

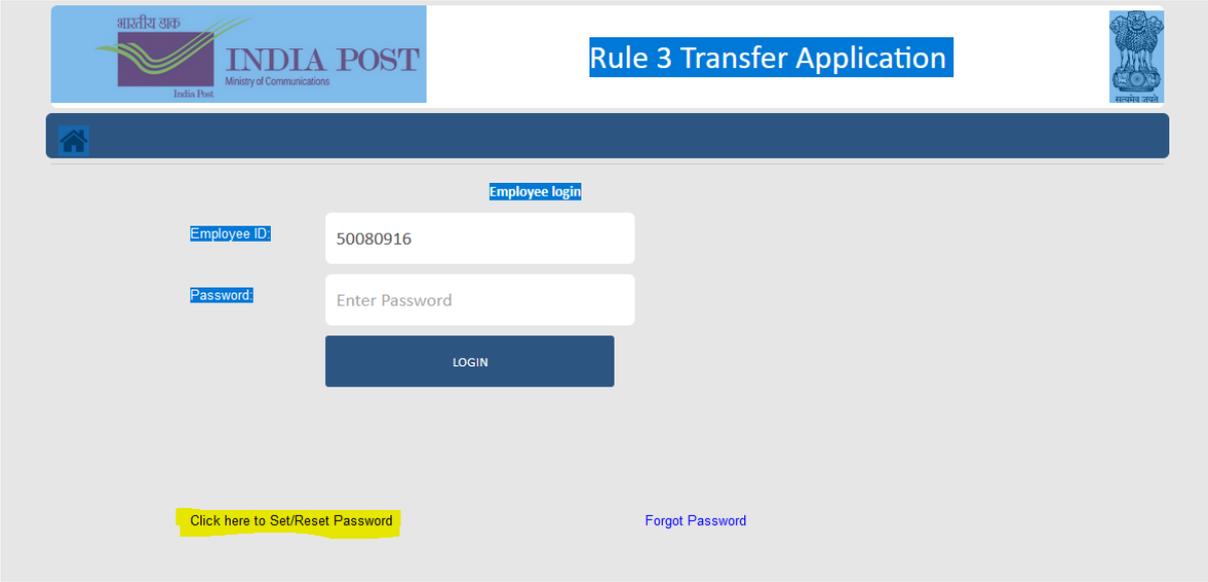
Standard Operating Procedure for the Gramin Dak Sevaks to submit the online Rule – 3 Request Transfer applications through the portal

Department of Posts has introduced automated allotment process for Rule-3 request transfers for the GDS BPM, GDS ABPM and Dak Sevaks of all Units.

For this an online portal has been launched which captures submission of Rule-3 requests. The following standard operating procedure has been derived and circulated as here under.

Step wise procedures:

1. To initiate the transfer process, the GDS official has to first login to the Rule 3 portal using the URL <https://rule3.cept.gov.in> . The following login screen will appear.



The screenshot displays the login interface for the Rule 3 Transfer Application portal. At the top left, the India Post logo is visible, and the page title is 'Rule 3 Transfer Application'. Below the header, there is a dark blue navigation bar with a home icon. The main content area is titled 'Employee login' and contains two input fields: 'Employee ID' with the value '50080916' and 'Password' with the placeholder 'Enter Password'. A blue 'LOGIN' button is positioned below these fields. At the bottom of the form, there are two links: 'Click here to Set/Reset Password' (highlighted in yellow) and 'Forgot Password'.

2. The GDS can login into the portal by entering their username and password. Here the username is the CSI Employee ID of the GDS (5xxxxxxx). During the first-time login, the GDS has to create his new password by clicking on the Set/Reset Password option available on the login screen. Please see the image below.

The screenshot shows the login interface for the India Post Rule 3 Transfer Application. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communications India Post'. At the top right is the title 'Rule 3 Transfer Application' and the State Emblem of India. Below the header is a dark blue navigation bar with a home icon. The main content area is titled 'Employee login' and contains the following elements:

- An 'Employee ID' field with the value '50080916'.
- A 'Password' field with the placeholder text 'Enter Password'.
- A dark blue 'LOGIN' button.
- A yellow highlighted link: 'Click here to Set/Reset Password'.
- A blue link: 'Forgot Password'.

