

No. 17-30/2019-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg,
New Delhi-110001

Dated: 14th February, 2020

To

All Chief Postmasters General/Postmasters General

Subject :Department of Posts, Gramin Dak Sevaks (Conduct and Engagement)
Rules, 2020 - regarding.

Sir/Madam,

The existing Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 has been amended from time to time by issue of suitable amendments. In supersession of the existing rules issued in 2011, the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 are hereby circulated by incorporating all the amendments.

2. In brief, revision/amendments/insertions made in the existing rules are as follows:-

- (i) These rules called "Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020" containing 31 rules are issued replacing the existing set of rules called the "Department of Posts", Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 containing 31 Rules. Rule 3-B, 3-C, 7-A, 7-B, 10-A to 10-G, 21-A and 21-B have been inserted as new rules in the "Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020".
- (ii) Rationalisation of existing 5 categories of GDS in 3 categories Viz Branch Postmasters, Assistant Branch Postmasters and Dak Sevaks under Rule 3 (c) with a suitable note below.



- (iii) Rule below 3-A (vii) has been replaced with appropriate sentence relating to applicability of the conditions of residence to Gramin Dak Sevaks.
- (iv) Rule 3-B and 3-C have been incorporated in connection with Eligibility Criteria for Engagement to GDS Posts and two types of Voluntary Discharge Schemes for GDS respectively.
- (v) Rule 4 has been amended by making some modifications.
- (vi) Rule- 7 has been amended by incorporating Rule 7-A and 7-B in connection with 5 days Emergency Leave to GDS and 180 days Maternity Leave to Female GDS.
- (vii) Rule-8 has been amended by incorporating some modification and also a note regarding non eligibility of GDS Gratuity and Severance amount etc.
- (viii) Rule -9 has been amended with regard to Major and Minor penalties.
- (ix) Rule 12 has been modified for treating the period of Put Off duty in case the procedure initiated for imposition of a minor penalty.
- (x) Rule 23 has been amended by incorporating treatment of Strike period.
- (xi) Rule 31 Schedule of Engaging Authority has been amended by incorporating Disciplinary Authority and Appellate Authority.
- (xii) The words 'Recruiting Authority', 'Recruitment' and 'Service' whenever appears in the existing rules have been replaced with words 'Engaging Authority' and 'Engagement'.
- (xiii) The Conduct and Engagement Rules, 2020 shall be applicable to all existing categories of GDS including those GDS categories which have been declared as wasting cadre as long as they remain in engagement.

3. You are requested to ensure that the enclosed revised set of Rules called the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 is further circulated to all concerned in your Circle at the earliest and send confirmation to this office within a week's time.



4. Hindi version will follow.

Yours faithfully,

(SB Vyavahare)

Assistant Director General (GDS/PCC)

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(SB Vyavahare)

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DEPARTMENT OF POSTS, GRAMIN DAK SEVAKS (CONDUCT AND ENGAGEMENT) RULES, 2020

In supersession of the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 except as respects things done or omitted to be done before such supersession, the following rules are issued under the authority of the Government of India.

1. Short Title and Commencement :-

- (1) These rules may be called the Department of Posts, Gramin Dak Sevaks (Conduct & Engagement) Rules, 2020.
- (2) They shall come into force on and from the date of their circulation.

2. Application:-

These rules shall apply to Gramin Dak Sevaks of Department of Posts, Ministry of Communications, Government of India.

3. Definitions:- In these rules, unless the context otherwise requires:-

- (a) "Engaging Authority" means an authority empowered to engage GDS on the basis of GDS (Conduct and Engagement) Rules, 2020.
- (b) "Assistant Superintendent Posts/Inspector Posts" in relation to a Postal/Railway Mail Service Sub Division, the Assistant Superintendent or Sub-Divisional Inspector or Railway Mail Service in charge of Sub Division, as the case may be;
- (c) "Government" means the Central Government;
- (d) "Gramin Dak Sevak" means: -
 - (i) *a Branch Postmaster
 - (ii) *an Assistant Branch Postmaster
 - (iii) *a Dak Sevak

*Note- 1 - Gramin Dak Sevaks other than Branch Postmasters (BPMs) and working in Branch Post offices are designated and called as "Assistant Branch Postmasters (ABPMs)"

*Note-2 -Gramin Dak Sevaks other than Branch Postmasters (BPMs) and working in Departmental Post offices/RMS Offices/other offices are designated and called as "Dak Sevak"

*The above categories are rationalized vide Department of Posts, OM No.17-31/2016-GDS dated 25.06.2018 and 22.07.2019.

