

No. 17-23/2016-GDS-Vol-(IV)
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110001

Dated:08.04.2020

To

All Chief Postmasters General/ Postmasters General
The Director PTCs Saharanpur/Darbhanga/Guwahati/Vadodara/
Mysuru/Madurai.

**Subject : Standard format for issue of offer of engagement (Provisional),
order of Provisional Engagement and Final Engagement order
for engagement to the GDS posts.**

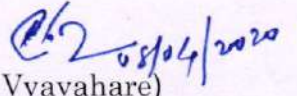
The undersigned is directed to refer to para 5(b)(ix) of minutes of 8th meeting of the Postal Service Board for the year 2018 regarding preparing a Standard Format for issue of offer of engagement (Provisional), order of Provisional Engagement and Final Engagement order for engagement to the GDS posts.

2. The Competent Authority has approved separate Standard Formats for issue of offer of engagement (Provisional), order of Provisional Engagement and Final Engagement order for engagement to the GDS posts as given in Annexure-I, II and III.

3. The above prescribed separate Standard Format for issue of offer of engagement (Provisional), order of Provisional Engagement and Final Engagement order for engagement to the GDS posts may be circulated to all concerned. The concerned engaging authorities to ensure to follow

strictly the standard format while issuing of engagement order to GDS under proper designation.

4. Hindi version will follow.


(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Encls: As above

Email-adggds@indiapost.gov.in

FORMAT FOR OFFER OF ENGAGEMENT (PROVISIONAL)

Government of India
Department of Posts, India

Office of the Senior Superintendent/Superintendent of Post Offices/Chief Postmaster/Sr. Postmaster/Deputy Superintendent of Post Offices/RMS
Dn...../Dy Chief Postmaster/Dy Director/Asstt Director/Office of the Asstt. Superintendent Posts/RMS/Inspector Posts/RMS.....Sub Dn.....

OFFER OF ENGAGEMENT (PROVISIONAL)

Memo No.

Dated at the,

00 /00 /0000

In response to the notification No. AAA/ Rectt/000/2020 Dated 00/00/0000 Shri/Smt/Ms.....Son/daughter of Shri..... whose date of Birth isand belongs to.....category /selected against Category is informed that, you have been selected for provisional engagement as BPM/ABPM/DAKSEVAK.....in account with/under HO/SO/HRO/SRO..... LEVEL..... with TRCA slab.....

2. Shri/Smt/Ms.....Son/daughter of Shri..... should clearly understand that his/her selection for provisional engagement as BPM/ABPM/DAK SEVAK..... in account with shall be in the nature of a contract liable to be terminated by him/her or by the undersigned by notifying the order in writing and that his/her conduct and engagement shall be governed by the Department of Posts, Gramin Dak Sevak(Conduct and Engagement) Rules, 2020 as amended from time to time.

3. Shri/Smt/Ms..... is hereby informed that, you have to produce all the documents in originals i.e. educational certificates and other documents such as caste certificate, ex-Engagement certificate, persons with disability certificate, certificate of date of birth etc. on the day of attending the office of undersigned for verification through competent authority within 10 days of receipt of this letter failing which it is presumed that, you are not interested to join the post of BPM/ABPM/Dak Sevak.....and your name will be deleted from the selection list. Further, you will have no claim for engagement as BPM/ABPM/Dak Sevak.....



4. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you have adequate independent means of livelihood for yourself and your family and other than the TRCA(allowances) being paid to you by Govt.

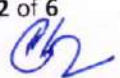
5. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification no. dated). As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

5.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violative of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct & Engagement) Rules, 2020 requiring removal/dismissal.

6. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

7. You will have to furnish requisite Security Bond of Rs.1,00,000/-(Rs.One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be



considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

(Engaging Authority)

A copy of this memo is issued to:

- I. The candidate
- II. PF of the candidate
- III. The Asstt. Superintendent Posts/RMS/Inspector Posts/RMS..... Sub Dn.....He/She may send the application of Security Bond to Society and intimate the particulars of dispatch to this office. Charge report should be sent to this office along with following documents.
- IV. Postmaster/SPM.....
- V. Divisional Office for information
- VI. O/C/Spare.



FORMAT FOR ORDER OF PROVISIONAL ENGAGEMENT

Government of India
Department of Posts, India

Office of the Senior Superintendent/Superintendent of Post Offices/Chief Postmaster/Sr.Postmaster/Deputy Superintendent of Post Offices/RMS....
Dn...../Dy Chief Postmaster/Dy Director/Asstt Director/Office of the Asstt. Superintendent Posts/RMS/Inspector Posts/RMS.....Sub Dn.....

ORDER OF PROVISIONAL ENGAGEMENT

Memo No.

Dated at the,

00 /00 /0000

In response to the notification No. AAA/ Rectt/000/2020 Dated 00/00/0000
Shri/Smt/Ms.....son/daughter of Shri.....
.....whose Date of Birth is..... and who belongs tocategory/
selected against category is hereby engaged as BPM/ABPM/ DAK
SEVAK in account with/ under HO/SO/HRO/SRO..... on
PROVISIONAL BASIS with effect from datedAN/FN in the TRCA scale of
.....LEVEL..... He/She shall be paid such allowances as are admissible
from time to time.

2. Shri/Smt/Ms.....Son/daughter of Shrishould
clearly understand that his/her engagement as BPM/ABPM/DAK
SEVAK..... In account with/under HRO/SRO..... shall be in the
nature of a contract liable to be terminated by him/her or by the undersigned by
notifying the order in writing and that his conduct and Engagement shall be
governed by the department of Posts, Gramin Dak Sevak(Conduct and
Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the
prescribed educational qualification, community certificate and other certificates,
wherever prescribed. The candidate will have to undergo satisfactory prescribed
Induction Training course and Practical Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper channels. If the verification reveals that the claim of the candidate belonging to Scheduled Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or educational certificates are not genuine or found unfit on Police Verification, his/her Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence."

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

6. If any information or documents submitted by the candidates is found false/incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.

(Engaging Authority)

A copy of this memo is issued to:-

1. The candidate
2. PF of the candidate
3. Postmaster/SPM.....
4. Divisional Office for information
6. O/C/ Spare

FORMAT FOR FINAL ORDER OF ENGAGEMENT

Government of India
Department of Posts, India

Office of the Senior Superintendent/Superintendent of Post Offices/Chief Postmaster/Sr.Postmaster/Deputy Superintendent of Post Offices/RMS....
Dn...../Dy Chief Postmaster/Dy Director/Asstt Director/Office of the Asstt. Superintendent Posts/RMS/Inspector Posts/RMS.....Sub Dn.....

ORDER OF ENGAGEMENT

Memo No.

Dated at the,

00 /00 /0000

1. Shri/Smt/Ms.....son/daughter of Shri.....whose Date of Birth is..... and who belongs to_____category/ selected against category is hereby engaged as BPM/ABPM/DAKSEVAK..... in account with/ under HO/SO/HRO/SRO..... on regular basis with effect from datedAN/FN in the TRCA scale ofLEVEL..... He/She shall be paid such allowances as admissible from time to time.

2. Shri/Smt/Ms.....Son/daughter of Shrishould clearly understand that his/her engagement shall be governed by the Department of Posts, Gramin Dak Sevak(Conduct and Engagement) Rules, 2020 as amended from time to time.

(Engaging Authority)

A copy of this memo is issued to:-

1. The candidate
2. PF of the candidate
3. Postmaster/SPM.....
4. Divisional Office for information
6. O/C/ Spare