Government of India
Ministry of Communications
Department of Posts

भारतीय डाक
डाक सेवा-जन सेवा
India Post
Dak Sewa-Jan Sewa

APT

OPERATIONAL GUIDE FOR POSTAL ACCOUNTS OFFICE

Centre for Excellence in Postal Technology

Operational Guide

APT

FOR

Postal Accounts Office

CEPT Operational Guide - Only for Internal Use

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ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	AAO	Assistant Accounts Officer
3	ACAO	Assistant Chief Accounts Officer
4	AO	Accounts Officer
5	DAP	Director of Accounts (Postal)
6	DDO	Drawing and Disbursing Officer
7	GM	General Manager
8	GST	Goods and Service Tax
9	IA	Internal Audit
10	IT	Income Tax
11	LA	Loan Authority
12	PA Wing	Postal Accounts Wing
13	PA&F	Postal Accounts and Finance
14	PAA	Pension Approve Authority
15	PAO	Postal Accounts Office
16	PFMS	Public Financial Management System
17	PIS	Personnel Information System
18	PPO	Pension Payment Order
19	Pr. AO	Principal Audit Officer
20	PSA	Pension Sanction Authority
21	RA	Reporting Authority
22	RBI	Reserve bank of India
23	Sr. AO	Senior Accounts Officer
24	STD Rate	Standard Rate
25	TDS	Tax Deducted at Source
26	VA	Vigilance Authority
27	MIS	Management Information System

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Operational Guide Version 2.0 Dated 30.09.2025.

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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 has any doubt

in the department ruling and guidelines, he/she should refer to the respective manuals and volumes only. The APT Operational Guide should not be cited as Rulings.

1 Introduction

The Postal Accounts Office (PAO) is entrusted with the responsibility of financial oversight, accounting, and audit functions within the APT Solution of the Department of Posts (DoP), developed by the Centre for Excellence in Postal Technology (CEPT). The PAO ensures the accuracy and reconciliation of all financial transactions pertaining to post offices under its jurisdiction.

The PAO is required to:

- Verify the Daily Cash Book and Monthly Cash Account.
- Ensure the correctness of transfer entries prepared by Drawing and Disbursing Officers (DDOs).
- Effect necessary transfer entries after due scrutiny.
- Analyse and push the requisite data to e-Lekha through the Public Financial Management System (PFMS).
- Raise objections relating to the DDO's accounting and monitor their resolution.

In addition to the above functions, the PAO is also responsible for managing its own Cheque transactions, Cash transactions, Inventory, Budgetary operations, Leave Management System, Personnel Information System, Payroll System, Role Management, Post Management, and raising application-related issues through the Support Desk.

Accordingly, this Operational Guide outlines the procedures formulated under APT and shall serve as the User Manual for the day-to-day functioning of the Postal Accounts Office (PAO).

The PAO utilizes the following modules in the APT Solution:

- Treasury
- Sub Accounts
- Bank Module
- PAO Module
- Inventory
- Exit Management
- Role Management
- Post Management
- Budget Module

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- Support Desk
- Personnel Information System(Self and Admin) and
- Leave Management System(Self and Admin)

For ease of understanding, the above modules are explained in detail in the subsequent sections with reference to their day-to-day usage in the PAO environment.

Note: The PAO functions as the DDO for its own Drawls and Remittances. The report screenshots shown in this guide are for illustration purposes only.
In the live environment, wherever DDO-related transactions are to be carried out or data is to be extracted through reports under DDO options, the data will be retrieved for the respective PAO.

2 User Login & Home Page

2.1 URL & Login credentials

Production / Live URL: **https://app.indiapost.gov.in/employeeportal**

Login Credentials / Details:

- **Login ID** : Employee ID (8 digits).
- **Default Password** : Dop@1234

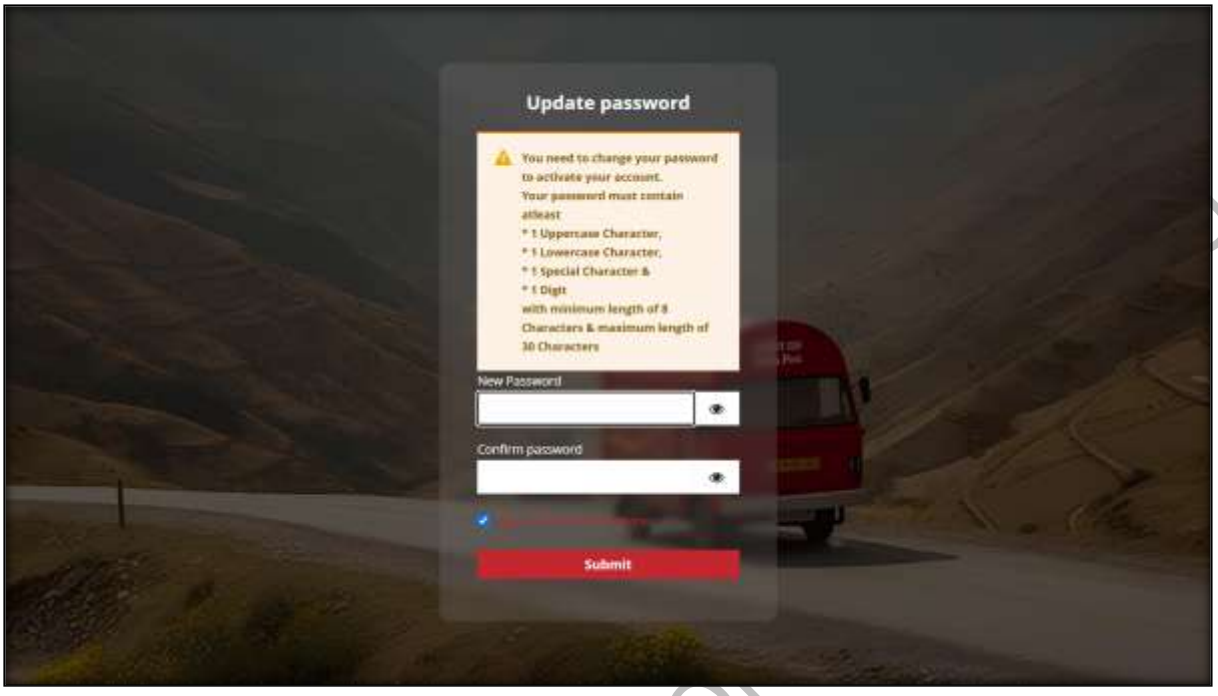
2.2 First Login / Sign In



After entering login credentials, press ‘Enter’ key in keyboard or click on ‘Sign In’ button.

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Note: Upon entering login credentials for the 1st time login with default password, user will be prompted to change password.

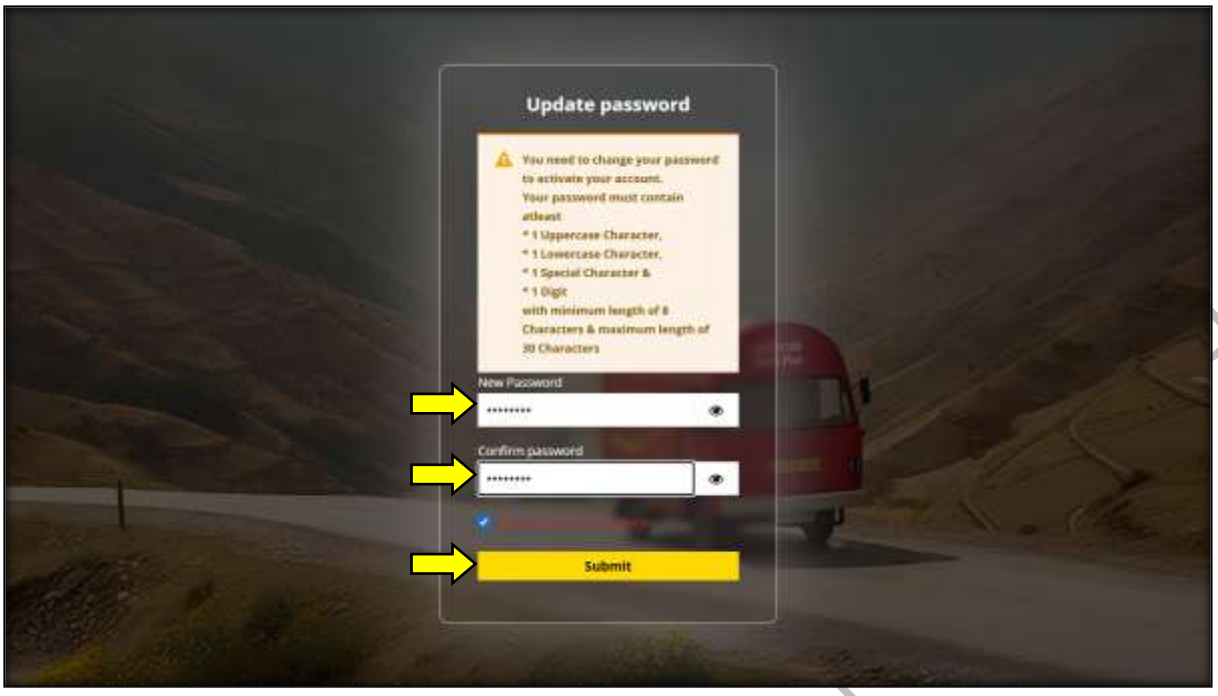


When prompted to change password, user needs to change the password other than default password as per password policy and subsequently login with changed password. Password policy will be displayed in Update Password dialogue box as shown above. Present password policy of the Department is;

New Password must contain at least

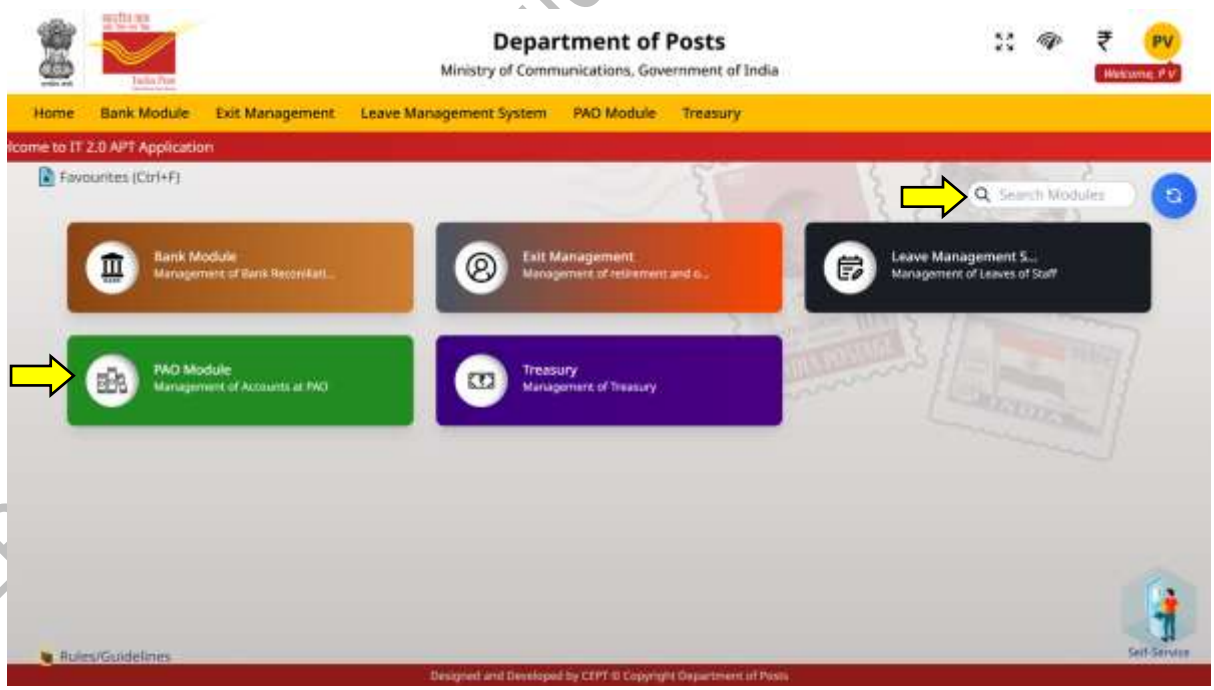
- 1 Uppercase Character
- 1 Lowercase Character
- 1 Special Character &
- 1 Digit
- With minimum length of 8 characters and maximum length of 30 characters

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Please note that, password is case sensitive. Both New Password and Confirm Password should match in all respects. After entering new password as per password policy and confirm password same as new password, click on '**Submit**' button.

Note: Once the password is changed / updated successfully, user can login with the changed / updated password subsequently.



After clicking on '**Submit**' button, home page for the logged in user will be displayed. Visibility of cards in the home screen is dependent on roles assigned to the user.

In case user is assigned with roles, user may see different coloured tiles with captions of module / micro service. Each such coloured tile is referred as 'Card' and if clicking on any such card shows another coloured tile, it is referred as 'Sub Card'.

Few key characters of name of the module can be typed in 'Search Module' to locate a specific card in the home screen.



Click on '**View Profile**' icon available on top right corner of the screen to view the profile details of logged in user.

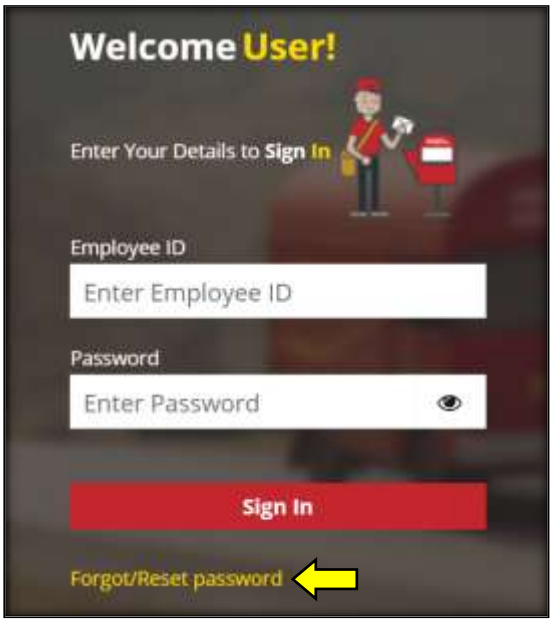


After clicking on '**View Profile**' button, following details of the logged in user will be displayed with provision of '**Log Out**' button.

User ID	Post ID
Office ID	Designation
Office Name	Office Type
Office Code	PIN code
Current Date and time	Log Out button

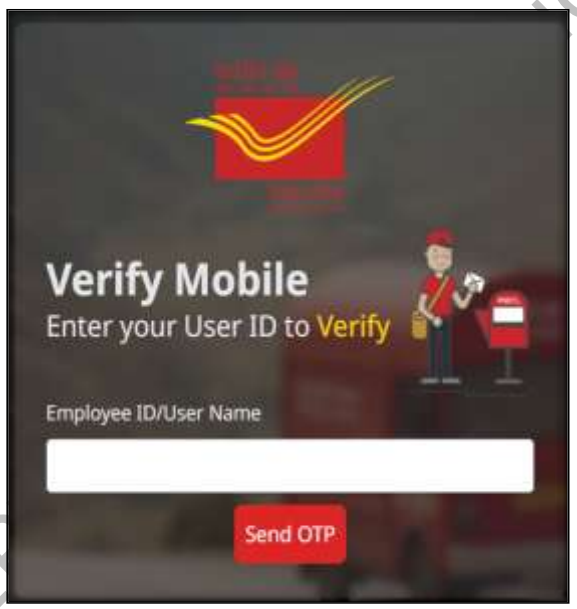
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2.3 Forgot / Change Password



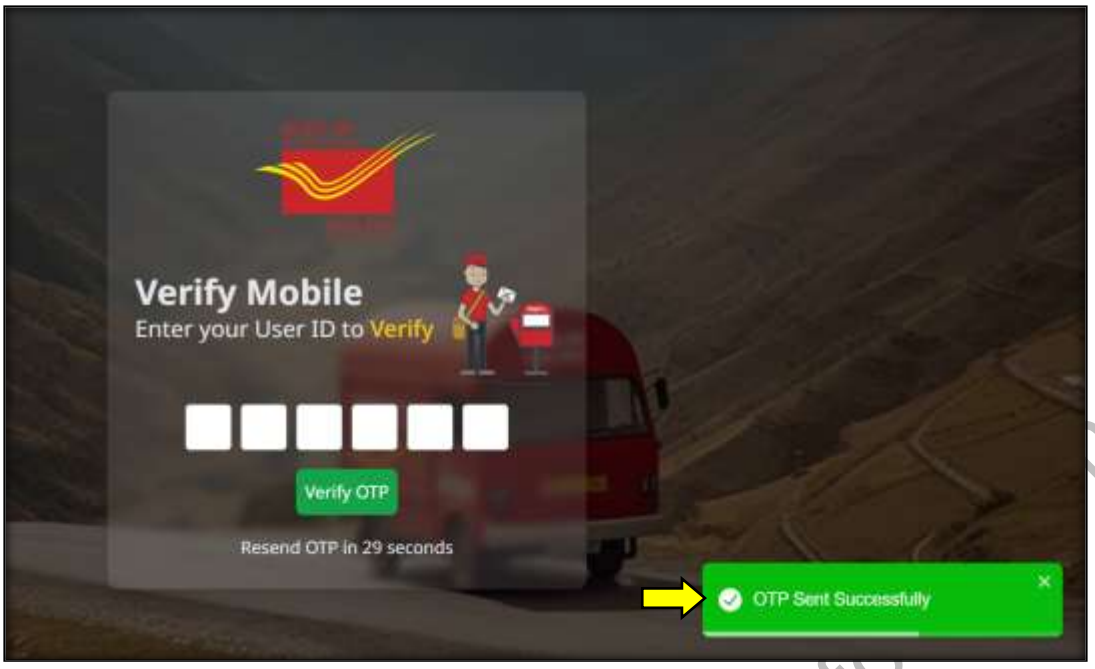
User can reset password using password reset link i.e. '**Forgot / Reset Password**' available in the login/Sign In page.

Note: Mobile number updation is compulsory for resetting password



After clicking on 'Forgot / Reset Password', user will be prompted to enter Employee ID, after entering employee ID, click on 'Send OTP' button.

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After clicking on 'Send OTP' button, OTP will be sent to the registered mobile number of the employee. User need to enter OTP and click on 'Verify OTP' button.



After the OTP is validated, a flash pop-up as shown above will appear and user will be prompted to change / reset password.

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User will be prompted to enter new password and re-enter new password. After entering those, as per the password policy of the department as described in **2.2 of this Operational Guide**, click on 'Change Password' button. A confirmation pop-up about change of password will appear on screen.

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3 Treasury

The Treasury Module for the PAO facilitates the posting of Cash transactions, Drawal of cash from the Bank, Creation of cheque requests, Processing of Cheque Requests raised from other modules such as Payroll, Disposal of Cheques, and Acknowledgement of Cheques.

Before initiating any transaction in the Treasury Module, the PAO must update the Minimum and Maximum cash limits and map the PAO to the designated Bank by recording the IFSC code of the linked bank along with the bank credit limit.

The module has built-in Day Begin and Day End operations. The user is required to initiate Day Begin before processing or creating any transaction. Likewise, at the end of the day, the module must be closed by initiating the Day End process.

The Treasury operations, as outlined above, are accessible to users at different levels. The specific operations to be accessed are enabled by assigning designated roles to identified users through the 'Role Management Module'.

3.1 Configuration of Min, Max cash and Map to Bank

The user with the role of 'Treasury Divisional Head' is authorized to configure the minimum and maximum cash limits, as well as to map the bank to the respective PAO.

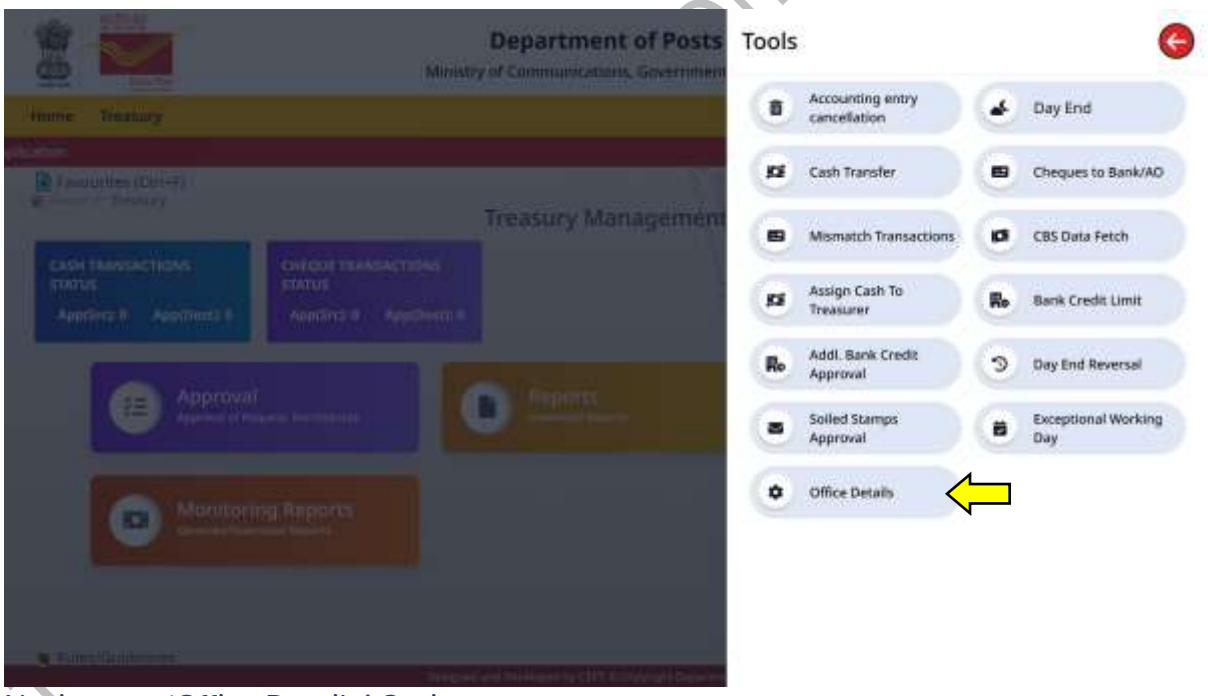


Click 'Treasury' card.

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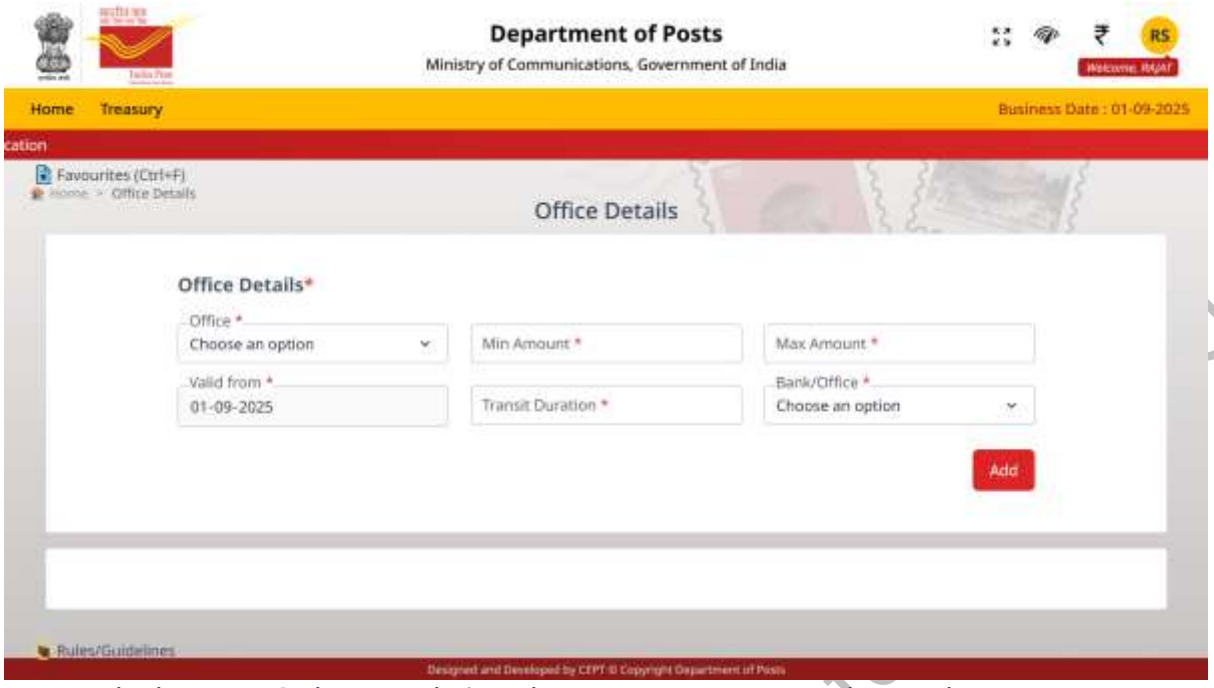


Upon clicking the 'Treasury' Card, Click on 'Tools' sub-card.

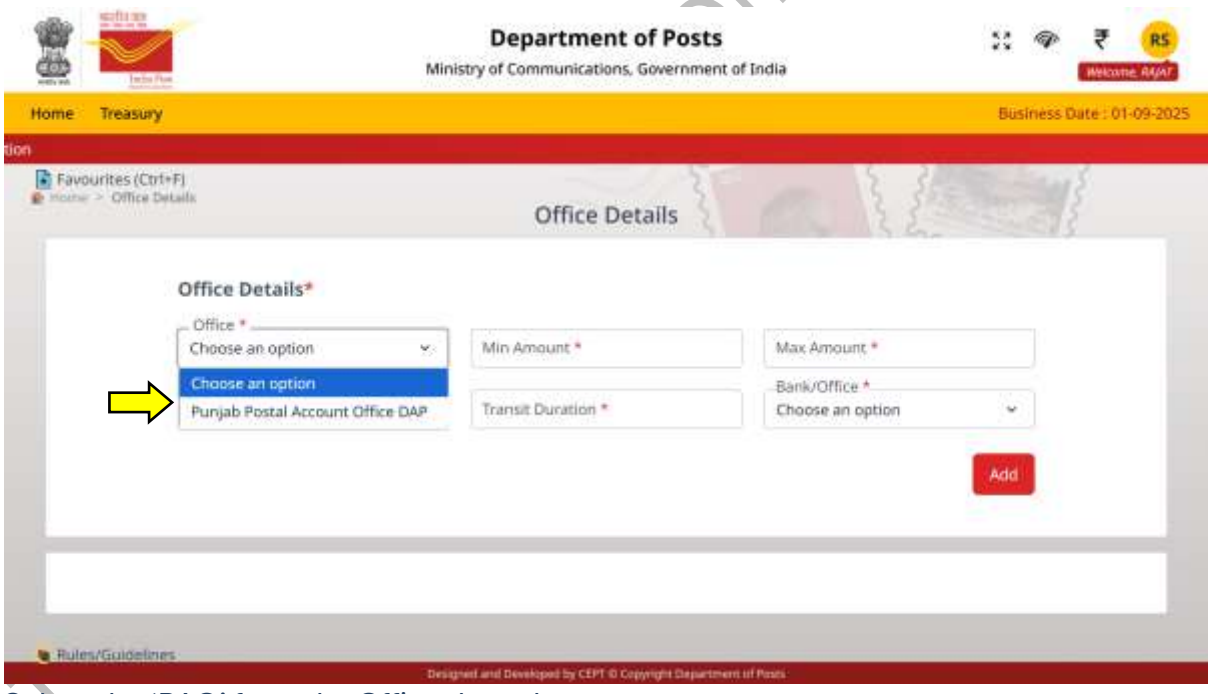


Navigate to 'Office Details' Option.

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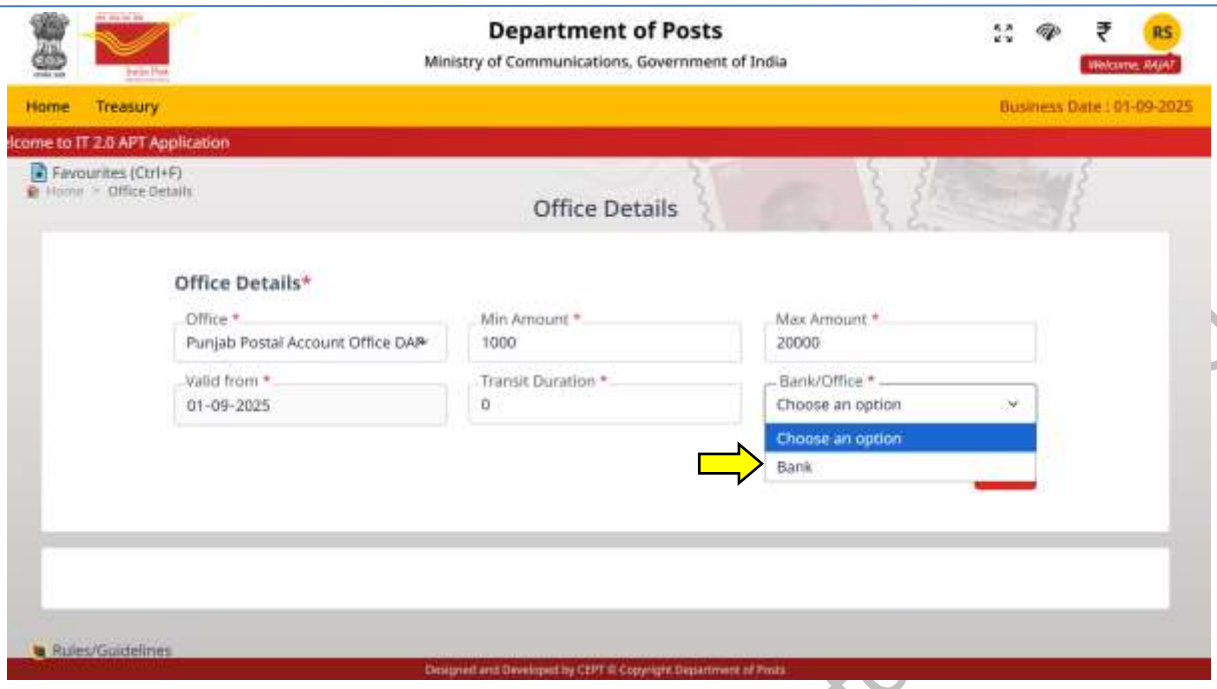


Upon clicking the 'Office Details' option, the new screen will be displayed as shown above.

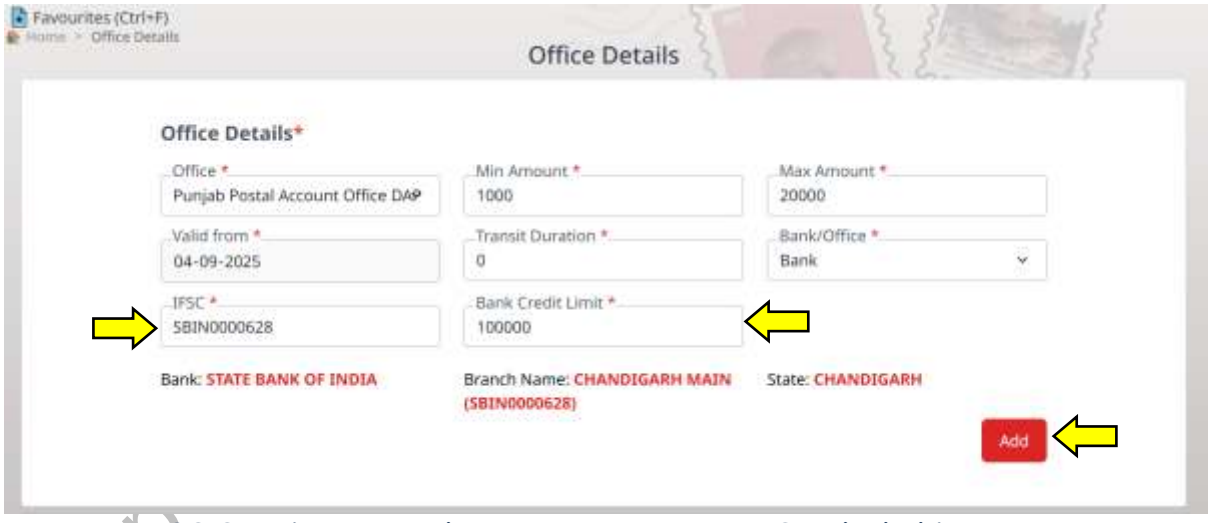


Select the 'PAO' from the Office drop-down.

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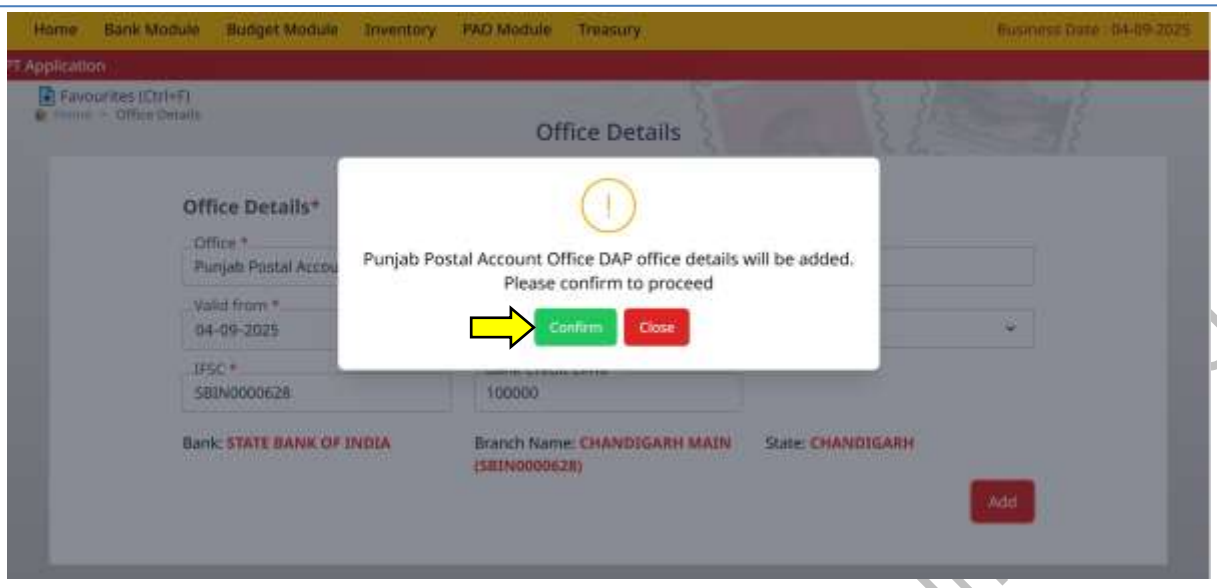


Enter the Min Amount, Max Amount
Select the effective date from the 'Valid from'
Enter the 'Transit Duration.'
Map the PAO to 'Bank' by selecting from 'Bank/Office' drop-down.

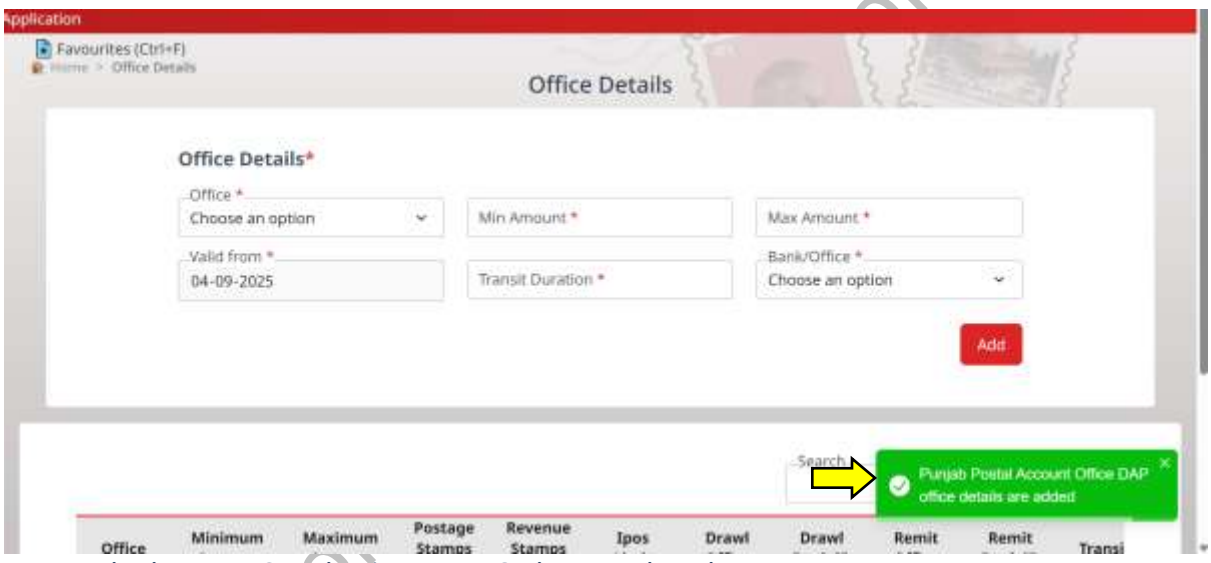


Enter the 'IFSC Code' of the Designated Bank and 'Bank Credit Limit'.
Click on 'Add' button.

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Click 'Confirm' button.



Upon clicking the 'Confirm' button, Office details will get added.

Once the office is added, users with the roles of 'Treasury Operator' and 'Treasury Supervisor' will be enabled to process cash transactions, cash drawls, cash remittances, cheque issuance, and other treasury-related transactions.

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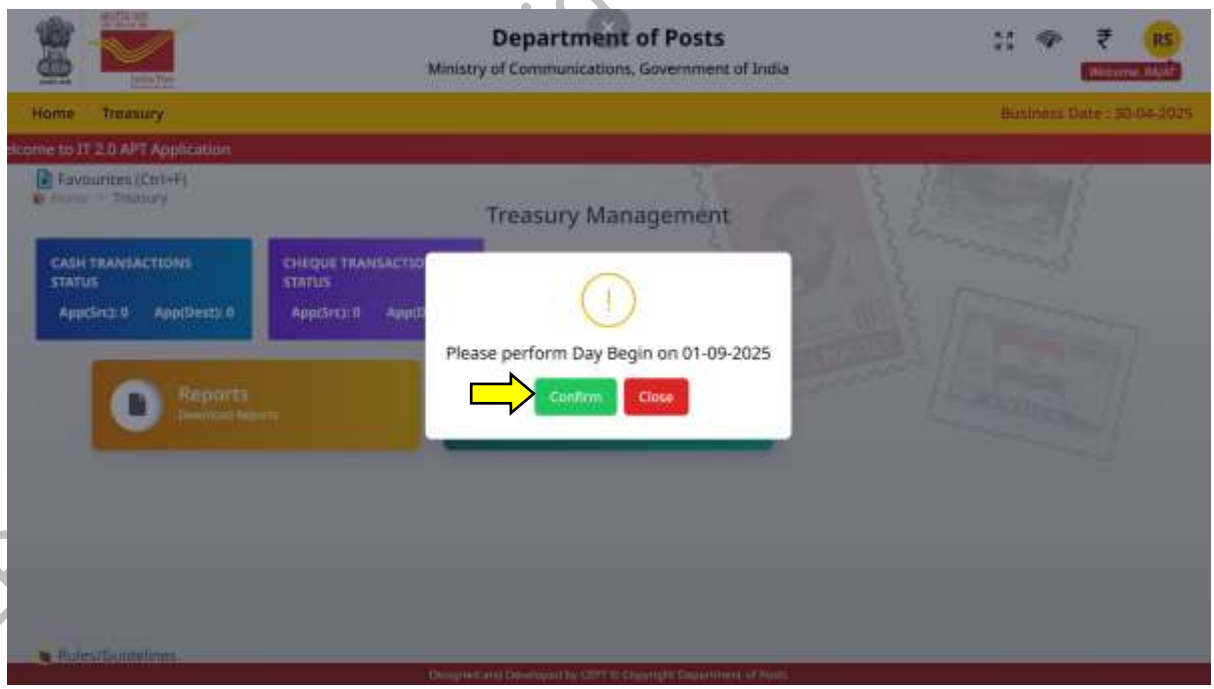
3.2 Initiating Day Begin

As mentioned in the Treasury introduction, the module is equipped with built-in Day Begin and Day End operations. The user is required to initiate Day Begin before processing or creating any transaction.

The user with the role of 'Treasury Supervisor' is responsible for initiating the Day Begin.

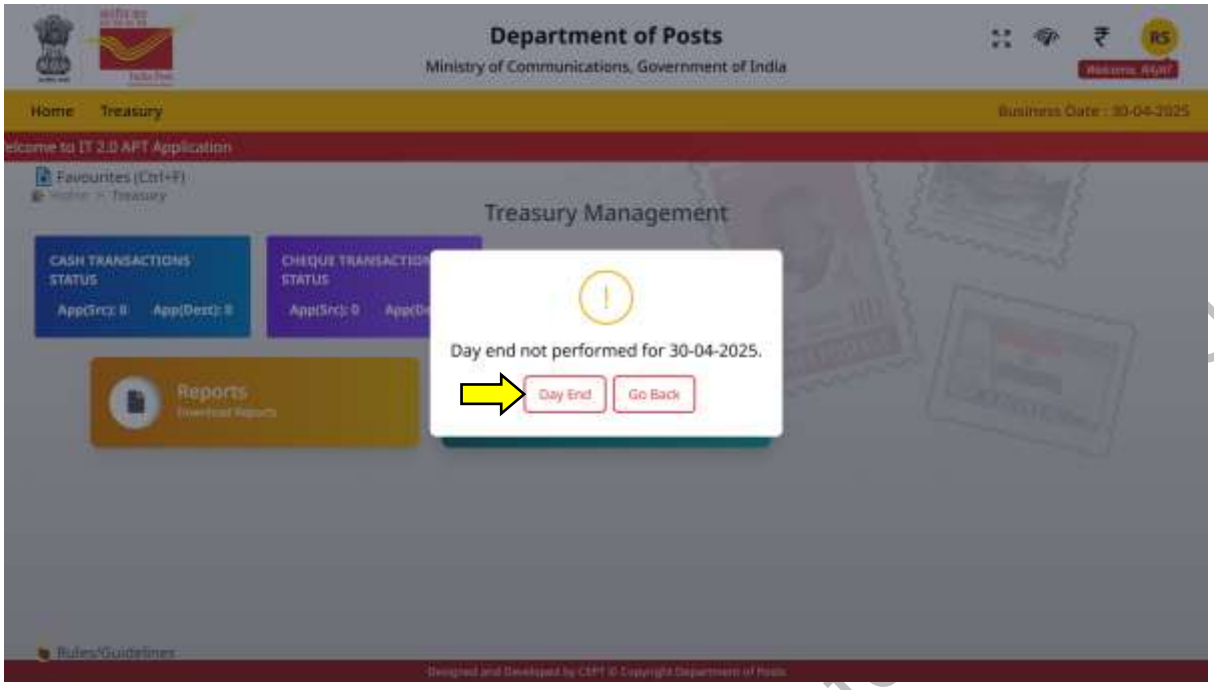


Click 'Treasury' card.



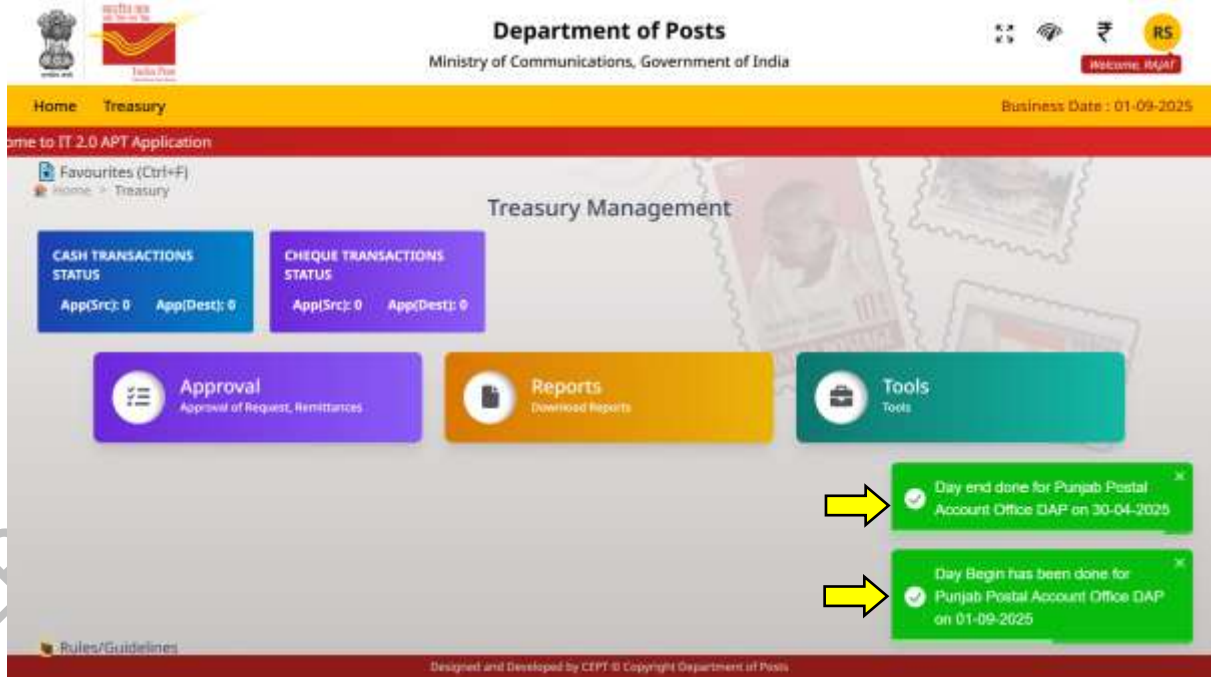
Upon clicking the 'Treasury' card, the application will display the warning message of 'performing the Day Begin' for the present date enabled with 'Confirm' and 'Close' buttons.

Click on 'Confirm' button.



Upon clicking the 'Confirm' button, the application verifies whether the 'Day End' of the Treasury Module has been properly completed for the previous date. If the 'Day End' has not been carried out for any previous date, the application will prompt the user to initiate the Day End process.

Click 'Day End' button.

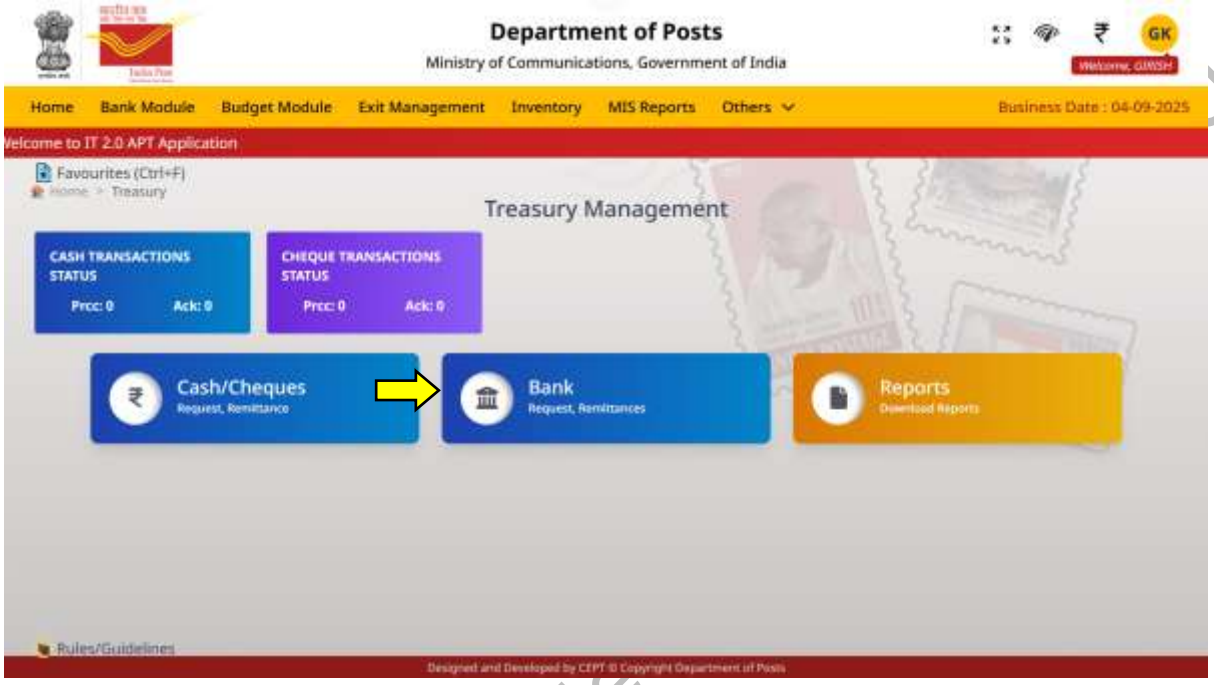


Upon clicking the 'Day End' button, the application will process the 'Day End' for the previous date and initiate the Day Begin for the present 'Date'.

3.3 Bank

The 'Bank' sub-card will be used by the PAO to draw the cash from Bank and to remit the cash to Bank.

The Bank sub-card is enabled with the option such as 'Bank Drawl' and 'Bank Remittance'.



3.3.1 Bank Drawl

The 'Bank Drawl' option is used to draw cash from the bank.

For this purpose, a cheque is required to be assigned against the transaction initiated under this option.

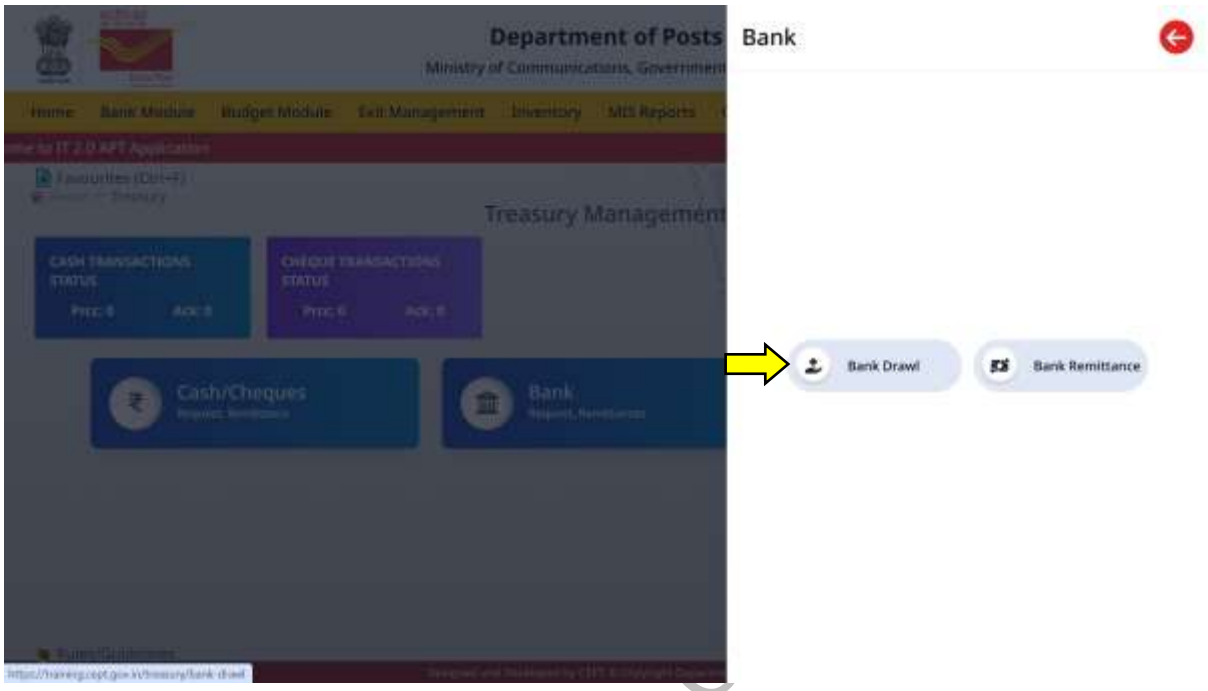
After assigning the cheque, the transaction should be approved and the assigned cheque must be marked as 'Cheque Disposal'.

In summary, the following steps are to be followed for drawing a cheque for the purpose of cash drawl from the bank:

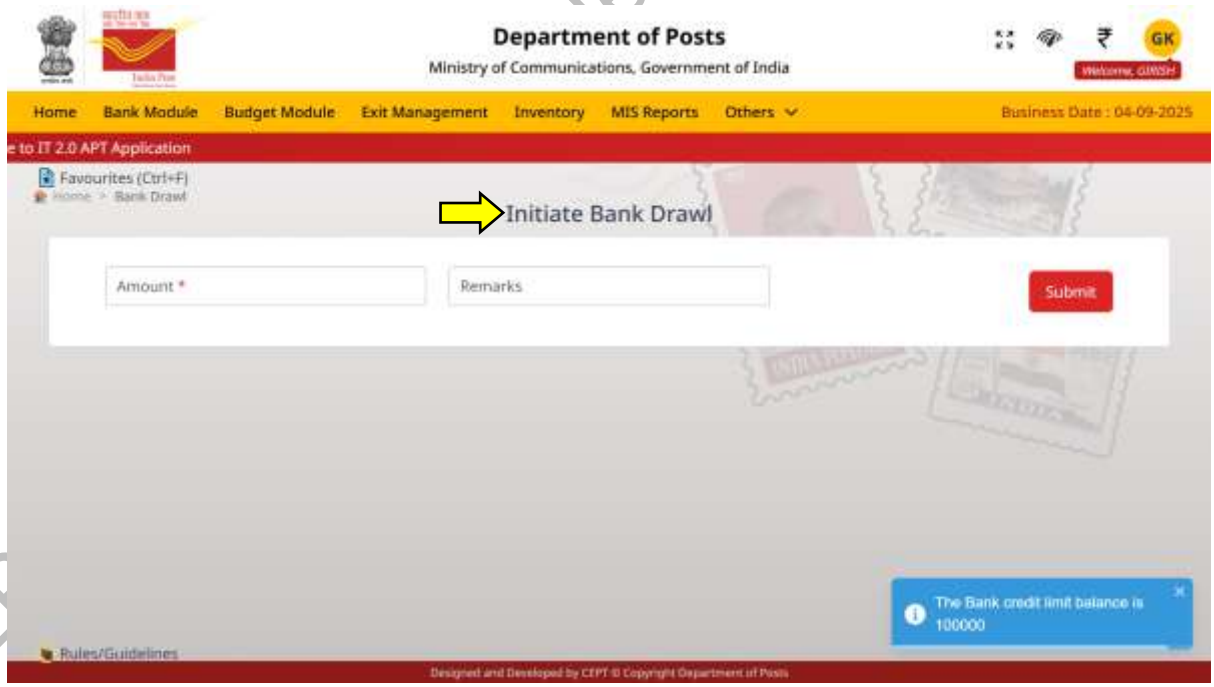
Treasury-Bank-Bank Drawl
Bank Module-Drawings Management-Cheque Issue
Treasury-Approvals-Cheque Approval (SRC)→**Supervisor Login**
Treasury-Cash/Cheques-Cheques Disposal

CEPT Operational Guide

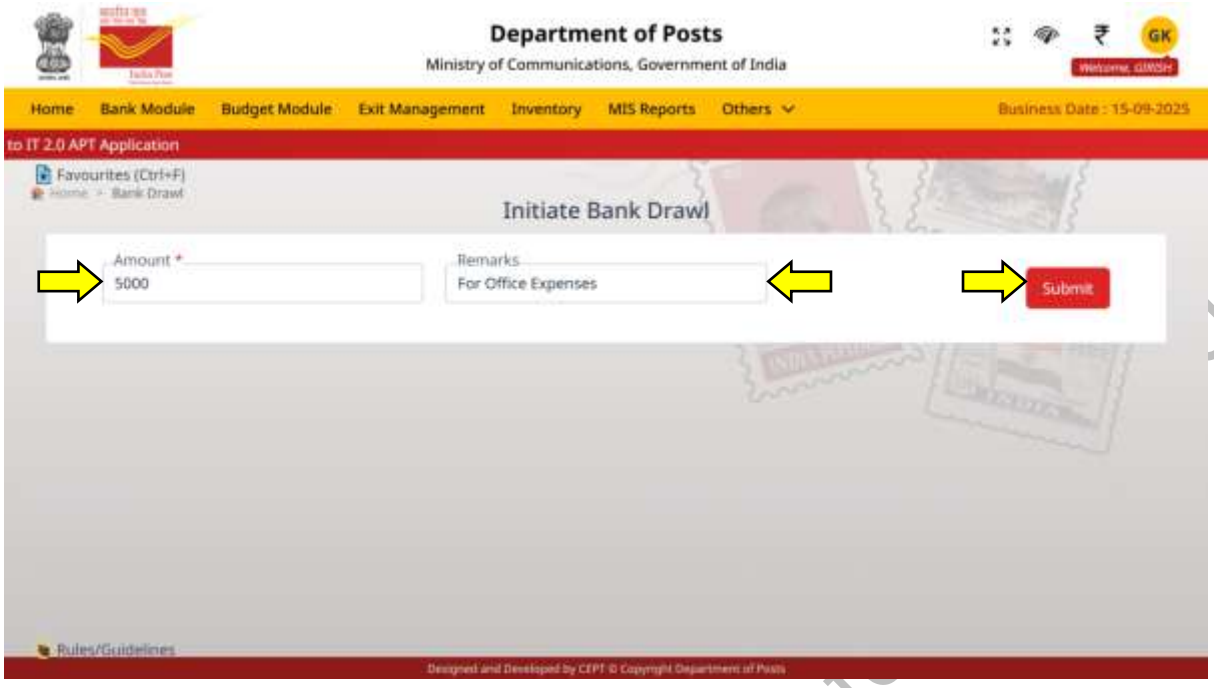
3.3.1.1 Initiating of Bank Drawl



Click on 'Bank Drawl' option.

