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

DakBhawan, Sansad Marg
New Delhi – 110 001
November 30, 2022

To,

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

Subject: Guidelines to regulate transfer of Group 'C' officials, Group 'B' (Non-gazetted) officials and Asstt. Supdt of Posts in Department of Posts.

Madam/Sir,

I am directed to refer to Directorate letter no. 141-141/2013-SPN-II dated 17.01.2019 read with letter no. X-12/6/2021-SPN-II dated 17.11.2021.

2. Para 1(i) of letter dated 17.11.2021 provides that only such officials who have completed one year of service shall be eligible for transfer under Rule – 38. This provision shall be read as under:

“Only such officials who have completed one year of service in a cadre / grade shall be eligible for transfer under Rule – 38.

Provided that the condition of one year shall not be applicable for employees appointed on compassionate ground, Persons with Benchmark Disabilities (PwBD) and official or dependent family members suffering of terminal illness.”

3. Para-3(C) of Directorate letter no. 141-141/2013-SPN-II dated 17.01.2019 relating to procedure for submission / consideration of Transfer under Rule 38 was revised vide letter no. X-12/6/2021-SPN-II(2) dated 31.12.2021. It was provided that Inter-Circle and Intra-Circle transfer of employees will be considered every month. This provision has been reviewed and the competent authority has approved as under:-

Periodicity of transfer: –

Transfer cycle shall be operated on quarterly basis in the month of March, June, September and December. Detailed timelines for various activities will be circulated separately.

4. Directorate letter no. X-12/6/2021-SPN-II(Pt.) dated 12.10.2022, para 3 (b) *ibid*, provides that an official approved for transfer shall be relieved within twenty (20) days from issue of order, which can be delayed upto a maximum of ninety (90) days on written request of the official. These instructions have been reviewed and the Competent authority has approved as under:-

Relieving of officials-

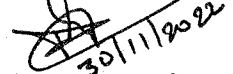
Officials approved for transfer shall be relieved within twenty (20) days from the date of release of approved transfer orders.

Provided that an official approved for transfer may submit a written request to delay the relieving, which may be allowed up to a maximum of sixty (60) days. After expiry of sixty (60) days from the date of release of approved transfer orders, the official shall forfeit the right to avail the approved transfer and the request shall be removed from the database. However, such an official may submit fresh transfer request which shall be considered as per prevailing guidelines / instructions.

Provided further that official against whom disciplinary proceedings are pending shall not be relieved even after approval of transfer, till disciplinary proceedings are finalized. After issue of final orders on such disciplinary proceedings, the official whose transfer has been approved shall be relieved in the manner specified above.

5. Revised instructions mentioned hereinabove shall come into force with immediate effect. This may be brought to the notice of all concerned.

Yours faithfully,



(Dileep Singh Sengar)

Assistant Director General (SPN)

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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. GM, CEPT, Bangalore [For information and necessary action]
5. Secretary, Postal Services Board/ All Deputy Directors General
6. PE-I / PE-II / SPN-I / DE section, Dak Bhawan
7. All recognized Federations / Unions / Associations of Department of Posts
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