

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: 10-06-2025

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 Intra-Circle transfer requests of MTS cadre officials to DA(P) offices – reg.

Madam / Sir,

Reference is invited to the Directorate's letter no. 37-33/2009-SPN-I(pt) dated 29.09.2023, *vide* which instruction on the unification of Multi-Tasking Staff (MTS) Cadre of Department of Posts were circulated. Para (i) of the Annexure of the said instructions states that:

"MTS of Subordinate offices shall not be transferred, including transfer under Rule-37 of P&T Manual Vol.-IV, to Administrative offices/ DAP (PAOs) etc. and vice-versa. However, an MTS official, may seek transfer from one office (Subordinate Office / Administrative Office / DAP (PAO) etc.) to another office (Subordinate Office / Administrative Office / DAP (PAO) etc.), under Rule-38 of P&T Manual Vol.-IV."

2. In this regard, representation have been received from Circles stating that MTS officials have not been provided the facility to apply for DAP (PAO) offices *via* the online portal for transfer. Since these cadres are not provided with the option to apply online for Rule-38 / mutual transfer to DAP (PAO) offices, they have submitted their application through offline mode.

3. In view of the above, matter has been revisited in consultation with PA Wing of Postal Directorate. Accordingly, with the approval of Competent Authority following has been decided: -

- (i) Until the online portal is made operational for all relevant cadres under DA(P), Rule-38 Intra-Circle transfer requests for MTS officials seeking transfer to DAP (PAO) offices be processed manually. **However, any such MTS officials who seeks transfer through offline mode must withdraw transfer from online portal.**

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

(iii) To ensures that all transfer requests received offline are handled in a structured and transparent manner, application received till 30.06.2025 of issue of this order will deemed to be received on the 30.06.2025.

(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

(v) Circle shall manually process these transfer requests and transfer list shall be published by 15.07.2025.

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,

(Vanagara Prasad)
Assistant Director General (SPN)

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