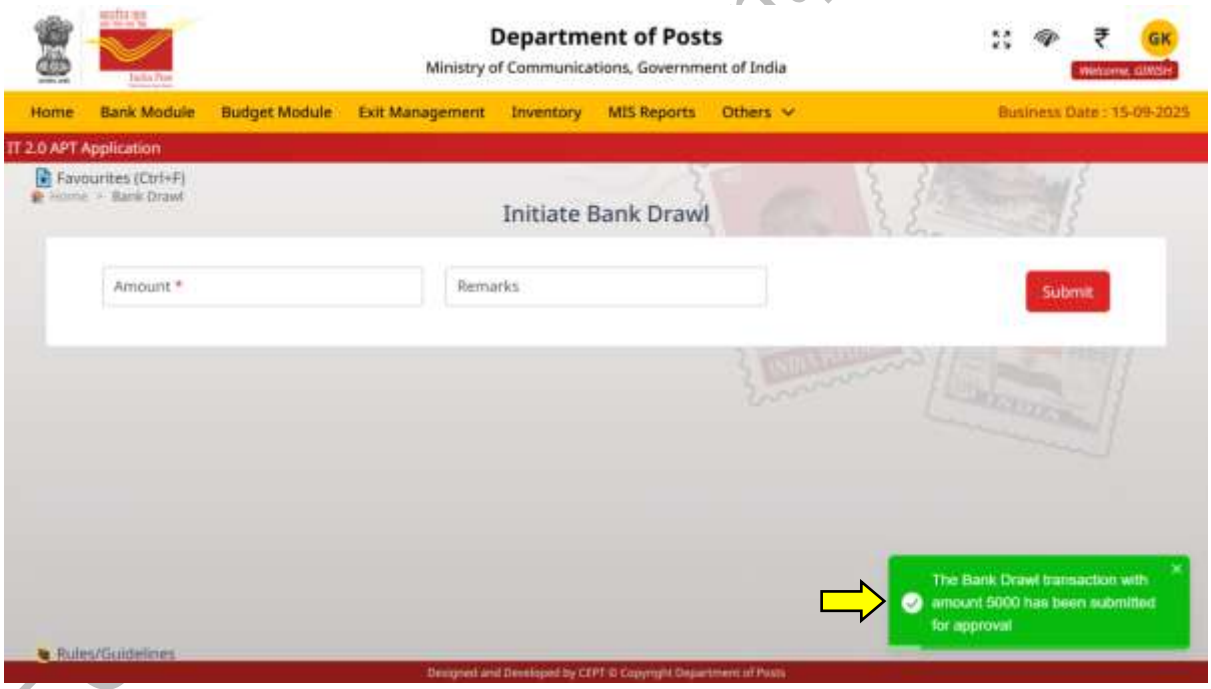


Upon clicking the 'Bank Drawl' option, the 'Initiate bank Drawl' screen will be displayed where the user needs to enter the 'Amount', 'Remarks'.



Enter the Amount and 'Remarks'.

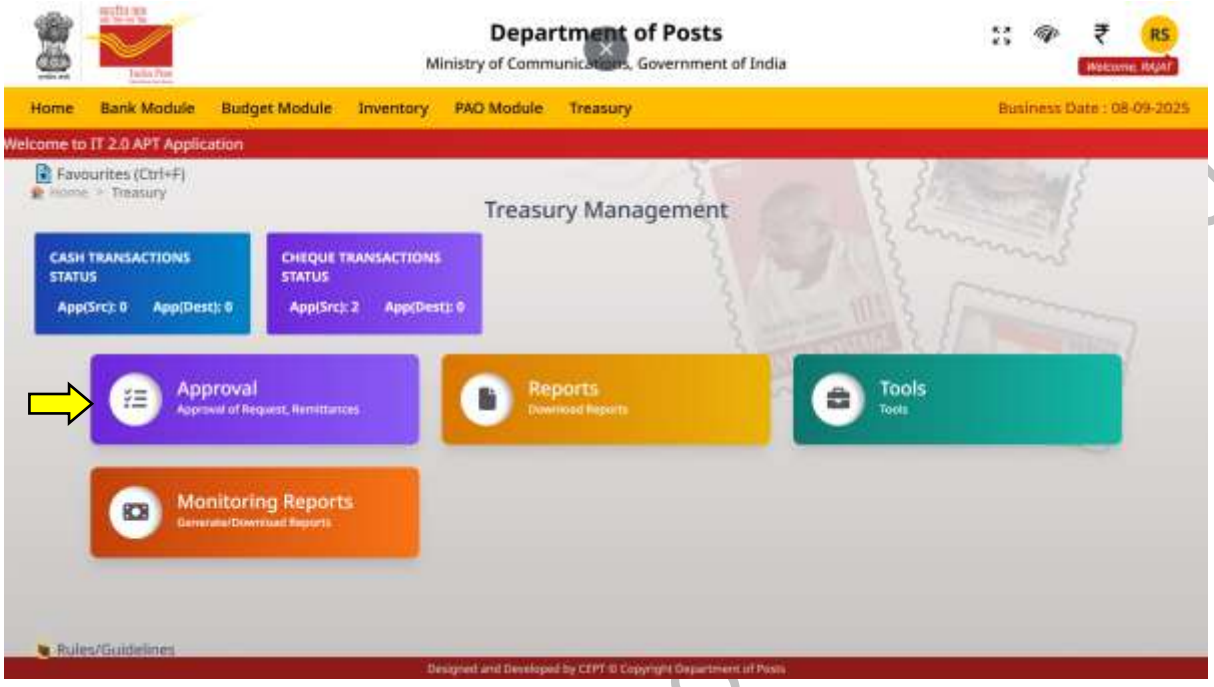
Click on 'Submit' button.



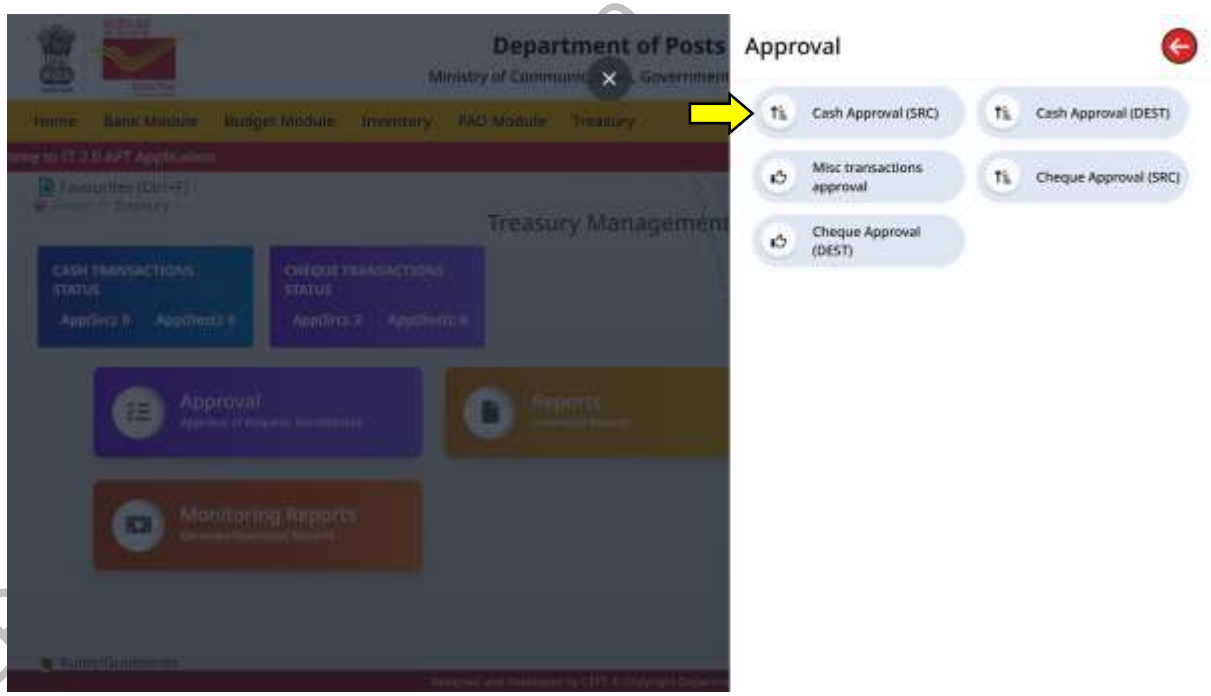
Upon clicking the 'Submit' button, the 'Bank Drawl transaction will be created and will be availabled further for issuance of Cheque'.

3.3.1.2 Approval from Treasury Supervisor

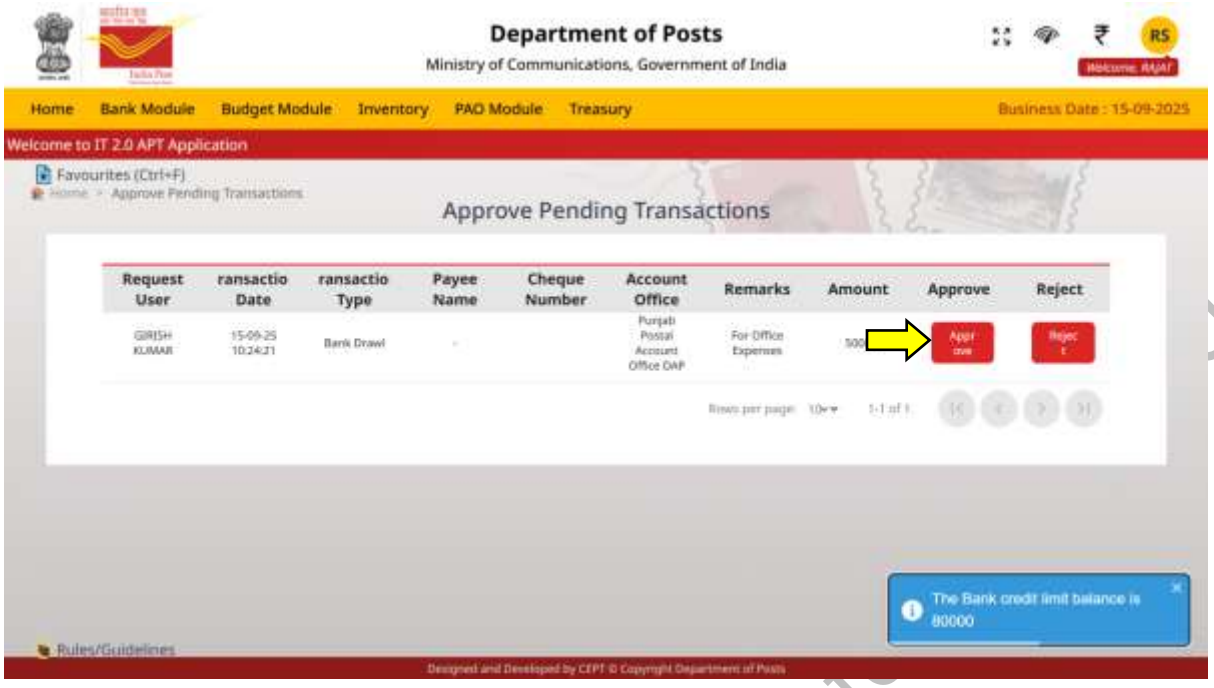
The transaction should be verified in the Treasury Supervisor login following the creation of the Bank Drawl.



Click ‘Approval’ sub-card

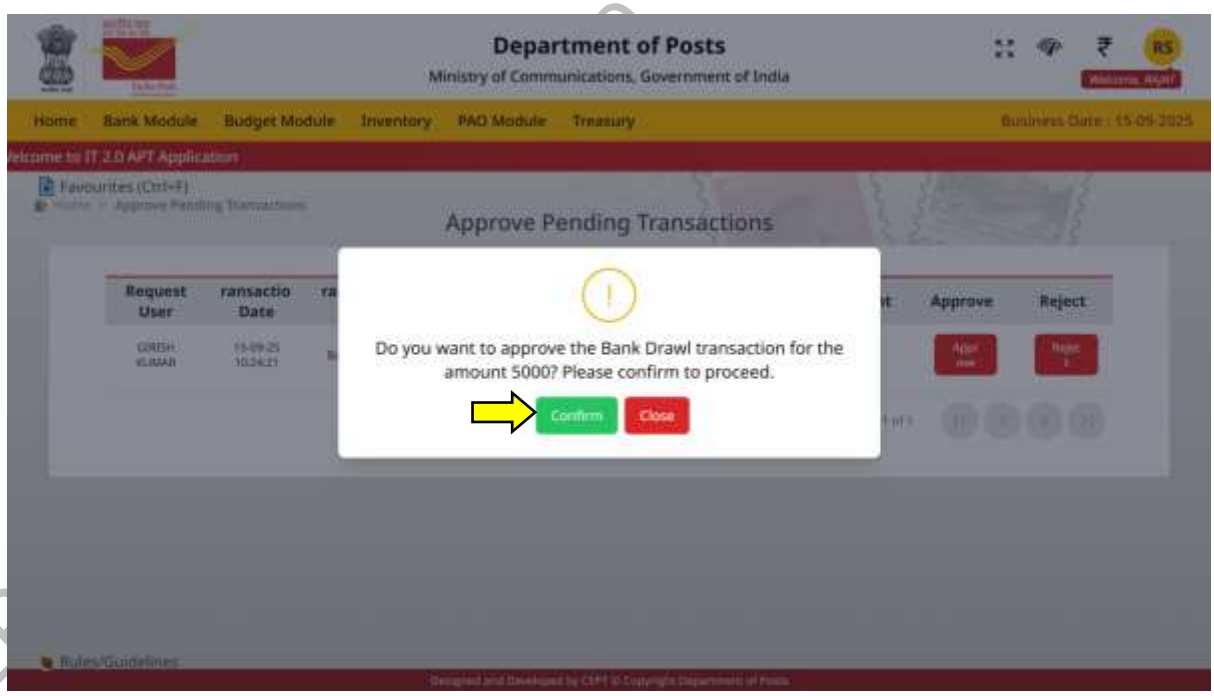


Navigate to ‘Cheque Approval (SRC)’ option.



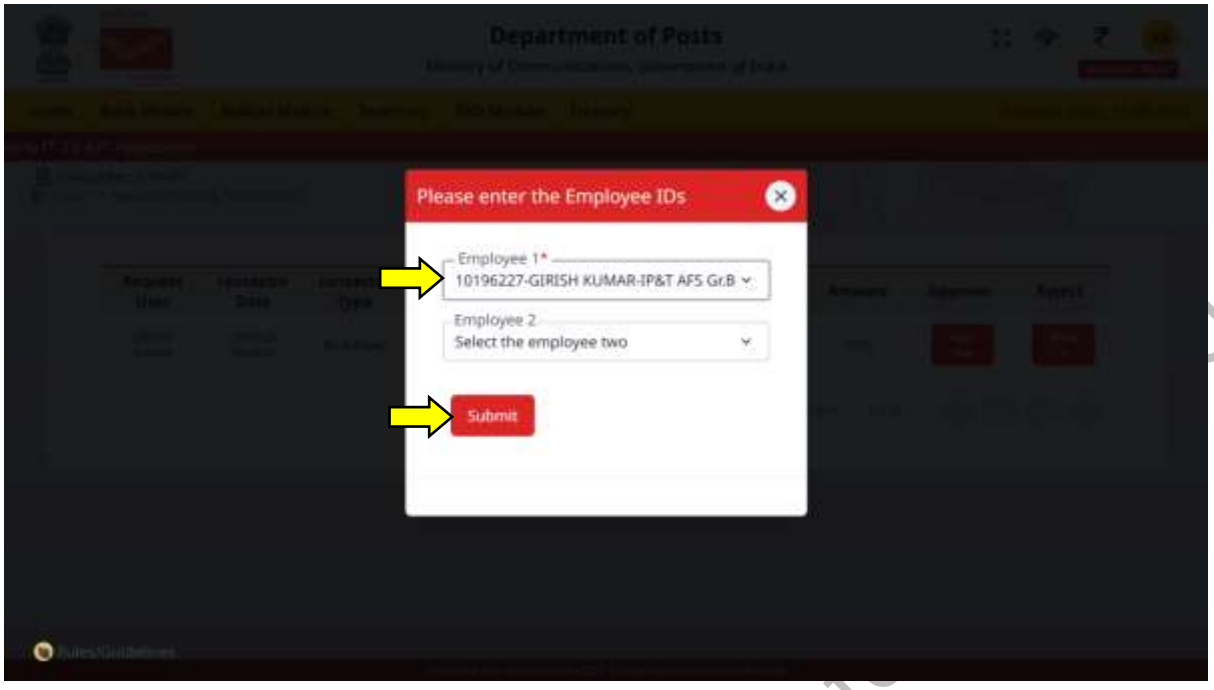
When the ‘‘Cheque Approval (SRC)’’ option is clicked, the Approve Pending Transactions screen will appear, displaying all transactions awaiting verification or approval.

Click on ‘Approve’ button.



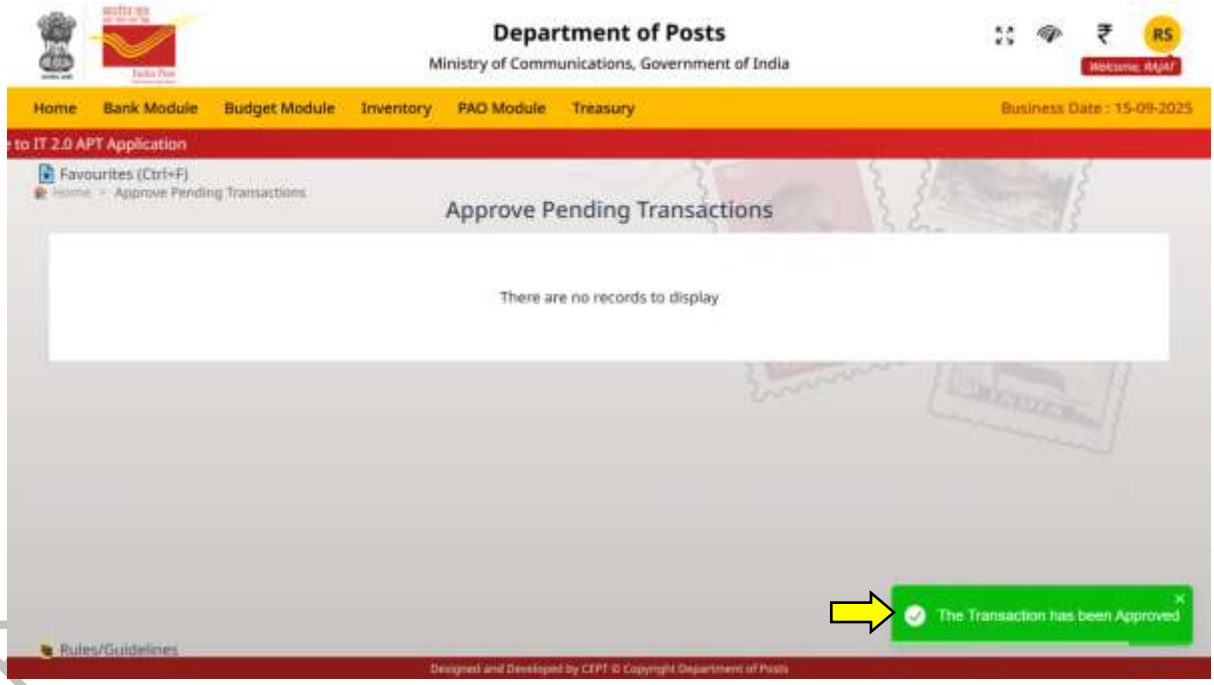
Upon clicking the ‘Approve’ button, application once again asks for the confirmation.

Click on ‘Confirm’ button.



Upon clicking the 'Confirm' button, the application requests the user to choose the employee authorized to visit the bank and collect the cash against the withdrawal request.

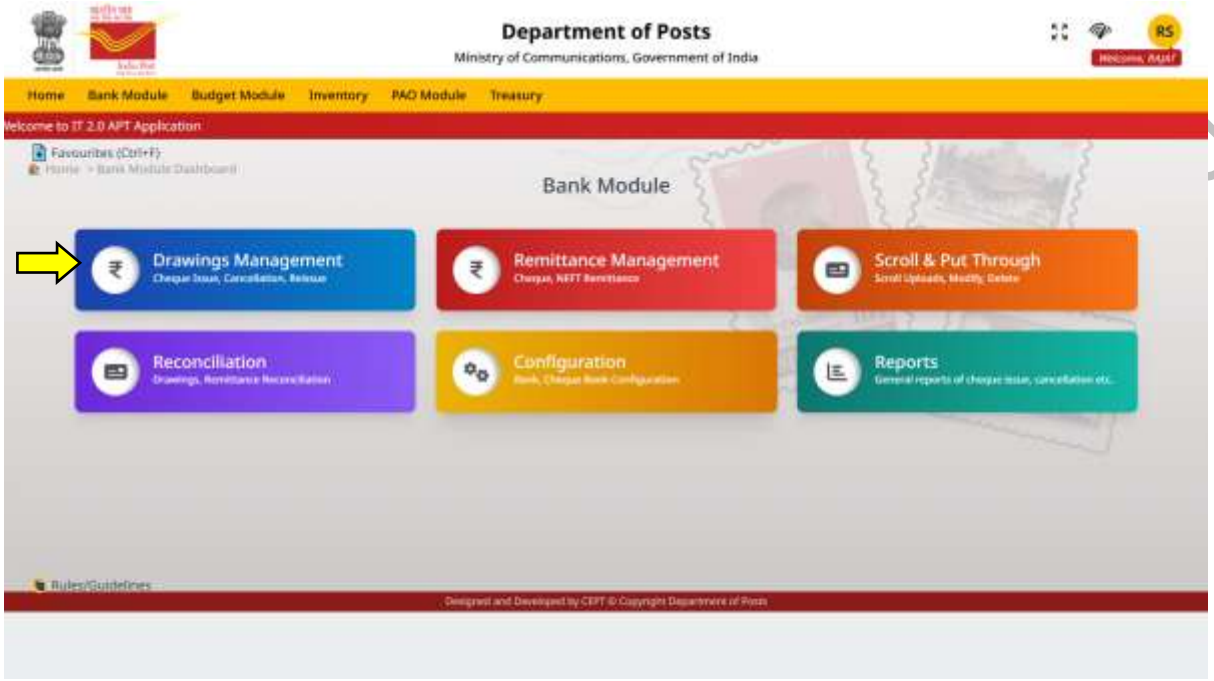
Select the 'Employee' and Click on 'Submit' button.



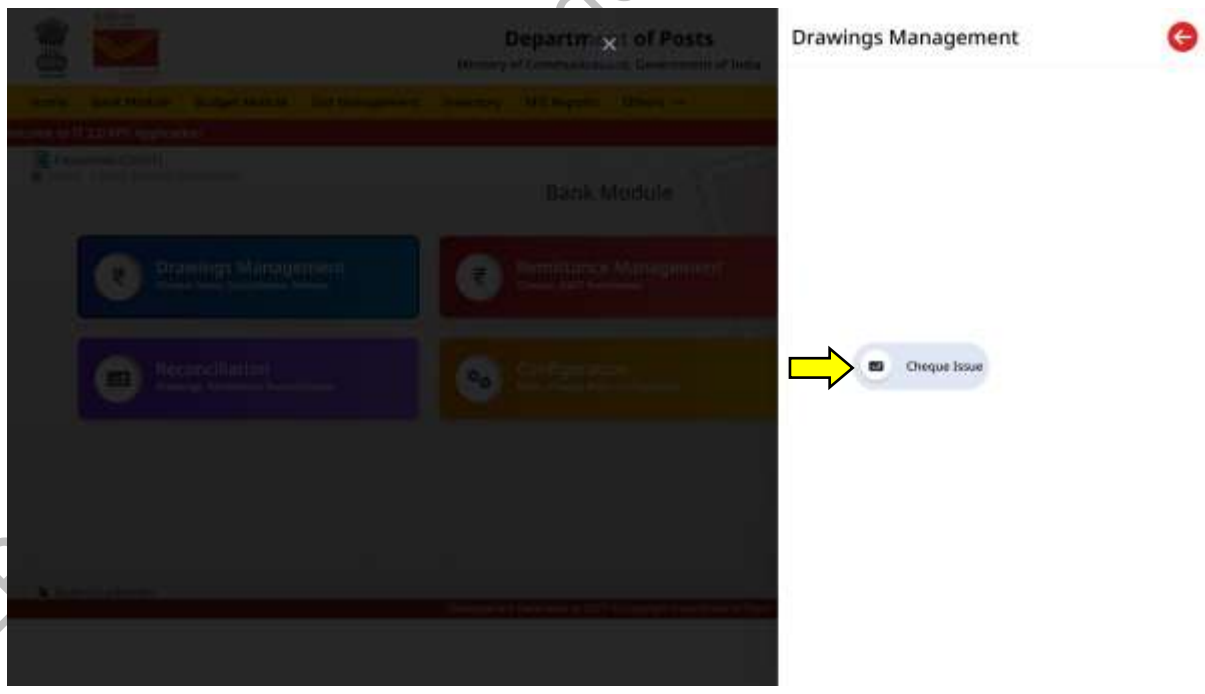
Upon clicking the 'Submit' button, the transaction will get approved.

3.3.1.3 Bank Module-Cheque Issue

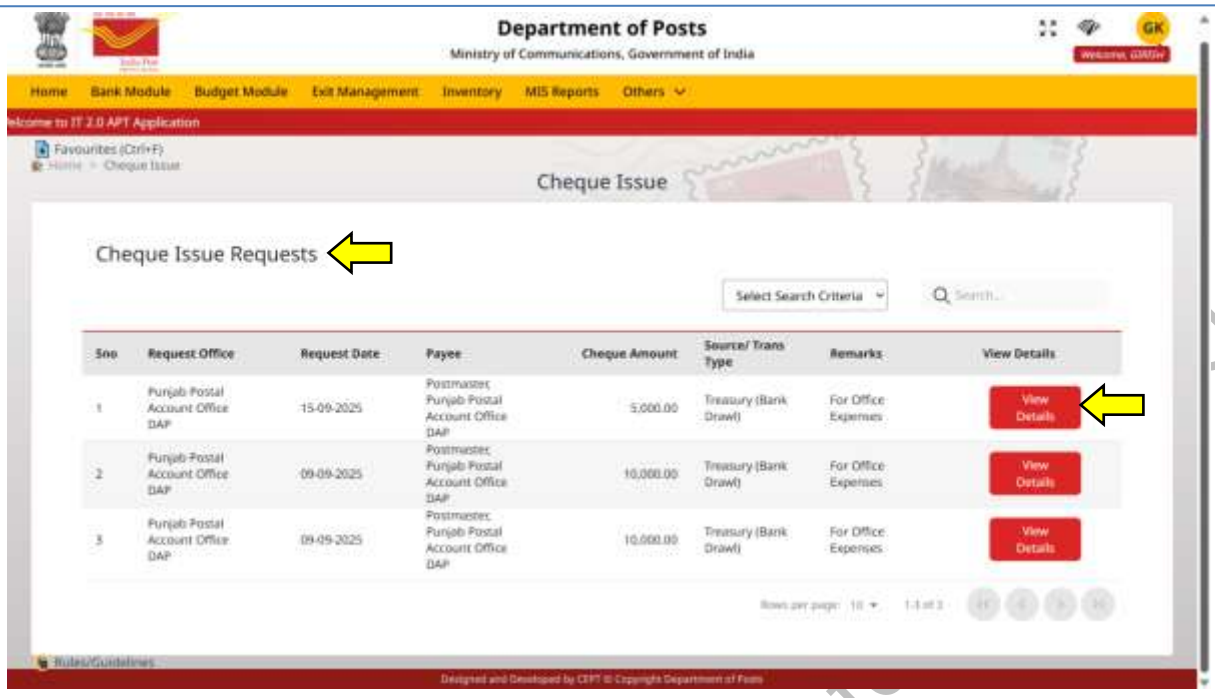
Once the transaction is verified by the Treasury Supervisor, the cheque must be issued against the transaction through either the Operator or Supervisor login of the Bank Module.



Click 'Drawings Management' sub-card.

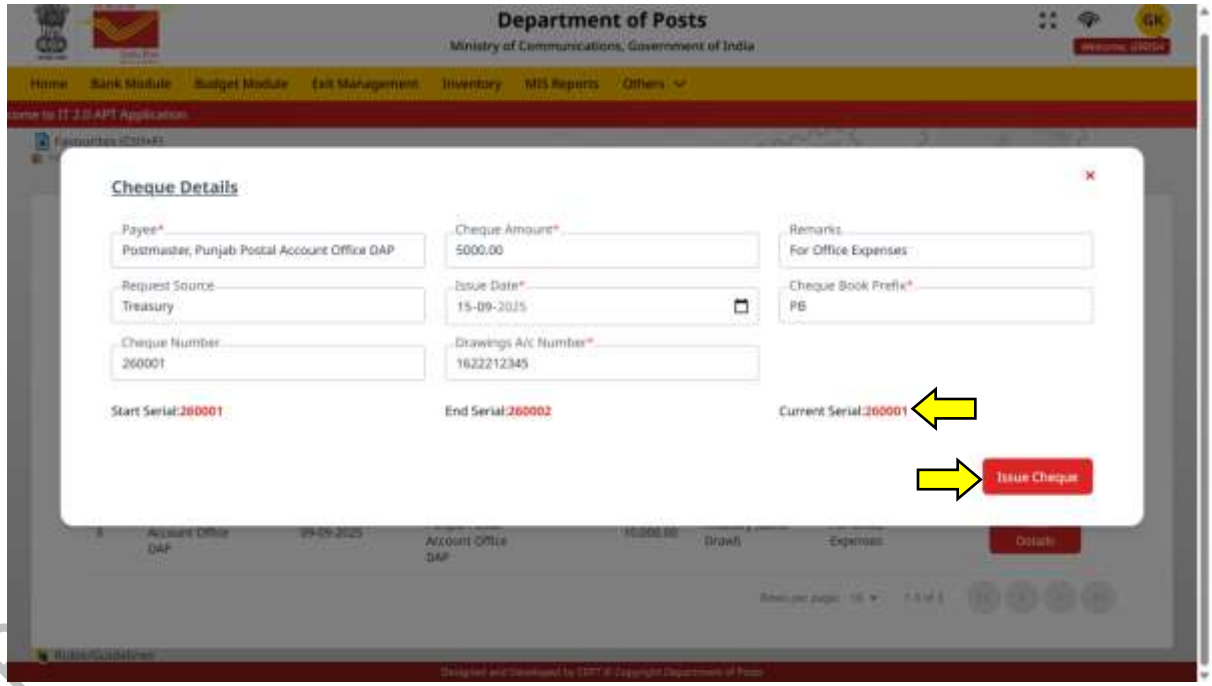


Click on 'Cheque Issue' option.



Transactions generated across different modules, which require cheque drawing, will appear on the 'Cheque Issue' screen.

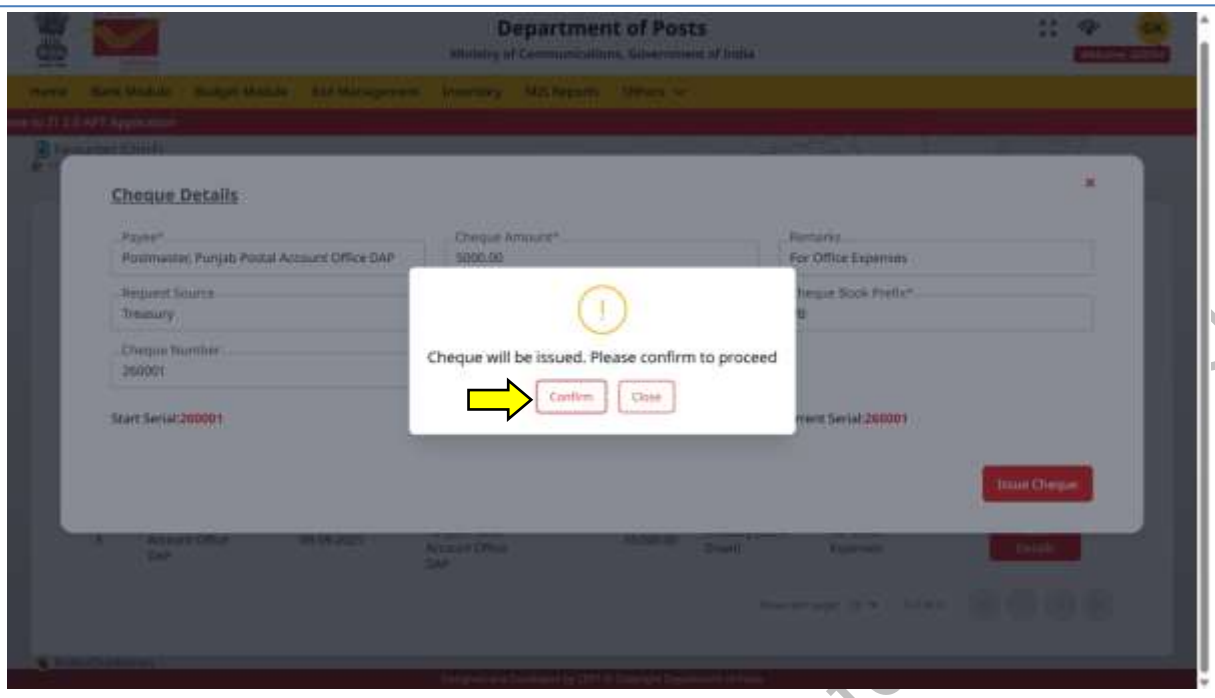
Click on 'View Details' button to proceed further.



Upon clicking the 'View Details' button, the corresponding transaction details shall be displayed, as illustrated in the above screenshot.

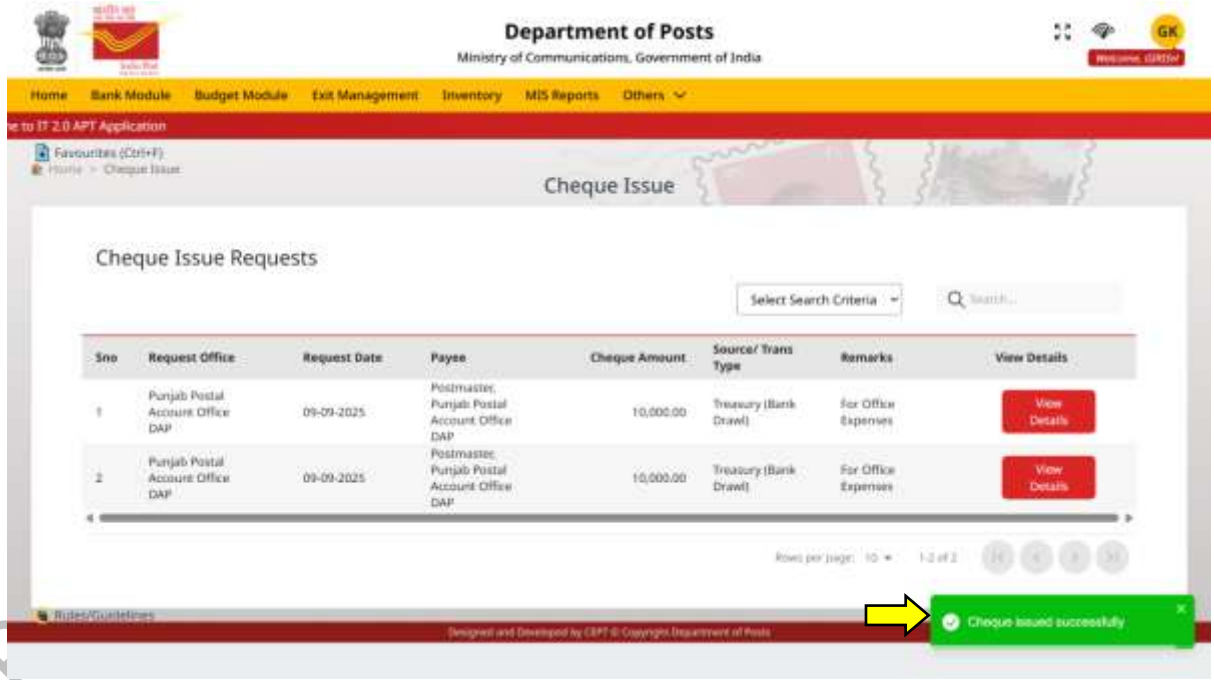
Click 'Issue Cheque' button.

CEPT Only for Use



Upon clicking the 'Issue Cheque' button, the application displays the warning message along with 'Confirm' and 'Close' button.

Click 'Confirm' button to proceed further.

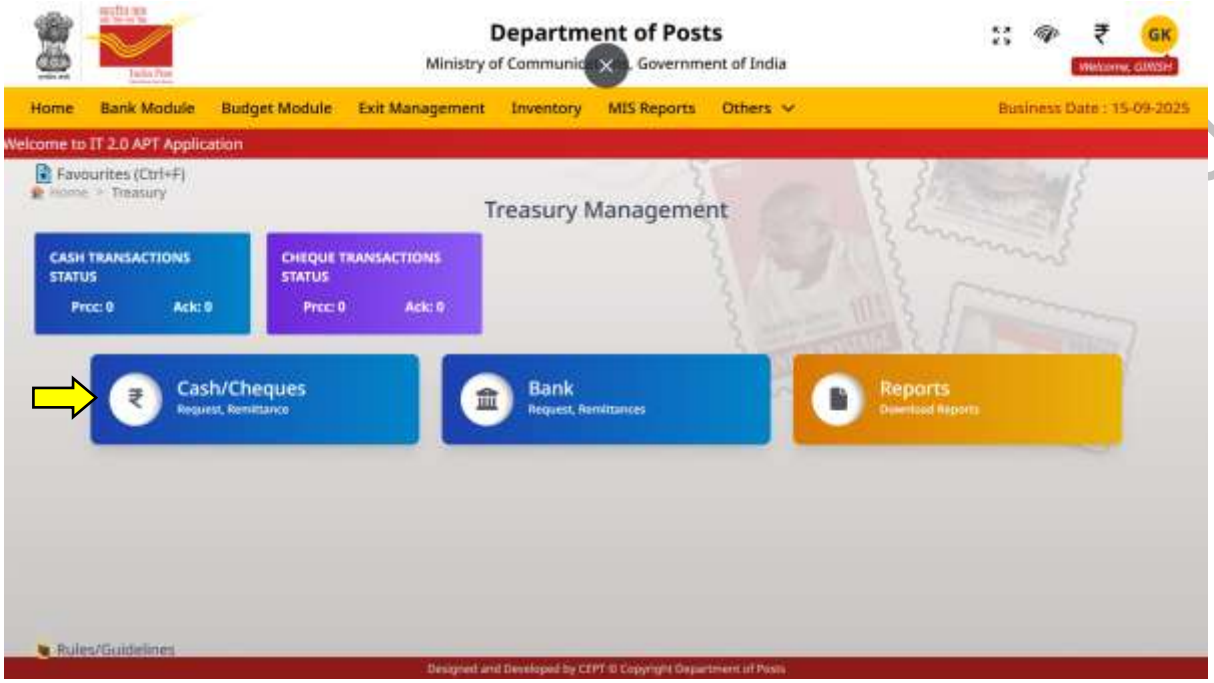


Upon clicking the 'Confirm' button, the 'Cheque issued successfully' message will be displayed.

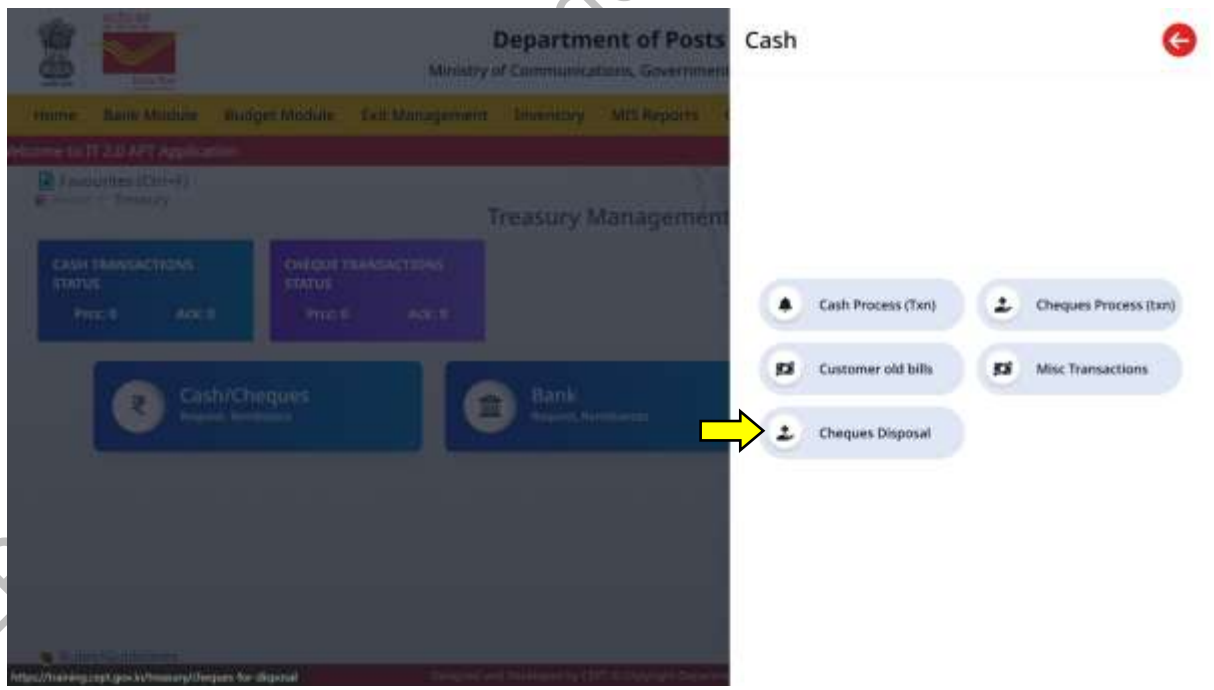
CEPT Only for Use

3.3.1.4 Cheque Disposal

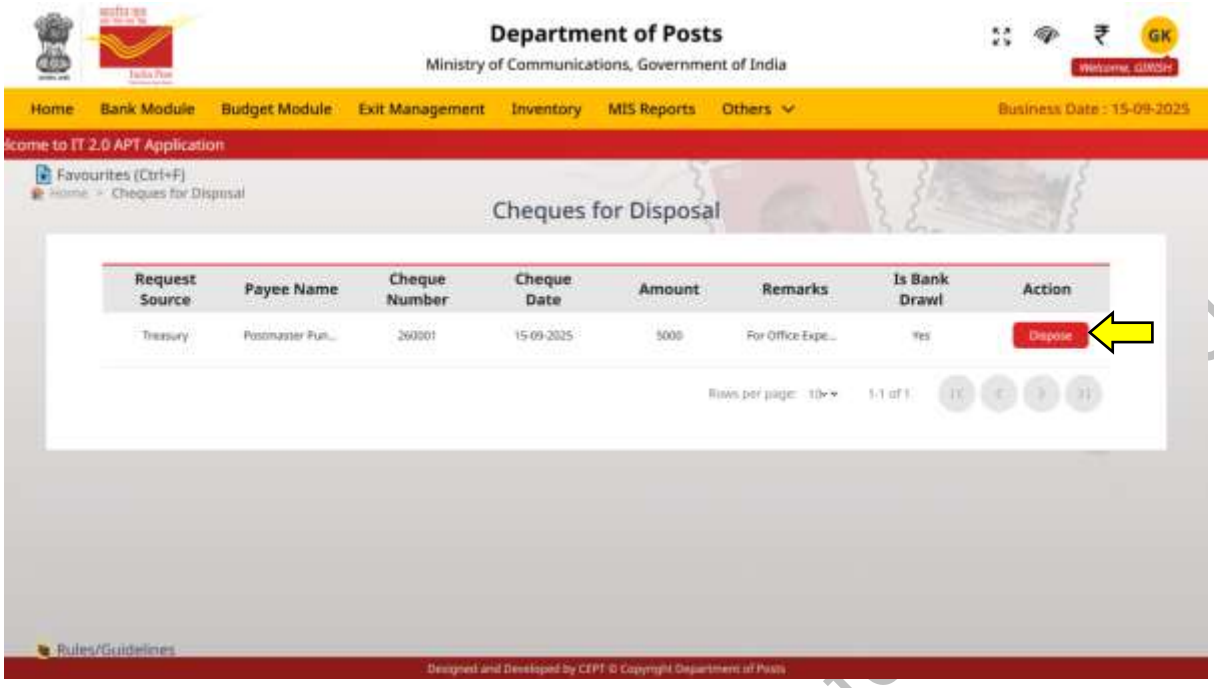
After issuing the cheque and submitting it to the bank—or in certain cases, delivering it to a customer, vendor, or other party—the cheque should be marked as 'Cheque Disposal' for inclusion in the Daily Account and Bank Schedules.



Click on 'Cash/Cheques' sub-card.

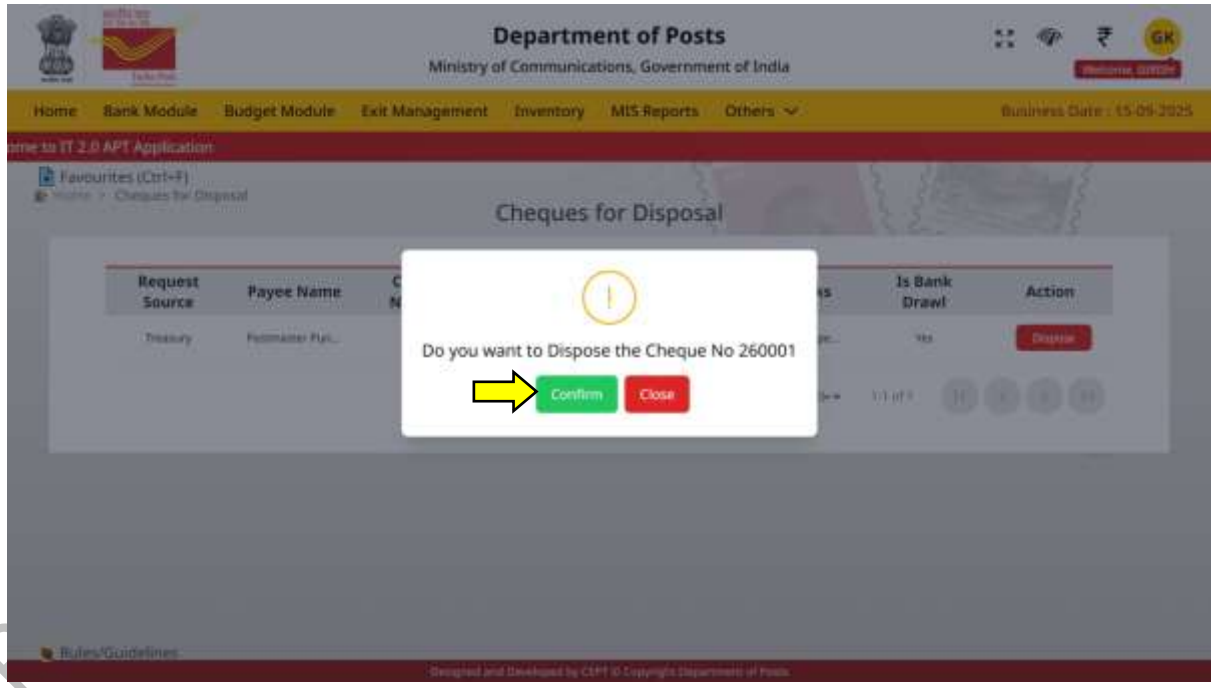


Navigate to 'Cheques Disposal' Option.



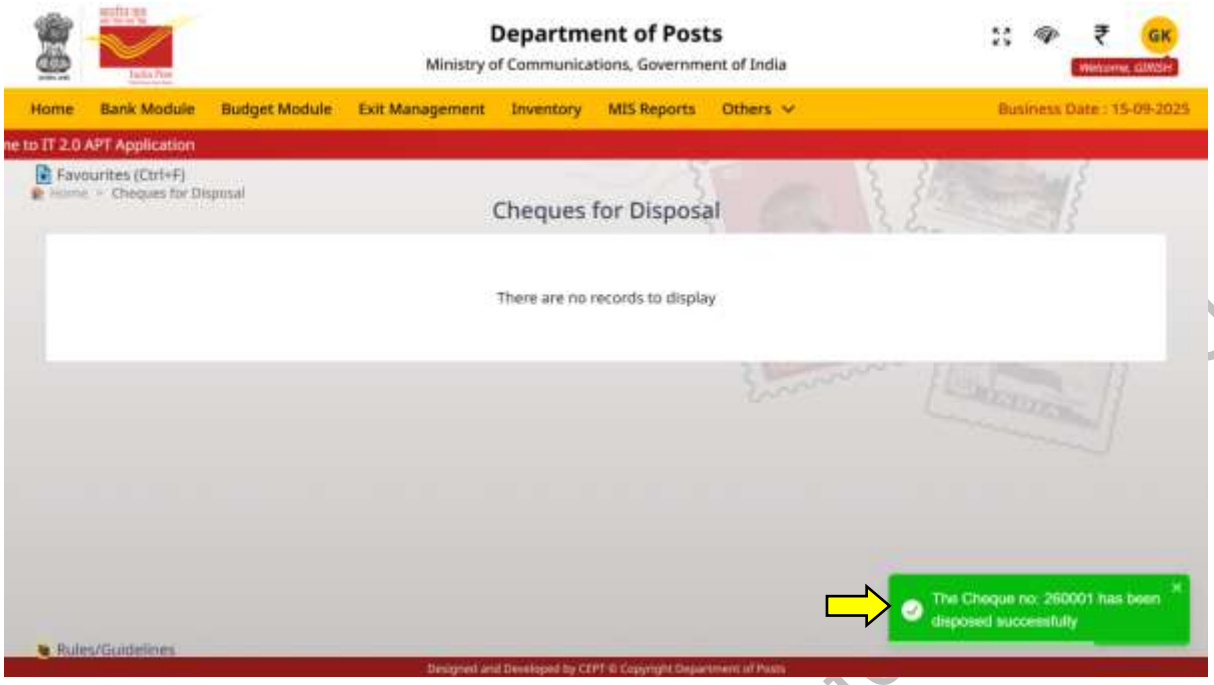
By selecting the 'Cheques Disposal' option, the application shows the list of issued cheque transactions awaiting disposal.

Click on 'Dispose' button available under Action column.



Upon clicking the 'Dispose' button, application once again asks for the confirmation.

Click on 'Confirm' button



Upon clicking the 'Confirm' button, application displays the message as 'The Cheque No. has been disposed successfully'.

CEPT Operational Guide - Only for Internal Use

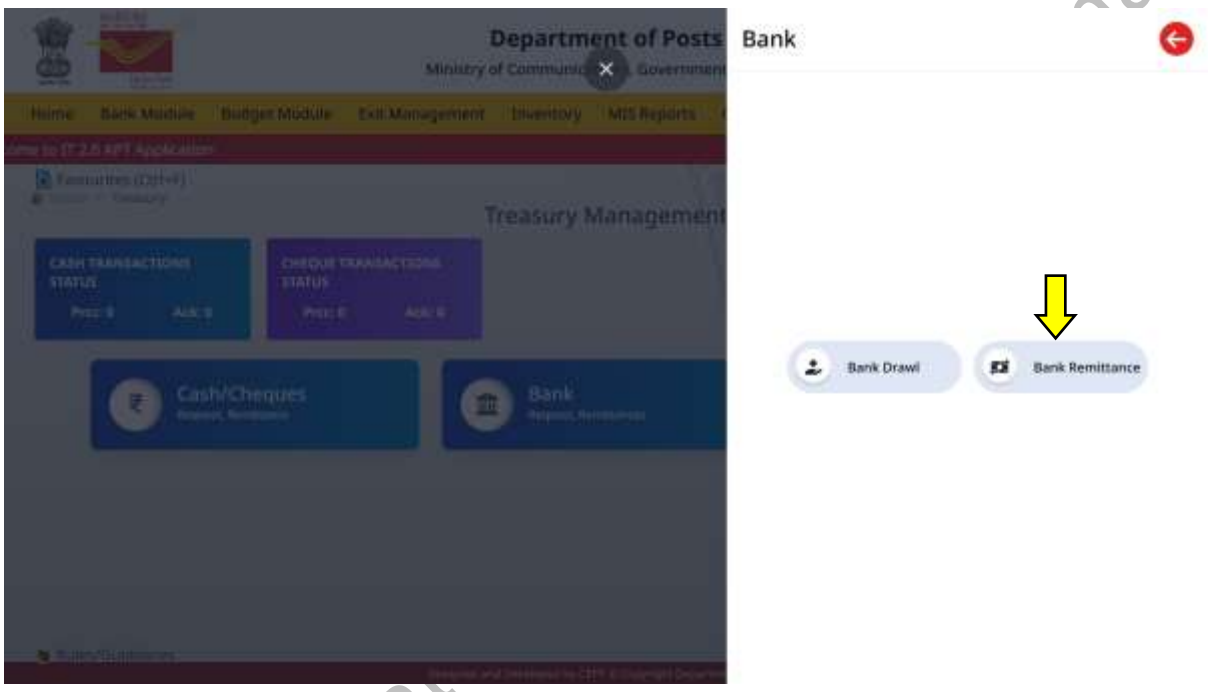
3.3.2 Bank Remittance

The 'Bank Remittance' option allows you to record the process of remitting cash to the bank.

The following steps are to be followed for remitting the Cash to Bank.

