

Gramin Dak Sevak (GDS)

Implementation of recommendations of One-man committee/Kamlesh Chandra committee on wages and allowances of Gramin Dak Sevaks (GDSS)

Introduction of new Time Related Continuity Allowance (TRCA)

Table-1			
Revised minimum TRCA of two types of categories of GDSS as per working hours / levels			
S.No.	Category	Minimum TRCA for 4 Hours / Level 1	Minimum TRCA for 5 Hours / Level 2
1	BPM	Rs.12,000/-	Rs.14,500/-
2	ABPM/DAK Sevak	Rs.10,000/-	Rs.12000/-

Wage Scale -1	Wage Scale -2	Wage Scale -3
ABPM/Dak Sevak (Level-1)	ABPM/Dak Sevak (Level-2) BPM (Level-1)	BPM (Level-2)
Rs.10,000/-	Rs.12000/-	Rs.14500/-

Fixation formula: - multiplied by a factor of 2.57

Annual Increment: - The annual increase of TRCA is 3%

- 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.
- There shall be two dates of annual increase in TRCA namely, 1st July and 1st 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.



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Productivity Linked Bonus:-

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

Date of Effect: -

The revised TRCA as per the matrix for all GDSs shall be applicable w.e.f. 01.07.2018. The revised rate of other allowances shall also take effect from 01.07.2018.

Allowances:-

S.No.	Items	Allowances
1	Office Maintenance Allowance (OMA)/ Composite Allowance Only for BPM	For Standard accommodation – Rs.500/- per month For non-Standard accommodation – Rs.250/- per month
2.	Fixed Stationary Charge	ABPM/Dak Sevak – Rs.25/- per month
3.	Boat Allowance	Rs.115/- per month
4.	Cash Conveyance Allowance	It is not a fixed allowance. Payable on incident basis. Up to 1 Lakh – Rs.30/- + actual conveyance charges subject to maximum to fare of public bus Above 1 Lakh - Rs.50/- + actual conveyance charges subject to maximum to fare of public bus
4.	Cycle Maintenance Allowance	Rs.180/- per month
5.	Combined duty Allowance	BPM for Delivery or Mail Conveyance – Rs. 45/- per day subject to maximum Rs.1170/- per month (45*26=1170)



		BPM for Delivery PLUS mail conveyance – Rs.90/- per day subject to maximum Rs.2340/- per month ($90 \times 26 = 2340$) ABPM for BPM work – Rs.75/- per day subject to maximum 1950/- per month ($75 \times 26 = 1950$) ABPM/GDS for additional work of ABPM/GDS - Rs.45/- per day subject to maximum Rs.1170/- per month ($45 \times 26 = 1170$)
6.	Risk & Hardship Allowance	Risk and Hardship allowance Rs.500/- per month to the GDS working in areas which are identified for this allowance. (as identified by Government of India, as per 7th CPC recommendations)

Standard Accommodation: -

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- (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

- **Location** - The GDS Post office should be located in the main busy part of the village.
- **Size** - The minimum size of GDs post office should be preferably in 10*10 dimensions and in ground floor not be less than 100 sq. Feet.
- **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 room' offices should



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not be housed in verandas, courtyards, Kitchen, under the stairs, bed damaged rooms, and makeshift arrangements,' isolated building outside the village etc. which are difficult to access r approach by the customer.

- **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.
- **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.
- 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.

Children Education Facilitation Allowance for Gramin Dak Sevaks

- 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.
- 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.
- 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.



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- 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 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.
- 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.
- 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.
- The Children Education Facilitation Allowance is admissible in respect of children studying from two classes before class one to 12th 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 10th standard and the GDS has not been granted Children Education Facilitation Allowance in respect of the child for studies in 11th and 12th standards.
- 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.
- 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.



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Emergency Leave

- 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.
- Emergency leave will be granted to GDS to take care of any emergent /personal requirements. Not more than two days emergency leave will be granted at a time. No half day emergency leave will be granted. Emergency leave cannot be carried forward or enchased or combined with paid leave.
- Sundays and Postal holidays falling during the period of emergency leave are not counted as part of emergency leave
- Prior Sanction is required:-
 - For BPM – Divisional Head
 - For ABPM/GDS – Sub Division Head/Sr. PM/Unit Head
 - **Unit Head - As per OM dated 16.09.2025 full power to grant leave to GDS by SPM/PM (LSG/HSG-II,HSG-I,NFG)**
- No full-time substitute will be engaged against the resultant vacancy and duty work of BO should be combined of duties except in case of single hand BO.
- Emergency leave will not be granted to GDS who are under put off duty
- 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.

Paid 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.
- Prior Sanction is required:-
 - (a) For BPM – Divisional Head; (b) For ABPM/GDS – Sub Division Head/Sr. PM/Unit Head
 - **Unit Head - As per OM dated 16.09.2025 full power to grant leave to GDS by SPM/PM (LSG/HSG-II,HSG-I,NFG).**



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Gramin Dak Sevak Group Insurance Scheme 2010

- Insurance Amount – Rs.50,000/-
- Premium – Rs.50/- per month/-
- From 01st Oct 2021, the subscription of Rs.50 comprises a Savings fund of Rs.32.50 & Insurance Fund of Rs.17.50 (Ratio 65:35)
- Age –19-50 Years
- After retirement subscription with interest will be payable to GDS. In case of death/suicide, the amount Rs.50,000/- will be payable to nominee.

