

F. No: 02-01/2025- Revision _ Norms (Vol I)

Government of India
Ministry of Communications
Department of Posts
(Committee for Revision of norms for HOs)

Bhubaneswar
Dated: 13th October 2025.

To

The Member (Personnel)
Postal Directorate
Dak Bhawan Sansad Marg
New Delhi – 110 001

Subject: Revision of Norms for conversion/upgradation of Sub-Post Office into Head Post Office and Norms for creation of Posts of Post Masters in Group A & Group B Head Post Offices – reg.

Reference: Directorate letter No.Q-25/17/2025-PE-I-DOP dated 30.05.2025 and 12.09.2025.

The report of the Committee on Revision of Norms for conversion/upgradation of Sub-Post Office into Head Post Office and Norms for creation of Posts of Post Masters in Group A & Group B Head Post Offices is attached herewith.

Encl: As above


(Nirmaljit Singh)
Chief Postmaster General
Odisha Circle
&Chairman of the Committee
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**REPORT OF THE COMMITTEE ON
REVIEW OF NORMS FOR CONVERSION /
UPGRADATION OF SUB POST OFFICE INTO
HEAD POST OFFICE AND NORMS FOR
CREATION OF POSTS OF POST MASTER IN
GROUP 'A' & GROUP 'B' HEAD POST
OFFICES**

**Chaired by
Nirmaljit Singh
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Odisha**

TABLE OF CONTENTS**PAGE NO**

CHAPTER-1:	4
INTRODUCTION	4
1.1 Appointment Of Committee:.....	4
1.2 Terms of Reference (ToR) of the Committee :.....	4
CHAPTER-2:	5
HISTORICAL BACKGROUND - EXISTING NORMS	5
2.1. Conversion / Upgradation of LSG Sub Post Office Into Head Post Offices and Bifurcation of Head Post Office.....	5
2.2. Supervisory Post Norms at Post Offices.....	5
2.3. Standards for Creation of Posts of Post Masters in Group 'A' & Group 'B' Head Post Offices.....	7
CHAPTER-3:	10
METHODOLOGY ADOPTED BY THE COMMITTEE	10
CHAPTER-4:	12
RECOMMENDATIONS OF THE COMMITTEE WITH JUSTIFICATION	12
4.1. Objective of MDG and current propensity:.....	12
4.2. Proposed HO Norms for conversion/upgradation of Sub-Post office into Head Post office.....	13
4.3. Proposed Norms for bifurcation of existing HO:.....	13
4.4. Proposed norms for Supervisors in Non-Gazetted (HSG-I), PS. Group 'B' (Gazetted) and Group 'A' (JTS/STS) HOs.....	14
4.5. Norms based on the Work Study Report:.....	14
I. Norms For Deputy Postmaster (Gaz) in Group 'A' POs.....	14
II. Norms For Asst Postmaster (HSG I) in Group 'A' POs.....	15
III. Norms For Postmasters in Group 'B' POs.....	16
IV. Norms for Dy Postmasters (HSG) in Group 'B' POs.....	17
4.6. Parameters proposed based on proposed Norms for conversion of Gazetted HO (Group 'B') into a Gazetted HO (Group 'A'):.....	17
A. Conversion to Group 'A' HOs.....	17
4.7. Parameters Proposed based on Proposed Norms for conversion of Non-Gazetted HO into a Gazetted HO (Group 'B'):.....	18
A. Conversion to Group 'B' HOs.....	18
CHAPTER-5:	20
EXECUTIVE SUMMARY	20
I. Norms for Deputy Postmaster (Gaz) in Group 'A' POs.....	22
II. Norms for Asst Postmaster (HSG) in Group 'A' POs.....	22
III. Norms for Postmasters in Group 'B' POs.....	23
IV. Norms for Dy Postmasters (HSG) in Group 'B' POs.....	24
APPENDIX	27
1. Rajaji Nagar HO (Group 'B' Post office).....	27

a. Calculation sheet for Postmaster (Gaz) in Rajaji Nagar HO.....	27
b. Calculation sheet for Dy postmaster (HSG-I) in Rajaji Nagar HO.....	28
c. Consolidation.....	29
2. Basavangaudi HO (Group 'B' Post office).....	30
a. Calculation sheet for Postmaster (Gaz) in Basavanagudi HO.....	30
b. Calculation sheet for Dy.Postmaster (HSG-I) in Basavanagudi HO.....	31
c. Consolidation.....	32
3. Bhubaneswar GPO (Group 'B' Post office).....	33
a. Calculation sheet for Postmaster (Gaz) in Bhubaneswar GPO.....	33
b. Calculation sheet for Dy.Postmaster (HSG I) in Bhubaneswar GPO.....	34
c. Consolidation.....	35
4. Dharwad HO (Non-Gazetted HO).....	36
a. Calculation sheet for Postmaster (HSG I) in Dharwad HO.....	36
b. Calculation sheet for Dy. Postmaster (HSG-I) in Dharwad HO.....	37
c. Consolidation.....	38
5. Vijayapura HO (Non-Gazetted HO).....	39
a. Calculation sheet for Postmaster (HSG I) in Vijayapura HO.....	39
b. Calculation sheet for Dy.Postmaster (HSG-I) in Vijayapura HO.....	40
c. Consolidation.....	41
6. A Non-Gazetted HO having 40 PAs [Template].....	42
a. Calculation sheet for Postmaster (HSG I) in HOs having 40 PAs.....	42
b. Calculation sheet for Dy.Postmaster (HSG-I) in HOs having 40 PAs.....	43
c. Consolidation.....	44
7. A Gazetted HO having 90 PAs [Template].....	45
a. Calculation Sheet for Dy. Postmaster (Gaz) in Gr A POs which have 90 PAs.....	45
b. Calculation Sheet for Asst Postmasters (HSG I) in Gr A POs which have 90 PAs.....	46
c. Consolidation.....	47

CHAPTER-1:

INTRODUCTION

1.1 Appointment Of Committee:

Directorate vide Order No. Q-25/17/2025-PE-I-DOP dated 30.05.2025 constituted a Committee comprising the following Officers for Review of Norms for conversion/upgradation of Sub Post office into Head Post office and Norms for creation of Posts of Postmaster in Group A & Group B Head Post offices.

S No.	Name & Designation	Details of the Committee
1	Sh. Nirmaljit Singh, CPMG Odisha Circle	CHAIRMAN
2	Ms. V. Tara, DPS HQ Region, Karnataka Circle	MEMBER
3	Ms. Prabha Sharma, ADG (PE-I), Postal Directorate	MEMBER
4	Sh. T. Rama Sudhakara Rao, AD (Estt. & Plg), O/o CPMG, Karnataka Circle	MEMBER & CONVENER
5	Sh. Bharata Kumar Patro, AD (Establishment & Planning), O/o CPMG Odisha Circle	CO-OPTED MEMBER

The Committee worked under the overall supervision and guidance of the CPMG, Odisha Circle.

1.2 Terms of Reference (ToR) of the Committee :

1. Study the existing HPO norms and suggest amendments/revisions/updates in these norms, taking into account the changes that have occurred since the existing norms were formulated.
2. Any other relevant recommendation as it may deem necessary, or examine any other matter referred to the committee by the competent authority.

CHAPTER-2:

HISTORICAL BACKGROUND - EXISTING NORMS

It was observed that norms for conversion/upgradation of Sub-Post Office into Head Post Office were prescribed during the year 1983, and no computerization of Post Offices was done at the time of fixing of norms.

The standards for conversion/upgradation of LSG Sub Post office into Head Post office and bifurcation of Head Post office and standards for creation of Posts of Postmasters in Group A & Group B Head Post offices **based on the following primary factors**. A copy of the existing norms extracted from establishment norms published by the PTC is enclosed as **Annexure II**.

2.1. Conversion / Upgradation of LSG Sub Post Office Into Head Post Offices and Bifurcation of Head Post Office

- a. Each district should have a head post office, provided that a minimum of 20 sub-post offices can be attached to it. In the case of backward areas or places where there will be a definite improvement in financing sub-post offices/branch post offices, a lower standard may be adopted, subject to the approval of the Directorate.
- b. If there is no HO in a district, opening of an HO can be considered if at least 20 SOs in the same district can be attached with advantage to the proposed HO, irrespective of whether the parent HO has 60 SOs or not. It has, however, to be ensured that such an upgradation does not bring the number of SOs in account with residual HO below 20.
- c. An existing HO should be bifurcated if the number of sub-offices attached to it exceeds 60. It should, however, be ensured that as a result of the change, neither the new nor the old HO has fewer than 20 sub-offices attached to it.

2.2. Supervisory Post Norms at Post Offices.

- a. When the number of Postal Assistants is five or more, for calculation of supervisory work hours, the operative work hours for each department are calculated and multiplied by the ratio of supervisory work hours to operative work hours, as shown against each:

Name of the Branch in a PO	Coefficient
Mails	0.07
Sorting	0.08

Name of the Branch in a PO	Coefficient
Delivery	0.08
Registration: Delivery office	0.15
No-delivery office	0.10
Parcel: Delivery office	0.13
No -delivery office	0.10
Money order: Delivery office	0.20
No- delivery office	0.15
Savings Bank	0.25
Certificates	0.25
Sale of Units	0.10
Payment of railway pension	0.20
Sale of forms/passport fee stamps	0.10
Government securities	0.25
Sub – Account	0.17
Accounts in HOs×0.45	0.17
Accounts in Sub Offices (for less than 5 hands only)	1.00
Treasury	0.12
Telephone	0.10
Pension payment	0.10
Administrative work	0.10 (only for non-gazetted post office)
Work as a recruiting unit	0.10
Supervisory coefficient for RD both counters and PRs	0.20
Supervisory coefficient for Sub Office RD transactions at HO	0.25

- b. Where the number of operative staff is less than 5, allowance for supervision is calculated as follows:

(a)	Single-handed offices	Nil
(b)	Double-Handed Offices	1 Hour
(c)	Office with 3 Hands	1 Hour 50 Min
(d)	Office with 4 Hands	2 Hours 30 Min

- c. The work hour statement for supervisory staff should be filled in only in the case of an office having 5 or more hands, including the Sub Postmaster
- d. All Supervisor posts, including HSG, are to be taken into account for calculating supervisory work hours in non-gazetted offices. In gazetted offices, the staff in HSG is sanctioned outside the time test.
- e. HSG-II: The postmaster of a post office will be in the grade of HSG II if there are 2-5 LSG Supervisors in the office.

2.3. Standards for Creation of Posts of Post Masters in Group 'A' & Group 'B' Head Post Offices

Additional Group B in Group A Post office, additional HSG Posts in Group A and Group B Post office, and also for the conversion of Post offices to Group B and Group A.

