

No. Q-25/11/2022-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
(PE-I Section)

Dak Bhawan, Sansad Marg,
New Delhi – 110001
Dated: 09th May, 2022

To,
All Heads of Circles.

Subject: Regarding proposal for unification/merger of PA (CO/RO) / (SBCO) / (FPO)
with PA (PO)

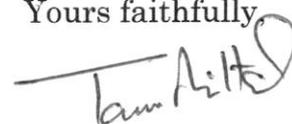
Sir/Madam,

With reference to the above mentioned subject, this is to inform that a proposal for unification/merger of PA (CO/RO)/(SBCO)/(FPO) with PA (PO) is under consideration of this Directorate.

2. Draft modalities of the aforesaid unification/merger have been prepared with a view to have views of all stakeholders on the issue. Therefore, it is requested to furnish your para-wise comments/suggestions on the modalities enclosed as **Annexure-A**.

3. Comments/suggestions may be furnished within a fortnight. If no comments/suggestions are received within this period, it shall be presumed that there are no comments/suggestions to offer on the issue. Comments of Personnel Division are also enclosed as **Annexure-B**.

Yours faithfully



(Tarun Mittal)

Asstt. Director General (PE-I)

Tele: 011- 2304 4867

Email: adgestt1@indiapost.gov.in

Copy for necessary action:

- (i) All DDsG, Postal Directorate.
- (ii) Secretary General, National Federation of Postal Employees (NFPE), 1st Floor, Post Office Building, North Avenue, New Delhi – 110001.
- (iii) Secretary General, Federation of National Postal Orgn. (FNPO), T-24, Atul Grove Road, New Delhi – 110001.
- (iv) Secretary General, Bhartiya Postal Employees Federation (BPEF), T-21, Atul Grove Road, New Delhi – 110001.

1. Draft modalities for unification of Postal Assistant (CO/RO) cadre

- a) No further appointment will be made in PA(CO/RO) cadre.
- b) Existing incumbents of PA (CO/RO) cadre may be given an option to switch over to Postal Operative Side as a onetime measure. Officials who choose to switch over to Postal Operative Side shall not be allowed to revert back and their further promotion shall be in the hierarchy in Postal Operative Side. Even after promotion to next higher grades of LSG, HSG etc. they will continue in the Postal Operative Side.
- c) PA (CO/RO) officials who do not opt to switch over to Postal Operative Side will continue as PA (CO/RO) till they are promoted to the higher level (against the available posts in higher grades in CO/RO) or retire.
- d) Existing officials, who choose to continue in CO/RO, will only be considered for promotion in the existing hierarchy in CO/RO supervisory cadres, as per availability of posts.
- e) To ensure that there is no large-scale dislocation of officials, feeder Division(s) for an Administrative Office (CO/RO) would be the local Postal Division where the administrative office is geographically located. All existing vacant posts of PA(CO/RO) cadre, on the crucial date as may be decided by the Department, shall be added to the strength of the Postal Division where CO/RO is located which shall be the feeder Division for posting manpower to CO/RO against the posts. If CO/RO is located at a city which is divided into more than one division then the vacant posts shall be distributed equally among these divisions. At the same time equal number of posts will be reduced from the sanctioned strength of concerned CO/RO. For example, if in a Circle the sanctioned strength of PA (CO/RO) cadre is 100 and 30 posts are vacant, then these 30 vacant posts will be added to the strength of concerned Postal Division. Persons recruited against these posts will be on the strength of the concerned Postal Division which in turn will provide personnel against these posts for posting in CO/RO.
- f) Posts that shall be vacated in future, in PA (CO/RO) cadre, due to retirement / promotion etc., will also be added to Postal Division (s) in the above manner and ultimately entire strength of PA (CO/RO) cadre would be added to the strength of Postal Divisions in due course. However, sanctioned establishment (number of sanctioned posts) of CO/RO, as decided from time to time, will continue to remain as such for the purpose of posting of officials.
- g) Record of the number of posts added, in the manner as mentioned in (e) & (f) above, should be maintained separately in the establishment register of the concerned Division.
- h) Posting of PA in CO/RO will be done from Postal Divisions on tenure basis through appropriate Transfer and Placement Committee (TPC). There will be cooling off period of three (03) years between two tenures in CO/RO. For posting in CO/RO, the TPC will be headed by DPS (HQ). AD/APMG of concerned CO/RO and concerned Divisional Head will be members of the TPC.

