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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-25/22/2024-PE-I-DOP

Dated: 15TH January, 2025

Dear Sir / Madam,

This is regarding Special Establishment Review of all Sub Post Offices (SOs) and Head Post Offices (HOs) and Rationalization of Staff/Post Offices, to be conducted during the period w.e.f. **03rd-28th February, 2025**, by using a newly developed online Establishment Review Portal, designed specifically for this purpose. In the subsequent paragraphs, various aspects relating to this exercise have been explained.

2. The Circles were earlier informed about the development of the said Portal vide Postal Directorate's letter dated 29.11.2024. Along with this letter, an Excel Sheet was also shared, requesting the Circles to ensure the preparation of relevant data for subsequent entry into the Portal. **This Establishment Review Portal is now rescheduled to go live on 03.02.2025.**

3. The Portal has been designed to enhance efficiency and reduce the manual workload for field offices in respect of the conduct of Establishment Reviews of the Post Offices. Other Key features include;

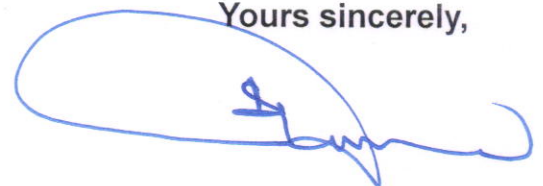
- **Auto-Fetched Data:** A significant portion of the required data will be fetched automatically by the Portal. Field offices will only need to input data that cannot be auto-fetched, ensuring minimal manual intervention and reducing errors.
- **User-Friendly Interface:** The Portal is simple, making it easy for offices to enter data accurately and promptly.

4. The Special Establishment Review will be conducted based on the Adhoc Norms circulated vide Postal Directorate's letter dated 24.05.2019, which have already been integrated in the Portal. These norms encompass almost all operational branches of post offices, except the Accounts and Administrative branches of HOs. The work load of above two branches is not to be included in this Special Establishment Review. These Norms are based on a comprehensive work-study conducted by the Postal Directorate. The norms for Delivery Staff and MTS, are also integrated into the Portal, ensuring seamless Review.

5. The Special Establishment Review will focus exclusively on SOs and HOs in this phase. The primary objectives include:
- **Assessment of Staffing Needs: To identify the need for redeployment in deficit offices.**
 - **Rationalization of Post Offices: Evaluating offices that do not meet established income-cost or population norms to determine if adjustments or relocations are necessary.**
6. Separate guidelines for rationalization will be issued by the Planning Division of this Directorate.
7. In view of time sensitivity involved in the matter, timelines for various activities related to this Special Establishment Review and Rationalization exercise are attached for reference. It is crucial that all Circles adhere to these timelines to ensure smooth execution of the same. Since this exercise is being monitored at the level of the Hon'ble Minister of Communications, utmost priority must be given to this task, ensuring that timelines are met without any exceptions.

With regards,

Yours sincerely,



(Raj Kumar)

All Heads of Circles/CEPT.