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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

To

- 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) The Supdt, PSD Kolkata;
- 51) 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 15-01-2021.

Subject: Issues raised by AIDGSU regarding Non-payment of Severance allowance to the GDS.


Kindly find enclosed herewith Dte's communication no. **17-25/2020-GDS dated 04.01.2021** regarding issues raised by AIDGSU regarding Non-payment of Severance allowance to the GDS.

It is therefore requested to kindly take necessary action and report compliance.
Encl: As above.

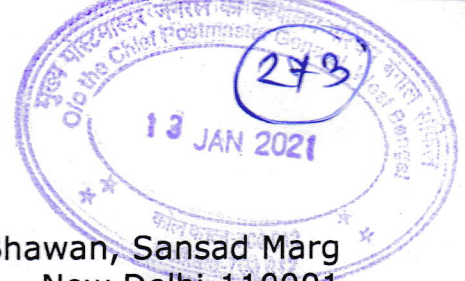

(S. Das)
Asstt. Postmaster General (Staff, E & PN)
O/o the Chief Postmaster General
W.B. Circle, Kolkata-700012

Copy to:-

- 1-2) The DSP, Anadaman & Nicobar Islands, Port Blair-744101/ The DSP, Sikkim State, Gangtok-737101;
- 3) The Sr. Ps to Chief Postmaster General, W.B. Circle, Kolkata-700012.
- 4) The 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.
- 8) The ADPS (TO), C.O., Kolkata-700012 for uploading the order in the Circle Website : westbengalpost.gov.in.
- 9-24) All Group Officers, C.O. Kolkata-700012;
- 25) The Asst. Accounts Officer (SDBS), O/o the GM (PA & F), WB Circle, Kol-12.
- 26) File mark no: **EST/B/Z-03/SDBS/Ch-II.**


(S. Das)
Asstt. Postmaster General (Staff, E & PN)
O/o the Chief Postmaster General
W.B. Circle, Kolkata-700012

File No. 17-25/2020-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)



Dak Bhawan, Sansad Marg
New Delhi-110001
Date-04.01.2021

To

All Chief Postmasters General

Subject: Issues raised by AIGDSU regarding Non-payment of Severance allowance to the GDSs.

Sir/Madam,

This is regarding the issues raised by AIGDSU regarding non-payment of severance allowance to GDSs.

2. In this context, General Secretary, AIGDSU has raised the followings issues:-

- (i) Non-payment of Severance allowance to the GDS who did not opt for SDBS.
- (ii) Non-payment of Severance allowance to GDS who are recruited as Group D/MTS/Postman/PAs.

3. In view of the above, I am directed by Competent Authority to reiterate the following guidelines issued by Directorate on Social Security Benefits for GDS, sanction for payment or transfer of due amount to NPS Lite (SDBS) in case of premature exit from GDS posts and SDBS Notification:-

- (i) OM No. 17-31/2016-GDS dated 01.07.2019.
- (ii) OM No. 17-31/2016-GDS dated 16.08.2019.
- (iii) Notification No 6-11/2009-PE.-II dated 01.04.2011

4. You are requested to dispose all the pending cases, if any, for Non-payment of Social Security benefits for GDS, sanction for payment or transfer of due amount to NPS Lite (SDBS) in case of premature exit from GDS posts by following the above mentioned guidelines and report compliance to this office.

Yours faithfully

(Dr. Vincent Barla)
Director (GDS/PCC)

Encls: As above

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001
Dated: 01.07.2019

Office Memorandum

Subject: Implementation of recommendations of GDS Committee on Social Security Benefits for Gramin Dak Sevaks (GDS) .

The undersigned is directed to refer to this Directorate O.M of even number dated 27.06.2018, wherein approval of Competent Authority on the above noted subject was conveyed.

2. The Competent Authority has now approved the following modification in payment of Severance Amount and GDS Gratuity with effect from 01.01.2016 instead of 01.07.2018 as mentioned below:-

Sl No.	Scheme	Existing Benefits	Revised Benefits
1.	GDS Gratuity (erstwhile Ex-gratia Gratuity)	The nomenclature of Ex-gratia Gratuity is changed as 'GDS Gratuity' Continuance of the existing formula for grant of Ex-gratia Gratuity subject to a maximum of Rupees One lakh fifty thousand (₹1,50,000/-) .	No change in nomenclature and other conditions mentioned in Department of Posts OM of even number dated 27.06.2018. Revised rate of GDS Gratuity (i.e. Maximum ceiling ₹.150000/-)* shall be paid <u>w.e.f 01.01.2016</u> instead of 01.07.2018.
2.	Severance Amount	The Severance Amount shall be paid at the rate of ₹4,000/- for every completed year from 01.01.2016. Maximum ceiling on Severance Amount shall be Rupees One lakh fifty thousand (₹1,50,000/-) .	No change in nomenclature and other conditions mentioned in Department of Posts OM of even number dated 27.06.2018. The Severance Amount shall be paid at the rate of ₹. 4000/- <u>for every completed year of engagement</u> w.e.f <u>01.01.2016.**</u>

01/07

		Severance Amount would be applicable only in case of those GDS who have opted to remain with Severance Amount and have not shifted to Service Discharge Benefit Scheme (SDBS), and has completed 10 years of continuous service.	Revised rate of Severance Amount (i.e. Maximum Ceiling of ₹ 150000/-) shall be paid <u>w.e.f 01.01.2016</u> instead of 01.07.2018.
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* Difference Amount of GDS Gratuity (i.e ₹.150000/- - ₹.60000/-)= @ ₹ 90,000/- shall be paid to those GDS who were discharged between 01.01.2016 to 30.06.2018, as they have been paid old rate of GDS Ex-Gratia Gratuity i.e @ ₹ 60,000/-.

** Difference Amount of Severance Amount (i.e ₹ 4000 - ₹1500/-)= @ ₹ 2500/- for every completed year of engagement w.e.f 01.01.2016 shall be paid to those GDS who were discharged between 01.01.2016 to 30.06.2018, as they have been paid old rate of Severance Amount i.e @ ₹ 1500/- for every completed year of engagement w.e.f 01.01.2016 subject to a maximum Ceiling of ₹ 1,50,000/-.

3. All other existing eligibility conditions for the aforesaid schemes have undergone no change and will be applicable to all GDSs.

4. This issues in consultation with Ministry of Finance, Department of Expenditure vide their ID Note No. 3(1)/E-V/2018 dated 05.04.2018 and AS &FA Diary No 37/2019-FA-CS Dated 01.07.2019.

5. Hindi version will follow.

(SB Vyavahare)
Assistant Director General (GDS/PCC)
Tele No. 011-23096629
Email-adggds@indiapost.gov.in

Copy forwarded to: -

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

(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

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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 :16.08.2019

Office Memorandum

Subject : Implementation of recommendation of Kamlesh Chandra Committee in case of premature exit from GDS post.

I am directed to say that Kamlesh Chandra Committee recommended vide para 18.48.5 that, in case of premature exit from GDS post, the sanction for payment or transfer of due amount to NPS as the case may be should be issued by the competent authority within 3 months from the date of relief from the GDS post.

2. The matter has been examined and following orders are issued:-

- (a) All DDOs/DA(P)s should ensure to take up the case with NSDL for payment of due amount to NPS Lite well in advance alongwith all required/supporting documents and claim forms.
- (b) All DDOs/DA(P)s must ensure that GDS is fulfilling all the terms and conditions applicable for grant of due amount to NPS Lite at the time of processing of claims for premature exit withdrawal.
- (c) All DDOs/DA(P)s will ensure that in case of premature exit from GDS post by a GDS, the sanction for payment or transfer of due amount to NPS Lite, as the case may be, is issued by the competent authority within 3 months from the date of discharge from the GDS post.
- (d) In no case should payment of due amount to NPS Lite be delayed beyond 3 months from the date of discharge from the GDS post.

