



# Operational Guide

Advanced Postal Technology (APT)

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FOR

## Rule 38 Transfers- Employee Login



# INDEX

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CEPT Operational Guide - For Internal Use Only



# ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	CO	Circle Office
3	RO	Regional Office
4	PO	Post Office
5	DH	Divisional Head
6	ASP	Assistant Superintendent of Post Offices
7	IP	Inspector of Posts
8	LSG/HSG	Lower/Higher Selection Grade
9	PA/SA	Postal/Sorting Assistant
10	PM	Postman
11	MTS	Multi-Tasking Staff
12	MG	Mail Guard

CEPT Operational Guide - For Internal Use Only



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### **DISCLAIMER**

The operational procedure provided in this Operational Guide is just an illustration for the user for using the APT software solution in an effective manner. If the reader has any doubt in the Department ruling and guidelines, he/she should refer to the respective manuals and volumes only. The APT Operational Guide should not be cited as Rulings.



## 1 Introduction

This Operational Guide provides detailed procedure for “**Rule 38 Transfer**” module for a Departmental Employee.

“**Rule-38**” is a set of guidelines for inter-circle and intra-circle transfers for Departmental Employee under the DoP. This allows Departmental Employee to apply for transfers under certain conditions through <https://app.indiapost.gov.in/employeeportal>. An online portal facilitates the application process for eligible employees in all the cadres as per existing guidelines.

The transfer requests which are submitted through Legacy 1.0 and pending for allotment are migrated to APT (2.0).

The employee can check the status in 2.0 and can compare the status from legacy portal (1.0) and if any discrepancy observed in the status, the employee can take up with their verifying authority (Division/Circle).

## 2 User Login

The user has to login through the web browser using URL <https://app.indiapost.gov.in/employeeportal>

Enter your login credentials (User name& Password) and click on “Sign In” User name will be **8 digit employee ID** and password.

The transfer application submission process for unilateral and mutual case is detailed separately below. The process needs to be followed appropriately.

### NOTE:

FOR MUTUAL CASES, ONCE THE FIRST EMPLOYEE SUBMITS THE TRANSFER REQUEST SUCCESSFULLY AND ABLE TO CHECK THE SAME IN THE STATUS PAGE THEN ONLY THE MUTUAL EMPLOYEE NEED TO ACCEPT/DECLINE (WHILE APPLYING) THE TRANSFER REQUEST.

BOTH THE MUTUAL EMPLOYEES SHOULD NOT SUBMIT THE REQUEST AT THE SAME TIME.

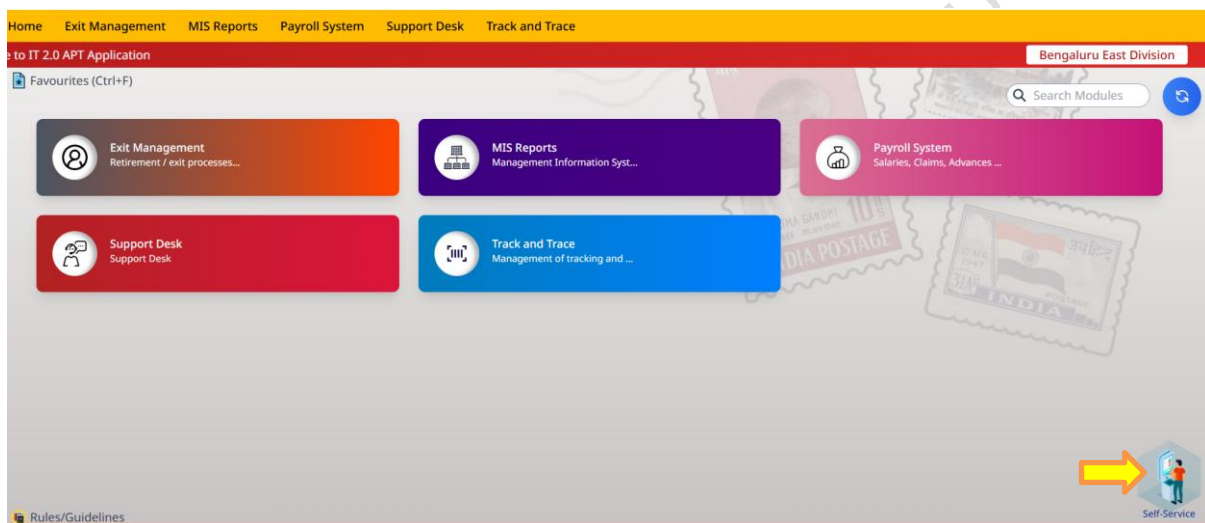


### 3 Rule 38 Transfer – Submission of Applications by the Departmental Employee

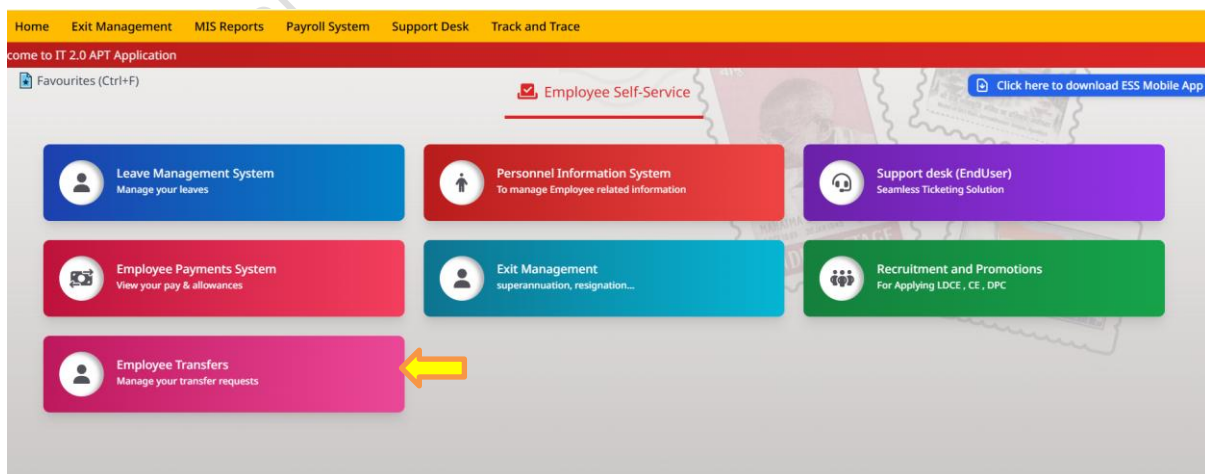
#### 3.1 Unilateral Case

Role required to access the **Employee Self-Service** is **TRF-TRS-CRU - Transfer Role Self Service** provided for all **Office types** in **Role Management**. This is a default role that has been added for all **Employees** and **RDA** need not assign the same.

**Note: An official shall not be transferred from one unit to another, either within the same Circle or to another Circle unless he has completed one year of service.**

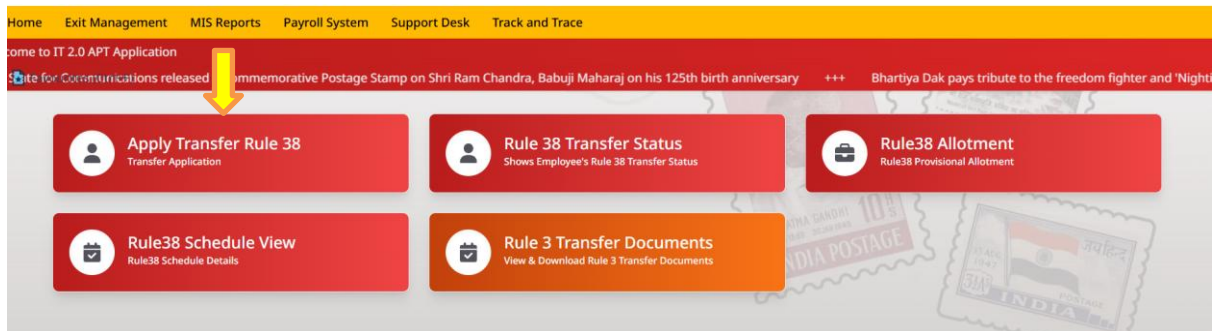


Click on the **“Self-Service”** icon under Home page.

