

X-22/75/2023-SPN-II-DOP
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi-110 001,
Dated: 09-07-2024

To,

- (a) All Chief Postmasters 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.

Madam/Sir,

I am directed to refer to Directorate communication no. 141-141/2013-SPB-II dated 17.01.2019 on the above-mentioned subject, which *inter alia* provides guidelines to regulate request for Temporary Transfer (both Inter-Circle and Intra-Circle. Subsequently, provisions were modified vide communication no. X-12/6/2021-SPN-II dated 02.09.2021. Aforesaid communication dated 17.01.2019, para 4 *ibid*, provides following: -

- Temporary transfer shall be allowed to an official for a maximum period of three years, in the entire service, in one spell or two spells.
- However, there shall be a minimum gap of 3 years between two spells of temporary transfer.

2. Reference has been received to decide whether an official, while on Temporary Transfer, can apply for Temporary Transfer to another unit or the provision of 3 years gap will be applicable. Accordingly, the provisions have been further reviewed and the Competent Authority has approved that an official, while on Temporary Transfer, can apply for Temporary Transfer to another unit and the provision of 3 years gap will not be applicable provided the official joins the new unit immediately after the approved period of Temporary Transfer without joining the parent unit. Further, total period of Temporary Transfer in all Circles shall not exceed the maximum permissible period of 3 (three) years.

3. For ease of understanding following example may be referred:

- (a) An official (say of Circle X), while on Temporary Transfer to one Circle (say

Circle Y up to 31.12.2024), can apply for Temporary Transfer to another Circle (say Circle Z).

(b) Such case shall be treated as continuous temporary transfer and the provision of 3 years gap between two spells of temporary transfer will not be attracted.

(c) Such case of temporary transfer request shall be decided with the approval of CPMG of Circle X and CPMG of Circle Z and such temporary transfer to Circle Z will be effective immediately after the approved period of temporary transfer to Circle Y (i.e. from 01.01.2025 as the approved period to Circle Y is up to 31.12.2024). The official shall join Circle Z without joining back in Circle X.

(d) Total period of Temporary Transfer in all Circles (i.e. in Circle Y and Circle Z put together) shall not exceed the maximum permissible period of 3 (three) years.

4. These instructions shall come into force with immediate effect.

Yours faithfully,

(Vangara Prasad)
Assistant Director General (SPN)

Copy to:

- (a) Sr. PPS to Secretary (Posts) / Director General Postal Services.
- (b) PPS / PS to Addl. DG (Coordination) / Members Postal Service Board
- (c) Sr. DDG(PAF) / Sr. DDG(Vigilance) & CVO
- (d) All Dy. Director Generals
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