



Operational Guide

Advanced Postal Technology (APT)

FOR

UPDATION OF DEPARTMENTAL
EMPLOYEE PROFILE DATA



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ABBREVIATIONS

SL NO.	ABBREVIATION	FULL FORM
1.	IT	Information Technology
2	HO	Head Office
3	SO	Sub Office
4	BO	Branch Office
6	HOA	Head of account

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Operational Guide :

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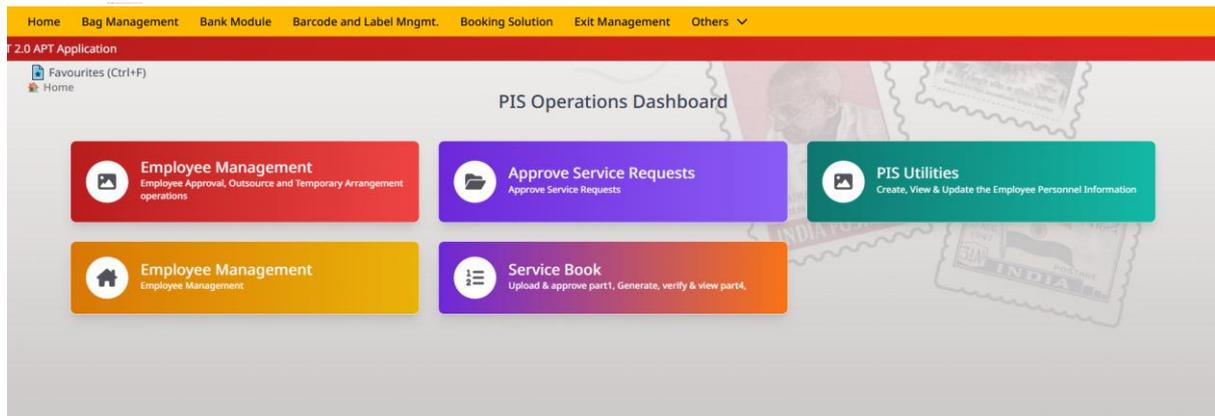
DISCLAIMER

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.

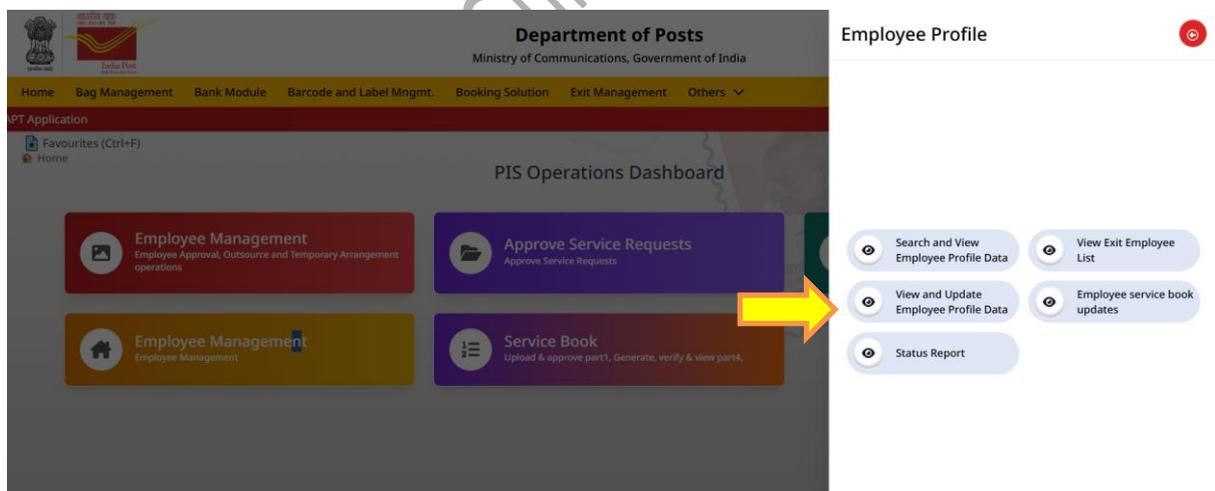


1. Update Departmental employee profile data in DDO Service Book- Maker

Departmental employee profile data can be corrected at concerned office of DDO.



