

No. X-12/6/2021-SPN-II(Pt.)  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg  
New Delhi – 110 001

Dated: 30<sup>th</sup> September, 2022

To,

All Chief Postmasters General,

Subject: Launch of web-based application for received<sup>ing</sup> and processing of transfer under Rule – 38 – reg.

Madam/Sir,

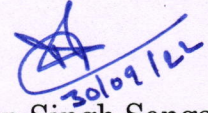
I am directed to say that an online portal has been launched by Director General Postal Services today (30.09.2022) for receiving and processing of transfer requests under provisions of Rule – 38 of Postal Manual Volume IV.

2. Employees can visit the portal at <https://apps.cept.gov.in/rule38requests/> and submit their request. Detailed instructions to employee for online Rule – 38 transfer application is enclosed herewith. Circles may ensure wide publicity of these instructions to all employees for their guidance.

3. Further, provisional approved transfer has been released and is presently available for employees to accept / decline the proposed unit of transfer. **Employees may be sensitized to accept / decline by 02.10.2022.** No response to this option would be treated as 'deemed acceptance' by employee and transfer cycle will move further,

Yours faithfully,

Encl: As above

  
(Dileep Singh Sengar)  
Assistant Director General (SPN)

Copy to:

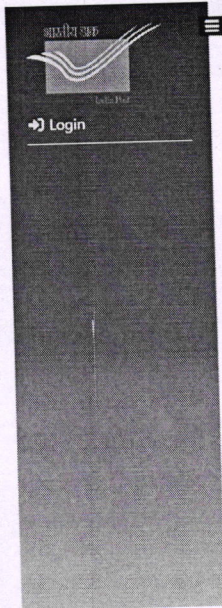
- (a) General Manager, CEPT for information and necessary action
- (b) Portal Upload, CEPT with request to place this letter on India Post website.
- (c) Office copy

**Instructions to Employee for submitting online application for  
Transfer under Rule – 38 of Postal Manual Vol.-IV.**

Department of Posts has introduced automated process for receiving / processing transfer requests under Rule-38 of Postal Manual Vol.IV. Presently, this facility is available for the ASP/IP/PA(CO/RO)/PA(SBCO)/PA(FPO)/PA (PO)/SA/Postman/Mail Guard/MTS cadres of all Units.

**Step wise procedure for submitting application / acceptance or declination of approved transfer**

1. Employee has to login to the portal <https://apps.cept.gov.in/rule38requests> The following login screen will appear.



**Online Rule - 38 Transfer Requests**

Request User Login

Employee ID Enter here

Password Enter here

OTP Enter OTP

OTP

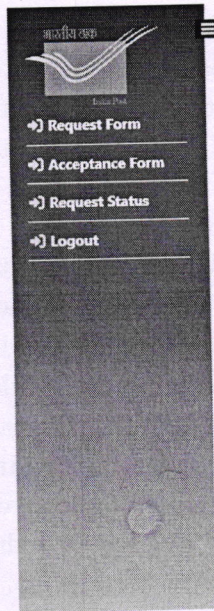
**2. Registration / Login**

- a) Employee login requires Employee ID and Password.
- b) First time user to click on New Registration/Reset Password option. Thereafter, enter Employee ID, desired Password and reconfirm Password for Registration.
- c) Before Registration of the Password, OTP confirmation is mandatory. OTP will be received on the employee's registered mobile. Mobile numbers have been taken from the available Rule 38 master data / CSI master data till 25.09.2022. If mobile number not available error occurs, then it should be updated by requesting the Divisions to update the mobile number in the Rule 38 master data.

- d) In case password is forgotten by the employee, request can be made to resend the password to the registered mobile number by clicking forgot password link in the login form. Confirmation through OTP is mandatory for this purpose.
3. **Change Password:** Password can also be changed by the employee subsequently once the password is set. For this purpose employee should click on the Change Password/Register Password link in the login form and proceed to change the password. For this purpose employee need to enter the old password and provide the new password and reconfirm the same. OTP confirmation which will be sent to the registered mobile number, is required for change of password

The image shows a screenshot of a web application interface. On the left is a dark sidebar with a logo at the top and a 'Login' button. The main content area has a dark header with the text 'Online Rule - 38 Transfer Requests'. Below the header is a white form titled 'Change Password'. The form contains four input fields: 'Employee ID' with the value '10141463', 'Current Password', 'New Password', and 'Re-enter New Password'. Below the fields are two buttons: 'Change' and 'Cancel'. At the bottom of the screenshot, a white message box is displayed with the text: '10141463 Password Changed Successfully. Please login with new password'. An 'OK' button is located at the bottom right of the message box.

