



Frequently Asked Questions (FAQs)

APT

FOR

Sorting Management



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DISCLAIMER:

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the APT 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 APT Operational Guide should not be sighted as Rulings.



- 1. Sort Plan creation, view and edit option are available in which card?**
Sort Plan creation, view and edit option are available in 'Sorting Management' card.
- 2. In the Sort Pans which types of offices are included?**
In the Sort Plan includes the L1 & L2 Unregistered, L1 & L2 Parcel Hubs, NSH & ICH offices and also Head Post Offices, Sub Post Offices and Branch Offices are included.
- 3. In duty allocation, arrangement roaster system is followed?**
Yes, the arrangement roaster system is followed in the name of 'Rotation' option.
- 4. Is Set-wise duty allocation is available?**
Yes, Set-wise duty allocation is available
- 5. Duty allocation can be done for future days also?**
Yes, duty allocation can be done for future days also.
- 6. Duty allocation slips available for printing?**
Yes in View Allocation option duty allocation report can be generated in PDF & can be printed.
- 7. Weekly off concept is available in APT?**
Yes, in Rotation duty list weekly off option is available.
- 8. Fort Nightly off concept is available in APT?**
No, Fort Nightly off concept is not available in APT.
- 9. Is change duty allocation is available?**
Yes, change duty allocation is available in Change Allocation option. Using the option already allotted duty can be changed.
- 10. What is the meaning of Rotation duty list?**
Rotation duty list is a concept which can be used for allocation of duty for an official for a specific period and unit. In the option weekly off can be marked. This can be used as alternate for duty arrangement roaster maintained at HRO/SRO.
- 11. Can the rotation duty list be changed?**
Yes, the rotation duty list can be changed.



12. Is Comp-off concept is included in APT?

No, Comp-off concept is not included in APT

13. Is Duty Allocation and Leave Management are integrated?

No. Duty Allocation and Leave Management are not integrated

14. Who are all can do the Duty Allocation?

HRO/SRO or the official nominated as arrangement OA for the purpose by assigning the required roles can do the Duty Allocation.

15. Even after adding official in Roaster duty allocation, is it daily allocation to be done by HRO/SRO?

Yes, even after adding official in Roaster duty allocation, daily allocation to be done using “Add Allocation – by Rotation” by the HRO/SRO.

16. The HRO/SRO need to perform duty allocation daily?

Yes, even the official is included in rotation duty option; daily duty allocation is to be done.

17. Without duty allocation, can able to open the set of a mail office?

No, without duty allocation, cannot able to open the set of a mail office.

18. Who can able to open the set?

Officials who are having duty allocation to the set and having supervisory roles can open the set

19. Can two different sets work simultaneously at the same time?

Yes, two different sets work simultaneously at the same time.

20. While opening the set, whether option for receiving of bags received from previous set is available?

Yes, option for receiving of bags received from previous set is available in Transfer from pre-set option while opening set.

21. Who can able to close the SET?

The official who opened the set can able to close the respective set.

22. Is forcible set close option is available?

Yes forcible set close option is available in HSA/supervisor login.



23. When closing a set, is bag transfer to next set provision is available?

Yes, when closing a set, is bag transfer to next set provision is available.

24. In Sorting Management, is Mail Due Mail List concept available?

Yes, In Sorting Management is Mail Due Mail List concept available.

25. Is the option for creation of set is available?

Yes, the option for creation of set is available in the Division Head login.

26. Is the option for changing already created set available?

Yes, the option for changing already created set available.

27. Is option for creation of new bag is available?

Yes, option for creation of new bag is available in Division head login using 'Bag Master Management' option.

28. Can the article types restricted for the bag type? If yes in which option?

Yes, the article types restricted for the bag type in the 'Bag Master Management' option.

29. Is Due Mail List can be added without creation of schedule?

No, schedule creation is must for adding Due Mail List.

30. What will be the impact if DML is not created?

If DML is not created, bag cannot be able to close in Post Office or Mail Office.

31. In DML is Forward Bag adding option is available?

Yes Forward Bag can be added to DML.

32. What is the meaning of Exceptional Bag?

Exceptional Bag is a temporary bag which can be created by the Divisional Head in case of special events. For example: Exam Bags, Ballot Papers, etc...

33. In DML is Exceptional Bag adding option is available?

Yes in DML is Exceptional Bag adding option is available.

34. Whether duty allocation and duty chart is able to prepare as per the division seniority?

No.



35. Is Duty allocation can be done based on the sanctioned strength/ establishment?

No.

36. Is deputation of working official from one office to another is available for Supervisor/HSA?

No

37. What types of bags can be added to the DML while maintaining?

In DML Transit Bag following bags can be added while maintaining:

- Ordinary Mail Bag
- Magazine Bag
- Unregistered Track bag
- Camp Bag
- Branch Office Bag
- Insured Parcel Bag
- Registered Post Bag
- PSD Bag
- Special Bag
- Account Bag
- SDR Bag
- L SD Bag
- Speed Bag
- SDS Bag
- Deposit Bag

38. Is Special Set creation option is available in APT?

Yes. Special Set creation option is available in APT

39. Whether bag closing in PNOP is made provision in APT?

Yes

40. What is the expansion of PNOP?

Parcel Network Optimization Project.

41. As per PNOP, is bin mapping provision provided in APT?

Yes, bin mapping provision provided as per PNOP in APT.

42. Is NDC office mapping provision is available in APT?

Yes, NDC office mapping provision is available in APT.

43. Is bag closing concept as per PNOP included in APT?

Yes, bag closing concept as per PNOP included in APT.

44. Without mapping the mail office to the concerned HRO/SRO can the officials be mapped to the Mail office?



FAQs on Sorting Management



No, only after mapping the mail office to the respective HRO/SRO, the officials can be mapped.

45. Should the Sets needs to be created for the Mail office?

Yes, only after creating the Sets the Mail office will be function able.

46. While mapping the mail office selection of Parent office and Mail agency is mandatory?

Yes, parent Mail office and Mail Agency is mandatory.

47. Can the created Set be modified or Disabled?

Yes, the created Set can be viewed or modified and also it can be disabled.

48. Whether the work assignments is mandatory for all the sets ?

Yes, without the work assignments the duty allocation of staff cannot be done.

49. Whether the reports of individual set can be viewed?

Yes, In shift Management report by selecting the Office ID and by entering From Date and To Date the Shift Detail report will be generated.