

APS ENROLLMENT PROCESS

Important Dates

Medical Screening of volunteers at AROs/ZROs - Apr, Aug & Dec every year

Cut-Off date(s) for medical screening cycle - Apr

Ser	Event	By whom	To Whom	Cut Off dates
1.	Last date of submission of Application	By volunteers	Divisional Heads	30 Nov
2.	Cutoff date for submission of recommended list of volunteer(s) of Division along with Applications & supporting documents (in one lot)	By Divisional Heads	OIC APS Records	31 Dec
3.	Intimation on medical exam for eligible volunteers	By OIC APS Records	Concerned Divisions	28 Feb
4.	Medical Screening at specified AROs/ZROs	AROs/ZROs	Volunteers	Apr
5.	Despatch of medically fit volunteers to APS Wing for Training	AROs/ZROs	APS Wing	After found medically fit

Cut-Off date(s) for medical screening cycle - Aug

Ser	Event	By whom	To Whom	Cut Off dates
1.	Last date of submission of Application	By volunteers	Divisional Heads	31 Mar
2.	Cutoff date for submission of recommended list of volunteer(s) of Division along with Applications & supporting documents (in one lot)	By Divisional Heads	OIC APS Records	30 Apr
3.	Intimation on medical exam for eligible volunteers	By OIC APS Records	Concerned Divisions	30 Jun
4.	Medical Screening at specified AROs/ZROs	AROs/ZROs	Volunteers	Aug
5.	Despatch of medically fit volunteers to APS Wing for Training	AROs/ZROs	APS Wing	After found medically fit

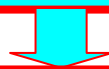
Cut-Off date(s) for medical screening cycle - Dec

Ser	Event	By whom	To Whom	Cut Off dates
1.	Last date of submission of Application	By volunteers	Divisional Heads	31 Jul
2.	Cutoff date for submission of recommended list of volunteer(s) of Division along with Applications & supporting documents (in one lot)	By Divisional Heads	OIC APS Records	31 Aug
3.	Intimation on medical exam for eligible volunteers	By OIC APS Records	Concerned Divisions	31 Oct
4.	Medical Screening at specified AROs/ZROs	AROs/ZROs	Volunteers	Dec
5.	Despatch of medically fit volunteers to APS Wing for Training	AROs/ZROs	APS Wing	After found medically fit

FLOW CHART OF APS ENROLLMENT

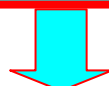
1. EMPLOYEES OF DEPARTMENT OF POSTS VOLUNTEERS FOR APS : APPLICATION STAGE

- (a) DoP employees opt for volunteer to APS is required to fill up "**Volunteer Application Form**". Specimen of application is enclosed as **Annexure I**.
- (b) Volunteer(s) is required to fill up the **Part I, Part II** of the application form & submit to the Divisional Head. **Part III & IV to be kept blank by the volunteer(s).**



2. ACTION BY DIVISIONAL HEAD (CIVIL POSTAL AUTHORITY)

- (a) Divisional Head will scrutinize the application(s) of the volunteer(s) and recommend in **Part – IV** of the application(s).
- (b) Divisional Head will prepare a Nominal Roll of recommended volunteer(s) and forward their application(s) to **Officer In-charge, APS Records, PIN 900746, c/o 56 APO (tee.kamp62@nic.in)** along with following documents in one lot by **31 Dec, 30 Apr, 31 Aug** every year:-
 - (i) A certificate issued by Divisional Head as per **Annexure II**
 - (ii) CTC copy of Last month's pay slip
 - (iii) CTC copy of First page of Service Book

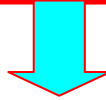


3. ACTION BY OIC APS RECORDS-ON RECEIPT OF APPLICATION

- (a) Check the correctness of Application(s), certificates & documents issued by Divisional Head as mentioned at para 2 above.
- (b) If application is completed in all respects, enter the name of the volunteer(s) in **Field Force List**. If not, return the application to the Divisional Head with observation(s) for rectification.
- (c) After processing with IHQ of MoD (Army), OIC APS Records will forward a confirmation letter to specified ZROs/AROs (ARO/ZRO wise) certifying that the volunteer(s) is eligible for enrolment in the category for which applied for, to arrange medical screening of the volunteer(s) under intimation to the concerned civil Divisional Head, concerned Command HQs, Nodal Officer and Additional Directorate General APS by **28 Feb, 30 Jun, 31 Oct** every year in one lot.

