

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: 30<sup>th</sup> September, 2022

To,

All Chief Postmasters General,

Subject: Launch of web-based application for received<sup>ing</sup> and processing of transfer under Rule – 38 – reg.

Madam/Sir,


I am directed to say that an online portal has been launched by Director General Postal Services today (30.09.2022) for receiving and processing of transfer requests under provisions of Rule – 38 of Postal Manual Volume IV.

2. Employees can visit the portal at <https://apps.cept.gov.in/rule38requests/> and submit their request. Detailed instructions to employee for online Rule – 38 transfer application is enclosed herewith. Circles may ensure wide publicity of these instructions to all employees for their guidance.

3. Further, provisional approved transfer has been released and is presently available for employees to accept / decline the proposed unit of transfer. **Employees may be sensitized to accept / decline by 02.10.2022.** No response to this option would be treated as 'deemed acceptance' by employee and transfer cycle will move further,

Yours faithfully,

Encl: As above

  
(Dileep Singh Sengar)  
Assistant Director General (SPN)

Copy to:

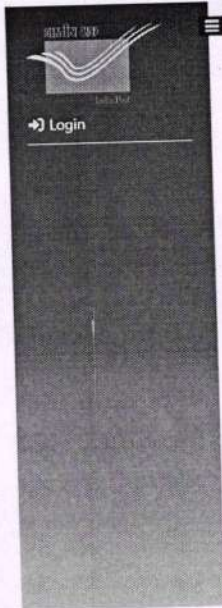
- (a) General Manager, CEPT for information and necessary action
- (b) Portal Upload, CEPT with request to place this letter on India Post website.
- (c) Office copy

**Instructions to Employee for submitting online application for  
Transfer under Rule – 38 of Postal Manual Vol.-IV.**

Department of Posts has introduced automated process for receiving / processing transfer requests under Rule-38 of Postal Manual Vol.IV. Presently, this facility is available for the ASP/IP/PA(CO/RO)/PA(SBCO)/PA(FPO)/PA (PO)/SA/Postman/Mail Guard/MTS cadres of all Units.

**Step wise procedure for submitting application / acceptance or declination of approved transfer**

1. Employee has to login to the portal <https://apps.cept.gov.in/rule38requests> The following login screen will appear.



**Online Rule - 38 Transfer Requests**

A screenshot of a web form titled 'Request User Login'. The form contains three input fields: 'Employee ID' with the placeholder text 'Enter here', 'Password' with the placeholder text 'Enter here', and 'OTP' with the placeholder text 'Enter OTP'. Below these fields is a black button with the text 'OTP' in white.

**2. Registration / Login**

- a) Employee login requires Employee ID and Password.
- b) First time user to click on New Registration/Reset Password option. Thereafter, enter Employee ID, desired Password and reconfirm Password for Registration.
- c) Before Registration of the Password, OTP confirmation is mandatory. OTP will be received on the employee's registered mobile. Mobile numbers have been taken from the available Rule 38 master data / CSI master data till 25.09.2022. If mobile number not available error occurs, then it should be updated by requesting the Divisions to update the mobile number in the Rule 38 master data.

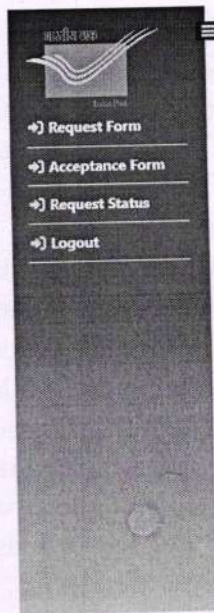


- d) In case password is forgotten by the employee, request can be made to resend the password to the registered mobile number by clicking forgot password link in the login form. Confirmation through OTP is mandatory for this purpose.
3. **Change Password:** Password can also be changed by the employee subsequently once the password is set. For this purpose employee should click on the Change Password/Register Password link in the login form and proceed to change the password. For this purpose employee need to enter the old password and provide the new password and reconfirm the same. OTP confirmation which will be sent to the registered mobile number, is required for change of password

The screenshot displays the 'Online Rule - 38 Transfer Requests' portal. On the left is a dark sidebar with a logo and a 'Login' button. The main content area has a dark header with the title 'Online Rule - 38 Transfer Requests'. Below the header is a 'Change Password' form with the following fields: 'Employee ID' (10141463), 'Current Password' (masked with dots), 'New Password' (masked with dots), and 'Re-enter New Password' (masked with dots). There are 'Change' and 'Cancel' buttons at the bottom of the form. Below the form is a white message box with the text: '10141463 Password Changed Successfully. Please login with new password' and an 'OK' button.

