

17-31/2016-GDS(Pt.I)
भारत सरकार /Government of India
संचार मंत्रालय /Ministry of Communication
डाक विभाग /Department of Posts
(जीडीएस अनुभाग) /GDS Section

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली /New Delhi – 110001.
Dated: 23 October 2025

To

1. All Chief Postmasters General
2. General Manager, CEPT Bangalore/CEPT Unit at Hyderabad.

Subject: Procedure for joining/ relieving of GDS on transfer under Rule-3 in the new APT 2.0 environment- Standard Operating Procedure (SOP).

Sir/ Madam,

With the upgradation of Rule-3 transfer portal under APT 2.0, the relieving and joining process of GDS after their transfer approval will be handled through the portal online. Also, the option to submit a cancellation request, if any, has to be submitted through the online portal, from the Rule-3 Transfer Cycle Oct/Nov-2025 onwards.

2. Accordingly, the **Standard Operating Procedure (SOP)** to deal with the relieving/ joining process of GDS (On-Request / Mutual Transfer) is enclosed herewith in **Annexure-A**. The SOP covers the following: -

- (i) Cases where Disciplinary/Criminal proceedings are initiated after the transfer is approved or the list has been published, but before actual relieving of the GDS.
- (ii) Relieving of Female GDS on Maternity Leave.
- (iii) Manner to deal with the mutual transfer involving promotion/resignation/voluntary discharge/termination/removal/dismissal/compulsory discharge/ Death of either of the GDSs
- (iv) Standardised format for issuance of relieving and joining orders by the Circle/Division, specifically since the transfers are now being approved through the online portal (**Annexure-I & II**)

3. CEPT is requested to make necessary provisions in the Rule-3 portal in alignment with the guidelines, with a request to upload the SOP on the GDS Rule-3 Portal for the information of all concerned. Accordingly, all Circles are requested to bring this SOP to the knowledge of all Divisional/Sub Divisional Heads and monitor activities pertaining to the GDS Transfer process, as contained in the SOP at the Circle level and ensure strict compliance as well as its implementation in the letter and spirit.

These issues with the approval of the competent authority.

भवदीय/Yours faithfully,
Digitally signed by
Anand Singh
Date: 23-10-2025
16:41:26

(आनंद सिंह/Anand Singh)
सहायक निदेशक /Assistant Director (GDS)
दूरभाष /Tel. No. 011-23096629
ईमेल/Email : adggds426@gmail.com

Copy forwarded to:

1. Chief General Manager (Parcel & CCS), Parcel & CCS Directorate/ CGM(PLI) PLI Directorate.
2. All the DDsG Postal Directorate
3. Director, RAKNPA
4. Directors of all PTCs
5. Addl. Director General, Army Postal Service, New Delhi
6. All General Managers (Finance)/ Director Postal Accounts/DAP
7. General Manager (CEPT), Mysore, for making the necessary provision in the Rule-3 transfer portal.
8. General Manager, CEPT Bengaluru for information and with a request to upload the same on India Post website.
9. Assistant Director, CEPT Unit at Hyderabad/ Chennai for information and necessary action.
10. All recognized Service Unions
11. Hindi Section, Dak Bhawan, New Delhi- For translation of the same.
12. Guard File

Annexure-A

(Annexure-A to letter No.17-31/2016-GDS(Pt.I) Dated-23.10.2025)

Standard Operating Procedure (SOP) for handling relieving and joining of GDS for On-Request and Mutual Transfer cases

(A) On Request Transfer:

(1) After the final list of transfer is released, GDS may submit a cancellation request (if any) within 5 days after the date of issue of the approved list of transfer. No request for cancellation will be accepted after 5 days from the publication of the list. The GDS will submit such a request online only for which the provision has already been made in the Portal. No GDS will be relieved to join his/her new place of posting during the said period of 5 days.

(2) The cancellation request will be accepted by the Divisional/Unit head in the system on or before the last date fixed for relieving of GDS as per the schedule. If the Divisional/ Unit head fails to accept the same before the last date of relieving, the cancellation request will be automatically accepted at the end of the last day fixed for relieving of the GDS, and it will be treated as one chance availed by the GDS.

