

## Postal Manual Volume-IV

### Establishment norms, examinations and recruitment rules of all cadres.

#### (Establishment norms)

1. All proposals made by Divisional Heads of Postal/Railway Mail Service, Chief Postmasters, Executive Engineer/ Superintendent Engineer will be submitted by **Heads of Circles** to the Director General directly. In such cases, the papers containing the proposals will be forwarded to the sanctioning authority, in consultation with the Circle IFA, by the Head of the Circle.
2. The proposals relating to **BD and Marketing, PLI Postal Directorate, Civil Wing** should be sent through the respective CGMs/DDGs/Chief Engineer (C).
3. Every proposal must be submitted to the **Director General** at least **three months in advance** (in case of fixed establishment) and **two months** (in case of temporary establishment) of the date from which sanction is desired. In the case of Postal and Railway Mail Service, where necessary, it must be supported by a **statistical memorandum** and a copy **of the valuation**.
4. Every letter containing a proposal for the creation, revision or abolition of fixed establishments should explain fully the grounds on which it is based, along with the financial effect clearly.

In other words, the letter should show—

- (a) **Present cost of the establishment or portion of establishment affected,**
- (b) **Details of the number and pay of the appointments** which it is proposed to add or modify,
- (c) And the cost after revision of the establishment or portion of establishment concerned, the particulars being exhibited in tabular form.
  - For this purpose, the establishment charges should be taken to be divided **into four portions**, as shown below: -

#### (i) In the case of a Head Office or a very large Sub Office

- (1) Clerical establishment;
- (2) Delivery establishment;
- (3) Class IV (Now MTS) establishment
- (4) Other items such as contingent allowance of the office, house rent, etc.

#### (ii) In the case of a Railway Mail Service Division

- (1) Sorting Assistant establishment
- (2) Mail Guards establishments
- (3) Class IV (Now MTS) establishment;



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- (4) Other items such as contingent allowance, allowance to attendants at rest house, etc.
5. Office establishment will be held to include all non-gazetted servants engaged on clerical duties, as well as class IV (Now MTS) servants employed in offices, except sweepers.
6. When it is proposed to transfer an appointment or other establishment charge from one office or division to another, the proposal should contain-
- (a) the abolition of the appointment or charge in its old office or division,  
(b) and simultaneous creation of the appointment or charge in the new office or division.
7. A value return in Form Est.5 or Est6(a), as the case may be, should be submitted with every proposal:-
- 1) in connection with experimental post office,
  - 2) for increasing the establishment charge of a branch office
  - 3) for converting a branch office into a sub office.
  - 4) for closing an office on the ground of its being un-remunerative.
  - 5) For increasing the cost of those mail lines which benefits branch offices only.
8. **Register of Sanctioned Establishment:**
- A register of sanctioned establishments for division in the form A.C.G. 19(a) used for the same purpose in head offices.
9. **Periodical Review of The Work of Office and Sections**
- For this purpose, the Head of the Circle, will arrange to receive, at fixed intervals, statistics of the work of each head office and of each of the larger sub offices in their circles in the forms prescribed for revisions of establishment according to the Bewoor's Time tests. The intervals should ordinarily be: -
- a) All GPOs/HOs/MDGs - Every year
  - b) LSG/HSG SOs- Every 3 years  
Class I SOs — Every 3 years  
Other T/SOs — Every 3 years
  - c) Branch Offices Every 3 years
  - d) Revision of Allowances of GDS BPMs— Every 3 years  
Other GDS — Every 3 years
10. Statistical Review of Mail office, TMO, Sub-record office, Record office, sections should be conducted every year as per prescribed rules.

**11.** The Establishment review of divisional Office, Postal Stores Depot and RLO shall be carried out after every **3 years**.

**12. Post Office-Special Rules -Road Establishment**

- The **road establishment** of each mail line, i.e., the number of ABPM employed to carry the mails, **will depend on the length of the line and the weight of mails ordinarily to be conveyed**. Wherever practicable, the same ABPM will carry mails in both directions over his stage.

