

BANGLADESH POST OFFICE

POST OFFICE MANUAL

Volume III

SCHEDULE OF ADMINISTRATIVE POWERS
OF
OFFICERS OF THE BANGLADESH POST OFFICE

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DIRECTOR GENERAL OF BANGLADESH POST OFFICE

NOTICE

This volume of the Post Office Manual contains Schedules showing the administrative powers of the different classes of officers of the Bangladesh Post Office, other than those vested in and exercised by them under (1) the Post Office Act and the Post Office Rules (2) the Telegraph Act and the Telegraph Rules, (3) Rules for the Guidance of Depositors in Post Office Savings Bank, (4) the Cash Certificate Rules and (5) the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.

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SCHEDULE OF ADMINISTRATIVE POWERS OF OFFICERS OF THE BANGLADESH POST OFFICE

SCHEDULE NO. 1.

The statutory rules relating to penalties and appeals are contained in the Government Servant (Discipline and Appeal) Rules, 1976 and the same are reproduced below :—

No. R. III/S-37/76-23. In exercise of the powers conferred by the proviso to Article 133 of the Constitution of the People's Republic of Bangladesh the President is pleased to make the following rules :—

PART I

GENERAL

1. Short title and application.—(1) These rules may be called the Government Servants (Discipline and Appeal) Rules, 1976.

(2) They shall apply to all Government servants, except—

- (a) persons to whom the Railway Establishment Code applies ;
- (b) subordinate officers of the Dacca Metropolitan Police ;
- (c) members of any other police-force below the rank of Inspector of Police ;
- (d) subordinate Jail Officer below the rank of Deputy Jailor and Sergeant Instructor of Bangladesh Jails ;
- (e) subordinate Officers, Riflemen and Signalmen of the Bangladesh Rifles ;
- (f) members of such services and holders of such posts as may be specified by the Government by notification in the Official Gazettee.

2. Definitions.—In these rules, unless there is anything repugnant in the subject or context—

- (a) “authority” means the President, or an officer or authority designated by him to exercise the powers of the authority under these rules, or an officer or authority deemed to be an authority designated, or the appointing authority ;
- (b) “Government servant” means a person in the service of the Republic and includes any such person on foreign service or whose services are temporarily placed at the disposal of a local authority or other authority or of a foreign Government or Agency ;
- (c) “misconduct” means conduct prejudicial to good order or service discipline or unbecoming an officer or gentleman ;
- (d) “penalty” means a penalty which may be imposed under these rules.

PART II

DISCIPLINE

3. Grounds for penalty.—Where a Government servant, in the opinion of the authority—

- (a) is inefficient, or has ceased to be efficient, whether by reason of—
 - (i) infirmity of mind or body, or
 - (ii) having, on two or more consecutive occasions, failed to pass in a departmental examination prescribed for the purpose of maintaining or raising general efficiency, or
 - (iii) having without reasonable cause, failed to appear at any such examination as aforesaid, or otherwise, and is not likely to recover his efficiency ; or
- (b) is guilty of misconduct ; or
- (c) is corrupt, or may reasonably be considered corrupt, because—
 - (i) he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income, or

- (ii) he has assumed a style of living beyond his ostensible means, or
- (iii) he has a persistent reputation of being corrupt ; or
- (d) is engaged, or is reasonably suspected of being engaged, in subversive activities, or who is reasonably suspected of being associated with others engaged in subversive activities, and whose retention in service is, therefore, considered prejudicial to national security ;

the authority may, subject to the provisions of sub-rule (4) of rule 4 impose on him one or more penalties.

4. Penalties.—(1) There shall be two kinds of penalties which may be imposed under these rules, namely, minor penalties and major penalties.

(2) The following are the minor penalties—

- (a) censure ;
- (b) withholding, for a specified period of promotion or of increment otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post ;
- (c) stoppage, for specified period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar,
- (d) recovery from pay of the whole or any part of pecuniary loss caused to Government by negligence or breach of orders.

(3) The following are the major penalties—

- (a) reduction to a lower post or time-scale or to a lower stage in a time-scale ;
- (b) compulsory retirement ;
- (c) removal from service ;
- (d) dismissal from service ;

(4) Removal from service does not, but dismissal from service does, disqualify from future employment.

(5) Penalties may be imposed as follows :—

- (a) for inefficiency as laid down in sub-clause (i) of clause (a) of rule 3, any penalty except censure and dismissal from service ;
- (b) for any other inefficiency, any major penalty except dismissal from service ;

(c) for misconduct, any penalty ;

(d) for corruption or subversion, any major penalty except reduction to a lower post or time-scale or to a lower stage in a time-scale.

(6) No authority subordinate to that by which a Government servant was appointed shall be competent to impose on him any major penalty.

(7) In this rule, removal from service or dismissal from service does not include the discharge of a person—

(a) appointed on probation, during the period of probation in accordance with the probation and training rules applicable to him, or

(b) appointed otherwise than under a contract to hold a temporary appointment, on the expiration of the period of appointment, or

(c) engaged under contract, in accordance with the terms of his contract.

5. Inquiry procedure in cases of subversion.—(1) When a Government servant is to be proceeded against under clause (d) of rule 3, the authority—

(a) may, by order in writing, require the Government servant concerned to proceed on such leave as may be admissible to him and from such date as may be specified in the order ;

(b) shall, by order in writing, inform him of the action proposed to be taken in regard to him and the ground of that action ; and

(c) shall give him a reasonable opportunity of showing cause against that action before an Inquiry Committee to be constituted under sub-rule (2) to inquire into the charge :

Provided that no such opportunity shall be given where the President is satisfied that in the interests of the security of Bangladesh, it is not expedient to give such opportunity.

(2) Where an Inquiry Committee is to be constituted in pursuance of clause (c) of sub-rule (1),—

(a) the President shall constitute it of three Secretaries to Government ;

(b) the Committee shall inquire into the charge and submit its findings to the President ; and

(c) the President shall pass such orders on the findings as he deems fit.

6. Inquiry procedure in case of inefficiency and misconduct calling for minor penalties.—When a Government servant is to be proceeded against under

clause (a) or (b) of rule 3, and the authority or such officer as may be appointed by it in this behalf or, in cases where the President is the authority, the Secretary of the Administrative Ministry to which the Government servant (hereinafter called the accused) belongs, is of the opinion that the allegations, if established, would call for a minor penalty, the authority or the officer or the Secretary of the Administrative Ministry, as the case may be, shall—

- (a) make the allegations against the accused known to him in writing and call upon him to explain his conduct within a period of seven days ; and
- (b) consider the explanation of the accused, if any, submitted within the specified time and, after giving him an opportunity of being heard in person, may award any of the minor penalties :

Provided that the authority or the officer or the Secretary of the Administrative Ministry, as the case may be, may, if it or he thinks fit, appoint an officer senior in rank to the accused to inquire into the allegations and submit his findings within a specified time for its or his consideration before passing the final orders on the case.

7. Inquiry procedure in cases of inefficiency, misconduct and corruption calling for major penalties.—(1) When a Government servant is to be proceeded against under clause (a) or (b) or (c) of rule 3, and the authority is of the opinion that the allegations, if established, would call for a major penalty, the authority shall—

- (a) frame a charge and specify therein the penalty proposed to be imposed, and communicate it to the Government servant (hereinafter called the accused) together with a statement of allegations on which it is based and of any other circumstances which the authority proposes to take into consideration when passing orders on the case ; and
- (b) require the accused to submit within seven days from the day the charge has been communicated to him a written statement of his defence and to show cause at the same time why the penalty proposed to be imposed on him should not be imposed and also state whether he desires to be heard in person.

(2) If the accused so desires, or if the authority so directs, an Inquiry Officer or a Board of Inquiry, to be appointed under rule 10, shall hold an inquiry at which oral evidence shall be heard as to such of the allegations as are not admitted and documentary evidence relevant or material in regard to the charge shall be considered. The accused shall be entitled to cross-examine the witnesses against him to give evidence in person and to have such witnesses called for the defence as he may wish. The person presenting the case in support

of the charge shall be entitled to cross-examine the accused and the witnesses examined in his defence :

Provided that the Inquiry Officer or the Board of Inquiry may, for reasons to be recorded in writing, refuse to call a particular witness or to summon or admit a particular evidence.

(3) The authority may nominate any person to present the case in support of the charge before the Inquiry Officer or the Board of Inquiry.

(4) The proceedings of an inquiry under this rule shall contain sufficient record of the evidence and, where any Inquiry Officer or a Board of Inquiry is appointed, also the report of the findings of such Officer or Board and the grounds therefor.

(5) On receipt of the report of the findings of the Inquiry Officer or the Board of Inquiry, the authority shall consider the report and record its findings on the charge.

(6) If the authority having regard to its findings on the charge is of the opinion that any of the minor penalties or any of the major penalties, other than removal or dismissal from service, should be imposed on the accused, it shall pass appropriate orders on the case. But if the authority is of the opinion that the penalty of removal or dismissal from service should be imposed on the accused, and it is a case in which consultation with the Public Service Commission is necessary, it shall forward the proceedings of the inquiry to the Public Service Commission concerned for advice. If such advice is tendered within twenty days of receipt of the proceedings by the Commission, the authority shall consider it and pass appropriate orders on the case. But if no such advice is tendered within that period, the authority may, on the expiry of that period, pass appropriate orders on the case.

8. Savings —Nothing in rule 6 or 7 shall apply to a case —

- (a) where the accused is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction of a criminal charge ; or
- (b) where the authority competent to dismiss or remove the accused from service or to reduce him in rank is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

9. Power to order medical examination as to mental or bodily infirmity.—

(1) Where it is proposed to proceed against a Government servant on the ground of inefficiency by reason of infirmity of mind or body, the authority may, at any stage of the proceedings, require the Government servant to undergo a medical examination by a Medical Board or a Civil Surgeon, as the

authority may direct, and the report of the Medical Board or the Civil Surgeon shall form the part of the proceedings.

(2) If the Government servant refuses to undergo such examination, his refusal may, subject to the consideration of any ground he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of examination would prove unfavourable to him.

10. Appointment and procedure of Inquiry Officer.—(1) Where a Government servant is proceeded against under clause (a) or (b) or (c) of rule 3, and authority has decided that the case calls for a major penalty, the authority shall appoint an officer, being senior in rank to the person proceeded against, to be Inquiry Officer and to conduct the proceedings and may also prescribe a time limit within which the inquiry should be completed by the Inquiry Officer unless prevented by very special circumstances to be recorded by him in writing.

(2) The Inquiry Officer shall hear the case from day to day, and no adjournment shall be given except for reasons to be recorded in writing. Every adjournment, with reasons therefor shall be reported forthwith to the authority. No adjournment shall be given for more than a week.

(3) If the Inquiry Officer is satisfied that the Government servant proceeded against is hampering or attempting to hamper the progress of the inquiry, he shall administer a warning and if thereafter he is satisfied that the accused is acting in disregard of the warning, he shall record a finding to that effect, and proceed to complete the inquiry in such manner as he thinks best fitted to do substantial justice.

(4) The Inquiry Officer shall, within five days of the conclusion of the proceedings, submit his findings and the grounds therefor to the authority.

(5) The authority may, in any case it deems fit, instead of appointing an Inquiry Officer under sub-rule (7), appoint a Board of Inquiry consisting of two or more persons, and, where a Board of Inquiry is so appointed, references in this rule to an Inquiry Officer shall be construed as references to the Board.

11. Suspension.—(1) A Government servant against whom action is proposed to be taken under clause (b) or clause (c) of rule 3, may be placed under suspension if, in the opinion of the authority, suspension is necessary or expedient :

Provided that the authority may, if it considers it more expedient, instead of placing such Government servant under suspension, by order in writing require him to proceed on such leave as may be admissible to him from such date as may be specified in the order.

(2) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or

rendered void in consequence of or by a decision of a court of law and the authority, on consideration of the circumstances of the case, decides to hold of further inquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the authority from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

12. Compensation pension, gratuity, etc. of Government servants compulsorily retired, removed or dismissed.—(1) Subject to any order of the President as to the amount of compensation pension or gratuity to be paid, a Government servant compulsorily retired shall, except as hereinafter provided, be entitled to such compensation pension or gratuity or provident fund benefits as would have been admissible to him on the date of the retirement under the rules applicable to his service or post if he had been discharged from service on account of the abolition of his post without alternative suitable employment being provided :

Provided that where the compulsory retirement follows a period of suspension ordered under rule 11, such compensation pension or gratuity or provident fund benefits shall be admissible only for the period of service rendered excluding the period of suspension :

Provided further that if a temporary Government servant is retired for inefficiency due to mental or physical infirmity, he shall be allowed pensionary benefits as if he was required to retire in terms of rule 321 of the Bangladesh Service Rules, Part I.

(2) Subject to any order of the President made on compassionate grounds, a Government servant who is removed or dismissed from service shall not be entitled to any compensation pension, gratuity or benefits accruing from Government contribution to a contributory provident fund.

