

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001
Dated: 11.02.2022

Office Memorandum

Subject: Implementation of recommendation of GDS Committee on substitute arrangements in place of regular Gramin Dak Sevaks; against vacant GDS posts- reg.

This refers to paras 16.25 to 16.34 of the GDS Committee report and Directorate instructions issued vide letters No.17-115-GDS dated 21.10.2002, No.17-24/2017-GDS dated 25.05.2018 and No.19-43/2017-GDS dated 11.04.2019 on the above noted subject.

2. Recommendations of the GDS Committee on substitute arrangements in place of regular Gramin Dak Sevaks have been considered and the following instruction/guidelines on substitute arrangements in place of regular Gramin Dak Sevaks are approved:-

- i. **Short Term Vacancies:** Vacancies arising due to leave, medical condition of GDS etc upto 45 days shall be treated as Short Term vacancy. The following needs to be adhered to in case of making arrangement against Short Term vacancies:
 - a. A substitute should not be engaged against a short term vacancy in any GDS posts in routine manner.
 - b. In case of short-term vacancies, as far as possible, work may be managed by combining duties and "substitutes" shall not be provided against vacancies of less than 45 days .
 - c. In case of Single Handed BO & Post Office/Mail offices having single GDS post **OR** Double/Triple Handed BO and Post Office/Mail Office where the post of BPM/ABPM/Dak Sevak is lying vacant and stop-gap arrangement by combination with another GDS post of same office is not possible, then only a substitute may be provided. Such arrangements should not be continued for more than 45 days against any GDS post.
 - d. Where Departmental officials are also available in the same office, where GDS post falls vacant, possibility of managing the work by Departmental officials or

Handwritten signature
11/2/22