**13. Norms for opening of Branch Post Office in rural areas from 01.04.1991.**

Area	Population	Distance	Anticipated income
<b>In normal areas</b>	<b>3000</b> population in group of villages	The minimum distance from the nearest <b><u>will be 3 K.M.</u></b>	The minimum anticipated revenue will be <b><u>33.33 % of cost</u></b>
<b>In the hilly, tribal, desert and inaccessible areas:</b>	<b>500 populations</b> in an individual village or <b><u>1000 population</u></b> in a group of villages.	The distance limit will be the same as above except that in hilly areas, the minimum distance limit can be relaxed by the Directorate	The minimum anticipated income will be <b><u>15% of the cost.</u></b>

**14.** No experimental post office, postman, village postman may be sanctioned for a longer period than **six months** at a time and no extensions of experimental post office may be sanctioned unless there is a reasonable hope that the office will prove self-supporting at **the end of two years**.

**15.** Except in case of experimental offices opened in large towns, no experimental office may be made permanent unless its total income cover its total **cost plus 25 % of the cost.**

**16.** If an experimental office in villages proves to be unremunerative even after **24 Months**, the office may be closed.

**17.** If the superintendent's proposal is approved of experimental post office, the HOC will issue order to Supdt. for opening of experimental post office for a period of **6 months** and copy of its simultaneously sent to Head office and Audit office.

**18. Method of calculation of income of All-post office (Rural & Urban)-**

- 24% of the money order commission** on money orders issued by the office.
- 38% of the money order commission** on money orders paid by the office.
- 2/5th of the amount of commission** realized on IPO sold by the office.

- d) **2/5th of the amount of commission** that would have been realized on the IPOs paid at the office.
- e) **For F.Y. 2023-24 - Rs.219.23 per POSB (Per Live Account per annum), Rs. 35.61 (Per silent Account per annum)**, Rs. 73.92 per saving certificate transaction (KVP & NSC), for IVP Rs. 19.59 and Rs. 24.88 (per Active Account per annum) for wage payment under MGNREGA performed by B.O reimbursed by Ministry of Finance.
- f) **1% of the total income** on other items (viz., postage, money orders, postal orders, savings bank and certificates) towards other agency functions where these are performed.

### **Rules Relating to Departmental Examinations**

1. **Notice of examination-** The advance notice of a minimum period of **40 days** should be given every departmental examination.
2. **Care should be taken to avoid any important festival** (National/Regional) and National Holidays etc. falls on the dates selected for the conduct of the Examination.
3. All applications of department examinations (Re-totaling) should be submitted through the proper channel. The communication of marks can also be sought through RTI applications.
4. Permission to candidate to withdraw his candidature from examination may be granted same authority who had granted him permission for examination.
5. After the assignment of roll numbers, a candidate should not be allowed to withdraw his candidature except Circumstances beyond his control.
6. For ascertaining accuracy of mechanical evaluation, cross checking of 10% OMR sheets through manual evaluation to be carried out by the committee/ Officers nominated.
7. The result of the Examination should be preferably declared within **60 days from the date of conduct of the examination.**
8. Revaluation of answer scripts is not permissible in any case or under any circumstances.
9. **Preservation of Answer Books** –OMR sheets and Answer Books will be preserved for a period of **12 months from the date of declaration of result.**
10. **Preservation of result sheets-** Tabulated result sheets or mark sheet registers of all the examinations should be preserved for a period of **3 years from the date of announcement of the respective results.**
11. Records related to court cases/vigilance cases/disputes/RTI should be preserved till finalization of such cases and thereafter suitable orders be taken from Competent Authority for disposal.



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12. Treatment of candidates using unfair means- If a departmental candidate is found guilty of using of unfair means or copying. The supervising officer will forward a report to competent authority to the impose major penalty on the candidate.
13. CCTV shall be installed/ or while hiring Exam centers this is to be ensured that Examination Hall, Centre Supervisor's office etc. are covered with CCTV recording. After Examination, CCTV footage to be preserved in the personal custody of DPS (HQ) till **2 Years of declaration of results.**
14. **Level of Question Paper setters-**

S.NO.	Name of examination	Level of officer for paper setter
1.	For Examination to the cadre of Postal Assistant/Sorting Assistant	JAG & above
2.	For Examination to the cadre of Postman/ Mail Guard	STS/JAG & above
3.	For Examination to the cadre of MTS	JTS/STS & above
4.	For LDCE Inspector Posts	JAG/SAG
5.	For LDCE PS Group B	HAG

