


Q-25/29/2025-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
Establishment Division
(PE-I Section)

Dak Bhawan, Sansad Marg,
New Delhi – 110001
Dated: 16.09 2025

Subject: Revised Administrative Powers of Selection Grade Supervisors (LSG/HSG-II/HSG-I including NFG) functioning as Heads of Sub-Post Offices and Head Post Offices- reg.

Approval of Competent Authority is hereby conveyed w.r.t revised Administrative Powers of Selection Grade Supervisors (LSG/HSG-II/HSG-I including NFG), functioning as Heads of Sub-Post Offices and Head Post Offices, as detailed in **Annexure**.

2. The revised Administrative Powers shall be exercised by the Selection Grade Supervisors while functioning as Heads of Sub-Post Offices and Head Post Offices, in accordance with the instructions issued by the Postal Directorate/Head of Circle/PMG/Director/Head of Division from time to time.


(Arnab Aich)
Director (Estt.)

Copy to:

- i. PSO/Sr. PPS to the Secretary (Posts)/DGPS.
- ii. PPS to Member (Pers.)
- iii. All Heads of Circles

Annexure
(Q-25/29/2025-PE-I-DOP)

Administrative Powers of SPM/Postmaster (LSG, HSG-II, HSG-I including NFG)

Sl. No.	Nature of Power	Existing powers	Revised Powers
1.	Powers to grant leave to Postmen and MTS working under them.	May grant leave (other than special disability leave) not exceeding four months	<p>Full Powers (other than special disability leave & maternity leave) in respect of the Postman and MTS working in their own office not exceeding 4 months.</p> <p>Beyond 4 months – Powers to be exercised by the Divisional Head</p> <p>Maternity Leave to MTS/ Postman to be granted by Divisional Heads.</p> <p>Disability leave to MTS/Postman to granted by the Competent Authority (HoD) as per the provisions of the CCS (Leave) Rules, 1972.</p> <p>Full Powers to grant leave to Dak Sevaks (GDS) working in their own office. For substitute arrangements, the instructions issued by the Directorate from time to time to be followed.</p>
2.	Powers to accept resignation of an official	May accept resignation of any official whom he is competent to appoint.	Full powers in respect of officials for whom LSG/HSG-II/HSG-I Postmaster is competent to make appointment, if any, Procedure as mentioned in the CCS (Pension) Rules, 2021 to be followed.