

**No.4-17/2008-SPB-II  
Government of India  
Ministry of Communications & IT  
Department of Posts**

**Dak Bhawan, Sansad Marg  
New Delhi - 110001  
Dated, February 7, 2011**

To

**All Chief Post Masters General.**

**Sub: Filling up of the posts in the cadre of Postmaster.**

**Sir/Madam,**

I am directed to refer to the Directorate's letter of even number dt. 22<sup>nd</sup> November, 2010, on the above subject and to say that it is gathered from various references received from the Circles and Service Associations that many Circles have not been convening DPC meetings year-wise for promotion to LSG and HSG-II. The same is likely to go against the interest of such officials who have not been given timely promotion thereby, depriving them an opportunity to apply for appointment in the equivalent grade in the Postmaster cadre under initial constitution clause. It might have also resulted in poor response from the officials for appointment in the Postmaster cadre under the said clause in view of vacancies lying vacant in Selection Grade.

2. As you are aware that after constituting the Postmaster cadre under initial constitution clause, subsequently all vacancies in Postmaster Grade II and III will have to be filled by promotion of Postmaster Grade I and II respectively and 25% of the vacancies of Senior Postmaster by promotion of Postmaster Grade III. Since the cadre of Senior Postmaster is an all India cadre a consolidated gradation list of Postmaster Grade III will have to be drawn for the purpose as is done in respect of Inspectors of Posts. Thus it may be noted that any delay in holding the DPC meeting for promotion to LSG and HSG-II will have far reaching affect on those officials who do not get timely promotion resulting in their depressed seniority with reference to their counter parts in such Circles where year wise DPCs have been convened timely.

3. As per the letter under reference the Circles were advised to issue the circular calling for the applications from willing officials for appointment in the Postmaster cadre under initial constitution clause and submit the papers to the Screening Committee by 10.02.2011. But in the given circumstances it has been decided to extend the Time-Line already communicated to the Circles. The Circles are advised to assess all the vacancies, which can be filled up by promotion in LSG and HSG-II. As the tenure of ad-hoc promotions in HSG-I is being extended since many years from time to time against regular vacancies on account of administrative reasons with the approval of DOPT, it may not be

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desirable to fill up the chain vacancies also by ad-hoc promotion of eligible officers as these are long term vacancies and such ad-hoc arrangement for long period may not be able to stand the test in the court of Law. Therefore such vacancies in LSG and HSG-II may also be filled up on regular basis. The Circles may convene the DPC meetings for year-wise vacancies for promotion to LSG and HSG-II and finalise the said exercise by 28.02.2011. Thereafter the Circles may give yet another opportunity to the officials to furnish their options/submit their applications for consideration for appointment as Postmaster Grade I and II and issue the appointment orders of the officials in various grades of Postmaster by 29.04.2011 positively. In the meantime the Circles may furnish the number of applications, which have already been received from eligible LSG and HSG-II officials for appointment as Postmaster Grade-I and II respectively under initial constitution clause for information of the Directorate **by 20.02.2011 in the enclosed proforma.**

4. Further the Directorate is aware that there are very few persons holding the post in HSG-I on **regular basis**. Thus sufficient number of officials would perhaps not become available to fill up the posts in Postmaster Grade III under initial constitution clause. The Circles are requested to immediately furnish the number of eligible officials who have opted for appointment as Postmaster Grade III along with the comments of CPMG if any, **latest by 20.02.2011 in the enclosed proforma**, to enable the Directorate to review the position and take appropriate decision in the matter. **Pending the same they are advised not to proceed further in filling up the posts in Postmaster Grade III under initial constitution clause.**

5. Another reason for limited response for the various Grades of Postmaster could be that the officials might have noted that minimum qualifying service prescribed for promotion from Postmaster Grade-I to Grade-II and Grade-II to Grade-III is more than that provided in the existing Recruitment Rules of HSG-II and HSG-I. In this regard it is stated that the qualifying service for promotion in various Grades of Postmaster has been prescribed in the Recruitment Rules as per the DOPT instructions on the subject. The existing Recruitment Rules of HSG-II and HSG-I are also under revision on the same lines. It would result in providing same qualifying service even for promotion to HSG-II and HSG-I as laid down for promotion to Postmaster Grade II and Grade-III respectively.

