

OM. No.17-01/2017-GDS
भारत सरकार /Government of India
संचार मंत्रालय /Ministry of Communication
डाक विभाग /Department of Posts
(जीडीएस अनुभाग) /GDS Section

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली / New Delhi 110001
Dated: 20th June 2025

OFFICE MEMORANDUM

Subject: Consolidate Guidelines on "Gramin Dak Sevaks (Compassionate Engagement) Scheme, 2023".

I am directed to refer to this office letter No. 17-1/2017-GDS dated 14.06.2023, vide which "Gramin Dak Sevak (Compassionate Engagement) Scheme, 2023" was issued. Subsequently, several addendum/instructions on the Compassionate Appointments of Gramin Dak Sevak have been issued. It has been decided to consolidate all instructions issued till date, in this OM, for the facility of reference and guidance. The same are being made available on the Department's website under <https://utilities.cept.gov.in> >> Circulars, Rules and Latest Orders>>**GDS**. The number and date of the relevant Office addendum have been mentioned below each para. The application form in **Annexure-II & Annexure-VI** has been amended for the use of the dependents of a department employee also.

2. Circles are requested to bring this to the notice of all concerned for information, guidance, and necessary action.

3. Hindi version will follow.

(Anand Singh)
Assistant Director (GDS)

To

All Chief Postmasters General

Copy to: -

1. Chief General Manager, BD Directorate / Parcel Directorate/PLI Directorate
2. Director, RAKNPA/CGM, CEPT/Directors of all PTCs
3. Addl. Director General, Army Postal Service, New Delhi
4. All General Managers (Finance) / Directors Postal Accounts/DDAP
5. All Recognized Service Associations

GRAMIN DAK SEVAKS (COMPASSIONATE ENGAGEMENT) SCHEME, 2023

1. Objective

The objective of the Scheme is to grant engagement on compassionate grounds to one of dependent family members of a regularly engaged GDS/[departmental employees](#), to relieve the family of such GDS/employee from financial destitution and to help it to get over the emergency. [Compassionate Engagement may be granted in the following cases:](#)

- i) [If the GDS or departmental employee passes away while in service or has been missing for more than two years.](#)
- ii) [If the GDS or departmental employee is compelled to permanently leave Gramin Dak Seva /Service due to a contagious disease or a physical /mental infirmity that renders them permanently unfit for engagement, provided GDS is discharged on these medical grounds before attaining the age of 62 years.](#)
- iii) [Compassionate engagement would not be a matter of right, and it will be subject to the fulfillment of all the conditions, including availability of vacancy, as laid down for such engagement under the scheme.](#)

Note I [“Only one eligible dependent of the deceased GDS/departmental employee would be entitled to compassionate engagement as GDS”](#)

Note II [“In case of departmental employee, one and the same eligible dependent may apply for appointment on compassionate grounds on both departmental vacancy and against GDS vacancy as per the eligibility criteria and conditions prescribed under the relevant schemes for compassionate appointment/engagement. In case of selection against both, on GDS as well as departmental posts, the candidate will have to choose to select engagement/appointment on any one of the posts and will have to quit/resign from the other post on a permanent basis.](#)

[\[Sub para \(i\), \(ii\), \(iii\) of Para 1 amended vide Addendum -IV
No. 19-19/2024-GDS dated 25.02.2025\]](#)

2. Who can apply?

A dependent family member of GDS engaged on regular basis who dies while in engagement (including death by suicide): -

"Dependent Family Member" means and includes the following:

- (a) Spouse
- (b) Son, including a legally adopted son/married son;
- (c) Daughter, including legally adopted daughter/divorced daughter, /Judicially separated daughter, wholly dependent on the GDS,

(d) In the case of death of an unmarried GDS, unmarried brother or sister (unmarried /widow divorced/judicially separated) wholly dependent on the GDS at the time of his/her death.

(e) Widowed daughter-in-law of the deceased GDS, provided she gives an undertaking that she is not availing the same benefit from her own parenthood,

(f) Widowed daughter of the GDS, provided she gives an undertaking that she is not availing the same benefit from her husband's parenthood.

(g) **Married daughter** subject to the condition that she was wholly dependent on the deceased GDS at the time of his/her death and she undertakes to support other dependent members of the family.

(h) Married daughter-in-law in the following conditions:

- i) The son of the deceased GDS is not fit to be engaged as GDS due to circumstances like medical/mental condition, and
- ii) no other member of the family can be engaged as GDS/Dak Sevak in relaxation and
- iii) Head of Circle would be the competent authority to decide such requests on case-to-case basis.

[Sub para (g) & (h) of Para 2 added vide Addendum-III
No. 17-01/2017-GDS dated 27.06.2024]

Note I A widow/divorced daughter or sister engaged on compassionate grounds will be allowed to continue in engagement even after re-marriage.

Note II Provision of “**Married Daughter**” included for the compassionate engagement as GDS will apply from the introduction of the GDS (Compassionate Engagement) Scheme, 2023, dated 14.06.2023, any case rejected on this ground after the introduction of the scheme may be re-opened and decided accordingly.

[Note II of Para 2 added vide Dte. letter No 17-1/2017-GDS dated 01.07.2024]

Note III If the single eligible son died after death of father/mother, but before applied or if applied before finalization of the case by CCE for compassionate engagement of GDS post, in such cases, daughter in law can be considered for compassionate engagement on GDS post subject to fulfilment of other conditions for example educational qualification etc.

