

**Y-28/8/2024-PE-II(Pt)**

Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division  
(PE-II Section)

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Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 17<sup>th</sup> February, 2025

**Office Memorandum**

**Subject: Revised Administrative Powers of different authorities in the Department of Posts – reg.**

Approval of the competent authority is conveyed regarding revised Administrative Powers in the Department of Posts as under:

- (i) Administrative Powers of Chief Postmasters General (Heads of Circles), Postmasters General, Independent Directors/ Directors Postal Services, Heads of Divisions and Heads of Sub-Divisions as at **Annexure- A**.
- (ii) Administrative Powers of Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA) and Directors, Postal Training Centres (PTCs) as at **Annexure- B**.

(Raj Kumar)  
DDG (Establishment)

**Copy to:**

1. Sr. PPS to Secretary(Posts)/ DG (Postal Services)
2. PPS/PS to all Members of Postal Services Board
3. AS&FA/ Sr. DDG(Vigilance)/ Sr. DDG (PAF)
4. CGM PLI Directorate/ CGM BD Directorate/ CGM Parcel Directorate/ Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA)
5. All Chief Postmasters General
6. All DDsG/ GMs in Postal Directorate/PLI Directorate/ BD Directorate/ Parcel Directorate/ Secretary(PSB)
7. All Postmasters General, All GMs (Finance)
8. Additional Director General, Army Postal Service, R.K. Puram
9. All Directors/ ADsG in Postal Directorate.
10. All Directors, Postal Training Centres (PTCs)
11. Director of Accounts(Postal), Civil Lines, New Delhi.

- 12. All Director of Accounts (Postal)
- 13. GM, CEPT- with a request to upload the OM on India Post website.
- 14. All Sections of Postal Directorate.
- 15. All recognized Unions/ Federations/ Associations
- 16. SO Guard file

*Sapna*  
17.2.2025

(Sapna)  
ADG (Establishment)

*[Signature]*

ADG (Establishment)

**ADMINISTRATIVE POWERS OF CHIEF POSTMASTERS GENERAL**  
**(HEADS OF CIRCLES)**

<b>Sl. No.</b>	<b>Nature of Powers</b>	<b>Existing Powers</b>	<b>Revised Powers</b>
<b>OPERATIONAL MANAGEMENT</b>			
1.	Powers to fix the period of preservation of records in a Circle Office (other than records specified in the Rules)	Powers as defined in Rule 16 of Postal Manual Volume VIII	Powers as defined in in Rule 16 of Postal Manual Volume VIII.
2.	Powers to order the destruction of Post Office records (other than Accounts records) of a permanent character.	Powers as defined in Rule 25 of the P&T Manual Volume VI	Powers as defined in Rule 25 of the P&T Manual Volume VI.
3.	Powers to authorize Divisional Head, as a special case to apply and pay for police escorts for transmission of cash.	Full Powers	Full Powers
4.	Powers to add question to standard Inspection Questionnaire to meet local requirements in respect of Post Office and Mail Service Office.	Full Powers	Full Powers
<b>ESTABLISHMENT MATTERS</b>			
5.	Conversion of Branch Post Offices as delivery or non-delivery Branch Post Office	Not Available	Full Powers subject to the condition that TRCA of the incumbent BPM/ ABPM will be protected.

6.	Merger of Branch Post Offices	Full Powers in accordance with Postal Directorate letter No. 40-06/2011-Plg (pt) dated 25.08.2011.	Full Powers in accordance with Postal Directorate letter No. 40-06/2011-Plg (pt) dated 25.08.2011.
7.	Opening of Branch Post Office/Sub Post Office by relocation/redeployment/upgradation of Branch Post Office	Full Powers in accordance with Postal Dte. letter no. 40-4/2002-Plg dated 06.01.2003	Full Powers in accordance with Postal Directorate letter no. 40-4/2002-Plg dated 06.01.2003 in consultation with Circle IFA.
8.	Merger of Sub Post Offices	Not Available	Full Powers
9.	Redeployment of posts of Branch Post Master/Assistant Branch Postmaster/Dak Sevak	Not Available	Full Powers
10.	Powers to fix the extent of jurisdiction and headquarters of a Postal/ Mail Service Division and Sub-Division	Not Available	Full Powers in consultation with Circle IFA and in accordance with the norms issued by the Department from time to time.
<b>PERSONNEL MATTERS</b>			
11.	Powers to re-employ pensioners in Non-Gazetted appointments	May sanction re-employment of pensioners in non-Gazetted appointments under Article 520(iii), Civil Service Regulations subject to the conditions in Article 521 ibid Rule 5 of P&T Manual Vol. IV)	Full Powers in accordance with the Instructions of the Government/ Postal Directorate issued from time to time.
12.	Appointments, Penalties and Appeals	-	Powers as per the Schedule of Appointment,

