

X-12/6/2021-SPN-II-DOP  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg,  
New Delhi – 110001,  
Dated: 08-11-2024

To,

- (i). All Chief Postmasters General / All Postmaster General
- (ii). Chief General Manager, PLI / Parcel / BD Directorate
- (iii). Chief General Manager, CEPT / Director RAKNPA / Director of all PTCs
- (iv). Addl. Director General, Army Postal Service
- (v). All General Manager (Finance) / Director Postal Accounts / DDAP

**Subject: - Guidelines for transfer on mutual grounds 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 this office letter of even number dated 10.04.2024 on the above-mentioned subject vide which it was conveyed that mutual transfer shall be considered by online mode.

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

(a). After the final allotment list is released, both employees must provide their confirmation / request for extension / cancellation in writing within 7 working days to their respective Unit Head. After receipt of confirmation / request for extension/ cancellation from both employees, further action has to be taken by Unit Head.

(b). If none of the employee submits acceptance / extension / cancellation request within the aforesaid period, both will be deemed to have been accepted the transfer. Thereafter, both employees involved in a mutual transfer will be relieved after 15 days period.

(c). No request for cancellation / extension will be entertained after 7 working days from final allotment period and the employees shall have to join the allotted unit.

(d). If an employee submits request for extension, such request will be considered on case to case basis extension upto a maximum period of 60 days can be given from availability of order in Circle / Division login. Counterpart employee shall also not to be relieved during such extension period. After the extension period or 60 days, whichever is earlier, both officials shall be relieved. And in no case they shall be retained after 60 days extension period.

(e). In case one employee submits request for cancellation of approved mutual transfer, then transfer of other employee shall also be cancelled automatically.

Only the employee who makes the request to cancel the transfer will lose one transfer opportunity under Rule-38.

(f). Officials approved for mutual transfer shall be relieved within 30 days of final allotment list in Circle / Division login except in cases where cancellation / extension request is received.

Provided that, an official against whom disciplinary proceedings are pending shall not be relieved until culmination of proceedings. Above timelines shall come into force immediately after finalization of disciplinary proceeding against the official approved for transfer.

(g). Standard Operating Procedure (SOP) for relieving of officials in case of mutual transfer is enclosed herewith for guidance of Unit Head.

3. Contents of this letter may be brought to the notice of all concerned for information and strict compliance. These instructions shall come in force with immediate effect.

Yours faithfully,

Signed by

Vangara Prasad

Date: 08-11-2024 11:47:21

(Vangara Prasad)

Assistant Director General (SPN)

Encl: SOP for Reliving.

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(Vig) & CVO / CGM (Parcel) / CGM (BD) / CGM (PLI)
- (d) Director (RAKNPA) and Director all Postal Training Centres
- (e) General Manager, CEPT, Hyderabad- It is requested to make necessary changes in Rule-38 online portal.
- (f) Portal upload team, CEPT with request to upload this document on India Post website.

## Standard Operating Procedure (SOP) for Mutual Transfers

1. After the release of final allotment, in Division Login on clicking the option “Division Relieving Pending” all the employees who got allotment (including mutual transfer) will be displayed.

2. The Division/Unit can click on “Update Status” Link available against the request ID/transfer IDs for updating the Relieving/Extension/Cancellation status of the employee.

3. The Division/Unit can update 6 types of remarks in Dropdown while updating Relieving status as follows:

1)Relieved

2)Requested for extension

3)Requested for cancellation

4)Disciplinary Proceedings under process

5)Allotment cancelled due to, Expiry/Removal/Resignation/Retirement.

6)Allotment cancelled due to Promotion

4. If the division unit wants to update the status as “Requested for cancellation” in respect of the employee who got allotment on mutual grounds, then System will show the Popup as “Mutual Transfer of Counterpart Employee will also get cancelled”.

4.1. And after Saving, the status of the employee’s transfer request is updated as “Cancelled” and Remarks will be updated as “Requested for cancellation”. And automatically the status of the request of the counterpart employee also gets updated as “Cancelled” and in respect of his transfer the remarks will be updated as “Counterpart Employee requested for Cancellation”. (Division/Unit of counterpart employee is not required to update the cancellation status)

4.2. The Counterpart Employee’s Division can check the details of remarks updated in “Division Relieving Completed” report available in their login.

4.3. In this case, only the employee who actually rejects the transfer will lose one transfer opportunity under Rule-38. The counterpart employee will not lose one transfer opportunity due to the other’s cancellation.

5. If the remarks are updated as ‘Allotment cancelled due to, Expiry/Removal/Resignation/Retirement’ in respect of the employee who got allotment on mutual grounds, then status of the request of the counterpart employee also gets updated as ‘Cancelled’ and in respect of his transfer the remarks will be updated as ‘Allotment cancelled due to, Expiry/Removal/Resignation/Retirement of counterpart employee’.

5.1. In this case, in respect of the both employees the count of the availed transfers will remain unchanged.

6. If the remarks are updated as “Allotment cancelled due to promotion” in the respect of the employee who got allotment on mutual grounds, then status of the request of the counterpart

employee also gets updated as “Cancelled” and in respect of his transfer the remarks will be updated as “Allotment cancelled due to, promotion of the counterpart employee”.

6.1. In this case, in respect of the both employees the count of the availed transfers will remain unchanged.

7. If the remarks are updated as “Requested for extension” in the respect of the employee who got allotment on mutual grounds, then status of the request of the counterpart employee also gets updates as “Requested for extension” and in respect of his transfer remarks will be updated as “Counterpart requested for extension”. After the extension period is over, the status of the employee’s transfer request is updates as “Relieved”.

8. If the remarks are updated as “Disciplinary Proceedings under process” in respect of the employee who got allotment on mutual grounds, then status of the request of the counterpart employee also gets updated as “Disciplinary Proceedings under process” and in respect of his transfer remarks will be updates as “Counterpart under Disciplinary Proceedings”.