[Note III of Para 2 added vide Dte. Letter No.17-1/2017-GDS dated 18.12.2019]

3. Order of priority: -

- (i) First priority will be given to spouse of the deceased GDS. In such cases consent of the spouse will only be taken.
- (ii) Second priority will be given to the dependent nominated by spouse. In such cases the consent of the spouse and the nominated dependent will only be taken.
- (iii) In case there is no spouse or GDS was unmarried at the time of his/her death, the compassionate engagement may be given to any one of the dependent family members with the consent of all other dependents.

4. Authority competent to make compassionate engagement and periodicity of meeting of CCE:

- (i) Divisional Head/Head of Unit (PS Group B and above) will be competent to make Compassionate engagements on the vacant GDS posts, on the basis of recommendations of the Committee on Compassionate Engagement (CCE) and prior approval of Regional Director or DPS (HQ) as the case may be.
- (ii) All cases for compassionate engagement will be considered by a CCE, and recommendations of the Committee will be sent for approval of the Regional Director or to DPS (HQ) where the Division/Unit reports directly to the Circle Office.
- (iii) The CCE will consist of 3 members for considering compassionate engagement of the dependents of deceased GDS as under: -
 - (a) Head of engaging Division/Unit (PS Group B and above)
 - (b) In case of Division:
 - (1) Dy. SP/ASP/IP posted in Divisional Office who looks after compassionate engagement cases in the Division
 - (2) Senior most sub divisional head of the Division concerned.
 - (c) In case of Units, one ASP/IP looking after compassionate engagement cases in the Unit and one senior most ASP/IP working in the Unit. In case of non-availability of ASP/IP in the unit, ASP/IP posted at the same station in other units/divisions may be co-opted.

(iv) The Committee will meet quarterly, i.e., in April, July, October and January to consider the cases arising during the previous quarter.

| Cases received | CCE month |
|---------------------|---------------|
| January to March | April/May |
| April to June | July/August |
| July to September | October/Nov |
| October to December | January / Feb |

Note 1 “Gramin Dak Sevak” for the purpose of these instructions means a GDS engaged on regular basis after undergoing the prescribed engagement process or on compassionate grounds. Those engaged on a provisional basis or as a substitute or trainee are not covered in the definition of GDS for the purpose of this scheme.

Note 2 The deceased GDS for whom verification of educational certificates, caste certificates, Police verification, etc. were not completed at the time of his/her death, family members of such deceased GDS will not be eligible for engagement on compassionate grounds till successful verification of all relevant/required documents.

Note 3 Where the Divisions are headed by the officers of PS Group B and above (below JAG level), but there is no post of Regional Director in the Region, the recommendations will be approved by the Regional PMG/DPS (HQ) of the Circle.

[Note 3 of para 4 added vide Addendum No.17-01/2017-GDS dated 09.11.2023]

Note 3(A) The applications for compassionate engagement in which the personal files (containing verification reports viz., PVR/education/caste certificates etc.) of the deceased/missing GDS is not traceable or not available, the following procedure will be adopted for condonation of the aforesaid requirement of production of verification reports in appropriate cases:

- a. The Committee on Compassionate Engagement (CCE) headed by the Divisional Head may consider such applications of the applicants in whose cases the verification reports (in respect of Antecedent/Education/Caste Certificates etc.) of

deceased GDS are not traceable; provided the CCE should explicitly recommend CCE minutes for condonation by the competent authority.

- b. The competent authority for approval of the CCE minutes may condone such cases while approving the CCE minutes taking into account the length of service of the deceased GDS and efforts made to trace out such reports, on case to case-to-case basis.
- c. In the cases where the requirement of verification reports are condoned, at the time of engagement, the engaging authority, would obtain an undertaking from such dependent of the deceased GDS [in the format given in Annexure XI] to the effect that if in future anything adverse is noticed in respect of such condoned verification reports, the compassionate engagement of the dependent of such deceased GDSs will be liable to be terminated by Head of Region/Head of Circle in accordance with Clause 20 of the Scheme dated 14.06.2023.

**[Note 3(A) of Para 4 added vide Addendum -II
No.17-01/2017-GDS dated 22.01.2024]**

Note 4 Para 4 is applicable in the cases where the Division is headed by below JAG Level Officers (PS Group B and above)

Note (4A) Where a division is headed by an officer of JAG and above:

- i) The constitution of the CCE will be as under:

Member 1- Head of the Division (JAG and above)

Member 2- Officer of PS Group B level or above from the same Division to be nominated by head of Division.

[In absence of any officer of above PS Group B level, the ASP/IP responsible for looking after the GDS compassionate engagement in the Division]

Member 3- Senior-most Sub Divisional Head in the Division.

- ii) The recommendations of the CCE would be put up to the Regional PMG or CPMG, as the case may be, for approval.

iii) In case the post of Divisional head (JAG and above) is vacant, and no additional charge has been ordered, the members of the Committee will be nominated by the DPS (HQ)/Regional Director/Regional PMG/CPMG, as the case may be, and recommendations of the CCE will also be put up to the same authority for approval.

**[Note 4 and Note 4A of para 4 added vide Addendum
No.17-01/2017-GDS dated 09.11.2023]**

5. Posts to which such engagements can be made: The compassionate engagement can be made only against the vacant posts of GDS covered under GDS (Conduct & Engagement) Rules, 2020 on a regular basis.

6. Eligibility: -

(a) Applicant for compassionate engagement should be eligible as per the criteria prescribed for engagement of GDS in GDS (Conduct & Engagement) Rules, 2020 (revised from time to time) and suitable for the post in all respects as per the conditions prescribed for normal regular selection to the GDS post for which being considered.

