

OM. No.17-36/2024-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 – 110001.  
दिनांक/Dated:25-09-2026

To

All Chief Postmasters General / Postmasters General.

**Subject: Guidelines for Dis-engagement of Gramin Dak Sevaks (GDS).**

I am directed to convey the approval of the competent authority regarding guidelines for the procedure to be followed for Dis-engagement of Gramin Dak Sevaks (GDS).

2. In view of many references being received on the subject seeking the process of Dis-engagement of GDS and the past work verification of a GDS who prefers to Dis-engage being handled in different ways by the Circles, a need was felt to bring uniformity in the whole process. Accordingly, it has been decided to introduce guidelines for the procedure to be followed for Dis-engagement of GDS.

3. The OM will come into effect from the date of issue and will be applicable in all cases yet to be decided by the engaging authority. The cases which have already been settled will not be reopened. The Standard Operating Procedure (SOP), along with the format of the Application (Annexure-I), is attached herewith.

Digitally signed by  
Gurvinder Singh  
Date: 25-09-2026  
15:56:21

(गुरविंदर सिंह / Gurvinder Singh)  
सहायक महानिदेशक / Assistant Director General (GDS)

**Copy for information to:**

1. The Chief General Manager, BD Directorate/ Parcel Directorate / PLI Directorate
2. The Director, RAKNPA /Directors of all PTC's
3. The General Manager (CEPT), Bengaluru, for uploading the same on the India Post website.
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Director's Postal Accounts (DAP)
6. All Recognised Service Associations

## **Standard Operating Procedure (SOP) for Processing Requests for Dis-engagement by Gramin Dak Sevaks (GDS).**

### **1. Objective:**

These guidelines prescribe a uniform procedure for processing requests submitted by Gramin Dak Sevaks (GDS) for voluntary disengagement. The objective is to ensure that such requests are processed uniformly across all Circles, while safeguarding Government interest, ensuring proper verification of the past work and conduct of the GDS and ensuring proper handing over of Government money, records, articles and other assets before the GDS is relieved.

### **2. Eligibility for Dis-engagement of GDS:**

A regular GDS who wishes to dis-engage may submit an application to the concerned Engaging Authority after completion of three years of continuous engagement. Since dis-engagement is a voluntary act, a minimum notice period of three months will ordinarily be required. However, the Engaging Authority may accept a shorter notice, wherever considered appropriate, after ensuring that suitable arrangements have been made for discharge of the duties of the post.

The above provision will not affect the existing provision under Rule 8 of the Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020, under which a GDS may terminate his/her engagement by giving one month's notice. Accordingly, a GDS who has not completed three years of engagement may terminate the engagement in accordance with Rule 8.

### **3. Submission of Application:**

A GDS seeking to dis-engage will submit an application in the prescribed format at Annexure-I to the concerned Engaging Authority through the immediate controlling authority (SDH/SPM etc.). The application will contain the relevant particulars of the GDS, including date of engagement, period of engagement, present place of posting, details of past service, security bond, if any, disciplinary/vigilance/criminal cases, put-off duty, Government dues and the proposed date of relief.

The application will be diarised by the Divisional Office and preliminary scrutiny will be carried out to ascertain whether the GDS fulfils the prescribed conditions and whether any matter requiring examination before acceptance of the request is pending.

### **4. Verification of Past Work and Conduct:**

On receipt of the application, the Engaging Authority shall order verification of the past work and conduct of the GDS through the Sub-Divisional Head under

whom the GDS is working. In the case of a GDS working as BPM or otherwise handling Government money, financial transactions, postal articles, stock or other accountable items, the past work during one complete month in each quarter of the preceding four quarters may be verified. The months to be verified may be selected by the Sub-Divisional Head keeping in view the availability of adequate work and transactions during the period.

The verification will also cover any reported case of fraud, misappropriation, financial irregularity, mala fide action, complaint or other adverse matter relating to the conduct and integrity of the GDS. The Sub-Divisional Head will furnish a vigilance/conduct clearance and a specific recommendation for acceptance or non-acceptance of the request, along with reasons.

