

No. 17-31/2016-GDS (Pt. I)
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated : 10.10.2024

Office Memorandum

Subject : Limited Transfer Facility (LTF) on request of Gramin Dak Sevaks (GDS) – Guidelines.

In supersession of all previous orders/instructions, the guidelines under 'limited transfer facility' for request transfer of Gramin Dak Sevaks were issued vide this office OM of even no. dated 15.07.2021. Subsequently, the transfer process of GDS under LTF was made online in November, 2022 and a schedule of preparatory exercise and an SoP for submission of online applications, activities to be carried out by the Divisional heads/unit heads and complete procedure to be followed in on line transfer was issued vide this office letter of even no. dated 24.02.2023.

The Department had also sought the feed back/suggestions from the Circles for improvement in the process, based on experience of the changes brought out after introduction of the online transfer process. On examining the feedback/suggestions from the Circles, it has been decided to revise the guidelines **in suppression** of all previous orders/guidelines/directions issued on the subject with regard to the terms and conditions of transfer and SoP to be followed for online transfer:

1. Terms and Conditions for Transfer

(i) The minimum engagement condition for transfer of GDS under LTF is revised from 'one year' to '**TWO YEARS OF CONTINUOUS ENGAGEMENT**'. It implies that a GDS should have completed minimum continuous engagement of a period of TWO (2) years from the date of regular engagement as GDS on the last date fixed for submission of online application in a particular cycle will be eligible to seek transfer under the LTF.

(ii) However, this condition of two years of continuous engagement is relaxed till 31.12.2025 for the GDSs engaged prior to 01.07.2024. Such GDS may be considered for transfer if they have one year of continuous engagement. After 31.12.2025, all the GDSs would require to meet the condition of a continuous engagement of TWO (2) years as mentioned in

sub clause (i) above.

(iii) The condition for transfer under 'mutual exchange facility' will be ONE (1) year of continuous engagement period. The online request for mutual transfer may be submitted, as and when the schedule of GDS online transfer cycle is issued from time to time.

(iv) The male GDS will be provided **Two chances** to avail LTF during the entire career. The female GDS will get **THREE** chances under the facility. However, there will be a '**cooling off**' **period of one year of continuous engagement between two successive transfers.**

(v) The transfer of a GDS is permissible only in the same level of TRCA, as provided in the following table:

| S. No. | Level of GDS | Transfer Allowed (level of GDS) |
|--------|---------------------------|---|
| 1. | BPM Level - 1 | a. BPM Level -1 in TRCA slab -2 b. ABPM/Dak Sevak Level - 2 (Postal/RMS) in same TRCA slab. |
| 2. | BPM Level - 2 | BPM Level-2 in TRCA slab 3 |
| 3. | ABPM/Dak Sevaks Level -1 | ABPM/Dak Sevaks Level-1 in TRCA slab -1 |
| 4. | ABPM/Dak Sevaks Level - 2 | a. ABPM/Dak Sevaks Level-2 in slab-2 b. BPM Level-1 in the same TRCA slab provided that, the GDS has to make accommodation arrangement for managing BO as per standard prescribed for BO and fulfilling the condition of educational qualification, etc. prescribed by the Department from time to time. Before joining as BPM Level - 1, he/she has to undergo prescribed training for BPM. |
| 5. | ABPM/Dak Sevak | ABPM/Dak Sevak from Postal to RMS and vice-versa in same TRCA slab |
| 6. | Dak Sevak in RMS | BPM/ABPM/Dak Sevak in the same TRCA level subject to providing standard qualification etc. |

(vi) The online request for transfer may be submitted, as and when the window for GDS online transfer is made open from time to time. Generally, the schedule for GDS online transfer cycle will be issued on a **half yearly** basis, immediately before the GDS Online Engagement Cycles so that GDS can avail the transfer facility on maximum number of

vacancies available.

(vii) The GDS may apply for transfer against **any or all of the vacant posts of GDS**, as per their eligibility, in order of preference, in any one of the Divisions at a time. The transfer will be at the own cost of GDS.