			Disciplinary and Appellate Authorities.
13.	Powers to grant leave in respect of the officers for whom he/she is the Reporting Authority.	May grant leave except disability leave.	Full Powers
14.	Powers to grant leave in respect of the officers/officials for the period exceeding 04 months in respect of whom Postmaster General is the Reporting Authority.	--	Full Powers
15.	Powers to make officiating arrangement in Selection Grades, Inspector Posts, Assistant Superintendent Posts and Group B.	May make officiating arrangements for the first four months in vacancies of any nature.	Full Powers, provided the officiating arrangement shall not be more than 04 months and as per the guideline issued by the Postal Directorate [Personnel Division (SPN)] from time to time.
16.	Powers to transfer	Full Powers to transfer within his jurisdiction Group "B" Officers of all services, officers of Junior Time scale officers of the Indian Postal Service Group 'A' including officers in charge of R.M.S. Division.	Full Powers in respect of the officers of the ranks of Senior Time Scale (STS)/ Junior Time Scale (JTS), Postal Services Group B, Assistant Superintendent Posts (ASP) and equivalent cadres.
17.	Powers to transfer a non-Gazetted official within the Circle and within the same cadre for	Full Powers subject to the condition of F.R. 15 and FR 22 and also the condition that no transfer shall be made	Full Powers Full Powers subject to the condition of F.R. 15 and FR 22 and also the condition that no

	administrative reasons.	from a post carrying a higher scale of pay in one station to another post in the same cadre carrying a lower scale at another station without prior approval of the Director General. N.B. – The Transfer of any P.O. or R.M.S. official below the Lower Selection Grade should be made to a Division the actual posting of the official within the division being left to the Divisional Superintendent. (Rule 36 of Postal Manual Vol. IV)	transfer shall be made from a post carrying a higher scale of pay in one station to another post in the same cadre carrying a lower scale at another station.
18.	Powers to accept resignation of an official	May accept resignation of any one whom he is competent to appoint	Full Powers in respect of any official whom he/she is competent to appoint.
19.	Powers to sanction ordinary pension (including gratuities) and to decide question allied to the grant thereof.	Full Powers under the C.S.R. in respect of officials whom he is competent to appoint	Full Powers in respect of any official whom he/ she is competent to appoint subject to the CCS (Pension) Rules, 2021 and the Instructions issued by the Department of Pension and Pensioners' Welfare (DoPPW)/ Postal Directorate from time to time.
20.	Powers to authorize an official under his control to travel on duty outside the limits of his	Full Powers	Full Powers

	jurisdiction except out of country.		
21.	Powers to grant No Objection Certificate for deputation within/ outside the Department.	Not Available	Full Powers for the officials upto the level of HSG-I subject to the Instructions of the Government/ Postal Directorate issued from time to time.
<b>LEGAL MATTERS</b>			
22.	Powers to execute and sign contracts on behalf of the Department.	Powers as defined in Rule 436 of Postal Manual Volume II	Powers as defined in Rule 436 of Postal Manual Volume II.
23.	Powers to authorize the institution of Civil Suits on behalf of the Department against defaulting guarantees for recovering deficits against guarantee.	Powers as defined in Exception (2) to Rule 127 of P&T Manual Volume II.	Powers as defined in Exception (2) to Rule 127 of P&T Manual Volume II.
24.	Powers to institute or defend Civil Suits in connection with lands and buildings.	Powers as defined in Exception (3) to rule 127 of Postal Manual Volume II.	Powers as defined in Exception (3) to rule 127 of Postal Manual Volume II.
25.	Powers to authorize the institution of criminal proceedings in non-cognizable cases against officials under his control except those appointed by Director General or higher authority.	Full Powers	Full Powers
26.	Powers to employ Government Pleaders on behalf of the Department in criminal cases.	Powers as defined in Rule 146 of the P&T Manual Volume II.	Powers as defined in Rule 146 of the P&T Manual Volume II.

