

No. Q-25/12/2023-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
(PE-I-Section)

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1320

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Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 05 January, 2024

To

All Heads of Circles,

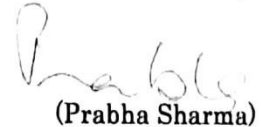
Sub: - Revision of SIU norms for Divisional Office Establishments and Inspectors Establishments in Department of Posts-reg.

Madam/Sir,

I am directed to say that the proposal of revision of SIU norms for Divisional Office Establishment and Inspectors Establishment i.e. norms for creation of new Postal Divisions and Sub Divisions in Department of Posts is under consideration in this Directorate.

2. The current SIU norms (copy enclosed) notified vide this Directorate letter No.28-16/70-PE-I, were formulated after carrying out a detailed work study of various Postal Divisions. In these SIU norms, a co-efficient has been identified for calculation of workload of various postal establishments as well as for calculation of workload of different posts in these offices. This co-efficient needs revision as it was devised in 70s.
3. Further, the traditional work pattern in the Divisional Offices and Inspector Establishments has undergone a drastic change over the last five decades due to computerisation of Post offices and introduction of new services like Passport Seva Kendra, Common Service Center, Aadhaar updation and Railway Ticket Reservation in Post Offices.
4. Circles may kindly furnish their specific views/suggestions w.r.t. revision of the present Establishment norms including the co-efficient mentioned in para 2 above, in view of the fact that postal establishments have evolved immensely since 1970s when the SIU norms were last notified.
5. This has approval of Competent Authority.

Yours faithfully,


(Prabha Sharma)

Assistant Director General (PE-I)
Tel. No.011-23044822

Encl: As above.

**Chapter 41 - DIVISIONAL OFFICE ESTABLISHMENT (S I U
STRANDARD)**

I (a) Divisional Superintendent of Post Offices

A - I

Units	Co - efficient per unit
Gazetted Head Office	0.066
Non - Gazetted HO	0.048
HSG SO/LSG SO	0.007
T/S Sub Office	0.004
ED BO	0.0004
TOTAL	
Add 40 %	

A- II

(Here give the number of offices required to be inspected for a second time)

Non Gazetted HO	0.007
HSG SO	0.011
LSG SO	0.007
T/S Sub - Office	0.007
TOTAL of : (A)	

B. Per Year	0.195
C. Per complaints OA in the Divisional Office as calculated under SIU formula.	0.008
D. Per other Dealing Assistant in the Divisional Office as calculated under SIU formula	0.053
Grand Total :	

Note : When the total is 0.9 or more, a Division is justified. When the total exceeds 1.3 , an Assistant Superintendent is justified.

I (b) Aggregate workload of a Divisional Superintendent and the Assistant Superintendent of post Offices.

A- I

Unit	Co - efficient per unit
Gazetted HO	0.111
Non Gazetted HO	0.077
HSG SO	0.007
LSG SO	0.007
T/S SO	0.004
ED BO	0.0004
Total	
Add 40%	

A-II

(Here give the number of offices required to be inspected for a second time by the Divisional Superintendent /Assistant Superintendent in a year)

Non gazetted HO	0.007
HSG SO	0.011
LSG SO	0.007
T/S SO	0.007
Total of (A)	
B. Per year	0.247
C. Per complaints OA in the Divisional Office as calculated under SIU formula	0.008 (Where there is a Complaints inspector/2 nd office supervisor in Divisional Office)
	Or 0.088 (Where there is no complaints inspector/2 nd OS in Divisional Office)
D. Other Dealing Assistants in Divisional Office as calculated under SIU formula	0.090
Grand Total :	

When the grand total is more than 2.6 , bifurcation of the Division is justified. If the Division cannot be bifurcated due to administrative reasons a Dy. Superintendent of POs can be provided in addition to the Asst Supdt of POs.

I (c) Clerical strength of a Postal Division

Sl. No	UNIT	Co-efficient per unit
1	Hos	0.200
2	SOs	0.050
3	BOs	0.002
4	PAs, LSG/HSG, SDIs (Group C other than postmen)	0.010
5	Postmen	0.005
6	Lower staff (Group D)	0.002
7	ED Staff	0.001
8	Complaints per annum	0.0005
9	Registered newspapers	0.0002
10	Add (i) 20% of A for routine assistance	
	Total A	
	Total B	
	Add 10% of 'B' for leave reserve	
11	Steno typist 1	Total staff justified :

Note : 1. Number of PAs includes Accountant.
2.0.3 and above in the total staff justified to be rounded off to the next integer.