6. Therefore, as advised vide paragraph 3 above, the Circles while inviting applications once again for the posts of Postmaster Grade-I and Grade-II may call for applications for postmaster Grade-III also. While issuing the Circular the fact mentioned in the above paragraph 5 above may be brought to the notice

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of all concerned by highlighting the same in the Circular. It may however be made clear to the officials that those who have already submitted applications need not apply again as the applications already submitted shall also be considered along with fresh applications so received.

7. As soon as fresh applications are received the Circles may once again furnish the consolidated figures including the applications received earlier in the same proforma enclosed herewith.

Yours faithfully,



(Salim Haque)  
Deputy Director General (P)  
Tel. No. 23096093

Copy to:

1. PPS to Secretary (Posts).
2. PPS/PS to all Members of the Postal Services Board / JS&FA.
3. Secretary (PSB).
4. CGM (BD)/ CGM(MB)/ CGM (PLI)/ Director, Postal Staff College,India, Ghaziabad
5. All DDGs.
6. Pr.Director of Audit, (Postal), Delhi-54
7. Additional Director General, APS, R.K.Puram, New Delhi-66.
8. Chief Engineerr(Civil), HQ
- ✓ 9. **Director, PTC, Mysore, is requested to host this letter with enclosure on website.**
10. All Directors, Postal Training Centres.
11. All recognized Unions.



(D.K.Chanda)  
Section Officer(SPBI)

**NUMBER OF APPLICATIONS RECEIVED FROM ELIGIBLE OFFICIAL**

Name of the Circle.....

SL. No.	No. of eligible applicants possessing <sup>^^</sup>	LSG*	HSG-II**	HSG-I***	Remarks
1	6 years or more of <b>regular</b> service in the Grade.				
2	5 years but less than 6 years of <b>regular</b> service in the Grade.				
3	4 years but less than 5 years of <b>regular</b> service in the Grade.				
4	3 years but less than 4 years of <b>regular</b> service in the Grade.				
5	Less than 3 years of <b>regular</b> service in the Grade.				
	<b>TOTAL</b>				

<sup>^^</sup> As on initial closing date for the information asked for vide paragraph 3 and later on for consolidated figures as asked for vide paragraph 7 as on closing date of circular to be issued again.

\* For the post of Postmaster Grade-I

\*\* For the post of Postmaster Grade-II

\*\*\* For the post of Postmaster Grade-III

F.No.4-17/2008-SPB-II  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhavan, Sansad Marg

New Delhi; Dated 10<sup>th</sup> February, 2011.

To

All Chief Postmasters General,  
All Postmasters General,  
All Postal Training Centers.

Subject:- Introduction of Postmaster Grade I, II & III and Senior Postmaster (Gazetted Cadre) in Postal wing.

I am directed to refer to Directorate's letter of even number dated 22.11.2010 forwarding therewith copy of Recruitment Rules, namely, Department of Posts, Senior Postmaster (Group B Gazetted), Postmaster (Grade-III and II'- Group B non-gazetted) and Postmaster (Grade I-Group C non-Gazetted) Recruitment Rules, 2010, dated 9<sup>th</sup> September, 2010 which was followed by letter of even number dated 7/8.02.2011.

2. A number of Circles have sought clarifications relating to the Postmaster Cadre and other connected issues. The points are clarified as under:

S.No.	Points raised	Clarification
1	Promotion to LSG cadre was being ordered at Circle Office level by holding DPC and allotment was being made to divisions/regions. The transfer liability after promotion was within the division. Now that a few posts in LSG in each division are being identified as Postmaster Grade-I whether the officials are liable for transfer anywhere in the Circle at the stage of initial appointment as well as on completion of tenure.	Postmaster Grade-I cadre has been created by carving out a certain number of LSG Sub Post Offices (SOs) posts from the existing LSG (General line) cadre, which is a Circle cadre as per Directorate's order No.13-2/2010-PE.I, dated 25.11.2010. As per the order, CPMsG of the Circles are required to identify the SOs and appoint Postmaster Grade-I in those SOs as per the provisions of the Recruitment Rules. Postmaster Grade-I being a Circle cadre, transfer liability of officials appointed against the post of Postmaster Grade-I is limited to only against the identified SOs. However, movement of personnel in Postmaster Grade-I, to the extent possible, may be within the Divisions.

