

मन्जू कुमार

सदस्य (कार्मिक)
डाक सेवा बोर्ड

Manju Kumar

Member (Personnel)
Postal Services Board



भारत सरकार
संचार मंत्रालय
डाक विभाग

डाक भवन, नई दिल्ली-110001

Government of India

Ministry of Communications

Department of Posts

Dak Bhawan, New Delhi-110001

DO No. 17-28/2025-GDS

Dated: 18.09.2025

Dear Nirmaljit,

A Felicitation programme for Gramin Dak Sevaks (GDSs) is scheduled to be held at Bhubaneswar, Odisha on 26th September, 2025 at 1700 hrs onwards, under the Chairmanship of the Hon'ble Minister of Communications, and in the gracious presence of the Hon'ble Minister of State for Communications.

2. The event aims to recognize the outstanding performance of GDSs of six Circles of Eastern Zone [Assam, Bihar, Jharkhand, Odisha, West Bengal and North East Circle] and to encourage excellence in the field. Given the significance of the occasion and the presence of Hon'ble Ministers, it is imperative that arrangements reflect the importance of the event and the stature of the dignitaries.
3. Odisha, being the host Circle, is requested to make arrangements for successful conduct of the event. This includes, finalization of a suitable venue for the felicitation function boarding and lodging arrangements for all nominated GDS awardees and participants from each Circle (05 Awardee and 05 participants) and accompanying Supervisory Officer (one each Circle) transportation of participants between their place of stay and the venue, live streaming of the event, in coordination with the Marketing Division of the Directorate and live transcription of the speeches of Hon'ble MoC/MoSC in Odia. Detailed activities to be carried out by host Circle and other participating Circles is attached for reference.
4. A nodal officer may be nominated at the earliest by Odisha Circle for on-ground coordination with the participant GDSs, nodal officers of the other Circles, and the team from the Directorate. Following officers will coordinate from the Directorate:

Sh. Raj Kumar, DDG (Estt.): Mobile No - 09868209109,
Email: ddgestt@indiapost.gov.in

Sh. Ravi Pahwa, Director (GDS): Mobile No- 09868443685,
Email: adggds426@gmail.com

5. I am confident that Odisha Circle and other participating Circles will ensure smooth organization of the event.

with best wishes.

Yours sincerely,



(Manju Kumar)
Member (Personnel)

Shri. Nirmaljit Singh
Chief Postmaster General,
Odisha Circle, Bhubaneswar - 751 001.

Copy to:

1. All Participating Circles [Assam, Bihar, Jharkhand, West Bengal and North East Circle]
2. DDG (Philately & Marketing) – for co-ordinating the preparation and dispatch of required number of felicitation kits and live streaming of the event for all Circles and GDSs, in consultation with Circle.
3. All other Circles- for disseminating the live streaming link (to be provided by Marketing Division) with all GDSs for their motivation.

Activities to be carried out by Host Circle and other participating Circles

A. Activities to be done by Host Circle:

- 1 Venue (with capacity of 800 to 1000 people) for function with all arrangements, including compering of event.
- 2 Nomination of the Circle nodal officer.
- 3 On ground coordination with participants and the nodal officers of the participant circles.
- 4 Boarding and lodging of awardees and participants.
- 5 Transportation arrangement to participants from their stay to venue and back
- 6 Meal and refreshment for all participants.
- 7 Live streaming of the event in coordination with Marketing Division of Directorate.
- 8 Live transcription of the speech of Hon'ble MoC/MoSC in the local language.
- 9 All protocol related requirements of MoC and MoSC and their office.
- 10 Preparation of required number of felicitation kits for awardees in coordination with Marketing Division of Directorate.
- 11 Preparation of Certificates to the awardees.
- 12 Complete profile of the Circle including the followings to be shared with Directorate by 22.09.2025:
 - No of Postal regions and Divisions
 - No of Post offices including HO, SO and BOs specifically mentioned with Single/Double handed and more than double handed.
 - Sanctioned and working strength of departmental employees and GDSs.
 - Achievement and welfare including no of GDSs engaged, no of Compassionate engagement and GDSs benefited from Financial Upgradation.
 - Mail operation details including no of article booked and delivered (Speed, parcel and registered letters)
 - POSB Account details including no of accounts opened (SB/RD/TD/SSA)
 - IPPB Transaction details including no of accounts opened, AePS, CELC and General insurance.
 - PLI/RPLI details including new policies and premium collected.
 - Live account details.
 - Issues likely to be raised in the event.

