

भारतीय डाक



India Post

Information System

Personal Information System, Vigilance - Operations and Supervision

Department of Posts, CSI Project



सत्यमेव जयते



TATA CONSULTANCY SERVICES

Module Agenda

S.No.	PIS
1	Overview
2	Initiate Background Verification For Candidates
3	Issue Appointment Order
4	Generate Posting Order
5	View Joining Charge Report and Generate Employee Number
6	Confirm Employees on Probation
7	Initiate One Way Transfer
8	Approve One Way Transfer Request
9	Initiate & Approve Rotation Transfer
10	Initiate Interest of Service Transfer
11	Initiate Mutual Transfer Request
12	Approve Request for Mutual Transfer
13	Approve Request for Temporary Transfer
14	Initiate Temporary Transfer Request

Module Agenda

S.No.	PIS
15	Initiate GDS Transfer Request
16	Approve Request For GDS Transfer
17	Initiate Deputation for External Employee
18	Initiate Deputation for Internal Employee
19	Generate & Approve Charge Report
20	Issue Promotion Order
21	Accept/Decline Promotion
22	Accept/Reject Employee Promotion Decline Request
23	View Gradation List
24	Update Service Book
25	Maintain Employee Service Book
26	Create Prior Intimation for Sanction CCS Rule(18) Process
27	Approve Prior Intimation For Sanction CCS Rule(18)
28	Declare Assets

Module Agenda

S.No.	PIS
29	Approve Asset Declared By Employee
30	Initiate Exit Process
31	Approve Voluntary Retirement Request
32	Initiate Exit Process
33	Initiate & Complete Voluntary Retirement/Resignation
34	Approve Voluntary Retirement Request
35	Complete Retirement Process

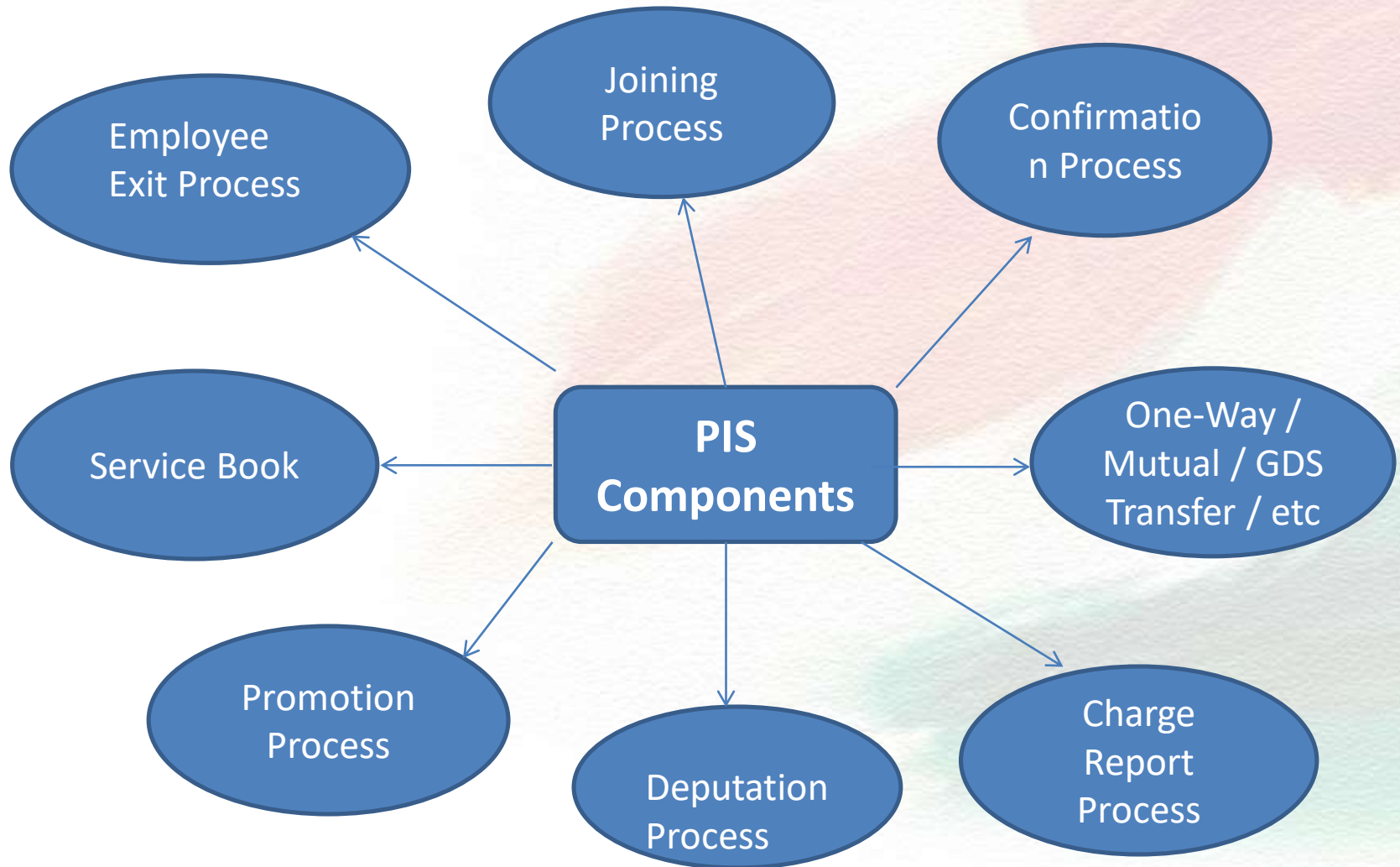


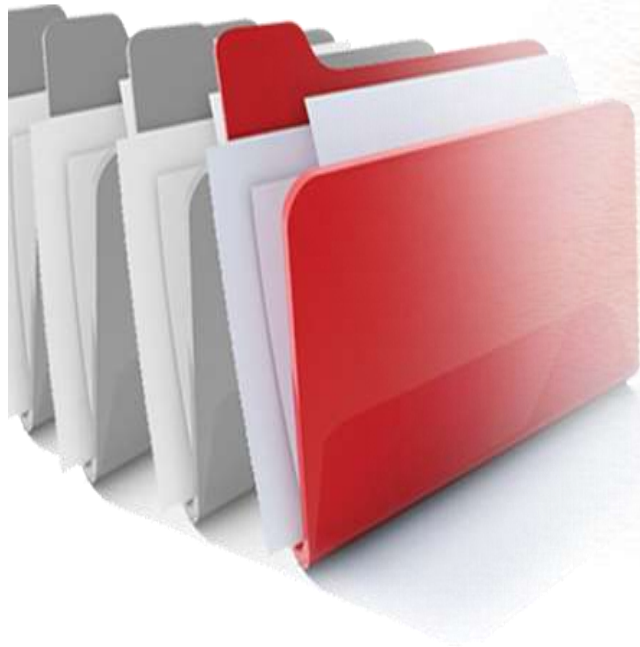
Overview

Introduction to PIS

- The objective of this training document is to comprehend and carry out the basic processes of Personnel Administration in SAP HR. *Personnel Administration* (PA) sub module helps employers to track employee master data related information.
- After completion of this training, you will be able to understand the functional areas of Personnel Administration, maintain employee data, Transfer & Promotion process and execute Personnel Actions post go live.

Various Components of PIS



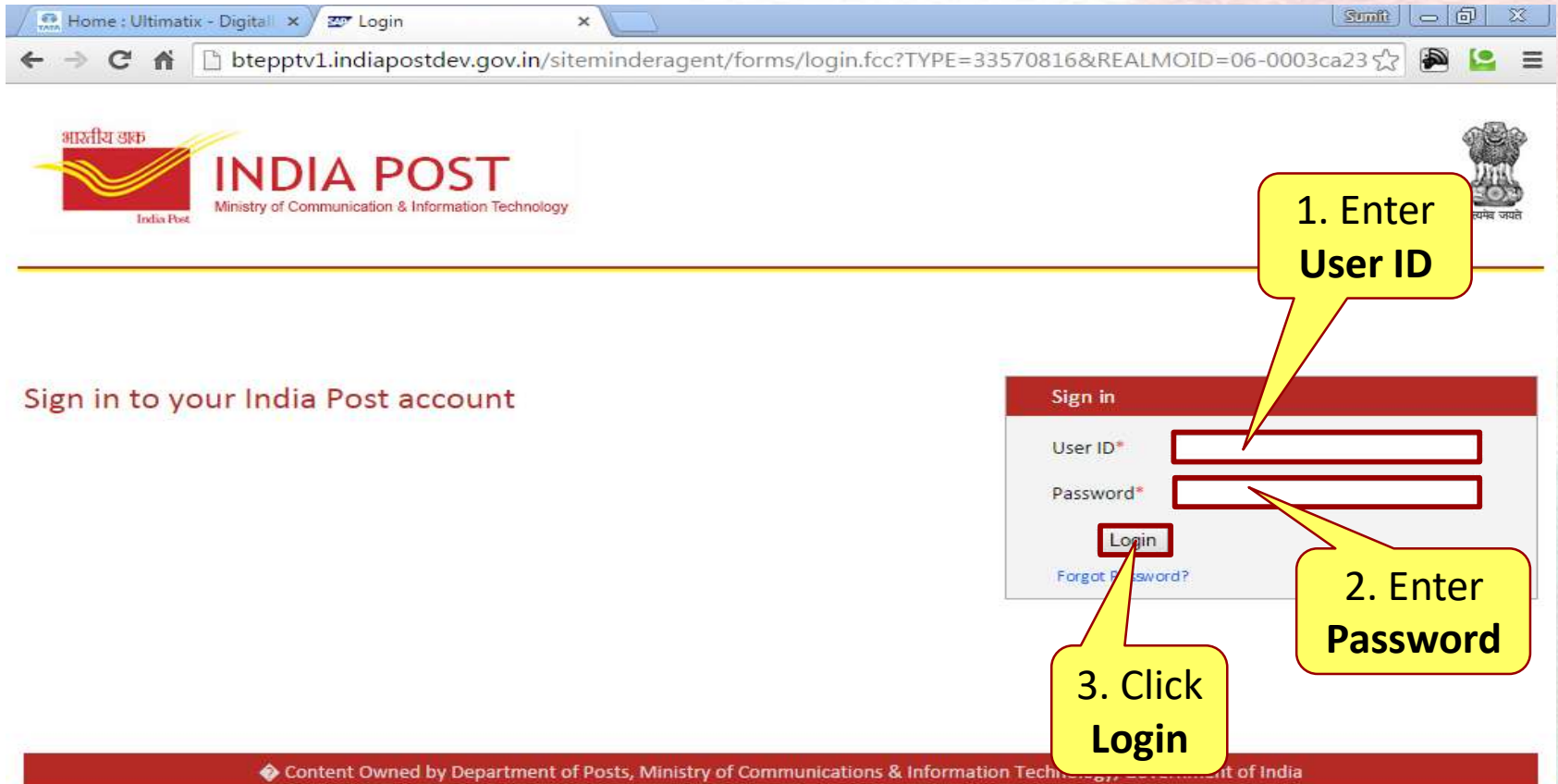


Employee Joining Process



Initiate Background Verification For Candidates

Employee Joining Process



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/siteminderagent/forms/login.fcc?TYPE=33570816&REALMOID=06-0003ca23`. The page header includes the India Post logo and the text "INDIA POST Ministry of Communication & Information Technology". The main content area features the heading "Sign in to your India Post account" and a "Sign in" form. The form contains two input fields: "User ID*" and "Password*", both highlighted with red boxes. A yellow callout bubble labeled "1. Enter User ID" points to the first field. Below the fields is a "Login" button, also highlighted with a red box, and a "Forgot Password?" link. A yellow callout bubble labeled "2. Enter Password" points to the second field, and another yellow callout bubble labeled "3. Click Login" points to the "Login" button.

भारतीय डाक
INDIA POST
Ministry of Communication & Information Technology

Sign in to your India Post account

Sign in

User ID*

Password*

Login

[Forgot Password?](#)

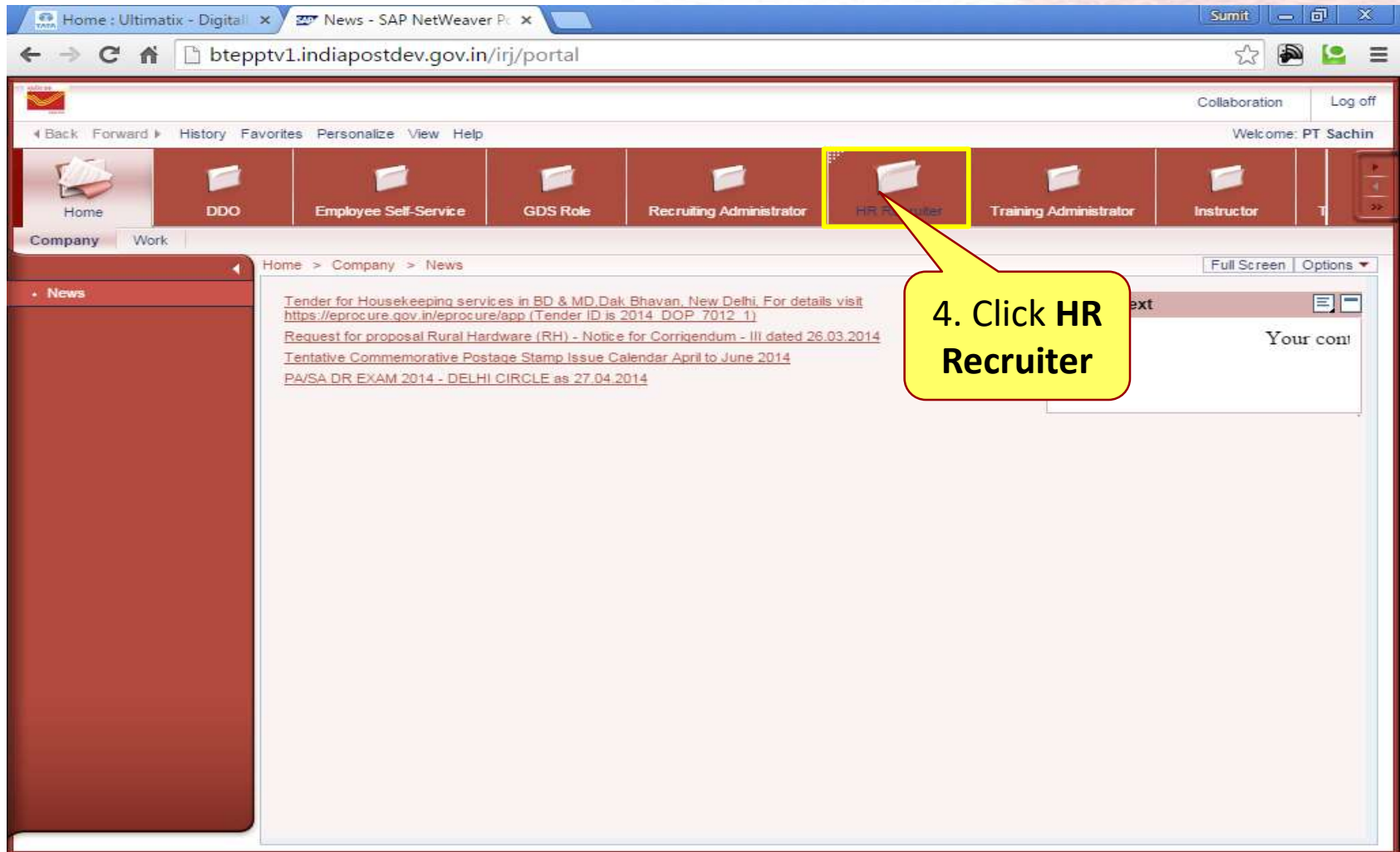
1. Enter User ID

2. Enter Password

3. Click Login

Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India

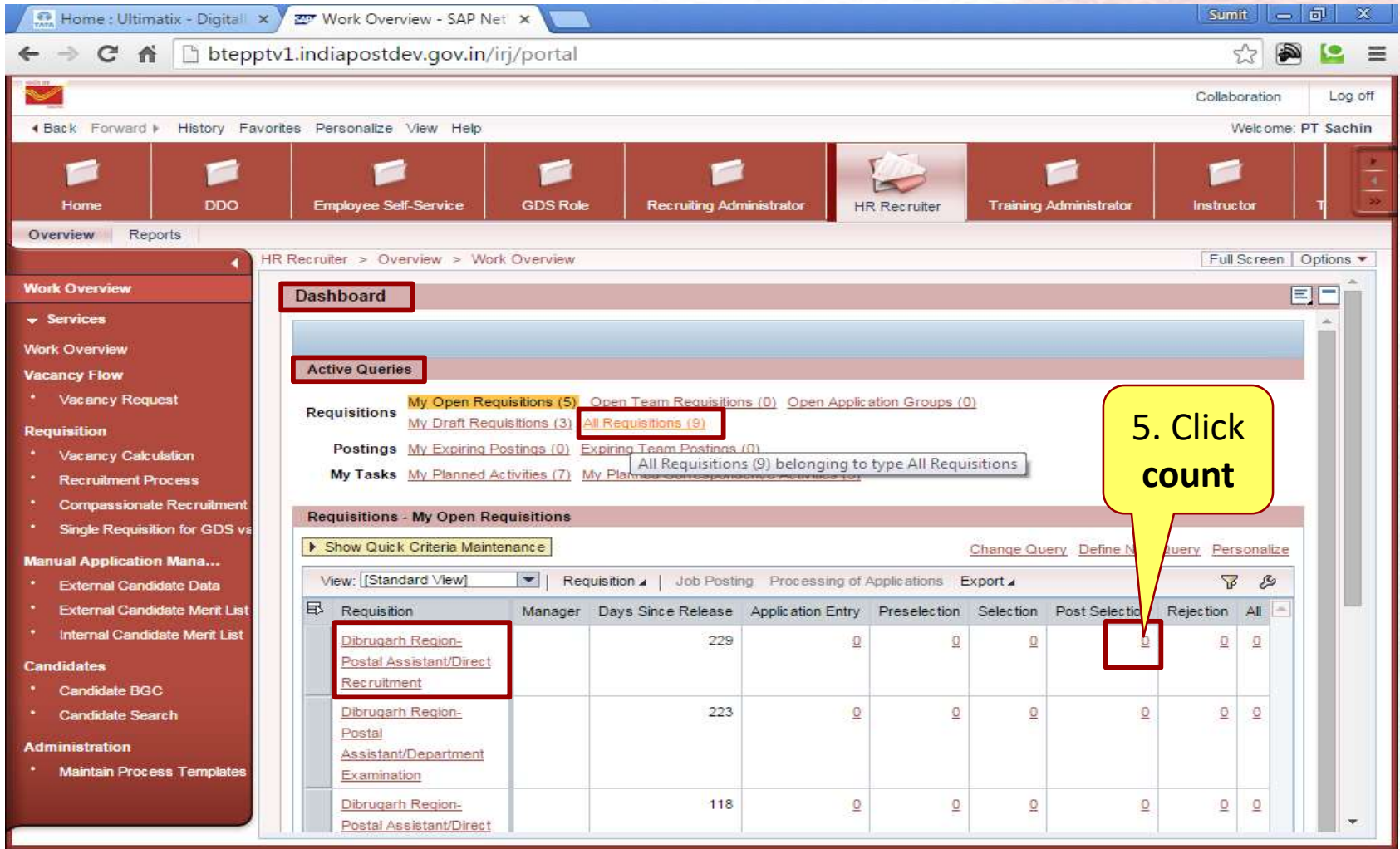
Employee Joining Process (Contd.)



The screenshot shows a web browser window displaying the Personnel Information System portal. The browser address bar shows the URL btepptv1.indiapostdev.gov.in/irj/portal. The page header includes the India Post logo and the text "Welcome: PT Sachin". A navigation menu at the top contains several icons representing different roles: Home, DDO, Employee Self-Service, GDS Role, Recruiting Administrator, HR Recruiter, Training Administrator, and Instructor. The "HR Recruiter" icon is highlighted with a yellow box. A yellow callout bubble with a red border points to this icon, containing the text "4. Click HR Recruiter". Below the navigation menu, the main content area displays a list of news items under the heading "News". The news items include:

- [Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi. For details visit <https://eprocure.gov.in/eprocure/app> \(Tender ID is 2014_DOP_7012_1\)](#)
- [Request for proposal Rural Hardware \(RH\) - Notice for Corrigendum - III dated 26.03.2014](#)
- [Tentative Commemorative Postage Stamp Issue Calendar April to June 2014](#)
- [PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014](#)

Employee Joining Process (Contd.)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The user is logged in as PT Sachin. The dashboard includes a navigation menu on the left and a main content area with several sections:

- Dashboard**: Overview of the system.
- Active Queries**: A list of active queries with counts:
 - My Open Requisitions (5)
 - Open Team Requisitions (0)
 - Open Application Groups (0)
 - My Draft Requisitions (3)
 - All Requisitions (9)** (highlighted with a red box)
 - My Expiring Postings (0)
 - Expiring Team Postings (0)
 - My Planned Activities (7)
 - All Requisitions (9) belonging to type All Requisitions
- Requisitions - My Open Requisitions**: A table showing details for open requisitions. A red box highlights the first row, and a yellow callout points to the 'Post Selection' column value '0'.

Requisition	Manager	Days Since Release	Application Entry	Preselection	Selection	Post Selection	Rejection	All
Dibrugarh Region- Postal Assistant/Direct Recruitment		229	0	0	0	0	0	0
Dibrugarh Region- Postal Assistant/Department Examination		223	0	0	0	0	0	0
Dibrugarh Region- Postal Assistant/Direct		118	0	0	0	0	0	0

Employee Joining Process (Contd.)

SAP Assignments - SAP NetWeaver Portal - Google Chrome

btepptv1.indiapostdev.gov.in/irj/portal?NavigationTarget=navurl%3A%2F%2F9768dd4e8b1856b6ef7a015566c7025f&PrevNavTarget=navurl9

Options

Assignments for Requisition: Dibrugarh Region-Postal Assistant

Search/Proposed Candidates (13) Refresh

Requisition [Dibrugarh Region-Postal Assistant/Direct Recruitment](#) Status Draft Manager Mr. Sampat Basu Release Date 10.07.2015

Show Filter Criteria

Application Entry (18) Preselection (7) Selection (1) **Post Selection (7)** Action (0) All (33)

View: [Standard View] | Print Version | Export | Segregation of Candidate | **Activities** | Compare Candidates | Assign | Set as Read | Set as Unread

Ranking by Questionnaire: -- Select -- | Ranking Method: Requisition Criteria

Candidate	Application Number	Barcode No.	Personnel Number	Source	Category	Date of Birth	Postal Circle Code	Examination Date
Divan Anol / 490008 Dibrugarh	70000625				OBC	16.01.1985	11	
Deepal Sarif / 490009 Dibrugarh	70000626				OBC	19.01.1987	11	
Deepak Mann / 490010 Dibrugarh	70000627				OBC	16.01.1985	11	
Sanjay Kankas / 490032 Dibrugarh	70000631				OBC	16.01.1985	11	

6. Click
Activities

Employee Joining Process (Contd.)

Allegiance Constitution Certificate

Character & Antecedent Certificate

Community Certificate

Date of Birth Certificate

Educational Qualification

Family Particulars Certificate

Home Town Certificate

Joining Declaration Form

Marriage Certificate

Medical Examination Certificate

Professional & Technical Qualification

Other Certificate

Employee Joining Process (Contd.)

Create Activity: Allegiance Constitution Certificate (Deepal Sarif)

Status: Planned Completed

Due On: * 24.07.2015

Processed by: * 10000375 Mr. Sachin PT

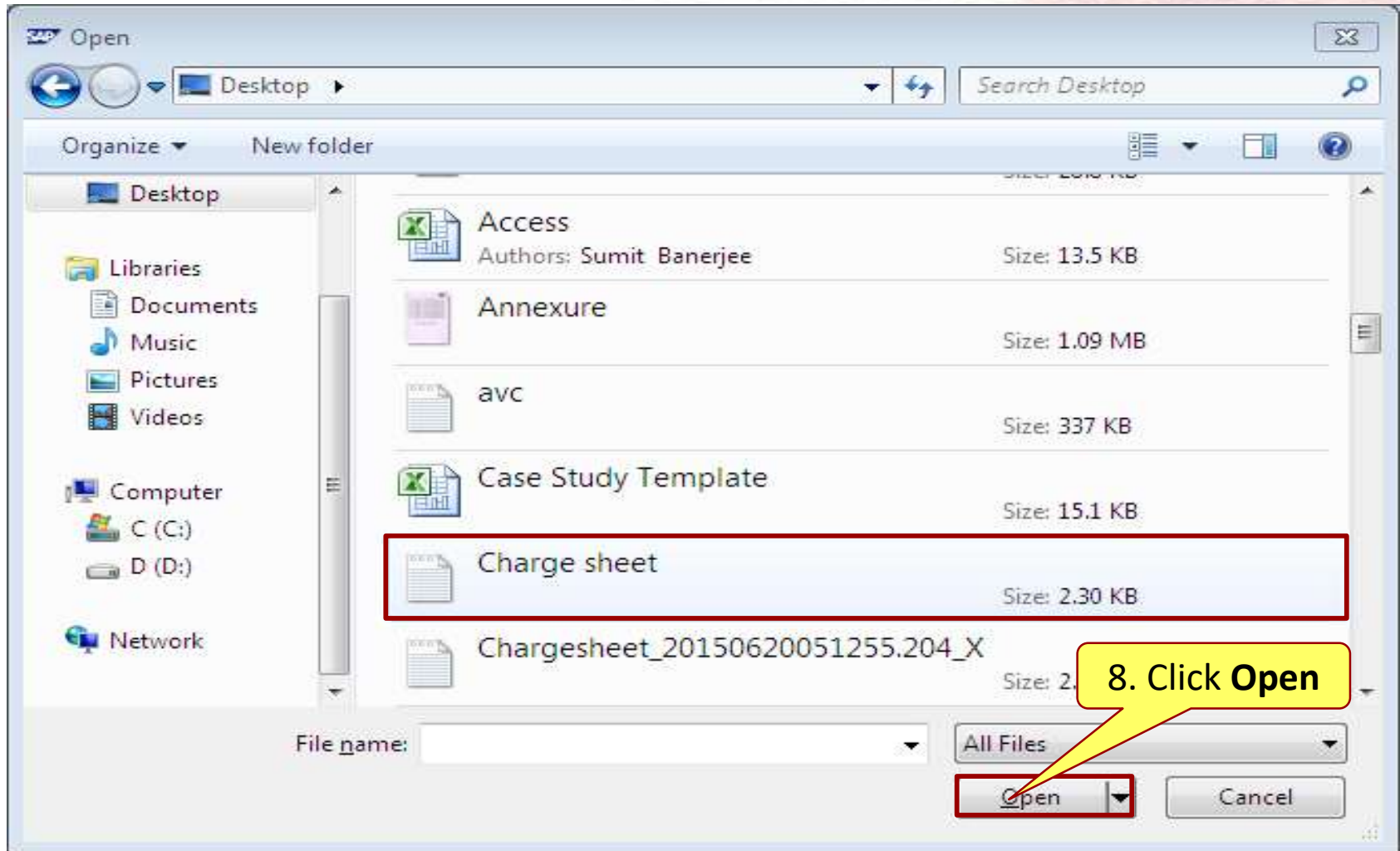
Note:

Attachments:

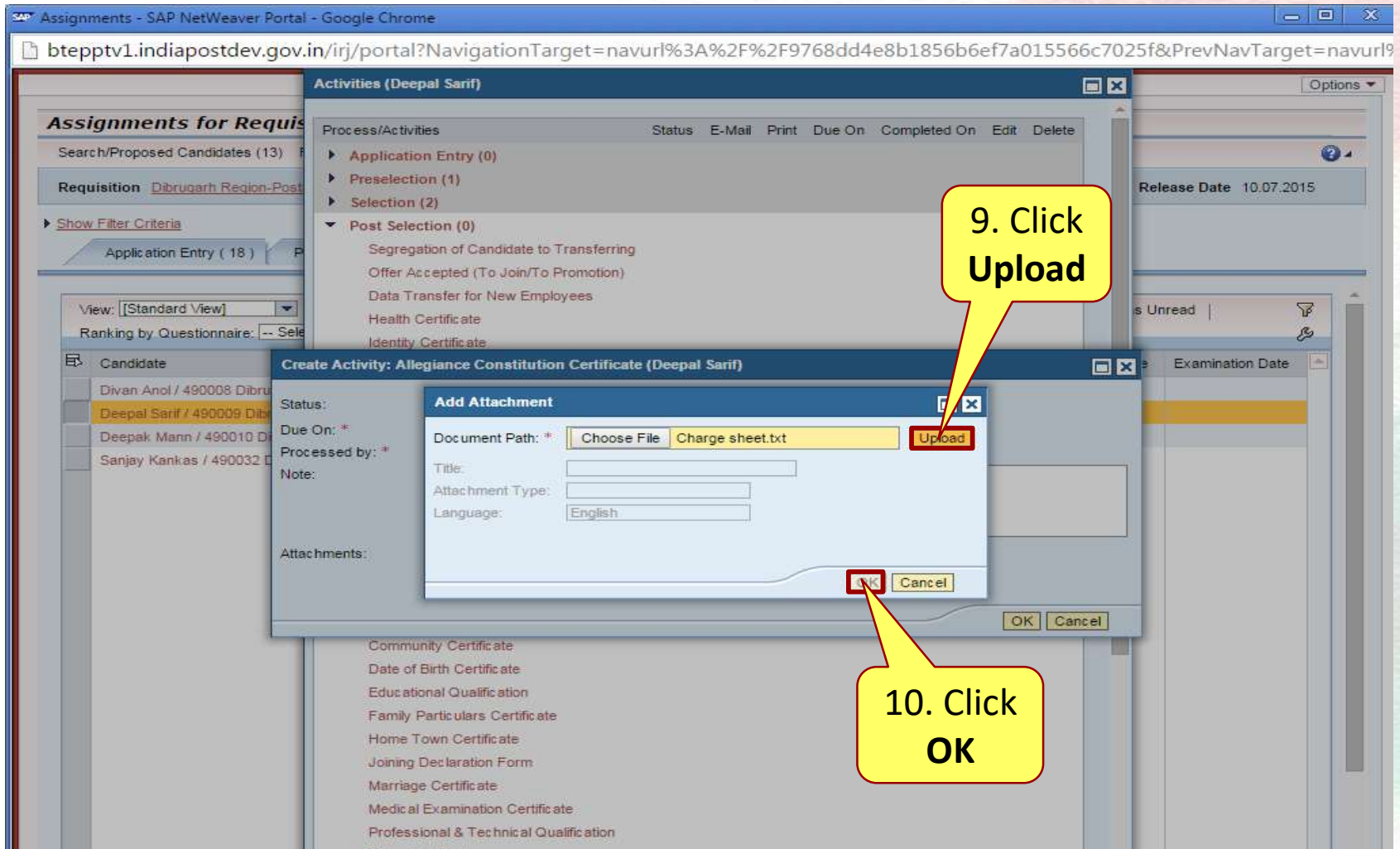
7. Click Add

OK Cancel

Employee Joining Process (Contd.)



