

No. 4-09/2011-SPG (Pt)
 Government of India
 Ministry of Communications & IT
 Department of Posts
 (Personnel Division)

Dak Bhawan, Sansad Marg,
 New Delhi – 110 001

Dated: 30th March, 2015

To

1. All Chief Postmasters General
2. All Regional Postmasters General

Subject: Transfer and Placement Committees in the Department of Posts for recommending transfers/postings of the officers/officials of the Department- reg.

Sir/Madam,

I am directed to refer to this office letter of even number dated 10.01.2014 on the above mentioned subject and to say that the matter relating to the composition of the Transfer and Placement Committees has been reviewed and the Competent Authority has approved the following modified Transfer and Placement Committees for considering the transfers/postings of the officers/officials of the Department:

| Sl. No. | Composition of the Transfer and Placement Committee at different levels | Remarks |
|---------------------|---|--|
| CIRCLE LEVEL | | |
| (i) | For (a) allotments of the officers of Postal Service Group 'B' & equivalent cadres and ASPs, HSG-I, Postmaster Grade- III and equivalent cadres including SBCO and; (b) direct postings of the officers of Junior/Senior Time Scale (JTS/STS) and equivalent cadres, for which <u>CPMG will be the Competent Authority.</u> | CPMG will accept the recommendations of the Committee and approve allotments/transfers/postings of the officers of these cadres. |
| | DPS (HQ) - Chairperson | |
| | APMG/AD (Staff) of the Circle Office – Member One APMG/AD of the Circle Office – Member (To be nominated by the CPMG) | |
| (ii) | For allotments of the officers of Inspector (Posts), LSG, HSG-II, Postmaster Grade-I & II and equivalent cadres including SBCO staff (PAs also) for which <u>DPS (HQ) will be the Competent Authority:</u> | DPS (HQ) will accept the recommendations of the Committee and approve allotments of the officers of these cadres. |
| | APMG/AD (Staff) of the Circle Office – Chairperson | |
| | One APMG/AD of the Circle Office – Member (To be nominated by the CPMG) Office Assistant concerned in the Circle Office - Member | |



| CIRCLE LEVEL IN CASE NO REGION IN THE CIRCLE | | |
|---|---|--|
| (iii) | For transfers/postings of the officers of JTS/STS, P.S. Group 'B', ASPs, HSG-I, Postmaster Grade- III and equivalent cadres including SBCO, for which <u>CPMG will be the Competent Authority:</u> | |
| | DPS (HQ) - Chairperson | CPMG will accept the recommendations of the Committee and approve transfers/postings of the officers of these cadres. |
| | APMG/AD (Staff) of the Circle Office – Member | |
| One APMG/AD of the Circle Office – Member (To be nominated by the CPMG) | | |
| (iv) | For transfers/postings of the officers of Inspector (Posts), LSG, HSG-II, Postmaster Grade-I & II and equivalent cadres including SBCO staff (PAs also) for which <u>DPS (HQ) will be the Competent Authority:</u> | |
| | APMG/AD (Staff) of the Circle Office – Chairperson | DPS (HQ) will accept the recommendations of the Committee and approve transfers/postings of the officers of these cadres. |
| | One APMG/AD of the Circle Office – Member (To be nominated by the CPMG) | |
| | Office Assistant concerned in the Circle Office - Member | |
| Member | | |
| REGIONAL LEVEL | | |
| (v) | For transfers/postings of the officers of P.S. Group 'B', ASPs, HSG-I, Postmaster Grade- III and equivalent cadres including SBCO staff, for which <u>PMG of the Region will be the Competent Authority:</u> | |
| | DPS (Region) - Chairperson | PMG will accept the recommendations of the Committee and approve transfers/postings of the officers of these cadres. |
| | APMG/AD (Staff) of the Regional Office – Member | |
| | One AD of the Regional Office – Member (To be nominated by the PMG) | |
| Member | | |
| (vi) | For transfers/postings of the officers of Inspector (Posts), LSG, HSG-II, Postmaster Grade-I & II and equivalent cadres including SBCO staff (PAs also) for which <u>DPS (Region) will be the Competent Authority:</u> | |
| | APMG/AD (Staff) of the Regional Office – Chairperson | DPS (Region) will accept the recommendations of the Committee and approve transfers/postings of the officers of these cadres. |
| | One AD of the Regional Office – Member (To be nominated by the PMG) | |
| | Office Assistant concerned in the Regional Office - Member | |
| Member | | |
| DIVISIONAL LEVEL | | |
| (vii) | For transfers/postings of the officials of Postal Assistant/ Sorting Assistant and equivalent cadres for which <u>Divisional Head concerned will be the Competent Authority:</u> | |
| | Divisional Head of the Division concerned– Member | Divisional Head concerned will be the Competent Authority to accept the recommendations and order the transfers/ postings. Such Committee for each Division will be formed by the PMG/ CPMG concerned. |
| | Head of a neighbouring Postal/RMS Division – Member | |
| | One ASPs of the Divisional Office concerned failing which senior most ASPs or IPs in the Division - Member | |
| | Senior most member will chair the Committee | |
| Member | | |

