

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

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated. 02/01/2019

**Office Memorandum**

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

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

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

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

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

**EMERGENCY LEAVE AVAILED BY GDS**

Name & Designation of the  
Leave Sanctioning Authority :

Sl. No.	Name of GDS	Designation	Emergency Leave Availed					Remarks if any
			5	4	3	2	1	
			Date	Date	Date	Date	Date	

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

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

5. Hindi version will follow.

(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

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6. Director, RAKNPA/General Manager, 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. DDG (PAF)
9. Director General P&T (Audit), Civil Lines, New Delhi
10. All Deputy Directors General
11. DDG Technology: - for making necessary changes in CSI software for the purpose of grant of TRCA to the substitute in case of single handed Branch Post offices.
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(S.B. Vyavahare)

Assistant Director General (GDS/PCC)