

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

Dak Bhawan, Sansad Marg,
New Delhi - 110001.

Dated: 25th June, 2018

OFFICE MEMORANDUM

Subject: Implementation of recommendations of One-man committee on wages and allowances of Gramin Dak Sevaks (GDSs)

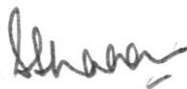
One-man committee headed by Sri Kamlesh Chandra, Retired Member, Postal Services Board was set up by the Government of India vide Ministry of Communications, Department of Posts' Resolution No. 17-13/2013-GDS dated 19.11.2015 for examining the conditions of service and emoluments and other facilities available to the Gramin Dak Sevaks(GDS). The committee had submitted its report to the Government on 24.11.2016. The Government has carefully considered the recommendations of the One-man Committee regarding revision of TRCA and allowances and is pleased to order the following.

2. Introduction of new Time Related Continuity Allowance (TRCA)

The entire GDSs posts shall be brought under two categories viz. Branch Postmasters (BPMs) and other than Branch Postmasters. GDSs other than BPMs and working in Branch Post offices shall be designated as Assistant Branch Postmaster (ABPMs) and GDSs working in departmental offices shall be designated as Dak Sevaks. There shall be two slabs of working hours Viz. Four (4) and Five (5) hours and two levels of TRCA slabs each for BPMs and other than BPMs. For this purpose, the working hours of GDSs with 3 hours, 3 ½ hours and 3 hours 45 minutes shall be revised to 4 hours and those with 4 ½ hours workload shall be revised as Five (5) hours, with effect from 1.7.2018.

The revised TRCA slabs / levels applicable to these two categories will be as shown in Table 1:

Table - 1			
Revised minimum TRCA of two types of categories of GDSs as per working hours / levels			
SN	Category	Minimum TRCA for 4 Hours / Level 1	Minimum TRCA for 5 Hours / Level 2
1	BPM	₹12,000/-	₹14,500/-
2	ABPM/Dak Sevaks	₹10,000/-	₹12,000/-



2.1 Clubbing (Merging) of old TRCA SLABS

The existing 11 TRCA slabs shall be merged into three TRCA Slabs with two levels each for BPMs and other than BPMs as shown in Table 2. Effectively, there shall be only 3 TRCA Slabs as one TRCA Slab will be common for both the categories.

Table - 2 Clubbing of existing TRCA slabs				
SN	Present TRCA slabs	New Designation & Working hours (wef 1.7.2018)	New TRCA Level	New TRCA Slabs
1	MC/MP/MM (3 hrs) ₹2,295-45-3,695	Assistant BPM / Dak Sevaks (4 hrs)	Level-1	₹10,000 - ₹24,470
2	MC/MP/MM (3 hrs 45 minutes) ₹2,870-50-4,370			
3	MD/SV (3 hrs) ₹2,665-50-4,165			
4	MD/SV (3 hrs 45 minutes) ₹3,330-60-5,130			
5	MC/MP/MM (5 hrs) ₹3,635-65-5,585	Assistant BPM / Dak Sevak (5 hrs)	Level -2	₹12,000 - ₹29,380
6	MD/SV (5 hrs) ₹4,220-75-6,470			
7	BPM(3 hrs) ₹2,745-50-4,245	BPM (4 hrs)	Level -1	₹12,000 - ₹29,380
8	BPM(3 hrs 30 minutes) ₹3,200-60-5,000			
9	BPM(4 hrs) ₹3,660-70-5,760			
10	BPM(4 hrs 30 minutes) ₹4,115-75-6,365	BPM (5 hrs)	Level - 2	₹14,500-₹35,480
11	BPM(5 hrs) ₹4,575-85-7,125			

Acronyms: MC – Mail Carrier, MP – Mail Packer, MD – Mail Deliverer, MM–Mailman, SV – Stamp Vender,

2.2 Fixation Formula

The GDSs shall be brought to the respective levels in the new TRCA matrix wef 1.7.2018. For fixation of TRCA of the Gramin Dak Sevaks in the new TRCA slabs, the existing Time Related Continuity Allowance (TRCA) for the GDS in the 11 TRCA slabs in the pre-revised structure as given in Table-2 above, as on 01.07.2018, shall be multiplied by a factor of 2.57. The amount may be rounded

off to the nearest rupee. The figure so arrived at is to be located in the Level corresponding to GDS's TRCA in the new TRCA Slab as given in **Table-3**.