(Signature)
16/8

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

4. Hindi version will follow.

(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

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6. Director, RAKNPA/GM, CEPT/Directors of All PTCs
7. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
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9. Director General P&T (Audit), Civil Lines, New Delhi
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(SB Vyavahare)

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GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
[DEPARTMENT OF POSTS]
DAK BHAWAN, SANSAD MARG, NEW DELHI-110116.

NO. 6-11/2009-PE.II.

NEW DELHI, DATED THE 1ST APRIL, 2011.

NOTIFICATION
(PROVISIONAL)

PREAMBLE

F. No. 6-11/2009-PE.II.- Gramin Dak Sevak Committee, headed by Shri R. S. Nataraja Murti, Retired Member of the Postal Services Board, In its Report, (October, 2008), had *inter alla* recommended introduction of a Service Discharge Benefit Scheme, In place of the existing Severance Amount scheme, on an optional basis for the Gramin Dak Sevaks. The Government has examined the recommendations in consultation with the Pension Fund Regulatory and Development Authority (PFRDA) and accepted the recommendations of the Committee. The Government, therefore, decided to introduce a new **Service Discharge Benefit Scheme (SDBS), 2011 with effect from the 1st April, 2011.** The new Scheme is based on the NPS-Lite Scheme, 2010, Introduced by PFRDA for the workers' groups of unorganized sector, small investors, all Citizens of India with certain modifications in order to suit the requirements of the Department as well as the Gramin Dak Sevaks (GDS). The scheme shall utilize the platform of NPS-Lite Scheme for the purpose of registration, record keeping, funds management, etc., in accordance with the relevant Rules and Regulations/Instructions issued from time to time by the PFRDA, Security and Exchange Board of India (SEBI), Reserve Bank of India (RBI), Ministry of Finance, Government of India in this regard.

PART I – INTRODUCTORY

- 1. THE SCHEME.-** (a) The scheme shall be called the "Service Discharge Benefit Scheme, 2011", hereinafter mentioned as the "SDBS".
(b) The scheme shall come into effect with effect from the 1st day of the month of April, 2011.
- 2. DEFINITIONS.-** In these regulations, unless the context otherwise requires,-
 - (a) "Accumulations", means the total/aggregate amount available at In a Permanent Retirement Account of a beneficiary/subscriber plus the accrued severance amount, if any, from the date of appointment to the date of enrollment of a GDS beneficiary in SDBS at a given point of time;
 - (b) "Aggregator-Cum-Accounts Office"(AO), for the purpose of SDBS, means an office of General Manager (Postal Accounts and Finance) and/or the office of Director of Accounts (Postal), also known as Circle/Postal Accounts Offices (C/AO) of the Department of Posts;
 - (c) "GDS Beneficiary/Subscriber" means the Gramin Dak Sewak, who has been enrolled under the Scheme.

- (d) **"Annuity/Life Annuity"**, means the Annuity Scheme of a Life Insurance Company, approved by Insurance Regulatory & Development Authority to be purchased mandatorily by the subscriber/beneficiary at the time of exit from the scheme;
- (e) **"Collection Centre"(CC)**, for the purpose of SDBS, means an Office of Director, Senior/Superintendent of Post Offices/Head of a Postal Division in the Department of Posts;
- (f) **"CRA"** means the **Central Record Keeping Agency**, appointed by the **PFRDA** to keep and maintain individual records and data of each and every Subscriber/beneficiary under the NPS-Lite as well as SDBS;
- (g) **"Custodian"** means a company/agency, responsible for holding assets of the NPS Trust; presently the Stockholding Corporation of India Limited (**SCIL**);
- (h) **"Department"**, means the Department of Posts, New Delhi;
- (i) **"Depository Account"**, means the account opened, maintained and operated by the Portfolio/Fund Managers with any Depository or Depository Participant registered under the **SEBI (Depositories and Participants) Regulations, 1996**, which shall exclusively deal with the Portfolio of the **SDBS**;
- (j) **"Director General (Posts)"**, means the Director General, Department of Posts, of the Central Government who is also the Chairperson of the Postal Services Board and Ex-officio Secretary to the Government of India;
- (k) **"Divisional Head"**, means the head of a Postal Division viz: Director, Senior/Superintendent of Post Offices (**Dir./SSPOs/SPOs.**);
- (l) **"Facilitation Centre"**, means a Facilitation Centre of the Central Record Keeping Agency (CRA), functioning anywhere in the country;
- (m) **"Gramin Dak Sevak (GDS)"**, means the Gramin Dak Sevaks engaged in various offices in the Department of Posts on regular basis in accordance with the GDS (Conduct and Employment) Rules, 2001, as amended from time to time;
- (n) **"New Pension Scheme (NPS)"**, means the New Pension Scheme, introduced by the Ministry of Finance, Department of Economic Affairs, and regulated by the **PFRDA**, for the Central Government Departmental Employees;
- (o) **"NPS-Lite"**, means the NPS-Lite Pension Scheme, launched as an initiative of the Pension Fund Regulatory and Development Authority (PFRDA) of India for the benefit of senior citizens, small investors and workers in the unorganized sector, vide **PFRDA's NPS-Lite Office document**, issued under National Pension System (**NPS**);
- (p) **"NPS Trust"**, means the New Pension System Trust, established by PFRDA under Indian Trust Act, 1862, which will administer the "National Pension System";
- (q) **"Oversight Office"(OO)**, for the purpose of SDBS, means the Office of Director General, Department of Posts, New Delhi;

- (r) **"PFRDA"**, means the **Pension Fund Regulatory and Development Authority of India**;
- (s) **"Pension Fund Manager (PFM)"**, means the company and/or agency appointed by **PFRDA** to render Fund management services for management of the Funds under various Pension Fund Schemes including SDBS, as per laid down terms and conditions;
- (t) **"PRA"**, means the Permanent Retirement Account, to be opened by the CRA in respect of each GDS beneficiary/subscriber under the SDBS;
- (u) **"PRAN"**, means the Permanent Retirement Account Number, to be allotted by the CRA to each GDS beneficiary/subscriber under the SDBS;
- (v) **"Savings Bank Account"**, means the accounts opened under the Post Office Savings Account scheme, in the concerned Post office by the Gramin Dak Sevak for the purpose of the SDBS;
- (w) **"Severance Amount"**, means the amount payable to the Gramin Dak Sevaks, at the time of end of their engagement with the Department, subject to the terms and conditions prescribed for this purpose;
- (x) **"Trustee Bank"**, means the Bank(s) designated by the NPS Trust/PFRDA for receiving and holding the funds and maintaining account(s) therefor in respect of the SDBS;
- (y) The words/phrases/abbreviations, which are not defined here in this scheme, shall have the same meaning and interpretation as provided for in the **NPS-Lite** Scheme, unless otherwise provided for in the Scheme.

3. ELIGIBILITY TO JOIN:

- (a) **EXISTING GRAMIN DAK SEWAKS.**-(i) All existing regularly engaged Gramin Dak Sevaks, who have been selected after due process in accordance with the Gramin Dak Sevaks(Conduct and Employment) Rules, 2001, and rendered at least one year's satisfactory service, subject to the provisions contained in clauses (ii) to (iv) below, are eligible to join the scheme.

(ii) The existing Gramin Dak Sevaks, who are due to be discharged from service within 3 years as on 01st January, 2011, shall not be eligible to join the scheme.