Issue of the identity Card to Gramin Dak Sevaks (GDS)

- Identity cards will be issued free of cost to all Gramin Dak Sevaks, who are engaged after due engagement formalities as prescribed in GDS Conduct and Engagement Rules, amended time to time.
- A duplicate card can be issued to GDSs if the card is lost/stolen/invisible due to carelessness of GDSs by taking a fee Rs. 50/-.
- At the time of Promotion/Discharge/Removal/Dismissal/Death/ Transfer (to another Sub-Division/Division) of GDSs, card will be returned/ surrendered.
- While issuing of identity cards to the GDS, the unique employee identity numbers assigned in CSI will mandatorily be mentioned on the identity cards,
- No identity card shall be issued to substitute engaged on leave vacancy
- Identity cards will be valid for five years or till the date of discharge of GDS whichever is earlier.
- Fresh identity cards should be issued after every five years.

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]



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S.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 Appointing Unit
5	ABPM/Dak Sevaks	>90 &<180	Divisional Head
6	All GDS	Beyond 180 days	Regional PMG/DPS

Limited Transfer Facility (LTF)

Conditions of Transfer: -

- The minimum engagement condition for transfer of GDS under LTF is revised from 'one year' to 'TWO YEARS OF CONTINUOUS ENGAGEMENT'. It implies that a GDS should have completed minimum continuous engagement of a period of TWO (2) years from the date of regular engagement as GDS on the last date fixed for submission of online application in a particular cycle will be eligible to seek transfer under the LTF.
- The GDS may apply for transfer against any or all of the vacant posts of GDS, as per their eligibility, in order of preference, in any one of the Divisions at a time. The transfer will be at the own cost of GDS.
- The online request for transfer may be submitted, as and when the window for GDS online transfer is made open from time to time. Generally, the schedule for GDS online transfer cycle will be issued on a half yearly basis, immediately before the GDS Online Engagement Cycles



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- Refusal to accept the Limited Transfer Order shall be counted as one chance of Limited Transfer availed by GDS. If application of transfer is to be withdraw by GDS within window period available, In this situation the chance shall not be counted as chance availed under the Limited Transfer Facility.
- Mutual Exchange facility can be provided to all GDS on completion of **1 (ONE) year** for all GDS from the date of regular engagement on GDS
- The male GDS will be provided Two chances to avail LTF during the entire career. The female GDS will get THREE chances under the facility. However, there will be a 'cooling off' period of one year of continuous engagement between two successive transfers
- 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
- 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.
- 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.
- The GDS can be transferred on her/his request in following circumstances: -

S/No	Level of GDS	Transfer allowed (level of GDS)
1	BPM Level-1	(a) BPM Level-1 in TRCA Slab-2 (b) ABPM/DAK Sevak Level-2 (Postal/RMS) in same TRCA Slab
2.	BPM Level-2	BPM Level-2 in TRCA Slab-3
3.	ABPM/DAK Sevak Level-1	ABPM/DAK Sevak Level-1 in TRCA Slab-1
4.	ABPM/DAK Sevak Level-2	(a) ABPM/DAK Sevak Level-2 in TRCA Slab-2 (b) BPM Level-1 in same TRCA slab-2 provided that



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		<ul style="list-style-type: none"> ➤ GDS has to make standard accommodation arrangement for managing BO ➤ Fulfill the educational qualification and having adequate knowledge to operate computer/ desktop/ PoS/ Mobile ➤ Before joining as BPM Level-1 he/she has to undergo prescribed training for BPM
5	ABPM/DAK Sevak	ABPM/DAK Sevak from Postal to RMS and vice versa in same TRCA slab
6	Dak Sevak in RMS	<p>BPM/ABPM/Dak Sevak in the same TRCA level. If he/she join as BPM the following condition shall be fulfilled</p> <ul style="list-style-type: none"> ➤ GDS has to make standard accommodation arrangement for managing BO ➤ Fulfill the educational qualification and having adequate knowledge to operate computer/ desktop/ PoS/ Mobile ➤ Before joining as BPM Level-1 he/she has to undergo prescribed training for BPM

- 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.

Competent Authority: -

S/No	Transfer requested	Competent Authority
1	Within Division	Divisional Head
2	Outside Division with in the same Region	Regional Head (PMG)
3	Outside Region with the same Circle	Circle Head (CPMG)
4	Out Side the Circle	Circle Head of the both Circle



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- The division head will obtain vigilance clearance/engagement particular from head of current engagement unit after receiving of application of transfer from GDS.
- The inter-se seniority of two or more GDS upon transfer to same Sub_Division/Division in the same cycle of transfer would be decided on the basis of their date of joining in the Department, i.e., the GDS joining_earlier in the Department would rank senior to GDS, who joined later.
- Transfer request for GDS vacant posts should not be considered if such vacant posts have already been notified for GDS engagement. If such posts which remains vacant after exhausting of prescribed panel, may be considered for accommodating transfer request.

