



Operational Guide

Advanced Postal Technology (APT)

FOR

Rule 3 Transfer for GDS Employees



INDEX

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ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	GDS	Gramin Dak Sevak
2	DH	Divisional Head
3	APT	Advanced Postal Technology
4	OA	Office Assistant
5	DO	Divisional Office
6	ABPM	Assistant Branch Postmaster
7	BPM	Branch Postmaster



Operational Guide:

Operational Guide Version 1.0 Dated 30.10.2025

DISCLAIMER

The operational procedure provided in this Operational Guide is just an illustration for the user for using the APT software solution in an effective manner. If the reader has any doubt in the Department ruling and guidelines, he/she should refer to the respective manuals and volumes only. The APT Operational Guide should not be cited as Rulings.



1 Introduction

This Operational Guide provides detailed procedure for “**GDS Rule 3 Transfer**” module for a Candidate.

“**Rule-3**” refers to the Limited Transfer Facility (LTF) for GDS under the Department of Posts. This allows GDS employees to apply for transfers under certain conditions through <https://app.indiapost.gov.in/employeeportal>.

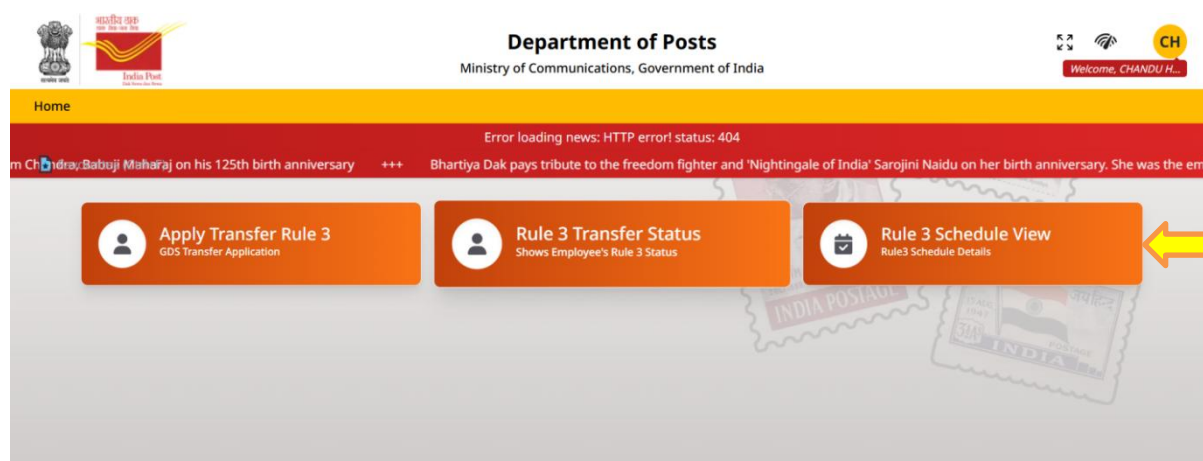
This module has been specifically designed to apply Rule 3 transfer and Verification from the Administration. **GDS employee Data available in this module is populated from PIS module and pay related information is captured from Payroll module.**

2 User Login

The user has to login through the web browser using URL <https://app.indiapost.gov.in/employeeportal>

Enter your login credentials (User name& Password) and click on “Sign In” User name will be **8 digit GDS employee ID** and password.

3 Rule 3 Transfer Schedule





Role required to access the **Employee Self-Service** is **TRF-TRS-CRU - Transfer Role Self Service** provided for all **Office types** in **Role Management**. This role is already **assigned to all officials**.

Upon releasing of notification by the Directorate, the **Self-Service transfer cards** will be available at **Employee Self Service - Employee Transfer - Rule 3 Schedule view** under GDS employee login. Click on “**Rule 3 Schedule view**”.

Current Cycle: 8

Notification Number: uihgjfdgh Notification Date: NA

Cycle Status: Live Month: September Year: 2025

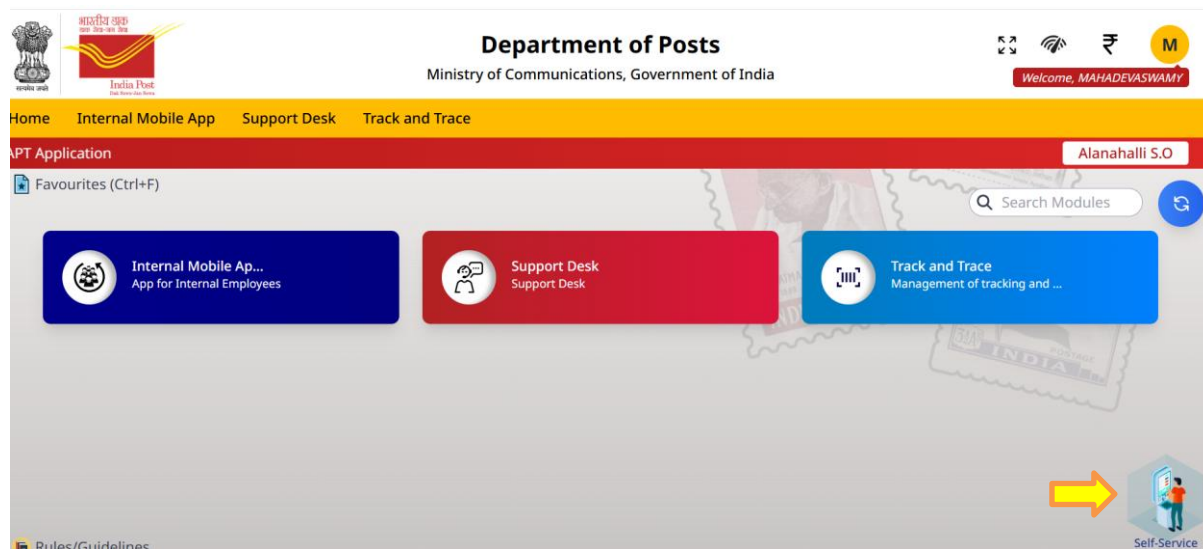
Search... Download CSV Download Excel

Activity	Start Date & Time	End Date & Time
Vacancy updation by Divisions/Units	21-10-2025 00:00	27-10-2025 23:59
Vacancy approval by Circles	28-10-2025 00:00	30-10-2025 23:59
Submission of applications by the GDS applicants seeking transfer	23-10-2025 21:30	02-11-2025 15:50
One time modification in applications already submitted by candidate (limited to change of option/preference)	24-10-2025 09:50	30-10-2025 09:55
Verification of online applications by the Divisions	17-10-2025 00:00	21-10-2025 23:59
Processing of Applications	24-10-2025 11:30	24-11-2025 23:59
Result Publishing Date	20-11-2025 00:00	-
Submission of cancellation request (if any)	27-10-2025 13:01	27-11-2025 15:00
Start Date for relieving the GDS to join in the new post	03-12-2025 00:00	-
Deemed Relieve	15-12-2025 00:00	-