Note- The Educational qualification required for GDS Posts issued vide letter dated 08.03.2019 is "Secondary School Examination pass certificate of 10th standard with passing marks in English and Mathematics as a mandatory educational qualification. The guidelines do not make any distinction among qualified candidates on the basis of grace marks. Therefore, all such candidates who have been declared as pass with grace marks may be considered as eligible for engagement to the post of GDS on compassionate grounds.

[Note of para 6 (a) added vide Dte. file no 17-02/2018-GDS dated 17.05.2021]

(b) **Relaxed Criteria:** If a dependent of a deceased GDS, willing for compassionate engagement, does not possess the requisite educational qualification at the time of submission of application on compassionate grounds, he/she may still be considered for engagement to the post of Dak Sevak on a provisional basis, provided-

(i) He/she will be given up to a maximum of 3 years to acquire minimum required educational qualification for engagement as regular GDS as prescribed under GDS (Conduct & Engagement) Rules, 2020.

(ii) During his/her provisional engagement as Dak Sevak, he/she will be given only the minimum of the TRCA (Level-1) applicable to Dak Sevak and will not be entitled to annual increment till he/she attains the requisite educational qualification.

(iii) Engagement of such Dak Sevak shall be provisional and liable to be terminated, as per provisions under Rule-8 of GDS (Conduct and Engagement) Rules, 2020.

(iv) In the event of not acquiring the minimum required educational qualification in the prescribed 3 years' time from the date of provisional engagement, the provisional engagement of the GDS will stand automatically terminated.

(v) Transfer of such provisionally engaged GDS shall not be considered under Rule 3 of GDS (Conduct & Engagement) Rules, 2020 till completion of one year from the regularization of engagement.

Note1 Age eligibility shall be determined with reference to the date of application and not the date of engagement.

Note2 Head of Division/Unit will keep a record of GDS engaged under relaxed criteria and will be responsible for ensuring that such GDS are not continued in engagement after 3 years if they fail to acquire the requisite educational qualification.

7. **Exemptions:** Compassionate engagements are exempted from regular engagement procedures such as notification by the Department of Posts for engagement of GDS and other processes.

8. **Relaxation:** There will be no relaxation in the upper age limit for the engagement on compassionate grounds. There will, however, be no upper age limit in respect of the applicant spouse of the deceased.

9. Posting of the GDS engaged on compassionate grounds: -

After having received the requisite approvals, the vacant GDS post will be offered to the applicant in the following order of priority: -

- (i) Post on which the deceased GDS was working, if vacant.
- (ii) All GDS posts vacant in the sub-division in which the post of the deceased GDS lies.
- (iii) All other posts in the same Division/Unit.
- (iv) The vacant posts shall be offered to the applicant in writing, and preference obtained in writing from the said applicant. In case, more than one applicant prefers the same vacant GDS post, the elder applicant will be given preference.

10. Time limits for eligible dependents of deceased GDS for submission of application: -

- (i) In case there is an eligible candidate in the family and wants to apply, he/she has to submit an application in all respects to IP/ASP of Sub Division/Unit at the earliest possible opportunity but not later than two years from the date of death of the GDS.
- (ii) In case there is no one eligible family member in the family, such member can apply for compassionate engagement within two years of attaining the requisite eligibility criteria.

11. Belated requests: Any request for engagement on compassionate ground received after two years from the date of death of the GDS or two years of attaining the requisite eligibility criteria (in case non-availability of eligible dependent at the time of death) will be considered as belated request of which no cognizance will be taken by the Department.

12. Where there is any earning member: An eligible family member will be entitled for compassionate engagement even if other dependent family member of deceased GDS is an earning one and that family member is not supporting the spouse /non-earning members of the deceased GDS's family.

13. Timelines for processing of applications for compassionate engagements at various levels: The timelines for considering and processing of applications for compassionate engagement will be strictly followed as under: -

| Information along with necessary documents to family of deceased GDS | Submission of application by the SDI to divisional Head | Application received in quarter | Completion of application in all respects received by Divisional Head | CCE meeting to be conducted and minutes sent to RO/DPS(HQ) for approval by DPS latest by |
|--|---|---------------------------------|---|--|
| Immediately after the death of GDS | Within 25 days after the death of GDS | January to March | April | 15 th May |
| | | April to June | July | 15 th August |
| | | July to September | October | 15 th November |
| | | October to December | January | 15 th February |

Note: The minutes will be sent to Regional Director/DPS (HQ) for approval within 5 days of CCE meeting. The Regional Director/DPS (HQ) will convey his/her decision within 7 days from receipt of the CCE recommendations.

14. Missing Gramin Dak Sevak: -

Cases of missing Gramin Dak Sevaks are also covered under the scheme for compassionate engagement subject to the following conditions:

- (a) A request for grant of compassionate engagement can be considered only after a lapse of at least 2 years from the date from which the GDS has been missing, provided that:
 - (i) An FIR to this effect has been lodged with the Police, and;
 - (ii) The missing person is not traceable and a police report to this effect is available, and
 - (iii) The competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to a GDS: -
 - (i) who had less than two years for normal discharge from service on the date from which he/she has been missing; or

- (ii) who is suspected to have, committed fraud or joined any terrorist organization or gone abroad.
- (c) Compassionate engagement in the case of a missing GDS also would not be a matter of right and it will be subject to the fulfilment of all the conditions, including availability of vacancy, laid down for such engagement under the scheme.
- (d) While considering such a request, the result of the Police investigation should be taken into account; and
- (e) A decision on any such request shall be taken at the level of the Head of Region/Head of Circle only based on the recommendations of CCE.

