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: 27th November, 2026

To

All Heads of Postal Circles / Regions.

Subject: Online Membership Verification Portal – Second round of live testing and readiness of Postal Circles – reg.

Madam/ Sir,

I am directed to refer to DDG Estt's D.O. dated 13.11.2026 regarding the Online Membership Verification Portal and the preparatory exercise of data migration and role assignment to the concerned office-bearers of the Associations at Circle and Divisional levels.

2. In this regard, DTE is in a view to further validating the functioning of the portal across different administrative and operational units before its implementation for the membership verification process, it has been decided to undertake live testing in all Postal Circles on **15.12.2026 and 16.12.2026**.

3. Accordingly, all Circles are requested to identify **one unit each from Postal, RMS and DAP establishments, in addition to the Circle Office (CO) itself**, for participation in the proposed live testing. It is preferable that the selected units are located in or around the respective Circle Headquarters city.

4. All Circles are further requested to ensure the following:

(i) Identification of one unit each from Postal, RMS and DAP establishments, along with the Circle Office, for the proposed live testing.

(ii) Furnishing of a readiness report to this Directorate by **07.12.2026**, indicating the names of the selected units and enclosing the **cadre-wise working strength details** of each selected unit, duly confirming the completion of data migration and role assignment and preparedness for the proposed live testing.

5. The matter may be accorded priority to ensure that the preparatory exercise is completed within the stipulated timeline and the proposed live testing is conducted smoothly.

Enclosed: As above

Yours faithfully,

27/11/2026

(Rajpal)
Director

Dushyant Mudgal
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सत्यमेव जयते

SR-13-3/2019-SR-DOP
भारत सरकार
संचार मंत्रालय, डाक विभाग
डाक भवन, नई दिल्ली-110001
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi-110001

13th November, 2026

Respected Sir / Madam,

I am writing to seek your personal attention to the preparatory activities for the forthcoming membership verification exercise through the Online Membership Verification Portal. The revised guidelines for assignment of roles and migration of data are enclosed for necessary action.

2. The Portal has been made available to all Postal Circles. I would request you to ensure that role assignment and data migration in your Circle are completed in accordance with the enclosed guidelines. A consolidated report confirming completion of these activities and the Circle's readiness for the membership verification exercise may kindly be furnished to the Directorate by **19.11.2026**.

3. In case of any discrepancy or technical issue encountered during the exercise, the designated Circle Nodal Officer may coordinate with the Directorate for its prompt resolution.

4. I shall be grateful for your personal intervention in ensuring timely completion of these preparatory activities.

With regards

Yours sincerely,

Encl.: As above.

(Dushyant Mudgal)

To

All Heads of Postal Circles

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