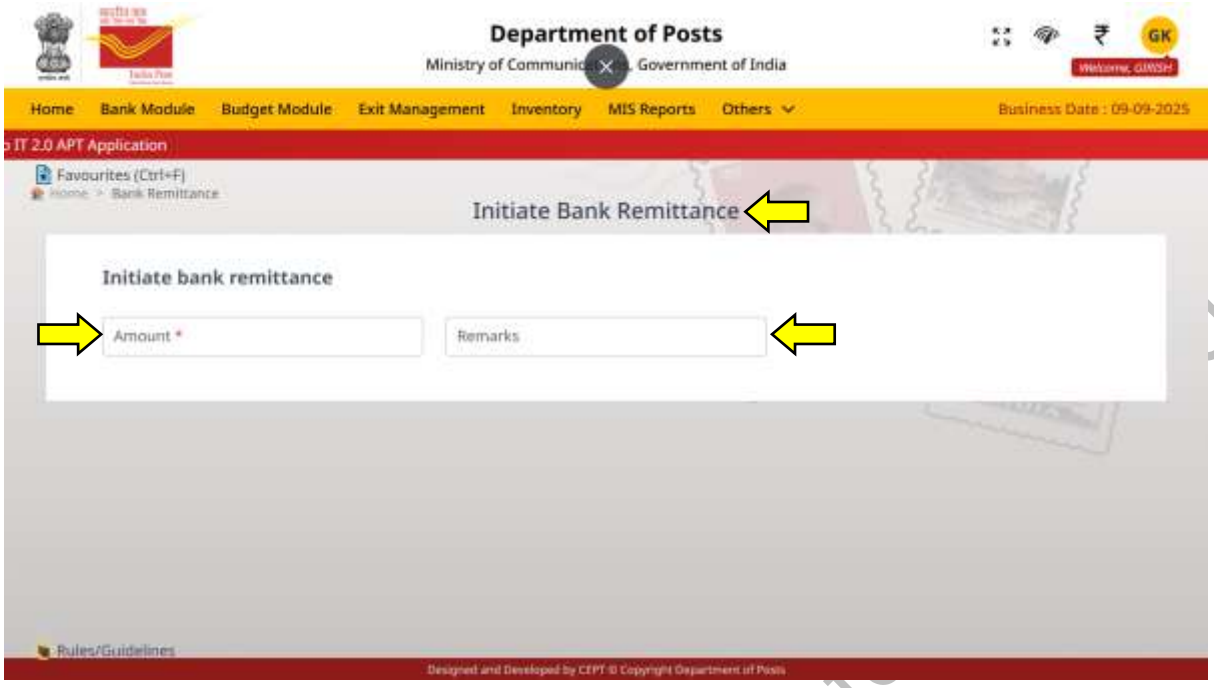
Treasury-Bank-Bank Remittance
Treasury-Approvals-Cash Approval(SRC)→**Supervisor**

3.3.2.1 Bank Remittance



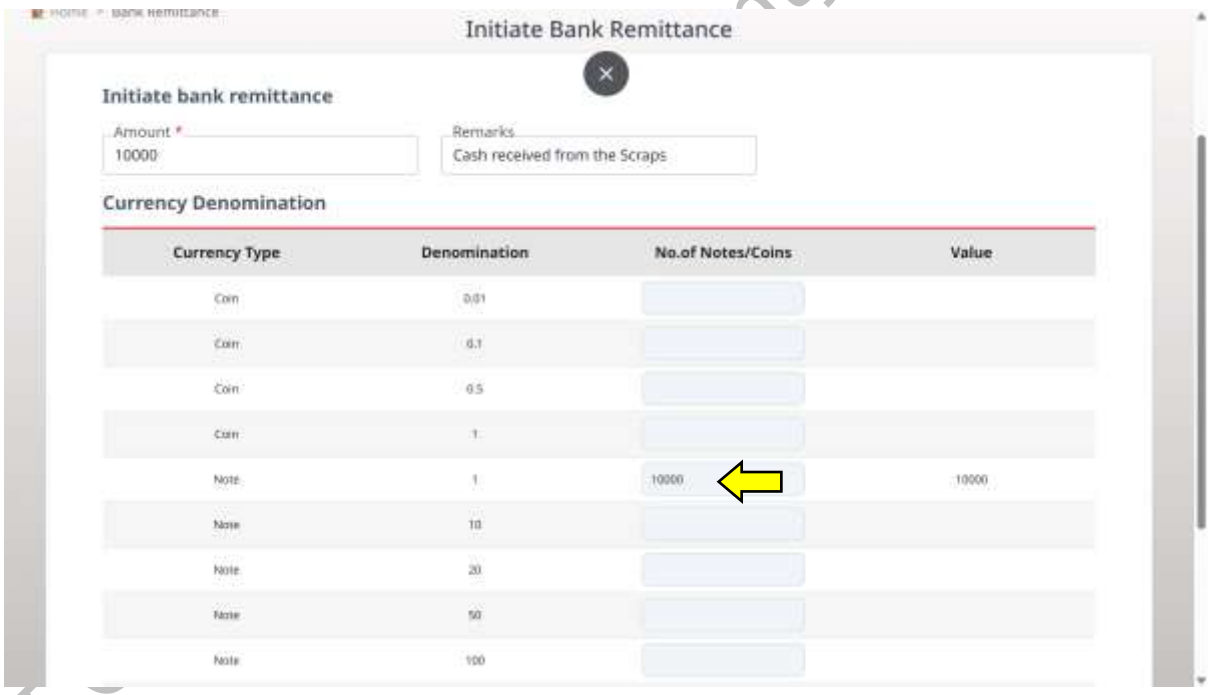
Click on 'Bank Remittance' Option.

CEPT Operational Use



Initiate Bank Remittance screen will be displayed.

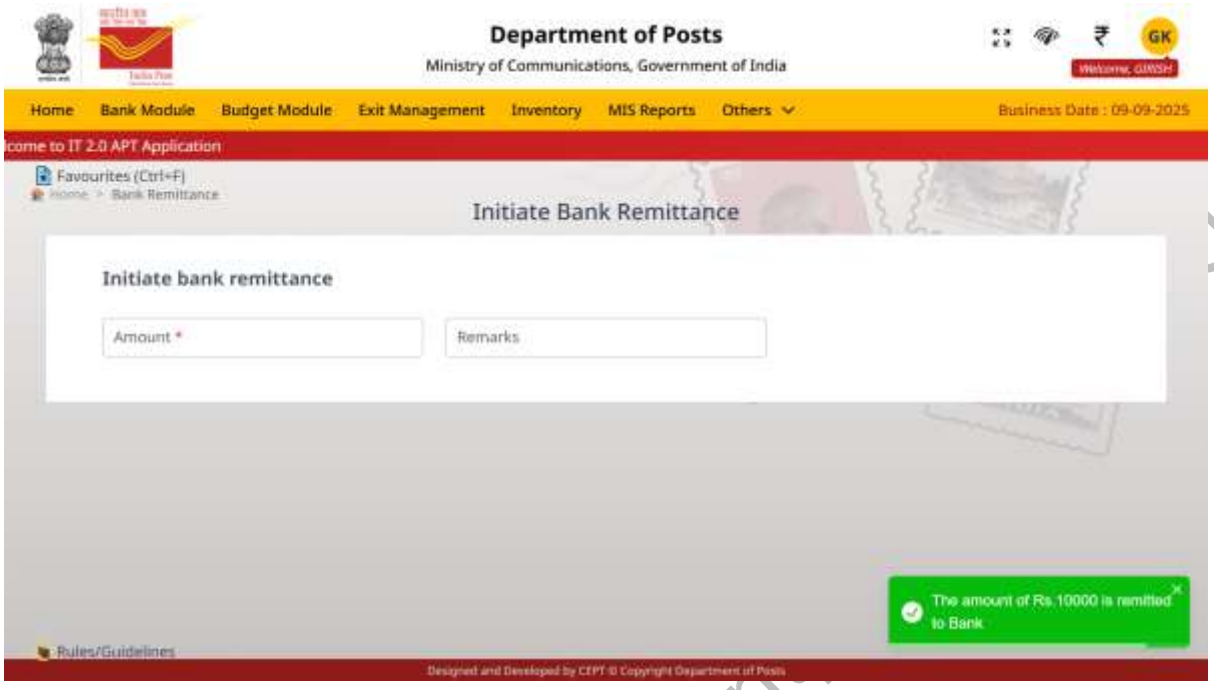
Enter the 'Amount' and 'Remarks'.



Upon entering the 'Amount', the user needs to enter the Denomination.

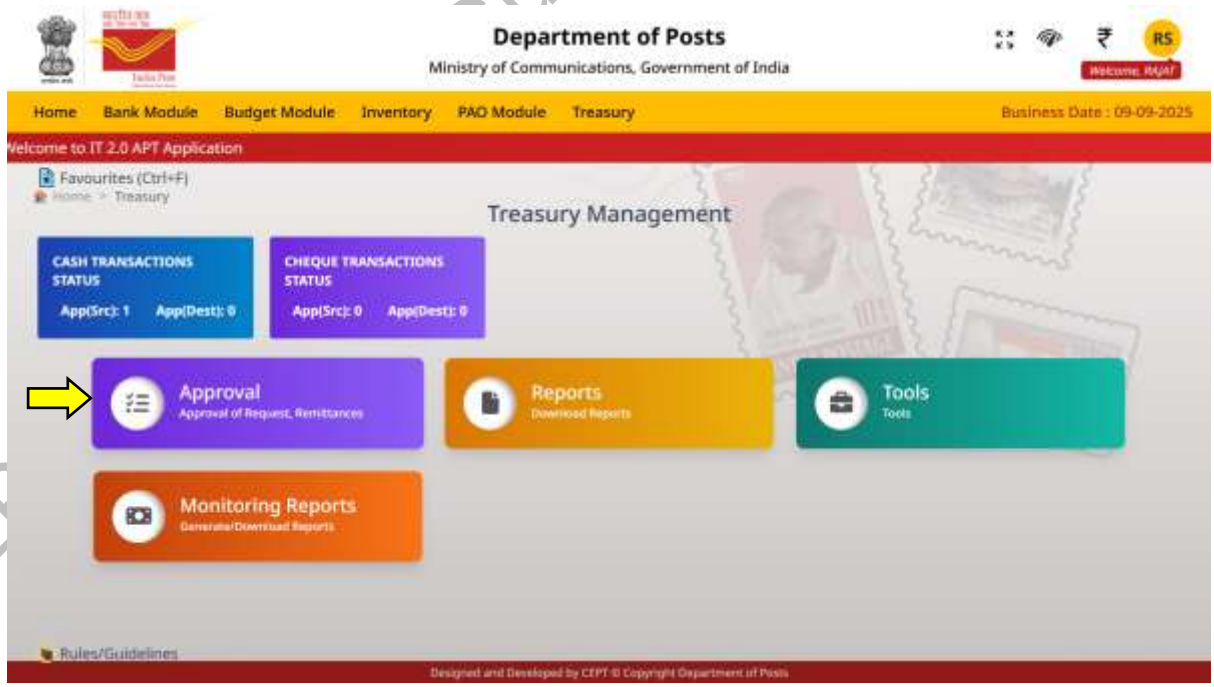
Click on 'Submit' button.

CEPT

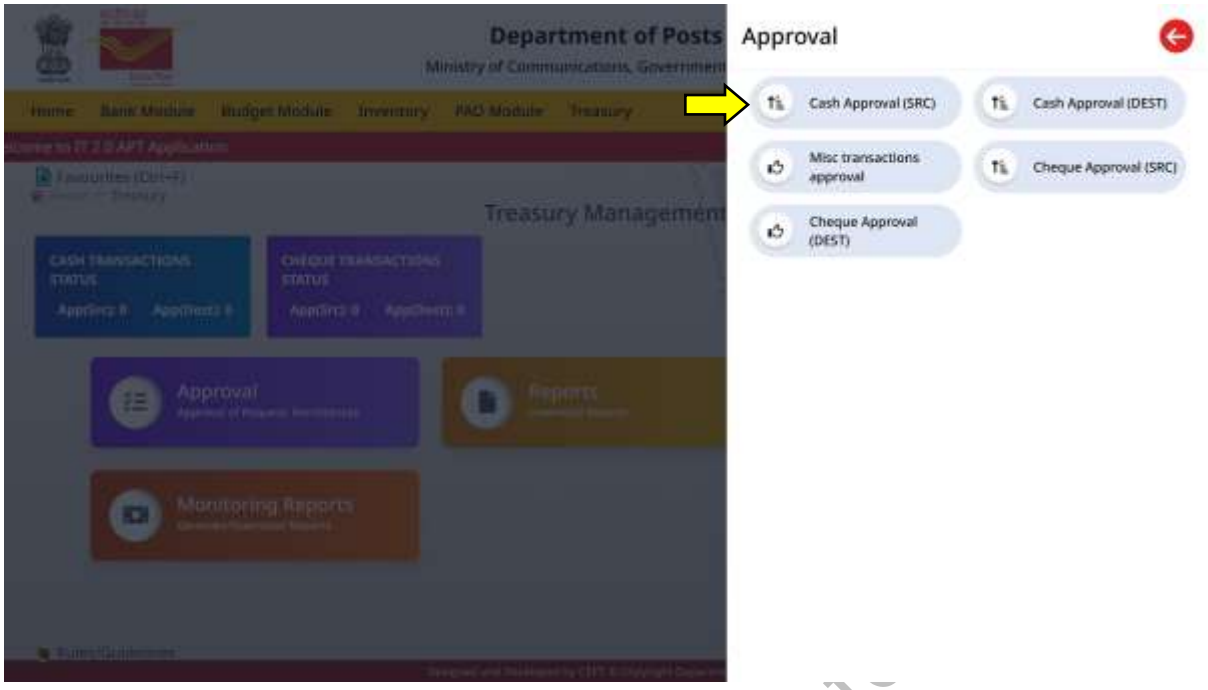


Upon clicking the 'Submit' button, the application displays the message as 'The Amount is remitted to Bank'.

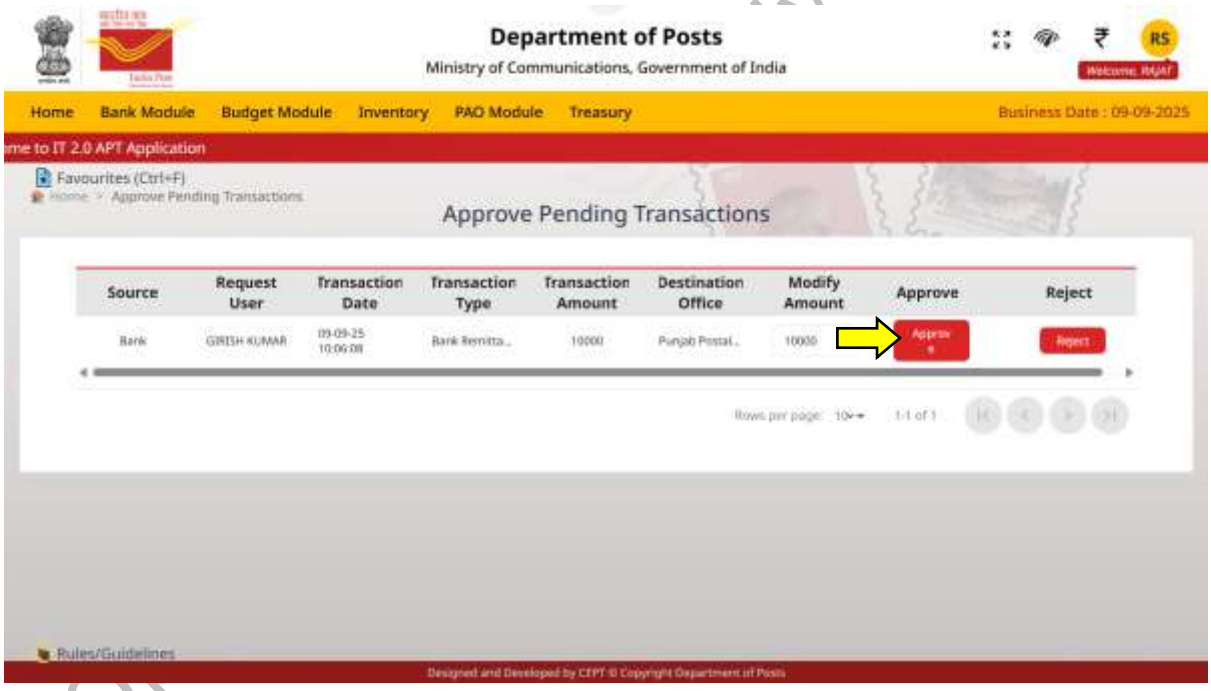
3.3.2.2 Bank Remittance Approval from Supervisor



Click 'Approval' sub-card.



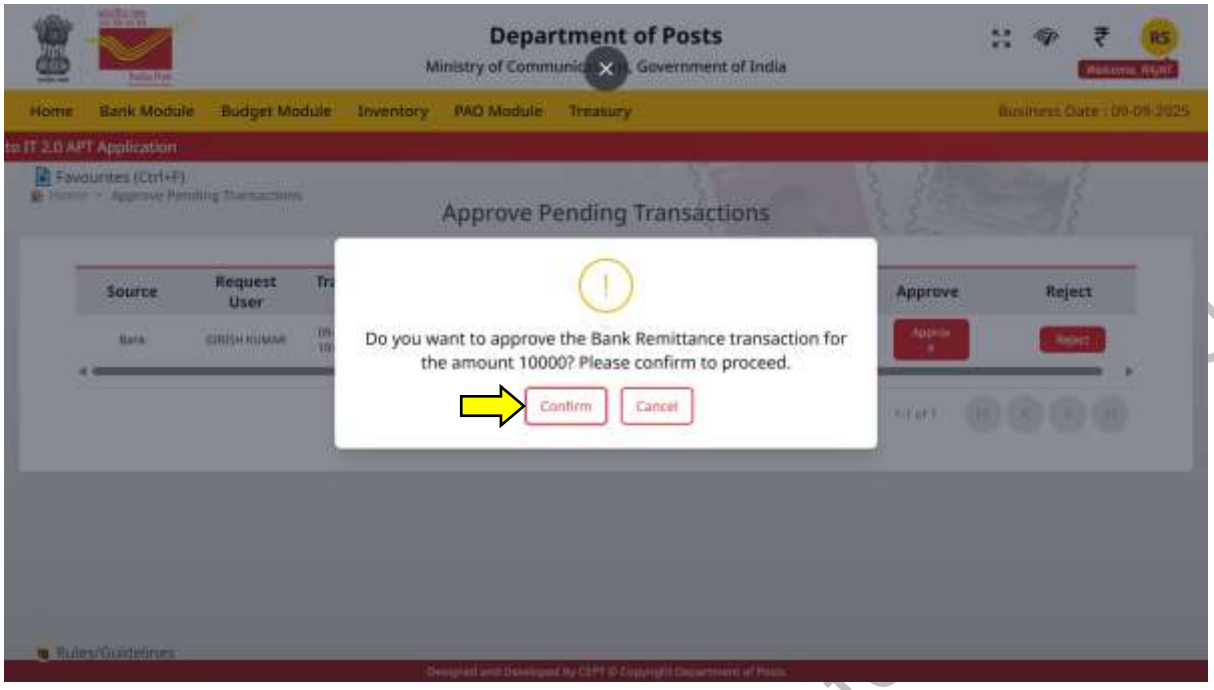
Navigate to 'Cash Approval(SRC)' option.



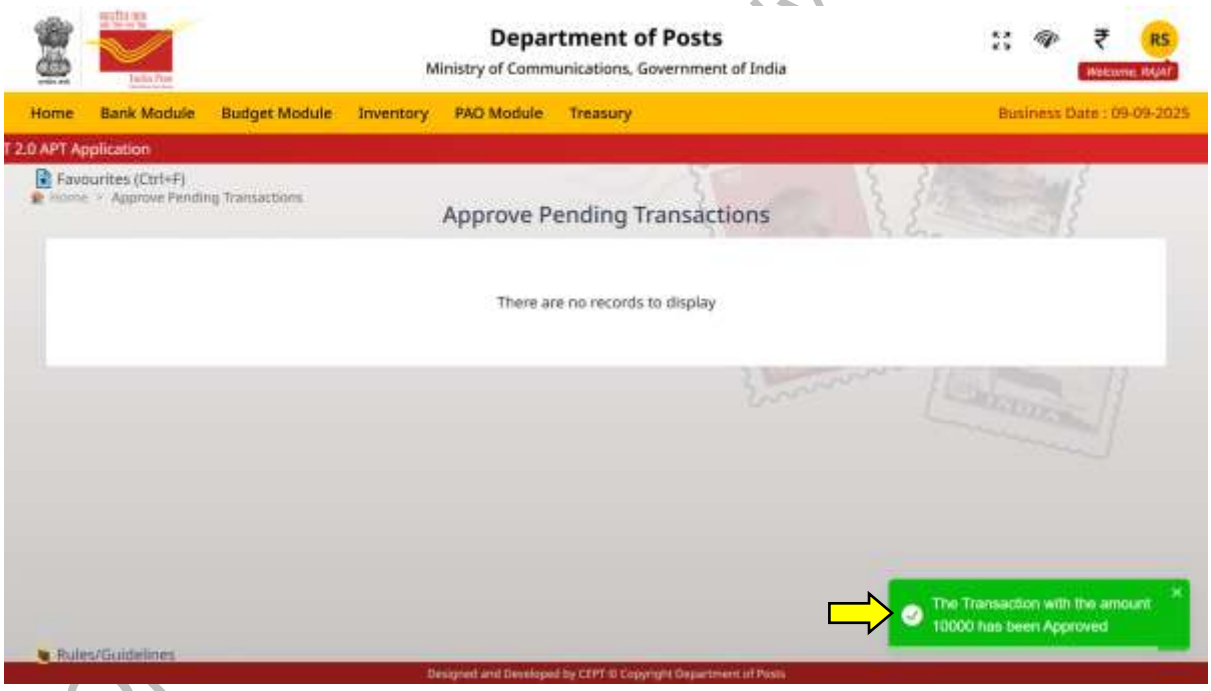
Upon clicking the Cash Approval (SRC) option, the Approve Pending Transactions screen will open, displaying the details of transactions pending verification.

Click 'Approve' button for proceeding further.

CEPT Office Use



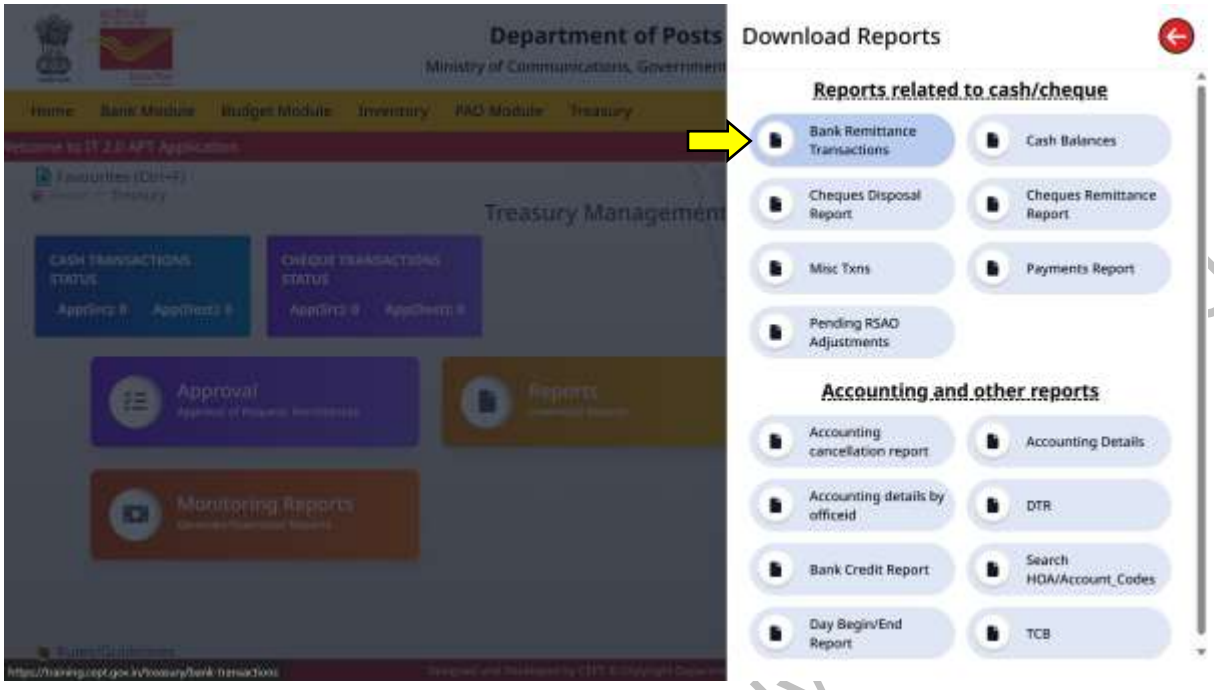
The application will prompt for confirmation. Click the Confirm button.



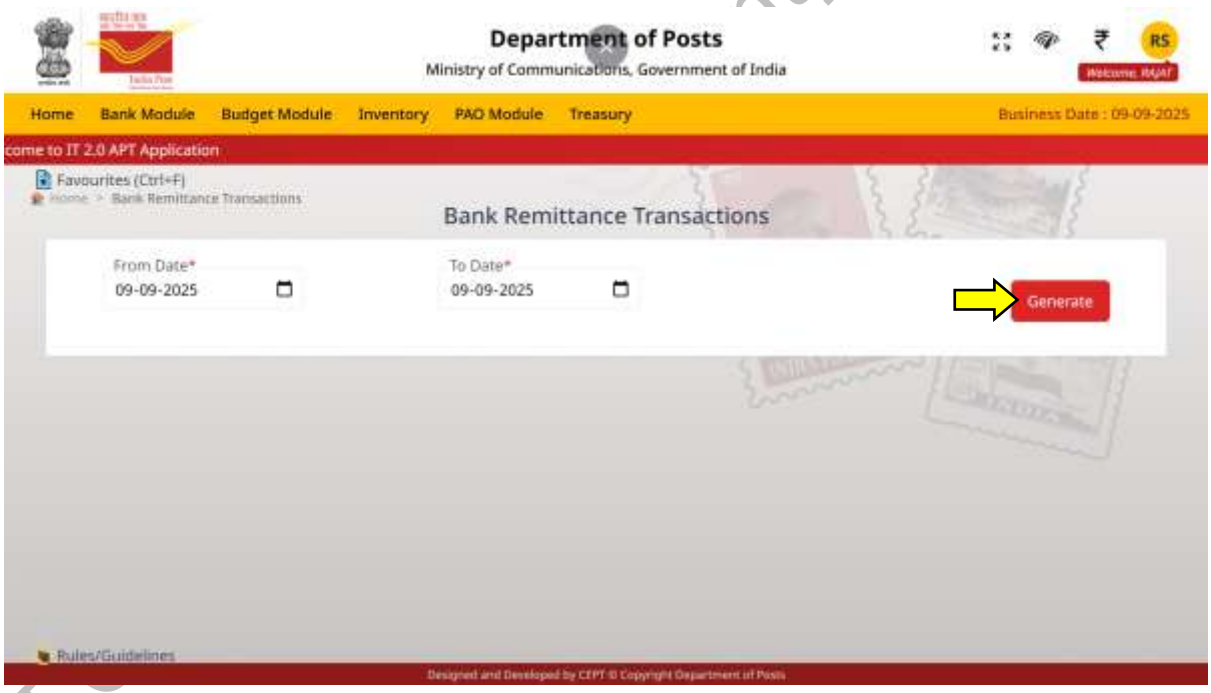
Upon clicking the 'Confirm' button, the application displays the message as 'The transaction with the amount 10000 has been approved'.

The transaction report will be available under 'Reports' sub-card.

3.3.2.3 Generating the Bank Remittance Report

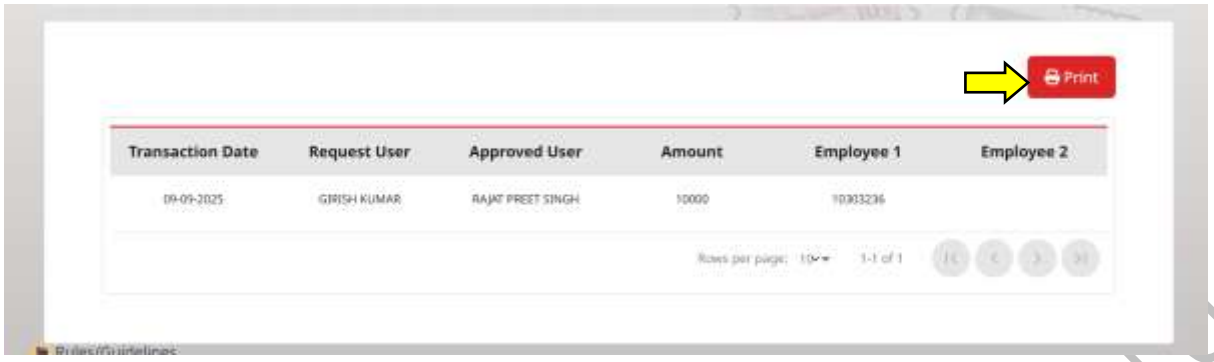


Click 'Bank Remittance Transactions' option.



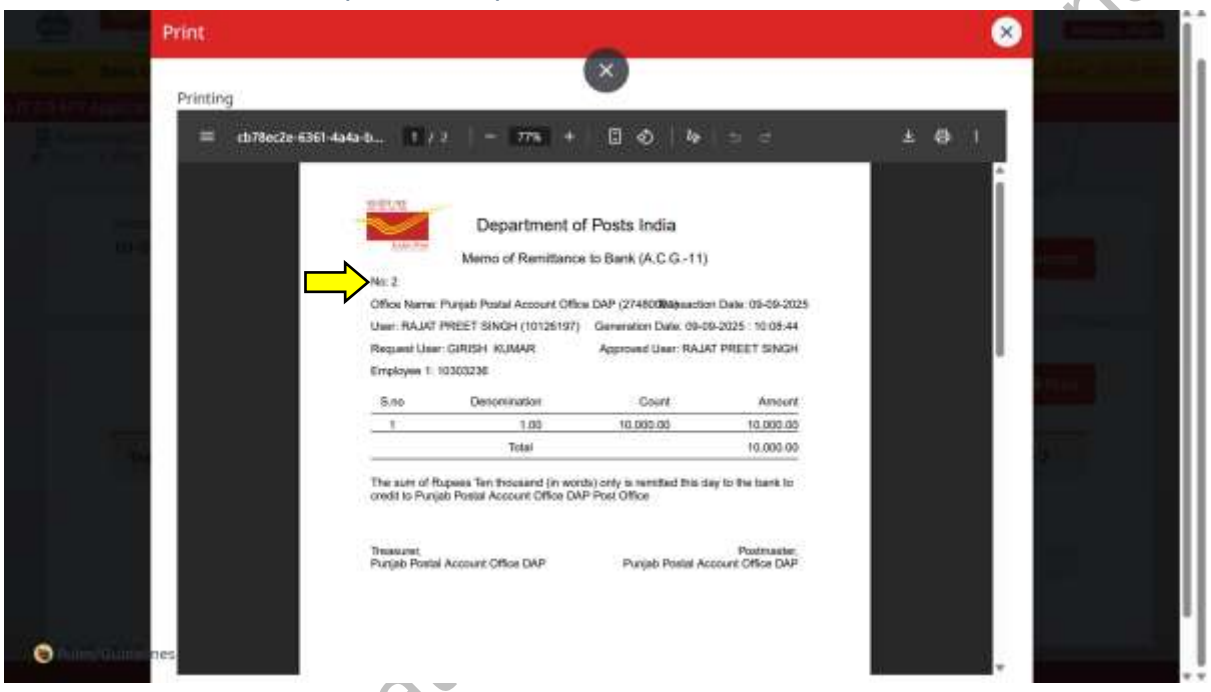
Select the 'From Date' and 'To Date' and click 'Generate' button.

CEPT Use Only



Upon clicking the 'Generate' button, application displays the transaction details.

Click on 'Print' button to print the report in PDF format.



The Report will be generated as shown above.

CEPT Operational Use

3.4 Cash/Cheques-Misc Transactions

Currently, the PAO processes Cash and Cheque Bills through the Cash/Cheques -> Misc Transactions Option.

However, requests received from the other modules are not entered under Misc Transactions. **Instead, those requests are processed directly using the Cash/Cheques ->Cheque Process (Txn) option.**

3.4.1 Trans Type 'Receipt' and Trans Mode 'Cash'

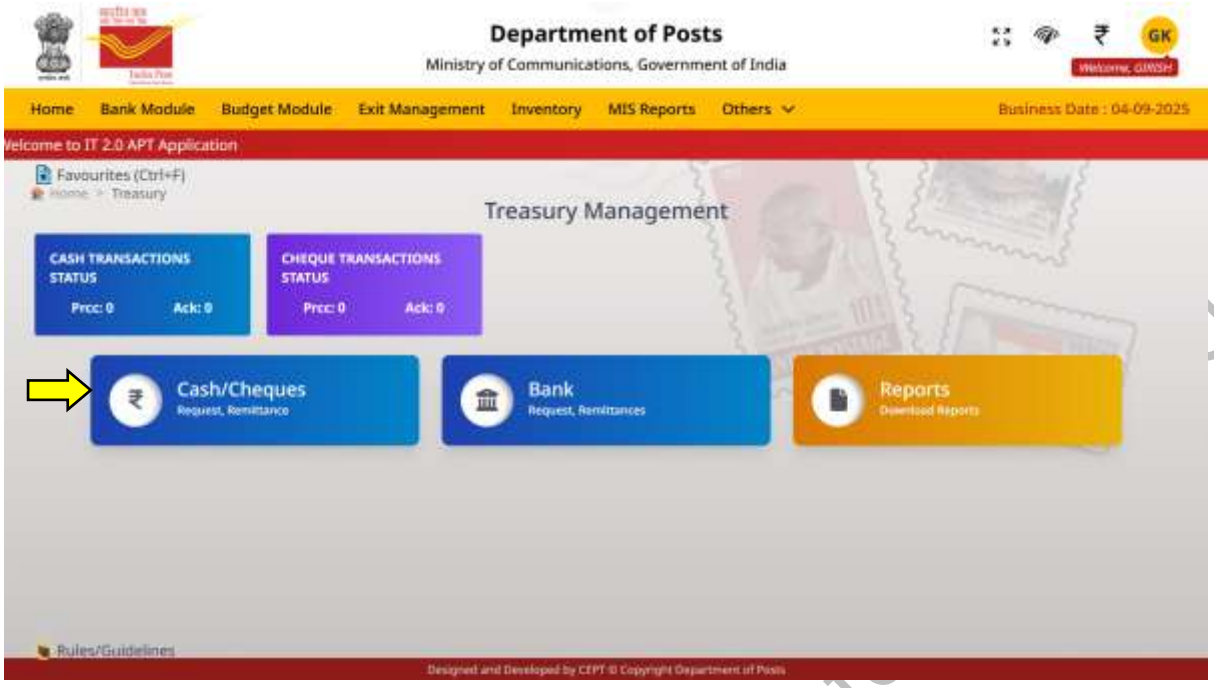
3.4.1.1 Operator

To create a 'Receipt' transaction in 'Cash' mode, the user must log-in as a 'Treasury Operator'.

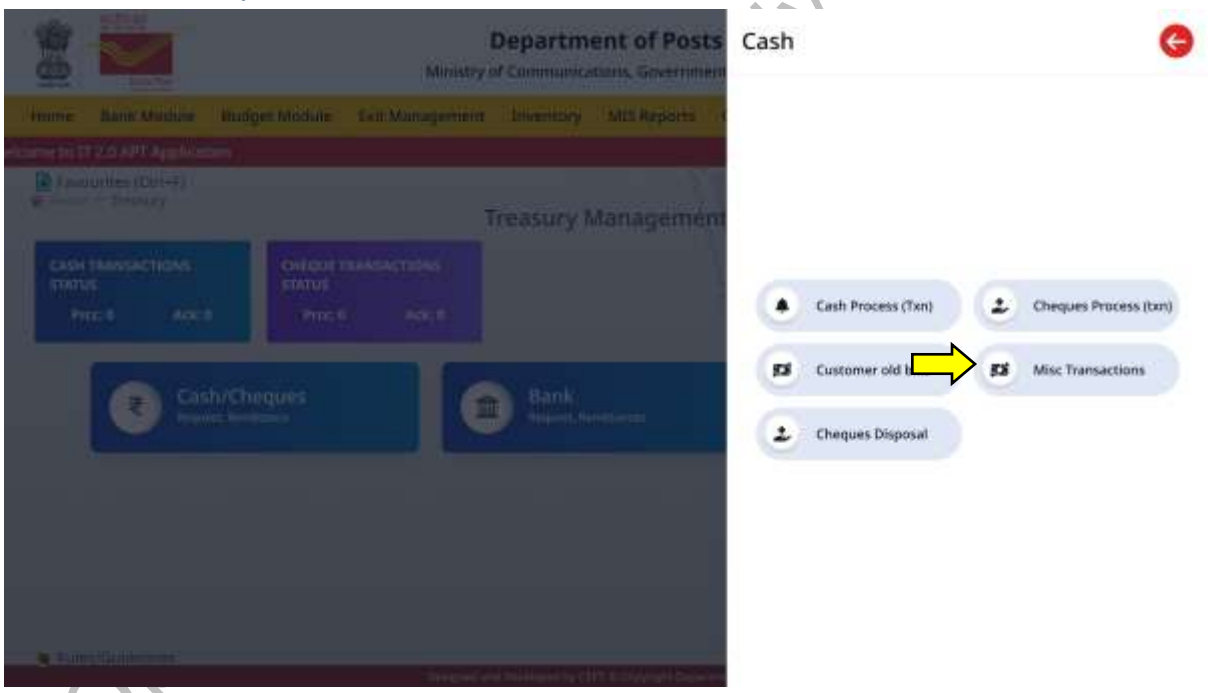


Click 'Treasury' Card

CEPT Guide - Only for Internal Use

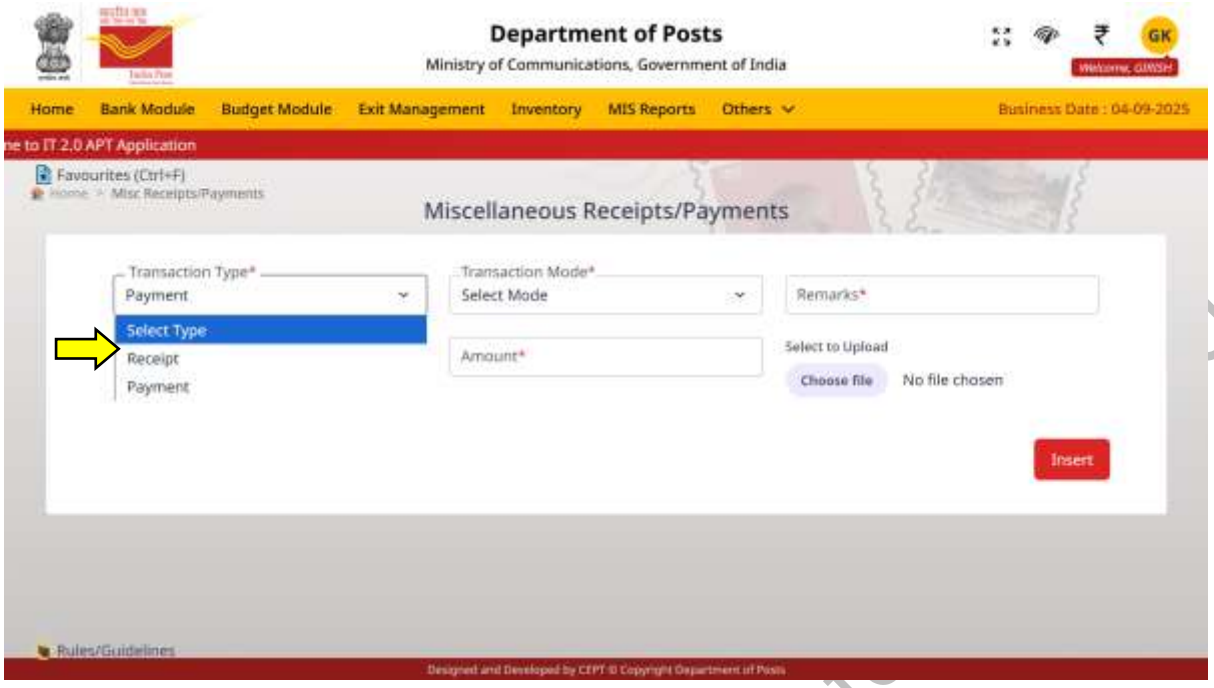


Click 'Cash/Cheques' sub-card.



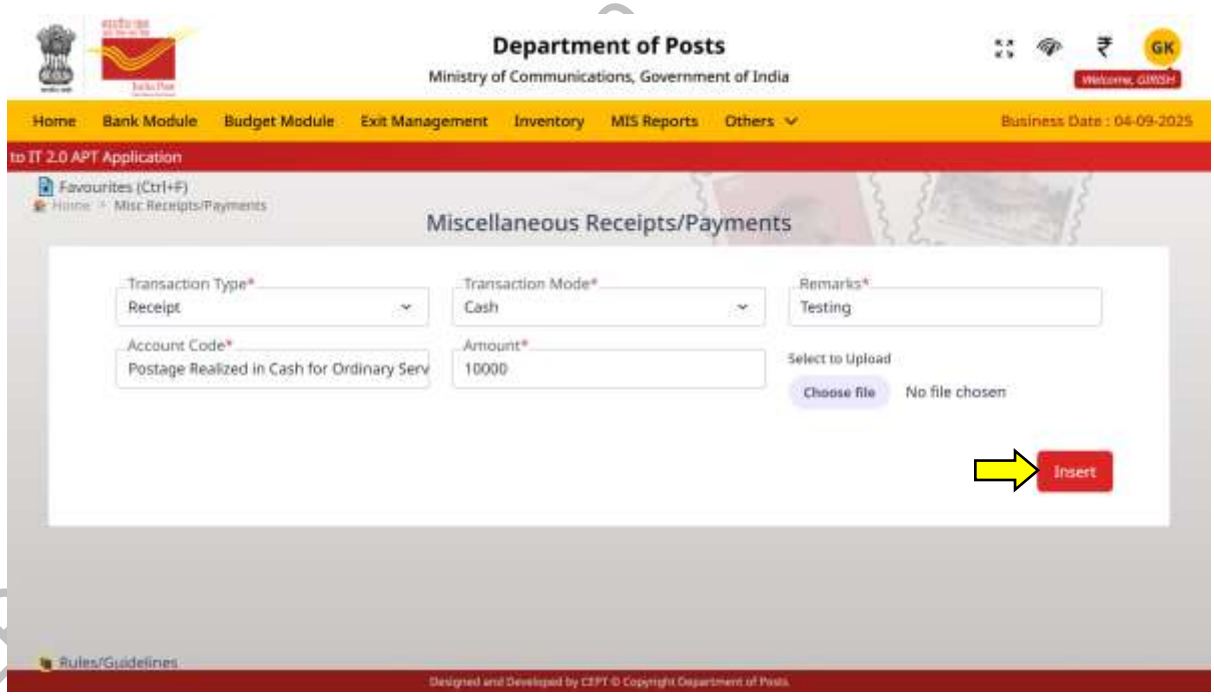
Select 'Misc Transactions'

CEPT Office Use

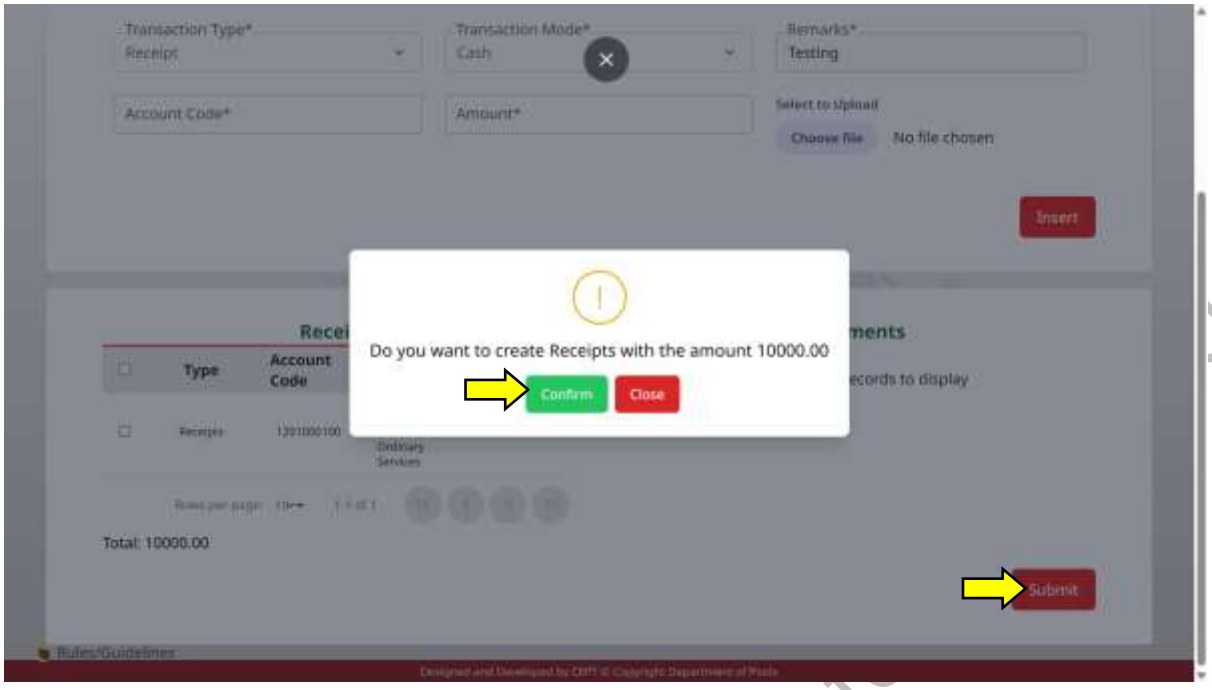


Select the Transaction Type.

Here for the illustration purpose, both the Transaction Types will be described.
Select ‘Transaction Type’ as ‘Receipts’.



Select the ‘Transaction Mode’ as ‘Cash’
Enter the ‘Remarks’
Select the appropriate ‘Account Code’
Enter the ‘Amount’ and Click ‘Insert’ button.

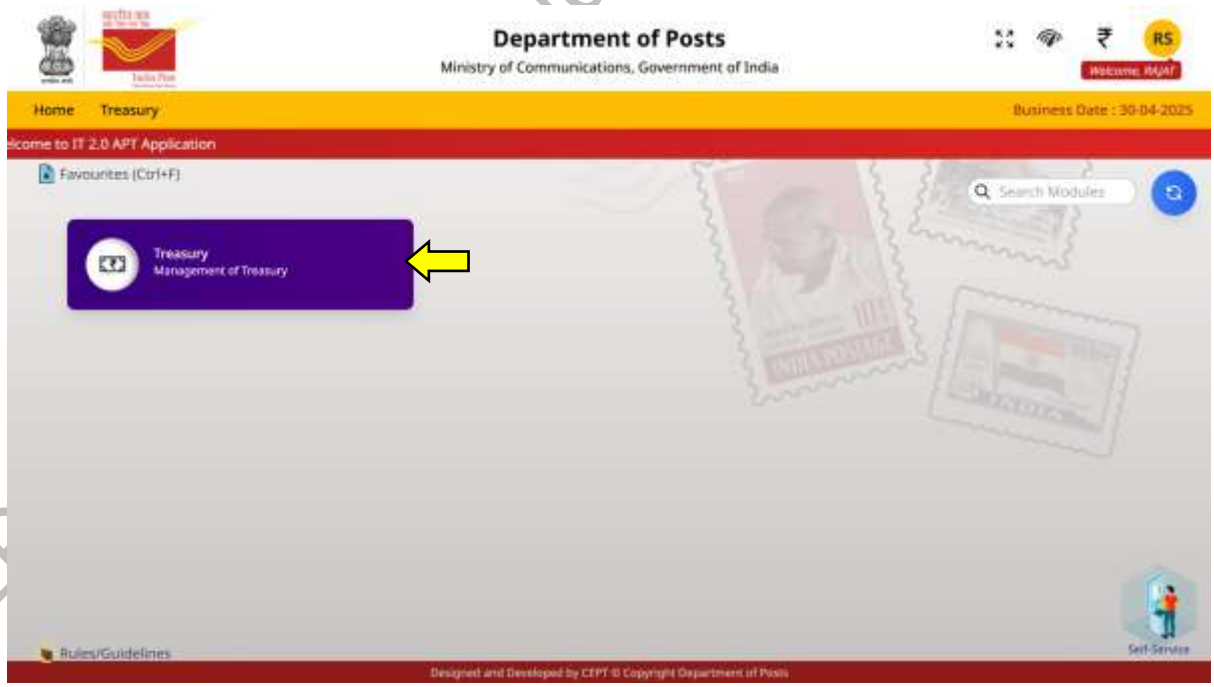


Click on 'Submit'.

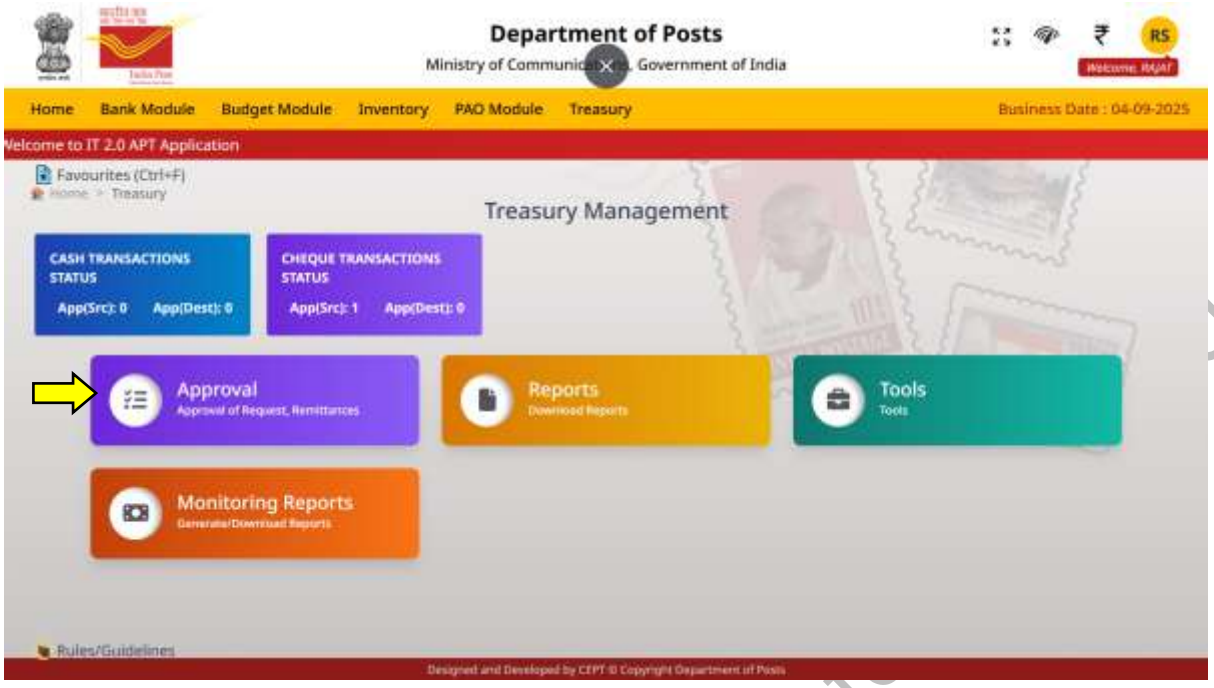
Upon clicking the 'Submit', the application displays the message as shown above and for proceeding further, the 'Confirm' button shall be clicked.

3.4.1.2 Approver

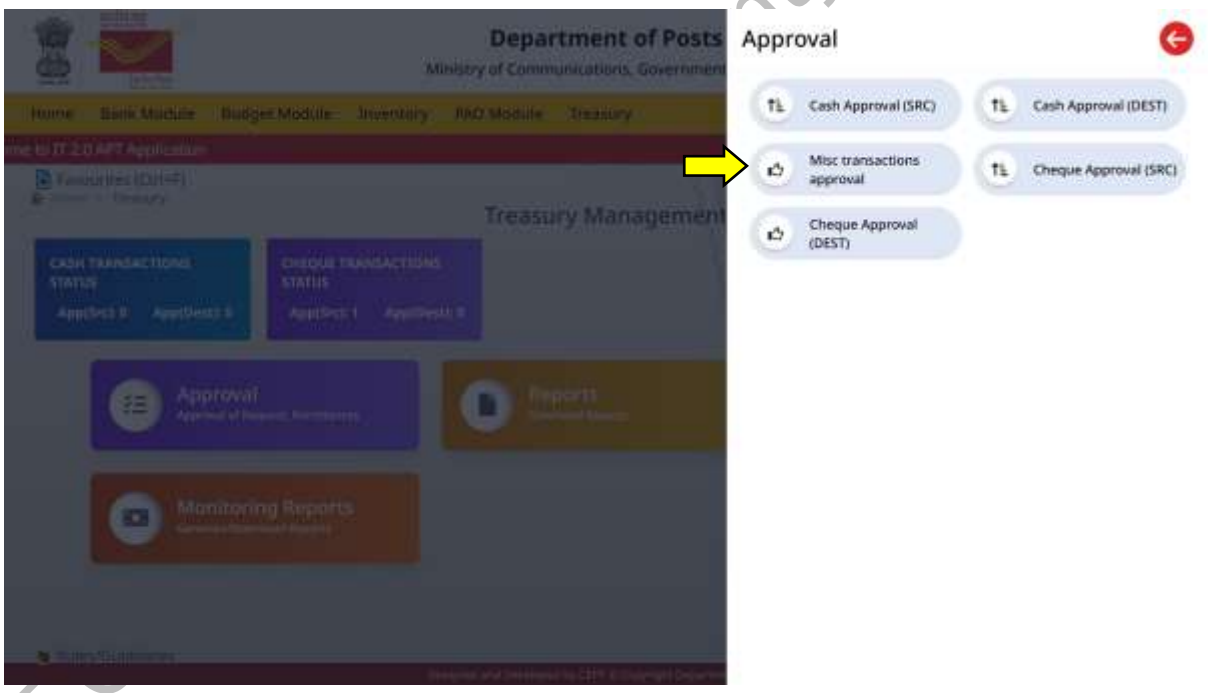
The Misc Transactions which are created by the Treasury Operator should be verified by the user designated as 'Treasury Supervisor'.



Click 'Treasury' card.



Select 'Approval' sub-card

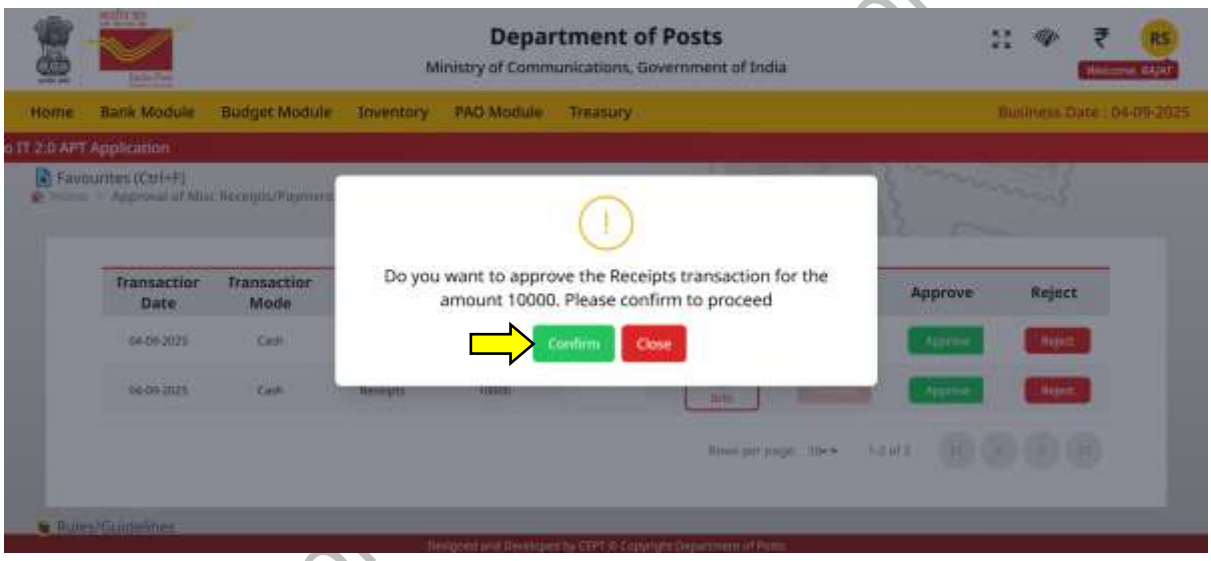


Select 'Misc Transactions Approval' option

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Enter the Remarks and Click 'Approve'.



Upon clicking 'Approve', the application displays the warning message enabled with 'Confirm' and 'Close' button.

Click 'Confirm' button.

The Transaction will get approved successfully.