2	<p>Two years probation is prescribed for Postmasters Grade I and Grade II. Whether the officials are liable to be sent back to General line if the performance is not found to be of the required standard? In that case how their seniority has to be fixed in LSG, HSG.II or HSG.I cadres?</p>	<p>During the initial constitution of the cadre, the posts of Postmaster Grade-I and Grade-II are required to be filled up by inviting applications from the eligible officials in LSG and HSG.II, respectively. After appointment of eligible officials, they will be on probation for a period of two years. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings by the appointing authority well before the expiry of the original probationary period so that he can make special efforts at self-improvement. The DPC should decide whether the probationer should be declared to have completed the probation satisfactorily. If the performance of any probationer is not satisfactory, the DPC may advise whether the period of probation should be extended or whether he should be discharged from post. Probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period. In case it is decided to discharge the probationer from Postmaster Grade-I and Grade-II, the official will be reverted to General line. In the event of reversion to parent cadre, within the specified / extended period of probation, such officials are entitled to the original seniority in the grade/ post from which they proceeded to Postmaster Cadre I &amp; II.</p> <p>In so far as those officials appointed to Postmaster Grade-I and Grade-II, as per the provision contained in col.12 of the relevant Recruitment Rules, if the performance of any probationer is not satisfactory, the officials will be reverted to the feeder cadre. Such officials would be entitled to the original seniority in the grade/ post from where they were promoted.</p>
3.	<p>If the incumbent in any Postmaster cadre holding the post goes on leave or retires, whether a general line official can officiate against that post.</p>	<p>As regards filling up of vacancies due to retirement of staff, such anticipated vacancies should be filled up in normal course on regular basis as per the Recruitment Rules.</p> <p>As regards filling up of leave vacancies/ adhoc vacancies of more than 45 days in Postmaster Grades, the procedures prescribed in the Directorate letter No.137/99/2009-SPB.II, dated 23.12.2009 may be followed.</p>

4.	If more number of officials opt to remain in general line, how the surplus officials have to be adjusted.	Directorate's order No.13-2/2010-PE.I, dated 25.11.2010 may be referred to in this regard. As per the order, the posts will be deemed to have been designated as Postmaster Grade-I, Postmaster Gr.II and Postmaster Gr.III w.e.f. the dates those are filled up. Thus, if for certain number of posts, the General line officials do not apply, those SOs/HOs would continue to be manned by General line officials till the posts are filled up by promotion from the lower grade of Postmasters as per paragraph 8 of Directorate's letter of even number dated 22.11.2010.
5.	For initial appointment against Postmaster Grade-III, it is mentioned in the Recruitment Rules that officials holding the posts of HSG.I on regular basis in the PB-2 of Rs.9300-34800/- + GP Rs.4600/- shall be given option. But some of the regular HSG.II officials are officiating in HSG.I cadre on adhoc basis in accordance with Directorate's letter No.4-16/2002-SPB.II dated 20.11.2006 and 4-16/2002-SPB.II, dated 01.05.2009. The arrangement is being continued since 3 years on the orders of the Directorate on getting the approval of DOPT once in 6 months. It may be clarified as to whether such officials are eligible for appointment against Postmaster Grade-III or they are eligible for Postmaster Grade-II only.	As per the initial constitution Clause of Postmaster Grade-III, only <u>regular</u> HSG.I (General line) officials are eligible to opt for appointment in the Postmaster Grade-III. Those who are holding the post of HSG.I on ad-hoc basis are not eligible to opt for appointment as Postmaster Grade-III. They are eligible to apply for the post of Postmaster Grade-II only. Similarly, those who are holding the post of HSG.II on ad-hoc basis are eligible to apply for the post of Postmaster Grade-I. In this context, the Directorate's letter of even number dated 7/8.02.2011 may also be referred to.
6.	Whether the officials though working in lower cadres but drawing higher Grade Pay in the prescribed PB because of MACPS are eligible for Postmaster Grade I, II and III w.r.t. their grade pay or w.r.t. cadre (LSG/HSG.II/HSG.I).	Appointments to the Postmaster Grade-I, II and III are to be made only as per the provisions of the Recruitment Rules, which inter-alia prescribe only <u>regular</u> service in LSG, HSG.II & HSG.I respectively to become eligible to apply.

