

स/No. 17-12/2025-GDS
भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
डाक विभाग/Department of Posts
(जीडीएस अनुभाग/GDS Section)

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली/New Delhi - 110 001
दिनांक/Date : 30-12-2025

OFFICE MEMORANDUM

Subject: Introduction of e-Engagement Roll for Gramin Dak Sevaks.

It has been decided to develop an e-Engagement Roll for streamlining the upkeep and maintenance of service records of Gramin Dak Sevaks (GDS). For this a portal will be developed by CEPT as part of the HRMS module under IT 2.0.

2. The e-Engagement Roll will serve as the *official engagement record* for all GDS and will be maintained by the concerned Drawing and Disbursing Officer (DDO). It will comprehensively cover all major service-related events such as engagement, transfer, leave, disciplinary action, financial upgradation, TRCA revision, and final discharge.

3. The initial e-Engagement Roll for all existing and new GDS will be prepared by the respective Engaging Authority (EA). For existing GDS as on the date of introduction the same will be prepared on the basis of available service records, in a phased manner within six months. Each Division will ensure data entry and uploading of relevant documents for at least 15% of the total working GDS strength per month, so as to complete the process within six months from its introduction. Upon completion of data entry, the roll will be transferred to the concerned DDO for subsequent maintenance. For GDS engaged on or after 01.04.2026, their e-Engagement Roll will be prepared directly by the Engaging Authority in the portal and maintained thereafter by the concerned DDO.

4. The e-Engagement Roll is proposed to be rolled out across all Circles by 01.04.2026, after completion of development and testing by CEPT. A detailed Standard Operating Procedure (SOP) and training sessions will be provided to all concerned users prior to implementation.

5. In the meantime, all Circles are requested to instruct Divisions/Units to ensure that compiling of service records/documents of existing GDSs required for the e-Engagement Roll are updated and ready for migration by 31.03.2026.

6. The format and instructions for maintenance of the Engagement Roll are

enclosed at Annexure-A for information and guidance of all concerned.

This issues with the approval of the Competent Authority.

(Ravi Pahwa)
Director (GDS)

To

All Chief Postmasters General

Copy to :

1. Sr. PPS to Secretary (Posts)/Sr. PPS to Director General Postal Services
2. PPS/PS to Member (Financial Services)/Member (Operations)/ Member (Personnel)/ Member (HRD)/ Member (Customer Satisfaction)/Member (Technology & Estates)/Member (Philately, Media and Communication)
3. Chief General Manager - Parcel & Citizen Centric Services Directorate/PLI Directorate/CEPT.
4. Director RAKNPA Ghaziabad/ General Manager, CEPT Bengaluru
5. Addl. Director General, APS Bhawan, New Delhi
6. Sr. DDG (Vigilance) & CVO/Sr. DDG (PAF)
7. Director General P&T (Audit), Civil Lines, New Delhi
8. Director General, NICF, Ghitorni, New Delhi
9. All the Deputy Director General/Secretary (PSB)/JS&FA
10. All General Manager (Finance)/ Director Postal Accounts/ DDAP
11. Director, Postal Training Centres.
12. All Sections/Divisions of Postal Directorate.
13. All recognized Federations/Unions/Associations
14. GM (Operations), CEPT, Mysuru, for uploading the order on India Posts Website.
15. Official Language (OL) Section, Dak Bhawan, New Delhi :- For translation of the OM.
16. Guard File
17. Spare Copies.

Annexure - A**(Annexure of OM no. 17-12/2025-GDS dated 30.12.2025)****Format and Instructions for Maintenance of Engagement Roll****1. Opening of Engagement Roll**

An Engagement Roll will be opened for every Gramin Dak Sevak (GDS) at the time of their initial engagement, to maintain a complete and accurate record of their Engagement period. For GDSs already engaged as of the date of issuance of this order, efforts should be made to collect copies of all relevant engagement-related orders issued prior to that date. These records must be compiled and incorporated into the e-Engagement Roll within **six months** by the concerned Engaging Authority (EA), and subsequently forwarded to the respective Drawing and Disbursing Officer (DDO) for continued maintenance through the HRMS portal in IT 2.0.

2. Maintenance of e-Engagement roll in HRMS

The Engagement Roll will be maintained in electronic format in the HRMS module under IT 2.0 by the concerned DDO in the **Head Post Office/Head Record Office** from which the GDS receives their Time-Related Continuity Allowance (TRCA). A copy of their e-engagement roll will also be available in the GDS login for their information. An updated Engagement Roll will be transferred to the concerned DDO upon transfer of the GDS.

3. Responsibility and Verification

It is the responsibility of the Divisional Head and the concerned DDO to ensure that all entries in the e-Engagement Roll are recorded promptly and digitally signed by the Accounts Supervisor, in the same manner as it is done for the regular employees in the HRMS Portal. The DDO will facilitate the GDS in reviewing and verifying the correctness of entries **and a declaration should be obtained from GDS about the correctness of entries after each financial year.**

4. Correction of Entries

No overwriting or erasure of existing entries in the e-Engagement roll is permitted. If an entry is found to be incorrect, it must be rectified in the system with provision to view the previous version, duly authenticated by the verifying authority upon uploading the relevant documents. All corrections must be duly digitally attested with the digitally signed **and dated** Attesting Officer (checker-maker system). There should be no provision to delete any entry made in the e-Engagement roll.

5. Recording of Events

Every significant event in the engagement tenure of the GDS will be recorded in the e-Engagement Roll by the engaging authority in the HRMS portal and digitally attested by the Head of the Office or the designated Attesting Officer. Additionally, copies of all orders related to the GDS must be uploaded to the HRMS portal maintained as part of the Engagement Roll.