CEPT Operation

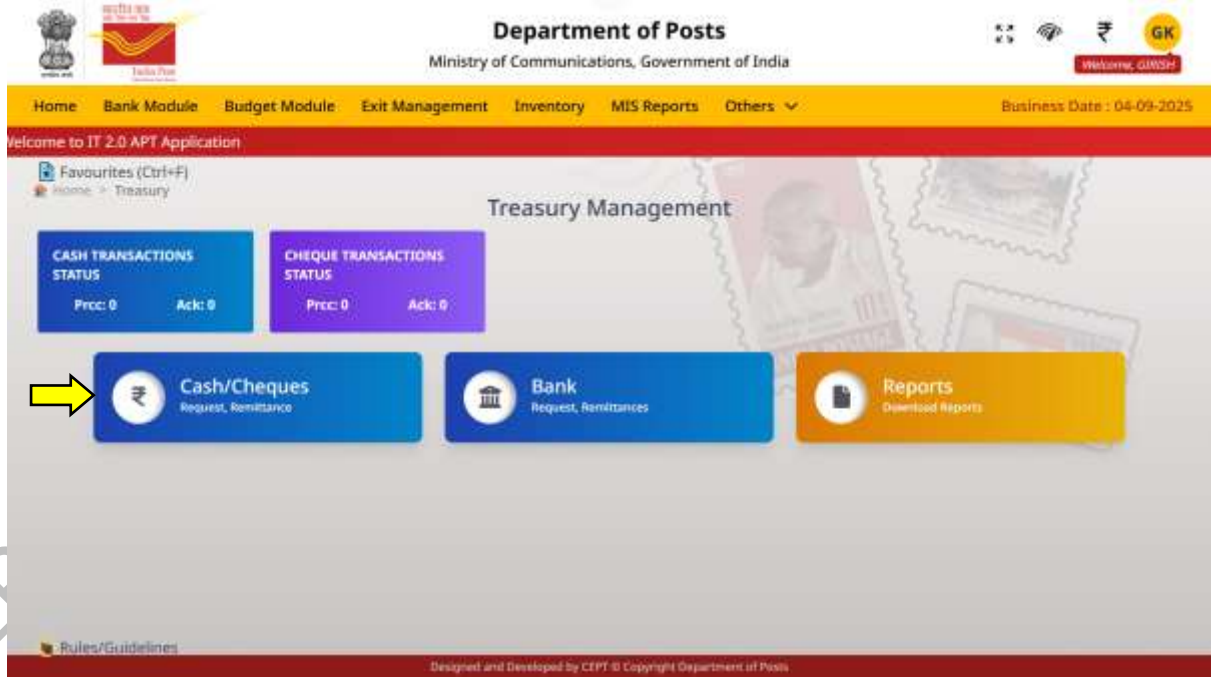
3.4.2 Trans Type ‘Payment’ and Trans Mode ‘Cash’

3.4.2.1 Operator

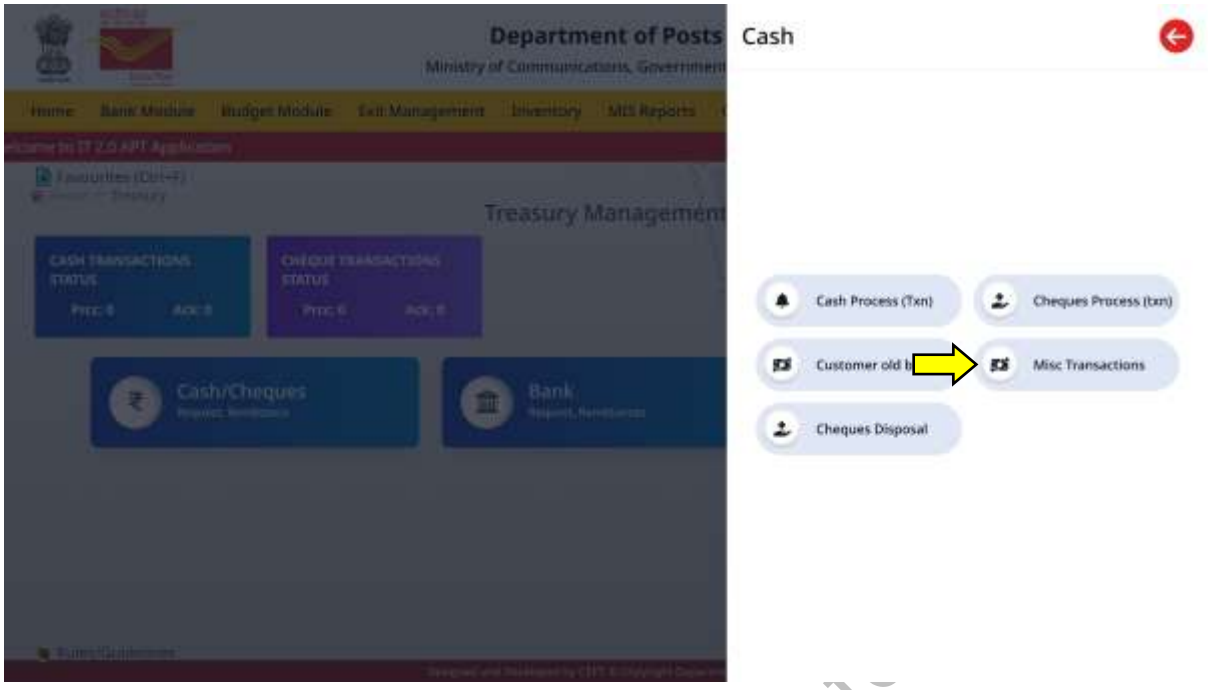
To create a 'Payment' transaction in 'Cash' mode, the user must log-in as a 'Treasury Operator'.



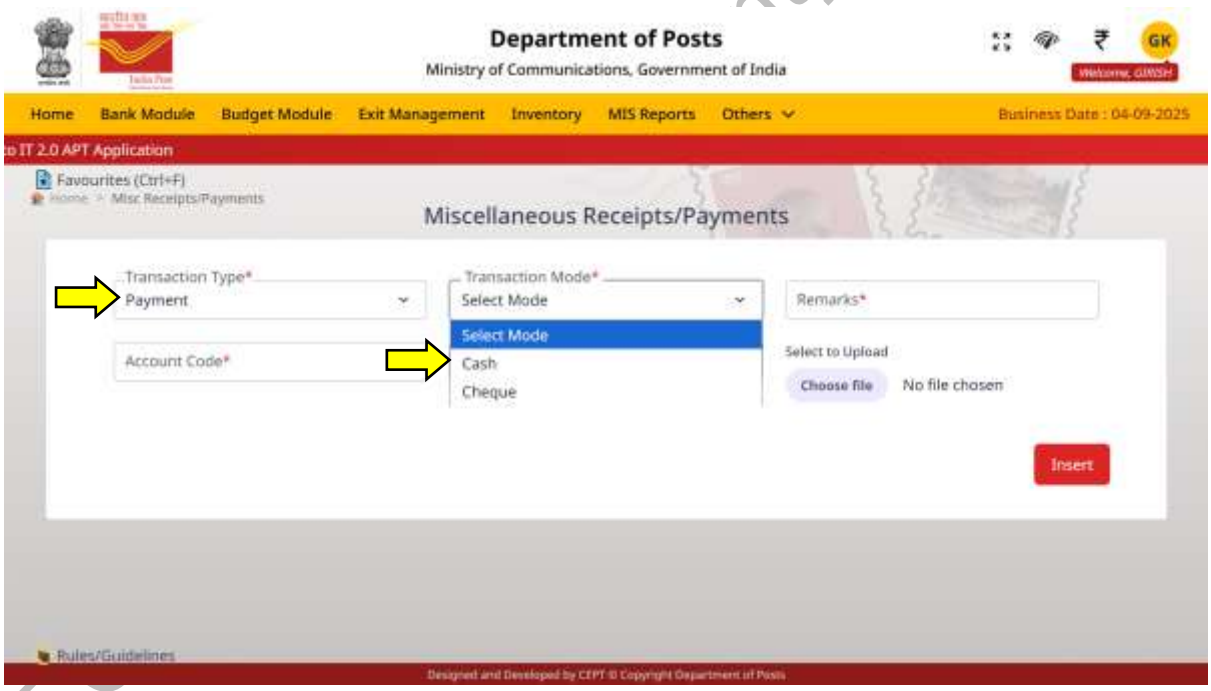
Click ‘Treasury’ Card



Click ‘Cash/Cheques’ sub-card.

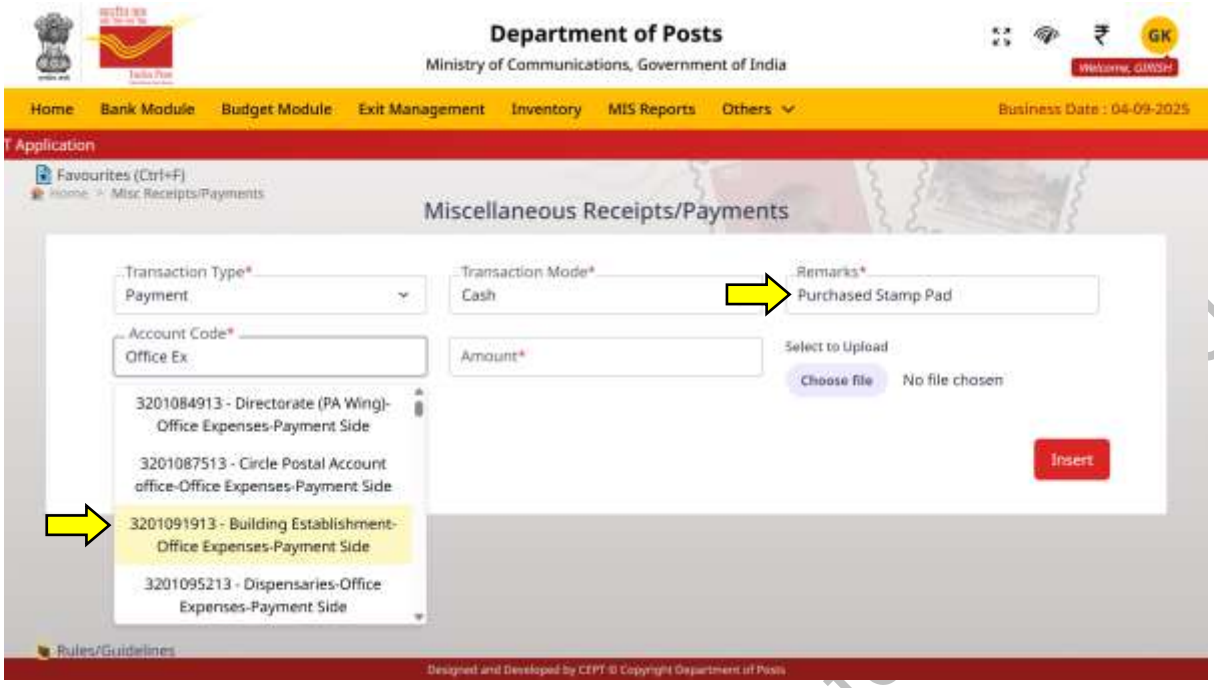


Select 'Misc Transactions'

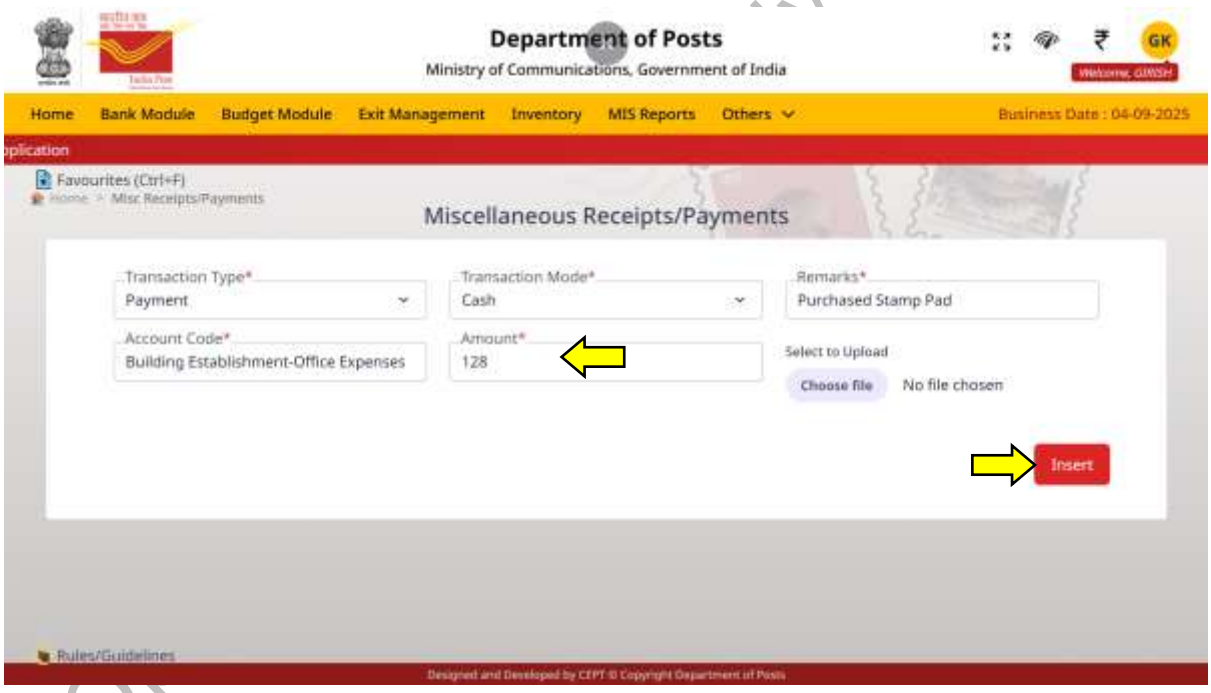


Select Transaction Type 'Payment' and Transaction Mode 'Cash'.

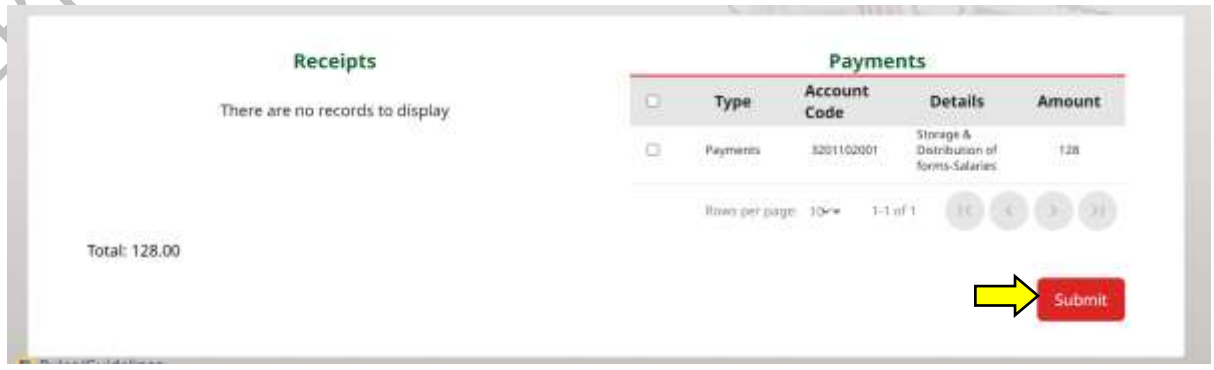
CEPT Confidential Use



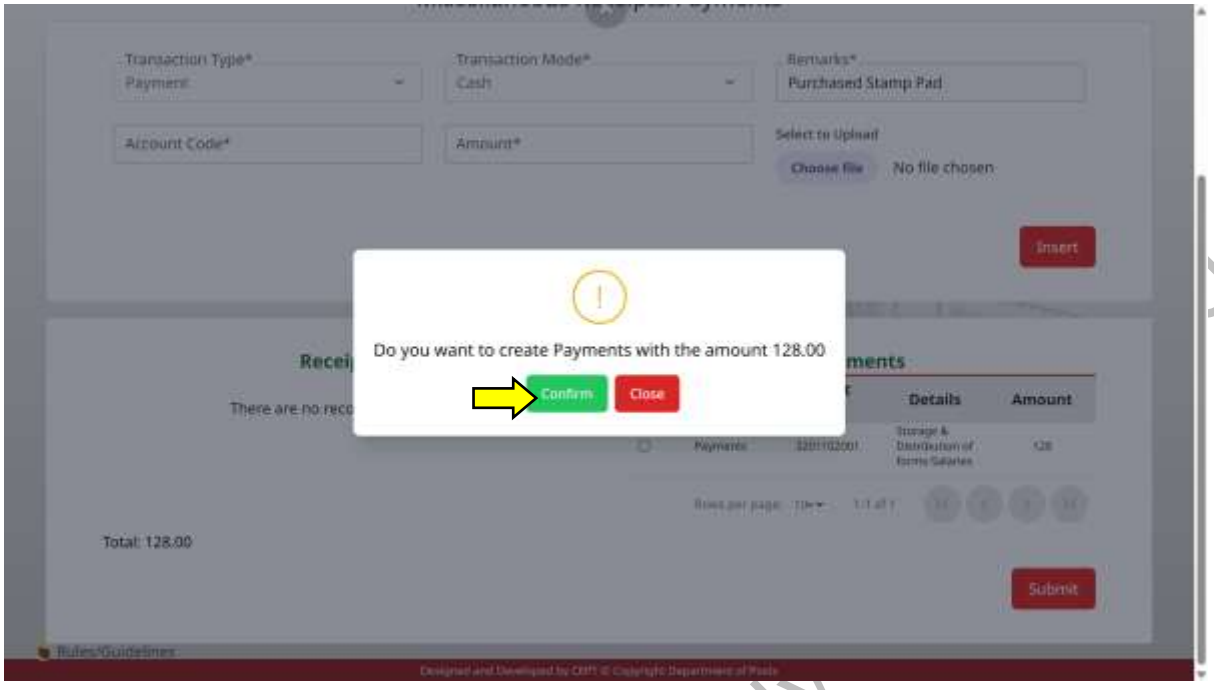
Enter the 'Remarks'



Select the appropriate 'Account Code', Enter 'Amount' and Click 'Insert' button.



Click ‘Submit’ button.



Upon clicking the ‘Submit’ button, the application displays the message with ‘Confirm’ and ‘Close’ button.

Click ‘Confirm’ button.

The transaction will get created and further available to the Treasury Supervisor for ‘Approval’.

3.4.2.2 Approver

The Misc Transactions which are created by the Treasury Operator should be verified by the user designated as ‘Treasury Supervisor’.

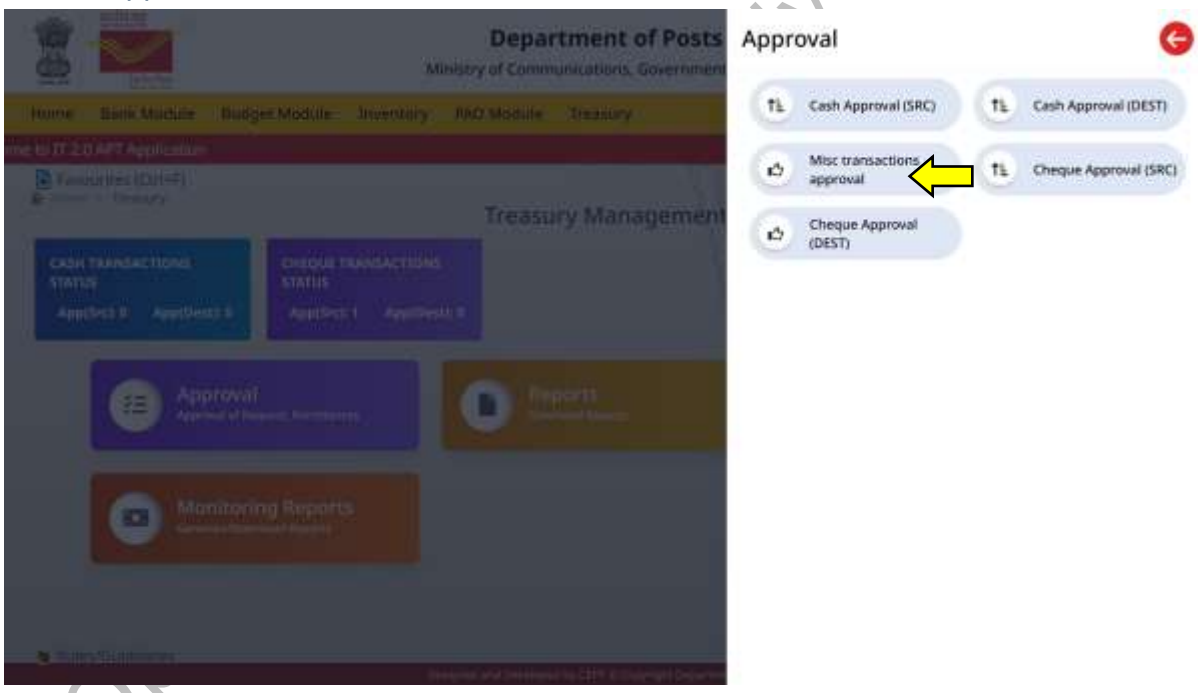


Click ‘Treasury’ card.

CEPT Operational Guide - Only for Training Use



Select 'Approval' sub-card

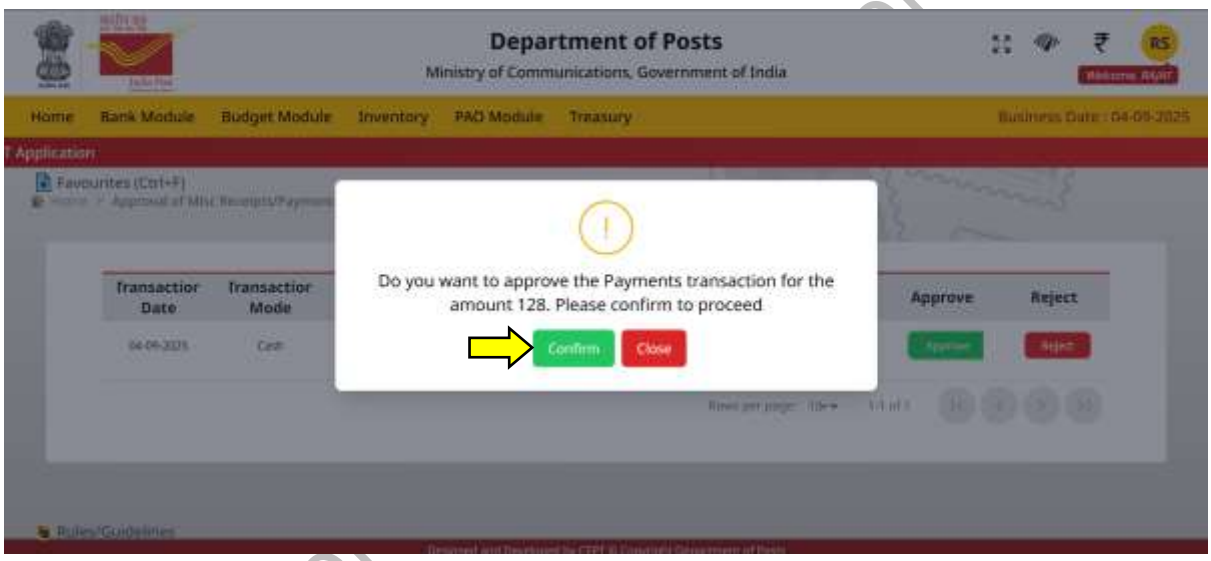


Select 'Misc Transactions Approval' option

CEPT Confidential Use



Enter the 'Remarks' and Click 'Approve' button.



Upon clicking the 'Approve' button, the application displays the message with 'Confirm' and 'Close' button.

Click 'Confirm' button.

The Transaction will get approved successfully.

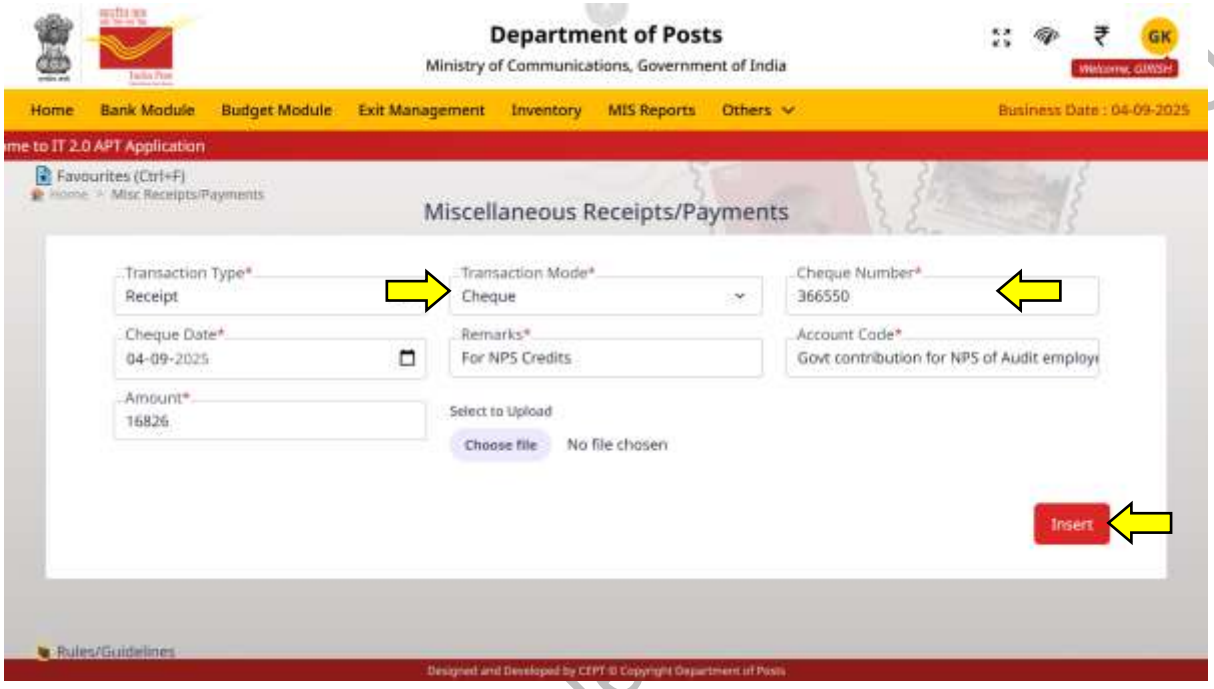
CEPT Operation

3.4.3 Trans Type 'Receipt' and Trans Mode 'Cheque'

Currently, Cheques received for realization can be entered under Misc-Receipt-Cheque.

The process is outlined in the indexes below.

3.4.3.1 Operator

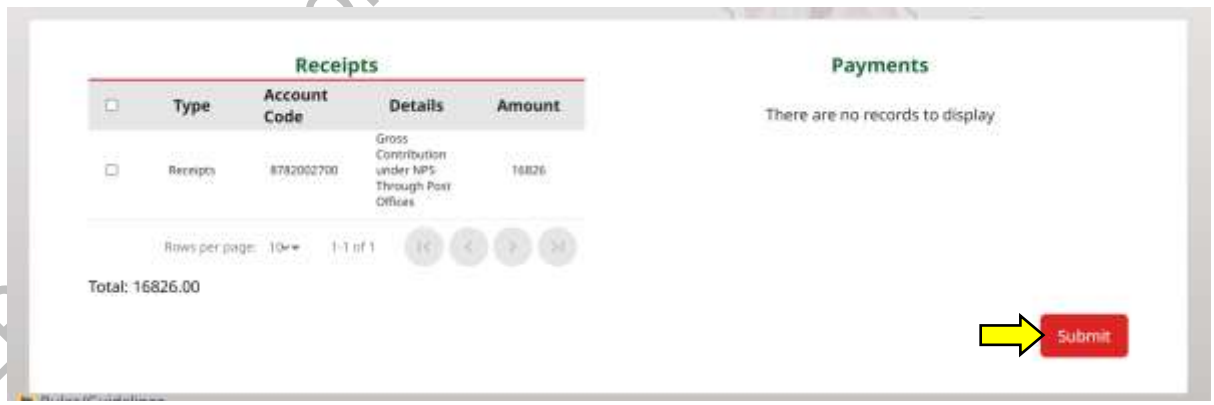


Select Transaction Type as Receipt and Transaction Mode as Cheque.

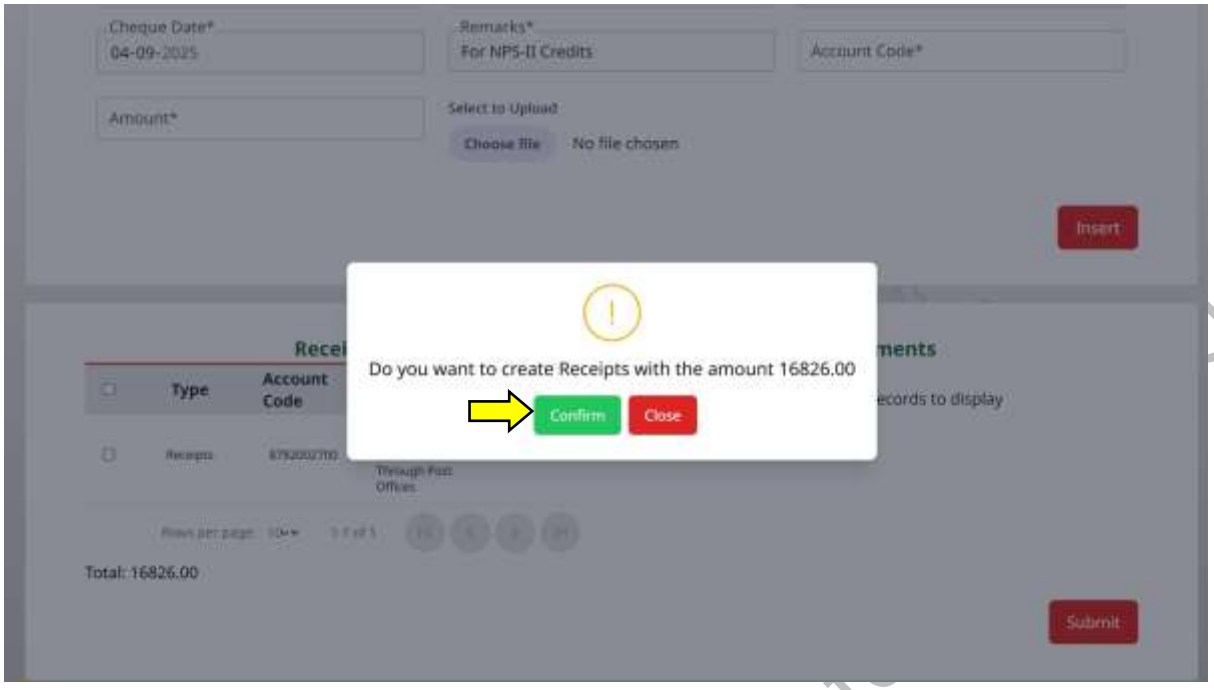
Enter the Cheque Number, select the Cheque Date, and provide Remarks.

Select the Account Code by entering a few digits of the code or a few characters of its description.

Enter the Amount and click the Insert button.



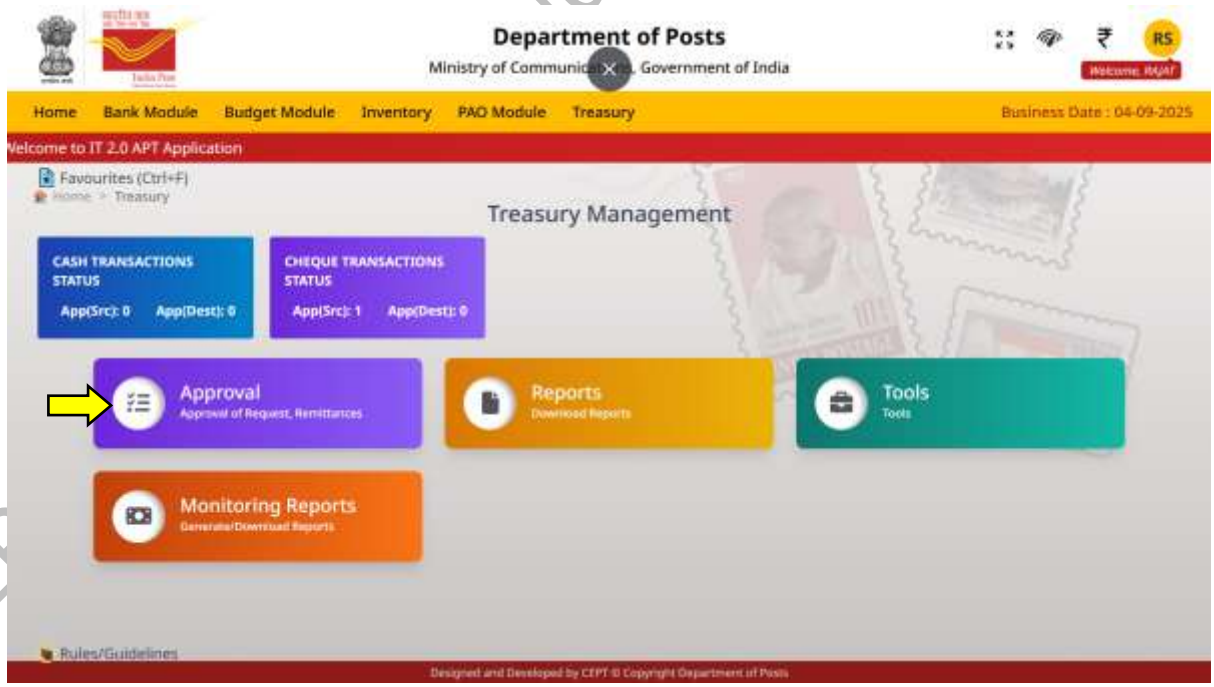
Click 'Submit' button to proceed further.



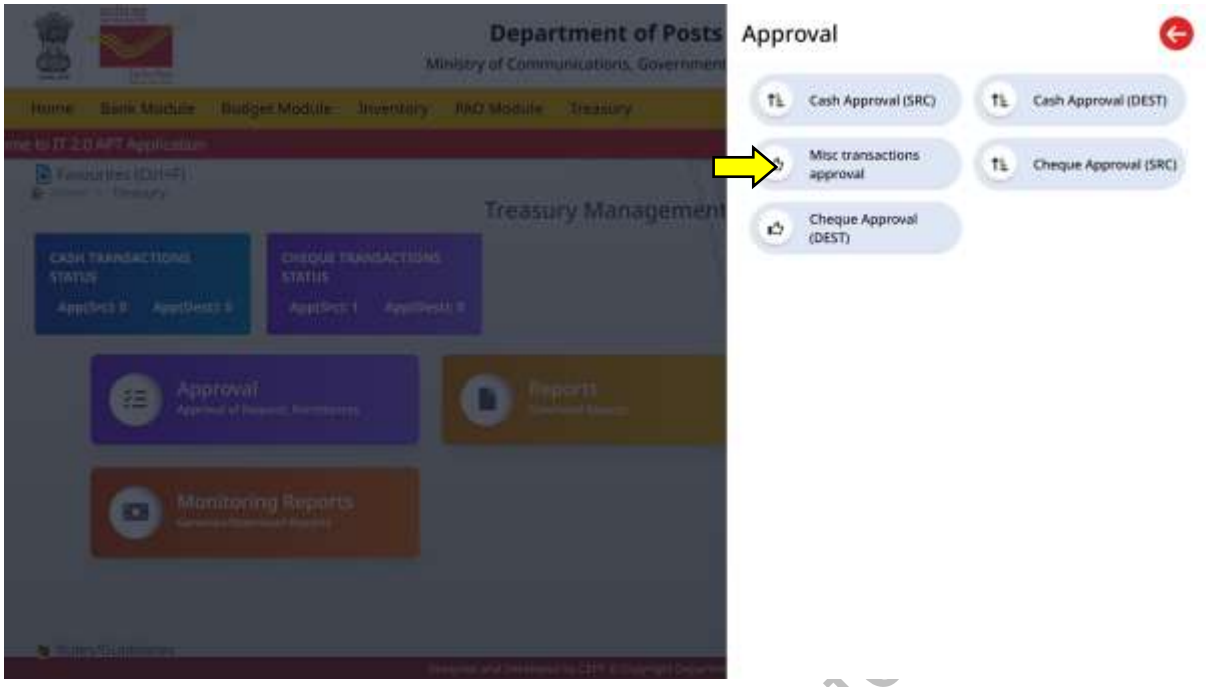
Upon clicking the 'Submit' button, the application once again asks for the confirmation.
Click 'Confirm' button.
Upon clicking 'Confirm' button, the transaction will be created.

3.4.3.2 Supervisor-Forwarding the Request

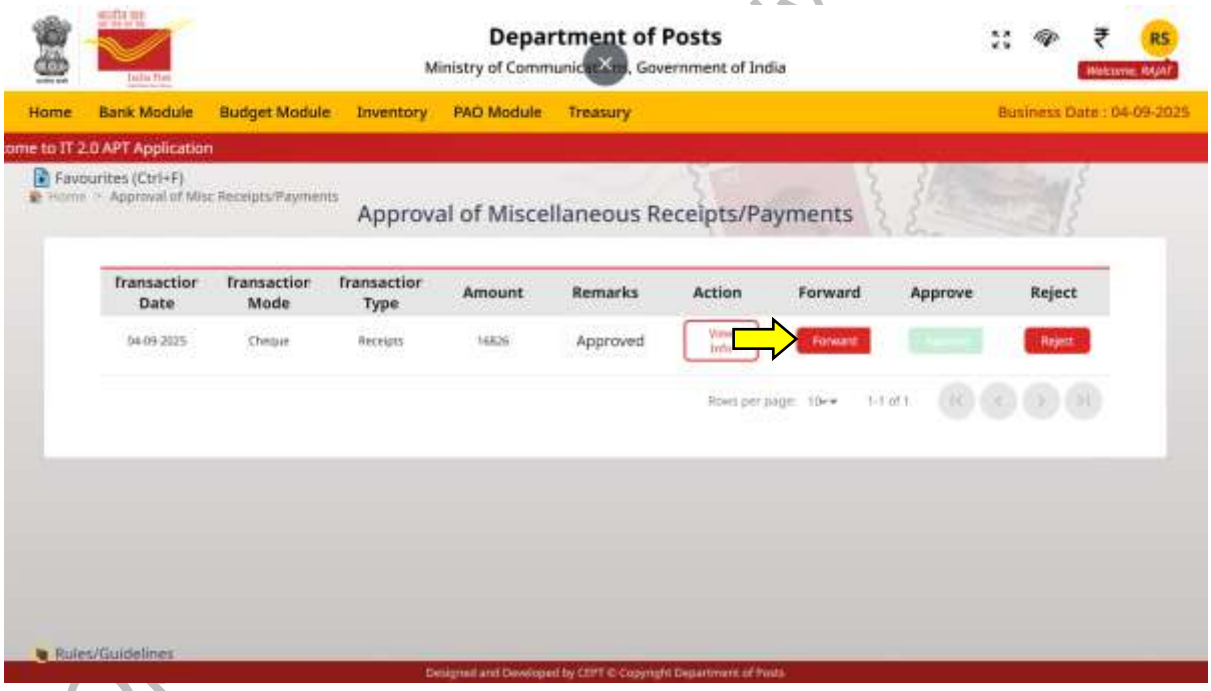
After creation of the Transaction, the Treasury Supervisor should forward the Transaction to next level.



Click 'Approval' sub-card

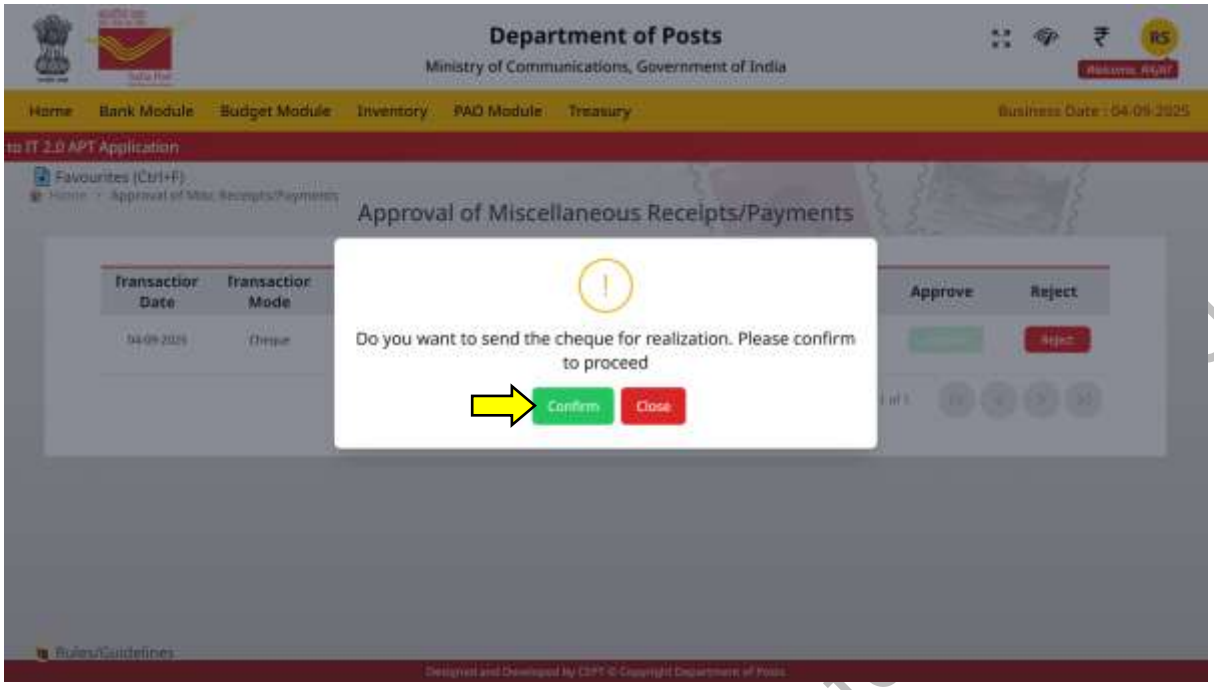


Click 'Misc Transaction Approval' option.



Upon clicking Misc Transaction Approval, the Approval of Misc Receipts/Payments screen will be displayed, showing the transaction details pending for forwarding, approval, or rejection.

Click on 'Forward' button.

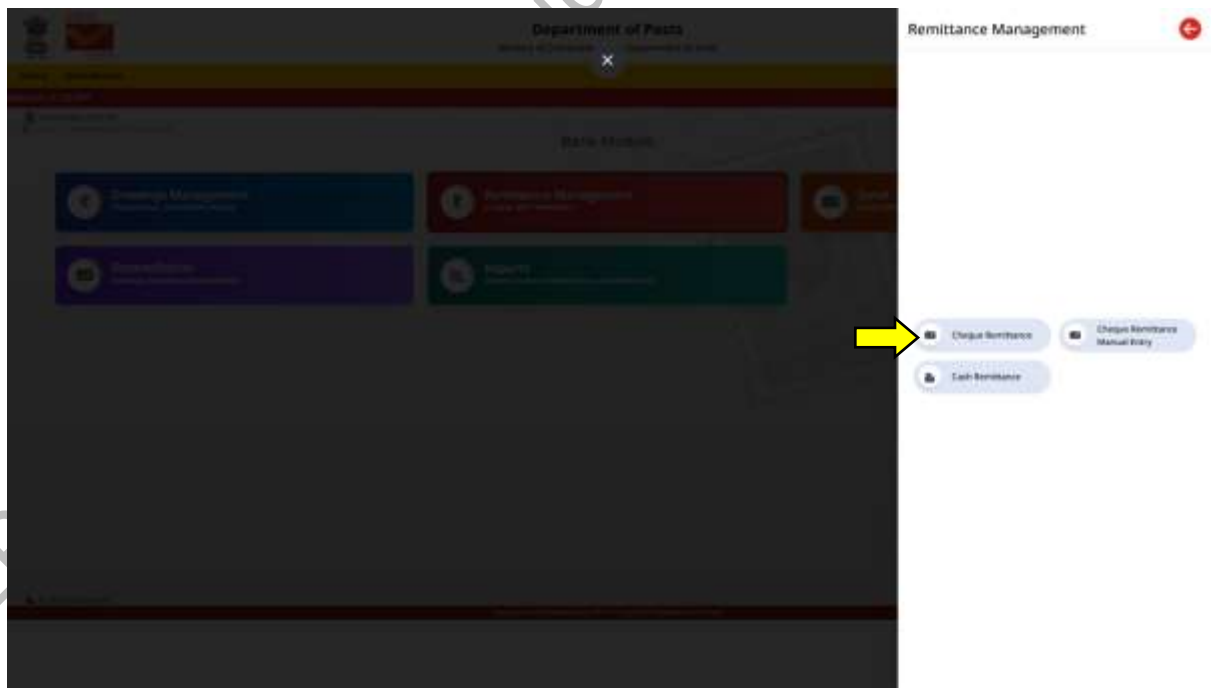


Upon clicking the 'Forward' button, the application displays the message as 'Do the Cheque needs to be sent for realization. Please confirm to proceed'.

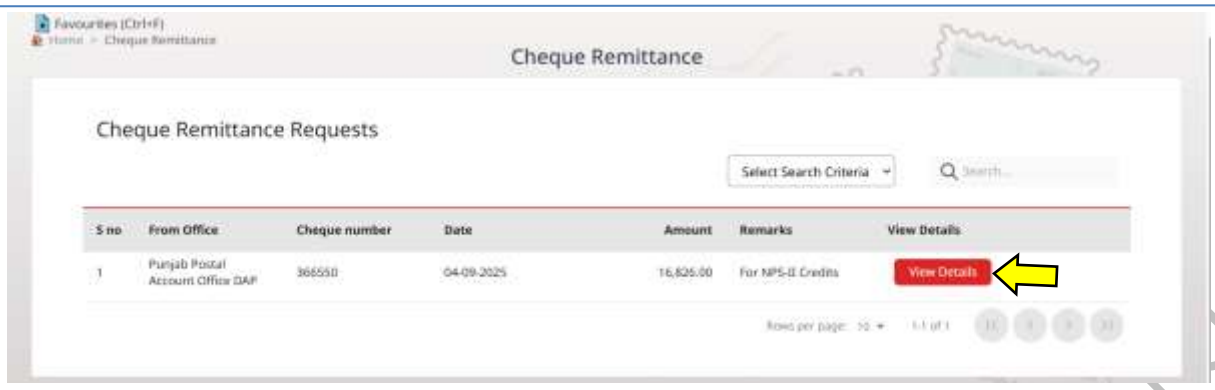
Click on 'Confirm' button.

3.4.3.3 Bank Module Cheque Remittance

Upon forwarding the transaction by the Treasury Supervisor, the cheque will appear in Bank Module – Cheque Remittance for marking it as realized.



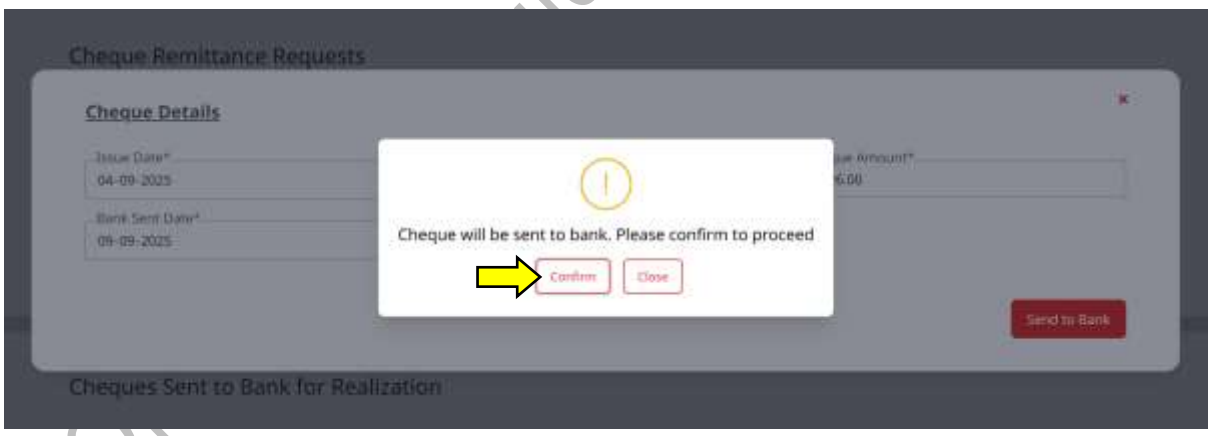
Click on 'Cheque Remittance' option.



Click on 'View Details' button.



Upon clicking the 'View Details' button, the Cheque Details will be displayed where the user needs to Click the 'Send to Bank' button for sending the Cheque to Bank for realization.



Click on 'Confirm' to complete the 'Send to Bank' process.



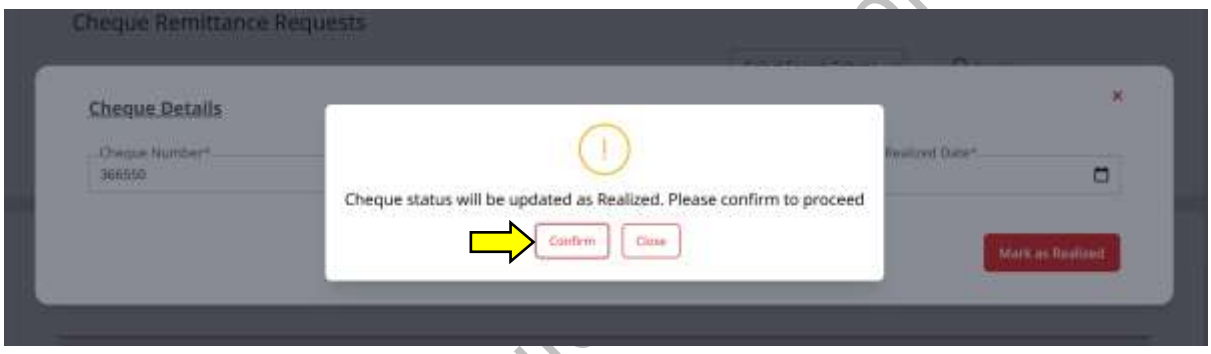
Upon clicking the 'Confirm' button, 'The Cheque has been remitted to the bank successfully' message will be displayed and Cheque will fall under the 'Cheque sent to Bank for realization'.

Upon the realization of Cheque and confirming its credit in Remittance Bank Account, Click on 'Realized' button.

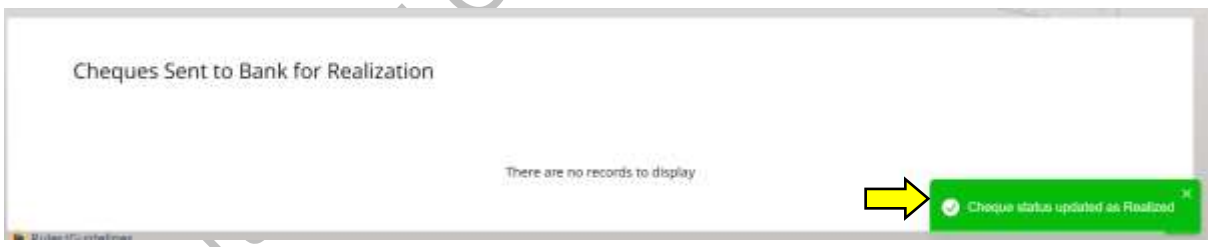


Upon clicking the 'Realized' button, the Cheque Details will be displayed.

Click on 'Mark as Realized' button.



The application once again asks for the confirmation. Click 'Confirm' button.

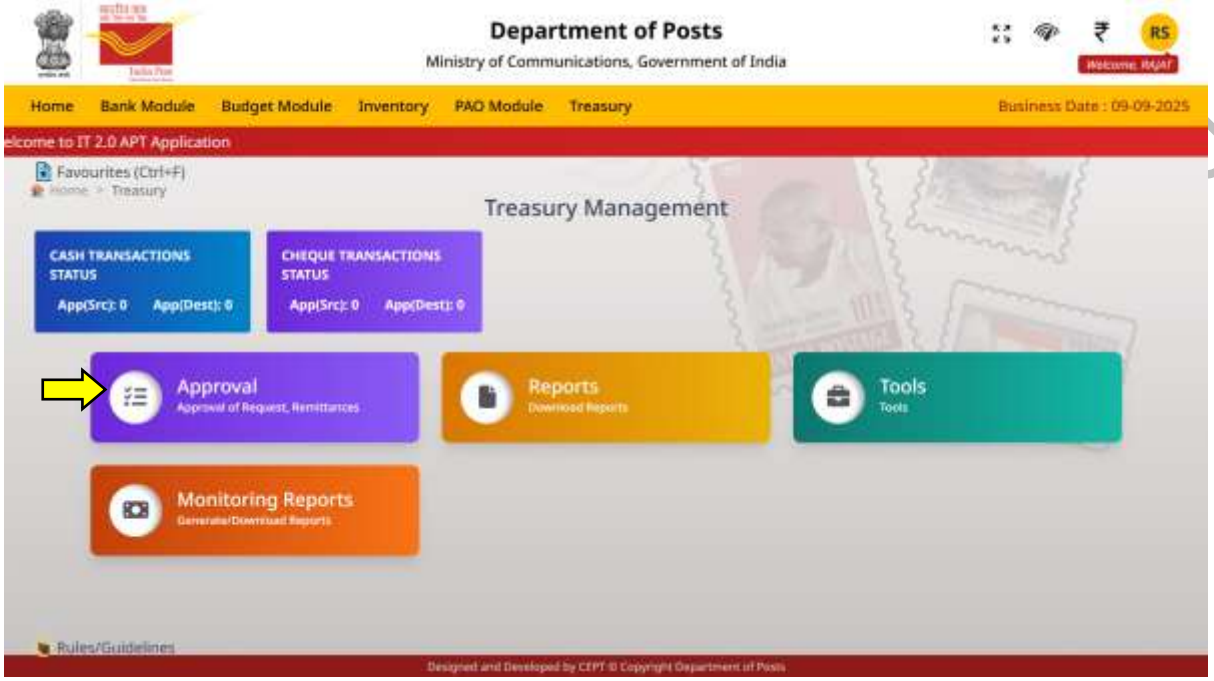


Upon clicking 'Confirm' button, the Cheques Status will be updated as 'Realized'.

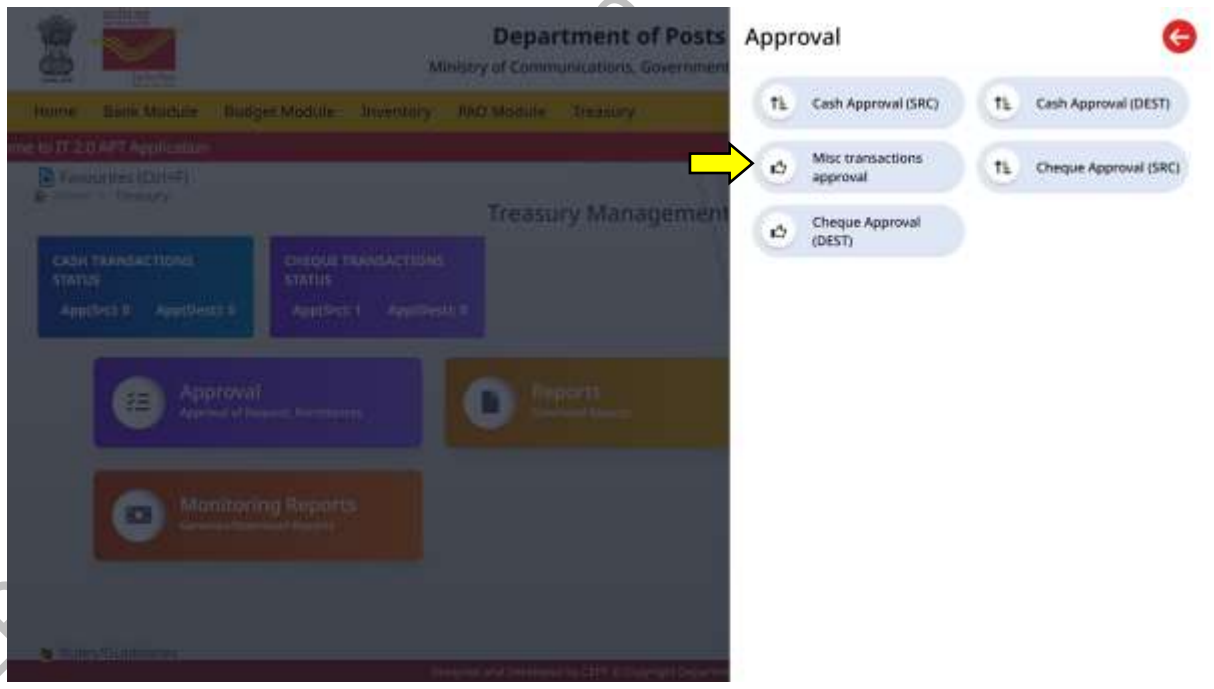
CEPT Operational Guide for Internal Use

3.4.3.4 Supervisor-Approving the Request

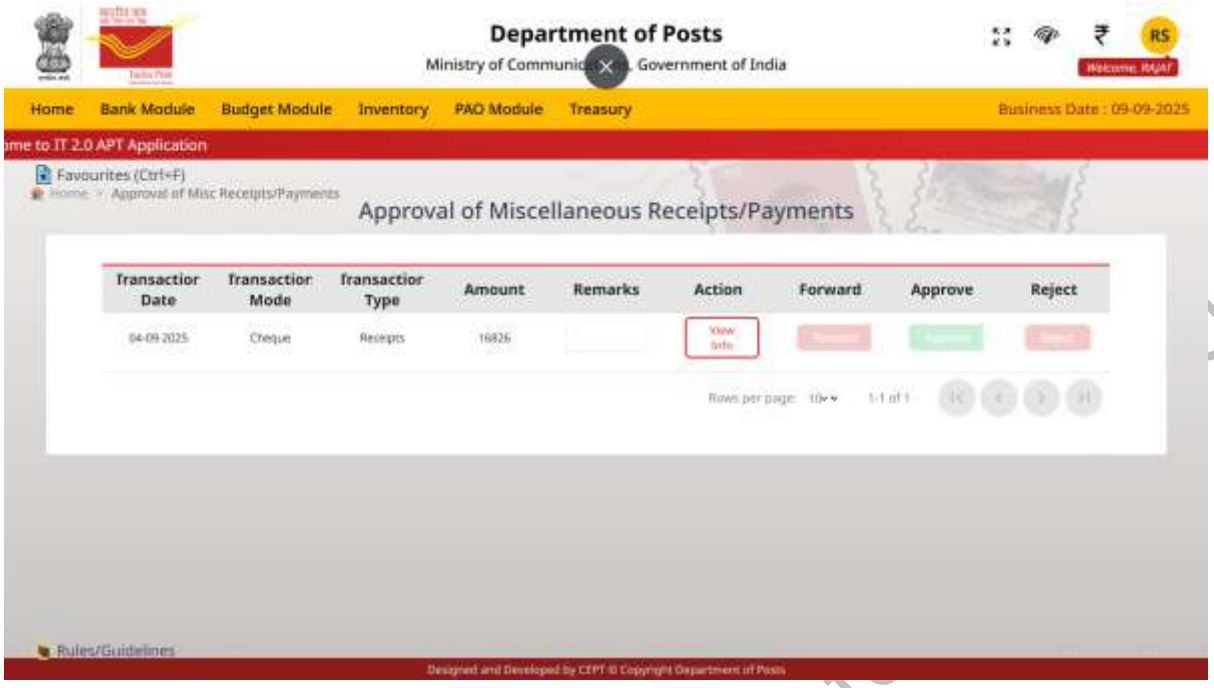
After marking the Cheque as 'Realized', the Transaction which was created by the Operator in Misc-Receipts needs to be verified by the Supervisor to complete the transaction cycle and further its incorporation in DTR/TCB.