(3) No request for cancellation will be entertained post cancellation window of 5 days is over, and from the 6th day onwards, the relieving orders for the GDS may be issued. The expected date of relieving of the GDS will also be updated in the system, which cannot be beyond the last date of relieving fixed in the transfer schedule.

(4) Upon updation of relieving remark as " **Relieved**", a system-generated relieving report will be available for downloading by the Division/SDI in the prescribed format (**Annexure-I**). Upon relieving, a signed copy of the relieving report will be uploaded on the portal for the reference of all concerned (Both Divisional heads, concerned Sub Divisional Heads, DDOs and GDSs). A copy of the relieving report will also be given to the GDS. No request for extension for relieving will be entertained beyond the last date of relieving prescribed in the schedule.

(5) While reliving a GDS (including those on maternity leave) may be relieved by the Divisional Head after confirming that no disciplinary/vigilance case is pending/contemplated against the GDS as on the date of approval of transfer/reliving date. Still, if any vigilance case is noticed post relief of GDS, the same may be intimated to the new Division/Units allotted to the GDS.

(6) In case a female GDS is on maternity leave (or on any other leave in combination with maternity leave) at the time of transfer/relieving, she will be treated as deemed relieved on the last date fixed for the relieving. The Divisional head will update the relieving status as "Deemed relieved -under maternity leave". However, she will be physically relieved only after she reports back for physical relieving upon completion of maternity leave, combined with other leave, if any. GDS will continue to draw the TRCA from the old unit till her physical relieving. Both the posts, i.e., the post held by such a female GDS and the post where she is intended for transfer, will not be treated as vacant in the Roster to avoid filling up of such posts till such GDS is physically relieved to join the new post.

(7) After being relieved from the old post, the GDS concerned should join the new post within 5 days of relieving. The intervening period between the date of relieving from the old post and the joining on the new post will be treated as leave to be sanctioned by the leave sanctioning authority at the new place of posting. The GDS will be granted paid leave or Leave Without Allowances (LWA) for such intervening period. Failure to join within 5 days of relieving from the old post, the period beyond 5 days will be treated as a break in service, unless condoned by the competent authority (i.e., HoR/HOC).

(8) On joining the new post, the joining status will be updated immediately by the concerned authority in the portal, and a joining report, as in **Annexure-II**, will also be available for download. A signed copy of the joining report will be uploaded to the system for the intimation of all concerned, including DDOs. TRCA of the GDS in the new post will be drawn after joining the new post only.

(B) Mutual Transfer:

(1) The procedure for Mutual Transfer remains the same as that prescribed for On-Request Transfer as mentioned at para (A) (1) to (3), as far as cancellation and timeline are concerned.

(2) After the mutual transfer request is cancelled and saved, the status of the GDS transfer request is updated as "Cancelled". Simultaneously, the transfer status of the counterpart GDS also gets updated as "Cancelled" automatically.

(3) In this case, only the GDS that actually rejects the transfer will lose one transfer opportunity under Rule 3. However, the counterpart GDS will not lose the transfer opportunity, as the cancellation was not initiated on his/her part.

(4) In case of non-submission of cancellation request by any of the GDS within the aforesaid period of 5 days, both the GDS will be deemed to have accepted their mutual transfer. On the 6th day, **any one of the Divisional Heads** will initiate a proposed date of relieving (In short PR). The other Divisional head may accept or change the

proposed relieving date, but not later than the last date fixed for relieving as per the schedule. When the Divisional head of the counterpart GDS accepts the proposed relieving date, both GDS will be relieved on the agreed date of relieving.

(5) In case none of the Divisional Heads initiates the PR, both the GDS will be relieved or deemed relieved on the last date fixed for the relieving as per the schedule. A system-generated auto-deemed relieving report will be available for download to all concerned, i.e both Divisional heads/SDIs/DDOs/GDSs in the system.

