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: 30th October, 2026

To

All Heads of Postal Circles

Subject: Consolidated guidelines on appointment of convenors for membership enrolment and approval of ad hoc bodies of Service Associations - reg.

Madam/Sir,

I am directed to refer to the subject cited above and to say that it has been reported by various Postal Circles that requests from Service Associations/GDS Associations, including unrecognised Associations, for appointment of Convenors and approval of ad hoc committees at Circle/Divisional level. In order to ensure uniformity in dealing with such requests, the following consolidated guidelines are issued for compliance by all Postal Circles.

2. **Approval of ad hoc committees:** Requests for approval of ad hoc committees shall be examined in accordance with Directorate's letter No. 19-1/89-SR dated 20.01.1989, under the heading "**Election and Disputes**" in the Compilation of Instructions on matters concerning Associations.

3. **Appointment of Convenors for enrollment of members in a new branch:** As per Directorate's letter No. SR-10/5/2024-SR-DOP dated 17.04.2025, an Association having zero membership in a particular Circle/Division may appoint a Convenor for the purpose of enrollment of new members.

4. **Appointment of Convenors for the Membership Verification Portal:** As per Directorate's letter No. 10/6/2026-SR-DOP dated 26.10.2026, provision has been made for appointment of Convenors in the absence of the relevant office-bearers for the purpose of the online Membership Verification process. This provision is not restricted to cases where an Association has zero membership in the concerned Circle/Division.

5. **Illustrations and points of doubt:** Illustrative cases and clarifications regarding the distinction between appointment of Convenors and approval of ad hoc committees, including treatment of combined requests, are explained below for guidance. These illustrations shall be read in accordance with the applicable instructions cited above.

6. **Applicability and compliance:** These guidelines shall apply to requests from Service Associations/GDS Associations, recognised or otherwise, subject to the relevant rules and instructions. All Heads of Postal Circles are requested to ensure uniform implementation and to bring these guidelines to the notice of all authorities concerned.

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

Encl: As above

Digitally signed by Rajpal
Date: 30-10-2026 16:09:36

Yours faithfully,

Rajpal
Director (SR & Legal)

Oky to: All Associations

Shruti 2/11/2026
SO(SR)

ILLUSTRATIONS / CLARIFICATIONS ON COMMON POINTS OF DOUBT

1. New branch with zero membership:

Situation: An Association has no members in a particular Circle/Division and seeks to appoint a Convenor to enroll members.

Clarification: A Convenor may be appointed for enrollment of members under the instructions dated 17.04.2025. Such appointment does not amount to approval of an ad hoc committee.

2. Divisional Secretary not available

Situation: An Association has existing members in a Division but has no Divisional Secretary to process applications on the Membership Verification Portal.

Clarification: The Circle Secretary concerned may appoint a Convenor for the processing the application on membership portal in accordance with the guidelines dated 26.10.2026. Zero membership is not a condition in this case.

3. Circle Secretary not available

Situation: An Association has no Circle Secretary in a particular Circle and requires a designated functionary for the online verification process.

Clarification: The General Secretary concerned may appoint a Convenor for the Circle under the guidelines dated 26.10.2026.

4. Combined request for Convenor and ad hoc committee

Situation: An Association seeks permission to appoint a Convenor and also requests approval of an ad hoc committee.

Clarification: The two requests viz. appointment of Convenor and approval of an ad-hoc committee shall be considered separately. The Convenor request may be examined under the instructions dated 17.04.2025 and/or 26.10.2026, as applicable. Approval of the ad hoc committee shall be examined independently under the instructions dated 20.01.1989 and other applicable provisions. However, keeping in view the ongoing membership verification process and the need to facilitate timely migration of data, requests for appointment of Convenors may be accorded priority, subject to fulfilment of the prescribed conditions.

dated 28.9.74	list of office bearers of their branches to the Department for onward transmission to the heads of circles etc., for necessary action excepting in cases where extraordinary situation has arisen requiring consideration of the lists in the Department. The Department when addressed in special cases, it should be indicated why the Department is being addressed.
No.19-1/89-SR dated 20.1.89	10. The ad hoc committees formed by Service Associations at different levels will not be approved in a normal course as the same are against the basic tenets of democracy. However, if it becomes necessary for any Association to appoint ad hoc committee of any level in unavaoidable circumstances, the same will be approved subject to the following conditions :- i) The constitution of the concerned unions/associations contains a specific provision in this regard. ii) No ad hoc committee will be approved at any level for formation of a new branch. iii) Ad hoc committee in circle office/administrative offices will be approved by the Department of Posts for a maximum period of three months on receipt of a request from General Secretary of the Union/Association explaining the necessity thereof in detail along with a copy of the resolution passed by CWC etc., depending upon the merits of each case. iv) Ad hoc Committees for Divisions will be approved by the Heads of Circles for a maximum period of 3 months on a receipt of request from the circle secretary of the concerned union/association explaining the necessity thereof in detail along with a copy of the resolution passed by the circle working committee etc., depending upon the merits of each case. v) Ad hoc Committees proposed to be appointed at any level will not consist of more than 4 members out of whom one member will be designated as Convenor subject to condition that they are otherwise also eligible to be elected as office bearers and no case is pending in any court in this regard. vi) In case of a dispute when two parallel lists are

File No. 18-04/2019-SR (Computer No. 3096638)
Generated from eOffice by NILESH KUMAR, SO(DK)-SR-DoP, SO(SR), DOP on 22/02/2024 10:20 AM
Generated from eOffice by Kapil, ASO(KB)-SR-DoP, ASO(SR), DOP on 02/11/2026 11:33 am

SR-10/5/2024-SR-DOP
Government of India
Ministry of Communications
Department of Posts
(SR Section)

Dak Bhawan, Sansad Marg
New Delhi - 110001
Dated: 17th April, 2025

To

All Heads of Postal Circles

Subject: Regarding enrollment of new members at Circle / Division level.

