

No.01-14/2009-RB
Government of India
Ministry of Communications & IT
Department of Posts
(RB Division)

Dak Bhawan, Sansad Marg,
New Delhi-110001,
Dated: 03-07-2013.

To,

All Heads of Circles.

Sub: Revised Incentive Structure to post office staff involved in MGNREGS related work- regarding.

This is regarding the revised incentive structure payable to post office staff involved in MGNREGS related work. In this connection it is intimated that the incentive structure was issued to Circles vide RB division's letter of even no. dated 18-01-2010.

2. For MGNREGS transactions, incentive to Post Office Staff will be paid for the following three activities of MGNREGS work. The details of which are as follows:

- (i) **Incentive for opening of MGNREGS accounts**
- (ii) **Incentive at BO/SO level making MGNREGS payments**
- (iii) **Incentive at back office level for making ledger entries**

3. The following rates of incentive have been approved for Post Office Staff performing MGNREGS work:

(i) **Incentive for opening new MGNREGS account:**

- (a) At the rate of Rs. 0.50 per new account payable to GDS BPM.
- (b) At the rate of Rs. 0.40 per new account to PA in SO/HO and Rs. 0.10 per new account to supervisor in SO/HO.
- (c) At the rate of Rs. 0.30 per new account to ledger assistant and Rs. 0.10 per new account to ledger supervisor in the account office.

(ii) **Incentive at BO/SO level making MGNREGS payments:** No threshold limit is fixed for payment of incentive under MGNREGS. Incentive will be paid on each and every transaction.

| Sl. No. | Office | Designation | Rate of incentive |
|---------|---------|---|------------------------------|
| 1 | EDBO | GDS BPM | Rs. 1.50 per MGNREGS payment |
| | | Other GDS (if available and performing MGNREGS work) | Rs. 0.20 per MGNREGS payment |
| 2 | SOs/HOs | Official doing operative work of MGNREGA | Rs. 1.30 per MGNREGS payment |
| | | Official supervising operative work of MGNREGA, if any. | Rs. 0.20 per MGNREGS payment |
| | | Group D/Packer/GDS packer (performing MGNREGS work) | Rs. 0.20 per MGNREGS payment |

(iii) **Incentive at back office level for making ledger entries :**

| Sl. No. | Office | Designation | Rate of incentive |
|---------|--------|-------------|---------------------------------|
| 1 | SO | Ledger PA | Rs. 0.10 per MGNREGS deposit |
| | | | Rs. 0.10 per MGNREGS withdrawal |
| | | Supervisor | Rs. 0.05 per MGNREGS deposit |
| | | | Rs. 0.05 per MGNREGS withdrawal |
| 2 | HO | Ledger PA | Rs. 0.10 per MGNREGS deposit |
| | | | Rs. 0.10 per MGNREGS withdrawal |
| | | Supervisor | Rs. 0.05 per MGNREGS deposit |
| | | | Rs. 0.05 per MGNREGS withdrawal |

The incentive would be paid only when it is ensured that all the ledger entries are completed in respect of MGNREGS accounts.

4. **Ceiling on payment of incentive:** With regard to monthly ceiling of incentive to be paid to GDS employee, it has been decided that monthly ceiling for payment of incentive will be the upper limit of TRCA+DA paid to GDS to maintain uniformity. In respect of Departmental officials working in Sub-Office and Head Post Offices, the existing Dept. of Personnel & Trg. /Govt of India/Departmental instructions on the payment of incentive and annual ceiling would apply.

5. **Operational Procedure for making incentive payment:**

In order to make the operational procedure for claiming of MGNREGS incentive simple, it has been approved that the responsibility for payment of incentive to Gramin Dak Sevak will be vested with SPMs (of account SO) and in respect of officials of SOs to Head Post Masters (of account HO). Incentive will be claimed on monthly basis along with a voucher on the dates of occurrence of MGNREGS payments/opening of MGNREGS accounts. In order to restrict the incentive to the TRCA, an incentive register will be maintained at Sub-Office level and HO level. Detailed operational procedure for claiming incentive for MGNREGS payments at BO and SO level and for back office operations is being outlined as under:

i) The Muster Roll along with names of the beneficiaries is received in the BO from the State Government and the BPM has to effect payment of withdrawals to the beneficiaries. The BPM has to maintain separate SB journal for MGNREGS payments and should send a list of MGNREGS payments effected on a particular day to the Account Office along with the copy of the Muster Roll and Withdrawal Forms (passed warrants) indicating the amount. The BPM will prepare a voucher for claiming the incentive for the MGNREGS transactions for himself and the other Gramin Dak Sevaks in the BO on monthly basis to the Account Office. The Account Office in turn will verify the payments with reference to BO Daily Accounts and separate journal maintained at SO/ HO levels and authorize the payment of incentive and return the voucher to the BO duly authorizing payment. Money paid voucher (ACG-17) will be used for this purpose. On payment, the voucher will be sent to HO by charging the expenditure under bills paid. The HO will account the vouchers after due classification under the relevant Head of Account.

ii) SPMs will maintain a Register, like to the Register of commission paid to BPMs in respect of SB/TD and Savings Certificate indicating the payment of incentive to the GDS BO-wise and GDS name-wise for applying ceiling criteria and will ensure that the incentive does not exceed the upper limit of TRCA+DA payable to each GDS in a month.

iii) In respect of MGNREGS payments taking place at the Sub-Office, the SPM will prepare a voucher for payment of incentive for transactions occurring at his SO only and submit the voucher to the HO for checking and authorizing the payment. Here also, the same procedure outlined above will be adopted. Head Post office will maintain a register for payment of incentive to ensure that payment of incentive to particular departmental officials (Including Gr. D) and GDS official does not exceed the prescribed ceiling.

iv) The SPMs will be responsible for monthly payment of incentive for the BOs and the Head Postmasters will be responsible for the incentive payment in respect of the Sub-Offices. The SPM should obtain incentive vouchers subsequently from BPMs, who failed to send it along with BO Daily Account.

v) Procedure for payment of incentive for back office operations – Incentive will be paid at back office level for making ledger entries. The incentive for the Sub-Post Offices for NREGS transactions will be authorized by the Head Post Master (HPM) after due verification with reference to records. In respect of back office work at HPO, the APM SB or Dy PM SB in charge of SB Branch have to prepare a incentive claim and send to the Divisional Office with due certification of Head Post Master (HPM) on the aspect of completion of ledger posting. The Divisional Office will authorize incentive payment for back office level transactions at HO subject to the annual ceiling. It will also watch expenditure on incentive in Divisions, so that it remains within the availability of fund.


6. This letter issues with the concurrence of JS&FA (P) and approval of Secretary (Posts).


(K.K. Devis)

Assistant Director General (RB)

Copy to:

1. Sr. /PPS to Secretary, Department of Posts.
2. Sr /PPS to Member (Technology), Department of Posts
3. JS&FA, Department of Posts.
4. DDG (CP), Department of Posts.
5. All Directors of Accounts (Postal)
6. All Service Associations, Department of Posts


Assistant Director General (RB)