(iii) **OPTION.**- The existing regularly engaged Gramin Dak Sevaks on the date of notification of the Service Discharge Benefit Scheme(**SDBS**), shall exercise an option, in the prescribed proforma:**SDBS-8**, either to switch over to the new Service Discharge Benefit Scheme(**SDBS**) or to continue in the existing Severance Amount scheme.

NOTE:-The existing Gramin Dak Sevaks, opting to continue to remain under the Severance Amount scheme, shall continue to be subject to the existing terms and conditions of that scheme, without any linkage whatsoever, to the SDBS.

(iv)(1) In case of the Gramin Dak Sevaks, opting to join the Service Discharge Benefit Scheme(**SDBS**), the Severance amount accrued till the date of their joining the scheme, @

Rs.1500 for every completed year of service till their enrolment under SDBS, will be added to the accumulated contributions in their **Permanent Retirement Account** at the time of Discharge from service/death for annuitisation/utilization in accordance with these regulations.

(iv)(2) The amount of severance amount for the period less than a year shall be calculated for the completed months on proportionate basis. The fraction period of less than 15 days shall be ignored, while the period of 15 days or more shall be treated as a complete month for the purpose.

(v) **GDS in RMS UNITS.**- For the Gramin Dak Sevaks(Mailmen, etc.) working in the Railway Mail Service (RMS) units, the options from the existing GDS will be obtained by the concerned Divisional Head (Director/Sr./ Superintendent of RMS) and the applications in prescribed NLS1 proforma, after due authorization/verification shall be sent to the neighbouring Postal Divisions to which their units are tagged for the purpose of registration, generation of PRAN, etc.,

(b) **NEWLY APPOINTED GDS.**- (i) The Scheme shall be mandatorily applicable to all the Gramin Dak Sevaks, engaged on a regular basis under the prescribed Gramin Dak Sevak (Conduct and Employment) Rules, 2001 on or after introduction of the Scheme; on completing one year of satisfactory service.

(ii) These new entrant Gramin Dak Sevaks shall not have any option in this regard and, hence, they shall not be eligible/entitled to any benefit(s) under the Severance Amount Scheme, in any case.

(c) The **provisionally engaged GDS and substitutes** engaged for short term vacancy/ies, leave periods, etc., in absence of the regular GDS, are **not eligible** for joining the Service Discharge Benefit Scheme(SDBS).

4. SUBSCRIPTION.-(a) Subject to the provisions contained in sub-para (2) below, the Government of India, Department of Posts, shall subscribe @ Rs.200 per month for which they have drawn their time related continuity Allowance for each Gramin Dak Sevak, enrolled under the SDBS. The Gramin Dak Sevaks shall not be required to make any contribution from their side under the scheme. The contributions made by the Department shall be deposited with the **Trustee Bank**, designated by the Pension Fund Regulatory and Development Authority (PFRDA) and invested through Pension Fund Managers(PFMs) designated by the PFRDA.

(b) **No contribution/subscription** shall be made by the Department in respect of the **Gramin Dak Sevaks**, during the period they are **placed on 'Put off' duty or remain unauthorisedly absent from duty**. In other words, the contribution will not be made, for such beneficiaries, for whom the TRCA is not drawn by Drawing and Disbursing officers;

5. APPOINTMENT/ PERMANENT ABSORPTION OF A GRAMIN DAK SEVAK IN A REGULAR DEPARTMENTAL POST.- The Gramin Dak Sevaks, who are enrolled under the Scheme, and subsequently permanently absorbed/ appointed in the Department against a regular Departmental post, shall be required to quit the Scheme immediately and to seek transfer of the accrued accumulations in their **PR Account** under the SDBS as well as accrued

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severance amount, earned till their date of such absorption/regular appointment, to their new account under the **New Pension Scheme**, already in operation for Central Government, Departmental employees, for which he/she will become eligible on such regular appointment. Such transferred funds/accumulations shall then be regulated, invested and managed under the New Pension Scheme, for the Central Government employees, as amended from time to time. Application for the purpose shall be submitted in prescribed form **SDBS-1**.

NOTE: Similar will be the situation in case of a GDS having been appointed to a regular post under the Central Government or "the State Government/Organisation where the New Pension System has been implemented on Central Government's pattern". Provisions contained in case of resignation from service as contained in para 11(d) below shall apply in case of others.

6. SCHEME PREFERENCES: The GDS beneficiaries under this scheme will have a common scheme preference and the Pension Fund Managers, chosen by Department of Posts. The Annuity Provider will also be selected by Department of Posts in consultation with PFRDA. Changes, if any, in the scheme preferences and switchover instructions will be considered and decided by the Department, from time to time;

NOTE: For the present, the Department has opted for investments as per Central Government scheme preferences. The investment shall also be made across the three Pension Fund Managers, in the ratio as decided by PFRDA/ NPS Trust.

7. NODAL AGENCY.- The Pension Fund Regulatory Development Authority (PFRDA) is the Nodal Agency and Central Record Keeping Agency (CRA) appointed by the PFRDA will maintain the data/records as well as upload/transmit the data to the **Trustee Bank** advising it (the Trustee Bank) to transfer the funds to the relevant Pension Fund Manager (PFM) for investment purposes. At present the National Security Depository Limited Mumbai is the designed CRA for PFRDA for this scheme.

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PART II – OPERATING PROCEDURE

8. ENROLMENT AND ASSIGNING PERMANENT RETIREMENT ACCOUNT NUMBER (PRAN).-

(a) The Gramin Dak Sevaks opting to come under the **SBDS**, shall have to submit an application in the prescribed proforma (**NLS1**) for their enrolment in the Service Discharge Benefit Scheme (SDBS). Such applications for enrolment will be sent to the Collection Centers (Postal Divisional office) concerned by the Sub Divisional Inspector/ASPOs, duly attested and verified as required. The Collection Centers will collect all such applications, ensure that the applications are complete in all respects and forward them to the relevant Facilitation Centers of the Central Record Keeping Agency (CRA) for enrolment after due verification and attestation of the details and issue of digitised card containing *inter alia* Permanent Retirement Account Number (PRAN) for the Gramin Dak Sevak concerned. The list of Facilitation Centres of Central Record

Keeping Agency (CRA) where the applications of Gramin Dak Sevaks opted to join the Service Discharge Benefit Scheme(SDBS); will be sent, shall be circulated to all concerned from time to time.

- (b) The Gramin Dak Sevaks opting for enrollment under the **SDBS**, shall also be required to open a Savings Bank Account in the concerned Post Office and the particulars of such SB Account shall be furnished in the relevant columns of the application form by the **GDS**. The account shall be kept live throughout the service period as also thereafter, for transfer/credit of monthly annuity amounts on exit from the Scheme.
- (c) On receipt of applications in prescribed format, duly completed and verified by the Head of the Collection Centre (Dlr./S/SPOs.), the **CRA** shall enroll the applicant **GDS** as subscribers/beneficiaries under the **SDBS**, open a **Permanent Retirement Account**, issue digitized **PRAN CARD** in respect of each GDS beneficiary/subscriber and send the same to the concerned Collection Centre for their onward transmission and delivery to the concerned **GDS** under acknowledgement.
- (d) The Collection Centre shall maintain a register of the **GDS**, applied for enrollment under **SDBS**, in the prescribed form(**SDBS-2**) appended hereto, mentioning the particulars of the GDS, viz: name, designation, office of working, **PRAN***, etc., and keep it updated from time to time. This register shall be kept as a permanent record.

*: to be entered on receipt from CRA.

