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No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Dak Bhawan, Sansad Marg,  
New Delhi - 110001.

Dated: 25<sup>th</sup> June, 2018

**OFFICE MEMORANDUM**

Subject: Implementation of recommendations of One-man committee on wages and allowances of Gramin Dak Sevaks (GDSs)

One-man committee headed by Sri Kamlesh Chandra, Retired Member, Postal Services Board was set up by the Government of India vide Ministry of Communications, Department of Posts' Resolution No. 17-13/2013-GDS dated 19.11.2015 for examining the conditions of service and emoluments and other facilities available to the Gramin Dak Sevaks(GDS). The committee had submitted its report to the Government on 24.11.2016. The Government has carefully considered the recommendations of the One-man Committee regarding revision of TRCA and allowances and is pleased to order the following.

**2. Introduction of new Time Related Continuity Allowance (TRCA)**

The entire GDSs posts shall be brought under two categories viz. Branch Postmasters (BPMs) and other than Branch Postmasters. GDSs other than BPMs and working in Branch Post offices shall be designated as Assistant Branch Postmaster (ABPMs) and GDSs working in departmental offices shall be designated as Dak Sevaks. There shall be two slabs of working hours Viz. Four (4) and Five (5) hours and two levels of TRCA slabs each for BPMs and other than BPMs. For this purpose, the working hours of GDSs with 3 hours, 3 ½ hours and 3 hours 45 minutes shall be revised to 4 hours and those with 4 ½ hours workload shall be revised as Five (5) hours, with effect from 1.7.2018.

The revised TRCA slabs / levels applicable to these two categories will be as shown in Table 1:

<b>Table - 1</b>			
<b>Revised minimum TRCA of two types of categories of GDSs as per working hours / levels</b>			
SN	Category	Minimum TRCA for 4 Hours / Level 1	Minimum TRCA for 5 Hours / Level 2
1	BPM	₹12,000/-	₹14,500/-
2	ABPM/Dak Sevaks	₹10,000/-	₹12,000/-

## 2.1 Clubbing (Merging) of old TRCA SLABS

The existing 11 TRCA slabs shall be merged into three TRCA Slabs with two levels each for BPMs and other than BPMs as shown in Table 2. Effectively, there shall be only 3 TRCA Slabs as one TRCA Slab will be common for both the categories.

<b>Table – 2</b>				
<b>Clubbing of existing TRCA slabs</b>				
<b>SN</b>	<b>Present TRCA slabs</b>	<b>New Designation &amp; Working hours (wef 1.7.2018)</b>	<b>New TRCA Level</b>	<b>New TRCA Slabs</b>
1	MC/MP/MM (3 hrs) ₹2,295-45-3,695	Assistant BPM / Dak Sevaks (4 hrs)	Level-1	₹10,000 - ₹24,470
2	MC/MP/MM (3 hrs 45 minutes) ₹2,870-50-4,370			
3	MD/SV (3 hrs) ₹2,665-50-4,165			
4	MD/SV (3 hrs 45 minutes) ₹3,330-60-5,130			
5	MC/MP/MM (5 hrs) ₹3,635-65-5,585	Assistant BPM / Dak Sevak (5 hrs)	Level -2	₹12,000 - ₹29,380
6	MD/SV (5 hrs) ₹4,220-75-6,470			
7	BPM(3 hrs) ₹2,745-50-4,245	BPM (4 hrs)	Level -1	₹12,000 - ₹29,380
8	BPM(3 hrs 30 minutes) ₹3,200-60-5,000			
9	BPM(4 hrs) ₹3,660-70-5,760			
10	BPM(4 hrs 30 minutes) ₹4,115-75-6,365	BPM (5 hrs)	Level – 2	₹14,500-₹35,480
11	BPM(5 hrs) ₹4,575-85-7,125			

Acronyms: MC – Mail Carrier, MP – Mail Packer, MD – Mail Deliverer, MM–Mailman, SV – Stamp Vender,

## 2.2 Fixation Formula

The GDSs shall be brought to the respective levels in the new TRCA matrix wef 1.7.2018. For fixation of TRCA of the Gramin Dak Sevaks in the new TRCA slabs, the existing Time Related Continuity Allowance (TRCA) for the GDS in the 11 TRCA slabs in the pre-revised structure as given in Table-2 above, as on 01.07.2018, shall be multiplied by a factor of 2.57. The amount may be rounded

off to the nearest rupee. The figure so arrived at is to be located in the Level corresponding to GDS's TRCA in the new TRCA Slab as given in **Table-3**.

**2.3** If a cell identical with the figure so arrived at is available in the appropriate Level, that cell shall be the revised TRCA; otherwise the next higher cell in that Level shall be the revised TRCA of the GDS. However, in order to guide administration/DDOs in fixing the revised TRCA of GDS in the new TRCA matrix correctly, illustrations in this regard are annexed at **Annexure-II**.

**2.4** In respect of GDS whose annual increase of TRCA is due on 1<sup>st</sup> July, 2018, his/her TRCA consequent on annual increase in the pre-revised TRCA be effected first and then his/her TRCA be fixed in the new revised TRCA Matrix as in Table-3.

<b>TABLE - 3 TRCA Matrix</b>					
<b>TRCA Slab-1 Assistant Branch Postmaster/Dak Sevak LEVEL-1 10000-24470</b>		<b>TRCA Slab -2 (a) Assistant Branch Postmaster / Dak Sevak LEVEL-2 &amp; (b) Branch Postmaster LEVEL-1 12000-29380</b>		<b>TRCA Slab -3 Branch Postmaster LEVEL-2 14500-35480</b>	
Stage	TRCA	Stage	TRCA	Stage	TRCA
1	10000	1	12000	1	14500
2	10300	2	12360	2	14940
3	10610	3	12740	3	15390
4	10930	4	13130	4	15860
5	11260	5	13530	5	16340
6	11600	6	13940	6	16840
7	11950	7	14360	7	17350
8	12310	8	14800	8	17880
9	12680	9	15250	9	18420
10	13070	10	15710	10	18980
11	13470	11	16190	11	19550
12	13880	12	16680	12	20140
13	14300	13	17190	13	20750
14	14730	14	17710	14	21380
15	15180	15	18250	15	22030
16	15640	16	18800	16	22700
17	16110	17	19370	17	23390
18	16600	18	19960	18	24100
19	17100	19	20560	19	24830
20	17620	20	21180	20	25580
21	18150	21	21820	21	26350
22	18700	22	22480	22	27150
23	19270	23	23160	23	27970
24	19850	24	23860	24	28810
25	20450	25	24580	25	29680
26	21070	26	25320	26	30580
27	21710	27	26080	27	31500
28	22370	28	26870	28	32450
29	23050	29	27680	29	33430
30	23750	30	28520	30	34440
31	24470	31	29380	31	35480

2.5 If a GDS happens to be on leave on 01.07.2018, the revised TRCA will be effective from the date of rejoining of duty. In case of GDSs on put off duty as on 01.07.2018, they shall continue to draw ex gratia payment based on existing TRCA and fixation of his TRCA shall be subject to the final order on the pending disciplinary proceedings

### **3. Annual Increase.**

The annual increase of TRCA is 3%. After fixation of TRCA in the appropriate stage in the TRCA Matrix /slab as specified in Para 2.2 above, the next annual increase will be effected after completion of 12 months of continuous engagement from that date subject to para 3.2 below. **Subsequent increase in TRCA scale shall be at the immediate next stage in the respective levels of new TRCA matrix at Table 3.**

- 3.1 In respect of the GDSs engaged on or after 01.07.2018, the initial fixation will be done on first stage of Level 1 of the respective category.
- 3.2 There shall be two dates of annual increase in TRCA namely, 1<sup>st</sup> July and 1<sup>st</sup> January of every year; provided that a GDS shall be entitled to only one annual increase in TRCA on either one of these two dates depending on the date of engagement.

### **4. Other Allowances:**

Other allowances namely, Office Maintenance allowance, Fixed Stationery Charges, Cycle Maintenance Allowance, Combined Duty Allowance, Risk and Hardship Allowance have been revised as detailed in **Annexure-I**.

### **5. Dearness Allowance**

The existing practice to grant the Dearness Allowance will continue, as per the Seventh CPC recommendations, as a separate component, and also as revised from time to time, whenever it is revised for Central Government Servants.

### **6. Productivity Linked Bonus**

Present calculation of Ex-gratia bonus by applying the calculation ceiling of ₹7,000 as basic TRCA + DA shall continue until further orders.

### **7. Date of Effect**

The revised TRCA as per the matrix at **Table-3** for all GDSs shall be applicable w.e.f. 01.07.2018. The revised rate of other allowances at **Annexure-I** shall also take effect from 01.07.2018.

## 8. Payment for the Period from 01.01.2016 to 30.6.2018.

The arrear payable to GDS will take into consideration the following two figures:

- (i) Due for the period from 1.1.2016 to 30.6.2018 calculated on the basis of TRCA already drawn multiplied by a factor of 2.57
- (ii) TRCA including DA drawn for the above period from 1.1.2016 to 30.6.2018.
- (iii) The difference between (i) and (ii) will be the amount payable to GDSs on account of arrears.

Illustrations in this regard are given at **Annexure-III**.

9. The payment due to GDSs, according to instructions at Para-8 above may be initiated immediately so as to ensure disbursement latest by 15<sup>th</sup> July, 2018. Likewise, the process of fixation of TRCA in the new TRCA matrix as at para 2.2 may be completed before 25<sup>th</sup> July 2018. With regard to the payment for the period from 1.1.2016 to 30.6.2018, an undertaking in the prescribed format (**Annexure-IV**) should be obtained from each Gramin Dak Sevak and kept on record before disbursement of the arrears.

10. The Circle Postal Accounts Office shall carry out cent percent verification of fixation of TRCA consequent on revision. The entire process of verification should be completed by 31.12.2018.

11. This OM issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their ID Note Number 7/31/2006-E.III (A) dated 02.04.2018.

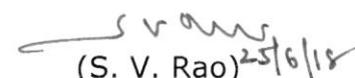


(Smriti Sharan)

Deputy Director General (Establishment)

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(S. V. Rao) 25/6/18  
Director (Estt.)

**Annexure-I****Existing and Revised Allowances**

Item	Existing Allowances	Revised Allowances
<b>Allowances</b>		
Office maintenance allowance (OMA) (For BPMs only)	₹ 100/- pm	Composite Allowance (in lieu of OMA) is revised as follows (For BPMs only) BPMs providing GDS Post Office accommodation which meets the prescribed standards – ₹500/- per month BPMs having BOs at non-standard/rent free accommodation – ₹250/- per month
Fixed Stationary Charge	₹25/- pm for BPMs ₹10/- pm for other than BPMs	₹25/- ABPMS and Dak Sevaks. FSC subsumed in composite allowance for BPMs.
Boat Allowance	₹50/- pm	₹115/- per month
Cash Conveyance Allowance	₹50/- pm	<b>There will be no fixed cash conveyance allowance.</b> Instead, payment will be at following rates: (a) Payment of ₹30/- per occasion plus actual conveyance charges for cash conveyance of an amount less than ₹1 Lakh subject to maximum of charges incurred for transport by public bus and; (b) ₹50/- per occasion plus actual conveyance charges for an amount more than ₹1 Lakh subject to maximum of charges incurred for transport by public bus.
Cycle Maintenance Allowance	₹90/- pm	₹180/- pm
Combined Duty Allowance	1. GDS Branch Postmasters performing delivery or conveyance duties or both will be paid ₹500 P.M. for each item of work separately. 2. If the Branch Postmaster is performing delivery at the BO village only, it will be restricted to ₹250 P.M. 3. BPM exchanging Mails at Bus stand or at Railway Stations will be compensated at the rate of ₹250 P.M.	BPM for delivery OR Mail conveyance work – ₹45/- per day subject to maximum of ₹1170/- per month BPM for delivery PLUS mail conveyance – ₹90/- per day subject to maximum of ₹2340/- per month ABPM for BPM work – ₹75/- per day subject to a maximum of ₹1950/- per month. ABPM/Dak Sevak for additional work of another ABPM/Dak Sevak- ₹45/- per day subject to a maximum of ₹1170/- <b>These rates will be for combination of duties of two or more posts borne on the establishment of the office.</b>
Risk and Hardship Allowance	Nil	Risk and Hardship allowance @ of ₹500/- per month to the GDS working in areas which are identified for this allowance. (as identified by Government of India, as per 7 <sup>th</sup> CPC recommendations)



**Illustration for fixation of TRCA in new slab in respect of Gramin Dak Sevak  
joined before 1.7.2018**

**Illustration 1**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours</b>	<b>₹2,295-45-3,645</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1.	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,880
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,402
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

**Illustration 2**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes</b>	<b>₹2,870-50-4,370</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,920
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,504
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

**Illustration 3**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes</b>	<b>₹2,870-50-4,370</b>	<b>₹10,000-24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,920
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹10,074
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-1 of TRCA Matrix)	₹10,300
4.	TRCA on 1.7.2019 (Stage-3 of Level-1 of TRCA Matrix)*	₹10,610

**Illustration 4**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes and upto 5 hours</b>	<b>₹3,635-65-5,585</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,830
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹9,843
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹12,360

**Illustration 5**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes and upto 5 hours</b>	<b>₹3,635-65-5,585</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,740
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,182
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-2 of TRCA Matrix)	₹12,360
4.	TRCA on 1.7.2019 (Stage-3 of Level-2 of TRCA Matrix)*	12,740

**Illustration 6**

Category of GDS	Pre revised TRCA as on 1.7.2018 (Rs)	Revised TRCA as on 1.7.2018 (Rs)
<b>MD/SV work load of 3 hours</b>	<b>₹2,665-50-4,165</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,815
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,235
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

**Illustration 7**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MD/SV work load of 3 hours 45 mts</b>	<b>₹3,330-60-5,130</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,290
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹11,025
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-5 of Level-1 of TRCA Matrix)	₹11,260
4.	TRCA on 1.7.2019 (Stage-6 of Level-1 of TRCA Matrix)*	₹11,600

**Illustration 8**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MD/SV work load of more than 3 hours 45 mts &amp; upto 5 hrs</b>	<b>₹4,220-75-6,470</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,670
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,002
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-2 of TRCA Matrix)	₹12,360
4.	TRCA on 1.7.2019 (Stage-3 of Level-2 of TRCA Matrix)*	₹12,740

**Illustration 9**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 3 hours</b>	<b>₹2,745-50-4,245</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,845
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,312
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

*Sharan*

**Illustration 10**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 3 hours &amp; 30 mts</b>	<b>₹3,200-60-5,000</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,200
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹8,224
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

**Illustration 11**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 4 hours</b>	<b>₹3,660-70-5,760</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,845
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,312
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

**Illustration 12**

Category of GDS	Pre revised TRCA as on 1.7.2018 (Rs)	Revised TRCA as on 1.7.2018 (Rs)
<b>BPM with work load of 4 hours &amp; 30 mts</b>	<b>₹4,115-75-6,365</b>	<b>₹14,500-35,480</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,115
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹10,576
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹14,500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹14,940

*Sharma*

**Illustration 13**

Category of GDS		Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 5 hours</b>		<b>₹4,575-85-7,125</b>	<b>₹14,500-35,480</b>
Sl. No.			
1	Assuming the basic TRCA of GDS as on 1.7.2018		₹4,915
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)		₹12,632
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)		₹14,500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*		₹14,940

**Illustration 14**

Category of GDS		Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 5 hours</b>		<b>₹4,575-85-7,125</b>	<b>₹14,500-35,480</b>
Sl. No.			
1	Assuming the basic TRCA of GDS as on 1.7.2018		₹5,850
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)		₹15,035
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-3 of Level-2 of TRCA Matrix)		₹15,390
4.	TRCA on 1.7.2019 (Stage-4 of Level-2 of TRCA Matrix)*		₹15,860

**GDS BPM drawing TRCA of ₹4830 from 1.7.2017 in the TRCA slab of 4575-85-7125 with annual increase of ₹85 on July**

Category of GDS		Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 5 hours</b>		<b>₹4,575-85-7,125</b>	<b>₹14,500-35,480</b>
Sl. No.			
1	Assuming the basic TRCA of GDS as on 1.7.2017		₹4830
2	Annual increase of ₹85/- on 1.7.2018		₹4915
3.	TRCA enhanced by fitment factor of 2.57 on ₹4915 (rounded off to the nearest rupee)		₹12632
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.3 above, if not, next stage above to the amount arrived as at Sl No.3 i.e. Stage-1 of Level-2 of TRCA Matrix)		₹14500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*		₹14,940

\*Assuming after completion of 12 months of continuous engagement from 1.7.2018



**Illustrations on the payment for the period 1.1.2016 to 30.6.2018**

**Illustration –I** GDS BPM with a work load of 5 hours in TRCA slab ₹4575-85-7125 with basic TRCA of ₹4575 as on 01.01.2016 (date of annual increase- 1<sup>st</sup> Jan)

Period	Basic TRCA	DA %	No of months	Total Drawn	Basic TRCA raised by 2.57	Total due	Difference	Total amount payable
1.1.16	4575	125	6	61763	11758	70547	8784	
1.7.16	4575	132	6	63684	11758	70547	6863	
1.1.17	4660	136	6	65986	11976	71857	5872	
1.7.17	4660	139	6	66824	11976	71857	5033	
1.1.18	4745	142	6	68897	12195	73168	4271	30821

**Illustration –II** GDS BPM with a work load of 5 hours in TRCA slab ₹4575-85-7125 with basic TRCA of ₹5850 as on 01.01.2016 (date of annual increase- 1<sup>st</sup> Jan)

1.1.16	5850	125	6	78975	15035	90207	11232	
1.7.16	5850	132	6	81432	15035	90207	8775	
1.1.17	5935	136	6	84040	15253	91518	7478	
1.7.17	5935	139	6	85108	15253	91518	6410	
1.1.18	6020	142	6	87410	15471	92828	5418	39313

**Illustration –III** GDS MC with a work load of 3 hours in TRCA slab ₹2295-45-3695 with basic TRCA of ₹2430 as on 01.01.2016 (date of annual increase -1<sup>st</sup> March)

1.1.16	2430	125	3	16403	6245	18735	2333	
1.3.16	2475	125	3	16706	6361	19082	2376	
1.7.16	2475	132	6	34452	6361	38165	3713	
1.1.17	2475	136	3	17523	6361	19082	1559	
1.3.17	2520	136	3	17842	6476	19429	1588	
1.7.17	2520	139	6	36137	6476	38858	2722	
1.1.18	2520	142	3	18295	6476	19429	1134	
1.3.18	2565	142	3	18622	6592	19776	1154	16578

*Shan*

**UNDERTAKING**

I ..... Gramin Dak Sevak (ABPM/BPM) hereby undertake that any excess payment that may be found to have been received by me as a result of incorrect fixation of Time Related Continuity Allowance (TRCA) or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature

.....  
Name (In Block Letters)  
Designation  
Office

Place.....

Date.....



**Instructions on fixation of TRCA in new TRCA matrix and payment of arrears**

The responsibility of fixation of TRCA in the new TRCA matrix with effect from 1.7.2018 **rests with the Divisional Superintendent of Post Offices /RMS units** for all GDS working under their jurisdiction. In respect of GDSs working in independent units like Gazetted HOs in charge of Senior Postmaster/ Chief Postmaster, the fixation will be done by the Senior / Chief PM.

2. The respective authorities shall fix the TRCA of all the GDSs under their jurisdiction with reference to their existing work load, Basic TRCA drawn as on 1.7.2018 and send the names of GDSs with a statement of fixation of TRCA in the new TRCA matrix as on 1.7.2018 as per the given instructions. Obtaining undertaking from the GDS as per proforma in Annexure IV is pre requisite for payment of arrears. The undertaking obtained from the GDSs should be kept in a separate guard file in the Divisional office which should be preserved permanently.

3. Any excess payment made on account of arrears or wrong fixation of TRCA in the new TRCA matrix **will be the responsibility of the Drawing Disbursing Officer**. The officials at fault shall be made accountable, in case of any court cases on over payment of arrears / wrong fixation of TRCA.

4. **The work relating to merging of different TRCA slabs with work load less than 4 hours, and those having workload of 4 ½ hours should be completed and establishment orders to the effect should be issued before 30 June 2018.** The revised TRCA slabs as per Table 1 of this OM shall take effect from 1.7.2018. In case of more than one ABPM is working in a Branch office/ Dak Sevaks in departmental office, those ABPMs/ Dak Sevaks should be assigned designation as ABPM I/ABPM II/ABPM III/Dak Sevak I/Dak Sevak II etc.

5. The Divisional Superintendent shall constitute a special cell, if required, for the purpose. Similarly, the DDOs shall draw the payment from 1.1.2016 to 30.6.2018 by preparing due drawn statement and after adjusting the TRCA including DA already paid, and arrange payment. The calculation of arrears according to instructions at Para-6 may be initiated immediately so as to ensure payment latest by 15<sup>th</sup> July, 2018. Likewise, the process of fixation of TRCA in the new TRCA matrix as at para 2.2 may be completed before 25<sup>th</sup> July 2018. With regard to the payment of arrears, an undertaking in the prescribed format (**Annexure-IV**) should be obtained from each Gramin Dak Sevak and kept on record before disbursement of the arrears.

6. The Divisional Superintendent will arrange to communicate the names of Branch Postmasters and Assistant Branch Postmasters who attend to the combined duty as per the revised rates in Annexure I, which is reproduced below:

BPM for delivery *OR* Mail conveyance work – ₹45/- per day subject to maximum of ₹1170/- per month

BPM for delivery *PLUS* mail conveyance – ₹90/- per day subject to maximum of ₹2340/- per month

ABPM for BPM work – ₹75/- per day subject to a maximum of ₹1950/- per month.

ABPM/Dak Sevak for additional work of another ABPM/Dak Sevak- ₹45/- per day subject to a maximum of ₹1170/-

**The above rates will be for combination of duties of two or more posts borne on the establishment of the concerned Post office.**

7. The Regional Director of Postal Services/ Postmaster General shall carry out verification of 10% fixation of TRCA cases while inspecting the Divisional Office.

8. The Circle Postal Accounts Office shall carry out cent percent verification of fixation of TRCA, consequent on revision, by 31.12.2018. Discrepancies, if any, be got settled on the spot. Excess arrears due to wrong fixation shall be listed and reported to Regional Director of Postal services/ Postmaster General/Chief Postmaster General concerned.

X — X



No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(Establishment Division)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 18.09.2019

Office Memorandum

**Subject : Implementation of recommendations of One-Man Committee on introduction of Children Education Facilitation Allowance for Gramin Dak Sevaks (GDS).**

The undersigned is directed to convey the approval of the Competent Authority on recommendations of One-Man Committee on introduction of Children Education Facilitation Allowance for Gramin Dak Sevaks (GDS).

2. Keeping in view the above, it has been decided to issue consolidated instructions on the subject of Children Education Facilitation Allowance as under :-

(i) The reimbursement of Children Education Facilitation Allowance can be claimed only for the two eldest surviving children with the exception that, in case the second child birth results in twin/multiple birth. In case of failure of sterilization operation, the Children Education Facilitation Allowance would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.

(ii) The amount of reimbursement of Children Education Facilitation Allowance will be Rs.6000/- per annum (fixed) per child. This amount of Rs.6000/- is fixed irrespective of the actual expenses incurred by the GDS.

In order to claim reimbursement of Children Education Facilitation Allowance, the GDS should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The Certificate should confirm that the child studied in the school during the previous academic year. In case such certificate can not be obtained, self-attested copy of the report card or self attested fee receipt(s) {including e-receipt(s)} confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim Children

Education Facilitation Allowance. The period/year means academic year i.e. twelve months of complete academic session.

(iii) Children Education Facilitation Allowance can be claimed in a single form only for the two eldest surviving children with the exception that, in case the second child birth results in twin/multiple birth (Proforma enclosed).

(iv) In case both the spouses are GDS/Government servant, only one of them can avail reimbursement under Children Education Facilitation Allowance or CEA (in case of Government servant).

(v) The reimbursement of Children Education Facilitation Allowance will be done just once in a financial year after completion of the financial year.

(vi) The reimbursement of Children Education Facilitation Allowance shall have no nexus with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Facilitation Allowance shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or mid- session, Children Education Facilitation Allowance shall not be reimbursable.

(vii) If a GDS dies while in service, the Children Education Facilitation Allowance shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not engaged as GDS or not employed in service of the Central Govt., State Government, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the Children Education Facilitation Allowance shall be payable to the children till such time the GDS would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the GDS was working prior to his death and will be regulated by the other conditions, laid down in this OM.

(viii) In case of discharge, dismissal or removal from engagement, Children Education Facilitation Allowance shall be admissible till the end of the academic year in which the GDS ceases to be in engagement due to discharge, dismissal or removal from engagement in the course of an academic year. The

payment shall be made by the office in which the GDS worked prior to these events and will be regulated by the other conditions laid down in this OM.

(ix) The upper age limit for Divyaang children has been set at 22 years. In the case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.

(x) Reimbursement of Children Education Facilitation Allowance shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by the junior Colleges or school affiliated to Universities or Boards of Education.

(xi) Children Education Facilitation Allowance is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions laid down in this OM.

(xii) The Children Education Facilitation Allowance is admissible in respect of children studying from two classes before class one to 12<sup>th</sup> standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10<sup>th</sup> standard and the GDS has not been granted Children Education Facilitation Allowance in respect of the child for studies in 11<sup>th</sup> and 12<sup>th</sup> standards.

(xiii) In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Government school or any education institution whether in receipt of Govt. Aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution/school is situated.

(xiv) In case of a Divyaang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Facilitation Allowance paid by the GDS shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible till the child attains the age of 22 years.



(xy) The Children Education Facilitation Allowance shall be admissible to a GDS while he/she is on duty or is under put off duty or is on leave. Provided that during any period which is treated as 'non counted for duty', the GDS shall not be eligible for the Children Education Facilitation Allowance for that period.

3. These above instructions would come into effect from 1<sup>st</sup> October, 2019. For the current financial year, GDS shall be eligible for CEFA @ Rs.3000/- per child.
4. This issues in consultation with Department of Personnel and Training vide their ID No DoP&T I.D.No. A-27012/02/2018-Estt. (AL) dated 05.09.2018 & Department of Expenditure, Ministry of Finance, ID Note No.7-31/2016-E.III(A) dated 06.09.2019/eFTS 1170513/2019.
5. Hindi version will follow.

(S.B.Vyavahare)

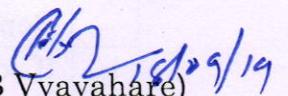
Assistant Director General (GDS/PCC)

Tel. No. 011-23096629

Email-adggds@indiapost.gov.in

Copy forwarded to:-

1. PS to Minister of Communications / Minister of State for Communications.
2. Sr.PPS to Secretary )Posts/(Sr.PPS to Director General Postal Services
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4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
10. Director General P&T (Audit), Civil Lines, New Delhi
11. Director General, NICF, Ghitorni, New Delhi
12. All Deputy Directors General
13. All General Managers (Finance) / Directors Postal Accounts / DDAP
14. All recognized Federations /Unions /Associations
15. GM, CEPT for uploading the orders on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

[Email-adggds@indiapost.gov.in](mailto:Email-adggds@indiapost.gov.in)

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION  
FACILITATION ALLOWANCE**

**CLAIM FOR THE FINANCIAL YEAR: -**

I hereby apply for the reimbursement of Children Education Facilitation Allowance for my child/children and relevant particulars are furnished below:-

1.	Name of the Employee	:	
2.	Employee Code/UID	:	
3.	Category/Post	:	
4.	Office		
5.	Residential Address of the Employee	:	
6.	Name of Spouse	:	
7.	If spouse is employed, State whether in Central Government, State Government, Public Sector Undertaking. (Give Details)	:	
8.	Designation, Office & Employee code Number of spouse , if spouse is employed in Department of Posts.	:	
9.	Intimate as to whether Reimbursement of CEFA/CEA/Hostel Subsidy is admissible in the Department in which the spouse is working		
10.	If so, whether Joint Declaration for not claiming the amount from that Department is submitted.		

11. Details of all the children of the Gramin Dak Sevaks:

Sl. No.	Sequence	Name of the Child	Date of Birth	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.	3 <sup>rd</sup> Child			

12. Details of the children for whom CEFA is claimed:

Sl. No.	Sequence	Name	DOB	Age
1.				
2.				
3.				

13. Academic year, Name of School/Residential School and Class in which children studied:

Details	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Name of the Child			
Name of School/residential School and address			
Class in which the child studied in last year			

14. Academic year for which CEFA is applied for now.

15. (a) Whether the child for whom the CEFA is applied for is a disabled child :

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate.

(d) Indicate the percentage of disability:

16. Whether the Bonafide certificate from Head of Institution is attached :

**Certified that:-**

1. The fee/amount had actually been paid by me.

2. My wife/husband is/is not a GDS/Central Government/ State Government Servant / PSU employee and he/she has not preferred any such claim in respect of the child/children for whom reimbursement of CEFA/CEA is claimed.

4. Certified that my child in respect of whom reimbursement of Children Education Facilitation Allowance is applied is studying in the School/Jr. College, which is recognized and affiliated to Board of Education/University.

5. The above information furnished by me are complete and correct to the best of my knowledge and in the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Facilitation Allowance, I undertake to intimate the same promptly and also to refund excess payments if any made. Further, I am aware that if at any stage the information/documents furnished above is found to be false, I am liable for Disciplinary action.

Station:-

Signature:\_\_\_\_\_

Date:-

Office Use

Information furnished by the official in col 1 to 11 are verified and found correct.

Date:

Signature of DDO

**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss .....(Roll no)..... Admission No..... son/Daughter of Sri/Smt..... is a bonafide student of this school and student studied in Class..... during the financial year ..... and as per School records his/her date of birth is .....(in numerals) .....(In words)

This is further to certify that the above named child had studied in this school in the previous academic year.....

He/She bears a good moral character, attending the school regularly and did not absented himself/herself for more than a month, without proper leave, during the academic year.

This Institution/School is affiliated/Recognized by the ..... and the Affiliation/Recognition Number.....is in currency.

Station

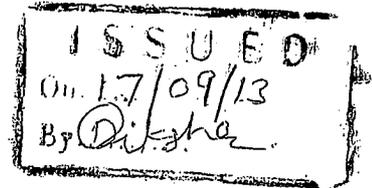
Signature Head of the  
Institution/School with  
Designation Stamp

Dated:

\*\*\*(Strike out it is not applicable)

T/L

No.19 -31/2012 -WL/Sport  
Government of India  
Ministry of Communications & IT  
Department of Posts  
Welfare & Sports Division.



Dak Bhawan, New Delhi  
17<sup>th</sup> September 2013

OFFICE MEMORANDUM

**Subject :- Circle Welfare Fund for Gramin Dak Sewaks - regarding.**

The matter regarding introduction of the Circle Welfare Fund for GDSs had been under consideration as part of 'one year initiatives, of the Department of Posts' under the guidance of Hon'ble Minister of Communications and Information Technology. The Scheme has now been approved by the competent authority and is as under :-

**1. NAME OF THE SCHEME**

- 1.1. The Scheme will be known as Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS).
- 1.2. The CWFGDS will be controlled by the Chief Postmaster General.
- 1.3. In order to decentralize the implementation of the Scheme and to ensure fast decision making it has been decided to delegate the powers at Regional level in respect of Gramin Dak Sewaks Fund to Regional PMG's. Thus, while the Regional Funds will be operated at Regional Level, there will be only one single Circle Fund and the proportionate amount pertaining to Region will be operated by Regional PMG under the overall control of the Head of Circle. Every Regional PMG should as on 1<sup>st</sup> April of every year be intimated the amount of fund available for operation for Regional implementation after an audit of the disbursal, payment received, payment made from the fund has been done by an Accounts Officer of the Circle nominated by the CPMG.

**2. OBJECTIVE**

As on date there are a total of 2, 57,856\* Gramin Dak Sewaks (GDS) who manage the rural Postal Network of 1, 29,402\* Branch Post Offices in the Country. Therefore, in order to look after their welfare, it has been decided to introduce a Circle Welfare Fund which will be utilized exclusively for the Welfare of Gramin Dak Sewaks. The Fund will be managed and operated at Circle level by the respective Heads of Circles.

---

\* Book of Information 2010-11.

### 3. SCOPE OF THE SCHEME

The Scheme is mandatory and is applicable to all regularly engaged Gramin Dak Sewaks working in the Postal Circles. The Scheme will not cover the substitute, working in place of GDSs, on leave arrangement and provisionally engaged GDS.

### 4. BYE- LAWS

The bye-laws of the Scheme are attached as Annexure-A.

### 5. SUBSCRIPTION

The subscription to the fund by every Gramin Dak Sewak will be at the uniform rate of Rs.20 per month. The annual subscription of Rs. 240/- will be recovered in one lump sum in the month of April (TRCA of March) every year to minimize the accounting work. In case of newly engaged GDS, the annual subscription will be recovered from his first months' TRCA, on proportionate basis i.e. at the rate of Rs. 20 per month for all the months up to the financial year end irrespective of the date on which GDS joins in a month.

### 6. COMMENCEMENT OF SCHEME

The Scheme will come into force with effect from 01.10.2013. The concerned units in the Circles should commence recovery of the amount of subscription for 6 months of the financial year 2013-14 (from October, 2013 to March, 2014) in one lump sum, i.e. Rs. 120/- from the TRCA of October, 2013. Thereafter, subscription will be regulated as per Para 5 of the Scheme.

### 7. RECOVERY OF SUBSCRIPTIONS FROM MEMBERS

The Annual subscription will be recovered from all the eligible Gramin Dak Sewaks by the Accounts Branch of the Head Post Office. The Head Post Office will remit the collections to the Treasurer of the Managing Committee, along with the list of members, category-wise, under intimation to their SSP/SP/SSRM/SRM etc. Similar procedure may be adopted mutatis mutandis in case of SRO/HRO of RMS. The Accounts Branch of the Head Post Office should maintain the register of GDS and ensure recovery every year in the month of April in one lump sum.

### 8. APPLICATION

8.1. The Gramin Dak Sewaks will apply for financial assistance under the Scheme in the prescribed Performa. The Controlling Authority and Divisional Head should report the fact of the death of the members at the earliest along with an application and attested copy of death certificate to the Secretary of the Managing Committee, duly certifying the facts of the regular contribution paid by the deceased. In case of accidental death, the additional details in the prescribed Forms as required are to be obtained and forwarded for Financial Assistance. In case of Major Surgical Operations

the Forms and details be forwarded duly supported by evidence of operation and certificate etc.

8.2. The applications will be decided on first come first serve basis. The date to be taken into account will be the date of application of GDS. The applicants cannot be held responsible for administrative delay in forwarding his case to Divisional office. Thus in the Circle/Regional office the date of submission of application by GDS to his controlling Officer will be taken as date of priority.

8.3. The Divisional Heads after verification will forward the application of GDS clearly giving remarks as 'Recommended' or 'Not recommended' as the case may be along with the justification in brief. In the Regional Office/Circle Office all the applications will be scrutinized once again and applications fulfilling all criteria will be retained for submission before the Committee competent to decide the matter. The Committee should comprise of minimum three officers from RO/CO. The non-eligible applications of applicants will be returned to the Divisional Heads, mentioning the ground/reason for the same.

8.4. The Committee will meet once in three months i.e. all applications received from January to March will be decided in the meeting held in April, all applications received from April to June will be decided in the meeting held in July, all applications received from July to September will be decided in the meeting held in October and all applications received from October to December will be decided in the meeting held in January. Formal minutes will be issued and circulated to all Divisional Heads.

## 9. ADMINISTERING OF SCHEME

9.1. The Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS) shall be managed by the Managing Committee as per clause 10 of the bye laws. The Head of Region will be the final authority in deciding the cases of financial grants to the GDS in the Region. However, the Head of the Circle will be the coordinating and final authority in resolving all the matters related to the Scheme/grants/assistance in the Circle. The decision of the Head of the Circle in all matters regarding grants to eligible GDS will be final.

9.2. The powers to make any changes in the scope of the Scheme will lie only with the Director General, Posts.

9.3. It may be ensured that at least two representatives of Staff Union of GDS or in case there are no such staff representatives then any two GDS having good knowledge of Welfare Schemes/rules and ability to present the cases of other GDS are included in the GDS Welfare Committee as Members at Circle and Regional level while scrutinizing and deciding the cases.

## 10. ELIGIBILITY

All Gramin Dak Sewaks are eligible for benefits subject to the condition that they have been duly engaged by the competent authority in accordance to the laid down procedure of the Department and the engagement orders of the GDS are available on record.

## 11. CONTRIBUTORY SCHEME -

11.1. The Scheme will be contributory in nature, with a component of grant-in-aid from Central Postal Welfare Fund of the Department.

11.2. Each Gramin Dak Sewak will contribute Rs. 20 per month and annual subscription of Rs.240/- will be recovered in advance in one lump sum in April every year from the TRCA of March. As example:-

(a)	Amount per month to be contributed by each GDS employee -	Rs. 20
(b)	Yearly contribution -	Rs.20X12= Rs.240
(c)	In one Circle if there are 10,000 GDS then Annual contribution will be -	Rs.240X10,000= Rs.24,00,000
(d)	GDS entering service at age of 18 years and retiring at 65 years i.e. total 47 years will contribute an amount of -	Rs.240X47= Rs.11280

11.3. Various Circles have been deducting amount at various rates from Departmental and GDS officials towards Circle Welfare fund. In order to ensure uniformity, the amount has been fixed as Rs.20 per month per GDS. Henceforth, with the launch of this new Scheme the GDS will cease to contribute to any other Circle Fund. This Office Letter No.1-11/97-WL&Sports dated 26.09.97 and Letter No. 2-1/2001-WL/Sports dated 26.04.2002 on the subject, augmentation of Postal Services Staff Welfare Fund by voluntary contributions, will stand partially superseded to this extent. The existing Balance in the Circle/Regional GDS Fund will be merged with the new scheme.

## 12. GRANT IN AID FROM THE CENTRAL POSTAL WELFARE FUND

An amount of Rs.100 per GDS per year (on the basis of actual working GDSs) will be granted from the Central Welfare Fund to each Circle as one time Annual contribution on recurring basis. For example, if a particular Circle is having 10,000 Gramin Dak Sewaks working as on 31<sup>st</sup> March of that particular year then Rs 10,00,000/- (10000xRs.100=Rs.10,00,000/-) will be contributed by the Central Welfare Fund of the Directorate to that Circle for the Financial Year falling thereafter.

13. THREE COMPONENTS:-

The Circle Welfare Fund for Gramin Dak Sewaks will have three main components as under:-

- (i). Financial Grant – The details are given in Para 14.
- (ii). Financial assistance by way of loan of lower rate of interest @ 5% per annum – The details are given in Para 15.
- (iii). One time repayment at the time of retirement – The amount will be granted to those GDS who have not availed any financial assistance. The details are given in Para 16.

14. FINANCIAL GRANT -

14.1. Under this Scheme the Financial Grant will be provided under following heads/items :-

Sl. No.	DETAIL	Financial Assistance to GDS
1.	Financial Assistance to families of deceased GDSs to meet immediate expenses following death, irrespective of whether death occurs during duty/outside duty hours.	Rs. 10,000/-
2.	Death due to terrorist activity/dacoity, while on duty.	Rs. 1,50,000/-
3.	Financial Assistance in case of death of GDSs due to riots, attack by robbers & terrorists while not on duty.	Rs. 12,000/-
4.	Financial Assistance in case of death of GDSs while being on duty due to accident.	Rs. 25,000/-
5.	Funeral Expenses on death of GDS (payable in cases in which last rites of deceased GDS are performed by brothers or sisters or near relatives in the absence of any other next of kin)	Rs. 5,000/-
6.	Financial Assistance in case of major surgical operations in ailments, like Cancer, brain hemorrhage, kidney failure/transplant, heart surgery etc.	Rs. 20,000/-
7.	Financial Assistance in case of accident of GDS while being on duty, requiring hospitalization for more than three days.	Rs. 5000/-

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8.	Financial Assistance for nutritional diet to GDS suffering from TB (only once for a maximum period of six months, provided the GDS has put in at least six years of service & treatment is taken in government hospital).	Indoor Treatment – Rs. 400 p.m. Outdoor Treatment – Rs. 200 p.m.	
9.	Grant of Scholarship under educational Schemes to the children of GDS (as per existing terms & conditions).	IIT, AIIMS and IIM	Rs.1000/pm
		<b>Technical Education</b>	
		(i) Degree	Rs.280/p.m.
		(ii) Diploma	Rs.190/p.m.
		<b>Non-Technical Degree</b>	
10.	Incentive for excellence in academic achievement for 10 <sup>th</sup> and 12 <sup>th</sup> Class.	1 <sup>st</sup> Position in the Circle/Region-	Rs.1,000/-
		2 <sup>nd</sup> Position in the Circle/Region-	Rs.8,00/-
		3 <sup>rd</sup> Position in the Circle/Region -	Rs.7,00/-
11.	Scholarship for physically handicapped children of GDS (for maximum 8 years & as per the existing terms & conditions)	4 <sup>th</sup> Position in the Circle/Region -	Rs.6,00/-
		5 <sup>th</sup> Position in the Circle/Region -	Rs.5,00/-
12.	Maternity Grant to woman GDS	Equivalent to three months TRCA with DA for the birth up to two children only.	
13.	Financial Assistance in cases of natural calamities, like fire, floods etc.	Rs.5000/-	

14.2 The above mentioned financial grants will be subject to and governed by terms and conditions, as are already existing and which may be issued on the subject in future.

14.3. An individual will be eligible only once for Financial grant under a particular head and cannot apply more than one time for the same purpose for same person.

15. **REPAYABLE LOAN AT 5% RATE OF INTEREST -**

15.1. Under this Scheme the GDS will be eligible for loan at lower rate of interest of 5% per annum up to the maximum amount of Rs. 50, 000/-, deductible in maximum twenty five monthly installments. The loan will be granted for the following :-

(i)	For construction of one room with flush toilet facilities for housing the Branch Post Office.	Rs. 50,000/-
(ii)	For purchase of Computer/Laptop to encourage computer literacy amongst GDS.	Rs.20,000/-
(iii)	For purchase of moped/scooter/Motor cycle which will also facilitate travel while discharging duty like exchange of BO Bag, visit to Account Office etc.	Rs.20,000

15.2. The GDS will be eligible for loan on maximum two occasions in his entire career with a maximum ceiling of Rs. 50,000/-, subject to the condition that previous loan amount has been fully repaid and there is no outstanding loan against the GDS.

16. **ONE TIME REPAYMENT AT THE TIME OF RETIREMENT -**

16.1. A GDS who has not claimed any kind of assistance or grant from Circle Welfare Contributory Fund in his entire service will be paid a lump sum amount at the time of retirement. The slabs for payment will be as under :-

(i)	Less than 5 years no amount payable.
(ii)	5 years from the date of start of contribution – Rs.1000
(iii)	10 years from the date of start of contribution – Rs.2000
(iv)	15 years from the date of start of contribution – Rs.3000
(v)	20 years from the date of start of contribution – Rs.4500
(vi)	25 years from the date of start of contribution – Rs.5500
(vii)	30 years from the date of start of contribution – Rs.6500
(viii)	35 years from the date of start of contribution – Rs.8000
(ix)	40 years from the date of start of contribution – Rs.9000
(x)	More than 45 years from the date of start of contribution – Rs.11000

17. **SANCTIONS FROM THE FUND**

The sanction orders will be issued by the Chief PMGs/ Regional PMGs. However, the Regional PMGs will, at the end of the year submit a list of officials along with amount granted under the Circle Welfare Scheme to the Chief PMG for information. In case of payment of funeral expenses, the payment may be ordered by the local controlling authority pending ex-post facto sanction by the competent authority.

18. **AUDIT OF GDS WELFARE FUND**

18.1 The Regional PMG at the close of each Financial Year shall submit to the CPMG, the Accounts of receipts and expenditure latest by 15<sup>th</sup> April. This exercise

will be done by CPMG also in respect of Divisions/Units under his direct control. Thereafter the Chief PMG will send the consolidated Accounts for the Circle as a whole duly audited in respect of Circle Welfare Fund for GDS to the Director (Welfare & Sports) in the Directorate.

18.2 A certificate that the GDS Welfare Fund for the year has been audited and found correct shall be furnished to the Postal Directorate within one month of auditing of Accounts.

18.3 The accounts of the fund shall be audited annually by the P&T Audit/ by any person authorized by GM(F)/DAP, as the case may be, in the Circle on or before 30<sup>th</sup> June of each Year.

18.4 The accounts of the funds shall also be checked annually by the Internal Check Organization of the respective Circles before the Audit Inspection takes place.

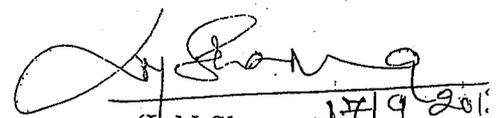
### 19. MISCELLANEOUS

19.1. The disbursement of amount to the GDS after due scrutiny and approval of the competent authority will be made through issue of sanction orders.

19.2. The amount contributed from the TRCA of GDS will be deposited in a separate Savings Account.

19.3. With the introduction of this new Scheme all Gramin Dak Sewaks will cease to be the part of the existing Circle Welfare Fund, which will henceforth cater to only departmental employees. The Annual Grants for GDS category will henceforth be disbursed from the Central Welfare Fund of the Directorate to the Circle Welfare Fund for GDS. However, in case of any ambiguity in terms, conditions and any other aspect of Scheme, particularly, w.r.t. Financial Grants, listed under Para-14.1 of this order, the action/decision shall be guided and governed by various orders, issued by the Directorate, on the item/subject and which may further be issued in future.

19.4. Orders containing provisions about day to day administering of Scheme, terms and conditions for grants/loan and Performa of various applications/forms will be issued separately.

  
(L.N Sharma) 17/9/2011

Deputy Director General  
(Training & Welfare)

To

All Heads of Circles

All Regional PMG's

RAKNPA & all PTC's

All Service Unions

BYE LAWS TO THE SCHEME OF GRAMIN DAK SEWAK CIRCLE  
WELFARE FUND

1. Name :

The Scheme shall be known as "Gramin Dak Sewaks Circle Welfare Fund". In the following clauses it is also referred to as, "the Scheme" or "the Fund" or "GDSCWF".

2. Objective:

The objective of the Scheme is to provide financial assistance to the Gramin Dak Sewaks in their need of hour. The Scheme will be subject to review by DG Posts for revising the amount and scope to cover more kinds of assistance as the situation may demand.

3. Membership:

3.1 The membership of the Scheme shall be mandatory for all the regularly engaged and serving GDS.

3.2 This is subject to the condition that the Scheme will not cover the persons working as substitutes in place of GDS/provisionally engaged GDS.

3.3 If any GDS, who is a member of the Scheme is under put off duty, may continue the membership by paying the subscription regularly for the period.

3.4 The membership of the Scheme shall be valid as long as the subscription is paid and shall cease when a GDS member reaches the maximum age of service i.e. 65 years. In cases of non-recovery of subscription due to administrative reasons, the same shall be recovered in subsequent months without any interest. If the non-recovery of subscription is due to any reason attributable to the GDS then the subscription shall be recovered in subsequent months with penal interest of Rs.1/- per month, per installment of subscription. If the subscription is not recovered continuously for (6) six months without valid reason, the membership shall stand terminated and no benefits shall be payable under the Scheme.

3.5 A Gramin Dak Sewak shall cease to be covered by the Scheme and in consequence, forfeit all entitlement of any benefit provided by it when he/she -

(a) Is discharged on attaining the age of 65 years or is got discharged from service by the competent authority before the prescribed age of discharge or on invalidation on medical grounds.

Or

(b) Is removed or dismissed from service by any authority competent to order such removal/dismissal or his services are terminated.

Or

(c) Resigns from service.

Or

(d) Is reported defaulter due to any reasons, whatsoever.

3.6 Those GDS who are discharged from their post due to reduction of post (s) shall continue to be entitled to the benefit of relief from the Scheme up to a maximum of one year after the date of their discharge provided they continue as members by paying the contribution regularly for the period.

4. Definition

Under this Scheme, unless the context otherwise requires :-

(a). "Subscription" means the prescribed amount as determined from time to time that shall be payable by Gramin Dak Sewak as member of the Scheme, for enrollment or continuance as a member.

(b). "Committee" means the Managing Committee constituted under clause 10 of the Bye-Laws.

(c). "Members" means all eligible Gramin Dak Sewaks in the concerned Postal Circle paying subscriptions as provided under clause 8 of the Bye-Laws.

(d). Fund means the total sum of subscription paid by the members together with the interest on balance/investments and any grant which may be received for the purpose of the Scheme. This also shall include any amount collected by means of donations, sale of tickets for benefit shows and advertisement charges realized by issue of souvenir etc.

(e). The CPMG will be final deciding authority in case of GDS working in the area directly under the control of CPMG as well as all matters regarding GDS in the Regions and referred to him by Regional PMGs.

(f). Wherever the term GDSBPMs have been mentioned will also include GDSSPMs.

(g). Accident means an incident due to which hurt or injury is caused to the body which may cause death.

5. Commencement of the Scheme

The Scheme will come into effect from 1.10.2013 and made mandatory for all Gramin Dak Sewaks staff.

6. Refund

No refund or amount subscribed to the Fund shall be allowed for any reasons, whatsoever. However, the amount credited to the Fund due to wrong recovery or by mistake may be refunded.

7. Eligibility

All the GDS eligible as per Clause 3 of the Bye-Laws as on the date will be members of the Scheme and the Annual Subscription in terms of clause 8.3 of the Bye-Laws will be recovered annually from their pay. For the GDS engaged during any time of the year, the pro-rata subscription will be deducted from his TRCA from the month of joining, to the financial year (up to March) end.

8. Finance of the Fund

8.1 The finance of the fund shall comprise of subscriptions from members, grant-in-aid from the Central Welfare Fund and amounts collected by the committee under clause 8.5.

8.2 The subscription to the Scheme shall be the same for all members as prescribed in clause 8.3, irrespective of the category of the GDS.

8.3 The rates of subscription will be as under:-

Rs.240/- Per annum in respect of all Gramin Dak Sewaks.

8.4 The annual subscription will be recovered in one lump sum in April every year from the TRCA of March to minimize the accounting work.

8.5 The Managing Committee may raise additional finance for this Welfare Scheme by raising donations, sale of tickets of benefit shows, by issue of a souvenir with paid advertisements or by any other means approved by Head of the Circle for the purpose.

9. Nomination

9.1 The nominations, as furnished by the GDS at the time of engagement will be the valid nominations for the purpose of this Scheme; unless revised option is exercised consequent on the nominee pre-deceasing.

9.2 If a member has a family, the nomination shall be only in favour of any member of his/her family. A nomination made in favour of a person other than a family member when he/she has a family will be deemed to be invalid.

9.3 If a member has no family he/she may nominate any person to receive the relief from the Scheme. However, if he/she acquires a family later on, the nomination given earlier shall automatically cease to be valid. In such a case, the member/employee shall furnish a fresh nomination.

9.4 Family for the purpose of this Scheme shall be as defined in Department of Posts Gramin Dak Sewak (Conduct and Engagement) Rules, 2011.

