

स/No. 17-31/2016-GDS (Pt.I)
भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
डाक विभाग/Department of Posts
(जीडीएस अनुभाग/GDS Section)

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली/New Delhi - 110 001
दिनांक/Date : 21-05-2026

To

All Chief Postmasters General

Subject : GDS Rule-3 Online Transfer Cycle, May 2026- Schedule of Activities - reg.

Sir/Madam,

The portal for transfer of GDS under 'Limited Transfer Facility' is being opened for submitting online applications by GDSs and processing by the Divisions w.e.f. 25th of May, 2026. The Schedule of different activities would be as under:

| Activities | Timelines |
|--|--------------------------|
| Vacancy updation by Divisions/Units | 25.05.2026 to 01.06.2026 |
| Vacancy approval by Circles | 02.06.2026 to 04.06.2026 |
| Online Registration and submission of applications by the GDS applicants seeking transfer & Change in GDS Data in HRMS, if any | 08.06.2026 to 17.06.2026 |
| One-time modification in applications already submitted by the candidate (limited to change of options/preferences) | 18.06.2026 to 19.06.2026 |
| Verification of online applications by the Divisions | 20.06.2026 to 25.06.2026 |
| Online list of transfers approved | 06.07.2026 |
| Submission of cancellation request against the approved transfer by GDS through the portal (if any) | 07.07.2026 to 12.07.2026 |
| Date of issue of final relieving orders by the Divisions/Units | 13.07.2026 onwards |
| Final date of Relieving of GDS | 21.07.2026 |

2. The guidelines of transfer issued vide this office letter of even no. dated 10.10.2024 (Annexure I), read with Addendum-I even no. dated 27.08.2025 (Annexure-II) and SOP dated 23.10.2025 (Annexure-III) for joining/ relieving of GDS on transfer under Rule-3 in the APT 2.0 environment may be referred to.

3. CEPT will open the portal for the field units for vacancy capturing from

25.05.2026. Vacancies arising as on 31.05.2026 due to discharge/voluntary discharge, resignation (including the GDS joined and resigned in the current Schedule, January 2026), absorption on departmental posts, deputation to IPPB/APS, etc (for more than 6 months)., except vacancies in pipeline for GDS Online Engagement Schedule, 2026 or otherwise not available due to court cases, etc., will be taken into consideration for transfer. The posts of ABPM/Dak Sevaks which are found to be surplus as per the last establishment review will not be filled up. The vacancies arising due to the death of a GDS will also be available for transfer if the same has not been filled up by engagement of next kin of the deceased GDS within six months from the date of his/her death.

4. Further, based on the observation/references received in the previous transfer cycles, FAQs are attached as Annexure-IV to this letter, for the guidance/clarity in the matter.

5. Subsequent to the release of the list of transfers approved, any decision on the issues, other than related to policy, will be decided at the level of Head of Region/Head of Circle in accordance with the instructions laid out for the Limited Transfer Facility of GDS. Technical issues may be resolved by Circles in consultation with CEPT. The detailed guidelines on the relieving and joining process issued by letter dated 23.10.2025 shall be followed.

6. All concerned are requested to ensure strict adherence to the aforesaid time lines and guidelines issued on the subject from time to time. CEPT is also requested to ensure that the portal is seamlessly available for all concerned as per the schedule.

This issues with the approval of the Competent Authority.

भवदीय/Yours faithfully

Digitally signed by
Gurvinder Singh
Date: 21-05-2026
16:36:29

गुरविंदर सिंह/Gurvinder Singh
सहायक महानिदेशक/Assistant Director General (GDS)
ईमेल/Email : adggds426@gmail.com

Copy to :-

1. **GM CEPT, Bengaluru-560001**:- For information and necessary action.

