

No. X-12/6/2021-SPN-II(2)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001
December 31st, 2021

To,

- a) All Chief Postmaster General
- b) Chief General Manager, PLI / Parcel / BD Directorate
- c) Chief General Manager, CEPT / Director RAKNPA / Director of all PTCs
- d) Addl. Director General, Army Postal Service
- e) All General Manager (Finance) / Director Postal Accounts / DDAP

Subject: Transfer Policy Guidelines dated 17.01.2019

Madam / Sir,

I am directed to say that Para 3(C) of transfer policy guidelines, issued vide letter no. 141-141/2013-SPN-II dated 17.01.2019, as amended from time to time, prescribes procedure / timeline for considering transfer requests under Rule 38 of Postal Manual Volume IV.

2. This procedure / timeline have been reviewed and revised procedure / timeline is enclosed at **Appendix – I**.
3. Above modifications may be brought to the notice of all concerned for timely implementation.
4. Director (SPN) will be the nodal officer for implementation of revised system who can be contacted at Tel no. 011- 23096092 for any clarification. In Circles, the DPS(HQ) concerned will be the nodal officer.

Yours faithfully,


31/12/2021
(Muthuraman C)

Assistant Director General (SPN)

Copy to:-

1. Sr.PPS / PSO to Secretary (Posts) / Director General Postal Services
2. PPS/ PS to Members, Postal Services Board / Addl. DG(Coordination)
3. Additional Secretary & Financial Adviser, Department of Posts
4. Sr. DDG(Vigilance) & CVO / Sr. DDG (PAF)
5. Secretary, Postal Services Board/ All Deputy Directors General
6. PE-I / PE-II / SPN-I / DE section, Dak Bhawan
7. All recognized Federations / Unions / Associations of Department of Posts
8. Portal Upload Tem, CEPT for uploading the order on the India Post website.
9. Office copy / Guard file

Procedure for Submission / Consideration of Transfer under Rule 38 or otherwise

Para-3(C) of Transfer Policy Guidelines, circulated vide communication No. 141-141/2013-SPB-II dated 17.01.2019, as amended from time to time, shall be substituted by the following:

- (i) An application for Inter-Circle / Intra-Circle transfer under Rule 38 in Form – I duly signed by the official shall be submitted to the Head of the Division / Unit, where the official is posted. Advance copy of request shall not be sent to the Authority where transfer is sought.
- (ii) Application (PDF format) can be submitted through eMail also. All Divisions / Units shall give wide publicity of official email id of the Division / Unit where an official can send request for transfer under Rule-38.
- (iii) Submission of Application and Order of Priority:-
 - a. An official, who fulfills the stipulated conditions as circulated from time to time, for transfer under Rule-38, may apply at any time as per his convenience in the manner provided above. The system of submitting applications during the specified window is dispensed with.
 - b. Date and time of receipt of completed application in the Division / Unit shall be the reference point for determining the order of priority of all such applications.
 - c. In case of tie in date and time of receipt of application, date of joining in the present cadre shall be considered for deciding order of priority. If still there is a tie, date of birth shall be considered for deciding order of priority.
 - d. Applications received during a month shall be arranged, cadre-wise, as per date and time of receipt.
 - e. However, application received from (i) officials with benchmark disability, (ii) officials appointed under compassionate grounds, and (iii) official / dependant family members suffering from terminal illness, in this order, shall be placed at the top of the list of the requests received during a month irrespective of date on which such request was received. Among such applicants, date and time of receipt of applications shall be the base to decide priority and in case of tie, the procedure mentioned in (c) and (d) above will be followed.
 - f. Applications received from officials who do not fulfill the eligibility criteria as on the date of application shall be rejected outright.
- (iv) Divisional Cadre officials including Postal Assistant of Postal Division and Sorting Assistant of RMS Divisions may give choice of a maximum of ten (10) Divisions / Units of one Circle in order of preference. In such cases, transfer will be considered for any one of the indicated Divisions / Units in order of preference and if she/he is

not accommodated in the requested Divisions / Units, she/he will be kept under waiting list for consideration subsequently.