9.5 In the event of death of Member, if there is no Nomination and if the family members do not express consent unanimously in favour of the claimant, the President of the Managing Committee may sanction the amount in favour of all the family members in equal shares.

9.6 If the nominee is a minor, the relief shall be paid to the surviving parent provided the minor is in his/her care and custody. If the minor nominee has no surviving parent or if the minor is not in the care and custody of the surviving parent, the amount of the relief may be made to the de-facto guardian having the care and custody of the minor nominee, on production of guardianship certificate.

## 10. Managing Committee

10.1. The Circle Welfare Fund for GDS (CWFGDS) shall be managed at Circle level by the Managing Committee consisting of the following office bearers and members-

(i)	President	Chief Postmaster General
(ii)	Vice-President	Director Postal Services, (Headquarters)
(iii)	Secretary	Assistant Director incharge of Welfare & Sports in Circle Office
(iv)	Treasurer	Accounts Officer in Circle Office
(v)	Member-I	GDS Staff Union member from the Circle
(vi)	Member-II	GDS Staff Union member from the Circle

10.2. All the office bearers of the Managing Committee will be ex-officio members; therefore there shall be no prescribed term for the Managing Committee.

10.3. At the Regional level the Fund shall be managed by the Managing Committee consisting of the following office bearers and members-

(i)	President	Postmaster General, (Region)
(ii)	Vice-President	Director Postal Services, (Region)

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(iii)	Secretary	Assistant Director incharge of Welfare & Sports in Regional Office
(iv)	Treasurer	Accounts Officer in Regional Office
(v)	Member-I	Nominated GDS/GDS Staff Union member from the Region
(vi)	Member-II	Nominated GDS/GDS Staff Union member from the Region

10.4. All the office bearers of the Regional level Committee will be ex-officio members; therefore there shall be no prescribed term for the Managing Committee.

### 11. Duties of the Managing Committee

#### 11.1 President :-

The President shall be the Head of the Managing Committee and shall preside over the meetings. He will also decide disputed issues and cases related with the Scheme. He shall accord the sanction of relief/grant for various items from the fund in accordance with provisions, after satisfying himself that the claim is genuine and in order.

#### 11.2 Vice President :-

He will assist the President in all the work relating to this Scheme.

#### 11.3 Secretary :-

(i). He will ensure smooth and proper implementation of the Scheme. He shall arrange the timely meetings of the Managing Committee and bring to its notice all matter requiring its consideration. He shall conduct all correspondence on behalf of the Managing Committee and also receive and process claims and representations for grant of relief from the fund. He shall record or arrange to record the minutes of the meetings of the Managing Committee.

(ii). The bank account of the fund shall be operated by the Secretary together with the Treasurer.

(iii). After the approval is given by the President to a claim for relief from the fund, the Secretary shall issue sanction for payment of the relief. The Secretary and Treasurer are jointly authorized to sign cheques for payment of grant and to incur other expenditure, in connection with the implementation of the Scheme.

#### 11.4 Treasurer :-

The Treasurer shall be responsible to the committee for the proper conduct of matter relating to finances of the fund. He shall be responsible for accounting of money received and payments made out of the fund. He shall maintain receipts and payments made out of the fund. He shall maintain the accounts and vouchers and

supply the relevant information relating to the fund whenever required by the committee. He shall promptly remit to the bank all the Money received by him pertaining to the fund. On receipt of sanctions, he shall arrange remittance of relief promptly. He shall operate the account jointly with the Secretary. He shall bring to the notice of the Secretary and committee all matters relating to the finance of the fund that may require their attention and particularly the irregularities which come to his notice.

## 12. Honorarium

12.1 The rate of honorarium payable to any person, other than Treasurer and Auditor, attending to the work of the fund may be decided by the Managing Committee.

12.2 Taking into consideration the work involved in managing the Fund, Treasurer and Auditor may be given honorarium as under –

Treasurer	: Rs.5, 000/- Per annum
Auditor	: Rs.1000/-Per annum

## 13. Auditing of Accounts

Within two months of the end of each financial year, the auditing work will be done by the IFA, O/o the Chief Postmaster General or by any agency/officer appointed by the Managing Committee. The auditor so appointed will certify the correctness of accounts along with comments if any. The report of the auditor shall be placed before the committee soon after the completion of the audit, i.e. within three months of the end of the financial year.

## 14. Investment of Funds

Surplus funds, not required for immediate utilization may be invested to the best advantage of fund as decided by Managing Committee, only in Govt. financial institutions or Nationalized Banks.

## 15. Amendments to the Scheme

15.1 All powers regarding amendment in any part of the Scheme, in the larger interest of the members, rests with the Director General Posts.

\* \* \* \* \*

Government of India  
Ministry of Communications & IT  
Department of Posts  
Welfare & Sports Division



No.19 -31/2012 -WL/Sport

Dated at New Delhi, the 2<sup>nd</sup> December, 2013

To

All Heads of Circles  
All Regional PMsG

**Subject :- Guidelines for grant of financial assistance and grant of loan under Circle Welfare Fund for GDS - regarding.**

Sir/Madam,

A reference is invited to this office O.M of even no. dated 17<sup>th</sup> September 2013 vide which the Circle Welfare Fund for Gramin Dak Sewaks had been introduced. As mentioned in Para 19.4 of the scheme, the guidelines regarding implementation of provisions contained in the Scheme are issued here under.

2. The guidelines, terms and conditions governing Financial Grant under Para-14 of the Scheme are as under :-

(i) The GDS will have to fill in an application in prescribed format, enclosed as **Form-I (Annexure-A)** for joining the Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS).

(ii) For grant of financial assistance from the Circle Welfare Fund for GDS, an application shall be submitted in **Form-II (Annexure-B)**.

(iii) Since there is provision for a separate Managing Committee at the Regional and Circle Levels, therefore all the cases of financial assistance to GDS employees will be processed and assistance granted by the Regions for the units under their control and similarly, Circle Office will grant financial assistance to GDS officials for the units under its control.

(iv) All the cases of financial assistance (except death cases of GDS) may be decided on quarterly basis.

3. The terms and conditions governing serial numbers (1) to (5) of Para 14.1, of O.M of even number dated 17<sup>th</sup> September 2013, pertaining to death cases of Gramin Dak Sewaks are as under :-

(i). In case of serial number 1 & 5 of the scheme, the financial assistance to the family of deceased GDS may be released immediately by the Divisional Heads and thereafter may be sanctioned by the CPMG/PMG without waiting for quarterly review.

(ii) Funeral Expenses on death of GDS is payable only in cases in which last rites of deceased GDS are performed by brothers or sisters or near relatives in the absence of any other next of kin. (Ref. No.1-17/97-WL&Sports dated 17.09.1997).

(iii) In case of serial numbers 2, 3 & 4 under Para 14.1 of the scheme, the financial grant will be considered by the Regional/Circle level committee, as the case may be.

4. The terms and conditions governing serial numbers (6) to (8) of Para 14.1 of O.M of even number dated 17<sup>th</sup> September 2013 regarding illness of Gramin Dak Sewaks are as under :-

(i). The CPMsG/PMsG are delegated with the powers to sanction financial assistance up to Rs.20,000/- in each case of proved exceptional hardship resulting from serious or prolonged illness or major surgical operations to GDS employees and up to Rs. 5000/- in case of accident, while being on duty, requiring hospitalization for more than three days.

(ii). The financial assistance from the welfare fund is for the purpose of meeting the incidental expenses like diet, cost of treatment, transport, etc. This financial assistance from the Circle Welfare Fund is not to be mistaken with reimbursement of medical bills/expenditure.

(iii). Each case of financial assistance should be decided on merit. In rare and exceptionally deserving cases, where it is considered necessary to provide additional financial assistance beyond the above cited limits, such cases may be referred to Postal Directorate for consideration of additional grants. While forwarding such cases, the following points may be kept in view :-

(a). Such cases should have personal recommendation of concerned CPMsG/PMsG indicating the specific amount of assistance recommended and may be submitted in **Form-III (Annexure-C)**;

(b). Copies of Medical report and copies of bills of expenditure towards treatment should be enclosed;

(c). Information regarding total expenditure, on treatment, grants from Circles Welfare Fund, etc. should be furnished;

(d). Financial position of the concerned GDS should be indicated.

(iv). **Financial Assistance for nutritional diet to GDS suffering from TB -**

(a). For the period a GDS remains hospitalized for treatment of Tuberculosis as an Indoor patient, he will be granted financial assistance of Rs. 400 per month for Nutritive Diet. Thereafter, when he is discharged from hospital and continues to take treatment as an Outdoor patient, he will be granted financial assistance of Rs. 200 per month for Nutritive Diet. However, the total period of financial assistance,

including both, Indoor and Outdoor treatment will be limited to the maximum period of six months.

(b). In case a GDS takes treatment of Tuberculosis as an Outdoor patient he will be granted financial assistance of Rs. 200 per month for a maximum period of six months for the purpose of Nutritive Diet.

(c). GDS has put in at least six years of service in the Department.

(d). This assistance will be admissible to GDS on production of Medical Certificate from a Medical Officer of a Govt. Hospital or TB sanatorium for having taken the treatment from there.

(e). This assistance will be paid to GDS from the date of application or the date on which disease becomes two months old, whichever is earlier.

(f). The application should be received within three months of detection of illness. No application will be accepted thereafter unless valid justification for delay is provided by GDS.

(g). The application of GDS for grant of financial assistance for nutritional diet is to be considered in case of treatment of self only.

5. The terms and conditions governing serial numbers (9) to (11) of para-14.1 of O.M of even number dated 17<sup>th</sup> September 2013 regarding educational assistance for children of Gramin Dak Sewaks are as under :-

**(I). Grant of Scholarship under educational Schemes to the children of GDS-**

(a). The minimum eligibility of marks for consideration for grant of scholarship will be as under :-

(i). In the case of grant of scholarship to the wards of GDS who have gained admission in IIT, AIIMS and IIM, the scholarship of Rs.1000/- per month, will be granted without any restrictions of minimum marks in qualifying examination.

(ii). For granting scholarship under technical education category, of Rs. 280/- per month for Degree courses and Rs.190/- per month for Diploma courses, the minimum marks required in the qualifying examination, based on which they are admitted to technical degree/diploma courses will be 85%. All the children of GDSs, having more than 85% marks in qualifying examination will be eligible for this scholarship.

(iii). As regards grant of scholarship of Rs.150/- per month under Non-Technical Degree courses, the minimum marks required in the qualifying examination based on which they are admitted to the BA/BSc/B.Com/ Degree in fine Arts courses will be 80%. All the children of GDSs having more than 80% marks in qualifying examination will be eligible for this scholarship.

(iv). For grant of scholarship of Rs. 940/- per annum, under ITI Certificate Courses the minimum marks required in the qualifying examination based on which they are admitted to ITI Certificate Courses will be 65%. All the children of GDSs having more than 65% marks in qualifying examination will be eligible for this scholarship.

(b). The Scholarship once awarded will be admissible up to the maximum period of the prescribed duration of the course and not for a period longer than that.

(c). To begin with, the scholarship will be awarded for the first year of the course and will thereafter be subject to continuation/renewal every year (year-to-year basis) by the Heads of the Circle/Region on the following terms and conditions :-

(i). For the first year of the course, the scholarship will be granted on submission of copy of admission certificate or enrolment number, issued by the institute, copy of mark-sheet in the qualifying examination (not applicable in case of admission in IIT/IIM/AIIMS) and prescribed application form.

(ii). The scholarship will be renewed/continued on production of authenticated photocopies of two certificates -

(A). Photocopy of mark sheet of previous year's course.

(B). Photocopy of certificate that the student is promoted to next higher class/semester by the institution/university.

(iii). For renewal/continuation of scholarship, minimum 50% marks should be obtained in the annual/each semester examination. However, in case of students of IIT/IIM/AIIMS, the condition of marks will not be applied and the copy of certificate of their having been promoted to next higher class will be sufficient for renewal of scholarship. If a student fails to obtain 50% marks in the examination, the scholarship will be stopped till he secures 50% marks in the next semester/annual examination. If a student is detained, the scholarship will be discontinued altogether.

(iv). The scholarship once awarded shall be renewed year-on-year basis, for a maximum period of the prescribed duration of the course.

(v). However, the scholarship will automatically cease in the event of the GDS resigning from service / dismissed / removed / discharged on attaining the maximum prescribed age.

(d). The child of GDS should be pursuing the course as a regular student (not part-time, correspondence etc.) in a recognized institute/university. In case of doubt, whether a particular course is to be treated as Technical Degree, reference may be made to the concerned authority of the State/Central Govt. for clarification.

(e). Keeping in view the availability of funds for scholarship, as expenditure is also involved on the renewal of scholarship sanctioned in the previous years, amount of

the same should also be calculated under each category and thereafter amount available for different category should be decided. Scholarships will be granted only to the extent to which funds are available. In order to ensure that more number of GDS employees are covered under the scheme of scholarship, not more than two children of a GDS will be granted the scholarship.

(f). The maximum amount which can be utilized towards granting scholarships in a financial year in Region/Circle shall not exceed 20%, i.e. 1/5<sup>th</sup> of the balance available in Circle GDS fund as on 1<sup>st</sup> April of the year.

**(II). Incentive for excellence in academic achievement for 10<sup>th</sup> and 12<sup>th</sup> Class.**

(a). Five (5) awards will be instituted for children of GDS in each of the following groups purely on merit on the basis of marks in the 10<sup>th</sup> and 12<sup>th</sup> Standard Board Examination, subject to the minimum percentage of marks shown against each group :-

Sl. No.	Class	Minimum Percentage of aggregate marks
1	10 <sup>th</sup> standard	85%
2	12 <sup>th</sup> Standard (Science Group)	85%
3	12 <sup>th</sup> Standard (Commerce Group)	80%
4	12 <sup>th</sup> Standard (Humanities Group)	80%

(b). A common Merit List for the units directly administered by the CPMG and similarly a common merit list for units falling under the charge of Regional PMG will be drawn up separately for each showing the percentage of marks upto 2 decimals. Thus, separate Merit lists for Regions and the units directly administered by CPMGs will be prepared. The Merit List will contain names of students of all Boards (State Board, CBSE, etc.) subject to the minimum percentage fixed above. The first five students will be sanctioned the awards as follows :-

1 <sup>st</sup> Position in the Circle/Region	-	Rs. 1,000/-
2 <sup>nd</sup> Position in the Circle/Region	-	Rs. 800/-
3 <sup>rd</sup> Position in the Circle/Region	-	Rs. 700/-
4 <sup>th</sup> Position in the Circle/Region	-	Rs. 600/-
5 <sup>th</sup> Position in the Circle/Region	-	Rs. 500/-

(c). If more than one student obtains the same percentage of marks for any position then, all of them would be given the awards. The number of awards will be increased accordingly in such cases.

(d). Applications of GDS, whose children had appeared in Board examinations outside the Circle will be considered by the Circle/Region in which the GDS is working.

(e). The awards under this scheme should be finalized and announced before 30<sup>th</sup> September each year.

(III). **Scholarship for physically handicapped children of GDS** - Scholarships for Physically Handicapped/Mentally Retarded/Blind/Deaf/Dumb Children of GDS will be granted at the rate of Rs. 200/- p.m. subject to the following conditions:-

- (a). These scholarships will be granted for a maximum period of 8 years.
- (b). It will be renewed every year subject to the maximum period of 8 years provided that scholarship will not be paid more than twice for the same class/standard. In other words, even if a child is not promoted to the next standard, scholarship can be awarded for the first repeat year.
- (c). The scholarship will be admissible to Physically Handicapped Children, with permanent partial disability of at least 40%. However, in case of totally Blind, Deaf & Dumb Children, no such limit will be applicable. This should be supported by a certificate from a Govt. Medical Officer.

6. The terms and conditions governing serial numbers (12) to (13) of Para-14.1 of O.M of even number dated 17<sup>th</sup> September 2013 regarding other kind of assistance to Gramin Dak Sewaks are as under :-

- (i). Maternity Grant to woman GDS will be restricted to two confinements i.e., for birth up to two children only. The amount of grant will be equivalent to three months TRCA plus DA.
- (ii). The financial assistance in case of natural calamities is to be provided only to those GDSs, who are seriously affected/ property burnt by fire/property damaged by floods/children's books have been destroyed etc.
- (iii). It is, therefore, enjoined that all cases of financial assistance in case of natural calamities should be scrutinized with reference to aforesaid parameters in addition to a certificate from the Revenue Authorities. All the claims should be got verified by deputing officers of appropriate level, so as to ensure correctness of the verification and financial assistance in those cases be granted where there has been real and substantial damage to property. No financial assistance should be granted in cases where there is no damage to the property/books etc. even if the area has been declared flood affected by the Revenue Authorities. In case of any irregularities coming to notice on this count, the verifying officer may be held responsible and noticed suitably.
- (iv). Only those GDSs whose movable/immovable property has been substantially affected or damaged in an area affected by natural calamity are eligible for financial assistance.
- (v). The concerned State Government should have declared the area as having been affected by natural calamity, i.e. flood, drought, fire or cyclone, as the case may be, and granted similar advance/grant to their employees/people, in the area.
- (vi). Application should be given in **Form-IV (Annexure-D)**; within three months of the date of Government Orders declaring the natural calamity.

(vii). If the official's declaration in the application regarding damage to his property is found untrue, he is liable for disciplinary action.

(viii) With reference to Para 14.3 of the scheme, the condition that an individual will be eligible only once for financial grant under a particular head can be waived in case of financial assistance for Natural calamity and major surgical operations by the concerned Management Committee in really deserving cases.

(ix) The concerned Management Committee may conduct Special meeting of the committee to decide financial assistance in case of floods and natural calamities, without waiting for quarterly meeting.

7. The guidelines, terms and conditions governing Para-15 of the Circle Welfare Fund for GDS, regarding repayable Loan at 5% rate of interest are as under :-

**7.1. For construction of one room with flush toilet facilities for housing the Branch Post Office.**

(i). **Amount** – A maximum amount of Rs.50,000/- can be granted as loan.

(ii). **Eligibility** – For drawal of loan under this category the GDSBPM/GDSSPM should have completed minimum 5 (five) years of continuous service as GDS, and should have a minimum of 8 (eight) years of service left (i.e. not more than 57 years of age).

(iii). **Conditions** –

(a). An application for the grant of loan for the construction of Branch Post Office Room with flush toilet facilities shall be made in **Form-V (Annexure-E)**.

(b). It will be paid only for new construction and not for repairs or renovation of existing room or purchase of already constructed room.

(c). The land should be available in the name of Branch Postmaster. Loan amount cannot be utilized for purchase of land.

(d). Utilizing the room for any other purpose than housing the Branch Post Office will be construed as irregular attracting necessary action.

(iv). **Construction** -

(a). The loan will be provided for construction of one room for housing Branch Post Office with attached toilet facility.

(b) **Adherence to Plans** - The construction should be exactly according to the approved plan and specification, on the basis of which the advance was sanctioned.

(c) **Time-limit** - The construction should be completed within 6 months of the drawal of loan. Extension of time-limit up to one month can be considered by PMG and beyond one month by the Head of Circle if the work is delayed due to circumstances beyond the control of GDS.

- (v). **Maintenance** - The Branch Post Office Room shall be maintained in good condition by GDS at his cost.
- (vi). **Repayment of loan** - The entire amount of loan together with interest is repayable in 56 (fifty six) equated monthly installments (for both principal amount and interest) @ Rs. 1000/- per month.
- (vii). **Commencement of recovery** - The recovery will commence from the TRCA for the month following the month of drawal of advance.
- (viii). **Manner of recovery** - Recovery will be effected from monthly TRCA. Recovery cannot be postponed without the prior approval of HoC.
- (ix). **Surety** - The surety of two permanent regular departmental officials having more than 6 (six) years' service left (i.e. of not more than 54 years of age) is necessary before releasing the sanctioned advance or any part thereof which should be entered in **Form-VI (Annexure-F)**.
- (x). **Insurance** - On completion of construction, the Branch Post Office Room may be insured by the GDS at his cost against fire, flood and lightning for the full value of the Room.

**7.2 For purchase of Computer/Laptop to encourage computer literacy amongst GDS.**

- (i). **Amount** – A maximum amount of Rs.20,000/- can be granted as loan.
- (ii). **Eligibility** – For drawal of loan under this category the GDS should have completed minimum 5 (five) years of continuous service as GDS, and should have a minimum of 5 (five) years of service left (i.e. of not more than 60 years of age).
- (iii). **Conditions** –
  - (a). An application for the grant of loan for the purchase of a Personal Computer shall be made in **Form-VII (Annexure-G)**.
  - (b). The loan amount will be utilized for purchase of new Laptop/Computer. It shall not be utilized for purchase of old Laptop/Computer.
  - (c). Copy of bill/receipt for purchase should be produced by GDS within a month of purchase or within two months from the date of drawal of the loan, failing which penal interest @ 12% per annum from the date of drawal of the loan to the date of production of bill/receipt will be levied. If the delay in submitting the bill/receipt is not attributable to the Gramin Dak Sewak, the penal interest is not to be charged for the late submission of bill/receipt.
- (iv). **Repayment of loan** - The entire amount of loan together with interest is repayable in 21 (twenty one) equated monthly installments (for both principal amount and interest) @ Rs. 1000/- per month.

- (v). **Commencement of recovery** - The recovery will commence from the TRCA for the month following the month of drawal of advance.
- (vi). **Surety** - The surety of two GDS employees having more than 5 (five) years' service left (i.e. of not more than 60 years of age) is necessary before releasing the sanctioned advance or any part thereof which should be entered in **Form-VI (Annexure-F)**.

**7.3 For purchase of moped/scooter/Motor cycle which will also facilitate travel while discharging duty like exchange of BO Bag, visit to Account Office etc.**

- (i). **Amount** – A maximum amount of Rs.20,000/- can be granted as loan.
- (ii). **Eligibility** – For drawal of loan under this category the GDS should have completed minimum 5 (five) years of continuous service as GDS, and should have a minimum of 5 (five) years of service left (i.e. of not more than 60 years of age).
- (iii). **Conditions** –
- (a). An application for the grant of loan for the purchase of moped/scooter/Motor cycle shall be made in **Form-VII (Annexure-G)**.
- (b). The loan amount will be utilized for purchase of new moped/scooter/Motor cycle. It shall not be utilized for purchase of second hand or old moped/scooter/Motor cycle.
- (c). The loan will not be granted if the vehicle has been purchased already and paid for. Purchase of the vehicle should be made within one month from the date of drawal of the loan.
- (d). Copy of Registration Certificate (R.C) of the vehicle in his name and of insurance of vehicle should be produced by GDS within a month of purchase, or within two months from the date of drawal of the loan, failing which penal interest @ 12% per annum from the date of drawal of the loan to the date of production of RC will be levied. If the delay in submitting the RC is not attributable to the Gramin Dak Sewak, the penal interest is not to be charged for the late submission of RC.
- (iv). **Procedure for drawal of loan** – Advance can be drawn after receipt of written assurance from the dealer that the supply of vehicle is likely to be available within a month and a certificate to this effect is recorded on the bill for the advance.
- (v). **Repayment of loan** - The entire amount of loan together with interest is repayable in 21 (twenty one) equated monthly installments (for both principal amount and interest) @ Rs. 1000/- per month.
- (vi). **Commencement of recovery** - The recovery will commence from the TRCA for the month following the month of drawal of advance.
- (vii). **Surety** - The surety of two GDS employees having more than 5 (five) years' service left (i.e. of not more than 60 years of age) is necessary before

releasing the sanctioned advance or any part thereof which should be entered in **Form-VI (Annexure-F)**.

(viii). The vehicle cannot be sold till repayment of principle and interest. Prior sanction of Competent Authority is necessary to sell or transfer the vehicle before repayment of the loan with interest thereon.

8. The general guidelines governing the Scheme regarding repayable Loan at 5% rate of interest will be as under :-

- (a). All regularly engaged GDSs whose orders of engagement are available on record will be eligible for Loan under this Scheme. Those GDSs who have served in APS and rejoined as GDS, their past service in APS will be counted for eligibility. The sanctioning authority should be satisfied about the GDS's likely retention/continuation in service for more than five years / eight years, as the case may be. Other category of GDS (than BPMs) are not eligible for loan for construction of one room with flush toilet facilities for housing the Branch Post Office, under this Scheme.
- (b). The loan under any of the three categories specified in Para-15 of the Scheme will be paid only once in entire working career of GDS.
- (c). Priority to be given to those who have not availed any loan under the various categories listed in the Scheme, on the date of application.
- (d). The loan should not be sanctioned or disbursed to an official who is under put off duty. If loan has already been sanctioned to him before he was placed under put off, he should not be permitted to draw the loan during the period of his put off. The loan will not be admissible to GDS if any disciplinary action is pending/contemplated or any criminal case is pending.
- (e). The GDS will be eligible for loan subject to the condition that outstanding balance, if any, in respect of a loan previously granted for any of three purposes cited in Para-15 of OM dated 17<sup>th</sup> September 2013, together with interest thereon, has been fully repaid and there is no outstanding loan against the GDS.
- (f). Furnishing a false certificate will render the GDS liable to disciplinary action and he may be directed to refund to the Department of Posts the entire advance together with interest accrued thereon. Further, he shall become ineligible for any assistance/loan from the GDS Welfare Fund.

9. **Failure in repayment** -

(a). In the event of quitting service (resignation) before repayment of loan, the outstanding amount to the extent possible is to be adjusted against the TRCA due, if any. In the case of quitting service due to medical invalidation, supported by a certificate issued by Civil Surgeon, the outstanding amount may also be adjusted from ex-gratia gratuity. However, resignation may be

accepted on clearance of the outstanding amount. The balance amount remaining unpaid is to be recovered from surety.

(b). If the GDS fails to repay the balance of the loan on or before the date of retirement, or defaults on repayment due to any reason, the Department will be at liberty to enforce recovery from ex-gratia gratuity and/or by way of recovery from the two officials who have stood as surety for the GDS. The department will be at liberty to recover the outstanding dues of GDS, from pay or any other admissible allowances of the employees who gave sureties.

(c). In the event of untimely death of GDS, the amount will be recovered from the nominees, out of the amount of pay & allowances etc. due/accrued to deceased GDS and payable by the Department to nominee. The remaining outstanding amount, if any, will be recovered from sureties.

10. The Divisional Heads will cross check eligibility criteria before recommending applications and forwarding cases to Regional/Circle Office.

11. The Divisional Heads will obtain from each GDS an application in prescribed format, enclosed as **Form-I (Annexure-A)** for joining this scheme along with requisition letter and a declaration that he has gone through the Bye Laws and terms and conditions governing GDS Circle Welfare Fund and accepts the same.

12. The GDS are eligible for grant of leave without allowances (LWA) up to 180 days as per GDS (Conduct and Engagement) Rules 2011. During the period of LWA, no amount is paid to GDS. If loan is paid to the GDS, the recovery of loan amount during the period of LWA will have to be deposited by the GDS every month.

13. The approval for grant of loans during a financial year should be restricted to 25% of the balance of the fund as on 1<sup>st</sup> April, in the Region/Circle as the case may be.

14. An incentive of Rs. 3,000/- per annum to the Dealing Assistant and Rs. 1,500/- per annum to Supervisor in the Head Post Office will be paid from the GDS Circle Welfare Fund, for handling this work.

15. The rules governing Accounting procedure and maintenance of records thereof in the Head Post Offices are as under:-

(a). The GDS will submit application for loan to the Head of Division who will get it verified by Head Post Office records and Sub Divisional records / Divisional Office records, as the case may be. All applications received in a quarter will be processed and decided in CO/RO, as the case may be, latest by the subsequent quarter.

(b). The Head of Division will maintain a Register of Loans for GDS in the Divisional Office. The Head of Division will forward all applications for loan after duly examining correctness to the Head of Circle/Regional PMG.

(c). In the CO/RO the concerned branch will submit consolidated list of applications for loans before the Committee. The funds position should also

be brought on record. The maximum limits of utilization of funds (balance as on 1<sup>st</sup> April of the year) will be as under:-

(i).	Maximum up to 25% of Funds can be utilized for illness related cases. (Serial Numbers 6, 7 & 8 of Para 14.1 of O.M. of even number dated 17.09.2013.)
(ii).	Maximum up to 20% of Funds can be utilized for Education related financial assistance. (Serial Numbers 9, 10 & 11 of Para 14.1 of O.M. of even number dated 17.09.2013.)
(iii).	Maximum up to 25% of the funds can be utilized for the purpose of loans during that financial year, on first come first serve basis. (Para-15 of O.M. of even number dated 17.09.2013.)
(iv).	The remaining balance will be utilized for all other welfare assistance including Circle/Regional reserve fund for emergencies. (Serial Numbers 1 to 5 and 12 & 13 of Para 14.1 of O.M. of even number dated 17.09.2013.)

(d). The Committee will convey its approval of assistance/loan through issue of minutes to the Divisional Heads. The Divisional Heads will issue sanction orders.

16. As per DG Posts Letter No.21-8/2010-GDS dated 18<sup>th</sup> April 2011 it has been laid down vide Para 27 under the heading **Insolvency and habitual indebtedness** that-

*"A Sevak shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Sevak against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Government."*

Accordingly, while considering cases for loan under this scheme, the Committee shall keep this aspect in view and can reject the application on this ground alone.

17. The orders contained in O.M dated 17.09.2013 regarding introduction of Scheme of Circle Welfare Fund for GDS will supersede all the previous orders about welfare schemes introduced or managed locally (for GDS) at Circle level. Such Circle level scheme, if any, will automatically stand discontinued with the issue of this Scheme for Gramin Dak Sewaks, by the Director General, Posts.

  
02/12/2013  
(L.N Sharma)  
Deputy Director General  
(Training & Welfare)

Copy to –

- (i). RAKNPA and all PTCs.
- (ii). All Service Unions.

(FORM-I)

APPLICATION FORM FOR JOINING THE CIRCLE WELFARE FUND FOR GRAMIN DAK SEWAKS (CWFGDS)

Sl. No.	Information	Details
1.	Name of GDS	
2.	Date of Birth	
3.	Date of completion of 65 years of age	
4.	Designation	
5.	Full address of Office where working	
6.	TRCA being drawn	
7.	Name of Account Office & name of Head Post Office	
8.	Name of Sub Division	
9.	Date of appointment	
10.	Whether regular appointment orders are available? If yes, enclose copy thereof.	

DECLARATION

I have gone through the Bye Laws, terms and conditions governing Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS) and accept all the terms and conditions contained therein. I hereby give my unconditional consent for joining this scheme. I also agree to abide by all future decisions that may be taken or will be taken in the matter, issued by way of any amendment, clarification, modification to the Scheme by the Department of Posts.

.....  
(Signature of GDS)

Date : .....  
Place : .....

ACCEPTANCE OF MEMBERSHIP

Particulars have been checked. Membership is accepted / not accepted.

.....  
(Signature of Divisional Head/Unit Head)

Date : .....  
Place : .....

(FORM-II)

**APPLICATION FOR FINANCIAL ASSISTANCE FROM CIRCLE WELFARE FUND  
FOR GRAMIN DAK SEWAKS (GDSCWF)**

Sl. No.	Information	Details
1.	Name of the GDS	
2.	Office of posting & post held	
3.	TRCA	
4.	Date of Engagement	
5.	Date of Birth	
6.	Details of any previous financial assistance under the GDSCWF	
7.	Purpose for applying under GDSCWF (Pl. enclose documents in support thereof)	
8.	Duration of Leave, if any	
9.	Amount of financial assistance applied for	
10.	Any other relevant information	

.....  
Signature of GDS

Date : .....

Place : .....

Certificate & Recommendation of Controlling Authority

This is to certify that Shri/Smt. .... is a member of GDS Circle Welfare Fund & he/she has regularly contributed to the fund till ..... The above particulars have been checked and the Financial Assistance of Rs..... to the GDS is hereby recommended after due verification of records.

Date : .....

Place : .....

.....  
Signature of the Controlling Authority with Seal

(FORM-III)

**PERFORMA FOR SUBMISSION OF CASE TO DIRECTORATE FOR GRANT OF  
FINANCIAL ASSISTANCE BEYOND THE POWERS OF PMG/CPMG IN CASES  
OF ILLNESS OF GRAMIN DAK SEWAKS**

Sl. No.	Information	Details
	<b>PART - A</b>	
1.	Name of the GDS	
2.	Post held/TRCA	
3.	Place of posting	
4.	Amount of Financial Assistance required	
5.	Pl. indicate details of nature of prolonged illness, major surgery etc.	
	<b>PART - B</b>	
(i).	Personal recommendations of concerned Head of Division indicating the specific amount for assistance recommended from Welfare Fund.	
(ii).	Copies of Medical reports.	
(iii).	Information regarding total expenditure on treatment.	
(iv).	Whether the treatment has been taken from Govt. hospital if not, reasons for taking treatment from private hospital	
(v).	Expenditure on essential incidentals like transport, diet etc.	
(vi).	Financial assistance granted from Welfare Fund in the past (if any)	
(vii).	Financial position of the concerned GDS	
(viii).	Any other relevant information	

Date : .....

Place : .....

.....  
Signature of the PMG/CPMG

(FORM-IV)

**PERFORMA FOR GRANT OF FINANCIAL ASSISTANCE IN CASES OF  
NATURAL CALAMITIES**

Sl. No.	Information	Details
1.	Name of the GDS	
2.	Office of posting & post held	
3.	TRCA	
4.	Date of Engagement	
5.	Date of Birth	
6.	Permanent Address	
7.	Present Residential Address	
8.	Details of the property movable/immovable affected or damaged by the natural calamity – (Pl. attach documents in support thereof)	
(i).	Name of the place which has been affected by the natural calamity and the details of the property immovable as well as movable (to be shown separately) damaged-	
(ii).	Whether any Financial Assistance was granted on earlier occasion (by Department, State Govt. etc.) and if so, the date of drawal and amount-	
(iii).	Whether the earlier Financial Assistance was granted for damage to the same movable or immovable property and if so, the nature of further damage to the movable or immovable property to be indicated precisely-	
(iv).	If reply to item (iii) is in the affirmative the details of damage that has now occurred requiring fresh financial assistance (list to be attached indicating details) -	
9.	Amount of financial assistance applied for	
10.	Any other relevant information	

Date : .....

Place : .....

.....  
(Signature of GDS)

### Declaration

I, ....., do hereby declare that the statements furnished in item (8) above are correct.

---

Date : .....

Place : .....

.....  
(Signature of GDS)

Warning- If at any stage the information furnished above is found untrue, the sanctioning authority may take disciplinary action against you under the rules.

\*\*\*\*\*

(FORM-V)

**APPLICATION FORM FOR GRANT OF LOAN FOR CONSTRUCTION OF ONE ROOM WITH FLUSH TOILET FACILITIES FOR HOUSING THE BRANCH POST OFFICE**

Sl. No.	Information	Details
1	Name of GDSBPM	
2	Date of Birth	
3	Date of completion of 65 years of age	
4	Date of engagement in the Department	
5	Number of years of service completed on date of submission of application.	
6	Full address of Office where working	
7	TRCA being drawn	
8	Name of Account Office & name of Head Post Office	
9	Whether land is available and in the name of applicant GDS. Please enclose proof thereof, earmarking portion of land on which the construction is planned.	
10.	The proof of estimated cost of construction.	
11.	The amount of loan required.	

(a). Certified that the information given above is complete and true to the best of my knowledge. In case of any information being found untrue at any later stage, I am aware that I am liable to be proceeded for disciplinary action and I will forfeit all rights to claim any benefit/assistance under the Circle Welfare Fund for GDS scheme.

(b) I hereby promise to repay the loan (with interest) as per the terms and conditions of the Scheme.

.....  
(Signature of GDS)

Date : .....

Place : .....

**FORM-VI**

**FORM OF SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS, THAT I ..... son of .....resident of..... in the District of..... at present employed as a permanent..... in the .....(hereinafter called "the Surety") am held and firmly bound up to the President of India (hereinafter called "the Government" which expression shall include his successors and assignees) in the sum of Rs ..... (Rupees ..... only) with interest as hereinafter specified and all cost between attorney and client and all charges and expenses that shall or may have been incurred by or occasioned to the Government to be paid to the Government FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these presents.

As witness my hand this.....day of ..... two thousand and .....

WHEREAS the Government has agreed to grant to .....son of ....., a resident of ..... in the District of .....at present engaged/employed as..... in the.....(hereinafter called, "the Borrower") at the Borrower's own request an advance of Rs.....(Rupees .....only) for the.....AND

WHEREAS THE BORROWER has undertaken to repay the said amount in .....equal monthly installments with interest as calculated at the rate and in the manner prescribed under Para 15, of Circle Welfare Fund for GDS vide O.M No. 19 -31/2012 -WL/Sport, as shall for the time being remain due and unpaid calculated at the rates in force for such loans from the day of the advance.

AND WHEREAS in consideration of the Government having agreed to grant the aforesaid advance to the Borrower the Surety has agreed to execute the above Bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that if the said Borrower shall, while employed in the said.....

DULY and regularly pay or cause to be paid to the Government the amount of the aforesaid advance owing to the Government by installments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid calculated at rates in force for such loans from the day of the advance until the said sum of Rs .....(Rupees ..... only) with interest as calculated in the aforesaid manner shall be duly paid, then this Bond shall be void, otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any time cease to be employed in the said..... or so much thereof as shall be due and unpaid calculated at rates in force for such loans from the day of the advance until the said sum of Rs .....(Rupees ..... only) with interest as calculated in the aforesaid manner shall be duly paid, then this Bond shall be void, otherwise the same shall be and remain in full force and virtue.

said principal sum of Rs .....(Rupees .....only) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the Government and be recoverable from the Surety in one installment by virtue of this Bond. The surety hereby gives the undertaking and unconditional consent for recovery of the outstanding amount of the loan, from his monthly pay. The Department, wherein, the surety is presently employed shall have all the rights to make such recovery from the surety's pay & allowances, in one or more installments, of the total outstanding amount of the loan.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said Borrower whether with or without the knowledge or consent of the Surety.

The borrower has agreed to bear the stamp duty, if any, for this document.

Signed and .....  
delivered {Signature of Surety}.

by the said..... (Designation) .....  
..... Office to which attached .....  
at .....  
this ..... In the presence of  
day of ..... (i) .....  
20..... (ii) .....

Signature,

address  
and occupation of  
the Witnesses

ACCEPTED

For and on behalf of President of India

## (FORM-VII)

**APPLICATION FORM FOR GRANT OF LOAN FOR THE PURCHASE OF  
MOPED/SCOOTER/MOTOR CYCLE/LAPTOP/COMPUTER\***

Sl. No.	Information	Details
1.	Name of GDS	
2.	Date of Birth	
3.	Date of completion of 65 years of age	
4.	Applicant's designation	
5.	Full address of Office where working	
6.	TRCA being drawn	
7.	Name of Account Office & name of Head Post Office	
8.	Anticipated price of Moped/Scooter/Motor cycle/Laptop/Computer	
9.	Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/Personal Computer within one month from the date of drawal of the loan?	

10. (a) Certified that the information given above is complete and true.

(b) Certified that I have not taken delivery of the Moped/Scooter/Motor cycle/Laptop/Computer on account of which I apply for the loan, which I shall complete negotiations for the purchase of item finally and take possession of the same before the expiry of one month from the date of drawal of the loan

.....  
(Signature of GDS)

Date : .....

Place : .....

\* Strike off whichever is not applicable.



No.17-1/2017-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhavan, Sansad Marg,  
New Delhi 110001

Dated: 30.05.2017

To

All Chief Postmasters General,  
All Postmasters General

**Sub: REVIEW OF THE SCHEME FOR ENGAGEMENT OF A DEPENDENT OF DECEASED GRAMIN DAK SEVAKS ON COMPASSIONATE GROUNDS.**

I am directed to refer to this office letters Nos. 17-17/2010-GDS dated 14.12.2010 and 17.12.2015 vide which instructions on engagement of dependents of deceased Gramin Dak Sevak on compassionate grounds have been issued.

2. The Scheme has been reviewed in this Directorate and it has been decided to introduce revised scheme for compassionate engagement of an eligible dependent of deceased Gramin Dak Sevaks. Under the revised scheme point system has been dispensed with and scheme has been extended to dependents of missing GDS also.

3. The scheme will come into effect from the date of issue of the letter and will be applicable to all cases pending and arising on or after the said date. The cases which have already been settled will not be reopened.

4. The revised scheme for compassionate engagement of an eligible dependent of deceased Gramin Dak Sevaks is attached.

  
(R.L. Patel)

Assistant Director General  
(GDS/PCC)

Copy to:

1. PPS to Secretary (P)
2. PPS to DG (Posts)
3. PPS/PS to all Members
4. CGM BD/BLI directorate/Sr. DDG (Vigilance)
5. All DDG
6. GM CEPT, Mysore for uploading the same to India Post's web-site
7. Director RAKNPA/Postal Training Centres
8. All recognized Federations/Unions
9. Guard File

Page 1 of 10

**REVISED SCHEME FOR COMPASSIONATE ENGAGEMENT OF AN ELIGIBLE  
DEPENDENT OF DECEASED GRAMIN DAK SEVAKS.**

**1. Object**

The object of the Scheme is to grant engagement on compassionate grounds to a dependent family member of a Gramin Dak Sevak dying while in service as a GDS, to relieve the family of the GDS concerned from financial destitution and to help it to get over the emergency.

**2. To Whom applicable**

To a dependent family member of a regularly selected and engaged Gramin Dak Sevak who dies while in service (including death by suicide)

**Note 1** "Dependent Family Member" means the following:

- (a) Spouse; or
- (b) Son including adopted son; or
- (c) Married son living with parents and dependent for livelihood on the GDS on the date of death of the GDS; or
- (d) Daughter including adopted daughter; or
- (e) Married/widowed daughter/divorced daughter wholly dependent on the GDS at the time of his/her death; or
- (f) Daughter in law of deceased GDS who is wholly dependent on GDS, if the only son of the GDS is predeceased, provided she gives an undertaking that she is not availing the same benefit from her own parenthood.
- (g) Brother or sister in the case of unmarried GDS wholly dependent on the GDS at the time of his/her death.

**Note 2** "Gramin Dak Sevak" for the purpose of these instructions means a GDS engaged on regular basis after undergoing a formal selection procedure and not one working on adhoc/provisional basis or as a substitute or trainee.

**3. Authority competent to make compassionate engagement.**

- (a) Head of Circle will be competent to make compassionate engagements to GDS posts within the Circle.

- (b) All cases will be considered by a Committee on Compassionate Engagement (CCE) and recommendations of the Committee will be put up to the Head of the Circle for final decision.
- (c) The composition of CCE the will be same as the one constituted for cases of departmental officials.
- (d) The Committee will meet bi-monthly i.e. in March, May, and July and so on for considering the cases arising during the previous two months. For example, the cases received during Jan and Feb will be considered in March and cases received during March and April will be considered in May.

**4. Posts to which such engagements can be made**

Compassionate engagements will be made only to GDS posts.

**5. Eligibility**

- (a) The family deserves immediate assistance of relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects as per the conditions prescribed for normal regular selection to the GDS post for which being considered.

**6. A. Exemptions**

Compassionate engagements are exempted from the observance of the following requirements:-

- (a) Engagement procedure such as notification of vacancies, reference to employment exchange etc.
- (b) Checking of availability of surplus posts or posts identified for redeployment etc.

**B. Relaxations**

- a) Generally, there shall be no relaxation in age conditions except as prescribed for reserved categories. However Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age. Powers to relax the Upper age limit of the applicant are vested with Head of the Circle.
- b) There shall be no relaxation in basic educational qualifications prescribed for the GDS post for which the applicant is being considered.

**Note 1**

Age eligibility shall be determined with reference to the date of application and not the date of engagement.

**7. Determination/availability of vacancies**

(a) Engagement on compassionate grounds should be made only on regular basis and that too only, against regular GDS vacancies.

(b) To the extent possible, compassionate engagement should be offered to a GDS post near the place where the family of the deceased GDS normally resides. However, if there are no suitable vacancies to immediately engage the applicant, any post in the same sub division or division may be offered.

**8. Time limit for considering applications for compassionate engagements.**

(a) Subject to instructions on the subject issued and amended from time to time, any application for compassionate appointment is to be considered without any time limit and decision taken on merit of each case.

(b) Within 15 days from date of death of a GDS, the family should be informed about the scheme of Compassionate Engagement along with a list of regular GDS vacancies available in the division, as on the date of death of the GDS and acknowledgement should be obtained and kept on record.

(c) Head of the Circle should consider and decide the case within three months from the date of receipt of application.

**9. Consideration of belated requests**

(a) As per para 8 (b) above, the family will be informed about the scheme and vacancies by the Department within 15 days from the date of death of the GDS. Request for compassionate engagement should be submitted within a reasonable time.

(b) Requests received after one year from date of death of the GDS will be considered as belated requests. Such cases should be recommended by the CCE only if the reasons given by the applicant are found to be genuine and convincing.

(c) While considering belated requests, the CCE/Head of Circle should keep in mind the fact that the concept of compassionate engagement is largely related to the need for immediate assistance to the family of the GDS in order to relieve it from economic distress. The very fact that the family has been able to manage somehow for long should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only after thorough scrutiny of all facts by Committee on Compassionate Engagement.

(d) Whether a request for compassionate engagement is belated or not may be decided with reference to the date of death of the GDS and not the age of the applicant at the time of consideration.

**10. Widow engaged on compassionate grounds getting remarried**

A widow engaged on compassionate grounds will be allowed to continue in service even after re-marriage.

**11. Where there is an earning member**

(a) Detailed examination will be required in cases with special features, like cases of belated requests or where there is another earning member in the family etc.

(b) In deserving cases even where there is already an earning member in the family a dependent family member may be considered for compassionate engagement, if the Compassionate Engagement Committee is satisfied that grant of compassionate engagement is justified having regard to number of dependents, assets and liabilities left by the GDS, income of the earning member as also his liabilities including the fact the earning member is residing with the family of the GDS and whether he/she should not be a source of support to their members of the family.

**12. Missing Gramin Dak Sevak**

Cases of missing Gramin Dak Sevaks are also covered under the scheme for compassionate engagement subject to the following conditions:-

(a) A request for grant of compassionate engagement can be considered only after a lapse of at least 2 years from the date from which the GDS has been missing, provided that:

- (i) An FIR to this effect has been lodged with the Police,
- (ii) The missing person is not traceable, and
- (iii) The competent authority feels that the case is genuine;

(b) **This benefit will not be applicable to a GDS :-**

- (i) who had less than two years for normal discharge from service on the date from which he/she has been missing; or
- (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.

(c) Compassionate engagement in the case of a missing GDS also would not be a matter of right as in the case of others and it will be subject to the fulfilment of all the conditions, including availability of vacancy, laid down for such engagement under the scheme;

(d) While considering such a request, the results of the Police investigation should also be taken into account; and

(e) A decision on any such request for compassionate engagement should be taken at the level of the Head of Circle.

### **13. Procedure**

(a) Prescribed pro forma may be used for ascertaining necessary information and processing the cases of compassionate engagements in normal cases.

(b) An officer not below the rank of an Inspector should meet the members of the family of the GDS in question immediately after his/her death to advise and assist them in submitting necessary information for considering compassionate engagement. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.

(c) All cases of compassionate engagement including belated requests and cases with special features (like presence of other earning members in the family etc.) may be considered by the CCE on bi-monthly basis and its recommendations should be submitted to the Head of Circle. A final decision may be taken by the Head of Circle based on the recommendations of the Committee.

(d) An application for engagement of a dependent of the deceased GDS as a GDS on compassionate grounds should be considered and decided by the Head of Circle within three months from the date of receipt of application.

(e) If, due to any grounds, a request for compassionate engagement is rejected, a speaking order should be issued by the Head of Circle.

### **14. Undertaking for maintenance of the family of the deceased GDS**

A person engaged on compassionate grounds under the scheme should give an undertaking in writing that he/she will properly maintain the other family members who were dependent on the GDS in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, the engagement may be terminated forthwith. Such a clause will also be incorporated as one of the additional conditions in the offer of engagement applicable only in the case of engagement on compassionate grounds.

### **15. Request for change in post/person**

When a person has been engaged on compassionate grounds to a particular GDS post, the circumstances, which led to such engagement, should deem to have ceased to exist. Therefore,

(a) he/she should strive in his/her career like any other GDS for future advancement and any request for engagement to any higher post on consideration of compassion should invariably be rejected.

(b) an engagement made on compassionate grounds cannot be transferred to any other person and any request for the same on consideration of compassion should invariably be rejected.

#### **16. Seniority**

Seniority of the person engaged as GDS on compassionate ground will be determined on the basis of his/her initial date of joining the GDS post and his/her position in the seniority list of GDS of the unit concerned will be determined accordingly.

#### **17. Termination of engagement**

(a) The compassionate engagement can be terminated on the ground of non-compliance of any condition stated in the offer of engagement after providing an opportunity to the person concerned by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of engagement and for this purpose, it is not necessary to follow the detailed disciplinary procedures prescribed in rules/instructions.

(b) The power of termination of engagement for non-compliance of the condition(s) in the offer of compassionate appointment will vest only with the Head of Circle, in all cases.

*Pro forma to be used for intimating the family about the scheme is given in Annexure 1 and Form for seeking compassionate engagement is given in Annexure 2.*

\*\*\*\*\*

**Annexure-1**

Dear .....

All staff members of Department of Posts are deeply shocked to learn about the sad demise of Shri/Ms.....

On behalf of the Department of Posts, I would like to express my deepest condolences.

The Department has a scheme for engagement of a dependent of deceased GDS on compassionate grounds. Depended may apply for the post of GDS if vacancy is available and otherwise eligible. Department's representative will soon contact you for completing official formalities and paper works. You are advise to submit your request in this regard to my office within a month.

Presently, the following posts of GDS near the place of your residence are vacant:

1                      2                      3                      4                      5

Yours Sincerely

(                      )

Shri/Ms.....

Address of Dependent

Copy to:-

The ..... (Officer not below the rank of Inspector) The family of the deceased GDS may please be contacted immediately and all assistance rendered for filling up all necessary forms.

**FORM FOR SEEKING COMPASSIONATE ENGAGEMENT BY DEPENDENTS OF  
DECEASED GRAMIN DAK SEVAKS**

<b>1</b>	<b>Details of applicant</b>	
a	Name	
b	Date of birth	
c	Age as on the date of application (completed years)	
d	Whether belonging to SC/ST/OBC	
e	Educational Qualification	
f	Whether any dependent family member has been appointed in the Department in any capacity, on compassionate grounds	
g	Marital Status	
h	Whether residing with the family of the deceased GDS	
<b>2</b>	<b>Details of deceased Gramin Dak Sevak</b>	
a	Name	
b	Post	
c	Office	
d	Date of death	
e	Age at the time of death	
f	Date of joining service as Gramin Dak Sevak	
g	No of completed years of service at the time of death	
h	No. of years left for normal discharge as on the date of death	
<b>3A</b>	<b>Details of assets</b>	
a	Amount of Severance amount received	
b	Amount of Ex-gratia gratuity received	
c	Amount SDBS benefits received	
d	Amount of Insurance Policies received including CGEIGS	
<b>3B</b>	<b>Details of liabilities</b>	
a	No. of wholly dependent family members of deceased GDS	
b	No. of unmarried daughters	
c	No. of student children	
d	Amount of outstanding loans if any	
e	Any other liability	

**4 Details of Dependents**

<b>Name(s)</b>	<b>Relationship with the deceased GDS</b>	<b>Age</b>	<b>Address</b>	<b>Employed or not</b>	<b>Details of employment</b>

Signature of the candidate  
Name of candidate

---

Signature of permanent Government Servant  
Name  
Address

Address

---

Signature of the verifying authority  
Name  
Address

No.17-1/2017-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 18.12.2019

To  
The Chief Postmaster General  
Karnataka Circle  
Bengaluru- 560 001

**Subject:-Addition in para 2 (f) of revised scheme for compassionate engagement of dependents of deceased Gramin Dak Seveks.**

Sir,

I am directed to refer to your DO letter No R&E/2-6/GDS/CCE/2019 dated 30.08.2019 on the above noted subject and to inform you that, the proposal on amendment in para 2 (f) of revised scheme for compassionate engagement of dependents of deceased GDS has been examined.

