

**F. No. W-05/6/2022-SPN-I-DOP**  
**Government of India**  
**Ministry of Communication**  
**Department of Posts**

Dak Bhawan, Sansad Marg,  
New Delhi- 110001.  
Dated: 21.11.2022

To,

1. **The All Head of Circles**
2. **The Director, RAKNPA, Ghaziabad / All Directors PTCs,**
3. **CGMs, PLI/ BD&M**

Subject: Preparation of Seniority list of Stenographer Grade-I as on 01.01.2018/2019 /2020/ 2021/2022- reg.

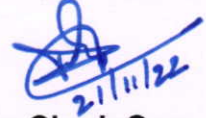
Madam/Sir,

In continuation of the Directorate's letter No. 05-05/2017-SPB-I dated 07.12.2020 followed by corrigendum dated 20.04.2022 *vide* which the Seniority list of Stenographer Grade-I as on 01.01.2017 was issued. It is now proposed to prepare the Seniority list of Stenographer Grade-I as on 01.01.2018/2019/2020/ 2021/2022.

2. All Circles are; therefore, requested to furnish information to the Directorate latest by 05.12.2022 for each year separately in the proforma enclosed with due approval of CPMG. A soft copy (MS Word/Excel) of the same may also be sent through e-mail (adgspn@indiapost.gov.in).
3. This may be accorded TOP PRIORITY.

Encl: As above

Yours faithfully,



**(Dileep Singh Sengar)**  
**Assistant Director General (SPN)**

Copy To:

GM (CEPT), Mysore for uploading the letter on the India Post website.

**PROFORMA FOR FURNISHING DETAILS OF STENOGRAPHER GRADE-I AS ON 01.01.20 \_\_ \_\_**

<b>NAME OF THE CIRCLE Including PTC, if any</b>	
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Sr. No.	Name of the official	Category SC /ST/OC	Steno Grade-I		Steno Grade-II		Steno Grade-III	Date of Birth	Name of the Circle/ Unit	Remarks
			Effective date of regular promotion	Date of regular promotion order	Effective date of regular promotion	Date of regular promotion order	Date of joining in Stenographer Grade-III			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**Note:** Circles are requested to send the above information for only those officials who have joined in the cadre of Stenographer Grade-I between 01.01.2017 and 31.12.2021. The names of those officials who have joined in the Stenographer Grade-I before 01.01.2017 are already included in the Seniority list of Stenographer Grade-I as on 01.01.2017.

\*Information containing details of Stenographer Grade-I for subsequent years may be given in separate sheet in the above format:

Annexure-I: Details of Stenographer Grade-I as on 01.01.2018 (Who have been appointed as Stenographer Grade-I between 01.01.2017 and 31.12.2017)

Annexure-II: Details of Stenographer Grade-I as on 01.01.2019 (Who have been appointed as Stenographer Grade-I between 01.01.2018 and 31.12.2018)

Annexure-III: Details of Stenographer Grade-I as on 01.01.2020 (Who have been appointed as Stenographer Grade-I between 01.01.2019 and 31.12.2019)

Annexure-IV: Details of Stenographer Grade-I as on 01.01.2021 (Who have been appointed as Stenographer Grade-I between 01.01.2020 and 31.12.2020)

Annexure-V: Details of Stenographer Grade-I as on 01.01.2022 (Who have been appointed as Stenographer Grade-I between 01.01.2021 and 31.12.2021)