

**F. No. 1-9/2018-PBI**  
Government of India  
Ministry of Communications  
Department of Posts  
(PBI Division)  
\*\*\*\*\*

Sansad Marg, Dak Bhawan  
New Delhi, Dated: 13 October, 2019

To,

1. All Chief Postmasters General
2. All Post Masters General
3. All GM (Finance) / DAPs
4. CEO, IPPB

**Subject: Standard Operating Procedure (SOP) for remittances and credit of various engagement benefits and maintenance of engagement records etc. of Gramin Dak Sevaks on engagement to India Post Payments Bank (IPPB).**

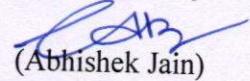
I am directed to forward herewith Standard Operating Procedure (SoP) regulating remittances and credit of various engagement benefits and maintenance of engagement records etc. of Gramin Dak Sevaks on engagement to India Post Payments Bank (IPPB) for adherence.

2. All applicable rules, instructions etc. issued by the Department of Posts, Ministry of Communications, Government of India from time to time regulating the engagement matters shall be applicable. The SOP has been prepared in consultation with Establishment Division and PAF wing of the Postal Directorate. Since this is a new procedure hence while adhering the SOP any issue/ difficulty faced by the Circles and DAPs may be brought to notice of this Division so that immediate corrective action taken.

3. This issues with approval of competent authority.

Encl: As above

Yours faithfully

  
(Abhishek Jain)

Assistant Director General (PBI)

Copy for information to:

1. Sr. PPS to Secretary (Posts).
2. PPS to DG (Posts).
3. PPS to all Members, Postal Service Board.
4. AS & FA.
5. Director, Rafi Ahmed Kidwai National Postal Academy
6. All CGMs/ Sr. DDGs/ DDGs/ GMs
7. GM (CEPT), Mysore. with a request to upload the order on India Post website
8. CHRO, IPPB



**F. No. 1-4/2019-PBI  
Government of India  
Ministry of Communications  
Department of Posts  
(PBI Division)**

Dak Bhawan, Sansad Marg  
Dated: 30/09/2019

**Subject: Setting up of Task Force for feasibility study and other related issued for conversion of India Post Payments Bank (IPPB) into Small Finance Bank (SFB).**

A kind reference is invited to this office letter dated 20.09.2019 regarding the subject mentioned above.

2. Now as per the orders of the competent authority Joint Task Force has been constituted with the following members :-

**Representatives from DoP :-**

- (i). Shri Pawan Kumar Singh, Director (Mail Management), Postal Directorate.
- (ii). Shri G. Natarajan, DPS (HQ), Karnataka Circle
- (iii). Shri Dushyant Mudgal, DPS (HQ & Operations) Delhi Circle
- (iv). Shri Atul Kumar Srivastava, DPS Agra Region, U.P. Circle

**Representatives from IPPB :-**

- (i). Shri Pankaj Kumar Ingle, AGM & Circle Head – Rajasthan
- (ii). Shri Vijyant Madhav, AGM & Circle Head – Bihar
- (iii). Shri Vivek Gupta, Chief Manager (Operations) – Haryana
- (iv). Shri Anuj Gupta, Senior Manager (Strategy), IPPB Corporate HQ

**External Experts :-**


- (i) MicroSave Consulting (MSC)

3. Timeline for submission of report by the Task Force is reiterated is as under :-

- (i). Submission of its report along with recommendations, Detailed Projects Report and draft application of RBI within a period of two months from the date of its constitution.
- (ii). The task force is also requested to submit the case for inclusion of public entities (i.e. DoP/IPPB) for SFB license within one month of issuance of draft guidelines i.e. by 13<sup>th</sup> October 2019.

4. This issues with the approval of the competent authority.


Encl :- (a) Annexure I – Theme of Sub Group.  
(b) Annexure II – Constitution of Sub Group and indicative question.

