F. No. SR-13-03/2019-SR-DoP
Government of India
Ministry of Communications
Department of Posts
(SR Section)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Dated: 05th November, 2026

To

The Chief Postmasters General,
Andhra Pradesh Circle and Rajasthan Circle.

Subject: Live testing of the Online Membership Verification Portal– reg.

Madam/Sir,

I am directed to refer to the subject cited above and to say that live testing of Membership Verification Portal has been scheduled on 11.11.2026 and 12.11.2026 **(Detailed timeline is annexed)** for this purpose the following units have been identified in consultation with concerned Circles:

Sl No.	Type of unit	Andhra Pradesh Circle	Rajasthan Circle
1.	Postal Division	Vijayawada Division	Jaipur Mfl. Division
2.	RMS Division	RMS 'Y' Division, Vijayawada	RMS JP Division, Jaipur
3.	Postal Accounts Office	O/o GM (PA & F), Vijayawada	DAP, Rajasthan Circle
4.	Circle Office	Circle Office, Andhra Pradesh Circle	Circle Office, Rajasthan Circle

2. In this context, both Circles are requested to take the following action:

(i) Complete all pending work relating to data migration and role assignment and furnish confirmation of readiness to this Directorate by 09.11.2026.

(ii) Give wide publicity to the testing schedule and procedure among all eligible employees and GDS in the selected units through notice boards, official communications and other appropriate channels, and facilitate their participation.

(iii) Coordinate with the concerned Service Associations and GDS Associations to ensure participation of their authorised office-bearers and testing of the applicable workflows.

(iv) Furnish a consolidated report to this Directorate after completion of the exercise, indicating participation, functionalities tested, issues encountered, action taken and any issues requiring further resolution by CEPT or Directorate.

Annexure: As above.

Yours faithfully,

(Nahar Singh Meena)

Assistant Director General

Copy to:

1. **CEPT, Bengaluru:** With a request to ensure technical readiness of the Portal and confirm the same to this Directorate 09.11.2026.

2. **All 41 applicant Service Associations and GDS Associations:** With a request to extend necessary cooperation to the Administration in completing data migration and role assignment; share the testing schedule and procedure with eligible employees and GDS in the selected units and encourage their participation.

Annexure

Timeline for live testing of Membership Verification Portal

Sl. no.	Proposed Date	Proposed Event
1.	11.11.2026 & 12.11.2026	Submission of membership applications by eligible Employee / GDS through online portal
2.	13.11.2026	Acceptance/rejection of membership applications by Divisional Secretary, Circle Secretary or Convenor as the case may be. In the event of rejection, the application will be forwarded to Circle Secretary, General Secretary, as the case may be, for further reviewing of rejected applications.
3.	16.11.2026	Declaration of the results of live testing by the Directorate.
4.	17.11.2026	Submission of a consolidated report by both Circle, incorporating Circle's views, comments and observations on the live testing exercise. All applicant Service Associations and GDS Associations may also furnish their views, suggestions and comments to the Directorate by the same date.

Website link- https://app.indiapost.gov.in/mvportal

Steps for submitting online application:

- Log in using credentials in the IT APT 2.0 Portal
- Click on **"Self Service"** tab in below right corner
- One of the modules in the dashboard is **"Apply for Membership"**
- Open **"Apply for Membership"** on the dashboard.
- Select the intended Association from the dropdown.
- Read and tick the declaration, including authorisation for deduction.
- Click **"Submit Authorization".** Enter the OTP received on the registered mobile number and confirm.
- On Successful submission of application, **"Application submitted"** will be shown on the screen.
- Applicant can see the status of application on Open "My Applications" to confirm that the application is recorded and track its progress.