

कार्यालय क्र. : ०२०–२५६२२६८८/८९ : ०२०–२५६२२६९०/९९ : ०२०–२५६२२६९२ : ०२०–२५६९७३४१

संचालक (अतिरिक्त कार्यभार)

दि. ३१/०५/२०२५

संदर्भ : रासेयो/२०२५—२६/४४ प्रति, मा.प्राचार्य/संचालक, रासेयो संलग्नित सर्व महाविद्यालये परिसंस्था, पुणे, अहिल्यानगर व नाशिक जिल्हा, सावित्रीबाई फुले पुणे विद्यापीठ.

विषय : My Bharat पोर्टलद्वारे भारतीय टपाल विभागामध्ये रासेयो स्वयंसेवकांकरिता अनुभवात्मक शिक्षण कार्यक्रमाबाबत(ELP)...

महोदय,

मा. क्षेत्रीय संचालक, रासेयो क्षेत्रीय संचलनालय, भारत सरकार, पुणे यांच्या पत्रानुसार आणि युवा व्यवहार आणि क्रीडा मंत्रालय, रासेयो, नवी दिल्ली, भारत सरकार यांच्या निर्देशानुसार रासेयो स्वयंसेवकांकरिता My Bharat पोर्टलद्वारे भारतीय टपाल विभागाच्या सहकार्याने अनुभवात्मक शिक्षण कार्यक्रम राबविण्यात येत आहे.

तरी आपल्या महाविद्यालयातील रासेयो स्वयंसेवकांना या उपक्रमामध्ये सहभागी होण्याकरिता सुचित करण्यात यावे. तसेच आपल्या माहिती व उचित कार्यवाहीकरिता सोबत जोडलेल्या पत्राचे अवलोकन करावे. कळावे, ही विनंती.

संचालक राष्ट्रीय सेवा योजना

सोबत : मा. क्षेत्रीय संचालक, क्षेत्रीय संचलनालय, भारत सरकार, पुणे यांचे पत्र

To NSS Program Coordinators in Maharashtra & Goa District Coordinators in Maharashtra

Sir/Madam,

In reference letter No P-32/NSS/DTE/2025/1789-1809 dated 28th May,2025 received from Directorate of NSS Ministry of Youth affairs and Sports New Delhi (Copy enclosed)

It is to inform you that the Postal Experiential Learning Program (ELP) is a significant nationwide initiative being implemented in collaboration with the Department of Posts. The program aims to engage over 2 lakh youth (aged 15–29 years) across all Branch Post Offices in India, providing them with meaningful field-level experiential learning.

In this regard, All Universities are requested to:

- 1. Initiate outreach activities in districts where the Postal ELP has been published, to maximize student engagement.
- 2. Mobilize NSS volunteers and students to register and participate in the Postal ELP

□ Link to apply: <u>India Post ELP – MY Bharat Portal</u>

<u>Please select filter / view more to select your state Maharashtra or Goa and your districts to apply ELP in your district</u>

Application Deadline: 8th June 2025

Activities: Inventory support, record-keeping, customer service Certification on completion of task assigned

All relevant documents, including SOPs, Guidelines, and implementation resources, are attached for your reference and onward sharing with NSS PCs and POs.

In this regard, all universities in Maharashtra & Goa are requested to disseminate the necessary information to the NSS Program Officers and NSS units for encouraging maximum NSS Volunteers / students to apply for ELP -participate in the Postal ELP program. All Universities are requested to kindly personally coordinate with NSS units for maximum participation

Please note, this initiative is being directly monitored by the Ministry of Youth Affairs & Sports (O/o HMYAS). Hence, clear and timely instructions must be issued to all field functionaries to ensure maximum dissemination and participation.

In case of any query NSS units/ PO / NSS Volunteers shall contact 020-29520355

AJAY B SHINDE Regional Director (Maharashtra & Goa) Regional Directorate of N.S.S. Government of India, Ministry of Youth Affairs & Sports A Block, College of Agriculture Campus, Shivaji Nagar, Pune- 411005

F.No. P 32/NSS/DTE/2025/1789-1809 Government of India Ministry of Youth Affairs and Sports Directorate of National Service Scheme (NSS) Shivaji Stadium, New Delhi

Dated: 28.05.2025

To,

All Regional Directors Regional Directorates of NSS

Subject: Implementation and mobilization of NSS volunteers/ students for the Postal Experiential Learning Program (ELP) on MY Bharat Portal – Reg.