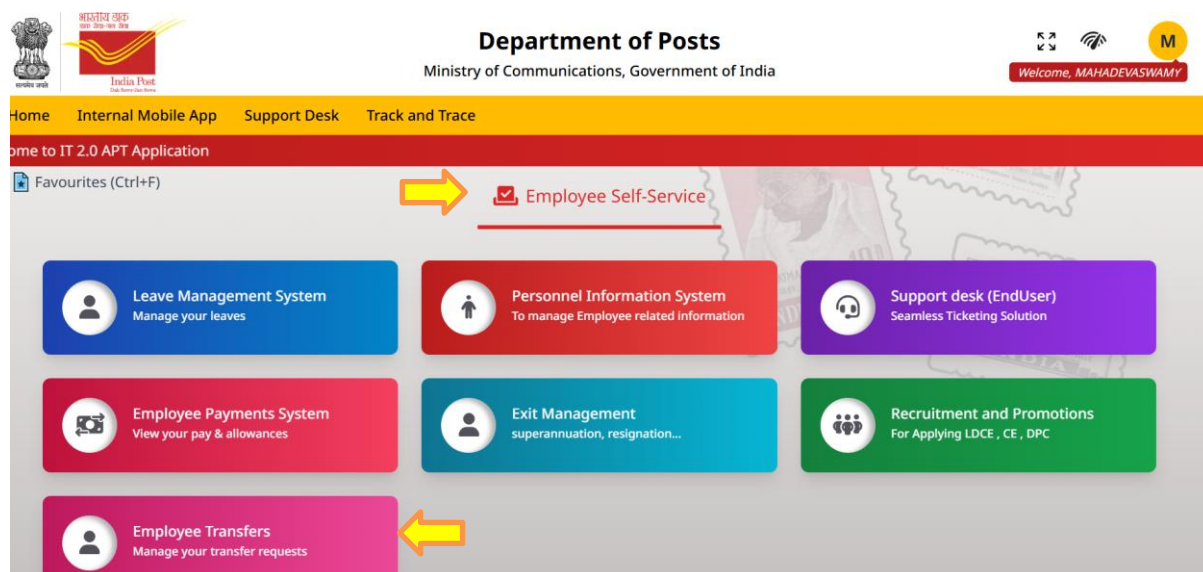
Upon clicking on “**Rule 3 Schedule view**”, it will navigate to “**Rule 3 Transfer Schedule Details**” page. This page has details of **Current Cycle** like **Notification Number** and **Notification Date** and also has details of entire Activity of the Rule 3 process with prescribed time period mentioned against each activity.



4 Submission of Applications by the GDS Candidate



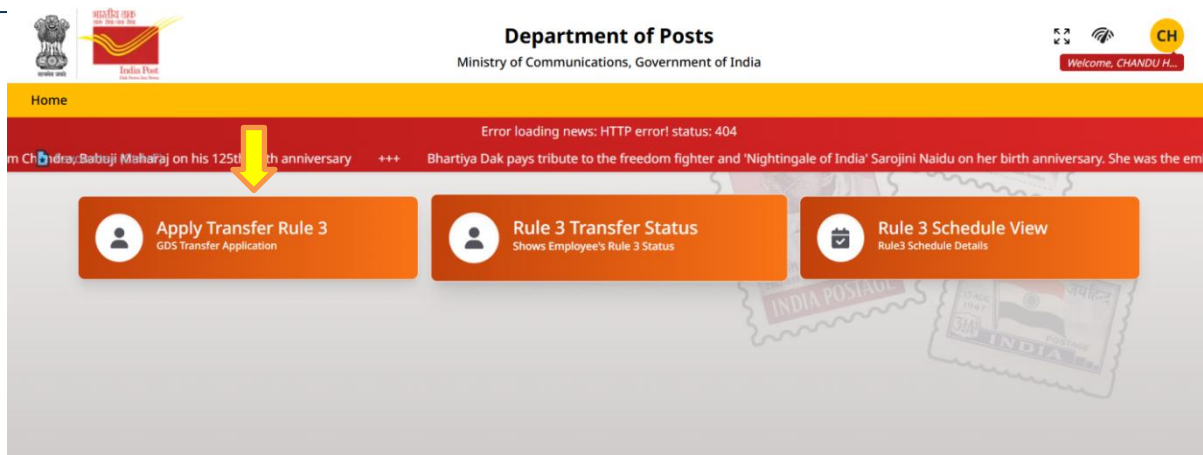
Click on the **“Self-Service”** icon under Home page.