Annexure-I to letter no.17-31/2016-GDS (Pt.I) dated 21-05-2026**Frequently Asked Questions (FAQs) wrt Limited Transfer Facility of GDS**

| S. No. | Questions | Answers |
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| 1 | <p>What is the minimum engagement requirement for seeking transfer under the Limited Transfer Facility (LTF) of GDS under following situations:</p> <p>(a) Mutual transfers</p> <p>(b) GDS under PwBD category</p> <p>(c) Other cases</p> | <p>The minimum engagement requirement for seeking transfer under the Limited Transfer Facility (LTF) of GDS is as under:</p> <p>(a) Mutual transfers* - One (1) year of continuous engagement</p> <p>(b) GDS under PwBD category\$ - One (1) year of continuous engagement</p> <p>(c) Other cases * - Two (2) years of continuous engagement</p> <p>* [Refer para (1)(i) & (iii) of OM no. 17-31/2016-GDS(Pt-I) dated 10.10.2024]</p> <p>\$ [Refer Addendum no. 17-31/2016-GDS(Pt-I) dated 27.08.2025]</p> |
| 2 | <p>Can GDS apply for a transfer if he/she is currently under put-off duty, a police case or court case is pending or contemplated as on the last date of submission of online application?</p> | <p>No. A GDS against whom put-off duty is in force or against whom a police/court case is pending or contemplated as on the last date of submission of online application shall not be eligible to apply for transfer. Any such application shall be liable to be rejected. [</p> <p><i>Refer para 1(x) of OM No. 17-31/2016-GDS(Pt-I) dated 10.10.2024]</i></p> |
| 3 | <p>Whether a GDS can be transferred if post-engagement verification formalities are incomplete?</p> | <p>No. All mandatory post-engagement verification formalities (online or offline) must be finalized before an application is processed. This includes:</p> <ul style="list-style-type: none"> • Caste/EWS/PWBD Certificate verification. • Educational Qualification verification. • Antecedent/Police Verification reports. <p>[Refer para (1)(viii) of OM no. 17-31/2016-GDS(Pt-I) dated 10.10.2024]</p> |
| 4 | <p>How many times can a GDS avail of the Limited Transfer Facility during their entire period of engagement?</p> | <p>In case of</p> <p>(a) Male GDS - Two (2) chances are available in their entire engagement.</p> <p>(b) Female GDS - Three (3) chances are available in their entire engagement.</p> |

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| | | [Refer para (1)(iv) of OM no. 17-31/2016-GDS(Pt-I) dated 10.10.2024] |
| 5 | Is there a waiting period required between two successive transfers? | Yes, there is a mandatory "cooling off" period of one (1) year of continuous engagement required between two successive transfers. However, where a GDS has declined his/her approved transfer in the previous transfer cycle, one transfer chance shall be deemed to have been availed. In such cases, no cooling-off period shall be applicable for applying in the subsequent transfer cycle. |
| 6 | Whether a GDS against whom a minor or major penalty is in currency can be considered for transfer? | The transfer application of a GDS may be considered in case of currency of a minor penalty. In case of 'currency of major penalty' the application is required to be rejected. |
| 7 | A GDS submitted a cancellation request against approved transfer during the 5-day window, but now requests to avail the transfer. Can he cancel his or her cancellation request? | From this transfer cycle onwards, cancellation requests against approved transfers submitted during the prescribed 5-day window shall be authenticated through OTP-based validation. Accordingly, any such cancellation request shall be treated as final, and no request for reversal/withdrawal will be entertained under any circumstances. |
| 8 | If a GDS is relieved on Saturday (A/N) or on a day followed by a Gazetted holiday and does not join on the next working day, how will the intervening period be treated? | A GDS relieved on a day immediately preceding a Sunday/Gazetted holiday and joining on the next working day shall not be required to apply for leave for the intervening holiday period. However, where a GDS fails to join on the next working day and a Sunday/Gazetted holiday intervenes during such period, the entire intervening period, including Sunday/Gazetted holidays, shall be treated as leave. Illustration: Date of Relieving : 15.05.2026 (A/N) (Friday) Date of Joining : 19.05.2026 (F/N) (Tuesday) Therefore, a total of 3 day leave need to be applied by the GDS. |
| 9 | If a GDS could not submit a cancellation request against the approved transfer during the prescribed 5-day window due to any reason, including | A GDS may submit cancellation requests through the system only during the prescribed 5-day window. However, after expiry of the said period, the |