- i) Existing incumbents of PA(CO/RO) cadre who will opt to switch to Postal Operative Side may be allowed to choose any one of the Postal Divisions of the Circle where vacancy is currently available. However, it is clarified that even if an official chooses a Division other than the Division where the CO/RO is geographically located, the resultant vacant posts shall continue to be on the strength of the Postal Division(s) where the CO/RO is located.
- j) Existing incumbents of PA(CO/RO) cadre who will opt to switch to Postal Operative side, they will be included in the common gradation list (combined seniority list) of the Postal Assistants of all Postal Divisions, as on the crucial date as may be decided by Department, at Circle level with reference to date of joining in PA(CO/RO) cadre. In cases where date of joining is same, their inter se seniority may be decided as per existing instructions. Such Postal Assistants shall not claim any seniority / promotion / pay parity etc. with reference to any PA of Postal Divisions who had already been promoted to the LSG cadre on the crucial date referred to above. However, after being included in the common gradation list of the PA (PO) further promotion shall be in general line (LSG/HSG etc.). Further, the PA (CO/RO) who does not opt to switch to Postal side, shall not seek any parity with reference to a PA(CO/RO) who had opted to switch to Postal Operative Side and vice versa even if he/she was a junior to him/her.
- k) Posts of LSG / HSG in CO/RO shall continue to remain in CO/RO for providing promotion to the incumbents of PA (CO/RO). Once entire vacant posts of PA (CO/RO) are added to the strength of Postal Division, posts that may fall vacant subsequently in LSG (CO/RO) cadre will be added to the LSG post of the decided Postal Division. In the same manner the vacant posts of HSG will also be added to the strength of decided Postal Division.
- l) MTS of administrative offices (CO/RO) is the feeder cadre for the post of PA(CO/RO) in the present recruitment rules. Since it is proposed that there shall not be any fresh recruitment in PA (CO/RO) cadre it is imperative that enabling provisions be made to protect their interest of further career progression. All post of MTS of administrative offices (CO/RO) shall be added to the sanctioned strength of one local Postal Division only where the administrative office is geographically located. It is clarified that if the CO/RO is located at a place where there is more than one Postal Divisions, then the posts shall be added equally to the strength of all Postal Divisions where CO/RO is located or nearby Divisions and at the same time equal number of posts will be reduced from the sanctioned strength of concerned CO/RO. This will also create additional promotional avenues for the MTS of the administrative offices as they will now also be eligible for promotion to Postman/Mail Guard.
- m) The MTS presently working in administrative offices (CO/RO) shall continue to work in such offices. However, they will be on the strength and gradation list of the Postal division where the posts have been added to and they shall appear in examination as a candidate from that postal division.

2. Draft modalities for unification of Postal Assistant (SBCO) cadre

- a) No further appointment will be made in PA(SBCO) cadre.
- b) Existing incumbents of PA (SBCO) cadre may be given an option to switch over to Postal Operative Side as a one time measure. Officials who choose to switch over to Postal Operative Side shall not be allowed to revert back and their further promotion shall be in the hierarchy in Postal Operative Side. Even after promotion to next higher grades of LSG, HSG etc, they will continue in the Postal Operative Side.
- c) PA (SBCO) officials who do not opt to switch over to Postal Operative Side will continue as PA (SBCO) till they are promoted to the higher level (against the available posts in higher grades in SBCO) or retire.
- d) Existing officials who choose to continue in SBCO, will only be considered for promotion in the existing hierarchy in SBCO supervisory cadre, as per availability of posts.
- e) To ensure that there is no large-scale dislocation of officials, feeder Division(s) for an SBCO would be the local Postal Division where the SBCO is geographically located. All existing vacant posts of PA(SBCO) cadre on the crucial date, as may be decided by the Department, shall be added to the strength of the Postal Divisions where SBCOs are located which shall be the feeder Division for posting manpower to SBCO against the posts. If SBCO is located at a city which is divided into more than one division then the vacant posts shall be distributed equally among these divisions. At the same time equal number of posts will be reduced from the strength of SBCO. For example, if in a Circle the sanctioned strength of PA(SBCO) cadre is 100 and 30 posts are vacant, then these 30 vacant posts will be added to the strength of the decided Postal Division. Persons recruited against these posts will be on the strength of the concerned Postal Division which in turn will provide personnel against these posts for posting in SBCO.
- f) Posts that shall be vacated in future, in PA (SBCO) cadre, due to retirement / promotion etc., will also be added to Postal Divisions in the above manner and ultimately entire strength of PA (SBCO) cadre would be added to the strength of Postal Divisions in due course. However, sanctioned establishment (number sanctioned posts) of SBCO, as decided from time to time, will continue to remain as such for the purpose of posting of officials.
- g) Record of number of posts added, in the manner as mentioned in (e) & (f) above, should be maintained separately in the establishment register of the concerned Division.
- h) Posting of PA in SBCO will be done from Postal Divisions on tenure basis through appropriate Transfer and Placement Committee (TPC) of the Division However, transfer/posting of PA(SBCO) who choose to continue in SBCO cadre shall be decided as per extant rules/manner. Further, the transfer/posting of officials who do not opt to switchover to general line, will be made first by the Circle / Regional Office and

thereafter, the Divisional TPC will consider transfer/posting for the remaining vacancies in SBCO.