- (e) The Collection Centre shall also, for the first time, prepare a list of all such **GDS**, enrolled under **SDBS**, mentioning the particulars of the GDS, viz: name, designation, office of working, **PRAN**, etc., in the prescribed form (**SDBS-3**), appended hereto, and send the same to the concerned "**Head Post Office (HPO)** in the case of GDS working in post offices" and "**Head Record Office (HRO)** in case of GDS working in Railway Mail Service" Units, who is disbursing the Time Related Continuity Allowances to the GDS as well as to the **Aggregator cum Accounts Office (AO)** for their information and record. The Collection Centres shall, thereafter, continue to send supplementary lists in respect of the new GDS enrolled during the month by the 5th of the following month to the HPO/HRO and AO on a monthly basis in order to enable them to keep their records updated. For a month, when there is no enrollment, 'NIL' lists shall be sent to all concerned by the Collection Centre by the stipulated date.

- (f) The **HPO/HRO** and **AO** shall also maintain the register (in form:**SDBS-2**) mentioned in sub-para-4 above and keep it updated with the Lists/supplementary lists received by them from the Collection Centres for their reference and record. They shall also keep these lists safely in guard files for their information and reference, as a permanent record.

- (g) **Duplicate PRAN Card**: In case of loss of the Digital PRAN Card, the **GDS** shall make an application to **CRA** on the form prescribed by PFRDA/CRA, mentioning his all particulars, **PRAN**, etc., which were mentioned in the PRAN Card and send the same to the Collection Centre, along with a proof of loss of the original card and a Duplicate PRAN Card Issue fee of Rs. 20/=(twenty only) for the first time and Rs. 30/=(thirty only) for subsequent occasions. The fee shall be deposited by the GDS subscriber at any post office in India where the same shall be treated as Unclassified Receipt (UCR)-Fee for re-

Issue of PRAN Card. The AO shall classify and book the same under the concerned head of account mentioned in **Part-III: Accounting Procedure**. The Collection Centre, after verifying the particulars and enclosures, forward the application to the Facilitation Centre of CRA for Issue of the duplicate card by the CRA and sending the same to the subscriber/beneficiary through Collection Centre. Collection Centre shall ensure its delivery to the beneficiary under receipt. The fee received shall be netted against the management expenses for SDBScheme.

9. (a) Every month, the **HPO/HRO** concerned shall prepare a subscription list in form (SDBS-4) of the Gramin Dak Sevaks, working under their accounts jurisdiction, enrolled under SDBS for whom the Time Related Continuity Allowance is drawn and eligible to subscribe under the scheme for the month, and shall send the same to the Aggregator-Cum-Accounts Office (AO) with a copy to the Collection Centre by the 5th of the following month positively both in the shape of Soft copy and a hard copy. The AO, on authorization by the CRA, shall also upload the soft data into the CRA's profile in order to update the data already available with the CRA.
- (b) Simultaneously, the **Head Post Office/Head Record Office** concerned, shall with the help of the list mentioned in sub para (1) above, shall prepare Subscription Bill of the Gramin Dak Sevaks enrolled under the SDBS for drawl of subscription towards SDBS at the rate of Rs. 200/= (rupees two hundred only) per month per GDS and forward the same to the concerned **AO alongwith the monthly Cash Accounts Return**. After due verification, the Collection Centre will send a verified copy to the AO as well as the Head Post Office/Head Record Office in token of having verified and correctness.
- (c) The **AO**, on receipt of the lists from **HPOs.** and **HROs.**, shall verify the particulars of the GDS from the Register maintained at their end, shall prepare a consolidated list of the GDS, in Form **SDBS-5**, received from all the **HPOs./HROs.**, verify the same with reference to the **Subscription Bills, received alongwith the monthly cash accounts of various HOs. And HROs.**, under its accounts jurisdiction and prepare a cheque for a total amount of Rs. 200/= (rupees two hundred only) per GDS subscriber/beneficiary, charge the same to the relevant functional head of account and remit the Cheque alongwith the list to the designated Trustee Bank. A copy of the List shall simultaneously be sent by the **AO** to the **CRA** for their information, and for updating their records and other necessary action.
- (d) On authorization from the CRA, the Trustee Bank will transfer the funds to the designated Pension Fund Managers for Investment in accordance with the instructions of the Government/Department of Posts.
- (e) Should any error and/or irregularity/ies is/are noticed by any of the CC, HPO/HRO, or AO in any of the lists, bills, information received by them, the same shall be noted in the register of Errors/Objections, to be maintained by them for the purpose and taken up with the relevant office immediately in order to have the same corrected/settled within reasonable time frame. The register shall be reviewed by the Head/Incharge of the concerned office once a month atleast, who shall ensure that no error or irregularity remains pending for more than a month from the date it has coming to notice. The error or irregularity pending for more than a month should be reported to the Head of Circle concerned who in turn shall take up suitable steps to sort it out immediately.

- (f) **The severance amount** accrued to each of the "GDS enrolled under the Scheme", from the date of initial engagement to the date of enrollment, shall be "calculated by the HPO/HRO/DDO concerned, verified by the Collection Centre/Head of Unit concerned and pre-checked by the **AO (AO)**, noted in the relevant column of the Register (SDBS-2) by all concerned under dated initials of the Head Postmaster / Head Record Officer / Head of Office/Unit concerned. This amount shall be taken into account for arriving at the share of accumulations/amounts (the net accretions under SDBS plus the accrued severance amount) to be annuitized as well as released in cash to the GDS beneficiary at the time of exit from the scheme/death, as the case may be.

10. MANAGEMENT AND UTILISATION OF FUNDS.-

The funds accumulated under the SDBS Scheme, shall be administered by the NPS Trust and invested by the Pension Fund Managers (PFM) as per Investment Management Agreement (IMA) entered into between the NPS Trust and PFMs.

11. EXIT FROM THE (SDBS).-

- (a) At the time of discharge of his/her services from the Department on attaining the age of normal discharge, the outgoing Gramin Dak Sevak would be required to invest a minimum of 40% of **accumulations** to purchase a life annuity from any authorized Life Insurance Company, duly approved by the Insurance Regulatory & Development Authority (IRDA). However, the outgoing GDS shall be free to purchase a life annuity even for a sum exceeding 40% of their accumulations in the fund. The Life Insurance Company shall pay a suitable amount of monthly return to the Discharged GDS and his/her spouse during their remaining life time based on the terms and conditions of investment. Application shall be submitted in form **SDBS-6**.
- (b) The remaining amount i.e. 60% of the accumulations shall be paid to the discharged GDS in lump sum, which may be utilised by him/her as per their own will and discretion.
- (c) **PREMATURE EXIT.-** A Gramin Dak Sevak, if he/she so wishes, can withdraw at any point of time after attaining the age of 58 years, an amount not exceeding 20% of the accumulations in his/her **PRA**, leaving the balance 80% to be withdrawn at the time of exit from the Scheme on completion of his services as GDS. But in such a case, the entire 80% of the accumulations shall be required to be invested to purchase a Life Annuity from the authorized Life Insurance Company, as referred to in sub para (1) above. The Department shall not make any contributions for such beneficiaries from the date of their premature withdrawal after attaining the age of 58 years. Application shall be submitted in form **SDBS-6**.
- (d) **RESIGNATION FROM SERVICE – Subject to the provisions contained in para 5** of these regulations, a Gramin Dak Sevak opted to join the SDBS scheme and resigns from service before normal exit, the PR Account of such GDS shall be treated as closed on the date of acceptance of his/her resignation and all the accumulations at his/her credit on the date of his/her acceptance of his resignation shall be withdrawn and the resigning GDS shall have to invest 85% (eighty five per cent) of the accumulations to purchase an Annuity from the Authorized Life Insurance Company, as referred to in sub

para (a) above. Only 15% of the accumulations shall be paid to him/her as lump sum amount. Application shall be submitted in form **SDBS-6**.