3. Postal Division where :

- There is a Gazetted head office, or
- There are three or more non-gazetted HOs or HSG SOs or
- The clerical strength including the LSG and HSC in the Division exceeds 450, should be in Group A. All others will be in Group B Divisions.

The Establishment review of divisional Office, Postal Stores Depot and RLO shall be carried out after every three every years. (Directorate letter No. 25-03/2003-PE-I dated 4.12.2014)

II (a). Divisional Superintendent, Railway Mail Service

A.	HRO/SROs/ROs/Scs/Sections	0.012
B.	Per year	0.097
C.	Per Complaints OA in the Divisional Office as calculated under SIU formula	0.009
D.	Other Dealing Assistants in the Divisional Office as calculated under the SIU formula	0.070
TOTAL :		

When the total works out to 1.0 or more, a Division is justified. When it goes beyond 1.3, an Assistant Superintendent of RMS is justified.

II (b) Aggregate Workload of a Divisional Superintendent and Assistant Superintendent RMS

Sl No	Unit	Co-efficient per unit	No of units	Total (product of Col.3 & 4)
A	HROs/SROs/ROs Scs /Sections	0.012		
B	Per year	0.163		0.163
C	Per complaints OA in the Divisional Office as worked out under SIU formula			
Total				

When the total works out to 2.45 or more, a Deputy Superintendent, RMS, is justified. When the total goes beyond 2.6, the Division may be bifurcated, if found practicable.

II (c) Clerical strength of RMS Division

Unit	Co-efficient per unit
1. HROs	0.157
2. ROs/SROs	0.100
3. SAs/Mail Agents/LSG/HSG/IRM/ASRM	0.020
4. Lower staff	0.003
5. ED Staff	0.0002
6. Complaints per annum	0.0004
(A) Total	
Add : i) 20% for routine assistance (B)	
ii) 10 of (B) for leave reserve	

Note:

- 1) 0.3 or more in the total staff justified to be rounded of to the next integer.
- 2) The clerical assistance to the Dy. Supdt. of mail offices will be provided from the strength calculated above.
- 3) Number of PA includes Accountant
- 4) A stenographer is to be provided for each Divisional Office apart from the above staff.

All RMS Divisions where:

- a. There is a Deputy Superintendent in the Division or in the Divisional Office; or
- b. The number of Sorting Assistants including the LSG/HSG and time scale OAs exceeds 450 should be in Group A and all other in Group-B

(No 28-16/70-PE.I)

Chapter 42 - ASPOs/ASRM (HQ) IN POSTAL/RMS DIVISIONAL OFFICE

A post of ASPOs/ASRM (Hqrs) is sanctioned for every postal/RMS Divisional Office. When the strength of OAs in Divisional Office exceeds 16 (excluding LRs, Steno and Complaints OA where inspector (C & PG) is there, a second post of Office Supervisor may be sanctioned.

(DG P & T No 28-18/74-PE.I dated 16.06.1974)

Chapter 43 - INSPECTORS ESTABLISHMENT

	Item	Co-efficient
1.	Head office	0.023
2	Sub office	0.012
3.	Sub offices in hilly area	0.013
4.	Branch office	0.005
5.	Branch office in hilly area	0.006
6	Departmental staff	0.001
7.	Extra-Departmental staff	0.0004
8.	Add per Sub-Division	0.41

Number of posts of Sub-Divisional Inspectors is worked out for Division as a whole. Fraction of 0.5 and above to be rounded off to the next integer up to 3 Sub-Divisions and after that for a fraction of 0.75 and above.

Each Sub Division is worked out on the work load of 0.59 comprising items 1 to 5 of the standards and the co efficient of 0.41 is added to each constituted Sub Division as shown below:

No of sub offices	80 X 0.012 = 0.960
No of BQs	34 X 0.005 = 0.170
Departmental staff	300 X 0.001 = 0.300
ED Staff	209 X 0.0004 = 0.0836
Total workload	1.5136 *

$$\text{No. of Sub-Divisions justified : } \frac{1.5136}{0.59} = 2.5654$$

$$\text{Co-efficient @ 0.41 per Sub - Division} = 2.5654 \times 0.41 = 1.05184^*$$

Total work load 1.5136 *
Plus co-efficient 1.0518 *

Total 2.5654 or 3 Sub - Divisions

Departmental staff like Mail/Cash Overseers, Postmen and Group D and ED Agents, directly under the SDIs, should be taken into account for computing Departmental and ED staff.

(DG P&T No. 11-66/72-PE.I dt. 29.7.1977)