

No. 13/01/2016-SR

Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi - 110 001

Dated the 20th June, 2017.

To

1. All Heads of Postal Circle.
2. All Postmasters General.
3. Chief Engineer (Civil), Department of Posts.
4. Director of Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad (UP).
5. CGM, PLI Directorate, Chanakyapuri PO, New Delhi
6. CGM, BD & M Directorate, Dak Bhawan, New Delhi
7. Secretary (PSB).
8. DDG(Estt.)/DDG(P)/DDG(PAF)
9. Supdt. Engineers (Civil & Electrical)
10. Postmaster General, Foreign Mails, Mumbai.
11. All Directors, Postal Training Centres.
12. Directors Foreign Mails, Chennai, Kolkata and Delhi
13. All Directors/Dy. Directors of Accounts (Postal).
14. DOP&T, JCA Section, North Block, New Delhi
15. ADG (GDS), Department of Posts.
16. Service Associations representing GDS

Subject: Verification of Membership for recognition of service Associations representing Gramin Dak Sevaks (GDSs) (earlier called as Extra Departmental Agents) under EDA (RA) Rules, 1995 - Procedure regarding.

Sir/Madam,

I am directed to refer to the Department's letter of even number dated 2nd March, 2016 on the above subject and to say that the verification process to have a fresh panel of recognized GDS associations has now started. It has now been decided to conduct re-verification of membership under check off system under EDA (RA) Rules, 1995. The details are as follows:-

(i) Every GDS employee desiring to be a member of GDS Association will give letter of authorization in writing addressed to the Divisional Head in the prescribed Proforma (Annexure-I) for deduction of subscription from his TRCA. The authorization letter is to be sent through the applicant GDS Association to which the membership is sought so as to reach the Divisional Head on or before **05-09-2017** for scrutiny. Any authorization given through a non-applicant association will be rejected. The Associations will also submit to the Divisional Head a list of members in triplicate duly signed by the authorized office bearer on each page of list. At this stage the Divisional Head will scrutinize the letters of authorization in the presence of one representative from each of the Associations.

(ii) After scrutiny of authorization letters and comparing them with the list submitted by the Association, the Divisional Head will display one copy of each set of lists on the notice board from **06-09-2017** to **08.09.2017**. An individual employee, whose name has been included in more than one Associations' in the list exhibited on the Notice Board, may, if he/she so desires, submit a representation, to the Divisional Head by **14.09.2017**. The employee concerned must specifically indicate in the representation with supporting material, if any, that he has given the authorization in favour of a specific Association (Name must be given) and the authorization in favour of the other Association (Name must be given) is fake one. The Divisional Head on his part will scrutinize the authorization given by the employee and in case he finds that the authorization was not genuine, he may delete his name from the concerned list under intimation to the concerned Association and allow it to be included in the list, the employee genuinely chooses. Trade union facilities of such authorized office bearer who signed the fake/fabricated/non-genuine authorization would be withdrawn as per prevailing instructions, till the next verification process. No representation received after 14.09.2017 will be entertained. Any other complaint received in this regard will also be considered and disposed of by the Divisional Head by **19.09.2017**, after which a copy of each list will be made available to the authorized office bearers of all the participating associations in that category, duly acknowledging the receipt of lists in duplicate and also the authorization letters, which will be transferred to the Drawing and Disbursing Officer.

(iii) Instances have come to notice where some of the authorized office bearers deliberately avoided handing over the authorization letters to the authorized officer. In this regard it is made clear that in all such cases and once the malafide on the part of authorized office bearers is established, he/she will be debarred from being the office bearer of any association till the next verification process. In such cases, the General Secretary/Circle Secretary may submit authorization letters direct to the concerned authorized officer.

(iv) The letters of authorization will be filed securely in guard files by the Drawing and Disbursing Officer who will note down the details of the authorizations in a register, the format of which is indicated in Annexure-II. The serial number in Annexure-II should also be marked on the authorization letter placed in the guard file, duly authenticated by the Divisional Head/Authorized officer.

(v) A list of GDS Associations eligible for participation in the verification process is enclosed as Annexure-III.

(vi) (a) All the Drawing & Disbursing Officers will start making monthly recovery from the employees who authorize such recovery out of their TRCA for the month of **September, 2017** payable on 30.09.2017.

(b) Recovery of subscriptions being made in respect of Service Associations on the basis of old authorization will be made till August, 2017 TRCA (payable on 31.08.2017).

(vii) Drawing & Disbursing Officer shall make recovery of monthly subscription from TRCA in favour of a particular Association every month.

(viii) An extract from the register in duplicate will be handed over to the Cashier for making necessary entries in the acquittance roll of the month concerned. A suitable column in the acquittance roll, Viz. 'Membership/Subscription to GDS Association' may be opened to record the deduction separately. The deduction made by the Cashier through acquittance roll will be 'Out-of-account' transactions of the Government account.