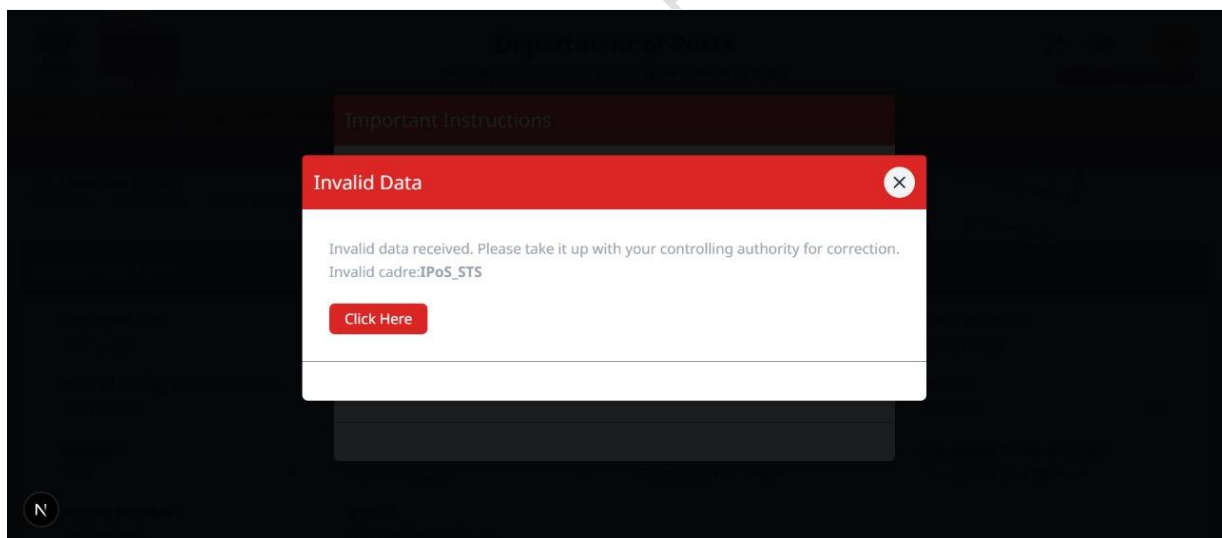




Upon clicking on “**Self-Service**” icon under Home page, it is redirected to “Employee Self Service” page. Click on “**Employee Transfers**” sub card.



Upon clicking “**Employee Transfers**” sub card, it will navigate to transfer home page. Click on “**Apply Transfer Rule 38**”.



If the Logged in Employee’s Lien cadre is not in the list of allowed cadres for Rule-38, the system will not allow the employee to apply.

**Note: The Lien Cadre of the employee and Lien Office as per the PIS will be used for Rule-38 transfer. To Modify the Lien details in PIS, please refer Employee Profile Operational Guidelines.**



## Important Instructions

1. Before applying for Rule-38, ensure your HRMS data is accurate.
2. Contact your home division for data corrections before submission.
3. Incorrect submissions may lead to cancellation and count as an attempt.
4. No modifications allowed after submission.

I acknowledge and accept these instructions

Back to Home

Continue to Application

Upon clicking “**Apply Transfer Rule 38**”, an “Important Instructions” dialogue box will be displayed. Go through the instructions thoroughly and mark a tick (✓) on the Checkbox confirming that instructions are read and accept these instructions mentioned, click on “**Continue to Application**” button.

Favourites (Ctrl+F)  
Home > Dashboard > Apply Transfer

### Apply Transfer

#### Application Form

<b>Employee ID*</b> 10036459	<b>Employee Name*</b> ROOPARANI T	<b>Employee Cadre Name</b> Postal Assistant(PA)	<b>Date of Birth*</b> 17-05-1981
<b>Date of joining is Department*</b> 14-07-2003	<b>Mode of Recruitment*</b> DR	<b>Selected Against Community*</b> UR	<b>Group*</b> Group C
<b>Gender*</b> Female	<b>Employee Circle Office*</b> Karnataka Circle	<b>Employee Region Office*</b> Bengaluru HQ Region	<b>Employee Division Office*</b> Bengaluru East Division
<b>Mobile Number*</b> This field is required.	<b>Email*</b> This field is required.		

[Verify Mobile with OTP](#)      [Verify Email with OTP](#)

\*Please double-check your mobile number and email address, as they will be used for official communication.

Upon clicking “**Continue to Application**” button, it will redirect to “**Apply Transfer**” page. Under “**Application Form**” check the correctness of all the mandatory fields with



asterisk (\*) also the optional fields as the data is being auto-populated from PIS modules as these are non-editable fields and cannot be corrected here. For any corrections in the employee data refer the Employee Profile Operational Guidelines.

Verify both “**Mobile number**” and” **Email**” by clicking on “**Verify Mobile with OTP**” and “**Verify Email with OTP**”.

Home   Exit Management   MIS Reports   Payroll System   Support Desk   Track and Trace

Apply Transfer

**Application Form**

<b>Employee ID:*</b> 10036459	<b>Employee Name*</b> ROOPARANI T	<b>Employee Cadre Name</b> Postal Assistant(PA)	<b>Date of Birth*</b> 17-05-1981
<b>Date of Joining is Department*</b> 14-07-2003	<b>Mode of Recruitment:*</b> DR	<b>Selected Against Community:*</b> UR	<b>Group*</b> Group C
<b>Gender*</b> Female	<b>Employee Circle Office*</b> Karnataka Circle	<b>Employee Region Office*</b> Bengaluru HQ Region	<b>Employee Division Office*</b> Bengaluru East Division
<b>Mobile Number*</b> 8951793699 ✓ Verified	<b>Email*</b> adminmys.cept@indiapost.gov.i ✓ Verified		

\*Please double-check your mobile number and email address, as they will be used for official communication.

Upon verification of both “**Mobile number**” and” **Email**”, Mobile number and Email details will be freeze and status will be changed as “**✓ Verified**”

**Note: Kindly double-check your mobile number and email address as they will be used for Official communication.**

**Details of Present Working**

<b>Designation*</b> Office Assistant	<b>Present Office of Working*</b> Bengaluru East Division	<b>Date of Joining in Present Cadre*</b> 14-07-2003	<b>Applying Grounds*</b> Choose an option
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Under “**Details of Present Working**”, **Designation**, **Present Office of Working** and **Date of Joining in Present Cadre** is auto populated from PIS. Click on “**Applying Grounds**” drop down.



## Operational Guide - Rule 38 Transfers-Employee



### Details of Present Working

Designation* Office Assistant	Present Office of Working* Bengaluru East Division	Date of Joining in Present Cadre* 14-07-2003	Applying Grounds* GENERAL
----------------------------------	---	---	------------------------------

### Transfer Application Details

### Details of Present Working

Designation* Office Assistant	Present Office of Working* Bengaluru East Division	Date of Joining in Present Cadre* 14-07-2003	Applying Grounds* ILLNESS
----------------------------------	---	---	------------------------------

### Upload Certificate \*

Choose File | No file chosen  
File size must be between 20KB and 200KB. Only PDFs are allowed.

Upon selecting “ILLNESS”, “SPOUSE” and “PwBD” Grounds, one more field appears “Upload Certificate” where Candidate has to upload relevant Certificate in the PDF format only of allowed size in between 20KB and 200KB.

### Details of Present Working

Designation* Office Assistant	Present Office of Working* Bengaluru East Division	Date of Joining in Present Cadre* 20-06-2024	Applying Grounds* Choose an option
----------------------------------	---	---	---------------------------------------

This field is required.

### Transfer Application Details

Type of Rule 38 Applied* Inter Circle	Mutual or Unilateral* Choose an option	Whether Rule 37 Availed* Choose an option
Applying Circle (Inter circle)* Tamilnadu Circle		

### Are You On Deputation Outside Your DO or CO?

Note: your request will be mapped to the deputed office for verification.

Deputation\*  
Choose an option

As per PIS records, you are not shown as a PwBD employee. If the PIS data is incorrect, please get it corrected in PIS first.

Employee should be a PWD candidate as per **PIS data** then only he/she will be allowed to select **PwBD** as **Applying Grounds** else error “As per PIS records, you are not shown as a PwBD employee. If the PIS data is incorrect, please get it corrected in PIS first” will be thrown.

Further other Grounds like “Compassionate Appointment” and “General” can be selected from the drop down and proceeded further.

**Note: An Official will be eligible for two Inter-Circle transfer and two Intra-Circle transfer during entire service. However, a gap of three (03) years shall be**



mandatory for availing same category of transfer for the second time, but no such gap will be required in case of applying for different category of transfer.