Click 'Approval' sub-card.



Click 'Misc Transaction Approval' option.

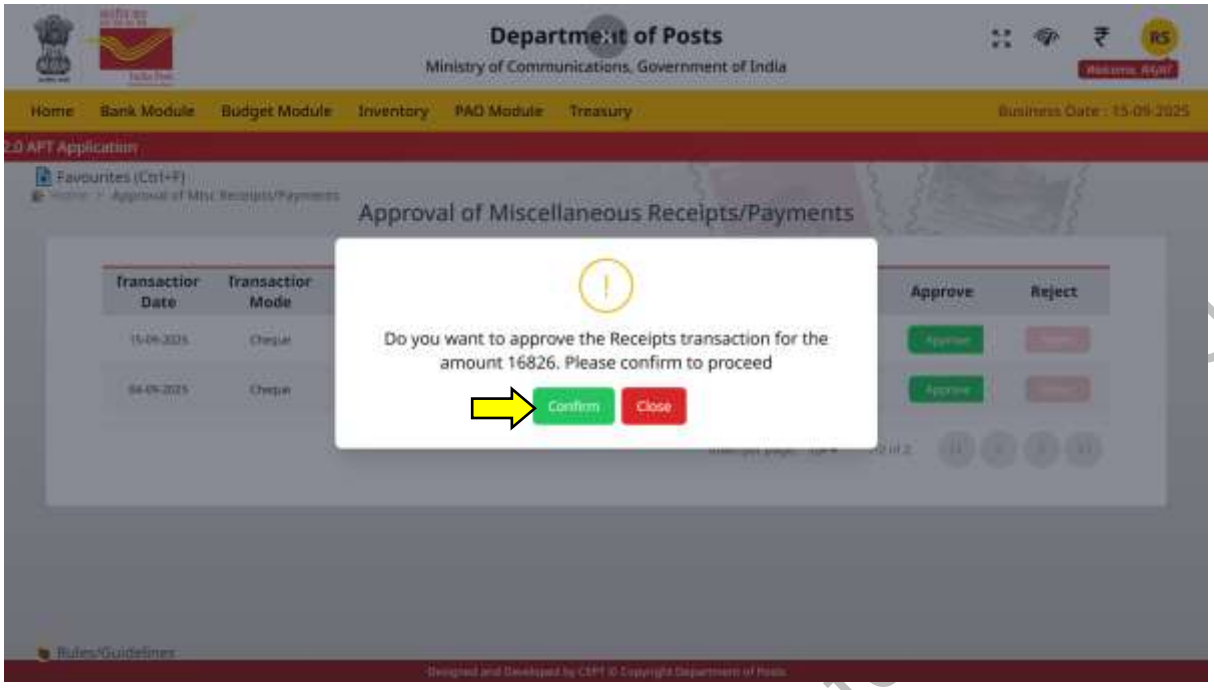


'Approval of Misc Receipts/Payments' screen will be displayed.



Enter the 'Remarks' and Click on 'Approve' button.

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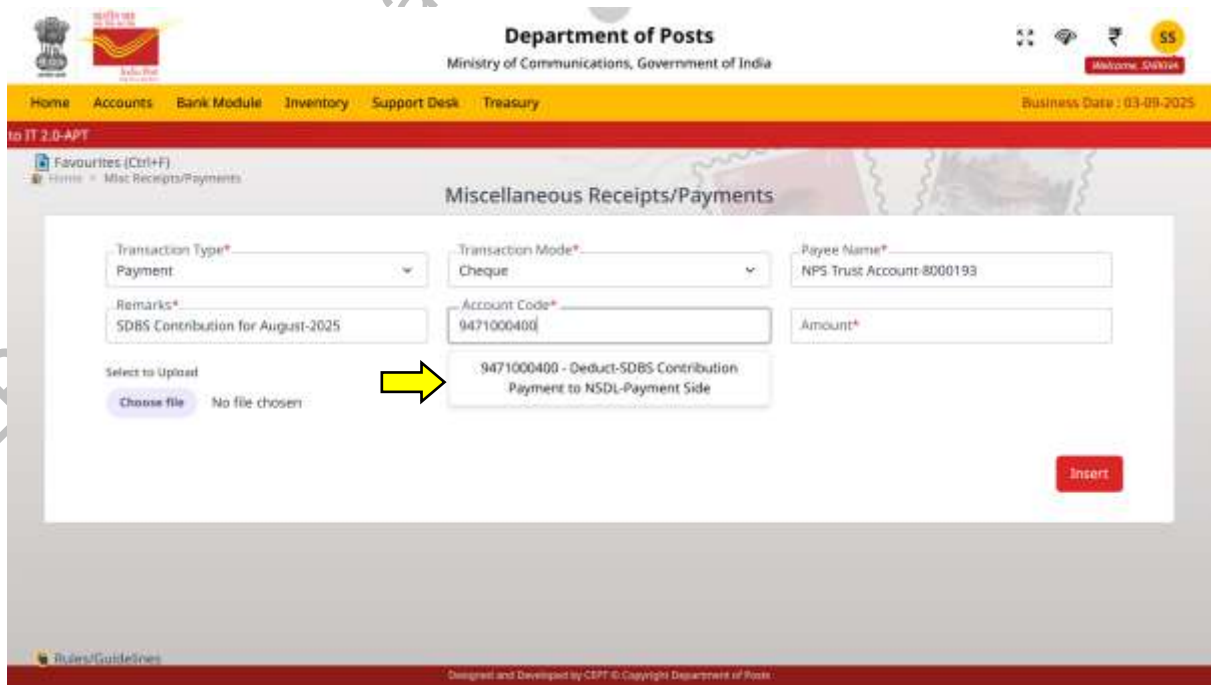


Upon clicking the 'Approve' button, application once again asks for the confirmation.
Click on 'Confirm' button.
Upon clicking the 'Confirm' button, the transaction will get approved.

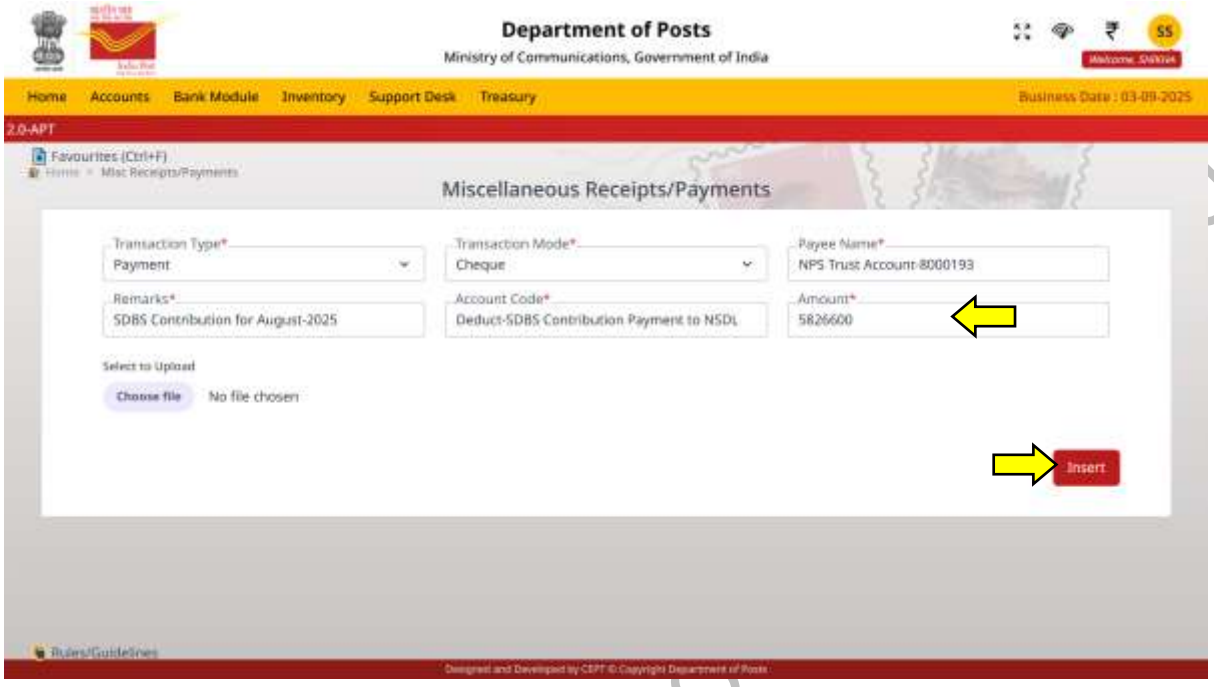
3.4.4 Trans Type 'Payment' and Trans Mode 'Cheque'

At the PAO level, Cheque Requests are generated from both the Treasury module and the Payroll module. Requests created through the Treasury module are explained from section 3.4.4.1, while those received from the Payroll module are described in section 3.5.

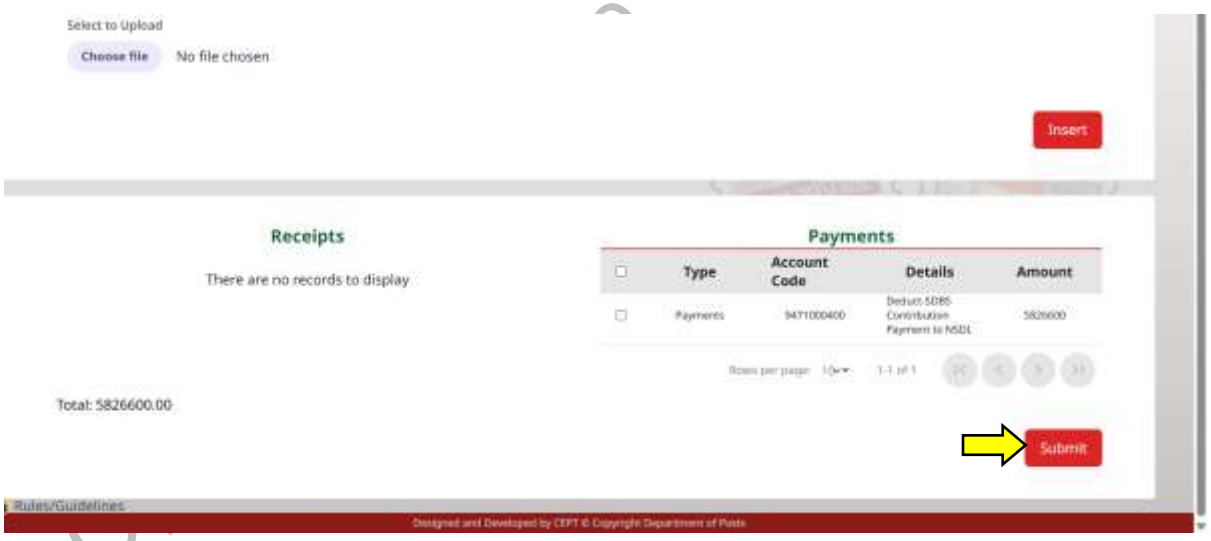
3.4.4.1 Operator



Select the Transaction Type as ‘Payment’, Transaction Mode as ‘Cheque’, Enter ‘Payee Name’, ‘Remarks’ and ‘Account Code’.

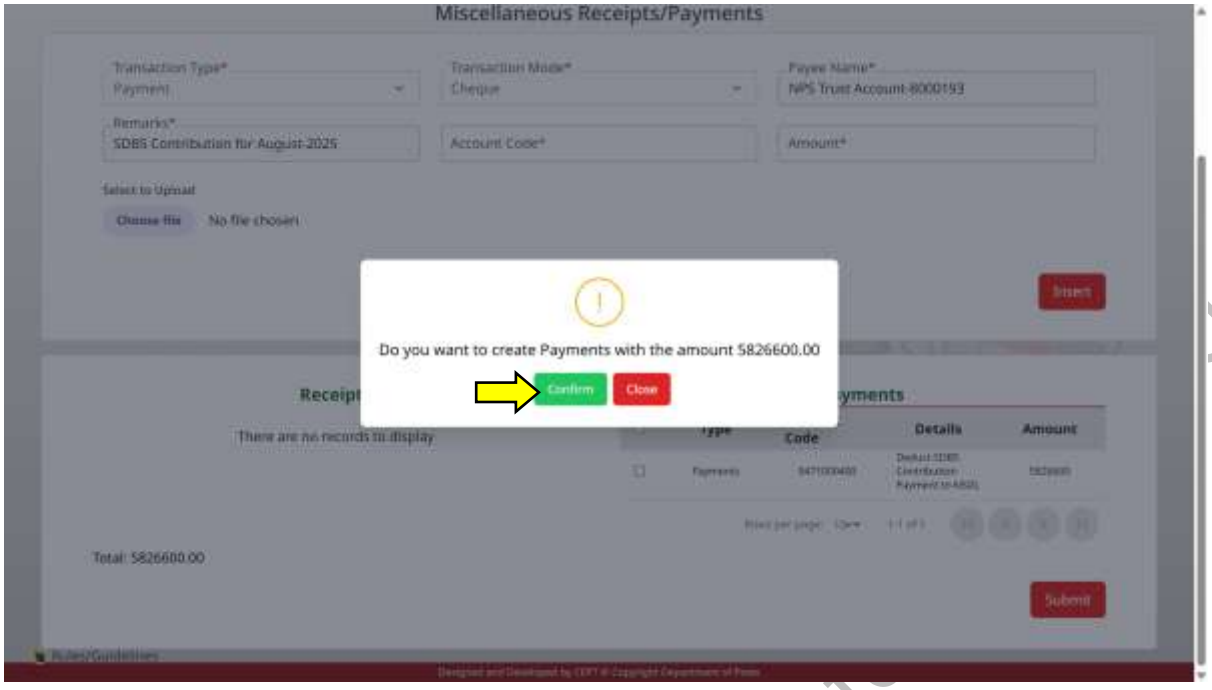


Enter ‘Amount’ and Click ‘Insert’ button.



Click ‘Submit’.

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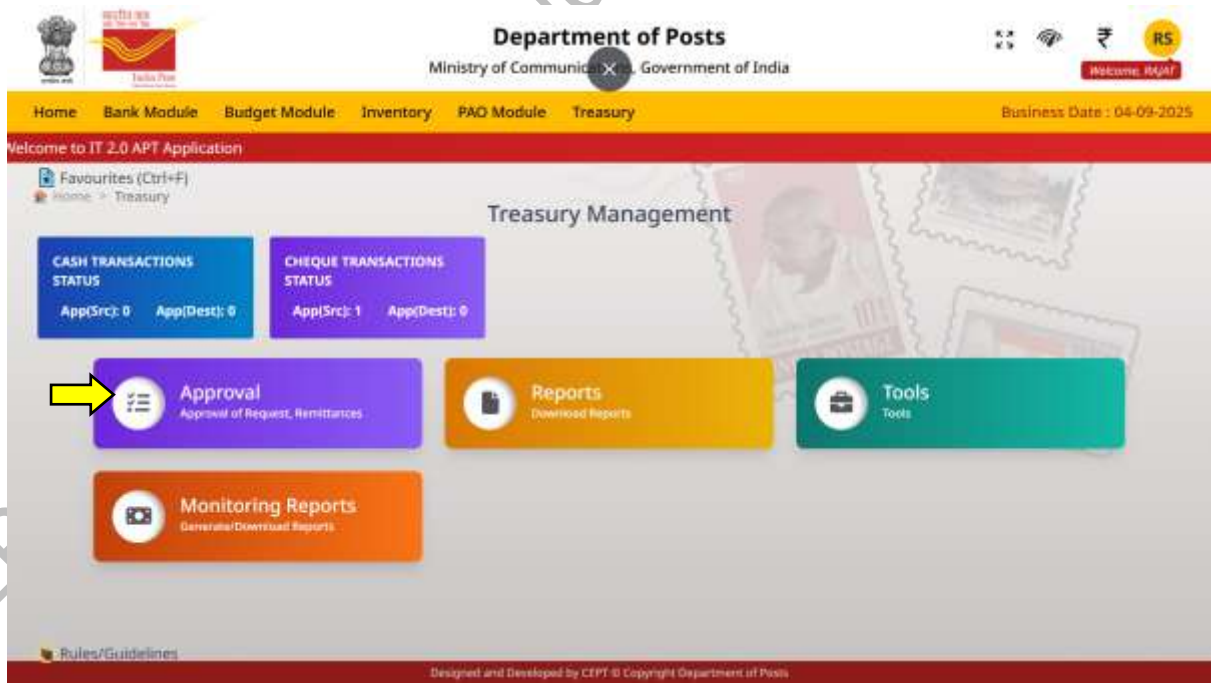


Upon clicking 'Submit' button, the application displays the warning message along with 'Confirm' and 'Close' button.

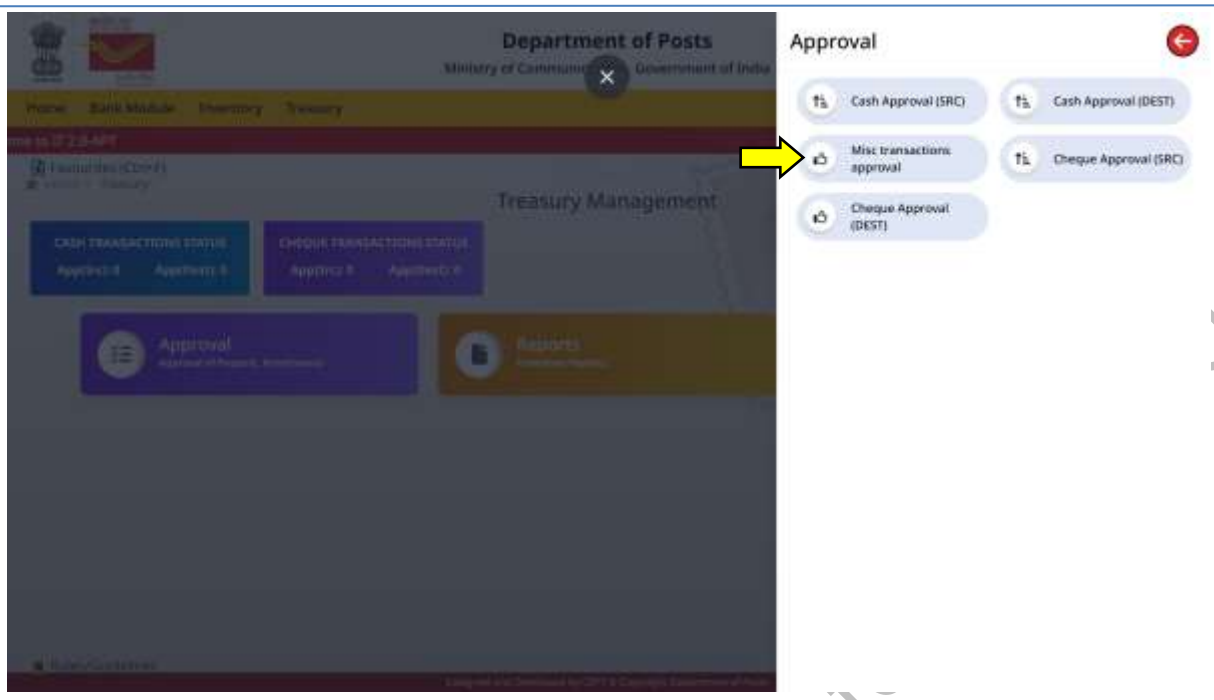
Click 'Confirm' button to create the Transaction.

3.4.4.2 Supervisor-Forwarding

After creation of the Transaction, the Treasury Supervisor should forward the Transaction to next level.



Click 'Approval' sub-card

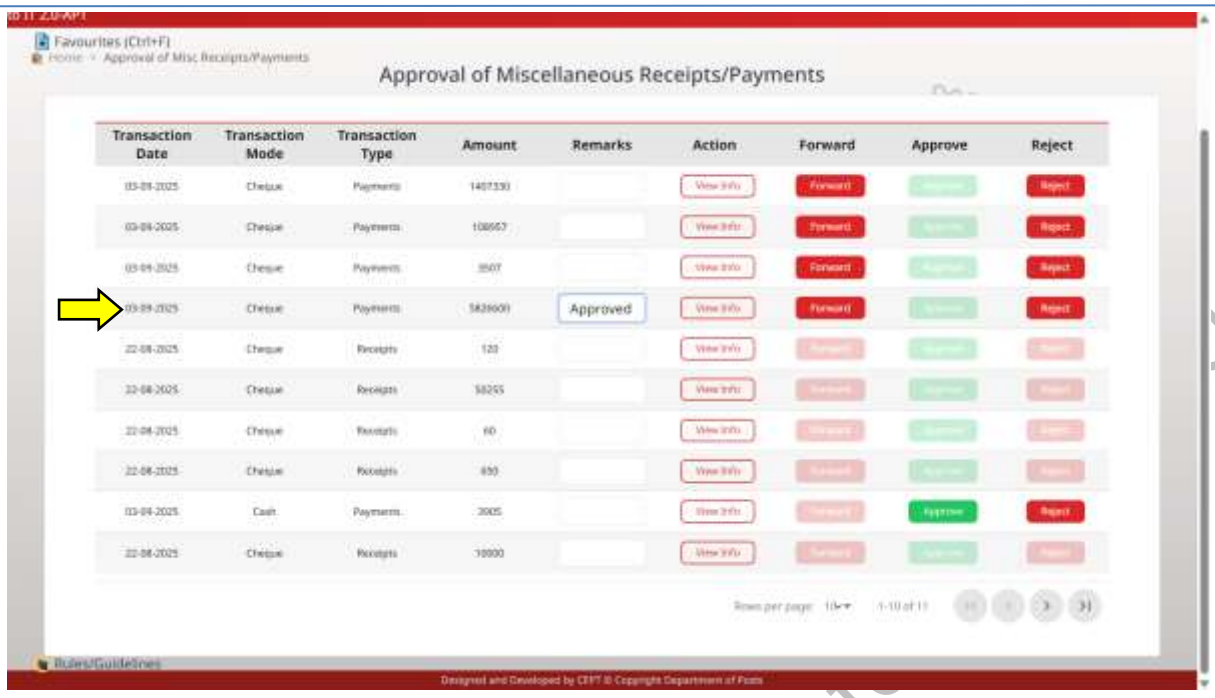


Click 'Misc Transaction Approval'.

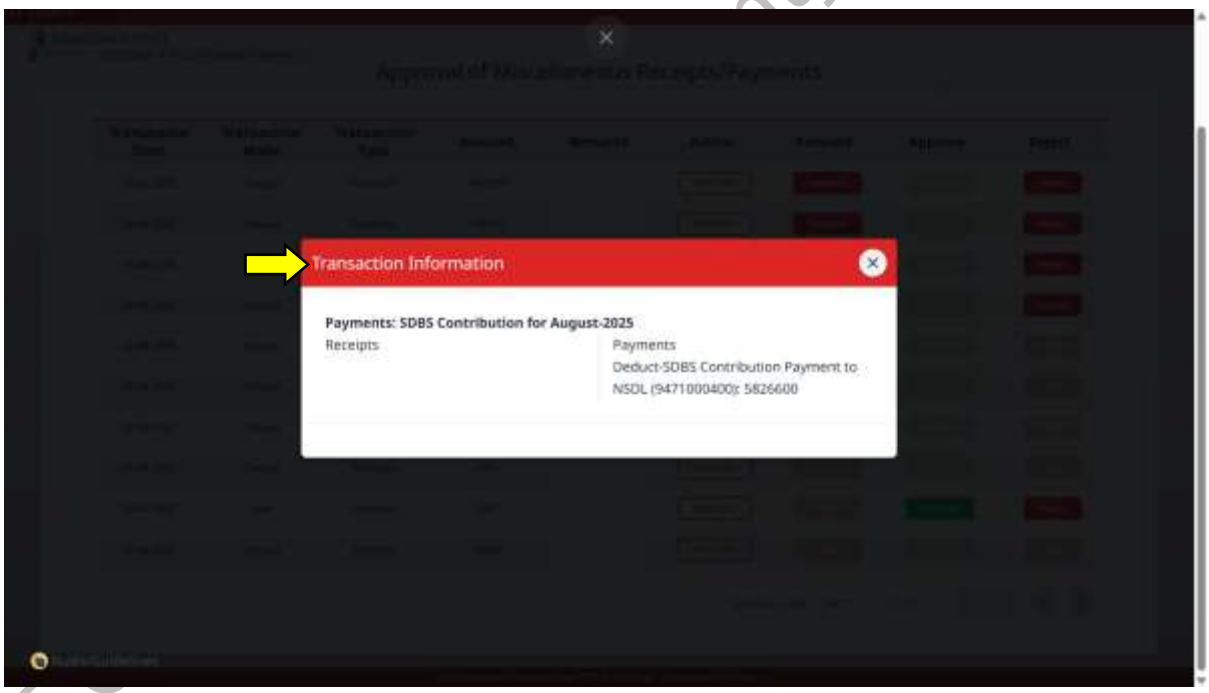


The transaction which are pending for Forwarding, Approval and Rejection will be displayed.

CEPT

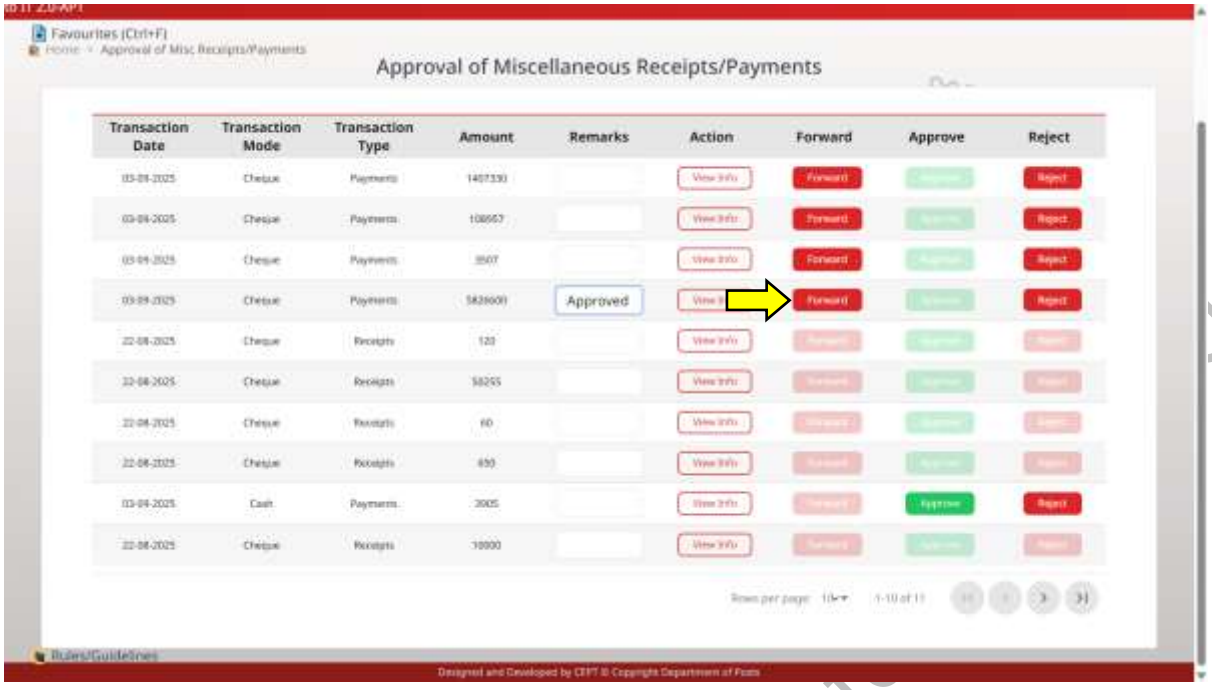


Enter the 'Remarks' and Click 'View info' to view the transaction in-detail.

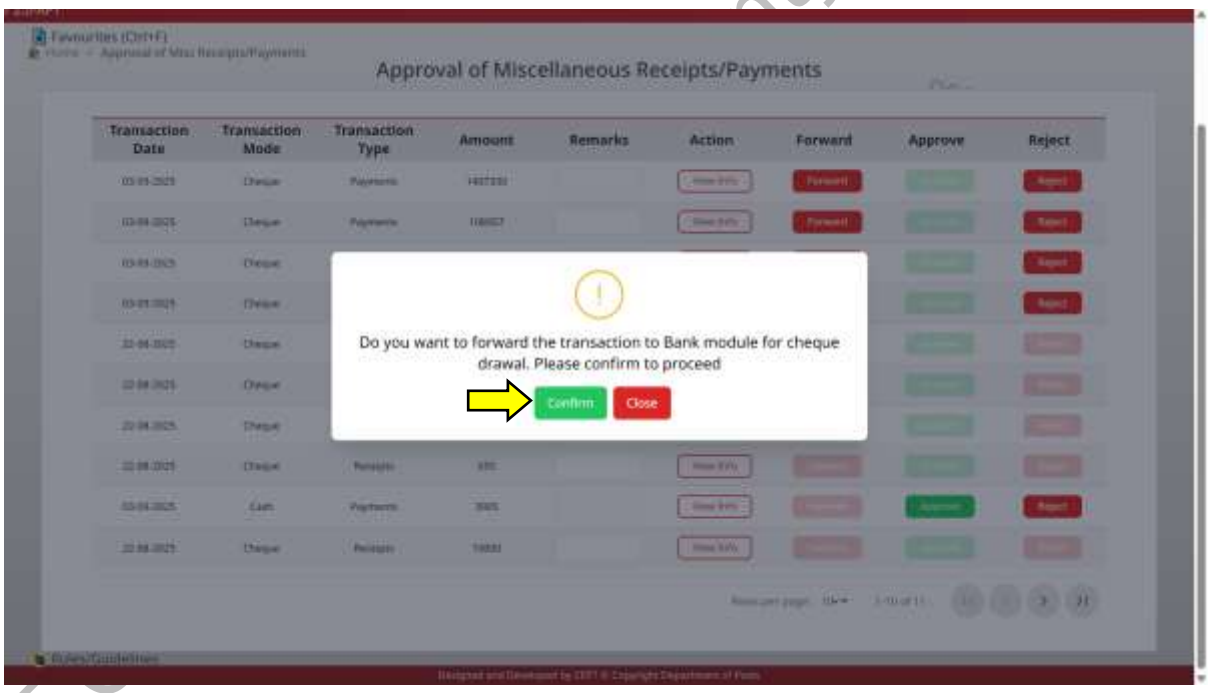


Upon clicking the 'View Info', the Transaction Information will be displayed.

CEPT Use Only



Click on 'Forward' button.



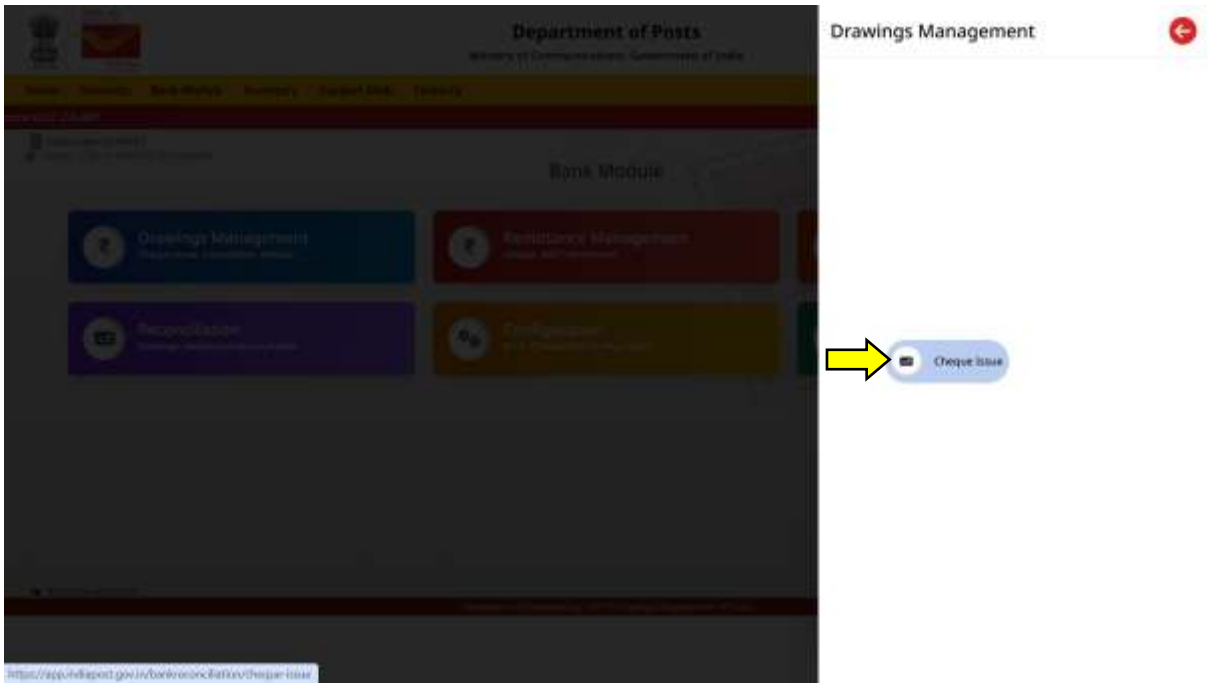
Upon clicking the 'Forward' button, the application displays the message along with 'Confirm' and 'Close' button.

Click 'Confirm' button to proceed further and to issue the Cheque in the bank module.

CEPT Use only

3.4.4.3 Bank Module-Cheque Issue

Upon forwarding the Cheque drawl request from the Treasury module, the transaction will reflect in Bank Module-Cheque Management-Cheque Issue.

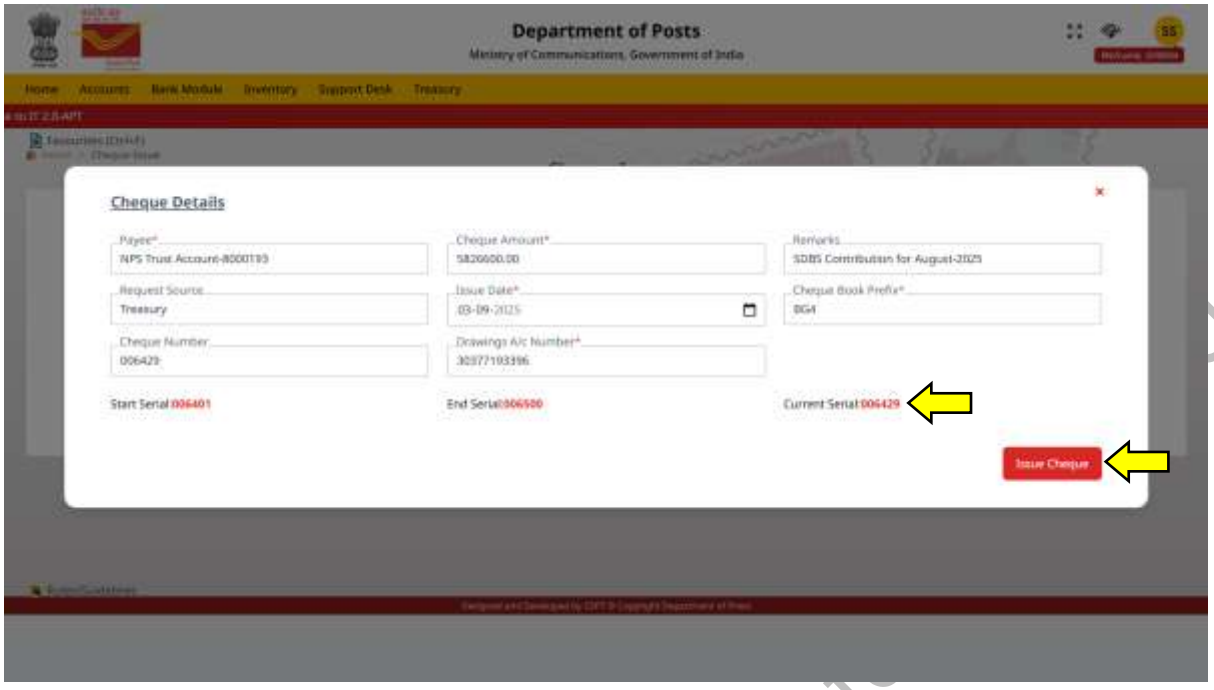


Click 'Cheque Issue' option.



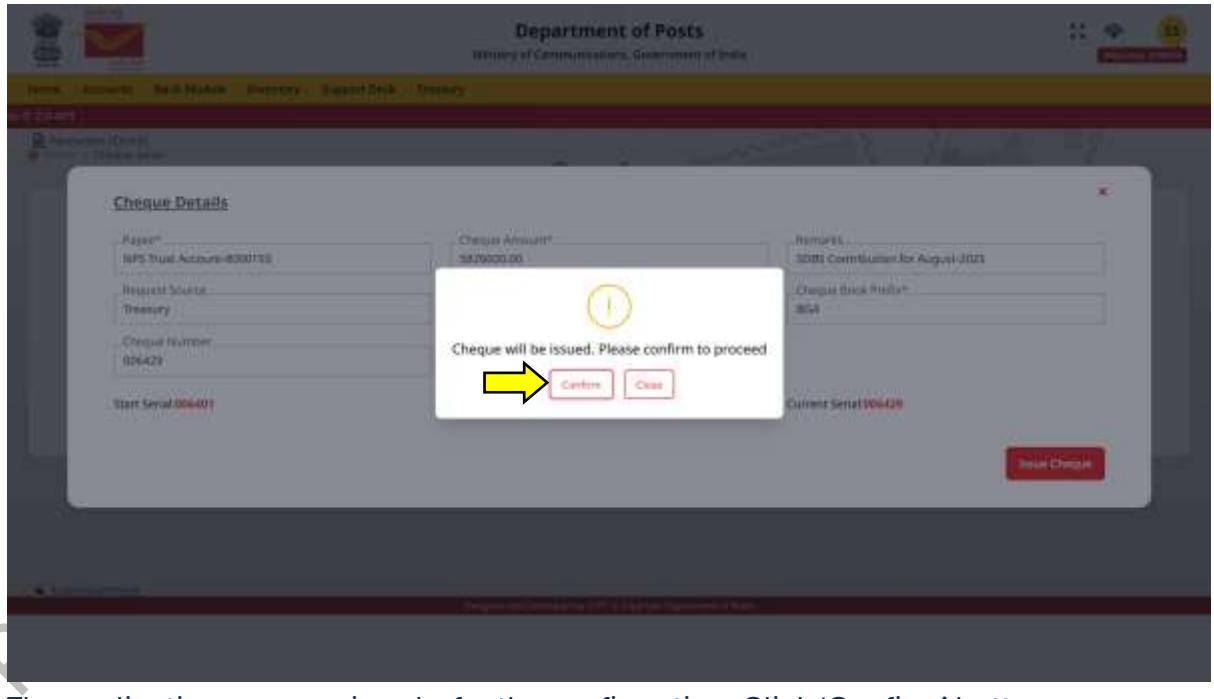
The application lists the requests awaiting cheque issuance.

Click on 'View Details' button.



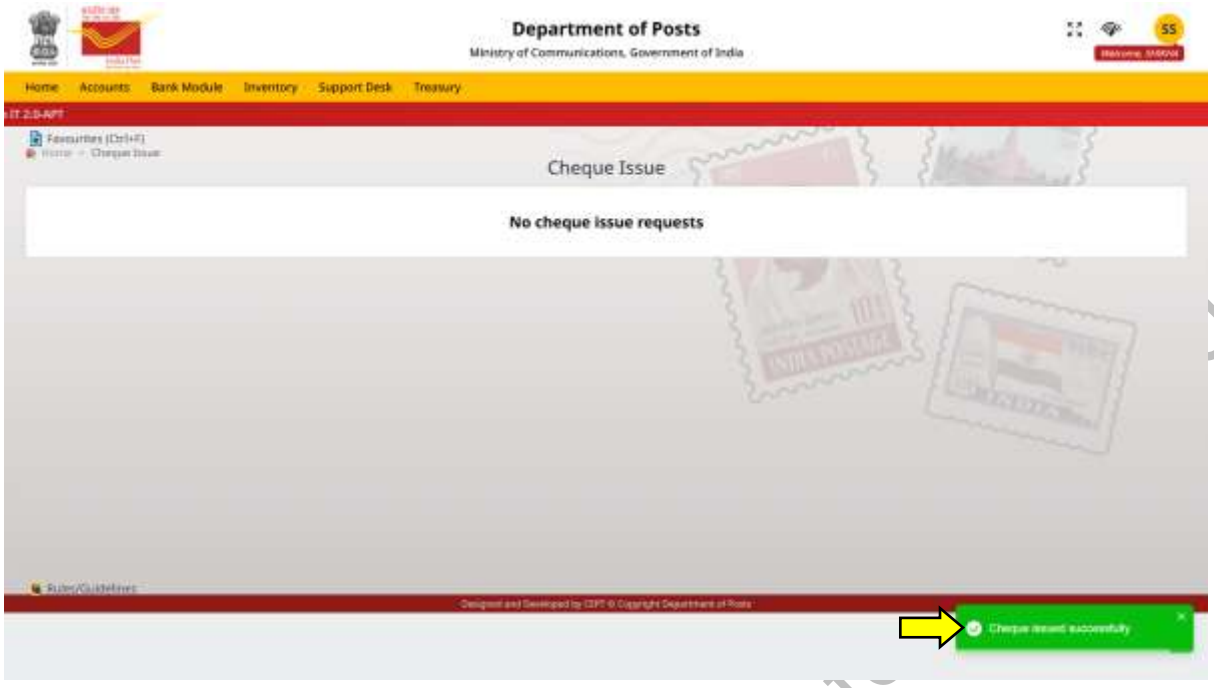
When the **'View Details'** button is clicked, the system displays the payment transaction details along with the cheque number expected to be allotted for the transaction.

Click 'Issue Cheque' button.



The application once again asks for the confirmation. Click 'Confirm' button.

CERT Use Only



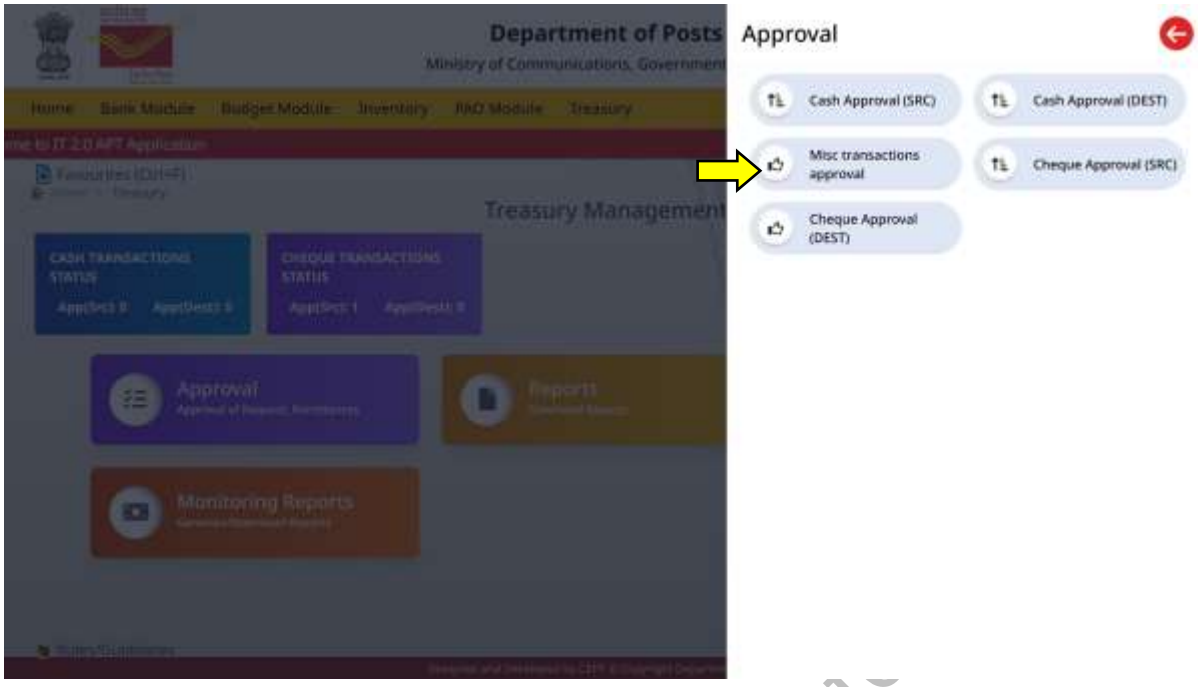
Upon clicking the 'Confirm' button, the Cheque Issue process will be completed.

3.4.4.4 Supervisor-Approval

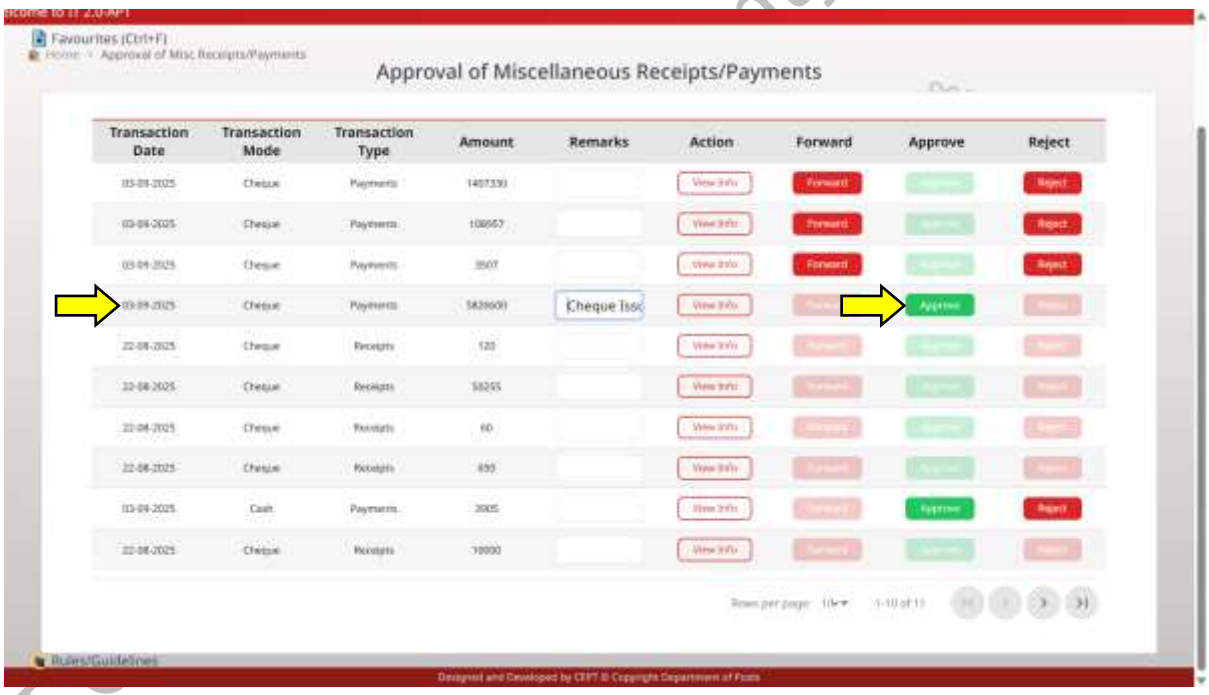
After issuing the Cheque in Bank Module, the transaction cycle should be complete by marking its status as 'Approved' by the Treasury Supervisor-Approval-Misc Transaction Approval.



Click 'Approval' sub-card.



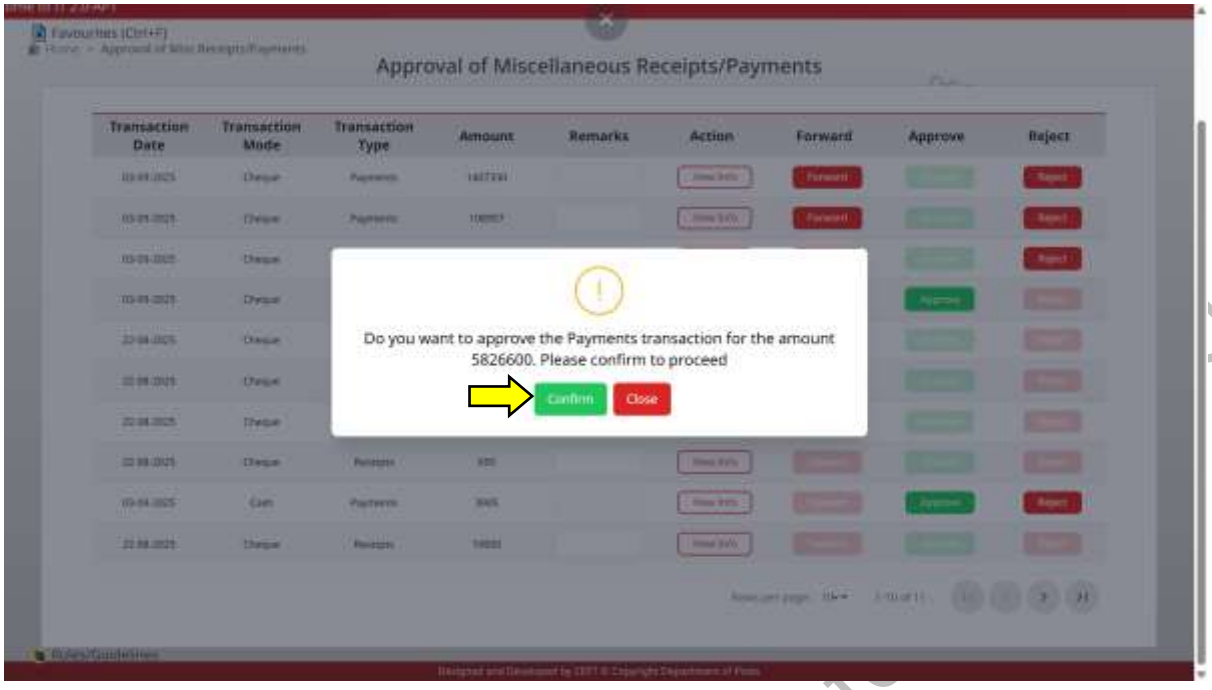
Click 'Misc Transaction Approval' option.



'Approval of Misc Receipts/Payments' screen will be displayed.

Enter the 'Remarks' and Click 'Approve' button.

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Click 'Confirm' button to 'Approve' the transaction.

3.5 Cash/Cheques-Cheque Process (Txn)

Cheque Process (Txn) is an option provided to process cheque transactions that are initiated from other modules such as Treasury, Payroll, etc.

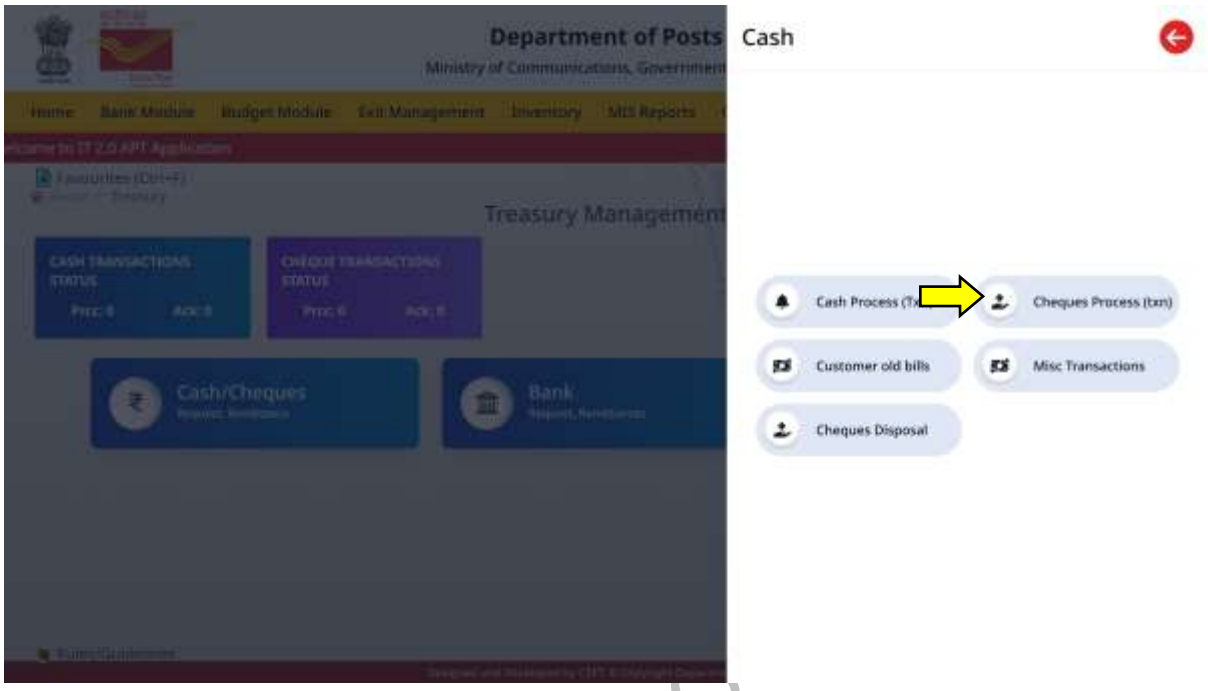
Currently, the Postal Accounts Office (PAO) uses this option to process cheque transactions that are submitted as requests from the Treasury-Miscellaneous and Payroll modules.

The transaction flow from end to end will happen as mentioned as below:
Treasury-Cash/Cheques-Cheque Process (Txn)
Bank Module-Drawings Management-Cheque Issue
Treasury-Cash/Cheques-Cheques Disposal.

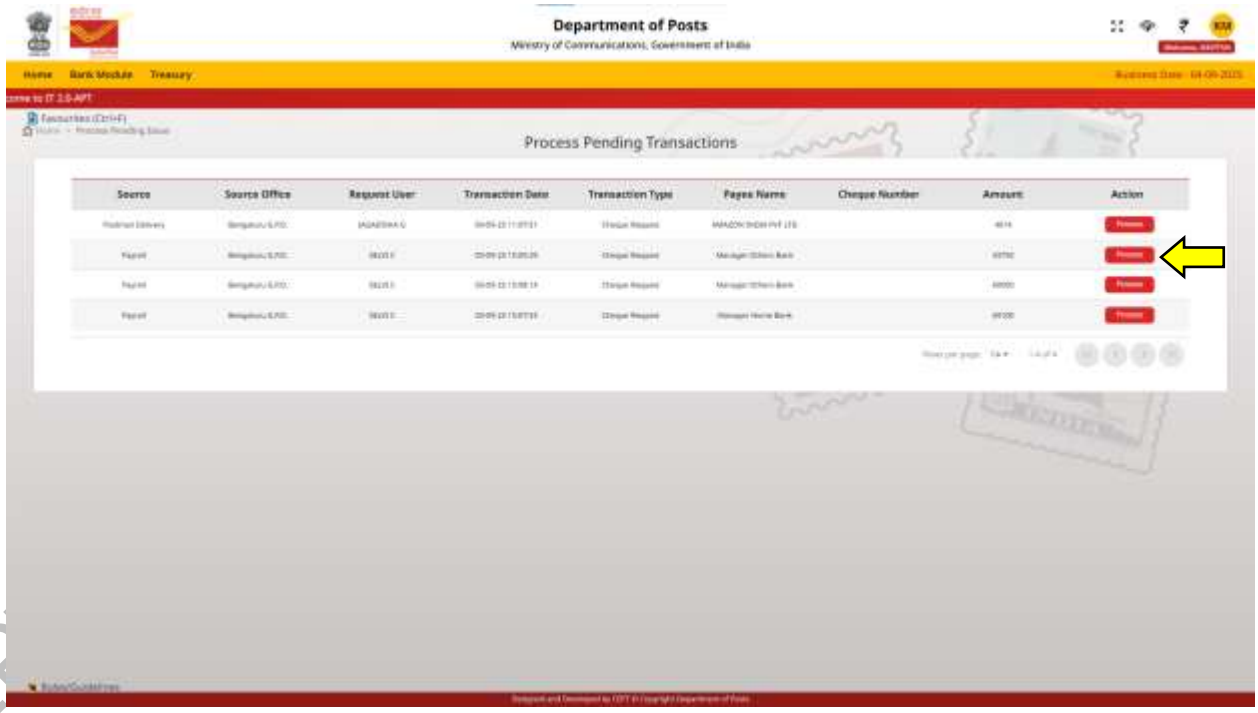
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3.5.1 Cheque Process (Txn)

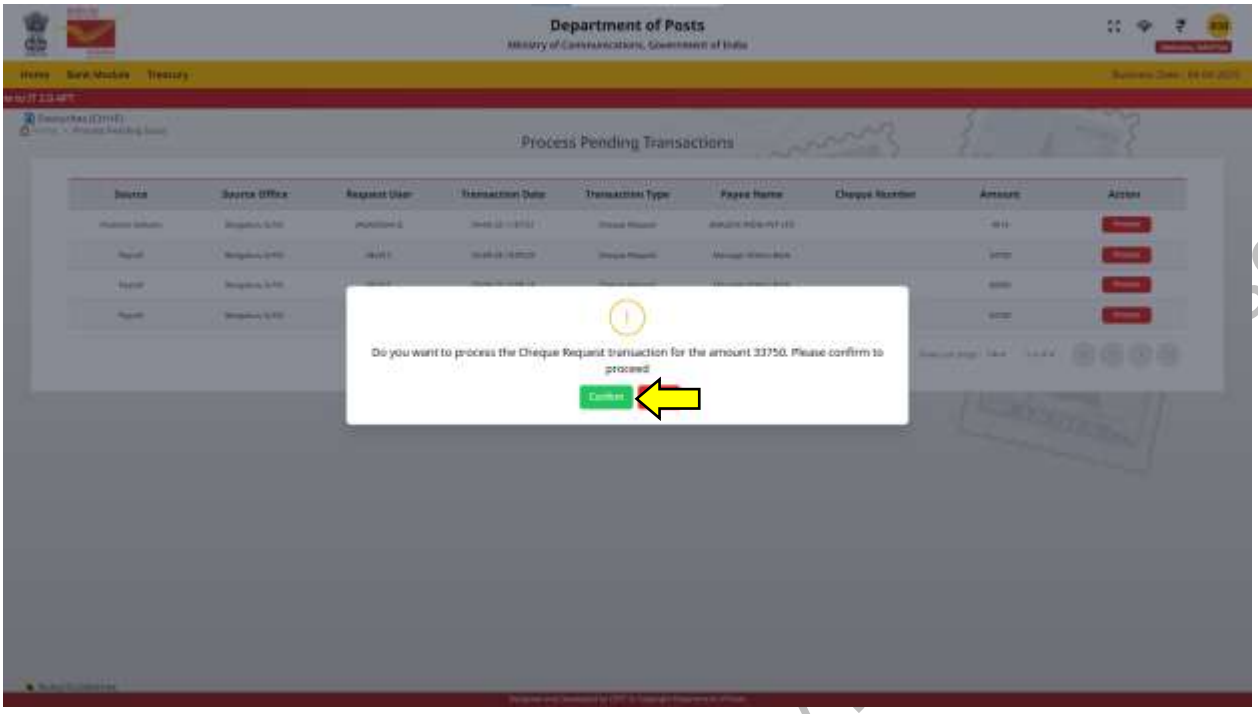
Navigate to Treasury-Cash/Cheques to access the Cheque Process (Txn) Option.



