



**Government of India
Ministry of Communications
Department of Posts**



**OPERATIONAL GUIDE
ON
EMPLOYEE SELF SERVICE**

Centre for Excellence in Postal Technology



Operational Guide

Advanced Postal Technology (APT)

FOR

Employee Self Service



INDEX

1	Introduction.....	13
2	User Login	13
3	Leave Management System	17
3.1	Apply Leave	18
3.1.1	Apply Leave	19
3.1.2	Apply Leave Curtail:-	24
3.1.3	Apply Leave Convert:-	26
3.2	Withdraw Leave Request	28
3.2.1	Before Approve	29
3.2.2	After Approve	30
3.3	View Leave Balance.....	32
3.4	Leave Report.....	33
3.4.1	All Leave Report.....	33
3.4.2	Un availed Joining Time Report.....	34
3.5	Initiate Charge Report.....	35
3.5.1	Relinquish on Leave.....	36
3.5.2	Assume on Leave.....	38
3.5.3	Relinquish on Substitute	40
3.5.4	Assume as Substitute	40
3.6	Holiday Calendar	41
3.6.1	Holiday Calendar	42
3.6.2	Closed Holiday List.....	43
3.6.3	Restricted Holiday List	44
3.7	Upload Fitness Certificate	45
3.8	Report Un availed Joining Time	46
3.9	View Staff on Leave	47
4	Personal Information System	49
4.1	Employee Profile View & Raise Request	50



4.1.1	Communication Details	51
4.1.2	Bank Details	56
4.1.3	Award Details	61
4.1.4	Education Details	64
4.1.5	Family Details.....	67
4.1.6	Nomination Details	70
4.1.7	Download Service Book.....	73
4.1.8	View Employee Profile	74
4.2	Annual Immovable Property Returns	77
4.3	Gradation List	80
4.4	No Objection Certificate	82
4.4.1	Apply for NOC.....	82
4.4.1.1	Apply NOC for Passport/Visa to go abroad.	82
4.4.1.2	Apply NOC for Appearing in Examination.....	84
4.4.1.3	Apply NOC for Renewal/Application of Passport.	86
4.4.2	View NOC Status	87
4.5	Intimation to Department	88
4.5.1	Intimation	89
4.5.1.1	Intimation of Purchase of Property.....	89
4.5.1.1	Intimation of Disposal of Property.....	90
4.5.2	Intimation Report.....	92
4.6	Annual Performance Appraisal Report(APAR).....	93
4.6.1	Update APAR	93
5	Employee Payments System	94
5.1	Pay re-embursement.....	95
5.1.1	Advances	95
5.1.1.1	Medical Advance.....	97
5.1.1.2	TA Tour Advance	98
5.1.1.3	TA Transfer Advance.....	99
5.1.1.4	PC Advance	100
5.1.1.5	HBA Principal.....	100
5.1.1.6	In Service Training –DTE- Advance.....	101



5.1.2 Reimbursements	103
5.1.2.1 TA Tour	103
5.1.2.2 Medical Bill	107
5.1.2.3 Transfer TA.....	109
5.1.2.4 Children Education Allowance.....	111
5.1.2.5 In Service Training- DTE- Reimb	112
5.1.3 EL Encashment.....	116
5.1.4 Leave Travel Concession	118
5.1.4.1 LTC Permission/Advance.....	119
5.1.4.2 LTC Final Reimbursement	120
5.2 Miscellaneous Requests.....	122
5.2.1 Income Tax Declaration.....	122
5.3 GPF.....	125
5.3.1 GPF Advance	125
5.3.2 GPF Statement	126
5.3.3 GPF Withdrawal.....	128
5.3.4 Update GPF Subscription	129
5.4 Reports	130
5.4.1 Track Request ID.....	130
5.4.2 Cancel Your Requests.....	131
5.4.3 Pay Requests Report.....	132
5.4.4 Detailed Misc. Req Report	134
5.4.5 Pay Slip.....	135
5.4.6 Other Reports.....	136
5.5 Know Yourself	137
6. Exit Management	139
6.1 Request Exit.....	140
6.2 Submit Application.....	143
6.3 Application Status.....	146
6.4 Flow chart	148
6.4.1 Summarised Work Flow.....	148
6.4.2 Detailed Work Flow	149



7	Transfers Module	150
7.1	Home Page	150
7.2	Apply for Transfer	151
7.2.1	Apply for Rule-38.....	151
7.2.2	Apply for Rule 3	175
7.3	Transfer Status	190
7.3.1	Rule 38 Transfer Status.....	190
7.3.2	Rule 3 Transfer Status.....	191
7.4	Transfer Schedule View.....	193
7.4.1	Rule 38 Schedule View	193
7.4.2	Rule 3 Schedule View	194
7.5	Rule38 Allotment.....	195
7.6	Flow Chart	196
7.6.1	Transfer under Rule 38	196
7.6.2	Transfer under Rule 3	196
8.	Introduction – Recruitment and Promotions.....	197
8.1	Apply Online	200
8.2	My Applications.....	207
8.3	Hall Ticket Generation	208
8.4	Flow Chart	209
9	Introduction – Support Desk	211
9.1	Support Desk (For End Users).....	212
9.1.1	FAQ's & Documented Solutions	213
9.1.2	Raise Ticket	215
9.1.2.1	Warning messages and its reasons in file attachment process while raising ticket	217
9.1.3	Tickets Raised (EU).....	219
9.1.3.1	Closure Confirmation received	221
9.1.3.2	Submit Additional Information sought by Support Desk Support user	224
9.1.4	Report & Analytics (End User).....	227
9.1.4.1	Ticket Search.....	228



9.1.4.2	Outward Consolidated Report	231
9.1.4.3	Detailed Report	232
9.2	Flow Chart	236
10.	Introduction to ESS Mobile Application	239
10.1	User Login	239
10.2	Leave Management System	241
10.2.1	Apply Leave.....	242
10.2.2	Closed Holidays	244
10.2.3	Restricted Holidays	245
10.2.4	Cancel Pending Leave	246
10.2.5	Cancel Approved Leave	248
10.2.6	View Leave Report	250
10.2.7	Charge Report	251
10.2.7.1	Relinquish Report.....	251
10.2.7.2	Assume Report	253
10.2.8	Leave Curtail.....	255
10.3	Employee Payments	257
10.3.1	Payment Request	258
10.3.1.1	TA Tour	258
10.3.1.2	Medical Bill.....	261
10.3.1.3	Transfer TA	262
10.3.1.4	In Service Training-DTE-Reimb	264
10.3.1.5	Children Education Allowance	267
10.3.1.6	Operational Training-DTE-Reimb	268
10.3.1.7	Training Prog-Grp A&B Officers DTE Reimb.....	268
10.3.2	Advance Request	269
10.3.2.1	Medical Advance.....	269
10.3.2.2	TA Tour Advance	270
10.3.2.3	TA Transfer Advance	272
10.3.2.4	PC Advance	273
10.3.2.5	HBA Principal.....	274



10.3.2.6 In Service Training-DTE-Advance	275
10.3.2.7 Operational Training-DTE-Advance	277
10.3.2.8 Training Prog-Grp A&B Officers DTE-Adv	277
10.3.3 Cancel Request.....	277
10.3.4 IT Declaration.....	279
10.3.5 EL Encashment	281
10.4 GPF	282
10.4.1GPF Statement	283
10.4.2GPF Withdrawal	284
10.4.3 GPF Advance.....	285
10.5 Pay Slip	286
10.6 Charge Report	287

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ABBREVIATIONS

SL No	Abbreviation	Description
1.	A/N	After Noon
2.	AAO	Assistant Accounts Officer
3.	ABPM	Assistant Branch Post Master
4.	ACAO	Additional Chief Accounts Officer
5.	Addl.	Additional
6.	AIPR	Annual Immovable Property Returns
7.	AO	Accounts Officer
8.	B.O	Branch Post Office
9.	BPM	Branch Post Master
10.	CCL	Child Care Leave
11.	CE	Competitive Examination
12.	CEPT	Centre for Excellence in Postal Technology
13.	CL	Casual Leave
14.	CO	Circle Office
15.	CTG	Composite Transfer Grant
16.	DAP	Director of Accounts (Postal)
17.	DH	Division Head
18.	DP	Departmental Promotion
19.	DPC	Departmental Promotion Committee
20.	DR	Direct Recruitment
21.	DTE	Domestic Training Expense



22.	EL	Earned Leave
23.	Est	Establishment
24.	EU	End User
25.	EWS	Economically Weaker Section
26.	EXOL	Extra Ordinary Leave
27.	F/N	Fore Noon
28.	FAQ	Frequently Asked Questions
29.	GDS	Gramin Dak Sevak
30.	GM	General Manager
31.	GPF	General Provident Fund
32.	HO	Head Post Office
33.	HPL	Half Pay Leave
34.	HRMS	Human Resource Management System
35.	IA	Internal Audit
36.	ID	Identification
37.	Info	Information
38.	IT	Information Technology
39.	JPEG / JPG	Joint Photographic Experts Group
40.	KB	Kilobyte
41.	L1	Level 1
42.	L2	Level 2
43.	L3	Level 3
44.	L4	Level 4
45.	L5	Level 5



46.	L6	Level 6
47.	LDCE	Limited Departmental Competitive Examination
48.	LMS	Leave Management System
49.	LTC	Leave Travel Concession
50.	MC	Medical Certificate
51.	ML	Maternity Leave
52.	MTS	Multi-Tasking Staff
53.	NOC	No objection Certificate
54.	OBC	Other Backward Class
55.	OTP	One Time Password
56.	PA	Postal Assistant
57.	PA Wing	Postal Accounts Wing
58.	PA&F	Postal Accounts and Finance
59.	PAA	Pension Approving Authority
60.	PAO	Postal Accounts Office
61.	PDF	Portable Document Format
62.	PIS	Personnel Information System
63.	PL	Paternity Leave
64.	PM	Postman
65.	PO	Post Office
66.	Pr. AO	Principal Audit Officer
67.	PSA	Pension Sanctioning Authority
68.	PWD	Person With Disability
69.	RH	Restricted Holiday



70.	RO	Regional Office
71.	SC	Scheduled Castes
72.	Sr. AO	Senior Accounts Officer
73.	ST	Scheduled Tribes
74.	TRCA	Time Related Continuity Allowance
75.	UR	Un Reserved
76.	URL	Uniform Resource Locator
77.	Viz.	Namely

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DISCLAIMER

The operational procedure provided in this Operational Guide is just an illustration for the user for using the Employee self-service portal. If the reader has any doubt in the department ruling and guidelines, he/she should refer to the respective manuals and volumes only. This Operational Guide should not be cited as Rulings.



1 Introduction

This Operational Guide on Employee Self Service is intended for employees to manage leaves, update personal information, and perform other related tasks.

2 User Login

URL: <https://app.indiapost.gov.in/employeeportal>

Login Details:

- ➔ **Login ID:** Use your Employee ID.
- ➔ **Password:** Dop@1234 [Default Password]



Note: Upon login with default password, user may be prompted to change password. When prompted, user needs to change the password other than default password as per password policy and subsequently login with changed password.



Welcome User!

Enter Your Details to Sign In

Employee ID
Enter Employee ID

Password
Enter Password

Sign In

Forgot/Reset password

Then onwards user can reset password using password reset link available in the login page.

Mobile number updation is compulsory for resetting password

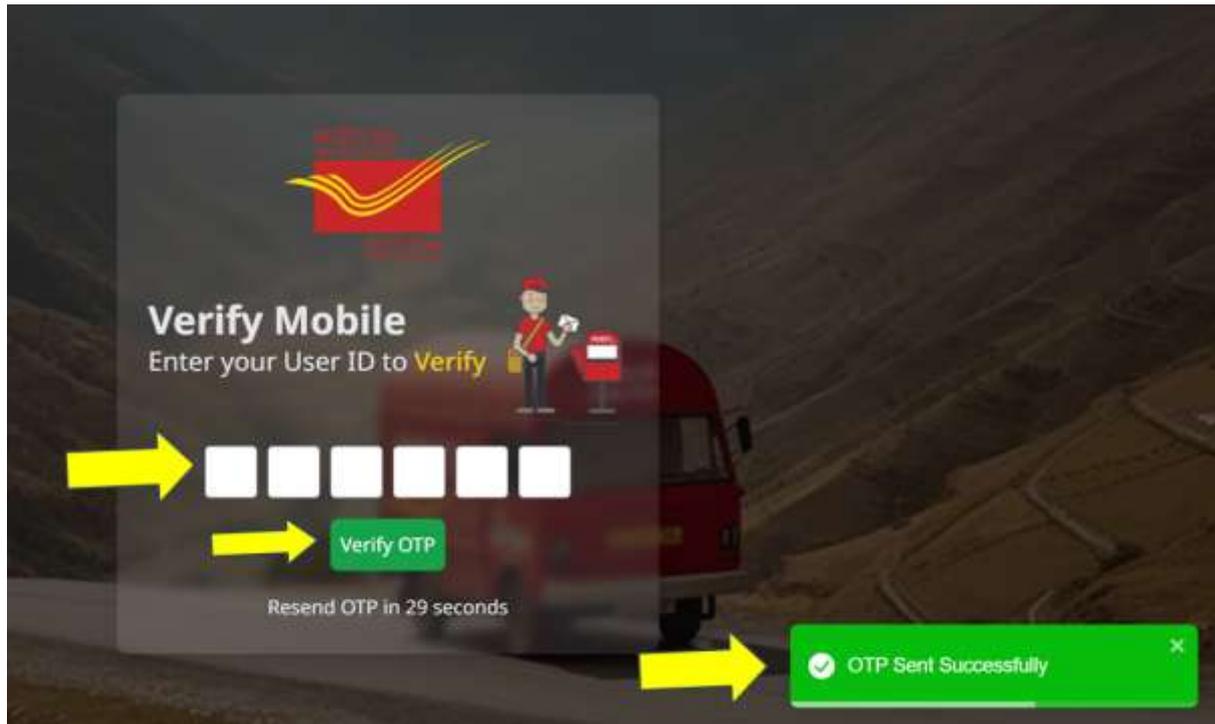
Verify Mobile

Enter your User ID to Verify

Employee ID/User Name

Send OTP

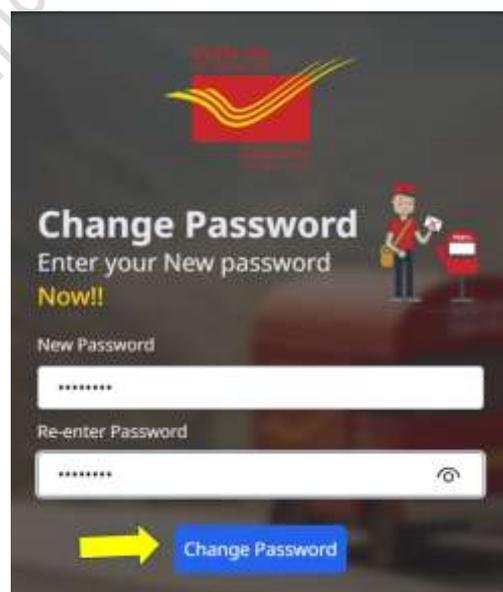
After clicking on “Forgot / Reset Password”, user will be prompted to enter Employee ID, after entering employee ID, click on “Send OTP” button.



After click on “Send OTP” button, OTP will be sent to the registered mobile number of the employee. User need to enter OTP and click on “Verify OTP”.



After the OTP is validated, a flash pop-up as shown will appear and user will be prompted to change / reset password.





User will be prompted to enter new password and re-enter new password. After entering them, click on “Change Password” button. A confirmation pop-up about change of password will appear on screen.



After successful “**Sign In**”, User will get Home screen as shown above. On the home screen, user will find cards according to their role assignment. The link for “**Self Service**” is provided in the bottom right corner.



Click on “**Self Service**” icon to access cards related to employee self-service,



Upon clicking on “**Employee Self Service**”, a new page will open containing the following 4 (Four) cards.

- (1) Leave Management System (LMS)
- (2) Personnel Information System (PIS)
- (3) Employee Payments System (EPS)
- (4) Exit Management
- (5) Employee Transfers
- (6) Recruitment and Promotions

Click on the “**Leave Management System**” main card.

3 Leave Management System





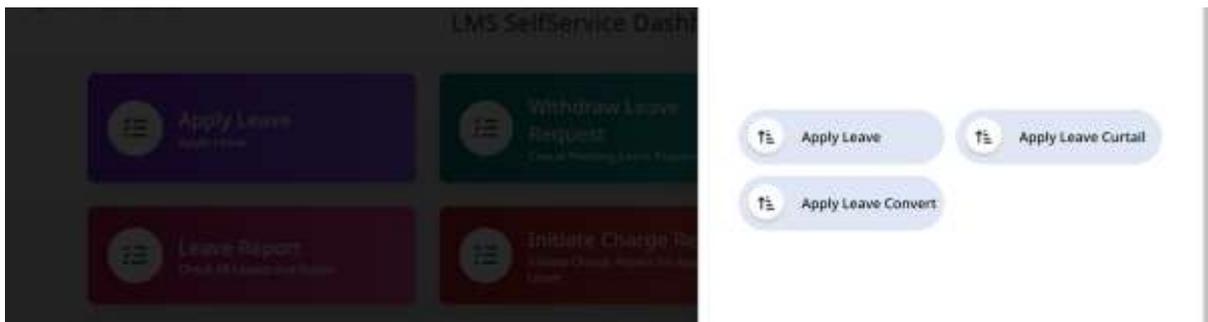
Upon clicking the “**Leave Management System**” main card, the page appears with Nine (9) sub cards.

- ➔ Apply Leave
- ➔ Withdraw leave request
- ➔ View Leave Balance
- ➔ Leave Report
- ➔ Initiate Charge Report
- ➔ Holiday Calendar
- ➔ Upload fitness certificate
- ➔ Report un availed joining time
- ➔ View Staff on Leave

3.1 Apply Leave



Click on the “**Apply Leave**” sub card under “**Leave Management System**” card.





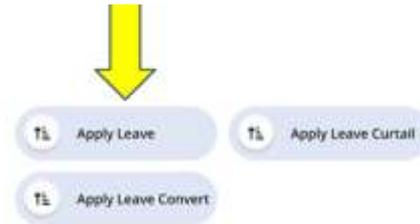
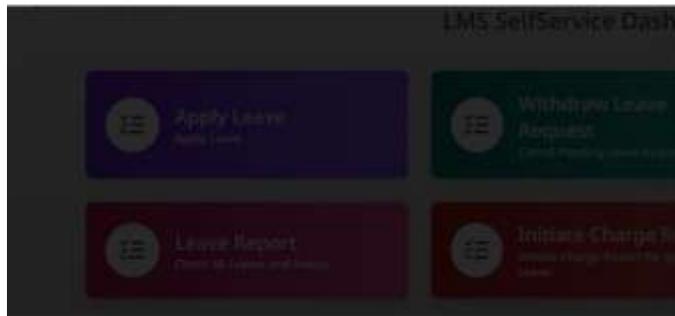
Upon clicking the “**Apply Leave**” Sub card, Right panel appears with three (3) options.

Apply Leave

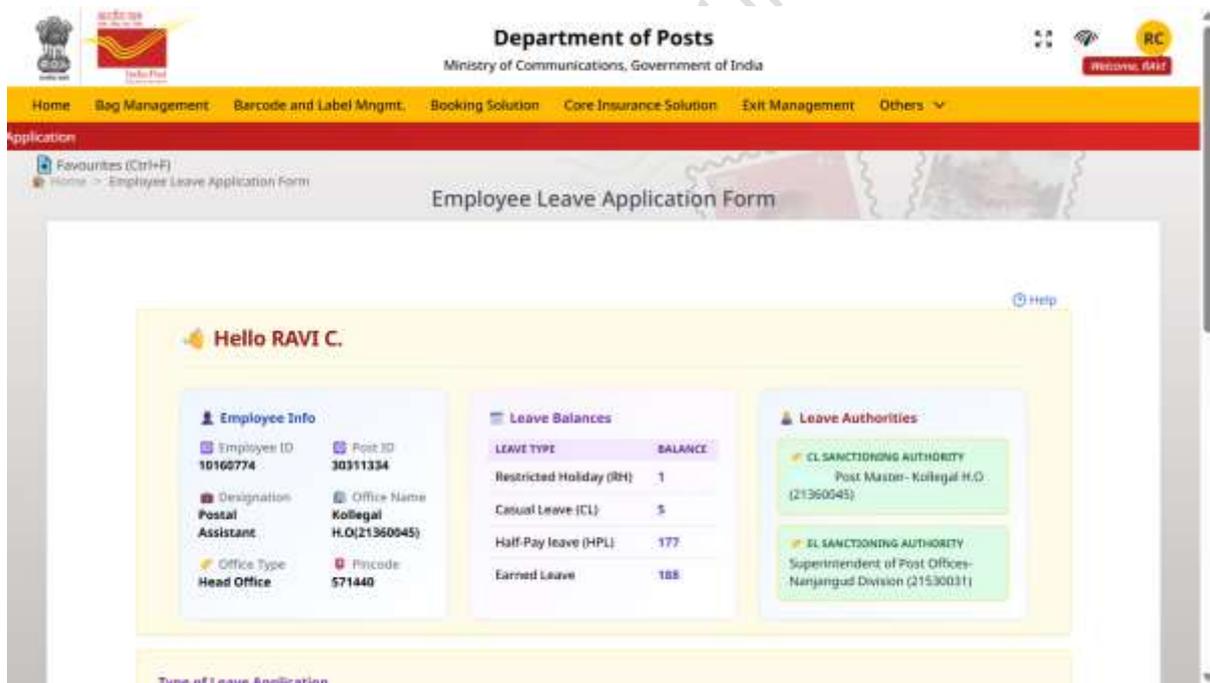
Apply Leave Curtail

Apply Leave Convert

3.1.1 Apply Leave



Click on “**Apply Leave**” option to apply the leave request.





Type of Leave Application

Post Facto Current Leave Extension of Leave

Type of Leave*
Choose an option

From Date*
dd/mm/yyyy

To Date*
dd/mm/yyyy

No of Days

Intermediate Holidays
dd/mm/yyyy **Add**

Prefix Date
dd/mm/yyyy **Add**

Suffix Date
dd/mm/yyyy **Add**

Reason for Leave*
180 / 180

Permission required to leave Headquarters

Phone No.
9480809799

Leave Station

Address Line2
0 / 100

Submit

On clicking on “**Apply Leave**” option under “**Apply Leave**” Sub-card, a new page will appear. This page will display the Employee information, Leave balances and Leave authorities of the employee.

Under the ‘Type of Leave application’ section, there are 3 radio buttons provided.

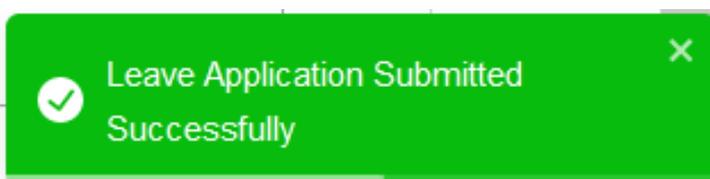
1. **Post Facto**- Select this radio button if you are applying for leave after the leave period has ended.
2. **Current Leave** - Select this radio button if you are applying for leave that is either currently on going or is planned to start.
3. **Extension of Leave**- Select this radio button if you are extending an existing leave period.

The Employee needs to select or fill-in the relevant data in the fields for ‘**Type of leave**’, ‘**From date**’ and ‘**To Date**’. The No. of days based on the leave period will be automatically calculated. They may select **Intermediate holidays** during the leave period and click on the **Add** button. Additionally, they can Select **Prefix date** if the preceding date to the ‘**From date**’ is a Sunday or a Holiday, and click on the **Add** button. They can Select Suffix date if the next day after the ‘**To date**’ is a Sunday or a Holiday and click on **Add** button, option is also provided for Permission required to **leave headquarter**.



The aforementioned types of leaves can be chosen from the **'Type of leave'** drop down list.

After entering all necessary data, click on **Submit** button.





After clicking on **Submit** button, a pop-up message “**Leave Application Submitted Successfully**” will appear.

For applying following kinds of leave, Leave application shown above has to be filled.

Earned Leave

Restricted Holiday (RH)

Casual Leave (CL)

Half-Pay Leave (HPL)

PL-Child Adoption

EXOL-Without MC

Special CL- Working days

Special CL- Calendar days

For applying following kind of Leaves, it is mandatory to upload the supporting document. Only PDF files are allowed. File size should not exceed 500 KB.

Commuted Leave-HPL

EXOL-With MC

Leave not due

EL with MC

The screenshot shows a web form titled "Type of Leave Application". It has three radio buttons: "Post Facts", "Current Leave" (which is selected), and "Extension of Leave". Below this are several input fields: "Type of Leave*" with a dropdown menu showing "Commuted Leave - HPL"; "From Date*" and "To Date*" with date pickers; "No of Days" with a text input; "Intermediate Holidays" with a date picker and an "Add" button; "Prefix Date" with a date picker and an "Add" button; "Suffix Date" with a date picker and an "Add" button; and a large text area for "Reason for Leave*" with a character count of 180 / 180. There is a checkbox for "Permission required to leave" with "Headquarters" selected. Below this are three text inputs: "Phone No." (9972848300), "Leave Station" (Mysuru), and "Address Line2" (7th Cross, JP Nagar, Mysuru). At the bottom, there is a "Select to Upload*" section with a "Choose File" button and the text "No file chosen".

For applying Paternity leave, it is mandatory to provide Expected/Date of Delivery as shown below.



Type of Leave Application

Post Facto Current Leave Extension of Leave

Type of Leave*
Paternity Leave

From Date*
dd/mm/yyyy

To Date*
dd/mm/yyyy

No of Days
[Empty]

Intermediate Holidays
dd/mm/yyyy

Prefix Date
dd/mm/yyyy

Suffix Date
dd/mm/yyyy

Expected/Date of Delivery*
dd/mm/yyyy

Reason for Leave*
[Empty] 180 / 180

Permission required to leave Headquarters

Phone No.
9972848300

Leave Station
Mysuru

Address Line2
7th Cross, JP Nagar Mysuru

Provision has also been made to apply for Casual Leave for Half day Forenoon/Afternoon. For that following Type of Leave has be selected.

Casual Leave (Half Day CL F/N)

Casual Leave (Half Day CL A/N)

Type of Leave Application

Post Facto Current Leave Extension of Leave

Type of Leave*
Casual Leave (Half Day CL F/N)

From Date*
dd/mm/yyyy

To Date*
dd/mm/yyyy

No of Days
0,5

Intermediate Holidays
dd/mm/yyyy

Prefix Date
dd/mm/yyyy

Suffix Date
dd/mm/yyyy

Reason for Leave*
[Empty] 180 / 180

Permission required to leave Headquarters

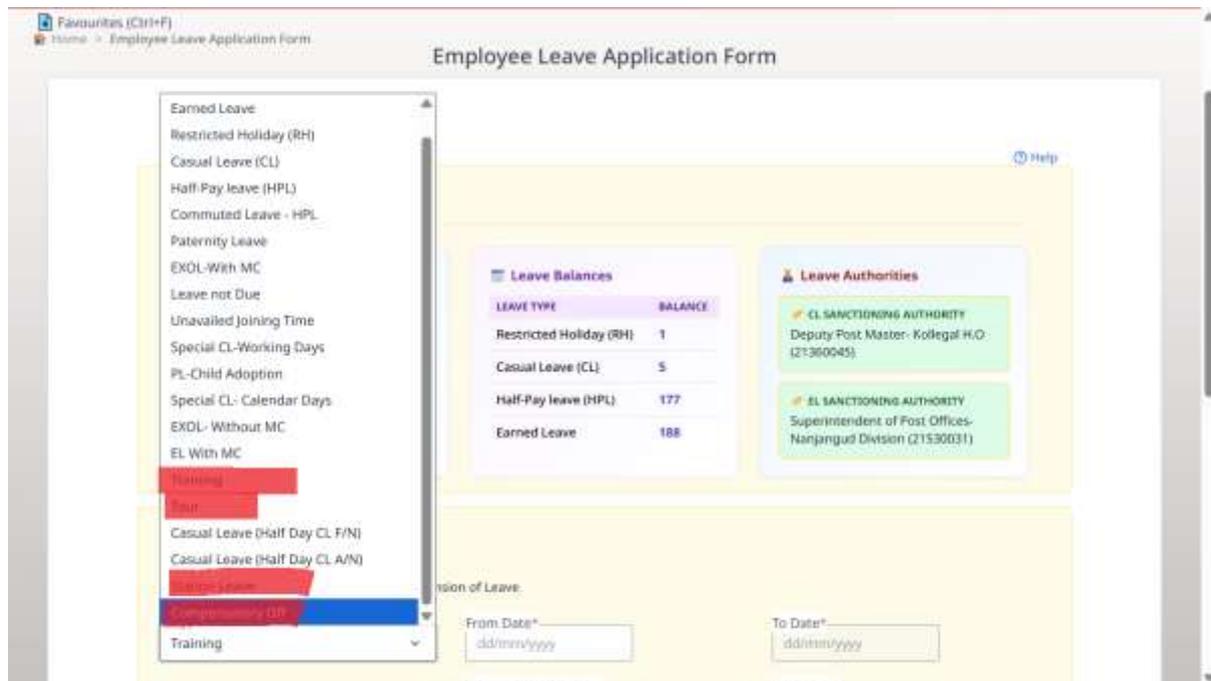
Phone No.
9972848300

Leave Station
Mysuru

Address Line2
7th Cross, JP Nagar Mysuru



Provision has also been made to update the employees Training, Tour, Station Leave and Compensatory Off details as shown below.



3.1.2 Apply Leave Curtail:-

Curtail leave means to shorten or reduce the duration of an approved leave.



Click on "Apply Leave Curtail" option from the available actions. Under "Apply Leave" Sub-card, a new page will appear with list of applied leave requests.



Home > Curtail Leave Request

Curtail Leave

Search... [Download CSV](#) [Download Excel](#)

S.NO.	Leave Type	From Date	To Date	No of Days	Leave Reques...	Action
1	Earned Leave	20/06/2024	22/06/2024	3	20/06/2024	Curtail
2	Casual Leave (...)	24/06/2024	24/06/2024	1	24/06/2024	Curtail

Rows per page: 10* 1-2 of 2

Click on **Curtail** Button to view the request information,

Department of Posts
Ministry of Communications, Government of India

Welcome SANTOSH V

Home Accounts Schedules Bag Management Bank Reconciliation Booking Solution Core Banking Solution Others

Home > Curtail Leave Request

Employee Information

Leave Request ID: 826
Leave Type: Earned Leave
From Date: 20/06/2024
To Date: 22/06/2024
No of Days: 3

S.NO.	Leave T	From Date*	To Date*	No of Days
1	Earned	2024-06-20	2024-06-22	3
2	Casual			

[Curtail Leave](#) [Close](#)

After Click on **Curtail** Button a new window will open containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days. Modify the new proposed leave dates and click on **Curtail Leave** Button. Your Curtail Leave request will be reviewed and approved by Leave sanctioning authority.

Rows per page: 10* 1-1 of 1

[Home](#) [About](#) [Contact](#) [FAQs](#) [Feedback](#)

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Leave Curtail Request Submitted Successfully

After clicking on **Curtail Leave** button “**Leave curtail request submitted successfully**” Message appears. Further the request submitted will be approved/rejected by the Leave authority.

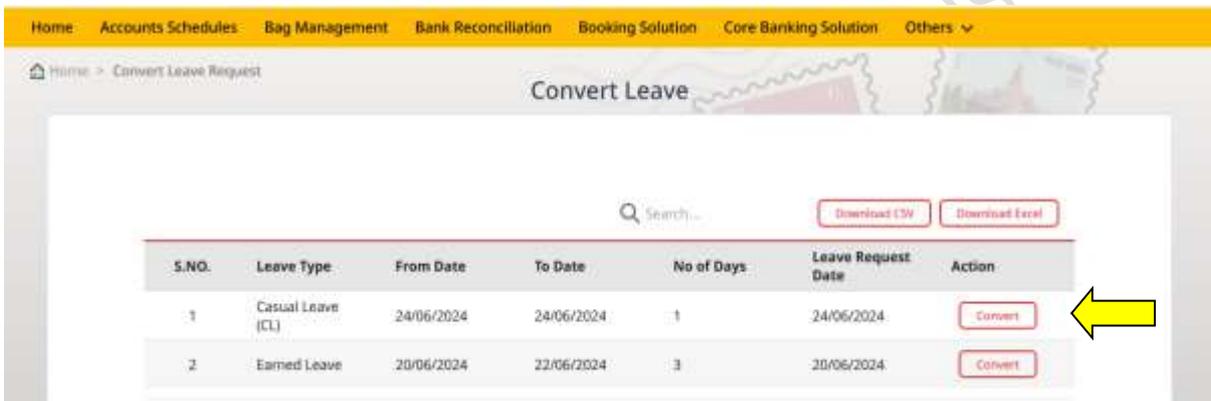


3.1.3 Apply Leave Convert:-

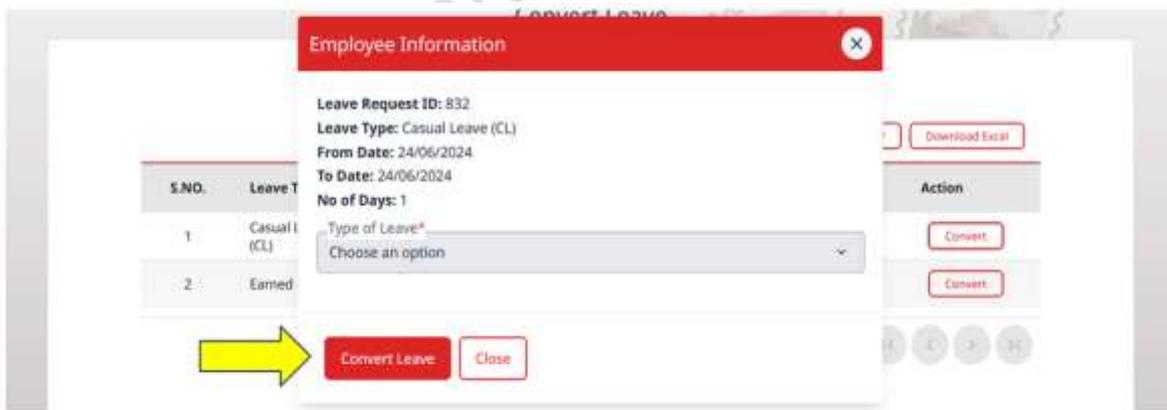
This option is used when changing one type of leave to another. For example an employee may want to convert Casual Leave into Earned leave or vice versa.



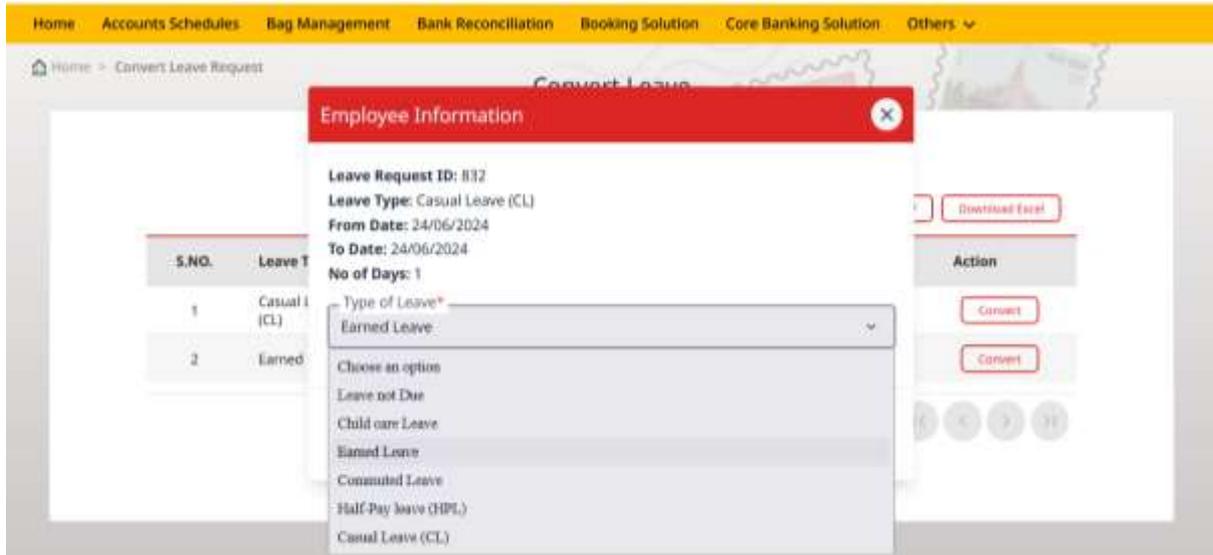
Click on "**Apply Leave Convert**" option from the available actions. Under "**Apply Leave**" Sub-card, a new page will appear with list of approved leave requests.



User Click on **Convert** button to convert the Leave from one type to another type.



After Click on **Convert** Button a new window will appear containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days. Select the **Type of Leave** to convert against applied leave type.



Select the Appropriate type of Leave and click on **Convert Leave** Button. Your Convert Leave request will be reviewed and approved by Leave sanctioning authority.



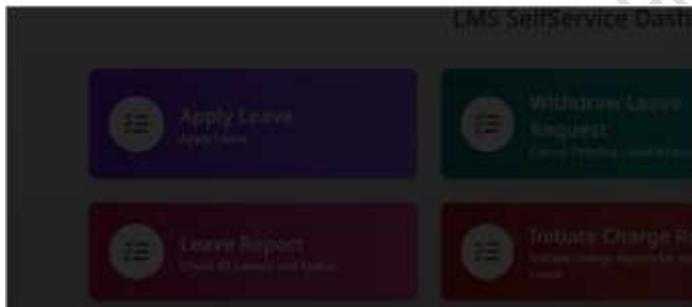
After clicking on **Covert** button “**Leave Conversion request submitted successfully**” Message appears. Further the request submitted will be approved/rejected by the Leave authority.



3.2 Withdraw Leave Request



Click on “**Withdraw Leave Request**” sub card under “**Leave Management**” card.

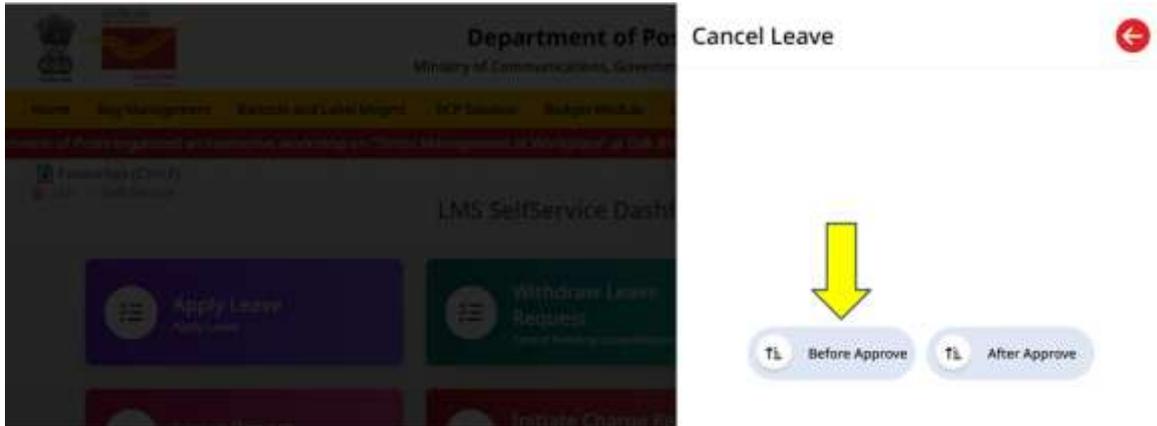


Upon clicking the “**Withdraw Leave Request**” Sub card, Right panel appears with two (2) options.

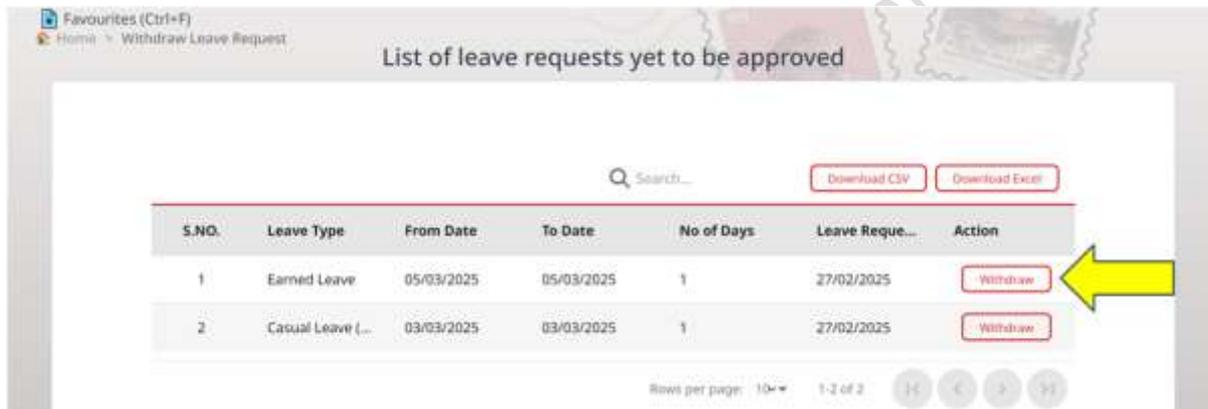
- ➔ Before Approve
- ➔ After Approve



3.2.1 Before Approve



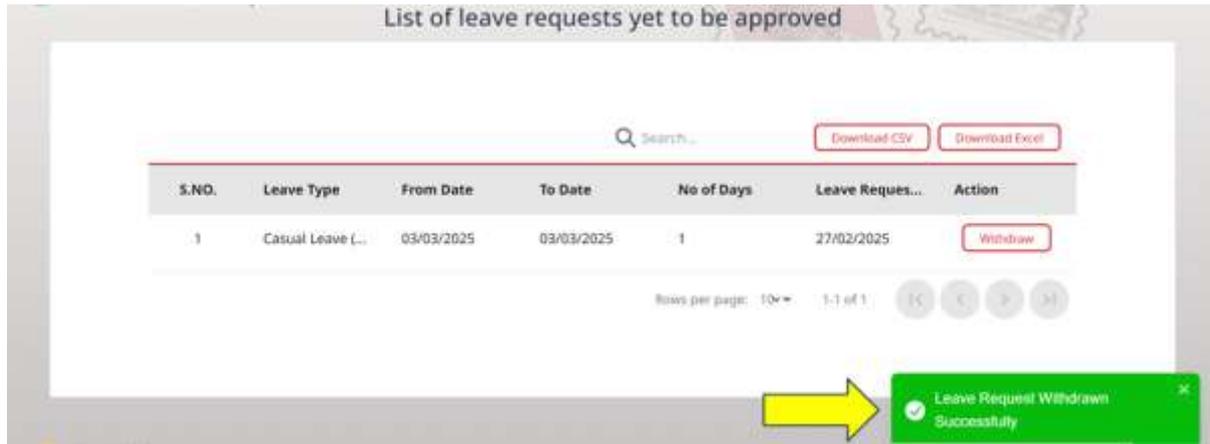
Click on **“Before Approve”** option to cancel the applied leave before the approval by the approving authority.



After click on **“Before Approve”** option, any leaves that have already been applied for will be displayed. Leave request already submitted by employee are shown. To cancel the leave request, before approve, click on **Withdraw** button next to the leave request.



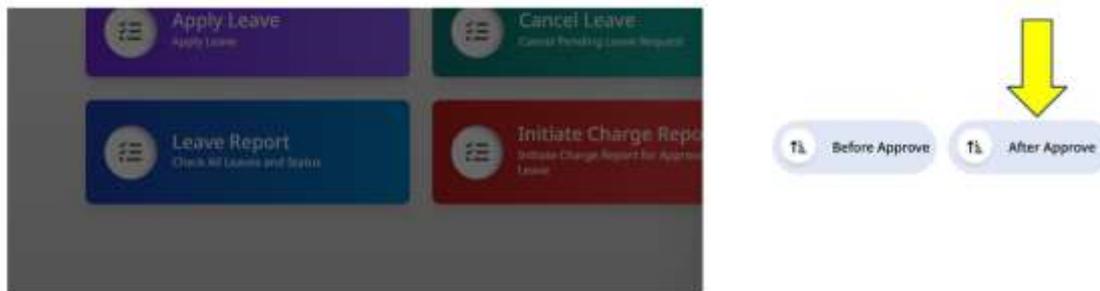
After clicking on **Withdraw** button, a pop-up window will appear, showing brief details of the leave request. Click **Withdraw Leave** to confirm the cancellation.



On clicking the **Withdraw Leave** button, a pop-up message “**Leave request withdrawn Successfully**” will appear.

3.2.2 After Approve

If an employee wishes to cancel any approved leave request(s), they can view the list of already approved leaves on “**After Approval**” Option.

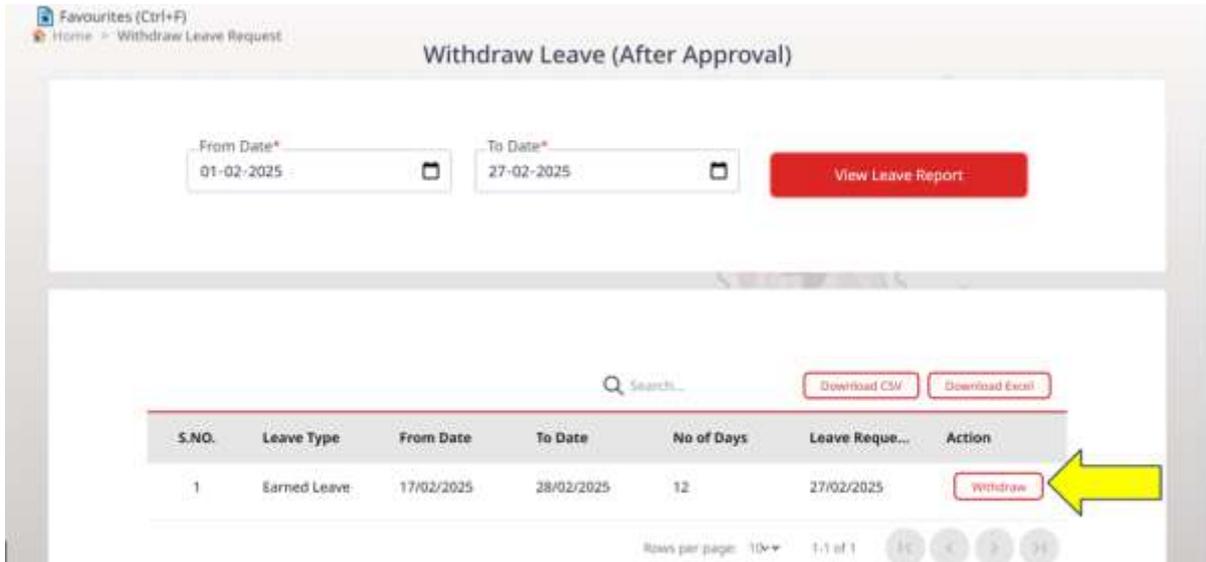


Click on “**After Approve**” option.





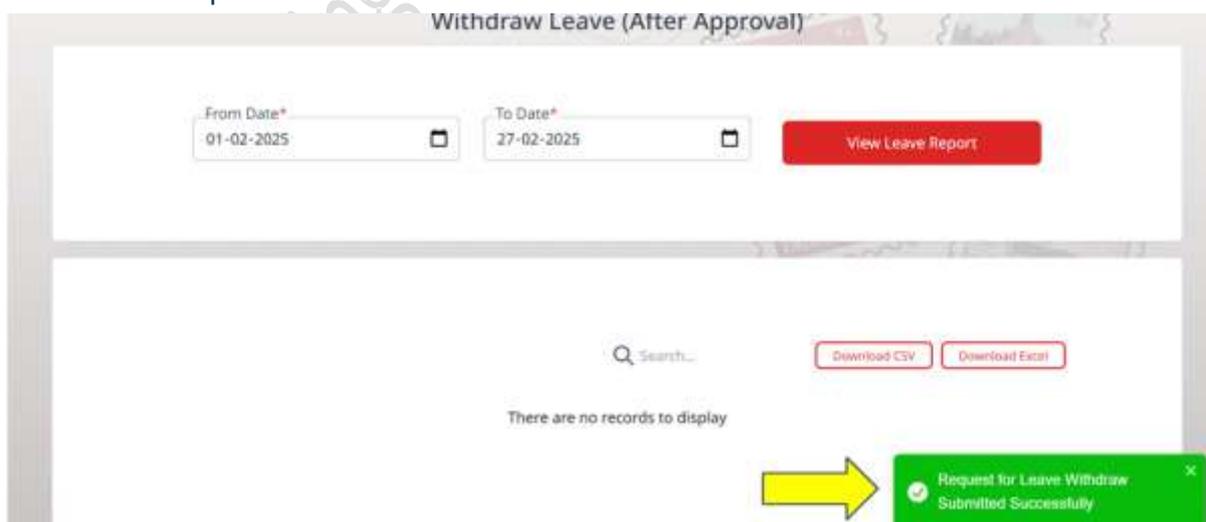
Withdraw leave after approval screen will appear. Select **From** and **To** dates click on View leave report.



It will fetch the leaves that are approved but not availed. Click on **withdraw** button.



After clicking on **Withdraw** button, a pop-up window will appear, showing brief details of the leave request. Click **Withdraw Leave** to confirm the cancellation.



On clicking Withdraw leave button a pop up will appear on bottom right corner of the screen with a message **“Request for leave withdraw submitted successfully”**.



3.3 View Leave Balance



Click on “**View Leave Balance**” sub card under “**Leave Management System**” card.



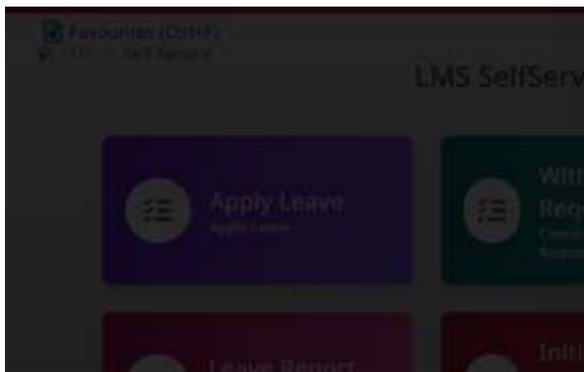
After clicking on “**View Leave Balance**” sub card, the page shown above will appear. It displays the leave balance of Restricted Holiday (RH), Casual Leave (CL), Earned Leave (EL) and Half-Pay Leave (HPL)



3.4 Leave Report



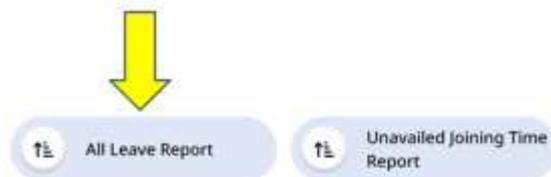
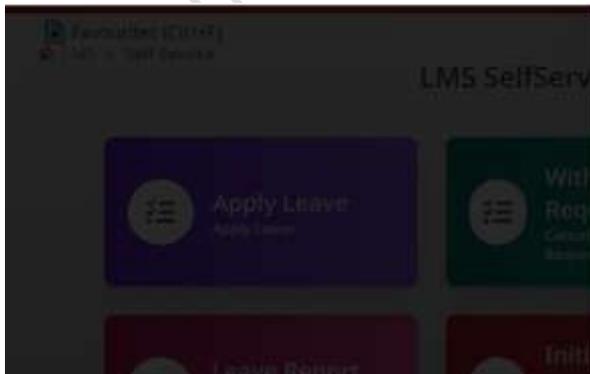
Click on “**Leave Report**” sub card under “**Leave Management System**” card.



Upon clicking the “**Leave Report**” Sub card, Right panel appears with two (2) options.

- ➔ All Leave Report
- ➔ Unavailed Joining Time Report

3.4.1 All Leave Report



Click on “**All Leave Report**” option under “**Leave Report**” Sub card.

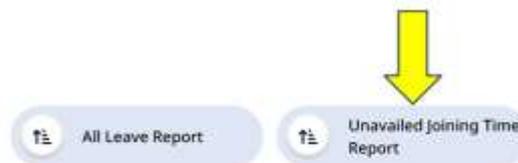
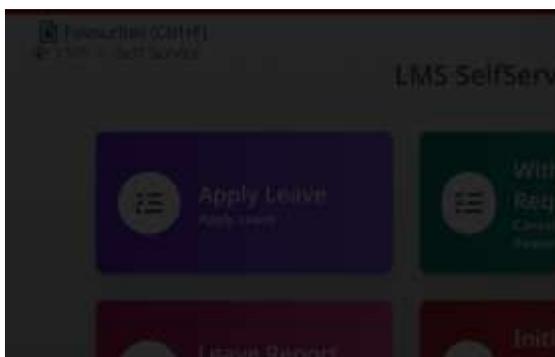


Leave Type	From Date	To Date	Sanctioning A...	Approval Status
Earned Leave	05/03/2025	05/03/2025	N/A	Cancelled
Casual Leave [C...	03/03/2025	03/03/2025	N/A	Pending
Earned Leave	18/02/2025	28/02/2025	N/A	Curtail_Pending
Earned Leave	17/02/2025	28/02/2025	ok	Cancellation_Pending
Earned Leave	19/06/2024	20/06/2024	N/A	Pending

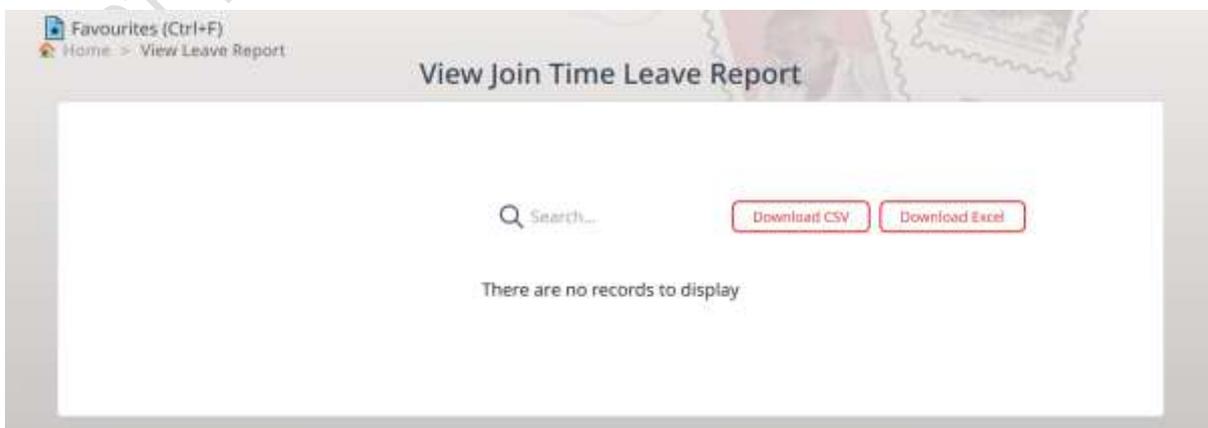
On clicking on “All Leave Report”, a page displaying all types of leaves with their approval statuses will appear. User can check the **status** of leaves.

3.4.2 Un availed Joining Time Report

This report pertains to Un-availed joining time for logged – in employee.



Click on **Un availed joining time report**.



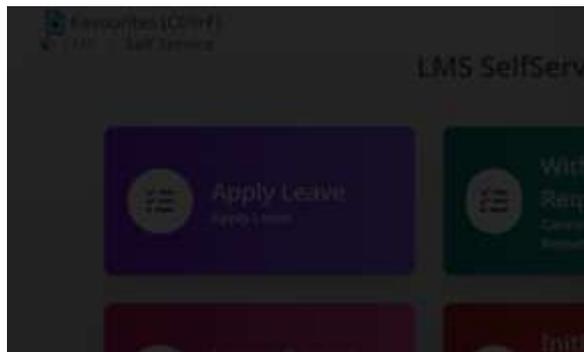
View join time leave report screen will open.



3.5 Initiate Charge Report



Click on “**Initiate Charge Report**” sub card under “**Leave Management System**” card.



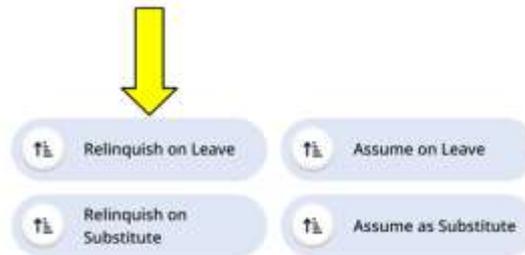
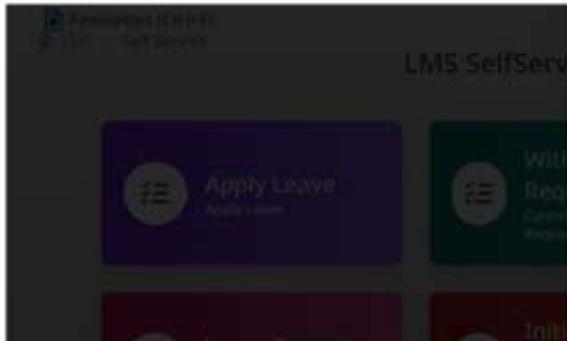
After clicking on “**Initiate Charge Report**” sub card, four options will appear viz.,

- ➔ Relinquish on Leave
- ➔ Assume on Leave
- ➔ Relinquish on Substitute
- ➔ Assume as Substitute



3.5.1 Relinquish on Leave

This charge report is initiated when proceeding on leave under office arrangement.



Click on “**Relinquish on leave**” option under “**Initiate Charge Report**” sub card.



After clicking on “**Relinquish on leave**” option, the charge report initiation page will open. This page will show a list of approved leave requests with pending charge reports. The Employee needs to select each row data and click on “**Initiate Relinquish Charge Report**” to initiate the process of Relinquish charge report (i.e. Relieved)



भारतीय डाक विभाग (Department of Posts, India)
वेबिन नियम 267, डाक-तार वित्त पुस्तिका का खण्ड-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)

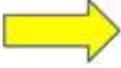
Certified that the charge of the office of: Was made over by: **SOWMYA** To name: At place: **Puttur(D.K.) H.O** On the (date): **03/04/2024** **Forenoon** In accordance with Leave Request Number: **867** Dated: **21/06/2024**

Relieved Officer **Relieving Officer**

- * Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- * Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	25600	0
Stamp Imprest	2500	0

Relieved Officer **Relieving Officer**

 [Download](#)

After Clicking "Initiate Relinquish Charge Report" a new screen will open with a **Download** button. Click the **Download** button to download the Relinquish charge report in PDF file format.

भारतीय डाक विभाग (Department of Posts, India)
वेबिन नियम 267, डाक-तार वित्त पुस्तिका का खण्ड-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)

Certified that the charge of the office of: Was made over by: **SOWMYA** To name: At place: **Puttur(D.K.) H.O** On the (date): **03/04/2024** **Forenoon** In accordance with Leave Request Number: **867** Dated: **21/06/2024**

Relieved Officer **Relieving Officer**

- * Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- * Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	25600	0
Stamp Imprest	2500	0

Relieved Officer **Relieving Officer**

[Download](#)

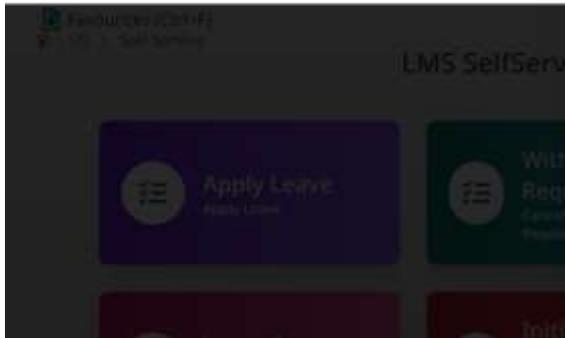
Charge Report Downloaded successfully!

On clicking download button, a popup will appear on bottom right corner of the screen with a message **"Charge report downloaded successfully"**.



3.5.2 Assume on Leave

This charge report is initiated when resumes back to the duty.



Click on the “**Assume on leave**” option under “**Initiate Charge Report**” sub card.



After clicking “**Assume on leave**” option, the charge report initiation page will open. The Page will show a list of approved leave requests with pending assume charge reports. The Employee needs to select each row and initiate the process of Assuming charge report (i.e. joining) by clicking on **Assume charge report** button.



भारतीय डाक विभाग (Department of Posts, India)

देशीय विनियम 267, डाक-नगर विनियम का बंध-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)

Certified that the charge of the office of: Was made over by: SOWMYA To name: RASHMY At place: Puttur(D.K.) H.O On the (date): 13/02/2024 Forenoon In accordance with Leave Request Number: 846 Dated: 01/01/0001

Relieved Officer

Relieving Officer

- Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Table with 3 columns: Amount & Stamp Details, Rupees, and Paisa. Rows include Cash and Stamp Imprest.

Relieved Officer

Relieving Officer



After Clicking "Assume Charge Report" button a new screen will open with a Download button. Click the Download button to download the Relinquish charge report in PDF file format.

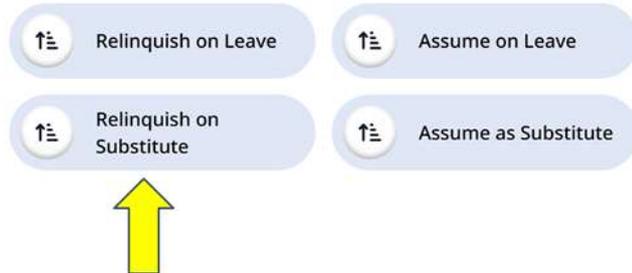
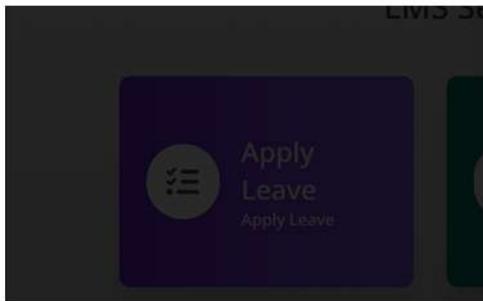
Full screenshot of the Charge Report form showing updated values (Cash: 22500, Stamp Imprest: 950) and a green success popup: "Charge Report Downloaded Successfully".

On clicking Download button, a popup will appear on bottom right corner of the screen with a message "Charge report downloaded successfully".



3.5.3 Relinquish on Substitute

This charge report is initialised when proceeding on leave on substitute arrangement.



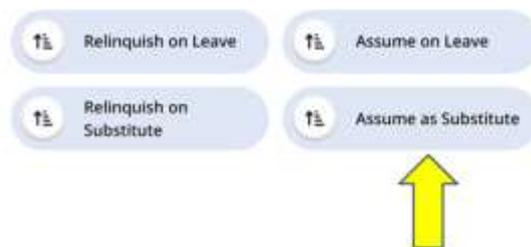
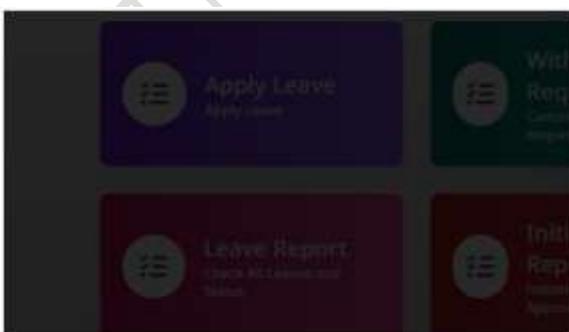
Click on “**Relinquish on Substitute**” option



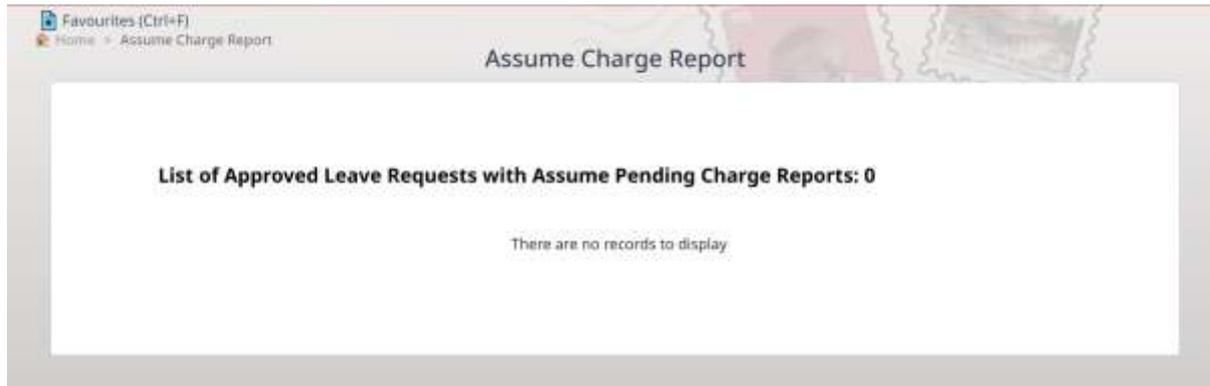
Approved leave requests with substitutes will appear here, (follow the same steps for initiating charge report as explained in Relinquish on Leave option.)

3.5.4 Assume as Substitute

This charge report is initiated when assuming the charge as substitute.



Click on “**Assume as Substitute**” option.



Approved leave requests with substitutes will appear here, (follow the same steps for initiating charge report as explained in Assume on Leave option.)

3.6 Holiday Calendar



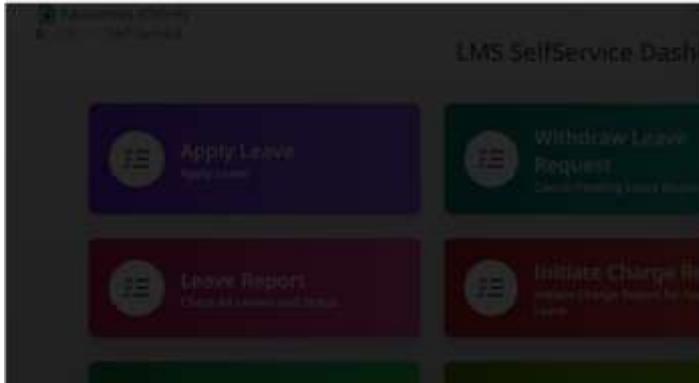
Click on “**Holiday Calendar**” sub card under “**Leave Management System**”

After clicking on “**Holiday calendar**” sub card, three options will appear viz.,

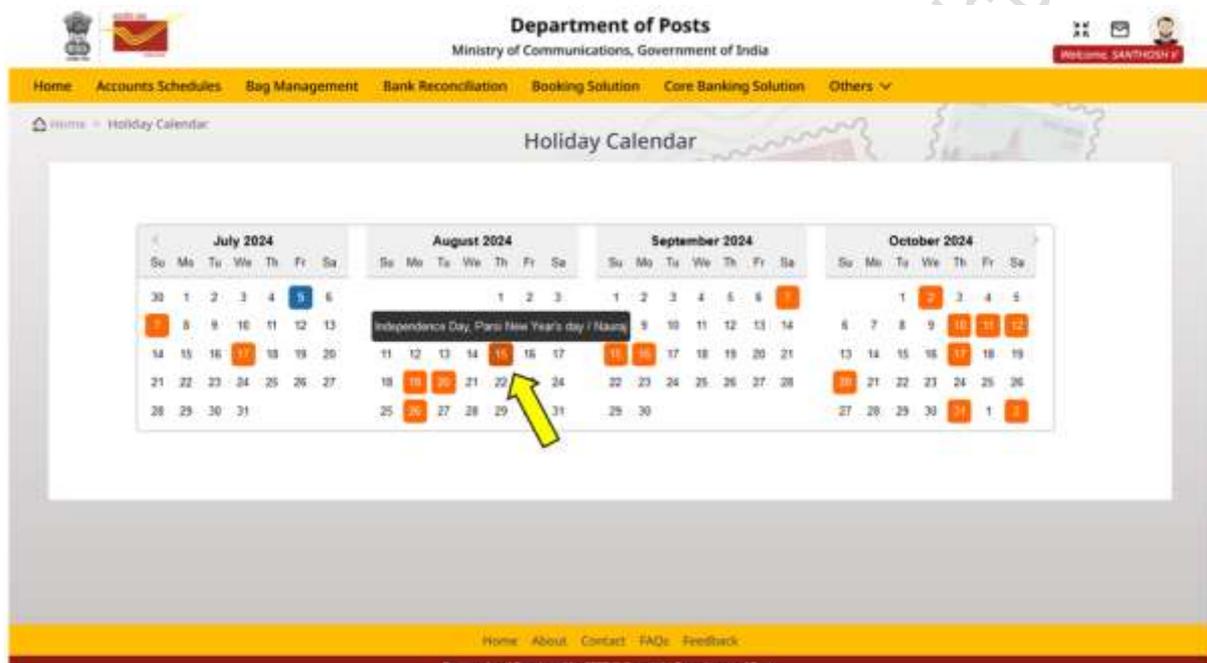
- ➔ Holiday Calendar
- ➔ Closed Holiday List
- ➔ Restricted Holiday List



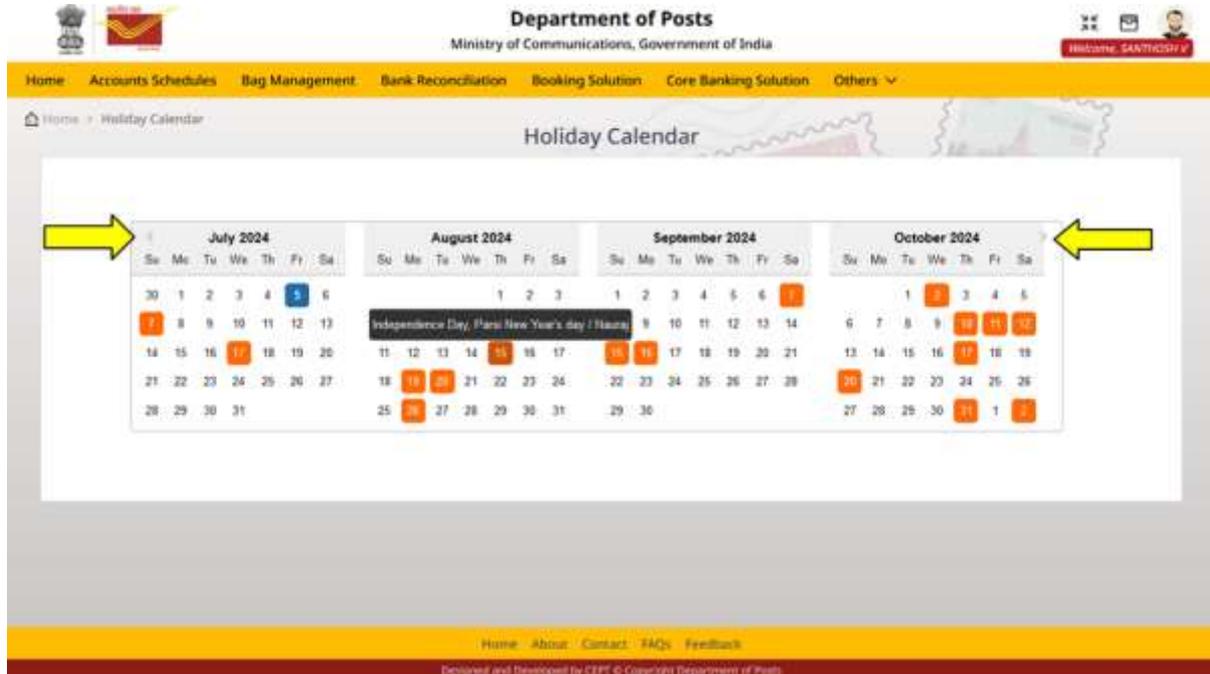
3.6.1 Holiday Calendar



Click on **Holiday Calendar** option

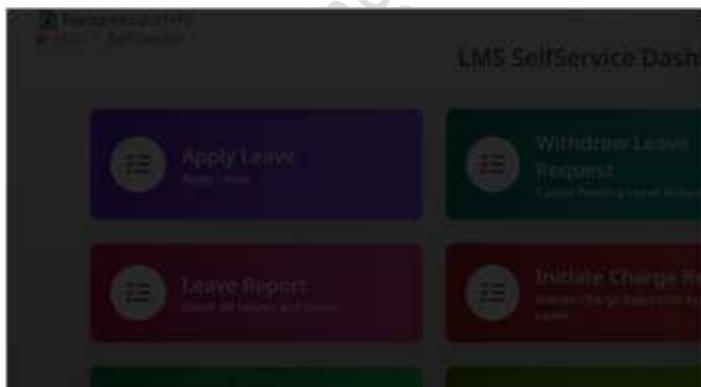


After clicking on “**Holiday Calendar**” option, the above page will appear as shown above. All Closed Holidays are shown in **Orange** coloured and Restricted Holidays are shown in **Blue** coloured. When you hover the mouse pointer over any of these Blue or Orange coloured dates, the holiday description will be displayed.



By default, four (4) month-wise calendars starting from the current month will be displayed. Users can navigate forward and backward through the calendars by clicking the <or> icons.

3.6.2 Closed Holiday List



Click on **Closed holiday list**.



List of Closed Holidays

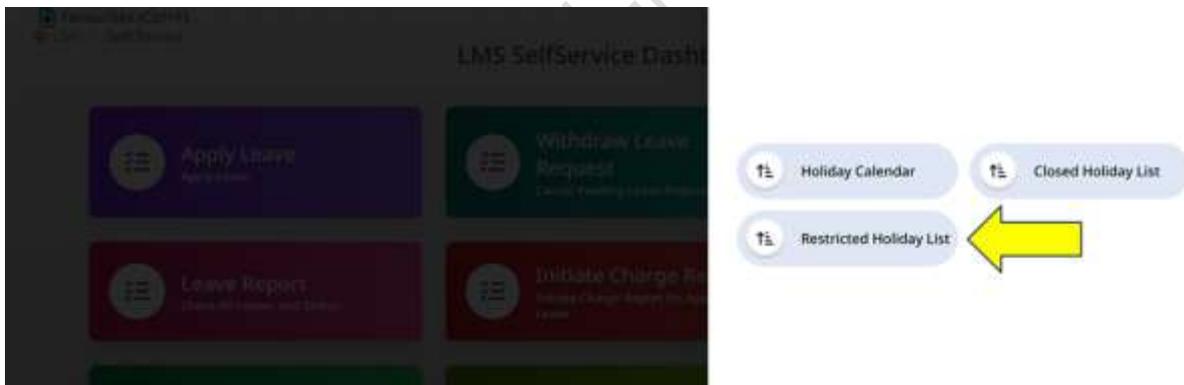
Search...

[Download CSV](#) [Download Excel](#)

Date	Day	Description
26/01/2025	Sunday	Republic Day
26/01/2025	Sunday	Republic Day
26/01/2025	Sunday	Republic Day
14/03/2025	Friday	Holi
14/03/2025	Friday	Holi
31/03/2025	Monday	Ramzan
31/03/2025	Monday	Ramzan
10/04/2025	Thursday	Mahavir Jayanthi
18/04/2025	Friday	Good Friday
12/05/2025	Monday	Buddha Purnima

List of closed holidays will be displayed.

3.6.3 Restricted Holiday List



Click on **Restricted Holiday List**

List of Restricted Holidays

Search...

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Date	Day	Description
01/01/2025	Wednesday	New Year Day

Rows per page: 10 1/1 of 1

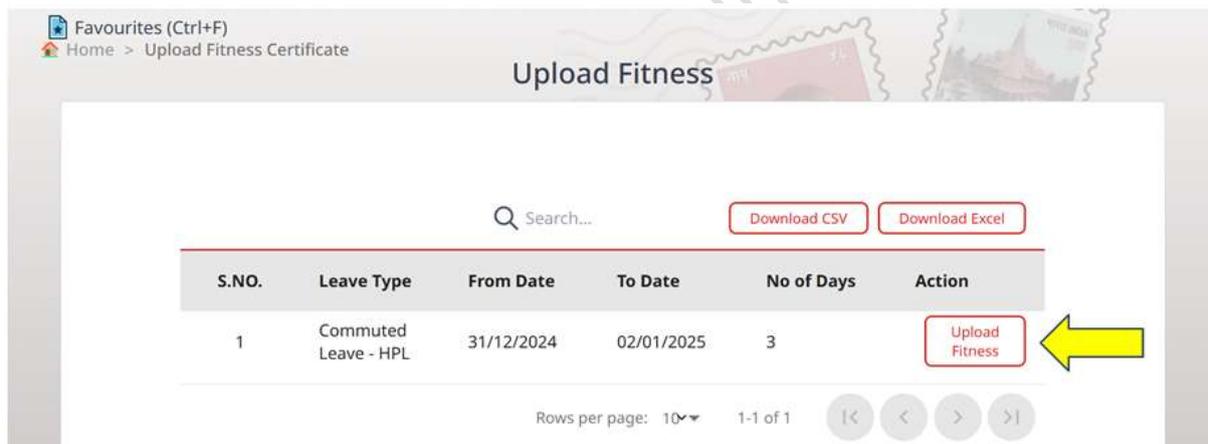
List of Restricted holidays will be fetched.



3.7 Upload Fitness Certificate



Click on **“Upload Fitness Certificate”** Card.



Upload fitness screen will open with pending requests, click on **“Upload Fitness”** button.



Employee Information screen will open, select the PDF file to be uploaded and click on **“Upload Fitness”** button.



Upload Fitness

Search...

Download CSV Download Excel

S.NO.	Leave Type	From Date	To Date	No of Days	Action
1	Commuted Leave - HPL	31/12/2024	02/01/2025	3	Upload Fitness

Rows per page: 10 1-1 of 1

Fitness Certificate Uploaded Successfully

Upload success message will appear as shown above.

3.8 Report Un availed Joining Time

This option enables users to report un availed joining time.

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Welcome to IT 2.0 APT Application

Favourites (0/11)
LMS

LMS SelfService Dashboard

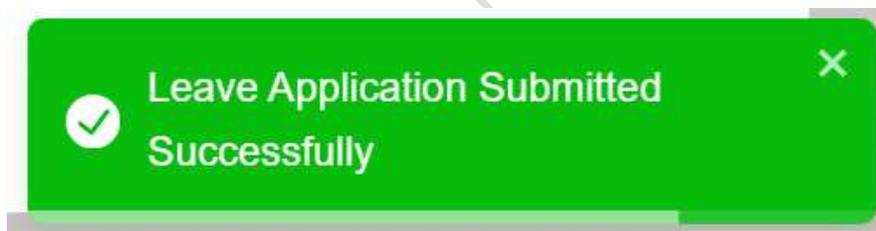
- Apply Leave
Apply Leave
- Withdraw Leave Request
Cancel Pending Leave Request
- View Leave Balance
View Leave Balance
- Leave Report
Check All Leaves and Status
- Initiate Charge Report
Initiate Charge Report for Approved Leave
- Holiday Calendar
View Holiday Calendar
- Upload Fitness Certificate
Upload Fitness Certificate
- Report Unavailed Joining Time
Report Unavailed Joining Time
- View Staff on Leave
View Staff on Leave Today

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Click on “Report Un availed joining time” main card.



Unavailed joining screen will open. Enter From and To dates. Enter intermediate holidays, Prefix and suffix holidays, if any. Then enter remarks, phone number (optional) upload files, if any. Click on **Submit** button.



