

No.17-31/2016-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated- 15.07.2021

Office Memorandum

**Subject: Limited Transfer Facility for all categories of Gramin Dak Sevaks (GDS) –
Guidelines thereof**

The undersigned is directed to convey the approval of Competent Authority on the following Guidelines on the subject of Limited Transfer facility for all categories of Gramin Dak Sevak **in supersession** of all previous orders issued on the subject: -

1. Conditions of Transfer

- (i) The maximum number of chances to be provided for male GDS shall be **TWO** chances and **THREE** chances for female GDS in entire term of engagement.
- (ii) The GDS may apply for transfer to a maximum of **TEN** GDS posts, in order of preference, in one Division at a time. The transfer will be at own cost of the GDS.
- (iii) Refusal to accept the Limited Transfer order shall be construed as one chance of Limited Transfer availed by GDS. The GDS, however, may have the option to withdraw the request within 15 days of the submission of the application for transfer, which will not be counted as a chance availed under the Limited Transfer facility.
- (iv) Transfer request may be submitted anytime during the year, however, the GDS should have completed minimum engagement

period of **ONE** year from the date of regular engagement on GDS Post on the date of transfer request.

- (v) Mutual Exchange transfer facility shall be available to all GDS on completion of **ONE** year engagement period. Mutual exchange cases can be done immediately on receipt of application subject to fulfilment of eligibility conditions.
- (vi) The transfer order shall take effect after all verification formalities viz Caste, Education and Police verification report etc. have been completed.
- (vii) Transfer request of GDS who are under put off duty or against whom any disciplinary action, Police case or Court case is pending will not be entertained.
- (viii) Past engagement period will be counted for assessing the eligibility for appearing in departmental examination as well as for annual increment. GDS will not have any claim to go back to the previous engagement/recruitment Unit/Division. However, this would not act as a bar for applying to that old post/old unit under the provisions of this OM.
- (ix) When a GDS is transferred at his/her own request and the transfer is approved by the competent authority, she/he will rank junior in the seniority list of the new unit, to all the GDS of that unit who exist in the seniority list on the date on which he/she joins the new unit, except in case of transfer within the same engagement/recruitment Sub Division/Unit /Division.

- (x) The GDS can be transferred on her/his request in following circumstances:-

Sl	Level of GDS	Transfer Allowed (level of GDS)
1	BPM Level-1	a. BPM Level-1 in TRCA slab-2 b. ABPM/Dak Sevak Level-2 (Postal/RMS)in same TRCA slab.
2	BPM Level 2	BPM Level-2 in TRCA slab 3
3	ABPM/Dak Sevaks Level-1	ABPM/Dak Sevaks Level-1in TRCA slab-1
4	ABPM/Dak Sevaks Level-2	a. ABPM/Dak Sevaks Level-2 in TRCA slab-2 b. BPM Level-1 in the same TRCA slab provided that, the GDS has to make accommodation arrangement for managing BO as per standard prescribed for BO and fulfilling the condition of educational qualification, Computer certificate etc. prescribed by the Department from time to time. Before joining as BPM Level-1, he/she has to undergo prescribed training for BPM.
5	ABPM/Dak Sevak	ABPM/Dak Sevak from Postal to RMS and vice-versa in same TRCA slab
6	Dak Sevak in RMS	BPM/ABPM/Dak Sevak in the same TRCA level subject to providing standard accommodation fulfilling the educational qualifications and computer certificate etc. as narrated at (ix) 4 babove

- (xi) There will not be any drop in TRCA slab on account of a request transfer and numbers of increments earned by GDS will be retained.

2. **Competent Authority for approval of Transfer:-**

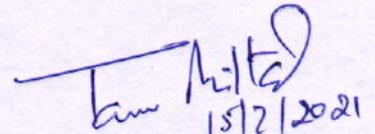
Sl	Transfer Requested	Competent Authority
I	Within Division	Divisional Head
II	Outside Division but within same Region	Regional Head (PMG)
III	Outside Division/Region but within same Circle	Circle Head (CPMG)
IV	Outside Circle	Circle Head of both the Circles

3. **Manner of Transfer:-**

- (i) An application may be submitted to the Divisional Head on a prescribed Proforma attached herewith as **Annexure-I**. The Divisional Head will obtain vigilance clearance/Engagement particulars from head of current engagement Unit.
- (ii) Necessary action on the applications received shall be taken in following manner adhering to the timelines mentioned herein: -

Level of Transfer	Authority	Action	Timelines
Within Division	Head of Division	Issue of transfer order	Within 30 days of receipt of application
Within Region	Head of Division	Forwarding of application to Regional Office	Within 15 days of receipt of applications
	Head of Region	Issue of transfer order	Within 15 days of receipt of application
Within Circle	Head of Division	Forwarding of application to Circle	Within 15 days of receipt of application
	Head of Circle	Issue of transfer order	Within 15 days of receipt of application
Out of Circle	Head of Division	Forwarding of application to Circle (outward)	Within 15 days of receipt of application
	Head of Circle (outward)	To obtain consent from Circle concerned	Within 15 days of receipt of application
	Head of Circle (inward)	To convey consent to Circle concerned	Within 15 days of receipt of Circle reference
	Head of Circle (outward)	Issue of transfer order	Within 15 days of receipt of consent from Circle concerned.

