



Operational Guide

Advanced Postal Technology (APT)

FOR

Rule 38 Transfers- Administrative Office



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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 Version 1.0 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.

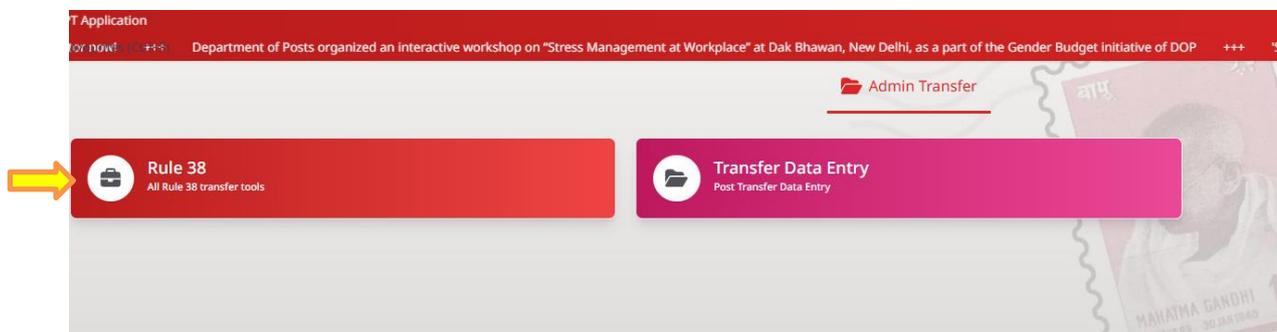
2 User Login

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.

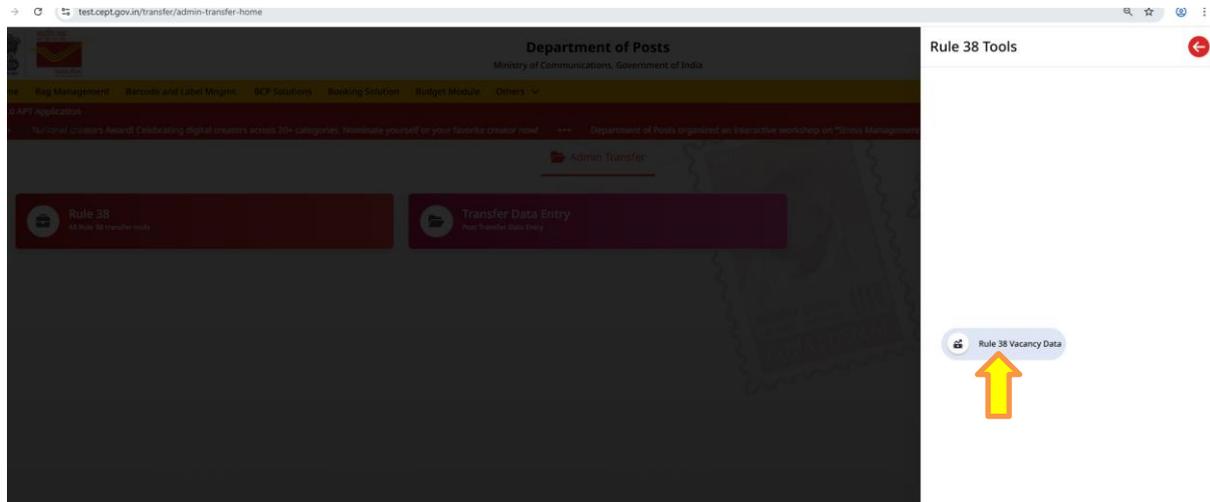
3 Vacancy Updation by Circle/Divisions/Units

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**.

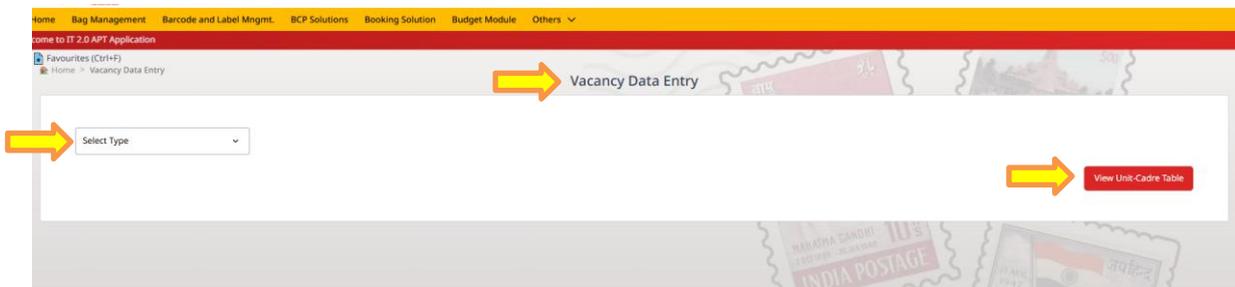




Click on **“Employee Transfers”** under Home page. It will redirect to **Admin Transfer** page. Click on **“Rule 38”** sub-card.



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

Show All Units Close

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.



Operational Guide - Rule 38 Transfers (Administrative Office)



Home > Vacancy Data Entry

Vacancy Data Entry

PM

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	<input type="text"/>
Total Occupied	<input type="text"/>
Vacancy	<input type="text"/>
DR/DP Earmarked Vacancy	<input type="text"/>
Available Vacancy for Rule 38	<input type="text"/>
2/3 Threshold of Est	<input type="text"/>

Save Cancel

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.



urites (Ctrl+F)
ne -> Vacancy Data Entry

Vacancy Data Entry

PM

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	300
Total Occupied	160
Vacancy	140
DR/DP Earmarked Vacancy	
Available Vacancy for Rule 38	
2/3 Threshold of Est	200



Occupied value is less than 2/3 of the threshold limit.



Save Category

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.

ourites (Ctrl+F)
me -> Vacancy Data Entry

Vacancy Data Entry

PM

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	300
Total Occupied	200
Vacancy	100
DR/DP Earmarked Vacancy	
Available Vacancy for Rule 38	
2/3 Threshold of Est	200

Save Category

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



Home > Vacancy Data Entry

Vacancy Data Entry

PM

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	300
Total Occupied	200
Vacancy	100
DR/DP Earmarked Vacancy	60
Available Vacancy for Rule 38	40
2/3 Threshold of Est	200

Unit Cut Off Vacancy entry completed Successfully

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.

Home > Vacancy Data Entry

Vacancy Data Entry

PM

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	300
Total Occupied	200
Vacancy	100
DR/DP Earmarked Vacancy	60
Available Vacancy for Rule 38	40
2/3 Threshold of Est	200

Save Category

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.



avourities (Ctrl+F)
Home > Vacancy Data Entry

Vacancy Data Entry

Initialization for the month of September - 2025

Cadre	PM
Total Vacancy	40
DR-UR	10
DR-OBC	3
DR-SC	5
DR-ST	5
DR-EWS	2
DP-UR	6
DP-SC	2
DP-ST	2

Enter all the editable fields and click on **“Save”**.