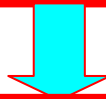
4. ACTION BY DIVISIONAL HEADS & VOLUNTEERS

- (a) Divisional Heads will relieve the volunteer(s) to report to concerned AROs/ZROs as intimated by APS Records on the specified date(s) for medical examination along with connected documents.
- (b) Volunteers are required to report AROs/ZROs on the specified dates only. **Medical examination will be held during Apr, Aug & Dec every year.**



5. ACTION BY APS NODAL OFFICERS, COMMAND HQs/CBPOs/WING

- (a) On receipt of confirmation letter from OIC Records as per Para 3 (c) above, Command HQs / CBPOs / Wing / APS Nodal Officer(s) will coordinate with AROs/ZROs for medical examination, inform civil Postal authority / concerned volunteer(s) for timely report for medical examination, coordinate with AROs/ZROs regarding result of medical examination & final date of despatch of the medically fit volunteer(s) to APS Wing. They will further coordinate with concerned Divisional Head to relieve medically fit volunteer(s) to report to AROs/ZROs as per specified date(s).



6. ACTION BY DIVISIONAL HEADS & VOLUNTEERS

- (a) On receipt of confirmation letter of medical fitness from concerned AROs/ZROs, Divisional Head will relieve the volunteer(s) to report to concerned AROs/ZROs along with requisite documents for final despatch to APS Wing for Training.
- (b) **Volunteers are required to report AROs/ZROs on the specified dates only.**

email id of APS Records - tee.kamp62@nic.in
email id of APS Wing - wgcdr.apswg@indiapost.gov.in

Annexure I**APPLICATION FOR ENROLMENT AS A VOLUNTEER FOR
FIELD SERVICE TO ARMY POSTAL SERVICE****(To be filled in by the volunteers)****PART-I**

1.	Name (including alias, if any) (In Block Letters)	:	
2.	Father's Name	:	
3.	Permanent home address (with mobile number & email id)	:	
4.	Educational Qualifications	:	
	(a) Whether knows typing, Present speed	:	
	(b) Whether knows shorthand, Present speed	:	
5.	(a) Present appointment (If officiating also state substantive appointment with date)	:	
	(b) Date of initial appointment In Civil P&T and the cadre in which appointed	:	
6.	Present address (with Aadhaar Number)	:	
7.	Date of birth	:	
8.	Place of birth	:	
9.	Brief particulars of previous Military Service, if any	:	
10.	Conditions of service:-		
	(a)		The volunteer is required to undergo preliminary medical examination at the nearest Military/Recruiting office. Actual travelling expenses are admissible to him for visit made in connection with preliminary medical examinations.
Contd...2/-			

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	(b)	The volunteer is at liberty to apply to have his name removed from the list of volunteers at any time except after he has been ordered to proceed on field service.
	(c)	On receipt of the orders, the volunteer must start moving for the specified Army Recruiting Office, within 24 hours of being relieved of his duties.
	(d)	The volunteer is required to serve anywhere in India or outside and he must remain on field service as long as required under the terms of his enrolment/commission.
	(e)	The detailed terms and conditions are contained in Director General, Posts and Telegraphs, General Circular No 04 dated 22 Oct 1977 and the Postal Manual (War) India 1937.
11.	Declaration to be signed by the applicant:-	
<p>I hereby declare that to the best of my knowledge and belief the information given in the application form is correct. I accept the conditions of service in Army Postal Service and request that my name be entered in the list of volunteers for Field Service.</p> <p>Place:</p> <p>Date: (Signature of applicant)</p>		
Contd...3/-		

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PART-II**DECLARATION REGARDING PLURAL MARRIAGES**

12. I _____ hereby declare that:-

(a) I am not married

(b) I am widower

(c) I am married and having more than one wife living

(d) I am married and do not have more than one wife living

Note:-Strike out whichever is not applicable

13. I also undertake not to contract another marriage without first obtaining the permission of the Govt of India, Min of Defence.

