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No: 18-39/2011-BD&MD
Department of Posts
Business Development & Marketing Directorate
Dak Bhawan, New Delhi- 110001

December 2011

Office Memorandum



Introduction of Annual Speed Post Award Scheme – Award for employees/ Officers

Speed Post service was launched on August 1, 1986 vide Gazette Notification dated 24 July, 1986. Since its launch, Speed Post service has established itself as a brand, emerged as a major player in the express mail market and has achieved remarkable growth business over the years. Today, Speed Post is the single largest source of revenue for the Department of Posts.

2. The Speed Post Service has completed 25 years of operations on August 1, 2011. In order to recognize the contribution of our employees in making the Speed Post service the single largest source of revenue for the Department of Posts and maintaining the growth of the service over such a long period, the Department has decided to introduce an "Annual Speed Post Award scheme" for best performing Employees/ Officers with the following features:-

2.1 Objective of the award scheme:-

Employees' performance is directly related to employees' motivation. The objective behind introduction of the award scheme is to recognize the contribution of the employees in making the Speed Post service the single largest source of revenue for the Department of Posts and maintaining the growth of the service over such a long period and also to motivate the employees to perform better. The said scheme aims to provide the outstanding performers with a sense of achievement and to feel important in the department, to have a sense of identity, and most especially to have job satisfaction. All employees that have job satisfaction are high performers in their respective workplaces.

2.2 Categories & Number of officers/ officials to be identified for these awards (per circle):-

Category	Number of employees/ Officers
Operative Staff (including postal/ sorting assistants up to LSG, system administrators and marketing executives)	3
Inspectors, ASPs, HSG-I, HSG-II and Group 'B' Officers	3

2.3 Selection Procedure:-

2.3.1 A Committee comprising of Chief PMG, PMG(BD)/DPS(BD)/officer in-charge at Circle Headquarter of Business Development and IFA of the Circle will be constituted at Circle level to obtain the recommendation in this regard from all the units etc. and finalize the list of awardees in each category in the Circle for the preceding year.

2.3.2 The above selection committee shall be formulated by 15th April of every year. The committee shall call for recommendations from all the units in the circle by 20th April of every

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year with the last date for receipt of recommendations from each unit in Circle Office by 30th May of every year.

2.3.3 The performance of the officers/officials of the Circle, inter-alia, be assessed by the committee on the following parameters:-

- Initiative and drive,
- Commitment and hard work,
- Perseverance and eye for detail,
- Quality of output of the job assigned,
- Quantitative output of the job assigned,
- Team work.

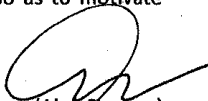
2.3.4 The quantitative criterion for short listing the candidates will be as given in Annex-I.

2.3.5 The unit shall provide a brief write-up with examples on each of the parameters listed at Annex I in respect of officers/ officials recommended for the Award by this unit. The committee shall examine the recommendation received from all the units of the circle and award credits in respect of each of the parameters in respect of the recommended officials/ officers. The committee shall thereafter finalize the first, second and third awardees in the two categories (clause 2.2) respectively by 30th July of every year.

2.4 Awards:-

The Head of the Circle would felicitate the awardees with Cash Awards along with certificates in a function to be organized for the purpose. The first prize will have a cash component of Rs 4,500/-, the second Rs 3,000/- and third Rs 1,500/-. Circles should meet the expenses on this account from the funds allotted to the circles in ASP (non-plan) head of account every year. The award ceremony would be held in the month of October during the National Postal Week. If possible, Awards function may be held on the Business Development Day during the National Postal Week.

3. The scheme should be brought to the notice of all employees/ officers so as to motivate them to perform better.


(Alok Sharma)
General Manager

To

1. All Heads of Circles/ Regions
2. CGMs, JS&FA, DDGs, GMs, AGMs & Directors
3. Additional DG, APS
4. Postal Staff College and Postal Training Centers
5. All Officers in Business Development & Marketing Directorate
6. Sr. PPS to Secretary (Posts)
7. PPS to Members of the Board

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Annex I

Speed Post Awards – Circle level

S.No	Parameters	Credit
1.	Initiative and drive	15
2.	Commitment and hard work	15
3.	Perseverance and eye for detail	15
4.	Quality of output of the job assigned	20
5.	Quantitative output of the job assigned	20
6.	Team work	15