

No. X-12/3/2023-SPN-II-DOP

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

Dak Bhawan, Sansad Marg
New Delhi – 110001
Dated: 29-08-2025

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

Subject: - Transfer and Placement Committees (TPC) in the Department of Posts for recommending allotment/transfer/posting of the officials up to ASP level.

Madam / Sir,

The Competent Authority has reviewed the prevailing guidelines regulating the Allotment / Transfer / Posting of officials upto ASP level and has approved following revised guidelines, which shall come into force with immediate effect and until further orders: -

A. Assistant Superintendent of Posts (ASP):

Event	Composition of TPC, if any,	Approving Authority
Allotment of Circle	DDG (P) – Chairman Director (SPN) – Member ADG (SPG) – Member	Member (P)
(i) Allotment of Region (ii) Posting / Transfer in Circle where there is no Region or where Region is under direct control of CPMG	DPS (HQ) – Chairman APMG / AD (Staff) – Member APMG / AD or equivalent – Member* [*To be nominated by the CPMG]	CPMG
Posting / Transfer	DPS (Region) – Chairman APMG / AD (Staff) of the Regional Office – Member APMG/AD or equivalent – Member*	PMG

	[*To be nominated by the PMG]	
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B. Inspector Posts (IP):

Event	Composition of TPC, if any,	Approving Authority
Allotment of Circle	DDG (P) – Chairman Director (SPN) – Member ADG (SPG) – Member	Member (P)
(i) Allotment of Region	APMG / AD (Staff) – Chairman	DPS (HQ)
(ii) Posting / Transfer in Circle where there is no Region or where Region is under direct control of CPMG	Two APMG / AD or equivalent – Member [To be nominated by the DPS (HQ)]	
Posting / Transfer	APMG / AD (Staff) of the Regional Office – Chairman Two APMG/AD or equivalent – Member* [*To be nominated by the DPS (Region)]	DPS (Region)

C. Higher Selection Grade-II / Higher Selection Grade-I / Higher Selection Grade-I (NFG):

Event	Composition of TPC, if any,	Approving Authority
(i) Allotment of Region	APMG / AD (Staff) – Chairman	DPS (HQ)
(ii) Posting / Transfer in Circle where there is no Region or where Region is under direct control of CPMG	Two APMG / AD or equivalent – Member* [*To be nominated by the DPS (HQ)]	
Posting / Transfer	APMG / AD (Staff) of the Regional Office – Chairman Two APMG/AD or equivalent – Member* [*To be nominated by the DPS (Region)]	DPS (Region)
Following Broad Guidelines to be considered by the TPC: - a) Upon promotion to HSG-II / HSG-I / HSG-I (NFG) posts, and subject to the availability of vacancies, officials shall be allotted to the same Division as far as possible. If allotment to the same Division is not feasible, they may be posted to a nearby Division.		

b) While allotting Regions to newly promoted officials, pending transfer request for change in Region shall be considered first before allotment of Region to newly promoted officials.

D. Lower Selection Grade (LSG) / Postal Assistant (PA) / Sorting Assistant (SA):

Event	Composition of TPC, if any,	Approving Authority
Allotment of Region to LSG / PA / SA	APMG / AD (Staff) – Chairman Two APMG / AD or equivalent – Member* [*To be nominated by DPS (HQ)]	DPS (HQ)
Allotment of Division to LSG / PA / SA	APMG / AD (Staff) of the Region – Chairman Two APMG / AD or equivalent – Member* [*To be nominated by the DPS (Region)]	DPS (Region)
Posting / Transfer of LSG / PA / SA	Divisional Head of concerned Division – Chairman Two ASP / IP of concerned Division – Member* [*To be nominated by Concerned DPS (Region)]	DPS (Region)
Posting / Transfer of LSG / PA / SA where there is no Region or where Region is under direct control of CPMG	Divisional Head of concerned Division – Chairman Two ASP / IP of concerned Division – Member* [*To be nominated by Concerned DPS (HQ)]	DPS (HQ)
Allotment of Division to PA / SA (Direct Recruits)	Online Mode	Not Applicable

Following Broad Guidelines to be considered by the TPC for allotment of Division to LSG: -

a) Upon promotion to LSG posts, and subject to the availability of vacancies, officials shall be allotted to the same Division as far as possible. If allotment to the same Division is not feasible, they may be posted to a nearby Division.

b) While allotting Divisions to newly promoted officials, pending transfer request for

change in Division shall be considered first before allotment of Division to newly promoted officials.

Note: For Postman, Mail Guard, MTS and equivalent Cadres and other Units, which are not covered above, Circle will make similar Committees.

2. In addition to above, following are also clarified -

(i) For first review of the allotments/transfers/postings in the Circles' next authority higher than the approving authority may be the Competent Authority. For second and last review, the next authority higher than the first reviewing authority may be the Competent Authority. In case CPMG is the approving authority or the first reviewing authority' review may rest only with CPMG and cases need not be sent to the Postal Directorate.

(ii) If post of any member/chairman of the committee is vacant, the officer (holding/looking after the additional charge of the said post) may be the member/chairman of the Committee as the case may be.

3. Any guidelines / instructions, issued earlier, containing provisions which are contrary to what have been stated in this communication shall be deemed to have been modified to the extent mentioned.

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

5. This issues with the approval of the Competent Authority.

Yours sincerely,

(Vinayak Mishra)
Director (SPN)

Copy to:

1. As per standard mailing list
2. GM, CEPT with a request to upload the order in India Post website.
3. All Section, Dak Bhawan through e-office notice board.
4. Office copy / Guard file