

No. 25-04/2012-PE-I (Vol.II)

Government of India
Ministry of Communications
Department of Posts
(PE-I Section)

Dak Bhawan, Sansad Marg,
New Delhi – 110001

Dated: 10th November, 2017

To,

All Heads of Circles,

Subject: Cadre Restructuring of Group 'C' employees in Department of Posts.

Sir/Madam,

The Cadre Restructuring Order of Group 'C' employees was issued vide this office letter of even number dated 27.05.2016. Later on, some Circles requested for further clarification, which were issued vide this office letter of even number dated 11.11.2016. However, Circles still faced with problems while implementing the orders.

2. Issues like norms for allotment of number of LSG posts, instructions for identification of surplus LSG posts other than C and B class POs, identification of HSG-I (NFG) posts, divisionalisation of LSG Cadre, relaxation of minimum qualifying service for promotion to HSG-II and HSG-I and date of effect of the orders etc. needed further clarification.

3. Therefore, on representation of various Staff Unions to the Secretary (Posts) regarding the issues arising out of implementation of Cadre Restructuring, a Committee was constituted vide Office Order of even number dated 09.06.2017, under the Chairmanship of Sh. Charles Lobo, CPMG Karnataka Circle and DDG (Estt.), PMG (M&BD), Chennai and PMG, Pune Region as its members to examine all such issues. The Committee after thorough consultation, including one with the staff representatives, submitted its report on 22.09.2017.

4. The recommendations of the Committee, as accepted by the Competent Authority, are as under:-

4.1 Uniform Guidelines for identifying the surplus LSG posts other than Single Handed and Double Handed (C and B Class) Post Offices:

- (i) Treasurer posts should not be identified for upgradation as Treasurer posts are PA posts with special cash handling allowance.
- (ii) The posts of System Administrator, Marketing Executive, DO (PLI) etc. are not cadre specific posts. Therefore, any suitable official can be deployed against these posts.
- (iii) As per the Recruitment Rules, the PAs of Foreign Posts are recruited separately and trained for Foreign Post. But on promotion to LSG they are transferable to other LSG posts on postal side and vice versa. Hence extending the benefit of cadre restructuring to officials of Foreign Post in LSG and above cadres is in

order as far as foreign post is concerned. Only Mumbai Foreign Post is treated as separate Foreign Post unit.

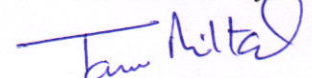
- (iv) The present cadre restructuring order is not applicable to RLO. Hence RLO staff should not be included in cadre restructuring.
- (v) After upgrading C and B class SPM posts to LSG remaining LSG posts allotted to the Circle can be utilized as per functional requirement. The officials occupying these restructured LSG posts will have either or both supervisory and operative responsibilities as per allocation of work by competent authority.
- (vi) The SPMs posts of C and B class post offices are upgraded to LSG without following the LSG norm of 5:1. Therefore, it is not practicable to prescribe the norm for other restructured LSG posts. Number of posts to be created in each office will be as per functional requirement.
- (vii) Accountants are Postal Assistants only who have passed the PO & RMS Accountants examination. They are eligible for promotion as per Recruitment Rules. Norm based LSG accountants posts can be upgraded to HSG II within the number of posts allotted to the circle.
- (viii) The post of Accountant in Divisional Office can be upgraded to LSG. If there is more than one post of Accountant in HPOs, some may be upgraded to LSG while leaving some others for time scale Accountants.
- (ix) More Posts may be identified in bigger offices like HPOs and MDGs. It is not possible to specify the number of posts as the staff strength and functional requirements vary from office to office. Thereafter PM Grade-III/HSG I pre restructured HPOs may be given preference for creation of posts. PM Grade II/HSG II HPOs, PM Grade III/HSG I MDG, PM Grade II/ HSG II SO/MDG, (all pre restructured) may be preferred for creation of posts in that order based on functional requirement. Circles should ensure that the posts are not disproportionately concentrated in a few offices/cities.
- (x) In charge CPC, Foreign post (except Mumbai Foreign Post), PSD and CSD or other offices can be considered for upgradation of posts to LSG.
- (xi) If Circles are left with surplus LSG posts, then limited number of posts in Divisional Office and important delivery offices may be identified for upgradation.
- (xii) All the posts of SPMs in B and C class offices should be upgraded to LSG and all LSG norm based and A class offices should be upgraded to HSG II as a result of the implementation of the orders.

