



F. No. X-03/04/2026-SPN-II
 Government of India
 Ministry of Communications
 Department of Posts
 (Personnel Division)



Dak Bhawan, New Sansad Marg,
 New Delhi – 110001
 Dated: 1st July, 2026

To

All Heads of Circles,

Subject: Consolidated guidelines regarding HSG-I (Non-Functional Grade) - regarding.

Sir/Madam,

I am directed to refer to this Directorate's letter No. 25-04/2012-PE-I dated 27.05.2016 vide which Cadre restructuring of Group-C employees of Postal Operative side was implemented with the approval of the Department of Expenditure, Ministry of Finance. As part of the restructuring, a new grade HSG-I (Non-Functional Grade) with the grade Pay of Rs. 4800/- was introduced. Subsequently, instructions regarding the HSG-I (NFG) have been issued from time to time by Directorate.

2. However, due to lack of uniform guidelines regarding HSG-I (NFG), this Directorate is receiving various references from the Circles seeking further clarifications on the matter.

3. Therefore, the existing instructions regarding HSG-I (NFG) have been reviewed in light of the current administrative and operational structure. Accordingly, the revised consolidated guidelines are enclosed herewith as **Annexure-A** for information and further necessary action.

4. This issues with the approval of Competent Authority.

Yours sincerely,
 Digitally signed by
 Vinod Kumar
 Date: 01-07-2026
 17:26:24 (Vinod Kumar)
 Assistant Director General (SPN)

Encl: As above.

ee
 6.7.26.

Guidelines for grant of Higher Selection Grade – I (Non-Functional Grade)1. **Introduction:**

Cadre restructuring of Group-C employees of Postal Operative Side was implemented with the approval of the Department of Expenditure, Ministry of Finance, vide the Directorate letter dated 27.05.2016. As part of the restructuring, a new grade HSG-I (Non-Functional Grade) with the Grade Pay of Rs. 4800/- [Now in Level-8 of the 7th CPC Pay Structure] was introduced, only for those who are senior most and completed not less than a minimum service of 2 years in HSG-I subject to the number of posts specified for the Circle in HSG-I (NFG), after following the usual procedure of Non-functional Upgradation (s).

2. Subsequently, detailed instructions/clarifications regarding implementation of the restructuring were issued vide the Directorate letters dated 11.11.2016, 10.11.2017, 16.03.2018, 05.12.2018, 03.02.2022 and 10.02.2023.

3. No further explicit provisions, however, exist for HSG-I (NFG) grade and in the absence of separate instructions/provisions for HSG-I (NFG), various references regarding the HSG-I (NFG) are receiving from the Circles. Therefore, it has been decided that the matter shall be dealt as per the following instructions on similar lines of usual procedure of Non-Functional Upgradation issued by the DoPT:

- I. Those HSG-I officials who are senior most and completed not less than a minimum service of 2 years in HSG-I will be granted upgradation to HSG-I (NFG) with effect from the date of availability of a vacancy in HSG-I(NFG) grade in the Circle within the prescribed HSG-I (NFG) ceiling of the Circle, subject to fulfilment of the prescribed eligibility conditions after following the usual procedure of Non-Functional Upgradation (s).
- II. HSG-I (NFG) is a Non-Functional Upgradation to a higher Grade Pay [Now Pay Level] without change in duties and responsibilities, and is granted in-situ to eligible officials without requirement of identification of separate posts, subject to the prescribed ceiling of the Circle.
- III. The Non -Functional Upgradation will not confer any right for promotion to next-higher level. The Upgradation granted will be purely Non-Functional, personal to the official and it would not bestow any right to the official to claim promotion or deputation benefits based on Non-Functional Upgradation in such a manner.

- IV. All the prescribed eligibility criteria and promotional norms including 'benchmark' for Upgradation to the Grade Pay of Rs. 4800/- [Now Pay Level-8 of the 7th CPC] would have to be met at the time of screening for grant of Non-Functional Upgradation. The APAR gradings of at least 4 years, out of 5 years [to be screened as per guidelines on promotion/Non-Functional Upgradation] must be at least 'Good' [i.e., numerical gradings must be between 4 to 6].
- V. Retired officials who are otherwise eligible as on due date shall also be considered for the benefit of Upgradation.
- VI. A Screening Committee would be formed for implementation of grant of Non-Functional Upgradation. There would be three members in the Committee so formed with following composition and they would at-least be one level above the grade for which upgradation is being considered:
- i. Director of Postal Services (HQ) of concerned Circle – Chairman
 - ii. APMG (Staff)/AD (Staff) of concerned Circle – Member
 - iii. Assistant Postmaster General or any equivalent level Officer of concerned Circle – Member
- VII. If post of Chairman/any Member of the Committee is vacant, the officer holding/looking after the additional charge of the said post may be the Chairman/Member of the Committee as the case may be. Further, such Screening Committee may be held before one month of the vacancy arising in HSG-I (NFG) grade to avoid financial loss to the eligible official from the date of vacancy.
- VIII. In the events of suspension, pending disciplinary proceedings, criminal proceedings, penalty etc, instructions presently applicable in the matter for Non-Functional Upgradation/Promotion, shall also apply in granting NFG.
- IX. Officials on deputation / study leave or any other duly sanctioned leave, would also be considered and granted higher Grade Pay [Now Pay Level] on non-functional basis according to the prescribed procedure.
- X. Any further issues arising may be forwarded to the Directorate for further examination/clarification
- XI. These instructions will be effective from the date of issue of the orders.
