

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: 30th July, 2018

OFFICE MEMORANDUM

Subject: Duties and Responsibilities of Secretary (Posts), Director General Postal Services, Members of Postal Services Board and Additional Director General (Coordination) in the Department of Posts.

This is with reference to this Directorate OM of even number dated 18.10.2016 assigning the duties and responsibilities of Secretary (Posts), Director General (DG) Postal Services. The Competent Authority has ordered revision of responsibilities of Secretary (Posts), DG Postal services, Members of Postal Services Board and Additional Director General (Coordination) in the Department of Posts as at Part A and B of this OM. This OM supersedes all previous orders issued in this regard and takes immediate effect.

PART A

2. The duties and responsibilities of the Secretary (Posts) and Director General Postal Services are as under: -

Secretary (Posts)

- i. Project Management Unit (PMU) of IT Modernization project and Rural ICT implementation.
- ii. PBI and IPPB
- iii. Technology & India Post Technology Centre (IPTC)
- iv. CEPT Mysore, Software Development Centre and Data Migration Centre, Chennai.
- v. Policy issues related to Indian Post Office Act.
- vi. Vigilance matters
- vii. International relations other than that mentioned in Schedule No I.C. of Postal Manual Volume III. The power to correspond with foreign Postal administration including International Bureau of Universal Postal Union
- viii. Transfer / Posting of all Group 'A' officers
- ix. All DPC matters of Group 'A' officers
- x. Recruitment Rules of Group 'A' cadre

- xi. Establishment and Cadre restructuring of Group 'A' cadre including MMS, OL and Engineering Wing.
- xii. Official Language, implementation of OL policy and Cadre management of Central Secretariat Official Language Services (CSOLS).
- xiii. Finance Advice (FA)
- xiv. Postal Accounts and Finance Wing (PAF)
- xv. All Petitions related to Group 'A' Officers
- xvi. Tariff and Costing
- xvii. Corporate Planning and Estates Planning
- xviii. Parliament Assurance
- xix. Prevention of Money Laundering Act (PMLA)
- xx. All other matters and not specifically entrusted to Director General Postal Services.

Director General Postal Services

- i. All the administrative power of the Director General mentioned in SCHEDULE No. I.C. of Postal Manual Vol.III, except Transfer and Posting of Group A officers of IPoS Group 'A'
- ii. All appointing and disciplinary powers mentioned Part-II of THE SCHEDULE of CCS (CCA) Rules, 1965.
- iii. Establishment matters other than Group 'A' establishment
- iv. International relations (IR) as mentioned in Schedule No I.C. of Postal Manual Volume III
- v. Business Development and Marketing, Social Media Operations and Publicity, Mail Operations and Delivery, MNOP review, Speed Post, Parcels, e-Commerce and Logistics.
- vi. Postal Life Insurance (PLI), Rural Postal Life Insurance (RPLI) Schemes and Operations
- vii. Administration of IPO Act
- viii. Postal Operations
- ix. Investigation
- x. Write Off losses
- xi. Pension
- xii. Medical.
- xiii. Public Grievances, Quality Assurance
- xiv. RTI matters
- xv. Inspections/visits.
- xvi. Philately
- xvii. Planning including opening/relocation of post offices and franchises
- xviii. Branch Post Office infrastructure.
- xix. Estates and Engineering Wing

- xx. Materials management
- xxi. Rural business including MGNREGS and social security payments
- xxii. Savings Bank / Certificates, Financial Services other than PBI / IPPB
- xxiii. Welfare and Sports
- xxiv. Staff Relations
- xxv. Legal
- xxvi. Training & HRD
- xxvii. Postal Research Development, Dissemination Wing (PRDDW)
- xxviii. Recruitment staff of Group 'B' and 'C' Cadres.
- xxix. All Petitions related to Group 'B' and 'C'
- xxx. Statistical Wing

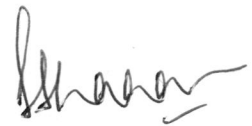
PART B

3. The duties and responsibilities of the Members of Postal Services Board and Additional Director General (Co-Ordination) are as under:

Members of Postal Services Board and Additional Director General (Coordination)

Sl. No.	Name of the post	Duties and Responsibilities	
1.	Member (Personnel)	i.	Personnel & Staff matters
		ii.	Recruitments
		iii.	Establishment/Cadre Restructuring
		iv.	Gramin Dak Sewaks (GDS)
		v.	Pension
		vi.	Medical Services
		vii.	Vigilance Petition and Appeals
		viii.	Staff Relations & Legal
2.	Member (Operations)	i.	Speed Post, Parcels/e-Commerce & Logistics
		ii.	Mail Operations & Delivery and MNOP Review
		iii.	Business Development & Marketing
		iv.	Social Media operations and publicity
		v.	Motor Vehicle
3.	Member (Technology)	i.	Project Management Unit (PMU) of IT Modernization Project
		ii.	Technology and India Post technology Centre (IPTC)
		iii.	CEPT Mysore, Software Development Centre and Data Migration Command Centre, Chennai
		iv.	Postal Operations & Project Arrow
		v.	Money Remittances (Money Order, iMO, Mobile to Mobile etc.

4.	Member (PLI) & Chairperson, Investment Board	i.	Postal Life Insurance, Rural PLI Schemes & Operations
		ii.	Investment Board
5.	Member (Banking & DBT)	i.	Post Office Savings Bank (POSB)
		ii.	Rural Business (Including MGNREGA)
		iii.	Direct Benefit Transfer (DBT)
		iv.	Prevention of Money Laundering Act (PMLA)
		v.	Rural ICT Implementation
6.	Member (Planning & HRD)	i.	Planning including opening/relocation of Post Offices & Franchises
		ii.	Branch Post Office infrastructure and proposed Common Service Centers (CSC) in Rural Post Offices & Branch Post Offices
		iii.	Materials Management
		iv.	RAKNPA, PTCs
		v.	Training
		vi.	Corporate Planning
		vii.	Welfare & Sports
		viii.	Official Language
		ix.	Postal Research Wing
7.	Additional DG (Coordination)	i.	Public grievances, Quality Assurance, RTI matters
		ii.	Inspections/Visits, Review of IRs/VRs
		iii.	Philately
		iv.	Engineering Wing
		v.	Estates




(Smriti Sharan)
Deputy Director General
(Establishment)

Copy to:-

1. PS to Hon'ble MoSC (IC)
2. Sr. PPS to Secretary (P)/PPS to DG Postal Services
3. PS to Members, Postal Services Board/ Additional DG (Co-Ordination)
4. JS&FA
5. Sr. DDG (Vigilance), CGM PLI, CGM (BD&M), Sr. DDG (PBI)/Head Parcel Directorate.
6. All DDsG in Postal Directorate
7. Director, RAKNPA

8. All Chief Postmasters General
9. Additional Director General, Army Postal Service, C/O 56 APO
10. Senior DDG (PAF)
11. All Postmasters General
12. All Directors/ ADsG in Postal Directorate
13. DG P&T Accounts, Civil Lines, New Delhi - 54
14. All Directors of Accounts (Postal)
15. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
16. All Sections of Postal Directorate
17. All recognized Unions/Federations/Associations.
18. SO Guard File
19. 30 Spare copies.


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