(6) In case the approved mutual transfer of any one of the GDS is cancelled due to Promotion, Resignation, Voluntary Discharge, Removal, Dismissal or Compulsory Discharge, **the Mutual Transfer of Counterpart GDS will remain unaffected (except in death case, as a compassionate engagement case arises)**. The system shows a pop-up that **"counterpart GDS may be relieved for the post"** and the counterpart will be relieved/deemed relieved to join the post accordingly within the stipulated time.

(7) **In case of the death of one of the GDSs, the transfer of the counterpart will also be cancelled**, as the post should be kept vacant for compassionate engagement of next kin of the deceased for a period of six months, as per provisions of the compassionate engagement scheme dated 14.06.2023. The status of the request of the counterpart GDS will also be updated as **"Allotment cancelled due to the death of Counterpart"**, and in respect of his transfer, remarks will be updated as **"Allotment cancelled due to death"**. No chance of transfer will count towards the counterpart GDS.

(8) In case of a female GDS, whose mutual transfer is approved, who is on maternity leave (or any other leave in combination with maternity leave), the concerned Divisional head will update her relieving status as **"deemed relieved -under maternity leave"**. However, she will be physically relieved only after she reports for physical relieving upon completion of maternity/other leave. Accordingly, her counterpart will continue to work at her/his original post till the female GDS is relieved from her post. Further relieving and joining process will be the same as a normal transfer case. The GDS on maternity leave (leave in combination of maternity leave) will continue to draw entitled TRCA at the place of old posting.

(C) Common Instructions for both on-request and Mutual Transfer processes:

(1) It is noted that many GDS are not relieved from the old post by the stipulated date as per the schedule of activities on the pretext of pending past work verification. It is clarified that no Past work verification is required before relieving the GDS. Delay in joining could affect the seniority of the GDS, therefore, the GDSs whose transfer is approved will be relieved on or before the stipulated date without fail.

(2) On transfer of the GDS outside his parent Division, the GDS's fully updated personal file, a copy of the relieving report, and other relevant records will be sent to the new Division within 30 days of the relieving through insured post under intimation to the GDS concerned. In addition, on integration of the Rule-3 Portal in IT 2.0 with the HRMS module, data will also be transferred into the system to the new EA/DDOs for the drawl of the correct TRCA.

(3) Upon release of the final transfer list, the concerned EA shall revise the Gradation list/inter seniority list by incorporating the relieved/joined GDS with a remark highlighting their date of joining on request or mutual transfer from other establishment in order to avoid any confusion during the future claims of Rule-3 transfer, eligibility for Departmental Examination and on seniority promotion till provision is made in the online system.

(4) No TA/DA shall be admissible to GDS on Mutual/On Request Transfer.

(5) In case of transfer from ABPM /Dak Sevak to the post of BPM, the GDS will have to make accommodation arrangements for managing BO as per the standard prescribed for BO. Before joining as a BPM Level-1, he/she has to undergo the prescribed training for BPM.

(6) The system will stop GDS from applying for the post of BPM if he/she does not possess the requisite educational qualification, and the Division may also modify the list of preference submitted by GDS based on his/her educational qualification, limited to exclusion of BPM Posts if not 10th Class qualified, irrespective of their year of engagement.

(7) Divisions/Units should thoroughly scrutinize engagement records as well as online data in APT 2.0 of applicants prior to recommending their cases for transfer to avoid the approval of ineligible applicants. Any lapses will be taken seriously, and responsibility for such errors shall be fixed accordingly.

(8) Circles will sensitize all concerned officers/officials, including GDS and verifying officers, about the critical importance of exercising due diligence during the application and verification process under Rule-3.

(9) In case of wrong updation of relieving or joining remark/dates, a request for correction will be sent to the Circle. CEPT will make the necessary provision for Circle revert/rectify the error.

Annexure-I

(Annexure-I to letter No.17-31/2016-GDS(Pt.I) Dated-23.10.2025)

**Format for relieving of GDS**

भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
डाक विभाग/Department of Posts
(डिवीजन/_ Division)

No:**Date :****RELIEVING -ORDER (On Request/ Mutual)**

Subject: Intimation of Transfer Approval and Relieving of Mr./Miss/Mrs.
_____ (Designation) _____(Name of BO)_____ (Name of
Division/Circle)

Miss/Mr./Mrs. _____ is working as _____ (BPM/ABPM/DakSewak), TRCA
 Level/Slab _____, at _____ (BO/SO name), _____ (Account office name),
 under _____ (Division name), _____ (Circle name).