Click on the “Employee Management” sub card under “Personal Information system” card in “DDO Service Book - Maker login”.



Upon clicking “Employee Management” sub card, “View and Update Employee Profile Data” option will be available to select, Click on “View and Update Employee Profile Data” option.



Upon Clicking “View and Update Employee Profile Data” option, it will navigate to “Modify Employee Information” page.

Select the Departmental employee by filtering Office Type- Office- Employee and click on “Fetch” button.

Upon clicking “Fetch” button, it will displays the selected employee information as following three segments:

1. Personal Information
2. Communication Details
3. Posting Information.



Employee Details		
1	2	3
Personal Information	Communication Details	Posting Information
Date of joining Department* 13-11-2014	Employee Type* Departmental	Recruitment Mode* DR
Date of joining in present Cadre* 13-11-2014	Office of working Srirangapatna H.O (21360040)	Group Post* Group C
Post ID* [Empty]	Designation Postal Assistant	Cadre Postal Assistant(PA)
Employee Cadre Postal Assistant(PA)	Employee Designation Postal Assistant	Tax Regime* New
Subscription Type* NPS	NPS Id/Pran No/Severance No [Empty]	Driving Licence Number
Date of Retirement 31-12-2051	Employment Status* Active	Remarks
		Back Submit

Modify the required fields and click on “Submit” which is available in the “Posting Information” segment.

Modify Employee Information

Office Type*
BPO

Office*
Aghalaya B O (21105550)

Employee*
SUDEEP S GOWDA (50518766)

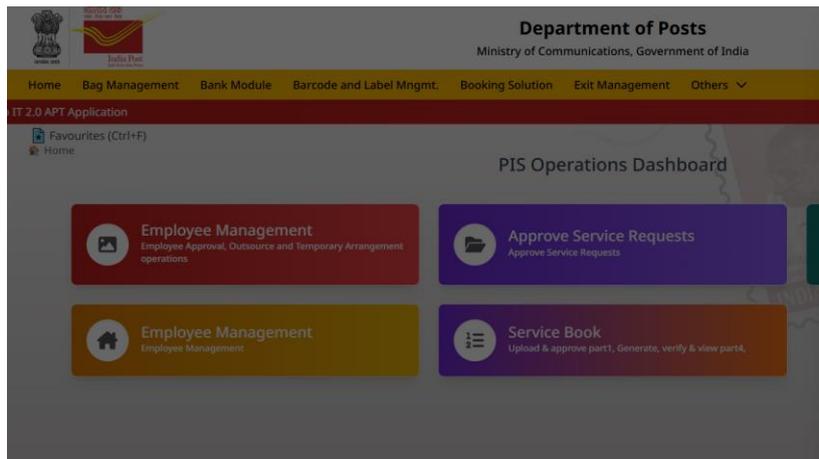
[Fetch](#)

request submitted successfully

Upon clicking “Submit”, a flash pop up “Request Submit Successfully” will be displayed.

2. Approve Updated Departmental employee profile data in DDO Service Book- Checker

Modified Departmental employee profile data will be available in DDO Service Book – Checker login.