**Transfer Application Details**

Type of Rule 38 Applied\*  
Inter Circle  
Intra Circle  
Inter Circle

Mutual or Unilateral\*  
Choose an option

Whether Rule 37 Availed\*  
Choose an option

Under “Transfer Application Details”, Click on “Type of Rule 38 Applied” drop down. Two options are provided “Intra Circle” i.e. Inside the Circle and “Inter Circle” i.e. Outside the Circle. Select the relevant option.

**Transfer Application Details**

Type of Rule 38 Applied\*  
Inter Circle

Mutual or Unilateral\*  
Choose an option

Whether Rule 37 Availed\*  
No

Applying Circle (Inter circle)\*  
Himachal Pradesh Circle

For Circle Level Cadres, only Inter Circle option is fixed by default and freed.

**Transfer Application Details**

Type of Rule 38 Applied\*  
Inter Circle

Mutual or Unilateral\*  
Unilateral  
Unilateral  
Mutual

Whether Rule 37 Availed\*  
Choose an option

No. of Rule 38 Availed (Intra circle)\*  
Choose an option

Click on “Mutual or Unilateral” drop down and select relevant option.

**Transfer Application Details**

Type of Rule 38 Applied\*  
Intra Circle

Mutual or Unilateral\*  
Unilateral

Whether Rule 37 Availed\*  
Choose an option  
Choose an option  
Yes  
No

No. of Rule 38 Availed (Intra circle)\*  
Choose an option

Applying Circle (Intra circle)\*  
Choose an option

Click on “Whether Rule 37 Availed” drop down and select relevant option.

**Transfer Application Details**

Type of Rule 38 Applied\*  
Intra Circle

Mutual or Unilateral\*  
Unilateral

Whether Rule 37 Availed\*  
Yes

Rule 37 Availed date\*  
dd-mm-yyyy

No. of Rule 38 Availed (Intra circle)\*  
Choose an option

Applying Circle (Intra circle)\*  
Choose an option



If **“Yes”** one more field will be displayed **“Rule 37 Aailed date”**, provide the relevant date and proceed further.

**Note: An Official who was transferred under provisions of Rule 37 shall not be eligible to seek transfer under Rule 38 for a period of three (03) years. After completing three years period, such official can request for transfer under Rule 38 to any unit within or outside Postal Circle, subject to fulfilment of other conditions laid down for transfer under Rule 38.**

The screenshot shows the 'Transfer Application Details' form. It contains several dropdown menus: 'Type of Rule 38 Applied\*' (Intra Circle), 'Mutual or Unilateral\*' (Unilateral), 'Whether Rule 37 Aailed\*' (No), 'No. of Rule 38 Aailed (Intra circle)\*' (Choose an option), and 'Applying Circle (Intra circle)\*' (Choose an option). A yellow arrow points to the 'No. of Rule 38 Aailed (Intra circle)\*' dropdown menu, which is currently open, showing options 0, 1, and 2. Below the dropdowns is a section titled 'Selected Preference Divisions'.

Click on **“No. of Rule 38 Aailed (Intra Circle)”** drop down, select relevant option.

The screenshot shows the 'Transfer Application Details' form with the 'No. of Rule 38 Aailed (Intra circle)\*' dropdown menu selected to '0'. A yellow arrow points to the '0' option. The 'Applying Circle (Intra circle)\*' dropdown menu is now disabled and shows 'Choose an option'.

If **“0”** is selected from the drop down, no further fields will be appeared as this is the first application. As this is a Intra Circle transfer, **“Applying Circle (Intra circle)” option will be disabled.**

The screenshot shows the 'Transfer Application Details' form with the 'No. of Rule 38 Aailed (Intra circle)\*' dropdown menu selected to '1'. A yellow arrow points to the '1' option. The 'Applying Circle (Intra circle)\*' dropdown menu is now enabled and shows 'Choose an option'. The 'Is Last Rule38 Cancelled? (Intra circle)\*' dropdown menu is also enabled and shows 'Choose an option'. The 'Last Rule38 Cancelled Date (Intra circle)\*' field is a date picker showing 'dd-mm-yyyy'.

If **“1”** is selected from the drop down, two more fields are displayed. Select relevant option from **“Is Last Rule38 Cancelled? (Intra circle)”** drop down as **“Yes or No”**.



**Transfer Application Details**

Type of Rule 38 Applied* Intra Circle	Mutual or Unilateral* Unilateral	Whether Rule 37 Availed* No
No. of Rule 38 Availed (Intra circle)* 1	Is Last Rule38 Cancelled? (Intra circle)* Yes	Last Rule38 Cancelled Date (Intra circle)* dd-mm-yyyy
Applying Circle (Intra circle)* Choose an option		

If **“Yes”** is selected, provide the **“Last Rule38 Cancelled Date (Intra circle)”**.

**Note: The availed/cancellation flag and the date should be specific to the type of transfer(Inter/Intra) selected for the current request.**

**Transfer Application Details**

Type of Rule 38 Applied* Intra Circle	Mutual or Unilateral* Unilateral	Whether Rule 37 Availed* No
No. of Rule 38 Availed (Intra circle)* 1	Is Last Rule38 Cancelled? (Intra circle)* No	Last Rule38 Joining Date (Intra circle)* dd-mm-yyyy
Applying Circle (Intra circle)* Choose an option		

If **“No”** is selected, provide the **“Last Rule38 joining Date (Intra circle)”**.

**Transfer Application Details**

Type of Rule 38 Applied* Intra Circle	Mutual or Unilateral* Unilateral	Whether Rule 37 Availed* No
No. of Rule 38 Availed (Intra circle)* 2	Is Last Rule38 Cancelled? (Intra circle)* No	Last Rule38 Joining Date (Intra circle)* dd-mm-yyyy
Applying Circle (Intra circle)* Choose an option		

**Important Instruction**  
You need to attach the scan copy of the approval letter from DGPS/Directorate to allow the third chance for women as per the existing rules. Do you want to proceed?  
[No] [Proceed]

If option **“2”** is selected, then an **“Important Instruction”** dialogue box will be displayed with **No** and **Proceed** buttons. Select relevant option.

**Note: Option “2” i.e. third chance will be given only for Women divorcee candidate. A Female employee who has availed maximum admissible chances for transfer (Inter-Circle and Intra-Circle) but want further transfer to join parental home after divorce will make request to CPMG concerned with all relevant supporting documents. In turn, CPMG shall forward such cases with due recommendations and DGPS shall be competent to allow additional chance of transfer to such employee on case-to-case basis. Once allowed by the DGPS, relevant document needs to be uploaded along with the transfer request.**



**Note: For Circle cadres, Circle preference can be provided Division preferences cannot be made. For Division cadres, Division preferences can be made under the selected Circle.**

**Transfer Application Details**

Type of Rule 38 Applied\*  
Inter Circle

Mutual or Unilateral\*  
Unilateral

Whether Rule 37 Availed\*  
No

No. of Rule 38 Availed (Inter circle)\*  
0

Applying Circle (Inter circle)\*  
Himachal Pradesh Circle

10 Divisions Open List

Search

Chamba Division

Dehra Gopipur Division

Dharamsala Division

Hamirpur Division

Mandi Division

Are You On Deputation Outside Your DO or CO?

Note : your request will be mapped to the deputed office for verification.

Deputation\*  
Choose an option

Selected Preference Divisions

If “Type of Rule 38 Applied” is “Inter Circle” transfer, “Applying Circle” will be highlighted. Select relevant Circle and proceed further.

**Transfer Application Details**

Type of Rule 38 Applied\*  
Inter Circle

Mutual or Unilateral\*  
Unilateral

No. of Rule 38 Availed (Inter circle)\*  
Choose an option

Applying Circle (Inter circle)\*  
Choose an option

**Additional Information for Group B**

You are PwBD? Yes/No\*  
Choose an option

Date Of Join in Present Office\*  
dd-mm-yyyy

Select Your Parent Circle Office\*  
Choose an option

This field is required.

For a Group B Officer, while applying transfer one more area “Additional Information for Group B” will be displayed and needs to be filled.