Employee Joining Process (Contd.)



SAP Assignments - SAP NetWeaver Portal - Google Chrome

btepptv1.indiapostdev.gov.in/irj/portal?NavigationTarget=navurl%3A%2F%2F9768dd4e8b1856b6ef7a015566c7025f&PrevNavTarget=navurl9

Assignments for Requisition

Search/Proposed Candidates (13)

Requisition: Dibrugarh Region-Post

Show Filter Criteria

Application Entry (18)

View: [Standard View]

Ranking by Questionnaire: -- Select

Candidate
Divan Anol / 490008 Dibrugarh
Deepal Sarif / 490009 Dibrugarh
Deepak Mann / 490010 Dibrugarh
Sanjay Kankas / 490032 Dibrugarh

Activities (Deepal Sarif)

Process/Activities: Status E-Mail Print Due On Completed On Edit Delete

- Application Entry (0)
- Preselection (1)
- Selection (2)
- Post Selection (0)
 - Segregation of Candidate to Transferring
 - Offer Accepted (To Join/To Promotion)
 - Data Transfer for New Employees
 - Health Certificate
 - Identity Certificate

Create Activity: Allegiance Constitution Certificate (Deepal Sarif)

Status: []

Due On: *

Processed by: *

Note:

Attachments:

Add Attachment

Document Path: * Choose File Charge sheet.txt Upload

Title: []

Attachment Type: []

Language: English

OK Cancel

Community Certificate

Date of Birth Certificate

Educational Qualification

Family Particulars Certificate

Home Town Certificate

Joining Declaration Form

Marriage Certificate

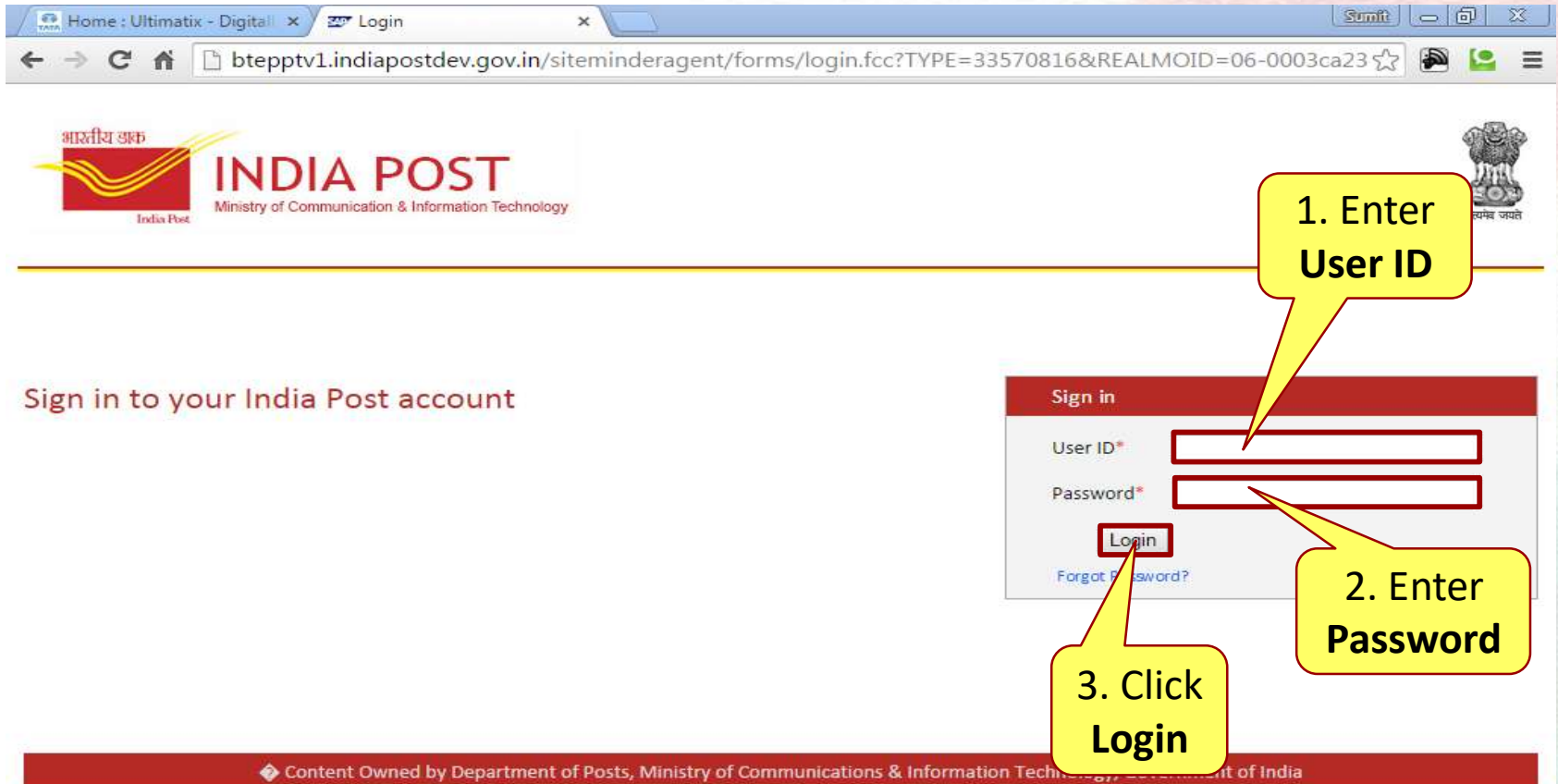
Medical Examination Certificate

Professional & Technical Qualification



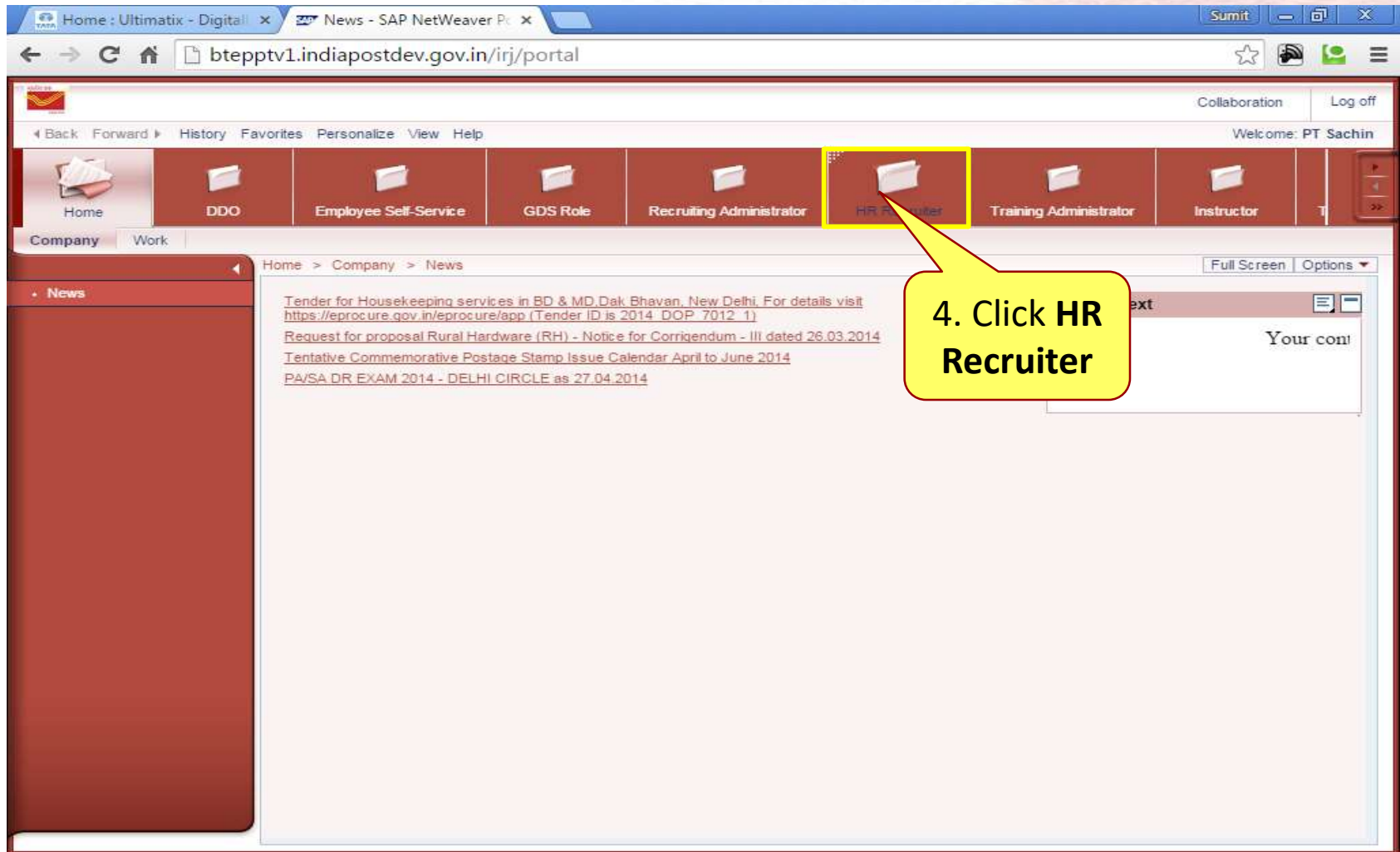
Issue Appointment Order

Employee Joining Process (Contd...)



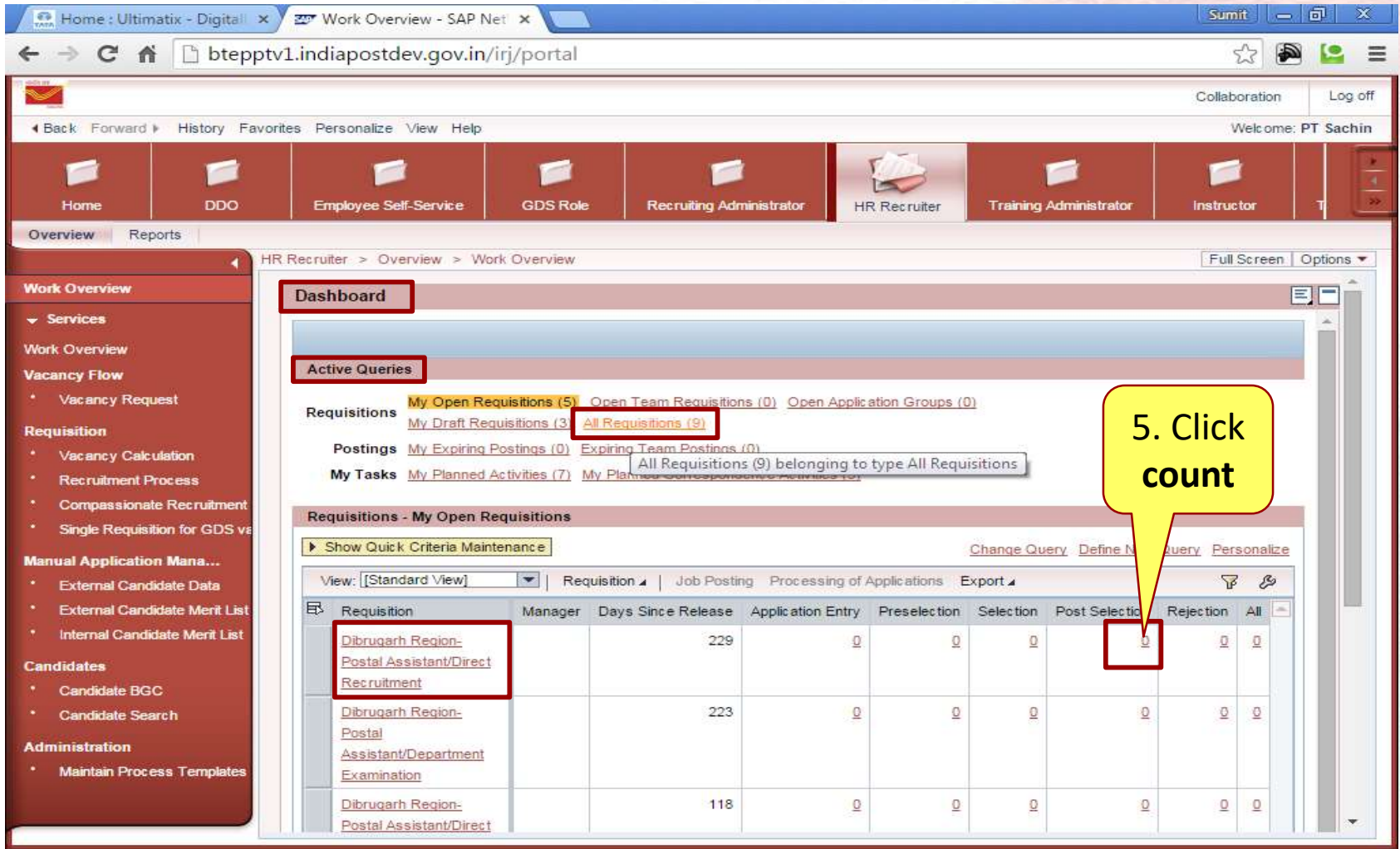
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Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL btepptv1.indiapostdev.gov.in/irj/portal. The page features a navigation menu with several options: Home, DDO, Employee Self-Service, GDS Role, Recruiting Administrator, HR Recruiter, Training Administrator, and Instructor. The 'HR Recruiter' option is highlighted with a yellow box. A yellow callout bubble with a red border points to this option, containing the text '4. Click HR Recruiter'. Below the navigation menu, there is a 'News' section with several links, including 'Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi. For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014_DOP_7012_1)', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. The page also includes a 'Welcome: PT Sachin' message and a 'Log off' button.

Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The user is logged in as PT Sachin. The dashboard displays various metrics and a table of requisitions.

Dashboard Metrics:

- My Open Requisitions (5)
- Open Team Requisitions (0)
- Open Application Groups (0)
- My Draft Requisitions (3)
- All Requisitions (9)**
- My Expiring Postings (0)
- Expiring Team Postings (0)
- All Requisitions (9) belonging to type All Requisitions
- My Planned Activities (7)
- My Plan...

Requisitions - My Open Requisitions Table:

Requisition	Manager	Days Since Release	Application Entry	Preselection	Selection	Post Selection	Rejection	All
Dibrugarh Region- Postal Assistant/Direct Recruitment		229	0	0	0	0	0	0
Dibrugarh Region- Postal Assistant/Department Examination		223	0	0	0	0	0	0
Dibrugarh Region- Postal Assistant/Direct		118	0	0	0	0	0	0

A yellow callout box with the text "5. Click count" points to the "Post Selection" column in the table, which contains the value "0".

Employee Joining Process (Contd...)

SAP Assignments - SAP NetWeaver Portal - Google Chrome

btepptv1.indiapostdev.gov.in/irj/portal?NavigationTarget=navurl%3A%2F%2F9768dd4e8b1856b6ef7a015566c7025f&PrevNavTarget=navurl9

Options

Assignments for Requisition: Dibrugarh Region-Postal Assistant

Search/Proposed Candidates (13) Refresh

Requisition [Dibrugarh Region-Postal Assistant/Direct Recruitment](#) Status Draft Manager Mr. Sampat Basu Release Date 10.07.2015

Show Filter Criteria

Application Entry (18) Preselection (7) Selection (1) **Post Selection (7)** Action (0) All (33)

View: [Standard View] | Print Version | Export | Segregation of Candidate | **Activities** | Compare Candidates | Assign | Set as Read | Set as Unread

Ranking by Questionnaire: -- Select -- | Ranking Method: Requisition Criteria

Candidate	Application Number	Barcode No.	Personnel Number	Source	Category	Date of Birth	Postal Circle Code	Examination Date
Divan Anol / 490008 Dibrugarh	70000625				OBC	16.01.1985	11	
Deepal Sarif / 490009 Dibrugarh	70000626				OBC	19.01.1987	11	
Deepak Mann / 490010 Dibrugarh	70000627				OBC	16.01.1985	11	
Sanjay Kankas / 490032 Dibrugarh	70000631				OBC	16.01.1985	11	

6. Click Activities

Employee Joining Process (Contd...)

▼ Post Selection (4)

Segregation of Candidate to Transferring

Offer Accepted (To Join/To Promotion)

Data Transfer for New Employees

Health Certificate

Identity Certificate

Verification Form

GDS Order of Engagement

Verification of Character

Antecedents through Police

Oath of Allegiance

Medical Certificate

Attestation Form

Appointment Order (DR)

Employee Joining Process (Contd...)

Edit Activity: Appointment Order (DR) (Deepal Sarif)

Status: Planned **Completed**

Due On: * 24.07.2015

Processed by: * 10000375 Mr. Sachin PT

Created On: 24.07.2015 Created by: Mr. Sachin PT

Changed On: 24.07.2015 Changed by: Mr. Sachin PT

First Completed On: 24.07.2015 First Completed By: Mr. Sachin PT

Note:

Attachments:

Correspondence [Preview](#)

► [Change Letter](#)

E-Mail: diwqwq2w4s111d5421767avcbnbsa10@tcs.com

E-Mail Subject: Appointment Form

E-Mail Last Sent on: 24.07.2015 15:13:24 Status: No Information

7. Click **Completed**

8. Click
Send E-mail

9. Click
OK

Employee Joining Process (Contd...)

Verification Form

GDS Order of Engagement

Verification of Character

Antecedents through Police

Oath of Allegiance

Medical Certificate

Attestation Form

Appointment Order (DR)



24.07.2015

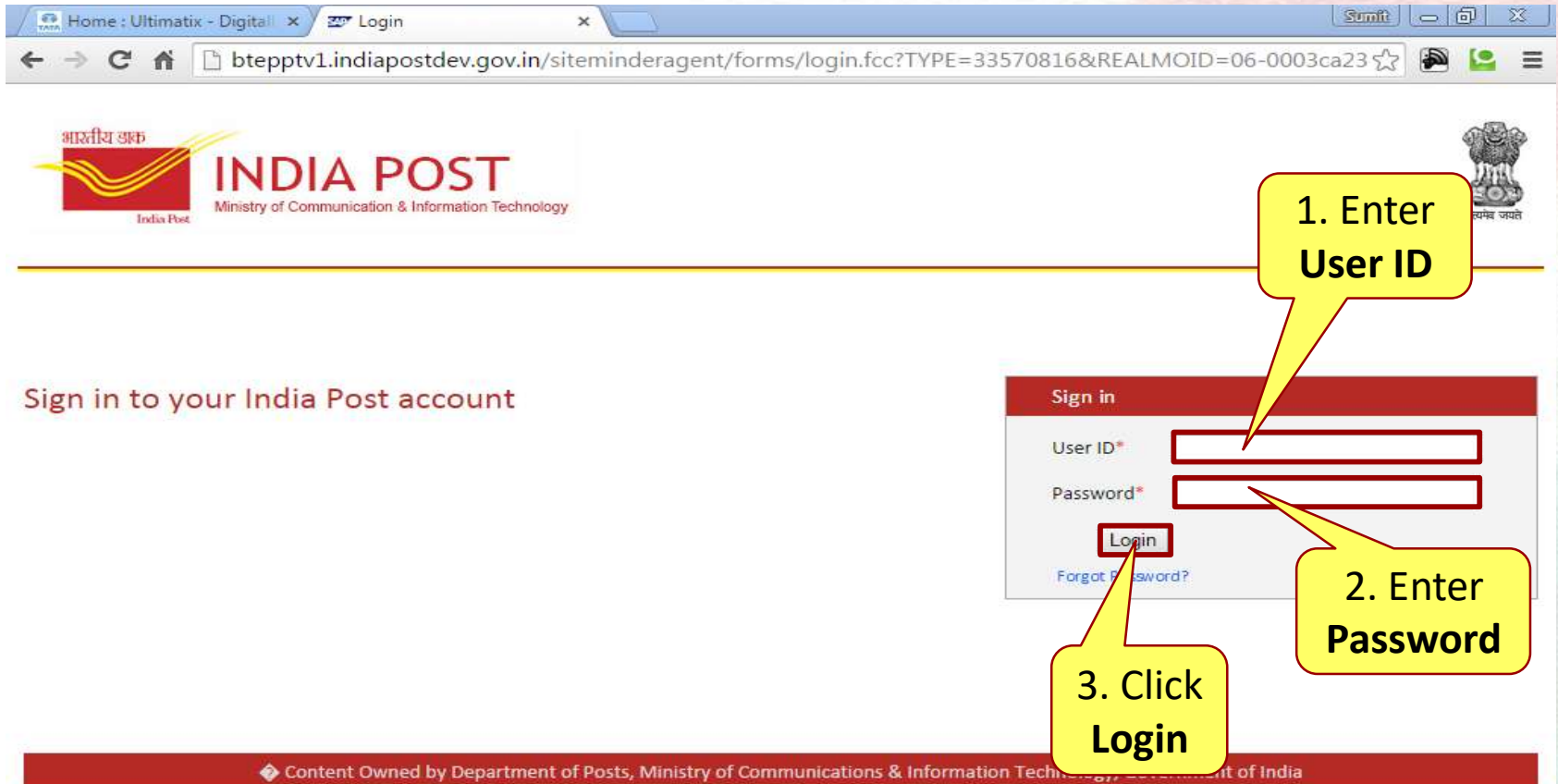
24.07.2015





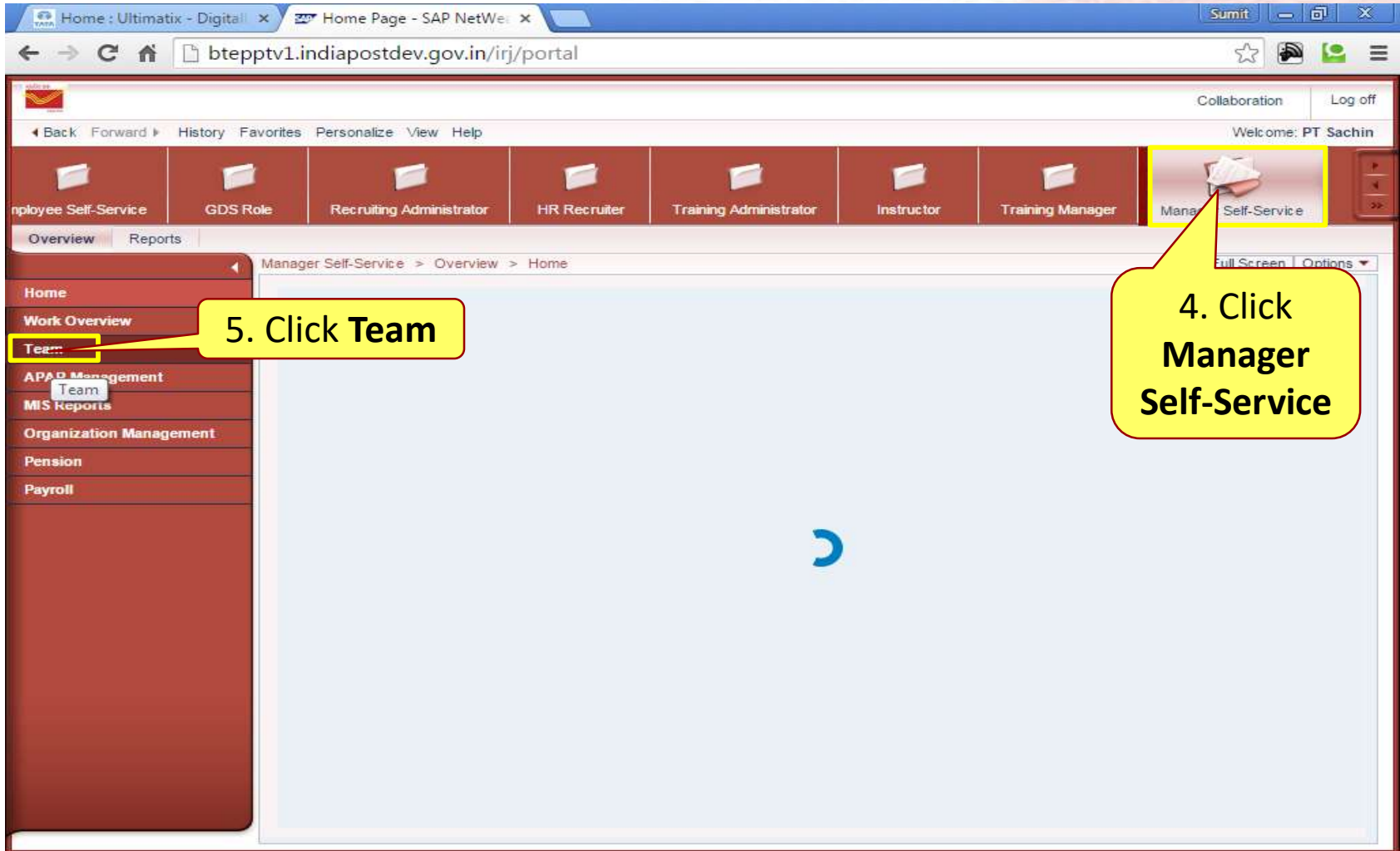
Generate Posting Order

Employee Joining Process (Contd...)



