

No.Q-14/8/2021-PE-I-DoP
Government of India
Ministry of Communications
Department of Posts
(PE-I Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001

Dated: 26th August, 2021

To,

All Chief Postmasters General / Postmasters General

Subject: Proposals for conversion/upgradation of Sub Post Office into Head Post Office and bifurcation of Head Post Office- Reg.

Sir/Madam,

With reference to the above mentioned subject, this is to state that as per extant instructions, issued vide this office letter no. 33-61/82-PE-I dated 09.11.1982 and reiterated vide letter no. 14-12/99-PE-I dated 11.08.2000, all the proposals, fulfilling the prescribed criteria (copy enclosed), for conversion/upgradation of Sub Post Office into Head Post Office and bifurcation of Head Post Office are required to be referred to the Directorate for approval.

2. However, it has been noticed that the proposals received from the Circles contain insufficient/incomplete information which are crucial for proper examination of the proposal.

3. Therefore, it is requested to ensure that all the proposals for conversion / upgradation of Sub Post Office into Head Post Office and bifurcation of Head Post Office being referred to the Directorate should invariably contain the following:-

- (i) Proposal should fulfill the prescribed criteria (copy enclosed), for conversion/upgradation of Sub Post Office into Head Post Office and bifurcation of Head Post Office.
- (ii) Full justification for conversion of Sub-Post Office/bifurcation of the HO.
- (iii) Name of the Sub-Post Office proposed for conversion/upgradation into head office with the name of the head office it is presently attached with.