Click 'Cheque Process (Txn)' option.



Upon clicking the 'Cheque Process (Txn)' option, the Process Pending Transactions screen is displayed. On this screen, the user must click the 'Process' button located under the Action column to proceed further.



Upon clicking the 'Process' button, application displays the warning message along with the 'Confirm' and 'Close' button.



Upon clicking the 'Confirm' button, the 'The transaction has been processed' message will be displayed.

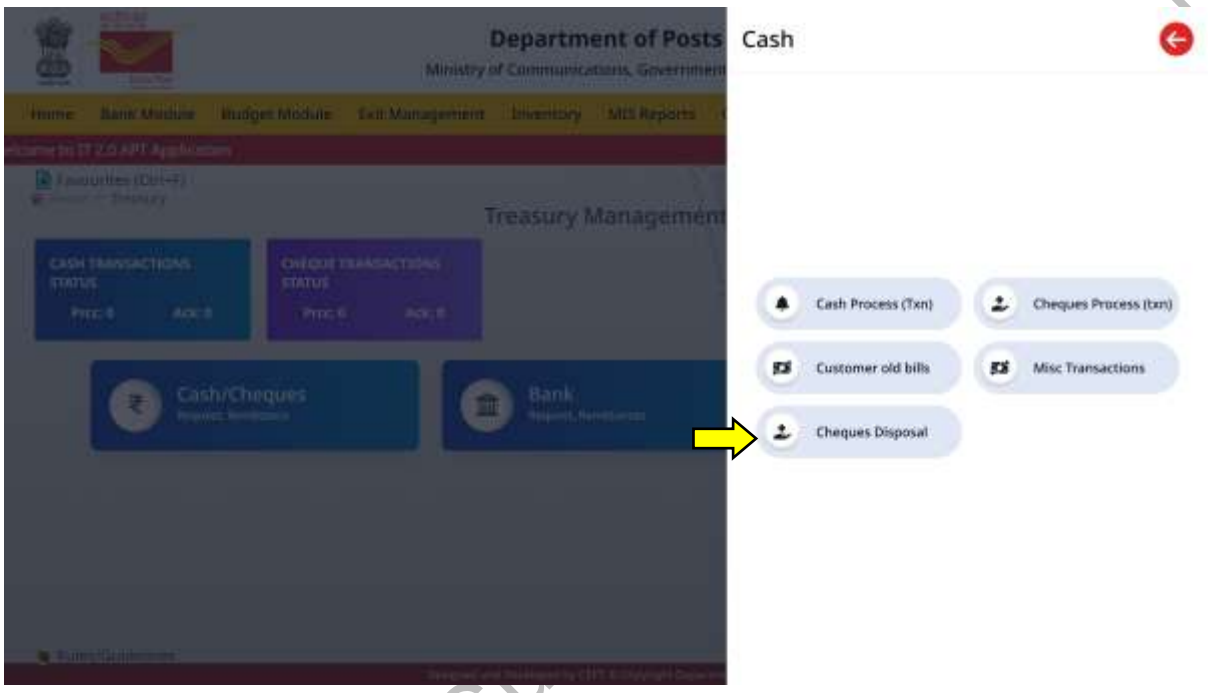
3.5.2 Cheque Issue

Please follow the procedure to explained in the index 5.1.1

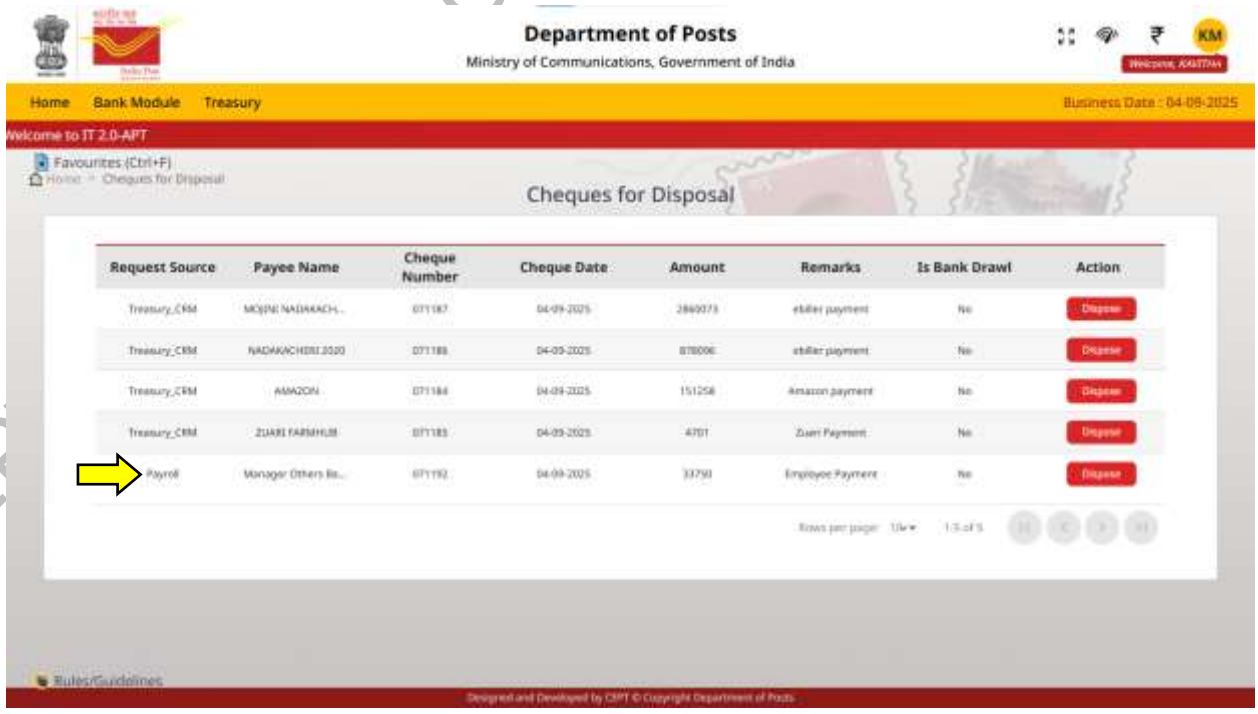
3.5.3 Cheque Disposal

Once the cheque is issued in the Bank Module and forwarded to the bank, it should be marked as 'Disposal' to finalize the process and ensure its inclusion in the DTR.

To access the 'Cheque Disposal' option, the user needs to navigate to 'Treasury-Cash/Cheques'.

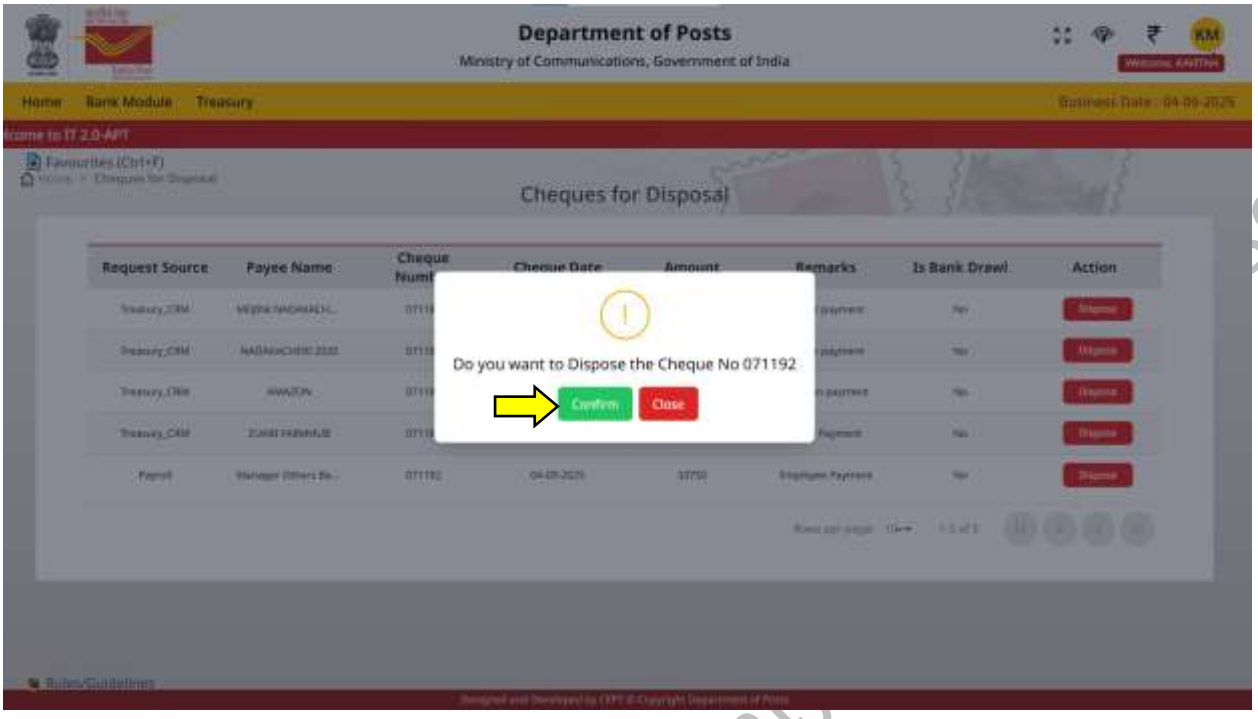


Click on 'Cheques Disposal' option.



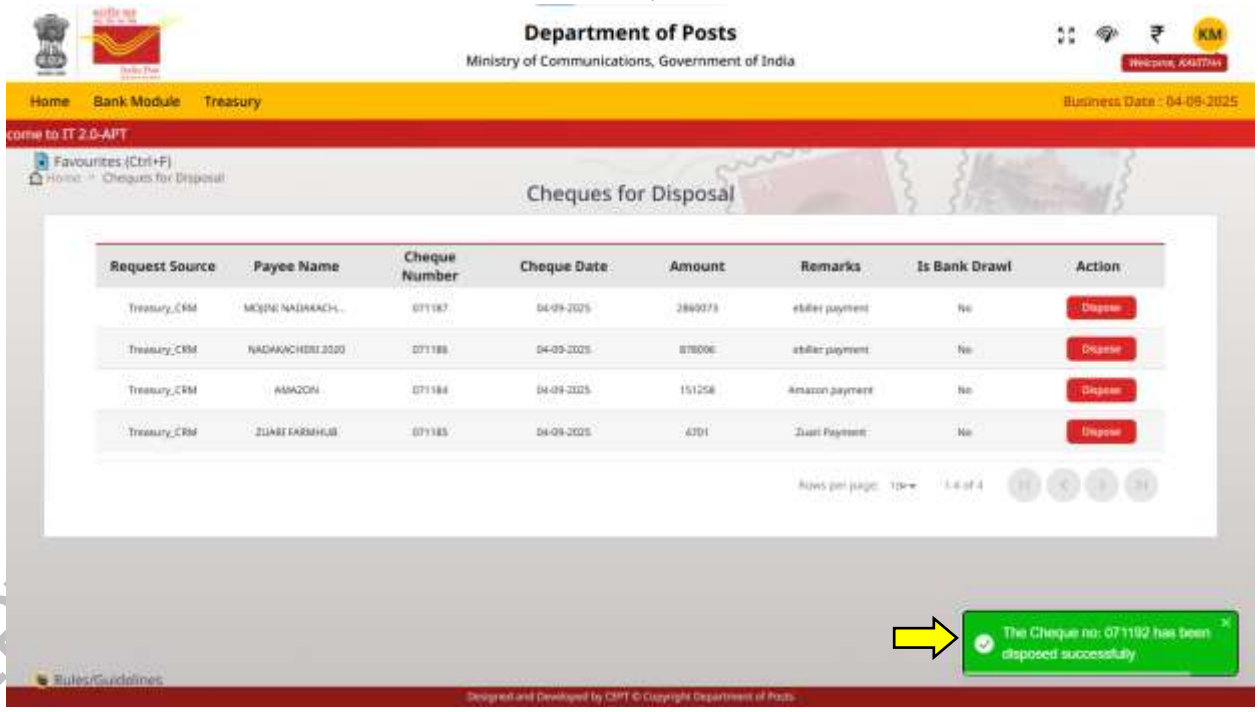
Upon clicking the 'Cheques Disposal' option, the application displays the number of Cheques pending for the Disposal.

Click on ‘Dispose’ button.



When the **‘Dispose’** button is clicked, the application displays a message along with the cheque number that will be marked as **‘Disposed’**.

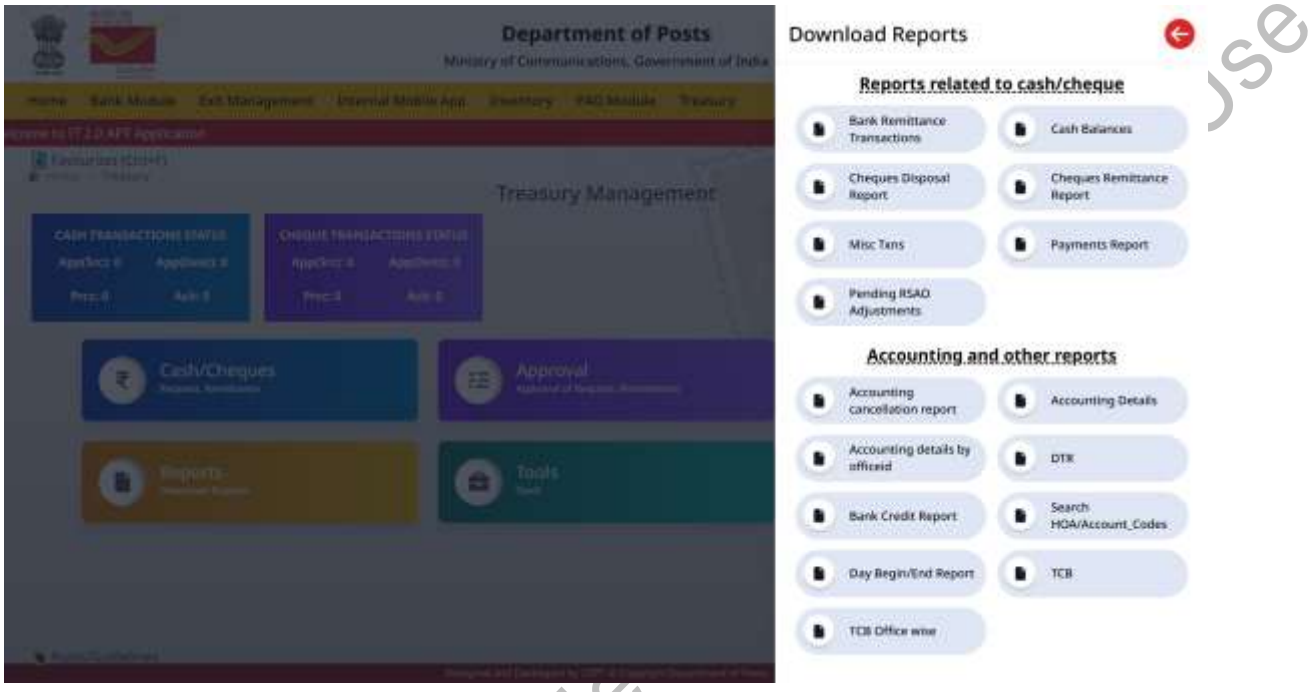
Click the **‘Confirm’** button to proceed.



Upon clicking the ‘Confirm’ button, the ‘Cheque will be disposed successfully’.

3.6 Reports-Treasury Operator & Supervisor

The transactions carried out in the Treasury Module are presented to users through various reports available under the 'Reports' sub-card, which can be accessed by users with the roles of 'Treasury Operator' and 'Treasury Supervisor'.



The Reports are divided into two sections:

- Reports related to Cash/Cheque – These cover all transactions and balances involving cash and cheques.
- Accounting and Other Reports – These provide accounting details, daily summaries, and office-wise reports.

Reports related to Cash/Cheque

- **Bank Remittance Transactions:-**
  Shows details of the amount sent to Bank through 'Bank Remittance' option.

- **Cash Balances:-**
  Shows the Current available cash balance in the Treasury along with Opening Balance, Receipts, Payments and Closing Balance.

- **Cheques Disposal Report:-**
  Displays the number of cheques marked as 'Disposed' for the selected date.

- **Cheque Remittance Report:-**
  Shows the number of cheques remitted to the bank on the selected date.

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- **Misc Txns:-**
  Shows the details of financial transactions recorded under the Miscellaneous Transactions option.

- **Payments Report:-**
  Displays the details of payment transactions processed through various options in the Treasury Module.

- **Pending RSAO Adjustments:-**
  Shows pending adjustments related to RSAO (Remittance/Settlement).

Accounting and other reports

- **Accounting Cancellation Report:-**
  Provides a report of accounting entries that have been cancelled

- **Accounting Details**:-
  Displays detailed information on transactions made under the respective Account Code by the office for the selected date.

- **Accounting Details by Office ID**:-
  Displays detailed information on transactions made under the respective Account Code for the selected date, shown office-wise

- **DTR:-**
  Daily Transaction Report – A day-wise summary of all transactions

- **Bank Credit Report:-**

- **Search HOA/Account Codes**:-
  Helps to search specific Head of Accounts or account codes

- **Day Begin/End Report**:-
  Displays the start and end times of the day for the selected date, specific to the user who initiated the actions.

- **TCB**:-
  Treasurer Cash Book report displays the Opening Balance, Receipt Details, Payment Details, and Closing Balance for each user.

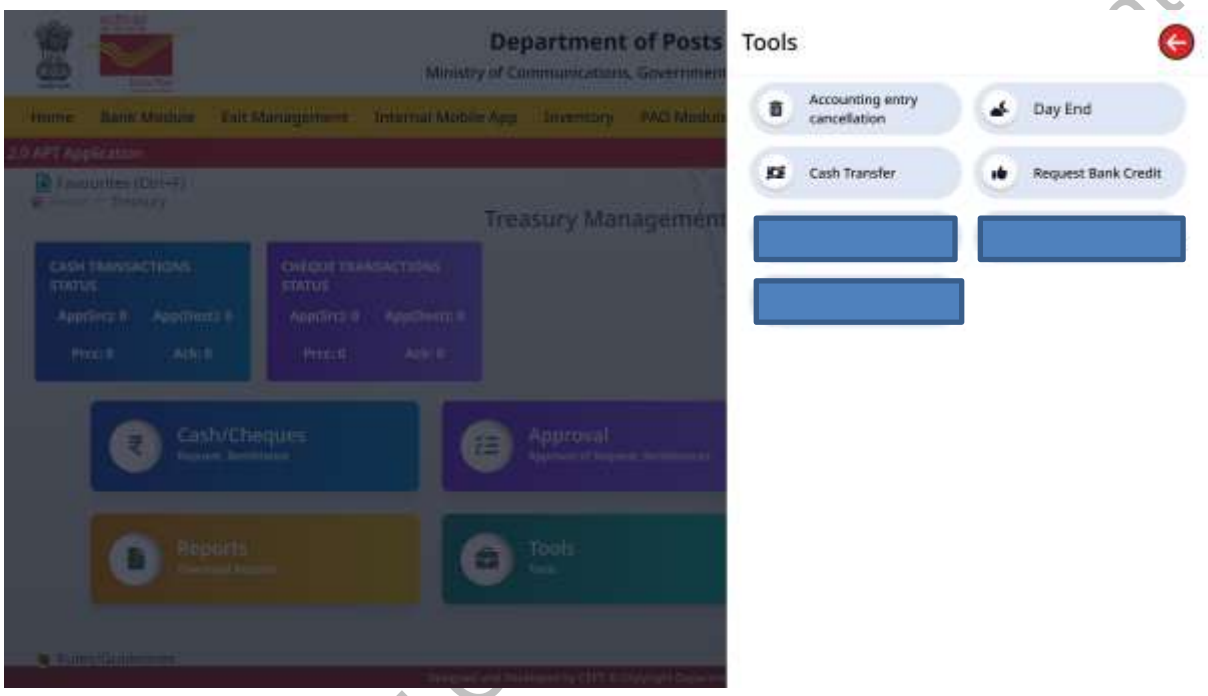
- **TCB Office Wise:-**

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The Treasurer Cash Book report shows Opening Balance, Receipt Details, Payment Details, and Closing Balance for users, grouped by office.

3.7 Tools-Treasury Supervisor & Day End

Certain Treasury Operations are available only to the user with the role 'Treasury Supervisor'. Such Options are explained in the sub-indexes of 3.7.



3.7.1 Accounting Entry Cancellation

Entries in the DTR that originate outside the Treasury Module can be cancelled using 'Accounting Entry Cancellation'.

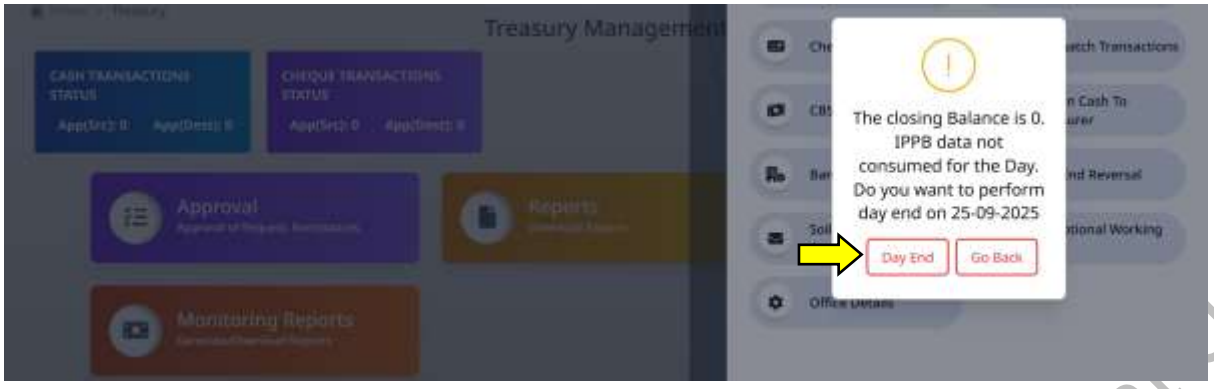
3.7.2 Day End

The user must perform Day End after completing all transactions and reconciling TCB CB with DTR CB, signifying that all financial activities for the office are finished for the day and restricting the module from further use.



Click on 'Day End' option.

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Upon clicking the 'Day End' option, Application displays the 'Closing Balance of the DTR' and 'prompt the user that the Day End is being initiated for the day'.

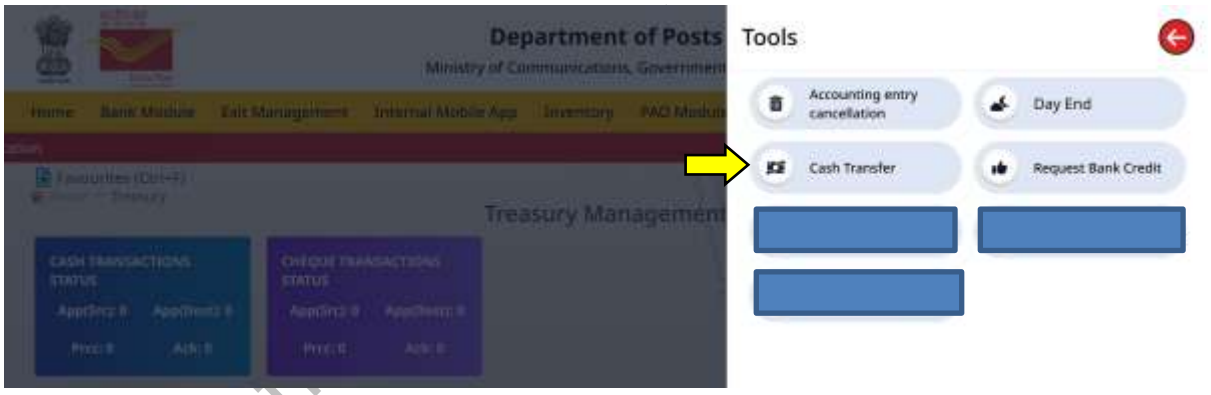
Click on 'Day End' button.



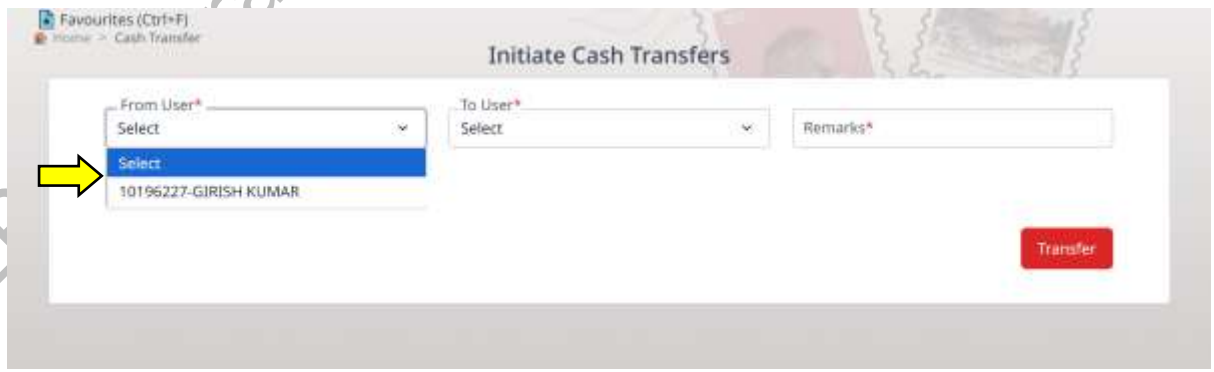
Upon clicking the 'Day End' button, 'Day End done for the Office dated' message will be displayed.

3.7.3 Cash Transfer

'Cash Transfer' enables the Treasury Supervisor to move cash between different Treasurers.

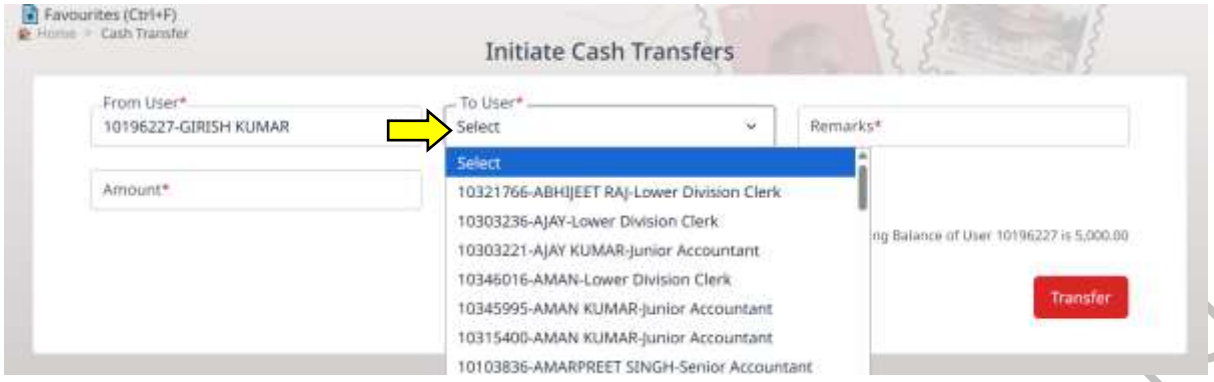


Click on 'Cash Transfer' option.

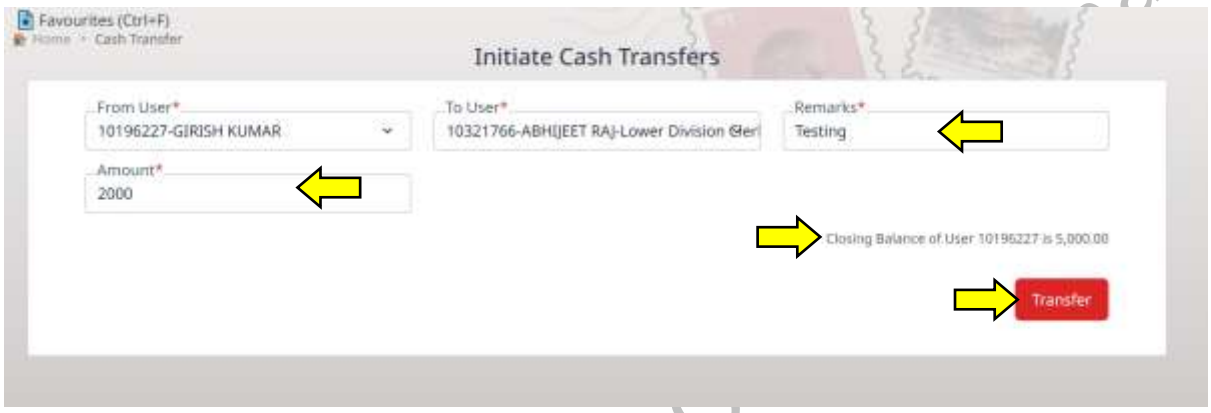


Select the 'Treasurer' from user drop-down.

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Select the 'To User'.



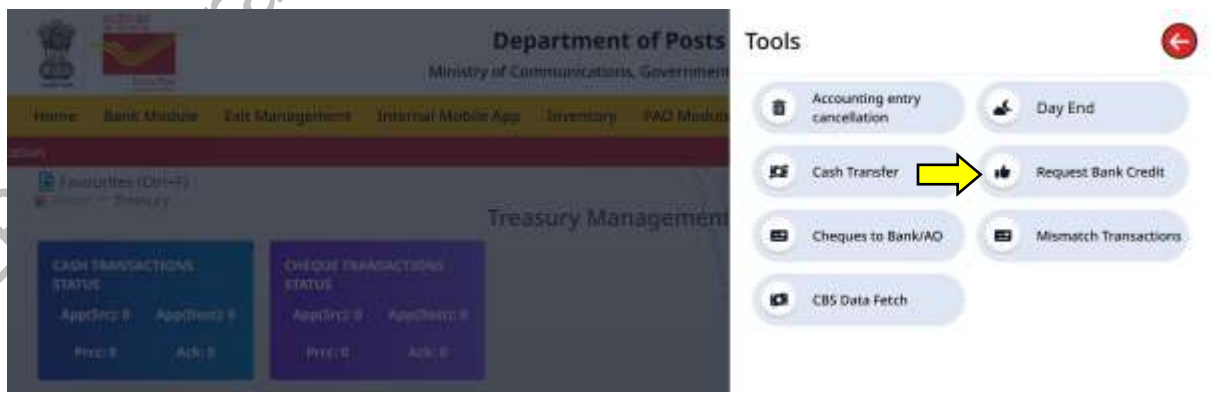
Enter the 'Remarks' and Enter 'Amount'.
Click on 'Transfer' button.



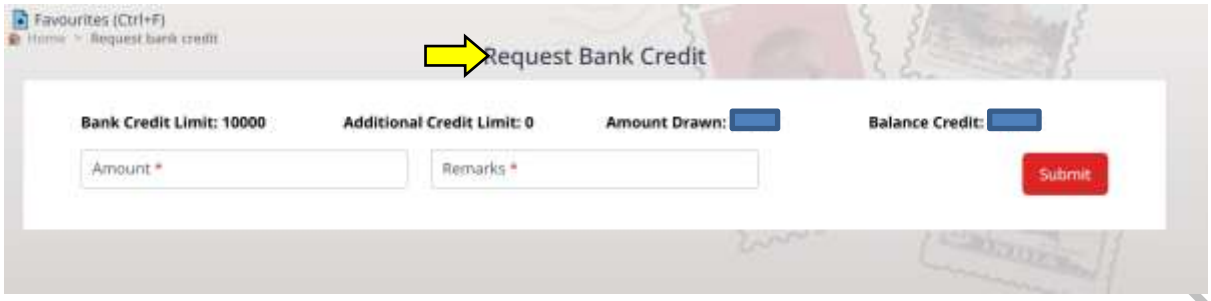
Upon clicking the 'Transfer', 'The Cash of Rs. Transferred from Treasurer to Treasurer' message will be displayed.

3.7.4 Request Bank Credit

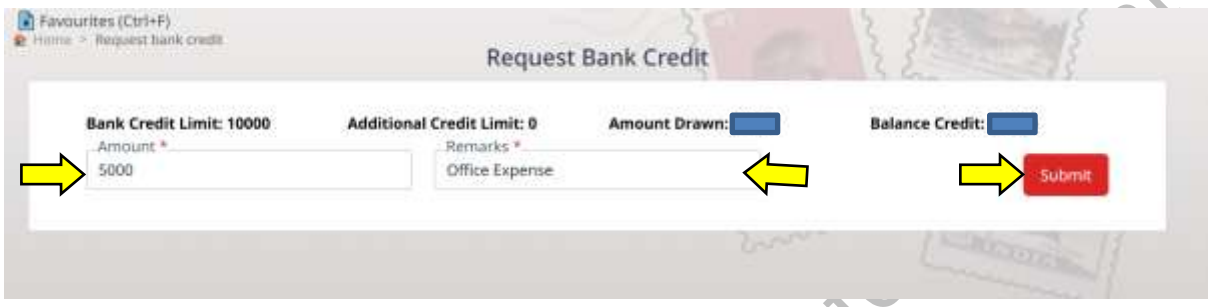
The user can use the 'Request Bank Credit' option to avail additional bank credit within the set limit.



Click on 'Request Bank Credit' option.



'Request Bank Credit' screen will be displayed.



Enter the 'Amount', 'Remarks' and Click on 'Submit' button.



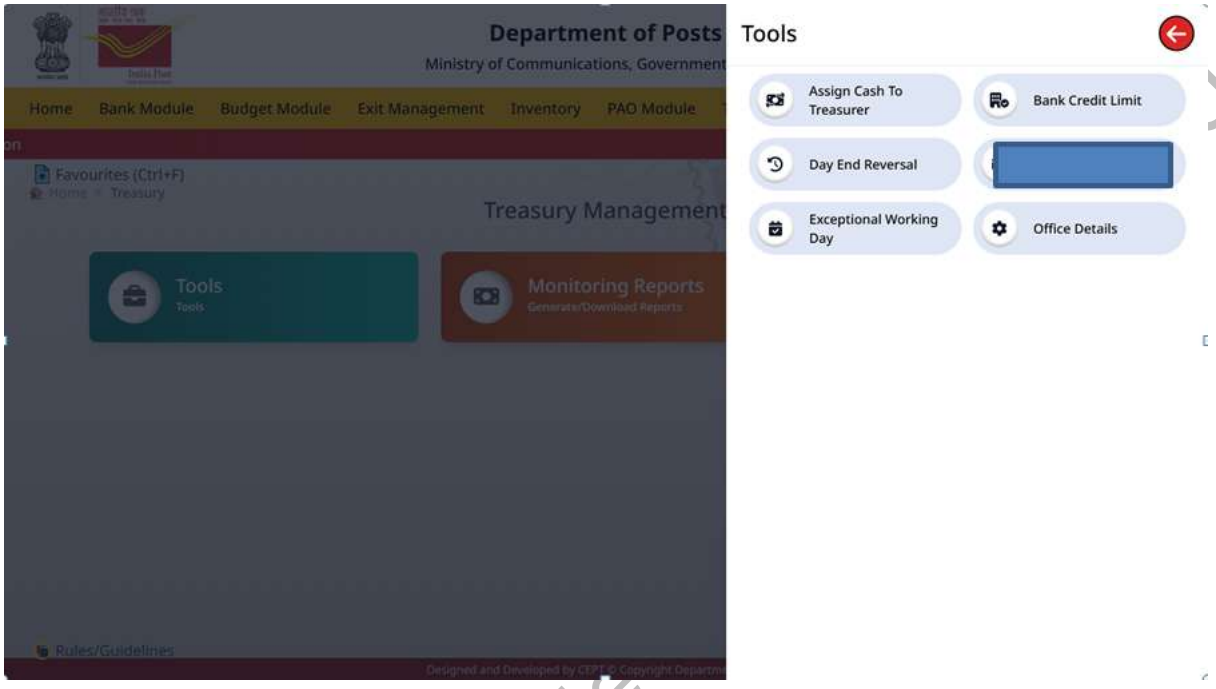
Upon clicking the 'Submit' button, 'The limit Rs has been requested' message will be displayed.

This additional Bank Credit Request should be approved in the user with role 'Treasury Divisional Head'.

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3.8 Tools-Treasury Divisional Head

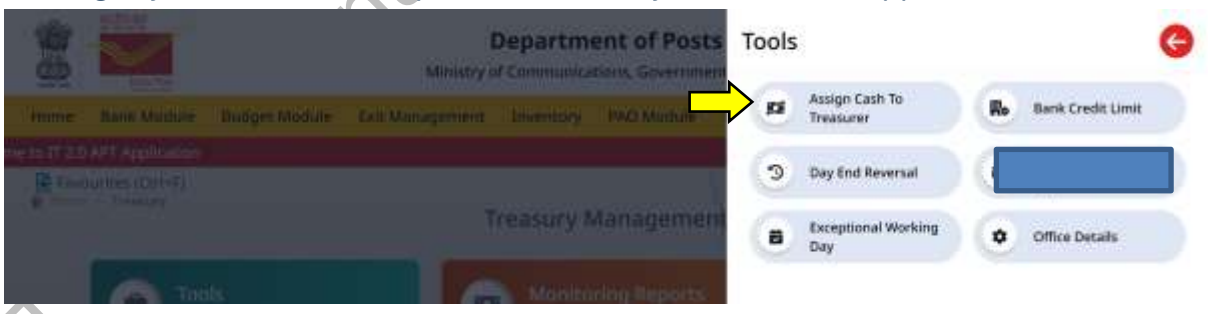
The 'Tools' sub-card for the 'Treasury Divisional Head' role provides access to important options like 'Assign Cash to Treasurer', 'Approve Additional Bank Credit Limit', 'Day End Reversal', 'Exceptional Working Day', and 'Office Details'.



Detailed explanations of the operations for the above options are provided in the following sub-indexes.

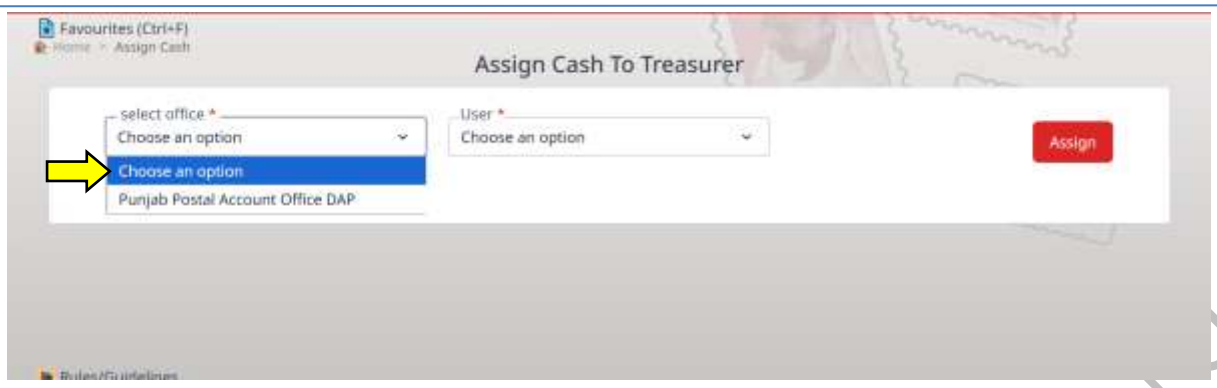
3.8.1 Assign Cash to Treasurer

The 'Assign Cash to Treasurer' option is used to allocate cash to the Treasurer prior to starting any transactions. It is performed initially when the APT application is accessed.

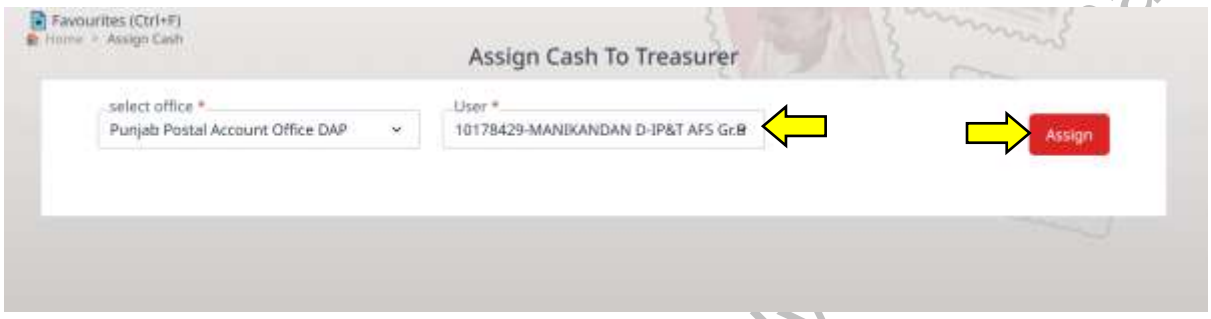


Click on 'Assign Cash to Treasurer' option.

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Select the 'Office'.

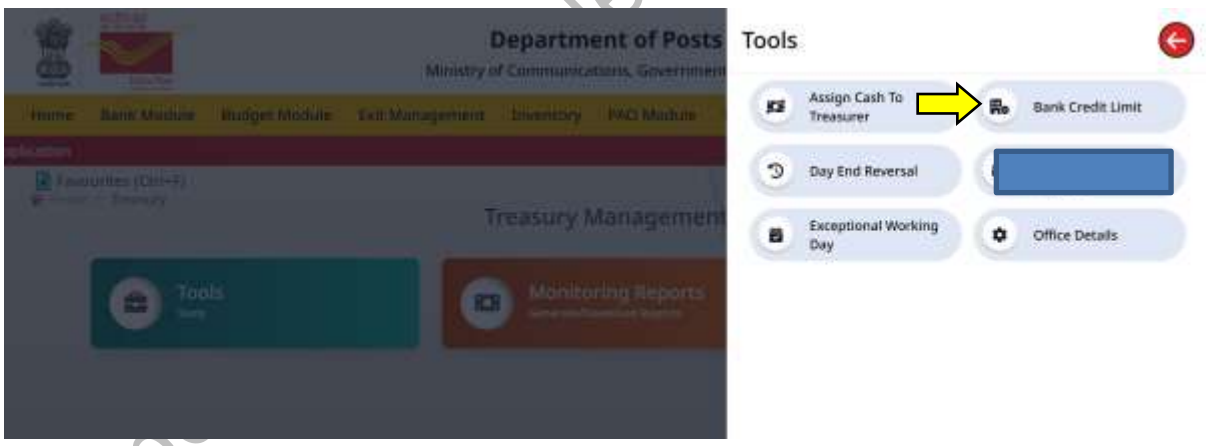


Select the 'User' and click on 'Assign' button.

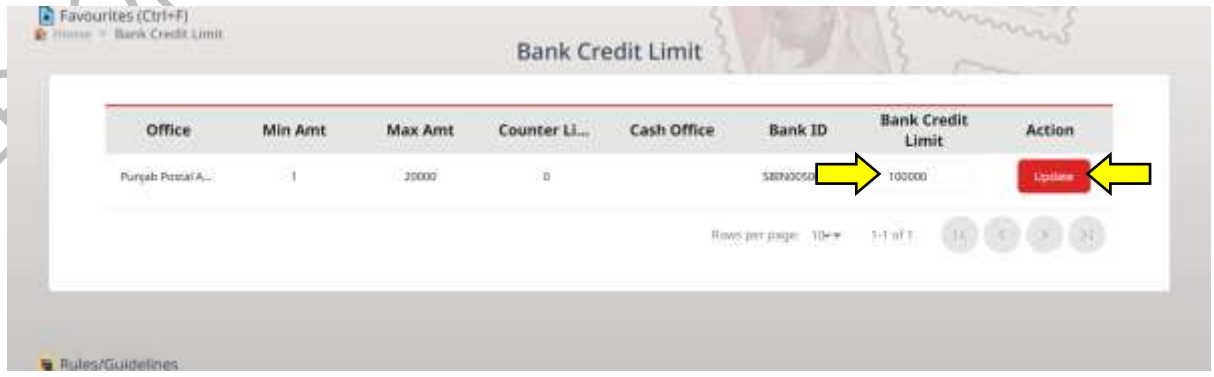
Upon clicking the 'Assign' button, application 'Assign the Cash Treasurer'.

3.8.2 Bank Credit Limit

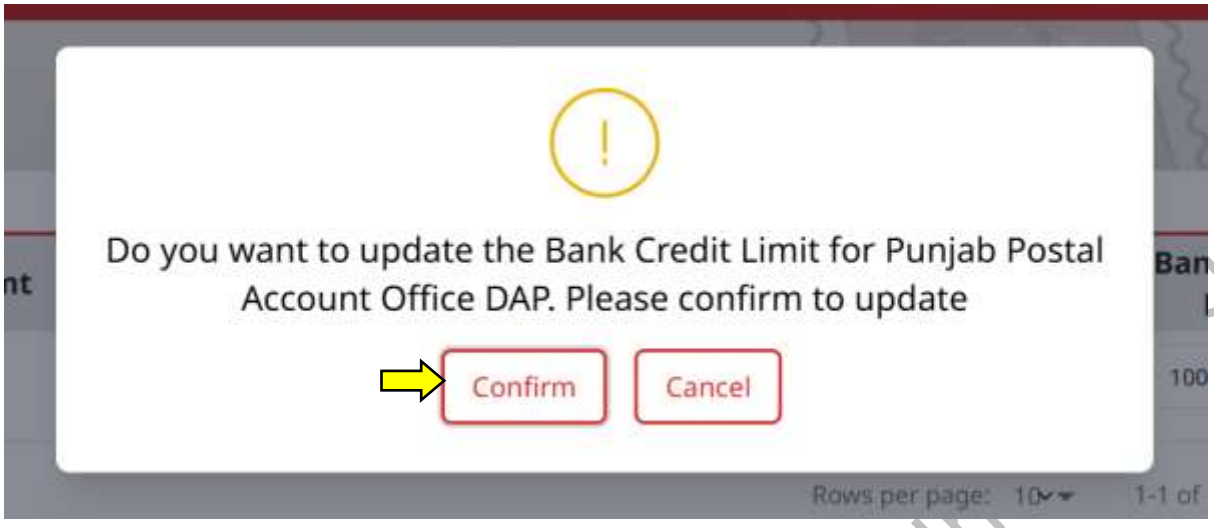
The 'Bank Credit Limit' option allows the user to set the 'Bank Drawl limit'.



Click on 'Bank Credit Limit' option.



Enter 'Bank Credit Limit' amount and click on 'Update' button.



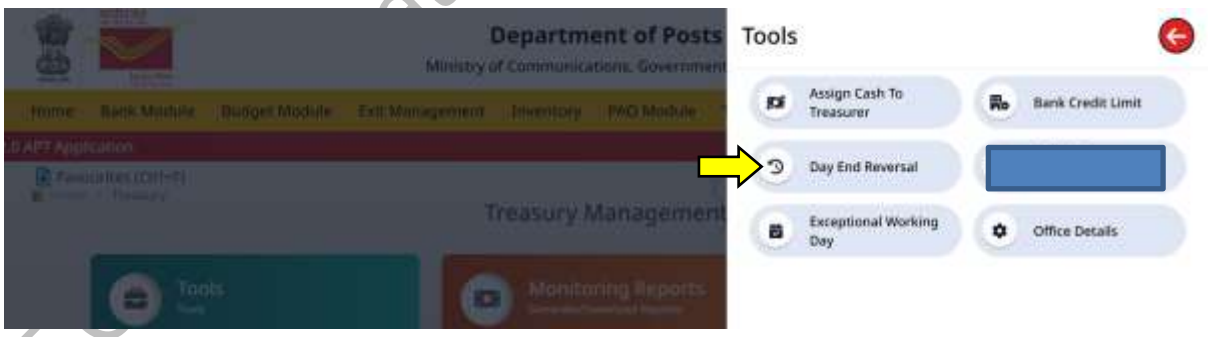
Upon clicking the 'Update' button, application once again asks for the confirmation. Click on 'Confirm' button to proceed further.



Upon clicking the 'Confirm' button, 'The Credit limit has been updated for the Office DAP' message will be displayed.

3.8.3 Day End Reversal

The 'Day End Reversal' option lets the user revert the completed Day End, allowing further financial transactions or corrections for the same business date



Click on 'Day End Reversal' option.



Select the 'Office' and Click on 'Submit' button.

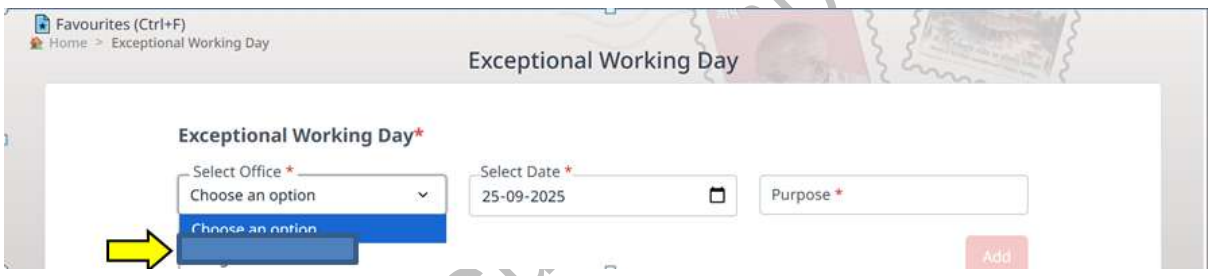
Upon clicking the 'Submit' button, application Reverse the Day End process for the current business date.

3.8.4 Exceptional Working Day

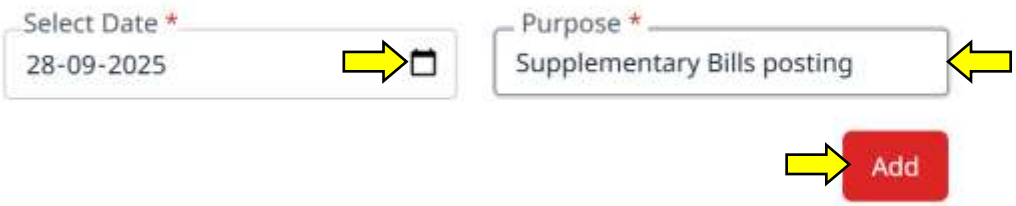
By marking a holiday as an 'Exceptional Working Day', the user can perform transactions in the Treasury Module on days that would normally be non-working.



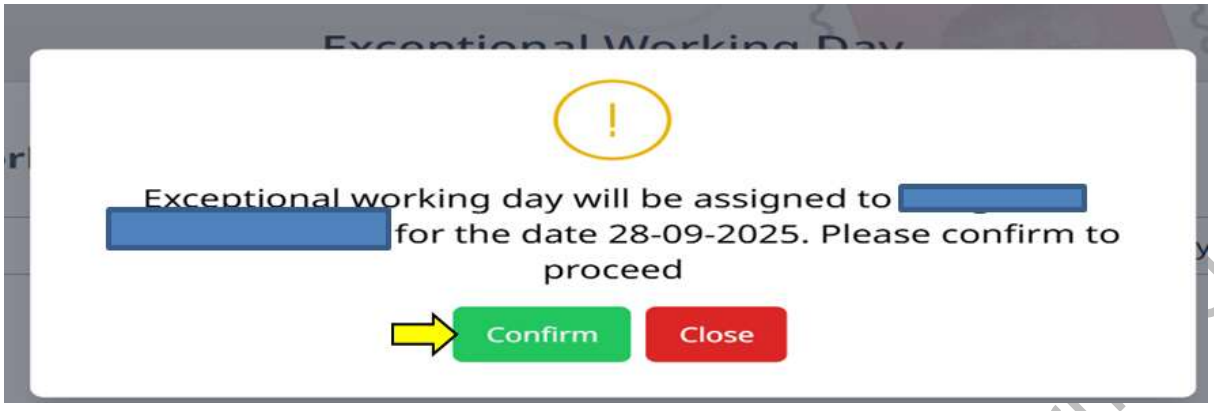
Click on 'Exceptional Working Day' option.



Select the 'Office'.



Select the 'Date' and Enter the 'Purpose'.
Click on 'Add' button.



Upon clicking the 'Add' button, application once again asks for the confirmation.
Click on 'Confirm' button.



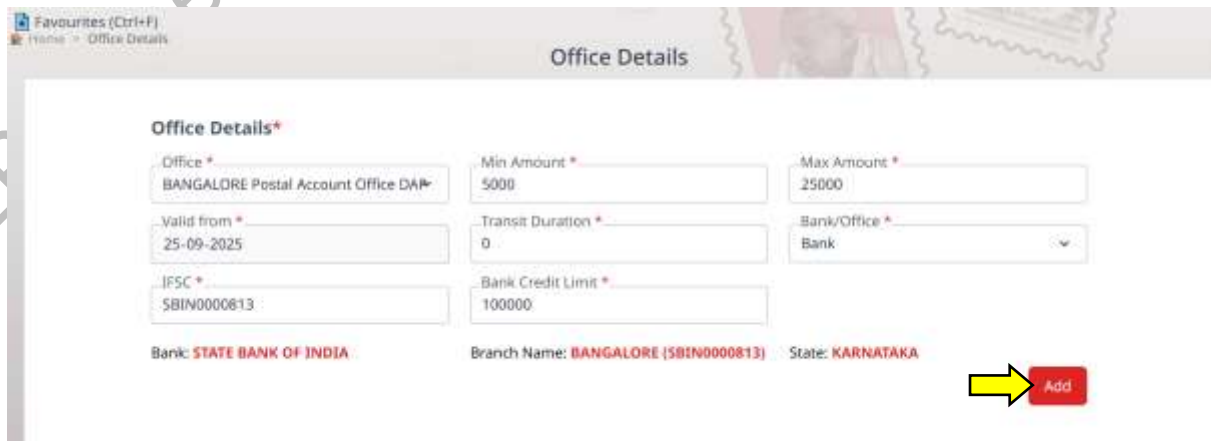
Upon clicking the 'Confirm' button, 'Exceptional Working day is added for the office for the dated' message will be displayed.