2. He/ She has been allotted the post of _____ (Allotted post name), Level
 _____, at _____ (Allotted BO/SO name), under _____ (Allotted Division name),
 _____ (Allotted Circle name), as per the approved list of Rule-3 transfer (Schedule:
 _____)under on request or mutual transfer vice Sh/ Smt_____ (In case of mutual
 transfer)

3. Pursuant to the approved Rule-3 transfer list issued date_____, he/she has been
 relinquished/Deemed relinquished the charge of _____ (BPM/ABPM/Dak Sewak),
 _____ (BO/SO name) with effective from _____ (Date) (Forenoon/Afternoon).

4. He/She is directed to join _____ (Allotted BO name), _____ (Allotted Division name), _____ (Allotted Circle name) within 5 days on availing the Paid leave or LWA or Emergency leave as applicable. GDS is not entitled to any TA/DA.

5. The transfer of the GDS is approved as per transfer guidelines issued from time to time by the Department. A copy of the Charge report has been uploaded on the Portal for the information of all concerned.

Signature
(Relieved GDS)
(GDS Name & ID)

Signature
(Relieving GDS)
(GDS Name & ID)

Signature & designation of the Controlling Officer
(SSPO/SP/ASP/IP) Stamp

Copy to : (Uploaded to portal/HRMS Module)

- a. SSPOs/SPOs, ____ (Division/Unit from where transferred), for necessary action
- b. SSPOs/SPOs, ____ (Division/Unit to which transferred), for necessary action
- c. Both DDOs, ____ HO, for necessary action (inward and outward) through HRMS module.
- d. Both Sub Divisional Heads concerned for necessary action.
- e. GDS concerned.
- f. Office Copy

Annexure-II**(Annexure-II to letter No.17-31/2016-GDS(Pt.I) Dated-23.10.2025)****Format for joining of GDS**

भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
डाक विभाग/Department of Posts
(डिवीजन/_ Division)

No:**Date:****JOINING -ORDER (On Request/ Mutual)**

Subject: Intimation of joining of Mr./Miss/Mrs._____ (Designation)
_____ (Name of BO) _____ (Name of Division/ Circle)

Miss/Mr./Mrs. _____ has been allotted post of _____ (Allotted post name), Level _____, at _____ (Allotted BO name), located in _____ (Allotted Division name), _____ (Allotted Circle name), in accordance with the approved list of Rule-3 transfers (Schedule: _____) or vice Sh _____ (In case of mutual transfer)

2. He/She has been formally relieved from the duties of _____ (BPM/ABPM/ Dak Sevak) at _____ (BO name) , _____ (division name), _____ (circle name) with effect from _____ (Date), as per Office Order No. _____.

3. In pursuant to the approved Rule-3 transfer list, he/she has assumed charge of the duties as _____ (BPM/ABPM/ Dak Sevak) at _____ (Allotted BO name), _____ (Allotted Division name), _____ (Allotted Circle name) on _____ (Date), vide Office Order No. _____

4. The transfer of the GDS is approved as per transfer guidelines issued from time to time by the Department. A copy of the Charge report has been uploaded on the Portal for the information of all concerned.

Signature (Relieved GDS) (GDS Name & ID)	Signature (Relieving GDS) (GDS Name & ID)
Signature & designation of the Controlling Officer (SSPO/SP/ASP/IP) Stamp	

Copy to : (Uploaded to portal/HRMS Module)

- a. SPOs/SPOs, ____ (Division/Unit from where transferred), for necessary action.
- b. SPOs/SPOs, ____ (Division/Unit to which transferred), for necessary action.
- c. Both DDOs, ____ HO, for necessary action (inward and outward) through HRMS module.
- d. Both Sub Divisional Heads concerned, for necessary action.
- e. GDS concerned.
- f. Office Copy