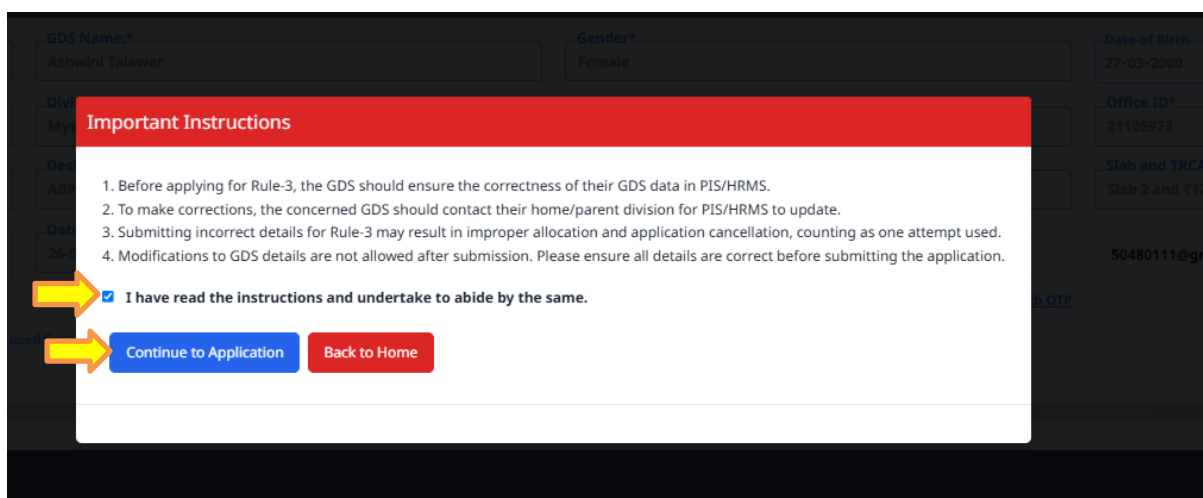
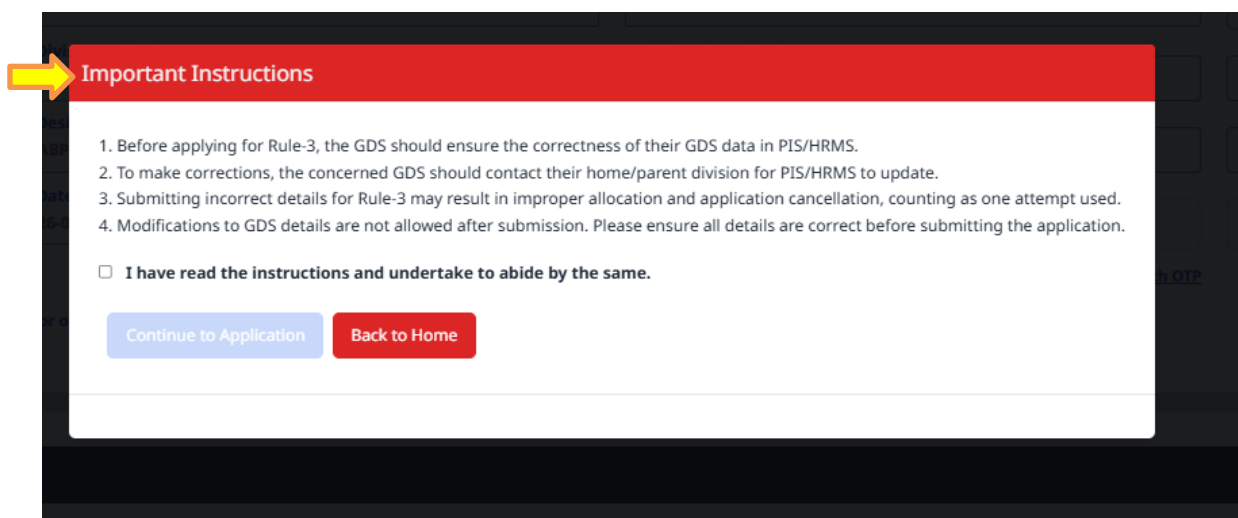
Upon clicking **“Self-Service”** icon under Home page, it is redirected to **“Employee Self Service”** page. Click on **“Employee Transfers”** sub card.



Operational Guide - Rule 3 Transfers for Employee



Upon clicking “**Employee Transfers**” sub card, it will navigate to transfers home page. Click on “**Apply Transfer Rule 3**”.





Upon clicking “**Apply Transfer Rule 3**”, a “**Important Instructions**” dialogue box will be displayed. Go through the instructions thoroughly and mark a tick (✓) on the Checkbox confirming that instructions are read and undertaken to abide by the instructions mentioned, click on “**Continue to Application**” button.

Apply for Transfer under Rule 3

GDS Details

GDS ID* 50644638	GDS Name* RAKSHITHA	Gender* Female	Date of Birth 07-10-2005
Circle Office* Karnataka Circle	Division Office* Mysuru Division	Office of working* Dargali B.O	Office ID* 21105986
GDS Post ID* 30643186	Designation* ABPM	Level and Working Hours* Level 2 and hours 5	Slab and TRCA* Slab 2 and ₹12000
Date of Engagement 02-09-2024	Date of Discharge* 06-10-2070	8296066143	50644638@YAHOO.CO.IN

Please double-check your mobile number and email address, as they will be used for official communication.

[Verify Mobile with OTP](#) [Verify Email with OTP](#)

Upon clicking “**Continue to Application**” button, it will redirect to “**Apply for Transfer under Rule 3**” page. Under “**GDS Details**” Check the correctness of all the mandatory fields with asterisk (*) also the optional fields as the data is being auto-populated from PIS and Payroll modules as these are non-editable fields and cannot be corrected.

If any Data is incorrect in above fields, GDS candidate should not proceed for submitting the application. GDS candidate has to contact his/her Divisional Office and get the data corrected in HRMS/PIS Module. Once the data is updated by the Divisional Office, then the GDS candidate can once again login and check whether the details are updated. If updated, GDS candidate should proceed for submitting the application, after ensuring all the details are correct.

Further, verify both “**Mobile number**” and “**Email**” by clicking on “**Verify Mobile with OTP**” and “**Verify Email with OTP**”.



Operational Guide - Rule 3 Transfers for Employee



GDS Details			
GDS ID:* 50514476	GDS Name:* THANUJA	Gender* Female	Date of Birth 25-12-2001
Circle Office* Karnataka Circle	Division Office* Mysuru Division	Office of working* Hanagodu S.O	Office ID* 21661252
GDS Post ID* 30002546	Designation* Dak Sevak	Level and Working Hours* Level 2 and hours 5	Slab and TRCA* Slab 2 and ₹12000
Date of Engagement 16-07-2021	Date of Discharge* 24-12-2066	914009167	50514476@gmail.com

[Verify Mobile with OTP](#)

[Verify Email with OTP](#)

Please double-check your mobile number and email address, as they will be used for official communication.



Mobile number must be a valid 10-digit number starting with 6-9.

Note: If a Valid Mobile number is not entered by a GDS candidate, above error “Mobile number must be a valid 10-digit number starting with 6-9” will be displayed.

GDS Details			
GDS ID:* 50514476	GDS Name:* THANUJA	Gender* Female	Date of Birth 25-12-2001
Circle Office* Karnataka Circle	Division Office* Mysuru Division	Office of working* Hanagodu S.O	Office ID* 21661252
GDS Post ID* 30002546	Designation* Dak Sevak	Level and Working Hours* Level 2 and hours 5	Slab and TRCA* Slab 2 and ₹12000
Date of Engagement 16-07-2021	Date of Discharge* 24-12-2066	9140091671	50514476@gmail.com
		660320	Verify
		Resend OTP	Edit Mobile?
			Verify Email with OTP

Please double-check your mobile number and email address, as they will be used for official communication.

Invalid otp

Note: If wrong OTP is entered, the above error “Invalid OTP” will be displayed.