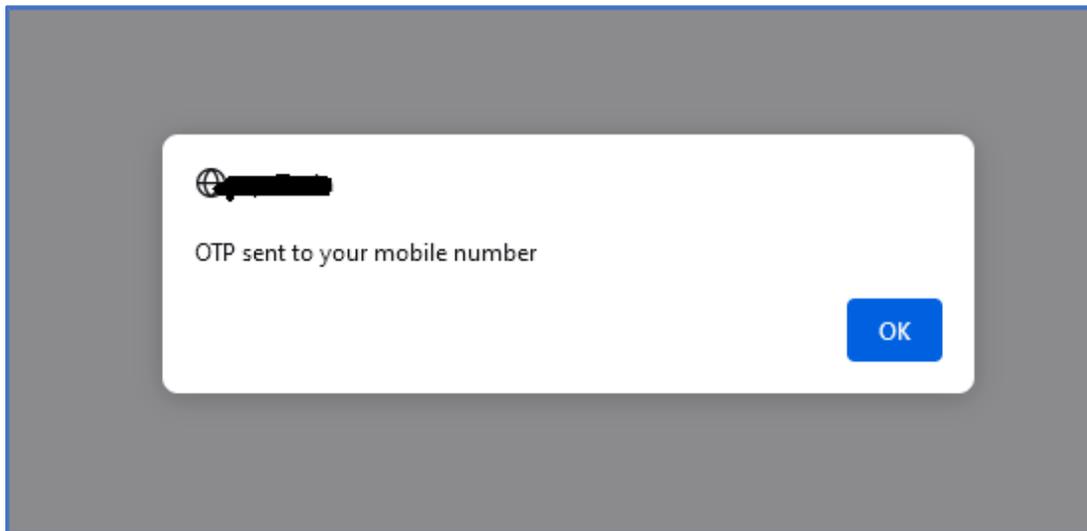
Click on the Set/Reset password link and you will be taken to the password creation page as shown in the image below.

The screenshot shows the password creation interface for the India Post Rule 3 Transfer Application. At the top left is the India Post logo with the text 'भारतीय डाक INDIA POST Ministry of Communications India Post'. At the top right is the title 'Rule 3 Transfer Application' and the State Emblem of India. Below the header is a dark blue navigation bar with a home icon. The main content area is titled 'Set/Reset your password' and contains the following elements:

- An 'Employee ID' field with the value '50080916'.
- An 'Enter Password' field with masked characters (dots).
- A 'Re-Enter Password' field with masked characters (dots).
- A dark blue 'SUBMIT' button.

In this screen the GDS has to enter their CSI Employee id and enter the password of his/her choice. Later they have to re enter the password for confirmation and then click on the submit button.

After clicking on the submit button, the portal will send an OTP to the registered mobile of the GDS which was updated by the respective division in the rule 3 portal.



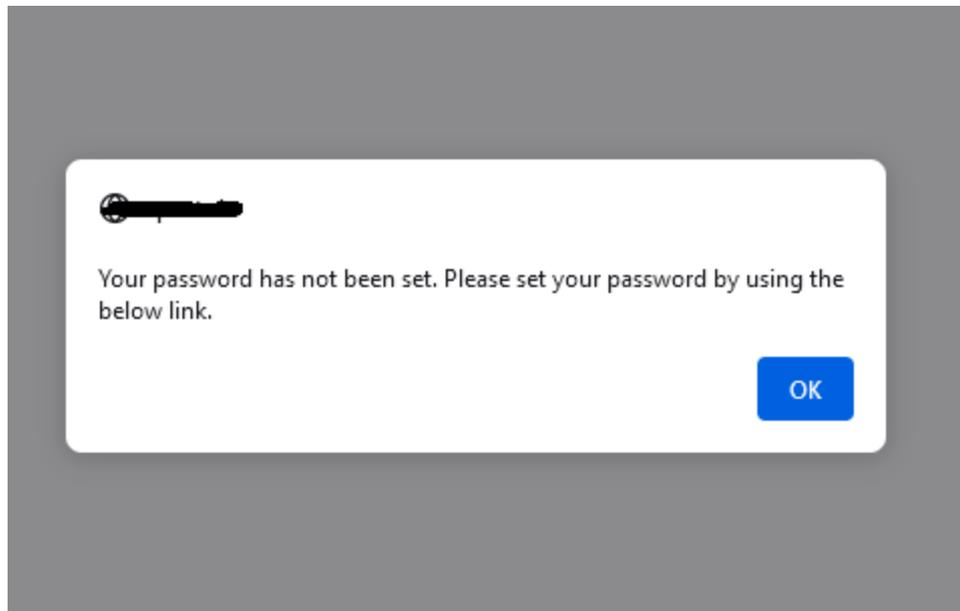
Click on OK and you will be taken to the below screen. Here the GDS have to enter the OTP which they receive on their mobile phone. Then click on SUBMIT OTP button.