2.3 If a cell identical with the figure so arrived at is available in the appropriate Level, that cell shall be the revised TRCA; otherwise the next higher cell in that Level shall be the revised TRCA of the GDS. However, in order to guide administration/DDOs in fixing the revised TRCA of GDS in the new TRCA matrix correctly, illustrations in this regard are annexed at **Annexure-II**.

2.4 In respect of GDS whose annual increase of TRCA is due on 1st July, 2018, his/her TRCA consequent on annual increase in the pre-revised TRCA be effected first and then his/her TRCA be fixed in the new revised TRCA Matrix as in Table-3.

TABLE - 3 TRCA Matrix					
TRCA Slab-1 Assistant Branch Postmaster/Dak Sevak LEVEL-1 10000-24470		TRCA Slab -2 (a) Assistant Branch Postmaster / Dak Sevak LEVEL-2 & (b) Branch Postmaster LEVEL-1 12000-29380		TRCA Slab -3 Branch Postmaster LEVEL-2 14500-35480	
Stage	TRCA	Stage	TRCA	Stage	TRCA
1	10000	1	12000	1	14500
2	10300	2	12360	2	14940
3	10610	3	12740	3	15390
4	10930	4	13130	4	15860
5	11260	5	13530	5	16340
6	11600	6	13940	6	16840
7	11950	7	14360	7	17350
8	12310	8	14800	8	17880
9	12680	9	15250	9	18420
10	13070	10	15710	10	18980
11	13470	11	16190	11	19550
12	13880	12	16680	12	20140
13	14300	13	17190	13	20750
14	14730	14	17710	14	21380
15	15180	15	18250	15	22030
16	15640	16	18800	16	22700
17	16110	17	19370	17	23390
18	16600	18	19960	18	24100
19	17100	19	20560	19	24830
20	17620	20	21180	20	25580
21	18150	21	21820	21	26350
22	18700	22	22480	22	27150
23	19270	23	23160	23	27970
24	19850	24	23860	24	28810
25	20450	25	24580	25	29680
26	21070	26	25320	26	30580
27	21710	27	26080	27	31500
28	22370	28	26870	28	32450
29	23050	29	27680	29	33430
30	23750	30	28520	30	34440
31	24470	31	29380	31	35480

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2.5 If a GDS happens to be on leave on 01.07.2018, the revised TRCA will be effective from the date of rejoining of duty. In case of GDSs on put off duty as on 01.07.2018, they shall continue to draw ex gratia payment based on existing TRCA and fixation of his TRCA shall be subject to the final order on the pending disciplinary proceedings

3. Annual Increase.

The annual increase of TRCA is 3%. After fixation of TRCA in the appropriate stage in the TRCA Matrix /slab as specified in Para 2.2 above, the next annual increase will be effected after completion of 12 months of continuous engagement from that date subject to para 3.2 below. **Subsequent increase in TRCA scale shall be at the immediate next stage in the respective levels of new TRCA matrix at Table 3.**

3.1 In respect of the GDSs engaged on or after 01.07.2018, the initial fixation will be done on first stage of Level 1 of the respective category.

3.2 There shall be two dates of annual increase in TRCA namely, 1st July and 1st January of every year; provided that a GDS shall be entitled to only one annual increase in TRCA on either one of these two dates depending on the date of engagement.