Order of Priority :

In case of receipt of two or more application for transfer on a same post, the order of priority in which transfer application will be processed in online mode, will be as under :

- (i) GDS with PwD (having benchmark disabilities)
- (ii) Female GDS - on spouse ground where male spouse is working at the destination station in Central/State Government or their undertaking/PSU/Subordinate organizations etc. (Certificate to this effect will have to be submitted)
- (iii) Male GDS- on spouse ground where female spouse is working at the destination station (having job of non-transferable nature in Central/State Government or their undertaking/PSU/Subordinate organizations etc.) (Certificate to this effect will have to be submitted)
- (iv) Date of engagement (GDS joining on a prior date will have preference over the GDS joining on a later date)
- (v) Female (other than spouse ground)
- (vi) Date of birth (older in age to be given preference) and
- (vii) Date & time of application (applicant submitting application at a prior date & time will have preference over the applicant who submitted application later)

Transfer on vigilance ground: -

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



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- GDS against whom there are regular complaints substantiated by documentary evidence should be considered for transfer under vigilance ground

Transfer on Administrative ground: -

- Non-improvement in delivery of services rendered by Department to member of public by a GDS supported by documentary evidence. Before applying this condition, engaging authority shall ensure that, sufficient opportunity has been given in writing to GDS to improve.
- 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.

Condition 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) ABPM/Dak Sevaks Level-1 to ABPM/Dak Sevaks Level-1 in TRCA slab-1.
 - (v) BPM Level-1 to ABPM/Dak Sevek Level-2 in TRCA slab-2.
- (v)-a ABPM/Dak Seval (Level-2) to BPM (Level-1) in TRCA slab-2
- (v)-b Dak Sevek in RMS units to BPM/ABPM/Dak Sevak in Postal units in same TRCA Slab
- (v)-c BPM/ABPM/Dak Sevak in Postal units to Dak Sevak in RMS units in Same TRCA slab.
- Note – ABPM/Dak Sevak/Dak Sevak in RMS to BPM (Level-1)under the above provision shall be permitted only on administrative ground and not on vigilance ground.
- 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.
 - 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.
 - 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.

Committee for Transfer and Placement: -



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- 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.
- 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.
- 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.
- 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.

Process of Transfer: -

- In case of transfer within the Region the case with full details shall be referred to PMG.
- In case of transfer of GDS within Division or within subdivision also prior approval of Regional PMG should be taken by the Divisional Head
- Divisional Head shall order transfer of a GDS only after approval of the minutes of Transfer and Placement Committee by Regional PMG. Reason for any deviation from recommendations of the committee shall be recorded in file.

GDS Gratuity and Severance Amount

S.No.	Scheme	Existing Benefits	Revised Benefits
1	GDS Gratuity (Earlier called 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 Rs.60,000/- or 16.5 times basic TRCA last drawn, whichever is less.	Continuation of the existing formula for grant of GDS Gratuity (earlier Ex-gratia Gratuity) subject to a maximum of Rupees one lakh fifty thousand (Rs.1,50,000)/- w.e.f 01.01.2016 Minimum Service – 10 Years required.



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		Minimum service prescribed for eligibility of Ex-gratia gratuity is 10 years.	
2.	Severance Amount	Rs.1500/- per completed year maximum Rs.60,000/- subject to a GDS has completed 10 years of continuous service.	Rs.4000/- per completed year maximum Rupees one lakh fifty thousand (Rs.1,50,000) subject to a GDS has completed 10 years of continuous service w.e.f 01.01.2016 Severance amount would be applicable only in case of those GDS who have opted to remain with Severance amount and have not shifted to SDBS. Minimum Service – 10 Years required.

Note: -

- 6 months and above will be counted as one year and less than 6 months are ignored only in calculation of total years in GDS Gratuity or Severance Amount.

Old Rate for Severance Amount: - (01.10.2009)

Letter No. 6-1/2009-PE.II

Nature of benefit	Present benefit	Revised Benefits
Ex-gratia gratuity	Granted at the rate of half months basic TRCA drawn immediately before discharge of service for each completed year of service subject to a maximum of Rs 18000/- or 16.5 months basic TRCA last drawn whichever is less. Minimum service prescribed is 15 years	Continuance of existing formula for grant of ex-gratia gratuity subject of maximum of Rs 60000/-
Severance amount	A lump sum severance amount of Rs 30000/- is paid on discharge provided a GDS has completed 20 years of continuous service. In case of a GDS completing 15 years of but less than 20 years of continuous service the severance amount paid is 20000/-	Severance amount shall be at the rate of Rs 1500 for every completed year of the service subject to a maximum of Rs 60000/- with reduction in minimum eligibility period to 10 years

Note: -

- 1) If an existing GDS remains with Severance amount instead of opting SDBS,2011 and promotes in MTS/PM/MG/PA/SA, the amount of Severance will be paid him into the cash if he completes 10 years of continuation of engagement. *As per latest clarification from Directorate vide order Number 17-31/2016-GDS dated 26.11.2024 “the GDS who are absorbed on a regular post in Department is not eligible for Gratuity”*
- 2) If an existing GDS joined into SDBS,2011 and promotes in MTS/PM/MG/PA/SA, Total accumulated Pension Corpus of SDBS,2011 with severance amount will be credited into NPS Tier-1 due to migrate from SDBS to NPS.
- 3) If an existing GDS joined into SDBS,2011, and if the engagement period is less than 10 years. in case he promotes in MTS/PM/MG/PA/SA. The Total accumulated Pension Corpus of SDBS,2011 with Severance amount will be credited into NPS Tier-1 due to migrate from SDBS to NPS.
- 4) In the case of death of GDS, the Severance amount and Gratuity will be paid to nominee if the GDS has completed the 10 years of continuation engagement. If he joined SDBS,2011, the accumulated fund will be paid to spouse/nominee as per rules of exit of NPS-Lite.
- 5) In the case of death of GDS, the Severance amount and Gratuity will **not** be paid to nominee if the GDS has **not** completed the 10 years of continuation engagement. If he joined SDBS,2011, the accumulated fund will be paid to spouse/nominee as per rules of exit of NPS-Lite.
- 6) 6 months and above will be counted as one year and less than 6 months are ignored in calculation of years in GDS Gratuity or Severance Amount.