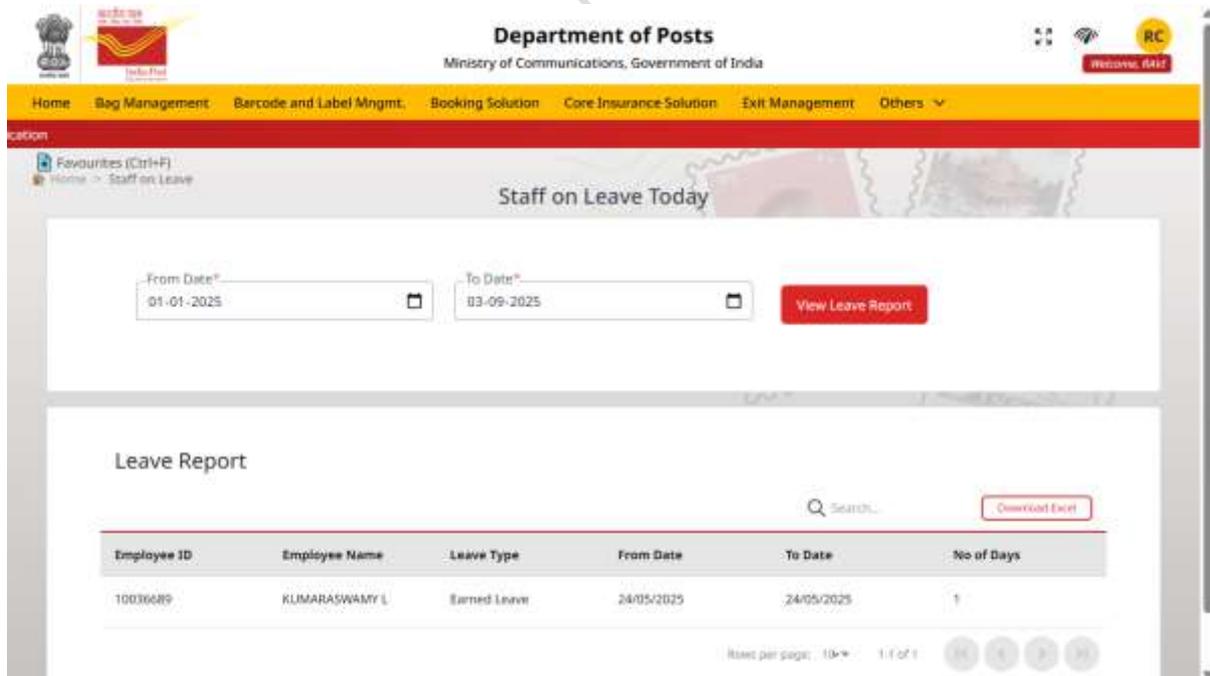
On clicking Submit button, success message will pop up as shown above

3.9 View Staff on Leave

This option enables the user to view the Staffs on leave.

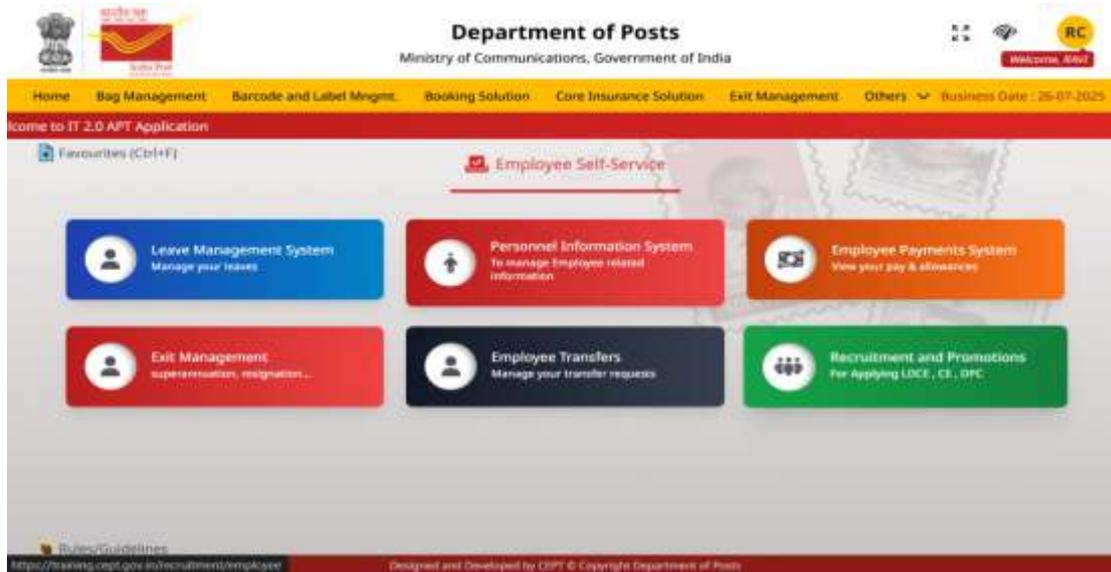


Click on View Staff On leave card. On clicking Staff On Leave Today page will be displayed. Enter From date and To Date and click on View Leave Report to view Leave Report as shown below.





4 Personal Information System



Click on “**Personal Information System**” card.



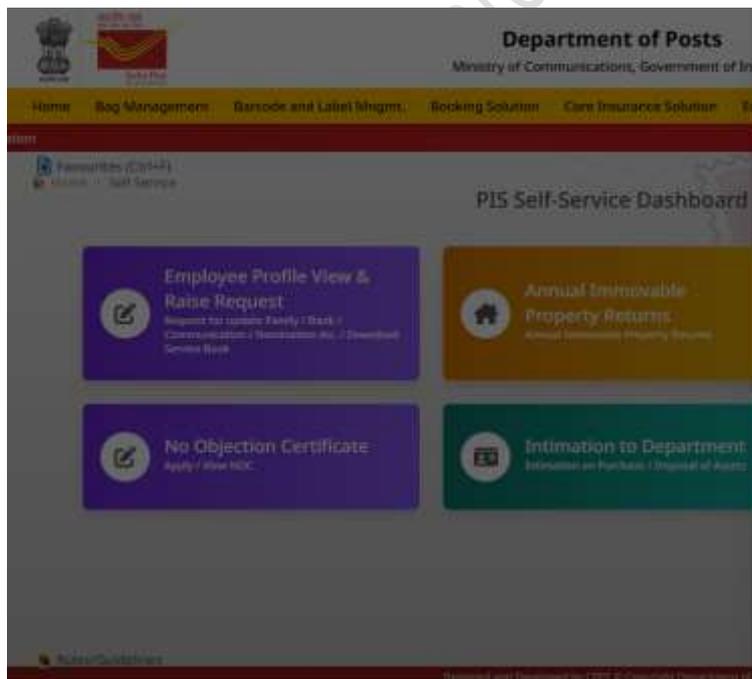
After clicking on “**Personal Information System**” card, the page shown above will appear with the following 6 sub cards.



- ➔ Employee Profile View & Raise Request
- ➔ Annual Immovable Property Returns(AIPR)
- ➔ Gradation List
- ➔ No Objection Certificate
- ➔ Intimation to Department
- ➔ Annual Performance Appraisal Report(APAR)

4.1 Employee Profile View & Raise Request

Click on “Employee Profile View & Raise Request” sub card.

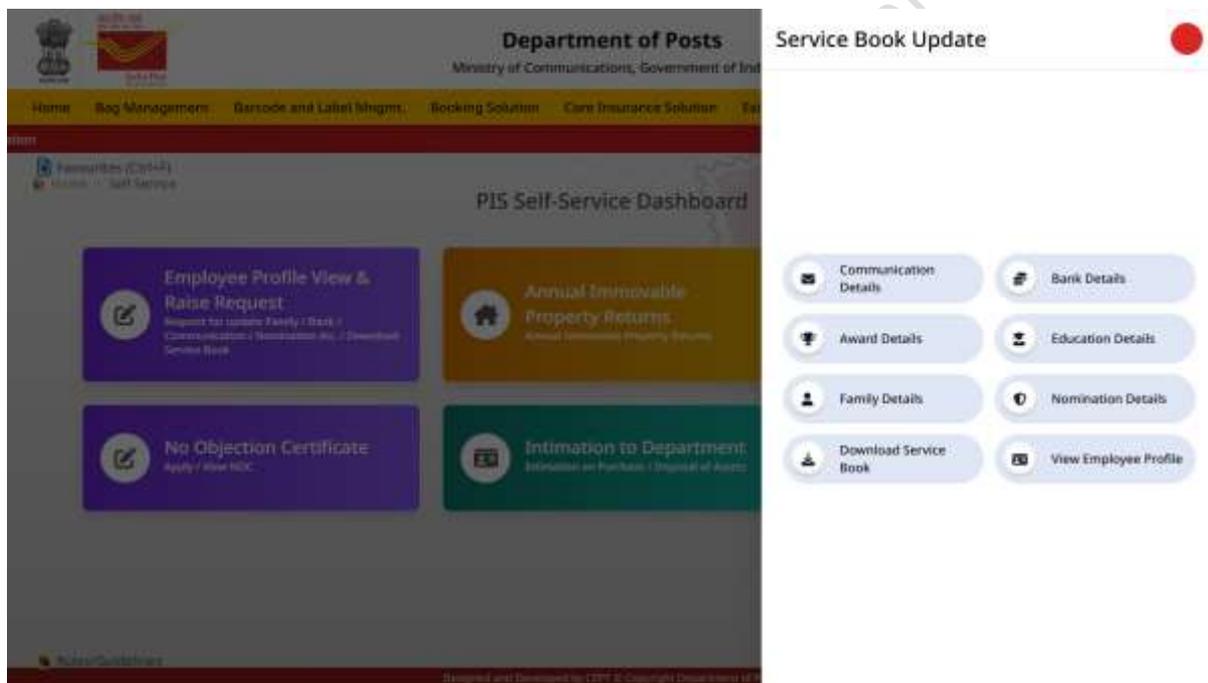




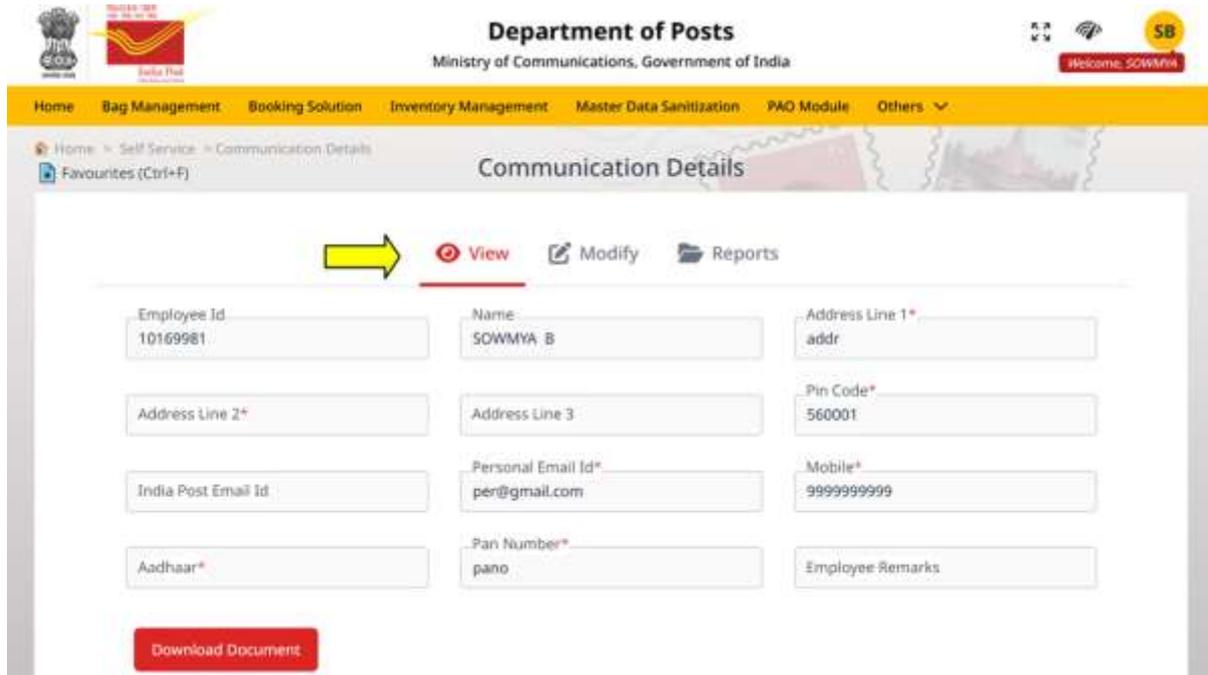
On clicking on **“Employee Profile View & Raise Request”**, following 8 options appear on screen right panel of the screen viz.

- ➔ Communication Details
- ➔ Bank Details
- ➔ Award Details
- ➔ Education Details
- ➔ Family Details
- ➔ Nomination Details
- ➔ Download Service Book
- ➔ View Employee Profile

4.1.1 Communication Details



Click on **“Communication Details”** option available in **“Employee Profile View & Raise Request”** sub card.



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Home > Self Service > Communication Details

Favourites (Ctrl+F)

Communication Details

View Modify Reports

Employee Id: 10169981

Name: SOWMYA B

Address Line 1*: addr

Address Line 2*

Address Line 3

Pin Code*: 560001

India Post Email Id

Personal Email Id*: per@gmail.com

Mobile*: 9999999999

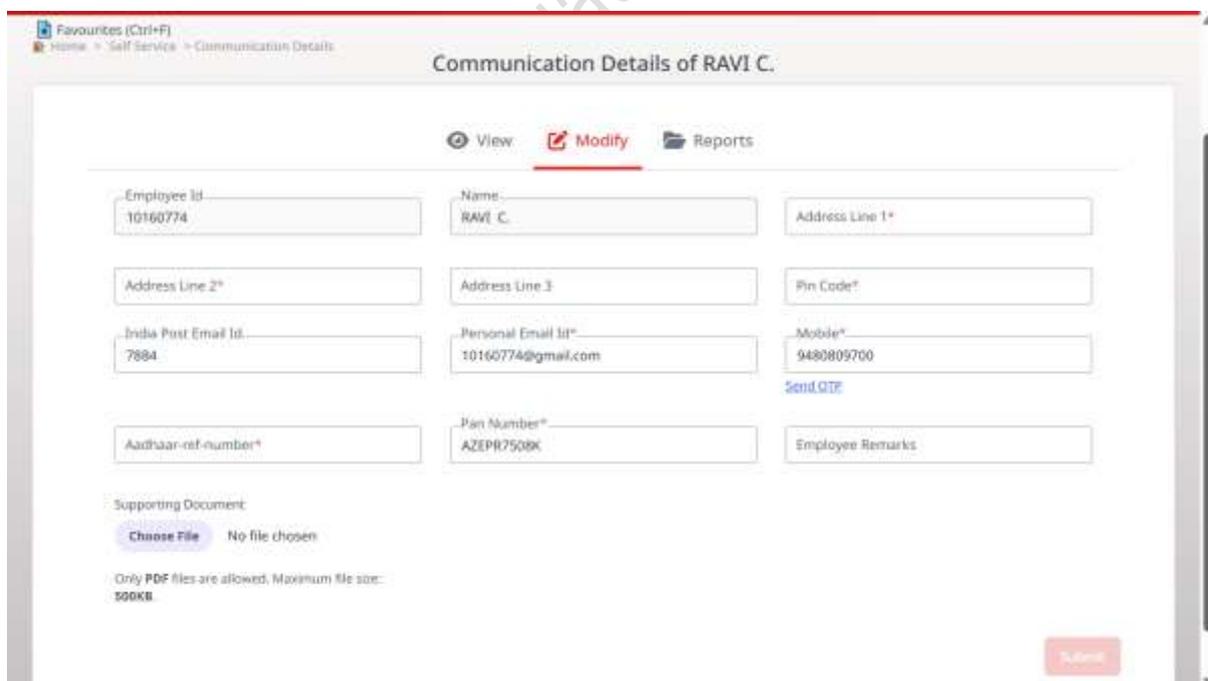
Aadhaar*

Pan Number*: pano

Employee Remarks

Download Document

On clicking “**Communication Details**” option, the communication details page will open with 3 tabs viz., **View, Modify, and Reports**. By default, the **View** tab will be shown containing the employee’s communication details such as Name, Address, e-mail IDs (personal and official, if available), Mobile Number, Aadhaar, PAN.



Favourites (Ctrl+F)

Home > Self Service > Communication Details

Communication Details of RAVI C.

View Modify Reports

Employee Id: 10160774

Name: RAVI C.

Address Line 1*

Address Line 2*

Address Line 3

Pin Code*

India Post Email Id: 7884

Personal Email Id*: 10160774@gmail.com

Mobile*: 9480809700

Aadhaar-ref-number*

Pan Number*: AZEPR7508K

Employee Remarks

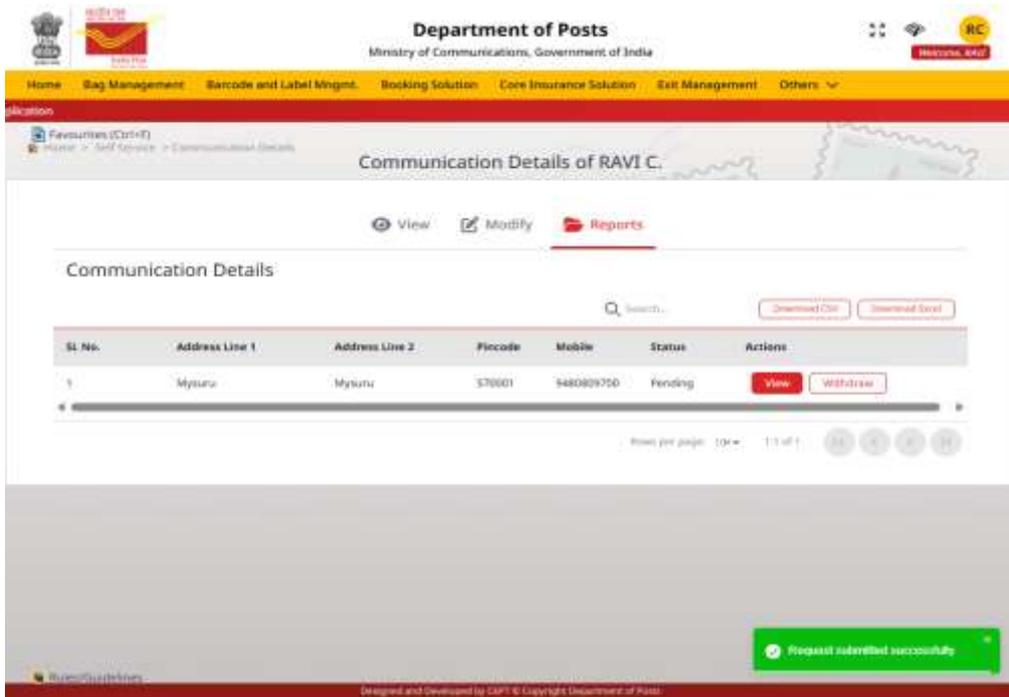
Supporting Document

Choose File No file chosen

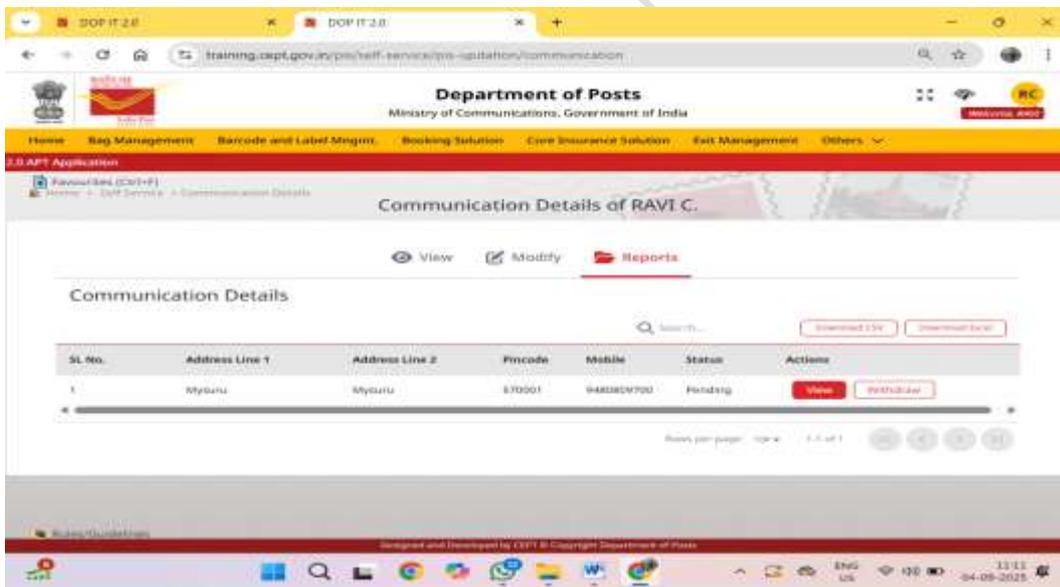
Only PDF files are allowed. Maximum file size: 500KB.

Submit

On clicking on the '**Modify**' tab, user is able to modify the details; OTP validation is mandatory for submission of the request. User can also upload the PDF documents if any, after modifying details click on the **Submit** button. Modified details need to be approved by approving authority.



After clicking on **Submit** button, a pop up will appear on bottom right corner of the screen with message “**Request Submitted Successfully**”.



A reports detail is available to see the report of Modification requests raised by the user. Click on **View** button to see the Modification request details.



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Employee Details

Employee Id 10160774	Name RAVI E.	Address Line 1* Mysuru
Address Line 2* Mysuru	Address Line 3	Pin Code* 570001
India Post Email Id 10160774@indiapost.gov.in	Personal Email Id* 10160774@gmail.com	Mobile* 9480809700
Aadhaar ref number* 880415821409	Pan Number* AZEPR7508K	Employee Remarks

Download Document

On clicking **View** button Employee details screen will appear. Report can be downloaded in PDF format.

Click on **Withdraw** button to withdraw the request.



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Communication Details of RAVI C.

View Modify Reports

Communication Details

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Id.	Address Line 1	Address Line 2	Pincode	Mobile	Status	Actions
	Mysuru	Mysuru	570001	9480809700	Pending	View Withdraw

Row per page: 10 1 of 1

Rules/Guidelines

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On clicking **Withdraw** button, confirmation will appear.

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Communication Details of RAVI C.

View Modify Reports

Communication Details

Search... Download CSV Download Excel

Id.	Address Line 1	Address Line 2	Pincode	Mobile	Status	Actions
	Mysuru	Mysuru	570001	9480809700	Pending	View Withdraw

Row per page: 10 1 of 1

Rules/Guidelines

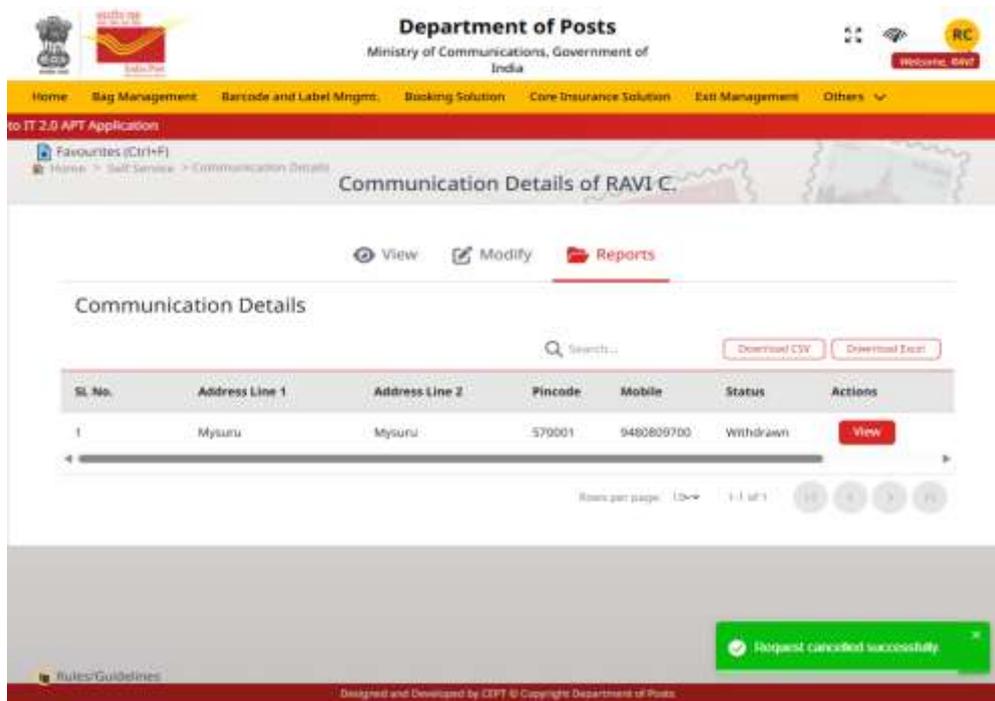
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Do you want to cancel the request?

Yes No

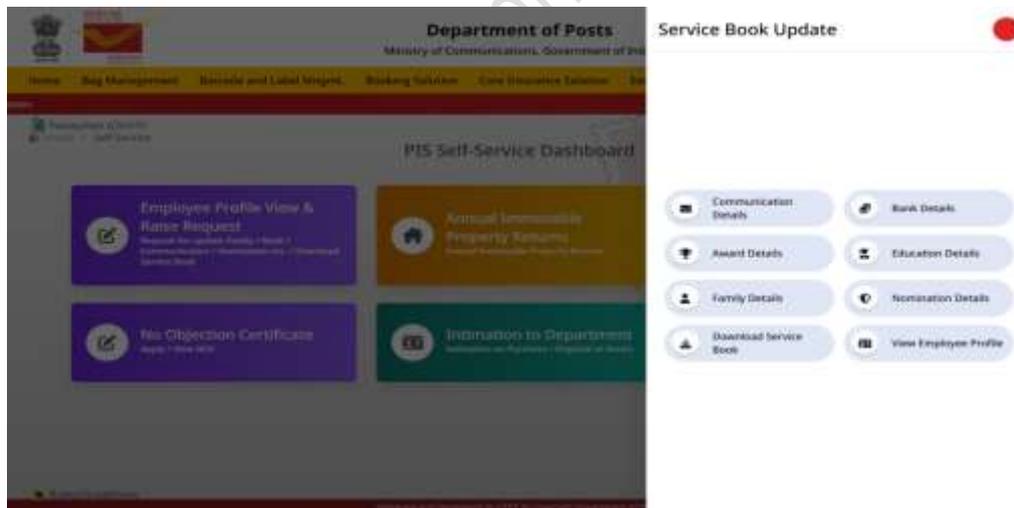


Click on **Yes** button.

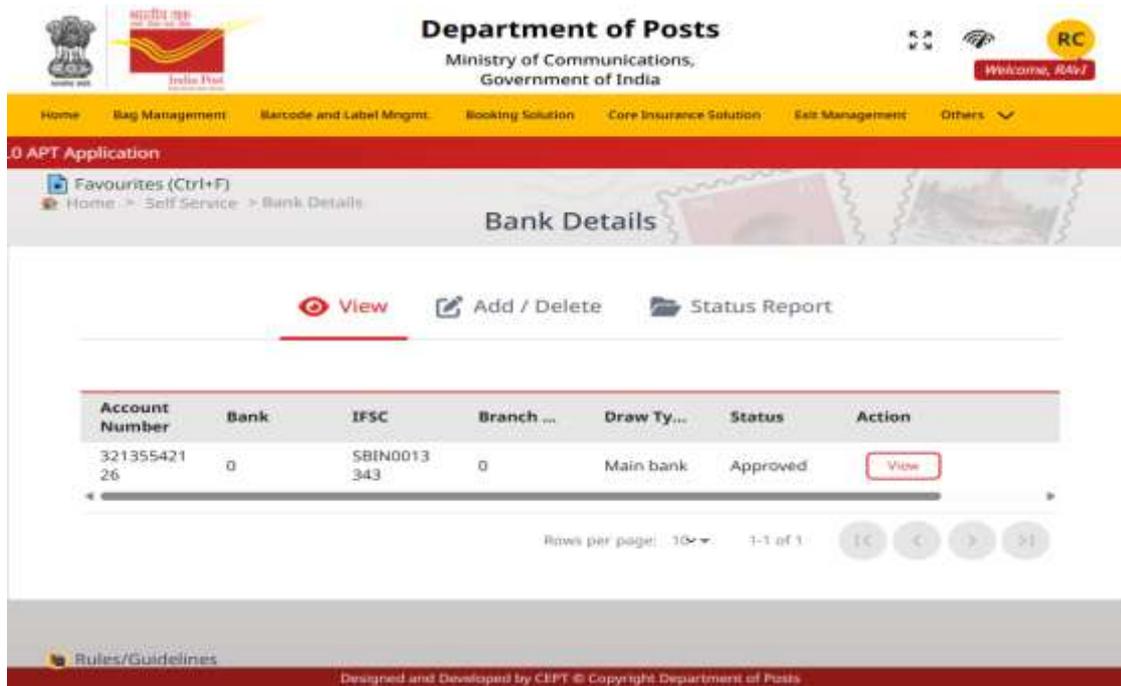


On clicking **Yes** button message will appear as **“Request Cancelled Successfully”**.

4.1.2 Bank Details



Click on **“Bank Details”** option under **“Employee Profile View & Raise Request”** sub card.



Department of Posts
Ministry of Communications,
Government of India

Home Bag Management Barcode and Label Mngmt. Booking Solution Core Insurance Solution Edit Management Others

0 APT Application

Favourites (Ctrl+F)
Home > Self Service > Bank Details

Bank Details

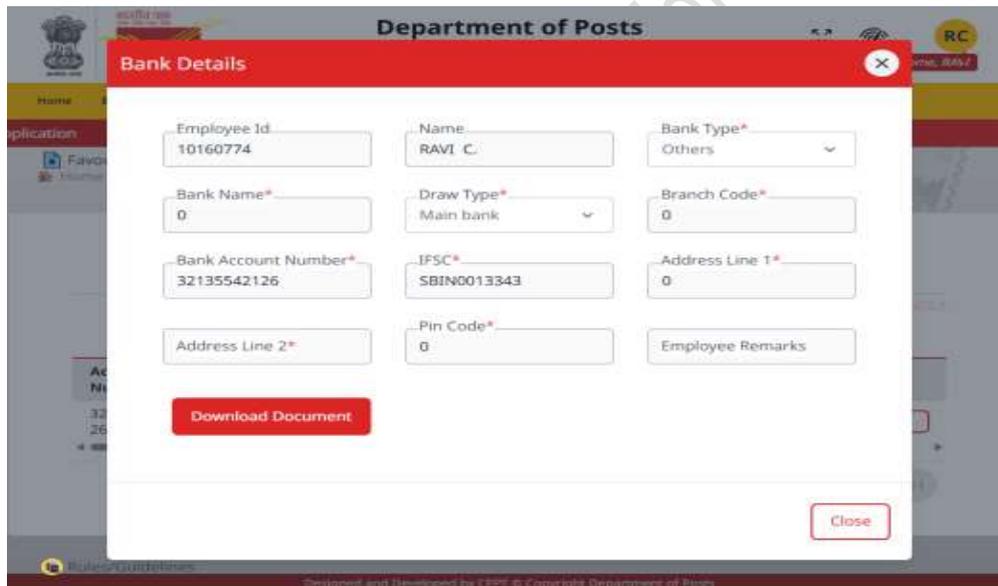
View Add / Delete Status Report

Account Number	Bank	IFSC	Branch ...	Draw Ty...	Status	Action
32135542126	0	SBIN0013343	0	Main bank	Approved	View

Rows per page: 10 1-1 of 1

Rules/Guidelines
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Bank details screen will appear with three tabs, **View, Modify and Status Report**. Under View tab already available Bank details will be seen. Click on **View** button to view bank details.



Department of Posts

Bank Details

Employee Id: 10160774

Name: RAVI C.

Bank Type*: Others

Bank Name*: 0

Draw Type*: Main bank

Branch Code*: 0

Bank Account Number*: 32135542126

IFSC*: SBIN0013343

Address Line 1*: 0

Address Line 2*

Pin Code*: 0

Employee Remarks

Download Document

Close

Rules/Guidelines
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On clicking **View** button Bank details screen will open. Bank details uploaded by the user can be downloaded in PDF format.

View/Modify button is provided to view/modify the Bank details under Add/Delete TAB



Department of Posts
Ministry of Communications,
Government of India

Home Bag Management Barcode and Label Mngmt. Booking Solution Core Insurance Solution Exit Management Others

APT Application

Favourites (Ctrl+F)
Home > Self Service > Bank Details

Bank Details

View Add / Delete Status Report

[Add Account](#)

Account Number	Bank	IFSC	Branch ...	Draw Ty...	Status	Action
32135542126	0	SBIN0013343	0	Main bank	Approved	View Modify

Rows per page: 10 1-1 of 1

Rules/Guidelines

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Click on **view** button, to view the bank details. The bank details uploaded by the user can be downloaded in PDF Format by clicking on Download Document button.

Bank Details

Employee Id: 10160774

Name: RAVI C.

Bank Type*: Others

Bank Name*: 0

Draw Type*: Main bank

Branch Code*: 0

Bank Account Number*: 32135542126

IFSC*: SBIN0013343

Address Line 1*: 0

Address Line 2*:

Pin Code*: 0

Employee Remarks:

[Download Document](#)

[Close](#)

Rules/Guidelines

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Click on **Modify** button, to modify the bank bank details. After modifying the bank details click on Submit button.

Bank Details

Employee Id 10160774	Name RAVI C.	Bank Type* Others
Bank Name* SBI	Draw Type* Main bank	Branch Code* SBIND007916
Bank Account Number* 32135542126	IFSC* SBIN0013343	Address Line 1* Mysuru
Address Line 2* Mysuru	Pin Code* 570001	Employee Remarks

Supporting Document
[Choose File](#) No file chosen
Only PDF files are allowed. Maximum file size: 500KB.

[Rules/Guidelines](#) [Submit](#) [Close](#)

On click of submit button, “**Bank Account details submitted successfully**” Message will be displayed as shown below.

Department of Posts
Ministry of Communications,
Government of India

Home Bag Management Barcode and Label Mngmt. Booking Solution Core Insurance Solution Exit Management Others

Home to IT 2.0 APT Application

Favourites (Ctrl+F)
Home > Self Service > Bank Details

Bank Details

[View](#) [Add / Delete](#) [Status Report](#)

Account ...	Bank	IFSC	Branch C...	Draw Type	Status	Action
32135542...	SBI	SBIN0013...	SBIN0007...	Main bank	Pending	View

Rows per page: 10 1-1 of 1

Bank Account Details submitted successfully

[Rules/Guidelines](#)

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Status Report option is provided to view the status of requests raised for Bank details. Once modified bank details approved by approving authority, Status will become approved.

Department of Posts
Ministry of Communications,
Government of India

Welcome, 8467

Home Bag Management Barcode and Label Mgmt. Booking Solution Core Insurance Solution Exit Management Others

Home to IT 2.0 APT Application

Favourites (Ctrl+F)
Home > Self Service > Bank Details

Bank Details

View Add / Delete Status Report

Account ...	Bank	IFSC	Branch C...	Draw Type	Status	Action
32135542...	SBI	SBIN0013...	SBIN0007...	Main bank	Pending	View

Rows per page: 10 1-1 of 1

Rules/Guidelines
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User can view the bank details by clicking on View Button.



Employee Id 10160774	Name RAVI C.	Bank Type* Others
Bank Name* SBI	Draw Type* Main bank	Branch Code* SBIN0007916
Bank Account Number* 32135542126	IFSC* SBIN0013343	Address Line 1* Mysuru
Address Line 2* Mysuru	Pin Code* 570001	Employee Remarks NA

Download Document

Close

4.1.3 Award Details

Department of Posts
Ministry of Communications, Government of India

Home | Log Management | Services and Label Mgmt. | Booking Submittal | Care/Insurance Submittal

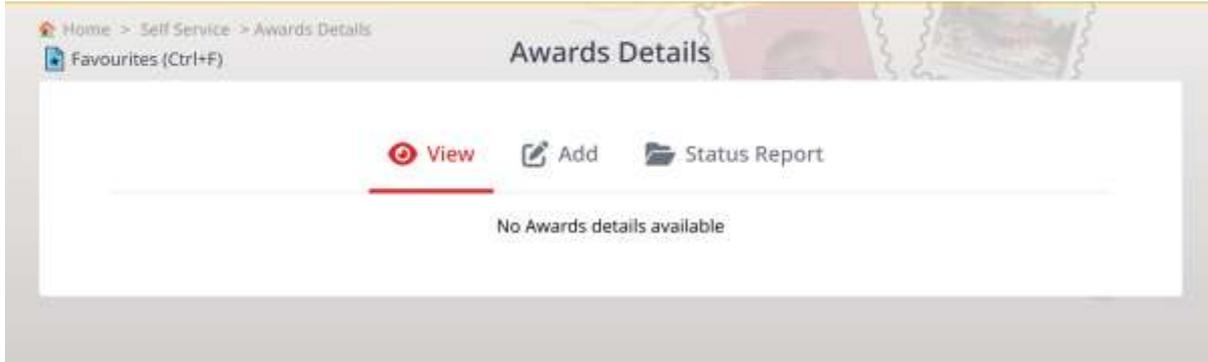
Transaction: 423145
Transaction: Staff Service

PIS Self-Service Dashboard

- Employee Profile View & Raise Request
- Award Details
- Family Details
- Download Service Book
- Annual Immovable Property Returns
- Education Details
- Nomination Details
- View Employee Profile
- No Objection Certificate
- Intimation to Department

Service Book Update

Click on “Award Details” option under “Employee Profile View & Raise Request” sub card.

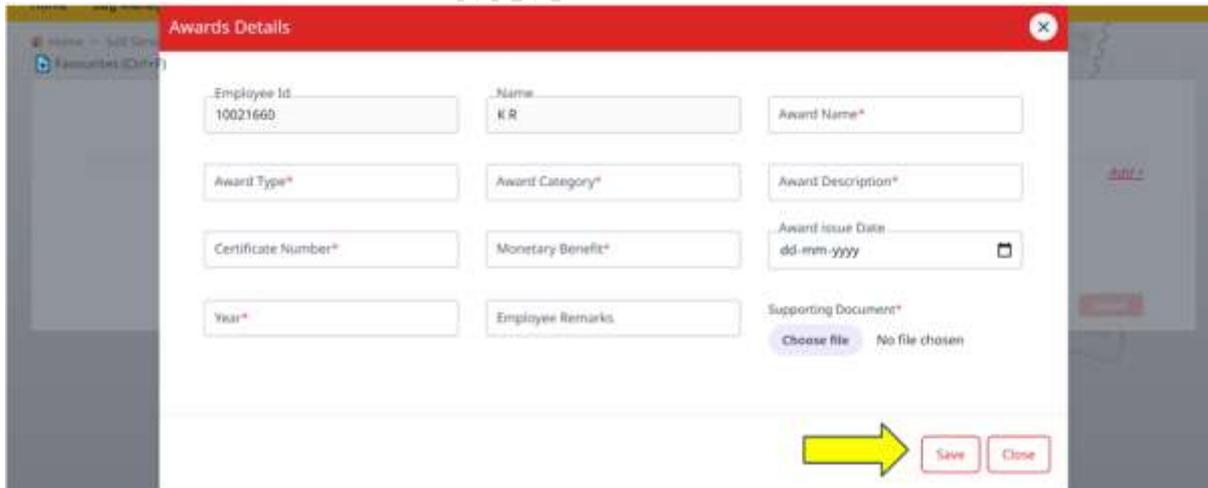


A new screen will appear with three tabs such as **View**, **Add** and **Status Report**.

For adding Award details click on **Add** button



Then click on **Add+** button .



After clicking the **Add+** button, Award details form will open to add the Award details. Fill the fields such as Award Name, Award Type, Award Category, Award Description, Certificate No, Monetary Benefit, Award Issue Date, year and Remarks. Upload the award certificate and click the **Save** button.



Home > Self Service > Awards Details
Favourites (Ctrl+F)

Awards Details

View Add Status Report

Add +

Type	Category	Certificate...	Monetary ...	Issue Year	Status	Action
Award Type	Award Cate...	1	1000	2020	Pending	View Modify

Rows per page: 10 1 of 1

Submit

On clicking **Save** button A row will be created with entered award details.
Click on **View** to view the details, click on **Modify** to modify the entered details.
Click on **Submit** button to submit the details for Approval.

Home > Self Service > Awards Details
Favourites (Ctrl+F)

Awards Details

View Add Status Report

Award Na...	Type	Category	Certificate...	Monetary ...	Issue Year	Status	Acti
Award name	Award Type	Category	1	1000	2020	Pending	View

Rows per

Awards Details submitted successfully

On clicking **Submit** button success message will appears “Award details submitted successfully.”

The Approved Award details will appear on View tab.

Home > Self Service > Awards Details
Favourites (Ctrl+F)

Awards Details

View Modify Status Report

Award Name	Type	Category	Certificate ...	Monetary ...	Issue Year	Action
Award name	Award Type	Category	1	1000	2020	View

Click on **View** button to View the details.



Employee Id	Name	Award Name*
10021660	K R SUNEETHA	Award name
Award Type*	Award Category*	Award Description*
Award Type	Category	Description
Certificate Number*	Monetary Benefit*	Award Issue Date
1	1000	01-01-2020
Year*	Employee Remarks	
2020	NA	

Download Document

Save Close

Award Details screen will appear to view.

Status Report Tab is provided to view the status of Award details entered by the Employee.

Award No...	Type	Category	Certificate...	Monetary ...	Issue Year	Status	Action
Award name	Award Type	Category	1	1000	2020	Approved	View

Rows per page: 10 1-1 of 1

Click on **Status Report** tab, screen will open with award details; user can view the award details entered by clicking on view button.

4.1.4 Education Details

Department of Posts
Ministry of Communications, Government of India

Home My Management Barcode and Label Mgmt Booking Solution Core Insurance Solution

PIS Self-Service Dashboard

- Employee Profile View & Rates Request
- Annual Incremental Property Release
- No Objection Certificate
- Information to Department

Service Book Update

- Communication Details
- Bank Details
- Award Details
- Education Details
- Family Details
- Nomination Details
- Download Service Book
- View Employee Profile



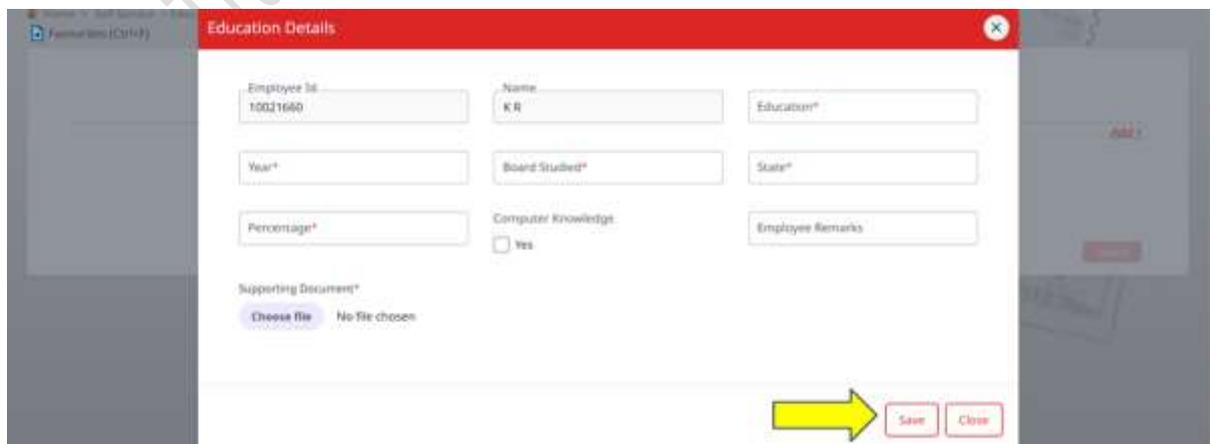
Click on “**Education Details**” option under “**Employee Profile View & Raise Request**” sub card.



A new screen will appear with three options **View**, **Add** and **Status Report**.



Click on “**Add**” tab to Add Education details.
Then click on “**Add+**” button.



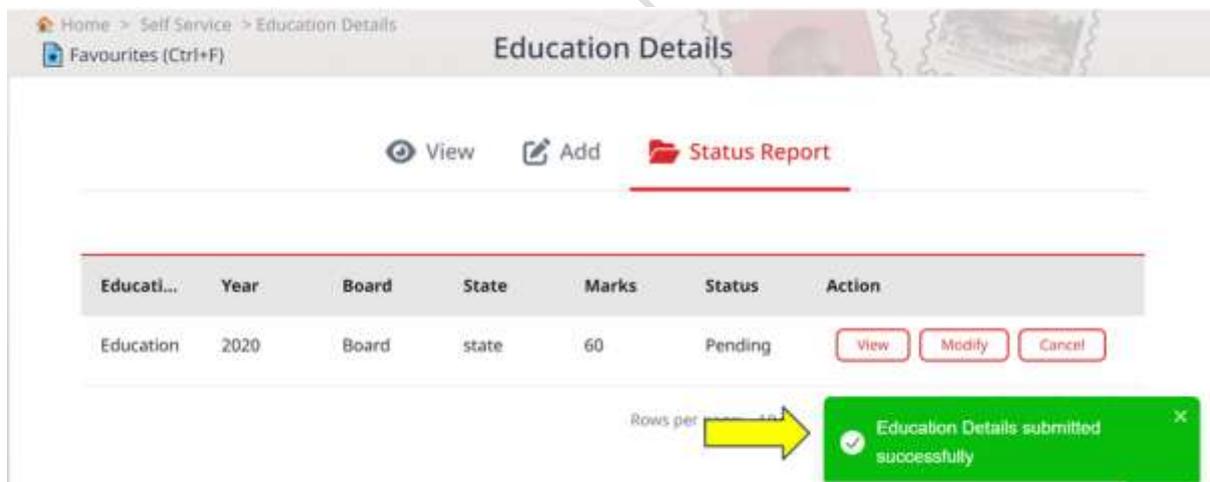


Education details form will open to add the education details. Fill in fields such as Education Qualification, Year, Board Studied, State, Percentage, Computer knowledge and Remarks. Upload the education certificate in PDF format and click the **Save** button. You can add all your educational qualifications by clicking the **Add** button for each one.



A row will be created with entered details, click on **Modify** button to modify the details, if required.

Click on **Submit** Button.



Request will be submitted to Approver for Approval and a success message will appear as “**Education details submitted successfully**”.

The Approved requests will be appearing in View tab.

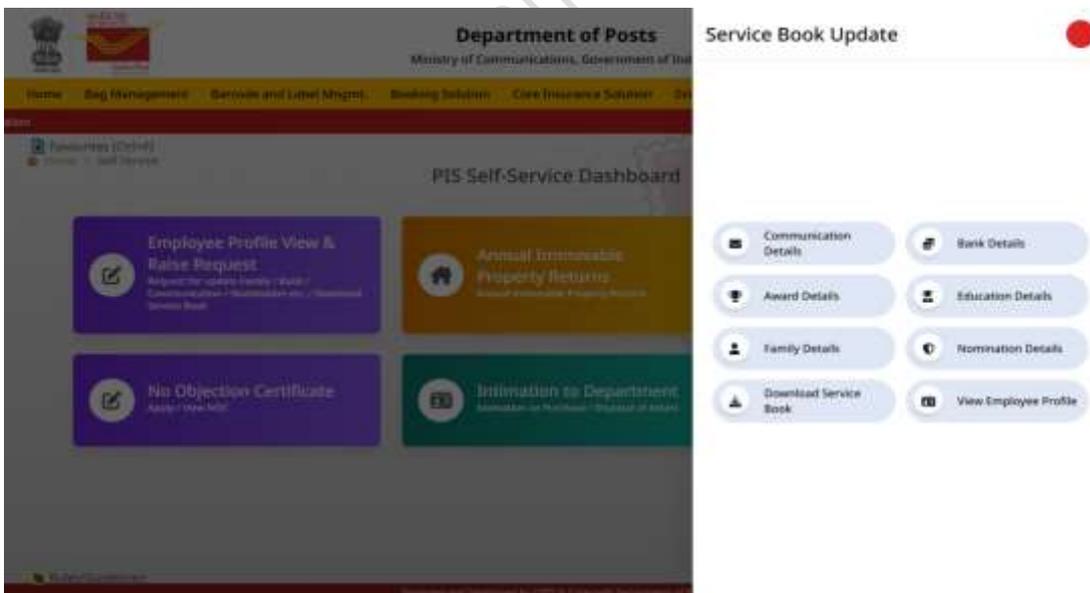


User can check the status of requests submitted through **Status Reports** tab.



user can view the education details, by clicking view button.

4.1.5 Family Details



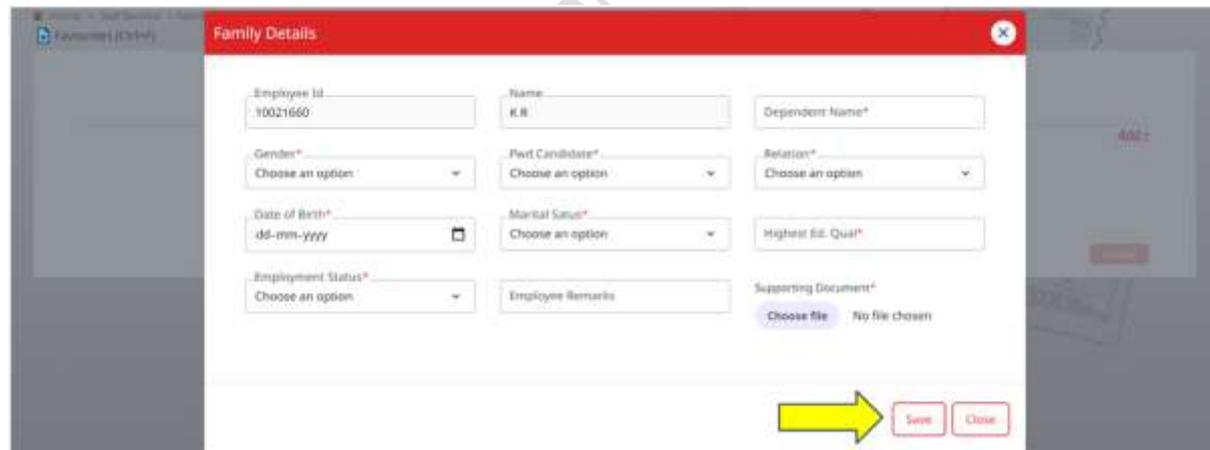
Click on “**Family Details**” option under “**Employee Profile View & Raise Request**” sub card.



A new screen will appear with three options **View, Add and Status Report**



Click on **Add** tab to Add Family details.
Then click on **Add+** button.



Family details form will open to add the Family details. Fill in fields such as Dependent Name, Gender, Pwd Candidate, Relation, Date of Birth, Marital Status, Educational qualification, Employment status uploading supporting document in PDF format and click on **Save** button.



Home > Self Service > Family Details

Favourites (Ctrl+F)

Family Details

View Add Status Report

Add +

Relation	Date Of Birth	Marital Sta...	Dependent...	Status	Action
1	2000-01-01	Married		Pending	<button>View</button> <button>Modify</button>

Rows per page: 10 1-1 of 1

Submit

A row will be created with entered details, click on **Modify** button to modify the details, if required.

Click on **Submit** Button.

Home > Self Service > Family Details

Favourites (Ctrl+F)

Family Details

View Add Status Report

Dependent...	Gender	Relation	Date Of Birth	Marital Sta...	Dependent...	Status	A
Dependent ...	Male	Spouse	2000-01-01	Married	Inactive	Pending	

Rows per

Family Details submitted successfully

Request will be submitted to Approver for Approval and a success message will appear as “**Family details submitted successfully**”.

The Approved requests will be appearing in **View** tab.

Home > Self Service > Family Details

Favourites (Ctrl+F)

Family Details

View Modify Status Report

Dependent ...	Gender	Relation	Date Of Birth	Marital Stat...	Dependent ...	Action
Dependent ...	Male	0	2000-01-01	Married	Inactive	<button>View</button>

User can check the status of requests submitted through **Status Reports** tab.



Home > Self Service > Family Details

Favourites (Ctrl+F)

Family Details

View Modify **Status Report** ←

ent...	Gender	Relation	Date Of Birth	Marital Sta...	Dependent...	Status	Action
ent ...	Male	Spouse	2000-01-01	Married	Inactive	Approved	View

Click on view button to view the family member details entered.

4.1.6 Nomination Details

Department of Posts
Ministry of Communications, Government of India

Service Book Update

PIS Self-Service Dashboard

- Employee Profile View & Raise Request
- Artificial Intelligence
- No Objection Certificate
- Intimation to Department
- Communication Details
- Bank Details
- Award Details
- Education Details
- Family Details
- Nomination Details
- Download Service Book
- View Employee Profile

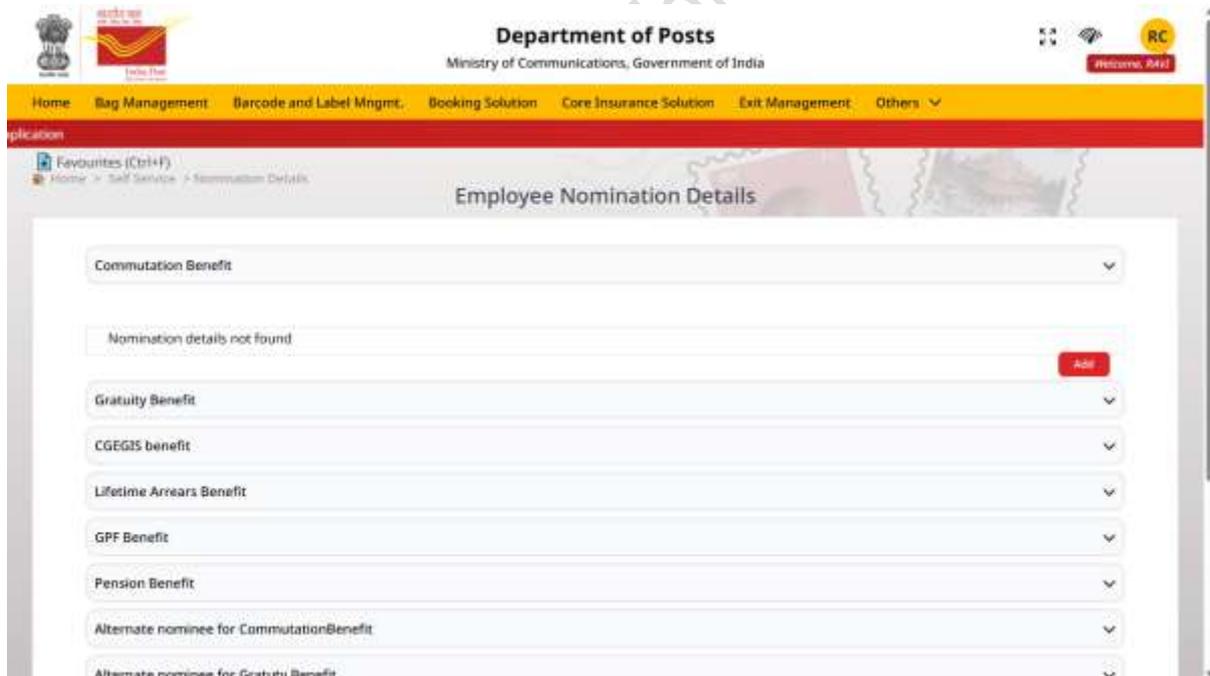
Click on “**Nomination Details**” option under “**Employee Profile View & Raise Request**” sub card.

A new screen will appear with various nomination categories.



Here how to add nomination details for “**Commutation Benefit**” is illustrated. The process of adding nomination to remaining categories remains same.

Click on Commutation benefit, if nomination details already registered then the record will be shown. If not added, then click on Add button.



On clicking Add button, a new window will be opened for entering nomination details.



Department of Posts
Ministry of Communications, Government of India

Home Bag Management Barcode and Label Mgmt. Booking Solution Core Insurance Solution Exit Management Others

Nominee Details

Name* Sangeetha Relation* Spouse Date of Birth* 01-01-1990

Address Line 1* Mysuru Address Line 2* Mysuru Pincode* 570001

Share Percentage* 100 Remarks

Supporting Document*
Choose file Test.pdf
Only PDF files are allowed. Maximum file size: 500KB.

Save Close

CGEGIS benefit
Lifetime Arrears Benefit
GPF Benefit

Enter all the mandatory details and upload supporting document and then click on Save button.

Department of Posts
Ministry of Communications, Government of India

Home Bag Management Barcode and Label Mgmt. Booking Solution Core Insurance Solution Exit Management Others

Employee Nomination Details

Commutation Benefit

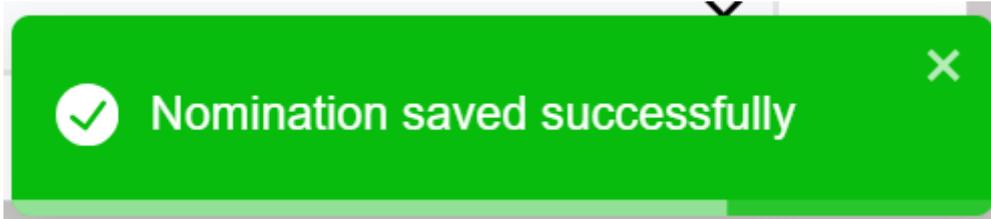
Modify Nominations [Add Nominee +](#)

Nominee	Date Of Birth	Relation	Guardian	Percentage	Action
Sangeetha	1990-01-01	Spouse	NA	100	View Modify Delete

Items per page: 10 1-1 of 1 [Back](#) [Save](#)

Gratuity Benefit
CGEGIS benefit

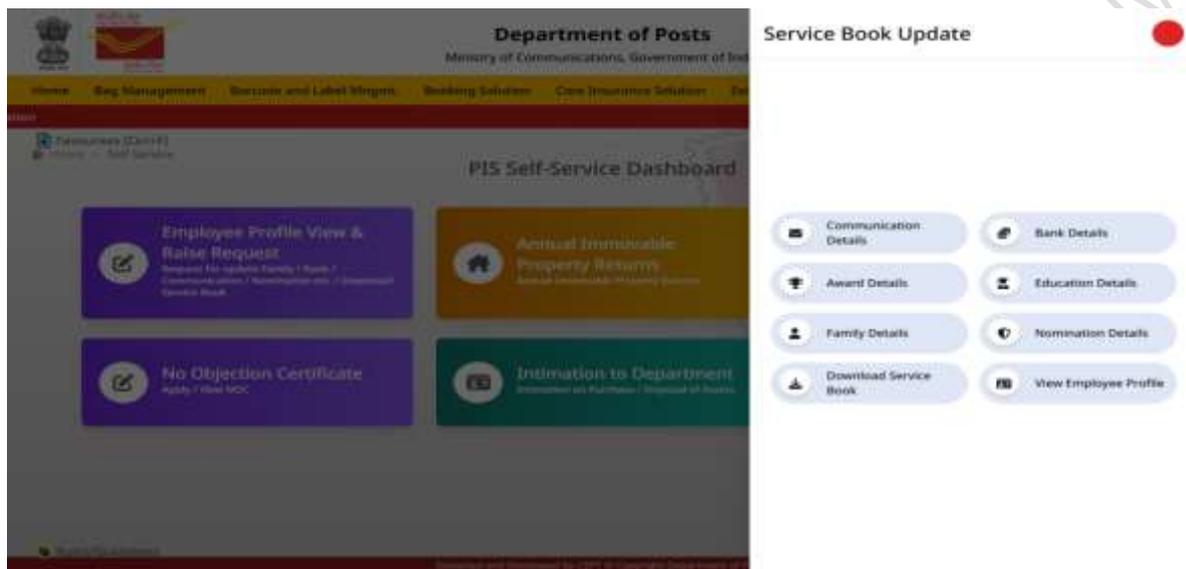
On clicking **Save**, A row will be created with entered data, click on **View** button to view , **Modify** button to Modify and **Delete** button to delete entered data.
Click on **Save** Button to save nomination details. More nominees can be added by clicking on **Add Nominee +** button.



A success message will appear as shown above.

Same procedure will be followed for adding nomination to other categories.

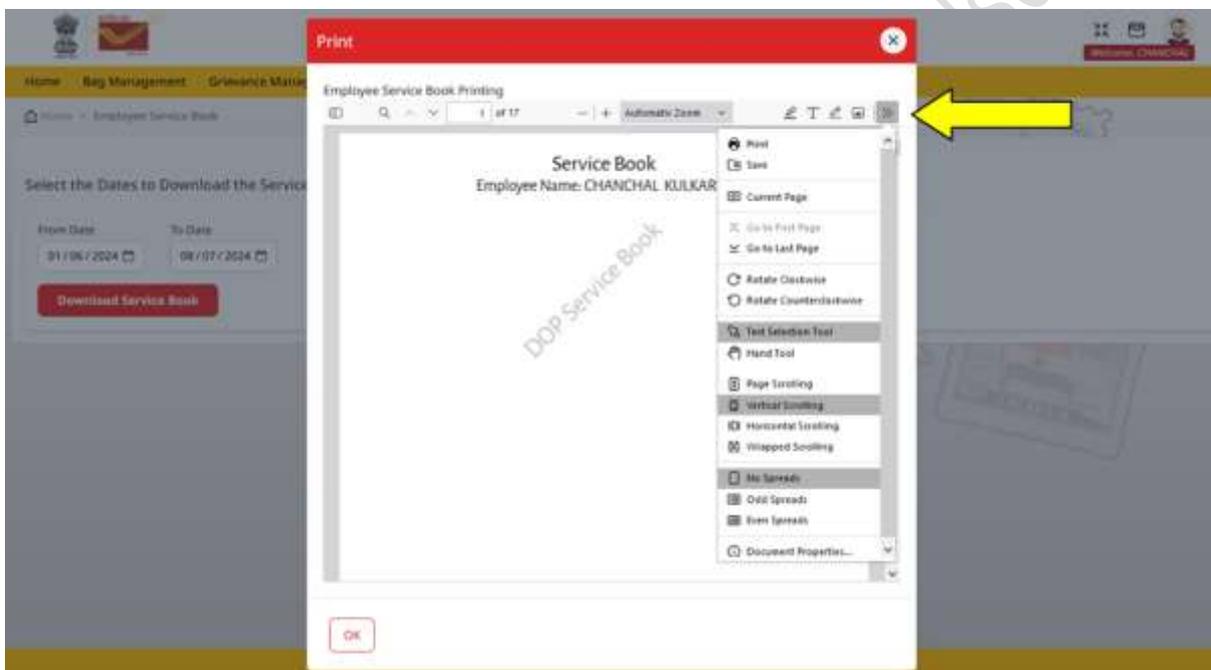
4.1.7 Download Service Book



Click on “**Download Service Book**” option under “**Employee Profile View & Raise Request**” sub card.

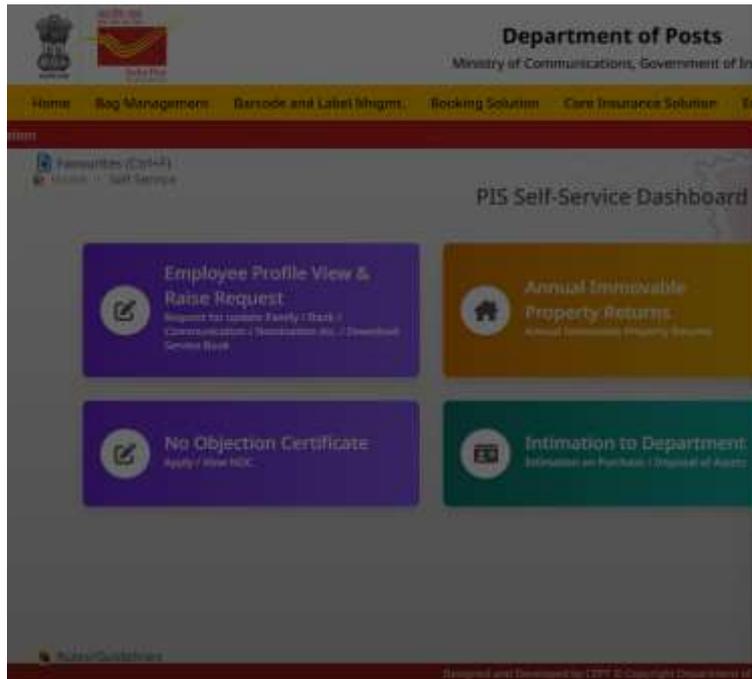


After clicking on “**Download Service Book**” option, page as shown above will appear provision of “**Download Service Book**” button is made available for the specified date. Select the From date and To date and Click on **Download Service Book** button.



After clicking on “**Download Service Book**” button, pop-up window will show service book of employee with tools to download and print it.

4.1.8 View Employee Profile



Service Book Update

- Communication Details
- Bank Details
- Award Details
- Education Details
- Family Details
- Nomination Details
- Download Service Book
- View Employee Profile

On clicking View Employee Profile, Following screen will be appeared, in which employee can view his/her **Personal Information, Communication Details and Posting Information.**

View Employee Information

1 Personal Information 2 Communication Details 3 Posting Information

Employee ID: 10160774	First Name: RAVI	Middle Name
Last Name: C.	Father Name: CHANDRAYYA C.	Date of Birth* 10-06-1989
Gender: Male	Employee Community: SC	Selected Employee Community: UR
Marital Status: Married	Employee Height (in cm): 173	Blood Group: Choose an option
Is the employee a PWD Candidate? No	Nationality: Indian	Is the employee an Ex-Servicemen? No
Personal Identification Mark 1: BLACK MOLE ON THE RIGHT HAND and BLACK MO	Personal Identification Mark 2:	

Next



2.0 APT Application

Favourites (Ctrl+F)
Home > Self Service > Employee Personal Information

View Employee Information

1 2 3
Personal Information Communication Details Posting Information

Permanent Address Line 1 RAVI C S/O CHANDRAIAHPUSHPAPURA VILLA	Permanent Address Line 2	Permanent Address Line 3 SHAGYAM
Permanent Address Line 4 CHAMARAJA NAGARA	Permanent PIN 571439	Home Town

Back Next

Rules/Guidelines

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Home > Self Service > Employee Personal Information

View Employee Information

1 2 3
Personal Information Communication Details Posting Information

Date of joining Department* 11-02-2016	Employee Type Departmental	Recruitment Mode DP
Date of joining in present Cadre* 09-03-2022	Office of working Kollegal H.O (21360045)	Group Post Group C
Post ID 30311334 - Postal Assistant (Vacant)	Designation Postal Assistant	Cadre Postal Assistant(PA)
Tax Regime Old	Subscription Type NPS	NPS Id/Pran No/Severance No. 110057317405
Driving Licence Number	Date of Retirement 30-06-2049	Employment Status Active
Remarks		

Back



4.2 Annual Immovable Property Returns



Click on “Annual Immovable Property Returns” sub card available under “Personal Information System” card.

After clicking on “Annual Immovable Property Returns” sub card, page as shown above with 2 tabs, 'File New AIPR' and 'View AIPR', will appear as shown Below.

The screenshot shows the 'Annual Immovable Property Statement' form. A yellow arrow points to the 'File New AIPR' button. The form contains the following fields:

Employee ID 10021660	Full Name K R SUNEETHA	Cadre Name PA
Designation Postal Assistant	Present Pay 0	Office of Working Mysuru H.O
Date of joining the Department 1996-11-29		

Please select the checkbox if there is no immovable property returns for the year 2025



Statement Year *	Name of District, Sub Division, Taluk & Village or City in which property is situated (full location & postal address) *	Name & Details of Property, Housing, Lands and Other Buildings *	Cost of construction/acquirement including land in case of house (In Rupees) *	Year of construction or purchase *	Present Value (In Rupees) *	Property Dimension Details (In Sq Ft or Sq Metres) *
1	2	3	4	5	6	7
2024	Type property	Type property details here...	Type construction or purchase	Select Year	Property Valu	Property details is...





Select the check box next to the “Please select the checkbox if there is no immovable property returns for the year” (by default this check box will be unchecked). Select the year from the drop down list, Enter address, Property Details, Type Construction or Purchase, select year of construction/ purchase from drop down, enter present value, enter property dimension, Property holder name, Relationship with property holder, Acquisition method, Acquisition year, Annual Income, and Remarks

Click on **Add Row** button to add more rows, click on Delete Row button to delete rows. After entering all the details click on **Submit** button.

Annual Immovable Property Statement

File New AIPR View AIPR

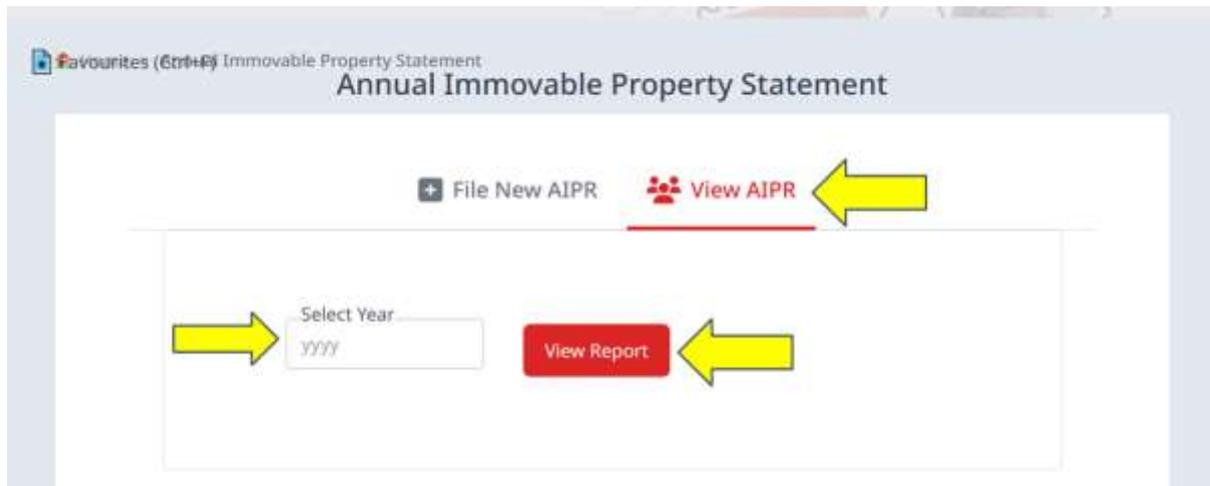
Annual Immovable Property Returns (AIPR)

Employee ID 10021660	Full Name K R SUNEETHA	Cadre Name PA
Designation Postal Assistant	Present Pay 0	Office of Working Mysuru H.D
Date of joining the Department 1996-11-29		

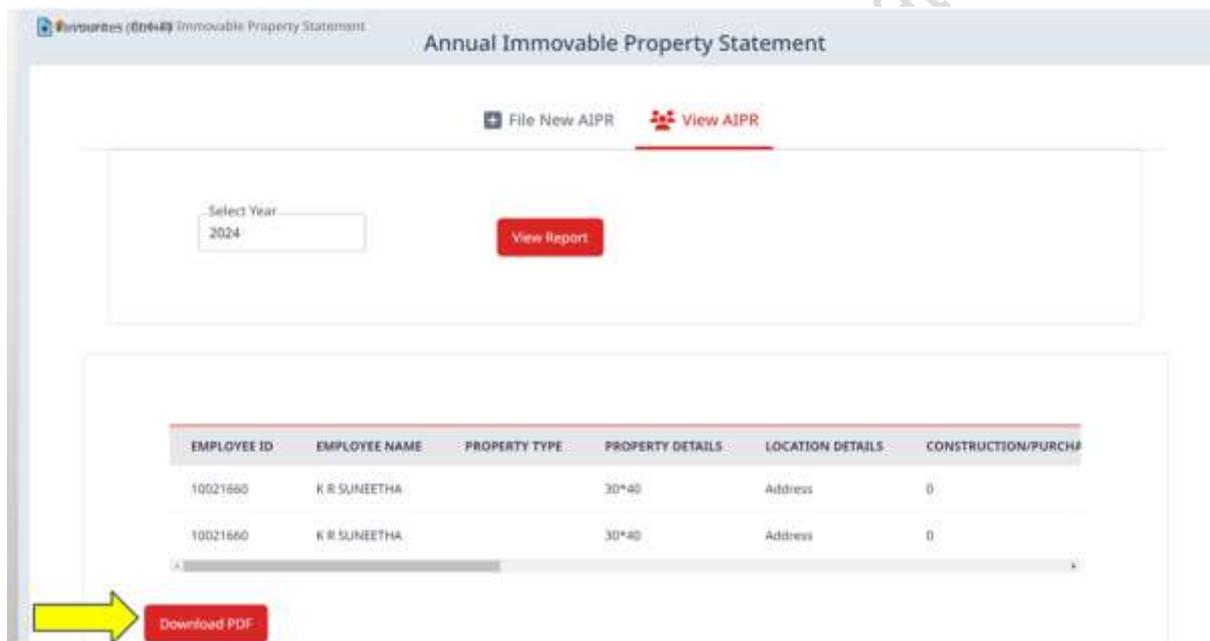
Please select the checkbox if there is no immovable property returns for the year 2025



On clicking **Submit** button, a success message will appear with a message “Data Added Successfully”.



Click on '**View AIPR**' tab to view approved AIPRs. Select the year, click on **View Report** button.



List of statements submitted and Approved will be fetched as shown. user can download these approved AIPR in PDF Format by clicking on "**Download PDF**" button.



STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR: 2024 AS ON 01/01/2025

Employee ID: 10021660

Employee Name: K R SUNEETHA

Employee Cadre: Group C

Employee Designation: Postal Assistant

Office of Working: Mysuru H.O

Present Pay: 0

Date of Joining the Department: 29/11/1996

Name of the District, Subdivision, Taluk, and Village	Property Type (House, Plot, etc.)	Cost of Construction/Acquirement (*)	Year of Construction or Purchase	Present Value (*)	Property Dimensions (Sq Ft or Sq Metres)	Present Owner Name	Relationship with the Owner	Acquisition Method (Bought, Gifted, etc.)	Acquisition Year	Annual Income from Property (*)	Remarks
Address		0	2024	1500000	30*40	Name	Relationship	Method	2024	100000	
Address		0	2024	1500000	30*40	Name	Relationship	Method	2024	100000	

Signature:

Designation:

Date: 28/02/2025

1. * Approximate value may be indicated if accurate assessment is not possible.
2. ** Includes short-term leases.
3. This form is to be submitted annually by Class I and II service members under Rule-15(3) of the CCS (Conduct) Rules.
4. Avoid using 'No Change' or 'As in previous year' and provide full details.

The downloaded PDF will appear as shown above.

4.3 Gradation List



Click on “Gradation List” sub card available under “Personal Information System” card.



After clicking on “**Gradation List**” sub card, page shown above will appear with the “**Gradation List by Division**” button.

Gradation List

Search ..

Gradation...	Employee ID	Employee Na...	Designation	Office ID	Date of Bl...	Date of Joining in Department
2	100002	Sudha2	PA	9000014	17 December ...	17 December 2000
3	10021755	KRISHNA N	PA	21260551	1 June 1966	12 May 1991
3	100001	Venkat	PA	6565	17 December ...	17 December 2000
4	100003	Aarthi s	PA	9000014	17 December ...	17 December 2000
7	12100011	Vantha	PA	20190100	1 October 1979	7 May 2004
8	100010	Veerendhar	PA	420119589	13 December ...	14 February 2005
10	100012	Suhash	PA	20210201	8 November 1...	10 May 2006
11	100011	Kavitha	PA	20190101	8 September ...	2 October 2006
12	100013	jathin	PA	20190200	5 May 1984	1 November 2006
13	100009	Sunitha	PA	20080101	21 July 1985	11 April 2007

Rows per page: 10* 1-10 of 61

Clicking on **Gradation List by Division** button, gradation list will be shown as above.

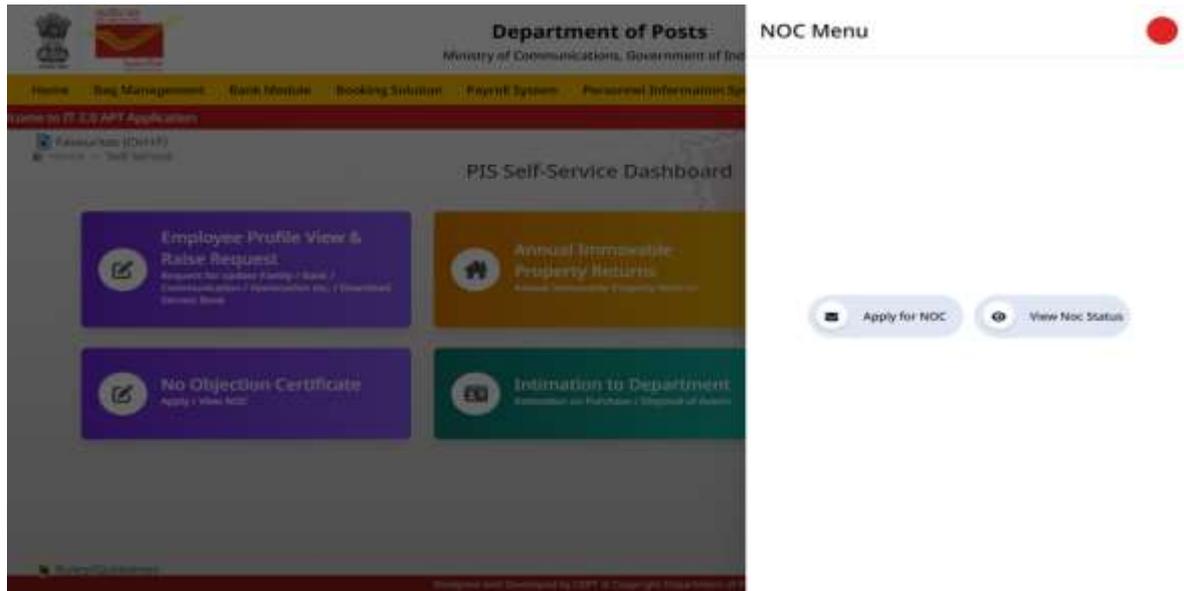


4.4 No Objection Certificate

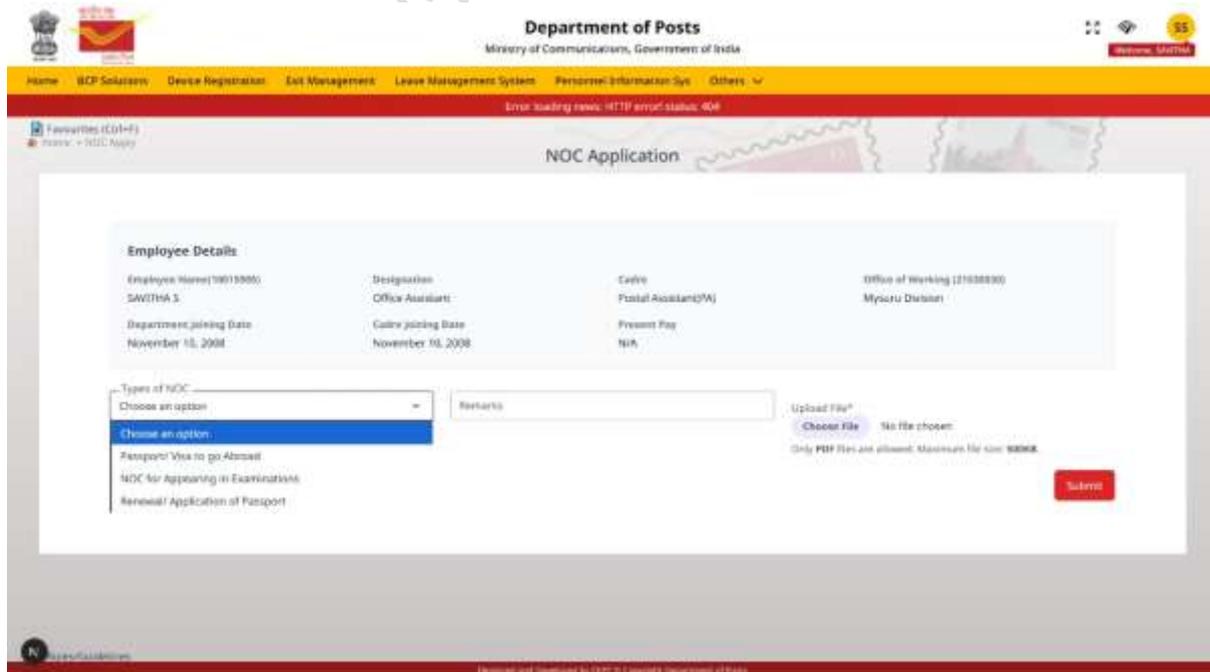
This option is used to apply for No objection certificate for following reasons. Passport/Visa to go abroad, NOC for appearing in Examinations and Renewal/Application of Passport.

4.4.1 Apply for NOC

4.4.1.1 Apply NOC for Passport/Visa to go abroad.



Click on Apply for NOC option available under sub card No Objection certificate. On clicking Apply for NOC, “**NOC Application**” page will be opened.





Select Type of NOC as **“Passport/Visa to go Abroad”**. Enter **Passport Number** and Enter the details of private foreign travels to be undertaken such as **From date, To date, Foreign Countries, Purpose, Estimated Expenditure and Source of Funds in Para no.5. Previous private foreign travel details of last 4 years displayed in Para no.6.**

The screenshot displays the 'Employee Details' section with the following information:

Employee Name (0010883)	Designation	Cadre	Office of Working (2153803)
SWITHA S	Office Assistant	Postal Assistant(PA)	Mysuru Division
Department joining Date	Cadre joining Date	Present Pay	
November 15, 2008	November 15, 2008	N/A	

Below this, the 'Type of NOC' is set to 'Passport/ Visa to go Abroad' and the 'Passport Number' is 'A1234567'.

