



Operational Guide

Advanced Postal Technology (APT)

FOR

Rule 38 Transfers- Employee Login



INDEX

Table of Contents

1	Introduction	5
2	User Login.....	5
3	Rule 38 Transfer – Submission of Applications by the Departmental Employee.....	6
3.1	Unilateral Case	6
3.2	Rule 38 - Mutual Case	22
4	Rule 38 – Transfer Status	26



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



Operational Guide:

Operational Guide Version 1.0 Dated 21.11.2025

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.

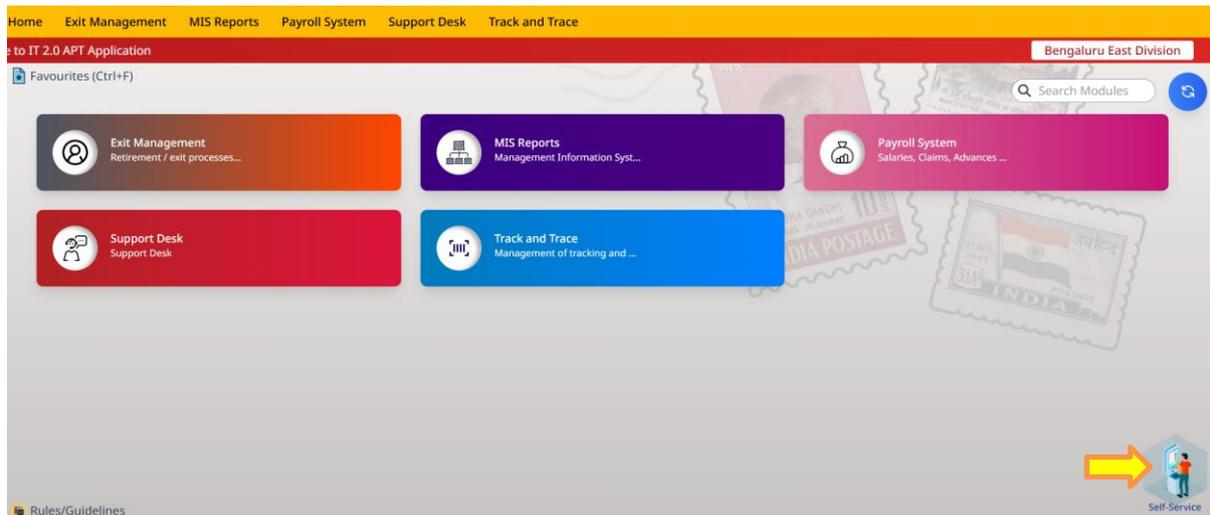


3 Rule 38 Transfer – Submission of Applications by the Departmental Employee

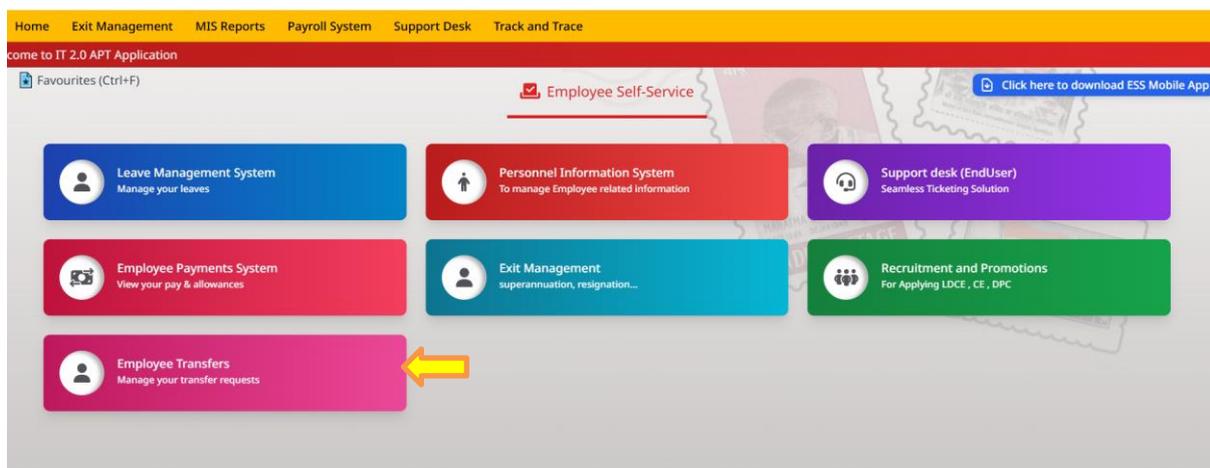
3.1 Unilateral Case

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.