2. The proposal has been considered by the Competent Authority and approved the following for addition in para 2 (f) of Directorate letter No. 17-1/2017-GDS dated 30.05.2017:-

**"If the single eligible son died after death of father/mother, but before applied or if applied before finalisation of the case by CCE for compassionate engagement on GDS post, in such cases, daughter in law can be considered for compassionate engagement on GDS Post subject to fulfilment of other conditions for example educational qualification etc.**

Yours faithfully,



(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

[Email-adggds@indiapost.gov.in](mailto:Email-adggds@indiapost.gov.in)

Copy to:-

All Chief Postmasters General (except Karnataka Circle)  
All Postmasters General  
The General Manager CEPT Mysuru/CEPT Unit at Hyderabad

No.100-4/2020-Pen.  
Government of India  
Ministry of Communications  
Department of Posts  
(Establishment Division)

Dak Bhawan, Sansad Marg,  
New Delhi-110 001  
Dated: 17.04.2020

To

1. The CPMG of all Postal Circles,
2. Chief General Manager (BD&M), Dak Bhawan
3. Chief General Manager (PLI), Chanakya Puri, New Delhi
4. Secretary(PSB), Dak Bhawan
5. Director, Rafi Ahmad Kidwai National Postal Academy, Ghaziabad
6. All Directors/ Dy. Directors of Accounts (Postal)
7. Principal Director of Audit (Postal), Delhi-54
8. Addl. Director General, Army Postal Service Corps, APS Bhawan, Rao Tula Ram Marg, Delhi Cantt.-10
9. Chief Engineer (HQ), Dak Bhawan

Subject: Provision to extend benefit of payment of compensation of Rs.10 lakhs to all Departmental employees of Department of Posts and all categories of Gramin Dak Sevaks (GDS) to cover death due to Covid -19 while discharging official duties - reg.

Madam/Sir,

I am directed to refer to this Department's letter No.100-4/2018-Pen. dated 01.06.2018 forwarding therewith guidelines for settlement of claims for compensation on accidents applicable to Department of Posts and Public Sector Undertakings under its control. Reference is also invited to the letter of even number dated 21.10.2019 intimating 'Budget Head' for incurring expenditure on compensation. Copies enclosed for ready reference.

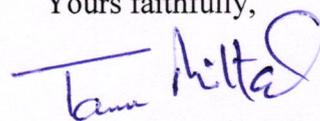
2 As per Para 11(iii) of Ministry of Home Affairs' O.M. No.40-3/2020-DM-I(A) dated 15.04.2020, Department of Posts comes under essential services. Postal employees including Gramin Dak Sevaks are engaged in various essential services like delivery of mails, ease of money withdrawal by customers at his/her doorstep from any bank and any branch etc. Moreover, Post Office is also delivering COVID-19 kits, food packets, rations etc. across the country. Post Office is providing these services by liaising with local state administration and

*Sanjit*

police authorities. Thus, Post Office is performing departmental duties as well as serving the social cause in COVID-19 crisis times.

3. In view of circumstances prevailing due to spread of COVID-19, the Competent Authority has approved to extend the existing Scheme as currently available under the guidelines circulated vide letter dated 01.06.2018 for payment of compensation of Rs.10 lakhs to all Departmental employees of Department of Posts and all categories of Gramin Dak Sevaks (GDS) succumbing to the disease while brought on duty. The guidelines will come into effect immediately and continue for the entire periods till the crises of COVID-19 is over.

Yours faithfully,



(Tarun Mittal )

Assistant Director General (Pension)

Encl.: As above.

Copy for information to:

1. PS to Minister of Communications/ Minister of State for Communications
2. PPS to Secretary(Posts)/DG(Posts)
3. PPS to Member(Banking&RB)/Plg./Tech./Plg./Pers./Ops./PLI
4. Addl. DG(Postal Services)/ AS&FA/ all DDsG
5. All Regional Postmasters General
6. All Postal Training Centres
7. Director, CEPT Mysore-for uploading on the official website of the Deptt. of Posts
8. Guard File

No.100-4/2018-Pen.  
भारत सरकार/ Government of India  
संचार मंत्रालय/Ministry of Communications  
डाक विभाग/ Department of Posts  
पेंशन अनुभाग/ Pension Section

डाक भवन/ Dak Bhawan, संसद मार्ग/Sansad Marg  
नई दिल्ली/ New Delhi – 110 001  
Dated the 1<sup>st</sup> June, 2018

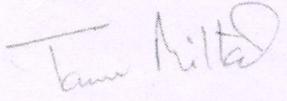
To

1. The CPMG of all Postal Circles
2. Chief General Manager (BD&M), Dak Bhawan
3. Chief General Manager (PLI), Chanakya Puri, New Delhi
4. Secretary(PSB), Dak Bhawan
5. Director, Rafi Ahmad Kidwai National Postal Academy, Ghaziabad
6. All Directors/ Dy. Directors of Accounts (Postal)
7. Principal Director of Audit (Postal), Delhi-54
8. Addl. Director General, Army Postal Service Corps, Sena Dak Bhawan, Rao Tula Ram Marg, Delhi Cantt.-10
9. Chief Engineer (HQ), Dak Bhawan

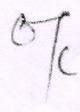
Subject: Guidelines for settlement of claims for compensation on accidents applicable to Department of Posts and Public Sector Undertakings under its control

I am directed to forward herewith a copy of Guidelines on the above mentioned subject for compliance and necessary action.

Encl: As above

  
( Tarun Mittal )  
Asstt. Director General (Pension)  
Tel.No.011-2304 4768

Copy for information to:

1. PS to Hon`ble MOS(IC)
  2. PPS to Secretary(Posts)/DG(Posts)
  3. PPS to Member(Banking&RB)/Plg./Tech./Plg./Pers./Ops./PLI
  4. Addl. DG(Postal Services)/ JS&FA/ all DDsG
  5. All Regional Postmasters General
  6. All Postal Training Centres
  7. Director, CEPT Mysore-for uploading on the official website of the Deptt. of Posts
  8. Guard File
- 

GUIDELINES FOR SETTLEMENT OF CLAIMS FOR COMPENSATION  
ON ACCIDENTS APPLICABLE TO THE DEPARTMENT OF POSTS AND  
PUBLIC SECTOR UNDERTAKINGS UNDER ITS CONTROL

**PREAMBLE:**

Accidents are unfortunate incidents, occurrences of which cannot be obliterated completely, but can only be minimized by adopting most vigilant practices, safety precautions etc. Sometimes accidents do happen when responsibility and liability cannot be affixed on certain individuals or malfunctioning of certain machinery and the Law recognizes the Principle of 'No Faulty Liability' for such unfortunate incidents. In such cases, the loss of life and loss of dependency cost of the dependents of such victims cannot be written off merely on the pretext that negligence on the part of the Department or its agencies cannot be substantiated for want of stricter proofs, particularly in a Welfare State like ours. Therefore, these guidelines have been framed.

1. **Title:** These guidelines would be called as Guidelines for Settlement of Claims for Compensation.
2. **Effective date:** The guidelines would be effective from 01.06.2018.
3. **Applicability:** These guidelines would govern the settlement of compensation claims arising out of accidents resulting into loss of life or permanent disability.
4. **Definitions:**
  - (a) **Accident:** Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the maintenance, operation and provisioning of any public service undertaken by the Department. Accidents caused under influence of drinks or drugs by the victims will be outside the preview of these guidelines.
  - (b) **Competent Authority:** Competent Authority means Secretary to Government of India, in the Department of Posts or Chairman & Managing Director of a Public Sector Undertaking under the Control of the Department of Posts.
  - (c) **Department:** means Department of Posts and for the purposes of the present Guidelines includes, any Public Sector Undertaking, under the Control of the Department of Posts.
  - (d) **Dependent:** As defined in the Employees' Compensation Act, 1923.
  - (e) **Designated Officer:** An Officer designated by the Competent Authority of the Junior Administrative Grade (JAG) or equivalent for the purposes of receiving and processing claims for compensation under the present Guidelines.

(f) **Victim:** Any person who suffers permanent disablement or dies in an accident as defined in these Guidelines.

(g) **Permanent Disablement:** A disablement that is classified as a permanent total disablement under the proviso to Section 2(l) of The Employees' Compensation Act, 1923.

5. **Detailed Accident Report:** The report prepared by the Police within a period of 30 days from the date of incident as per Schedule-I of this guidelines.

Explanation: For the purposes of the preparation of the detailed accident report, the word 'injury' as referred in Schedule-I refers to "permanent disability" as mentioned in clause 4(g) of the Guidelines.

6. **Extent of Liability:** On the occurrence of any "accident" as defined under these Guidelines, the Department shall whether or not there has been any wrongful act, neglect or default on its part and notwithstanding anything contained in any other law, be liable to pay compensation to such extent as prescribed below:

- (i) In the event of death or permanent disability resulting from loss of both limbs: Rs.10,00,000/- (Rupees Ten lakh only)
- (ii) In the event of other permanent disability: Rs.7,00,000/- (Rupees Seven Lakh only)

*However, persons claiming compensation under these guidelines will not claim additional compensation from the Department or its agencies under any other regulation or statute either directly or through a court of law. The claimant shall submit an undertaking to this effect before availing the compensation under these guidelines.*

#### 7. **Procedure for settlement of claims in respect of compensation**

(a) The victim or his/her dependents would make an application within a period of 90 days of the accident to the Designated Officer under whose jurisdiction the accident had occurred. The application should be accompanied by the following documents:

- (i) Proof of age of the victim.
- (ii) Death certificate of the victim  
Or  
Permanent disability certificate issued by the Medical Board authorized by the Government
- (iii) Certified copy of FIR lodged in respect of the accident.
- (iv) Proof of applicant's relation with the victim/ dependency certificate

The Designated Officer may seek any further documents for settlement of claim to its satisfaction.

Provided that where there are more than one dependent, the Applicant must mention their name, addresses and relations with the victim and the Designated

Officer may at its own discretion issue notices to all before releasing the compensation.

(b) The Designated Officer on receipt of above application shall take into consideration the Detailed Accident Report submitted by the Police Authority and would process the claim of compensation on priority basis but would not take more than 30 days for disposing off the same in any case.

(c) The Designated Officer, in case where no application is received from the victim/ dependents of victims, may on receipt of the detailed accident report proceed suo-moto to initiate the process for consideration for grant of the compensation to the victim / dependents of victim.

(d) With effect from the date of the present Guidelines, all contracts/ agreements to be entered into by the Department with any person or agency for maintenance, operation and provisioning of public service would invariably include a clause whereby any compensation paid under these guidelines shall be recoverable from such person, agency or firm.

(e) In no case a claim for appointment of any of the dependents on the compassionate grounds would be entertained by the Department.

#### **8. Method of Disbursement of compensation**

(i) The amount of compensation so awarded shall be deposited in a Nationalized Bank or if the branch of a Nationalised Bank is not in existence, it shall be deposited in the branch of a scheduled commercial bank, in the joint or single name of the victim/ dependent(s). Out of the amount so deposited, 75% (seventy five percent) of the same shall be put in a fixed deposit for a minimum period of one year and the remaining 25% (twenty five percent) shall be available for utilization and initial expenses by the victim/ dependent(s) as the case may be.

(ii) In the case of a minor, 75% of the amount of compensation so awarded shall be deposited in the fixed deposit account and shall be drawn only on attainment of the age of majority, but not before one year of the deposit. Provided that in exceptional cases, amounts may be withdrawn for educational or medical needs of the beneficiary at the discretion of the Department.

(iii) The interest on the sum shall be credited directly by the bank in the savings account of the victim dependent(s) on monthly basis.

9. **Appeal:** An appeal against the decision of the Designated Officer in respect of the amount of compensation or rejection of such claim shall be made to competent authority within a period of 30 days of such decision. The Competent Authority would decide the same within 30 days of receipt of such appeal.

\*\*\*\*\*

**SCHEDULE-I**

<b>PART- I - PARTICULARS OF THE ACCIDENT</b>	
1.	FIR No. ..., Date and Under Section
2.	Name of the Police Station
3.	Date, Time, Place of the accident
4.	Who reported the accident to the police
5.	Name of the Person who took the victim to the hospital and Name of the Hospital
6.	Whether any hospital denied treatment to the Victim?
7.	Nature of the accident :- (i) Whether resulted in death or injury or both?  (ii) Number of persons injured/died.
8.	Name and Contact No. of the Investigating Officer
9.	Name of the witnesses of the accident
10.	Description of the accident

<b>PART- II - IMPACT OF THE ACCIDENT ON THE VICTIMS</b>	
1. Death Cases :-	
a) Name and Address of the deceased	
b) Age	
c) Gender	
d) Education	
e) Occupation	
f) Income (Monthly)	
g) Legal Heirs/Guardian	
i. Name	
ii. Relationship	
iii. Age	
iv. Address	
v. Contact No.	
2. Injury Cases (permanent disablement)	
a) Name and address of the injured	
b) Age	

<p>c) Gender</p> <p>d) Education</p> <p>e) Occupation</p> <p>f) Income (Monthly)</p> <p>g) Details of family dependent of the victim MLC No.</p> <p>h) Nature of injuries</p> <p>i) Name of the Hospital where the injured treated</p> <p>j) Whether victim refused medical treatment</p> <p>k) Period of hospitalization</p> <p>l) Period of treatment</p> <p>m) Whether treatment continuing</p> <p>n) Name, address and contact number of the doctor (s) who treated the injured</p> <p>o) Whether the injured underwent any surgery? If yes, then give particulars.</p>	
---	--

	<p>p) Whether suffered any permanent disability.</p> <p>q) Expenditure incurred on treatment conveyance, special diet, attendant etc. Give details, if available.</p> <p>r) Whether the injured got reimbursement of medical expenses from his employer or under a mediclaim policy. Give details, if available.</p> <p>s) Whether the injured was provided cashless treatment by the Insurance Company? Give details, if available.</p>	
3.	Any other relevant information.	

<b>PART-III - RELEVANT DOCUMENTS TO BE ATTACHED</b>		
1.	First Information Report	
2.	Photographs of the scene of the accident from all angles	
3.	Statement of the witnesses recorded by the Police.	
4.	Scientific report, if the Victim was under the influence of any liquor/drugs	
5.	<p><b>In case of Death.</b></p> <p>a) Post Mortem Report</p> <p>b) Death Certificate</p> <p>c) Photograph and proof of the identity of the Dead.</p>	

	<p>d) Proof of legal representatives of the deceased.</p> <p>e) Photograph, specimen, signatures attested by the bank and identify proof of the legal representatives of the deceased.</p> <p>f) Treatment of the deceased with name and address of the Hospital.</p> <p>g) Bank account No. of the legal representatives of the deceased.</p>	
6.	<p><b>In case of Injury</b></p> <p>a) MLC</p> <p>b) Multi angled photographs of the injured</p> <p>c) Photograph, specimen, signatures attested by the bank and identify proof of the injured.</p> <p>d) Disability certificate</p>	
7.	Any other relevant information.	

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ of \_\_\_\_\_, that the contents of the above report are true and correct and the documents mentioned in Part III have been verified.

Station House Officer  
(Name and Stamp)

Assistant Commissioner of Police  
(Name and Stamp)

No.100-4/2018-Pen.  
भारत सरकार/ Government of India  
संचार मंत्रालय/Ministry of Communications  
डाक विभाग/ Department of Posts  
पेंशन अनुभाग/ Pension Section

डाक भवन/ Dak Bhawan, संसद मार्ग/Sansad Marg

नई दिल्ली/ New Delhi – 110 001

21 October, 2019

To

1. CPMG of all Postal Circles
2. Chief General Manager (BD&M), Dak Bhawan
3. Chief General Manager (PLI), Chanakya Puri, New Delhi
4. Secretary(PSB), Dak Bhawan
5. Director, Rafi Ahmad Kidwai National Postal Academy, Ghaziabad
6. All Directors/ Dy. Directors of Accounts (Postal)
7. Principal Director of Audit (Postal), Delhi-54
8. Addl. Director General, Army Postal Service Corps, Sena Dak Bhawan, Rao Tula Ram Marg, Delhi Cantt.-10
9. Chief Engineer (HQ), Dak Bhawan

Subject: Guidelines for settlement of claims for compensation on accidents applicable to Department of Posts and Public Sector Undertakings under its control – formulation of 'Budget Head' for incurring expenditure on compensation – reg.

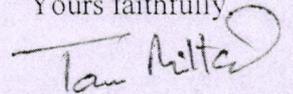
Madam/Sir,

I am directed to refer to this Department's letter of even number dated 01.06.2019 forwarding therewith copy of guidelines on the above subject. Cabinet Secretariat has informed that Department of Expenditure formulated following 'Budget Head' formulated for incurring expenditure on compensation, as under:

“Sub-Head '19-Compensation to the victims or to their families on account of accidents, injury or death at Public Places' under Minor Head '200 – Other Programmes' below Sub-Major head '60-Other Social Security and Welfare Programmes' under Major Head '2235-Social Security and Welfare'.

2. This is for compliance and necessary action.

Yours faithfully



( Tarun Mittal )

Asstt. Director General (Pension)

Tel.No.011-2309 6244

Copy for information to:

1. PS to Hon'ble MOS(IC)
2. PPS to Secretary(Posts)/DG(Posts)
3. PPS to Member(Banking&RB)/Plg./Tech./Plg./Pers./Ops./PLI
4. Addl. DG(Postal Services)/ AS&FA/ all DDsG
5. All Regional Postmasters General
6. All Postal Training Centres
7. Director, CEPT Mysore-for uploading on the official website of the Deptt. of Posts
8. Guard File

**MOST IMMEDIATE**

No.100-4/2020-Pen.

भारत सरकार/ Government of India

संचार मंत्रालय/Ministry of Communications

डाक विभाग/ Department of Posts

पेंशन अनुभाग/ Pension Section

डाक भवन/ Dak Bhawan, संसद मार्ग/Sansad Marg

नई दिल्ली/ New Delhi – 110 001

21<sup>st</sup> May, 2020

To

1. Heads of all Postal Circles
2. Chief General Manager (BD)/Prcel/PLI Directorate
3. Director, Rafi Ahmad Kidwai National Postal Academy, Ghaziabad
4. Chief Engineer (HQ), Dak Bhawan

Subject: Provision to extend benefit of payment of compensation of Rs.10 lakhs to all Departmental employees of Department of Posts and all categories of Gramin Dak Sevaks (GDS) to cover death due to COVID-19 while discharging official duties – **appointment of 'Designated Officer'** – reg.

Madam/ Sir,

I am directed to refer to this Department's letter of No.100-4/2020-Pen. dated 17.04.2020 extending the benefit of payment of compensation of Rs.10 lakhs to all Departmental employees of Department of Posts and all categories of Gramin Dak Sevaks (GDS) to cover death due to COVID-19 while discharging official duties.

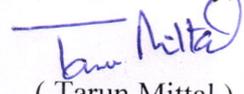
2. In terms Section 4(e) of the Guidelines, there is a provision for appointment of 'Designated Officer' by the Competent Authority for receiving, processing and disposal of claims. The extension of the Guidelines for the purpose of COVID-19 cases was only for specific purpose and for the time being only. Therefore, to keep a close watch on the total number of cases and expenditure involved, it has been decided that all such cases may be approved at Directorate level.

Contd...2/-

3. To ensure expeditious and prompt settlement of claims, the Competent Authority has appointed **Director(Welfare), Department of Posts, Dak Bhawan, New Delhi-01 as "Designated Officer"**.

4. In view of above, all Circles are requested to submit all claims of compensation for death due to COVID-19 cases ensuring that the requisite certificate of cause of death issued by the District Administration and the Death Certificate issued by the concerned Municipal Authority are attached with each proposal. Each proposal should be forwarded to Director(Welfare) with the recommendation of Head of the of Circle.

Yours faithfully



( Tarun Mittal )

Asstt. Director General (Pension)

Tel.No.011-2304 4768

Copy for information to:

1. PPS to Secretary(Posts)/DG(Posts)
2. PPS to Member(Banking& DBT)/Plg.& HRD/Tech./Pers./Ops./PLI/Addl. DG(Cord.)
3. AS&FA/ Sr. DDG(PAF)
4. Secretary(PSB)/All DDsG
5. All Regional Postmasters General/GM(F)/DA(P)/DDA(P)
6. All Postal Training Centres
7. Director, CEPT Mysore-for uploading on the official website of the Deptt. of Posts
8. Guard File

No. 17-31/2016-GDS (Pt.)  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi 110 001,  
Dated : 28 .09.2018

OFFICE MEMORANDUM

Sub: - Clarification regarding drawl of Composite allowance to GDS BPMs on implementation of recommendations of One Man committee on wages and allowances of Gramin Dak Sevaks (GDS).

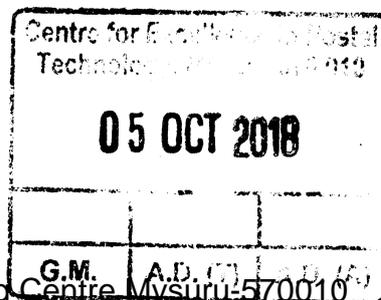
The undersigned is directed to refer to this Directorate's O.M. of even number dated 25th June, 2018 implementing the recommendations of One Man committee on wages and allowances of Gramin Dak Sevaks (GDSs). In Annexure-I to the aforesaid OM dated 25.06.2018, it has been laid down that the existing Office maintenance allowance payable to the BPMs @ Rs.100/- Per month is replaced by a Composite Allowance (For BPMs only) and is revised as follows:-

- (i) BPMs providing GDS Post Office accommodation which meets the prescribed standards - Rs. 500/-.
- (ii) BPMs having BOs at non-standard/rent free accommodation-Rs. 250/-.

2. References have been received seeking clarification for drawl of Composite Allowance which accommodation is to be treated as standard accommodation or non standard accommodation. This issue has been examined in the light of the recommendations made by the One Man Committee headed by Shri Kamlesh Chandra, Retired Member, Postal Services Board and the Committee of Group of Officers and it is seen that for standard accommodation following criteria should be met:-

(i) The GDS Post Office should be situated in one of the following accommodations in order of preference:-

(a) Building owned by Gram Panchayat.



(b) Building owned by Central government or by State government such as schools or offices.

(c) BPM's own house.

(d) Proper rented accommodation in a busy place of village.

(e) Building owned by NGOs

(ii) Location - The GDS Post Office should be located in the main busy part of the village.

(iii) Size - The minimum size of GDS Post Office should not be less than 100 sq. feet preferably in 10'x 10'dimensions and in ground floor.

(iv) Approach - The Post Office should have direct access/approach from village road and should be located in front portion of the building in which it is housed. The GDS Post Offices should not be housed in Verandah, Courtyards, Kitchen, under the stairs, bed room, damaged rooms, and makeshift arrangements, isolated building outside the village etc. which are difficult to access / approach by the Customer.

(v) Structure - The GDS Post Office accommodation should preferably be a Brick Mortar structure to ensure safety and security. The room should be properly ventilated and lighted and should be properly maintained and white washed.

(vi) Power Supply- The Post Office room should have electrical power connection for charging of handheld devices and running fan, electricity bulb etc. and a suitable place to install solar panels.

(vii) The accommodation for the GDS Post Office should be exclusively available for Post Office use. It may work from a village shop but Post Office working from shop should have an exclusive space to keep the registers, micro ATMs and other items apart space for prominently exhibiting the signage etc. giving due importance to Post Office.

3. In view of this, it is clarified that the BPMs who fulfill prescribed standards mentioned above will be entitled for the drawl of Composite allowance @ Rs.500/-. Further if the BPMs having Post Office in rent free government accommodation and staying in the Post village will be entitled for the composite allowance @ Rs.250/- equal to the remaining BPMs having non standard accommodations (those who are not fulfilling above standard are treated as non standard accommodations).

(15/2/2019)

4. The above provisions may be brought to the notice of all concerned for information, guidance and necessary action.

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

Hindi version will follow.

Yours faithfully,

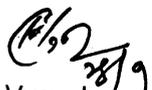
  
(S. B. Vyavahare)

Assistant Director General (GDS/PCC)

Copy to: -

1. PS to Hon'ble MoSC (I/C)
2. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Service
3. PPS to All Members, Postal Services Board
4. JS&FA/Secretary (PSB)
5. All Chief Postmasters General
6. All Postmasters General
7. CGM, PLI/CGM, BD&M Directorate
8. Director, RAKNPA, Ghaziabad
9. All DDGs/Directors/ADGs in Postal Directorate
10. Additional Director General, APS C/o 56, APO, R. K. Puram, New Delhi
11. DG P&T Accounts, Civil Lines, New Delhi - 54
12. All Directors of Accounts (Postal)
13. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
14. All recognized Unions/Federations/Associations
15. SO Guard File
16. Spare copies - 20

Yours faithfully,

  
(S. B. Vyavahare)

Assistant Director General (GDS/PCC)

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 02/01/2019

Office Memorandum

Sub: Implementation of approved recommendations of Kamlesh Chandra Committee on introduction of 'Emergency' leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to convey the approval of the Competent Authority on approved recommendations of Kamlesh Chandra Committee on introduction of 'Emergency' leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks, who are engaged on regular basis after due engagement formalities as prescribed in GDS (Conduct & Engagement) Rules, 2011 and amended from time to time as per instructions of Directorate.

2. Keeping in view the above, it has been decided to issue consolidated instructions on the subject of emergency leave for all categories of Gramin Dak Sevaks (GDS) as under :-

- (i) 'Emergency' leave will be granted for a maximum of 5 days in a completed calendar year of the engagement period or proportionate thereof. The GDS will be paid TRCA as applicable during the period of emergency leave.
- (ii) Emergency leave will be granted to GDS to take care of any emergent/personal requirements.
- (iii) Not more than two days emergency leave will be granted at a time. No half day emergency leave will be granted.
- (iv) Emergency leave cannot be carried forward or encashed or combined with paid leave.
- (v) Sundays and Postal holidays falling during the period of emergency leave are not counted as part of emergency leave.

contd- 2

02/01/19

- (vi) Sundays/Postal holidays can be prefixed/suffixed to emergency leave.
- (vii) Prior sanction from Divisional Office for (BPM) or Sub Divisional Office, Sr. PM / PM for (ABPM / Dak Sevak) is required.
- (viii) No full time substitute will be engaged against the resultant vacancy and duty/work of Branch Post Offices should be managed with combination of duties except in case of single handed BOs.
- (ix) Emergency leave will not be granted to GDS who are under put off duty.
- (x) All GDS who are engaged on regular basis on the date of notification of introduction of Emergency leave and who fulfill all other conditions will be eligible for availing this leave.
- (xi) When a GDS stays beyond two days emergency leave at a time, the whole period shall be debited against his/her paid leave account due. In case he/she is not having paid leave the period in excess of such leave due will be treated as unauthorized absence and the GDS shall not be entitled to any TRCA.
- (xii) GDS will submit emergency leave application on a plain paper to leave sanctioning authority by indicating the reason for availing such leave.
- (xiii) Proper record of the emergency leave availed by GDS will be maintained by the leave sanctioning authority in the following proforma:-

EMERGENCY LEAVE AVAILED BY GDS

Name & Designation of the  
Leave Sanctioning Authority :

Sl. No.	Name of GDS	Designation	Emergency Leave Availed					Remarks if any
			5	4	3	2	1	
			Date	Date	Date	Date	Date	

3. This OM issues with the concurrence of Department of Personnel and Training vide their ID Note Number 14029/1/2017-Estt (Leave) dated 14.12.2018.

4. The instructions/guidelines contained in this OM shall take effect from 01.01.2019.

5. Hindi version will follow.

(S.B. Vyavahare) 02/01/19

Assistant Director General (GDS/PCC)

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination)/Member(Banking)/Member(O)/Member(P) /Member(Planning & HRD)/Member (PLI)/Member (Tech)
4. All Chief Postmasters General / Postmasters General
5. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
6. Director, RAKNPA/General Manager, CEPT/Directors of All PTCs
7. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
8. Sr. Deputy Director General (Vigilance) & CVO/Sr. DDG (PAF)
9. Director General P&T (Audit), Civil Lines, New Delhi
10. All Deputy Directors General
11. DDG Technology: - for making necessary changes in CSI software for the purpose of grant of TRCA to the substitute in case of single handed Branch Post offices.
12. All General Managers (Finance) / Directors Postal Accounts / DDAP
13. All Sections of Postal Directorate
14. All recognized Federations /Unions /Associations
15. GM, CEPT for uploading the order on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

(S.B. Vyavahare) 02/01/19

Assistant Director General (GDS/PCC)

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 01.02.2019

Addendum

Sub: Introduction of 'Emergency' leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to refer to this Directorate's O.M of even number dated 02.01.2019 wherein instruction on introduction of 'Emergency' leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks (GDS) were circulated.

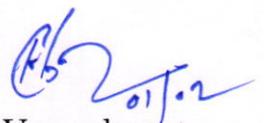
2. In this context, it is informed that, the para 2 (vii) of aforesaid O.M. dated 02.01.2019 may be substituted by the following: -

(i) Prior sanction of the emergency leave for BPMs will be required from the concerned Divisional Head. Similarly, prior sanction of the emergency leave for the ABPM/Dak Sevak from Sr. PM/PM Sub Divisional Head/ HRO/SRO/SPM will be required.

3. It is requested to circulate the above instruction to all concerned and ensure that the instructions are strictly followed.

4. This issues with the approval of competent authority.

5. Hindi version will follow.

  
(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Tel. No. 23096629

E-mail - adggds@indiapost.gov.in

Copy forwarded to :-

1. PS to Minister of State for Communications (I/C)
2. Sr. PPS to Secretary (Posts) / Sr. PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination) / Member (Banking) / Member (O) / Member (P) / Member (Planning & HRD) / Member PLI) / Member (Tech)
4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, R. K. Puram, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
10. Director General P&T (Audit), Civil Lines, New Delhi
11. All Deputy Directors General
12. All General Managers (Finance) / Directors Postal Accounts / DDAP
13. All Sections of Postal Directorate
14. All recognized Federations / Unions / Associations
15. GM, CEPT for uploading the order on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi :- for translation of OM.
17. Guard File
18. Spare copies.

(S. B. Vyavahare)

Assistant Director General (GDS/PCC)

No. 17-35/2018-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg  
New Delhi - 110001

Dated: 22 .07.2019

To

All Chief Postmasters General/Postmasters General  
General Manager CEPT Mysuru/CEPT Unit at Hyderabad

**Subject: Forfeiting of candidature on any other choice of GDS posts,  
whenever a selected candidate joined on the first offered post-  
reg.**

This is regarding forfeiting of candidature on any other choice of GDS posts, whenever a selected candidate joined on the first offered post in Cycle 2<sup>nd</sup> of GDS online engagement process.

2. CPET Unit at Hyderabad vide their letter No EDP/CEPT/HYD/GDS online/Cycle II/2019-20 dated 04.07.2019 has sought clarification from the Directorate on forfeiting of candidature on any other choice of GDS posts, whenever a selected candidate joined on the first offered post in Cycle 2<sup>nd</sup> of GDS online engagement process. The candidature of the selected candidates on any other GDS posts should automatically be cancelled in the GDS online engagement software/portal for remaining choices of candidates for the Circle, whenever he/she joined on the first offered GDS posts.



3. Circles should send a report immediately to CEPT, whenever, a selected candidate joined on the first offered GDS post. CEPT should ensure action as per guidelines of GDS online engagement process Cycle 2<sup>nd</sup> and candidature of these candidates may be forfeited, whenever a report of joining of selected candidate on the first offered post received from Circle concerned.

4. This issues with the approval of competent Authority.

Yours faithfully



(S.B.Vyavahare)

Assistant Director General (GDS/PCC)

Tel. No. 011-23096629

[Email-adggds@indiapost.gov.in](mailto:adggds@indiapost.gov.in)

File No.8-1/2016-PAP  
Government of India  
Ministry of Communications  
Department of Posts  
(PAP Section)

Dak Bhavan, Sansad Marg,  
New Delhi-110001  
Dated: 29 .04.2020

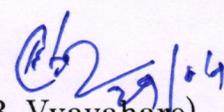
To,  
All Chief Postmasters General/Postmasters General

Sub:- Freezing of Dearness Allowance to Central Government employees and Dearness Relief to Central Government pensioners at current rates till July 2021.

Sir/Madam,

I am directed to forward herewith a copy of the Ministry of Finance, Department of Expenditure's Office Memorandum no.1/1/2020-E-II (B) dtd 23.04.2020 on the subject cited above for information and further necessary action.

This issues with the approval of the competent authority.

  
(S.B. Vyavahare)

ADG (GDS/PCC)/L/O(Establishment)

Copy to:-

- 1.Sr.PPS to Secretary(P)/Sr.PPS to DG Postal Service
- 2.PPS to All Members, Postal Service Board/Addl.DG(Coordination)
- 3.AS & FA/Secretary(PSB)
- 4.CGM PLI/CGM BD & MD/CGM PL Directorate
- 5.Director RAKNPA
- 6.All DDsG/Directors/ADsG in Postal Directorate
- 7.Additional Director General, APS C/o 56 APO, R.K.Puram, New Delhi
- 8.DG P & T Audit, Civil Lines, New Delhi-54
- 9.All Directors of Accounts(Postal)
- 10.Director, CEPT Mysore, with a request to upload the OM on the India Post Website.
- 11.All Sections Postal Directorate
- 12.All recognized Unions/Federations/Associations
- 13.SO Guard File

North Block, New Delhi  
Dated the 23<sup>rd</sup> April, 2020.

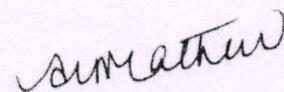
OFFICE MEMORANDUM

**Subject: Freezing of Dearness Allowance to Central Government employees and Dearness Relief to Central Government pensioners at current rates till July 2021.**

The undersigned is directed to say that in view of the crisis arising out of COVID-19, it has been decided that the additional installment of Dearness Allowance payable to Central Government employees and Dearness Relief to Central Government pensioners, due from 1<sup>st</sup> January 2020 shall not be paid. The additional installments of Dearness Allowance and Dearness Relief due from 1<sup>st</sup> July 2020 and 1<sup>st</sup> January 2021 shall also not be paid. However, Dearness Allowance and Dearness Relief at current rates will continue to be paid.

2. As and when the decision to release the future installment of Dearness Allowance and Dearness Relief due from 1<sup>st</sup> July 2021 is taken by the Government, the rates of Dearness Allowance and Dearness Relief as effective from 1<sup>st</sup> January 2020, 1<sup>st</sup> July 2020 and 1<sup>st</sup> January 2021 will be restored prospectively and will be subsumed in the cumulative revised rate effective from 1<sup>st</sup> July 2021. No arrears for the period from 1<sup>st</sup> January 2020 till 30<sup>th</sup> June 2021 shall be paid.

3. These orders shall be applicable to all Central Government employees and Central Government pensioners.



(Annie George Mathew)

Additional Secretary to the Government of India

To

- (i) All Ministries/Departments of the Government of India (as per standard distribution list).
- (ii) Ministry of Railways
- (iii) Ministry of Defence

Copy to: C&AG, UPSC, etc. as per standard endorsement list.

फा.सं. 1/1/2020-ई-II (बी)

भारत सरकार  
वित्त मंत्रालय  
व्यय विभाग

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नॉर्थ ब्लॉक, नई दिल्ली  
दिनांक: 23 अप्रैल, 2020

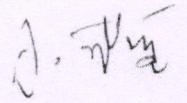
कार्यालय ज्ञापन

विषय: केन्द्र सरकार के कर्मचारियों की महंगाई भत्ते और केन्द्र सरकार के पेंशनभोगियों की महंगाई राहत की मौजूदा दरों को जुलाई 2021 तक रोकने के संबंध में।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि कोविड-19 से उत्पन्न संकट को देखते हुए यह निर्णय लिया गया है कि केन्द्र सरकार के कर्मचारियों को 1 जनवरी 2020 से देय महंगाई भत्ते और केन्द्र सरकार के पेंशनभोगियों की महंगाई राहत की अतिरिक्त किस्त का भुगतान नहीं किया जाएगा। 1 जुलाई 2020 और 1 जनवरी 2021 से देय महंगाई भत्ते और महंगाई राहत की अतिरिक्त किस्तों का भुगतान भी नहीं किया जाएगा। तथापि, महंगाई भत्ते और महंगाई राहत का मौजूदा दरों पर भुगतान किया जाता रहेगा।

2. जैसे ही सरकार द्वारा 1 जुलाई 2021 से देय महंगाई भत्ते और महंगाई राहत की भावी किस्तों को जारी करने का निर्णय लिया जाता है, 1 जनवरी 2020, 1 जुलाई 2020 और 1 जनवरी 2021 से प्रभावी महंगाई भत्ते और महंगाई राहत की दरों को भावी प्रभाव से बहाल कर दिया जाएगा और उन्हें 1 जुलाई 2021 से प्रभावी संचयी संशोधित दर में सम्मिलित कर दिया जाएगा। 1 जनवरी 2020 से 30 जून 2021 तक की अवधि का कोई बकाया नहीं दिया जाएगा।

3. ये आदेश सभी केन्द्र सरकार के कर्मचारियों और केन्द्र सरकार के पेंशनभोगियों पर लागू होंगे।



(ऐनी जॉर्ज मैथ्यू)

अपर सचिव, भारत सरकार

सेवा में

- (i) भारत सरकार के सभी मंत्रालय/ विभाग (मानक वितरण सूची के अनुसार)
- (ii) रेल मंत्रालय
- (iii) रक्षा मंत्रालय

प्रतिलिपि: सीएंडएजी, संघ लोक सेवा आयोग, आदि को मानक पृष्ठांकन सूची के अनुसार।



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग I—खण्ड 1

PART I—Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 106]

नई दिल्ली, सोमवार, अप्रैल 26, 2010/वैशाख 6, 1932

No. 106]

NEW DELHI, MONDAY, APRIL 26, 2010/VAISAKHA 6, 1932

संचार एवं सूचना प्रौद्योगिकी मंत्रालय

( डाक विभाग )

( डाक जीवन बीमा निदेशालय )

अधिसूचना

नई दिल्ली, 26 अप्रैल, 2010

फा. सं. 34-1/2010-एलआई.—भारत की राष्ट्रपति "अतिरिक्त विभागीय एजेंट समूह बीमा योजना-1992" में आंशिक संशोधन करते हुए "ग्रामीण डाक सेवक समूह बीमा योजना-2010" का सहर्ष प्रारम्भ करती हैं। इस योजना की मुख्य विशेषताएं निम्नानुसार हैं :—

1. लघु शीर्षक एवं प्रारम्भ :—(1) इस योजना को ग्रामीण डाक सेवक समूह बीमा योजना, 2010 कहा जाएगा।
- (2) यह सरकारी राजपत्र में प्रकाशन की तिथि से लागू माने जाएंगे।
2. अनुप्रयोग :—यह स्कीम डाक विभाग के सभी ग्रामीण डाक सेवकों पर लागू होगी।
3. योजना का उद्देश्य :—यह योजना डाक विभाग के ग्रामीण डाक सेवकों के लिए कम कीमत पर तथा पूर्णतया अंशदान तथा स्व-वित्त पोषित आधार पर बीमा कवर के दोहरे लाभ उपलब्ध कराएगी ताकि सेवाकाल में मृत्यु हो जाने की स्थिति में उनके परिजनों को सहायता मिले और विभाग में अपना कार्यकाल पूरा कर लेने पर उन्हें एकमुश्त भुगतान प्राप्त होगा जिससे उनका अपना आर्थिक सामर्थ्य बढ़ सकेगा।
4. सदस्यता :—(1) यह योजना, इस योजना की शुरुआत तथा उसके बाद नियोजित सभी ग्रामीण डाक सेवकों के लिए अनिवार्य होगी।
- (2) यह योजना उन ग्रामीण डाक सेवकों के लिए वैकल्पिक होगी जो इस योजना के प्रारम्भ होने की तिथि से पहले से सेवारत हैं। कर्मचारी इस योजना को स्वीकार करने के संबंध में अपना विकल्प इस योजना के परिशिष्ट में दिए फॉर्म-I अथवा फॉर्म-II, जैसी भी स्थिति हो, में देंगे।
- (3) एक बार प्रयोग अथवा प्रयोग नहीं किए गए विकल्प को अंतिम माना जाएगा और इसके बाद कोई विकल्प उपलब्ध नहीं होगा।
- (4) योजना के लागू होने की तिथि से पहले नियोजित ग्रामीण डाक सेवकों द्वारा स्कीम में शामिल होने अथवा नहीं होने के विकल्प के प्रयोग की अंतिम तिथि 31 जुलाई, 2010 है।
- (5) इस योजना में प्रवेश करने के लिए अपेक्षित न्यूनतम आयु 1 मई, 2010 की स्थिति के अनुसार उन्नीस वर्ष तथा अधिकतम पचास वर्ष होगी।
5. मासिक अभिदान की वसूली :—(1) पचास हजार रुपए का बीमा कवर प्रदान करने के लिए ग्रामीण डाक सेवकों के वेतन बिल में से पचास रुपए की मासिक कटौती की जाएगी।

(2) अभिदान की वसूली प्रत्येक माह में की जाएगी और इसमें वह महीना भी शामिल होगा जिसमें सेवानिवृत्ति, मृत्यु, त्यागपत्र, आदि से हटाए जाने के कारण ग्रामीण डाक सेवक का सेवाकाल समाप्त हो जाता है।

(3) उस अवधि के दौरान जब ग्रामीण डाक सेवक ड्यूटी पर नहीं होगा यह उसका व्यक्तिगत दायित्व होगा कि वह प्रीमियम नकद में जमा कराए और चूक की स्थिति में एक रुपए प्रतिमाह की दर से ब्याज सहित बकाया अभिदान ग्रामीण डाक सेवक के ड्यूटी पर लौटने और वेतन प्राप्त करने पर उसके वेतन से काट लिया जाएगा।

(4) यदि ग्रामीण डाक सेवक की मृत्यु प्रीमियम की वसूली से पहले उस समय हो जाती है जब वह ड्यूटी पर न हो तो प्रीमियम की वसूली उसके कानूनी वारिस अथवा नामिती को देय लाभार्थ राशि में से उपरोक्त (3) के अनुसार ब्याज सहित की जाएगी।

6. योजना हेतु वित्त-व्यवस्था :—यह योजना स्व-वित्त पोषित है, अर्थात् समस्त प्रशासनिक खर्च की राशि, यदि कोई हो, बीमा निधि में से व्यय की जाएगी।

7. निधि में से ऋण अथवा आहरण :—इस योजना निधि में ऋण तथा आहरण का कोई प्रावधान नहीं होगा और इस स्कीम के सदस्य को कोई बोनस प्रदान नहीं किया जाएगा।

8. निधि का प्रबंधन :—(1) इस निधि को ग्रामीण डाक सेवक समूह बीमा निधि कहा जाएगा और इसकी व्यवस्था अलग से की जाएगी और डाकघर बीमा निधि से इसका कोई संबंध नहीं होगा।

(2) इस निधि का प्रबंधन डाक विभाग द्वारा एक बीमांकक के परामर्श से रिटेनर आधार पर किया जाएगा, जैसाकि डाकघर बीमा निधि के मामले में होता है।

9. बीमा निधि तथा बचत निधि से भुगतान :—(1) इस योजना को पैरा 14 में उल्लिखित प्रभाजन के अनुसार दो निधियों में विभाजित किया जाएगा, नामतः बीमा निधि तथा बचत निधि।

(2) दोनों निधियों में से भुगतान की विधि निम्नानुसार होगी, नामतः :—

(क) पचास रुपये प्रतिमाह के अभिदान की प्रत्येक इकाई के लिए बीमा कवर की राशि पचास हजार रुपए होगी, जिसका भुगतान ऐसे ग्रामीण डाक सेवकों के परिवार को किया जाएगा जिनकी मृत्यु दुर्भाग्यवश किसी भी कारण से सेवाकाल के दौरान हो गई हो। इसमें आत्महत्या [संदर्भ भारतीय दंड संहिता, 1860 (1860 की सं. 45) की धारा 309] के मामले भी शामिल होंगे।

(ख) ब्याज सहित, जिस पर निर्णय समय-समय पर लिया जाएगा, कुल संचित बचत राशि का भुगतान सदस्य को अधिवर्षिता की आयु प्राप्त कर लेने पर सेवानिवृत्त होने के समय अथवा विभाग में अपना नियोजन समाप्त होने पर अथवा सेवाकाल के दौरान मृत्यु होने की स्थिति में उनके परिवार को किया जाएगा।

(ग) सेवाकाल में किसी सदस्य की मृत्यु होने की स्थिति में बीमा की राशि का भुगतान बचत निधि में से किए गए भुगतान के अतिरिक्त होगा।

10. नामांकन :—प्रधान डाकघर इस योजना में शामिल होने वाले ग्रामीण डाक सेवकों से इस योजना के साथ संलग्न फार्म-III में एक अथवा इससे अधिक व्यक्तियों के नामांकन प्राप्त करेंगे जो बीमित व्यक्ति की मृत्यु हो जाने की स्थिति में लाभार्थी होंगे। यदि नामांकन एक से अधिक व्यक्तियों के पक्ष में है तो बीमित व्यक्ति यह निर्धारित करेगा कि नामांकित प्रत्येक व्यक्ति को कितने हिस्से का भुगतान किया जाएगा।

11. लेखांकन प्रक्रिया :—(1) योजना से संबंधित लेन-देन का लेखांकन अलग से तैयार की गई प्रक्रिया के अनुरूप किया जाएगा।

(2) योजना के सदस्य से वसूली जाने वाली सरकारी देयताएं योजना के अंतर्गत देय राशि में से समायोजित नहीं होंगी।

12. दावों की संस्वीकृति :—दावों की संस्वीकृति संबंधित डिबीजनल अधीक्षकों अथवा राजपत्रित पोस्टमास्टर्स, जैसा भी मामला हो, द्वारा जारी की जाएगी जो संबंधित मुख्य पोस्टमास्टर द्वारा उपलब्ध कराए गए क्रेडिट प्रमाणपत्र के आधार पर होंगी तथा दावों के लिए कार्यवाही संबंधित प्रधान डाकघर द्वारा की जाएगी।

13. योजना की अन्य विशिष्टताएं :—(1) योजना में शामिल होने के लिए चिकित्सा परीक्षा करवाना आवश्यक नहीं है।

(2) आयु-सीमा की शर्त के अध्याधीन ग्रामीण डाक सेवक का, "जहां है जैसा है", के आधार पर बीमा होगा।

(3) विभाग में आमेलन होने या पदोन्नत होने पर, बचत घटक का भुगतान संबंधित ग्रामीण डाक सेवक को किया जाएगा और उनमें आमेलन होने या पदोन्नत होने की तिथि से वह स्कीम के सदस्य नहीं रहेंगे।

14. बचत एवं बीमा प्रमोशन :—(1) पचास रुपए के मासिक अंशदान में से सत्रह रुपए और पचास पैसे तथा बत्तीस रुपए औ पचास पैसे योजना की क्रमशः बीमा निधि और बचत निधि में डाले जाएंगे।

(2) योजना के अठारह महीने पूरे होने के बाद और "बीमांकक" द्वारा मूल्यांकन करने पर पचास रुपए की राशि में संशोधन किया जाएगा।

(3) प्रस्तावित बीमांकक मूल्यांकन के परिणामों के अनुसरण में बचत एवं बीमा के अलग-अलग अंशों का निर्णय किया जाएगा।

15. **निर्वचन एवं स्पष्टीकरण :** योजना के कार्यान्वयन में, यदि योजना के प्रावधानों के निर्वचन के संबंध में कोई आशंका उठती है अथवा यदि किसी प्वाइंट पर स्पष्टीकरण की आवश्यकता है तो मामले को डाक जीवन बीमा निदेशालय, चाणक्यपुरी डाकघर परिसर, नई दिल्ली-110021 को प्रस्तुत कर दिया जाए।

16. **योजना की पुनरीक्षा:** योजना के कार्यक्रम की प्रत्येक तीन वर्षों में यह सुनिश्चित करने के लिए पुनरीक्षा की जाए कि स्कीम स्व-वित्त पोषित व आत्मनिर्भर बनी रहे।

एस. के. सिन्हा, मुख्य महाप्रबंधक,  
भारत सरकार के अपर सचिव के समतुल्य

### फार्म I

[ देखें पैरा 4 (2) ]

सेवा में,

( कार्यालय प्रमुख )

महोदय,

डाक विभाग, संचार मंत्रालय के का. ज्ञा. सं. ....

दिनांक ..... के संदर्भ में मैं एतद्वारा अनुरोध करता हूँ कि मुझे, 'ग्रामीण डाक सेवक समूह बीमा योजना, 2010' में उल्लिखित शर्तों पर इसके सदस्य के तौर पर शामिल किया जाए।

योजना के अंतर्गत बचत निधि से मिलने वाले लाभ के अतिरिक्त पचास हजार रुपये मात्र का बीमा कवर प्रदान किए जाने हेतु मैं स्कीम के प्रावधानों के अनुसार पचास रुपये मात्र के अभिदान की वसूली की सहमति देता हूँ/देती हूँ।

01-5-2010 को मेरी आयु ..... है।

भवदीय

( हस्ताक्षर )

नाम .....

स्थान .....

पदनाम .....

तिथि .....

सत्यापित एवं प्रतिहस्ताक्षरित

( वरि. अधीक्षक डाकघर/अधीक्षक डाकघर/सहायक अधीक्षक डाकघर /निरीक्षक डाकघर )

### फार्म II

[ देखें पैरा 4(2) ]

सेवा में,

( डाकघर प्रमुख )

महोदय,

मैंने ग्रामीण डाक सेवक कर्मचारी समूह बीमा योजना, 2010 को पढ़ एवं समझ लिया है। मुझे इसके ब्यौरे स्पष्ट कर दिए गए हैं। मैं इस योजना से बाहर रहने का विकल्प देता हूँ/देती हूँ।

भवदीय

हस्ताक्षर

नाम .....

पदनाम .....

स्थान .....

तिथि .....