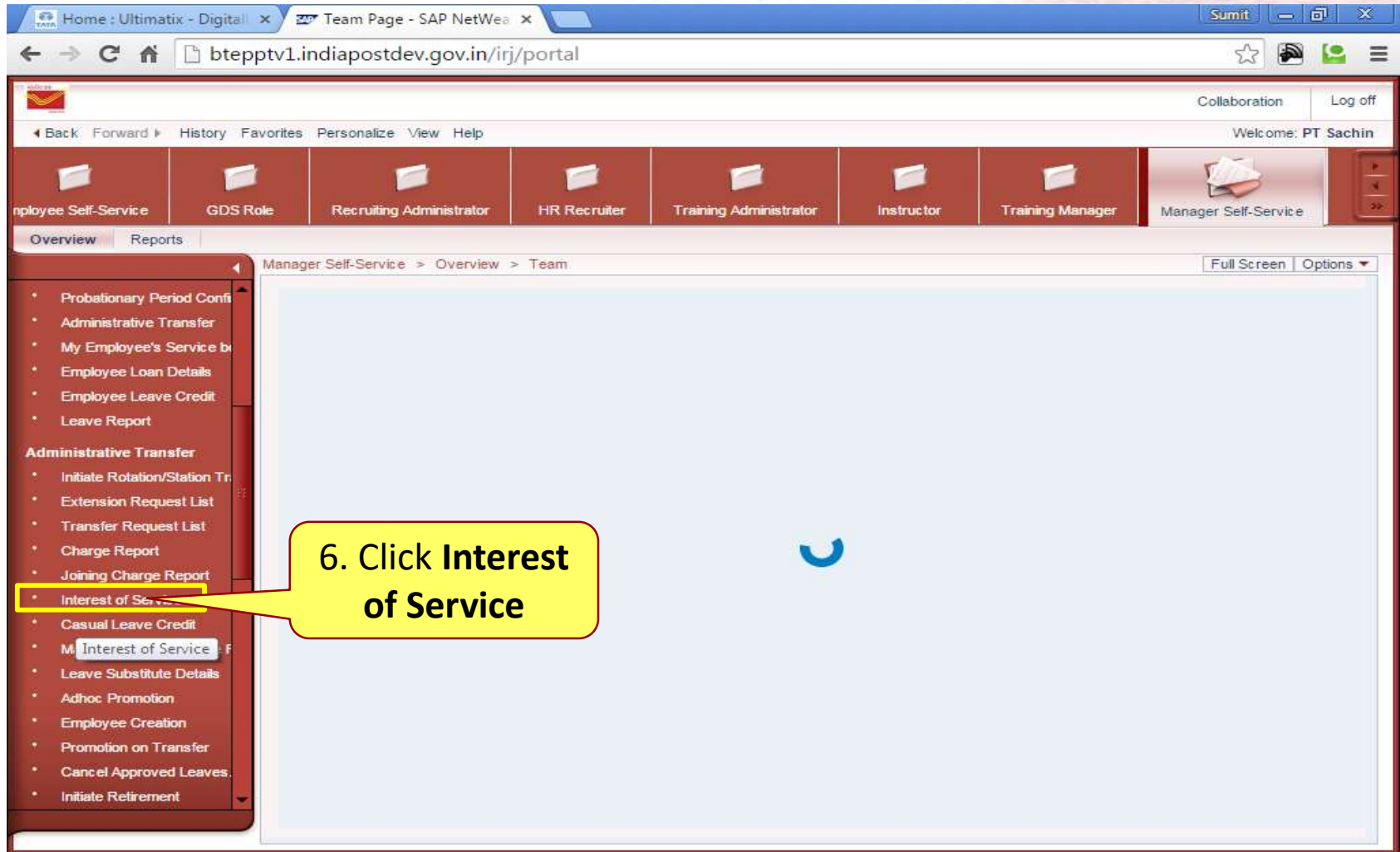
The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/siteminderagent/forms/login.fcc?TYPE=33570816&REALMOID=06-0003ca23`. The page header includes the India Post logo and the text "INDIA POST Ministry of Communication & Information Technology". The main content area features the heading "Sign in to your India Post account" and a "Sign in" form. The form contains two input fields: "User ID*" and "Password*", both highlighted with red boxes. A yellow callout bubble labeled "1. Enter User ID" points to the first field. Below the fields is a "Login" button, also highlighted with a red box, and a "Forgot Password?" link. A yellow callout bubble labeled "3. Click Login" points to the "Login" button. A second yellow callout bubble labeled "2. Enter Password" points to the second input field. At the bottom of the page, a footer reads "Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India".

Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page displays a navigation menu with several options: Employee Self-Service, GDS Role, Recruiting Administrator, HR Recruiter, Training Administrator, Instructor, Training Manager, and Manager Self-Service. The Manager Self-Service option is highlighted with a yellow box and a callout bubble that says "4. Click Manager Self-Service". Below this, the Manager Self-Service page is shown with a left-hand navigation menu. The "Team" option in this menu is highlighted with a yellow box and a callout bubble that says "5. Click Team". The main content area of the page is currently blank, displaying a large blue circular loading icon.

Employee Joining Process (Contd...)

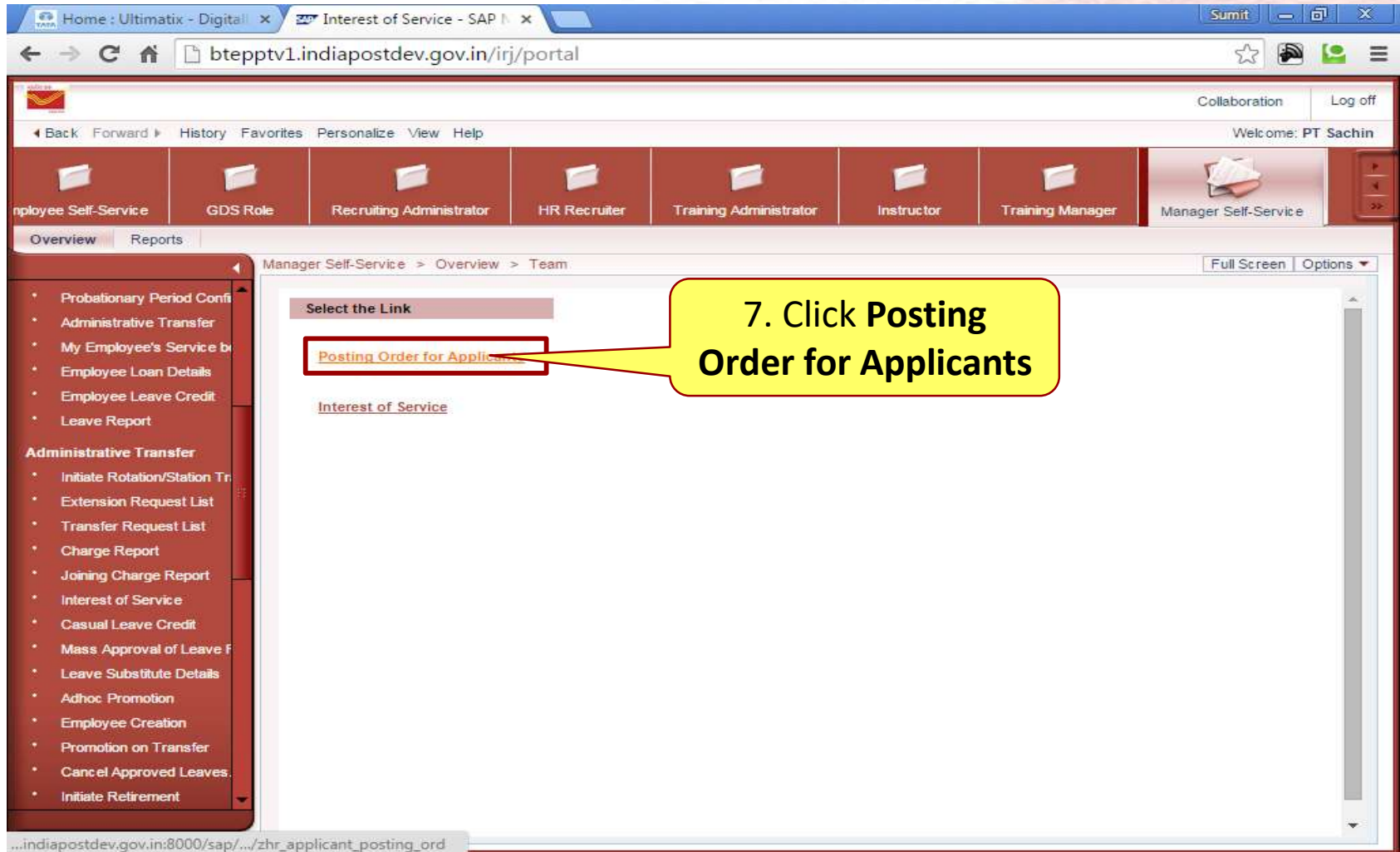


The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page title is "Manager Self-Service > Overview > Team". The left sidebar contains a list of menu items, with "Interest of Service" highlighted in a yellow box. A yellow callout box with the text "6. Click Interest of Service" points to this menu item. The main content area is currently blank, displaying a blue loading spinner.

- Employee Self-Service
- GDS Role
- Recruiting Administrator
- HR Recruiter
- Training Administrator
- Instructor
- Training Manager
- Manager Self-Service

- Probationary Period Confir
- Administrative Transfer
- My Employee's Service by
- Employee Loan Details
- Employee Leave Credit
- Leave Report
- Administrative Transfer
 - Initiate Rotation/Station Tr
 - Extension Request List
 - Transfer Request List
 - Charge Report
 - Joining Charge Report
 - Interest of Service
 - Casual Leave Credit
 - M Interest of Service F
 - Leave Substitute Details
 - Adhoc Promotion
 - Employee Creation
 - Promotion on Transfer
 - Cancel Approved Leaves.
 - Initiate Retirement


Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page displays a navigation menu with roles like 'Employee Self-Service', 'GDS Role', 'Recruiting Administrator', 'HR Recruiter', 'Training Administrator', 'Instructor', 'Training Manager', and 'Manager Self-Service'. The 'Manager Self-Service' role is selected, and the 'Overview' tab is active. A left-hand menu lists various administrative functions, including 'Probationary Period Confir...', 'Administrative Transfer', 'My Employee's Service bi...', 'Employee Loan Details', 'Employee Leave Credit', 'Leave Report', 'Administrative Transfer', 'Initiate Rotation/Station Tr...', 'Extension Request List', 'Transfer Request List', 'Charge Report', 'Joining Charge Report', 'Interest of Service', 'Casual Leave Credit', 'Mass Approval of Leave F...', 'Leave Substitute Details', 'Adhoc Promotion', 'Employee Creation', 'Promotion on Transfer', 'Cancel Approved Leaves.', and 'Initiate Retirement'. The main content area shows a 'Select the Link' section with a red-bordered box around the link 'Posting Order for Applicants'. A yellow callout box with a pointer to this link contains the text '7. Click Posting Order for Applicants'. Below this link is another link labeled 'Interest of Service'. The browser's address bar shows the full URL: `...indiapostdev.gov.in:8000/sap/.../zhr_applicant_posting_ord`.

Employee Joining Process (Contd...)

Selection Screen

* Applicant Id's: To 

Get List

Eligible List

View [Standard View] | Print Version | Export

	Name of the Cadre	Reporting Date	Post	Name of the Post	Office	Name of the Office


Generate Posting Order

8. Enter Applicant Id

9. Click Get List

Employee Joining Process (Contd...)

Selection Screen

* Applicant Id's: To 

Eligible List

View: [Standard View] | Print Version Export Check Append Row Insert Row Delete Row

Applicant Id	Cadre	Name of the Cadre	Reporting Date	Post	Name of the Post	Office	Name of the Office
80000626	40	Postal Assistant(PA)					

Employee Joining Process (Contd...)

New Location Details

Name of the Division

List of Post & employees


Post	Name of the Post	Employee Number	Name of the Empl...	Office	Name of the Office	Cadre	Name of the Cadre
30007901	Postal Assistant	00000000		10116093	Tinsukia H.O	40	Postal Assistant(PA)
30007902	Postal Assistant	30000677	Kakatiya Anol	10116093	Tinsukia H.O	40	Postal Assistant(PA)
30007903	Postal Assistant	30000705	Divan Anol	10116071	Tinsukia Division	40	Postal Assistant(PA)
30007904	Postal Assistant	30000728	Kapil Kan	10116071	Tinsukia Division	40	Postal Assistant(PA)
30007905	Postal Assistant	00000000		10116071	Tinsukia Division	40	Postal Assistant(PA)

Remarks

10. Click **Submit**

Employee Joining Process (Contd...)

Selection Screen

* Applicant Id's: To 

Eligible List

View: [Standard View] | Print Version | Export | Check | Append Row | Insert Row | Delete Row

Applicant Id	Cadre	Name of the Cadre	Reporting Date	Post	Name of the Post	Office	Name of the Office	Division	Name of the Division
80000626	40	Postal Assistant(PA)	31.07.2015	0007905	Postal Assistant	10116071	Tinsukia Division	10116071	Tinsukia Division

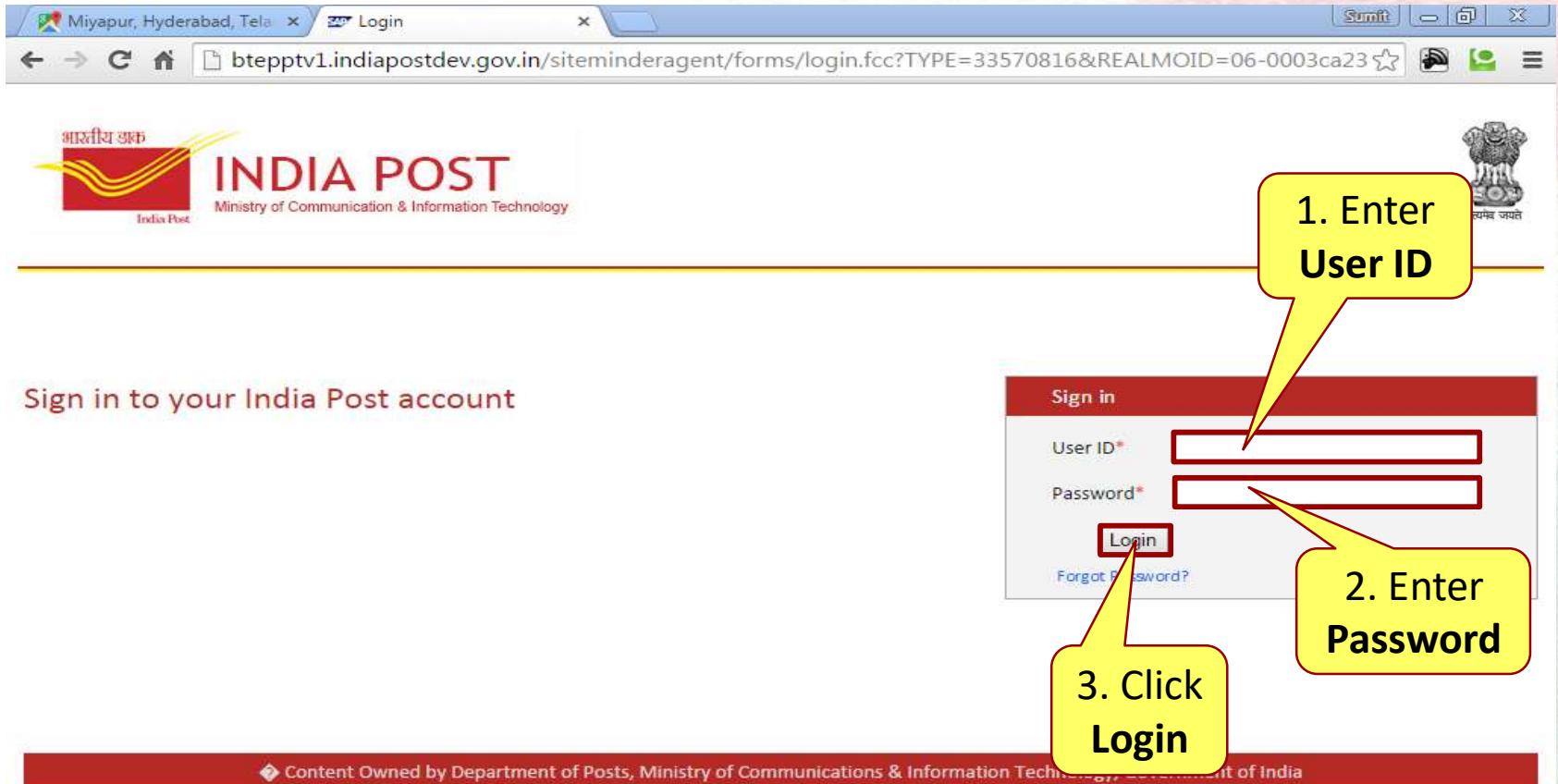
11. Enter Reporting Date

12. Enter Generate Posting Date



**View Joining Charge Report and
Generate Employee Number**

Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/siteminderagent/forms/login.fcc?TYPE=33570816&REALMOID=06-0003ca23`. The page header includes the India Post logo and the text "INDIA POST Ministry of Communication & Information Technology". The main content area features the heading "Sign in to your India Post account" and a "Sign in" form. The form contains three input fields: "User ID*", "Password*", and a "Login" button. A "Forgot Password?" link is also present. Three yellow callout boxes provide instructions: "1. Enter User ID" points to the User ID field, "2. Enter Password" points to the Password field, and "3. Click Login" points to the Login button.

Sign in to your India Post account

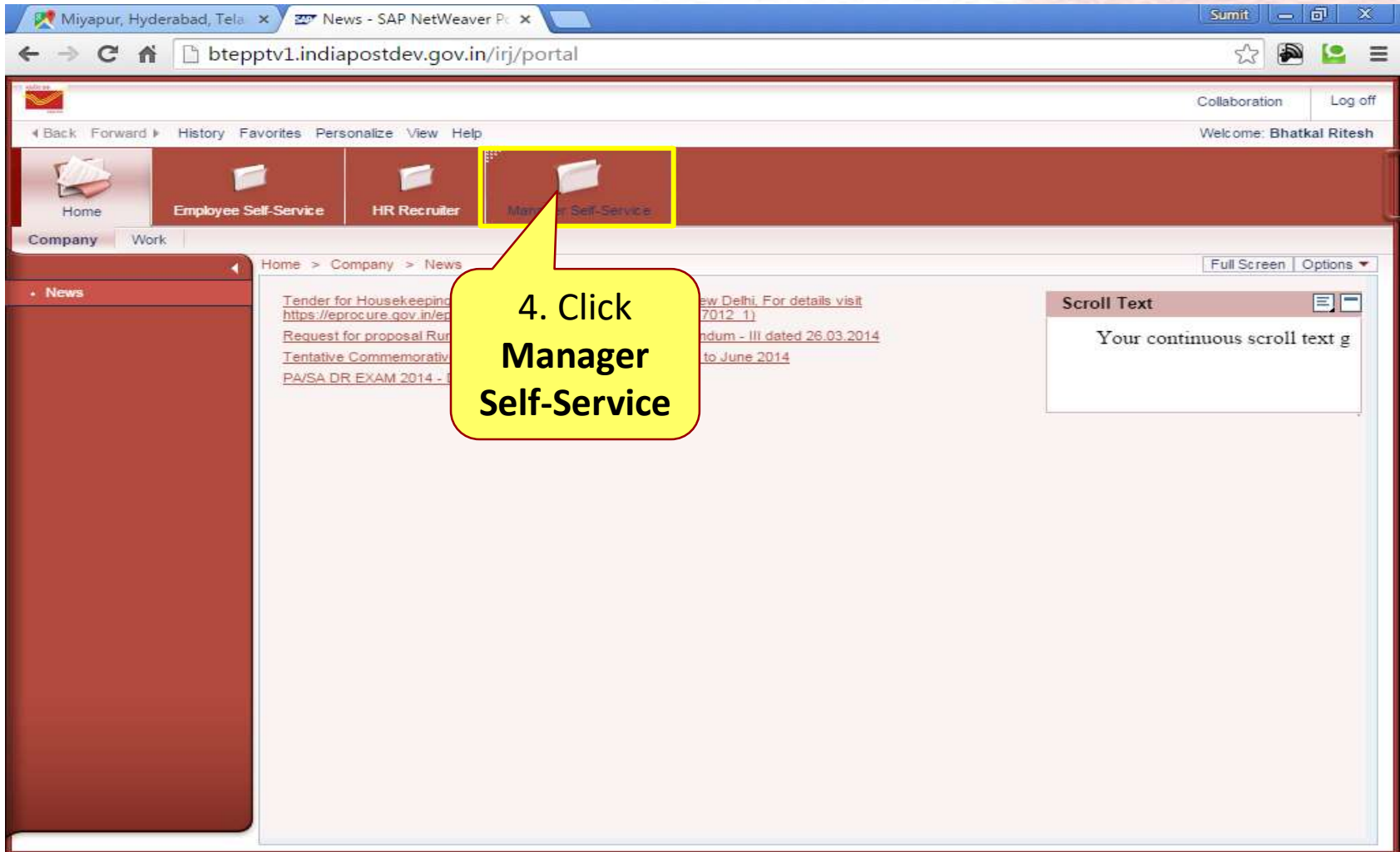
1. Enter User ID

2. Enter Password

3. Click Login

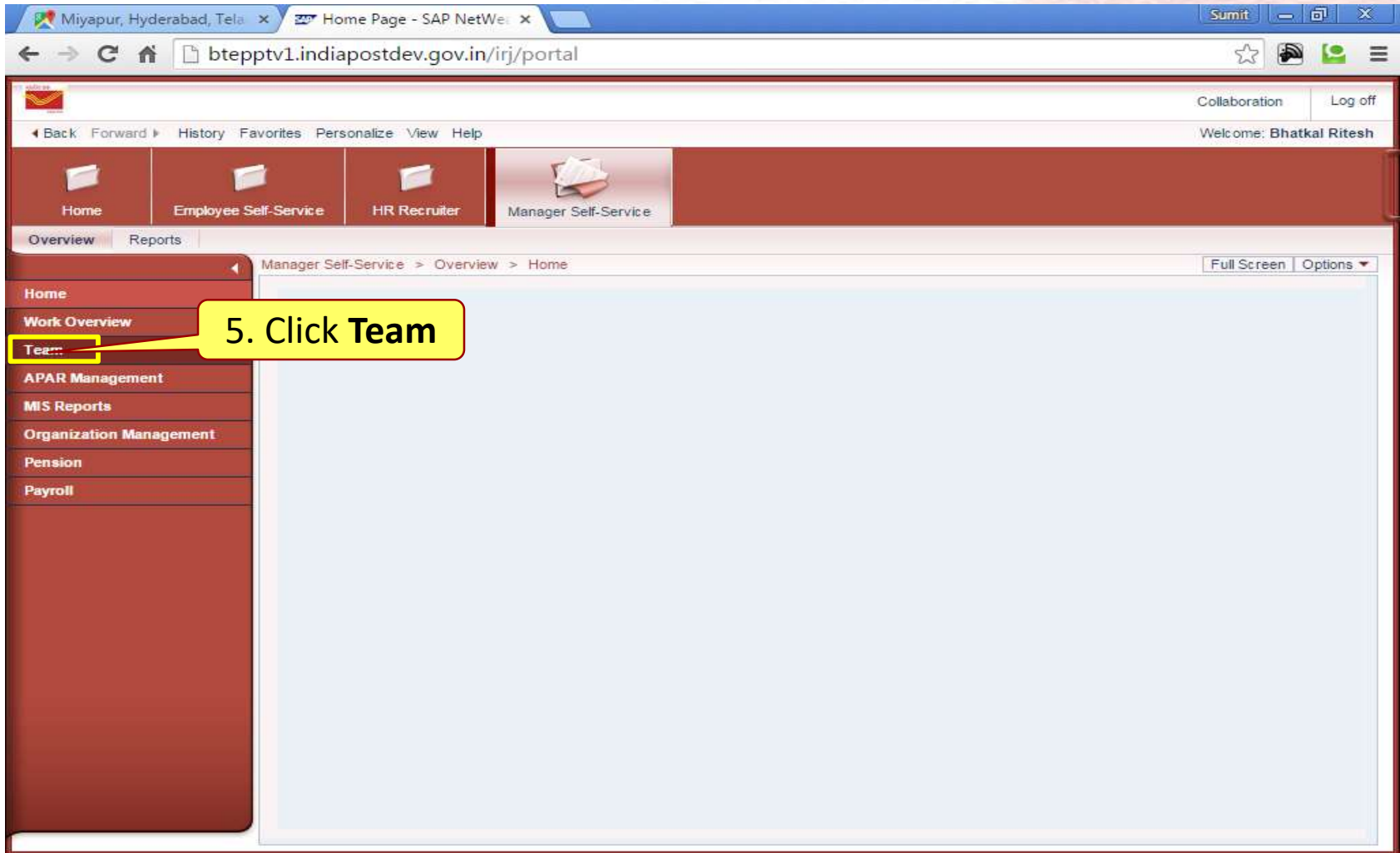
Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India

Employee Joining Process (Contd...)



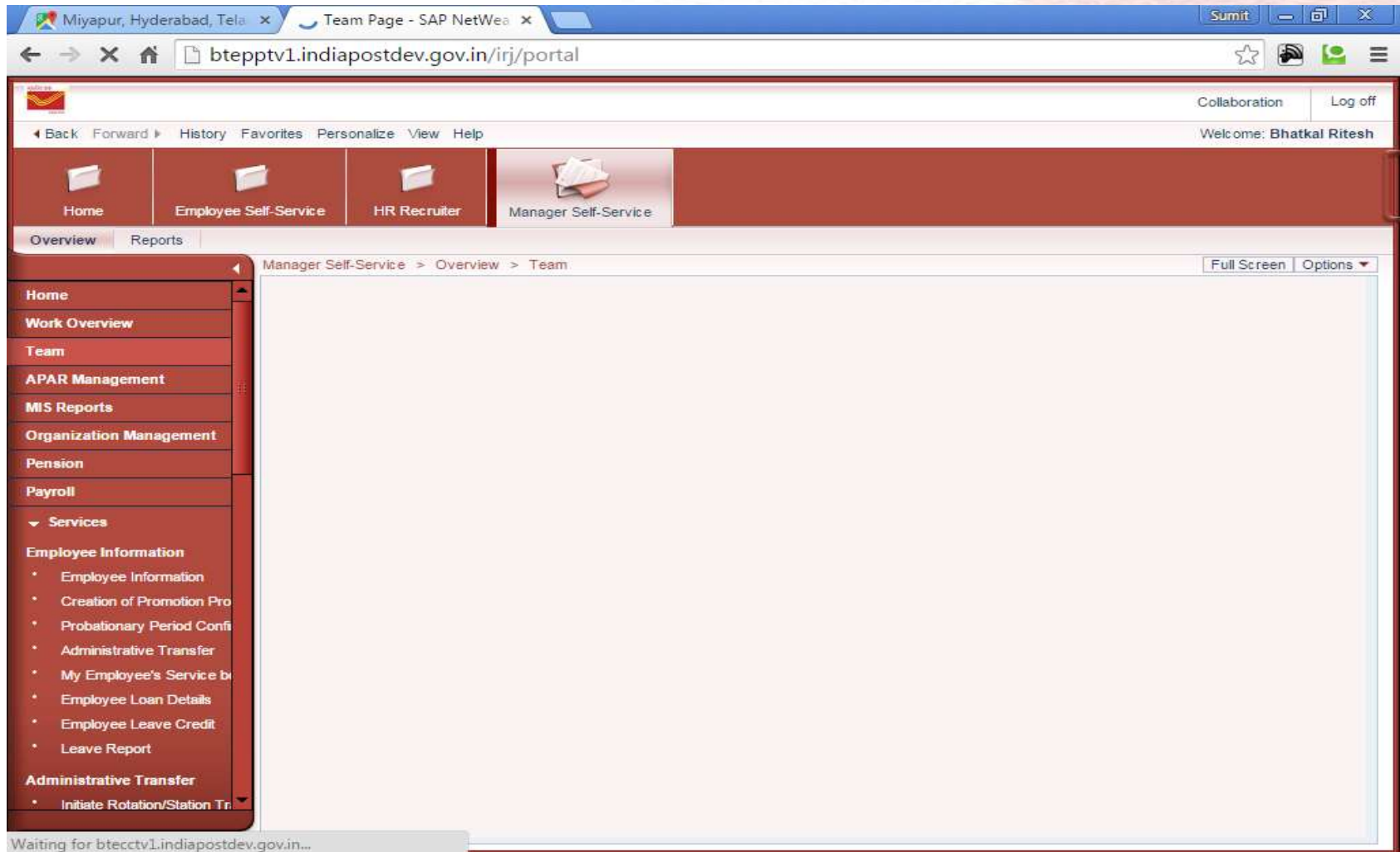
The screenshot shows a web browser window with the URL btepptv1.indiapostdev.gov.in/irj/portal. The page features a navigation menu with four main options: Home, Employee Self-Service, HR Recruiter, and Manager Self-Service. The 'Manager Self-Service' option is highlighted with a yellow box. A yellow callout bubble with a red border points to this option, containing the text: **4. Click Manager Self-Service**. The main content area displays a list of news items, including 'Tender for Housekeeping', 'Request for proposal Run', 'Tentative Commemorative', and 'PA/SA DR EXAM 2014 - I'. A 'Scroll Text' widget is visible on the right side of the page, displaying the text: 'Your continuous scroll text g'.

Employee Joining Process (Contd...)



