

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

Dak Bhawan, Sansad Marg  
New Delhi – 110 001  
Dated: 10<sup>th</sup> April, 2024

To,

- (a) All Head of Postal Circles.
- (b) Addl DG, Army Postal Service
- (c) Director RAKNPA / Directors all PTCs
- (d) CGM BD Dte / PLI Dte / Parcel Dte

**Subject: Guidelines for transfer to regulate transfers of Group 'C' officials, Group 'B'(Non-Gazetted) officials and Assistant Superintendent of Posts (Group 'B' Gazetted) – reg.**

Madam/Sir,

I am directed to refer to this office letter of even number dated 02.09.2022 on the above mentioned subject vide which all Postal Circles were advised to consider transfer under Rule – 38 on '*mutual exchange*' in offline mode and to send request to Directorate as well as CEPT for deletion of such approved transfers from online portal.

2. Now, module for considering transfers under Rule – 38 on 'Mutual exchange' has been developed by CEPT and is ready for deployment. Therefore, following has been decided:-

- (a) Offline application for transfer on 'Mutual exchange' should not be accepted. Henceforth, transfer request of 'Mutual exchange' shall be received in online portal only.
- (b) Cases where transfer on 'Mutual exchange' has already been approved manually shall be implemented and information be shared with CEPT to delete request of approved officials from online transfer portal.
- (c) No transfer on 'Mutual exchange' in offline mode shall be approved by Circle(s) with immediate effect.
- (d) In case of transfer request on 'Mutual exchange' pending with Division / Region / Circle, concerned employee should be advised to apply for 'Mutual' transfer on online transfer portal.

*V. Prasad*

- (e) Standard Operating Procedure (SOP) for Mutual transfer is enclosed herewith for guidance of employees.
- (f) All Controlling units shall verify request(s) received from employees in normal course
- (g) Approved list of transfers on 'Mutual exchange' shall be issued / published concurrently with normal transfer cycle on quarterly basis.

3. Further, prevailing instructions on verification of new transfer requests provide that all new requests registered in a quarter preceding the month in which transfer cycle is operated shall become available to Controlling units from 01<sup>st</sup> to 05<sup>th</sup> of the month in which transfer cycle is operated (March, June, September and December). In order to ease the pressure during the month in which transfer cycle is operated, facility has been provided wherein all new transfer requests shall become available to Controlling unit in real-time basis. As such, concerned authorities may be advised to verify new requests as and when it is received in their login id. All controlling authorities shall ensure that new requests registered are verified at the earliest. However, requests received till last day of February / May / August / November should be verified before 05<sup>th</sup> March / June / September / December.

4. Contents of this letter may be brought to all concerned for information and strict compliance.

Yours faithfully,

Encl: SOP for Mutual transfer

*V. Prasad*  
10/4/24  
(Vangara Prasad)

Assistant Director General (SPN)

Copy to: General Manager, CEPT, Bengaluru – It is requested to deploy facility of transfer on 'Mutual exchange' and real-time verification of new requests with immediate effect. This communication may also be uploaded on India Post website for information of all concerned.

### SOP for submitting application under mutual category

- In rule 38 portal, applying of transfer in mutual type is enabled. Employee who wants to apply transfer under mutual category for Registration and login, he can follow the same procedure mentioned in the Application Submission SOP available in the link <https://apps.cept.gov.in/rule38requests/>
- After login, employe needs select Request form which will display the application form which shows the basic details of the employee as per the master data and some additional information is required to be updated for the application submission. For details Application Submission SOP can be referred.
- Employee opting Mutual Transfer can select the applying grounds as “Mutual” and has to enter the employee ID of the counter part under counter part employee ID column.

APPLICATION FORM			
Employee ID:	<input type="text"/>	Employee Name:	<input type="text"/>
Cadre:	PA	Date of Birth:	30/06/1987
Date of Joining:	22/02/2014	Mode of Recruitment:	Select Mode
Selected against Community:	UR	Group:	C
Gender:	FEMALE	Mobile Number:	9490156728
Email:		Home Circle:	Telangana Circle
Home Division:	Hyderabad South East Divi		
DETAILS OF PRESENT WORKING			
Designation:	Postal Assistant	Present Office of Working:	Hyderabad Jubilee HQ.
Date of Joining in Present Cadre:	01/01/2019	Applying Grounds:	MUTUAL
APPLICATION DETAILS			
Type of Rule-38 applied:	Intra Circle		
No. of Rule-38's availed:	0	Date of last rule-38 availed:	
(Intra Circle only)		(Intra Circle only)	
Applying Circle:	Telangana Circle		
COUNTER PART EMPLOYEE DETAILS (MUTUAL)			
Counter Part Employee ID:	<input type="text"/>		
Counterpart Employee Name:		Cadre:	
Home Circle:		Home Division:	
Mode of Recruitment:		Selected against Community:	
Type of Last Rule38 availed:		Date of last Rule38 availed:	
No. of last rule38 availed type :		Date of joining in Present Cadre:	
* mark for all mandatory fields			
<input type="button" value="Submit"/>			

- The basic details of the counter part employee will be displayed. The remaining process of subission is same as for remaininig categories.

