

**No. 4-7/2009-Vig.**  
Government of India  
Ministry of Communications  
Department of Posts  
Vigilance Division  
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Dak Bhawan, Sansad Marg  
New Delhi - 110001  
Dated: 02.04.2025

To

All Chief Post Masters General,  
Director, RAKNPA, Ghaziabad,  
All Directors, Postal Training Centres

**Subject: Consolidated instructions regarding identification of sensitive and non-sensitive posts in Department of Posts – regarding.**

Sir/Madam,

Attention is invited to Central Vigilance Commission (CVC) guidelines issued vide Circular No. 22/10/22 dated 22.10.2022 whereby the Commission has laid emphasis on importance of identification of sensitive posts and rotational transfer of officials holding sensitive posts as one of the tools for effective implementation of Preventive Vigilance Mechanism.

2. In view of the aforesaid CVC guidelines, it was decided to review the existing identification of sensitive/ non-sensitive posts in the Department of Posts and comments/ observations were called for from the various stakeholders viz. Postal Circles, Sections of the Postal Directorate, RAKNPA and other offices.

3. After considering the inputs/ suggestions so received in the light of changed working environment as well as CVC guidelines, all the existing orders regarding identification of sensitive and non-sensitive posts have been revisited and with the approval of Sr. DDG(Vig) & CVO and Secretary (Posts), the details of the posts re-identified as sensitive/ non-sensitive have been consolidated as under –

**3.1 Postal Directorate**

	Sensitive		Non-Sensitive
A	B	C	D
1.	a. All Group A posts (SAG Level & above) except as mentioned at 1(a) of column (D).	1.	a. DDG (PG), DDG (PO), DDG (Estt.), DDG (SR & Legal), DDG (Training & CP).



	b. All posts in DE Section, VP Section [except MTS], Vigilance Division*, PMU Division, Admin Section [except MTS], C&A Section, GA Section, Personnel Division [SPN Section and SPG Section].		b. All Group A, B & C posts below SAG Level except as mentioned at 1(b) of Column (B).
2.	Engineering Wing: all posts except as mentioned in Column (D)	2.	AEE (Planning & Design), EE (Planning & Design), SE (Planning & Design), SE (HQ), SE (Planning & Administration), Deputy Architect, Architect, Senior Architect, JE (Planning & Design), AE(Planning & Design), Assistant Architect, Architectural Assistant Grade I & II, Office Superintendent, Assistant, Works Clerk Grade I/II posted in O/o SE(Civil), O/o SE(E), O/o Senior Architect/ Architect/ CE(C) and Sub Divisional Offices, Steno, MTS, Driver.
3.	Finance Wing: all SAG level & above posts	3.	All posts below SAG Level

\*Note: All posts in Vigilance Division shall continue to be identified as sensitive as per Central Vigilance Commission Circular No. 07/02/22 dated 03.02.2022.

### 3.2 BD & M Directorate/ PLI Directorate/ Parcel Directorate

	Sensitive		Non-Sensitive
A	B	C	D
1.	CGM, BD Directorate CGM, PLI Directorate CGM, Parcel Directorate	1.	All posts except the posts mentioned in Column (B).

### 3.3 Rafi Ahmed Kidwai National Postal Academy Ghaziabad/Postal Training Centres/Circle Offices/Regional Offices/Divisional Offices/Sub Divisions/MMS:

	Sensitive		Non-Sensitive
A	B	C	D
1.	All Group A posts (JAG Level & above) i.e. All CPMsG, PMsG, DPS and Joint Director-I, RAKNPA except as mentioned in column (D).	1.	PMG (BD), PMG (MM), PMG (Mails) and DPS (BD), DPS (MM), DPS (Mails), Joint Director-II, RAKNPA.

2.	All JTS/STS/PS Group B officers handling the Division independently, Chief Postmaster in GPO, Sr. Postmasters and all other JTS/ STS/ PS Group B posts, all posts in PSD except as mentioned in column (D).	2.	All Posts not handling procurement, recruitment, vigilance, transfer & postings e.g. APMG/AD/DDM/ADM Mails, BD, PG, PO, Estt., PLI, Legal, Staff Relations, Welfare, Planning, Training, Quality Service, Deputy SPOs, Supdt. Sorting, Manager SPC etc, Group Officers in CO/RO working in subordinate capacity, MTS in PSD.
3.	All Group B (Gazetted/Non-Gazetted) and officers/officials dealing with Vigilance, Transfer & Posting, Recruitment, Building and procurement etc., Sub Divisional Heads (ASP/IP) in RMS/Postal Divisions, Mail Overseer	3.	All Officers/ Officials subordinate to Posts, as identified in Column No of (D) of 2 above and not handling the sensitive assignments independently as enumerated in Column No of (D) of 2 above, all officers/officials working in subordinate capacity in RO/CO.
4.	General Manager/ Director (Finance/ Accounts) and all posts of Regional IFA	4.	All posts except as mentioned in Column (B).
5.	All posts in MMS Units	5.	Nil