14. I fully understand that in the event of my declaration being found incorrect at any time during the period of training or after enrolment/appointment/grant of commission, I shall be liable to be returned or dismissed from training/service.

Witness _____

Designation _____

Signature _____

Full address _____

Date**Contd...4/-**

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PART-III

REPORT OF MEDICAL EXAMINATION

15. I have this _____ day of _____ 20_____ examined Shri _____ and hereby, certify that in my opinion, he is in good health and physically fit for active service in India or any other part of the world.

Place : (Signature and designation of Medical Officer)

Date:

PART-IV

RECOMMENDATION OF THE DIVISIONAL OFFICER/IMMEDIATE SUPERIOR OF GAZZETTED RANKS

Recommended. It is certified that Shri _____ has a good record of service, sound physique and active habits. **No disciplinary proceedings are either pending or contemplated against him.** The particulars given at item 1 to 8 of the application have been verified from the service records and found correct.

Place:

Date: (Signature with Designation)

(Unless the Officer concerned can conscientiously sign, the application should not be sent)

Annexure II

CERTIFICATE

It is certified that Shri(name of the official) is a regular employee and is holding a lien against a permanent post in the Dept of Posts. He could be repatriated to Dept of Posts if found to be unfit on any count while serving with Army Postal Service.

Place:

Date: (Signature with designation of Divisional Head)

CONTACT US....

Ser	Postal Circle	APS Nodal Officer(s)	Email id
1.	Andhra Pradesh	Southern Command	dir.sc@indiapost.gov.in
2.	Telangana		
3.	Tamilnadu		
4.	Kerala		
5.	Karnataka		
6.	Maharashtra	APS Wing	wgcdr.apswg@indiapost.gov.in
7.	Gujarat		
8.	Madhya Pradesh		
9.	Rajasthan	South Western Command	dir.swc@indiapost.gov.in
10.	Chattisgarh	Central Command	dir.cc@indiapost.gov.in
11.	Jharkhand		
12.	Uttar Pradesh		
13.	Uttarakhand		
14.	Haryana	Western Command	baps.wc@indiapost.gov.in
15.	Himachal Pradesh		
16.	Punjab		
17.	Assam	Eastern Command	baps.ec@indiapost.gov.in
18.	North East		
19.	Orissa	2 CBPO	comdt.2cbpo@indiapost.gov.in
20.	West Bengal		
21.	Bihar		
22.	Delhi	1 CBPO	comdt.1cbpo@indiapost.gov.in
23.	Jammu & Kashmir	Northern Command	dir.nc@indiapost.gov.in

For further details.....

1.	APS Records	tee.kamp62@nic.in
2.	APS Training Wing	wgcdr.apswg@indiapost.gov.in
3.	Addl Dte Gen APS, IHQ of MoD (Army)	rajhans.hr@gov.in

ADVANTAGES FOR DEPARTMENT OF POSTS EMPLOYEES ON FIELD SERVICE TO ARMY POSTAL SERVICE

1. Equivalent Rank Structure in APS at the time of induction

(a) Asst Supdt, Posts/HSG	-	Subedar
(b) Inspector, Posts / LSG	-	Naib Subedar
(c) PA/SA	-	Warrant Officer
(d) Postman/Mail Guard	-	Naik
(e) Multi Tasking Staff	-	Sepoy

2. Age limit and medical category

The officials below 40 years of age and in the medical category of SHAPE-1 are eligible to join APS.

3. Special status of Warrant Officers in APS

Warrant Officers are treated at par with JCOs for accommodation, messing and travel entitlements purposes.

4. Pay & Allowances

- (a) Option to draw **Civil Pay** or **Army Pay**, whichever is beneficial
- (b) **Civil Pay:-**
Civil Pay + 12% of Basic Pay as Field Service Allowance (FSA)
(No DA on FSA)
- (c) **Army Pay:-**
Army Pay + Military Service Pay (MSP) (Rs.5,200/- pm + DA thereon)
- (d) **Assured Career Progression (ACP) Benefits of Army**
Volunteers opting Army Pay option will be given ACP I, II, III at the interval of 8, 16, 24 years service in APS.