Favourites (Ctrl+F)
Home > Transfers > Rule 3

Apply for Transfer under Rule 3

GDS Details

GDS ID*	GDS Name*	Gender*	Date of Birth
50480111	Ashwini Talawar	Female	27-03-2000
Circle Office*	Division Office*	Office of working*	Office ID*
Karnataka Circle	Mysuru Division	Chamundi Betta B.O	21105973
GDS Post ID*	Designation*	Level and Working Hours*	Slab and TRCA*
30002625	ABPM	Level 2 and hours 5	Slab 2 and ₹12000
Date of Engagement	Date of Discharge*	8660866921	appudreams12@gmail.com
11-02-2020	26-03-2065	✓ Verified	✓ Verified

Please double-check your mobile number and email address, as they will be used for official communication.

Upon verification of both “**Mobile number**” and “**Email**”, Mobile number and Email details will be freeze and status will be changed as “**✓ Verified**”

Note: Kindly double-check your mobile number and email address as they will be used for Official communication.

Other Details

Eng and Math in 10th?*	Aadhaar Number*	Applying Grounds*	No. of times Rule 3 Aailed*
Choose an option		Choose an option	Choose an option

Under “**Other Details**”, fill all the mandatory fields with asterisk (*) mark selecting from the dropdown or by filling as explained under:

- **Studied Eng and Math in 10th:** Select “**Yes or No**” from dropdown if the Candidate has studied English and Mathematics as one of the subjects in Class 10th. The “**Yes or No**” option will be default “**Yes**” for BPM Cadre and it is a non-editable field.
- **Aadhar Number:** Enter the Aadhar number of the Candidate.
- **Applying Grounds:** Select relevant options available from the dropdown like **MUTUAL, PwBD, SPOUSE, GENERAL**. For **Spouse** and **PwBD** cases, one more



field appears **“Upload Certificate”** where Candidate has to upload relevant Certificate as a PDF file of allowed size in between 20KB and 200KB.

The screenshot shows the 'Other Details' section of the application form. Fields include 'Studied Eng and Math in 10th?' (Yes), 'Aadhaar Number' (566666661582), 'Applying Grounds' (SPOUSE), and 'No. of times Rule 3 Availed' (0). An 'Upload Certificate' section shows 'Choose File' and 'No file chosen'. A red error message box with a yellow arrow pointing to it says: 'Please upload the spouse certificate'. Below the error message, it states: 'Only PDF files between 20KB and 200KB are allowed.'

For SPOUSE case, select **“SPOUSE”** as **“Applying Grounds”** and relevant document has to be uploaded in support of the selected Grounds. If no document is uploaded, then above error **“Please upload the spouse certificate”** will be displayed.

The screenshot shows the 'Other Details' section with 'Applying Grounds' set to 'PwBD'. The 'PwBD Status' dropdown menu is open, showing options: 'Low Vision (LV)', 'D(Deaf), HH(Hard of Hearing)', 'One Arm (OA), One Leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim', and 'Multiple Disabilities (A to D except Deaf-Blindness)'. A yellow arrow points to the 'PwBD Status' dropdown.

For PwBD case, **“PWD Status”** has to be selected from the drop down.

The screenshot shows the 'Other Details' section with 'Applying Grounds' set to 'PwBD' and 'PwBD Status' set to 'D(Deaf), HH(Hard of Hearing)'. The 'Upload Certificate' section shows a file named '108962118 (1).pdf' selected. A yellow arrow points to the 'Preview Certificate' button.

Preview of the uploaded Certificate option is also available to cross check the document uploaded is correct or not.



Other Details

Studied Eng and Math in 10th?*

Aadhaar Number*

Applying Grounds*

No. of times Rule 3 Aailed*

Yes

766554697423

MUTUAL

0

Counter Part Details

Counter GDS ID*

Counter GDS Name*

Level - Slab - Amount*

Division*

00522965

SHOBHA M

L2 - S3 - 18980

Mysuru Division

Counter Part Office*

Counter Part Designation*

Naganahalli B.O

BPM

clear

Preview Application

For “Mutual” cases, under “Counter Part Details”, “Counter GDS ID” needs to be entered which auto populates the remaining fields like “Counter GDS Name”, “Level-Slab-Amount”, “Division”, “Counter Part Office”, “Counter Part Designation”. If the TRCA Slab of both the Candidates are same and Counterpart GDS has completed at least 1 year of service in the Department, then the application will be allowed to proceed further.

Counter Part is not eligible

GDS (You)

GDS ID: 50514476
GDS Name: THANUJA
Date of Engagement: 16/07/2021
Level-Slab-TRCA: L2 - S2 -12000
Cadre: Daksevak
Selected Community: SC
Recruitment Mode: DR
Division Name: Mysuru Division
Circle Name: Karnataka Circle

Counterpart GDS

GDS ID: 50000165
GDS Name: MAHESWARI R
Date of Engagement: 10/08/2001
Level-Slab-TRCA: L2 - S3 -14500
Cadre: BPM
Selected Community: OBC
Recruitment Mode: DR
Division Name: Mysuru Division
Circle Name: Karnataka Circle

Counterpart GDS slab is different

Close



Operational Guide - Rule 3 Transfers for Employee



In Mutual Case if the **Level-Slab-TRCA** of the Counterpart GDS is different, above error “**Counterpart GDS slab is different**” will be displayed as soon as “**Counter GDS ID**” is entered under the “**Counter Part Details**” section.

Counter Part is not eligible

GDS (You)

GDS ID: 50514476

GDS Name: THANUJA

Date of Engagement: 16/07/2021

Level-Slab-TRCA: L2 - S2 -12000

Cadre: Daksevak

Selected Community: SC

Recruitment Mode: DR

Division Name: Mysuru Division

Circle Name: Karnataka Circle

Counterpart GDS

GDS ID: 50693263

GDS Name: Sangeeta Arjun Kalliguddi

Date of Engagement: 05/04/2025

Level-Slab-TRCA: L2 - S2 -12000

Cadre: Daksevak

Selected Community: EWS

Recruitment Mode: DR

Division Name: Mysuru Division

Circle Name: Karnataka Circle

Mutual employee must have completed at least 1 year of service in the department.

Close

In **Mutual** Case if the **Counterpart GDS** has not completed One year of Service in the Department, above error “**Mutual employee must have completed at least 1 year of service in the department**” will be displayed.

