

No. X-7/15/2021-SPN-II
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 15th February, 2023

To,

All Chief Postmasters General.

Subject: Guidelines on allocation of Inspector Posts and Assistant Superintendent of Posts – reg.

Madam/Sir,

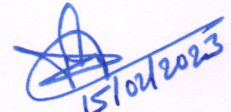
I am directed to refer to this office letter of even number dated 12.07.2022 wherein it was informed that cadre of Inspector Posts and Assistant Superintendent of Posts will be managed centrally by Directorate.

2. In this regard, following guidelines are issued for information of all concerned:

- (a) Allotment of Inspector Posts through Direct recruitment
- (b) Allotment of Inspector Posts through LDCE
- (c) Allotment on promotion to the cadre of ASP
- (d) Posting of Inspector Posts and ASPs in Directorate and CEPT
- (e) Inter-Circle transfer of Inspector Posts and ASP

3. This may be brought to the notice of all concerned.

Yours faithfully,



(Dileep Singh Sengar)

Assistant Director General (SPN)

Copy to:

- (a) Sr. PPS / PPS to Secretary (Posts) / Director General Postal Services
- (b) Sr. PPS / PPS to Members, Postal Services Board / Addl. DG (Coordination)
- (c) All Officers / officials in Directorate (through eOffice notice board)
- (d) General Manager CEPT, Bangalore for information and with request to upload this letter on India Post website
- (e) Office copy / Guard file.

**Guidelines for managing cadre of Inspector Posts and
Assistant Superintendent of Posts**

(A) Allotment of Inspector Posts (Direct recruit):

- a. After nomination of candidates by Staff Selection Commission, preference for allotment will be called from the candidates;
- b. Candidates recommended by SSC shall initially be allocated only to Postal Circles. In no case, initial allotment will be made to Directorate or CEPT.
- c. After receipt of preferences, candidates shall be allocated to Postal Circle on '*merit-cum-preference*' basis against availability of actual vacancy in the Postal Circles.
- d. As reservation register is maintained centrally at Postal Directorate, allocation of candidates to Postal Circles will be done against actual vacancy without observing category.

(B) Allotment of Inspector Posts (LDCE):

- a. Employees shall submit their order of preference for allotment while submitting application for LDCE-IP. In case where preference has not been obtained, the same will be obtained before declaration of result of LDCE-IP. Necessary change in online application for receiving applications shall be ^{made} ~~modified~~.
- b. Candidates selected for appointment as Inspector Posts through LDCE will initially be allocated only to Postal Circles. In no case, initial allotment shall be made to Directorate or CEPT.
- c. After declaration of result, candidates declared successful shall be allocated to Postal Circle on '*merit-cum-preference*' basis against availability of actual vacancy in the Postal Circles.



- d. As reservation register is maintained centrally at Postal Directorate, allocation of candidates to Postal Circles will be done against actual vacancy without observing category.

(C) Allotment of ASP:

- a. After approval of list of officials for promotion to the cadre of ASP, allotment will be made against actual vacancy.
- b. Officer approved for promotion to the post of ASP will be allotted in any one of the Postal Circle, Directorate or CEPT.
- c. Allotment of officers on promotion to ASP cadre will be recommended by a committee comprising following officers :-
- i. DDG(P) – Chairperson
 - ii. Director (SPN) – Member
 - iii. ADG(SPG) – Member
- d. Guiding principle for allocating officers shall be as under:-
- i. Officers shall be allocated preferably to respective parent Postal Circle subject to availability of vacancy.
 - ii. In case vacancy is not available in parent Postal Circle of the officer or in administrative interest, officer shall be allocated to any one of the Postal Circles, Directorate or CEPT.
- e. Recommendations of the committee on allocation shall be considered by the appointing authority, viz. Member (Personnel) for approval.

(D) Posting of Inspector Posts and ASPs in Directorate and CEPT:

Directorate and CEPT will be treated as separate and distinct unit for transfer / posting of Inspector Posts and ASPs. Accordingly, posting of Inspector Posts and ASP in Directorate and CEPT will be done on administrative grounds to meet requirement of Directorate and CEPT.



(E) Inter-Circle transfer of Inspector Posts and ASP :-

- a. Inter-Circle transfer of Inspector Posts / Assistant Superintendent of Posts will not be covered under provisions of Rule – 38
- b. As posting of Inspector Posts and ASP in Directorate and CEPT will be done on administrative grounds, these two units (Directorate and CEPT) shall not be available for transfer on request, which is available only for Postal Circles.
- c. As reservation register is maintained centrally at Postal Directorate, Inter-Circle transfer of Inspector Posts and ASP shall be considered against actual vacancy available in a Postal Circle without observing mode of recruitment and category.
- d. Inspector Posts / ASP shall be eligible to request for transfer from one Circle to another only after completing one year of service in the grade.
- e. After completing one year of service in the grade, an Inspector Posts / ASP can submit his request for Inter-Circle transfer on online transfer portal (portal for Rule 38 transfer).
- f. Modalities for fixing priority as provided for transfer under Rule – 38 will continue to become applicable for Inspector Posts / ASP and existing priority list will continue to operate.
- g. Transfer requests shall be considered on quarterly basis alongwith transfers under Rule – 38 through online transfer portal.