13. Reinstatement.—(1) If a Government servant proceeding on leave in pursuance of an order under clause (a) of sub-rule (1) of rule 5, is not dismissed, removed, reduced in rank, or compulsorily retired, he shall be reinstated in service, or as the case may be restored to his rank or given an equivalent rank, and the period of such leave shall be treated as duty on full pay.

(2) Reinstatement after suspensions shall be governed by the Service Rules.

14. Procedure of inquiry against officers lent to local authorities. etc.—(1) Where the services of a Government servant to whom these rules apply are lent to a local or other authority, in this rule referred to as the borrowing authority, the borrowing authority shall have the power of the authority for the purpose of placing him under suspension and of initiating proceedings against him under these rules :

Provided that the borrowing authority shall forthwith inform the authority which had lent his services, hereinafter in this rule referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

(2) In the light of the findings in the proceedings taken against the Government servant in terms of sub-rule (1) if the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority may, if it is the authority, pass such orders thereon as it deems necessary or, if it is not the authority, submit the case to the authority which shall pass such orders on the case as it deems necessary.

(3) The authority may make an order under this rule on the record of the inquiry transmitted by the borrowing authority or after holding such further inquiry as it may deem necessary and, in passing such order, shall comply with the provisions of sub-rule (6) of rule 7.

PART III

APPEALS

15. Orders made by President not appealable.—Notwithstanding anything contained in this Part, no appeal shall lie against any order made by the President.

16. Appeals against orders.—(1) A Government servant may appeal against any order—

- (a) imposing upon him any penalty ;
- (b) terminating his services in accordance with the terms of his contract, if he has been engaged on contract and has rendered continuous service for a period exceeding five years at the time when his services are terminated ;
- (c) altering, varying or denying to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or contract of service ; or
- (d) interpreting to his disadvantage the provisions of any rules or contract of service whereby his pay, allowances, pensions or other conditions of service are regulated ;

to the authority specified in this behalf by a general or special order made by the Government or, where no such authority is specified, to the authority to

which the authority making the order is immediately subordinate or, where the order is made by an authority subordinate to the appointing authority, to the appointing authority.

17. Limitation for appeals.—No appeal under this Part shall be entertained unless it is submitted within six months of the date on which the appellant was informed of the order appealed against ;

Provided that the appellate authority may entertain an appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

18. Form and manner of submission of appeals.—(1) Every person submitting an appeal shall do so separately and in his own name.

(2) The appeal shall be addressed to the authority to whom it lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be completed in itself.

(3) Every appeal shall be submitted through the head of the office in which the appellant serves or, if he is not in service, the head of the office in which he served last and through the authority against whose order the appeal is preferred :

Provided that an advance copy of the appeal may be submitted direct to the appellate authority.

19. Withholding of appeals.—(1) The authority which made the order appealed against may withhold the appeal if —

- (a) it is an appeal against an order for which no appeal lies ; or
- (b) it is not submitted within the period specified in rule 17 and no cause is shown for the delay ; or
- (c) it does not comply with any of the provisions of rule 18 ; or
- (d) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for reconsideration of the case ;

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for it ;

Provided further that an appeal withheld on the ground only of failure to comply with the provisions of rule 18 may be resubmitted at any time within one month of the date on which

the appellant was informed of the withholding of the appeal and, if resubmitted after compliance with the said provisions, shall not be withheld.

(2) No appeal shall lie against the withholding of an appeal by a competent authority.

(3) A list of the appeals withheld by any authority under this rule, together with the reasons for withholding them, shall be forwarded quarterly by that authority to the appellate authority.

20. Forwarding of appeals.—(1) The authority which made the order appealed against shall, without any delay, forward to the appellate authority every appeal which is not withheld under rule 19, together with its comments thereon and the relevant records.

(2) The appellate authority may call for any appeal withheld under rule 19, and thereupon such appeal shall be forwarded to that authority together with the comments of the authority withholding the appeal and the relevant records.

21. Disposal of appeals—(1) In the case of an appeal against an order imposing any penalty, the appellate authority shall consider,—

(a) whether the procedure prescribed in these rules has been complied with, and, if not, whether such non-compliance has resulted in failure of justice ;

(b) whether the findings on the charge are justified ; and

(c) whether the penalty imposed is excessive, adequate or inadequate; and pass such orders as it deems fit.

(2) In the case of an appeal against any other order, the appellate authority shall consider all the facts and circumstances of the case and pass such orders as it deems just and equitable.

(3) The authority which passed the order appealed against shall give effect to the orders passed by the appellate authority.

PART IV

REVIEW AND REVISION.

22. Review.—(1) Where an order by which a Government servant is aggrieved was made by the President, the Government servant may apply to the President for review of the order.

(2) No application for review shall be entertained unless it is submitted within six months of the date on which the applicant was informed of the order by which he is aggrieved :

Provided that the President may entertain an application after the expiry of the said period, if he is satisfied that the applicant had sufficient cause for not submitting the application in time.

(3) Every person submitting an application for review shall do so separately and in his own name.

(4) Every application for review shall be submitted to the President through the head of the office in which the applicant serves or, if he is not in service, the head of the office in which he served last.

(5) The President may pass such orders on an application for review as he deems fit.

23. Revision.—The President may, on his own motion or otherwise, after calling for the records of the case, revise any order passed in appeal, or any order which is appealable but against which no appeal has been preferred under these rules within one year of the date on which the order was passed.

PART V

MISCELLANEOUS

24. Repeal and savings.—(1) The following rules in their application to the Government servants to whom these rules apply are hereby repealed :—

- (a) the Government Servants (Efficiency and Discipline) Rules, 1960, contained in the then Government of Bangladesh, Establishment Division Notification No. S. R. O. 2(R), dated the 19th January, 1960 ;
- (b) the Government Servants (Efficiency and Discipline) Rules, 1960, contained in the then Government of Bangladesh, Finance Department Notification No. F. (L.A.)/IS-35/60/82, dated the 16th March, 1960 ;
- (c) Part XIII of the Civil Services (Classification, Control and Appeal) Rules, 1930 ;
- (d) Part III of the Subordinate Services (Discipline and Appeal) Rules, 1936.

(2) Such repeal shall not affect the previous operation of the said rules or anything done or any action taken thereunder, and any proceedings under the said rules pending at the commencement of these rules shall be continued and disposed of, as far as may be in accordance with the provisions of these rules.

(3) Any officer or authority designated by the President to exercise the powers of the authority under the rules mentioned in clauses (a) and (b) of sub-rule (1) or any officer or authority deemed to be an authority so designated by the President under those rules, shall be deemed to be an authority designated under these rules.

(4) Any authority which was an appellate authority in respect of any Government servant under the rules mentioned in clauses (c) and (d) of sub-rule (1) shall be deemed to be an appellate authority in respect of such Government servant specified by the Government under these rules.

NOTE :—1. The undersigned is directed to say that a question has been raised as to whether a Government servant convicted of a criminal offence should be removed or - - - dismissed or reduced in rank as of rule or whether any lesser penalty or no penalty may be imposed on the Government servant. A further question has been raised as to whether when it is proposed to impose any penalty upon a Government servant on the ground of his conviction of a criminal offence it is necessary to give him any opportunity to show cause.

2. The matter has been examined in the Establishment Division in consultation with the Ministry of Law. The legal position is explained below :

- (a) If a Government servant is convicted of a criminal offence it is incumbent upon the Authority that he should impose upon him a penalty of dismissal or removal or reduction in rank on the ground of his conviction. In each case, the Authority will consider the conduct of the Government servant, which has led to his conviction and, if it is of the opinion that the conduct is such that it called for a penalty of dismissal or removal or reduction in rank it may proceed to impose such penalty. If it imposes such a penalty, it will not be necessary, in view of proviso (i) to clause (2) of Article 135 of the Constitution of the People's Republic of Bangladesh, to give the Government servant any opportunity of showing cause. However, if the Authority considers that the conduct calls for a minor penalty only, it may proceed to impose on him a minor penalty. In such case also, it will not be necessary to give the Government servant any opportunity of showing cause on the principle of the above provision of the Constitution.
- (b) If the Authority is of the opinion that no penalty is at all called for, it may take decision accordingly.

- (c) Whatever penalty the Authority imposes shall take effect from the date of communication of the order of imposition of the penalty to the Government servant and not from the date of his conviction.

3. It is requested that the above legal position may please be kept in view while passing orders in a disciplinary case of this nature.

No. R-VI/S-3/77-15 dated 5-2-77.

NOTE:—(ii) Giving second opportunity of showing cause in case of awarding major penalty in a disciplinary case under the Government Servants (Discipline and Appeal) Rules, 1976.

- (iii) In pursuance of clause (a) of rule 2 of the Government Servants (Discipline and Appeal) Rules, 1976, the President is pleased to designate the Secretaries of the Administrative Ministries and Divisions in respect of all Class I Officers under their administrative control except in the case of a Government Servant holding post the maximum scale of pay of which is not below Tk. 2000/- and the Heads of Departments in respect of Class-II Officers in the respective Departments to exercise the powers of the authority for the purpose of rule 11 of the said Rules.

No. Reg-VI-S/55/77-99 Dated 27th Sept. 1977.

NOTE :--In the light of the advice of the Ministry of Law, it has been decided that before imposition of the penalty of compulsory retirement, dismissal, removal or reduction in rank in a departmental proceeding, the delinquent officer must be given a second opportunity to show cause against the penalty proposed to be imposed.

O.M. No. Rvi-S-5-37/77-80 dated 8th August, 1977.

SCHEDULE No. 2—A

(DESIGNATED AUTHORITIES AND DELEGATION OF POWERS)

In exercise of the power conferred by clause (a) of rule 2 the Govt. Servants (Discipline and Appeal) Rules, 1976, the President is pleased to designate, in respect of the members of the services and holders of the posts specified in column No. 1 of the Schedule below, the officers specified in column No. 3 of the said Schedule to exercise the power of the authority under the said rule to the extent specified in column 4 of the Schedule for the purpose of imposing penalties under the said rules :—

Services and posts	Appointing authority	Officer designated	Extent of power to impose penalties
1	2	3	4

CLASS I SERVICES / POSTS

(a) BANGLADESH POSTAL SERVICE (SENIOR ADMINISTRATIVE GRADE) :

Senior Deputy Director-General	President	Secretary to the Government of Bangladesh in the Ministry of PT & T	Clauses (a) to (d) of sub-rule (2) of rule 4.
Post Masters-General/Deputy Directors-General/General Managers, Postal Life Insurance/Project Manager.			

(b) BANGLADESH POSTAL SERVICE (JUNIOR ADMINISTRATIVE GRADE) :

Deputy Postmasters-General/Assistant Directors-General/Directors, Postal Life Insurance/Director, International Postal Services /Director, Training and Research/Controller, Post Offices/Director of Accounts.	Do.	Do.	Do.
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SCHEDULE No. 2-A (Contd.)

1	2	3	4
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(c) BANGLADESH POSTAL SERVICE (SENIOR SCALE) :

Assistant Postmasters-General/Assistant General/Assistant General Managers/Senior Superintendent, Foreign Post/Controller of Stamps/ Principal, Postal Training Centre, Dacca/Sr. Section Officer./Sr. Postmasters.	President	Secretary to the Government of Bangladesh in the Ministry of PT&T.	Clauses (a) to (d) of sub-rule (2) of rule 4.
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(d) BANGLADESH POSTAL SERVICE (JUNIOR SCALE) :

Assistant Postmasters-General/Deputy Offices/Asstt. Controller, Stamps / Offices/Superintendents R. M. S. and Sorting and Air/Officer-in-charge, Postal Training Centres, Chittagong, Khulna & Rajshahi/Vice-Principal, Postal Assistant Director, Postal Life Insurance/Postmasters/Asstt. Directors/Section Officers.	Do.	Do.	Do.
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(e) GENERAL CENTRAL SERVICE :

Senior Accounts Officers.	Do.	Do.	Do.
Accounts Officers.	..	}	}
Assistant Deputy Directors-General	..	}	}

Medical Officer, Executive Engineer, Asstt. Engineer Junior Architect.

SCHEDULE No. 2—B

(APPOINTING AND APPELLATE AUTHORITIES)

In exercise of the powers conferred by rules 16, 22, 23 and 24 of the Govt. Servant (Discipline and Appeal) Rules, 1976 the President is pleased to prescribe that appeals from members of the services and holders of the posts specified in column No. 1 of the Schedule below, shall lie to authority specified in column 4.

Services/Posts	Appointing authority	Authority empowered to impose penalties under the Discipline and Appeal Rules, 1976.	Appellate authority
1	2	3	4

CLASS I SERVICES /POSTS

(a) BANGLADESH POSTAL SERVICE (SENIOR ADMINISTRATIVE GRADE) :

Senior Deputy Director-General.
Postmasters-General/Deputy Directors-General/General Managers, Postal Life Insurance/ Project Manager.