(e) At the time of exit and/or making premature withdrawal from the scheme, the beneficiary, shall have to submit an application through Collection Center to the Central Record Keeping Agency for settlement of his/her dues/accumulations in the Permanent Retirement Account (PRA) in the **Form SDBS-6**. The CRA shall calculate the dues/accumulations and settle the claim in accordance with these Regulations, release amounts for investments on behalf of the holder of PRA, of the percentage of the accumulations to purchase an Annuity in favour of the holder of Account, and make payments of the residual / sums to the applicant concerned through the Collection Centres(CC), under intimation to the **AO**.

12. DEATH while IN SERVICE.-(a). In the event of death of Gramin Dak Sevak while in service, the nominee(s)/legal heir(s) will have **an option either to receive** the entire accumulations in the late GDS's **PRA** till the day of death, **as lump sum**, or to continue to be enrolled under the scheme, if they so desire. In that case, he or she (the nominee/Legal Heir) will have to subscribe to the scheme personally from their own pocket, after following the Know Your Customer (**KYC**) procedure and the Government shall bear no responsibility and/or have any liability, whatsoever, for making further contributions, etc., to the scheme on behalf of such deceased Gramin Dak Sevak or to the payment of any accumulated/exit value to such nominee(s)/legal heir(s).

(b) The PR Account, so continued and operated by the nominees/legal heirs of the deceased Gramin Dak Sevak, as per sub para (1) above, shall continue till the month by which the deceased Gramin Dak Sevak could have attained the age of normal discharge (65 years at present), after which 40 per cent of the accumulated balance available in the PRA shall be required to be invested in an annuity scheme and 60 per cent thereof shall be paid to the nominee/legal heir(s) for utilization as per their discretion as is done in the case of a GDS being discharged from his engagement with the department on completion of the normal age of such engagement.

13. (a) DISMISSAL/REMOVAL FROM SERVICE.- In the case of a Gramin Dak Sevak, being dismissed and/or removed from service as a result of a penal action/disciplinary proceedings, he/she shall cease to be a member of SDBS and shall automatically forfeit his past service from the date of such dismissal/removal and he/she will have no claim, whatsoever, in respect of the accumulations in his/her account under SDBS. Such Account shall be closed immediately, the accumulations in such account shall devolve on the Government/Department of Posts, and accordingly payable to the Department for crediting to the Central Government's account.

(b) **REINSTATEMENT IN SERVICE.-** In the case of a dismissed/removed from service Gramin Dak Sevak is reinstated in service by any of the Appellate, Revisionary authority/ies or by a Court order and completely exonerated of the charges leveled against him/her and also the period of 'Put off duty' is treated to be as service, such GDS shall be deemed to have been continuing as a Member of the scheme and necessary/accumulated subscription for such period treated as duty, shall be contributed/paid by the Department at normal rate.

14. REGISTRATION:

- (a) **Collection Centre.**- All the Heads of Postal Divisions shall enroll themselves as Collection Centres (NL CC) and for the purpose every Postal Division shall submit an application form in the prescribed format (NL N3) for registration with Central Record Keeping Agency (CRA) appointed by the Pension Fund Regulatory Development Authority (PFRDA). The Divisional Head shall send their applications for registration to concerned AO for attestation and further necessary action.
- (b) **Accounts Office.**-The Director of Accounts Postal of the Circles, designated as AOs, are also required to register themselves as Accounts Office (NL AO) by submitting an application in the prescribed form (NL N2). This application form along with the applications for registration as Collection Centres (NLCC), received from Senior/Superintendents of Post offices, after due attestation, shall be submitted to the Oversight Office, Postal Directorate (NL OO).
- (c) **Oversight Office.**-The Postal Directorate, functioning as Oversight Office (OO) for the purpose of this scheme, will register itself with the Central Record Keeping Agency (CRA) by submitting an application in form (NL N1). The applications of Collection Centres (NLCC) and Accounts Offices (NLAO) shall be consolidated in the Oversight Office (OO) and sent to the Central Record Keeping Agency (CRA) for the purpose of registration.
- (d) (i) The Heads of Circles (CO) as well as Regional Postmasters General/Directors of Postal Services (RO) shall assist the Postal Directorate (OO) in its overseeing functions and periodical monitoring as well as settlement of errors/irregularities, redressal of grievances, from time to time. The Head Of Circle/Regional Office shall be responsible to ensure that all steps and actions/responsibilities devolved on the Divisional/Sub Divisional Heads, HPOs. and HROs., in their Circles/Regions, are appropriately performed/borne by them in accordance with these regulations as well as various instructions issued by Oversight Office in this regard from time to time, are followed in letter and spirit by them.
- (ii) Director Postal Services(HQs.) in all Circles as well as Regional Offices shall function as a Nodal Officer for their Circle/Region, to coordinate between the Collection Centres, HPOs./HROs., CRA and its Facilitating Centers situated in their areas, as well as the Oversight Office (Postal Directorate).
- (e) The Heads of Circle shall also issue necessary orders to tag the RMS Units in their Circle with the adjacent Postal Division for the purpose of the scheme.

POINTS OF VARIOUS CHARGES.- The cost of enrollment/preparation of digitized servicing Charges, subscriber servicing, grievance handling and settlement, members' data/MIS, etc., in respect of the Permanent Retirement Gramin Dak Sevaks under the Service Discharge Benefit shall be borne by the Department.

Necessary claim bills in this regard, annually, during the month of the claim bill, and submit the same to the concerned Office (AO) concerned. The AO, after carrying out necessary check of the correctness of the claim(s), shall make payments, charging

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the amount(s) to the relevant head of account prescribed in Para-24, Part-III-Accounting Procedure, of these Regulations, and met from the relevant year's sanctioned grants.

16. INSPECTION OF DOCUMENTS/RECORDS.- The accounts, records, documents, maintained and held in the concerned offices of the Department shall be subject to inspections, checks and/or verification by the Officers of the Department of Posts, Internal Audit, Statutory Audit, etc., as per the procedures and norms prescribed in this regard by the Central Government, Comptroller and Auditor General of India, etc.

17. (a) FAILURE TO SUBMIT OPTION.- If any of the Gramin Dak Sevaks fails to submit his/her option by the specified date, circulated separately, such **GDS** shall be deemed to have opted to continue in the existing Severance Amount scheme. **Option, once exercised, shall be final and cannot be revised at a later date.**

(b) As provided in **para 3(2)**, the newly appointed Gramin Dak Sevaks, on or after the **1st January, 2011**, shall have no such option to continue under Severance Amount scheme or switch over to the **SDBS**, as they shall be enrolled under **SDBS** mandatorily, on completion of one years' satisfactory service.

18. ENROLLMENT.-

Prescribed applications of the Gramin Dak Sevaks, who opted for coming under the new Service Discharge Benefit Scheme(**SDBS**), duly filled in the format **NL S1**, shall be submitted by the Sub Divisional Heads (**IPO/IRM/ASPO/ASRM**) to head of the relevant Postal Division for further verification of the customer/applicants' details, necessary authentication and certification. The applications so received from the Gramin Dak Sevaks in Divisional Office (Postal) shall be entered in a register including requisite particulars of the **GDS** concerned, and after doing the needful, be sent to the **concerned Facilitation Center of the Central Record Keeping Agency (CRA)** for registration, assigning and generation of **Permanent Retirement Account Number (PRAN)** and Issue of digitized cards to the enrolled Gramin Dak Sevaks.

