

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

Dak Bhawan, Sansad Marg  
New Delhi – 110 001

Dated: 19<sup>th</sup> September, 2022

CIRCULAR

**Subject: Initialization of software for requesting / processing of transfers under Rule – 38 in online environment – reg.**

With reference to above mentioned subject all employees whose transfer requests are pending for approval and also the employees who intends to make transfer requests in online environment, are required to **update their mobile number in CSI system** through their concerned units, viz. Divisions, Region, Circles latest by 21.09.2022.

2. This may be treated as MOST URGENT.



19/09/2022

(Dileep Singh Sengar)  
Assistant Director General (SPN)

Copy to:

- (a) All Chief Postmaster General
- (b) CGM, BD / Parcel / PLI  
Directorate
- (c) Director RAKNPA, Directors of all  
Postal Training Centres

It is requested to bring this circular to the notice of all concerned employees as well as units under their control for strict compliance.

(d) CEPT Mysore

It is requested to upload this document on India Post website for information of all concerned.

(e) ADG(Admin) with request to publish this circular on e-Office notice board

For compliance by staff working in Directorate on deputation / attachment basis.

(f) Office copy