

X-12/6/2021-SPN-II-DOP-Part(1)
 Ministry of Communications
 Department of Posts
 (Personnel Division)

Dak Bhawan, Sansad Marg,
 New Delhi – 110001,
 Dated: 12-11-2024

To,

All Chief Postmasters General / All Postmaster General
 Chief General Manager, PLI / Parcel / BD Directorate
 Chief General Manager, CEPT / Director RAKNPA / Director of all PTCs
 Addl. Director General, Army Postal Service
 All General Manager (Finance) / Director Postal Accounts / DDAP

Subject: - Guidelines to regulate transfer under Rule – 38 of Group ‘C’ officials, Group ‘B’ (Non-gazetted) officials and Assistant Superintendent of Posts (Group ‘B’ Gazetted) – reg.

Madam/Sir,

I am directed to refer to Directorate communication no. 141-141/2013-SPB-II dated 17.01.2019 on the above-mentioned subject, which inter alia provides guidelines to regulate request for Temporary Transfer (both Inter-Circle and Intra-Circle). Subsequently, provisions were modified vide letter of even no. dated 02.09.2021 and vide communication no. X-22/75/2023-SPN-II-DOP dated 09.07.2024. Aforesaid communication dated 17.01.2019, para 4 ibid, provides following:-

- Temporary transfer shall be allowed to an official for a maximum period of three years, in the entire service, in one spell or two spells.
- However, there shall be a minimum gap of 3 years between two spells of temporary transfer.
- If the official is promoted during the period of temporary transfer, such official shall be relieved immediately but not later than one month to join the promoted post, failing which, he/she shall be debarred for promotion for one year.

2. Reference has been received to decide whether the three-year gap condition is applicable even if there is change in cadre of the official upon promotion during the intervening period of temporary transfer. Accordingly, the provision have been further reviewed and the Competent Authority has decided that, if the official joins the promoted post during the intervening period of temporary transfer, this will be treated as a single spell of temporary transfer. However, if the official subsequently applies for a second spell of temporary transfer, they will be eligible only after completing one year of service in the new cadre, the condition of a three-year gap should not apply.

Yours faithfully,

(Vangara Prasad)
 Assistant Director General (SPN)

Copy to:

- a) Sr. PPS to Secretary (Posts) / Director General Postal Services.
- b) PPS / PS to Addl. DG (Coordination) / Members Postal Service Board
- c) Sr. DDG(Vig) & CVO / CGM (Parcel) / CGM (BD) / CGM (PLI)
- d) Director (RAKNPA) and Director all Postal Training Centres
- e) Portal upload team, CEPT with request to upload this document on IndiaPost website.