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## <u>OFFICE OF THE CHIEF POSTMASTER GENERAL</u> <u>पश्चिम बंगाल सर्किल / WEST BENGAL CIRCLE</u> <u>कोलकाता/ KOLKATA - 700012</u> <u>ESTABLISHMENT SECTION</u>

<u>भारतीय डाक विभाग</u> DEPARTMENT OF POSTS, INDIA मख्य पोस्टमास्टर जनरल का कार्यालय

### U/E/e-mail

То

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 08-01-2019.

Subject: Implementation of approved recommendations of Kamlesh Chandra Committee on introduction of "Emergency" leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks(GDS).

Kindly find enclosed herewith Dte's communication no.17-31/2016-GDS dated 02.01.2019 regarding implementation of approved recommendations of Kamlesh Chandra Committee on introduction of "Emergency" leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks(GDS).

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

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

Copy to:-

1-2) The DSP,Anadaman & Nicobar Islands,Port Blair-744101/The DSP,Sikkim State,Gangtok-737101;

9) Sr.Ps to Chief Postmaster General, W.B.Circle, Kolkata-700012.

10) 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.

11 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;

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

#### No.17-31/2016-GDS

Government of India Ministry of Communications Department of Posts (GDS Section)

Dak Bhawan, Sansad Marg, New Delhi - 110001 Dated:0201.2019

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## Office Memorandum

Sub: Implementation of approved recommendations of Kamlesh Chandra Committee on introduction of 'Emergency' leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to convey the approval of the Competent Authority on approved recommendations of Kamlesh Chandra Committee on introduction of 'Emergency' leave for a maximum of 5 days in a calendar year for all categories of Gramin Dak Sevaks, who are engaged on regular basis after due engagement formalities as prescribed in GDS (Conduct & Engagement) Rules, 2011 and amended from time to time as per instructions of Directorate.

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

- (i) 'Emergency' leave will be granted for a maximum of 5 days in a completed calendar year of the engagement period or proportionate thereof. The GDS will be paid TRCA as applicable during the period of emergency leave.
- (ii) Emergency leave will be granted to GDS to take care of any emergent/personal requirements.
- (iii) Not more than two days emergency leave will be granted at a time. No half day emergency leave will be granted.
- (iv) Emergency leave cannot be carried forward or encashed or combined with paid leave.
  - (v) Sundays and Postal holidays falling during the period of emergency leave are not counted as part of emergency leave.

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- (vi) Sundays/Postal holidays can be prefixed/suffixed to emergency leave.
- (vii) Prior sanction from Divisional Office for (BPM) or Sub Divisional Office, Sr. PM/PM for (ABPM/Dak Sevak) is required.
- (viii) No full time substitute will be engaged against the resultant vacancy and duty/work of Branch Post Offices should be managed with combination of duties except in case of single handed BOs.
- (ix) Emergency leave will not be granted to GDS who are under put off duty.
- (x) All GDS who are engaged on regular basis on the date of notification of introduction of Emergency leave and who fulfill all other conditions will be eligible for availing this leave.
- (xi) When a GDS stays beyond two days emergency leave at a time, the whole period shall be debited against his/her paid leave account due. In case he/she is not having paid leave the period in excess of such leave due will be treated as unauthorized absence and the GDS shall not be entitled to any TRCA.
- (xii) GDS will submit emergency leave application on a plain paper to leave sanctioning authority by indicating the reason for availing such leave.
- (xiii) Proper record of the emergency leave availed by GDS will be maintained by the leave sanctioning authority in the following proforma:-

# EMERGENCY LEAVE AVAILED BY GDS Name & Designation of the Leave Sanctioning Authority :

SI Name of Desig-Emergency Leave Availed No. GDS Remark nation s if any 5 4 3 2 1 Date Date Date Date Date

3. This OM issues with the concurrence of Department of Personnel and Training vide their ID Note Number 14029/1/2017-Estt (Leave) dated 14.12.2018.

4. The instructions/guidelines contained in this OM shall-take effect from 01.01 2019.

5. Hindi version will follow.

(4/2) 1/19 Vyavahara)

Assistant Director General (GDS/PCC)

Copy forwarded to:-

- 1. PS to Minister of State for Communications (I/C)
- 2. Sr.PPS to Secretary (Posts)/Sr.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. All Chief Postmasters General / Postmasters General
- Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
  Director, RAKNRA/Computer Manager, Mana
- Director, RAKNPA/General Manager, CEPT/Directors of All PTCs
  Addl. Director General Army Deviation Data and Data
- 7. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
- 8. Sr. Deputy Director General (Vigilance) & CVO/Sr. DDG (PAF)
- 9. Director General P&T (Audit), Civil Lines, New Delhi
- 10. All Deputy Directors General
- 11. DDG Technology: for making necessary changes in CSI software for the purpose of grant of TRCA to the substitute in case of single handed Branch Post offices.
- 12. All General Managers (Finance) / Directors Postal Accounts / DDAP
- 13. All Sections of Postal Directorate
- 14. All recognized Federations /Unions /Associations
- 15. GM, CEPT for uploading the order on the India Post web site
- 16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
- 17. Guard File
- 18. Spare copies.

(S.B.

Assistant Director General (GDS/PCC)