

No. Y-28/11/2014-PE-II
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

Dak. Bhawan, Sansad Marg
New Delhi-110001.
Dated: 27th November, 2024

OFFICE MEMORANDUM

Subject: Redesignation and duties/ responsibilities of Members, Postal Services Board in the Department of Posts

This is in continuation of earlier OM of even number dated 02.09.2020 vide which the duties/ responsibilities of Members, Postal Services Board in the Department of Posts were issued.

2. The revised designations and duties/responsibilities of Members of Postal Services Board are as under:

Sl. No.	Existing designation	Revised designation	Revised duties and responsibilities		Change in duties
1.	Member (Personnel)	No change	DDG(P&SR)	<ul style="list-style-type: none"> • Personnel & Staff matters • Recruitment & Promotions • Staff Relations 	No change
			DDG (Estt., DE & Legal)	<ul style="list-style-type: none"> • Establishment • Departmental Examination • Gramin Dak Sevaks • Pension, Medical, Legal 	
2.	Member (Operations)	No change	CGM (Parcel)	<ul style="list-style-type: none"> • Parcel Operations • Speed Post & Mail Operations, Motor Vehicle • Citizen Centric Services, Rural Business & Rural ICT 	DDG (STT) & his duties shifted to Member (Service Quality & Marketing).
			• GM(Operation)		
			• DDG (MO)		
			• GM (BD)		
			DDG (PO)	Postal Operations	
			DDG (IR)	Only for International Mails	

3.	Member (Technology)	No change	DDG (PMU)	Strategy and formulation of IT Modernization Project	No change
			CEPT	Technology Architecture and implementation	
			DDG (PMLA)	Prevention of Money Laundering Act (PMLA)	
4.	Member (PLI)	Member (Financial Services)	DDG (FS & PBI)	<ul style="list-style-type: none"> • Post Office Savings Bank (POSB) • Direct Benefit Transfer (DBT) • Matters related to India Post Payment Bank • Financial Inclusion • NPS & Other Financial Services 	All duties of existing Member (PLI) and major part of duties of existing Member (Banking & DBT) assigned.
			CGM (PLI)	<ul style="list-style-type: none"> • GM (O) • POLI Rules • Operations & after sales service • Formulation of Citizen Charter Norms • Core Insurance Solution implementation • Technology related matters 	
				<ul style="list-style-type: none"> • GM (B&I) • Marketing & Sales • Publicity & Promotion • Administration & Investment of POLIF & RPOLIF • Administration & management of Investment Division 	
			Chief Investment Officer	Investment Division	
5.	Member (Banking & DBT)	Member (Infrastructure)	DDG (Planning)	<ul style="list-style-type: none"> • Postal Network • Planning & Rationalization of Post Offices (SOs & BOs) • BO infrastructure 	Some of the duties of existing Member (Banking & DBT), Member (Planning & Human Resource Development) and
			DDG (Estates & MM)	<ul style="list-style-type: none"> • Estates 	

				<ul style="list-style-type: none"> • Material Management • Official Language 	Member(Coordination) assigned.
			Chief Engineers – Civil & Electrical	<ul style="list-style-type: none"> • All staff matters relating to Civil & Electrical Wings • All construction matters of Civil and Electrical nature 	
6.	Member (Planning & Human Resource Development)	Member (Human Resource Development)	DDG (Training, Welfare & Sports)	<ul style="list-style-type: none"> • Training • Postal Training Centres • Welfare and Sports 	Planning work has been shifted to Member (Infrastructure)
			Director (Rafi Ahmed Kidwai National Postal Academy)	<ul style="list-style-type: none"> • Capacity building trainings of Group A & B officers. • Training of IPoS Probationers 	
7.	Member (Coordination)	Member (Service Quality & Marketing)	DDG (CS, QA & I)	<ul style="list-style-type: none"> • Customer Satisfaction, quality assurance, RTI matters • Inspections/visits, reviews IRs/VRs 	Some of the duties of existing Member (Coordination) and Member (Operations) assigned. DDG (Estates) & Chief Engineers (Civil/ Electrical) and their duties shifted to Member (Infrastructure).
			DDG (Philately & Mktg)	<ul style="list-style-type: none"> • Philately, Marketing & Social Media • Publicity and Social Media operations 	
			DDG (STT)	<ul style="list-style-type: none"> • Annual Report • e-Book of Information • Collection of postal Statistics & conduct of enumerations 	

3. This issues with the approval of the competent authority and will take effect from 01.12.2024.

(Raj Kumar)
Deputy Director General (Estt.)

Copy to: -

1. PS to Hon'ble MoC/PS to Hon'ble MoSC
2. PPS to Secretary (P)/PPS to DG Postal Services
3. PPS to Members, Postal Services Board
4. AS&FA/ Sr. DDG(Vigilance)/ Sr. DDG (PAF)

5. CGM PLI Directorate/ CGM BD Directorate/ CGM Parcel Directorate
6. All DDsG/ CGMs in Postal Directorate/ PLI Dte/ BD Dte/Parcel Dte
7. Director, RAKNPA
8. All Chief Postmasters General
9. Additional Director General, Army Postal Service
10. All Postmasters General
11. All Directors/ ADsG in Postal Directorate
12. DG P&T Accounts, Civil Lines, New Delhi- 54
13. All Directors of Accounts (Postal)
14. Director, CEPT Mysore- with a request to upload the OM on India Post website
15. All Sections of Postal Directorate
16. All recognized Unions/ Federations/ Associations
17. SO Guard File.

Sapna
27. XI. 2024

(Sapna)

Assistant Director General (Estt.)