

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

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 04-12-2024

To,

- (a) All Chief Postmaster General
- (b) Chief General Manager, PLI / Parcel / BD Directorate
- (c) Director RAKNPA / Director of all PTC's
- (d) Addl. Director General, Army Postal Service
- (e) All General Manager (Finance) / Director Postal Accounts / DDAP

Subjects: - Guidelines to regulate transfer of Group 'C' officials, Group 'B' (Non-gazetted) officials and Asst. Superintendent of Posts in Department of Posts.

Madam / Sir,

I am directed to refer to Directorate's letter no. 141-141/2013-SPN-II dated 17.01.2019 read with letter no. X-12/6/2021-SPN-II-DOP dated 30.11.2022.

2. Para 3 of Directorate letter no. X-12/6/2021-SPN-II dated 30.11.2022 provided that transfer cycle shall be operated in quarterly basis in the month of March, June, September and December. This provision has been reviewed and the competent authority has approved as under: -

Periodicity of Transfer

Transfer cycle shall be operated on a half yearly basis in the month of March and September. Detailed timelines of various activities shall be as under: -

Sl.	Activity	Timelines
(a)	Capturing of vacancy	01st - 05th of March / September
(b)	Forwarding / acceptance of request by controlling unit	01st - 05th of March / September for request received till end of February / August month
(c)	Provisional allotment of transfer	11th of March / September
(d)	Acceptance / Refusal of Provisional allotment of transfer by employee	12th - 14th of March / September
(e)	Release of approved list of transfer	15th of March / September
(f)	Relieving of employee	Latest by 15 th April / October, except in case of pending disciplinary proceedings or on own request

3. Revised instructions mentioned here in above shall come into force with immediate effect. Accordingly, **transfer cycle earlier scheduled in December 2024 shall not be operated.** This may be brought to the notice of all concerned.

Yours faithfully,

(Vanagara Prasad)
Assistant Director General (SPN)

Copy to:

1. Sr.PPS / PSO to Secretary (Posts) / Director General Postal Services
2. PPS/PS to Members, Postal Services Board / Addl. DG (Coordination)
3. Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF)
4. GM, CEPT Bangalore [For information and necessary action]
5. Secretary, Postal Services Board / All Deputy Director General
6. All Sections of Dak Bhawan
7. All recognized Federations / Unions / Associations of Department of Posts
8. Portal Upload Team, CEPT for uploading the order on the India Post website
9. Office copy / Guard file

(Pankaj Kumar)
Section Officer (SPN)