5. Leave Benefits:-

Ser	Type of Leave	No of days
(a)	Annual Leave	56 + Journey period
(b)	Casual Leave	30
(c)	Hospitalisation	Considered as on Duty
(d)	Sick Leave	Recommended by Medical Officer
(e)	Accumulation	300 days
(f)	Encashment (Max - 60 days)	Over & above 300

6. Pay Benefits: -**Comparison between Civil Pay and Army Pay****Note:-**

- **Entry level pay of civil post and APS equivalent is given**, which may vary depend on No of years of service in civil
- This comparison is as on May 2024. This may vary depend upon enhancement of allowances by Govt of India.

Civil Appointment	Army Rank	Civil Pay (in DoP)		Civil Pay (in APS)		Army Pay	
		Details	Pay	Details	Pay	Details	Pay
MTS (Multi Tasking Staff)	Sep/PO (Sepoy / Postal Operator)	Basic Pay	18000	Basic Pay	18000	Basic Pay	21700
		DA (50%)	9000	DA (50%)	9000	MSP	5200
		HRA (10%)	1800	FSA (12%)	2160	DA (50%)	13450
		TPTL	2700	TPTL	2700	TPTL	2700
				HRA [#]	1800	HRA [#]	2170
				LRA [@]	853	LRA [@]	853
				PMHAH	90	PMHAH	90
				RUMCIG	68	RUMCIG	68
				NRA [*]	4500	NRA [*]	4500
				Total	31500	Total	39171
PM / MG (Post Man / Mail Guard)	Nk/PO (Naik / Postal Operator)	Basic Pay	21700	Basic Pay	21700	Basic Pay	25500
		DA (50%)	10850	DA (50%)	10850	MSP	5200
		HRA (10%)	2170	FSA (12%)	2604	DA (50%)	15350
		TPTL	2700	TPTL	2700	TPTL	2700
				HRA [#]	2170	HRA [#]	2550
				LRA [@]	853	LRA [@]	853
				PMHAH	90	PMHAH	90
				RUMCIG	68	RUMCIG	68
				NRA [*]	4500	NRA [*]	4500
				Total	37420	Total	45535

@ - LRA (Leave Ration Allowance, while on leave, LRA will be admissible)

- HRA (Family personnel will get HRA, if Govt Married Accommodation is not available)

* - NRA (Normal Ration Allowance, . Only family member staying in Govt accommodation will get NRA, if not opt for Free ration. Single person will get free food & accommodation)

Civil Appointment	Army Rank	Civil Pay (in DoP)		Civil Pay (in APS)		Army Pay	
		Details	Pay	Details	Pay	Details	Pay
PA / SA (Postal Assistant / Sorting Assistant)	WO (Warrant Officer)	Basic Pay	25500	Basic Pay	25500	Basic Pay	29200
		DA (50%)	12750	DA (50%)	12750	MSP	5200
		HRA (10%)	2550	FSA (12%)	3060	DA (50%)	17200
		TPTL	2700	TPTL	2700	TPTL	2700
				HRA [#]	2550	HRA [#]	2920
				LRA [@]	853	LRA [@]	853
				PMHAH	90	PMHAH	90
				RUMCIG	68	RUMCIG	68
				NRA [*]	4500	NRA [*]	4500
		Total	43500	Total	52071	Total	62731
LSG	Nb Sub (Naib Subedar)	Basic Pay	29200	Basic Pay	29200	Basic Pay	35400
		DA (50%)	14600	DA (50%)	14600	MSP	5200
		HRA (10%)	2920	FSA (12%)	3504	DA (50%)	20300
		TPTL	2700	TPTL	2700	TPTL	2700
				HRA [#]	2920	HRA [#]	3540
				LRA [@]	853	LRA [@]	853
				PMHAH	90	PMHAH	90
				RUMCIG	68	RUMCIG	68
				NRA [*]	4500	NRA [*]	4500
		Total	49420	Total	58435	Total	72651