(b) BANGLADESH POSTAL SERVICE (JUNIOR ADMINISTRATIVE GRADE) :

Deputy Postmasters-General/Assistant Directors General/Directors, Postal Life Insurance/Director, International Postal Services/Director Training and Research/Controllers of Post Offices/Asstt. Directors General/ Directors of Accounts.

President
Secretary to the Government
of Bangladesh in the Ministry
of PT&T.
President

SCHEDULE No. 2—B Contd.

1	2	3	4
(c)	BANGLADESH POSTAL SERVICE (SENIOR SCALE):		
	Assistant Postmasters-General/Assistant Deputy Directors-General/Assistant General Managers/Senior Superintendent Foreign Post/Controller of Stamps/Principal, Postal Training Centre. Dacca, /Sr. Section Officer/Sr. Accounts Officer/Executive Engineer.		
(d)	BANGLADESH POSTAL SERVICE (JUNIOR SCALE):		
	Deputy Controllers Post Offices/Assistant Controller Stamps/Superintendents of Post Offices/Superintendents R. M. S. and Sorting and Air/ Officer-in-Charge Postal Training Centres/Vice-Principal, Postal Training Centre/Assistant Director Postal Life Insurance/Postmasters/Assistant Directors/Section Officers.		
(e)	GENERAL CENTRAL SERVICE :		
	Director of Accounts (Junior Administrative Grade), Senior Accounts Officers, Section Officer (Senior Scale), Executive Engineer.		
	Do.		
	Accounts Officers		
	Assistant Deputy Directors-General.		
(1)	Medical Officers, (2) Asstt. Eng. (3) Junior Architect.		
	President	Secretary to the Government of Bangladesh in the Ministry of PT&T	President.

SCHEDULE No. 3—A

(DESIGNATED AUTHORITIES AND DELEGATION OF POWERS)

In exercise of the powers conferred by clause (a) of rule 2 of the Government Servants (Discipline and Appeal) Rules, 1976 in so far as it relates to posts and services now in the Bangladesh Post Office, the President is pleased to designate, in respect of the members of the services and holders of the posts specified in column I of the Schedule below :—

- (a) the officers specified in column 2 of the aforesaid Schedule to exercise all the powers of the authority under the said Rules ; and
- (b) the officers specified in column 3 of the said Schedule to exercise the power of the authority under the said Rules to the extent specified in column 4 of that Schedule ;
- for the purpose of imposing penalties under the said Rules.

Services and Posts	Officers designated	Officers designated	Extent of power to impose penalties
1	2	3	4

CALASS II SERVICES/POSTS

(a) Asstt. Director, Security	..	Director General, Bangladesh Post Office	Clause (a) of Sub-rule (2) of rule 4.
(b) General Central Service	..	Senior Deputy Director General/Postmaster General/Deputy Director-General/General Manager, P.L.I.	
(e) Senior Accountants	..		

SCHEDULE No. 3—B

(APPOINTING AND APPELATE AUTHORITIES)

In exercise of the powers conferred by rules 16, 22, 23 and 24 of the Government Servant (Discipline & Appeal) Rules, 1976 in so far as it relates to posts and services now in the Bangladesh Post Office, the Government of the People's Republic of Bangladesh is pleased to prescribe, in respect of the services and holders of the post specified in column 1 of the Schedule :—

- (a) the authorities specified in column 2 of the Schedule to be the appointing authorities, and
- (b) the authorities specified in column 4 of the Schedule to be the authorities to whom appeals shall lie from orders passed by the authorities specified in column 3 of the Schedule imposing penalties under the Govt. Servants (Discipline & Appeal) Rules, 1976.

1	2	3	4
Service/Post	Appointing authority	Authorities empowered to impose penalties under the Government Servants (D & A) Rules, 1976.	Appellate authorities

CLASS II SERVICES/POSTS

(a) Chief Superintendent
(b) Asst. Director (Security) } Director General, Bangla- desh Post Office.	... } Senior Deputy Director Ge- neral, Postmaster-General, Deputy Director General, General Manager, P.L. I.
(c) Senior Accountants } Director General, Bangladesh Post Office.

SCHEDULE No. 4—A**(DESIGNATED AUTHORITIES AND DELEGATION OF POWERS)**

In exercise of the powers conferred by clause (a) of rule 2 of the Govt. Servants (Discipline and Appeal) Rules, 1976, the President is pleased to designate, in respect of the members of the services and holders of the posts specified in column 1 of the Schedule—

- (a) the officers specified in column 2 of the aforesaid Schedule to exercise all the powers of the authority under the said Rules ; and
 - (b) the officers specified in column 3 of the said Schedule to exercise the powers of the authority under the said Rules to the extent specified in column 4 of that Schedule ;
- for the purpose of imposing penalties under the said Rules.

SCHEDULE No. 4—A Contd.

Services and Posts	Officers designated	Officers designated	Extent of power to impose penalties
1	2	3	4
1. Junior Accountants	Head of Circle/ Deputy Director- General.	Gazetted Officer to whom immediately subordinate.	Clause (a) of sub-rule (2) of rule 4.
2. Office Superintendents, Circle Offices	Head of Circle	Head of Office/Organisation if in Senior Scale, Class I. Officer of the Junior Admini- strative Grade. Officer of the Junior Admini- strative Grade.	Clauses (a) to (d) of sub-rule (2) of rule 4 Clauses (a) to (d) of sub-rule (2) of rule 4. Clauses (a) to (d) of Sub-rule (2) of rule 4.
3. Ministerial Staff in Higher Selection Grade (Postmasters, Sub-Postmasters, Assistant and Deputy Postmasters, Assistant Superintendents of Post Offices, R. M. S., Postal Life Insurance and Wireless, Head Assistants, Supervisor Mail Motor Service, Store-keeper (Stamps), Manager, Returned Letter Office, Head Record Clerks, Sub-Record Clerks, Manager, Postal Stock Depot, etc., etc.)	Head of Circle/ Deputy Director- General.	Gazetted Officer to whom immediately subordinate. Head of Office/Organisation if in Senior Scale, Class I. Officer of the Junior Admini- strative Grade.	Clause (a) of sub-rule (2) of rule 4. Clauses (a) to (d) of sub-rule (2) of rule 4 Clauses (a) to (d) of sub-rule (2) of rule 4. Clauses (a) to (d) of sub-rule (2) of rule 4.
4. Assistants in the Directorate-General.	Deputy Director- General	Class I Officer-in-Charge of Section in which employed.	Clauses (a) to (d) of sub-rule (2) of rule 4.

SCHEDULE No. 4—A Contd.

1	2	3	4
<p>5. Ministerial staff in Lower Selection Grade (Supervisors in Post Offices, Railway Mail Service Offices and Sections, Head Clerks in Circle and Administrative Offices, and Railway Mail Service Divisions, Head Sorters and Record Clerks, Sub-Postmasters, Inspectors of Post Offices, R. M. S., Postal Life Insurance, Taxes, and Wireless, Town Inspectors in Inspectors of Post Offices cadre, Office Supervisors in Postal Divisions, Inspectors Foreign Post, Assistant Managers or Head Clerks in Post Offices or Postal Stock Depots, etc., and Assistant Inspectors, Assistant Store-keepers, Head Clerks and Accountants in the Stamps Organisation).</p>	<p>Head of Circle/ Deputy Director General.</p>	<p>Gazetted Officer-in-Charge of Office/Division</p> <p>Gazetted Officer to whom immediately subordinate.</p> <p>Officer of the Junior Administrative grade.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4.</p> <p>Clause (a)* of sub-rule (2) of rule 4.</p> <p>Clauses (a) to (d) of sub-rule (2) of rule 4.</p>
<p>†When a Lower Selection Grade official is involved in a loss or fraud case where the amount of loss exceeds Tk. 3,000 the punishing authority shall be the Head of Circle only.</p>	<p>Head of Circle/Deputy Director-General.</p>	<p>Officer to whom attached.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4.</p>
<p>6. Selection Grade Stenographers</p>	<p>Head of Circle/Deputy Director-General.</p>	<p>Officer to whom attached.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4.</p>
<p>7. Stenographers</p>	<p>Officer of the Junior Administrative Grade (in Circles and Administrative Units).</p>	<p>Gazetted Officer-in-Charge of Office or Section under whom directly employed.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4.</p>
<p>8. Steno-typists</p>	<p>Officer of the Junior Administrative Grade (in Circles and Administrative Units).</p>	<p>Gazetted Officer-in-Charge of Office or Section under whom directly employed.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4.</p>

SCHEDULE NO. 4—A Contd.

1	2	3	4
9. Wireless Licence Inspectors	Deputy Director-General (in the Directorate-General).	Officer with whom attached.	Clauses (a) to (d) of sub-rule (2) of rule (4)
10. Upper Division Clerks including A. R. P. Instructors and Town Inspectors. Postal Life Insurance, in the—	Officer of the Junior Administrative Grade.	Section Officer concerned in Circle Office or Gazetted Officer-in-Charge of Administrative Unit under whom directly employed.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(a) Directorate-General	Deputy Director-General.	Officer-in-Charge of Section where employed.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(b) Circle Office, Office of the Controller of Post Offices, Dacca, and Postal Training Centres.	Officer of the Junior Administrative Grade.	Gazetted Officer to whom immediately subordinate.	Do.
(c) Postal Stamps Organisation	Controller of Stamps.	Assistant/Deputy Controller of Stamps.	Do.
11. Senior Draftsmen and Draftsmen in the—			
(a) Directorate-General	Deputy Director-General	Gazetted Officer-in-Charge of Section in which employed.	Clauses (a) to (d) of sub-rule (2) of rule 4
(b) Circle Office and Postal Training Centres	Officer of the Junior Administrative Grade	Officer-in-Charge of Section Centre.	Do.

SCHEDULE No. 4—A Contd.

1	2	3	4
12. Tracers and Blue-Printers in the—			
(a) Directorate-General	Assistant Deputy Director-General.	Gazetted Officer-in-Charge of Section in which employed.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(b) Circle Office and Postal Training Centres	Officers of the Junior Administrative Grade.	Gazetted Officer to whom directly subordinate.	Do.
13. Building Overseers in Circles	Head of Circle.	Section Officer to whom directly subordinate.	Clause (a) of sub-rule (2) of rule 4.
14. Drivers (Staff Car, Scooter and Mail Motor Van) in the—			
(a) Directorate-General	Assistant Deputy Director-General.	Section Officer to whom directly subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(b) Circle Office	Officer of the Junior Administrative Grade.	Section Officer to whom directly subordinate.	Do.
(c) Post Offices	Gazetted Officer-in-charge of the Mail Motor Service.	Supervisor, Inspector, Assistant or Deputy Postmaster to whom directly subordinate.	Clause (a) of sub-rule (2) of rule 4.
(d) Other Offices	Head of Office (Gazetted).	Gazetted Officer to whom immediately subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4.

SCHEDULE No. 4—A Contd.

1	2	3	4
15. Time Scale Clerks/Sorters in the—			
<p>(a) Post Offices, Foreign Post, Postal and R. M. S. Divisions including Sub-Postmasters, Clerks in Bag Control Offices, R. M. S. Record Clerks, P.O. and R. M. S. Accountants, Postal Signallers, Treasury Clerks, Savings Branch Clerks in the Time Scale and Town Inspectors in Time Scale and Clerks in Postal Life Insurance (Field Offices).</p>	<p>Gazetted Officer-in-Charge of Administrative Unit</p>	<p>Higher Selection Grade officials (Postmaster, Deputy Postmaster, Assistant Postmaster, Sub-Postmaster, Head Record Clerk, Sub-Record Clerk, Assistant Superintendent of Post Offices, or R.M.S or P. L.I. etc.), to whom immediately subordinate.</p>	<p>Clause (a) of sub-rule (2) of rule 4.</p>
26			
<p>(b) Returned Letter Offices</p>	<p>Officer of the Junior Administrative Grade.</p>	<p>Branch or Group Officer of Gazetted status. Manager, Returned Letter Office if of a status not lower than Higher Selection Grade. Section Officer-in-Charge of Returned Letter Office in Circle Office.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4. Clause (a) of sub-rule (2) of rule 4 Clauses (a) to (d) of sub-rule (2) of rule 4.</p>
16. Lower Division Clerks in the—			
<p>(a) Directorate-General ..</p>	<p>Assistant Director-General (Staff and Establishment).</p>	<p>Class II (Gazetted Officer-in-Charge of Section. Section Officer (Class I) in charge of Section.</p>	<p>Clauses (a) to (d) of sub-rule (2) of rule 4. Do.</p>

SCHEDULE No. 4—A Contd.