No. of Rule 38 Availed (Inter circle)\*  
0

Applying Circle (Inter circle)\*  
Himachal Pradesh Circle

10 Divisions Open List

Search

Chamba Division

Dehra Gopipur Division

Dharamsala Division

Hamirpur Division

Mandi Division

Selected Preference Divisions



Further, under **“Open List”**, maximum 10 Divisions preferences can be made by selecting the check box (✓) provided against the Divisions.

Open List	Selected Preference Divisions
Search	1. Dharamsala Division x
Chamba Division ✓	2. Chamba Division x
Dehra Gopipur Division ✓	3. Shimla Division x
Dharamsala Division ✓	4. Shimla GPO x
Hamirpur Division ✓	5. Mandi Division x
Mandi Division ✓	6. Solan Division x
	7. Una Division x
	8. Rampur Bushahr Division x
	9. Hamirpur Division x
	10. Dehra Gopipur Division x

Upon clicking on the check box, selected Divisions will appear in the **“Selected Preference Divisions”**.

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

Deputation\*  
No

Preview & Submit

Click on **“Deputation”** drop down under **“Are You On Deputation Outside Your DO or CO”**, select on relevant option **‘Yes’** or **‘No’**. Click on **‘No’** from the drop down, further click on **Preview & Submit**. It will redirect to **“Preview Application Details”** page.

**Preview Application Details**

Please scroll down to see more details about the employee.

Employee ID: 10036459	Employee Name: ROOPARANI T	Cadre Name: Postal Assistant(PA)
Date of Birth: 17/05/1981	Recruitment Mode: DR	Community: Unreserved
Group Post: Group C	Gender: Female	Mobile Number: 8951793699
Email: adminmys.cept@indiapost.gov.in	Home Circle: Karnataka Circle	Home Division: Bengaluru East Division
Applying Circle: Himachal Pradesh Circle	Designation: Office Assistant	Office of Working: Bengaluru East Division

Circle/Division/Unit Preferences

- 1. Shimla GPO
- 2. Shimla Division
- 3. Dharamsala Division
- 4. Chamba Division
- 5. Solan Division
- 6. Una Division
- 7. Dehra Gopipur Division
- 8. Hamirpur Division
- 9. Mandi Division
- 10. Rampur Bushahr Division

I have gone through the above information and certify that it is correct

Edit Details

Proceed to Final Submit



Kindly ensure whether details that are auto fetched and entered are correct else Click on **“Edit Details”** button to correct and submit again. Once proceeded for Final Submit, all the details will be frozen.

## Preview Application Details

Please scroll down to see more details about the employee.

Email: adminmys.cept@indiapost.gov.in	Home Circle: Karnataka Circle	Home Division: Bengaluru East Division
Applying Circle: Himachal Pradesh Circle	Designation: Office Assistant	Office of Working: Bengaluru East Division
Date of Joining in Present Cadre: 14/07/2003	Applying Ground: GENERAL	Inter/Intra: Inter
No of Rule 38 Availed: 0	Is Last Rule 38 Canceled: No	Last Rule 38 Availed Date: N/A
Date Of Join in Department: 14/07/2003		

Circle/Division/Unit Preferences

- 1. Shimla GPO
- 2. Shimla Division
- 3. Dharamsala Division
- 4. Chamba Division
- 5. Solan Division
- 6. Una Division
- 7. Dehra Gopipur Division
- 8. Hamirpur Division
- 9. Mandi Division
- 10. Rampur Bushahr Division

I have gone through the above information and certify that it is correct

[Edit Details](#) [Proceed to Final Submit](#)

If the entered details are found Correct, then click on the check box certifying that the information provided is Correct. Click on **“Proceed to Final Submit”**.

### 10 Divisions Open List

Search

- Rampur Bushahr Division
- Shimla Division
- Shimla GPO
- Solan Division
- Una Division

### Selected Preference Divisions

- 1. Shimla GPO
- 2. Shimla Division
- 3. Dharamsala Division
- 4. Chamba Division
- 5. Solan Division
- 6. Una Division
- 7. Dehra Gopipur Division
- 8. Hamirpur Division
- 9. Mandi Division
- 10. Rampur Bushahr Division

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

Deputation\*  
No

[Mobile Verification](#) 8951793699 [Generate OTP](#)

Click on **“Generate OTP”**.



**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

Deputation\*  
No

Mobile Verification 8951793699

OTP sent successfully!

Upon clicking on Generate OTP, a flash pop-up message **“OTP sent successfully”** will be displayed.

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

Deputation\*  
No

Mobile Verification 8951793699 463194

Enter the OTP and click on **“Verify OTP & Final Submit”**

dev.cept.gov.in/transfer/rule38-transfer/status

Application Form

**Status Form**

Employee Name: NANDINI R N  
Employee ID: 0015970

**Current Application Details** Request ID: **RT54FDA48F9AE27** Status: **Applied**

Applied Date	21-11-2025	Applied Grounds	GENERAL
Transfer Type	Intra Circle	Unilateral or Mutual	unilateral
Date Of Verification	N/A	Home Unit Recommendation	N/A
Reason for Non Recommendation	N/A	Accept/Decline Status	N/A
Accept/Decline Date	N/A	Applied Circle Name	Karnataka Circle

Preferred Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward WL Number
Karnataka Circle	Bengaluru G.P.O.	-	-

Upon clicking on **“Verify OTP & Final Submit”**, a flash pop-up message **“OTP verified successfully”** and **“Transfer Application submitted successfully and Request ID is:.....”** will be displayed in the Status Form page. Please wait until the Status page is displayed with the submitted transfer request details to ensure that the submission is complete.



**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

**Deputation\***  
Choose an option

Preview & Submit

Rules/Guidelines

Search

1. Dharamsala Division x 2. Chamba Division x 3. Shimla Division x  
4. ... Division x 6. Solan Division x 7. Una Division x  
8. ... Division x 9. Hamirpur Division x 10. Dehra Gopipur Division x

Chamba Division  
Dehra Gopipur Division  
Dharamsala Division  
Hamirpur Division  
Mandi Division

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

**Deputation\***  
Yes

**Select Deputation Office\***  
Choose an option

Preview & Submit

**Deputation Service Book Details**

Your request will be verified by the deputation office that holds your Service Book.

Do you want to proceed?

Close Proceed

If clicked on 'Yes', a dialogue box "Deputation Service Book Details" will be displayed. Click on relevant option 'Close' or 'Proceed'.

dev.cept.gov.in/transfer/rule38-transfer/apply

3. Mysuru Division x

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

**Deputation\***  
Yes

**Select Deputation Office\***  
Choose an option  
Choose an option  
APS CIRCLE  
CEPT MYSURU  
Directorate office  
Others

Rules/Guidelines

Raichur Division  
Rajajinagar H.O  
Shivamogga Division  
Sirsi Division  
Tumakuru Division

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If clicked on 'Proceed', one more option will be displayed 'Select Deputation Office'.



## Operational Guide - Rule 38 Transfers-Employee



dev.cept.gov.in/transfer/rule38-transfer/apply

Raichur Division

Rajajinagar H.O

Shivamogga Division

Sirsi Division

Tumakuru Division

3, Mysuru Division x

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

**Deputation\*** Yes

**Select Deputation Office\*** Directorate office

**Verification Authority**  
Your verification authority will be Directorate office

Preview & Submit

Rules/Guidelines

If the Deputation Office is **APS, CEPT or Directorate**, then the **Verification Authority** will be respective Office only.

dev.cept.gov.in/transfer/rule38-transfer/apply

Sirsi Division

Tumakuru Division

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

**Deputation\*** Yes

**Select Deputation Office\*** Others

**Enter Pincode\*** 570011

**Select your Deputation Office\*** Siddarthanagar Nagar S.O

Circle Name: Karnataka Circle

Region Name: South Karnataka Region

Division Name: Mysuru Division

**Verification Authority**  
Your verification authority will be Mysuru Division

Preview & Submit

If 'Others' is selected under 'Select Deputation Office', 'Enter Pincode', 'Select Deputation Office' so that 'Circle Name', 'Region Name' and 'Division Name' will be auto-populated. Click on 'Preview & Submit'.



## Operational Guide - Rule 38 Transfers-Employee



dev.cept.gov.in/transfer/rule38-transfer/apply

### Preview Application Details

Please scroll down to see more details about the employee.