Other Details

Studied Eng and Math in 10th?*

Aadhaar Number*

Applying Grounds*

No. of times Rule 3 Availed*

No

5555555555

MUTUAL

0

Counter Part Details

Counter GDS ID*

Counter GDS Name*

Level - Slab - Amount*

Division*

50000139

KUMARA NAIKA

L2 - S2 - 15710

Mysuru Division

Counter Part Office*

Counter Part Designation*

Hareenahalli B.O

ABPM

Minimum Engagement of 1 year is required to apply for Rule-3 Transfer



In **Mutual** case, if the **GDS candidate** has not completed minimum **One** year of service in the Department the above error “**Minimum Engagement of 1 year is required to apply for Rule 3 Transfer**” will be displayed.

Note: The condition for transfer under “mutual exchange facility” will be **One (01)** year of continuous engagement period. The online request for mutual transfer may be submitted, as and when the schedule of GDS online transfer cycle is issued from time to time.

- No. of times Rule 3 availed:**

Select ‘**0**’ from the dropdown: if the Candidate is applying for Rule 3 transfer for the First time.

Select ‘**1**’ from the dropdown: if Candidate has already availed once.

Select ‘**2**’ from dropdown if Candidate has already availed twice particularly in case of a **Female** candidate.

Note: Male employees are allowed a maximum of 2 chances and for a female employees 3 chances are allowed. However, there will be a “cooling off” period of one year of continuous engagement between two successive transfers if the last availed transfer is not cancelled.

Other Details

Eng and Math in 10th?*	Aadhaar Number*	Applying Grounds*	No. of times Rule 3 Availed*
Yes	123443211234	GENERAL	1
Is Last Rule 3 Cancelled?*	Last Availed Date*		
No	dd-mm-yyyy		

Further if ‘**1**’ is selected from the “**No. of times Rule 3 Availed**” dropdown, one more field will be displayed “**Is Last Rule 3 Cancelled**”. If ‘**Yes**’ is selected no further fields will be visible. If ‘**No**’ is selected, then one more field will be visible “**Last Availed Date**” needs to be entered.



Operational Guide - Rule 3 Transfers for Employee



Other Details

Studied Eng and Math in 10th?*

Yes

Aadhaar Number*

666666666666

Compassionate Relaxation*

Yes

Full Filling criteria date*

08-10-2025

Applying Grounds*

Choose an option

No. of times Rule 3 Availed*

1

Is Last Rule 3 Cancelled?*

No

Last Availed Date*

dd-mm-yyyy

! Last Rule3 availed date must be at least one year prior to today's date.

If “**Last Availed Date**” is less than one year to today’s date, then above error “**Last Rule3 availed date must be at least one year prior to today’s date**” will be displayed.

Other Details

Studied Eng and Math in 10th?*

No

Aadhaar Number*

666666666666

Compassionate Relaxation*

No

Applying Grounds*

GENERAL

No. of times Rule 3 Availed*

Choose an option

! Only 3 chances are allowed for Female candidates (0, 1, and 2).

In case of a Female GDS candidate, “**No. of times Rule 3 Availed**” should not exceed Three chances, if it exceeds three chances above error “**Only 3 chances are allowed for Female candidates (0, 1 and 2)**” will be displayed.

Other Details

Studied Eng and Math in 10th?*

Yes

Aadhaar Number*

666666666666

Compassionate Relaxation*

No

Applying Grounds*

GENERAL

No. of times Rule 3 Availed*

Choose an option

This field is required.

! Only 2 chances are allowed for Male candidates (0 and 1).

In case of a Male GDS candidate, “**No. of times Rule 3 Availed**” should not exceed Two chances, if it exceeds two chances above error “**Only 2 chances are allowed for Male candidates (0 and 1)**” will be displayed.



Operational Guide - Rule 3 Transfers for Employee



Favourites (Ctrl+F)
Home > Transfers > Rule 3

Apply for Transfer under Rule 3

GDS Details

GDS ID*	GDS Name*	Gender*	Date of Birth*
16380418	KIRAN	Male	13-03-2005
Circle Office*	Division Office*	Office of working*	Account Office Name*
Karnataka Circle	Mysuru Division	Mysuru Fort S.O	Mysuru Fort S.O
GDS Post ID*	Designation*	Level and Working Hours*	Slab and TRCA*
30002677	Dak Sevak	Level 2 and hours 5	Slab 2 and ₹12000
Date of Engagement*	Date of Discharge*	8660866921	appdreams12@gmail.com
14-07-2025	12/03/2020	✓ Verified	✓ Verified

Please double-check your mobile number and email address, as they will be used for official communication.

Other Details

Eng and Math in 10th*	Aadhaar Number*	Compassionate Relaxation*	Applying Grounds*
Choose an option		Choose an option	Choose an option
No. of times Rule 3 Availed*			
Choose an option			

For GDS with designation as Dak Sevak whose Date of Engagement is on or after 09.02.2022, “**Compassionate Relaxation**” field will be visible to mark as “**Yes or No**”.

Note: The candidates who are selected under “**Compassionate Relaxation**” need to provide the fulfilling criteria date which will be considered on par with date of joining for checking the minimum service required.

Other Details

Studied Eng and Math in 10th?*	Aadhaar Number*	Compassionate Relaxation*	Full Filling criteria date*
Yes	666666666666	Yes	dd-mm-yyyy
Applying Grounds*	No. of times Rule 3 Availed*		
Choose an option	Choose an option		

If a GDS Candidate select “**Compassionate Relaxation**” as “**Yes**”, then “**Full Filling criteria date**” has to be entered.

Preferences

Select Circle*	Select Region*	Select Division*
Tamilnadu Circle	Southern Region, Madurai	Madurai Division

List of Available Offices/Units

Office name Designation Slab Slab Amount	
Boothagudi BO BPM S2 12000	<input checked="" type="checkbox"/>
Chittampatti BO ABPM S2 12000	<input type="checkbox"/>
Kachirairuppu BO ABPM S2 12000	<input checked="" type="checkbox"/>
Kilaljur BO ABPM S2 12000	<input type="checkbox"/>
Kudakoli BO ABPM S2 12000	<input type="checkbox"/>

Selected Preference for Offices/Units

1. Boothagudi BO BPM S2 12000	2. Kachirairuppu BO ABPM S2 12000
-------------------------------	-----------------------------------

clear Preview Application



Under “**Preferences**”, **Circle**, **Region** and **Division** preferences can be selected using the dropdown.