14-A. GDS discharged on account of any contagious disease or bodily or mental infirmity: Cases of Gramin Dak Sevaks who is allowed to quit as GDS permanently in accordance with the provisions of the Scheme of Voluntary Discharge on account of any contagious disease or bodily or mental infirmity which permanently incapacitates him/her for engagement as GDS, are also covered in under the scheme for compassionate engagement provided the GDS is discharged on these medical grounds before attaining the age of 62 years and subject to fulfilling other conditions as mentioned in the OM No. 19-19/2024-GDS dated 25.02.2025 (as revised from time to time on Voluntary Discharge Scheme for Gramin Dak Sevaks on Medical Grounds).

[Para 14-A of Para 14 added vide Addendum-IV
No. 19-19/2024-GDS dated 25.02.2025]

15. Deceased Gramin Dak Sevaks (GDSS) who had committed frauds/wrongdoing while in engagement: -

- (i) The dependent family members of a GDS against whom a disciplinary/judicial proceeding was pending/contemplated at the time of death can be considered for compassionate engagement as the disciplinary proceedings stand abated on the death of the charged GDS.
- (ii) In case deceased GDS was involved in moral turpitude/misappropriation of the Government money and was awarded major penalty other than removal/dismissal in the past, the dependent family member will not be eligible for engagement on compassionate grounds.

16. Procedure: - SOP issued from time to time may be followed.

17. Undertaking for the maintenance of the family of the deceased GDS:

A person seeking engagement on compassionate grounds under the scheme will have to give an undertaking in writing at the time of application that he/she will properly

maintain the other family members who were dependent on the deceased GDS In case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly his/her engagement may be terminated forthwith in accordance with GDS (Conduct & Engagement) Rules, 2020.

Note: - This clause will also be incorporated as one of the additional conditions in the offer of engagement, applicable only in the case of engagement on compassionate grounds.

18. Request for change in post/person: -

- (i) Any request to change in post/person may be considered by the Competent Authority only before joining of the dependent.
- (ii) The Competent Authority to consider the request to change in post is DPS and in case to change person is HOR/HOC.
- (iii) Once the dependent family member of the deceased GDS has been offered engagement on compassionate grounds, the circumstances, which led to such engagement, will deem to have ceased to exist. Therefore,
 - (a) he/she should strive in his/her careers like any other GDS for future advancement and any request for engagement to any higher post on consideration of compassion shall be rejected.
 - (b) an engagement made on compassionate grounds cannot be transferred to any other person and any request for the same shall be rejected.

19. Seniority: -

Seniority of the person engaged as GDS on compassionate ground will be determined on the basis of his/her initial date of joining the GDS post and his/her position in the seniority list of GDS of the unit concerned will be determined accordingly.

20. Termination of engagement: -

The compassionate engagement can be terminated on the ground of non-compliance of any condition mentioned in the offer of engagement or rules and policies as amended from time to time after providing reasonable opportunity to show cause for non-compliance of such condition(s) by the Head of Region/Head of Circle.

21. Representation: On the grounds like non-completion of requisite documents/process a provision is kept to give an opportunity to dependents to submit their representation against rejection of their engagement on compassionate grounds by the competent authority. HOC will be the Competent Authority for taking final decision on such representations. The applicant/dependent may submit his/her representation against rejection for compassionate

engagement to the Circle Head through Divisional Heads. No representation shall be entertained unless it is submitted within a period of three months from the date on which the dependent receives a copy of the order represented against. However, the HOC may entertain the representation even after the expiry of the said period, if it is satisfied that the dependent had sufficient cause for not submitting the representation in time. All such representation would be forwarded through the Division/Unit within 15 days from the receipt of representation along with the attested copies of the following documents and checklist as attached in the annexure: -

- (i) Representation given by the dependent along with the supporting documents.
- (ii) Application of the dependent along with the documents placed before the CCE
- (iii) Minutes of Committee for Compassionate Engagement (CCE) vide which the application of the dependent was rejected.
- (iv) Comments of the Divisional Head on the representation on the grounds cited by the applicant.

The representations shall be finalized within a period of three months from the date of receipt.

Check List/Index- Representation against rejection

| Sl No. | Details of information/documents to be furnished | Details of the information/document being furnished | Page No. |
|--------|---|---|----------|
| 1 | <u>Bio Data of the Applicant:</u> | | |
| (i) | Name | | |
| (ii) | Relation of the applicant with deceased GDS/ Departmental Employee | | |
| 1(A) | Attested copies of Application form and document submitted | | |
| 2 | Details of the deceased GDS/Departmental Employee | | |
| (i) | Name | | |
| (ii) | Designation | | |
| (iii) | Place of Posting | | |
| (iv) | Date of death | | |
| 3 | Date(s) of CCE in which the case was considered | | |
| 4 | Reasons of rejection by CCE (S) | | |
| 4 (A) | Attested copy of Minutes of the CCE | | |
| 4(B) | Attested copy of the order conveying the decision to the applicant | | |
| 5 | Date of representation to HOC | | |
| 5(A) | Date of receipt of representation in the Division Office | | |
| 5(B) | Whether the representation made by | | |

| | | | |
|------|--|--|--|
| | the Applicant is considered by CCE | | |
| 5(C) | Whether reasons for delay in submission and specific reasons for condonation of delay given in the representation to HOC | | |
| 6 | Grounds of representation (please specify in brief) | | |
| 6(A) | Para-wise comments of Division/Unit Head on the representation of the applicant (Please specify in brief) | | |

Note 1: - All the documents to be submitted should be legible and attested (wherever required), duly referenced and paginated.

