

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001

Dated: 30th 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 17th 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.

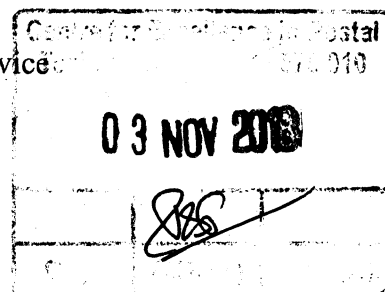

(S.B. Vyavahare)

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



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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

Government of India		
Ministry of Communications		
Department of Posts		
O/O Sr. / Superintendent of Post Offices, Sriganganagar Division		
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

85.60 mm
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)
INSTRUCTIONS:-
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

PK