

F.No. 16-01/2018-Inspn.(Pt.)
Government of India
Ministry of Communications
Department of Posts
(Inspection Division)

Dak Bhawan, Sansad Marg,
New Delhi, dated: 01.01.2021

Office Memorandum

Subject: Annual Inspection Programme (AIP) of Members, Postal Services Board & Additional DG (Coord.) for the Inspection year 2021

Consequent upon the decision of the Postal Services Board with regard to carrying out the annual inspection of 24 units (i.e. 23 Circles & RAKNPA) by on-site inspection and off-site review, in the backdrop of COVID-19 pandemic by Members PSB & Additional DG (Coord.), following AIP is issued with the approval of the competent authority:

a). 7 Circles will be inspected on-site in 2021 (Table A) as shown below:-

Assam, Karnataka, Kerala, North East, Punjab, Maharashtra and Madhya Pradesh Circles

b). Remaining 17 units (16 Circles & RAKNPA) will be reviewed off-site

(Table B). However, it will be the discretion of the inspecting authority to carry out physical inspection instead of review of the earmarked units, keeping the current pandemic situation at that time in view.

2. For the purpose of review, the Heads of the Circles may send their Inspection Report (in the months shown in Table B) after completion of their internal CO administrative inspection for 2021 along with the compliance to the last Inspection/ Review Report issued by Member PSB/ Addl DG (Coord.) to the concerned Inspecting Authority (Table B). The Review Report may accordingly be issued by the concerned Inspecting Authority.

3. Further, with respect to the Annual Inspection Programme of Members, PSB & Additional DG (Coord.) for the year 2021, I am directed to convey the following:-

- i. Inspection of unit may be completed in three working days.
- ii. The inspection team (both on-site & off-site mode) will comprise of two members, viz. one ADG/ AD and one ASP/ IP from the Directorate.
- iii. The Inspection Report/ Review Report may be issued within 30 days from the date of inspection/ receipt of internal CO administrative Inspection

Report by the Inspecting Authority.

iv. Final compliance from the Circle will be submitted within one month from the date of receipt of Inspection Report, for which the concerned Member will follow up with the Circle and ensure compliance in a time bound manner. The secretarial assistance for the purpose will be provided by the Inspection Division.

4. Keeping the above in view, the following Annual Inspection Programme has been approved for 2021 in respect of units to be inspected both on-site and off-site by the Members, Postal Services Board & Additional DG (Coord.):-

Table A (Physical Inspection):-

S. No.	Inspection Unit	Allotted to	Month in which inspection to be carried out	TEAM MEMBERS			
				The Inspecting Officer may select two out of four members for inspection			
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
1	Karnataka	Member (Plg & HRD)	April	ADG (PO)	AD (Trg.)	ASP (Trg.)	IP (PO)
2	Kerala	Member (Tech.)	September	ADG (Tech.)	AD (PMU-I)	ASP (PMU)	IP (PMU)
3	North East	Member (Banking & DBT)	April	ADG (FS-II)	AD (SB-II)	ASP (FS)	IP (PBI)
4	Punjab	Additional DG (Coord.)	September	ADG (Inv.)	AD (Phil.)	ASP (Estates)	IP (PG)
5	Maharashtra	Member (PLI)	July	DGM (BD&M)	AD (VP)	ASP (PLI Dte.)	IP (PMU)
6	Madhya Pradesh	Member (Operations)	October	ADG (MO)	AD (VP)	ASP (MB)	IP (BD)
7	Assam	Member (P)	January	ADG (DE)	AD (SPG-I)	ASP (SPN-II)	IP (Vig.)

TABLE B (Inspection by review at Directorate itself):

S. No.	Inspection Unit	Allotted to	Month in which inspection to be carried out	TEAM MEMBERS			
				The Inspecting Officer may select two out of four members for inspection			
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
1	Haryana	Member (Plg. & HRD)	June	ADG (Trg.)	AD (CCS)	ASP (WS & MR)	IP (Trg.)
2	Chhattisgarh		July	ADG (RB)	AD (PCC)	ASP (Vig.)	IP (PO)
3	Tamil Nadu		September	ADG (Trg.)	AD (SPG-II)	ASP (Trg.)	IP (Trg.)
4	Odisha	Member (Tech.)	May	ADG (Tech.)	AD (PMU-I)	ASP (PMU)	IP (PMU)
5	Uttarakhand		June	DD (PMU)	AD (Tech.)	ASP (PCC)	IP (Tech.)
6	Gujarat		October	DD (PMU)	AD (PMU-II)	ASP (DA)	IP (Tech.)
7	Jammu & Kashmir	Member (Banking & DBT)	May	ADG (RB)	AD (FS)	ASP (FS)	IP (PBI)
8	West Bengal		June	ADG (DBT/DARPAN)	AD (PMLA)	ASP (RB)	IP (FS)
9	Rajasthan	Additional DG (Coord.)	July	ADH (Phil.)	AD (CCS)	ASP (Phil.)	IP (PO)
10	Bihar		October	ADG (IM-I)	AD (Phil.)	ASP (PG)	IP (Inspn)
11	Uttar Pradesh	Member (PLI)	March	ADG (PBI)	AD (PCC)	ASP (PE-II)	IP (PG)

12	Delhi		September	ADG (IM-II)	D.O. (PMLA)	ASP (Vig.)	IP (Inv.)
13	Andhra Pradesh		October	ADG (PBI)	AD (CCS)	ASP (PCC)	IP (MB)
14	RAKNPA	Member (Operations)	April	ADG (Mktg.)	AD (Trg.)	ASP (MB)	IP (MB)
15	Telangana		May	DGM (BD&M)	AD (VP)	ASP (BD)	IP (Mktg.)
16	Himachal Pradesh	Member (P)	June	ADG (GDS/PCC)	AD (SPG-II)	ASP (Vig.)	IP (Vig.)
17	Jharkhand		August	ADG (GDS/PCC)	AD (SPG-I)	ASP (SPN-II)	IP (Vig.)

5. The inspection schedule indicated in Table A & B above shall be reviewed in March 2021, keeping in view the prevailing COVID-19 pandemic at that time.

6. I am also directed to intimate that further orders for the team members before initiating the on-site inspection may be issued by the office of Members PSB/ Addl. DG (Coord.) on the strength of this OM.

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

D. Prasad
01/01/2021
AD (Inspection)

Copy to:-

1. Sr. PPS to Secretary (Posts)/ PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Coord.)/ All Members Postal Services Board
3. Additional Secretary & Financial Advisor
4. All Chief Postmasters General - The Circles will send the Inspection Notes/ Internal Inspection Report on the email ID of the concerned Member PSB/ Addl. DG (Coord.) in the month of the scheduled inspection/ review by coordinating with their offices.
5. Chief General Manager Parcel/ BD / PLI Directorate
6. Director, RAKNPA
7. Addl. Director General at Army Postal Service, New Delhi
8. Sr. Deputy Director General (Vigilance) & CVO
9. Secretary, Postal Services Board
10. All Deputy Directors General
11. CGM, CEPT for uploading this OM on India Post web site

D. Prasad
01/01/2021
AD (Inspection)