

No. X-12/1/2019-SPN-II-Part(1)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 28th January, 2022

To,

- (a) All Chief Postmasters General,
- (b) Chief General Manager, BD / Parcel / PLI Directorate
- (c) CGM CEPT / Director RAKNPA / Director, All Postal Training Centres

Subject: Guidelines for rotational transfers of Group 'C', Group 'B' (Gazetted and Non-Gazetted) and Group 'A' (JTS and STS) officials / officers working in a Circle for the year 2022-23 – reg.

Sir/Madam,

Keeping in view the current surge in COVID-19 pandemic in the country and considering the well-being of Postal employees, following rotational transfer guidelines have been approved by the Competent authority in respect of rotational transfer of all Group 'C', Group 'B' (Gazetted and Non-Gazetted) and Group 'A' (JTS and STS) officials / officers working in a Circle.

- (i) No out of station transfer on account of station tenure.
- (ii) Extension of one year shall be allowed to all those who have completed their post tenure on non-sensitive posts.
- (iii) Extension of one year shall be allowed to all those who have completed their post tenure in sensitive posts and who cannot be rotated at the same station, provided their past record is up to the mark and clean.
- (iv) However, SPMs of single handed post offices and those double handed offices that are functioning as single handed offices shall not be given an extension except in cases at para (vii) below.
- (v) The officials / officers working on sensitive posts and granted extension during last year may not be granted further extension this year.
- (vi) CPMG is authorized to grant extension of one more year, in addition to as mentioned in para (ii) above on a non-sensitive post in cases of extreme COVID related distress on extreme compassionate grounds only.

(vii) CPMG is authorized to grant up to six months extension to SPMs of single handed Post Offices and those double handed Offices that are functioning as single handed offices in cases of extreme COVID related to extreme distress on compassionate grounds and where they could not be rotated at the same station, provided their past record is up to the mark and clean.

(viii) Transfers at own request and cost will be allowed

(ix) Transfers in the interest of service will be allowed with the approval of next higher authority. In case, where the CPMG is the competent authority for such transfer, he/she would not require approval of next higher authority.

3. These guidelines shall be in continuance to instructions dated 19.05.2021 issued on the subject and shall remain in force till 31.03.2023 or until further orders, whichever is earlier.

Yours faithfully,


28/01/2022
(Muthuraman C)

Assistant Director General (SPN)

Copy to:

- (a) PS to MoC / MoSC
- (b) Staff Officer / Sr. PPS to Secretary (Posts) / Director General Postal Services
- (c) Members of Postal Services Board
- (d) Sr. DDG(Vigilance) & CVO / All Dy. Directors General
- (e) Director (Staff), Dak Bhawan
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