A screenshot of the "Rule 3 Transfer Application" web portal. The header includes the India Post logo (with the text "भारतीय डाक INDIA POST Ministry of Communications India Post") on the left and the Government of India emblem on the right. The page title is "Rule 3 Transfer Application". Below the header is a dark blue navigation bar with a home icon. The main content area is titled "Set/Reset your password" and contains the following fields and buttons:

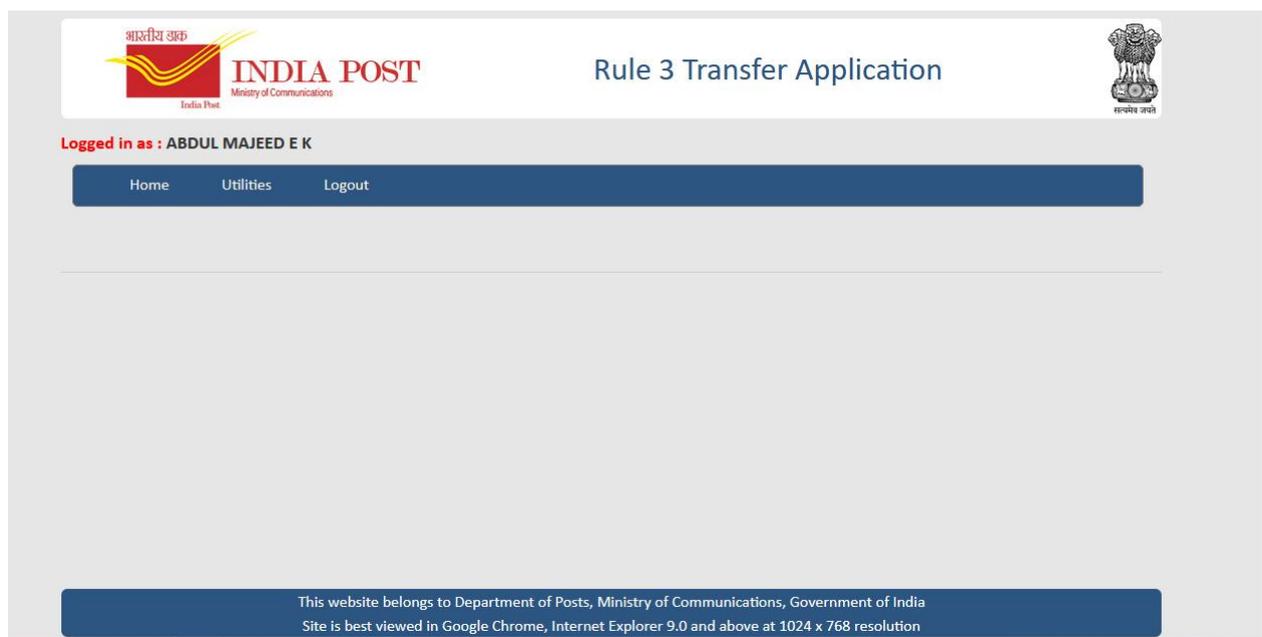
- Employee ID: 50080916
- Enter Password: [masked with dots]
- Re-Enter Password: [masked with dots]
- SUBMIT button
- OTP: [masked with dots]
- SUBMIT OTP button

After submitting the OTP, the password will be set and the GDS will be taken to the login screen again, where the GDS have to login with their CSI employee id and the newly created password.