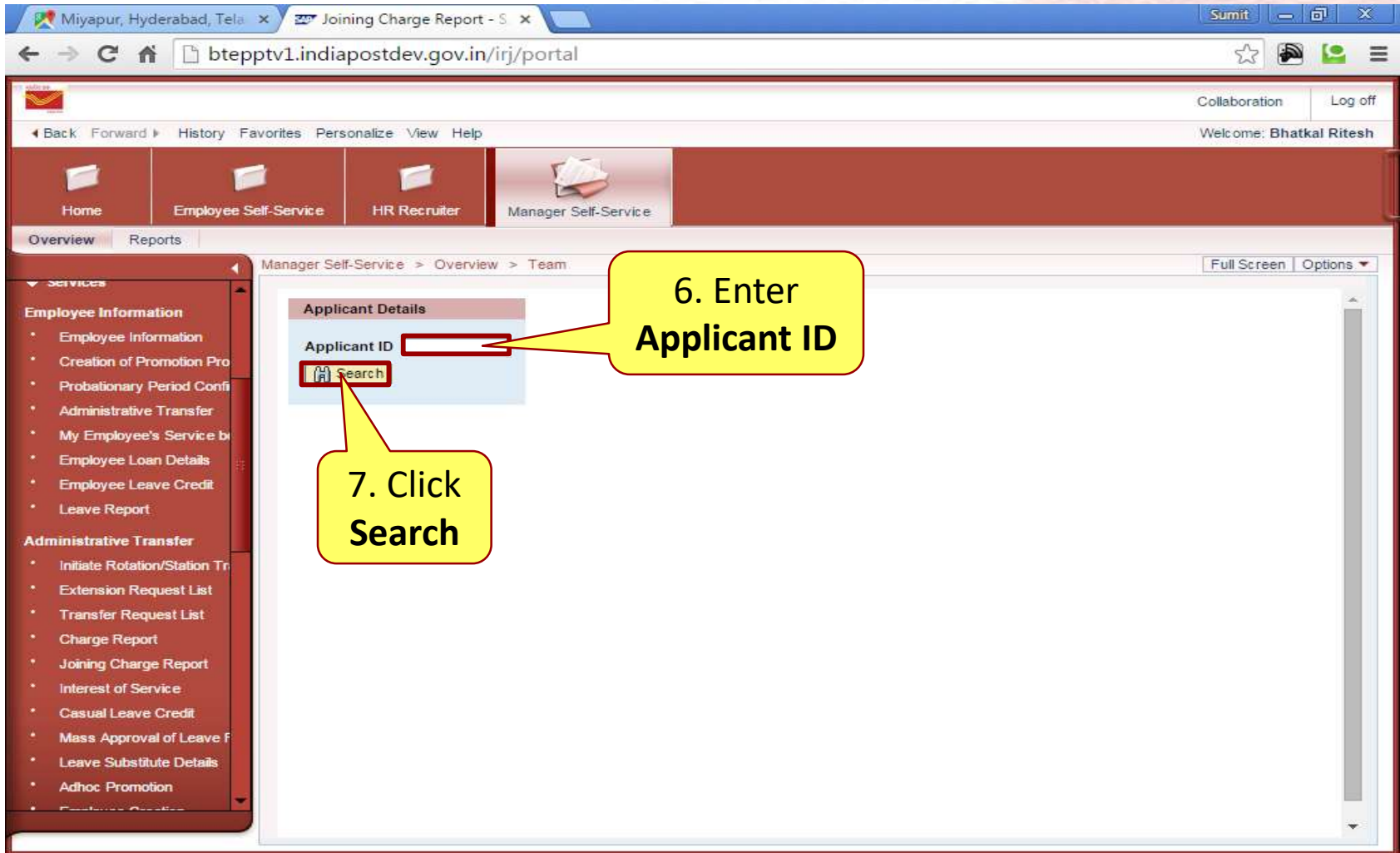
The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page title is "Home Page - SAP NetWe...". The user is logged in as "Bhatkal Ritesh". The main navigation bar includes "Home", "Employee Self-Service", "HR Recruiter", and "Manager Self-Service". The "Manager Self-Service" section is active, showing a sub-menu with "Overview" and "Reports". The left sidebar contains a list of menu items: "Home", "Work Overview", "Team...", "APAR Management", "MIS Reports", "Organization Management", "Pension", and "Payroll". A yellow callout box with the text "5. Click Team" points to the "Team..." menu item.

Employee Joining Process (Contd...)



The screenshot shows a web browser window displaying the Personnel Information System portal. The browser address bar shows the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page header includes the India Post logo, navigation links (Back, Forward, History, Favorites, Personalize, View, Help), and a welcome message for **Bhatkal Ritesh**. The main navigation menu includes **Home**, **Employee Self-Service**, **HR Recruiter**, and **Manager Self-Service**. The **Manager Self-Service** section is active, showing a breadcrumb trail: **Manager Self-Service > Overview > Team**. A left-hand sidebar menu lists various options: **Home**, **Work Overview**, **Team**, **APAR Management**, **MIS Reports**, **Organization Management**, **Pension**, **Payroll**, **Services** (expanded), **Employee Information** (with sub-items: Employee Information, Creation of Promotion Pro, Probationary Period Confi, Administrative Transfer, My Employee's Service b, Employee Loan Details, Employee Leave Credit, Leave Report), and **Administrative Transfer** (with sub-item: Initiate Rotation/Station Tr). The main content area is currently blank. The status bar at the bottom indicates `Waiting for bteccv1.indiapostdev.gov.in...`

Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page displays a navigation menu with options like Home, Employee Self-Service, HR Recruiter, and Manager Self-Service. The main content area is titled 'Manager Self-Service > Overview > Team'. A yellow callout box points to the 'Applicant ID' input field, with the text '6. Enter Applicant ID'. Another yellow callout box points to the 'Search' button, with the text '7. Click Search'.

6. Enter Applicant ID

7. Click Search

Employee Joining Process (Contd...)

Assuming Charge Report

8. Click Assuming Charge Report

DEPARTMENT OF POSTS, INDIA
(See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)
Charge Report and Receipt for cash and stamps on transfer of charge

Certified that the charge of office of Dy Post master was made over by name Voice Anne
to name KUMAR ANILREDDY at place
* Date 22.07.2015 in accordance with:
Sequence number 0000012369 Dated 22.07.2015
From Voice Anne

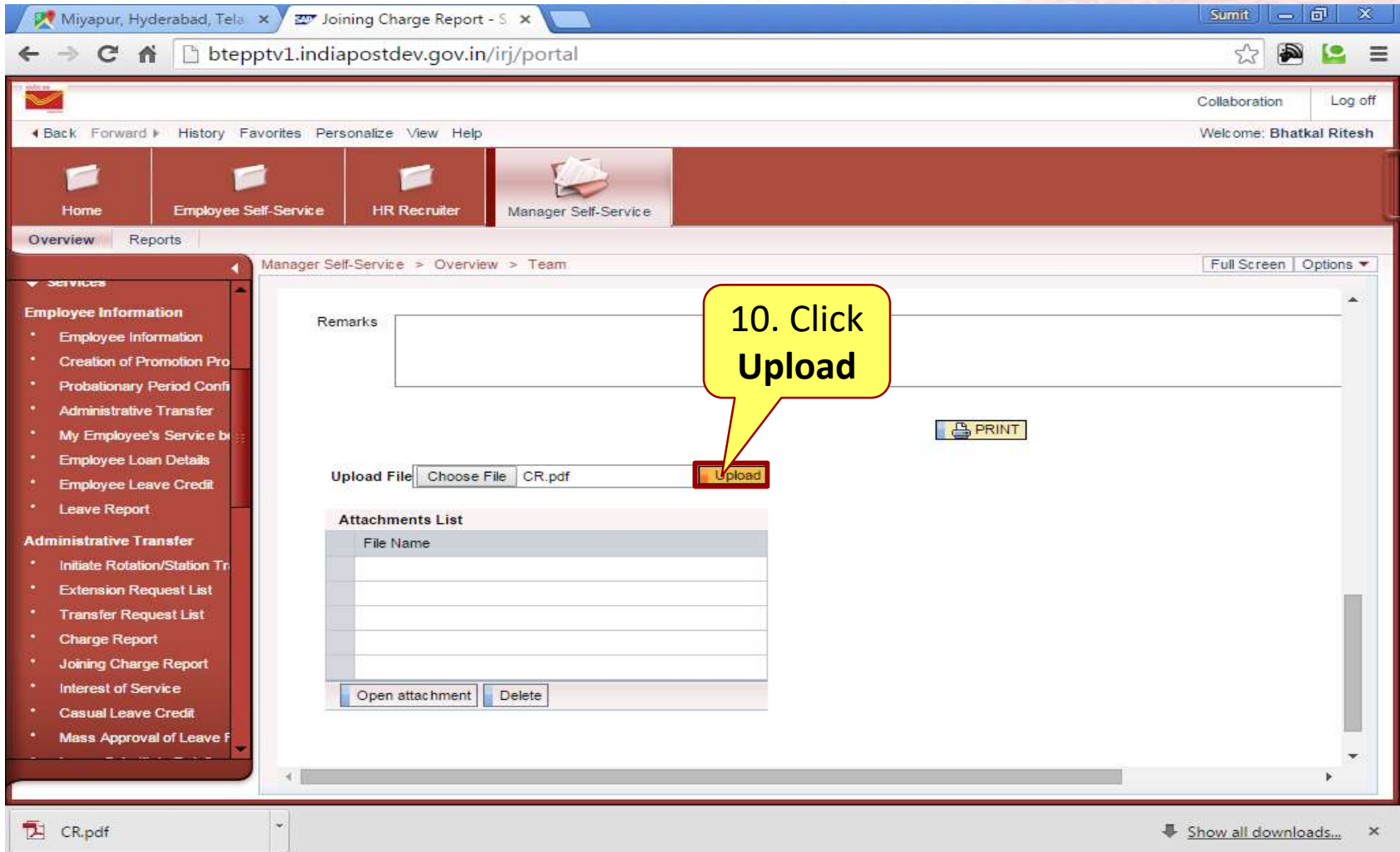
Downloads

9. Click Downloads

Relieving Officer

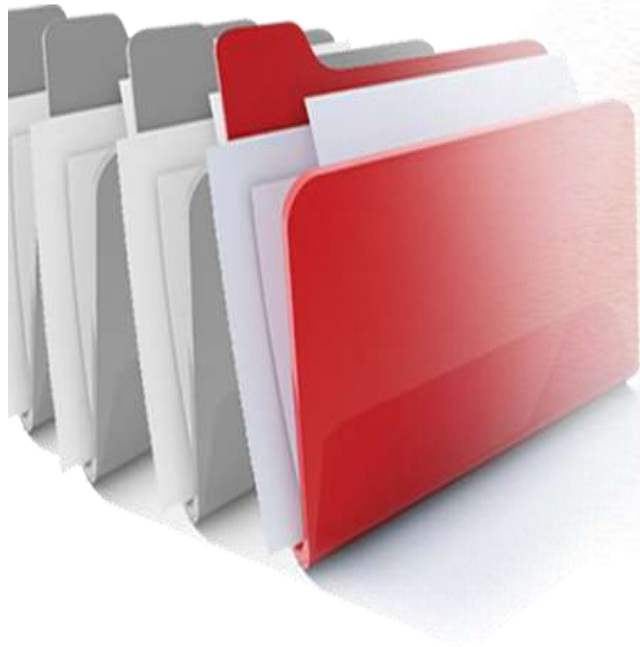
*Certified that the balances of this date of the several books(including stock book and registers) and accounts of the office have been checked and found correct.
*Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Employee Joining Process (Contd...)



The screenshot shows a web browser window with the URL `btepptv1.indiapostdev.gov.in/irj/portal`. The page is titled "Joining Charge Report - S" and is accessed by user "Bhatkal Ritesh". The navigation menu includes "Home", "Employee Self-Service", "HR Recruiter", and "Manager Self-Service". The current view is "Manager Self-Service > Overview > Team". A sidebar on the left lists various services under "Employee Information" and "Administrative Transfer". The main content area has a "Remarks" field, a "PRINT" button, and an "Upload File" section with a "Choose File" button, the filename "CR.pdf", and an "Upload" button. A yellow callout bubble points to the "Upload" button with the text "10. Click Upload". Below the upload section is an "Attachments List" table with a header "File Name" and several empty rows. At the bottom of the table are "Open attachment" and "Delete" buttons. The browser's download bar at the bottom shows "CR.pdf" and a "Show all downloads..." link.

10. Click Upload



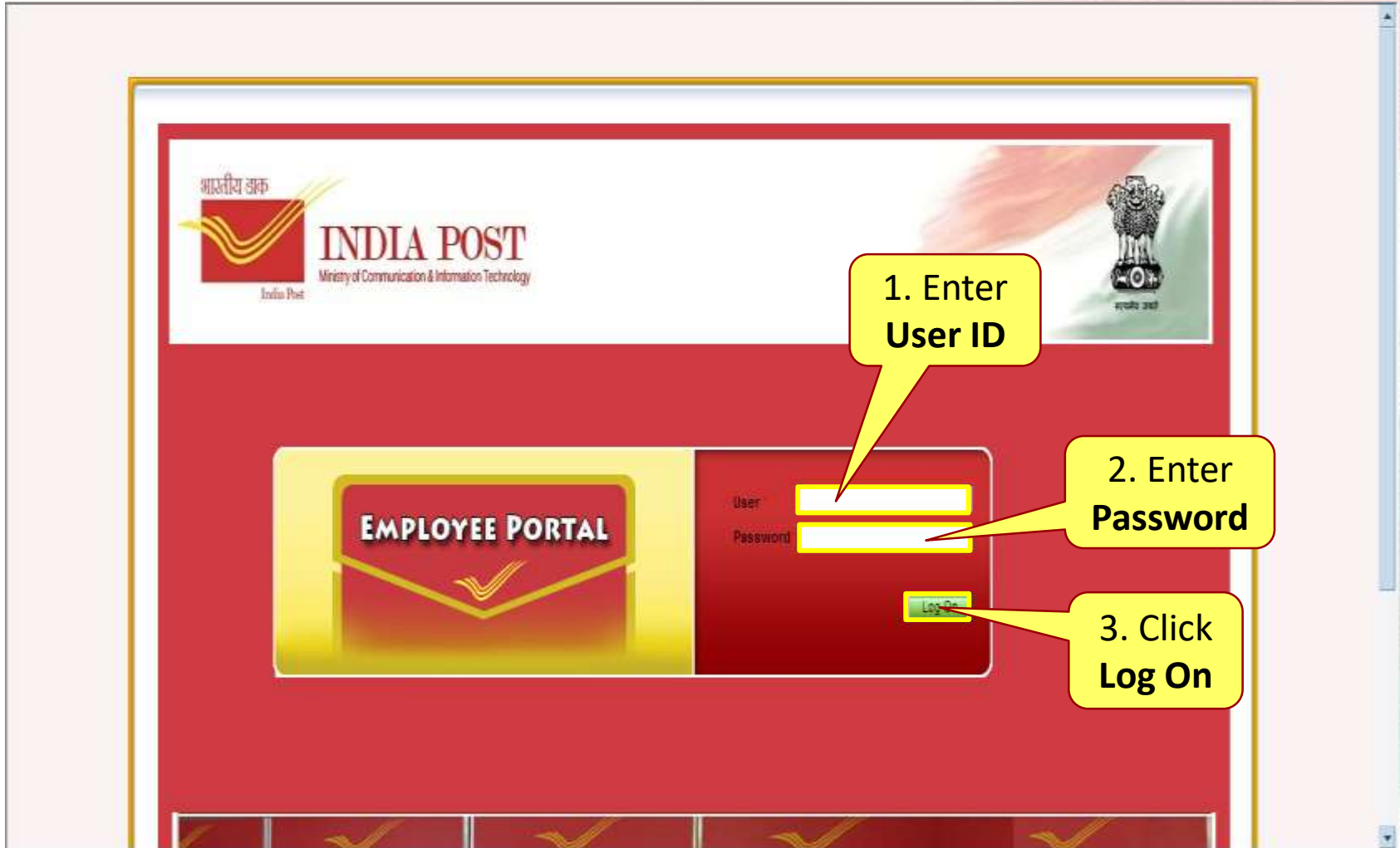
- Lesson 2

Employee Confirmation Process



Confirm Employees on Probation

Employee Confirmation Process



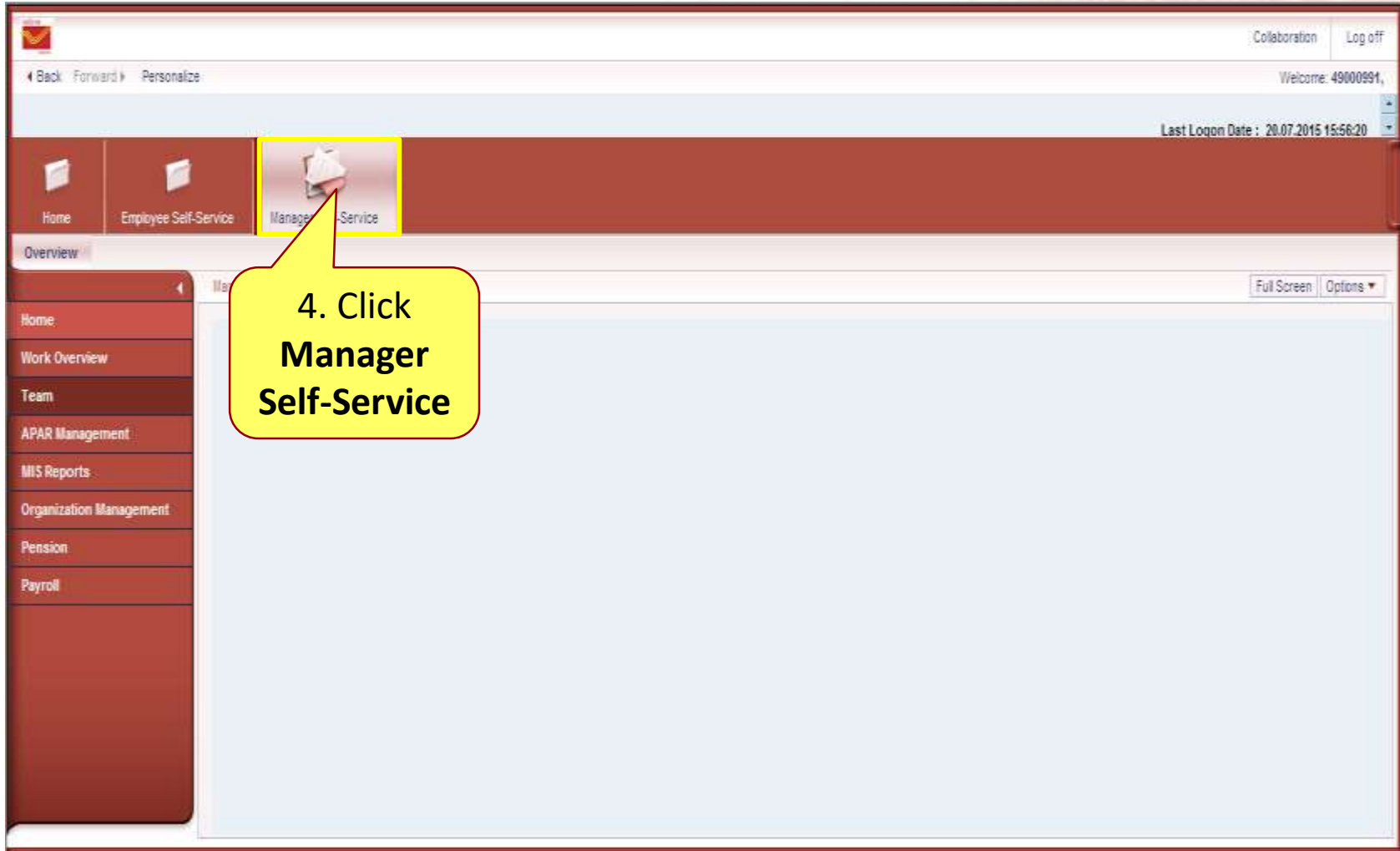
The screenshot shows the India Post Employee Portal login interface. The page features the India Post logo and the text "INDIA POST Ministry of Communication & Information Technology" at the top left, and the State Emblem of India at the top right. A central yellow box contains the text "EMPLOYEE PORTAL" above a stylized envelope icon. To the right of this box is a login form with two input fields: "User" and "Password". Below these fields is a "Log On" button. Three yellow callout boxes provide instructions: "1. Enter User ID" points to the User field, "2. Enter Password" points to the Password field, and "3. Click Log On" points to the Log On button.

1. Enter User ID

2. Enter Password

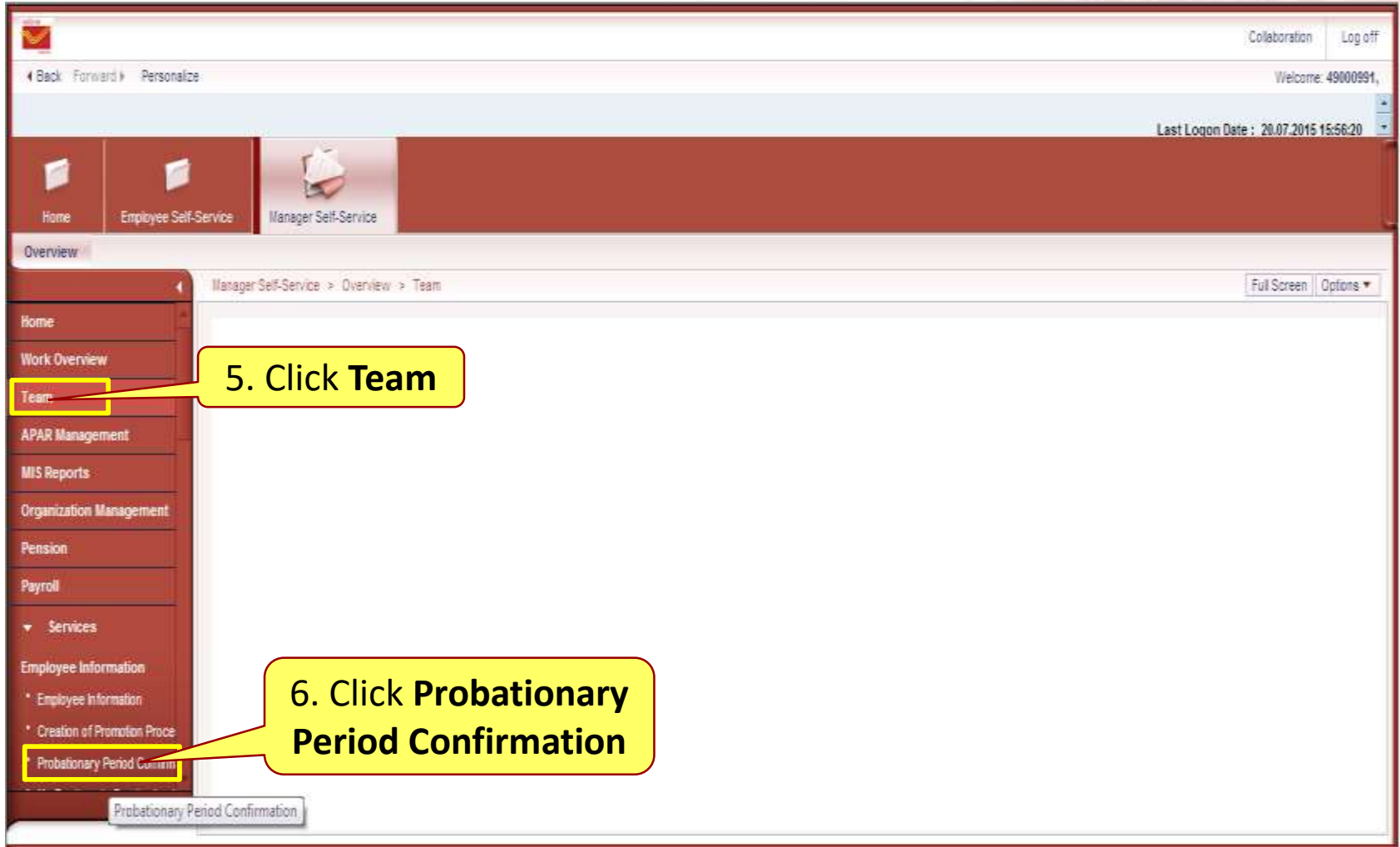
3. Click Log On

Employee Confirmation Process (Contd...)



The screenshot displays the Personnel Information System interface. At the top right, there are links for 'Collaboration' and 'Log off'. Below this, a navigation bar contains 'Home', 'Employee Self-Service', and 'Manager Self-Service'. The 'Manager Self-Service' option is highlighted with a yellow box. A yellow callout bubble with a red border points to this option, containing the text: '4. Click Manager Self-Service'. The left sidebar lists various menu items: Home, Work Overview, Team, APAR Management, MIS Reports, Organization Management, Pension, and Payroll. The main content area is currently blank.

Employee Confirmation Process (Contd...)



The screenshot displays the Personnel Information System interface. The top navigation bar includes 'Home', 'Employee Self-Service', and 'Manager Self-Service'. The left sidebar contains a list of menu items: Home, Work Overview, Team, APAR Management, MIS Reports, Organization Management, Pension, Payroll, Services, Employee Information, Employee Information, Creation of Promotion Proce, and Probationary Period Confirmation. The main content area shows the breadcrumb path: 'Manager Self-Service > Overview > Team'. A yellow callout box points to the 'Team' menu item with the text '5. Click Team'. Another yellow callout box points to the 'Probationary Period Confirmation' menu item with the text '6. Click Probationary Period Confirmation'. The bottom of the screen shows a button labeled 'Probationary Period Confirmation'.

5. Click Team

6. Click Probationary Period Confirmation

Employee Confirmation Process (Contd...)

Employee Probation Confirmation

* Cadre [View Details](#)

- Confirm
 Extension of Probation
 Removal from Service

[Download](#)

Employee Probation Confirmation

* Cadre [View Details](#)

- Confirm
 Extension of Probation
 Removal from Service

[Download](#)

Employee Details

Select	Emp Name	Emp ID	Date of Joining	Post	Office	Category	Selected Under	Genuineness Verified	Entry Cader	Present Cader
<input type="checkbox"/>	Rahul Sharma	10000556	01.04.2013	Post Master Grade I		GE	GE	Yes	Postmaster Grade III	Postmaster Grade III
<input type="checkbox"/>	M Shanmugam	49001114	01.01.2012	Asst Post Master	Accounts	GE	GE	Yes	Postmaster Grade III	Postmaster Grade III

Employee Confirmation Process (Contd...)

Employee Probation Confirmation

* Cadre

Confirm
 Extension of Probation
 Removal from Service

Employee Details											
Select	Emp Name	Emp ID	Date of Joining	Post	Office	Category	Selected Under	Genuineness Verified	Entry Cader	Present Cader	
<input checked="" type="checkbox"/>	Rahul Sharma	10000556	01.04.2013	Post Master Grade I		GE	GE	Yes	Postmaster Grade III	Postmaster Grade III	
<input type="checkbox"/>	M Shanmugam	49001114	01.01.2012	Asst Post Master	Accounts	GE	GE	Yes	Postmaster Grade III	Postmaster Grade III	

7. Click check box

12. Click SUBMIT button.

Confirmation Order mailed successfully

Employee Confirmation Process (Contd...)