5. Details of private foreign travels to be undertaken:

From Date *	To Date *	Foreign Countries *	Purpose *	Estimated Expenditure *	Source of Funds *
30-09-2025	08-10-2025	USA	To Meet Relatives	300000	self

6. Previous private foreign travel (last 4 years):

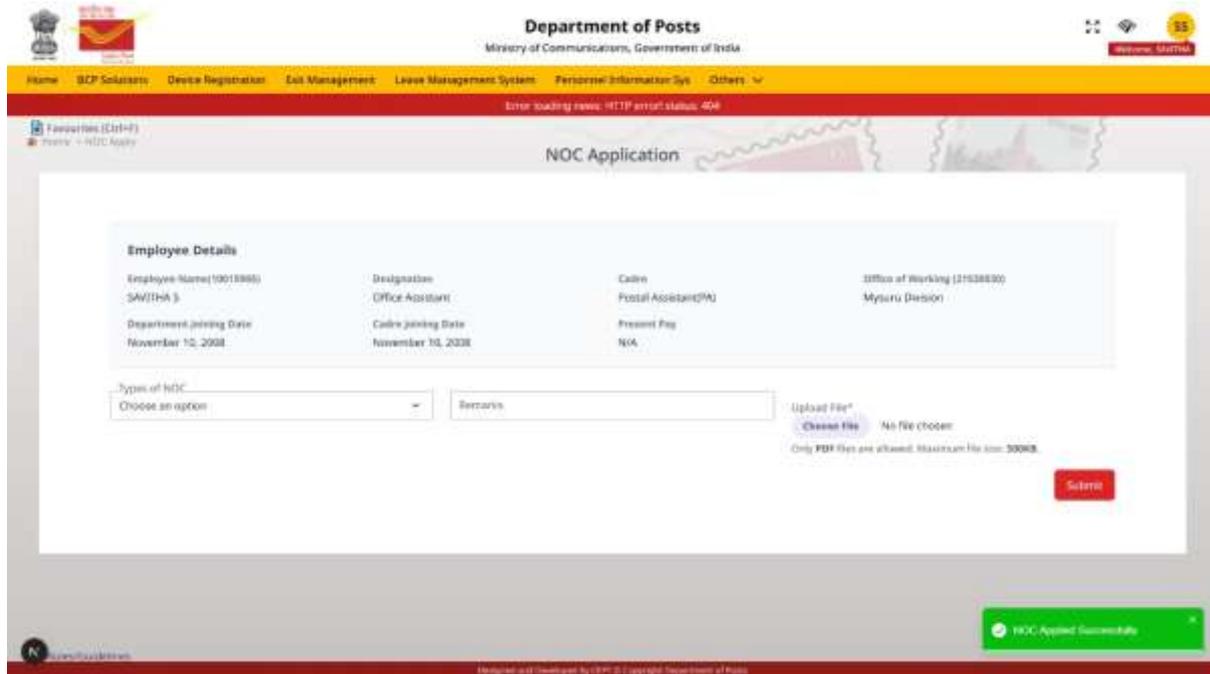
From Date	To Date	Countries Visited	Purpose
8/24/2025	8/29/2025	India	Visit to relatives
9/10/2025	9/11/2025	USA	Visit to USA

Remarks: testing

Upload File*
Choose File | file1.txt.pdf
Only PDF files are allowed. Maximum file size: 500KB.

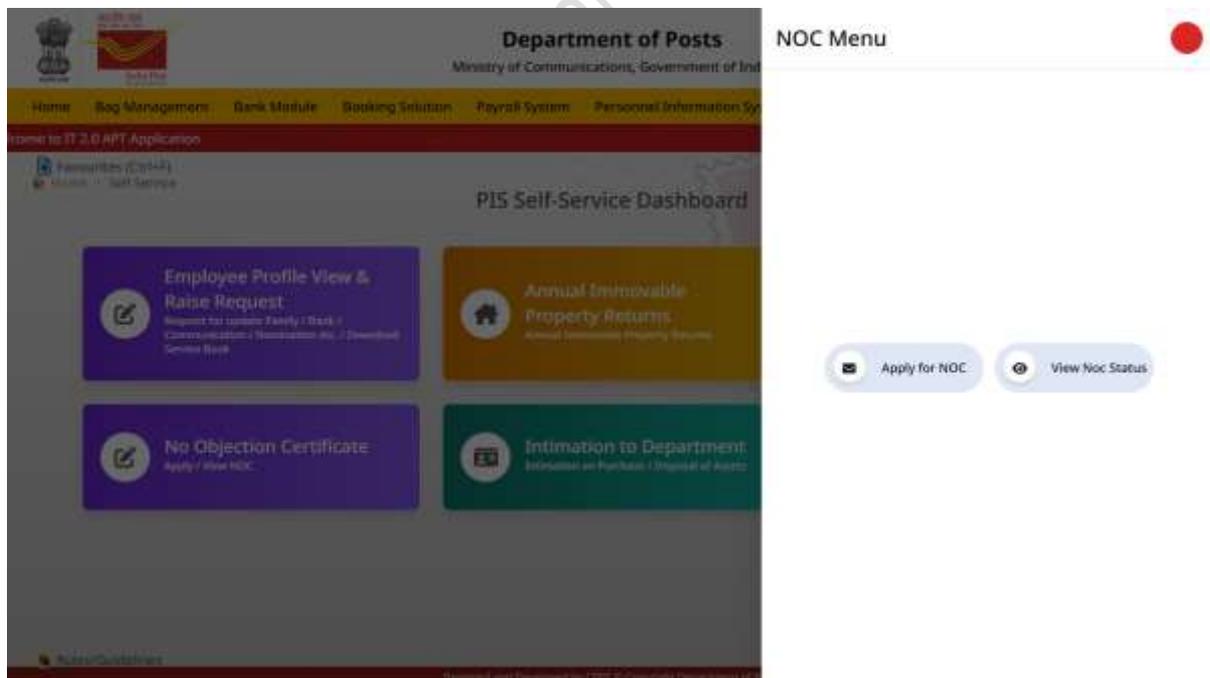
Submit

Upload the required documents in PDF format and click on Submit button.

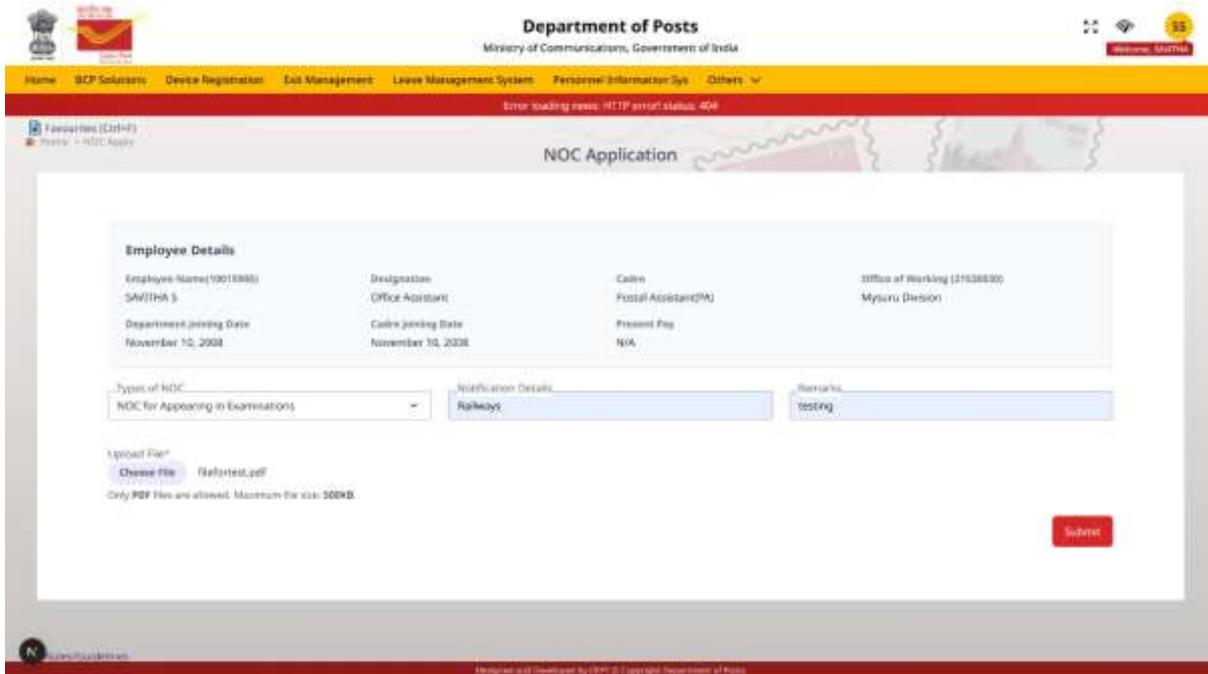


On click of submit button, “NOC Applied Successfully” message will be displayed.

4.4.1.2 Apply NOC for Appearing in Examination.



Click on Apply for NOC option available under sub card No Objection certificate. On clicking Apply for NOC, “**NOC Application**” page will be opened.



Department of Posts
Ministry of Communications, Government of India

Home BCP Solutions Device Registration Exit Management Leave Management System Personnel Information Sys. Others

Error loading news: HTTP error! status: 404

Favorites (Ctrl-F)
Home - NOC Apply

NOC Application

Employee Details			
Employee Name(10013885)	Designation	Cadre	Office of Working (2193883)
SAWTHA S	Office Assistant	Postal Assistant(PA)	Mysuru Division
Department joining Date	Cadre joining Date	Present Pay	
November 10, 2008	November 10, 2008	N/A	

Types of NOC
NOC for Appearing in Examinations

Notification Details
Railways

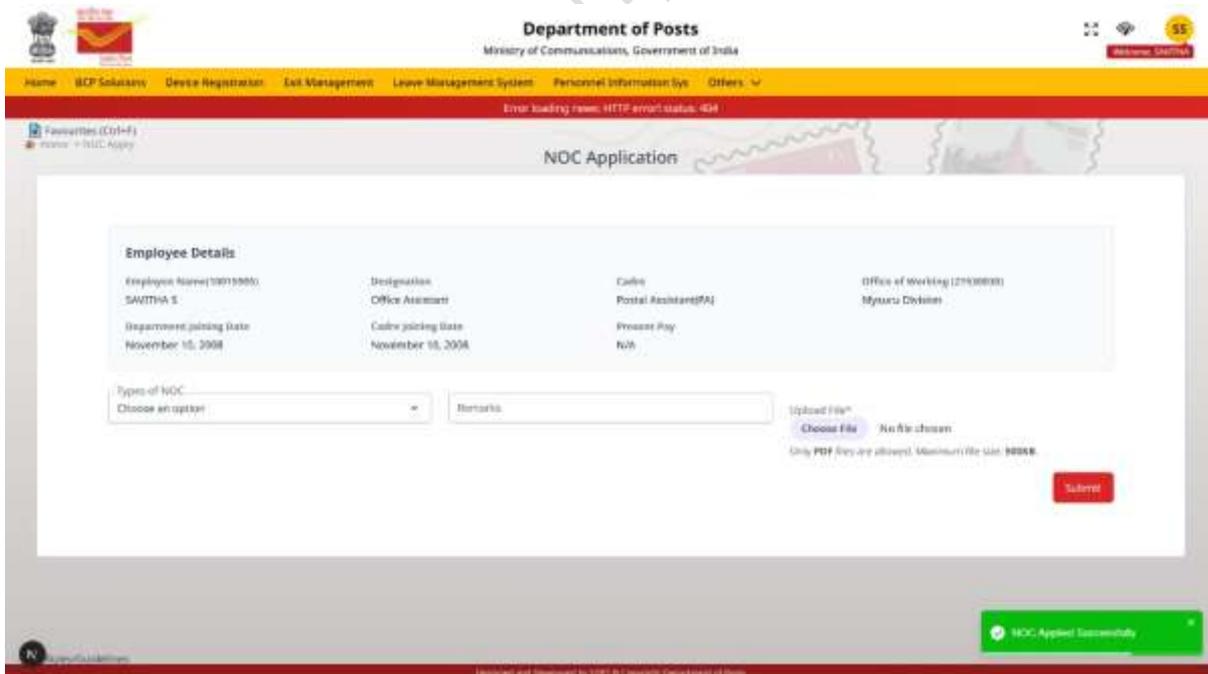
Remarks
testing

Upload File*
Choose File filestest.pdf
Only PDF files are allowed. Maximum file size: 500KB.

Submit

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Select Type of NOC as “NOC for Appearing in Examinations”, enter the notification details and Remarks. Upload the required file for issuing NOC and click on submit button.



Department of Posts
Ministry of Communications, Government of India

Home BCP Solutions Device Registration Exit Management Leave Management System Personnel Information Sys. Others

Error loading news: HTTP error! status: 404

Favorites (Ctrl-F)
Home - NOC Apply

NOC Application

Employee Details			
Employee Name(10013885)	Designation	Cadre	Office of Working (2193883)
SAWTHA S	Office Assistant	Postal Assistant(PA)	Mysuru Division
Department joining Date	Cadre joining Date	Present Pay	
November 10, 2008	November 10, 2008	N/A	

Types of NOC
Choose an option

Remarks

Upload File*
Choose File No file chosen
Only PDF files are allowed. Maximum file size: 500KB.

Submit

NOC Applied Successfully

Designed and Developed by ICPM © Copyright Department of Posts

On click of submit button, “**NOC Applied Successfully**” message will be displayed.



4.4.1.3 Apply NOC for Renewal/Application of Passport.

The screenshot shows the 'PIS Self-Service Dashboard' with several service cards. The 'No Objection Certificate' card is highlighted, and a callout box labeled 'NOC Menu' points to the 'Apply for NOC' button. Other buttons visible include 'View Noc Status'.

Click on Apply for NOC option available under sub card No Objection certificate. On clicking Apply for NOC, “**NOC Application**” page will be opened.

The 'NOC Application' form contains the following fields and data:

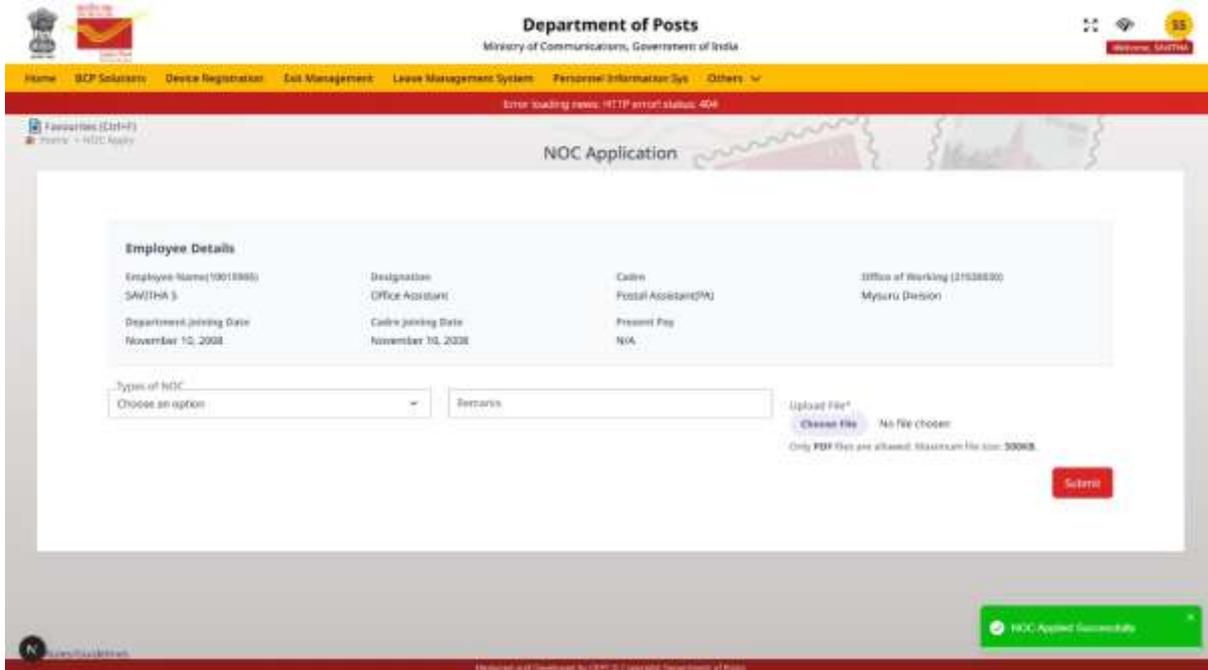
Employee Details			
Employee Name (0015560)	Designation	Code	Office of Working (2133038)
SAVITHA S	Office Assistant	Postal Assistant(PA)	Mysuru Division
Department joining Date	Code joining Date	Present Pay	
November 16, 2008	November 16, 2008	N/A	

Type of NOC Renewal/ Application of Passport	Father's/ Husband Name* Abhinav	Income from other source 10000
Date of Expiry of Passport 12-09-2025	Country proposed to be visited text	Employee's Address in Visiting Country text
Purpose of Visit text	Source of Income self	ICare Number
Date of issue of I Care Number dd-mm-yyyy	Remarks	Upload File* Choose file Inforrest.pdf Only PDF files are allowed. Maximum file size: 500KB.

Submit



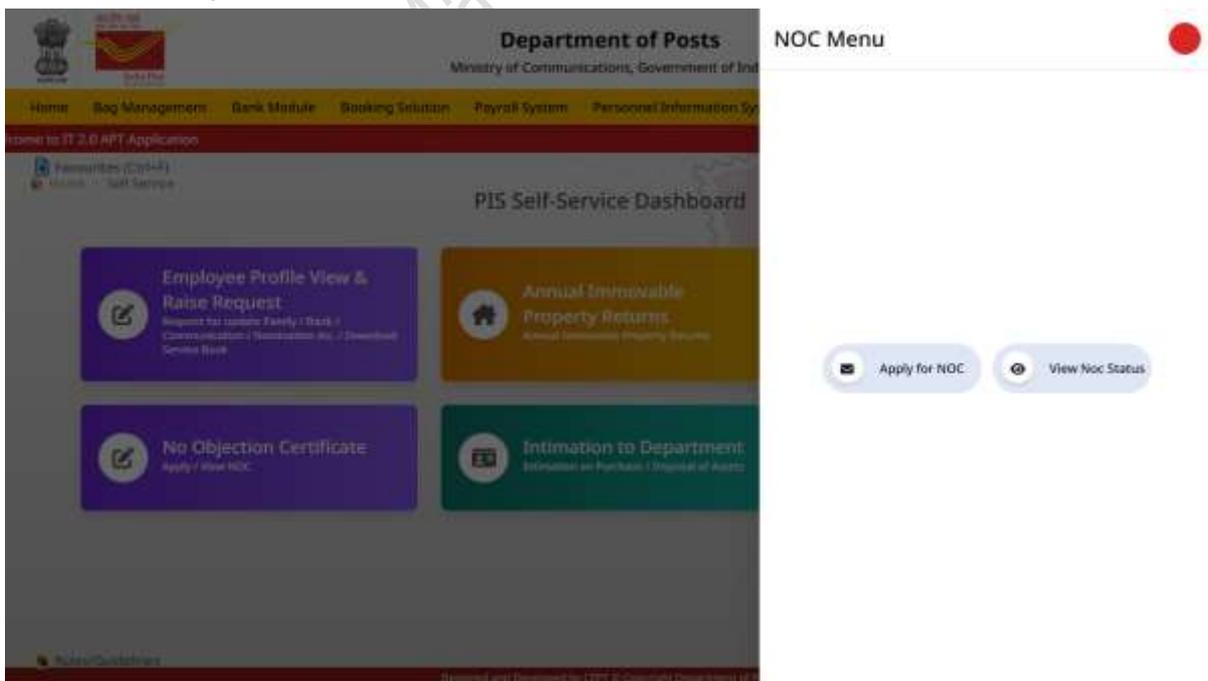
Select NOC type as “Renewal/Application of Passport”, Enter all mandatory fields and upload the required document in PDF format for issuing NOC and click on Submit button.



On click of submit button, “**NOC Applied Successfully**” message will be displayed.

4.4.2 View NOC Status

In this option status of NOC can be viewed.





Click on View **NOC Status** option available under sub card No Objection certificate. On clicking NOC Application Status Page will be opened. Here various statuses of NOC applied will be displayed.

Department of Posts
Ministry of Communications, Government of India

Home BCP Solutions Device Registration Edit Management Leave Management System Personnel Information Sys Others

Search

Welcome, **SAVITHA S**, Office Assistant, Mysuru Division

Sl No.	Date of Application	Purpose of NOC	Approver Remarks	Status	Download NOC File
1	12/09/2025	To Meet Relatives		Pending	Download
2	12/09/2025	To Meet Relatives		Pending	Download
3	12/09/2025	NOC for Appearing in Examinations	approved	Awaiting Upload	Download
4	11/09/2025	visit to relatives	NA	Approved	Download
5	11/09/2025	To see the places	NA	Awaiting Upload	Download
6	11/09/2025	Renewal Application of Passport	NA	Awaiting Upload	Download
7	11/09/2025	NOC for Appearing in Examinations		Pending	Download
8	11/09/2025	visit to USA	NA	Approved	Download
9	11/09/2025	visit		Forwarded	Download

4.5 Intimation to Department

In this option any Purchase/Disposal of the property by the employee can be intimated to the department.



4.5.1 Intimation

4.5.1.1 Intimation of Purchase of Property.

The screenshot shows the PIS Self-Service Dashboard with the following components:

- Department of Posts** header with Ministry of Communications, Government of India.
- Navigation menu: Home, BCP Management, Bank Module, Banking Solution, Payroll System, Personal Information System.
- Dashboard title: PIS Self-Service Dashboard.
- Four main service cards:
 - Employee Profile View & Raise Request
 - Annual Immovable Property Returns
 - No Objection Certificate
 - Intimation to Department (highlighted in green)
- Intimation Menu overlay with buttons for Intimation and Intimation Report.

Click on **Intimation** option available under “**Intimation to Department**” sub card. On clicking, Intimation Form Page will be opened.

The screenshot shows the Intimation Form page with the following details:

- Department of Posts** header.
- Navigation menu: Home, BCP Solutions, Device Registration, Exit Management, Leave Management System, Personal Information System, Others.
- Form title: Intimation Form.
- Form content: Employee Intimation Request Form for S SAVITHA (10015905) Working at Mysuru Division.
- Form fields:
 - Intimation*: Purchase of Property (dropdown)
 - Property Location*: text
 - Property Holder Relationship*: text
 - Remarks: text
 - Property Type*: text
 - Property Present Value*: 10000
 - Property Acquisition Method*: text
 - Property Details*: text
 - Property Holder Name*: text
 - Annual Income from Property*: 1000
- Upload File* section with a 'Choose File' button and a 'Reformat.pdf' file.
- Submit button.

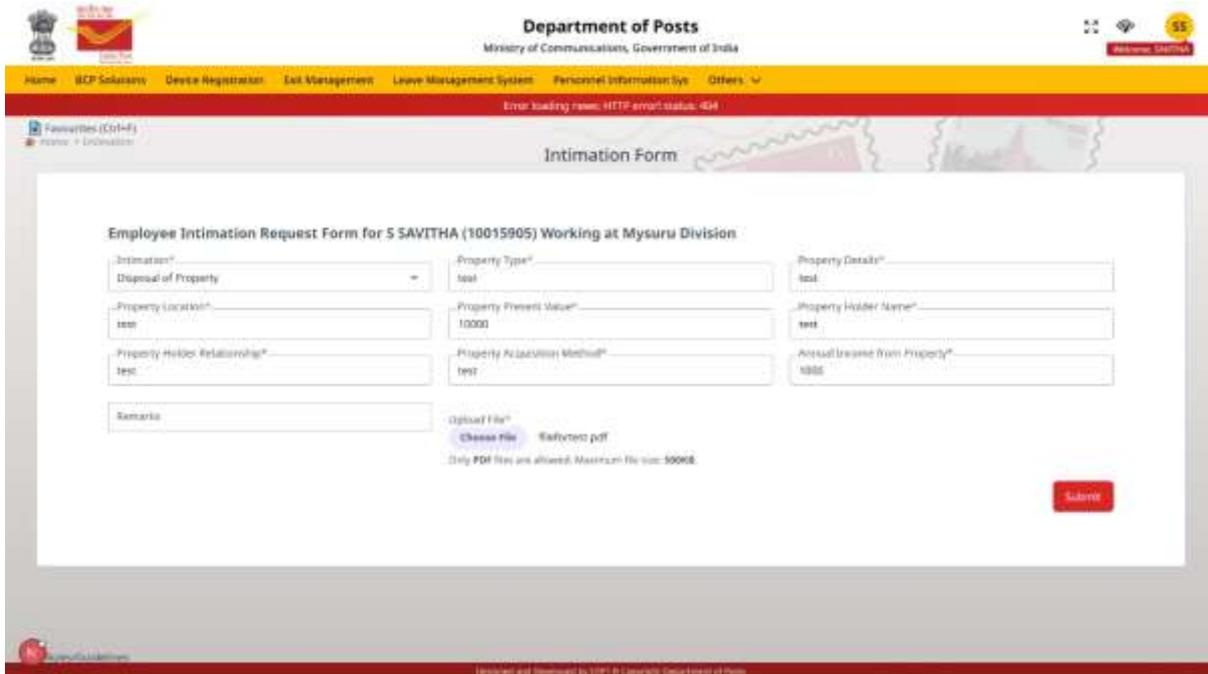
Select Intimation as “Purchase of Property”, and enter all mandatory fields available in the form and upload the document in PDF Format and click on Submit button.



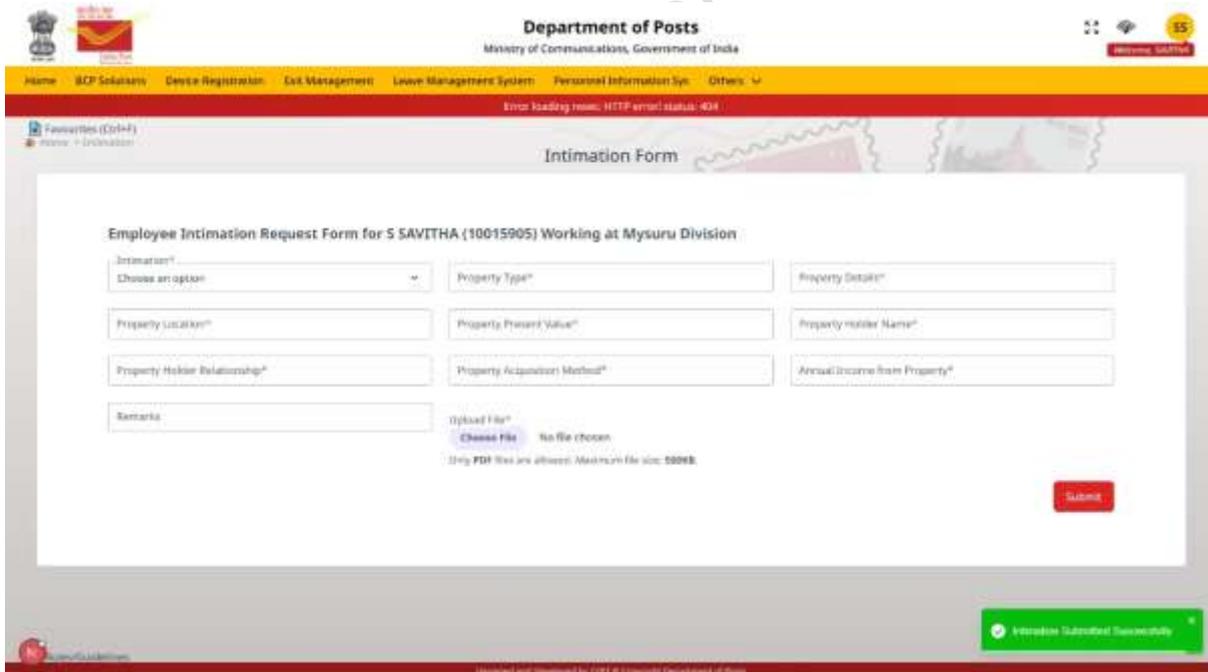
On click of Submit button, “**Intimation submitted successfully**” Message will be displayed.

4.5.1.1 Intimation of Disposal of Property.

Click on **Intimation** option available under “**Intimation to Department**” sub card. On clicking, Intimation Form Page will be opened.



Select Intimation as “Disposal of Property”, and enter all mandatory fields available in the form and upload the document in PDF Format and click on Submit button.

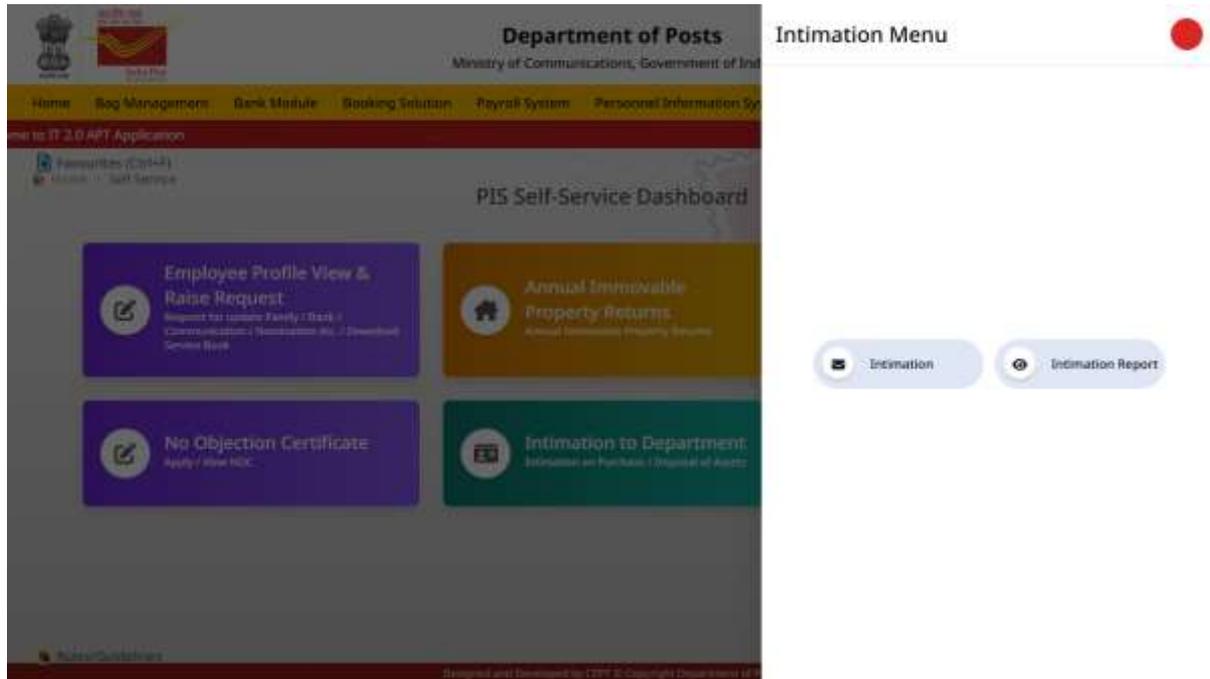


On click of Submit button, “**Intimation submitted successfully**” Message will be displayed.

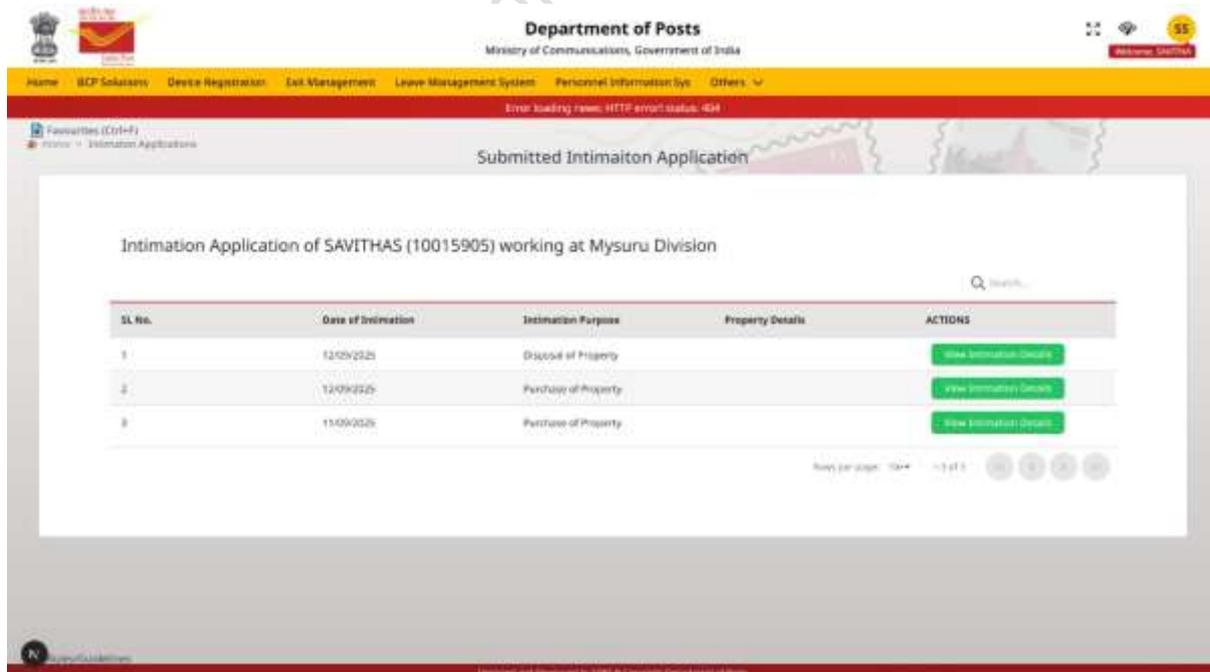


4.5.2 Intimation Report

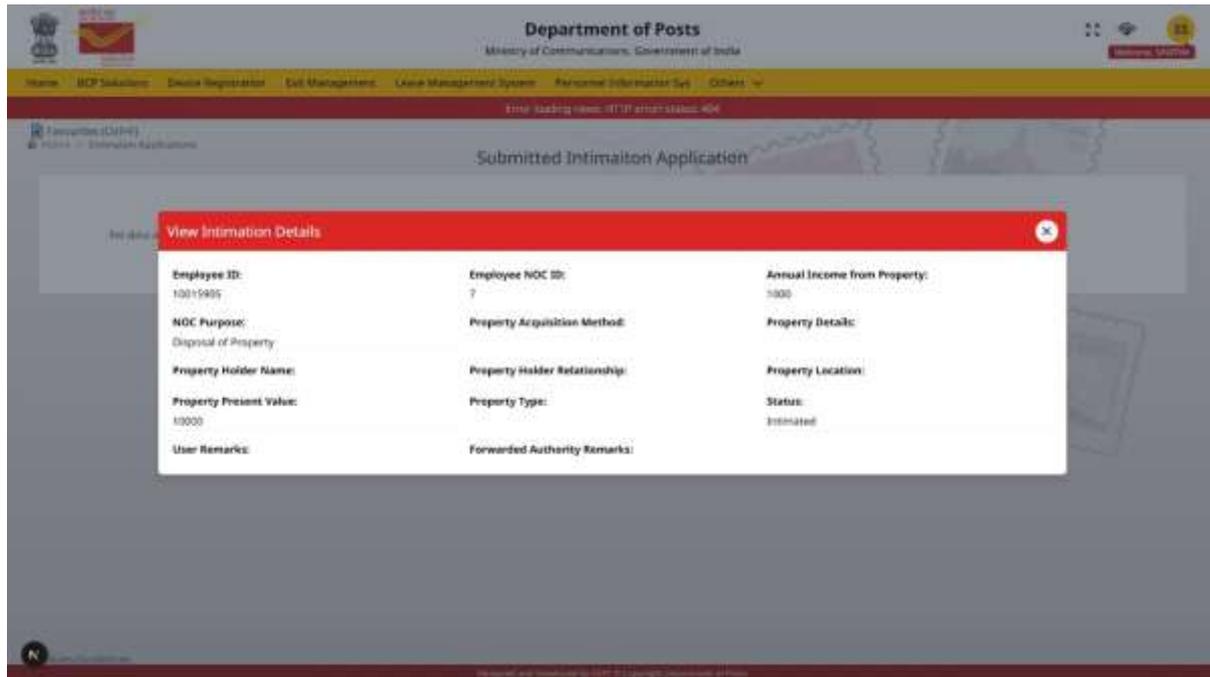
In this option status of intimation can be viewed.



Click on “Intimation Report” option available under “Intimation to Department” sub card. On clicking, “Submitted Intimation Application” page will be opened.



Click on “View Intimation Details” Option available under the heading **Actions**



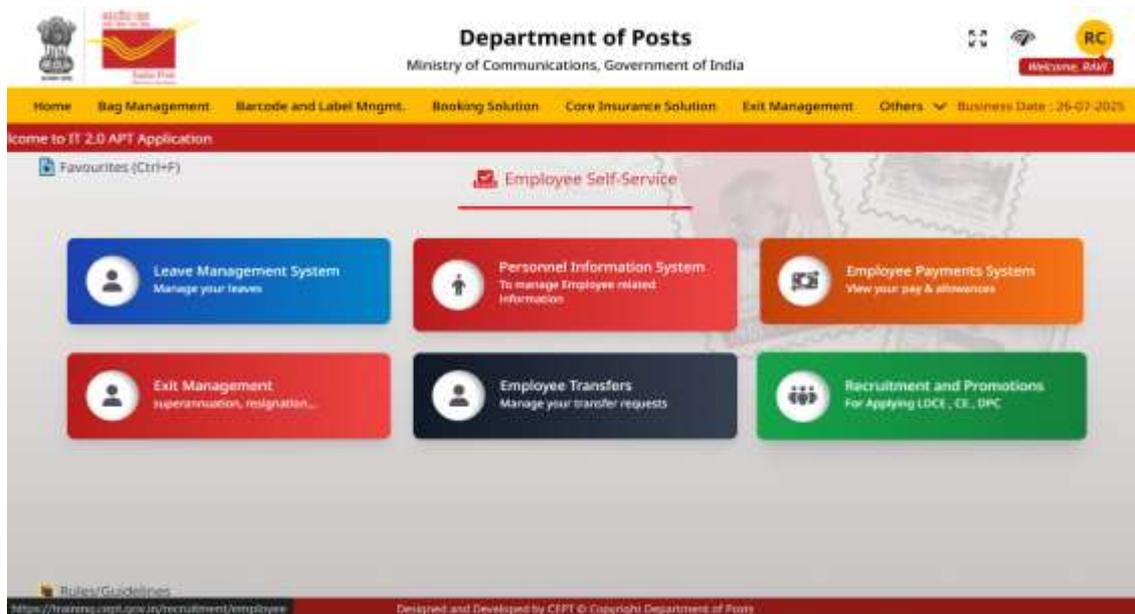
On clicking on “View Intimation Details”, intimation status will be displayed as above.

4.6 Annual Performance Appraisal Report(APAR)

4.6.1 Update APAR



5 Employee Payments System



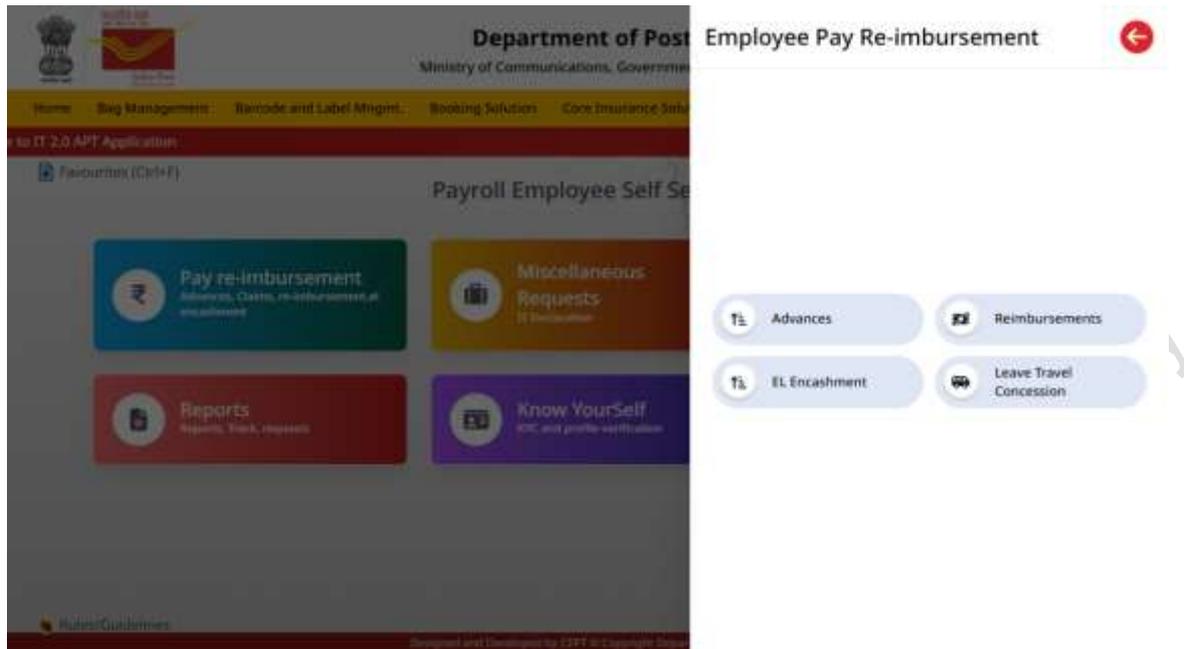
Click on “**Employee Payments System**” card.



After clicking on “**Employee Payments System**” card, “**Employee Self Service**” page will be displayed.



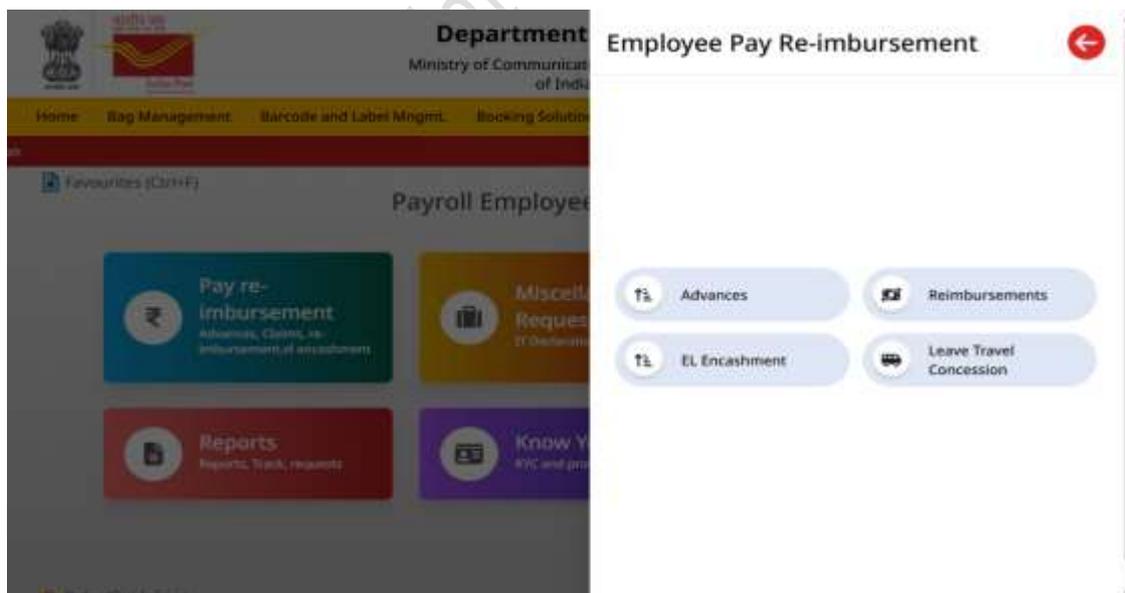
5.1 Pay re-embursement



After clicking on “**Pay re-imbursement**” Sub –card, following options are seen.

- ➔ Advances
- ➔ Reimbursements
- ➔ EL Encashment
- ➔ Leave Travel Concession

5.1.1 Advances



Click on “**Advances**” option under “**Pay re-imbursement**” sub card.



Home > application-for-employee-advance

Advances

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
RAVI C.	Postal Assistant	30311334

Advance Type
Select type of Advance

Amount Date Installment

employee_remarks

Upload document
Choose Files No file chosen

Advances screen will open.

Advance Type

Select type of Advance

- Select type of Advance
- Medical Advance
- TA Tour Advance
- TA Transfer Advance
- PC Advance
- HBA Principal
- In Service Training- DTE- Advance
- Training Prog-Group A&B officers Advance
- Operational Training- DTE- Advance



Employee can apply many Advances such as

- ➔ Medical Advance
- ➔ TA Tour Advance
- ➔ TA Transfer Advance
- ➔ PC Advance
- ➔ HBA Principal
- ➔ In Service Training –DTE- Advance
- ➔ Training Prog- Group A&B Officers Advance
- ➔ Operational Training –DTE- Advance

5.1.1.1 Medical Advance

Home -> application-for-employee-advance
Favourites (Ctrl+F)

Advances

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
K R SUNEETHA	Postal Assistant	30007539

Select type of Advance
Medical Advance

Hospital Name
Hospital

Treatment Start Date
03-03-2025

Treatment End Date
03-03-2025

Amount
100000

Employee Remarks
Kindly Sanction 15 / 50

Upload document
Choose files Document.pdf
Click to Upload

Submit

Select Type of Advance as **Medical Advance**; Enter Hospital Name, Treatment Start Date, Treatment End Date, Amount and Remarks. Upload the PDF file document, if necessary and click on **Submit** Button.

NAME OF THE EMPLOYEE
K R SUNEETHA

POST DESCRIPTION
Postal Assistant

POST ID
30007539

Select type of Advance
Select type of Advance

Hospital Name

Amount

Upload document
Choose files No file chosen

Success

Transaction Id is: MEAD1002166020250303123334

Ok



Transaction ID will be generated and the request will be moved to Forwarding Authority for further process.

5.1.1.2 TA Tour Advance

Advances

NAME OF THE EMPLOYEE: K R SUNEETHA
POST DESCRIPTION: Postal Assistant
POST ID: 30007539

Select type of Advance: TA Tour Advance

Tour Destination*: Destination
Tour Start Date: 03-03-2025
Tour End Date: 05-03-2025

Estimated Expenses :
Daily Allowance: 563
Travel Charges: 180
Hotel Charges: 625

employee_remarks

Total Amount: 1366

Upload document: Choose files Document.pdf
Click to Upload

Submit

Select **TA Tour Advance** from Type of Advance, Enter Tour Destination, Tour Start date and Tour End date, enter estimated expenses of Daily Allowance; Travel Charge; Hotel Charges; Enter the Remarks. Upload the PDF file document, if necessary and click on **Submit** Button.

Success

Transaction Id is: TAAD1002166020250303122816

Ok

Transaction ID will be generated and the request will be moved to Forwarding Authority for further process.



5.1.1.3 TA Transfer Advance

Select Advance Type as **TA Transfer Advance**, Enter Transfer Destination, Journey start date, Journey end date, Estimated Expenses i, e CTG Amount; Personal Effect Amount; Travel charges and enter Remarks Upload the PDF file document, if necessary and click on **Submit** Button.



Request transaction ID generated. The applied request transferred to Forwarding Authority.



5.1.1.4 PC Advance

Select **PC Advance** for Type of Advance, Enter Amount, Date, and Instalment and enter the Remarks. Upload the PDF file document, if necessary and click on **Submit** Button.

Transaction ID will be generated and the request will be moved to Forwarding Authority for further process.

5.1.1.5 HBA Principal



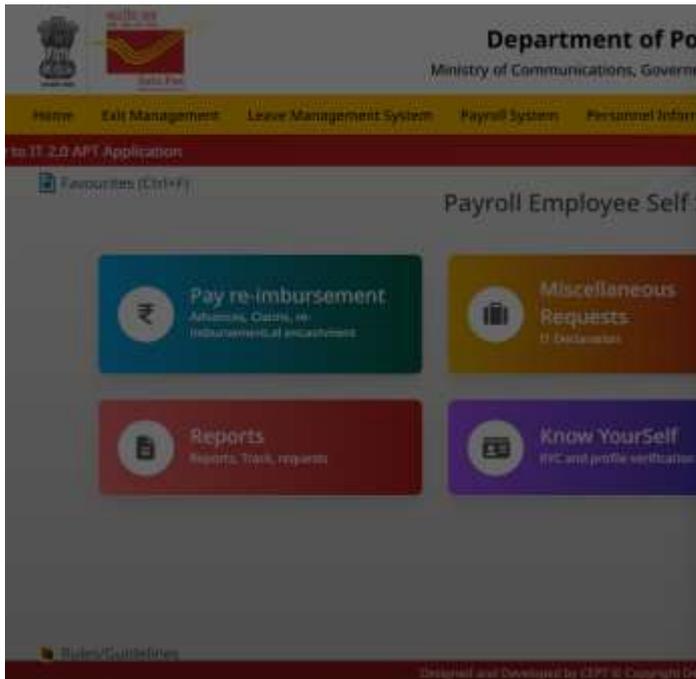
Select **HBA Principal** from Type of Advance, Select the purpose as Construction of New house on already own plot/ Purchasing plot+ Construction/ Purchase of new ready built house/ Renovation of Existing house Enter Date, Amount, Instalment enter the Remarks. Upload the PDF file document, if necessary and click on **Submit** Button.

Transaction ID will be generated and the request will be moved to Forwarding Authority for further process.

5.1.1.6 In Service Training –DTE- Advance

This option is used to apply for any in service training advance.

Click on “**Advances**” option available under “**Pay-reimbursement**” sub card



NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
MANJUNATHA S M	Postal Assistant (LSG)	30250849

Advance Type: In Service Training- DTE- Advance

Tour Destination*: GPO Bangaluru

Tour Start Date: 01-10-2025

Tour End Date: 04-10-2025

Estimated Expenses:

Daily Allowance: 800	Travel Charges: 1000	Hotel Charges: 2000
----------------------	----------------------	---------------------

employee_remarks: please grant advance

Total Amount: 3800

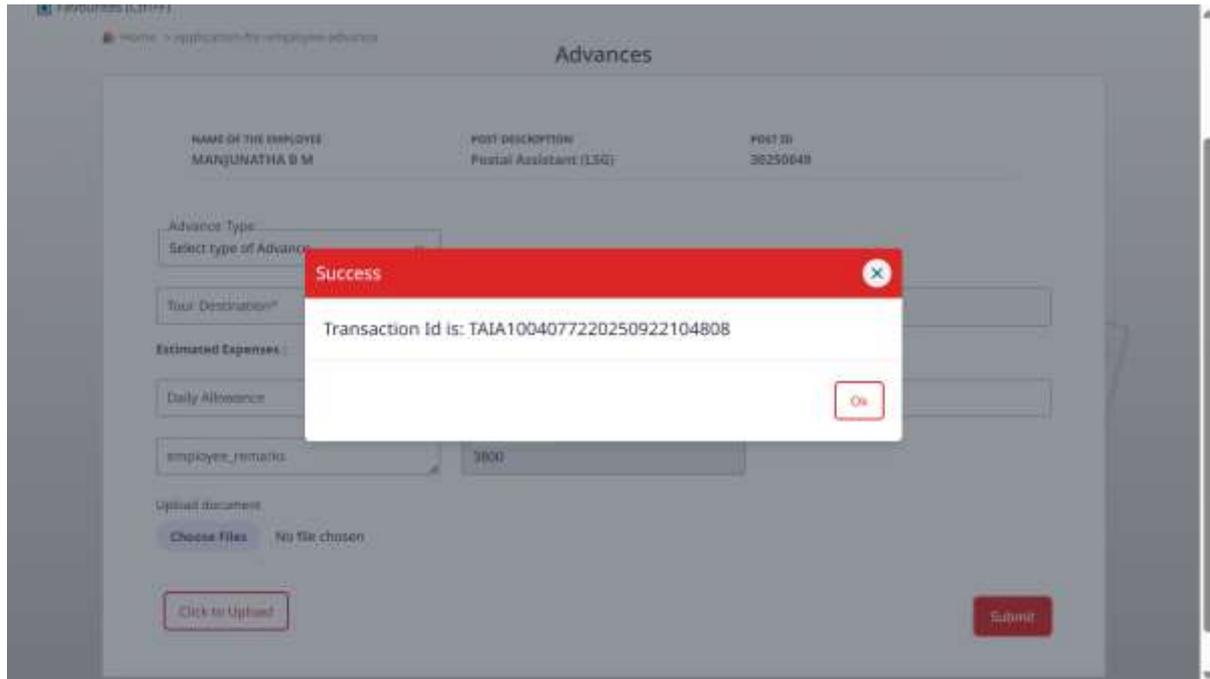
Upload document: Choose Files No file chosen

Click to Upload

Submit

Select advance type as “In Service Training DTE-Advance”, Enter Tour destination, Tour start date, Tour end date and enter the estimated expenses details such as Daily allowance, Travel allowance, Hotel Charges and employee remarks. If any documents needs to be uploaded then same can be uploaded in PDF Format. After entering all mandatory fields click on Submit button.

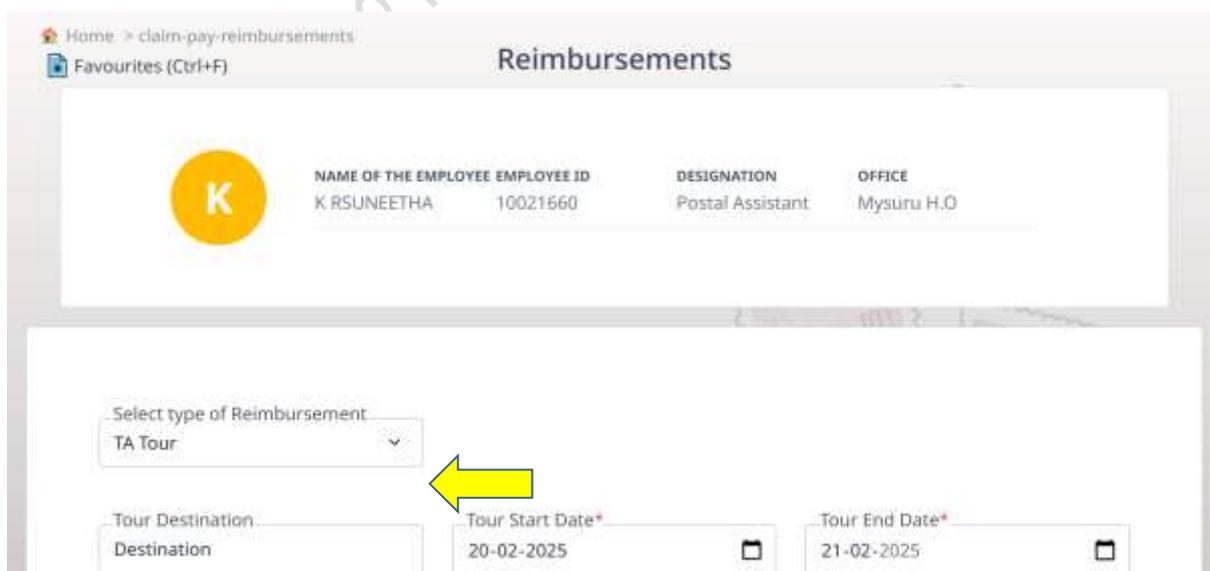
On clicking submit button a success window will pop-up and Transaction ID is generated successfully.



In the same way as said above, **Training Prog- Group A&B Officers Advance and Operational Training –DTE- Advance** can be applied.

5.1.2 Reimbursements

5.1.2.1 TA Tour





Details of journey(s) :-

[Add Row](#) [Remove Row](#)

From			To		
20-02-21	09:00	Place 1	20-02-21	10:00	Place 2
21-02-21	17:00	Place 2	02-2025	18:00	Place 11

Rows per page: 10 1-2 of 2

Travel Charges
380

Details of stay :-

[Add Row](#) [Remove Row](#)

Stay From	Stay Till	Hotel
20-02-2025	21-02-2025	

Rows per page: 10 1-1 of 1

Hotel Charges
1000

Daily Allowance
1126

Employee Remarks*

Total Amount
2126

[Select Advance](#) [No Advance Sanctioned](#)

[Preview](#)

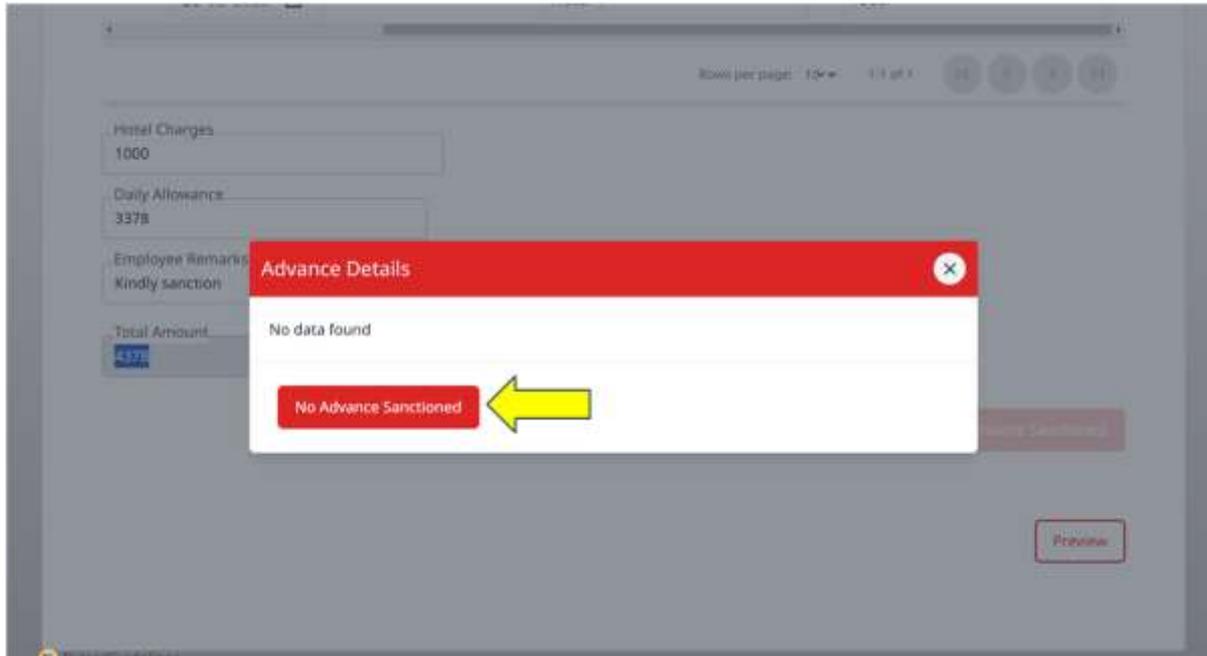
Select **TA Tour** from Reimbursement Type Tab, Enter Tour Destination, Tour start date, tour end date.

Enter the Details of Journey- From date and Time, To date and Time, Mode, Distance, Fare Paid and Remarks. Click on Add Row to create more rows.

Total Travel Charge will be Auto calculated based on data entered.

Enter Details of Stay- Stay from, stay till, Hotel Name and Rate per Day.

Hotel charges will be auto calculated based on data entered. Enter Daily Allowance Amount. Enter Remarks.



Click on **Select Advance** Button, After clicking on **Select Advance** button a new window will appear if any advance already taken select the Advance and click on **OK** button. If advance not taken click on **No advance taken** Button after that click on **Submit** button.

Click on **Preview** button to Preview the Details entered.



Claim Pay Reimbursements - TA Tour

Form Preview:

Tour Station : Destination

Tour Start Date : 2025-02-20

Tour End Date : 2025-02-21

FROM PLACE	TO PLACE	DISTANCE (KM)	FARE PAID	PURPOSE	FROM DATE	FROM TIME	TO DATE	TO TIME	MODE OF TRAVEL
PLACE 1	PLACE 2	100	190	REMARKS	2025-02-20	09:00	2025-02-20	10:00	ROAD
PLACE 2	PLACE 1L	100	190	REMARKS	2025-02-21	17:00	2025-02-21	18:00	ROAD

STAY FROM	STAY TILL	HOTEL NAME	RATE PER DAY
2025-02-20	2025-02-21	HOTEL 1	1000

TOTAL CLAIM	ADVANCE BALANCE	REQUEST AMOUNT
1126	0	1126

Select to Upload:

Choose files No file chosen

Upload

Cancel Submit

Claim Pay Reimbursements- TA TOUR screen will open, check the entered details, upload the PDF file if any, then click on **Submit** button.



Request Id will be generated and request will be moved to forwarding Authority for further processing.



5.1.2.2 Medical Bill

Home > claim-pay-reimbursements
Favourites (Ctrl+F)

Reimbursements

K NAME OF THE EMPLOYEE: K RSUNEETHA EMPLOYEE ID: 10021660 DESIGNATION: Postal Assistant OFFICE: Mysuru HLD

Select type of Reimbursement: **Medical Bill**

Hospital Name*: Hospital 1 Treatment Start Date*: 25-02-2025 Treatment End Date*: 25-02-2025

Amount: 35280

Details of medical :-

Purpose	Amount
Medical Expenditure 1	20000
Medical Expenditure 2	15280

Rows per page: 10 1-2 of 2

Select Reimbursement type as Medical Bill, Enter Hospital name, Treatment start date, Treatment End Date and Amount.

Enter Details of Medical- Purpose and Amount.

Click on **Select Advance** button to fetch the Advance details otherwise click on **No Advance Sanctioned** button.

No Advance Sanctioned.

After that Click on **Preview** button.



Medical Bill

Hospital Name *
Hospital 1

Amount
35280

Details of medical :-

Purpose

PURPOSE FOR MEDICAL	AMOUNT FOR MEDICAL
MEDICAL EXPENDITURE 1	30000
MEDICAL EXPENDITURE 2	15280

TOTAL CLAIM	ADVANCE BALANCE	REQUEST AMOUNT
35280	0	35280

Treatment End Date*
25-12-2025

Amount

20000
15280

Select to Upload:
Choose files No file chosen

Upload

Cancel Submit

Preview the information; upload the PDF file, if any. Then Click on **Submit** Button.

Medical Bill

Hospital Name *
Hospital

Amount
1000

Details of medical :-

Claim Pay Reimbursements - Medical Bill

Your Request Id is : MECL1002166020250303152407

OK

Request Id will be generated and request will be moved to forwarding Authority for further processing.



5.1.2.3 Transfer TA

Home > claim-pay-reimbursements

Favourites (Ctrl+F)

Reimbursements

G NAME OF THE EMPLOYEE: GAYATHRIK EMPLOYEE ID: 10158375 DESIGNATION: Postal Assistant OFFICE: Puttur(D.K.) H.O

Select type of Reimbursement: **Transfer TA** ←

Transfer Destination * Destination 1 Journey Start Date * 28-02-2025 Journey End Date * 28-02-2025

CTG Amount: 40000 Personal Effect Amount: 2500 Travel Charges: 1500

Employee Remarks: Kindly Sanction

Total Amount: 44000

Fill the purpose of the journey :-

From (station)			To (station)			Mode for Transfer
28-02-2025	09:00	Place 1	28-02-2025	13:00	Place 2	Road

Rows per page: 10 1-1 of 1

No Advance Sanctioned.

Select Reimbursement type as **Transfer TA**, Enter Transfer Destination, Journey start and End dates, CTG Amount, Personal Effect Amount, Travel Charges and Enter Remarks.

Click on **Select Advance Button**, After clicking on **Select Advance** button a new window will appear if any advance already taken select the Advance and click on **OK** button. If advance not taken click on **No advance taken** Button, Click on **Preview** button to Preview the Details entered.



Claim Pay Reimbursements - Transfer TA

Form Preview:
CTG Amount : 40000
Personal Effect Amount : 2500
Travel Charges : 1500
Conveyance Charges : 0
Transfer Amount : 44000
Employee Remarks : Kindly sanction
Transfer Amount : 0

DATE FROM TRNSFR	DATE TO TRNSFR	DISTANCE IN KM TRNSFR	FARE PAID TRNSFR	MODE OF TRAVEL TRNSFR	PLACE FROM TRNSFR	PLACE TO TRNSFR	REMARKS TRNSFR	TIME FROM TRNSFR	TIME TO TRNSFR
2025-03-01	2025-03-01	50	250	ROAD	PLACE	PLACE	REMARKS	09:00	10:00

TOTAL CLAIM	ADVANCE BALANCE	REQUEST AMOUNT
44000	0	44000

Select to Upload:
Choose files No file chosen

Upload

Cancel Submit

Claim Pay Reimbursements - Transfer TA

Form Preview:
Employee Remarks : Kindly sanction
Transfer Amount : 0

DATE FROM TRNSFR	DATE TO TRNSFR
2025-03-02	2025-03-02
2025-03-02	2025-03-02

TOTAL CLAIM	ADVANCE BALANCE	REQUEST AMOUNT
44000	0	44000

Select to Upload:
Choose files No file chosen

Upload

Cancel Submit

Verify the Data preview, upload the document if any, in PDF format and then click on **Submit** button.

Reimbursements request id success message appeared. The request transfer to Forwarder to forward.



5.1.2.4 Children Education Allowance

Favourites (Ctrl+F) Reimbursements

G NAME OF THE EMPLOYEE EMPLOYEE ID DESIGNATION OFFICE
GAYATHRIK 10158375 Postal Assistant Puttur(D.K.) H.O

Select type of Reimbursement
Children Education Allowance

If spouse is employed, state whether in Central govt., PSU, State Govt. (give details with name of the spouse): * NO

Designation, office & B.U. No. of spouse, if spouse is employed in Railway: * N/A

Select Child
Select

Standard & Academic Year	Institute Name	Physically Challenged	Claim Amount	Hostel Subsidy
4th 2024-2025	Institution 1	No	37500	101250

Rows per page: 10 1-1 of 1

Total Amount: * 138750

Employee Remarks: * Kindly Sanction

Preview

Select Reimbursement Type as **Children Education Allowance**, Filled in the asked information.

Select the Child for whom CEA has to be claimed, Enter Standard and Academic year, Institution Name, Enter Claim Amount and Hostel Subsidy Amount. Enter Remarks and click on **Preview** Button.



Claim Pay Reimbursements - Children Education Allowance

Form Preview:
If spouse is employed, state whether in Central govt., PSU, State Govt. (give details with name of the spouse): : NO
Designation, office & B.U. No. of spouse, if spouse is employed in Railway: : N/A
Employee Remarks: : Kindly Sanction

CHILD NAME	DATE OF BIRTH	STANDARD & ACADEMIC YEAR	INSTITUTE NAME	CLAIM AMOUNT	HOSTEL SUBSIDY
RAJITHA	01/11/2009	4TH 2024-2025	INSTITUTION 1	37500	101250
	INVALID DATE				

TOTAL CLAIM	REQUEST AMOUNT
138750	138750

Select to Upload:
Choose files No file chosen

Upload

Cancel Submit

Verify the Data preview, upload the document if any, in PDF format and then click on **Submit** button.

Child Name	Date Of Birth	Standard & Academic Year	Institute Name	Physically Challenged	Claim Amount	Hostel Subsidy
Rajitha	01-11-2009				37500	101250

Total Amount:*

Employee Remarks:* Kindly Sanction

Claim Pay Reimbursements - Children Education Allowance

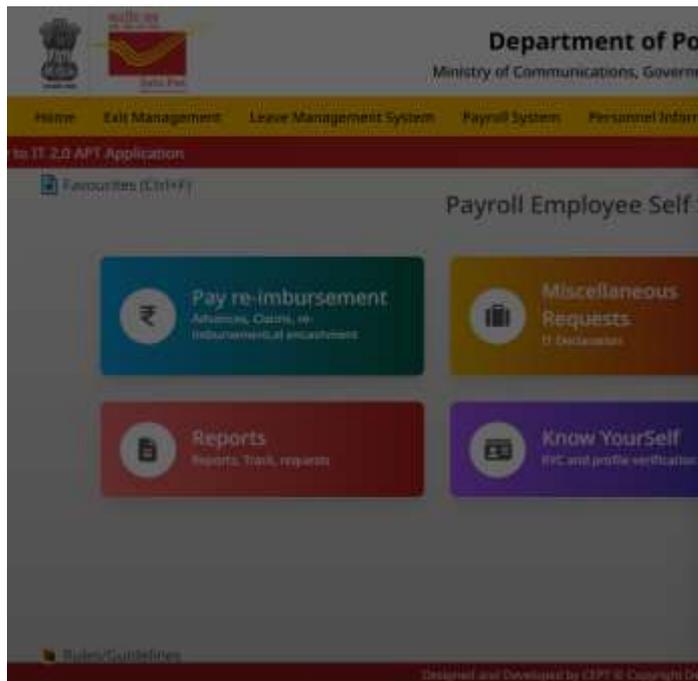
Your Request Id is : CEA1015837520250303164242

Ok

Request Id will be generated and request will be moved to forwarding Authority for further processing.

5.1.2.5 In Service Training- DTE- Reimb

In this option, request for re-imbursement for in service training can be submitted.



Employee Pay Re-imbursment

- Advances
- Reimbursements
- EL Encashment
- Leave Travel Concession

Click on “**Reimbursement**” option available under “**Pay-reimbursement**” sub card

Reimbursements

M NAME OF THE EMPLOYEE: MANJUNATHAB M EMPLOYEE ID: 10040772 DESIGNATION: Postal Assistant (LSG) OFFICE: Kolar H.O.

Reimbursement Type: In Service Training- DTE- Reimb

Tour Destination: GPO BENGALURU Tour Start Date*: 01-09-2025 Tour End Date*: 05-09-2025

Details of journey(s) :-

From	To	Mode	
01-09-2 06:30 KOLAR	01-09-2 09:00 GPO BENGAI	Road	80
05-09-2 17:00 BENGALURU	05-09-2 20:00 KOLAR	Road	80

Select Reimbursement Type as “**In Service Training DTE-Reimb**” , enter **Tour destination, Tour start Date, Tour end Date, and Enter Details of the journey.**



Travel Charges: 400

Details of stay :-

Stay From	Stay Till	Hotel Name	Amount
01-09-2025	05-09-2025	HOTEL PARIMALA	5000

Rows per page: 10 1 of 1

Hotel Charges: 5000

Daily Allowance: 1000

Employee Remarks*:
KINDLY RE IMBURSE THE AMOUT AS EARLY

Total Amount: 6400

Enter Details of Stay such as , Stay From date, Stay Till date, Hotel name and amount. Enter Daily allowance and employee Remarks. If any advance taken, then select the advance taken, by clicking on “Select Advance” button.

Travel Charges: 400

Details of stay :-

Stay From	Stay Till	Hotel Name	Amount
01-09-2025	05-09-2025	HOTEL PARIMALA	5000

Rows per page: 10 1 of 1

Hotel Charges: 5000

Daily Allowance: 1000

Employee Remarks*:
KINDLY RE IMBURSE THE AMOUT AS EARLY

Total Amount: 6400

Advance Details ✕

No data found

!!! retrieved successfully



01-09-2025 05-09-2025 HOTEL PARIMALA 5000

Rows per page: 10 1-1 of 1

Hotel Charges: 5000

Daily Allowance: 1000

Employee Remarks*: KINDLY RE IMBURSE THE AMOUNT AS EARLY

Total Amount: 6400

No Advance Sanctioned.

Rules/Guidelines Designed and Developed by CEPT © Copyright Department of Posts

After entering all the details, click on **“Preview”** button.

Form Preview:

Tour Station : GPO BENGALURU
Tour Start Date : 2025-09-01
Tour End Date : 2025-09-05
Daily Allowance : 1000

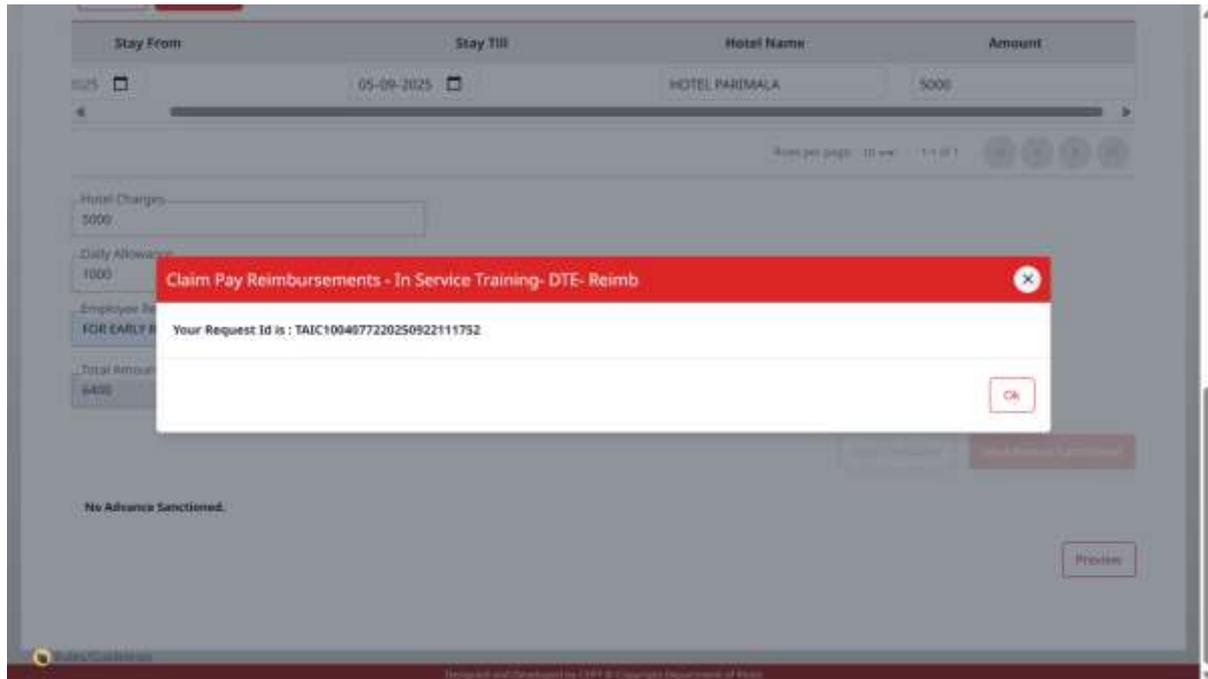
FROM PLACE	TO PLACE	DISTANCE (KM)	FARE PAID	PURPOSE	FROM DATE	FROM TIME	TO DATE	TO TIME	MODE OF TRAVEL
KDLAR	GPO BENGALURU	80	200		2025-09-01	06:30	2025-09-01	09:00	ROAD
BENGALURU	KDLAR	80	200		2025-09-05	17:00	2025-09-05	20:00	ROAD

STAY FROM	STAY TILL	HOTEL NAME	AMOUNT
2025-09-01	2025-09-05	HOTEL PARIMALA	5000

TOTAL CLAIM	ADVANCE BALANCE	REQUEST AMOUNT
6400	0	6400

Select to Upload:
 No file chosen

On clicking **“Preview”** button, all the details entered will be displayed. Click on **“Submit”** button to submit the reimbursement request.



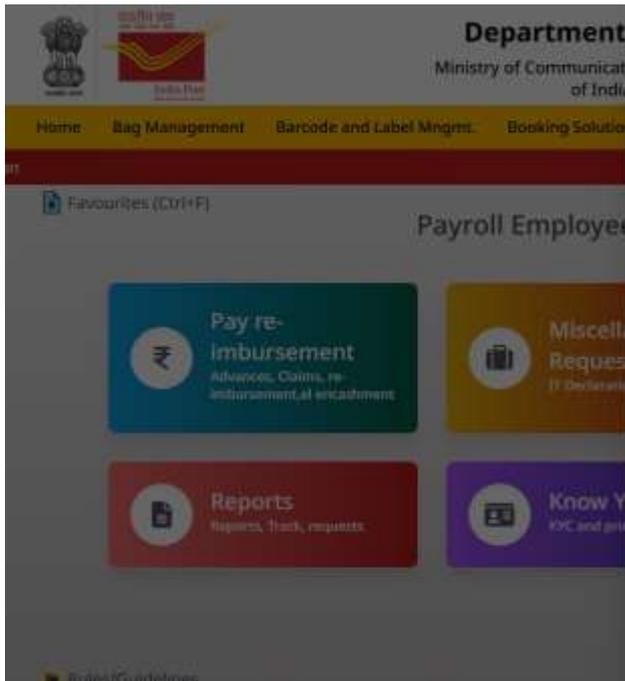
On click of submit button, re-imburement request submitted successfully and Request id is generated successfully.

In the same way as said above, request for **Training Prog- Group A&B Officers** and **Operational Training –DTE- Reimb** can be submitted.

5.1.3 EL Encashment

Request for EL encashment is submitted in this option.

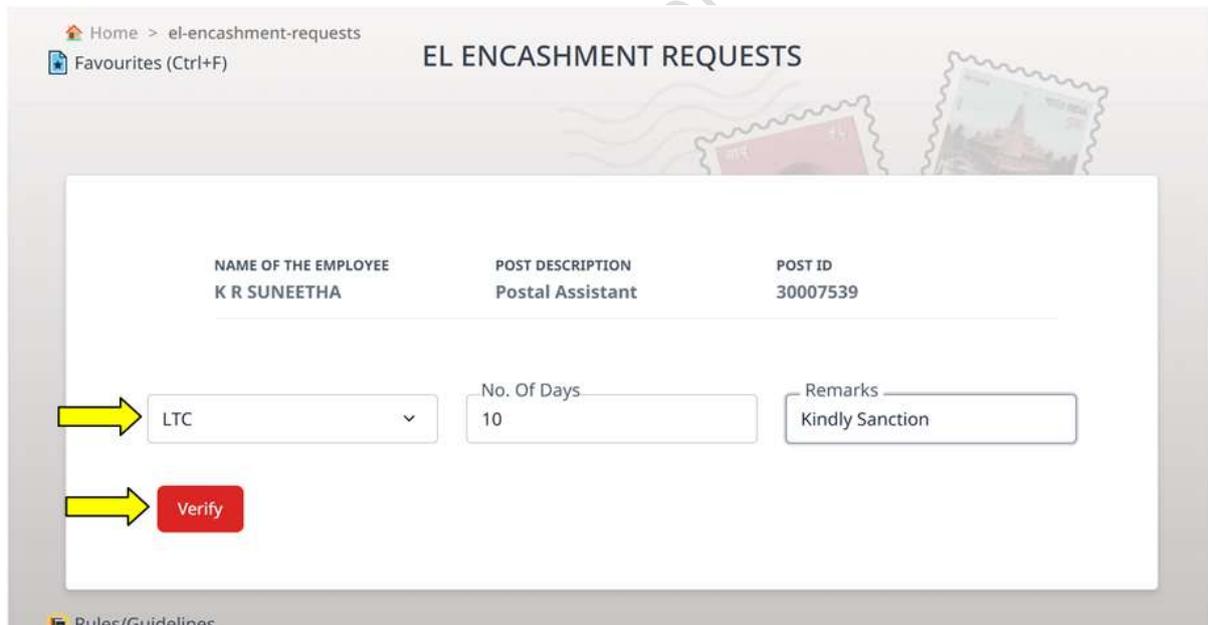
Note: Before EL Encashment request, employee has to submit his/her request for LTC Permission/Advance and get it sanctioned/approved. Only sanctioned/approved permission/advance request will be available for selection upon clicking on “Select LTC Permission Details”. Otherwise employee will see an error message “Data is null”



Employee Pay Re-imbursment

- Advances
- Reimbursements
- EL Encashment
- Leave Travel Concession

Click on “EL Encashment” option available in “Pay re-imbursment” sub card.



EL encashment requests page shown as above. It allows the logged in employee / user to select the purpose for EL Encashment from drop down (i.e. LTC) Enter the number of Days, input Remarks and click on **Verify** button.



Verify

Level	Index	Pay	DA Rate	Applied for Days	EL Encash BP	EL Encash DA	EL Encash Total
6	11	47600	50	10	15867	7934	23801

Rows per page: 10 1-1 of 1

Select LTC Permission Details

Rules/Guidelines

After clicking on **Verify** button, a new row will be displayed as above with Level, Index, Pay, DA rate, Applied for Days, EL En-cash BP, EL En-cash DA and Total EL En-cash amount with **Select LTC Permission Details** Button.

Select the LTC Permission Details, by clicking on “**Select LTC Permission Details**” button and submit the EL Encashment request.