Note 2: -In case the representation and other documents are in a regional language, English translation of the same to be annexed.

Division/Unit Head
Name of the Division/Unit
Telephone No.....
Email.....

Standard Operating Procedure (SOP) for handling of applications of Engagement on Compassionate grounds

(A) Initial Processing in Sub Division: -

(i) On receipt of information about the demise of a GDS, Sub Divisional Head will inform the family of the deceased GDS about the scheme of compassionate engagement in the prescribed Proforma [**Annexure-I**] immediately and not later than 7 days of the death of the GDS. The designated IP/ASP will carry all the forms and documents required to be filled for applying for engagement on compassionate grounds.

(ii) IP/ASP concerned will explain the scheme of engagement on compassionate grounds to the dependent family. The family will be informed [Annexure-II] that application may be filled up along with all required documents. The telephone number of the IP/ASP will be provided to the family for being contacted for providing assistance in filling up the application and collection of related documents. According to the prevailing circumstances (as noted below), the IP/ASP concerned will take following steps: -

(a) In case the family is not inclined to apply for engagement on compassionate grounds, a statement of declination duly signed by Spouse or a major dependent in English, as well as, in the local language duly countersigned by the IP/ASP concerned and two witnesses of the locality knowing the family as per Annexure-III will be obtained and submitted to the Head of Division/Unit.

(b) If there is no eligible member in the family of deceased GDS at the time of death, IP/ASP concern will collect a declaration in form as per Annexure-IV.

(c) In case the family is neither providing application nor the declaration as mentioned in para (b) above, Sub Divisional Head shall send a report to Divisional Head about all such pending cases along with status thereof as per Annexure-V.

(d) In case the family is willing to apply for compassionate engagement the IP/ASP concerned will remain in contact with the family to assist them in filling up the application in proper manner so that duly filled in application along with all the documents are ready within a month of the demise of the GDS. The format of application is given in **Annexure-II**. In case more than one eligible candidate, the declaration/consent in **Annexure-VI** will also be obtained.

(e) All the applications for compassionate engagement will be submitted to Sub Divisional Head.

(f) Sub Divisional Head will give acknowledgement to the applicant on receiving the application as per **Annexure-VII**.

(g) All the applications received will be thoroughly scrutinized by Sub Divisional Head concerned and ensure that applications are duly completed in all respect including supporting documents, required educational qualification, age limit etc. in case of any omission, the same will be got rectified within a week's time and forwarded to Divisional Head without any delay.

(h) Before submission of the application to Divisional Head, IP/ASP Sub Division will also ensure that the applicant comes under the definition of dependent as mentioned in Para 2 of the revised scheme of compassionate engagement 2023 and eligible in all aspects for compassionate engagement.

(i) A register shall be maintained in Sub Division Office where all the cases received shall be noted including date of death of GDS, date of explaining the scheme to the family of deceased GDS, date of handed over the documents including application form to family, date of receipt of application, date of acknowledge given to dependent, date of scrutiny, details of omissions, details of communications with dependent of deceased GDS, date on which application is completed and date of application submitted to Divisional Head (as per Annexure-IX).

(j) In case of independent units, where there is no Sub Division, the Head of Unit will be designate an officer of the rank in IP/ASP/PRI(P) or any other Postal Assistant level for initial processing as above.

(B) Processing in Divisional office: -

(i) The Divisional Head/Unit Head will be competent to make compassionate engagement to GDS on the recommendation of the CCE and approval of DPS.

(ii) Head of Division/Head of Unit will include the followings: -

(a) Divisional Head of a Postal Division.

(b) Divisional Head of a RMS Division.

(c) Divisional Head of a MMS Division.

(d) PM/Sr. PM in case of independent GPOs/HO's

(e) PS Group 'B' or above officers in the independent Foreign Post offices or other independent units.

(iii) All the applications received by the Divisional/Unit Head will be scrutinized and completed in all respect before placed before CCE, in case of any omission, the same will be got rectified within a week's time through designated Sub Divisional Head or otherwise without any delay.

(iv) The application for compassionate engagement placed before CCE should be complete in all aspects viz. application filled in format, supporting documents, required

educational qualification, age limit etc. In addition, due verification/scrutiny of records shall also be completed before CCE meeting.

(v) A register shall be maintained in Division Office where all the received cases shall be noted including date of receipt, date of scrutiny, details of omissions, details of communications with respective units and date on which application is completed in all aspects for placing it before CCE **(as per Annexure-X)**.

(vi) The Committee will consider the cases of compassionate engagement, as per the timelines prescribed.

(vii) The approved cases will be shared immediately with the engaging authorities concerned, who in turn issue provisional engagement orders immediately to the applicant.

(viii) Divisional Head in all cases, where the offer is refused or delayed, shall personally enquire the matter and record his findings. Divisional Head shall keep a close watch on such delays and intervene personally wherever required.

(ix) A quarterly report containing a number of GDS deceased, all the compassionate cases initiated, recommended/not recommended and finalized will be submitted to RO/CO by the Divisional Head as per **Annexure IX**.

(C) Processing at Regional/Circle Office: - Decision on recommendations of CCE be communicated within two weeks of its receipt. A quarterly report of the number of GDS deceased and compassionate engagement made will be sent to this Directorate by Circles as per **Annexure IX**.