List of Eligible Vacant Posts (as per the Designation, Level, Slab and Gender) under the Division selected will be displayed. Candidate can mark a tick (✓) on the Checkbox against any or all the Eligible Vacant Posts as per his/her choice. The order of selection will be the order of preference which will be displayed on the right-side box. To select a different Division, uncheck all the selected preferences. Once preferences selection is completed, click on “**Preview Application**”.

The screenshot displays a web interface for selecting preferences. At the top, there are three dropdown menus: "Select Circle*" (Tamilnadu Circle), "Select Region*" (Southern Region, Madurai), and "Select Division*" (Madurai Division). Below these, there are two main panels. The left panel, titled "List of Available Offices/Units", contains a table with columns for Office name, Designation, Slab, and Slab Amount. It lists five offices: Chittampatti BO, Kachirairuppu BO, Kilaiyur BO, Kudakoil BO, and Kuraiyur BO, all with Designation ABPM and Slab S2 | 12000. Each row has a checkbox on the right. The right panel, titled "Selected Preference for Offices/Units", shows a list of two selected preferences: "1. Chittampatti BO ABPM S2 12000" and "2. Kachirairuppu BO ABPM S2 12000". A red error message box is visible at the bottom right, stating: "A minimum gap of two year between the date of engagement and the application end date is mandatory."



In case of **General** Category, a minimum gap of two years between the date of engagement and the application end date is mandatory else above error will be displayed while Preview of application.

Note: The minimum engagement condition for transfer of GDS under LTF is revised from “one year” to “two years of continuous engagement”. It implies that a GDS should have completed minimum continuous engagement of a period of Two (02)




years from the date of regular engagement as GDS on the last date fixed for submission of Online application in a particular cycle will be eligible to seek transfer under the LTF.

However, this condition of two years of continuous engagement is relaxed till 31.12.2025 for the GDS engaged prior to 01.07.2024. Such GDS may be considered for transfer if they have one year of continuous engagement. After 31.12.2025, all the GDS would require to meet the condition of a continuous engagement of Two (02) years as mentioned above.



 Preview Application 


GDS Rule 3 Application



GDS IDS: 50000159	NAME: MAHADEVASWAMY
CIRCLE: KARNATAKA CIRCLE	DIVISION: MYSURU DIVISION
OFFICE: ALANAHALLI S.O	DESIGNATION: DAKSEVAK
WORKING HOURS: 5	TRCA LEVEL: LEVEL 2
SLAB: SLAB 2	AADHAR NUMBER: 123456789311
GENDER: MALE	MOBILE NUMBER: 7892261829
EMAIL: 50000159@GMAIL.COM	DATE OF BIRTH: 20-07-1970
DATE OF ENGAGEMENT : 30-09-2002	DATE OF DISCHARGE: 31-07-2030
PWD STATUS: NOT APPLICABLE	COMPASSIONATE STATUS: NO
NO. OF TIMES RULE 3 AVAILED: 0	LAST AVAILED DATE: NOT AVAILABLE
APPLYING GROUNDS: GENERAL	10TH PASSED WITH ENGLISH & MATHEMATICS: YES

Preference No.	Circle Office	Division Office	Applied Office	Post Designation
1	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM
2	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM



 Please verify Mobile Number



GDS Rule 3 Application



GDS ID: 50565636
CIRCLE: KARNATAKA CIRCLE
OFFICE: MIRLE S.O
WORKING HOURS: 5
SLAB: SLAB 2
GENDER: MALE
EMAIL: RITESH5667@ZOHOMAIL.IN
DATE OF ENGAGEMENT : 26-12-2022
PWD STATUS: NOT APPLICABLE
NO. OF TIMES RULE 3 AVAILED: 0
APPLYING GROUNDS: MUTUAL

NAME: BHARAT KADI
DIVISION: MYSURU DIVISION
DESIGNATION: DAKSEVAK
TRCA LEVEL: LEVEL 2
AADHAR NUMBER: 382766543567
MOBILE NUMBER: 9140091671
DATE OF BIRTH: 11-11-1999
DATE OF DISCHARGE: 10-11-2064
COMPASSIONATE STATUS: NO
LAST AVAILED DATE: NOT AVAILABLE
10TH PASSED WITH ENGLISH & MATHEMATICS: NO



Preference No.	Circle Office	Division Office	Applied Office	Post Designation
1	Karnataka Circle	Mysuru Division	Matakere B.O (21106090)	ABPM

delines

Upon clicking “**Preview Application**” button, it will navigate to the next page and show the preview of all the details of Application. Candidate has to double check all the details in the preview option and if any wrong details updated, then he/she can go back and correct the details and repeat the process. If all the details are correct then only Click on “**Please verify Mobile Number**”, OTP will be sent to the registered Mobile Number.



Operational Guide - Rule 3 Transfers for Employee



GDS Rule 3 Application



GDS IDS: 50000159
CIRCLE: KARNATAKA CIRCLE
OFFICE: ALANAHALLI S.O
WORKING HOURS: 5
SLAB: SLAB 2
GENDER: MALE
EMAIL: 50000159@GMAIL.COM
DATE OF ENGAGEMENT : 30-09-2002
PWD STATUS: NOT APPLICABLE
NO. OF TIMES RULE 3 AVAILED: 0
APPLYING GROUNDS: GENERAL

NAME: MAHADEVASWAMY
DIVISION: MYSURU DIVISION
DESIGNATION: DAKSEVAK
TRCA LEVEL: LEVEL 2
AADHAR NUMBER: 123456789311
MOBILE NUMBER: 7892261829
DATE OF BIRTH: 20-07-1970
DATE OF DISCHARGE: 31-07-2030
COMPASSIONATE STATUS: NO
LAST AVAILED DATE: NOT AVAILABLE
10TH PASSED WITH ENGLISH & MATHEMATICS: YES

Preference No.	Circle Office	Division Office	Applied Office	Post Designation
1	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM
2	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM



OTP expires in 33s

After entering the OTP, click on **“Verify OTP and Submit”**. Once the application is submitted GDS candidate will receive a confirmation message and e-mail to the Registered ID's.