5.1.4 Leave Travel Concession

Click on Leave Travel Concession option available under “Pay re-imburement” sub card to apply for Permission/Advance and Final Reimbursement for LTC.

Department of Posts
Ministry of Communications and Public Relations
India Post

Home Bag Management Barcode and Label Mngmt. Booking Solution

Favourites (CTI+P)

Payroll Employee

Pay re-imburement
Advances, Claims, re-imburement of encashment

Miscellaneous Requests
(If Declaration)

Advances

Reimbursements

EL Encashment

Leave Travel Concession

Reports
Reports, track, requests

Know Your
KTC and pro



5.1.4.1 LTC Permission/Advance

Permission/Advance Final Reimbursement

Application Form for LTC

NAME OF THE GOVERNMENT SERVANT: MANJUNATHA B M DESIGNATION: Postal Assistant (LSG) PRESENT PAY + NPA+SI: 55200

HOME TOWN AS RECORDED IN THE SERVICE BOOK: Kolar DATE OF ENTERING THE CENTRAL GOVERNMENT SERVICE: 14-07-2003 WHETHER PERMANENT OR TEMPORARY: Yes

WHETHER SPOUSE IS EMPLOYED: Yes WHETHER LTC HAS ALREADY BEEN AVAILABLE?: No

PROPOSED ONWARD JOURNEY DATE: 24-09-2025 RETURN JOURNEY DATE: 27-09-2025

Select LTC type: Anywhere India Select Block: Anywhere India (Current Block (2022-2025)) You have selected: Anywhere India Current Block (2022-2025)

PROPOSED JOURNEY DETAILS

SELECT DESTINATION: Thupali

Click on **Permission/Advance Tab**, specify whether wife is Govt employee or not and eligible for LTC or not. Specify proposed onward journey date and return date journey date.

Select LTC type-Anywhere India, Home town, In-lieu Home town.

Select Block, and Enter Destination.

SELECT FOR WHOM YOU WANT TO AVAIL: Self and Family Members Your leave application details: Earned Leave From 24-09-2025 to 27-09-2025

ACTIVE MEMBERS OTHER MEMBERS

Select	Name	Date Of Birth	Gender	Age	Relation
<input checked="" type="checkbox"/>	ABHAY RAMESH	2008-03-04	Male	17	Son
<input checked="" type="checkbox"/>	TAPASVI	2011-02-23	Female	14	Daughter

Rows per page: 10 1-3 of 2

YOU HAVE SELECTED : 3 NUMBER OF ROWS.

Single rail fare/bus fare/air fare: 2000 Amount of advance required: 0

Employee Remarks:

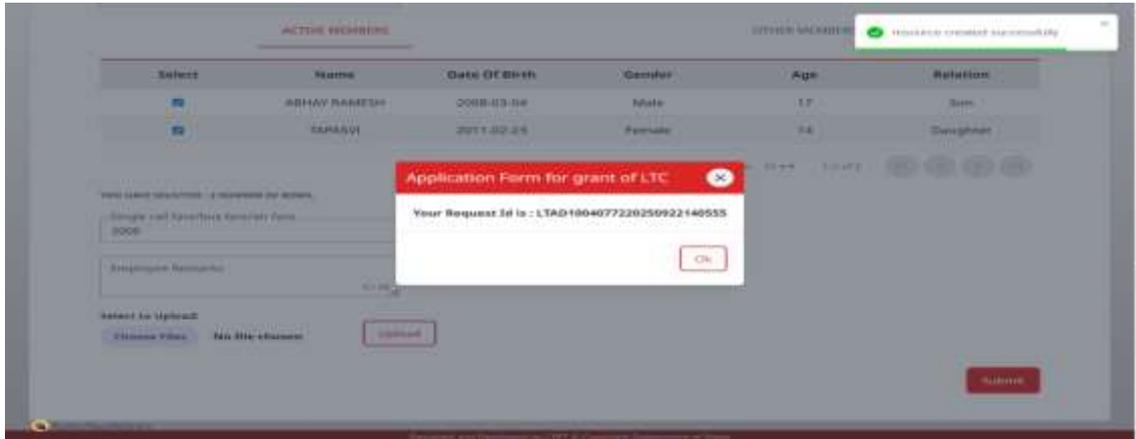
Select to Upload: No file chosen



Select for whom availing LTC –Self, Family Members, Self and Family members, fill the details based on selected option.

Specify the single rail/bus/air fare, enter the amount of advance required and enter remarks.

Upload the required documents in PDF format and click on **Submit** Button.



Request ID will be generated and request will be moved to Forwarding authority for further action.

5.1.4.2 LTC Final Reimbursement

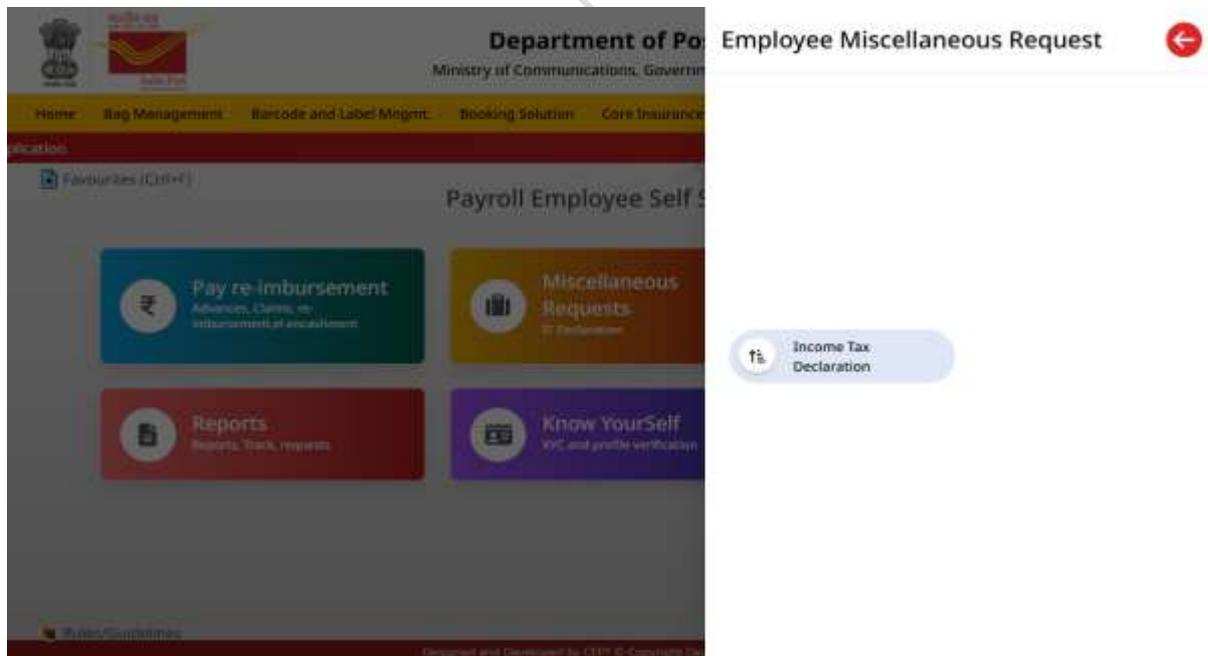


Click on **Final Reimbursement** tab, click on **Select LTC Permission/Advance Details** hyperlink to fetch the permission and Advance data.



5.2 Miscellaneous Requests

5.2.1 Income Tax Declaration



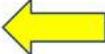
Click on “**Income Tax Declaration**” option available in “**Miscellaneous Requests**” sub card.



Home > It-declaration
Favourites (Ctrl+F)

INCOME TAX DECLARATION

Type Of Declaration

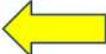
Select Section 

Enter Amount:
Amount

Enter Remarks:
Remarks

Upload document
Choose files No file chosen

Click to Upload

Submit 

Select Section

- Select Section
- 80CCD(1B) - Additional contribtn- NPS
- 80E - Interest on Edu Loan
- 80G - Donations
- 80D - Medical Insurance Premium
- 80TTA - Interest on deposits
- 80C - Investments
- 80EE - Interest on Home Loan
- INO - Income From Other Sources
- INH - Income From House Property
- HRA - House Rent Allowance
- CEA - CEA

Under section field provision of different sections of Income Tax Act under which deductions and exemptions can be claimed are made available in drop down list as shown in above screen. User can select desired section and submit details regarding Income Tax deductions, if any, through this page.



Home > it-declaration
Favourites (Ctrl+F)

INCOME TAX DECLARATION

Type Of Declaration

80G - Donations ▼ Donations to Charity

Enter Amount:
20000

Enter Remarks:
Remarks

Upload document
Choose files Document.pdf

[Click to Upload](#)

Submit

After selection of section, enter amount, enter remarks, upload the document if any (PDF Format) and click on **Submit** button.

Type Of Declaration

80G - Donations ▼ Donations to Charity

Enter Amount:
20000

Enter Remarks:
Remarks

Upload document
Choose files Document.pdf

Request ID: ITD1015837520250304121218

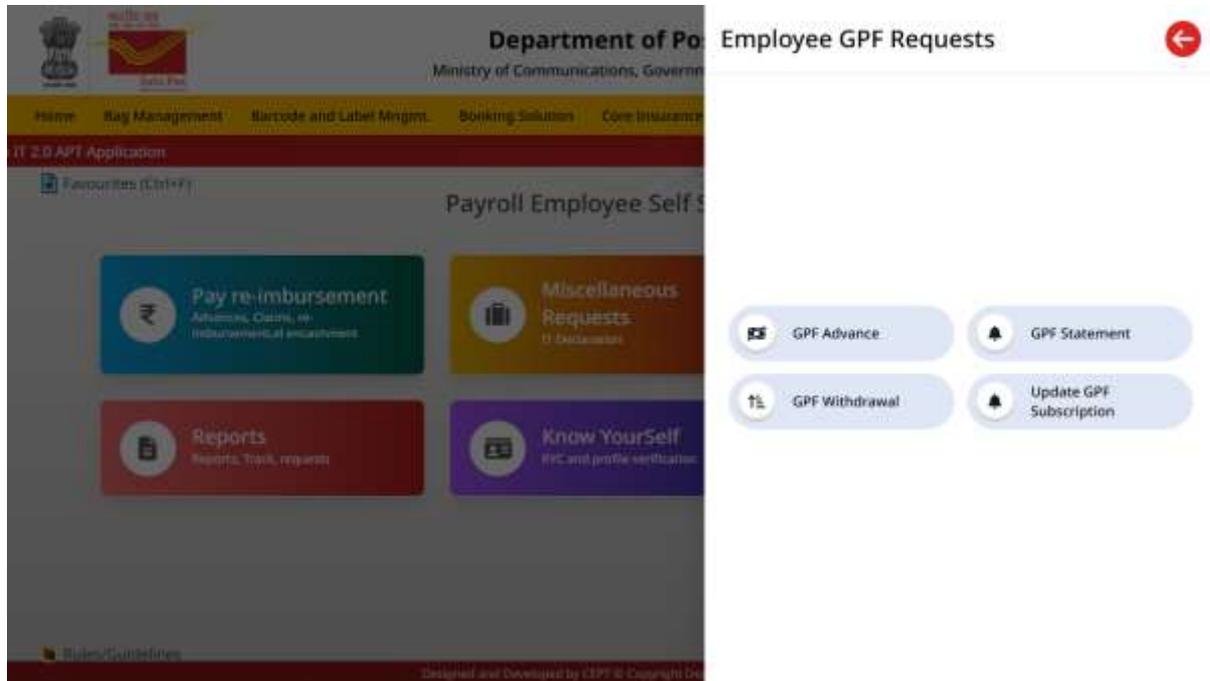
Request ID will be generated and request will be moved to Approving authority for further action.

Note: This Request will be available for Approve/Reject in DDO login in Approval and Disbursements (DDO)→Approve Misc. Request page.



5.3 GPF

5.3.1 GPF Advance



Click on “**GPF Advance**” option available in “**GPF**” sub card.

The screenshot shows the 'GPF Advances' form. The form displays the following information:

EMPLOYEE ID	NAME OF THE EMPLOYEE	POST DESCRIPTION
10158375	GAYATHRI K	Postal Assistant
OFFICE	ACCOUNT NUMBER	BALANCE AMOUNT
Puttur(D.K.) H.O	1.10E+11	600000

Below the table, there are three input fields:

- REASON FOR REQUEST: Illness (dropdown menu)
- ENTER AMOUNT IN RUPEES: Amount: 20000
- NUMBER OF INSTALLMENT: Installments: 12

A REMARK field contains the text: Kindly sanction.

A red 'Submit' button is located at the bottom left, with a yellow arrow pointing to it.

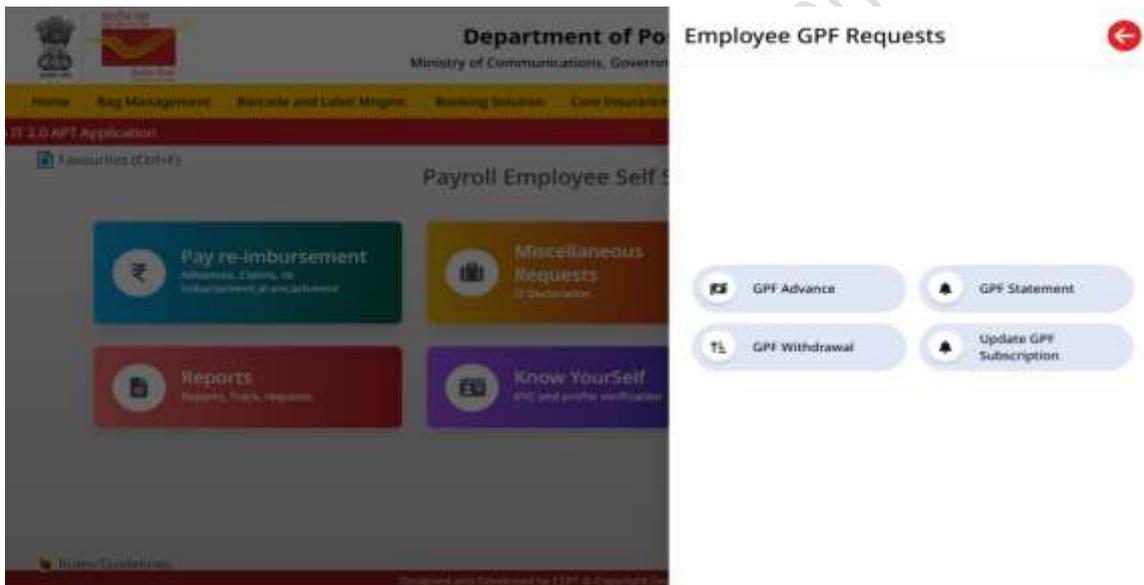
Enter the Reason for Advance Illness/Education/Obligatory/Expenses/Legal proceedings Cost/Cost of Defence/Pilgrimage/Consumer Durables. Enter amount, Instalments (between 25 to 36) and Remarks then click on **Submit** button.



EMPLOYEE ID 10158375	NAME OF THE EMPLOYEE GAYATHRI K	POST DESCRIPTION Postal Assistant
OFFICE Puttur(D.K.) H.O	Request Generated Successfully Submit Status: GADV1015837520250303195704	BALANCE AMOUNT 600000
ON FOR REQUEST		NUMBER OF INSTALLMENT

Request Id will be generated and request will be moved to forwarding Authority for further processing.

5.3.2 GPF Statement



Click on “GPF Statement” option available in “GPF” sub card.





Enter Employee ID; select the year for which statement to be generated then click on “**Generate PDF**”. The GPF statement for the selected financial year will then be downloaded in PDF format. Statement will be as shown below.

**Department of Post
Office of the Director of Accounts (P)
GPF Balance Slip**

Office of Working	Puttur(D.K.) H.O	Rate of Interest Q1:
Financial Year	2025-26	Rate of Interest Q2:
Account Code	1.10E+11	Rate of Interest Q3:
Name of the Employee	GAYATHRI K	Rate of Interest Q4:
EMP ID	10158375	

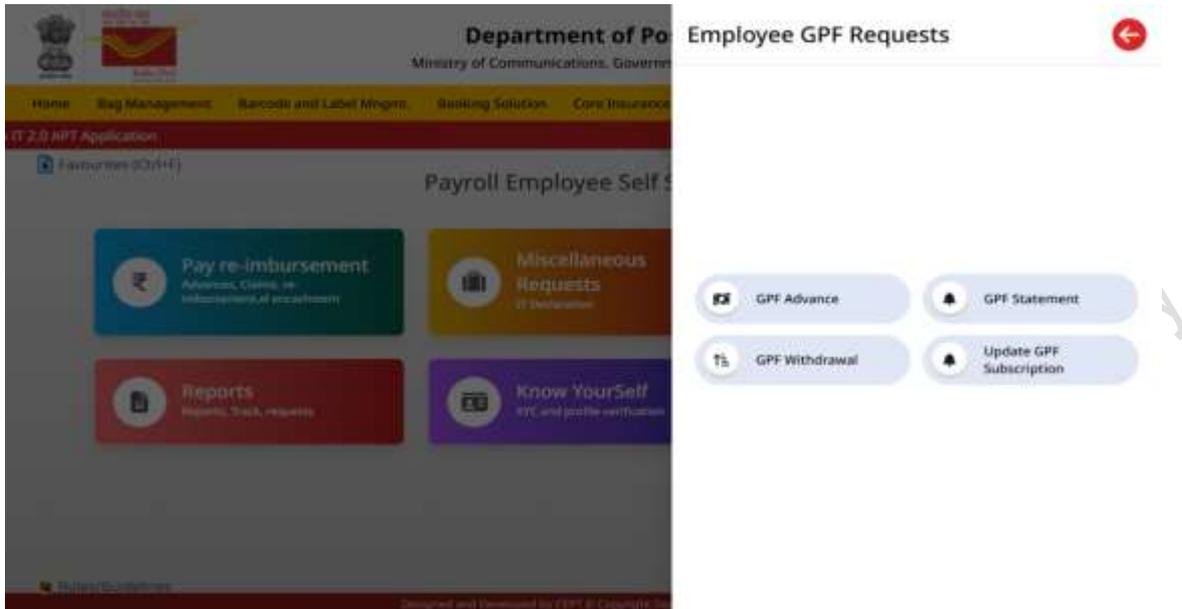
Month	Office	Subscription	Recovery	Withdrawals
-------	--------	--------------	----------	-------------

Opening Balance as on 1st April, 2023	600000
Deposits and Refunds	0
Interests	0
Total	600000
withdrawals	0
closing Balance	600000

Note :-
The subscriber is requested to satisfy himself or herself as to the correctness of the statement and to bring errors, if any, to the notice of the AO/AAO/JAO within one month from the date of its receipt.



5.3.3 GPF Withdrawal



Click on “**GPF Withdrawal**” option available in “**GPF**” sub card.

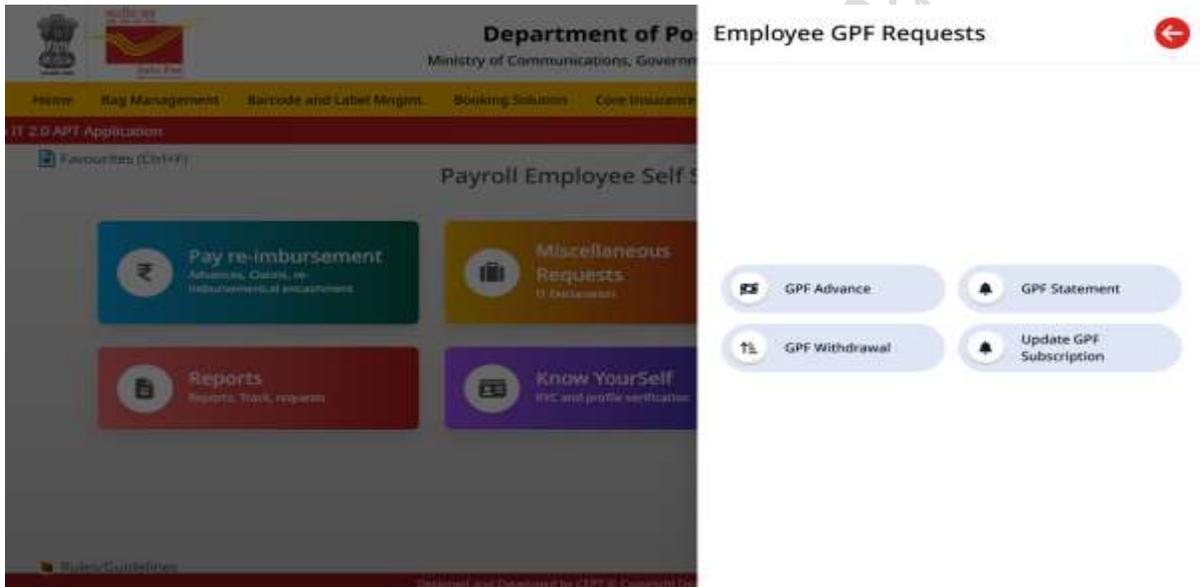
Select Reason for Withdrawal- Obligatory Expenses/Housing/Education/Consumer Durables/Illness/Purchase-Repair motor car/Leasehold-Free hold/No-Without reason/GIS Subscription/Construction, Enter withdrawal Amount and Remarks. Click on **Submit** button.



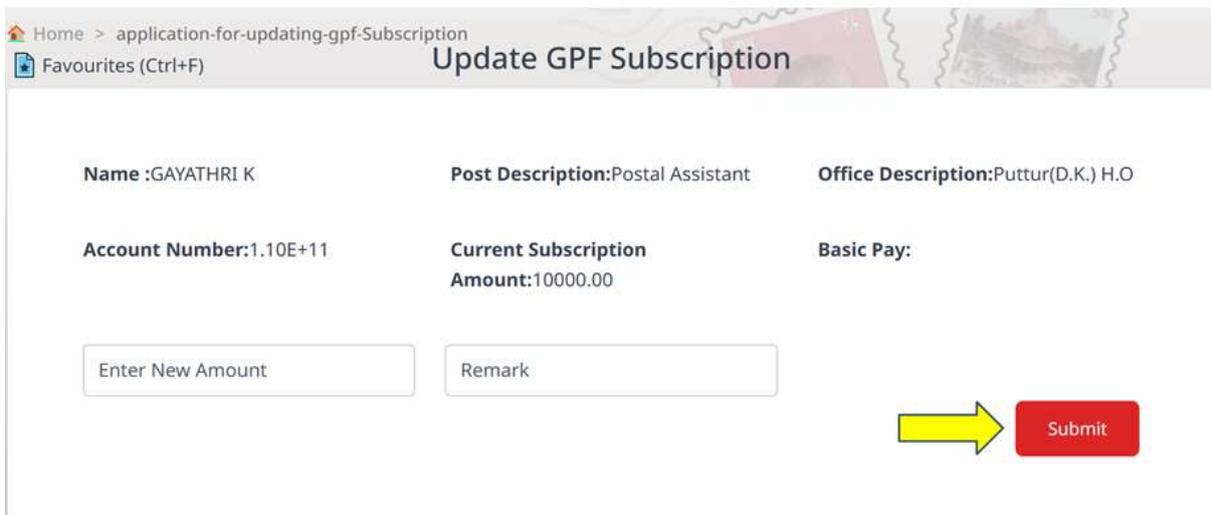
Request ID will be generated and request will be moved to forwarding authority for further action.

5.3.4 Update GPF Subscription

GPF subscription amount can be updated in this option.

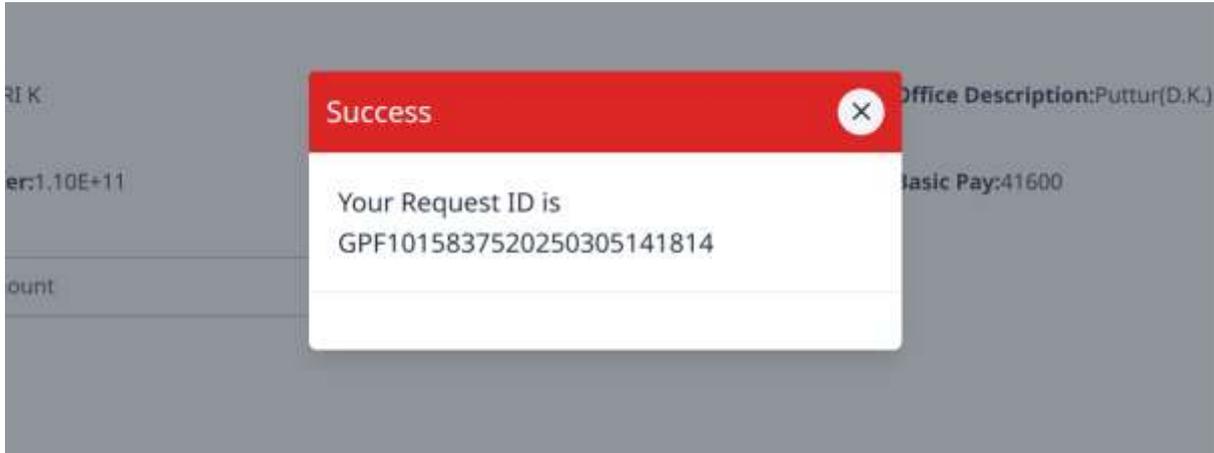


Click on “**Update GPF Subscription**” option available in “**GPF**” sub card.





Enter the new GPF Subscription amount and Remarks and then click on Submit button.

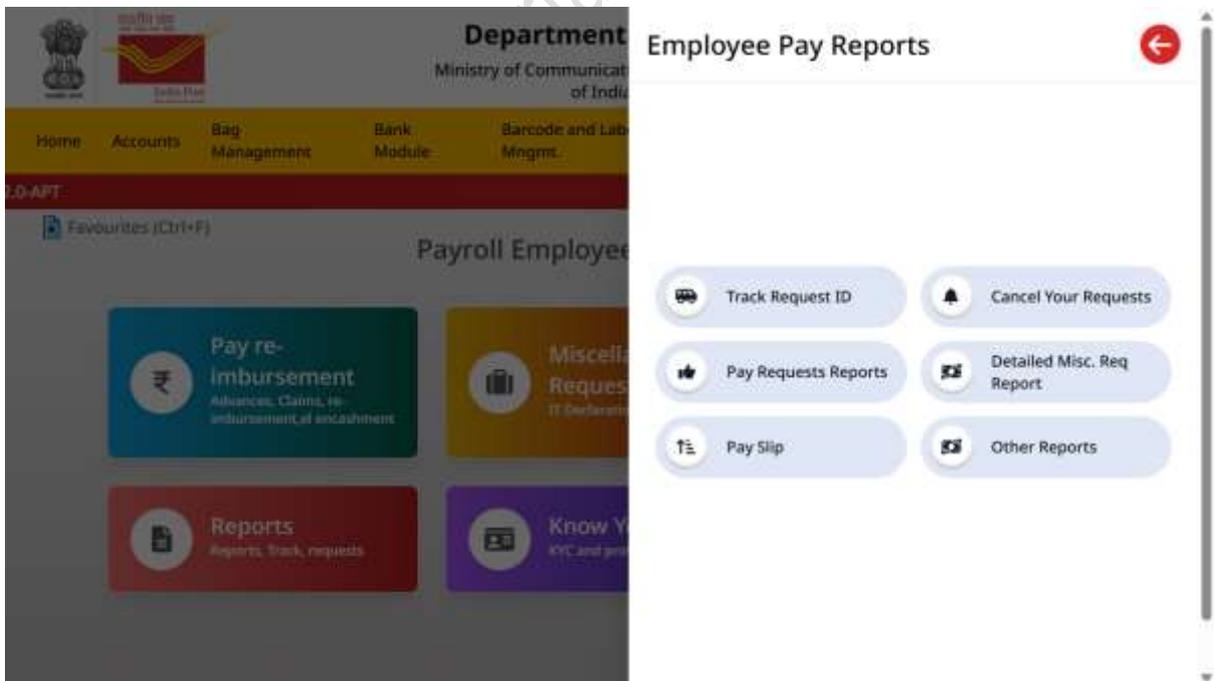


On click of submit button, Request ID will be generated and request will be moved to Approving authority for further action.

5.4 Reports

5.4.1 Track Request ID

To track the various requests using request ID, click on Track Request ID option available under **Reports** sub card.





Select the Request type as **Pay Reimbursements** or **Miscellaneous Requests** and enter the Request ID and Click on submit button. On clicking submit button, the results will be shown as per the request ID.

NAME OF THE EMPLOYEE: MANJUNATHA B M
 POST DESCRIPTION: Postal Assistant (LSG)
 POST ID: 30250849

Request Type:
 Pay Reimbursements Miscellaneous Requests

Request ID:
 GWDR1004077220250901065901

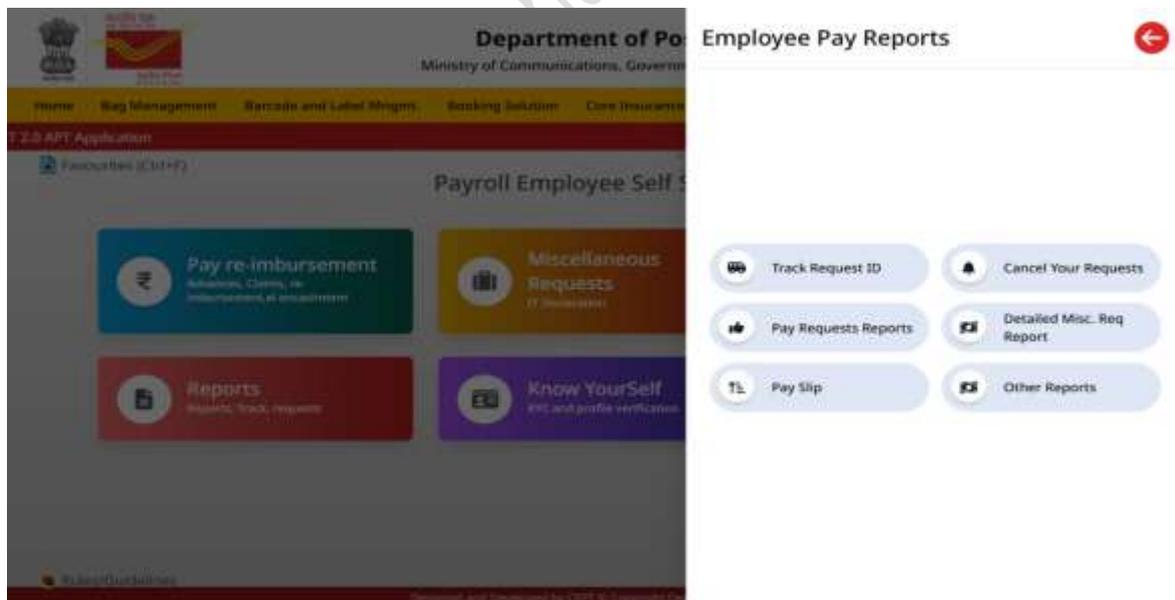
[Submit](#)

Request ID: GWDR1004077220250901065901

ID	Name	Description	Remarks	Requested Amount	Approved Amount	Next Status	Current Status
10040772	MANJUNATHA B M	GPF Withdraw	Ok	8000	8000	NIL	Disbursed

Current Status	Date	By User Id	User Name	Next Approver Post Id
Submitted	01-09-2025 06:59	10040772	MANJUNATHA B M	Under Verifying Authority of Approver: 30056076
Verified	01-09-2025 11:03	10001957	NARASIMHA V S L	30056076
Approved	01-09-2025 11:03	10001957	NARASIMHA V S L	70087170
Disbursed	01-09-2025 00:00			

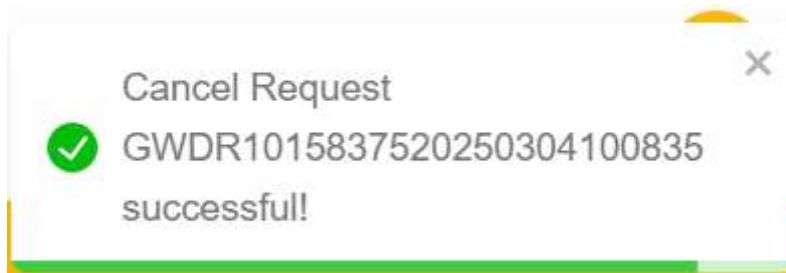
5.4.2 Cancel Your Requests



Click on “**Cancel Your Requests**” option available in “**Reports**” sub card.

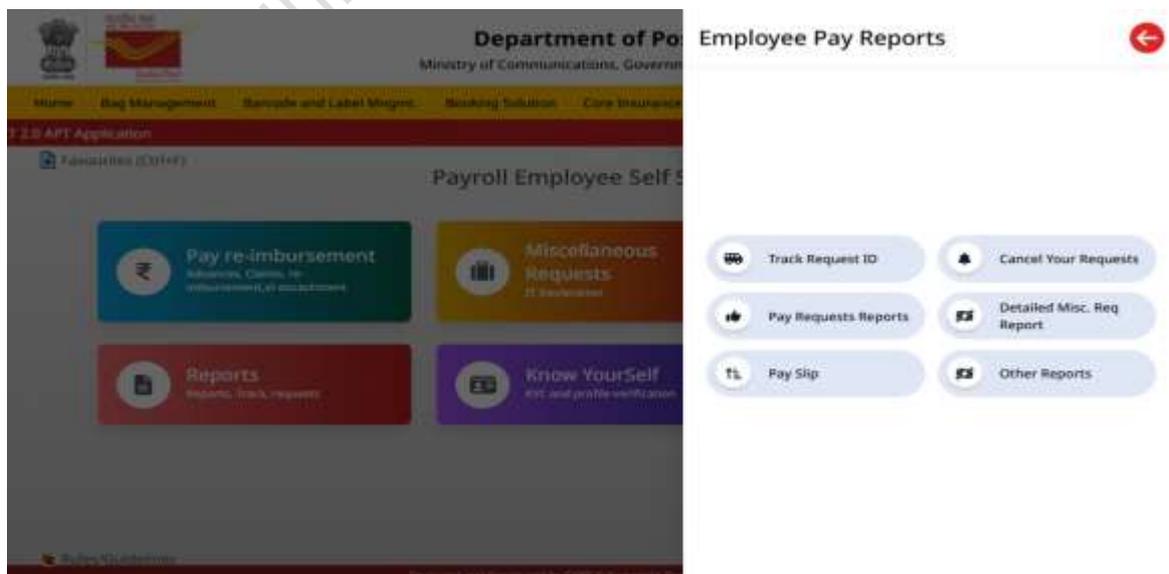


Requests raised by user are listed here, click on **cancel** button corresponding to request ID, to cancel the requests before approval.



Cancellation success message will appear as above.

5.4.3 Pay Requests Report





Click on “Pay Requests Reports” option available in “Reports” sub card.

Department of Posts
Ministry of Communications, Government of India

Welcome, MANJUNATHA M

Home Accounts Bag Management Bank Module Barcode and Label Mngmt. Booking Solution Others Business Date : 09-09-2025

2.0-APT

Favourites (Ctrl+F)
Home > Pay Request Report

Pay Request Reports

EMPLOYEE NAME (EMPLOYEE ID)
MANJUNATHAB M
(10040772)

FROM DATE
09-08-2025

TO DATE
09-09-2025

View

No Data Found

Rules/Guidelines

Designed and Developed by CDPT © Copyright Department of Posts

Select From Date and To Date and click on **View** button. On clicking view button, results will be shown in Tabular form which can be downloaded in Excel Format.

0-APT

Favourites (Ctrl+F)
Home > Pay Request Report

Pay Request Reports

EMPLOYEE NAME (EMPLOYEE ID)
MANJUNATHAB M
(10040772)

FROM DATE
09-08-2025

TO DATE
09-09-2025

Reset

Select Description Select Status Select Year

Download Excel

Request ID	Transaction date	Request Amount	Status	Description
GWDR100407722025090106590 1	01/09/2025	8000.00	Settled-Supplementary Bills	GPF Withdraw

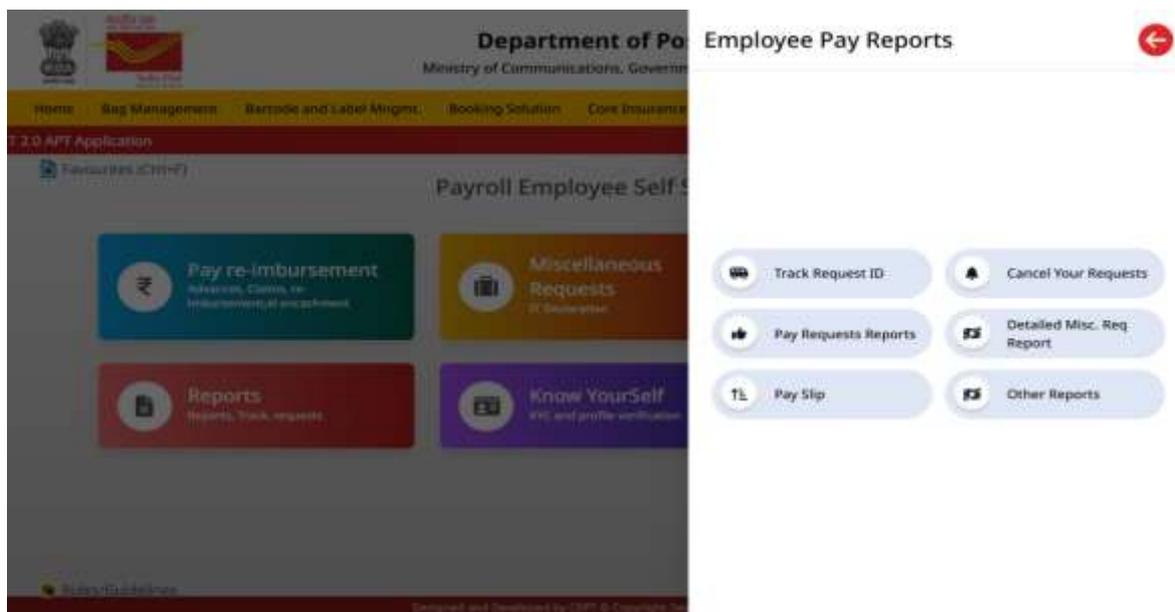
Rows per page: 10 1-1 of 1

Rules/Guidelines

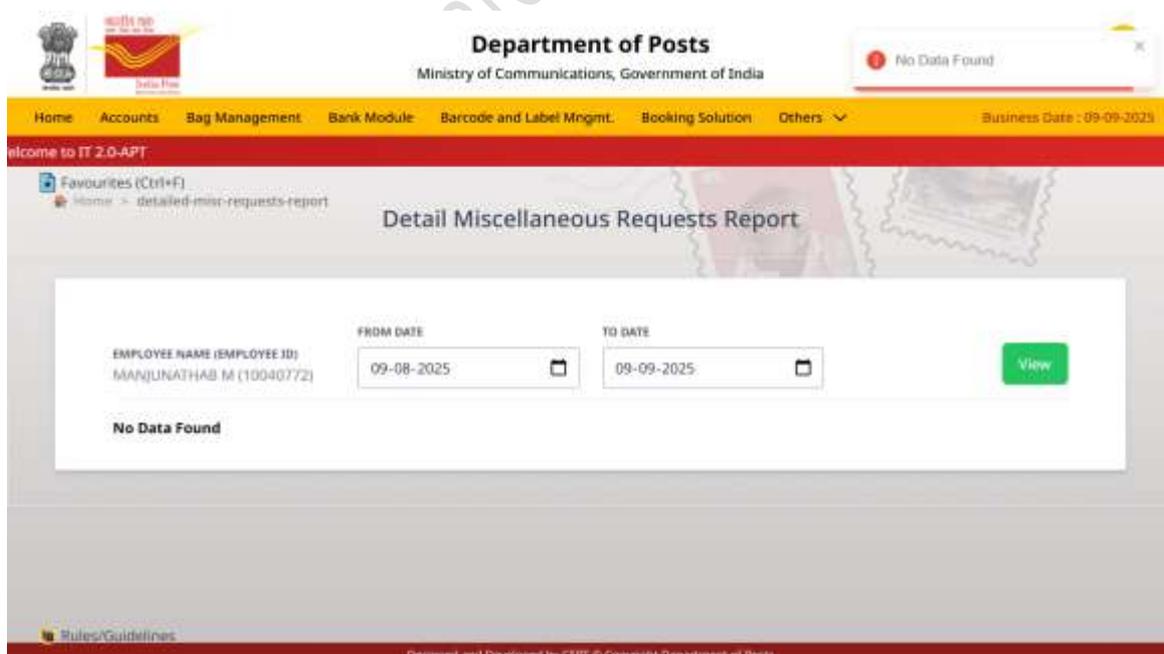


Report will fetch all the Pay Requests submitted by user. Filter option is provided to view the Reports By **Requests Description/Status/ year wise** requests.

5.4.4 Detailed Misc. Req Report



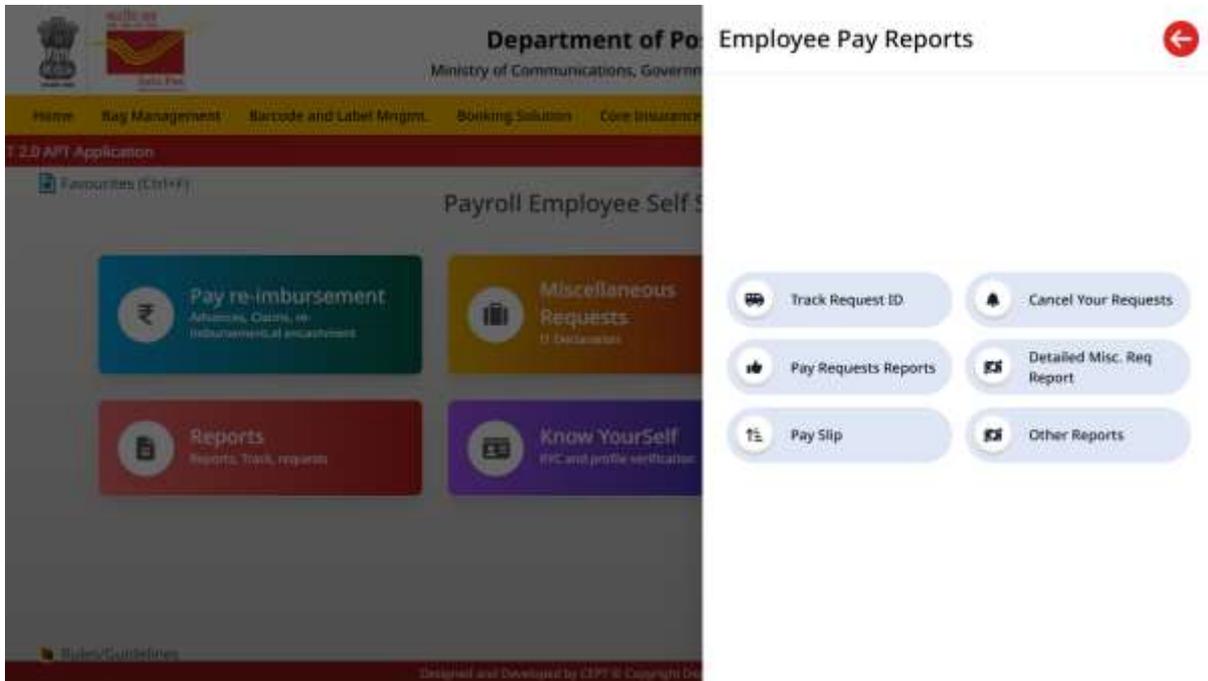
Click on **“Detailed Miscellaneous Requests Report”** option available in **“Reports”** sub card.



Report will fetch all the Miscellaneous Requests submitted by the user. Report can be filtered **Description wise, Status wise and Year wise**.



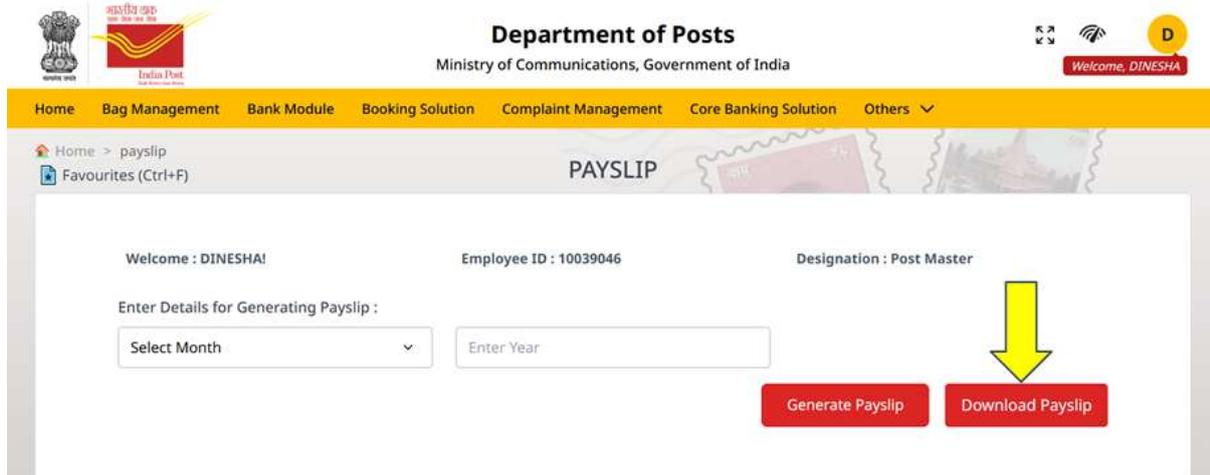
5.4.5 Pay Slip



Click on “Pay slip” option available in “Reports” sub card.



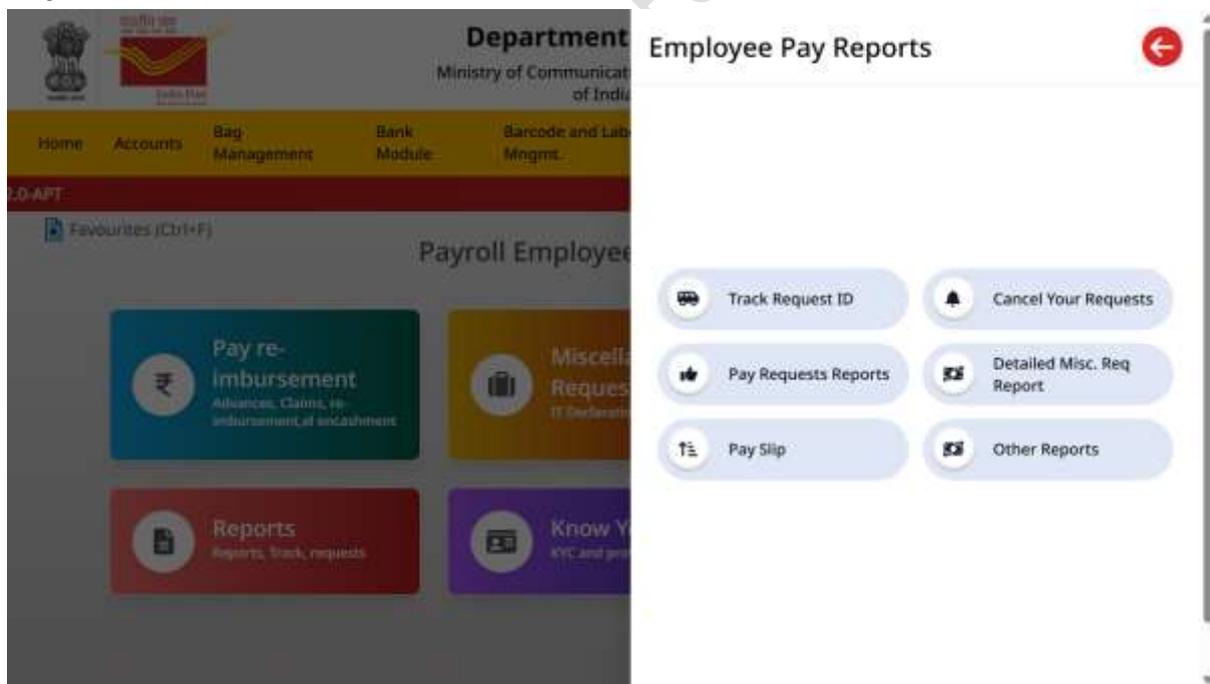
Select Month From, Enter Year, Click on **Generate Pay Slip** button.



After Generating Pay slip, **Download Pay slip** button will appear, click on **Download pay slip** button to get salary Slip in PDF format.

5.4.6 Other Reports

To view other pay related Reports, Click on Other Reports option available under **Reports** sub card.





Home Accounts Bag Management Bank Module Barcode and Label Mngmt. Booking Solution Others Business Date : 09-09-2025

Home > ess-other-reports

ESS Other Reports

NAME OF THE EMPLOYEE	POST DESCRIPTION	EMPLOYEE ID
MANJUNATHA B M	Postal Assistant (LSG)	10040772

Select Report Type

From Date: 09-09-2025 To Date: 09-09-2025

Download

Select Report Type

- Pay Requests from Employee Self Services
- Miscellaneous Requests from Employee Self Services
- DA Arrears
- Increment Register
- GPF Balances
- GPF Subscribers
- NPS/UPS Deductions - Paybill Disburse Date
- Leave Records from LMS
- Absentee Statement for Payroll Month(Leave Salary)
- Transaction Ledger(GPF)
- Paybill PLI Policy Wise Deductions
- PLI Policies configured for Recovery
- SDBS/NPS Lite Deductions - Paybill Disburse Date
- Income Tax Deductions(TDS)
- Income Tax(IT) Declaration Report- Old Regime
- IT Calculation Sheet
- Paybill Payments
- Supplementary Payments
- Supplementary Bills Uploaded

Select the Report Type and Enter From date and To date Click on Download button to download the reports.

5.5 Know Yourself

On clicking on Know Yourself sub card, “**Know Yourself**” page will be opened, where employee can see his/her Employee Information, Approving authorities and Bank Information as shown in below screens.



Home > know-yourself

Know Yourself

EMPLOYEE INFORMATION:

NAME (EMPLOYEE ID) MANJUNATHA B M (10040772)	DESIGNATION (EMPLOYEE TYPE) Postal Assistant (LSG) (30250849) (DOP)	OFFICE Kolar H.O (21360038)
STATUS Active-New Tax Regime-GPF	PAY 55200.00 -(6-15)	INCREMENT DUE DATE 01-07-2026
DATE OF JOINING 14-07-2003	DATE OF BIRTH 06-09-1984	DATE OF RETIREMENT 30-09-2044

APPROVING AUTHORITIES:

BILL SANCTIONING AUTHORITY Senior Superintendent Of Posts-JT5 (30056076)	DDO AUTHORITY Sorting Assistant (70087170)
--	--

Note: ⚠ Bill requests submitted by employees will now go **directly for verification** by users with the **Pay Verification Authority** role Under your Admin authority/Office. For **Miscellaneous Requests**, submissions will be sent to the **DDO for approval**.

Note: ⚠ Bill requests submitted by employees will now go **directly for verification** by users with the **Pay Verification Authority** role Under your Admin authority/Office. For **Miscellaneous Requests**, submissions will be sent to the **DDO for approval**.

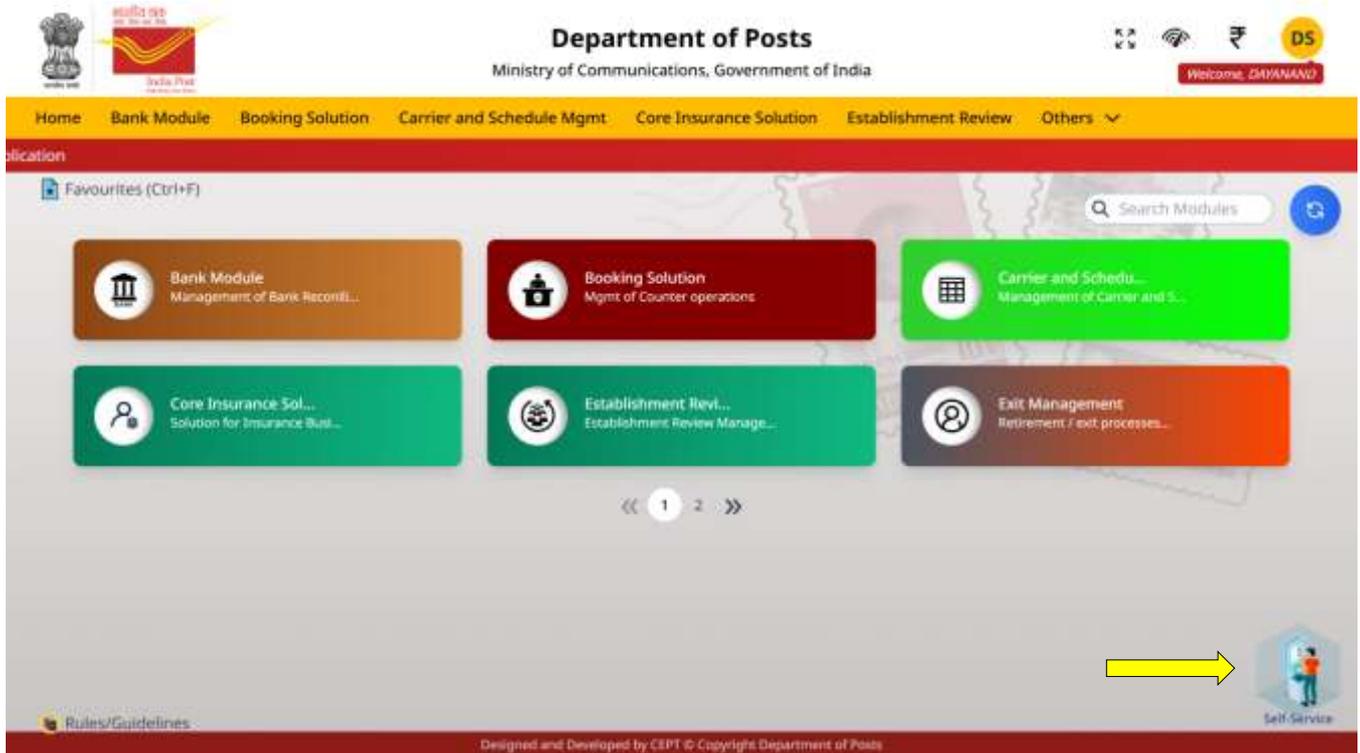
BANK INFORMATION:

DRAW TYPE	DRAW TYPE ID	BANK TYPE	STATUS	ACCOUNT NO.	IFSC CODE
MAIN BANK	6000	HOME	APPROVED	32135542126	SBIN0013343



6. Exit Management

This Operational Guide on Exit Management is prepared to support departmental employees in accurately applying retirement and exit procedures as part of their operational responsibilities.



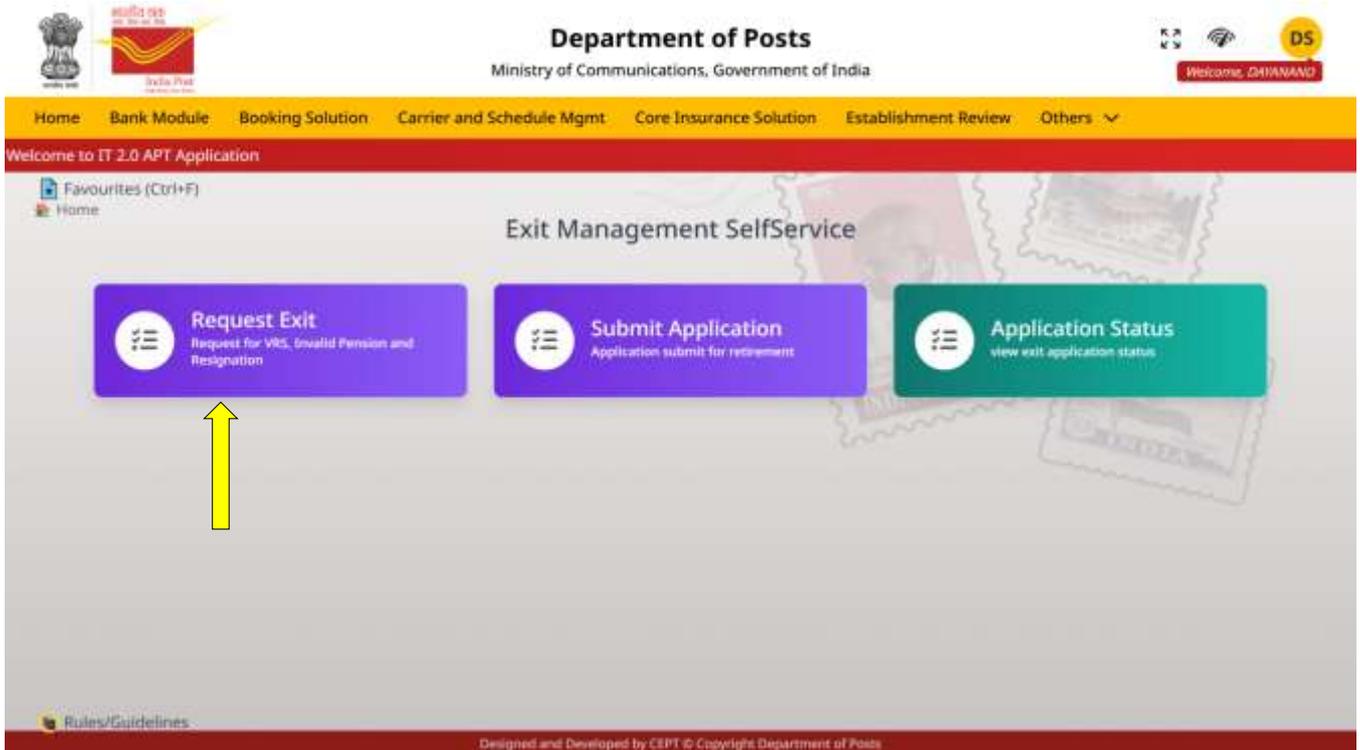
Login as user. In Home page, locate “Self Service” available in the right bottom of the page.



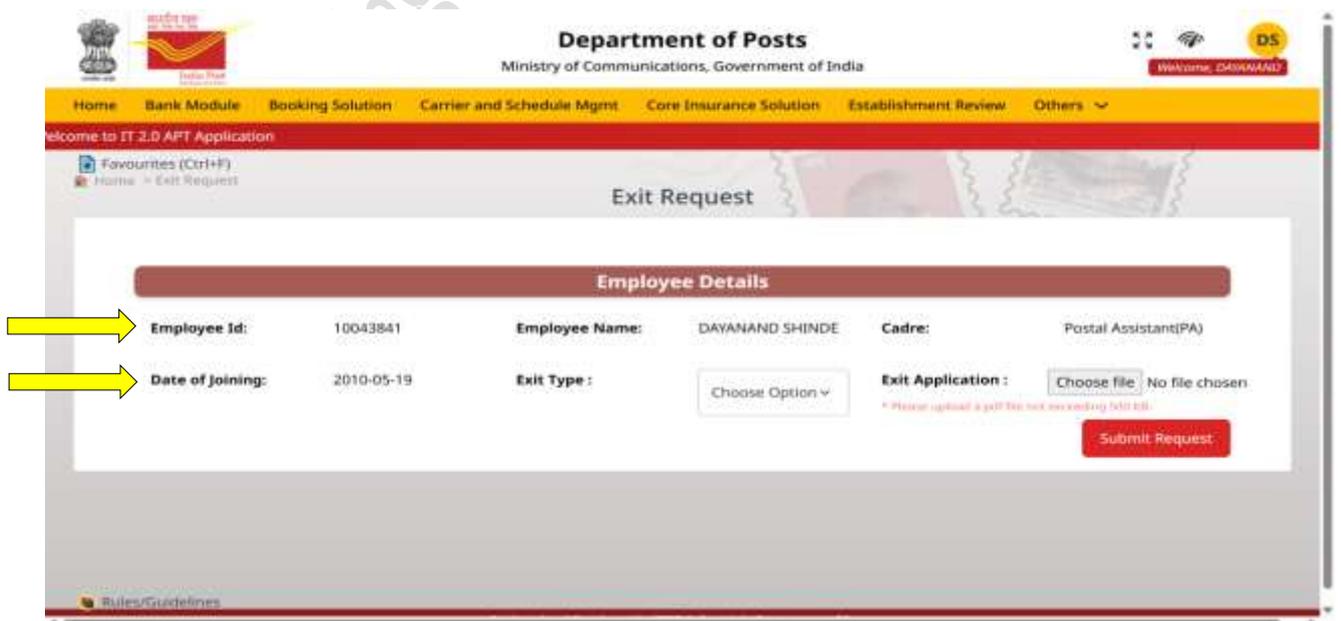


On clicking on Self Service, Employee Self-Service Screen will appear with various sub cards. Click on Exit Management sub card.

6.1 Request Exit

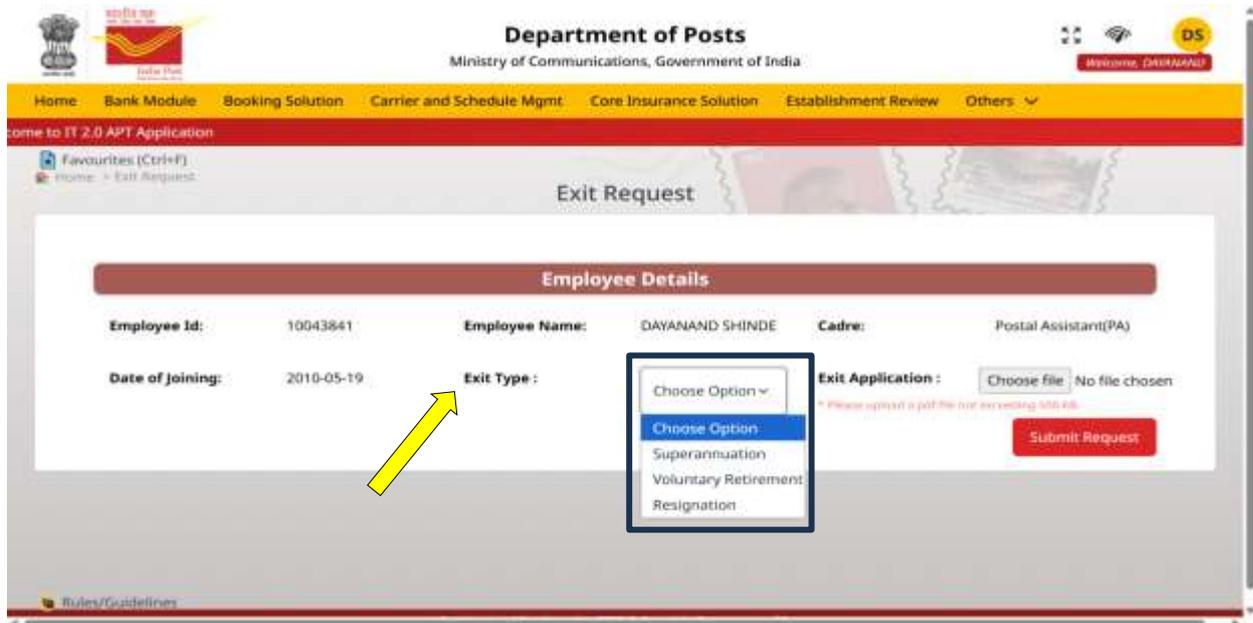


On clicking on Exit Management sub card, Exit Management SelfService Dashboard will appear with three sub cards. They are Request Exit, Submit Application and Application Status. Request Exit sub card is used for applying VRS, Superannuation and Resignation. Click on Request Exit sub card.

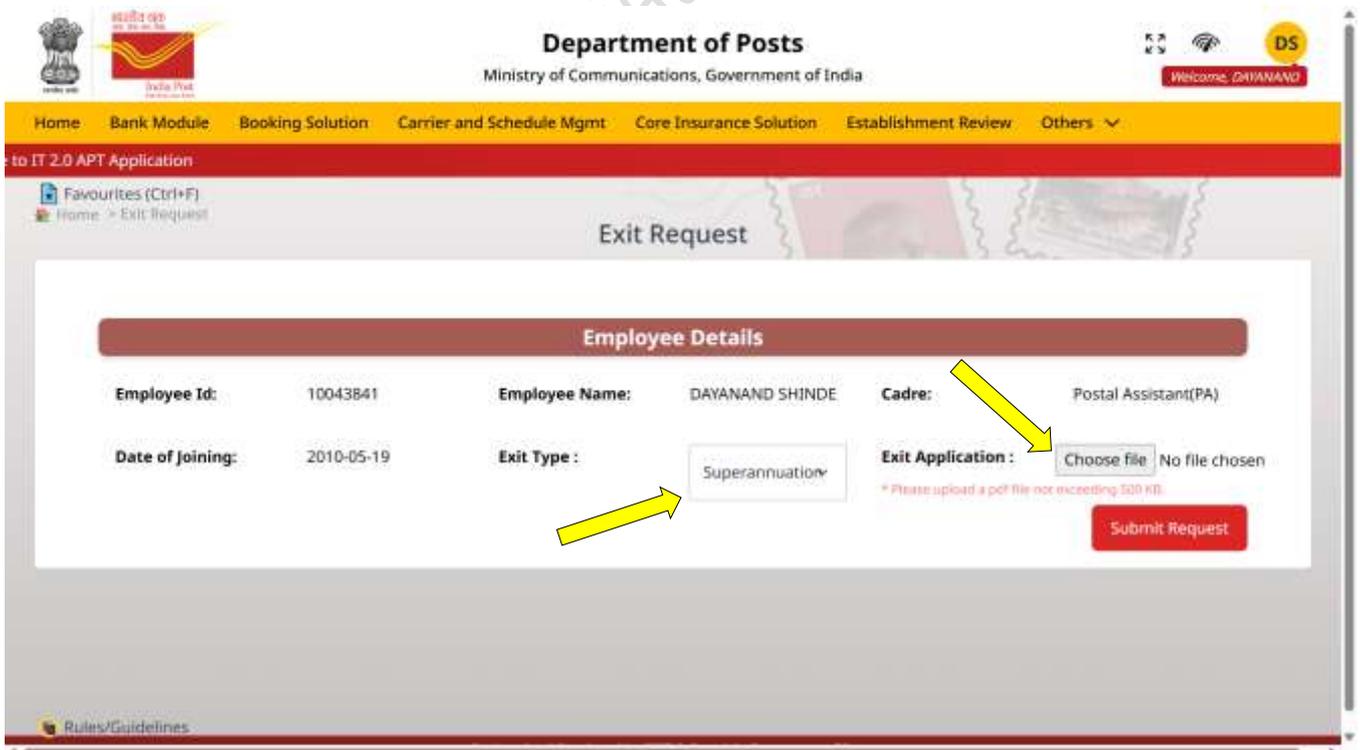




On clicking on Request Exit sub card, Exit Request screen will appear with Employee Details viz., Employee ID, Employee Name, Cadre, Date of Joining and Exit type and Exit Application.



Using the drop down menu, user can select the Exit type. Various types of Exit available in the drop down are Superannuation, Voluntary Retirement and Resignation.





Example: Select the Exit Type as Superannuation. User has to upload Exit Application request letter in PDF with size less than 500 KB.

Department of Posts
Ministry of Communications, Government of India

Welcome, DAYANAND

Home Bank Module Booking Solution Carrier and Schedule Mgmt Core Insurance Solution Establishment Review Others

Exit Request

Employee Details

Employee Id:	10043841	Employee Name:	DAYANAND SHINDE	Cadre:	Postal Assistant(PA)
Date of joining:	2010-05-19	Exit Type:	Superannuation	Exit Application:	Choose file Exit Application.pdf

* Please upload a pdf file not exceeding 500 KB.

Submit Request

After uploading the request letter in PDF from the local drive, click on Submit Request button.

Department of Posts
Ministry of Communications, Government of India

Welcome, DAYANAND

Home Bank Module Booking Solution Carrier and Schedule Mgmt Core Insurance Solution Establishment Review Others

Exit Management SelfService

Request Exit
Request for VRS, Invalid Pension and Resignation

Submit Application
Application submit for retirement

Application Status
view exit application status

Exit Request Submitted successfully

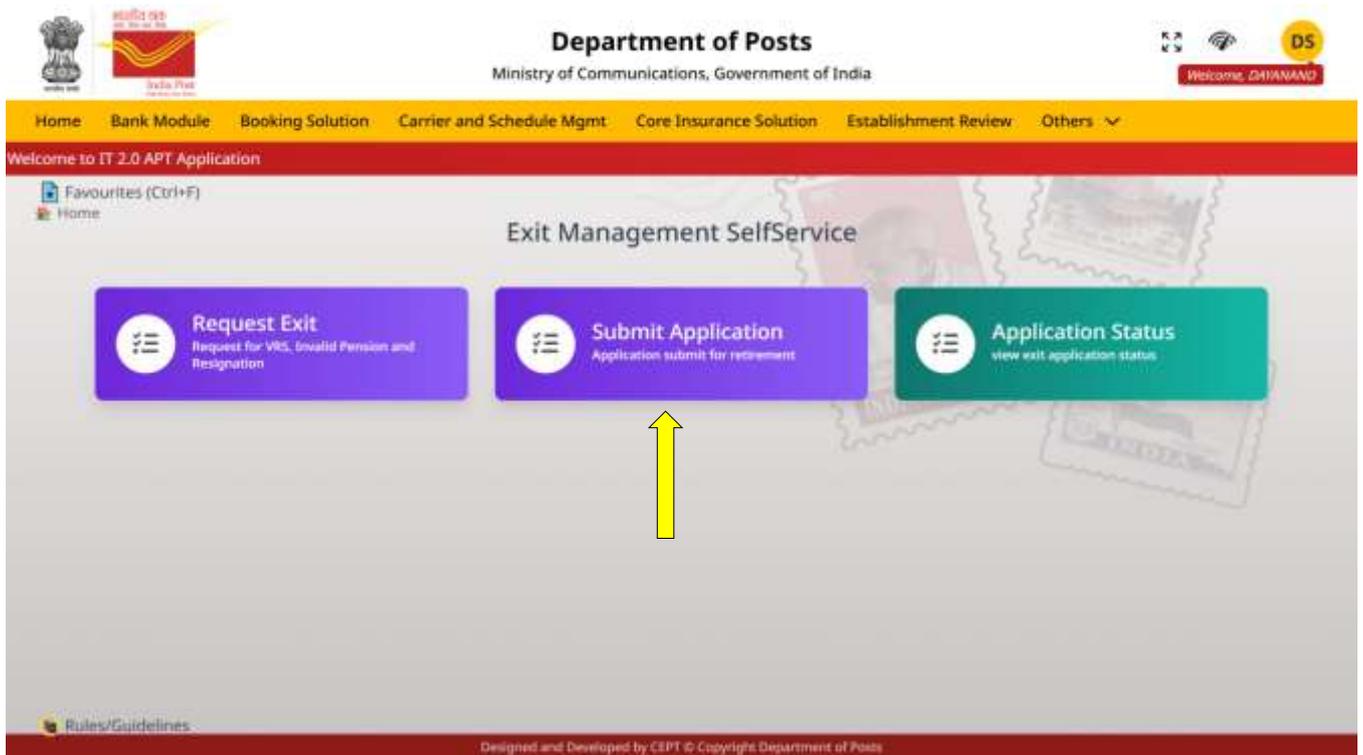
Rules/Guidelines

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On clicking on Submit Request button, a message “Exit Request Submitted successfully” will appear in the right hand bottom of the page.



6.2 Submit Application



After requesting Exit, the next process is to Submit Application for retirement. Click on Submit Application sub card.



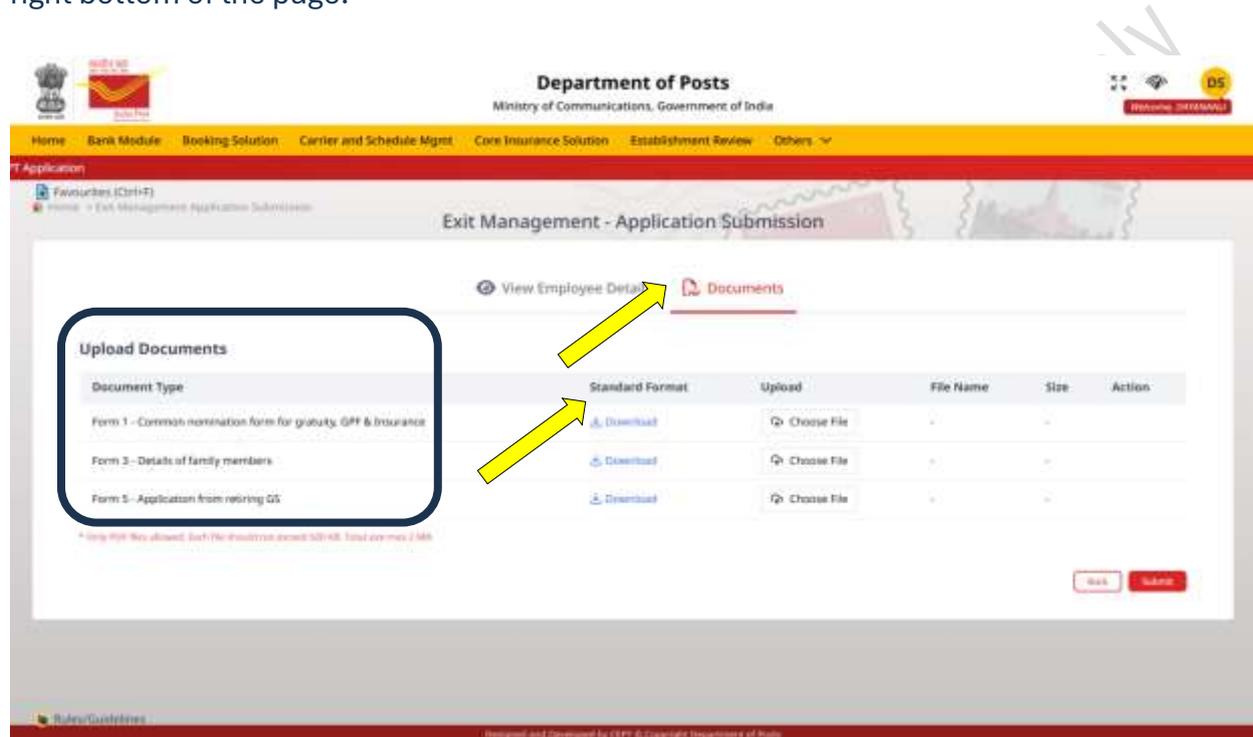


On clicking on Submit Application sub card, Exit Management – Application Submission screen will open with two toggle buttons. They are View Employee Details and Documents.

By Default, View Employee Details page will appear which contains various details like Employee Details, Exit Request Details, Communication Address and Bank Details.

User has to once cross check the available details before proceeding further.

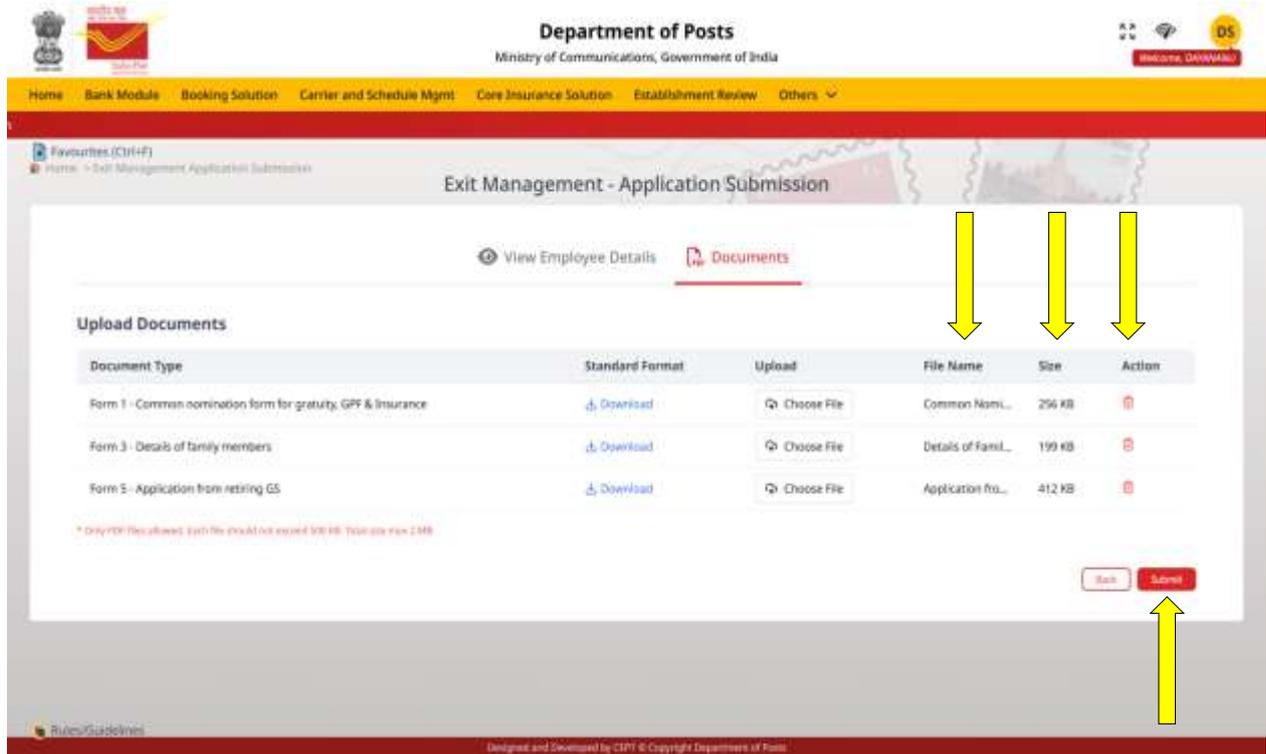
On confirming all the available details, user has to click on Next button provided in the right bottom of the page.



On clicking on Next button, screen will toggle automatically and shift to Documents page. Here, the user has to upload the documents. The documents to be uploaded are:

- Form 1 – Common Nomination form for gratuity, GPF & Insurance
- Form 3 – Details of Family Members
- Form 5 – Application from retiring GS

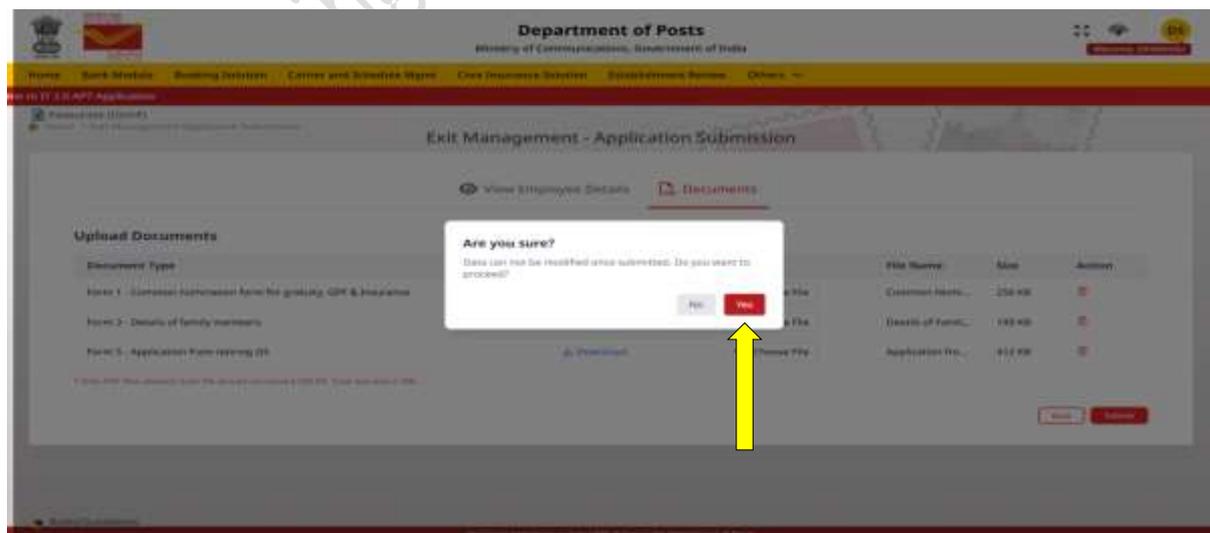
Note: User has the option to download the forms in Standard format.



The forms in standard format should be printed and filled and then can be uploaded against each document type. Only PDF files are allowed for uploading and size of each file should not exceed 500 KB and total maximum size should not exceed 2 MB.