### Recruitment, Appointment and Transfers

1. The **Head of a Circle** may sanction the re-employment of pensioners in non-gazetted posts under **Article 520 (iii) Civil Service Regulations**. An appointing authority of gazetted rank in charge of a division, first class head post office may also exercise this power provided that the pensioner re-employed.
2. No pensioner whose past records, and present circumstances are not fully **satisfactory, especially in regard to financial solvency**, should be considered suitable for re-employment.
3. Candidates whose age exceeds the prescribed maximum age limits will not be eligible for recruitment to the cadres concerned, the maximum age limit cannot be relaxed **by the Heads of Circles**. Where no such delegation has been made, the powers for such relaxation will vest in the Government and all such cases will be referred to **Director-General prior to recruitment.**
4. No sanction is necessary in a case where a candidate is Within the maximum age limit at the time of recruitment but is over-aged at **the time of appointment**.
5. A staff of assistants not exceeding **10 %** of the operative clerical staff is sanctioned to form a **leave reserve (LR)**.
6. **Circle Gradation list:** - Head of Circle publish gradation list **once in 5 years**, and issued copies all concerned. Circle gradation **list is corrected up to 1<sup>st</sup> July. (Rule 32-A)**
7. **Divisional Gradation List-** The divisional gradation list should be compiled once in **3 years. (Rule 32-B)**
8. All gradation lists should be maintained in **form App. 44**. In each gradation list the names of the officials of each class should be entered separately, and in strict order of



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seniority, one or more pages being left blank after each class. Each list should be kept corrected up-to-date.

9. If there be any mistake in a gradation list, the official(s) should point out to the Authority concerned for rectification within one year of the date of issue of the gradation list.

#### 10. Seniority

##### a) In cadres to which recruitment through examination-

- If the examination is competitive, seniority should be fixed according to the order of merit in the examination. Where recruitment is made partly from departmental candidates and partly from outsiders, the former should always rank senior to the latter.

##### b) In cadres to which recruitment is made by promotion

- If it is on the basis of pure selection seniority should be fixed according to the order of preference.

#### 11. Transfer-

**Rule 37**-All officials of the Department are liable to be transferred to any part of India interest of service except any particulars class of official (s).

**Rule 37-A-** Transfers should generally be made in April of each year so that the education of school going children of not dislocated. In emergent cases or cases of promotion this restriction will naturally not operate.

**Rule-38-** Transfer at one's request.

- Within circle, intra circle, mutual transfer or without mutual exchange, etc. own request. Applications of Rule-38 submit through online system.
- a) Only such official who completed one year service shall be eligible for transfer under Rule 38. One year service shall not applicable whose spouse/dependents children are suffering from terminal illness or appointment on compassionate ground **and IP/ASP for inter circle transfer under Rule-38 from 01.06.2024.**
- b) Under Rule 38, an official will be eligible for two inter-circle and two intra-circle transfer during entire service. A gap of 3 years shall be mandatory for same category transfer for the second time. One addition chance in both categories. i.e., intre circle or intra-circle for PWD.
- c) Employee can withdraw the request on online portal at any time. Further, employee has also been provided with opportunity to decline provisionally approved transfer on online portal within 72 hours of such allotment. After expiry of 72 hours timeline

and issue of final transfer order, if an employee wish to cancel his approved transfer, employee will deemed to have availed one chance of transfer.

- d) **Authority competent to approve transfer under Rule 38.**
    - (i) Inter Circle- CPMG of Both Circles.
    - (ii) Intra Circle- (Where change of region involved)- CPMG
    - (iii) Intra- Region- PMG.
  - e) Transfer under rule 38 shall be considered **on half yearly basis in the month of March and September** wherein transfer requests received till preceding month shall be included in priority list.
  - f) Relieving of the official shall not be denied solely on ground of shortage of staff if working strength of the cadre in the Division / Unit is **not less than 66.66%**.
  - g) Official approved for transfer under rule 38 shall invariably be relieved **within 30 days of issue of order** which can be allowed **maximum 60 days on written request of official.**
13. Rule 50 of Postal Manual Vol. IV provides for Officiating arrangement **not more than 4 months for short term vacancies.**
14. Post tenure of Supdt. of Post Office, RMS, Inspector of post and RMS at a time **not more than 3 years** except special condition. Station tenure shall be remained of **6 years at one station.**

