Operational Guide

Advanced Postal Technology (APT)

FOR

Rule 38 Transfers- Administrative Office

INDEX

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ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	DH	Divisional Head
2	APT	Advanced Postal Technology
3	OA	Office Assistant
4	DO	Divisional Office

Operational Guide:

Operational Guide Version1.0 Dated 21.11.2025

DISCLAIMER

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

1 Introduction

This Operational Guide provides detailed procedure for "**Rule 38 Transfer**" module for Administrative Offices.

"**Rule-38**" is a set of guidelines for inter-circle and intra-circle transfers for Departmental Employee under the DoP. This allows Departmental Employee to apply for transfers under certain conditions through https://app.indiapost.gov.in/employeeportal. An online portal facilitates the application process for eligible employees in all the cadres as per existing guidelines.

2 User Login

The user has to login through the web browser using URL https://app.indiapost.gov.in/employeeportal

Enter your login credentials (User name& Password) and click on "Sign In" User name will be **8 digit employee ID** and password**.**
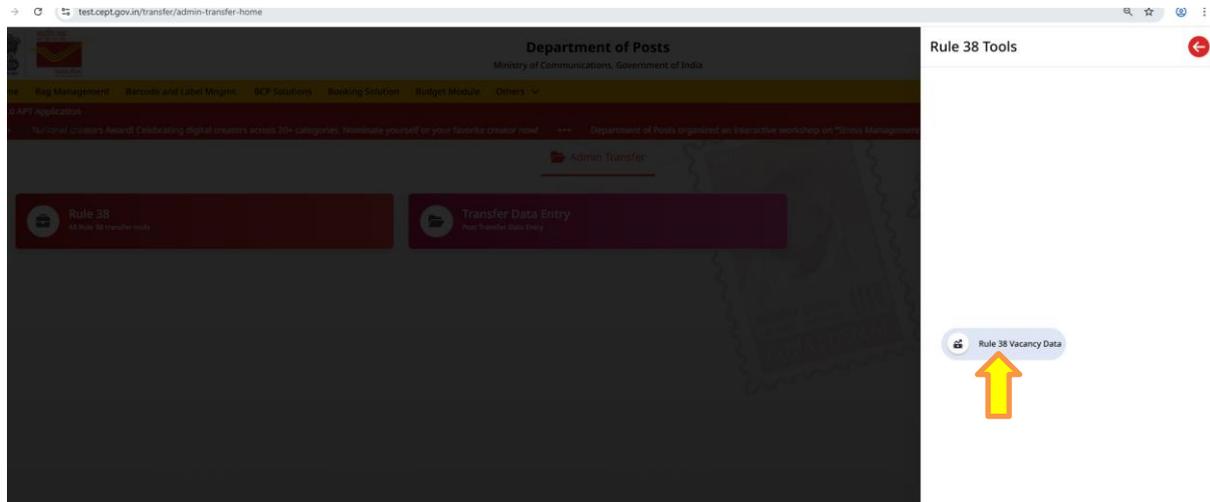
3 Vacancy Updation by Circle/Divisions/Units

Role required to access **Vacancy Data** card is "**TRF-DED-CRUD** (Employee Transfers)" provided for **Circle/Region/Division/RMS/PAO/MMS/CSD/PSD/PTC** in **Role Management**.
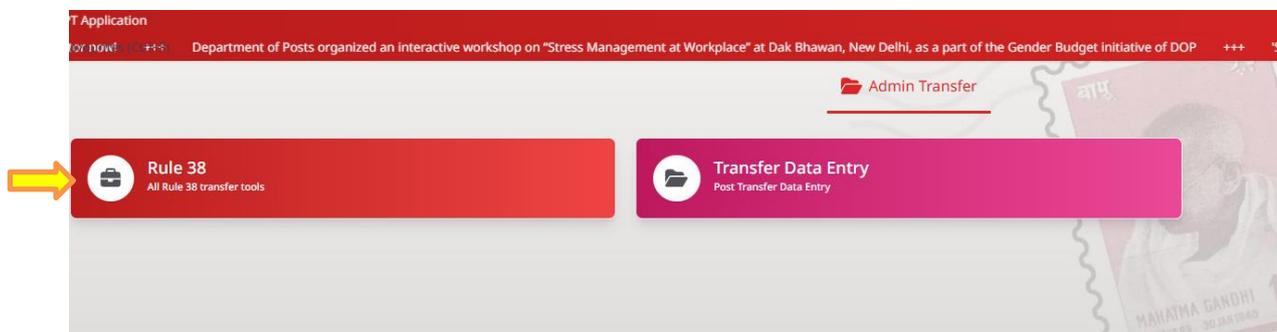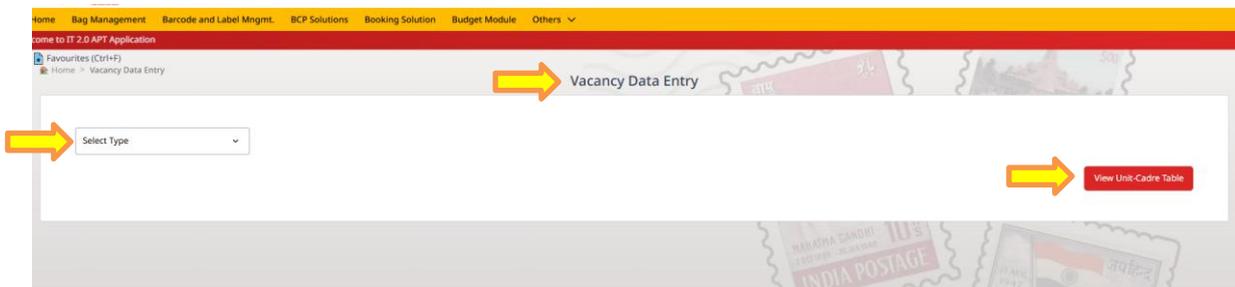
Click on **"Employee Transfers"** under Home page. It will redirect to **Admin Transfer** page. Click on **"Rule 38"** sub-card.

