To

The General Manager,
Centre for Excellence in Postal Technology (CEPT),
Mysuru – 570010.

Subject: - Regarding uploading of Rule-1 to Rule-98 of Postal Manual Volume-IV.

Sir,

Please find enclosed herewith Rule-1 to Rule-98 of Postal Manual Volume IV for uploading on the website of India Posts as a part of serial no. 8 of Postal Manual Volume IV.

This issues with the approval of DDG (P).

Encl. As above

Yours faithfully,

(Muthuraman C)
Assistant Director General (SPN)
डाक-तार नियम पुस्तक
खंड-4
स्थापनाएं
पहला अध्याय
नियुक्तियां और पदोन्नतियां सामान्य नियम

1. शीर्षे लिखे सामान्य नियम, जब तक कि स्पष्ट रूप से यह न कहा गया हो कि वे किसी विभाग शाखा या किसी विभाग वाले के सरकारी कर्मचारियों पर ही लागू होते हैं, डाक-तार लेखा की विभिन्न शाखाओं के सभी कर्मचारियों पर समान रूप से लागू होते हैं। किसी विभाग शाखाओं पर लागू होने वाले विभाग नियम इस खंड के पांचवें से अठारहवें अध्याय में हिदे गये हैं।

शक्तियां

2. अपने अधीन कर्मचारियों नियुक्ति और पदोन्नति करने के बारे में महानिदेशक और सहित अध्यक्ष तथा उनके मात्र अधिकारियों की शक्तियां डाक-तार नियम पुस्तक खंड-3 में ही गई हैं।

चरित्र के संबंध में पूर्ण-नाथ

3. किसी ऐसे व्यक्ति को जो किसी सरकारी या अधिक रक्षक पर पर बना हुआ नहीं है, अथवा सरकारी पेंशनर नहीं है, विभाग में किसी रिक्त पद पर नियुक्ति करने या नामांकन करने या अधिरचित विभागीय एवं अधिकारियों के रूप में नियोजित करने से पहले के बारे में परिष्करण और पूर्व विभाग उसकी जानकारी अपने भाषाधिकारी के जानकारी हो जाने वाले और जो व्यक्ति कोई सत्ताधारी हो जाने वाले न दे सके उसे विभाग में नियुक्ति नहीं किया जाना चाहिए। को व्यक्ति के अधिकार के लिए किसी सरकारी पर ऐसा करना कित्ता हो अलग नहीं करना चाहिए। नवाब-सन्तान के कर्मचारियों के चरित्र उपर पूर्ववर्ती के बारे में ही मई पूर्ण-नाथ का परिचालन जानने वाले लागू पता, यथार्थता, उनके चरित्रपत्रों या भोपाली अभियंताओं के साथ रहे।

Posts and Telegraphs Manual
Volume IV
ESTABLISHMENTS
CHAPTER I

APPOINTMENTS AND PROMOTIONS—GENERAL RULES

General Rules

1. The following general rules apply equally to officers of all the different branches of the service unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of Government servants. The special rules which are applicable to particular branches are laid down in Chapters V to XVIII of this Volume.

Powers

2. The powers of the Director-General and of Heads of Circles and their subordinate officials to appoint and promote officials sub-ordinate to them are laid down in the Posts and Telegraphs Manual, Volume III.

Enquiries regarding character

3. Before appointing or nominating persons to vacant posts in the Department, or employing as extra-departmental agents persons who do not hold Government or quasi-Government posts or who are not Government pensioners, careful enquiry must be made regarding their character and antecedents, and no one may be employed in the Department who is unable to furnish satisfactory references. No person who has been

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- dismissed for misconduct from any Government post may be employed. The papers showing the result of enquiries into the character and antecedents of permanent departmental officials should be kept with their character sheets or confidential records as the case may be, in which a note, duly signed and dated, should be made to the effect that the papers have been appended to them.

- In respect of candidates, the enquiry papers may be kept by the recruiting officer concerned in a special guard book, arranged in the order of entries in the gradation list of such candidates and these papers should be transferred to the character sheets or confidential records, as the case may be, as soon as they are given permanent appointments.

- In the case of extra-departmental agents in respect of whom the usual enquiries regarding their character and antecedents have not been dispensed with the enquiry papers may be kept with their security bonds with necessary remarks in the register of security bonds. If, however, an extra-departmental agent is exempted from furnishing a security bond the enquiry papers in this case may be kept along with the security bonds of other officials in the place where his security bond would otherwise have been kept, i.e., in the order of entries in the register of security bonds had he not been so exempted, necessary remark being recorded in the register.

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**Note.**—A statement duly attested by the appointing officer and containing marks of identification and other descriptive particulars including thumb and finger impressions, as recorded in the first page of a service book or service roll should be filed along with the enquiry papers regarding the character and antecedents in respect of candidates for future appointments in the Posts and Telegraphs Department. A similar attested statement should be obtained in respect of all extra-departmental agents, the statement in the case of extra-departmental branch postmasters being attested by the inspector of post-office.
4. Applications for re-employment in any capacity from persons who have either been dismissed from the department or who have resigned their posts to avoid dismissal or absconded must usually be rejected. When, however, the re-employment in the Department of any such person is considered necessary on special grounds, the previous approval of the Director-General must always be obtained.

5. The Head of a Circle may sanction the re-employment of pensioners in non-gazetted posts under Article 520 (iii), Civil Service Regulations, subject to the conditions in article 520 ibid. An appointing authority of gazetted rank in charge of a Division, first class head post office or telegraph office may also exercise this power provided that the pensioner re-employed is in receipt of a pension not exceeding Rs. 100 per mensem. No pensioner whose past records, and present circumstances are not fully satisfactory, specially in regard to financial solvency, should be considered suitable for re-employment.

6. The rules regarding production of a medical certificate of health by a candidate for permanent appointment to Government service will be found in Fundamental Rule 10 and 4—2 DGP&T/ND/75
Supplementary Rules 3, 4 and 4-A of the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.

7. When a candidate for appointment is sent up for medical examination, he will be supplied with a letter addressed to the medical officer, furnishing a brief description of him, mention being made of some special distinguishing mark (such as a scar) or other peculiarity by which the medical officer may identify the individual to be examined.

**AGE ON APPOINTMENT**

8. The rules regarding conditions of age on appointment to Government service will be found in the relevant rules of recruitment to the cadres concerned.


10. Candidates whose age exceeds the prescribed maximum age limits will not be eligible for recruitment to the cadres concerned. The maximum age limit cannot be relaxed by the Heads of Circles or by any subordinate authority unless powers for such relaxation have specifically been delegated in the rules of recruitment. Where no such delegation has been made, the powers for such relaxation will vest in the Government and all such cases will be referred to Director-General prior to recruitment.

**Note 1**—The age limits are to be followed at the time of recruitment. No sanction is necessary in a case where a candidate is within the maximum age limit at the time of recruitment but is over-aged at the time of appointment.

**Note 2**—Where the maximum age limit is relaxed by the competent authority, suitable entries along with the particulars of the sanction granting age relaxation should be entered in the Service Book of the candidate concerned.
ORDERS OF APPOINTMENT, PROMOTION OR TRANSFER

10. With respect to posts and services to be filled by direct recruitment of persons of Indian domicile whether by competition or by qualifying examination or by selection, the domicile of candidates should be determined in accordance with the rules, contained in Appendix B to Schedule IV of the Superior Civil Service Rules with the omission of Rules 5(2) and 10. These rules will be found in Appendix No. 1-A of this Manual.