Sir/Madam,

With reference to the meeting held on 27th May, 2025 under the chairpersonship of the Director, NSS regarding the Postal Experiential Learning Program (ELP), this is to inform you that the Postal ELP is a significant nationwide initiative being implemented in collaboration with the Department of Post. The program aims to engage over 2 lakh youth across all Branch Post Offices in the country.

In this regard, you are requested to instruct all Program Coordinators and Program Officers under your jurisdiction to:

- 1. Initiate outreach activities in districts where the ELP has already been published to maximize student engagement.
- 2. Mobilize students to participate in the Postal ELP as the last date to apply is 8th June 2025.

All relevant documents for the implementation of Postal ELP, like the **SOPs**, **Guidelines**, etc., have been attached herewith for your reference.

Kindly note that this Postal Experiential Learning Opportunity is under the direct monitoring of the O/o HMYAS. Therefore, clear instructions must be issued to all field functionaries to ensure the wide dissemination and facilitation of youth participation.

Link to apply to Postal ELP: https://mybharat.gov.in/mega_events/india-post-experiential-learning-program

Encl.: As above

andita Pandey Director, NSS

Guidelines for ELPs

- 1. Engagement of the youth shall only be through My Bharat Portal, which serves as a platform for structured youth participation in nation-building activities.
- 2. The duration for the Experiential Learning Program is 15 working days.
- 3. The Experiential Learning Program is on voluntary basis, so there will be no stipend provided to the interns.
- 4. The minimum educational qualification to apply for these ELPs is Matriculation.

Content for ELPs

Day: 1 & 2

Orientation & Training with Branch Post Master on

- Introduction to the Department of Posts: Learn about its history, services, and organizational structure.
- Briefing on the internship plan, objectives, and deliverables.
- Introduction to key personnel and mentor assignment.
- Various operations of Branch Post office.
- Various schemes and services available at Post Office.
- India Post Payments Bank services

Engage with local residents about Post Office products and services outside of regular Branch Post Office(BO) hours.

Day: 3

Financial Inclusion

- Information on Post Office Saving Bank Accounts and other Government Schemes such as Pradhan Mantri Suraksha Bima Yojana, Pradhan Mantri Jeevan Jyoti Bima Yojana, Atal Pension Yojana etc.
- Postal Life Insurance(PLI)/Rural Postal Life Insurance(RPLI) Information about the various types of the PLI & RPLI
- Creation of Bal Aadhaar, Aadhaar Enabled Payment System (AePS) Transactions

Engage with local residents about Post Office products and services outside of regular BO hours.

Day: 4

• Information about the Mail Products and parcel services of the Department of posts – various types of letters i.e. speed post, register letter, parcel, ordinary letters etc.

Engage with local residents about Post Office products and services outside of regular BO hours.

Day: 5 – 9

Household Survey

- Interact with general public.
- Understanding their views on India Post.
- Inform them about different schemes of Post office
- Conduct door-to-door survey .

Day: 10 & 11

Preparation of Dak Chaupal event

- Help in organising Dak Chaupal and inviting local authorities like Sarpanch, Local Doctor, Agriculture Field Officer etc.
- Spreading word through pamphlets, banners, announcements etc.

Day: 12

Dak Chaupal event

- Interact with village people
- Inform them about different schemes and services provided by India Post
- Conduct survey along with photos and video testimonials

Day 13-14:

Compilation of Visit Reports

- Compile all visit reports, including observations and feedback from various offices.
- Analyse the data collected from interactions with customers and general public in the provided Google Form.
- Engage with local residents about Post Office products and services outside of regular BO hours.

Day 15:

Evaluation of Report at concerned Division Office & Certificate generation on My Bharat Portal for Youth

- One Report on
- 1. Your visit to BO.
- 2. Your interaction with customer and general public and your views on it.
- 3. Your suggestions on how India Post's Services can be improved.
- 4. Your overall experience and what skills you learned during internship.
- 5. Include photos and videos if possible.