Employee ID: 10015970	Employee Name: NANDINI R N	Cadre Name: Postal Assistant(PA)
Date of Birth: 17/11/1987	Recruitment Mode: DR	Community: Unreserved
Group Post: Group C	Gender: Female	Mobile Number: 9800809211
Email: nandini.k@india.gov.in	Home Circle: Karnataka Circle	Home Division: Mandya Division
Applying Circle: Karnataka Circle	Designation: Office Assistant	Office of Working: Mandya Division

Are You On Deputation Outside Your DO or CO?

Deputation Status: Yes	Office of deputation: Mysuru Division	Pincode of deputation Office: 570011
Deputation Office: Siddarthanagar Nagar S.O	Deputation Circle Name: Karnataka Circle	Deputation Division Name: Mysuru Division
Deputation Region Name: South Karnataka Region		

Circle/Division/Unit Preferences

1. Bengaluru G.P.O. 2. BENGALURU GPO DIVISION 3. Mysuru Division

I have gone through the above information and certify that it is correct

Edit Details Proceed to Final Submit

‘Preview Application Details’ page will be displayed. Click a tick (✓) on the checkbox undertaking that he/she has gone through the information and Certify it to be correct, then ‘Proceed to Final Submit’ button will be highlighted.

### Preview Application Details

Please scroll down to see more details about the employee.

Employee ID: 10015970	Employee Name: NANDINI R N	Cadre Name: Postal Assistant(PA)
Date of Birth: 17/11/1987	Recruitment Mode: DR	Community: Unreserved
Group Post: Group C	Gender: Female	Mobile Number: 9800809211
Email: nandini.k@india.gov.in	Home Circle: Karnataka Circle	Home Division: Mandya Division
Applying Circle: Karnataka Circle	Designation: Office Assistant	Office of Working: Mandya Division

Are You On Deputation Outside Your DO or CO?

Deputation Status: Yes	Office of deputation: Mysuru Division	Pincode of deputation Office: 570011
Deputation Office: Siddarthanagar Nagar S.O	Deputation Circle Name: Karnataka Circle	Deputation Division Name: Mysuru Division
Deputation Region Name: South Karnataka Region		

Circle/Division/Unit Preferences

1. Bengaluru G.P.O. 2. BENGALURU GPO DIVISION 3. Mysuru Division

I have gone through the above information and certify that it is correct

Edit Details Proceed to Final Submit

Click on ‘Proceed to Final Submit’ button.



# Operational Guide - Rule 38 Transfers-Employee



**Are You On Deputation Outside Your DO or CO?**

Note: your request will be mapped to the deputed office for verification.

Deputation\*  
Yes

Select Deputation Office\*  
Others

Enter Pincode\*  
570011

Fetch

Select your Deputation Office\*  
Siddarthanagar Nagar S.O

Circle Name: Karnataka Circle

Region Name: South Karnataka Region

Division Name: Mysuru Division

Verification Authority  
Your verification authority will be Mysuru Division

Mobile Verification

Generate OTP

Mobile Verification needs to be done by providing **OTP**.

**Are You On Deputation Outside Your DO or CO?**

Note: your request will be mapped to the deputed office for verification.

Deputation\*  
Yes

Select Deputation Office\*  
Others

Enter Pincode\*  
570011

Fetch

Select your Deputation Office\*  
Siddarthanagar Nagar S.O

Circle Name: Karnataka Circle

Region Name: South Karnataka Region

Division Name: Mysuru Division

Verification Authority  
Your verification authority will be Mysuru Division

Mobile Verification

Verify OTP & Final Submit

After entering the OTP, click on **Verify OTP & Final Submit**.

**Note:** Please note that until the request ID and details are available in the **Application Status** page generated after the submission, the application submission is incomplete. The employee can check the status of the application using **Rule 38 Status** page.

rites (Ctrl+F)  
> > status-form

### Status Form

**ASHA M S**

Employee ID: 10040879

**Employee Name**  
ASHA M S

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Karnataka Circle

**Home Unit**  
Mandya Division

**Office of working**  
Mandya Division

**Mode of Recruitment**  
DR

**Category**  
Other Backward Classes

**Date of Birth**  
21/10/1989

**DOJ in Department**  
12/07/2010

**DOJ in Present Cadre**  
12/07/2010

[View events list](#)

**Current Application Details**

Request ID : **RT7812CDFDE622** Status : **Applied**

<b>Applied Date</b> 15-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Intra Circle	<b>Unilateral or Mutual</b> unilateral
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Karnataka Circle

Preferred Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward W/L Number
Karnataka Circle	Bengaluru East Division	-	-

[Withdraw Request](#)

Once the application is submitted, the departmental Employee will receive a confirmation message and e-mail to the Registered ID's.



In the Status Form page, **“Withdraw Request”** option is provided so that the Departmental Employee can Withdraw Rule 38 Request any time before Allotment window is open.

**Note: Wrong Application once submitted, application cannot be edited or employee cannot request or correspond for modifications. In case application is submitted inadvertently or wrong information is entered, employee can withdraw the application after login. Fresh application can be submitted with corrected data.**

## 3.2 Rule 38 - Mutual Case

**Note: Mutual applications should be submitted one after another. The application of the First employee will be populated to the second employee for acceptance or rejection.**

**Details of Present Working**

Designation\* Office Assistant  
Present Office of Working\* Bengaluru East Division  
Date of Joining in Present Cadre\* 20-01-2011  
Applying Grounds\* GENERAL

**Transfer Application Details**

Type of Rule 38 Applied\* Choose an option  
Mutual or Unilateral\* Mutual  
Whether Rule 37 Availed\* Choose an option

**Counter Part Employee Details (MUTUAL)**

Counter Part Employee ID\*  
Counterpart Employee Name\*  
Cadre\*  
Home Circle\*  
Home Division\*  
Mode of Recruitment\*  
Selected Against Community\*  
Date of Joining in Present Cadre\* dd-mm-yyyy

**Mutual transfer** is applicable only when Applying Grounds is **GENERAL**. Click on Mutual. Enter the Counter Part Employee Details (MUTUAL).

**Details of Present Working**

Designation\* Office Assistant  
Applying Grounds\* GENERAL

**Transfer Application Details**

Type of Rule 38 Applied\* Intra Circle  
No. of Rule 38 Availed (Intra circle)\* 0

**Counter Part Employee Details (MUTUAL)**

Counter Part Employee ID\*  
Home Circle\*  
Date of Joining in Present Cadre\* dd-mm-yyyy

**Counter Part is not eligible**

Employee (You)	Mutual Employee
Employee ID: 10154885	Employee ID: 10039980
Employee Name: ANITHA B	Employee Name: AKSHATHA M P
Cadre: Postal Assistant(PA)	Cadre: LSG PD
Selected Community: UR	Selected Community: OBC
Recruitment Mode: DR	Recruitment Mode: DR
Division Name: Bengaluru East Division	Division Name: Chikkamagaluru Division
Circle Name: Karnataka Circle	Circle Name: Karnataka Circle

Employee and Mutual employee cadre should be same for both Inter and Intra circle transfer

Close



Enter Counter Part Employee ID, a dialogue box gets opened if the Cadre of both employees applying for Mutual transfer are not the same.

**Counter Part Employee Details (MUTUAL)**

Counter Part Employee ID* 10040028	Counterpart Employee Name* GOWTHAMI C M	Cadre* Postal Assistant(PA)	Home Circle* Karnataka Circle
Home Division* Chikkamagaluru Division	Mode of Recruitment* DR	Selected Against Community* UR	Date of Joining in Present Cadre* 30-08-2010

**Are You On Deputation Outside Your DO or CO?**

Note : your request will be mapped to the deputed office for verification.

Deputation\*  
Choose an option

✔ Mutual Employee data fetched successfully!

Both the departmental employees applying for transfer on **Mutual** should be in the same cadre, category (under which selected) and mode of recruitment based on the existing guidelines. Enter the **Counter Part Employee ID**, a flash pop-up message **“Mutual Employee data fetched successfully”** will be displayed. Further his/her details will be auto populated from PIS.

Further steps of application submission is same for Unilateral and Mutual cases. Please refer 3.1 for the same.