### APPLICATION FORM

logged in as: [REDACTED]

Employee ID:	[REDACTED]	Employee Name:	[REDACTED]
Cadre:	PA	Date of Birth:	30/06/1987
Date of Joining:	22/02/2014	Mode of Recruitment:	Select Mode
Selected against Community:	UR	Group:	C
Gender:	FEMALE	Mobile Number:	9490156728
Email:		Home Circle:	Telangana Circle
Home Division:	Hyderabad South East, Div.		

#### DETAILS OF PRESENT WORKING

Designation:	Postal Assistant	Present Office of Working:	Hyderabad Jubilee HO.
Date of Joining in Present Cadre:	01/01/2019	Applying Grounds:	MUTUAL

#### APPLICATION DETAILS

Type of Rule-38 applied:	Intra Circle	Date of last rule-38 availed:	
No. of Rule-38's availed:	0	(Intra Circle only)	
Applying Circle:	Telangana Circle		

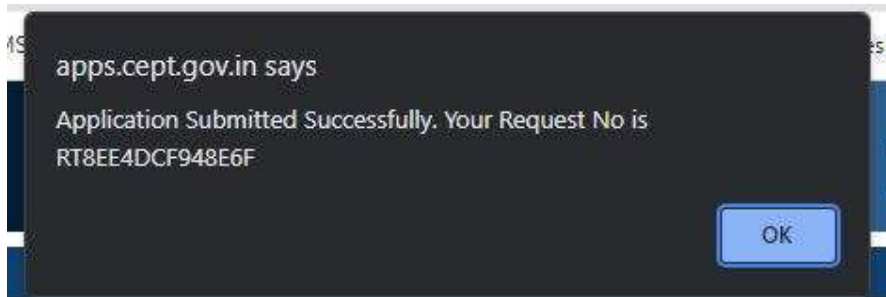
#### COUNTERPART EMPLOYEE DETAILS (MUTUAL)

Counter Part Employee ID:	[REDACTED]	Cadre:	PA
Counterpart Employee Name:	[REDACTED]	Home Division:	Secunderabad Division
Home Circle:	Telangana Circle	Selected against Community:	UR
Mode of Recruitment:	DR	Date of last Rule38 availed:	
Type of Last Rule38 availed:		Date of joining in Present Cadre:	01/09/2021
No. of last rule38 availed type :	0		

\* mark for all mandatory fields

[Submit](#)

- After submitting the application, request number will be generated as usual.



- In Request status page, applying grounds will be shown as mutual and mutual employee ID will also be displayed.

### STATUS FORM

logged in as: [REDACTED]

#### EMPLOYEE DETAILS

Employee ID	[REDACTED]	Employee Name	[REDACTED]	Cadre	PA
Home Circle	Telangana Circle	Home Unit	Hyderabad South East Division	Office of Working	Hyderabad Jubilee HO.
Mode of Recruitment	DR	DOB	30/06/1987	DOJ in Dept	22/02/2014
DOJ in Present Cadre	01/01/2019	Category	UR		

#### CURRENT APPLICATION DETAILS

Request ID	RT8EE4DCF948E6F	Transfer Type	Intra	Date of Application	07/12/2023
Applying grounds	MUTUAL	Application Status	Application submitted	Home Unit Recommendation	/
Allotment Status	New application	Accept/Decline Status	Not yet allotted	Accept/Decline Date	
Mutual Counter part applied or not	Applied	Mutual Employee id	[REDACTED]		

#### CURRENT APPLICATION STATUS

Applied Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward Wait List Number*
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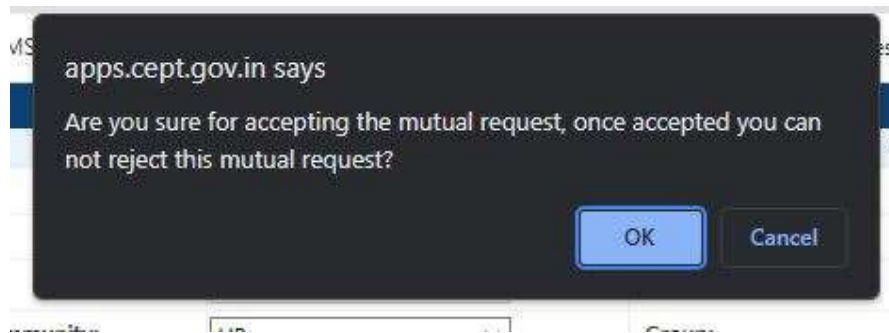
\*Inward wait list number will be generated only after one cycle of allotment

