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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 09-03-2021.

**Subject: Request for reversion to GDS from MTS/Postman/Mail Guard/PA/SA-reg.**

In pursuance of Dte's communication no.W-02/2/2020-SPN-I dated 11.06.2020 circu;ated vide this office letter of even no. dated 08.07.2020 kindly find enclosed herewith Dte's communication no.**W-02/2/2020-SPN-I dated 08.03.2021** regarding request for reversion to GDS from MTS/Postman/Mail Guard/PA/SA.

It is therefore requested to kindly look into the matter & take necessary action.  
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;

  
(S.Das)

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

File No.W-02/2/2020-SPN-I

Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 08.03.2021

To,  
The Chief Postmaster General,  
All Postal Circles.

**Subject: Request for reversion to GDS from MTS/Postman/Mail Guard/PA/SA-reg.**

Madam/Sir,

Vide letter of even number dated 11.06.2020 instructions were issued to decide the request for reversion from the post of Multi Tasking Staff (MTS) to Gramin Dak Sevaks (GDS). Subsequently, references have been received from Circles seeking further clarifications. The matter has been examined in consultation with Establishment Division and it has been decided that following guidelines may be followed for deciding the request for reversion to GDS after being appointed to the posts in regular establishment, viz. MTS/Postman/Mail Guard/Postal Assistant/Sorting Assistant (PA/SA):-

- i. GDS appointed to the post of MTS/Postman/Mail Guard/PA/SA, whether on the basis of seniority-cum-fitness or Competitive Examination Limited to GDS, will have to make a written request for reversion to GDS cadre.
- ii. Request should be made within one year from the date of appointment to the aforesaid posts in the regular establishment.
- iii. After reversion, Time Related Continuity Allowance (TRCA) shall be fixed at the same level/slab of TRCA drawn by such GDS immediately before appointment to the aforesaid posts in the regular establishment. In other words, pay drawn in the aforesaid posts in the regular establishment shall not be protected.
- iv. After reversion, such GDS shall be posted to the same GDS post which he/she had held immediately before the appointment in regular establishment, if the post is still vacant. In case the same post is not vacant or has been notified for recruitment, GDS may be accommodated in any other post of GDS in the same TRCA slab/level.
- v. After reversion, such GDS shall forfeit all rights that would have accrued had he/she continued in the aforesaid posts in the regular establishment.
- vi. Before approval of a request for reversion, details of TRCA, proposed place of posting and other terms and conditions mentioned above shall be communicated for acceptance and only after formal acceptance of the above terms and conditions orders of reversion to the post of GDS may be issued.
- vii. Order for reversion will be issued by appointing authority after taking approval of HOC.

File No.W-02/2/2020-SPN-I

viii.The ground for reversion to GDS should be logical. Only in extraordinary circumstances, cases of reversion will be approved. The HOC will have discretion in this regard.

Yours faithfully,

  
08/03/2021

(Muthuraman C)

Assistant Director General (SPN)

Copy to: DDG (Establishment) for information.