Office, Petty and Class IV Establishments

11. Office establishment will be held to include all non-gazetted servants engaged on clerical duties, as well as class IV servants employed in offices, except sweepers.

12. Petty establishment will include store-keepers, artificers, guards, watchmen, messengers, and class IV servants, who are not attached to offices employed on general duties, and whose salaries are not provided for in any estimate for a work.

Note.—The above definition of petty establishment does not apply to the post Office.

General Rules


Orders of Appointment, Promotion or Transfer

15. In every case in which a person, whether in superior or class IV service, is newly appointed to a permanent or officiating post or is promoted or transferred, a written order will be given to him over the signature of the officer authorised to make the appointment or order the promotion or transfer and a copy of

Determination of domicile

10A. With respect to posts and services to be filled by direct recruitment of persons of Indian domicile whether by competition or by qualifying examination or by selection, the domicile of candidates should be determined in accordance with the rules, contained in Appendix B to Schedule IV of the Superior Civil Service Rules with the omission of Rules 5(2) and 10. These rules will be found in Appendix No. 1-A of this Manual.
I, A. B., do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly and with impartiality.

(Conscientious objectors to oath taking may make a solemn affirmation in the same effect. The form of oath is given below:)

"I, A. B., do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly and with impartiality.

(Conscientious objectors to oath taking may make a solemn affirmation in the form indicated above).

The Controlling Officer will also obtain from him the declaration or declarations as indicated below:

(a) In the case of telegraphist, postal signaller, munshi, wireless operator, telephone operator, telephone inspector, engineering supervisor.

I hereby declare that I have read the Indian Telegraph Act, the Indian Official Secrets Act and the Central Civil Services (Conduct) Rules, 1955 and clearly understand that I become
liable to the provisions and penalties therein on being appointed as a………………………………………in the Posts and Telegraphs Department.

Signature of the Officer.

Place…………………………………………………………………………………

Signature of the Superior Officer.

(b) In the case of other officials in superior service, all officials in the class IV service and extra-departmental agents.

I do hereby declare that I have read ………………………………………the Central Civil Services (Conduct) Rules, 1959 and thoroughly understood them.

Dated…………………………………………………………………………………

Signature

(c) In the case of all officials both in superior and Class IV services and extra-departmental agents.

"(except extra-departmental mail carriers and extra-departmental delivery agents who are not entrusted with the work of delivery of accountable articles and are not required to furnish security.)"

I do hereby declare that I have read ……………………………………………………the amended rule 103 of the Posts and Telegraph Manual Volume II as amended by correction slip No. 187, dated 1st July, 1949 and I agree to abide by the terms of the rule.

Dated…………………………………………………………………………………

Signature

(2) In the case of those not knowing English the declaration or declarations should be prepared in a local Indian language.
17. In the case of an outsider newly appointed to a permanent or officiating post in which security has to be furnished, the officer making the appointment will specifically state in the order of appointment whether the person appointed has furnished security or not.

18. There must be a clear understanding at the time a clerk is engaged, on the question whether he is or is not eligible for compensatory allowance and the officer having the power to appoint will make a note to this effect in the letter of appointment and in the orders of appointment.
18/1. A staff of clerks not exceeding 14 per cent. of the operative clerical staff is sanctioned for the following officers to form a leave reserve which provides for all vacancies caused by the absence on leave of the officials of the clerical class of those offices:

(1) Offices of the Postmasters-General and Directors of Posts and Telegraphs, and the administrative offices under their control.

(2) Offices of the Controllers Telegraph Stores.

(3) Offices of the General Manager Posts and Telegraphs, Workshop and Manager Telephone Workshops, Jabalpur.

(4) Office of the Chief Accounts Officer, Telegraph Stores and Workshops, Alipore.

(5) Office of the Accounts Officers, Telephone Revenue.

(6) Offices of the General and District Managers of Telephone Districts.

(7) Office of the Divisional Engineer, Telegraph Training Centre.

18/2. When in a non-gazetted establishment having a sanctioned leave reserve, including the office of the Director-General of Posts and Telegraphs, the number of absentees (whether on ordinary leave or on leave on medical certificate) is equal to or in excess of this reserve, the grant of further leave is subject to the condition that no extra expenditure is caused thereby to the State. When, however, in such circumstances it is necessary to grant leave on medical certificate, officiating arrangements can be made and outsiders employed in the leave vacancies so caused, but such arrangements should cease and outsiders should be discharged as soon as the total number of absentees on leave of all kinds is brought within the sanctioned leave reserve.
Transfer of Service to Another Government Office or Department

19. "The conditions governing the requests of Government Servants to transfer their services to another Government Office or department are prescribed in the Government Servants' Applications for posts (Central Service Rules). These rules along with the instructions issued by Government under these rules for the guidance of the authorities receiving the applications are given in Appendix 22 of this Manual."

Note—An Engineering Supervisor, Wireless Operator or Carrier Attendant shall not be granted permission to seek other employment, whether within or outside the Department, or to appear in any examination pursuant to seeking such employment other than those prescribed for the recruitment to the Telegraph Engineering Service, Class I provided that a Carrier Attendant may be permitted to appear for the Engineering Supervisor’s examination.

Promotion to Higher Posts

24. It is to be understood that no officer is to be promoted to fill a vacancy in a higher grade unless he is considered deserving of advancement.

25. The Government of India have decided that the following principles will govern promotions to the higher posts in the Department:

Promotion to the Grades of Senior Time Scale in the Indian Postal Service, Class I and Divisional Engineers, Telegraphs, should be made from the cadres of Junior Time Scale.
26. Ordinarily an officer should not be superseded for promotion to the grade of Divisional Engineer, Telegraphs until he has been tried during a period of probation (which will confer no claim to eventual confirmation) in an officiating capacity. An officiating appointment will be refused to an officer who is obviously unsuitable.

26. Promotion to the grades mentioned below should be by selection from the best of the Department, seniority being regarded only where qualifications are practically equal.

**Postal Services**

Deputy Director-General; Postmaster-General; Director of Postal Services; Presidency Postmaster; Assistant Deputy Director-General, and Junior Time Scale of the Indian Postal Service, Class I; Postal Superintendents Service Class II; Postmaster Service Class II.

**Telegraphs**

Chief Engineer; Deputy Director-General Telegraphs; Deputy Chief Engineer; Director of Telegraphs, Telegraphic Traffic Service, Class I and Assistant Deputy Directors General (Telegraphs and Telephones).

**General**

Accounts Officers.

Note.—Selection for the posts of Assistant Deputy Director-General is generally made from among officers not above the age of 50 years.

5—2 DGP & T ND/75
27. For officiating appointments, once the lists of approved officers are prepared by Departmental Promotion Committees and finally approved by Government or the appointing authority, no departure from the order in the list should ordinarily be made, provided that when administrative exigencies require it, a person not in the list or not first in order in the list, may be appointed for a period not exceeding three months.

**Confirmation of Officers or Officials Holding Substantive Appointments Appointed to Higher Posts**

27-A. Where a period of training is fixed, it must ordinarily be spent on active service, i.e., in calculating the time spent on training for the purpose of confirmation, leave other than casual leave must be excluded.

**Promotion to Selection Grades**

27-B. Promotion to the lower or higher selection grade of the clerical cadre should be made normally in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion. In a case where the first three senior men are all fit for promotion, but the first man is good, the second better and the third the best, the first man and not the third or the second man should be promoted.