- (v) In case of Circle cadre officials like PA(CO/RO), PA(SBCO), Inspector Posts, ASP, etc., will indicate only name of the Circle where transfer is sought.
- (vi) If an official, who is already on waiting list based on previous request, submits a fresh application / revised application, then she/he will forfeit her/his seniority based on previous requests, and such fresh / revised application shall be considered afresh.
- (vii) Divisional Cadre official, whose transfer request is already on the waiting list at the time of coming into force of these revised guidelines, may submit revised request indicating preference for 10 Divisions of the same Circle, within one (1) month from the date of coming into force of these revised guidelines, and in such case, the official shall retain his original priority. [Change of Circle shall be treated as a fresh request. Requests received after the stipulated time period shall be treated as fresh requests.]
- (viii) Part-II of Form – I shall be completed after verifying the service particulars of the official. Printout of the application in Form -I received in Division / Unit through eMail shall be taken, and Part-II shall be completed.
- (ix) Application(s) received during a month and found completed in all respects shall be forwarded to the Head of Circle latest by 5th day of the following month through eMail (in PDF Format). While forwarding the applications Division / Unit Head shall also forward following statements:-
 - a. List of officials seeking Intra-Circle Transfer
 - b. List of Officials seeking Inter-Circle Transfer – arranged Circle-wise
 - c. Vacancy Position in each grade [(i) Actual vacancy in case of PA/SA, (ii) Category-wise and recruitment mode-wise vacancy in other cases.]
- (x) After receipt of list of applications from all Divisions / Units, Circle shall arrange the applications as provided in Point (iii) hereinabove to decide the Priority List for consideration of transfer.
- (xi) Inter-Circle transfer requests shall be sent by the Circle by 10th of the month through eMail alongwith copy of relevant Form-I to Circle(s) concerned for preparation of Priority List in other Circle(s).
- (xii) Priority List shall be prepared in the following manner:-
 - a. Two separate Priority Lists shall be prepared – one for Intra-Circle and another for Inter-Circle – for each cadre.
 - b. Applications received during a month will be arranged in the manner provided in Point (iii) hereinabove and shall be added to the respective waiting list brought forward from previous month. [This process shall be repeated for subsequent

months where fresh requests shall be added below the requests in the Priority List for the previous month.]

- (xiii) Preparation of Priority List for the first time as per these revised guidelines:-
- a. Transfer requests considered during the year 2021 (where transfers would be effective only after 01.01.2022) should not be decided and transfer orders may not be issued. In case, wherever transfer orders have been issued by any of the Circle, the same stands withdrawn / cancelled.
 - b. Priority list prepared during year 2021(including transfers approved and orders stands withdrawn as per para (a) above), shall be kept freezed in the same order of priority, which shall be split/prepared into two parts viz. Intra-Circle transfer priority list and Inter-Circle priority list.
 - c. Thereafter, requests received after these new guidelines coming into force shall be added below the respective starting Priority List as mentioned at (a) above.
- (xiv) Updation of Intra-Circle Priority List shall be completed by 10th of the month. Similarly, Preparation of Inter-Circle Priority List shall be completed by 20th of the month.
- (xv) Assessment of vacancy for considering Transfer Request:-
- a. Based on the information received from Division / Unit, as per Point-(ix)(c) above, and information available in the Circle Office, Division / Unit – wise vacancy for each category / mode of appointment available for transfer shall be prepared by the Circle Office.
 - b. Vacancy already reported to Staff Selection Commission for Direct Recruitment and vacancy notified / calculated for recruitment through examination conducted by the Department shall be excluded while deciding the available vacancy as at (a)above.
 - c. Circle shall assess vacancy for recruitment year 2022, i.e. for the period 01.01.2022 to 31.12.2022 and distribute it amongst various modes of recruitment and within each mode amongst various categories as prescribed. Vacancies, thus, arrived will be freezed for reporting for various modes of recruitment.
 - d. As these vacancies are forecasted, the vacancies would not be available on 01.01.2022, but will arise in subsequent months of year 2022. Hence, monthly cycle of transfer will operate to cover foreseen as well as unforeseen vacancies arisen during preceding month.
 - e. Vacancies freezed as mentioned in (c) above, shall be readily available for reporting to SSC or notification of LGO examination by all Circle. However, Circle shall continue considering transfer against vacancies becoming available till preceding month. This process shall be repeated till vacancies of December, 2022 is taken into account for transfer purpose.