1	2	3	4
(b) Circle Office of the Controller of Post Offices Dacca/Postal Training Centres.	Officer of the Junior Administrative Grade.	Gazetted Officer to whom immediately subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(c) Offices of the Assistant/Deputy Controller of Stamps	Assistant/Deputy Controller of Stamps.	—	—
17. Librarian in the—			
(a) Directorate-General	Deputy Director-General.	Chief Superintendent.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(b) Circle Office/ Postal Training Centre	Office of the Junior Administrative Grade	Gazetted Officer to whom immediately subordinate.	Do.
18. Inspector of Peons in the Directorate-General	Assistant Deputy Director-General.	Chief Superintendent	Clauses (a) to (d) of sub-rule (2) of rule 4.
19. Branch Postmasters, Overseers, Overseer Postmen, Cash Overseers, Sorting/Reader Postmen and Head Postmen.	Gazetted Officer-in-Charge of Administrative Unit.	Inspector of Post Offices or Supervisor or Deputy Postmaster in the Higher or Lower Selection Grade.	Clauses (a) to (d) of sub-rule (2) of rule 4.
20. Mail Guards	Divisional Superintendent R. M. S. or Superintendent R. M. S. Sorting (in his own Office) or 1st Class Postmaster (in Post Offices)	Inspector or Supervisor in Selection Grade.	Clauses (a) to (d) of sub-rule (2) of rule 4.

SCHEDULE No. 4—A Contd.

1	2	3	4
21. Motor Mechanics/Technicians ..	Officer of the Junior Administrative Grade.	Gazetted Officer to whom immediately subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4.
22. Conservancy/Sanitary Inspectors, Electricians, Mechanics, Electrical Mistries, Engine Drivers, Electrical Motor Drivers or Assistant Drivers, Mistries, Fitters, Time-keepers/ Carpenters/ Plumbers/Painters/Tin-smiths / Masons/Linemen/Wiremen and other allied cadres/posts.	Head of Administrative Unit in Offices other than Circle Offices and Directorate-General	Engineering Supervisor or Supervisor M. M. S. or Gazetted Officer to whom immediately subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4.
23. All Class IV Staff in the—	Officer of the Junior Administrative Grade in Circle Offices.	Office Superintendent or Gazetted Officer to whom immediately subordinate.	Do.
(a) Directorate-General ..	Assistant Deputy Director-General in Directorate-General.	—	—
(b) Circle Office including Returned Letter Office.	Chief Superintendent. Section Officer.	Office Superintendent/Manager, Returned Letter Office.	Clauses (a) to (d) of sub-rule (2) of rule 4.
(c) Postal and R. M. S. Divisional Offices. R.M.S. Mail Offices situated at the headquarters of Superintendent R. M. S. and other Administrative Offices, Bag Control Office and P. L.I. (Field Offices).	Head of Administrative Unit.	Officer to whom directly subordinate if not of lower status than lower Selection Grade.	Do.

SCHEDULE No. 4—A Contd.

1	2	3	4
(d) R.M.S. Offices and Sections other than Mail Offices situated at the headquarters of the Superintendents R. M.S.	Superintendents R.M.S.	(i) Head Record Clerk in his own Office and Sections of the same Division attached to the Head Record Clerk.	Clauses (a) to (d) of sub-rule (2) of rule 4.
		<i>OR</i>	
		(ii) Selection Grade Record/ Sub-Record Clerk (in his own Office and mail Offices and Sections attached to his Record Office).	Do.
		<i>OR</i>	
		(iii) Inspector R. M. S. in Offices and Sections not covered by (i) and (ii) above.	Do.

SCHEDULE No. 4—A Contd.

1	2	3	4
24. Postmen, Stamps Vendors and Class IV Staff in Post Offices at—			
(a) 1st Class Post Office Stations (including Foreign Post).	Head of Administrative Unit (in Post Office under his Administrative control).	(i) Assistant Postmaster, Deputy Postmaster or Supervisor in Selection Grade in charge of a branch of a First Class Post Office (within his branch). <i>OR</i> Sub-Postmaster in Selection Grade (within the Office). <i>OR</i> Inspector of Post Offices (Town) in Time Scale Offices under his control. <i>(ii)</i> Gazetted Officer to whom subordinate.	Clauses (a) and (c) of sub-rule (2) of rule 4.
(d) Other Stations	Divisional Superintendent	(i) Postmaster Selection Grade (in his own Office). <i>OR</i> (ii) Inspector of Post Offices [in Offices not covered by (i) above].	Clauses (a) to (d) of sub-rule (2) of rule 4 Do.

SCHEDULE No. 4—A (Contd.)

	1	2	3	4
25. Engineering Supervisors in the—				
(a) Directorate: General.	Deputy Director-General	Gazetted Officer (Class 1) to whom immediately subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4
(b) Circle	Head of Circle	Gazetted Officer to whom immediately subordinate. Officer of the Junior Administrative Grade. Assistant Engineer (Postal Mechanisation). Officer of the Junior Administrative Grade.	Clause (a) of sub-rule (2) of rule 4. Clauses (a) to (d) of sub-rule (2) of rule 4. Clause (a) of sub-rule (2) of rule 4.
(c) Employed on Letter Sorting Machines		Head of Circle	Assistant Engineer (Postal Mechanisation). Officer of the Junior Administrative Grade.	Clauses (a) to (d) of sub-rule (2) of rule 4.
26. Class III Staff in Dispensaries	—	Officer of the junior Administrative Grade.	Medical Officer-in-Charge (Gazetted)	Clauses (a) to (d) of sub-rule (2) of rule 4.
27. Class IV Staff in Dispensaries	...	Section Officer in Circle Office	Medical Officer to whom immediately subordinate.	Clauses (a) to (d) of sub-rule (2) of rule 4.
28. Class III Staff in Schools (Primary or Lower Secondary or Higher Secondary)		Officer of the Junior Administrative Grade.	Headmaster/Headmistress.	Clause (a) of sub-rule (2) of rule 4.
29. Class IV Staff in Schools (Primary or Lower Secondary or Higher Secondary).		Section Officer in Circle Office	Headmaster/Headmistress.	Clauses (a) to (d) of sub-rule (2) of rule 4.

NOTE—(1) The term 'Head of Circle' used in the Schedule means "the Postmaster-General or the General Manager, Postal Life Insurance in charge of the Circle and "Deputy Director General" means in charge of Group.

(2) The term 'Officer of the Junior Administrative Grade' used in the Schedule means "the Deputy Postmaster General or the Controller of Post Offices or the Director Postal Life Insurance under whose jurisdiction the Services/ Posts showing in column 1 of the said Schedule fall.

SCHEDULE No. 4—B**(Appointing and Appellate Authorities)**

In exercise of the powers conferred by rules 16, 22, 23 and 24 of the Govt. Servant Discipline and Appeal Rules, 1976, the Government is pleased to prescribe, in respect of the services and holders of posts specified in column 1 of the Schedule—

- (a) the authorities specified in column 2 of the Schedule to be the appointing authorities ; and
- (b) the authorities specified in column 4 of the Schedule to be authorities to whom appeals shall lie from orders passed by the authorities specified in column 3 of the Schedule imposing penalties under the Discipline & Appeal Rules, 1976.

SCHEDULE No. 4—B Contd.

Services/Posts	Appointing authority	Authorities empowered to impose penalties under the Discipline & Appeal Rules, 1976	Appellate authorities
1	2	3	4
1. Junior Accountants	Head of Circle/ Deputy Director- General	Gazetted Officer to whom Immediately subordinate.	Officer of the Junior Administrative Grade.
		Head of Office/Organisation if in Senior Scale, Class I.	Head of Circle/Deputy Director General.
		Officer of the Junior Adminis- trative Grade.	Senior Deputy Direc- tor-General.
		Head of Circle/Deputy Director-General.	Head of Circle.
2. Office Superintendents, Circle Offices	Head of Circle.	Officer of the Junior Adminis- trative Grade.	Head of Circle.
	Head of Circle	Gazetted Officer to whom im- mediately subordinate.	Senior Deputy Direc- tor General, Officer of the Junior Adminis- trative Grade under whom officer shown in column 3 directly works.
3. Ministerial Staff in Higher Selection Grade (Postmasters, Sub-Postmasters, Assistant and Deputy Postmasters, Assistant Superintendents of Post Offices, R. M. S. Postal Life Insurance and Wireless, Head Assistants, Supervisors Mail Motor Service, Storekeepers (Stamps), Managers, Returned Letter Offices, Head Record Clerks, Sub-Record Clerks, Managers, Postal Stock Depot.)	Head of Circle/ Deputy Director General.	Head of Office/Organisation if in Senior Scale, Class I. Officer of the Junior Adminis- trative Grade. Head of Circle/Deputy Direc- tor-General.	Officer of the Junior Administrative Grade. Head of Circle/Deputy Director-General. Senior Deputy Director- General.

SCHEDULE No. 4-B Contd.

1	2	3	4
4. Assistants in the Directorate-General.	Deputy Director-General.	Class I Officer-in-Charge of Section in which employed.	Deputy Director-General.
5. Ministerial Staff in Lower Selection Grade (Supervisors in Post Offices, Railway Mail Service Offices and Sections, Head Clerks in Circles, Administrative Offices and Railway Mail Service Divisions, Head Sorters and Record Clerks, Sub-Postmasters, Inspectors of Post Offices, R. M. S., Postal Life Insurance, Taxes and Wireless, Town Inspectors in Inspectors of Post Offices cadre, Office Supervisors in Postal Division, Inspectors Foreign Post, Assistant Managers or Head Clerks in Post Offices or Postal Stock Depots, and Assistant Inspectors, Assistant Store-keepers, Head Clerks and Accountants in the Stamps Organisation).	Head of Circle/ Deputy Director-General.	Deputy, Director-General. Gazetted Officer-in-Charge of Office/Division.	Senior Deputy Director-General. Officer concerned of the rank of Deputy Postmaster General [for penalties (a) and (c)] Head of Circle/Deputy Director-General for penalty (d)
		Gazetted Officer to whom immediately subordinate. Officer of the Junior Administrative Grade (in respect of Staff employed in Circle Office).	Officer of the Junior Administrative Grade Head of Circle. Senior Deputy Director General.
6. Selection Grade Stenographers	Head of Circle/ Deputy Director-General.	Head of Circle/Deputy Director-General.	Senior Deputy Director General.
7. Stenographer	Head of Circle Deputy Director-General.	Officer to whom attached.	Head of Circle/ Deputy Director-General. Senior Deputy Director General.
		Head of Circle/Deputy Director-General.	Senior Deputy Director General.

SCHEDULE No. 4—B Contd.

1	2	3	4
8. Steno-typist	...	Gazetted Officer-in-Charge of Office or Section under whom directly employed.	Officer of the Junior Administrative Grade (in Circles and Administrative Units).
	...	Officer of the Junior Administrative Grade (in Circles and Administrative Units).	Head of Circle/Deputy Director-General.
	...	Officer with whom attached	Deputy Director-General.
	...	Deputy Director-General	Senior Deputy Director-General.
9. Wireless Licence Inspectors	...	Section Officer concerned in Circle Office or Gazetted Officer-in-Charge of Administrative Units under whom directly employed.	Officer of the Junior Administrative Grade.
10. Upper Division Clerks including A. R. P. Inspectors and Town Inspectors Postal Life Insurance in the—	...	Officer of the Junior Administrative Grade.	Head of Circle.
(a) Directorate-General	...	Officer-in-Charge of Section where employed.	Deputy Director-General.
	...	Deputy Director General	Senior Deputy Director-General

SCHEDULE No. 4—B Contd.

1	2	3	4
(b) Circle Offices, Office of the Controller of Post Offices, Dacca and Postal Training Centres.	Officer of the Junior Administrative Grade	Gazetted Officer to whom immediately subordinate.	Officer of the Junior Administrative Grade.
(c) Postal Stamps Organisation ...	Controller of Stamps.	Officer of the Junior Administrative Grade. Assistant/Deputy Controller of Stamps.	Head of Circle. Controller of Stamps.
11. Senior Draftsmen and Draftsmen in the—			
(a) Directorate General ...	Deputy Director-General	Gazetted Officer-in-Charge of Section in which employed. Deputy Director-General.	Deputy Director-General. Senior Deputy Director-General.
(b) Circle Offices and Postal Training Centres	Officer of the Junior Administrative Grade.	Officer-in-Charge of Section/Centre.	Officer of the Junior Administrative Grade.
12. Tracers and Blue Printers in the—			
(a) Directorate General ...	Assistant Deputy Director-General	Officer of the Junior Administrative Grade. Gazetted Officer-in-Charge of Section in which employed. Assistant Deputy Director-General.	Head of Circle. Deputy Director-General. Deputy Director-General.

SCHEDULE No. 4—B Contd.

