

रैस/No. 17-12/2025-GDS
भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
डाक विभाग/Department of Posts
(जीडीएस अनुभाग/GDS Section)

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली/New Delhi - 110 001
दिनांक/Date : 06-08-2025

To

All The Chief Postmasters General.

Subject: Proposal of Accumulation of Paid Leave and Introduction of e-Engagement Roll for Gramin Dak Sevaks - reg.

Sir/Madam,

The department proposes to introduce two important measures to improve the service conditions of GDS:

- (i) Allowing accumulation of paid leave up to a maximum of 45 days at any given time without provision for encashment, and
 - (ii) Introduction of a structured and legally tenable *e-Engagement Roll* for all GDS in place of the existing personal files.
2. The current non-cumulative nature of paid leave often results in forced forfeiture or financial hardship during emergencies. Allowing accumulation of paid leave to GDS up to 45 days will offer greater flexibility and welfare support without any financial implications for the Department.
3. Further, to streamline record-keeping, a comprehensive ***e-Engagement Roll*** will be developed within the HRMS module under IT 2.0. This E-roll is will be maintained by the DDO concerned and will serve as the official engagement record for all GDS, covering all major events such as engagement, transfer, leave, disciplinary action, financial upgradation, TRCA revisions, and final discharge.
4. In view of the above, I am directed to request all the stakeholders to furnish their comments on the Draft proposal (**copy enclosed**) by 25.08.2025 positively. In case of non-receipt of the comments from a particular Circle or other stakeholders within the stipulated date, necessary action will be taken to implement the proposal with or without amendment, if any, without further consultation.

5. In line with the efforts to promote a paperless and environmentally sustainable working environment, views/comments/inputs may be forwarded by email only, in both PDF and editable Word formats.

This issues with the approval of the competent authority.

भवदीय/Yours faithfully

(आनंद सिंह/Anand Singh)
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Copy to :

Sr. DDsG/CGMs/DDsG
All recognized GDS Unions.
All recognized Federations/Unions/Associations

GM, CEPT, is requested to examine the proposal regarding the e-Engagement Roll of GDS and furnish their suggestions for making suitable provisions in the e-HRMS.

Draft Proposal

(A) Accumulation of Paid Leave for GDS (Without Encashment)

Gramin Dak Sevaks will be allowed to accumulate paid leave up to a maximum of 45 days at any given time. Any balance exceeding 45 days at the end of a half-year would lapse.

(B) e-Engagement Roll for GDS-Format and Instructions for Maintenance of e-Engagement Roll

1.1. Opening of e-Engagement Roll

An Engagement Roll will be opened for every Gramin Dak Sevak (GDS) at the time of their initial engagement, to maintain a complete and accurate record of their Engagement period. For GDSs already engaged as of the date of issuance of this order, records must be compiled and incorporated into the e-Engagement Roll within **six months** by the concerned Engaging Authority (EA), and subsequently forwarded to the respective Drawing and Disbursing Officer (DDO) for continued maintenance through the HRMS portal in IT 2.0. Till the provision is made in IT 2.0, the Divisional/Unit head will keep ready all information/records of all categories of existing GDS within 3 months of the issue of these orders to update in the e-Engagement roll.

1.2. Maintenance of e-Engagement roll in HRMS

The Engagement Roll shall be maintained in electronic format in the HRMS module under IT 2.0 by the concerned DDO in the **Head Post Office/Head Record Office** from which the GDSs receive draw their Time-Related Continuity Allowance (TRCA). A copy of their e-engagement roll will also be available in the GDS login for their information. The e-Engagement Roll will be transferred to the concerned DDO upon transfer of the GDS.

1.3. Responsibility and Verification

The responsibility for maintaining the **e-Engagement Roll** will lie with Divisional Head and the concerned DDO and digitally signed by the Accounts Supervisor, in the same manner as it is done for the regular employees in the HRMS Portal. The DDO shall facilitate the GDS in reviewing and verifying the correctness of entries. As a mark of review and agreement, the GDS shall sign in the designated column, and the Attesting Officer shall countersign as authentication. This verification process should be carried out **annually in the month of July through the HRMS portal**.

1.4. Correction of Entries

No overwriting or erasure of existing entries in the e-Engagement roll is permitted. If an entry is found to be incorrect, it must be rectified in the system with provision to view the previous version, duly authenticated by the verifying authority upon uploading the relevant documents. All corrections must be duly digitally attested with the **full signature and date** of the Attesting Officer. There should be

no provision to delete any entry made in the e-Engagement roll.

1.5. Recording of Events

Every significant event in the engagement tenure of the GDS will be recorded in the e-Engagement Roll by the engaging authority in the HRMS portal and digitally attested by the Head of the Office or the designated Attesting Officer. Additionally, copies of all orders related to the GDS must be uploaded to the HRMS portal maintained as part of the Engagement Roll.

1.6. Annual Verification

The e-Engagement Roll must be taken up for verification immediately after the close of each financial year. Upon satisfactory verification, the designated Attesting Officer (DDO) shall digitally sign the annual **Verification Certificate** in the e-Engagement Roll.