Operational Guide - Rule 3 Transfers for Employee



Rule 3 Transfer Application for GDS Id: 50505891 Submitted - Request ID: R35134A446F59

Withdraw Application

Print Application

Change Preferences

PREFERENCE NO.	CIRCLE OFFICE	DIVISION OFFICE	APPLIED OFFICE	POST DESIGNATION
1	Tamilnadu Circle	Madurai Division	Puthuthamaraipatti BO (29105126)	ABPM
2	Tamilnadu Circle	Madurai Division	Boothagudi BO (29105000)	BPM
3	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM
4	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM
5	Tamilnadu Circle	Madurai Division	Kilaiyur BO (29105043)	ABPM
6	Tamilnadu Circle	Madurai Division	Kudakoil BO (29105062)	ABPM
7	Tamilnadu Circle	Madurai Division	Kuraiyur BO (29105067)	ABPM
8	Tamilnadu Circle	Madurai Division	Melauppiligundu BO (29105087)	BPM
9	Tamilnadu Circle	Madurai Division	MPuliyankulam BO (29105090)	ABPM
10	Tamilnadu Circle	Madurai Division	Pandiarajapuram BO (29105110)	ABPM

Once the application is submitted, “**Apply Transfer Rule 3**” sub card will display “Request ID “, “Opted Preferences” and following three options:

1. “**Withdraw Application**”: “**Withdraw Application**” button will be enabled after **Application Submission** till the Division Verification End Date.

Note: The candidate can withdraw the application any time before Verification end date. Once the application submission window is over, the candidate cannot request again in the current cycle.



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Rule 3 Transfer Application for GDS Id: 50505891 Submitted - Request ID: R3955E64CC2A8



Withdraw Application

Print Application

Change Preferences

PREFERENCE NO.	CIRCLE OFFICE	DIVISION OFFICE	APPLIED OFFICE	POST DESIGNATION
1	Tamilnadu Circle	Madurai Division	Boothagudi BO (29105000)	BPM
2	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM
3	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM
4	Tamilnadu Circle	Madurai Division	Kilaiyur BO (29105043)	ABPM
5	Tamilnadu Circle	Madurai Division	Kudakoil BO (29105062)	ABPM
6	Tamilnadu Circle	Madurai Division	Kuraiyur BO (29105067)	ABPM
7	Tamilnadu Circle	Madurai Division	Melauppiligundu BO (29105087)	BPM
8	Tamilnadu Circle	Madurai Division	MPuliyankulam BO (29105090)	ABPM
9	Tamilnadu Circle	Madurai Division	Pandiarajapuram BO (29105110)	ABPM
10	Tamilnadu Circle	Madurai Division	Puthuthamaraipatti BO (29105126)	ABPM

Note: “Withdraw Application” button will be disabled after the Division Verification End Date.

2. **“Change Preference”**: Candidate can change order of the preferences which are already submitted when the Modification window is enabled for the stipulated time mentioned in the “Schedule”,
3. **“Print Application”**: **Print/Save** option is available after application submission upto the end of the Cycle.



5 Modification of submitted applications.

Rule 3 Transfer Application for GDS Id: 50505891 Submitted - Request ID: R394F118936AE

[Withdraw Application](#) [Print Application](#) [Change Preferences](#)

PREFERENCE NO.	CIRCLE OFFICE	DIVISION OFFICE	APPLIED OFFICE	POST DESIGNATION
1	Tamilnadu Circle	Madurai Division	Boothagudi BO (29105000)	BPM
2	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM
3	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM
4	Tamilnadu Circle	Madurai Division	Kilaiyur BO (29105043)	ABPM
5	Tamilnadu Circle	Madurai Division	Kudakoil BO (29105062)	ABPM
6	Tamilnadu Circle	Madurai Division	Kuraiyur BO (29105067)	ABPM
7	Tamilnadu Circle	Madurai Division	Melauppiligundu BO (29105087)	BPM
8	Tamilnadu Circle	Madurai Division	MPuliyankulam BO (29105090)	ABPM
9	Tamilnadu Circle	Madurai Division	Pandiarajapuram BO (29105110)	ABPM
10	Tamilnadu Circle	Madurai Division	Puthuthamaraipatti BO (29105126)	ABPM

“Change Preferences” button will be enabled only when **Modification Window** is open for GDS candidates as per the **Schedule for a prescribed period**.

Rule 3 Transfer Application for GDS Id: 50505891 Submitted - Request ID: R394F118936AE

[Withdraw Application](#) [Print Application](#) [Change Preferences](#)

PREFERENCE NO.	CIRCLE OFFICE	DIVISION OFFICE	APPLIED OFFICE	POST DESIGNATION	NEW PREFERENCE 11
1	Tamilnadu Circle	Madurai Division	Boothagudi BO (29105000)	BPM	
2	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM	
3	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM	
4	Tamilnadu Circle	Madurai Division	Kilaiyur BO (29105043)	ABPM	
5	Tamilnadu Circle	Madurai Division	Kudakoil BO (29105062)	ABPM	
6	Tamilnadu Circle	Madurai Division	Kuraiyur BO (29105067)	ABPM	
7	Tamilnadu Circle	Madurai Division	Melauppiligundu BO (29105087)	BPM	
8	Tamilnadu Circle	Madurai Division	MPuliyankulam BO (29105090)	ABPM	
9	Tamilnadu Circle	Madurai Division	Pandiarajapuram BO (29105110)	ABPM	
10	Tamilnadu Circle	Madurai Division	Puthuthamaraipatti BO (29105126)	ABPM	

[Submit New Preferences](#) [Cancel](#)

GDS candidates can fill his/her new choice of preference during this period.



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Rule 3 Transfer Application for GDS Id: 50505891 Submitted - Request ID: R368643A6CF34

Withdraw Application

Print Application

Change Preferences

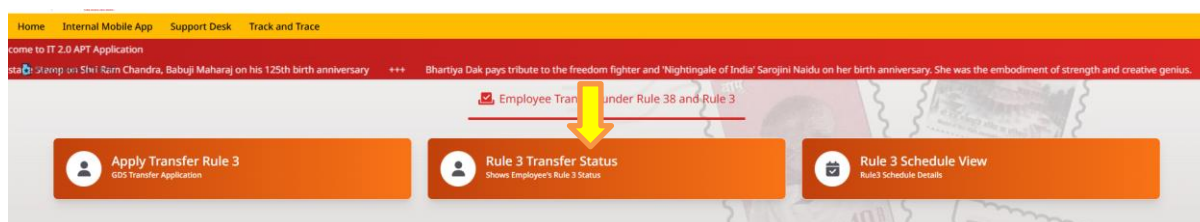
PREFERENCE NO.	CIRCLE OFFICE	DIVISION OFFICE	APPLIED OFFICE	POST DESIGNATION	NEW PREFERENCE 11
1	Tamilnadu Circle	Madurai Division	Boothagudi BO (29105000)	BPM	2
2	Tamilnadu Circle	Madurai Division	Chittampatti BO (29105007)	ABPM	3
3	Tamilnadu Circle	Madurai Division	Kachirairuppu BO (29105022)	ABPM	4
4	Tamilnadu Circle	Madurai Division	Kilaiyur BO (29105043)	ABPM	5
5	Tamilnadu Circle	Madurai Division	Kudakoil BO (29105062)	ABPM	6
6	Tamilnadu Circle	Madurai Division	Kuraiyur BO (29105067)	ABPM	7
7	Tamilnadu Circle	Madurai Division	Melauppiligundu BO (29105087)	BPM	8
8	Tamilnadu Circle	Madurai Division	MPuliyankulam BO (29105090)	ABPM	9
9	Tamilnadu Circle	Madurai Division	Pandiarajapuram BO (29105110)	ABPM	10
10	Tamilnadu Circle	Madurai Division	Puthuthamaraipatti BO (29105126)	ABPM	1

