Guidelines for Uploading documents in the India post website

Following information need to be furnished along with the document (attachment) to be uploaded in Indiapost website.

SL NO	SUBJECT	DOCUMENT /ORDER NO	START DATE	END DATE	Document category	Sub category	CONTENT AUTHOR

Instructions to be followed:

- Subject details - refers to the information available (Document Title) on document to be uploaded in India post site.
- Start Date - Document to be published on which date in India Post website.
- End Date – On which date the document to be removed from Indiapost website.
- Content Author – Designation of the officer who issued the document with complete contact details.
- Document Category/Sub Category – Under which Category/Sub category the document has to be published.
  For Ex, In Employee Corner -> **Category**: Circulars, **Sub-Category**: Staff
- Documents to be uploaded in India post website should be sent through **designated India post email id only**.
- The documents **(PDF format)** and Banners **(png, jpeg)** and the above prescribed template should be send to Portal email-id (**portalupload@indiapost.gov.in**)
- **The Documents sent for uploading should be in bilingual (English and Hindi).**

NOTE:- If any document received incomplete/ insufficient details in the above prescribed template will not be considered for uploading**.**