Entry

Vacancy Data Entry

Initialization for the month of September - 2025

Cadre	PM
Total Vacancy	40
DR-UR	10
DR-OBC	3
DR-SC	5
DR-ST	5
DR-EWS	2
DP-UR	6
DP-SC	2
DP-ST	2

If entered data found incorrect, error **“Mismatch for ‘Cadre’: Expected 40, Found 35”** will be displayed.



Entry Vacancy Data Entry

View Unit-Cadre Table

Initialization for the month of September - 2025

Cadre	PM
Total Establishment	300
Total Occupied	200
Vacancy	100
DR/DP Earmarked Vacancy	60
Available Vacancy for Rule 38	40
2/3 Threshold of Est	200

Vacancy Data entry completed Successfully

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

Favourites (Ctrl+F) Home > Unfreeze

Rule 38 - Unfreeze Vacancy

Select Cadre* PA Select Office Type* PDN Select Office* Vellore Division Submit

Vacancy Details	
Total Establishment	40
Total Occupied	12
Unit Minimum Cutoff	27
Total Vacancy	28
Earmarked Vacancy	20
Net Vacancy	8

Category Details Delete

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



Vacancy Data Entry

PA/SA

[View Unit-Cadre Table](#)

Initialization for the month of September - 2025

Category	PA	SA
Total Establishment	30	0
Total Occupied	27	0
Vacancy	3	0
DR/DP Earmarked Vacancy	3	0
Available Vacancy for Rule 38	0	0
2/3 threshold of Est	20	0

[Completed Divisions - 9](#) [Pending Divisions - 45](#)

DR/DP Earmarked Vacancy	0	0
Available Vacancy for Rule 38	0	0

[Save](#) [Category](#)

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.

[Completed Divisions - 9](#)

DR/DP Earmarked Vacancy		
Available Vacancy for Rule 38		

[Save](#) [Category](#)

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

PA/SA

[View Unit-Cadre Table](#)

Initialization for the month of September - 2025

Category	PA	SA
Total Establishment	30	0
Total Occupied	27	0
Vacancy	3	0
DR/DP Earmarked Vacancy	3	0
Available Vacancy for Rule 38	0	0
2/3 threshold of Est	20	0

[Completed Divisions - 9](#) [Pending Divisions - 45](#)

DR/DP Earmarked Vacancy	0	0
Available Vacancy for Rule 38	0	0

[Save](#) [Category](#)

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



Initialization for the month of September - 2025

Division Verify Statistics

Completed Divisions

DIVISION OFFICE NAME	STATUS
Chennai City Central Division	Completed
Tambaram Division	Completed
Vellore Division	Completed
Salem West Division	Completed
Kanniyakumari Division	Completed
Madurai Division	Completed
Cuddalore Division	Completed
Airmail Sorting Division Chennai	Completed
RMS M Division	Completed

Close Modal Cancel

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

Division Verify Statistics

Pending Divisions

DIVISION OFFICE NAME	STATUS
Chennai MMS	Pending
Coimbatore MMS	Pending
Madurai MMS	Pending
Anna Road (S.O) Division	Pending
Arakkonam Division	Pending
Chengalpattu Division	Pending
Chennai City North Division	Pending
Chennai City South Division	Pending
Chennai GPO Division	Pending
Kanchipuram Division	Pending
Pondicherry Division	Pending
Tiruvannamalai Division	Pending
Coimbatore Division	Pending
Dharmapuri Division	Pending
Erode Division	Pending
Krishnagiri Division	Pending
Namakkal Division	Pending
Nilgiri Division	Pending
Pollachi Division	Pending
Salem East Division	Pending
Tirupattur Division	Pending
Tirupur Division	Pending
Dindigul Division	Pending
Karur Division	Pending
Kovilpatti Division	Pending
Ramanathapuram Division	Pending
Sivaganga Division	Pending
Thuraiyur Division	Pending
Tirunelveli Division	Pending
Tuticorin Division	Pending
Viluppuram Division	Pending
Karur Division	Pending
Kumbakonam Division	Pending
Mayiladuthurai Division	Pending
Nagapattinam Division	Pending
Pattukkottai Division	Pending
Pudukkottai Division	Pending
Srirangam Division	Pending
Thanjavur Division	Pending
Tiruchirappalli Division	Pending
Viduthachalam Division	Pending
Chennai Sorting Division	Pending
RMS CB Division	Pending
RMS MA Division	Pending
RMS T Division	Pending

Close Modal Cancel



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



EMPLOYEE SEARCH

Logged in as : v Division

Enter Employee ID Search by Employee ID

Select Home Circle Name	Select Circle <input type="text"/>
Enter Employee Name	Enter Name <input type="text"/>

Unit Operations

- Transfer Requests Status
- Edit Employee Data
- Rule38 corrections verification
- Vacancy Data Entry
- Vacancy Data Entry for PA/SA
- Vacancy Data Entry for LSG
- Vacancy Data Entry for HSG
- Vacancy Data Entry for Steno
- Vacancy Data Entry MIS
- Division Verification
- Division Verification MIS
- Inward Transfer MIS

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

Select Home Circle Name	Select Circle <input type="text"/>
Enter Employee Name	Enter Name <input type="text"/>



EMPLOYEE SEARCH

Logged in as : v Division

Select Home Circle Name	Select Circle <input type="text"/>
Enter Employee Name	Enter Name <input type="text"/>

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	XXXXXXXXXX	Inspector of Posts	IP	XXXXXXXXXX Sub Divisio



Verifying authority has to click on employee ID as shown below

EMPLOYEE SEARCH

Logged in as : v Division

Select Home Circle Name	Select Circle <input type="text"/>
Enter Employee Name	Enter Name <input type="text"/>

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	XXXXXXXXXX	Inspector of Posts	IP	XXXXXXXXXX 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	10020700	Karnataka Circle	Karnataka Circle	Inter	[Redacted]	Postal Assistant	PACO	office of CPMG Karnataka Circle Bengaluru

EMPLOYEE DETAILS					
Employee ID	[Redacted]	Employee Name	[Redacted]	Cadre	PACO
Home Circle	Karnataka Circle	Home Unit	Karnataka Circle	Office of Working	office of CPMG Karnataka 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	[Redacted]	Transfer 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 allotted	Accept/Decline Date	

CURRENT APPLICATION STATUS			
Applied Circle	Applied Unit	Remarks on Allotment/Non-Allotment	Inward Wait List Number*
Bihar Circle	Bihar Circle	-	[Redacted]

5 Validate Transfer data from 1.0:

Error loading news: HTTP error status: 404

Validate Transfer Request (Migrated from 1.0)

NOTE

- These applications are migrated from 1.0 which are submitted till 31.08.2025 and verified and marked as eligible in the 1.0 Rule-38 module.
- If any application is withdrawn after migration, the data is available in the withdrawn tab to view.
- For data issues raised in the support desk, the status will be marked as pending. After receiving the reply from the support desk, change the pending status to validate.
- The Verifying Authority should raise a ticket only in cases where there is a data mismatch between 1.0 status and 2.0 status. Tickets raised for any other issues will not be addressed.