A. Conversion to Group 'A' HOs

- a. A Gazetted HO (Group B) will be eligible for conversion to a Gazetted HO (Group A) when the number of points earned as per the parameters for Deputy PMs and APMs, is added together to 11000. The post of Gazetted Postmaster Group A will be a positional one. This post will be created in addition to the existing Group B post, which will be converted into a Deputy Postmaster.
- b. The number of Deputy Postmaster (Gaz). Group B and APMs (HSG) will be determined based on the number of points earned for Deputy Postmaster and APM separately. A post of Deputy Postmaster (Gaz) will be sanctioned against 2200 points.
- c. The number of APMs (HSG) will be sanctioned at the rate of one APM for 2200 points of workload, calculated according to the existing norms. The first post of APM will be in HSG I, and others will be in HSG II.

B. Conversion to Group 'B' HOs

- a. A HO (Non-Gazetted) will qualify for conversion to Gaz. (Group B) status when it earns 4200 points or above, based on parameters for Postmasters and Deputy Postmasters in Group B added together.
- b. The Postmaster will be adjusted against the workload of 2200 points. The Postmaster would be delegating his delegable functions to the Deputy PM, and hence the points in excess of 2200 of the PM Group B would be added to the points of the Deputy PM, and the number of posts of Deputy PM would be calculated thereafter. The number of Deputy Postmasters will be rounded off to 0.5 or above.
- c. It is made clear that the first post of Deputy PM in Group B (Gaz) PO will be in HSG I and the subsequent posts in HSG II. On conversion of an HSG I PO to Group B, the existing HSG I post of Postmaster will be continued and re-designated as Deputy Postmaster against the first justified post of Deputy Postmaster, and in actual practice, only a new post in Postmaster Group B will be created. (DG Posts Lr. No 31-27/78-PE.I dated 9.5.1980)
- d. HSG I: When there are more than 6 LSG Supervisors, the Postmaster will be in HSG I Grade.

A. Norms For Deputy Postmaster (GAZ) In Group 'A' POs

Sl. No	Item of work	Unit of measurement	No of points
1	Administration, Technical, including pension and treasury	Per time scale clerk, including non-supervisory LSG, PRI, but excluding SBCO clerks	17 points
2	SBCO	Per clerk	3 points
3	Philatelic Bureau	Fixed	100 points where it exists per PO (Class I)
4	Miscellaneous	Fixed as a percentage of items 1 to 3	20% of items 1 to 3
5	Supervision over	Per postman /Sorting Postman/ Head-Postman/ Overseer-postman/ Cash-Overseers	3 points
6	Public relations /Grievance cell, etc.	Fixed	500 points

B. Norms For Asst. Postmaster (HSG) In Group 'A' POs

Sl No	Item of work	Unit of measurement	No of points
1	Administration, Technical, Pension, and Treasury	Per T/S clerk, including non-supervisory LSG, PRI, but excluding SBCO clerks	37 points
2	SBCO	Per the clerk in SBCO	2 points
3	Philatelic Bureau	-	Nil (included in item A)
4	Miscellaneous	Fixed as a percentage of 1 to 3	25%
5	Supervision over Sorting Postmen/ Postmen, etc.	Per Postman/Sorting Postman/Head Postman/ Overseer Postman and Cash Overseers	7 points

C. Norms For Postmasters In Group 'B' POs

Sl No	Item of work	Unit of measurement	Number of Points
1	Administration, Technical, Pension, Treasury, and Philatelic Bureau	Per T/S clerk, including non-supervisory LSG, PRI, but excluding SBCO clerks	17 points

2	SBCO	Per the clerk in SBCO	3 points
3	Philatelic Bureau	-	Nil (included in item A)
4	Miscellaneous	Fixed as a percentage to items 1 to 3	30%
5	Supervision over Delivery	Fixed	230 points

D. Norms For Dy Postmasters (HSG) In Group 'B' POs

SI No	Item of work	Unit of measurement	Number of Points
1	Administration, Technical, Treasury, including cash verification, Pension, and Philatelic Bureau	Per T/S clerk including non-supervisory LSG, PRI, but excluding the SBCO clerk	33 points
2	SBCO	Per clerk	2 points
3	Philatelic Bureau	-	Nil (Included in item A)
4	Miscellaneous	Fixed percentage of items 1 to 3	20%
5	Supervision over delivery	Fixed	430 points
6	Public Relations Grievances Cell	Fixed	300 points

CHAPTER-3:

METHODOLOGY ADOPTED BY THE COMMITTEE

- a. As of date, the number of Postal divisions has increased to more than 469, and 810 Head Post Offices and 24,286 Sub Post Offices exist across India. In addition, a different range of other offices/units has been formed based on the introduction of new services & Digitization in the Department. The Raipur HO under Chhattisgarh Circle has 75 Sub Post offices attached to it, and no Sub offices attached to BHEL HO (MP Circle), Chennai GPO, Anna Road HO (Tamilnadu Circle), and Kolkata GPO (West Bengal Circle).
- b. The following additional branches exist in Head Post offices when compared to Sub Post offices; otherwise, the range of services which are being provided in Sub Post offices is the same as that of Head Post offices.
 - i. Central Processing Centre (CPC) for PLI/RPLI
 - ii. SB Branch of HOs for claim sanction settlement
 - iii. Accounts Branch
 - iv. Savings Bank Control Organization
- c. At present, all categories of Post offices have been totally computerized, and also online transactions are being carried out in all the Post offices, irrespective of the category of the Post office, i.e., up to the Branch Post office level. All the Back-end verticals, i.e., The Claims Settlement Branch, CPC for PLI/RPLI, and Accounts Branch are totally computerized.
- d. Setting up of separate Delivery Centres for centralized delivery by bifurcating the delivery Branches in all the urban Post offices as a separate entity, irrespective of Head Post Offices and Sub Post Offices. The said activity is in progress.
- e. To arrive accurate number of Sub Post offices to be attached and conversion/upgradation of Sub Post Office into Head Post office, the Committee has adopted a methodology of 'Sample work study' in some identified offices i.e. Bengaluru GPO (Group A HO), Bhubaneswar GPO (Group B HO), Basavangudi HPO (Group B HO), Rajajinagar HPO (Group B HO), Dharwad HPO (Non-Gazetted HO), Vijayapura HO (Non-Gazetted HO) in Karnataka Circle and Odisha Circle for updation of norms for conversion/upgradation of Sub-Post Office into Head Post Office and norms for creation of Posts of Post Masters in Group A & Group B Head Post Offices by taking into the consideration of new services such as POPSK, DGNK,

Delivery Centre, Aadhar Updation Centre etc and number of offices and sanctioned strength in Operative establishment. The data collected during the work study is furnished hereunder.

Sl. No	Name of GPO/HO	Located	No. of Sub offices under HPO/GPO	Status of HPO	Other Supervisors	
1	Bengaluru GPO	Metro City	23	Chief Postmaster-(one post)	DyCPM	02
					IP	01
					AAO	01
					Steno Grade-I	01
					HSG-I	09
					HSG-II	14
					LSG	25
2	Basavangudi HPO	Metro City	29	Senior Postmaster-(one post)	HSG-I	02
					HSG-II	05
					LSG	07
3	Rajajinagar HPO	Metro City	34	Senior Postmaster-(one post)	HSG-I	03
					HSG-II	04
					LSG	07
4	Dharwad HPO	Taluka (Mandal)	18	Non-Gazetted Postmaster-(one post)	ASP/IP	00
					HSG-I	01
					HSG-II	02
					LSG	06
5	Bhubaneswar GPO	City	56	Sr. Postmaster-(one post)	HSG I	02
					HSG II	04
					LSG	07

CHAPTER-4:

RECOMMENDATIONS OF THE COMMITTEE WITH JUSTIFICATION

The committee suggested that the existing setup of the Central Processing Centre (CPC) unit for PLI/RPLI Sections and SB Branch in Head Post Offices for settlement of POSB claim sanctions may be continued as per the existing procedure, as separate sanction limits have been fixed to the Postmaster by the respective functional divisions at the Directorate. Postmaster being a Drawing & Disbursing Officer (DDO), the Accounts Branch may also be continued at the Head Post Office. Since the PA (SBCO) cadre has already been merged with the PA (PO) cadre, and at present, there is no separate SBCO cadre, it may be suggested to bring the SBCO Branch/unit under the control of the Divisional Superintendent instead of the Postmaster on 'Vigilance Angle'.

4.1. Objective of MDG and current propensity:

Directorate vide its letter no.14-21/2001-PE-I dated 21.01.2002, took a decision that every district in the country should have a Head Post Office at the District Headquarters to provide the services to the customers in a self-contained manner. The decision was taken by the Postal Services Board (PSB) based on the recognition of the fact that the Head Post Office (HPO) is the focal point for all postal transactions in the Sub and Branch Post offices. Accordingly, the concept was operationalized by adopting one of the two options described below.

At least one HO per revenue district by redistributing/relocating the existing HOs, many of which are substandard. This additional criterion of having at least one HO per district, and that too only at district headquarters, will now become an overriding factor in the case of proposals relating to districts where no HOs exist.

Setting up of Mukhya Dak Ghar at District Headquarters to address the customers' concerns in a self-contained manner with respect to all services provided by it.

At that point in time, the objective of MDGs differed from other sub-offices in terms of the focus given to 'customer services'. Insofar as work relating to consolidation of accounts, financing arrangements, etc, is concerned, the MDG is continuing to function like any other Sub Office in accordance with its HO. Now, the concept of a Mukhya Dak Ghar (MDG) as outlined vide Directorate letter no.14-21/2001-PE-I dated 21.01.2002 has become redundant as all the customer services were extended up to Branch Post office level vide SB Order No.27/2020 dated 23.07.2020. Hence, the committee has suggested that all the 499 MDGs in the country may be named as "Sub Post Offices" with the status of HSG-I/HSG-II/LSG

instead of Mukhya Dak Ghars to maintain uniformity across the country. The list, which has the details of the consolidated report of Head Post offices & MDGs Circle-wise, is enclosed as **Annexure - I**. However, the criteria of at least one HO per revenue district in the country will be continued till all the remaining Revenue districts, which are yet to be provided with a Head Post Office in the country, are covered.

4.2. Proposed Norms for conversion/upgradation of Sub-Post office into Head Post office.

Based on the analysis of the data collected from all the Circles, the committee has recommended the following new norms for the conversion of Sub Post Office into a Head Post Office and bifurcation of the existing Head Post Office.