4. **Application submission:-** In the Employee login, application for transfer can be submitted by giving the required information. For this purpose employee is required to click on the Request Form link in the menu.





## Online Rule - 38 Transfer Requests

logged in : SYAMALA GUNUKULA

APPLICATION FORM			
Employee ID:	10141453	Employee Name:	SYAMALA GUNUKULA
Cadre:	PA	Date of Birth:	30/06/1987
Date of Joining:	22/02/2014	Mode of Recruitment:	
Category:	SC	Group:	C
Gender:	FEMALE	Mobile Number:	7036457713
Email:		No. of Rule-38 availed	0
Home Division	Hyderabad South East Division	Home Circle	Telangana Circle

DETAILS OF PRESENT WORKING			
Designation:	Postal Assistant	Present Office of Working:	Hyderabad Jubilee H.O
Date of Joining in Present Post:	01/01/2020	Applying Grounds:	Select Applying Grounds

APPLYING DETAILS			
Type of Rule-38	Select rule38 type	Applying Circle	
Preference Division 1		Preference Division 6	
Preference Division 2		Preference Division 7	
Preference Division 3		Preference Division 8	
Preference Division 4		Preference Division 9	
Preference Division 5		Preference Division 10	

5. By clicking on the Request Form menu it 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. The following are the details of data:-

A. **Non-editable** :- Employee ID, Name, Cadre, Home Circle / Unit, Date of Birth, Date of Joining, Mobile Number, and Email ID will be in frozen status and cannot be edited. However, if the employee finds apparent error or want to change Mobile Number, and Email ID, formal request should be made to the Controlling Officer for correcting relevant information.


B. Information to be provided by the Employee in the following fields:-

- I. Mode of Recruitment: To be entered by the candidate/ editable.
- II. Group: Can be changed
- III. Designation : present post of working to be entered
- IV. Present office of working: Present place of working to be entered
- V. Date from which working in present post: to be entered / editable application will not be accepted within the 1 year from the date of working in the present post
- VI. Applying grounds: To be selected as per the grounds on which the Rule 38 request is sought like PWD/Terminal Illness/Compassionate/None of the above.
- VII. Note: In case of the ground of transfer request being Terminal illness appropriate prescribed document to be uploaded as proof, which will be verified.



- VIII. Type of Rule 38 applied: Inter Circle/Intra Circle: To be selected by the employee. Depending up on the cadres, the type of inter/intra will be freezed, i.e for the circle cadres like ASP/IP/PA (CO/RO)/PA (SBCO)/ PA (FPO), etc., option will be enabled only for the inter-circle
- IX. No of Rule 38 availed: Information to be provided on the number of previously utilized Rule 38 number of the same kind (Inter Circle/Intra Circle) for which present request is made. For example, if the present request is for inter-circle transfer, the number of inter-circle transfer already availed to be given. If maximum admissible number of chances already availed [Presently Two inter-circle transfer (Three in case of PWD)], further application cannot be submitted. Similarly, if the present request is for intra-circle transfer, the number of intra-circle transfer already availed to be given. If maximum admissible number of chances already availed, further application cannot be submitted.
- X. Date of last availed Rule38 Transfer: Date of last availed Rule 38 transfer in the type for which the present request is sought to be entered, i.e. if request is for inter circle Rule 38 and one chance is availed under inter-circle then the date of such inter-circle Rule 38 availed to be entered. Request cannot be accepted within 3 years of availing the same kind of Rule 38 Transfer.
- XI. Opting Circle: if the request type is inter-circle, employee needs to select the Circle where transfer is requested. In case of the intra-circle transfer, this will be freezed.
- XII. Preferences: Depending up on the cadre like PA/SA/PM/MG/MTS, 10 preferences of division choices can be opted, where as for the Circle cadre there is no requirement of opting any preferences.
- XIII. In case 'Grounds of Applying' is 'Terminal illness', supporting document as proof is to be uploaded before submission.
- 6) On successful submission of application, Unique Request ID will be generated, which may be noted for future reference. You may One SMS/email in the registered mobile/email.



