No. SG-17/8/2026-SPG-II-DOP
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi - 110001
Dated: 24th April 2026

OFFICE MEMORANDUM

Subject: Proforma for submission of transfer requests in PS Group 'B' Cadre – reg.

I am directed to enclose herewith a proforma (Annexure-I) mandatory for seeking transfer from one Circle/unit to another Circle/unit under the relevant provisions by Postal Service Group 'B' cadre officers.

2. Relevant instruction / guidelines also provides that transfer requests are required to be forwarded to the Directorate through proper channel along-with vigilance clearance. Therefore, all future transfer requests in respect of PS Group 'B' officers shall be strictly forwarded through proper channel along-with vigilance clearance and duly filled attached proforma (Annexure-I) and up-to-date Posting Profile as Annexure-II. Any transfer request received directly from the applicant/ advance copy are not liable to be taken into consideration.

3. This communication may be given wide publicity among all PS Group 'B' officers.

Encl.: As above.

(Kaushik Banerjee)
Assistant Director General (SPG)

Copy to:

1. All Chief Postmasters General
2. Chief General Manager, BD / Parcel / PLI Directorate
3. Additional DG, APS, New Delhi
4. Director, RAKPNA Ghaziabad; GM, CEPT / Directors of all PTCs
5. GM, CEPT, Mysuru with a request to upload the order on the India Post Website.
6. E-office notice board.
7. Guard File

(Dinesh Kumar)
Section Officer (SPG-II)

Annexure-I

PROFORMA FOR TRANSFER REQUEST IN PS GROUP 'B' CADRE

i.	Name of the Official	
ii.	Employee ID	
iii.	Date of Birth	
iv.	Date of initial appointment in the Department	
v.	Date of Joining in PS Group 'B' Cadre	
vi.	Circle requested on transfer	
vii.	Grounds on which transfer requested	
viii.	Any other information (if necessary)	

- **Please attach Up-to-date Posting Profile (as Annexure-II).**

UNDERTAKING

I _____ working as _____ hereby declares that information provided above by me is true to the best of my knowledge.

(Signature of the official)

Date: _____

Place: _____