GDS Gratuity and Severance Amount – Examples: -

Q.1 A GDS joined the DoP as ABPM on dated 01.04.2008. Calculate the Gratuity and severance Amount in the following condition.

- (a) At the time of his discharge on dated 30.11.2023, What was the amount paid as Severance amount If he did not opt SDBS in place of Severance Amount Scheme.
 - (b) What was the amount of Gratuity paid if the last TRCA at the time of discharge was 20,140/-
- Ans.**

(a) Qualifying service from 01.04.2008 to 31.12.2015 =

Years - 07 | Months – 09 | Days – 00 = 08 Years

1500 X 8 = 12000

Qualifying service from 01.01.2016 to 30.11.2023 =

Years - 07 | Months – 10 | Days – 29 = 08 Years

$$4000 \times 8 = 32000$$

Total Severance amount paid on 30.11.2023 = 12000+32000 = 44000/-

(b) Qualifying service from 01.04.2008 to 30.11.2023 =

Years - 15 | Months – 07 | Days – 29 = 16 Years

$$20140/2 \times 16 = 161120$$

$$20140 \times 16.5 = 332310$$

Maximum = 1,50,000/-

The payable Gratuity will be 1,50,000/-

Q.2 A GDS joined the DoP as ABPM on dated 01.04.2008. Calculate the Gratuity and severance Amount in the following condition.

- (a) If he opted SDBS dated 01.04.2011 in place of Severance amount, what was the amount transferred in Accumulated Pension Corpus of NPS at the time of promotion to Postman.
- (b) What was the amount of Gratuity paid if the last TRCA at the time of promotion to Postman on dated 30.11.2023 was 14,360/-

Ans-

(a) Qualifying service from 01.04.2008 to 01.04.2011 =

Years - 03 | Months – 00 | Days – 00 = 03 Years

$$1500 \times 3 = 4500 \text{ (transferred in his NPS Tier-I)}$$

(b) As per latest clarification from Directorate vide order Number 17-31/2016-GDS dated 26.11.2024 “the GDS who are absorbed on a regular post in Department is not eligible for Gratuity”

Q.3 A GDS joined the DoP as ABPM on dated 01.04.2008. Calculate the Gratuity in the following condition.

- (a) What was the amount of Gratuity paid if the last TRCA at the time of his death on dated 30.11.2016 was 14,360/-

Ans:-

(a) Qualifying service from 01.04.2008 to 30.11.2016 =

Years - 08 | Months – 07 | Days – 29

Gratuity will be zero due to qualifying service is less than 10 years which is prescribed as minimum service for GDS Gratuity.

Voluntary Discharge Scheme for GDS

SCHEME-1: ON COMPLETION OF 20 YEARS OF PERIOD: -

- **Minimum qualifying engagement period:** - 20 Years
- **Age:** - No age restriction
- **Notice Period:** - 3 months
- Request can be withdrawn prior to acceptance of notice, with the approval of the accepting Authority i.e. Divisional Head
- The Divisional Head will be the competent authority to accept and approve the all-voluntary discharge for all categories of GDS
- Compassionate engagement will not be available for the dependent of the GDS to be discharged voluntarily
- **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

SCHEME-2: ON MEDICAL GROUND: -

Scope: intended for those who suffer on account of any contagious disease or bodily or mental infirmity, which permanently incapacitates him/her for engagement.

Option (A) - In Case a GDS who suffer on account of any contagious disease or bodily or mental infirmity, which permanently incapacitates him/her for engagement and does not wish to quit prematurely. The following provision shall be applicable –

- No authority shall dispense with or reduce TRCA of a GDS who suffers on account of any contagious disease or bodily or mental infirmity, which permanently incapacitates him/her for engagement :
- Provided that, if a GDS after acquiring disability is not suitable for the post he/she was holding, shall be shifted to some other post, irrespective of its TRCA level, which is suitable for discharge of his or her duties as GDS.

- Provided further that if it is not possible to adjust the GDS against any post keeping in view the nature of disability, he/she may be kept on a supernumerary post until a suitable post is available or he/she attains the age of 65 years, whichever is earlier

Option (B) - In Case a GDS who suffer on account of any contagious disease or bodily or mental infirmity, which permanently incapacitates him/her for engagement and neither willing to be shifted on any other post nor to be retained on the supernumerary post, he/she may quit Gramin Dak Seva (in short Seva) permanently. The following provision shall be applicable –