3.8.5 Office Details

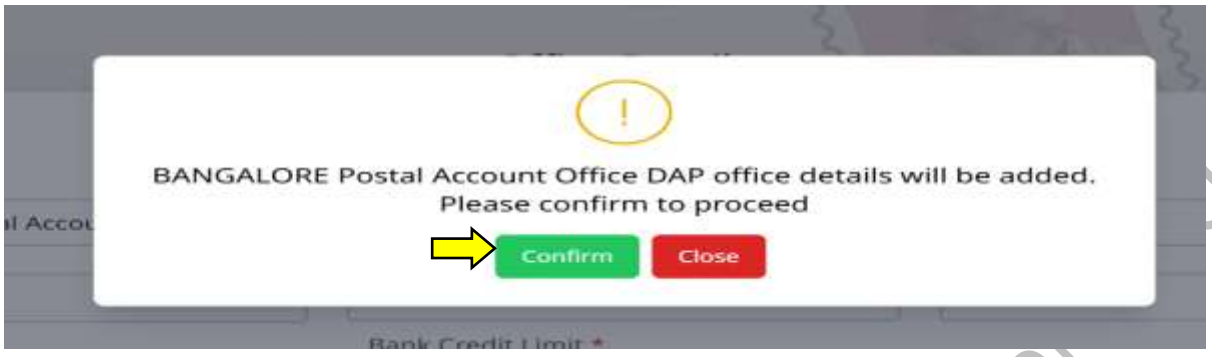
The 'Office Details' feature allows the user to update and configure PAO-related details, including minimum and maximum amounts, validity dates, transit duration, bank links, IFSC codes, and bank credit limits.



Click on 'Office Details' option.



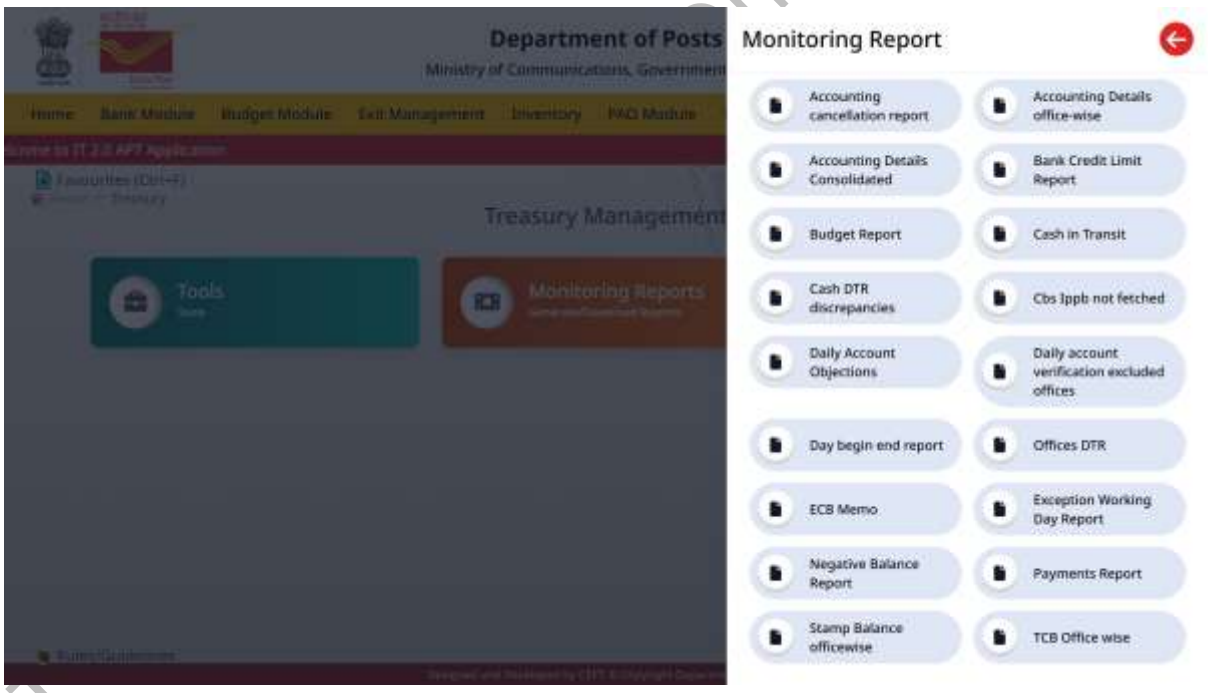
Select the 'Office', Enter 'Min Amount', 'Max Amount', Choose 'Valid from date', Enter 'Transit Duration', Select the 'Bank', Enter 'IFSC Code' and Set the 'Bank Credit Limit'. Click on 'Add' button.



Upon clicking the 'Add' button, application once again asks for the confirmation. Click on 'Confirm' button to add the 'Office Details'.

3.9 Monitoring Reports-Treasury Divisional Head

The 'Monitoring Report' available to 'Treasury Divisional Head' facilitates the user in providing the information on various Treasury Operations and Budget Operations.



- **Accounting cancellation report** – Lists accounting entries that were cancelled after being posted.
- **Accounting Details office-wise** – Displays accounting transactions summarized for each office.
- **Accounting Details Consolidated** – Shows all accounting transactions combined for multiple offices or the entire unit.
- **Bank Credit Limit Report** – Shows the bank credit limits assigned to offices and usage details.

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- **Budget Report** – Provides budget allocations, expenditures, and remaining balance.
- **Cash in Transit** – Tracks cash that is being transferred between offices or banks but not yet received.
- **Cash DTR discrepancies** – Highlights mismatches between Treasury Cash Book (TCB) and Daily Treasury Report (DTR).
- **Cbs Ippb not fetched** – Lists data from Core Banking System (CBS) or India Post Payments Bank (IPPB) that has not been fetched into the application.
- **Daily Account Objections** – Shows objections or discrepancies identified in daily account entries.
- **Daily account verification excluded offices** – Lists offices that were excluded during daily account verification.
- **Day begin end report** – Displays timestamps for Day Begin and Day End for offices/users.
- **Offices DTR** – Provides DTR summary reports office-wise.

- **ECB Memo** – Shows Exceptional Cash Balance memos or related communications.
- **Exception Working Day Report** – Lists holidays that were marked as exceptional working days.
- **Negative Balance Report** – Identifies offices/accounts that have negative cash or bank balances.
- **Payments Report** – Details all payments made by the office during the selected period.
- **Stamp Balance office-wise** – Displays the balance of stamps available in each office.
- **TCB Office wise** – Shows Treasury Cash Book balances summarized office-wise.

4 Sub Accounts

As mentioned earlier, the PAO also functions as the DDO, and one of its sections, known as the Cash Section, handles day-to-day financial transactions in the Treasury Module.

The transactions carried out by the Cash Section must be incorporated into the DTR and subsequently submitted in the form of a Cash Book to the Postal Accounts Section of the PAO.

The Postal Accounts Section verifies the Cash Book and then submits the data to PFMS. If corrections are required after submission of the Cash Book, the Cash Section raises a Transfer Posting Request through the Sub-Accounts Module.

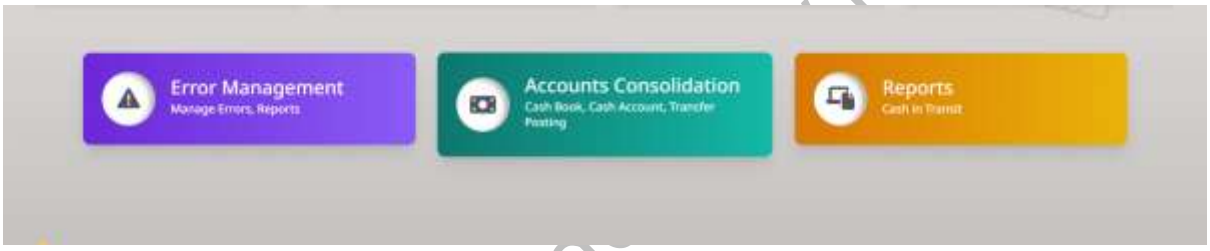
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On a monthly basis, the Cash Section also generates the Cash Account and submits it to the Postal Accounts Section of the PAO.

All these operations are facilitated through the Sub-Accounts Module of the APT application, which also provides functionalities for Error Management and Reports.



Click on 'Sub Accounts' module.



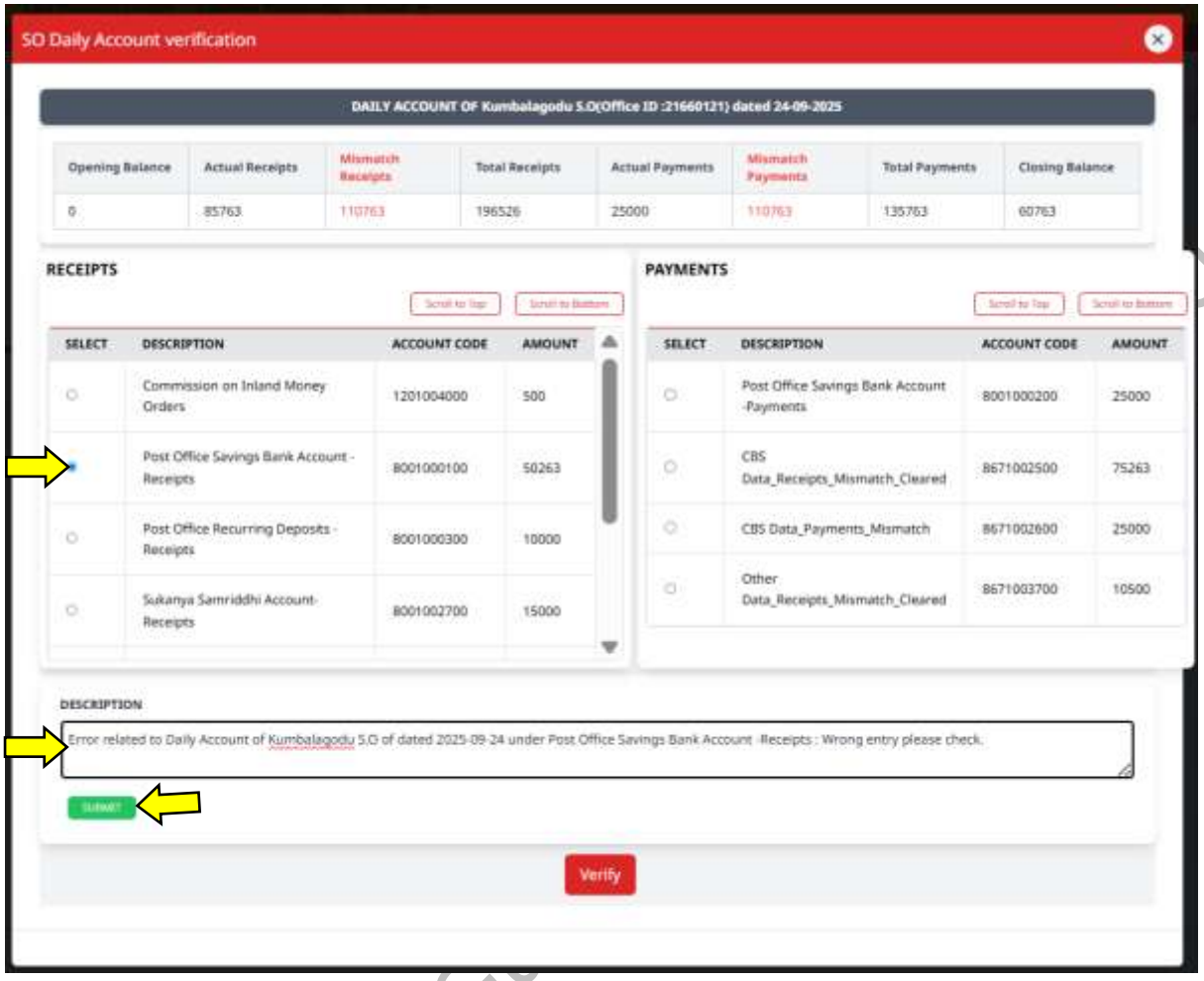
Upon clicking the 'Sub Accounts' module, the 'Error Management', 'Accounts Consolidation' and 'Reports' sub-card will be available.

Please Note:

The operations carried out in the above sub-cards are similar to those in the Postal Divisions. Therefore, for illustration purposes, the transactions shown are from a Postal Division. However, the operations remain the same for the PAO as well.

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4.1 Error Management

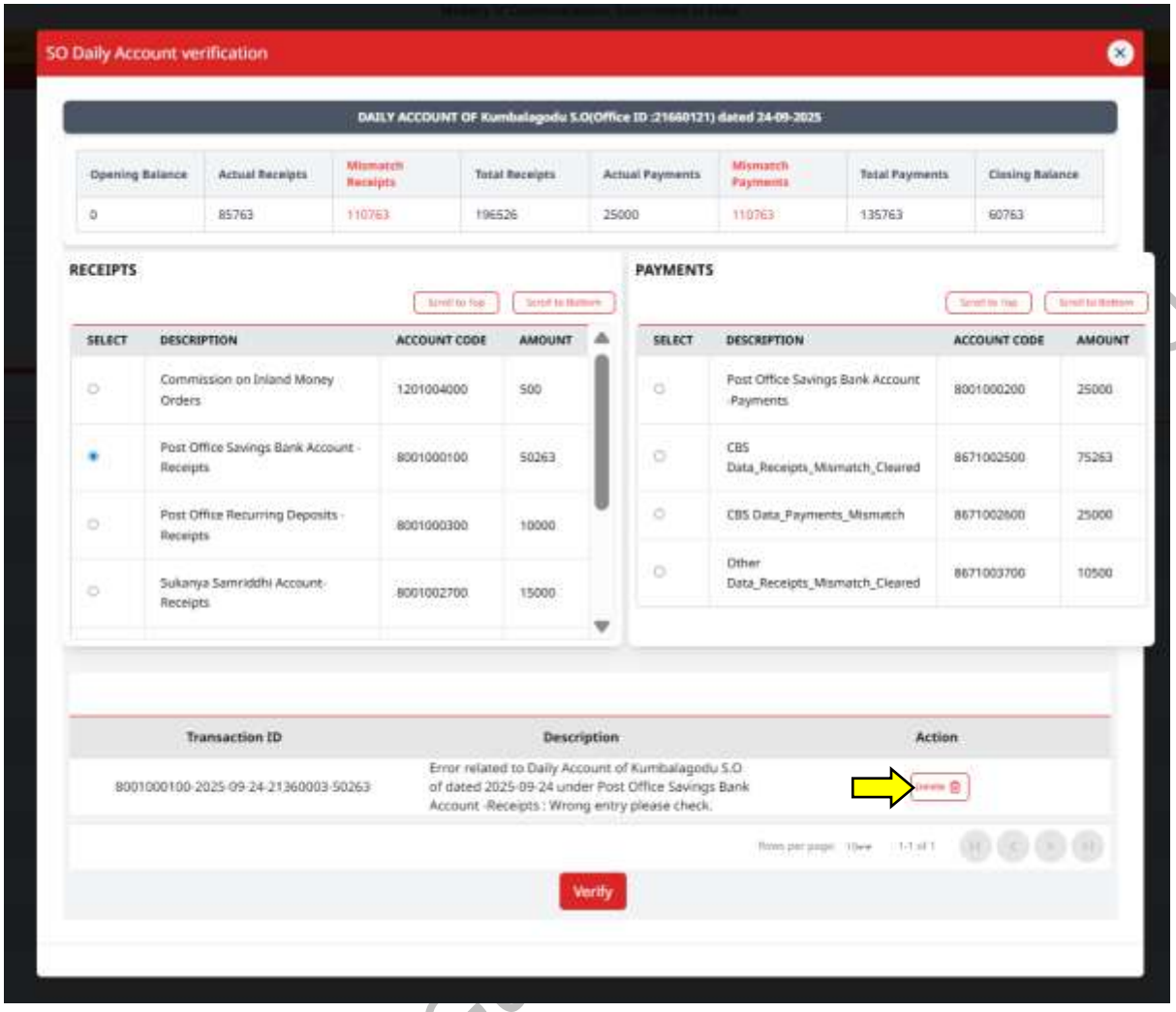


During the SO Daily Account verification at HO, in case any discrepancy noticed by the Sub Accounts PA, error can be raised against transactions of Sub Offices.

To do the same, click on the radio button provided in the SELECT column against the Account Code where discrepancy is there.

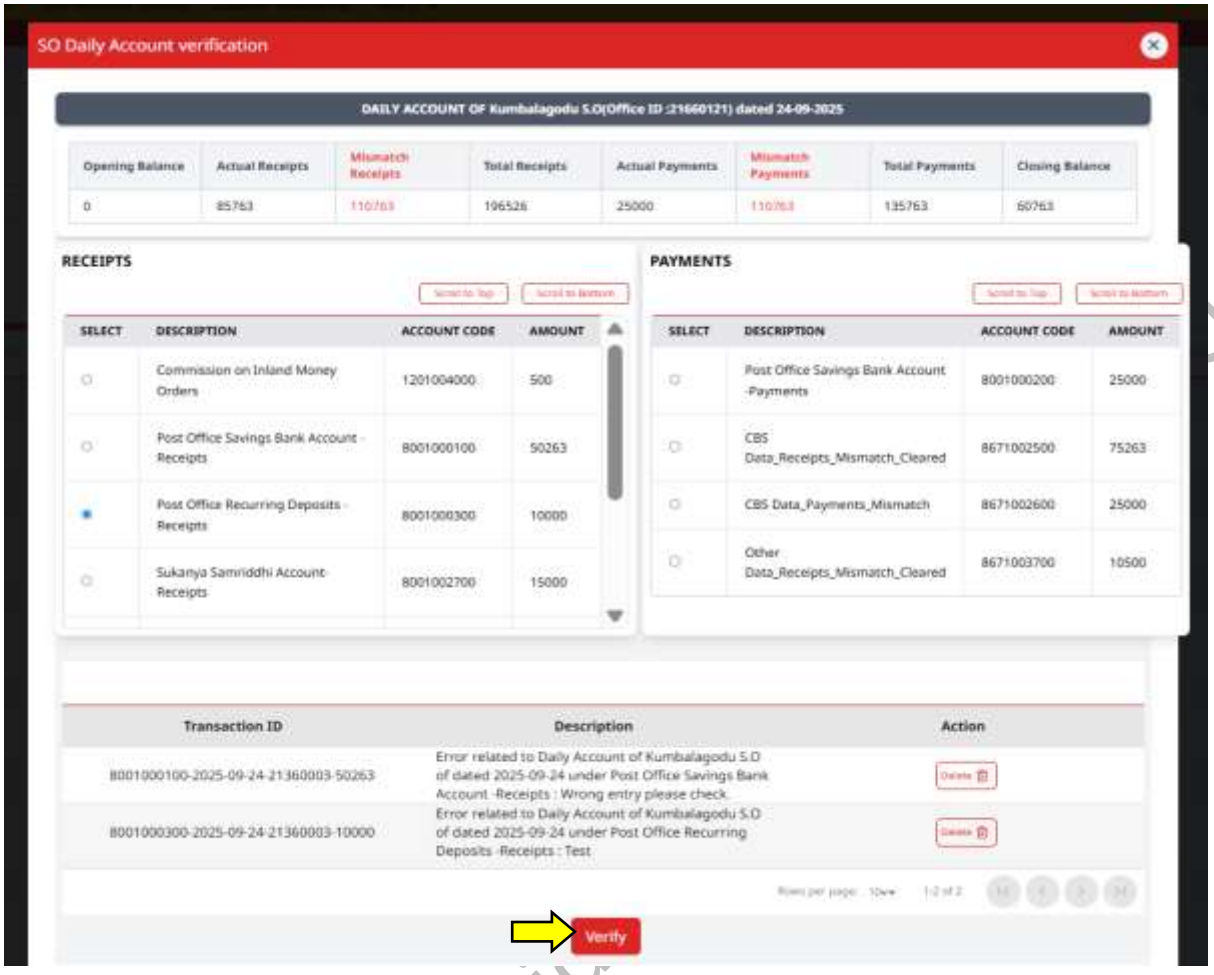
On clicking radio button, a new dialogue box 'DESCRIPTION' will be opened where user can enter the discrepancy details. Then user can click on the SUBMIT button.

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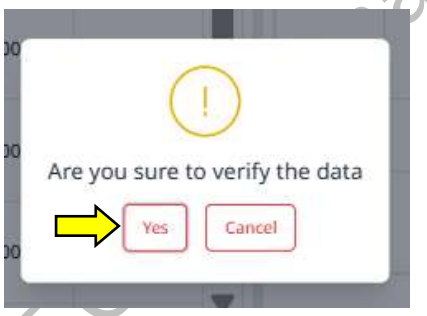


After submitting the discrepancy, the same will be listed. If required it can be deleted by clicking on Delete button.

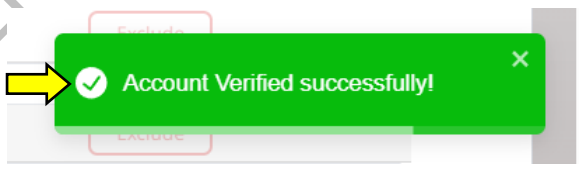
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If the user wants to add more discrepancies or errors, the same procedure to be followed. On completion of capturing discrepancies and verification of DAILY ACCOUNT can be completed by clicking on the VERIFY button.

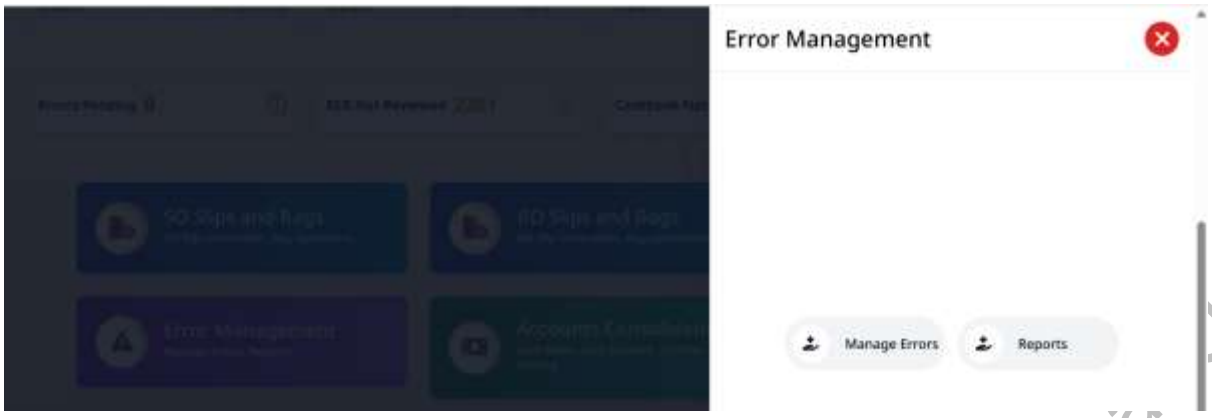


System will ask for the confirmation. Click on Yes button.



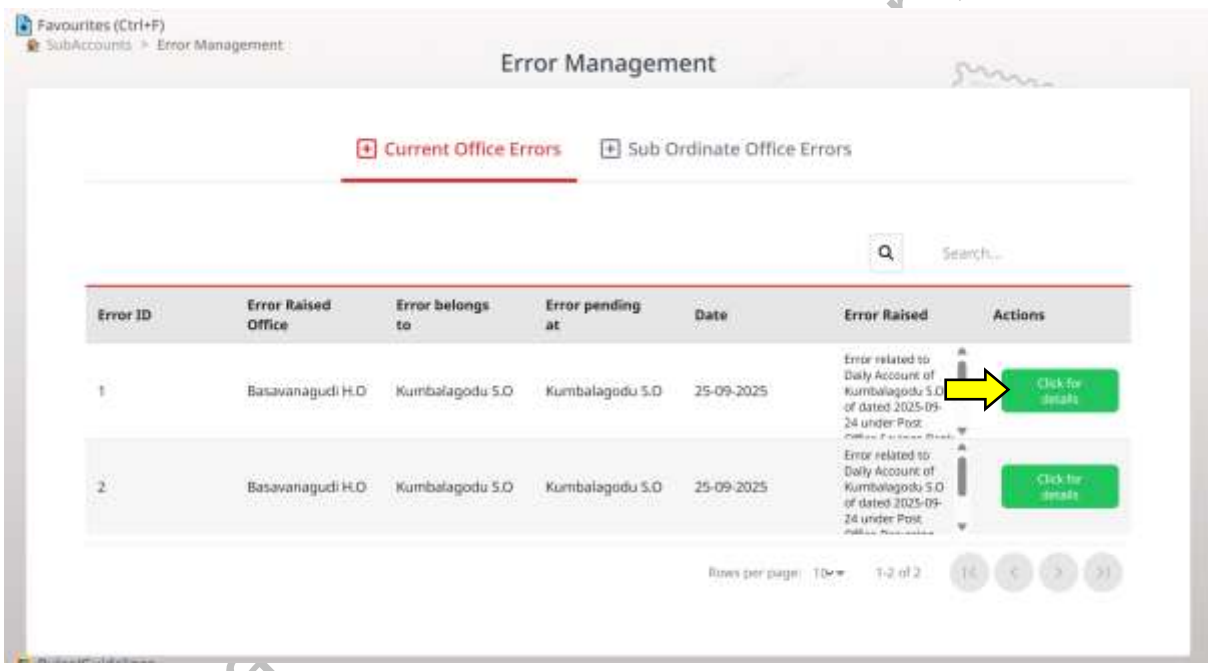
A pop-up message 'Account Verified successfully' will be displayed which confirms the completion of verification of Daily account and creation of an SUBACCOUNTS ERROR.

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Discrepancies raised during account verification appear under **'Manage Errors'** in the **Error Management** sub-card of the *Accounts* card. The user can choose **'Manage Errors'** or **'Reports'**.

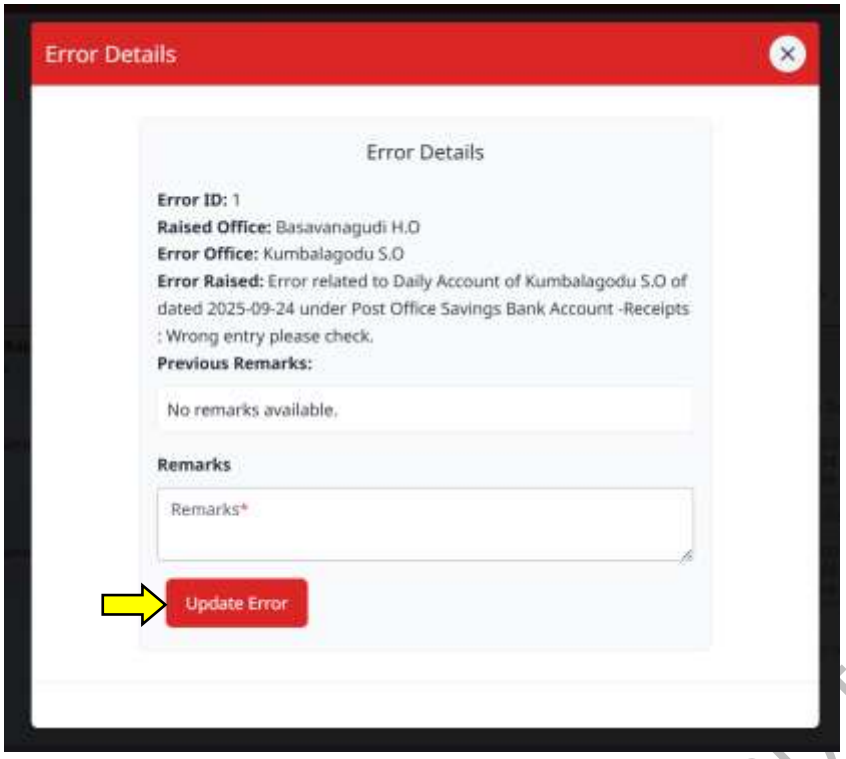
4.1.1 Manage Errors



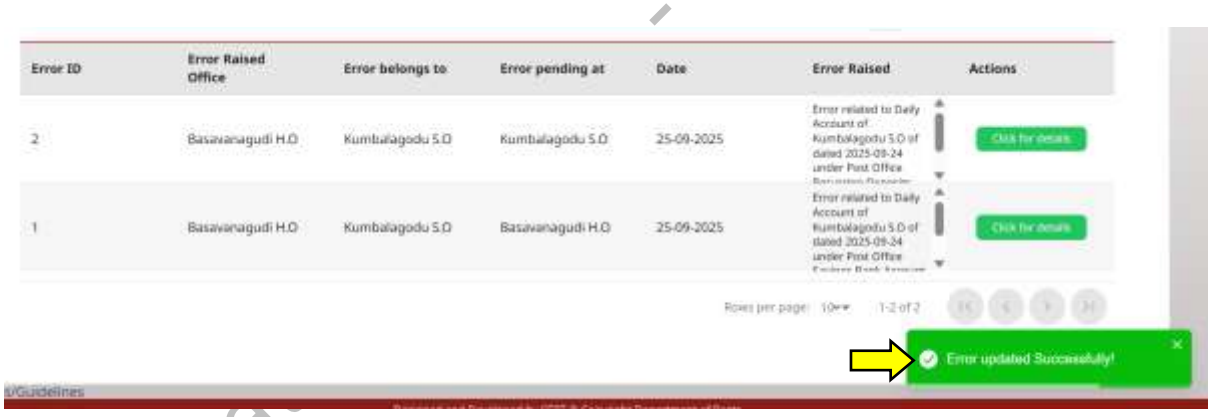
On clicking **'Manage Errors'** option, user can check for **current office errors**, if the user belongs to SUB OFFICE and **Sub-ordinate office Errors** if user belongs to HEAD OFFICE.

Click on 'Click for details' button to check the details of the error raised by the HO.

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Internal Use

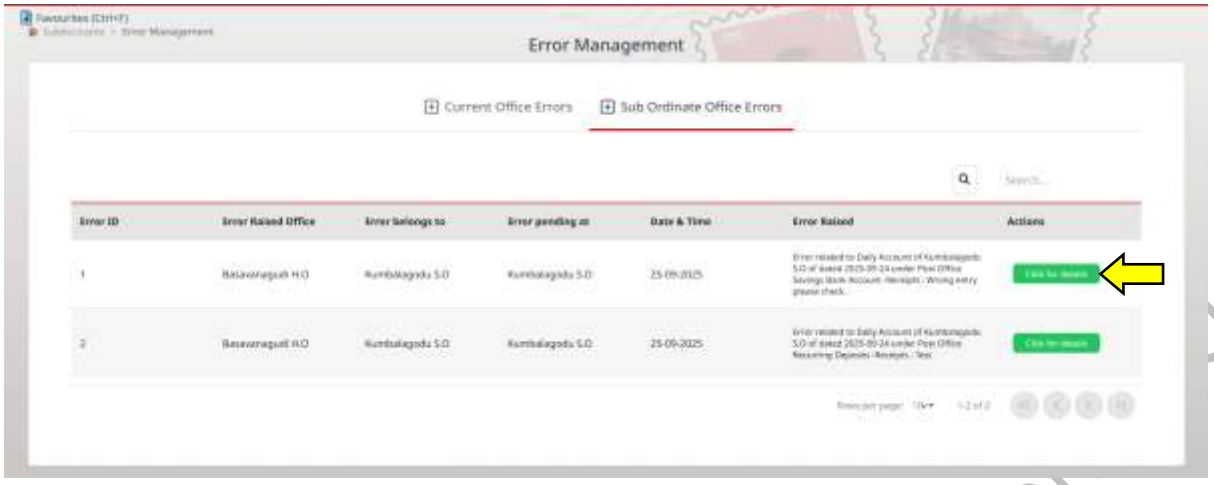


Update the remarks in REMARKS field provided and then click on the UPDATE ERROR button.

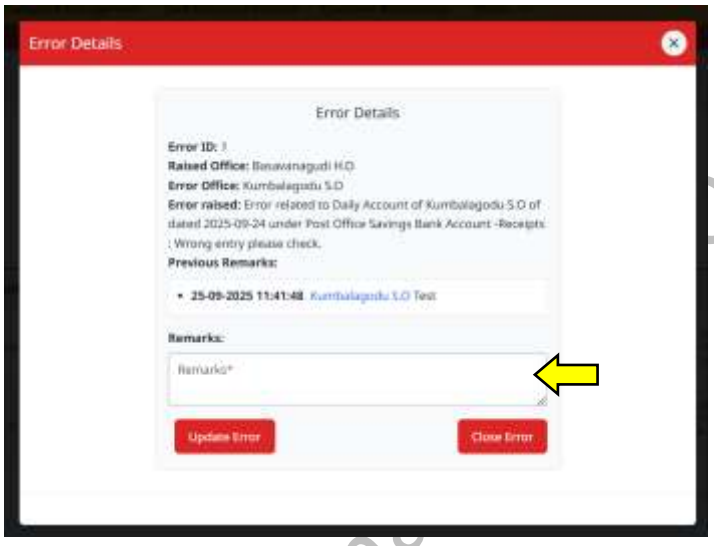


Remark entered will be updated and confirmed by the a popup message as shown in the above image. This can be checked by the HO Sub account user.

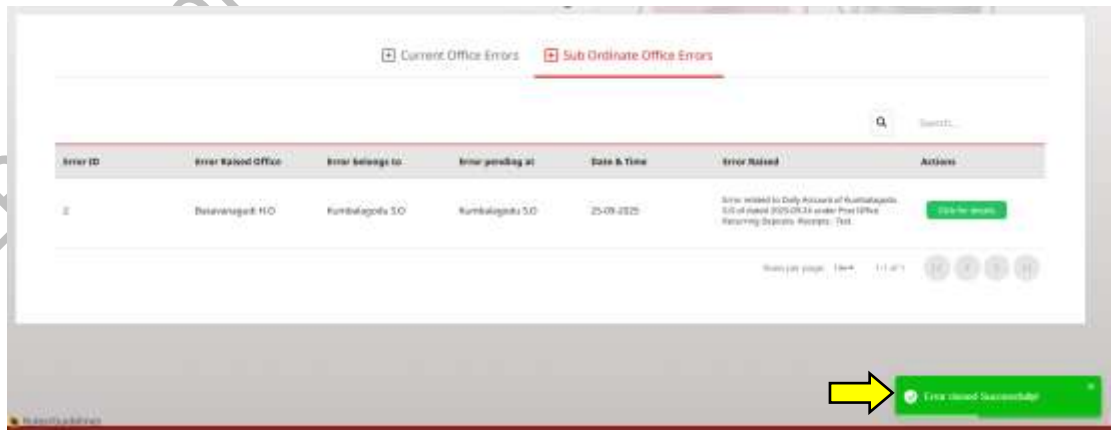
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HO SUB ACCOUNTS user can check for the SUB ORDINATE OFFICE's Errors. To view the details of the errors click on 'CLICK FOR DETAILS' button.

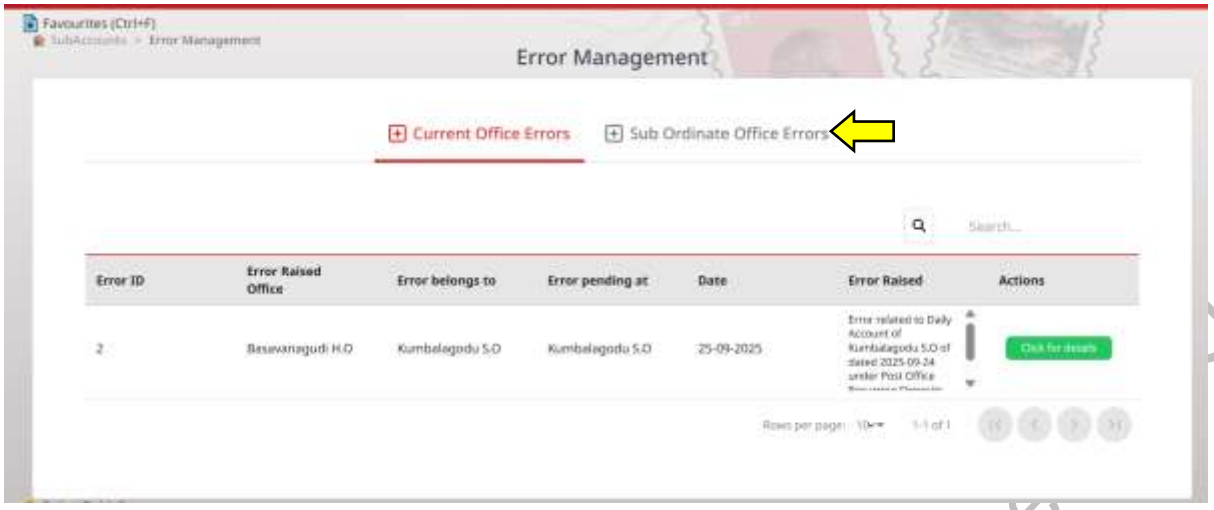


HO Sub accounts user can enter the remarks and UPDATE ERROR and subsequently on manual settlement of error, system error can be closed by clicking on CLOSER ERROR button.



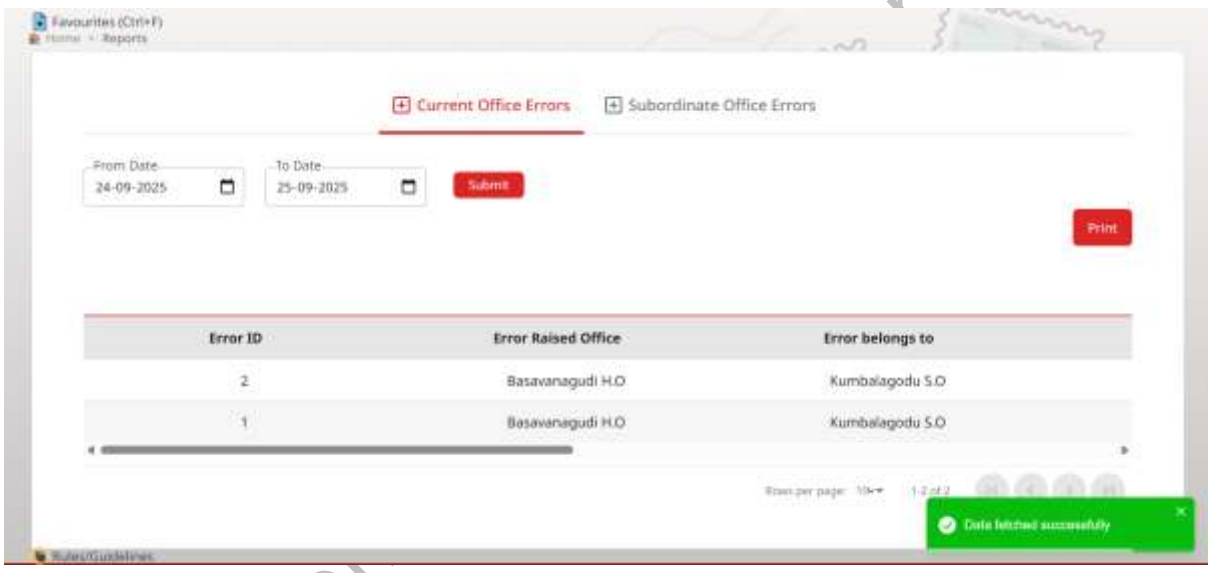
On clicking CLOSE ERROR button, error will be closed and confirmation message will be displayed.

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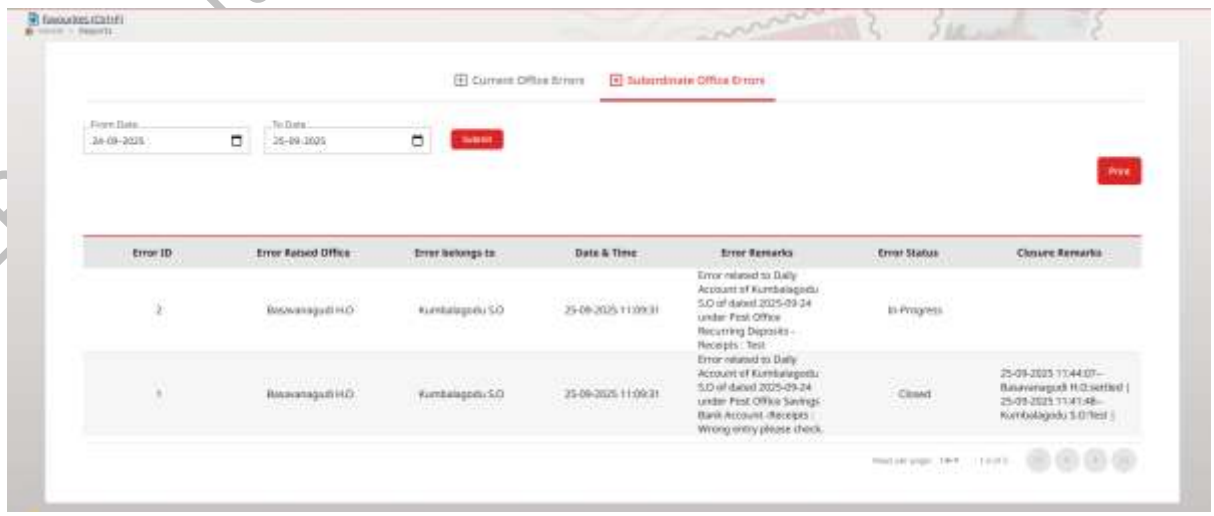


On closure of error by HO, the same will be updated in the SO Error Management also.

4.1.2 Reports



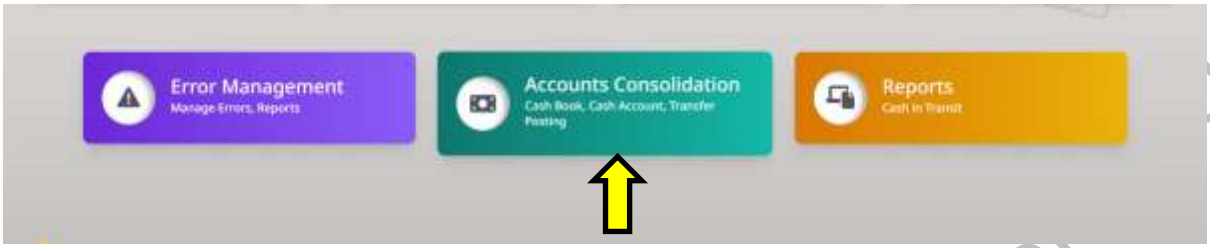
On clicking **'Reports'**, the user can view current office errors if the user belongs to Sub Post Office.



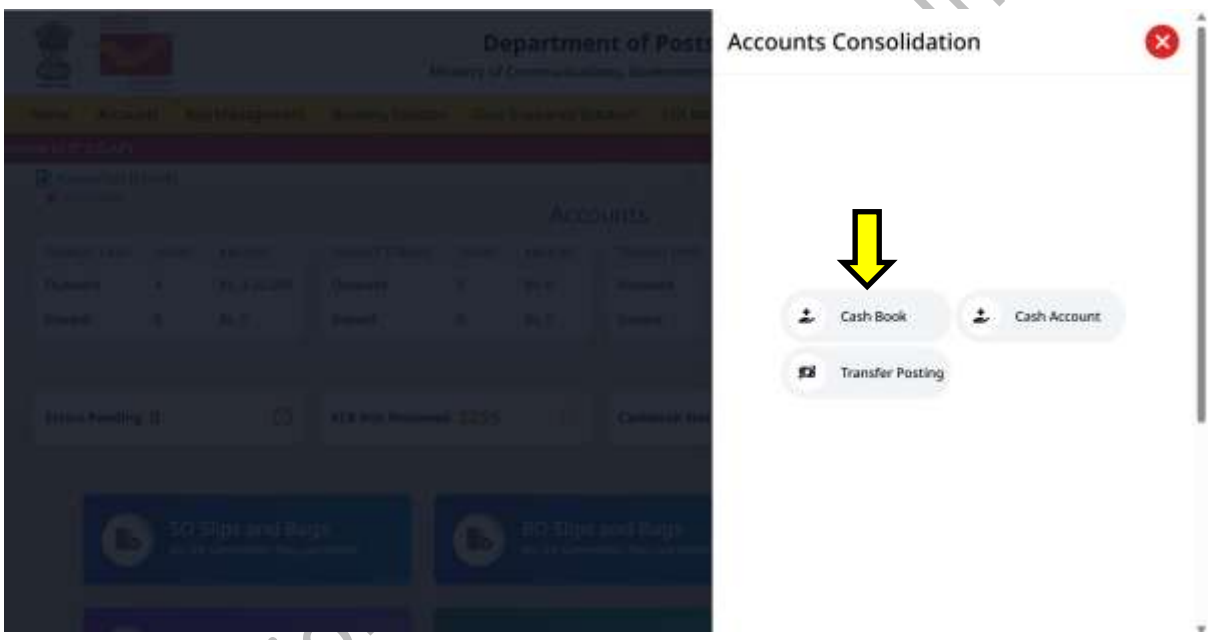
On clicking **'Reports'**, the user can view SUBORDINATE OFFICE's Errors if the user belongs to Head Post Office.

4.2 Cash Book & Cash Account Generation and Submission

4.2.1 Cash Book Generation

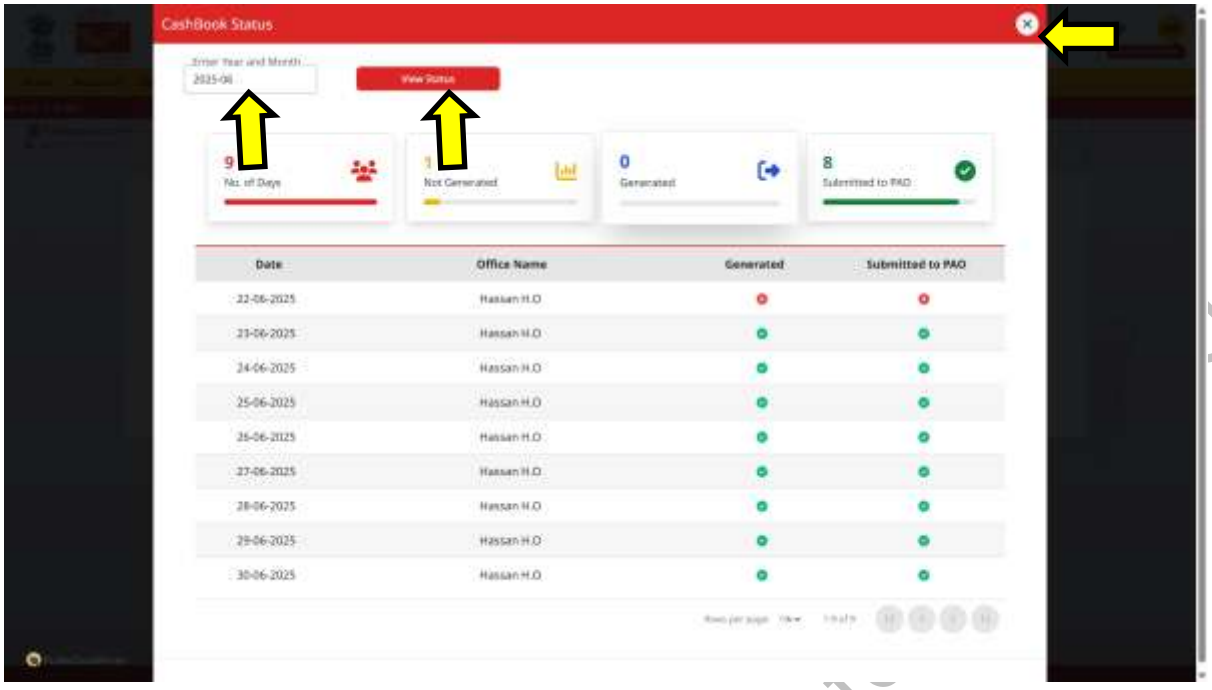


To generate a *Cash Book*, click **'Accounts Consolidation'** in the Accounts card.

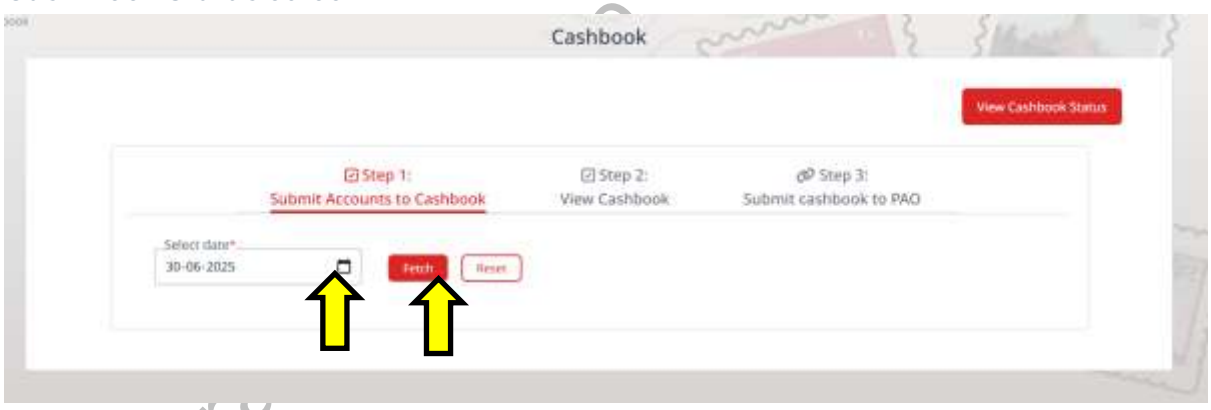


Click on **'Cash Book'** option.

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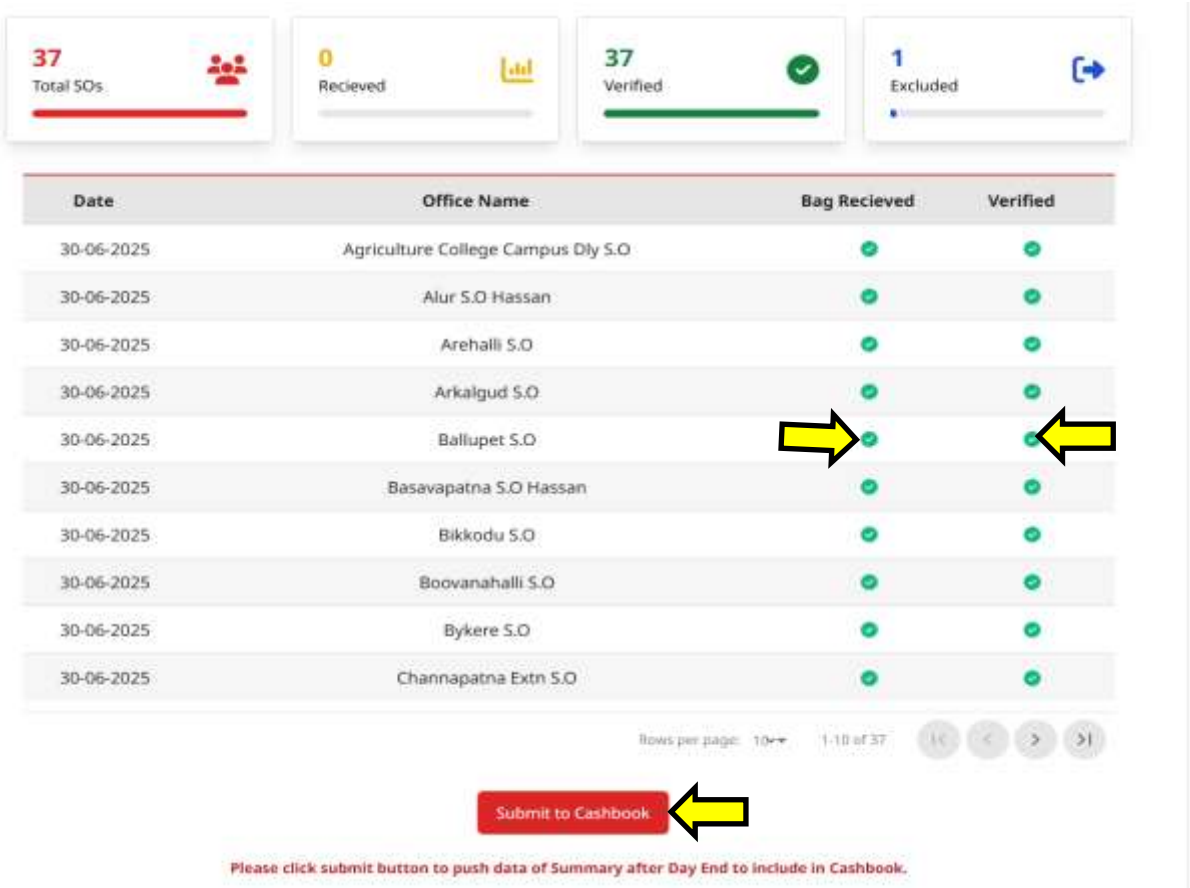


On clicking **'Cash Book'**, the system will display the Cash Book generation dashboard showing **No. of Work Days**, **No. of Cash Books not generated**, **No. of Cash Books generated**, and **No. of Cash Books submitted to PAO**. Date-wise cash book generation and submission to PAO can also be checked. Click **'Close'** to go to the **View Cash Book Status** screen.

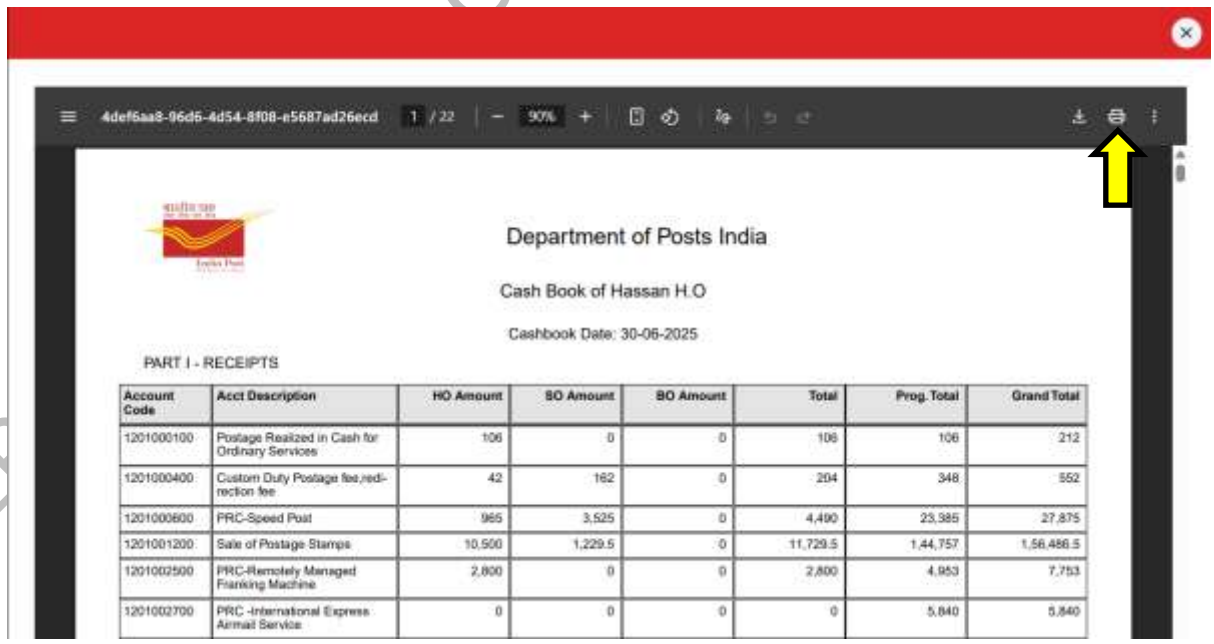


To initiate submission of accounts *(HO Summary)* to the Cash Book, select the date and click **'Fetch'**.

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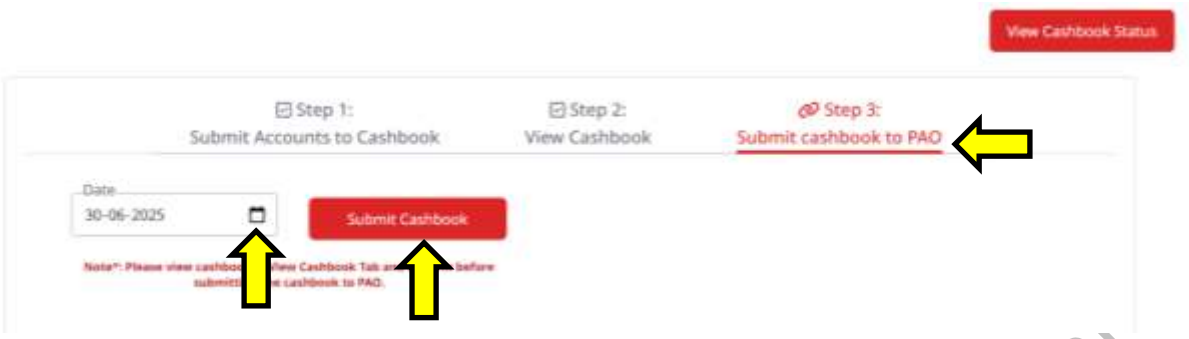


To generate the Cashbook, all the 'Daily Accounts' from the subordinate offices are to be in *received* and *verified* status, otherwise '**Submit to Cashbook**' button will not be highlighted. Click on the 'Submit to Cashbook' button.

