

F No.41-4/ 2019-PAP
Government of India
Ministry of Communications
Department of Posts
P.A.P Section/Establishment Division

Dak Bhawan, Sansad Marg
New Delhi – 110 001.
Date: July 9, 2025

Office Memorandum

Subject- Guidelines for engaging of paid substitutes against leave/ absentee Gr D and Postman Staff – regarding.

This Department is in receipt of references from the Unions that the orders dated 10.07.2001-PE-II dated 02.09.2008 on the above subject is not being implement in some of the Circles and Postman Staff are forced to work on combined duty.

In this respect, it is informed that the aforesaid OM No. 10.07.2001-PE-II dated 02.09.2008, *inter-alia*, provides for engaging the paid substitute (GDS) against vacant absentee/leave post of Group D/ Postman in Departmental offices for a period not exceeding 90 days. Permission of HOC/ HR is required in case the paid substitute arrangement is extended beyond 90 days.

The above instructions are reiterated for the information of all concerned. The provision may be invoked wherever considered necessary.

Encls: As above

Digitally signed by
RAVI PAHWA

Date: 09-07-2025

11:39:58
(Ravi Pahwa)

Director (GDS)

Phone – 011-23096629

1. All Chief Postmaster General/Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
3. Directorate RAKNPA/GM CEPT/Director of All PTCs,
4. Addl. Director General, Army Postal Service, R.K. Puram, New Delhi
5. All General Managers (Finance)/DAP/DDAP
6. Office Copy.

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Government of India
Ministry of Communications & IT
Department of Posts
Dak Bhawan, Sansad Marg
New Delhi 110001

No: 10-7/2001-PE-II

Dated: 2.9.2008

To

All the Head of Circles / Regions
Director Postal Staff College, Ghaziabad
All Directors, Postal Training Centres.
All Directors/Dy. Directors of Accounts (Postal)
Addl. Director General, APS, Army Headquarters, R.K.Puram, New
Delhi.

Sub: Guidelines for engaging of paid substitutes against leave /
absentee Gr.D and Postman Staff – Modification regarding

Sir/ Madam,

References have been received from different quarters/Staff Unions regarding review of guidelines issued vide letter no dated 15.3.2004, in the matter of engaging of paid substitutes against leave / absentee Gr.D and Postman Staff.

It has been noticed that in many cases the mails received in a post office could not be delivered by the Postman on the same day due to sudden absenteeism, long spell of leaves and long beat lengths.

With a view to streamline the delivery and ensuring timely delivery of mail, following guidelines are issued for making substitute arrangement.

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The Divisional Heads / Gazetted Postmasters should engage paid substitutes (GDS) against the vacant/absentee/leave post of Group 'D' / Postman in Departmental Post Offices having a combined staff strength exceeding four Gr.'D' / Postman for a period not exceeding ninety days. However, the permission of Head of Circle / Region is mandatory if the engagement of the paid substitute against the vacant / leave / absentee Postman/Gr.D exceeds ninety days.

The other conditions on the matter will remain unchanged till further order.

Yours faithfully,

S. Sharma

(Sunil Sharma)

Asstt. Director General(Estt.)

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29/08