



No. X-7/15/2021-SPN-II(Pt.)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001
November 20, 2023

To,
All Head of Postal Circles.

Subject: Inter-Circle temporary transfer in the cadre of Inspector Posts and Assistant Superintendent of Posts – reg.

Madam/Sir,

I am directed to refer to the subject mentioned above and to say that guidelines related to temporary transfer have been issued vide letter no. X-12/6/2021-SPN-II dated 02.09.2021, which covered official upto the cadre of Assistant Superintendent of Posts.

2. Consequent upon centralized cadre management of Inspector Posts and ASP at Directorate level, need is felt to review the guidelines dated 02.09.2021 in respect of Inspector Posts and ASP.

3. The matter has been examined and following instructions in respect of Inspector Posts and Assistant Superintendent of Posts are issued with approval of the Competent authority:-

(a) An official will be eligible for Inter-Circle temporary transfer only after completing one year of service in the cadre.

(b) Temporary transfer cases shall not be considered in a routine manner. It shall be considered on case-to-case basis only.

(c) Director General Postal Services shall be the Competent Authority to approve temporary transfer.

Yours faithfully,


(Satya Narayana Dash)
Director (SPN)

Copy to:-

- Sr. PPS / PPS to Secretary (Posts) / Director General Postal Services
- Sr. PPS/PPS to members Postal Services Board / Addl DG (Coordination)
- CGM, BD / PLI / Parcel Directorate
- Director, RAKNPA and all Postal Training Centers
- Addl DG, APS, C/o 56 APO
- Portal upload, CEPT with request to upload this document on India Post website.
- Office copy