- (e) "Head of a Circle" means the Head of a Postal Circle and includes Chief Postmaster-General;
- (f) "Head of a Division" in relation to a Postal or Railway Mail Service, the Senior Superintendent or Superintendent of a Postal or Railway Mail Service Division, as the case may be;
- (g) "Head of a Region" in a Postal Circle means Postmaster-General (Region);
- (h) "Members of the family" in relation to a Gramin Dak Sevak includes :-
- (i) the wife, child or step child of such Sevak, whether residing with him or not, and in relation to a Sevak who is a woman, the husband residing with her and dependent on her; and
- (ii) any other person related, whether by blood or by marriage to such Sevak or to such Sevaks' wife or husband and wholly dependent on such Sevak, but does not, include a wife or husband legally separated from such Sevak or a child or step child who is no longer in any way dependent upon such Sevak or of whose custody the Sevak has been deprived by any law; only widow and dependent Daughter-in-law.
- (i) "Record officer" in relation to Railway Mail Service, the Sub Record Officer or the Head Record Officer in charge of a Sub Record Office or Head Record Office;

(j) "Sevak" means a person working as a Gramin Dak Sevak;

(k) "Postmaster" in relation to a Post Office, Gazetted Postmaster, Postmaster in Higher or Lower Selection Grade, norm based Post Office (in his own office) except a Postmaster in charge of an A,B & C class Sub Post Office.

NOTE I - The persons holding the posts of Extra-Departmental Agents under the Posts and Telegraphs Extra-Departmental Agents (Conduct & Service) Rules, 1964 or *Gramin Dak Sevaks* (Conduct and Engagement) Rules, 2001 or Gramin Dak Sevaks (Conduct and Engagement) Rules, 2011 on regular basis on the date of commencement of these rules shall be deemed to have been engaged to and hold the posts of Gramin Dak Sevaks in accordance with the provisions of these rules;

3-A Terms and Conditions of Engagement:-

- (i) A Sevak shall not be required to perform duty beyond a maximum period of 5 hours in a day;
- (ii) A Sevak shall not be retained beyond 65 years of age;
- (iii) A Sevak shall have to give an undertaking that he has other sources of income besides the allowances paid or to be paid by the Government for adequate means of livelihood for himself and his family;
- (iv) A Sevak can be transferred from one post/unit to another post/unit in public interest/administrative/vigilance ground;
- (v) A Sevak shall be outside the Civil Service of the Union;
- (vi) A Sevak shall not claim to be at par with the Central Government employees;
- (vii) Residence in post village/delivery jurisdiction of the Post Office within one month after selection but before engagement shall be mandatory for a Sevak; Failure to reside in place of duty for GDS BPM & within delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violative of conditions of engagement and liable for disciplinary action under Rule 10 of the Conduct & Engagement Rules, requiring removal/dismissal;

- (viii) Post Office shall be located in the accommodation to be provided by Gramin Dak Sevak Branch Postmaster suitable for use as Post Office premises. However, where accommodation is provided for Post Offices by the Central/State Government/Local Government/Village Panchayat etc. the same will be used for Post Office premises.
- (ix) Combination of duties of a Sevak shall be permissible;

3-B Eligibility Criteria for Engagement to Gramin Dak Sevaks Posts:-

I. Age Limit:

The minimum and maximum age for the purpose of engagement to GDS posts shall be 18 and 40 years respectively as on the date of notification of the vacancy. Permissible relaxation in upper age limit for different categories as prescribed. are as under:-

Sl.No.	Category	Permissible age relaxation
1.	Schedule Caste/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Economically Weaker Sections (EWS)	No relaxation*
4.	Persons with Disabilities (PwD)	10 years*
5.	Persons with Disabilities (PwD) + OBC	13 years*
6.	Persons with Disabilities (PwD) + SC/ST	15 years*

Note:- 1* There will be no relaxation in upper age limit to EWS candidates. However, the persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in engagement to Gramin Dak Sevaks posts in the Department of Posts as prescribed in Directorate letter No 17-09/2019 dated 26.02.2019.

Note:-2* All engaging authorities shall maintain the above age relaxation for persons with disability for all categories of GDS posts. This relaxation however is not applicable for persons with benchmark of disability "Blind", as in place of blind, candidate with Low Vision have been identified as prescribed in Directorate letter No. 17-8/2017-GDS dated 26.02.2019. Relaxation in upper age limit is subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

II. Educational Qualification:

(i) Secondary School Examination pass certificate of 10th standard with passing marks in Mathematics and English (having been studied as compulsory or elective subjects) conducted by any recognized Board of School Education of the Government of India/State Governments/ Union Territories in India shall be a mandatory educational qualification for all approved categories of Gramin Dak Sevaks (i.e. BPM, ABPM & Dak Sevak) as prescribed from time to time.

