

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

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated: 10th April, 2024

To,

- (a) All Head of Postal Circles.
- (b) Addl DG, Army Postal Service
- (c) Director RAKNPA / Directors all PTCs
- (d) CGM BD Dte / PLI Dte / Parcel Dte

Subject: Guidelines for transfer to regulate transfers of Group 'C' officials, Group 'B'(Non-Gazetted) officials and Assistant Superintendent of Posts (Group 'B' Gazetted) – reg.

Madam/Sir,

I am directed to refer to this office letter of even number dated 02.09.2022 on the above mentioned subject vide which all Postal Circles were advised to consider transfer under Rule – 38 on '*mutual exchange*' in offline mode and to send request to Directorate as well as CEPT for deletion of such approved transfers from online portal.

2. Now, module for considering transfers under Rule – 38 on 'Mutual exchange' has been developed by CEPT and is ready for deployment. Therefore, following has been decided:-

- (a) Offline application for transfer on 'Mutual exchange' should not be accepted. Henceforth, transfer request of 'Mutual exchange' shall be received in online portal only.
- (b) Cases where transfer on 'Mutual exchange' has already been approved manually shall be implemented and information be shared with CEPT to delete request of approved officials from online transfer portal.
- (c) No transfer on 'Mutual exchange' in offline mode shall be approved by Circle(s) with immediate effect.
- (d) In case of transfer request on 'Mutual exchange' pending with Division / Region / Circle, concerned employee should be advised to apply for 'Mutual' transfer on online transfer portal.



- (e) Standard Operating Procedure (SOP) for Mutual transfer is enclosed herewith for guidance of employees.
- (f) All Controlling units shall verify request(s) received from employees in normal course
- (g) Approved list of transfers on 'Mutual exchange' shall be issued / published concurrently with normal transfer cycle on quarterly basis.

3. Further, prevailing instructions on verification of new transfer requests provide that all new requests registered in a quarter preceding the month in which transfer cycle is operated shall become available to Controlling units from 01st to 05th of the month in which transfer cycle is operated (March, June, September and December). In order to ease the pressure during the month in which transfer cycle is operated, facility has been provided wherein all new transfer requests shall become available to Controlling unit in real-time basis. As such, concerned authorities may be advised to verify new requests as and when it is received in their login id. All controlling authorities shall ensure that new requests registered are verified at the earliest. However, requests received till last day of February / May / August / November should be verified before 05th March / June / September / December.

4. Contents of this letter may be brought to all concerned for information and strict compliance.

Yours faithfully,

Encl: SOP for Mutual transfer

V. Prasad
10/4/24
(Vangara Prasad)
Assistant Director General (SPN)

Copy to: General Manager, CEPT, Bengaluru – It is requested to deploy facility of transfer on 'Mutual exchange' and real-time verification of new requests with immediate effect. This communication may also be uploaded on India Post website for information of all concerned.