

No. X-12/1/2019-SPN-II-Part(1)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

May 19, 2021

To,

1. All Chief Postmaster General
2. Chief General Manager, Business Development/Parcel/PLI Directorate
3. Director RAKNPA/ GM CEPT/ Director, All Postal Training Centres

Subject:-Guidelines for rotational transfers of Group-C, Group-B (Gazetted and Non-Gazetted) and Group-A (JTS and STS) officials / officers working in a Circle for the year 2021–22.

Madam / Sir,

Keeping in view the current surge of Covid-19 pandemic in the county and considering the well being of the postal employees, following rotational transfer guidelines have been approved by the Competent Authority in respect of rotational transfers of all Group C, Group B (gazetted and non- gazetted), and Group A (JTS and STS) officials / officers working in the Circles: -

Cut off date for calculating tenure - 30.09.2021

Post tenure of non-sensitive posts - 4 years

Post tenure of sensitive posts - 3 years

Station tenure - 6 years

- I. No out of station transfer on account of station tenure.
- II. Extension of one year shall be allowed to all those who have completed their post tenure of four (4) years on non-sensitive posts.
- III. Extension of one year shall be allowed to all those who have completed their post tenure of three (3) years in sensitive posts and who cannot be rotated at the same station provided their past record is up to the mark and clean.
- IV. However, SPMs of single handed post offices and those double handed offices that are functioning as single handed offices shall not be given an extension except in cases at para 1 VII below.
- V. The officials/officers working on sensitive posts and granted extension during last year may not be granted further extension this year.
- VI. CPMG is authorised to grant over and above one year further extension upto six years on a non-sensitive post [covered in II above] in cases of extreme covid related distress on compassionate grounds.
- VII. CPMG is authorised to grant up to six months further extension to SPMs of single handed post offices and those double handed offices that are functioning as single handed offices in cases of extreme covid related distress on compassionate grounds and where they could not be rotated at the same station, provided their past record is up to the mark and clean.

VIII. Transfers at own request and cost may be allowed.

IX. Transfers in the interest of service may be allowed with the approval of next higher authority. In case where the CPMG is the competent authority for such transfer, he/she would not require approval of next higher authority.

X. In all the cases where rotational transfer orders have already been issued, such orders shall be reviewed on the basis of above guidelines by the next higher authority or the CPMG as the case may be.

2. These guidelines shall come into the force with immediate effect and shall remain in force till 31.03.2022 or until further orders, whichever is later.

Yours faithfully,

Digitally Signed.
(Muthuraman C)

Assistant Director General (SPN)

Copy to:

1. PS to MoC / MoSC
2. Staff Officer / Sr.PPS to Secretary (Posts) / Director General Postal Services
3. Members of Postal Services Board
4. Sr. DDG (Vig.) & CVO / All Deputy Directors General
5. Director (Staff)
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