- A. A Sub Post office (not less than LSG grade) can be converted to a Head Post office, provided that a minimum of 25 Sub-Post Offices can be attached to it. However, the Head Post Offices or General Post Offices with HSG-I/PS Group B/JTS Grade having less than 25 Sub Post Offices or 20 Sub Post Offices in the current setup may maintain the status quo. In the case of backward areas or places where there will be a definite improvement in financing Sub-Post Offices/Branch Post Offices, a lower standard may be adopted, subject to the approval of the Directorate.
- B. The concept that each district in the country should have a Head Post Office at the District Headquarters will continue to be effective, provided that a minimum of 25 Sub-Post Offices can be attached to it. If there is no Head Post Office in a district, opening of a Head Post Office can be considered if at least 25 Sub Post Offices can be attached to the proposed Head Post Office. It has, however, to be ensured that such upgradation does not bring the number of Sub Post Offices in account with the residuary Head Post Office below 25.
- C. All HOs must be at least HSG-I and above. Hence, all the HOs of HSG-II in the present setup, having 20 or more SOs attached to it, may be upgraded to the minimum HSG-I Level. The creation of HSG-I posts may be done under the Matching-Savings Scheme.
- D. All HOs, except the HOs that are headed by HSG-I/PS Group B / JTS, having less than 20 SOs attached to it, may be downgraded to Sub Post Office Level, subject to functional/Administrative justification and approval of the Directorate.

4.3. Proposed Norms for bifurcation of existing HO:

- I. An existing Head Post Office should be bifurcated if the number of Sub-Post offices attached to it exceeds 60. It should, however, be

ensured that as a result of the change, neither the new nor the old Head Post Office has fewer than 25 Sub-Post offices attached to it.

4.4. Proposed norms for Supervisors in Non-Gazetted (HSG-I), PS. Group 'B' (Gazetted) and Group 'A' (JTS/STS) HOs.

Considering the Supervisory Post norms at Post offices (as detailed in Sub chapter 2.2), Proposed Norms for creation of Posts of Postmasters in Non-Gazetted HO (HSG-I), PS. Group 'B' POs (Gazetted) and Group 'A' (JTS/STS) POs.

Sl. No	No. of SOs attached	Level/Status of the HO	Other Supervisors
(i)	25-50	HSG-I (Non-Gazetted)	10 (2 HSG-II + 08 LSG Supervisors)
(ii)	51-60	P.S. Group 'B' (Gazetted)	16 [02 HSG-I + 4 HSG-II + 10 LSG Supervisors]
(iii)		The HO may be bifurcated.	
(iv)	61 and above	If the HO cannot be bifurcated due to administrative reasons, the HO may be upgraded to Group 'A' Level (JTS)	1 (one) P.S. Group 'B' level Supervisor as Dy. PM and 24 [3 HSG-I + 6 HSG-II + 15 LSG Supervisors]

4.5. Norms based on the Work Study Report:

Based on the work study conducted at Bhubaneswar GPO, Bengaluru GPO, Rajaji Nagar HO, Basavanagudi HO, Dharwad HO and Vijayapura HO during the period 21.08.2025 to 26.08.2025, the following have been proposed for norms for Deputy Postmaster (Gazetted) in Group A POs, Norms for Assistant Postmaster (HSG) in Group A POs, Norms for Postmasters in Group B Post offices, Norms for Dy. Postmasters (HSG) in Group B Post offices and the details are furnished hereunder. The work study calculation reports are enclosed as an **Appendix**.

I. Norms For Deputy Postmaster (Gaz) in Group 'A' POs

Sl No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, treasury, Technology, Mails, and	Per time scale PA, including non-supervisory LSG, PRI, but	17 points	17 points

	Stock	excluding SBCO PAs		
2	SBCO Section	Per Time scale PA (PO) in SBCO	3 points	3 points
3	Philatelic Bureau	Fixed	100 points where it exists per PO (Class I)	100 points where it exists
4	Customer Satisfaction Department (CSD)	Fixed	500 points	500 points
5	CBS & IPPB	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	05 points (30% of 17 points at SL No.01)
8	Miscellaneous	Fixed as a percentage of items 1 to 7	20% of items 1 to 3	10% of items 1 to 7
9	Supervision over	Per postman / Sorting Postman / Head Postman/ Overseer Postman / Cash Overseers	3 points	NIL (Separated from PO and hence, a separate norms are to be framed for IDCs)

II. Norms For Asst Postmaster (HSG I) in Group 'A' POs

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, Treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	37 points	34 points (Logic applied: Proposed no of points at SL 1 (I) multiplied by two)
2	SBCO	Per time scale PA (PO) in SBCO	2 points	2 points
3	Philatelic Bureau	-	Nil (included in item I)	Nil (included in item I)
4	Customer Satisfaction Department (CSD)	Fixed	Not available	Nil (included in item I)
5	CBS & IPPB	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
7	Business Development	Per time scale PA	Not available	10 points (30% of

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
	/Business Monitoring Unit			34 points at SL No.01)
8	Miscellaneous	Fixed as a percentage of 1 to 7	25%	10% of items 1 to 7
9	Supervision over Postmen/ Sorting Postmen, etc.	Per Postman/Sorting Postman/Head Postman/ Overseer Postman and Cash Overseers	7 points	NIL (Separated from PO and hence a separate norm to be framed for IDCs)

III. Norms For Postmasters in Group 'B' POs

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	17 points
2	SBCO	Per time scale PA(PO) in SBCO	3 points	3 points
3	Philatelic Bureau	-	Nil	50 points (fixed) [50% of Group A Post office]
4	Customer Satisfaction Department (CSD)	Fixed	Not available	250 points (fixed) [50% of Group A Post office]
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	05 points (30% of 17 points at SL No.01)
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	10% of items 1 to 7
9	Supervision over Delivery	Fixed	230 points	NIL (Separated from PO and hence a separate norm to be framed for IDCs)

IV. Norms for Dy Postmasters (HSG) in Group 'B' POs

Sl No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	34 points (Logic applied: Proposed no of points at SL 1(III) multiplied by two)
2	SBCO	Per time scale PA(PO) in SBCO	2 points	2 points
3	Philatelic Bureau	-	Nil	Nil (Included in item I)
4	Customer Satisfaction Department (CSD)	Fixed	Not available	Nil (Included in item I)
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	10 points (30% of 34 points at SL No.01)
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	10% of items 1 to 7
9	Supervision over delivery	Fixed	430 points	NIL (Separated from PO and hence a separate norm to be framed for IDCs)

4.6. Parameters proposed based on proposed Norms for conversion of Gazetted HO (Group 'B') into a Gazetted HO (Group 'A'):

Based on the proposed norms, the following parameters have been proposed for conversion of a Gazetted HO (Group B) into a Gazetted HO (Group A), considering an average of 90 Time scale Postal Assistants are working in the Head Post Office.

A. Conversion to Group 'A' HOs

The GPOs are usually situated in metropolitan/major cities at central locations to provide postal services to a large population. The creation of Group 'A' posts is justified at GPOs.

- I. As per the study carried out in HOs, the HOs will be eligible for conversion from Gazetted HO (Group B) to a Gazetted HO (Group A) when the number of points earned, i.e., parameters for Deputy PMs and APMs, added together, comes to 6000. However, considering the more than 150 sanctioned strength of Time scale Postal Assistants existing in larger General Post offices and other Presidency GPOs, it is recommended to fix the norms as 9000 for conversion of a Gazetted HO (Group B) to a Gazetted HO (Group A). The post of Gazetted Postmaster Group A will be a positional one. This post will be created in addition to the existing Group B post, which will be converted into a Deputy Postmaster.
- II. The number of Deputy Postmaster (Gaz). Group B and APMs (HSG) will be determined based on the number of points earned for Deputy Postmaster and APM separately. A post of Deputy Postmaster (Gaz) will be sanctioned against 2200 points.
- III. The number of APMs (HSG) will be sanctioned at the rate of one APM for 1800 points of the workload calculated according to the Appendix. The first post of APM will be in HSG I, and others will be in HSG II.

4.7. Parameters Proposed based on Proposed Norms for conversion of Non-Gazetted HO into a Gazetted HO (Group 'B'):

Based on the proposed norms, the following parameters have been proposed for the conversion of a Non-Gazetted HO into a Gazetted HO (Group B).

A. Conversion to Group 'B' HOs

The Gazetted Head Post Offices are primarily located in district headquarters and Taluka (mandal) towns. The Gazetted Head Post Offices are generally set up based on factors such as population size, presence of commercial hubs or industrial areas, and greater business opportunities at these locations. The creation of Group 'B' posts is justified at Gazetted Head Post Offices.

- I. A HO (Non-Gazetted) will qualify for conversion to Gaz. (Group B) status when it earns 2600 points or above, based on parameters for Postmasters and Deputy Postmasters in Group B added together.
- II. The Postmaster will be adjusted against the workload of 1000 (2600 points minus 1600 points). The Postmaster would be delegating his delegable functions to the Deputy PM, and hence the points in excess of 1000 of the PM Group B would be added to the points of the Deputy PM, and the

number of posts of Deputy PM would be calculated thereafter. The number of Deputy Postmasters will be rounded off to 0.5 or above.

- III. The first post of Deputy PM in Group B (Gaz) PO will be in HSG I, and the subsequent posts in HSG II. On conversion of an HSG I PO to Group B, the existing HSG I post of Postmaster will be continued and re-designated as Deputy Postmaster against the first justified post of Deputy Postmaster, and in actual practice, only a new post in Postmaster Group B will be created.

CHAPTER-5:

EXECUTIVE SUMMARY

1. Since the PA (SBCO) cadre has already been merged with the PA (PO) cadre, and at present, there is no separate SBCO cadre, it may be suggested to bring the SBCO Branch/unit under the control of the Divisional Superintendent instead of the Postmaster on 'Vigilance Angle'.
2. The concept of a Mukhya Dak Ghar (MDG) as outlined vide Directorate letter no.14-21/2001-PE-I dated 21.01.2002 has become redundant as all the customer services were extended up to Branch Post office level vide SB Order No.27/2020 dated 23.07.2020. Hence, the committee has suggested that all the 499 MDGs in the country may be named as "Sub Post Offices" with the status of HSG-I/HSG-II/LSG instead of Mukhya Dak Gars to maintain uniformity across the country. The list, which has the details of the consolidated report of Head Post offices & MDGs Circle-wise, is enclosed as **Annexure I**. However, the criteria of at least one HO per revenue district in the country will be continued till all the remaining Revenue districts, which are yet to be provided with a Head Post Office in the country, are covered.
3. The proposed norms for the conversion of a Sub Post Office into a Head Post Office and the bifurcation of the existing Head Post Office are furnished hereunder.
 - a. A Sub Post office (not less than LSG grade) can be converted to a Head Post office, provided that a minimum of 25 Sub-Post Offices can be attached to it. However, the Head Post Offices or General Post Offices with HSG-I/PS Group B/JTS Grade having less than 25 Sub Post Offices or 20 Sub Post Offices in the current setup may maintain the status quo. In the case of backward areas or places where there will be a definite improvement in financing Sub-Post Offices/Branch Post Offices, a lower standard may be adopted, subject to the approval of the Directorate.
 - b. The concept that each district in the country should have a Head Post Office at the District Headquarters will continue to be effective, provided that a minimum of 25 Sub-Post Offices can be attached to it. If there is no Head Post Office in a district, opening of a Head Post Office can be considered if at least 25 Sub Post Offices can be attached to the proposed Head Post Office. It has, however, to be ensured that such upgradation does not bring the number of Sub Post Offices in account with the residuary Head Post Office below 25.