Check list of documents submitted for engagement on Compassionate grounds

1. Secondary School Examination pass certificate of 10th standard with passing marks in Mathematics and English (having been studied as compulsory or elective subjects).
2. 10th Marksheet showing candidate having studied prescribed local language.
3. Date of Birth proof.
4. Undertaking regarding adequate knowledge to operate Computer desktop/laptop/PoS/mobile etc.
5. Death certificate of deceased GDS.
6. Declaration regarding knowledge of cycling.
7. Undertaking that he/ she has other sources of income besides the allowances to be paid by the Government to support livelihood for himself/ herself and his/her family.
8. Undertaking regarding not having engaged with any outside agency, which would be detrimental to the business or interest of the Post Office.
9. Undertaking to provide the accommodation for BO in case of BPM.
10. Undertaking for having no police case contemplated/pending against the applicant.

Annexure-I

Dear.....

All staff members of Department of Posts are deeply saddened to learn about the untimely demise of Shri/Ms....

On behalf of the Department of Posts, I would like to express my deepest condolences.

The Department has a scheme for engagement of a dependent of deceased GDS on compassionate grounds. Dependant may apply for the post of GDS provided vacancy is available and otherwise eligible. You are advised to submit your application in this regard to my office within 15 days in the enclosed format. In case of any assistance in filling up of all necessary forms you may contact to _____ (telephone number).

Yours Sincerely

()

(IP/ASP, Sub Division)

Shri/Ms.....

Address of Dependent

Copy to: -

1. The Divisional Head,_

Annexure-II**Application for Compassionate Engagement**

To

The_____ (HOU/Sub Divisional Head)

Sub: Request for Engagement on compassionate grounds of Sh/Smt.
 _____son/wife/ daughter of _____ Late Shri
 _____working was as (Designation)BPM/ABPM/Dak Sewak. /
MTS/Postman/Postal Assistant etc.

Sir/Madam,

With due respect, I am to state that my father/mother /husband /brother/Son
 Late Sh/Smt._____was working as _____at_____in (office) had expired
 on_____.

2. I am submitting the following documents and applying for engagement on
 compassionate grounds: -

- (a) Application form
- (b) Self-attested Photo copy of Death Certificate.
- (c) Self-attested copy of two identity proof.
- (d) Self-attested "No Objection Certificate from other dependent family members (if
 required)"*
- (e) Self-attested photocopies of documentary proof of date of birth and
 Educational Qualifications, caste certificate etc.
- (f) Declarations from the applicant i.e. Declarations for Use of handheld
 devices, Knowledge of riding two two-wheeler, other sources of income,
 not getting involved with other agency, declaration in case of earning
 member.
- (g) Any other relevant documents.

Encls: As stated.

Yours faithfully

Signature of the applicant

Name of the applicant_____

(in capital Letters)

Postal Address:

(Enclosed with Annexure-II)

**FORM FOR SEEKING COMPASSIONATE ENGAGEMENT BY DEPENDENTS OF
DECEASED GRAMIN DAK SEVAKS/ DEPARTMENTAL EMPLOYEES**

| | | |
|----|---|--|
| 1. | Details of the applicant | |
| a | Name | |
| b | Date of birth | |
| c | Age as on the date of application (completed years) | |
| d | Whether belonging to SC/ST/OBC/EWS/PWD | |
| e | Educational Qualification | |
| f | Whether any dependent family member has been engaged in Department in any capacity on compassionate grounds | |
| g | Marital Status | |
| h | Whether residing with the family of the deceased GDS/ Departmental Employee | |
| 2. | Details of deceased Gramin Dak Sevak/Departmental Employee | |
| a | Name | |
| b | Post/ Designation | |
| c | Office | |
| d | Date of death | |
| e | Age at the time of death | |
| f | Date of joining service as Gramin Dak Sevak/ Departmental Employee | |
| g | No. of completed years of service at the time of death | |

| | | |
|---|--|--|
| h | No. of years left for normal discharge as on the date of death | |
|---|--|--|

3. Details of dependents: -

| Name (s) | Relationship | Date of Birth | Address | Employed or not | If employed, then income per month | Details of Employment |
|----------|--------------|---------------|---------|-----------------|------------------------------------|-----------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |

Signature of the applicant

Name of the applicant_____

Postal Address:

Annexure-III**Statement of Declaration by the Dependents of Deceased GDS****[TO BE USED IN CASE NO CANDIDATE IS WILLING]**

It is hereby declared that Shri/Smt./Kum.....(Designation)..... approached us and explained the scheme of Compassionate Engagement and we have understood the benefit of applying immediately. But presently, we are not interested to apply for compassionate engagement. We understand that if we apply at a later stage, our case will be processed as per instructions prevailing on the subject matter at the time of application.

| Name of dependents | Relationship with deceased GDS | Mobile No. | Signature/Thumb impression |
|--------------------|--------------------------------|------------|----------------------------|
| (1) | (2) | (3) | (4) |
| | | | |
| | | | |
| | | | |

Witness (Two):

1. Signature,
Name, address

2. Signature,
Name, address

Signature of IP/ASP concerned

Counter signature of
Divisional Head

Annexure-IV**DECLARATION/UNDERTAKING****[TO BE USED IN CASE NO CANDIDATE IS ELIGIBLE]**

It is hereby declared that Shri/Smt./Kum.....(Designation)..... approached us and explained the scheme of Compassionate Engagement and we have understood the benefit of applying immediately. But presently, no family member is eligible for compassionate engagement.

