स/No. 17-37/2025-GDS
भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
डाक विभाग/Department of Posts
(जीडीएस अनुभाग/GDS Section)

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली/New Delhi - 110 001
दिनांक/Date : 10-11-2026

To,

All Chief Postmasters General
(All Postal Circles)

Subject: Strict compliance with instructions on physical verification of educational certificates in connection with GDS Online Engagement - regarding.

Sir/Madam,

I am directed to invite your attention to Para 22 of this Directorate's Standard Operating Procedure (SOP) issued vide letter No. 17-02/2025-GDS dated 12.03.2025 regarding the verification of Class-X educational documents for Gramin Dak Sevaks (GDS) Online Engagement.

2. In view of recent instances of serious discrepancies, record lapses, and suspected circulation of forged or unauthorized verification reports at certain Board/University levels, the instructions on the physical verification of educational documents are hereby reiterated for strict compliance by all Postal Circles.

3. Where marksheets/certificates are not verifiable through API Setu or the official website of the respective educational Board as per the existing provisions, all Circles must strictly adhere to the following procedure:

(i) The Circle Nodal Officer at the Circle Office shall download the marksheets directly from the GDS engagement portal or request original from the concerned Division/ Circle (if original certificate required by Board).

(ii) The verification report must be obtained directly in person from the concerned Board through a designated officer (not below the rank of Assistant Superintendent of Posts - ASP) nominated by the Circle Office only.

(iii) Routine correspondence with educational boards by post for verification purposes must be strictly restricted, and in-person verification and collection of reports must be ensured.

(iv) All verification report should be uploaded in the portal by respective Circle and manual/correspondence verification report should be avoided.

4. It is requested that these instructions be brought to the notice of all engaging authorities, divisional heads, and field units under your administrative jurisdiction for immediate and strict compliance. Any deviation from the prescribed SOP will be viewed seriously.

भवदीय/Yours faithfully

Digitally signed by
Gurvinder Singh
Date: 10-11-2026
16:42:16

गुरविंदर सिंह/Gurvinder Singh
सहायक महानिदेशक/Assistant Director General (GDS)
ईमेल/Email : adggds426@gmail.com

Copy for information to:

1. The General Manager, CEPT, Bengaluru / CEPT Unit at Hyderabad- for upload the instructions copy on the portal
2. Guard File