@ - LRA (Leave Ration Allowance, while on leave, LRA will be admissible)

- HRA (Family personnel will get HRA, if Govt Married Accommodation is not available)

* - NRA (Normal Ration Allowance, Only family member staying in Govt accommodation will get NRA, if not opt for Free ration. Single person will get free food & accommodation)

Civil Appointment	Army Rank	Civil Pay (in DoP)		Civil Pay (in APS)		Army Pay	
		Details	Pay	Details	Pay	Details	Pay
IP (Inspector of Posts)	Nb Sub (Naib Subedar)	Basic Pay	44900	Basic Pay	44900	Basic Pay	35400
		DA (50%)	22450	DA (50%)	22450	MSP	5200
		HRA (10%)	4490	FSA (12%)	5388	DA (50%)	20300
		TPTL	2700	TPTL	2700	TPTL	2700
				HRA [#]	4490	HRA [#]	3540
				LRA [@]	853	LRA [@]	853
				PMHAH	90	PMHAH	90
				RUMCIG	68	RUMCIG	68
				NRA [*]	4500	NRA [*]	4500
				Total	74540	Total	85439
<ul style="list-style-type: none"> ➤ IP may opt Civil Pay (APS), if beneficial @12% FSA on Basic Pay ➤ IP may get promotion to Subedar within 2 – 3 years ➤ IP have option for attend SSB (Service Selection Board) and chance to promote as Lieutenant after clearing SSB. ➤ Pay level of Lieutenant is Level 10 (Basic Pay 56100/- + other Army Pay Benefits) 							

@ - LRA (Leave Ration Allowance, while on leave, LRA will be admissible)

- HRA (Family personnel will get HRA, if Govt Married Accommodation is not available)

* - NRA (Normal Ration Allowance,. Only family member staying in Govt accommodation will get NRA, if not opt for Free ration. Single person will get free food & accommodation)

➤ **Uniform Allowance per year – Rs. 12500/-**

➤ **Transfer Grant - 80% of Basic Pay on every Posting**

➤ **Hardship & Risk Allowance – Depending on Area of Posting**

7. Assured Career Progression (ACP) Benefits of Army

Grade / Rank	MTS in DoP	Sep/PO in APS	Postman in DoP	Naik/PO in APS	PA in DoP	Warrant Officer in APS
	Civil Pay	Army Pay	Civ Pay	Army Pay	Civil	Army
Existing Pay	18000	21700	21700	25500	25500	29200
Existing Pay Level	1	3	3	4	4	5
Qualifying service for MACP-I	10 Years	8 Years	10 Years	8 Years	10 Years	8 Years
1st ACP in Army 8 yrs		2400 GP L4		2800 GP L5		4200 GP L6
1 st MACP in civil after 10 Yrs	1900 GP L2		2400 GP L4		2800 GP L5	
Appx Pay	41900	63737	50060	72217	58540	80217
Appx Hike (Army option of Pay)		21837		22157		21677
Qualifying service for MACP-II	20 Years	16 Years	20 Years	16 Years	20 Years	16 Years
2nd ACP in Army on 16 yrs		2800 GP L5		4200 GP L6		4600 GP L7
2 nd MACP in civil on 20 Yrs	2000 GP L3		2800 GP L5		4200 GP L6	
Appx Pay	55500	81017	67340	92537	76620	102137
Appx Hike (Army option of Pay)		25517		25197		25517
Qualifying service for MACP-III	30 Years	24 Years	30 Years	24 Years	30 Years	24 Years
3rd ACP in Army 24 yrs		4200 GP L6		4600 GP L7		4800 GP L8
3 rd MACP in civil on 30 yrs	2400 GP L4		4200 GP L6		4600 GP 67	
Appx Pay	72300	104697	88460	118937	102220	131737
Appx Hike (Army option of Pay)		32397		30477		29517
Advantage from Civil		> 2 LEVEL		> 1 LEVEL		> 1 LEVEL