We understand that if we apply at a later stage, our case will be processed as per instructions prevailing on the subject matter at the time of application.

| Name of dependents | Relationship with deceased GDS | Mobile No. (If any) | Signature/Thumb impression | Reason for non-eligibility |
|--------------------|--------------------------------|---------------------|----------------------------|----------------------------|
| (1) | (2) | (3) | (4) | (5) |
| | | | | |
| | | | | |
| | | | | |

Witness (Two):

1. Signature,

Name, address

2. Signature,

Name, address

Signature of IP/ASP concerned

Counter signature of

Divisional Head

* e.g. (i) Age less than/more than the prescribed one

(ii) Not meeting the educational qualification.

Annexure-V**Format of Sub Divisional Head report to Divisional Head about all pending cases**

| Sl No | Name of deceased GDS | Office name | Date of death | Whether the family of the deceased GDS has been informed | Reasons for delay |
|-------|----------------------|-------------|---------------|--|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Annexure-VI**DECLARATION/UNDERTAKING GIVEN BY SPOUSE**

1. I..... (spouse of deceased GDS/**Departmental Employee**) hereby nominated myself or Shri/Smt..... (name of dependent) (relationship) for engagement on compassionate ground.

2. I hereby also declare that there is no dispute in my family for applying for compassionate appointment by me or by _____ as nominated by me. The consent been given by all the dependents of the family.

Dated: -

Signature of the applicant

Name: - _____

Address: - _____

Mobile No. _____

Consent by dependents of deceased GDS/Departmental Employee** in favour of the applicant.****(separately by each dependent in case of spouse has also died)**

I hereby give my consent that Shri/Smt./Kum....., who is....(relation) of Shri/Smt.....(deceased) can apply for compassionate engagement against the death of Shri..... and I will not dispute this in future.

Signature of dependent

Member of deceased official

Name _____

Add: - _____

Witnesses:

1. Signature
Name and Address
2. Signature
Name and Address

Counter signature of

Sub Divisional Head

DECLARATION GIVEN BY CANDIDATE**(IN CASE OF EARNING MEMBER)**

I (name of the applicant) hereby declare that Shri/Smt./Kum. (name of the earning member) who is (relation with the earning member) does not financially support me or other dependent family members.

Dated: -

Signature of the applicant

Name: - _____

Address: - _____

Mobile No. _____

Declaration given by all dependents of the deceased GDS / Departmental Employee**(in case of earning member separately by each dependent)**

I (name of the dependent) hereby declare that Shri/Smt./Kum. (name of the earning member) who is (relation with the earning member) does not support me financially.

Signature of dependent
member of the deceased official

Name _____

Add: - _____

Witnesses:

1. Signature
Name and Address

2. Signature
Name and Address

Counter signature of
Sub Divisional Head

Annexure-VII**Acknowledgement of Application for compassionate engagement**

To,

Shri/Smt./Kum.....

.....

.....

The application dated..... of Shri/Smt./Kum..... for compassionate engagement against demise of Shri.....has been received by this office and found correct by this office in all respect.

The application will be forwarded to Division office in due course for submission of the case to CCE for consideration.

Date: -

(Sign of Sub Divisional Head)

Name.....

Designation.....

Office seal.....

Annexure-VIII
(Refer-Para-17)

DECLARATION/UNDERTAKING

1. I _____ W/O/ S/O/D/O of Late Sh/Smt _____ hereby declare that the facts given by me above are correct. If any of the facts herein mentioned are found to be incorrect or false at any point, my application may be rejected or my engagement will be terminated, if engaged.

2. I hereby also declare that I shall properly maintain other family members who were dependent on the deceased GDS/**Departmental Employee** mentioned against 2(a) of this form and in case it is proved at any time that the said family member (s) is being neglected or not being properly maintained by me, my engagement will be terminated, if my engagement is made.

Date: -

Signature of the applicant

Name: - _____

Present Address: - _____

Permanent Address: _____

Mobile No. _____

It is certified that Shri/Smt/Kum _____ is known to me and he/she has signed in my presence.

Date: -

Signature of permanent Government Servant (witness)

Name: _____

Designation: _____

Office address: _____

Mobile No. _____

Verification by IP/ASP

Verified the details above and found correct.

Signature of Sub-Divisional Head

Name

Date

Office Seal

**STATEMENT OF DECLARATION TO USE HANDHELD DEVICES SUPPLIED BY THE
DEPARTMENT**

I _____ son/daughter/wife of _____ hereby undertake to declare that, I will be able to use smart phone/laptop/handheld device supplied by the Department from the first day of engagement.

2. Further, I also hereby declare that I am computer literate.

Place:

Date:

Signature _____

Name of applicant/candidate: _____

Address _____

STATEMENT OF DECLARATION FOR KNOWLEDGE OF RIDING A TWO-WHEELER

I _____ son/daughter/wife of _____ hereby declare that, I am able ride bicycle for performing my duty as a GDS BPM/ABM/Dak Sevaks.

2. Further, I also hereby declare that I having knowledge of riding a scooter or motor cycle.

Place:

Date:

Signature _____

Name of applicant/candidate: _____

Address _____

STATEMENT OF DECLARATION REGARDING OTHER SOURCES OF INCOME

I _____ son/daughter/wife of _____ hereby undertake to declare that, I will have other sources of income besides the TRCA and allowances to be paid by the Government to support livelihood for myself and my family, in the event of my engagement to the post of Gramin Dak Sevak BPM/ABPM/Dak Sevaks."

Place:

Date:

Signature _____

Name of applicant/candidate: _____

Address _____

**STATEMENT OF DECLARATION NOT TO GET INVOLVED ANY OTHER OUTSIDE
AGENCY DETREMENTAL TO THE BUSINESS/INTEREST OF POST OFFICE**

I _____ son/daughter/wife of _____ hereby undertake to declare that, I will not engage myself with any outside agency, which would be detrimental to the business or interest of the Post offices.

