भारतीय डाक विभाग
DEPARTMENT OF POSTS INDIA
मुख्य पोस्टमास्टर जनरल कार्यालय ,केरल परिमंडल ,तिरुवनंतपुरम033 695 –
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram-695033

'2304150– 0471 ई-मेल/e-mail: srco.kl@indiapost.gov.in

Most Immediate

सेवा में / To

All Applicant Service Associations/GDS Associations in Kerala Circle

No. SR/23-3/2026 dated at Thiruvananthapuram-33, the 13-11-2026

Sub: Furnishing of Employee ID for assignment of Circle Secretary role in the Online Membership Verification Portal – reg

Ref : Directorate letter No. 10/6/2026-SR-DoP dated 13.11.2026.

Madam/Sir,

Kindly find enclosed a copy of the Directorate letter No.10/6/2026-SR-DoP dated 13.11.2026 on the subject circulating the revised guidelines regarding assignment of roles and data migration in the Online Membership Verification Portal.

As mentioned in the Directorate letter, I am to request all applicant Service Associations and GDS Associations in Kerala Circle as listed in the Directorate letter dated 13.11.2026 to furnish the Employee ID of their respective Circle Secretaries to Circle Office at email ID: **srco.kl@indiapost.gov.in** by **19.11.2026** to enable assignment of the Circle Secretary role.

After assignment of role, the Circle Secretary concerned shall approach the DDO from whose office he/she draws salary for migration of his/her data to the Portal in accordance with the prescribed guidelines contained in the Directorate letter above. Role assignment must precede data migration.

All Associations are requested to accord priority to the matter and ensure timely submission of the requisite particulars.

Encl : As above.

Yours faithfully,

Digitally signed by
Geetanjali K
Date: 13-11-2026
17:07:19

(Geetanjali K)
AD (Mktg) & L/o AD (Staff & SR)

Copy to :

1. The Postmaster General, Central Region, Kochi - 682 020
2. The PMG Logistics, Kochi – 682 016
3. The Director of Postal Services, Northern Region, Kozhikode - 673 011
4. The Director of Postal Services, Southern Region, Tvm-695033
5. The Director of Accounts (Postal), Thiruvananthapuram – 695 001
6. The Superintendent, PSD Thrissur – 680 004
7. The Exe. Engineer, Postal Civil Division, Thiruvananthapuram - 695009
8. The Asst Engineer, PESD, Paruthippara, Thiruvananthapuram - 695015

1 to 8 – It is requested to adopt the same procedure in respect of Divisional Secretaries/Convenor to ensure timely role assignment and data migration in an efficient manner. All instructions in the revised guidelines may be adhered to.