Straight Case Mutual Case Withdrawn Case

Request ID	Employee Name	Inter/Intra	Home Division	Apply Circle	Application Submitted Date	Action
RT36FFD49285841	BHEEKAM RAPOOT	Intra	Aligarh Division	Uttar Pradesh Circle	29/08/2024	View
RT2C7848E5E3D7	ADITYA SHARMA	Intra	Aligarh Division	Uttar Pradesh Circle	01/05/2023	Validate
RT284E483374702	ASHI BAPAI	Intra	Aligarh Division	Uttar Pradesh Circle	01/05/2023	Validate
RT767844AC8B843	Mad Tansil Akhtar	Inter	Aligarh Division	Bihar Circle	30/06/2021	Validate
RT788F4E46CC58D	Narendra Singh Rana	Intra	Aligarh Division	Uttar Pradesh Circle	20/11/2024	Validate
RT74235CA370BAE	ANURAG MISHRA	Intra	Aligarh Division	Uttar Pradesh Circle	21/03/2023	Validate
RT691MD48ECC7D	SONU KUMAR	Intra	Aligarh Division	Uttar Pradesh Circle	27/02/2024	Validate
RT64E7D6746F7B4	PUSHPENDRA SINGH	Intra	Aligarh Division	Uttar Pradesh Circle	12/01/2024	Pending
RT84CC49D467846	SARITA SHARMA	Intra	Aligarh Division	Uttar Pradesh Circle	10/07/2024	Pending
RT2D7E7D8745EA2	DEEPAK KUMAR	Intra	Aligarh Division	Uttar Pradesh Circle	11/01/2024	Validate

Rows per page: 10 11/20 of 74



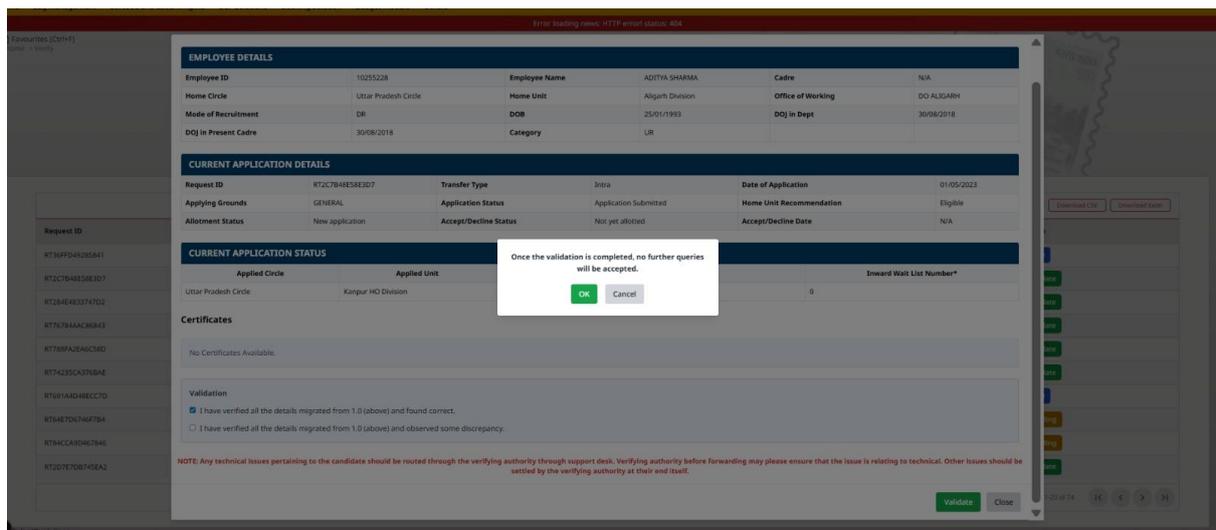
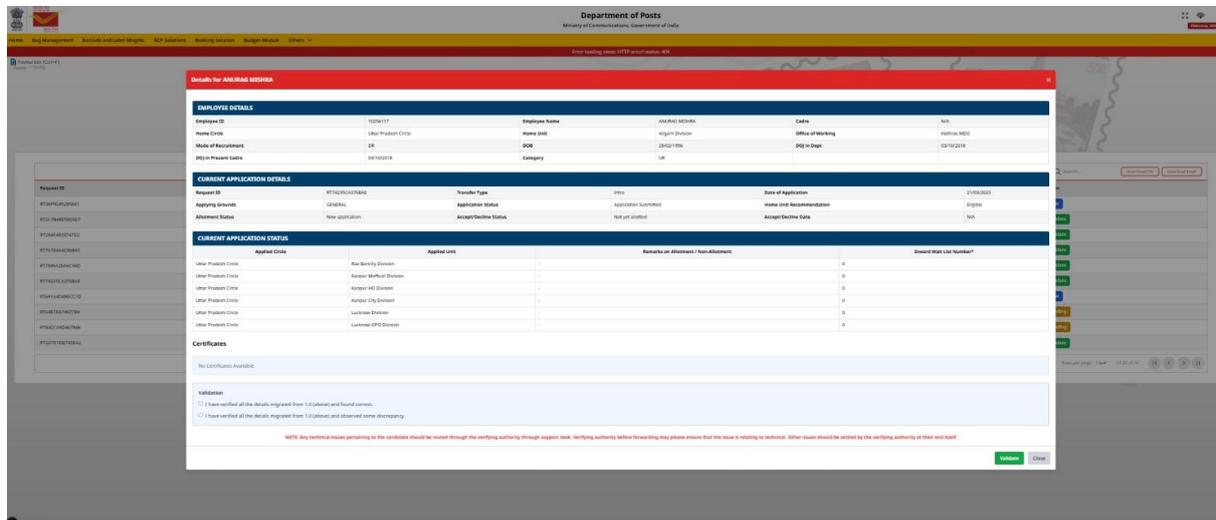
Operational Guide - Rule 38 Transfers (Administrative Office)



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.





Operational Guide - Rule 38 Transfers (Administrative Office)



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.

Details for Vishal Srivastava

EMPLOYEE DETAILS					
Employee ID	10148457	Employee Name	Vishal Srivastava	Cadre	N/A
Home Circle	Uttar Pradesh Circle	Home Unit	Aligarh Division	Office of Working	Aligarh Division
Mode of Recruitment	DR	DOB	12/07/1989	DQJ in Dept	31/08/2010
DQJ in Present Cadre	31/08/2010	Category	UR		

CURRENT APPLICATION DETAILS					
Request ID	RT3975CA427442B	Transfer Type	Extra	Date of Application	30/06/2020
Applying Grounds	GENERAL	Application Status	Application Submitted	Home Unit Recommendation	Eligible
Alignment Status	New application	Accept/Decline Status	Not yet allotted	Accept/Decline Date	N/A

CURRENT APPLICATION STATUS				
Applied Circle	Applied Unit	Remarks on Allotment / Non-Allotment	Inward Wait List Number*	
Uttar Pradesh Circle	Lucknow Division	-	0	

Certificates
No Certificates Available.