19. DIGITISED ACCOUNT CARDS.-

The **CRA**, "on receipt of the applications from the Collection Centres(**CC**)", shall enroll the applicant **GDS** under the Service Discharge Benefit Scheme (**SDBS**), issue digitized cards for each enrolled **GDS** and send the same to the Collection Centre, duly entered in a list containing particulars including **PRAN** of the concerned **GDS**, for their delivery to the **GDS** concerned and further necessary action in accordance with these regulations.

20. NOMINATION.-

(a) The **GDS** subscribers shall have nomination facility under the **SDBS** scheme and suitable provision for the purpose has been made in the Relevant application form itself.

(b) The **GDS** can also nominate a person to received the accumulations under the Scheme and/or change the nomination made under **sub para (1)** above, at any time during the currency of his account under the Scheme, in the prescribed proforma (**SDBS-7**).

21. GRIEVANCE REDRESSAL.-

- (a) In case of any kind of complaint or grievance against any of the authorities mentioned here in this scheme, the GDS concerned may give their complaints in writing to any of the authorities including CRA, who will redress his part of the grievance and forward copy/ies of the complaint received to the various authorities who are competent to redress the same at the earliest. **The grievances of the subscribers shall normally be redressed within 7 days on receipt. No complaint and/or grievance of the GDS in this regard should, however, remain unsettled for over a month's period, in any case.**
- (b) The Collection Centres (CC) shall log into the Central Grievance Management System (CGMS) of the CRA once a day and take printouts of the complaints/grievance, if any, pertaining to their Unit for their speedy settlement by all concerned. The CC will be enabled by CRA to log into its CGMS suitably. Similar course of action shall be adopted by the AO in this regard.
- (c) In the case of complaints received in CC, directly or through Sub Divisional Inspectors/ASPOs., the same shall be uploaded in the CGMS of CRA for their speedy settlement by lodging into it on a daily basis. The written complaints will be kept on record in a separate file and their settlement watched.
- (d) The AO for its enrolled GDS beneficiary/subscriber can register grievances through the web interface. Alternatively, the subscriber can send grievances through other channels also. CRA would register all complaints received in physical form also.
- (e) In case of any complaint(s) and/or grievances of the CCs. and AOs. towards CRA, the matter shall be taken up immediately by the CC/AO concerned with CRA for its settlement immediately. If the matter is not settled within a month's time, the same shall be reported to the Oversight Office (OO), i.e. Postal Directorate, immediately. The OO shall take up the matter at appropriate levels with the CRA, PFRDA, NPS Trust, etc., for an amicable solution to the problem in a reasonable time slot.

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PART-III: ACCOUNTING PROCEDURE

22. AT HEAD POST OFFICE/HEAD RECORDS OFFICE.-

- (a) At the time of the drawing of TRCA bills for the month, all the Head Post Offices and Head Record Offices, in respect of the GDS enrolled under SDBS,, "whose Time Related Continuity Allowance (TRCA) for the preceding month have been drawn by them and who are also not 'put off duty' and/or not **unauthorisedly absent** from duty during the preceding month", shall prepare consolidated lists in the prescribed form(SDBS-3) of all the GDS enrolled under SDBS and working under their Accounts jurisdiction and send the same to their Postal Accounts Office (AO) under, and also by soft copy, clearly

Indicating the PRAN and other necessary particulars of the GDS subscribers/beneficiaries. A copy of the list shall also be sent to the Head of Postal Division by the HPO and HRO (to whom the RMS division is tagged) for their information and verification of their correctness with reference to the Register maintained by them.

(b) Concomitantly,-

- (i) the HPOs./HROs. shall prepare Pay Bill for the subscription in respect of all such GDS working under their Accounts jurisdiction @ Rs.200/= (Rupees two hundred only) per month for each GDS subscribers/beneficiaries, enrolled under the Scheme, indicating all the particulars of the GDS, i.e. name and designation, office of working, PRAN, amount of subscription drawn and recovery made simultaneously, against the name of each GDS. This 'NIL' (involving no cash outgo at the level of HPO & HRO) Bill shall be assigned a separate serial number and included in the concerned HPO's/HRO's accounts, submitted to the Postal Accounts Office (AO), under the head: "Bills Paid";
- (ii) the HPOs./HROs. shall also prepare Lists of GDS beneficiaries, as a one time measure, calculate the accrued severance amount for the completed years of satisfactory employment with this Department, in respect of all such GDS "working under their Accounts jurisdiction and opted for their enrolment under SDBS", @ Rs. 1500/= (rupees one thousand and five hundred only) for each GDS subscribers/beneficiaries, indicating all the particulars of the GDS, i.e. name and designation, office of working, PRAN, accrued severance amount, against the name of each GDS. The list(s) shall be forwarded to the Head of Unit/Division concerned for verification and to the AO for pre-check. On having been verified by the head of unit and pre-checked/agreed by the AO, the Head Postmaster/Head Records Officer / DDO shall prepare a final list in the same proforma, make suitable entries in relevant columns of the Register (SDBS-2) of GDS beneficiaries under his/her dated initials against each entry, and send one copy each to the head of office/unit at the Collection Centres and AO enabling them also to make such entries in the Registers (SDBS-2) maintained in their offices, under dated initials of the HOO/Unit. The final lists shall be kept in a separate guard file in chronological order and serially numbered, for future reference, as a permanent record.

Explanations:-

- (1) No money in either form is required to be remitted by the HPOs., HROs. towards monthly subscription, severance amount, etc., to the AO/AO or elsewhere, in respect of the GDS mentioned in their lists/bills sent by them to the AO, and only the bills and lists of eligible GDS are required to be sent.
- (2) The action under clause (ii) of para 22(b) hereinabove, shall be taken in respect of those existing Gramin Dak Sevaks only, "who are eligible to join SDBS and have also opted to be enrolled under the Scheme", as a one time measure; at the time of their joining/enrolment only; as such GDSs cease to be eligible to the Severance Amount Scheme, immediately on their opting to/enrollment under the SDB scheme. Unlike the monthly subscription, the severance amount in respect of each GDS, may differ in proportion to the years of satisfactory service of the GDS concerned.

23. AT POSTAL ACCOUNTS OFFICE (AO).-

- (a) (i) The Postal Accounts Office (AO), on receipt of the lists of the eligible GDS enrolled under SDBS, and the pay bills referred to in para-22 above, from all the

Head Post Offices and Head Record Offices, under its accounts jurisdiction, shall cross check the Information with reference to the Lists and Bills as well as the Register(In form: **SDBS-2**)/records available with the **AO**, prepare a consolidated list for the Circle as a whole, in the prescribed proforma (**SDBS-5**), make total of the amount column.

(ii) The Lists received by **AO** from the HPOs. and HROs., and the consolidated lists prepared by **AO** shall be serially numbered and kept in guard files in chronological order, as a permanent record.

(b) The **AO** shall draw a cheque for the total amount arrived at as per the above sub para, in the name of the **Trustee Bank**, and remit the same to the **Trustee Bank** alongwith original copy of the consolidated list for uploading the details of contribution received from the **AO** in specified file format to **CRA**, managing the funds and transferring the money to the **PFMs'** account, etc., as per instructions of **CRA/Department of Posts**.

(c) The **AO** shall charge/classify the amount of the cheque as an expenditure and book the same under the functional head as under:-

(i) Total Amount of Subscription(Debit) in the accounts of various DDOs.(HPO/HRO,etc.):

Major Head	: 3201-Postal Services.
Sub Major Head	: 60-Other Expenses.
Minor Head	: 102-Social Security and Welfare programmes.
Sub head	: 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.
Detailed Head	: 01 -Subscription towards SDBS.
Object Head	: 50-Other Charges.