## फार्म III

(पैरा 10 देखें)

## ग्रामीण डाक सेवक समूह बीमा योजना, 2010 के अंतर्गत मिलने वाले लाभों के लिए नामांकन

जब ग्रामीण डाक सेवक का परिवार है तथा वह अपने परिवार के किसी एक अथवा एक से अधिक सदस्यों को नामित करना चाहता है।

मैं ..... एतद्वारा निम्नलिखित व्यक्ति(यों) को नामित करता हूँ जो मेरे परिवार का/के सदस्य है/हैं तथा उसे/इन्हें उस राशि को, जो सेवाकाल के दौरान मेरी मृत्यु हो जाने पर ग्रामीण डाक सेवक समूह बीमा योजना, 2010 के अंतर्गत मंजूर की जाती है, अथवा मेरे द्वारा अधिवार्षिता की आयु प्राप्त कर लिए जाने से देय हो जाने पर मृत्यु के समय अदत्त रह गई हो, नीचे विनिर्दिष्ट सीमा तक पाने का अधिकार प्रदान करता हूँ।

नामित/नामितों का नाम व पता	ग्रामीण डाक सेवक के साथ संबंध	आयु	*प्रत्येक को प्रदान की जाने वाली राशि का अंश	**आकस्मिकता की स्थितियां जब नामांकन अवैध हो जाएगा	उस व्यक्ति का नाम, पता व संबंध, यदि कोई है, जिसे कर्मचारी से पहले नामिती की मृत्यु हो जाने पर उसका अधिकार मिल जाएगा
1	2	3	4	5	6
1					
2					
3					

\* इस कालम को इस प्रकार से भरा जाए ताकि बीमा योजना के अंतर्गत देय सम्पूर्ण राशि कवर की जा सकें।

\*\* जब ग्रामीण डाक सेवक परिवार नहीं होने पर किसी को नामित करता है, वह इस कालम में यह स्पष्ट करेगा कि बाद में उसका परिवार हो जाने पर यह नामांकन अवैध हो जाएगा।

दिनांक : .....

स्थान : .....

ग्रामीण डाक सेवक के हस्ताक्षर

दो गवाहों के हस्ताक्षर :

1.

2.

टिप्पणी : ग्रामीण डाक सेवक अपनी अंतिम प्रविष्टि के नीचे रिक्त स्थान पर लाइन खींच दें ताकि उनके हस्ताक्षर के पश्चात् किसी अन्य नाम के उल्लेख को रोका जा सके।

## फार्म IV

(पैरा 10 देखें)

## ग्रामीण डाक सेवक समूह बीमा योजना, 2010 के अंतर्गत मिलने वाले लाभों के लिए नामांकन

जब ग्रामीण डाक सेवक का कोई परिवार नहीं है तथा वह किसी एक व्यक्ति अथवा एक से अधिक व्यक्तियों को नामित करना चाहता है।

मैं ..... जिसका कोई परिवार नहीं है, एतद्वारा निम्नलिखित व्यक्ति(यों) को नामित करता हूँ तथा उसे/इन्हें उस राशि को, जो सेवाकाल के दौरान मेरी मृत्यु हो जाने पर ग्रामीण डाक सेवक समूह बीमा योजना, 2010 के अंतर्गत मंजूर की जाती है, अथवा मेरे द्वारा अधिवार्षिता की आयु प्राप्त कर लिए जाने से देय हो जाने पर मृत्यु के समय अदत्त रह गई हो, नीचे विनिर्दिष्ट सीमा तक पाने का अधिकार प्रदान करता हूँ।

नामित/नामितों का नाम व पता	ग्रामीण डाक सेवक के साथ संबंध	आयु	*प्रत्येक को प्रदान की जाने वाली राशि का अंश	**आकस्मिकता की स्थितियां जब नामांकन अवैध हो जाएगा	उस व्यक्ति का नाम, पता व संबंध, यदि कोई है, जिसे कर्मचारी से पहले नामिती की मृत्यु हो जाने पर उसका अधिकार मिल जाएगा
1	2	3	4	5	6
1					
2					
3					

\* इस कालम को इस प्रकार से भरा जाए ताकि बीमा योजना के अंतर्गत देय सम्पूर्ण राशि कवर की जा सके ।

\*\* जब ग्रामीण डाक सेवक परिवार नहीं होने पर किसी को नामित करता है, वह इस कालम में यह स्पष्ट करेगा कि बाद में उसका परिवार हो जाने पर यह नामांकन अवैध हो जाएगा ।

दिनांक : .....

स्थान : .....

ग्रामीण डाक सेवक के हस्ताक्षर

दो गवाहों के हस्ताक्षर :

- 1.
- 2.

टिप्पणी : ग्रामीण डाक सेवक अपनी अंतिम प्रविष्टि के नीचे रिक्त स्थान पर लाइन खींच दे ताकि उनके हस्ताक्षर के पश्चात् किसी अन्य नाम के उल्लेख को रोका जा सके ।

## MINISTRY OF COMMUNICATIONS AND Information Technology

(Department of Posts)

(DIRECTORATE OF POSTAL LIFE INSURANCE)

### NOTIFICATION

New Delhi, the 26th April, 2010

**F. No. 34-1/2010-LI.**—The President of India is pleased to introduce ‘‘Gramin Dak Sevaks’ Group Insurance Scheme-2010’’ in partial modification of ‘Extra Departmental Agents Group Insurance Scheme-1992’.

The salient features of the scheme are as follows :—

**1. Short title and commencement.**—(1) This Scheme may be called the Gramin Dak Sevaks’ Group Insurance Scheme, 2010.

(2) It shall come into force on date of its publication in the Official Gazette.

**2. Application.**—The Scheme shall apply to all Gramin Dak Sevaks of the Department of Posts.

**3. Objective of Scheme.**—The scheme is intended to provide for the Gramin Dak Sevaks of the Department of Posts, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an Insurance Cover to help their families in the event of death while in service and a lumpsum payment to augment their resources on completion of service in the Department.

**4. Membership.**—(1) The Schemes shall be compulsory for all those Gramin Dak Sevaks employed on or after the date of commencement of the Scheme.

(2) The Scheme shall be optional for those Gramin Dak Sevaks in service prior to the date of commencement of the Scheme. The employee shall give his option adopting the Scheme in Form-I or Form-II, as the case may be, appended to this scheme.

(3) The option once exercised or not exercised shall be treated as final and no further choice shall be available.

(4) The last date for exercising option to join or option not to join the Scheme by the Gramin Dak Sevaks employed before the date of commencement of the Scheme is 31st July, 2010.

(5) The minimum age of entry to the Scheme shall be Nineteen years and maximum shall be Fifty years of age as on 1st May, 2010.

**5. Recovery of monthly subscription.**—(1) In order to provide an Insurance Cover of Fifty thousand rupees, a monthly subscription of Fifty rupees shall be deducted from the salary bills of Gramin Dak Sevaks.

(2) The subscription shall be recovered every month including the month in which Gramin Dak Sevaks ceases to be in employment on account of retirement, death, resignation, removal, etc., from service.

(3) For the periods when the Gramin Dak Sevaks is not on duty, he shall be personally responsible to credit his premia in cash and in case of default, the arrear subscription with interest at the rate of one rupee per month of default shall be recovered from the salary of the Gramin Dak Sevak as and when he joins duty and draws salary.

(4) If Gramin Dak Sevak dies when not on duty before recovery of premium, the arrears of subscription due from him shall be recovered with interest as indicated at (3) above from the amount of benefits payable to his legal heir or nominee.

**6. Financing of Scheme.**—The Scheme shall be self-financing, i.e., the entire amount of administration expenses, if any, shall be borne out of the insurance fund.

**7. Loan or withdrawal from fund.**—There shall be no provision for loan or withdrawal from this Scheme fund and no bonus shall be given to member of this Scheme.

**8. Management of Fund.**—(1) The fund shall be called Gramin Dak Sevaks' Group Insurance Fund and shall be maintained separately and having no connection with the Post Office Insurance Fund.

(2) The fund shall be maintained by the Department of Posts, with the advice and guidance of an Actuary on retainer basis as applicable to the Post Office Insurance Fund.

**9. Payment from Insurance Fund or Savings Fund.**—(1) The scheme shall be divided in two funds, namely, the Insurance Fund and the Savings Fund, as per apportionment specified in paragraph 14.

(2) The mode of payment from respective funds shall be as under, namely :—

- (a) The amount of Insurance Cover shall be Fifty thousand rupees for each unit of subscription of Fifty rupees per month to be paid to the families of those Gramin Dak Sevaks who unfortunately die, due to any cause, including suicide [reference Section 309 of Indian Penal Code, 1860 (No. 45 of 1860)] while in service;
- (b) The total accumulation of savings together with interest, to be decided from time to time, shall be payable to the member on his retirement after attaining the age of superannuation or cessation of his employment with the Department or to his family after his death while in service;
- (c) In the case of death of a member while in service, the payment of amount of insurance shall be in addition to the payment from savings fund.

**10. Nomination.**—The Head Post Office shall obtain a nomination in Form-III annexed to this Scheme from the Gramin Dak Sevaks who join the Scheme nominating one or more persons who shall be beneficiary of the amount due from the Scheme in the event of death of the insured person and if nomination is in favour of more than one person, then the insurant should specify the share payable to each nominee.

**11. Accounting procedure.**—(1) The transaction relating to the Scheme shall be accounted in accordance with the procedure laid down separately.

(2) The Government dues recoverable from a member of the Scheme shall not be adjusted from the amount payable under the Scheme.

**12. Sanction of claims.**—The sanction of claims shall be issued by the respective Divisional Superintendents the Gazetted Postmasters, as the case may be, on the basis of credits certificate furnished by the Head Postmaster concerned and the claim shall be processed by the Head Post Offices concerned.

**13. Other features of Scheme.**—(1) No medical examination shall be necessary to join the Scheme.

(2) Every Gramin Dak Sevak shall be insured on 'as is where is' basis subject to age restriction.

(3) On the absorption or promotion in the Department, the savings component shall be paid to the Gramin Dak Sevak concerned and he shall cease to be a member of the Scheme from the date of his absorption or promotion.

**14. Savings and insurance promotion.**—(1) Out of the monthly contribution of Fifty rupees, the amount of Seventeen rupees and fifty paise and Thirty-two rupees and fifty paise shall go to the Insurance Fund and Savings Fund respectively of the scheme.

(2) The amount of Fifty rupees is subject to revision after the Scheme works for eighteen months and the 'Acuary' is able to carry out a valuation.

(3) The break-up of savings and insurance portions shall also finally be decided in accordance with the results of the proposed actuarial valuation.

**15. Interpretation and clarification.**—In the implementation of the Scheme, if any doubt arises in regard to interpretation of any of the provisions of the Scheme or if any point requires clarification, the matter may be referred to the Postal Life Insurance Directorate, Chanakyapuri Post Office Complex, New Delhi-110021.

**16. Review of the Scheme.**—The working of the Scheme will be reviewed every three years to ensure that the Scheme remains self-financing and self-supporting.

S. K. SINHA, Chief General Manager,

Equivalent to Addl. Secy.

to the Government of India

**FORM I**

[ See paragraph 4(2) ]

To

(Head of Office)

Sir,

With reference to the Ministry of Communications, Department of Posts, OM No. ....dated ....., I hereby request that I may be enrolled as a member of "Gramin Dak Sevaks", Group Insurance Scheme, 2010", on the conditions specified therein.

I agree to the recovery of the subscription of Fifty Rupees only as per provisions of the Scheme for providing with an Insurance Cover of Fifty thousand Rupees only besides benefits from the Savings Fund under the Scheme.

My age as on 01-05-2010 is ..... years.

Yours faithfully,

( Signature )

Name: .....

Place: .....

Designation: .....

Date: .....

Verified and Countersigned

(SSP / SP / ASP / IPO)

## FORM II

[ See paragraph 4(2) ]

To  
(Head of Office)  
Sir,

I have read and understood / I have been explained the details of the Gramin Dak Sevaks Employees' Group Insurance Scheme, 2010. I opt to remain outside this Scheme.

Yours faithfully,

Signature .....

Place : .....

Name : .....

Date : .....

Designation : .....

## FORM III

[ See paragraph 10 ]

## Nomination for Benefits under the Gramin Dak Sevaks Group Insurance Scheme, 2010

When the Gramin Dak Sevak has family and wishes to nominate one or more than one member thereof.

I, ....., hereby nominate the person(s) mentioned below who is/are member(s) of my family and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned under the Gramin Dak Sevaks' Group Insurance Scheme, 2010, in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Names and addresses of the nominee/ nominees	Relationship with the Gramin Dak Sevak	Age	*Share of amount to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the employee
1	2	3	4	5	6
1.					
2.					
3.					

\*This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

\*\*Where a Gramin Dak Sevak who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Dated this ..... day of ..... 20..... at .....

Signature of Gramin Dak Sevak:

Two witnesses to Signature :

1.  
2.

N. B. —The Gramin Dak Sevak should draw a line across the blank space below his last entry to prevent insertion of any name after he has signed.

## FORM IV

( See paragraph 10 )

**Nomination for Benefits under the Gramin Dak Sevaks Group Insurance Scheme, 2010**

When the Gramin Dak Sevaks' has no family and wishes to nominate one person or more than one person.

I, ....., having no family, hereby nominate the person/persons mention below and confer on him/ them the right to receive to the extent specified below any amount that may be sanctioned under the Gramin Dak Sevaks' Group Insurance Scheme, 2010, in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Names and addresses of the nominee/ nominees	Relationship with the Gramin Dak Sevak	Age	*Share of amount to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the employee
1	2	3	4	5	6
1.					
2.					
3.					

\*This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

\*\*Where a Gramin Dak Sevak who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Dated this ..... day of ..... 20 ..... at .....

Signature of Gramin Dak Sevak

Two witnesses to Signature :

- 1.
- 2.

**N. B.** — The Gramin Dak Sevak should draw a line across the blank space below his last entry to prevent insertion of any name after he has signed.

15679710-3

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg  
New Delhi – 110001  
Dated: 05.12.2019

To  
The Chief PMG Delhi Circle, New Delhi

Sub:- Grant of Cycle Maintenance Allowance after rationalisation of categories of Gramin Dak Sevaks on implementation of GDS Committee Report.

Sir,

I am directed to refer to DPS(O & HQ) DO letter no.Esst/R-275/Pt.II dtd 11.09.2019 on the above noted subject and to inform you that, the matter has been examined by this Directorate.

2. Further, I am therefore directed by the Competent Authority to inform you that, after rationalization of all categories of GDS on implementation of GDS Committee report, all the categories of GDS posts who erstwhile called as Mail Carrier/Mail Deliverer etc. have been brought under the category of ABPM/Dak Sevaks. But nature of work/duties of these categories have not been changed. Hence, Cycle Maintenance Allowance may be granted to those ABPM/Dak Sevaks only, who use their own cycle for Out door duty, Mail Collection, Delivery, Conveyance etc.

  
(S.B.Vyavahare)

Assistant Director General (GDS/PCC)

Tel. No. 011-23096629

Email-adggds@indiapost.gov.in

Copy to:-  
All Chief Postmasters General(Except Delhi Circle)/Post Masters General

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Centre for Excellence in Postal Technology, Mysore-570 010		
22 OCT 2018		
		<input checked="" type="checkbox"/>
G.M.	A.D. (T)	A.D. (A)

Postal  
Upload

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 17<sup>th</sup> October, 2018

**Office Memorandum**

Sub: Implementation of recommendations of One-Man Committee on issue of Identity cards to the Gramin Dak Sevaks (GDS).

The undersigned is directed to convey the approval of the Competent Authority on recommendations of One-Man Committee on issue of Identity Cards to the Gramin Dak Sevaks (GDS).

2. Keeping in view the above, it has been decided to issue consolidated instructions in suppression of all earlier OMs on the subject of issue of Identity cards to the Gramin Dak Sevaks as under :-

- (i) Identity cards will be issued free of cost to all Gramin Dak Sevaks, who are engaged after due engagement formalities as prescribed in GDS Engagement Rules, as per attached format.
- (ii) The size of the Identity card will be standard size as issued by the Department/Government.
- (iii) The Divisional Head will be the competent authority for issuing of Identity cards.
- (iv) An application will be submitted to the Divisional Head on a simple paper along with two passport size photographs for the purpose of issue of Identity cards by the Branch Postmasters/Assistant Branch Postmasters/Dak Sevaks through/duly recommended by Sub Divisional Heads. In case of Dak Sevaks serving in the Head post Offices/MDG the application will be submitted through/duly recommended by the Sr. Postmaster/Postmaster respectively.
- (v) A separate register is to be maintained at Divisional Office for issue of Identity cards to GDSs. Records for returned identity cards invariably be maintained at Divisional Office and these returned identity cards will be destroyed in due course under the supervision of Divisional Head.

(vi) A duplicate card can be issued to GDSs, if the card is lost/stolen/invisible due to carelessness of GDSs by taking a fee of Rs. 50/-.

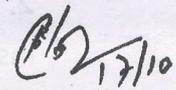
(vii) At the time of Promotion/Discharge/Removal/Dismissal/Death/Transfer (to another Sub Division/Division) of GDSs, card will be returned/surrendered.

(viii) While issuing of identity cards to the GDS, the unique employee identity numbers assigned in CSI will mandatorily be mentioned on the identity cards.

(ix) No identity card shall be issued to substitute engaged on leave vacancy.

3. These above instructions will come into effect from the date of issue of this O.M.

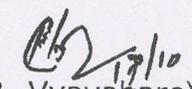
4. Hindi version will follow.

  
(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Copy to: -

1. PS to Hon'ble MoSC (I/C)
2. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Service
3. PPS to All Members, Postal Services Board
4. JS&FA/Secretary (PSB)
5. All Chief Postmasters General
6. All Postmasters General
7. CGM, PLI/CGM, BD&M Directorate
8. Director, RAKNPA, Ghaziabad
9. All DDGs/Directors/ADGs in Postal Directorate
10. Additional Director General, APS C/o 56, APO, R.K.Puram, New Delhi
11. DG P&T Accounts, Civil Lines, New Delhi - 54
12. All Directors of Accounts (Postal)
13. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
14. All recognized Unions/Federations/Associations.
15. SO Guard File
16. Spare copies - 20

  
(S.B. Vyavahare)

# SAMPLE OF INDENTITY CARD

## Front side

<b>Government of India</b>		
<b>Ministry of Communications</b>		
<b>Department of Posts</b>		
Photo	VALID UPTO	
	UNIQUE EMPLOYEE ID	
	NAME	
	CATEGORY/POST	
	DATE OF BIRTH	
	NAME OF OFFICE WITH ACCOUNT OFFICE	
	NAME OF SUB DIVISION/DIVISION	
Signature of holder		Issuing Authority
This is valid only as an identity of Gramin Dak Sevak		

## Back side

<p><b>Residence :</b></p> <p><b>In case this card is lost/found, kindly inform/return to:-</b></p> <p><b>(Address of concerned Division/Post Office)</b></p> <p><b>INSTRUCTIONS:-</b></p> <ol style="list-style-type: none"><li><b>1. This card must be produced whenever demanded.</b></li><li><b>2. Penalty for loss &amp; for re-issue of card is Rs 50/-</b></li><li><b>3. Not transferrable.</b></li></ol>
---

*(Handwritten signature and date 12/10)*

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 30<sup>th</sup> October, 2018

**Office Memorandum**

Sub: Implementation of recommendations of One-Man Committee on issue of Identity cards to the Gramin Dak Sevaks (GDS)-reg.

The undersigned is directed to refer to this Directorate's O.M of even number dated 17<sup>th</sup> October, 2018, wherein instruction on issue of identity cards to the GDS and format of identity cards were circulated.

2. In this context, it is informed that, the official dimension and revised format ID-1 for issuing of identity cards to the GDS is attached herewith. The following instructions may also be read with the other instruction of aforesaid O.M. dated 17.10.2018:-

- (i) Identity cards will be valid for five years or till the date of discharge of GDS whichever is earlier.
- (ii) Fresh identity cards should be issued after every five years.

3. It is requested to circulate the above instruction to all issuing authority and ensure that the instructions are strictly followed.

4. This issues with the approval of competent authority.

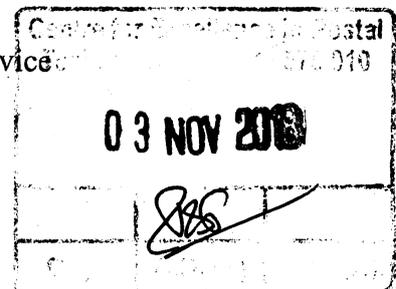
  
(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Encl. As above

Copy to: -

1. PS to Hon'ble MoSC (I/C)
2. Sr. PPS to Secretary (P)/Sr. PPS to DG Postal Services
3. PPS to All Members, Postal Services Board
4. JS&FA/Secretary (PSB)
5. All Chief Postmasters General
6. All Postmasters General



7. CGM, PLI/CGM, BD&M Directorate
8. Director, RAKNPA, Ghaziabad
9. All DDGs/Directors/ADGs in Postal Directorate
10. Additional Director General, APS C/o 56, APO, R.K.Puram, New Delhi
11. DG P&T Accounts, Civil Lines, New Delhi - 54
12. All Directors of Accounts (Postal)
- ✓ 13. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
14. All recognized Unions/Federations/Associations.
15. SO Guard File
16. Spare copies - 05



(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

## Sample of Identity Card

### Front side

<b>Government of India</b>		
<b>Ministry of Communications</b>		
<b>Department of Posts</b>		
<b>O/O Sr. / Superintendent of Post Offices, Sriganganagar Division</b>		
Stamp size Photo (20X25 mm)	Valid upto	31 December 2023
	Unique Employee ID	10085680
	Name	Sushil Kumar Verma
	Post	BPM/ABPM/Dak Sevak
	Date of Birth	27 August 1979
	Name of Office	Rajiyasar BO
Account Office	Suratgarh SO	
Signature of holder	Issuing Authority	

85.60 mm

53.98mm

### Back side

<b>85.60 mm</b>
Residence: House No. 7 Vaishalinagar, Suratgarh, Rajasthan-335804. Tel No. 9876543210
In case this card is lost/found, kindly inform/return to:- Superintendent of Post Offices, Sriganganagar Division, Rajasthan-335001)
<b>INSTRUCTIONS:-</b>
1. This is valid only as an identity of Gramin Dak Sevak.
2. This card must be produced whenever demanded.
3. Penalty for loss & for re-issue of card is Rs. 50/-
4. Not transferrable.

53.98 mm

*(Signature)*

## LEAVE WITHOUT ALLOWANCE [LWA]

Gramin Dak Sevaks [GDS], not being regular employees of the Govt of India, are not covered under the Central Civil Services [Leave] Rules 1972.

GDS are entitled to Leave Without Allowance. No allowance is payable for the period of leave. LWA is in addition to other kinds of leave to GDS [Paid leave, Emergency Leave and Maternity Leave to female GDS].

Following are the limits, sanctioning authorities of LWA.

Sl No	Category of GDS	Period LWA in days in a Year	Sanctioning Authority
1	Branch Postmaster	60	Sub Divisional Head
2	Branch Postmaster	>60 & <180	Divisional Head
3	Assistant Branch Postmaster	90	Sub Divisional Head
4	Dak Sevaks	90	Sub Divisional Head or Head of the office if the GDS works in an Office which is a Sub Appointing Unit
5	Dak Sevaks	>90 & <180	Divisional Head
5	All GDS	Beyond 180 days	Regional PMG/DPS

1. A GDS cannot claim LWA as a matter of right. If the sanctioning authority can refuse to grant it for good and sufficient reasons.
2. When the LWA requested exceeds the sanctioning limits prescribed of an authority, decision to grant or otherwise will be made by the next higher authority.
3. Leave shall not ordinarily be availed by a GDS at frequent intervals. If a GDS is found to have taken leave at frequent intervals for a total period of 180 days or more in a period of one year he/she shall cease to be a GDS.
4. Year means a period of 365 days from the first day of the first spell with reference to each spell of leave under consideration for grant.
5. In cases where request for LWA, is on health grounds [to be supported with the advice of a Medical Authority], and exceeds the sanctioning limits of SDH or DH such cases are to be sent to Regional office.
6. The Divisional Head can sanction leave beyond 180 days if it is applied for working in a Departmental Post.
7. The GDS has to arrange a suitable substitute under his own responsibilities. The regular GDS is responsible for all the correct working of the substitute.
8. The allowances for the period of LWA get deducted from the monthly allowance payable to the GDS. The substitute will be paid for days he has worked as a substitute taking the first stage of the TRCA admissible to the GDS [Without any incremental benefits].
9. The GDS should get the LWA sanctioned before he proceeds on LWA.

10. The LWA sanctioning authority has the powers not to accept the substitute offered or to discharge the substitute during the currency of a LWA spell.

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
GDS Section

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 04 .01.2019

**Office Memorandum**

Sub: Implementation of approved recommendations of Kamlesh Chandra Committee on Limited Transfer Facility for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to refer to letters (i) No.19-10/2004-GDS dated 17.07.2006, (ii) No. 19-10/2004-GDS (part) dated 21/22.07.2010, (iii) No. 19-10/2004-GDS (part) dated 19.03.2012 and No.19-10/2004-GDS (part) dated 10.04.2012 regarding Limited Transfer Facility of Gramin Dak Sevaks.

2. After taking into consideration the approved recommendation of Kamlesh Chandra Committee on Limited Transfer Facility and in supersession of all previous orders regarding transfer of Gramin Dak Sevaks, the competent Authority has approved the following guidelines to regulate the Limited Transfer facility of Gramin Dak Sevaks:-

**(a) Conditions of Transfer**

- (i) The maximum number of chances to be provided for male GDSs is one only and two for female GDSs.
- (ii) The transfer will be at his/her own request and own cost to a vacant post at his/her place of choice to his/her/spouse home village or home division or a place recommended for medical treatment.
- (iii) A minimum engagement period of three years from the date of regular engagement on GDS Post will be mandatory, before transfer request can be entertained. In addition, all

Page 1 of 4

*(Signature)*  
04/01/19

verification formalities viz (Caste, Education and Police verification report etc.) should have been completed.

- (vi) Transfer request of GDS who are under put off duty or against whom any disciplinary action, Police case or Court case is pending will not be entertained.
- (v) Past engagement period will be counted for assessing the eligibility for appearing in departmental examination as well as for annual increment. GDS will not have any claim to go back to the previous engagement/recruitment Unit/Division in any circumstances.
- (vi) When a GDS is transferred at his own request and the transfer is approved by the competent authority, she/he will rank junior in the seniority list of the new unit, to all the GDS of that unit who exist in the seniority list on the date on which the transfer is ordered, except in case of transfer within the same engagement/recruitment Sub Division/Unit/ Division.
- (viii) The GDS can be transferred on her/his request in following circumstances:-
  - (a) BPM Level 2 to BPM Level-2 in TRCA slab-3.
  - (b) BPM Level-1 to BPM Level-1 in TRCA slab-2.
  - (c) ABPM/Dak Sevaks Level-2 to ABPM/Dak Sevaks Level-2 in TRCA slab-2.
  - (d) ABPM/Dak Sevaks Level-1 to ABPM/Dak Sevaks Level-1 in TRCA slab-1.
- (viii) There will not be any drop in TRCA slab on account of a request transfer and numbers of increments earned by GDS will be retained.

**(b) Competent Authority**

- (i) The transfer of GDSs will be approved by Regional PMG, if the transfer is within the Region and by the Head of Circle, if the transfer is within the Circle. The approval of two concerned

*[Handwritten signature and date: 04/01/19]*

Heads of Circle will be required, if the transfer is between two Circles.

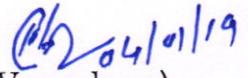
**(c) Process of Transfer**

- (i) Application for transfer should be called for during April - June of every year.
- (ii) An application will be submitted to the Divisional Head on a prescribed proforma attached herewith as annexure-I. The application will be submitted through head of the recruitment/engagement Unit/ Division duly recommended.
- (iii) Divisional Head will submit all the application to approving authority through proper channel.
- (iv) A separate register in prescribed proforma attached herewith as Annexure-II is to be maintained at Circle Office/Regional Office/Divisional Office for recording transfer requests of all categories of GDS.
- (v) All the applications received will be arranged in order of seniority from the date of engagement of GDS and the orders for transfer may be issued during July.

3. The above instructions will come into effect from the date of issue of this O.M.

4. The instructions will be uploaded in India Post Employees Corner website for information of all concerned.

5. Hindi version will follow.

  
(SB Vyavahare)

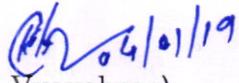
Assistant Director General (GDS/PCC)

Tele No. 011-23096629

[Email-adggds@indiapost.gov.in](mailto:adggds@indiapost.gov.in)

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4. All Chief Postmasters General / Postmasters General
5. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
6. Director, RAKNPA/General Manager, CEPT/Directors of All PTCs
7. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
8. Sr. Deputy Director General (Vigilance) & CVO/ Sr. DDG (PAF)
9. Director General P&T (Audit), Civil Lines, New Delhi
10. All Deputy Directors General
11. DDG Technology: - for making necessary changes in the HRMS module of CSI software.
12. All General Managers (Finance) / Directors Postal Accounts / DDAP
13. All Sections of Postal Directorate
14. All recognized Federations /Unions /Associations
15. GM, CEPT for uploading the order on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

  
(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

**APPLICATION FOR TRANSFER FROM ONE POST TO ANOTHER POST IN GRAMIN DAK SEVAK**

1. Name of the GDS :
2. Post held by GDS with name of Sub Dn/Division/Circle :
3. Date of engagement as regular GDS :
4. Educational qualification :
5. Whether Single or married :
6. Existing TRCA Level with Slab :
7. GDS Post for which transfer is sought for along with name of BO/SO/HO/ RO :
8. Name of Sub Dn/Division/Circle to which transfer is sought:
9. Reasons for which transfer is sought for :
10. Documentary evidence for the place of choice being his /her :  
/spouse /Home village /Home Division/ place recommended for medical Treatment. Please attach any of the following documents:-
  - 1 Aadhar Card
  - 2 PAN Card
  - 3 Voter ID Card
  - 4 Driving licences
  - 5 Passport/ Electricity Bill/ Water Bill/ Gas Bill
11. I, Shri/Smt/Miss \_\_\_\_\_ declare that above information furnished by me are true to the best of my knowledge and belief. I am agreeable to accept all the terms and conditions as per para 2 of the Dept. of Posts O M No. 17-31/2016-GDS dated 04.01.2019 amended from time to time.

Date

Signature of the GDS

Place

with post held by GDS

The above application of Shri/Smt./Ms. \_\_\_\_\_ seeking transfer on own cost and request has been scrutinised by me and certified that the information furnished by the official in the application is correct. This is also to certify that :-

1. The GDS is involved/ not involved in any loss, fraud, criminal cases :
2. No disciplinary case is pending against the GDS :

12. The transfer is recommended / not recommended :

Date :-

Signature & Designation of the  
Head of the Division Station

**DECLARATION FOR TRANSFER FROM ONE POST TO ANOTHER POST BY GDS**

(i) I hereby declare that in the event of my limited transfer from \_\_\_\_\_ to \_\_\_\_\_ I will rank junior in the gradation list of new unit to to all the GDS of that unit on the date of joining that unit.

(ii) I will not claim any TA or Transit. I will not have any claim to go back to my old post in any circumstances. I will also abide by these conditions as amended from time to time.

Station:

Signature of the GDS  
Post held by the GDS

Date :

*[Handwritten signature]*

*[Handwritten signature]*  
20/01/19

**FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS OUTGOING TRANSFER**

Sl. No	Waiting List No.	Name of GDS	Category	Post held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Name of Dn for which applied	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

**FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS INCOMING TRANSFER**

Sl. No	Waiting List No.	Name of GDS	Category	Post Held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO Presently working	Name of Dn Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

*(Signature)* 04/01/19

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 07.05.2019

Office Memorandum

**Subject :Implementation of approved recommendations of Kamlesh Chandra Committee on Limited Transfer Facility for all categories of Gramin Dak Sevaks (GDS)-reg.**

The undersigned is directed to refer to DG Posts' O.M. of even number dated 04.01.2019 implementing the recommendations of Kamlesh Chandra Committee on Limited Transfer Facility for all categories of Gramin Dak Sevaks (GDS).

2. References/suggestions have been received seeking clarification for relaxation in Limited Transfer Facility **from 3 years to 1 year** for PwD GDS and GDS having PwD dependents /Mentally retarded dependents. This issue has been examined in detail. The Competent Authority has considered and approved relaxation in Limited Transfer Facility **from 3 years to 1 year** for PwD GDS and GDS having PwD dependents / Mentally retarded dependents. Further, such exceptional cases may be accepted after thoroughly examining the request of the GDS by the Authority who is empowered to transfer of GDS as per DG Posts' OM of even number dated 04.01.2019.

3. All other terms and conditions of the DG Posts' OM of even number dated 04.01.2019 will remain unchanged.

4. This issues with the approval of Competent Authority.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in

Copy forwarded to:-

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2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination)/Member(Banking) / Member (O)/Member(P)/Member(Planning & HRD)/Member (PLI) / Member (Tech)
4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
10. Director General P&T (Audit), Civil Lines, New Delhi
11. All Deputy Directors General
12. All General Managers (Finance) / Directors Postal Accounts / DDAP
13. All Sections of Postal Directorate
14. All recognized Federations /Unions /Associations
15. GM, CEPT for uploading the orders on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 21.10.2019

**Office Memorandum**

Subject :Implementation of recommendations on Transfer of Gramin Dak Sevak (GDS) on Administrative/Vigilance Ground.

The undersigned is directed to refer to Rule 3-A (iv) of GDS regarding transfer of GDS from one post/unit to another post/unit in public interest specified in Rule 3-A (iv) of GDS (Conduct and Engagement) Rules, 2011.

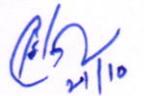
2. After taking into consideration the recommendation of Kamlesh Chandra Committee on transfer of Gramin Dak Sevak on Administrative/Vigilance Ground, the Competent Authority has approved the following substitution in Rule 3-A (iv) of GDS (Conduct and Engagement) Rules, 2011 containing the transfer of GDS on Administrative/Vigilance Ground:-

**A. Transfer on these grounds shall be a rarest exception and should not be done in a routine manner.**

**B. Transfer on vigilance ground:-**

(i) GDS revoked from put off duty, ordinarily should not ordinarily be posted on the same post and should be transferred to any other vacant post.

(ii) GDS against whom there are regular complaints substantiated by documentary evidence should be considered for transfer under vigilance ground.



**C. Transfer on Administrative ground:-**

- (i) Non-improvement in delivery of services rendered by Department to member of public by a GDS supported by documentary evidences. Before applying this condition, engaging authority shall ensure that, sufficient opportunity has been given in writing to GDS to improve.
- (ii) Abolition of post being held by GDS due to closure of office / redeployment of post. Under this condition to the extent feasible, GDS shall be transferred to a place/office after taking into consideration the preference given by the GDS in writing.

**D. Conditions of transfer of GDS:-**

- (i) BPM Level 2 to BPM Level-2 in TRCA slab-3.
- (ii) BPM Level-1 to BPM Level-1 in TRCA slab-2.
- (iii) ABPM/Dak Sevaks Level-2 to ABPM/Dak Sevaks Level - 2 in TRCA slab-2.
- (iv) BPM Level-1 to ABPM /Dak Sevak Level- 2 in TRCA slab- 2.
- (v) ABPM/Dak Sevaks Level-1 to ABPM/Dak Sevaks Level-1 in TRCA slab-1.
- (vi) There will not be any drop in TRCA slab on account of transfer and number of increments earned by GDS will be retained if no such penalty has been awarded to GDS.
- (vii) In order to avoid long dislocation, GDS may be transferred within jurisdiction of Sub Division to the extent possible, otherwise within Division or within Region.
- (viii) While transferring GDS BPM Level 2, it may be ensured that, GDS BPM is transferred to the BO in level 2 which is located in Gram Panchayat Accommodation, Building owned by Central Govt. or by State Government such as Schools or Offices as far as practicable.

(ix) BPM/ABPMs/Dak Sevak shown at para 2-D-(iii), (iv) & (v) may also be transferred from Post Offices to RMS Units in the same TRCA Level. Dak Sevak from RMS units should not be transferred to Postal units.

**E. Committee for Transfer and Placement :-**

(i) Transfer within a Sub Division shall be considered by a committee comprising Head of Division, ASP (HQ)/ Office Superintendent of Divisional office and concerned Sub Divisional head.

(ii) Transfer within the Division shall be considered by a committee comprising Head of Division, ASP (HQ)/ Office Superintendent of Divisional office and concerned Sub Divisional heads of both the Sub Division where GDS is working and where he/she is being transferred.

(iii) Transfer within the Region shall be considered by a committee comprising Divisional Heads of both the Divisions, Sub Divisional head concerned and another Sub Divisional head of the concerned Division.

(iv) Committee shall not recommend transfer of a GDS on administrative / vigilance grounds, to a post to which request of the GDS is pending under Limited Transfer facility available to them.

**F. Process of Transfer:-**

(i) In case of transfer within the Region the case with full details shall be referred to PMG.

(ii) In case of transfer of GDS within Division or within sub division also, as the case may be, prior approval of Regional PMG should be taken by the Divisional Head.

(iii) Divisional Head shall order transfer of a GDS only after approval of the minutes of Transfer and Placement Committee by Regional PMG as mentioned in 2 E (i) & (ii). Reason for any deviation from recommendations of the committee shall be recorded in file. In

case of vacancy of ASP/OS/Sub Division head, the senior most ASP/IP may be included as member of the Committee.

3. The above instructions shall come into effect from the date of issue of this O.M.

4. Hindi version will follow.

(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adgds@indiapost.gov.in

To,

All Heads of Circles/Regions

Copy forwarded to:-

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2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination)/Member(Banking) / Member (O)/Member(P)/Member(Planning & HRD)/Member (PLI) / Member (Tech)
4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
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9. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
10. Director General P&T (Audit), Civil Lines, New Delhi
11. Director General, NICF, Ghitorni, New Delhi
12. All Deputy Directors General
13. All General Managers (Finance) / Directors Postal Accounts / DDAP
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(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adgds@indiapost.gov.in

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated- 22.01.2020

Office Memorandum

**Subject: Limited Transfer Facility for all categories of Gramin Dak Sevaks (GDS).**

The undersigned is directed to convey approval of Competent Authority on the following guidelines to regulate the Limited Transfer facility of Gramin Dak Sevaks **in supersession** of all previous orders:-

**1. Conditions of Transfer**

- (i) The maximum number of chances to be provided for male GDSs is **ONE** only and **TWO** for female GDSs.
- (ii) The transfer will be at his/her own request and own cost to a vacant post at his/her place of choice to his/her/spouse home village or home division or a place recommended for medical treatment.
- (iii) A minimum engagement period of **TWO** years from the date of regular engagement on GDS Post will be mandatory for **male** GDS, before transfer request can be entertained.
- (iv) A minimum engagement period of **ONE** year from the date of regular engagement on GDS post will be mandatory for **female** GDS.
- (v) For PwD GDS and GDS having PwD dependents/Mentally retarded dependents, a minimum engagement period of **ONE** year from the date of regular engagement on GDS Post will be mandatory.

- (vi) Transfer request of GDS who are under put off duty or against whom any disciplinary action, Police case or Court case is pending will not be entertained.
- (vii) Past engagement period will be counted for assessing the eligibility for appearing in departmental examination as well as for annual increment. GDS will not have any claim to go back to the previous engagement /recruitment Unit/Division in any circumstances.
- (viii) When a GDS is transferred at his/her own request and the transfer is approved by the competent authority, she/he will rank junior in the seniority list of the new unit, to all the GDS of that unit who exist in the seniority list on the date on which the transfer is ordered, except in case of transfer within the same engagement/recruitment Sub Division/Unit /Division.
- (ix) Mutual Exchange facility can be provided to all GDS on completion of **ONE** year (**for Female GDS**) and **TWO** years (**for Male GDS**) engagement period as the case may be.
- (x) The GDS can be transferred on her/his request in following circumstances:-
- (a) BPM Level 2 to BPM Level-2 in TRCA slab 3
  - (b) BPM Level-1 to BPM Level-1 in TRCA slab-2.
  - (c) ABPM/Dak Sevaks Level-2 to ABPM/Dak Sevaks Level-2 in TRCA slab-2.
  - (d) ABPM/Dak Sevaks Level-1 to ABPM/Dak Sevaks Level-1 in TRCA slab-1.
  - (e) BPM Level-1 to ABPM/Dak Sevak Level-2(Postal/RMS) in same TRCA slab.

(f) ABPM/Dak Sevak Level-2 (Postal) to BPM Level-1 in the same TRCA slab provided that, the GDS has to make accommodation arrangement for managing BO as per standard prescribed for BO and fulfilling the condition of educational qualification, Computer certificate etc. prescribed by the Department from time to time. Before joining as BPM Level-1, he/she has to undergo prescribed training for BPM.

(g) Request transfer of ABPM/Dak Sevak from Postal to RMS in the same TRCA slab.

(h) Transfer from RMS to Postal i.e. from Dak Sevak to ABPM/Dak Sevak in the same TRCA level. However, Dak Sevak from RMS should not be transferred to Postal Dn as BPM.

(xi) There will not be any drop in TRCA slab on account of a request transfer and numbers of increments earned by GDS will be retained.

(xii) All request transfers are to be considered subject to condition that verification formalities viz (Caste, Education and Police verification report etc.) should have been completed.

## 2. Competent Authority

The transfer of GDS will be approved by Regional PMG, if the transfer is within the Region and by the Head of the Circle, if the transfer is within the Circle. The approval of two concerned Head of Circle will be required, if the transfer is between two Circles.



### 3. Process of Transfer

- (i) Application for transfer should be called for during **April -June** of every year.
  - (ii) An application will be submitted to the Divisional Head on a prescribed Proforma attached herewith as **Annexure-I**. The application will be submitted through head of the recruitment/engagement Unit/ Division duly recommended.
  - (iii) Divisional Head will submit all the applications to approving authority through proper channel with factual report and recommendations.
  - (iv) A separate register in prescribed Proforma attached herewith as **Annexure-II** is to be maintained at Circle Office/Regional Office/Divisional Office for recording transfer requests of all categories of GDS.
  - (v) All the applications received will be arranged in order of seniority from the date of engagement of GDS and the orders for transfer may be issued during **July**.
4. The above instructions will come into effect from the date of issue of this O.M.
5. Hindi version will follow.



(S.B.Vyavahare)

Assistant Director General (GDS/PCC)

Tel No.011-23096629

E Mail-adggds@indiapost.gov.in

To

All Chief Postmasters General/Post Masters General

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3. PPS/PS to Additional DG (Co-ordination)/Member(Banking)/Member(O)/Member (P) /Member(Planning & HRD)/Member PLI) / Member (Tech)
4. Chief General Manager BD Directorate/Parcel Directorate/PLI Directorate
5. Director RAKNPA Ghaziabad
6. Addl.Director General, APS Bhawan, New Delhi
7. Sr.Deputy Director General (Vigilance) & CVO/Sr.Deputy Director General(PAF)
8. Director General P&T (Audit), Civil Lines, New Delhi
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18. Spare copies.



(S.B.Vyavahare)

Assistant Director General(GDS/PCC)

Tel No.011-23096629

E Mail-adggds@indiapost.gov.in

**APPLICATION FOR TRANSFER FROM ONE POST TO ANOTHER POST IN GRAMIN DAK SEVAK**

1. Name of the GDS :
2. Post held by GDS with name of Sub Dn/Division/Circle :
3. Date of engagement as regular GDS :
4. Educational qualification :
5. Whether Single or married :
6. Existing TRCA Level with Slab :
7. GDS Post for which transfer is sought for along with name of BO/SO/HO/ RO :
8. Name of Sub Dn/Division/Circle to which transfer is sought:
9. Reasons for which transfer is sought for :
10. Documentary evidence for the place of choice being his /her :  
/spouse /Home village /Home Division/ place recommended for medical Treatment. Please attach any of the following documents:-
  - 1 Aadhar Card
  - 2 PAN Card
  - 3 Voter ID Card
  - 4 Driving licences
  - 5 Passport/ Electricity Bill/ Water Bill/ Gas Bill

11. I, Shri/Smt/Miss \_\_\_\_\_ declare that above information furnished by me are true to the best of my knowledge and belief. I am agreeable to accept all the terms and conditions as per para 2 of the Dept. of Posts O M No. 17-31/2016-GDS dated 20.01.2020 amended from time to time.

Date  
Place

Signature of the GDS  
with post held by GDS

The above application of Shri/Smt./Ms. \_\_\_\_\_ seeking transfer on own cost and request has been scrutinised by me and certified that the information furnished by the official in the application is correct. This is also to certify that :-

1. The GDS is involved/ not involved in any loss, fraud, criminal cases :
2. No disciplinary case is pending against the GDS :

12. The transfer is recommended / not recommended :

Date :-

Signature & Designation of the  
Head of the Division Station

**DECLARATION FOR TRANSFER FROM ONE POST TO ANOTHER POST BY GDS**

(i) I hereby declare that in the event of my limited transfer from \_\_\_\_\_ to \_\_\_\_\_ I will rank junior in the gradation list of new unit to to all the GDS of that unit on the date of joining that unit.

(ii) I will not claim any TA or Transit. I will not have any claim to go back to my old post in any circumstances. I will also abide by these conditions as amended from time to time.

Station:

Signature of the GDS

Date :

Post held by the GDS



**Annexure-II**

**FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS OUTGOING TRANSFER**

Sl. No.	Waiting List No.	Name of GDS	Category	Post held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO/HRO/RO Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Name of Dn for which applied	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

**FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS INCOMING TRANSFER**

Sl. No.	Waiting List No.	Name of GDS	Category	Post Held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO/HRO/RO Presently working	Name of Dn Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhavan, Sansad Marg  
New Delhi - 110001  
Dated: 17.05.2019

**OFFICE MEMORANDUM**

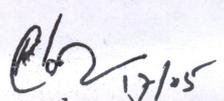
\*\*\*\*\*

Subject :- Maternity Leave for the female Gramin Dak Sevaks (Female GDS)  
in the Department of Posts.

The undersigned is directed to refer to Department of Posts O.M. of even number dated 27<sup>th</sup> June 2018 regarding introduction of Maternity Leave for the female Gramin Dak Sevaks (Female GDS) in the Department of Posts.

2. References/suggestions have been received seeking clarification about the competent authority for grant of Maternity Leave to Female GDS. In this connection, it is clarified that the Competent Authority for grant of 180 days Maternity Leave to Female GDS BPM/ABPM/ Dak Sevaks will be the concerned Divisional Head.

3. All other terms and conditions of the Department of Posts OM of even number dated 27<sup>th</sup> June 2018 will remain unchanged.

  
(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Tel. No. 011-23096629

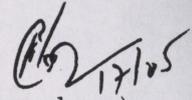
Email-adgds@indiapost.gov.in



Page 1 of 2

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination)/ All Members of the Postal Service Board
4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
10. Director General P&T (Audit), Civil Lines, New Delhi
11. Director General, NICF, Ghitorni, New Delhi
12. All Deputy Directors General
13. All General Managers (Finance)/Directors Postal Accounts/DDAP
14. All recognized Federations/Unions/Associations
15. GM, CEPT for uploading the orders on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

  
(SB Vyavahare)  
Assistant Director General (GDS/PCC)  
Tele No. 011-23096629  
Email-adggds@indiapost.gov.in

Dak Bhawan, Sansad Marg,  
New Delhi – 110001.

Dated: the 27<sup>th</sup> June, 2018

**Office Memorandum**

**Subject: Introduction of Maternity Leave for the female Gramin Dak Sevaks (Female GDSs) in the Department of Posts.**

The undersigned is directed to convey the approval of the Competent Authority for introduction of the Maternity Leave for the female Gramin Dak Sevaks (Female GDSs) in Department of Posts.

2. This OM will supersede all earlier orders in respect of Maternity Leave for female Gramin Dak Sevaks (Female GDSs).

**3. Introduction of Maternity Leave for female GDSs.**

- i. Female Gramin Dak Sevaks (Female GDSs) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of **180 days** from the date of its commencement.
- ii. During such period, she shall be paid TRCA drawn plus Dearness Allowance immediately before proceeding on leave.
- iii. Maternity leave not exceeding 45 days may also be granted to female Gramin Dak Sevaks (irrespective of the number of surviving children) during the entire service of that female GDSs in case of miscarriage including abortion on production of medical certificate issued by a Government Medical Practitioner.
- iv. Maternity leave may be combined with paid leave. Maternity leave shall not be debited against the paid leave account.

4. This OM will take effect from **01.07.2018**.

5. This issues in consultation with Department of Personnel and Training vide their ID No. 14029/1/2017-Estt (L) dated 01.01.2018.

  
(S. V. Rao)  
Director (Estt.)

Contd... 2

Copy to: -

1. PS to Hon'ble MoSC (I/C)
2. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Service
3. PPS to All Members, Postal Services Board
4. JS&FA/Secretary (PSB)
5. All Chief Postmasters General
6. All Postmasters General
7. CGM, PLI/CGM, BD&M Directorate
8. Director, RAKNPA, Ghaziabad.
9. All DDsG/Directors/ADsG in Postal Directorate
10. Additional Director General, APS C/o 56, APO, R. K. Puram, New Delhi
11. DG P&T Accounts, Civil Lines, New Delhi - 54
12. All Directors of Accounts (Postal)
13. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
14. All recognized Unions/Federations/Associations.
15. SO Guard File
16. Spare copies - 20.

  
(S. V. Rao)  
Director (Estt.)

No. 37-33/2009-SPB-I  
Ministry of Communications  
Department of Posts  
SPB-I-Section

Dak Bhawan, Sansad Marg,  
New Delhi – 110001

Dated 27 August, 2017

To

1. All Chief Postmasters General
2. All Postmasters General
3. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad

Subject:- Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.

Madam/Sir,

I am directed to forward herewith a copy of Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018 notified in the Gazette of India, Extraordinary, PART II - Section 3 - Sub-section (i) dated 16<sup>th</sup> August, 2018.

2. It is requested that the above mentioned Recruitment Rules may be brought to the notice of all concerned.

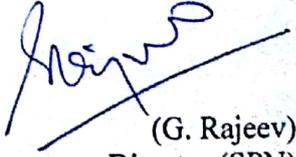
Yours faithfully,

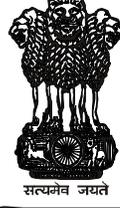
Encl: As above

  
(G. Rajeev)  
Director (SPN)

Copy for information to:-

1. PPS to Secretary (P)
2. All Members of the Postal Services Board/ JS & FA
3. Secretary (PSB)
4. CGM (BD)/ CGM (MB)/ CGM (PLI)
5. All Dy. Directors General/ GMs
6. **GM (CEPT) with a request to upload the RRs on India Post Website www.indiapost.gov.in linked RTI/ Sl. No. 5 Rules, Regulation/ RRs**
7. Pr. Director of Audit (Postal), Delhi 110054.
8. Additional Director General, APS, R.K. Puram, New Delhi
9. Chief Engineer (Civil, HQ)
10. All Directors, Postal Training Centers
11. Ministry of Law and Justice, Legislative Department
12. Lok Sabha Secretariat
13. Rajya Sabha Secretariat
14. All Recognized Unions/ Associations/ Federations
15. SPB-II/ PE-I/ PE-II/ Admin./ PAP/ DE/ GDS/ PCC/ SR/ PA Wing.