⌨ (Ctrl+F) status-form

### Status Form

NANDINI R N

Employee ID: 10015970

**Employee Name**  
NANDINI R N

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Karnataka Circle

**Home Unit**  
Mandya Division

**Office of working**  
Mandya Division

**Mode of Recruitment**  
DR

**Category**  
Unreserved

**Date of Birth**  
17/11/1987

**DOJ in Department**  
12/07/2010

**DOJ in Present Cadre**  
12/07/2010

View events list

**Current Application Details**

Request ID : RT0C328E9461E8E Status : **Applied**

<b>Applied Date</b> 14-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Intra Circle	<b>Unilateral or Mutual</b> mutual
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Karnataka Circle

**Mutual Employee Details :**

Employee ID	Employee Name	Office of Working	Division	Counter part Accept/Decline	Withdrawn Status
		Mannaluru	Mannaluru		

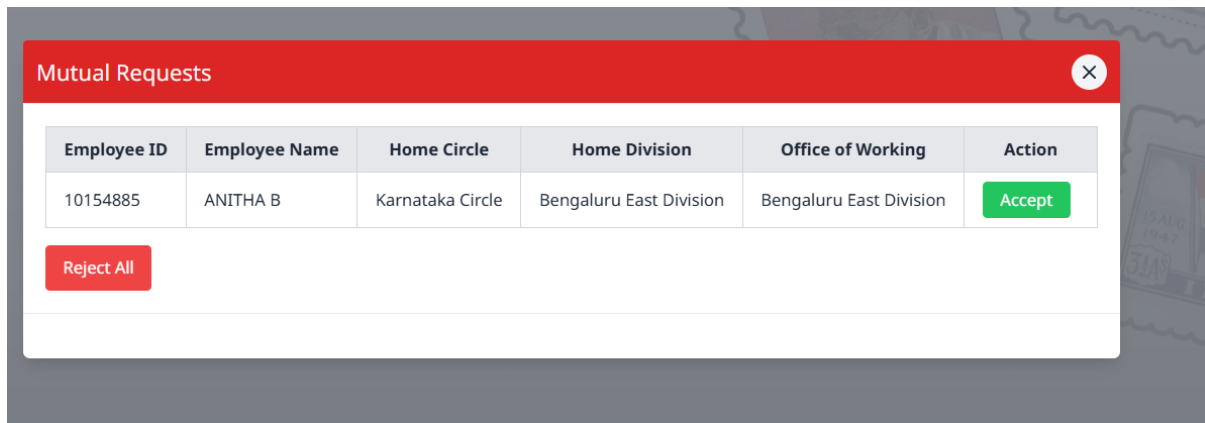
Withdraw Request

Click on **“Rule 38 Transfer Status”** to know the application status.

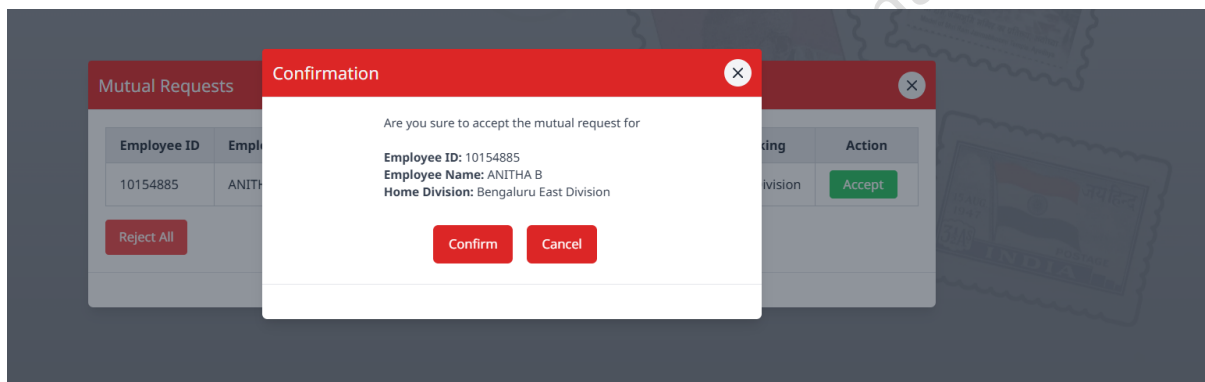
Further, after One departmental employee submits Rule 38 application on Mutual case, another departmental employee needs to login and apply Rule 38 application.

INDIA POST – APT 2.0

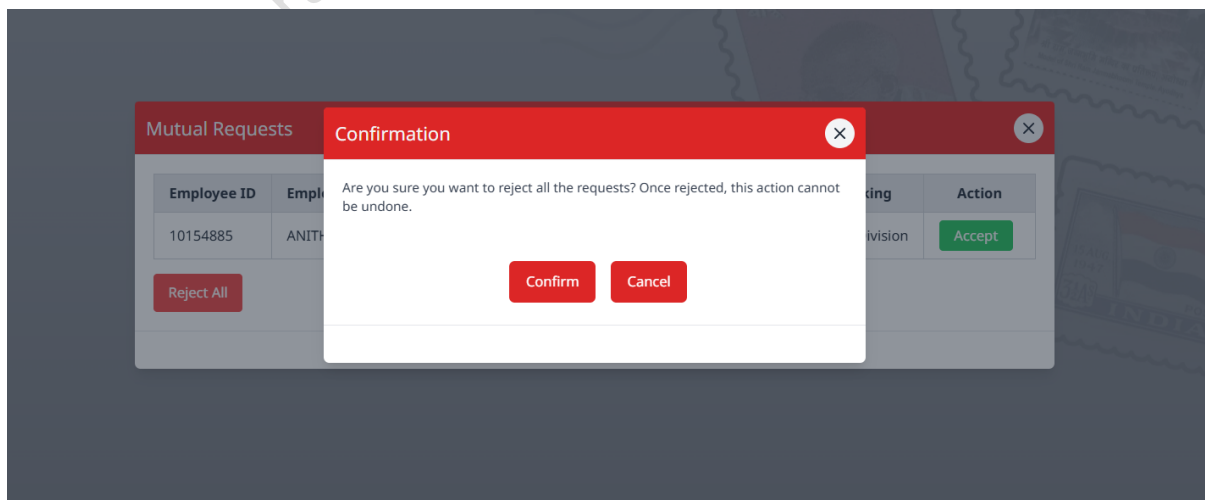
Page 23 of 32



Click on Apply Transfer Rule 38, it will redirect to Mutual Requests dialogue box. Click on **Accept** or **Reject All** whichever is relevant.



If clicked on **Accept**, one more dialogue “**Confirmation**” box will be displayed. Click on “**Confirm**”. Upon clicking on **Confirm** button, it will allow to apply for Rule 38 transfer with the selected employee.





If clicked on “**Reject All**”, a dialogue box will be displayed to confirm or to cancel as the entire action cannot be undone once confirmed.

**Details of Present Working**

Designation*	Present Office of Working*	Date of Joining in Present Cadre*	Applying Grounds*
Office Assistant	Chikkamagaluru Division	30-08-2010	GENERAL

**Transfer Application Details**

Type of Rule 38 Applied*	Mutual or Unilateral*	Whether Rule 37 Availed*
Intra Circle	Mutual	Choose an option
No. of Rule 38 Availed (Intra circle)*	Applying Circle (Intra circle)*	
0	Karnataka Circle	

**Counter Part Employee Details (MUTUAL)**

Counter Part Employee ID:*	Counterpart Employee Name*	Cadre*	Home Circle*
10154885	ANITHA B	Postal Assistant(PA)	Karnataka Circle
Home Division*	Mode of Recruitment*	Selected Against Community*	Date of Joining in Present Cadre*
Bengaluru East Division	DR	UR	20-01-2011

Further proceeding with the submission of the application, Counter Part Details will be auto populated.

**Details of Present Working**

Designation*	Present Office of Working*	Date of Joining in Present Cadre*	Applying Grounds*
Office Assistant	Bengaluru East Division	20-01-2011	SPOUSE

Upload Certificate \*

Choose File No file chosen

File size must be between 20KB and 200KB. Only PDFs are allowed.

**Transfer Application Details**

Type of Rule 38 Applied*	Mutual or Unilateral*	Whether Rule 37 Availed*
Choose an option	Choose an option	Choose an option

0 Divisions Open List Selected Preference Divisions

When Applying Grounds are anything other than **GENERAL**, then Mutual option will not be available.