1	2	3	4
(b) Circle Office and Postal Training Centres	Officer of the Junior Administrative Grade.	Gazetted Officer to whom directly subordinate.	Officer of the Junior Administrative Grade.
13. Building Overseers in Circles	Head of Circle	Officer of the Junior Administrative Grade.	Head of Circle.
..	Head of Circle	Section Officer to whom directly subordinate.	Officer of the Junior Administrative Grade.
Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade.	Head of Circle.
Head of Circle.	Head of Circle.	Head of Circle.	Senior Deputy Director General.
14. Drivers (Staff Car, Scooter and Mail Motor Van) in the—	Assistant Deputy Director-General.	Section Officer (Class I) to whom directly subordinate.	Deputy Director-General.
(a) Directorate-General	Assistant Deputy Director-General.	Assistant Deputy Director-General.	Deputy Director-General.
(b) Circle Offices	Officer of the Junior Administrative Grade.	Section officer to whom directly subordinate.	Officer of the Junior Administrative Grade.
(c) Post Offices	Gazetted Officer in immediate charge of the Mail Motor Service.	Officer of the Junior Administrative Grade.	Head of Circle.
..	Gazetted Officer in immediate charge of the Mail Motor Service.	Supervisor, Inspector, Assistant or Deputy Postmaster to whom directly subordinate.	Gazetted Officer in immediate charge of Mail Motor Service.
..	Gazetted Officer in immediate charge of the Mail Motor Service.	Gazetted Officer in immediate charge of Mail Motor Service.	Officer of the Junior Administrative Grade.

SCHEDULE No. 4—B Contd.

1	2	3	4
(d) Other Offices	Head of office (Gazetted).	Gazetted Officer to whom immediately subordinate. Head of office (Gazetted)	Officer of the Junior Administrative Grade. Do.
15. Time-Scale Clerks/Sorters in the—			
(a) Post Offices, Foreign Post, Postal and RMS Divisions including Sub-Postmasters, Clerks in Bag Control Offices, RMS Record Clerks, P.O. and RMS Accountants, Postal Signallers, Treasury Clerks, Savings Branch Clerks in the Time-Scale and Town Inspectors in Time Scale and Clerks in Postal Life Insurance (Field Offices).	Gazetted Officer-in-Charge of Administrative Unit.	Higher Selection Grade Official (Postmaster, Deputy Postmaster, Assistant Postmaster, Sub-Postmaster, Head Record Clerk, Sub-Record Clerk, Assistant Superintendent of Post Offices, or RMS or PLI) to whom immediately subordinate.	Gazetted Office-in-Charge of Administrative Unit.
		Branch or Group Officer of Gazetted status. Gazetted Officer-in-Charge of Administrative Unit.	Officer of the Junior Administrative Grade. Officer of the junior Administrative Grade (in cases of minor penalties); and Head of Circle (in cases of major penalties)

SCHEDULE No. 4—B Contd.

1	2	3	4
(b) Returned Letter Offices	...	Manager Returned Letter Office if of a status not lower than Higher Selection Grade.	Officer of the Junior Administrative Grade.
	Officer of the Junior Administrative Grade.	Section Officer-in-Charge of Returned Letter Office in Circle Office.	Officer of the Junior Administrative Grade.
	Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade.	Head of Circle.
16. Lower Division Clerks in the—			
(a) Directorate-General	...	(Gazetted) Officer-in-Charge of Section.	Deputy Director-General.
	Assistant Director-General (Staff and Establishment).	Section Officer (Class I) in-Charge of Section.	Deputy Director-General.
	Officer of the Junior Administrative Grade.	Assistant Director-General (Staff and Establishment).	Deputy Director-General.
(d) Circle Offices/Office of Post Offices Dacca and Postal Training Centres.	...	Gazetted Officer to whom immediately subordinate.	Officer of the Junior Administrative Grade.
	Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade.	Head of Circle.
(c) Offices of the Assistant Controller of Stamps.	...	Assistant Controller of Stamps.	Controller of Stamps [For penalties (a) to (d)] and Deputy Director General [(For penalties (e) to (h))].

SCHEDULE No. 4—B Contd.

	1	2	3	4
17. Librarian in the—				
(a) Directorate-General		Deputy Director General.	Chief Superintendent. Deputy Director-General.	Deputy Director General. Senior Deputy Director-General.
(b) Circle Offices and Postal Training Centres		Officer of the Junior Administrative Grade.	Gazetted Officer to whom immediately subordinate. Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade Head of Circle.
18. Inspector of Peons in the Directorate-General		Assistant Deputy Director-General	Chief Superintendent.	Deputy Director-General.
19. Branch Postmasters, Overseers, Overseer Postmen, Cash Overseer, Sorting/Reader Postmen and Head Postmen.		Gazetted Officer-in-Charge of Administrative Unit.	Assistant Deputy Director-General. Inspector of Post Offices or Supervisor or Assistant/Deputy Postmaster in the Higher or Lower Selection Grade.	Deputy Director-General. Gazetted Officer-in-Charge of Administrative Unit.
20. Mail Guards		Divisional Superintendent RMS or Superintendent RMS Sorting (in his own Office) or 1st-Class Postmaster (in Post Offices).	Gazetted Officer-in-Charge of Administrative Unit. Inspector or Supervisor in Selection Grade.	Officer of the Junior Administrative Grade. Divisional Superintendent RMS or Superintendent RMS Sorting or 1st Class Postmaster.
			Divisional Superintendent RMS or Superintendent RMS Sorting (in his own Office) or 1st Class Postmaster (in Post Offices).	Officer of the Junior Administrative Grade.

SCHEDULE No. 4—B Contd.

1	2	3	4
21. Motor Mechanics and Technicians ..	Officer of the Junior Administrative Grade.	Gazetted Officer to whom immediately subordinate.	Officer of the Junior Administrative Grade.
22. Conservancy/Sanitary Inspector, Electrician/Mechanic, Electrical Mistry, Engine Driver, Electrical Motor Driver or Assistant Driver, Mistry, Fitter, Time-keeper, Carpenter, Plumber, Painter, Tin-smith, Mason, Lineman, Wireman.	Head of Administrative Unit in Offices other than Circle Offices and Directorate General.	Engineering Supervisor or Supervisor RMS or Gazetted Officer to whom immediately subordinate.	Head of Administrative Unit in Offices other than Circle Offices and Directorate-General.
			41
		Head of Administrative Unit in Offices other than Circle Offices and Directorate-General.	Officer of the Junior Administrative Grade
	Officer of the Junior Administrative Grade in Circle Office.	Office Superintendent or Gazetted Officer to whom immediately subordinate.	Officer of the Junior Administrative Grade.
	Assistant Deputy Director-General in Directorate-General.	Assistant Deputy Director-General.	Deputy Director-General.

SCHEDULE No. 4—B Contd.

1	2	3	4
23. All Class IV Staff in the—			
(a) Directorate-General	Chief Superintendent	Assistant Director-General (Staff and Establishment).
(b) Circle Offices including Returned Letter Offices.	Postmaster General, Assistant Director (in-charge of Staff & Establishment matters).	Office Superintendent/Manager, Returned Letter Office	Assistant Postmaster General/Assistant Director (in-charge of Staff & Establishment matters).
(c) Postal and RMS Divisional Offices, RMS, Mail Offices situated at the headquarters of Superintendent RMS and other Administrative Offices, Bag Control Office and PLI (Field Offices).	Head of Administrative Unit	Assistant Postmaster General/Assistant Director.	Officer of the Junior Administrative Grade.
	Officer to whom directly subordinate if not of lower status than Lower Selection Grade.	Head of Administrative Unit.	Head of Administrative Unit.
		Head of Administrative Unit.	Officer of the Junior Administrative Grade.

SCHEDULE No. 4—B Contd.

1	2	3	4
(d) RMS Offices and Sections other than mail offices situated at the headquarters of the Superintendent R.M.S.	Superintendent RMS	(i) Head Record Clerk in his own Office and Sections of the same Division attached to the Head Record Clerk. <i>OR</i> (ii) Selection Grade Record/Sub-Record Clerk (in his own Office and mail offices and sections attached to his Record Office).	Superintendent R. M. S.
24. Postmen, Stamp Vendors and Class IV Staff in Post Offices at—	Head of Administrative Unit (in Post Offices under his Administrative control).	(iii) Inspector RMS in offices and sections not covered by (i) and (ii) above.	Superintendent R. M. S.
(a) 1st Class Post Office stations (including Foreign Post).			Officer of the Junior Administrative Grade.

SCHEDULE No. 4—B Contd.

1	2	3	4
(i)	Assistant Postmaster, Deputy Postmaster or Supervisor in Selection Grade in-charge of a branch of 1st Class Post Office (within his branch)	OR	Head of Administrative Unit (in Post Offices under his administrative control).
	Sub-Postmaster in Selection Grade (within the Office).	OR	
	Inspector of Post Offices (Town) in the Time Scale Offices under his control.		
(ii)	Gazetted Officer to whom subordinate.		Officer of the Junior Administrative Grade.
(iii)	Head of Administrative Unit.		Do.
(b) Other Station

SCHEDULE No. 4—B Contd

1	2	3	4
25. Engineering Supervisors in the— (a) Directorate-General	Deputy Director	(ii) Inspector of Post Offices [in offices other than those in (i) above].	Officer of the Junior Administrative Grade.
(b) Circles	Head of Circle.	(iii) Divisional Superintendent Gazetted Officer (Class I) to whom immediately subordi- nate.	Deputy Director- General.
.. ..	Deputy Director-General.	Deputy Director-General.	Senior Deputy Direc- tor-General.
.. ..	Head of Circle.	Gazetted Officer to whom immediately subordinate.	Officers of the Junior Administrative Grade
.. ..	Officer of the Junior Adminis- trative Grade.	Head of Circle.	Head of Circle.
(c) Employed on Letter Sorting Machines	Head of Circle.	Head of Circle	Senior Deputy Direc- tor-General.
.. ..	Head of Circle.	Assistant Engineer (Postal Mechanisation).	Officer of the Junior Administrative Grade.
.. ..	Head of Circle.	Officer of the Junior Adminis- trative Grade.	Head of Circle.
.. ..	Head of Circle	Head of Circle	Senior Deputy Direc- tor-General.

SCHEDULE No. 4—B Contd.

1	2	3	4
26. Class III Staff in Dispensaries ...	Officer of the Junior Administrative Grade.	Medical Officer-in-Charge (Gazetted). Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade. Head of Circle
27. Class IV Staff in Dispensaries ...	Section Officer in Circle Office	Medical Officer to whom immediately subordinate. Section Officer in Circle Office	Section Officer in Circle Office. Officer of the Junior Administrative Grade
28. Class III staff in schools (Primary or Lower Secondary or Higher Secondary)	Officer of the Junior Administrative Grade.	Headmaster/Headmistress Officer of the Junior Administrative Grade.	Officer of the Junior Administrative Grade Head of Circle.
29. Class IV Staff Schools (Primary or Lower Secondary or Higher Secondary).	Section Officer in Circle Office	Headmaster/Headmistress Section Officer in Circle Office	Section Officer in Circle Office. Officer of the Junior Administrative Grade.

NOTE—(1) The term "Head of Circle" used in the Schedule means "the Postmaster-General or the General Manager, Postal Life Insurance in charge of the Circle and "Deputy Director-General" means in charge of Group.

(2) The term "Officer of the Junior Administrative Grade" used in the Schedule means "the Deputy Postmaster-General or the Contoller of Post Offices or the Director, Postal Life Insurance" under whose jurisdiction the services/ posts shown in Column No. 1 of the Schedule fall.

SCHEDULE No. 5

Appointments, Penalties and Appeals of employees excluded from the operation, of the Civil Services (Classification, Control and Appeal) Rules or Government Servants Discipline/Appeal Rules, 1976.

The Director-General is pleased to make the following rules to provide for the making of appointments of employees mentioned in the schedule to these rules, who are excluded from the operation of the Civil Services (Classification, Control and Appeal) Rules under rule 3 thereof, or/and for their discipline and rights of appeal :—

RULES

Appointing, Punishing and Appellate Authorities

1. The appointing, punishing and appellate authorities in respect of the various classes of those employees of the Banglaesh Post Office who are excluded from the operation of the Discipline of Appeal Rules, 1976, shall be the same as for the corresponding class of permanent staff of the Department, that is, in the case of Extra-Departmental postmasters, postmen, etc., the same as for Departmental postmasters, postmen, etc., and in the case of Extra-Departmental mail peons and the staff paid from contingencies, daily paid workmen, etc., and piece workers, the same as for Departmental Class IV staff.

NOTE 1.—In emergent cases when prompt removal of an Extra-Departmental Agent from service is essential, the Inspector of Post Offices may remove him from service subject to the approval and sanction of the Divisional Superintendent of Post Offices as soon as possible.

NOTE 2.—If any doubt arises as to who is the appropriate appointing, punishing or appellate authority the matter shall be referred to Director-General.

DISCIPLINE

(A) Extra-Departmental Agents.

2. (a) The following penalties only may, for good and sufficient reason and as hereinafter provided, be imposed upon these employees, namely :—

- (i) Recovery from allowance of the whole or part of any pecuniary loss caused to Government by negligence or breach of rules.
- (ii) Removal or dismissal from service for some specific offence, such as, participation in fraud, etc., and

SCHEDULE No. 5 contd.

- (iii) Removal from service for unsatisfactory work or doubtful character.

(b) No order imposing a penalty specified in the aforesaid rule, other than an order of removal from service for unsatisfactory work or doubtful character or an order based on facts which have led to his conviction in a criminal court, shall be passed against an employee unless he has been given an adequate opportunity of making any representation that he may desire to make and such representation, if any, has been taken into consideration before the order is passed :

Provided that the requirements of this sub-rule may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and they can be waived without injustice to the employee concerned.

