

F. No. X-12/3/20232-SPN-II
Government of India
Ministry of communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi - 110001
August 03, 2023

To,

Heads of All Postal Circles,

Subject:- Allotment / Transfer / Posting of officials upto ASP level.

Madam / Sir,

The Competent Authority has reviewed the prevailing guidelines regulating the Allotment / Transfer / Posting of officials upto ASP level and has approved following revised guidelines, which shall come into force with immediate effect:-

A. Inspector Posts (IP) / Assistant Superintendent of Posts (ASP)

<i>Event</i>	<i>Composition of Transfer and Placement Committee (TPC), if any,</i>	<i>Approving Authority</i>
Allotment of Circle	DDG (P) – Chairman Director (SPN) – Member ADG (SPG) – Member	Member (P)
(i) Allotment of Region (ii) Posting / Transfer in Circle where there is no Region or where Region is under direct control of CPMG	DPS (HQ) – Chairman APMG/AD (Staff) – Member APMG / AD – Member* [*To be nominated by CPMG and not necessarily from Circle Office]	CPMG
Posting / Transfer	DPS (Region) – Chairman APMG/AD (Staff) – Member APMG / AD or equivalent – Member* [*To be nominated by PMG and not necessarily from Regional Office]	PMG

B. Higher Selection Grade-I/Higher Selection Grade –I (NFG)

Event	Composition of Transfer and Placement Committee (TPC), if any,	Approving Authority
(i) Allotment of Region (ii) Posting / Transfer in Circle where there is no Region or where Region is under direct control of CPMG	APMG/AD (Staff) – Chairman Two APMG / AD or equivalent – Member* [*To be nominated by DPS (HQ) and not necessarily from Circle Office]	DPS (HQ) Circle Office
Posting / Transfer	APMG/AD (Staff) – Chairman Two APMG / AD or equivalent – Member* [*To be nominated by PMG and not necessarily from Regional Office]	DPS (Region)
Following Broad Guidelines to be considered by the TPC:		
a) On promotion to the posts of HSG-I / HSG-I (NFG), subject to availability of vacancy, officials shall be allotted to the same Region and those who cannot be allotted to same Region, they may be allotted to nearby Region.		
b) At the time of allotment of Region to newly promoted officials, first pending transfer requests for change in Region shall be considered before allotment of Region to newly promoted officials.		

C. Higher Selection Grade-II (HSG-II) / Lower Selection Grade (LSG) / Postal Assistant (PA) / Sorting Assistant (SA)


Event	Composition of Transfer and Placement Committee (TPC), if any,	Approving Authority
Allotment of Division to HSG-II / LSG	APMG/AD (Staff) – Chairman Two APMG / AD or equivalent – Member* [*To be nominated by DPS (HQ) and not necessarily from Circle Office]	DPS (HQ) Circle Office
Allotment of Division to PA / SA (other than Direct Recruits)	APMG/AD (Staff) – Chairman Two Gazetted Officers – Member* [*To be nominated by DPS (HQ)]	DPS (HQ) Circle Office
Allotment of Division to PA / SA (Direct Recruits)	Online Mode	Not Applicable
Posting / Transfer of HSG-II/LSG/PA/SA	Division Head of concerned Division – Chairman Two DySP / ASP / IP of concerned Division – Member** [*To be nominated by Division Head of concerned Division]	Division Head of concerned Division
Following Broad Guidelines to be considered by the TPC for allotment of Division to HSG-II / LSG:		

- a) On promotion to the post of HSG-II / LSG, subject to availability of vacancy, officials shall be allotted to the same Division and those who cannot be allotted to same Division, they may be allotted to nearby Division.
- b) At the time of allotment of Division to newly promoted officials, first pending transfer requests for change in Division shall be considered before allotment of Division to newly promoted officials.

2. Any guidelines / instructions, issued earlier, containing provisions which are contrary to what have been stated in this communication shall be deemed to have been modified to the extent mentioned hereinabove.


3. Provisions of letter No. 4-09/2011-SPG (Pt) dated 30.03.2015 relating to PA/SA/LSG/HSG-II/HSG-I/IP/ASP stand superseded.

Yours faithfully,


(Satya Narayana Dash)
Director (SPN)

Copy to :

1. PSO/Sr.PPS/PPS to Secretary (Posts) / DGPS
2. PSO/Sr.PPS/PPS to Members of PSB / Addl. DG (Coordination)
3. Sr. DDG & CVO / CGM, PLI Dte. / Parcel & BD Dte / Director, RAKNPA
4. All DDsG / GMs
5. GM, CEPT [For Portal Upload]
6. Director (Staff) / ADG (SPG)
7. All recognized Service Association / Federation (Through IndiaPost Website)
8. Guard File


(Bhola Kumar Singh)
Assistant Director (SPN)