

No. 17-31/2016-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:14-08-2025

**AMENDMENT ORDER**

**Subject: Substitute arrangements in place of regular Gramin Dak Sevaks (GDS); against vacant GDS posts - amendment.**

In continuation of this office OM of even number dated 11.02.2022, 21.03.2022 and 14.03.2023, wherein the instructions/ guidelines for substitute arrangements in place of regular Gramin Dak Sevaks (GDS) against vacant GDS posts were issued, the following modifications are hereby made to **Para 2 (ii) [(ii), (iii) and (v)] of OM dated 11.02.2022:**

Para No.	Existing Clause	Modified Clause
2 (ii) (ii)	Continuation of substitute arrangements beyond 45 days at a stretch may only be allowed by the authority next higher to the engaging authority. Such engagement should only be done in exceptional cases where action has been initiated for regular engagement, if justified based on workload, financial/revenue norms.	<p>The Sub Division Head (SDH) will be authorized to approve substitute arrangements for BPM/ABPM/Dak Sewak working in the sub-Division upto a period of 45 days.</p> <p>Continuation of substitute arrangements beyond 45 days and up to a period of one year at a stretch may only be allowed by the Divisional Head. A record of such arrangements will be maintained in the Divisional Office, mentioning the justification of the continuation of such arrangements.</p> <p>During the inspection of the Division, each case of substitute arrangement beyond 180 days will be reviewed by the Inspecting Authority, with specific reference to the efforts made to fill the post through regular means. If any arrangement is found unjustified, the Inspecting Authority shall record its observations and refer the matter for the necessary orders of the Regional PMG/CPMG.</p>

		On receipt of such reference, Regional PMG/CPMG would issue necessary directions for continuation of such arrangement or otherwise within a fortnight.
2 (ii) (iii)	No substitute arrangement against any vacant GDS post shall continue beyond 90 days. Hence, regular/alternative arrangements must be made during the period beyond 90 days. If for any unavoidable reason, a substitute arrangement is required to be continued beyond 90 days, specific approval of the Head of Region/ DPS (Region) will be necessary for reasons to be recorded in writing.	<p>No substitute arrangement against any vacant GDS post shall be allowed to continue beyond one year without the specific approval of the Head of Region (HoR) or Head of Circle (HoC), as the case may be.</p> <p>For continuation of such arrangement beyond one year, the Divisional Head shall submit a detailed proposal to the competent authority at least one month in advance of the completion of the one-year period, clearly justifying the need for further continuation.</p> <p>In the event that no communication (approval or observations) is received from the HoR/HoC within the stipulated time, the approval shall be deemed to have been granted.</p>
2 (ii) (v)	In case, in unavoidable circumstances, the substitute arrangement continues beyond one year, approval of the Head of Circle is required.	Repealed in view of modifications in clause 2 (ii) (iii) above

This issues with the approval of the competent authority.

Digitally signed by

Anand Singh

Date: 14-08-2025

(आनंद सिंह/Anand Singh)

सहायक निदेशक /Assistant Director (GDS)

ईमेल/Email : adggs426@gmail.com

**To:**

All the Chief Postmasters General - with a request to circulate the amendment order to all concerned.

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2. All the DDsG Postal Directorate, DoP.
3. Director, RAKNPA
4. Directors of all PTCs
5. Addl. Director General, Army Postal Service, New Delhi
6. All General Managers (Finance)/ Director Postal Accounts/DDAP
7. General Manager (CEPT), Mysore, with a request to upload the Order on the India Post Website.
8. All recognized Service Unions