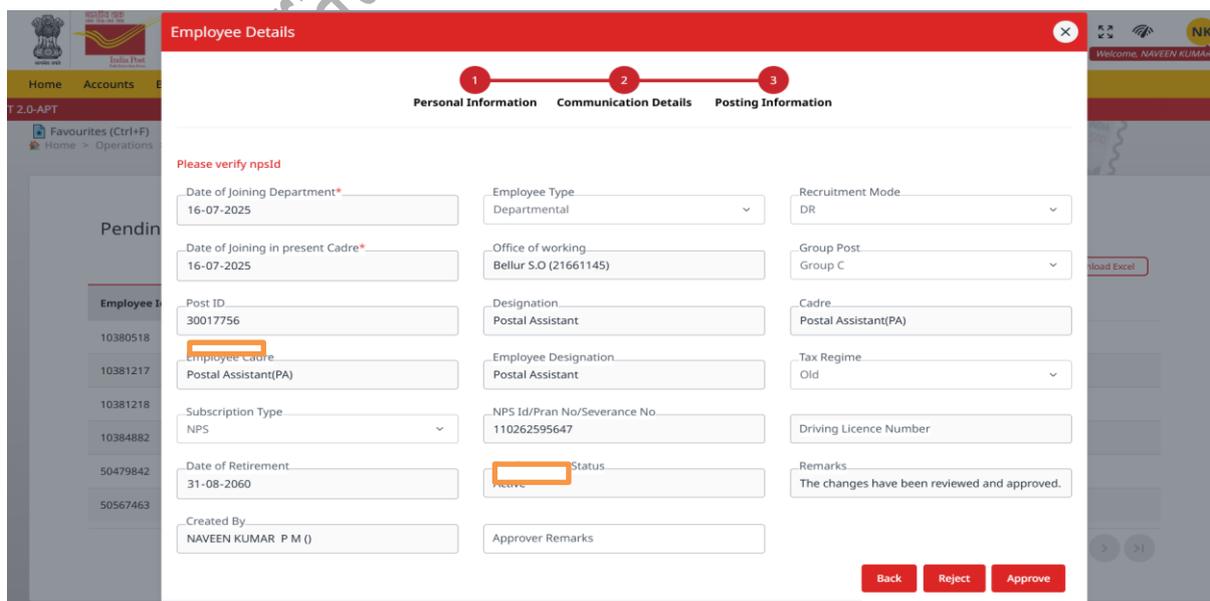


Click on “Approve Employee” option which is available at Personal Information system- Employee Management in “DDO Service Book-Checker login”.



Upon clicking “Approve Employee” option, it will navigate to “Employee Personal Information” page. Modified Departmental employee details which are pending for approval will be listed out.

Click on “Approve/Reject” option available against employee id under “Action” column.





Upon clicking “Approve/Reject” button, it will display “Employee details” page. Click on “Approve” button if all details found correct or Click on “Reject” button, if discrepancies noticed.

3.Communication Details Update Process

The following Communication details of DEPARTMENTAL employee has been updated and approved at Divisional Office.

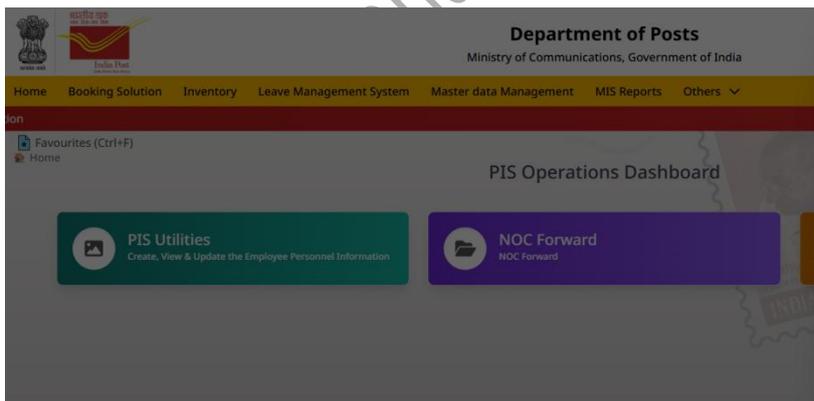
1. Address
2. Aadhar details
3. PAN card details
4. Mobile number
5. Email id

3.1 Roles

DO OA- Dealing Assistant Service Book(Maker): For forwarding the communication request submitted by the Departmental employee or Edit communication details

SP/SSP – Supervisor (Service Book Supervisor –SP/SSP) : For approval of communication details.