<b>MISCELLANEOUS</b>			
27.	Powers to fix the amount of security deposits in the case of Cashiers and Store Keepers.	Full Powers subject to Rule 193 of the Postal Manual, Vol. II.	Full Powers subject to Rule 193 of the Postal Manual, Vol. II.
28.	Powers to order forfeiture of Security Deposits	Full Powers subject to Rules 258 & 259 of the Postal Manual, Vol. II.	Full Powers subject to Rules 258 & 259 of the Postal Manual, Vol. II.
29.	Powers to settle claims of defrauded persons	Powers as defined in Rule 223 of Postal Manual V.	Full Powers in accordance with the Instructions of the Vigilance Division issued vide letter No. 17-07/2017-Inv dated 05.06.2023 for amount beyond Rs. 25,000.
30.	Opening/closure of Holiday Homes in the Circle	Not Available	Powers as per the Instructions of Postal Directorate (Estates Division) issued from time to time.
31.	Approval of Schedule of accommodation for official and residential buildings for both, hiring of rented accommodation and construction of own buildings.	Not Available	Powers in accordance with the limit prescribed in the Delegation of Financial Powers issued by the Postal Directorate (Integrated Finance Wing).

**NOTE:** Besides the above Administrative Powers, the Chief Postmasters General will also exercise such other Administrative Powers those are not covered hereinabove and the same will be regulated in accordance with the Orders/Instructions of the Government of India/Postal Directorate issued from time to time.

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**ADMINISTRATIVE POWERS OF POSTMASTERS GENERAL (HEADS OF  
REGIONS)**

1. Postmasters General will exercise all the Administrative Powers of Chief Postmasters General (except the Administrative Powers mentioned at Sl. No. 4, 10, 13, 14, 16, 21, 30 and 31) within his/her area of jurisdiction/Region.
2. Postmasters General will exercise Full Powers to Transfer in respect of the officers of the ranks of Postal Services Group B, Assistant Superintendent Posts (ASP) and equivalent cadres, within the area of jurisdiction i.e. Region.
3. Postmasters General will exercise the Powers to grant leave in respect of the officers/officials for the period not exceeding 04 months in respect of whom he/she is the Reporting Authority.
4. Postmasters General will exercise Powers to grant leave in respect of the officers/officials for the period exceeding 04 months in respect of whom Director Postal Services is the Reporting Authority.
5. Postmasters General will also exercise such other Administrative Powers those are not covered hereinabove and the same will be regulated in accordance with the Orders/Instructions of the Postal Directorate issued from time to time.

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**ADMINISTRATIVE POWERS OF DIRECTORS POSTAL SERVICES**

Sl. No.	Nature of Powers	Extent of Powers
<b>PERSONNEL MATTERS</b>		
1.	Powers to transfer	Full Powers in respect of the officials of the ranks of Inspector Posts (IP), Higher Selection Grade-I & II (HSG-I & II), Lower Selection Grade (LSG) and equivalent cadres.
2.	Penalties and Appeals	Powers as per the Schedule of Disciplinary and Appellate Authorities.
3.	Powers to grant leave	Full Powers in respect of the officers/officials for the period not exceeding 04 months in respect of whom he/she is the Reporting Authority.
4.	Powers to grant leave in respect of the officials for the period exceeding 04 months in respect of whom Divisional Head is the Reporting Authority.	Full Powers
5.	Powers to accept resignation of an official	Full Powers in respect of any official whom he/she is competent to appoint.
6.	Powers to sanction ordinary pension (including gratuities) and to decide question allied to the grant thereof.	Full Powers in respect of any official whom he is competent to appoint subject to provisions of the CCS (Pension) Rules, 2021 and the Instructions issued by the Department of Pension and Pensioners' Welfare (DoPPW)/ Postal Directorate from time to time.
7.	Powers to transfer BPM	Transfer of BPM on Vigilance grounds to other Division within the same Region.
<b>MISCELLANEOUS</b>		
8.	Powers to settle claims of defrauded persons	Full Powers in accordance with the Instructions of the Vigilance Division issued vide letter No. 17-07/2017-Inv dated 05.06.2023 for amount beyond Rs. 25,000.

**ADMINISTRATIVE POWERS OF INDEPENDENT DIRECTORS POSTAL SERVICES**

Independent Director Postal Services (e.g. DPS Ghaziabad, Director GPO etc.) will exercise the Administrative Powers given to the Postmasters General in accordance with the orders/ instructions issued by the Postal Directorate/Chief Postmaster General from time to time.