(ii) Similarly, a per contra credit of the equal amount shall be afforded to/booked under the head:-

Major Head	: 0071-Postal Services.
Sub Major Head	: 01-Civil.
Minor Head	: 500-Receipts awaiting transfer to another head of account.
Sub head	: 02-Subscription to be made under Service Discharge Benefit Scheme for Gramin Dak Sevaks.

NOTE:- While booking and transferring the subscription towards the SDB Scheme, the **AO** will ensure that no amount should be parked under this Head of account at the end of the financial year.

(d) The **AO** shall simultaneously:-

(i): Send a hard copy of the consolidated list alongwith "remittance particulars of the subscription money", to "Trustee Bank", to **CRA** to enable the **CRA** to update their

records and send necessary instructions to the Trustee Bank to transfer the amount(s) to the respective Pension Fund Managers (PFM) and

- (ii): **Upload the funds and electronic data** on the Central Record Keeping Agency(CRA) server in the required form and format in order to update the each individual accounts. This exercise should be completed by the 10th of the proceeding month in any case.

NOTE: The AO shall be responsible for making the monthly payments of subscription and uploading of necessary data/MIS on CRA's server, only after thorough checking and verification of its correctness.

24. PAYMENTS OF VARIOUS CHARGES.-

On receipt of necessary claim(s), the payments in respect of enrollment/preparation of digitized cards, Annual Servicing Charges, subscriber servicing, grievance handling and settlement, uploading of subscribers' data/MIS, etc., in respect of the Permanent Retirement Accounts of the enrolled Gramin Dak Sevaks in the Service Discharge Benefit Scheme(SDBS), shall be made by the AO on an annual basis to the CRA after due verification and satisfying to the correctness of the claim. The charges paid shall be accounted for under:-

- (a) **On payment (Debit: proportionately amongst the DDOs. In the ratio of number of PRAs.)**

Major Head : 3201-Postal Services.
Sub Major Head : 60-Other Expenses.
Minor Head : 102-Social Security and Welfare programs.
Sub head : 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.
Detailed Head : 02 -Payments of Management/ Misc. Expenses under SDB Scheme for Gramin Dak Sevaks.
Object Head : 50-Other Charges.

- (b) Similarly, a per contra credit of the equal amount shall be afforded to/booked under the head:-

Major Head : 0071-Postal Services.
Sub Major Head : 01-Civil.
Minor Head : 500-Receipts awaiting transfer to another head of account.
Sub head : 03-Management Expenses under Service Discharge Benefit Scheme for Gramin Dak Sevaks.

NOTE:- While booking and transferring the subscription towards the SDB Scheme, the AO will ensure that no amount should be parked under this Head of account at the end of the financial year.

25.(a) The amounts of accumulations in the PRAs, devolved on the Department under para-13 (1) in Part-II hereinabove, as a result of dismissal/removal of GDSs. from service, shall on receipt from the CRA/PFMs. Shall be booked in the account of the concerned DDO (HPO/HRO, etc.) by the AO as under:-

Major Head	: 3201-Postal Services.
Sub Major Head	: 60-Other Expenses.
Minor Head	: 102-Social Security and Welfare programmes.
Sub head	: 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.
Detailed Head	: 01 -Subscription towards SDBS.
Object Head	: 70-Deduct amounts devolved on the Department/ received in respect of PRAs of the Gramin Dak Sevaks, dismissed/ removed from service.

thereby reducing the total subscription/ expenditure under the head.

(b) On reinstatement of dismissed/removed GDS in service, immediate action as envisaged in para 23(3)&(4) hereinabove shall be taken by all concerned and the resultant expenditure alongwith arrears of subscription, shall again be booked (under Major Head:3201-Postal Services), accordingly.

26. Receipts on account of fee for issue of duplicate PRAN Card [Para 8(7)], etc.-

(a) **AT HPO:-** the amount shall be taken as unclassified receipt and shown on receipt side of the Cash Book and Monthly Cash Account;

(b) **AT AO (AO):-** the amount shall be booked as a deduct recovery and classified as under:-

Major Head	: 3201-Postal Services.
Sub Major Head	: 60-Other Expenses.
Minor Head	: 102-Social Security and Welfare programs.
Sub head	: 03-Service Discharge Benefit Scheme for Gramin Dak Sevaks.
Detailed Head	: 02- Payments of Management/Misc. Expenses under SDB Scheme for Gramin Dak Sevaks.
Object Head	: 70-Deduct recoveries—Fee received on a/c of Issue of duplicate PRAN card to GDS under SDB Scheme for Gramin Dak Sevaks.

27. PAYMENTS ON EXIT/INVESTMENTS IN LIFE ANNUITY, ETC.-

(a) **In so far** as the investments and or release of amounts from the CRA/Pension Fund, are concerned, there shall be no accounting treatment in the Department, of the payments on exit from the scheme and/or making investments in a Life Annuity Scheme of an approved Life Insurance Corporation, etc., at the time of exit from the scheme at any

time and/or discharge of services of the GDS with the Department. These functions shall be discharged by the **CRA** as per the Instructions and guidelines of PFRDA and NPS Trust, governing the New Pension System. The Department shall, however, oversee that the beneficiaries are appropriately and timely attended to and dealt with by the **CRA** satisfactorily in this regard. **No accounting entries shall, therefore, be required to be made in the department's books at the time of exit/repayments/investments, etc. of the funds available with the PFMs./CRA.**

(b) However, the accrued Severance amount, as calculated, checked and verified as well as entered in the Registers : (SDBS-2) maintained by the HPO/HRO, CC and AO, shall be authorized for payments as per existing procedure, charging the amounts to the relevant existing head of account. This amount shall be added to the net accretions in the Permanent Retirement Account of the concerned GDS beneficiary and apportioned for investment to purchase Annuity and release in lump sum in favour of the GDS beneficiary. The sum of severance amount shall, thereafter be released in favour of the GDS beneficiary or to the approved Annuity provider or both, as the case may be. Accounting treatment of such transactions shall be the same as existing hitherto.

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PART-IV: MISCELLANEOUS

28. APPLICABILITY OF NPS-Lite.- The scheme will operate on the lines of NPS-Lite but the contributions shall be made by the Government without any matching contribution from the Gramin Dak Sevak subscriber beneficiary.

29. INTERPRETATION.- Where any doubt arises as to the Interpretation of any of the provisions of these regulations, the matter shall be referred to the Central Government (Department of Posts) whose decision shall be final.

30. POWER TO REMOVE DIFFICULTIES.- If any difficulty arises in giving effect to any of the provisions of these rules, the Central Government may, subject to such restrictions and conditions, if any, as it may think fit to impose, dispense with or relax any of the provisions of these regulations.

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Ashok
(ASHOK KUMAR SHARMA)
DY. DIRECTOR GENERAL (ESTABLISHMENT)
(A. K. SHARMA)
D.D.G. (Estt. & L.O.) SCT 31.3.2011.
Deptt. of Posts, Dak Bhawan
Sansad Marg, New Delhi-110001

SERVICE DISCHARGE BENEFIT SCHEME-2011

(See para 5)

Application form for seeking **closure of Permanent Retirement Account** on permanent absorption/Appointment to a regular departmental post in the Department of Posts or any other Department/Organisation (where new pension scheme is implemented for their employees) and **transfer of net accumulations to the Permanent Retirement Account under New Pension Scheme**:

TO _____ (THROUGH PROPER CHANNEL)
The _____ (Authority in CRA under SDBS)

Dear Sir,

It is requested to kindly transfer the net accumulations, standing at credit in my Permanent Retirement Account under SDBS (particularized under Part-I below) on _____ (The date of Leaving GDS Post) to my new Permanent Retirement Account under NPS as particularized in Part-II below, for further management as per the regulations and procedure under New Pension Scheme, with immediate effect.