4. Other Allowances:

Other allowances namely, Office Maintenance allowance, Fixed Stationery Charges, Cycle Maintenance Allowance, Combined Duty Allowance, Risk and Hardship Allowance have been revised as detailed in **Annexure-I**.

5. Dearness Allowance

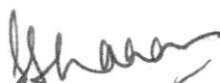
The existing practice to grant the Dearness Allowance will continue, as per the Seventh CPC recommendations, as a separate component, and also as revised from time to time, whenever it is revised for Central Government Servants.

6. Productivity Linked Bonus

Present calculation of Ex-gratia bonus by applying the calculation ceiling of ₹7,000 as basic TRCA + DA shall continue until further orders.

7. Date of Effect

The revised TRCA as per the matrix at **Table-3** for all GDSs shall be applicable w.e.f. 01.07.2018. The revised rate of other allowances at **Annexure-I** shall also take effect from 01.07.2018.



8. Payment for the Period from 01.01.2016 to 30.6.2018.

The arrear payable to GDS will take into consideration the following two figures:

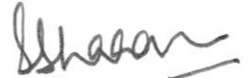
- (i) Due for the period from 1.1.2016 to 30.6.2018 calculated on the basis of TRCA already drawn multiplied by a factor of 2.57
- (ii) TRCA including DA drawn for the above period from 1.1.2016 to 30.6.2018.
- (iii) The difference between (i) and (ii) will be the amount payable to GDSs on account of arrears.

Illustrations in this regard are given at **Annexure-III**.

9. The payment due to GDSs, according to instructions at Para-8 above may be initiated immediately so as to ensure disbursement latest by 15th July, 2018. Likewise, the process of fixation of TRCA in the new TRCA matrix as at para 2.2 may be completed before 25th July 2018. With regard to the payment for the period from 1.1.2016 to 30.6.2018, an undertaking in the prescribed format (**Annexure-IV**) should be obtained from each Gramin Dak Sevak and kept on record before disbursement of the arrears.

10. The Circle Postal Accounts Office shall carry out cent percent verification of fixation of TRCA consequent on revision. The entire process of verification should be completed by 31.12.2018.

11. This OM issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their ID Note Number 7/31/2006-E.III (A) dated 02.04.2018.

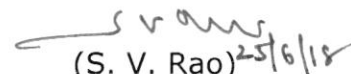


(Smriti Sharan)

Deputy Director General (Establishment)

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(S. V. Rao) 25/6/18
Director (Estt.)

Annexure-I**Existing and Revised Allowances**

Item	Existing Allowances	Revised Allowances
Allowances		
Office maintenance allowance (OMA) (For BPMs only)	₹ 100/- pm	Composite Allowance (in lieu of OMA) is revised as follows (For BPMs only) BPMs providing GDS Post Office accommodation which meets the prescribed standards – ₹500/- per month BPMs having BOs at non-standard/rent free accommodation – ₹250/- per month
Fixed Stationary Charge	₹25/- pm for BPMs ₹10/- pm for other than BPMs	₹25/- ABPMS and Dak Sevaks. FSC subsumed in composite allowance for BPMs.
Boat Allowance	₹50/- pm	₹115/- per month
Cash Conveyance Allowance	₹50/- pm	There will be no fixed cash conveyance allowance. Instead, payment will be at following rates: (a) Payment of ₹30/- per occasion plus actual conveyance charges for cash conveyance of an amount less than ₹1 Lakh subject to maximum of charges incurred for transport by public bus and; (b) ₹50/- per occasion plus actual conveyance charges for an amount more than ₹1 Lakh subject to maximum of charges incurred for transport by public bus.
Cycle Maintenance Allowance	₹90/- pm	₹180/- pm
Combined Duty Allowance	1. GDS Branch Postmasters performing delivery or conveyance duties or both will be paid ₹500 P.M. for each item of work separately. 2. If the Branch Postmaster is performing delivery at the BO village only, it will be restricted to ₹250 P.M. 3. BPM exchanging Mails at Bus stand or at Railway Stations will be compensated at the rate of ₹250 P.M.	BPM for delivery OR Mail conveyance work – ₹45/- per day subject to maximum of ₹1170/- per month BPM for delivery PLUS mail conveyance – ₹90/- per day subject to maximum of ₹2340/- per month ABPM for BPM work – ₹75/- per day subject to a maximum of ₹1950/- per month. ABPM/Dak Sevak for additional work of another ABPM/Dak Sevak- ₹45/- per day subject to a maximum of ₹1170/- These rates will be for combination of duties of two or more posts borne on the establishment of the office.
Risk and Hardship Allowance	Nil	Risk and Hardship allowance @ of ₹500/- per month to the GDS working in areas which are identified for this allowance. (as identified by Government of India, as per 7 th CPC recommendations)

