

No. Q-25/11/2022-PE-I-DOP  
Government of India  
Ministry of Communications  
Department of Posts  
(PE-I Section)

Dak Bhawan, Sansad Marg,  
New Delhi – 110001  
Dated: 16<sup>th</sup> November, 2022

To,

All Heads of Circles.

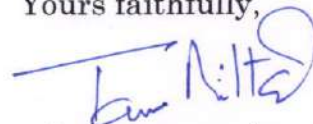
Subject: Merger of PA (SBCO) and PA (FPO) with PA (PO) regarding.

Madam/Sir,

As you are aware, the proposal for merger of PA (CO/RO)/(SBCO)/(FPO) with PA (PO) was under consideration of this Directorate for quite some time.

2. In this regard, it has been decided, with the approval of the Competent Authority, to merge the PA (SBCO) and PA (FPO) with PA (PO) with effect from 01.01.2023. The detailed modalities for merger of PA (SBCO) and PA (FPO) with PA (PO), formulated in consultation with Personnel Division (SPN Branch), are attached as **Annexure-A** and **Annexure-B** respectively.
3. However, the PA (CO/RO) shall remain a separate cadre.
4. Further, modalities regarding merger of LSG and HSG posts of SBCO and FPO with Postal Operative Side would be conveyed in due course.
5. If the Circles face any issue related to merger of posts, the matter may be referred to ADG (PE-I), and issues pertaining to merger of personnel, seniority, Rule 38 of Postal Manual Vol. IV and other related issues may be referred to Director/ADG (SPN) directly.

Yours faithfully,



(Tarun Mittal)

Asstt. Director General (PE-I)

Tele: 011- 2304 4867

Email: adgestt1@indiapost.gov.in

Encl: as above.

Copy for information to:-

1. PSO/Sr.PPS to Secretary (Posts) / Director General Postal Services.
2. Sr.PPS/ PPS to Addl. DG (Co-ord.)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Plg. & HRD)/ Member (PLI)/ Member (Tech.).
3. Additional Secretary & Financial Adviser.
4. All Postmasters General.
5. Director, RAKNPA / Directors of All PTCs.
6. Chief General Manager, BD Dte. / Parcel Dte. / PLI Dte.
7. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF).
8. Secretary, Postal Services Board/ All Deputy Directors General (through e-office notice board).
9. Director (SPN)/ADG (SPN).
10. Planning Division, SPG-I, SPG-II, SPN-I, SPN-II Section, PE-II Section (through e-office notice board).
11. All recognized Federations / Unions / Associations (through India Post web site).
12. GM, CEPT- for uploading the order on the India Post web site.
13. ADG(Admn.) - for uploading the order on e-office Notice Board.
14. Guard File
15. Spare copies.

*Dharmendar*  
*16/11/2022*

(Dharmendar Kumar)  
Section Officer (PE-I)  
Tele: 011-2304 4822



1. Modalities for merger of Postal Assistant (SBCO) cadre:

- a) No further appointment will be made in PA (SBCO) cadre w.e.f. 01.01.2023.
- b) Existing incumbents of PA (SBCO) cadre shall continue to be in PA(SBCO) cadre till they are promoted to next higher grade in SBCO cadre or cease to be in service.
- c) Existing incumbents of PA (SBCO) cadre may make a request in writing to switch over to PA (PO) cadre and such requests shall be received till 31.12.2022. Those officials of PA (SBCO) cadre who shall submit request to switch over to PA (PO) cadre before the prescribed date shall be taken on the strength of the Postal Division / Unit where the official is presently working. However, such an official may make a request for posting in any other Division / Unit of the Circle and in such cases the official shall invariably be taken on the strength of that Division / Unit, if vacancy is available.
- d) Such officials who switch over to PA (PO) cadre shall be placed *en bloc* below all those officials of PA (PO)'s gradation list of the Circle as on 31.12.2022. *Inter se* seniority of those officials of PA (SBCO) cadre, who chose to switch over to PA (PO) cadre, shall be the same as was in PA (SBCO) cadre [Explanation: If A, B and C were holding the posts of PA(SBCO) and placed at S. No. 5, 15 and 27 of PA(SBCO) seniority list, then after their switch over to PA(PO) cadre, they will be placed in the same order i.e. A will be senior to B and B will be senior to C].
- e) Officials of PA (SBCO) cadre who choose to switch over to PA (PO) cadre in Postal Operative Side shall not be allowed to revert back to SBCO Cadre and their further promotion shall be in the hierarchy in Postal Operative Side. Even after promotion to next higher grades of LSG, HSG etc., they will continue in the Postal Operative Side.
- f) Existing officials, who choose to continue in SBCO, will only be considered for promotion in the existing hierarchy in SBCO supervisory cadre, as per availability of posts.
- g) To ensure that there is no large-scale dislocation of officials, feeder Division(s) for an SBCO would be the local Postal Division where the SBCO is geographically located. All existing vacant posts of PA(SBCO) cadre as on the crucial date, i.e. 01.01.2023, and the posts held by the officials, who are allowed to switch over to PA (PO) cadre in Postal Operative Side, shall be added to the strength of the respective Postal





