

मन्जू कुमार

सदस्य (कार्मिक)
डाक सेवा बोर्ड

Manju Kumar

Member (Personnel)
Postal Services Board



भारत सरकार
संचार मंत्रालय
डाक विभाग

डाक भवन, नई दिल्ली-110001

Government of India

Ministry of Communications

Department of Posts

Dak Bhawan, New Delhi-110001

D. O. No. Q-25/4/2025-PE-I-DOP

Dated: 12th March, 2025

Dear HOC's

This is regarding Special Review of Departmental Post Offices (Establishment and Income/Cost review) currently going on through the online portal developed by the CEPT.

2. On reviewing the Circle-wise consolidated Establishment Review Reports, it has been observed that several errors have been made during data entry, leading to significant discrepancies. In many cases, individual offices have been shown with a justified strength of more than a lakh, and some Circles have reported additional manpower requirements exceeding 30 lakhs. A close scrutiny of the calculation sheets reveals that, for several line items, offices have incorrectly entered the value of transactions instead of the number of transactions. An illustrative list of such errors is attached for reference.

3. A Circle-wise summary of the Sanctioned and Justified Strength, based on the incorrect data, is also enclosed. This reflects a concerning level of casual handling by both the authorities conducting the review and those responsible for approving it. The Directorate has taken a serious note of this issue, and Circle Heads are required to take firm action against such lapses.

4. In view of these glaring discrepancies, CEPT is being requested to reverse all the reviews approved till date to the respective approving authorities. Circles must ensure that the review is conducted using correct transaction figures. As a final opportunity, the timeline for submission is being extended by one more week upto 22.03.2025. The concerned approving authorities will be held personally responsible for the timely submission and accuracy of the review data.

5. It is, therefore, requested to take immediate corrective action and ensure strict compliance with the revised timeline.

With regards.

Yours faithfully,


(Manju Kumar)

All Heads of Circles

Copy to: GM, CEPT – for information.