SAPconnect: Send Requests from 19.07.2015 to 20.07.2015

Send date: 19.07.2015 to 20.07.2015
 Sent at: 00:00:00 to 00:00:00
 Maximum No. of Hits: 500

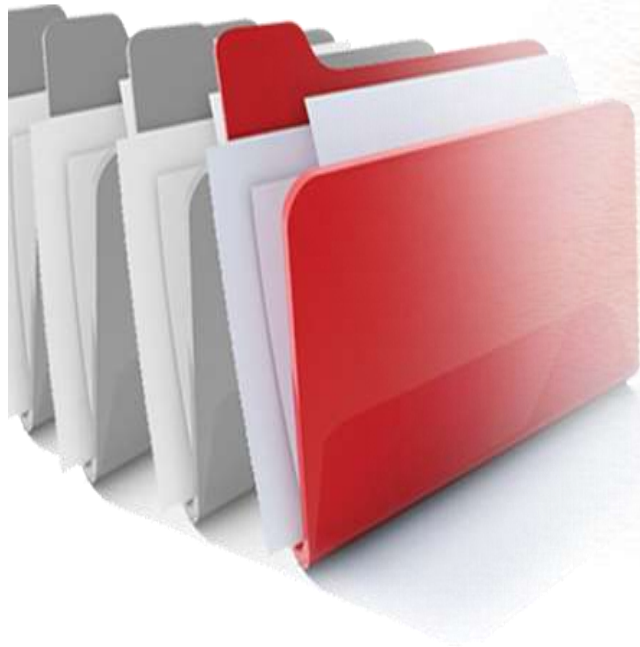
Refresh

All Send Requests

Status	Send Met...	Doc. Title	Sender	Recipient	Send Date	Send Ti...	M...
⚠	via Intern...	Confirmation Order	49000991	49001071@DOP.COM	20.07.2015	15:59:36	6..
✅	via Intern...	Information with Confirmation	SUDHA,KANAGALA@TC...	49001092@DOP.COM	20.07.2015	10:59:00	73

2 Send Requests | 1 Waiting | 1 Sent | 0 Errors

SAP | ECD (1) 100 | BDECCDV1 / INS

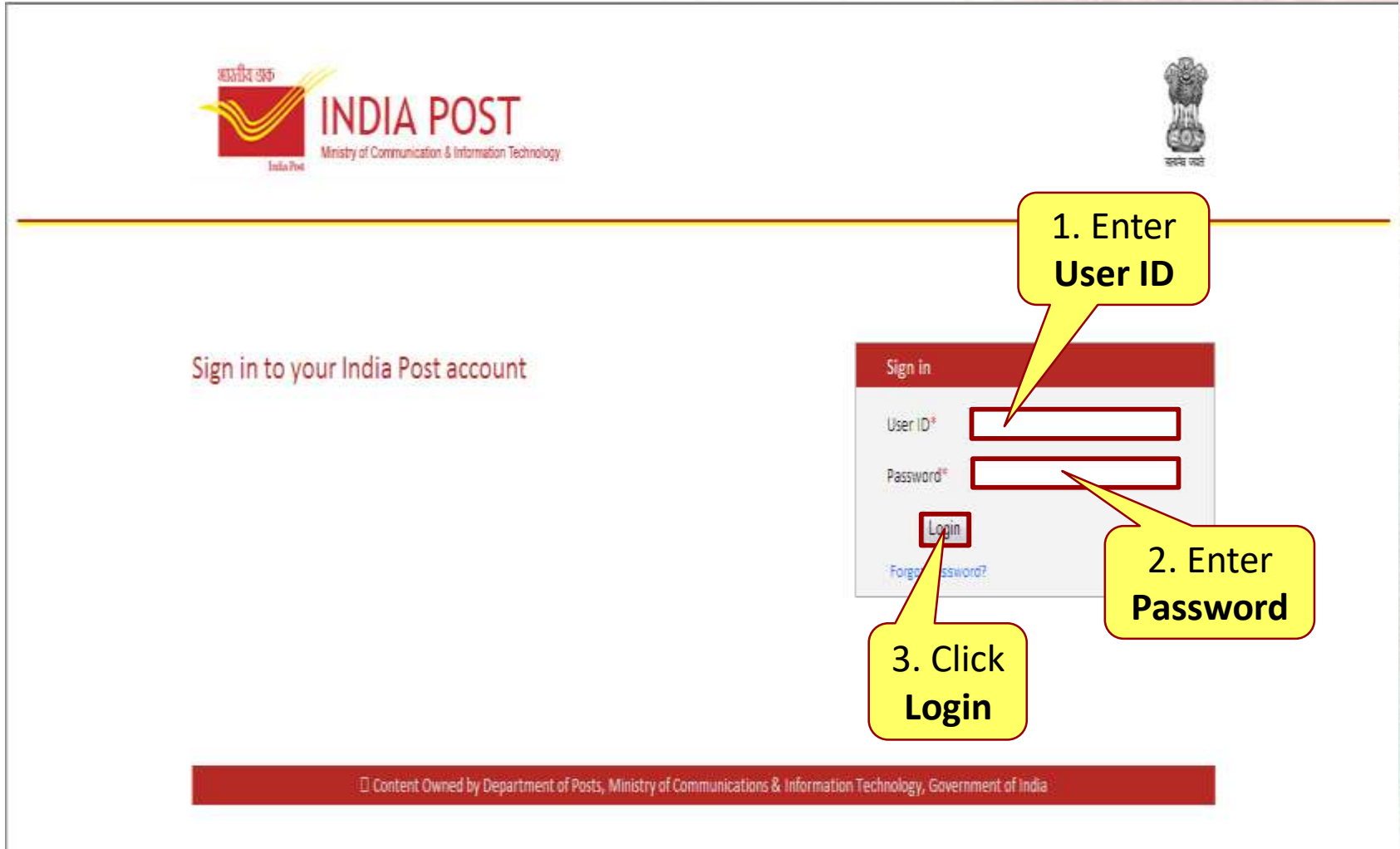


Transfer Process



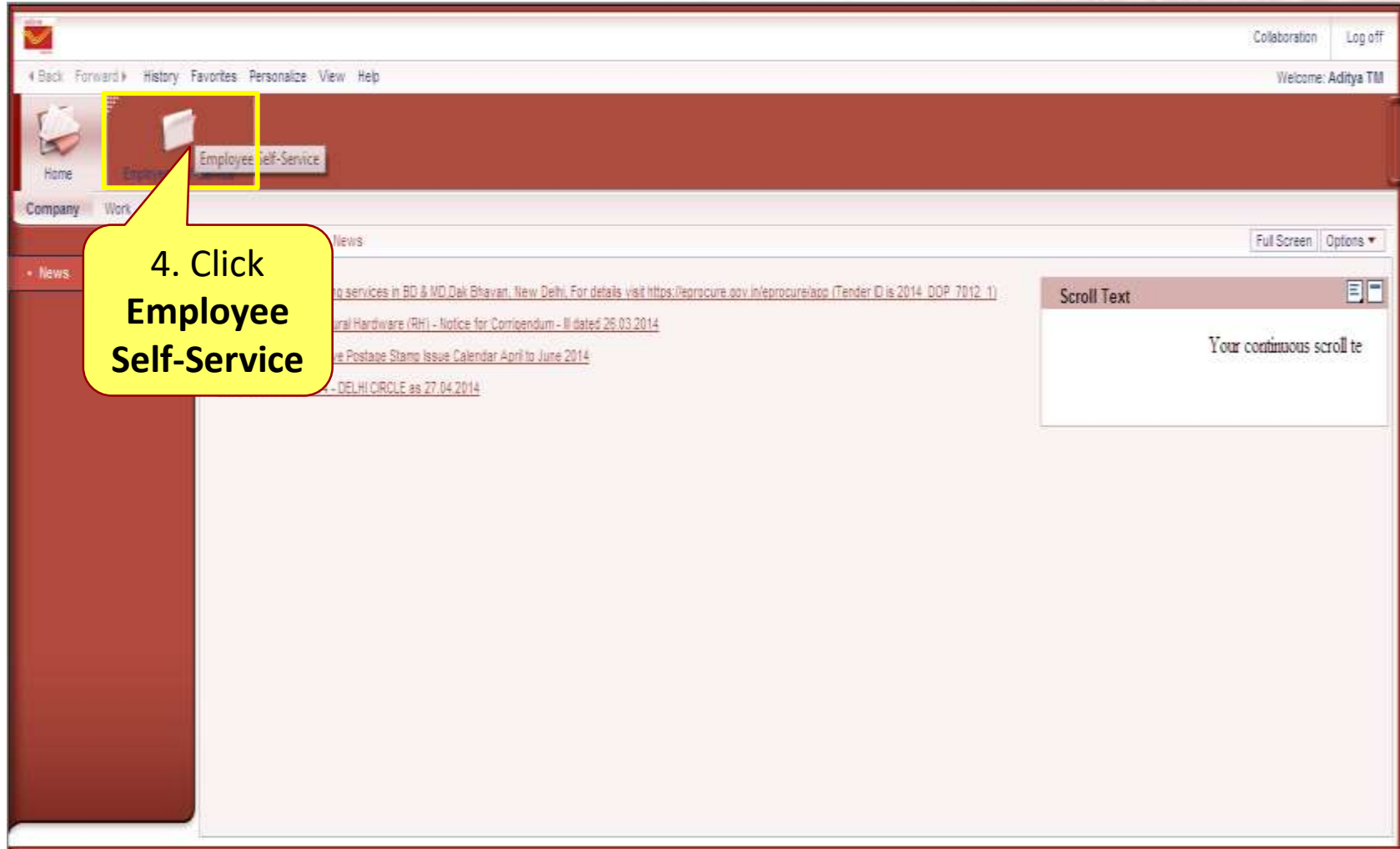
Initiate One Way Transfer

One Way Transfer Process



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. Below the logos is the text 'Sign in to your India Post account'. The main content area contains a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. Below the fields is a 'Login' button and a link for 'Forgot Password?'. Three yellow callout boxes with red borders provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

One Way Transfer Process (Contd...)



Collaboration Log off

Welcome: Aditya TM

Home Employee Self-Service

Company Work

News

4. Click Employee Self-Service

Full Screen Options

Scroll Text

Your continuous scroll te

One Way Transfer Process (Contd...)

Employee Self Service

and Cost Center Details :

Leave Management
In this area, you can use services to record your work.

Employee Payments
In this area, You can access Salary Statement, IT Declarations, Claims, Advances, Loans, Form16, GPF/NPS Statements.

Quick Links
Initiate Retirement Process

Personal Information
In this area, you can use services to maintain and display your personal data.

Learner1
Learner

Learner2
Learner2

One Way Transfer:
Employee Mutual Transfer
Upload Joining/ Other documents
Update Employee Payroll Data

5. Click Personal Information

Employee Self Service

Back :

Maintain Community Details
You can Create/Change your Community Details

Asset Declaration
Asset Declaration
View PRAN Detail
You can view your PRAN Detail

Employee Personal ID Request
You can Create/Change your Personal ID Request

Employee Promotion Details
Employee Promotion Details
Employee Mutual Transfer
Employee can raise a request for Mutual Transfer

One Way Transfer
An Employee can Request For One way
Cancel One Way transfer requests
An Employee Can Cancel For One Way Transfer Here

Temporary Transfer
Temporary Transfer

6. Click One Way Transfer

One Way Transfer Process (Contd...)

⚠ Only one document can be uploaded

One way Transfer Request Process

Employee Current Details

Employee No:	10007051	Name:	Aditya T M
Circle:	Karnataka Circle	Region:	South Karnataka Region
Division:	Mandya Division	Sub Division:	
Office:		Postal Assistant:	
Cadre:		Joining:	01.04.2005
Selected under v			

Location Details / Representations

Select Post Office

* Representation:

Upload:

7. Click Select Post Office


One Way Transfer Process (Contd...)

Application for One Way Transfer


Search Office/ Post

Office Search

Office List

Office Id	Office Name
 No offices available for the current sea	

Posts in Selected Office List

Post Id	Post Name
 No posts available	

Select Office
 Select Post

8. Click Search Office

One Way Transfer Process (Contd...)

Application for One Way Transfer

Search Office/ Post

Office Search:

Office List

Office Id	Office Name
10000119	Mandya Division
10000165	Mandya H.O
10001333	Mandya Ashoknagar S.O
10001334	Mandya Azadnagar S.O
10001335	Mandya District S.O

Posts in Selected Office List

Post Id	Post Name
30002874	Postal Assistant
30002875	Postal Assistant
30002876	Postal Assistant
30002947	Postal Assistant

Select Office
 Select Post

9. Click Select Post

10. Click Select

One Way Transfer Process (Contd...)

Employee Current Details

Employee No:	10007051	Name:	Aditya T M
Circle:	Karnataka Circle	Region:	South Karnataka Region
Division:	Mandya Division	Sub Division:	
Office:	Srirangapatna H.O	Post:	Postal Assistant
Cadre:	Postal Assistant(PA)	Date of Joining:	01.04.2005

Selected under which category:

Location Details / Remarks

Select Post/ Office: 30002874 Postal Assistant

Circle: Karnataka Circle Region: South Karnataka Region

DIVISION: Mandya Division

HO: Mandya H.O

* Representation:

Please apr transfer req

11. Click **Submit**





Upload:



Approve One-Way Transfer Request

One Way Transfer Process

Tasks (2/2) | Alerts | Notifications | SAPoffice Mails | Tracking

Show:    

Subject	!	From	Sent Date	Priority	≡	📎	Due Date	Status
Aditya T M's One Way Transfer Request for processing		TM, Aditya	Today	Medium				New
Charge Report for Emp ID US10000176 - Reg ID : 0000000438		TM, Suneel	Jun 25, 2015	Medium				New

Aditya T M's One Way Transfer Request for processing

Sent Date: Today by TM, Aditya Priority: Medium



One Way Transfer Process (Contd...)

Circle: Karnataka Circle Region: South Karnataka Region
 Division: Mandya Division Sub Division:
 Office: Srirangapatna H.O Post: Postal Assistant
 Cadre: Postal Assistant(PA)
 Selected under which category: Service Book: [View Service Book](#)
 Document:

Request Location Details

Circle: Karnataka Circle Region: South Karnataka Region
 Division: Mandya Division
 Office: Mandya H.O Post: Postal Assistant

* Representation:
 Please apr transfer req

Previous Transfers Does not exist

Ineligible Reasons

Employee is eligible for this transfer.

Request Details

Office Name	Post Name	App Id	App. Name	Remarks	Approved Date
No previous request details exists.					

Remarks/ Select post to forward

* Remarks:

Recommending

Select Post to Forward

1. Click **Select Post to Forward**

Forward

2. Click **Forward**

Vacancy list: [View Vacancy Details](#)

One Way Transfer Process (Contd...)

Selected under which category: Service Book: [View Service Book](#)
 Document:

Request Location Details

Circle: Karnataka Circle Region: South Karnataka Region
 Division: Mandya Division
 Office: Mandya H.O Post: Postal Assistant

* Representation:
 Please apr transfer req

 Employee is eligible for this transfer.

Request Details

Office Name	Post Name	App Id	App. Name	Remarks	Approved Date
Srirangapatna H.O	Post Master	10007062	Suneel T M	Recommending	15.07.2015

Remarks/ Select post to forward

* Remarks:

Eligible for joining time
 No of days:

Without availing joining time

Eligible for composite grant

3. Click Eligible for joining time

4. Click Eligible for composite grant

One Way Transfer Process (Contd...)

Request No : 00000005 approved successfully

One Way Transfer Request

Employee Current Details

Employee No: 10007051 Name: Aditya T M
 Circle: Karnataka Circle Region: South Karnataka Region
 Division: Mandya Division Sub Division:
 Office: Srirangapatna H.O Post: Postal Assistant
 Cadre: Postal Assistant(PA)
 Selected under which category: Service Book: [View Service Book](#)
 Document:

Request Location Details

Circle: Karnataka Circle Region: South Karnataka Region
 Division: Mandya Division
 Office: Mandya H.O Post: Postal Assistant
 * Representation:
 asdqa

Previous Transfer Details

Date	Reason for Transfer
[i] Previous Transfers Does not exist	

Ineligible Reasons

[i] Employee is eligible for this transfer.

Request Details

Office Name	Post Name	App Id	App. Name	Remarks	Approved Date	
Srirangapatna H.O	Post Master	10007062	Suneel T M	dfgd	21.07.2015	▲
						▼

Remarks/ Select post to forward

One Way Transfer Process (Contd...)

SAPconnect: Send Requests from 14.07.2015 to 15.07.2015

Period: 14.07.2015 to 15.07.2015

Send date: 14.07.2015 to 15.07.2015

Sent at: []

Maximum No. of Hits: []

Refresh

5. Click Display Document

Display Document


Status	Sender	Recipient	Send Date	Send Ti.	M
△	via Intern... Posting Order for Aditya T M	Anne Voice 10007051@DOP.COM	15.07.2015	11:24:41	6...
△	via Intern... Posting Order for Aditya T M	Anne Voice 10000384@DOP.COM	15.07.2015	11:24:41	6...
△	via Intern... Posting Order for Aditya T M	Anne Voice 10007062@DOP.COM	15.07.2015	11:24:41	6...
△	via Intern... 10007051's One Way Transfer request for processing	Workflow System: 10003962@DOP.COM	15.07.2015	11:23:18	6...
△	via Intern... 10007051's One Way Transfer request for processing	Workflow System: 10007062@DOP.COM	15.07.2015	11:21:09	6...
◇	via Intern... Hall ticket for E recruitment	10000346@DOP.COM 10005246@DOP.COM	15.07.2015	11:07:47	Z...
■	via Intern... Remainder to Complete Assessment by Reviewing Offi	Workflow System: 10000443@dop.com	15.07.2015	07:07:52	73
■	via Intern... Remainder to Complete Assessment by Reviewing Offi	Workflow System: 10000265@dop.com	15.07.2015	07:07:52	73
■	via Intern... Remainder to Complete Assessment by Reviewing Offi	Workflow System: 10000267@dop.com	15.07.2015	07:07:52	73
■	via Intern... Remainder to Complete Assessment by Reviewing Offi	Workflow System: 10000267@dop.com	15.07.2015	07:07:52	73

10 Send Requests | 5 Waiting | 5 Sent | 0 Errors

SAP | ECT (1) 320 | BTECCTV1 | OVR


One Way Transfer Process (Contd...)

Posting Order for Aditya T M

Created  Anne Voice on 15.07.2015 11:24:35

Hi

Please find Posting Order generated for Aditya T M in PDF format

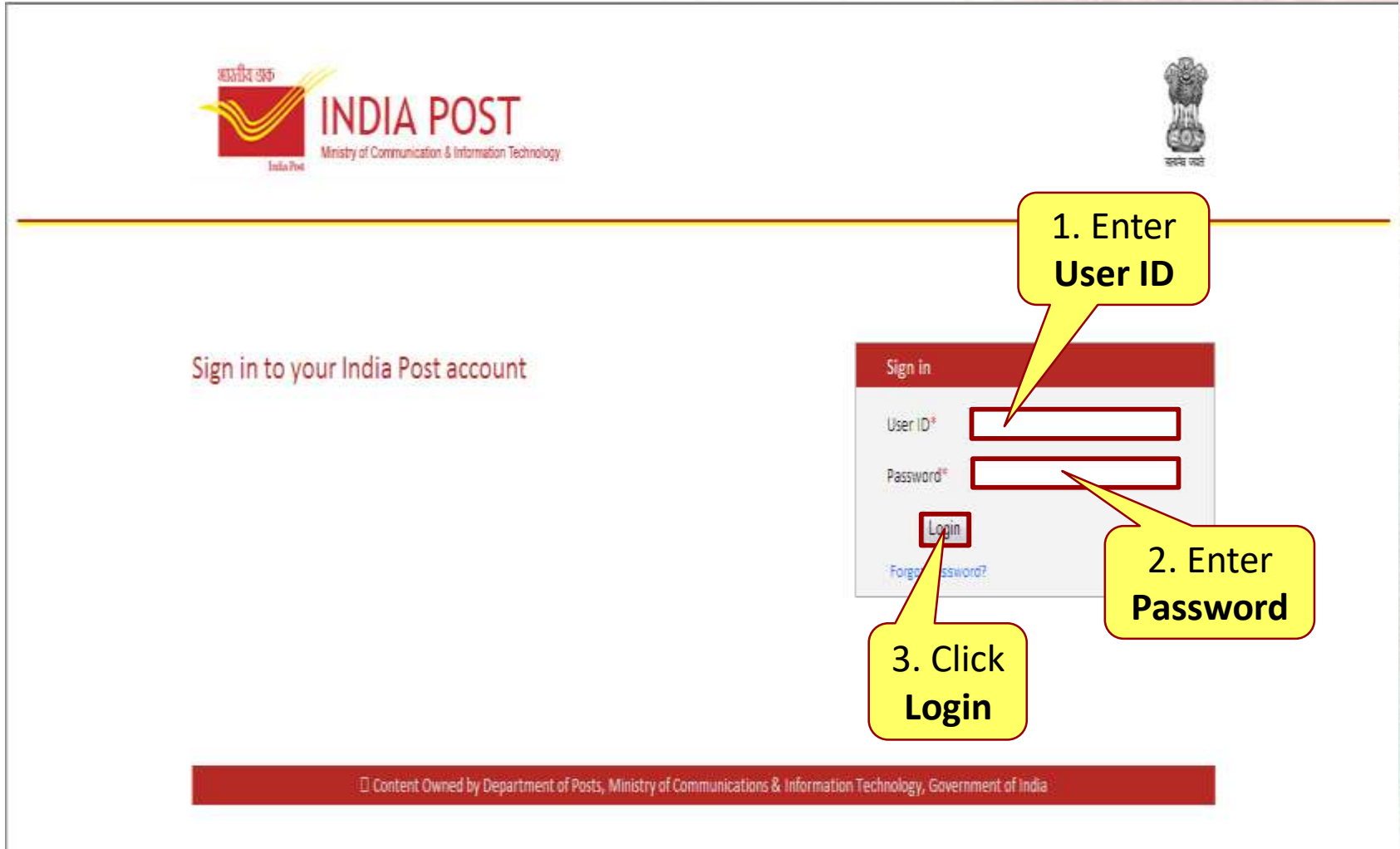
 Posting Order

6. Click
Posting Order



Initiate & Approve Rotation Transfer Request

Rotation Transfer Process



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

भारतीय डाक
INDIA POST
Ministry of Communication & Information Technology

सत्यमेव जयते

Sign in to your India Post account

Sign in

User ID*

Password*

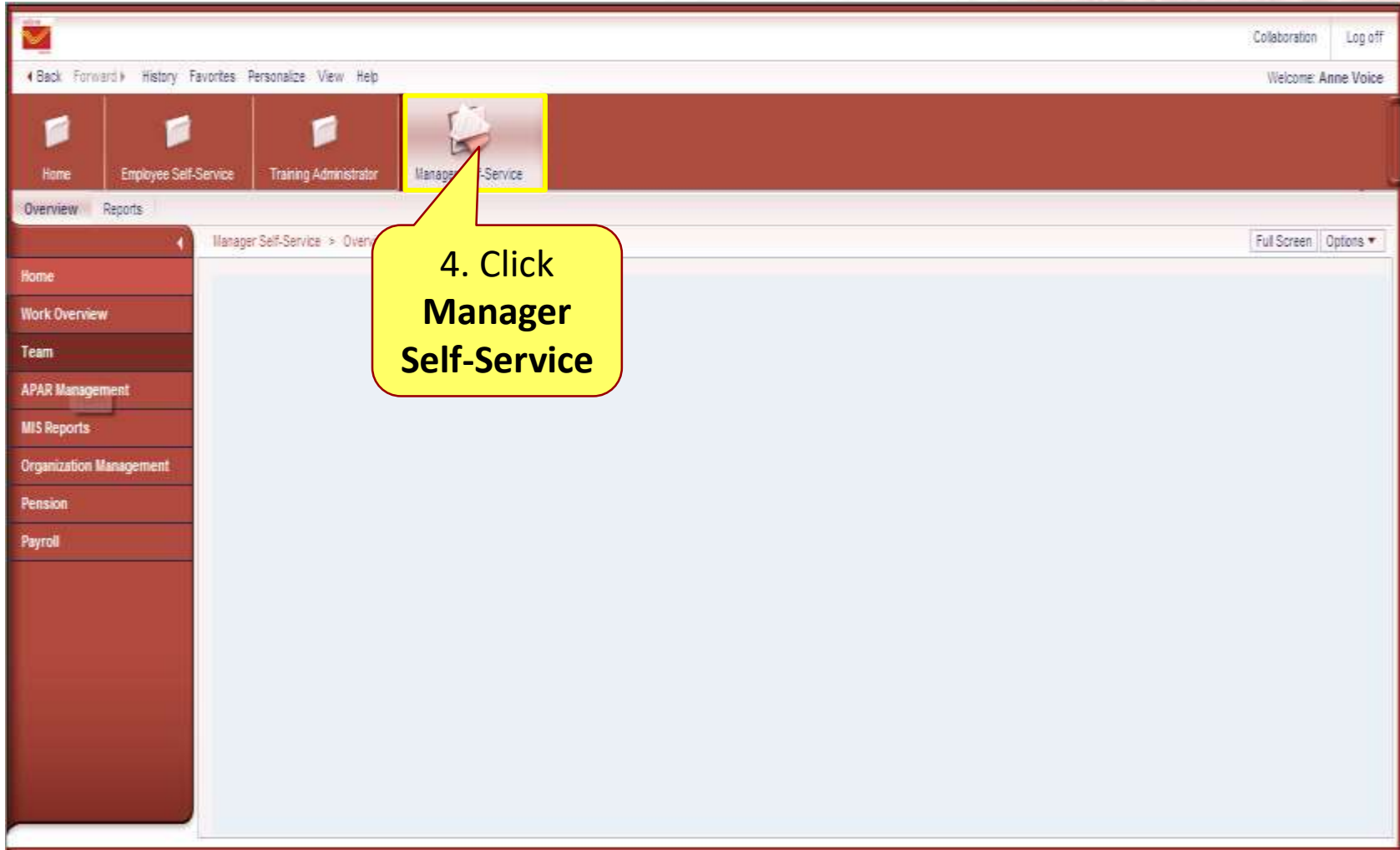
Login

[Forgot Password?](#)

1. Enter User ID
2. Enter Password
3. Click Login

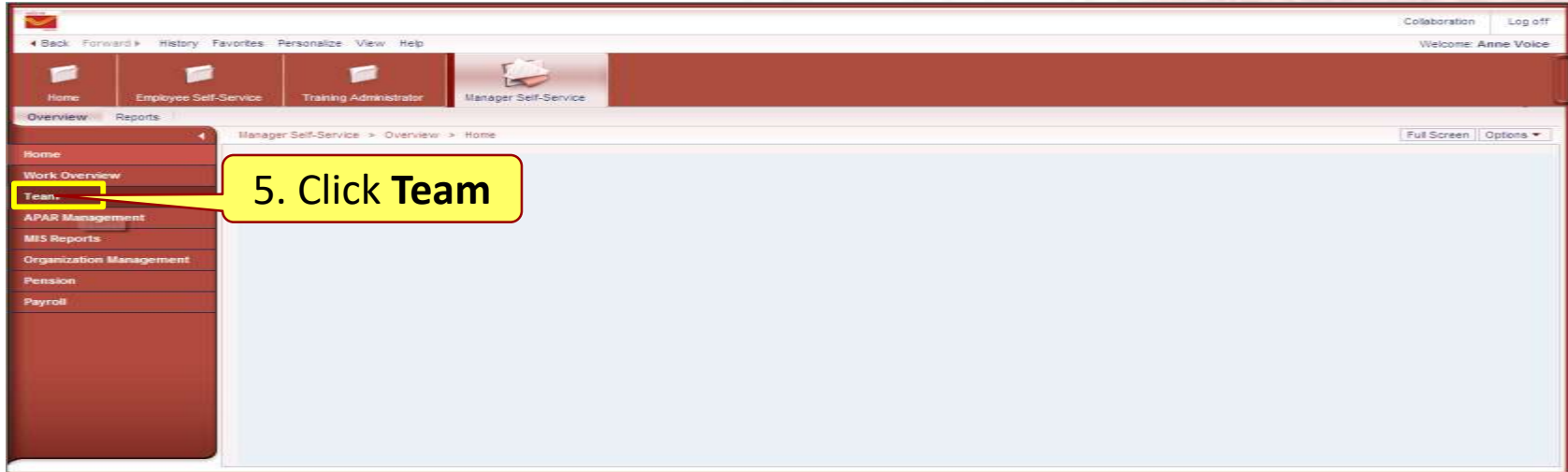
Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India

Rotation Transfer Process (Contd...)



The screenshot displays the Personnel Information System interface. At the top, there is a navigation bar with options like "Home", "Employee Self-Service", "Training Administrator", and "Manager Self-Service". The "Manager Self-Service" option is highlighted with a yellow box. A yellow callout box with a red border points to this option, containing the text "4. Click Manager Self-Service". The interface also shows a sidebar menu on the left with various options like "Home", "Work Overview", "Team", "APAR Management", "MIS Reports", "Organization Management", "Pension", and "Payroll". The main content area is currently blank.

Rotation Transfer Process (Contd...)



Rotation Transfer Process (Contd...)

Selection Screen

Select Post Tenure or Station Tenure

Post Tenure
 Station Tenure

Year 2015

* Cadre Postal Assistant(PA)

List of employees, due for Rotation

List of Employees Due for Rotation

Employee Number	Employee Name	Post Name	Office Name	Years Completed in Post	Retirement Date	Single headed PO

6. Select
Cadre

7. Click Go

Rotation Transfer Process (Contd...)