7.	In the Directorate letter, nothing is mentioned about eligibility of officials working as APM (Accounts). It may be clarified as to whether officials working as APM (Accounts) are eligible for appointment as Postmaster Grade-I or only General line LSG officials are eligible since cadre is formed carving out only general line posts.	An official appointed as APM (Accounts) on regular basis is not eligible for appointment in Postmaster Cadres.
8.	Sanctioned strength of Postmaster Grade-I, II and III has been communicated vide Directorate's letter No.13-2/2010-PE.I, dated 25.11.2010, by carving out certain percentage of General line LSG/ HSG.II/ HSG.I posts of Postal Wing. Whether the sanctioned strength indicated against the Circles is with reference to percentage of General line cadres in respect of individual Circles?	The percentage of the posts identified for Postmaster cadre was with reference to the total number of posts as a whole for the Department and not of individual Circles. Out of that number, the allocation of posts of Postmaster in Gr.I, II and III as communicated vide Dte Ir No. 13-2/2010-PE.I, dated 25.11.2010 has been made keeping in view mainly the viability of the Postmaster cadre in each Circle.
9.	All the officials now working in HSG.II/ HSG.I are on Circle adhoc-basis. As per Gazette notification, only regular HSG.II/ HSG.I officials can exercise options for Postmaster cadre. This is not found feasible. Since sufficient number of regular HSG.II/ HSG.I officials is not available in the Circle to fill up Postmaster Grade-II and Grade-III, it is presumed that officials promoted to HSG.II and HSG.I cadres on adhoc basis and are working in the said cadres since 2007 are also eligible for exercising option for the Postmaster Grade-II and Postmaster Grade-III.	The presumption is not correct. Clarification No.5 may be referred to in this regard.



10.	Posts identified by the Circles for Postmaster Grade-III includes certain number of posts from HSG.I posts in General line and Asstt. Supdt. of Posts of Inspectors of Posts (IP) line. This may result in loss of promotional avenues for IP line officials.	HSG.I is classified as Gr. B (non-Gazetted) whereas ASPOs cadre is conferred with Gazetted Group 'B' status. Moreover according to the policy of Government, a cadre cannot have multiple channels of promotional avenues. As such, the Recruitment Rules of HSG.I in Post Offices which have since become redundant are being reviewed and till such time the Recruitment Rules are notified, no DPC meeting should be held for HSG.I.
11	As per the notification, no probation is prescribed for officials to be appointed as Senior Postmaster and Postmaster Grade-III. However, for Postmaster Grade-II and Postmaster Grade-I, two year probation is prescribed. It may be confirmed whether officials to be appointed as Senior Postmaster and Postmaster Grade-III have to undergo the period of probation or not.	As per the provisions of the Recruitment Rules, the official on their appointment as Senior Postmaster and Postmaster Grade-III are not required to undergo the period of probation.
12.	As per the notification, initial constitution of Sr. Postmaster is to be done by collecting option from existing PS Group B officers. As it is an All India cadre, it is to be clarified whether option will be obtained from all PS Group B officers as per All India Gradation list?	As it is an All India cadre, necessary action is being initiated by the Staff Branch in the Directorate in this regard.
13.	Subsequent promotion to Sr. Postmaster Grade is by 25% promotion from Postmaster Grade.III with 2 year regular service. As gazette notification has already been issued, it is not clear regarding filling up of existing vacancies in the cadre of Senior Postmaster and anticipated vacancies in the next 2 years as it will take at least 2 years for the newly promoted Postmaster Grade-III to become eligible for promotion as Senior Postmaster.	Clarification No.12 may be referred to. Moreover, after initial constitution, 25% of posts in Senior Postmaster will be filled up by promotion of Postmaster Grade-III with 2 years of regular service in the grade including regular service in HSG.I, if any.