PART-I**TRANSFERING ACCOUNT(UNDER SDBS) DETAILS**

1. PRAN NUMBER
2. Name of Account Holder
3. Father's/Husband's name
4. Post Held (while working as GDS)
5. Office of Posting (while working as GDS)
6. Total Service as GDS
7. Brief Reason(s) for closure/transfer of funds

VERIFICATION:

The above PRAN holder's details (Sl. 1 to 7) are verified with reference to the records available in this Office/Department.

Signatures of Head of Postal Division
(with Office Seal/Stamp)

.....2..

PART-II

TRANSFREE ACCOUNT (UNDER NPS) DETAILS

8. Name of Post to which appointed/absorbed

9. Name of Department/Organisation

10. Office of Posting

11. **PRAN** (under NPS) **NO.**

12(A).Particulars of Central Registration Agency/Co.

12(B) Details of Fund Manager(s) under NPS

1. _____

2. _____

Dated at _____ the _____

VERIFICATION:

The above PRAN holder's details (Sl. 8 to 12) are verified with reference to the records available in this Office/Department.

SIGNATURES OF THE APPLICANT

F. No. Dated:

Signatures of Head of Office/Employer
(with Office Seal/Stamp)

Forwarded to:-
(The addressee) _____

Head of Office/Unit

NAME OF POSTAL DIVISION/OFFICE

[illegible]

Head of Office/Unit/Division

NOTE: Each entry should invariably be checked and verified by the head of Unit/Division personally under his dated initials in Remarks column..

NAME OF POSTAL DIVISION/UNIT (Collection Centre)

—MONTH OF

****:** To be filled up on exit of the GDS from SDB Scheme, (for the reason what ~~is~~ ^{is} given) under dated signatures of Head of Unit/Division in token of having been checked/correctness, in addition to the signatures at the end.

**Signatures of the Head of Unit/Postal Division
(with office Seal/Stamp)**

NAME OF HEAD POST OFFICE/HEAD RECORD OFFICE:

MONTH OF

**Signatures of the Head of Unit/Postal Division
(with office Seal/Stamp)**

Note: The List shall be signed personally by the Head Postmaster / Head Record Officer / Head of Office and not by any subordinate official.

SERVICE DISCHARGE BENEFIT SCHEME-2011
[Consolidated Subscription List of Gramin Dak Sevak enrolled under the Scheme: See para 9(c)]

NAME OF POSTAL ACCOUNTS OFFICE: _____

CIRCLE _____ MONTH OF _____

[illegible]

**Signatures of the DA(P)/Dy. DA(P)
(with office Seal/Stamp)**

SERVICE DISCHARGE BENEFIT SCHEME-2011

Application form for seeking **Exit/Closure of Permanent Retirement Account** due to resignation from engagement and **Investment/withdrawal of net accumulations**
[See para 11(a) and 11(d)]

TO _____ (THROUGH PROPER CHANNEL)
The _____ (Authority in CRA under SDBS)

Dear Sir,

It is requested to kindly to close my PR Account and draw the net accumulations, standing at credit in my Permanent Retirement Account under SDBS (particularized under Part-I below) on the _____ (The date of acceptance of resignation) and pay an amount equal to _____ per cent of the accumulated value to the _____ (name and address of the approved Life Insurance Co.) on account of investment in my _____ (Name of Annuity Scheme) Policy and disburse the balance _____ per cent to me through Cheques/Demand Drafts drawn accordingly.

ACCOUNT(UNDER SDBS) DETAILS**1. PRAN NUMBER**

: _____

2. Name of Account Holder

: _____

3. Father's/Husband's name

: _____

4. Date of Birth (as per christen era)

: _____

5. Date of joining as GDS

: _____

6(A) Date of resignation/leaving of GDS employment

: _____

6(B) Age on the date of resignation /leaving employment: _____ Years _____ Months _____ Days

7. NAME and Address of SPOUSE

: _____

8.(A) Gross Period of duty as GDS

: _____ Years _____ Months _____ Days

8.(B) Period(s) of Put off DUTY/Non-duty/unauthorized : FROM _____ TO _____ Yrs. mnths days

Absence

: _____

: _____

: _____

.....2..

:: 2 ::

8.(C) TOTAL OF (B) above

: _____ Years _____ Months _____ Days

9.NET qualifying period of duty [Sl.7(A)(-)-Sl.7(C)]

: _____ Years _____ Months _____ Days

10. Employment Held (while working as GDS) In chronological order:

Sl.No	Name of GDS Post	Office Posting of	FROM	TO	Reason for Redeployment/transfer	Remarks

11. Nomination Details(This nomination shall supersede/change the earlier, if any):

Sl.No	Name & address of 1 st nominee	Name & address of 2 nd Nominee (If any)	Name & Address of 3 rd Nominee (If any)	Witnesses
				1.
				2.

12. Brief Reason(s) for exit/closure: _____

VERIFICATION

The above PRAN holder's details (Sl. 1 to 10) are verified with reference to the records available in this Office/Department and found to be correct /corrected in red ink OR a separate sheet furnishing correct details, duly verified and signed by the undersigned, is enclosed.

Signatures of Head of Postal Division
(with Office Seal/Stamp)

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SERVICE DISCHARGE BENEFIT SCHEME-2011**NOMINATION FORM**

[See para 20(b)]

TO

(THROUGH PROPER CHANNEL)

The_(Authority In CRA under SDBS)

Dear Sir,

In supersession/cancellation of my earlier nomination dated _____ (if any), I, (name) _____, son/daughter/wife of Shri _____, working as GDS _____ at _____ PO/SRO _____ in account with _____ HPO/HRO, under _____ (CC/Postal Division),

Of _____ Circle and the holder of Permanent Retirement Account No. _____ under Service Discharge Benefit Scheme, 2011, do hereby nominate the following, in order to receive the accumulations in my PR Account in my absence due to Death, Insanity, etc., henceforth:-

Sl.No	Name & address of 1 st nominee	Name & address of 2 nd Nominee (if any)	Name & Address of 3 rd Nominee (if any)	Witnesses
				1.
				2.

VERIFICATION: The above PRAN holder's details are verified with reference to the records available in this Office/Department and found to be correct.

Signatures of Head of Postal Division/CC
(with Office Seal/Stamp)

Endst. No. _____ Dated: _____

Forwarded to:-

The _____ (Authority In CRA),

Signatures of Head of Postal Division/CC
(with Office Seal/Stamp)

OPTION FORM

I S/o, D/o, W/o Dak
 working as Gramin
 Sevak (Designation)
 at (Branch Post Office/Sub/Head Post
 Office) in account with (SO/HO)
 In (Division) of
 Circle, do hereby OPT to:

- 1) join the Service Discharge Benefit scheme (SDBS) "offered by the Department in lieu of Severance Amount scheme", organized through Pension Fund Regulatory Development Authority (PFRDA) on the lines of NPS-Lite platform.

OR

- 2) remain in the existing Severance Amount scheme subject to fulfillment of the prescribed terms and conditions, as exist from time to time.

Place:
Date:

Signature of the GDS.....

Name (In Block Letters).....

Office Address.....

Attested

Sub-Divisional Inspector/
 Assistant Superintendent of Post Offices/RMS
 Sub Division.....

Note:

- Options once exercised shall be final and there is no provision for revising and / or changing the option once exercised.
- Those Gramin Dak Sevaks, who do not submit their options by the prescribed date, will be deemed to have opted to continue to remain in the existing Severance Amount Scheme.