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**ADMINISTRATIVE POWERS OF HEADS OF DIVISIONS**

<b>Sl. No.</b>	<b>Nature of powers</b>	<b>Existing Powers</b>	<b>Revised Powers</b>
<b>OPERATIONAL MANAGEMENT</b>			
1.	Powers to verify balances of First Class Head Post Offices and to fix authorized balances of all the Post Offices including Head Post Office.	Full Powers to verify balances of First Class Head Post Offices	Full Powers
2.	Powers to take possession of records of post offices	Powers as defined in Note below rule 102 of the Posts and Telegraphs Manual Volume VIII	Powers as defined in Note below rule 102 of the P&T Manual Volume VIII.
<b>PERSONNEL MATTERS</b>			
3.	Penalties and Appeals	-	Powers as per the Schedule of Disciplinary and Appellate Authorities.
4.	Powers to transfer	Full Powers to transfer any official below the Lower Selection Grade (LSG)	Full Powers in respect of any official upto the Higher Selection Grade-II (HSG-II) from one office to another within the Division in the same time scale of pay.
5.	Powers to grant leave.	May grant leave other than special disability leave not exceeding four months.	Full Powers in respect of the officials for whom he/she is the Reporting Authority for the period not exceeding 4 months.
6.	Powers to accept resignation of an official.	May accept resignation of any one whom he is authorized to appoint.	May accept resignation of any one whom he is authorized to appoint.
7.	Powers to sanction ordinary pensions, (including gratuities)	Full Powers under the Civil Service Regulations in	Full Powers under the CCS (Pension) Rules, 2021 in respect of

	and to decide questions allied to the grant thereof.	respect of officials whom he himself or any authority in a non-gazetted cadre subordinate to him is competent to appoint.	officials whom he/she himself/ herself or any authority in a Non-Gazetted cadre subordinate to him is competent to appoint.
8.	Transfer of Assistant Branch Postmaster (ABPM)/Dak Sevak	Not Available	Full Powers on Vigilance Grounds within the Division
<b>LEGAL MATTERS</b>			
9.	Powers to execute and sign contracts on behalf of the Department.	Powers as defined in Chapter IX of the Posts and telegraphs Manual Volume II	Powers as defined in Chapter IX of the P&T Manual Volume II.
10.	Authorize the institution of criminal proceedings in non-cognizable cases.	Not Available	Full Powers against the officials for whom he/she is the appointing authority.
<b>MISCELLANEOUS</b>			
11.	Powers to settle claims of defrauded persons	Powers as defined in Rule 223 of Postal Manual V.	Full Powers in accordance with the Instructions of the Vigilance Division issued vide letter No. 17-07/2017-Inv dated 05.06.2023 for amount upto Rs. 25,000.

**NOTE:** Heads of Divisions will also exercise such other Administrative Powers those are not covered hereinabove and the same will be regulated in accordance with the Orders/Instructions of the Postal Directorate/Chief Postmaster General/Postmaster General/Director Postal Services issued from time to time.

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## **ADMINISTRATIVE POWERS OF HEADS OF SUB-DIVISIONS**

1. Powers to accept resignation of GDS ABPM and Dak Sevak for which he is the Engaging Authority.
2. Powers to grant emergency leave to ABPM and Dak Sevak.
3. Powers to grant leave to ABPM and Dak Sevak for a period not exceeding 90 days at a stretch.
4. Powers to grant leave to Postman and MTS working in Time Scale Sub Post Offices (below LSG) in the Sub-Division.
5. Head of Sub- Division will exercise the Administrative Powers given to him subject to instructions issued by the Postal Directorate/Head of Circle/PMG/Director/Head of Division from time to time.

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**ANNEXURE- B**  
**[OM No. Y-28/8/2024-PE-II(Pt)]**

**ADMINISTRATIVE POWERS OF DIRECTOR, RAFI AHMED KIDWAI**  
**NATIONAL POSTAL ACADEMY (RAKNPA)**

<b>Sl No</b>	<b>Nature of Powers</b>	<b>Existing Powers</b>	<b>Revised Powers</b>
<b>OPERATIONAL MANAGEMENT</b>			
1	Participation in seminars/ courses organised by other than Government Departments within India	Not Available	Full Powers
<b>TRAINING MATTERS</b>			
2	Finalization of Annual Training Calendar	Not Available	Full Powers
3	Finalization of MOU –with other training institutes within India	Not Available	Full Powers
<b>PERSONNEL MATTERS</b>			
4	Powers to re-employ pensioners in Non-Gazetted appointments	May sanction re-employment of pensioners in non-Gazetted appointments under Article 520(iii), Civil Service Regulations subject to the conditions in Article 521 ibid Rule 5 of P&T Manual Vol.IV)	Full Powers in accordance with the Instructions of the Government/Postal Directorate issued from time to time.
5	Appointments, Penalties and Appeals	-	Powers as per the Schedule of Appointment, Disciplinary and Appellate Authorities.
6	Powers to grant leave in respect of the officers/probationers (including EOL) for whom	May grant leave except disability leave, Study Leave,	No Change