- i) Such Postal Assistants, who have worked in 'A', 'B' and 'C' class sub-post offices and those worked in savings bank / savings certificate branch of MDG/ HOs and other bigger offices (erstwhile LSG and above) should not be posted in SBCO branch immediately on completion of such tenure. There will be restrictions of three years period for posting of such officials in SBCO. Moreover, there should not be two continuous tenure in SBCO and the cooling off period should be maintained strictly.
- j) Existing incumbents of PA(SBCO) cadre who will opt to switch to Postal Operative Side may be allowed to choose any one of the Postal Division of the Circle where vacancy is currently available. However, it is clarified that even if an official chooses a Division other than the Division where the SBCO unit is geographically located the resultant vacant posts shall be added to the strength of the decided Postal Division where the SBCO unit is located.
- k) Existing incumbents of PA(SBCO) cadre who will opt to switch to Postal operative side, they will be included in the common gradation list (combined seniority list) of the Postal Assistants of all Postal Divisions, as on the crucial date as may be decided by Department, at Circle level with reference to date of joining in PA(SBCO) cadre. In cases where date of joining is same, their inter se seniority may be decided as per existing instructions. Such Postal Assistants shall not claim any seniority / promotion / pay parity etc. with reference to any PA of Postal Divisions who had already been promoted to the LSG cadre on the crucial date referred to above. However, after being included in the common gradation list of the PA(PO) further promotion shall be in general line (LSG/HSG etc.). Further, the PA (SBCO) who does not opt to switch to Postal Operative Side, shall not seek any parity with reference to a PA (SBCO) who had opted to switch to Postal Operative Side and vice versa even if he/she was a junior to him/her.
- l) Posts of LSG / HSG in SBCO shall continue to remain in SBCO for providing promotion to the incumbents of PA (SBCO). Once entire vacant posts of PA (SBCO) are added to the strength of Postal Division, posts that may fall vacant subsequently in LSG (SBCO) cadre will be added to the LSG post of decided Postal Division. In the same manner the vacant posts of HSG will also be added to the strength of Postal Division.
- m) Posting of officials in SBCO should be finalized by the concerned Divisional head. However, while making such posting the divisional head will ensure that the official so posted in SBCO, is well conversant with Savings Bank / Savings Certificates rulings, having good record of service and adequate knowledge of relevant software. In-service training may also be given at PTCs/Local Training Centres before positing in SBCO.

3. **Draft Modalities for unification of Postal Assistant (Foreign Post Orgn.) cadre**
- a) No further appointment will be made in PA (FPO) cadre.
 - b) Existing incumbents of PA (FPO) cadre may be given an option to switch over to Postal Operative Side as a one-time measure. Officials who choose to switch over to Postal Operative Side shall not be allowed to revert back and their further promotion shall be in the hierarchy in Postal Operative Side. Even after promotion to next higher grades LSG, HSG, etc. they will continue in the Postal Operative Side.
 - c) PA (FPO) officials who do not opt to switch over to Postal Operative Side will continue as PA (FPO) till they are promoted to the higher level (against the available posts in higher grades in FPO) or retire.
 - d) Existing officials of FPO Mumbai who choose to continue in FPO, will only be considered for promotion in the existing hierarchy in FPO Mumbai supervisory cadre, as per availability of posts.
 - e) To ensure that there is no large-scale dislocation of officials; feeder Division(s) for an FPO would be the local Postal Division where the FPO is geographically located. All existing vacant posts of PA(FPO) cadre on the crucial date, as may be decided by the Department, shall be added to the strength of the Postal Division where FPO is located which shall be the feeder Division for posting manpower to FPO against the posts. If FPO is located at a city which is divided into more than one division then the vacant posts shall be distributed equally among these divisions. At the same time equal number of posts will be reduced from the sanctioned strength of concerned FPO. For example, if in a Circle the sanctioned strength of PA(FPO) cadre is 100 and 30 posts are vacant, then these 30 vacant posts will be added to the strength of the concerned Postal Division. Persons recruited against these posts will be on the strength of the concerned Postal Division which in turn will provide personnel against these posts for posting in FPO.
 - f) Posts that shall be vacated in future in PA (FPO) cadre, due to retirement / promotion etc., will also be added to Postal Divisions in the above manner and ultimately entire strength of PA (FPO) cadre would be added to the strength of Postal Divisions in due course. However, sanctioned establishment (number of sanctioned posts) of FPO, as decided from time to time, will continue to remain as such for the purpose of posting of officials.
 - g) Record of the number of posts added, in the manner as mentioned in (e) & (f) above, should be maintained separately in the establishment register of the concerned Division.
 - h) Existing incumbents of PA (FPO) cadre who will opt to switch to Postal Operative Side may be allowed to choose any one of the Postal Division of the Circle where vacancy is currently available. However, it is clarified that even if an official chooses a Division other than the Division where the FPO is geographically located the resultant vacant posts shall continue to be on the strength of the Postal Division where the FPO is located.