In the case of a Dak Sevak or ABPM who has not worked as BPM or has not dealt with financial transactions during the preceding four quarters, a simple vigilance/conduct clearance may be furnished by the Sub-Divisional Head or the equivalent authority.

The verification and recommendation will ordinarily be completed within one month from the date of receipt of the application. In exceptional cases, an additional period of up to 15 days may be allowed by the Divisional Head for completion of the verification.

## **5. Examination by the Engaging Authority:**

On receipt of the application and verification report, the Engaging Authority will examine the case with reference to the eligibility of the GDS, past work and conduct, vigilance status, pending disciplinary/criminal proceedings, Government dues and other relevant aspects. The Engaging Authority will also ensure that the request is not being accepted in a manner that may adversely affect the interest of Government.

The request may ordinarily be accepted where the GDS is clear from the vigilance and conduct angle and there is no pending matter involving fraud, misappropriation, serious financial irregularity, loss to Government or doubtful integrity. Where any such matter exists, the case will be examined separately in accordance with the provisions of these guidelines.

## **6. Cases Involving Disciplinary Proceedings or Put-off Duty:**

Where disciplinary proceedings are pending or contemplated against a GDS, or where the GDS has been placed under put-off duty, the request for disengagement will not be accepted automatically. The competent authority will examine the nature and seriousness of the allegations and whether continuation of the proceedings is necessary in the interest of Government.

In cases involving fraud, misappropriation, serious financial irregularity, moral turpitude, doubtful integrity or substantial loss to Government, the request will ordinarily not be accepted until the matter has been appropriately dealt with.

Where, after examination of the facts, acceptance of the request is considered necessary in the public interest, the case may be referred to the Regional office/Circle for acceptance by Regional DPS/PMG or DPS (HQ)/CPMG, as the case may be.

### **7. Original Document Verification Pending:**

Where original educational/caste/antecedent verification of the GDS is pending at the time of receipt of the request for dis-engagement, the Divisional Head will arrange to complete such verification on priority, keeping in view the notice period.

Where the documents are found genuine, the request may be processed further. Where any document is found to be fake or fraudulent, appropriate action will be initiated under the applicable rules and law. In such cases, the final decision regarding dis-engagement will be taken only after completion of the necessary verification and examination of the matter by the competent authority.

### **8. GDS Working on Deputation or Officiating Arrangement:**

Where a GDS is working on deputation or officiating against a post such as MTS, Postman or any other departmental post, the officiating/deputation arrangement will be terminated before the GDS is relieved from engagement. The GDS will revert to the original GDS post, and a decision on acceptance/rejection of the request for dis-engagement will be taken based on the comments of the competent authority where the GDS was working on an officiating/deputation basis.

### **9. Acceptance or Rejection of the Request:**

The authority competent to accept or reject the request for dis-engagement will be the Engaging Authority as prescribed under the orders in force from time to time. The Engaging Authority will take a decision after considering the application, verification report, recommendation of the Sub-Divisional Head/controlling officer, vigilance/conduct status, pending proceedings, Government dues and arrangements for handing over the duties of the post.

The decision to accept or reject the request will be communicated to the GDS in writing. Acceptance of the request will not by itself amount to relief from duty. The engagement will come to an end only when the GDS is formally relieved by the competent authority.

### **10. Withdrawal of Request:**

A GDS may withdraw the request for dis-engagement by submitting a written request before the request is accepted by the Engaging Authority. Where the request has already been accepted but the GDS has not yet been relieved, the request for withdrawal may ordinarily be considered favourably. However, where the competent authority considers that the withdrawal should not be allowed for

specific administrative or other reasons, such reasons will be recorded in writing and communicated to the GDS. Once GDS is relieved on acceptance of his/her resignation from the post, no request for withdrawal of resignation or re-joining of the post will be entertained.

### **11. Notice Period and Arrangements for Relief:**

The Engaging Authority will endeavour to take a decision on the request sufficiently before expiry of the three-month notice period. During the notice period, arrangements will be made for manning the post and for ensuring uninterrupted discharge of its duties.

Before the GDS is relieved, the competent authority will ensure that proper arrangements have been made for handing over charge and that all Government money, records, postal articles, stock, equipment and other Government property entrusted to the GDS have been duly accounted for and handed over.