(ii) Compulsory knowledge of Local Language:

The candidate should have studied the local language at least up to 10th standard [as compulsory or elective subjects] as declared by the State Government or as per constitutional provisions relating to the 8th schedule of Constitution of India as prescribed by the Department from time to time.

(iii) Basic Computer Training:

The candidates for all approved categories of GDS referred to in (i) above will be required to furnish Basic Computer Training Course Certificate of at least 60 days duration, from any Computer Training Institute run by Central Government/State Government / Universities / Boards / Private Institutions Organizations. This requirement of basic computer knowledge certificate shall be relaxable in cases where a candidate has studied computer as a subject in Matriculation or class XII or any other higher educational level and in such cases, a separate certificate will not be insisted upon.

III. Residence:

The condition of residence shall apply as stipulated in Rule 3-A (vii) of GDS (Conduct and Engagement) Rules, 2020. The candidates must provide accommodation for Branch Post Office after selection but before engagement as prescribed by the Department from time to time unless accommodation is provided by other agencies.

IV. Knowledge of Cycling:

Knowledge of Cycling is a pre-requisite condition for all GDS posts. In case of a candidate having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect.

V. Adequate means of Livelihood:

The condition of adequate means of livelihood shall apply as stipulated in Rule 3-A (iii) of GDS (Conduct and Engagement) Rules, 2020. However, this condition shall not be a pre-requisite for candidates for the purpose of applying to the GDS post or selection there to and the selected candidate shall be required to comply with this prescribed condition within 30 days after selection but before engagement. The GDS will also have to ensure that he/she is having adequate additional means of livelihood during the period of engagement till his discharge.

VI. Furnishing of Security:

On engagement as GDS, the person so engaged shall be required to furnish security in such manner as may be prescribed from time to time.

VII. Fulfillment of other terms and conditions:

Terms and conditions of engagement to GDS posts shall apply as stipulated in the relevant rules of GDS (Conduct & Engagement) Rules, 2020 modified from time to time by the Department of Posts.

VIII. Adequate representation of SC/ST/OBC, Persons with Disability & Economically Weaker Sections (EWSs).

The instructions issued by the Department vide no.19-11/97-ED & TRG dated 27.11.1997, No. 17-08/2017-GDS dated 26.02.2019 and No.17-09/2019-GDS dated 26.02.2019 providing for adequate representation of SC/ST/OBC communities, Persons with Disability and Economically Weaker Sections (EWSs) respectively will continue to apply.

IX. Production of SC/ST/OBC/Disability/Economically Weaker Sections Certificate :-

Production of SC/ST/OBC/Disability/EWSs certificate in the prescribed format would be compulsory in case of such candidates.

X. Time Related Continuity Allowance (TRCA)

(i) The following Minimum TRCA shall be payable to the different categories of GDS posts as mentioned in Directorate Order No 17-31/2016-GDS dated 25.06.2018 and letter no. 17-2/2018-GDS dated 22.03.2019 and as may be prescribed by the Government on the basis of workload/revenue norms as per the standard of assessment decided by the department from time to time:-

Minimum TRCA of all categories of GDS as per Working hrs/Levels			
Sl.No.	Category	Minimum TRCA for 4 Hours/level 1	Minimum TRCA for 5 Hours/level 2
1	BPM	Rs.12000/-	Rs.14500/-
2	ABPM/Dak Sevaks	Rs.10000/-	Rs.12000/-

(ii) However, in respect of the GDSs engaged on or after 01.07.2018, the initial fixation of TRCA will be done on the first stage of Level -1 of the respective category.

XI. Method of Engagement:

Method of engagement will continue to be as online engagement process for engagement of all categories of GDS as prescribed from time to time.

(i) Exemption of fee for applying on GDS Posts:

Male applicants belonging to the category UR/OBC/EWS have to pay a fee as prescribed. Payment of fee is exempted for all female candidates, all SC/ST candidates and all PwD candidates.