  
**Abhishek Jain**  
ADG (PBI)



To,

1. Shri Pawan Kumar Singh, Director (Mail Management), Postal Directorate.
2. Shri Atul Kumar Srivastava, DPS Agra Region, U.P. Circle.
3. Shri Dushyant Mudgal, DPS (HQ) Delhi Circle
4. Shri G. Natarajan, DPS (HQ), Karnataka Circle
5. Shri Pankaj Kumar Ingle, Circle Head – Rajasthan, IPPB
6. Shri Vijyant Madhav, Circle Head – Bihar, IPPB
7. Shri Vivek Gupta, CM Operations – Haryana, IPPB
8. Shri Anuj Gupta, SM Strategy, IPPB
9. MicroSave Consulting (MSC)

  
Abhishek Jain  
ADG (PBI)

Copy to :- for information

1. CPMG, Delhi Circle/CPMG Karnataka Circle/CPMG U.P. Circle
2. Sr. PPS to Secretary (Posts)
3. CEO, IPPB



**Annexure – I**

**Task Force for feasibility study and other related issues for conversion of India Post Payments Bank into Small Finance Bank (SFB)**

<b>Sub Group</b>	<b>Subject Theme of the Sub Group</b>
Sub Group 1	<ul style="list-style-type: none"><li>· Sharing of physical &amp; IT Infrastructure between DoP &amp; IPPB</li><li>· Data storage, sharing analytics, commercial use, confidentiality &amp; privacy</li></ul>
Sub Group 2	<ul style="list-style-type: none"><li>· Human Resource Management and training of DoP Staff and GDS</li></ul>





**Task Force for feasibility study and other related issues for conversion of India Post Payments Bank into Small Finance Bank (SFB)**

**Constitution of Sub groups**

**Members of the Sub Group 1:** 1. Shri G. Natarajan, DPS (HQ), Karnataka Circle  
2. Shri Dushyant Mudgal, DPS (HQ), Delhi Circle  
3. Shri Atul Kumar Srivastava, DPS, Agra Region  
4. External subject expert nominated by IPPB

**Members of the Sub Group 2:** 1. Shri Pawan Kumar Singh, Director (Mails), Postal Dte.  
2. Shri Dushyant Mudgal, DPS (HQ), Delhi Circle  
3. Shri Atul Kumar Srivastava, DPS, Agra Region  
4. External subject expert nominated by IPPB

**Indicative Questions for Sub groups**

Sub Group	Issues to be Discussed	Indicative Questions
Sub Group 1	<ul style="list-style-type: none"> <li>Sharing of physical &amp; IT Infrastructure between DoP &amp; IPPB</li> <li>Data storage, sharing analytics, commercial use, confidentiality &amp; privacy</li> </ul>	<p>I) Sharing of physical infrastructure like land and building –</p> <ul style="list-style-type: none"> <li>terms and conditions related to usage, maintenance and recurring expenditure, transfer pricing, expenditure on renovation development</li> </ul> <p>II) Sharing of IT Infrastructure-</p> <ul style="list-style-type: none"> <li>Hardware/Technology/Process/Network/System/Expertise</li> <li>Transparency, Safety and Security of IT Infrastructure</li> </ul> <p>III) Data-</p> <ul style="list-style-type: none"> <li>Policy on data storage, data sharing, data analytics, data privacy and confidentiality, data protection and commercial use of data in view of prevailing data protection law in India.</li> </ul>
Sub Group 2	<ul style="list-style-type: none"> <li>Human Resource Management and training of DoP Staff and GDS</li> </ul>	<p>I) Identification of various operational activities of Small Finance Bank (SFB) to be performed by various level of Staff and GDS</p> <p>II) Skill gap analysis-</p> <ul style="list-style-type: none"> <li>Skill set required for SFB operation</li> <li>Current skill set of DoP Staff and GDS</li> <li>Skill gap</li> </ul> <p>III) Mechanism to fill the skill gap</p> <ul style="list-style-type: none"> <li>Content &amp; Mode of Training</li> <li>Availability of Training Infrastructure</li> <li>Training Fund</li> </ul> <p>IV) Licensing and Certification of DoP Staff as per banking guidelines for business correspondences</p>