(viii) The transfer applications will be processed after completion all verification formalities, such as, caste, education, antecedent/police verification report etc.. It implies that if as on the last date of submission of online application in a particular cycle the verification report on any of the above account is pending, the application for transfer will be rejected, out rightly.

(ix) In case of GDS already transferred to a post on administrative/vigilance grounds as per the OM No. 17-31/2016-GDS dated 21.10.2019, this request will be recommended for transfer, except, in the following cases:

- a) Pendency of investigation (on a complaint or otherwise) having vigilance angle.
- b) Pendency of Disciplinary proceedings/Criminal proceedings
- c) Currency of a major penalty (other than dismissal/removal/compulsory discharge) in a proceedings initiated on the allegations involving vigilance angle.

(x) Transfer application of GDS who is Put off duty or against whom any disciplinary action, police case or court case is pending or contemplated as on the last date of submission of online application, will not be recommended.

(xi) Refusal to accept the approved transfer order will be construed as one chance of Limited Transfer availed by GDS. For the sake clarity, once the GDS submit his/her application online, he/she can withdraw the application during the window period available. Once the transfer is approved and the GDS requests for cancellation of transfer in writing before getting relieved, the request may be considered by the concerned authority. However, in such case one chance would be construed as 'Availed'.

(xii) Upon transfer, the past engagement period will be counted for eligibility for appearing in departmental examinations (for MTS/Postman etc.) as well as for annual increase. GDS will not have any claim to go back to the previous engagement/recruitment Unit/Division after joining to the new post. However, this would not act as a bar for applying afresh to that old post/old unit under the provisions of this OM, which would be subject to number of chances available to the GDS.

(xiii) Upon transfer, the GDS will be ranked junior in the seniority list of the new unit to all the GDSs of that unit who exist in the seniority list on the date on which she/he joins the new unit, except in case of transfer within the same Sub Division/Division/Unit. In this respect, it is clarified that upon being ranked junior most in the seniority list in the new Unit (i.e, other than in the same engagement / recruitment Sub Division / Unit / Division), the GDS would not be considered for appointment as MTS in the seniority

quota ignoring his senior (s), who is/are otherwise not eligible to be considered for appointment as MTS for want of requisite length of service.

(xiv) The inter-se seniority of two or more GDS upon transfer to same Sub Division/Division in the same cycle of transfer would be decided on the basis of their date of joining in the Department, i.e., the GDS joining earlier in the Department would rank senior to GDS, who joined later.

2. Order of Priority :

In case of receipt of two or more application for transfer on a same post, the order of priority in which transfer application will be processed in online mode, will be as under :

- (i) GDS with PwD (having benchmark disabilities)
- (ii) Female GDS - on spouse ground where male spouse is working at the destination station in Central/State Government or their undertaking/PSU/Subordinate organizations etc. (Certificate to this effect will have to be submitted)
- (iii) Male GDS- on spouse ground where female spouse is working at the destination station (having job of non-transferable nature in Central/State Government or their undertaking/PSU/Subordinate organizations etc.) (Certificate to this effect will have to be submitted)
- (iv) Date of engagement (GDS joining on a prior date will have preference over the GDS joining on a later date)
- (v) Female (other than spouse ground)
- (vi) Date of birth (older in age to be given preference) and
- (vii) Date & time of application (applicant submitting application at a prior date & time will have preference over the applicant who submitted application later)

Note: The preference to transfer on the spouse ground will only be available if the spouse of the GDS is working in Central Government, State Government or in any of its subordinate organization or undertaking of Central/State Government. The GDS seeking transfer on spouse ground, will have to upload the certificate issued by the Employer while submitting application in the enclosed format annexed as Annexure - I or Annexure-II as the case may be.

3. Manner of Transfer :

(i) The transfer application will be submitted through online mode only, as and when the schedule for GDS online transfer is issued from time to time.

(ii) As far as possible, the online transfer cycle will be initiated before online engagement cycle is initiated. The Department will issue a schedule

activities to be carried out from time to time before issue of a transfer cycle. The Department would be at liberty to change the terms and conditions at any time without assigning any reason for the same.