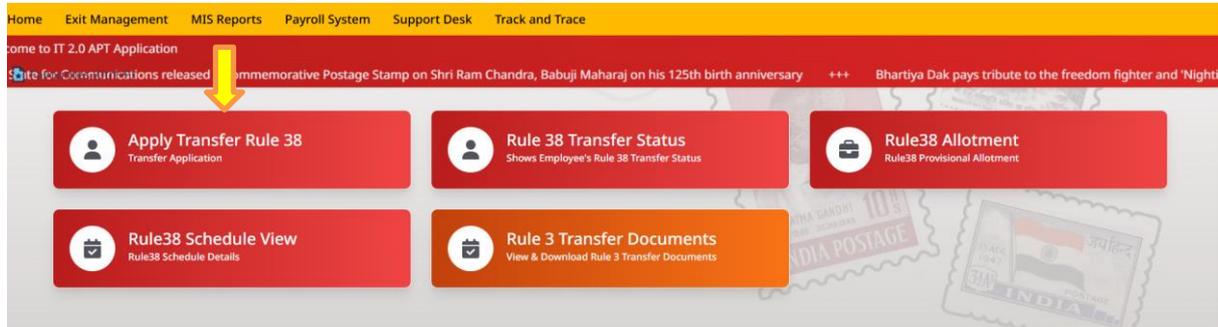


Click on the “**Self-Service**” icon under Home page.

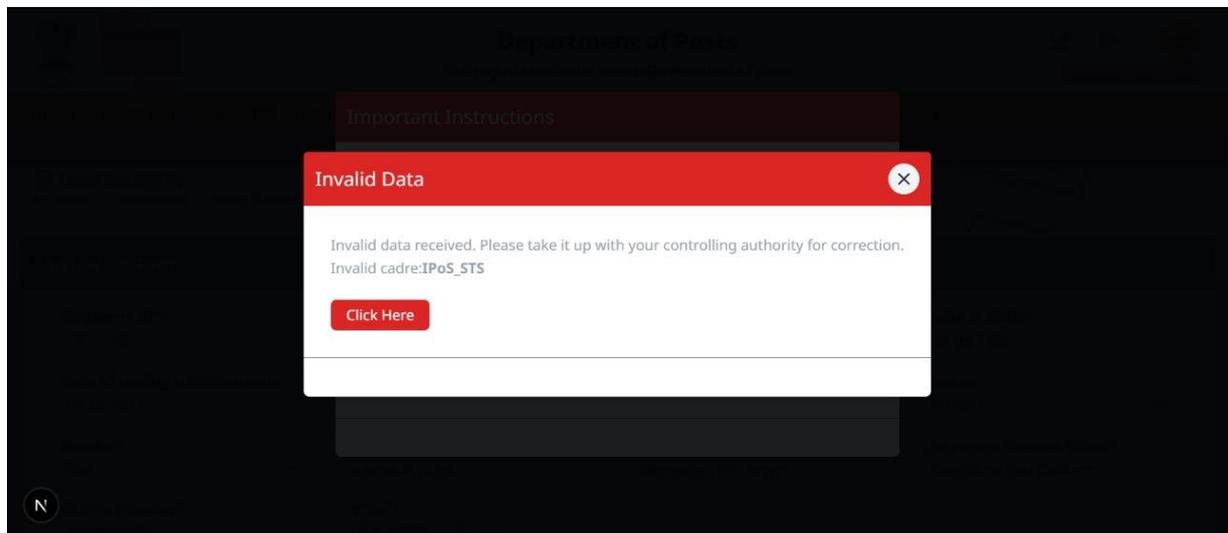




Upon clicking on “**Self-Service**” icon under Home page, it is redirected to “Employee Self Service” page. Click on “**Employee Transfers**” sub card.



