

File No.10-01/2020-Inspn (Pt.)
Government of India
Ministry of Communications
Department of Posts
(Inspection Division)

Dak Bhawan, Sansad Marg,
New Delhi, dated: 15.12.2020

Subject: Inspections of Administrative and Operative Offices.

The prescribed percentage for inspections of Administrative and Operative Offices within the earmarked quarters in the inspection years 2020 and 2021 was changed as a one-time measure by the competent authority vide Directorate letter no. 10-01/2020-Inspn dated 26.05.2020 in view of prevailing unprecedented situation that arose due to outbreak of COVID-19 across the country. Consequent upon this, 10% of the total inspections of 2020 already scheduled during the 4th Quarter was permitted to be carried forward to the 1st Quarter of 2021.

2. Now, it is further decided that the said 10% of the total inspections of 2020 (4th quarter of 2020) which were carried forward to the 1st Quarter of 2021, are not required to be inspected again in 2021. Therefore, the revised percentage of inspections (Quarter-wise) for the inspection year 2021 as a one-time measure is fixed as below:

Quarter (a)	Months (b)	%age of inspections originally scheduled in 2020 as per standard procedure (c)	%age of revised inspections scheduled in 2020 due to COVID-19 pandemic in 2020 (d)	%age of revised inspections scheduled in 2021 (e)
I	January - March	15	15 (No change)	25 {10 C/F of Quarter 4 of 2020 + 15 of 2021}
II	April - June	35	10	35
III	July - September	30	35	30
IV	October - December	20	30	10
	Total	100	90	100

3. Therefore, the annual inspection programme for the year 2021 may be prepared as per column (e) of the above table.

4. This issues with the approval of the competent authority.

D. Anant
15/12/2020
AD (Inspection)

Copy to:-

1. CGM (BD) Directorate/ CGM Parcel Directorate/ CGM (PLI) Directorate

2. Sr. DDG (Vig.) & CVO/ Sr. DDG (PAF)
3. All Chief Postmasters General
4. Director RAKNPA and all Directors PTCs
5. All DDsG
6. GM, CEPT Mysuru for uploading this OM at Indiapost site.
7. Sr. PPS to Secretary (Posts)/ DG (Postal Services)
8. PS to all Members PSB/ PS to Additional DG (Coord.) and PS to AS & FA.