

No. 9-02/2023-SPG-II
Government of India
Ministry of Communications
Department of Posts
(SPG-II Section)

Dak Bhavan, New Delhi - 110001
Dated: 01st February, 2023

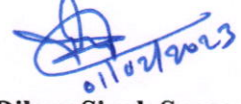
OFFICE MEMORANDUM

With reference to transfer/posting requests of Postal Service Group B Officers, the undersigned is directed to convey that:

1.1 A request for transfer received from a PS Gr.B Officer shall be considered only up to 3 months from the date of receipt in this office.

1.2 All Circles are requested to forward applications received from PS Gr.B Officers for transfer in the prescribed proforma (copy enclosed) circulated vide this Department letter No.9-14/2018-SPG-II dated 23.06.2021 with the recommendation of CPMG concerned, if any, thereon.

Encl. A/a



(Dileep Singh Sengar)

L/o to Assistant Director General (SPG)

To

1. PSO to Secretary (Posts)/Sr. PPS to Director General Postal Services
2. PPS/PS to Addl. DG (Co-ordination)/ Members (PSB)
3. All Chief Postmasters General
4. Directors, RAKNPA/PTCs
5. Addl. DG, APS, Delhi
6. GM, CEPT for information and uploading the order on the India Post website
7. Guard File

**PROFORMA FOR TRANSFER /POSTING REQUESTS OF POSTAL
SERVICE GROUP B OFFICER**

1.	Name of the Officer	:	
2.	Date of Birth	:	
3.	Date of Appointment in PS Group B	:	
4.	Home Circle	:	
5.	Present Circle of Posting	:	
6.	Date since when working in the present Circle.	:	
7.	Choice of Posting (Circle/Unit)	:	
8.	Grounds	:	
9.	Earned Leave availed for more than 15 days in one spell	:	

Date:

Signature of the Officer
(Name)
Present Designation

Signature of APMG/AD(Staff)