Upon clicking on **"Rule-38"** sub-card, a side navigation bar gets opened. Click on **"Rule 38 Vacancy data"** button.

Upon clicking on **Rule 38 Vacancy data** button it will redirect to **Vacancy Data Entry** page, select the Departmental cadre from the **"Select Type"** drop down.

Unit-Cadre Details

Circle	Postal Division	RMS	PAO	MMS
1. PACO	1. PM	1. MG	1. MTS	1. MG
2. MTS	2. MTS	2. MTS	2. STENO GRADE II	2. MTS
3. LSG (PO)	3. PA	3. SA	3. LDC	3. SA
4. LSGSBCO			4. SRACT	4. Artisans
5. LSG (RO)			5. JRACT	5. Artisans HSA Grade - 1
6. STENO GRADE II				6. Artisans HSA Grade - 2
7. STENO GRADE I				
8. Private Secretary				
9. HSGPA GRADE I				
10. HSGPA GRADE II				
11. HSGSA GRADE I				
12. HSGSA GRADE II				
13. LSG CO				
14. HSG II CO/RO				
15. HSG I CO/RO				
16. Driver				
17. Driver Gr. II				
18. Driver Grade - I				
19. Special Grade Driver				
20. PA (SBCO)				
21. HSG II SBCO				
22. HSG I SBCO				
23. PA SA				

Upon clicking the "**View unit Cadre-Table**", it will display the list of cadres available for the respective units. For the Cadres available under respective Units, the Concerned authority will enter the Establishment/Vacancy details and also the Roster details. But only for **PA/SA Cadre**, Establishment/Vacancy details will be entered by Concerned Division but only Roster details will be entered by Circle Office.

For different administrative units, respective cadres will be auto populated under "**Select Type**" drop down.

Home > Vacancy Data Entry

Vacancy Data Entry

PM

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	
Total Occupied	
Vacancy	
DR/DP Earmarked Vacancy	
Available Vacancy for Rule 38	
2/3 Threshold of Est	

Save   Category

Rules/Guidelines

Select "**Cadre**" from the drop down, the following editable and Auto Calculated fields will be displayed:

Total Establishment	Editable	Total Sanctioned Establishment of the selected cadre has to be entered in this field
Total Occupied	Editable	Total filled Establishment of the cadre has to be entered in this field
Vacancy	Auto Calculated	Vacancy will be auto calculated based on the data provided under "Total Establishment" and "Total Occupied"
DR/DP Earmarked vacancy	Editable	Total number of "DR/DP" Earmarked Vacancy has to be entered in this field
Available vacancy for Rule 38	Auto Calculated	Based on the data provided in the "DR/DP" Earmarked Vacancy, "Available vacancy" field for Rule 38 transfer will auto calculated
2/3rd threshold of EST	Auto Calculated	2/3 threshold of EST data will be auto calculated

Note: Total Occupied should be more than 2/3rd of the Total Establishment for Outward Rule 38 transfer.

If the total occupied is less than the 2/3 Threshold of Est, error **"Occupied value is less than 2/3 of the threshold limit"** will be displayed below the Total occupied field.

If the total occupied is equal or more than the 2/3 Threshold of Est, no error will be thrown.

After verifying all the fields, Click on "**Save**". A flash pop-up **"Unit Cut Off Vacancy entry completed Successfully"** on the bottom right corner will be displayed.

Upon saving Establishment/Vacancy data, click on **"Category"** for entering the roster details. For Division level cadre, Respective Divisions has to enter the **"Roster details"**. For Circle level cadres, Circle will enter the Roster details in CO Login.

Enter all the editable fields and click on "**Save**".

If entered data found incorrect, error "**Mismatch for 'Cadre': Expected 40, Found 35**" will be displayed.

If all the details found correct, click on "**Save**" button, a flash pop-up "**Vacancy Data entry completed Successfully**" will be displayed.

Using Circle Login, incorrect Establishment/Vacancy captured by Division can be deleted by clicking the option **"Delete"** under **unfreeze** Sub-card.

Only for **PA/SA cadre,** Establishment/Vacancy details will be entered by concerned Division but **Roster** details will be entered under the **Category** option when all the Divisions under that Circle completes Vacancy capturing in respect of PA/SA cadre.

Circle can also **earmark DR/DP vacancy** in respect of **PA/SA** cadre.

Click on **Completed Divisions hyperlink** it will show the status of Divisions who vacancy capturing completed Divisions.

The status will be shown as Completed against Divisions who has completed capturing the Vacancy details.

Click on **Pending Divisions hyperlink** to get the details of the Divisions which are pending for capturing Vacancy details.

STENO GRADE II

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	STENO GRADE II
Total Establishment	700
Total Occupied	100
Vacancy	600
DR/DP Earmarked Vacancy	350
Available Vacancy for Rule 38	250
2/3 Threshold of Est	467

Save   Category

Vacancy Data Entry

Initialization for the month of September - 2025

Cadre	STENO GRADE II
Total Vacancy	250
DR-UR	60
DR-OBC	60
DR-SC	60
DR-ST	70
DR-EWS	0

Save   Back

Further, for other cadres shown under Circle level, both Establishment/Vacancy details and Roster details will be entered in CO Login.