- f. After completing the activities mentioned above, Circle shall calculate vacancies that arose during year 2022 and remained unfilled even after considering all inward transfer requests. Since Inter-Circle transfer request shall be allowed for appointed officials only, at end of the recruitment year, there shall be change in vacancies for each of the Circle, but the vacancies in total for all Circles combined together shall not undergo any change (except for addition of unforeseen vacancies)
- g. Final vacancy figure as on 31.12.2022 shall be reported to Directorate by 15th January of next year, as a final vacancy position which will not undergo any further change.
- h. Aforesaid procedure shall be repeated for each recruitment year.
- (xvi) After preparation of Intra-Circle Priority List, taking into consideration the vacancy position assessed as above, Circle shall release approved list of Intra-Circle transfer indicating the Division / Unit by 15th of the month.
- (xvii) After deciding the approved list of Intra-Circle transfer, Circle shall consider Inter-Circle transfer requests. After taking into consideration the vacancies available, accommodation report for officials who can be accommodated indicating the Division / Unit and waiting list number in other cases shall be communicated to Circle (s) concerned by 20th of the month.
- (xviii) After receipt of accommodation report from other Circle (s), Circle shall release approved list of Inter-Circle transfer indicating the Division / Unit of posting and communicate to all concerned by 25th of the month.
- (xix) Officials approved for both Intra-Circle transfer and Inter-Circle transfer, shall be relieved by 20th of the following month to join the new unit. In case any official approved for transfer is not relieved, reasons thereof and likely date of relieving may be communicated to Head of Circle. Thereafter, Circle Office shall inform concerned Circle / Division / Unit.
- (xx) Relieving of the official shall not be denied solely on ground of shortage of staff if working strength of the cadre in the Division / Unit is not less than 66.66%. This shall be observed only while relieving the official on transfer and not while forwarding transfer request to Circle Office. However, Head of Circle shall be competent to relieve an official, whose request for transfer under Rule-38 (both inter-circle and intra-circle) has been approved, even if the working strength of a Division / Unit is less than 66.66% of the sanctioned strength, on case to case basis in very deserving cases only
- (xxi) Requests of transfer under Rule 38 can be considered / approved by the competent authority even during the pendency of any vigilance case / disciplinary proceedings against an official. However, the controlling officer shall not relieve an official approved for transfer till disciplinary proceedings are concluded.
- (xxii) An official approved for transfer under Rule-38 may submit a written request to the controlling officer to delay the relieving. In such cases, a maximum of 90 days may

be allowed. In case the official requests for more than 90 days, she / he shall forfeit the right to avail the approved transfer. However, such an official may submit fresh request.

- (xxiii) All communications relating to transfer under Rule-38 shall be made through eMails so as to adhere to the stipulated timeline.
- (xxiv) Approved list of transfer and waiting list (both Intra-Circle and Inter-Circle) shall be published on the website of Department of Posts as well as Circle concerned. These lists shall be updated, after every cycle of transfer, by last day of the month.
- (xxv) Illustration for carrying out different activities of Inward / Outward transfer requests is enclosed.

FORM – I
(Application for transfer under Rule – 38 of Postal Manual Volume – IV)

To,

The _____ (Designation),
_____ (Division / Unit),
_____.