[Withdraw Request](#)

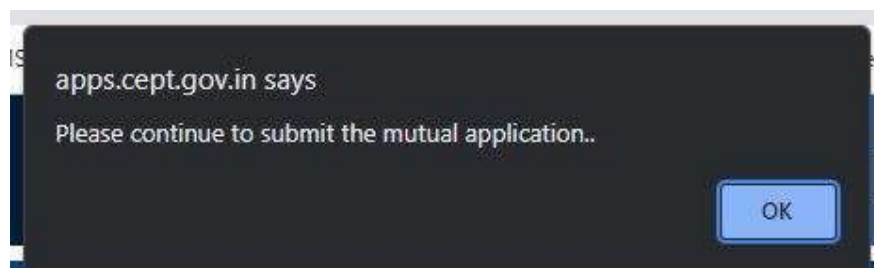
- The counter Part employee for Registration and login, can follow the same procedure mentioned in the Application Submission SOP available in the link <https://apps.cept.gov.in/rule38requests/>
- After login, counter part employe needs to select Request form which will display the application form for the counter part employee, which shows the basic details of the employee as per the master data and some additional information is required to be updated for the application submission. For details Application Submission SOP can be referred.
- While applying for transfer in respect of counter part employee, a message will be displayed as “You have one mutual request from the below employee.” The counter part employee has can either accept or decline the request of the other employee by clicking on Accept or Reject.

APPLICATION FORM			
Employee ID:		logged in :	
Cadre:	PA	Employee Name:	
Date of Joining:	25/03/2015	Date of Birth:	17/05/1992
Selected against Community:	UR	Mode of Recruitment:	Select Mode
Gender:	FEMALE	Group:	C
Email:	TEST1@INDIAPOST.GOV.IN	Mobile Number:	7358584744
Home Division	Secunderabad Division	Home Circle	Telangana Circle
DETAILS OF PRESENT WORKING			
Designation:	Postal Assistant	Present Office of Working:	Secunderabad HO
Date of Joining in Present Cadre:	01/09/2021	Applying Grounds:	MUTUAL
APPLICATION DETAILS			
Type of Rule-38 applied	Select Rule38 type		
No. of Rule-38's availed	Select	Date of last rule-38 availed:	
Applying Circle	Select Circle		
COUNTER PART EMPLOYEE DETAILS (MUTUAL)			
<span style="color: red;">⚠</span> You have one mutual request from the below employee. If you want to s			
Counter Part Employee ID:		Accept Reject	←
Counterpart Employee Name:		Cadre:	PA
Home Circle	Telangana Circle	Home Division	Hyderabad South East Division
Mode of Recruitment:	DR	Selected against Community:	UR
Type of Last Rule38 availed:		Date of last Rule38 availed:	
No. of last rule38 availed type :	0	Date of joining in Present Cadre	01/01/2019
* mark for all mandatory fields			
<input type="button" value="Submit"/>			

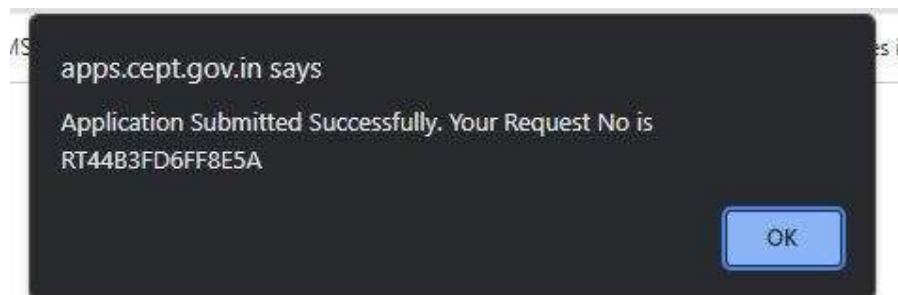
- If the counterpart employee accepts the mutual request, a pop up message will be displayed as below.