- c. All HOs must be at least HSG-I and above. Hence, all the HOs of HSG-II in the present setup may be upgraded to the minimum HSG-I Level. The creation of HSG-I posts may be done under the Matching-Savings Scheme.
- d. All HOs, except the HOs that are headed by HSG-I/PS Group B / JTS, having less than 20 SOs attached to it, may be downgraded to Sub Post Office Level, subject to functional/Administrative justification and approval of the Directorate.
- e. **Bifurcation of the existing Head Post Office:** An existing Head Post Office should be bifurcated if the number of Sub-Post offices attached to it exceeds 60. It should, however, be ensured that as a result of the change, neither the new nor the old Head Post Office has fewer than 25 Sub-Post offices attached to it.

4. The Proposed norms for other supervisors in Non-Gazetted (HSG-I), PS. Group 'B' (Gazetted) and Group 'A' (JTS/STS) HOs are furnished hereunder.

Sl. No	No. of SOs attached	Level/Status of the HO	Other Supervisors
(i)	Upto 50	HSG-I (Non-Gazetted)	10 (2 HSG-II + 08 LSG Supervisors)
(ii)	51-60	P.S. Group 'B' (Gazetted)	16 [02 HSG-I + 4 HSG-II + 10 LSG Supervisors]
(iii)		The HO may be bifurcated.	
(iv)	61 and above	If the HO cannot be bifurcated due to administrative reasons, the HO may be upgraded to Group 'A' Level (JTS)	1 (one) P.S. Group 'B' level Supervisor as Dy. PM and 24 [3 HSG-I + 6 HSG-II + 15 LSG Supervisors]

5. The following have been proposed for norms for Deputy Postmaster (Gazetted) in Group A POs, Norms for Assistant Postmaster (HSG) in Group A POs, Norms for Postmasters in Group B Post offices, Norms for Dy. Postmasters (HSG) in Group B Post offices and the details are furnished hereunder.

I. Norms for Deputy Postmaster (Gaz) in Group 'A' POs

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	17 points
2	SBCO Section	Per Time scale PA (PO) in SBCO	3 points	3 points
3	Philatelic Bureau	Fixed	100 points where it exists per PO (Class I)	100 points where it exists per PO (Class I)
4	Customer Satisfaction Department (CSD)	Fixed	500 points	500 points
5	CBS & IPPB	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	05 points (30% of 17 points at SL No.01)
8	Miscellaneous	Fixed as a percentage of items 1 to 7	20% of items 1 to 3	10% of items 1 to 7
9	Supervision over	Per postman / Sorting Postman / Head Postman/ Overseer Postman / Cash Overseers	3 points	NIL (Separated from PO and hence, a separate norms are to be framed for IDCs)

II. Norms for Asst Postmaster (HSG) in Group 'A' POs

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, Treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	37 points	34 points (Logic applied: Proposed no of points at SL 1 (I) multiplied by two)

2	SBCO	Per time scale PA (PO) in SBCO	2 points	2 points
3	Philatelic Bureau	-	Nil	Nil (included in item 1)
4	Customer Satisfaction Department (CSD)	Fixed	Not available	Nil (included in item 1)
5	CBS & IPPB	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	10 points (30% of 34 points at SL No.01)
8	Miscellaneous	Fixed as a percentage of 1 to 7	25%	10% of items 1 to 7
9	Supervision over Postmen/ Sorting Postmen, etc.	Per Postman/Sorting Postman/Head Postman/ Overseer Postman and Cash Overseers	7 points	NIL (Separated from PO and hence a separate norm to be framed for IDCs)

III. Norms for Postmasters in Group 'B' POs

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	17 points
2	SBCO	Per time scale PA(PO) in SBCO	3 points	3 points
3	Philatelic Bureau	-	Nil	50 points (fixed) [50% of Group A Post office]
4	Customer Satisfaction Department (CSD)	Fixed	Not available	250 points (fixed) [50% of Group A Post office]
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	05 points (30% of 17 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	05 points (30% of 17 points at SL No.01)
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	10% of items 1 to 7
9	Supervision over Delivery	Fixed	230 points	NIL (Separated from PO and hence a separate norm to be framed for IDCs)

IV. Norms for Dy Postmasters (HSG) in Group 'B' POs

SI No	Item of work	Unit of measurement	Existing No of points	Proposed No. of Points
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	34 points (Logic applied: Proposed no of points at SL 1(III) multiplied by two)
2	SBCO	Per time scale PA(PO) in SBCO	2 points	2 points
3	Philatelic Bureau	-	Nil	Nil (Included in item I)
4	Customer Satisfaction Department (CSD)	Fixed	Not available	Nil (Included in item I)
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	10 points (30% of 34 points at SL No.01)
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	10 points (30% of 34 points at SL No.01)
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	10% of items 1 to 7
9	Supervision over delivery	Fixed	430 points	NIL (Separated from PO and hence a separate norm to be framed for IDCs)

6. Based on the proposed number of points, the following parameters have been proposed for the conversion of a PS Group B (Gaz) HO into a Group A (Gaz) HO.

I. Conversion to Group 'A' HOs

- a. The GPOs are situated in metropolitan cities at central locations to provide postal services to a larger population. The HOs will be eligible for conversion from Gazetted HO (Group B) to a Gazetted HO (Group A) when the number of points earned, i.e., parameters for Deputy PMs and APMs, added together, comes to 6000. However, considering the more than 150 sanctioned strength of Time scale Postal Assistants existing in larger General Post offices and other Presidency GPOs, it is recommended to fix the norms as 9000 for conversion of a Gazetted HO (Group B) to a Gazetted HO (Group A). The post of Gazetted Postmaster Group A will be a positional one. This post will be created in addition to the existing Group B post, which will be converted into a Deputy Postmaster.
- b. The number of Deputy Postmaster (Gaz). Group B and APMs (HSG) will be determined based on the number of points earned for Deputy Postmaster and APM separately. A post of Deputy Postmaster (Gaz) will be sanctioned against 2200 points.
- c. The number of APMs (HSG) will be sanctioned at the rate of one APM for 1800 points of workload, calculated according to the norms. The first post of APM will be in HSG I, and others will be in HSG II.

7. Based on the proposed number of points, the following parameters have been proposed for the conversion of Non-Gazetted HO into Gazetted HO (Group B):

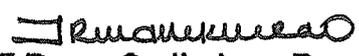
I. Conversion to Group 'B' HOs

- a. The Gazetted Head Post Offices are primarily located in district headquarters and Taluka (mandal) towns. The Gazetted Head Post Offices are set up based on factors such as population size, presence of commercial hubs or industrial areas, and greater business opportunities at these locations.

- b. A HO (Non-Gazetted) will qualify for conversion to Gaz. (Group B) status when it earns 2600 points or above.
- c. The Postmaster will be adjusted against the workload of 1000 (2600 points minus 1600 points). The Postmaster would be delegating his delegable functions to the Deputy PM, and hence the points in excess of 1000 of the PM Group B would be added to the points of the Deputy PM, and the number of posts of Deputy PM would be calculated thereafter. The number of Deputy Postmasters will be rounded off to 0.5 or above.
- d. The first post of Deputy PM in Group B (Gaz) PO will be in HSG I, and the subsequent posts in HSG II. On conversion of an HSG I PO to Group B, the existing HSG I post of Postmaster will be continued and re-designated as Deputy Postmaster against the first justified post of Deputy Postmaster, and in actual practice, only a new post in Postmaster Group B will be created.



Bharata Kumar Patro
AD (Establishment & Planning)
O/o CPMG Odisha Circle &
Co-opted Member



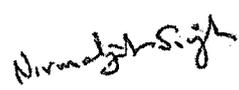
T Rama Sudhakara Rao
AD (III), O/o PMG BG (HQ)
Region, Bengaluru,
Karnataka Circle, Member
& Convener



Prabha Sharma
ADG (PE-I), Postal
Directorate & Member



V. Tara
DPS BG (HQ) Region,
Bengaluru, Karnataka
Circle & Member



Nirmaljit Singh
CPMG Odisha Circle
& Chairman

APPENDIX

1. Rajaji Nagar HO (Group 'B' Post office)

a. Calculation sheet for Postmaster (Gaz) in Rajaji Nagar HO

Sl No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Rajajinagar HPO		Proposed points as suggested	Workload of Proposed Norms of Rajajinagar HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	50*17	850	17 points	44*17	748
2	SBCO	Per the clerk in SBCO	3 points	1*3	3	3 points	03*01	3
3	Philatelic Bureau	-	Nil (Not included in item 1)	-	-	50 points (fixed)	-	50
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	853*30/100	260	10% of items 1 to 7		108
9	Supervision over Delivery	Fixed	230 points	-	230	NIL (Separated from PO and hence a separate norm to be framed for IDCs.		-
Total Points					1343			1189

b. Calculation sheet for Dy postmaster (HSG-I) in Rajaji Nagar HO

Sl. No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Rajajinagar HPO		Proposed Points as suggested	Workload of Proposed Norms of Rajajinagar HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	50*33	1650	34 points	34*44	1496
2	SBCO	Per clerk	2 points	1*2	2	2 points	02*01	2
3	Philatelic Bureau	-	Nil (Included in item 1)	-	-	Nil (Included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (Fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*03	21
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	1652*20/100	330	10% of items 1 to 7	-	179
9	Supervision over delivery	Fixed	430 points	-	430	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					2412			1969

c. Consolidation

Category	Postmaster Group B		Dy Postmaster	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	1343	1189	-	-
Part B	2412	1969	2412	1969
Total	3755	3158	2412	1969
Justified Old Norms	4200		2200	

