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भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA
मुख्य पोस्टमास्टर जनरल का कार्यालय
OFFICE OF THE CHIEF POSTMASTER GENERAL,
पश्चिम बंगाल सर्किल / WEST BENGAL CIRCLE
कोलकाता/ KOLKATA - 700012
ESTABLISHMENT SECTION

U/E/e-mail

- 1-3) The Postmaster General, Kolkata Region, Kolkata-700012/ The Postmaster General, South Bengal Region, Kolkata-700012/ The Postmaster General, North Bengal Region, Siliguri-734001;
- 4) The General Manager (PA & F), Kolkata-700012;
- 5-6) The Postmaster General, Anadaman & Nicobar Islands, Port Blair-744101/ The Postmaster General, Sikkim State, Gangtok-737101;
- 7-9) The Director of Postal Services, Kolkata Region, Kolkata-700012/ The Director of Postal Services, South Bengal Region, Kolkata-700012/ The Director of Postal Services, North Bengal Region, Siliguri-734001;
- 10) The Director, Kolkata GPO, Kolkata-700001;
- 11) The Sr. Manager, MMS, Kolkata;
- 12-40) All the SSPOs/SPOs in West Bengal Circle;
- 41-47) All the SSRMs/SRMs in West Bengal Circle;
- 48) The Superintendent Foreign Post, Kolkata;
- 49) The Manager, RLO Kolkata;
- 50-51) The Supdt, PSD Kolkata/ The Supdt., CSD, Kolkata/ The Supdt., PSD Siliguri;
- 52) The Section Supervisor, SF(B) Section, O/o the Chief Postmaster General, Kolkata-12.

No: EST/B/Z-03/GDS RECOMMENDATION

Dated at Kolkata-12, the 20-12-2018.

Subject: Implementation of recommendations of One-man committee on introduction of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks(GDS).

Kindly find enclosed herewith Dte's communication no.17-31/2016-GDS dated 14.12.2018 regarding implementation of recommendations of One-man committee on introduction of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks(GDS).

It is therefore requested to kindly look into the matter & take necessary actions accordingly.
Encl: As above.

Asstt. Director of Postal Services (Staff, E & PN)
O/o the Chief Postmaster General
W.B. Circle, Kolkata-700012

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20/12/18

Copy to:-

- 1-2) The DSP, Anadaman & Nicobar Islands, Port Blair-744101/ The DSP, Sikkim State, Gangtok-737101;
- 7) Sr. Ps to Chief Postmaster General, W.B. Circle, Kolkata-700012.
- 8) PS to DPS(HQ), O/o the CPMG, W.B. Circle, Kolkata-700012.
- 5-7) The ADPS-I, Kolkata Region/ The ADPS, SB Region/ The ADPS, NB Region.
- 10) The ADPS(TO), C.O., Kolkata-700012 for uploading the order in the Circle Website : westbengalpost.gov.in.
- 4-19) All Group Officers, C.O. Kolkata-700012;

Asstt. Director of Postal Services (Staff, E & PN)
O/o the Chief Postmaster General
W.B. Circle, Kolkata-700012

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

Dak Bhawan, Sansad Marg
New Delhi - 110001
Dated 14 December 2018

Office Memorandum

Sub: **Implementation of recommendations of One-Man Committee on introduction of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks (GDS).**

The undersigned is directed to convey the approval of the Competent Authority on recommendations of One-Man Committee on introduction of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks, who are engaged on regular basis after due engagement formalities as prescribed in Gramin Dak Sevak Conduct & Engagement Rules, 2011 and amended from time to time as per instruction of Directorate

2. Keeping in view the above, it has been decided to issue consolidated instructions in supersession of all earlier OMs on the subject of Voluntary Discharge Scheme for all categories of Gramin Dak Sevaks (GDS) as under :-

2.1 SCHEME-1: ON COMPLETION OF 20 YEARS OF ENAGAGMENT PERIOD:-

- (a) **Scope:-** Intended for those who wish to quit prematurely without citing any specific reason
- (b) **Conditions:-**
 - i. Minimum qualifying engagement period - 20 years
 - ii. No age restriction
 - iii. By giving notice of not less than three months, in writing to the Divisional Head in prescribed proforma as shown in **Annexure-I**
 - iv. In computing the notice period of three months, the date of notice for voluntary discharge and date of its expiry to be excluded from the notice period