NOTE: Any technical issues pertaining to the candidate should be routed through the verifying authority through support desk. Verifying authority before forwarding may please ensure that the issue is relating to technical. Other issues should be settled by the verifying authority at their end itself.

Already Validated
Authenticated By: 10148465
Authenticated Designation: Postal Assistant (L.SG)
Authenticated Office ID: 31530003

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.

Details for ADITYA SHARMA

EMPLOYEE DETAILS					
Employee ID	1023028	Employee Name	ADITYA SHARMA	Cadre	N/A
Home Circle	Uttar Pradesh Circle	Home Unit	Aligarh Division	Office of Working	DR-ALIGARH
Mode of Recruitment	DR	DOB	23/03/1993	DQJ in Dept	30/08/2019
DQJ in Present Cadre	30/08/2019	Category	UR		

CURRENT APPLICATION DETAILS					
Request ID	RT3179668482027	Transfer Type	Extra	Date of Application	01/09/2020
Applying Grounds	GENERAL	Application Status	Application Submitted	Home Unit Recommendation	Eligible
Alignment Status	New application	Accept/Decline Status	Not yet allotted	Accept/Decline Date	N/A

CURRENT APPLICATION STATUS				
Applied Circle	Applied Unit	Remarks on Allotment / Non-Allotment	Inward Wait List Number*	
Uttar Pradesh Circle	Kanpur RD Division	-	0	

Certificates
No Certificates Available.

Validation
 I have verified all the details migrated from 1.0 (above) and found correct.
 I have verified all the details migrated from 1.0 (above) and observed some discrepancy.

Remarks
Minimum 10 characters required.

NOTE: In case of any discrepancy a ticket may be raised with the screenshot of the discrepancy (highlighted), from 1.0 and 2.0 in support desk. The ticket number with the issue should be mentioned in the remarks.

NOTE: Any technical issues pertaining to the candidate should be routed through the verifying authority through support desk. Verifying authority before forwarding may please ensure that the issue is relating to technical. Other issues should be settled by the verifying authority at their end itself.

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.



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Department of Posts

EMPLOYEE DETAILS					
Employee ID	10199372	Employee Name	Mukesh Choud	Cadre	N/A
Home Circle	Uttar Pradesh Circle	Home Unit	Aligarh Division	Office of Working	Aligarh HO
Mode of Recruitment	DP	DOB	05/07/1996	DOJ in Dept	14/12/2023
DOJ in Present Cadre	14/12/2023	Category	UR		

CURRENT APPLICATION DETAILS					
Request ID	RT26CD1E2848286	Transfer Type	Intra	Date of Application	14/12/2024
Applying Grounds	GENERAL	Application Status	Application Submitted	Home Unit Recommendation	Eligible
Allotment Status	New application	Accept/Decline Status	Not yet allotted	Accept/Decline Date	N/A

CURRENT APPLICATION STATUS			
Applied Circle	Applied Unit	Remarks on Allotment / Non-Allotment	Inward Wait List Number*
Uttar Pradesh Circle	Agra Division	-	0

Certificates

No Certificates Available.

Validation

I have verified all the details migrated from 1.0 (above) and found correct.

I have verified all the details migrated from 1.0 (above) and observed some discrepancy.

NOTE: Any technical issues pertaining to the candidate should be routed through the verifying authority through support desk. Verifying authority before forwarding may please ensure that the issue is relating to technical. Other issues should be settled by the verifying authority at their end itself.

Validate Close

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

Department of Posts
Ministry of Communications, Government of India

Validate Transfer Request (Migrated from 1.0)

NOTE

1. These applications are migrated from 1.0 which are submitted till 31.08.2025 and verified and marked as eligible in the 1.0 Rule-38 module.
2. If any application is withdrawn after migration, the data is available in the withdrawn tab to view.
3. For data issues raised in the support desk, the status will be marked as pending. After receiving the reply from the support desk, change the pending status to validate.
4. The Verifying Authority should raise a ticket only in cases where there is a data mismatch between 1.0 status and 2.0 status. Tickets raised for any other issues will not be addressed.

Straight Case Mutual Case Withdrawn Case

Request ID	Employee Name	Mutual Emp ID	Mutual Circle	Mutual Division	Application Submitted Date	Action
RT7D6B58FCAAB68	Akanksha Bhatti	10345067	Uttar Pradesh Circle	Moradabad Division	10/04/2025	View

After validation:

Department of Posts

EMPLOYEE DETAILS					
Employee ID	10332344	Employee Name	Akanksha Bhatti	Cadre	N/A
Home Circle	Uttar Pradesh Circle	Home Unit	Aligarh Division	Office of Working	DO Aligarh
Mode of Recruitment	DR	DOB	08/07/2001	DOJ in Dept	09/11/2022
DOJ in Present Cadre	09/11/2022	Category	SC		

CURRENT APPLICATION DETAILS					
Request ID	RT7D6B58FCAAB68	Transfer Type	Intra	Date of Application	10/04/2025
Applying Grounds	MUTUAL	Application Status	Application Submitted	Home Unit Recommendation	Eligible
Allotment Status	New application	Accept/Decline Status	Not yet allotted	Accept/Decline Date	N/A

CURRENT APPLICATION STATUS			
Applied Circle	Applied Unit	Remarks on Allotment / Non-Allotment	Inward Wait List Number*

MUTUAL EMPLOYEE DETAILS					
Employee ID	10345067	Employee Name	N/A	Cadre	Postal Assist(Lamp)
Home Circle	Uttar Pradesh Circle	Home Unit	Moradabad Division	Office of Working	N/A
Mode of Recruitment	DR	Application Submitted Date	10/04/2025	Category	EWS

Certificates

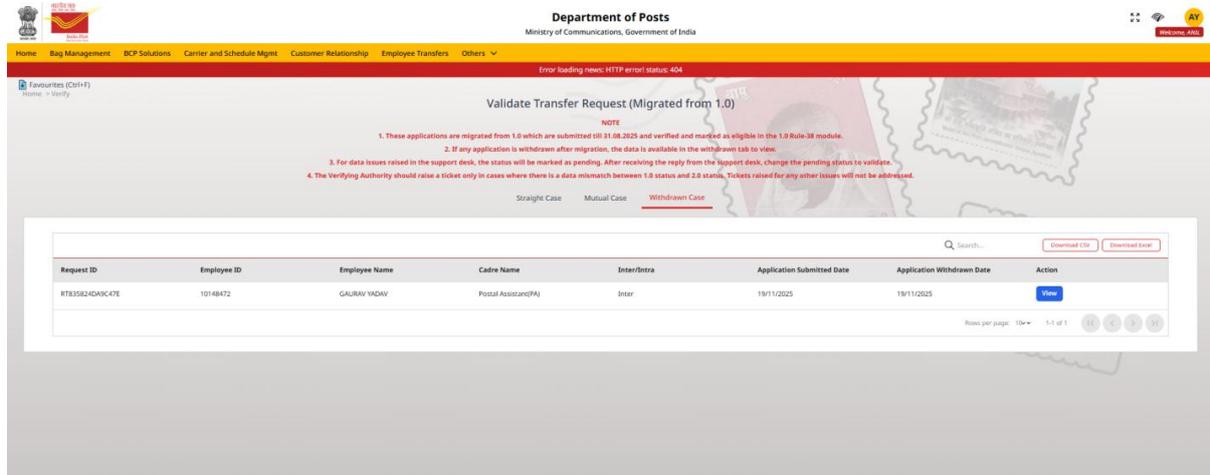
No Certificates Available.