4.2 Identification of NFG posts in HSG I: Only 10 percent of HSG I posts i.e. 235 posts have been approved for NFG scale. Therefore it is not possible to promote all HSG I officials who are completing 2 years of service in HSG I. Although there is need to identify these posts for promotion from HSG I, in order to avoid inconvenience to staff in the initial stage and purely as a temporary measure, the officials can be given NFG on the basis of seniority wherever they are posted in HSG I by upgrading the HSG I post to NFG and simultaneously downgrading the NFG position to HSG-I elsewhere. In due course of time the posts need to be identified.

- 4.3 LSG Cadre:** The Committee examined the issue of Divisionalization of LSG Cadre. The Committee observed that there are some mofussil Divisions which have more B and C class offices now upgraded to LSG but are having very less HSG II and HSG I offices. On the other hand there will be city Divisions where the number of B and C class post offices now upgraded to LSG are very less. Divisionalization will provide less opportunity for staff of these divisions to get LSG promotion and in turn affect their HSG promotions. The Divisionalization will create promotional disparity between employees in different Divisions. Therefore, the Committee's recommendation not to Divisionalize LSG cadre has been accepted. It will remain a circle cadre. However, for better management of transfer and postings and to minimize inconvenience to the staff, Circle would allot officials to Regions for further allotment to Divisions, which in turn shall issue the posting orders in case of the LSG officials and rotational transfer orders thereafter till such time that they remain allotted to that Division by the Region. At any time the Circle or Region may allot these LSG officials to any other Region or Division respectively.
- 4.4 Revision of Leave Reserve (LR) strength consequent upon upgradation to LSG.** It has been observed that consequent on cadre restructuring the LR strength would be considerably reduced. The Committee observed that the postmaster in restructured LSG grade working in B and C class offices have to do operative work. Similarly restructured LSG PAs in other post offices have to do operative/supervisory work. Therefore, the Committee's recommendation that considering the PA strength and the restructured LSG strength for calculation of LR strength will be in order, has been accepted.
- 4.5 Date of Effect of the Orders and completion of restructuring:** For the sake of uniformity, the promotion will be effective from the date of issue of the original order dated **27.05.2016** as per existing instructions on the subject. It will be applicable to all eligible officials including those who were in service but now retired.
5. The rationalization of posts, as recommended by the Committee and accepted by the Competent Authority, is attached as **Annexure-I**.
6. In view of the above, all the Circles are requested to take immediate necessary action to implement the Cadre Restructuring of Group 'C' employees, keeping in view the above instructions without any further delay. All attempts should be made to complete the exercise of conducting DPCs by 31.12.2017 and the whole exercise, including transfer/posting Orders, must be completed by 31.01.2018.

Encl: as above.

Yours faithfully,

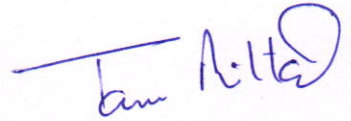


(Tarun Mittal)

Asstt. Director General (PE-I)

