

No. 12-1/2025/ PACE
Government of India
Ministry of Communications
Department of Posts
Postal Accounts Wing
Dak Bhawan, New Delhi – 110 001

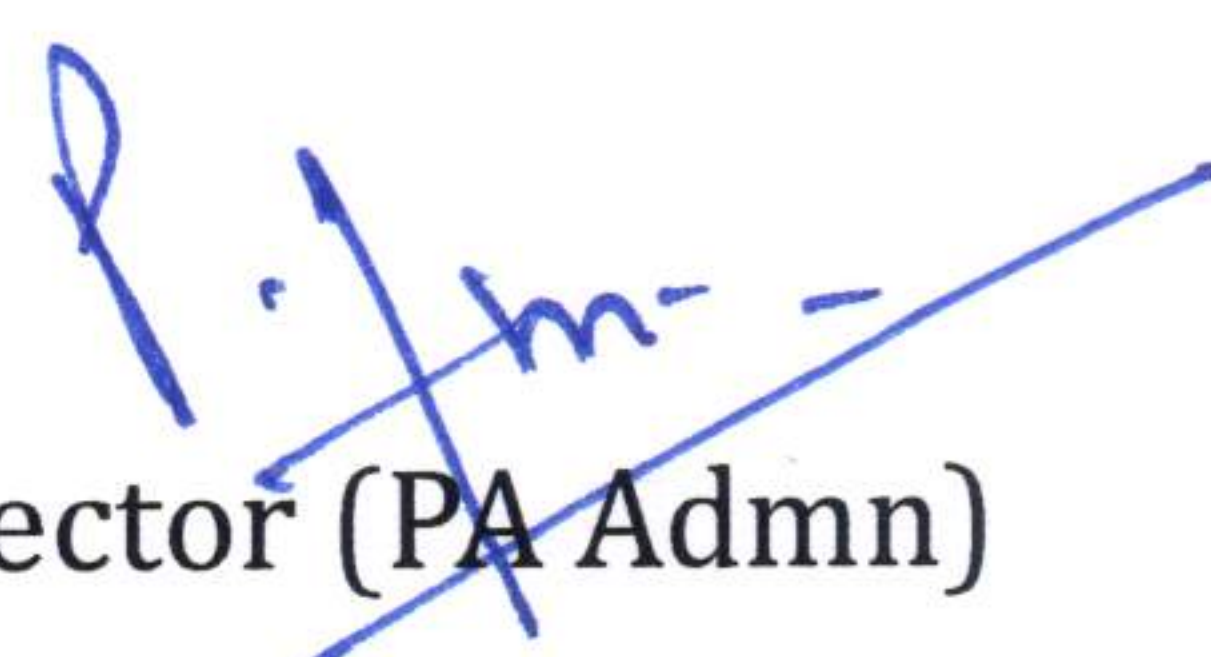
Dated: .03.2026

Office Memorandum

Subject: Guidelines for processing Deputation Applications and for applying to other employment by IP&TAFS Gr. 'B' officers- regarding

I am directed to convey that the competent authority has approved the guidelines for processing deputation applications and for applying to other employment by IP & TAFS Gr 'B' cadre. The same are enclosed herewith.

2. This issues with the approval of competent authority.


Director (PA Admn)

To:

1. PPS to Member (F), DCC
2. PPS to CGCA, DoT
3. DG, NCA-F
4. PSO to Sr. DDG (PAF)/The Director, RAKNPA
5. PSO to DDG (F & PAA)/DDG (B &A)
6. GM (F) PLI Directorate/BD & Parcel Dte
7. All Pr. CCAs/CCAs
8. All GM(F)/DA(P)s
9. Director (SEA), DOT HQ
10. All Directors/ADGs/ACAOs of PA Wing, DOP HQ
11. Guard file.

Guidelines for Deputation of IP&TAFS Group 'B' Officers

1. Years of Service

- 1.1. An IP&TAFS Group 'B' Officer shall be eligible to apply for deputation only after completion of probation and a minimum of nine (9) years of regular service in the IP&TAFS Group 'B' cadre.
- 1.2. As a one-time measure applicable up to 31 December 2027, officers who have completed probation and at least seven (7) years of regular service in IP&TAFS Group 'B' shall be eligible to apply for deputation to posts under the Central Government or organisations controlled by the Central Government.

Note: Qualifying service shall be calculated as on 31 December of the calendar year corresponding to the last date for forwarding of the application.