NOTE.—When an Extra-Departmental Agent has to be removed on account of abolition of posts or its conversion into one of different status the formalities prescribed above are not necessary.

(c) The authority imposing any penalty under these rules shall maintain a record showing—

- (i) the allegations upon which he proceeded against the employee punished,
- (ii) the employee's representation, if any, and the evidence taken, if any,
- (iii) the finding and the grounds thereof.

(B) *Staff paid from contingencies, Daily Paid Workmen and Piece Workers*

3. The penalty that can be imposed on these employees is removal from service.

The procedure laid down in sub-rule 2(b) is not necessary before inflicting this penalty.

Appeals

4. An employee shall be entitled to appeal, as hereinafter provided from an order imposing upon him any of the penalties specified in rules 2(a) and 3. He may appeal only to one higher authority, viz., to the authority immediately superior to the authority imposing the penalty.

5. The appellate authority shall consider--

- (a) whether the facts on which the order was based have been established,

SCHEDULE No. 5—Contd.

- (b) whether the facts established afford sufficient ground for taking action, and
- (c) whether the penalty is excessive, adequate or inadequate, and after such consideration shall pass such order as it thinks proper.

6. The procedure regarding the submission and disposal of appeals as laid down in rule 13 of the Rules in Schedule No. I shall apply also to these employees.

Schedule

- (1) Extra-Departmental Agents.
- (2) Staff paid from contingencies.
- (3) Daily paid workmen including Mechanics and Mistries, Coolies, etc.
- (4) Piece Workers.

SCHEDULE No. 6

SCHEDULE OF ADMINISTRATIVE POWERS OF
THE DIRECTOR-GENERAL

Nature of power.	Extent of power.	Remarks
APPOINTMENTS		
<p>1. Power to appoint officers of the following services and posts :—</p> <p>(i) Deleted.</p> <p>(ii) General Central Service, Class II.</p>	<p>Full powers within the sanctioned scale.</p>	<p>S. No. 2 of Annexure. Cabinet Secretariat, Establishment Division's O.M. No. 7/59-S.O. VII, dated the 5th January, 1960.</p>
<p>2. Power to promote officers of the Bangladesh Postal Service (Senior Scale) and Senior Accounts Officers.</p>	<p>May promote officers of the rank of Junior Scale to the rank of Senior Scale of the Bangladesh Postal Service. Class I or Senior Accounts Officers.</p>	<p>On the recommendations of the Departmental Selection Board. No reference to the Public Service Commission is necessary.</p>
<p>3. Power to re-employ persons who have either been dismissed from the Department or who have resigned their positions in it to avoid dismissal or absconded.</p>	<p>Full powers in respect of persons whom the Director-General is competent to appoint.</p>	<p>Rule 4 of the <i>Post Office Manual, Volume IV.</i></p>
<p>4. Power to grant permission to be transferred to another Government office or Department.</p>	<p>Ditto</p>	<p>Rule 22 of the <i>Post Office Manual, Volume IV.</i></p>
<p>5. Power to appoint persons to the Superior qualifying service after the age of 25 years.</p>	<p>Full powers in respect of persons under his orders who are not appointed directly by the Government of Bangladesh.</p>	<p>Rule 8 of the <i>Post Office Manual, Volume IV.</i></p>
<p>6. Power to extend the period of tenure of all Gazetted officers under his administrative control, below the rank of Postmasters-General/ Deputy Directors-General/General Manager PLI, beyond the normal term.</p>	<p>May extend the period of tenure for not more than one year in special cases where sufficient and valid reasons exist.</p>	<p>Rule 58-(A) of the <i>Post Office Manual, Volume IV.</i></p>
PROMOTIONS		
<p>7. Power to give officiating promotion to an officer to a grade in which his first officiating appointment was sanctioned by the Government of Bangladesh otherwise than as a local arrangement.</p>	<p>Powers as defined in Rule 30 of the <i>Post Office Manual, Volume IV.</i></p>	

SCHEDULE No. 6—contd.

**SCHEDULE OF ADMINISTRATIVE POWERS OF
THE DIRECTOR-GENERAL**

Nature of power.	Extent of power	Remarks.
8. Power to transfer Gazetted officers.	<p style="text-align: center;">TRANSFERS</p> May transfer all Gazetted officers under his administrative control, below the rank of Postmasters-General/Deputy Directors General/General Managers, P.L.I. provided the transfer is made within the same cadre/ service.	S. Nos. 1 and 2 of Annexure Cabinet Secretariat, Establishment Division's O.M. No. 7/59-S.O. VII, dated the 5th January 1960.
9. Power to impose penalties as specified in the Discipline and Appeal Rules, 1976.	<p style="text-align: center;">PUNISHMENTS</p> Full powers in respect of all personnel appointed by him.	S. No. 2 of Annexure Cabinet Secretariat, Establishment Division's O.M. No. 7/59-D.O. VII, dated the 5th January, 1960.
10. Power to accept resignation	<p style="text-align: center;">RESIGNATIONS</p> Full powers in respect of all establishment appointed by him.	Rule 32 of the <i>Post Office Manual, Volume II</i> .
11. Power to sanction ordinary pension (including gratuities) and to decide questions allied to the grant thereof.	<p style="text-align: center;">PENSIONS AND GRATUITIES.</p> Full powers, vested under the <i>Civil Service Regulations</i> and in the Local Government, the Head of the Department, the sanctioning authority, of Pension and the appellate authority in respect of officers whose pensions he is competent to sanction.	
12. Power to increase amount of security deposits.	<p style="text-align: center;">SECURITY DEPOSITS</p> Full powers.	Rule 193 of the <i>Post Office Manual, Volume II</i> .
13. Power to grant authority for institution of legal proceedings and for defence of Civil suits on behalf of the Department.	<p style="text-align: center;">MISCELLANEOUS</p> Full Powers	Rule 127 of the <i>Post Office Manual, Volume II</i> .

SCHEDULE No. 6—contd.

SCHEDULE OF ADMINISTRATIVE POWERS OF
THE DIRECTOR-GENERAL

Nature of power	Extent of power.	Remarks
14. Power to grant authority for institution of criminal proceedings against departmental officials.	MISCELLANEOUS—contd. Information to a Magistrate or Police regarding officers appointed by the Director-General or higher authority who are offenders in a cognizable or noncognizable case must require previous sanction of the Director-General.	Rules 132 and 134 of the <i>Post Office Manual, Volume II.</i>
15. Power to introduce or modify standard printed forms. 27 deleted	Full powers.	Rules 406 and 407 of the <i>Post Office Manual, Volume II.</i>
16. Power to sanction preservation or destruction of records (other than accounts records).	Full powers.	
17. Power to correspond with Foreign Postal Administrations and the International Bureau of the Postal Union regarding matters covered by the convention of the Universal Postal Union and the other arrangements of the Union or by separate arrangements regarding exchanges of postal articles and money orders entered into with Foreign Postal Administrations.	Ditto.	
18. Power to open guaranteed offices for a period of five years or more in special cases.	Ditto.	Rule 129 of the <i>Post and Telegraphs Manual, Volume XI.</i>
19. Power to execute and sign contracts on behalf of the Department.	Powers as defined in Chapter IX of the <i>Post Office Manual, Volume II.</i>	

SCHEDULE No. 6—contd.
SCHEDULE OF ADMINISTRATIVE POWERS OF
THE DIRECTOR GENERAL

Nature of power	Extent of power.	Remarks.
20. Power to sanction the condonation of residential accommodation in excess of the standard scale admissible occupied by the non-gazetted staff of the Post Office Department in leased buildings.	<p>Provided that :—</p> <p>(a) the excess accommodation does not exceed 500 square feet, and</p> <p>(b) if this limit is exceeded, the proportionate (actual rent of the excess accommodation is not more than Taka 10/- a month.</p>	Subject to the condition (i) that it is certified that the excess accommodation cannot conveniently be utilised in any other way and that no building of the prescribed standard dimensions is obtainable in the locality, and (ii) that the sanction is not for a period of more than three years at any one time.
21. Power for the grant of permission for acquisition, disposal, construction of immovable property to all Government Servants in the Department.	Full powers.	Cabinet Secretariat, Establishment Division's O.M. No. 3/47/70-DIV dated 10th December, 1970.
22. Power to grant permission to be transferred to other Government offices or Departments, or to take up other employment while on leave.	May grant permission to any one whom he is authorised to appoint.	F.R.69.
23. Power to declare a Government servant to be a ministerial servant.	Full powers for Class II and Class III only.	F. R. 9 (17)
24. Power to dispense with a medical certificate of fitness, before appointment to Government service, in individual cases.	Full powers provided he is authorised to make appointments to the post.	F.R. 10.
25. Power to allow Government servants to count extraordinary leave for increments.	Full powers in respect of posts for which he is the appointing authority.	F.R.26.
26. Power to prescribe a Government servant's headquarters.	Full powers except for his deputies.	S.R. 59
27. Power to accept a certificate of fitness signed by any registered medical practitioner.	Full powers.	S.R. 113.

SCHEDULE No. 7

**SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF CIRCLE
(INCLUDING GENERAL MANAGER P.L.I.)**

Nature of power.	Extent of power.	Remarks.
1. Power to re-employ pensioners in non-gazetted appointments.	<p align="center">APPOINTMENT, PENALTIES AND APPEALS.</p> <p>See Schedule No. 3--A & B</p> <p>May sanction re-employment of pensioners in non-gazetted appointments under Article 520(iii), <i>Civil Service Regulations</i>, subject to the conditions in Article 521 <i>ibid.</i></p>	Rule 5 of the <i>Post Office Manual, Volume IV.</i>
2. Power to fill officiating vacancies in Postal Superintendents Service, and General Central Service, Class II.	<p>May fill all vacancies not exceeding four months in duration irrespective of the nature of vacancy.</p>	Government of India Department of Posts and Air, letter No. S. 302-1/43 dated the 31-3-44, as adapted.
3. Power to transfer gazetted officers.	<p align="center">TRANSFERS</p> <p>Full powers to transfer Class II officers and Class I (Junior Scale) Officers within the circle.</p>	Rule 38 of the <i>Post Office Manual, Volume IV.</i>
4. Power to transfer a non-gazetted official within the circle and within the same cadre for administrative reasons.	<p>Full powers subject to the conditions of F.R.15 and F. R. 22.</p> <p><i>N.B.</i>—The transfer of any P.O. or R. M. S. official should be made to a Division, or Unit the actual posting of the official within the division or unit being left to the Divisional Superintendent/unit officers.</p>	Rule 38 of the <i>Post Office Manual, Volume IV.</i>
5. Power to transfer a non-gazetted official to another but identical cadre and grade within the circle for administrative reasons.	<p>Full powers subject to the conditions of F. R. 22, the seniority on transfer to the new cadre and on grade being ordinarily fixed, as far as practicable, according to the date of substantive entry in the cadre and grade from which the transfer is made; but a report showing the grounds for each such transfer should be made to the Director-General unless the transfer is made in pursuance of an order issued by him.</p>	Rule 38 of the <i>Post Office Manual, Volume IV.</i>

SCHEDULE No. 7—contd.

**SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF
A CIRCLE (INCLUDING GENERAL MANAGER P.L.I.)**

Nature of power.	Extent of power	Remarks
<p>6. Power to transfer a non-gazetted official outside the cadre but to an identical cadre whether within or outside the circle at the request of the official concerned or by mutual exchange of appointment.</p>	<p>Full powers subject to the conditions :—</p> <p>(1) that no extra expense to the state is involved ;</p> <p>(2) that initial pay on transfer is fixed under F. R. 22 ;</p> <p>(3) that the seniority on transfer is fixed according to rule 38 of the <i>Post Office Manual Volume IV</i>, if transfer is by way of mutual exchange, and if otherwise at the lowest position in the gradation list of the cadre and grade to which the transfer is made ;</p> <p>(4) that a declaration is obtained from the official concerned agreeing to the conditions (1) to (3) ;</p> <p>(5) that no transfer of selection grade officials to another circle is made except by way of mutual exchange, and</p> <p>(6) that if the transfer is to another circle, the concurrence of the Head of that circle is duly obtained.</p> <p align="center">RESIGNATIONS.</p>	<p>These conditions may in very special circumstances be relaxed by the Director-General.</p>
<p>7. Power to accept resignation of an official.</p>	<p>May accept resignation of any one whom he is authorised to appoint.</p>	<p>Rule 32 of the <i>Post Office Manual, Volume II.</i></p>

SCHEDULE No. 7—contd.

SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF CIRCLE
INCLUDING GENERAL MANAGER P.L.I.