XII. Job Profile:

(i) BRANCH POSTMASTER (BPM):

The Job Profile of Branch Postmaster will include managing affairs of GDS Branch Post Office, India Post Payments Bank (IPPB) and ensuring uninterrupted counter operation during the prescribed working hours using the handheld device/Smartphone supplied by the Department. The overall management of postal facilities, maintenance of records, upkeep of handheld device, ensuring online transactions, and marketing of Postal, India Post Payments Bank services and procurement of business in the villages or Gram Panchayats within the jurisdiction of the Branch Post Office should rest on the shoulders of Branch Postmasters. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. Branch Postmaster will be the team leader of the GDS Post Office and will have overall responsibility of smooth and timely functioning of Post Office including mail conveyance and mail delivery. He/she might be assisted by Assistant Branch Postmaster of the same Branch Post Office. BPM will be required to do combined duties of ABPMs as and when ordered. He/she will also be required to do marketing, organizing melas, business procurement and any other work assigned by IP/ASP/SPOs/SSPOs/SRM/SSRM etc. In some of the Branch Post Offices, the BPM has to do all the work of BPM/ABPM.

(ii) ASSISTANT BRANCH POSTMASTER (ABPM):

The Job Profile of Assistant Branch Postmaster will include all functions of sale of stamps/stationery, conveyance and Delivery of mail at doorstep deposits/payments/other transactions under IPPB, assisting Branch Postmasters in counter duties using the handheld device/Smart phone supplied by the Department. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He/She will also be required to do marketing, organizing melas, business procurement and any other work assigned by the Branch Postmaster or IP/ASP/SPOs/SSPOs/SRM/SSRM etc. ABPMs will also be required to do Combined Duty of BPMs as and when ordered.

(iii) DAK SEVAK

The Job Profile of Dak Sevaks will include all functions viz sale of stamps and stationery, conveyance and delivery of mail and any other duties assigned by Postmaster/Sub Postmaster including IPPB work in the Departmental Post Offices/RMS. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He/She may also have to assist Postmasters/Sub Postmasters in managing the smooth functioning of Departmental Post Offices and do marketing, business procurement or any other work assigned by the Postmaster or IP/ASP/SPOs/SSPOs/SRM/SSRM etc.

3-C Voluntary Discharge Schemes:-

All categories of Gramin Dak Sevaks (GDSs) can avail of the Voluntary Discharge Scheme on completion of 20 years of engagement period or on medical grounds as per instructions issued from time to time by the Department.

4. Engaging Authority :-

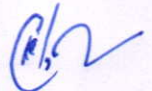
- (1) The Engaging Authority in respect of each category of Sevak shall be as shown in the Schedule annexed to these rules.

- (2) If any doubt arises as to who is the appropriate Authority in any case, the matter shall be referred to the Director General (Posts), whose decision thereon shall be final.
- (3) Notwithstanding anything contained in these rules, any authority superior to the Engaging Authority as shown in the Schedule under Rule 31 of GDS (Conduct & Engagement) Rules, 2020 may, at any time, either on its own motion or otherwise call for the records relating to the engagement of Gramin Dak Sevaks made by the Engaging Authority, and if such Engaging Authority appears:-
 - (a) to have exercised a jurisdiction not vested in it by any law or rules time being in force; or
 - (b) to have failed to exercise a jurisdiction so vested; or
 - (c) to have acted in the exercise of its jurisdiction illegally or with material irregularity, such superior authority may, after giving an opportunity of being heard, make such order as it thinks fit directing the engaging authority to act under Rule 8 of GDS (Conduct & Engagement) Rules or to have initiated action to remove from engagement after following the procedure laid down under Rule 10 of the Rules including order for cancellation / rectification of the engagement process.

5. Powers of the Engaging Authority :

The powers of the Engaging Authority in the matter of awarding any of the penalties specified in Rule 9 may be exercised by an authority which has been shown in the Schedule annexed to these rules or by any other authority empowered in this behalf by a special order of the Head of the Circle or the Head of the Region under circumstances to be recorded in writing:

Provided that in no case, the authority so appointed shall be lower in rank than the authority who originally engaged the Gramin Dak Sevak.



6. Pension/GDS Gratuity/Severance Amount:

The Garmin Dak Sevaks shall not be entitled to any pension. However, they shall be entitled to GDS gratuity, Severance amount or SDBS as may be decided by the Government from time to time.

7. Leave :

The Gramin Dak Sevaks may be granted paid leave at the rate of 20 days in a year (10 days for every half year) without accumulation or as may be determined by the Government, from time to time.

