

37-33/2009-SPN-I (Pt)  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated the, 29<sup>th</sup> September, 2023

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Sr. DDG (PAF)
4. Director, RAKNPA / GM, CEPT / Directors of all PTCs
5. Addl. Director General, Army Postal Service, New Delhi
6. All General Managers (Finance) / Directors Postal Accounts / DDAP
7. Chief Engineer, Civil / Electrical Wing

Subject: Unification of Multi Tasking Staff (MTS) cadre of Department of Posts

Sir/Madam,

I am directed to refer to the subject cited above and to say that approval has been accorded by the Competent Authority for unification of MTS cadre of Department of Posts i.e. Subordinate Offices, Administrative Offices & Postal Accounts Offices (PAOs) including MMS / RLO, Civil / Electrical wing etc. wherever posts of MTS exist.

2. The modalities for unification of MTS cadre are enclosed at Annexure.
3. The above instructions may be brought to the notice of all concerned.

Yours faithfully,



(Satya Narayana Dash)  
Director (SPN)

Copy to:

- 1) PPS/PS to Minister of State for Communications
- 2) Sr. PPS to Secretary (Posts) / Sr. PPS to Director General Postal Services
- 3) PPS/PS to All Members of Postal Services Board
- 4) Additional Secretary & Financial Advisor
- 5) Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF)
- 6) Director General (P&T Audit)
- 7) All Dy. Directors General
- 8) Chief Engineer (Civil), Postal Directorate
- 9) Admin Section, Dak Bhawan for uploading on e-office.
- 10) All recognized Federations/ Unions / Associations
- 11) GM, CEPT for uploading the order on the India Post website



(Satya Narayana Dash)  
Director (SPN)

**Modalities for Unification of MTS Cadre**

- a) There will be a single cadre of Multi Tasking Staff for Subordinate Offices (Postal Division, RMS Division including MMS, etc.), Administrative Offices including RLO and Director of Accounts (Postal), i.e. DAP, also known as Postal Accounts Offices (PAOs), Civil / Electrical Wing (where posts of MTS exist).
- b) Subordinate Offices, Administrative Offices, DAP (PAOs), Civil / Electrical wing etc. will continue to work as separate recruiting unit even after the unification of MTS cadre. There will not be any change in the Appointing Authority and Disciplinary Authority.
- c) GDS and Casual Labours of a recruiting Division / Unit will be eligible for appointment as MTS on seniority basis as per Recruitment Rules.
- d) GDS appearing in competitive examination for appointment as MTS will have the option to choose Administrative Offices, DAP (PAOs), Subordinate Office, Civil / Electrical wing etc. GDS applying for the posts of MTS shall submit his / her order of preference for Administrative Offices, DAP (PAOs), Subordinate Office, Civil / Electrical wing etc. It is clarified that this option / order of preference shall be exercised at the time of submitting application for examination.
- e) After selection, appointment to the post of MTS will be in one of these offices [Administrative Offices, DAP (PAOs), Subordinate Office, Civil / Electrical wing etc.].
- f) Once a GDS / Casual labourer is appointed as MTS, he / she will be eligible for appearing in Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman or Mail Guard or Lower Division Clerk in DAP etc., as per the provision of relevant Recruitment Rules only.
- g) However, in case of promotion by seniority, an MTS will be eligible only in the recruiting Unit if such a provision exists in the relevant recruitment rules.
- h) Once an MTS opts for promotion in one of the promotion channels, subsequent promotion will be in the respective channel. For example, if an MTS after promotion joins as Postman, he / she will be eligible for promotion to the post of Postal Assistant / Sorting Assistant only and not in the cadres of DAP. Whereas if an MTS after promotion joins as Lower Division Clerk of DAP, his / her subsequent promotion will be in the posts of DAP only, where LDC is a feeder cadre.
- i) MTS of Subordinate Offices shall not be transferred, including transfer under Rule-37 of P&T Manual Vol.-IV, to Administrative Offices / DAP(PAOs) etc. and vice-versa. However, an MTS official may seek transfer from one Office [Subordinate Office / Administrative Office / DAP (PAO) etc.] to another Office [Subordinate Office / Administrative Office / DAP (PAO) etc.], under Rule-38 of P&T Manual Vol.-IV.
- j) MTS of unified MTS cadre of the Department shall be recruited through one set of Recruitment Rules of MTS.

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