Terms & Conditions –

- (i) An application for quitting the Seva in prescribed proforma will be submitted by the GDS.
- (ii) In case GDS is not in a position to sign the application, it can be submitted on his behalf by his/her spouse or any other family member, above 18 years of age.
- (iii) On submission of application, the GDS is to be directed by the Divisional Head (not the below rank of PSs Group B) to appear before the appropriate Medical Authority (i.e., Civil Surgeon or a District Medical Officer or Medical Officer of Govt. Hospital) immediately but not later than 15 days from receipt of his/her application for quitting the seva.
- (iv) Upon being referred by the Divisional Head, the appropriate Medical Authority, who will examine the fitness of the GDS and in case he is found to be fit he will certify accordingly. In case the GDS is not found fit, the Medical Authority would certify that:
 - a. *the GDS suffer on account of any contagious disease (name of disease) or bodily or mental infirmity (name of infirmity) which permanently incapacitates him/her for engagement as GDS. or*
 - b. *the GDS is fit for further service of less laborious character than he is presently doing.*
- (v) A certificate so obtained from the Medical Authority without the prior approval of the Department will not be valid.
- (vi) Where the medical authority has found the GDS fit for further service or fit for the work of less laborious character, the GDS will not be allowed to quit and he/she will be offered alternative post. In case the Medical Authority certify him to be unfit, the competent authority will accept the request forthwith.
- (vii) The Divisional Head will be the competent authority to accept and approve the voluntary discharge for all categories of GDS. 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 disciplinary action/criminal action is pending or contemplated.
- (x) The scheme will be effective from the date of issue of this O.M. and applicable to all the GDS who are engaged on regular basis in accordance with the GDS (Conduct & Engagement) Rules, as amended time to time, subject to fulfillment of all other conditions of this scheme
- **Minimum qualifying engagement period:** - 10 Years
 - **Age:** - No age restriction
 - Compassionate engagement will not be available for the dependent of the GDS to be discharged voluntarily
 - **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, he/she will not be entitled to get any monetary benefits under the scheme.

Service Discharge Benefit Scheme (SDBS), 2011

- GDS Committee headed by Shri. R S Natrajan Murti recommended introduction of SDBS in place of existing Severance Amount Scheme.
- Came into existence – 01.04.2011
- The scheme shall utilize the platform of NPS-Lite scheme for the purpose of registration, record keeping, fund management etc.

Definitions:

- (a) **Aggregator cum Account Officer:** - GM Finance (Postal accounts and Finance) or Director of Accounts (Postal)
- (b) **Collection Centre (CC):** - an office of Director, Sr. Supdt./Supdt. /Head of Postal Division.
- (c) **Custodian:** - means a company/agency, responsible for holding assets of the NPS Trust; At present, the Deutsche Bank AG is the Custodian on behalf of the NPS Trust.
- (d) **Oversight Offices:** - Office of Director General, Department of Posts, India, New Delhi
- (e) **PFRDA:** - Pension Fund Regulatory and Development Authority of India.

Eligibility: -

- (a) All existing regular engaged Gramin Dak Sevak who has been selected after due process in accordance with Gramin Dak Sevak (Conduct and Employment) Rules, 2020 and rendered at least one-year satisfactory service are eligible to join the scheme.
- (b) The existing GDS who are due to be discharged from service within 3 years as on 01st January 2011, shall not be eligible to join the scheme.
- (c) The scheme shall be mandatorily applicable to all GDS, engaged on a regular basis under the prescribed GDS (Conduct & Employment), 2020 on after introduction of the scheme on completing one year of satisfactory service.
- (d) The existing GDS opting to continue to remain under the Severance Amount Scheme, shall continue to be subject the existing term and condition of the scheme, without any linkage whatsoever to the SDBS.
- (e) In case the GDS, opting to join SDBS, the amount accrued since the date of joining the scheme @ Rs.1500/- for every completed year of service till the enrolment under SDBS will be added to the accumulated contribution in their Permanent Retirement Account at the time of Discharge from Service/Death for annuitization/utilization.
- (f) The amount of severance amount for the period of less than a year shall be calculated for the complete month on proportionate basis. The fraction period of less than 15 days shall be ignored, while the period 15 days or more than 15 days shall be treated a complete month for the purpose.

Subscription: -

- (a) The Govt. Of India, Dept of Posts shall subscribe @ **Rs.200/- per month**. The GDS shall not be required to make any contribution from their side under the scheme.

Note: - The department shall subscribe @ Rs.300/- per month and the same amount shall be contributed by GDS also w.e.f. 01.07.2018

- (b) No contribution /subscription shall be made by department in respect of GDS during the period they are placed on “Put of duty” or remain unauthorized absence.

Appointment/Permanent absorption of a GDS in a regular departmental post: -

- After such incident, the scheme must be quite and all accrued accumulation with any severance amount shall be transferred into new account under the **National Pension System**.

Exit from SDBS: -

(a) At the age (65 years) of normal discharge from service: -

For Lump sum withdrawal – 60%

For purchase of annuity – 40%

(b) Premature exit “After the age of 58 years and before 65 years”: -

For Lump sum withdrawal – 20%

For purchase of annuity – 80%

(c) Resignation from Service: - Pension Retirement Account of SDBS shall be treated as closed in this event.

For Lump sum withdrawal – 15%

For purchase of annuity – 85%

(d) Dismissal and Removal from Service: - The PR account shall be treated as closed and all accrued accumulation shall also forfeit.

Payment of Various Charges: - All the charges will be borne by department.

