

F. No. 39-03/2019-D (Pt.)
Government of India
Ministry of Communications
Department of Posts
Mail Operations Division

Dak Bhawan, New Delhi-110001

Dated: 1st October, 2025

To

All Chief Postmasters General

Subject: Procedure for Manual Payment of Commission to Franchise Outlets in APT 2.0

This is in continuation of this office letter of even no dated 13.08.2025.

2. References are being received from circles regarding SoP for manual payment of franchisee's commission in APT 2.0. CEPT has provided the following **steps to be followed in APT for effecting manual payment of commission** to Franchise Outlets:

- i. Login as Treasury Operator
- ii. Navigate to: Cash/Cheque Option → Miscellaneous Transactions → Payments.
- iii. Select the appropriate account code and enter the amount.
- iv. Payment can be made either through cash or cheque.
- v. Login as Treasury Supervisor
- vi. The transactions will be available for action as follows:
 - a) For cash payments – approve the transaction.
 - b) For cheque payments – forward the transaction to the Bank module for cheque issuance. Once the cheque is issued, it may be handled by the Treasurer in the same manner as other cheque transactions.

3. **Account Head and GL Code for payment of Commission**

The commission to the Franchisee shall be paid from the Head of Account 320102101010149 under GL code 3201028849.

4. Circles are requested to follow the aforesaid procedure for manual payment of Franchisee commission in APT 2.0 and clear the pending commission payment at the earliest.

This issues with the approval of the Competent Authority.


(Amit Kumar)

Asst. Director (Mail Operations)

Copy to:

1. CGM Parcel Directorate
2. GM CEPT, for information