3.2 Edit Communication details



Pis Utilities - Forward and Edit Requests

Note: Now onwards, Bank Details options will be available in the Payroll Module.

- Forward Award Detail Requests
- Edit Award Details
- Forward Communication Detail Requests
- Edit Communication Details
- Forward Education Detail Requests
- Edit Education Details

Click on “Edit communication Details” under Personal Information System-PIS Utilities (Forward and Edit Details) –Edit Communication Details



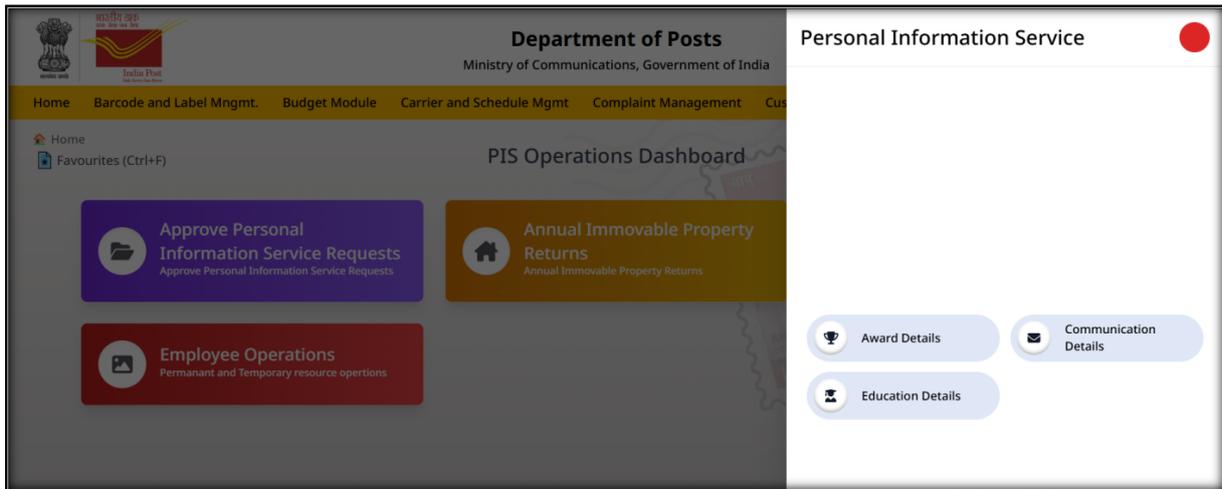
Upon clicking on “Edit communication details” option , it will navigate to “View Modify Communications” page. Select the Departmental employee by filtering Office Type- Office- Employee and click on “Fetch” button.

Upon clicking “Fetch” button, “Employee details” dialogue box will display. Change the communication details. Click on “Forward” button.