  
(G. Rajeev)  
Director (SPN)



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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No. 575]	NEW DELHI, THURSDAY, AUGUST 16, 2018/SHRAVANA 25, 1940

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 16 अगस्त, 2018

**सा.का.नि. 781(अ).**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (बहुकार्य कर्मचारिवृद्ध) भर्ती नियम, 2015, को उन बातों के सिवाय अधिक्रांत करते हुए जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है, या करने का लोप किया गया है, डाक विभाग में बहुकार्य कर्मचारिवृद्ध के पद पर भर्ती की पद्धति के विनियमन हेतु निम्नलिखित नियम बनाते हैं, अर्थात् :-

**1. संक्षिप्त नाम और प्रारंभ—**

- इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृद्ध) भर्ती नियम, 2018 है।
- ये राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।

**2. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर:—** पदों की संख्या, उनका वर्गीकरण, और वेतन मैट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तम्भ (2) से (4) में विनिर्दिष्ट हैं।

**3. भर्ती की पद्धति, आयु सीमा, अर्हताएं, आदि:—** भर्ती की पद्धति, आयु सीमा, अर्हताएं और उक्त पद से संबंधित अन्य बातें वे होंगी, जो उक्त अनुसूची के स्तम्भ (5) से स्तम्भ (13) में विनिर्दिष्ट हैं।

**4. निरर्हताएं.— वह व्यक्ति,—**

- जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है; या
- जिसने अपने पति या अपनी पत्नी के जीवित होते हुए किसी अन्य व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **सेना डाक सेवा में सेवा करने की अपेक्षा.**— उक्त अनुसूची में विनिर्दिष्ट पदों पर नियुक्त कोई व्यक्ति अपेक्षानुसार भारत में या भारत से बाहर सेना डाक सेवा में सेवा करने का दायी होगा।

6. **शिथिल करने की शक्ति.**— जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

7. **व्यावृत्ति.**— इन नियमों की कोई बात, ऐसे आरक्षणों और उन रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व-सैनिकों, अन्य पिछड़े वर्गों, और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

### अनुसूची

#### भाग-I प्रशासनिक कार्यालयों के पद (सर्कल कार्यालय और क्षेत्रीय कार्यालय)

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन पद या अचयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारिवृद्ध	510* (2018)  *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित, अननुसचिवीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	18 से 25 वर्ष (केन्द्रीय सरकार द्वारा जारी किए गए अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों के लिए 5 वर्ष और अन्य पिछड़े वर्गों के अभ्यर्थियों के लिए 3 वर्ष तक शिथिल की जा सकती है।)  <b>टिप्पण:</b> 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।) 2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख, आमंत्रित किए गए आवेदनों के लिए समाप्त होने वाली तारीख या वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है। 3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास।  (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है।  (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	परिवीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति-सीधी भर्ती होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति / प्रतिनियुक्ति अथवा आमेलन द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति आमेलन किया जाएगा।	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) ज्येष्ठता-सह-फिटनेस के आधार पर अस्थायी प्रास्थिति प्रदत्त नैमित्तिक श्रमिकों की नियुक्ति द्वारा जिसके न हो सकने पर,</p> <p>(ii) ज्येष्ठता-सह-फिटनेस आधार पर 1 सितम्बर, 1993 तक या उससे पूर्व लगे हुए विद्यमान ऐसे अंशकालिक नैमित्तिक श्रमिकों, जो दिन में आठ घंटे के लिए कार्यरत हैं, की नियुक्ति से जिसके न हो सकने पर,</p> <p>(iii) ज्येष्ठता-सह-फिटनेस के आधार पर 1 सितम्बर, 1993 को या उससे पूर्व लगे हुए अंशकालिक नैमित्तिक श्रमिकों की नियुक्ति से जिसके न हो सकने पर,</p> <p>(iv) सर्कल के सभी डिवीजनों के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने रिक्ति वर्ष की पहली जनवरी को उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर,</p> <p>(v) डाक विभाग द्वारा समय-समय पर परिचालित रक्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>टिप्पणः</p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय-समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2.*(ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>	लागू नहीं होता	<p>विभागीय प्रोन्नति समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे-</p> <p>(i) सहायक महा डाकपाल या ज्येष्ठ समयमान अधिकारी या कनिष्ठ समयमान अधिकारी- अध्यक्ष;</p> <p>(ii) समूह 'क' या समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी - सदस्य;</p> <p>(iii) डाक सर्किल या केन्द्रीय सरकार के अन्य विभाग का कार्यालय का समूह 'ख' (राजपत्रित) अधिकारी - सदस्य;</p>	लागू नहीं होता

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन पद अथवा गैर-चयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारिवृंद	37240*(2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित अननुसचिवीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	खुली प्रतियोगिता के अभ्यर्थियों के लिए 18 से 25 वर्ष। (भारत सरकार द्वारा जारी अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जाति और अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्षों तक की छूट और अन्य पिछड़ा वर्ग के अभ्यर्थियों के लिए तीन वर्षों तक शिथिल की जा सकती है)। <b>टिप्पण:</b> 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तिथि होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।)। 2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है। 3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है। (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

सीधे भर्ती किए जाने वाले	परिवीक्षा की अवधि,	भर्ती की पद्धति- भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने	प्रोन्नति / प्रतिनियुक्ति अथवा आमेलन	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों
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व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	यदि कोई हो	वाली रिक्तियों की प्रतिशतता	द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति अथवा आमेलन किया जाएगा।		में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) भर्ती करने वाले प्रभाग के ग्रामीण डाक सेवकों* में से जिन्होंने रिक्तियों वाले वर्ष की पहली जनवरी को उस क्षमता में पांच वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-फिटनेस आधार पर सीधी भर्ती द्वारा 50% जिसके न हो सकने पर रिक्तियों को निम्नलिखित (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) भर्ती करने वाले प्रभाग के उन ग्रामीण डाक सेवकों के लिए प्रतियोगी परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वर्ष की जनवरी के पहले दिन उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा 25%, जिसके न हो सकने पर;</p> <p>(ख) सर्कल के सभी डिवीजनों के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने रिक्ति वर्ष की पहली जनवरी को उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर;</p> <p>(ग) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>(iii) (क) 25% - अस्थायी प्रास्थिति वाले नैमित्तिक श्रमिकों की ज्येष्ठता-सह-फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ख) 1 सितम्बर, 1993 को या उससे पूर्व भर्ती करने वाले प्रभाग अथवा यूनिट के नियोजित नैमित्तिक श्रमिक जो एक दिन में पूरे आठ घंटे कार्य करते हों, की</p>	लागू नहीं होता	<p><b>विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए)</b></p> <p>—</p> <p>(i) सहायक महाडाकपाल अथवा एक वरिष्ठ अथवा कनिष्ठ समयमान अधिकारी - अध्यक्ष;</p> <p>(ii) एक समूह 'क' अथवा समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी - सदस्य;</p> <p>(iii) डाक सर्कल अथवा किसी अन्य केन्द्रीय सरकार के विभाग अथवा कार्यालय का एक समूह 'ख' (राजपत्रित) अधिकारी - सदस्य;</p>	लागू नहीं होता

	<p>ज्येष्ठता—सह—फिटनेस के आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ग) 1 सितम्बर, 1993 को अथवा उससे पूर्व भर्ती प्रभाग अथवा यूनिट के नियोजित अंशकालिक नैमित्तिक श्रमिकों की ज्येष्ठता—सह—फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर; रिक्तियों की संख्या को उपर्युक्त (ii)के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा।</p> <p><b>टिप्पण:</b></p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय—समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2. *(ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>		
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[फा.सं. 37-33/2009-एसपीबी-I]

जी. राजीव, निदेशक (एसपीएन)

**MINISTRY OF COMMUNICATIONS****(Department of Posts)****NOTIFICATION**

New Delhi, the 16th August, 2018

**G.S.R. 781(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2015, except as respect to things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Department of Posts, namely:-

1. **Short title and commencement.**— (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of posts, classification and Level in the Pay Matrix.**— The number of posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualification.**— No person,-  
(a) who has entered into or contracted a marriage with a person having a spouse living; or  
(b) who, having spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Requirement to serve in the Army Postal Service.**— Any person appointed to the posts specified in the said Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.
6. **Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Saving.**— Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

#### SCHEDULE

##### PART – I – Post of Administrative Offices (Circle Office and Regional Office)

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	510*(2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>Between 18 and 25 years, (Relaxable for Government servants upto 35 years, for candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by the Government of India).</p> <p><b>Note:</b></p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by the Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual</p>	Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.

	Labourer.	
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation or absorption, grades from which promotion/ deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(i) By appointment of Casual Labourers conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(ii) By appointment of Casual Labourers engaged on or before the 1<sup>st</sup> September, 1993 working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;</p> <p>(iii) By appointment of part-time Casual Labourers, engaged on or before the 1<sup>st</sup> September, 1993, on the basis of seniority-cum-fitness failing which;</p> <p>(iv) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks* of all Divisions of the Circle, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which;</p> <p>(v) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p><b>Note:</b></p> <p>1. The afore-mentioned examinations shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>	Not applicable	<p><b>Departmental Promotion Committee (for considering confirmation) consisting of –</b></p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer–Chairperson</p> <p>(ii) One Group ‘A’ or Group ‘B’ (Gazetted) Postal or Railway Mail Service Officer – Member.</p> <p>(iii) A Group ‘B’ (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office–Member.</p>	Not applicable

**PART II – Posts of Subordinate Office**

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)

Multi Tasking Staff	37240*(2018) *Subject to variation dependant on workload	General Central Service, Group 'C', Non-Gazetted, Non- Ministerial	Level-1 in the Pay Matrix	Not applicable
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Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p>Between 18 and 25 years for candidates from open market.</p> <p>(Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p><b>Note:</b></p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual Labourer.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.	<p>(i) 50% by direct recruitment on the basis of seniority-cum-fitness, from amongst Gramin Dak Sevaks* of the recruiting Division, who have worked regularly for five years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) (a) 25% by direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of the recruiting Division, who have worked regularly for three years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p>

		<p>(b) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of all other Divisions of the Circle, who have worked regularly for three years in that capacity as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p> <p>(c) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>(iii) (a) 25% by appointment of Casual Labourers of the recruiting Division or Unit, conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(b) By appointment of Casual Labourers of the recruiting Division or Unit, engaged on or before the 1<sup>st</sup> September 1993, working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which by;</p> <p>(c) By appointment of part-time Casual Labourers engaged on or before the 1<sup>st</sup> September 1993, of the recruiting Division or Unit on the basis of selection-cum-seniority, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) above;</p> <p><b>Note:</b></p> <p>1. The afore-mentioned examination shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>
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In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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<b>be made.</b>		
(11)	(12)	(13)
Not applicable	<p><b>Departmental Promotion Committee (for considering confirmation) consisting of :-</b></p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer- Chairperson.</p> <p>(ii) One group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer -Member.</p> <p>(iii) One group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office- Member.</p>	Not applicable

[F.No. 37-33/2009-SPB-I]

G. RAJEEV, Director (SPN)

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**ALOK KUMAR** Digitally signed  
by ALOK KUMAR  
Date: 2018.08.21  
19:35:28 +05'30'

No.23-01/2019-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 23.10.2019

Office Memorandum

Subject:-Payment of TRCA on Sundays/Holidays to the GDS working against vacancies in Postman/Mai Guard/MTS Cadre.

In the present set up, Gramin Dak Sevaks are working against the vacant post of Postman/Mail Guard/MTS in departmental offices. As per Directorate order no. 47-19/90-SPB-II dated 23.04.1992 regarding grant of paid National Holidays to GDS when appointed against the leave vacancy of regular Postman/Mail Guard/MTS, these GDS are getting salary for Sunday, if they continuously works for 6 days. Similarly, GDS are also getting 3 National Holidays if it falls on working day, provided he/she works on both the preceding/succeeding working days to the National Holidays. However, no extra payment on account of National Holidays will be made to persons working substitutes of GDS in view of fact that payment of remuneration to GDS is made on monthly basis.

2. Similarly, GDS substituting in Postman/Mail Guard/MTS vacancies are deprived of Productivity Linked Bonus for the period of officiating as Postman/Mail Guard/MTS is on the pretext that they are on Leave Without Allowance.

3. For substitutes, as per Directorate orders no.17-07/2019-GDS dated 09.10.2019, substitutes of GDS who have works in leave vacancies are also paid on the basis of minimum of revised TRCA level of that post of GDS.

PK/2  
23/10

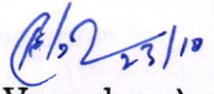
4. The matter has been examined and the following orders are issued with the approval of Competent Authority :-

(i) Gramin Dak Sevaks when appointed against the leave vacancy of regular Postman/Mail Guard/MTS, these GDS will get salary for all the Postal Holidays if the Postal Holidays falls on working day, provided he/she works on both the preceding/succeeding working days to the Postal Holidays. However, no extra payment on account of Postal Holidays will be made to persons working as substitutes of GDS in view of fact that payment of remuneration to GDS is made on monthly basis.

(ii) GDS are when appointed against the leave vacancy of regular Postman/Mail Guard/MTS has to apply for leave without allowance as GDS. There is a difference in Leave Without Allowance for personal reasons and Leave Without Allowance for officiating as Postman/Mail Guard/MTS. In this case, the GDS is on official duty and is contributing to the productivity. Hence GDS while on LWA for official duty, there is no question of deducting this period for Productivity Linked Bonus.

5. The above instructions will come into effect from the date of issue of this O.M.

6. Hindi version will follow.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

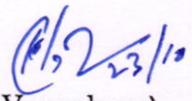
[Email-adggds@indiapost.gov.in](mailto:adggds@indiapost.gov.in)

To

All Heads of Circles/Regions

Copy forwarded to:-

1. PS to Minister of Communications / Minister of State for Communications.
2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to Addl. DG (Co-ordination)/Member(Banking) / Member (O)/Member(P)/Member(Planning & HRD)/Member (PLI) / Member (Tech)
4. All Chief Postmasters General / Postmasters General
5. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
6. Director, RAKNPA/GM, CEPT/Directors of All PTCs
7. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
8. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
9. Director General P&T (Audit), Civil Lines, New Delhi
10. Director General, NICF, Ghitorni, New Delhi
11. All Deputy Directors General
12. All General Managers (Finance) / Directors Postal Accounts / DDAP
13. All recognized Federations /Unions /Associations
14. GM, CEPT for uploading the orders on the India Post web site
15. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
16. Guard File
17. Spare copies.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in

No. 03-02/2017-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi, dated 08.06.2020

To,

1. All Chief Postmasters General
2. All Postmasters General

Subject: Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020

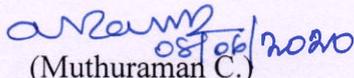
Madam/Sir,

I am directed to forward herewith a copy of Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020 dated 05.03.2020 notified in the Official Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i).

2. It is requested that the provisions of recruitment rules may be brought to the notice of all concerned.

Yours faithfully,

Encl: As above

  
(Muthuraman C.)  
Assistant Director General (SPN)

Copy for information to:

1. Secretary (Posts)
2. Secretary (PSB)
3. All Members of the Postal Service Board
4. CGM (BD) / CGM (MB) / CGM (PLI)
5. All Deputy Directors General
6. Director, RAKNPA Ghaziabad
7. Director (CEPT), Mysore for uploading the letter along with the Recruitment Rules of Postman and Mail Guard in the India Post website.



# भारत का राजपत्र

## The Gazette of India

सी.जी.-डी.एल.-अ.-07032020-218559  
CG-DL-E-07032020-218559

असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 134]

नई दिल्ली बृहस्पतिवार, मार्च 5, 2020/फाल्गुन 15, 1941

No. 134]

NEW DELHI, THURSDAY, MARCH 5, 2020/PHALGUNA 15, 1941

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 5 मार्च, 2020

सा.का.नि. 157(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए डाक विभाग पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 में संशोधन करने के लिए एतद्वारा निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. संक्षिप्त नाम और प्रारंभ

(1) इन नियमों का संक्षिप्त नाम डाक विभाग, पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती (संशोधन) नियम, 2020 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. डाक विभाग पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 में, अनुसूची में-

(क) पोस्टमैन के पद से संबंधित क्रम सं.1 में, स्तंभ (7) के अधीन विद्यमान प्रविष्टियों को निम्नलिखित प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा अर्थात् :-

- “(क) किसी मान्यताप्राप्त बोर्ड से 12वीं कक्षा उत्तीर्ण;  
 (ख) ग्रामीण डाक सेवक के रूप में कार्यरत व्यक्तियों के लिए किसी मान्यताप्राप्त बोर्ड से 10वीं कक्षा उत्तीर्ण।

अभ्यर्थियों के पास निम्नलिखित अर्हता भी होनी चाहिए, अर्थात्:-

- (i) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा का ज्ञान तथा अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो।  
 (ii) कम्प्यूटर पर कार्य करनेका ज्ञान हो।

**टिप्पण 1.** डाक सर्कल अथवा प्रभाग की स्थानीय भाषा, डाक विभाग द्वारा प्रकाशित की जाएगी।

**टिप्पण 2.** पोस्टमैन के पद पर नियुक्त व्यक्ति को अपनी नियुक्ति की तारीख से दो वर्ष की अवधि में चालन अनुज्ञप्ति प्राप्त करनी होगी ताकि वह दुपहिया अथवा तिपहिया अथवा हल्के मोटर वाहन चला सके। तथापि, दिव्यांगजनों को चालन अनुज्ञप्ति की अपेक्षा से छूट होगी।

**टिप्पण 3.** जिस अभ्यर्थी के पास नियुक्ति के समय विधिमान्य चालन अनुज्ञप्ति नहीं है, उसे विधिमान्य चालन अनुज्ञप्ति प्रस्तुत किए जाने तक अथवा नियुक्ति की तारीख से पांच वर्ष की अवधि तक, जो भी पहले हो, आवधिक वेतनवृद्धि नहीं मिलेगी तथा ऐसी अनुज्ञप्ति प्रस्तुत कर देने पर अथवा पांच वर्ष की समयावधि समाप्त हो जाने पर उस अभ्यर्थी का वेतन भूतलक्षी प्रभाव से वेतन के उस स्तर पर पुनः निर्धारित किया जाएगा जिस स्तर पर वेतन आवधिक वेतनवृद्धि नहीं रोके जाने की स्थिति में पहुंच गया होता तथा इस बीच की अवधि के दौरान के वेतन की बकाया राशि का भुगतान नहीं किया जाएगा।

(ख) मेल गार्ड के पद से संबंधित क्रम सं. 2 में, स्तंभ (7) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :-

- “(क) किसी मान्यताप्राप्त बोर्ड से 12वीं कक्षा उत्तीर्ण;  
 (ख) ग्रामीण डाक सेवक के रूप में कार्यरत व्यक्तियों के लिए किसी मान्यताप्राप्त बोर्ड से 10वीं कक्षा उत्तीर्ण।

अभ्यर्थियों के पास निम्नलिखित अर्हता भी होनी चाहिए, नामतः-

- (i) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा का ज्ञान तथा अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो;  
 (ii) कम्प्यूटर पर कार्य करने का ज्ञान हो।

**टिप्पण:** डाक सर्कल अथवा प्रभाग की स्थानीय भाषा, डाक विभाग द्वारा प्रकाशित की जाएगी।

[फा.सं. 03-02/2017-एसपीएन-1]

सत्य नारायण दाश, निदेशक (एसपीएन)

**टिप्पण:** मूल अधिसूचना को भारत का राजपत्र, असाधारण, भाग-II, खंड 3, उप-खंड (i), में सा.का.नि. 899(अ), तारीख 20 सितम्बर, 2018 द्वारा प्रकाशित किया गया था।

**MINISTRY OF COMMUNICATIONS****(Department of Posts)****NOTIFICATION**

New Delhi, the 5th March, 2020

**G.S.R. 157(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, namely:-

**1. Short title and commencement.—**

(1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, in the SCHEDULE,—

(A) in serial number 1 relating to the post of Postman, under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(a) 12<sup>th</sup> standard pass from a recognised Board;

(b) 10<sup>th</sup> standard pass from a recognised Board for the persons who are working as Gramin Dak Sevak.

The candidate shall also possess the following, namely:-

(i) knowledge of local language of the concerned Postal Circle or Division and the candidate should have studied local language upto 10<sup>th</sup> standard.

(ii) knowledge of working on computer.

**Note 1:** The local language of a Postal Circle or Division shall be published by the Department of Posts.

**Note 2:** The person appointed to the post of Postman shall acquire a driving licence to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving licence.

**Note 3:** A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.”;

(B) in serial number 2 relating to the post of Mail Guard, under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(a) 12<sup>th</sup> standard pass from a recognised Board;

(b) 10<sup>th</sup> standard pass from a recognised Board for the persons who are working as Gramin Dak Sevak.

The candidate shall also possess the following, namely:-

(i) knowledge of local language of the concerned Postal Circle or Division and the candidate should have studied local language up to 10<sup>th</sup> standard;

(ii) knowledge of working on computer.

**Note:** The local language of a Postal Circle or Division shall be published by the Department of Posts.”.

[F. No. 03-02/2017-SPN-I]

SATYA NARAYANA DASH, Director (SPN)

**Footnote:** - The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* number G.S.R. 899(E), dated the 20<sup>th</sup> September, 2018.

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 22.07.2019

Office Memorandum

Subject :Implementation of approved recommendation of GDS Committee on rationalisation of categories of Gramin Dak Sevak.

The undersigned is directed to refer to para 3.31 approved recommendations of GDS Committee report and Rule 3 (d) of Gramin Dak Sevak (Conduct and Engagement) Rules, 2011.

2. After taking into consideration the approved recommendation of GDS Committee on rationalisation of categories of Gramin Dak Sevak, the Competent Authority has approved the following substitution in Rule 3 (d) of Gramin Dak Sevak (Conduct & Engagement) Rules, 2011:-

**"Gramin Dak Sevak" means :-**

- (i) a Branch Postmaster
- (ii) an Assistant Branch Postmaster
- (iii) a Dak Sevak

Note-1 Gramin Dak Sevak other than Branch Postmasters (BPMs) and working in Branch Posts Offices are designated and called as **"Assistant Branch Postmasters (ABPMs)"**.

Note-2 Gramin Dak Sevak other than Branch Postmasters (BPMs) and working in Departmental Post Offices/RMS Offices /other offices are designated and called as **"Dak Sevak"**.

3. The above instructions will come into effect from 01.07.2018 with reference to Directorate O.M. of even number dated 25<sup>th</sup> June, 2018.

4. Hindi version will follow.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

[Email-adggds@indiapost.gov.in](mailto:Email-adggds@indiapost.gov.in)

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(SB Vyavahare)

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## **EDA (RA) Rules,1995**

**No.13/2/94-SR  
Government of India  
Ministry of Communications  
Department of Post  
Dak Bhawan, Parliament Street  
New Delhi – 110 001**

**Dated: 27-04-1995**

### **OFFICE MEMORANDUM**

**Subject:- Extra Departmental Agents – (Recognition of Associations) Rules, 1995.**

The under signed is directed to say that consequent on framing of fresh rules for Recognition of Service Associations of Central Government Employees vide Department of Personnel & Trg. Notification No.2/10/80-JCA (Vol.IV) dated 05-11-1993, the proposal for framing similar rules for the Extra Departmental Gents in the department has also been considered. Accordingly, the Government have framed the Extra Departmental Agents – (Recognition of Associations) Rules, 1995. The Rules will take effect from 1<sup>st</sup> May, 1995. A copy of Rules is enclosed.

**2. These Rules shall apply to all Associations of Extra Departmental Agents in the Department of Post.**

**3. Recognition will be accorded by the Department of Post to an Association on fulfilling the conditions prescribed in Rule-4(d) (i) of the Rules in respect of the entire Department. The Association so recognized at the Central level may have branches in the lower formations.**

**4. Detailed procedure regarding recovery of subscription for the Associations from the pay rolls prescribed for the regular Postal employees as per instructions issued vide Department of Post letter No.13-1/93-SR dated 10-08-1994 as modified from time to time will be applicable to Extra Departmental Agents also.**

**5. Relaxation of any of the provisions of the EDA (RSA) Rules, 1995 under Rule – 8 of the said Rules should be done only with the prior approval of the Department of Post.**

**6. Doubts regarding the interpretation of EDAs (RSA) Rules, 1995 should be referred to the S.R Section of the Department of Post.**

**7. Receipt of this O.M may kindly be acknowledged.**

**8. Hindi version will follow.**

**Sd.x.x.x.x  
(B.P.SHARMA)  
DIRECTOR (SR)**

**1.All Heads of Postal Circles.**

**2.Secretary General, NFPE/FNPO/BPEF.**

**3.All concerned Unions viz., (P-III, P-IV, R-III, R-IV of NFPE, NUDEU(FNPO),  
BEDEU (BPEF)**

**4.All members of Departmental Committees of ED Agents.**

**5.Hindi section for necessary action with the request that cut stencil or Hindi  
version may please be given immediately.**

**//copy//**

**Government of India  
Ministry of Communications  
Department of Post  
Dak Bhawan, Parliament Street  
New Delhi – 110 001**

No.13/2/94-SR

Dated: 27 April ' 95

**ORDER**

The following Rules are issued under the authority of the Government of India:-

**1. Short Title and Commencement:**

- (1) The Rules may be called the Extra Departmental Agents (Recognition of Association Rules, 1995.
- (2) They shall come in to force with effect from 01-05-1995.

**2. Definition :**

In these Rules, unless the context otherwise requires:

a) "Government" means the Central Government.

b) "Extra Departmental Agent" means any person to whom P&T EDA Conduct and Service Rules, 1964, apply.

**3. Application:**

These Rules shall apply to Associations of ED Agents in the Department of Post.

**4. Conditions for Recognition of Associations:**

An Association which fulfils the following conditions may be recognized by the Government namely:-

- (a) An application for recognition of Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws of the Association, Names of Office bearers, total membership and any other information as may be required by the Government;
- (b) The Service Association has been formed primarily with the object of promoting the common service interest of its members;

(c) Membership of the Service Association has been restricted to Extra Departmental Agents;

**(d) (i) The Association represents minimum 35 per cent of total number of Extra Departmental Agents provided that where there is only one Association which commands more than 35 per cent membership, another Association with second highest membership although less than 35 percent may be recognized if it commands at least 15 per cent membership.**

(ii) The membership of an E.D Agents shall be automatically discontinued on his ceasing to belong to such category;

(e) Extra Departmental Agents who working as ED Agents shall be members or office bearers of the Service Association;

(f) The Association shall not be formed to represent the interest or on the basis, of any caste, tribe or religious denomination or of any group within denomination;

(g) The Executive of the Association has been appointed from amongst the members only; and

(h) The funds of the Association consist exclusively of subscriptions from members and grants, if any, made by the Government and are applied only for the furtherance of the objects of the Association.

#### 5. Conditions subject to which recognitions is continued.

Every Association recognized under these Rules comply with the following conditions, namely:-

(a) the Association shall not send any representation or deputation except in connection with a matter which is for common interest to members;

(b) the Association shall not espouse or support the cause of individual Extra Departmental Agents relating to service matters;

(c) the Association shall not maintain any political fund or lend itself to the propagation of the view of any political party or a member of such party;

(d) All representations by the Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/Head of the Organization or Head of the Department or Office;

(e) A list of members and office bearers, and up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after the annual General meeting so as to reach the Government before the 1<sup>st</sup> day July each year;

(f) The Association shall abide by and comply with all the provisions of its constitution / bye-law;

- (g) Any amendment in the constitution / bye-laws of the Association after its recognition under these Rules, shall be made only with the prior approval of the Government;**
- (h) The Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Government;**
- (i) The Association shall cease to publish any periodical magazine or bulletin, if directed by the Government to do so on the ground that the publication thereof is prejudicial to the interest of the Central Government, the Government of any State or Government authority or to good relations be Extra Departmental Agents and the Government or any Government authority or to good relations between the Government of India and the Government of Foreign State;**
- (j) The Association shall not address any communication to or enter into correspondence with a foreign authority except through the Government which shall have the right to withhold it;**
- (k) The Association shall not do any act or assist in the doing of any act which, if done by ED Agents, would contravene any of the provisions the P&T Extra Departmental Agents (Conduct & Service) Rules, 1964 and ;**
- (l) Communications addressed by the Association by any office bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.**

#### **6.Verification of membership:**

- (1) The Verification of membership for the purpose of recognition of an Association shall be done by the Check-off system in pay-rolls at such intervals and in such manner as the Government may by order prescribe.**
- (2) The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Association does not have the membership required under sub-clause (i) of clause (d) of Rule-4.**

#### **7. Withdrawal of Recognition:**

**If, in the opinion of the Government, an Association recognized under these Rules has failed to comply with any of the conditions set out in Rule-4 or Rule-5 or Rule-6 the Government may after giving an opportunity to the Association to present its case, withdraw the recognition accorded to such Association. On grant of recognition to Association(s) in terms of Rule-4 above all other Associations etc., hitherto recognized for representing EDAs shall cease to be recognized.**

**8. Relaxation:**

The Government may dispense with or relax the requirements of any of these Rules to such extent and subject to such conditions as it may deem fit in regard to any Association.

**9. Interpretation:**

If any question arises as to the interpretation of any of the provisions of these Rules or if there is any dispute relating to fulfilment of conditions for recognition it shall be referred to the Government, whose decision thereon shall be final.

Sd.x.x.x.x  
(B.P.SHARMA)  
Director (SR)

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Dak Bhawan, Sansad Marg,  
New Delhi - 110001.

Dated: 25<sup>th</sup> June, 2018

**OFFICE MEMORANDUM**

Subject: Implementation of recommendations of One-man committee on wages and allowances of Gramin Dak Sevaks (GDSs)

One-man committee headed by Sri Kamlesh Chandra, Retired Member, Postal Services Board was set up by the Government of India vide Ministry of Communications, Department of Posts' Resolution No. 17-13/2013-GDS dated 19.11.2015 for examining the conditions of service and emoluments and other facilities available to the Gramin Dak Sevaks(GDS). The committee had submitted its report to the Government on 24.11.2016. The Government has carefully considered the recommendations of the One-man Committee regarding revision of TRCA and allowances and is pleased to order the following.

**2. Introduction of new Time Related Continuity Allowance (TRCA)**

The entire GDSs posts shall be brought under two categories viz. Branch Postmasters (BPMs) and other than Branch Postmasters. GDSs other than BPMs and working in Branch Post offices shall be designated as Assistant Branch Postmaster (ABPMs) and GDSs working in departmental offices shall be designated as Dak Sevaks. There shall be two slabs of working hours Viz. Four (4) and Five (5) hours and two levels of TRCA slabs each for BPMs and other than BPMs. For this purpose, the working hours of GDSs with 3 hours, 3 ½ hours and 3 hours 45 minutes shall be revised to 4 hours and those with 4 ½ hours workload shall be revised as Five (5) hours, with effect from 1.7.2018.

The revised TRCA slabs / levels applicable to these two categories will be as shown in Table 1:

<b>Table - 1</b>			
<b>Revised minimum TRCA of two types of categories of GDSs as per working hours / levels</b>			
<b>SN</b>	<b>Category</b>	<b>Minimum TRCA for 4 Hours / Level 1</b>	<b>Minimum TRCA for 5 Hours / Level 2</b>
<b>1</b>	<b>BPM</b>	<b>₹12,000/-</b>	<b>₹14,500/-</b>
<b>2</b>	<b>ABPM/Dak Sevaks</b>	<b>₹10,000/-</b>	<b>₹12,000/-</b>

## 2.1 Clubbing (Merging) of old TRCA SLABS

The existing 11 TRCA slabs shall be merged into three TRCA Slabs with two levels each for BPMs and other than BPMs as shown in Table 2. Effectively, there shall be only 3 TRCA Slabs as one TRCA Slab will be common for both the categories.

<b>Table - 2</b>				
<b>Clubbing of existing TRCA slabs</b>				
<b>SN</b>	<b>Present TRCA slabs</b>	<b>New Designation &amp; Working hours (wef 1.7.2018)</b>	<b>New TRCA Level</b>	<b>New TRCA Slabs</b>
1	MC/MP/MM (3 hrs) ₹2,295-45-3,695	Assistant BPM / Dak Sevaks (4 hrs)	Level-1	₹10,000 - ₹24,470
2	MC/MP/MM (3 hrs 45 minutes) ₹2,870-50-4,370			
3	MD/SV (3 hrs) ₹2,665-50-4,165			
4	MD/SV (3 hrs 45 minutes) ₹3,330-60-5,130			
5	MC/MP/MM (5 hrs) ₹3,635-65-5,585	Assistant BPM / Dak Sevak (5 hrs)	Level -2	₹12,000 - ₹29,380
6	MD/SV (5 hrs) ₹4,220-75-6,470			
7	BPM(3 hrs) ₹2,745-50-4,245	BPM (4 hrs)	Level -1	₹12,000 - ₹29,380
8	BPM(3 hrs 30 minutes) ₹3,200-60-5,000			
9	BPM(4 hrs) ₹3,660-70-5,760			
10	BPM(4 hrs 30 minutes) ₹4,115-75-6,365	BPM (5 hrs)	Level - 2	₹14,500-₹35,480
11	BPM(5 hrs) ₹4,575-85-7,125			

Acronyms: MC – Mail Carrier, MP – Mail Packer, MD – Mail Deliverer, MM–Mailman, SV – Stamp Vender,

## 2.2 Fixation Formula

The GDSs shall be brought to the respective levels in the new TRCA matrix wef 1.7.2018. For fixation of TRCA of the Gramin Dak Sevaks in the new TRCA slabs, the existing Time Related Continuity Allowance (TRCA) for the GDS in the 11 TRCA slabs in the pre-revised structure as given in Table-2 above, as on 01.07.2018, shall be multiplied by a factor of 2.57. The amount may be rounded

off to the nearest rupee. The figure so arrived at is to be located in the Level corresponding to GDS's TRCA in the new TRCA Slab as given in **Table-3**.

**2.3** If a cell identical with the figure so arrived at is available in the appropriate Level, that cell shall be the revised TRCA; otherwise the next higher cell in that Level shall be the revised TRCA of the GDS. However, in order to guide administration/DDOs in fixing the revised TRCA of GDS in the new TRCA matrix correctly, illustrations in this regard are annexed at **Annexure-II**.

**2.4** In respect of GDS whose annual increase of TRCA is due on 1<sup>st</sup> July, 2018, his/her TRCA consequent on annual increase in the pre-revised TRCA be effected first and then his/her TRCA be fixed in the new revised TRCA Matrix as in Table-3.

<b>TABLE - 3 TRCA Matrix</b>					
<b>TRCA Slab-1 Assistant Branch Postmaster/Dak Sevak LEVEL-1 10000-24470</b>		<b>TRCA Slab -2 (a) Assistant Branch Postmaster / Dak Sevak LEVEL-2 &amp; (b) Branch Postmaster LEVEL-1 12000-29380</b>		<b>TRCA Slab -3 Branch Postmaster LEVEL-2 14500-35480</b>	
Stage	TRCA	Stage	TRCA	Stage	TRCA
1	10000	1	12000	1	14500
2	10300	2	12360	2	14940
3	10610	3	12740	3	15390
4	10930	4	13130	4	15860
5	11260	5	13530	5	16340
6	11600	6	13940	6	16840
7	11950	7	14360	7	17350
8	12310	8	14800	8	17880
9	12680	9	15250	9	18420
10	13070	10	15710	10	18980
11	13470	11	16190	11	19550
12	13880	12	16680	12	20140
13	14300	13	17190	13	20750
14	14730	14	17710	14	21380
15	15180	15	18250	15	22030
16	15640	16	18800	16	22700
17	16110	17	19370	17	23390
18	16600	18	19960	18	24100
19	17100	19	20560	19	24830
20	17620	20	21180	20	25580
21	18150	21	21820	21	26350
22	18700	22	22480	22	27150
23	19270	23	23160	23	27970
24	19850	24	23860	24	28810
25	20450	25	24580	25	29680
26	21070	26	25320	26	30580
27	21710	27	26080	27	31500
28	22370	28	26870	28	32450
29	23050	29	27680	29	33430
30	23750	30	28520	30	34440
31	24470	31	29380	31	35480

2.5 If a GDS happens to be on leave on 01.07.2018, the revised TRCA will be effective from the date of rejoining of duty. In case of GDSs on put off duty as on 01.07.2018, they shall continue to draw ex gratia payment based on existing TRCA and fixation of his TRCA shall be subject to the final order on the pending disciplinary proceedings

### **3. Annual Increase.**

The annual increase of TRCA is 3%. After fixation of TRCA in the appropriate stage in the TRCA Matrix /slab as specified in Para 2.2 above, the next annual increase will be effected after completion of 12 months of continuous engagement from that date subject to para 3.2 below. **Subsequent increase in TRCA scale shall be at the immediate next stage in the respective levels of new TRCA matrix at Table 3.**

- 3.1 In respect of the GDSs engaged on or after 01.07.2018, the initial fixation will be done on first stage of Level 1 of the respective category.
- 3.2 There shall be two dates of annual increase in TRCA namely, 1<sup>st</sup> July and 1<sup>st</sup> January of every year; provided that a GDS shall be entitled to only one annual increase in TRCA on either one of these two dates depending on the date of engagement.

### **4. Other Allowances:**

Other allowances namely, Office Maintenance allowance, Fixed Stationery Charges, Cycle Maintenance Allowance, Combined Duty Allowance, Risk and Hardship Allowance have been revised as detailed in **Annexure-I**.

### **5. Dearness Allowance**

The existing practice to grant the Dearness Allowance will continue, as per the Seventh CPC recommendations, as a separate component, and also as revised from time to time, whenever it is revised for Central Government Servants.

### **6. Productivity Linked Bonus**

Present calculation of Ex-gratia bonus by applying the calculation ceiling of ₹7,000 as basic TRCA + DA shall continue until further orders.

### **7. Date of Effect**

The revised TRCA as per the matrix at **Table-3** for all GDSs shall be applicable w.e.f. 01.07.2018. The revised rate of other allowances at **Annexure-I** shall also take effect from 01.07.2018.

## 8. Payment for the Period from 01.01.2016 to 30.6.2018.

The arrear payable to GDS will take into consideration the following two figures:

- (i) Due for the period from 1.1.2016 to 30.6.2018 calculated on the basis of TRCA already drawn multiplied by a factor of 2.57
- (ii) TRCA including DA drawn for the above period from 1.1.2016 to 30.6.2018.
- (iii) The difference between (i) and (ii) will be the amount payable to GDSs on account of arrears.

Illustrations in this regard are given at **Annexure-III**.

9. The payment due to GDSs, according to instructions at Para-8 above may be initiated immediately so as to ensure disbursement latest by 15<sup>th</sup> July, 2018. Likewise, the process of fixation of TRCA in the new TRCA matrix as at para 2.2 may be completed before 25<sup>th</sup> July 2018. With regard to the payment for the period from 1.1.2016 to 30.6.2018, an undertaking in the prescribed format (**Annexure-IV**) should be obtained from each Gramin Dak Sevak and kept on record before disbursement of the arrears.

10. The Circle Postal Accounts Office shall carry out cent percent verification of fixation of TRCA consequent on revision. The entire process of verification should be completed by 31.12.2018.

11. This OM issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their ID Note Number 7/31/2006-E.III (A) dated 02.04.2018.

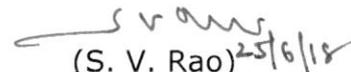


(Smriti Sharan)

Deputy Director General (Establishment)

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(S. V. Rao) 25/6/18  
Director (Estt.)

**Annexure-I**

**Existing and Revised Allowances**

Item	Existing Allowances	Revised Allowances
<b>Allowances</b>		
Office maintenance allowance (OMA) (For BPMs only)	₹ 100/- pm	Composite Allowance (in lieu of OMA) is revised as follows (For BPMs only) BPMs providing GDS Post Office accommodation which meets the prescribed standards – ₹500/- per month BPMs having BOs at non-standard/rent free accommodation – ₹250/- per month
Fixed Stationary Charge	₹25/- pm for BPMs ₹10/- pm for other than BPMs	₹25/- ABPMS and Dak Sevaks. FSC subsumed in composite allowance for BPMs.
Boat Allowance	₹50/- pm	₹115/- per month
Cash Conveyance Allowance	₹50/- pm	<b>There will be no fixed cash conveyance allowance.</b> Instead, payment will be at following rates: (a) Payment of ₹30/- per occasion plus actual conveyance charges for cash conveyance of an amount less than ₹1 Lakh subject to maximum of charges incurred for transport by public bus and; (b) ₹50/- per occasion plus actual conveyance charges for an amount more than ₹1 Lakh subject to maximum of charges incurred for transport by public bus.
Cycle Maintenance Allowance	₹90/- pm	₹180/- pm
Combined Duty Allowance	1. GDS Branch Postmasters performing delivery or conveyance duties or both will be paid ₹500 P.M. for each item of work separately. 2. If the Branch Postmaster is performing delivery at the BO village only, it will be restricted to ₹250 P.M. 3. BPM exchanging Mails at Bus stand or at Railway Stations will be compensated at the rate of ₹250 P.M.	BPM for delivery OR Mail conveyance work – ₹45/- per day subject to maximum of ₹1170/- per month BPM for delivery PLUS mail conveyance – ₹90/- per day subject to maximum of ₹2340/- per month ABPM for BPM work – ₹75/- per day subject to a maximum of ₹1950/- per month. ABPM/Dak Sevak for additional work of another ABPM/Dak Sevak- ₹45/- per day subject to a maximum of ₹1170/- <b>These rates will be for combination of duties of two or more posts borne on the establishment of the office.</b>
Risk and Hardship Allowance	Nil	Risk and Hardship allowance @ of ₹500/- per month to the GDS working in areas which are identified for this allowance. (as identified by Government of India, as per 7 <sup>th</sup> CPC recommendations)

*Sharma*

**Illustration for fixation of TRCA in new slab in respect of Gramin Dak Sevak  
joined before 1.7.2018**

**Illustration 1**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours</b>	<b>₹2,295-45-3,645</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1.	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,880
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,402
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

**Illustration 2**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes</b>	<b>₹2,870-50-4,370</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,920
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,504
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

**Illustration 3**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes</b>	<b>₹2,870-50-4,370</b>	<b>₹10,000-24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,920
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹10,074
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-1 of TRCA Matrix)	₹10,300
4.	TRCA on 1.7.2019 (Stage-3 of Level-1 of TRCA Matrix)*	₹10,610

**Illustration 4**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes and upto 5 hours</b>	<b>₹3,635-65-5,585</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,830
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹9,843
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹12,360

**Illustration 5**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MC/MP/MM with work load of 3 hours 45 minutes and upto 5 hours</b>	<b>₹3,635-65-5,585</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,740
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,182
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-2 of TRCA Matrix)	₹12,360
4.	TRCA on 1.7.2019 (Stage-3 of Level-2 of TRCA Matrix)*	12,740

**Illustration 6**

Category of GDS	Pre revised TRCA as on 1.7.2018 (Rs)	Revised TRCA as on 1.7.2018 (Rs)
<b>MD/SV work load of 3 hours</b>	<b>₹2,665-50-4,165</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,815
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,235
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

**Illustration 7**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MD/SV work load of 3 hours 45 mts</b>	<b>₹3,330-60-5,130</b>	<b>₹10,000- 24,470</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,290
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹11,025
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-5 of Level-1 of TRCA Matrix)	₹11,260
4.	TRCA on 1.7.2019 (Stage-6 of Level-1 of TRCA Matrix)*	₹11,600

**Illustration 8**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>MD/SV work load of more than 3 hours 45 mts &amp; upto 5 hrs</b>	<b>₹4,220-75-6,470</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,670
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,002
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-2 of TRCA Matrix)	₹12,360
4.	TRCA on 1.7.2019 (Stage-3 of Level-2 of TRCA Matrix)*	₹12,740

**Illustration 9**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 3 hours</b>	<b>₹2,745-50-4,245</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,845
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,312
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

*Sharan*

**Illustration 10**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 3 hours &amp; 30 mts</b>	<b>₹3,200-60-5,000</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,200
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹8,224
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

**Illustration 11**

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 4 hours</b>	<b>₹3,660-70-5,760</b>	<b>₹12,000-29,380</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,845
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,312
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

**Illustration 12**

Category of GDS	Pre revised TRCA as on 1.7.2018 (Rs)	Revised TRCA as on 1.7.2018 (Rs)
<b>BPM with work load of 4hours &amp; 30 mts</b>	<b>₹4,115-75-6,365</b>	<b>₹14,500-35,480</b>
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,115
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹10,576
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹14,500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹14,940

*Sharma*

**Illustration 13**

Category of GDS		Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 5 hours</b>		<b>₹4,575-85-7,125</b>	<b>₹14,500-35,480</b>
Sl. No.			
1	Assuming the basic TRCA of GDS as on 1.7.2018		₹4,915
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)		₹12,632
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)		₹14,500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*		₹14,940

**Illustration 14**

Category of GDS		Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 5 hours</b>		<b>₹4,575-85-7,125</b>	<b>₹14,500-35,480</b>
Sl. No.			
1	Assuming the basic TRCA of GDS as on 1.7.2018		₹5,850
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)		₹15,035
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-3 of Level-2 of TRCA Matrix)		₹15,390
4.	TRCA on 1.7.2019 (Stage-4 of Level-2 of TRCA Matrix)*		₹15,860

**GDS BPM drawing TRCA of ₹4830 from 1.7.2017 in the TRCA slab of 4575-85-7125 with annual increase of ₹85 on July**

Category of GDS		Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
<b>BPM with work load of 5 hours</b>		<b>₹4,575-85-7,125</b>	<b>₹14,500-35,480</b>
Sl. No.			
1	Assuming the basic TRCA of GDS as on 1.7.2017		₹4830
2	Annual increase of ₹85/- on 1.7.2018		₹4915
3.	TRCA enhanced by fitment factor of 2.57 on ₹4915 (rounded off to the nearest rupee)		₹12632
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.3 above, if not, next stage above to the amount arrived as at Sl No.3 i.e. Stage-1 of Level-2 of TRCA Matrix)		₹14500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*		₹14,940

\*Assuming after completion of 12 months of continuous engagement from 1.7.2018



**Illustrations on the payment for the period 1.1.2016 to 30.6.2018**

**Illustration –I** GDS BPM with a work load of 5 hours in TRCA slab ₹4575-85-7125 with basic TRCA of ₹4575 as on 01.01.2016 (date of annual increase- 1<sup>st</sup> Jan)

Period	Basic TRCA	DA %	No of months	Total Drawn	Basic TRCA raised by 2.57	Total due	Difference	Total amount payable
1.1.16	4575	125	6	61763	11758	70547	8784	
1.7.16	4575	132	6	63684	11758	70547	6863	
1.1.17	4660	136	6	65986	11976	71857	5872	
1.7.17	4660	139	6	66824	11976	71857	5033	
1.1.18	4745	142	6	68897	12195	73168	4271	30821

**Illustration –II** GDS BPM with a work load of 5 hours in TRCA slab ₹4575-85-7125 with basic TRCA of ₹5850 as on 01.01.2016 (date of annual increase- 1<sup>st</sup> Jan)

1.1.16	5850	125	6	78975	15035	90207	11232	
1.7.16	5850	132	6	81432	15035	90207	8775	
1.1.17	5935	136	6	84040	15253	91518	7478	
1.7.17	5935	139	6	85108	15253	91518	6410	
1.1.18	6020	142	6	87410	15471	92828	5418	39313

**Illustration –III** GDS MC with a work load of 3 hours in TRCA slab ₹2295-45-3695 with basic TRCA of ₹2430 as on 01.01.2016 (date of annual increase -1<sup>st</sup> March)

1.1.16	2430	125	3	16403	6245	18735	2333	
1.3.16	2475	125	3	16706	6361	19082	2376	
1.7.16	2475	132	6	34452	6361	38165	3713	
1.1.17	2475	136	3	17523	6361	19082	1559	
1.3.17	2520	136	3	17842	6476	19429	1588	
1.7.17	2520	139	6	36137	6476	38858	2722	
1.1.18	2520	142	3	18295	6476	19429	1134	
1.3.18	2565	142	3	18622	6592	19776	1154	16578

*Shan*

**UNDERTAKING**

I ..... Gramin Dak Sevak (ABPM/BPM) hereby undertake that any excess payment that may be found to have been received by me as a result of incorrect fixation of Time Related Continuity Allowance (TRCA) or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature

.....  
Name (In Block Letters)  
Designation  
Office

Place.....

Date.....



**Instructions on fixation of TRCA in new TRCA matrix and payment of arrears**

The responsibility of fixation of TRCA in the new TRCA matrix with effect from 1.7.2018 **rests with the Divisional Superintendent of Post Offices /RMS units** for all GDS working under their jurisdiction. In respect of GDSs working in independent units like Gazetted HOs in charge of Senior Postmaster/ Chief Postmaster, the fixation will be done by the Senior / Chief PM.

2. The respective authorities shall fix the TRCA of all the GDSs under their jurisdiction with reference to their existing work load, Basic TRCA drawn as on 1.7.2018 and send the names of GDSs with a statement of fixation of TRCA in the new TRCA matrix as on 1.7.2018 as per the given instructions. Obtaining undertaking from the GDS as per proforma in Annexure IV is pre requisite for payment of arrears. The undertaking obtained from the GDSs should be kept in a separate guard file in the Divisional office which should be preserved permanently.

3. Any excess payment made on account of arrears or wrong fixation of TRCA in the new TRCA matrix **will be the responsibility of the Drawing Disbursing Officer**. The officials at fault shall be made accountable, in case of any court cases on over payment of arrears / wrong fixation of TRCA.

4. **The work relating to merging of different TRCA slabs with work load less than 4 hours, and those having workload of 4 ½ hours should be completed and establishment orders to the effect should be issued before 30 June 2018.** The revised TRCA slabs as per Table 1 of this OM shall take effect from 1.7.2018. In case of more than one ABPM is working in a Branch office/ Dak Sevaks in departmental office, those ABPMs/ Dak Sevaks should be assigned designation as ABPM I/ABPM II/ABPM III/Dak Sevak I/Dak Sevak II etc.

5. The Divisional Superintendent shall constitute a special cell, if required, for the purpose. Similarly, the DDOs shall draw the payment from 1.1.2016 to 30.6.2018 by preparing due drawn statement and after adjusting the TRCA including DA already paid, and arrange payment. The calculation of arrears according to instructions at Para-6 may be initiated immediately so as to ensure payment latest by 15<sup>th</sup> July, 2018. Likewise, the process of fixation of TRCA in the new TRCA matrix as at para 2.2 may be completed before 25<sup>th</sup> July 2018. With regard to the payment of arrears, an undertaking in the prescribed format (**Annexure-IV**) should be obtained from each Gramin Dak Sevak and kept on record before disbursement of the arrears.