2. Station Tenure

- 2.1. An officer shall be eligible to apply for deputation only after completing three (3) years of service at the present place of posting, excluding periods of continuous leave exceeding 30 days.
- 2.2. For hard-tenure stations, the officer shall be eligible to apply for deputation after completing one (1) year of service at the present place of posting, excluding periods of continuous leave exceeding 30 days.

3. Deputation advertisements/vacancy information should be mandatorily available in the public domain (such as official websites or through formally circulated vacancy notices). Requests for deputation may be entertained only against such publicly notified vacancies so as to ensure transparency, equal opportunity, and avoidance of ad-hoc or selective consideration. Officers may apply for deputation up to four (4) times in a calendar year. Applications not forwarded by the parent office shall not count towards this limit.

Note: Parent office for this purpose means the office where the officer is working at the time of forwarding the deputation application.

4. Vacancy Position & Deputation Reserve: Deputation may be permitted only where the regular vacancy position (substantive basis) in sanctioned duty posts is:

- **below 25%** at the level of Sr. AO / AO, and
- **below 15%** at the level of AAO.

Vacancy position shall be assessed as on the date of consideration of the application by the parent office.

Deputation reserve of 3% of the sanctioned cadre strength may be maintained in order to ensure that deputation outflow does not adversely impact the core functional requirements of the cadre and that adequate manpower is retained in the parent offices.

5. Officers Under Transfer: If an officer applying for deputation becomes due for rotational transfer or receives a transfer order, and deputation orders are not received prior to the relieving date, the case shall be governed by the Transfer Policy.

6. Tenure of Deputation

6.1. Deputation may ordinarily be permitted for up to five (5) years, subject to relevant Recruitment Rules, where applicable.

6.2. Extension of deputation beyond five (5) years and up to a maximum of seven (7) years shall be considered only in exceptional circumstances and in accordance with the approval mechanism prescribed in Para 8.2 and 8.3 of the DoPT OM dated 28.03.2024.

6.3. Requests for extension of deputation tenure shall be forwarded by the borrowing office, with the consent of the officer, at least three (3) months in advance to the O/o Sr. DDG (PAF).

7. Deputation may be allowed once in service to IP &TAFS Group B officer. Officers already on deputation will not be allowed deputation again as the one-time opportunity has already been availed by them.

8. Posting on Return from Deputation: On return from deputation or premature repatriation, the officer shall be considered for posting based on vacancy position, after seeking three (3) preferred stations. Postings may, however, be made to any station in accordance with administrative requirements.

9. Applicability of DoPT Instructions: All other terms and conditions of deputation shall be governed by the DoPT Consolidated Guidelines on Deputation/Foreign Service as amended from time to time.

10. Deputation to State Governments: The deputation to State Governments shall remain suspended until further orders. This restriction is an internal cadre policy and independent of DoPT guidelines.

11. Vigilance Clearance: Officers shall be required to obtain vigilance clearance from both DoT HQ and DoP HQ prior to deputation, inter-departmental postings, or extension of deputation tenure.

12. Forwarding of Applications: Applications shall be forwarded with the approval and recommendation of the respective controlling officer, as follows:

