



**No. X-12/6/2021-SPN-II-DOP**  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg  
New Delhi – 110001  
Dated:- 02-04-2025

To,

- a) All Chief Postmaster General
- b) Chief General Manager, PLI / Parcel / BD Directorate
- c) Director RAKNPA / Director of all PTC's
- d) Addl. Director General, Army Postal Service
- e) All General Manager (Finance) / Director Postal Accounts / DDAP

**Subjects: - Processing of Rule-38 transfer requests for Skilled Artisans, Drivers, Electricians etc. of MMS Units – reg.**

Madam / Sir,

Reference is invited to the Directorate's letter of even number dated 03.02.2023, vide which consolidated guidelines on transfers were circulated. Para B (i) of the said guidelines state that:

*"Transfer under Rule-38 shall be registered and considered only in online mode, wherein an employee can register his / her request anytime at <https://apps.cept.gov.in/rule38transfers>."*

2. In this regard, representations have been received from Circles stating that various cadres of MMS units such as Skilled Artisans, Drivers, Electricians, etc., have not been provided with the facility to apply via the online portal for transfers. Since these cadres are not provided with the option to apply online for Rule-38 / Mutual Transfers, they are submitting their applications through offline mode.

3. In view of the above, matter has been revisited and following has been decided :-

(i) Until the online portal is made operational for all cadre under MMS units, **Rule-38 transfer requests** for cadre such as Skilled Artisans, Driver, Electrician etc. **should be processed manually.**

(ii) All new transfer requests of such cadre mentioned above shall be processed by Circles / Division through Offline mode as done before the introduction of Rule-38 portal.

(iii) To ensure that all transfer requests received offline are handled in a structured and transparent manner, application received till 15 days of issue of this order will be deemed to be received on the 15th day from issue of this order.

*[Example: If this order is issued on 03.04.2025 then all such transfer requests received till 17.04.2025 will deemed to be received on 17.04.2025.]*

(iv) The priority of transfer requests should follow the guidelines outlined in the Directorate's letter no. X-12/6/2021-SPN-II dated 03.02.2023, considering grounds such as PwBD, Compassionate Appointment, Spouse, and General category, and arranged in the following order: -

- (a) Grounds for applying;
- (b) Application receipt date;
- (c) Date of joining in the present cadre;
- (d) Date of birth;
- (e) Employee name in alphabetical order.

4. Contents of this letter may be brought to the notice of all concerned for information and strict compliance. This issued with the approval of Competent Authority.

Yours faithfully,  
Digitally signed by  
VANGARA PRASAD  
Date: 02-04-2025  
17:29:55  
(Vanagara Prasad)  
Assistant Director General (SPN)

Copy to:

1. Sr.PPS / PSO to Secretary (Posts) / Director General Postal Services
2. PPS/PS to Members, Postal Services Board / Addl. DG (Coordination)
3. Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF)
4. Secretary, Postal Services Board / All Deputy Director General
5. GM, CEPT with a request to upload the order in India Post website
6. All Section, Dak Bhawan through e-office notice board
7. All recognized Federations / Unions / Associations of Department of Posts through India Post website
8. Office copy / Guard file

Digitally signed by  
PANKAJ KUMAR  
Date: 03-04-2025  
10:50:01  
(Pankaj Kumar)  
Section Officer (SPN)