Gramin Dak Sevaks (Grant of Financial Upgradation) Scheme, 2024

1. This scheme is called Gramin Dak Sevaks (Grant of Financial Upgradation) Scheme, 2024
2. Come into the force – 15.03.2024
3. **Applicability:** - The scheme shall be applicable to all GDS engaged on regular basis in accordance with the GDS (Conduct & Engagement) Rules as amended time to time.
4. **Benefit under the GDSFU: -**
 - a. The GDSs will get a fixed addition of Rs.360/-, Rs.460/- and Rs.600/- per month on completion of 12, 24 and 36 years of “continuous engagement”. This fixed amount is in addition to the TRCA being drawn. Dearness Allowance will not be paid on this fixed addition and this will also not count for grant of annual increase of TRCA.

Explanation:

At the time of introduction of the scheme, the fixed addition to the TRCA will be as under:-

- a) The GDS who have completed 12 years of continuous engagement or more (but less than 24 years) will be entitled for a fixed addition of Rs.360/- per month.
- b) The GDS who have completed 24 years of continuous engagement or more (but less than 36 years) will be entitled for a fixed addition of Rs.820/- (i.e. Rs.360+460) per month.

- c) The GDS who have completed 36 years of continuous engagement or more will be entitled for a fixed addition of Rs.1420/- (i.e. Rs.360+460+600) per month.

5. Continuous Engagement:

- a. In determining the period of continuous engagement, following periods will be treated as break in engagement unless condoned by the competent authority:
 - i. Unauthorized absence
 - ii. Put off Duty Period
- b. In case of condonation of period of absence/put off duty by the competent authority, the interruption so arising on this account will not be construed as break in the continuous engagement (leading of past service); however, the condoned period will not be counted towards determining the length of continuous engagement.
- c. In case of provisional engagement which is followed by regular engagement after completion of prescribed formalities/verification of documents, the date of engagement will be taken as the date of joining on the basis of issue of the order of provisional engagement.

6. Screening committee: -

- a. Members: -
 - i. 3 Members - Dy. SP/ASP (HQ)/ Inspector

Activity	Cases maturing during first half year (Jan to June)	Cases maturing during first half year (July to Dec)
Identification of eligible GDS and preparation of Special Report by Sub Divisional Head/Unit Incharge (LSG and above)	1 st April to 10 th June	1 st Oct to 10 th Dec
Submission of list of eligible GDS along with Special Report by Sub Divisional Head/Unit Incharge (LSG and above) to Divisional Head/Unit Head	15 th June	15 th Dec
Meeting of Screening Committee	1 st week of July	1 st week of January
Issue of Order	15 th of July	15 th January

7. Schedule: -

- a. The committee shall meet twice a year i.e. first week of January & July. The order will be issued on 15th of January and 15th of July.
- b. The orders for grant of the financial upgradation by the division/unit head will be issued by 31st January/31st July as the case may be.

8. Guidelines for the Screening Committee: -

- a. While considering the case of financial upgradation, the committee shall not recommend the benefits under the scheme in the following circumstances
 - i. Pendency of disciplinary/criminal proceedings
 - ii. Put off duty
 - iii. Currency of any minor/major penalty other than “censure”

9. Representation: -

- a. The GDS who is aggrieved with the decision of the screening committee/divisional head regarding non grant of the financial upgradation would be entitled to submit representation to the next higher authority i.e. DPS/DPS(HQ)/PMG/CPMG within a period of 3 months from such rejection.

10. GDS working on Departmental Posts/APS/IPPB etc.

- a. The GDS working on Departmental Posts/APS/IPPB etc shall also be eligible for grant of benefits under the scheme from the due date of completion of requisite period of engagement. Their cases will also be considered by the screening committee in regular course along with other cases. However, the addition to the TRCA will only be allowed once they are repatriated to their original/alternative post of GDS. No arrear of benefits accrued will be paid in such cases.

Substitute Arrangement in place of Regular GDS

Short Term Vacancies	Long term Vacancies
Vacancies arising due to leave, medical condition of GDS etc up to 45 days shall be treated as Short Term Vacancies.	Vacancies of more than 45 days caused due to any circumstances including deputation, discharge, termination etc.



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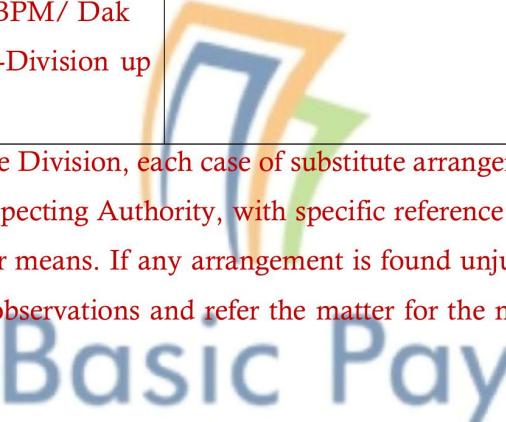
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Substitute should not be engaged against a Short-Term Vacancies in any GDS posts in routine manner. As far as the work should be managed by combining duties.	Combination of duties may be restored and Substitute may be allowed only if workload of the BO as well as its financial position/revenue norms justifies such engagement of filling of the post at BO on regular basis.
When combination of duty (stop-gap arrangement) is not possible, then only substitute may be provided not more than 45 days against any GDS post. The Sub Division Head (SDH) will be authorized to approve substitute arrangements for BPM / ABPM/ Dak Sewak working in the sub-Division up to a period of 45 days.	Continuation of substitute arrangements beyond 45 days and up to a period of one year at a stretch may only be allowed by the Divisional Head. A record of such arrangements will be maintained in the Divisional Office, mentioning the justification of the continuation of such arrangements.
During the inspection of the Division, each case of substitute arrangement beyond 180 days will be reviewed by the Inspecting Authority, with specific reference to the efforts made to fill the post through regular means. If any arrangement is found unjustified, the Inspecting Authority shall record its observations and refer the matter for the necessary orders of the Regional PMG/CPMG.	 Basic Pay
On receipt of such reference, Regional PMG/CPMG would issue necessary directions for continuation of such arrangement or otherwise within a fortnight.	
No substitute arrangement against any vacant GDS post shall be allowed to continue beyond one year without the specific approval of the Head of Region (HoR) or Head of Circle (HoC), as the case may be. For continuation of such arrangement beyond one year, the Divisional Head shall submit a detailed proposal to the competent authority at least one month in advance of the completion of the one-year period, clearly justifying the need for further continuation. In the event that no communication (approval or observations) is received from the HoR/HoC within the stipulated time, the approval shall be deemed to have been granted.	