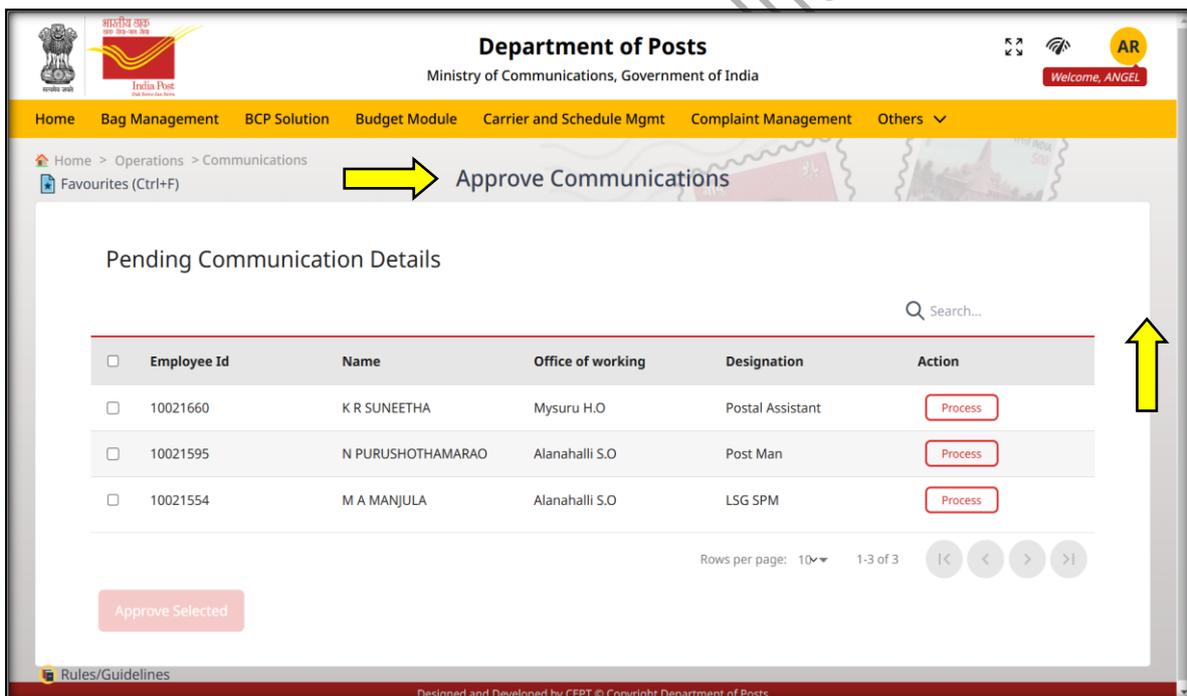
Upon clicking “Forward” button, a flash pop up “Request submitted successfully” will be displayed.



3.3 Approving Communication Details by SP/SSP



In the SP/SSP login, click on “Communication details” option under Personal Information system- Approve Service Requests.



The list of requests pending for approval will be displayed in ‘Approve Communications’ page.



Employee Id	Name	Office of working	Designation	Action	
<input checked="" type="checkbox"/>	10021660	K R SUNEETHA	Mysuru H.O	Postal Assistant	Process
<input type="checkbox"/>	10021595	N PURUSHOTHAMARAO	Alanahalli S.O	Post Man	Process
<input type="checkbox"/>	10021554	M A MANJULA	Alanahalli S.O	LSG SPM	Process

Select the request needs to be processed by clicking on the checkbox and click on the 'Process' button.

Employee Details

Employee Id: 10021660
Name: K R SUNEETHA
Address Line 1*: addr
Address Line 2*: address 2
Address Line 3:
Pin Code*: 560001
India Post Email Id:
Personal Email Id*: per@gmail.com
Mobile*: 9999999999
Aadhaar*: 789056781234
Pan Number*: ABCDE1234F
Employee Remarks:
Forwarding Authority Remarks: NA
Approving Remarks*:
Download Document
Approve Reject

The details will be displayed in a pop up screen. The supporting document attached by employee in ESS Portal can be downloaded by clicking on 'Download' button.



Employee Details

Employee Id: 10021660

Name: K R SUNEETHA

Address Line 1*: addr

Address Line 2*: address 2

Address Line 3:

Pin Code*: 560001

India Post Email Id:

Personal Email Id*: per@gmail.com

Mobile*: 9999999999

Aadhaar*: 789056781234

Pan Number*: ABCDE1234F

Employee Remarks:

Forwarding Authority Remarks: NA

Approving Remarks*: proved

Download Document

Approve Reject

Enter the approval remarks in the field provided and click on 'Approve' button.

Approve Communications

1 item selected

Employee Id	Name	Office of working	Designation	Action
<input type="checkbox"/> 10021595	N PURUSHOTHAMARAO	Alanahalli S.O	Post Man	<input type="button" value="Process"/>
<input type="checkbox"/> 10021554	M A MANJULA	Alanahalli S.O	LSG SPM	<input type="button" value="Process"/>

Approve Selected

Request processed successfully.

Upon clicking 'Approve' button, success message as "Request processed successfully" will be displayed on the bottom right corner of the screen.