

**F. No. X-12/3/2023-SPN-II-DOP**  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)  
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Dak Bhawan, Sansad Marg,  
New Delhi – 110001,  
Dated 12th February, 2026

To

All Heads of Postal Circles

**Subject: Transfer and Placement Committees (TPC) in the Department of Posts for recommending allotment / transfer / posting of the officials up to ASP level.**

Madam / Sir,

Reference is invited to Directorate's letter of even number dated 29.08.2025 and the subsequent amendment dated 21.11.2025 regarding guidelines for constitution of the Transfer and Placement Committee (TPC) for recommending allotment/transfer/posting of officials up to ASP level.

2. In this regard, references have been received from Circles seeking clarification on the applicability of the amendment dated 21.11.2025, particularly with respect to Para C and Para D of the Directorate's letter dated 29.08.2025.

3. It is now clarified that vide Directorate's letter dated 21.11.2025, the approving authority for transfers/postings up to HSG-II cadre (*including LSG/PA/SA*) was revised and designated as the Divisional Head, in place of DPS (HQ)/DPS (Region). Therefore, in para 2 of letter of even no. dated 21.11.2025, Para C of letter of even number dated 29.08.2025 (HSG-II) **may be read/treated as "Para C and Para D of letter of even number dated 29.08.2025 (HSG-II/LSG/PA/SA)".**

4. Further, cases covered under Para C (up to HSG-II cadre), the Transfer and Placement Committee (TPC) shall comprise three ASPs/IPs or equivalent level officers/officials, with the senior-most officer acting as Chairperson. Since the Divisional Head is the approving authority in such cases, the nomination of the members of the TPC shall also be made by the Divisional Head only.

5. Since the power of transfer and posting upto HSG II (including LSG/PA/SA) has been given to Divisional Heads, the TPC consisting of three ASP/IP or equivalent level officers/officials as members, as nominated by the Divisional Head in accordance with para 4 above may process the case **for premature transfers** (within two years of joining in present posting), which includes administrative as well as request cases. The Divisional Head will forward such cases to DPS with its recommendations and the DPS shall remain the approving authority in such cases.

6. Further, if *Officers/Officials higher in rank than the TPC Members* prescribed in letters of even number dated 29.08.2025 and 21.11.2025 and Para 4 above are available in their respective units, they may also be nominated as TPC members as per availability.
7. This clarification may be brought to the notice of all concerned for immediate compliance.
8. This issues with the approval of the Competent Authority.

Yours sincerely

**(Vinod Kumar)**  
**Assistant Director General (SPN)**