

Dak Bhawan, Sansad Marg
New Delhi-110001

Dated: 9th February 2026

To.

- (i) All Chief Postmasters General.
- (ii) Chief General Manager, BD/ Parcel/PLI Directorate
- (iii) Director, RAKNPA/ All Postal Training Centres,
- (iv) Addl. Director General, Army Postal service, R K Puram, New Delhi
- (v) All General Managers (Finance)/ Director Postal Accounts /DDAP

Subject: Guidelines on allocation of Inspector Posts and Assistant Superintendent of Posts to Postal Circles – Amendment regarding.

Madam/Sir,

I am directed to refer to this office letter of even number dated 15.02.2023, 03.07.2023 and 27.05.2024 on the above-mentioned subject wherein instructions related to allocation of Inspector Posts (Direct recruitment & LDCE), Allotment of ASP on promotion and Inter-Circle transfer of Inspector Posts and Assistant Superintendent of Posts were issued.

2. The guidelines related to Inter Circle transfer of IP/ASP is reviewed and following changes have been approved by the Competent Authority:-

i. In para 2 (C) (g) of letter of even no. dated 3rd July 2023, certain categories of officials and grounds of transfer have been mentioned along-with the manner of arranging the transfer requests. *It is now decided that transfer requests received on any of these specific grounds (except PwBD) shall be accorded preference only in the relevant transfer cycle in which they are submitted.* All previously considered transfer requests shall retain their position in the existing priority/waiting list. Transfer requests submitted thereafter shall be placed below the previous requests after arranging them in the manner prescribed in Communication no. X-07/15/2021-SPN-II dated 03.07.2023.

ii. PwBD candidates will always get priority in every transfer cycle irrespective of their date of application and shall be placed at the top of the priority list while processing the requests in the transfer cycle

iii. If disciplinary proceedings under Rule 16 of CCS (CCA) Rules, 1965 are pending at the time of issuance of transfer orders, the IP/ASP may be retained for a maximum period of three months on the ground of pendency of Rule-16 charge sheet. The official shall, however, be relieved after three months from the date of issuance of transfer order or after issuance of disciplinary order, whichever is earlier.

iv. Where disciplinary proceedings under Rule 14 of the CCS (CCA) Rules, 1965 are pending or contemplated at the time of issuance of transfer order, transfer request shall be treated as *deemed cancelled* immediately upon receipt of intimation from the concerned Circle and the next candidate will be considered for transfer against that vacancy. However, in such cases, the original candidate concerned shall not be required to submit a fresh online application. The transfer request shall retain its original waiting list number and shall be considered after the conclusion of the disciplinary proceedings, subject to outcome of the proceedings and availability of vacancy.

3. Further, in partial modification of para 2 (C) (f), following is informed: Transfer requests shall not be considered every now and then. There shall be a gap of minimum six months period between two sittings of the Committee. However, the Committee shall meet even before six months, if allocation is required due to new allotments (promotion/availability of Direct Recruit candidates).

4. These instructions shall come into force with immediate effect and any past case decided under prevailing instructions shall not be reopened.

Yours faithfully,



(Vinod Kumar)
Assistant Director General (SPN)

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- (ii) E-Office portal, Department of Posts.