B. Activities to be done by participant Circles (including host Circle):

1. Nominate 05 top-performing GDSs for felicitation, and 05 additional GDSs as attendees, in accordance with the criteria communicated in RB & Planning Division's letter dated 27.03.2025. (Copy enclosed)
2. Nominate one supervisory officer (not below the rank of Inspector Posts) to accompany the GDS participants.
3. Designate one nodal officer (not below the rank of Assistant Director) at Circle Office to facilitate coordination with Directorate and host Circle.
4. GDSs to be allowed travel by rail or bus.

5. Travel expenses to be reimbursed from the nearest railway station/bus station to Host Circle and back.
6. Reimbursement of travel expenses shall be processed by respective Circles from their budget under the Marketing Head, as detailed below: Head of Account: 3201.01.101.02.02.26.
7. Profile of each awardee/participant to be shared with Directorate/Host Circle by 22.09.2025.

C. Activities to be done by Marketing Division:

1. To provide the felicitation kit to the awardees including comprising
 - One bag,
 - One cap,
 - One memento
 - One jacket.
2. Prepare the required number of kits and arrange for their timely dispatch to the Host Circle.

No. 10-31/2023-DARPAN
Government of India
Ministry of Communications
Department of Posts
(RB & Planning Division)

Dak Bhawan, Sansad Marg
New Delhi-110001
Dated: 27.03.2025

To

All CPMsG

Subject: Regarding organizing GDS workshop and felicitation of top performing BPMs.

Madam/Sir,

Hon'ble MoSC has expressed interest in reviewing the action plan on initiatives aimed at enhancing the productivity of Gramin Dak Sevaks (GDS). In this respect, Hon'ble MoSC has taken views from all Heads of Circles during a virtual meeting on 07.02.2025. Based on the discussions, it was desired by the Hon'ble MoSC to organize an annual event to honour the top 5 GDS, in term of their performance.

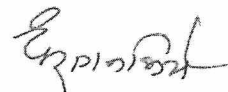
2. In this regard, it has been decided to conduct the GDS workshop at a convenient place in each of the 4 zones viz. Uttar Pradesh (Northern Zone), Tamil Nadu (Southern Zone), Gujarat (Western Zone), West Bengal (Eastern Zone) from the third week of July, 2025. The workshop will be attended by the Hon'ble MoSC. All the necessary arrangements relating to venue, food and lodging of participants will be made by host Circles. A detailed activities and timelines in this regard is enclosed at annexure.

3. Accordingly, Circles are requested to kindly go through the activities and timelines given in the annexure to ensure successful holding of the GDS workshop.

This issues with the approval of the Competent Authority.

Enc: As above

Yours sincerely,



Dhammajyoti Gajbhiye
Director (RB & Planning)

Copy to:

DDG (Marketing): (i) Allotment of necessary funds to Circles for conducting the GDS workshop (ii) For making necessary arrangements viz theme designing, creativity, T-shirt/ jackets, memento, media, publicity etc during the workshop.

