

No. X-12/6/2021-SPN-II-DOP(Part)

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 02nd September, 2021

To,

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

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.

Sir/Madam,

I am directed to refer to Directorate letter no. 141-141/2013-SPB-II dated 17.01.2019 on the above mentioned subject and to say that para 4 of the guidelines provides for temporary Inter-Circle transfer of employees. Subsequently, vide letter no. 141-141/2013-SPN-II dated 01.03.2019, it was conveyed that Intra-Circle temporary transfer shall be considered by Head of the Circle concerned.

2. In view of various references received from Circles, the issue has been further reviewed and following instructions are issued with the approval of the Competent Authority:

- a) An official will be eligible for Inter-Circle/Intra-Circle temporary transfer and attachment in Directorate after completion of one year of service.
- b) Regional PMG shall be competent to approve temporary transfer from one Division to another within the Region.