Most Immediate

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: 13th November, 2026

To

All Applicant Service Associations / GDS Associatoins (as per list enclosed)

Subject: Furnishing of Employee ID for assignment of General Secretary role in the Online Membership Verification Portal –reg.

Madam/Sir,

I am directed to refer to the subject cited above and to request all applicant Service Associations and GDS Associations to furnish the **Employee ID** of their respective General Secretary to srsection2014@gmail.com **by 19.11.2026**, to enable assignment of the General Secretary role by the Directorate.

2. After assignment of the role, the General Secretary concerned shall approach the **DDO from whose office he/she draws salary** for migration of his/her data to the Portal in accordance with the prescribed guidelines **(copy enclosed)**. Role assignment must precede data migration.

3. Failure to furnish the requisite particulars within the stipulated time may prevent timely assignment of the role and subsequent data migration, which may adversely affect the membership verification process in respect of the Association concerned.

4. Therefore, all Associations are requested to accord priority to the matter and ensure timely submission of the requisite particulars.

Encl.: As above.

Yours faithfully,

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

Copy to:

All Heads of Circles/Regions — with a request to adopt the same procedure in respect of Circle Secretaries to ensure timely role assignment and data migration in an efficient manner.

Sl No.	Name of Associations
1.	National Association of Postal Employees Group 'C'
2.	National Union of RMS & MMS Employees Group 'C'
3.	National Union of Postal Employees Postmen and MTS
4.	National Union of RMS & MMS Employees Mail Guards & MTS Gr 'C'
5.	National Union of Postal Civil Wing Non-Gazetted Employees
6.	Bharatiya Postal Civil Wing Non-Gazetted Employees Union.
7.	Bharatiya Postal Accounts Office Employees Association.
8.	Bharatiya Postal Employees Associations Gr. 'C'
9.	Bharatiya Postal Employees Association Postman & MTS
10.	Bharatiya RMS & MMS Employees Association Gr 'C'
11.	Bharatiya RMS & MMS Employees Union Mailguard & MTS
12.	Bharatiya Postal Administrative Offices Employees Association Group C / MTS & other non-gazetted staff
13.	Bharatiya Postal SBCO Employees Association
14.	Bharatiya Postal, RMS Supervisors Association Group 'B'
15.	All India RMS & MMS Employee Union Group 'C'
16.	All India Postal Employees Union Postmen & MTS
17.	All India RMS & MMS Employees Union Mail guards & MTS
18.	All India Postal Administrative Offices' Employees Union Group 'C' including MTS
19.	All India Postal Accounts Employees Association
20.	All India Postal SBCO Employees Association.
21.	All India Postal Employees Union Gr. 'C'
22.	All India Savings Bank Control Employees Union
23.	Postal Officers Association (India)
24.	All India Postal Stenographers Association
25.	All India Postal Engineers Association
26.	All India Association of Inspectors and Assistant Superintendent Posts
27.	All India Gramin Dak Sevaks Union
28.	Bharatiya Postal Officers Association
29.	All India Association of Supervisor Cadre Group 'B'
30.	All India Postal Employees Association Group 'C'
31.	All India Postal Employees Union Supervisor Group 'B' Non-Gazetted
32.	All India Postal & RMS Supervisors Non-Gazetted Group 'B' Association (EP)
33.	All India Postal Accounts Offices Association
34.	Bharatiya Gramin Dak Karamchari Sangh
35.	National Union of Gramin Dak Sevaks
36.	All India Postal & RMS Non-Gazetted Group 'B' Supervisor Association

37.	National Union Postal Administrative Offices Group 'C' and MTS
38.	National Association of Postal & RMS Supervisor Association
39.	Bharatiya Postal IP and ASP Association
40.	All India MMS Officer Association
41.	All India Postal Employees Association Supervisor Group 'B' Non-Gazetted

Annexure

Revised guidelines regarding assignment of roles and data migration in the Online Membership Verification Portal

1. Scope of data migration: The data of one authorised office-bearer at each applicable level, namely, the Divisional Secretary, Circle Secretary and General Secretary at the Divisional, Circle and National levels, respectively, shall be migrated from physical records to the Portal after assignment of the requisite role. Where a Convenor has been duly appointed in the absence of the relevant office-bearer, the Convenor's data shall be migrated following assignment of the corresponding role.

Data of other members shall not be migrated through DDO logins. Such members shall apply through the **"Apply for Membership"** tab during the notified application submission window.

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 Convenors 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 online membership verification process. The corresponding role shall first be assigned by the competent authority, following which the concerned DDO shall migrate the Convenor's data.

3. Assignment of roles before data migration: The competent authority shall verify the relevant records and supporting documents and assign the appropriate role in the Portal **before data migration**, as follows:

Role	Authority competent to assign the role
Divisional Secretary/ Divisional level convenor	Divisional Head concerned
Circle Secretary/ Circle level convenor	Circle Head concerned
General Secretary	Directorate Head

4. Responsibilities of the DDO concerned (i) The concerned DDO shall undertake data migration through the designated DDO login in APT IT 2.0 only after due

scrutiny of the relevant physical records and supporting documents and confirmation that the requisite role has been assigned.

(ii) Data migration shall be restricted to the authorised office-bearer/Convenor specified in paragraph 1 above. **The Portal has been configured to permit migration only in respect of individuals who have already been assigned the relevant role.**

(iii) The DDO shall ensure that the DDO role for Membership Verification has been assigned to him/her before undertaking migration of the data of office-bearers.

5. Sequence of activities: The prescribed sequence shall be:

Verification of records and supporting documents → Assignment of the requisite role by the competent authority (as per para 3 above) → Data migration by the concerned DDO.

6. Applicability: These guidelines shall apply to all Service Associations and GDS Associations participating in the membership verification exercise, whether recognized or otherwise, and shall **supersede** the guidelines circulated vide the Directorate's letter of even number dated 26.10.2026.