	he/she is Reporting Authority	EOL to probationers	
7	Powers to make officiating arrangement in Selection Grades, Inspector Posts, Assistant Superintendent Posts and Group B.	May make officiating arrangements for the first four months in vacancies of any nature.	Full Powers in accordance with the instructions of the Government/ Postal Directorate issued from time to time.
<b>MISCELLANEOUS</b>			
8	Approval of Schedule of accommodation for official and residential buildings for both, hiring of rented accommodation and construction of own building.	Not Available	Powers in accordance with the limit prescribed in the Delegation of Financial Powers issued by the Postal Directorate (Integrated Finance Wing)

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**ADMINISTRATIVE POWERS OF DIRECTORS, POSTAL TRAINING CENTRES**

The primary objective of defining the administrative powers of a Director of a Postal Training Centre (PTC) is to derive from their role as the Head of the Training Institution who is responsible for training and capacity building within the Department of Posts. Granting more autonomy to Postal Training Centres (PTCs) can significantly enhance their operational efficiency and effectiveness. With administrative and financial independence, PTCs can design and implement tailored training programs. In view of this, the following schedule of Administrative Powers of Director, Postal Training Centre is prepared.

<b>SL No.</b>	<b>Nature of Powers</b>	<b>Existing Powers</b>	<b>Revised Powers</b>
<b>Training Matters</b>			
1	Powers to grant EL/CL/Commutated leave on medical ground to the Trainees	<i>Two</i> days for PA/SA Induction. Altogether absence should not exceed 3 days during whole training.	<i>Four days for training programme of 8 weeks and proportionate in other cases.</i>
2	Powers to admit candidate to the training centre after commencement of any training course.	Not Available.	Not more than <i>two</i> days if reasons of late joining are not attributable to administration
3	Powers to discharge the trainee during any in-service training course due to indiscipline.	Not Available	Full Powers after following due process
4	Power to nominate the Faculty for Faculty Development Programme within country for Govt sponsored training programme	Not Available	Full Powers subject to budgetary provisions
5	Inviting Guest Faculty as Subject Matter Expert for specialized areas of training	Full powers	Full Powers as per policy guidelines

6	Engagement of human resource for training support services e.g. housekeeping, Security Services, Transportation Services etc.	Not Available	Full Powers at par with Head of Department
7	Powers to terminate the deputation of Instructor / Sr. Instructor before completion of tenure on ground of inefficiency, misconduct or otherwise.	Not Available	Full Powers
<b>Operational Management</b>			
8	Condemnation of all machinery, digital equipment, ICT equipment, Generators and vehicles.		Full Powers at par with Head of Department
9	Powers to add question to standard Inspection Questionnaire to meet local requirements in respect of Postal Training Centre		Full Powers
<b>Personnel Matters</b>			
10	Appointments, Penalties and Appeals		Powers as per the Schedule of Appointment, Disciplinary and Appellate Authorities.
11	Power to grant leave in respect of officers for whom she/he is reporting authority		For more than four months, leave for AD(Group B) shall be granted from Directorate. For others, the Controlling Circle of the

			official will be authorized
<b>Legal Matters</b>			
12	Powers to execute and sign contracts on behalf of the Department.	Powers as defined in Rule 436 of Postal Manual Volume-II	Powers as defined in Rule 436 of Postal Manual Volume-II
13	Power to authorise the institution of Civil Suits on behalf of the department against the defaulting guarantees for recovering deficits against the guarantee.	Powers as defined in Exception (2) to Rule 127 of P&T Manual Volume-II	Powers as defined in Exception (2) to Rule 127 of P&T Manual Volume-II
14	Power to institute or defend Civil Suits in connection with lands and buildings.	Powers as defined in Exception (3) to Rule 127 of P&T Manual Volume-II	Powers as defined in Exception (3) to Rule 127 of P&T Manual Volume-II
15	Powers to authorize the institution of criminal proceedings in non-cognizable cases against officials under his control except those appointed by Director General or higher authority	Full Power	Full Power
16	Powers to employ Government Pleaders on behalf of the Department in criminal cases.	Powers as defined in Rule 146 of the P&T Manual Volume-II	Powers as defined in Rule 146 of the P&T Manual Volume-II

**NOTE:** Director, Postal Training Centre will also exercise such other Administrative Powers those are not covered hereinabove and the same will be regulated in accordance with the Orders/Instructions of the Postal Directorate issued from time to time.

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