4   Process for checking the Transfer Request Status in 1.0 Rule 38 Portal by Verifying Authorities (DO/RMS/MMSCO)

A New option "Transfer Request Status" has been enabled in DO, RMS, MMS and CO Logins. On Clicking on it, Employee Search Window will be opened as shown below

The Verifying authority has to enter employee ID of the employee whose status has to be checked in the field as shown below and click on "Search by Employee ID" button.

It will fetch the details of the pending transfer request of the employee ID and details like Request ID, emp ID, circle name etc will be shown as below

EMPLOYEE SEARCH

Logged in as : v Division

| 10127475 | Search by Employee ID |

| Select Home Circle Name | Select Circle |
| Enter Employee Name | Enter Name |

Search

S.No	Request ID	Employee ID	Circle Name	Division Name	Type of Request	Employee Name	Designation	Cadre	Present Office of Working
1	RT0E2C4C478D8DA	10127475	Telangana Circle	Telangana Circle	Inter	~~SANTOSH KUMAR VOOTURI~~	Inspector of Posts	IP	IP ~~Nizamabad South~~ Sub Divisio

Verifying authority has to click on employee ID as shown below

EMPLOYEE SEARCH

Logged in as : v Division

| 10127475 | Search by Employee ID |

| Select Home Circle Name | Select Circle |
| Enter Employee Name | Enter Name |

Search

S.No	Request ID	Employee ID	Circle Name	Division Name	Type of Request	Employee Name	Designation	Cadre	Present Office of Working
1	RT0E2C4C478D8DA	10127475	Telangana Circle	Telangana Circle	Inter	~~SANTOSH KUMAR VOOTURI~~	Inspector of Posts	IP	IP ~~Nizamabad South~~ Sub Divisio

After clicking on the employee complete details (Status, waiting list number, etc) of the transfer request will be shown as below:

S.No	Request ID	Employee ID	Circle Name	Division Name	Type of Request	Employee Name	Designation	Cadre	Present Office of Working
1	RT17B991FFE3E6D	1	Karnataka Circle	Karnataka Circle	Inter		Postal Assistant	PACO	office of CPMG Karnataka Circle Bengaluru

EMPLOYEE DETAILS

Employee ID		Employee Name		Cadre	PACO
Home Circle	Karnataka Circle	Home Unit	Karnataka Circle	Office of Working	office of CPMG Karnat Circle Bengaluru
Mode of Recruitment	DR	DOB	23/02/1998	DOJ in Dept	16/08/2023
DOJ in Present Cadre	16/08/2023	Category	EWS		

CURRENT APPLICATION DETAILS

Request ID		Tranfer Type	Inter	Date of Application	30/04/2025
Applying grounds	GENERAL	Application Status	Application submitted	Home Unit Recommendation	Recommended/
Allotment Status	New application	Accept/Decline Status	Not yet alloted	Accept/Decline Date	

CURRENT APPLICATION STATUS

Applied Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward Wait List Number*
Bihar Circle	Bihar Circle	-	

5 Validate Transfer data from 1.0:

The pending and verified (marked Eligible) Rule-38 transfer requests from 1.0 are migrated to 2.0 and the data were made available to the employees in the status page and to the verifying authority in the validation page.

Correction of data already submitted in 1.0 is not allowed. The verification authority needs to check the issues raised by the employees regarding migration and raise a ticket in support desk with the screenshots of 1.0 and 2.0 highlighting the mistake in the migrated data if any.