6. The Divisional Superintendent will arrange to communicate the names of Branch Postmasters and Assistant Branch Postmasters who attend to the combined duty as per the revised rates in Annexure I, which is reproduced below:

BPM for delivery *OR* Mail conveyance work – ₹45/- per day subject to maximum of ₹1170/- per month

BPM for delivery *PLUS* mail conveyance – ₹90/- per day subject to maximum of ₹2340/- per month

ABPM for BPM work – ₹75/- per day subject to a maximum of ₹1950/- per month.

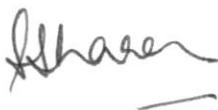
ABPM/Dak Sevak for additional work of another ABPM/Dak Sevak- ₹45/- per day subject to a maximum of ₹1170/-

**The above rates will be for combination of duties of two or more posts borne on the establishment of the concerned Post office.**

7. The Regional Director of Postal Services/ Postmaster General shall carry out verification of 10% fixation of TRCA cases while inspecting the Divisional Office.

8. The Circle Postal Accounts Office shall carry out cent percent verification of fixation of TRCA, consequent on revision, by 31.12.2018. Discrepancies, if any, be got settled on the spot. Excess arrears due to wrong fixation shall be listed and reported to Regional Director of Postal services/ Postmaster General/Chief Postmaster General concerned.

X — X





PTC

No. 4-5/2015-SPB-I

Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg  
New Delhi, dated the 05.06.2015

To

1. All Chief Postmasters General,
2. All Postmaster General,
3. The Director, PSCI, Ghaziabad. 0

Subject: - Department of Posts (Postal Assistants and Sorting Assistant, Group C non-Gazetted)  
Recruitment Rules, 2015.

Sir/Madam,

I am directed to forward herewith a copy of Department of Posts (Postal Assistants and Sorting Assistants, Group C non-Gazetted) Recruitment Rules, 2015 notified in the Gazette of India, Extraordinary, Part-II-Section 3-Sub-section (i) dated 21<sup>st</sup> May, 2015.

2. It is requested that the above mentioned Recruitment Rules may be brought to the notice of all concerned.

Yours faithfully,

Encl:- As above.

(Abhay Kumar)

Assistant Director General (SPN)

Copy for information to:-

1. PPS to Secretary (P)
2. All Members of the Postal Services Board/JS & FA
3. Secretary (PSB)
4. CGM (BD)/ CGM (MB)/ CGM (PLI)
5. All Dy. Directors General/GMs
6. **GM (CEPT) with a request to upload the RRs on India Post Website linked RTI/SI. No. 5 Rule Regulation/RRs**
7. Pr. Director of Audit (Postal), Delhi 110054.
8. Additional Director General, APS, R.K. Puram, New Delhi.
9. Chief Engineer (Civil, HQ)
10. All Directors, Postal Training Centers
11. Ministry of Law and Justice, Legislative Department
12. Lok Sabha Secretariat
13. Rajya Sabha Secretariat
14. All Recognized Unions/Associations/Federations
15. SPB-II/PE-I/PE-II/Admn./PAP/DE/GDS/PCC/SR/PA Wing.



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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संचार एवं सूचना प्रौद्योगिकी मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 21 मई, 2015

**सा.का.नि. 411(अ).**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (डाक सहायक एवं छंटाई सहायक) (समूह 'ग' अराजपत्रित) भर्ती नियम, 2011; डाक विभाग (डाक सहायक, बचत बैंक नियंत्रण/आंतरिक जांच संगठनों में डाक सहायक) (समूह 'ग' अराजपत्रित) भर्ती नियम, 2012; तथा डाक विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, सर्किल एवं क्षेत्रीय कार्यालयों में, डाक सहायक, समूह 'ग' पद भर्ती नियमावली, 2014 को उन बातों के सिवाय, अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है, या करने का लोप किया गया है, डाक विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय में डाक सहायक और छंटाई सहायक के पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. **संक्षिप्त नाम और प्रारंभ** — (1) इन नियमों का संक्षिप्त नाम डाक विभाग (डाक सहायक और छंटाई सहायक समूह 'ग' अराजपत्रित) भर्ती नियम, 2015 है।

(2) ये राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. **पदों की संख्या, उनका वर्गीकरण, वेतन बैंड और ग्रेड वेतन/वेतनमान** :- उक्त पदों की संख्या, उनका वर्गीकरण, वेतन बैंड और ग्रेड वेतन/वेतनमान वे होंगे जो कि उक्त अनुसूची के स्तंभ (2) से (4) में विनिर्दिष्ट हैं।

3. **भर्ती की पद्धति, आयु सीमा, अर्हताएं आदि** :- उक्त पदों पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और उनसे संबंधित अन्य बातें वे होंगी जो उपरोक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।

4. **निरर्हताएं** :- वह व्यक्ति,—

(क) जिसने ऐसे व्यक्ति, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित होते हुए किसी अन्य व्यक्ति से विवाह किया है, उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार के लिए लागू कानून के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेंगे।

6. **शिथिल करने की शक्ति** :- जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेंगी।

6. **व्यावृत्ति** :-इन नियमों की कोई बात ऐसे आरक्षणों, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, पूर्व सैनिकों, अन्य पिछड़े वर्गों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

**अनुसूची**

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन बैंड और ग्रेड वेतन/वेतनमान	चयन पद अथवा गैर चयन पद	सीधी भर्ती के लिए आयु सीमा	सीधी भर्ती के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	सीधी भर्ती हेतु निर्धारित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. डाक सहायक और छंटाई सहायक (विदेश डाक संगठन से भिन्न अन्य डाकघरों में)	120291* (2015) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, ग्रुप 'ग', (अराजपत्रित अननुसचिवीय)	5200-20200 रु. वेतन बैंड - 1 व 2400/- रु. ग्रेड वेतन	चयन	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	नहीं

परिवीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति-सीधी भर्ती अथवा पदोन्नति अथवा प्रतिनियुक्ति /आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने वाले पदों की प्रतिशतता	पदोन्नति/प्रतिनियुक्ति/आमेलन द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे पदोन्नति/प्रतिनियुक्ति / आमेलन किया जाएगा।	यदि विभागीय पदोन्नति समिति मौजूद है, तो इसकी संरचना किस प्रकार की है।	वे परिस्थितियां जिनमें भर्ती करने से पहले संघ लोक सेवा आयोग से परामर्श करना आवश्यक है।
(9)	(10)	(11)	(12)	(13)
दो वर्ष	(क) (i) सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा पदों का 50 प्रतिशत और जिसके न हो सकने पर (ii) निम्नलिखित शर्तों पर भर्ती डिवीजन अथवा यूनिट के ग्रामीण डाक सेवकों की सीधी भर्ती द्वारा उन रिक्तियों को ऐसे ग्रामीण डाक सेवकों* में से संबंधित परीक्षा के आधार पर भरा जाएगा जो संबंधित वर्ष की अप्रैल की 1 तारीख को भरी नहीं गई हैं: (क) किसी मान्यताप्राप्त विश्वविद्यालय/बोर्ड से 10+2 कक्षा अथवा 12वीं कक्षा पास होना चाहिए और न्यूनतम पांच वर्षों की सेवा पूरी की हो; (ख) उन्हें अधिकतम 30 वर्ष का होना चाहिए (समय-समय पर भारत सरकार द्वारा यथा अधिसूचित विभिन्न प्रवर्गों के लिए शिथिलनीय) जिसके न हो सकने पर (iii) सेना डाक सेवा में नियुक्ति के लिए डाकिया/मेल गार्ड/डिस्पैच राइडर/बहुकार्य कर्मचारिवृंद संवर्ग से सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से तथा रिक्त वाले वर्ष की पहली अप्रैल को निम्नलिखित शर्तों के पूरा किए जाने पर भर्ती डिवीजन अथवा यूनिट के ग्रामीण डाक सेवकों के लिए सीमित, प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा उम्मीदवारों का चयन: (क) किसी मान्यताप्राप्त विश्वविद्यालय/बोर्ड से 10+2 कक्षा अथवा 12वीं कक्षा पास होना चाहिए और न्यूनतम पांच वर्षों की सेवा पूरी की हो; (ख) उन्हें अधिकतम 30 वर्ष का होना चाहिए (समय-समय पर भारत सरकार द्वारा यथा	प्रोन्नति द्वारा: 1. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 2000 रु. के ग्रेड वेतन के वेतन बैंड-1 में डाकिया/मेल गार्ड - ग्रेड में तीन वर्षों की नियमित सेवा। 2. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 1900 रु. के ग्रेड वेतन के वेतन बैंड-1 में डिस्पैच राइडर - ग्रेड में पांच वर्षों की नियमित सेवा के साथ जिसके अंतर्गत नियमित आधार पर तत्कालीन समूह 'घ' पद पर की गई नियमित सेवा भी है। 3. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 1800 रु. के ग्रेड वेतन के वेतन बैंड-1 में बहुकार्य कर्मचारिवृंद ग्रेड में पांच वर्षों की नियमित सेवा के साथ जिसके अंतर्गत नियमित आधार पर तत्कालीन समूह 'घ' पर पर की गई नियमित सेवा भी है।	विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए):- (i) वरिष्ठ अधीक्षक डाकघर/ अधीक्षक डाकघर - अध्यक्ष (ii) दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

	<p>अधिसूचित विभिन्न प्रवर्गों के लिए शिथिलनीय है) जिसके न हो सकने पर</p> <p>(ग) डाक विभाग / सेना डाक सेवा द्वारा निर्धारित स्वस्थता मानदंडों के अनुसार चिकित्सा आधार पर स्वस्थ होना चाहिए</p> <p>(घ) सेना डाक सेवा में तब तक कार्य करने का इच्छुक हो जब तक सेना डाक सेवा में उनकी सेवाएं अपेक्षित हों; जिसके न हो सकने पर</p> <p>(iv) आगामी वर्ष की सीधी भर्ती।</p> <p>* ग्रामीण डाक सेवक सिविल पद धारक हैं परन्तु वे नियमित सिविल सेवा से बाहर हैं जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा होगी।</p> <p>(ख) 50 प्रतिशत सीधी भर्ती द्वारा</p> <p>स्पष्टीकरण :- नियमित कर्मचारियों और ग्रामीण डाक सेवकों के लिए विभागीय परीक्षा, डाक विभाग द्वारा समय-समय पर आवेदकों की लघु सूची तैयार करने के मानदंड, पाठ्यक्रम और परीक्षा के पैटर्न आदि के संबंध में जारी अनुदेशों के द्वारा नियंत्रित होगी।</p>			
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2. दिल्ली, कोलकाता, चेन्नई और मुंबई में विदेश डाक संगठनों में डाक सहायक और छंटाई सहायक	457*(2015) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, ग्रुप 'ग', (अराजपत्रित अननुसचिवीय)	5200-20200 रु. वेतन बैंड - 1 व 2400/- रु. ग्रेड वेतन	चयन	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	नहीं

(9)	(10)	(11)	(12)	(13)
दो वर्ष	<p>(क) (i) सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा पदों का 50 प्रतिशत, जिसके न होने पर,</p> <p>(ii) आगामी वर्ष की सीधी भर्ती।</p> <p>(ख) सीधी भर्ती द्वारा 50 प्रतिशत</p> <p>स्पष्टीकरण :- प्रोन्नति के लिए परीक्षा, डाक विभाग द्वारा समय-समय पर आवेदकों की लघु सूची तैयार करने के मानदंड, पाठ्यक्रम और परीक्षा के पैटर्न आदि के संबंध में जारी अनुदेशों के द्वारा नियंत्रित होगी।</p>	<p>प्रोन्नति द्वारा:</p> <p>1. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 1900 रु. के ग्रेड वेतन के वेतन बैंड-1 में डिस्पैच राइडर - ग्रेड में पांच वर्षों की नियमित सेवा के साथ जिसके अंतर्गत नियमित आधार पर तत्कालीन समूह 'घ' पद पर की गई नियमित सेवा भी है।</p> <p>2. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 1800 रु. के ग्रेड वेतन के वेतन बैंड-1 में बहुकार्य कर्मचारिवृद्ध ग्रेड में पांच वर्षों की नियमित सेवा के साथ जिसके अंतर्गत नियमित आधार पर तत्कालीन समूह 'घ' पर की गई नियमित सेवा भी है।</p>	<p>विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए):-</p> <p>(i) निदेशक, डाक सेवा - अध्यक्ष</p> <p>(ii) दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य</p>	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3. डाक सहायक (बचत बैंक नियंत्रण और आंतरिक जांच संगठन)	3863*(2015) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, ग्रुप 'ग', (अराजपत्रित अननुसचिवीय)	5200-20200 रु. वेतन बैंड - 1 व 2400/- रु. ग्रेड वेतन	चयन	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	नहीं

(9)	(10)	(11)	(12)	(13)
दो वर्ष	सीधी भर्ती	लागू नहीं	ग्रुप 'ग' विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए):— (i) निदेशक, डाक सेवा - अध्यक्ष (ii) दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4. डाक सहायक (सर्किल और क्षेत्रीय कार्यालय)	4464*(2015) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, ग्रुप 'ग', (अराजपत्रित) अननुसचिवीय)	5200-20200 रु. वेतन बैंड - 1 व 2400/- रु. ग्रेड वेतन	चयन	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	उच्चतर माध्यमिक स्तर (10+2) परीक्षा के लिए समय-समय पर जारी कर्मचारी चयन आयोग द्वारा अधिसूचना के अनुसार	नहीं

(9)	(10)	(11)	(12)	(13)
दो वर्ष	(क) (i) सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा पदों का 25 प्रतिशत, जिसके न होने पर (ii) आगामी वर्ष की सीधी भर्ती द्वारा। (ख) सीधी भर्ती द्वारा 75 प्रतिशत स्पष्टीकरण :- प्रोन्नति के लिए परीक्षा, डाक विभाग द्वारा समय-समय पर आवेदकों की लघु सूची तैयार करने के मानदंड, पाठ्यक्रम और परीक्षा के पैटर्न आदि के संबंध में जारी अनुदेशों के द्वारा नियंत्रित होगी।	प्रोन्नति द्वारा: 1. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 1900 रु. के ग्रेड वेतन के वेतन बैंड-1 में डिस्पैच राइडर - ग्रेड में पांच वर्षों की नियमित सेवा के साथ जिसके अंतर्गत नियमित आधार पर तत्कालीन समूह 'घ' पद पर की गई नियमित सेवा भी है। 2. संबंधित यूनिट/डिवीजन में 5200-20200 रु. + 1800 रु. के ग्रेड वेतन के वेतन बैंड-1 में बहुकार्य कर्मचारिवृंद ग्रेड में पांच वर्षों की नियमित सेवा के साथ जिसके अंतर्गत नियमित आधार पर तत्कालीन समूह 'घ' पर की गई नियमित सेवा भी है। नोट: प्रोन्नति के लिए न्यूनतम अर्हक सेवा की गणना करने के लिए, किसी अधिकारी द्वारा 1 जनवरी, 2006 (वह तारीख जिससे छठवें केन्द्रीय वेतन आयोग की सिफारिशों को लागू किया गया है) से नियमित आधार पर की गई सेवा को वेतन आयोग की सिफारिशों के आधार पर समनुरूप वेतन/वेतनमान में की गई सेवा समझा जाएगा।	विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए):— (i) वरिष्ठ अधीक्षक डाकघर/ अधीक्षक डाकघर - अध्यक्ष (ii) दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

[फा. सं. 4-5/2015-एसपीबी-1]

एन. टी. पेटे, निदेशक (एसपीएन)

## MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

## (Department of Posts)

## NOTIFICATION

New Delhi, the 21st May, 2015

**G.S.R. 411(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postal Assistant and Sorting Assistant) (Group 'C' Non-Gazetted), Recruitment Rules, 2011; the Department of Posts (Postal Assistant in Savings Bank Control and Internal Check Organisations Group 'C' Non-Gazetted posts) Recruitment Rules, 2012; and the Ministry of Communications and Information Technology, Department of Posts, Circle and Regional Offices, Postal Assistant, Group 'C' Post Recruitment Rules, 2014 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Postal Assistant and Sorting Assistant in the Department of Posts, Ministry of Communications and Information Technology, namely :—

**1. Short title and Commencement.**—(1) These rules may be called the Department of Posts (Postal Assistant and Sorting Assistants Group 'C' Non-Gazetted) Recruitment Rules, 2015.

(2) They shall come into force on the date of their publication in the official Gazette.

**2. Number of posts, their classification and Pay Band and Grade Pay/Pay Scale.**—The number of Posts, their classification and the pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit, qualifications etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

**4. Disqualification.**—No person,—

- (a) who, has entered into or contracted a marriage with a person having a spouse living; or  
 (b) who, having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to Relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving.**—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-serviceman, other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**SCHEDULE**

Name of post	Number of posts	Classification.	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Postal Assistant and Sorting Assistant (in offices other than Foreign Post Organisation).	120291* (2015) *Subject to variation dependent on work load.	General Central Service, Group 'C' (Non-Gazetted-Ministerial).	Rs.5200-20200 PB-I Grade Pay of Rs. 2400/-	Selection.	As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	No

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(9)	(10)	(11)	(12)	(13)
Two Years	(A) (i) 50% of the posts by promotion through a Limited Departmental Competitive Examination, failing which by  (ii) direct recruitment of Gramin Dak Sevaks* of the recruiting division or unit on fulfilling the following conditions, as on	Promotion: 1. Postman/Mail Guard, in the Pay Band I of Rs. 5200-20200 +Grade Pay of Rs. 2000/- of the concerned	Departmental Promotion Committee (for considering confirmation): (i) Senior Superintendent of Post Offices/Superintendent	Consultation with Union Public Service Commission not necessary.

2256 5/15-2

<p>the 1<sup>st</sup> day of April of the year to which the vacancy(ies) pertain to, on the basis of examination limited to such Gramin Dak Sevaks:</p> <p>(a) 10+2 standard or 12<sup>th</sup> class pass from a recognized University/Board and have put in a minimum service of five years;</p> <p>(b) Should be within 30 years of age (relaxable for different categories as notified by the Government of India from time to time.);</p> <p>failing which</p> <p>(iii) For joining Army Postal Service, selection of candidates through a Limited Departmental Competitive Examination from Postman/Mail Guard/Despatch Rider/Multi Tasking Staff cadres and direct recruitment on the basis of competitive examination restricted to the Gramin Dak Sevaks of the recruiting Division or Unit on fulfilling the following conditions, as on the 1<sup>st</sup> day of April of the year to which the vacancy(ies) pertain:</p> <p>(a) 10+2 standard or 12<sup>th</sup> class pass from a recognized University/Board and have put in a minimum service of three years;</p> <p>(b) Should be within 30 years of age (relaxable for different categories as notified by the Government of India from time to time.);</p> <p>(c) Found medically fit as per the fitness criteria fixed by the Department of Posts/APS from time to time;</p> <p>(d) Willing to serve in APS till his/her services are required in the APS;</p> <p>failing which by</p> <p>(iv) Direct recruitment of next year.</p> <p>*Gramin Dak Sevaks are holder of Civil Posts but they are outside the regular Civil Service due to which their appointment will be by direct recruitment.</p> <p>(B) 50% by direct recruitment.</p> <p><b>Explanation.</b>—Departmental examinations for regular employees and for Gramin Dak Sevaks shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time.</p>	<p>Unit/Division with three years of regular service in the Grade.</p> <p>2. Despatch Rider in the Pay Band 1 of Rs. 5200-20200 +Grade Pay of Rs. 1900/- of the concerned</p> <p>Unit/Division with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p> <p>3. Multi Tasking Staff, in the Pay Band 1 of Rs. 5200-20200 +Grade Pay of Rs. 1800/-, of the concerned</p> <p>Unit/Division with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p>	<p>of Post Offices</p> <p>-Chairman</p> <p>(ii) Two Group 'B' (Gazetted) Officers</p> <p>-Members.</p>	
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2. Postal Assistant and Sorting Assistant in the Foreign Post Organisations in Delhi, Kolkata, Chennai and Mumbai.	457* (2015) *Subject to variation dependent on work load.	General Central Service, Group 'C' (Non-Gazetted-Ministerial)	Rs. 5200-20200 PB-I Grade Pay of Rs. 2400/-	Selection	As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	(As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	No

(9)	(10)	(11)	(12)	(13)
Two Years	(A) (i) 50% of the posts by promotion through a Limited Departmental Competitive Examination, failing which by (ii) Direct recruitment of next year. (B) 50% by direct recruitment.  <b>Explanation.</b> —The examinations for promotion shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time.	<b>Promotion:</b> 1. Despatch Rider, in the Pay Band 1 of Rs. 5200-20200 +Grade Pay of Rs. 1900/- of the concerned Unit/Division with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis. 2. Multi Tasking Staff, in the Pay Band 1 of Rs. 5200-20200 +Grade Pay of Rs. 1800/-, of the concerned Unit/Division with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.	Departmental Promotion Committee (for considering confirmation): (i) Director Postal Services -Chairman (ii) Two Group 'B' (Gazetted) Officers -Members.	Consultation with Union Public Service Commission not necessary

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3. Postal Assistant (Savings Bank Control and Internal Check Organisations).	3863* (2015) *Subject to variation dependent on work load.	General Central Service, Group 'C' (Non-Gazetted-Ministerial).	Rs. 5200-20200 PB-I Grade Pay of Rs. 2400/-	Selection	As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	(As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	No

(9)	(10)	(11)	(12)	(13)
Two Years	Direct Recruitment.	Not applicable	Group 'C' Departmental Promotion Committee (for considering confirmation): (i) Director Postal Services -Chairman (ii) Two Group 'B' (Gazetted) Officers -Members.	Consultation with Union Public Service Commission not necessary.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4. Postal Assistant (Circle and Regional Offices).	4464* (2015) *Subject to variation dependent on work load.	General Central Service, Group 'C' (Non-Gazetted-Ministerial).	Rs. 5200-20200 PB-I Grade Pay of Rs. 2400/-	Selection	As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	(As per notification issued by Staff Selection Commission from time to time for Higher Secondary Level (10+2) Examination.	No

(9)	(10)	(11)	(12)	(13)
Two Years	(A) (i) Twenty five per cent of the posts by promotion through a Limited Departmental Competitive Examination, failing which by (ii) Direct recruitment of next year. (B) Seventy five per cent by direct recruitment. <b>Explanation.</b> —The examinations for promotion shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time	Promotion: Multi Tasking Staff in pay band-I of Rs. Rs. 5200-20200 plus grade pay of Rs. 1800, of the concerned Circle Office or Regional Office with five years regular service in the grade including any regular service put in the erstwhile Group 'D'.	Group 'C' Departmental Promotion Committee (for considering confirmation): (i) Director Postal Services -Chairman (ii) Two Group 'B' (Gazetted) Officers -Members.	Consultation with Union Public Service Commission not necessary.

[No. 4-5/2015-SPB-I]

N. T. PAITE, Director (SPN)

No. 03-02/2017-SPB-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi, dated 24.09.2018

To,

1. All Chief Postmasters General
2. All Postmasters General
3. Director, PSCI, Ghaziabad

Subject: Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018

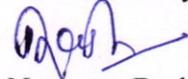
Madam/Sir,

I am directed to forward herewith a copy of recruitment rules for the post of Postman and Mail Guard dated 20.09.2018 notified in the Official Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i).

2. It is requested that the provisions of recruitment rules may be brought to the notice of all concerned.

Encl: As above

Yours faithfully,



(Satya Narayana Dash)  
Assistant Director General (SPN)

Copy for information to:

1. Secretary (Posts)
2. Secretary (PSB)
3. All Members of the Postal Service Board
4. CGM (BD) / CGM (MB) / CGM (PLI)
5. All Deputy Directors General
6. Director, RAKNPA Ghaziabad
7. SPB-II Section/ GDS Section/ DE Section
8. Director (CEPT), Mysore for uploading the letter along with the Recruitment Rules of Postman and Mail Guard in the India Post website.



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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नई दिल्ली, बृहस्पतिवार, सितम्बर 20, 2018/भाद्र 29, 1940

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NEW DELHI, THURSDAY, SEPTEMBER 20, 2018/BHADRA 29, 1940

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 20 सितम्बर, 2018

**सा.का.नि. 899(अ).**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (पोस्टमैन और मेलगार्ड) भर्ती नियम, 2010 को उन बातों के सिवाय अधिक्रांत करते हुए जिन्हें अधिक्रमण से पूर्व किया गया है अथवा करने का लोप किया गया है, संचार मंत्रालय के डाक विभाग में पोस्टमैन और मेलगार्ड के पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

- संक्षिप्त नाम और प्रारंभ.**— (1) इन नियमों का संक्षिप्त नाम डाक विभाग, पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 होगा।  
(2) ये सरकारी राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- पदों की संख्या, वर्गीकरण और वेतन मेट्रिक्स में स्तर.**—पदों की संख्या, उनका वर्गीकरण और उससे संलग्न वेतन मेट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।
- भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि.**—भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

**4. निरर्हता - वह व्यक्ति.—**

- (क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है, या विवाह की संविदा की है, या
- (ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है, या विवाह की संविदा की है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन में छूट दे सकेगी।

**5. सेना डाक सेवा में सेवा प्रदान करने हेतु भर्ती.—**विनिर्दिष्ट अनुसूची में उल्लिखित पद पर किसी व्यक्ति की नियुक्ति होने पर, वह भारत या विदेश में, जैसा भी अपेक्षित होगा, सेना डाक सेवा में कार्य करने का पात्र होगा।

**6. शिथिल करने की शक्ति.—**जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत आदेश द्वारा शिथिल कर सकेगी।

**7. व्यावृत्ति.—**इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों/अनुसूचित जनजातियों, भूतपूर्व सैनिकों, अन्य पिछड़ा वर्गों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

**अनुसूची**

पद का नाम	पद संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन अथवा गैर-चयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु-सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं
1	2	3	4	5	6	7	8
1. पोस्टमैन	45899* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित, अननुसचिवीय	वेतन मेट्रिक्स में स्तर 3 (21700-69100 ₹.)	अचयन	(i) 18 से 27 वर्ष के बीच (केन्द्र सरकार द्वारा समय-समय पर जारी किए गए अनुदेशों के अनुसार अनुसूचित जाति अथवा अनुसूचित जनजाति अथवा अन्य पिछड़ा वर्ग के अभ्यर्थियों और सरकारी कर्मचारियों के लिए शिथिल की जा सकती है)।	(i) किसी मान्यता प्राप्त बोर्ड से 12वीं कक्षा पास  (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा	नहीं

				<p><b>टिप्पण:</b> (i) आयु सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में उम्मीदवारों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख प्रभाग, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा हिमाचल प्रदेश के चंबा जिले के पांगी उप प्रभाग, अंडमान तथा निकोबार द्वीप समूह व लक्षद्वीप के उम्मीदवारों के लिए विहित की गई है)।</p> <p>(ii) ग्रामीण डाक सेवकों* के लिए आयु सीमा रिक्ति (रिक्तियों) वाले वर्ष की पहली जनवरी को पचास वर्ष अथवा भारत सरकार समय-समय पर जारी दिशा निर्देशों के अनुसार है (अनुसूचित जाति या अनुसूचित जनजाति से संबद्ध उम्मीदवारों के लिए पांच वर्ष तक की छूट है और अन्य पिछड़ा वर्ग के उम्मीदवारों को तीन वर्ष तक की छूट प्राप्त है)।</p> <p>*ग्रामीण डाक सेवक सिविल पद धारक हैं परन्तु वे नियमित सिविल सेवा से बाहर हैं जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा होगी।</p>	<p>की जानकारी। अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य/संघ राज्य क्षेत्र की स्थानीय भाषा वही होगी, जो डाक विभाग द्वारा प्रकाशित की गई हो।</p> <p>(iii) कंप्यूटर पर कार्य करने संबंधी जानकारी।</p> <p>(iv) उम्मीदवार के पास द्विपहिया अथवा हल्के मोटर वाहन चलाने का वैध लाइसेंस होना चाहिए दिव्यांग जनों को लाइसेंस धारित करने की शर्त से छूट दी जा सकती है।</p>
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परिचीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जानी वाली रिक्तियों की प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
9	10	11	12	13
सीधी भर्ती के मामले में : दो वर्ष तथा	(i) 25% भर्ती करने वाले डाक प्रभाग के बहुकार्य कर्मचारिवृन्द में से ज्येष्ठता और फिटनेस के आधार पर प्रोन्नति द्वारा,	(i) रिक्ति वाले वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में	विभागीय प्रोन्नति समिति (प्रोन्नति/पुष्टि पर विचार करने के लिए):	लागू नहीं होता

<p>डाक विभाग द्वारा विहित अनिवार्य प्रशिक्षण सफलतापूर्वक पूरा किया हो।</p>	<p>जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) 25% भर्ती करने वाले डाक प्रभाग के बहुकार्य कर्मचारिवृंद में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर;-</p> <p>(ख) सर्कल के अन्य सभी डाक प्रभागों के बहुकार्य कर्मचारिवृंद में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर;-</p> <p>(ग) सर्कल के रेल मेल सेवा प्रभागों के बहुकार्य कर्मचारिवृंद में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(iii) (क) 50% भर्ती करने वाले डाक प्रभाग के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(ख) सर्कल के अन्य सभी डाक प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(ग) सर्कल के सभी रेल मेल सेवा प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p>	<p>बहुकार्य कर्मचारिवृंद के रूप में छः वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-स्वस्थता के आधार पर प्रोन्नति द्वारा।</p> <p>(ii) रिक्ति वाले वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में बहुकार्य कर्मचारिवृंद के रूप में तीन वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीमित विभागीय प्रतियोगिता के आधार पर प्रोन्नति द्वारा।</p> <p><b>टिप्पण:</b> जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने से ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p>	<p>1. प्रभाग प्रमुख- <b>अध्यक्ष</b></p> <p>2. दो समूह 'ख' (राजपत्रित) अधिकारी - <b>सदस्य</b></p>	
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<p>(घ) डाक विभाग द्वारा समय-समय पर जारी स्कीम के अनुसार ओपन मार्केट से सीधी भर्ती द्वारा टिप्पणः</p> <p>(1) प्रोन्नति हेतु सीमित विभागीय प्रतियोगिता परीक्षा की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।</p> <p>(2) प्रतियोगिता परीक्षा के आधार पर ग्रामीण डाक सेवकों की सीधी भर्ती तथा ओपन मार्केट से सीधी भर्ती की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।</p>			
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पद का नाम	पद संख्या	वर्गीकरण	वेतन बैंड और ग्रेड वेतन अथवा वेतनमान	चयन अथवा गैर-चयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य बर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु-सीमा और शैक्षिक बर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं
1	2	3	4	5	6	7	8
2. मेलगार्ड	1870* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'ग', अराजपत्रित, अननुसचिवीय	वेतन मेट्रिक्स में स्तर 3 (21700-69100 ₹)	अचयन	(i) 18 से 27 वर्ष के बीच (केन्द्र सरकार द्वारा समय-समय पर जारी किए गए अनुदेशों के अनुसार अनुसूचित जाति अथवा अनुसूचित जनजाति अथवा अन्य पिछड़ा वर्ग के अभ्यर्थियों और सरकारी कर्मचारियों के लिए शिथिल की जा सकती है)। <b>टिप्पणः</b> (i) आयु सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में उम्मीदवारों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख प्रभाग,	(i) किसी मान्यता-प्राप्त बोर्ड से 12वीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य या संघ राज्य क्षेत्र की स्थानीय भाषा वही	नहीं

				<p>हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा हिमाचल प्रदेश के चंबा जिले के पांगी उप प्रभाग, अंडमान तथा निकोबार द्वीप समूह व लक्षद्वीप के उम्मीदवारों के लिए विहित की गई है।</p> <p>(ii) ग्रामीण डाक सेवकों* के लिए आयु सीमा रिक्तियों वाले वर्ष की पहली जनवरी को पचास वर्ष अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार है (अनुसूचित जाति या अनुसूचित जनजाति से संबद्ध उम्मीदवारों के लिए पांच वर्ष तक की छूट है और अन्य पिछड़ा वर्ग के उम्मीदवारों को तीन वर्ष तक की छूट प्राप्त है)।</p> <p>*ग्रामीण डाक सेवक सिविल पद धारक हैं परन्तु वे नियमित सिविल सेवा से बाहर हैं जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा होगी।</p>	<p>होगी, जो डाक विभाग द्वारा प्रकाशित की गई हो।</p> <p>(iii) कंप्यूटर पर कार्य करने संबंधी जानकारी।</p>	
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परिबीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जानी वाली रिक्तियों की प्रतिशतता	प्रोन्नति / प्रतिनियुक्ति /आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति / प्रतिनियुक्ति / आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
9	10	11	12	13
सीधी भर्ती के मामले में : दो वर्ष और डाक विभाग द्वारा विहित अनिवार्य प्रशिक्षण सफलतापूर्वक पूरा किया हो।	<p>(i) 25% भर्ती करने वाले रेल मेल सेवा प्रभाग के ऐसे बहुकार्य कर्मचारिवृन्द में से ज्येष्ठता और स्वस्थता के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) 50% भर्ती करने वाले रेल मेल सेवा प्रभाग के बहुकार्य कर्मचारिवृन्द में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर;-</p> <p>(ख) सर्कल के भर्ती करने वाले अन्य सभी रेल मेल सेवा प्रभागों के बहुकार्य कर्मचारिवृन्द में</p>	<p>(i) रिक्ति वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में बहुकार्य कर्मचारिवृन्द के रूप में छ: वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-स्वस्थता के आधार पर प्रोन्नति द्वारा।</p>	<p>विभागीय प्रोन्नति समिति (प्रोन्नति/पुष्टि पर विचार करने के लिए):</p> <ol style="list-style-type: none"> <li>1. प्रभाग प्रमुख -अध्यक्ष</li> <li>2. दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य</li> </ol>	लागू नहीं होता

<p>से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर</p> <p>(ग) सर्कल के डाक प्रभागों के बहुकार्य कर्मचारिवृन्द में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(iii) (क) 25% भर्ती करने वाले रेल मेल सेवा प्रभाग के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;-</p> <p>(ख) सर्कल के अन्य सभी रेल मेल सेवा प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(ग) सर्कल के सभी डाक प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(घ) डाक विभाग द्वारा समय-समय पर जारी स्कीम के अनुसार ओपन मार्केट से सीधी भर्ती द्वारा</p> <p><b>टिप्पणः</b></p> <p>(1) प्रोन्नति हेतु सीमित विभागीय प्रतियोगिता परीक्षा की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।</p>	<p>(ii) रिक्ति वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में बहुकार्य कर्मचारिवृन्द के रूप में तीन वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीमित विभागीय प्रतियोगिता के आधार पर प्रोन्नति द्वारा।</p> <p><b>टिप्पणः</b> जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने से ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p>		
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	(2) प्रतियोगिता परीक्षा के आधार पर ग्रामीण डाक सेवकों की सीधी भर्ती तथा ओपन मार्केट से सीधी भर्ती की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।			
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[फा. सं. 03-02/2017-एसपीबी-1]

जी. राजीव, निदेशक (एसपीएन)

## MINISTRY OF COMMUNICATIONS

(DEPARTMENT OF POSTS)

### NOTIFICATION

New Delhi, the 20th September, 2018

**G.S.R 899(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postman and Mail Guard) Recruitment Rules, 2010 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Postman and Mail Guard in the Department of Posts, Ministry of Communications, namely:-

**1. Short title and commencement.**—(1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and level in the pay matrix.**—The number of posts, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age-limit, qualifications, etc.**—The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the said Schedule.

**4. Disqualification.**— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other ground for doing so, exempt any person from the operation of this rule.

**5. Recruitment to serve in the Army Postal Service.**—Any person appointed to the posts specified in the Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.

**6. Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**7. Savings.**—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**SCHEDULE**

Name of post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Postman.	45899* (2018) *Subject to variation on dependent workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix. (Rs. 21700 to Rs. 69100)	Non-selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to the Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fifty years as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years</p>	<p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p> <p>(iv) Candidates should have a valid license of two-wheeler or light motor vehicle. Persons with Disability may be exempted from the possession of licence.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

and for those belonging to other Backward Castes up to three years).  *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.			
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Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances under which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Postal Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 25% by promotion from Multi Tasking Staff of the recruiting Postal Division on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) (a) 50% by direct recruitment on the basis of Competitive</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the pay matrix with three years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p><b>Note:</b> Where juniors who have completed</p>	<p><b>Departmental Promotion Committee (for considering promotion / confirmation)</b></p> <p>1. Divisional Head —Chairperson</p> <p>2. Two Group 'B' (Gazetted) Officer —Members</p>	Not applicable

<p>Examination limited to Gramin Dak Sevaks* of the recruiting Postal Division, who have worked regularly for five years in that capacity, as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p><b>Note:-</b></p> <p>1: The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p>	<p>their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>		
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2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.			
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(1)	(2)	(3)	(4)	(5)
2. Mail Guard.	1870* (2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix (Rs. 21700 to Rs. 69100)	Non-selection.

(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fifty years as on the 1<sup>st</sup> day of</p>	<p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied the local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

<p>January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years).</p> <p>*Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>			
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(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Railway Mail Service Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 50% by promotion from Multi Tasking Staff of the recruiting Railway Mail Service Division, on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the Pay Matrix with three years regular service as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p><b>Note:</b> Where juniors who have completed</p>	<p><b>Departmental Promotion Committee (for considering promotion / confirmation)</b></p> <ol style="list-style-type: none"> <li>1. Divisional Head —Chairperson</li> <li>2. Two Group 'B' (Gazetted) Officer —Members</li> </ol>	<p>Not applicable</p>

<p>(iii) (a) 25% by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of the recruiting Railway Mail Service Division, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p><b>Note:-</b></p> <p>1: The scheme for Limited Departmental Competitive</p>	<p>their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>		
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<p>Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p> <p>2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.</p>			
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[F. No. 03-02/2017-SPB-I]  
G. RAJEEV, Director (SPN)

**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY**  
**[DEPARTMENT OF POSTS]**  
**DAK BHAWAN, SANSAD MARG, NEW DELHI-110116.**

**NO. 6-11/2009-PE.II.**

**NEW DELHI, DATED THE 1<sup>ST</sup> APRIL, 2011.**

**NOTIFICATION**  
**(PROVISIONAL)**

**PREAMBLE**

**F. No. 6-11/2009-PE.II.-** Gramin Dak Sevak Committee, headed by Shri R. S. Nataraja Murti, Retired Member of the Postal Services Board, in its Report, (October, 2008), had *inter alla* recommended introduction of a Service Discharge Benefit Scheme, in place of the existing Severance Amount scheme, on an optional basis for the Gramin Dak Sevaks. The Government has examined the recommendations in consultation with the Pension Fund Regulatory and Development Authority (PFRDA) and accepted the recommendations of the Committee. The Government, therefore, decided to introduce a new **Service Discharge Benefit Scheme (SDBS), 2011 with effect from the 1<sup>st</sup> April, 2011.** The new Scheme is based on the NPS-Lite Scheme, 2010, introduced by PFRDA for the workers' groups of unorganized sector, small investors, all Citizens of India with certain modifications in order to suit the requirements of the Department as well as the Gramin Dak Sevaks (GDS). The scheme shall utilize the platform of NPS-Lite Scheme for the purpose of registration, record keeping, funds management, etc., in accordance with the relevant Rules and Regulations/Instructions Issued from time to time by the PFRDA, Security and Exchange Board of India (SEBI), Reserve Bank of India (RBI), Ministry of Finance, Government of India in this regard.

**PART I – INTRODUCTORY**

- 1. THE SCHEME.-** (a) The scheme shall be called the "Service Discharge Benefit Scheme, 2011", hereinafter mentioned as the "SDBS".  
(b) The scheme shall come into effect with effect from the **1<sup>st</sup> day of the month of April, 2011.**
- 2. DEFINITIONS.-** In these regulations, unless the context otherwise requires,-
  - (a) "Accumulations", means the total/aggregate amount available at in a Permanent Retirement Account of a beneficiary/subscriber plus the accrued severance amount, if any, from the date of appointment to the date of enrollment of a GDS beneficiary in SDBS at a given point of time;
  - (b) "Aggregator-Cum-Accounts Office"(AO), for the purpose of SDBS, means an office of General Manager (Postal Accounts and Finance) and/or the office of Director of Accounts (Postal), also known as Circle/Postal Accounts Offices (C/AO) of the Department of Posts;
  - (c) "GDS Beneficiary/Subscriber" means the Gramin Dak Sewak, who has been enrolled under the Scheme.

- (d) **"Annuity/Life Annuity"**, means the Annuity Scheme of a Life Insurance Company, approved by Insurance Regulatory & Development Authority to be purchased mandatorily by the subscriber/beneficiary at the time of exit from the scheme;
- (e) **"Collection Centre"(CC)**, for the purpose of SDBS, means an Office of Director, Senior/Superintendent of Post Offices/Head of a Postal Division in the Department of Posts;
- (f) **"CRA"** means the **Central Record Keeping Agency**, appointed by the **PFRDA** to keep and maintain individual records and data of each and every Subscriber/beneficiary under the NPS-Lite as well as SDBS;
- (g) **"Custodian"** means a company/agency, responsible for holding assets of the NPS Trust; presently the Stockholding Corporation of India Limited (**SCIL**);
- (h) **"Department"**, means the Department of Posts, New Delhi;
- (i) **"Depository Account"**, means the account opened, maintained and operated by the Portfolio/Fund Managers with any Depository or Depository Participant registered under the **SEBI** (Depositories and Participants) Regulations, 1996, which shall exclusively deal with the Portfolio of the **SDBS**;
- (j) **"Director General (Posts)"**, means the Director General, Department of Posts, of the Central Government who is also the Chairperson of the Postal Services Board and Ex-officio Secretary to the Government of India;
- (k) **"Divisional Head"**, means the head of a Postal Division viz: Director, Senior/Superintendent of Post Offices (**Dir./SSPOs/SPOs.**);
- (l) **"Facilitation Centre"**, means a Facilitation Centre of the Central Record Keeping Agency (CRA), functioning anywhere in the country;
- (m) **"Gramin Dak Sevak (GDS)"**, means the Gramin Dak Sevaks engaged in various offices in the Department of Posts on regular basis in accordance with the GDS (Conduct and Employment) Rules, 2001, as amended from time to time;
- (n) **"New Pension Scheme (NPS)"**, means the New Pension Scheme, introduced by the Ministry of Finance, Department of Economic Affairs, and regulated by the **PFRDA**, for the Central Government Departmental Employees;
- (o) **"NPS-Lite"**, means the NPS-Lite Pension Scheme, launched as an initiative of the Pension Fund Regulatory and Development Authority (PFRDA) of India for the benefit of senior citizens, small investors and workers in the unorganized sector, vide **PFRDA's** NPS-Lite Office document, issued under National Pension System (**NPS**);
- (p) **"NPS Trust"**, means the New Pension System Trust, established by PFRDA under Indian Trust Act, 1862, which will administer the "National Pension System";
- (q) **"Oversight Office"(OO)**, for the purpose of SDBS, means the Office of Director General, Department of Posts, New Delhi;

- (r) **"PFRDA"**, means the **Pension Fund Regulatory and Development Authority of India**;
- (s) **"Pension Fund Manager (PFM)"**, means the company and/or agency appointed by **PFRDA** to render Fund management services for management of the Funds under various Pension Fund Schemes Including **SDBS**, as per laid down terms and conditions;
- (t) **"PRA"**, means the Permanent Retirement Account, to be opened by the CRA in respect of each GDS beneficiary/subscriber under the **SDBS**;
- (u) **"PRAN"**, means the Permanent Retirement Account Number, to be allotted by the CRA to each GDS beneficiary/subscriber under the **SDBS**;
- (v) **"Savings Bank Account"**, means the accounts opened under the Post Office Savings Account scheme, in the concerned Post office by the Gramin Dak Sevak for the purpose of the **SDBS**;
- (w) **"Severance Amount"**, means the amount payable to the Gramin Dak Sevaks, at the time of end of their engagement with the Department, subject to the terms and conditions prescribed for this purpose;
- (x) **"Trustee Bank"**, means the Bank(s) designated by the NPS Trust/PFRDA for receiving and holding the funds and maintaining account(s) therefor in respect of the **SDBS**,
- (y) **The words/phrases/abbreviations**, which are not defined here in this scheme, shall have the same meaning and interpretation as provided for in the **NPS-Lite** Scheme, unless otherwise provided for in the Scheme.

### 3. ELIGIBILITY TO JOIN:

- (a) **EXISTING GRAMIN DAK SEWAKS.**-(i) All existing regularly engaged Gramin Dak Sevaks, who have been selected after due process in accordance with the Gramin Dak Sevaks(Conduct and Employment) Rules, 2001, and rendered at least one year's satisfactory service, subject to the provisions contained in clauses (ii) to (iv) below, are eligible to join the scheme.
- (ii) The existing Gramin Dak Sevaks, **who are due to be discharged from service within 3 years as on 01<sup>st</sup> January, 2011, shall not be eligible** to join the scheme.
- (iii) **OPTION.**- The existing regularly engaged Gramin Dak Sevaks on the date of notification of the Service Discharge Benefit Scheme(**SDBS**), shall exercise an option, in the prescribed proforma:**SDBS-8**, either to switch over to the new Service Discharge Benefit Scheme(**SDBS**) or to continue in the existing Severance Amount scheme.
- NOTE:**-The existing Gramin Dak Sevaks, opting to continue to remain under the Severance Amount scheme, shall continue to be subject to the existing terms and conditions of that scheme, without any linkage whatsoever, to the **SDBS**.
- (iv)(1) In case of the Gramin Dak Sevaks, opting to join the Service Discharge Benefit Scheme(**SDBS**), the Severance amount accrued till the date of their joining the scheme, @

Rs.1500 for every completed year of service till their enrolment under SDBS, will be added to the accumulated contributions in their **Permanent Retirement Account** at the time of Discharge from service/death for annuitisation/utilization in accordance with these regulations.

(iv)(2) The amount of severance amount for the period less than a year shall be calculated for the completed months on proportionate basis. The fraction period of less than 15 days shall be ignored, while the period of 15 days or more shall be treated as a complete month for the purpose.

(v) **GDS in RMS UNITS.**- For the Gramin Dak Sevaks(Mailmen, etc.) working in the Railway Mail Service (RMS) units, the options from the existing **GDS** will be obtained by the concerned Divisional Head (Director/Sr./ Superintendent of RMS) and the applications in prescribed **NLS1** proforma, after due authorization/verification shall be sent to the neighbouring Postal Divisions to which their units are tagged for the purpose of registration, generation of PRAN, etc.,

(b) **NEWLY APPOINTED GDS.**- (i) The Scheme shall be mandatorily applicable to all the Gramin Dak Sevaks, engaged on a regular basis under the prescribed Gramin Dak Sevak (Conduct and Employment) Rules, 2001 on or after introduction of the Scheme; on completing one year of satisfactory service.

(ii) These new entrant Gramin Dak Sevaks shall not have any option in this regard and, hence, they shall not be eligible/entitled to any benefit(s) under the Severance Amount Scheme, in any case.

(c) The **provisionally engaged GDS and substitutes** engaged for short term vacancy/ies, leave periods, etc., in absence of the regular GDS, are **not eligible** for joining the Service Discharge Benefit Scheme(SDBS).

4. **SUBSCRIPTION.**-(a) Subject to the provisions contained in sub-para (2) below, the Government of India, Department of Posts, shall subscribe @ Rs.200 per month for which they have drawn their time related continuity Allowance for each Gramin Dak Sevak, enrolled under the **SDBS**. The Gramin Dak Sevaks shall not be required to make any contribution from their side under the scheme. The contributions made by the Department shall be deposited with the **Trustee Bank**, designated by the Pension Fund Regulatory and Development Authority (**PFRDA**) and invested through Pension Fund Managers(**PFRMs**) designated by the **PFRDA**.

(b) **No contribution**/subscription shall be made by the Department in respect of the **Gramin Dak Sevaks**, during the period they are **placed on 'Put off' duty or remain unauthorisedly absent from duty**. In other words, the contribution will not be made, for such beneficiaries, for whom the TRCA is not drawn by Drawing and Disbursing officers;

5. **APPOINTMENT/ PERMANENT ABSORPTION OF A GRAMIN DAK SEVAK IN A REGULAR DEPARTMENTAL POST.**- The Gramin Dak Sevaks, who are enrolled under the Scheme, and subsequently permanently absorbed/ appointed in the Department against a regular Departmental post, shall be required to quit the Scheme immediately and to seek transfer of the accrued accumulations in their **PR Account** under the SDBS as well as accrued

severance amount, earned till their date of such absorption/regular appointment, to their new account under the **New Pension Scheme**, already in operation for Central Government, Departmental employees, for which he/she will become eligible on such regular appointment. Such transferred funds/accumulations shall then be regulated, invested and managed under the New Pension Scheme, for the Central Government employees, as amended from time to time. Application for the purpose shall be submitted in prescribed form **SDBS-1**.

**NOTE:** Similar will be the situation in case of a GDS having been appointed to a regular post under the Central Government or "the State Government/Organisation where the New Pension System has been implemented on Central Government's pattern". Provisions contained in case of resignation from service as contained in para 11(d) below shall apply in case of others.

**6. SCHEME PREFERENCES:** The GDS beneficiaries under this scheme will have a common scheme preference and the Pension Fund Managers, chosen by Department of Posts. The Annuity Provider will also be selected by Department of Posts in consultation with PFRDA. Changes, if any, in the scheme preferences and switchover instructions will be considered and decided by the Department, from time to time;

**NOTE:** For the present, the Department has opted for investments as per Central Government scheme preferences. The investment shall also be made across the three Pension Fund Managers, in the ratio as decided by PFRDA/ NPS Trust.

**7. NODAL AGENCY.-** The Pension Fund Regulatory Development Authority (PFRDA) is the Nodal Agency and Central Record Keeping Agency (CRA) appointed by the PFRDA will maintain the data/records as well as upload/transmit the data to the **Trustee Bank** advising it (the Trustee Bank) to transfer the funds to the relevant Pension Fund Manager (PFM) for investment purposes. At present the National Security Depository Limited Mumbai is the designed CRA for PFRDA for this scheme.

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## **PART II – OPERATING PROCEDURE**

### **8. ENROLMENT AND ASSIGNING PERMANENT RETIREMENT ACCOUNT NUMBER (PRAN).-**

(a) The Gramin Dak Sevaks opting to come under the **SBDS**, shall have to submit an application in the prescribed proforma (**NLS1**) for their enrolment in the Service Discharge Benefit Scheme (SDBS). Such applications for enrolment will be sent to the Collection Centers (Postal Divisional office) concerned by the Sub Divisional Inspector/ASPOs., duly attested and verified as required. The Collection Centers will collect all such applications, ensure that the applications are complete in all respects and forward them to the relevant Facilitation Centers of the Central Record Keeping Agency (CRA) for enrolment after due verification and attestation of the details and issue of digitised card containing *inter alia* Permanent Retirement Account Number (PRAN) for the Gramin Dak Sevak concerned. The list of Facilitation Centres of Central Record

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Keeping Agency (CRA) where the applications of Gramin Dak Sevaks opted to join the Service Discharge Benefit Scheme(SDBS); will be sent, shall be circulated to all concerned from time to time.