4. **Application submission:-** In the Employee login, application for transfer can be submitted by giving the required information. For this purpose employee is required to click on the Request Form link in the menu.



## Online Rule - 38 Transfer Requests

logged in : SYAMALA GUNUKULA

Employee ID: 10141453	Employee Name: SYAMALA GUNUKULA	Date of Birth: 30/06/1987
Cadre: PA	Mode or Recruitment:	Group: C
Date of Joining: 22/02/2014	Category: SC	Mobile Number: 7036457713
Gender: FEMALE	Email:	No. of Rule-38 availed: 0
Home Division: Hyderabad South East Division	Home Circle: Telangana Circle	

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DETAILS OF PRESENT WORKING	
Designation: Postal Assistant	Present Office of Working: Hyderabad Jubilee H.O
Date of Joining in Present Post: 01/01/2020	Applying Grounds: Select Applying Grounds

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APPLYING DETAILS	
Type of Rule-38: Select Rule38 type	Applying Circle:
Preference Division 1	Preference Division 6
Preference Division 2	Preference Division 7
Preference Division 3	Preference Division 8
Preference Division 4	Preference Division 9
Preference Division 5	Preference Division 10

5. By clicking on the Request Form menu it will display the application form which shows the basic details of the employee as per the master data and some additional information is required to be updated for the application submission. The following are the details of data:-

A. **Non-editable** :- Employee ID, Name, Cadre, Home Circle / Unit, Date of Birth, Date of Joining, Mobile Number, and Email ID will be in frozen status and cannot be edited. However, if the employee finds apparent error or want to change Mobile Number, and Email ID, formal request should be made to the Controlling Officer for correcting relevant information.

B. **Information to be provided by the Employee in the following fields**:-

- I. Mode of Recruitment: To be entered by the candidate/ editable.
- II. Group: Can be changed
- III. Designation : present post of working to be entered
- IV. Present office of working: Present place of working to be entered
- V. Date from which working in present post: to be entered / editable application will not be accepted within the 1 year from the date of working in the present post
- VI. Applying grounds: To be selected as per the grounds on which the Rule 38 request is sought like PWD/Terminal Illness/Compassionate/None of the above.
- VII. Note: In case of the ground of transfer request being Terminal illness appropriate prescribed document to be uploaded as proof, which will be verified.

- VIII. Type of Rule 38 applied: Inter Circle/Intra Circle: To be selected by the employee. Depending up on the cadres, the type of inter/intra will be freezed, i.e for the circle cadres like ASP/IP/PA (CO/RO)/PA (SBCO)/ PA (FPO), etc., option will be enabled only for the inter-circle
- IX. No of Rule 38 availed: Information to be provided on the number of previously utilized Rule 38 number of the same kind (Inter Circle/Intra Circle) for which present request is made. For example, if the present request is for inter-circle transfer, the number of inter-circle transfer already availed to be given. If maximum admissible number of chances already availed [Presently Two inter-circle transfer (Three in case of PWD)], further application cannot be submitted. Similarly, if the present request is for intra-circle transfer, the number of intra-circle transfer already availed to be given. If maximum admissible number of chances already availed, further application cannot be submitted.
- X. Date of last availed Rule38 Transfer: Date of last availed Rule 38 transfer in the type for which the present request is sought to be entered, i.e. if request is for inter circle Rule 38 and one chance is availed under inter-circle then the date of such inter-circle Rule 38 availed to be entered. Request cannot be accepted within 3 years of availing the same kind of Rule 38 Transfer.
- XI. Opting Circle: if the request type is inter-circle, employee needs to select the Circle where transfer is requested. In case of the intra-circle transfer, this will be freezed.
- XII. Preferences: Depending up on the cadre like PA/SA/PM/MG/MTS, 10 preferences of division choices can be opted, where as for the Circle cadre there is no requirement of opting any preferences.
- XIII. In case 'Grounds of Applying' is 'Terminal illness', supporting document as proof is to be uploaded before submission.
- 6) On successful submission of application, Unique Request ID will be generated, which may be noted for future reference. You may One SMS/email in the registered mobile/email.