



# Operational Guide

## Advanced Postal Technology (APT) 2.0

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FOR

# GDS ROSTER MANAGEMENT



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# ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	DH	Divisional Head
3	ASP	Assistant Superintendent of PostOffices
4	HQ	Head Quarters
5	CO	Circle Office
6	DO	Divisional Office
7	OA	Office Assistant
8	GDS	Gramin Dak Sevak
9	MDM	Master Data Management



### **Operational Guide :**

Operational Guide Version 1.5 Dated 31.12.2025

### **DISCLAIMER**

The operational procedure provided in this Operational Guide is just an illustration for the user for using the APT software solution in an effective manner. If the reader has any doubt in the Department ruling and guidelines, he/she should refer to the respective manuals and volumes only. The APT Operational Guide should not be cited as Rulings.



## 1 Introduction

This Operational Guide provides detailed procedure for the “GDS Roster Management” module for Administrative Offices. This module has been specifically designed to manage the GDS Vacancies of offices under their administrative jurisdiction. Data available in this module is populated from Master Data Management. Details updated in this module will be auto populated in Vacancy dependent modules like Rule 3, GDS Online, GDS Compassionate appointment cases etc.

## 2 Login

The user has to login through web browser using URL <https://app.indiapost.gov.in/employeeportal> with existing user id and password.

## 3 Roles

The following are the roles required to be assigned at different levels:

Role Assigned to	Module Name	Role Name	Role Description
Below the cadre of SP / SSP	Roster Management	<b>ASP HQ Division</b>	ROSTER VACANCY MANAGEMENT
SP and above cadre	Roster Management	<b>DIVISION HEAD APPROVER</b>	APPROVE ROSTER VACANCY AT DIVISIONAL LEVEL
AD and above cadre	Roster Management	<b>CIRCLE HEAD APPROVER</b>	APPROVE ROSTER VACANCY AND CIRCLE WITHHELD AT CIRCLE LEVEL
ADG and above cadre	Roster Management	<b>DIRECTORATE LEVEL APPROVER</b>	APPROVE ROSTER VACANCY AT DIVISIONAL LEVEL

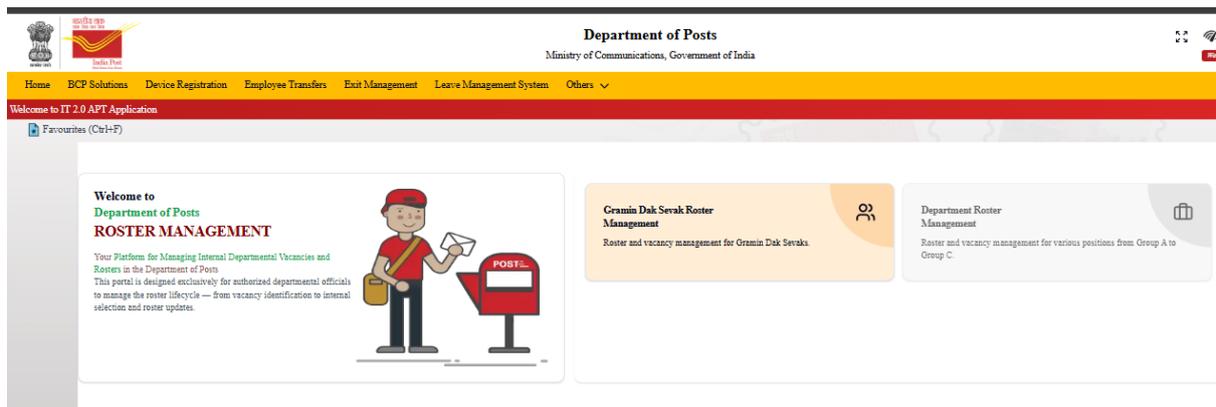


## 4 GDS Roster Management

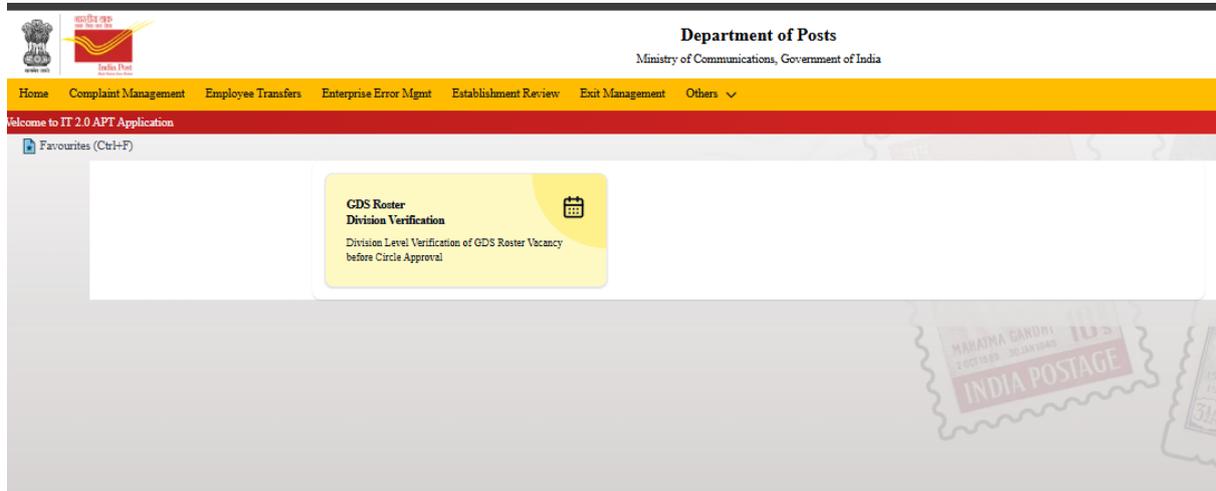


On assign any of the above role “ROSTER MANAGEMENT” card will be visible.

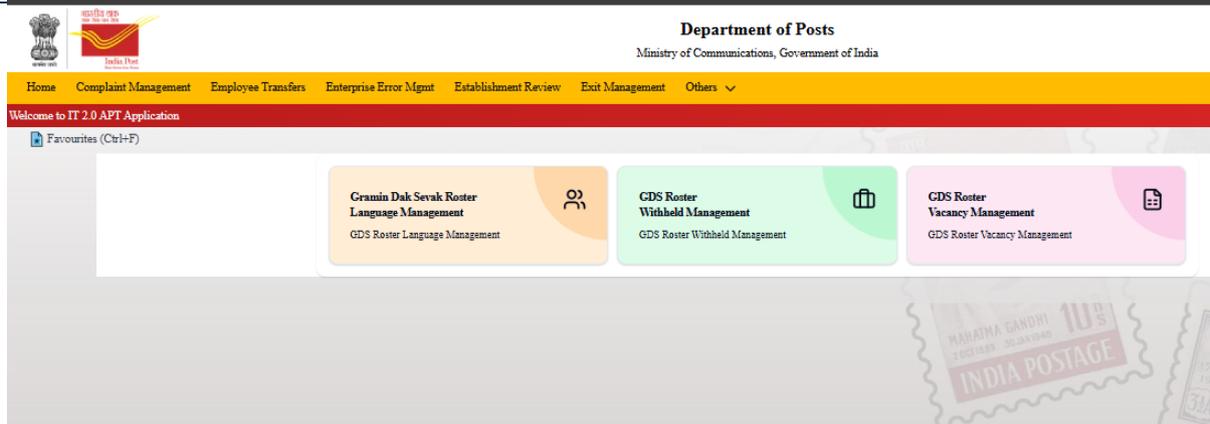
### 4.1 ASP HQ Division - ROSTER VACANCY MANAGEMENT



Upon clicking “GDS Roster Management” card, it will redirect to “Gramin Dak Sevak Roster Management” screen.