### **12. Recovery of Government Dues**

Before relieving the GDS, the Divisional Head will ascertain whether any amount is recoverable from the GDS on account of Government dues, excess payment, disciplinary proceedings, loss of Government money or property or any other liability. The recoverable amount will be assessed and action for recovery will be taken in accordance with the applicable rules.

The existence of recoverable dues will not by itself prevent acceptance of disengagement where the competent authority considers that the request can otherwise be accepted; however, the GDS will be relieved only after appropriate arrangements have been made for recovery or adjustment of the amount, as permissible under the rules.

### **13. Handover of Charge and Other Formalities:**

Before actual relief, the GDS will hand over charge of the post and all Government money, records, registers, articles, equipment and other property entrusted to him/her to the person authorised by the competent authority. In the case of a BPM, the Branch Office cash, records, stamps, articles, devices and other accountable items will be duly verified and taken over.

The Identity Card and any other departmental property issued to the GDS will be surrendered before relief. The Divisional Office will ensure that all relevant entries in the Personal File/PIS and other departmental records are updated. The GDS ID should be deactivated immediately.

### **14. Entitlement on dis-engagement:**

The benefits payable to a GDS on dis-engagement will be regulated strictly in accordance with the rules applicable to GDS Gratuity, Service Discharge Benefit

Scheme (SDBS), GDS Group Insurance Scheme (GIS) and other benefits admissible under the rules in force from time to time. Dis-engagement will not create any additional entitlement beyond the benefits admissible under the applicable rules.

#### **15. Effect of dis-engagement:**

On acceptance of the request and formal relief from engagement, the engagement of the GDS will stand terminated. The GDS will not have any right to claim continuation in or restoration to the post previously held. The post may thereafter be dealt with in accordance with the applicable provisions governing engagement and management of GDS posts.

#### **16. Time Limit for Disposal:**

The request for dis-engagement will ordinarily be disposed of within the notice period. The Sub-Divisional Head will complete the verification and submit the report within one month of receipt of the application, while the Engaging Authority will take the final decision sufficiently before the proposed date of relief so that necessary arrangements for handing over charge and manning the post can be completed.

#### **17. Responsibility of Authorities:**

The Sub-Divisional Head will be responsible for timely verification of the past work and conduct of the GDS and for furnishing the requisite recommendation. The Divisional Head/Engaging Authority will be responsible for examination of the complete case, taking the final decision, ensuring proper handing over of charge and completing all formalities before relief. The Circle Office will monitor implementation of these guidelines and issue further instructions wherever required for maintaining uniformity in their application.

**Annexure-I**

| <b>Application Form for Dis-engagement as GDS</b> |                                                                                                                            |  |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--|
| 1.                                                | Name and ID of the GDS                                                                                                     |  |
| 2.                                                | Particulars of the office in which the GDS is working (B.O/ S.O/ H.O)                                                      |  |
| 3.                                                | Division & Circle Name                                                                                                     |  |
| 4.                                                | Date of Engagement as GDS                                                                                                  |  |
| 5.                                                | Years of service rendered till date                                                                                        |  |
| 6.                                                | Particulars of past service rendered in the Department                                                                     |  |
| 7.                                                | Whether any security Bond was furnished: Yes/ No<br>If Yes, particulars of Bond:                                           |  |
| 8.                                                | Whether any disciplinary action initiated/ pending/ completed: Yes/ No<br>If yes, Nature of Penalty imposed on conclusion: |  |
| 9.                                                | Whether any criminal action initiated/ pending/ completed: Yes/ No<br>If yes, details thereof                              |  |
| 10.                                               | Whether the GDS is Put Off Duty? If so the details thereof.                                                                |  |
| 11.                                               | Reasons for Dis- Engagement:                                                                                               |  |
| 12.                                               | Proposed Date of Dis- Engagement of the post                                                                               |  |
| 13.                                               | Whether 3 months' notice is covered?                                                                                       |  |

Date:

Place:

Signature of GDS with date

14. Recommendations/Remarks of the SDH/Controlling Officer:

Signature of the SDH/Controlling Officer

15. Disengagement accepted or rejected, along with reasons for rejection.

Signature of the Engaging Authority