

No. Y-41/12/2023-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division
(PE-II Section)

Dak Bhavan, Sansad Marg,
New Delhi-110001

Dated: 6th January, 2026

ORDER

Subject:Redeployment of 90 surplus posts of Postal Assistant (PAs) cadre of Postal Store Depots (PSDs)/Circle Stamp Depots (CSDs) to the Postal Directorate and Guidelines for posting of PAs/SAs in the Postal Directorate (including PLI/Parcel & CCS Directorates) – reg.

Approval of the Competent Authority is hereby conveyed for redeployment of 90 surplus posts of Postal Assistant (PAs) cadre of Postal Store Depots (PSDs)/Circle Stamp Depots (CSDs) to the Postal Directorate (including PLI/Parcel & CCS Directorates) and Guidelines for posting of PAs/SAs in the Postal Directorate including other Directorates.

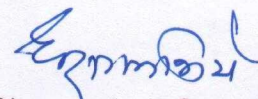
2. The UPE Division, vide its letter dated 25th August, 2020, had issued an order for rationalization/ merger of Postal Stores Depots/ Circle Stamp Depots. As part of this exercise, Establishment Division collected data on posts of PA cadre rendered surplus in the Circles concerned following the merger of Postal Store Depots and Circle Stamp Depots. During this rationalization exercise, 107 posts in PA cadre of Postal Store Depots/ Circle Stamp Depots were found surplus. In view of the requirements of the Postal Directorate, it has now been decided to redeploy 90 surplus posts out of the total surplus posts of 107 to the Postal Directorate from the following Circles with number of posts:

| Sl. No. | Name of the Circle | Number of surplus posts ordered for redeployment to the Directorate |
|--------------|--------------------|---|
| 1. | Bihar | 9 |
| 2. | Kerala | 20 |
| 3. | Punjab | 8 |
| 4. | Rajasthan | 14 |
| 5. | Telangana | 12 |
| 6. | Uttar Pradesh | 22 |
| 7. | West Bengal | 5 |
| Total | | 90 |

3. Guidelines to regulate the postings of PAs/SAs in the Directorate:

- i. Posting of officials in the cadres of Lower Selection Grade (LSG), Postal Assistant (PA)/Sorting Assistant (SA), etc., posted against redeployed posts shall be termed as 'Posting in Headquarter'.
- ii. An official, who has completed four years of regular service, shall be eligible for 'Posting in Headquarter'.
- iii. 'Posting in Headquarter' shall initially be for a period of four years, which may be extended for 1 year (i.e. 5th year) by Member (P) and 1 more year (i.e. 6th) by DGPS.
- iv. After completion of tenure in the Headquarter, the said PA/SA will be relieved to join back his parent Circle.
- v. Not more than 25% officials with the longest posting/ stay in the Directorate will be repatriated to their parent circle/ unit after completion of tenure/ extended period.
- vi. For reposting in the Headquarters after completion of earlier tenure, a PA/SA will require to complete a mandatory cooling-off period of 2 years. This cooling-off period, however, may be relaxed in exceptional circumstances by the DGPS provided the relaxation cannot be more than 50% of the cooling-off period of 2 years.
- vii. Total leave of any kind taken together by a PA/SA, if exceeds 15 days, then the said leave period will not be counted towards the cooling-off period.
- viii. Posting of the officials is to be made for a specific project/ assignment on the request of functional Divisions of Directorate. Accordingly, the officials whose profile cater the functional need can only be considered for posting.
- ix. Officials whose performance shall not be up to mark, can be repatriated to parent Circle without assigning any reason and before completion of above tenure. However, in the event of disciplinary action being initiated against an official in the concerned Circle, the official shall invariably be repatriated to parent Postal Circle.
- x. During the Posting in Headquarter, lien of the official shall be in their parent Unit of Postal Circle and there will be no effect on their seniority of present cadre.
- xi. Posting of officials as 'Posting in Headquarter' basis is to be made against the redeployed posts within the Department. As such, 'Posting in Headquarter' basis is not to be termed as deputation basis. On promotion, official will be relieved to avail promotion. Proforma promotion under Next Below Rule (NBR) shall not be allowed in this case.
- xii. Other provisions pertaining to 'Posting in Headquarters' basis shall be regulated as per the guidelines issued vide letter No. X-7/27/2022=SPN-II dated 16.03.2023.

4. These revised instructions on 'Posting in Headquarter' will come into effect from date of its issue and further 'Posting in Headquarter' in Directorate by Personnel Division will be made on the basis of these revised instructions.



(Dhammajyoti Gajbhiye)

Director (Establishment and Planning)

1. Sr. PPS to Secretary(Posts)/ DG (Postal Services)
2. PPS/PS to all Members of Postal Services Board
3. Sr. DDG(Vigilance)/ Sr. DDG (PAF)/CGM (PLI)/CGM (Parcel & CCS)
4. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA)
5. All Chief Postmasters General
6. JS&FA/All DDsG/ GMs in Postal Directorate/PLI Directorate/ Parcel and CCS Directorate/ Secretary(PSB)
7. All Directors/ ADsG in Postal Directorate.
8. GM, CEPT- with a request to upload the OM on India Post website.
9. SO Guard file