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

Employee ID:* 10036459	Employee Name* ROOPARANI T	Employee Cadre Name Postal Assistant(PA)	Date of Birth* 17-05-1981
Date of Joining is Department* 14-07-2003	Mode of Recruitment:* DR	Selected Against Community:* UR	Group* Group C
Gender* Female	Employee Circle Office* Karnataka Circle	Employee Region Office* Bengaluru HQ Region	Employee Division Office* Bengaluru East Division

Mobile Number*

This field is required.

[Verify Mobile with OTP](#)

Email*

This field is required.

[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

Home > Dashboard > Apply Transfer

Apply Transfer

Application Form

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

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

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. The 'Type of Rule 38 Applied*' dropdown is set to 'Intra Circle'. The 'Mutual or Unilateral*' dropdown is set to 'Unilateral'. The 'Whether Rule 37 Aailed*' dropdown is set to 'No'. The 'No. of Rule 38 Aailed (Intra circle)*' dropdown is open, showing options 0, 1, and 2. A yellow arrow points to this dropdown. The 'Applying Circle (Intra circle)*' dropdown is set to 'Choose an option'. Below the dropdowns is a 'Selected Preference Divisions' section.

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

The screenshot shows the 'Transfer Application Details' form. The 'Type of Rule 38 Applied*' dropdown is set to 'Intra Circle'. The 'Mutual or Unilateral*' dropdown is set to 'Unilateral'. The 'Whether Rule 37 Aailed*' dropdown is set to 'No'. The 'No. of Rule 38 Aailed (Intra circle)*' dropdown is set to '0'. A yellow arrow points to this dropdown. The 'Applying Circle (Intra circle)*' dropdown is set to '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. The 'Type of Rule 38 Applied*' dropdown is set to 'Intra Circle'. The 'Mutual or Unilateral*' dropdown is set to 'Unilateral'. The 'Whether Rule 37 Aailed*' dropdown is set to 'No'. The 'No. of Rule 38 Aailed (Intra circle)*' dropdown is set to '1'. A yellow arrow points to this dropdown. The 'Applying Circle (Intra circle)*' dropdown is set to 'Choose an option'. The 'Is Last Rule38 Cancelled? (Intra circle)*' dropdown is set to 'Choose an option'. The 'Last Rule38 Cancelled Date (Intra circle)*' field is set to '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?

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
Chamba Division <input checked="" type="checkbox"/>	1. Dharamsala Division x
Dehra Gopipur Division <input checked="" type="checkbox"/>	2. Chamba Division x
Dharamsala Division <input checked="" type="checkbox"/>	3. Shimla Division x
Hamirpur Division <input checked="" type="checkbox"/>	4. Shimla GPO x
Mandi Division <input checked="" type="checkbox"/>	5. Mandi Division x
	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 Verify OTP & Final Submit

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

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 : **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.	-	-

[Withdraw Request](#)

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.



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

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: 98080921
Email: nandini.r.n@post.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: 98080921
Email: nandini.r.n@post.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 your Deputation Office* Siddarthanagar Nagar S.O
 Select Deputation Office* Others
 Enter Pincode* 570011
 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 your Deputation Office* Siddarthanagar Nagar S.O
 Select Deputation Office* Others
 Enter Pincode* 570011
 Circle Name: Karnataka Circle
 Region Name: South Karnataka Region
 Division Name: Mysuru Division
 Verification Authority: Your verification authority will be Mysuru Division

Mobile Verification 53987 | 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**

Applied Date 15-11-2025	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 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 Division*
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.

s (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**

Applied Date 14-11-2025	Applied Grounds GENERAL
Transfer Type Intra Circle	Unilateral or Mutual mutual
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

