

Tgy-50/15/2022-Tech-DOP-Part(2)  
Government of India  
Ministry of Communications  
Department of Posts  
(Technology Division)

Dak Bhawan, Sansad Marg,  
New Delhi - 110 001  
Date- 28.11.2025

To  
All CPMsG

Sub: Dissemination of Information Regarding Availability of e-Receipt Generation Facility on India Post Website – reg.

Sir/Madam,

It is to apprise that generation of e-receipt for various postal transaction has been made available on India Post website for those availing the service. The customer can now download and securely retain digital copies of their receipts for various postal transactions by adopting prescribed procedure (enclosed)

2. All Circles are requested to disseminate this information widely to all Postal Units and staff. It is further requested that customers are also make aware of this facility and guided to make use of the e-receipt facility.

3. This issues with the approval of the competent authority.

Encls : As above

Digitally signed by  
Subodh Kumar Sharma  
Date: 28-11-2025  
16:14:05 AD(PMU)

पृष्ठांकन क्र. पीएमयू/16-02/30

भोपाल, दिनांक 02.12.2025

इंडिया पोस्ट वेबसाइट पर ई-रसीद निर्माण सुविधा की उपलब्धता के संबंध में सूचना का प्रसार संबंधी विषय पर सहायक निदेशक (पीएमयू), डाक महानिदेशालय, नई दिल्ली पत्र क्र Tgy-50/15/2022-Technology-DOP, Dak Bhawan, New Delhi दिनांक 28.11.2025 सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है। कृपया अपने अधीनस्थ अधिकारियों/कर्मचारियों तक व्यापक रूप से प्रसारित करना सुनिश्चित करें। साथ ही ग्राहकों को भी इस सुविधा के बारे में जागरूक करना और ई-रसीद सुविधा का उपयोग करने हेतु प्रेरित करें।

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:

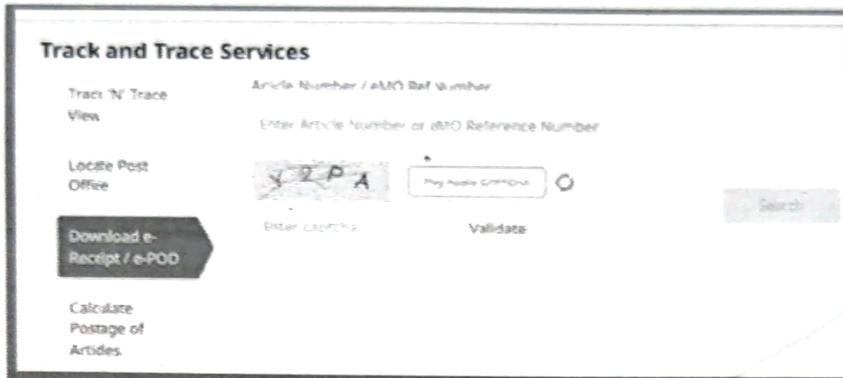
1. पोस्टमास्टर जनरल जबलपुर परिक्षेत्र, जबलपुर-482001
2. पोस्टमास्टर जनरल इंदौर परिक्षेत्र, इंदौर-452001
3. समस्त प्रवर अधीक्षक / अधीक्षक डाकघर, मध्य प्रदेश परिमंडल।
4. समस्त अधीक्षक रेल डाक सेवा, मध्य प्रदेश परिमंडल।
5. समस्त समूह अधिकारी, परिमंडल कार्यालय, भोपाल।
6. अधीक्षक, डाक वस्तु भंडार, भोपाल।
7. मैनेजर, मेल मोटर सर्विस, भोपाल।

सहायक निदेशक (पीएमयू)  
मध्य परिमंडल भोपाल -12

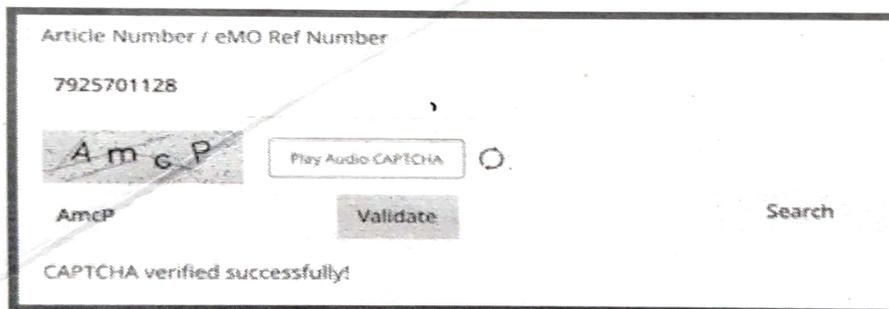
## Standard operating procedure to download the e-Receipt

The e-receipt generation facility is already available in the India Post system. Customers and post offices can access and download e-receipts through the India Post website as per the procedure below:

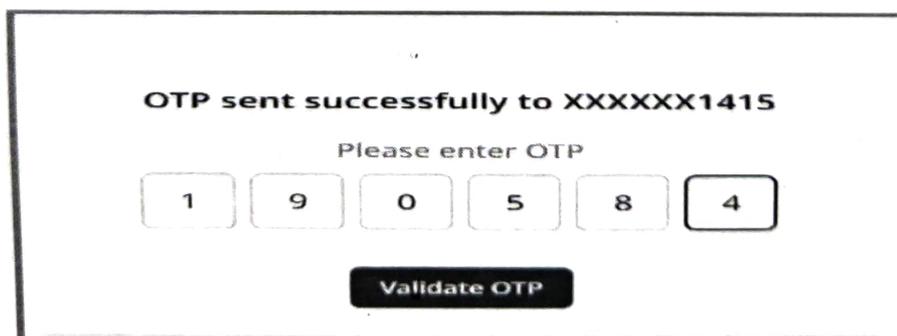
- Visit <https://www.indiapost.gov.in>
- Navigate to the path: Track & Trace → Track Consignment.
- Select the option "Download e-Receipt / e-POD."



- Enter the Article Number / EMO Reference Number and the Captcha, then click Validate



- Once validation is successful, click on the Search option. An OTP will be sent to the mobile number of sender provided during booking of the Article / EMO sender
- Enter and validate the OTP.



- Upon successful OTP validation, the data will be displayed, and the e-Receipt / e-POD will be available for download.

EMO Details			
PNR NO	SENDER	RECEIVER	ORIGIN → DESTINATION
7925701128	Yerriswamy M	The trustee	CEPT → Dharmasthala S.O
MO VALUE	MO TYPE	BOOKING REF	TOTAL TARIFF
51	EMO	600000000611 2577195	₹ 54

[Download Receipt](#)

This feature enables digital access to receipts, reduces dependency on physical copies, and supports the Department's digital initiatives.