Upon clicking “Gramin Dak Sevak Roster Management” card, it will redirect below said page

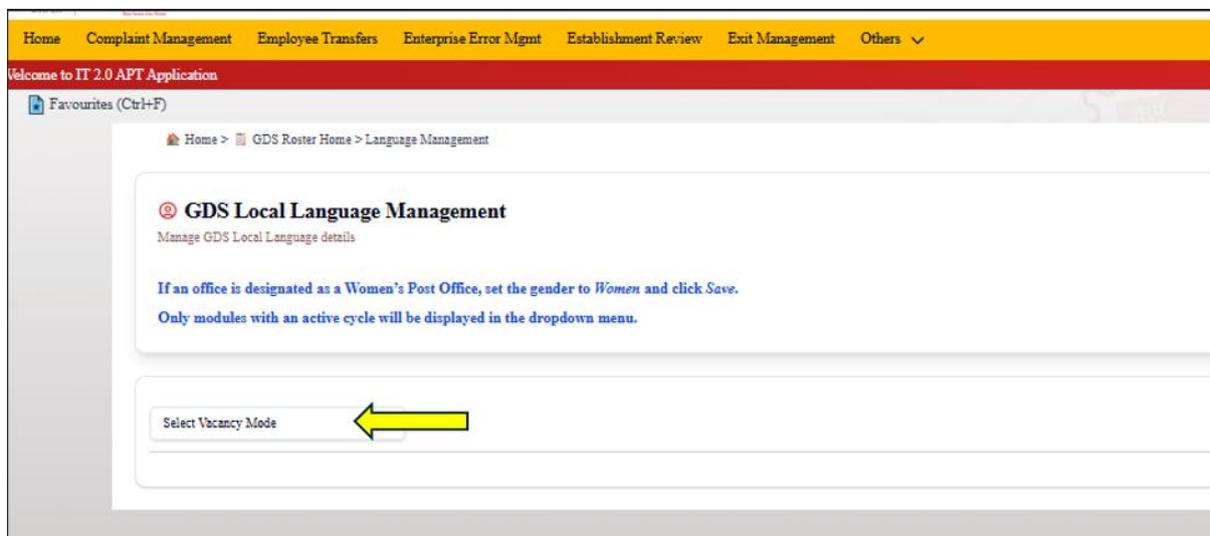


This screen will display the following sub cards based on the Office hierarchy:

1. GDS Roster Language Management- Below the DH cadre preferably ASP(HQ) of the Division
2. GDS Roster Withheld Vacancy Management- Below the DH cadre preferably ASP(HQ) of the Division
3. GDS Roster Vacancy Management - Below the DH cadre preferably ASP(HQ) of the Division

#### 4.1.1 Gramin Dak Sevak Roster Language Management

Upon clicking “Gramin Dak Sevak Roster Language Management” sub-card, it will redirect to ‘GDS Local Language Management’ screen. Click on “Select Vacancy Mode” drop down.



Upon clicking ‘Select Vacancy Mode’ dropdown, only active modules and cycle will be available in the drop down. Select the active cycle.

Note: If no active module is live no value will be shown in the drop down



Upon selecting the **Active Cycle** from the drop-down menu, the following options will be displayed :

6. **Save / Reset Availability**  
The **Save** and **Reset** options are enabled **only** when the status is “**HQ Pending**”.
7. **Filter**  
Allows users to search using any value displayed in the dashboard.
8. **View (Column Customization)**  
Enables customization of dashboard columns.
9. **Export to Excel**  
Exports the currently displayed dashboard data to an Excel file.
10. **Reset**  
Resets all entered or selected values.
11. **Save**  
Saves the selected **Local Language** and **Gender** details.

## Important Notes

- a. If the office is designated as a **Women’s Post Office**, select **Gender = Women** and click **Save**.
- b. Mapping **Office with Local Language and Gender** is mandatory. Without this mapping, users will **not be allowed to save data** on the **Vacant** or **Withheld** pages.

### 1. **View Filled Posts with Valid Status**

Displays GDS details mapped to posts with a valid status.



# Operational Guide – GDS ROSTER MANAGEMENT



## Details of Filled posts as per PMDM

Only GDS with an active status in the PIS system will be displayed in this dashboard. Their Post IDs will not appear in the 'GDS Withheld' or 'Vacancy Management' page

GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Language	Gender	Reporting Office Name	Office Name	Post Id	Post Slab	Level
50138926	YASHAVANTHAKUMAR S	56	BPM	197	Branch Post Master	Suspension	Kannada	Women	Periyapatna S.O	Alanahalli B.O	30002350		
50555162	DIVYAA	56	BPM	197	Branch Post Master	Active		General	Saligrama S.O Mysuru	Ankanahalli B.O	30002351		
50577454	PRIYA S	56	BPM	197	Branch Post Master	Active	Kannada	General	Bogadi S.O	Alanahalli B.O	30002352		
50497905	JAGADANBAD S	56	BPM	197	Branch Post Master	Active	Kannada	Women	Bettadapura S.O	Ambalare B.O	30002353		
50519438	BHAVANI S	56	BPM	197	Branch Post Master	Active		General	Heggadelevana Kote S.O	Antharasanthi B.O	30002354		
50577453	SAVITHRI SHIDLINGAPPA CHA	56	BPM	197	Branch Post Master	Active		General	Rathnapuri Colony S.O	Asvalu B.O	30002355		

## 2. View Filled Posts with Invalid Status

Displays GDS details mapped to posts with an invalid status. These issues must be resolved in the PIS module. Ensure the page is cleared (nil) before proceeding.

Details of posts with Invalid Status as per PMDM

Only GDS with an invalid status in the PIS system will be displayed in this dashboard. Their Post IDs will not appear in the 'GDS Withheld' or 'Vacancy Management' page

Fetch Updated Data

Search...

Employment Status	GDS Id	GDS Name	Group Post	Gender	Cadre	Date of join in present cadre	Date of retirement	Office Id	Office Name	Division Id	Division Name	Region Name	Circle Name
Dink_50047945	50047945	SELVAKUMAR MUNIRATHNAM	GDS	Male	Daksevak	16-06-1983	24-05-2025	29660529	S.L.R. Sanatorium S.O		Vellore Division	Chennai City Region	Tamilnada Circle
Dink_50549108	50549108	G.A.JAYASHREE	GDS	Female	BPM	15-09-2022	08-09-2065	29101542	Edayamathu B.O		Vellore Division	Chennai City Region	Tamilnada Circle
Dink_50647542	50647542	Varshan K	GDS	Male	Daksevak	19-09-2024	17-07-2070	29660520	Katpadi S.O		Vellore Division	Chennai City Region	Tamilnada Circle
Dink_50660883	50660883	URUSUNATHRANG	GDS	Male	BPM	28-10-2024	04-06-2066	29101613	Thosamalai B.O		Vellore Division	Chennai City Region	Tamilnada Circle

- A. After correcting the data in the PIS module, click “Fetch Updated Data” to clear the data on this page.
- B. The discrepancy reason will be displayed in the corresponding column.

## 3. View Vacant Posts

Displays Post IDs marked as Vacant. Data will be shown only after captured through “GDS Vacancy Management” page for the selected Module and Cycle.

Details of Vacant posts as per PMDM

Only the Post IDs marked as 'Vacant' through 'GDS Vacant Management' will be shown here

Search...