Part-I
(To be filled by the Applicant)

1	(a) Name of the applicant (b) CSI ID	
2	Cadre of the applicant	
3	Name of the unit presently working [Division / Circle]	
4	Date of birth	
5	Date of initial appointment in Department	
6	Date of entry (a) in present cadre (b) in present unit [Division / Circle]	
7	Mode of Recruitment to Present Cadre [Direct recruit or promoted]	
8	Category to which belong to (UR/SC/ST/OBC/EWS)	
9	Category under which selected to present cadre	
10	Grades previously held before appointment in present grade	
11	(a) Whether transfer is requested by providing mutual exchange (YES / NO) (b) If yes, Name / CSI ID / Division / Circle of the official [Copy of Form – I of the official concerned to be enclosed.]	
12	Details of previous applications submitted for inter or intra circle transfer	
	Date	Inter / Intra Circle Transfer
		Current Status
13	Details of Inter-Circle Transfer under Rule-38 availed earlier:-	
	Name of Circle	Date of joining
	Date of Relieving	
1		
2		
3		
14	Details of Intra-Circle Transfer under Rule-38 availed earlier:-	
	Name of Division / Unit	Date of joining
		Date of Relieving
1		
2		
3		
15	Name of Circle where transfer sought (in case of Inter-Circle Transfer)	
16	Name of Division / Unit where transfer sought (In case of Divisional Cadre officials) (An official can give choice of a maximum of TEN Divisions / Unit in order of preference. Application received without specifying atleast one Division/Unit shall be rejected outright)	(a) (b) (c) (d) (e) (f) (g) (h)

		(i) (j)
17	Whether official seeks transfer being Person with Disabilities, Compassionate appointee or official himself/herself or dependent family members suffering from Terminal illness (Provide supporting documents)	
18	Any other ground for transfer not covered under Point#17	
19	Additional information, if any	

Declaration: I _____ hereby declare that the information furnished above is true to the best of my knowledge. I shall abide by provisions contained in Rule-38 of Postal Manual Vol-IV and Transfer Policy Guidelines issued vide letter no. 141-141/2013-SPB-II dated 17.01.2019, as amended from time to time.

Date:
Place:

(Signature)
Name, Desgn& O/o Working of the official

Part – II
(For official use only)

Received transfer request dated _____ of Shri/Smt/Kum _____
in Office of _____ by person / post / email on
_____ (date) _____ at _____ (time) _____ AM / PM.

Certified that the particulars furnished above are verified and correct / corrected wherever required as per Service Record.

(Signature)
(Name & Designation of
Division/Unit Head
with Seal / Stamp)

ILLUSTRATION – Revised Rule-38 Transfer Guidelines

A. Name of Circle - Uttar Pradesh Circle [Example for outward requests for Inter-Circle and in general for Intra-Circle].

(a) Following is the order of priority / waiting list of officials requested for transfer till 30.06.2021, but their request is pending for consideration:-

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	A	Lucknow	05.01.2016	31.05.2019	Ajmer / Rajasthan
2	B	Agra	25.08.2016	25.04.2019	Lucknow/UP
3	C	Varanasi	10.11.2015	30.06.2020	Lucknow/UP
4	D	Bareilly	10.09.2017	10.04.2020	Jaipur/Rajasthan
5	E	Meerut	25.06.2018	15.04.2020	Bhopal/MP
6	F	Ghaziabad	15.11.2018	05.04.2021	Jaipur/Rajasthan
7	G	Noida	07.01.2019	01.04.2021	Alwar/Rajasthan
8	H	Hapur	05.04.2019	30.04.2021	Varanasi/UP

(b) In January 2022, following fresh applications are received, which are arranged as per date/time of receipt of application:-

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division(s)/ Circle where Transfer sought
1	I	Lucknow	05.01.2021	02.01.2022	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
2	J	Agra	25.08.2019	05.01.2022	Lucknow, Ghaziabad, Noida, Kanpur, Ghazipur, Hapur, Allahabad, Merrut, Sahranpur, Varanasi /UP
3	K	Varanasi	10.11.2020	07.01.2022	Lucknow, Barabanki, Ghaziabad, Noida, Kanpur, Ghazipur, Hapur, Allahabad, Merrut, Sahranpur, /UP

4	L	Bareilly	10.09.2019	10.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
5	M	Meerut	25.06.2020	19.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan

(c) Further, following officials in waitlist of UP Circle as mentioned at (a) above, made request for additional Divisions of Rajasthan Circle within one month of issue of guidelines by Directorate:-

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	A	Lucknow	05.01.2016	31.05.2019	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
2	D	Bareilly	10.09.2017	10.04.2020	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
3	F	Ghaziabad	15.11.2018	05.04.2021	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajsthan
4	G	Noida	07.01.2019	01.04.2021	Alwar, Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, /Rajsthan

(d) Now, UP Circle will prepare Intra-Circle Priority List and Inter-Circle Priority List as under:-

(i) Intra-Circle Priority List

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	B	Agra	25.08.2016	25.04.2019	Lucknow/UP
2	C	Varanasi	10.11.2015	30.06.2020	Lucknow/UP
3	H	Hapur	05.04.2019	30.04.2021	Varanasi/UP
4	J	Agra	25.08.2019	05.01.2022	Lucknow, Ghaziabad, Noida, Kanpur, Ghazipur, Hapur, Allahabad, Merrut, Sahranpur, Varanasi / UP
5	K	Varanasi	10.11.2020	07.01.2022	Lucknow, Barabanki, Ghaziabad, Noida, Kanpur, Ghazipur, Hapur, Allahabad, Merrut, Sahranpur, / UP

(ii) Inter-Circle Priority List (OUTWARD)

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	A	Lucknow	05.01.2016	31.05.2019	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
2	D	Bareilly	10.09.2017	10.04.2020	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
3	E	Meerut	25.06.2018	15.04.2020	Bhopal/MP
4	F	Ghaziabad	15.11.2018	05.04.2021	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajsthan
5	G	Noida	07.01.2019	01.04.2021	Alwar, Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, /Rajsthan
6	I	Lucknow	05.01.2021	02.01.2022	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
7	L	Bareilly	10.09.2019	10.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
8	M	Meerut	25.06.2020	19.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan

B. Name of the Circle: - Rajasthan Circle [Example for Inward request for Inter-Circle and in general for Intra-Circle transfer]

(e) Following is the order of priority / waiting list of officials requested for inward Inter-Circle and Intra-Circle transfer till 30.06.2021, but their request is pending for consideration:-

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	A	Lucknow, UP	05.01.2016	31.05.2019	Ajmer
2	P	Jaipur, Rajasthan	04.02.2017	30.04.2019	Udaipur
3	D	Bareilly, UP	10.09.2017	10.04.2020	Jaipur

4	Q	Bhopal, MP	15.02.2018	30.04.2020	Jaipur
5	F	Ghaziabad, UP	15.11.2018	05.04.2021	Jaipur
6	G	Noida, UP	07.01.2019	01.04.2021	Alwar
7	R	Ajmer, Rajasthan	20.06.2019	30.04.2021	Alwar

(f) In January 2022, following fresh applications (including fresh applications of UP) for inward Inter-Circle transfer and Intra-Circle transfer requests within Rajasthan Circle are received, which are arranged as per date/time of receipt of application:-

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division(s)/ Circle where Transfer sought
1	I	Lucknow	05.01.2021	02.01.2022	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
2	J	Agra	25.08.2019	05.01.2022	Lucknow, Ghaziabad, Noida, Kanpur, Ghazipur, Hapur, Allahabad, Merrut, Sahranpur, Varanasi / UP
3	K	Varanasi	10.11.2020	07.01.2022	Lucknow, Barabanki, Ghaziabad, Noida, Kanpur, Ghazipur, Hapur, Allahabad, Merrut, Sahranpur, / UP
4	S	Patna, Bihar	10.04.2019	09.01.2022	Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar, Sikar /Rajasthan
5	l	Bareilly	10.09.2019	10.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
6	T	Jaipur, Rajasthan	20.11.2020	12.01.2022	Udaipur, Jodhpur, Kota, Ajmer, Jaisalmer / Rajasthan
7	M	Meerut	25.06.2020	19.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
8	U	Indore, MP	15.05.2020	20.01.2022	Alwar, Ajmer, Jaipur, Udaipur, Pali, Sirohi, Jodhpur, Bikaner, Churu, Sikar, /Rajasthan
9	V	Alwar, Rajasthan	11.03.2020	23.01.2022	Kota, Ajmer, Jaisalmer, Udaipur, Jodhpur / Rajasthan