**Illustration for fixation of TRCA in new slab in respect of Gramin Dak Sevak
joined before 1.7.2018**

Illustration 1

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MC/MP/MM with work load of 3 hours	₹2,295-45-3,645	₹10,000- 24,470
Sl. No.		
1.	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,880
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,402
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

Illustration 2

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MC/MP/MM with work load of 3 hours 45 minutes	₹2,870-50-4,370	₹10,000- 24,470
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,920
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,504
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

Illustration 3

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MC/MP/MM with work load of 3 hours 45 minutes	₹2,870-50-4,370	₹10,000-24,470
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,920
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹10,074
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-1 of TRCA Matrix)	₹10,300
4.	TRCA on 1.7.2019 (Stage-3 of Level-1 of TRCA Matrix)*	₹10,610

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Illustration 4

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MC/MP/MM with work load of 3 hours 45 minutes and upto 5 hours	₹3,635-65-5,585	₹12,000-29,380
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,830
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹9,843
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹12,360

Illustration 5

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MC/MP/MM with work load of 3 hours 45 minutes and upto 5 hours	₹3,635-65-5,585	₹12,000-29,380
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,740
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,182
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-2 of TRCA Matrix)	₹12,360
4.	TRCA on 1.7.2019 (Stage-3 of Level-2 of TRCA Matrix)*	12,740

Illustration 6

Category of GDS	Pre revised TRCA as on 1.7.2018 (Rs)	Revised TRCA as on 1.7.2018 (Rs)
MD/SV work load of 3 hours	₹2,665-50-4,165	₹10,000- 24,470
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,815
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,235
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹10,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹10,300

Illustration 7

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MD/SV work load of 3 hours 45 mts	₹3,330-60-5,130	₹10,000- 24,470
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,290
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹11,025
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-5 of Level-1 of TRCA Matrix)	₹11,260
4.	TRCA on 1.7.2019 (Stage-6 of Level-1 of TRCA Matrix)*	₹11,600

Illustration 8

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
MD/SV work load of more than 3 hours 45 mts & upto 5 hrs	₹4,220-75-6,470	₹12,000-29,380
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,670
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,002
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-2 of Level-2 of TRCA Matrix)	₹12,360
4.	TRCA on 1.7.2019 (Stage-3 of Level-2 of TRCA Matrix)*	₹12,740

Illustration 9

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
BPM with work load of 3 hours	₹2,745-50-4,245	₹12,000-29,380
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,845
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,312
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

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Illustration 10

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
BPM with work load of 3 hours & 30 mts	₹3,200-60-5,000	₹12,000-29,380
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹3,200
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹8,224
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

Illustration 11

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
BPM with work load of 4 hours	₹3,660-70-5,760	₹12,000-29,380
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹2,845
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹7,312
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-1 of TRCA Matrix)	₹12,000
4.	TRCA on 1.7.2019 (Stage-2 of Level-1 of TRCA Matrix)*	₹12,360

Illustration 12

Category of GDS	Pre revised TRCA as on 1.7.2018 (Rs)	Revised TRCA as on 1.7.2018 (Rs)
BPM with work load of 4hours & 30 mts	₹4,115-75-6,365	₹14,500-35,480
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,115
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹10,576
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹14,500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹14,940

