

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001
Dated: 04.01.2019

Office Memorandum

Sub: Implementation of approved recommendations of Kamlesh Chandra Committee on Limited Transfer Facility for all categories of Gramin Dak Sevaks (GDS).

The undersigned is directed to refer to letters (i) No.19-10/2004-GDS dated 17.07.2006, (ii) No. 19-10/2004-GDS (part) dated 21/22.07.2010, (iii) No. 19-10/2004-GDS (part) dated 19.03.2012 and No.19-10/2004-GDS (part) dated 10.04.2012 regarding Limited Transfer Facility of Gramin Dak Sevaks.

2. After taking into consideration the approved recommendation of Kamlesh Chandra Committee on Limited Transfer Facility and in supersession of all previous orders regarding transfer of Gramin Dak Sevaks, the competent Authority has approved the following guidelines to regulate the Limited Transfer facility of Gramin Dak Sevaks:-

(a) Conditions of Transfer

- (i) The maximum number of chances to be provided for male GDSs is one only and two for female GDSs.
- (ii) The transfer will be at his/her own request and own cost to a vacant post at his/her place of choice to his/her/spouse home village or home division or a place recommended for medical treatment.
- (iii) A minimum engagement period of three years from the date of regular engagement on GDS Post will be mandatory, before transfer request can be entertained. In addition, all

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verification formalities viz (Caste, Education and Police verification report etc.) should have been completed.

- (vi) Transfer request of GDS who are under put off duty or against whom any disciplinary action, Police case or Court case is pending will not be entertained.
- (v) Past engagement period will be counted for assessing the eligibility for appearing in departmental examination as well as for annual increment. GDS will not have any claim to go back to the previous engagement/recruitment Unit/Division in any circumstances.
- (vi) When a GDS is transferred at his own request and the transfer is approved by the competent authority, she/he will rank junior in the seniority list of the new unit, to all the GDS of that unit who exist in the seniority list on the date on which the transfer is ordered, except in case of transfer within the same engagement/recruitment Sub Division/Unit/ Division.
- (viii) The GDS can be transferred on her/his request in following circumstances:-
 - (a) BPM Level 2 to BPM Level-2 in TRCA slab-3.
 - (b) BPM Level-1 to BPM Level-1 in TRCA slab-2.
 - (c) ABPM/Dak Sevaks Level-2 to ABPM/Dak Sevaks Level-2 in TRCA slab-2.
 - (d) ABPM/Dak Sevaks Level-1 to ABPM/Dak Sevaks Level-1 in TRCA slab-1.
- (viii) There will not be any drop in TRCA slab on account of a request transfer and numbers of increments earned by GDS will be retained.

(b) Competent Authority

- (i) The transfer of GDSs will be approved by Regional PMG, if the transfer is within the Region and by the Head of Circle, if the transfer is within the Circle. The approval of two concerned

Heads of Circle will be required, if the transfer is between two Circles.

(c) Process of Transfer

- (i) Application for transfer should be called for during April - June of every year.
- (ii) An application will be submitted to the Divisional Head on a prescribed proforma attached herewith as annexure-I. The application will be submitted through head of the recruitment/engagement Unit/ Division duly recommended.
- (iii) Divisional Head will submit all the application to approving authority through proper channel.
- (iv) A separate register in prescribed proforma attached herewith as Annexure-II is to be maintained at Circle Office/Regional Office/Divisional Office for recording transfer requests of all categories of GDS.
- (v) All the applications received will be arranged in order of seniority from the date of engagement of GDS and the orders for transfer may be issued during July.

3. The above instructions will come into effect from the date of issue of this O.M.

4. The instructions will be uploaded in India Post Employees Corner website for information of all concerned.

5. Hindi version will follow.

(SB Vyavahare)

Assistant Director General (GDS/PCC)

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Annexure-I

**APPLICATION FOR TRANSFER FROM ONE POST TO ANOTHER POST IN
GRAMIN DAK SEVAK**

1. Name of the GDS :
2. Post held by GDS with name of Sub Dn/Division/Circle :
3. Date of engagement as regular GDS :
4. Educational qualification :
5. Whether Single or married :
6. Existing TRCA Level with Slab :
7. GDS Post for which transfer is sought for
along with name of BO/SO/HO/ RO :
8. Name of Sub Dn/Division/Circle to which transfer is sought:
9. Reasons for which transfer is sought for :

10. Documentary evidence for the place of choice being his /her :
/spouse /Home village /Home Division/ place recommended
for medical Treatment. Please attach any of the following
documents:-

- 1 Aadhar Card
- 2 PAN Card
- 3 Voter ID Card
- 4 Driving licences
- 5 Passport/ Electricity Bill/ Water Bill/ Gas Bill

11. I, Shri/Smt/Miss _____ declare that above information furnished by me
are true to the best of my knowledge and belief. I am agreeable to accept all the terms
and conditions as per para 2 of the Dept. of Posts O M No. 17-31/2016-GDS dated
04.01.2019 amended from time to time.

Date

Signature of the GDS

Place

with post held by GDS

The above application of Shri/Smt./Ms. _____
seeking transfer on own cost and request has been scrutinised by me and certified
that the information furnished by the official in the application is correct. This is
also to certify that :-

1. The GDS is involved/ not involved in any loss, fraud, criminal cases :
2. No disciplinary case is pending against the GDS :

12. The transfer is recommended / not recommended :

Date :-

Signature & Designation of the
Head of the Division Station

11/01/19

11/01/19

**DECLARATION FOR TRANSFER FROM ONE POST TO ANOTHER POST BY
GDS**

(i) I hereby declare that in the event of my limited transfer from _____ to _____ I will rank junior in the gradation list of new unit to to all the GDS of that unit on the date of joining that unit.

(ii) I will not claim any TA or Transit. I will not have any claim to go back to my old post in any circumstances. I will also abide by these conditions as amended from time to time.

Station:

Signature of the GDS
Post held by the GDS

Date :

11/10/2019

[Signature] 04/01/19

Annexure-II

FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS OUTGOING TRANSFER

Sl. No.	Waiting List No.	Name of GDS	Category	Post held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO/HRO/ Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Name of Dn for which applied	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS INCOMING TRANSFER

Sl. No.	Waiting List No.	Name of GDS	Category	Post Held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO/HRO/ Presently working	Name of Dn Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

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