2. Basavangaudi HO (Group 'B' Post office)

a. Calculation sheet for Postmaster (Gaz) in Basavanagudi HO

Sl No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Basavanagudi HPO		Proposed points as suggested	Workload of Proposed Norms of Basavanagudi HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	32*17	544	17 points	26*17	442
2	SBCO	Per the clerk in SBCO	3 points	02*3	6	3 points	03*02	6
3	Philatelic Bureau	-	Nil (Not included in item 1)	-	-	50 points (fixed)	-	50
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	560*30/100	165	10% of items 1 to 7		78
9	Supervision over Delivery	Fixed	230 points	-	230	NIL (Separated from PO and hence a separate norm to be framed for IDCs)		-
Total Points					945			856

b. Calculation sheet for Dy.Postmaster (HSG-I) in Basavanagudi HO

SI No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Basavanagudi HPO		Proposed Points as suggested	Workload of Proposed Norms of Basavanagudi HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	32*33	1056	34 points	34*26	884
2	SBCO	Per clerk	2 points	02*2	4	2 points	02*02	4
3	Philatelic Bureau	-	Nil (Included in item 1)	-	-	Nil (Included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (Fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*03	21
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	1060*20/100	212	10% of items 1 to 7	-	118
9	Supervision over delivery	Fixed	430 points	-	430	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					1702			1298

c. Consolidation

Category	Postmaster Group B		Dy Postmaster	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	945	856	-	-
Part B	1702	1298	1702	1298
Total	2647	2154	1702	1298
Justified Old Norms	4200		2200	

b. Calculation sheet for Dy.Postmaster (HSG I) in Bhubaneswar GPO

SI No	Item of work	Unit of measurement	No of points	Points of Existing Norms		Proposed points as suggested	Points of Proposed norms	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	37 points	73*37	2701	34 points	73*34	2482
2	SBCO	Per the clerk in SBCO	2 points	05*02	10	2 points	02*05	10
3	Philatelic Bureau	-	Nil (included in item A)	-	-	Nil (included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	Nil (included in item 'a')	-	-
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*04	28
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed as a percentage of 1 to 3	25%	2711*25/100	678	10% of items 1 to 7	-	254
9	Supervision over Postmen/ Sorting Postmen, etc.	Per Postman/Sorting Postman/Head Postman/ Overseer Postman and Cash Overseers	7 points	47*3	141	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					3530			2795

3. Bhubaneswar GPO (Group 'B' Post office)

a. Calculation sheet for Postmaster (Gaz) in Bhubaneswar GPO

SI No	Item of work	Unit of measurement	No of points	Points of Existing Norms		Proposed points as suggested	Points of Proposed norms	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	73*17	1241	17 points	66*17	1122
2	SBCO Section	Per PA (PO)	3 points	3*5	15	3 points	3*5	15
3	Philatelic Bureau	Fixed	100 points where it exists per PO (Class I)	-	100	100 points where it exists per PO (Class I)	-	100
4	Customer Satisfaction Department (CSD)	Fixed	500 points	-	500	500 points	-	500
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*02	10
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage of items 1 to 7	20% of items 1 to 3	1356*20/100	271	10% of items 1 to 7		177
9	Supervision over	Per postman /Sorting Postman /Head Postman/Overseer post man /Cash Overseers	3 points	47*03	141	NIL (Separated from PO and hence a separate norm to be framed for IDCs)		-
Total Points					2268			1949

c. Consolidation

Category	Conversion of Group B Post to Group A Post		Dy Postmaster at Group A office		APM post at the Group A office	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	2268	1949	2268	1949	-	-
Part B	3530	2795	-	-	3530	2795
Total	5798	4744	2268	1949	3530	2795
Justified Old Norms	11000		2200		2200	

4. Dharwad HO (Non-Gazetted HO)

a. Calculation sheet for Postmaster (HSG I) in Dharwad HO

Sl No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Dharwad HPO		Proposed points as suggested	Workload of Proposed Norms of Dharwad HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	26*17	442	17 points	20*17	340
2	SBCO	Per the clerk in SBCO	3 points	01*3	3	3 points	03*01	3
3	Philatelic Bureau	-	Nil (Not included in item 1)	-	-	50 points (fixed)	-	50
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	445*30/100	134	10% of items 1 to 7		67
9	Supervision over Delivery	Fixed	230 points	-	230	NIL (Separated from PO and hence a separate norm to be framed for IDCs)		-
Total Points					808			740

b. Calculation sheet for Dy. Postmaster (HSG-I) in Dharwad HO

SI No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Dharwad HPO		Proposed points as suggested	Workload of Proposed Norms of Dharwad HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	26*33	858	34 points	34*20	680
2	SBCO	Per clerk	2 points	01*2	2	2 points	01*02	4
3	Philatelic Bureau	-	Nil (Included in item 1)	-	-	Nil (Included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (Fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*03	21
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	860*20/100	172	10% of items 1 to 7	-	98
9	Supervision over delivery	Fixed	430 points	-	430	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					1462			1074

c. Consolidation

Category	Postmaster Group B		Dy Postmaster	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	808	740	-	-
Part B	1462	1074	1462	1074
Total	2270	1814	1462	1074
Justified Old Norms	4200		2200	

5. Vijayapura HO (Non-Gazetted HO)

a. Calculation sheet for Postmaster (HSG I) in Vijayapura HO

SI No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Vijayapura HPO		Proposed points as suggested	Workload of Proposed Norms of Vijayapura HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	24*17	408	17 points	18*17	306
2	SBCO	Per the clerk in SBCO	3 points	02*3	6	3 points	03*02	6
3	Philatelic Bureau	-	Nil (Not included in item 1)	-	-	50 points (fixed)	-	50
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	445*30/100	124	10% of items 1 to 7		64
9	Supervision over Delivery	Fixed	230 points	-	230	NIL (Separated from PO and hence a separate norm to be framed for IDCs)		-
Total Points					768			706

b. Calculation sheet for Dy.Postmaster (HSG-I) in Vijayapura HO

SI No	Item of work	Unit of measurement	No of points	Workload of Existing Norms of Vijayapura HPO		Proposed points as suggested	Workload of Proposed Norms of Vijayapura HPO	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	24*33	792	34 points	34*18	612
2	SBCO	Per clerk	2 points	02*2	4	2 points	01*02	4
3	Philatelic Bureau	-	Nil (Included in item 1)	-	-	Nil (Included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (Fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*03	21
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	796*20/100	159	10% of items 1 to 7	-	91
9	Supervision over delivery	Fixed	430 points	-	430	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					1385			999

c. Consolidation

Category	Postmaster Group B		Dy Postmaster	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	768	706	-	-
Part B	1385	999	1385	999
Total	2153	1705	1385	999
Justified Old Norms	4200		2200	

6. A Non-Gazetted HO having 40 PAs [Template]

a. Calculation sheet for Postmaster (HSG I) in HOs having 40 PAs

SI No	Item of work	Unit of measurement	No of points	Existing points HPOs have 40 PAs		Proposed points as suggested	Proposed points: HPOs having 40 PAs	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	39*17	663	17 points	33*17	561
2	SBCO	Per the clerk in SBCO	3 points	01*3	3	3 points	03*01	3
3	Philatelic Bureau	-	Nil (Not included in item 1)	-	-	50 points (fixed)	-	50
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage to items 1 to 3	30%	666*30/100	200	10% of items 1 to 7		89
9	Supervision over Delivery	Fixed	230 points	-	230	NIL (Separated from PO and hence a separate norm to be framed for IDCs)		-
Total Points					1096			983

b. Calculation sheet for Dy.Postmaster (HSG-I) in HOs having 40 PAs

SI No	Item of work	Unit of measurement	No of points	Existing points HPOs have 40 PAs		Proposed points as suggested	Proposed points: HPOs having 40 PAs	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	33 points	39*33	1287	34 points	34*33	1122
2	SBCO	Per clerk	2 points	02*1	2	2 points	02*01	2
3	Philatelic Bureau	-	Nil (Included in item 1)	-	-	Nil (Included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	250 points (Fixed)	-	250
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*03	21
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed percentage of items 1 to 7	20%	1289*20/100	258	10% of items 1 to 7	-	142
9	Supervision over delivery	Fixed	430 points	-	1977	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					1977			1558

c. Consolidation

Category	Postmaster Group B		Dy Postmaster	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	1096	983	-	-
Part B	1977	1558	1977	1558
Total	3073	2541 Rounded to 2600	1977	1558 Rounded to 1600
Justified Old Norms	4200		2200	

7. A Gazetted HO having 90 PAs [Template]

a. Calculation Sheet for Dy. Postmaster (Gaz) in Gr A POs which have 90 PAs

SI No	Item of work	Unit of measurement	No of points	Points of Existing Norms for 90 PAs		Proposed points as suggested	Points of Proposed norms for 90 PAs	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	17 points	85*17	1445	17 points	78*17	1326
2	SBCO Section	Per PA (PO)	3 points	3*5	15	3 points	3*5	15
3	Philatelic Bureau	Fixed	100 points where it exists per PO (Class I)	-	100	100 points where it exists per PO (Class I)	-	100
4	Customer Satisfaction Department (CSD)	Fixed	500 points	-	500	500 points	-	500
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*04	20
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*02	10
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	05 points (30% of 17 points at SL No.01)	05*01	5
8	Miscellaneous	Fixed as a percentage of items 1 to 7	20% of items 1 to 3	2060*20/100	412	10% of items 1 to 7		198
9	Supervision over	Per postman /Sorting Postman /Head Postman/Overseer post man /Cash Overseers	3 points	47*03	141	NIL (Separated from PO and hence a separate norm to be framed for IDCs)		-
Total Points					2613			2174

b. Calculation Sheet for Asst Postmasters (HSG I) in Gr A POs which have 90 PAs

SI No	Item of work	Unit of measurement	No of points	Points of Existing Norms for 90 PAs		Proposed points as suggested	Points of Proposed norms for 90 PAs	
1	Administration, Buildings, Pension, treasury, Technology, Mails, and Stock	Per time scale PA, including non-supervisory LSG, PRI, but excluding SBCO PAs	37 points	85*37	3145	34 points	78*34	2652
2	SBCO	Per the clerk in SBCO	2 points	05*02	10	2 points	02*05	10
3	Philatelic Bureau	-	Nil (included in item A)	-	-	Nil (included in item 'a')	-	-
4	Customer Satisfaction Department (CSD)	Fixed	Not available	-	-	Nil (included in item 'a')	-	-
5	CBS, IPPB, including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*04	28
6	PLI & RPLI including CPC	Per time scale, PA, including supervisors	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*02	14
7	Business Development /Business Monitoring Unit	Per time scale PA	Not available	-	-	07 points (20% of 34 points at SL No.01)	07*01	7
8	Miscellaneous	Fixed as a percentage of 1 to 3	25%	3155*25/100	789	10% of items 1 to 7	-	271
9	Supervision over Postmen/ Sorting Postmen, etc.	Per Postman/Sorting Postman/Head Postman/ Overseer Postman and Cash Overseers	7 points	47*3	141	NIL (Separated from PO and hence a separate norm to be framed for IDCs)	-	-
Total Points					4085			2982

c. Consolidation

Category	Conversion of Group B Post to Group A Post		Dy Postmaster at Group A office		APM post at the Group A office	
	Old Norms	Proposed Norms	Old Norms	Proposed Norms	Old Norms	Proposed Norms
Part A	2613	2174	2613	2174	-	-
Part B	4085	2982	-	-	4085	2795
Total	6698	5156 (considering the more than 150 sanctioned strength of Time scale Postal Assistants working in bigger General Post offices and other Presidency GPOs, an upper norm of 9000 has been recommended)	2613	2174 – Rounded to 2200	4085	2795
Justified Old Norms	11000		2200		2200	

