

स/No. 17-12/2025-GDS  
भारत सरकार/Government of India  
संचार मंत्रालय/Ministry of Communications  
डाक विभाग/Department of Posts  
(जीडीएस अनुभाग/GDS Section)

डाक भवन, संसद मार्ग,  
Dak Bhawan, Sansad Marg,  
नई दिल्ली/New Delhi - 110 001  
दिनांक/Date : 30-12-2025

### **OFFICE MEMORANDUM**

**Subject : Accumulation of paid leave without encashment facilities for Gramin Dak Sevaks (GDS) - reg.**

A proposal for allowing accumulation of paid leave without encashment facilities was under consideration of the Department for quite some time. The Department had also sought suggestions/feed back of the Circles/stakeholders on the proposal.

2. After examination of the proposal and feed back of all the stakeholders, *Rule-7*, regarding paid Leave of the GDS, of *GDS (Conduct and Engagement) Rules, 2020*, has been amended as under:

#### **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). Paid leave for 10 days will be credited to his account at the beginning of half year, starting 1st January or 1st July;*

*A GDS will be allowed to carry forward unavailed paid leave to the maximum extent of 45 days at any given time;*

*Paid leave shall be credited to the leave account of GDS at the rate of 1.67 days for each completed calendar month of engagement which a GDS is likely to render in a half-year of the calendar year of engagement/discharge/cessation of engagement;*

*While affording credit of paid leave, fractions of a day shall be rounded off to the nearest day. A fraction of 0.5 or above will be taken as one day of leave, while fraction of less than 0.5 will be ignored and*

*Provided that -*

*a. Where a Sevak fails to resume duty on the expiry of the maximum*

*period 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 a Sevak under these rules, remains absent from duty for any period which together with the leave granted exceeds the limit upto which a GDS shall, unless the Government, in view of the exception circumstances of the case, otherwise decides, be removed from engagement after following the procedure laid down in Rule 10.*

3. The above change in the said *Rule-7 of GDS (Conduct and Engagement) Rules, 2020*, will effective from **01.01.2026**.
4. Based on the feed back sought of the stakeholders, an FAQs is also provided in Annexure-I to this OM for the guidance of all concerned.
5. Hindi Version of this O.M will follow.

**(Ravi Pahwa)**  
**Director (GDS)**

**To**  
**The Chief Postmasters General**

**Copy forwarded to :-**

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**Annexure - I****FAQs on the Paid Leaves of the GDS**

**1. Question :** At what point does paid leave in excess of the maximum accumulation limit of 45 days lapse — immediately when it exceeds 45 days during a half-year, or only at the end of that half-year?

**Answer :** Paid leave credited for the fresh half-year (i.e., 10 days) over and above the maximum accumulation limit of 45 days shall lapse if not availed by the GDS by the end of that half-year. Following illustration will clarify the position:

*Illustration:*

*Balance as on 30th June: 40*

*Carry forward as on 1st Jul: 40*

*Credit of leave on 1st July: 10*

*Leave Availed from 1st July to 31st December: 2*

*Balance as on 31st Dec: 48*

*Carry forward as on 1st Jan: 45*

*Balance as on 1st Jan: 45+10*

**2. Question :** Can the paid leaves be availed in parts?

**Answer :** Yes, paid leaves can be availed in parts by the GDS.

**3. Question :** Can accumulated leaves be encashed during any time in engagement or after discharge of GDS?

**Answer :** No, paid leaves can not be encashed under any situation. Unavailed leave at the credit of the GDS will lapse with his/her discharge/death/cessation of engagement.

**4. Question:** Whether the accumulated leaves can be taken in one stretch.?

**Answer:** The GDS may apply for the leaves at a stretch, subject to the availability of leave at his/her credit and the approval of the same by the competent authority.

**5. Question :** Whether the Maternity leave (for female GDS) or any other kind of leave available may be combined with the paid leave?

**Answer :** Maternity leave or any other kind of leave available (except Emergency Leaves) to the GDS, such as Leave Without Allowance, may be combined with the paid leave, provided it is duly approved by the competent authority and shall not exceed maximum period leave admissible to a GDS.

**6. Question :** Can Sundays/Postal holidays can be prefixed/suffixed to paid leaves?

**Answer :** Yes, Sundays/Postal holidays can be prefixed/suffixed to paid leaves, provided it is duly approved by the competent authority.