Please click on validate to validate the migrated data of the employee. A modal popup appears in which the entire migrated data from 1.0 will be displayed.
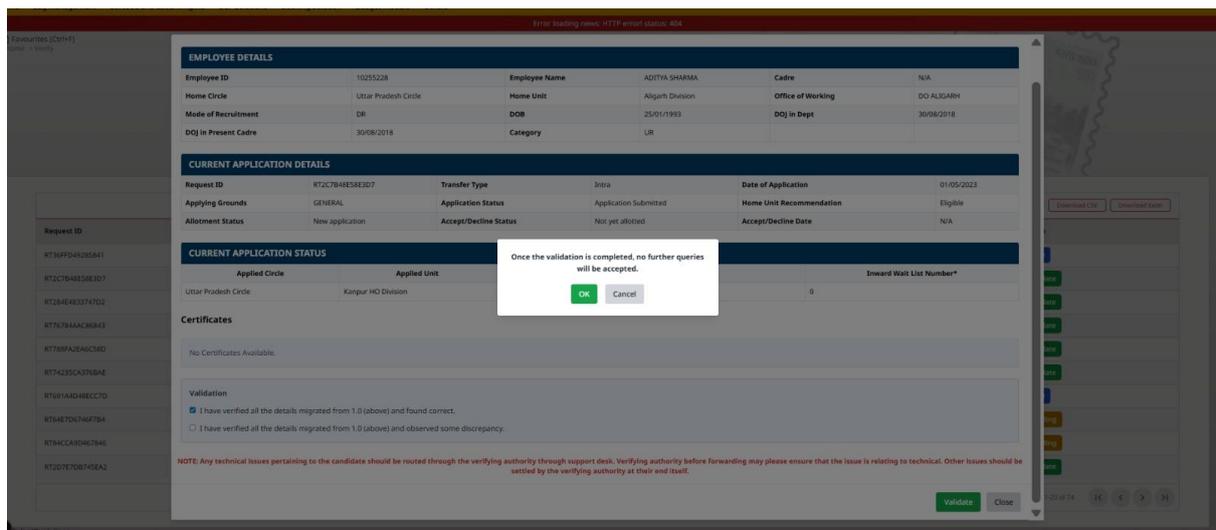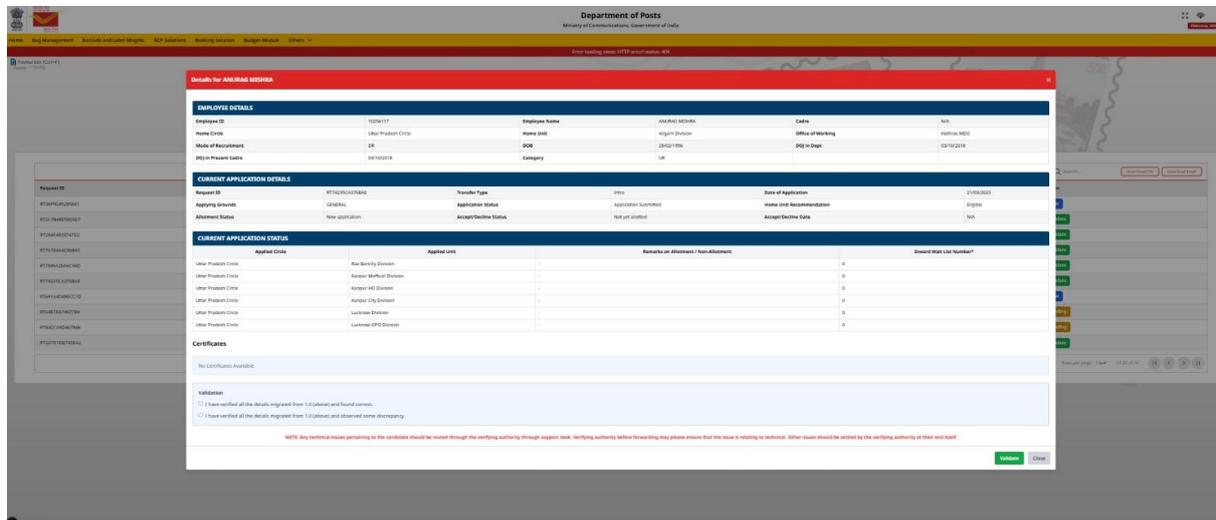
If the data migrated to APT 2.0 is found correct, you may select the first check box and proceed with the validate button to complete the validation process. Once validated, the data will be available using the view button to see the data later.

If there is a discrepancy, you may please click on the second check box and along with the remarks including the support desk ticket number.

The above transfer request will be taken as pending for validation and on clicking the pending button, the details will be displayed as per the below the screen shot. The application should be revalidated after the ticket is resolved by CEPT and before result processing as per the schedule.

The screenshots for validation process for mutual transfer request are provided below:


After validation:

A view option for the transfer request which are withdrawn after migration by the employee will be available to view.
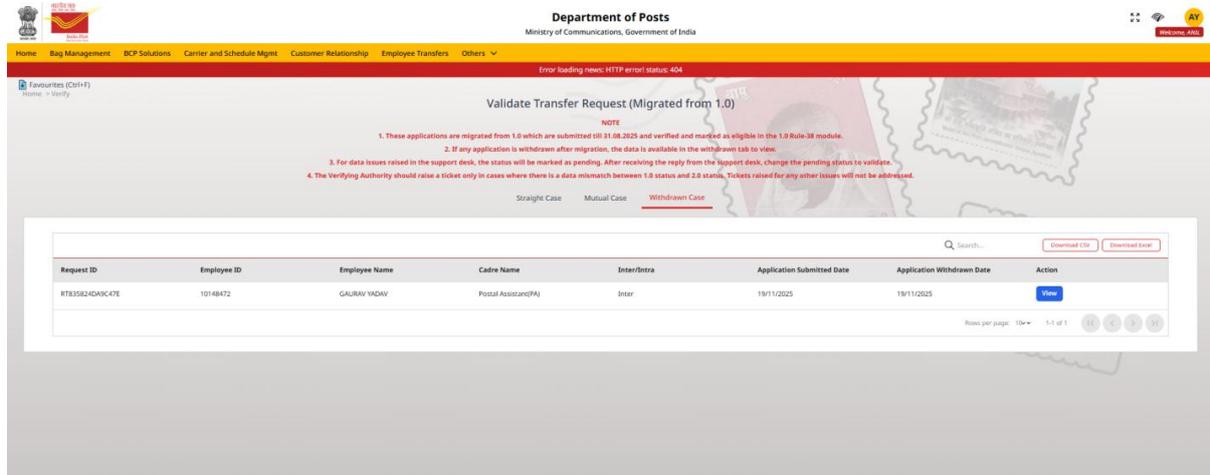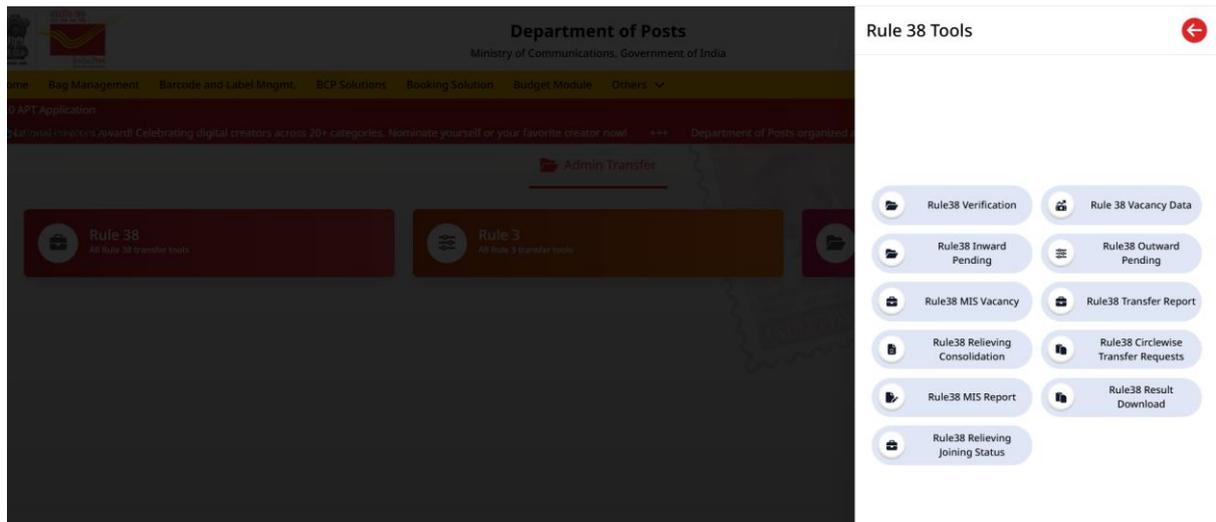