6. Annual Verification

The e-Engagement Roll must be taken up for verification immediately after the close of each financial year by the concerned DDO. Upon satisfactory verification, the designated Attesting Officer (DDO) will digitally sign the annual **Verification Certificate** in the e-Engagement Roll. This exercise should be completed by 30th June every year. In case of any undecided period of the GDS engagement, DDO will make it noticed to the Divisional head for further action.

7. The e-Engagement roll should contain the following parts in the HRMS module :

PART- I Module [Personal Information]

- (i) All the Personal information/bio data of GDS, i.e., Name of GDS/father name/mother name/date of birth/date of engagement/Caste/Community/educational qualification/ permanent/ correspondence address/PRAN number/Pan/Aadhar/GDS ID should be made in the engagement roll.
- (ii) Recent Photograph and Signature with Personal information filled form duly attested by the EA to upload.

PART-II Module [For Documents and Declarations]

- (i) A printout of the application of the candidate from the GDS Online portal along with a Xerox copy of all the relevant documents produced by the candidate at the time of document verification, i.e., Mark Sheet/Certificate, Community Certificate, Category Certificate, PwD certificate, etc.
- (ii) All kinds of verification reports verified from the issuing authority i.e. SSC mark Sheet/Caste/Community/Character & Antecedent/Police verification report.
- (iii) Verification report of the 10th Standard Mark Sheet Board Certificate if the same is available for verification on the website of the Board concerned, or a copy of the marksheet available on the DigiLocker platform.
- (iv) Medical fitness certificate.
- (v) All undertakings as mentioned in concern online engagement notification.
- (vi) Offer of provisional engagement
- (vii) 3 days basic Training completion certificate.
- (viii) Joining/Charge report.
- (ix) BO accommodation report in case of BPMs only.
- (x) ID and Address proof, Pan Card
- (xi) Detail of family, nomination forms

(xii) Attestation Form

PART-III Module [Regularization of engagement]

Order of provisional engagement and Order of regular engagement consequent upon successful verification of all documents from the issuing authority. Any detail of resignation, promotion to a departmental post, etc...

PART- IV Module [Record and History of GDS Engagement]

Every period/movement/action in the engagement of the GDS will be recorded in this part. This Engagement period will be verified on a yearly basis. The important event may also be updated by the engaging authority with the uploading of relevant documents and verified by the DDO. Like a training period, a deputation. Qualifying period of increment, transfer, financial upgradation, and departmental examination may also be calculated here.

PART- V Module [TRCA , other Payments and recovery from TRCA]

Details of TRCA and other allowances payable to GDS, their revision, fixation, Child education allowance, bonus, and combined duty allowance payable/paid time to time, annual increase in TRCA due and drawn etc.. The substituted payment worked against the MTS/PM vacant post. All types of recovery from TRCA, like union, SDBS/NPS

PART-VI Module [Authorized/Un-authorized Leave and substitute detail]

Every Period of authorized/unauthorized leave and every other interruption of engagement i.e., paid leave/emergency leave/leave without Allowance/unauthorized leave /maternity leave, must be promptly noted with full details of its duration in the engagement roll and attested by the Authorized Attesting Officer. Details of any substitute work against the post of GDS, duration, payment, etc. GDS worked as a substitute in other GDS posts, MTS, Postman post, etc.

PART-VII Module [Put off duty/Punishment]

Every disciplinary action and its movement/outcome is to be recorded in this part. Every event of put-off duty period and punishment awarded under Rule 10 of GDS (C&E) Rules, to GDS should be recorded with full details in the engagement roll along with the concerned Memo/orders and attested by the Authorized Attesting Officer. Any appeal, petition submitted may also be recorded here.

Part -VIII Module [Promotion, DPC, Departmental Examination]

In this part, every event/outcome of promotion, DPC, and Departmental examination, gradation list, etc, will be recorded in this module.

PART-IX Module [Financial Upgradation on completion of 12, 24 and 36 years

of engagement]

The event of financial upgradation awarded due and granted under the GDS (Financial Up-gradation) Scheme, 2024 to be recorded in the Engagement roll along with the concerned orders issued by the competent authority and attested by the Authorized Attesting Officer.

PART-X Module [Limited Transfer facility-Mutual Transfer]

The events of transfer under the Limited Transfer Facility, whether accepted or rejected by GDS to be recorded in the Engagement roll along with the concern orders issued by the competent authority and attested by the Authorized Attesting Officer. At the time of transfer of the GDS from one office to another, the Head of the Office or the Attesting Officer under whom he/she was originally working should record the certificate of verification of his/her engagement, for the whole period during which he/she remained in engagement under him/her. After that, the engagement roll should be forwarded to the office where the GDS is transferred.

PART-XI Module [TRCA upgradation/down gradation consequent of establishment review]

All the events of TRCA upgradation/downgradation consequent upon the Establishment review are to be recorded in the Engagement roll along with the concerned orders issued by the competent authority and attested by the Authorized Attesting Officer.

PART-XII Module [SDBS/NPS Lite]

All the information in respect of PRAN Status and number, **nomination for SDBS**, subscription etc. to be recorded in the Engagement Roll along with the concerned orders and attested by the Authorized Attesting Officer.

PART-XIII Module [Discharge/resignation/termination/voluntary discharge/medically ground discharge and their benefits payments]

Every event of discharge/resignation/termination/voluntary discharge or medically ground discharge, along with the discharge benefit details, should be recorded in this part.

PART-XIV [Engagement period -Verification Certificate]

The engagement roll should be taken up for verification soon after the close of the financial year, and the Authorized Attesting Officer, after satisfying himself/herself, should sign the verification certificate of the engagement roll. No engagement period in any year should remain unverified in any year.