



Standard Operating Procedure

APT

For New GDS Employee Creation



ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	OA	Office Assistant
2	SP	Superintendent of Posts
3	SSP	Senior Superintendent of Posts
4	PIS	Personal Information System
5	DoP	Department of Posts
6	TOTP	Time Based One Time Password
7	OTP	One Time Password



Standard Operation Procedure:

Area	PIS
SOP No	1
Module	Personal Information System
Dated	09.03.2026
SOP Title	New GDS Employee Creation

CEPT SOP - for Internal Use Only



1 Introduction

This Standard Operating Procedure (SOP) outlines the process for creating new employee records for GDS employees. Employee creation responsibilities are designated based on administrative levels: at the Division Level, the Divisional Office Assistant is authorized to create employee profiles, while at the Circle/Regional Level, this task is carried out by the Office Assistant.

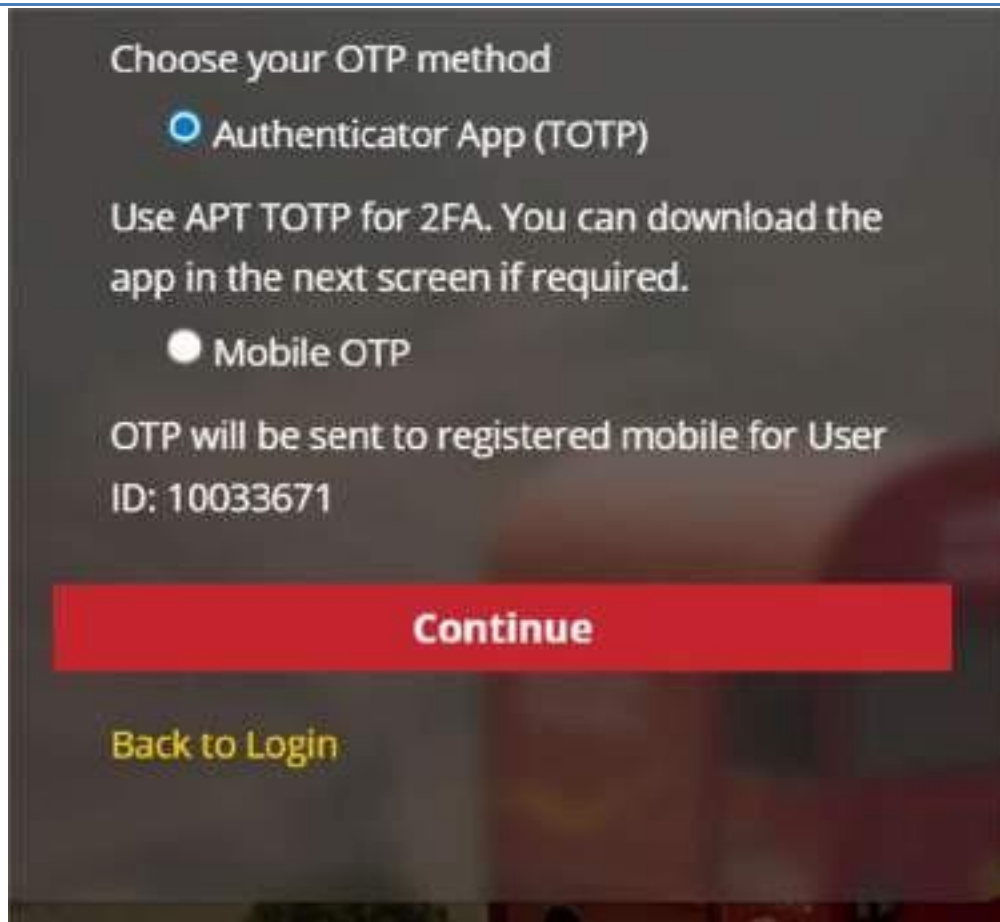
2 User Login

Production / Live URL: <https://app.indiapost.gov.in/employeeportal>



After entering the URL in the address bar of a recommended web browser, the login screen will appear as shown above.

Enter the Employee ID and Password.
Then click 'Sign In'.