NOTE: Any technical issues pertaining to the candidate should be routed through the verifying authority through support desk. Verifying authority before forwarding may please ensure that the issue is relating to technical. Other issues should be settled by the verifying authority at their end itself.

Already Validated
Authenticated By: 10148465
Authorized Destination: Postal Assistant & AGO



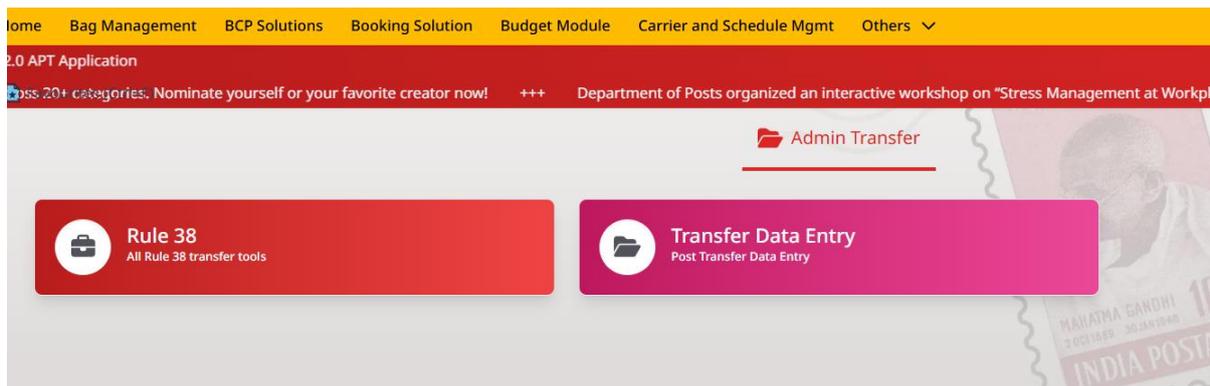
A view option for the transfer request which are withdrawn after migration by the employee will be available to view.



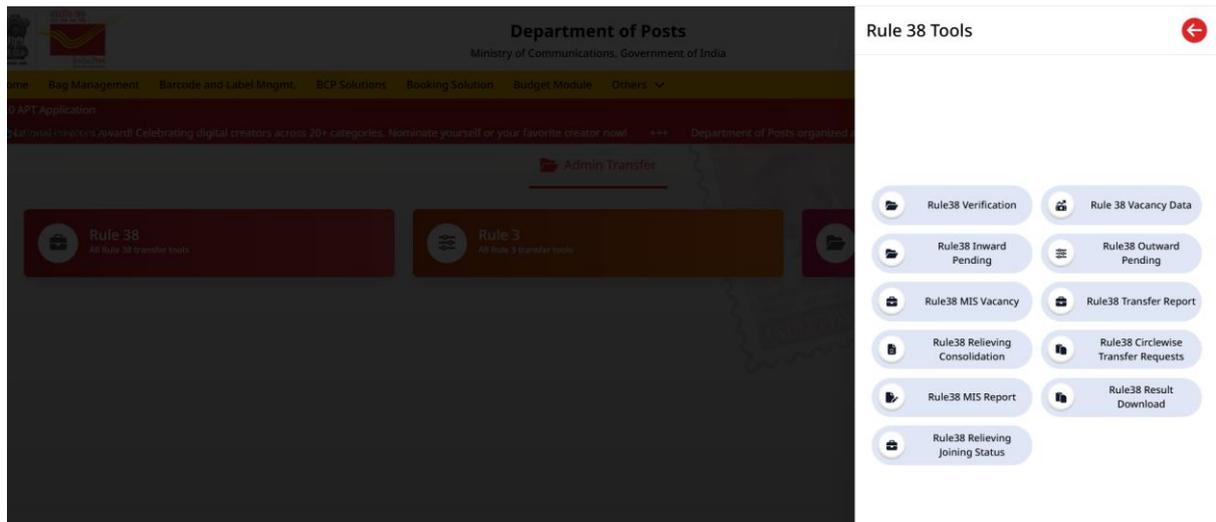
6 Rule 38 - Verification

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

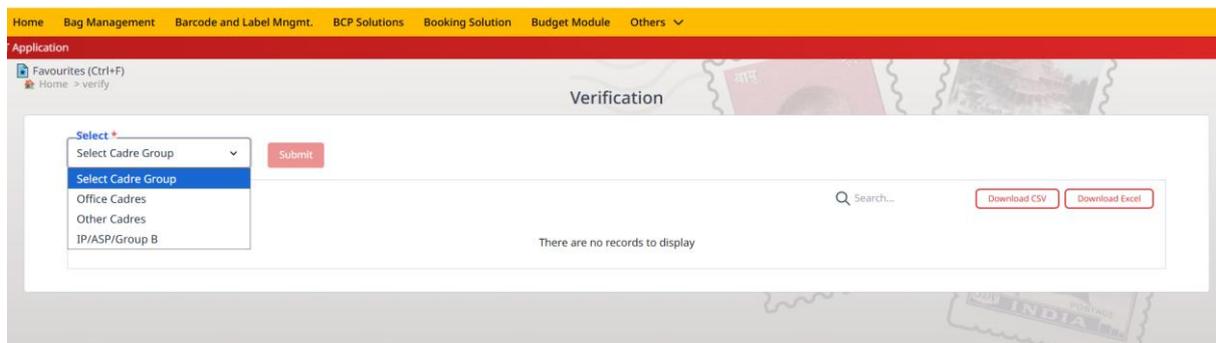
Note: The verification of the requests raised in 1.0 till 31-08-2025 are completed in 1.0 itself. The verification of the transfer requests raised from 01-09-2025 need to be verified in 2.0 after completion of the current cycle.



