

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg,  
New Delhi-110 001  
Dated: 28.11.2022

To

All Chief Postmasters General

**Subject: Processing of transfer applications of GDS under limited transfer facility-  
introduction of GDS online transfer Portal.**

Sir/Madam

Please refer to this office letter no. 17-31/2016-GDS dated 20.09.2022 whereby it was inter-alia, informed that an online Portal for processing transfer applications of GDS is being prepared by the CEPT and therefore, it was also directed as under:

- (i) GDSs may be allowed to submit their requests for transfer only till 15.10.2022 .No application for GDS transfer will be entertained in the manual mode after 15.10.2022 under any circumstances.
- (ii) Circles/Regions/Divisions shall finalize all the pending requests for Limited Transfer (received upto 15.10.2022) by 30.11.2022.

2. It is understood that the Circles would have completed the above exercise within the time lines specified. In this context, it is informed that CEPT in process of finalizing different modules in respect of GDS Transfer and some of the modules have already been finalized. In order to the expedite the process, following timelines have been prescribed for CEPT for development of the remaining modules and for Circles to process the transfer applications:

Sl No	Activities	Timeline for CEPT for development/ modification in modules	Timelines for Divisions/Circles
1	Master Data entry of the GDS vacancies by the Unit/Divisions	28.11.2022	28.11.2022 to 05.12.2022


2.	Updation of mobile numbers of the GDS seeking transfers with the Divisions in the portal to create login credentials	-	28.11.2022 to 07.12.2022
3.	Online Registration and submission application by the GDS applicants seeking transfer	05.12.2022	08.12.2022 to 14.12.2022
4.	Verification of online applications by the Divisions	05.12.2022	15.12.2022 to 18.12.2022
5.	Completion of system process	15.12.2022	19.12.2022 to 21.12.2022
6.	Verification of Transfer process as test check for one Division each per Circle		22.12.2022 to 24.12.2022
7.	Online list of transfers approved	15.12.2022	25.12.2022
8.	MIS Module	31.12.2022	
9.	Relieve the GDS to join in the new Post		07.01.2023

3. Vacancy calculation for GDS online software: -

Vacancies arising due to discharge from engagement from 01.07.2022 to 31.12.2022, voluntary discharge from engagement, resignations, promotion on regular departmental posts upto 30.11.2022 will be taken into consideration for transfer. In addition to, the unfilled post of the earlier Cycles for which the panel has been exhausted and the posts fell vacant in the ongoing GDS online engagement Cycle IV (upto 30.11.2022) due to resignations of the incumbents after joining would also be taken into consideration. This exercise is to be carried out by the Divisions between 28.11.2022 to 05.12.2022. The CEPT will share 'URL' for Rule 3 Transfer of GDS and would also share the login credentials with the Divisions and the manner in which the data entry is to be carried out by 28.11.2022. The instructions to use the Portal/URL would also be available in the URL itself.

Order of Priority: -

- a. The applications submitted by the applicants received in the login of the Divisional/Unit Head (where GDS is presently working). The email/pop up message on the same will also be received by the Divisional/Unit Head.
- b. Date of engagement shall be considered for deciding order of priority of all such applications. However, the PwD candidate will give preference irrespective of date of engagement.

  
28/11/2022