Division / Unit where SBCOs are located and such Postal Division / Unit shall be the feeder Division / Unit for posting manpower to SBCO against the posts. At the same time equal number of posts will be reduced from the strength of SBCO. For example, if in a Circle/Unit the sanctioned strength of PA(SBCO) cadre is 100 and 30 posts are vacant and 10 officials opt for PA (PO) cadre, then these 40 posts (30 vacant posts + 10 posts for switch over) will be added to the strength of the Postal Division / Unit for making recruitment and posting of officials. However, for providing manpower, strength of PA (SBCO) cadre will continue to be 100.

- h) Posts that shall be vacated in future, in PA (SBCO) cadre, due to retirement / promotion etc., shall also be added to Postal Divisions in the above manner and ultimately entire strength of PA (SBCO) cadre would be added to the strength of Postal Divisions in due course. However, sanctioned establishment (number of sanctioned posts) of SBCO Branch, as decided from time to time, will continue to remain the same for the purpose of posting of officials.
- i) Record of number of posts added, in the manner as mentioned in (g) & (h) above, must be maintained separately in the establishment register of the concerned Division/Unit.
- j) Posting of PA in SBCO will be done from Postal Divisions on tenure basis through Transfer and Placement Committee (TPC) of the Division. However, transfer/posting of PA (SBCO) who chooses to continue in SBCO cadre shall be decided as per extant rules/procedure/practice. Transfer/posting of officials who do not opt to switch over to Postal Operative Side will be made first by the Circle/Regional Office and thereafter, the Divisional TPC will consider transfer/posting for the remaining vacancies in SBCO.
- k) Posting of officials in SBCO should be finalized by the concerned Divisional heads. However, while making such posting the divisional head will ensure that the official so posted in SBCO, is well conversant with Savings Bank / Saving Certificates rulings, having good record of service and adequate knowledge of relevant software. If required, in-house training may be imparted to the official so posted in SBCO Branch.
- l) Such Postal Assistants, who are working in Savings Bank / Savings Certificate Branch of MDG / HOs, and other bigger offices (LSG and above before cadre review), and also working in 'A', 'B' and 'C' class Sub-Post Offices should not be posted in SBCO branch immediately on completion of such tenure. Posting of an official in SBCO branch shall be on tenure basis and no extension of post tenure shall be



allowed. Further, no official shall be re-posted in SBCO branch before giving a break of post tenure (three years) outside SBCO branch.

- m) Existing incumbents of PA (SBCO) cadre who are allowed to switch over to PA (PO) cadre in Postal Operative Side shall be eligible for both Inter-Circle and Intra-Circle transfer under Rule-38 of Postal Manual-IV in PA (PO) cadre in Postal Operative Side.

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A handwritten signature in blue ink, consisting of a horizontal line above a stylized cursive name.