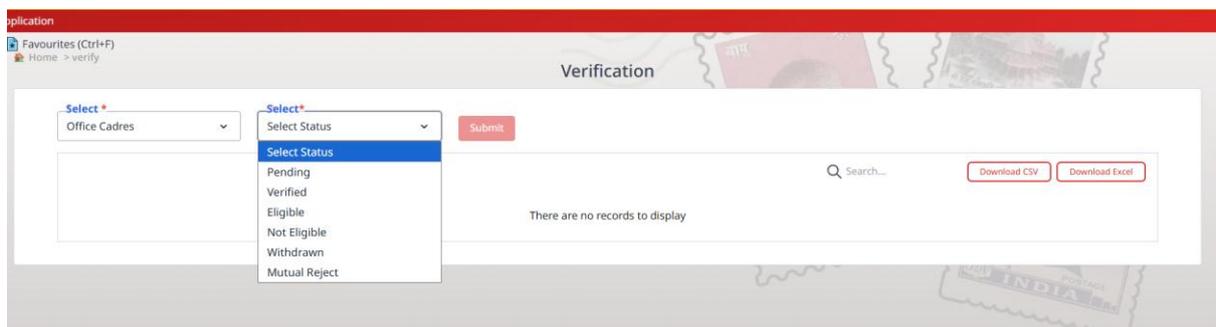
Under Divisional User Login, Click on Employee Transfers Card it will navigate to Admin Transfer page. Click on Rule 38 sub card, it will redirect to side navigation bar.



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.



Favourites (Ctrl+F) Home > verify

Verification

Select* Office Cadres Select* Pending Submit

Search... Download CSV Download Excel

Request ID	Employee ID/PostID	Employee Name	Cadre Name	Transfer Type	Applying Ground	Verification Office Name	Event Date	Action/Details
RT29F7FD72C2D6D	10040879/0	ASHA M S	Postal Assistant(PA)	Intra	GENERAL	Mandya Division	-	Verify

Rows per page: 10 1-1 of 1

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

Verification for ASHA M S ✕

EMPLOYEE ID: 10040879 POST ID: 0 EMPLOYEE NAME: ASHA M S

Cadre PA	Group Group C	Designation Office Assistant
Date of Birth 21-10-1989	Date of Joining 12-07-2010	Date of Joining In Present Cadre 12-07-2010
Present Office of Working Mandya Division	Mode Of Recruitment DR	Select Against Community Other Backward Classes
Select Gender Female	Mobile Number [REDACTED]	Email [REDACTED]
Applying Circle Karnataka Circle	Date of Receipt of Application 14-11-2025	Type of Rule 38 Applied Intra
Unilateral or Mutual unilateral		
Applying Grounds * GENERAL	No. of Non-Qualifying Service Days 0	Service length (after NQD) 15 years 4 months 2 days
No. of Intra Rule 38 Availed * 0	Application Status * select	

I confirm that the service particulars from the service book are correct / deviations noted. All the above details are cross checked as per the prevailing Rule-38 SOP/Guidelines provided by directorate from time to time.

Cancel Submit

A **Verification** page dialogue box will be displayed. Ensure the correctness of the auto populated fields. Further Applying Grounds will be frozen for **GENERAL** and **MUTUAL** cases. Applying Grounds can be modified to **GENERAL** if found incorrect but not to any other grounds.

Applying Grounds * GENERAL	No. of Non-Qualifying Service Days 8	Remarks for Non-Qualifying Days * Strike
Service length (after NQD) 15 years 3 months 25 days	No. of Intra Rule 38 Availed * 0	Application Status * Eligible

I confirm that the service particulars from the service book are correct / deviations noted. All the above details are cross checked as per the prevailing Rule-38 SOP/Guidelines provided by directorate from time to time.

I confirm that the applicant has **not availed Rule 37 in the last 3 years**.

Cancel Submit

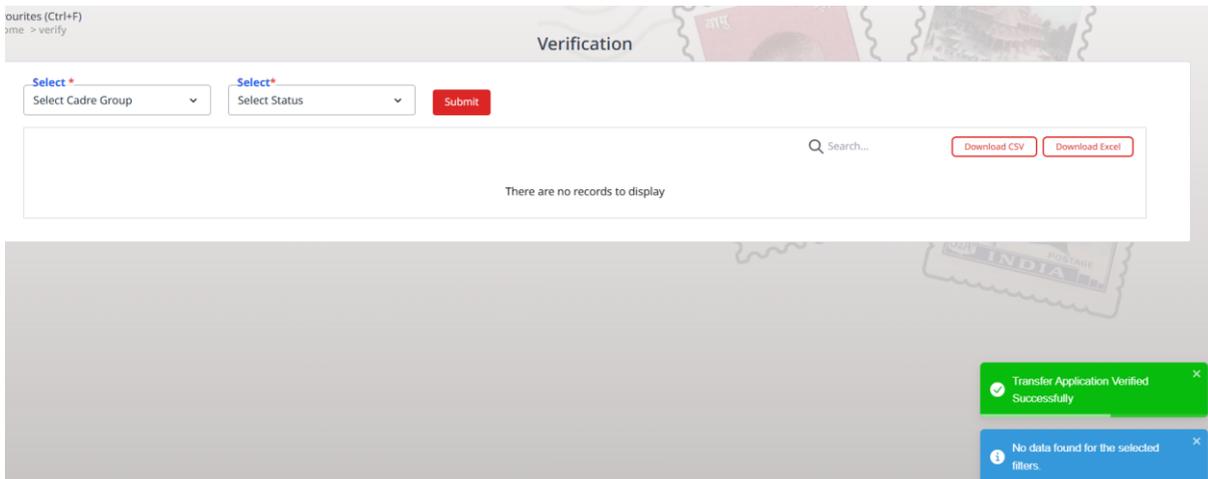


Further enter **No. of Non-Qualifying Service Days, Remarks for Non-Qualifying Days. Service Length (after NQD)** will be auto calculated. **Enter No. of Inter/Intra Rule 38 Aailed and Application Status as Eligible or Not-Eligible.**

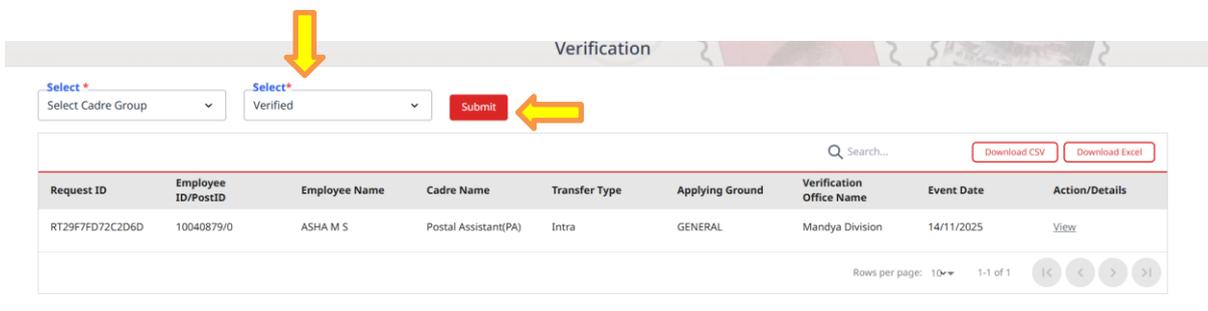
Applying Grounds * GENERAL	No. of Non-Qualifying Service Days 8	Remarks for Non-Qualifying Days * Strike
Service length (after NQD) 15 years 3 months 25 days	No. of Intra Rule 38 Aailed * 0	Application Status * Eligible

- I confirm that the service particulars from the service book are correct / deviations noted. All the above details are cross checked as per the prevailing Rule-38 SOP/Guidelines provided by directorate from time to time.
- I confirm that the applicant has **not availed Rule 37 in the last 3 years.**

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.