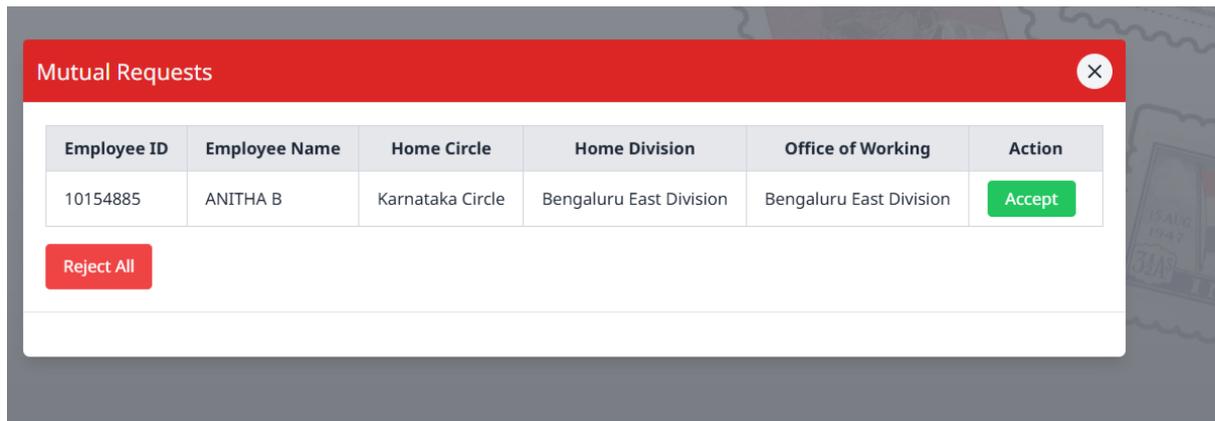
Mutual Employee Details :

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

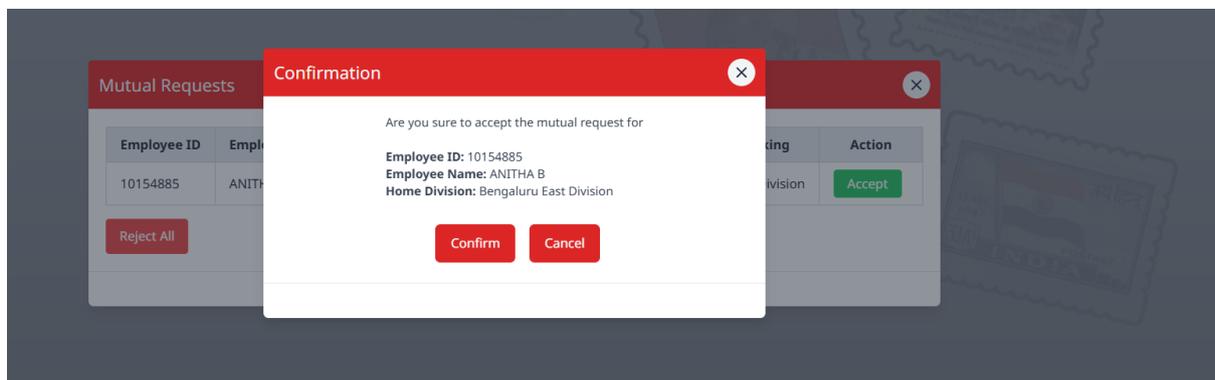
[Withdraw Request](#)