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| | technical reasons, can such request be submitted subsequently? | GDS may submit a written request to the Divisional Head citing unwillingness to avail the transfer within the last date of deemed relieving. In such cases, the Divisional Head shall not relieve the GDS and may cancel the approved transfer in the portal with appropriate remarks. Such <u>cancellation shall be treated as one transfer chance availed by the GDS.</u> <u>No such request after the date of deemed relieving will be entertained under any circumstance.</u> |
| 10 | A GDS, whose transfer is approved, has not been relieved as a disciplinary/vigilance case pending or contemplated against the GDS. Whether his one transfer chance will be considered availed? | No. In such cases, the transfer chance will not be treated as availed by the GDS. |
| 11 | In case of mutual transfer applications, whether the transfer of a GDS will be cancelled in case the counterpart GDS is not available due to death/promotion/removal/resignation? | In cases of mutual transfer, the approved transfer shall not be cancelled merely because the counterpart GDS is subsequently promoted, removed, resigned or discharged. However, if the counterpart GDS dies before completion of transfer, the mutual transfer shall stand cancelled and the concerned GDS shall not be relieved. In such cases, no transfer chance shall be treated as availed. |
| 12 | How can an SDH download/upload the relieving/joining report of the outward/inward transfer of GDS under their Division/office? | The facility for downloading/uploading the relieving/joining report (Annexure-I & II) relating to outward/inward transfer shall be available in the login of the Sub-Divisional Head (SDH). Necessary provision in the Rule-3 Portal shall be made by CEPT. Copies of the same shall be accessible to all concerned. <i>[Refer para (C)(9) of Annexure-A to letter No. 17-31/2016-GDS(Pt.I) dated 23.10.2025]</i> |
| 13 | Can a GDS be provided an extension for relieving beyond the last date? | No request for extension will be entertained. The concerned Divisional Head will ensure that all the GDS shall be relieved on or before the last date for relieving. If a GDS is not relieved on the last date fixed for the relieving (except maternity cases and due to hospitalization/accident case), her/his non-relieving status should be updated in the portal with an available remark. Hence, on the last date, GDS whose transfer is approved, their transfer status should be |

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| | | updated as either relieved or not relieved, specifying the reasons. |
| 14 | While applying for transfer, if two or more offices under a Division have the same name, how can a GDS identify the correct office for exercising preference? | In the portal, the office name will be displayed along with the name of the Account Office (SO/HO, etc.) and PIN Code to avoid any ambiguity for the GDS. |
| 15 | What are the available remarks in the portal for relieving/non-relieving the GDS after the release of the approved transfer list? | The following remarks are available in the portal for relieving/non-relieving the GDS: 1. The approved transfer of the GDS is cancelled on his/her request 2. The approved transfer of the GDS is cancelled on his/her request by Counterpart 3. Requested for cancellation 4. Disciplinary Proceedings under process 5. Counterpart GDS requested cancellation 6. Counterpart under Disciplinary Proceedings 7. Relieved 8. Proposed Relieve 9. Allotment cancelled due to Promotion/Removal/Resignation/Discharge 10. Allotment cancelled due to Expiry 11. Allotment cancelled due to the death of the counterpart GDS 12. Maternity Leave 13. Counterpart on Maternity Leave 14. Hospitalized/Accidental Case |
| 16 | If a Dak Sevak/ABPM is transferred to a BPM post, whether he/she is required to undergo BPM training and arrange accommodation for the Branch Office? If yes, within what period? | In cases where a Dak Sevak/ABPM is transferred to a BPM post, he/she shall be required to arrange suitable accommodation for functioning of the Branch Office, wherever such accommodation is not already available. The Divisional Head shall also ensure that the concerned GDS undergoes prescribed BPM training, if required. Such accommodation and training requirements shall be completed within 15 days from the date of joining. |
| 17 | Whether the GDS whose transfer is approved and relieved from the old post but requests repatriation to the old post before joining the new post is submitted, can be considered? | Once relieved, no request for cancellation of transfer be entertained. |
| 18 | Whether the divisional head need to approve the cancellation request provided by the GDS during the 5-day Cancellation window? | No. All cancellation requests submitted by GDS during the 5-day Cancellation window are deemed accepted as cancellations and will count as one transfer. |
| 19 | Whether correction in the | The GDS should check the parent division |

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| | parent division/cadre of the GDS can be done after submission of the transfer application? | and cadre details appropriately before applying and get the same corrected before submission of the application. The same cannot be corrected at a later stage, and the request will not be recommended for approval. |
| 20 | Whether the relieving document upload is mandatory for joining? | Yes. The GDS will not be allowed to join in the system until the relieved details and Annexure is uploaded in the system. The joining Annexure uploading is the responsibility of the joining Division/ Sub Division. |