

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001
Dated: 17th October, 2018

Office Memorandum

Sub: Implementation of recommendations of One-Man Committee on issue of Identity cards to the Gramin Dak Sevaks (GDS).

The undersigned is directed to convey the approval of the Competent Authority on recommendations of One-Man Committee on issue of Identity Cards to the Gramin Dak Sevaks (GDS).

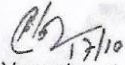
2. Keeping in view the above, it has been decided to issue consolidated instructions in suppression of all earlier OMs on the subject of issue of Identity cards to the Gramin Dak Sevaks as under :-

- (i) Identity cards will be issued **free of cost** to all Gramin Dak Sevaks, who are engaged after due engagement formalities as prescribed in GDS Engagement Rules, as per attached format.
- (ii) The size of the Identity card will be standard size as issued by the Department/Government.
- (iii) The Divisional Head will be the competent authority for issuing of Identity cards.
- (iv) An application will be submitted to the Divisional Head on a simple paper along with two passport size photographs for the purpose of issue of Identity cards by the Branch Postmasters/Assistant Branch Postmasters/Dak Sevaks through/duly recommended by Sub Divisional Heads. In case of Dak Sevaks serving in the Head post Offices/MDG the application will be submitted through/duly recommended by the Sr. Postmaster/Postmaster respectively.
- (v) A separate register is to be maintained at Divisional Office for issue of Identity cards to GDSs. Records for returned identity cards invariably be maintained at Divisional Office and these returned identity cards will be destroyed in due course under the supervision of Divisional Head.

- (vi) A duplicate card can be issued to GDSs, if the card is lost/stolen/invisible due to carelessness of GDSs by taking a fee of Rs. 50/-.
- (vii) At the time of Promotion/Discharge/Removal/Dismissal/Death/Transfer (to another Sub Division/Division) of GDSs, card will be returned/surrendered.
- (viii) While issuing of identity cards to the GDS, the unique employee identity numbers assigned in CSI will mandatorily be mentioned on the identity cards.
- (ix) No identity card shall be issued to substitute engaged on leave vacancy.

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

4. Hindi version will follow.



(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Copy to: -


1. PS to Hon'ble MoSC (I/C)
2. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Service
3. PPS to All Members, Postal Services Board
4. JS&FA/Secretary (PSB)
5. All Chief Postmasters General
6. All Postmasters General
7. CGM, PLI/CGM, BD&M Directorate
8. Director, RAKNPA, Ghaziabad
9. All DDGs/Directors/ADGs in Postal Directorate
10. Additional Director General, APS C/o 56, APO, R.K.Puram, New Delhi
11. DG P&T Accounts, Civil Lines, New Delhi - 54
12. All Directors of Accounts (Postal)
13. Director, CEPT, Mysore, with a request to upload the OM on the India Post Website.
14. All recognized Unions/Federations/Associations.
15. SO Guard File
16. Spare copies - 20

Copy to All C.W.C. Members


(S.B. Vyavahare)

SAMPLE OF INDENTITY CARD

Front side

| | | |
|---|------------------------------------|--|
| Government of India | |  |
| Ministry of Communications | | |
| Department of Posts | | |
| Photo | VALID UPTO | |
| | UNIQUE EMPLOYEE ID | |
| | NAME | |
| | CATEGORY/POST | |
| | DATE OF BIRTH | |
| | NAME OF OFFICE WITH ACCOUNT OFFICE | |
| | NAME OF SUB DIVISION/DIVISION | |
| Signature of holder | | Issuing Authority |
| This is valid only as an identity of Gramin Dak Sevak | | |

Back side

| |
|--|
| Residence : |
| In case this card is lost/found, kindly inform/return to:- (Address of concerned Division/Post Office) |
| INSTRUCTIONS:- 1. This card must be produced whenever demanded. 2. Penalty for loss & for re-issue of card is Rs 50/- 3. Not transferrable. |

Handwritten signature