



Frequently Asked Questions (FAQs)

APT

FOR

Inspection



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DISCLAIMER:

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.



Frequently Asked Questions (FAQs) : Inspection

What is Inspection Module?

The purpose of the Inspection Module is to automate and optimize the inspection processes in DOP. This entails ensuring inspections are completed within a year of the Date of Last Inspection (DLI) and replacing manual Inspection framework right from scheduling of inspection till compliance in a single process flow framework.

What are the Roles required for Directorate users?

“Inspection Directorate User” role for the user who create Inspection Questionnaires in the portal and “Inspection Directorate Approver” role for approver of Inspection Questionnaires.

Which are the cards available for Directorate users?

“Questionnaires” card available for both user and approver.

How many times Inspection Questionnaires can be edited?

Any number of time Inspection Questionnaires can edit in Inspection Directorate User login.

What is the role required for Inspecting Authority?

“Inspecting Authority” role has to be given for all Inspecting authority.

What is the role required for Inspection Schedule Approver and Inspection Approver?

“Inspection Schedule Approver” role has to be given for Inspection schedule and Inspection Approver.

What is the role required for Inspection reviewing OA?

“Inspection Review Branch OA” role has to be given for OA, who can handle IR branches for reviewing and monitor compliances.

Where the hard copy of Inspection Questionnaires available?

URL: <https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx>

Where to create annual Inspection schedule?

Inspection Schedule created under “Create/View Schedule” sub card in the login of inspecting authority.



Where to approve annual Inspection schedule prepared by inspecting authority?

Inspection schedule has been approved by respective approver in “Approve/Edit Schedule” sub card in approver login.

Where to mark response for inspection questionnaires by ‘Inspecting authority’?

Inspection response has been marked under “Inspection Schedule” sub card.

Where to generate inspection report by inspecting authority?

Inspection reports have been generated for Inspection completed offices under “Inspection Report” sub card.

Where to verify the inspection response by verifying authority?

Inspection response has been verified by verifying authority under “Verify Inspections” sub card.

Where to assign for second inspection for Inspection non-satisfying offices?

Inspection has been reassigned to another Inspecting authority while verifying the Inspection responses under “Verify Inspections” sub card in approver authority.

Where to reply compliance raised by inspecting authority?

Reply compliances has been updated by head of the office under “reply compliance” sub card under “Inspection” card.

What happens if inspecting authority erroneously clicks on ‘Final Submit’ button before replying the compliance to all questionnaires?

It will not get submitted; instead system will pitch a pop up message ‘Please answer all questions’.

What if inspecting authority fails to select the date and submits the questionnaires?

System will pitch a message, ‘Please Select Inspection Date’

How does inspecting authority understand that the questions are unanswered?

On the right side of the screen, question number will be displayed; unanswered questions number tab will be displayed in the white colour.



How does the Inspecting Authority understand that response is verified?

On submission of response by the inspecting authorities, division office will verify the responses. Verified question number tabs will be shown in '**Green**' colour.

Whether the schedules created can be modified?

Yes, Modification of schedules is allowed.

Can verifier modify the schedules?

Yes, Approving authority can either approve or modify the schedule.

Whether approving authority can change the inspecting authority?

Yes, approving authority while approving the inspection schedules has an option to change the inspecting official. He can assign a particular schedule to other inspecting official by selecting the post id from the drop down list.

Whether inspection completed/due offices can be view?

Yes, in the "approved Inspection Schedules List" screen, inspection completed/due offices can be filtered.

Whether Inspecting authority can select the Inspection questions directly from questionnaire and mark response?

Yes, Inspecting authority can select the Inspection questions directly from questionnaire and mark response from side window of "Inspection response" screen.

Whether inspecting authority submit inspection response without completing all questionnaires?

No, inspecting authority has to submit inspection responses for all questionnaires .

Whether inspecting authority save the inspection responses before t completing all questionnaires?

Yes, inspecting authority may save inspection responses time to time to avoid loss of completed work.

Whether inspecting authority mark the question for compliance required?

Yes, inspecting authority mark the questions for compliance required by clicking on radio button "Compliance requires" in "inspection response" screen.

Whether inspecting authority has to verify all questionnaires?

Yes, Inspecting authority has to verify all questionnaires before submit.



Whether inspecting authority can attach documents while marking inspection response?

Yes, Inspecting authority can attach relevant document while marking Inspection response.

What are the colour codes available while marking inspection response?

White : Response pending
Blue : Response Created
Green : Response Verified

Whether inspection status of inspection office changes?

Yes, Status of Inspection scheduled office changes as Inspection progress.

What are the colour codes available while verifying inspection response?

White : Review pending
Blue : Compliance Pending
Green : Reviewed
Yellow : Compliance Replied

Whether Inspection verifying authority adds compliance while verifying?

Yes, Inspection verifying authority adds compliance while verifying.

Whether Inspection verifying authority assigns the compliance to particular post while verifying?

Yes, Inspection verifying authority assigns the compliance to particular post while verifying.

Whether Inspection verifying authority adds review remarks while verifying?

Yes, Inspection verifying authority adds review remarks while verifying.

Whether Inspection verifying authority marks final inspection remarks?

Yes, Inspection verifying authority marks final inspection remarks as per remarks mentioned by Inspecting authority.

Whether Inspection verifying authority reassign for second inspection if inspection remarks is not satisfactory?

Yes, Inspection verifying authority marks final inspection remarks as per remarks mentioned by Inspecting authority.