Post Id	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Local Language	Gender	Category	Reporting Office Name	Office Name	Post Slab	Level	Remarks	Module
30002426	56	Top	197	President			General	ST	Mysuru H.O	Kunthanabelathur B.O	12000	Level 2	promotion	GDS
30002443	56	BPM	197	Branch Post Master		Kannada	General	PWD-DE	Saligrama S.O Mysuru	Lakkikuppe B.O	12000	Level 1	deputation-long-term	GDS

Rows per page: 10

1 of 1

1 - 2 of 2 row(s)

## 4. View Withheld Posts

Displays Post IDs marked as Withheld. Data will be shown only after captured through “GDS Roster Withheld Management” page.



### Details of Withheld posts as per PMDM

Only the Post IDs marked as 'Withheld' through 'GDS Withheld Management' will be shown here

Post Id	View uploaded file	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Reporting Office Name	Office Name	Post Stab	Level	Local Language	Gender	Remarks	Vacancy Status
30002409		56	BPM	197	Branch Post Master		Hampapura K R Nagar S.O	Hosa Agrahara B.O	14500	Level 2	Kamada	Women	compassionate - saSaASASDASDASD	Withheld
30002418		61	Daksevak	273	Dak Sevak		Saraswathipuram H.O	SERA THEKCHENLING	12000	Level 2	Kamada	General	compassionate - adadadadadadadadad	Withheld
30002428		56	BPM	197	Branch Post Master		Heggadevana Kote S.O	Kollegodanahalli B.O	14500	Level 2	Kamada	General	not-Justified - dasdasdasdasdasd	Withheld

## 5. View Posts Marked for Other Modules

Displays Post IDs marked as *Vacant* for other modules (e.g., if **Rule-3** is selected, posts marked vacant for **GDS Online / CCE** will be shown).

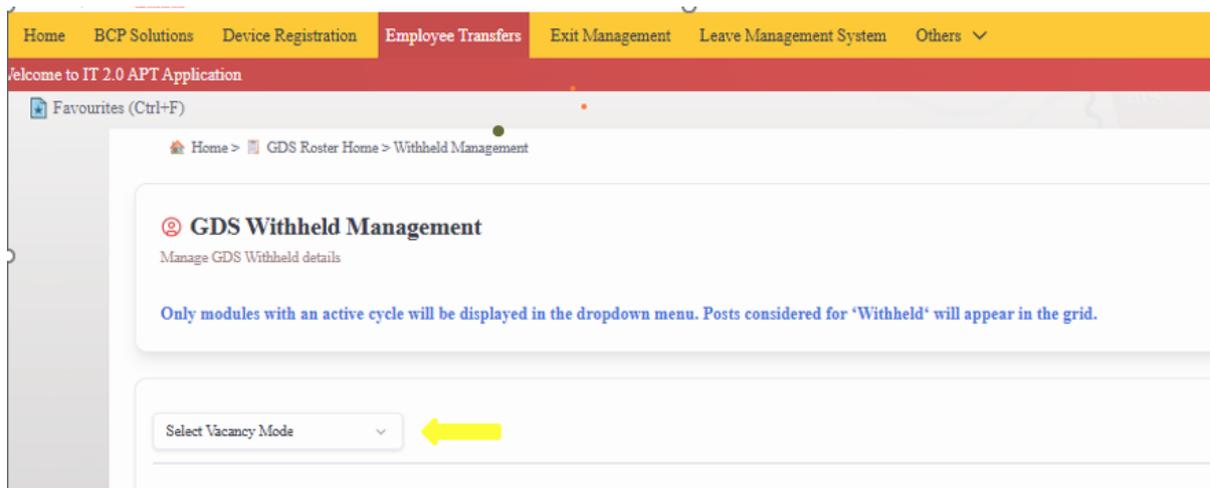
### Details of posts marked for other modules as per PMDM

Only the Post IDs mapped to other modules will be shown here

GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Gender	Reporting Office Name	Office Name	Post Id	Post Stab	Level	Module	Cycle Name	Vacancy Status
		56	BPM	197	Branch Post Master		Women	Bettadapura S.O	Chikkanerale B.O	30002374	12000	Level 1	Rule3	October-2025	Vacant
		56	BPM	197	Branch Post Master		General	Hunsur S.O	Maradur B.O	30002453			Rule3	October-2025	Vacant
		56	BPM	197	Branch Post Master		General	Kattemalavadi S.O	Modur B.O	30002456			Rule3	October-2025	Vacant
					Branch Post										

## 4.1.2 GDS Roster Withheld Vacancy Management

Upon clicking 'Select Vacancy Mode' dropdown, only active modules and cycle will be available in the drop down. Select the active cycle.



Note: If no active module is live no value will be shown in the drop down

Upon selecting the **Active Cycle** from the drop-down menu, the following options will be displayed :



# Operational Guide – GDS ROSTER MANAGEMENT



**GDS Withheld Management**  
Manage GDS Withheld details

Only modules with an active cycle will be displayed in the dropdown menu. Posts considered for 'Withheld' will appear in the grid.

7  
 Ruled-July-2025 Fetch Updated Data [Click Here for SOP Document](#)

View Filled Posts with Valid Status View Filled Posts with Invalid Status View Vacant Posts View marked Posts for other module View Discrepancies Search By

**A** → Status: **HQ Pending** The 'Withheld' and 'Reset' buttons will be enabled only after mapping the Local Language and Gender on the Local Language Roster Management page. **C** **D**

**B** View Export Excel

Withheld/Reset	Vacancy Status	Remarks	View uploaded file	Post ID	FIS GDS States	Cadre ID	Cadre Name	Designation ID	Designation	Local Language	Gender	Category	Reporting Office Name	Office Name	Office Id	Post Slab	Level	Marked
<b>E</b> → Withheld	-			30221147		61	Daksevak	273	Dak Sevak		General		Vellore HO	Shehokkam S O	29660536			
<b>F</b> → Reset	Withheld	non-justified - dsfsf dsfsdf	<b>H</b>	30069163		61	Daksevak	273	Dak Sevak	Tamil	General	EWS	Vellore HO	Vellore HO	29360019	10000	Level 1	Rule
<b>G</b> → Withheld	-			30120242		61	Daksevak	273	Dak Sevak	Tamil	General		Vellore HO	Vellore HO	29360019			

- A. Status :** The **Save** and **Reset** buttons will visible **only** when the status is “**HQ Pending**”.
- B. Search :** Using this option user can filter any values displayed in the dashboard.
- C. View (Column Customization):** Enables customization of dashboard columns.
- D. Export to Excel :** Exports the currently displayed dashboard data to an Excel file.
- E.** The "Withheld" button will be enabled only after mapping the Office with Gender and Language; otherwise, it will remain disabled.
- F. Reset :** Resets the values updated using “Withheld” option
- G. Withheld :** This option is used to mark Post ID as withheld. On clicking “Withheld” option one popup window will be displayed in the screen.

**Mark Withheld**  
Fields marked with an asterisk (\*) are mandatory and must be filled before withheld.

Post ID: 30069163      Office Name: Vellore H.O.      Refresh PMDM Data: ↻ **a**

Cadre Name: Daksevak      Category\*: EWS **b**      Reason for Withheld\*: Not Justified (Proposed to declare surpl) **c**

Upload Supporting Document\* **d** withheld\_30069163\_29530012\_20251227.pdf **e**      Level\* **f** Level 1 **g**      Post Slab: 10000

\*Only PDF files allowed. Maximum file size: 200 KB

Remarks\* **h** dsfsf fsfsdfsd

\*Minimum 10 and maximum 100 characters allowed. Only alphanumeric characters and special characters (-,\_) are permitted.