**Status Form**

**NISHA**

Employee ID: 10041468

**Employee Name**  
NISHA

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Karnataka Circle

**Home Unit**  
Mangaluru Division

**Office of working**  
Mangaluru Division

**Mode of Recruitment**  
DR

**Category**  
Unreserved

**Date of Birth**  
21/05/1991

**DOJ in Department**  
31/03/2011

**DOJ in Present Cadre**  
31/03/2011

[View events list](#)

**Current Application Details**

Request ID : **RT81F7827ED2244** **Status : Applied**

<b>Applied Date</b> 14-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Intra Circle	<b>Unilateral or Mutual</b> mutual
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Karnataka Circle

**Mutual Employee Details :**

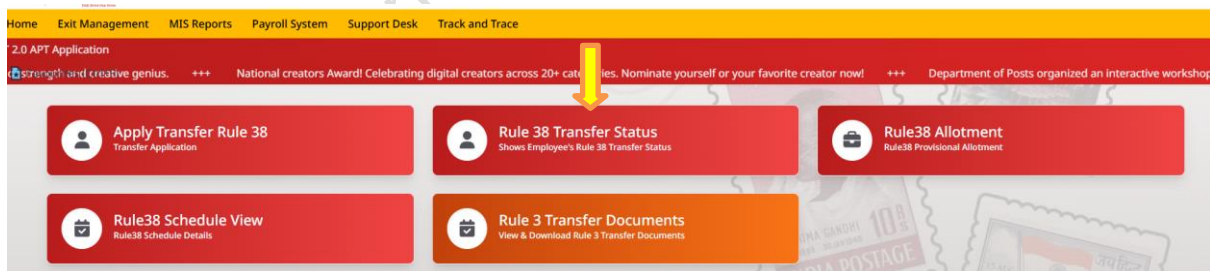
Employee ID	Employee Name	Office of Working	Division	Counter part Accept/Decline	Withdrawn Status
		Mandruva	Mandruva		

[Withdraw Request](#)

Click on **“Rule 38 Transfer Status”** to know the application status.

**Note:** Once submitted, application cannot be edited or employee cannot request or correspond for modifications. In case application is submitted inadvertently or wrong information is entered, employee can withdraw the application after login. Fresh application can be submitted with corrected data.

## 4 Rule 38 – Transfer Status



Further, Status of the application can also be seen under **“Rule 38 Transfer Status”** sub card. Click on **“Rule 38 Transfer Status”** sub card.



# Operational Guide - Rule 38 Transfers-Employee



s (Ctrl+F)  
status-form

**ROOPARANI T**  
Employee ID: 10036459

**Employee Name**  
ROOPARANI T

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Karnataka Circle

**Home Unit**  
Bengaluru East Division

**Office of working**  
Bengaluru East Division

**Mode of Recruitment**  
DR

**Category**  
Unreserved

**Date of Birth**  
17/05/1981

**DOJ in Department**  
14/07/2003

**DOJ in Present Cadre**  
14/07/2003

[View events list](#)

**Status Form**

**Current Application Details**

Request ID : **RT478ACA95ECE46** Status : **Applied**

<b>Applied Date</b> 12-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Inter Circle	<b>Unilateral or Mutual</b> unilateral
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Himachal Pradesh Circle

Preferred Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward W/L Number
Himachal Pradesh Circle	Shimla GPO	-	-

[Withdraw Request](#)

The **Status Form** page will have details like **Request ID**, **Status**, **View events list** and **Withdraw Request**.

The various status of the mutual employee are provided below:

## Mutual Applied:

**Status Form**

**RAJESWARI S**  
Employee ID: 10265204

**Employee Name**  
RAJESWARI S

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Tamilnadu Circle

**Home Unit**  
Virudhunagar Division

**Office of working**  
Virudhunagar HO

**Mode of Recruitment**  
DR

**Category**  
Unreserved

**Date of Birth**  
16/08/1993

**DOJ in Department**  
14/02/2020

**DOJ in Present Cadre**  
14/02/2020

[View events list](#)

**Request ID : RT25F196A349AC4** Status : **Applied**

<b>Applied Date</b> 22-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Inter Circle	<b>Unilateral or Mutual</b> mutual
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Karnataka Circle

**Mutual Employee Details :**

Employee ID	Employee Name	Office of Working	Division	Counter part Accept/Decline	Withdrawn Status
10015996	USHA N	Mandya Division	Mandya Division	-	-

[Withdraw Request](#)



## First employee Applied and Mutual Accepted:

**Status Form**

**BHAVANI M**

Employee ID: 10079243

**Employee Name**  
BHAVANI M

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Tamilnadu Circle

**Home Unit**  
Chennai City North Division

**Office of working**  
Chennai City North Division

**Mode of Recruitment**  
DP

**Category**  
Unreserved

**Date of Birth**  
11/05/1982

**DOJ in Department**  
15/10/2009

**DOJ in Present Cadre**  
05/05/2014

[View events list](#)

Request ID : **RT9545F58523771** **Status : Applied**

<b>Applied Date</b> 22-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Inter Circle	<b>Unilateral or Mutual</b> mutual
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Tamilnadu Circle

Mutual Employee Details :

Employee ID	Employee Name	Office of Working	Division	Counter part Accept/Decline	Withdrwan Status
10155112	SHREEDHARA GANESH SHASTRY	Haveri Division	Haveri Division	Accepted	-

[Withdraw Request](#)

## First Employee Applied and Mutual Declined:

**Status Form**

**RAJESWARI S**

Employee ID: 10265204

**Employee Name**  
RAJESWARI S

**Cadre**  
Postal Assistant(PA)

**Home Circle**  
Tamilnadu Circle

**Home Unit**  
Virudhunagar Division

**Office of working**  
Virudhunagar HO

**Mode of Recruitment**  
DR

**Category**  
Unreserved

**Date of Birth**  
16/08/1993

**DOJ in Department**  
14/02/2020

**DOJ in Present Cadre**  
14/02/2020

[View events list](#)

Request ID : **RT25F196A349AC4** **Status : Mutual Reject**

<b>Applied Date</b> 22-11-2025	<b>Applied Grounds</b> GENERAL
<b>Transfer Type</b> Inter Circle	<b>Unilateral or Mutual</b> mutual
<b>Date Of Verification</b> N/A	<b>Home Unit Recommendation</b> N/A
<b>Reason for Non Recommendation</b> N/A	<b>Accept/Decline Status</b> N/A
<b>Accept/Decline Date</b> N/A	<b>Applied Circle Name</b> Karnataka Circle

Mutual Employee Details :

Employee ID	Employee Name	Office of Working	Division	Counter part Accept/Decline	Withdrwan Status
10015996	USHA N	Mandya Division	Mandya Division	Declined	-



The pending and verified (marked Eligible) Rule-38 transfer requests from 1.0 are migrated to 2.0 and the data were made available to the employees in the status page and to the verifying authority in the validation page.

**The discrepancy in the data during migration from 1.0 to 2.0 if any need to be taken up with the verifying authority and the verifying authority need to validate the same in the validation page as per the timeline provided in the schedule.**

**The candidate is requested not to raise any issue directly in the service desk or through any mode through CEPT.**

## 4.1 Request for Rule 38 Allotment Cancellation after Allotment

The screenshot displays the 'Status Form' page for an employee. On the left, there is a summary card for GUTTULA YUGA KIRAN (Employee ID: 10332589) with details such as Cadre (Postal Assistant(PA)), Home Circle (Andhra Pradesh Circle), Office of working (Amalapuram Division), and Post ID (30014164). On the right, the 'Current Application Details' section shows Request ID: RT5488CB0591C3B and Status: Eligible. It lists various application parameters like Applied Date (29-08-2025), Transfer Type (Intra Circle), Date of Verification (29-08-2025), Reason for Non Recommendation (N/A), and Relieving Date (30-08-2025). At the bottom of the application details, there is a table with columns: Preferred Circle, Applied Unit, Remarks on Allotment/Non-Allotment, and Inward W/L Number. A 'Cancel Allotment' button is visible at the bottom right of the application details section.

Upon Subsequent Result generation and Allotment in respect of Rule 38 transfer, the employee can Cancel his/her Allotment in the Status Form page by clicking on **“Cancel Allotment”** within stipulated time.



**Status Form**

**GUTTULA YUGA KIRAN**  
Employee ID: 10332589

Employee Name : GUTTULA YUGA KIRAN  
Cadre : Postal Assistant(PA)  
Home Circle : Andhra Pradesh Circle  
Home Unit : Amalapuram Division  
Office of working : Amalapuram Division  
Post ID : 30014164  
Mode of Recruitment : DR  
Category : Unreserved  
DOB : 31/05/1999  
DOJ in Department : 27/10/2023  
DOJ in Present Cadre : 27/10/2023

[View events list](#)

**Current Application Details**

**Mobile Verification**

To proceed with cancellation, please provide remarks and authorize with OTP.

