

No. 17-31/2016-GDS (Pt.1)
भारत सरकार /Government of India
संचार मंत्रालय /Ministry of Communication
डाक विभाग /Department of Posts
(जीडीएस अनुभाग) /GDS Section

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली /New Delhi – 110001.
Dated: 14th Oct,2025.

To

1. All the Chief Postmasters General
2. The General Manager (CEPT),
Bengaluru.

Subject: GDS Rule-3 Online Transfer Cycle, October 2025- Schedule of activities -reg.

Sir(s)/Madam(s),

With the rollout of IT 2.0, the online portal for transfer of GDS under 'Limited Transfer Facility' (Rule-3) shall be opened for submitting applications by GDSs and processing by the Divisions w.e.f. 21st of October, 2025. The Schedule of different activities would be as follows:

Activities	Timeline
Vacancy updation by Divisions/Units	21 st -27 th Oct-2025
Vacancy approval by Circles	28 th -30 th Oct-2025
Online Registration and submission of applications by the GDS applicants seeking transfer & Change in GDS Data in HRMS, if any	3 rd -12 th Nov-2025
One-time modification in applications already submitted by the candidate (limited to change of options/preferences)	13 th -15 th Nov-2025
Verification of online applications by the Divisions	17 th -21 st Nov-2025
Online list of transfers approved	26 th Nov-2025
Submission of cancellation request (if any)	27 th Nov - 01 st Dec-2025
Date of issue of final relieving orders by the Divisions/Units	3 rd Dec onwards
Final date of Relieving/deemed relieving of GDS	15 th Dec-2025

2. The guidelines of transfer issued vide this office letter of even No. dated 10.10.2024, read with Addendum-I to letter No. 17-31/2016-GDS (Pt-I) dated 27.08.2025 shall be taken note of.

3. Therefore, I am directed to request CEPT to open the portal for the field units for vacancy capturing from 21.10.2025. Vacancies arising as on the date of capturing due to discharge/voluntary discharge, resignation, absorption on departmental posts, deputation to IPPB/APS, etc., except vacancies in pipeline for GDS Online Engagement Schedule, 2025 or otherwise available due to court cases, etc., will be taken into consideration for transfer. 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. CEPT is requested to make the Portal available for registration and submission of online applications by the GDS, as per the timeline of activities mentioned above.

4. Subsequent to the release of the list of transfers approved, any decision on the issues, other than related to policy, shall 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 relieving and joining of GDS will be processed in the Rule-3 Portal only, detailed guidelines on the relieving and joining process will follow.

5. It is requested to ensure that Divisions strictly adhere 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

(आनंद सिंह/Anand Singh)
सहायक निदेशक /Assistant Director (GDS)
दूरभाष /Tel. No. 011-23096629
ईमेल/Email : adggds426@gmail.com

Copy to:

1. AD, CEPT, Bengaluru - for information and necessary action. A copy of this letter may caused to be published in the employee corner of the Department's website and Rule-3 portal.
2. AD, CEPT, Hyderabad Unit - for information and necessary action.
3. General Secretaries of GDS Unions.