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Practice of giving break for a few days and then again providing substitute for the same vacant GDS post is not proper. The number of days for which a substitute is engaged shall be counted from the first day when a substitute was provided against the vacant GDS post.

Note: - The persons working substitute of GDS may be paid TRCA for **Sunday** if he/she continuously works for 6 days. But, no extra payment on account of **National Holidays** will be made to persons working substitute of GDS in view of fact that payment of remuneration to GDS is made on monthly basis,

GDS (Compassionate engagement) Scheme 2023

Objective

The objective of the Scheme is to grant engagement on compassionate grounds to one of dependent family members of regularly engaged GDS/departmental employees, to relieve the family of the such GDS/employee from financial destitution and to help it to get over the emergency. Compassionate engagement may be granted in the following cases:

- i) If the GDS or departmental employee passes away while in service or has been missing for more than two years.
- ii) If the GDS or departmental employee is compelled to permanently leave Gramin Dak Seva/service due to a contagious disease or a physical/mental infirmity that renders them permanently unfit for engagement, provided GDS is discharge on these medical grounds before attaining the age of 62 years
- Compassionate engagement would not be a matter of right and it will be subject to fulfillment of all the conditions, including availability of vacancy, as laid down for such engagement under the scheme.
- Note:
 - i) Only one eligible dependent of the deceased GDS/departmental employee would be entitled to compassionate engagement as GDS.

- ii) In case of departmental employee, one and the same eligible dependent may apply for appointment on compassionate grounds on both, departmental vacancy and against GDS vacancy as per the eligibility criteria and conditions prescribed under the relevant schemes for compassionate appointment/engagement. In case of selection against both, on GDS as well as departmental posts, the candidate will have to choice to select engagement/appointment on any one of the post and will have to quit/resign from the other post on permanent basis.
- iii) GDS discharged on account of any contagious disease or bodily or mental infirmity : Cases of Gramin Dak Sevaks who is allowed to quit as GDS permanently in accordance with the provisions of the Scheme of Voluntary Discharge on account of any contagious disease or bodily or mental infirmity which permanently incapacitates him/her for engagement as GDS, are also covered in under the scheme for compassionate engagement provided the GDS is discharged on these medical grounds before attaining the age of 62 years and subject to fulfilling other conditions as mentioned in the OM No. 19-19/2024-GDS dated 25.02.2025 (as revised from time to on Voluntary Discharge Scheme for Gramin Dak Sevaks on Medical Grounds.

Who can apply?

A dependent family member of GDS engaged on regular basis who dies while in engagement (including death by suicide): -

"Dependent Family Member means and includes the following:

- (a) Spouse;
- (b) Son including legally adopted son/married son;
- (c) Daughter including legally adopted daughter/divorced daughter/Judicially separated daughter wholly dependent on the GDS,
- (d) In the case of death of an unmarried GDS, unmarried brother or sister (unmarried, /widow/divorced/judicially separated) wholly dependent on the GDS at the time of his/her death.



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(e) Widowed daughter-in-law of the deceased GDS, provided she gives an undertaking that she is not availing the same benefit from her own parenthood,

(f) Widowed daughter of the GDS, provided she gives an undertaking that she is not availing the same benefit from her husband's parenthood.

Note: A widow/divorced daughter or sister engaged on compassionate grounds will be allowed to continue in engagement even after re-marriage.

Order of Priority: -

(i) First priority will be given to spouse of the deceased GDS. In such cases consent of the spouse will only be taken.

(ii) Second priority will be given to the dependent nominated by spouse. In such cases the consent of the spouse and the nominated dependent will only be taken.

(iii) In case there is no spouse or GDS was unmarried at the time of his/her death, the compassionate engagement may be given to any one of the dependent family members with the consent of all other dependents.

Authority competent to make compassionate engagement and periodicity of meeting of CCE:

(i) Divisional Head/Head of Unit (PSS Group B and above) will be competent to make Compassionate engagements on the vacant GDS posts, on the basis of recommendations of the Committee on Compassionate Engagement (CCE) and prior approval of Regional Director or DPS [HQ] as the case may be.

(ii) All cases for compassionate engagement will be considered by a CCE and recommendations of the Committee will be sent for approval of Regional Director or to DPS [HQ] where the Division/Unit report directly to Circle Office.

