

487398/SPN-II  
12/5/23

F. No. X-7/27/2022-SPN-II  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi -110001,  
May 9, 2023

To

1. All Heads of Circles
2. CGM, Parcel & VD Directorate / CGM, PLI Directorate
3. Director, RAKNPA / GM, CEPT.

**Subject: - Processing of request of Inspector Posts (IP) and Assistant Superintendents of Posts (ASP) for 'Deputation / Foreign Service Deputation'.**

Madam / Sir,

I am directed to refer to Directorate's letters no. X-7/15/2021-SPN-II dated 12.07.2022 and 15.02.2023, wherein it has been decided that the cadre of Inspector Posts (IP) and Assistant Superintendent of Posts (ASP) shall be managed centrally by the Directorate. Consequently, it is felt necessary to issue guidelines for processing the requests for 'Deputation / Foreign Service Deputation' of IP / ASP and the Competent Authority has approved following guidelines:-

- a) IP/ASP working in Directorate against sanctioned posts of Directorate shall submit their requests for 'Deputation / Foreign Service Deputation' to Personnel Division (SPN Branch) for further processing.
- b) IP/ASP working in Postal Circles or working in Directorate on attachment basis shall submit their requests for 'Deputation / Foreign Service Deputation' to their respective Controlling Officer, who shall, after verifying the service particulars, forward the request to Circle Office. After obtaining approval of the Head of the Circle requests of those officials whose services can be spared shall be forwarded to Directorate.
- c) Requests received in Directorate shall be placed before the competent authority before forwarding the request to concerned organization.
- d) After an IP / ASP is relieved to join another organization on for 'Deputation / Foreign Service Deputation', concerned Circle shall immediately inform the Directorate the date of relieving of the official and the period of 'Deputation / Foreign Service Deputation'.
- e) In case, the borrowing organization intends to retain an official beyond the approved period of 'Deputation / Foreign Service Deputation', a request in this regarding shall be made by the borrowing organization to Directorate for concurrence.
- f) Request for extension of 'Deputation / Foreign Service Deputation' presently pending in Circles may be sent to Directorate immediately for consideration of the Competent Authority. In no Circumstances, henceforth Circle shall give concurrence for extension of 'Deputation / Foreign Service Deputation'.

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- g) Before repatriation of an official on 'Deputation / Foreign Service Deputation' after completion of the approved period, Directorate shall issue orders allocating a Circle / Unit for posting of the official. To facilitate processing of the case in Directorate, officials on 'Deputation / Foreign Service Deputation' shall submit a request to Directorate giving 'Order of Preference' of Postal Circle 60 days prior to expiry of approved period of 'Deputation / Foreign Service Deputation'.
- h) In case, any official is prematurely repatriated, the official will report to Directorate. Thereafter, Directorate shall issue orders allocating a Circle / Unit for posting of the official. The intervening period between the date of reporting of the official in Directorate date of joining in the allocated Circle / Unit shall be treated as 'Compulsory Wait' and pay and allowances for such period shall be drawn by the allocated Circle / Unit.
2. To facilitate maintenance of database of the IP / ASP already on 'Deputation / Foreign Service Deputation', Circles are requested to send information in the following format:-

**Details of Inspector Posts (IP) and Assistant Superintendents of Posts (ASP) on  
'Deputation / Foreign Service Deputation'**

Name of the official	Substantive Post held	Name and contact details of borrowing organization	Date from which the official is on 'Deputation / Foreign Service Deputation'	Period upto which 'Deputation / Foreign Service Deputation' presently Approved	Whether any request for extension is pending (Yes / No)

3. In cases where request of IP/ASP for 'Deputation / Foreign Service Deputation' have been forwarded by Circles, after selection, before relieving the official, proposal with relevant details shall be sent to Directorate and only after receipt of the concurrence of the Directorate the official shall be relieved.
4. This may be widely circulated for information of all concerned.

Yours faithfully,

  
09/05/2023

(Dileep Singh Sengar)  
Assistant Director General (SPN)

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