

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: 27.11.2025

### **Office Memorandum**

Subject: Payment of Composite Allowance to substitute GDS and other GDS (ABPM/Dak Sevak) performing duties of BPM in combination of duties during non availability of BPMs — regarding

The matter regarding grant of composite allowance to the substitute GDS and other GDS (ABPM/Dak Sevak) performing duties of BPM in combination of duties was under consideration for quite some time. Currently, the composite allowance is paid only to the BPMs, while their substitute or other GDSs performing duties of BPM in combination of duties during leave/non availability of regular BPMs (in situations like Put off duty/post being vacant due to any other reason) are not paid composite allowance. The issue has been examined in the Department and following arrangement has been approved by the competent authority in such situations:

- i. If a regular BPM performs duty for any part of a month, the full Composite Allowance shall be paid to the said BPM for that month.
  - ii. If a BPM remains off duty for the entire month for any reason—such as availing leave (including paid leave or LWA), unauthorized absence, being put off duty, or if the post remains vacant—the substitute/ABPM/Dak Sevak performing BPM duties, including one working on combination of duties, shall be paid the Composite Allowance on pro-rata basis. The regular BPM, in such cases, shall not be entitled to the allowance.
2. This issues with the approval of the competent authority.

Digitally signed by  
 Gurvinder Singh  
 Date: 27-11-2025  
 10:37:54

(गुरविंदर सिंह/ Gurvinder Singh)  
 सहायक महानिदेशक/ Assistant Director General (GDS)  
 दूरभाष /Tel. No. 011-23096629  
 ईमेल/Email : adggds426@gmail.com

To,

**All the Chief Postmasters General/Post Masters General.**

Copy forwarded to:-

1. The Chief General Manager, BD Directorate/Parcel & CCS Directorate/PLI Directorate
2. All the DDGs Postal Directorate.
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/DAP
7. General Manager (CEPT), Mysore, with a request to upload the OM on the India Post Website.
8. Assistant Director, CEPT (Hyderabad/ Mysuru/ Chennai)
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