- v. In case the Divisional head does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the discharge shall become effective from the date of expiry of the said period. For example, if the date of notice is 05.02.2019 the discharge shall become effective from 04.05.2019.
 - vi. The Divisional head shall issue orders before the date of expiry of notice either accepting or rejecting the voluntary discharge. Otherwise GDS shall be deemed to have been discharged voluntarily from engagement at the end of the period of notice of three months.
 - vii. Request can be withdrawn prior to acceptance of notice, with the approval of the accepting Authority i.e. Divisional Head.
 - viii. The scheme is purely voluntary and there will be no compulsion on any GDS to quit under this scheme.
 - ix. The scheme will not be available for GDS who are under put off duty, or against whom any disciplinary action, Police case or Court case, is pending.
 - x. All GDS who are engaged on regular basis on the date of notification of the Scheme and who fulfill all other conditions will be eligible to opt for this scheme.
 - xi. The Divisional Head will be the competent authority to accept and approve the voluntary discharge for all categories of GDS.
 - xii. Compassionate engagement will not be available for the dependents of the GDS to be discharged voluntarily. A declaration in prescribed application proforma as shown in Annexure-I will be taken from the GDS willing to seek the benefits of Voluntary Discharge scheme that she/he will not claim compassionate engagement for any of her/his dependents once voluntary discharge request is accepted.
- (c) **Entitlements:-** Normal discharge benefits proportionate to the period of engagement rendered. In case the GDS quits engagement before completion of 20 years of engagement period, he/she will not be entitled to get any monetary benefits under the scheme.

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2.2 SCHEME-2: ON MEDICAL GROUND:

(a) **Scope:** Intended for those who suffer on account of any bodily or mental infirmity, which permanently incapacitates him/her for engagement and wishes to quit prematurely

(b) **Conditions:**

- i. Minimum engagement period-10 years
- ii. No age restriction
- iii. An application in prescribed proforma as shown in **Annexure-II** to be submitted by the GDS
- iv. The Medical Authority/Civil Surgeon/ should certify that the applicant is not fit to continue in engagement For this purpose the Divisional Head shall direct the GDS for appearing before the appropriate Medical Authority i.e. Medical Board of a Government Hospital.
- v. The GDS to be directed to appear before the appropriate Medical Authority.
- vi. A certificate so obtained from the Medical Authority without the prior approval of the Department will not be valid
- vii. Date of effect will be the date of acceptance of the request
- viii. The scheme is purely voluntary and there will be no compulsion on any GDS to quit under this scheme.
- ix. The scheme will not be available for GDS under put off duty, or against whom any Departmental disciplinary action, Police case or court case is pending.
- x. The Divisional Head will be the competent authority to accept and approve the voluntary discharge for all categories of GDS.
- xi. All GDS who are engaged on regular basis on the date of notification of the scheme and who fulfill all other conditions will be eligible to opt for this scheme.
- xii. Compassionate engagement will not be available for the dependents of the GDS to be discharged voluntarily. A declaration in prescribed application proforma as shown in **Annexure-II** will be taken from the GDS willing to

seek the benefits of Voluntary Discharge scheme that she/he will not claim compassionate engagement for any of her/his dependents once voluntary discharge request on medical ground is accepted

c. Entitlements:-Normal discharge benefits proportionate to the period of engagement rendered. In case the GDS quits engagement before completion of 10 years of engagement period, she/he will not be entitled to get any monetary benefits

3. The above instructions will come into effect from the date of issue of this O M

5. Hindi version will follow.

(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Copy forwarded to:

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) /PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination) /Member(Banking) /Member (O) /Member(P) /Member (Planning & HRD) /Member(PLI) /Member (Tech)
4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD&M Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO
10. Sr. Deputy Director General (PAF)
11. Director General P&T (Audit), Civil Lines, New Delhi
12. Secretary, Postal Services Board All Deputy Directors General
13. All General Managers (Finance) / Directors Postal Accounts DDAP
14. All Sections of Postal Directorate
15. All recognized Federations /Unions /Associations
16. GM, CEPT for uploading the order on the India Post web site
17. Guard File
18. Spare copies.

(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Notice for Voluntary Discharge from engagement of Gramin Dak Sevak

From:

Date _____

To

SSPOs/SSRM/SPOs/SRM
_____ Division

Sub: -Request for granting Voluntary discharge from engagement of Gramin Dak Sevak.

Madam/Sir,

I _____

_____ (Name, Designation & Office) has completed _____ years of engagement as on _____. I, hereby give notice that, I would like to take voluntary discharge w.e.f. _____ on expiry of three months' notice period.

2. I undertake that, I will not claim compassionate engagement for my dependent family members once my Voluntary discharge is accepted by the competent authority.

3. You are therefore, requested to discharge me w.e.f. _____ i.e. on expiry of three month's notice from the post of Gramin Dak Sevak.

Place:

Signature of GDS _____

Date:

Name & Designation of GDS

Application for Voluntary Discharge from Engagement of
Gramin Dak Sevaks on Medical Grounds

From.

To:

Date: _____

SSPOs/SSRM/SPOs/SRM

_____ Division

Sub: - Request for granting Voluntary discharge from engagement of Gramin Dak Sevak on medical grounds

Madam/Sir,

I the undersigned _____ (Name, Designation & Office) has completed _____ years of engagement as on _____. I am suffering from _____ (Name of disease). Hence, I am unable to perform any type of duty of BPM ABPM Dak Sevak.

2. I undertake that, I will not claim compassionate engagement for my dependent family members once my voluntary discharge is accepted by the competent authority.

3. I would, therefore, request you to kindly approve my discharge from engagement of Gramin Dak Sevak, voluntarily on medical grounds at the earliest.

Place:

Signature of GDS _____

Date:

Name & Designation of GDS