- (iii) A separate register in prescribed Proforma attached herewith as **Annexure-II** is to be maintained at Circle Office/Regional Office/Divisional Office for recording transfer requests of all categories of GDS.
- (iv) The list of vacant posts of GDS to be sent to Circle Office/Regional Office by last day of every month by the Divisional Head.
- (v) In case more than one application is received for the same GDS posts, date of submission of application shall be the deciding criteria for considering transfer. Application for transfer submitted on an earlier date shall be considered first. In case date of submission of application is same, the GDS joined earlier shall be considered first. In case date of submission of application and date of joining, both are same, the older GDS shall be considered first.
- (vi) Transfer request for vacant GDS posts should not be considered if such vacant posts have already been notified for GDS engagement. However, such GDS posts which remains vacant after exhaustion of prescribed selection panel, may be considered for accommodating transfer request.
4. The above instructions will come into effect from the date of issue of this OM.
5. Hindi version will follow.


15/2/2021

(Tarun Mittal)

Assistant Director General(PE-1 & SCT) /

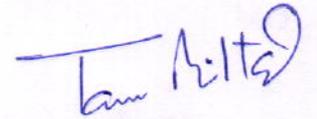
LO to(GDS/PCC)

To

All Chief Postmasters General/Post Masters General

Copy forwarded to:-

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2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PSto Additional DG (Co-ordination) /Member (Banking) /Member(O) /Member (P) / Member (Planning& HRD)/Member PLI) / Member (Tech)
4. Chief General Manager BD Directorate/Parcel Directorate/PLI Directorate
5. Director RAKNPA Ghaziabad/ Chief General Manager, CEPT, Bangaluru
6. Addl. Director General, APS Bhawan, New Delhi
7. Sr.Deputy Director General (Vigilance) & CVO/Sr.Deputy Director General(PAF)
8. Director General P&T(Audit), Civil Lines, New Delhi
9. Director General NICF, Ghitorni, New Delhi
10. All the Deputy Directors General
11. All General Managers (Finance) / Directors Postal Accounts / DDAP
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(Tarun Mittal)

Assistant Director General(PE-1 & SCT) /
LO to(GDS/PCC)

APPLICATION FOR TRANSFER OF GRAMIN DAK SEVAK

1. Name of the GDS :
2. Post held by GDS with name of Sub Dn/Division/Circle :
3. Date of engagement as regular GDS :
4. Educational qualification :
5. Whether Single or married :
6. Existing TRCA Level with Slab :
7. GDS Post for which transfer is sought for :
alongwith name of BO/SO/HO/ RO :
8. Name of Division/Circle to which transfer is sought:
9. Whether transfer sought is mutual (Yes/No):.....
- 9.1 If on mutual grounds name and details of engagement :.....
- 9.2 If not on mutual grounds, preference of transfer Choice: (i) (ii).....
(iii)..... (iv)(v).....(vi).....(vii).....(viii).....(ix).....(x).....
10. Reasons for which transfer is sought for :
11. I, Shri/Smt/Miss _____ declare that above information furnished by me are true to the best of my knowledge and belief. I accept all the terms and conditions provided in OM No. 17-31/2016-GDS dated as amended from time to time.
- (i) I hereby declare that in the event of my limited transfer from _____ to _____ I will rank junior in the gradation list of new unit to all the GDS of that unit on the date of joining that unit.
- (ii) I will not claim any TA or Transit. I will not have any claim to go back to my old post in any circumstances. I will also abide by these conditions as amended from time to time.

Date
Place

Signature of the GDS
with post held by GDS

12. The above application of Shri/Smt./Ms. _____ seeking transfer on own cost and request has been scrutinised by me and certified that the information furnished by the official in the application is correct. This is also to certify that he/she is not under put off duty and there is no disciplinary case, Police case or Court case is pending against him/her.

The transfer is recommended/not recommended:

Date :-

Signature & Designation stamp of
the Head of Engagement Unit Division

Annexure-II

FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS OUTGOING TRANSFER

Sl. No.	Waiting List No.	Name of GDS	Category	Post held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO/HRO/RO Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Name of Dn for which applied	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

FORMAT FOR REGISTERING THE REQUEST FOR TRANSFER OF GDS INCOMING TRANSFER

Sl. No.	Waiting List No.	Name of GDS	Category	Post Held by GDS along with name of Office and TRCA slab	Name of Sub Dn/HO/SRO/HRO/RO Presently working	Name of Dn Presently working	Date of engagement as GDS	Post for which applied alongwith Sub Dn/HO/RO/SRO/HRO/ Circle with TRCA slab	Date of application	Date of receipt of application	Reason /Ground for transfer	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

[Handwritten Signature]