6   Rule 38 - Verification

Once the departmental employees submit the Rule 38 application, **Verification** has to be done by the respective Cadre controlling authority.

Note: The verification of the requests raised in 1.0 till 31-08-2025 are completed in 1.0 itself. The verification of the transfer requests raised from 01-09-2025 need to be verified in 2.0 after completion of the current cycle.
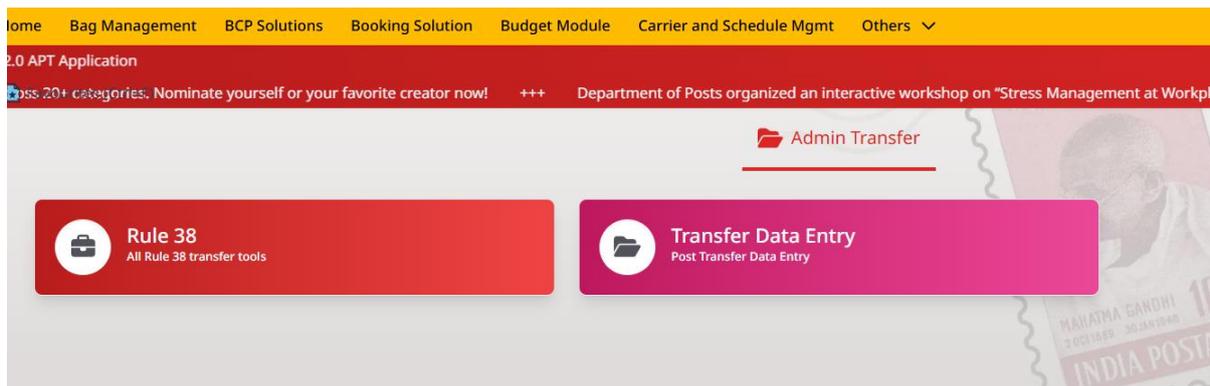

Under Divisional User Login, Click on Employee Transfers Card it will navigate to Admin Transfer page. Click on Rule 38 sub card, it will redirect to side navigation bar.

Click on **Rule 38 Verification** button, it will redirect to Verification page.
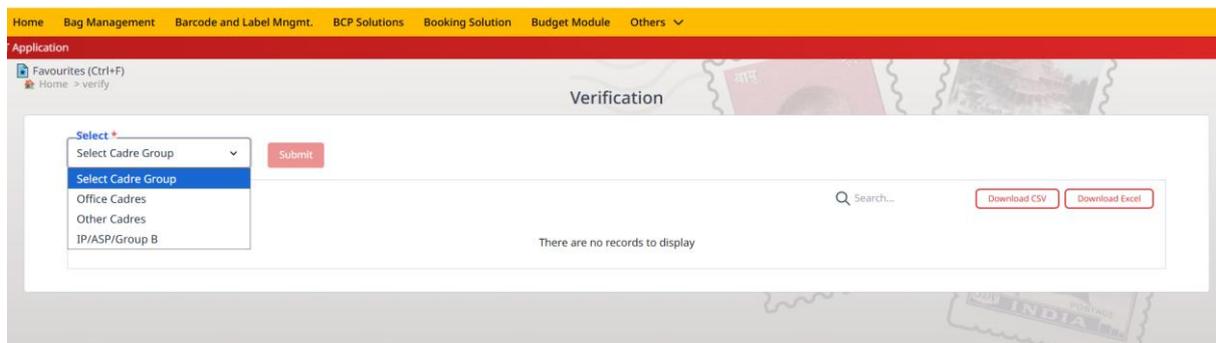
In the Verification page, **Select Cadre Group** drop down. Options like **Office Cadres**, **Other Cadres** and **IP/ASP/Group B** have been provided.
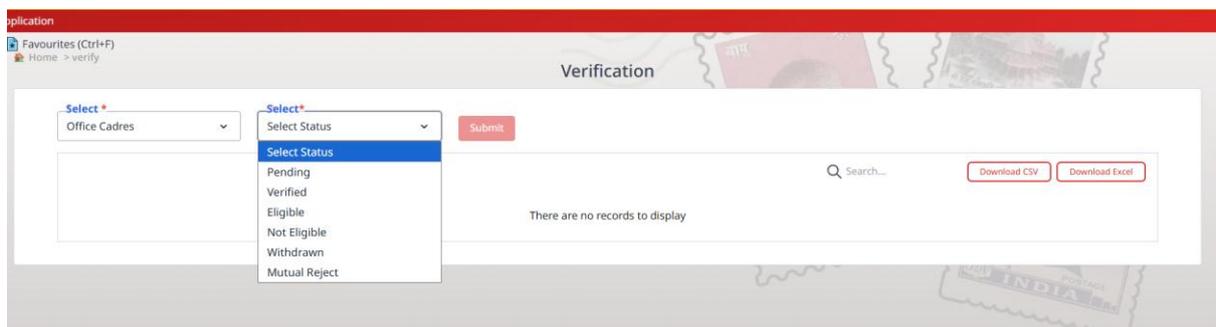
Upon selecting the relevant option from **Cadre Group**, it will redirect to **Select Status** drop down.