Cancel Withheld **i** **j**

- a. If any MDM data (e.g., Office name, Cadre name, etc.) is be corrected, first correct the details in the MDM module and then click ↻ this button to fetch and update the latest changes here.
- b. Select the relevant category



**Category \***

OBC

UR

EWS

OBC ✓

SC

ST

PWD-A

PWD-B

PWD-C

PWD-DE

c. Reason for Withheld

**Reason for Withheld \***

Select

Transfer In

Not Justified (Proposed to declare surplus)

Compassionate (vacant for less than six months)

Court Case

In Pipeline (Engagement)

Surplus/Skeleton Posts

Candidate got selected in Online Schedule January 2025

Temporary Posts

Appeal Pending

Post Upgradation under process

d. Upload Supporting document : Upload the signed copy of authority for reason for withholding the post. It should be PDF file and less than 200 kb

e. Click on button to view the uploaded pdf.

f. Click on or to reupload pdf in case of wrong upload.

g. Level

**Level \***

Select

Level 1

Level 2

Based on level and cadre “Post Slab” will be displayed.

h. Remarks : Remarks should be of minimum 10 characters.

i. Cancel : To revert to “Withheld” Dashboard without saving.

j. Withheld : To mark the Post ID as withheld. This button will be enabled only after all mandatory fields are filled and a remark of at least 10 characters is entered.

**H.** View Uploaded File : Using this button you can see the document uploaded after marking the Post ID as Withheld.

1. View Filled Posts with Valid Status



Displays GDS details mapped to posts with a valid status.

**Details of Filled posts as per PMDM**

Only GDS with an active status in the PIS system will be displayed in this dashboard. Their Post IDs will not appear in the 'GDS Withheld' or 'Vacancy Management' page

Q Search... View Export Excel

GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Language	Gender	Reporting Office Name	Office Name	Post Id	Post Stab	Level
50138926	YASHAVANTHAKUMAR S	56	BPM	197	Branch Post Master	Suspension	Kannada	Women	Periyapatna S.O	Alanahalli B.O	30002350		
50555162	DIVYAA	56	BPM	197	Branch Post Master	Active		General	Saligrama S.O Mysuru	Ankanahalli B.O	30002351		
50577454	PRIYA S	56	BPM	197	Branch Post Master	Active	Kannada	General	Bogadi S.O	Alanahalli B.O	30002352		
50497905	JAGADAMBAD S	56	BPM	197	Branch Post Master	Active	Kannada	Women	Bettadapura S.O	Ambalare B.O	30002353		
50519438	BHAVANI S	56	BPM	197	Branch Post Master	Active		General	Heggadelevana Kote S.O	Antharasamthe B.O	30002354		
50577453	SAVITHRI SHIDLINGAPPA CHA	56	BPM	197	Branch Post Master	Active		General	Rathnapuri Colony S.O	Aavalu B.O	30002355		

## 2. View Filled Posts with Invalid Status

Displays GDS details mapped to posts with an invalid status. These issues must be resolved in the PIS module. Ensure the page is cleared (nil) before proceeding.

**Details of posts with Invalid Status as per PMDM**

Only GDS with an invalid status in the PIS system will be displayed in this dashboard. Their Post IDs will not appear in the 'GDS Withheld' or 'Vacancy Management' page

Fetch Updated Data A

Q Search... B View Export Excel

Employment Status	GDS Id	GDS Name	Group Post	Gender	Cadre	Date of join in present cadre	Date of retirement	Office Id	Office Name	Division Id	Division Name	Region Name	Circle Name
Dink_50047945	50047945	SELVAKUMAR MUNIRATHNAM	GDS	Male	Daksevak	16-06-1983	24-05-2025	29660529	S.L.R. Sanatorium S.O		Vellore Division	Chennai City Region	Tamilnadu Circle
Dink_50549108	50549108	G.A.JAYASHREE	GDS	Female	BPM	15-09-2022	08-09-2065	29101542	Edayansathi B.O		Vellore Division	Chennai City Region	Tamilnadu Circle
Dink_50647542	50647542	Varshan K	GDS	Male	Daksevak	19-09-2024	17-07-2070	29660520	Katpadi S.O		Vellore Division	Chennai City Region	Tamilnadu Circle
Dink_50650893	50650893	VIRUSUNATHAN G	GDS	Male	BPM	29-10-2024	04-06-2066	29101613	Thossemalai P.O		Vellore Division	Chennai City Region	Tamilnadu Circle

A. After correcting the data in the PIS module, click “Fetch Updated Data” to clear the data on this page.

B. The **discrepancy reason** will be displayed in the corresponding column.

## 3. View Vacant Posts

Displays Post IDs marked as **Vacant**. Data will be shown only after captured through “GDS Vacancy Management” page for the selected **Module** and **Cycle**.

**Details of Vacant posts as per PMDM**

Only the Post IDs marked as 'Vacant' through 'GDS Vacant Management' will be shown here

Q Search... View Export Excel

Post Id	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Local Language	Gender	Category	Reporting Office Name	Office Name	Post Stab	Level	Remarks	Module
30002426	56	Top	197	President			General	ST	Mysuru H.O	Kunthambelathur B.O	12000	Level 2	promotion	GDS
30002443	56	BPM	197	Branch Post Master		Kannada	General	PWD-DE	Saligrama S.O Mysuru	Lakkikuppe B.O	12000	Level 1	deputation-long-term	GDS

Rows per page: 10 1 of 1 1 - 2 of 2 row(s)

## 4. View Posts Marked for Other Modules

Displays Post IDs marked as *Vacant* for other modules (e.g., if **Rule-3** is selected, posts marked vacant for **GDS Online / CCE** will be shown).



**Details of posts marked for other modules as per PMDM**  
Only the Post IDs mapped to other modules will be shown here

Q Search... View Export Excel

GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Gender	Reporting Office Name	Office Name	Post Id	Post Slab	Level	Module	Cycle Name	Vacancy Status
56	BPM	197	Branch Post Master	197	Branch Post Master		Women	Bettadapura S.O	Chikkaneale B.O	30002374	12000	Level 1	Rule3	October-2025	Vacant
56	BPM	197	Branch Post Master	197	Branch Post Master		General	Hunsur S.O	Marathur B.O	30002453			Rule3	October-2025	Vacant
56	BPM	197	Branch Post Master	197	Branch Post Master		General	Kattamalavadi S.O	Modur B.O	30002456			Rule3	October-2025	Vacant
56	BPM	197	Branch Post Master	197	Branch Post Master		General	Bettadapura S.O	Shanuboganhalli	30002457			Rule3	October-2025	Vacant

## 5. View Discrepancies

Displays Post IDs having invalid Cadre ID / Name. To resolve this issue raise ticket under MDM module. Without clearing these discrepancies user will not be allowed to proceed further.

**Details of Discrepancy posts as per PMDM**  
Only on clearing discrepancy these Post IDs will be available in Vacancy / Withheld management page.