Station Tenure

Year 2015

* Cadre 40 Postal Assistant(PA)

Go

List of Employees Due for Rotation

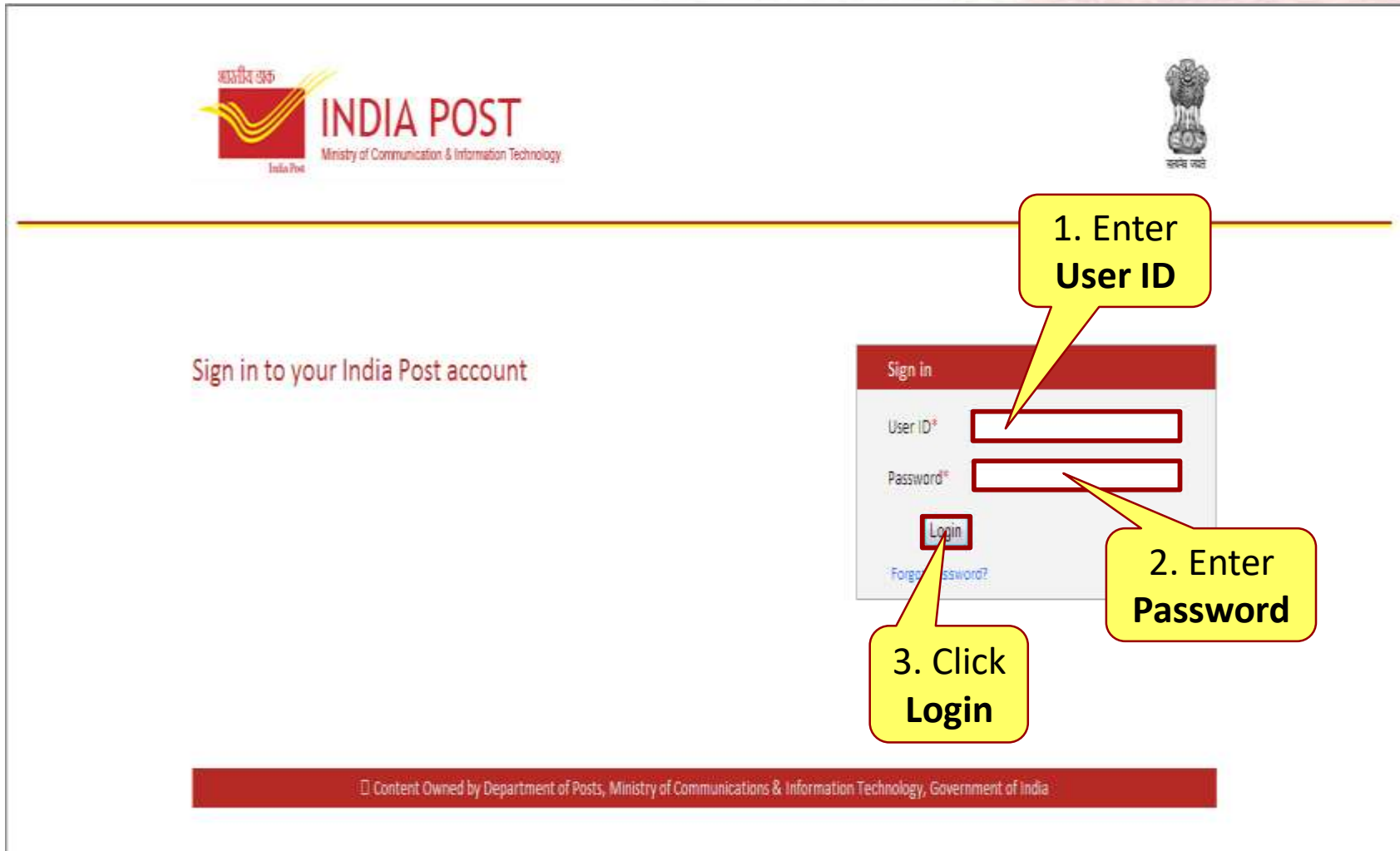
Employee Number	Employee Name	Post Name	Office Name	Years Completed in Post	Retirement Date	Single headed PO
10000405	Ganesh F	Postal Assistant	Mandya H.O	4.4		<input type="checkbox"/>
10006858	Ravi Shankar	Sr Post master	Mandya H.O	9.5	10.11.2030	<input type="checkbox"/>
10007051	Aditya T M	Postal Assistant	Srirangapatna H.O	10.5		<input type="checkbox"/>
10007053	Ritika T M	Postal Assistant	Srirangapatna H.O	15.5		<input type="checkbox"/>
30000029	K L Pushpalatha	Postal assistant	Srirangapatna H.O	17.9		<input type="checkbox"/>

Last Date for Request Submission 18.07.2015

Submit Download List

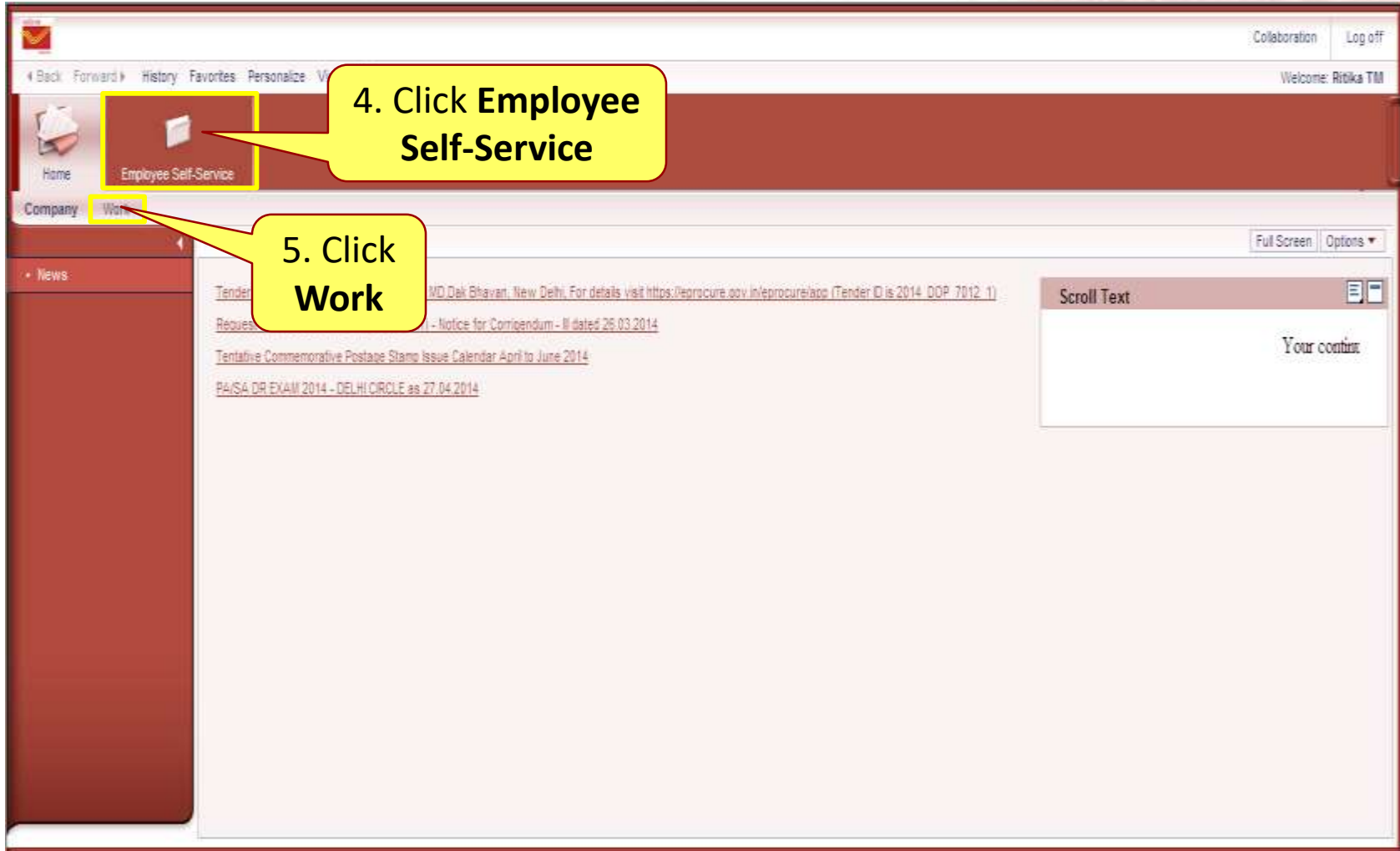
8. Click Submit

Rotation Transfer Process (Contd...)



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes with red borders provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

Rotation Transfer Process (Contd...)



The screenshot displays a web browser window with the following elements:

- Top Bar:** Includes "Collaboration" and "Log off" buttons, and a "Welcome: Ritika TM" message.
- Navigation Menu:** Contains "Home" and "Employee Self-Service" (highlighted with a yellow box).
- Company Dropdown:** Shows "Work" selected (highlighted with a yellow box).
- Main Content Area:** Lists various notices and tenders, including "Tender MD Dak Bhavan, New Delhi", "Request for Proposals - Notice for Compendium - II dated 26.03.2014", "Tentative Commemorative Postage Stamp Issue Calendar April to June 2014", and "PAISA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014".
- Right Panel:** Features a "Scroll Text" box with the text "Your content".

Two yellow callout boxes provide instructions:

- 4. Click Employee Self-Service** (pointing to the "Employee Self-Service" menu item)
- 5. Click Work** (pointing to the "Work" dropdown option)

Rotation Transfer Process (Contd...)

Tasks (1 / 1) | Alerts | Notifications | SAPoffice Mails | Tracking

Show: New and In Progress Tasks (1 / 1) | All

Create Task

Subject	From	Sent Date	Priority	Due Date	Status
Rotation transfer initiated for you	Voice, Anne	Today	Medium		New

Rotation transfer initiated for you
Sent Date: Today by Voice, Anne | Priority: Medium

Application for Rotation Transfer

Last date of application submission: 10.07.2015

Choice of Post (In order of preference)

Request for Extension?

Choice 1:

Choice 2:

Choice 3:

Choice 4:

Choice 5:

Choice 6:

Recommendation:

Due for Rotation Transfer

Employee Number	Employee Name	Post	Office Name	Retirement Date	Single headed PO
1000405	Danesh F	Postal Assistant	Mandya H.O		<input type="checkbox"/>
1000688	Ravi Shankar	Sr Post master	Mandya H.O	10.11.2030	<input type="checkbox"/>
1000785	Adhya T M	Postal Assistant	Srirangapatna H.O		<input type="checkbox"/>
1000783	Ritika T M	Postal Assistant	Srirangapatna H.O		<input type="checkbox"/>
3000528	K.L.Pushpalatha	Postal assistant	Srirangapatna H.O		<input type="checkbox"/>

Submit | Download List

Rotation Transfer Process (Contd...)

Application for Rotation Transfer

Last date of application submission 18.07.2015

Choice of Post (In order of preference)

Request for Extension?

* Choice 1	Postal Assistant	Mandya H.O	Choice 4	
* Choice 2	Postal Assistant	Srirangapatna H.O	Choice 5	
* Choice 3	Postal Assistant	Srirangapatna H.O	Choice 6	

Recommendation

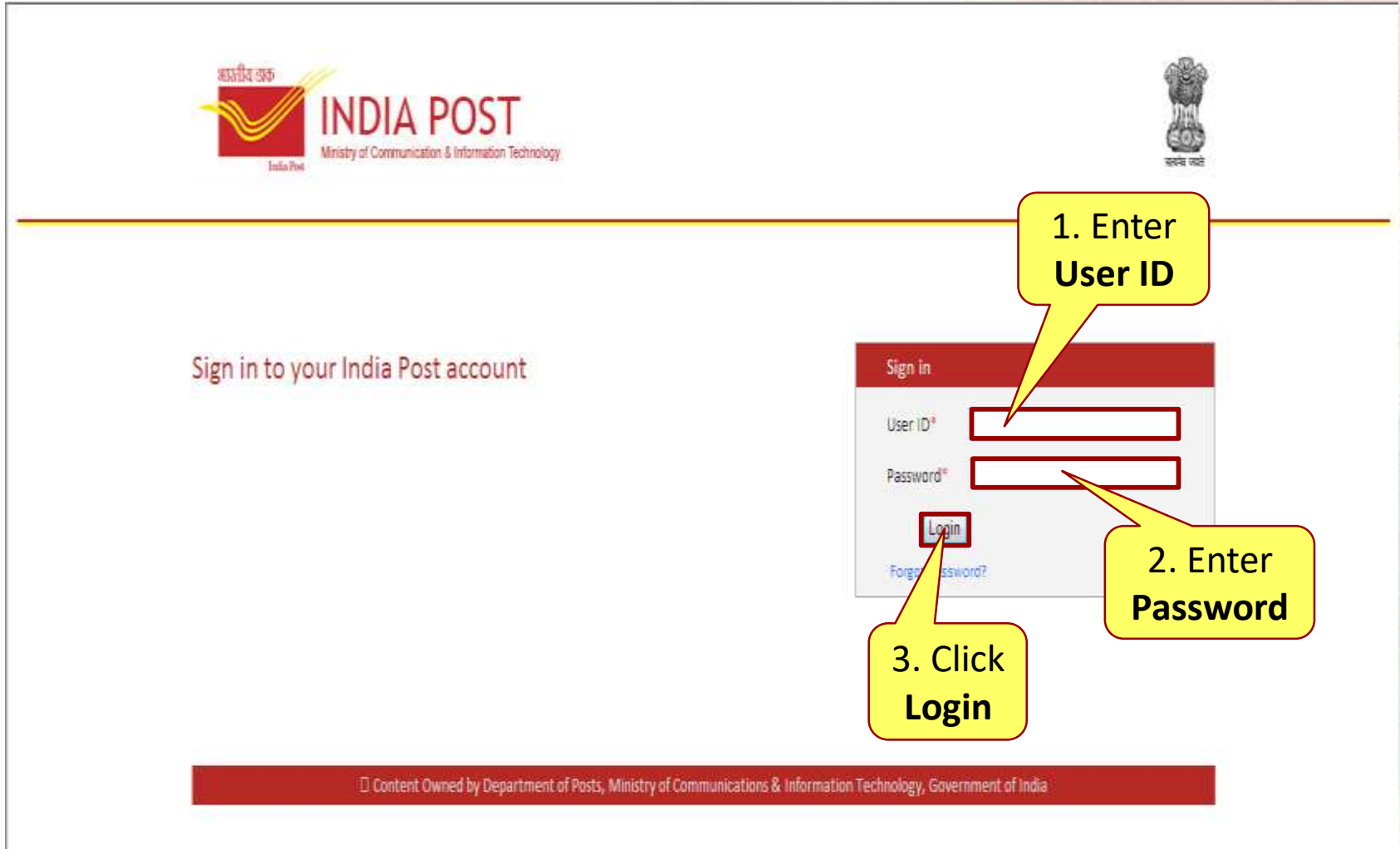
Due for Rotation Transfer

Employee Number	Employee Name	Post	Office Name	Retirement Date	Single headed PO
10000405			Mandya H.O		<input type="checkbox"/>
10006858			Mandya H.O	10.11.2030	<input type="checkbox"/>
10007951			Srirangapatna H.O		<input type="checkbox"/>
10007053			Srirangapatna H.O		<input type="checkbox"/>
30000000	K. L. Subbapanna	Postal Assistant	Srirangapatna H.O		<input type="checkbox"/>

6. Click Submit

Submit Download List

Rotation Transfer Process (Contd...)



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

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Sign in to your India Post account

Sign in

User ID*

Password*

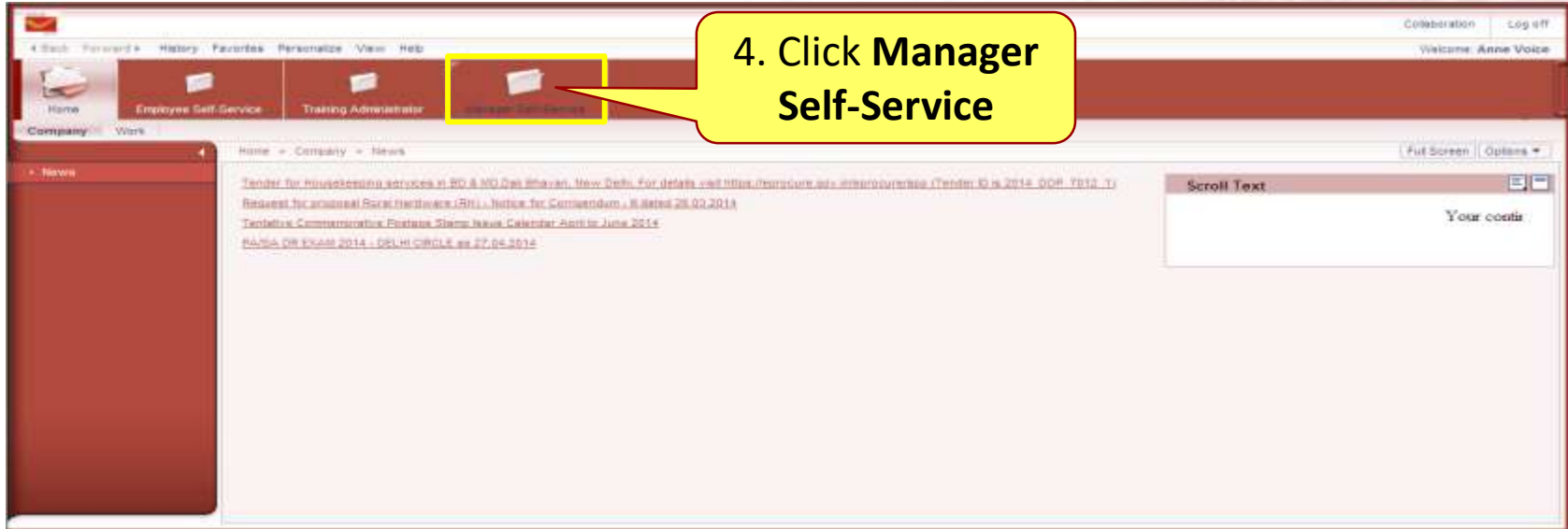
Login

[Forgot Password?](#)

1. Enter User ID
2. Enter Password
3. Click Login

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Rotation Transfer Process (Contd...)



4. Click **Manager Self-Service**

Selection Screen

Select Post Tenure or Station Tenure

Post Tenure
 Station Tenure

Year 2015

* Cadre

Transfer Request List

Selected employees	Employee Number	Full Name	Current Post	Office Name	Name of the Cadre	Single Headed	Post Name	Office Name	Post Name	Office Name	Post Name	Office Name	Post Name
The table does not contain any data													

Post Post Name

Rotation Transfer Process (Contd...)

Selection Screen

Select Post Tenure or Station Tenure

Post Tenure
 Station Tenure

Year 2015

* Cadre 40 Postal Assistant(PA)

5. Select Cadre

6. Click Go

Transfer Request List

Selected employees	Employee Number	Full Name	Current Post	Office Name	Name of the Cadre	Single Headed	Post Name	Office Name	Post Name	Office Name	Post Name	Office Name	Post Name
The table does not contain any data													

Select Post to Forward

Add to List Remove from List

Post Post Name

Year 2015

* Cadre 40 Postal Assistant(PA)

7. Select check box

8. Click Approve

Forwarded Request List

Selected employees	Extn	Full Name	Current Post	Single Headed	Name of the Cadre	No.Extn Availd	Choice 1	Office Name	Choice 2	Office Name	Choice 3	Office Name
The table does not contain any data												

Select Post to Forward

Approve Reject Forward

Request List

Selected employees	Employee Number	Full Name	Current Post	Single Headed	Name of the Cadre	No.Extn Availd	Choice 1	Office Name	Choice 2	Office Name
<input checked="" type="checkbox"/>			Postal Assistant		Postal Assistant(PA)		Postal Assistant	Mandya H.O	Postal Assistant	Srirangapa

Select Post to Forward

Approve Reject Forward

Rotation Transfer Process (Contd...)

SAPconnect: Send Requests from 16.07.2015 to 17.07.2015

Send date: 16.07.2015 to 17.07.2015
 Sent at: 00:00:00 to 00:00:00
 Maximum No. of Hits: 500

Refresh

All Send Requests

Status	Send Met...	Doc. Title	Sender	Recipient	Send Date	Send Ti...	M...
▲	via Intern...	Rotabon Transfer	Anne Voice	30000014@DOP.COM	17.07.2015	12:17:38	6..
▲	via Intern...	Rotabon Transfer	Anne Voice	30000014@DOP.COM	17.07.2015	12:16:59	6..
▲	via Intern...	Rotabon Transfer	Anne Voice	30000014@DOP.COM	17.07.2015	12:16:03	6..
▲	via Intern...	10006332 Subtask Creation details f...	Workflow System	10006870@DOP.COM	17.07.2015	12:14:28	6..
▲	via Intern...	10006332 Subtask Creation details f...	Workflow System	10000718@DOP.COM	17.07.2015	12:14:27	6..
▲	via Intern...	Extension Request Status	Anne Voice	10007053@DOP.COM	17.07.2015	12:14:23	6..
■	via Intern...	Interest of Service Transfer / Postin...	Anne Voice	10000383@DOP.COM	17.07.2015	11:54:06	73
■	via Intern...	Interest of Service Transfer / Postin...	Anne Voice	10006858@DOP.COM	17.07.2015	11:54:06	73
■	via Intern...	Interest of Service Transfer / Postin...	Anne Voice	10003962@DOP.COM	17.07.2015	11:54:06	73
■	via Intern...	Interest of Service Transfer / Postin...	Anne Voice	10000373@DOP.COM	17.07.2015	11:54:06	73
■	via Intern...	Interest of Service Transfer / Postin...	Anne Voice	10000344@DOP.COM	17.07.2015	11:54:06	73
■	via Intern...	Mutual Transfer Posting Order for	Anne Voice	10007062@DOP.COM	17.07.2015	11:44:45	73
■	via Intern...	Mutual Transfer Posting Order for	Anne Voice	10000383@DOP.COM	17.07.2015	11:44:45	73
■	via Intern...	Mutual Transfer Posting Order for	Anne Voice	10006858@DOP.COM	17.07.2015	11:44:45	73

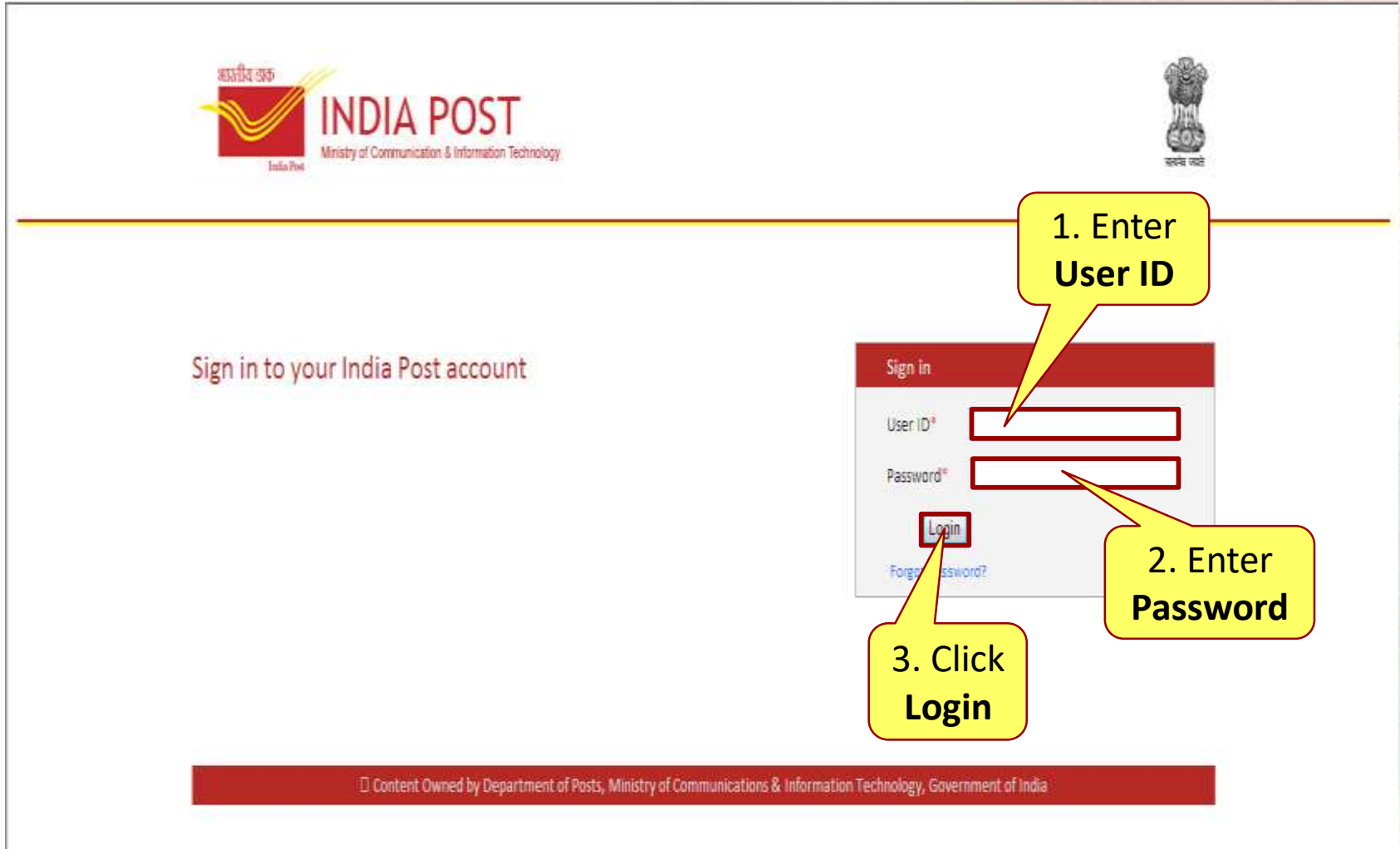
23 Send Requests | 6 Waiting | 17 Sent | 0 Errors

SAP | ECT (1) 320 | BTECCTV1 | OVR



Initiate Interest of Service Transfer

Interest of Service Transfer Process



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes with red borders provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

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सत्यमेव जयते

Sign in to your India Post account

Sign in

User ID*

Password*

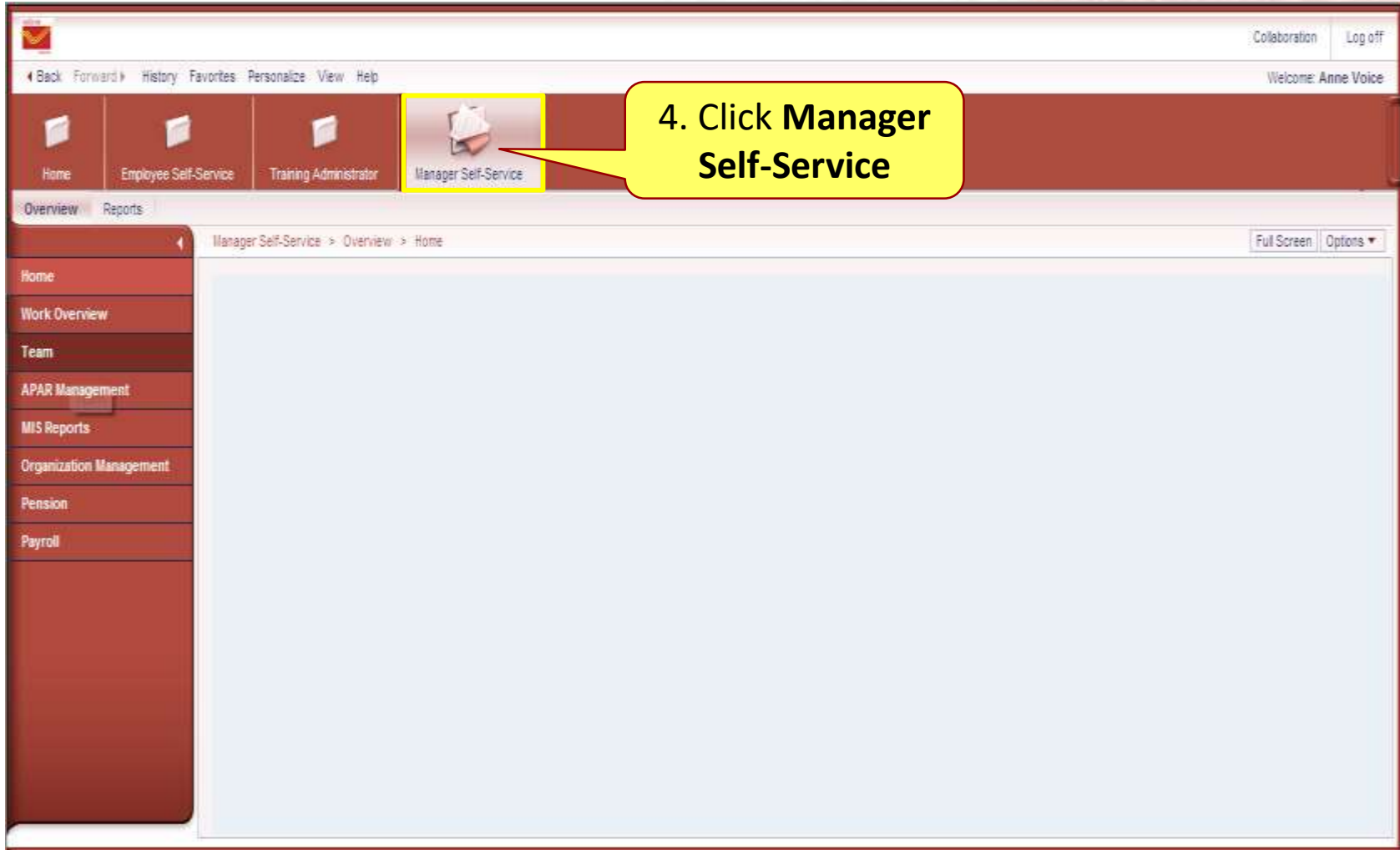
Login

[Forgot Password?](#)

1. Enter User ID
2. Enter Password
3. Click Login

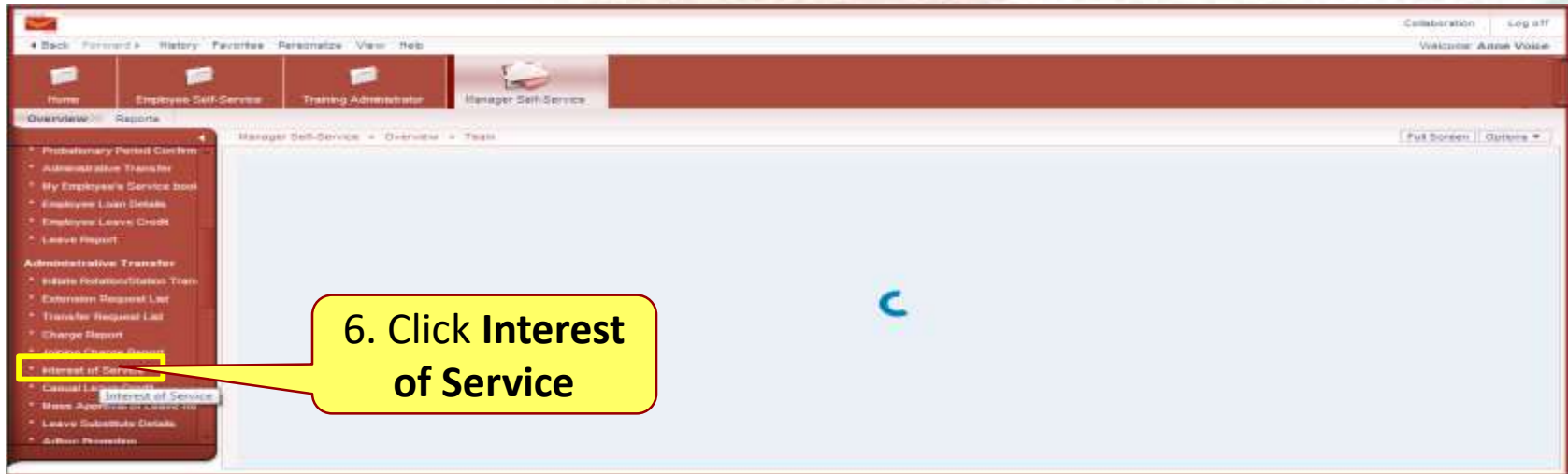
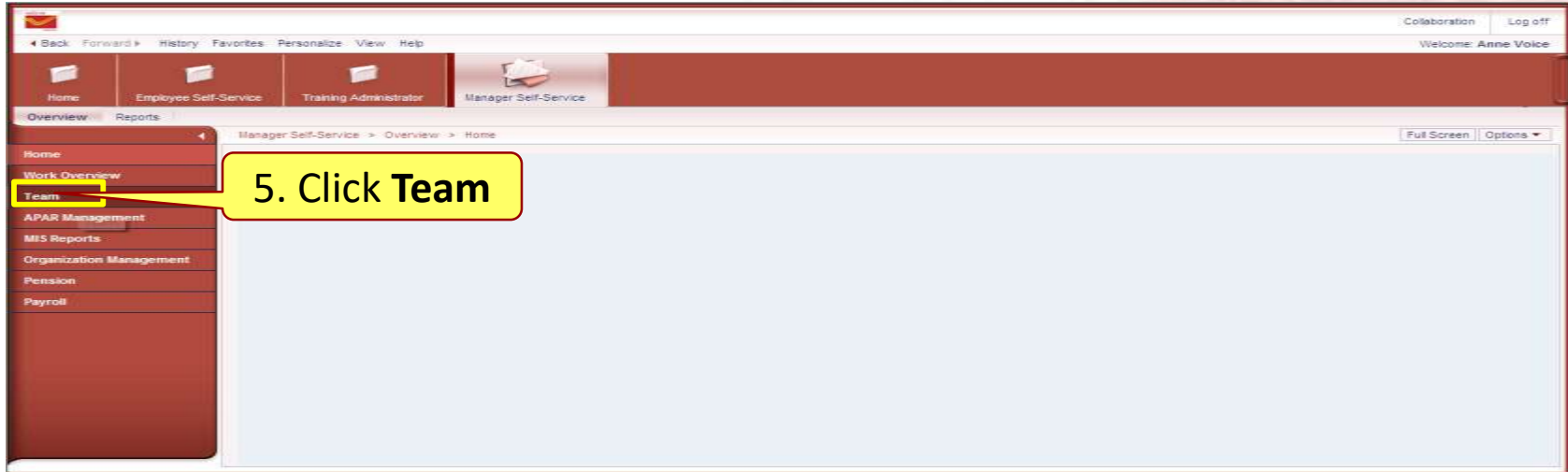
Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India

Interest of Service Transfer Process (Contd...)



