

No. 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: 14th October 2025

To,

- a) All Chief Postmasters General
- b) Chief General Managers, PLI / Parcel / BD Directorate
- c) Director RAKNPA / Director of all PTC's
- d) Addl. Director General, Army Postal Service
- e) All General Manager (Finance) / Director Postal Accounts / DDAP

Subject: - Guidelines to regulate transfer under Rule 38 of Group 'C' and Group 'B' (Non-gazetted) employees in Department of Posts – reg.

Madam/Sir,

I am directed to refer to Directorate's letter of even number dated 03.02.2023 on the subject mentioned above, wherein Para B (vi) h provides the following instructions for assessing vacancies under Rule 38:

(i) In case of MTS / Postman / Mail Guard, Transfer under Rule-38 (both Inter-Circle & Intra- Circle) shall not be considered after issue of notification for examination to be conducted by the Department for vacancy of a particular recruitment year.

(ii) In case of Postal Assistant / Sorting Assistant, Inter-Circle Transfer under Rule-38 shall not be considered after issue of notification for examination to be conducted by the Department for vacancy of a particular recruitment year. However. Intra-Circle Transfer under Rule:38 will be allowed against the vacancy earmarked for filling up through examination conducted by Department even after issue of notification. as it will not alter the total vacancy of the Circle.

(iii) In case of Postal Assistant / Sorting Assistant / Stenographer, Inter-Circle Transfer under Rule-38 shall be allowed against the vacancy earmarked for Direct Recruitment through SSC, as it will not alter the total vacancy at all-India level.

2. It has come to the notice of the Directorate through various representations that some Circles have not accurately assessed and uploaded the vacancies on the Rule 38 online portal, thereby impacting the processing of transfer requests.

3. In view of the above, all Circles are requested to ensure accurate and timely assessment of vacancies strictly in accordance with the instructions contained in the aforementioned letter. **It is also be clarified that for Inter-Circle transfer in PA/SA/ Stenographer cadres, vacancy earmarked for Direct Recruitment through SSC is mandatorily required to be taken into consideration.**

4. This issues with the approval of the Competent Authority.

Yours sincerely,

(Vinod Kumar)
Assistant Director General (SPN)

Copy to:

- 1.As per standard mailing list.
- 2.GM, CEPT with a request to upload the order in India Post website.
3. All Section, Dak Bhawan through e-office notice board.
- 4.Office copy / Guard file