Click on relevant **Status** and **Submit**. Details of Candidates applied for Rule 38 Transfer will flow to Verification here. Click on **Verify** hyperlink.

A **Verification** page dialogue box will be displayed. Ensure the correctness of the auto populated fields. Further Applying Grounds will be freezed for **GENERAL and MUTUAL** cases. Applying Grounds can be modified to **GENERAL** if found incorrect but not to any other grounds.
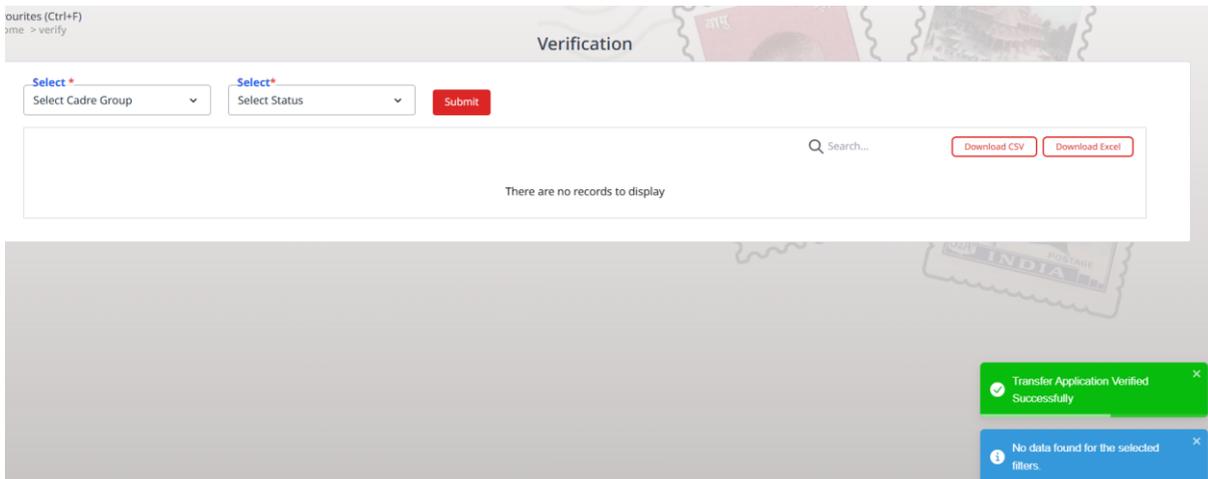
Further enter **No. of Non-Qualifying Service Days, Remarks for Non-Qualifying Days. Service Length (after NQD)** will be auto calculated**. Enter No. of Inter/Intra Rule 38 Availed and Application Status as Eligible or Not-Eligible.**
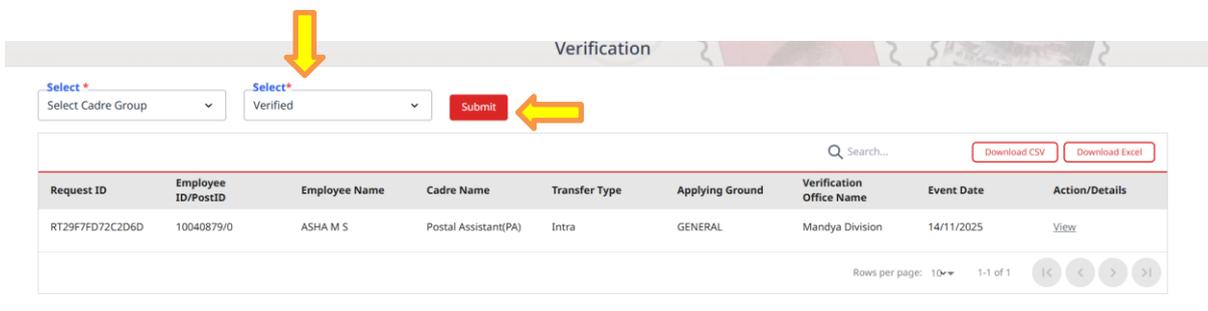

Further **ensure correctness of all the data** and click on **check boxes** and then click on **Submit.**

A flash pop-up **"Transfer Application Verified Successfully"** will be displayed.
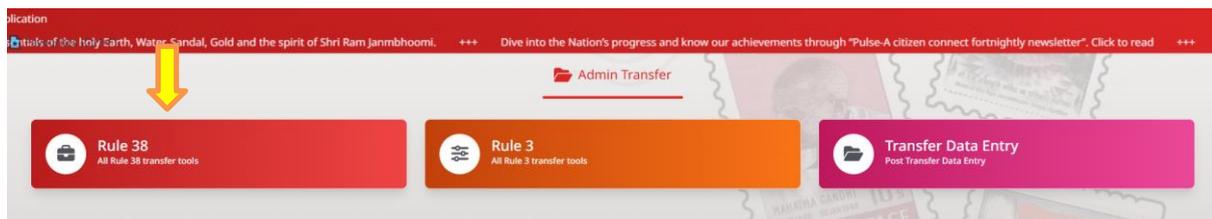

Click on **Verified status** to view the verified applications.