Fetch Updated Data

Q Search... View Export Excel

Discrepancy Remarks	GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Language	Gender	Reporting Office Name	Office Name	Post Id	Post Slab	Level
Mismatch in Cadre Id and Cadre Name	56	Top	197	President					General	Mysuru H.O	Kuntanabelattur B.O	30002426	12000	Level 2
Mismatch in Cadre Id and Cadre Name	55	BPM	198	dfdfdfdf					General	Krishna Raja Nagar S.O	Krishnapura B.O	30002492		

Rows per page: 10 1 of 1 1 - 2 of 2 row(s) Close

## 6. Search By

On clicking the button the a popup window will be shown in the screen

**Detailed Report**

**Search by**

Select  Search

Option available to search by below said criteria

Select

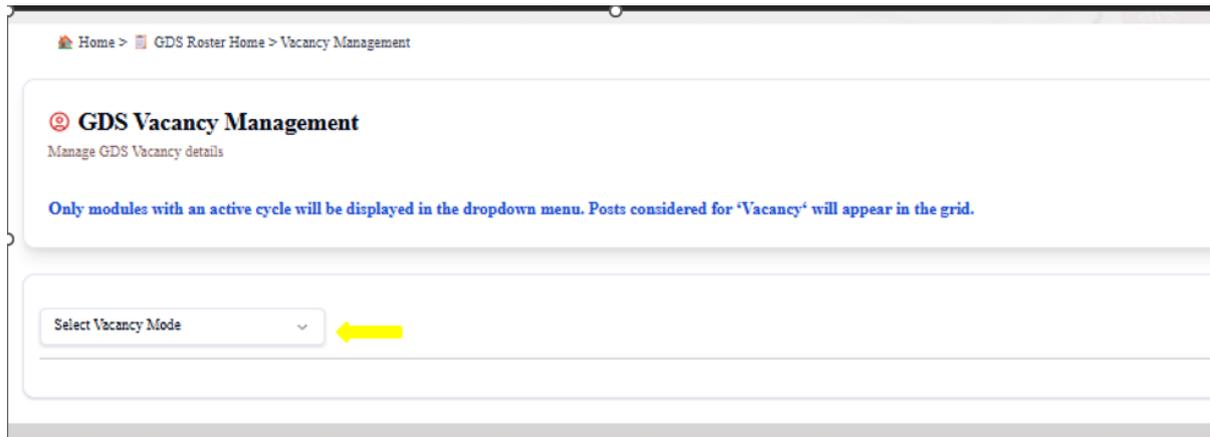
Office ID

Post ID

## 7. Fetch Updated Data : After correcting the data in the PIS module, click "Fetch Updated Data" to get the latest changes made in the PIS module.

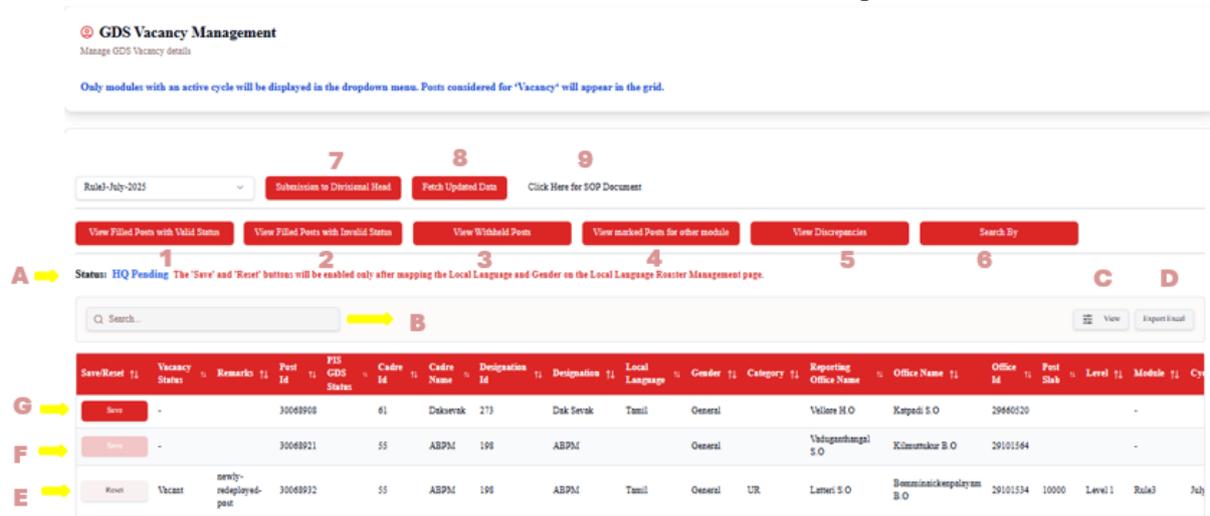


### 4.1.3. GDS Roster Vacancy Management



Upon clicking 'Select Vacancy Mode' dropdown, only active modules and cycle will be available in the drop down. Select the active cycle the said screen will be displayed:

Note: If no active module is live no value will be shown in the drop down



- A. **Status** : The **Save** and **Reset** buttons will visible **only** when the status is “**HQ Pending**”.
- B. **Search** : Using this option user can filter any values displayed in the dashboard.
- C. **View (Column Customization)**: Enables customization of dashboard columns.
- D. **Export to Excel** : Exports the currently displayed dashboard data to an Excel file.
- E. The "Save" button will be enabled only after mapping the Office with Gender and Language; otherwise, it will remain disabled.
- F. **Reset** : Resets the values updated using “Save” option
- G. **Save** : This option is used to mark Post ID as Vacant. On clicking “Save” option one popup window will be displayed in the screen.



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**Mark Vacancy**  
Fields marked with an asterisk (\*) are mandatory and must be filled before saving.

<b>Post ID</b> 30068908	<b>Cadre Name</b> Daksevak	<b>Office Name</b> Katpadi S.O	<b>Refresh PMDM Data</b>  <b>a</b>
<b>Local Language</b> Tamil	<b>Gender</b> General	<b>Category *</b> <b>b</b> EWS	<b>Level *</b> <b>c</b> Level 1
<b>Post Slab</b> 10000	<b>Reason for Vacancy *</b> GDS Online Unfilled <b>d</b>		<b>e</b> <b>f</b>  

- If any MDM data (e.g., Office name, Cadre name, etc.) is be corrected, first correct the details in the MDM module and then click  this button to fetch and update the latest changes here.
- Select the relevant category

**Category \***

- OBC
- UR
- EWS
- OBC ✓
- SC
- ST
- PWD-A
- PWD-B
- PWD-C
- PWD-DE

- Level

**Level \***

- Select
- Level 1
- Level 2

Based on level and cadre “Post Slab” will be displayed.

- Reason for Vacancy



- Transfer Out
- Promotion
- Deputation Long Term
- Discharge
- Resignation
- Voluntary Discharge
- Removal/Dismissal
- Rule3 Unfilled
- GDS Online Unfilled** ✓
- CRC GDS Unfilled
- Newly Redeployed Post
- Deceased

- e. Cancel : To revert to the Vacancy Dashboard without saving.
- f. Save : To mark the Post ID as vacant. This button will be enabled only after all mandatory fields are filled and a remark of at least 10 characters is entered.

## 1. View Filled Posts with Valid Status

Displays GDS details mapped to posts with a valid status.

**Details of Filled posts as per PMDM**

Only GDS with an active status in the PIS system will be displayed in this dashboard. Their Post IDs will not appear in the 'GDS Withheld' or 'Vacancy Management' page

Q Search... View Export Excel

GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Language	Gender	Reporting Office Name	Office Name	Post Id	Post Stab	Level
50138926	YASHAVANTHAKUMAR.S	56	BPM	197	Branch Post Master	Suspension	Kannada	Women	Periyapatna S.O	Alanahalli B.O	30002350		
50555162	DIVYA.A	56	BPM	197	Branch Post Master	Active		General	Saligrana S.O Mysuru	Ankanahalli B.O	30002351		
50577454	FRIYAS	56	BPM	197	Branch Post Master	Active	Kannada	General	Bogadi S.O	Alanahalli B.O	30002352		
50497905	JAGADAMBAD.S	56	BPM	197	Branch Post Master	Active	Kannada	Women	Bettadapura S.O	Ambarare B.O	30002353		
50519438	BHAUVANI.S	56	BPM	197	Branch Post Master	Active		General	Heggadelevana Kote S.O	Antharasantho B.O	30002354		
50577453	SAVITHRI SHIDLINGAPPA CHA	56	BPM	197	Branch Post Master	Active		General	Rathnapuri Colony S.O	Aswahi B.O	30002355		

## 2. View Filled Posts with Invalid Status

Displays GDS details mapped to posts with an invalid status. These issues must be resolved in the PIS module. Ensure the page is cleared (nil) before proceeding.