**Notification in the Gazette of India**

29. Every important event in the official career of a gazetted Government servant affecting his pay and other conditions...
Appointments and promotions—general rules

Appointments (whether substantive or officiating) to the following posts require the previous sanction of the Government of India and are notified in the Gazette of India by them:

1. Director-General.
2. Chief Engineer, Posts and Telegraphs.
3. Senior Deputy Director-General.
4. Deputy Director-General.
5. Postmaster-General.
6. Directors of Telegraphs.
7. Deputy Director-General, Telegraphs.
8. Deputy Chief Engineer.
9. Officers of the Indian Postal Service, Class I.
10. Assistant Deputy Directors-General.
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(12) Officers of the Telegraph Traffic Service, Class I.
(13) Superintendent, Telegraph Workshops.
(14) Assistant Superintendent, Telegraph Workshops.
(15) Assistant Divisional Engineers, Telegraphs.
(16) Controller, Telegraph Stores.
(17) Assistant Controller, Telegraph Stores.
(18) Assistant Chief Engineer, Telegraphs.
(19) Assistant Chief Engineer, Wireless.
31. Deleted.

LIST OF MINISTERIAL, NON-MINISTERIAL AND CLASS IV SERVANTS
IN THE INDIAN POSTS AND TELEGRAPHS DEPARTMENT

(i) Non-Ministerial

1. All Gazetted Officers in Class I

2. (a) General Central Service Class II
   Assistant Engineer, Telephones
   Contract Officer, Telephones
   Assistant Manager, Telephones
   Assistant Traffic Superintendent, Telephones
   Assistant Engineer, Workshops
   Security Officer, Workshops
   Accounts Officer including Administrative Officer
   Assistant Secretary, P. & T. Board
   Stamp Officer
   Manager, Mail Motor Service

(b) Telegraph Engineering and Wireless Service Class II
   Sub-Divisional Officer, Telegraphs
   Sub-Divisional Officer, Telephones
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<td>Engineering Supervisors in all branches.</td>
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<td>Telegraphists including those holding allowances \ posts of Teleprinter Supervisors; Repeater Supervisors; Testing Telegraphists, Instructor in-charge of Telegraph Training Class, Sectional Assistants to Telegraph Masters, etc.</td>
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<td>Linemen (including Lineriders)</td>
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<td>Mechanics of all grades, including Selection Grade</td>
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<td>Cable jointers of all grades</td>
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**Bombay Telephone District, Special Designations**

- Exchange Inspectors Gr. I & Gr. II including Selection Grade, if any.
- Power Supervisors
- Electric Plant & Power Room Attendants
- Mechanics (Block Wiring & Testing)
- Instrument Inspectors including Selection Grade, if any.
APPOINTMENTS AND PROMOTIONS—GENERAL RULES

Sub-Inspectors (Instrument), Installation, Electrical or Line

Cable Foremen
Masons
Assistant Supervising Test Clerks
Test Clerks
Linemen (Cables)
Fitters Gr. II.

Bombay Telephone Workshops, Special Designations
Welfare Superintendent
Head Test Clerks
Assistant Supervisory Test Clerks
Electricians
Exchange Inspectors Gr. I & Gr. II
Planning Inspectors

Madras Telephone District, Special Designation
Masons
Line Inspectors Grade A & Grade B
Cable Inspectors Grade A
Exchange Inspectors Grade A & Grade B
Instrument Inspectors
Supervisor C.T.O.
Instructor Telephone Operator Training Class
Supervisor Local Exchange.

Calcutta Telephone District, Special Designations
Chief Exchange Inspector
Exchange Inspectors Grade A & Grade B
Chief Test Clerk
Test Clerks including those in L.S.G.
Instrument Inspectors  
Fault Inspectors  
Power Fitters  
Fitter Charge Hands  
Fitters Grade I & II  
Turners  
Chief Line Inspector  
Line Inspector Grade A  
Installation Inspectors Grade A & Grade B  
Enquiry Operators (Traffic)  
Service Inspectors  
Lady Superintendents Traffic and Assistant Lady Superintendent (Traffic)  
Lady Supervisors  
Meter Repairers  
Chief Cable Inspectors  
Cable Inspectors Grade A  
Record Clerks (L.S.G.)  
Chief Draughtsman & Record Clerk  
Instructor School Teacher  
Traffic Inspector  
Main’s Inspector, Grade II  
Public Relation Officer.

(ii) Ministerial  
Circle and Administrative Offices  
1. Office Superintendents  
2. Sorting Assistant Superintendents  
3. Head Assistant (H.S.G.)  
4. Head Clerks (L.S.G.)  
5. Senior Accountants  
6—2 DGP&T/ND/75
6. Junior Accountants
7. All officials in the cadre of Inspectors of Post Offices and Inspector Railway Mail Services.
8. Wireless Investigating Inspectors
9. Wireless Licence Inspectors
10. Librarian
11. Clerks (Supervisors)
12. Storekeepers (All grades)
13. Upper Division Clerks
14. Lower Division Clerks
15. Stenographers (All grades)
16. Typists
17. Steno-typists
18. Munshies (in Calcutta Telephone District)
19. Cash Overseers
20. Stock Verifiers
21. Head Clerks Directory
22. Copy Writers
23. H.S.G. Clerks

Returned Letter Offices
1. Managers
2. Assistant Managers

Stock Depots
1. Managers
2. Assistant Managers
Chap. I] APPOINTMENTS AND PROMOTIONS—GENERAL RULES

3. Clerks

4. Forms Supervisor

Post Offices

1. Postmasters
2. Dy. Postmasters
3. Sub-Postmasters
4. Assistant Postmasters
5. Sub-Postmasters (Time Scale)
6. Branch Postmasters
7. Assistant Presidency Postmasters
8. Dy. Sub-Postmasters
9. Assistant Sub-Postmasters
10. Inspectors of Post Offices
11. Complaint Inspectors
12. Town Inspectors
13. Wireless Licence Inspectors
15. Head Clerks
16. Supervisors (Selection Grade)
17. Assistant Superintendent of Post Offices
18. Post Office Accountants
19. Assistant Accountants
20. Signallers (Postal)
21. Clerks
22. Steno-typists
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**डाक मोटर व्यवस्था**

1. कारखाने लेखाकार
2. प्रामन कारखाने
3. कारखाने
4. लागू बुम पंचवेश्वर
5. यातायात पंचवेश्वर

रेल डाक व्यवस्था जिसमें विभेद डाक भी शामिल हैं

1. सहायक अधीक्षक (हायर सेवावर्ग प्रेषण)
2. छोटाई सहायक अधीक्षक

**Mail Motor Service**

1. Junior Accountant
2. Head Clerks
3. Clerks
4. Log Book Supervisors
5. Traffic Supervisors

**Railway Mail Service including Foreign Post**

1. Assistant Superintendent (H.S.G.)
2. Sorting Assistant Superintendent.
### नियुक्तियां और पदोन्नतियां—सामान्य नियम

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31 नियुक्तियाँ और पदार्थनियाँ—सामान्य नियम

Chap. I] APPOINTMENTS AND PROMOTIONS—GENERAL RULES [31

पत्र इंजीनियरिंग (इसमें मंडराएं और कर्मचारियों का सामान शामिल है)

1. ब्रेटेन लेखकार
2. सेलेक्शन ब्रेड कलक (ब्रेड और लोहर सेलिंग ब्रेड)
3. कलक (सभी ब्रेड)
4. आगाजिलिपि (स्टेरोप्रिकर)
5. अखबारक
6. मंडरार (सभी ब्रेड)
7. मंडर ब्रेड (किंडर कलक)
8. कनिश्च लेखकार
9. कनिश्च कलक

तार यातायात

1. सेलिंग ब्रेड कलक (ब्रेड और लोहर सेलिंग ब्रेड)
2. ताराधन लेखकार
3. ताराधन कलक
4. सिलेंडर बुंद कलक
5. निलाम कलक
6. नवार ब्रेड निरीक्षक

डिशनों—संबंधित स्वर्ग के अन्दर रिजर्व कर्मचारियों भी स्वागत कर रहे हैं।

III—वत्तक्षेत्र अथवा पेशनी

1. विशेष रूप से 'उत्तराधिकार विभव-पर्यटकों को छोड़ कर तार यातायात शाखा के विभव-पर्यटक
2. दफ्तरी सहायक
3. The pay of petty officers including telegraph delivery peons, gazetted delivery peons, boy messengers, taskwork peons, office peons, telephone mazdoors, wireitters, cleaners (including motor cleaners), battery mazdoors and mazdoor holders was raised from the 1st March, 1921 to Rs. 20-35 P.M. their claim for being treated as superior was turned down. Thus all the Record suppliers and Dutries are only "inferior (Now Class IV)."

