

No. 17-26/2025-GDS(CG)
भारत सरकार /Government of India
संचार मंत्रालय /Ministry of Communication
डाक विभाग /Department of Posts
(जीडीएस अनुभाग) /GDS Section

डाक भवन, संसद मार्ग
Dak Bhawan, Sansad Marg,
नई दिल्ली /New Delhi – 110001
Dated: 13-10-2025

To
All Chief Postmasters General

Subject: **Provision for correction/ editing details in CCE portal (IT 1.0) reg.**

Sir/Madam,

This is in continuation of this Directorate letter of even no dated 20.08.2025 wherein it was requested that all such required corrections in the CCE Portal would be carried out by CEPT from the back end on receipt of a specific request from the Circle Nodal Officer.

2. In this context it is intimated that CEPT has now enabled the Edit Menu in the CCE Portal. This new feature enables the rectification and editing of any errors encountered while processing applications in the Compassionate Engagement (CCE) portal in the current IT 1.0 environment. **Please note, this Edit Menu is available exclusively for Divisional Users in the existing GDS CCE Portal and will not be available in APT2.0.**

3. A Standard Operating Procedure (SOP) to guide users on utilizing this feature effectively is also enclosed. Accordingly, all Circles are requested to make use of this newly incorporated functionality and ensure that all pending CCE cases are thoroughly reviewed, updated, and cleared by 25th October 2025.

4. It is important to note that once the applications are migrated to the CCE Portal (IT 2.0), no further edits will be possible for these cases, even though IT 2.0 will have its own edit feature. This limitation arises due to the locked status of cases post-migration. Therefore, it is crucial that the timelines for corrections are observed by Divisions. This step will the timely completion of all Compassionate Engagement cases in the current system, before the planned migration of the CCE Portal from IT 1.0 to IT 2.0.

This issue with the approval of the Competent Authority.

Encl: **SOP**

भवदीय/Yours faithfully
Digitally signed by
Anand Singh
Date: 13-10-2025
(आनंद सिंह/Anand Singh)
सहायक निदेशक/Assistant Director (GDS)
दूरभाष/Tel No.: 011-23096629
ईमेल/Email:adggds426@gmail.com

Copy to:-

1. AD-CEPT for information.

SOP
GDS CCE PORTAL EDIT APPLICATION MENU
(FOR DIVISIONAL USER ONLY)

Click on following URL:

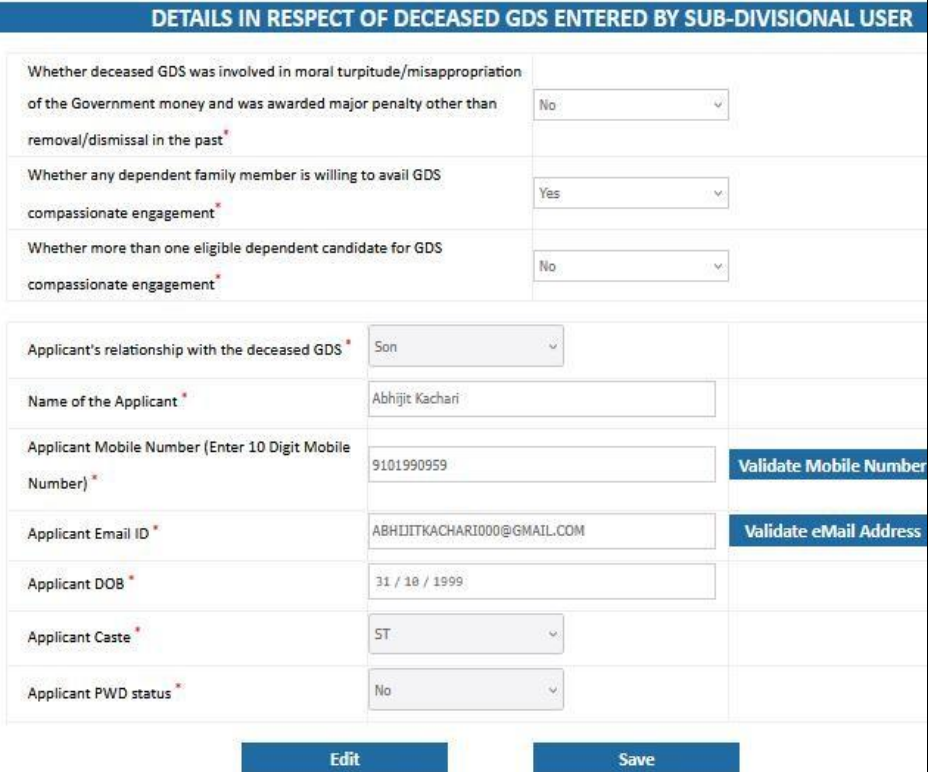
<https://hrsolutions.cept.gov.in/dopcce/>