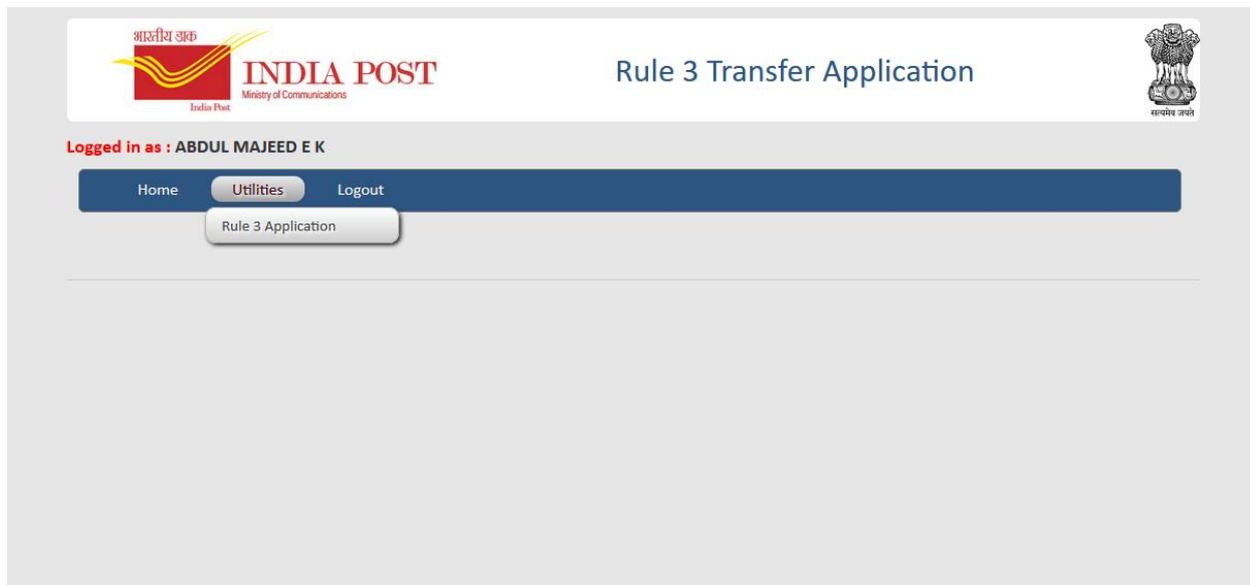
If the GDS tries to enter the portal without creating a password, the below error message will appear. It means that they have to first create their password and then try to login.



3. After logging into the portal, the below screen will appear for the GDS.



- In this home page screen, the GDS has to click on the **Utilities** button. From there, they should click on the Rule 3 Application button.



- By clicking on the Rule 3 Application the below screen will appear for the GDS

The screenshot shows the 'Rule 3 Application' form. At the top, it says 'Logged in as : ABDUL MAJEED E K'. Below is a navigation bar with 'Home', 'Utilities', and 'Logout'. The form is divided into two main sections: 'Employee Details' and 'Application Details'.

Employee Details

Employee ID	50165880	Employee Name	ABDUL MAJEED E K
Name of the Office working:	Adakkaputhur B.O - ABPM	Name of Account Office:	Cherpalcheri SO
Designation	BPM	Working Hours	Select
TRCA Level	Select	Aadhar Number	
Gender	Male	Mobile Number	9052186318
email		Date of Birth	19/09/1975
Date of Engagement	30/09/1995	Due Date of Discharge	30/09/2035
Employee Community	Select	Selected against Community	Select
PWD Status	Select	Compassionate Status	Select

Application Details

Applying Grounds	Select		
No of Times Rule 3 availed			
Last availed date			

Validate Details

The full details of the GDS will appear on the screen. In this screen some information concerned to the GDS is auto populated. The GDS has to enter the remaining fields without fail. Email id field is optional and can be entered if available, else can be left blank.

The following fields have to be entered by the GDS in Employee Details.

- a. Working Hours
- b. TRCA Level
- c. Aadhar Number
- d. Email id
- e. Employee Community
- f. Selected against Community
- g. PWD Status
- h. Compassionate Status

In Application Details the GDS has to enter the below fields.

- a. Applying Grounds
- b. No of Times Rule 3 availed
- c. Last availed date

After entering both the employee details and Application details, click on Validate.

After clicking on the validate button, the system will check whether all the required fields are entered by the GDS. If anything is missing, the system will show a corresponding error. If all the mandatory fields have been filled in, the below section will appear on the screen for the GDS to apply for the vacancies.



The screenshot shows a web form titled "Choose your preferences". It contains three rows of input fields. The first row is labeled "Circle:" and has a dropdown menu with "Select Circle" and a downward arrow. The second row is labeled "Division:" and has a dropdown menu with a downward arrow. The third row is labeled "Office:" and has a dropdown menu with a downward arrow. Below these fields is a button labeled "Add Preference".

Here the GDS can choose up to 10 posts according to their order of preference. The GDS has to first choose the circle, then division and then the office to

which they want to apply for the transfer. Then click on Add preference button.

Like this the GDS can apply for 10 options. Only the vacancies for which the GDS is eligible to apply for transfer will appear in the office list while applying. In some cases, the GDS may not be eligible for applying 10 posts, in that case the GDS may have to give less than 10 preferences.

After adding all the preferences, the GDS need to click on the submit button to complete the process.