14.	It is not prescribed in the notification that the constitution of DPC should include one SC/ST member. This is to be specified.	As per the standing instructions on the subject, if none of the officers in the DPC as per the composition belongs to SC/ST, a member belonging to SC/ST available within the Department or from another Ministry/ Department may be co-opted as a Member of the DPC.
15.	It is to be made clear whether for Postmaster Grade I, II and III except Senior Postmaster cadre, reservation roster is to be maintained by the Circles.	<p>The Directorate vide letter No.137-10/97-SPB.II, dated 20.5.1998 had circulated the instructions contained in O.M. No.36012/2/96-Estt. (Res), dated 2.7.1997 of DOPT regarding preparation and operation of post based roster wherein it has been clearly stated in para 4 (c) that Cadre, for the purpose of a roster, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable recruitment rules.</p> <p>In the case of Postmaster Cadres, appointment is to be made either by promotion or through Departmental examination and as such separate rosters for each mode of promotion will have to be maintained and operated.</p> <p>In the case of initial constitution of cadre, the posts may be deemed to have been filled up by transfer. Reservation do not apply to posts filled by transfer. However, while selecting persons for such post (s) to be filled by transfer, Screening Committee should consider the cases of eligible Scheduled Caste and Scheduled Tribe employees who have furnished option along with other eligible employees for appointment to the post of Postmaster Grade-I, Grade-II and Grade-III. It may also be ensured that a fair proportion of such posts are filled by employees belonging to Scheduled Caste/ Scheduled Tribes, subject, of course, to availability from the feeder categories of qualified persons belonging to these communities.</p>

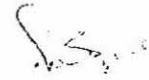
16.	It is presumed that DPC is to be conducted for filling up all the posts earmarked for Postmaster Grade-I, II, III and Senior Postmaster and only after filling up all the posts, option is to be obtained from the incumbents to come over to Postmaster Grades. A situation may arise that sufficient number of officials in the General line LSG/ HSG.II/ HSG.I and PS Group B are not willing to be posted against the identified / earmarked posts in Postmaster Grades, resulting in surplus LSG/ HSG.II/ HSG.I and PS Group B vis a vis sanctioned strength in these cadres.	Para 6, 7 and 8 of Directorate's letter of even number, dated 22.11.2010 and Clarification No.4 may be referred to.
17	As per provision in the relevant Recruitment Rule, promotion to Postmaster Grade-II and Postmaster Grade III is to be given on rendering prescribed minimum period of service in Postmaster Grade I and II on the basis of seniority cum fitness. It may kindly be confirmed as to whether a separate Gradation list needs to be maintained for the purpose of such promotion as done in the case of General line officials for promotion to LSG/HSG.II/ HSG.I cadre.	After filling up the posts in Postmaster Grades in terms of Para 6, 7 and 8 of Directorate's letter of even number, dated 22.11.2010, separate Gradation lists will have to be prepared for each grade of Postmaster.
18.	The posts in Postmaster cadre have been carved out from General line posts. It is presumed that the existing rules of reservation as per reservation roster are to be followed in case of promotion from Postmaster Grade-I, II and III to Postmaster Grade-II, III and Senior Postmaster respectively as is done in case of General line post.	The presumption is confirmed.
19.	As per para 6 of the Directorate's order No.4-17/2008-SPB.II, dated 22.11.2010, options are to be called for from the existing LSG/HSG.II/ HSG.I officials for appointment as Postmaster Grade-I, II and III respectively. The time schedule for such appointment process has also been detailed in para 9; but no such time schedule has been prescribed for obtaining option for appointment as Senior Postmaster from officers holding PS Group B posts. It may be confirmed as to whether such option is required to be obtained at this stage or it is to be obtained subsequently.	Senior Postmaster is an All India cadre and to call for the option to fill up the posts, necessary action is being taken by the Staff Branch in the Directorate.