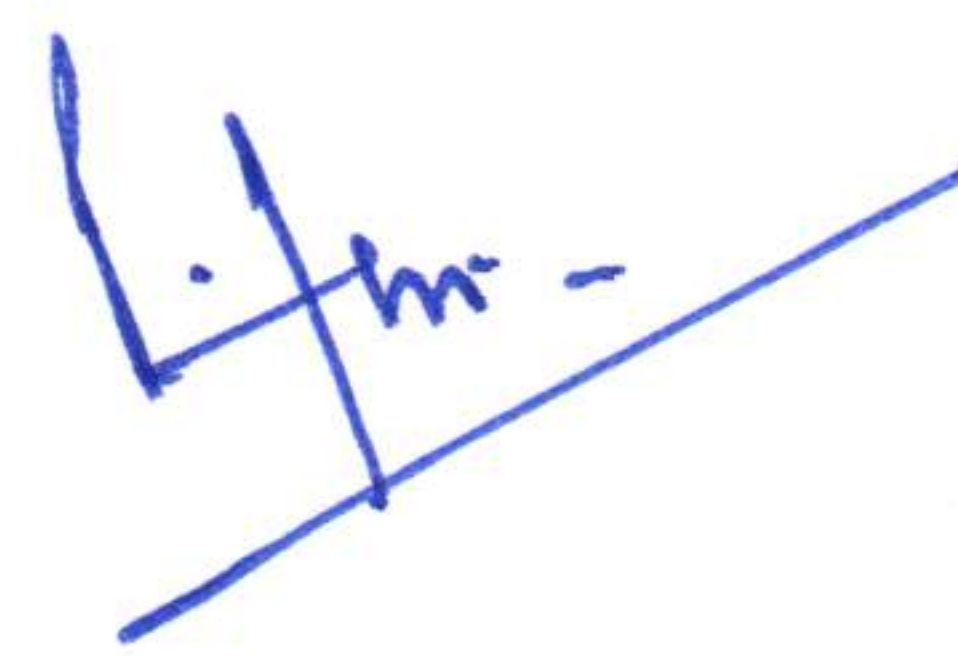
| Sr.No. | Office where officer is Posted | Forwarding Authority (With Recommendations) |
|--------|--------------------------------|---|
| 1. | DoT HQ/ CGCA/ NCA-F | O/o Member (Finance)/ CGCA/ DG NCA-F |
| 2. | Postal Accounts Offices | GM (Finance)/ DA(P) concerned |
| 3. | O/o Pr.CCA/CCA/Jt.CCA | Pr.CCA/CCA/Jt.CCA concerned |

Note: Forwarding authority may forward application of only those officers who can be relieved without any substitute on appointment.

13. Forwarding Timeline: Duly completed applications, in the format prescribed in **Annexure-A**, shall be forwarded well in advance to the O/o Sr. DDG (PAF).

14. Administrative Exigencies: In case of administrative exigencies, the parent office and/ or the competent authority may reject the application for deputation/ extension of tenure.

15. Relaxation: Power to relax any of the above guidelines shall rest with the Cadre Controlling Authority.



**Guidelines for applying to other employment by
IP&TAFS Group 'B' Officers**

1. Officers may apply for other employment for a maximum of 4 times in a calendar year. Application for exams conducted by UPSC shall not be counted for this purpose.
2. Approval for other employment shall be provided by the head of the parent office, subject to extant rules & guidelines.

Note: Parent office for this purpose means the office where the officer is working at the time of forwarding the application.



CHECK LIST FOR PROCESSING FRESH DEPUTATION APPLICATIONS OF IP&TAFS GROUP B

Name of the applicant: _____

| SN | Particulars | Information |
|----|---|-----------------|
| 1 | Post held by applicant currently (on regular basis) | |
| 2 | Present Pay level and Basic pay | |
| 3 | Parent office | |
| 4 | Date of joining in IP&TAFS Group 'B' Cadre | |
| 5 | Whether the applicant is confirmed in IP&TAFS Group 'B' Cadre; if yes, date of confirmation | |
| 6 | Whether the officer has already served on deputation earlier? | |
| 7 | Total qualifying service in IP&TAFS Group 'B' as on 31st December of the current year | |
| 8 | Whether the minimum service requirement is met (9 years OR 7 years with relaxation up to 31.12.2027) | Yes/No |
| 9 | No of years completed in the current station of posting (excluding continuous leaves > 30 days) | |
| 10 | Whether station tenure requirement is met (3 years or 1 year in hard tenure station) | Yes/No |
| 11 | Department/Organization to which deputation is applied | |
| 12 | Post/Designation applied for the deputation | |
| 13 | Pay level of the post applied for | |
| 14 | Whether applying for the post carrying lower pay level than current | Yes/No |
| 15 | Whether applicant meets eligibility criteria (qualification, experience etc) as per advertisement/notification | Yes/No |
| 16 | Whether the officer is under zone of consideration for rotational transfer or due for transfer under tenure policy | Yes/No |
| 17 | Whether the officer is under zone of consideration for next promotion in IP & TAFS? | Yes/No |
| 18 | Vacancy position in the parent office on date of consideration [Sr. AO/AO level vacancy less than | Vacancy- % - |

P. J. M.

| | | |
|----|--|--------|
| | 25%?) [AAO level vacancy less than 15%?) | |
| 19 | Whether the officer is clear from Vigilance angle as per the records in parent office | Yes/No |
| 20 | No. of deputation applications already submitted in the current calendar year (Applications not forwarded by the parent office shall not be counted) | |
| 21 | Recommendation/remarks of the head of office (As per Para 12 of guidelines) | |

Signature and stamp:

O/o

Email:

Phone:

P. J. M.