Annexure**GDS Workshop****1. Background:**

For more than 150 years, Department of Posts has been the backbone of the country's communication needs and has played a crucial role in the socio- economic development of the nation. With its network of more than 1.64 lakh post offices spread across the length and breadth of the country, Department of Posts is the largest postal network in the world playing a crucial role in financial inclusion of citizens, especially those who reside in rural areas. India Post touches the lives of common people in many ways, from delivering letters to accepting deposits under Small Savings Schemes to providing life insurance cover under Postal Life Insurance (PLI) / Rural Postal Life Insurance (RPLI), providing Citizen Centric Services like Post Office Passport Sewa Kendras, utility bill collection, direct benefit transfer, Aadhaar updation, DLC etc.

Nearly 90% of post offices in India are located in rural areas. These 1.40 lakh Branch post offices are manned by around 2.7 lakh Gramin Dak Sevaks who enjoy the trust of the local community. The working of BOs in rural areas has undergone tremendous changes during recent years. Under IT 2.0, GDS working in Branch Post Offices have been provided with mobile devices, biometric devices and thermal printers to provide postal, financial and insurance services online.

2. Objective of the GDS Workshop:

The objective of the workshop is to review the functioning of Branch Post Offices, deliberating on the success stories and best practices adopted by BPMs and felicitating top performing 5 BPMs of each Circle. Based on the feedback received from the BPMs, a roadmap on better functioning of BOs would be formulated by making necessary operational / technology level changes.

3. Venue of the GDS Workshop

The workshop is proposed to be held at a convenient place in each of the 4 zones viz. Eastern Zone, Western Zone, Northern Zone and Southern Zone. The Zone wise distribution of the 23 Postal Circles is as follows:

--	--	--	--

Northern Zone	Southern Zone	Western Zone	Eastern Zone
Haryana	Andhra Pradesh	Maharashtra	Assam
Punjab	Karnataka	Gujarat	Bihar
Himachal Pradesh	Kerala	Chhattisgarh	Jharkhand
Uttar Pradesh	Tamil Nadu	Madhya Pradesh	Odisha
Delhi	Telangana	Rajasthan	West Bengal
J&K			Northeast
Uttarakhand			

The Host Circles selected for conducting the workshop from each of the four zones will chose the venue based on availability of proper road, rail and air connectivity with all participating States and UTs. The Host Circle should ensure that a hall/covered venue should be selected for the workshop since the scheduled dates fall during the monsoon season.

It is proposed to hold the workshop in the following Circles for the zones indicated in the bracket:

- i. Uttar Pradesh (Northern Zone)
- ii. Tamil Nadu (Southern Zone)
- iii. Gujarat (Western Zone)
- iv. West Bengal (Eastern Zone)

All the necessary arrangements relating to venue, food and lodging of participants will be made by host Circles. Provision of TA/DA as per entitlement will be made by all participating Circles.

4. Participants

5 best performing Branch Postmasters from each of the 23 Postal Circles along with their supervisors (IP/ASP) will attend the said workshop as per the zone concerned.

The CPMsG of all Circles in the concerned zone will also attend the workshop.

The Host Circle will ensure sufficient gathering during the workshop (not less than 500) by including GDS of the Divisions in the vicinity of the venue so that these GDS are also motivated by the success stories and felicitation of the top performers.

5. Selection Criteria

Each Circle will identify 5 best performing Branch Postmasters based

on their service and performance in 2024-2025 in terms of transactions performed in PLI/RPLI, SB Schemes, delivery (D+0, D+1), DBT Txns etc. along with their supervisors (IP/ASP).

The Score Card for calculating BPMs Performance for Financial year 2024-25 is given as **Annexure-I**.

Circles will complete evaluation by 30th April 2025 and send nomination forms of 5 top performing BPMs from their Circle to the host Circle and Directorate. Circles will also share videos of the success stories of the nominated BPMs. The nomination form will consist of details like name/age/sex/height/weight/details of village served etc. of BPMs. Proforma of Nomination Form will be shared shortly.