20.	As per relevant Recruitment Rule, initially existing LSG/ HSG.II/ HSG.I officials may be appointed as Postmaster Grade-I II and III on the basis of their options and on the basis of seniority cum fitness recommended by the prescribed Screening Committee. The point of doubt is if it is seen that by such appointment as Postmaster Grade I, II and III, an official has also become eligible for promotion to Postmaster Grade-II, Grade III/ Senior Postmaster cadre completing the prescribed period of service for promotion to higher cadre. Whether he may be promoted to the respective higher grade at this stage.	Para 8 of Directorate's letter of even number, dated 22.11.2010 may be referred to.
21.	If sufficient number of options are not received from respective cadres for appointment in the relevant Postmaster Grades, how the vacant posts in the Postmaster Grade are to be manned.	Clarification at S.No.4 may be referred to.
22.	If no officials are available for seeking option from the eligible officials in HSG.I cadre for filling up Postmaster Grade-III posts, the course of action to fill up the posts of Postmaster Grade-III may be indicated.	Para 8 of Directorate's letter of even number dated 22.11.2010 and clarification No.4 may be referred to.
23.	Whether an official belonging to LSG cadre selected for his promotion to HSG.II in Accounts line in Post Office is entitled to give his option for Postmaster cadre?	No. An official in LSG (A/cs) is not entitled to give his option for Postmaster cadre.
24.	Eligibility of officials deputed to Army Postal Services for appearing for the Departmental examination in Postmaster Grade-I as per the Recruitment Rules and their subsequent status in case they qualify the said examination may be clarified.	In case an official deputed to Army Postal Services (APS), gives his option to his respective Circle for appointment as Postmaster at the time of initial constitution of Postmaster cadre, a declaration/ undertaking may be obtained from him to the effect that in the event of his selection he will revert from deputation with APS in order to be appointed in the respective Postmaster Grades.

		<p>Unless he reports back to the Circle on his selection, he will not be appointed as Postmaster.</p> <p>Regarding Departmental Examination for the post of Postmaster Grade-I and Senior Postmaster, the eligible Postal Assistant and the Inspectors of Posts, as the case may be, will have to furnish declaration/undertaking at the time of submission of applications for the examination to the effect that he is willing to revert from the deputation with APS in the event of his selection for appointment to the post applied for.</p>
25.	There is no regular incumbent in HSG.I cadre who may be posted in Postmaster Grade-III Post Offices on receipt of options. Whether officiating Postmasters can be given officiating posting as Postmaster Grade-III?	Clarification 5 may be referred to.
26.	Whether Post Offices of IPO line may be identified for Postmaster Grade-III or alternative Post Offices should be identified?	There is no objection to identify IPO line Post Offices to be designated as Postmaster Grade-III Post Offices if they satisfy the conditions laid in Dte's letter No.13-2/2010-PE.I, dated 25.11.2010 to be manned by Postmaster Grade-III as per the provisions contained in the Recruitment Rules.
27.	Whether HSG.II officials who have completed 3 years regular service may be promoted to HSG.I on regular basis as per old recruitment rules so that their options can be considered Postmaster Grade-III.	No. In this regard, clarification at S.No.10 and letter of even number dated 7/8.02.2011 may be referred to.
28.	What status will be observed for the incumbents already working as Postmaster in HOs & SOs on regular basis, other than those identified by Circles for new Postmaster cadre, in case they do not submit their options.	Such HOs and SOs would continue to be manned by General line officials subject to the transfer policy in existence.

29.	Who is the Appointing and Disciplinary Authority for Postmaster Grade-I, Grade-II, Grade-III and the Senior Postmaster?	Necessary instructions will be issued by the Vigilance Branch of the Directorate.
30.	In filling up Posts of Postmaster Grade I, II, III and Senior Postmaster under initial Constitution clause, how the prescribed minimum years of regular service is to be reckoned with. Is it enough if the candidate fulfills the prescribed years of eligibility as on the last date prescribed for submission of option/application?	The crucial date for assessing the eligibility of the applicants shall be the closing date for submission of application.

Yours faithfully,



(Salim Haque)  
Deputy Director General (P)

Copy to:

- 1) PPS to Secretary (Posts).
- 2) PPS/ PS to all Members of Postal Services Board/ JS & FA
- 3) Secretary (PSB)
- 4) CGM (BD)/ CGM (MB), CGM (PLI)/ Director Postal Staff College, India, Ghaziabad.
- 5) All DDsG
- 6) Director (Staff)
- 7) Pr. Director of Audit (Postal), Delhi-54.
- 8) Additional Director General, APS, R.K. Puram, New Delhi-66.
- 9) Director, PTC, Mysore with the request to host this letter on website.
- 10) All recognized Unions/ Associations/ Federations
- 11) PE.I/ PE.II/ SPG/SPB.I/ SR/SCT/DE Sections



(D.K. Chanda)  
Section Officer (SPB.II)