(iii) The CCE will consist of 3 members for considering compassionate engagement of dependent of deceased GDS as under: -

(a) Head of engaging Division/Unit PSs Group B and above

(b) In case of Division:



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- (1) Dy. SP/ASP/IP posted in Divisional Office who looks after compassionate engagement cases in the Division
- (2) Senior most sub divisional head of the Division concerned.
- (c) In case of Units, one ASP/IP looking after compassionate engagement cases in the Unit and one senior most ASP/IP working in the Unit. In case of non-availability of ASP/IP in the unit, ASP/IP posted at the same station in other units/divisions may be coopted.

The Committee will meet quarterly, i.e., in April, July, October and January to consider the cases arising during the previous quarter.

Information along with necessary documents to family of the deceased GDS	Submission of application by the SDI to Divisional Head	Application received in quarter	Completion of Applications in all respect, received by Divisional Head	CCE Meeting to be conducted and Minutes sent to RO/DPS (HQ) for approval by DPS latest by
Immediately after the death of GDS not later than 7 days of the death of the GDS	within 25 days after the death of GDS	January to March	April	15 th May
		April to June	July	15 th August
		July to September	October	15 th November
		October to December	January	15 th February

Note : - The minutes will be sent to Regional Director/DPS (HQ) for approval within 5 days of CCE meeting. The Regional Director/DPS (HQ) will convey his/her decision within 7 days from receipt of the CCE recommendation.

Note - The deceased GDS for whom verification of educational certificates, caste certificates, Police verification etc. were not completed at the time of his/her death, family members of such deceased GDS will not be eligible for engagement on compassionate grounds till successful verification of all relevant/required documents

Eligibility: -

(a) Applicant for compassionate engagement should be eligible as per the criteria prescribed for engagement of GDS in GDS (Conduct & Engagement) Rules ,2020 (revised from time to time) 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.

Relaxed Criteria: - If a dependent of deceased GDS, willing for compassionate engagement does not possess requisite educational qualification at the time of submission of application on compassionate grounds, he/she may still be considered for engagement to the post of Dak Sevak on provisional basis provided

- (i) He/she will be given up to a maximum of 3 years to acquire minimum required educational qualification for engagement as regular GDS as prescribed under GDS [Conduct & Engagement] Rules, 2020.
- (ii) During his/her provisional engagement as Dak Sevak he/she will be given only the minimum of the TRCA (level-1) applicable to Dak Sevak and will not be entitled to annual increment till he/she attains the requisite educational qualification.
- (iii) Engagement of such Dak Sevak shall be provisional and liable to be terminated, as per provisions under Rule-8 of GDS (Conduct and Engagement) Rules,2020.
- (iv) In the event of not acquiring minimum required educational qualification in the prescribed 3 years-time from date of provisional engagement, the provisional engagement of the GDS will stand automatically terminated.
- (v) Transfer of such provisionally engaged GDS shall not be considered under Rule 3 of GDS (Conduct & Engagement) Rules,2020 till completion of two years from regularization of engagement.

Note – 1 – Age eligibility shall be determined with reference to the date of application and not the date of engagement.

Note -2 – Head of Division/Unit will keep a record of GDS engaged under relaxed criteria and will be responsible for ensuring that such GDS are not continued in engagement after 3 years if they fail to acquire the requisite educational qualification.

Relaxation: - There will be no relaxation in the upper age for the engagement on compassionate grounds. There will, however, be no upper age limit in respect of applicant spouse of the deceased.

Time limits for eligible dependent of deceased GDS for submission of application: -

- (i) In case there is eligible candidate in family and wants to apply, he/she has to submit application in all respect to IP/ASP of Sub Division/Unit at the earliest possible opportunity but not later than two years from the date of death of the GDS.
- (ii) In case there is no one eligible family member in the family, such member can apply for compassionate engagement within two years of attaining the requisite eligibility criteria.

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, and;
 - (ii) The missing person is not traceable and a police report to this effect is available, 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 joined any terrorist organization or gone abroad.

- (c) Compassionate engagement in the case of a missing GDS also would not be a matter of right 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 result of the Police investigation should be taken into account and
- (e) A decision on any such request shall be taken at the level of the Head of Region/Head of Circle only based on the recommendations of CCE.

Deceased Gramin Dak Sevaks (GDSs) who had committed frauds/wrong doing while in engagement: -

- (i) The dependent family members of a GDS against whom a disciplinary/judicial proceeding was pending/contemplated at the time of death can be considered for compassionate engagement as the disciplinary proceedings stand abated on the death of the charged GDS.
- (ii) In case deceased GDS was involved in moral turpitude/misappropriation of the Government money and was awarded major penalty other than removal/dismissal in the past, the dependent family member will not be eligible for engagement on compassionate grounds.

Request for change in post/person: -

- (i) Any request to change in post/person may be considered by the Competent Authority only before joining of the dependent.
- (ii) The Competent Authority to consider the request to change in post is DPS and in case to change person is HOR/HOC.
- (iii) Once the dependent family member of the deceased GDS has been offered engagement on compassionate grounds, the circumstances, which led to such engagement, will deem to have ceased to exist. Therefore,
 - (a) he/she should strive in his/he career like any other GDS for future advancement and any request for engagement to any higher post on consideration of compassion shall be rejected.
 - (b) an engagement made on compassionate grounds cannot be transferred to any other person and any request for the same shall be rejected.



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.