Nature of power.	Extent of power.	Remarks.
8. Power to sanction ordinary pensions, including gratuities, and to decide questions allied to the grant thereof.	<p style="text-align: center;">PENSIONS AND GRATUITIES.</p> Full powers, vested under the <i>Civil Service Regulations</i> in respect of officials whom he is competent to appoint.	
9. Power to fix the amount of security deposits in the case of cashiers, despatching clerks and storekeepers.	<p style="text-align: center;">SECURITY DEPOSITS.</p> Full powers subject to the rules in the <i>Manual</i> .	Rule 193 of the <i>Post Office Manual, Volume II</i> .
10. Power to order the forfeiture of security deposits.	Full powers subject to the rules in the <i>Manual</i> .	Rule 258 of the <i>Post Office Manual, Volume II</i> .
11. Power to grant permission to be transferred to other Government offices or Departments, or to take up other employment while on leave, <i>vide</i> Rule 69 of the <i>Fundamental Rules</i> .	<p style="text-align: center;">MISCELLANEOUS.</p> May grant permission to any one whom he is authorised to appoint.	Rule 22 of <i>Post Office Manual, Volume II</i> .
12. Power to sanction alterations in the name of an employee.	May sanction, and notify in circulars or general letters alterations in the names of all subordinates except those whom he has not the power to appoint. In the case of the latter officials such alterations should be proposed to the Director-General for sanction and notification in his circulars.	Rule 726 of the <i>Post Office Manual, Volume II</i> .
13. Power to grant casual leave.	Powers as defined in Rules 99—102 of the <i>Post Office Manual, Volume IV</i> .	

SCHEDULE No 7—contd

SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF
A CIRCLE (INCLUDING GENERAL MANAGER P.L.I.)

Nature of power.	Extent of power.	Remarks.
14. Leave to Class I (Junior Scale) Officers.	<p><i>Miscellaneous—Contd.</i></p> <p>May grant leave upto four months subject to the condition that soon after return from leave of the officer, will send complete papers to the Directorate General for issuing a formal notification sanctioning leave to the officer concerned.</p>	
15. Power to execute and sign contracts on behalf of the Department.	Powers as defined in Chapter IX of the <i>Post Office Manual, Volume II.</i>	
16. Power to authorise the institution of civil suits on behalf of the Department against defaulting guarantors of combined offices for recovering deficits against guarantees.	Powers as defined in Exception (2) to Rule 127 of the <i>Post Office Manual, Volume II.</i>	In consultation with Head of a Telecom. Region.
17. Power to institute or defend civil suits in connections with lands and buildings.	Powers as defined in Exception (3) to Rule 127 of the <i>Post Office Manual, Volume II.</i>	
18. Power to authorise the institution of criminal proceedings in non-cognizable cases against officials under his control except officers appointed by the Director General or the Government of Bangladesh.	Full powers.	Rules 133 and 134 of the <i>Post Office Manual, Volume II.</i>
19. Power to employ Government pleader on behalf of the Department in criminal cases.	Powers as defined in Rule 146 of the <i>Post Office Manual, Volume II.</i>	
20. Powers to sanction deputation and journey, etc., of officers.	<p>May sanction :—</p> <p>(a) the deputation of Superintendents of post offices and Railway Mail Service for telegraph training for a period not exceeding six weeks provided that the relieving arrangement can be made within the Circle.</p>	Director-General's letter No. A.A. 58/26, dated the 30th June 1926.

SCHEDULE No. 7—contd.

**SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF
A CIRCLE (INCLUDING GENERAL MANAGER P.L.I.)**

Nature of power.	Extent of power.	Remarks.
	<p>(b) the journey of all officers under his control beyond the Circle for a period not exceeding seven days for enquiry and the grant of travelling allowances to such officers provided that no acting arrangement in place of the officer is made.</p> <p>NOTE.—A copy of the order issued by the Head of a Circle in respect of (a) above should be sent to the Director-General for information.</p>	
<p>21. Power to condone excesses over the standard scale of accommodation occupied as residences by staff of the Post Office Department.</p>	<p>Powers as defined in paragraphs 538-A and 590 of the <i>Post Office Manual, Volume II.</i></p> <p align="center">POST OFFICE, RAILWAY MAIL SERVICE AND POSTAL LIFE INSURANCE-SPECIAL</p>	
<p>22. Power to fix the period of preservation of records in a Circle office (other than accounts records).</p>	<p>Powers as defined in Rule 16 of the <i>Post Office Manual, Volume VIII.</i></p>	
<p>23. Power to fix the extent of jurisdiction of Superintendent of Post Offices and R.M.S. (including Sorting and Air Division), Assistant Director (Field), Postal Life Insurance, Assistant Superintendent of Post Offices, R.M.S., P.L.I., Wireless and Taxation.</p>	<p>Full powers</p>	<p>Rules 17 and 18 of the <i>Post Office Manual, Volume VIII.</i></p>
<p>24. Power to authorise an official under his control to travel on duty outside the limits of his jurisdiction.</p>	<p>Ditto.</p>	<p>Rule 168 of the <i>Post Office Manual, Volume V.</i></p>

SCHEDULE No. 7—contd.

**SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF
A CIRCLE (INCLUDING GENERAL MANAGER P.L.I.)**

Nature of power.	Extent of power.	Remarks.
25. Power to settle claims of defrauded persons.	Powers as defined in Rule 223 of the <i>Post Office Manual, Volume V.</i>	
26. Power to order the destruction of post office records (other than accounts records) of a permanent character.	Full powers as defined in Rule 25 of the <i>Post Office Manual, Volume VI.</i>	
27. Power to authorise Superintendents of Post Offices and Gazetted Postmasters to apply and pay for Police escort for the transmission of cash.	Full powers.	Rule 148 of the <i>Post Office Manual, Volume VIII.</i>
28. Power to add questions to the standard inspection questions to meet local requirements in Post Offices, R.M.S. and P.L.I.(Field) Units.	Full powers.	Rule 417 of the <i>Post Office Manual, Volume II.</i>
29. Power to sanction the opening of combined offices.	<p style="text-align: center;">Combined Offices.</p> Full powers, provided the office is estimated to work at a profit on the basis of the usual guarantee calculations, and the agreement of the Head of Telecommunication Region concerned has been obtained.	
30. Power to renew or terminate guarantees for combined offices after expiry of the guaranteed period.	Powers as defined in Rules 140—142 of the <i>Posts and Telegraph Manual, Volume IX.</i>	In consultation with Head of a Telecom. Region.
31. Power to close combined offices.	May close an office provided the abolition of its working charges is within his powers of sanction.	—do—
32. Power to close a guaranteed combined office.	No power.	Rule 141 of the <i>Posts and Telegraphs Manual, Volume IX</i> (In consultation with Head of a Telecom. Region).

SCHEDULE No. 7—contd.

**SCHEDULE OF ADMINISTRATIVE POWERS OF THE HEAD OF
A CIRCLE (INCLUDING GENERAL MANAGER P.L.I.)**

Nature of power.	Extent of power.	Remarks.
33. Power to decide questions concerning delivery of messages by means of bicycles.	<p align="center">Delivery of messages by Bicycles.</p> May decide when delivery by means of bicycles is desirable and the number of bicycle peons to be employed.	Rule 195 of the <i>Posts and Telegraphs Manual, Volume IX.</i>
34. Power to grant applications to send Press bearing telegrams.	<p align="center">Press Bearing Telegrams.</p> May grant applications, immediate report being made to the Director-General.	
35. Power to grant applications for registration of newspapers under Press Rules.	<p align="center">Registration of Newspapers.</p> May grant such applications.	Clauses 74 and 75 of <i>Post Office Guide.</i>
36. Power to declare a Government servant to be a ministerial servant.	<p align="center">General</p> Full powers for Class II and Class III only.	F. R. 9(17)
37. Power to dispense with a medical certificate of fitness, before appointment to Government service, in individual cases.	Full powers provided he is authorised to make appointments to the post.	F. R. 10
38. Power to allow Government servants to count extra-ordinary leave increments.	Full powers in respect of posts for which he is the appointing authority.	F.R. 26
39. Power to prescribe a Government servant's headquarters.	Full powers except for his deputies.	S. R. 59
40. Power to accept a certificate of fitness signed by any registered medical practitioners.	Full powers.	S. R. 213

SCHEDULE No. 8.

SCHEDULE OF ADMINISTRATIVE POWERS OF CONTROLLERS
OF POST OFFICES, DACCA

Nature of power.	Extent of power.	Remarks.
<p>1. Power to transfer a non-gazetted official within his own jurisdiction and within the same cadre for administrative reasons.</p> <p>2. Power to transfer a non-gazetted official to another but identical cadre and grade within his own jurisdiction for administrative reasons.</p>	<p>APPOINTMENTS, PENALTIES AND APPEALS.</p> <p>(See Schedule No S. 4A & B)</p> <p>Full powers subject to the conditions of F.R. 15 and F.R. 22.</p> <p>N.B. The transfer of any P.O. or R. M. S. official should be made to a Division, the actual posting of the official within the division being left to the Divisional Superintendent.</p> <p>Full powers subject to the conditions of F.R. 22, the seniority on transfer to the new cadre and grade being ordinarily fixed as far as practicable, according to the date of substantive entry in the cadre and grade from which the transfer is made but a report showing the grounds for each such transfer should be made to the Head of a Circle and to the Director-General unless the transfer is made in pursuance of an order issued by him.</p>	<p>Rule 28 of the <i>Post Office Manual, Volume IV.</i></p>
<p>3. Power to accept resignation of an official.</p>	<p>RESIGNATIONS</p> <p>May accept resignation of any one whom he is authorised to appoint.</p>	<p>Rule 32 of the <i>Post Office Manual, Volume II.</i></p>
<p>4. Power to sanction ordinary pensions, (including gratuities) and to decide questions allied to the grant thereof.</p>	<p>PENSION AND GRATUITIES</p> <p>Full powers vested under the Civil Service Regulations in respect of officials whom he is competent to appoint.</p>	

SCHEDULE No. 8—contd.

**SCHEDULE OF ADMINISTRATIVE POWERS OF CONTROLLERS
OF POST OFFICES, DACCA**

Nature of power.	Extent of power.	Remarks
MISCELLANEOUS		
5. Power to grant permission to be transferred to other Government offices or Departments, or to take up other employment while on leave, vide Rule 69 of the Fundamental Rules.	May grant permission to any one whom he is authorised to appoint.	
6. Power to grant casual leave.	Power as defined in Rules 99-102 of the Post Office Manual, Volume IV.	
7. Power to authorise an official under his control to travel on duty outside the limits of his jurisdiction, but not outside the Circle.	Full powers.	Rule 168 of the <i>Post Office Manual, Volume V.</i>

SCHEDULE No. 9

SCHEDULE OF ADMINISTRATIVE POWERS OF SUPERINTENDENT/ DEPUTY AND ASSISTANT CONTROLLER/SUPERINTENDENT R. M. S. (INCLUDING SORTING AND AIR DIVISION), SENIOR POSTMASTER AND POSTMASTER-IN-CHARGE (GAZETTED), SENIOR SUPERINTENDENT FOREIGN POST AND ASSISTANT-CONTROLLER STAMPS, PRINCIPAL, POSTAL TRAINING CENTRE, ASSISTANT DIRECTOR (FIELD) POSTAL LIFE INSURANCE, ASSISTANT DIRECTOR (BAG CONTROL OFFICE).

Nature of power.	Extent of Power.	Remarks.
<p>1. Power to fill officiating vacancies in the selection grades.</p> <p>2. Power to transfer any official from one office, section, sub-office to another in the division/unit in the same time-scale of pay.</p> <p>3. Power to transfer by way of exchange of officials on the same timescale of pay from one division to another within the Circle provided that (1) the Postmaster-General has not specially ordered one or the other of the officials to work in the division or place from which the transfer is sought and (2) the consent of the other Unit Officer concerned is obtained.</p>	<p style="text-align: center;">APPOINTMENTS, PENALTIES AND APPEALS</p> <p>(See Schedules No. 4A & B)</p> <p>Full powers provided the vacancies are not of more than four months duration.</p> <p style="text-align: center;">TRANSFERS</p> <p>Full powers.</p> <p>Full powers subject to the conditions:—</p> <p>(1) that no extra expense to the State is involved ;</p> <p>(2) that the initial pay on transfer is fixed under F.R. 22 ;</p> <p>(3) that the seniority on transfer is fixed according to the rule 38 of the <i>Post Office Manual, Volume IV</i> ;</p> <p>(4) that a declaration is obtained from the officials agreeing to the conditions (1) to (3) ;</p>	<p>Government of India, <i>Post and Air Department Memorandum No. E 202-1/43</i>, dated the 11th August, 1944.</p>

SCHEDULE No. 9—Contd.

