

No:Mails/3/2025-D
Government of India
Ministry of Communications
Department of Post (Mail Operations Division)
Dak Bhawan, New Delhi-110001

Dated: 21.01.2025

To,
All Heads of Circle

Sub: Adherence to Timelines for Mail Transfer and Reporting in Case of Delays

After merger of L-1 and L-2 with their respective ICH and NSH, cases of mail transfer are observed in few offices. Besides, It has also been seen during recent visits by senior officers at ICH/NSH that instances of mail transfer from one set/batch to another set/batch is not being reported by incharge of set/batch. In this regard, your attention is drawn to the provisions under Rule 157(3) of the Postal Volume-7 concerning the maintenance and monitoring of the Deposits Register for mail transfer.

2 As per Rule 157(3) of the Postal Volume-7:

"Deposits register. - A register should be maintained in each Mail Office which will show the details of articles received, transferred from the previous set, received in the set, disposed of in the set and transferred to succeeding set. This register should be personally seen by ASRM on duty and in case the set to set transfer exceeds 24 hours, it should be brought to the notice of the Divisional Superintendent. In case it exceeds 48 hours it should be brought to the notice of the Heads of the Circle and P.M.G. (Mail Management) and in case it exceeds 72 hours it should be brought to the notice of the Director-General (Posts)."

3 It is imperative that these timelines are strictly adhered to, and any delays in mail transfer exceeding the specified durations must be reported promptly to the prescribed authorities at each level.

4 It is therefore, requested to ensure that all Mail Offices shall update the Deposits Register. ASPOs/Supdt. on duty shall perform regular inspections of the Deposits Register & report delays as specified under Rule 157(3) and escalate issues as per the prescribed timelines.



(Dushyant Mudgal)
Deputy Director General