(iii) The detailed instructions/procedure for submission of transfer applications in online mode for the GDS applicants and activities to be done by Divisional/unit Heads is annexed as Annexure - III.

(iv) Subsequent to release of system-generated list of approved transfers, the transfer orders at Circle/Region/Divisional level will be issued by the respective authorities competent to transfer GDS. Any decision, not involving any policy issue, will be taken by the Head of Region or Head of Circle, as the case may be. Technical issues will be taken directly by the concerned Circle with the CEPT. Decision on any policy issue may be referred to this office.

4. Hindi version of this O.M. will follow.

(Ravi Pahwa)
Assistant Director General (GDS/PCC/PAP)
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Email : adggds426@gmail.com

To

All the Chief Postmasters General / Post Masters General

No. 17-31/2016-GDS (Pt. I) dated 10.10.2024

Copy forwarded to :-

1. Sr. PPS to Secretary (Posts)/Sr. PPS to Director General Postal Services
2. PPS/PS to Additional DG (Coord.)/Member (Banking)/Member (O)/
Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member
(Technology)
3. Chief General Manager BD Directorate/Parcel Directorate/PLI
Directorate/CEPT Bengaluru
4. Director RAKNPA Ghaziabad/ General Manager, CEPT Bengaluru
5. Addl. Director General, APS Bhawan, New Delhi
6. Sr. DDG (Vigilance) & CVO/Sr. DDG (PAF)
7. Director General P&T (Audit), Civil Lines, New Delhi
8. Director General, NICF, Ghitorni, New Delhi
9. All the Deputy Director General
10. All General Manager (Finance)/ Director Postal Accounts/ DDAP
11. Director Postal Training Centres.
12. All Sections of Postal Directorate.
13. All recognized GDS Unions
14. GM (Operations), CEPT, Mysuru, for uploading the order on India Posts
Website.
15. Hindi Section, Dak Bhawan, New Delhi :- For translation of the OM.
16. Guard File
17. Spare Copies.

Annexure - I**No. 17-31/2016-GDS (Pt. I) dated 10.10.20247****(Certificate to be submitted by Female GDS applying on Spouse Ground)**

Office of the _____

Ref. No. _____

Date : _____

To whom so ever it may concern

This is to certify that Sh.. is working as (tick in the appropriate box): -

As (Designation) in the office of (office name) under the(Central/State Government).

As (Designation) in the..... (office name) which is an undertaking or subordinate office of the..... (Central/State Government).

2. Sh. (Employee Name) Husband of (Name of GDS) cannot be transferred to (station of wife) where the wife of our employee is working on the post GDS under the Department of Posts.

Signature.....
 Name of the officer.....
 Designation of the officer.....
 Rubber Stamp.....
 Tel. No.....
 Email id.....

Annexure -II

No. 17-31/2016-GDS (Pt. I) dated 10.10.2024

(Certificate to be submitted by Male GDS applying on Spouse Ground)

Office of the _____

Ref. No. _____

Date : _____

To whom so ever it may concern

This is to certify that Smt.. is working as (tick in the appropriate box): -

As (Designation) in the office of (office name) under the(Central/State Government).

As (Designation) in the..... (office name) which is an undertaking or subordinate office of the..... (Central/State Government).

2. Smt. (Employee Name) W/o (Name of GDS) is working on the Designation in the office mentioned above. She cannot be transferred to (station of husband) where the husband of our employee is working on the post GDS under the Department of Posts, as the job is non-transferable in nature.

Signature.....
Name of the officer.....
Designation of the officer.....
Rubber Stamp.....
Tel. No.....
Email id.....

Annexure - III**No. 17-31/2016-GDS (Pt. I) dated 10.10.2024****Procedure for Submission/Consideration of Transfer under Limited Transfer Facility for GDS in Online Portal****Instructions for GDS seeking transfer****(i) Submission of online application-**

(a) Any GDS seeking transfer will have to update his/her mobile number with the Divisional Head in the Online Transfer Portal (<https://rule3.cept.gov.in/>) to create his/her login credentials. Without updation of the mobile number, the GDS concerned will not be able to apply for transfer under limited transfer facility.