2. In the event of such involvement, the action against me under the GDS (Conduct & Engagement) Rules, 2020 will be accepted.

Place:

Date:

Signature _____

Name of applicant/candidate: _____

Address _____

STATEMENT OF DECLARATION FOR ACCOMODATION IN CASE OF ENGAGEMENT
AGAINST THE POST OF GDS BPM

I _____ son/daughter/wife of _____ hereby undertake to declare that, in case of GDS BPM, I will provide accommodation for Branch Post Office after selection but before my engagement.

Place:

Date:

Signature _____

Name of applicant/candidate: _____

Address _____

Annexure-IX

| Sl No | Name of Deceased GDS | Name of the office where working | Name of Division | Date of Death | Cause of Death | Name of dependent | Relation with deceased GDS | Date of application received | Date on which application forwarded to Divisional Head. | Reason of delay if any | Remark, if any |
|-------|----------------------|----------------------------------|------------------|---------------|----------------|-------------------|----------------------------|------------------------------|---|------------------------|----------------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Annexure-X

| Sl No | Name of Deceased GDS | Name of the office where working | Date of Death | Cause of Death | Name of depended with relation | Date of application received at Sub Division | Date of application received at Division | Reason of delay if any | Date of CCE in which case is finalized | Recommended/ Not recommended | Date of issue of offer of provisional engagement | Date of issue of order of provisional engagement | Remarks, if any |
|-------|----------------------|----------------------------------|---------------|----------------|--------------------------------|--|--|------------------------|--|------------------------------|--|--|-----------------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Annexure - XI

[Annexure added to Gramin Dak Sevaks (Compassionate Engagement) Scheme, 2023 vide OM No.-17-01/2017-GDS dated 16.01.2024]

[To be obtained from the dependent GDS being appointed on compassionate ground in the cases where completion of verification reports in Terms of Note-2 and Note 3 below Clause 4 of the Scheme dated 14.06.2023 were condoned by the competent authority]

I _____ (name of the dependent) clearly understand and hereby undertake that subsequent to my engagement as GDS on compassionate grounds, in the event if anything adverse is noticed in the verification of education/caste/antecedent etc. in respect of Shri _____ (relation _), my compassionate engagement as GDS is liable to be terminated in accordance with Clause 20 of the Gramin Dak Sevaks (Compassionate Engagement) Scheme, 2023.

Signature (with Date) _____

Name of the applicant _____

Relation with deceased GDS _____

Address _____

Government of India
Ministry of Communications
Department of Posts
Office of the

OFFER OF PROVISIONAL ENGAGEMENT

Memo No.

Date: -

On the basis of recommendations of CCE met on.....the below noted candidate is offered provisional engagement as Gramin Dak Sevak on compassionate ground as under: -

1. Name of the deceased GDS / Departmental Employee: -
2. Name of dependent: -
3. Relation with deceased GDS/ Departmental Employee: -
4. Name of office: -
5. Name of Post: -
6. TRCA/Pay Level of post: -

2. Candidate should clearly understand that his/her selection for provisional engagement 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. You have to produce all the documents in originals i.e. educational certificates and other documents such as caste certificate, persons with disability certificate, certificate of date of birth, medical certificate issued by a Medical officer of any Government Hospital/Government Dispensaries/Government Primary Health Center etc. on the day of attending the office of engaging authority within 15 days of receipt of this letter failing which it is presumed that, you are not interested to join and your candidature will be cancelled. Further, you will have no claim for engagement.

4. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central

Government/State Government/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, 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 a place of duty for GDS BPM after engagement shall be treated as a violation of the conditions of engagement and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

4.1 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.

5. Engaging authority is requested to collect self-attested photo copy of all documents, medical certificate etc. and to be kept in file. After completion of three days of basic training, Provisional order of engagement will be issued and candidate will be allowed to join the post. The provisional engagement of the candidate will be subject to verification of other documents (educational/caste etc.) from the issuing authority. Post engagement activities will be initiated as per Para 3 of this office letter no. 17-21/2022-GDS dated 01.03.2023.

(Divisional/Unit Head)

A copy of this memo is issued to:

I. Shri/Smt/Ms.....

II. PF of the candidate.....

III.Engaging Authority.....

IV O/C/ Spare.

Government of India

Ministry of Communications
Department of Posts
Office of the

ORDER OF PROVISIONAL ENGAGEMENT

Memo No.

Date: -

On the basis of recommendations of CCE met on.....the below noted candidate is offered provisional engagement as Gramin Dak Sevak on compassionate ground as under: -

1. Name of the deceased GDS/Departmental Employee-
2. Name of dependent: -
3. Relation with deceased GDS/Departmental Employee: -
4. Name of office: -
5. Name of Post: -
6. TRCA. /Pay Level of post: -

2. Candidate clearly understand that his/her engagement 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 a 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 candidate shall note that he/she shall have adequate means of livelihood as stipulated in Rule 3-A (iii) of GDS (Conduct and Engagement) Rules, 2020 to support himself/ herself and his/her family from other sources so as to supplement his/her income. However, this shall not be a pre-requisite for candidates for the purpose of

selection. Selected candidate shall be required to comply with this condition within 30 days after selection but before engagement.

7. 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. 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.

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

9. 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.

10. 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.

11. 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:

I. Shri/Smt/Ms.....

II PF of the candidate.....

III. Divisional Head.....

IV O/C/ Spare.