Consolidated report of MDGs as on 31.03.2025

S No	Circle Name	Name of MDG	Status (/HSGI/HSG II/LSG)
1	AP	Palamaner	HSG-I
2	AP	Allagadda	HSG-I
3	AP	Mandapeta	HSG-I
4	AP	Chodavaram	HSG-I
5	AP	Kothapeta	HSG-I
6	AP	Attili MDG	HSG-I
7	AP	Chilakaluripet MDG	HSG-I
8	AP	Repalle MDG	HSG-I
9	Assam	Bongaigaon MDG	HSG-I
10	Assam	Morigaon MDG	HSG-II
11	Assam	Dhemaji MDG	HSG-I
12	Assam	Haflong MDG	HSG-I
13	Assam	Badarpur MDG	HSG-II
14	Assam	Maligaon Rly HQ MDG	HSG-I
15	Assam	Rangia MDG	HSG-II
16	Assam	Assam Sachivalaya MDG	HSG-II
17	Assam	Chariali MDG	HSG-II
18	Assam	Rangirkhari MDG	HSG-II
19	Assam	Lumding MDG	HSG-II
20	Assam	Hojai MDG	HSG-II
21	Assam	Barpeta Road MDG	HSG-II
22	Assam	Mariani MDG	HSG-II
23	Assam	Nazira MDG	HSG-II
24	Assam	Bokakhat MDG	HSG-II
25	Assam	Duliajan MDG	HSG-II
26	Assam	Digboi MDG	HSG-II
27	Assam	Doomdooma MDG	HSG-II
28	Bihar	Daudnagar	HSG II
29	Bihar	Arwal	HSG I
30	Bihar	Bhabhua	HSG II
31	Bihar	Sheikhpura MDG	HSG-I
32	Bihar	Khagaria	HSG II
33	Bihar	Naugachhiya	HSG I
34	Bihar	Kishanganj	HSG I
35	Bihar	Jamui, Iakhisarai	HSG I, HSG I
36	Bihar	Araria	HSG I
37	Bihar	Madhepura	HSG I
38	Bihar	Dalsinghsarai MDG	HSG-II
39	Bihar	Sonepur	HSG-I
40	Bihar	Ekma	HSG-I
41	Bihar	Mashrakh	HSG-I
42	Bihar	Garkha	HSG-II
43	Bihar	Sheohar MDG	HSG-I
44	Chattisgarh	Champa MDG	HSG-II
45	Chattisgarh	Akaltara MDG	HSG-II
46	Chattisgarh	Mungeli MDG	HSG-II
47	Chattisgarh	Kawardha	HSG-I
48	Chattisgarh	Civic Centre Bhilai	HSG-I
49	Chattisgarh	Jashpur Nagar	HSG-I
50	Chattisgarh	Dhamtari	HSG-I
51	Chattisgarh	Mahasamund	HSG-I
52	Chattisgarh	Manendragarh	HSG-II
53	Gujarat	DHOLKA MDG	HSG-I
54	Gujarat	VIRAMGAM MDG	HSG-I
55	Gujarat	SIDDHPUR MDG	HSG-I
56	Gujarat	VISNAGAR MDG	HSG-I
57	Gujarat	VIJAPUR MDG	HSG-I
58	Gujarat	DISA MDG	HSG-I
59	Gujarat	MODASA	HSG-I
60	Gujarat	IDAR	HSG-I
61	Gujarat	BAYAD	HSG-II
62	Gujarat	DAKOR MDG	LSG
63	Gujarat	V.V.NAGAR MDG	LSG
64	Gujarat	AHWA DANG	HSG-II
65	Gujarat	VYARA	HSG I
66	Gujarat	ANKLESHWAR MDG	HSG-I
67	Gujarat	RAJPIPLA MDG	HSG-I
68	Gujarat	KHAMBHAT	HSG I
69	Gujarat	PETLAD	HSG II
70	Gujarat	SOJITRA	LSG

71	Gujarat	KAPADWANJ	HSG II
72	Gujarat	KATHLAL	LSG
73	Gujarat	MAHEMDAVAD	HSG II
74	Gujarat	MAHUDHA	LSG
75	Gujarat	CHIKHLI	HSG-II
76	Gujarat	LUNAWADA MDG	HSG-II
77	Gujarat	HALOL MDG	HSG-II
78	Gujarat	MIYAGAM KARJAN	HSG-II
79	Gujarat	SILVASSA MDG	HSG-I
80	Gujarat	VAPI MDG	HSG-I
81	Gujarat	DAMAN MDG	HSG-I
82	Gujarat	SAVARKUNDLA MDG	HSG-I
83	Gujarat	BOTAD MDG	HSG-I
84	Gujarat	MAHUVA MDG	HSG-I
85	Gujarat	DHORAJI MDG	HSG-II
86	Gujarat	JETPUR MDG	HSG-I
87	Gujarat	UPLETA MDG	LSG
88	Gujarat	KHAMBHLYA MDG	HSG-II
89	Gujarat	KESHOD MDG	HSG-II
90	Gujarat	KODINAR MDG	LSG
91	Gujarat	UNA MDG	HSG-II
92	Gujarat	VERAVAL MDG	HSG-I
93	Gujarat	ANJAR MDG	HSG-I
94	Gujarat	GANDHIDHAM MDG	HSG-I
95	Gujarat	KACHCHH MANDVI MDG	HSG-I
96	Gujarat	MORBI MDG	HSG-I
97	Gujarat	DHRANGADHRA MDG	HSG-I
98	Haryana	Sec-8 Panchkula	HSG-I
99	Haryana	Ballabhgarh	HSG-I
100	Haryana	Rewari	HSG-I
101	Haryana	Hansi	HSG-I
102	Haryana	Fatehabad	HSG-I
103	Haryana	Narwana	HSG-I
104	Haryana	Shahabad	HSG-I
105	Haryana	Kaithal	HSG-I
106	Haryana	Jhajjar	HSG-I
107	Haryana	Gohana	HSG-I
108	J & K	Rehari Mohalla MDG	HSG-II
109	J & K	R.S Pura MDG	HSG-II
110	J & K	Samba MDG	HSG-I
111	J & K	Jammu Cantt MDG	HSG-II
112	J & K	Akhnoor MDG	HSG-I
113	J & K	Jammu Market MDG	HSG-II
114	J & K	Pulwama MDG	HSG-I
115	J & K	Doda MDG	HSG-I
116	J & K	Ramnagar MDG	HSG-II
117	J & K	Kupwara MDG	HSG-I
118	J & K	Poonch MDG	HSG-II
119	Jharkhand	Khunti	HSG-II
120	Jharkhand	Pakur	HSG-I
121	Jharkhand	Godda	HSG-I
122	Jharkhand	Sahibganj	HSG-II
123	Jharkhand	Latehar	HSG-I
124	Jharkhand	Japla	HSG-II
125	Jharkhand	Garhwa	HSG-I
126	Jharkhand	Chatra	HSG-I
127	Jharkhand	Jhumri telaiya	HSG-II
128	Jharkhand	Lohardaga	HSG-I
129	Jharkhand	Simdega	HSG-II
130	Jharkhand	Jamtara	HSG-I
131	Jharkhand	Madhupur	HSG-II
132	Karnataka	Badami MDG	HSG-I
133	Karnataka	SIRUGUPPA MDG	HSG-II
134	Karnataka	HARAPANAHALLI MDG	HSG-II
135	Karnataka	Tilakwadi MDG	HSG -I
136	Karnataka	Khanapur MDG	HSG -I
137	Karnataka	Saundatti MDG	HSG -I
138	Karnataka	Humnabad MDG	HSG-1
139	Karnataka	Nipani MDG	HSG-I
140	Karnataka	Raibag MDG	HSG-I
141	Karnataka	Dharwad KC Park MDG	HSG - I
142	Karnataka	Nargund MDG	HSG II
143	Karnataka	Hukkeri MDG	HSG-I

144	Karnataka	Sankeshwar MDG	HSG-I
145	Karnataka	Ranebennur MDG	HSG-I
146	Karnataka	GB RS MDG	HSG-I
147	Karnataka	Shahabad MDG	HSG-I
148	Karnataka	Ankola MDG	HSG-II
149	Karnataka	Bhatkal MDG	HSG-II
150	Karnataka	Lingasugur MDG	HSG-I
151	Karnataka	Manvi MDG	HSG-I
152	Karnataka	Sindhanur MDG	HSG-I
153	Karnataka	Dandeli MDG	HSG-I
154	Karnataka	Indi MDG	HSG-I
155	Karnataka	Muddebihal MDG	HSG-I
156	Karnataka	Shorapur MDG	HSG-I
157	Karnataka	Sedam MDG	HSG-I
158	Karnataka	Gangavathi MDG	HSG-I
159	Karnataka	Harihara MDG	HSG-I
160	Karnataka	Virajpet MDG	HSG-I
161	Karnataka	Robertsonpet MDG	HSG-I
162	Karnataka	Hampankatta MDG	HSG-I
163	Karnataka	Chamarajanagar MDG	HSG-I
164	Karnataka	Sullia MDG	HSG-I
165	Kerala	Thiruvananthapuram Fort	HSG-II
166	Kerala	Pattom Palace	HSG-II
167	Kerala	Thiruvananthapuram Chalai	LSG
168	Kerala	Thiruvananthapuram University	LSG
169	Kerala	Thiruvananthapuram Medical College	LSG
170	Kerala	Vikas Bhawan	LSG
171	Kerala	Kilimanur	LSG
172	Kerala	Varkala	LSG
173	Kerala	Chirayinkeezhu	LSG
174	Kerala	Kattakkada	LSG
175	Kerala	Nedumangad	HSG II
176	Kerala	Nemom	LSG
177	Kerala	Perurkada	LSG
178	Kerala	Sasthamangalam	HSG II
179	Kerala	Balaramapuram	LSG
180	Kerala	Parassala	LSG
181	Kerala	Kundara	HSG-I
182	Kerala	Perinad	HSG-I
183	Kerala	Kadakkal	HSG-I
184	Kerala	Chavara	HSG-I
185	Kerala	Anchal	LSG
186	Kerala	Pandalam	HSG II
187	Kerala	Kozhencherry	HSG II
188	Kerala	Kumbanad	HSG II
189	Kerala	Edathua	HSG II
190	Kerala	Mallappally West	HSG I
191	Kerala	Ambalapuzha	LSG
192	Kerala	Angamally	HSG I
193	Kerala	Paravur	HSG I
194	Kerala	Kalady	HSG I
195	Kerala	Koothattukulam	HSG II
196	Kerala	Kothamangalam	HSG I
197	Kerala	Mundakayam	HSG II
198	Kerala	Ponkunnam	HSG II
199	Kerala	EDAPPALLY	HSG I
200	Kerala	PUTHENCROZ	HSG II
201	Kerala	TRIPUNITHURA	HSG I
202	Kerala	PALLURUTHY	HSG II
203	Kerala	Munnar	HSG I
204	Kerala	Kumily	HSG II
205	Kerala	Vandiperiyar	HSG II
206	Kerala	Kodungallur	HSG II
207	Kerala	Koratti	HSG II
208	Kerala	KOTTAYAM COLLECTORATE	HSG I
209	Kerala	ETTUMANUR	HSG I
210	Kerala	PUTHUPALLY	HSG II
211	Kerala	THALAYOLAPARAMBU	HSG II
212	Kerala	Haripad	HSG II
213	Kerala	Mannar	HSG II
214	Kerala	Pallickal	HSG II
215	Kerala	AYYANTHOLE	HSG II
216	Kerala	CHAVAKKAD	HSG II

