

F. No. 7-12/2017-SPB-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dated: - 4<sup>th</sup> April, 2018

To  
The Chief Postmasters General,  
All Postal Circles.

**Subject: - Circulation of guidelines to regulate posting of official from Postal Circles upto the level of Assistant Superintendent of Posts in the Directorate on deputation and attachment basis.**

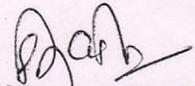
Sir/Madam,

I am directed to forward herewith a copy of guidelines to regulate posting of official from Postal Circles upto the level of Assistant Superintendent of Posts in the Directorate on deputation and attachment basis.

2. This may be brought to the notice of all concern.

Encl.: As above

Yours faithfully,



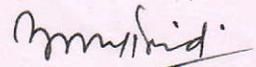
(Satya Narayana Dash)  
Assistant Director General (SPN)

Copy to:-

1. Sr. PPS to Secretary (Posts)
2. PPS to Members of Postal Services Board
3. CGM (BD)/ CGM (MB)/ CGM (PLI)
4. All DDsG/ GMs
5. Guard file

Copy, also to: -

**General Manager, CEPT, Mysore** with a request to upload the deputation/attachment guidelines on the website of India Posts under the heading "Right to Information → Deputation/attachment guidelines".



(Alok Kumar Tiwari)  
Section Officer (SPB-II)

**Subject: Guidelines to regulate posting of officials from Postal Circles upto the level of Assistant Superintendent Posts in the Directorate on deputation and attachment basis.**

**1. Introduction:-**

These guidelines are applicable to the officials upto the level of Assistant Superintendent Posts of Department of Posts who shall be deputed to work in the Directorate from their parent Circle against a sanctioned post in Section/Division of the Directorate. The word "deputation" used in these guidelines shall refer to posting of any official working in a Postal Circle to work in the Directorate of Department of Posts and shall in no way refer to 'deputation' governed by instructions issued by DoP&T.

**2. Sanctioned strength in the Directorate:-**

Assistant Superintendent Posts - 24

Inspector Posts – 28

**3. Procedure to be followed for selection of the official:-**

3.1 Directorate shall invite applications every year in the month of January from all Circles to call for willingness of the officials to work in the Directorate on deputation basis.

3.2 An official shall apply specifying his/her qualification compatible for the required post through proper channel. An advance copy of the application may also be forwarded to the Directorate.

3.3 All applications shall be placed before a Selection Committee for recommending officials to work in the Directorate. The composition of the Committee shall be as under:-

- |       |                                  |   |          |
|-------|----------------------------------|---|----------|
| (i)   | DDG (P)                          | : | Chairman |
| (ii)  | GM/DDG of the concerned Division | : | Member   |
| (iii) | Director (SPN)                   | : | Member   |

The Committee may co-opt any other officer, as it may deem fit.

3.4 Personnel Division of the Directorate shall prepare a panel of the officials who are recommended by the Committee for all future requirements. The panel recommended by the Committee shall be valid for a period of one year, which can be extended beyond one year if the Committee so decides before the expiry of the one year period.

3.5 The official should have completed 5 years of service in the field for being eligible to apply for deputation in the Directorate.

3.6 Deputationist should join the Directorate within 30 days from the date of issue of deputation order. If the official fails to join the Directorate within the stipulated time, he/she will be debarred from deputation to the Directorate for 2 years.

4. **Admissibility of pay, allowances & benefits while on deputation to the Directorate:**

4.1 No deputation allowance shall be granted to the official while on deputation to the Directorate. However, other benefits of the city, such as House Rent Allowance, CGHS facility, shall be allowed to such official.

4.2 Service matters such as MACP, Promotion, stepping up of pay etc. of the officials on deputation to Directorate shall be dealt by their parent Circle. However, Service book of the deputationist shall be maintained in the Directorate.

4.3 In the event of any omission/commission committed by the official while working in the Directorate, the matter will be dealt by the Vigilance Section of the Directorate in consultation with the concerned Division.

5. **Tenure of Posting in the Directorate:-**

5.1 The initial period of posting of the official in the Directorate shall be not more than five years, which can be extended to sixth year with the approval of Member (Personnel) and to seventh year with the approval of Secretary (Posts).

5.2 No further extension shall be granted beyond 7 years.

5.3 After completion of posting in Directorate, official shall be repatriated to his/her parent Circle. There shall be a mandatory "cooling off" period of three years after every period of posting in the Directorate. However, the cooling off period restrictions may be relaxed with the approval of Director General (Posts) keeping in view administrative exigencies.

6. Application for deputation/contract to an ex-cadre post within department or outside department:-

The official shall be deputed to work in the Directorate due to exigency of work in the Directorate. As such, if the deputed official is willing to apply for deputation/contract to an ex-cadre post within department or outside the Department, the official shall apply for such deputation/contract directly to his/her parent Circle. All the formalities shall be done by the concerned Postal Circle itself such as forwarding of application, vigilance clearance, NOC etc. However, vigilance clearance may also be obtained from the Directorate. If the official is selected for deputation, he/she shall be repatriated to his/her parent Circle for further necessary action.

7. Premature reversion of deputationist to the parent Circle:-

Normally, an official on deputation to Directorate shall be repatriated to his/her parent Circle at the end of his/her deputation period in the Directorate. However, in the event of disciplinary action being initiated or contemplated against the official in the concerned Circle or due to any administrative reason, the official may be repatriated to his/her parent Circle without any notice.

8. Attachment to the Directorate: -

8.1 Besides deputation, an official from Circle can be attached to the Directorate on attachment basis as per requirement from any Section/Division of the Directorate for a specific project.

8.2 Divisions while requesting for posting of an official shall clearly spell out the work to be allocated to such official, job requirement, experience required and technical requirement.

8.3 Initially, the Committee shall consider the suitability of the official(s) in the panel valid at the time and if any official is found suitable his willingness for working on attachment basis will be obtained by the Personnel Division before posting on attachment basis.

8.4 If no suitable official is found in panel prepared by Personnel Division, the requirement shall be circulated to all Postal Circles to circulate among all staff.

8.5 An official shall apply specifying his/her qualification compatible for the required post through proper channel. An advance copy of the application may also be forwarded to the Directorate.

8.6 All applications shall be placed before a Committee for recommending an official for the required posts. Recommended official shall be attached to work in the Directorate

8.7 While an official is attached in a Division/Section of the Directorate for a specific project, the period of such attachment shall not be more than of 180 days. If the requirement is for more than 180 days, concerned Division shall take up with Establishment Division for redeployment of post so that an official can be posted on deputation basis.

8.8 All service matters including CGHS benefits of the attached official shall be dealt in parent Circle of the official.

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Attachment to the Directorate: 8

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8.3 Initially, the Committee shall consider the suitability of the official(s) in the panel valid at the time and if any official is found suitable his willingness for working on attachment basis will be obtained by the Personnel Division before posting on attachment basis.