1.7. Parts of e-Engagement Roll: The proposed Roll will contain the following parts, which will contain various items (not exclusive) as under:

PART- I Module [Personal Information]

(i) All the Personal information/bio data of GDS, i.e., Name of GDS/father name/mother name/date of birth/date of engagement/Caste/Community/educational qualification/ permanent/ correspondence address/PRAN number/Pan/Aadhar/GDS ID should be made in the engagement roll.

(ii) Recent Photograph and Signature with Personal information filled form duly attested by the EA to upload.

PART II Module [For Documents and declarations]

(i) A printout of the application of the candidate from the GDS Online portal along with a Xerox copy of all the relevant documents produced by the candidate at the time of document verification, i.e., Mark Sheet/Certificate, Community Certificate, Category Certificate, PwD certificate, etc.

(ii) All kinds of verification reports verified from the issuing authority i.e. SSC mark Sheet/Caste/Community/Character & Antecedent/Police verification report.

(iii) Verification report of the 10th Standard Mark Sheet Board Certificate if the same is available for verification on the website of the Board concerned, or a copy of the marksheet available on the DigiLocker platform.

(iv) Medical fitness certificate.

(v) All undertakings as mentioned in concern online engagement notification.

(vi) Offer of provisional engagement

(vii) 3 days basic Training completion certificate.

- (viii) Joining/Charge report.
- (ix) BO accommodation report in case of BPMs only.
- (x) ID and Address proof, Pan Card
- (xi) Detail of family, nomination forms
- (xii) Attestation Form

PART-III Module [Regularization of engagement]

Order of provisional engagement and Order of regular engagement consequent upon successful verification of all documents from the issuing authority. Any detail of resignation, promotion to a departmental post, etc...

PART- IV Module [Record and History of GDS Engagement]

Every period/movement/action in the engagement of the GDS will be recorded in this part. This Engagement period will be verified on a yearly basis. The important event may also be updated by the engaging authority with the uploading of relevant documents and verified by the DDO. Like a training period, a deputation. Qualifying period of increment, transfer, financial upgradation, and departmental examination may also be calculated here.

PART- V Module [TRCA , other Payments and recovery from TRCA]

Details of TRCA and other allowances payable to GDS, their revision, fixation, Child education allowance, bonus, and combined duty allowance payable/paid time to time, annual increase in TRCA due and drawn etc.. The substituted payment worked against the MTS/PM vacant post. All types of recovery from TRCA, like union, SDBS/NPS

PART-VI Module [Authorized/Un-authorized Leave and substitute detail]

Every Period of authorized/unauthorized leave and every other interruption of engagement i.e., paid leave/emergency leave/leave without Allowance/unauthorized leave /maternity leave, must be promptly noted with full details of its duration in the engagement roll and attested by the Authorized Attesting Officer. Details of any substitute work against the post of GDS, duration, payment, etc. GDS worked as a substitute in other GDS posts, MTS, Postman post, etc.

PART-VII Module [Put off duty/Punishment]

Every disciplinary action and its movement/outcome is to be recorded in this part. Every event of put-off duty period and punishment awarded under Rule 10 of GDS (C&E) Rules, to GDS should be recorded with full details in the engagement

roll along with the concerned Memo/orders and attested by the Authorized Attesting Officer. Any appeal, petition submitted may also be recorded here.

Part -VIII Module [Promotion, DPC, Departmental Examination]

In this part, every event/outcome of promotion, DPC, and Departmental examination, gradation list, etc, will be recorded in this module.

PART-IX Module [Financial Upgradation on completion of 12, 24 and 36 years of engagement]

The event of financial upgradation awarded due and granted under the GDS (Financial Up-gradation) Scheme, 2024 to be recorded in the Engagement roll along with the concerned orders issued by the competent authority and attested by the Authorized Attesting Officer.

PART-X Module [Limited Transfer facility-Mutual Transfer]

The events of transfer under the Limited Transfer Facility, whether accepted or rejected by GDS to be recorded in the Engagement roll along with the concern orders issued by the competent authority and attested by the Authorized Attesting Officer. At the time of transfer of the GDS from one office to another, the Head of the Office or the Attesting Officer under whom he/she was originally working should record the certificate of verification of his/her engagement, for the whole period during which he/she remained in engagement under him/her. After that, the engagement roll should be forwarded to the office where the GDS is transferred.

PART-XI Module [TRCA upgradation/down gradation consequent of establishment review]

All the events of TRCA upgradation/downgradation consequent upon the Establishment review are to be recorded in the Engagement roll along with the concerned orders issued by the competent authority and attested by the Authorized Attesting Officer.

PART-XII Module [SDBS/NPS Lite]

All the information in respect of PRAN Status and number, subscription etc. to be recorded in the Engagement Roll along with the concerned orders and attested by the Authorized Attesting Officer.

PART-XIII-Module,[Discharge/resignation/termination/voluntary discharge/medically ground discharge and their benefits payments]

Every event of discharge/resignation/termination/voluntary discharge or medically ground discharge, along with the discharge benefit details, should be recorded in this part.

PART- XIV Module [Compassionate engagement]

Every event of compassionate engagement should be recorded in this part.

PART-XV [Engagement period -Verification Certificate]

The engagement roll should be taken up for verification soon after the close of the financial year, and the Authorized Attesting Officer, after satisfying himself/herself, should sign the verification certificate of the engagement roll. No engagement period in any year should remain unverified in any year.