- i) Posting of PA in FPO will be done from Postal Divisions on tenure basis through appropriate Transfer and Placement Committee (TPC). There will be cooling off period of three (03) years between two tenures in CO/RO. For posting in FPO, the TPC will be headed by DPS (HQ)/Region. A representative of concerned FPO and concerned Divisional Head will be other members of the TPC.
- n) Existing incumbents of PA(FPO) cadre who will opt to switch to Postal Operative Side, they will be included in the common gradation list (combined seniority list) of the Postal Assistants of all Postal Divisions, as on the crucial date as may be decided by Department, at Circle level with reference to date of joining in PA(FPO) cadre. In cases where date of joining is same, their inter se seniority may be decided as per existing instructions. Such Postal Assistants shall not claim any seniority / promotion / pay parity etc. with reference to any PA of Postal Divisions who had already been promoted to the LSG cadre on the crucial date referred to above. However, after being included in the common gradation list of the PA (PO) further promotion shall be in general line (LSG/HSG etc.). Further, the PA (FPO) who does not opt to switch to Postal Operative Side, shall not seek any parity with reference to a PA(FPO) who had opted to switch to Postal Operative Side and vice versa even if he/she was a junior to him/her.
- o) Posts of LSG / HSG in FPO shall continue to remain in FPO for providing promotion to the incumbents of PA (FPO). Once entire vacant posts of PA (FPO) are added to the strength of Postal Division, posts that may fall vacant subsequently in LSG (FPO) cadre will be added to the LSG post of decided Postal Division. In the same manner the vacant posts of HSG will also be added to the strength of Postal Division.
- j) MTS of FPO is the feeder cadre for the post of PA(FPO) in the present recruitment rules. Since it is proposed that there shall not be any fresh recruitment in PA(FPO) cadre it is imperative that enabling provisions be made to protect their interest of further career progression. All post of MTS of FPO shall be added to the sanctioned strength of one local Postal Division only where the FPO is geographically located. It is clarified that if the FPO is located at a place where there is more than one Postal Division then the posts shall be added equally to strength of all Postal Divisions where FPO is located or nearby Divisions and at the same time equal number of posts will be reduced from the sanctioned strength of the concerned FPO. This will also create additional promotional avenues for the MTS of the FPO as they will now also be eligible for promotion to Postman/Mail Guard.
- k) The MTS presently working in FPO shall continue to work in such offices. However, they will be on the strength and gradation list of the Postal division(s) where the posts have been added to and they shall appear in examination as a candidate from that postal division.
- l) Posts of LSG / HSG in FPO shall continue to remain in FPO for providing promotion to the incumbents of PA (FPO). Once entire vacancies of PA (FPO) are added to the strength of Postal Division, vacancy that may arise subsequently in LSG (FPO) cadre will be added to the LSG post of Postal Division. In the same manner the vacant posts of HSG will also be added to the strength of Postal Division.

To Letter no. Q-25/11/2022-PE-I-DOP dated 09.05.2022

COMMENTS OF PERSONNEL DIVISION

In order to avoid any likely issues related to fixation of inter-se seniority of incumbents of PA(CO/RO) / PA(SBCO) / PA(FPO) cadre who opts to switch to Postal Operative side, following suggestions have been given by Personnel Division: -

- (i) Existing incumbents of PA (CO/RO) / PA (SBCO) / PA (FPO) cadre may not be allowed to switch to Postal Operative side. They should continue to work in their respective cadre till they are promoted or superannuated. However, no further recruitment will be done in PA (CO/RO) / PA (SBCO)/ PA (FPO) cadre, making it a dying cadre.

OR

- (ii) Existing incumbents of PA(CO/RO) / PA(SBCO) / PA(FPO) cadre may be given an option to switch to Postal Operative side. However, as it is not possible to accommodate an official borne on one gradation list into another gradation list without injury to the other members of that gradation list, in order to safeguard the rights of officials borne in the gradation list of Postal Operative side, the official brought in shall rank junior in the new gradation list. This will be similar to transfer at one's own request under Rule 38 of Postal Manual Volume IV.

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