

No. Y-28/8/2024-PE-II(Pt)
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi- 110001

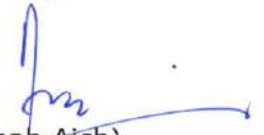
Dated: 21st February, 2025

CORRIGENDUM

Subject: Delegation of Administrative Powers to the CPMsG/ PMsG/Directors/Heads of Divisions/Heads of Sub-Divisions/ Director Rafi Ahmed Kidwai National Postal Academy (RAKNPA) and Directors of Postal Training Centres (PTCs)

In continuation of OM of even no. dated 17th February, 2025 on the above subject, with the approval of the competent authority, the undersigned is directed to convey that the administrative power delegated to Directors, Postal Training Centres at **Sl. no. 8 under Operational Management stands withdrawn.**

2. The other administrative powers delegated to different authorities will remain the same. Accordingly, a revised '**Annexure B**' in respect of administrative powers delegated to Director, Rafi Ahmed Kidwai National Postal Academy and Directors, PTCs is attached herewith.


(Arnab Aich)
Director (Estt.)

Copy to:

1. Sr. PPS to Secretary(Posts)/ DG (Postal Services)
2. PPS/PS to all Members of Postal Services Board
3. AS&FA/ Sr. DDG(Vigilance)/ Sr. DDG (PAF)
4. CGM PLI Directorate/ CGM BD Directorate/ CGM Parcel Directorate/
Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA)
5. All Chief Postmasters General
6. All DDsG/ GMs in Postal Directorate/PLI Directorate/ BD Directorate/
Parcel Directorate/ Secretary(PSB)
7. All Postmasters General, All GMs (Finance)
8. Additional Director General, Army Postal Service, R.K. Puram
9. All Directors/ ADsG in Postal Directorate.
10. All Directors, Postal Training Centres (PTCs)

11. Director of Accounts (Postal), Civil Lines, New Delhi.
12. All Director of Accounts (Postal)
13. GM, CEPT- with a request to upload the OM on India Post website.
14. All Sections of Postal Directorate.
15. All recognized Unions/ Federations/ Associations
16. SO Guard file


21.2.2025

(Sapna)
ADG (Establishment)

ANNEXURE- B
[OM No. Y-28/8/2024-PE-II(Pt)]

ADMINISTRATIVE POWERS OF DIRECTOR, RAFI AHMED KIDWAI
NATIONAL POSTAL ACADEMY (RAKNPA)

Sl No	Nature of Powers	Existing Powers	Revised Powers
OPERATIONAL MANAGEMENT			
1	Participation in seminars/ courses organised by other than Government Departments within India	Not Available	Full Powers
TRAINING MATTERS			
2	Finalization of Annual Training Calendar	Not Available	Full Powers
3	Finalization of MOU –with other training institutes within India	Not Available	Full Powers
PERSONNEL MATTERS			
4	Powers to re-employ pensioners in Non-Gazetted appointments	May sanction re-employment of pensioners in non-Gazetted appointments under Article 520(iii), Civil Service Regulations subject to the conditions in Article 521 ibid Rule 5 of P&T Manual Vol.IV)	Full Powers in accordance with the Instructions of the Government/Postal Directorate issued from time to time.
5	Appointments, Penalties and Appeals	-	Powers as per the Schedule of Appointment, Disciplinary and Appellate Authorities.
6	Powers to grant leave in respect of the officers/probationers	May grant leave except disability leave, Study Leave,	No Change

	(including EOL) for whom he/she is Reporting Authority	EOL probationers to	
7	Powers to make officiating arrangement in Selection Grades, Inspector Posts, Assistant Superintendent Posts and Group B.	May make officiating arrangements for the first four months in vacancies of any nature.	Full Powers in accordance with the instructions of the Government/ Postal Directorate issued from time to time.
MISCELLANEOUS			
8	Approval of Schedule of accommodation for official and residential buildings for both, hiring of rented accommodation and construction of own building.	Not Available	Powers in accordance with the limit prescribed in the Delegation of Financial Powers issued by the Postal Directorate (Integrated Finance Wing)

ADMINISTRATIVE POWERS OF DIRECTORS, POSTAL TRAINING CENTRES

The primary objective of defining the administrative powers of a Director of a Postal Training Centre (PTC) is to derive from their role as the Head of the Training Institution who is responsible for training and capacity building within the Department of Posts. Granting more autonomy to Postal Training Centres (PTCs) can significantly enhance their operational efficiency and effectiveness. With administrative and financial independence, PTCs can design and implement tailored training programs. In view of this, the following schedule of Administrative Powers of Director, Postal Training Centre is prepared.

SL No.	Nature of Powers	Existing Powers	Revised Powers
Training Matters			
1	Powers to grant EL/CL/Commutated leave on medical ground to the Trainees	Two days for PA/SA Induction. Altogether absence should not exceed 3 days during whole training.	Four days for training programme of 8 weeks and proportionate in other cases.
2	Powers to admit candidate to the training centre after commencement of any training course.	Not Available.	Not more than two days if reasons of late joining are not attributable to administration
3	Powers to discharge the trainee during any in-service training course due to indiscipline.	Not Available	Full Powers after following due process
4	Power to nominate the Faculty for Faculty Development Programme within country for Govt sponsored training programme	Not Available	Full Powers subject to budgetary provisions
5	Inviting Guest Faculty as Subject Matter Expert for specialized areas of training	Full powers	Full Powers as per policy guidelines

6	Engagement of human resource for training support services e.g. housekeeping, Security Services, Transportation Services etc.	Not Available	Full Powers at par with Head of Department
7	Powers to terminate the deputation of Instructor / Sr. Instructor before completion of tenure on ground of inefficiency, misconduct or otherwise.	Not Available	Full Powers
Operational Management			
8	Powers to add question to standard Inspection Questionnaire to meet local requirements in respect of Postal Training Centre		Full Powers
Personnel Matters			
9	Appointments, Penalties and Appeals		Powers as per the Schedule of Appointment, Disciplinary and Appellate Authorities.
10	Power to grant leave in respect of officers for whom she/he is reporting authority		For more than four months, leave for AD(Group B) shall be granted from Directorate. For others, the Controlling Circle of the official will be authorized

Legal Matters			
11	Powers to execute and sign contracts on behalf of the Department.	Powers as defined in Rule 436 of Postal Manual Volume-II	Powers as defined in Rule 436 of Postal Manual Volume-II
12	Power to authorise the institution of Civil Suits on behalf of the department against the defaulting guarantees for recovering deficits against the guarantee.	Powers as defined in Exception (2) to Rule 127 of P&T Manual Volume-II	Powers as defined in Exception (2) to Rule 127 of P&T Manual Volume-II
13	Power to institute or defend Civil Suits in connection with lands and buildings.	Powers as defined in Exception (3) to Rule 127 of P&T Manual Volume-II	Powers as defined in Exception (3) to Rule 127 of P&T Manual Volume-II
14	Powers to authorize the institution of criminal proceedings in non-cognizable cases against officials under his control except those appointed by Director General or higher authority	Full Power	Full Power
15	Powers to employ Government Pleaders on behalf of the Department in criminal cases.	Powers as defined in Rule 146 of the P&T Manual Volume-II	Powers as defined in Rule 146 of the P&T Manual Volume-II

NOTE: Director, Postal Training Centre will also exercise such other Administrative Powers those are not covered hereinabove and the same will be regulated in accordance with the Orders/Instructions of the Postal Directorate issued from time to time.