Submit New Preferences

Cancel

One-time modification is allowed for all the Candidates to change the choice of Preference within the prescribed period mentioned against the activity. **Modification is limited to change the order of Preferences already exercised.**

6 Transfer Status and allotment Cancellation



Candidate can view his/her Allotment status by clicking “Rule 3 Transfer Status” sub card under “Employee Transfers” main card.



Favourites (Ctrl+F)
Home > Dashboard > Vacancy Capture

Rule3-application-status

GDS Details :

GDS Name	GDS ID	Working Office Name	GDS Designation	PWD Category
MAHADEVASWAMY	50000159	Alanahalli S.O	DakSevak	N


Application Details :

Request ID	Applied Status	Applied On	Withdrawn Status	Withdrawn On	Recommended status by Division	Allotted Status
R3615544FBE54	Applied for transfer	2025-10-14 16:24:55	N/A	N/A	N/A	N/A

Preference Details :

Preference No	Applied office Name	Applied Division Name	Applied Circle Name	Post Designation	allotment Status
1	Kuraiyur BO	Madurai Division	Tamilnadu Circle	ABPM	N/A
2	Melauppilgundu BO	Madurai Division	Tamilnadu Circle	BPM	N/A

Request Allotment Cancel:

 [Request for cancellation](#)

Upon clicking “**Rule 3 Transfer Status**”, it will navigate to “**Rule-3 application status**” page. Candidate can view the various status of the submitted application like **Applied for Transfer/Withdrawn/Verified by the DH/ Allotted/Mutual accept or Decline** etc.

If GDS is not willing to accept his allotted transfer request, then he can submit the request for cancellation by clicking on “**Request for cancellation**” with in stipulated time. Click on “**Request for cancellation**” button.

Note: All GDS cancelling the allotted transfer using this option will lose one transfer opportunity under Rule-3.



Upon clicking “**Request for cancellation**” button, “**Request allotment Cancellation**” dialogue box will appear. Enter the reason for Cancellation under “**Remarks**” column and click on “**Submit Cancellation**” button.

In case of “**Mutual Transfer**”, if one GDS candidate submits a request for cancellation of an approved mutual transfer, the status of the GDS transfer request is updated as “**Cancelled**” and the Remarks will be updated as “**Requested for cancellation**”, then the transfer of the counterpart GDS will also be cancelled automatically. The status of the request of the GDS gets updated as “**Cancelled**” and the remarks will be updated as “**Counterpart GDS requested for Cancellation**” for the counterpart GDS.

Note: Only the GDS that requests to cancel the transfer will lose one transfer opportunity under Rule-3.



Operational Guide - Rule 3 Transfers for Employee



Rule3 Application Status

GDS Details

GDS Name	GDS ID	Working Office Name	GDS Designation ▲	PWD Category
NIDHEESH I S	50540046	Chottanikkara SO	DakSevak	No

Application Details

Request ID	Applied Status	Applied On	Withdrawn Status	Withdrawn On	Recommended status by Division	Allotted Status
R3174F835D8FE	Applied for transfer	2025-08-29 12:44:37	N/A	N/A	Eligible	Allotted

Preference Details

Preference No.	Applied office Name	Applied Division Name	Applied Circle Name	Post Designation	Allotment Status
1	Channamkara BO	Trivandrum North Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 47
2	Kanchinada BO	Trivandrum North Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 53
3	Kappil BO	Trivandrum North Division	Kerala Circle	ABPM	-Allotted to this Employee: 50540046
4	Karimanal BO	Trivandrum North Division	Kerala Circle	ABPM	-Allotted at better post

Request Allotment Cancel

Request for cancellation

If candidate does not submit the request for allotment cancellation within the stipulated time, then it is considered as **“Transfer Approved”**. The **“Allotment status”** of a GDS candidate will be visible in **“Rule 3-application-status”** page.

Rule3 Application Status

GDS Details

GDS Name	GDS ID	Working Office Name	GDS Designation	PWD Category
SARANYA K	50679281	SRO Gandhinagar	DakSevak	No

Application Details

Request ID	Applied Status	Applied On	Withdrawn Status	Withdrawn On	Recommended status by Division	Allotted Status
R3514568AEDSF	Applied for transfer	2025-08-29 12:32:11	N/A	N/A	Eligible	Not Allotted

Preference Details

Preference No.	Applied office Name	Applied Division Name	Applied Circle Name	Post Designation	Allotment Status
1	Cherooppa BO	Calicut Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 72
2	Kannan Kara BO	Calicut Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 134
3	Karasseril BO	Calicut Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 205
4	Kythapoyil BO	Calicut Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 288
5	Manha Kadavu BO	Calicut Division	Kerala Circle	ABPM	-Already allotted to other candidate with rank 232



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Rule3 Application Status

GDS Details

GDS Name	GDS ID	Working Office Name	GDS Designation	PWD Category
P VENKATESWARA REDDY	50012534	Chandarlalpadu S.O	DakSevak	No

Application Details

Request ID	Applied Status	Applied On	Withdrawn Status	Withdrawn On	Recommended status by Division	Allotted Status
R3723D67AE247	Mutual Accepted	2025-08-29 11:22:19	N/A	N/A	Eligible	Allotted

Mutual Preference Details

Mutual Employee Name	Applied office Name	Applied Division Name	Applied Circle Name	Post Designation
K V RAMANA	Vengalayapalem B.O	Guntur Division	Andhra Pradesh Circle	BPM

Request Allotment Cancel

Request for cancellation