**Details of posts with Invalid Status as per PMDM**

Only GDS with an invalid status in the PIS system will be displayed in this dashboard. Their Post IDs will not appear in the 'GDS Withheld' or 'Vacancy Management' page

Fetch Updated Data A

Q Search... B View Export Excel

Employment Status	GDS Id	GDS Name	Group Post	Gender	Cadre	Date of join in present cadre	Date of retirement	Office Id	Office Name	Division Id	Division Name	Region Name	Circle Name
Disak_50047945	50047945	SELVAKUMAR MUNIRATHNAM	GDS	Male	Daksevak	16-06-1983	24-05-2025	29660529	S.L.R. Sanatorium S.O		Vellore Division	Chennai City Region	Tamilnada Circle
Disak_50549108	50549108	G.A.JAYASHREE	GDS	Female	BPM	15-09-2022	08-09-2065	29101542	Edayansathu B.O		Vellore Division	Chennai City Region	Tamilnada Circle
Disak_50647542	50647542	Varshan K	GDS	Male	Daksevak	19-09-2024	17-07-2070	29660520	Katpadi S.O		Vellore Division	Chennai City Region	Tamilnada Circle
Disak_50650833	50650833	VRUNANATHAN.C	GDS	Male	BPM	20.10.2024	04.06.2066	29101613	Thosswalai B.O		Vellore Division	Chennai City Region	Tamilnada Circle



- C. After correcting the data in the PIS module, click **“Fetch Updated Data”** to clear the data on this page.
- D. The **discrepancy reason** will be displayed in the corresponding column.

### 3. View Withheld Posts

Displays Post IDs marked as **Withheld**. Data will be shown only after captured through **“GDS Withheld Management”** page .

**Details of Vacant posts as per PMDM**  
Only the Post IDs marked as 'Vacant' through 'GDS Vacant Management' will be shown here

Search:

View Export Excel

Post Id	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Local Language	Gender	Category	Reporting Office Name	Office Name	Post Slab	Level	Remarks	Module
30002426	56	Top	197	President			General	ST	Mysuru H.O	Kunthanelathur B.O	12000	Level 2	promotion	GDS
30002443	56	BPM	197	Branch Post Master		Kannada	General	PWD-DE	Saligrana S O Mysuru	Lakkiluppe B.O	12000	Level 1	deputation-long-term	GDS

Rows per page: 10 | 1 of 1 | 1 - 2 of 2 row(s)

### 4. View Posts Marked for Other Modules

Displays Post IDs marked as *Vacant* for other modules (e.g., if **Rule-3** is selected, posts marked vacant for **GDS Online / CCE** will be shown).

**Details of posts marked for other modules as per PMDM**  
Only the Post IDs mapped to other modules will be shown here

Search:

View Export Excel

GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Gender	Reporting Office Name	Office Name	Post Id	Post Slab	Level	Module	Cycle Name	Vacancy Status
		56	BPM	197	Branch Post Master		Women	Bettadapura S.O	Chikkanerale B.O	30002374	12000	Level 1	Rule3	October-2025	Vacant
		56	BPM	197	Branch Post Master		General	Hunur S.O	Maralur B.O	30002453			Rule3	October-2025	Vacant
		56	BPM	197	Branch Post Master		General	Kattemalavadi S.O	Modur B.O	30002456			Rule3	October-2025	Vacant
					Branch Post				Shanuboganahalli						

### 5. View Discrepancies

Displays Post IDs having invalid Cadre ID / Name. To resolve this issue raise ticket under MDM module. Without clearing these discrepancies user will not be allowed to proceed further.

**Details of Discrepancy posts as per PMDM**  
Only on clearing discrepancy these Post Ids will be available in Vacancy / Withheld management page.

Fetch Updated Data

Search:

View Export Excel

Discrepancy Remarks	GDS Id	GDS Name	Cadre Id	Cadre Name	Designation Id	Designation	PIS GDS Status	Language	Gender	Reporting Office Name	Office Name	Post Id	Post Slab	Level
Mismatch in Cadre Id and Cadre Name			55	BPM	198	President			General	Mysuru H.O	Kunthanelathur B.O	30002426	12000	Level 2
Mismatch in Cadre Id and Cadre Name									General	Krishna Raja Nagar S.O	Krishnapura B.O	30002492		

Rows per page: 10 | 1 of 1 | 1 - 2 of 2 row(s)

Close

### 6. Search By

On clicking the button a popup window will be shown in the screen



## Detailed Report

Search by

Select

Option available to search by below said criteria

Select

7. After correcting the data in the PIS module, click "Fetch Updated Data" to get the latest changes made in the PIS module.

8. Click here for PIS SOP document : To get the SOP for correct the employee status and other details in PIS Module.

9. Submission to Divisional Head

Use this only after mapping all Post IDs considered for vacancy as *Vacant* or *Withheld*, and after resolving the discrepancies shown under the “Discrepancies” and “View Filled Posts with Invalid Status” buttons

### Submission to Divisional Head

Submission to Divisional Head for Approval

**Status: HQ Pending** The 'Confirm the above said entries are correct' Check-box, will be enabled only when 'GDS Posts Without Status' and 'Discrepancy in GDS Posts' is zero.

Q Search...    View

GDS Posts Available	GDS Posts Filled	GDS Posts Withheld	GDS Posts marked as Vacancy	UR	EWS	OBC	SC	ST	PWD-A	PWD-B	PWD-C	PWD-DE	BPM Cadre	ABPM Cadre	Daksevak Cadre	GDS posts marked for other Module	GDS Posts without Status	Discrepancy in GDS Posts
472	445	2	13	0	1	2	1	1	0	1	0	0	0	0	2	17	2	2

Rows per page: 10

Confirm the above said entries are found correct

- i. **Status:** Displays the current process status. Until the user submits to the Divisional Head, the status will show “**HQ Pending.**” Once submitted, the status will change and the user will no longer be allowed to make edits. (The checkbox “**Confirm the above said entries are found correct**” will no longer be visible.)
- ii. **GDS Posts marked for other modules:** Ensure the Post IDs marked for other modules/cycles are correct.
- iii. **GDS Posts without status:** This value must be **zero**.
- iv. **Discrepancy in GDS Posts:** This value must be **zero**.

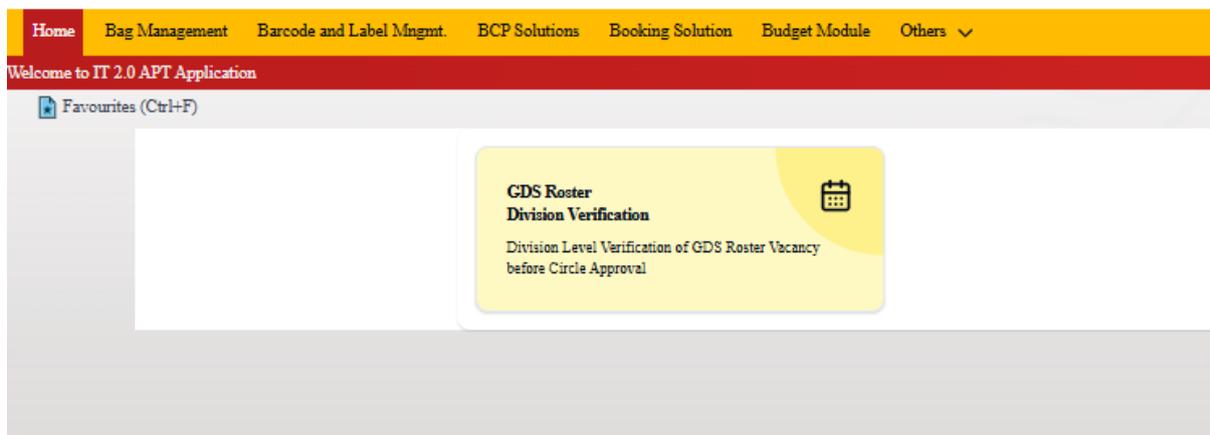
Note:



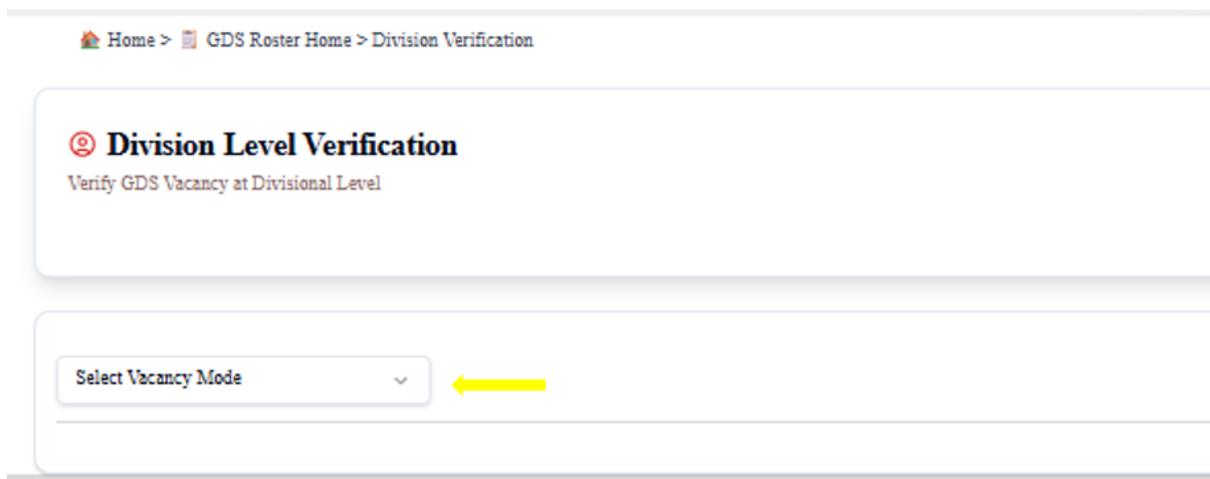
- Users cannot proceed further without clearing discrepancies shown in “**GDS Posts without Status**” and “**Discrepancy in GDS Posts.**”
- v. **Consider the above said entries are found correct:** Click on the Check box on clicking “Submit to Divisional Head” button will be visible
- vi. **Submit to Divisional Head:** Once the user clicks, no changes can be made in all related pages—**Local Language, Withheld, and Vacancy.** Edits will only be allowed if the Divisional Head / Circle User performs a **RESET**, after which the user can update all related pages—**Local Language, Withheld, and Vacancy.**  
**Note:** Now the “**Status**” will be changed to “**HQ Submitted**”

## 4.2 DIVISION HEAD APPROVER - APPROVE ROSTER VACANCY AT DIVISIONAL LEVEL

When login with this role below said Card will be shown in the screen.



On Clicking the card “GDS Roster Division Verification” below said screen will be shown in the screen



Upon clicking ‘Select Vacancy Mode’ dropdown, only active modules and cycle will be available in the drop down. Select the active cycle.



Note: If no active module is live no value will be shown in the drop down

Before proceeding further, verify that the counts shown in each dashboard column are tallied and match the agreed figures, including category and GDS cadre-wise data.

On clicking each count, the detailed list will be displayed. **Review and confirm that all details shown are accurate.**

A. **Status:** For Division Level Verification, the status must be “HQ Submitted.”

H. **HQ Pending** – The process is still pending with the **ASP HQ** role.

I. **Division Submitted** – The Division has approved and submitted the data to the Circle.

J. **Circle Submitted** – The Circle has approved the Division’s data.

K. **Circle Approved** – The Circle has approved all Divisions/units under its control and submitted the data to the Directorate.

L. **Directorate Frozen** – The Directorate has approved all Circle’s data and froze the vacancy for Pan India.

B. Once the data is validated and agreed, the user must upload the **signed certificate (as prescribed by the Directorate) in PDF format.**

- Click “Choose File” to open the file explorer, select the certificate, and click “Open”.

C. **View PDF:** Click to preview the uploaded PDF.

D. **Delete & Reupload PDF:** Click this option to remove the existing file and upload a new one if required.

E. **Reset to ASP HQ:** If any discrepancies are noticed during approval, click this button to send the data back to the **ASP HQ** role for correction and update.

F. **Confirm Entries:** After uploading the certificate, tick the checkbox to confirm the entries are correct. Once checked, the “**Submit to Circle**” button will be enabled.

G. **Submit to Circle:** After confirming the correctness of the data, click this button to submit the records to the Circle for further processing.

H. **Press Missing Division:** If an error appears due to missing Division data in the **Roster Module**, first correct the Office Master details in the **MDM Module**, then click this button to fetch the updated Division data.



**Note:** Once submitted, the Division Head (DH) cannot make corrections. Only the Circle can perform a **RESET** if changes are required.

### 4.3 GDS Roster Circle Approval

This screen will display the following sub cards based on the Office hierarchy:

1. GDS Roster Circle Approval- AD and above cadre
2. GDS Roster Circle Withheld- AD and above cadre



On clicking “GDS Roster Circle Approval” card it will show below said screen.



## 4.3.1 GDS Roster Circle Approval

Home > GDS Roster Home > Circle Approval

### GDS Roster Management for Circle

Manage GDS Roster at Circle-Level

Only modules with an active cycle will be displayed in the dropdown menu.

Select Vacancy Mode



Upon clicking ‘Select Vacancy Mode’ dropdown, only active modules and cycle will be available in the drop down. Select the active cycle the said screen will be displayed:

Note: If no active module is live no value will be shown in the drop down

GDS Roster Management for Circle  
Manage GDS Roster at Circle-Level

Only modules with an active cycle will be displayed in the dropdown menu.

July-2025 Fetch Missing Division **H**

Q: title View Clear filters Export Excel

Approve	Reset	Status	View uploaded file	Division Name	Division Id	GDS Posts Available	GDS Posts Filled	GDS Posts Webbed	GDS Posts marked at Vacancy	ER	EWS	OBC	SC	ST	FWD-A	FWD-B	FWD-C	FWD-DE	RPM	ARP
<span>Approve</span>	<span>Reset</span>	Division Submitted		Vidara Division	28228012	328	272	1	7	2	2	1	0	2	1	0	0	0	2	2

Rows per page: 10 1 of 1 row(s)

Upload Supporting Document

**D** circle\_Role-July-2025\_28900001\_20251225.pdf

\*Only PDF file allowed. Maximum file size: 200 KB

**G**  Confirm the above said entries are found correct

- A. **Approve:** Once the Circle confirms that the details are correct, click the **Approve** button.
- B. **Reset:** If the Division/Unit needs to correct the vacancy details using the ASP role, the Circle can click the **Reset** button.
- C. : To view the certificate uploaded by the Division / Units
- D. Once the data of all Circles got validated and agreed, the user must upload the **signed certificate (as prescribed by the Directorate) in PDF format.**
  - Click “Choose File” to open the file explorer, select the certificate, and click “Open”.
- E. **View PDF:** Click to preview the uploaded PDF.



- F. **Delete & Reupload PDF:** Click this option to remove the existing file and upload a new one if required.
- G. **Confirm Entries:** After uploading the certificate, tick the checkbox to confirm the entries are correct. Once checked below said screen will be shown

### 🔒 Circle Summary Data

GDS Posts Available	GDS Posts Filled	GDS Posts Withheld	GDS Posts marked as Vacancy	UR	EWS	OBC	SC	ST	FWD-A	FWD-B	FWD-C	FWD-DE	BPM	ABPM	Dakseva
328	272	1	7	2	2	1	0	1	1	0	0	0	2	2	3

Rows per page 

1 of 1

1 - 1 of 1 row(s)

“Freeze Circle Approval” will be visible only after the Circle has approved all Divisions/Units under it.