4. Dutries other than those specially classed as 'superior', record-lifters, form-suppliers other than those specially classed as 'superior', form-pickers, markers, remprinter operators other than those specially classed as 'superior' ferro-typers other than those specially classed as 'superior' and attenders.

Note.—Although the pay of the Record suppliers and Dutries of the D.G., P. & T. was raised from the 1st March, 1921 to a time scale of Rs. 20-35 P.M. their claim for being treated as superior was turned down. Thus all the Record suppliers and Dutries are only "inferior (Now Class IV)."

5. Inkers.

6. Farashes, packers, porters, hamals, runners, bhisties holding permanent posts substantively on 1st April 1912, sweepers specially declared as pensionable, firemen, lampmen, khalasies, ayahs, electric plant attendants, battery attendants and women attendants (for women telegraphists and women clerks).

7. Following classes of officials borne on fixed establishment:—Watermen, khapsamas, mazdoors (including engine mazdoors, battery mazdoors, line mazdoors, telephone mazdoors, wire mazdoors and mazdoor oilers), cleaners (including motor cleaners).

8. Messengers, orderlies, peons and other petty officers including telegraph delivery peons, gazette delivery peons, boy messengers, taskwork peons, office peons,
Item 13—

**Contingency paid staff brought over to regular establishment.**

Such of the whole time contingency paid staff and such others working side by side with regular employees or employees in work-charged establishment who have been...
brought over to regular establishment in cadres which are already admitted to pensionary benefits, under the orders contained in Government of India, Ministry of Finance O.M. No. F-1 (10) Est. (Spl)/49, dated the 16th June, 1949 will be admitted to pensionary benefits with effect from 1-6-1949 or from any other later date they are actually brought on to the regular establishment.

Others who have been brought on to the regular establishment under the aforesaid orders as per list below, but in cadres which did not carry any pensionable status, the grant of pensionary benefits as admissible to other class IV servants on the regular establishments of which they formed adjuncts is automatic with effect from 1-6-1949 or any other later date they are actually brought on to the regular establishments.

LIST REFERRED TO

Sweepers (including conservatory Sweepers) Gardeners, Malis, Head Malis, Watermen, Bhisties, Watercarriers, Gestetner Operators, Cleaners (including lorry cleaners and Motor cleaners), Lorry drivers (including Motor Drivers), Scavangers, Cartmen, Mechanical workmen, Instrument cleaners, Musalchies, Cobblers, Punkhapullers, Halalkhores, Dressers, Putoutmen, Inspector and Sub-Inspector Watch and Wards.

Item 15. Mazdoors fall into two categories:

(i) certain categories of mazdoors or (workmen) who did not enjoy pensionable status before but were granted pensionable status from 1-6-49 under this office Memo. No. SPA 244-1/48, dated 2-3-51, and

(ii) mazdoors other than those mentioned in (i) above who were borne on fixed establishments and enjoyed pensionable status before the issue of this Memo. No. 7—2 DGP&T/ND/75
The former enjoy pension only from 1-6-49 while the latter do so from the very inception of service.

IV—Class IV Non-Pensionable

Insert the following in place of the existing items:

(i) Boy Peons.
(ii) Mahouts.
(iii) Cowardress.
(iv) Aduit. to bicycle mistries.

Gradation List

32-A. A Head of a circle will publish once in two years, and issue copies of, to all offices concerned, as also to the Director-General, Circle Gradation List corrected up to 1st of July, in which the names and other particulars of the following classes of officials under his control will be shown in addition to statistical information regarding the various classes of non-gazetted staff employed in the entire Circle, their sanctioned strength, scales of pay and allowances:

(a) Gazetted Officers of each class in each branch;
(b) Engineering supervisors, General and Telephones, and Electrical supervisor;
(c) Wireless supervisors and wireless operators;
(d) Telegraph masters;
(e) Clerical staff in selection grades and in the first grade and first division (including postmasters, sub-postmasters, record clerks, sorters, etc.), according to each cadre in each Branch:

(f) Inspectors of post offices and head clerk to Superintendents of post offices, and Inspectors, Railway Mail Service;

(g) Telegraphists;

(h) Line Inspectors;

(i) Sub-inspectors;

(j) Repeater Station Assistants;

(k) Telephone Inspectors;

(l) Telephone Operators and Monitors.

The list may be published in parts according to each Branch or each group of Branches, as may be considered suitable by the Head of the Circle.

32-B. Any other appointing authority will keep a Gradation List of all officials, appointments to whose posts, if vacant, are made by him, as also of other officials, if any, under his control, who are either ordinarily liable to be transferred by him, or qualified for promotion to a higher grade appointments to which are made by him, or whose names, though shown in the list of officers of the Department published by the Director-General, or in the Circle Gradation List, are not shown therein in a separate list. The list will be issued in the years in which the Circle Gradation List is required to be issued, corrected up to 1st July of that year, by the authority keeping it, to all offices concerned, as also to his immediate superior to whom a certificate will also be submitted to the effect that the Gradation Lists of all classes of officials to be kept by him are duly maintained and kept up-to-date. An authority immediately subordinate to the Head of a Circle will also submit to the latter in July of the year in which the Circle Gradation List is required to be published, a copy of the Circle Gradation List cor-
Chap. I] APPOINTMENTS AND PROMOTIONS—GENERAL RULES [32B-32D

rected up to the Ist July of that year in so far as the staff under his control are concerned to enable the latter to compile that list.

32-C. All gradation lists should be maintained in form App. 44. In each gradation list the names of the officials of each class should be entered separately, and in strict order of seniority, one or more pages being left blank after each class. Each list should be kept corrected up-to-date.

The list may be maintained in print or in manuscript at the discretion of the authority required to maintain it.

Note.—When there are two or more officials of the same name in a particular cadre, they should be distinguished by serial numbers placed against their names, these numbers being quoted whenever the names are recorded.

32-D. Heads of offices will arrange to have all gradation lists received by them circulated among the staff in their offices concerned as soon as received, so as to enable the latter to see at once how they stand in the list. If there be any mistake in a gradation list, the official or officials affected should point them out to the authority concerned for rectification within one year of the date of issue of the gradation list, or else his petition will be treated as time-barred. If after the issue of a gradation list the seniority of an official is altered to his disadvantage, the authority ordering the alteration will communicate the fact to him. No appeal against such alternative will lie to a higher authority unless it is submitted within the usual time-limit of six months from the date of communication of the order appealed against. No such intimation of alteration of seniority will, however, be issued in the cases in which the seniority is altered in pursuance of a general order of the Director-General regulating the fixation
of seniority of officials, e.g., when an official fails to pass the efficiency bar on the due date, or cannot be confirmed in his appointment on the due date, owing to inefficiency etc.