Standard Operating Procedure (SOP) – How to apply on ELP- Post

1. For New User: Youth Registration & Profile Setup

- 1. Visit <u>My Bharat Portal</u> and click on "Register Now" button from the top navigation bar.
- 2. Click on Register button.
- 3. Enter email ID or phone number and verify with OTP or login with saved password.
- 4. After login, fill in these mandatory basic details:
 - Full name (First Name & Last Name)
 - Password
 - Date of Birth (dd-mm-yyyy)
 - Gender (Male/Female/Others)
 - State, District
 - Area of residence(Urban/Rural)& Local body based on area selection.
 - Pincode
 - Sports Talent
 - o Organization Affiliation (NSS, NYKS, NCC, Others)
- 5. Click on "I consent to terms of use".
- 6. Click on "Submit" to create a youth account.

2.For already registered user:

- 1. Visit the <u>My Bharat Portal</u>, click on the "Sign In" button located in the top navigation bar.
- 2. Enter the mobile number or email id which was used for registration.
- 3. Tick the checkbox saying "I consent to terms of use".
- 4. Click on login and submit the OTP received.
- 5. Click on verify OTP button. User have successfully logged into the portal now.

User can **login via password** method. To create a password please follow the steps given below:

1. Click on sign in and login with password.

- 2. Click on forgot password
- 3. Enter any of these following Mobile / Email / Username / MY Bharat ID and click on **Get OTP**.
- 4. Verify the OTP received and enter the new password and click on **Update Password**.
- 5. User will get a prompt saying "You have successfully changed your password". Now click on **Login Now** button.
- 6. Now user will be redirected to the home page of MY Bhart. Click on "Sign In" and "Login with Password".

3. Updating the MY Bharat Profile:

1. Scroll down and click on "**Basic Info**" and update the details shown in the MY Bharat profile page as per the Aadhar details.

Make sure that Name, DOB, Gender should match exactly to that of the details mentioned in the Aadhar otherwise the user can't participate in the ELP.

- 2. Click on the green tick icon after updating the details and a message will appear as "Your Profile has been updated successfully".
- **3.** After registration, users should click on the "About" section of their youth profile and update the required details like educational qualification

4.Postal ELP selection& apply:

- After registration Click on "Experiential Learning" from the left panel in the MY Bharat profile page.
- 2. Click on "Show Filters" and select the appropriate state, district etc.
- 3. Select the MBO Name as "Department of Post".
- 4. Click on the search icon.
- 5. Click on the upcoming button.
- 6. Scroll to find the desired ELP
- 7. After finding the desired ELP user can click on the card and check the description of the ELP: guidelines, eligibility criteria, activity location, number of opportunities etc.
- 8. If the user is applying for the first time, the aadhar verification is needed hence there will be a button with label as "click here, please verify your profile to apply for opportunities". After clicking it user can enter the 12-digit Aadhar card number. If the profile detailwith the Aadhar details, user will see a prompt with label "Authentication Successful".

- 9. If the Aadhar verification fails then click on **go to profile** andupdate the basic profile and ensure that **Name, Gender, DOB mentioned in the portal should match with original Aadhar details**.
- 10. Aftersuccessful Aadhar verification, click on functional category and select all the functional categories
- 11. Select field location and click on apply button.
- 12. Upon clicking the "Apply" button, a pop-up window will appear where the user must provide a reason for applying to the ELP and then submit the application.
- 13. After submitting the application user can refresh the page and they can see a yellowcoloured button with text as **interest shown.**They will receive an email/SMS post application regarding successful application submission.
- 14. User can see the status of participated ELP by clicking on the "Experiential Learning" section in the MY Bharat profile page and going to "MY ELO" tab of the Experiential learning page.