The screenshot displays the Personnel Information System interface. At the top right, there are links for "Collaboration" and "Log off", and a welcome message "Welcome: Anne Voice". Below this is a navigation bar with icons for "Home", "Employee Self-Service", "Training Administrator", and "Manager Self-Service". The "Manager Self-Service" icon is highlighted with a yellow box, and a yellow callout box with a red border points to it, containing the text "4. Click Manager Self-Service". Below the navigation bar, there are tabs for "Overview" and "Reports". The main content area shows a breadcrumb trail "Manager Self-Service > Overview > Home" and a "Full Screen" button. On the left side, there is a vertical menu with options: "Home", "Work Overview", "Team", "APAR Management", "MIS Reports", "Organization Management", "Pension", and "Payroll".

Interest of Service Transfer Process (Contd...)



Interest of Service Transfer Process (Contd...)

Select the Link

Posting Order for Applicants

Interest of Service

7. Click
Interest of Service

Employee name search

Cadre

Employee Name

8. Select
Cadre

Interest of Service Transfer Process (Contd...)

Search: Cadre

EE subgroup	Name of EE SG
18	Inspector Posts
40	Postal Assistant(PA)
48	Post Man Postal Assistant(PA)
50	Multi Tasking Staff
11	Asst Supdt POs

Employee name search

Cadre: Postal Assistant(PA)

Employee Name:

Interest of Service Transfer Process (Contd...)

Interest of Service

Employee List

Object ID	Name	Object ID	char8	Empl./Appl.Name	Object ID	Name	EE subgroup	Name of EE SG
30002875	Sr Post master	10006858	10006858	Ravi Shankar	10000165	Mandya H.O	40	Postal Assistant(PA)
30002876	Dy Post master	00000000			10000165	Mandya H.O	40	Postal Assistant(PA)
30008313	Postal Assistant	10007051	10007051	Aditya T M	10000166	Srirangapatna H.O	40	Postal Assistant(PA)
30008315	Postal Assistant	10007053	10007053	Ritika T M	10000166	Srirangapatna H.O	40	Postal Assistant(PA)
30009266	Postal Assistant	00000000			10000166	Srirangapatna H.O	40	Postal Assistant(PA)

9. Click
Select

Interest of Service Transfer Process (Contd...)

Employee name search

Cadre: Postal Assistant(PA)

Employee Name:

Employee Details

Employee Number	10006858	Name of the employee	Ravi Shankar	Name of the Post	Sr Post master
Name of the Office	Mandya H.O	Name of the Cadre	Postal Assistant(PA)		
Name of the Division	Mandya Division	Name of the Region	South Karnataka Region	Name of the Circle	Karnataka Circle

Select target Office/Post

Employee Number	Name of the Employee	Name of the Post	Name of the Office	Cadre
		Sr Post master	Mandya H.O	Postal Assistant(PA)
		Dy Post master	Mandya H.O	Postal Assistant(PA)
		T/S Accountant	Mandya H.O	Post Man
		New Post	Mysore H.O	
		Postal Assistant	Srirangapatna H.O	Postal Assistant(PA)

Eligible for joining time

No of days

Without availing joining time Eligible for composite grant

Reason

Interest of Service Transfer Process (Contd...)

Employee name search

Cadre: Postal Assistant(PA)

Employee Name:

Employee Details

Employee Number	10006858	Name of the employee	Ravi Shankar	Name of the Post	Sr Post master
Name of the Office	Mandya H.O	Name of the Cadre	Postal Assistant(PA)		
Name of the Division	Mandya Division	Name of the Region	South Karnataka Region	Name of the Circle	Karnataka Circle

Select target Office/Post

Employee Number	Name of the Employee	Name of the Post	Name of the Office	Cadre
		Sr Post master	Mandya H.O	Postal Assistant(PA)
		Dy Post master	Mandya H.O	Postal Assistant(PA)
		T/S Accountant	Mandya H.O	Post Man
		New Post	Wysore H.O	
		Postmaster	Srirangapatna H.O	Postal Assistant(PA)

Eligible for joining time

No of days:

Without availing joining time Eligible for composite grant

Reason:

10. Click Eligible for joining time

11. Click Add to Transfer List

Interest of Service Transfer Process (Contd...)

Select target Office/Post

Employee Number	Name of the Employee	Name of the Post	Name of the Office	Cadre
		Sr Post master	Mandya H.O	Postal Assistant(PA)
		Dy Post master	Mandya H.O	Postal Assistant(PA)
		T/S Accountant	Mandya H.O	Post Man
		New Post	Mysore H.O	
		Postal Assistant	Srirangapatna H.O	Postal Assistant(PA)

Eligible for joining time
 * No of days

Without availing joining time Eligible for composite grant

Reason

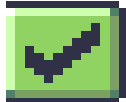
[Add to Transfer List](#)

Selected Employees

Employee Number	Name of the Employee	Name of the Post	Name of the Office	Name of the Cadre	Name of the New Division
10006858	Ravi Shankar	Sr Post master	Mandya H.O	Postal Assistant(PA)	

[Posting order](#)

12. Click Posting Order

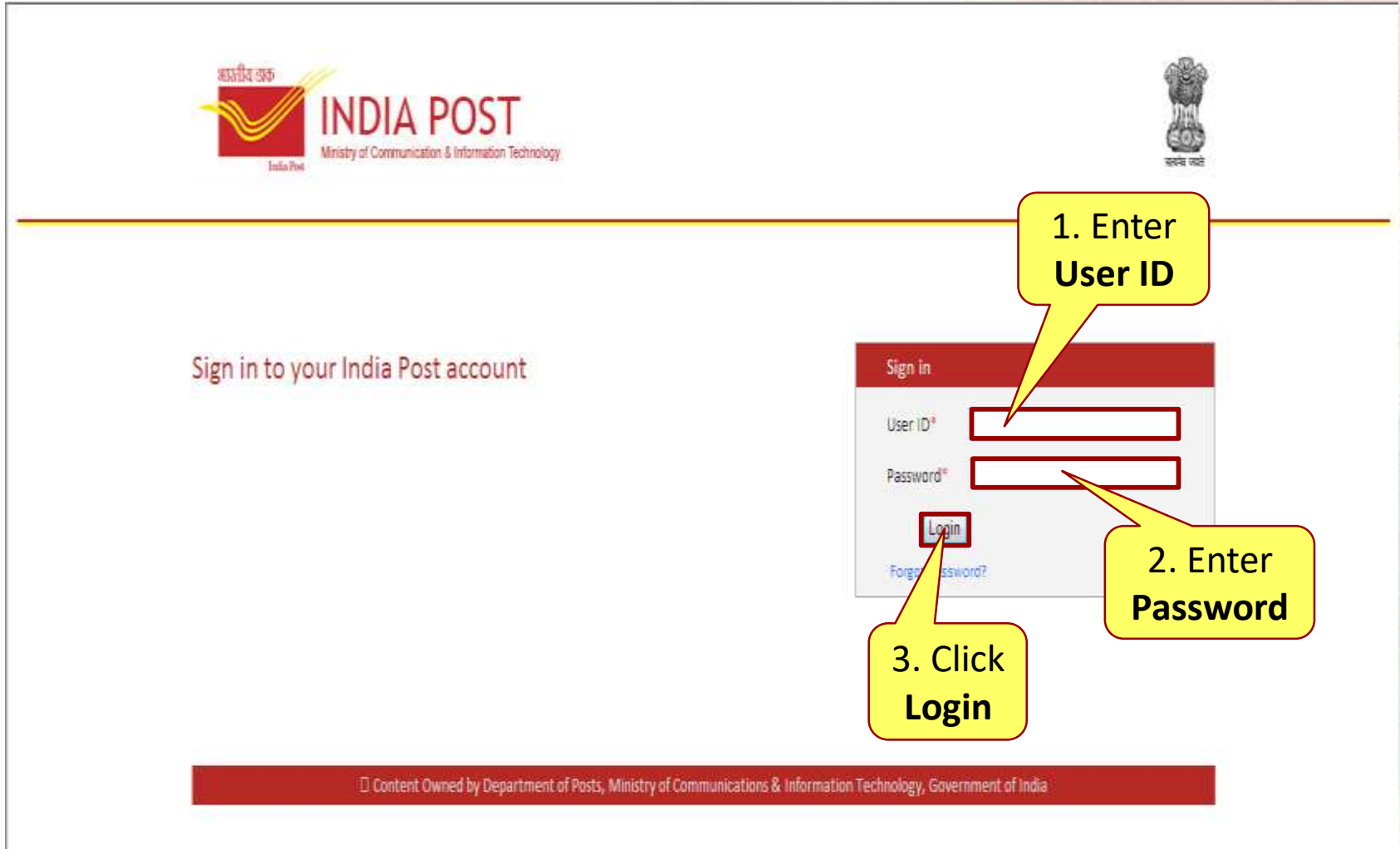


Posting Orders sent successfully



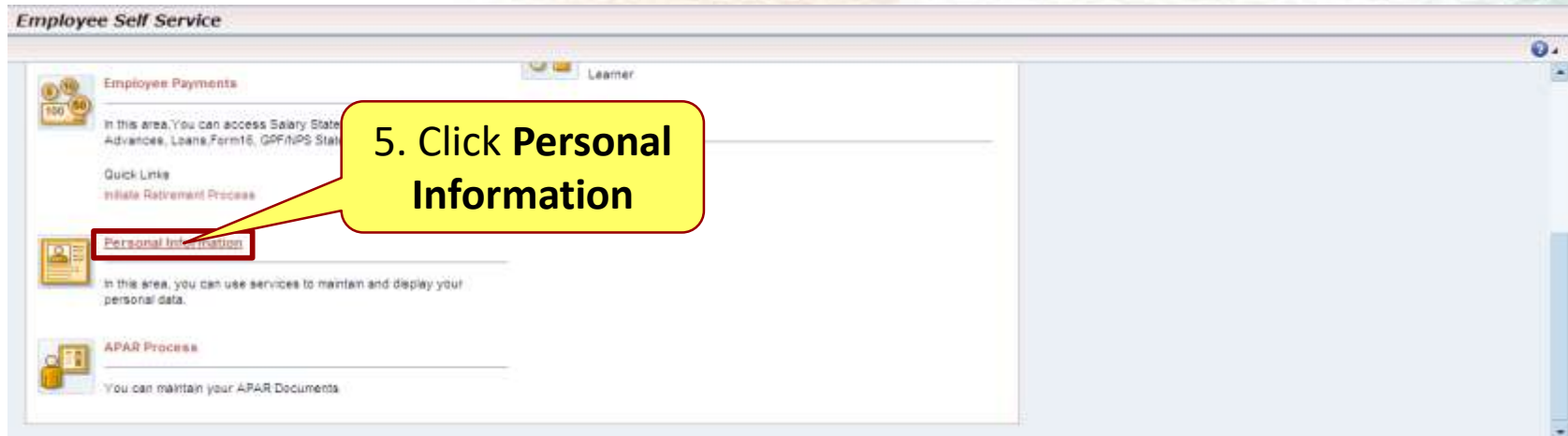
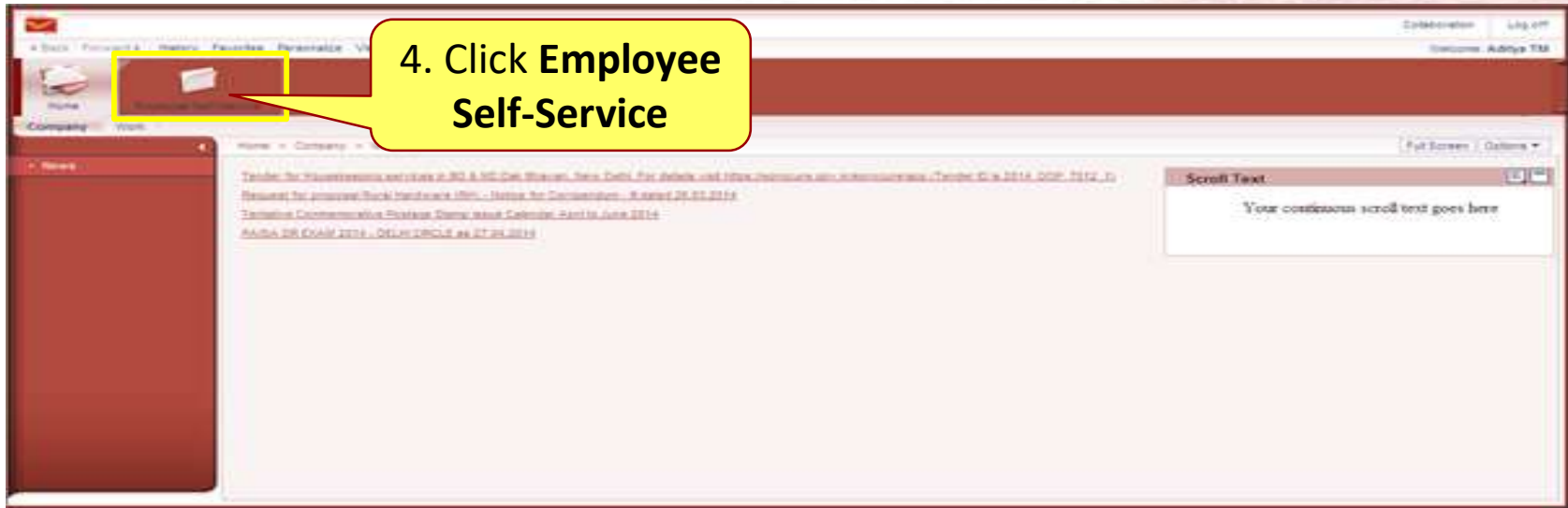
Initiate Mutual Transfer Request

Mutual Transfer Process



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes with red borders provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

Mutual Transfer Process (Contd...)



Mutual Transfer Process (Contd...)

Employee Self Service

Back

- Asset Declaration
- View PRAD Detail
- You can view your PRAD Detail
- Employee Personal ID Request
- You can Create/Change your Personal ID
- Employee Promotion Details
- Employee Request for
- Employee Mutual Transfer**
- Employee can take a request for Mutual Transfer
- One Way Transfer
- An Employee Can Request For One Way Transfer here
- Cancel One Way Transfer requests
- An Employee Can Cancel For One Way Transfer here
- Temporary Transfer
- Temporary Transfer
- View Personal Identification Details
- You can view your Personal Identification Details
- Charge Record

6. Click **Employee Mutual Transfer**

⚠ Not Eligible for Mutual Transfer as Employee has not got the Confirmation

Initiate Mutual Transfer Request

Employee No: 10007081 - Jyotsna T D Employee No:

Initiator Employee Details	Mutual Transfer to be requested with Employee
Employee Name: Jyotsna T D	Employee Name: <input type="text"/>
Date of Joining: 01.04.2005	Date of Joining: <input type="text"/>
Post: Postal Assistant	Post: <input type="text"/>
Cadre: Postal Assistant(PA)	Cadre: <input type="text"/>
Office: Srirangapatna H.O.	Office: <input type="text"/>
Division: Mandya Division	Division: <input type="text"/>
Region: South Karnataka Region	Region: <input type="text"/>
Circle: Karnataka	Circle: <input type="text"/>
Date of Retirement: <input type="text"/>	Date of Retirement: <input type="text"/>
Community: BC	Community: <input type="text"/>
Rank in Gradation List: <input type="text"/>	Rank in Gradation List: <input type="text"/>
Representation: <input type="text"/>	Representation: <input type="text"/>

[Back](#) [Back](#)

Terms and Conditions

The Mutual Transfer is subject to the following Conditions:

1. The Officials will not be entitled to any TA/TPUT/CTD etc.
2. The seniority of the officials will be fixed under Rule 26 of P&T Manual Volume IV as amended from time to time
3. The Pay of the officials will be regulated under FR22

7. Enter **Employee No**

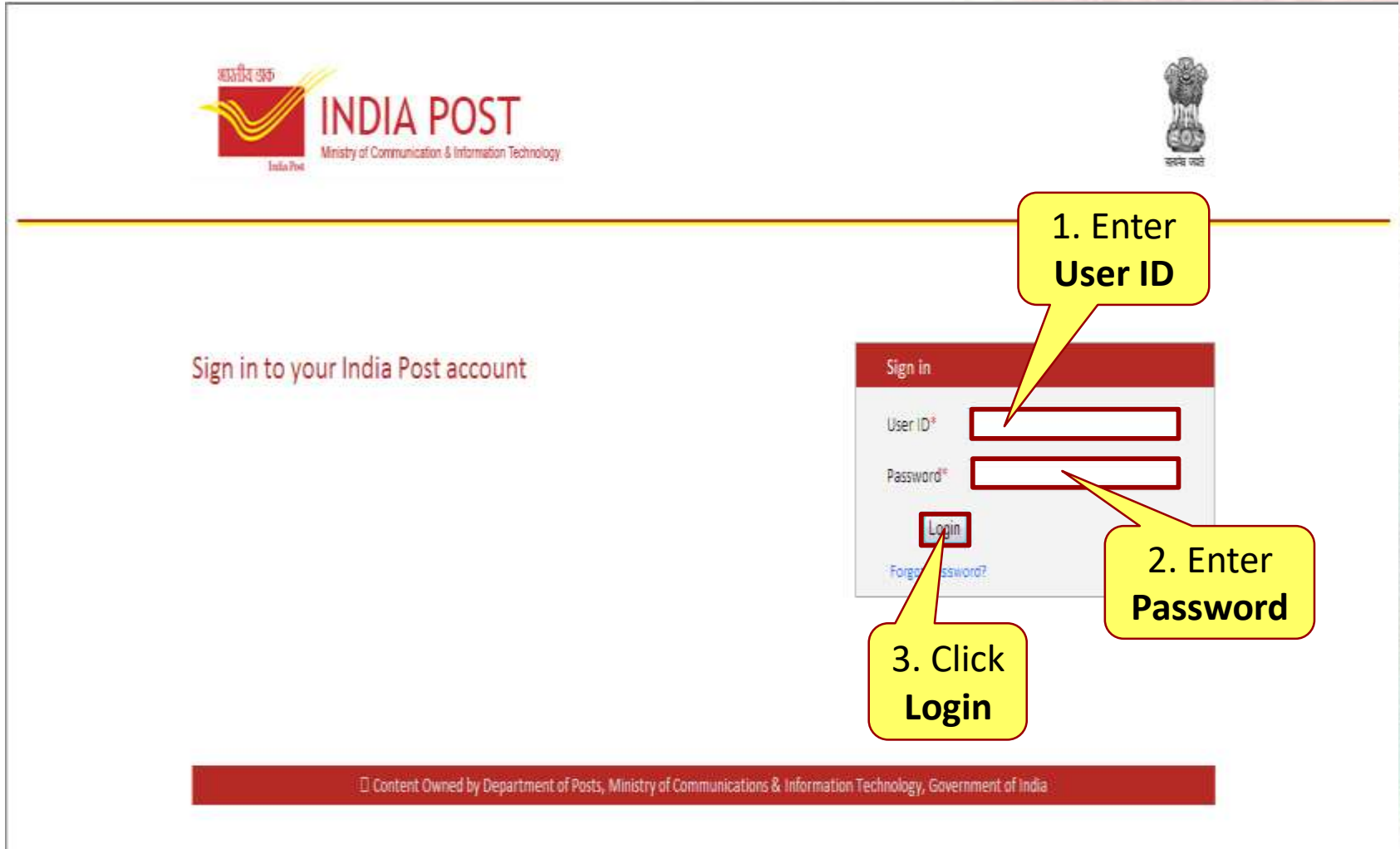
Mutual Transfer Process (Contd...)

<p>Community</p> <p>Rank in Gradation List</p> <p>Representation</p> <p>Please accept for mutual transfer</p> <p>Service Book</p>	<p>Community</p> <p>Rank in Gradation List</p> <p>Representation</p> <p>Service Book</p>
Terms and Conditions	
<p>The Mutual Transfer is subject to the following Conditions:</p> <ol style="list-style-type: none">1. The Officials will not be entitled to any TA/TP/JT/CTG etc.2. The seniority of the officials will be fixed under Rule 38 of P&Tmanual Volume IV as amended from time to time3. The Pay of the officials will be regulated under FR224. The official shall not be entitled to any TA/TP/JT/CTG etc. on transfer to any other Division/ Unit at a later date before completion of the transfer process in the Division/ Unit.5. Each official shall accept the place of the other or his/ her own position in the gradation list of the new Division/ Unit whichever is better.	
<input checked="" type="checkbox"/> Agree with Terms and Conditions	
<input type="button" value="Submit Request"/> <input type="button" value="Cancel Request"/>	

8. Click **Agree with Terms and Conditions**

9. Click **Submit Request**

Mutual Transfer Process (Contd...)



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

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Sign in to your India Post account

Sign in

User ID*

Password*

Login

[Forgot Password?](#)

1. Enter User ID

2. Enter Password

3. Click Login

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Mutual Transfer Process (Contd...)

Initiate Mutual Transfer Request

Employee No 10007051 Aditya T M

Employee No 10006858 Ravi Shankar

Initiator Employee Details		Mutual Transfer to be requested with Employee	
Employee Name	Aditya T M	Employee Name	Ravi Shankar
Date of Joining	01.04.2005	Date of Joining	01.04.2006
Post	Postal Assistant	Post	Postal Assistant
Cadre	Postal Assistant(PA)	Cadre	Postal Assistant(PA)
Office	Srirangapatna H.O	Office	Mandya H.O
Division	Mandya Division	Division	Mandya Division
Region	South Karnataka Region	Region	South Karnataka Region
Circle	Karnataka	Circle	Karnataka
Date of Retirement		Date of Retirement	10.11.2030
Community	BC	Community	BC
Rank in Gradation List		Rank in Gradation List	
Representation	pls accept mutual transfer	Representation	
Service Book		Service Book	

Terms and Conditions

The Mutual Transfer is subject to the following Conditions:

1. The Officials will not be entitled to any TA/TP/JT/CTG etc.
2. The seniority of the officials will be fixed under Rule 38 of P&T manual Volume IV as amended from time to time
3. The Pay of the officials will be regulated under FR22
4. The officials will not claim reversion of their parent division/ unit or transfer to any other Division/ Unit at a later date before completion of 5 years service in the new Division/ Unit.

5. Each official should take the place of the other official in the gradation list of the new Division/ Unit

Mutual Transfer Process (Contd...)

Employee Name	...	Employee Name	...
Date of Joining	01.04.2005	Date of Joining	01.04.2006
Post	Postal Assistant	Post	Postal Assistant
Cadre	Postal Assistant(PA)	Cadre	Postal Assistant(PA)
Office	Sirangapatna H.O	Office	Mandya H.O
Division	Mandya Division	Division	Mandya Division
Region	South Karnataka Region	Region	South Karnataka Region
Circle	Karnataka	Circle	Karnataka
Date of Retirement		Date of Retirement	10.11.2030
Community	BC	Community	BC
Rank in Gradation List		Rank in Gradation List	
Representation	<input type="text" value="pls accept mutual transfer"/>	Representation	<input type="text" value="accepted"/>
Service Book		Service Book	

Terms and Conditions

The Mutual Transfer is subject to the following Conditions:

1. The Official...
2. The service... is amended from time to time
3. The Pay...
4. The officials will not... of their parent division/ unit or transfer to any other Division/ Unit at a later date before completion... service in the new Division/ Unit.
5. Each official... take the place of the other... on list of the new Division/ Unit whichever... ver.

4. Click **Agree with Terms and Conditions**

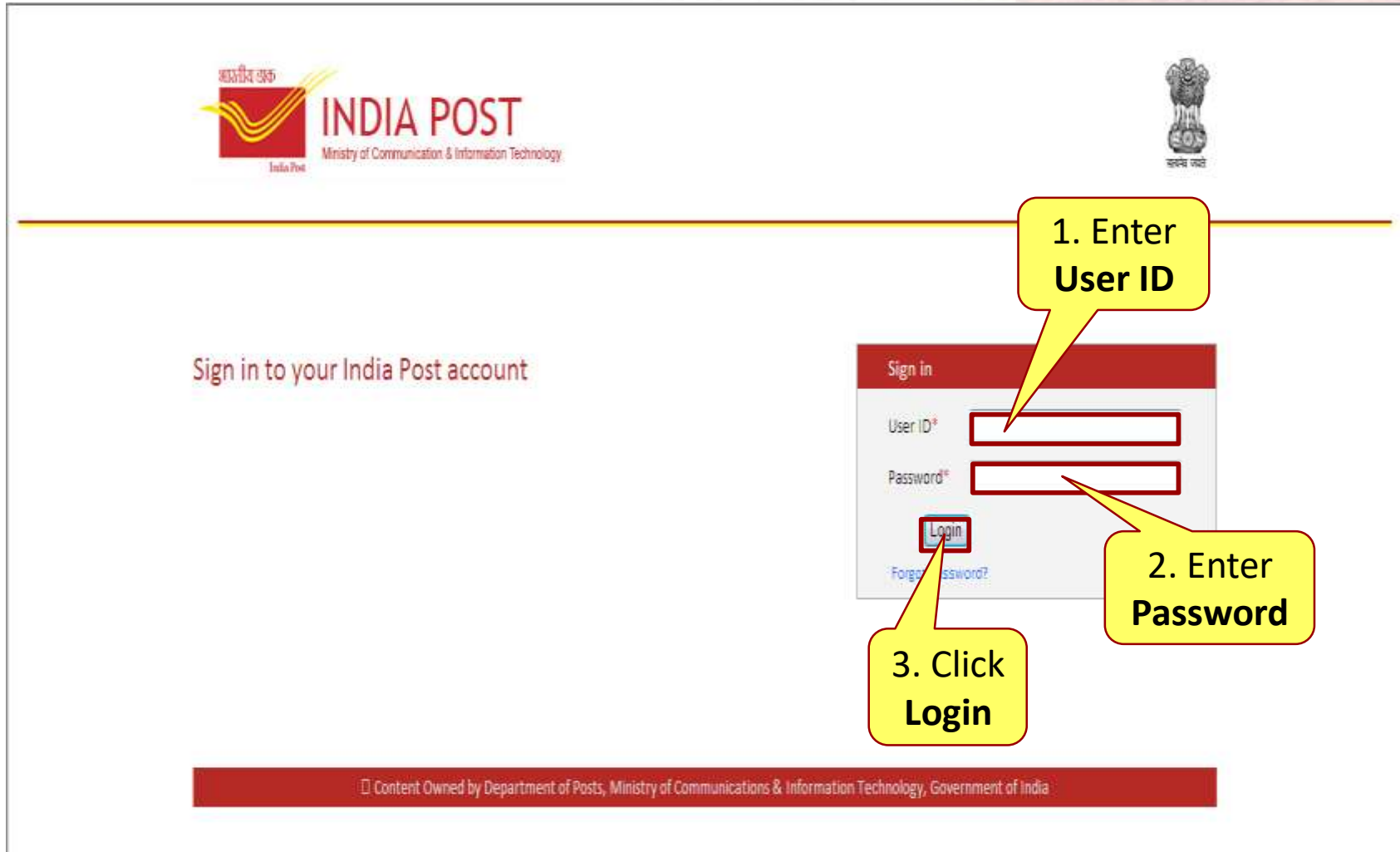
5. Click **Accepted**

Agree with Terms and Conditions



Approve Request For Mutual Transfer

Mutual Transfer Process (Contd...)