Seniority

32-E. Subject to any special rules prescribed for any particular service, the seniority of an official in the cadre to which he belongs should be fixed according to the date of his permanent appointment to that cadre. When this date happens to be the same in the case of two or more officials, seniority should be determined according to the following principles:

(a) In cadres to which recruitment is made through an examination,

(i) If the examination is competitive, seniority should be fixed according to the order of merit in the examination. Where recruitment is made partly from departmental candidates and partly from outsiders, the former should always rank senior to the latter.

(ii) If the examination is qualifying, seniority should be fixed according to the position of the official on the waiting list.

(b) In cadres to which recruitment is made by promotion,

(i) If it is on the basis of pure selection seniority should be fixed according to the order of preference; and

(ii) If it is on the basis of seniority subject to the rejection of the unfit, seniority should be fixed according to the position of the official in the cadre from which promoted.
CHAPTER II

TRANSFERS AND POSTINGS

GENERAL RULES

33. The following general rules apply equally to officers of all the different branches unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of Government servants. Further rules regarding "Transfer of office" are given in the Posts and Telegraphs Financial Handbook, Volume I.

POWERS

34. The powers of the Director-General, the Head of a Circle and subordinate authorities to sanction transfers and postings of a member of the Department are laid down in the Schedule of administrative powers in the Posts and Telegraphs Manual, Volume III.

35. All transfers, changes of headquarters and special duties of gazetted officers should be communicated to the Director-General and to the Audit Office as laid down in the Posts and Telegraphs Financial Handbook, Volume I.

CONDITIONS OF TRANSFERS

36. The rules regarding transfers of officials otherwise than for the public convenience will be found in Part VII of the Administrative Instructions issued by the Governor-General in Council and published as Appendix No. 3 to the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.

37. All officials of the Department are liable to be transferred to any part of India unless it is expressly ordered other-
Transfers and Postings

37-A. Transfers should generally be made in April of each year so that the education of school going children of the staff is not dislocated. In emergent cases or cases of promotion this restriction will naturally not operate.

38. Transfer at one's own request.

(i) Transfers of officials when desired for their own convenience should not be discouraged if they can be made without injury to the rights of others. However, as a general rule, an official should not be transferred from one unit to another, either within the same Circle, or to another Circle unless he is permanent. As it is not possible to accommodate an official born on one gradation list into another gradation list without injury to the other members in that gradation list such transfers should not ordinarily be allowed except by way of mutual exchange. Transfers by way of mutual exchange, if in themselves inherently unobjectionable, should be allowed, but in order to safeguard the rights of men born in the gradation lists of both the offices, the official brought in should take the place in the new gradation list; that would have been assigned to him had he been originally recruited in that unit or the place vacated by the official with whom he exchanges appointment, whichever is the lower.
TRANSFERS AND POSTINGS

of officials, who are not permanent in the grade, may, in deserving cases, be permitted with the personal approval of the Head of Circle/Administrative Office.

(2) When an official is transferred at his own request but without arranging for mutual exchange, he will rank junior in the gradation list of the new unit to all officials of that unit on the date on which the transfer order issued, including also all persons who have been approved for appointment to that grade as on that date.

(3) If the old and the new unit form parts of a wider unit for the purpose of promotion to a higher cadre, the transferee (whether by mutual exchange or otherwise) will retain his original seniority in the gradation list of the wider unit.

Example (i):—A post office clerk transferred from Mehsana Division to Kaira Division in the same Circle will not lose his seniority in the Circle gradation list for promotion to the lower selection grade.

Example (ii):—A telephone operator transferred as an Engineering clerk, even under the same D.E.T. will have his seniority regulated both in the Divisional and the Circle Gradation List of Engineering clerks in accordance with sub-rule (2) as the Circle Gradation Lists of Telephone Operators and Engineering clerks is not common.

Example (iii):—An R.M.S. Sorter transferred from the A. Division to the P. Division will have his seniority in the grada-
Example (iv):—A post office clerk transferred from Poona to Lower Selection Grade in accordance with sub-rule (2) of the Bombay G.P.O. will have his seniority fixed in the gradation list of the new zone in accordance with sub-rule (2).

Example (v):—A clerk transferred from one zone to another will retain his lien in the old unit until he can be accommodated in the new unit according to his position in the new unit. He will not however have any claim to go back to his old unit even though he holds his lien there. A declaration to the effect that he accepts the seniority on transfer in accordance with this rule, and that he will not have any claim to go back to the old unit, should be obtained before an official is transferred under this rule. Any special privilege to which an official may be entitled by virtue of his position in the gradation list of the unit from which he is transferred will, ordinarily, be forfeited on his transfer to a new gradation list.

8–2 DGP&T/ND/75
The transfer of an official from one arm of service to another within or outside the Circle can be allowed only with the personal approval of the Head of the Circle or Heads of Circles concerned and subject to the following conditions:

(a) the mode of recruitment to the post to which the official seeks transfer is the same for the post he is holding; and

(b) whenever additional qualifications are prescribed for appointment to a certain post e.g. minimum height, freedom from colour blindness, etc., for the post of Telephone Operators, the applicant should satisfy those conditions in all respects; whenever any training is required or prescribed for the post, the applicant must undergo that training satisfactorily and the period of such training must be covered by the official by taking leave due and permissible for the period.

39. A Government medical officer is prohibited, under the rules of his Department from recommending that an official be transferred from, or that he be excused from proceeding to a particular station on the score of health: nor he is at liberty to offer an opinion as to the nature of the duties or the place of employment of an official unless requested to do so by the official's superior.

40. Every gazetted officer transferred from one station to another must report his movements to the officer under whose immediate orders he may be proceeding to serve. These reports
must be made, first, on being relieved secondly, on starting; and afterwards, once a week while in progress to join.

Transfers of Charge

The rules regarding the transfer of the charge of an office will be found in part II of the Administrative Instructions issued by the Governor General in Council and published as Appendix No. 3 to the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.

The orders of transfer must in each case specify in detail how the transfer is to be carried out i.e., to or from whom and under what circumstances each official concerned will make or take over charge, and whether charge is to be relinquished or assumed on a specified date or as each official is relieved. In special cases, the Head of a Circle may authorise two officers to exchange charges by telegraph. As a general rule when two officers are to exchange charges, the officer to be first relieved should be ordered to make over charge to one of the next senior officer who will hold charge temporarily until relieved.

In cases where an officer is relieved of a charge without making it over to any one, he should sign the charge report in form A.C.G.-61 alone as having relinquished charge, altering the entries to suit the requirements of the case. In cases where an officer takes over charge of an appointment which is not held by another officer, he should sign the charge report alone as having assumed charge, altering the entries to suit the requirements of the case.
44. An officer transferred may not, without urgent necessity or special orders of the Head of the Circle, leave the station before the arrival of the permanent successor, and there must be no delay in making over charge after the arrival of the relieving officer.

45. When the charge of an office is transferred from one officer to another, the relieving officer must before signing the charge report check the several books, registers and accounts of the office including stores and all valuable, and verify the balances in hand as prescribed in Articles 268 to 270 of the Posts and Telegraphs Financial Hand Book, Volume I (Second Edition).

46. When the Head of an office is granted informal leave, it will rest with the authority granting such leave to decide how far the provisions in the preceding rules are to be observed in making over charge of the office. Cash, stamps and other valuables of the office should however, be taken charge of and a formal charge report should be signed by the relieving and relieved officials and submitted to the officer sanctioning the leave.

