

25/10/16

DEPARTMENT OF POSTS, INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL
WEST BENGAL CIRCLE , KOLKATA-700 012.



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To

1. The PMsG, Kolkata Region/ S.B. Region, /M & BD. Region/ N.B.Region, Siliguri.
2. The PMG, Sikkim, Gangtok / PMG, A&N Islands Port Blair.
3. The G.M.(PA&F), Kolkata-700012.
4. The DPS(HQ)/ DPS Kolkata Region/DPS, S.B. Region/DPS, N.B. Region / DPS, Sikkim State, Gangtok/ DPS, A&N Islands Dn./Director , Kolkata GPO, Kolkata.
5. All Group Officers of Circle Office.
6. All SSPOs/ SPOs in West Bengal Circle.
7. All SSRMs / SRMs in West Bengal Circle.
8. The Sr. Manager, MMS, Kolkata-700015.
9. The Sr.Postmaster, Barabazar H.O., Kol-700007.
10. The Sr. Postmaster, Alipore H.O., Kol-700027.
11. Sr. PS to Ch.PMG, C.O., Kolkata-700012.
12. The O/S, C.O., Kolkata-700012.
13. The S/S, C.R. & Despatch, C.O., Kol-700012.
14. All Section Supervisors, C.O., Kolkata-700012.
15. All Circle Secretaries of Recognized Service Unions/Associations for Information.

Memo No: EST/B/E-34/PT-I (L)

Dated at Kolkata-700012 the 25/10.2016.

Subject: Duties of Secretary (Posts), Director General Postal Services and Additional Director General (Co-ordination) in the Department of Posts.

Copy of the Directorate's OM no. 28-07/2016-PE-II dated 18.10.2016 regarding Duties of Secretary (Posts), Director General Postal Services and Additional Director General (Co-ordination) in the Department of Posts is sent herewith for favour of information and necessary action.

Encl: As stated above.

Lern
25/10/16
(S.K.Bera)

Asstt. Director of Postal Services(Staff,Estt &PN)
O/O Chief PMG, W.B. Circle, Kolkata-12.

Copy forwarded for information and necessary action to :-

1. The ADPS (TO) C.O., Kolkata-700012 for uploading the order in the circle website.
2. Spare.

Lern
25/10/16
(S.K.Bera)

Asstt. Director of Postal Services(Staff, E&PN)
O/O Chief PMG, W.B. Circle, Kolkata-12.

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No. 28-07/2016-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division

Dak Bhawan, Sansad Marg,
New Delhi - 110001.

Dated: 18th October, 2016

OFFICE MEMORANDUM

Subject: Duties of Secretary (Posts), Director General Postal Services and Additional Director General (Co-ordination) in the Department of Posts

The President is pleased to assign the duties of the post of Secretary (Posts), Director General Postal Services and Additional Director General (Co-ordination) in the Department of Posts consequent on implementation of 6th Cadre Review of Indian Postal Services Group 'A' (IPoS) as detailed below:-

A. Duties of Secretary (Posts)

- (a) Project Management Unit of IT Modernisation project and Rural ICT implementation
- (b) Savings Bank including Post Bank of India
- (c) CEPT Mysuru, Software Development Centre and Data Migration Centre, Chennai
- (d) Policy issues related to Indian Post Office Act
- (e) Vigilance matters
- (f) International relations other than that mentioned in Schedule No I.C. of Postal Manual Volume III
- (g) Transfer / Posting of Group 'A' officers
- (h) All DPC matters of Group 'A' officers
- (i) Recruitment Rules of Group 'A' cadre
- (j) Establishment and Cadre restructuring of Group 'A' cadre
- (k) Corporate Planning
- (l) Estates Planning
- (m) Parliament Assurance
- (n) Prevention of Money Laundering Act (PMLA)
- (o) All other matters and not specifically entrusted to Director General Postal Services.

B. Duties of Director General Postal Services

- (i) All the Administrative powers of the Director General mentioned in SCHEDULE No. I.C. of Postal Manual Vol.III.
- (ii) All appointing and disciplinary powers mentioned in Part-II of THE SCHEDULE of CCS (CCA) Rules, 1965.
- (iii) Director General Postal Services will also exercise the following duties:
 - a) Business development and marketing, social media operations and publicity, mail operations and delivery, MNOP review, speed post, parcels, e-Commerce and logistics.

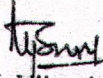
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- b) Postal Life Insurance, Rural PLI Schemes and operations
- c) Administration of IPO Act; Investigation – Related
- d) Write Off of losses
- e) Pension, medical, staff relations, legal matters and Philately.
- f) Public Grievances
- g) RTI matters; Inspections/visits; HRD issues.
- h) Planning including opening/relocation of post offices and franchises
- i) Branch Post Office infrastructure.
- j) Estates and Engineering Wing
- k) Materials management
- l) Rural business including MGNREGS and social security payments and day to day Postal Operations work.

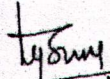
2) Additional Director General (Co-ordination) will assist Director General Postal Services in all matters pertaining to Director General Postal Services.

3) In addition to the above, both Director General Postal Services and Additional Director General (Co-ordination) will be the permanent invitees of the Postal Services Board.


 (K. V. Vijayakumar)
 Assistant Director General (Estt.)

Copy to:-

1. PS to Hon'ble MoSC (IC)
2. Sr. PPS to Secretary (P)/PPS to DG (Postal)
3. PS to Members, Postal Services Board
4. PS to JS&FA
5. Secretary (PSB),
6. All Chief Postmasters General
7. All Postmasters General
8. CGM, PLI/CGM, BD&MD
9. DDG (P) - An extract of orders of the Hon'ble MoSC regarding composition of T&P committee for SAG and above is enclosed herewith for issue of necessary orders from Personnel Division..
10. Director, RAKNPA , Ghaziabad
11. All DDsG/Directors/ADsG in Postal Directorate
12. Additional Director General, APS C/o 56, APO, R. K. Puram, New Delhi
13. DG P&T Accounts, Civil Lines, New Delhi - 54
14. All Directors of Accounts (Postal)
15. All Directors , Postal Training Centre Mysuru, Madurai, Vadodara, Darbhanga, SaGuwahati
16. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
17. All Sections of Postal Directorate
18. All recognized Unions/Federations/Associations.
19. SO Guard File
20. 30 Spare copies.


 (K. V. Vijayakumar)
 Assistant Director General (Estt.)