217	Kerala	GURUVAYUR	HSG II
218	Kerala	Kumbala MDG	HSG II
219	Kerala	Nileshwar MDG	HSG II
220	Kerala	Uppala MDG	LSG
221	Kerala	Manjeshwar MDG	LSG
222	Kerala	Azhikode	HSG -II
223	Kerala	Alakode	HSG -II
224	Kerala	Cherukunnu	HSG -II
225	Kerala	Payangadi	HSG -II
226	Kerala	Payyanur	HSG -II
227	Kerala	Valapattanam	HSG -II
228	Kerala	Mattannur	LSG
229	Kerala	Kuthuparamba	HSG II
230	Kerala	Mananthavady	HSG II
231	Kerala	Balusseri	HSG II
232	Kerala	Mahe	LSG
233	Kerala	Payyoli	HSG II
234	Kerala	Perampura	LSG
235	Kerala	Calicut Medical College MDG	HSG II
236	Kerala	Feroke MDG	HSG II
237	Kerala	Kunnamangalam MDG	HSG II
238	Kerala	Sulthan Bathery MDG	HSG I
239	Kerala	Thamaracheri MDG	HSG II
240	Kerala	Westhill MDG	HSG II
241	Kerala	Perinthalmanna MDG	HSG II
242	Kerala	Kondotty MDG	LSG
243	Kerala	Areacode MDG	LSG
244	Kerala	Nilambur MDG	LSG
245	Kerala	Kottakkal	HSG I
246	Kerala	Kuttippuram	HSG II
247	Kerala	Edapal	HSG II
248	Kerala	Mannarkkad MDG	HSG -I
249	Kerala	Pattambi MDG	HSG -I
250	Kerala	Shoranur MDG	HSG-I
251	Kerala	Shoranur Govt Press MDG	HSG -II
252	Kerala	Kollengode	HSG-I
253	Kerala	Nemmara	HSG-I
254	Kerala	Vadakkancheri	HSG-I
255	MP	Sheopur MDG	HSG-I
256	MP	Datia MDG	HSG-I
257	MP	Harda MDG	HSG-I
258	MP	Itarsi MDG	HSG-I
259	MP	H E Hospital MDG	HSG-II
260	MP	R S Nagar MDG	HSG-I
261	MP	Mhow MDG	HSG-I
262	MP	Badwani MDG	HSG-I
263	MP	Burhanpur MDG	HSG-I
264	MP	Jaora MDG	HSG-II
265	MP	Alirajpur MDG	HSG-II
266	MP	Biaora MDG	LSG
267	MP	Waraseoni MDG	HSG-II
268	MP	Jabalpur City MDG	HSG-I
269	MP	Garha MDG	HSG-II
270	MP	Sihora MDG	LSG
271	MP	Dindori MDG	HSG-I
272	MP	Waidhan MDG	LSG
273	MP	Khurai MDG	HSG-II
274	MP	Sagar City MDG	HSG-I
275	MP	Panna MDG	HSG-I
276	MP	Umaria MDG	HSG-I
277	MP	Anuppur MDG	HSG-II
278	Maharashtra	Dombivali MDG	Status of Post office is HSG-II but the post of SPM is upgraded to HSG-I w.e.f 31.03.2021 on joining of incumbent
279	Maharashtra	Vashi MDG	HSG-I
280	Maharashtra	Devlali MDG	HSG-I
281	Maharashtra	Satana MDG	HSG-II (SPM post identified for HSG-I but not yet upgraded)
282	Maharashtra	Pen MDG	HSG-I
283	Maharashtra		

284	Maharashtra	Washim MDG	HSG - I
285	Maharashtra	Gadchiroli MDG	HSG - I
286	Maharashtra		
287	Maharashtra	Kankavli MDG	HSG II
288	Maharashtra	Kudal MDG	HSG II
289	Maharashtra	Sindhudurgnagari MDG	LSG
290	Maharashtra	Devrukh MDG	HSG II
291	Maharashtra	Rajapur MDG	HSG II
292	Maharashtra	Khed MDG	HSG II
293	Maharashtra	Dapoli MDG	HSG II
294	Maharashtra	Tasgaon MDG	HSG-II
295	Maharashtra	U. Islampur MDG	HSG-II
296	Maharashtra	Jat MDG	HSG-II
297	Maharashtra	Mapusa MDG	HSG I
298	Maharashtra	Bicholim MDG	LSG
299	Maharashtra	Ponda MDG	HSG I
300	Maharashtra	Curchorem MDG	LSG
301	Maharashtra	Vasco MDG	HSG I
302	Maharashtra	Shaniwarpeth	HSG I
303	Maharashtra	Gadhinglaj	HSG II
304	Maharashtra	Jaysingpur	HSG II
305	Maharashtra	Parel MDG	HSG-I
306	Maharashtra	Worli MDG	HSG-I
307	Maharashtra	Vileparle Railway Station SO (VPRS)	HSG-I
308	Maharashtra	Girgaon MDG	HSG-I
309	Maharashtra	Mantralaya MDG	HSG-I
310	Maharashtra	Mulund East	HSG I
311	Maharashtra	Mulund West	HSG I
312	Maharashtra	Bhandup West	HSG I
313	Maharashtra	Rajawadi	HSG I
314	Maharashtra	Ghatkopar West	HSG I
315	Maharashtra	Motilal Nagar	HSG I
316	Maharashtra	Ambajogai	HSG-II
317	Maharashtra	Majalgaon	HSG-II
318	Maharashtra	Parli Vaijinath	HSG-II
319	Maharashtra	Raver	HSG-II
320	Maharashtra	Nandurbar	HSG-I
321	Maharashtra	Navapur	HSG-II
322	Maharashtra	Shirpur	HSG-I
323	Maharashtra	Amalner	HSG-II
324	Maharashtra	Parola	HSG-II
325	Maharashtra	Udgir	HSG- I
326	Maharashtra	Tuljapur	HSG- II
327	Maharashtra	Hingoli	HSG-I
328	Maharashtra	Gangakhed	HSG-II
329	Maharashtra	Pathri	HSG-II
330	Maharashtra	Pimpri P.F.	HSG-I
331	Maharashtra	Parvati	LSG
332	Maharashtra	Phaltan MDG	HSG-I
333	Maharashtra	sangamner	LSG (Post of the SPM is upgraded to HSG-II)
334	North East	Along MDG	HSG-II
335	North East	Bomdila MDG	HSG-II
336	North East	Khonsa MDG	HSG-II
337	North East	Pasighat MDG	HSG-I
338	North East	Tezu MDG	HSG-I
339	North East	Ziro MDG	HSG-II
340	North East	Kailashahar MDG	HSG-I
341	North East	Churachandpur MDG	HSG-I
342	North East	Thoubal MDG	HSG-I
343	North East	Jowai MDG	HSG-II
344	North East	Lunglei MDG	HSG-I
345	North East	Dimapur MDG	HSG-I
346	North East	Mokokchung MDG	HSG-I
347	North East	Mon MDG	HSG-II
348	North East	Tuensang MDG	HSG-I
349	North East	Zunheboto MDG	HSG-II
350	Odisha	Patnagarh MDG	HSG-I
351	Odisha	Sonepur MDG	HSG-I
352	Odisha	Titilagarh MDG	HSG-I