- (b) The Gramin Dak Sevaks opting for enrollment under the **SDBS**, shall also be required to open a Savings Bank Account in the concerned Post Office and the particulars of such SB Account shall be furnished in the relevant columns of the application form by the **GDS**. The account shall be kept live throughout the service period as also thereafter, for transfer/credit of monthly annuity amounts on exit from the Scheme.
- (c) On receipt of applications in prescribed format, duly completed and verified by the Head of the Collection Centre (**Dir./S/SPOs.**), the **CRA** shall enroll the applicant **GDS** as subscribers/beneficiaries under the **SDBS**, open a **Permanent Retirement Account**, issue digitized **PRAN CARD** in respect of each GDS beneficiary/subscriber and send the same to the concerned Collection Centre for their onward transmission and delivery to the concerned **GDS** under acknowledgement.
- (d) The Collection Centre shall maintain a register of the **GDS**, applied for enrollment under **SDBS**, in the prescribed form(**SDBS-2**) appended hereto, mentioning the particulars of the GDS, viz: name, designation, office of working, **PRAN\***, etc., and keep it updated from time to time. This register shall be kept as a **permanent record**.
- \*: to be entered on receipt from CRA.
- (e) The Collection Centre shall also, for the first time, prepare a list of all such **GDS**, enrolled under **SDBS**, mentioning the particulars of the GDS, viz: name, designation, office of working, **PRAN**, etc., in the prescribed form (**SDBS-3**), appended hereto, and send the same to the concerned "**Head Post Office (HPO)** in the case of GDS working in post offices" and "**Head Record Office (HRO)** in case of GDS working in Railway Mail Service" Units, who is disbursing the Time Related Continuity Allowances to the GDS as well as to the **Aggregator cum Accounts Office (AO)** for their information and record. The Collection Centres shall, thereafter, continue to send supplementary lists in respect of the new GDS enrolled during the month by the 5<sup>th</sup> of the following month to the HPO/HRO and AO on a monthly basis in order to enable them to keep their records updated. For a month, when there is no enrollment, 'NIL' lists shall be sent to all concerned by the Collection Centre by the stipulated date.
- (f) The **HPO/HRO** and **AO** shall also maintain the register (in form:**SDBS-2**) mentioned in sub-para-4 above and keep it updated with the Lists/supplementary lists received by them from the Collection Centres for their reference and record. They shall also keep these lists safely in guard files for their information and reference, as a permanent record.
- (g) **Duplicate PRAN Card:** In case of loss of the Digital PRAN Card, the **GDS** shall make an application to **CRA** on the form prescribed by PFRDA/CRA, mentioning his all particulars, **PRAN**, etc., which were mentioned in the PRAN Card and send the same to the Collection Centre, along with a proof of loss of the original card and a Duplicate PRAN Card Issue fee of Rs. 20/=(twenty only) for the first time and Rs. 30/=(thirty only) for subsequent occasions. The fee shall be deposited by the GDS subscriber at any post office in India where the same shall be treated as Unclassified Receipt (UCR)-Fee for re-

Issue of PRAN Card. The AO shall classify and book the same under the concerned head of account mentioned in **Part-III: Accounting Procedure**. The Collection Centre, after verifying the particulars and enclosures, forward the application to the Facilitation Centre of CRA for issue of the duplicate card by the CRA and sending the same to the subscriber/beneficiary through Collection Centre. Collection Centre shall ensure its delivery to the beneficiary under receipt. The fee received shall be netted against the management expenses for SDBScheme.

9. (a) **Every month**, the **HPO/HRO** concerned shall prepare a subscription list in form **(SDBS-4)** of the Gramin Dak Sevaks, working under their accounts jurisdiction, enrolled under SDBS for whom the Time Related Continuity Allowance is drawn and eligible to subscribe under the scheme for the month, and shall send the same to the Aggregator-Cum-Accounts Office **(AO)** with a copy to the Collection Centre by the 5<sup>th</sup> of the following month positively both in the shape of Soft copy and a hard copy. The AO, on authorization by the CRA, shall also upload the soft data into the CRA's profile in order to update the data already available with the CRA.
- (b) **Simultaneously, the Head Post Office/Head Record Office** concerned, shall with the help of the list mentioned in sub para (1) above, shall prepare Subscription Bill of the Gramin Dak Sevaks enrolled under the SDBS for drawl of subscription towards SDBS at the rate of Rs. 200/= (rupees two hundred only) per month per GDS and forward the same to the concerned **AO alongwith the monthly Cash Accounts Return**. After due verification, the Collection Centre will send a verified copy to the AO as well as the Head Post Office/Head Record Office in token of having verified and correctness.
- (c) The **AO**, on receipt of the lists from **HPOs.** and **HROs.**, shall verify the particulars of the GDS from the Register maintained at their end, shall prepare a consolidated list of the GDS, in Form **SDBS-5**, received from all the **HPOs./HROs.**, **verify the same with reference to the Subscription Bills, received alongwith the monthly cash accounts of various HOs. And HROs.**, under its accounts jurisdiction and prepare a cheque for a total amount of Rs. 200/= (rupees two hundred only) per GDS subscriber/beneficiary, charge the same to the relevant functional head of account and remit the Cheque alongwith the list to the designated Trustee Bank. A copy of the List shall simultaneously be sent by the **AO** to the **CRA** for their information, and for updating their records and other necessary action.
- (d) On authorization from the CRA, the Trustee Bank will transfer the funds to the designated Pension Fund Managers for investment in accordance with the instructions of the Government/Department of Posts.
- (e) **Should any error and/or irregularity/ies** is/are noticed by any of the CC, HPO/HRO, or AO in any of the lists, bills, information received by them, the same shall be noted in the register of Errors/Objections, to be maintained by them for the purpose and taken up with the relevant office immediately in order to have the same corrected/settled within reasonable time frame. The register shall be reviewed by the Head/Incharge of the concerned office once a month atleast, who shall ensure that no error or irregularity remains pending for more than a month from the date it has coming to notice. The error or irregularity pending for more than a month should be reported to the Head of Circle concerned who in turn shall take up suitable steps to sort it out immediately.

(f) **The severance amount** accrued to each of the "GDS enrolled under the Scheme", from the date of initial engagement to the date of enrollment, shall be "calculated by the HPO/HRO/DDO concerned, verified by the Collection Centre/Head of Unit concerned and pre-checked by the **AO (AO)**, noted in the relevant column of the Register (SDBS-2) by all concerned under dated initials of the Head Postmaster / Head Record Officer / Head of Office/Unit concerned. This amount shall be taken into account for arriving at the share of accumulations/amounts (the net accretions under SDBS plus the accrued severance amount) to be annuitized as well as released in cash to the GDS beneficiary at the time of exit from the scheme/death, as the case may be.

## **10. MANAGEMENT AND UTILISATION OF FUNDS.-**

The funds accumulated under the SDBS Scheme, shall be administered by the NPS Trust and invested by the Pension Fund Managers (**PFM**) as per Investment Management Agreement (**IMA**) entered into between the NPS Trust and PFM.

## **11. EXIT FROM THE (SDBS).-**

(a) At the time of discharge of his/her services from the Department on attaining the age of normal discharge, the outgoing Gramin Dak Sevak would be required to invest a minimum of 40% of **accumulations** to purchase a life annuity from any authorized Life Insurance Company, duly approved by the Insurance Regulatory & Development Authority (**IRDA**). However, the outgoing GDS shall be free to purchase a life annuity even for a sum exceeding 40% of their accumulations in the fund. The Life Insurance Company shall pay a suitable amount of monthly return to the Discharged GDS and his/her spouse during their remaining life time based on the terms and conditions of investment. Application shall be submitted in form **SDBS-6**.

(b) The remaining amount i.e. 60% of the accumulations shall be paid to the discharged GDS in lump sum, which may be utilised by him/her as per their own will and discretion.

(c) **PREMATURE EXIT.-** A Gramin Dak Sevak, if he/she so wishes can withdraw at any point of time after attaining the age of 58 years, an amount not exceeding 20% of the accumulations in his/her **PRA**, leaving the balance 80% to be withdrawn at the time of exit from the Scheme on completion of his services as GDS. But in such a case, the entire 80% of the accumulations shall be required to be invested to purchase a Life Annuity from the authorized Life Insurance Company, as referred to in sub para (1) above. The Department shall not make any contributions for such beneficiaries from the date of their premature withdrawal after attaining the age of 58 years. Application shall be submitted in form **SDBS-6**.

(d) **RESIGNATION FROM SERVICE – Subject to the provisions contained in para 5** of these regulations, a Gramin Dak Sevak opted to join the SDBS scheme and resigns from service before normal exit, the PR Account of such GDS shall be treated as closed on the date of acceptance of his/her resignation and all the accumulations at his/her credit on the date of his/her acceptance of his resignation shall be withdrawn and the resigning GDS shall have to invest 85% (eighty five per cent) of the accumulations to purchase an Annuity from the Authorized Life Insurance Company, as referred to in sub

para (a) above. Only 15% of the accumulations shall be paid to him/her as lump sum amount. Application shall be submitted in form **SDBS-6**.

(e) At the time of exit and/or making premature withdrawal from the scheme, the beneficiary, shall have to submit an application through Collection Center to the Central Record Keeping Agency for settlement of his/her dues/accumulations in the Permanent Retirement Account (PRA) in the **Form SDBS-6**. The CRA shall calculate the dues/accumulations and settle the claim in accordance with these Regulations, release amounts for investments on behalf of the holder of PRA, of the percentage of the accumulations to purchase an Annuity in favour of the holder of Account, and make payments of the residual / sums to the applicant concerned through the Collection Centres(CC), under intimation to the **AO**.

**12. DEATH while IN SERVICE.-(a).** In the event of death of Gramin Dak Sevaks while in service, the nominee(s)/legal heir(s) will have **an option either to receive** the entire accumulations in the late GDS's **PRA** till the day of death, **as lump sum**, or to continue to be enrolled under the scheme, if they so desire. In that case, he or she (the nominee/Legal Heir) will have to subscribe to the scheme personally from their own pocket, after following the Know Your Customer (**KYC**) procedure and the Government shall bear no responsibility and/or have any liability, whatsoever, for making further contributions, etc., to the scheme on behalf of such deceased Gramin Dak Sevak or to the payment of any accumulated/exit value to such nominee(s)/legal heir(s).

(b) The PR Account, so continued and operated by the nominees/legal heirs of the deceased Gramin Dak Sevaks, as per sub para (1) above, shall continue till the month by which the deceased Gramin Dak Sevak could have attained the age of normal discharge (65 years at present), after which 40 per cent of the accumulated balance available in the PRA shall be required to be invested in an annuity scheme and 60 per cent thereof shall be paid to the nominee/legal heir(s) for utilization as per their discretion as is done in the case of a GDS being discharged from his engagement with the department on completion of the normal age of such engagement.

**13. (a) DISMISSAL/REMOVAL FROM SERVICE.-** In the case of a Gramin Dak Sevak, being dismissed and/or removed from service as a result of a penal action/disciplinary proceedings, he/she shall cease to be a member of SDBS and shall automatically forfeit his past service from the date of such dismissal/removal and he/she will have no claim, whatsoever, in respect of the accumulations in his/her account under SDBS. Such Account shall be closed immediately, the accumulations in such account shall devolve on the Government/Department of Posts, and accordingly payable to the Department for crediting to the Central Government's account.

(b) **REINSTATEMENT IN SERVICE.-** In the case of a dismissed/removed from service Gramin Dak Sevak is reinstated in service by any of the Appellate, Revisionary authority/ies or by a Court order and completely exonerated of the charges leveled against him/her and also the period of 'Put off duty' is treated to be as service, such GDS shall be deemed to have been continuing as a Member of the scheme and necessary/accumulated subscription for such period treated as duty, shall be contributed/paid by the Department at normal rate.

#### 14. REGISTRATION:

- (a) **Collection Centre.**- All the Heads of Postal Divisions shall enroll themselves as Collection Centres (NL CC) and for the purpose every Postal Division shall submit an application form in the prescribed format (NL N3) for registration with Central Record Keeping Agency (CRA) appointed by the Pension Fund Regulatory Development Authority (PFRDA). The Divisional Head shall send their applications for registration to concerned AO for attestation and further necessary action.
- (b) **Accounts Office.**-The Director of Accounts Postal of the Circles, designated as AOs, are also required to register themselves as Accounts Office (NL AO) by submitting an application in the prescribed form (NL N2). This application form along with the applications for registration as Collection Centres (NLCC), received from Senior/Superintendents of Post offices; after due attestation, shall be submitted to the Oversight Office/Postal Directorate(NL OO).
- (c) **Oversight Office.**-The Postal Directorate, functioning as Oversight Office (OO) for the purpose of this scheme, will register itself with the Central Record Keeping Agency (CRA) by submitting an application in form (NL N1). The applications of Collection Centres (NLCC) and Accounts Offices (NLAO) shall be consolidated in the Oversight Office (OO) and sent to the Central Record Keeping Agency (CRA) for the purpose of registration.
- (d) (i) The Heads of Circles (CO) as well as Regional Postmasters General/Directors of Postal Services (RO) shall assist the Postal Directorate (OO) in its overseeing functions and periodical monitoring as well as settlement of errors/irregularities, redressal of grievances, from time to time. The Head Of Circle/Regional Office shall be responsible to ensure that all steps and actions/responsibilities devolved on the Divisional/Sub Divisional Heads, HPOs. and HROs., in their Circles/Regions, are appropriately performed/borne by them in accordance with these regulations as well as various instructions issued by Oversight Office in this regard from time to time, are followed in letter and spirit by them.
- (ii) Director Postal Services(HQs.) in all Circles as well as Regional Offices shall function as a Nodal Officer for their Circle/Region, to coordinate between the Collection Centres, HPOs./HROs., CRA and its Facilitating Centers situated in their areas, as well as the Oversight Office (Postal Directorate).
- (e) The Heads of Circle shall also issue necessary orders to tag the RMS Units in their Circle with the adjacent Postal Division for the purpose of the scheme.

**15. PAYMENTS OF VARIOUS CHARGES.**- The cost of enrollment/preparation of digitized cards, Annual Servicing Charges, subscriber servicing, grievance handling and settlement, uploading of subscribers' data/MIS, etc., in respect of the Permanent Retirement Accounts of the enrolled Gramin Dak Sevaks under the Service Discharge Benefit Scheme(SDBS), shall be borne by the Department.

**15-A.** CRA, etc., shall raise necessary claim bills in this regard, annually, during the month of April, proceeding the year of the claim bill, and submit the same to the concerned Aggregator-cum-Accounts Office (AO) concerned. The AO, after carrying out necessary checks and verification of the correctness of the claim(s), shall make payments, charging

the amount(s) to the relevant head of account prescribed in Para-24, Part-III-Accounting Procedure, of these Regulations, and met from the relevant year's sanctioned grants.

**16. INSPECTION OF DOCUMENTS/RECORDS.-** The accounts, records, documents, maintained and held in the concerned offices of the Department shall be subject to inspections, checks and/or verification by the Officers of the Department of Posts, Internal Audit, Statutory Audit, etc., as per the procedures and norms prescribed in this regard by the Central Government, Comptroller and Auditor General of India, etc.

**17. (a) FAILURE TO SUBMIT OPTION.-** If any of the Gramin Dak Sevaks fails to submit his/her option by the specified date, circulated separately, such **GDS** shall be deemed to have opted to continue in the existing Severance Amount scheme. **Option, once exercised, shall be final and cannot be revised at a later date.**

**(b)** As provided in **para 3(2)**, the newly appointed Gramin Dak Sevaks, on or after the **1<sup>st</sup> January, 2011**, shall have no such option to continue under Severance Amount scheme or switch over to the SDBS, as they shall be enrolled under SDBS mandatorily, on completion of one year's satisfactory service.

**18. ENROLLMENT.-**

Prescribed applications of the Gramin Dak Sevaks, who opted for coming under the new Service Discharge Benefit Scheme(**SDBS**), duly filled in the format **NL S1**, shall be submitted by the Sub Divisional Heads (IPO/IRM/ASPO/ASRM) to head of the relevant Postal Division for further verification of the customer/applicants' details, necessary authentication and certification. The applications so received from the Gramin Dak Sevaks in Divisional Office (Postal) shall be entered in a register including requisite particulars of the **GDS** concerned, and after doing the needful, be sent to the **concerned Facilitation Center of the Central Record Keeping Agency (CRA)** for registration, assigning and generation of **Permanent Retirement Account Number (PRAN)** and issue of digitized cards to the enrolled Gramin Dak Sevaks.

**19. DIGITISED ACCOUNT CARDS.-**

The **CRA**, "on receipt of the applications from the Collection Centres(**CC**)", shall enroll the applicant **GDS** under the Service Discharge Benefit Scheme (**SDBS**), issue digitized cards for each enrolled GDS and send the same to the Collection Centre, duly entered in a list containing particulars including PRAN of the concerned GDS, for their delivery to the GDS concerned and further necessary action in accordance with these regulations.

**20. NOMINATION.-**

**(a)** The GDS subscribers shall have nomination facility under the SDBS scheme and suitable provision for the purpose has been made in the Relevant application form itself.

**(b)** The GDS can also nominate a person to receive the accumulations under the Scheme and/or change the nomination made under **sub para (1)** above, at any time during the currency of his account under the Scheme, in the prescribed proforma (**SDBS-7**).

## **21. GRIEVANCE REDRESSAL.-**

- (a) In case of any kind of complaint or grievance against any of the authorities mentioned here in this scheme, the GDS concerned may give their complaints in writing to any of the authorities including **CRA**, who will redress his part of the grievance and forward copy/ies of the complaint received to the various authorities who are competent to redress the same at the earliest. **The grievances of the subscribers shall normally be redressed within 7 days on receipt. No complaint and/or grievance of the GDS in this regard should, however, remain unsettled for over a month's period, in any case.**
- (b) **The Collection Centres (CC)** shall log into the Central Grievance Management System (**CGMS**) of the **CRA** once a day and take printouts of the complaints/grievance, if any, pertaining to their Unit for their speedy settlement by all concerned. The **CC** will be enabled by **CRA** to log into its **CGMS** suitably. Similar course of action shall be adopted by the **AO** in this regard.
- (c) In the case of complaints received in **CC**, directly or through Sub Divisional Inspectors/ASPOs., the same shall be uploaded in the **CGMS** of **CRA** for their speedy settlement by lodging into it on a daily basis. The written complaints will be kept on record in a separate file and their settlement watched.
- (d) **The AO** for its enrolled **GDS beneficiary/subscriber** can register grievances through the web interface. Alternatively, the subscriber can send grievances through other channels also. **CRA** would register all complaints received in physical form also.
- (e) In case of any complaint(s) and/or grievances of the **CCs** and **AOs** towards **CRA**, the matter shall be taken up immediately by the **CC/AO** concerned with **CRA** for its settlement immediately. If the matter is not settled within a month's time, the same shall be reported to the Oversight Office (**OO**), i.e. Postal Directorate, immediately. The **OO** shall take up the matter at appropriate levels with the **CRA**, **PFRDA**, **NPS Trust**, etc., for an amicable solution to the problem in a reasonable time slot.

~\*~\*~\*~\*~

## **PART-III: ACCOUNTING PROCEDURE**

### **22. AT HEAD POST OFFICE/HEAD RECORDS OFFICE.-**

- (a) At the time of the drawing of **TRCA** bills for the month, all the Head Post Offices and Head Record Offices, in respect of the GDS enrolled under **SDBS**, "whose Time Related Continuity Allowance (**TRCA**) for the preceding month have been drawn by them and who are also not 'put off duty' and/or not **unauthorisedly absent** from duty during the preceding month", shall prepare consolidated lists in the prescribed form (**SDBS-3**) of all the GDS enrolled under **SDBS** and working under their Accounts jurisdiction and send the same to their Postal Accounts Office (**AO**) under, and also by soft copy, clearly

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indicating the PRAN and other necessary particulars of the GDS subscribers/beneficiaries. A copy of the list shall also be sent to the Head of Postal Division by the HPO and HRO (to whom the RMS division is tagged) for their information and verification of their correctness with reference to the Register maintained by them.

**(b) Concomitantly,-**

(i) the HPOs./HROs. shall prepare Pay Bill for the subscription in respect of all such GDS working under their Accounts jurisdiction @ Rs.200/= (Rupees two hundred only) per month for each GDS subscribers/beneficiaries, enrolled under the Scheme, indicating all the particulars of the GDS, i.e. name and designation, office of working, PRAN, amount of subscription drawn and recovery made simultaneously, against the name of each GDS. This 'NIL (involving no cash outgo at the level of HPO & HRO) Bill' shall be assigned a separate serial number and included in the concerned HPO's/HRO's accounts, submitted to the Postal Accounts Office (AO), under the head: "Bills Paid";

(ii) the HPOs./HROs. shall also prepare Lists of GDS beneficiaries, as a one time measure, calculate the accrued severance amount for the completed years of satisfactory employment with this Department, in respect of all such GDS "working under their Accounts jurisdiction and opted for their enrolment under SDBS", @ Rs. 1500/= (rupees one thousand and five hundred only) for each GDS subscribers/beneficiaries, indicating all the particulars of the GDS, i.e. name and designation, office of working, PRAN, accrued severance amount, against the name of each GDS. The list(s) shall be forwarded to the Head of Unit/Division concerned for verification and to the AO for pre-check. On having been verified by the head of unit and pre-checked/agreed by the AO, the Head Postmaster/Head Records Officer / DDO shall prepare a final list in the same proforma, make suitable entries in relevant columns of the Register (SDBS-2) of GDS beneficiaries under his/her dated initials against each entry, and send one copy each to the head of office/unit at the Collection Centres and AO enabling them also to make such entries in the Registers (SDBS-2) maintained in their offices, under dated initials of the HOO/Unit. The final lists shall be kept in a separate guard file in chronological order and serially numbered, for future reference, as a permanent record.

**Explanations:-**

**(1) No money** in either form is required to be remitted by the HPOs., HROs. towards monthly subscription, severance amount, etc., to the AO/AO or elsewhere, in respect of the GDS mentioned in their lists/bills sent by them to the AO, and only the bills and lists of eligible GDS are required to be sent.

**(2) The action under clause (ii) of para 22(b) hereinabove, shall be taken in** respect of those existing Gramin Dak Sevaks only, "who are eligible to join SDBS and have also opted to be enrolled under the Scheme", as a one time measure; at the time of their joining/enrolment only.; as such GDSs cease to be eligible to the Severance Amount Scheme, immediately on their opting to/enrollment **under the SDB scheme.** Unlike the monthly subscription, the severance amount in respect of each GDS, may differ in proportion to the years of satisfactory service of the GDS concerned.

**23. AT POSTAL ACCOUNTS OFFICE (AO).-**

**(a) (i) The Postal Accounts Office (AO), on receipt of the lists of the eligible GDS enrolled under SDBS, and the pay bills referred to in para-22 above, from all the**

Head Post Offices and Head Record Offices, under its accounts jurisdiction, shall cross check the information with reference to the Lists and Bills as well as the Register (in form: **SDBS-2**)/records available with the **AO**, prepare a consolidated list for the Circle as a whole, in the prescribed proforma (**SDBS-5**), make total of the amount column.

(ii) The Lists received by **AO** from the HPOs. and HROs., and the consolidated lists prepared by **AO** shall be serially numbered and kept in guard files in chronological order, as a permanent record.

(b) The **AO** shall draw a cheque for the total amount arrived at as per the above sub para, in the name of the **Trustee Bank**, and remit the same to the Trustee Bank along with original copy of the consolidated list for uploading the details of contribution received from the **AO** in specified file format to **CRA**, managing the funds and transferring the money to the **PFMs'** account, etc., as per instructions of **CRA/Department of Posts**.

(c) The **AO** shall charge/classify the amount of the cheque as an expenditure and book the same under the functional head as under:-

(i) **Total Amount of Subscription(Debit) in the accounts of various DDOs.(HPO/HRO,etc.):**

<b>Major Head</b>	<b>: 3201-Postal Services.</b>
<b>Sub Major Head</b>	<b>: 60-Other Expenses.</b>
<b>Minor Head</b>	<b>: 102-Social Security and Welfare programmes.</b>
<b>Sub head</b>	<b>: 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.</b>
<b>Detailed Head</b>	<b>: 01 -Subscription towards SDDBS.</b>
<b>Object Head</b>	<b>: 50-Other Charges.</b>

(ii) Similarly, a per contra credit of the equal amount shall be afforded to/booked under the head:-

<b>Major Head</b>	<b>: 0071-Postal Services.</b>
<b>Sub Major Head</b>	<b>: 01-Civil.</b>
<b>Minor Head</b>	<b>: 500-Receipts awaiting transfer to another head of account.</b>
<b>Sub head</b>	<b>: 02-Subscription to be made under Service Discharge Benefit Scheme for Gramin Dak Sevaks.</b>

**NOTE:-** While booking and transferring the subscription towards the SDB Scheme, the **AO** will ensure that no amount should be parked under this Head of account at the end of the financial year.

(d) The **AO** shall simultaneously.-

(i): **Send a hard copy** of the consolidated list alongwith "remittance particulars of the subscription money", to "**Trustee Bank**", to **CRA** to enable the **CRA** to update their

records and send necessary instructions to the Trustee Bank to transfer the amount(s) to the respective Pension Fund Managers (PFM) and

(ii): **Upload the funds and electronic data** on the Central Record Keeping Agency(CRA) server in the required form and format in order to update the each individual accounts. This exercise should be completed by the 10<sup>th</sup> of the proceeding month in any case.

**NOTE:** The AO shall be responsible for making the monthly payments of subscription and uploading of necessary data/MIS on CRA's server, only after thorough checking and verification of its correctness.

#### **24. PAYMENTS OF VARIOUS CHARGES.-**

On receipt of necessary claim(s), the payments in respect of enrollment/preparation of digitized cards, Annual Servicing Charges, subscriber servicing, grievance handling and settlement, uploading of subscribers' data/MIS, etc., in respect of the Permanent Retirement Accounts of the enrolled Gramin Dak Sevaks in the Service Discharge Benefit Scheme(SDBS), shall be made by the AO on an **annual** basis to the CRA after due verification and satisfying to the correctness of the claim. The charges paid shall be accounted for under:-

(a) **On payment (Debit: proportionately amongst the DDOs. In the ratio of number of PRAs.)**

**Major Head : 3201-Postal Services.**  
**Sub Major Head : 60-Other Expenses.**  
**Minor Head : 102-Social Security and Welfare programs.**  
**Sub head : 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.**  
**Detailed Head : 02 -Payments of Management/ Misc. Expenses under SDB Scheme for Gramin Dak Sevaks.**  
**Object Head : 50-Other Charges.**

(b) **Similarly, a per contra credit of the equal amount shall be afforded to/booked under the head:-**

**Major Head : 0071-Postal Services.**  
**Sub Major Head : 01-Civil.**  
**Minor Head : 500-Receipts awaiting transfer to another head of account.**  
**Sub head : 03-Management Expenses under Service Discharge Benefit Scheme for Gramin Dak Sevaks.**

**NOTE:-** While booking and transferring the subscription towards the SDB Scheme, the AO will ensure that no amount should be parked under this Head of account at the end of the financial year.

**25.(a)The amounts of accumulations in the PRAs., devolved on the Department under para-13 (1) in Part-II hereinabove, as a result of dismissal/removal of GDSs. from service, shall on receipt from the CRA/PFMs. Shall be booked in the account of the concerned DDO (HPO/HRO, etc.) by the AO as under:-**

**Major Head : 3201-Postal Services.**  
**Sub Major Head : 60-Other Expenses.**  
**Minor Head : 102-Social Security and Welfare programmes.**  
**Sub head : 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.**  
**Detailed Head : 01 -Subscription towards SDBS.**  
**Object Head : 70-Deduct amounts devolved on the Department/ received 'in respect of PRAs.of the Gramin Dak Sevaks, dismissed/ removed from service.**

**thereby reducing the total subscription/expenditure under the head.**

**(b) On reinstatement of dismissed/removed GDS in service,** Immediate action as envisaged in para 23(3)&(4) hereinabove shall be taken by all concerned and the resultant expenditure alongwith arrears of subscription, shall again be booked (under Major Head:3201-Postal Services), accordingly.

**26.Receipts on account of fee for issue of duplicate PRAN Card [Para 8(7)], etc.-**

**(a) AT HPO:-** the amount shall be taken as unclassified receipt and shown on receipt side of the Cash Book and Monthly Cash Account;

**(b) AT AO (AO):-** the amount shall be booked as a deduct recovery and classified as under:-

**Major Head : 3201-Postal Services.**  
**Sub Major Head : 60-Other Expenses.**  
**Minor Head : 102-Social Security and Welfare programs.**  
**Sub head : 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.**  
**Detailed Head : 02- Payments of Management/Misc. Expenses under SDB Scheme for Gramin Dak Sevaks.**  
**Object Head : 70-Deduct recoveries—Fee received on a/c of issue of duplicate PRAN card to GDS under SDB Scheme for Gramin Dak Sevaks.**

**27.PAYMENTS ON EXIT/INVESTMENTS IN LIFE ANNUITY, ETC.-**

**(a) In so far as the investments and or release of amounts from the CRA/Pension Fund, are concerned, there shall be no accounting treatment in the Department, of the payments on exit from the scheme and/or making investments in a Life Annuity Scheme of an approved Life Insurance Corporation, etc., at the time of exit from the scheme at any**

time and/or discharge of services of the GDS with the Department. These functions shall be discharged by the **CRA** as per the Instructions and guidelines of PFRDA and NPS Trust, governing the New Pension System. The Department shall, however, oversee that the beneficiaries are appropriately and timely attended to and dealt with by the **CRA** **satisfactorily** in this regard. **No accounting entries shall, therefore, be required to be made in the department's books at the time of exit/repayments/investments, etc. of the funds available with the PFM's./CRA.**

**(b) However, the accrued Severance amount, as calculated, checked and verified as well as entered in the Registers :(SDBS-2) maintained by the HPO/HRO, CC and AO, shall be authorized for payments as per existing procedure, charging the amounts to the relevant existing head of account. This amount shall be added to the net accretions in the Permanent Retirement Account of the concerned GDS beneficiary and apportioned for investment to purchase Annuity and release in lump sum in favour of the GDS beneficiary. The sum of severance amount shall, thereafter be released in favour of the GDS beneficiary or to the approved Annuity provider or both, as the case may be. Accounting treatment of such transactions shall be the same as existing hitherto.**

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#### **PART-IV: MISCELLANEOUS**

**28. APPLICABILITY OF NPS-Lite.-** The scheme will operate on the lines of NPS-Lite but the contributions shall be made by the Government without any matching contribution from the Gramin Dak Sevak subscriber beneficiary.

**29. INTERPRETATION.-** Where any doubt arises as to the interpretation of any of the provisions of these regulations, the matter shall be referred to the Central Government (Department of Posts) whose decision shall be final.

**30. POWER TO REMOVE DIFFICULTIES.-** If any difficulty arises in giving effect to any of the provisions of these rules, the Central Government may, subject to such restrictions and conditions, if any, as it may think fit to impose, dispense with or relax any of the provisions of these regulations.

-\*-\*-\*-\*

*Ashok*  
**(ASHOK KUMAR SHARMA)**  
**DY. DIRECTOR GENERAL (ESTABLISHMENT)**  
**(A. K. SHARMA)** 31.3.2011.  
D.D.G. (Estt. & L.O.) SCT  
Deptt. of Posts, Dak Bhawan  
Sansad Marg, New Delhi-01

**SERVICE DISCHARGE BENEFIT SCHEME-2011**

(See para 5)

Application form for seeking **closure of Permanent Retirement Account** on permanent absorption/Appointment to a regular departmental post in the Department of Posts or any other Department/Organisation (where new pension scheme is Implemented for their employees)and **transfer of net accumulations to the Permanent Retirement Account under New Pension Scheme:**

**TO** (THROUGH PROPER CHANNEL)  
The\_(Authority In CRA under SDBS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Sir,**

It is requested to kindly transfer the net accumulations, standing at credit in my Permanent Retirement Account under SDBS (particularized under Part-I below) on\_\_\_\_\_(The date of Leaving GDS Post) to my new Permanent Retirement Account under NPS as particularized in Part-II below, for further management as per the regulations and procedure under New Pension Scheme, with immediate effect.

**PART-I**

**TRANSFERING ACCOUNT(UNDER SDBS) DETAILS**

- 1. PRAN NUMBER : \_\_\_\_\_
  - 2.Name of Account Holder : \_\_\_\_\_
  - 3.Father's/Husband's name : \_\_\_\_\_
  - 4.Post Held ( while working as GDS ) : \_\_\_\_\_
  - 5. Office of Posting (while working as GDS) : \_\_\_\_\_
  - 6. Total Service as GDS : \_\_\_\_\_
  - 7. Brief Reason(s) for closure/transfer of funds : \_\_\_\_\_
- \_\_\_\_\_

**VERIFICATION:**

The above PRAN holder's details (Sl. 1 to 7) are verified with reference to the records available in this Office/Department.

Signatures of Head of Postal Division  
(with Office Seal/Stamp)

.....2..

:: 2 ::

**PART-II**

**TRANSFREE ACCOUNT (UNDER NPS) DETAILS**

8. Name of Post to which appointed/absorbed : \_\_\_\_\_

9. Name of Department/Organisation : \_\_\_\_\_

10. Office of Posting : \_\_\_\_\_

11. **PRAN** (under NPS) **NO.** : \_\_\_\_\_

12(A).Particulars of Central Registration Agency/Co. : \_\_\_\_\_

12(B) Details of Fund Manager(s) under NPS 1. \_\_\_\_\_

2. \_\_\_\_\_

Dated at \_\_\_\_\_ the \_\_\_\_\_

SIGNATURES OF THE APPLICANT

**VERIFICATION:**

The above PRAN holder's details (Sl. 8 to 12 ) are verified with reference to the records available in this Office/Department.

Signatures of Head of Office/Employer  
(with Office Seal/Stamp)

F. No.....Dated:.....

Forwarded to:-  
(The addressee) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Head of Office/Unit

\_\_\_\_\_









**SERVICE DISCHARGE BENEFIT SCHEME-2011**

**Application form for seeking Exit/Closure of Permanent Retirement Account** due to resignation from engagement and **investment/withdrawal of net accumulations**  
[See para 11(a) and 11(d)]

**TO** \_\_\_\_\_ **(THROUGH PROPER CHANNEL)**  
The\_(Authority In CRA under SDBS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Sir,**

It is requested to kindly to close my PR Account and draw the net accumulations, standing at credit in my Permanent Retirement Account under SDBS (particularized under Part-I below) on the \_\_\_\_\_(The date of acceptance of resignation) and pay an amount equal to \_\_\_\_\_ per cent of the accumulated value to the \_\_\_\_\_

\_\_\_\_\_ (name and address of the approved Life Insurance Co.) on account of investment in my \_\_\_\_\_ (Name of Annuity Scheme) Policy and disburse the balance \_\_\_\_\_ per cent to me through Cheques/Demand Drafts drawn accordingly.

**ACCOUNT(UNDER SDBS) DETAILS**

- 1. PRAN NUMBER** : \_\_\_\_\_
- 2.Name of Account Holder** : \_\_\_\_\_
- 3.Father's/Husband's name** : \_\_\_\_\_
- 4.Date of Birth (as per christen era)** : \_\_\_\_\_
- 5.Date of joining as GDS** : \_\_\_\_\_
- 6(A) Date of resignation/leaving of GDS employment** : \_\_\_\_\_
- 6(B) Age on the date of resignation /leaving employment:** \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
- 7. NAME and Address of SPOUSE** : \_\_\_\_\_
- 8.(A) Gross Period of duty as GDS** : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
- 8.(B)Period(s) of Put off DUTY/Non-duty/unauthorized** : **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_ **Yrs. mnths days**  
**Absence** : \_\_\_\_\_

.....2..

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:: 2 ::

8.(C) TOTAL OF (B) above : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

9.NET qualifying period of duty [Sl.7(A)(-)-Sl.7(C)] : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

10. Employment Held ( while working as GDS ) In chronological order:

Sl.No	Name of GDS Post	Office Posting	of	FROM	TO	Reason for Redeployment/transfer	Remarks

11. Nomination Details(This nomination shall supersede/change the earlier, if any):

Sl.No	Name & address of 1 <sup>st</sup> nominee	Name & address of 2 <sup>nd</sup> Nominee (If any)	Name & Address of 3 <sup>rd</sup> Nominee (If any)	Witnesses
				1.
				2.

12. Brief Reason(s) for exit/closure: \_\_\_\_\_  
 \_\_\_\_\_

**VERIFICATION**

The above PRAN holder's details (Sl. 1 to 10) are verified with reference to the records available in this Office/Department and found to be correct /corrected in red ink OR a separate sheet furnishing correct details, duly verified and signed by the undersigned, is enclosed.

Signatures of Head of Postal Division  
 (with Office Seal/Stamp)

**SERVICE DISCHARGE BENEFIT SCHEME-2011**

**NOMINATION FORM**

[See para 20(b)]

**TO** (THROUGH PROPER CHANNEL)  
The\_(Authority In CRA under SDBS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Sir,**

In supersession/cancellation of my earlier nomination dated \_\_\_\_\_ (if any), I, (name) \_\_\_\_\_, son/daughter/wife of Shri \_\_\_\_\_, working as GDS \_\_\_\_\_ at \_\_\_\_\_ PO/SRO \_\_\_\_\_ In account with \_\_\_\_\_ HPO/HRO, under \_\_\_\_\_ (CC/Postal Division),

Of \_\_\_\_\_ Circle and the holder of Permanent Retirement Account No. \_\_\_\_\_ under Service Discharge Benefit Scheme, 2011, do hereby nominate the following, in order to receive the accumulations in my PR Account in my absence due to Death, Insanity, etc., henceforth:-

Sl.No	Name & address of 1 <sup>st</sup> nominee	Name & address of 2 <sup>nd</sup> Nominee (if any)	Name & Address of 3 <sup>rd</sup> Nominee (if any)	Witnesses
				1.
				2.

**VERIFICATION:** The above PRAN holder's details are verified with reference to the records available in this Office/Department and found to be correct.

Signatures of Head of Postal Division/CC  
(with Office Seal/Stamp)

**Endst. No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Forwarded to:-**

The \_\_\_\_\_ (Authority in CRA),

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Head of Postal Division/CC  
(with Office Seal/Stamp)

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**OPTION FORM**

I.....S/o, D/o, W/o.....  
 working as Gramin Dak  
 Sevak.....(Designation)  
 at.....(Branch Post Office/Sub/Head Post  
 Office) In account with.....(SO/HO)  
 in.....(Division) of.....  
 Circle, do hereby OPT to:

1) join the Service Discharge Benefit scheme (SDBS) "offered by the Department in lieu of Severance Amount scheme", organized through Pension Fund Regulatory Development Authority (PFRDA) on the lines of NPS-Lite platform.

**OR**

2) remain in the existing Severance Amount scheme subject to fulfillment of the prescribed terms and conditions, as exist from time to time.

Place:  
 Date:

Signature of the GDS.....  
 Name (in Block Letters).....  
 Office Address.....  
 .....

**Attested**

Sub-Divisional Inspector/  
 Assistant Superintendent of Post Offices/RMS  
 Sub Division.....

**Note:**

- Options once exercised shall be final and there is no provision for revising and / or changing the option once exercised.
- Those Gramin Dak Sevaks, who do not submit their options by the prescribed date, will be deemed to have opted to continue to remain in the existing Severance Amount Scheme.

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Dak Bhawan, Sansad Marg,  
New Delhi – 110001.

Dated: the 27<sup>th</sup> June, 2018

**Office Memorandum**

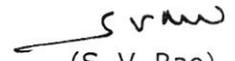
**Subject: Implementation of recommendations of one-man Committee on Social Security Benefits for Gramin Dak Sevaks (GDS).**

The undersigned is directed to convey the approval of the Competent Authority on recommendations of one-man Committee on Social Security Benefits for Gramin Dak Sevaks (GDSs).

2. The nomenclature of Ex-gratia gratuity is revised as "**GDS Gratuity**". The Ex-gratia Gratuity, Severance Amount and SDBS contribution shall be revised as following: -

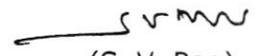
Sl No.	Scheme	Existing Benefits	Revised Benefits
1.	GDS Gratuity  (erstwhile Ex-gratia Gratuity)	Granted at the rate of half month's basic TRCA drawn immediately before discharge of service, for each completed year of service subject to a maximum of ₹60,000/- or 16.5 times basic TRCA last drawn, whichever is less. Minimum service prescribed for eligibility of Ex-gratia gratuity is 10 years.	The nomenclature of Ex-gratia Gratuity is changed as ' <b>GDS Gratuity</b> '  Continuation of the existing formula for grant of GDS Gratuity (earlier Ex-gratia Gratuity) subject to a <b>maximum of Rupees one lakh fifty thousand (₹1,50,000)/-</b>
2.	Severance Amount	Severance Amount shall be paid at the rate of ₹1,500 for every completed year of service subject to a maximum of ₹60,000, provided, a GDS has completed 10 years of continuous service.	The Severance Amount shall be paid at the rate of ₹4,000/- for every completed year of service from 01.01.2016.  Maximum ceiling on Severance Amount shall be <b>Rupees one lakh fifty thousand (₹1,50,000/-)</b> .  <b>Severance Amount would be applicable only in case of those GDSs who have opted to remain with Severance Amount and have not shifted to Service Discharge Benefit Scheme (SDBS), and have completed 10 years of continuous service.</b>
3.	Service Discharge Benefit Scheme (SDBS)	The rate of monthly contribution to SDBS is ₹200/- for both sides i.e. Department's contribution and the GDS	The monthly contribution to SDBS shall be ₹300/- for both sides i.e. Department's contribution and the GDS

3. All other existing eligibility conditions for the aforesaid schemes have undergone **no change** and will be applicable to all GDSs.
4. This OM will take effect from **01.07.2018**.
5. This issues in consultation with Ministry of Finance, Department of Expenditure vide their ID Note No. 3(1)/E-V/2018 dated 05.04.2018

  
(S. V. Rao)  
Director (Estt.)

Copy to: -

1. PS to Hon'ble MoSC (I/C)
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3. PPS to All Members, Postal Services Board
4. JS&FA/Secretary (PSB)
5. All Chief Postmasters General
6. All Postmasters General
7. CGM, PLI/CGM, BD&M Directorate
8. Director, RAKNPA, Ghaziabad.
9. All DDsG/Directors/ADsG in Postal Directorate
10. Additional Director General, APS C/o 56, APO, R. K. Puram, New Delhi
11. DG P&T Accounts, Civil Lines, New Delhi - 54
12. All Directors of Accounts (Postal)
13. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
14. All recognized Unions/Federations/Associations.
15. SO Guard File
16. Spare copies - 20.

  
(S. V. Rao)  
Director (Estt.)

No. 17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 01.07.2019

Office Memorandum

**Subject : Implementation of recommendations of GDS Committee on Social Security Benefits for Gramin Dak Sevaks (GDS) .**

The undersigned is directed to refer to this Directorate O.M of even number dated 27.06.2018, wherein approval of Competent Authority on the above noted subject was conveyed.

2. The Competent Authority has now approved the following modification in payment of Severance Amount and GDS Gratuity with effect from 01.01.2016 instead of 01.07.2018 as mentioned below:-

Sl No.	Scheme	Existing Benefits	Revised Benefits
1.	<b>GDS Gratuity</b> (erstwhile Ex-gratia Gratuity)	The nomenclature of Ex-gratia Gratuity is changed as 'GDS Gratuity'  Continuance of the existing formula for grant of Ex-gratia Gratuity subject to a maximum of Rupees One lakh fifty thousand (₹1,50,000/-) .	No change in nomenclature and other conditions mentioned in Department of Posts OM of even number dated 27.06.2018.  <b>Revised rate of GDS Gratuity ( i.e. Maximum ceiling ₹.150000/-)* shall be paid w.e.f 01.01.2016 instead of 01.07.2018.</b>
2.	<b>Severance Amount</b>	The Severance Amount shall be paid at the rate of ₹4,000/- for every completed year from 01.01.2016.  Maximum ceiling on Severance Amount shall be Rupees One lakh fifty thousand (₹1,50,000/-) .	No change in nomenclature and other conditions mentioned in Department of Posts OM of even number dated 27.06.2018.  <b>The Severance Amount shall be paid at the rate of ₹. 4000/- for every completed year of engagement w.e.f 01.01.2016.**</b>

*(Signature)*  
01/07

	Severance Amount would be applicable only in case of those GDS who have opted to remain with Severance Amount and have not shifted to Service Discharge Benefit Scheme (SDBS), and has completed 10 years of continuous service.	Revised rate of Severance Amount (i.e. Maximum Ceiling of ₹ 150000/-) shall be paid w.e.f 01.01.2016 instead of 01.07.2018.
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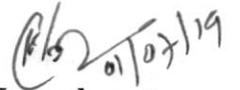
\* Difference Amount of GDS Gratuity (i.e ₹.150000/- - ₹.60000/-) = @ ₹ 90,000/- shall be paid to those GDS who were discharged between 01.01.2016 to 30.06.2018, as they have been paid old rate of GDS Ex-Gratia Gratuity i.e @ ₹ 60,000/-.

\*\* Difference Amount of Severance Amount (i.e ₹ 4000 - ₹1500/-) = @ ₹ 2500/- for every completed year of engagement we.f. 01.01.2016 shall be paid to those GDS who were discharged between 01.01.2016 to 30.06.2018, as they have been paid old rate of Severance Amount i.e @ ₹. 1500/- for every completed year of engagement we.f. 01.01.2016 subject to a maximum Ceiling of ₹ 1,50,000/-

3. All other existing eligibility conditions for the aforesaid schemes have undergone no change and will be applicable to all GDSs.

4. This issues in consultation with Ministry of Finance, Department of Expenditure vide their ID Note No. 3(1)/E-V/2018 dated 05.04.2018 and AS &FA Diary No 37/2019-FA-CS Dated 01.07.2019.

5. Hindi version will follow.

(SB Vyavahare)  


Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in

Copy forwarded to: -

1. Sr.PPS to Secretary (Posts) /Sr.PPS to Director General Postal Services
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3. Additional Secretary & Financial Adviser
4. All Chief Postmasters General / Postmasters General
5. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
6. Director, RAKNPA/GM, CEPT/Directors of All PTCs
7. Addl. Director General, Army Postal Service, R. K. Puram, New Delhi
8. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
9. Director General P&T (Audit), Civil Lines, New Delhi
10. Director General, NICF, Ghitorni, New Delhi
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14. GM, CEPT for uploading the orders on the India Post web site
15. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
16. Guard File
17. Spare copies.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adgds@indiapost.gov.in

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Postal updat

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 14 December 2018

Office Memorandum

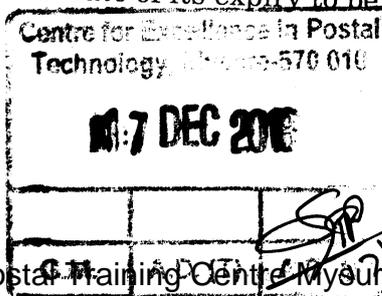
Sub: Implementation of recommendations of One-Man Committee on introduction of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to convey the approval of the Competent Authority on recommendations of One-Man Committee on introduction of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks, who are engaged on regular basis after due engagement formalities as prescribed in Gramin Dak Sevak (Conduct & Engagement) Rules, 2011 and amended from time to time as per instruction of Directorate.

2. Keeping in view the above, it has been decided to issue consolidated instructions in supersession of all earlier OMs on the subject of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks (GDS) as under :-

2.1 SCHEME-1: ON COMPLETION OF 20 YEARS OF ENAGAGMENT PERIOD:-

- (a) Scope.-Intended for those who wish to quit prematurely without citing any specific reason.
- (b) Conditions:-
- Minimum qualifying engagement period 20 years.
  - No age restriction.
  - By giving notice of not less than three months, in writing to the Divisional Head in prescribed proforma as shown in Annexure-I.
  - In computing the notice period of three months, the date of notice for voluntary discharge and date of its expiry to be excluded from the notice period.



Page 1 of 6

- v. In case the Divisional head does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the discharge shall become effective from the date of expiry of the said period. For example, if the date of notice is 05.02.2019 the discharge shall become effective from 04.05.2019.
- vi. The Divisional head shall issue orders before the date of expiry of notice either accepting or rejecting the voluntary discharge. Otherwise GDS shall be deemed to have been discharged voluntarily from engagement at the end of the period of notice of three months.
- vii. Request can be withdrawn prior to acceptance of notice, with the approval of the accepting Authority i.e. Divisional Head.
- viii. The scheme is purely voluntary and there will be no compulsion on any GDS to quit under this scheme.
- ix. The scheme will not be available for GDS who are under put off duty, or against whom any disciplinary action, Police case or Court case, is pending.
- x. All GDS who are engaged on regular basis on the date of notification of the Scheme and who fulfill all other conditions will be eligible to opt for this scheme.
- xi. The Divisional Head will be the competent authority to accept and approve the voluntary discharge for all categories of GDS.
- xii. Compassionate engagement will not be available for the dependents of the GDS to be discharged voluntarily. A declaration in prescribed application proforma as shown in Annexure-I will be taken from the GDS willing to seek the benefits of Voluntary Discharge scheme that she/he will not claim compassionate engagement for any of her/his dependents once voluntary discharge request is accepted.
- (c) Entitlements:- Normal discharge benefits proportionate to the period of engagement rendered. In case the GDS quits engagement before completion of 20 years of engagement period, he/she will not be entitled to get any monetary benefits under the scheme.



## 2.2 SCHEME-2: ON MEDICAL GROUND:

- (a) Scope: Intended for those who suffer on account of any bodily or mental infirmity, which permanently incapacitates him/her for engagement and wishes to quit prematurely.
- (b) Conditions:
- i. Minimum engagement period-10 years.
  - ii. No age restriction.
  - iii. An application in prescribed proforma as shown in Annexure-II to be submitted by the GDS.
  - iv. The Medical Authority(Civil Surgeon) should certify that the applicant is not fit to continue in engagement.For this purpose the Divisional Head shall direct the GDS for appearing before the appropriate Medical Authority i.e. Medical Board of a Government Hospital.
  - v. The GDS to be directed to appear before the appropriate Medical Authority.
  - vi. A certificate so obtained from the Medical Authority without the prior approval of the Department will not be valid.
  - vii. Date of effect will be the date of acceptance of the request.
  - viii. The scheme is purely voluntary and there will be no compulsion on any GDS to quit under this scheme.
  - ix. The scheme will not be available for GDS under put off duty, or against whom any Departmental disciplinary action, Police case or court case is pending.
  - x. The Divisional Head will be the competent authority to accept and approve the voluntary discharge for all categories of GDS.
  - xi. All GDS who are engaged on regular basis on the date of notification of the scheme and who fulfill all other conditions will be eligible to opt for this scheme.
  - xii. Compassionate engagement will not be available for the dependents of the GDS to be discharged voluntarily. A declaration in prescribed application proforma as shown in Annexure-II will be taken from the GDS willing to



seek the benefits of Voluntary Discharge scheme that she/he will not claim compassionate engagement for any of her/his dependents once voluntary discharge request on medical ground is accepted.