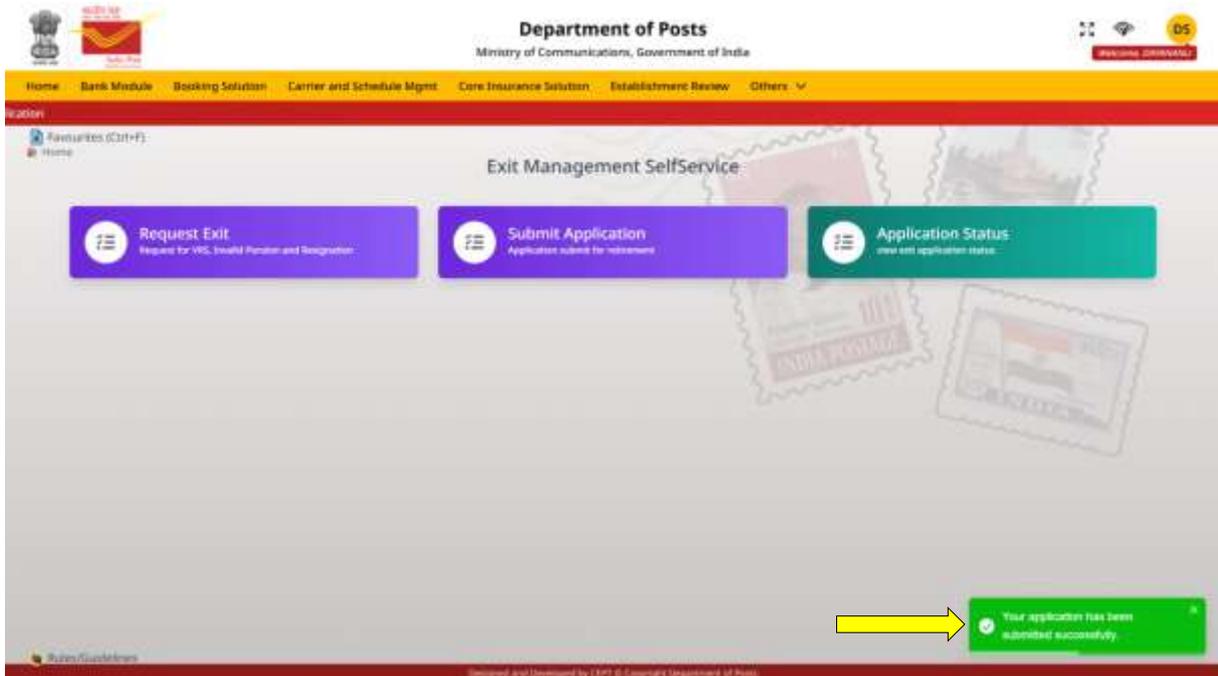
If user has wrongly uploaded a file and wants to delete, a provision is made to delete the uploaded file under Action head. Deletion of uploaded file can be done by clicking on Delete button Symbol shown under Action head.

After confirming the details, click on Submit button.





On clicking on Submit button, a message “Data cannot be modified once submitted. Do you want to proceed?” will appear. If the user is sure to submit the data, click on Yes button.



On clicking on Yes button, a message : “Your application has been submitted successfully” will appear.

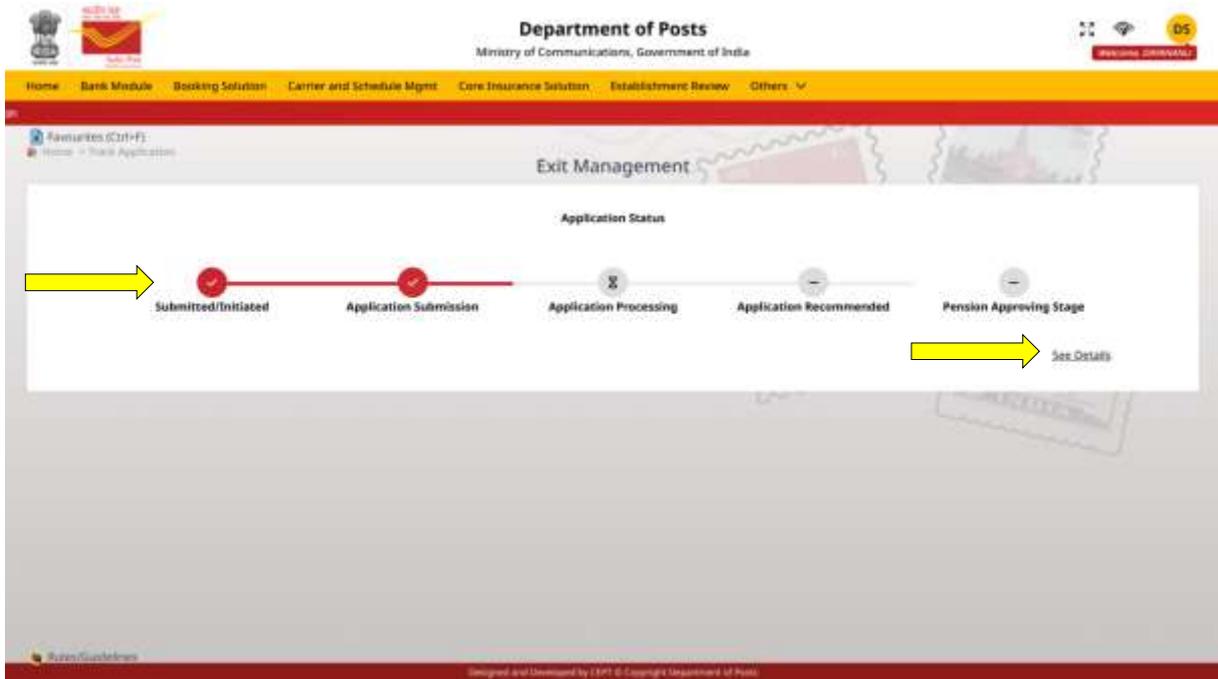
This completes the process involved in Submission of Application by the Applicant.

6.3 Application Status

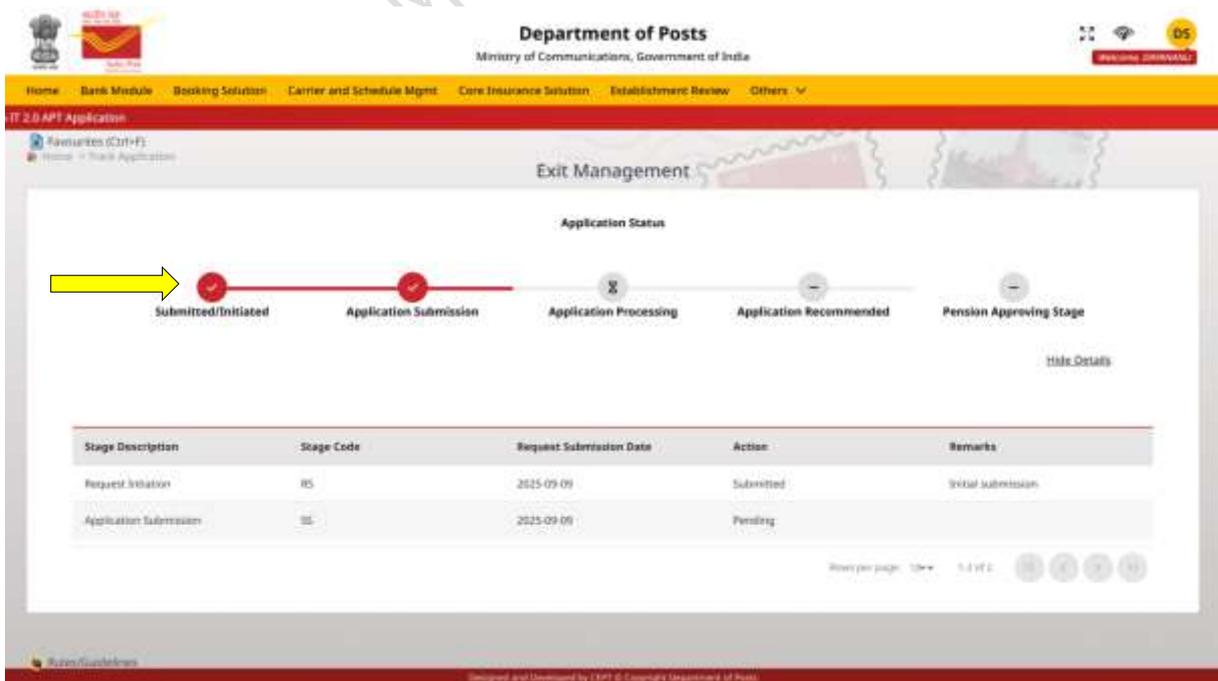




Application Status card is used to view the Exit Application Status for the Exit request applied by the employee. Click on Application Status sub card under Exit Management SelfService screen.



On clicking on Application Status sub card, user can view the status of the Exit application submitted. The flow chart will be shown stage wise. The various stages include Submitted/Initiated, Application Submission, Application Processing, Application Recommended and Pension Approving Stage.





To see the details, click on See Details hyperlink. On clicking on See Details link, a table showing Stage Description, Stage Code, Request Submission Date, Action and Remarks will appear.

As seen in flow chart above, red colour tick mark indicates the current stage of the application. The same can also be ascertained from the detailed table from the Action head.

Note: The action to be taken further at all levels will be discussed separately in administration part.

6.4 Flow chart

6.4.1 Summarised Work Flow

Exit Management Self-Service Dashboard

Request Exit



Exit Request Submitted

Submit Application



Application Submitted

Application Status

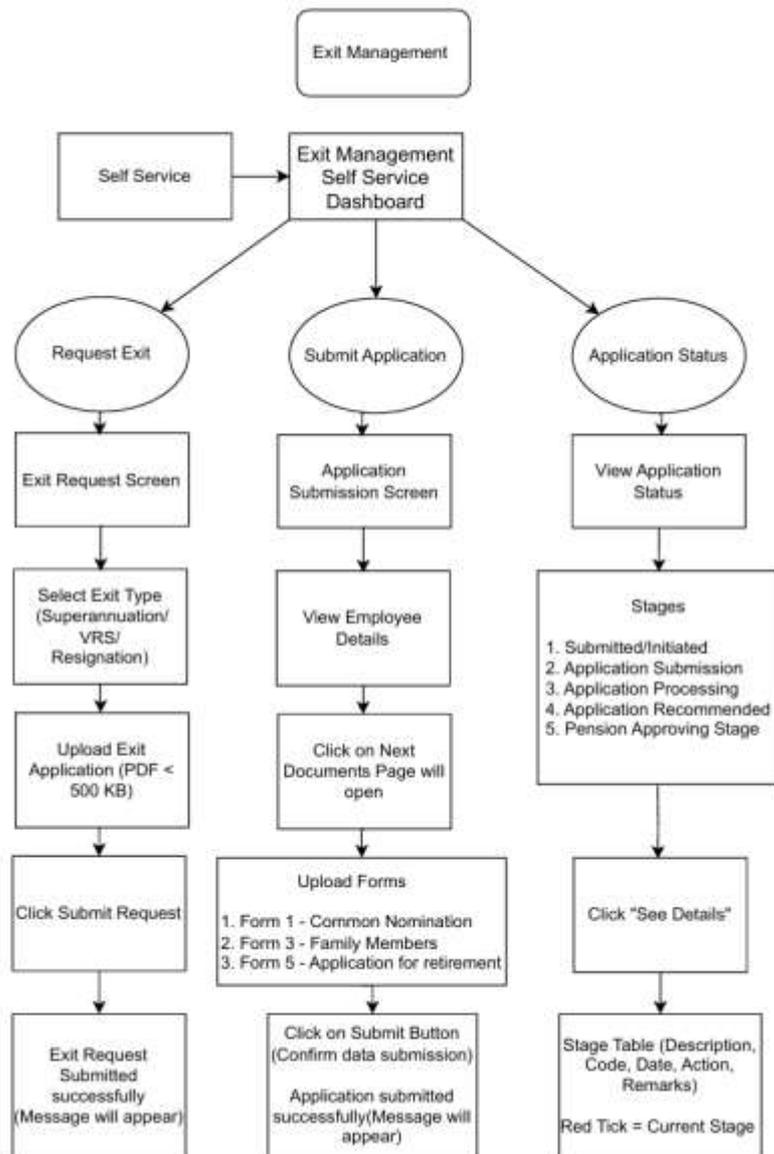


Track Progress:

Submitted → Processing → Recommended → Pension Approval



6.4.2 Detailed Work Flow



CEPT



7 Transfers Module

The Transfers Module enables end users to submit applications for transfers under Rule-38 and Rule-3, monitor the status of their applications, access provisional allotments, and view the official transfer schedule.

7.1 Home Page



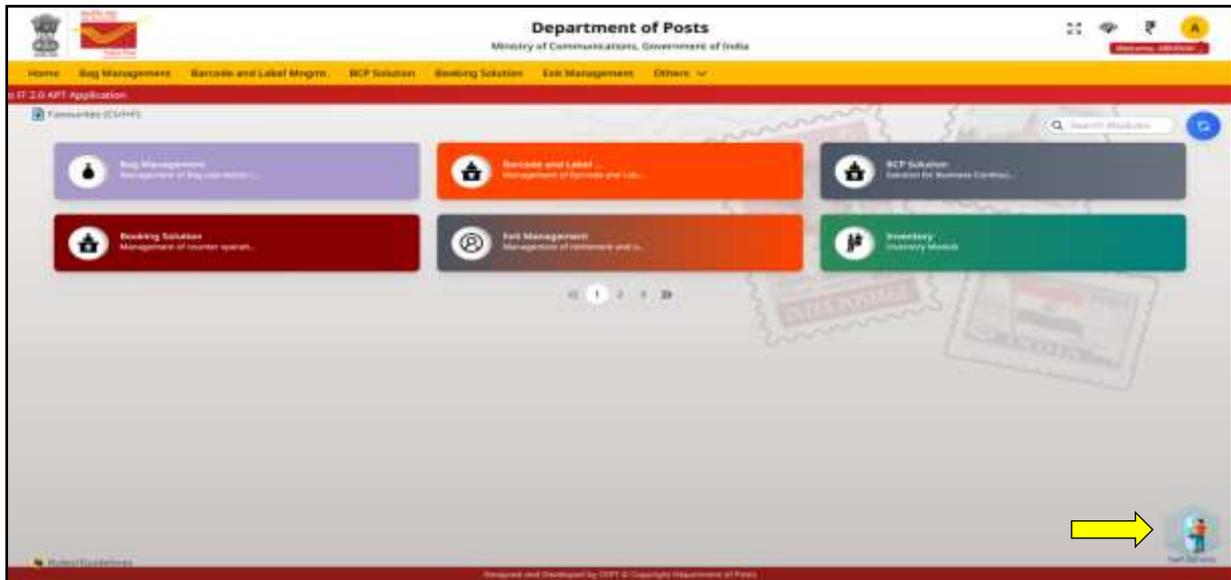
Upon successful login, the system displays the home screen, where users can access various cards corresponding to the tasks and responsibilities assigned to them.



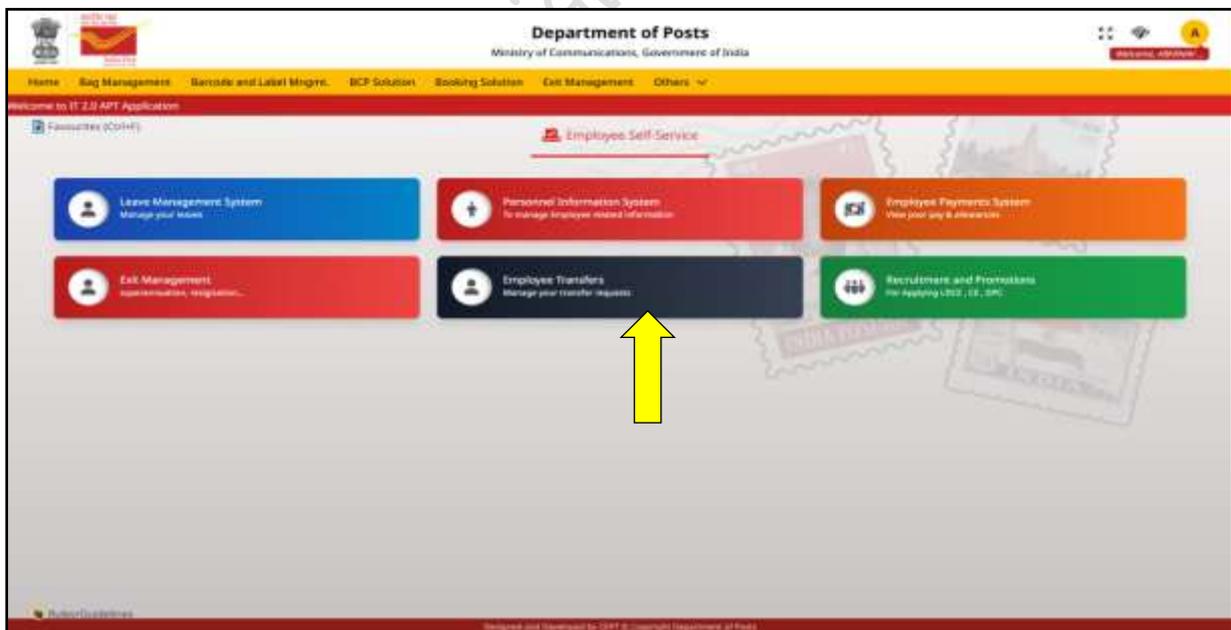
7.2 Apply for Transfer

7.2.1 Apply for Rule-38

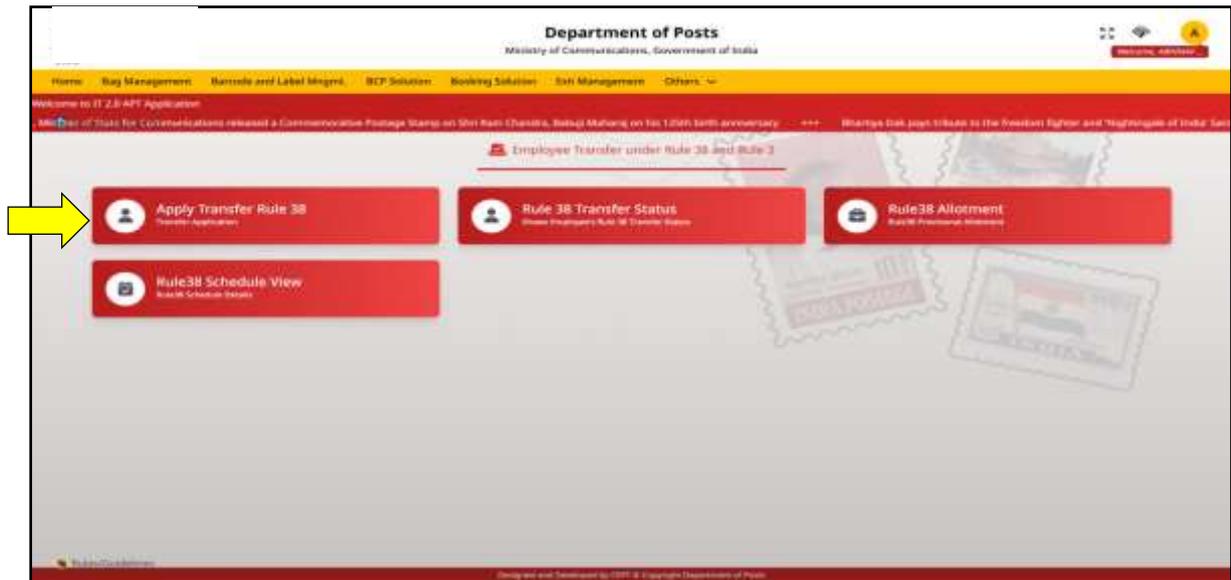
All eligible departmental employees are provided with the facility to submit applications for Rule-38 transfers through the Employee Self Service module.



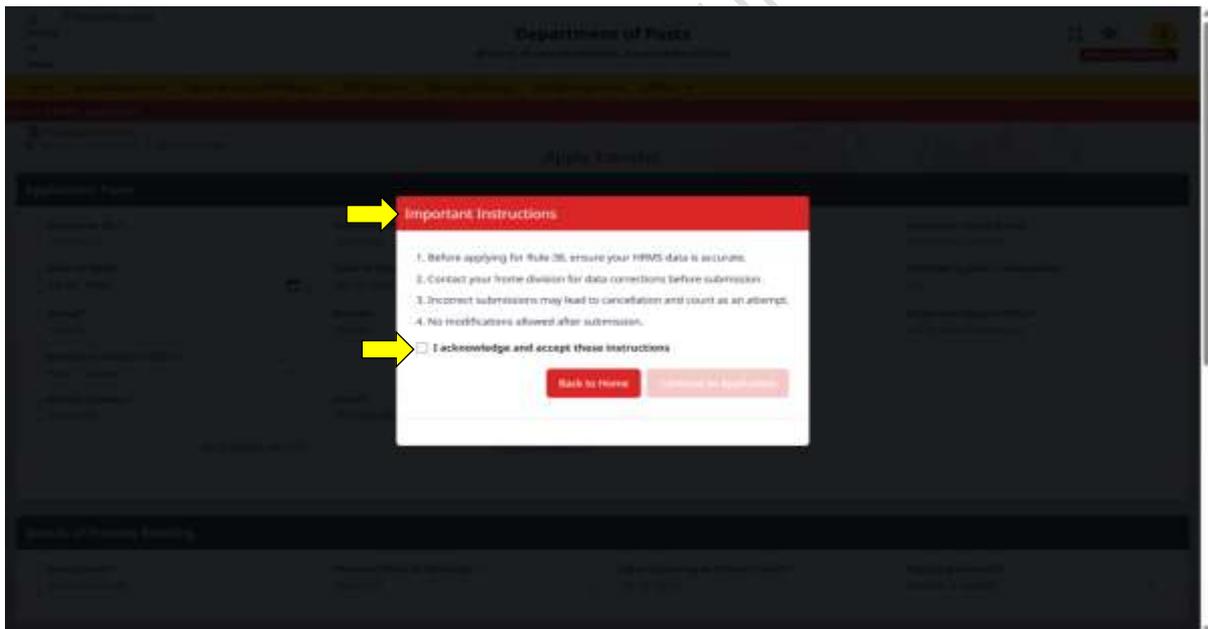
Click on the “Self-Service” icon to proceed.



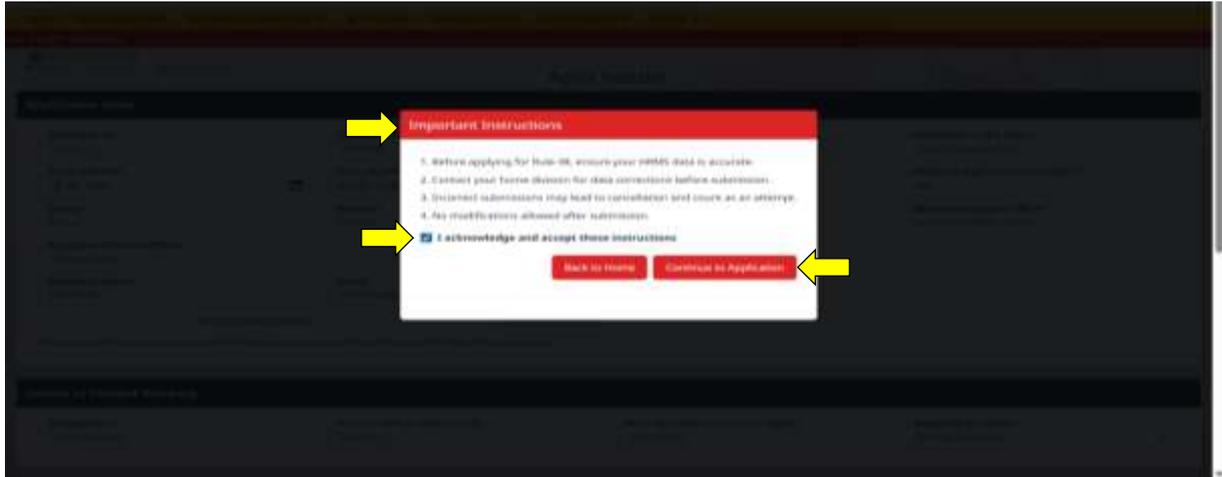
Upon selecting the ‘Self-Service’ icon, the ‘Employee Self-Service’ screen is displayed. To access the Transfers portal, the user must select the ‘Employee Transfers’ card.



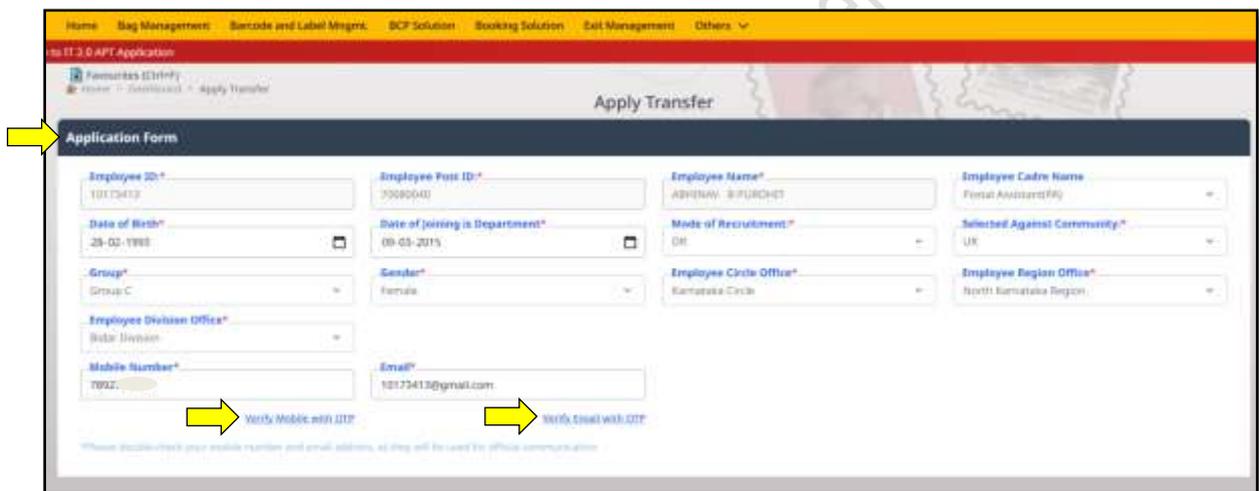
When the user selects the ‘Employee Transfers’ card, various sub-cards are displayed, as illustrated in the image above. To initiate a Rule-38 transfer application, the user must select the ‘Apply Transfer Rule 38’ sub-card.



Upon clicking on ‘Apply Transfer Rule 38’ sub card, Important Instructions dialogue box appears. User has to carefully read the instructions, acknowledge and accept the instructions by tick marking the check box.



User has to tick mark the check box and click on ‘Continue to Application’ button. Please note that the button ‘Continue to Application’ will be enabled only after tick marking the acknowledge check box.



When user clicks on the ‘Continue to application’, Apply Transfer screen will appear. This screen is divided into several parts: 'Application Form,' 'Details of Present Working,' 'Transfer Application Details,' 'Division Preference,' and 'Deputation Details'.



In the 'Application Form' section, most of the fields will be auto-fetched from PIS (HRMS) and will not be editable. Only Mobile number and Email are editable and are mandatory. Below the Mobile Number and Email fields, using the hyperlinks, verify both Mobile Number and Email with OTP.

After verifying the details in the 'Application Form' section, scroll down to access the other sections of the transfer screen.

Check the details displayed under the 'Details of Present Working' section. The user needs to select the 'Applying Grounds' from the dropdown menu. The Available options for applying grounds are as follows.

- ❖ Illness
- ❖ Compassionate Appointment
- ❖ PwBD
- ❖ Spouse
- ❖ General



Details of Present Working

Designation*
Postal Assistant

Present Office of Working*
Bidar H.O

Date of Joining in Present Cadre*
09-08-2015

Applying Grounds*
ILLNESS

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

Note: In case the user selects the 'Applying Grounds' as ILLNESS or SPOUSE, one more field 'Upload Certificate' will be enabled. User has to upload the valid supporting document for the applying grounds as ILLNESS or SPOUSE. The file size of the certificate must be between 20KB and 200KB only in PDF format. Rest procedure remains the same for all 'Applying Grounds'.

Select the 'Applying Grounds' and proceed to the 'Transfer Application Details' section.

Details of Present Working

Designation*
Postal Assistant

Present Office of Working*
Bidar H.O

Date of joining in Present Cadre*
09-08-2015

Applying Grounds*
GENERAL

Transfer Application Details

Type of Rule 38 Applied*
Intra Circle
Inter Circle

Mutual or Unilateral*
Choose an option

Whether Rule 37 Availed*
Choose an option

In the 'Transfer Application Details' section, the user needs select the 'Type of Rule-38 Applied' field. Two options are available: 'Intra Circle' and 'Inter Circle'. Choose the relevant option.

If the user is applying for Intra Circle transfer then, 'Applying Circle (Intra circle)' option by default selects the present circle. If the user is applying for Inter Circle transfer, then the user needs to select the 'Applying Circle' from the Drop-down.



Next, select either 'Unilateral' or 'Mutual' from the drop down box for applying transfer, under 'Mutual' or 'Unilateral' head.

Mutual Rule 38 transfer

Just for instance select 'Mutual'.

Also, select from the drop down box, 'Whether Rule 37 Aailed' and 'No of Rule 38 Aailed(Intra Circle)' fields. User has to select 'Yes' or 'No' for 'Whether Rule 37 Aailed' field and the numbers 0/1/2 for 'No of Rule 38 Aailed(Intra Circle)' field.

If in case, user selects 'Whether Rule 37 Aailed' field as 'Yes', then one more field 'Rule 37 Aailed Date' will appear and user has to provide the correct 'Rule 37 Aailed Date' using the calendar.

If in case, user selects 1 for 'No of Rule 38 Aailed(Intra Circle)' field, two more fields 'Is last Rule38 Cancelled?(Intra Circle)' and 'Last Rule38 Cancelled Date(Intra Circle)' will appear. If user selects 'Yes' from drop down for 'Is last Rule38 Cancelled?(Intra Circle)' field, user has to capture 'Last Rule38 Cancelled Date(Intra Circle)' using the calendar.



Transfer Application Details

Type of Rule 38 Applied* Intra Circle	Mutual or Unilateral* Mutual	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)* Karnataka Circle		

If user selects 'No' from drop down for 'Is last Rule38 Cancelled?(Intra Circle)' field, user has to capture the 'Last Rule38 Joining Date(Intra Circle)' using the calendar.

Here, for instance, select 'Whether Rule 37 Availed' as No and 'No of Rule 38 Availed (Intra Circle)' as 0.

Transfer Application Details

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

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

On selecting 'Mutual' in 'Mutual or Unilateral', additional field will be created to enter the employee details of the 'Counter Part Employee'.

Transfer Application Details

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

Counter Part Employee Details (MUTUAL)

Counter Part Employee ID* 10041431	Counterpart Employee Name RAW N	Cadre Postal Assistant(PA)	Home Circle Karnataka Circle
Home Division Nanjangud Division	Mode of Recruitment DR	Selected Against Community UR	Date of joining in Present Cadre 25-03-2011

Are You On Deputation Outside Your DO or CD?

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

Deputation*
Choose an option

Preview & Submit

Mutual Employee data entered successfully!



On entering the 'Counter Part Employee ID', employee details are auto fetched with a pop up message 'Mutual Employee data fetched successfully'.

The screenshot shows a web form with a dark header bar containing the question "Are You On Deputation Outside Your DO or CO?". Below the header, there is a note: "Note: your request will be emailed to the required office for verification." The main form area contains a label "Deputation*" followed by a drop-down menu. The menu is open, showing "No" as the selected option and "Yes" as an alternative. A "Preview & Submit" button is located to the right of the menu. At the bottom of the page, there is a footer that reads "Designed and Developed by CPT © Copyright Department of Posts".

Answer the question 'Are you on Deputation Outside Your DO or CO?' by selecting 'Yes' or 'No' from the drop-down menu.

The screenshot shows a red-bordered pop-up window with the title "Deputation Service Book Details". The text inside the window reads: "Your request will be verified by this deputation office, which is having the Service Book" and "Do you want to proceed?". At the bottom right of the window, there are two blue buttons: "Close" and "Proceed". A yellow arrow points to the "Proceed" button.

If the answer is 'Yes,' a message will pop up in connection with Deputation Service Book Details. Click on Proceed button.



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

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Upon clicking on Proceed button, option to select Deputation Office will appear.

Counter Part Employee Details (MUTUAL)

Counter Part Employee ID* 10041631

Counterpart Employee Name BAWI N.

Cadre Postal Assistant(PA)

Home Circle Karnataka Circle

Name Division Nanjangud Division

Mode of Recruitment DE

Selected Against Community

Date of joining in Present Cadre 25-03-2011

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

The Deputation offices as available in the drop down box are APS Circle, CEPT MYSURU, Directorate office and Others.

User must select the relevant option from the drop down box to select the Deputation Office.

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* CEPT MYSURU

Verification Authority
Your verification authority will be CEPT MYSURU

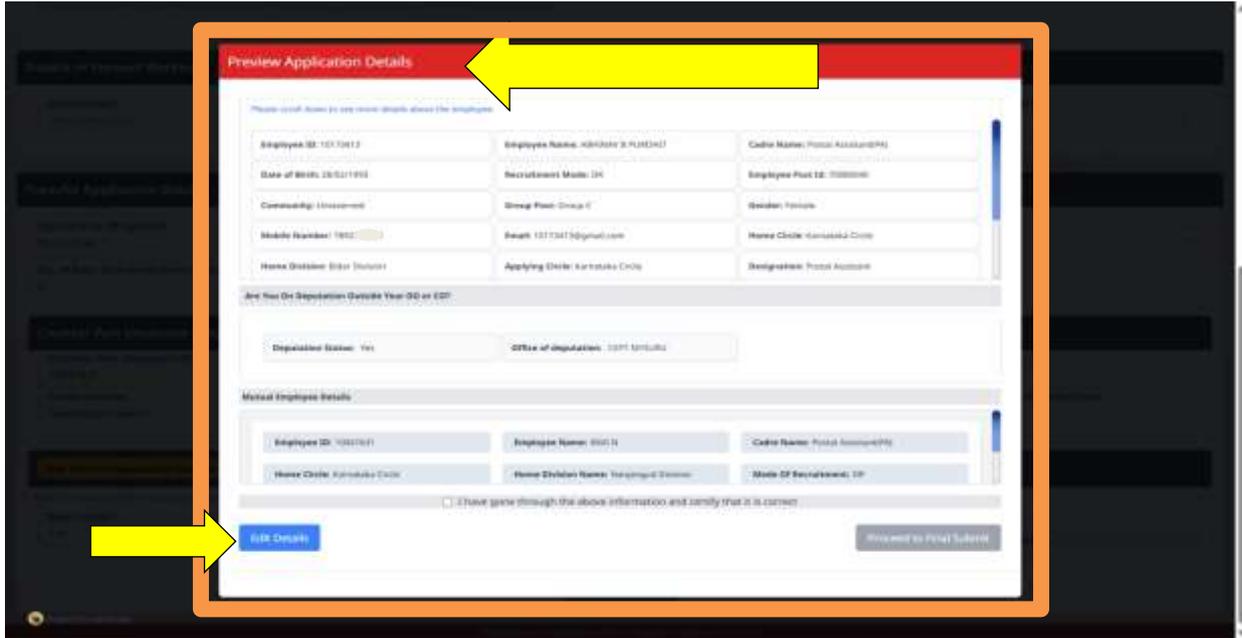
Preview & Submit

Rules/Guidelines

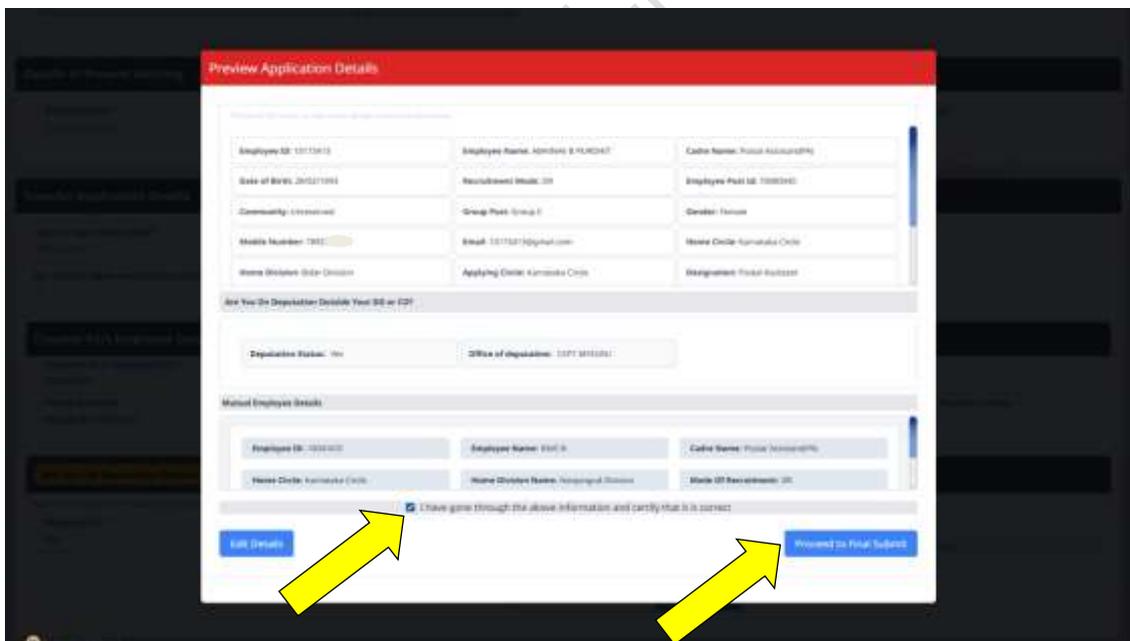
Designed and Developed by CEPT © Copyright Department of Posts

Select the Deputation Office. On selecting the Deputation Office, information will be displayed: Verification Authority –The verification Authority will be the Deputation Office.

After confirming the details, user should click on ‘Preview & Submit’ button.



After clicking the 'Preview & Submit' button, a pop-up window will display the preview application details. The user will have the option to edit the details by clicking the 'Edit Details' button.



If satisfied with the information displayed, the user can tick mark the check box to certify that the information provided is correct and proceed to the final submission by clicking the '**Proceed to Final Submit**' button.



The screenshot shows a web form with the following fields: 'Deputation*' (Yes), 'Select Deputation Office*' (CEPT MYSURU), and 'Verification Authority' (CEPT MYSURU). Below these is the 'Mobile Verification' field containing '78927' and a 'Generate OTP' button. Two yellow arrows point to the 'Mobile Verification' field and the 'Generate OTP' button.

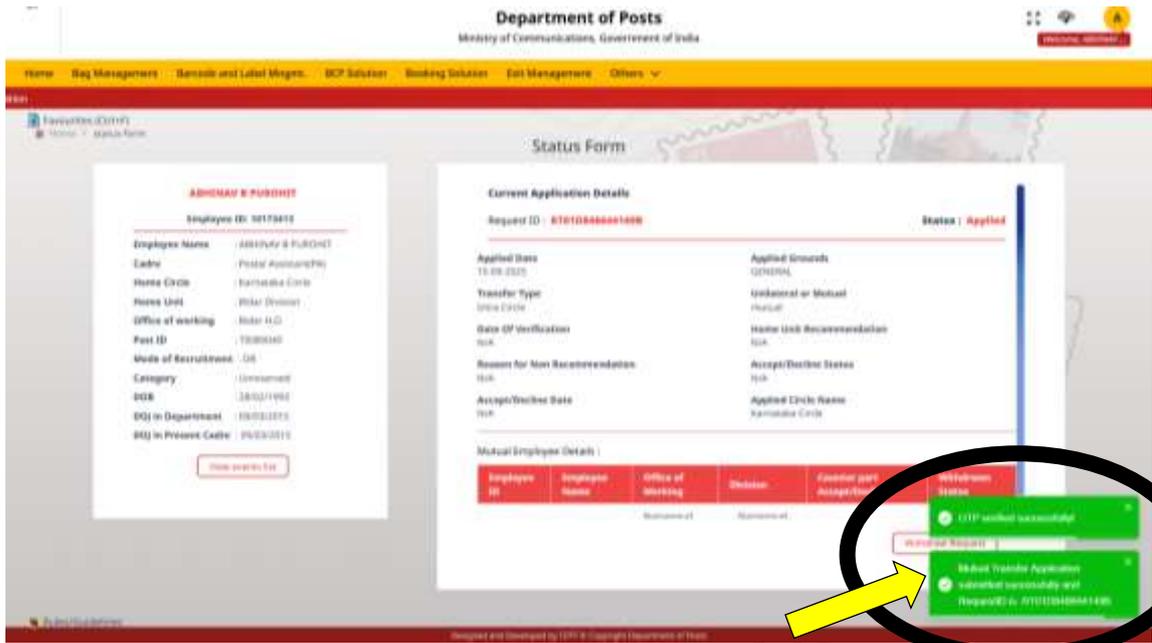
Upon clicking the '**Proceed to Final Submit**' button., Mobile Verification field will appear. User has to input the mobile number and click on Generate OTP button.

The screenshot shows the same form as above, but with a green message box at the bottom right that says 'OTP sent successfully!'. A yellow arrow points to this message box.

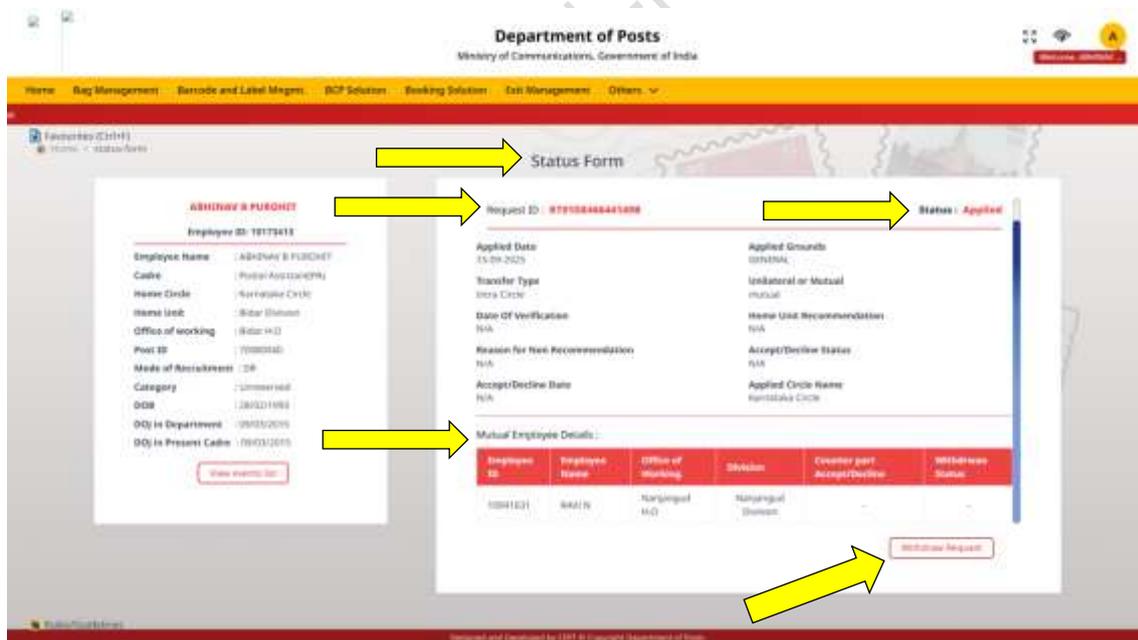
Upon clicking, 'OTP sent successful', message will appear.

The screenshot shows the form with the 'Mobile Verification' field containing '78927' and an 'Enter OTP' field containing '123456'. A green 'Verify OTP & Final Submit' button is visible. Two yellow arrows point to the 'Enter OTP' field and the 'Verify OTP & Final Submit' button.

After receipt of OTP through SMS, enter the OTP in Enter OTP field then click on **Verify OTP and Final Submit** button.



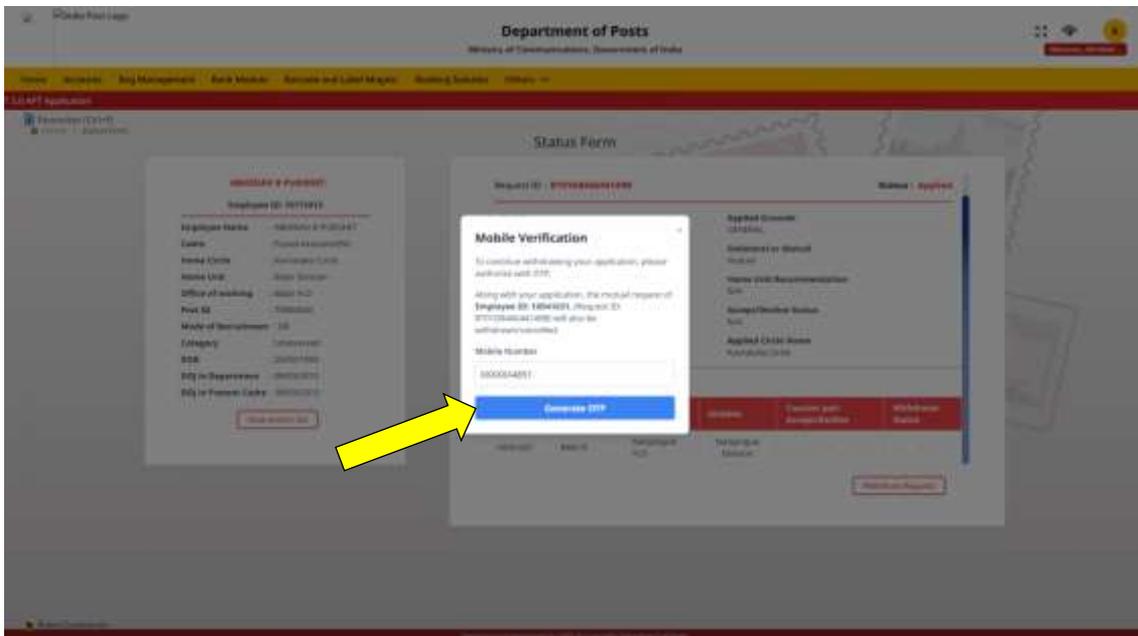
Upon clicking on **Verify OTP and Final Submit** button, OTP will be verified and the Mutual Transfer application will be submitted successfully and Request ID will appear in the right hand bottom of the screen.



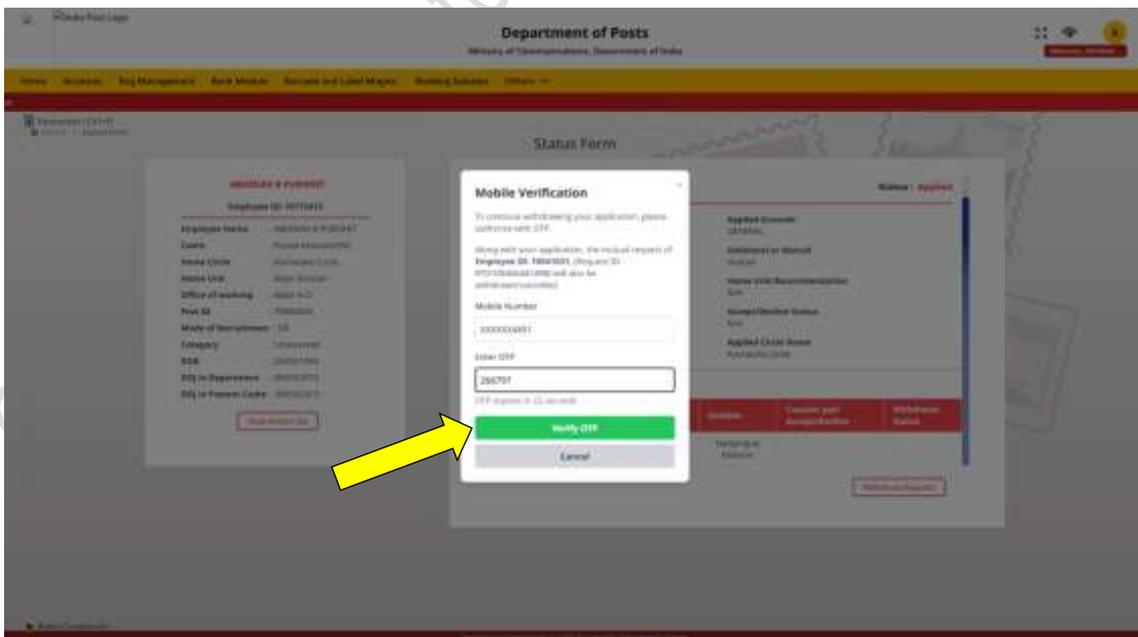
The Status Form will be displayed which contains the details like Request ID, Status, Mutual Employee Details etc. It can be observed that the 'Status' is 'Applied'.



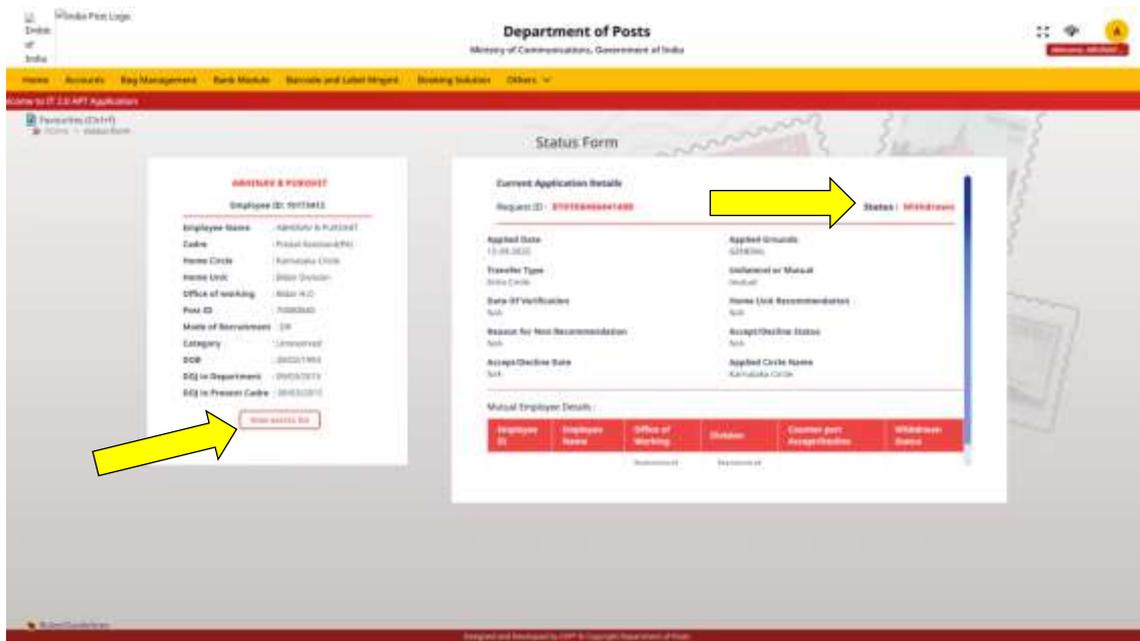
Below the Status Form, User can find 'Withdraw Request' button. 'Withdraw Request' button is available for the employee to withdraw the request.



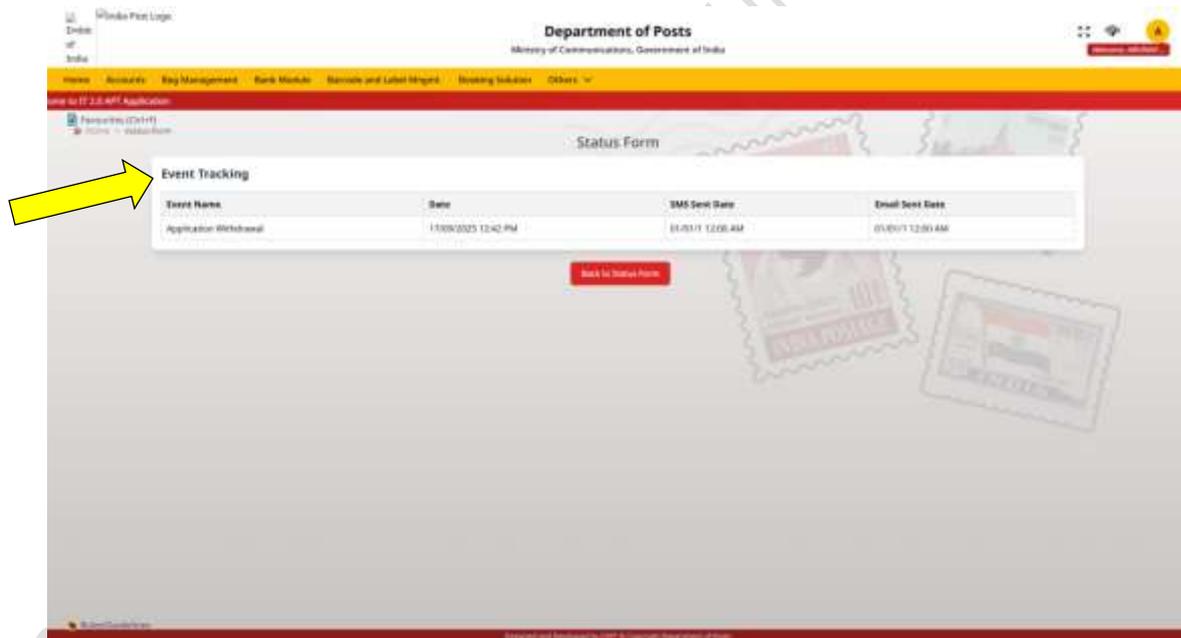
Upon clicking on the 'Withdraw Request' button, a Mobile Verification screen will appear. User has to click on 'Generate OTP' button to generate the OTP. The OTP will be sent to the registered mobile number of the User.



User has to enter the OTP and click on Verify OTP.

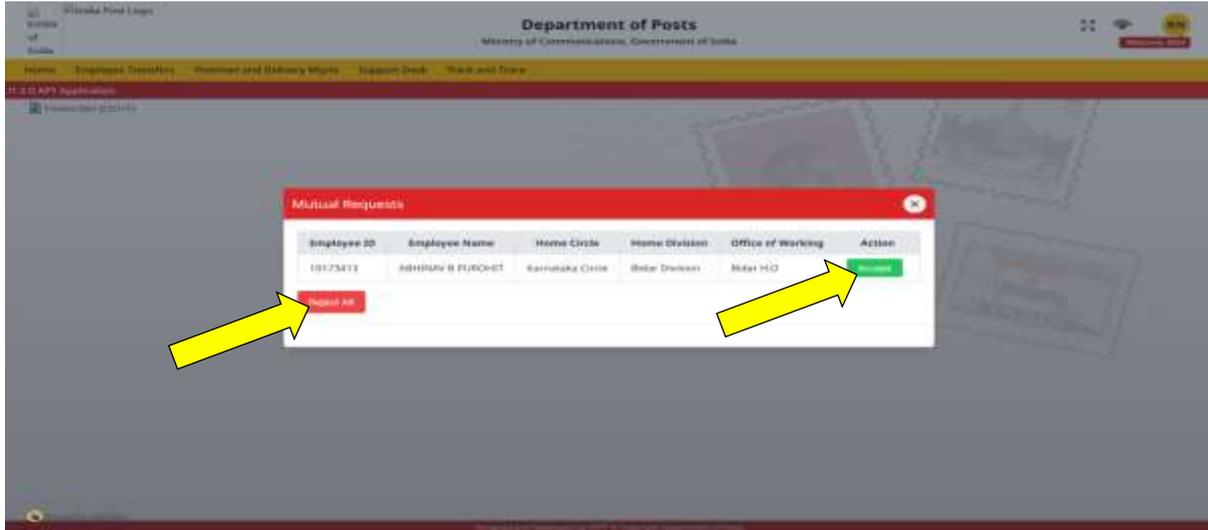


Once the verification of OTP is successful, the 'Status Form' will appear and the 'Status' changes to 'Withdrawn'.

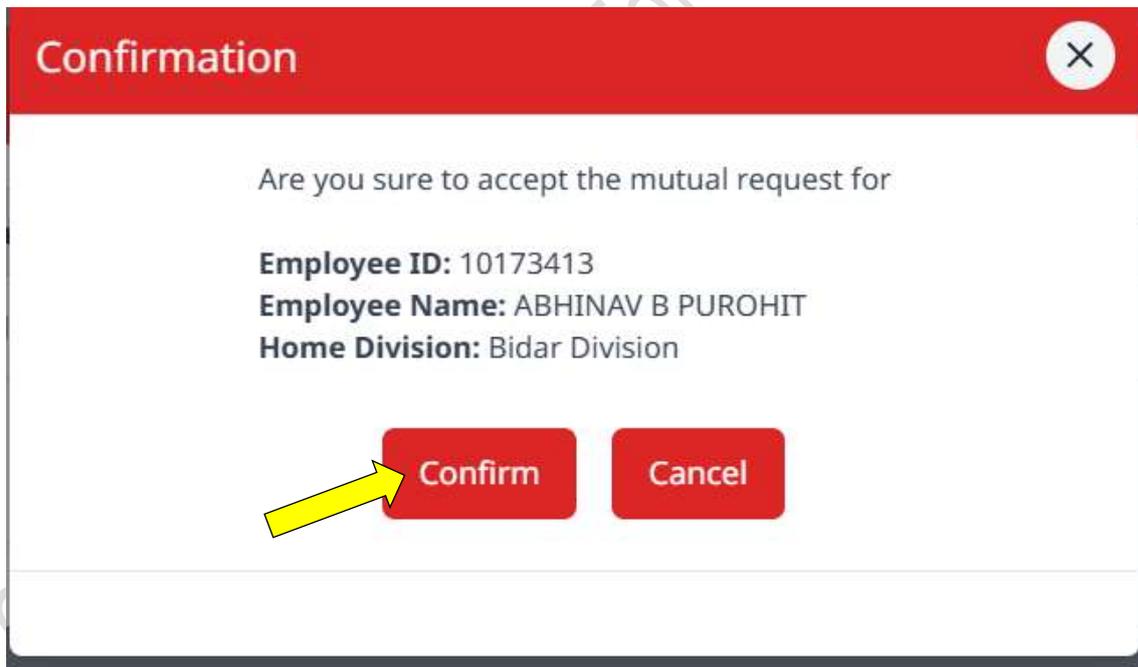


User can also view the events list by clicking on 'View events list'. Event Tracking with Event Name, Date, SMS Sent Date, Email Sent Date will be displayed.

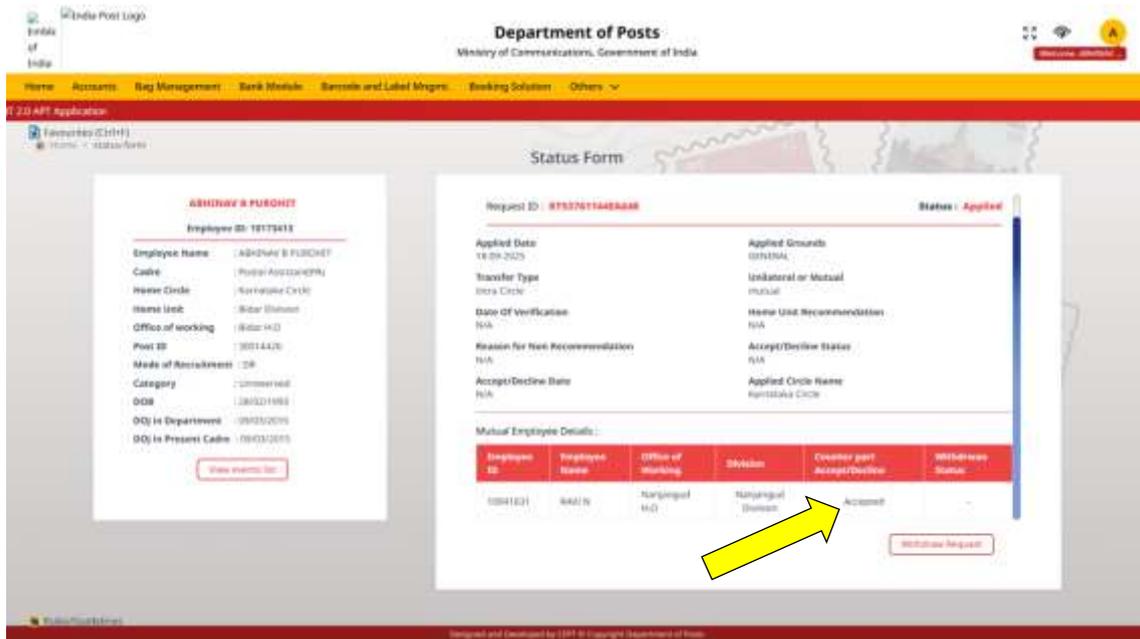
Note: The employee with whom the mutual Rule 38 transfer has been applied using above procedure should login and accept the mutual Rule 38 transfer request in order to effect the transfer.



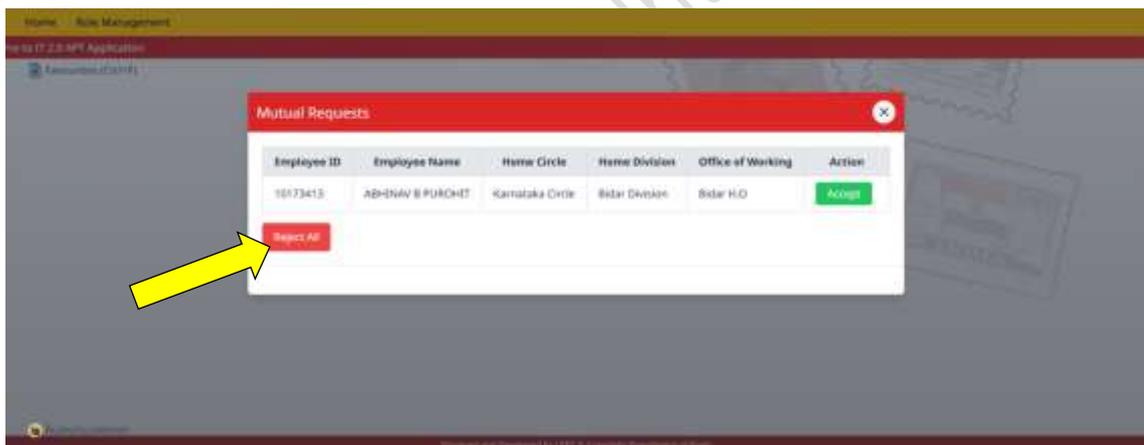
After a Mutual Transfer Request is placed by an employee, the Counterpart employee should access the 'Transfer' card and click on the 'Apply Transfer Rule 38' sub card. System will show the Mutual Requests screen with mutual requests. Counterpart employee may accept the request by clicking on the 'Accept' button available against the request.



Upon clicking on 'Accept' button, system will pop up a message asking for confirmation. Click on 'Confirm' button. Remaining procedure will be same for the Counterpart Employee for applying the Rule 38 Transfer.



Once the Counterpart employee accepts the Mutual Transfer request, the same will appear as Accepted under Mutual Employee Details.



The Counterpart Employee can also reject the request by clicking on 'Reject All' button.



Department of Posts
Ministry of Communications, Government of India

Status Form

Request ID : 873041041028208

Status : Mutual Reject

Applied Date : 17/01/2019

Transfer Type : Unilateral or Mutual

Reason for Non Recommendation : Nil

Accept/Decline Status : Nil

Applied Circle Name : Karnataka Circle

Mutual Employee Details:

Employee ID	Employee Name	Office of Working	Division	Counter part accept/decline	Whether Declined
10841031	SAJIN	Mangalore HQ	Supporting of Division	Declined	

Once the Counterpart Employee rejects the transfer, the same will appear as Declined under Mutual Employee Details and the Status will change to ‘Mutual Reject’.

Unilateral Rule 38 transfer

Select ‘Unilateral’ in ‘Mutual or Unilateral’ drop down.

Also, select from the drop down box, ‘Whether Rule 37 Availed’ and ‘No of Rule 38 Availed(Intra Circle)’ fields. User has to select ‘Yes’ or ‘No’ for ‘Whether Rule 37 Availed’ field and the numbers 0/1/2 for ‘No of Rule 38 Availed(Intra Circle)’ field.

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)* : 0

Applying Circle (Intra circle)* : Karnataka Circle

If in case, user selects ‘Whether Rule 37 Availed’ field as ‘Yes’, then one more field ‘Rule 37 Availed Date’ will appear and user has to provide the correct ‘Rule 37 Availed Date’ using the calendar.



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

If in case, user selects 1 for ‘No of Rule 38 Aailed(Intra Circle)’ field, two more fields ‘Is last Rule38 Cancelled?(Intra Circle)’ and ‘Last Rule38 Cancelled Date(Intra Circle)’ will appear. If user selects ‘Yes’ from drop down for ‘Is last Rule38 Cancelled?(Intra Circle)’ field, user has to capture ‘Last Rule38 Cancelled Date(Intra Circle)’ using the calendar.

Transfer Application Details		
Type of Rule 38 Applied*	Mutual or Unilateral*	Whether Rule 37 Aailed*
Intra Circle	Unilateral	No
No. of Rule 38 Aailed (Intra circle)*	Is Last Rule38 Cancelled? (Intra circle)*	Last Rule38 Joining Date (Intra circle)*
1	No	dd-mm-yyyy
Applying Circle (Intra circle)*		
Karnataka Circle		

If user selects ‘No’ from drop down for ‘Is last Rule38 Cancelled?(Intra Circle)’ field, user has to capture the ‘Last Rule38 Joining Date(Intra Circle)’ using the calendar.

Transfer Application Details		
Type of Rule 38 Applied*	Mutual or Unilateral*	Whether Rule 37 Aailed*
Intra Circle	Unilateral	No
No. of Rule 38 Aailed (Intra circle)*	Applying Circle (Intra circle)*	
0	Karnataka Circle	

Here, for instance, select ‘Whether Rule 37 Aailed’ as No and ‘No of Rule 38 Aailed (Intra Circle)’ as 0.



Based on 'Applying Circle', Division preferences will be displayed in the 'Open List' table. All divisions under the circle will be listed. As personal preferences, user can select one or more divisions by tick marking the check boxes provided against each Division Name,. The selected division names will then appear in the 'Selected Preference Divisions' table, arranged in the order of preference specified by the user.

Answer the question 'Are you on Deputation Outside Your DO or CO?' by selecting 'Yes' or 'No' from the drop-down menu.



Deputation Service Book Details

Your request will be verified by this deputation office, which is having the Service Book

Do you want to proceed?

Close Proceed



If the answer is 'Yes,' a message will pop up in connection with Deputation Service Book Details. Click on Proceed button.

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

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Upon clicking on Proceed button, option to select Deputation Office will appear.

Transfer Application Details

Type of Rule 33 Applied* Intra Circle

Mutual or Unilateral* Unilateral

Whether Rule 37 Allowed* No

No. of Rule 38 Allowed (Extra circle)* 0

Applying Circle (Extra circle)* Karnataka Circle

Open List

Selected Preference Divisions

1. Bangalore Division

2. Bangalore Division

3. Bangalore, A.P.T.

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

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The Deputation offices as available in the drop down box are APS Circle, CEPT MYSURU, Directorate office and Others.

User must select the relevant option from the drop down box to select the Deputation Office.

Select the Deputation Office. On selecting the Deputation Office, information will be displayed: Verification Authority –The verification Authority will be the Deputation Office.

After confirming the details, user should click on 'Preview & Submit' button.

After clicking the 'Preview & Submit' button, a pop-up window will display the preview application details. The user will have the option to edit the details by clicking the 'Edit Details' button.



If satisfied with the information displayed, the user can tick mark the check box to certify that the information provided is correct and proceed to the final submission by clicking the '**Proceed to Final Submit**' button.

Upon clicking the '**Proceed to Final Submit**' button., Mobile Verification field will appear. User has to input the mobile number and click on Generate OTP button.

Upon clicking, 'OTP sent successful', message will appear.



Are You On Deputation Outside Your DO or CO?

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

Deputation* Select Deputation Office* Verification Authority
Your verification authority will be **CEPT MYSURU**

Mobile Verification 78927... : **Verify OTP & Final Submit**

After receipt of OTP through SMS, enter the OTP in Enter OTP field then click on **Verify OTP and Final Submit** button.

Department of Posts
Ministry of Communications, Government of India

Home Accounts Bag Management Bank Module Barcode and Label Mgmt. Bowling Station Others

Welcome, ABHINAV

Home > Status Form

ABHINAV B PUNDHET
Employee ID: 9873413

Employee Name	ABHINAV B PUNDHET
Cadre	Postal Assistant(PA)
Home Circle	Karnataka Circle
Home Unit	Bidar Division
Office of Working	Bidar H.O
Post ID	3014426
Mode of Recruitment	DE
Category	Unreserved
DOB	08/02/1983
DOJ in Department	03/03/2015
DOJ in Present Cadre	09/03/2016

View details link

Current Application Details
Request ID : **BT3C34AAAC2626** Status : **Applied**

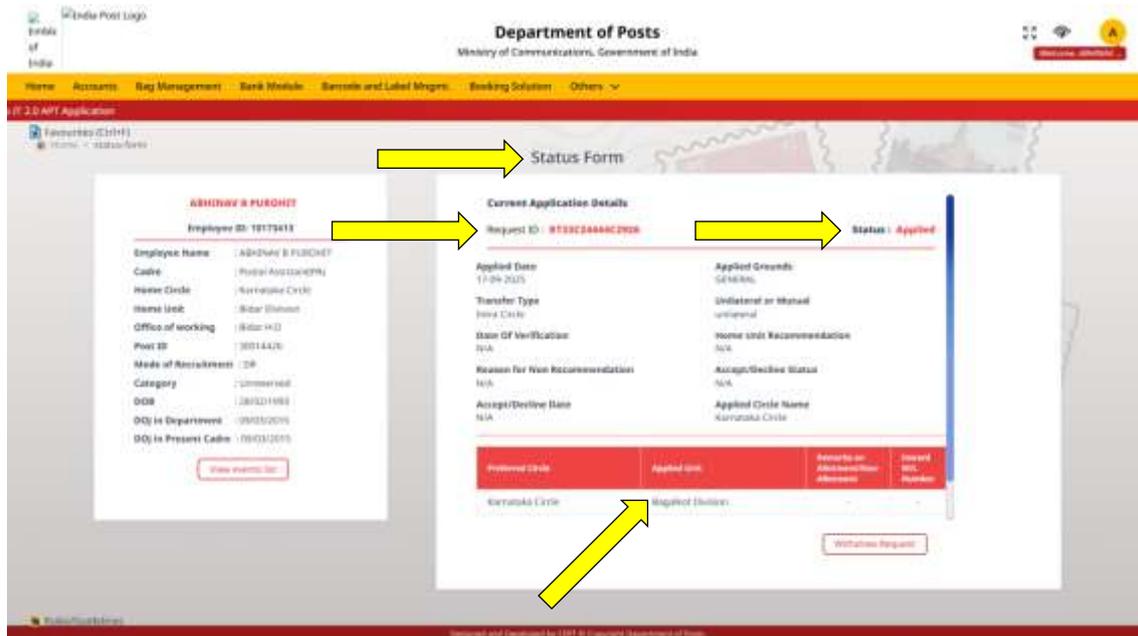
Applied Date	17-09-2023	Applied Grade	GENERAL
Transfer Type	Unilateral or Mutual	Home Unit Recommendation	N/A
Date Of Verification	N/A	Accept/Decline Status	N/A
Reason for Non Recommendation	N/A	Applied Circle Name	KARNATAKA CIRCLE
Accept/Decline Date	N/A		

Preferred Circle	Applied Unit	Remarks on Submission
Karnataka Circle	Bidar Division	

OTP verified successfully

Transfer Application submitted successfully and RequestID is BT3C34AAAC2626

Upon clicking on **Verify OTP and Final Submit** button, OTP will be verified and the Unilateral Transfer application will be submitted successfully and Request ID will appear in the right hand bottom of the screen.



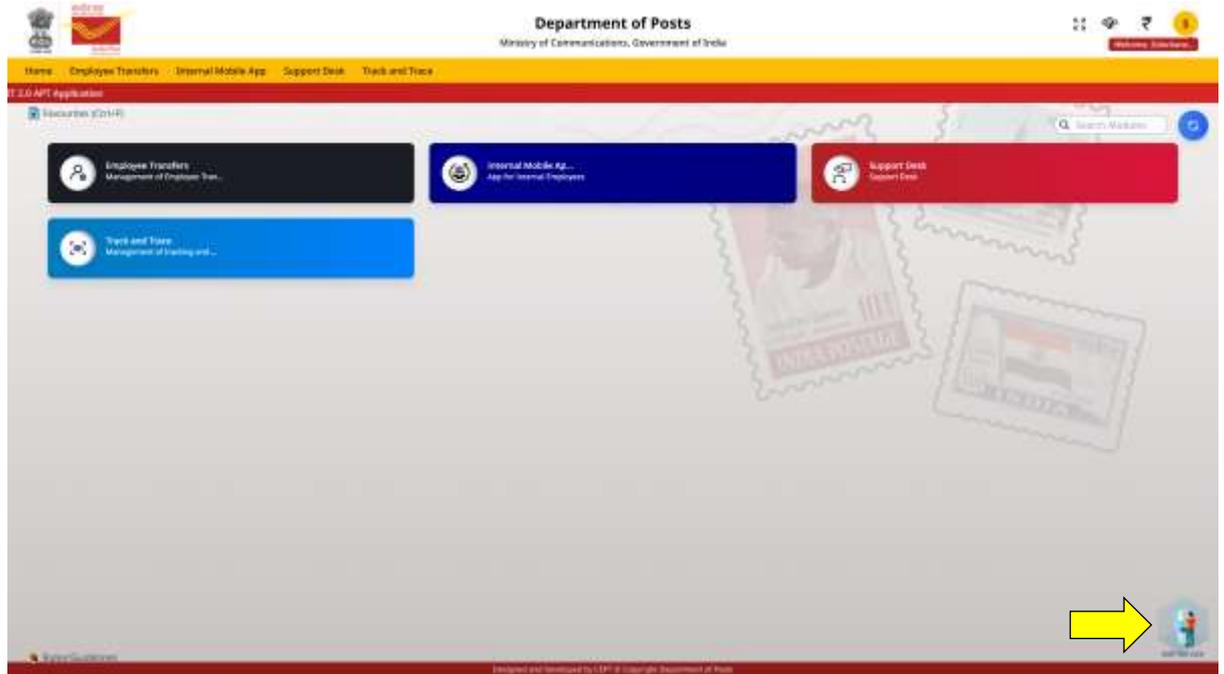
The Status Form will be displayed which contains the details like Request ID, Status, Applied Office Details etc. It can be observed that the 'Status' is 'Applied'.

Note: The process to apply for Inter Circle Rule 38 Transfer also remains same as above except that the user has the option to select the Circle as per his choice.

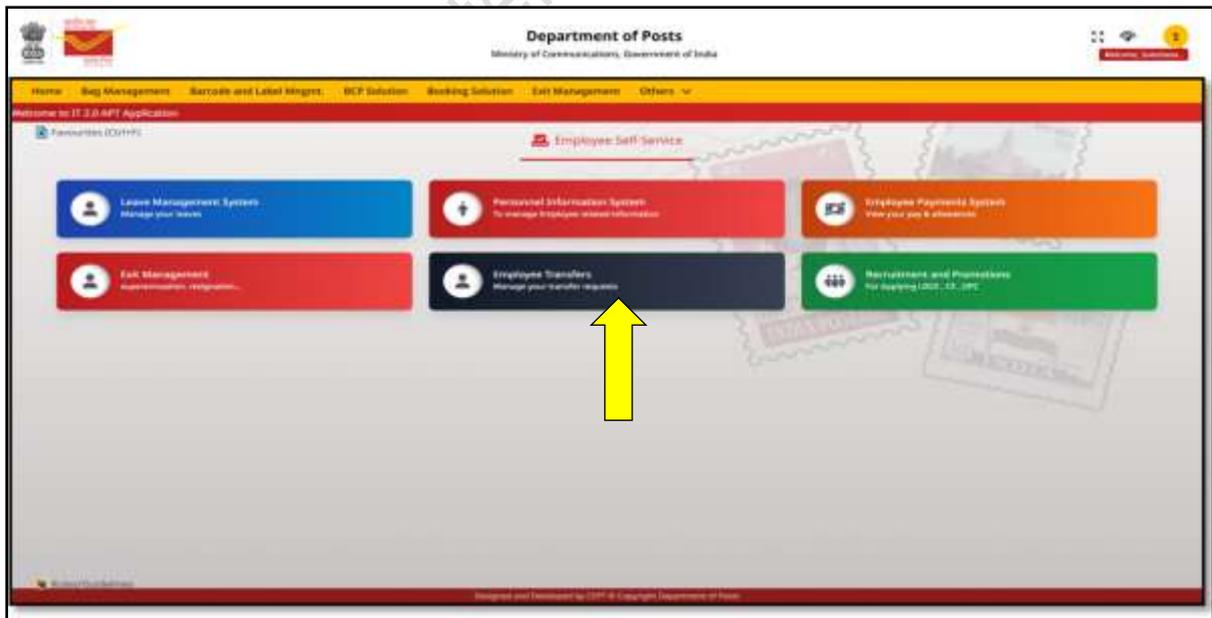


7.2.2 Apply for Rule 3

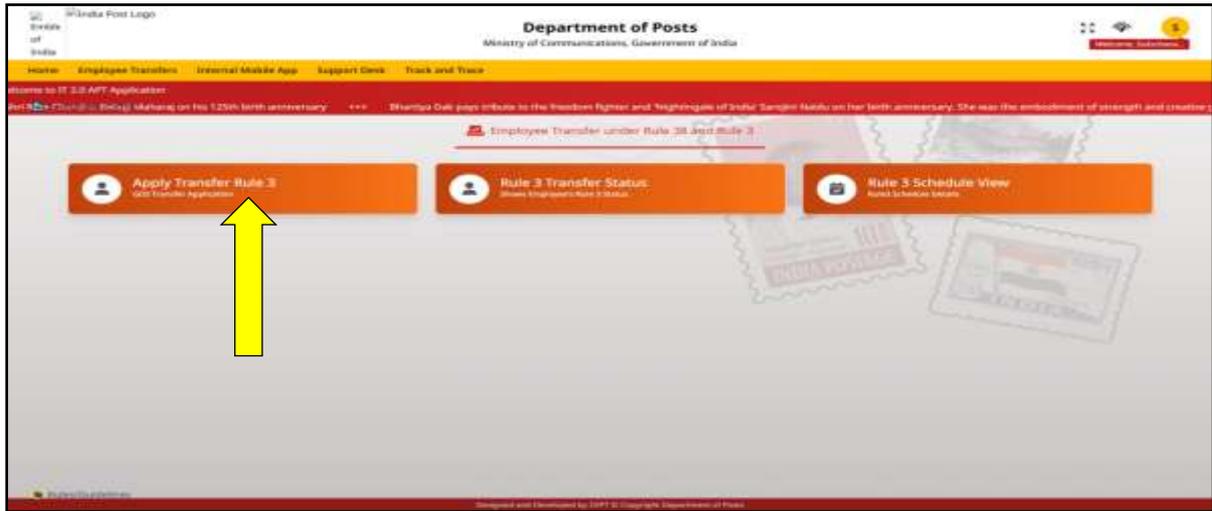
All eligible Gramin Dak Sevaks (GDS) have been provided the option to apply for a Rule 3 transfer through the Employee Self Service (ESS) module.



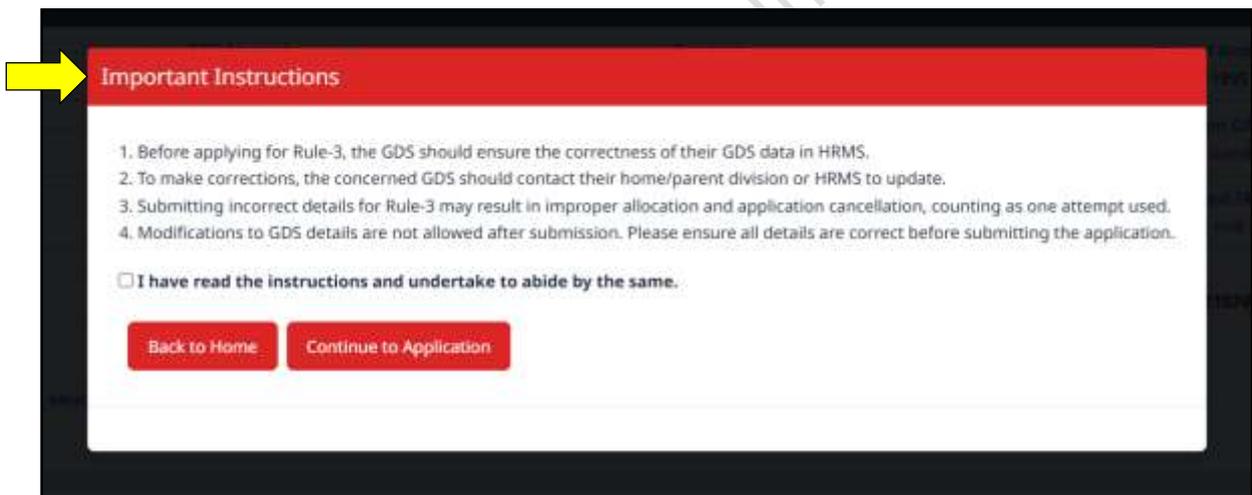
Click on the “Self-Service” icon to proceed.