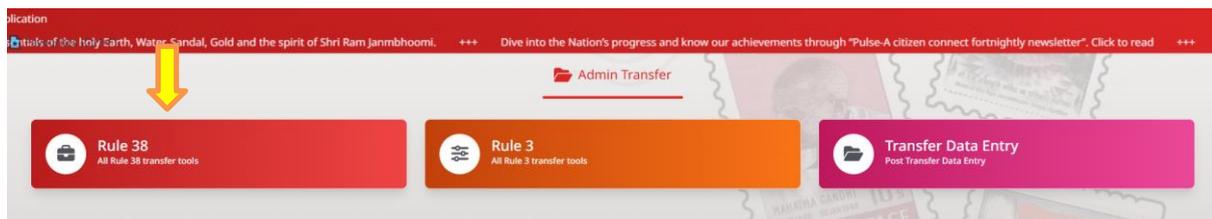
Click on **Verified status** to view the verified applications.



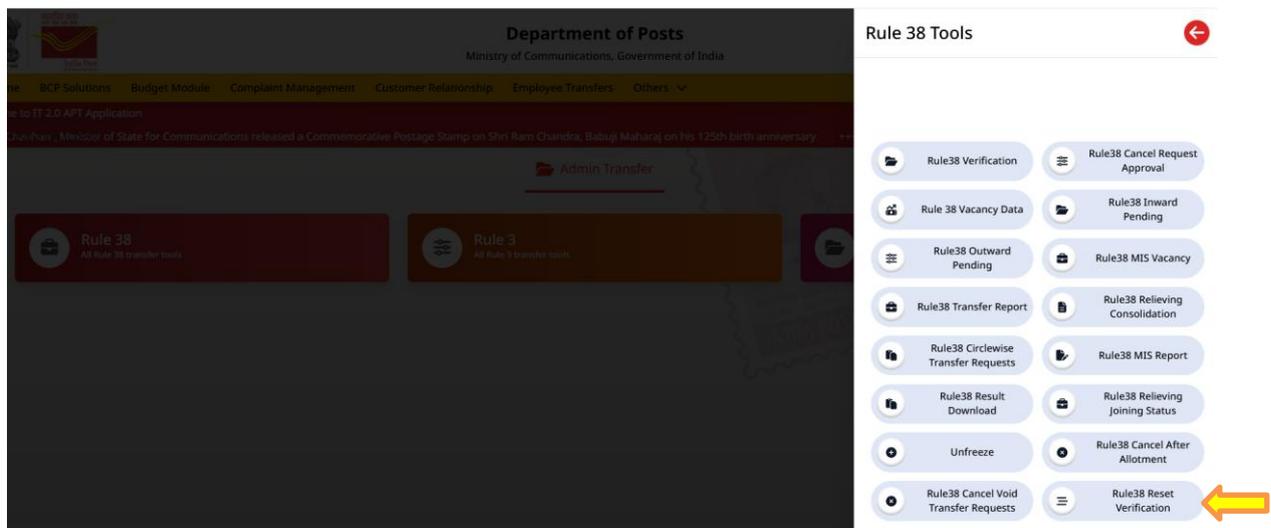
Note: Verification process has to be completed within the stipulated time prescribed by the Directorate in the Schedule.

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**

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)
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**

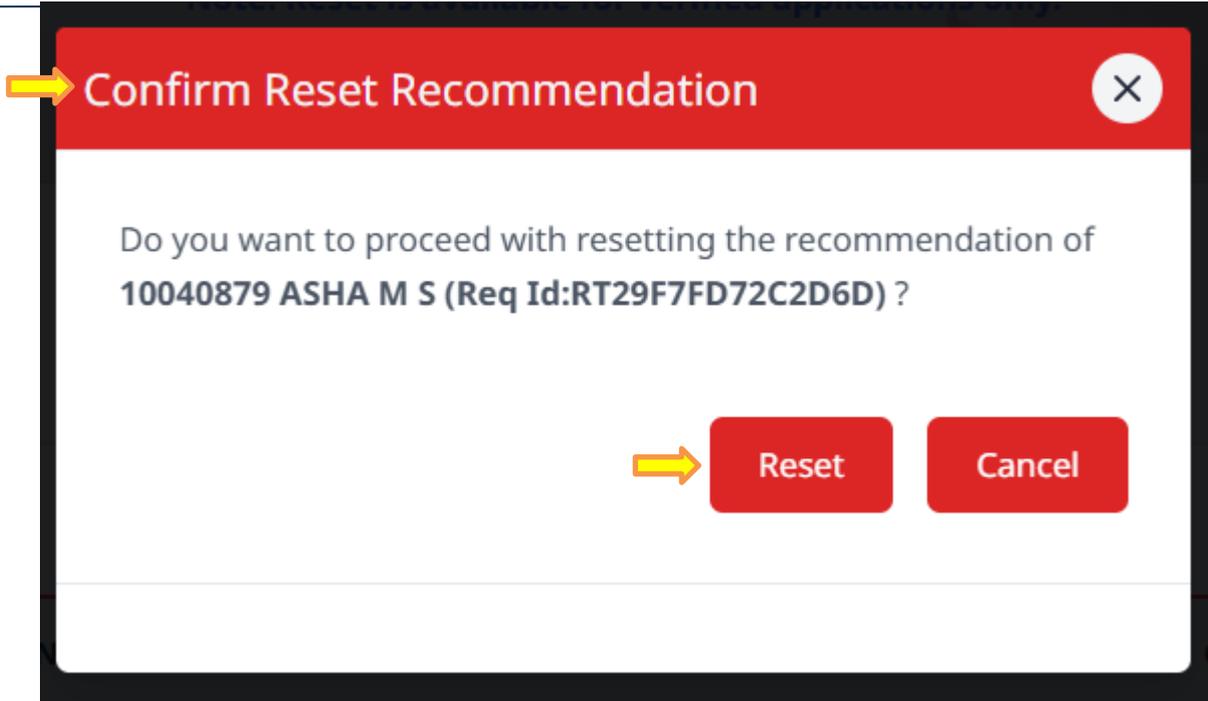
View **Reset**

Search... Download CSV Download Excel

Select	Request ID	Employee ID	Employee Name	Designation	Office of Working	Current Status
<input checked="" type="checkbox"/>	RT29F7FD72C2D6D	10040879	ASHA M S	Office Assistant	Mandya Division	Reset