Note: Verification process has to be completed within the stipulated time prescribed by the Directorate in the Schedule.

7   Rule 38- Reset Verification

Under Circle Office Login, Divisions verified Rule 38 applications can be **Reset** if the data is found incorrect.

Click on **Employee Transfers** main card, it will redirect to **Admin Transfer** page. Click on **Rule 38** sub card, a side navigation bar will be opened.
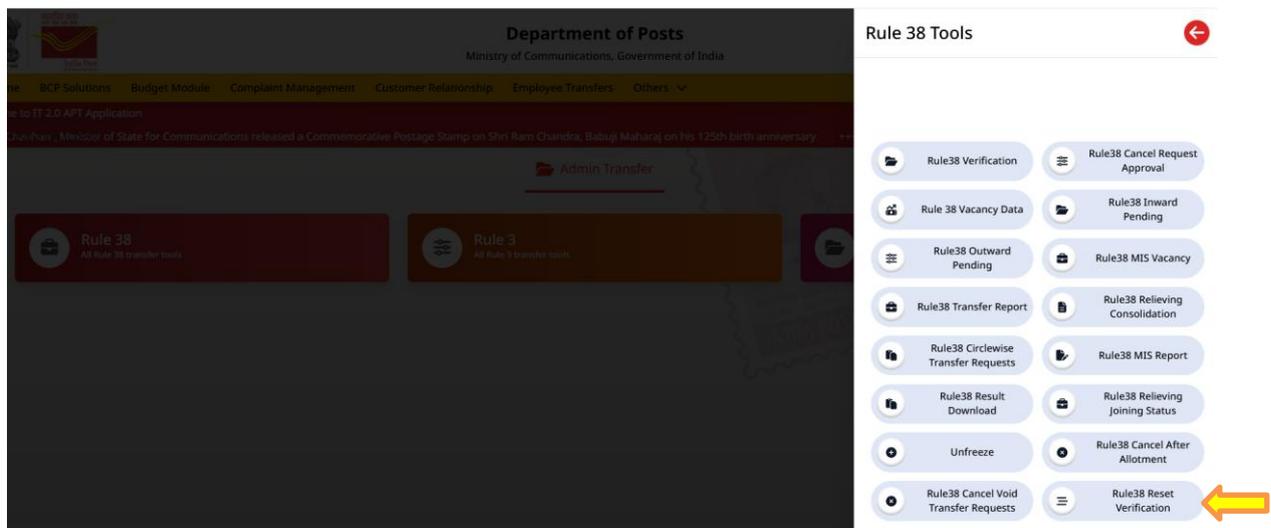
Click on **Rule 38 Reset Verification** button, it will redirect to **View/Reset Verification** page.

Favourites (Ctrl+F)
Home > View/Reset Verification

View/Reset Verification

Note: Reset is available for verified applications only.
Please select the checkbox to enable the reset button.

Circle   Karnataka Circle

View   Reset

Q Search...   Download CSV   Download Excel

Request ID	Employee ID	Employee Name	Designation	Office of Working	View Details
RT29F7FD72C2D6D	10040879	ASHA M S	Office Assistant	Mandya Division	View
RT6B2D7252CE463	10264261	SHARIF MUNAVALLI	Driver	Gokak Division	View

Rows per page: 10 1-2 of 2 |< < > >|

Here two (02) options are available i.e. **View/Reset**.

Favourites (Ctrl+F)
ome > View/Reset Verification

View/Reset Verification

Note: Reset is available for verified applications only.
Please select the checkbox to enable the reset button.

Circle   Karnataka Circle

View   **Reset**

Q Search...   Download CSV   Download Excel

| Select	Request ID	Employee ID	Employee Name	Designation	Office of Working	Current Status
☑	RT29F7FD72C2D6D	10040879	ASHA M S	Office Assistant	Mandya Division	Reset

Rows per page: 10 1-1 of 1 |< < > >|

Click on **Reset** option and click on the **check box** to enable the **Reset** button and then click on **Reset** button for reverting incorrectly verified applications. The application will be redirected to the respective Verifying Authority Login.
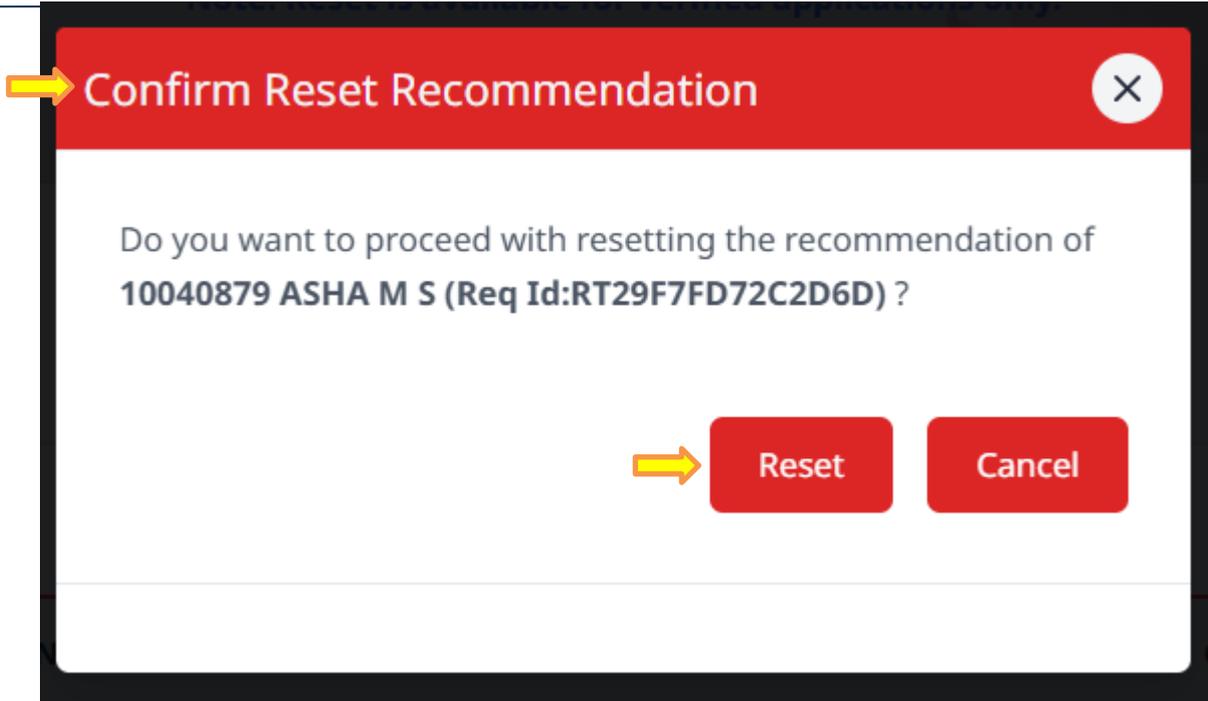
Upon clicking on Reset button, a dialogue box **"Confirm Reset Recommendation"** will be displayed. Click on **Reset.** Now the application is reverted to the respective **Verifying Authority.**