Mobile Number  
XXXXXX6756

Cancellation Remarks  
Enter reason for cancellation

[Generate OTP](#)

**Status : Eligible**

Applied Grounds  
GENERAL

Unilateral or Mutual  
unilateral

Home Unit Recommendation  
Eligible

Accept/Decline Status  
N/A

Applied Circle Name  
Andhra Pradesh Circle

Relieved Office  
Amalapuram Division

Preferred Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward W/L Number
		- No vacancy available in	

[Cancel Allotment](#)

Upon clicking on **Cancel Allotment**, a dialogue box appears for **Mobile Verification** where **Cancellation Remarks** has to be entered and Click on **Generate OTP**.

**Status Form**

**GUTTULA YUGA KIRAN**  
Employee ID: 10332589

Employee Name : GUTTULA YUGA KIRAN  
Cadre : Postal Assistant(PA)  
Home Circle : Andhra Pradesh Circle  
Home Unit : Amalapuram Division  
Office of working : Amalapuram Division  
Post ID : 30014164  
Mode of Recruitment : DR  
Category : Unreserved  
DOB : 31/05/1999  
DOJ in Department : 27/10/2023  
DOJ in Present Cadre : 27/10/2023

[View events list](#)

**Current Application Details**

Request ID : RT5488CB8591C3B

**Status : Allotment Cancellation Requested**

Applied Date  
29-08-2025

Transfer Type  
Intra Circle

Date Of Verification  
29-08-2025

Reason for Non Recommendation  
N/A

Accept/Decline Date  
N/A

Applied Grounds  
GENERAL

Unilateral or Mutual  
unilateral

Home Unit Recommendation  
Eligible

Accept/Decline Status  
N/A

Applied Circle Name  
Andhra Pradesh Circle

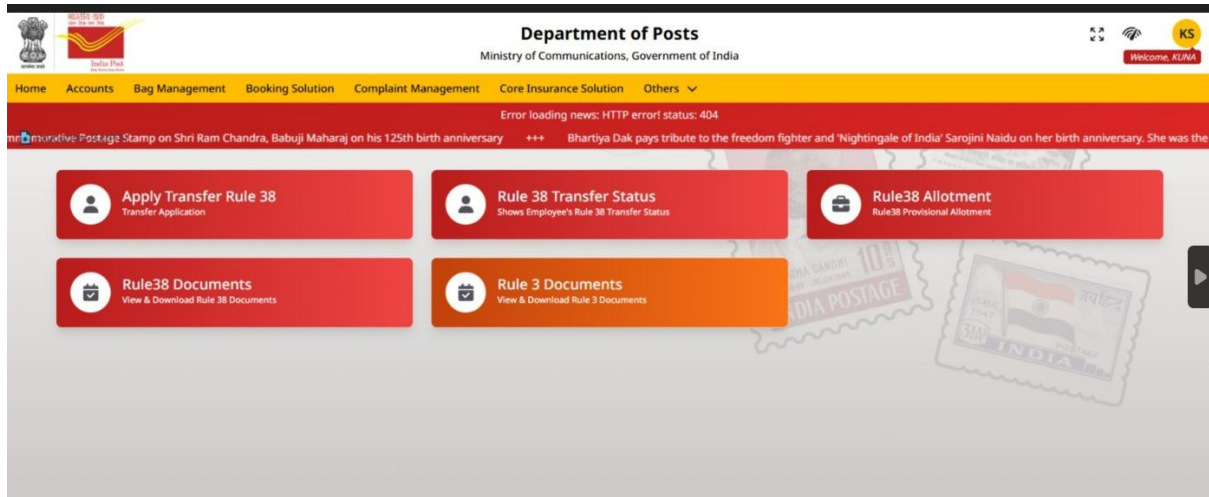
Preferred Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward W/L Number
		- No vacancy available in	

[Cancel Allotment](#)

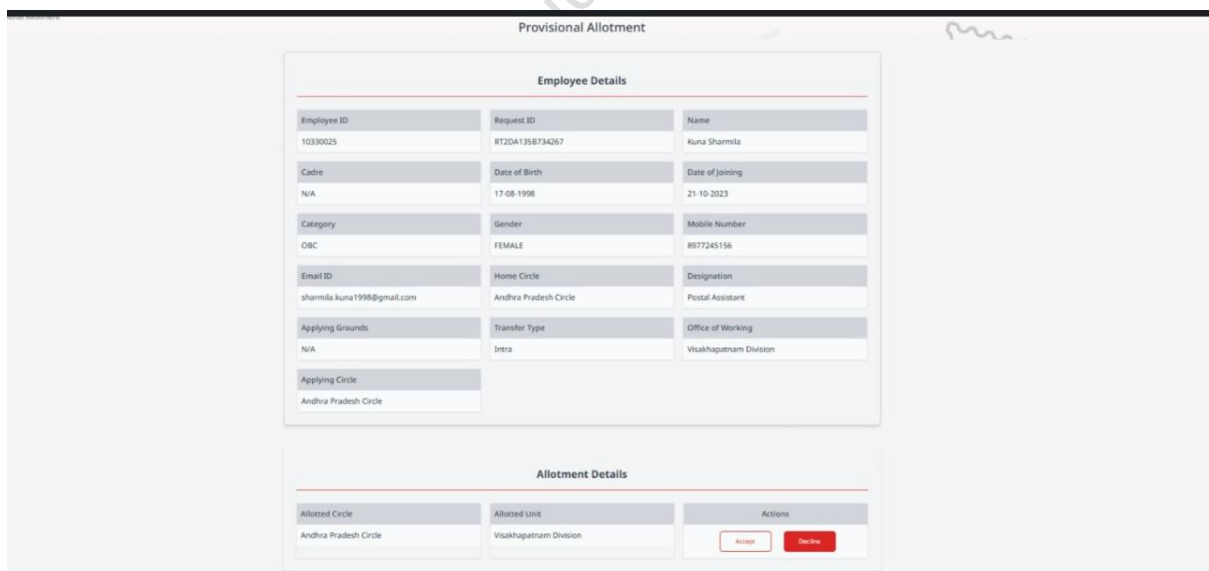
Upon submitting the OTP, Status will be updated as **“Allotment Cancellation Requested”** in the **Status Form** page.



## 5 Provisional Allotment



Provisional allotment status can be checked under **Rule 38 Allotment** sub-card under **Rule 38** card. Click on **Rule 38 Allotment**.



As soon as the results gets generated, provisional allotment will be displayed under Rule-38 Allotment card. Click on relevant option **Accept** or **Decline** within 72hrs. If the choice is not exercised within 72hrs of provisional allotment, the status will be deemed Approved.



Provisional Allotment

Employee Details		
Employee ID	Request ID	Name
10330097	RT4A577CFE7AF	Seepana Yashwanth Kumar
Cadre	Date of Birth	Date of joining
N/A	21-06-1998	25-10-2023
Category	Gender	Mobile Number
UR	MALE	7287070889
Email ID	Home Circle	Designation
yashsepana123@gmail.com	Andhra Pradesh Circle	Postal Assistant
Applying Grounds	Transfer Type	Office of Working
N/A	Intra	Visakhapatnam Division
Applying Circle		
Andhra Pradesh Circle		

Allotment Details		
Allotted Circle	Allotted Unit	Actions
Andhra Pradesh Circle	Visakhapatnam Division	<b>Declined</b>

If clicked on Decline, status under Allotment Details will be displayed as **Declined**.

Provisional Allotment

Employee Details		
Employee ID	Request ID	Name
10330025	RTZDA1358734267	Kuna Sharmila
Cadre	Date of Birth	Date of joining
N/A	17-08-1998	21-10-2023
Category	Gender	Mobile Number
OBC	FEMALE	8977245156
Email ID	Home Circle	Designation
sharmila.kuna1998@gmail.com	Andhra Pradesh Circle	Postal Assistant
Applying Grounds	Transfer Type	Office of Working
N/A	Intra	Visakhapatnam Division
Applying Circle		
Andhra Pradesh Circle		

Allotment Details		
Allotted Circle	Allotted Unit	Actions
Andhra Pradesh Circle	Visakhapatnam Division	<b>Accepted</b>

If clicked on Accept, status under Allotment Details will be displayed as **Accepted**.