6. Programme

The workshop will be held for one day as per the scheduled dates. The workshop will be held in two sessions:

First Session:

There will be a welcome address from Head of Circle (host Circle). After the welcome address, a power point presentation shall be made by CEPT Mysuru Team highlighting the functionalities of DARPAN 2.0. After this success stories shall begin.

Second Session:

Selected participants and their supervisory officers (IP/ASP) from each Circles will be invited on stage to share their experiences, success stories and best practices adopted by them for increasing the revenue earned and specific challenges overcome. They may highlight critical issues faced by them at ground level and give suggestions for improvement. These shall be recorded for further action by host Circles.

This will be followed by address of the Hon'ble Minister and felicitation of top performing GDS by the Hon'ble Minister. For felicitation of the top performing GDS, a certificate of appreciation, memento and shawl will be given to the top performers by the Hon'ble Minister. Customized T-shirts for male GDS/half jackets for female GDS shall be given to all the top performing GDS in advance so that they are able to wear them before the start of the function. The success stories of BPMs will be run at the backdrop during the felicitation ceremony.

2

+1

11

10

1

de

- 0.

The host Circles will make necessary arrangements for boarding & lodging of the participants and smooth conduct of the workshop. The expenditure to be incurred towards conducting the workshop will be provided by Marketing Division, Postal Directorate.

Circles may utilize non-plan (TE) fund for arrangement of travel expenses of GDS as a one-time special measure only. The GDS may be allowed to travel to and fro from their respective venues either through Bus (non-AC) or Train (restricted to Sleeper Class).

TA/DA in case of nodal officers (IP/ASP) will be sanctioned as per their entitlement.

Annexure-I

TENTATIVE MINUTE TO MINUTE PROGRAMME OF THE WORKSHOP

Time	Topic
09.00 AM to 09.30 AM	Registration of participants
09.30 AM to 09.35 AM	Welcome Address by HOC of Host Circle
09.35 AM to 11.00 AM	Leveraging BOs for Revenue Generation – PPT on DARPAN 2.0 by CEPT
11.00 AM to 11.30 PM	Tea Break
11.30 PM to 1.00 PM	Sharing of success stories and best practises by BPMs/supervisory staff
01:00 PM to 02.00 PM	Lunch Break
02.00 PM to 03.30 PM	Sharing of success stories and best practises by BPMs/supervisory staff
03.30PM to 03.45 PM	Tea Break
03.45 PM to 04.00 PM	Address by Hon'ble Minister as Chief Guest
04.00 PM to 04.45 PM	Felicitation of top performing BPMs by Chief Guest
04.45 PM to 05.30 PM	Closing of event/ certificate of participation/Vote of thanks by Host Circle
05.30 PM to 06.00 PM	Group Photograph with Hon'ble Minister followed by Media briefing by the Hon'ble Minister

Annexure-II

Score Card for Calculating BPM Performance for Financial year 2024-25

Sl. No.	Identified parameters of performance	Weightage point
1	Number of live accounts as on 31.03.2025	15
2	No. of new accounts opened in the BO (All categories) in 2024-25	15
3	Number of new PLI/RPLI proposals procured in 2024-25	15
4	Total Premium collected in 2024-25	10
5	No. of accountable articles booked in 2024-25	20
6	No. of articles delivered in D*+0 in 2024-25	15
7	No. of articles delivered in D+1 in 2024-25	5
8	DBT transactions done through IPPB in 2024-25	5
Total		100

Note: *D indicates the day when an article received to BO for delivery

1. Overall performance of top 5 BPMs of each Circle will be evaluated based on above 8 identified parameters.
2. If the post of BPM is vacant and ABPM is performing the duty of BPM, in such cases, ABPM shall be considered for the award.
3. Data for performance evaluation for each of 8 identified parameters will be taken from MIS/SAP/Bi tool/finacle.
4. These nomination forms of 5 identified BPMs along with their success stories (videos) will be further sent to concerned Host Circles with a copy to the Postal Directorate.
