of even number dated 11.08.2022.

2. However, during the course of the aforesaid exercise, it was noticed that Establishment Registers are not maintained very neatly as a lot of cutting / scribbling can be seen therein and it is not easily comprehensible to know how many posts exists in a grade / category at any point of time as no summary/statement of post is maintained in the Registers.

3. Therefore, a proforma (attached as **Annexure**) has been devised to maintain summary/ statement of posts. Thus, it is requested that the Establishment Register be maintained neatly alongwith summary/statement of posts for each and every post. This summary of establishment may be maintained at each establishment for all the posts under the jurisdiction of the Establishment. For example, at Circle level Establishment Register shall be maintained for all posts of Circles including the Divisional Cadre posts like Postman/Mailguard, MTS etc.

Encl: as above.

Yours faithfully,



(Tarun Mittal)

Asstt. Director General (PE-I)

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