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

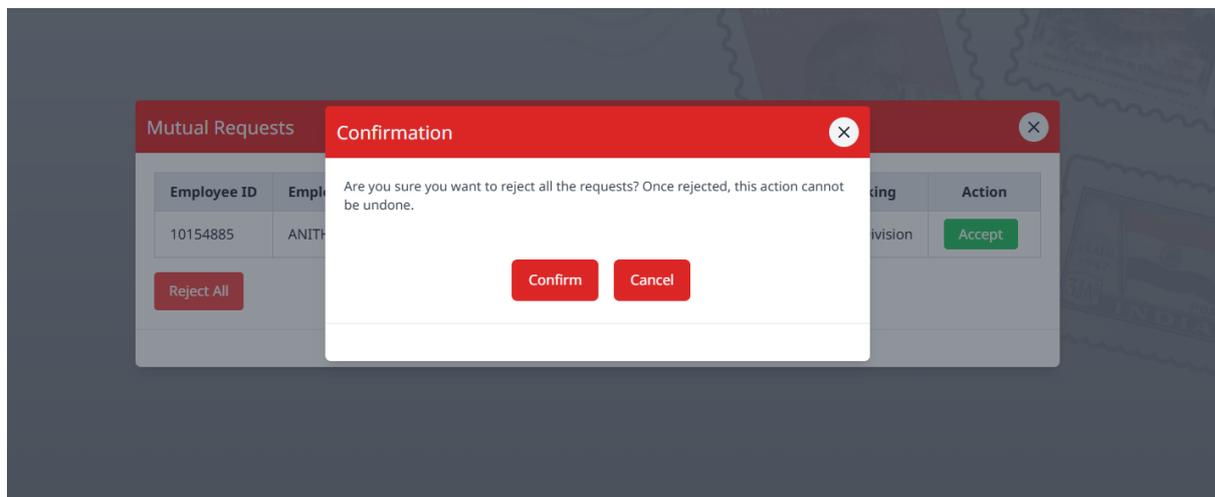
Further, after One departmental employee submits Rule 38 application on Mutual case, another departmental employee needs to login and apply Rule 38 application.



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**

Applied Date 14-11-2025	Applied Grounds GENERAL
Transfer Type Intra Circle	Unilateral or Mutual mutual
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

Mutual Employee Details :

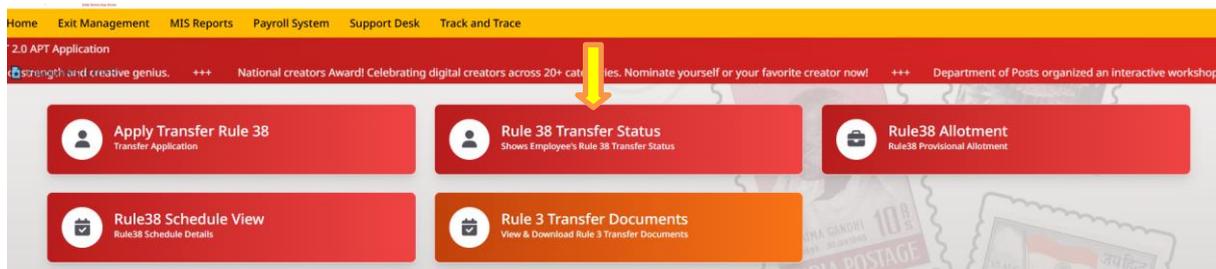
Employee ID	Employee Name	Office of Working	Division	Counter part Accept/Decline	Withdrawn Status
		Mandruva	Mandruva		

[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**

Applied Date
12-11-2025

Transfer Type
Inter Circle

Date Of Verification
N/A

Reason for Non Recommendation
N/A

Accept/Decline Date
N/A

Applied Grounds
GENERAL

Unilateral or Mutual
unilateral

Home Unit Recommendation
N/A

Accept/Decline Status
N/A

Applied Circle Name
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**

Applied Date
22-11-2025

Transfer Type
Inter Circle

Date Of Verification
N/A

Reason for Non Recommendation
N/A

Accept/Decline Date
N/A

Applied Grounds
GENERAL

Unilateral or Mutual
mutual

Home Unit Recommendation
N/A

Accept/Decline Status
N/A

Applied Circle Name
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 : **RT9545F5B523771** Status : **Applied**

Applied Date 22-11-2025	Applied Grounds GENERAL
Transfer Type Inter Circle	Unilateral or Mutual mutual
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 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**

Applied Date 22-11-2025	Applied Grounds GENERAL
Transfer Type Inter Circle	Unilateral or Mutual mutual
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

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.