(c) Entitlements:-Normal discharge benefits proportionate to the period of engagement rendered. In case the GDS quits engagement before completion of 10 years of engagement period, she/he will not be entitled to get any monetary benefits.

3. The above instructions will come into effect from the date of issue of this O.M.

5. Hindi version will follow.

  
(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Copy forwarded to:

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) /PPS to Director General Postal Services
3. PPS / PS to Addl. DG (Co-ordination) /Member(Banking) /Member (O) /Member(P) /Member (Planning & HRD) /Member(PLI) /Member (Tech)
4. Additional Secretary & Financial Adviser
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7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO
10. Sr. Deputy Director General (PAF)
11. Director General P&T (Audit), Civil Lines, New Delhi
12. Secretary, Postal Services Board/All Deputy Directors General
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(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Notice for Voluntary Discharge from engagement of Gramin Dak Sevak

From:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

To:

SSPOs/SSRM/SPOs/SRM

\_\_\_\_\_ Division  
\_\_\_\_\_

Sub: -Request for granting Voluntary discharge from engagement of Gramin Dak Sevak.

Madam/Sir,

I \_\_\_\_\_

\_\_\_\_\_ (Name, Designation & Office) has completed \_\_\_\_\_ years of engagement as on \_\_\_\_\_. I, hereby give notice that, I would like to take voluntary discharge w.e.f. \_\_\_\_\_ on expiry of three months' notice period.

2. I undertake that, I will not claim compassionate engagement for my dependent family members once my Voluntary discharge is accepted by the competent authority.

3. You are therefore, requested to discharge me w.e.f. \_\_\_\_\_ i.e. on expiry of three month's notice from the post of Gramin Dak Sevak.

Place:

Signature of GDS \_\_\_\_\_

Date:

Name & Designation of GDS



Application for Voluntary Discharge from Engagement of  
Gramin Dak Sevaks on Medical Grounds

From:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

To:

SSPOs/SSRM/SPOs/SRM  
\_\_\_\_\_ Division  
\_\_\_\_\_

Sub: - Request for granting Voluntary discharge from engagement of Gramin Dak Sevak on medical grounds.

Madam/Sir,

I the undersigned \_\_\_\_\_ (Name, Designation & Office) has completed \_\_\_\_\_ years of engagement as on \_\_\_\_\_. I am suffering from \_\_\_\_\_ (Name of disease). Hence, I am unable to perform any type of duty of BPM/ABPM/Dak Sevak.

2. I undertake that, I will not claim compassionate engagement for my dependent family members once my voluntary discharge is accepted by the competent authority.

3. I would, therefore, request you to kindly approve my discharge from engagement of Gramin Dak Sevak, voluntarily on medical grounds at the earliest.

Place:

Signature of GDS \_\_\_\_\_

Date:

Name & Designation of GDS



No. 17-30/2019-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 14<sup>th</sup> February, 2020

To

All Chief Postmasters General/Postmasters General

Subject :Department of Posts, Gramin Dak Sevaks (Conduct and Engagement)  
Rules, 2020 - regarding.

Sir/Madam,

The existing Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 has been amended from time to time by issue of suitable amendments. In supersession of the existing rules issued in 2011, the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 are hereby circulated by incorporating all the amendments.

2. In brief, revision/amendments/insertions made in the existing rules are as follows:-

- (i) These rules called "Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020" containing 31 rules are issued replacing the existing set of rules called the "Department of Posts", Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 containing 31 Rules. Rule 3-B, 3-C, 7-A, 7-B, 10-A to 10-G, 21-A and 21-B have been inserted as new rules in the "Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020".
- (ii) Rationalisation of existing 5 categories of GDS in 3 categories Viz Branch Postmasters, Assistant Branch Postmasters and Dak Sevaks under Rule 3 (c) with a suitable note below.

- (iii) Rule below 3-A (vii) has been replaced with appropriate sentence relating to applicability of the conditions of residence to Gramin Dak Sevaks.
- (iv) Rule 3-B and 3-C have been incorporated in connection with Eligibility Criteria for Engagement to GDS Posts and two types of Voluntary Discharge Schemes for GDS respectively.
- (v) Rule 4 has been amended by making some modifications.
- (vi) Rule- 7 has been amended by incorporating Rule 7-A and 7-B in connection with 5 days Emergency Leave to GDS and 180 days Maternity Leave to Female GDS.
- (vii) Rule-8 has been amended by incorporating some modification and also a note regarding non eligibility of GDS Gratuity and Severance amount etc.
- (viii) Rule -9 has been amended with regard to Major and Minor penalties.
- (ix) Rule 12 has been modified for treating the period of Put Off duty in case the procedure initiated for imposition of a minor penalty.
- (x) Rule 23 has been amended by incorporating treatment of Strike period.
- (xi) Rule 31 Schedule of Engaging Authority has been amended by incorporating Disciplinary Authority and Appellate Authority.
- (xii) The words 'Recruiting Authority', 'Recruitment' and 'Service' whenever appears in the existing rules have been replaced with words 'Engaging Authority' and 'Engagement'.
- (xiii) The Conduct and Engagement Rules, 2020 shall be applicable to all existing categories of GDS including those GDS categories which have been declared as wasting cadre as long as they remain in engagement.

3. You are requested to ensure that the enclosed revised set of Rules called the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 is further circulated to all concerned in your Circle at the earliest and send confirmation to this office within a week's time.



4. Hindi version will follow.

Yours faithfully,

(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in

Copy forwarded to:-

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(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in

DEPARTMENT OF POSTS, GRAMIN DAK SEVAKS (CONDUCT AND ENGAGEMENT) RULES, 2020

In supersession of the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 except as respects things done or omitted to be done before such supersession, the following rules are issued under the authority of the Government of India.

1. Short Title and Commencement :-

- (1) These rules may be called the Department of Posts, Gramin Dak Sevaks (Conduct & Engagement) Rules, 2020.
- (2) They shall come into force on and from the date of their circulation.

2. Application:-

These rules shall apply to Gramin Dak Sevaks of Department of Posts, Ministry of Communications, Government of India.

3. Definitions:- In these rules, unless the context otherwise requires:-

- (a) "Engaging Authority" means an authority empowered to engage GDS on the basis of GDS (Conduct and Engagement) Rules, 2020.
- (b) "Assistant Superintendent Posts/Inspector Posts" in relation to a Postal/Railway Mail Service Sub Division, the Assistant Superintendent or Sub-Divisional Inspector or Railway Mail Service in charge of Sub Division, as the case may be;
- (c) "Government" means the Central Government;
- (d) "Gramin Dak Sevak" means: -
  - (i) \*a Branch Postmaster
  - (ii) \*an Assistant Branch Postmaster
  - (iii) \*a Dak Sevak

\*Note- 1 - Gramin Dak Sevaks other than Branch Postmasters (BPMs) and working in Branch Post offices are designated and called as "Assistant Branch Postmasters (ABPMs)"

\*Note-2 -Gramin Dak Sevaks other than Branch Postmasters (BPMs) and working in Departmental Post offices/RMS Offices/other offices are designated and called as "Dak Sevak"

\*The above categories are rationalized vide Department of Posts, OM No.17-31/2016-GDS dated 25.06.2018 and 22.07.2019.

- (e) "Head of a Circle" means the Head of a Postal Circle and includes Chief Postmaster-General;
- (f) "Head of a Division" in relation to a Postal or Railway Mail Service, the Senior Superintendent or Superintendent of a Postal or Railway Mail Service Division, as the case may be;
- (g) "Head of a Region" in a Postal Circle means Postmaster-General (Region);
- (h) "Members of the family" in relation to a Gramin Dak Sevak includes :-
- (i) the wife, child or step child of such Sevak, whether residing with him or not, and in relation to a Sevak who is a woman, the husband residing with her and dependent on her; and
  - (ii) any other person related, whether by blood or by marriage to such Sevak or to such Sevaks' wife or husband and wholly dependent on such Sevak, but does not, include a wife or husband legally separated from such Sevak or a child or step child who is no longer in any way dependent upon such Sevak or of whose custody the Sevak has been deprived by any law; only widow and dependent Daughter-in-law.
- (i) "Record officer" in relation to Railway Mail Service, the Sub Record Officer or the Head Record Officer in charge of a Sub Record Office or Head Record Office;

(j) "Sevak" means a person working as a Gramin Dak Sevak;

(k) "Postmaster" in relation to a Post Office, Gazetted Postmaster, Postmaster in Higher or Lower Selection Grade, norm based Post Office (in his own office) except a Postmaster in charge of an A,B &C class Sub Post Office.

NOTE I - The persons holding the posts of Extra-Departmental Agents under the Posts and Telegraphs Extra-Departmental Agents (Conduct & Service) Rules, 1964 or *Gramin Dak Sevaks* (Conduct and Engagement) Rules, 2001 or Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 on regular basis on the date of commencement of these rules shall be deemed to have been engaged to and hold the posts of Gramin Dak Sevaks in accordance with the provisions of these rules;

### 3-A Terms and Conditions of Engagement:-

- (i) A Sevak shall not be required to perform duty beyond a maximum period of 5 hours in a day;
- (ii) A Sevak shall not be retained beyond 65 years of age;
- (iii) A Sevak shall have to give an undertaking that he has other sources of income besides the allowances paid or to be paid by the Government for adequate means of livelihood for himself and his family;
- (iv) A Sevak can be transferred from one post/unit to another post/unit in public interest/administrative/vigilance ground;
- (v) A Sevak shall be outside the Civil Service of the Union;
- (vi) A Sevak shall not claim to be at par with the Central Government employees;
- (vii) Residence in post village/delivery jurisdiction of the Post Office within one month after selection but before engagement shall be mandatory for a Sevak; Failure to reside in place of duty for GDS BPM & within delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violative of conditions of engagement and liable for disciplinary action under Rule 10 of the Conduct & Engagement Rules, requiring removal/dismissal;

- (viii) Post Office shall be located in the accommodation to be provided by Gramin Dak Sevak Branch Postmaster suitable for use as Post Office premises. However, where accommodation is provided for Post Offices by the Central/State Government/Local Government/Village Panchayat etc. the same will be used for Post Office premises.
- (ix) Combination of duties of a Sevak shall be permissible;

### 3-B Eligibility Criteria for Engagement to Gramin Dak Sevaks Posts:-

#### I. Age Limit:

The minimum and maximum age for the purpose of engagement to GDS posts shall be 18 and 40 years respectively as on the date of notification of the vacancy. Permissible relaxation in upper age limit for different categories as prescribed. are as under:-

Sl.No.	Category	Permissible age relaxation
1.	Schedule Caste/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Economically Weaker Sections (EWS)	No relaxation*
4.	Persons with Disabilities (PwD)	10 years*
5.	Persons with Disabilities (PwD) + OBC	13 years*
6.	Persons with Disabilities (PwD) + SC/ST	15 years*

Note:- 1\* There will be no relaxation in upper age limit to EWS candidates. However, the persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in engagement to Gramin Dak Sevaks posts in the Department of Posts as prescribed in Directorate letter No 17-09/2019 dated 26.02.2019.

Note:-2\* All engaging authorities shall maintain the above age relaxation for persons with disability for all categories of GDS posts. This relaxation however is not applicable for persons with benchmark of disability "Blind", as in place of blind, candidate with Low Vision have been identified as prescribed in Directorate letter No. 17-8/2017-GDS dated 26.02.2019. Relaxation in upper age limit is subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

## II. Educational Qualification:

(i) Secondary School Examination pass certificate of 10<sup>th</sup> standard with passing marks in Mathematics and English (having been studied as compulsory or elective subjects) conducted by any recognized Board of School Education of the Government of India/State Governments/ Union Territories in India shall be a mandatory educational qualification for all approved categories of Gramin Dak Sevaks (i.e. BPM, ABPM & Dak Sevak ) as prescribed from time to time.

(ii) Compulsory knowledge of Local Language:

The candidate should have studied the local language at least up to 10<sup>th</sup> standard [as compulsory or elective subjects] as declared by the State Government or as per constitutional provisions relating to the 8<sup>th</sup> schedule of Constitution of India as prescribed by the Department from time to time.

(iii) Basic Computer Training:

The candidates for all approved categories of GDS referred to in (i) above will be required to furnish Basic Computer Training Course Certificate of at least 60 days duration, from any Computer Training Institute run by Central Government/State Government / Universities / Boards / Private Institutions Organizations. This requirement of basic computer knowledge certificate shall be relaxable in cases where a candidate has studied computer as a subject in Matriculation or class XII or any other higher educational level and in such cases, a separate certificate will not be insisted upon.

III. Residence:

The condition of residence shall apply as stipulated in Rule 3-A (vii) of GDS (Conduct and Engagement) Rules, 2020. The candidates must provide accommodation for Branch Post Office after selection but before engagement as prescribed by the Department from time to time unless accommodation is provided by other agencies.

IV. Knowledge of Cycling:

Knowledge of Cycling is a pre-requisite condition for all GDS posts. In case of a candidate having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect.

V. Adequate means of Livelihood:

The condition of adequate means of livelihood shall apply as stipulated in Rule 3-A (iii) of GDS (Conduct and Engagement) Rules, 2020. However, this condition shall not be a pre-requisite for candidates for the purpose of applying to the GDS post or selection there to and the selected candidate shall be required to comply with this prescribed condition within 30 days after selection but before engagement. The GDS will also have to ensure that he/she is having adequate additional means of livelihood during the period of engagement till his discharge.

VI. Furnishing of Security:

On engagement as GDS, the person so engaged shall be required to furnish security in such manner as may be prescribed from time to time.

VII. Fulfillment of other terms and conditions:

Terms and conditions of engagement to GDS posts shall apply as stipulated in the relevant rules of GDS (Conduct & Engagement) Rules, 2020 modified from time to time by the Department of Posts.

VIII. Adequate representation of SC/ST/OBC, Persons with Disability & Economically Weaker Sections (EWSs).

The instructions issued by the Department vide no.19-11/97-ED & TRG dated 27.11.1997, No. 17-08/2017-GDS dated 26.02.2019 and No.17-09/2019-GDS dated 26.02.2019 providing for adequate representation of SC/ST/OBC communities, Persons with Disability and Economically Weaker Sections (EWSs) respectively will continue to apply.

IX. Production of SC/ST/OBC/Disability/Economically Weaker Sections Certificate :-

Production of SC/ST/OBC/Disability/EWSs certificate in the prescribed format would be compulsory in case of such candidates.

X. Time Related Continuity Allowance (TRCA)

(i) The following Minimum TRCA shall be payable to the different categories of GDS posts as mentioned in Directorate Order No 17-31/2016-GDS dated 25.06.2018 and letter no. 17-2/2018-GDS dated 22.03.2019 and as may be prescribed by the Government on the basis of workload/revenue norms as per the standard of assessment decided by the department from time to time:-

Minimum TRCA of all categories of GDS as per Working hrs/Levels			
Sl.No.	Category	Minimum TRCA for 4 Hours/level 1	Minimum TRCA for 5 Hours/level 2
1	BPM	Rs.12000/-	Rs.14500/-
2	ABPM/Dak Sevaks	Rs.10000/-	Rs.12000/-

(ii) However, in respect of the GDSs engaged on or after 01.07.2018, the initial fixation of TRCA will be done on the first stage of Level -1 of the respective category.

## XI. Method of Engagement:

Method of engagement will continue to be as online engagement process for engagement of all categories of GDS as prescribed from time to time.

### (i) Exemption of fee for applying on GDS Posts:

Male applicants belonging to the category UR/OBC/EWS have to pay a fee as prescribed. Payment of fee is exempted for all female candidates, all SC/ST candidates and all PwD candidates.

## XII. Job Profile:

### (i) BRANCH POSTMASTER (BPM):

The Job Profile of Branch Postmaster will include managing affairs of GDS Branch Post Office, India Post Payments Bank (IPPB) and ensuring uninterrupted counter operation during the prescribed working hours using the handheld device/Smartphone supplied by the Department. The overall management of postal facilities, maintenance of records, upkeep of handheld device, ensuring online transactions, and marketing of Postal, India Post Payments Bank services and procurement of business in the villages or Gram Panchayats within the jurisdiction of the Branch Post Office should rest on the shoulders of Branch Postmasters. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. Branch Postmaster will be the team leader of the GDS Post Office and will have overall responsibility of smooth and timely functioning of Post Office including mail conveyance and mail delivery. He/she might be assisted by Assistant Branch Postmaster of the same Branch Post Office. BPM will be required to do combined duties of ABPMs as and when ordered. He/she will also be required to do marketing, organizing melas, business procurement and any other work assigned by IP/ASP/SPOs/SSPOs/SRM/SSRM etc. In some of the Branch Post Offices, the BPM has to do all the work of BPM/ABPM.

(ii) ASSISTANT BRANCH POSTMASTER (ABPM):

The Job Profile of Assistant Branch Postmaster will include all functions of sale of stamps/stationery, conveyance and Delivery of mail at doorstep deposits/payments/other transactions under IPPB, assisting Branch Postmasters in counter duties using the handheld device/Smart phone supplied by the Department. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He/She will also be required to do marketing, organizing melas, business procurement and any other work assigned by the Branch Postmaster or IP/ASP/SPOs/SSPOs/SRM/SSRM etc. ABPMs will also be required to do Combined Duty of BPMs as and when ordered.

(iii) DAK SEVAK

The Job Profile of Dak Sevaks will include all functions viz sale of stamps and stationery, conveyance and delivery of mail and any other duties assigned by Postmaster/Sub Postmaster including IPPB work in the Departmental Post Offices/RMS. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He/She may also have to assist Postmasters/Sub Postmasters in managing the smooth functioning of Departmental Post Offices and do marketing, business procurement or any other work assigned by the Postmaster or IP/ASP/SPOs/SSPOs/SRM/SSRM etc.

3-C Voluntary Discharge Schemes:-

All categories of Gramin Dak Sevaks (GDSs) can avail of the Voluntary Discharge Scheme on completion of 20 years of engagement period or on medical grounds as per instructions issued from time to time by the Department.

4. Engaging Authority :-

- (1) The Engaging Authority in respect of each category of Sevak shall be as shown in the Schedule annexed to these rules.

- (2) If any doubt arises as to who is the appropriate Authority in any case, the matter shall be referred to the Director General (Posts), whose decision thereon shall be final.
- (3) Notwithstanding anything contained in these rules, any authority superior to the Engaging Authority as shown in the Schedule under Rule 31 of GDS (Conduct & Engagement) Rules, 2020 may, at any time, either on its own motion or otherwise call for the records relating to the engagement of Gramin Dak Sevaks made by the Engaging Authority, and if such Engaging Authority appears:-
- (a) to have exercised a jurisdiction not vested in it by any law or rules time being in force; or
  - (b) to have failed to exercise a jurisdiction so vested; or
  - (c) to have acted in the exercise of its jurisdiction illegally or with material irregularity, such superior authority may, after giving an opportunity of being heard, make such order as it thinks fit directing the engaging authority to act under Rule 8 of GDS (Conduct & Engagement) Rules or to have initiated action to remove from engagement after following the procedure laid down under Rule 10 of the Rules including order for cancellation / rectification of the engagement process.

#### 5. Powers of the Engaging Authority :

The powers of the Engaging Authority in the matter of awarding any of the penalties specified in Rule 9 may be exercised by an authority which has been shown in the Schedule annexed to these rules or by any other authority empowered in this behalf by a special order of the Head of the Circle or the Head of the Region under circumstances to be recorded in writing:

Provided that in no case, the authority so appointed shall be lower in rank than the authority who originally engaged the Gramin Dak Sevak.

## 6. Pension/GDS Gratuity/Severance Amount:

The Garmin Dak Sevaks shall not be entitled to any pension. However, they shall be entitled to GDS gratuity, Severance amount or SDBS as may be decided by the Government from time to time.

## 7. Leave :

The Gramin Dak Sevaks may be granted paid leave at the rate of 20 days in a year (10 days for every half year) without accumulation or as may be determined by the Government, from time to time.

Provided that -

- (a) where a Sevak fails to resume duty on the expiry of the maximum period of leave admissible and granted to him/her, or
- (b) where such a Sevak who is granted leave for a period less than the maximum period admissible to him/her under these rules, remains absent from duty for any period which together with the leave granted exceeds the limit up to which he/she could have been granted such leave, he/she shall, unless the Government, in view of the exceptional circumstances of the case, otherwise decides, be removed from engagement after following the procedure laid down in Rule 10.

## 7-A Emergency Leave :-

Gramin Dak Sevaks shall be entitled for 'Emergency' leave for a maximum of 5 days in a calendar year, or as may be prescribed by the Government from time to time.

## 7-B Maternity Leave for Female GDS:-

A female Gramin Dak Sevak (GDS) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement, as per instructions issued by the Department from time to time.



## 8. Termination of Engagement:-

(1) The engagement of a Sevak who has not already rendered more than three years' continuous engagement from the date of his/her engagement shall be liable to be terminated at any time by a notice in writing given either by the Sevak to the Engaging Authority, or by the Engaging Authority or any Authority to which the Engaging Authority is subordinate or any other Authority empowered in that behalf by the Government, by general or special order, to the Sevak;

(2) The period of such notice shall be one month.

Provided that the engagement of any such Sevak may be terminated forthwith and on such termination, the Sevak shall be entitled to claim a sum equivalent to the amount of Basic Time Related Continuity Allowance *plus* Dearness Allowance as admissible for the period of the notice at the same rates at which he/she was drawing them immediately before the termination of his/her engagement, or, as the case may be, for the period by which such notice falls short of one month.

NOTE -1 : Where the intended effect of such termination has to be immediate, it should be mentioned that one month's Time Related Continuity Allowance *plus* Dearness Allowance as admissible is being remitted to the Sevak in lieu of notice of one month through money order.

NOTE -2 : When engagement of a GDS is terminated under this Rule, he/she shall not be eligible for GDS Gratuity and Severance amount etc.

## 9. Nature of Penalties:-

The following penalties may, for good and sufficient reasons and as hereinafter provided, to be imposed by the Engaging Authority, namely:-

### Minor Penalties

- (i) Censure;
- (ii) Debarring of a Sevak from appearing in the recruitment examination for the post of Multi Tasking Staff and /or Postman and /or Mail Guard and/or from being considered for recruitment

as Postal Assistants /Sorting Assistants for a period not exceeding three years;

- (iii) Debarring of a Sevak from being considered for recruitment to Multi Tasking Staff on the basis of selection-cum-seniority for a period not exceeding three years;
- (iv) Recovery from Time Related Continuity Allowance (TRCA) of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders;
- (v) Withholding of annual increase in Time Related Continuity Allowance (TRCA) without cumulative effect for a period not exceeding three years;

#### Major Penalties :

- (vi) Reduction to a lower stage in the TRCA slab for a specified period exceeding three years (not in nature of permanent measure) with further direction as to whether or not the Sevak will earn annual increase during the period of reduction and whether on expiry of such period, the reduction will or will not have the effect of postponing the future increase of his / her Time Related Continuity Allowance (TRCA).
- (vii) Compulsory Discharge from engagement with monetary benefits (i.e. SDBS etc.) and GDS Gratuity proportionate to engagement period rendered by GDS, as per conditions laid down in Department of Posts O.M. No 17-31/2016-GDS dated 27<sup>th</sup> June, 2018.
- (viii) Removal from engagement which shall not be a disqualification for future engagement;
- (ix) Dismissal from engagement, which shall ordinarily be a disqualification for future engagement.

Note: The Penalty of recovery under Rule 9 (iv) can be imposed fully without any restriction."



10-A. Procedure for imposing Minor penalty:-

- (i) No order imposing any of the penalties specified in Clause (i) to (v) of Rule 9 shall be passed on a GDS except after:-
  - (a) The Sevak is informed in writing of the proposal to take action against him/her and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he/she may wish to make; and
  - (b) such representation, if any, is taken into consideration by the engaging Authority.

10-B. Procedure for imposing Major penalty:-

- (i) No order imposing any of the penalties specified in clause (vi) to (ix) of Rule 9 shall be passed on a GDS except after:-
  - (a) The Sevak is informed in writing of the proposal to take action against him/her and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he/she may wish to make; and
  - (b) such representation, if any, is taken into consideration by the Engaging Authority.

Provided that, the major penalty shall not be imposed except after an inquiry in which he/she has been informed of the charges against him/her and has been given a reasonable opportunity of being heard in respect of those charges:

Provided further that where it is proposed after such inquiry, to impose upon him/her any such penalty, such penalty may be imposed on the basis of the evidence adduced during the inquiry.

10-C. The record of proceedings shall include:-

- (i) A copy of the intimation to the Sevak of the proposal to take action against him/her;

- (ii) a copy of the statement of allegations, along with a list of evidence in support thereof, communicated to him/her;
- (iii) his/her representation, if any;
- (iv) the records of the inquiry proceedings along with the inquiry report of the Engaging Authority or Inquiry Officer, if any, appointed in a case where a formal inquiry is necessary;
- (v) the representation, if any of the Sevak on the Inquiry Officer's report;
- (vi) findings of the Engaging Authority in respect of the allegations;
- (vii) the order imposing the penalty.

10-D. Inquiry has to be conducted even if the GDS accepts the charges in the cases where major penalty is to be imposed by Engaging Authority. The purpose of holding inquiry in such cases is primarily to give the GDS adequate opportunity to defend himself/herself. In case the charge is accepted by him/her unconditionally, there would obviously be no need for an inquiry for imposing major penalty.

10-E. Normally, there is no need for conduct of an inquiry for imposing minor penalty to GDS. However, where a minor penalty is to be imposed under Rule 10, it is upto the discretion of Disciplinary Authority to decide whether an inquiry should be held or not in case of a request by the delinquent GDS received by the Disciplinary/Engaging Authority. The implication of this rule is that, on receipt of representation of delinquent GDS concerned on the imputations of misconduct or misbehavior communicated to him/her, the Disciplinary/Engaging Authority should apply its mind to all facts and circumstances and reasons urged in the representation for holding a detailed inquiry and form an opinion whether an inquiry is necessary or not. In a case where delinquent GDS has asked for inspection of certain documents and cross-examination of the prosecution witnesses, the Disciplinary/Engaging Authority should naturally apply its mind more closely to the request and should not reject

the request solely on the ground that an inquiry is not mandatory. If the records indicate that, notwithstanding the points urged by the delinquent GDS, the Disciplinary/Engaging Authority could, after due consideration, come to the conclusion that an inquiry is not necessary, it should say so in writing indicating its reasons, instead of rejecting the request for holding inquiry summarily without any indication that it has applied its mind to the request, as such an action could be construed as denial of natural justice.

#### 10-F. Procedure for imposing penalty after discharge:-

- (1) The departmental proceedings under rule 10, if instituted while a Sevak was in engagement shall after the discharge of the Sevak on attaining the age of sixty five years be deemed to be proceedings under that rule and shall be continued and concluded by the authority by which the proceedings were commenced in the same manner as if the Sevak had continued in engagement and in such case the function of the disciplinary authority shall be only to reach a finding on the charges and to submit a report recording its findings to the President and the final decision on such report shall be taken in the same manner as in the case of review petitions of the Sevaks addressed to the President and no appeal shall lie against such decision.
- (2) The President reserves to himself the right of withholding group insurance amount, security amount, post-engagement benefits like *ex-gratia* gratuity/GDS Gratuity and severance amount of a Sevak, by ordering recovery from these amounts in case a Sevak is found guilty of grave misconduct or negligence during the period of his engagement.
- (3) For the purpose of this rule, departmental proceedings shall be deemed to be instituted on the date on which statement of charge is issued to the Sevak or if Sevak had been put off duty, on the date on which he/she had been so put off.

#### 10-G. Procedure for disciplinary proceedings after discharge:-

- 1 (a) The departmental proceedings under Rule 10, if not instituted and the GDS is discharged on attaining of age of 65 years and his/her terminal benefits have not been released on the ground that, departmental proceedings under Rule 10 were proposed to be instituted shall be instituted after the discharge of the Sevak on attaining the age of Sixty Five years and be deemed to be proceedings under that rule and shall be continued and

concluded by the authority by which the proceedings were proposed to be instituted and in such case, the function of the Disciplinary Authority shall be only to reach a finding on the charges and to submit a report recording its findings to the President and the final decision on such report shall be taken in the same manner as in the case of review petitions of the Sevaks addressed to the President and no appeal shall lie against such decision.

(b) Provided that, the departmental proceedings are not instituted while the GDS was in engagement, before his discharge:-

- (i) Shall not be instituted save with the sanction of the President,
- (ii) Shall not be in respect of any event which took place more than four years before such institution, and
- (iii) Shall be conducted by such authority and in such place as the President may direct and in accordance with the procedure applicable to departmental proceeding in which an order of dismissal from engagement could be made in relation to the GDS during his/her engagement.

(c) The President reserves to himself/herself the right of withholding security amount, post-engagement benefits like GDS gratuity and Severance Amount of a Sevak, by ordering recovery from these amounts in case a Sevak is found guilty of grave misconduct or negligence during the period of his/her engagement.

2. For the purpose of this Rule:-

- (i) Departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the Gramin Dak Sevak or discharged Gramin Dak Sevak or if the Gramin Dak Sevak has been placed under Put Off Duty from an earlier date, on such date; and
- (ii) Judicial proceedings shall be deemed to be instituted :-
  - (a) in the case of criminal proceedings, on the date on which the complaint or report of a police officer, of which the Magistrate takes cognizance, is made, and

- (b) in the case of civil proceedings, on the date the plaint is presented in the court.

NOTE:-1-Standard form for issue of charge sheet to GDS under Minor and Major Penalties are mentioned at Appendix-I to Appendix-III.

11. Provisions of Rule 10 shall not apply:-

- (i) Where any penalty is imposed on a Sevak on the ground of conduct which has led to his/her conviction on a criminal charge; or
- (ii) Where the Authority empowered to dismiss or remove a Sevak is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such enquiry; or
- (iii) Where the President is satisfied that in the interest of the security of the State it is not expedient to follow the procedure prescribed in that rule; and the Engaging Authority may consider the circumstances of the case and make such orders thereon as it deems fit.

12. Put Off Duty:-

- (1) The Engaging Authority or any authority to which the Engaging Authority is subordinate or any other authority empowered in that behalf by the Government, by general or special order, may put a Sevak off duty;
- (a) Where a disciplinary proceeding against him/her is contemplated or is pending; or
- (b) Where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial:

Provided that in cases involving fraud or embezzlement, the Sevak holding any post specified in the Schedule to these rules may be put off duty by the Inspector of Post Offices or the Assistant Superintendent of Post Offices of the Sub-Division, as the case may be, under immediate intimation to the Engaging Authority.

(2). Where Inspector of Post Offices or the Assistant Superintendent of Post Offices of the Sub-Division is not the Engaging Authority, an order made by them under Sub-Rule (1) shall cease to be effective on the expiry of fifteen days from the date of such order unless earlier confirmed or cancelled by the Engaging Authority or the Authority to which the Engaging Authority is subordinate.

(3). A Sevak shall be entitled to an amount of compensation as ex-gratia payment equal to 25% of his/her Time Related Continuity Allowance together with admissible Dearness Allowance per month for the period of put off duty.

Provided that where the period of put of duty exceeds 90 days, the Engaging Authority or the authority to which the Engaging Authority or any other authority empowered in this behalf, as the case may be, who made the order of put duty shall be competent to vary the amount of compensation for any period subsequent to the period of first 90 days as follows:-

- (i) The amount of compensation as ex-gratia payment may be increased by a suitable amount, not exceeding 50% of such compensation admissible during the period of the first 90 days, if in the opinion of the said authority the period of put off duty has been prolonged, for reasons to be recorded in writing, not directly attributable to the Sevak.
- (ii) The amount of compensation as ex-gratia payment may be reduced by a suitable amount not exceeding 50% of such compensation admissible during the first 90 days, if in the opinion of the said authority, the period of put off duty has been prolonged due to reasons to be recorded in writing directly attributable to the Sevak.

Note 1. - The rate of Dearness Allowance will be based on the increased or decreased amount of compensation admissible under sub-clauses (i) and (ii) above.

Note-2.- The payment of compensation for the put off duty period shall not be subject to furnishing of a certificate that the Sevak is not engaged in any other employment, business, profession or vocation;

Provided that a Sevak who has been absconding or remains absent unauthorisedly and is subsequently put off duty shall not be entitled to any compensations as ex-gratia payment;

Provided further that in the event of departmental proceedings initiated against a GDS (who was placed under put off duty) for imposition of major penalty finally ends with the imposition of a minor penalty, the Sevak concerned should, be paid full Time Related Continuity Allowance and allowances for the period of put off duty.

(4). Where a penalty of dismissal or removal from engagement imposed upon a Sevak putting him off the duty under this rule is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action with any other direction, the order of putting him/her off duty shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.

(5). Where a penalty of dismissal or removal from engagement imposed upon a Sevak, is set aside or declared or rendered void in consequence for by a decision of a Court of Law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against the Sevak on the allegations on which the penalty of dismissal or removal was originally imposed, the Sevak shall be deemed to have been put off duty by the Engaging Authority from the date of original dismissal or removal and shall continue to remain on put off duty until further orders.

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merits of the case.

NOTE.- The period of putting a Sevak off duty including the period of deemed putting him/her off duty shall be decided by the Competent Authority after de-novo proceedings in this regard are finalized and compensation as ex-gratia payment for the concerned period shall be regulated according to provisions of sub -rule (3). The break caused due to putting the Sevak off duty shall be regulated as per extant provisions issued from time to time by the Central Government for this purpose.

Note.- Any payment made under this rule to a Sevak on reinstatement shall be subject to adjustment of compensation already paid as ex-gratia.

13. Appeal:-

- (1) A Sevak may appeal against an order putting him/her off duty to the authority to which the authority passing the order regarding putting him/her off duty is immediately subordinate.
- (2) A Sevak may appeal against an order imposing on him/her any of the penalties specified in Rule 9 to the authority to which the authority imposing the penalty is immediately subordinate.

14. Period of limitation for Appeal :-

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against.

Provided that the Appellate Authority may entertain the 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.

15. Form and contents of Appeal :-

- (1) Every Sevak submitting an appeal shall do so separately and in his/her own name.
- (2) The appeal shall be addressed to the authority to whom the appeal lies under Rule 13, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

16. Submission and withholding of Appeal :-

Every appeal shall be submitted to the authority which made the order appealed against. That authority may withhold the appeal if

- (i) It does not comply with any of the provisions of Rule 15; or
- (ii) It is not submitted within the period specified in Rule 14 and no cause is shown for the delay; or
- (iii) It is repetition of any appeal already decided and no new facts or circumstances are adduced.

Provided that an appeal withheld on the only ground that it does not comply with the provisions of Rule 15 shall be returned to the

appellant and, if resubmitted within one month thereof after compliance with the said provisions, shall not be withheld.

(1) Where an appeal is withheld, the appellant shall be informed of the fact and the reason therefor.

(2) At the commencement of each quarter, a list of the appeals withheld by any authority during the previous quarter together with the reasons for withholding them shall be furnished by that authority to the Appellate Authority.

#### 17. Transmission of Appeal :-

(1) The authority which made the order appealed against shall, without any avoidable delay, transmit to the Appellate Authority every appeal which is not withheld under Rule 16 together with its comments thereon and the relevant records.

(2) The authority to which the appeal lies may direct transmission to it of any appeal withheld under Rule 16 and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

#### 18. Consideration of Appeal :-

The Appellate Authority shall consider:-

- (a) whether the procedure specified in these rules has been complied with;
- (b) whether the findings are justified; and
- (c) whether the penalty imposed is excessive, adequate or inadequate; and passing orders,
  - (i) setting aside, reducing, confirming or enhancing the penalty;
  - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

## 19. Revision :-

(1) Notwithstanding anything contained in these rules-

(i) Regional PMG, for those Gramin Dak Sevaks who work in region headed by PMG; and in the rest of the cases by the Head of the Circle (Chief Postmaster General),

(ii) Any other authority immediately superior to the authority passing the orders; or

(iii) Any other authority specified in this behalf by the Government by general or special order, and within such time as may be specified in that general or special order; may, at any time, either on its own motion or otherwise call for records of any enquiry or disciplinary case and revise an order made under these rules, reopen the case and after making such enquiry as it considers necessary, may

(a) confirm, modify or set aside the order, or

(b) pass such orders as it deems fit."

Provided that no such case shall be reopened under this rule after the expiry of six months from the date of the order to be revised except by the Government or by the Head of Circle or by the Postmaster-General (Region) and also before the expiry of the time limit of three months specified for preferring an appeal under Rule 14.

Provided further that no order imposing or enhancing any penalty shall be made by any Revisionary Authority unless the Sevak concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in Clauses (v) and (vi) of Rule 9 or to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in those clauses, no such penalty shall be imposed except after the inquiry in the manner laid down in Rule 10, in case no such inquiry has already been held.

(2) No application to revise an order made on an application for a revision or order passed or made on a revision shall be entertained.

## 20. Review:-

The President may, at any time, either on his own motion or otherwise, review an order passed under these rules when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of

changing the nature of the case, has come, or has been brought to his notice:

Provided that no order imposing or enhancing any penalty shall be made by the President unless the Sevak concerned has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in Rule 9 or to enhance the minor penalty imposed by the order sought to be reviewed to any of the major penalties and if any enquiry under Rule 10 has not been held in the case, no such penalty shall be imposed except after enquiry in the manner laid down in Rule 10 subject to the provisions of Rule 11;

Provided further that such review petition may be preferred within two years subject to the condition that the review petition is based on new evidence which was not available previously and has the effect of changing the nature of the case;

Provided further that the powers of the President under this rule shall be exercised by a plenary board comprising of Member (P) and Member (O) or comprising of such authorities as may be delegated from time to time.

## 21. General :-

Every Sevak shall at all times:-

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing which is unbecoming of a Sevak.

## 21-A. Promptness and Courtesy:-

No Sevak Shall:-

- (i) in the performance of his/her official duties, act in a discourteous manner;
- (ii) in his/her official dealing with the public or otherwise adopt dilatory tactics or willfully cause delay in disposal of the work assigned to him.



21-B. Prohibition of sexual harassment of working women :-

- (1) No Gramin Dak Sevak shall indulge in any act of sexual harassment of any woman at any workplace.
- (2) Every Sevak who is in charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

EXPLANATION:- 1. For the purpose of this Rule:-

- (a) "*Sexual Harassment*" includes any one or more of the following acts or behavior, (whether directly or by implication), namely:-
  - (i) physical contact and advances; or
  - (ii) a demand or request for sexual favours; or
  - (iii) making sexually coloured remarks; or
  - (iv) showing pornography ; or
  - (v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- (b) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-
  - (i) implied or explicit promise of preferential treatment in employment/engagement; or
  - (ii) implied or explicit threat of detrimental treatment in employment/engagement; or
  - (iii) implied or explicit threat about her present or future employment /engagement status; or
  - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or

- (v) Humiliating treatment likely to affect her health or safety.
- (c) "Workplace" includes,-
  - (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
  - (ii) hospitals or nursing homes;
  - (iii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto; any place visited by the employee/GDS arising out of or during the course of employment/engagement including transportation provided by the employer for undertaking such journey;
  - (iv) a dwelling place or a house.

## 22. Taking part in Politics and Elections :-

- (1) No Sevak shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every Sevak to endeavor to prevent any member of the family from taking part in, subscribing in aid of, or assisting in any other manner, any political movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established, and where a Sevak is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Government.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.



(4) No Sevak shall canvass or otherwise interfere with or use his/her influence in connection with, or take part in an election to any legislative or local authority:

Provided that-

- (i) A Sevak qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted;
- (ii) A Sevak shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

EXPLANATION.- The display by a Sevak on his/her person, vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of this sub-rule.

### 23. Strikes:-

No Sevak shall resort to or abet any form of strike, coercion or physical duress in connection with any matter pertaining to his/her conditions of engagement or the engagement of any other Sevak. Period of strike shall be treated as under :-

- (i) The period of strike will not only result in deduction of TRCA for the period of absence during the strike but also break in engagement on account of incitement, violence and sabotage. GDS who resort to action of the above kind violate Rule 23 of GDS (Conduct and Engagement) Rules, 2020 and disciplinary action can also be taken against them. It may be noted that the list of activities which are covered under the definition of strike as enumerated above is only illustrative and not exhaustive. It only clarifies the position in respect of practices which are often resorted to at present.
- (ii) GDS who is absent from engagement hours for participating in the strike shall not be entitled to draw TRCA, DA, bonus, Paid leave TRCA etc.
- (iii) The strike period shall not be adjusted or regularised by grant of any kind of leave.

- (iv) If, it is specifically ordered by the competent authority after show cause notice on account of incitement, violence and sabotage, the strike period would also result in break in engagement.
- (v) The strike period would not qualify towards engagement period for payment of GDS Gratuity, Severance amount at the time of discharge from engagement.
- (vi) The strike period would not qualify towards engagement period for absorption of GDS against Multi-Tasking Staff (MTS) posts, which is done on seniority basis.
- (vii) The strike period would not qualify towards engagement period of GDS to appear at the LDCE for the cadre of Postal Assistant /Sorting Assistant/Postmen/MailGuard/Multi-Tasking Staff etc.
- (viii) The above action as per para (i) to (vii) may also be taken without prejudice to any disciplinary action that may be taken against such GDS.

#### 24. Criticism of Government:-

No Sevak shall, in any radio broadcast or in any document published in his/her own name or anonymously, or pseudonymously or in the name of any other person or in any communication to the Press or in any public utterance, make any statement of fact or opinion:-

- (i) which has the effect of any adverse criticism of any current or recent policy or action of the Central Government or a State Government; or
- (ii) which is capable of embarrassing the relations between the Central Government and the Government of any State; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

Provided that nothing in this rule shall apply to any statement made or views expressed by a Sevak in his/her official capacity or in the due performance of the duties assigned to him.

**25. Evidence before committee or any other Authority :-**

- (1) Save as provided in sub-rule (3), no Sevak shall, except with the previous sanction of the Government, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no Sevak giving such evidence shall criticize the policy or any action of the Central Government or of a State Government.
- (3) Nothing in this rule shall apply to
  - (a) evidence given at an inquiry before an authority appointed by the Government, Parliament or a State Legislative; or
  - (b) evidence given in any judicial inquiry; or
  - (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

**26. Unauthorized communication of information:-**

No Sevak shall, except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any Sevak or any other person to whom he/she is not authorized to communicate such documents or information.

**EXPLANATION.** - Quotation by a Sevak (in his/her representation to the Engaging Authority, Head of Office, or Head of Department, or President) of or from any letter, circular, or office memorandum or from the notes in any file, to which he/she is not authorized to have access, or which he/she is not authorized to keep in his/her personal custody or for personal purposes, shall amount to unauthorized communication of information within the meaning of this rule.

**27. Insolvency and habitual indebtedness:-**

A Sevak shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Sevak against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent shall forthwith report the full facts of the legal proceedings to the Government.

28. Vindication of acts and character of Sevak:-

(1) No Sevak shall, except with the previous sanction of the Government, have recourse to any Court or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

(2) Nothing in this rule shall be deemed to prohibit any Sevak from vindicating his/her private character or any act done by him/her in his private capacity and where any action for indicating his/her private character or any act done by him/her in private capacity is taken, the Sevak shall submit a report to the Engaging Authority regarding such action.

29. Canvassing of non-official or other outside influence:-

No Sevak shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her engagement under the Government.

29-A Prohibition regarding engaging in any business detrimental to the business of the Post Office/IPPB:-

The GDS will not engage in any activity with any outside agency which would be detrimental to the business or interest of the post office/IPPB.

30. Interpretation:-

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

31. Delegation of powers:-

The Government may, by general or special order, direct that any power exercisable by it under these rules (except the power under Rule 30 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order:-

**SCHEDULE OF ENGAGING AUTHORITY, DISCIPLINARY  
AUTHORITY & APPELLATE AUTHORITY FOR GDS**

Serial Number (1)	Description of service (2)	Engaging Authority (3)	Authority competent to impose penalties and penalties which it may impose with reference to Rule 9 of GDS (Conduct and Engagement) Rules, issued vide Department of Posts' O.M. No 17-31/2016-GDS dated 23.04.2019.		Appellate Authority (6)
			Disciplinary Authority (4)	Penalties (5)	
1.	Gramin Dak Sevak Branch Postmaster	Deputy Superintendents of Post offices (in case of Divisions headed by Director Postal Services/ Postmaster General), if available, otherwise Head of the Division.	Deputy Superintendents of Post offices (in case of Divisions headed by Director Postal Services/ Postmaster General), if available, otherwise Head of the Division	All	Chief Postmaster General/ Postmaster General, Director Postal Services
			Assistant Superintendents / Inspector Posts of Sub Divisions	(i) to (v)	



Standard form of charge sheet for Minor Penalties to GDS  
(Under Rule 10 A of GDS Conduct & Engagement Rule)

No. ....

Government of India

Ministry /Office of

Dated.....

Place of issue.....

MEMORANDUM

Shri/Smt/Ms..... (Category).....(BO/Departmental/RMS Office in which working).....is hereby informed that it is proposed to take action against him/her under Rule 10A of Gramin Dak Sevak (Conduct and Engagement )Rule, 2020 amended from time to time. A statement of the imputation of misconduct or misbehavior on which action is proposed to be taken as mentioned above is enclosed.

2. Shri/Smt/Ms ..... is hereby given an opportunity to make such representation as he/she may wish to make against the proposal.

3. If Shri/Smt/Ms ..... fails to submit his/her representation within 10 days of the receipt of this Memorandum, it will be presumed that he/she has no representation to make and orders will be liable to be passed against ShriSmt/Ms.....*ex-parte*.

4. The receipt of this Memorandum should be acknowledged by Shri/Smt/Ms .....

(By order .....)

Signature

Name and designation of the Competent authority

To

Shri/Smt/Ms .....

Standard form for initiation of Minor Penalty proceedings  
(in case where disciplinary authority decides to hold the inquiry)  
(Under Rule 10A of GDS Conduct & Engagement Rule )

No. ....

Government of India  
Ministry /Office of

Dated.....

MEMORANDUM

In continuation of Memorandum No..... dated..... issued under Rule 10A of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020 amended from time to time, the undersigned is of the opinion that, it is necessary to hold an inquiry against Shri/Smt/Ms ..... under clause 10E of the GDS (Conduct and Engagement ) Rules, 2020. The substance of the imputation of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statements of article of charge (Annexure-I). A statement of the imputation of misconduct or misbehavior in support of each article of charge is enclosed (Annexure-II). A list of documents by which and a list of witnesses by whom the articles of charges are proposed to be sustained are also enclosed (Annexures-III and IV).

2. Shri/Smt/Ms .....is directed to submit within ten days of the receipt of this Memorandum a written statement of his/her defence and also to state whether he/she desires to be heard in person.

3. He/She is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/She should, therefore, specifically admit or deny each article of charge.

4. Shri/Smt/Ms ..... is further informed that if he/she does not submit his/her written statement of defence on or before the date specified in Para 2 above, or does not appear in person before Inquiring Authorities or otherwise fails or refuses to comply with the provisions of Rule 10A & 10B of the GDS (Conduct and Engagement) Rules, 2020 or the orders/directions issued in pursuance of the said Rule, the Inquiring Authority may hold the inquiry against him/her *ex-parte*.

5. Attention of Shri/Smt/Ms ..... is invited to Rule 29 of the GDS (Conduct and Engagement) Rules, 2020, under which no Sevak shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her engagement under the Government. If any representation is received on his/her behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri/Smt/Ms ..... is aware of such a representation and that it has been made at his/her instance and action will be taken against him/her for violation of Rule 29 of the GDS (Conduct and Engagement) Rules, 2020.

6. The receipt of this Memorandum may be acknowledged.

(By order.....)

Signature

Name and designation of the Competent authority

To

Shri/Smt/Ms .....

#### ANNEXURE-1

Statement of articles of Charge framed against Shri/Smt/Ms ..... (Name and category of the Gramin Dak Sevak).

#### Article-I

That said Shri/Smt/Ms .....while functioning as during the period .....

Article-II

That during the aforesaid period and while functioning in the aforesaid Office, the said Shri/Smt/Ms .....

Article-III

That during the aforesaid period and while functioning in the aforesaid Office, the said Shri/Smt/Ms .....

ANNEXURE-II

Statement of imputation of misconduct or misbehavior in support of the articles of charge framed against Shri/Smt/Ms .....(Name and category of the Gramin Dak Sevak).

Article-I

Article-II

Article-III

ANNEXURE-III

List of documents by which the article of charge framed against Shri/Smt/Ms ..... (Name and category of the Gramin Dak Sevak)are proposed to be sustained.

ANNEXURE-IV

List of witnesses by whom the articles of charge framed against Shri/Smt/Ms ..... (Name and category of the Gramin Dak Sevak) are proposed to be sustained.

Standard form of Charge sheet for Major Penalties  
(Under Rule 10 B of GDS Conduct & Engagement Rule)

No. ....

Government of India  
Ministry /Office of

Dated.....

MEMORANDUM

The undersigned proposes to hold an inquiry against Shri/Smt/Ms .....under Rule 10B (major penalties) of the Gramin Dak Sevak (Conduct and Engagement) Rules,2020. The substance of imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehavior in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures -III and IV).

2. Shri/Smt/Ms ..... is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defence and also to state whether he/she desires to be heard in person.

3. He/She is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/She should, therefore specifically admit or deny each article of charge.

4. Shri/Smt/Ms ..... is further informed that if he/she does not submit his/her written statement of defence on or before the date specified in Para 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to

comply with the provisions of Rule 10B (Major penalties) of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020, or the orders /directions issued in pursuance of the said rule, the inquiring authority may hold the inquiry against him/her ex parte.

5. Attention of Shri/Smt/Ms .....is invited to Rule 29 of the GDS (Conduct and Engagement) Rules, 2020, under which no Sevak shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her engagement under the Government. If any representation is received on his/her behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri/Smt/Ms .....is aware of such a representation and that it has been made at his/her instance and action will be taken against him/her for violation of Rule 29 of the GDS (Conduct and Engagement) Rules, 2020.

6. The receipt of this Memorandum may be acknowledged.

(By order .....)

Signature

Name and designation of the Competent authority

To

Shri/Smt/Ms .....

#### ANNEXURE-1

Statement of articles of Charge framed against Shri/Smt/Ms ..... (Name and category of the Gramin Dak Sevak).

#### Article-I

That said Shri/Smt/Ms .....while functioning as during the period .....



## Article-II

That during the aforesaid period and while functioning in the aforesaid Office, the said Shri/Smt/Ms .....

## Article-III

That during the aforesaid period and while functioning in the aforesaid Office, the said Shri/Smt/Ms .....

## ANNEXURE-II

Statement of imputation of misconduct or misbehavior in support of the articles of charge framed against Shri/Smt/Ms .....(Name and category of the Gramin Dak Sevak).

### Article-I

### Article-II

### Article-III

## ANNEXURE-III

List of documents by which the article of charge framed against Shri/Smt/Ms ..... (Name and category of the Gramin Dak Sevak)are proposed to be sustained.

## ANNEXURE-IV

List of witnesses by whom the articles of charge framed against Shri/Smt/Ms ..... (Name and category of the Gramin Dak Sevak) are proposed to be sustained.