On clicking the 'Self-Service' icon, the 'Employee Self-Service' screen will appear. Click on the '**Employee Transfers**' card to access the Transfers portal.



When you click on the 'Employee Transfers' card, various sub-cards will appear as shown in the image above. To apply for a Rule 3 transfer, click on the **'Apply Transfer Rule 3'** sub-card.



When the user clicks on the 'Apply Transfer Rule 3' sub-card, the system will display important instructions to be followed while applying for the transfer.



Important Instructions

1. Before applying for Rule-3, the GDS should ensure the correctness of their GDS data in HRMS.
2. To make corrections, the concerned GDS should contact their home/parent division or HRMS to update.
3. Submitting incorrect details for Rule-3 may result in improper allocation and application cancellation, counting as one attempt used.
4. Modifications to GDS details are not allowed after submission. Please ensure all details are correct before submitting the application.



I have read the instructions and undertake to abide by the same.



The user must provide consent by **tick marking the checkbox** to confirm that they have read the instructions. After that, click the **'Continue to Application'** button to proceed.

Department of Posts
Ministry of Communications, Government of India

Home Employee Transfer Internal Mobile App Support Desk Track and Trace

Application

Apply for Transfer under Rule 3

GDS Details

GDS ID* 58802157	GDS Name* Subhasree	Gender* Female	Date of Birth* 04-08-1995
Circle Office* Karnataka Circle	Division Office* Bihar Division	Office of working* Circle S.O	Account Office Name* Bihar Gandhi Gung S.O
GDS Post ID* 38819781	Designation* Branch Post Master	Level and Working Hours* Level 1 and hours 4	Slab and TRCA* Slab 3 and T12000
Date of Engagement* 21-01-2015	Date of Discharge* 01/04/2016	9535: []	50002157@indiapost.gov.in

Verify Mobile with OTP Verify Email with OTP

When user clicks on the 'Continue to application', Apply for Transfer under Rule 3 screen will appear. This screen is divided into three parts: 'GDS Details,' 'Other Details' and 'Preferences'.

Department of Posts
Ministry of Communications, Government of India

Home Employee Transfer Internal Mobile App Support Desk Track and Trace

Application

Apply for Transfer under Rule 3

GDS Details

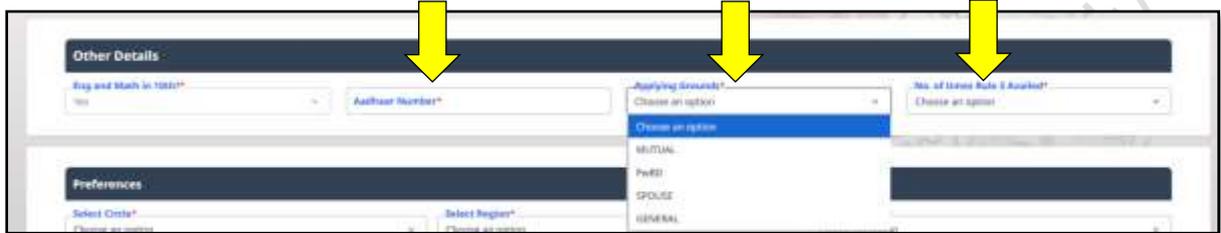
GDS ID* 58802157	GDS Name* Subhasree	Gender* Female	Date of Birth* 04-08-1995
Circle Office* Karnataka Circle	Division Office* Bihar Division	Office of working* Circle S.O	Account Office Name* Bihar Gandhi Gung S.O
GDS Post ID* 38819781	Designation* Branch Post Master	Level and Working Hours* Level 1 and hours 4	Slab and TRCA* Slab 3 and T12000
Date of Engagement* 21-01-2015	Date of Discharge* 01/04/2016	9535: []	50002157@indiapost.gov.in

Verified Verified



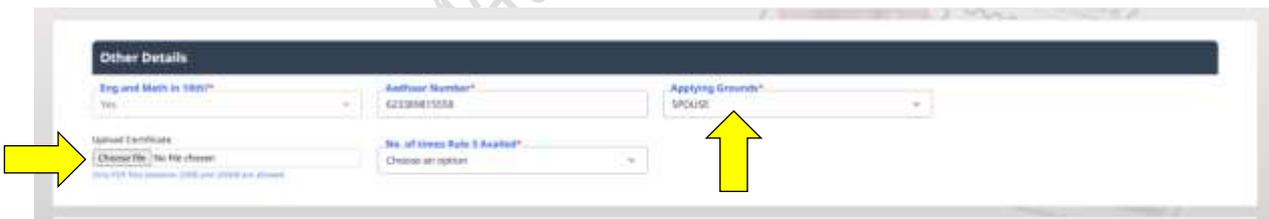
In the 'GDS Details' section, most of the fields will be auto-fetched from PIS (HRMS) and will not be editable. Only Mobile number and Email are editable and are mandatory. Below the Mobile Number and Email fields, using the hyperlinks, verify both Mobile Number and Email with OTP.

After verifying the details in the 'GDS Details' section, scroll down to access the other sections of the transfer screen.

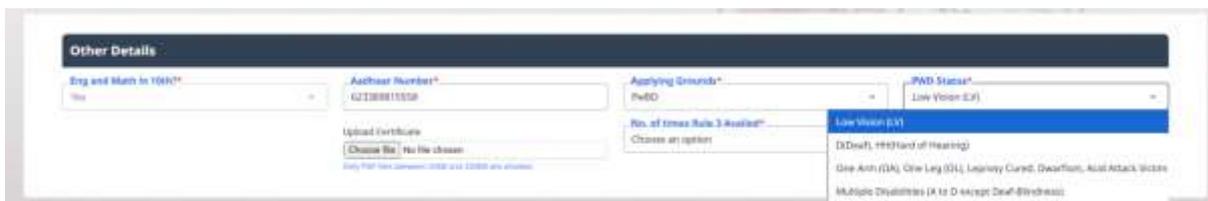


Check the details displayed under the 'Other Details' section. The user needs input 'Aadhar Number', select the 'Applying Grounds' from the dropdown menu, and select the 'No of times Rule 3 Availed'. The Available options for applying grounds are as follows.

- ❖ Mutual
- ❖ PwBD
- ❖ Spouse
- ❖ General



Note: In case the user selects the 'Applying Grounds' as SPOUSE, one more field 'Upload Certificate' will be enabled. User has to upload the valid supporting document for the applying grounds as SPOUSE. The file size of the certificate must be between 20KB and 200KB only in PDF format.





Note: In case the user selects the ‘Applying Grounds’ as PwBD, one more field, PWD Status will be enabled and user has to select the PWD Status from the drop down menu. One more field ‘Upload Certificate’ will be enabled. User has to upload the valid supporting document for the applying grounds as PwBD. The file size of the certificate must be between 20KB and 200KB only in PDF format

Mutual Rule 3 transfer

Select ‘Mutual’ under ‘Applying Grounds’.
Also, select from the drop down box ‘No of times Rule 3 Availed’ field. User has to select the numbers 0/1/2/3 for ‘No of times Rule 3 Availed’ field.

If in case, user selects 1/2/3 for ‘No of times Rule 3 Availed’ field, one more field ‘Is last Rule 3 Cancelled?’ will appear.

If user selects ‘No’ from drop down for ‘Is last Rule 3 Cancelled?’ field, user has to capture ‘Last Availed Date’ using the calendar.



Other Details			
Eng and Math in 10th*	Aadhaar Number*	Applying Grounds*	No. of times Rule 3 Availed*
Yes	62308815558	MUTUAL	0

Here, for instance, select 'No of times Rule 3 Availed' as 0.

Counter Part Details			
Counter GDS ID*	Counter GDS Name*	Level - Slab - Amount*	Division*
<small>This field is required.</small>			
Counter Part Office*	Counter Part Designation*		

On selecting 'Mutual' in 'Applying Grounds', additional field will be created to enter the Counter GDS ID of the 'Counter Part GDS'.

Counter Part Details			
Counter GDS ID*	Counter GDS Name*	Level - Slab - Amount*	Division*
5050000	VJANAKSHI HIRAMATH	L1 - S2 - 12000	Belagavi Division
Counter Part Office*	Counter Part Designation*		
Ahwa B.O	Branch Post Master		

On entering the 'Counter GDS ID', GDS details are auto fetched with a pop up message 'Counter Part GDS detail fetched successfully'. The details include Counter GDS Name, Level Slab – Amount, Division, Counter Part Office and Counter Part Designation.

Counter Part Details			
Counter GDS ID*	Counter GDS Name*	Level - Slab - Amount*	Division*
5050000	VJANAKSHI HIRAMATH	L1 - S2 - 12000	Belagavi Division
Counter Part Office*	Counter Part Designation*		
Ahwa B.O	Branch Post Master		



On confirming the details, click on ‘Preview Application’ button.

 **GDS Rule 3 Application** 

GDS ID: 50002157	NAME: SULOCHANA
CIRCLE: KARNATAKA CIRCLE	DIVISION: BIDAR DIVISION
OFFICE: CHIDRI B.O	ACCOUNT OFFICE: CHIDRI B.O
DESIGNATION: BPM	WORKING HOURS: 4
TRCA LEVEL: LEVEL 1	SLAB: SLAB 2
AADHAR NUMBER: 62238815558	GENDER: FEMALE
MOBILE NUMBER: 951 	EMAIL: 50002157@INDIAPOST.GOV.IN
DATE OF BIRTH: 04-06-1995	DATE OF ENGAGEMENT: 31-01-2015
DATE OF DISCHARGE: 29-06-2060	PWD STATUS: NOT APPLICABLE
COMPASSIONATE STATUS: NO	NO. OF TIMES RULE 3 AVAILED: 0
LAST AVAILED DATE: NOT AVAILABLE	APPLYING GROUNDS: MUTUAL
10TH PASSED WITH ENGLISH & MATHEMATICS: Y	APPLIED ON: NOT AVAILABLE

Preference No.	Circle Office	Division Office	Applied Office	Post Designation
1	Karnataka Circle	Belagavi Division	Ashta B.O (21100648)	BPM

 **Please verify Mobile Number**

Upon clicking on ‘Preview Application’ button, GDS Rule 3 Application screen will appear for viewing various details. On confirming the details, click on ‘Please verify Mobile Number’ button.



Preview Application

GDS Rule 3 Application

GDS ID: 50002157
CIRCLE: KARNATAKA CIRCLE
OFFICE: CHIDRI B.O
DESIGNATION: BPM
TRCA LEVEL: LEVEL 1
AADHAR NUMBER: 623389815558
MOBILE NUMBER: 9986262424
DATE OF BIRTH: 04-07-1988
DATE OF DISCHARGE: 29-06-2060
COMPASSIONATE STATUS: NO
LAST AVAILED DATE: NOT AVAILABLE
10TH PASSED WITH ENGLISH & MATHEMATICS: Y

NAME: SULOCHANA
DIVISION: BIDAR DIVISION
ACCOUNT OFFICE: CHIDRI B.O
WORKING HOURS: 4
SLAB: SLAB 2
GENDER: FEMALE
EMAIL: 50002157@INDIAPOST.GOV.IN
DATE OF ENGAGEMENT : 31-01-2015
PWD STATUS: NOT APPLICABLE
NO. OF TIMES RULE 3 AVAILED: 0
APPLYING GROUNDS: MUTUAL
APPLIED ON: NOT AVAILABLE

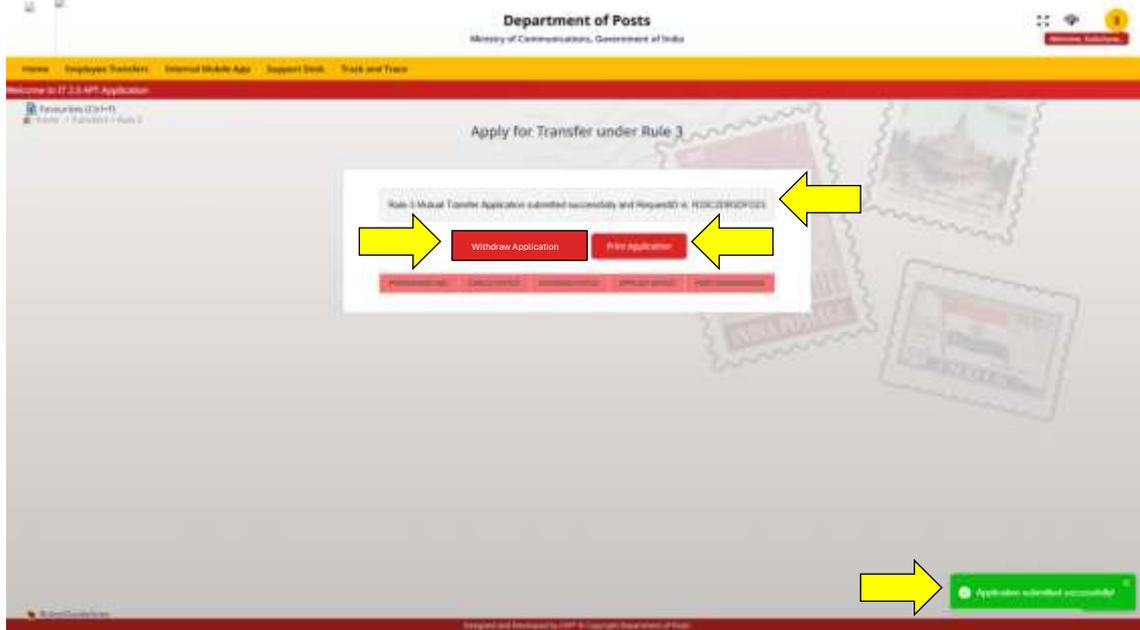
Preference No.	Circle Office	Division Office	Applied Office	Post Designation
1	Karnataka Circle	Belagavi Division	Ashw B.O (2110064B)	BPM

Enter OTP [Resend OTP](#)

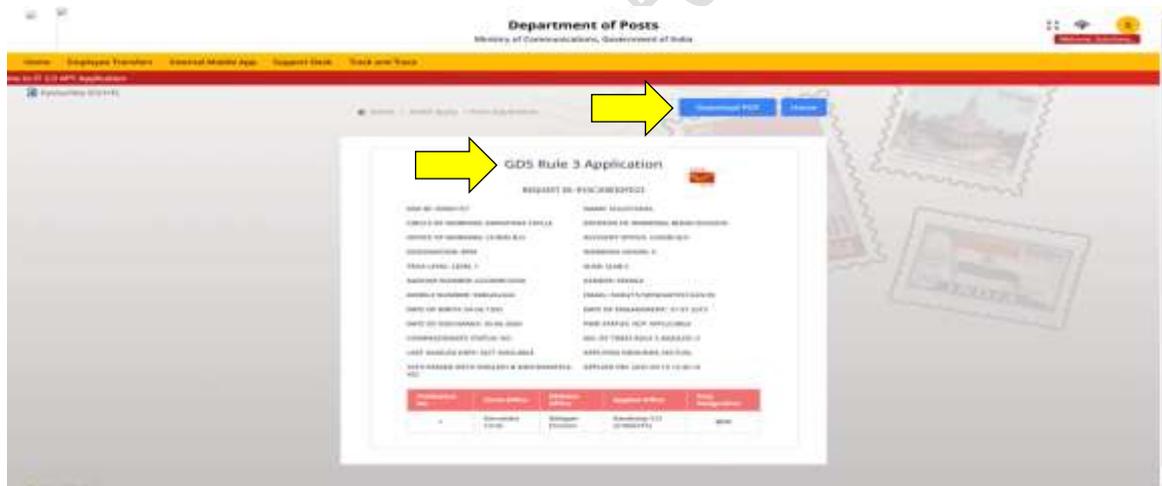
OTP will be generated and sent to the registered mobile number. However, if user fails to enter OTP within 60 seconds, there is option provided for regeneration of OTP using 'Resend OTP' link just below the 'Enter OTP' field.

OTP expires in 45s

User has to enter the OTP and click on 'Verify OTP and Submit' button.

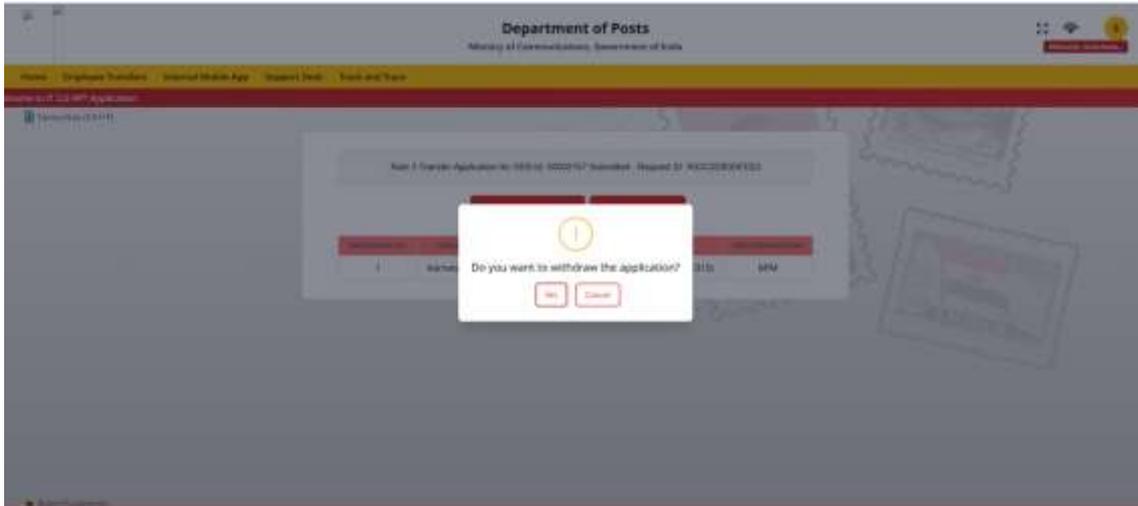


Upon clicking on ‘Verify OTP and Submit’ button, a message ‘Application submitted successfully’ will appear in the bottom right of the screen and Application will be submitted successfully with Request ID. User also has the provision to print Application by clicking on ‘Print Application’ button.

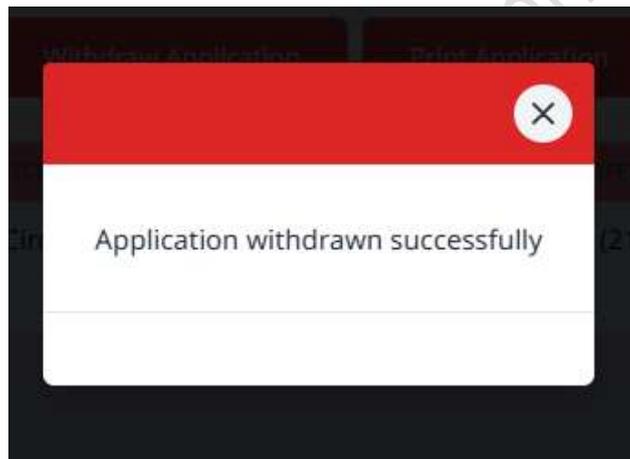


Upon clicking on ‘Print Application’ button, a fresh page with the application opens. User has the option to download the application by clicking on ‘Download PDF’ button. PDF will be downloaded to the local drive and can be printed or stored as record.

User also has the option to withdraw the application. User has to click on ‘Withdraw Application’ button to withdraw the transfer request.



Upon clicking on 'Withdraw Application' button, a confirmation message 'Do you want to withdraw the application?' will appear. User has to click on 'Yes' button to withdraw the application.



Upon clicking on 'Yes' button, application will be withdrawn with a message: 'Application withdrawn successfully'.

Note: The Counter Part GDS also has to login and access Employee Transfers and Apply Rule 3 Transfer. There, the Counter Part GDS finds the mutual request. The request needs to be accepted and the transfer application must be submitted. **Refer Mutual Transfer Rule 38 section. Process remains same.**



General Rule 3 transfer

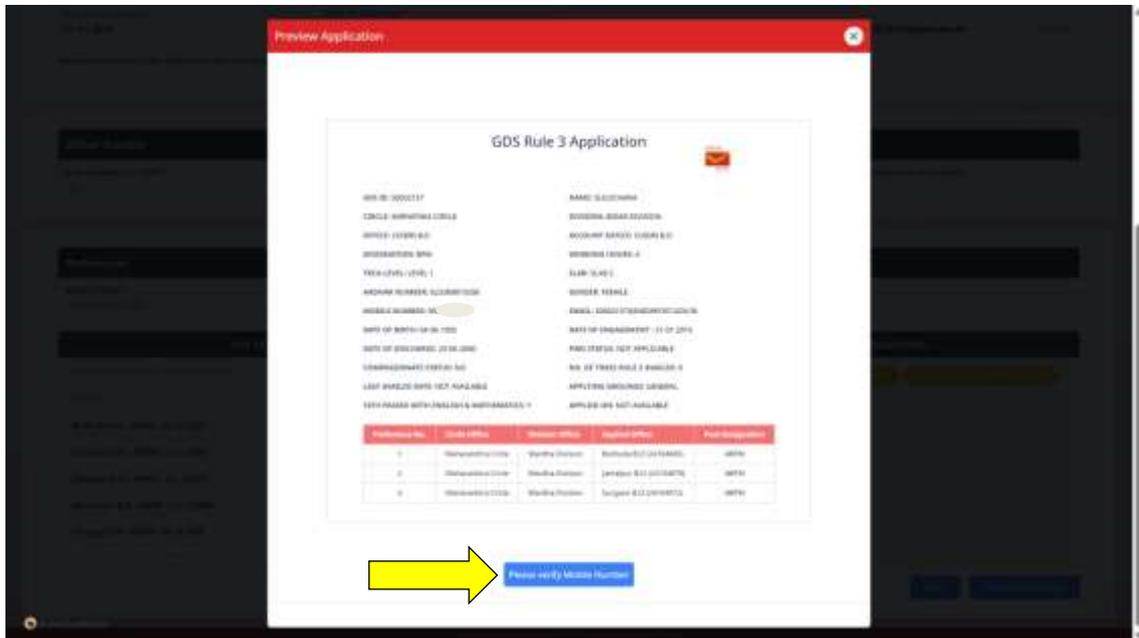
Select 'General' under 'Applying Grounds' and select 'No of times Rule 3 Availed' as 0(for example). Proceed to the next portion of the application screen.

In the next portion of the application, user has to mention the Preferences for the transfer sought. From the drop down menus, User has to select the Circle, Region and Division.

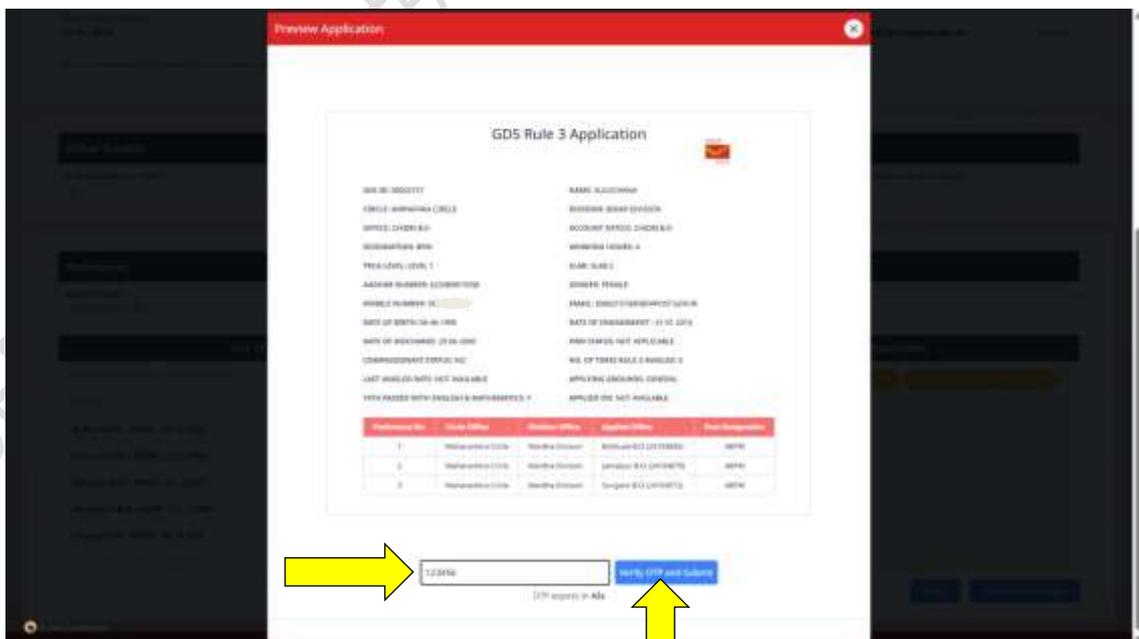
Depending on the selection of the Circle, Region and Division by the User, system will display the List of Available Offices/Units. Search field is also provided to search the name of the unit directly by entering the name of the office. User has to provide the preference from the List of Available



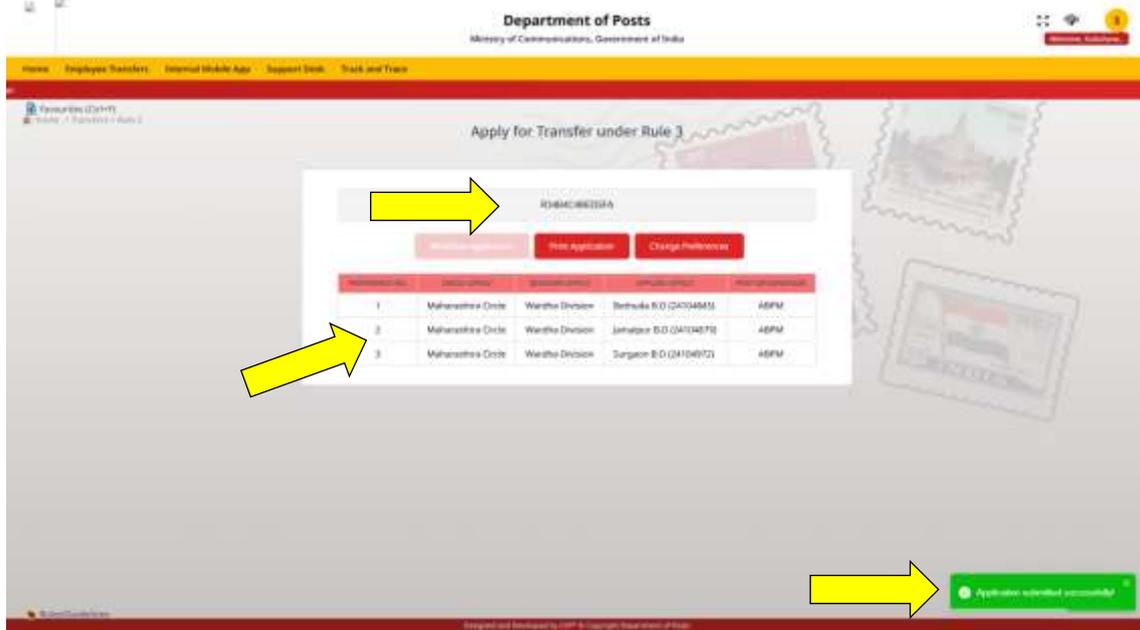
Offices/Units by marking the tick box available against the name of the office. The selected preference will appear on the right side in the order of the preference given by the User. On confirming the details, user has to click on 'Preview Application' button.



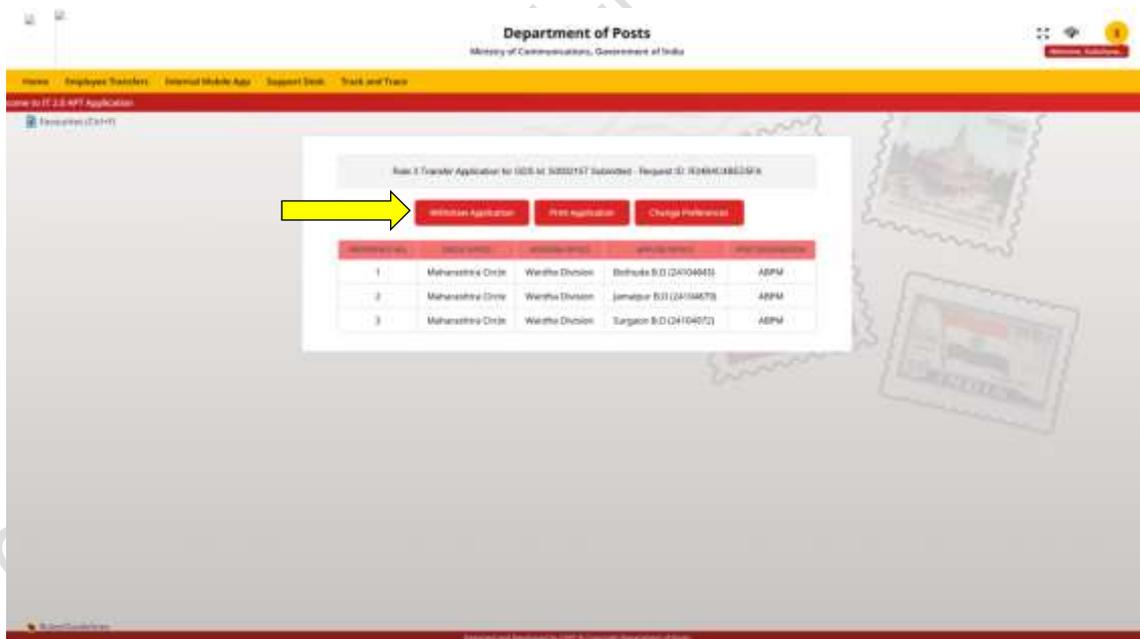
Upon clicking on 'Preview Application' button, a fresh GDS Rule 3 Application screen will appear with all the details. User has to cross check the details. On confirmation, click on 'Please Verify Mobile Number' button.



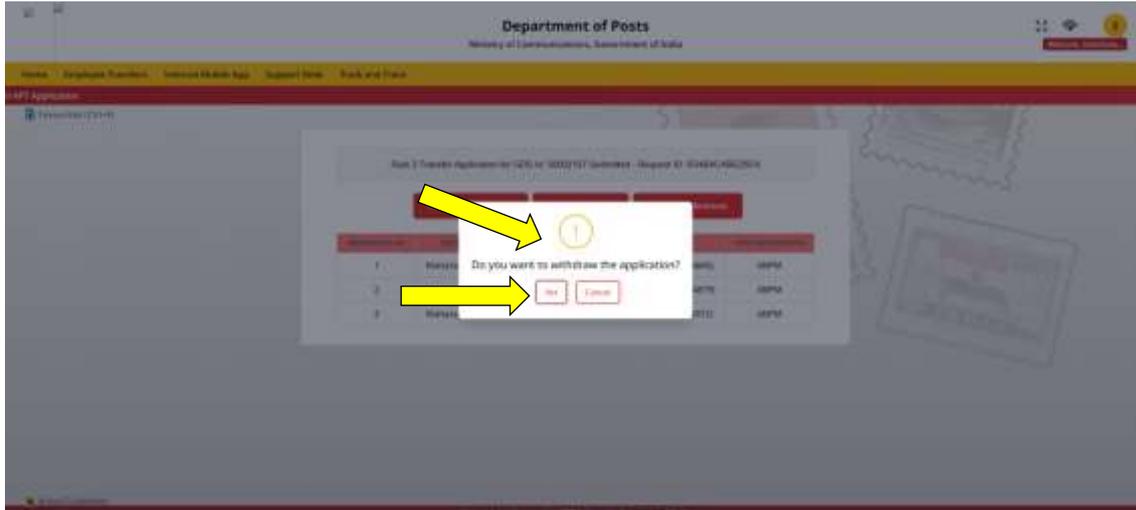
OTP will be generated and sent to the registered mobile number. User should enter the OTP within 60 seconds and click on 'Verify OTP and Submit' button.



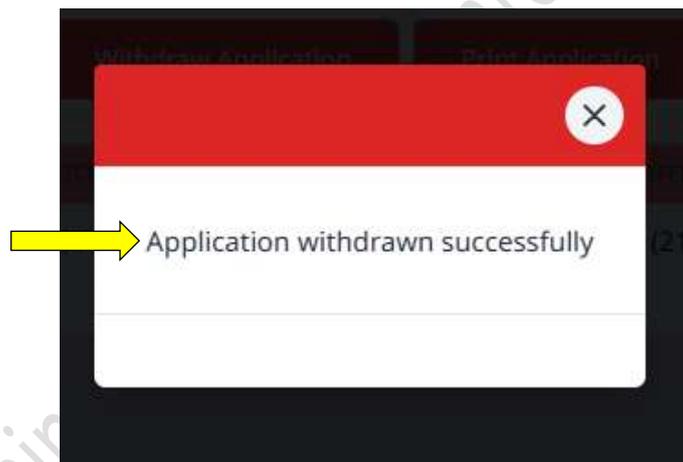
Upon clicking on ‘Verify OTP and Submit’ button, Application will be submitted with a message in right bottom of the screen as: ‘Application Submitted Successfully’. Application Number will be displayed along with preferences given by the user.



User has the option Withdraw Application, Print Application and Change Preferences by clicking on the respective toggle buttons available.



To withdraw the application, user has to click on 'Withdraw Application' button. Upon clicking on 'Withdraw Application' button, a confirmation message 'Do you want to withdraw the application?' will appear. User has to click on 'Yes' button to withdraw the application.



Upon clicking on 'Yes' button, application will be withdrawn with a message: 'Application withdrawn successfully'.



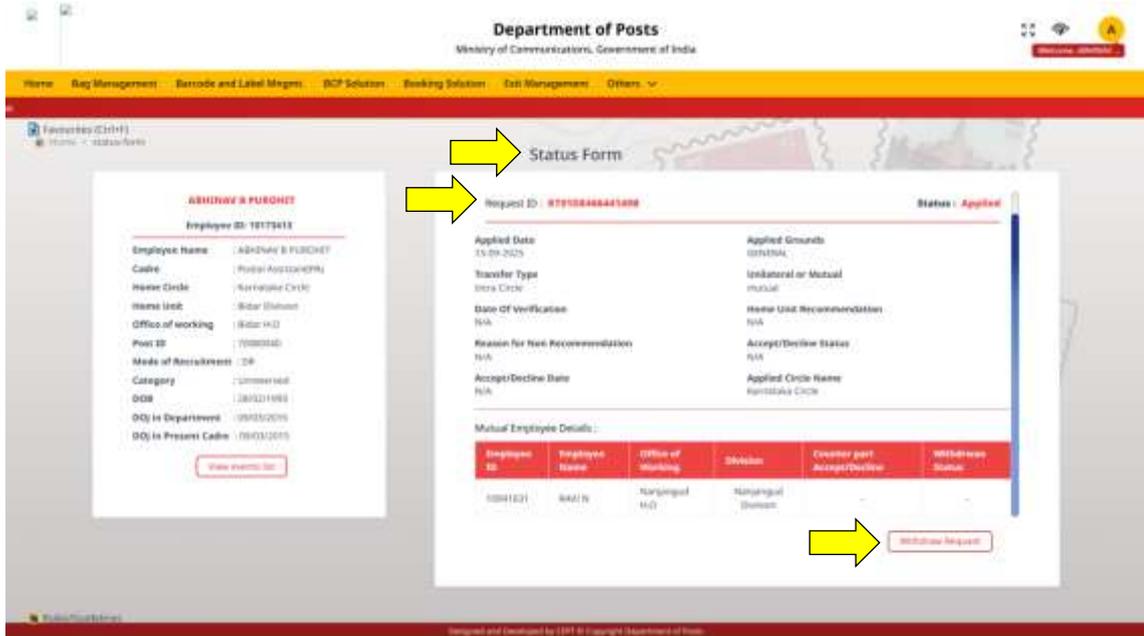
To Change the Preferences in the application, user has to click on 'Change Preferences' button. Upon clicking on 'Change Preferences' button, a screen will be displayed where user has to enter New Preferences in the field available against each preference entry. After giving the new preferences, user should click on 'Submit New Preferences' button.

7.3 Transfer Status

7.3.1 Rule 38 Transfer Status



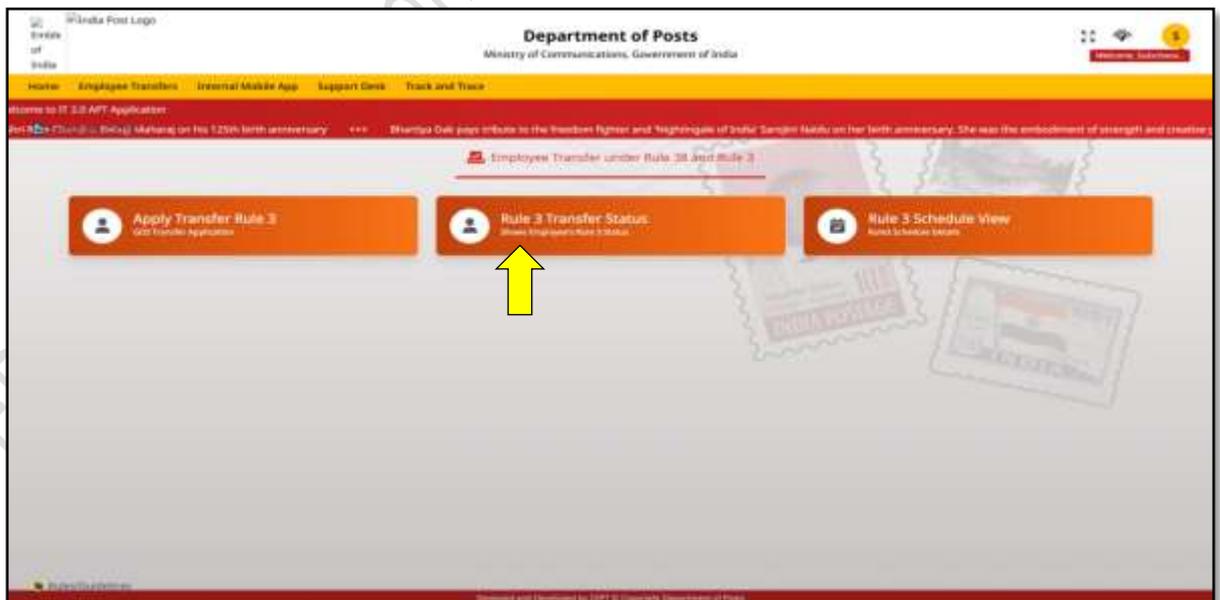
This is the sub-card available under the Self Service - Employee Transfer card to check the status of the Rule-38 application. Click on 'Rule 38 Transfer Status' sub card.



On clicking 'Rule 38 Transfer Status' sub card, **Status Form** screen will appear as shown in the above image. User can check the Transfer Request ID number, Home Unit Recommendation, Accept/Decline Status and other details.

If the user wishes to withdraw the Rule 38 transfer request, the same can be done by clicking on "Withdraw Request" button. This has been discussed already.

7.3.2 Rule 3 Transfer Status



The user can check the status of their Rule-3 transfer application by using the **'Rule 3 Transfer Status'** sub-card available under the 'Employee Transfers' card in the Employee Self-Service portal.



Rule3-application-status

GDS Details :

GDS Name	GDS ID	Working Office Name	GDS Designation	FWD Category
Sulochana	50021167	Chhat B.O	SPM	N

Application Details :

Request ID	Applied Status	Applied On	Withdrawn Status	Withdrawn On	Recommended status by Division	Allotted Status
R3484C8ED5FA	Applied for Transfer	2025-09-19 15:22:25	N/A	N/A	N/A	N/A

Preference Details :

Preference No	Applied office Name	Applied Division Name	Applied Circle Name	Post Designation	Allotment Status
1	Bohsada B.O	Wardha Division	Maharashtra Circle	ADPM	N/A
2	Jambur B.O	Wardha Division	Maharashtra Circle	ADPM	N/A
3	Sargam B.O	Wardha Division	Maharashtra Circle	ADPM	N/A

Request Allotment Cancel:

[Request for Cancellation](#)

On clicking 'Rule 3 Transfer Status', the status will be shown as above. Various details such as GDS Details, Application Details, and Preference Details will be visible.

User also has the option to Request for cancellation of Allotment. To cancel the allotment, request can be placed by clicking on 'Request for cancellation' button provided in the bottom portion of the screen.

Request Cancellation

Request cancellation Allotment

Request ID: R3484C8ED5FA Allotted Office: [Dropdown]

Remarks*

[Submit Cancellation](#)

Upon clicking on 'Request for cancellation' button, the message will appear with Request ID, Allotted Office, and Remarks. User has to cross check the details and click on 'Submit Cancellation' button.



7.4 Transfer Schedule View

7.4.1 Rule 38 Schedule View



'Rule 38 Schedule' can be checked by the user by using 'Rule 38 Schedule View' sub-card. Click on 'Rule 38 Schedule View' sub-card.

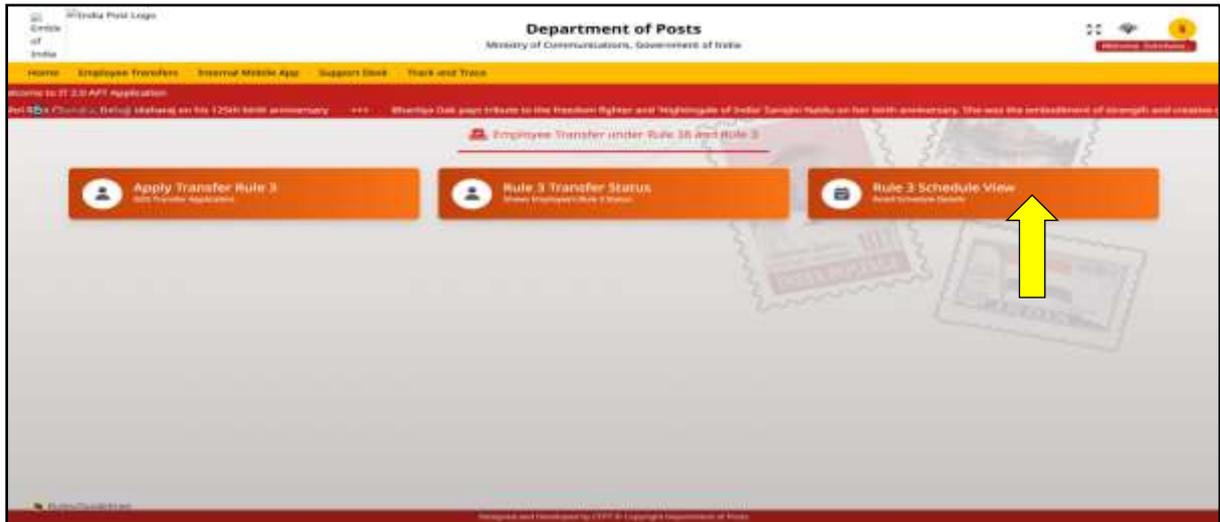


After clicking the 'Rule 38 Schedule View' sub-card, the screen shown above will be displayed. The user can view details such as the current cycle number, cycle status, result status, month and year. Additionally, the user can check time limit set for vacancy updation by divisions/units, processing of applications, and more, as shown in the image above.

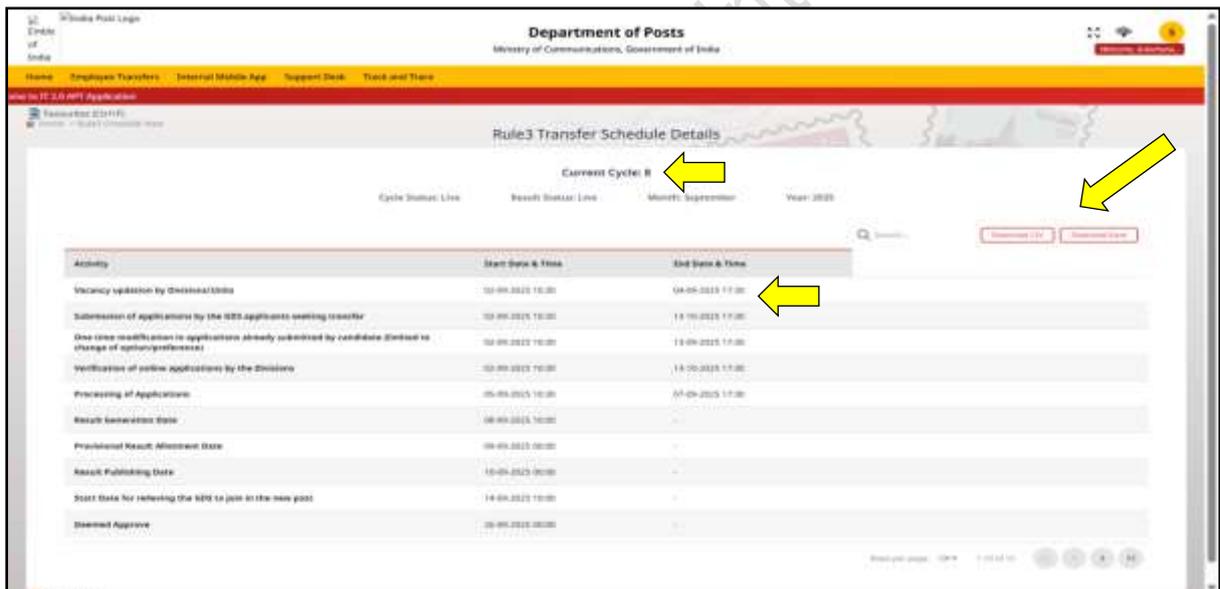
User can download in information in Excel or CSV format.



7.4.2 Rule 3 Schedule View



'Rule 3 Schedule' can be checked by the users by using 'Rule 3 Schedule View' sub-card. Click on '**Rule 3 Schedule View**' sub-card.



After clicking the 'Rule 3 Schedule View' sub-card, the screen shown above will be displayed. The user can view details such as the current cycle number and cycle status. Additionally, the user can check time limit set for updating the vacancy by divisions/units, processing of applications, and more, as shown in the image above.

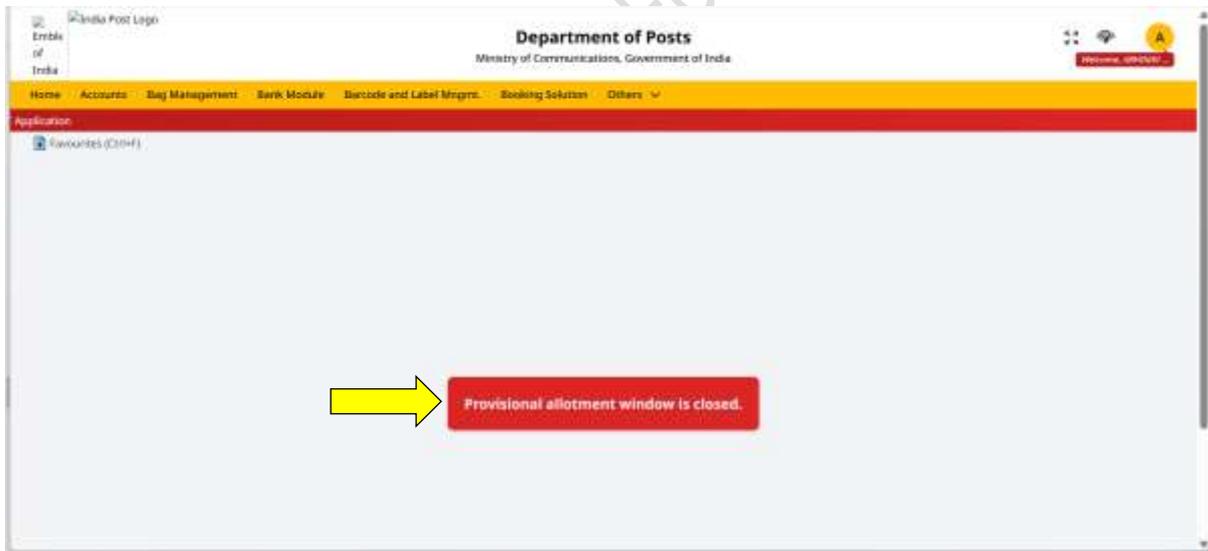
User can download information in Excel or CSV format.



7.5 Rule38 Allotment



User has the option to Check the allotment status of the Rule38 application. In order to check the Rule38 Allotment status, User has to navigate to Self-Service – Employee Transfers – Rule 38 Allotment.

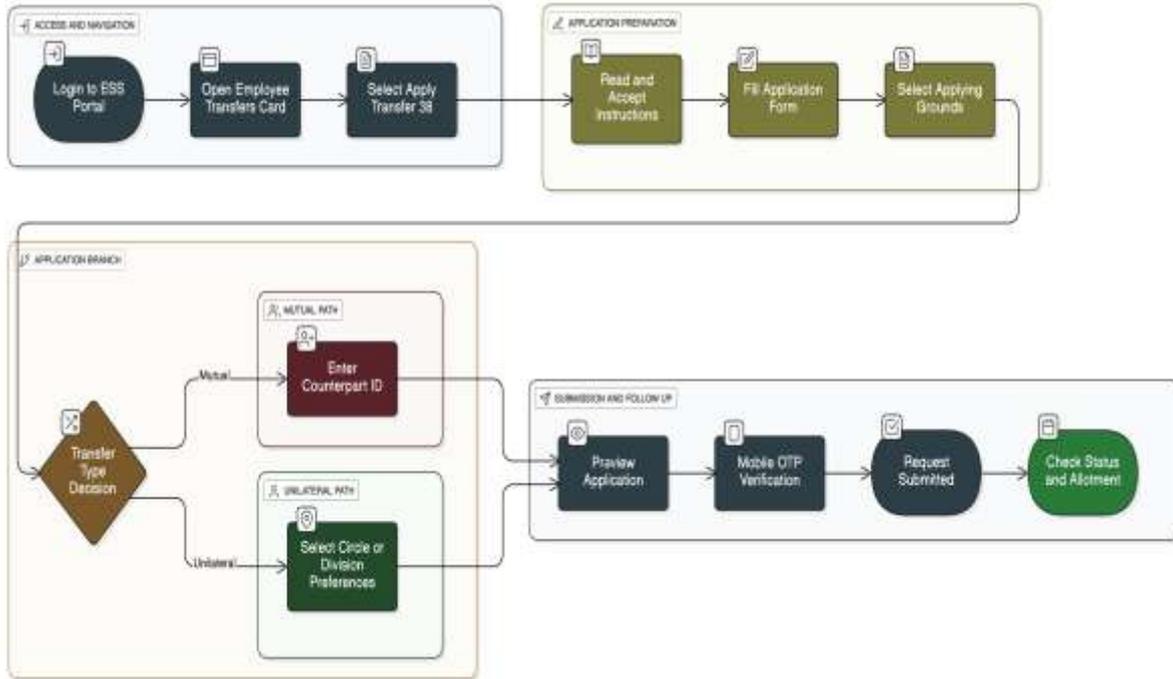


Upon clicking on Rule38 Allotment, user can see the allotment list. Since, the allotment is closed, the screen above shows 'Provisional allotment window is closed'.

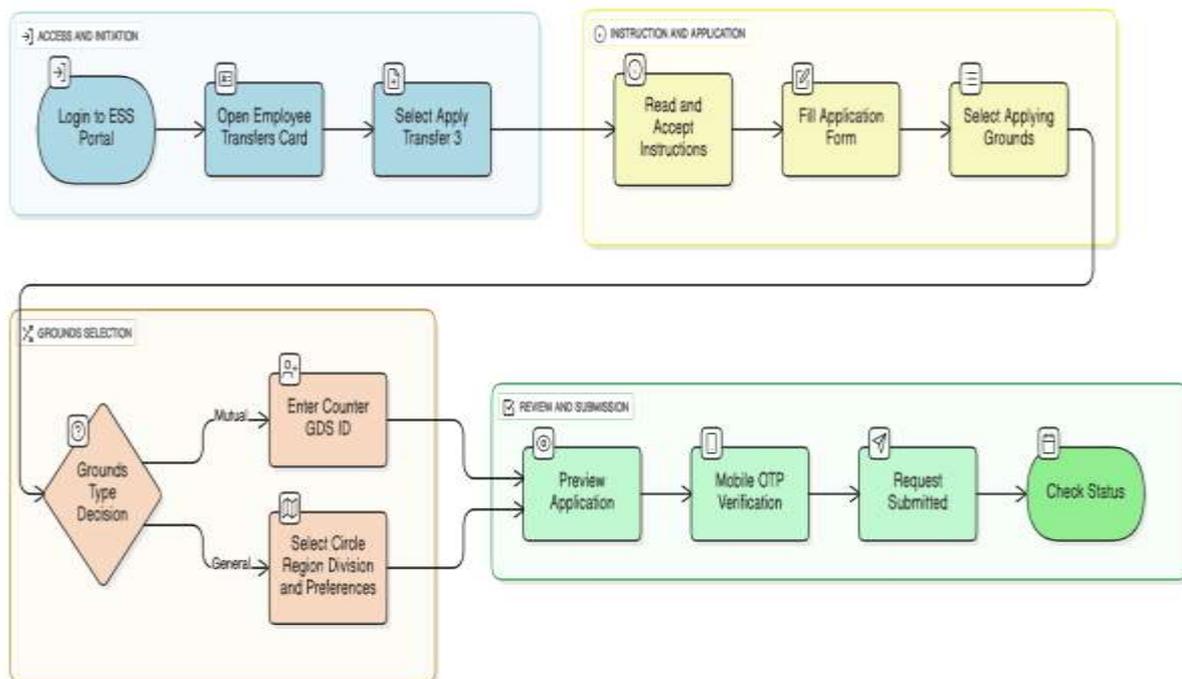


7.6 Flow Chart

7.6.1 Transfer under Rule 38



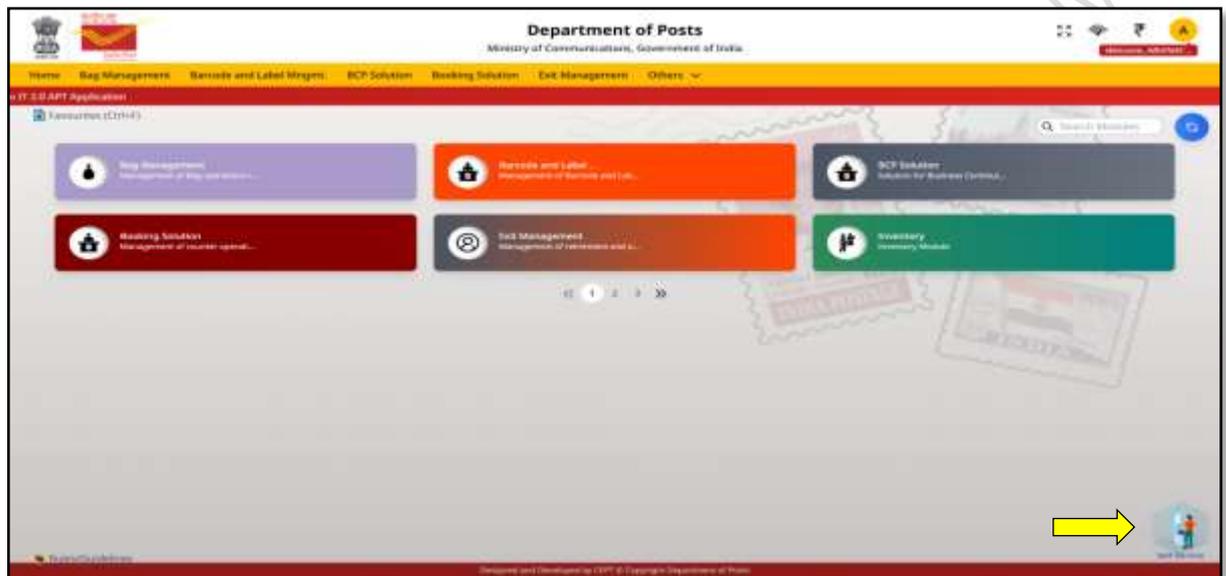
7.6.2 Transfer under Rule 3





8. Introduction – Recruitment and Promotions

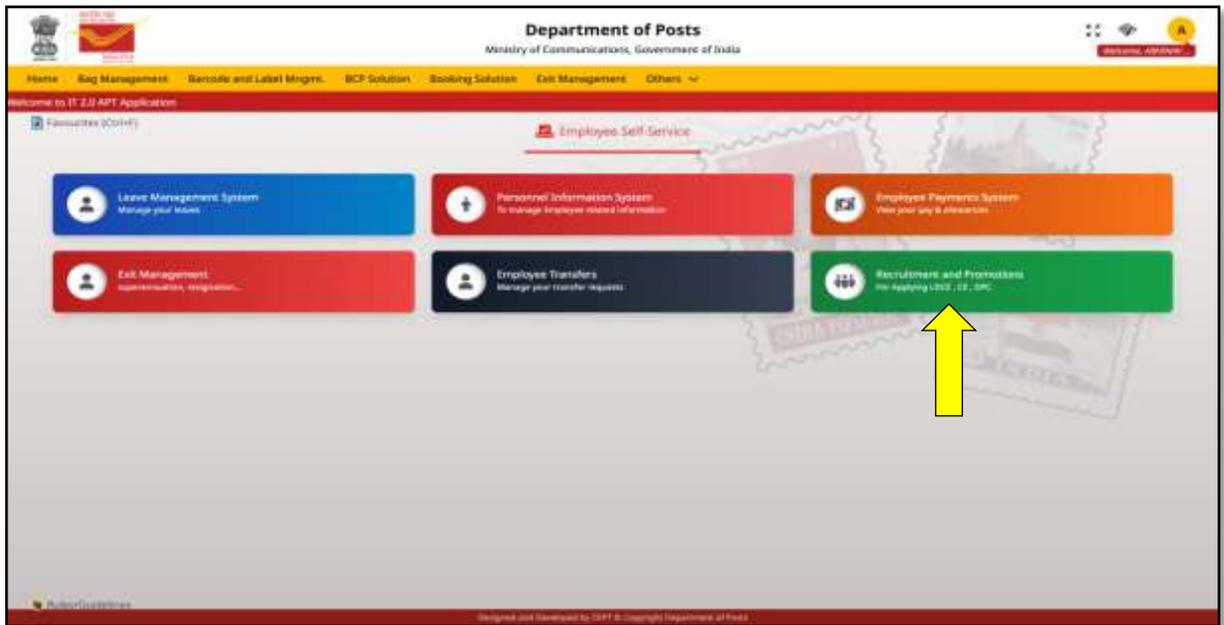
This Operational Guide on Recruitment and Promotions is prepared to support departmental employees in accurately applying for Recruitment and Promotions procedures as part of their operational responsibilities. In this module, employees can apply for LDCE, CE and DPC.



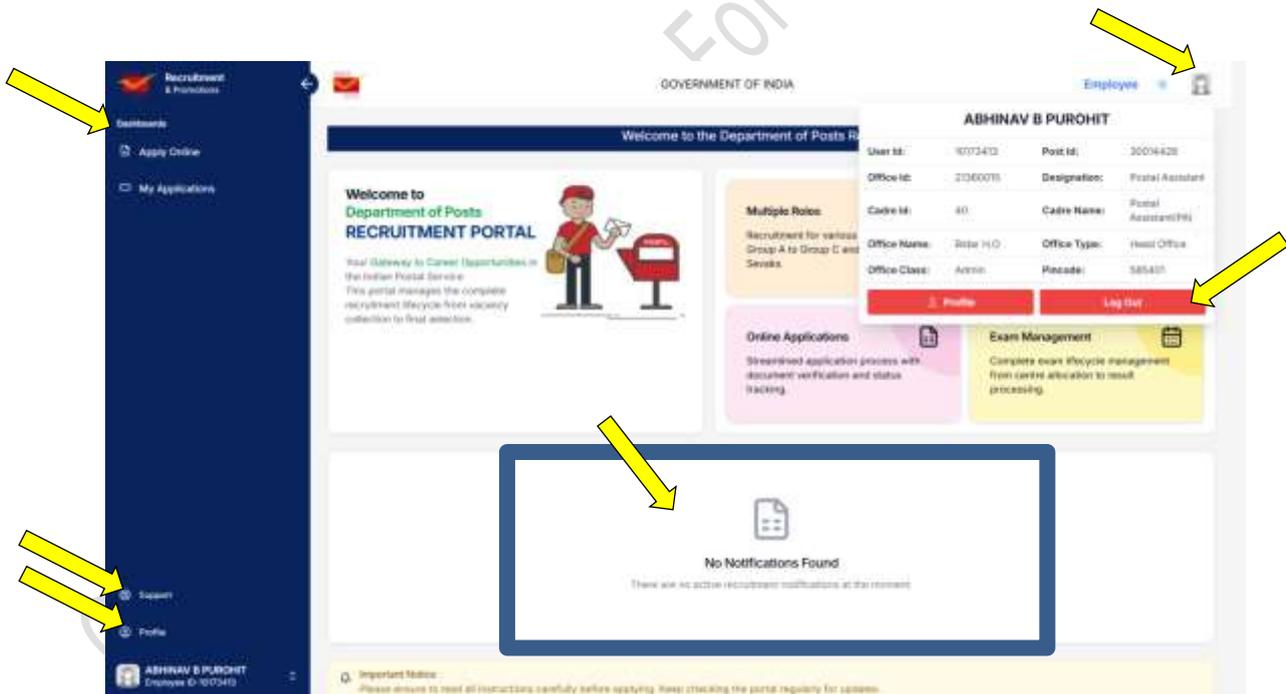
Upon successful login, the system displays the home screen, where users can access various cards corresponding to the tasks and responsibilities assigned to them.

All eligible departmental employees are provided with the facility to submit applications for Recruitment & Promotions through the Employee Self Service module.

Click on the “Self-Service” icon to proceed.



Upon selecting the 'Self-Service' icon, the 'Employee Self-Service' screen is displayed. To access the Recruitment and Promotions module, the user must select the 'Recruitment and Promotions' sub card.



When the user selects the 'Recruitment and Promotions' sub card, a fresh page will be displayed as illustrated in the image above.

User can see his employee details by clicking on the icon in the top right corner of the screen. The details like User ID, Post ID, Office ID, Designation, Cadre ID, Cadre

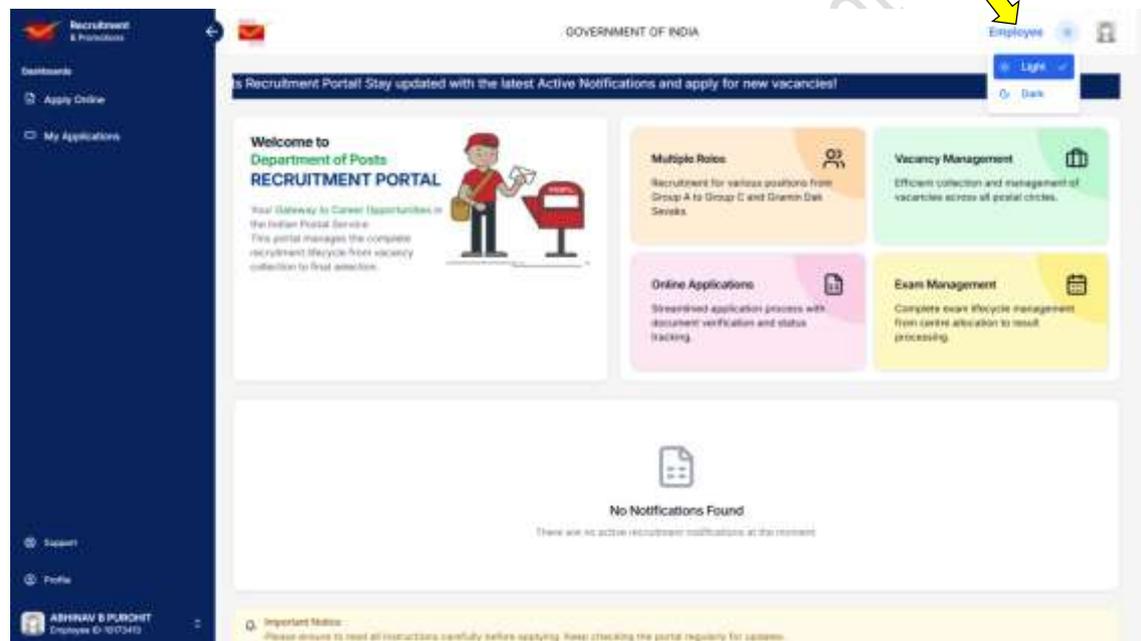


Name, Office Name, Office Type, Office Class, Pin code will be displayed. User has the option to log out. To log out, user should click on 'Log Out' button.

On the left hand side of the screen, a Dashboard is provided to the user to Apply and check the status of the applied applications.

In the bottom of the dashboard, two icons are provided. They are 'Support' and 'Profile'. Support section should be used in case the user wishes to get any support from the technical team. Profile section should be used to know the details of the profile of the employee.

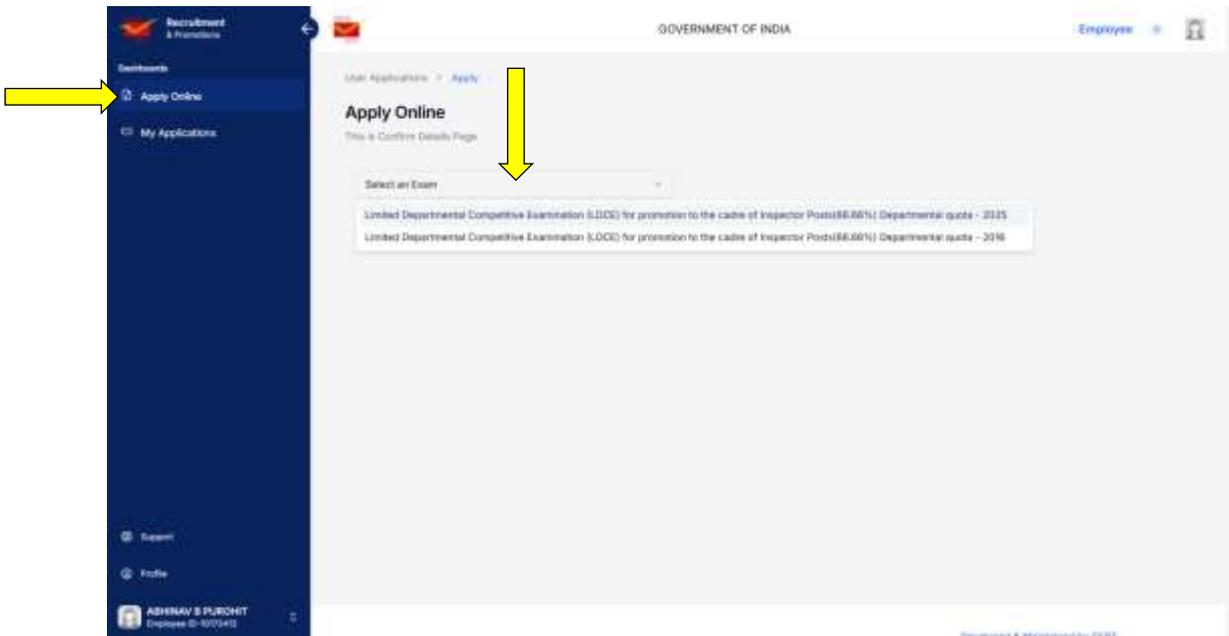
Notifications, if any, in connection with Recruitment and Promotions will be displayed in the centre of the screen.



User has the option to change the screen to Light or Dark Mode to improve the readability. To change the screen mode, user has to click on 'Light' or 'Dark' as desired.



8.1 Apply Online



On the left hand side of the screen, in the Dashboard, Click on 'Apply Online'.

Upon clicking, 'Apply Online' screen will appear. Based on the cadre of the candidate, notifications are displayed.

Select an exam from the drop down box to which user is interested to apply.



**Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts(66.66%)
Departmental quota - 2025**

Certain fields are pre-filled from the PIS module and are disabled for editing. If any information appears to be incorrect, please make the necessary corrections in the PIS module.

Basic Details
Enter your personal information. Required fields are marked with an asterisk (*).

Employee Id * 10173413
Employee Name ABHINAV B PUROHT
Gender * FEMALE
Category * Unreserved
Date Of Birth * 28-02-1993
Disability * No
Mobile Number * 7882734851
Email ID * abhi1993nerv@gmail.com

Office Details
Below populated office details was fetched from PIS module.

Parent/Lien Office Details:
Parent Office ID * 2138DC05
Parent Office Name * Bihar H/O
Controlling Authority * Bihar Division
Nodal Authority * Karnataka Circle

Service History
Provide details about your service history.

Present Cadre Postal Assistant(PA)
Joining Date in Present Cadre 08-03-2015
Designation Postal Assistant

Feeder Cadre Postal Assistant(PA)
Joining Date in Feeder Cadre 09-03-2015

Eligibility Status

Vacancy Year	Age	Age Eligibility	Service	Service Eligibility
2025-01-01	31 years 10 months 1 days	Eligible Max: 40 years	0 years 0 months 23 days	Eligible Min: 0 years

Additional Details

Claiming qualifying/eligibility service with respect to his/her junior as per Notification Yes No

Whether any criminal prosecution is pending against you? Yes No

Whether you are currently under suspension and/or any disciplinary case is pending and/or any punishment is current in your case? Yes No

[Edit](#) [Save Above Details](#)

Upon selecting an Examination, Detailed form for filling the particulars of employee will be displayed. This form includes various details such as Basic Details, Office Details, Service History and Additional Details.

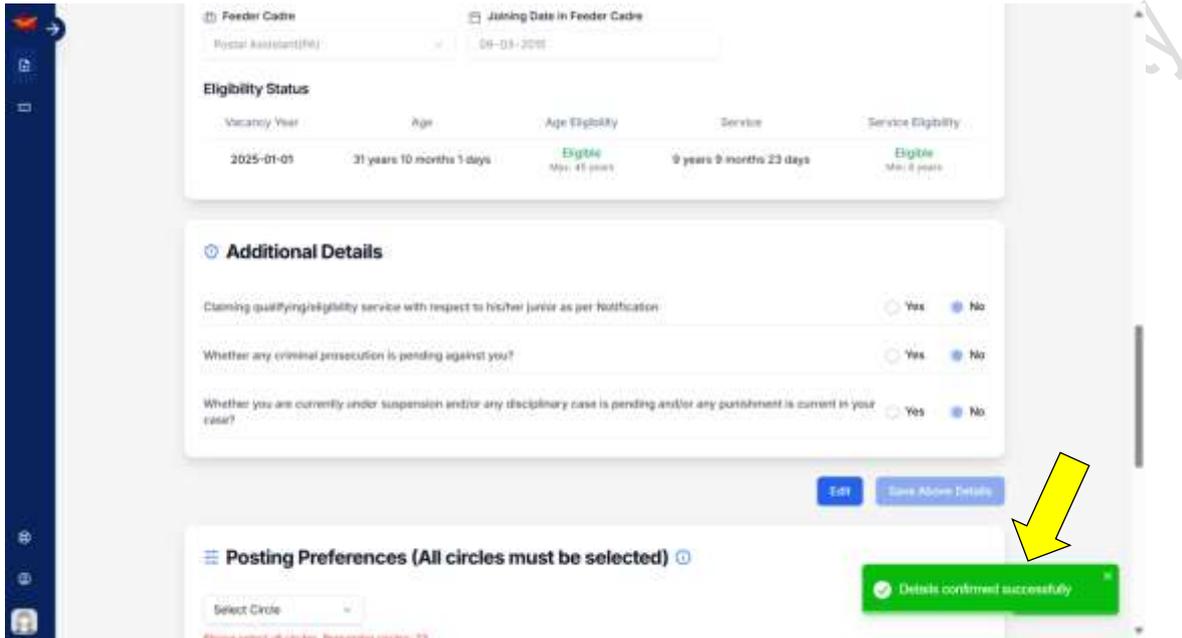
Certain fields are pre-filled and are disabled for editing. If entry in any field is incorrect, the same may be corrected in PIS module.



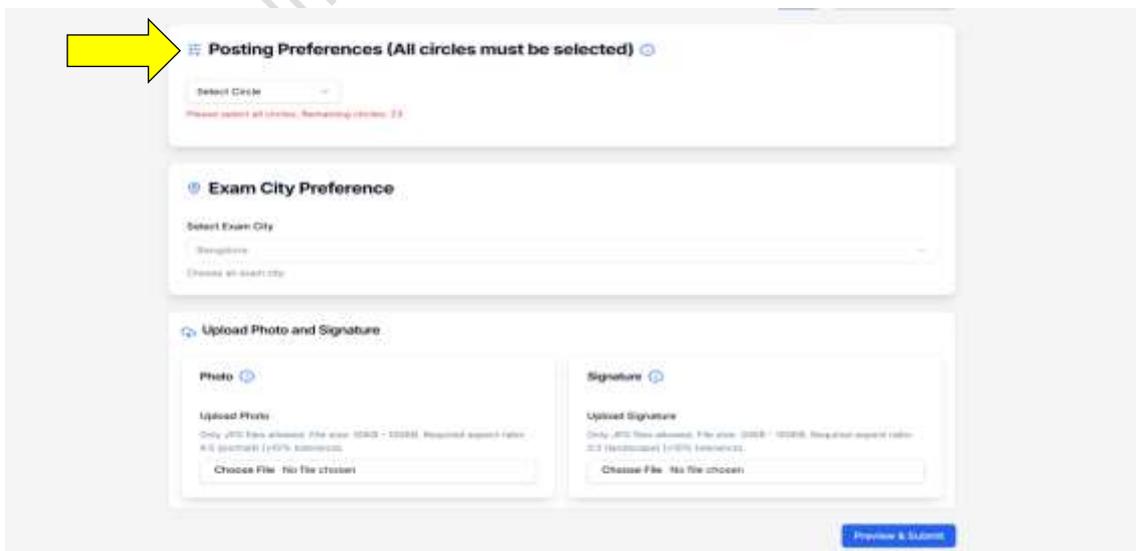
Mobile number and e-mail should be verified by OTP.

User has to check the eligibility status in the Service History field. If the user is eligible, the remarks as ‘Eligible’ will be shown under ‘Service Eligibility’ head under ‘Service History’ section.

On confirmation of all the details, User has to click on ‘Save Above Details’ button.



Upon clicking on ‘Save Above Details’ button, a message: ‘Details confirmed successfully’ will appear.





On confirming the details, a fresh field will be enabled to the user to enter Posting Preferences. User has to select all the circles in the order of their preference, from the ‘Select Circle’ dropdown box. Please note that all the Circles must be selected.

The screenshot displays the 'Posting Preferences' section with a list of 23 Indian states and their respective circle IDs, each with a selection button and a close icon. Below this is the 'Exam City Preference' section, where a dropdown menu is set to 'Bangalore'. A yellow arrow points to this dropdown. The 'Upload Photo and Signature' section contains two upload boxes with file size and aspect ratio requirements. A 'Preview & Submit' button is located at the bottom right of the form.

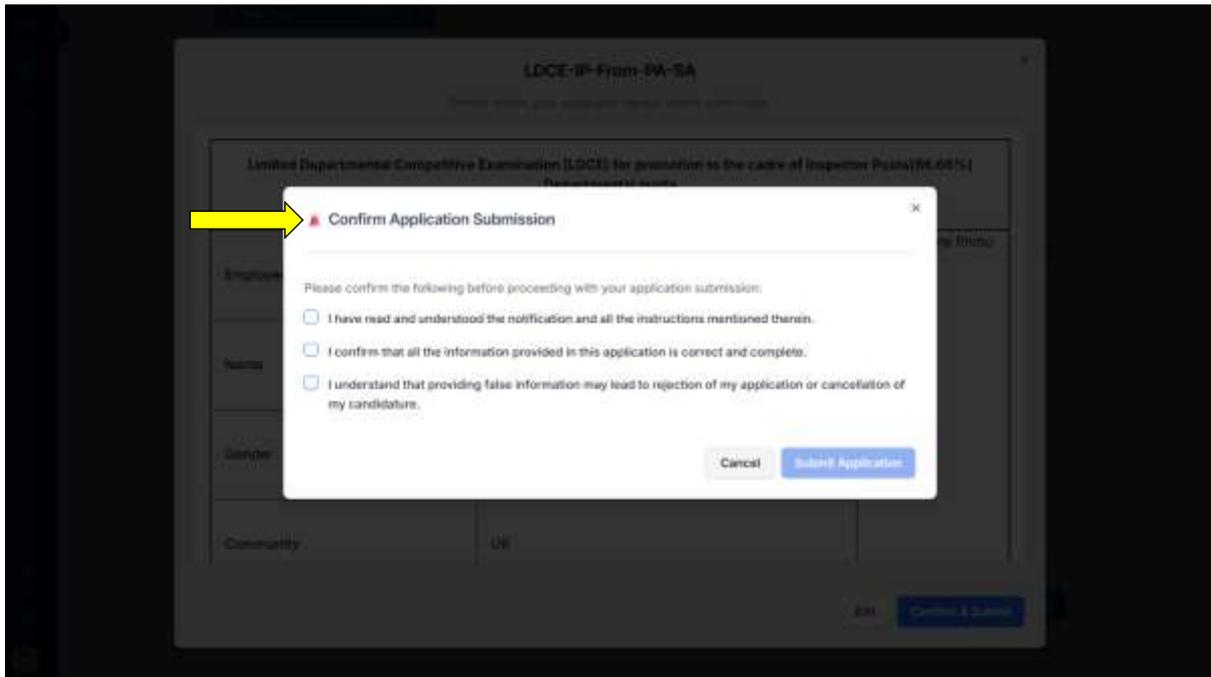
After giving the preference of Posting, the Exam City Preference will be automatically selected by the system. It usually will be the Circle Headquarters of the Employee.



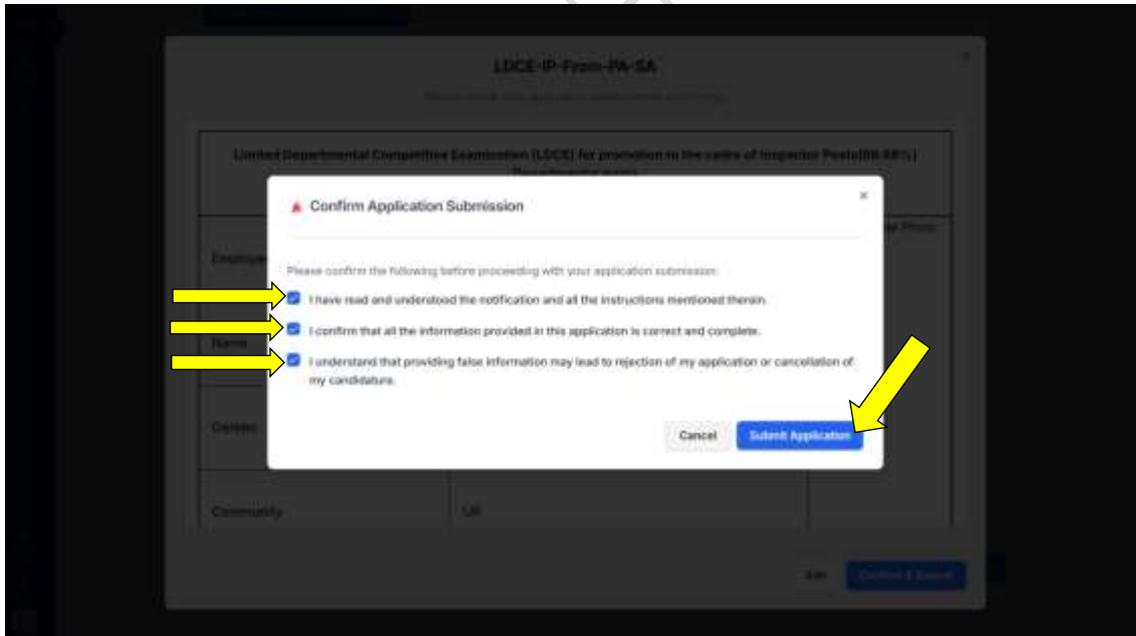
Candidate has to upload Photo & Signature. Please note that uploading of Photo and Signature must meet the requirements of file type and size and aspect ratio. If incorrect files are uploaded, the same may be removed by clicking on 'Remove' button.

