

भारतीय डाक विभाग

DEPARTMENT OF POSTS INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम - 695033

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Urgent/ By E-mail

To

The Postmaster General, Central Region, Kochi - 682020
The Postmaster General, Northern Region, Calicut - 673011
All SSPOs/SPOs Southern Region

ST/PO/HSG-II Promotion/2026 dated at Thiruvananthapuram - 695033, the 24.08.2026

Sub: Promotion to the cadre of HSG-II in POs for the year 2027 - Reg.

Kindly refer to the above-mentioned subject. In this connection, Regions/ Divisions are requested to furnish the information required by DPC for assessment of fitness of officials in the format of Annexures enclosed herewith.

Details of officials in LSG cadre, as on 01.01.2027, who have completed 6 years of regular service in LSG cadre may be furnished (Those who retire by 31.12.2026 may be excluded). In addition to this, the details of all SC/ST officials in LSG cadre who satisfy the above two conditions may also be furnished.

Documents required:

1. Annexure I - Service Particulars of officials
2. Annexure II - Information in respect of officials in PwBD category
3. Annexure III - Details of Non-qualifying service after the date of promotion to LSG
4. Annexure IV - Details of penalties imposed on the officials during last ten years
5. No Report Certificate w.r.t. APAR grading.
6. Vigilance Clearance Certificate.
7. Special Report.
8. Service Book and APAR.

The following in this regard may kindly be adhered to:

1. The service particulars have to be prepared in the prescribed format as Annexure I along with special reports of officials by the said Divisional Committee. The service particulars are to be prepared in Annexure I exactly in the order of Sl. No. mentioned in Circle Gradation List. If there is any difference in service particulars mentioned in the Circle Gradation List of LSG cadre officials as on 01.01.2025 with the format prepared by the Divisional Committee, the same may please be furnished in the 'Remarks' column. If any official who is

- otherwise eligible for consideration but found omitted in the Circle Gradation List may also be included with clear remarks against each.
2. It may please be ensured that officials under SC/ST/PH category pertaining to each Division are not omitted even if the category is not mentioned in Circle Gradation List.
 3. The details of PwBD officials may be furnished in Annexure II format and Vigilance clearance report in respect of all officials may please be furnished. The details of Non-qualifying service, after the date of promotion to LSG cadre, in respect of each official may also be furnished in Annexure III format.
 4. The details of punishment awarded to the officials during the period of last ten years, if any, may be furnished in Annexure IV format.
 5. The soft copy of the Annexures may be prepared in MS Excel format and submitted to this office through e – mail as well. It may please be ensured that all dates are filled in (dd-mm-yyyy) format only.
 6. The details of disciplinary/vigilance cases contemplated/pending against the officials under consideration, if any, may also be mentioned in the special report.
 7. APARs for the period mentioned in Annexures may be duly filled up. If APAR is missing for a period/ APAR for a period of more than 3 months has not been written a “NO REPORT” certificate in this regard duly signed by the Divisional Head may be furnished. In such cases, the APAR of the previous year should be furnished.
 8. If Divisional Committee has not recommended the case of any of the officials, the reason for the same may be duly furnished in the Remarks column in Special Report as well as in Annexure I.
 9. The service book and APAR of officials on temporary transfer and deputation to IPPB may be obtained from concerned Divisions/IPPB by the parent Divisions. It is to be ensured that all information furnished is accurate.
 10. The relevant pages of Service books and APARs should be flagged invariably.

All the information as above in respect of your Division/Unit may kindly be furnished by 01.09.2026, positively.

Encl: As above (By E – mail)



(राहुल आर/ Rahul R)

सहायक पोस्टमास्टर जनरल (मानव संसाधन)
Assistant Postmaster General (HR)