47. In the event of any disagreement between the relieved and the relieving officers, a reference should be made to the Head of the Circle.

**Reports of transfers of charge**

48. Reports of transfers of charge of gazetted officers including Head of Circles and P. & T. Accountants should be sent by post (and not by telegraph) to the next higher authority and
to the Audit Officer concerned and the Director-General in form A. C. G.-61. When a non-gazetted officer is appointed to officiate in a post which entitles him to gazetted rank, a copy of the charge report should also be sent to the head of the office in which the non-gazetted officer was employed.

49. Intimations of the date on which officers like Assistant Divisional Engineers and Assistant and Deputy Assistant Engineers who are merely attached to Circles or Divisions or Assistant and Deputy Superintendents who are merely attached to departmental telegraph offices, leave or join their stations, should be sent in duplicate to Head of Circles or Superintendents in charge of departmental telegraph offices, as the case may be.

Transfers to fill temporary vacancies

50. Transfers of non-gazetted official to fill up temporary vacancies should be avoided whenever practicable. The following procedure should be followed in making arrangements to fill up vacancies of short duration:

1. In the cadres in which promotion is made from officials working the same office or station, officiating arrangements in cases of vacancies of not more than one month's duration may be confined to the officials in the section or branch of the office or in the sub-office where the vacancy occurs even if this involves the supersessions of a senior qualified official available elsewhere in the cadre by a junior official who is actually appointed to act.
(2) In the cadres in which promotion is made from officials working in different stations, sub-divisions or divisions in a Circle a distinction should be made between—

(a) Vacancies of not more than one month's duration, and

(b) Vacancies of more than one month's duration but not of more than four month's duration.

(i) In the case of (a), the officiating arrangement may be confined to the officials at the station where the vacancy occurs, even if this involves the supercession of a senior qualified official by a junior official who is actually appointed to act. In the case of a station where there are more offices than one each independent of the others, the officiating promotion may, at the discretion of the sanctioning authority, be confined to the office where the vacancy occurs.

(ii) In the case of (b), the officiating arrangement may be confined to the officials in the Office, Sub-division or Division where the vacancy occurs, on the same conditions as in the preceding clause.

(3) In special circumstances in which strict adherence to the above procedure may not be practicable or desirable from the administrative point of view, the sanctioning authority may at his discretion make acting arrangements according to administrative requirements.
51. **In the case of non-gazetted officers in superior service whose pay is drawn on establishment pay-bills**, every transfer or assumption of charge must be reported by post on the same day, in the prescribed form of charge report (Form A.C.G. G-61), to the Superintendent or in the case of postmasters who are not subordinate to the Superintendent, to the Head of the Circle. Similarly in the case of Class IV servants a transfer or assumption of charge must be reported to the head office concerned in the form a charge report duly signed by such servant if he is literate. If he is illiterate the charge report should be filled up by the head, sub or branch postmaster or overseer concerned and the
52. Every one of the employees is to be informed that the present grade appointment of the relieved officer shall be upgraded or taken over by the new employee. Leaving the charge of the office, the relieved officer shall submit the charge report.

53. Transfers of sorters holding selection grade appointments will be reported to the Head of the Circle. Transfers of head record clerks will in addition be reported to the local post offices.

54. Postmasters of head offices who are subordinate to the Superintendent, Inspectors and Superintendents, head clerks must also report every transfer or assumption of charge to the Head of the Circle.

55. A copy of the charge report showing the date of making over charge should be sent to the postmaster or head record clerk, as the case may be, by whom the relieved officer's pay was last drawn, and in the case of an officer posted to a new appointment or to a vacant charge, a copy of the charge report showing the date of assumption of charge should be forwarded to the postmaster or the head record clerk by whom his pay will be drawn for the first time in his new appointment. All the copies of the charge report will be signed by both the relieved and relieving officers.

56. When the charge is to be relinquished or taken over is not in a head office or head record office or sub-office or record office or sub-record office, a sufficient number of blank charge report forms will be sent with the orders of transfer or appointment to both the relieved and relieving officers.

Note:- When an overseer who is required to convey or escort cash is transferred or newly appointed notice will be given by the Superintendent to the Central Office of the head and all the offices which are served by the overseer, and if the overseer is a new man or is not known to any particular postmaster, or sub or branch postmaster, the notice will,
57. Ordinarily a Superintendent of Post Offices or Railway Mail Service should not remain in charge of the same Division for more than four years at a time, and an Assistant Director of Postal Services should not also occupy that post for more than four years at one stretch.

58. Every Superintendent of Post Offices should hold charge of a Railway Mail Service Division for at least four years, and every Railway Mail Service Superintendent should hold charge of a Postal Division for not less than four years.

Note.—The provisions of this rule do not apply to Superintendents who are above 45 years of age.

59. An Assistant Superintendent of Post Offices or R.M.S., and an Inspector of Post Offices or R.M.S. should not ordinarily remain in the same Division or Sub-Division, as the case may be, or at the same post for more than 4 years at a time.

While ordering transfer or promotion of the officials, care should be taken to ensure that they are not transferred to or posted in their home areas.

60. The following posts should not ordinarily be occupied by the same officials continuously at a time for more than the period shown against each:

| (1) Head clerks of Superintendents                  | 4 years |
| (2) Investigating inspectors and sorting inspectors in Circle Offices | 4 years |
| (3) Head clerks of sections in Circle Offices        |        |

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(4) Clerks in General Post Offices or first class head post offices dealing with staff cases.

(5) Time-scale clerks in offices of the Superintendents of post offices and Railway Mail Service except sorting clerks in offices of Superintendents, R.M.S.

(6) Clerks working in the correspondence and accounts Branches of head post offices.

(6-A) Time-scales clerks working in the Philatelic Bureau.

Note.—The Divisional Supdt. / PPM / Gazzetted Postmaster working directly under the Head of the Circle may at his discretion, order transfer of the staff working in the Philatelic Bureau any time before completion of the tenure of 4 years for administrative reasons.

(6-B) Foreign Post Units

(i) Class IV, Time Scale Clerks and L.S.G. officials in all branches of foreign post (except Store M.O. & C.E.D. and strong rooms).

(ii) Class IV, Time Scale Clerks and L.S.G. officials in Store, M.O. & C.E.D. and Strong rooms.

(6-C) LDCs / UDCs / Supervisory staff (i.e. Junior/Senior Accountants and Accountants in SSG in SBCO / ICO in all offices (subject..... to rotation among themselves every...
(60) स्वामित्वण और तैनातियाँ [अध्याय II]

में हर साल इनके आपस में कार्य-
भार का फेर-बदल किया जाना है।

(7) अर्जयाधिकारी प्राध्यात्मक पोस्टमास्टर

(8) अर्जयाधिकारी नायब पोस्टमास्टर

(8A) नियंत्रणीय बाबा पोस्टमास्टर

(9) नगर डाक निरीक्षक

(9A) उन डाकाध्यक्षों के कार्य-भार संभालने वाले कलाकर

(10) अन्य डाकाध्यक्ष कलाकर (जिसमें नियंत्रण और उच्च
प्रबंधक धेरी के कार्य सामान्य हैं) को तक्षत या
करिमी कर्मचारी का काम संभालते हैं। — — 1 वर्ष