8. Benefits – Travel Concession (Train):-

Type	Frequency/ Eligibility	JCOs / WO	NAIK / SEP
Free LTC (Duty station to Home station)	Once in a year (Self + Wife + Children+ Dependents)	AC 2 TIER	AC 3 TIER
Free All India LTC	Once in two years (Self + Wife + Children+ Dependents)	AC 2 TIER	AC 3 TIER
If posted in Field station	Twice in a year (Self)	AC 2 TIER	AC 3 TIER
50% concession	Unlimited (Self + Wife + Children+ Dependents)	AC 2 TIER	AC 3 TIER

9. Benefits – Army Group Insurance (AGI):-

Details	JCOs / WOs	NAIK / SEP
Monthly subscription (Compulsory)	Rs.2525	Rs.2525
Insurance cover	Rs.37.50 lakhs	Rs.37.50 lakhs
Advance – Computer loan	Yes	Yes
Advance – Two wheeler loan	Yes	Yes
Advance – Four wheeler loan	Yes	Yes
Part withdrawal – Higher education / Marriage of wards	90% at credit	90% at credit
Amount accumulated in AGI savings fund will be refunded to officials on their repatriation to department of posts.		

10. Benefits – Canteen Facilities (CSD):-

Details	JCOs / WOs	NAIK / SEP
All type of consumer goods on concessional rates (less than MRP)	Rs.10,500 per month	Rs.8,000 per month
Electronic, electrical goods on concessional rates (less than MRP)	Rs.75,000 per year	Rs.55,000 per year
Liquor on concessional rates (less than MRP)	7 bottles per month	5 bottles per month
After rendering Minimum 5 years Service in APS, Canteen Facilities with Liquor is available, after Repatriation to Department of Posts		

11. Benefits – Medical Facilities:-

- Free Medical Facilities for Self, Wife, Children and Dependents
- Free Medical Facilities like OPD, Medicines, Diagnosis, In Patient (Room Rent & Food), Specialist Consultant, Minor Operations & Major Operations.

12. Benefits – Education & Scholarship:-

- Admission of children in Army Public School, KV and other Pvt School in the Military station
- Children will get reservation for getting admission in professional colleges under State Govt.
- Scholarships are available for children of personnel from APS Corps Regimental Fund and from Army (ESSA)
- Admission of children in the following Professional Colleges for JCOs/WOs/OR who have completed 10 years of service in Army Postal Service

Army Institute of Technology, Pune	Army College of Medical Science, Delhi Cantt
Armed Forces Medical College, Pune	Army College of Dental Science, Secunderabad
Army Institute of Management, Kolkatta	Army Institute of Management & Technology, Greater Noida
Army Institute of Fashion Design, Bangalore	Army College of Nursing, Jalandhar
Army Institute of Nursing, Guwahati	Army Institute of Higher Education, Pathankot
Army Institute of Hotel Management And Catering Technology, Bangalore	Army Institute of Law, Mohali, Chandigarh
Army Centre of Education, Pachmarhi	Army Institute of Education, Greater Noida

- Grant to wives for enhancement of their academic qualification.
- Grant to personnel for enhancement of their academic qualification while serving in APS.

13. Foreign Posting:-

- 05 Field Post Offices are being operated at United Nation peace keeping force, abroad – Lebanon - 01, Congo – 02, South Sudan – 01 & Israel - 01
- 04 Field Post Offices are being operated at HQ IMTRAT (Indian Military Training Team), Bhutan.
- Every year, APS personnel are selected for foreign assignment based on various parameters through board of officers.
- 30 APS personnel (JCOs/WOS/NAIK/SEP) are being sent to foreign postings every year.

Foreign Posting	Additional Allowance	Tenure	Total Allowance
Bhutan	Rs. 84,138/- per month	02 Years	Rs.20.19 lakh
UN Mission	\$ 1600/- per month (Approx Rs. 1,31,808/-)	06 months	Rs. 8.00 lakh

Note : This comparison is as on May 2024. This may vary depend upon enhancement of allowances by Govt of India, from time to time.

14. Benefits – Others

- Talented sports personnel can participate in Army teams at various levels.
- Eligible for applying to dwelling units from Army Housing Welfare Organisation (AWHO) after completing 10 years & more service in APS.
- Officials will get choice posting in Department of Posts on repatriation.