Login as Divisional User

DO Verification>> Check Pending application >> click on verify

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1.	Click on - DO menu option - DO Verification																																								
2.	Click on Click to Verify link button	<table><thead><tr><th>URN Number</th><th>Application Status</th><th></th></tr></thead><tbody><tr><td>DV122020000020250785</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020250965</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020250815</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020251275</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020251377</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020251378</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020251387</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020251388</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020262513</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020261999</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020261723</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr><tr><td>DV122020000020262136</td><td>Verification Pending at Division</td><td>Click to Verify</td></tr></tbody></table>	URN Number	Application Status		DV122020000020250785	Verification Pending at Division	Click to Verify	DV122020000020250965	Verification Pending at Division	Click to Verify	DV122020000020250815	Verification Pending at Division	Click to Verify	DV122020000020251275	Verification Pending at Division	Click to Verify	DV122020000020251377	Verification Pending at Division	Click to Verify	DV122020000020251378	Verification Pending at Division	Click to Verify	DV122020000020251387	Verification Pending at Division	Click to Verify	DV122020000020251388	Verification Pending at Division	Click to Verify	DV122020000020262513	Verification Pending at Division	Click to Verify	DV122020000020261999	Verification Pending at Division	Click to Verify	DV122020000020261723	Verification Pending at Division	Click to Verify	DV122020000020262136	Verification Pending at Division	Click to Verify
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5.	Click on Browse button to select another doc, Select doc from your PC enter doc details and click on Update button to	 Please refer file format mentioned in the first column of each doc. Example: (File Format: ".jpg/.jpeg"; Size up to 200 KB)
	modify the image	
Note: All the documents can be added/modified with the same procedure.		

6.	Click on Edit to unlock the above details for editing Click on Save button to Save the modified details	
7.	To modify Applicant details Click on Edit button, modify the details and click on Save button	

8.	To modify family member's details other than applicant Click here link button	Click here to modify details of family members other than the applicant.																																				
9.	Delete existing dependent entry and add new with required modifications	<table><thead><tr><th colspan="9">Details of Dependent Family members other than the applicant</th></tr><tr><th></th><th>Family member Name</th><th>Family member relation</th><th>Gender</th><th>Education Qualification</th><th>Date of Birth</th><th>Marital Status</th><th>Employment status</th><th>Monthly Income</th></tr></thead><tbody><tr><td>Delete</td><td>SUMILA KACHARI</td><td>Spouse</td><td>Female</td><td>Below Tenth Class</td><td>08/10/1978</td><td>Married</td><td>Unemployed</td><td>3000</td></tr><tr><td></td><td> Enter Family member Name </td><td> Select Relationship </td><td> Select </td><td> Select </td><td> Select Date </td><td> Select </td><td> Select </td><td> Enter Monthly income </td></tr></tbody></table>	Details of Dependent Family members other than the applicant										Family member Name	Family member relation	Gender	Education Qualification	Date of Birth	Marital Status	Employment status	Monthly Income	Delete	SUMILA KACHARI	Spouse	Female	Below Tenth Class	08/10/1978	Married	Unemployed	3000		Enter Family member Name	Select Relationship	Select	Select	Select Date	Select	Select	Enter Monthly income
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