(11) बंगल बैंक और उन लेखा विभागों का कार्य-
भार संभालने वाले कलाकर — — 6 महीने

टिप्पणी—मंडल प्रशिक्षकीय अपने रिपोर्ट से उन कर्मचारियों को सेवा की अनुमति
2 वर्ष तक देना सकते हैं जो प्रबंधक कार्यकर्ताओं या उत्तर कार्यकर्ताओं
की बंगल बैंक शाखा में कार्य करते हैं और जिनसे ग्राम लोक
सहभाग देख से सेवा का है।

(12) रेल डाक व्यवस्था अधिकारी के कार्यकर्ताओं के
छोटाई कलाकर। — — — 5 वर्ष

(13) जिस डाकाध्यक्षों में दो या अधिक ग्राम डाकाध्यक
हो उनमें लेखा कार्य करते हैं। 6 महीने

(14) जिस मंडल में एक से अधिक प्राध्यात्मक डाकाध्यक हों
बंगल प्राध्यात्मक डाकाध्यकों के एक ही वेतनभार
(ए स्केल) के समयभार (डाक रेली) लेखा-
कार। एक ही नेभारी वाले डाकाध्यक में
नायब पोस्टमास्टर हर तीन वर्षों बाद अनित-
वार्षिक क्रम से स्वामित्वण दिया जाता। 4 वर्ष

टिप्पणी—प्राध्यात्मक डाकाध्यकों के लेखाकारों की डाक मंडल कार्यकर्ताओं के उसी
वर्ष के लेखाकारों के साथ भी अन्य बदली जा सकती है।

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Chap. II

TRANSFERS AND POSTINGS

- Three years

(7) Non-gazetted head postmasters

(8) Non-gazetted sub-postmasters

(8A) Departmental Branch Postmasters

(9) Town Inspectors

(9A) Clerks in post offices having one clerk besides the sub-postmaster

(10) Other post office clerks (including Lower and Higher Selection Grade) who handle cash valuables

(11) Clerks in charge of savings bank and sub-accounts departments

Note—The Divisional authorities may in their discretion extend the tenure up to two years of the staff working in the Savings Bank, Branch of the Head offices and sub-offices not lower in status than the I.S.G.

(12) Sorting clerks in offices of Superintendents, R.M.S.

(13) Village postmen attached to offices having two or more village postmen

(14) Time-scale Accountants in Head Post Offices where there is more than one Head Post Office in a Division on the same scale of pay. In single-handed offices, the Sub-postmaster will invariably be transferred every three years.

Note—The Scale Accountants in Head Post Offices can be rotated with such Accountants in the Postal Divl. Offices also.
60-60-B

Clerks including Lower Selection Grade Clerks in the subordinate units of the Telegraph Stores Organisation should not ordinarily remain in the same section for more than four years at a time.

60-C. Deleted.
60-D. No clerk, including Selection Grade Clerk, in Telephone Revenue Accounts Offices should be allowed to remain in one Section for more than a period of four years at a time. In exceptional cases, heads of offices will have discretion to extend the said period by one year.

61. An officer should not ordinarily be brought back to the same Division. Sub-division or post until the lapse of an interval equivalent to the maximum period for which the post may be held as fixed in the above rules.

61-A. Except when a longer tenure of service against a post has been specifically prescribed or is authorised by orders of the Head of the Circle in any special contingency, no official shall be retained in the same branch, in the case of a First Class Head Office or in the same office, in the case of other post offices, for more than 5 years and shall not be eligible for posting back to the same branch or office, as the case may be until after three years of the date of his last posting there.

62. The rotation orders contained in Rules 59 to 61 above in so far as they relate to officials mentioned therein should be followed strictly and any deviation therefrom should not be allowed unless the Head of the Circle is personally and fully satisfied about the need for the same.

62-A. In addition to any personal requests for transfer which may be made the considerations:

(a) of affording the staff an equitable opportunity of availing themselves of the facilities for better technical knowledge and experience in larger exchanges or services in better stations;

(b) of retaining suitable officials in duties the continuance in which might enable their utilisation to the best advantage of the service; and
63. Transfers at Government expense of any members of the Traffic Branch from one circle to another require the prior sanction of the Director-General. Transfers without relief, or exchanges between the officers of the Telegraph Traffic Services, Class II, of one Circle and those of another, at the expense of the applicants, may be ordered by the Head of the Circle concerned but the formal sanction of the Director-General should be obtained in each case. Exchange of stations between the non-gazetted officers of the Traffic Branch of one Circle and those of another, involving no expense to Government, may be ordered by the Heads of the Circles concerned in such cases, but the formal sanction of the Director-General is not necessary but a report should be submitted for information. Temporary transfers of telegraphists from one Circle to another for a period not exceeding three months require the prior sanction of the Director-General and can only be sanctioned in cases in which there is no leave due to the official.

TELEGRAPH MASTERS AND TELEGRAPHISTS

64. In order to avoid expense to Government and hardship to the signalling staff, transfers should be reduced to the minimum compatible with the necessity:

(i) of providing telegraph masters with charges of offices,

(ii) of periodically relieving men at unhealthy or exceptional stations.
(3) विभिन्न द्यूतियों के लिए उपयुक्त अभिन्न चुनने के लिए, और

(4) आवश्यक को सामान्य आवश्यकताओं को पूरा करने के लिए।

वहाँ स्थानिक होने के कारण जो स्थानीय स्थापना आवश्यक होते हैं, वे नीचे लिखे निदानों के अनुसार किए जाने चाहिए।

सफल अनुरोधों का प्रथम कार्यालय के लिए एक रजिस्टर रखना चाहिए जिसमें उन द्वारा संकेतकों और द्वारा मास्टरों के नाम दिखाए जाएं. जिन्होंने स्थानीय के लिए अन्यथा नहीं हो। जब किसी कार्यालय में कोई स्थान खुला हो तो वह व्यापक रूप से दीवार में घोषित जाना चाहिए।

यदि कोई भी नर्मचारी उस कार्यालय में जहाँ स्थान खुला है, वहाँ कराना न चाहता हो तो वह रिक्त स्थान बाली की आवश्यकताओं को ध्यान में रखते हुए मंजूर के किसी भी कार्यालय में किसी नर्मचारी की बढ़ी दीवार भरी जाएगी।

65. निकाल दिया गया।
66. निकाल दिया गया।
67. निकाल दिया गया।
68. निकाल दिया गया।
68-क. रद्द कर दिया गया।
68-ख. रद्द कर दिया गया।
69. जिन तार संकेतकों और तार मास्टरों की बढ़ी के अंदर ही चुके हो उनका नाम किसी भी हालत में बत तक शीर्षी में से नहीं टांगना चाहिए. जब तक कि उनके लिए पेपर की व्यवस्था और इसकी अभावी के बढ़ी नहीं हो।
70. जब किसी तार मास्टर या तार संकेतक को ऐसे कौन कार्यालय में गया कराने के लिए अवसरों के रूप से पुनर्विवरण किया जाता है जो राष्ट्रपति या अन्य उच्च अधिकारियों के दौरे के रूप से विलन जाते है तो निकल आदेश में निम्न बदलों में सबूत भेज दिया जाना चाहिए।

(1) किसी अभिन्न का एक मुख्यालय से दूसरे मुख्यालय में स्थानांतरण और

Transfers and Postings

(3) of selecting suitable men for special duties, and
(4) of meeting the general needs of administration.

Transfers required due to the occurrence of a vacancy, are to be made in accordance with the following principles:

Head of Circles should maintain a register for each office showing the names of Telegraphists and Telegraph Masters who have applied for transfers. When a vacancy occurs in an office, it will be filled from this list, as far as possible. If there is no official who wants transfer to the office in which there is a vacancy, it will be filled up by the transfer of an official from any office in the Circle after taking into account the requirements of the offices concerned.