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1. PS to Hon'ble MoSC (I/c).
2. PPS to Secretary (Posts)/DG (Posts).
3. PPS to Member (Banking & RB)/(Plg.)/(Tech.)/(P)/(O)/(PLI).
4. Addl. DG (Postal Services)/JS&FA/Secretary (PSB)/CGM (BD& M)/All DDsG.
5. All Regional Postmasters General.
6. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
7. All Directors/Dy. Directors of Accounts (Postal).
8. Principal Director of Audit (Postal), Delhi -110054.
9. Addl. Director General, Army Postal Service Corps, Sena Dak Bhawan, Rao Tula Ram Marg, Delhi Cantt - 110 010.
10. Chief Engineer (HQ), Dak Bhawan, New Delhi.
11. All Postal Training Centers.
12. CGM (PLI), Chanakyapuri, New Delhi.
- 13. The Director, CEPT Mysore, for uploading on the official website of the Department of Posts.**
14. PE-II Section/SPB-I Section/SPB-II Section/PAP Section/PC Cell.
15. Secretary General (NFPE), Secretary General (FNPO), Secretary General (BPEF), General Secretary NAPE Group 'C' (FNPO), General Secretary AIPEU Group 'C' (NFPE), General Secretary (BPEA) Group 'C'.
16. Guard File.



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DISTRIBUTION OF GROUP 'C' POSTS AFTER CADRE RESTRUCTURING										ANNEXURE-I					
		Posts Before Cadre Restructuring					Posts After Cadre Restructuring (as Recommended by Committee)								
S. No.	Name of Circle						HSG-I(NFG)			HSG-II (Upgraded from LSG and A Class SPMs)					TOTAL
		HSG-I	HSG-II	LSG	PA	TOTAL		HSG-I	Total HSG-I		LSG for B & C POs	LSG Others	Total No. of LSG Others	PA	
1	A. P.	87	98	287	7403	7875	18	167	185	422	1991	170	2161	5107	7875
2	Assam	28	22	74	1717	1841	5	45	50	107	509	0	509	1175	1841
3	Bihar	37	42	186	3668	3933	8	71	79	286	802	204	1006	2562	3933
4	Chhattisgarh	18	20	36	1237	1311	4	34	38	71	269	84	353	849	1311
5	Delhi	63	65	285	3166	3579	13	115	128	346	240	467	707	2398	3579
6	Gujarat	54	58	293	5912	6317	11	101	112	476	854	763	1617	4112	6317
7	Haryana	30	30	78	1914	2052	6	54	60	141	359	155	514	1337	2052
8	H. P.	14	12	36	1429	1491	3	23	26	95	354	58	412	958	1491
9	J & K	8	7	33	806	854	2	13	15	61	203	22	225	553	854
10	Jharkhand	18	3	44	2382	2447	2	19	21	60	357	451	808	1558	2447
11	Karnataka	68	63	247	6610	6988	13	118	131	386	1252	699	1951	4520	6988
12	Kerala	50	51	220	5578	5899	10	91	101	662	997	323	1320	3816	5899
13	M. P.	19	70	159	3998	4246	9	80	89	257	782	364	1146	2754	4246
14	Maharashtra	148	160	805	11694	12807	30	278	308	1928	1352	778	2130	8441	12807
15	North East	10	14	65	971	1060	2	22	24	90	282	0	282	664	1060
16	Odisha	48	48	101	3516	3713	10	86	96	174	986	59	1045	2398	3713
17	Punjab	67	76	136	3251	3530	14	129	143	200	545	327	872	2315	3530
18	Rajasthan	58	49	182	4255	4544	10	97	107	273	1078	132	1210	2954	4544
19	Tamil Nadu	147	99	588	11209	12043	25	221	246	917	2030	991	3021	7859	12043
20	Uttarakhand	15	15	63	1417	1510	3	27	30	112	278	108	386	982	1510
21	Uttar Pradesh	98	93	587	10000	10778	19	172	191	808	1911	823	2734	7045	10778
22	West Bengal	75	103	475	7956	8609	18	160	178	707	1179	906	2085	5639	8609
Total		1160	1198	4980	100089	107427	235	2123	2358	8579	18610	7884	26494	69996	107427

Annexure-I