

स/No. 17-31/2016-GDS (Pt)
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 : 26-11-2025

OFFICE MEMORANDUM

Subject: Revision of 'Schedule of Engaging Authority, Disciplinary Authority and Appellate Authority' for all categories of Gramin Dak Sevaks (GDS) under Rule 31 of GDS (Conduct and Engagement) Rules, 2020 - reg.

The undersigned is directed to refer to this Directorate O.M. no. 17-31/2016-GDS dated 28.07.2020 and *Rule 31 of GDS (Conduct and Engagement) Rules, 2020* whereby the 'Schedule of Engaging Authority, Disciplinary Authority and Appellate Authority (SEDA)' for all categories of Gramin Dak Sevaks (GDS) was issued/revised.

2. Now it has been decided to further revise the 'Schedule of Engaging Authority, Disciplinary Authority and Appellate Authority in respect of all categories of Gramin Dak Sevaks (GDS as contained in Rule 31 of the GDS (Conduct and Engagement) Rules, 2020 with immediate effect.

3. The disciplinary proceedings already initiated will continue in the usual manner, however, penalty, if any, will be awarded by the Disciplinary Authority as per the Revised SEDA. The appeal against the punishment already inflicted till date will continue to be decided by the Appellate Authorities as per pre-revised SEDA.

This issues with the approval of the competent authority.



(गुरविंदर सिंह /Gurvinder Singh)
सहायक महानिदेशक /Assistant Director General (GDS)
ईमेल/Email : adggds426@gmail.com

To

All Chief Postmasters General/ Postmasters General

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2. PPS/PS to Member (Service Quality & Marketing)/Member (Infrastructure)/Member (Operations)/ Member (Personnel)/ Member (HRD)/ Member (Financial Services)/ Member (Technology)
3. The Chief General Manager - Parcel and Citizen Centric Services Directorate/PLI Directorate/CEPT Bengaluru
5. Director RAKNPA Ghaziabad/ General Manager, CEPT Bengaluru
6. Addl. Director General, APS Bhawan, New Delhi
7. Sr. DDG (Vigilance) & CVO/Sr. DDG (PAF)
8. Director General P&T (Audit), Civil Lines, New Delhi
9. Director General, NICF, Ghitorni, New Delhi
10. All the Deputy Director General
11. All General Manager (Finance)/ Director Postal Accounts/ DDAP
12. Director, Postal Training Centres.
13. All Sections of Postal Directorate.
14. All recognized GDS Unions
15. GM, CEPT, Mysuru, for uploading the order on India Posts Website.
16. Assistant Director (OL) Hindi Section, Dak Bhawan, New Delhi : For translation of the OM.
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(OM No. 17-31/2016-GDS-(Pt) dated 26.11.2025)

SCHEDULE OF ENGAGING AUTHORITY, DISCIPLINARY AUTHORITY & APPELLATE AUTHORITY FOR GDS

S. No.	Description of Engagement	Engaging Authority	Authority competent to impose penalties which it may impose with reference to Rule 9 of GDS (Conduct and Engagement) Rules, 2020, issued vide Department of Posts O.M. 17 - 30/2019 - GDS dated 14.02.2020.		Appellate Authority
			Disciplinary Authority	Penalties	
1.	GDS engaged in Division/Unit/Independent Unit e.g. Postal, RMS, MMS, Foreign Post, PSD, sorting office, Mail office, etc., headed by PS Group B and above up to STS (below JAG level)	Head of Division/Unit/ Independent Unit	Head of Division/Unit/ Independent Unit	All	PMG (if no DPS Post in RO) /DPS Concerned/DPS Region
			(i) Sr. Postmaster/Dy. Chief Postmaster / Supt.(Sorting) or equivalent for GDS in their own offices (ii) Post Master not below the level of HSG-I (Postal Side) for GDS in their own office only. (iii) Sub-Divisional Head in Postal Divisions/Equivalent officers in RMS Dn/Offices/ any other Office/Unit[other than (i) and (ii) above, such as PSD, MMS, etc]	(i) to (v)	Head of Division/Unit/Independent Unit
2.	GDS engaged in Division/Unit/Independent Unit e.g. Postal, RMS, MMS, headed by JAG level and above	Dy. Director (i.e. equivalent to JTS/STS)/ Assistant Director level officer (i.e. equivalent to PS Group B)	Dy. Director (i.e. equivalent to JTS/STS)/ Assistant Director level officer (i.e. equivalent to PS Group B)	All	Head of Division/Unit/Independent Unit
			(i) Sr. Postmaster/Dy. Chief Postmaster/ Supt (Sorting) or equivalent officer for GDS in their own offices (ii) Post Master not below the level of HSG-I (Postal Side) for Dak Sevak in their own office only. (iii) Sub-Divisional Head in Postal Divisions/Equivalent officers in RMS Dn/Offices/ any other Office/Unit[other than (i) and (ii) above, such as PSD, MMS, etc]	(i) to (v)	Head of Division/Unit/Independent Unit