

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS,
O/o CHIEF ENGINEER-I,
DAK BHAWAN, NEW DELHI -110001.**

No. 4-4/2007-CWP/Vol. II (B)/130

Dated: 29 /05/2024

OFFICE MEMORANDUM

Sub: Transfer Policy for Postal Civil Wing officers and officials – Issue of Guidelines.

In supersession of earlier transfer policy circulated vide 4-4/2007-CWP/Vol.II/(B)/486 dated 04.11.2019, the Competent Authority has approved the following modified Transfer Policy Guidelines applicable with immediate effect-

1. The allotment of Junior Engineer (Civil/Electrical) and Architectural Assistants shall be made to the SE(Civil/Electrical)/ Senior Architect with the approval of the CE-I or CE-II in their respective Zone and thereafter transfers and postings shall be done by respective SE (Civil/Electrical)/ Senior Architect. Likewise, allotment of AE (Civil) / AE (Electrical)/ Assistant Architect shall be done to CE-I with the approval of Additional DG (Coordination) and thereafter transfers and postings shall be done by the respective CE-I or CE-II in their Zone.

1.1 The competent authorities to approve posting and transfer orders in respect of Junior Engineers (Civil), Junior Engineers (Elect.), Architectural Assistants, Assistant Engineers(Civil), Assistant Engineers (Electrical), Assistant Architects, Assistant Executive Engineers (Civil), Assistant Executive Engineers (Electrical), Deputy Architects, Executive Engineers (Civil), Executive Engineers (Electrical), Architects, Superintending Engineers (Civil), Superintending Engineer- (Electrical), Senior Architects and Chief Engineers (Civil) shall be as indicated in **Annexure 'A'** (enclosed).

2. The post and station tenure for different cadres is uniformly fixed as 3 years and 6 years respectively except for Delhi. For Delhi, the station tenure shall be for 9 year. Moreover, it will be ensured that tenure of officers/officials working on sensitive post does not under any circumstances exceeds 3 years.

2.1 Notwithstanding the above a reduced tenure of two years is prescribed in respect of North East Region, Sikkim, Andaman & Nicobar, Lakshadweep, J&K (including Ladakh).