

No. 2-24/2009-PACE/KW/2914 to 3065

**Government of India  
Ministry of Communications & I.T.  
Department of Posts (PA Wing)  
Dak Bhawan: New Delhi - 110 001.**

Dated: 19.11.2010.

**Subject: Cadre control of Indian P&T Accounts & Finance Service Group 'B' - regarding.**

**Ref: Department of Telecommunications no. 27-02/2010 SEA II dated 10.03.2010.**

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Consequent upon amalgamation of the IP&T AFS Group 'B' and to smooth line the procedure of work in regard to powers delegated to the DDG (PAF) vide above referred letter, below noted items of work henceforth to be dealt with in PA Wing of Department of Posts:-

- i) DPC for promotion of Sr. Accountants to AAO cadre under 10% quota
- ii) DPC for promotion from AAO to AO cadre
- iii) DPC for promotion from AO to Sr.AO cadre
- iv) Issue of promotion orders in AAO/AO/Sr. AO cadre
- v) Issue of transfer/posting orders of AAO/AO/Sr. AO cadre in DOP & DOT and allocation thereof.
- vi) Maintaining of Gradation lists of AAO/AO/Sr. AO cadre
- vii) Notification of Recruitment Rules of AAO/AO/Sr. AO cadre and further amendments
- viii) Maintenance of APARs of AAO/AO/Sr. AO cadre
- ix) Maintenance of transfer/posting request register of AAO/AO/Sr. AO cadre in DOP & DOT
- x) Considering request transfer cases of AAO/AO/Sr. AO cadre in DOP & DOT [Transfer of officers posted in DOT will be processed only after due recommendation of DDG(FEB)]
- xi) Considering Voluntary retirement cases of AAO/AO/Sr. AO cadre in DOP & DOT
- xii) Issue of retirement/Voluntary retirement notifications in respect of AAO/AO/Sr. AO cadre in DOP/DOT
- xiii) Providing substitute against vacant posts in AAO/AO/Sr. AO cadre in DOP & DOT
- xiv) Manning the vacant posts of AAO/Accounts Officer on deputation if required and repatriation thereof
- xv) Issue of orders/instructions regarding adhoc promotion in AAO/AO/Sr. AO cadre
- xvi) All RTI cases relating to above subjects.
- xvii) All CAT/Court cases related to above subjects.
- xviii) Processing of pension cases of the officers working in DOP HQRs
- xix) Submitting the Appeal cases to Appellate Authority received against the orders of the Disc. Authorities

**For the purpose DOT will send the following to the office of DDG (PAF):**

- i) Circle wise vacancy position in DOT in AAO/AO/Sr.AO cadre latest by 5<sup>th</sup> of each month.
- ii) Transfer/posting requests by the AAO/AO/Sr. AO, if any, received in DOT along with the statement of vacancy position.
- iii) A copy of charge report relating to promotion/transfer etc. of AAO/AO/Sr. AO
- iv) Notices received, if any, from officers in AAO/AO/Sr. AO cadre for voluntary retirement well in time for further processing the case.

**PENSION CASES:**

The DOP HQ/DOT HQ/ concerned PAO/CCA will process the pension cases of the officers working/ retiring under them.

**DISCIPLINARY CASES:**

The concerned Disciplinary Authority of DOP HQ/DOT HQ/ PAO/CCA offices will exercise the powers of Disciplinary authority as per Gazette Notification dated 12.04.2010. They will submit the Appeal if any received against the orders of Disc. Authority to the Appellate Authority through DDG (PAF).

This issues with the approval of the Member (Finance).

*Manish Seal*

(Manish Sinha)

Dy. Director General (PAF)

**Copy to: -**

1. PS to Member (F)
2. PS to Secretary (Posts)
3. PS to Advisor (Finance), Department of Telecommunications HQs
4. PS to all Members in Department of Posts
5. PS to JS&FA/DDG (PAF)
6. PS to DDG (FEB), DOT
7. PAs to all DDsG in Department of Posts/ Secretary (PSB)
8. PAs to All Chief Postmasters General, DoP
9. All GMs (PAF)/ GM (F) BD
10. All Pr. CCA/CCA, DOT
11. PAs to all Directors in Postal HQs
12. All Directors of Accounts (P) in Department of Posts
13. All ADsG in PA Wing, DOP
14. ADG (SEA)/US (SEA), Department of Telecommunications
15. Accounts Officer (PEA)
16. Spare/Office copy

*J. J. J.*  
Asstt. Director General (PA-Admn.)

19.11.2010