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Illustration 13

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
BPM with work load of 5 hours	₹4,575-85-7,125	₹14,500-35,480
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹4,915
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹12,632
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹14,500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹14,940

Illustration 14

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
BPM with work load of 5 hours	₹4,575-85-7,125	₹14,500-35,480
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2018	₹5,850
2.	TRCA enhanced by fitment factor of 2.57 (rounded off to the nearest rupee)	₹15,035
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.2 above, if not, next stage above to the amount arrived as at Sl No.2 i.e. Stage-3 of Level-2 of TRCA Matrix)	₹15,390
4.	TRCA on 1.7.2019 (Stage-4 of Level-2 of TRCA Matrix)*	₹15,860

GDS BPM drawing TRCA of ₹4830 from 1.7.2017 in the TRCA slab of 4575-85-7125 with annual increase of ₹85 on July

Category of GDS	Pre revised TRCA as on 1.7.2018	Revised TRCA as on 1.7.2018
BPM with work load of 5 hours	₹4,575-85-7,125	₹14,500-35,480
Sl. No.		
1	Assuming the basic TRCA of GDS as on 1.7.2017	₹4830
2	Annual increase of ₹85/- on 1.7.2018	₹4915
3.	TRCA enhanced by fitment factor of 2.57 on ₹4915 (rounded off to the nearest rupee)	₹12632
3	TRCA fixed as on 1.7.2018 (at the stage equal to the amount arrived at Sl No.3 above, if not, next stage above to the amount arrived as at Sl No.3 i.e. Stage-1 of Level-2 of TRCA Matrix)	₹14500
4.	TRCA on 1.7.2019 (Stage-2 of Level-2 of TRCA Matrix)*	₹14,940

*Assuming after completion of 12 months of continuous engagement from 1.7.2018



Illustrations on the payment for the period 1.1.2016 to 30.6.2018

Illustration –I GDS BPM with a work load of 5 hours in TRCA slab ₹4575-85-7125 with basic TRCA of ₹4575 as on 01.01.2016 (date of annual increase- 1st Jan)

Period	Basic TRCA	DA %	No of months	Total Drawn	Basic TRCA raised by 2.57	Total due	Difference	Total amount payable
1.1.16	4575	125	6	61763	11758	70547	8784	
1.7.16	4575	132	6	63684	11758	70547	6863	
1.1.17	4660	136	6	65986	11976	71857	5872	
1.7.17	4660	139	6	66824	11976	71857	5033	
1.1.18	4745	142	6	68897	12195	73168	4271	30821

Illustration –II GDS BPM with a work load of 5 hours in TRCA slab ₹4575-85-7125 with basic TRCA of ₹5850 as on 01.01.2016 (date of annual increase- 1st Jan)

1.1.16	5850	125	6	78975	15035	90207	11232	
1.7.16	5850	132	6	81432	15035	90207	8775	
1.1.17	5935	136	6	84040	15253	91518	7478	
1.7.17	5935	139	6	85108	15253	91518	6410	
1.1.18	6020	142	6	87410	15471	92828	5418	39313

Illustration –III GDS MC with a work load of 3 hours in TRCA slab ₹2295-45-3695 with basic TRCA of ₹2430 as on 01.01.2016 (date of annual increase -1st March)

1.1.16	2430	125	3	16403	6245	18735	2333	
1.3.16	2475	125	3	16706	6361	19082	2376	
1.7.16	2475	132	6	34452	6361	38165	3713	
1.1.17	2475	136	3	17523	6361	19082	1559	
1.3.17	2520	136	3	17842	6476	19429	1588	
1.7.17	2520	139	6	36137	6476	38858	2722	
1.1.18	2520	142	3	18295	6476	19429	1134	
1.3.18	2565	142	3	18622	6592	19776	1154	16578

Sharma

UNDERTAKING

I Gramin Dak Sevak (ABPM/BPM) hereby undertake that any excess payment that may be found to have been received by me as a result of incorrect fixation of Time Related Continuity Allowance (TRCA) or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature

.....
Name (In Block Letters)
Designation
Office

Place.....