  
 Request Form  
 Acceptance Form  
 Request Status  
 Logout

## Online Rule - 38 Transfer Requests

### APPLICATION FORM

logged in : SREEKANTH SRIMATH TIRUMALA PED

Employee ID: 10137474      Employee Name: SREEKANTH SRIMATH TIRUMALA PED  
 Cadre: ASP      Date of Birth: 09/06/1975  
 Date of Joining: 27/04/1997      Mode of Recruitment: DP  
 Category: UR      Group: B  
 Gender: MALE      Mobile Number: 9097543543  
 Email: STPSRIKANTH@INDIAPOST.GOV.IN      No. of Rule-38 availed: 0  
 Home Division: Telangana Circle      Home Circle: Telangana Circle

**DETAILS OF PRESENT WORKING**  
 Designation: Assistant Superintendent of P      Present Office of Working: Hyderabad South East Division  
 Date of Joining in Present Post: 04/02/2021      Applying Grounds: GENERAL


**APPLYING DETAILS**  
 Type of Rule-38: Inter      Applying Circle: All India  
 Preference Circle-1: Taminadu Circle

Submit

Application Submitted Successfully. Your Request No is RT6E363185FC432

OK

- 7) **Wrong Application:** Once submitted, application cannot be edited or employee cannot request or correspond for modifications. In case application is submitted inadvertently or wrong information is entered, employee can withdraw the application after login. Fresh application can be submitted with corrected data.
- 8) **Status Check:-** Employee in the login can also check the status of application by clicking application status. No representation shall be entertained for making modification to the registered request. In case of such requirement, employee can withdraw the application through the "application status" and submit a new request.

  
 Admin Login  
 Login  
 Employee Search  
 MIS  
 Divisions Request Process MIS  
 User Management  
 Change Password  
 Logout  
 Unit Operations  
 Edit Employee Data  
 Backlog Data Entry  
 Backlog Data Entry MIS  
 Inward Preference

## Online Rule - 38 Transfer Requests

### STATUS FORM

Logged in as: 10199004

EMPLOYEE DETAILS					
Request ID	Employee ID	Transfer Type	Inter		
Home Circle	Home Division	Office of Working	Mumbai City North Division	Bangalore West S.O	
Name	Cadre	Mode of Recruitment	SP	DP	
DOB	DOJ in Dept	DOJ in Present Cadre	12/02/2018	12/02/2018	
Category	Date of Application	Applying grounds	UR	12/01/2022	GENERAL

EMPLOYEE STATUS				
Applied Circle	Applied Unit	Circle Allotment	System Allotment	Last Allotted date
Mumbai West Circle				

Withdraw Request

- 9) After provisional approval of transfer request, in employee login, Accept/Decline option will be available for a period of 3 days. In case of 'Decline', request will not be considered further. However, fresh application can be submitted. In case, the employee does not Accept or Decline within 3 days, provisional approval shall be deemed to have been accepted by the employee and accordingly transfer orders will be issued.

Logged in as: [REDACTED]

Employee ID	[REDACTED]	Request ID	[REDACTED]	Name	[REDACTED]
Cadre	PA	DOB	02/02/1990	DOJ in Dept	12/02/2018
Mode of Recruitment	DR	Category	UR	Group	C
Gender	MALE	Mobile Number	[REDACTED]	Email ID	[REDACTED]
No of Rule - 38 Availed	0	Home Division	Mumbai City/North Division	Home Circle	Maharashtra Circle
Designation	Postal Assistant	Office of Working	Bandra West S.O	DOJ in Present Cadre	12/02/2018
Date of Application	12/01/2022	Transfer Type	Inter	Applying Circle	Jharkhand Circle
Applying Grounds	GENERAL				

Allocation for Inter Circle for the month of September 2022

Showing 1 to 1 of 1 entries

Allocated Circle	Allocated Unit	Accept	Decline
Jharkhand Circle	Ranchi Division	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

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