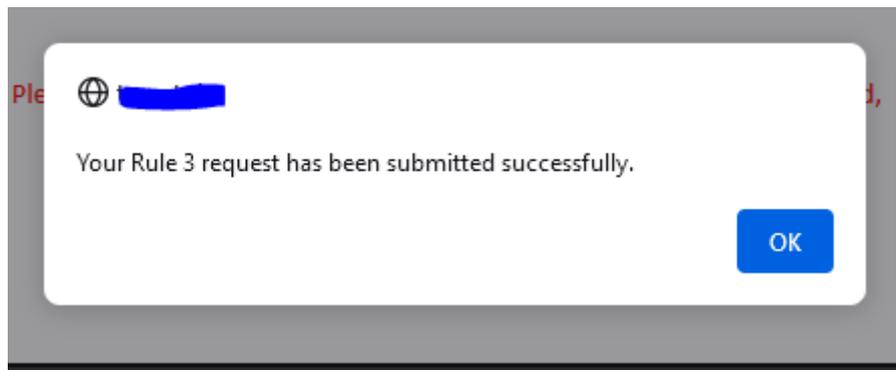
SI No	Preference Number	Circle	Division	Office	
1	1	Telangana Circle	Medak Division	Ramasagar B.O - BPM	Delete

After clicking on the submit button, the portal will prompt you with a confirmation dialog box. The GDS are advised to click the submit button only after they enter all the details correctly. After clicking the submit button, the portal will not allow for further modification.

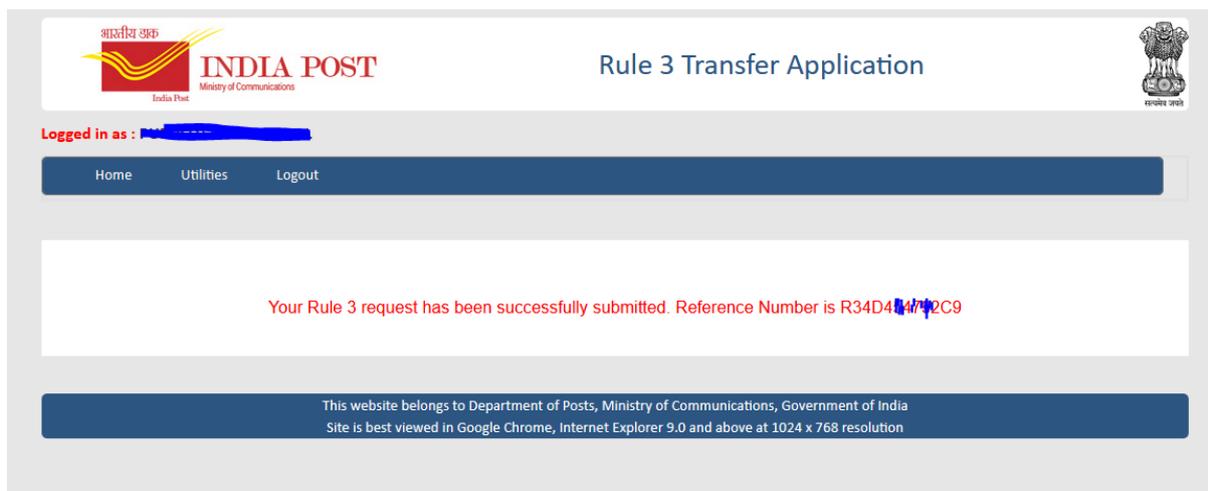
Please make sure that data entered is correct. Application once submitted, can not be modified

SI No	Preference Number	Circle	Division	Office	
1	1	Telangana Circle	Medak Division	Ramasagar B.O - BPM	Delete

After clicking the confirm button, the portal will prompt with a message that the Rule 3 application is successfully submitted.



The portal will then generate a reference number for the Rule 3 application of the GDS and will display it on the screen. The GDS may note it down for further references if any in the future.



In case of any issues the concerned division may send their queries CEPT Hyderabad via email cept.hyd@indiapost.gov.in.

FAQ on probable Errors:

- 1) **Employee ID not available.** This situation arises when the attempted employee is not a GDS or his/her ID details not available in the system. Then they need to get their employee details updated through their home division.

- 2) **Mobile Number not available:** Mobile number is not mapped to the employee ID in the system, this needs to get updated by the employee through their Division.
- 3) **User name Password In correct/Not set:** for the first time user the error message comes because the employee needs to set their password for applying. If forgot password the same can be retrieved to the registered mobile on request.
- 4) **Employee Details showing Duplicate:** In case of the employee details found duplicate this error arises. The employee needs to contact corresponding Division to resolve to remove additional rows for login.
- 5) **Division/Posts/Vacancies not available:** In case of the Divisions has not having any posts eligible vacancies for offering to Rule 3 that division / Posts will not be available.