

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