#### 3.4 Post Offices/Business Post Centres/Foreign Post Office/AMPCs/HRO/SRO/E-commerce Centres

	Sensitive		Non-Sensitive
A	B	C	D
1.	All Group B and C Posts (including Postmaster Grade) in Single & Double handed Post offices, Business Post Centres, Ecommerce Centres, BNPL Centres and Savings Bank Counter and Manager BNPL/BPC/NSH	1.	Nil
2.	All Group B and C Posts in other Post offices, handling Treasury, Cheque Clearance, Billing, Counter Operations, Claim cases including PA/SA working as System Managers Marketing Executive and the staff working in CPC (of PLI and CBS), Supervisor SBCO, Head Record Officer (HRO), Sub Record Officer (SRO) in RMS Divisions.	2.	Account Branch, Mails, SBCO, SBSO, Sub Account, PG/CCC, Counters other than mentioned in column B of 1 above. For example, HSA, Supervisors (RMS), Sorting Assistants (who are not in counter operations/BPC/BNPL Centres or working as Systems Managers/ Marketing Executive).

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4. Further, the followings posts in operational/administrative offices shall continue to be considered as Most-Sensitive postings and no relaxation whatsoever over and above the prescribed tenure, is to be allowed while posting officers/officials on these posts -

- i. All Posts of SPM/PA in Single and Double Handed Post offices.
- ii. All supervisory Posts/PA/SA/Marketing Executives working in Business Post Centres/BNPL Centres, E-commerce Centres or other bulk mail/business centres.
- iii. All officials working as System Managers and Marketing Executives in any office including those working in CO/RO/DO/HO etc.
- iv. All supervisory officers/PAs/SAs working in CPCs, CBS and PLI including those working in SDC/CEPT.
- v. All supervisory officers/PAs/SAs working in branches like Treasury/ Billing/ Cashier/ Stock/ Staff/ Recruitment etc.
- vi. All staff/Section dealing with COD letters/COD parcels.

4.1 Deputation period/ local arrangement of the officers/ officials on the above posts would also be counted towards their prescribed tenure for the posts mentioned in para 4 above.

5. In view of the CVC instructions, periodic rotation of the officers/ officials posted on sensitive posts is to be ensured every three years to avoid developing vested interests.

6. Posting of close relatives in the same office or in all offices where they are in a capacity to supervise/ influence other's work should be avoided.

7. In case of difficulties in posting of 'Officers with Doubtful Integrity (ODI)' on non-sensitive posts, as required under the rules, the HOC/ HOR may at its own discretion revise the work distribution suitable or post officials on equivalent posts of the cadre with a view to ensure that work of sensitive nature such as Procurement, Recruitment, Transfer/ Postings, Vigilance etc. is not entrusted to such officer (ODI).

8. These instructions may kindly be brought to the notice of all concerned for strict compliance.

9. Any discrepancies observed may be brought to the notice of this Office and the receipt of this order may be got acknowledged by all concerned.

  
(Abhishek Kumar Singh)  
Director (Vigilance)

No. 4-7/2009-Vig.

Dated: 02.04.2025

Copy to -

1. Sr. PPS to Secretary (Posts)
2. PPS to DGPS
3. PPS/PS to All Members Postal Services Board
4. AS&FA/ Sr. DDG(PAF)
5. CGM, PLI Dte/ CGM, BD Dte/ CGM, Parcel Dte
6. CE (Civil Wing)/ CE (Electrical Wing), Directorate
7. All DDsG/ Secretary, PSB/ All PMsG
8. GM, CEPT, Mysore with a request to upload the order on India Post website
9. Director (Admin) with a request to upload the order on the e-office notice board
10. SO Guard file

  
02/04/2025  
(Abhishek Kumar Singh)  
Director (Vigilance)