SCHEDULE OF ADMINISTRATIVE POWERS OF SUPERINENDENT/ DEPUTY CONTROLLER OF POST OFFICES/ SUPERINTENDENT (INCLUDING SORTING AND AIR DIVISION/ SENIOR POSTMASTER AND POSTMASTER-IN-CHARGE (GAZETTED)/ SENIOR SUPERINTENDENT FOREIGN POST DACCA/ASSISTANT CONTROLLER STAMPS/ PRINCIPAL POSTAL TRAINING CENTRE/ ASSISTANT DIRECTOR (FIELD) POSTAL LIFE INSURANCE-, ASSISTANT DIRECTOR (BAG CONTROL OFFICE)

Nature of power.	Extent of power.	Remarks.
3a. Power to transfer officials of Lower Selection Grade working under him from one post to another within his jurisdiction and to move officials of Higher Selection Grade working in his own office from one department to another within the office.	This power can be exercised by the Senior Postmaster or Postmaster-in-charge (Gazetted) only.	D. G.'s letter No. Es. B. 71—14/37 dated 7-3-1938.
4. Power to accept resignation of an official.	<p style="text-align: center;">RESIGNATIONS.</p> May accept resignation of any one whom he is authorised to appoint.	Rule 32 to the <i>Bangladesh Post Office Manual, Volume II.</i>
5. Power to sanction ordinary pensions (including gratuities) and to decide questions allied to the grant thereof.	<p style="text-align: center;">PENSIONS AND GRATUITIES.</p> Full powers, under the <i>Civil Service Regulations</i> in respect of officials whom he is competent to appoint.	
6. Power to grant casual leave.	Powers as defined in Rules 99 to 102 of the <i>Post Office Manual, Volume IV.</i>	
**7. Power to fix scale of fees to be charged by professional letter-writers and to lease out right to use post office premises for the purpose of carrying on the business of professional letter-writing.	Full powers.	Rule 105 of the <i>Post Office Manual Volume, VIII.</i>
*8. Power to execute and sign contracts on behalf of the Department.	Powers as defined in Chapter IX of the <i>Post Office Manual, Volume II.</i>	

SCHEDULE No. 9--contd.

SCHEDULE OF ADMINISTRATIVE POWERS OF SUPERINTENDENT/DEPUTY CONTROLLER OF POST OFFICES/SUPERINTENDENT R.M.S. (INCLUDING SORTING AND AIR DIVISION SENIOR POSTMASTER AND POSTMASTER-IN-CHARGE (GAZETTED)/SENIOR SUPERINTENDENT FOREIGN POST DACCA/ASSISTANT CONTROLLER STAMPS/PRINCIPAL POSTAL TRAINING CENTRE ASSISTANT DIRECTOR (FIELD) POSTAL LIFE INSURANCE/ASSISTANT DIRECTOR (BAG CONTROL OFFICE).

Nature of power.	Extent of power.	Remarks.
**9. Power to inspect books and accounts of the sub-account department of first class head offices.	Full powers.	Rule 102 of the <i>Post Office Manual Volume VIII</i> .
**10. Power to verify balances of first class head offices.	Full powers.	—do—
*11. Power to take possession of records of post offices.	Powers as defined in Note below Rule 102 of the Post Office Manual, Volume VIII.	
12. Power to decide whether an official whom he is competent to appoint is fit to pass an efficiency bar.	Full powers.	
13. Power to grant permission to be transferred to other Government offices or Departments, or to take up other employment while on leave, vide Rule 69 of the Fundamental Rules.	May grant permission to any one whom he is authorised to appoint.	

Note:- *These powers will be exercised by Superintendent, Deputy and Assistant Controller and Senior Postmaster and Postmaster-in-charge (Gazetted).

**These powers will be exercised by Superintendent, Deputy and Assistant Controller and City Superintendent of Post Offices.

SCHEDULE No. 10

SCHEDULE OF ADMINISTRATIVE POWERS OF GAZETTED POST-MASTER OR DEPUTY POSTMASTER (SAVINGS, DELIVERY, TREASURY), SUPERINTENDENT (SORTING) DACCA,/SUPERINTENDENT (TRAFFIC OR F. M. O.) FOREIGN POST, DACCA,/ASSISTANT DIRECTORS IN CIRCLE OFFICES, VICE PRINCIPAL AND TRAINING OFFICER, POSTAL TRAINING CENTRE. (I.E. GAZETTED OFFICERS NOT IN CHARGE OF UNITS.)

Nature of power.	Extent of power.	Remarks
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**APPOINTMENTS, PENALTIES
AND APPEALS.**

(See Schedule Nos. 4A & B)

SCHEDULE No. II

**SCHEDULE OF ADMINISTRATIVE POWERS OF AN INSPECTOR OF
POST OFFICES (OTHER THAN A TOWN INSPECTOR) AND INSPECTOR
OF RAILWAY MAIL SERVICE WHEN IN CHARGE OF A SUB-DIVISION.**

Nature of power.	Extent of power.	Remarks.
<p>1. Power to transfer from one office to another in the same Time Scale in his sub-division any official of & below the rank of postman.</p> <p>2. Power to grant casual leave.</p>	<p align="center">APPOINTMENTS, PENALTIES AND APPEALS.</p> <p align="center">(See Schedule No. 4A & B)</p> <p align="center">TRANSFERS.</p> <p>Full powers, subject to the provision of rule 37 of the <i>Post Office Manual, Volume IV.</i></p> <p align="center">MISCELLANEOUS.</p> <p>Powers as defined in rules 99 to 102 of the <i>Post Office Manual, Volume IV.</i></p>	

SCHEDULE No. 12

**SCHEDULE OF ADMINISTRATIVE POWERS OF A SECOND CLASS
POSTMASTER AND A SUB-POSTMASTER IN SELECTION GRADE
(EXCEPT A SUB-POSTMASTER-IN-CHARGE OF A TOWN
SUB-OFFICE)**

Nature of powers.	Extent of power.	Remarks
<p>1. Power to cut or break counterfeit silver coins.</p> <p>2. Power to grant casual leave.</p>	<p align="center">APPOINTMENTS, PENALTIES AND APPEALS (See Schedule Nos. 4A & B)</p> <p align="center">ALL POSTMASTERS</p> <p>Powers as defined in rules 99 to 102 of the Post Office Manual, Volume IV.</p>	<p align="center">Rule 20 of the <i>Post Office Manual, Volume VI.</i></p>

SCHEDULE No. 13

**SCHEDULE OF ADMINISTRATIVE POWERS OF ASSISTANT
SUPERINTENDENT OF POST OFFICES, RAILWAY MAIL SERVICE
AND POSTAL LIFE INSURANCE (FIELD)**

Nature of power.	Extent of power	Remarks
	APPOINTMENTS, PENALTIES AND APPEALS (See Schedule Nos. 4A & B)	

SCHEDULE No. 14

**SCHEDULE OF ADMINISTRATIVE POWERS OF HEAD RECORD CLERK
SUB-RECORD CLERK, AND RECORD CLERK IN SELECTION GRADE**

Nature of power.	Extent of power	Remarks
	APPOINTMENTS, PENALTIES AND APPEALS (See Schedule Nos. 4A & B) TRANSFERS	
1. Power to transfer temporarily a sorter from one set or section to another.	Full powers.	
	MISCELLANEOUS	
2. Power to summon a sorter to the Record Office or to the Railway Station during his rest time.	Full powers.	
3. Power to order sorters to perform extra duty.	Full powers.	
4. Power to grant casual leave.	Powers as defined in Rules 99 to 102 of the Post Office Manual, Volume IV.	
5. Power to apply to the Railway authorities for extra accommodation for the use of the Post Office in Railway trains.		Rule 9 of the <i>Post Office Manual, Volume VII.</i>

Note:- Record and Sub Record Clerk (in the Time Scale) will also exercise powers at items 1 to 5 above.

SCHEDULE No. 15

SCHEDULE OF ADMINISTRATIVE POWERS OF A HEAD SORTER

Nature of Power	Extent of power.	Remarks.
1. Power to apply to the Railway authorities for extra accommodation for the use of the Post Office in Railway trains.	This power is exercised by Head Sorters.	Rule 9 of the <i>Post office Manual, Volume VII.</i>
2. Power to order sorters to perform extra duty.	In emergency only.	

SCHEDULE No. 16**ADMINISTRATIVE POWERS OF A MANAGER, RETURN LETTER
OFFICE, IN HIGHER SELECTION GRADE**

Nature of power	Extent of power	Remarks
	APPOINTMENTS, PENAL- TIES AND APPEALS (See Schedule Nos. 4A & B)	

SCHEDULE No. 17

SCHEDULE OF ADMINISTRATIVE POWERS OF
ASSISTANT ENGINEERS

Nature of power	Extent of power	Remarks
1. Power to grant casual leave	<p style="text-align: center;">APPOINTMENTS, PENAL- TIES AND APPEALS</p> <p style="text-align: center;">(See Schedule Nos. 4A & B</p> <p style="text-align: center;">MISCELLANEOUS</p> <p>Powers as defined in Rules 99 to 102 of the Post Office Manual, Volume IV.</p>	

SCHEDULE No. 18**SCHEDULE OF ADMINISTRATIVE POWERS OF ENGINEERING
SUPERVISOR AND SUPERVISOR (MAIL MOTOR SERVICE)**

Nature of power	Extent of power	Remarks
	APPOINTMENTS, PENAL- TIES AND APPEALS (See Schedule Nos. 4A & B	

[ANNEXURES I & II—Deleted.]

ANNEXURE—III

**Effect of Reduction to a Lower Grade as a punitive measure
from a promotion post.**

1. A case has come to light that an official was reduced in grade from a higher post as a punitive measure without specifying the period for which the reduction in grade was to remain operative. Although it may not be the intention of the authority concerned to reduce the official to a lower rank permanently, such an order is against the principles of natural justice and the spirit of instructions on the subject.

2. To avoid recurrence of such omission in future it is considered desirable to invite attention once again, of all concerned to the following rules/instruction :-

- 1) D. G. P. & T India's letter No. B. II/Ruling dated 9-1-1929 provides that the punishments which destroy all incentive to good work are unusually undesirable and can only be justified in very exceptional cases. Therefore, the order of punishment which affects an individual's status or promotion should ordinarily be so worked as to leave the door open for his subsequent advancement should his work justify this.
- 2) As laid down in F. R. 29, "if a Govt. servant is, on account of misconduct or in-efficiency, reduced to a lower grade or post or to a lower stage in his time scale, the authority ordering such reduction should state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and if so, to what extent.
- 3) Establishment Division's O.M. No. 2/3/65-DI dated 7-8-65 circulated vide this office memo No. E.111-4/60 dated 28-4-1965 (copy enclosed) prescribes that care should be taken to see that such an imposition is for a specified period.
- 4) Government decision No. 3(ii) below Rule 49 of the Civil Services (Classification, Control and Appeal) Rules lays down that a Government Servant, who has been reduced in rank as a disciplinary measure should not be restored to his original position in seniority unless this is specifically laid down at the time the order of punishment is passed or revised on appeal.

3. It should also be borne in mind that the punishing authority cannot revise its own punishing order whether merely on reconsideration or on discovery of some flaw. If no appeal has been preferred, the appellate authority too cannot order retrial or modify the punishment order. In such cases, the authority competent to order retrial or to make any modification in the punishment order is the President.

4. The aforementioned instructions should be brought home to all Circle and field officers with directions to follow them strictly and rigidly.

ANNEXURE—IV

Reduction of Pension under Article 470(b) CSRs.

1. Under Article 470 C.S. Rs., the Government servants are not entitled to full pension unless the services rendered by them are really approved. Further, Article 470(b) C.S. Rs. empowers the pension sanctioning authority to make reduction in the amount of pension of a Government servant if his services are not found to be thoroughly satisfactory.

2. A question was raised whether show-cause notice is necessary before making reduction in the amount of pension of an employee whose services are not adjudged to be thoroughly satisfactory. After careful examination of the point at issue, it has been held by the Cabinet Secretariat, Establishment Division, that the powers given under Article 470(b) C.S.Rs. should not be exercised until an opportunity has been given to the retiring Government Servant by means of notice to show cause against reduction in pension.

3. The above ruling may kindly be brought to the notice of all concerned.
(D. G. PPO. O.M. No. Admn, 11-19/69 dated 23.10.1971)

[ANNEXURE—V—Deleted]

ANNEXURE—VI

Competent Authority for placing a Government Servant under Suspension Clarification of :

It is clarified for general information of all concerned that suspension of a Government servant takes place when he commits a serious offence in his official duties which may entail his "compulsory retirement" or "removal" or

“dismissal” from service on the charge of “Misconduct” or “Corruption” or “Subversive activities” enumerated under clause (b), (c) and (d) of Rule 3 of the Government Servants (Discipline and Appeal) Rules, 1960. In view of this position, the “authority” referred to in Rule 10(1) *ibid* is the authority who is competent to impose penalties (e), (f), (g) of Rule 4 (1) (II) *ibid* on the Government servant. In other words, it is only the appointing authority who is empowered to place a Government servant under suspension.

This should be brought to the notice of all concerned.

ANNEXURE—VII

Dismissal with retrospective effect

It is not in order to dismiss an employee with retrospective effect. Dismissal may not be from a date earlier than the date of the order.

Index to Corrections

CORRECTION.		Date of receipt of memo.	Schedule No., item No. and page affected.	*Initials of person by whom posted and date of posting.
Number	Date.			

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