Provided that -

- (a) where a Sevak fails to resume duty on the expiry of the maximum period of leave admissible and granted to him/her, or
- (b) where such a Sevak who is granted leave for a period less than the maximum period admissible to him/her under these rules, remains absent from duty for any period which together with the leave granted exceeds the limit up to which he/she could have been granted such leave, he/she shall, unless the Government, in view of the exceptional circumstances of the case, otherwise decides, be removed from engagement after following the procedure laid down in Rule 10.

7-A Emergency Leave :-

Gramin Dak Sevaks shall be entitled for 'Emergency' leave for a maximum of 5 days in a calendar year, or as may be prescribed by the Government from time to time.

7-B Maternity Leave for Female GDS:-

A female Gramin Dak Sevak (GDS) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement, as per instructions issued by the Department from time to time.



8. Termination of Engagement:-

(1) The engagement of a Sevak who has not already rendered more than three years' continuous engagement from the date of his/her engagement shall be liable to be terminated at any time by a notice in writing given either by the Sevak to the Engaging Authority, or by 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, to the Sevak;

(2) The period of such notice shall be one month.

Provided that the engagement of any such Sevak may be terminated forthwith and on such termination, the Sevak shall be entitled to claim a sum equivalent to the amount of Basic Time Related Continuity Allowance *plus* Dearness Allowance as admissible for the period of the notice at the same rates at which he/she was drawing them immediately before the termination of his/her engagement, or, as the case may be, for the period by which such notice falls short of one month.

NOTE -1 : Where the intended effect of such termination has to be immediate, it should be mentioned that one month's Time Related Continuity Allowance *plus* Dearness Allowance as admissible is being remitted to the Sevak in lieu of notice of one month through money order.

NOTE -2 : When engagement of a GDS is terminated under this Rule, he/she shall not be eligible for GDS Gratuity and Severance amount etc.

9. Nature of Penalties:-

The following penalties may, for good and sufficient reasons and as hereinafter provided, to be imposed by the Engaging Authority, namely:-

Minor Penalties

- (i) Censure;
- (ii) Debarring of a Sevak from appearing in the recruitment examination for the post of Multi Tasking Staff and /or Postman and /or Mail Guard and/or from being considered for recruitment

as Postal Assistants /Sorting Assistants for a period not exceeding three years;

- (iii) Debarring of a Sevak from being considered for recruitment to Multi Tasking Staff on the basis of selection-cum-seniority for a period not exceeding three years;
- (iv) Recovery from Time Related Continuity Allowance (TRCA) of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders;
- (v) Withholding of annual increase in Time Related Continuity Allowance (TRCA) without cumulative effect for a period not exceeding three years;

Major Penalties :

- (vi) Reduction to a lower stage in the TRCA slab for a specified period exceeding three years (not in nature of permanent measure) with further direction as to whether or not the Sevak will earn annual increase during the period of reduction and whether on expiry of such period, the reduction will or will not have the effect of postponing the future increase of his / her Time Related Continuity Allowance (TRCA).
- (vii) Compulsory Discharge from engagement with monetary benefits (i.e. SDBS etc.) and GDS Gratuity proportionate to engagement period rendered by GDS, as per conditions laid down in Department of Posts O.M. No 17-31/2016-GDS dated 27th June, 2018.
- (viii) Removal from engagement which shall not be a disqualification for future engagement;
- (ix) Dismissal from engagement, which shall ordinarily be a disqualification for future engagement.

Note: The Penalty of recovery under Rule 9 (iv) can be imposed fully without any restriction."

10-A. Procedure for imposing Minor penalty:-

- (i) No order imposing any of the penalties specified in Clause (i) to (v) of Rule 9 shall be passed on a GDS except after:-
 - (a) The Sevak is informed in writing of the proposal to take action against him/her and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he/she may wish to make; and
 - (b) such representation, if any, is taken into consideration by the engaging Authority.

10-B. Procedure for imposing Major penalty:-

- (i) No order imposing any of the penalties specified in clause (vi) to (ix) of Rule 9 shall be passed on a GDS except after:-
 - (a) The Sevak is informed in writing of the proposal to take action against him/her and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he/she may wish to make; and
 - (b) such representation, if any, is taken into consideration by the Engaging Authority.

Provided that, the major penalty shall not be imposed except after an inquiry in which he/she has been informed of the charges against him/her and has been given a reasonable opportunity of being heard in respect of those charges:

Provided further that where it is proposed after such inquiry, to impose upon him/her any such penalty, such penalty may be imposed on the basis of the evidence adduced during the inquiry.

10-C. The record of proceedings shall include:-

- (i) A copy of the intimation to the Sevak of the proposal to take action against him/her;