

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

Dak Bhawan, Sansad Marg,
New Delhi, dated 06-06-2024

To,
All Chief Postmasters General.

Subject: - Guidelines to regulate transfer under Rule-38 of Group 'C' officials, Group 'B' (Non-gazetted) employees in Department of Posts – reg.

Madam/Sir,

I am directed to refer to letter of even no. dated 03.02.2023 on the above-mentioned subject and to bring attention to following provisions / paras of this communication: -

Para A (xii): An official will be eligible for two Inter-Circle and two Intra-Circle transfer during entire service. However, a gap of 3 years shall be mandatory for availing same category of transfer for the second time, but no such gap will be required in case of applying for different category transfer.

Para A(xv): Employee can withdraw the request on online portal at any time and they have also been provided with opportunity to decline provisionally approved transfer on online portal within 72 hours of such allotment. However, after expiry of 72 hours timeline and issue of final transfer order, if an employee wish to cancel his approved transfer, he may do so and in such case, employee will deemed to have availed one chance of transfer.

2. In this regard, various references have been received from Postal Circles seeking clarification w.r.t officials who have declined approved transfer after expiry of 72 hours.

3. The matter has been examined and Competent Authority has decided that if an employee declines his approved transfer after expiry of 72 hours timeline and issue of final transfer order, only one chance of Rule-38 transfer shall be deducted and employee can apply for the same category of transfer without any time bar.

4. Accordingly, a gap of 3 years shall not be required for availing same category of transfer if an employee declines his approved transfer after expiry of 72 hours timeline and issue of final transfer order. However, one chance of Rule-38 transfer shall be deducted.

Yours faithfully,

(Vangara Prasad)
Assistant Director General (SPN)

Copy to:

- Sr. PPS to Secretary (Posts) / Director General Postal Services.
- PPS / PS to Addl. DG (Coordination) / Members Postal Service Board
- Sr. DDG(Vig) & CVO / CGM (Parcel) / CGM (BD) / CGM (PLI)
- Director (RAKNPA) and Director all Postal Training Centres
- General Manager, CEPT, Bengaluru with request to make necessary changes in Rule-38 Online transfer portal.
- Portal upload, CEPT with a request to upload this document on India Post website