Date.....



Instructions on fixation of TRCA in new TRCA matrix and payment of arrears

The responsibility of fixation of TRCA in the new TRCA matrix with effect from 1.7.2018 **rests with the Divisional Superintendent of Post Offices /RMS units** for all GDS working under their jurisdiction. In respect of GDSs working in independent units like Gazetted HOs in charge of Senior Postmaster/ Chief Postmaster, the fixation will be done by the Senior / Chief PM.

2. The respective authorities shall fix the TRCA of all the GDSs under their jurisdiction with reference to their existing work load, Basic TRCA drawn as on 1.7.2018 and send the names of GDSs with a statement of fixation of TRCA in the new TRCA matrix as on 1.7.2018 as per the given instructions. Obtaining undertaking from the GDS as per proforma in Annexure IV is pre requisite for payment of arrears. The undertaking obtained from the GDSs should be kept in a separate guard file in the Divisional office which should be preserved permanently.

3. Any excess payment made on account of arrears or wrong fixation of TRCA in the new TRCA matrix **will be the responsibility of the Drawing Disbursing Officer**. The officials at fault shall be made accountable, in case of any court cases on over payment of arrears / wrong fixation of TRCA.

4. **The work relating to merging of different TRCA slabs with work load less than 4 hours, and those having workload of 4 ½ hours should be completed and establishment orders to the effect should be issued before 30 June 2018.** The revised TRCA slabs as per Table 1 of this OM shall take effect from 1.7.2018. In case of more than one ABPM is working in a Branch office/ Dak Sevaks in departmental office, those ABPMs/ Dak Sevaks should be assigned designation as ABPM I/ABPM II/ABPM III/Dak Sevak I/Dak Sevak II etc.

5. The Divisional Superintendent shall constitute a special cell, if required, for the purpose. Similarly, the DDOs shall draw the payment from 1.1.2016 to 30.6.2018 by preparing due drawn statement and after adjusting the TRCA including DA already paid, and arrange payment. The calculation of arrears according to instructions at Para-6 may be initiated immediately so as to ensure payment latest by 15th July, 2018. Likewise, the process of fixation of TRCA in the new TRCA matrix as at para 2.2 may be completed before 25th July 2018. With regard to the payment of arrears, an undertaking in the prescribed format (**Annexure-IV**) should be obtained from each Gramin Dak Sevak and kept on record before disbursement of the arrears.



6. The Divisional Superintendent will arrange to communicate the names of Branch Postmasters and Assistant Branch Postmasters who attend to the combined duty as per the revised rates in Annexure I, which is reproduced below:

BPM for delivery *OR* Mail conveyance work – ₹45/- per day subject to maximum of ₹1170/- per month

BPM for delivery *PLUS* mail conveyance – ₹90/- per day subject to maximum of ₹2340/- per month

ABPM for BPM work – ₹75/- per day subject to a maximum of ₹1950/- per month.

ABPM/Dak Sevak for additional work of another ABPM/Dak Sevak- ₹45/- per day subject to a maximum of ₹1170/-

The above rates will be for combination of duties of two or more posts borne on the establishment of the concerned Post office.

7. The Regional Director of Postal Services/ Postmaster General shall carry out verification of 10% fixation of TRCA cases while inspecting the Divisional Office.

8. The Circle Postal Accounts Office shall carry out cent percent verification of fixation of TRCA, consequent on revision, by 31.12.2018. Discrepancies, if any, be got settled on the spot. Excess arrears due to wrong fixation shall be listed and reported to Regional Director of Postal services/ Postmaster General/Chief Postmaster General concerned.

X — X