Rows per page: 10 1-1 of 1

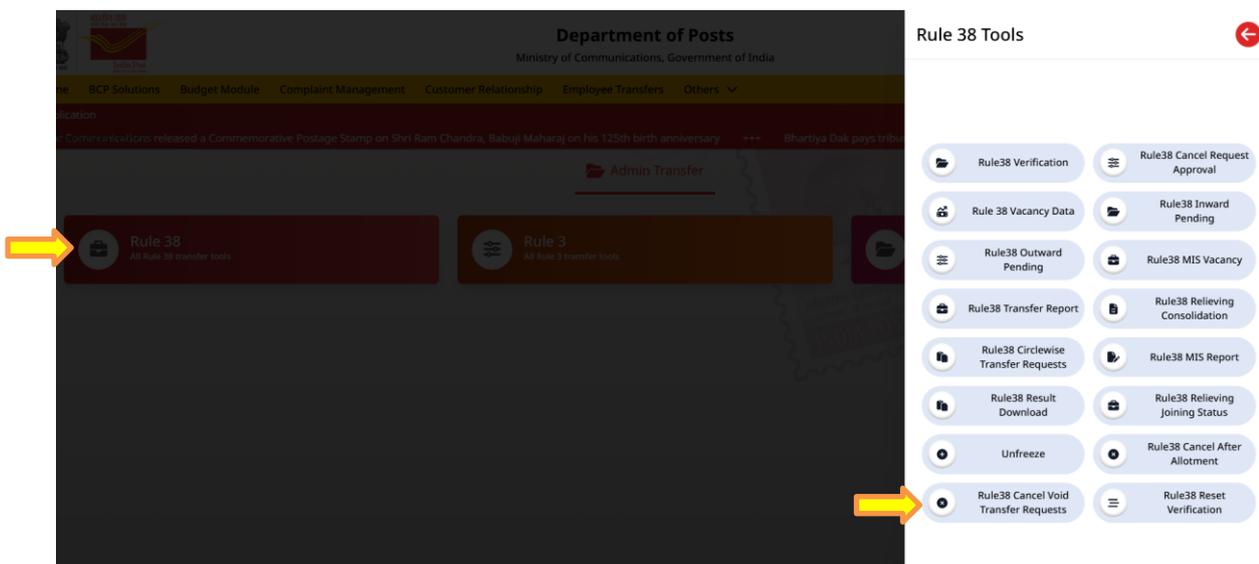
Click on **Reset** option and click on the **check box** to enable the **Reset** button and then click on **Reset** button for reverting incorrectly verified applications. The application will be redirected to the respective Verifying Authority Login.



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.

Favourites (Ctrl+F)
Home > View/Cancel Void Transfer Requests

View/Cancel Void Transfer Requests

Note: Please select the checkbox to enable the reason dropdown. Then, choose a reason to cancel the application.

Circle: **Karnataka Circle**

Search... Download CSV Download Excel

Select	Request ID	Employee Name	Employee ID	Gender	Mobile Number	Email ID	Inter/Intra	Home Circle	Home Division	Applying Circle	Month	Year	Reason	Current Status
<input type="checkbox"/>	RT61F4D4B6D21A4	NAYANA T R	10042841	Female	9535278976	navyatr92@gmail.com	Intra	Karnataka Circle	Dharwad Division	Karnataka Circle	NaN	NaN	Promotion	Cancelled
<input type="checkbox"/>	RT43454B2FF694C	Naveena K	10269034	Female	9663239227	KNAVEENA97@GMAIL.COM	Intra	Karnataka Circle	RMS 'Q' DIVISION	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT18D5893DE58...	VIKRAM LAMANI	10269677	Female	9900261889	vikramk180395@gmail.com	Intra	Karnataka Circle	Puttur Division	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT28DEE44C44E4D	Poonam R Morabale	10347999	Female	7411744695	poonammorabale777@gmail.com	Intra	Karnataka Circle	RMS 'Q' DIVISION	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT85F3ASE2ACDE4	Dinesh M Shettigar MALLAPPA	10329458	Female	9945912080	ekaangi@gmail.com	Intra	Karnataka Circle	RMS 'Q' DIVISION	Karnataka Circle	NaN	NaN	Choose an option	Cancelled

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

Circle: **Karnataka Circle**

Search... Download CSV Download Excel

Select	Request ID	Employee Name	Employee ID	Gender	Mobile Number	Email ID	Inter/Intra	Home Circle	Home Division	Applying Circle	Month	Year	Reason	Current Status
<input checked="" type="checkbox"/>	RT61F4D4B6D21A4	NAYANA T R	10042841	Female	9535278976	navyatr92@gmail.com	Intra	Karnataka Circle	Dharwad Division	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT43454B2FF694C	Naveena K	10269034	Female	9663239227	KNAVEENA97@GMAIL.COM	Intra	Karnataka Circle	RMS 'Q' DIVISION	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT18D5893DE58...	VIKRAM LAMANI	10269677	Female	9900261889	vikramk180395@gmail.com	Intra	Karnataka Circle	Puttur Division	Karnataka Circle	NaN	NaN	Promotion Death Retirement Administrative Legal(Punishment)	Cancelled
<input type="checkbox"/>	RT28DEE44C44E4D	Poonam R Morabale	10347999	Female	7411744695	poonammorabale777@gmail.com	Intra	Karnataka Circle	RMS 'Q' DIVISION	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT85F3ASE2ACDE4	Dinesh M Shettigar MALLAPPA PURUDAPPA KUMBAR	10329458	Female	9945912080	ekaangi@gmail.com	Intra	Karnataka Circle	RMS 'Q' DIVISION	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT78C42B6414F53	MALLAPPA PURUDAPPA KUMBAR	10044003	Female	9481631745	kumbarmallappa3@gamil.com	Intra	Karnataka Circle	Kolar Division	Karnataka Circle	NaN	NaN	Choose an option	Cancelled
<input type="checkbox"/>	RT0C3E4FFE93B74	PAVITHRA BAI P M	10275999	Female	8971243626	pavi04160@gmail.com	Intra	Karnataka Circle	Hassan Division	Karnataka Circle	NaN	NaN	Choose an option	Cancelled

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)**.

Circle: **Karnataka Circle**

Search... Download CSV Download Excel

Request ID	Employee Name	Employee ID	Gender	Mobile Number	Email ID	Inter/Intra	Home Circle	Home Division	Applying Circle	Month	Year	Reason	Current Status
486D21A4	NAYANA T R	10042841	Female	9535278976	navyatr92@gmail.com	Intra	Karnataka Circle	Dharwad Division	Karnataka Circle	NaN	NaN	Promotion	Cancel Transfer

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.

Circle Karnataka Circle

Q asha Download CSV Download Excel

Request 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

Rows per page: 10 1-1 of 1

Status after Cancellation will be seen as shown above.