

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001

Dated: 26.06.2019

OFFICE MEMORANDUM

Subject : Review of Rule 12 of GDS (Conduct and Engagement) Rules-2011
for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to refer to Rule 12 of GDS regarding Put
off Duty of GDS (Conduct and Engagement) Rules, 2011.

2. The Competent Authority has approved the following substitution in
Rule -12 of GDS (Conduct and Engagement) Rules, 2011 containing the Put
off Duty for all categories of Gramin Dak Sevaks (GDS) in supersession of
all earlier instruction/ order on the subject :-

"12. Put Off Duty"

(1) The Engaging Authority or any authority to which the Engaging
Authority is subordinate or any other authority empowered in that
behalf by the Government, by general or special order, may put a
Sevak off duty;

(a) Where a disciplinary proceedings against him is
contemplated or is pending; or

(b) Where a case against him in respect of any criminal
offence is under investigation, inquiry or trial:

Provided that in cases involving fraud or embezzlement, the
Sevak holding any post specified in the Schedule to these rules may
be put off duty by the Inspector of Post Offices or the
Assistant


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Superintendent of Post offices of the Sub-Division, as the case may be, under immediate intimation to the Engaging Authority.

2. Where Inspector of Post Offices or the Assistant Superintendent of Post Offices of the Sub-Division is not the Engaging Authority, an order made by them under Sub-Rule (1) shall cease to be effective on the expiry of fifteen days from the date of such order unless earlier confirmed or cancelled by the Engaging Authority or the Authority to which the Engaging Authority is subordinate.

3. A Sevak shall be entitled to an amount of compensation as ex-gratia payment equal to 25% of his/her Time Related Continuity Allowance together with admissible Dearness Allowance per month for the period of put off duty.

Provided that where the period of put of duty exceeds 90 days, the Engaging Authority or the authority to which the Engaging Authority or any other authority empowered in this behalf, as the case may be, who made the order of put duty shall be competent to vary the amount of compensation for any period subsequent to the period of first 90 days as follows:-

- (i) The amount of compensation as ex-gratia payment may be increased by a suitable amount, not exceeding 50% of such compensation admissible during the period of the first 90 days, if in the opinion of the said authority the period of put off duty has been prolonged, for reasons to be recorded in writing, not directly attributable to the Sevak.
- (ii) The amount of compensation as ex-gratia payment may be reduced by a suitable amount not exceeding 50% of such compensation admissible during the first 90 days, if in the opinion of the said authority, the period of put off duty has been prolonged due to reasons to be recorded in writing directly attributable to the Sevak.