Click “Freeze Circle Approval” if all details are verified and correct. Once submitted, the Circle will no longer be able to make any changes.

- H. **Press Missing Division:** If any Division/Unit reports that they are unable to capture vacancies due to missing Division data in the Roster Module, first update the Office Master details in the MDM Module. After updating, click this button to fetch and refresh the Division data.

**Note:** Once submitted, the Circles cannot make corrections. Only the Directorate can perform a **RESET** if changes are required.

- I. If user want to see the details of each column user have to click on Hyperlink of Division ID it will show one popup screen  
If any Division having “Zero Vacancy” without waiting to Division to do Vacancy capturing Circle can mark particular Division / unit as Vacancy completed. If any vacancy is available for Division / unit it will not allow to mark as “Zero vacancy”. Check the SOP for more in detail



# Operational Guide – GDS ROSTER MANAGEMENT



## View Division Data

Division Data in Circle Office

Status: **Division Submitted** No Data Available for Submission Division Office Name: **Vellore Division** Division Office ID: **29530012**

GDS Posts	GDS Posts	GDS Posts	GDS Posts	UR	EWS	OBC	SC	ST	PWD-A	PWD-B	PWD-C	PWD-DE	BPM	ABPM
Available	Filled	Withheld	Vacancy											
328	272	1	2	2	2	1	-	1	1	-	-	-	2	2

Rows per page: 10 | 1 of 1 | 1 - 1 of 1 row(s)

- J. If any Division having “Zero Vacancy” without waiting to Division to do Vacancy capturing Circle can mark particular Division / unit as Vacancy completed. If any vacancy is available for Division / unit it will not allow to mark as “Zero vacancy”. Check the SOP for more in detail

Approve	Reset	Status	View uploaded file	Division Name	Division Id	GDS Posts Available	GDS Posts Filled	GDS Posts Withheld	GDS Posts marked as Vacancy	UR	EWS	OBC	SC	ST	PWD-A	PWD-B	PWD-C	PWD-DE	BPM
Zero Vacancy Approve		HQ Pending		Airmail Sorting Division Chennai	29600001	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## 4.4 GDS Roster Directorate Approval

Rule3-July-2025

Search...

Reset	Circle Name	Circle Id	Cycle	Module	Division Count	HQ Pending Count	HQ Submitted Count	Division Submitted Count	Circle Submitted Count	Circle Approved Count
	Uttar Pradesh Circle	21300001	July-2025	Rule3	55	55	0	0	0	0
	Maharashtra Circle	24920001	July-2025	Rule3	51	51	0	0	0	0
	Tamilnadu Circle	29100001	July-2025	Rule3	51	51	0	0	0	0
	West Bengal Circle	35100001	July-2025	Rule3	37	37	0	0	0	0
	Andhra Pradesh Circle	11000001	July-2025	Rule3	34	34	0	0	0	0
	Rajasthan Circle	28300001	July-2025	Rule3	29	29	0	0	0	0
	Gujarat Circle	36300001	July-2025	Rule3	29	29	0	0	0	0
	Bihar Circle	33300001	July-2025	Rule3	28	28	0	0	0	0
	Kerala Circle	22300001	July-2025	Rule3	27	27	0	0	0	0
	Odisha Circle	26300001	July-2025	Rule3	25	25	0	0	0	0

Rows per page: 10 | 1 of 4 | 1-10 of 51 rows

This sub card will be visible under the login of Directorate (Having the role of Directorate Level Approver). In this card Directorate can ‘Reset or Approve’ on checking the Vacancy position of each Circle.

Further, upon checking if data is not correct Directorate can click on ‘Reset’ button and data flows to Circle User Login for correcting the same and to Resubmit. And when all the Circle data has been Approved, Directorate can finally Freeze the complete schedule which can be marked for Rule-3 or GDS Online or CRC cases within the stipulated time.



## 4.5 GDS Roster Circle Withheld

localhost:3000/roster/gds-roster-management/circle-withheld-vacancy-management

Sleep - Types and St... Lev Nikolajevic Tol... ulasto TotalWar Medieval2 Temp Export Guitar DOP IT 2.0 The Buddha - The G...

**Circle Withheld Vacancy Management**  
Manage GDS Withheld Vacancy details at Circle Level

Only modules with an active cycle will be displayed in the dropdown menu.

Build: July-2025 Mysuru Division-21530030

Status: Circle Approved. No data available for Submission

Withheld/Reset	Remarks	Post Id	Designation	Local Language	Gender	Category	Office Name	Office Id	Post Size	Level	Stage1 Verifier Id	Stage1 Verifier Cadre	consider_for	Cycle	Vacancy Status	Stage1 Verify Date
Withheld	deputation-long-term	30002381	BPM	Kannada	General	UR	Gurupura B.O	2104008	14500	Level 2	10015829	Office Assistant	Rule3	July-2025	Vacant	06-10-2025 12:50:08
Withheld	promotion	30002440	BPM	Kannada	Women	EWS	Kalur Nagarahalli B.O	2106046	14500	Level 2	10015829	Office Assistant	Rule3	July-2025	Vacant	25-09-2025 18:02:14
Withheld		30002443	BPM	Kannada	Women	EWS	Lakkippu B.O	2104074	14500	Level 2	10040464	Senior Superintendent of Post Offices	Rule3	July-2025	Vacant	08-09-2025 01:23:55
Withheld		30002477	BPM	Kannada	Women	EWS	Shanubogarahalli B.O	2100127	14500	Level 2	10040464	Senior Superintendent of Post Offices	Rule3	July-2025	Vacant	12-09-2025 16:11:00
Withheld		30002621	Daksevak			PWD-DE	Mysuru H.O	21360043	12000	Level 2	10040464	Senior Superintendent of Post Offices	Rule3	July-2025	Vacant	26-09-2025 22:54:31
Withheld	deputation-long-term	30002663	ABPM	Kannada	Women	ODC	Sitalingapura B.O	2108128	12000	Level 2	10015829	Office Assistant	Rule3	July-2025	Vacant	15-09-2025 14:16:15
Withheld		30002664	Daksevak	Kannada	Women	EWS	Jayalakshimpuram S.O	21661259	12000	Level 2	10040464	Senior Superintendent of Post Offices	Rule3	July-2025	Vacant	12-09-2025 21:08:30
Withheld		30008001	ABPM	Kannada	General	SC	Annur B.O	21058952	12000	Level 2	10040464	Senior Superintendent of Post Offices	Rule3	July-2025	Vacant	04-09-2025 23:01:18
Withheld	discharge	30008004	Daksevak	Kannada	General	EWS	Lakshimpuram S.O Mysuru	21661271	12000	Level 2	10040464	Senior Superintendent of Post Offices	Rule3	July-2025	Vacant	15-09-2025 23:47:45
Withheld	deputation-long-term	30008067	ABPM	Kannada	General	SC	Panchavali B.O	2100117	12000	Level 2	10015829	Office Assistant	Rule3	July-2025	Vacant	30-09-2025 16:14:20

1 - 10 of 11 rows

This card can be used by the Circle Office user whenever Circle wants the particular Post ID to be withheld for some reason like Court case etc. before the results are announced in respect of Rule 3 or GDS Online or GDS Compassionate appointment cases and further Circle will be able to show as Withheld against the Post Id's within the stipulated time even after the Vacancy Status has been notified by the Directorate.

