

**17-56/Misc/2025-Inv  
Government of India  
Ministry of Communications  
Department of Posts  
(Vigilance Division)**

Dak Bhavan, Sansad Marg,  
New Delhi -110 001  
Dated: 22.12.2025

**OFFICE MEMORANDUM**

**Subject: Constitution of a Committee for examining the draft Guidelines submitted by CPMG Gujarat Circle regarding Identification of Subsidiary Offenders, apportionment of Liability in Loss & Fraud Cases and preparation of SOP for investigation -regarding**

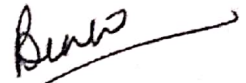
Orders of the Competent Authority are hereby conveyed for constitution of the Committee for examining the draft Guidelines submitted by CPMG Gujarat Circle regarding Identification of Subsidiary Offenders and apportionment of Liability in Loss & Fraud Cases and for preparation of SOP for investigation in the cases of loss and frauds.

The composition of the Committee shall be as follows:

- i. Shri Chandrasekhar Kakumanu, PMG, SK Region, Bengaluru, Karnataka Circle – **Chairperson**
  - ii. Ms. Chaitra Reddy(DAP, PAO) Karnataka– **Finance Nominee**
  - iii. Shri N R Giri, Director (Central Region), Kerala Circle - **Member**
  - iv. Shri G. Senthil Kumar, SPOs, Kanyakumari Division, Tamilnadu Circle - **Member**
  - v. Shri B Chandrakantha Kamath, APMG (Vigilance), Karnataka Circle - **Member Secretary**
2. The Committee may co-opt members from Circles if needed.
3. The terms of reference (TOR) for the Committee shall be as follows:
- Committee to:
- i. Examine the suggestions and draft guidelines submitted by the CPMG Gujarat Circle vide his DO letter under reference, for its feasibility along with other relevant guidelines and facts. The Committee will submit a detailed report, covering the following:
    - a. Recommend a structured framework to distinguish perpetrators, collaborators, and those with supervisory lapses, linking lapses (direct, contributory, supervisory) to financial liability, in Loss and Fraud cases.



- b. Recommend measures to prevent arbitrary charge-sheeting, inconsistent apportionment, or lack of linkage between conduct and loss and suggest procedural safeguards, including clarity in charge-sheet drafting, evidence linkage, and documentation standards.
  - c. Examine the current Directorate instructions/rulings/guidelines (enclosed as Annexures to the Guidance Note) for gaps or ambiguities and give recommendation for strengthening, revising, or replacing such instructions and propose amendments wherever required.
  - d. Recommendation for confirmation or otherwise on the draft guidelines (attached as Annexure-II(A) & II (B) alongwith modified guidelines, which may be issued a part of SOP for Investigation in Loss and Fraud cases.
  - e. Examine the draft guidelines for Disciplinary authorities in respect of Loss and Fraud cases (Attached at Annexure II(A) of the DO letter under reference)
  - f. Examine the Computational Methodology for apportionment of liability and pecuniary loss between the principal offender, Co-offender and different categories of subsidiary offenders, for its feasibility. (Attached at Annexure II(B) of the DO letter under reference).
  - g. Propose a technology-driven methodology for conducting Past Work Verification (PWV) in fraud and loss cases within the stipulated period of three months from the date of detection of fraud, replacing the current practice of issuing manual SB-46 notices to depositors, in alignment with the enhanced capabilities available under APT 2.0.
  - h. A comprehensive Standard Operating Procedure (SOP) for internal investigations may be prepared, consolidating the relevant rulings in Chapter 3 of Postal Manual volume V and the various instructions/guidelines issued from time to time. Global Standard like ISO 37008:2023 may also be referred to in evaluating the prevailing processes and recommending the new SOP.
4. Interim observations may be submitted within 4 weeks of constitution of the Committee, by 31.01.2026. Final report and guidelines may be submitted by 5 March 2026.
5. This issues with the approval of the Competent Authority.

  
 (Binti Choudhury)  
 Director (Vigilance)

Encl: as above

To :  
Officers concerned.

Copy for kind information to:-

1. The Sr. DDG (PAF)
2. The CPMG, Karnataka Circle, Bengaluru.
3. The CPMG, Tamil Nadu Circle, Chennai.
4. The CPMG, Kerala Circle, Thiruvananthapuram.
5. The O/o GM, (PA &F), Karnataka Circle, Bengaluru
6. Office Copy