Note: For Postman, Mail Guard, MTS and equivalent cadres and other Units, which are not covered above, Circle will make similar Committees.

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2. Besides above, a separate Transfer & Placement Committee at Directorate level has also been constituted as given below for recommending the allotments of the officers of Group 'B' cadres:

| Composition of the Transfer and Placement Committee | Remarks |
|---|--|
| DDG (Personnel) - Chairperson | Member (Personnel) will be the Competent Authority to accept the recommendations and order the transfers/postings. |
| Director (Staff) - Member | |
| ADG (SGP) – Member | |

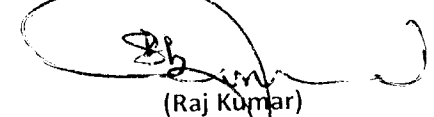
3. As already communicated, the Committees will remain the recommendatory bodies and will make recommendations for transfers/postings of officers/officials of the Department. The final decision on the recommendations of the Committee will be taken by the Competent Authority concerned.

4. In addition to above, following are also clarified:

- (i) For first review of the allotments/transfers/postings in the Circles, next authority higher than the approving authority will be the Competent Authority. For second and last review, the next authority higher than the first reviewing authority will be the Competent Authority. In case CPMG is the approving authority or the first reviewing authority, review will rest only with CPMG and cases need not be sent to the Postal Directorate.
- (ii) If post of any member of the Committee is vacant, the officer (holding/looking after the additional charge of the said post) will be the chairman/member of the Committee as the case may be.
- (iii) Recommendations of Transfer & Placement Committee are mandatory for any kind of transfer in the Circle viz. rotational, Rule 37/38, transfer on promotion, temporary transfer etc.

5. This may be brought to the notice of all concerned.

Yours sincerely,



(Raj Kumar)

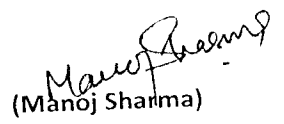
Director (Staff)

Telfax: 011 – 23096103

Copy to:

1. PPS to Secretary (P)
2. PPS to all Members, Postal Services Board
3. CGM (BD & M)/CGM(PLI)/Sr. DDG (Vigilance)
4. JS & FA/DDG (P)/Secretary (PSB)
5. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad, Uttar Pradesh.
6. Addl. DG, APS C/o 56 APO

7. All DDsG/GMs
8. GM (CEPT) – With a request to upload the order in India Post Website.
9. OSD to Secretary (Posts), Dak Bhawan, New Delhi
10. All Directors, Postal Training Centres
11. CS to Member (P)
12. S.O.'s Guard file


(Manoj Sharma)

Asstt. Director General (SGP)