(ix) Drawing & Disbursing Officer after making the deductions will remit the amount to the Divisional Secretary of the concerned Association who, in turn, will remit this amount to the All India, Circle etc. as per the quota fixed in their respective constitutions. There is no objection if the membership subscription is remitted to the Circle/Central body of the Association for further distribution, provided such a provision is made in the constitution of the Association. The total deductions and total number of persons covered by the amount remitted should also be specified.

(x) Remittance to the Association should on no account be made by means of Service Money Orders.

(xi) Divisional Head will ensure that work relating to verification and its compilation is completed by **12.10.2017** and is reported to the Heads of Circles with details of the total number of persons belonging to each of the Service Associations in the Proforma as per Annexure-IV and one copy of Annexure IV is displayed on the notice board on the same day.

(xii) Divisional Head will ensure that while counting total strength in respect of GDS employees actually working and eligible for being included in that category may be taken into account.

(xiii) The Heads of Circles will send the consolidated statement to SR Section, Department of Posts in the Proforma at Annexure IV by **25.10.2017** and display its one copy on Notice Board on the same day. The Circles will ensure that the information in respect of all Divisional Heads has been included in the statement. The concerned GDS Associations will also be endorsed the statement referred to above.

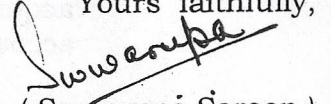
2. The terms 'Drawing & Disbursing Officer', as mentioned above, means only such authority in charge of the work of drawing pay and allowances/TRCA for an employee.

3. In terms of instructions issued by Department of Personnel & Training vide O.M. No. 2/13/98-JCA dated 11.02.2002, the recognition of service associations granted as a sequel to this exercise shall be valid for a period of five years from the date of issue of order granting recognition.

4. The instructions contained in this letter are to be given wide circulation and are also to be displayed at the Notice Boards so as to avoid any complaint about its non receipt.

5. In all those establishments where there is no Divisional Head, his role will be performed by an officer of the equal rank or by an officer higher in rank authorized for the purpose.

Yours faithfully,


(Swwarupā Saraan)

Assistant Director General (SR & Legal)

Copy for information to:

- (i) Sr. PPS to Secretary (Posts)
- (ii) PPS to All Members of Postal Services Board.

No.13-01/2016-SR
DEPARTMENT OF POSTS
SR Section

Name of Office where employed:

To:

Designation of Divisional Head/Authorized Officer.

LETTER OF AUTHORISATION

I _____ (Name & Designation)
being a Member of _____ (Name of
Association of GDSs) hereby authorize deduction of monthly subscription of
Rs _____ per month from my TRCA starting from the month September,
2017 payable on 30-09-2017 and authorize its payment to the above
mentioned service Association.

Station:

Signature: _____

Dated:

Name: _____

Designation: _____

To be filled by the Association

It is certified that Shri/Smt _____ is a

Member of _____ (Name of
Association of GDS)

Signature of authorized Office Bearer.

Annexure-II

DEPARTMENT OF POSTS

File No.13-01/2016-SR

Register to be maintained by DDO in respect of Member Employees of Association

Year _____

Category of Employees: Gramin Dak Sevaks (GDS)

Month/Bill No _____

[illegible]

(File No. 13/01/2016-SR)
DEPARTMENT OF POSTS
SR Section

LIST OF APPLICANT GDS ASSOCIATIONS ELIGIBLE FOR PARTICIPATION
UNDER RE-VERIFICATION PROCESS

Employees eligible to be included in this category	Name of the applicant GDS Association
2	3
Gramin Dak Sevaks (GDSs)	1. All India Gramin Dak Sevak Union (AIGDSU) 2. All India Postal Employees Union – GDS 3. Bharatiya Extra Departmental Employees Union 4. National Union of Gramin Dak Sevaks (NUGDS) 5. All India Advanced Rural Postal Employees Union (GDS) 6. Pragatisheel Bharatiya Gramin Dak Sevak Sangh

ANNEXURE IV**File No. 13/1/2016-SR****DEPARTMENT OF POSTS****Name of Division/Circle:_____****PROFORMA OF STATEMENT TO BE SENT BY DIVISIONAL HEAD TO
HEADS OF CIRCLE/HEADS OF CIRCLES TO THE DEPARTMENT
(SR Section)**

Sl.No	Category	Total No. of working strength of GDS employees	Name of the applied GDS association	Members as per check off system
1	2	3	4	5
1.	Gramin Dak Sevaks (GDSs)		1. All India Gramin Dak Sevak Union (AIGDSU) 2. All India Postal Employees Union – GDS 3. Bharatiya Extra Departmental Employees Union 4. National Union of Gramin DakSevaks(NUGDS) 5. All India Advanced Rural Postal Employees Union (GDS) 6. Pragatisheel Bharatiya Gramin Dak Sevak Sangh	

Note :-

1. To Heads of Circle from Divisional Heads:-

It is certified that the above information in Column 5 is based on actual letters of authorization received from the concerned Gramin Dak Sevaks and deduction will be made from their TRCA in the month of September, 2017.

Signature of Divisional Head:_____

2. To the Directorate from Head of Circle:-

It is certified that the above information has been compiled from the reports in the above proforma.

Signature of Authorized Officer of the

Circle:_____