353	Odisha	Soro MDG	HSG-I
354	Odisha	Ashoknagar MDG	HSG-I
355	Odisha	Bhubaneswar-2 MDG	HSG-I
356	Odisha	Sahidnagar MDG	HSG-I
357	Odisha	Utkal University MDG	HSG-I
358	Odisha	Balugaon MDG	HSG-I
359	Odisha	Jatni MDG	HSG-I
360	Odisha	Arunodaya Market MDG	HSG-I
361	Odisha	College Square MDG	HSG-I
362	Odisha	Salipur MDG	HSG-I
363	Odisha	Banki MDG	HSG-I
364	Odisha	Paradeep MDG	HSG-I
365	Odisha	Nalco Nagar MDG	HSG-I
366	Odisha	Talcher MDG	HSG-I
367	Odisha	Jajpur Road MDG	HSG-I
368	Odisha	Nawapara-Tanwat MDG	HSG-I
369	Odisha	Pattamundai MDG	HSG-I
370	Odisha	Anandapur MDG	HSG-I
371	Odisha	Malkanagiri MDG	HSG-I
372	Odisha	Nabarangapur MDG	HSG-I
373	Odisha	Karanjia MDG	HSG-I
374	Odisha	Boudh Raj MDG	HSG-I
375	Odisha	Nimapara MDG	HSG-I
376	Odisha	Puri Station Road MDG	HSG-I
377	Odisha	Rourkela-2 MDG	HSG-I
378	Odisha	Rourkela-11 MDG	HSG-I
379	Odisha	Burla MDG	HSG-I
380	Odisha	Deogarh MDG	HSG-I
381	Odisha	Rajgangpur MDG	HSG-I
382	Odisha	Brajarajnagar MDG	HSG-I
383	Odisha	Kuchinda MDG	HSG-I
384	Odisha	Barbil MDG	HSG-II
386	Punjab	Sirhind MDG	HSG-I
387	Punjab	Mansa	HSG-I
388	Punjab	Shri Muktsar Sahib	HSG-I
389	Punjab	Pathankot	HSG-I
390	Punjab	Nawashahr	HSG-I
391	Rajasthan	Shastri Nagar	HSG-I
392	Rajasthan	Bijainagar MDG	HSG-I
393	Rajasthan	Mavli MDG	HSG-I
394	Rajasthan	Salumber MDG	HSG-I
395	Rajasthan	Baran MDG	HSG-I
396	Rajasthan	Motidungri Alwar	HSG-I
397	Rajasthan	Bharatpur City MDG	HSG-I
398	Rajasthan	Bari MDG	HSG-II
399	Rajasthan	Bayana MDG	HSG-II
400	Rajasthan	Fatehpur Shekhawati MDG	HSG-I
401	Rajasthan	Neem ka Thana MDG	HSG-I
402	Rajasthan	Karauli MDG	HSG-II
403	Tamilnadu	Adyar SO	HSG I
404	Tamilnadu	Ashok Nagar SO	HSG I
405	Tamilnadu	Anna Nagar SO	HSG-II
406	Tamilnadu	Ambattur Industrial Estate	HSG-II
407	Tamilnadu	Padi	LSG
408	Tamilnadu	Tiruvottiyur	HSG-II
409	Tamilnadu	Chromepet	HSG-II
410	Tamilnadu	Pallavaram	HSG-II
411	Tamilnadu	Ayanavaram	HSG-II
412	Tamilnadu	Kalpakkam	LSG
413	Tamilnadu	Gingee	HSG-II
414	Tamilnadu	Karaikal	HSG-II
415	Tamilnadu	Ariyalur	LSG
416	Tamilnadu	Ettaiyapuram SO	HSG-II
417	Tamilnadu	Vilathikulam SO	HSG-II
418	Tamilnadu	Kalugumalai SO	HSG-II
419	Tamilnadu	Kadayanallur SO	HSG-II
420	Tamilnadu	Sengottai SO	HSG-I
421	Tamilnadu	Theni MDG	HSG I
422	Tamilnadu	Vallioor	HSG-I
423	Tamilnadu	Kayalpatnam	HSG II
424	Tamilnadu	Satankulam	HSG II
425	Tamilnadu	Udangudi Christianagaram	HSG II
426	Tamilnadu	Kotagiri S.O	HSG-I

427	Tamilnadu	Gudalur Nilgiris S.O	HSG-I
428	Tamilnadu	Avanashi SO	HSG-II
429	Tamilnadu	Kangayam SO	HSG-II
430	Telangana	RC Puram HE MDG	HSG-I
431	UP	Khurja MDG	HSG-I
432	UP	Hathras MDG	HSG-I
433	UP	Sirathu	HSG-II
434	UP	Shaktinagar MDG	HSG-II
435	UP	Obra MDG	HSG-II
436	UP	Sambhal MDG	HSG-I
437	UP	G. G. Nath MDG	HSG-I
438	UP	Shamli MDG	HSG-I
439	UP	Baghpat MDG	HSG-I
440	UP	Meerut Kutchery MDG	HSG-I
441	UP	Sandila MDG	HSG-I
442	UP	Chandausi MDG	HSG-I
443	UP	Najibabad MDG	HSG-I
444	UP	Mawana MDG	HSG-I
445	UP	Khalilabad	HSG-II
446	UP	Domariyaganj	HSG-II
447	UP	Bhingra	HSG-I
448	UP	Karwai MDG	HSG-I
449	UP	Mahoba MDG	HSG-II
450	UP	Kannauj MDG	HSG-I
451	UP	Chandauli	HSG-II
452	UP	Gyanpur	HSG-II
453	UP	Bhadohi	HSG-II
454	UP	Mariahu	HSG-I
455	UP	Ghaziabad City	HSG-II
456	Uttarakhand	Bageshwar MDG	HSG-I
457	Uttarakhand	Rudraprayag MDG	HSG-I
458	Uttarakhand	Haridwar MDG	HSG-I
459	Uttarakhand	Rishikesh MDG	HSG-I
460	Uttarakhand	Rudrapur MDG	HSG-I
461	Uttarakhand	Kashipur MDG	HSG-I
462	Uttarakhand	Champawat MDG	HSG-I
463	Uttarakhand	Uttarkashi MDG	HSG-I
464	West Bengal	Andal	HSG-I
465	West Bengal	Burnpur	HSG-I
466	West Bengal	Chittaranjan	HSG-I
467	West Bengal	Durgapur Steel Project(DGP-3)	HSG-I
468	West Bengal	Durgapur Steel Town West(DGP-4)	HSG-II
469	West Bengal	Durgapur Steel Town East(DGP-5)	HSG-I
470	West Bengal	Regional Engg. College(DGP-9)	HSG-II
471	West Bengal	Benachity(DGP-13)	HSG-I
472	West Bengal	Bishnupur	HSG-II
473	West Bengal	Sonamukhi	HSG-II
474	West Bengal	Memari	HSG-I
475	West Bengal	Kalna	HSG-II
476	West Bengal	Belda	HSG-I
477	West Bengal	Egra	HSG-II
478	West Bengal	Uluberia	HSG-II
479	West Bengal	Belurmath	HSG-I
480	West Bengal	Ghatal	HSG-II
481	West Bengal	Garhbeta	HSG-I
482	West Bengal	Kharappur Technology	HSG-I
483	West Bengal	Hooghly	HSG-II
484	West Bengal	Magra	HSG-II
485	West Bengal	Pandua	HSG-II
486	West Bengal	Chandannagar	HSG-I
487	West Bengal	Baidyabati	HSG-II
488	West Bengal	Bhadreswar	HSG-II
489	West Bengal	Sheoraphuli	HSG-I
490	West Bengal	Tarakeswar	HSG-I
491	West Bengal	Uttarpara	HSG-I
492	West Bengal	Anara R.S.	HSG-II
493	West Bengal	Adra	HSG-II
494	West Bengal	Kalimpong	HSG-II
495	West Bengal	Kurseong	HSG-II
496	West Bengal	Alipurduar	HSG-II
497	West Bengal	Dumdum	HSG-I
498	West Bengal	Beadon Street	HSG-I
499	West Bengal	Bongaon	HSG-I

Chapter 51 - **STANDARDS FOR CREATION OF POSTS OF POST MASTERS IN GROUP A & GROUP B HEAD POST OFFICES**

Additional Group B in Group A post offices, additional HSG posts in Group A and Group B post office and also for conversion of post offices to Group B and Group A.

A. CONVERSION TO GROUP 'A' HOs

1. A Gazetted HO (Group B) will be eligible for conversion to a Gazetted HO (Group A) when the number of points earned as per Annexure-I, i.e. parameters for Deputy PMs and APMs, added together come to 11000. The post of Gazetted Postmaster Group A will be a positional one. This post will be created in addition to the existing Group B post which will be converted into Deputy Postmaster.
2. The number of Deputy Postmaster (Gaz). Group B and APMs (HSG) will be determined on the number of points earned for Deputy Postmaster and APM separately as per Annexure-I. A post of Deputy Postmaster (Gaz) will be sanctioned against 2200 points.
3. The number of APMs (HSG) will be sanctioned at the rate of one APM for 2200 points of workload calculated according to the norms given at B of Annexure- I. The first post of APM will be in HSG I and others in HSG II.

B. CONVERSION TO GROUP B HOs

1. A HO (Non-Gazetted) will qualify for conversion to Gaz. (Group B) status when it earns 4200 points or above on the basis of parameters for Postmasters and Deputy Postmaster in Group B added together as given in Annexure II.
2. The Postmaster will be adjusted against the workload of 2200 points. The Postmaster would be delegating his delegable functions to the Deputy PM and hence the points in excess of 2200 of the PM Group B would be added to the points of Deputy PM and the number of posts of Deputy PM calculated thereafter. The number of Deputy Postmaster will be rounded off at 0.5 or above.
3. It is made clear that the first post of Deputy PM in Group B (Gaz) PO will be in HSG I and the subsequent posts in HSG II. On conversion of a HSG I PO to Group B the existing HSG I post of Postmaster will be continued and re-designated as Deputy Postmaster against the first justified post of Deputy Postmaster and in actual practice only a new post in Postmaster Group B will be created.

(DG Posts Lr. No 31-27/78-PE.I dated 9.5.1980)

Note : While calculating the workload , the leave reserve posts should not be taken into account. (DG P & T No. 32-5/80-PE.I (Pt. II) dated 31.10.1980.)

A. Norms for Postmasters in Group B POs

1	Administration Technical, Pension Treasury and Philatelic Bureau	Per T/S clerk including non-supervisory LSG, PRI but excluding SBCO clerks	17 points
2	SBCO	Per clerk in SBCO	3 points
3	Philatelic Bureau	-	Nil (included in item 1)
4	Miscellaneous	Fixed as percentage to items 1 to 3	30%
5	Supervision over Delivery	Fixed	230 points

B. Norms for Dy postmasters (HSG) in Group B Post Offices

1	Administration, Technical, Treasury including cash verification, Pension and Philatelic Bureau	Per T/S clerk including non-supervisory LSG, PRI but excluding SBCO clerk	33 points
2	SBCO	Per clerk	2 points
3	Philatelic Bureau	-	Nil (Included in item 1)
4	Miscellaneous	Fixed percentage of items 1 to 3	20%
5	Supervision over delivery	Fixed	430 points
6	Public Relations Grievances Cell	Fixed	300 points

Chapter 52 - STANDARDS FOR CONVERSION OF LSG SUB POST OFFICE INTO HEAD POST OFFICE AND BIFURCATION OF HEAD POST OFFICE

1. Each district should have a head post office provided a minimum of 20 sub post offices can be attached to it. In the case of backward areas or places where there will be a definite improvement in financing sub post offices/branch post offices, a lower standard may be adopted, subject to the approval of the Directorate.
2. If there is no HO in a district , opening of HO can be considered, if at least 20 SOs in the same district can be attached with advantage, to the proposed HO irrespective of the fact whether parent HO has 60 SOs or not. It has, however, to be ensured that such up gradation does not bring the number of SOs in account with residuary HO below 20.
3. An existing HO should be bifurcated, if the number of sub offices attached to it exceeds 60. It should however, be ensured that as a result of the change neither the new nor old HO has less than 20 sub offices attached to it.

Note : Sub-Offices include Departmental Sub – Offices justified purely on the workload basis.

(DG P & T No 33-15/71-P & I dtd 22-12-1979 and PRB dt 12-8-1983)