On successful uploading of the files, Click on "Preview & Submit' button.

Upon clicking on 'Preview & Submit' button, review application will be displayed as above. User has the option to edit the application if any incorrect details are fed. To edit the application, User should click on 'Edit' button. If User is satisfied with all the details in the application as displayed in Preview screen, User should click on 'Confirm & Submit' button.



Upon clicking on 'Confirm & Submit' button, the confirmation screen will be displayed. User has to carefully read the instructions before proceeding further.



Please note that the User has to tick mark the checkboxes for having read the instructions. After tick marking the check boxes, User has to click on 'Submit Application' button.



Upon clicking on 'Submit Application' button, a message: 'Application submitted successfully' will be displayed on the right bottom of the screen. Also, application number will be generated and displayed as visible in the screenshot above.

Note: After submission, the application will be visible to the Verifying Authority for verification.



8.2 My Applications

The screenshot displays the 'Application Management' page for the year 2025. The left sidebar contains a navigation menu with 'My Applications' highlighted. The main content area shows a table of active applications. The table has the following columns: Application No., Exam Name, Applied Date, Status, Actions, and Admit Card. The first row shows an application with ID IP101731413125860386465, exam name LDCE-IP-From-PA-SA, applied on 23 Sept 2025, and a status of 'Submitted'. A yellow arrow points to the 'Submitted' status.

Application No.	Exam Name	Applied Date	Status	Actions	Admit Card
IP101731413125860386465	LDCE-IP-From-PA-SA	23 Sept 2025	Submitted		

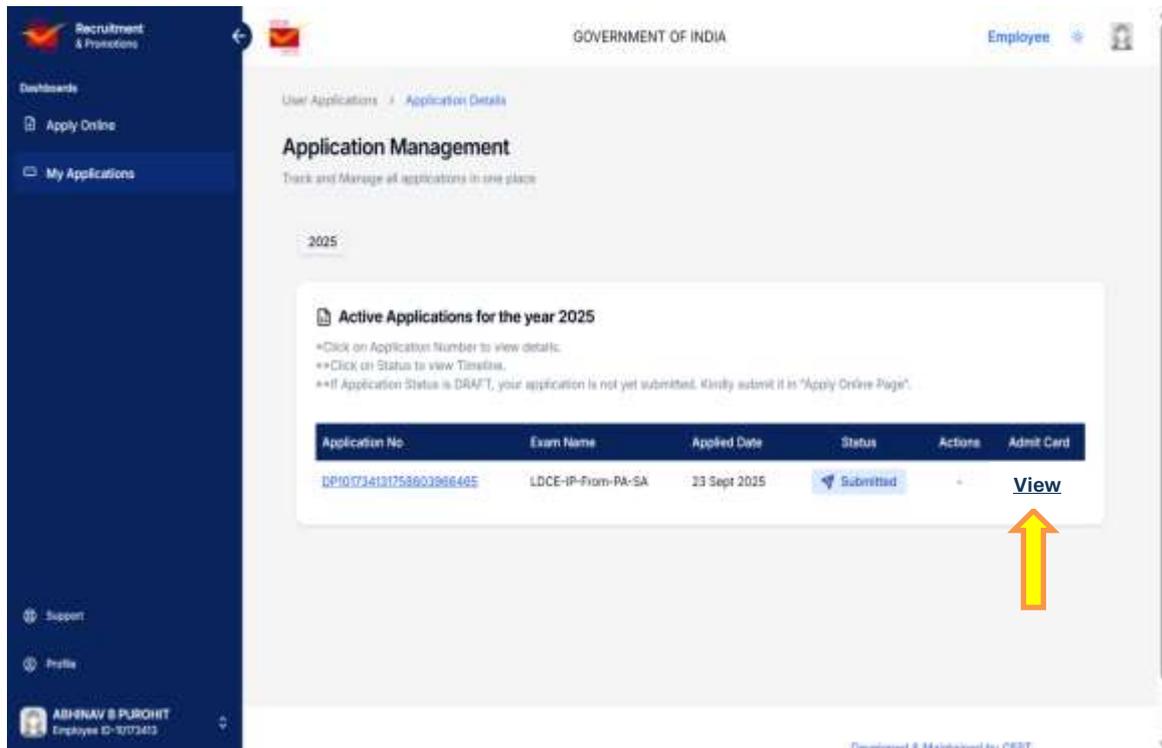
To access details of already submitted applications, User has to click on 'My Applications' in the Dashboard, on the left side of the Home screen.

Upon clicking, Application Management screen will appear with records of the active applications submitted by the User. The information will be provided in tabular form. Table contains details such as Application No, Exam Name, Applied Date, Status, Actions and Admit Card.

It can be observed from the above screenshot that the Status of the application is 'Submitted'. This should be verified by the Verifying Authority and Nodal Authority.



8.3 Hall Ticket Generation



Upon selecting 'My Applications' option, Application Management screen will be visible. Active Applications will be visible.

User can download the Admit card for appearing to the examination by clicking on 'View' button available under the head 'Admit Card'.

Note: Hall ticket will be available for view only after the Controlling Authority and Nodal Authority verify the candidature.



Note: Re-submission of application for the application reverted by Controlling authority for correction

After clicking "**My Applications**" in the sidebar, a new screen will appear showing the status of your applications.

The screenshot displays the 'Application Management' interface. On the left is a dark blue sidebar with 'My Applications' selected. The main content area shows 'Application Management' with a sub-header 'Track and Manage all applications in one place'. Below this, there's a section for 'Active Applications for the year 2024' with instructions: '+Click on Application Number to view details', '+Click on Status to view Timeline', and '+If Application Status is DRAFT, your application is not yet submitted. Kindly submit it in "Apply Online Page"'. A table lists applications with columns: Application No, Exam Name, Applied Date, Status, Actions, and Admit Card. One application is shown with Application No 'QP100218411762987435667', Exam Name 'LDCE-IP-From-PA-SA', Applied Date '16 Sept 2025', and Status 'Verification Reversed'. The 'Actions' column for this application contains a 'Resubmit Application' link, which is highlighted by a yellow arrow.

Candidates are responsible for checking this page regularly for updates until the date of the examination.

Click the "**Resubmit Application**" hyperlink.

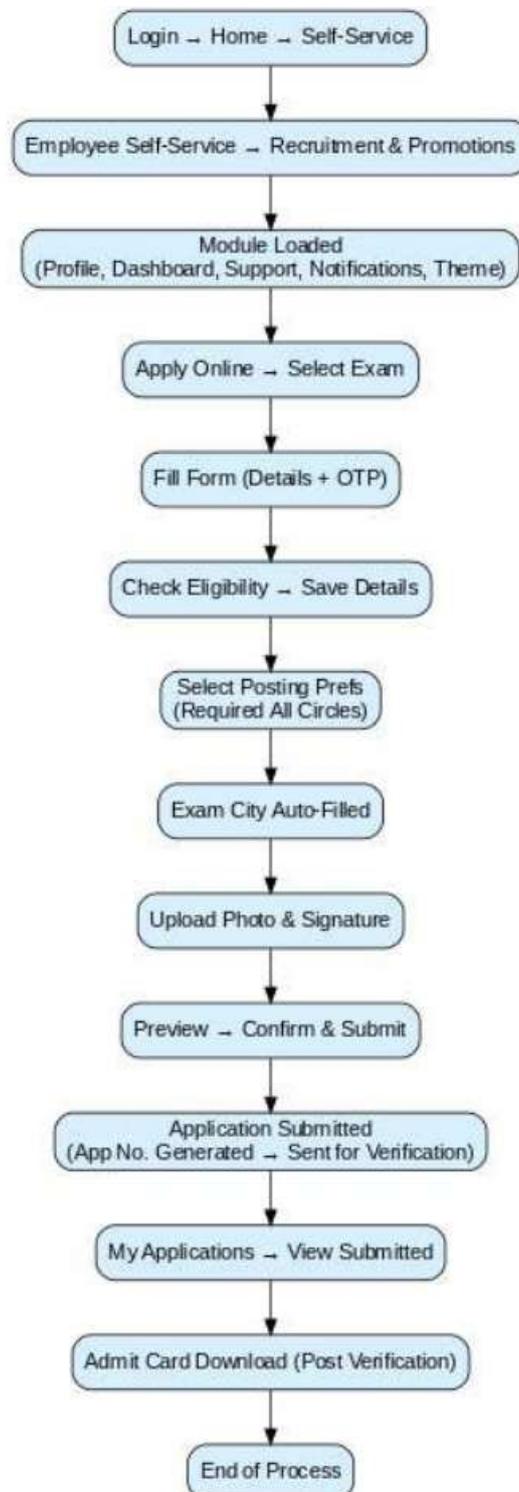
User can then correct any entries marked as incorrect by the Controlling Authority and adjust the post preferences as needed.

After making the necessary updates, User must resubmit the application.

If User disagrees with the changes requested by the **Controlling Authority**, User should meet Controlling Authority in person to resolve the issue before resubmitting. It must be noted that if the application is not resubmitted correctly by the deadline, discrepancies may lead to rejection.



8.4 Flow Chart





9 Introduction – Support Desk

This Operational Guide on Support Desk Management is designed to assist end-users (i.e., departmental employees) in raising tickets for any functional or technical issues encountered across various modules used within the office.

Once a ticket is raised by the end-user, the resolution process may involve up to six levels of escalation. A typical six-level escalation matrix is illustrated below.

SL NO	Support Desk Level	Office in charge
1	Level -1	Divisional Office
2	Level -2	Regional Office
3	Level -3	Circle Office
4	Level -4	CEPT L1 Support
5	Level -5	CEPT L2 Support
6	Level -6	CEPT L3 Support

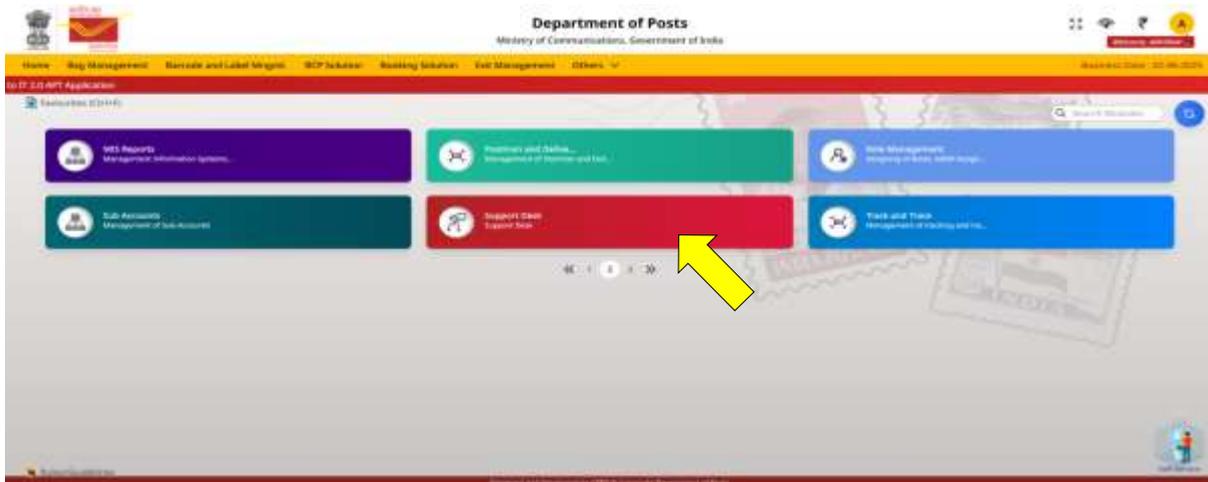
Depending on the sub-module selected while raising a ticket, the corresponding Support Desk support levels are pre-configured. Each sub-module will have a minimum of three and a maximum of six support levels. For any configuration ranging from 3 to 6 levels, inclusion of all three CEPT support levels is mandatory.

Once the Support Desk Support user provides a resolution to the ticket, the End User is required to confirm Closure Confirmation within 48 hours of receiving the resolution remarks. The End User may either: Confirm the resolution and close the ticket, or Re-route the ticket back to the same Support Desk Support user for further action. If no action is taken within the 48-hour window, the ticket will be automatically closed.

Support Desk Support user may seek additional information for better clarity of the issue description. In such case, End User need to furnish the additional information sought within 7 days. Else, the ticket will be closed automatically.



9.1 Support Desk (For End Users)



In Home page, locate “Support Desk” card and click on it. User can navigate and locate by clicking on page numbers or << or >> button available in the bottom of page.



Alternatively, user can type any key words of card title i.e. either Support or Desk in searcher field available. After typing key characters, only the cards having the key word entered in searcher field will be filtered and displayed. Then user can easily locate and click on “Support Desk” card.



After clicking on “Support Desk” card, Support Desk Management page with 4 (four) sub cards will appear viz,,

- ➔ FAQs & Documented Solutions
- ➔ Raise Ticket
- ➔ Tickets Raised (EU)
- ➔ Reports & Analytics(End User)

9.1.1 FAQ's & Documented Solutions



Click on “FAQ's & Documented Solutions” sub card under “Support Desk” card.



After clicking on “FAQ’s & Documented Solutions” sub card, page as shown above will appear.

In this page, three (3) tabs are available viz.,

- ➔ **FAQ**
- ➔ **Operational Guides and**
- ➔ **Rulings**

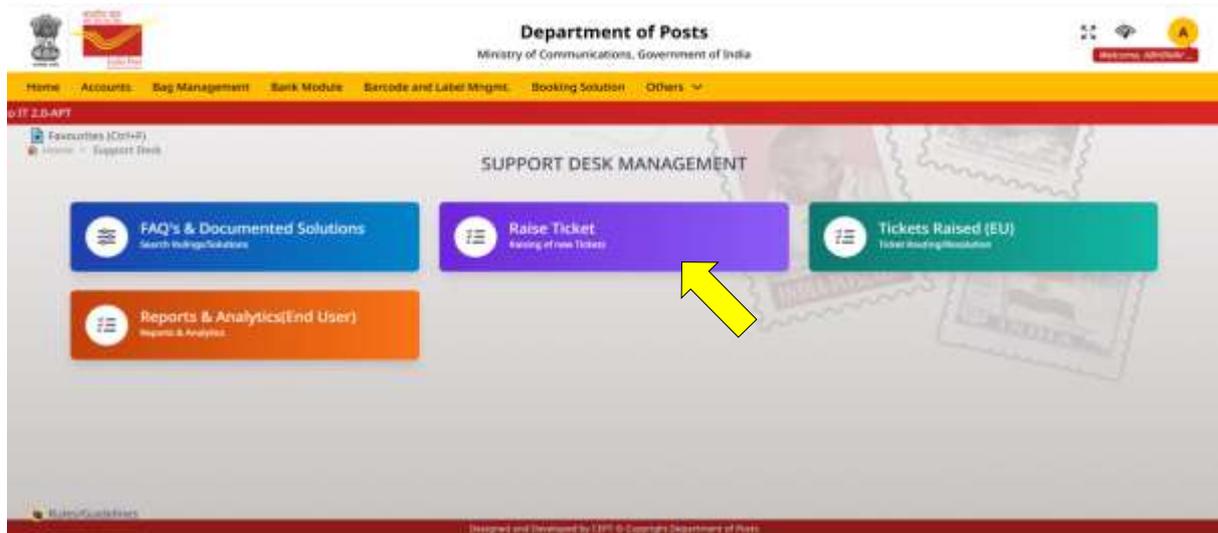
If CEPT Admin of Support Desk has uploaded any documents like FAQ, Operational Guides and Rulings related to the category and module, the same will be displayed under the concerned tabs for reference by user.

The files can be viewed or downloaded by using the respective buttons provided against each document.

- ✍ End user is always advised to refer to these documents before raising ticket to any issue. After referring to the documented solution, end user may get resolution to their issues. Even after referring to such documents, if end user still wishes to raise ticket, it can be done by using ‘Raise ticket’ sub card option.



9.1.2 Raise Ticket



Click on “Raise Ticket” sub card to raise ticket on issues being faced on various modules.



After clicking on “Raise Ticket” sub card, support desk ticket screen will be displayed.

By default, ‘Ticket Raising Post Office’ and ‘Ticket raised for Office’ fields will be auto filled with the name of the office to which the logged in user is mapped. In ‘Ticket raised for Office’, name of the office can be selected through drop down list, If user wishes to raise a ticket on behalf of some other office. User has to enter his mobile number mandatorily.

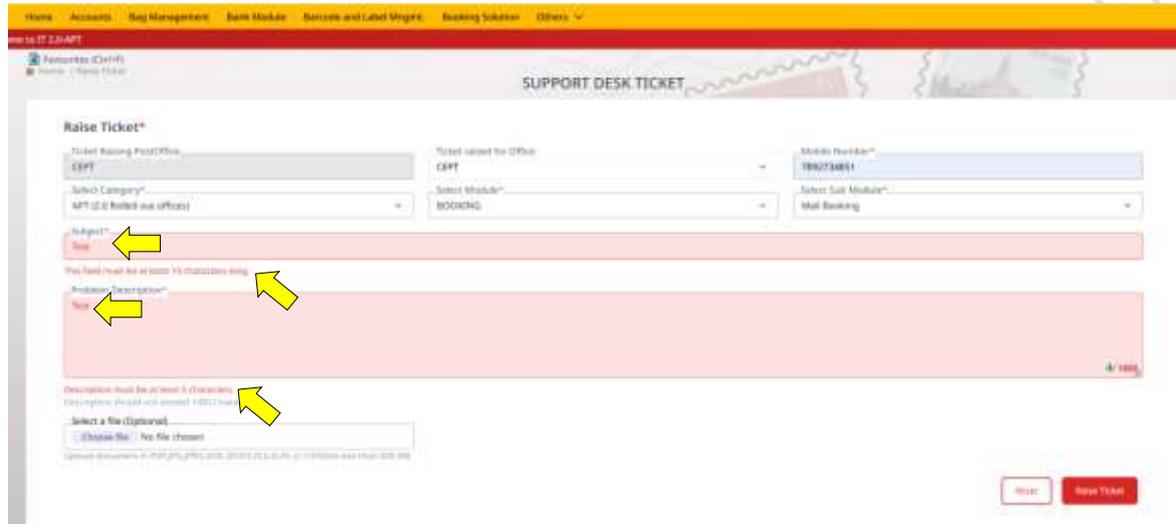




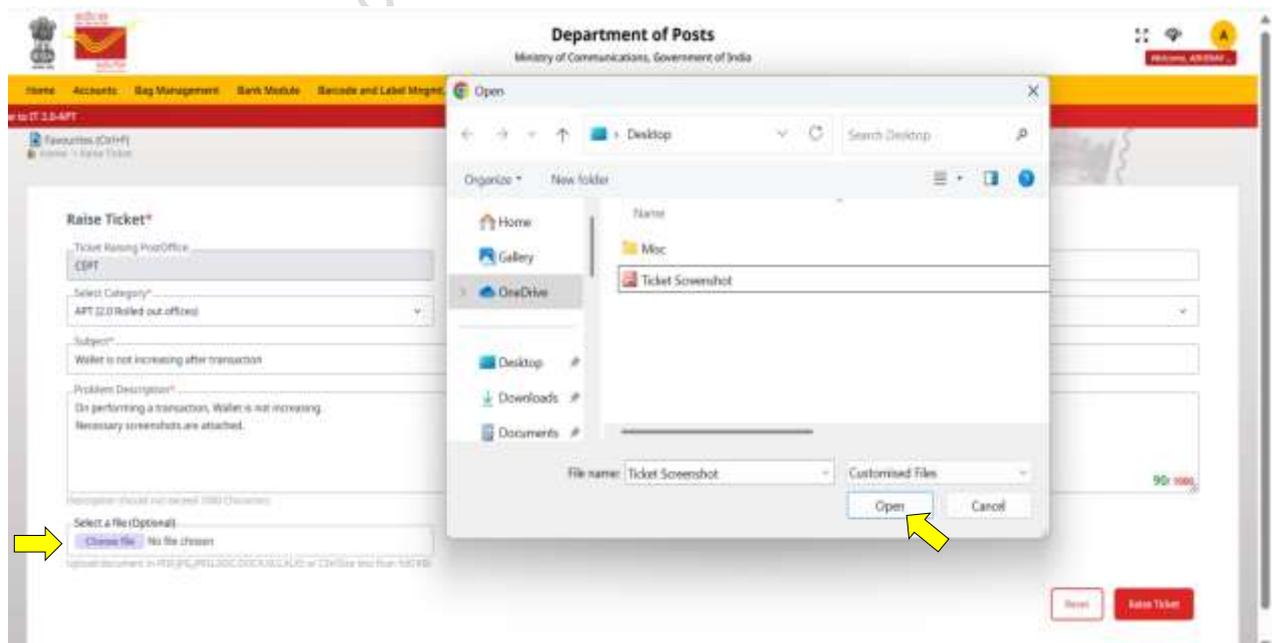
Note :- If ticket is raised on behalf of some other office, details will be available in the login of user who raised the ticket and resolution and other event details will also be routed to the user who raised the ticket.

Selection of Category, Module and Sub Module are mandatory and appropriate selection can be made using the drop down list in each of these fields.

Enter Subject and Problem Description in the concerned fields.



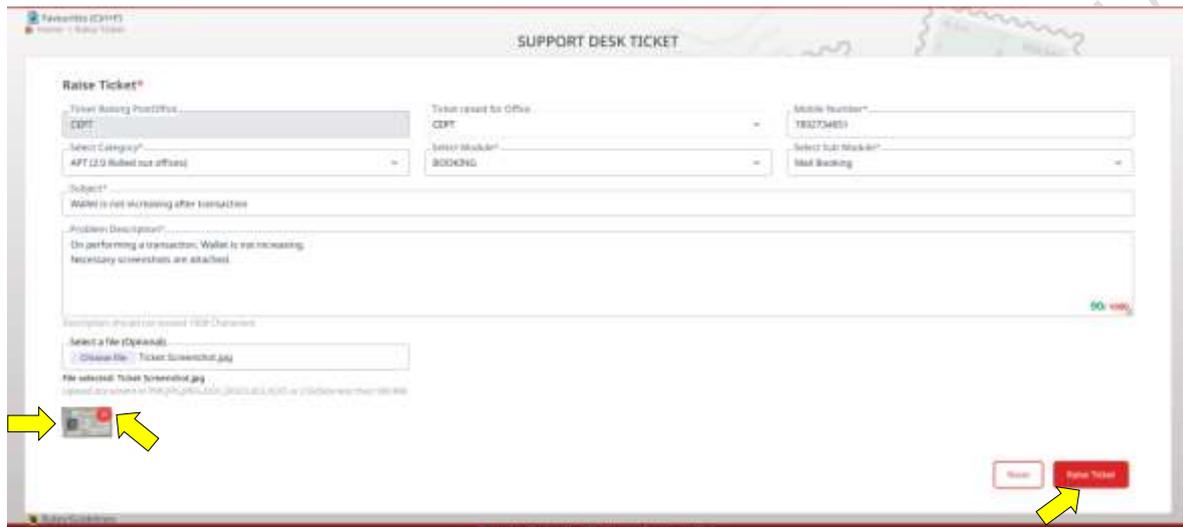
Note :- Minimum of 10 characters to be entered both in 'Subject' & 5 characters in 'Problem Description' field. Else, alert message as shown above will appear.





While raising ticket, supporting documents, images can be attached by clicking on “Choose File” button in ‘Select a file (Optional)’ field, browse for the required file / image in the local system and click on “Open” button. However, ticket can be raised without attachment also.

Note :- Only 1 (one) file either in PDF/JPEG/JPG/DOC/DOCX/XLS/XLSX/CSV file format with file size less than 500 KB can be attached.



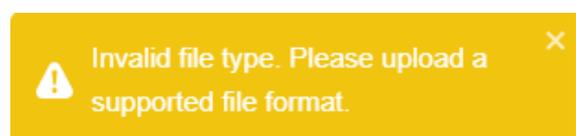
In case any file is attached successfully, its thumbnail image is shown below the ‘Select a file (Optional)’ field. To remove the attached file, click on “x” mark of the thumbnail image of attached file.

To raise a ticket, click on “Raise Ticket” button.

9.1.2.1 Warning messages and its reasons in file attachment process while raising ticket



In case file size of prescribed file format exceeds 500 KB limit, then a flash pop-up message as shown will appear in the bottom right corner of screen

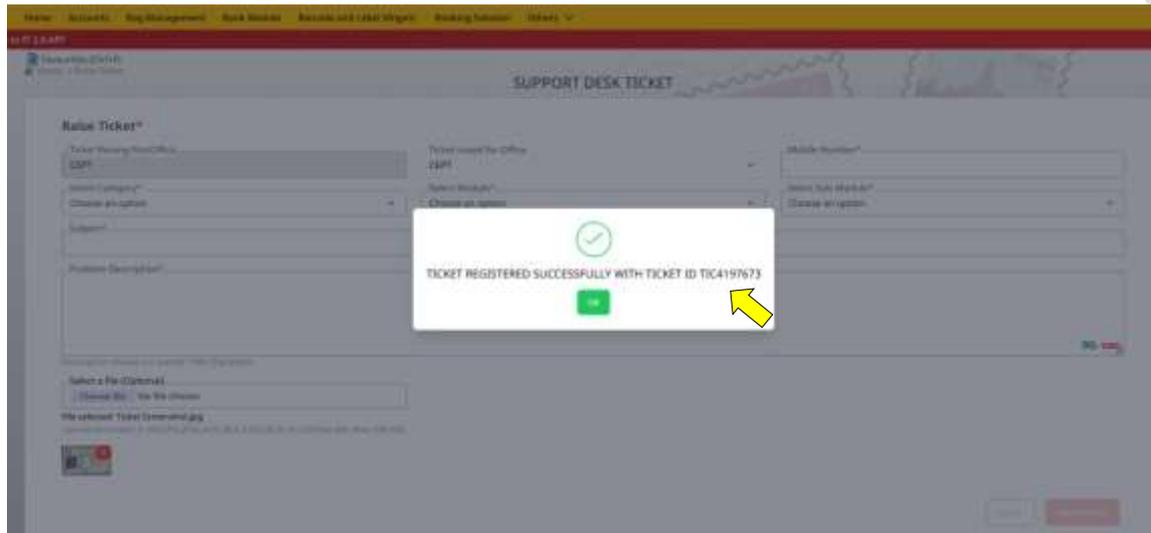


In case selected file format is other than supported format, a flash pop-up message as shown will appear in the bottom right corner of screen



Possible warning messages and its reasons in file attachment process while raising of Support Desk ticket by End User in “Raise Ticket” option are shown above.

Solution :- To avoid such warning messages, attach a file of valid format having file size less than 500 KB.



After clicking on “Raise Ticket” button, a unique 10 digit ticket ID will be generated and pop-up message as shown above will appear with ticket ID. Click on “Ok” button to close the pop-up message

For Example: In above screen shot, ticket ID generated is “**TIC4197673**”

Ticket will be routed to the concerned Support Desk Support user as per the pre-configuration done for each category, module and sub module.

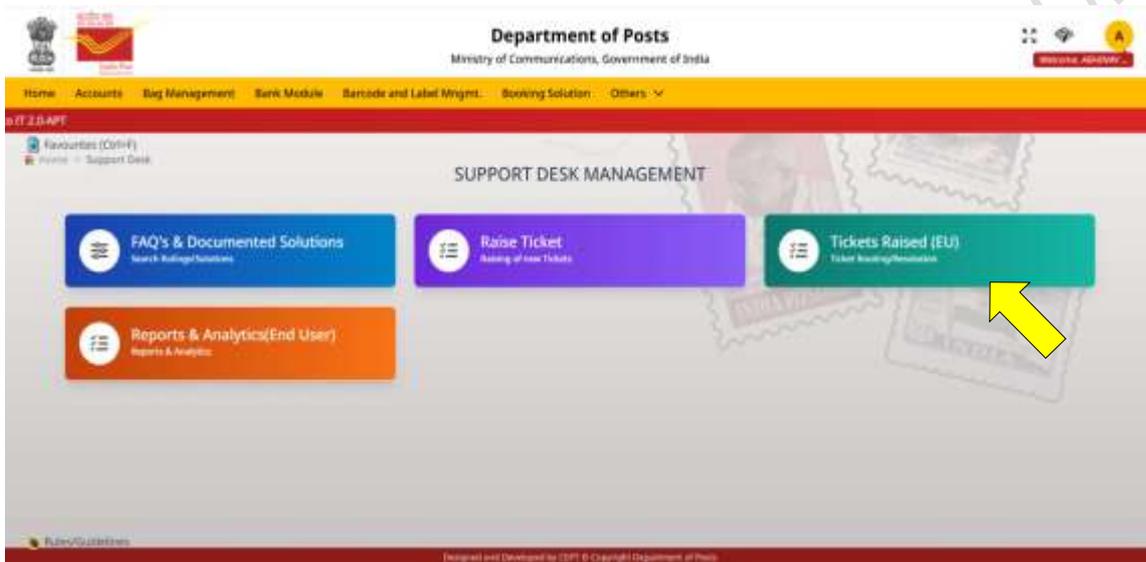


9.1.3 Tickets Raised (EU)

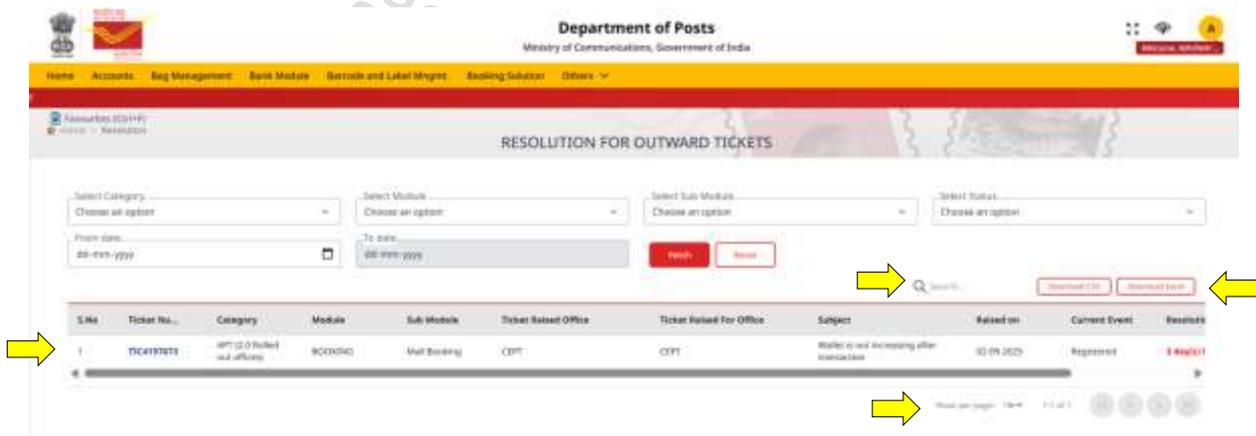
All tickets raised by End User before its closure will be available in Tickets Raised (EU).

List of closed tickets can be viewed in ‘Detailed Report – End User’ by applying status for ‘closed’.

Routing details of closed tickets can be fetched by using ‘Ticket Search’ by furnishing valid ticket ID.



Click on “Tickets Raised (EU)” sub card available under “Support Desk” card.



After clicking on “Tickets Raised (EU)” sub card, page as shown above with tabular information with column headers viz., Sl. No., Ticket Number, Category, Module, Sub Module, Ticket Raised Office, Ticket Raised For Office, Subject, Raised on, Current Event, Resolution Time left, Priority will be displayed without applying any filter(s).



- 1) Maximum 10 rows per page will be displayed by default. User can navigate between pages by clicking on |<, <, >, >| icons available in bottom right corner of page.
- 2) Provision of searcher is available. In the searcher field, key characters may be entered. Then as per the key characters entered, data will be filtered and displayed.
- 3) Provision to download the entire data in Excel format is also available by clicking on “Download Excel” button. File in Excel format will be downloaded as per the web browser settings.

The screenshot shows the 'RESOLUTION FOR OUTWARD TICKETS' form. It includes several dropdown menus for 'Select Category', 'Select Status', and 'Select Sub Module', each with a 'Choose an option' prompt. There are also date pickers for 'From date' and 'To date' in 'dd-mm-yyyy' format. A 'Fetch' button and a 'Reset' button are present. Below the form is a table with columns: S.No, Ticket No., Category, Module, Sub Module, Ticket Raised Office, Ticket Raised For Office, Subject, Raised on, Current Event, and Resolve. The first row shows a ticket with ID 'TICKETS1234567890', Category 'APT (2.8 Ruled out office)', Module 'BOOKING', Sub Module 'Mail Booking', and Ticket Raised Office 'CEPT'. A yellow arrow points to the 'Ticket No.' column header.

User can apply various filters like by Category, Module, Sub Module, Status, From Date, To Date by selecting appropriate values in the concerned fields and click on “Fetch” button. Then only those tickets meeting the applied filter criteria will be displayed. To know more about the ticket, click on the desired Ticket ID.



Ticket Details*

Ticket Number: TCR492912 | Raised By Office: CPT (420001) | Ticket Date: 02-05-2021 | Ticket Status: Pending

Module Details: Category Name: APT (D) Raised out office | Module Name: BOOKING | Sub Module: Mail Booking

Office Details: Raised By User: CPT (420001) | Raised By Report: | Raised By Office: CPT (420001)

Subject & Description: Subject: Wallet is not increasing after transaction. Description: We performing a transaction, wallet is not increasing. Necessary confirmation are attached.

Uploaded Documents

File Name	Uploaded By	Upload Date
...

Routing Details

From User	To User	To Office	From Description	Resolution Remarks	Created Date
...

After clicking on the desired ticket ID, page with ‘Ticket Details’, ‘Uploaded Documents’ (if any) and ‘Routing Details’ will be displayed as shown above.

When clicked on the file name appearing under ‘Uploaded documents’ section, uploaded file will be downloaded as per the browser settings.

9.1.3.1 Closure Confirmation received

Department of Posts
Ministry of Communications, Government of India

Home Accounts Bag Management Bank Module Barcode and Label Mgmt. Booking Schedules Others

RESOLUTION FOR OUTWARD TICKETS

Select Category: Choose an option | Select Module: Choose an option | Select Sub Module: Choose an option | Select Status: Choose an option

From date: dd-mm-yyyy | To date: dd-mm-yyyy | [Fetch] [Reset]

S.No	Ticket No.	Category	Module	Sub Module	Ticket Raised Office	Ticket Raised For Office	Subject	Raised on	Current Event	Resubmits
1	TCR492912	APT (D) Raised out office	BOOKING	Mail Booking	CPT	CPT	Wallet is not increasing after transaction	02-05-2021	Sent for resolution confirmation	3 day(s)

Click on “Tickets Raised (EU)” sub card. Then, page as shown above will be displayed.

In case resolution is provided by Support Desk Support user of any level (L1 through L6), End User need to click on the ticket ID for which ‘Current Event’ is shown as ‘Sent for resolution confirmation’.



Routing Details

From User	From Office	To User	To Office	Event Description	Resolution Remarks	Created Date
IA Support	Support desk - Level 1	End User	CBPT	Item for resolution confirmation	Hi, Please share relevant reports.	02/09/2023 15:07:48
End User	CBPT	IA Support	Support desk - Level 1	Registered	On performing a transaction, wallet is not increasing. Necessary screenshots are attached.	02/09/2023 11:58:02



After clicking on the desired ticket ID, another page opens showing the Ticket details and Routing Details with “Closure Confirmation” button.

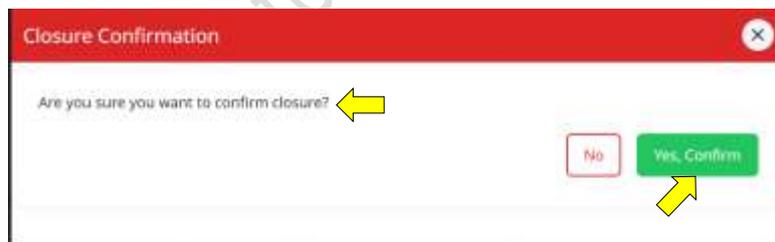
In Routing Details, resolution provided will be shown under column header ‘Resolution Remarks’.

Click on “Closure Confirmation” button if satisfied by the resolution provided.

Confirm Closure Confirmation

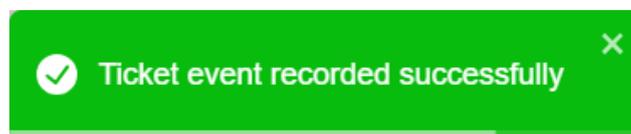
End user can see the resolution under the ‘Resolution Remarks’ column header and has to click on “Closure Confirmation” button if satisfied by the resolution.

Note : - If closure confirmation is not updated within 48 hours of providing resolution remarks, it gets auto closed.



After clicking on “Closure Confirmation” button, a dialogue box as shown above will appear seeking closure confirmation as “Are you sure you want to confirm closure?” with two buttons viz., “Yes, Confirm” and “No”.

If resolution provided to the End User has resolved the issue, click on “Yes, Confirm”





After clicking on “Yes, Confirm” button, a flash pop-up message as displayed above will appear and ticket gets closed.

Note : - After updating of event description, ticket will not be available in “Tickets Raised (EU)” sub card.

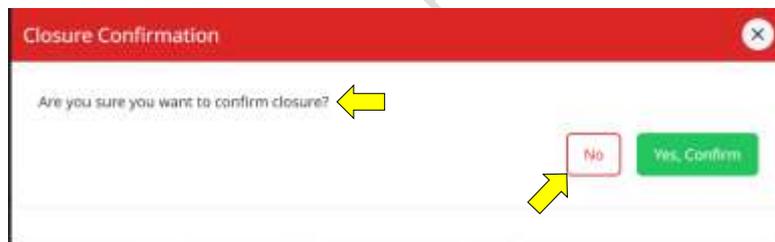
List of closed tickets can be viewed in ‘Detailed Report – End User’ by applying status for ‘closed’.

Routing details of closed tickets can be fetched by using ‘Ticket Search’ by furnishing valid ticket ID.

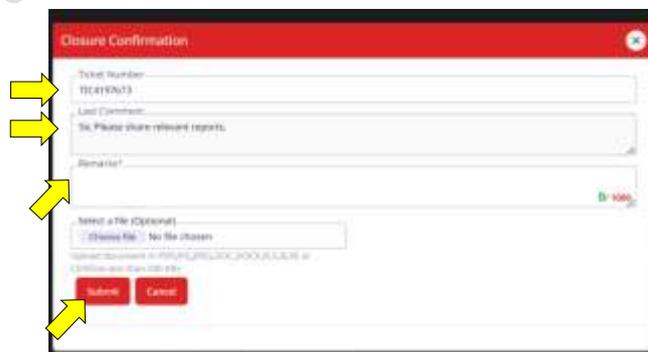
Closure confirmation not confirmed

End user to view the resolution under the ‘Resolution Remarks’ column header and click on “Closure Confirmation” button.

Note : - If closure confirmation is not updated within 48 hours of providing resolution remarks, it gets auto closed.



If the resolution provided by Support Desk Support team has not resolved the issue or End User is not ready to accept the resolution provided, End User need to click on “No” button.



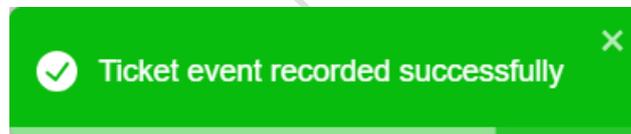
Upon clicking on “No” button, dialogue box as shown above will appear to enter remarks and attach any one supporting file (if required – this is optional – if attached,



file should be in valid format with file size less than 500 KB) with two buttons “Submit” and “Cancel”.

Clicking on “Cancel” will close the dialogue box and redirect to the result of Tickets Raised (EU) page.

Enter suitable remarks and attach file (if required) and click on “Submit” button.



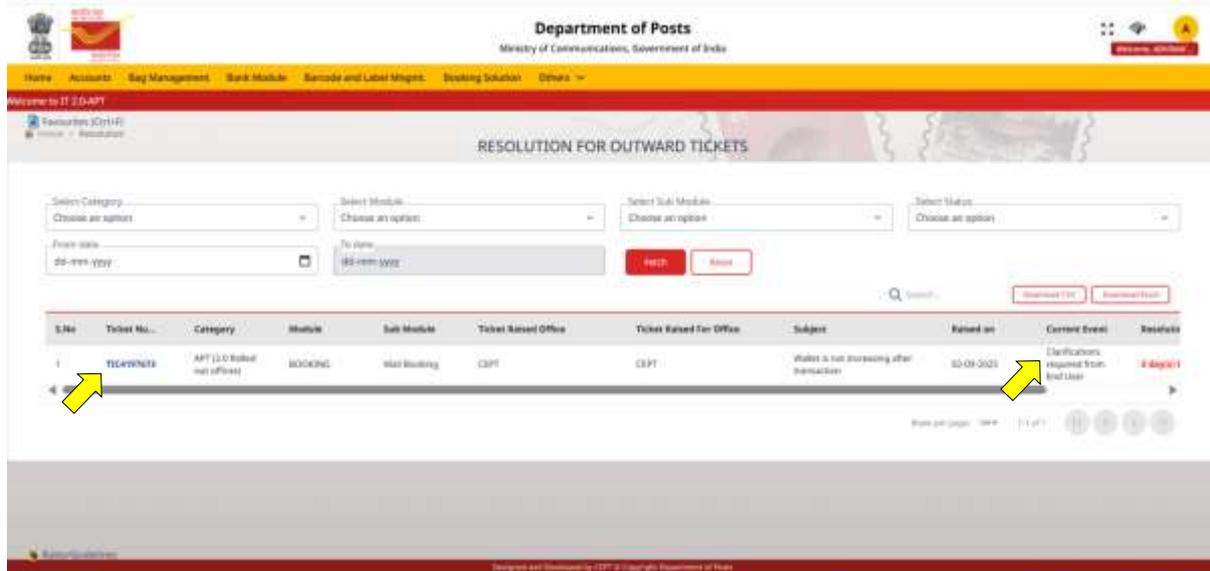
After clicking on “Submit” button, a flash pop-up message as displayed above will appear and the ticket gets re-routed to the Support Desk support user who provided the resolution remarks.

Closure confirmation not updated within 48 hours of providing resolution

Note : - If closure confirmation is not updated, ticket gets auto closed after 48 hours of providing resolution remarks.

9.1.3.2 Submit Additional Information sought by Support Desk Support user

Support Desk Support user may seek clarification / additional information for better clarity of the issue description. In such case, End User need to furnish the additional information sought within 7 days. Else, the ticket will be closed automatically.



In “Ticket Raised”, search and locate Ticket ID for which ‘Clarification required for End User’ remarks available under the column header ‘Current Event’ and click on the desired ticket ID.

Routing Details

From User	From Office	To User	To Office	Event Description	Resolution Remarks	Created Date
L4 Support	Support desk - Level 1	End User	CBPT	Clarifications required from End user	Sr/Moban, Please provide relevant reports.	02/09/2025 15:03:55
End User	CBPT	L4 Support	Support desk - Level 1	Resolution not accepted	Issue Not Resolved, The report is attached.	02/09/2025 15:06:36
L4 Support	Support desk - Level 1	End User	CBPT	Seen for resolution confirmation	Sr, Please share relevant reports.	02/09/2025 13:07:45
End User	CBPT	L4 Support	Support desk - Level 1	Registered	On performing a transaction, Wallet is not increasing. Necessary screenshots are attached.	02/09/2025 11:58:02

Withdraw Submit Additional Information

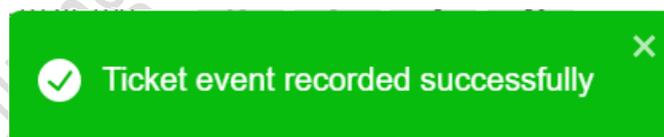
After clicking on the desired ticket ID, page showing the ticket details will be shown. Under ‘Routing Details’ section, End User will find “Submit Additional Information” button. Click on this button.

Note: User can Withdraw the ticket if the resolution provided by Support Desk Support User satisfies the user and the issue stands resolved.



After clicking on “Submit Additional Information” button, a dialogue box as shown above will appear.

Enter additional information sought by the Support Desk Support user in ‘Remarks’ field. If required attach file (this is optional). If file attached, End User to ensure that, only one file of valid format with file size less than 500 KB is attached. Click on “Submit” button. Clicking on “Cancel” button will re-direct to Ticket Raised page.



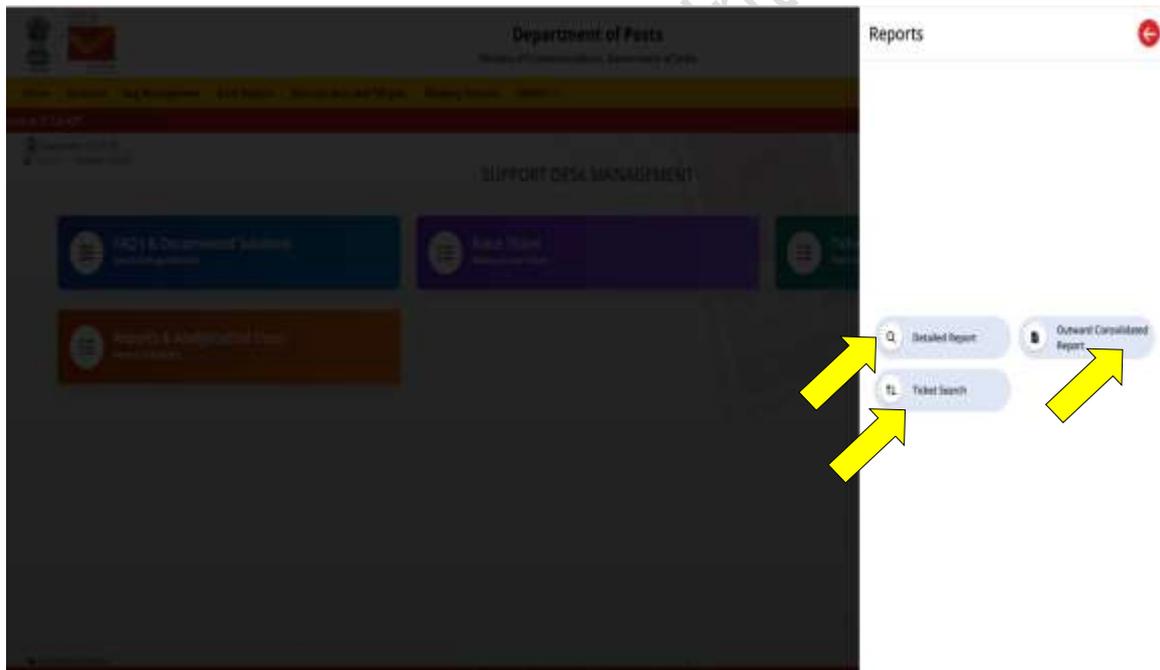
After clicking on “Submit” button, a flash pop-up message as shown above will appear and the ticket will be re-routed to the Support Desk Support user who sought Additional Information.



9.1.4 Report & Analytics (End User)



Click on “Reports & Analytics (End User)” sub card available under “Support Desk” card.

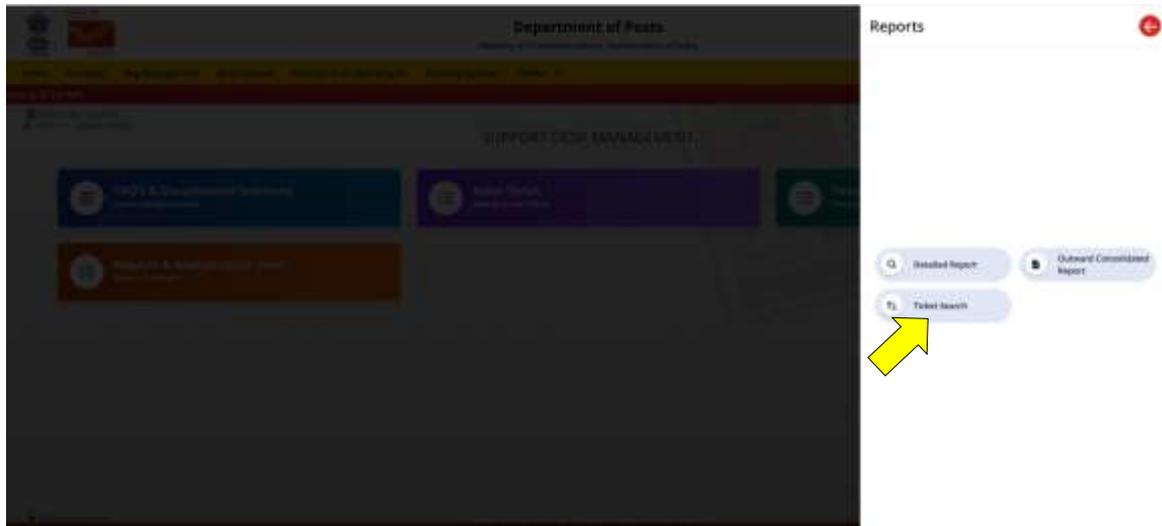


After clicking on “Reports & Analytics(End User)” sub card, following 3 (three) options will be available in side panel for selection.

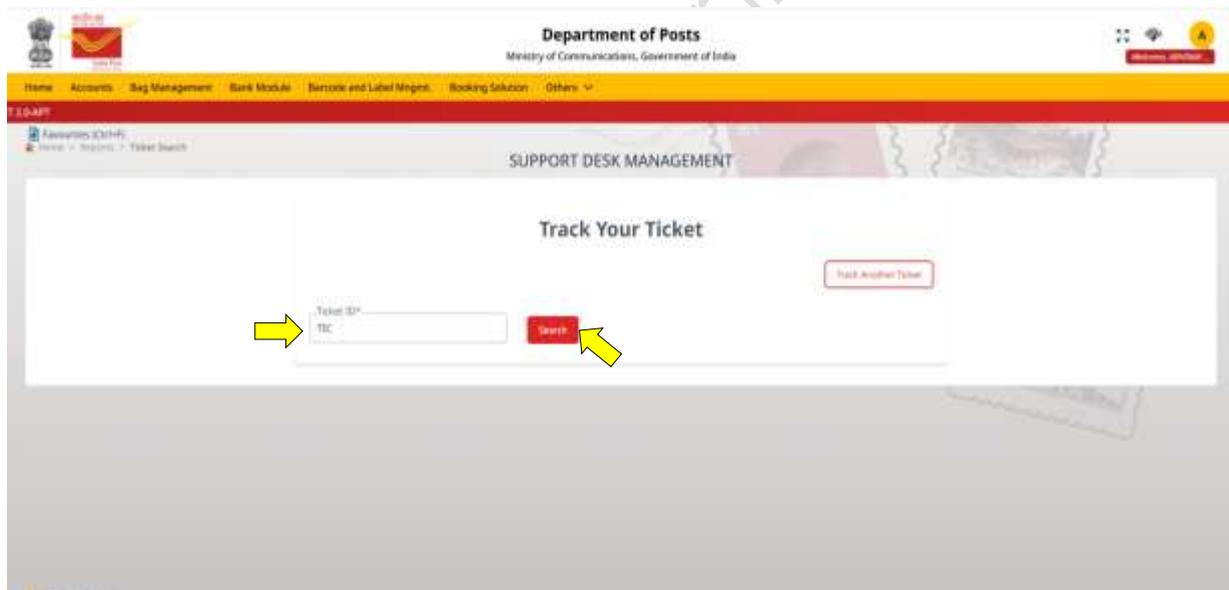
- ➔ **Ticket Search**
- ➔ **Outward Consolidated Report**
- ➔ **Detailed Report**



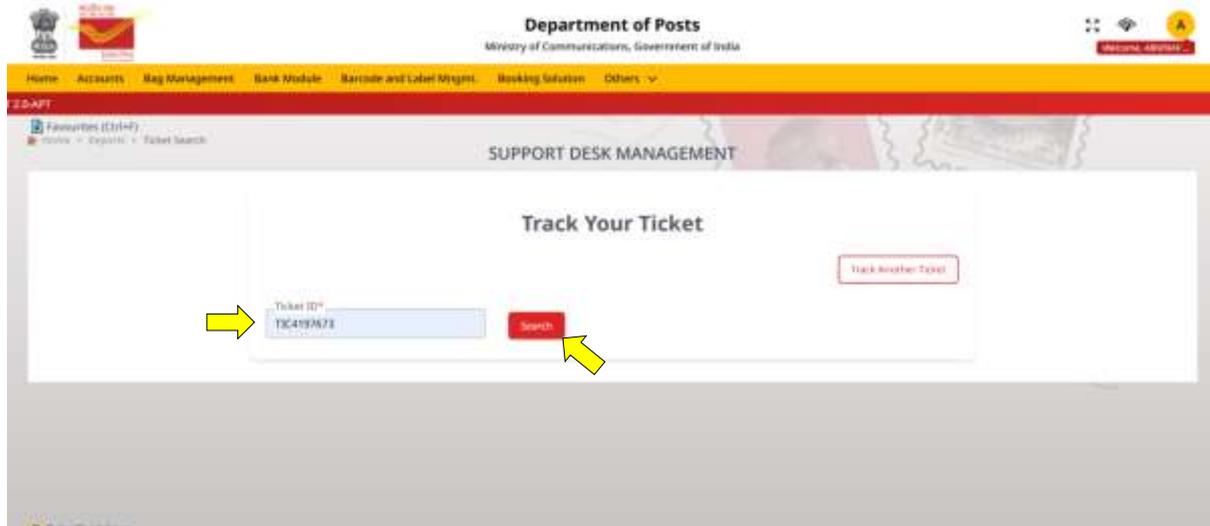
9.1.4.1 Ticket Search



Click on “Ticket Search” option under “Reports & Analytics” sub card.



After clicking on “Ticket Search” option, page as shown above will appear with option to enter Ticket ID in ‘Ticket ID’ field. Prefix for the ticket ID “TIC” will be auto-filled. Enter the seven digits of the ticket ID as generated at the time of raising ticket and click on “Search” button.



 **Note** : - Correct ticket ID needs to be entered to search and fetch details of ticket.

After entering valid ticket ID and clicked on “Search” button, ‘Ticket Details’, ‘Uploaded Documents’ (if any) and ‘Routing Details’ will be displayed as shown below.



Track Your Ticket

[Track Another Ticket](#)

Ticket ID*
TIC4191673

Ticket Details

Ticket Number: TIC4191673 Raised for Office: CEPT - 4128001 Created Date: 02-09-2025 Ticket Status: Open (Clarifications provided)

Ticket Priority: Employee Name: ABHINAV @ PURCHASER Mobile Number: 7892734851

Module Details

Category Name: APT (2.0 Rolled out offered) Module Name: BOOKING Sub Module: Mail Booking

Office Details

Raised By Circle: CEPT - 4128001 Raised By Region: Raised By Division: Raised By Office: CEPT - 4128001

Subject & Description

Subject: Wallet is not increasing after transaction.

Description: On performing a transaction, wallet is not increasing. Necessary screenshots are attached.

Uploaded Documents

File Name	Uploaded By	Upload Date
TIC4191673_1756662493269447.jpg	End User	02/09/2025
TIC4191673_175662541831772675.jpg	End User	02/09/2025
TIC4191673_17567442245984997.jpg	End User	02/09/2025

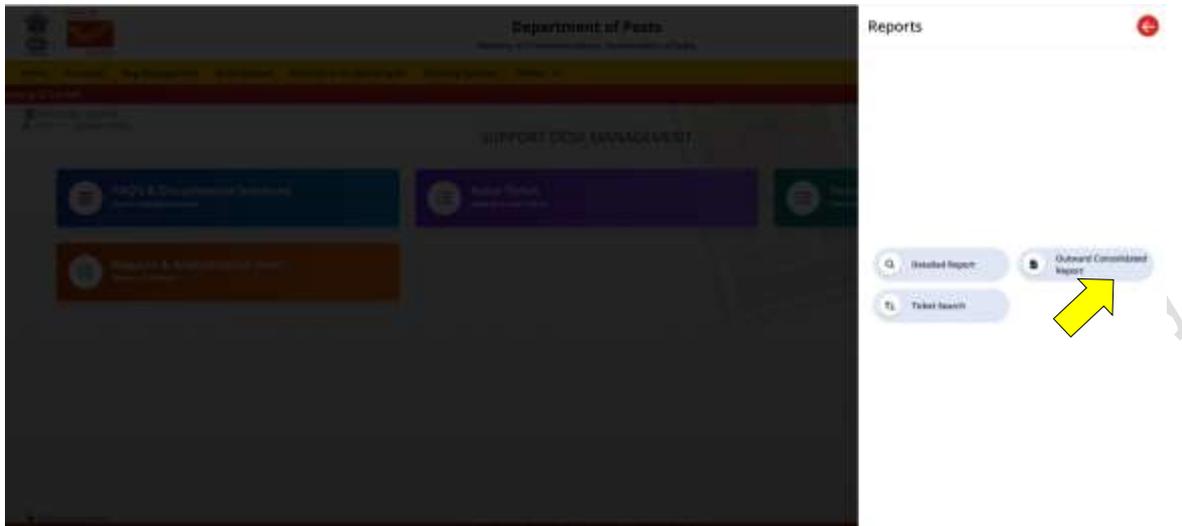
Routing Details

From User	From Office	To User	To Office	Event Description	Resolution Remarks	Created Date
End User	CEPT	L4 Support	Support desk - Level1	Clarifications provided from End User	SL Reports Provided. Please resolve the issue.	02/09/2025 15:58:55
L4 Support	Support desk - Level1	End User	CEPT	Clarifications required from End User	SL Module, Please provide relevant reports.	02/09/2025 15:59:55
End User	CEPT	L4 Support	Support desk - Level1	Resolution not accepted	Issue Not Resolved. The report is enclosed.	02/09/2025 15:59:16
L4 Support	Support desk - Level1	End User	CEPT	Sent for resolution confirmation	SL Please share relevant reports.	02/09/2025 13:37:45
End User	CEPT	L4 Support	Support desk - Level1	Registered	On performing a transaction, wallet is not increasing. Necessary screenshots are attached.	02/09/2025 15:58:02

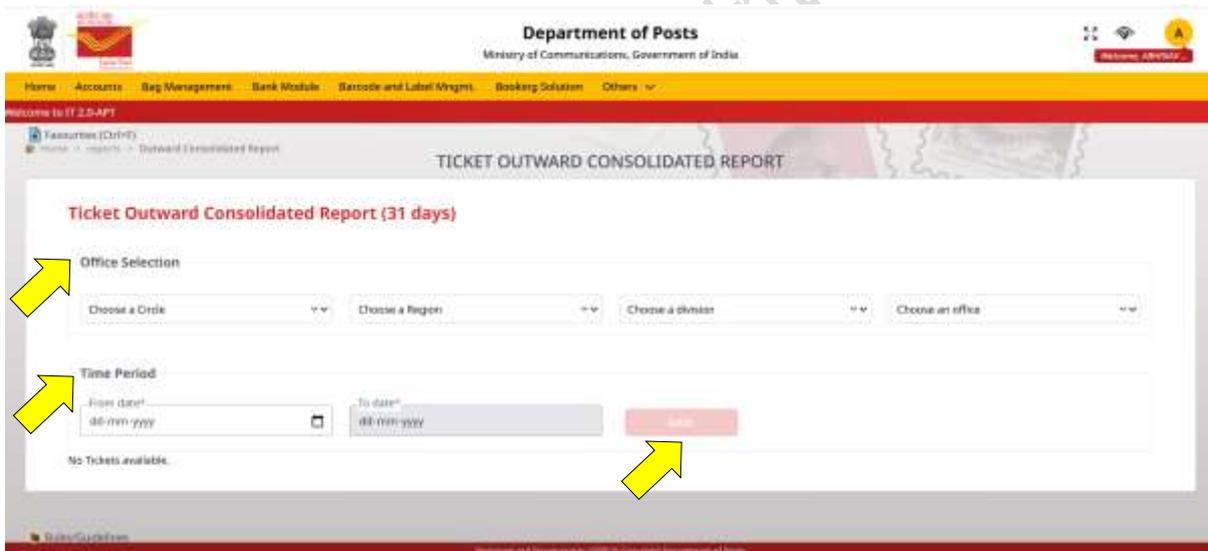
User can track other tickets using button “Track Another Ticket” provided on the Right Hand top corner.



9.1.4.2 Outward Consolidated Report



Click on “Outward Consolidated Report” option under “Reports & Analytics” sub card.



Under Outward Consolidated Report, user can see the ticket outward consolidated report. In the screen, user has to select the Office under Office Selection Head viz., Circle Name, Region Name, Division name and Office name and Time period viz., From Date and To date. After providing the details, user has to click on Fetch Button to get the consolidated report.

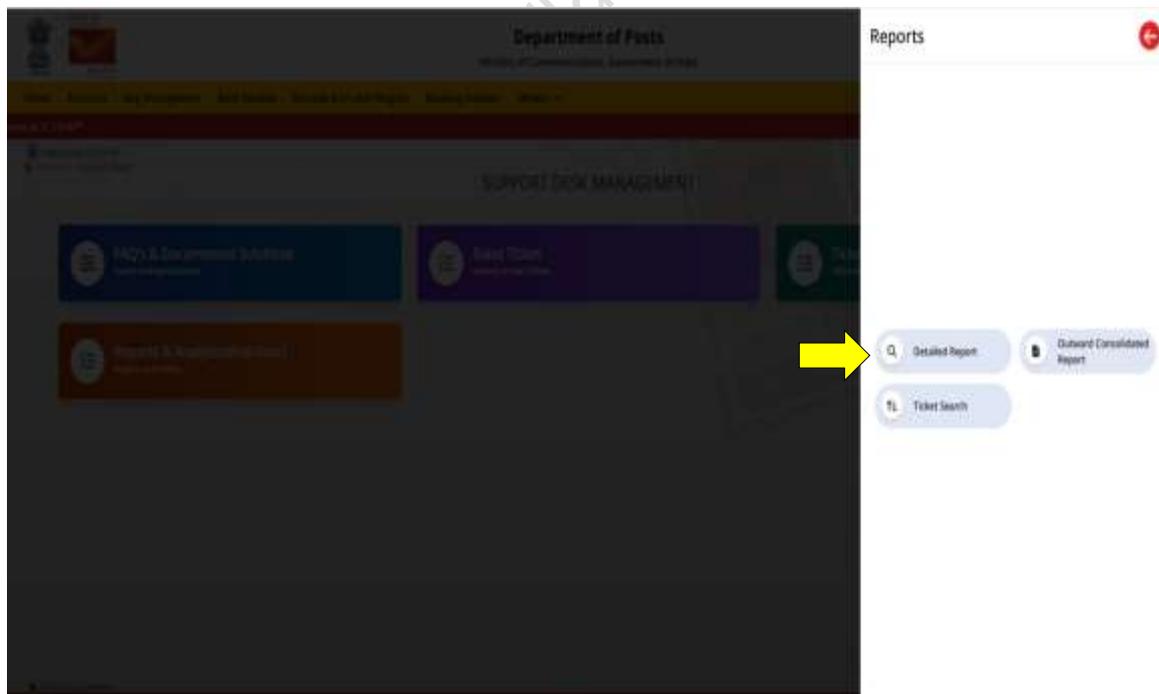


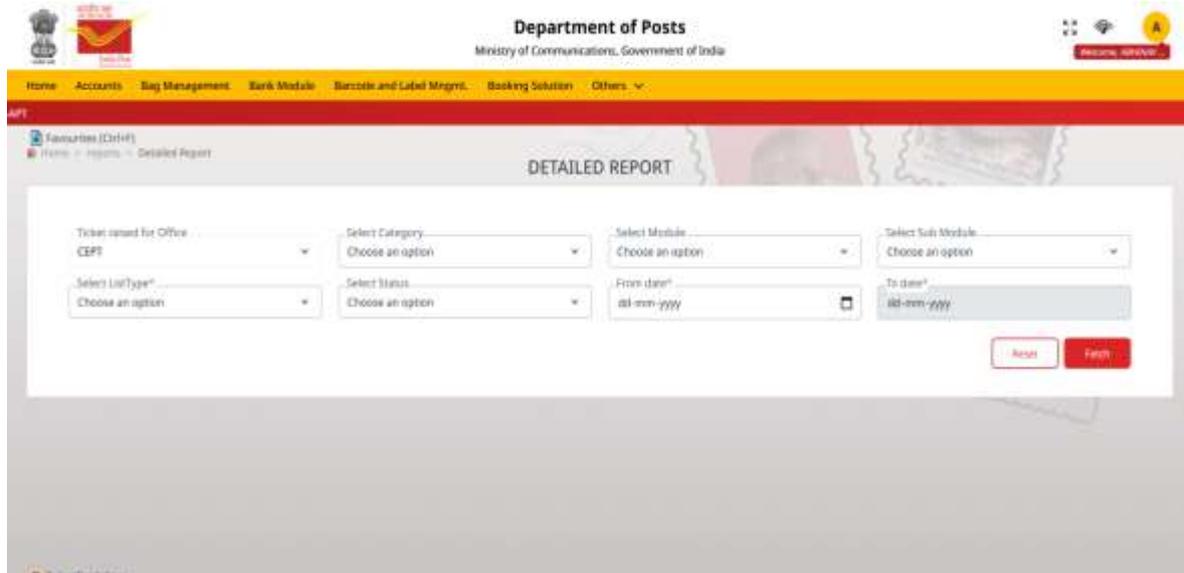
Circle Office	Opening Balance	New Tickets	Closed Tickets	Pending at Division	Pending at Region	Pending at Circle	Pending at End User	Pending at L1	Pending at L2	Pending at L3
CEPT	0	1	0	0	0	1	0	1	0	0
Total	0	1	0	0	0	1	0	1	0	0

A sample Outward Consolidated Report is as shown above and the report includes the details of Circle Office, Opening Balance, New Tickets, Closed Tickets, Pending at Division, Pending at Circle, Pending at End User, Pending at L1, L2 and L3.

9.1.4.3 Detailed Report

Click on “Detailed Report” option under “Reports & Analytics” sub card.





After clicking on “Detailed Report” option, detailed report page as shown above will appear.

Here, to illustrate, Report of Mysuru HO has been generated.



User can apply various filters for the required report depending on category, module and sub module, status. Select Outward Tickets in ‘Select List Type’ field . Select From date and To Date. Click on “Fetch” button. Selection of list type and date range is mandatory.

 **Note :-** Selected date range should not exceed 30 days.



A sample Detailed report for illustration is extracted from Mysuru Head Post Office. The screenshot is attached below.

The screenshot displays the 'DETAILED REPORT' interface for Mysuru HO. It features a search and filter section at the top with dropdown menus for 'Tickets raised for Office', 'Select Category', 'Select Module', 'Select Sub Module', 'Select List/Type', and 'Select Status'. There are also date pickers for 'From date' and 'To date'. A 'Fetch' button is located to the right of the filters. Below the filters is a table with 10 rows of data. The table columns are: S.No, Ticket Number, Category, Module, Sub Module, Ticket Raised Office, Subject, Raised on, and Current Status. The data rows are as follows:

S.No	Ticket Number	Category	Module	Sub Module	Ticket Raised Office	Subject	Raised on	Current Status
1	TEC282574	Applications	Aadhaar	Functional Issue	Mysuru HO	Capture GPS is not functioning.	25-02-2025	Registered
2	TEC300887	Applications	Aadhaar	Functional Issue	Mysuru HO	test subject	22-02-2025	Open
3	TEC381548	Applications	POS/Booking Module	Functional Issue	Mysuru HO	ಇದ್ದು ಪರಿಹರಿಸಿ ಉಂಟು ಸಮಸ್ಯೆ ಅರಿವು ಪಡೆಯಲು	20-02-2025	Registered
4	TEC4017344	Applications	POS/Booking Module	Functional Issue	Mysuru HO	ಇದ್ದು ಪರಿಹರಿಸಿ ಉಂಟು ಸಮಸ್ಯೆ ಅರಿವು ಪಡೆಯಲು	20-02-2025	Registered
5	TEC428449	Applications	POS/Booking Module	Functional Issue	Mysuru HO	ಇದ್ದು ಪರಿಹರಿಸಿ ಉಂಟು ಸಮಸ್ಯೆ ಅರಿವು ಪಡೆಯಲು	19-02-2025	Registered
6	TEC958832	Applications	POS/Booking Module	Functional Issue	Mysuru HO	ಇದ್ದು ಪರಿಹರಿಸಿ ಉಂಟು ಸಮಸ್ಯೆ ಅರಿವು ಪಡೆಯಲು	19-02-2025	Registered
7	TEC183315	Applications	POS/Booking Module	Functional Issue	Mysuru HO	ಇದ್ದು ಪರಿಹರಿಸಿ ಉಂಟು ಸಮಸ್ಯೆ ಅರಿವು ಪಡೆಯಲು	19-02-2025	Registered
8	TEC260626	Applications	POS/Booking Module	Functional Issue	Mysuru HO	ಇದ್ದು ಪರಿಹರಿಸಿ ಉಂಟು ಸಮಸ್ಯೆ ಅರಿವು ಪಡೆಯಲು	19-02-2025	Registered
9	TEC245884	Applications	Aadhaar	Functional Issue	Mysuru HO	test subject	18-02-2025	Registered
10	TEC336517	Applications	Aadhaar	Functional Issue	Mysuru HO	NET - Aadhaar Functioning Issue (18-02-2025) for testing upto test 6	18-02-2025	Registered

- 1) Maximum 10 rows per page will be displayed by default. User can navigate between pages by clicking on |<, <, >, >| icons available in bottom right corner of page.
- 2) Provision to download the entire data in Excel format is also available by clicking on “Download Excel” button. File in Excel format will be downloaded as per the web browser settings



Favourites (Ctrl+F)
Home > Reports > Resolution

DETAILED REPORT

Ticket raised for Office: Mysuru H.O. | Select Category: Choose an option | Select Module: Choose an option | Select Sub Module: Choose an option

Select ListType*: Outward Tickets | Select Status: Choose an option | From date*: 01-02-2025 | To date*: 26-02-2025

Fetch

1549 | Download CSV | Download Excel

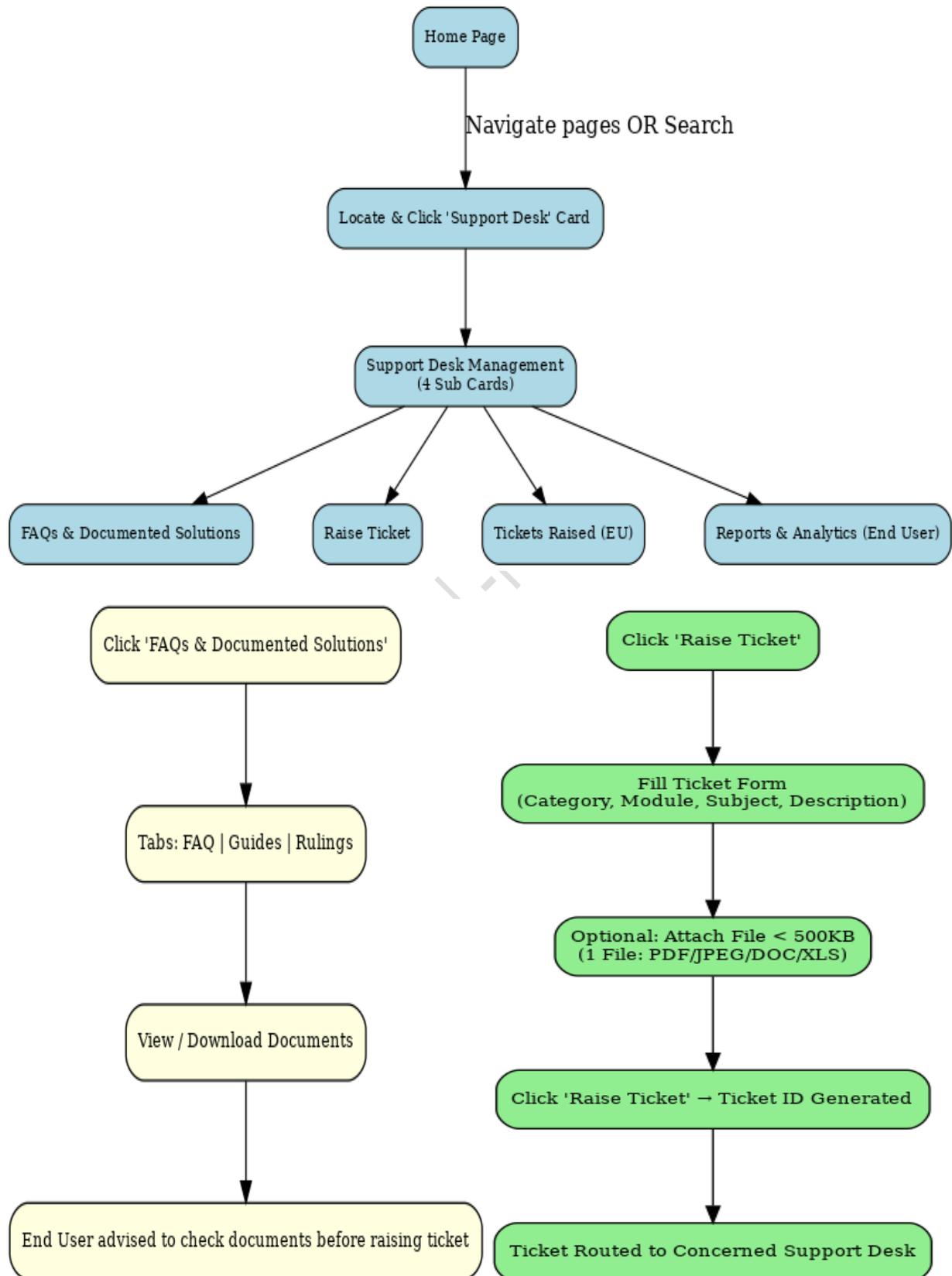
S.No	Ticket Number	Category	Module	Sub Module	Ticket Raised Office	Subject
1	TIC3581549	Applications	POS /Booking Module	Functional Issue	Mysuru H.O	@vj jshfbvm slkvn oaiuwfv ac aoudwhv pauefev
2	TIC8401549	Applications	POS /Booking Module	Functional Issue	Mysuru H.O	@vj jshfbvm slkvn oaiuwfv ac aoudwhv pauefev

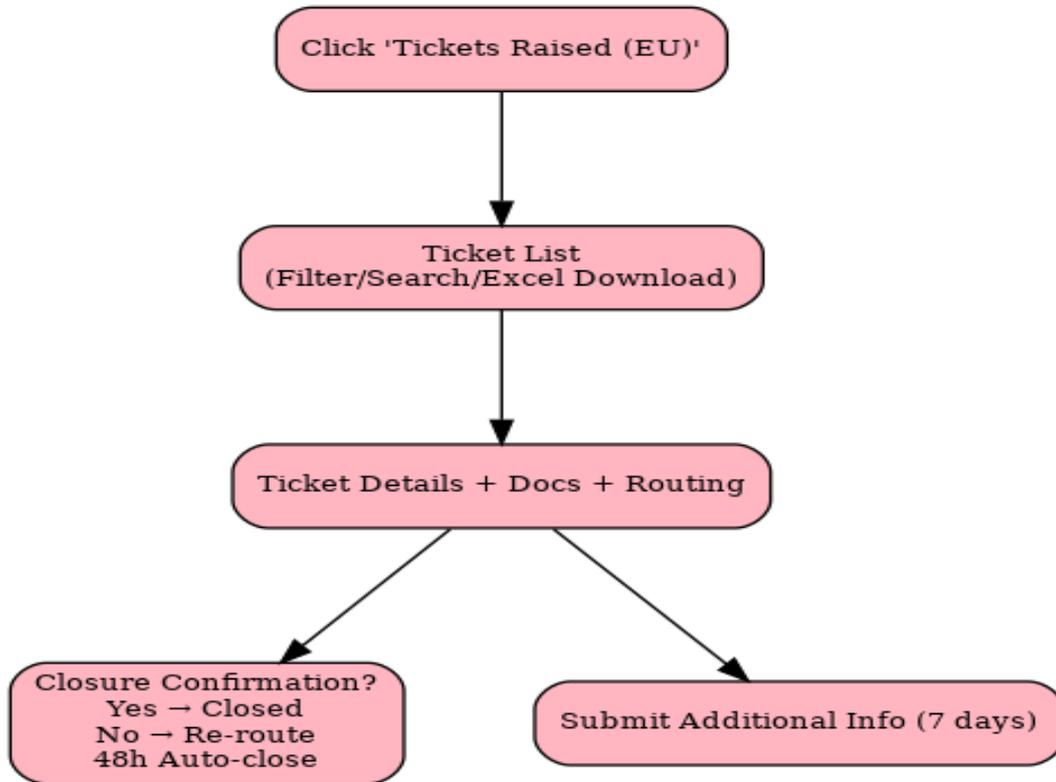
Rows per page: 10 | 1-10 of 100

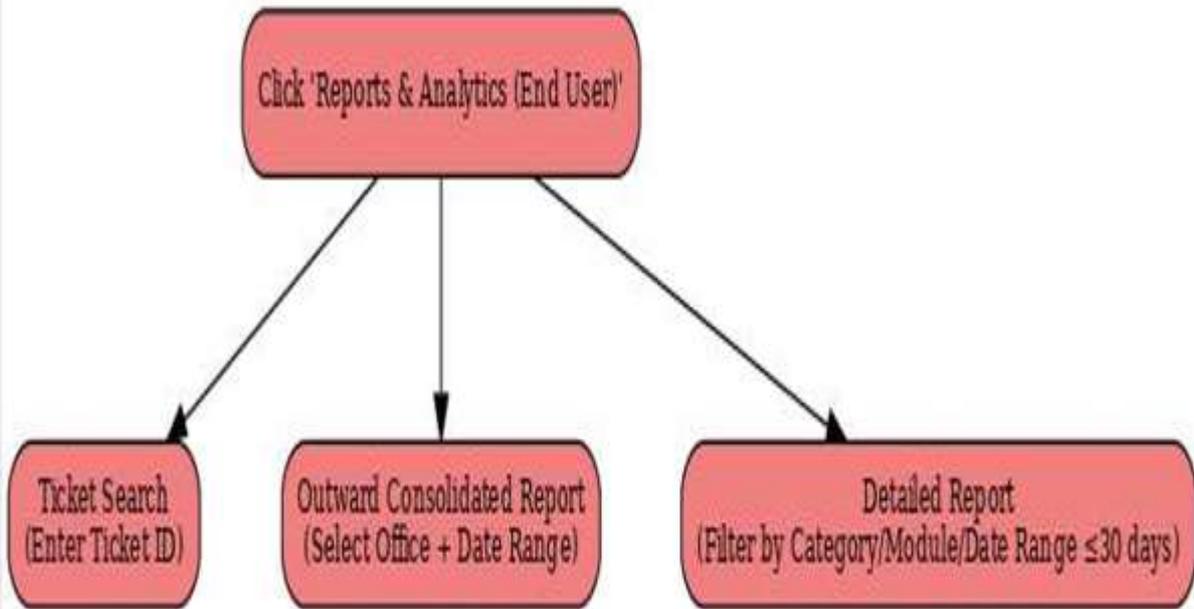
Provision of searcher is available. In the searcher field, key characters may be entered. Then as per the key characters entered, data will be filtered and displayed.



9.2 Flow Chart







CEPT Training Material - For 11



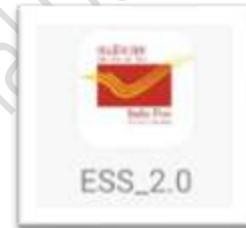
10. Introduction to ESS Mobile Application

The Employee Self-Service (ESS) Mobile Application is designed to empower employees by providing easy access to various HR-related services. This user-friendly app allows employees to manage their personal information, apply for leave, access pay slips, submit reimbursement claims, and handle other tasks seamlessly from their mobile devices. With the ESS Mobile App, employees can perform multiple functions, including:

- Applying for and managing leave requests.
- Submitting and tracking reimbursement claims.
- Accessing payslips and financial statements.
- Managing General Provident Fund (GPF) transactions.
- Submitting IT declarations and other official requests.

10.1 User Login

User can login to ESS Mobile App by clicking on ESS App Installed on Mobile Device.



On clicking ESS_ 2.0 icon App will open with options to login

Enter “User ID” (Employee ID) and “Password” then click on “Login” Button.



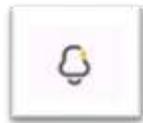
On clicking Login button, Employee Login Successful and home page will open as shown,



More options is Provided to Access more Options available.



