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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

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;

4-5) The Postmaster General, Anadaman & Nicobar Islands, Port Blair-744101/  
The Postmaster General, Sikkim State, Gangtok-737101;

6) The Director, Kolkata GPO, Kolkata-700001;

7) The Manager, MMS, Kolkata

8-36) All the SSPOs'/SPOs' in West Bengal Circle;

37-42) All the SSRMs/SRMs in West Bengal Circle;

43-44) The Superintendent Foreign Post, Kolkata;/ The Supdt, PSD Kolkata

**No: EST/B/Z-03/GDS Recommendation Dated at Kolkata-700012, the 06.03.2022.**

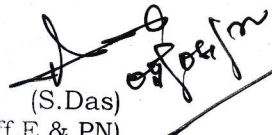
**Subject: Clarification on substitute arrangements in place of regular  
Gramin Dak Sevaks -Reg.**

Kindly refer this office letter dated 14.03.2022 regarding Implementation of recommendation of GDS Committee on substitute arrangements in place of regular Gramin Dak Sevaks; against vacant GDS Posts.

In this connection kindly find enclosed herewith Dte's communication no.17-31/2016-GDS dated 21.03.2022.

It is therefore requested to kindly look into the matter & take necessary action at your end.

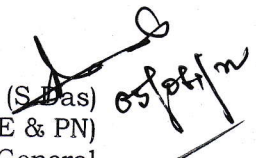
Encl: As above.

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

Copy to:-

1. The General Manager (PA & F), Kolkata-700012.
2. The ADPS (TO), C.O., Kolkata-700012 for uploading the order in the Circle Website :  
**westbengalpost.gov.in.**
3. The Section Supervisor, SF(A) and SF(B) Section, O/o the Chief Postmaster General, Kolkata-12

Encl: As above

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

AS

APMG (Staff-1) SFA

01/469

21/07/22

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



PG.  
Returned by P.G.  
on 01/4/2022

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
Dated: 21.03.2022

Office Memorandum

**Subject: Clarification on substitute arrangements in place of regular Gramin Dak Sevaks**

Several references have been received from staff side in connection with OM of even number dated 11.02.2022 wherein consolidated instructions on substitute arrangement in place of regular Garmin Dak Sevaks, against vacant GDS posts were circulated.

2. The following specific issues have been raised:-

- (i) While providing substitute arrangement in a BO, combining duties of GDS brings practical difficulties such as distance between two BOs, workload of the GDS who is being assigned combination of duties.
- (ii) The work of BOs is being hampered due to the instant instructions wherein it has been specified that substitute should not be engaged against a short-term vacancy in any GDS posts in routine manner for period of less than 45 days.
- (iii) There have been instances where leave has been denied to a GDS.

3. In view of the issues reported as above, there seems to be some confusion or misinterpretation of the said OM in the field units. Accordingly, the following are clarified:

- i. The said OM dated 11.02.2022 has provided for 'combination of duties in same office'. Therefore, issue of distance between two BOs does not arise. The said OM has merely provided for procedure to be followed in case a GDS post falls vacant (short term or long term). Workload etc shall be considered while deciding upon combination of duties or arrangement of 'substitute'.

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- ii. The said OM does not impose any ban on providing 'substitute' against short term or long term vacancies. As stated in para 3 (i) above, the prescribed procedure shall be followed.
  - iii. Leave to any GDS shall not be denied solely on the ground that substitute is not justified for being provided during the leave.

This issues with the approval of the Competent Authority.

  
21/3/22  
(D.K.Tripathi)

Assistant Director General(GDS/PCC)

Tele No. 011-23096629

[Email-adggds@indiapost.gov.in](mailto:Email-adggds@indiapost.gov.in)

To

All Chief Postmasters General/Post Masters General

Copy forwarded to:-

1. PS to Minister of Communications/Minister of State for Communications.
2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to AdditionalDG (Co-ordination) /Member (Banking)/ Member(O)/ Member(P) / Member(Planning& HRD)/MemberPLI) / Member (Tech)
4. Chief General Manager BD Directorate/Parcel Directorate/PLI Directorate
5. Director RAKNPA Ghaziabad/Chief General Manager, CEPT, Bengaluru
6. Addl.Director General, APS Bhawan, New Delhi
7. Sr.Deputy Director General (Vigilance) & CVO/Sr.Deputy Director General(PAF)
8. Director General P&T(Audit), Civil Lines, New Delhi
9. Director General NICF, Ghitorni, New Delhi
10. All the Deputy Directors General
11. All General Managers (Finance) / Directors Postal Accounts / DDP
12. Director Postal Training Centres
13. All Sections of Postal Directorate
14. All recognized Federations /Unions /Associations
15. GM, Operation, CEPT Mysuru for uploading the order on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

  
21/3/22  
(D.K.Tripathi)

Assistant Director General(GDS/PCC)

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