Thank You



युवा कार्यक्रम एवं खेल मंत्रालय MINISTRY OF YOUTH AFFAIRS AND SPORTS



Sashakt Yuva Samarth Bharat सशक्त य्वा समर्थ भारत

Department of Post ELPs Proposed Activities and Engagement Framework

Department of Youth Affairs, **MoYAS, Government of India**



India Pos Dak Sewa-Jan Sewa

26th May 2025



रवा कार्यक्रम एवं खेल मंत्रालय MINISTRY OF YOUTH AFFAIRS AND SPORTS





1.39 Lakh ELPs (1 ELP per Branch)

2.78 Lakh Youth Engagement (2 youths per BO)

Introduction

The Postal Experiential learning Program is a nationwide initiative in collaboration with **Department of Post Office** to engage over 2 lakh youths across all Branch Post offices in India, making it one of the largest grassroot experience in the country.

divisional level offices

Location of engagement: Branch Post Office **Eligibility:** 10th passed

Coverage: All over India

Stipend: Nil





The Creation and Monitoring of ELPs will be done from the

- **Engagement Duration:** 15 days (June 13-30, 2025)
- No. of youths selected per Branch Office: 2





युवा कार्यक्रम एवं खेल मंत्रालय MINISTRY OF YOUTH AFFAIRS AND SPORTS



Current Status (as of May 27, 1730 hours)



Over 33k ELPs published







697 applications received









Day-wise Activities

Day	Activity
1 to 2	 Orientation & Training with Branch Post Masters on: Introduction to the Department of Posts: History, services, Briefing on the plan, objectives, and deliverables. Walk-through of various operations/services of Branch Post at Post Office. India Post Payments Bank services
3	 Financial Inclusion: Information on Post Office Saving Bank Accounts and othe Jeevan Jyoti Bima Yojana, Atal Pension Yojana etc. Postal Life Insurance(PLI)/Rural Postal Life Insurance(RPLI) & RPLI Creation of Bal Aadhaar, operations of Aadhaar Enabled Page
4	Information about the Mail Products and parcel services of t letters i.e. speed post, register letter, parcel, ordinary letters e
5 to 9	 Household Survey Interaction with general public. Understanding their views on India Post. Inform them about different schemes of Post office







Dak Sewa-Jan Sew

, and organizational structure.

ost office and DoP schemes and services available

er Government Schemes such as Pradhan Mantri

- Information about the various types of the PLI

ayment System (AePS) based transactions

the Department of posts – various types of etc.









Day-wise Activities

Day	Activity
10 to 11	 Preparation of Dak Chaupal event: Help in organising Dak Chaupal and inviting local authorities like etc. Spreading word through pamphlets, banners, announcements etc.
12	 Dak Chaupal event: Interact with village people. Inform them about different schemes and services provided by I Conduct survey along with photos and video testimonials .
13 & 14	 Compilation of Visit Reports Compile all visit reports, including observations and feedback Analyse the data collected from interactions with customers and
15	 Submission and Evaluation of Report on My Bharat Portal One Report on: Your visit to BO. Your interaction with customer and general public and your visit void of the suggestions on how India Post's Services can be improved visit overall experience and learning/skills gained from the pvisor visit videos if possible.







Dak Sewa-Jan Sewa

Sarpanch, Local Doctor, Agriculture Field Officer

tc.

India Post.

general public in the provided Google Form.

views on it.

ed.

programme.





Timeline

6

Activity	
Creation of ELPs by Divisions	
Outreach and Publicity on ELP to youth networks	
Last Date to Show Interest	
Approval of applicants	
Start of ELP	
Task assignment to approved applicants	
Evaluation of reports uploaded and Issuance of Certificates	





Dak Sewa-Jan Sewa

Date May15- May 26, 2025 May 15 onwards June 8, 2025 June 9-12, 2025 From June 13- 30 June June 13-27 2025 June 30, 2025 onwards





रवा कार्यक्रम एवं खेल मंत्रालय MINISTRY OF YOUTH AFFAIRS





Outcomes

- \blacktriangleright Practical exposure of day-to-day operations of
 - the Post Office and ongoing schemes.
- > Bridges the gap between academic knowledge and real-world learnings.
- \succ Enhanced efficiency of the Branch Post Offices.
- Mechanism for the youth to build Team Building, Problem Solving, Communication Skills, Organizational Skills etc.











Thank You