65. Deleted.
66. Deleted.
67. Deleted.
68. Deleted.
68-A. Cancelled.
68-B. Deleted.

69. Telegraphists and telegraph masters under order for transfer are on no account to be struck off duty until their advances have been arranged for and paid to them.

70. When a telegraph master or telegraphist is temporarily detached to camp, offices opened in connection with the tours of the President or other high Officials, the Circle order should clearly distinguish between—

(1) A transfer of a man from one headquarter to another.
(2) Disi officers of the Telegraph Traffic Service, Class II, telegraph masters and telegraphists may be disposed of by Heads of Circles.

71. Applications for transfers from one Circle to another from officers of the Telegraph Traffic Service, Class II, telegraph masters and telegraphists may be disposed of by Heads of Circles.

In dealing with the applications the following procedure should be observed:

(a) If a telegraphist can be spared without relief and is willing to be transferred to another Circle at his own expense, the Head of the Circle after consulting the Head of the Circle concerned and obtaining the latter's consent may order the transfer. A report of the fact should, however, be made to the Director-General for his information.

(b) If a man who cannot be spared without relief, is unable to arrange an exchange or to travel at his own expense, or cannot be accommodated in the office he asks for, the Head of the Circle should note his name for the transfer when a suitable opportunity occurs and inform the applicant accordingly.

(c) Only in very exceptional cases when there are good grounds, which should be stated, for a transfer at the expense of the State, and provided the Head of the Circle can spare the man without relief and has ascertained that the man can be accommodated in the office he asks for, the application should be forwarded to the Director-General for his decision.

Note.—A man's name will remain in the waiting Circle list so long as in the Circle. When he is transferred (except when the transfer be temporary) his name should be struck off the waiting list and he should,
72. Before taking charge of an office, the officer in-charge should acquaint himself thoroughly with the technical arrangements of the office generally.

74. Officers in-charge may not put forward, as an excuse for the non-submission or late submission of periodical office returns, and for the non-performance or irregular performance of office routine work, that they were not instructed on these points by their predecessors in-charge. Such excuses are entirely invalid, and show that the persons making them have a very imperfect notion of their duties and a very unsatisfactory knowledge of the rules. It is the first imperative duty of every officer before taking charge of an office to acquaint, himself thoroughly...
with the routine work of the office in all its details, and he
should, immediately after assuming charge, carefully read the
letters and telegrams on the office file, so as to avoid unnecessary
inquiries. Heads of Circles should satisfy themselves that this
has been done, as much time is unnecessarily expended in
calling for overdue returns, explanations, etc.

75. The relieving officer will then report to the Head of
the Circle that he has taken charge. The relieved officer will
forward one copy of the receipts (Form A. C. G-61) obtained
from the relieving officer to the Head of the Circle and one
copy to the Deputy Accountant-General, Posts and Telegraphs,
concerned, retaining another in his own possession and will then
immediately proceed to his destination.

76. Deleted.

77. Deleted.

TELEGRAPH ENGINEERING

78. The powers of the Head of a Circle to sanction transfers
and postings of a member of the Engineering Branch are laid
down in the Schedule of administrative powers in the Posts and
Telegraphs Manual, Volume III.

79. Deleted.

CHARGE OF DIVISIONS

80. On the occasion of the transfer of the executive charge
of a Division from one Divisional Engineer to another the
records, cash, stores and works in hand must be made over ac-
cording to the general rules and under the following rules.

81. The relieved officer will make over to the relieving
officer a list of the Maintenance Tools classes I, II and III in
charge of each subordinate and will take a receipt for the
82. The relieving officer will draw the special attention of the relieving officer to any local or supplementary trolly rules and will mention that he has done so in his memorandum on transfer of charge.

83. The relieving officer will then proceed with the relieving officer to inspect the records, cash, stores and works under the sub-divisional officer, if any, at the headquarter station. He will examine the accounts, count the cash, inspect the stores and count, weigh and measure certain selected articles in order to test the accuracy of the returns, and shall minutely examine the work in progress as to its quality, and as to its correctness according to the sanctioned plans and estimates.

84. The relieved officer will give relieving officer a list and memorandum showing all the works in hand, orders remaining to be complied with, objections outstanding, deductions to be made, muster rolls made over and such matters as most require his attention, with full explanation of any peculiarity of circumstances or apprehended difficulties. Keys and padlocks made over should also be included in the list, a copy of which together with a copy of the memorandum must be sent to the Head of the Circle who will see that nothing necessary has been omitted.

85. The relieving officer will then report to the Head of the Circle that he has taken charge, and shall describe the state
V. A list of line inspections to be made within the next six months.

VI. All orders remaining uncomplied with and any matter with reference to the Division which would be likely to prove of use to the relieving officer.

89. The copy of the Manual for the Guidance of Officers of the Public Works Department in their relations with contractors, which is kept in the custody of the Divisional Engineers, should be made over by them personally to the relieving officer and the fact should be specially mentioned in the “Memo

Charge of Sub-divisions, sections or works

90. Transfers of Sub-divisional officers and subordinates will be conducted on the same principles as those of Divisional Engineers, the same documents being made out, but forwarded to the officer in charge of the Division.

Note.—No line inspector, or sub-inspector or lineman is to leave one Division for another, unless his bills for expenditure against that Division have been paid in full up-to-date of transfer.
CHAPTER III
LEAVE

LEAVE APPLICATIONS

91. Application for leave must be submitted in form SR-1.

Note.—An application for leave from extra-departmental Sub-Postmasters must be prepared in form App. 45. It should be preserved for three years after the connection of extra-departmental Sub-Postmaster with the departmental ceases.

92. An application for leave must be submitted ordinarily one month in advance so as to enable the necessary arrangements to be made for the performance of the applicant's duties during his absence. Where an application is not submitted one month in advance, in the absence of adequate reasons for such delayed submission, the leave applied for is liable to be refused or postponed.

93. An application for leave will be submitted to the applicant's immediate superior who, if he is not the authority competent to sanction the leave, will record his recommendations and proposal for filling up the vacancy during the applicant's absence and forward the application without further delay to the officer who maintains the applicant's service book/record and leave account (in the case of Gazetted Officer, the Audit Officer concerned). That officer will examine the Service Book/Record and leave account and record the total amount of leave at the credit of the applicant in the certificate of admission in the application form or in such other form as may be prescribed in the case of Gazetted Officers, and forward the form expeditiously to the authority competent to sanction the leave.
An officer who is authorised to sanction the leave will satisfy himself as to the title to the leave applied for by reference to the certificate of admissibility of leave recorded on the leave application or such other form as may be prescribed for Gazetted Officers. If the officer grants the leave, an order will be issued specifying the arrangements ordered in consequence of the vacancy, if any. A copy of the orders will be furnished to the Head of the applicant's office and to the Head of the office from which applicant's pay is drawn, and to each to the officials concerned; and in the case of leave application submitted to the Head of the Circle through a supervising officer, a copy of the order passed should also be furnished to the supervising officer. In the case of Gazetted Officers, a copy of the order sanctioning leave will also be furnished to the Audit Officer concerned.

Note.—Please see Rule 250 of P. & T. Manual, Volume II regarding appointment to posts which require the incumbents to furnish security.

Casual Leave

As indicated in Part V(2) of the administrative instructions in connection with the Fundamental Rules reproduced in Appendix No. 3 to the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules Vol. II, casual leave is not a recognised form of leave and is not subject to any rules.