(g) Further, following officials in inward waitlist of Rajasthan Circle make request for additional Divisions of Rajasthan Circle (including Intra-Circle requests):-

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	A	Lucknow	05.01.2016	31.05.2019	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
2	P	Jaipur, Rajasthan	04.02.2017	30.04.2019	Udaipur, Ajmer, Jaipur, Bikaner, Churu, Sikar, Alwar, Pali, Sirohi, Jodhpur, /Rajsthan
3	D	Bareilly	10.09.2017	10.04.2020	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
4	Q	Bhopal, MP	15.02.2018	30.04.2020	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajsthan
5	F	Ghaziabad	15.11.2018	05.04.2021	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajsthan
6	G	Noida	07.01.2019	01.04.2021	Alwar, Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, /Rajsthan
7	R	Ajmer, Rajasthan	20.06.2019	30.04.2021	Alwar, Udaipur, Ajmer, Jaipur, Bikaner, Churu, Sikar, Pali, Sirohi, Jodhpur, /Rajsthan

(h) Now, Rajasthan Circle shall prepare Intra-Circle and Inter-Circle priority list for transfer: -

(i) Intra-Circle Priority List: -

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	P	Jaipur	04.02.2017	30.04.2019	Udaipur, Ajmer, Jaipur, Bikaner, Churu, Sikar, Alwar, Pali, Sirohi, Jodhpur, /Rajsthan
2	R	Ajmer,	20.06.2019	30.04.2021	Alwar, Udaipur, Ajmer, Jaipur, Bikaner, Churu, Sikar,

		Rajasthan			Pali, Sirohi, Jodhpur, /Rajsthan
3	T	Jaipur, Rajasthan	20.11.2020	12.01.2022	Udaipur, Jodhpur, Kota, Ajmer, Pali / Rajasthan
4	V	Alwar, Rajasthan	11.03.2020	23.01.2022	Kota, Ajmer, Jaisalmer, Udaipur, Jodhpur / Rajasthan

(ii) Inter-Circle Priority List: -

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division / Circle where Transfer sought
1	A	Lucknow	05.01.2016	31.05.2019	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
2	D	Bareilly	10.09.2017	10.04.2020	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
3	Q	Bhopal, MP	15.02.2018	30.04.2020	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajsthan
4	F	Ghaziabad	15.11.2018	05.04.2021	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajsthan
5	G	Noida	07.01.2019	01.04.2021	Alwar, Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, /Rajsthan
6	I	Lucknow	05.01.2021	02.01.2022	Ajmer, Jaipur, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar / Rajasthan
7	S	Patna, Bihar	10.04.2019	09.01.2022	Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar, Sikar /Rajasthan
8	L	Bareilly	10.09.2019	10.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
9	M	Meerut	25.06.2020	19.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan
10	U	Indore, MP	15.05.2020	20.01.2022	Alwar, Ajmer, Jaipur, Udaipur, Pali, Sirohi, Jodhpur, Bikaner, Churu, Sikar /Rajasthan

(g) Vacancy position of Postal Assistant in Rajasthan Circle: -

i. Sanctioned, Working and vacancy at Circle level

Sanctioned	Working	Vacancy
500	450	50

ii. Category-wise vacancy of PA at Circle level

Direct Recruitment Quota						Promotion Quota			
EWS	UR	OBC	SC	ST	Total	UR	SC	ST	Total
2	13	5	3	2	25	17	5	3	25

iii. Division-wise vacancy: -

Sl. No.	1	2	3	4	5	6	7	8	9	10	11	Total
Division	Alwar	Jodhpur	Jaipur	Bikaner	Churu	Udaipur	Sikar	Pali	Sirohi	Ajmer	Kota	
Vacancy	3	2	2	5	8	2	8	7	5	3	5	50