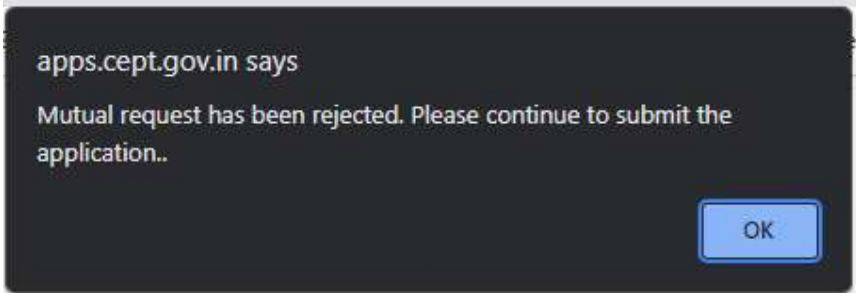
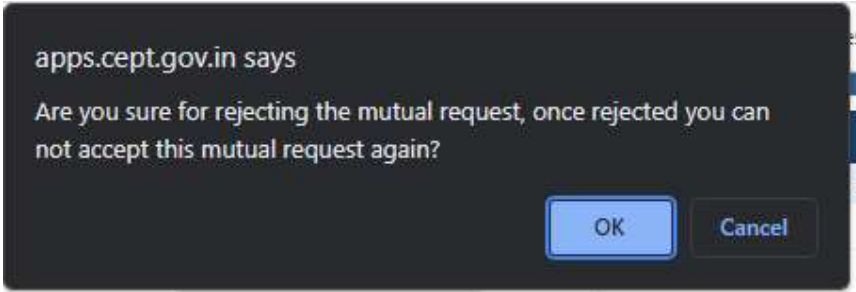
- After clicking on OK, application will ask to continue the process to submit the application.



- Once submitted, the request number will be generated as usual.



- If Employee and Counterpart employee belongs to different circles, then the transfer type will be Inter-circle and it may ensured by both the employees that "Mode of Recruitment" and "Selected against Community" should be same. If they differ, the System will not allow to submit the application.
- In case, counterpart employee does not want to apply in mutual category, may click on reject. Further the employee needs to apply for transfer request as usual.



- In request status page of both the applicants, applying grounds will be displayed as mutual and mutual employee ID will also be displayed.

**STATUS FORM**

Logged in as: [redacted]

EMPLOYEE DETAILS					
Employee ID	[redacted]	Employee Name	[redacted]	Cadre	PA
Home Circle	Maharashtra Circle	Home Unit	Mumbai City West Division	Office of Working	Mumbai Central HO
Mode of Recruitment	DP	DOB	20/03/1971	DOJ in Dept.	21/08/1998
DOJ in Present Cadre	12/07/2017	Category	SC		

CURRENT APPLICATION DETAILS					
Request ID	RTS1C157D177F61	Transfer Type	Inter	Date of Application	05/10/2023
Applying grounds	MUTUAL	Application Status	Application submitted	Home Unit Recommendation	Recommended
Allotment Status	New application	Accept/Decline Status	Not yet alloted	Accept/Decline Date	
Mutual Counter part applied or not	Applied	Mutual Employee ID	[redacted]		

CURRENT APPLICATION STATUS			
Applied Circle	Applied Unit	Remarks on Allotment/Non Allotment	Inward Wait List Number*
Telangana Circle	Medak Division	-	0

\*Inward wait list number will be generated only after one cycle of allotment.

[Withdraw Request](#)

- In case applicant selects counterpart who is already applied mutual transfer with another applicant this message will be displayed.



- In case applicant selects counterpart whose details are not available like Mode of Recruitment, caste, or No of Rule 38 availed etc. as shown below then the error message will have displayed.

APPLICATION FORM			
Employee ID:		logged in :	
Cadre:	PA	Employee Name:	
Date of joining:	25/01/2005	Date of Birth:	22/06/1979
Selected against Community:	UR	Mode of Recruitment:	DR
Gender:	FEMALE	Group:	C
Email:		Mobile Number:	7036437713
Home Division:	Mumbai City North East Di	Home Circle:	Maharashtra Circle
DETAILS OF PRESENT WORKING			
Designation:	Postal Assistant	Present Office of Working:	Matunga SO
Date of joining in Present Cadre:		Applying Grounds:	MUTUAL
APPLICATION DETAILS			
Type of Rule-38 applied:	Intra Circle	Date of last rule-38 availed:	
No. of Rule-38's availed:	0	(Intra Circle only)	
Applying Circle:	Maharashtra Circle		
COUNTER PART EMPLOYEE DETAILS (MUTUAL)			
Counter Part Employee ID:		Cadre:	PA
Counterpart Employee Name:		Home Division:	Secunderabad Division
Home Circle:	Telangana Circle	Selected against Community:	OBC
Mode of Recruitment:		Date of last Rule38 availed:	
Type of Last Rule38 availed:		Date of joining in Present Cadre	01/12/2019
No. of last rule38 availed type :			
* mark for all mandatory fields			
Submit			