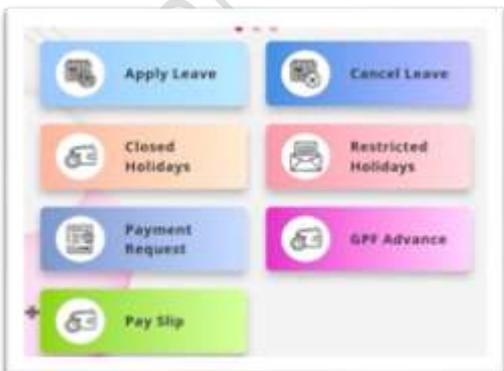
Notification Button is provided to Access notifications.



Welcome message with User name along with Date and Time is Available on top of the screen.



Some options are provided on the Home screen for quick access to user, such as Apply Leave, Cancel leave, Closed Holidays, Restricted Holidays, Payment Request, GPF Advance and Pay slip.

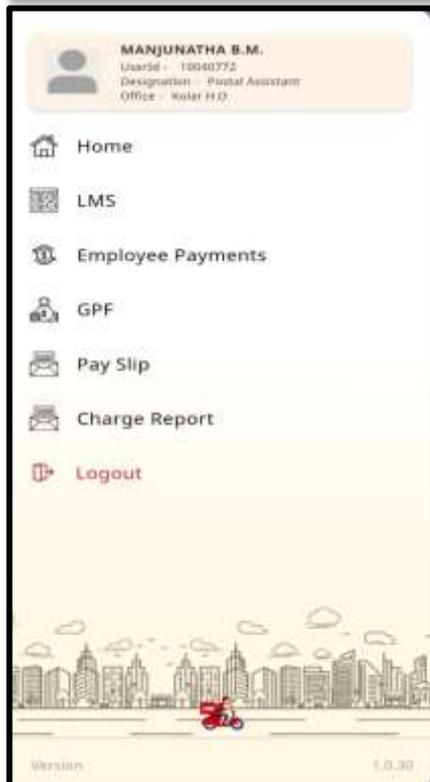




10.2 Leave Management System



Click on Three line available on top left corner of the screen to open more options.



Upon clicking Icon More options will open with pop up screen from left side of the screen.

Screen Contains Options such as –

- ➔ Home
- ➔ LMS
- ➔ Employee Payments
- ➔ GPF
- ➔ Pay Slip
- ➔ Charge Report
- ➔ Logout

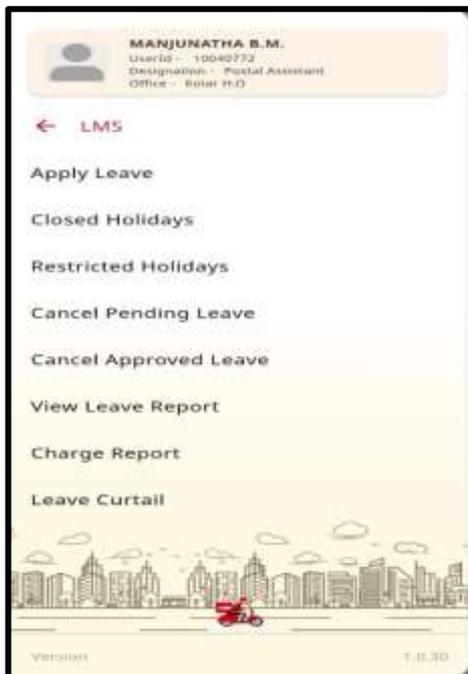
Click On “**LMS**” option.



Upon clicking the “LMS” option, LMS Screen will open with 5 options such as-

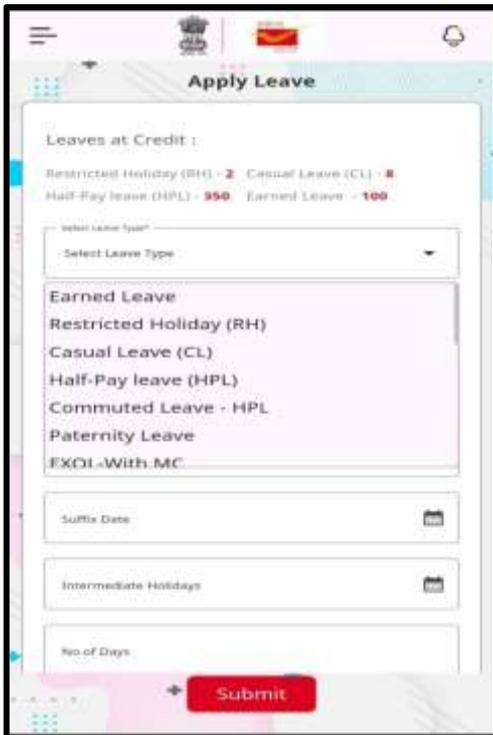
- ➔ Apply Leave
- ➔ Closed Holidays
- ➔ Restricted Holidays
- ➔ Cancel Pending Leave
- ➔ Cancel Approved Leave
- ➔ View Leave Report
- ➔ Charge Report
- ➔ Leave Curtail

10.2.1 Apply Leave



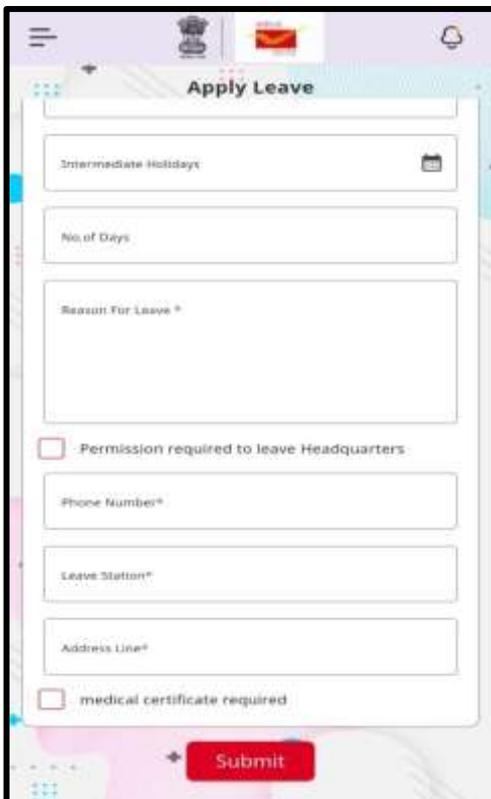
Apply leave option provides option for applying of different kinds of leaves such as – Earned Leave(E L), Restricted Holiday (R H), Casual Leave (C L), Half-Pay Leave (HPL), Commuted Leave-HPL, Paternity Leave, EXOL-with MC, Leave not Due, Unavailed Joining time, Special CL-Working Days, PL-Child Adoption, Special CL-Calendar Days, EXOL-Without MC, EL With MC, Training, Tour, Casual Leave(Half Day CL F/N), Casual Leave(Half Day CL A/N), Station Leave, and Compensator Off.

Click on “**Apply Leave**” option.



On clicking Apply Leave option, “Apply Leave” screen will open.

Screen shows the Leaves at credit of the employee. Select Leave type, Enter From date, enter To date, Enter Prefix date, Suffix Date (if any), Intermediate Holidays.



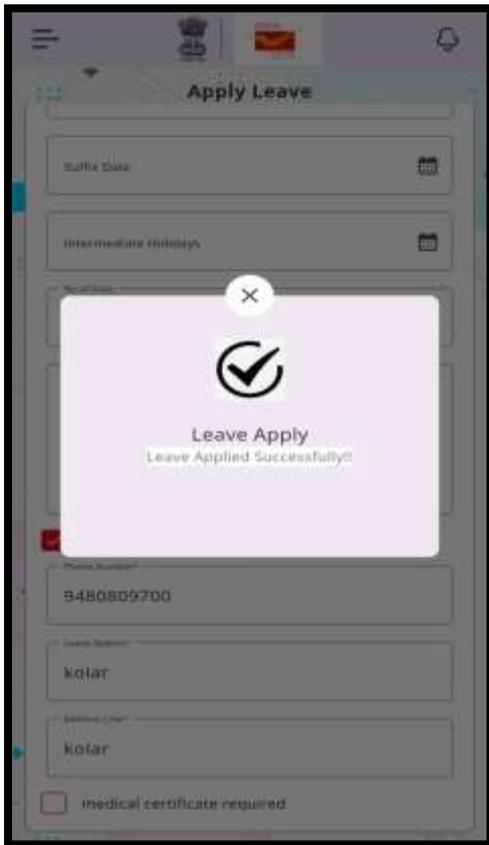
Number of Days will be auto calculated based on Selected Leave from and to Dates.

Enter Reason for Leave (Mandatory), Check “Permission required leaving Headquarters” option if necessary.

Enter Mobile number (Mandatory), Enter Leave Station (Mandatory) and Leave Address.

For Medical leave, option is provided to upload Medical certificate.

After Filling all necessary details click on “Submit” button.



On clicking Submit button, “**Leave Applied Successfully**” message will appear as shown. In the same way as explained above, other kinds of Leave can be applied.

10.2.2 Closed Holidays

Option is provided for the user to access the list of “**Closed Holidays**” during current calendar year.



Click on “**Closed Holidays**” option.

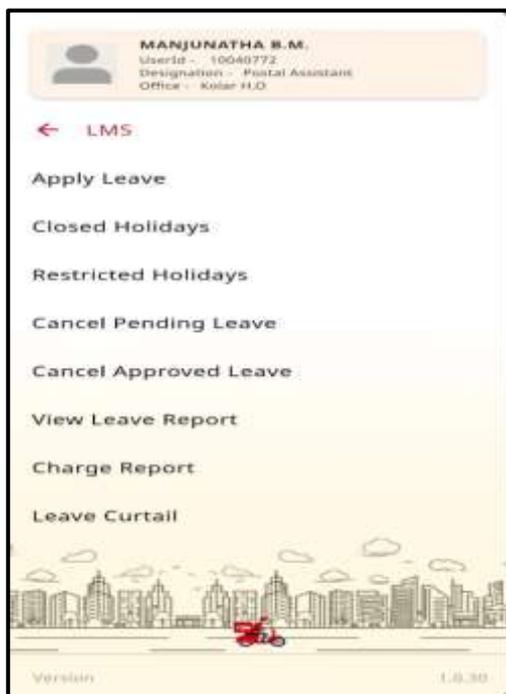


Sl.no	Date	description
1	26-01-2025	REPUBLIC DAY
2	31-03-2025	IDUL FITR
3	10-04-2025	MAHAVIR JAYANTI
4	18-04-2025	GOOD FRIDAY
5	12-05-2025	BUDDHA PURNIMA
6	07-06-2025	IDUL ZUHA
7	06-07-2025	MUHARRAM
8	15-08-2025	INDEPENDENCE DAY
9	05-09-2025	PROPHET MOHAMMADS BIRTHDAY (ID-E-MILAD)
10	02-10-2025	MAHATMA GANDHIS BIRTHDAY

On Clicking **Closed Holiday** list option, List of **“Closed Holidays”** will be displayed.

10.2.3 Restricted Holidays

Option is provided for the user to access the list of **“Restricted Holidays”** during current calendar year.



Click on **“Restricted Holidays”** option.



Sl.no	Date	description
1	01-01-2025	NEW YEAR'S DAY
2	06-01-2025	GURU GOBIND SINGH'S BIRTHDAY
3	02-02-2025	BASANT PANCHAMI / SRI PANCHAMI
4	12-02-2025	GURU RAVI DAS'S BIRTHDAY
5	19-02-2025	SHIVA JAYANTI
6	23-02-2025	BIRTHDAY OF SWAMI DAYANANDA SARASWATI
7	13-03-2025	HOLIKA DAHAN
8	14-03-2025	DOLYATRA
9	28-03-2025	JAMAT-UL-VIDA
10	30-03-2025	CHAITRA SUKLADI / GUDI PADAWA / UGADI / CHETI

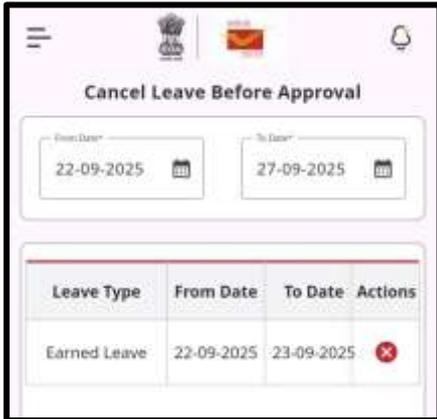
On Clicking **Restricted Holidays** option, the list of Restricted Holidays during current calendar year will be displayed as shown.

10.2.4 Cancel Pending Leave

Cancel Pending Leave option provided for cancellation of Pending leave requests before Approval.



Click on “**Cancel Pending Leave**” option.



On clicking “**Cancel Pending Leave**” option, “**Cancel Leave before Approval**” screen will open.

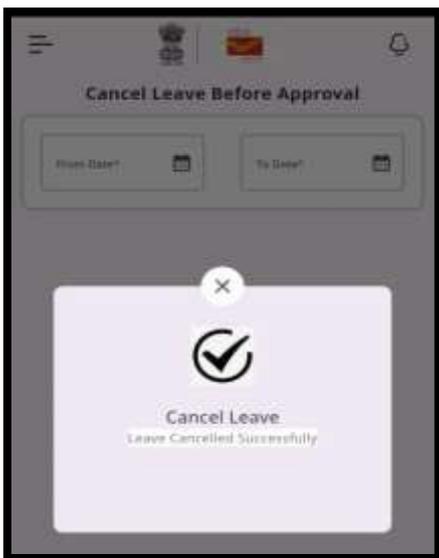
Enter “**From**” date and “**To**” date to fetch the leave requests.

On selection of from and to dates pending leave requests will be fetched as shown.

Click on “**Red Into mark**” under “**Action**” button.



On Clicking into Mark, leave information screen will open, with leave request details, click on “**Cancel Leave**” button to cancel leave.



On clicking Cancel Leave button leave request will be cancelled and a success message will as “**Leave Cancelled Successfully**”.

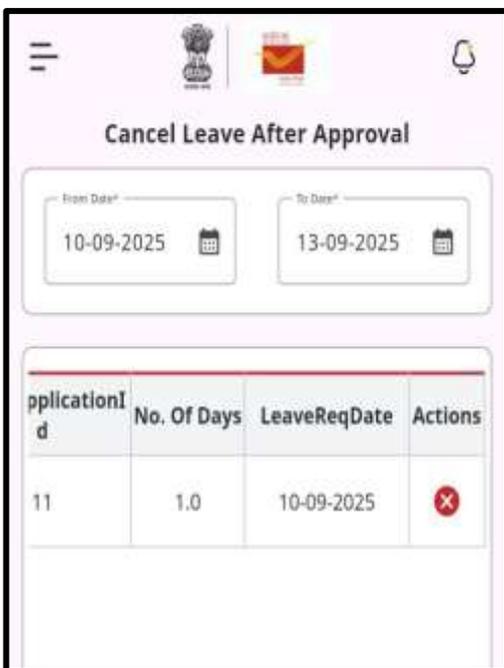


10.2.5 Cancel Approved Leave

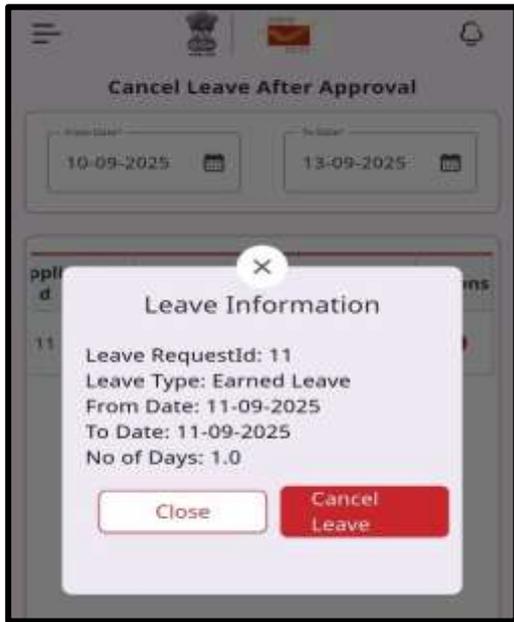
This option is used to cancel the approved leaves.



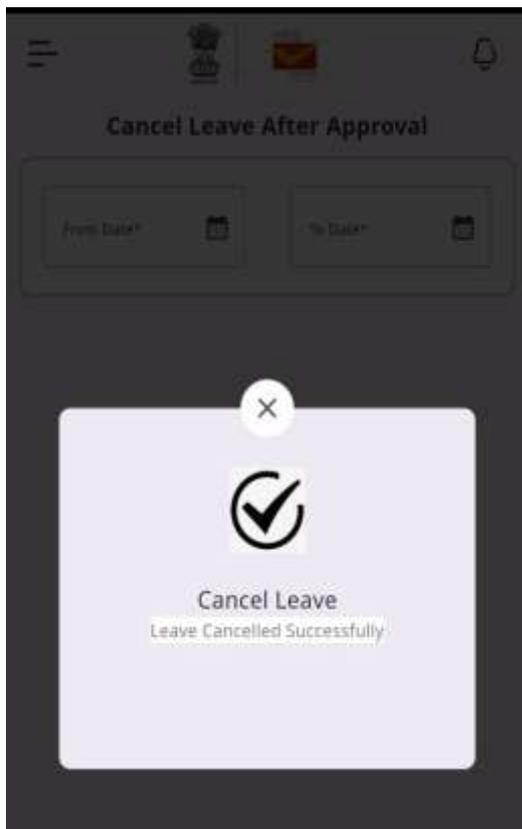
Click on “Cancel Approved Leave” Option



On Clicking Cancel Approved Leave, “Cancel Leave after Approval screen will be opened. On Selection of from Date and to date, the approved leaves will be displayed. Click on “Red into Mark” provided under Actions, to cancel the leave after Approval.



On Clicking Red Into Mark, Leave Information Screen will be opened. Click on Cancel Leave button.



On Clicking Cancel Leave button, “Leave Cancelled Successfully” Message will be displayed.

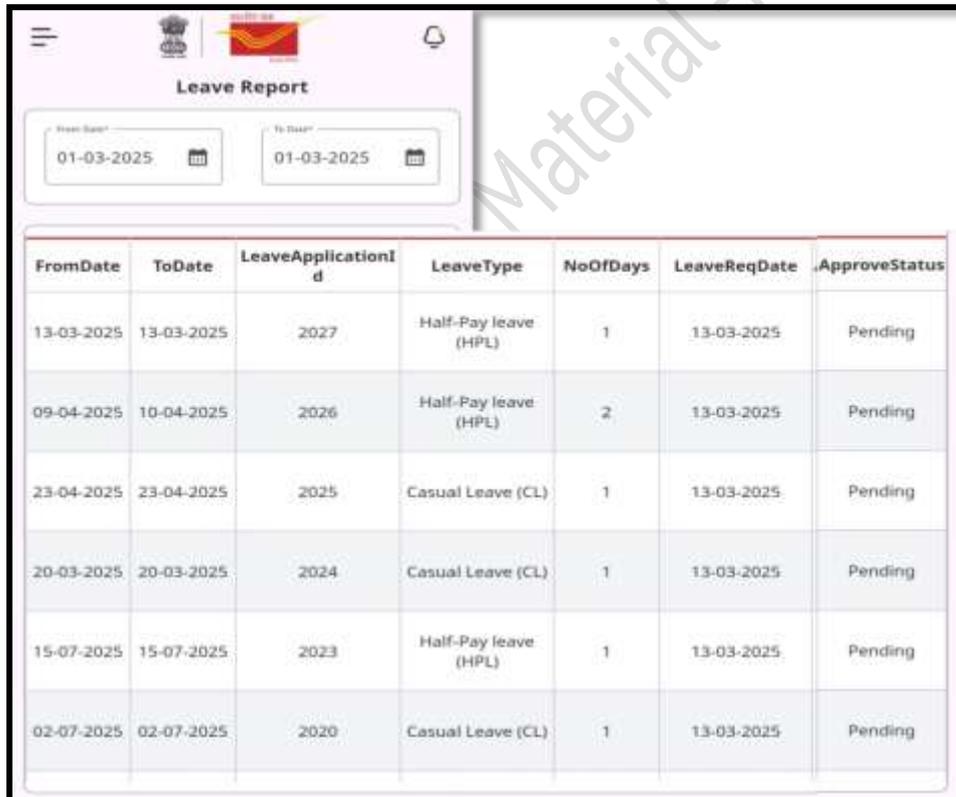


10.2.6 View Leave Report

This option is used to view the Leave Report.



Click on “View Leave Report” option.



On clicking “View Leave Report” option, “Leave Report” screen will open.

Select “From” and “To” dates, on selection of from and to dates list of leaves will appear as shown.

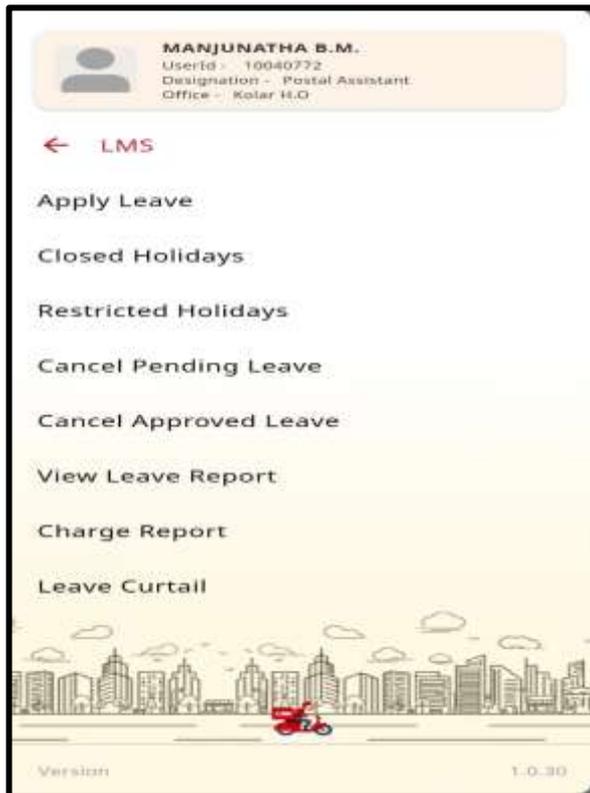


10.2.7 Charge Report

In this option, Relinquish/Assume Charge report can be initiated for approved leaves.

10.2.7.1 Relinquish Report

This charge report is initiated when the official is proceeding on Leave.



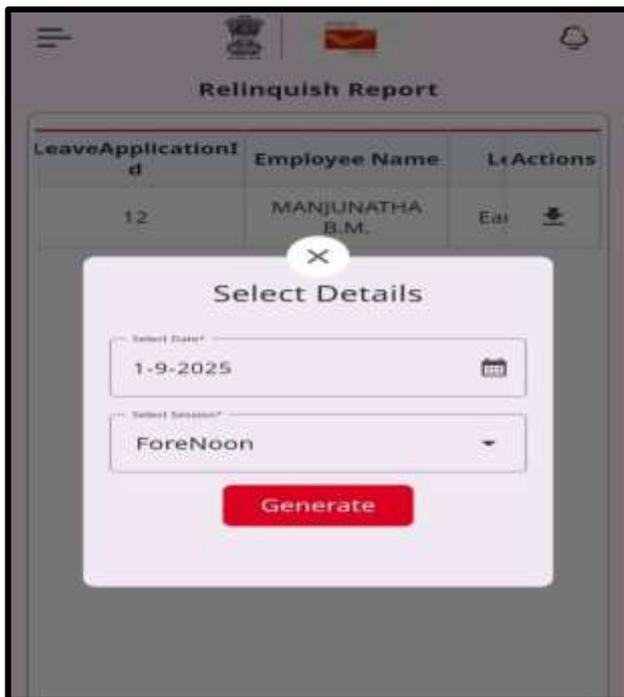
Click on “Charge Report” option.



On Clicking Charge report, Charge report screen will be opened. Select Relinquish Report.



On selecting Relinquish Report, approved leaves will be displayed for which Relinquish Charge report can be initiated. Click on Icon available under heading **Actions** to initiate Relinquish Charge report.



Select the Date and Session (Forenoon/Afternoon) and click on Generate button.



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भारत की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)

Certified that the charge of the office of Postal Assistant was made over by Shri/Smt. MANJUNATHA B.M. to Shri/Smt. _____ at Kolar H.O. On the (date): 01-09-2025, Session: ForeNoon.

In accordance with Leave Request Number: 2215, applied on Dated: 01-09-2025, Earned Leave for 3.0 Days from 01-09-2025 to 03-09-2025.

Amount & Stamp Details	Rupees	Paise
Cash	0	0
Stamp Imprest	0	0

Relieved Officer: _____ Relieving Officer: _____

On Clicking Generate Button, Relinquish Charge Report will be opened in PDF Format.

10.2.7.2 Assume Report

This Charge report is initiated by the official when resuming back to the job.

MANJUNATHA B.M.
 UserId - 10040772
 Designation - Postal Assistant
 Office - Kolar H.O.

← LMS

- Apply Leave
- Closed Holidays
- Restricted Holidays
- Cancel Pending Leave
- Cancel Approved Leave
- View Leave Report
- Charge Report
- Leave Curtail

Version 1.0.30

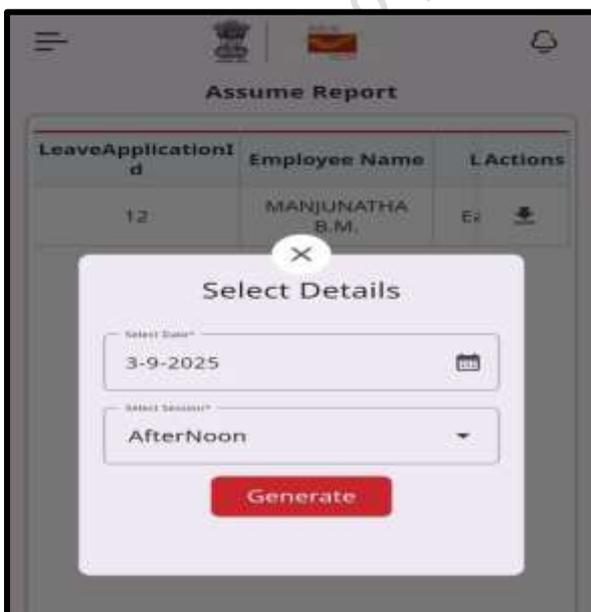
Click on Charge Report option.



Select Assume Report



On selecting Assume Report, approved leaves will be displayed for which Assume Charge report can be initiated. Click on Icon available under heading **Actions** to initiate Assume Charge report.



Select the date on which charge is assumed and select the session (Forenoon/Afternoon) and then click on Generate button.



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 भारतीय डाक विभाग (Department of Posts, India)

चार्ज की बदली पर चार्ज रसीद और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)

Certified that the charge of the office of _____ was made over by Shri/Smt. MANJUNATHA. B.M. to Shri/Smt. _____ at Kotar H.O. On the (date): 01-09-2025, Session: AfterNoon.

In accordance with Leave Request Number: 2215, applied on Date: 01-09-2025, Earned Leave for 3.0 Days from 01-09-2025 to 03-09-2025.

Relieved Officer _____ **Relieving Officer** _____

* Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.

* Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

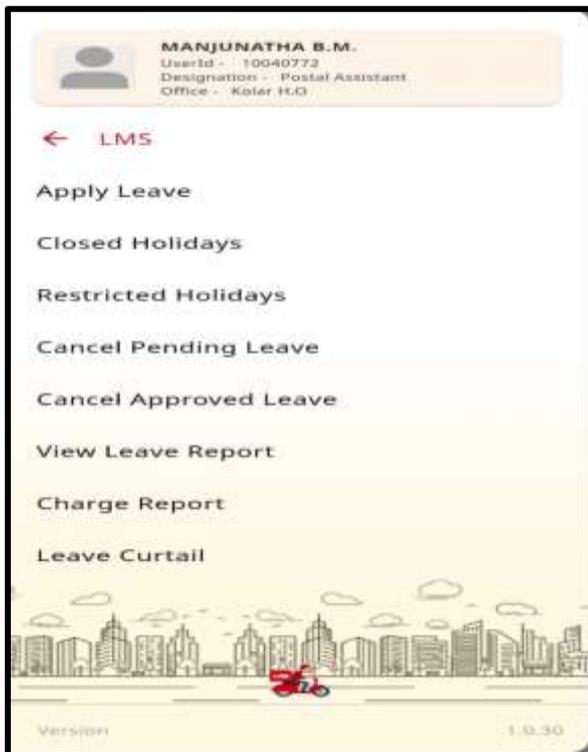
Amount & Stamp Details	Rupee	Paise
Cash	0	0
Stamp Deposit	0	0

Relieved Officer _____ **Relieving Officer** _____

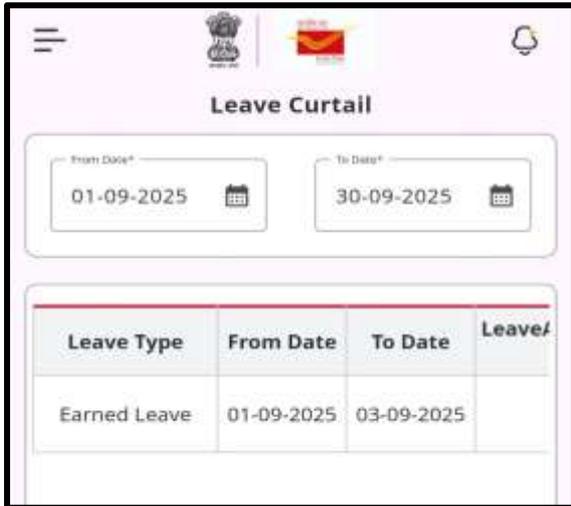
On Clicking Generate Button, Assume Charge Report will be opened in PDF Format.

10.2.8 Leave Curtail

Official can use this option to curtail the leave, which he/she has not availed.

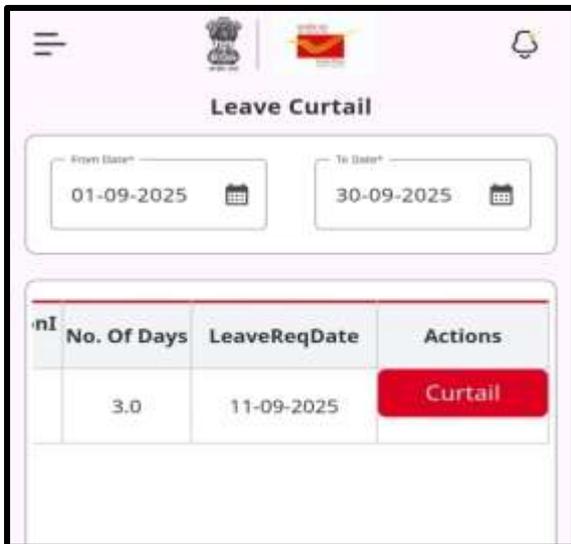


Click on Leave Curtail Option



On Clicking Leave Curtail, Leave Curtail screen will be opened.

Select From date and To date. On selection of the dates, Leave entries will be displayed.



Scroll right, and click on Curtail Button.



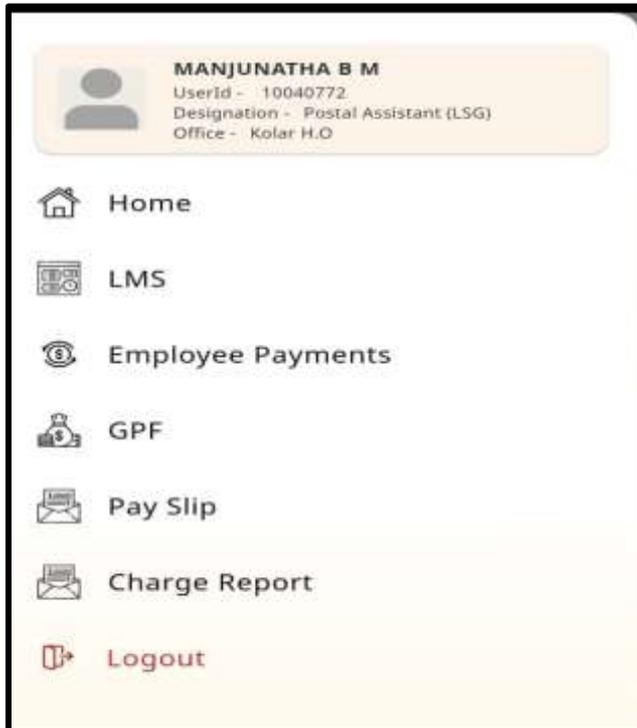
On clicking Curtail button, Leave information screen will be opened. Select Curtail From Date and Curtail To Date and click on Curtail Button.

On Click of Submit button, **“Leave Curtail Request Submitted Successfully”** Message will be displayed.

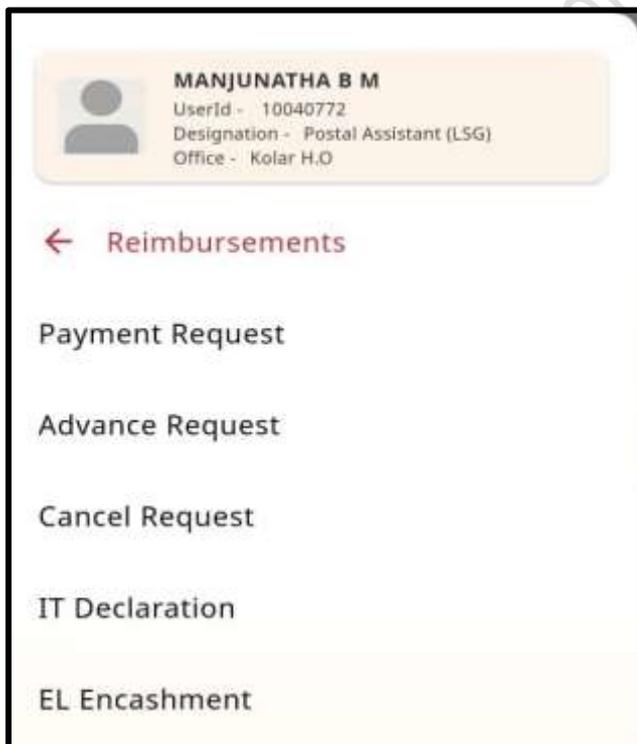


10.3 Employee Payments

Employee option enables user to Apply for various Claims and Advances such as, TA Tour, Medical Bill, CEA, Transfer TA, PC Advance, HBA Principal etc....



Click on “**Employee Payments**” option available under Home Menu.



On Clicking “**Employee Payments**”, following options will appear under Reimbursements.

- **Payment Request**
- **Advance Request**
- **Cancel Request**
- **IT Declaration**
- **EL Encashment**



10.3.1 Payment Request

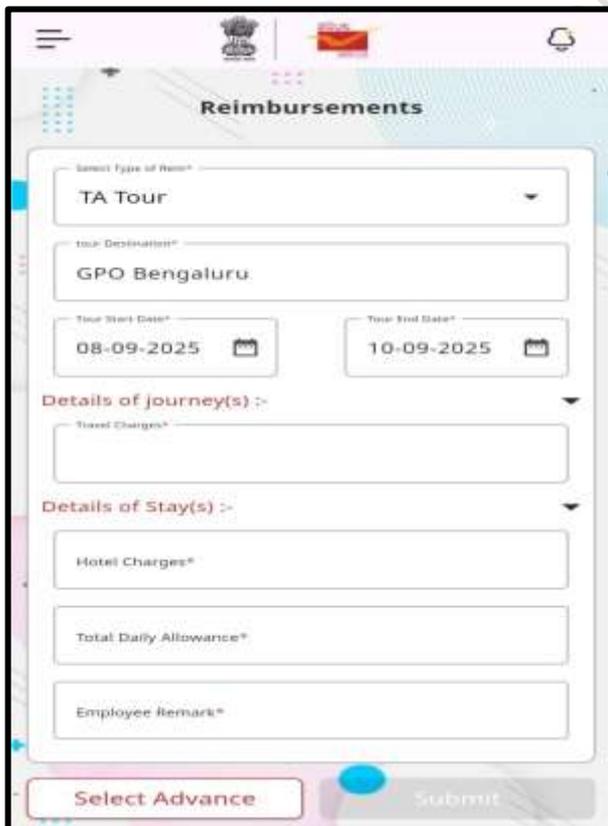
Payment Reimbursements option enables the user to apply for claims such as-



- TA Tour
- Medical Bill
- Transfer TA
- In Service Training-DTE-Reimb
- Children Education Allowance
- Operational Training-DTE-Reimb
- Training Prog-GrpA&B Officers-DTE-Reimb

10.3.1.1 TA Tour

In this option employee can submit the Tour TA reimbursement request.



Select Type of Reimbursement as “TA Tour”, Enter the tour destination, Enter Tour start date and End Date.

Click on small down Arrow icon ▼ provided against “**Details of Journey(s)**”



The screenshot shows the 'Reimbursements' form with the following fields filled out:

- From Date: 08-09-2025
- From Time: 06:00
- From Place: Kolar
- To Date: 08-09-2025
- To Time: 09:00
- To Place: GPO Bengaluru
- Mode: Road
- Distance (in KM): 80
- Fair Paid: 200
- Remark: (empty)

Buttons at the bottom: 'Select Advance' and 'Submit'.

Enter Details of journey performed

After entering the journey details, click on Add button.

The screenshot shows the 'Reimbursements' form with the following fields filled out:

- Fair Paid: (empty)
- Remark: (empty)
- Add button: (red)
- From Date: 2025-09-08
- From Time: 06:00
- From Place: Kolar
- Travel Charges*: 200.00
- Details of Stay(s) :-
 - Hotel Charges*: (empty)
 - Total Daily Allowance*: (empty)

Buttons at the bottom: 'Select Advance' and 'Submit'.

Enter the details of Stay done during the tour and click on Add button.

After entering the Stay details, click on Add button.



Stay From	Stay Till	Hotel No.
2025-09-08	2025-09-10	Hotel P.

Room Charges*
1000.00

Total Daily Allowance*
800

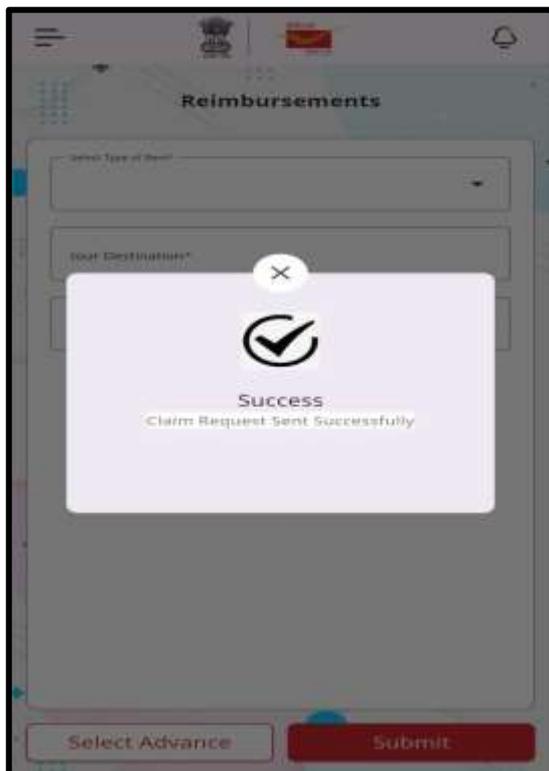
Employee Remarks*
Kindly re-emburse the bill as early

Total Amount*
2000.00

Enter the daily allowance and Employee Remarks.

If any advance taken, select the advance by clicking on Select Advance button.

After entering all the information, click on Submit button.



On click of submit button, “Claim Request Sent Successfully” message will be displayed.

The request will be further processed by claim Approving/granting authority.



10.3.1.2 Medical Bill

This enables the user to apply for **Medical Bill** claim.

The screenshot shows the 'Reimbursements' form with the following fields filled:

- Select Type of Bill: Medical Bill
- Hospital Name: Apolo Hospital
- Treatment Start Date: 01-09-2025
- Treatment End Date: 06-09-2025
- Details of Medical: Total Amount

Buttons at the bottom: Select Advance, Submit

Select Type of Reimbursement as “Medical Bill”, enter the Hospital name, Treatment start date and treatment end date.

Click on small down Arrow icon ▼ provided against “**Details of Medical**”

The screenshot shows the 'Reimbursements' form with the following fields filled:

- Hospital Name: Apolo Hospital
- Treatment Start Date: 01-09-2025
- Treatment End Date: 06-09-2025
- Details of Medical: Purpose, Amount

Buttons at the bottom: Select Advance, Submit

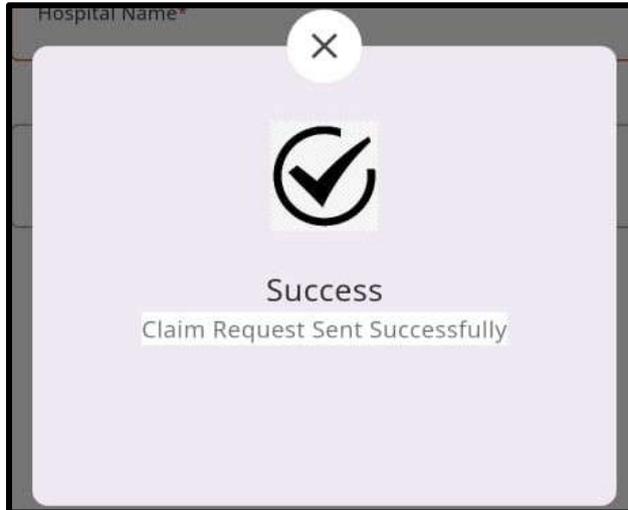
Purpose	Amount
severe backpain	65000

Total Amount: 65000.00

Enter the purpose of medical claim, enter the amount and then click on Add button.

If any advance taken, select the same by clicking on “Select Advance” button.

After entering all the details, click on Submit button.

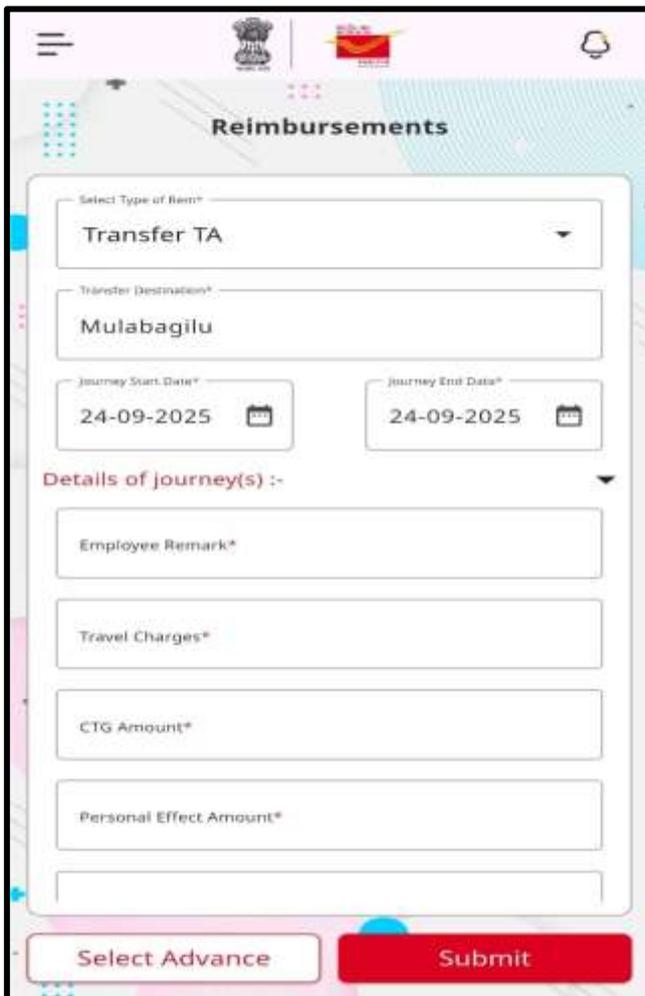


On Click of submit button, success message “Claim Request Sent Successfully” Message will be displayed.

The request will be further processed by claim Approving/granting authority.

10.3.1.3 Transfer TA

Transfer TA option enables the user to apply for Travelling Allowance on Transfer.



Select Type of Reimbursement as “Transfer TA”, Enter Transfer destination, Select Journey Start Date and Journey End date.

Click on small down Arrow icon ▼ provided against “**Details of Journey(s)**”



Reimbursements

Details of journey(s) :-

From Date	24-09-2025	From Time	09:00
From Place	Kolar		
To Date	24-09-2025	To Time	10:00
To Place	Mulabagilu		
Mode	Road		
Distance (KMS)	40		
Fair Paid	90		

Select Advance Submit

Enter details of journey performed viz from date & time, from place, to date & time, to place, Mode, distance, fare paid and then click on Add button

Reimbursements

Remark

Add

From Date	From Time	From Place
2025-09-24	09:00	Kolar

Employee Remarks*
Please grant transfer TA

Travel Charges*
90.00

CTG Amount*
44000

Personal Effect Amount*
5000

Amount*
49090.00

Select Advance Submit

Enter Employee Remarks, Travel charges, CTG amount (Composite Transfer grant), Personal effect amount. Total amount will be displayed in Amount column.

If any advance taken, then select the same by clicking on Select Advance button.

After entering all the details, click on Submit button.



On clicking submit button, success message “Claim Request Sent successfully” will be displayed.

The claim request will be further processed by approving/granting authority.

10.3.1.4 In Service Training-DTE-Reimb

This option enables the user to apply for any in service training reimbursement.

Select type of Reimbursement as “**In service Training-DTE-Reimb**” , enter tour destination, Select Tour start date and tour end date

Click on small down Arrow icon  provided against “**Details of Journey(s)**”



Reimbursements

Details of journey(s) :-

From Date: 15-09-2025 From Time: 06:00

From Place: Kolar

To Date: 15-09-2025 To Time: 09:00

To Place: GPO Bengaluru

Mode: Road

Distance (in KM): 80

Fare Paid: 200

Select Advance Submit

Enter details of journey performed viz, From date & time, from place, To date & time, To place, distance in KM, fare paid.

After entering details of journey, click on Add button.

Reimbursements

Add

From Date	From Time	From Place
2025-09-15	06:00	Kolar

Travel Charges*
200.00

Details of Stay(s) :-

Stay From: 15-09-2025

Stay Till: 17-09-2025

Hotel Name: Hotel Parvathi

Rate Per Day: 1000

Select Advance Submit

Enter the details of stay viz Stay from, stay to, hotel name, Rate per day.

After entering details of stay, click on Add button.



Reimbursements

Amount Expense

Rate Per Day

Add

Stay From	Stay Till	Hotel No.
2025-09-15	2025-09-17	Hotel P.

Hotel Charges*
1000.00

Total Daily Allowance*
800

Employee Remarks*
please sanction the reimbursement

Total Amount*
2000.00

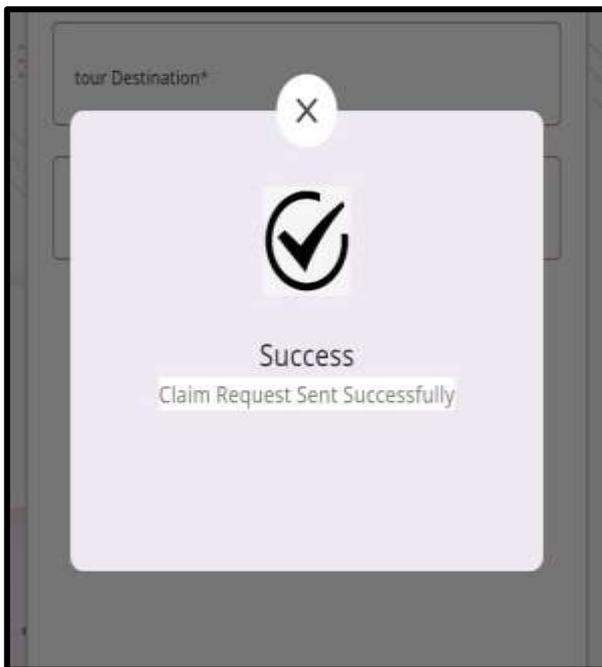
Select Advance Submit

Enter total daily allowance and employee remarks.

Total amount will be calculated based on Hotel charges and daily allowance.

If advance taken, the select the same by clicking on Select Advance button.

After entering all details, click on Submit button.



On clicking submit button, a success message “Claim Request Sent successfully” message will be displayed.

The claim request will be further processed by approving/granting authority.



10.3.1.5 Children Education Allowance

This option enables the user to apply for CEA.

The screenshot shows the 'Reimbursements' form. The 'Select Type of Reimbursement' dropdown is set to 'Children Education Allowance'. The 'Whether Spouse is Employed?' dropdown is set to 'No'. The 'Select Child' dropdown is set to 'TAPASVI'. Below these, there is a 'Child Details :-' section with an expandable arrow. At the bottom, there are 'Select Advance' and 'Submit' buttons.

Select type of reimbursement as “Children Education Allowance”, Select whether Spouse is employed dropdown as “Yes/No”

Select the child name from the dropdown

Click on small down Arrow icon ▼ provided against “**Child Details**”

The screenshot shows the 'Reimbursements' form with the 'Child Details :-' section expanded. The 'Child Name' is 'TAPASVI'. The 'Date of Birth' is '01-09-2014'. The 'Standard and Academic Year' is '5'. The 'Institution Name' is 'Rotary Public school'. The 'Physical Challenge' field is empty. The 'Claim Amount' is '40000'. At the bottom, there is an 'Add' button. Below the form, there are 'Select Advance' and 'Submit' buttons.

Select Date of birth of the child, enter the standard studying, Institution name and claim amount.

After entering all details, click on Add button.



Child Name	Date of Birth	Stand.
TAPASVI	01-09-2014	5

After entering all details, click on Submit button.



On Click of submit button, a success message “Claim Request sent successfully” message will be displayed.

The claim request will be further processed by approving/granting authority.

10.3.1.6 Operational Training-DTE-Reimb

Please refer Para no. 4.1.3 and follow same procedure.

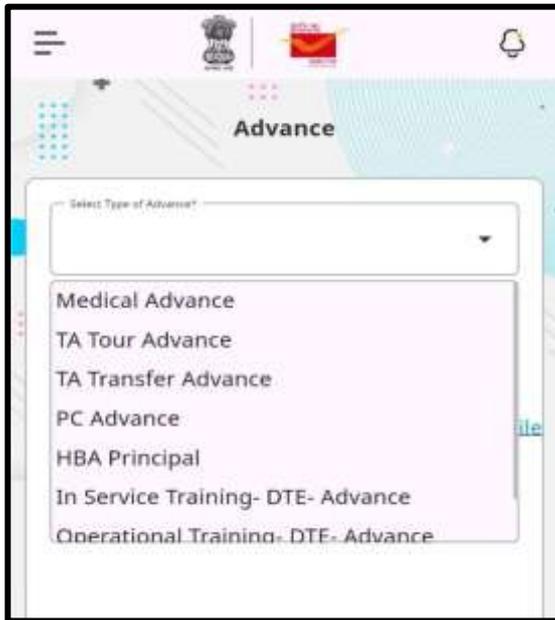
10.3.1.7 Training Prog-Grp A&B Officers DTE Reimb

Please refer Para no. 4.1.3 and follow same procedure.



10.3.2 Advance Request

Advance reimbursements option provides for applying advance such as-



- ➔ Medical Advance
- ➔ TA Tour Advance
- ➔ Transfer TA Advance
- ➔ PC Advance
- ➔ HBA Advance
- ➔ In Service Training-DTE-Advance
- ➔ Operational Training-DTE-Reimb
- ➔ Training Prog-GrpA&B Officers-DTE-Reimb

10.3.2.1 Medical Advance

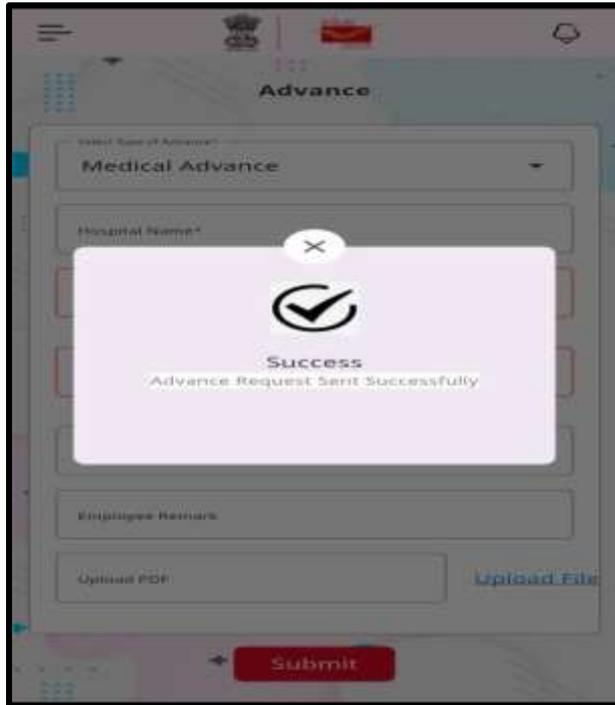
This provides the user for applying Medical advance.



Select Type of advance as **“Medical Advance”**, Enter **Hospital name**, Enter **Treatment start date** and **Treatment end**, enter **Amount** and then enter **Employee remarks**.

If any supporting document needs to be uploaded then same can be uploaded in PDF format using Upload File option.

After entering all details, click on **“Submit”** button.



On clicking submit button, a success message “Advance Request Sent Successfully” will be displayed.

Further the advance request will be processed by approving/granting authority.

10.3.2.2 TA Tour Advance

This provides the user for applying Travelling Allowance on tour Advance.



Select Type of advance as “**TA Tour Advance**”, enter **Tour destination**, Enter **Tour start date** and **Tour end date**, enter **Daily Allowance**, Enter **Travelling charges**, enter **Hotel charges** and enter Employee **Remarks**.



06-10-2025

Your Start Date*

10-10-2025

Your End Date*

Daily Allowance*

1000

Travel Charges*

500

Hotel Charges*

5000

Employee Remark

please sanction the advance |

Upload PDF

Upload File

Total Amount*

6500.00

Submit

If any supporting document needs to be uploaded then same can be uploaded using Upload File option.

Total Amount will be calculated based on data entered.

After entering all details click on **“Submit”** button,

Success

Advance Request Sent Successfully

Submit

On clicking **Submit** button, request will be submitted and a Success message will appear as **“Advance request sent successfully”**.

Further the advance request will be processed by approving/granting authority.



10.3.2.3 TA Transfer Advance

This provides the user for applying Travelling Allowance Transfer advance.

The screenshot shows the 'Advance' form with the following fields filled:

- Select Type of Advance: TA Transfer Advance
- Transfer Destination: Mulabagilu
- Journey Start Date: 29-09-2025
- Journey End Date: 29-09-2025
- Employee Remark: Please sanction Advance.
- Upload PDF: [Empty field]
- Estimated Expenses: [Empty field]

Select advance type as “TA Transfer Advance”, enter Transfer destination, Enter journey start date and journey end date and enter Employee remarks.

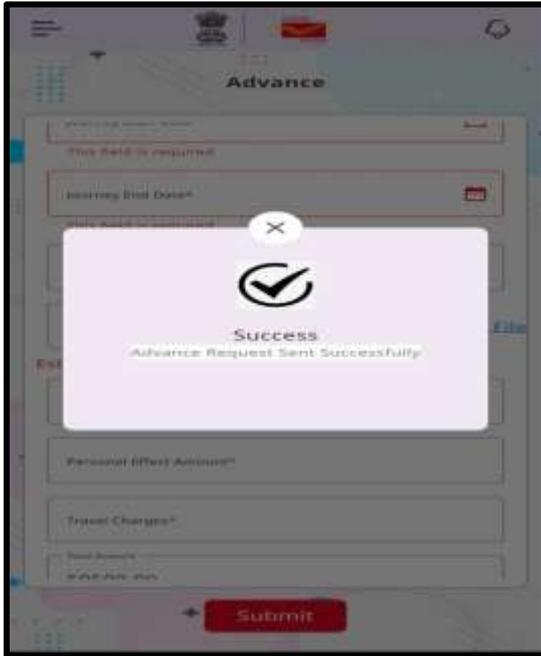
If any supporting document needs to be uploaded then same can be uploaded in PDF format using Upload File option.

The screenshot shows the 'Estimated Expenses' section of the form with the following values:

- CTG Amount: 44000
- Personal Effect Amount: 5000
- Travel Charges: 1500
- Total Amount: 50500.00

Enter estimated expenses details such as CTG (Composite Transfer Grant) amount, Personal effect amount and Travel charges. Total amount will be auto calculated.

After entering all details, click on Submit button.



On clicking submit button, a success message “Advance Request Sent Successfully” will be displayed.

Further the advance request will be processed by approving/granting authority.

10.3.2.4 PC Advance

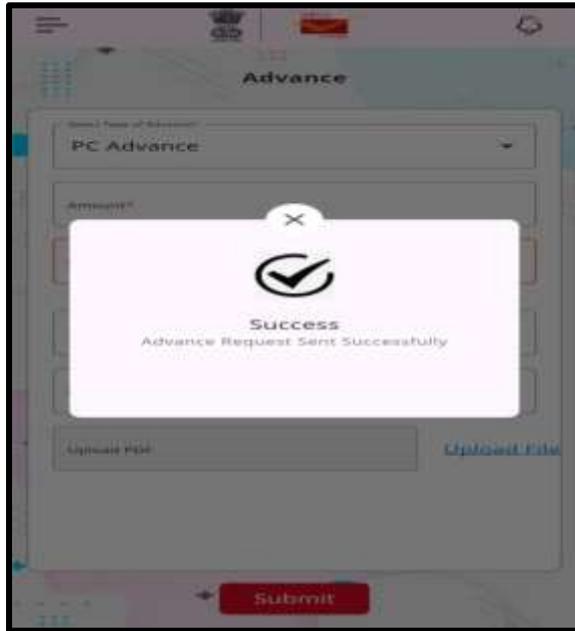
This provides the user for applying Personal computer advance.



Select Advance type as “**PC Advance**”, Enter **Amount**, Enter **Date**, Enter **Instalment count** and then enter **Remarks**.

If any supporting document needs to be uploaded then same can be uploaded in PDF format using **Upload File** option.

After entering all the data click on “**Submit**” button.

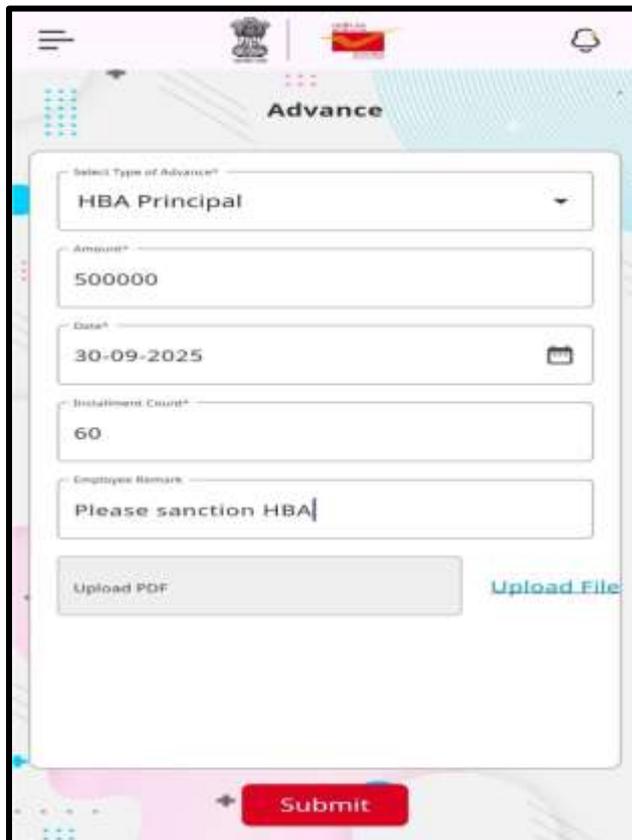


On clicking **Submit** button, request will be submitted and a Success message will appear as “**Advance request sent successfully**”.

Further the advance request will be processed by approving/granting authority.

10.3.2.5 HBA Principal

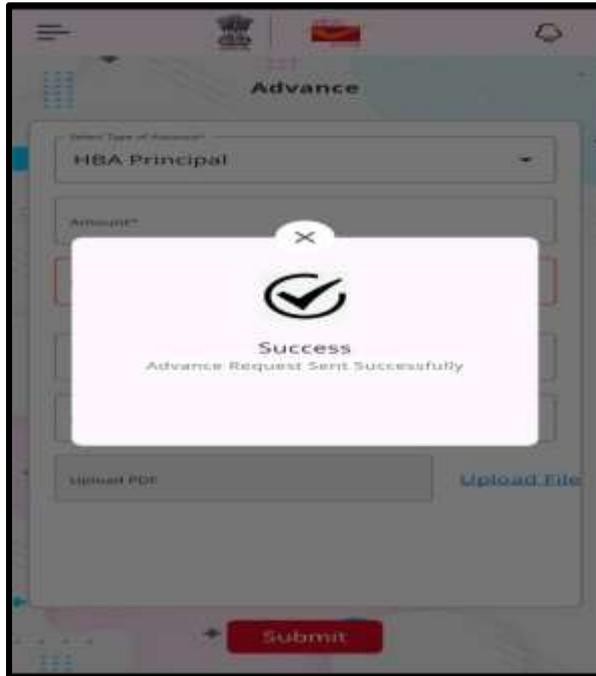
This provided the user for applying for **House Building Allowance** advance.



Select type of advance as “**HBA Principal**”, enter **Amount**, enter **Date**, enter **Instalment count** and enter **Employee remarks**.

If any supporting document needs to be uploaded then same can be uploaded in PDF format using **Upload File** option.

After entering all the data click on “**Submit**” button.

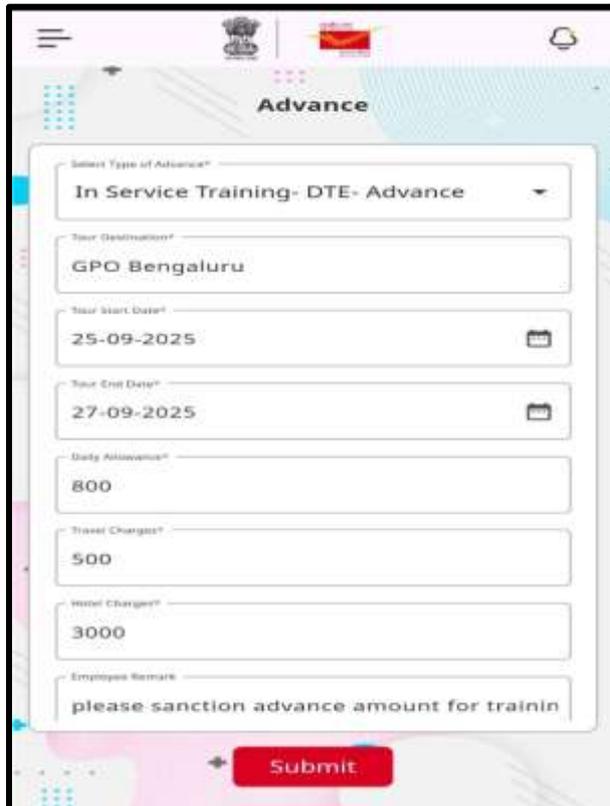


On clicking **Submit** button, request will be submitted and a Success message will appear as **“Advance request sent successfully”**.

Further the advance request will be processed by approving/granting authority.

10.3.2.6 In Service Training-DTE-Advance

This provides the user for applying for any in service training advance.

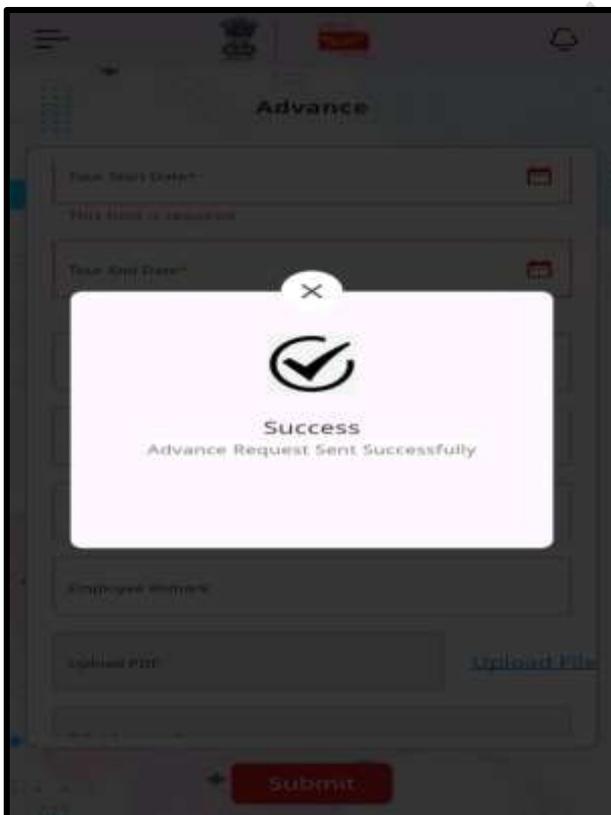


Select type of advance as “In service Training-DTE-Advance”, enter tour destination, tour start date, tour end date, daily allowance, travel charges, Hotel charges and enter employee remarks.



If any supporting document needs to be uploaded then same can be uploaded in PDF format using Upload File option.

After entering all details, click on submit button.



On click of submit button, a success message “Advance Request Sent Successfully” will be displayed.

Further the advance request will be processed by approving/granting authority.



10.3.2.7 Operational Training-DTE-Advance

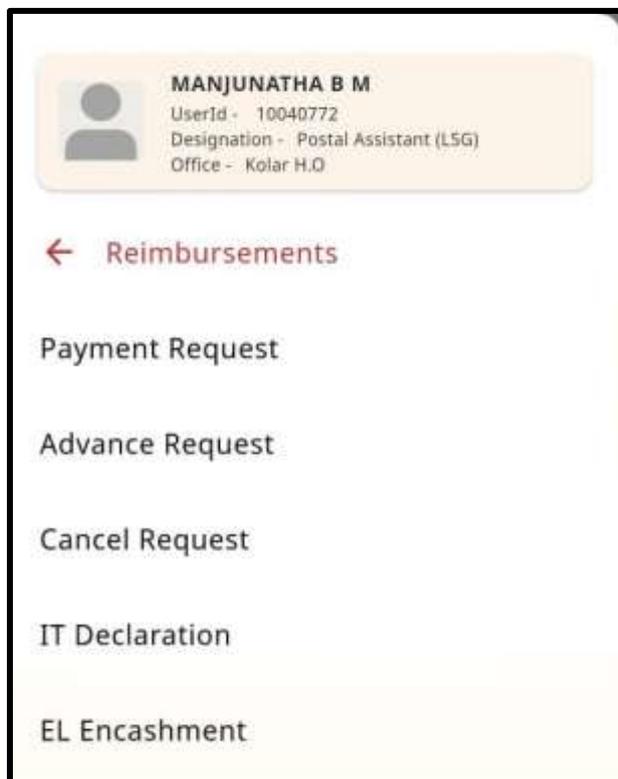
Please refer Para no. 4.2.6 and follow same procedure.

10.3.2.8 Training Prog-Grp A&B Officers DTE-Adv

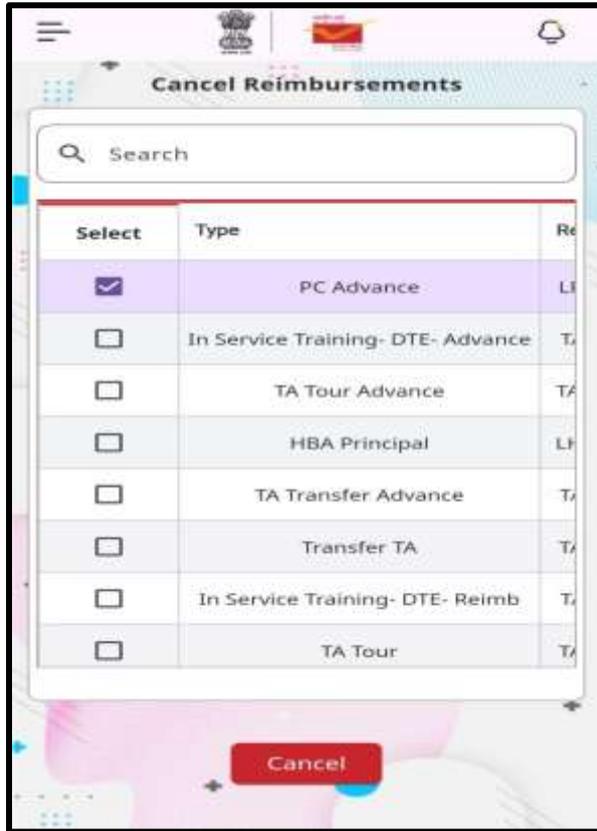
Please refer Para no. 4.2.6 and follow same procedure.

10.3.3 Cancel Request

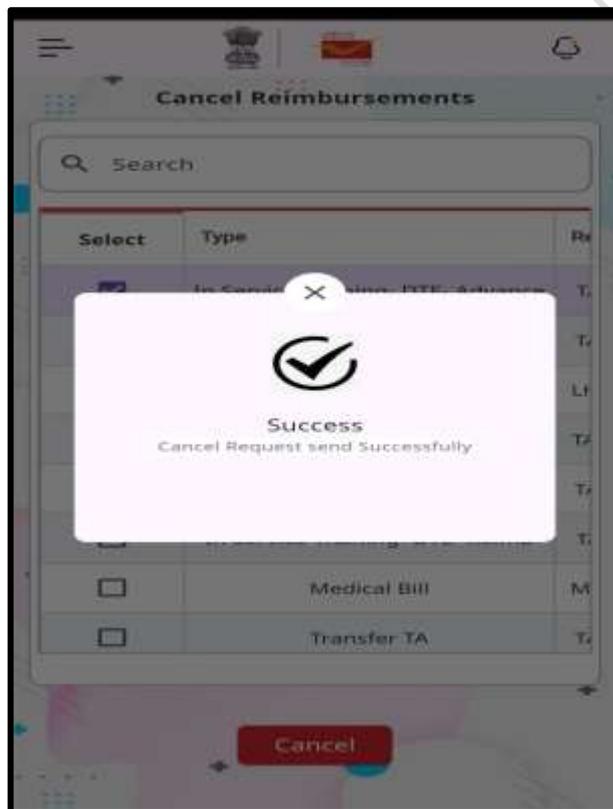
Option provides for cancellation of claim requests raised by users, before approval.



Click on Cancel request option available under Reimbursement option



Select the request and click on Cancel button



On click of Cancel button, a success message “Cancel Request Sent successfully” will be displayed.



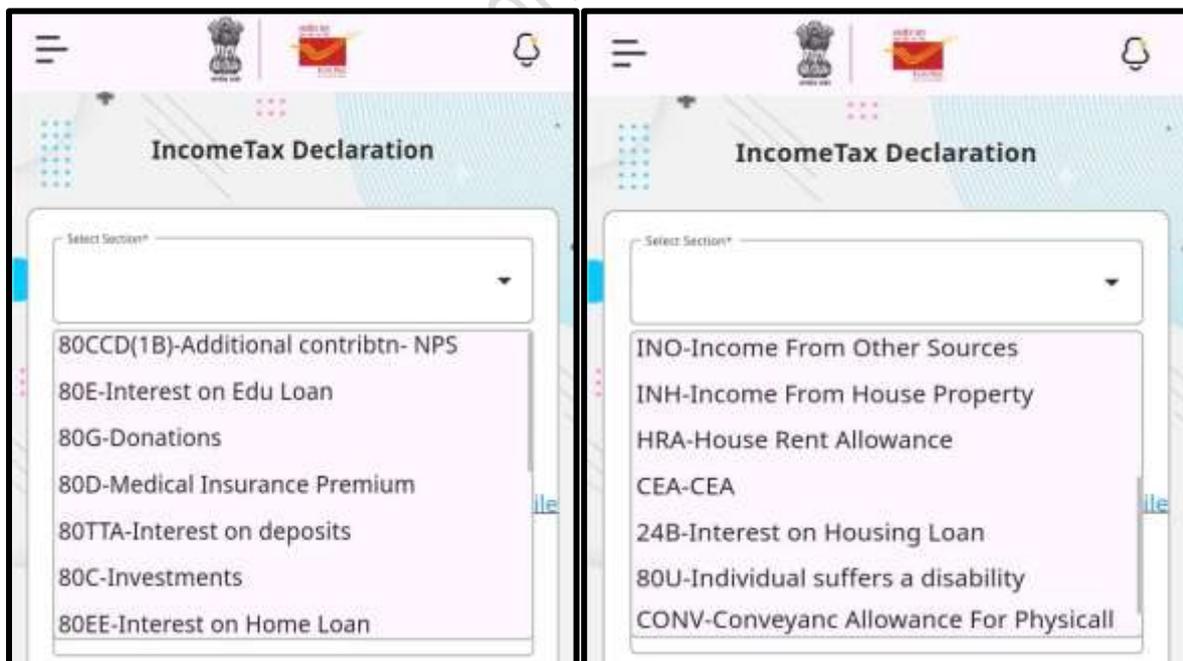
10.3.4 IT Declaration

This Option provides the user for submitting Income Tax Exemptions from salary.



Click on “IT Declaration” option.

On clicking Income Tax Declaration screen will be opened as shown below.





Select the section and enter the amount.

If any supporting document needs to be uploaded then same can be uploaded in PDF format using Upload File option.

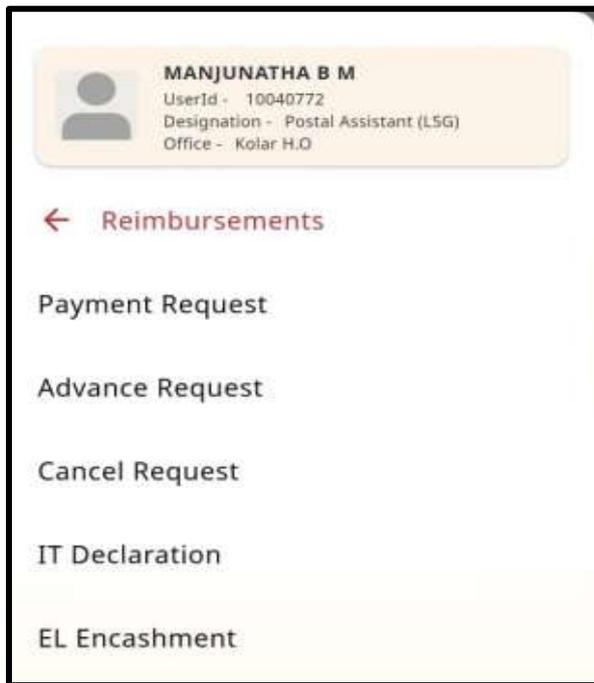
Enter the remarks and click on Submit button.

On click of submit button, a success message “Income Tax Request Sent Successfully” will be displayed.

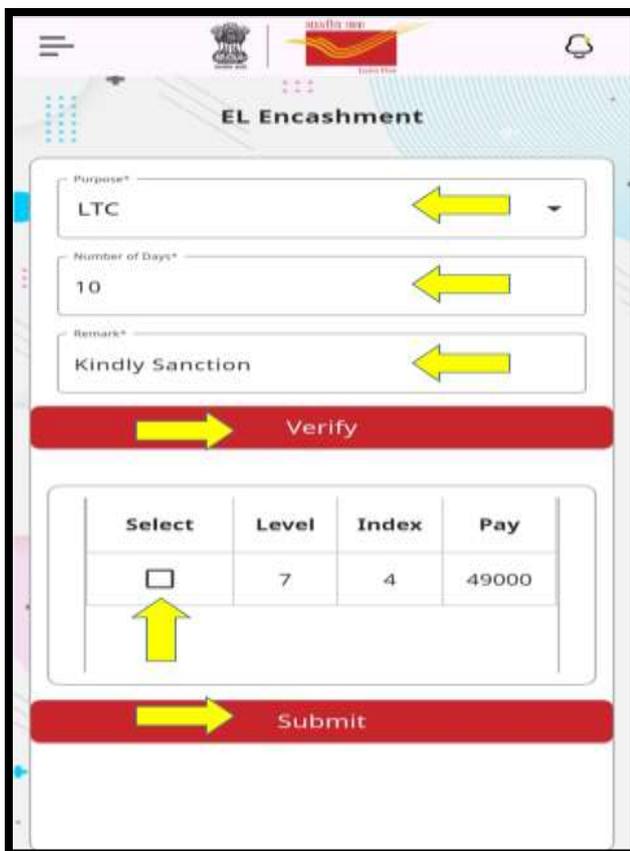


10.3.5 EL Encashment

Option provides for applying EL Encashment during LTC.

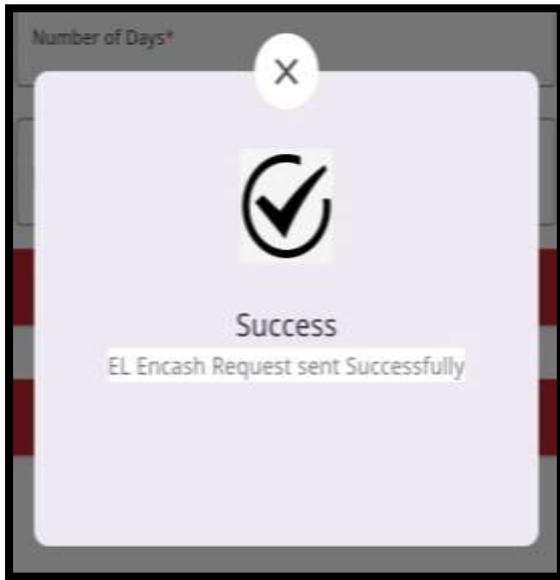


Click on **EL Encashment** option available under reimbursement option



Select purpose as “LTC”, enter number of days as 10 and enter remarks.

Then click on “**Verify button**”, this will fetch **pay details** of the employee, select the **row** with pay details and then click on “**Submit**” button.



On clicking Submit button, Request will be submitted and a Success message will appear as **“EL Encash Request sent successfully”**

Further the request will be processed by approving/granting authority.

10.4 GPF



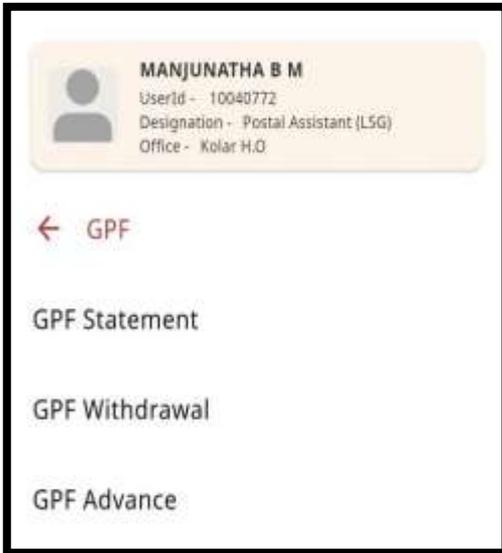
GPF option provides following options

- GPF Statement
- GPF Withdrawal
- GPF Advance



10.4.1 GPF Statement

Option Provides for Generation of yearly GPF statement.



Click on “**GPF Statement**” option.



GPF Statement screen will open, **Employee id** will be auto populated, select **Finance year** for which statement to be generated and click on “**Generate PDF**”.

Statement will be generated in PDF format.



10.4.2 GPF Withdrawal

This Option provides for applying Withdrawal for General Provident Fund of employee.



Click on “**GPF Withdrawal**” option.



GPF Withdrawal screen will open, Select the **Type of Advance**, enter **Withdrawal amount** and then enter **Remarks**.

After entering all the details click on “**Submit**” button.



On clicking submit button, GPF withdrawal request will be submitted and a success message will appear as “**GPF Withdrawal Sent Successfully**”.



10.4.3 GPF Advance

This Option provided for applying Advance from General provident fund of the employee.



Click on “**GPF Advance**” option.



GPF Advance screen will open, Select the **Type of advance** from drop down list, enter advance **Amount**, enter **Instalment count** and then enter Remarks.

After entering all the details click on “**Submit**” button.



On Click of submit button, a Success Message “GPF Advance Request Sent Successfully” Message will be displayed.



10.5 Pay Slip

This Option provides for downloading Pay slip of the employee.



Click on “**Payslip**” option available under Home menu.



Generate Payslip screen will open, **Employee Id** will popup automatically, enter **Finance year** and enter **Month**.

Then click on **Generate Payslip** button. Pay slip will be generated in PDF Format.



10.6 Charge Report

In this option, Relinquish/Assume Charge report can be initiated for approved leaves.



Click on Charge Report option available under Home Menu.

Please refer Para 3.7 for further information.



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