(h) In accordance with available vacancies and preference given by applicants, Rajasthan Circle in the first instance shall approve Intra-Circle transfer as under (category and mode of recruitment of officials need not be taken into consideration): -

Sl. No.	Name	Parent Division	Date of Entry in Present Grade	Date of Application	Division for which transfer approved
1	P	Jaipur	04.02.2017	30.04.2019	Udaipur
2	R	Ajmer, Rajasthan	20.06.2019	30.04.2021	Alwar
3	T	Jaipur, Rajasthan	20.11.2020	12.01.2022	Udaipur
4	V	Alwar, Rajasthan	11.03.2020	23.01.2022	Kota

(i) After aforesaid exercise of intra-circle transfer, resultant vacancy in various Divisions of Rajasthan Circle would stand as under:

Sl. No.	1	2	3	4	5	6	7	8	9	10	11	Total
Division	Alwar	Jodhpur	Jaipur	Bikaner	Churu	Udaipur	Sikar	Pali	Sirohi	Ajmer	Kota	
Vacancy	3	2	4	5	8	0	8	7	5	4	4	50

(j) Now, Rajasthan Circle shall consider Inter-Circle transfer with reference to priority list vis-à-vis category and mode wise vacancies at Circle level and available vacancy at preferred Division: -

Sl. No.	Name	Category and Mode of recruitment	Parent Division	Date of Entry in Present Grade	Date of Application	Division for which transfer approved
1	A	ST/DR	Lucknow	05.01.2016	31.05.2019	Ajmer
2	D	SC/DR	Bareilly	10.09.2017	10.04.2020	Jaipur
3	Q	UR/DP	Bhopal, MP	15.02.2018	30.04.2020	Jaipur
4	F	SC/DP	Ghaziabad	15.11.2018	05.04.2021	Jaipur
5	G	ST/DR	Noida	07.01.2019	01.04.2021	Alwar
6	I	SC/DR	Lucknow	05.01.2021	02.01.2022	Ajmer
7	S	UR/DR	Patna, Bihar	10.04.2019	09.01.2022	Ajmer
8	L	SC/DR	Bareilly	10.09.2019	10.01.2022	Jaipur
9	M	ST/DR	Meerut	25.06.2020	19.01.2022	Waitlist / No vacancy at Circle level for ST
10	U	SC/DR	Indore, MP	15.05.2020	20.01.2022	Waitlist / No vacancy at Circle level for SC

(k) After undertaking aforesaid exercise resultant vacancy in various Divisions of Rajasthan Circle would stand as under: -

Sl. No.	1	2	3	4	5	6	7	8	9	10	11	Total
Division	Alwar	Jodhpur	Jaipur	Bikaner	Churu	Udaipur	Sikar	Pali	Sirohi	Ajmer	Kota	
Vacancy	2	2	0	5	8	0	8	7	5	1	4	42

(l) Mode-wise and category wise resultant vacancy of PA at Circle level of Rajasthan Circle would stand as under: -

Direct Recruitment Quota						Promotion Quota			
EWS	UR	OBC	SC	ST	Total	UR	SC	ST	Total
2	12	5	0	0	19	16	4	3	23

(m) Waitlist for the month of January, 2022 shall stand as under: -

- i. Intra-Circle: - No request pending for consideration. Hence, no waitlist.
- ii. Inter-Circle: -

Sl. No.	Name	Category and Mode of recruitment	Parent Division	Date of Entry in Present Grade	Date of Application	Division for which transfer approved	Waitlist No.
1	M	ST/DR	Meerut	25.06.2020	19.01.2022	Jaipur, Ajmer, Bikaner, Churu, Sikar, Udaipur, Pali, Sirohi, Jodhpur, Alwar /Rajasthan	01 - ST/DR
2	U	SC/DR	Indore, MP	15.05.2020	20.01.2022	Alwar, Ajmer, Jaipur, Udaipur, Pali, Sirohi, Jodhpur, Bikaner, Churu, Sikar /Rajasthan	01 - SC/DR