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the Government of India emblem with the motto 'Satyameva Jayate'. The main heading reads 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is positioned below the password field, with a 'Forgot password?' link underneath it. Three yellow callout boxes provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

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Sign in to your India Post account

Sign in

User ID*

Password*

Login

Forgot password?

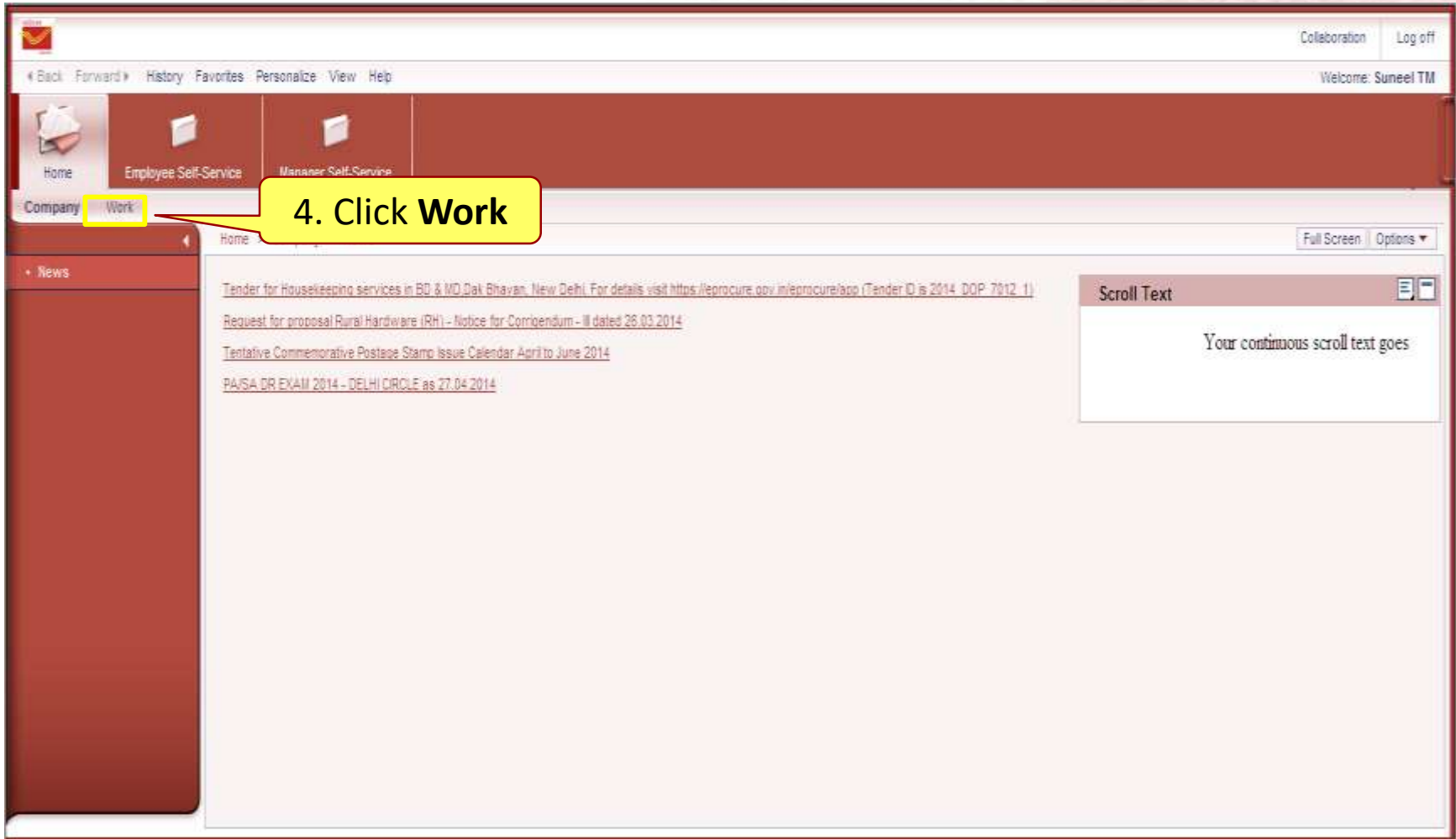
1. Enter User ID

2. Enter Password

3. Click Login

Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India

Mutual Transfer Process (Contd...)



The screenshot displays the Personnel Information System web application interface. The top navigation bar includes 'Home', 'Employee Self-Service', and 'Manager Self-Service'. The 'Work' menu item is highlighted with a yellow callout box containing the text '4. Click Work'. The main content area shows a list of news items, including 'Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PAISA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' widget is visible on the right side of the page, containing the text 'Your continuous scroll text goes'.

Mutual Transfer Process (Contd...)

Post	Postal Assistant	Post	Postal Assistant
Cadre	Postal Assistant(PA)	Cadre	Postal Assistant(PA)
Office	Srirangapatna H.O	Office	Manjya H.O
Division	Manjya Division	Division	Manjya Division
Region	South Karnataka Region	Region	South Karnataka Region
Circle	Karnataka	Circle	Karnataka
Date of Retirement	...	Date of Retirement	10.11.2030
Community	SC	Community	SC
Rank in Gradation List	...	Rank in Gradation List	...
No. of years in the Post	10 Years 2 Months	No. of years in the Post	8 Years 3 Months
Probation Status	Not Confirmed	Probation Status	Not Confirmed
No. of times transfer under Mutual/One way	1	No. of times transfer under Mutual/One way	1
Mode of Recruitment	Direct Recruitment	Mode of Recruitment	Direct Recruitment
Representation by Employee	is elected mutual transfer	Representation by Employee	accepted

Remarks

Forward to Next Level:

System Action

5. Click
Forward

Mutual Transfer Process (Contd...)

Rank in Gradation List		Rank in Gradation List	
No. of years in the Post	02 Years 3 Months	No. of years in the Post	02 Years 3 Months
Probation Status	Not Commet	Probation Status	Not Commet
No. of times transfer under Mutual/One way	0	No. of times transfer under Mutual/One way	0
Mode of Recruitment	Direct Recruitment	Mode of Recruitment	Direct Recruitment
Representation by Employee	pe accept mutual transfer	Representation by Employee	accepted

[View Job](#)

[View Job](#)

Remarks

Forward to Next Level

[Select Post to Forward](#)

Previous Remarks

Office	Apprval	Date	Remarks
Sirangapatta H.O.	Post Master	17.07.2015	ok

[Vacancy Report](#)

Eligible for joining time

No. of days:

Without availing joining time

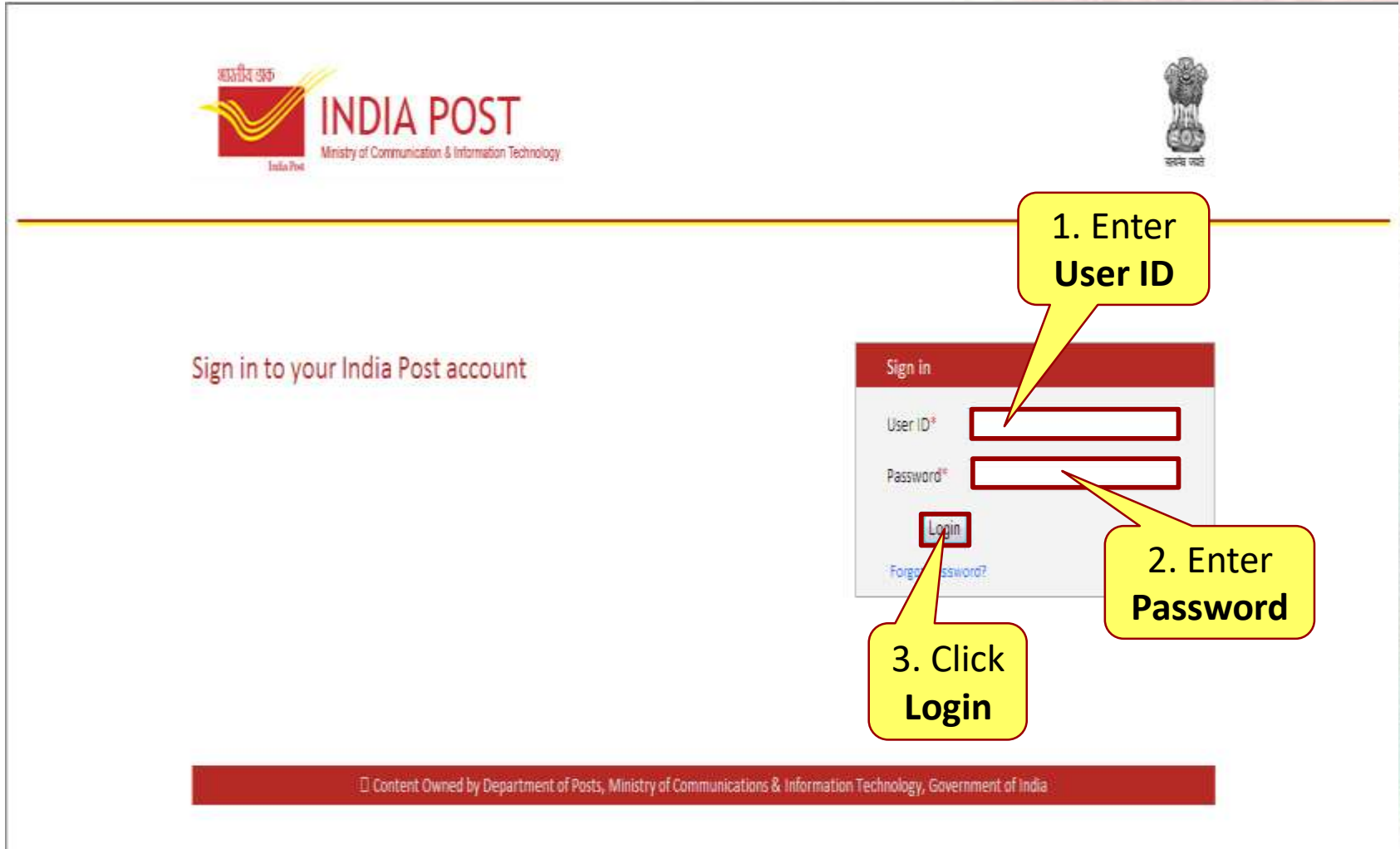
Eligible for composite grant

[Approve](#) [Reject](#) [Forward](#)



Initiate Temporary Transfer Request

Temporary Transfer Process



The screenshot shows the India Post sign-in interface. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communication & Information Technology'. At the top right is the State Emblem of India with the motto 'Satyameva Jayate'. The main heading is 'Sign in to your India Post account'. Below this is a 'Sign in' form with two input fields: 'User ID*' and 'Password*'. A 'Login' button is located below the password field, and a link for 'Forgot Password?' is at the bottom left of the form. Three yellow callout boxes provide instructions: '1. Enter User ID' points to the User ID field, '2. Enter Password' points to the Password field, and '3. Click Login' points to the Login button.

भारतीय डाक
INDIA POST
Ministry of Communication & Information Technology

सत्यमेव जयते

Sign in to your India Post account

Sign in

User ID*

Password*

Login

[Forgot Password?](#)

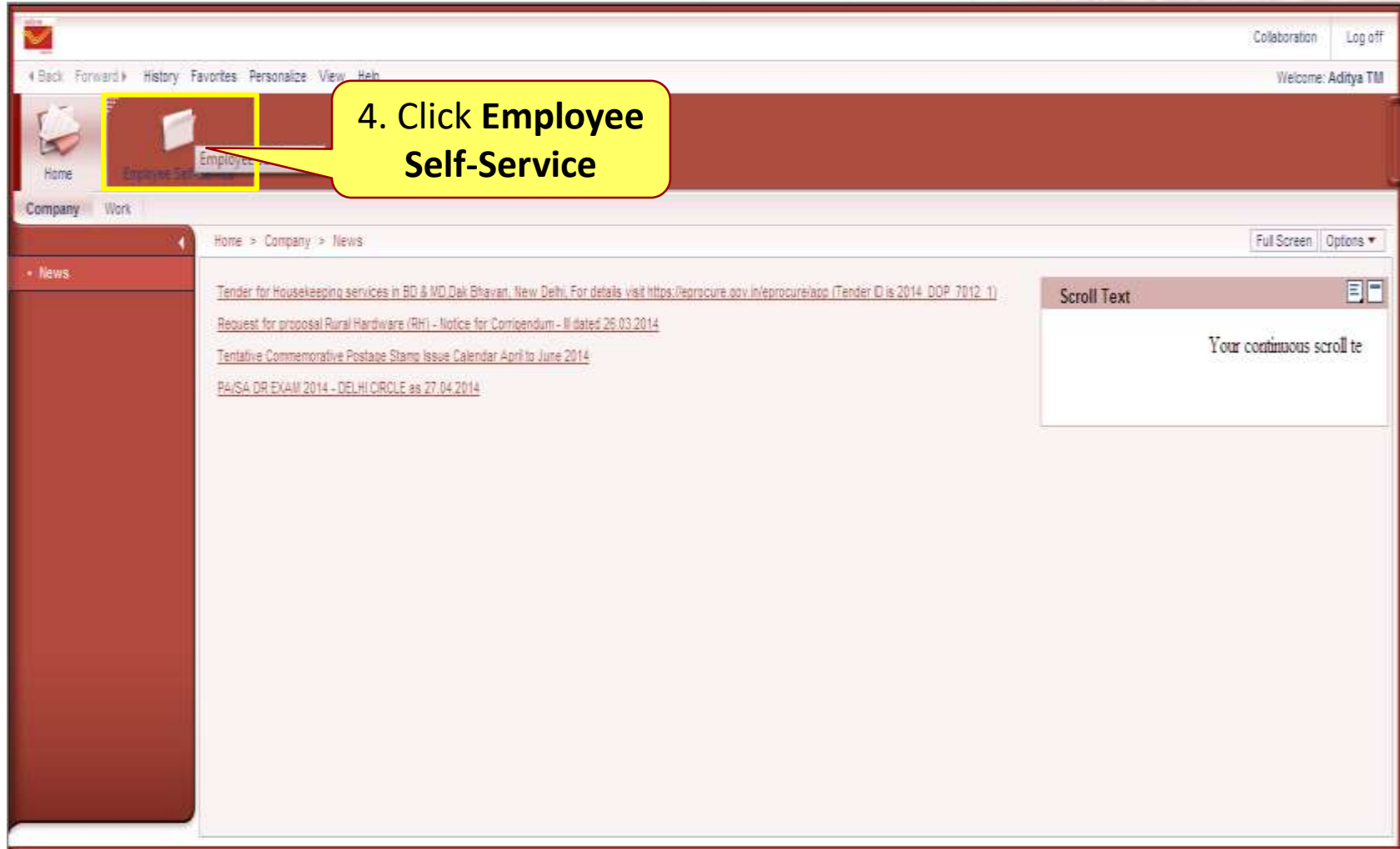
1. Enter User ID

2. Enter Password

3. Click Login

Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India

Temporary Transfer Process (Contd...)



Collaboration Log off

Welcome: Aditya TM

4. Click **Employee Self-Service**

Home Employee Self-Service

Company Work

Home > Company > News

Full Screen Options

News

[Tender for Housekeeping services in BD & MD Dak Bhavan, New Delhi. For details visit <https://eprocure.gov.in/eprocure/ajop> \(Tender ID is 2014_DOP_7012_1\)](#)

[Request for proposal Rural Hardware \(RH\) - Notice for Compendium - II dated 26.03.2014](#)

[Tentative Commemorative Postage Stamp Issue Calendar April to June 2014](#)

[PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014](#)

Scroll Text

Your continuous scroll te

Temporary Transfer Process (Contd...)

Employee Self Service

and Cost Center Details:

Leave Management
In this area, you can use services to record your work.

Employee Payments
In this area, You can access Salary Statement, IT Declarations, Claims, Advances, Loans, Form 16, GPF/NPS Statements.

Quick Links
Initiate Retirement Process

Personal Information
In this area, you can use services to maintain and display your personal data.

Learner:
Learner

Learner2:
Learner2

One Way Transfer:
Employee Mutual Transfer
Upload Joining/ Other documents
Update Employee Payroll Data

5. Click Personal Information

Employee Self Service

Back

Maintain Community Details
You can Create/Change your Community Details

Asset Declaration
Asset Declaration
View PRAN Detail
You can view your PRAN Detail

Employee Personal ID Request
You can Create/Change your Personal ID Request

Employee Promotion Details
Employee Promotion Details

Employee Mutual Transfer
Employee can raise a request for Mutual Transfer

One Way Transfer
An Employee Can Request For One Way Transfer Here
Cancel One Way transfer requests
An Employee Can Cancel For One Way Transfer

Temporary Transfer
Temporary Transfer

6. Click Temporary Transfer

Temporary Transfer Process (Contd...)

Only one document can be uploaded

Temporary Transfer Request Process

Employee Current Details

Employee No:	10007051	Name:	Aditya T M
Circle:	Karnataka Circle	Region:	South Karnataka Region
Division:	Mandya Division	Sub Division:	
Office:	Srirangapatna H.O	Post:	Postal Assistant
Cadre:		Joining:	01.04.2005
Selected under v			

Location Details / Remarks

Duration in Month:

Select Post Office

* Representation:

Upload:

7. Click **Select Post Office**

Temporary Transfer Process (Contd...)

Application for Temporary Transfer

Search Office/ Post

Office Search

Office List

Office Id	Office Name
[i] No offices available for the search criteria.	

Posts in Selected Office List

Post Id	Post Name
[i] No posts available	

Select Office
 Select Post

8. Click **Search Office**

Application for Temporary Transfer

Search Office/ Post

Office Search

Office List

Office Id	Office Name
10000119	Mandya Division
10000165	Mandya H.O
10001333	Mandya Ashoknagar S.O
10001334	Mandya Azadnagar S.O
10001335	Mandya District S.O

Posts in Selected Office List

Post Id	Post Name
[i] No posts available	

Select Office
 Select Post

Temporary Transfer Process (Contd...)

Application for Temporary Transfer

Search Office/ Post

Office Search

Office List

Office Id	Office Name
10000119	Mandya Division
10000165	Mandya H.O
10001333	Mandya Ashoknagar S.O
10001334	Mandya Azadnagar S.O
10001335	Mandya District S.O

Posts in Selected Office List

Post Id	Post Name
30000244	Sr.Post Master
30002874	Postal Assistant
30002875	Postal Assistant
30002876	Postal Assistant
30002877	Asst Post Master HSG II

Select Office
 Select Post

9. Click Select Post

10. Click Select

Temporary Transfer Process (Contd...)

Employee Current details

Employee No:	10007051	Name:	Aditya T M
Circle:	Karnataka Circle	Region:	South Karnataka Region
Division:	Mandya Division	Sub Division:	
Office:	Srirangapatna H.O	Post:	Postal Assistant
Cadre:	Postal Assistant(PA)	Date of Joining:	01.04.2005

Selected under which category:

Location Details / Remarks

Duration in Months:

Select Post/Office: 30002676 Postal Assistant

Circle: Karnataka Circle Region: South Karnataka Region

Division: Mandya Division

HO: Mandya H.O

* Representation:

pls approve transfer to mandya ho

Upload: C:\Users\T...

11. Click Submit

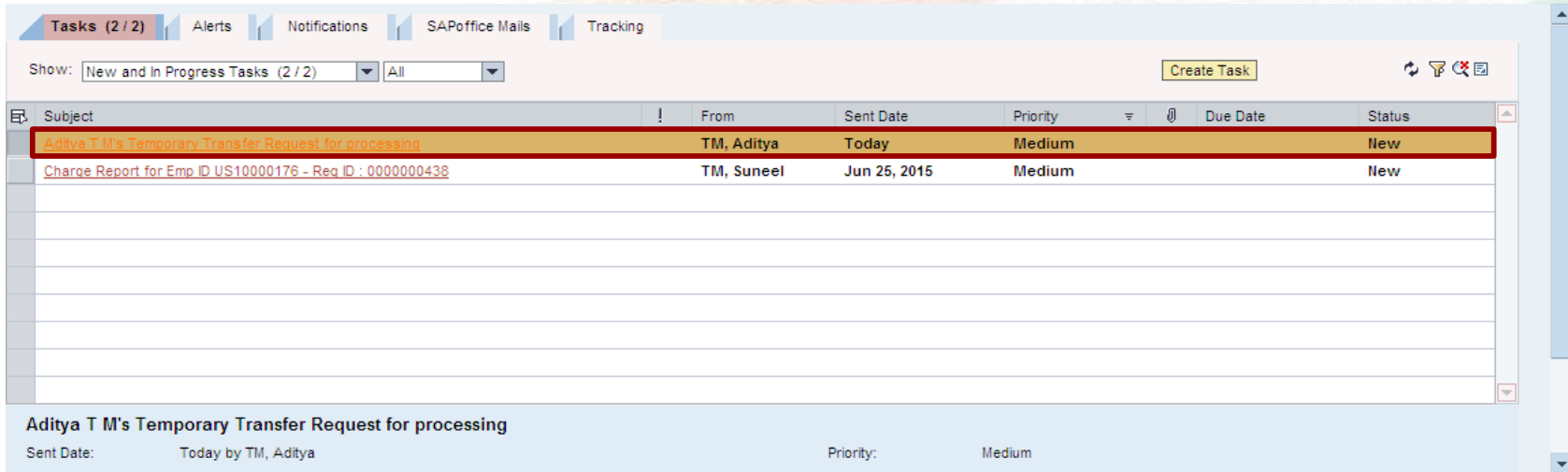
Approve Request For Temporary Transfer

Temporary Transfer Process



1. Click Work

The screenshot shows a web browser window with a navigation menu on the left. The 'Work' button is highlighted with a yellow callout box. The main content area displays a list of news items, including 'Tender for transportation services...', 'Request for proposal for purchase of...', 'Tata Consultancy Services...', and 'Tata Release 2014...'. A 'Scroll Text' box is visible on the right side of the page.



Tasks (2 / 2) | Alerts | Notifications | SAPoffice Mails | Tracking

Show: New and In Progress Tasks (2 / 2) | All | Create Task

Subject	From	Sent Date	Priority	Due Date	Status
Aditya T M's Temporary Transfer Request for processing	TM, Aditya	Today	Medium		New
Charge Report for Emp ID US10000176 - Req ID : 0000000438	TM, Suneel	Jun 25, 2015	Medium		New

Aditya T M's Temporary Transfer Request for processing
Sent Date: Today by TM, Aditya | Priority: Medium

Temporary Transfer Process (Contd...)

Division: Mandya Division Sub Division:
 Office: Srirangapatna H.O Post: Postal Assistant
 Cadre: Postal Assistant(PA)
 Selected under which category: Service Book: [View Service Book](#)
 Document:

Request Location Details

Circle: Karnataka Circle Region: South Karnataka Region
 Division: Mandya Division
 Office: Mandya H.O Post: Postal Assistant
 Duration in Months: 3

* Representation:

pls approve transfer to mandya ho

Ineligible Reasons

i Employee is eligible for this transfer.

Request Details

Office Name	Post Name	App Id	App. Name	Remarks	Approved Date
<i>i</i> No previous request details exists.					

Remarks/ Select post to forward

* Remarks:

ok

Select Post to Forward

2. Click **Select Post to Forward**

Forward

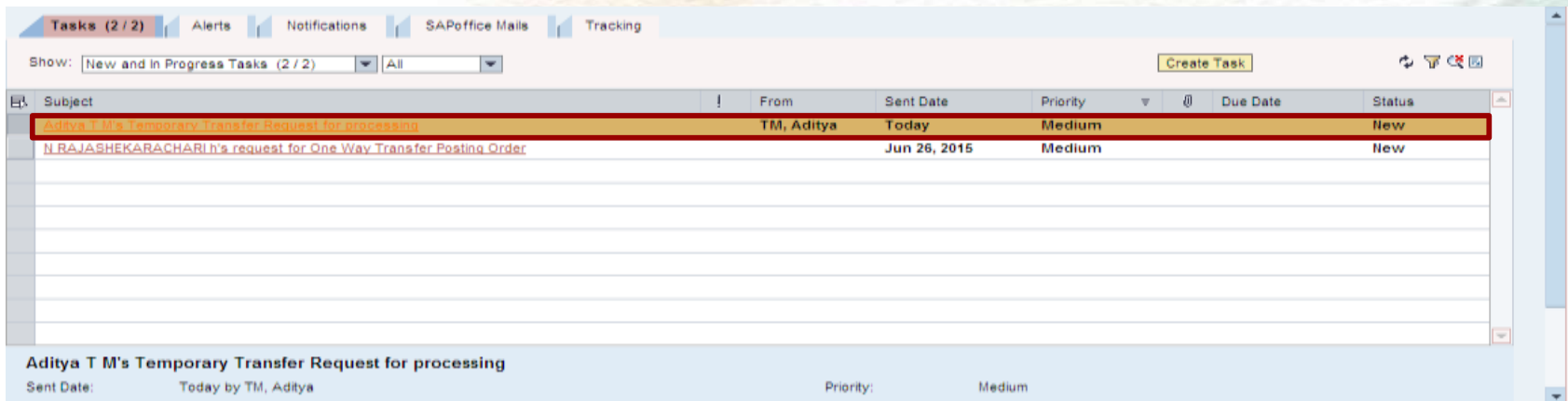
3. Click **Forward**

Vacancy list: [View Vacancy Details](#)

Temporary Transfer Process (Contd...)



The screenshot shows the India Post sign-in page. The header includes the India Post logo and the text "INDIA POST Ministry of Communication & Information Technology". Below the header, it says "Sign in to your India Post account". A "Sign in" form is displayed with fields for "User ID*" and "Password*", and a "Login" button. Three yellow callout boxes with red borders provide instructions: "1. Enter User ID" points to the User ID field, "2. Enter Password" points to the Password field, and "3. Click Login" points to the Login button. At the bottom of the page, a footer reads "Content Owned by Department of Posts, Ministry of Communications & Information Technology, Government of India".



The screenshot shows a task management interface. At the top, there are tabs for "Tasks (2 / 2)", "Alerts", "Notifications", "SAPoffice Mails", and "Tracking". Below the tabs, there is a "Show:" dropdown menu set to "New and In Progress Tasks (2 / 2)" and a "Create Task" button. The main area is a table with columns: "Subject", "From", "Sent Date", "Priority", "Due Date", and "Status". The table contains two rows of tasks. The first row is highlighted in orange and has a red border. The second row is highlighted in light blue and also has a red border. Below the table, there is a summary for the selected task: "Aditya T M's Temporary Transfer Request for processing", "Sent Date: Today by TM, Aditya", and "Priority: Medium".

Subject	From	Sent Date	Priority	Due Date	Status
Aditya T M's Temporary Transfer Request for processing	TM, Aditya	Today	Medium		New
N RAJASHEKARACHARI's request for One Way Transfer Posting Order		Jun 26, 2015	Medium		New

Temporary Transfer Process (Contd...)

Request Location Details

Circle: Karnataka Circle Region: South Karnataka Region

Division: Mandya Division

Office: Mandya H.O Post: Postal Assistant

Duration in Months:

* Representation:
pls approve transfer to mandya ho.

Employee is eligible for this transfer.

Request Details

Office Name	Post Name	App Id	App. Name	Remarks	Approved Date
Srirangapatna H.O	Post Master	10007062	Suneel T M	ok	17.07.2015

Remarks / Select post to forward

* Remarks:

Select Post to Forward:

Eligible for joining time
No of days:

Without availing joining time

Eligible for composite grant

Approved Not Approved Forward

4. Click **Eligible** for joining time

5. Click **Eligible** for composite grant