# Frequently Asked Questions (FAQs)

## APT

FOR

# Transfer (Rule 38)

Document version 1.0 Dated 28.03.2025

Document version 2.0 Dated 30.09.2025

**DISCLAIMER:**

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.

# Frequently Asked Questions (FAQs) : Transfer (Rule 38)

### 1. What is Rule 38 transfer?

Transfer applied by an employee for outside the parent division.

### 2. What are the options available under Rule 38 transfer?

Inter Circle and Intra Circle options are available under Rule 38 transfers.

### 3. Where can an employee apply for Rule 38?

Employee can apply for Rule 38 in Employee Self Service. There Employee Transfers card is available. By navigating through the card he can apply.

### 4. When can an employee apply for the Transfer?

Employee can apply for transfer any time at his convenience provided that he meets the eligibility criteria.

### 5. Where is the schedule of transfers available?

Schedule of transfers available for the employee in the same card 'Employee Transfers' where the employee applies for the transfer.

### 6. Whether mutual Rule 38 transfer can be applied?

Yes, while applying for transfers employee has an option to select either applying 'Straight or Mutual'

### 7. Where can an employee check about the status of the transfer applied?

Employee can click on the 'Rule 38 transfer status' sub card to check the status.

### 8. Can employee edit the details of the application after submitting to approving authority?

Employee can edit the application before the final submit.

### 9. What If employee wants to edit the application after final edit?

After final edit employee cannot edit the application, instead he can withdraw the application and re apply.

### 10. How to withdraw the transfer request?

Transfer request can be withdrawn from the 'Rule 38 Transfer Status' sub card. On clicking the sub card, application details will be shown. 'Withdraw Request' button is shown in the bottom, click on the button to withdraw request.

**11. Who has the access to make the Rule 38 vacancy data?**

Head of the division has the access to enter the Rule 38 vacancy data.

**12. Where to make Rule 38 vacancy data capture?**

Employee Transfers card is available only to the person authorised. 'Rule 38 vacancy data' sub card is available under the card 'Employee Transfer'. Click on the sub card to capture vacancy data.

**13. What are the cadres for which vacany data can be entered?**

Rule 38 vacancy data can be captured to the PA, Postman and MTS cadre at the division level.

**14. How to calculate the vacancy available for Rule 38 transfer?**

Vacancy available for rule 38 will be calculated automatically based on the DP/DR earmarked vacancy.

**15. Can vacancy data be edited after once it is saved?**

No, it can be modified only after Circle Office unfreezes it.

**16. Who can unfreeze the saved vacancy data?**

Rule 38 vacancy data can be unfreezed only by Circle Office.

**17. What if employee makes mistake while applying for rule 38?**

Employee has to withdraw request and then reapply.

**18. Where to see the transfer schedule?**

Transfer Schedule is available in the employee self service under 'Employee Transfers' card. 'Rule 38 Transfer Schedule View' sub card is available.

**19. Who will upload the schedule for Rule 38 trasnfers?**

The schedule for Rule 38 transfers will be uploaded by the Directorate.

**20. Whether Rule 38 transfers to be applied only when it is scheduled?**

No, employee can apply anytime for Rule 38 transfers, only the applications will be processed within the time given as per the schedule. If application submitted after the last date of the schedule it will be processed when next schedule is released.

**21. How many times an employee can avail Rule 38 transfer in entire service?**

Employee can avail Rule 38 transfer only twice in entire service.

**22. How many preferences can an employee give?**

There are no restrictions for selecting preferences.