2. Modalities for merger of Postal Assistant (Foreign Post Orgn.) cadre:

- a) No further appointment will be made in PA (FPO) cadre w.e.f. 01.01.2023.
- b) PA (FPO) cadre of Chennai, Delhi and Kolkata shall be straightway merged with PA (PO) cadre of the Postal Division where the FPO is presently located geographically.
- c) Existing incumbents of PA (FPO) cadre, Mumbai shall continue to be in PA(FPO) cadre till they are promoted to next higher grade in FPO cadre or cease to be in service.
- d) Existing incumbents of PA (FPO) cadre, Mumbai may make a request in writing to switch over to PA (PO) cadre and such requests shall be received till 31.12.2022. Those officials of PA (FPO) cadre who shall submit request to switch over to PA (PO) cadre before the prescribed date shall be taken on the strength of the Postal Division / Unit where the FPO is presently located geographically. However, such an official may make a request for posting in any other Division / Unit of the Circle and in such cases the official shall invariably be taken on the strength of that Division / Unit, if vacancy is available.
- e) Such officials who switch over to PA (PO) cadre shall be placed *en bloc* below all those officials of PA (PO)'s gradation list of the Circle as on 31.12.2022. *Inter se* seniority of those officials of PA (FPO) cadre, Mumbai, who chose to switch over to PA (PO) cadre, shall be the same as was in PA (FPO) cadre [Explanation: If A, B and C were holding the posts of PA(FPO) and placed at S. No. 5, 15 and 27 of PA(FPO) seniority list, then after their switch over to PA(PO) cadre, they will be placed in the same order i.e. A will be senior to B and B will be senior to C].
- f) Officials of PA (FPO) cadre, Mumbai who choose to switch over to PA (PO) cadre in Postal Operative Side shall not be allowed to revert back to FPO Cadre and their further promotion shall be in the hierarchy in Postal Operative Side. Even after promotion to next higher grades of LSG, HSG etc., they will continue in the Postal Operative Side.
- g) Existing officials who choose to continue in PA (FPO) cadre Mumbai, will only be considered for promotion in the existing hierarchy in FPO, Mumbai supervisory cadre, as per availability of posts.





- h) To ensure that there is no large-scale dislocation of officials, feeder Division(s) for FPO, Mumbai would be the local Postal Division where the FPO is geographically located. All existing vacant posts of PA(FPO) cadre as on the crucial date, i.e. 01.01.2023, and the posts held by the officials, who are allowed to switch over to PA (PO) cadre in Postal Operative Side, shall be added to the strength of the respective Postal Division / Unit where FPO, Mumbai is located and such Postal Division / Unit shall be the feeder Division / Unit for posting manpower to FPO, Mumbai against the posts. At the same time equal number of posts will be reduced from the strength of FPO, Mumbai. For example, if sanctioned strength of PA(FPO) cadre, Mumbai is 100 and 30 posts are vacant and 10 officials opt for PA (PO) cadre, then these 40 posts (30 vacant posts + 10 posts for switch over) will be added to the strength of the Postal Division / Unit for making recruitment and posting of officials. However, for providing manpower, strength of PA (FPO) cadre of Mumbai will continue to be 100.
- i) Posts that shall be vacated in future, in PA (FPO) cadre, Mumbai, due to retirement / promotion etc., shall also be added to Postal Divisions in the above manner and ultimately entire strength of PA (FPO) cadre would be added to the strength of Postal Divisions in due course. However, sanctioned establishment (number of sanctioned posts) of FPO, as decided from time to time, will continue to remain the same for the purpose of posting of officials.
- j) Record of number of posts added, in the manner as mentioned in (h) & (i) above, must be maintained separately in the establishment register of the concerned Division/Unit.
- k) Posting of PA in FPO will be done from Postal Divisions on tenure basis through Transfer and Placement Committee (TPC) of the Division.
- l) Existing incumbents of PA (FPO) cadre of Chennai, Delhi and Kolkata shall be eligible for both Inter-Circle and Intra-Circle transfer under Rule-38 of Postal Manual - IV in PA (PO) cadre in Postal Operative Side. Similarly, incumbents of PA (FPO) cadre, Mumbai, who are allowed to switch over to PA (PO) cadre in Postal Operative Side, shall be eligible for both Inter-Circle and Intra-Circle transfer under Rule-38 of Postal Manual-IV in PA (PO) cadre in Postal Operative Side.

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