(b) Once they are registered, they will be able to login through the same portal using employee ID as their login ID. An OTP would be shared on their registered mobile number which would be their password for logging in the portal.

(c) GDS who has completed **one or two year of continuous engagement**, as the case may be [see Para 1 (i) & (ii) of the OM], may apply online in the window given for the purpose as per his/her convenience against the vacant posts (clear vacancies) only.

(d) GDS may fill choice of any or all the vacant posts available, subject to his/her eligibility, in order of preference under any one Division in any one Circle at a time. The transfer will be considered for any one of the indicated Post in order of preference. His/her right to other posts will stand fortified in once the transfer on any of the posts applied for is approved.

(e) The GDS would be having option to change modify his details/preference or to withdraw his request till the last date specified for submission of online application. In addition to this, a short window would be provided for one time change in the preferences of posts already submitted by the candidates.

(f) The GDS seeking transfer on spouse ground, will have to upload a certificate issued by the employer at the time of submitting application in the format as annexed at Annexure-I or II, as the case may be.

(g) After submission of transfer request, a system generated SMS/Email

will be send to the GDS on registered mobile and email Id regarding successful submission of his/her application.

(h) The list of GDS whose transfer is approved against the vacant posts will be released online on the portal as per schedule. The GDS whose transfer is approved will be relieved on or before the last date of relieving as per time-schedule.

(i) A system generated message email of approval of transfer will be sent to the candidate. A consolidated list will be published in the website of the Department as well as in the online transfer Portal and the same will also be displayed in the login of Divisional/Units Heads (Both where the GDS is working and where the transfer is approved).

(j) If the transfer of GDS is not approved on any of the applied posts, he/she may apply for transfer in the next/subsequent cycles of Rule-3 GDS transfer portal subject to his/her eligibility.

(ii) Activities to be done by Divisional/Unit Head: -

(a) Divisional Head will enter the details of vacant posts in the portal as per schedule. Utmost care should be taken with regard to TRCA level or Designation etc. while updating the details of vacant posts on the portal.

(b) The Division would inform all concerned that GDS seeking transfer will have to get their mobile number updated in the Online Transfer Portal, if not already done earlier. Once they are registered, they will be able to login through the same portal using employee ID, as their login ID. The OTP shared on their registered mobile number will serve as password.

(c) All the online applications received by Divisional/Unit Head will be verified from the records as per schedule. **If not verified within the stipulated time period, the particulars will be treated as deemed verified and the responsibility would lie with the concerned Division.**

(d) Applications received from GDS, who does not fulfill the eligibility criteria as on the date of application will be rejected outright by the Divisional/Unit Head by entering appropriate remarks, e.g.,

(i) 2 (or 1) year of continuous engagement period is not completed.

(ii) Permitted number of times Rule-3 availed

(iii) Not recommended for candidate applied with incorrect TRCA slab

- (iv) Disciplinary/Police/Court Case is pending or contemplated.
- (v) Document verification/police verification is not complete.
- (vi) Submitted spouse category certificate not correct.
- (vii) Cooling off period of 1 year of continuous engagement since last transfer not completed
- (ix) GDS transferred on administrative/vigilance ground & Disciplinary/Criminal proceeding pending or Major Penalty in currency.

(iii) List of Transfer Approved : -

- (a) A system generated SMS/Email will be sent to the GDS regarding acceptance or rejection of his/her transfer request with reason of rejection.
- (b) After processing, the system generated list of GDS whose transfer is approved against the vacant posts will be released by CEPT as per the timeline mentioned in the schedule.
- (c) The GDS whose transfers are approved, will be relieved by the schedule date to join the new unit, as per deadline given in the schedule **and the same will be updated in the online portal without fail.** Necessary orders for transfer of will be issued by the concerned Circle/Region/Division.