Upon clicking 'Sign In', the user is required to log in to the application using one of the following authentication methods:

1. TOTP Method
2. Mobile OTP Method.



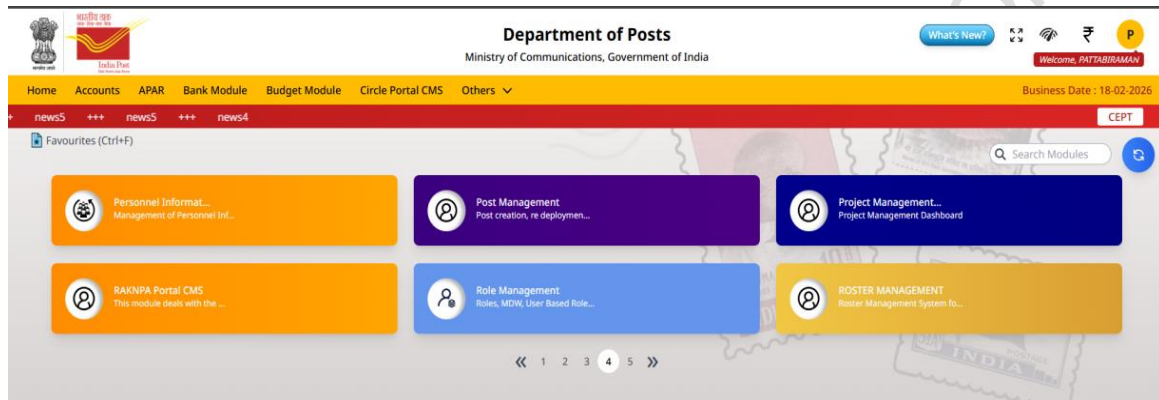
3 Roles Required

For the Creation of new employee, the below mentioned Roles shall be given to the identified users.

1. For Maker: Dealing Assistant(Maker for employee management)
2. For Checker: Service Book Supervisor(SP/SSP)

It is strictly advised not to assign the Maker role to the same individual designated as the Checker.

4 Creation of New Employee



Click 'Personal Information System' Card.



Upon clicking 'PIS' Card, the PIS Operations Dashboard will be displayed.

Click 'Employee Management' sub-card.



The screenshot shows the 'PIS Operations Dashboard' with a sidebar titled 'Employee Profile'. The sidebar contains several options, with 'GDS Employee Creation' highlighted in blue. Other options include 'Search and View Employee Profile Data', 'View Exit Employee List', 'E-engagement role', 'GDS Documents Upload', 'GDS Service Events Update', 'View and Update Employee Profile Data', 'Employee service book updates', 'Employee Service Book Updates (Admin)', 'Status Report', 'Create Cross Office Temporary Arrangement', 'Modify Temporary Arrangement', 'View Temporary Arrangement', 'Create New Employee', 'GDS Employee Creation', and 'Create Existing Employee', 'Returned Employee Requests'.

Upon clicking the 'Employee Management' sub-card, the Options will be displayed under Employee Profile.

Click 'GDS Employee Creation' option.

Upon clicking the 'GDS Employee Creation' option, the 'Employee Personal Information' screen will be displayed, showing the records of GDS employees available for creation.

The screenshot shows the 'Employee Personal Information' screen with the title 'GDS Employee Creation: 6'. It features a search bar, 'Download CSV', and 'Download Excel' buttons. Below is a table with the following data:

Registration No.	Employee Name	Designation	Office Of Working	Actions
G1146227653047200	Madderla	GDS	CEPT	Create Employee
G1144911307096016	Nagendra Kumar	GDS	CEPT	Create Employee
G1150263913041936	PRIYANKA	GDS	CEPT	Create Employee
G1146310923319104	Sumathi	GDS	CEPT	Create Employee
G1149121463273728	MOHAMMED	GDS	CEPT	Create Employee



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Upon clicking the 'Create Employee' option, the 'Employee Personal Information' screen will be displayed. The user is required to fill in the necessary details that are not auto fetched in the following three stages:

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

The screenshot shows the 'Employee Personal Information' form with a progress indicator at the top showing three stages: 1. Personal Information (highlighted in red), 2. Communication Details, and 3. Posting Information. The form contains the following fields:

- First Name* (text input)
- Middle Name (text input)
- Last Name (text input)
- Father Name* (text input)
- Date of Birth* (calendar icon, format dd-mm-yyyy)
- Gender* (dropdown menu: Choose an option)
- Employee Community* (dropdown menu: Choose an option)
- Selected Employee Community* (dropdown menu: Choose an option)
- Marital Status* (dropdown menu: Choose an option)
- Employee Height (in cm) (text input)
- Blood Group* (dropdown menu: Choose an option)
- Is the employee a PWD Candidate?* (dropdown menu: Choose an option)
- Nationality* (dropdown menu: Indian)
- Is the employee an Ex-Servicemen?* (dropdown menu: No)
- Personal Identification Mark 1* (text input)
- Personal Identification Mark 2 (text input)
- Aadhaar-ref-number* (text input)

A red 'Next' button is located at the bottom right of the form. The footer includes 'Rules/Guidelines' and 'Designed and Developed by CEPT © Copyright Department of Posts'.