Madam / Sir,

Directorate has received various references from Associations raising issues of Signatory Authority at Circle and Division level, where there is no membership of the Association.

2. The matter has been examined and Competent Authority has decided following for enrollment of new members at Circle and Division level, where there is no membership of Association:

i. Any Association with zero membership in particular Circle / Division, can appoint a convenor for enrollment of new members. That Convenor shall be authorized by national level Association in case of Circle and by Circle level Association in case of Division.
ii. The appointed convenor will be treated as authorized signatory for signing authorization forms of new members. In case, no convenor is appointed, General Secretary (National level Association) and Circle Secretary (Circle level Association) shall be treated as authorized person for signing membership forms .
iii. Once Association reaches appropriate membership, it can form body of Office Bearers at Division / Circle level as per rule.

Yours faithfully,

Digitally signed by
Nahar Singh Meena
Date: 17-04-2025
12:35:08

(Nahar Singh Meena)
Assistant Director General (SR & Legal)

एस. आर. अनुभाग
S. R. Section
जारी किया/ISSUED
दिनांक/Date 17/4/25

File No. SR-10/5/2024-SR-DOP(Computer No.-3143447)
Generated from eOffice by Kapil, ASO(KB)-SR-DoP, ASO(SR), DOP on 08/10/2025 02:12 pm

No. 10/6/2026-SR-DOP
Government of India
Ministry of Communications
Department of Posts
(SR Section)

Dak Bhawan, Sansad Marg
New Delhi - 110001
Dated: 26th October, 2026

To

All Heads of Postal Circles/ Regions.

Subject: – Guidelines regarding data migration and assignment of roles in Membership Verification Portal.

Madam/ Sir,

I am directed to refer to the subject cited above and to forward herewith the guidelines regarding data migration and assignment of roles in the Membership Verification Portal for information and necessary action.

2. The Membership Verification Portal has currently been made available to the Andhra Pradesh and Rajasthan Circles for testing purposes. Accordingly, these two Circles are requested to instruct the concerned to undertake the data migration and role assignment exercise strictly in accordance with the enclosed guidelines and complete the same by 26.10.2026.

3. The remaining Circles are requested to take note of the prescribed procedure and make the necessary preparations for its implementation. Upon successful completion of the testing exercise in Andhra Pradesh and Rajasthan Circles, the portal will be made available to all Circles for undertaking the exercise in the same manner.

4. In case of any discrepancy or technical issue encountered during the exercise, the Nodal Officer designated by the Circle for the Membership Verification Portal shall coordinate with the Directorate for its resolution.

Yours faithfully,

Digitally signed by
Nahar Singh Meena
Date: 26-10-2026
10:18:35

(Nahar Singh Meena)
Assistant Director General (SR & Legal)

Copy to : All Service Associations/ GDS Associations (as per list attached) for information and necessary actions.

****

Guidelines regarding Data Migration and Assignment of Roles in the Membership Verification Portal

File No. 13-03/2019-SR (Computer No. 3093340)
Generated from eOffice by Kapil, ASO(KB)-SR-DoP, ASO(SR), DOP on 02/11/2026 11:35 am

1. Migration of Data of Existing Office-Bearers:

The data of one office-bearer at each level i.e. Divisional, Circle and National levels (Divisional Secretary, Circle Secretary and General Secretary, respectively), of all Associations shall be migrated from physical records to the online portal.

2. Appointment of Convenor in the Absence of Office-Bearers:

(i) In the absence of a Divisional Secretary in a Division, the Circle Secretary concerned may appoint a Convenor for that Division.

(ii) Where no Circle Secretary is available in a Circle, the General Secretary concerned may appoint a Convenor for the Circle and the Division concerned, as applicable.

(iii) The Convenor so appointed shall perform the functions of the Divisional Secretary or Circle Secretary, as the case may be, for the purpose of the aforesaid process. The data of the duly appointed Convenor shall be migrated to the online portal by the DDO concerned.

3. Responsibilities of the DDO Concerned:

The DDO concerned shall ensure that the migration of data is carried out through the designated DDO login in APT IT 2.0 only after due scrutiny of the relevant physical records and supporting documents. The migration of data shall be limited to the purpose of enabling the subsequent assignment of the appropriate role in the portal and shall not, by itself, be construed as the assignment of such role.

4. Assignment of Roles after Data Migration:

After completion of the data migration, the role of Divisional Secretary, Circle Secretary or General Secretary, as applicable, shall be assigned in the Membership Verification Portal by the competent authority at the respective level, as follows:

(i) **Divisional Secretary:** The role shall be assigned by the Divisional Head concerned.

(ii) **Circle Secretary:** The role shall be assigned by the Circle Head concerned.

(iii) **General Secretary:** The role shall be assigned by the the Directorate Head

These roles shall be assigned in accordance with the prescribed administrative hierarchy and jurisdiction.

The competent authority concerned shall verify the relevant records and supporting documents before assigning the respective role in the portal. In cases where a Convenor has been appointed under Para 2 above, the role shall be assigned, as applicable, in accordance with the appointment and the prescribed procedure.

5. Applicability:

File No. 13-03/2019-SR (Computer No. 3093340)
Generated from eOffice by Kapil, ASO(KB)-SR-DoP, ASO(SR), DOP on 02/11/2026 11:35 am

These guidelines shall be applicable to all Service Associations and GDS Associations, whether recognised or otherwise.