7.1 Rule 38- Cancel Void Transfer Requests

Under Circle Office Login, Verified Rule 38 applications can also be cancelled for few reasons like **Promotion, Death, Retirement, Administrative and Legal(Punishment).**
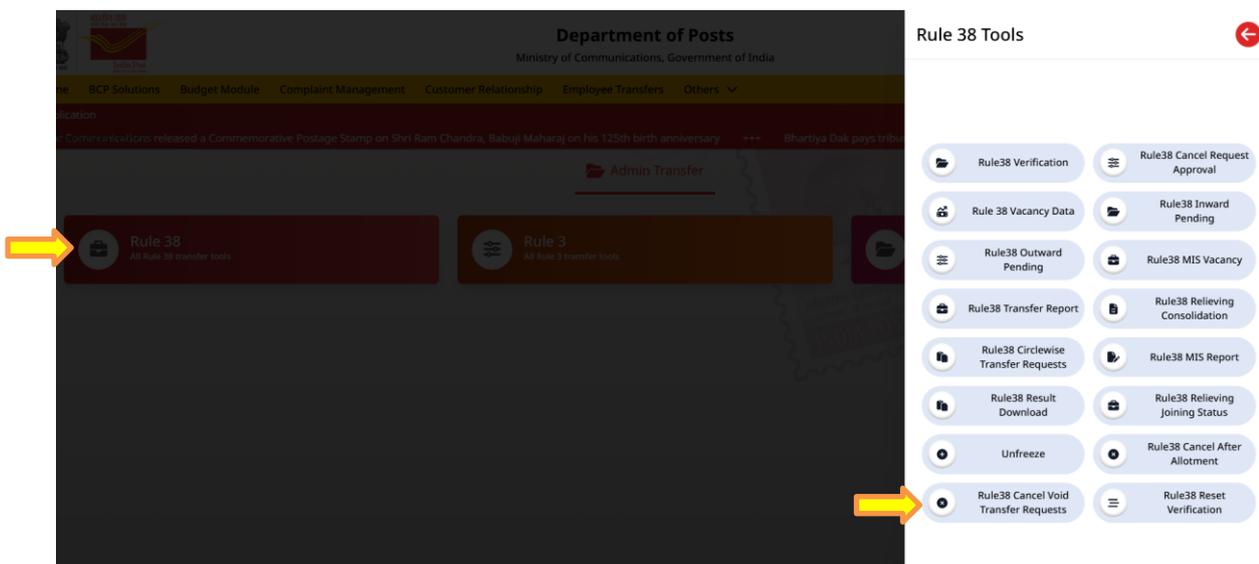
Click on **Rule 38** sub card**,** a side navigation window appears.

Click on **Rule38 Cancel Void Transfer Requests** button, it will navigate to **View/Cancel Void Transfer Requests** page.

Click on the **check box** of the departmental employee whose Rule 38 application has to be Cancelled for any reason mentioned in the drop down i.e. **Promotion, Death, Retirement, Administrative and Legal(Punishment).**

Upon selecting the valid Reason, **Cancel Transfer** button will be enabled. Click on **Cancel Transfer** button.

Confirm Cancellation ✕

Are you sure you want to cancel the application of **10042841**
NAYANA T R (Request ID: RT61F4D4B6D21A4) ?

Yes, Cancel   **No, Go Back**

Upon clicking on **Cancel Transfer**, a dialogue box will appear on **Confirm Cancellation**. If Clicked on **Yes, Cancel**. The application will be cancelled successfully.

Further In case of **Mutual** case, if one application is cancelled then Counterpart application will also be cancelled simultaneously.

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Circle	Karnataka Circle												
est ID	Employee Name	Employee ID	Gender	Mobile Number	Email ID	Inter/Intra	Home Circle	Home Division	Applying Circle	Month	Year	Reason	Current Status
F7FD72C2D6D	ASHA M S	10040879	Female	8951793699	apoorva.k@indiapost.gov.in	Intra	Karnataka Circle	Mandya Division	Karnataka Circle	October	2025	Promotion	Cancelled

Status after Cancellation will be seen as shown above.