Upon filling all mandatory fields under 'Personal Information', Click 'Next' button.

The screenshot shows the 'Employee Personal Information' form with a progress indicator at the top showing three stages: 1. Personal Information, 2. Communication Details (highlighted in red), and 3. Posting Information. The form is divided into three sections:

- Permanent Address**
 - Permanent Address Line 1* (text input)
 - Permanent Address Line 2* (text input)
 - Permanent Address Line 3 (text input)
 - Permanent Address Line 4 (text input)
 - Permanent PIN* (text input)
 - Home Town* (text input)
- Present Address**
 - Is Present Address same as Permanent Address?
 - Present Address Line 1* (text input)
 - Present Address Line 2* (text input)
 - Present Address Line 3 (text input)
 - Present Address Line 4 (text input)
 - Present PIN* (text input)
- Other Details**
 - India Post Email Id (text input)
 - Personal Email Id* (text input)
 - Mobile* (text input)
 - Pan Number* (text input)

'Back' and 'Next' buttons are located at the bottom right of the form. The footer includes 'Rules/Guidelines' and 'Designed and Developed by CEPT © Copyright Department of Posts'.



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Upon clicking the 'Next' button, the user needs to fill all the mandatory fields under 'Communication Details'.

Click 'Next' button.

The screenshot shows the 'Employee Personal Information' form. At the top, there are three steps: 1. Personal Information, 2. Communication Details, and 3. Posting Information. The 'Communication Details' section is highlighted with a red circle and the number 2. The form contains the following fields:

- Date of joining Department* (dd-mm-yyyy)
- Employee Type* (Choose an option)
- Recruitment Mode* (Choose an option)
- Date of joining in present Cadre* (dd-mm-yyyy)
- Circle* (Choose an option)
- Office Type* (Choose an option)
- Office ID* (Select...)
- Group Post* (Choose an option)
- Post ID* (Choose an option)
- Designation
- Cadre
- Tax Regime* (Choose an option)
- Subscription Type* (Choose an option)
- Driving Licence Number
- Date of Retirement (dd-mm-yyyy)
- Remarks

Buttons: Back, Submit

Finally, the user needs to fill the Posting Information fields and Click 'Submit' button. Upon clicking the 'Submit' button, the new Employee ID will be generated.

5 Approval of Newly Created Employee

The employee ID created at the Maker Level needs to be verified at the Checker level.

The screenshot shows the Department of Posts portal. The page header includes the Department of Posts logo and name, along with the Ministry of Communications, Government of India. The navigation menu includes Home, Accounts, APAR, Bank Module, Budget Module, Circle Portal CMS, and Others. The main content area displays several modules: Personnel Information, Post Management, Project Management, RAKNPA Portal CMS, Role Management, and ROSTER MANAGEMENT. A search bar and a 'CEPT' button are also visible.



After login by the Checker, Click on 'Personal Information System' card.



Click 'Employee Management' sub-card.

The screenshot displays the 'Department of Posts' PIS Operations Dashboard. The main area features several functional cards: 'Employee Management' (Employee Approval, Outsource and Temporary Arrangement operations), 'Approve Service Requests' (Approve Service Requests), 'Annual Immovable Property Returns' (Annual Immovable Property Returns Reports), 'Gradation List' (Gradation List Generation, View & Process), and 'Service Book' (Upload & approve part, Generate, verify & view part). A right-hand sidebar titled 'Employee Approval' provides a list of actions: 'Approve Employee', 'View and Update Inactive Employee Data', 'Search and View Employee Profile Data', 'Status Report of Employee Management', and 'Update Employee Cadre, Designation & Lien Data'. A link for 'View Revised SOP For Outsource Creation and Temporary Arrangements' is also visible at the top of the sidebar.

Upon clicking the 'Employee Management' sub-card, click on 'Approve Employee' Option.

The newly created employee details will be displayed.

Verify the Data and approve.