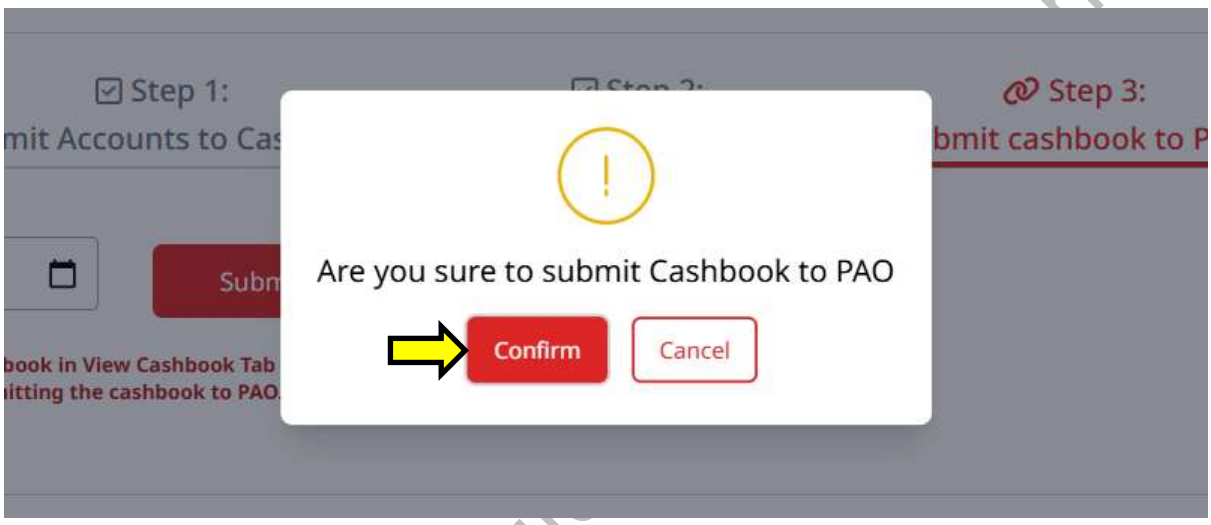


Once the verified accounts are submitted by clicking **'Submit to Cashbook'**, the Cash Book for that date will be generated in PDF format.

4.2.2 Submission of Cashbook to PAO

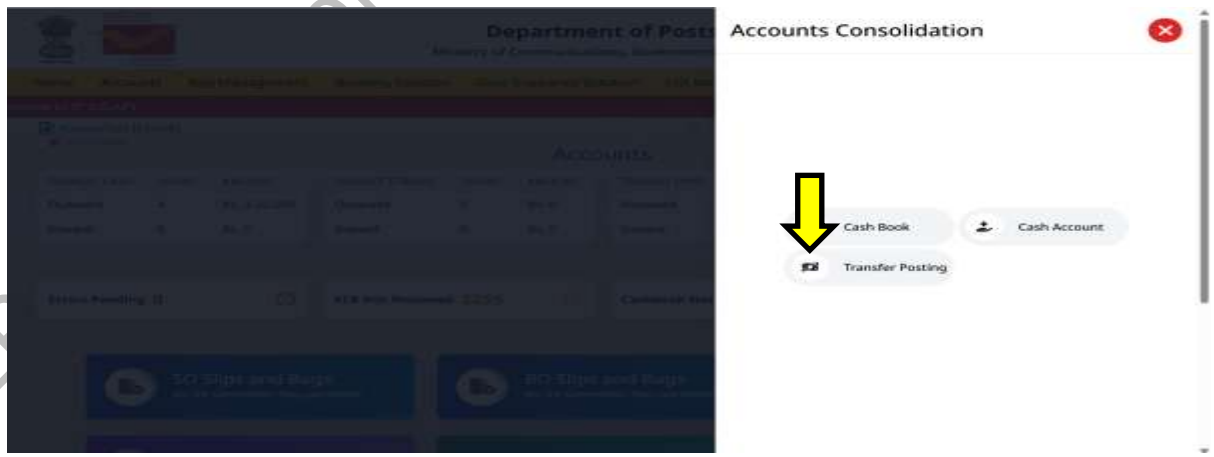


Once the Cash Book is generated for a date, it may be submitted to PAO. Click **'Step 3: Submit Cashbook to PAO'**, select the date, and click **'Submit Cashbook'**.

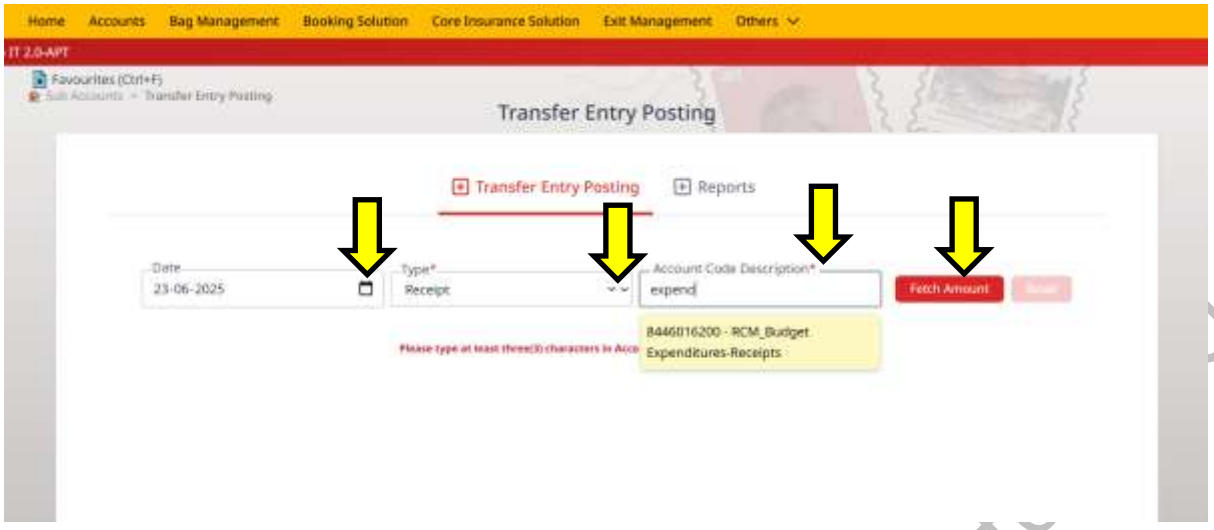


On clicking **'Submit Cashbook'**, a confirmation pop-up will appear. Click **'Confirm'** to submit the Cash Book to PAO. On submission of cash book to PAO, a pop-up message 'Cashbook Submitted successfully' appears for confirmation.

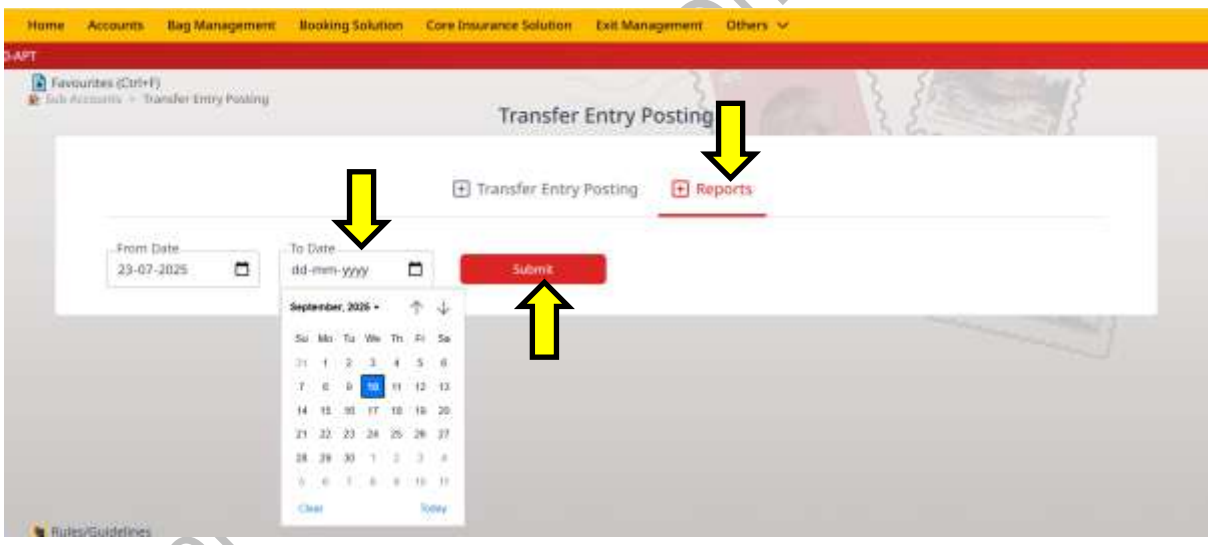
4.2.3 Transfer Postings



Transfer entry posting can be done only after generation of the Cash Book for a date. Click **'Transfer Posting'** under **'Accounts Consolidation'**.



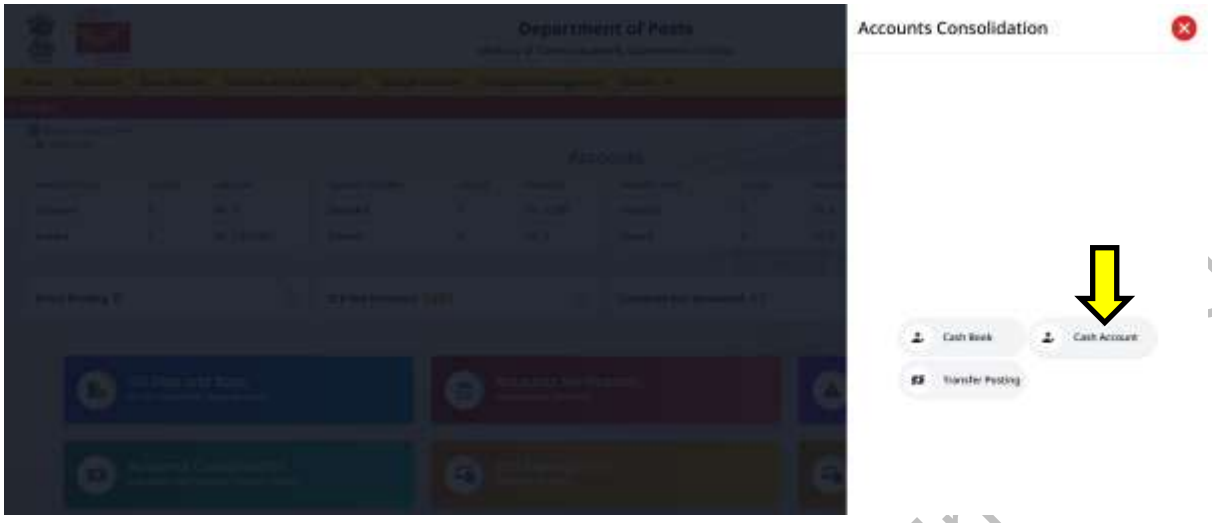
On clicking **'Transfer Posting'**, select the date, transaction type (Receipt or Payment), and enter the **Account Code Description**. Based on the description, the system will display relevant account codes. Select the correct account code and click **'Fetch Amount'**. The system will display transactions for the selected date and account code. Select a transaction and assign it to the desired new account code to post the transfer entry.



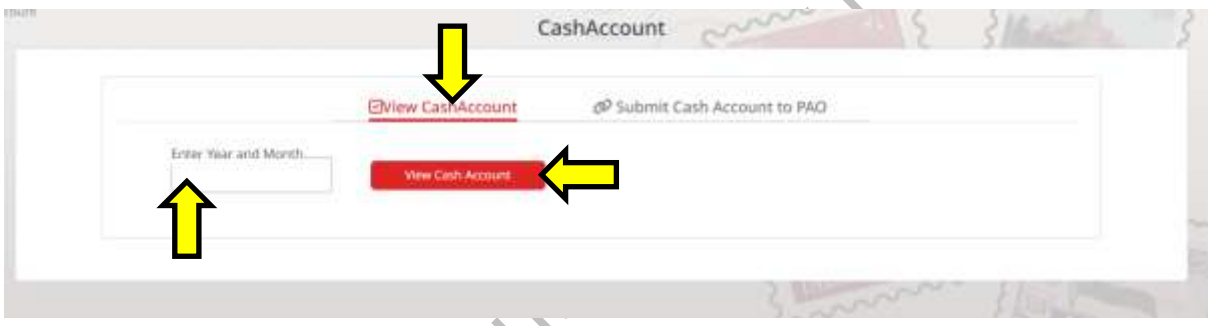
Reports of transfer postings over a period can be generated using **'Reports'** on the Transfer Posting screen.

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4.2.4 Cash Account



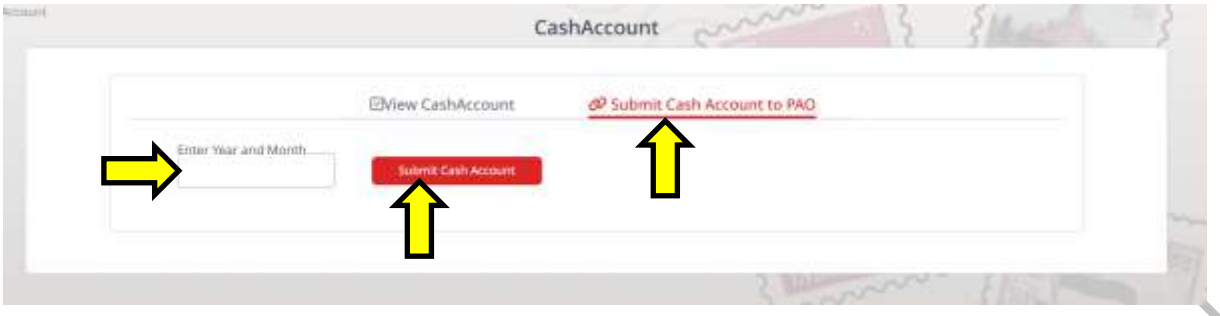
After generation and submission of all Cash Books in a month, the **'Cash Account'** can be generated and submitted to PAO. Click **'Cash Account'** under **'Accounts Consolidation'**.



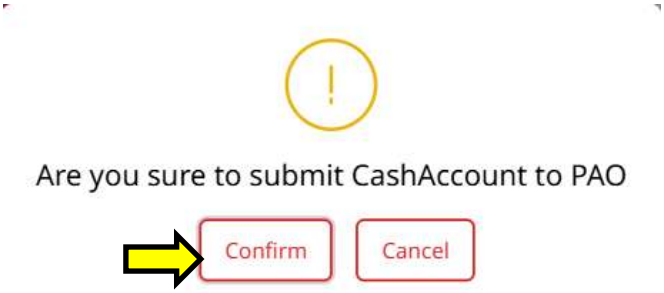
Select the year and month and click **'View Cash Account'**.



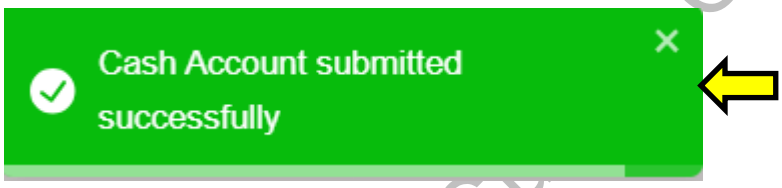
The Cash Account will be generated in PDF format, which can be printed or saved.



Submit the generated Cash Account to PAO by selecting the year and month and clicking **'Submit Cash Account'**.



On clicking **'Submit Cash Account'**, a confirmation pop-up will appear. Click **'Confirm'** to submit.

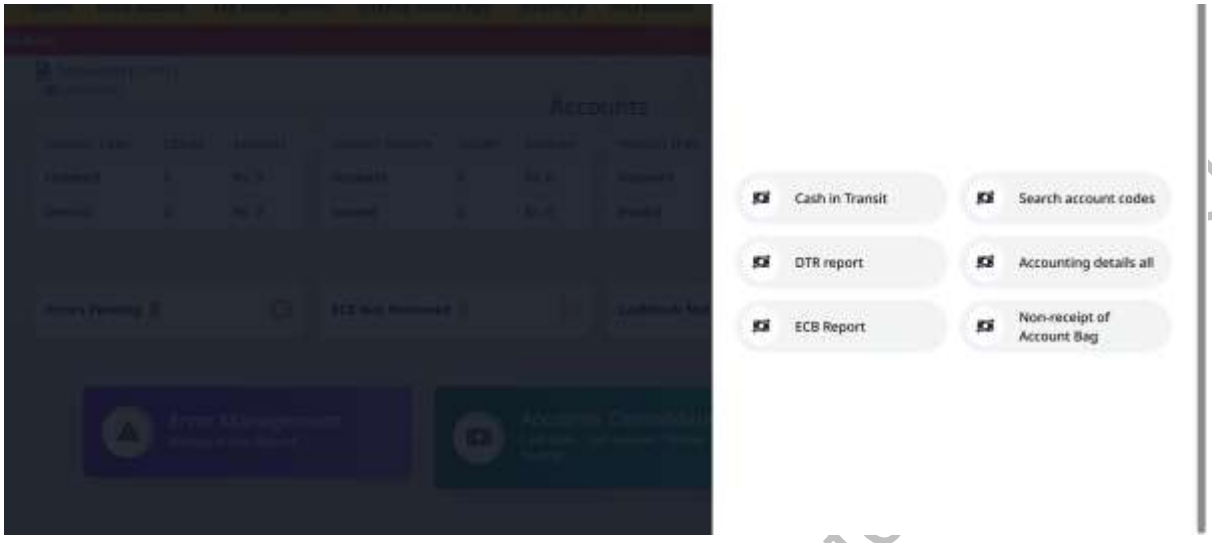


On clicking the **'Confirm'** button, 'Cash Account' will be submitted to the PAO.

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4.3 Reports

An option to generate different reports is provided under the **'Reports'** sub-card of the Accounts card.



- **Cash in Transit** – Displays details of cash transactions that are in transit between offices but not yet accounted for.
- **DTR Report** – Generates the Daily Transaction Report (DTR) to track and verify daily financial activities.
- **ECB Report** – Provides the Error Cash Book report, highlighting discrepancies or pending entries requiring correction.
- **Search Account Codes** – Allows users to search for and validate specific account codes for accurate posting.
- **Accounting Details (All)** – Shows a consolidated view of all accounting entries and related information.
- **Non-receipt of Account Bag** – Records and monitors instances where an account bag has not been received, ensuring follow-up and reconciliation.

5 Bank Module

The Bank Module serves as the central interface for managing banking transactions related to Treasury, Payroll, and other modules. It enables the initiation of cheque issuance for transactions generated in the Treasury or other modules. Additionally, all credits received into government bank accounts are recorded and monitored through this module.

All debit and credit transactions—whether effected through cheques or electronic means—DOP accounts or their corresponding account schedules are subject to reconciliation with the respective bank accounts. This reconciliation is carried out by

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matching transactions against the account schedules and bank scrolls received from the banks.

The module also provides functionality for the configuration and maintenance of bank account details pertaining to Drawing and Disbursing Officers (DDOs) and Postal Accounts Offices (PAOs). Additionally, it includes provisions for the acknowledgment and management of cheque books issued for drawing purposes.

Further, the Bank Module enables the reconciliation of transactions related to the PAO's focal branch and facilitates the processing of RBI Put Through statements, ensuring accurate and timely settlement of government receipts and payments.

Bank Module Roles

At DDO Level

Bank Reconciliation Operator

Bank Reconciliation Supervisor

At PAO Level

PAO Bank Reconciliation Operator

PAO Bank Reconciliation Supervisor

The Bank Module is enabled with Sub-cards such as

- Drawings Management
- Remittance Management
- Scroll & Put-through
- Reconciliation
- Configuration
- Reports

The Bank Module will be studied systematically, sub-card by sub-card.

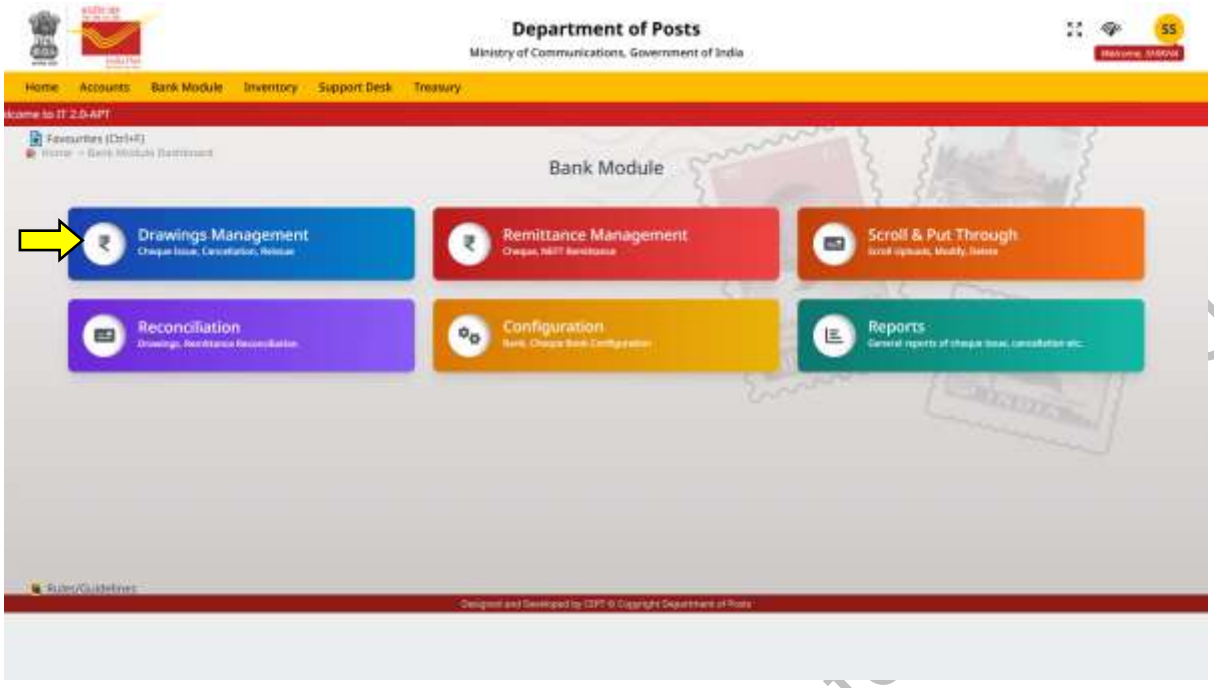
5.1 Drawings Management

The Drawings Management sub-card is intended for the issuance of cheques, cancellation of issued cheques, cheque write-backs, reissue of write-back cheques, and marking of unused cheques as 'spoiled'.

Access to the above options is determined by the role assignments.

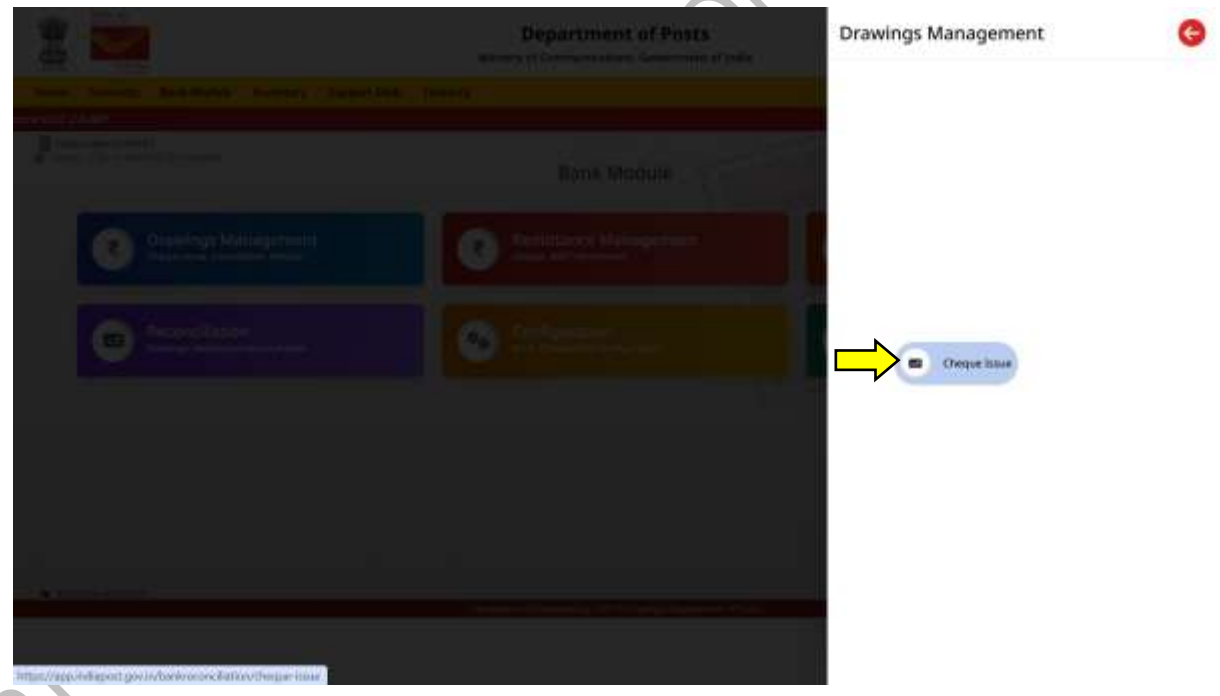
At present, the Bank Reconciliation Operator role is enabled solely with the 'Cheque Issue' option under the Drawings Management sub-card, whereas the Bank Reconciliation Supervisor role is enabled with all options as specified above.

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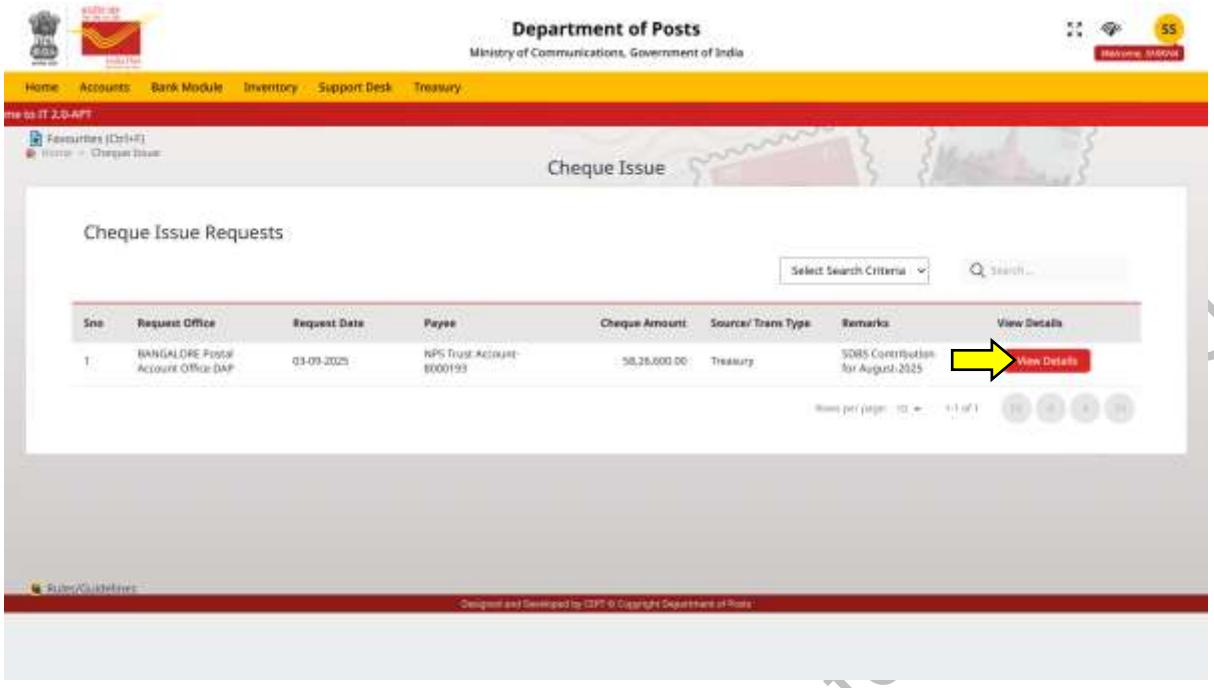
Click 'Drawings Management' sub-card.

5.1.1 Cheque Issue



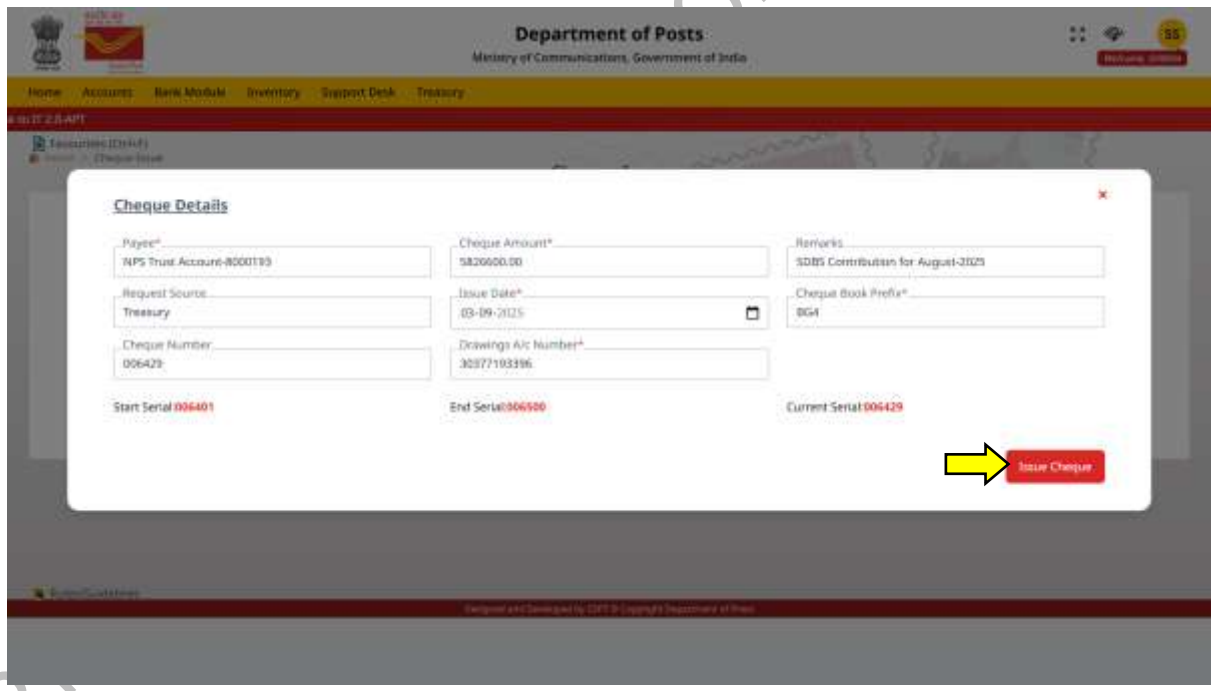
Click 'Cheque Issue' option.

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Upon selecting the 'Cheque Issue' option, cheque payment requests generated through various modules, such as Treasury, Payroll, etc., are displayed.

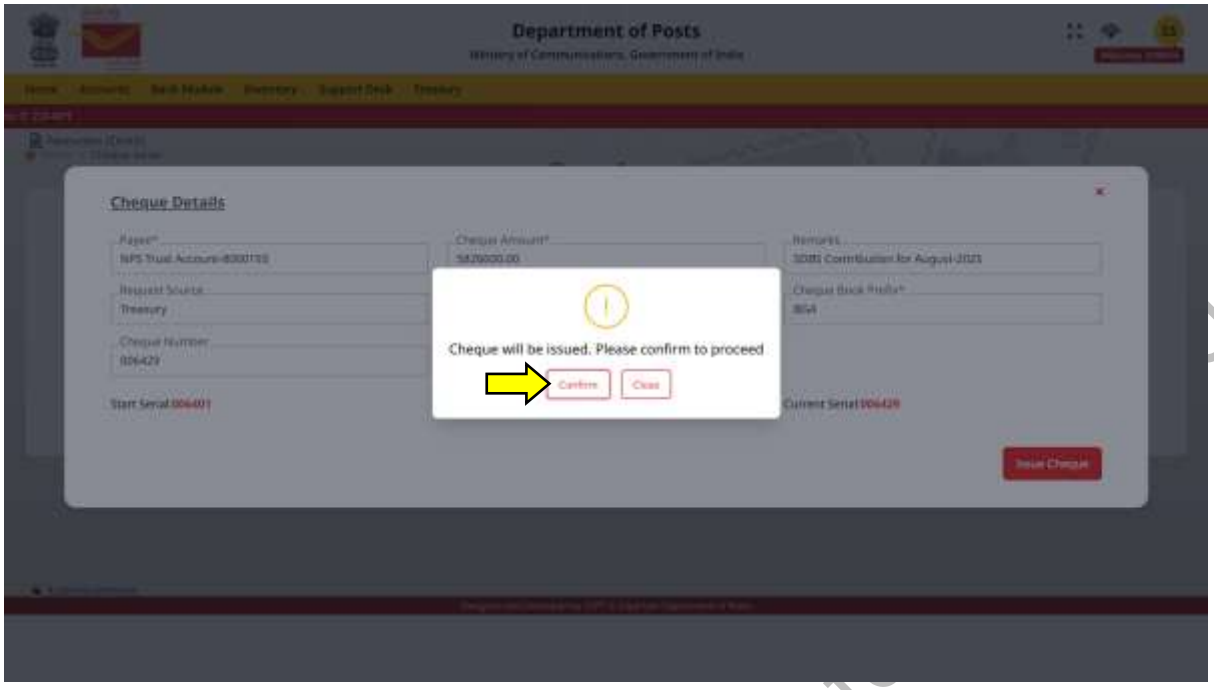
Click 'View Details' button.



Upon clicking the 'View Details' button, the corresponding transaction details shall be displayed, as illustrated in the above screenshot.

Click 'Issue Cheque' button.

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Upon clicking the 'Issue Cheque' button, the application displays the warning message along with 'Confirm' and 'Close' button.

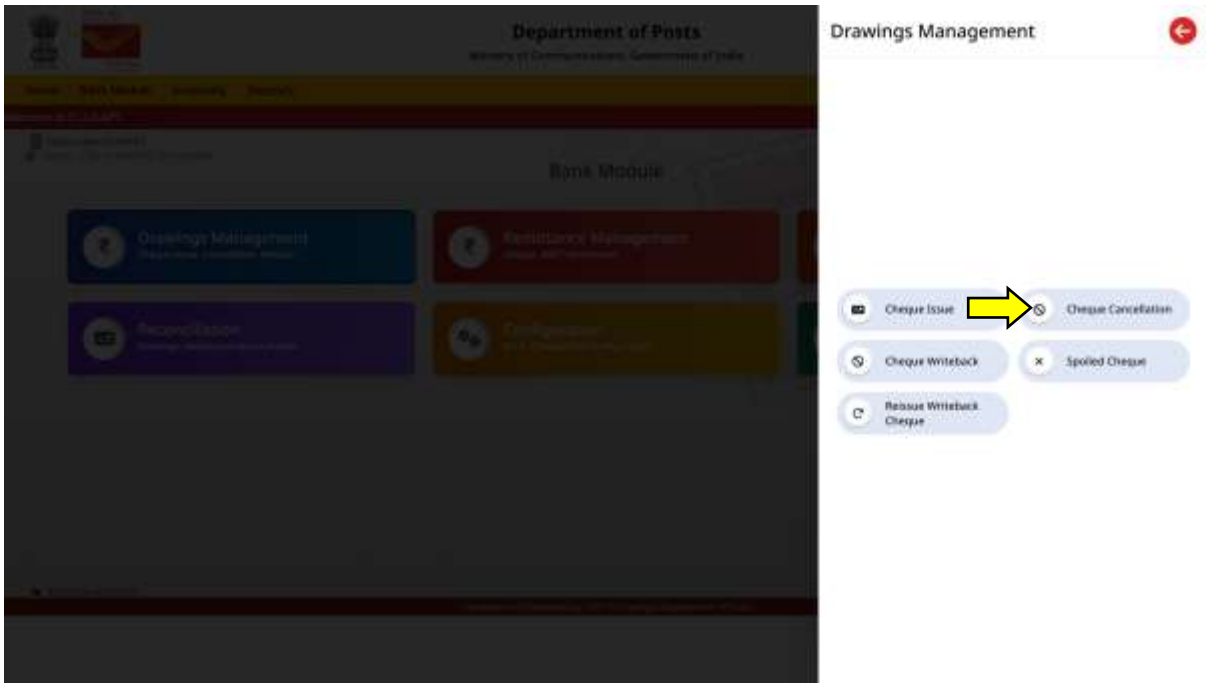
Click 'Confirm' button to proceed further.



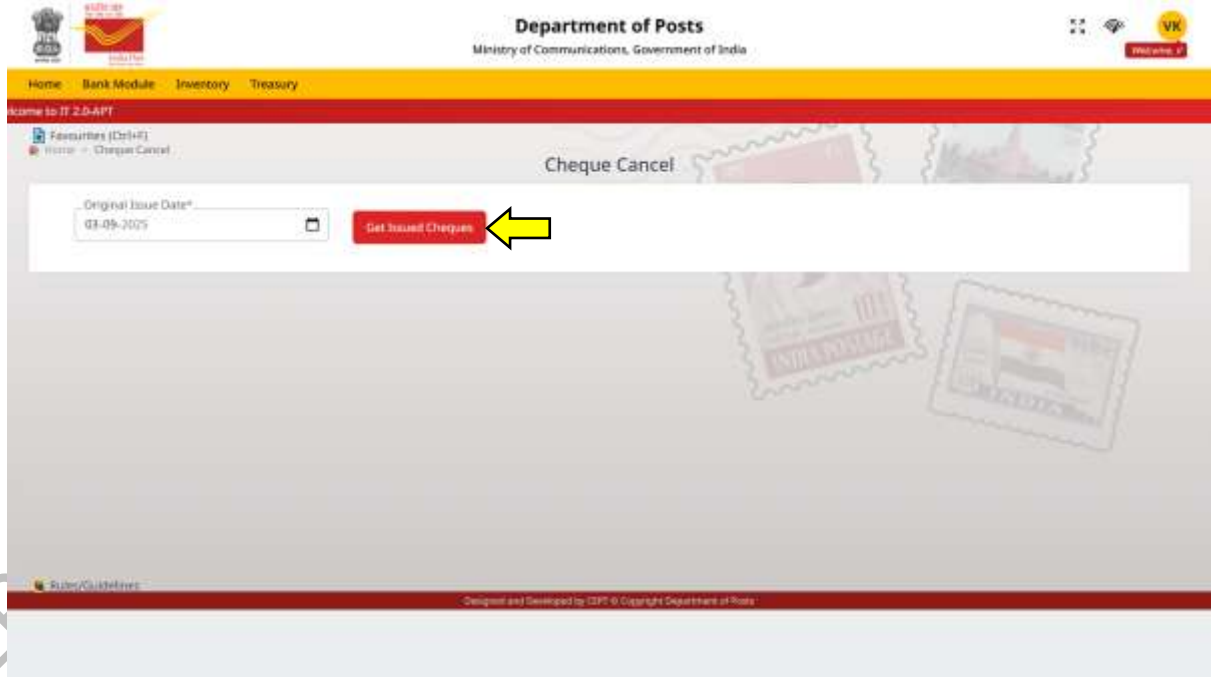
Upon clicking the 'Confirm' button, the 'Cheque issued successfully' message will be displayed.

5.1.2 Cheque Cancellation

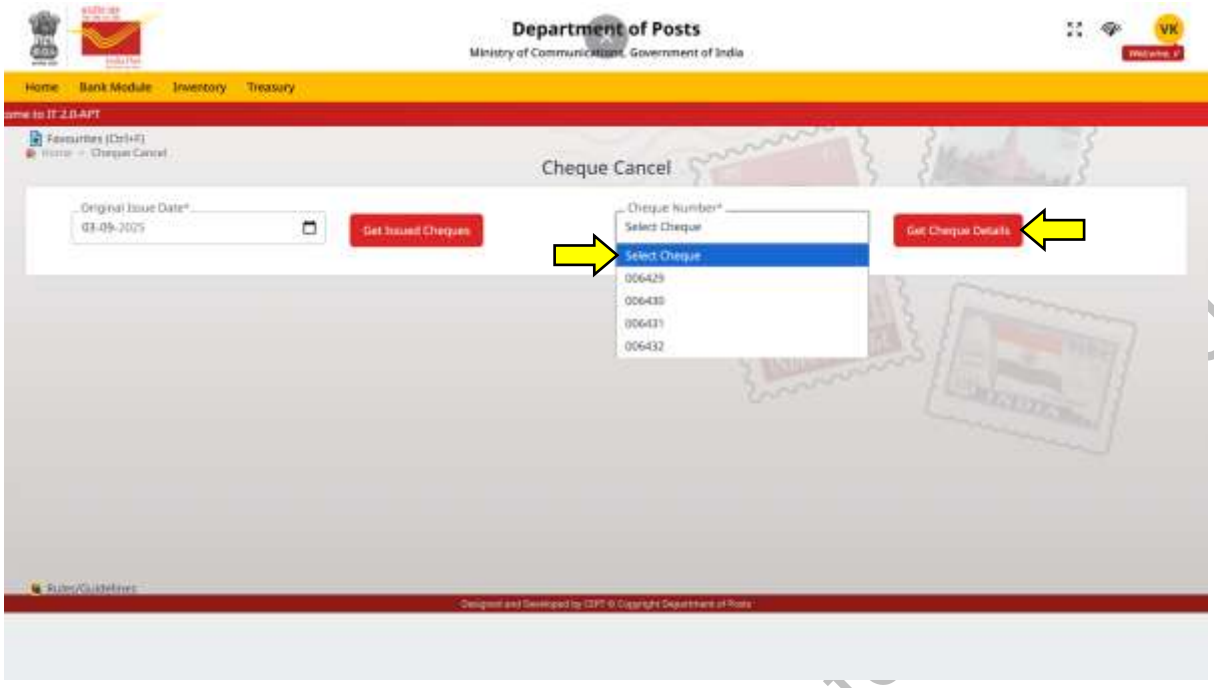
Cheques that have been issued but are not yet reconciled may be cancelled. Upon such cancellation, the system shall automatically reissue the cheque.



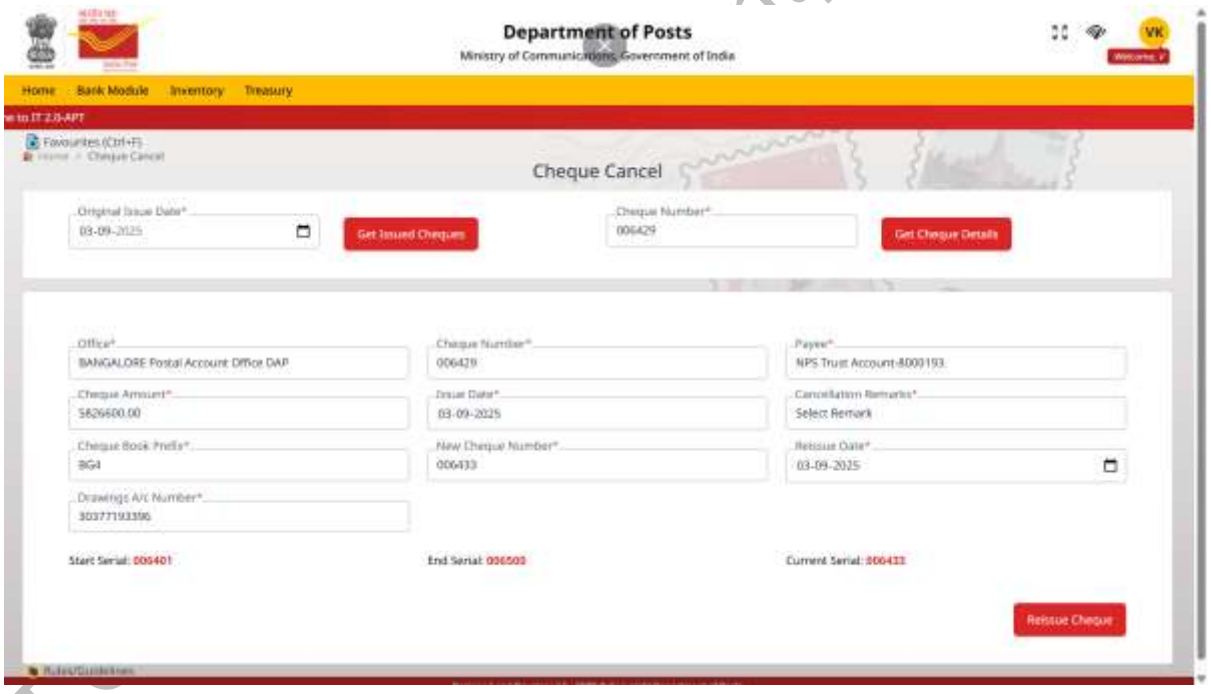
Click 'Cheque Cancellation' option



Upon selecting the 'Cheque Cancellation' option, the system will display the 'Cheque Cancel' screen. The user is required to specify the 'Original Issue Date' and select 'Get Issued Cheques' in order to retrieve the cheque(s) pending cancellation.

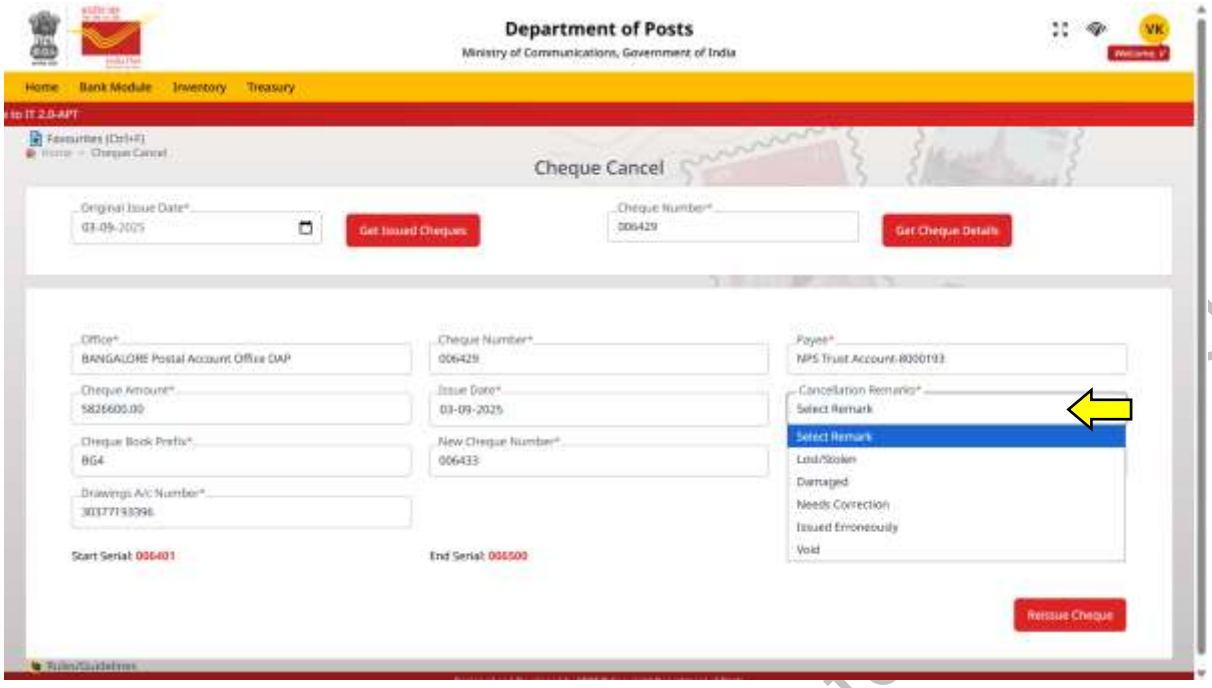


Upon clicking the 'Get Issued Cheque', the Cheque numbers will be displayed.
Select the Cheque Number and Click 'Get Cheque Details' button.

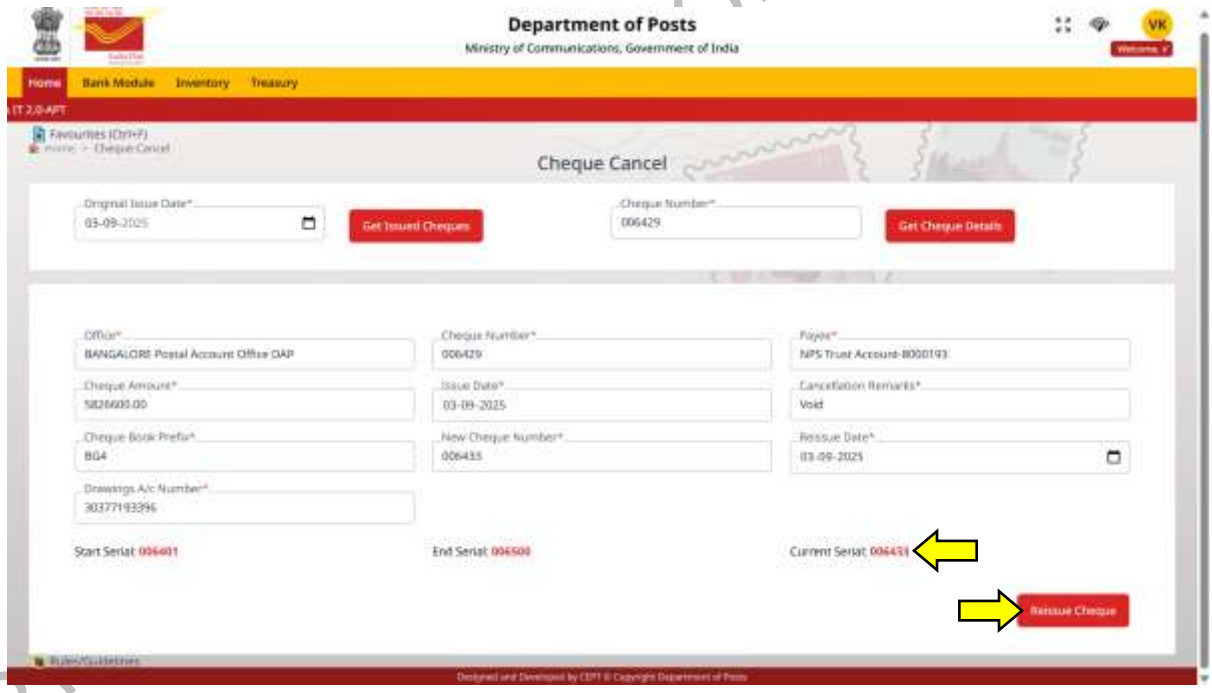


Upon clicking the 'Get Cheque Details' button, the Cheque details will be displayed.

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The user shall select the reason for cancellation by choosing an appropriate remark from the 'Cancellation Remarks' drop-down list.



Click 'Reissue Cheque' button.

When the user clicks the 'Reissue Cheque' button, the system cancels the old cheque and assigns a new cheque. The newly assigned cheque corresponds to the cheque number displayed under 'Current Serial'.

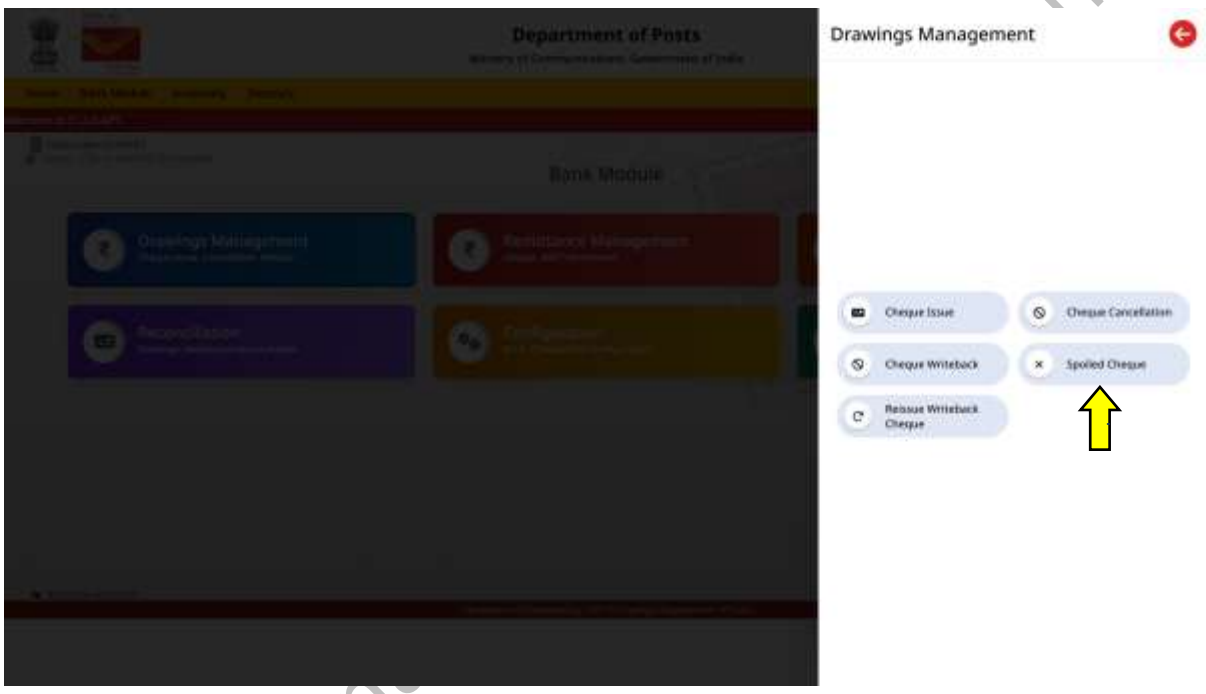
5.1.3 Cheque Writeback

In cases where a cheque remains un-presented for payment for a period exceeding three months, and the payee subsequently approaches either for receipt or for revalidation of the said cheque after the expiry of this period, the Cheque shall be forwarded to the PAO for necessary action to have it marked as 'Writeback'.

The marking of the cheque as 'Writeback' shall be carried out through the 'Cheque Writeback' option available in the system.

5.1.4 Spoiled Cheque

The Spoiled Cheque option is provided to spoil the unused cheques.



Click 'Spoiled Cheque' option.



Upon clicking the 'Spoiled Cheque' option, the application displays the details such as 'Cheque Book', 'Cheque Number' and 'Remarks' field.

The user can mark the Current Serial Cheque as 'Spoiled'.

Enter the Remarks and Click 'Submit Details' button.

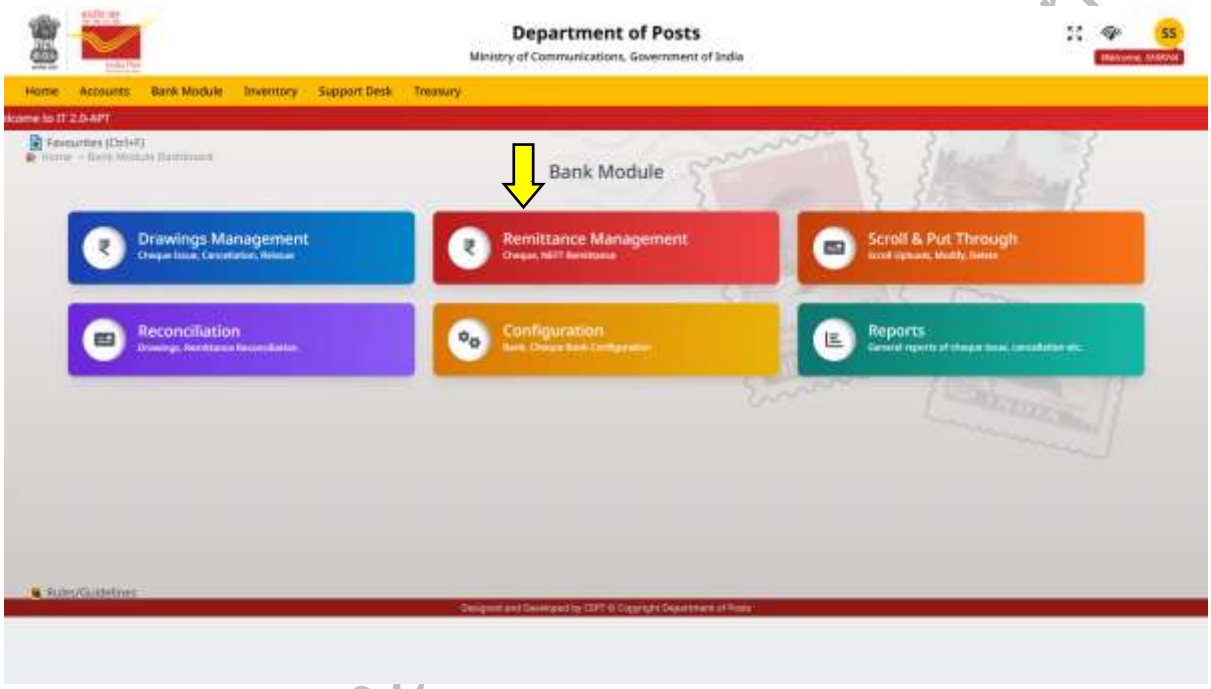
Upon clicking the 'Submit Details' button, the application marks the Cheque as 'Spoiled'.

5.1.5 Reissue Writeback Cheque

Upon marking a cheque as 'Writeback,' if a fresh cheque is required to be issued against the Writeback Cheque, the 'Reissue Writeback Cheque' option shall be utilized.

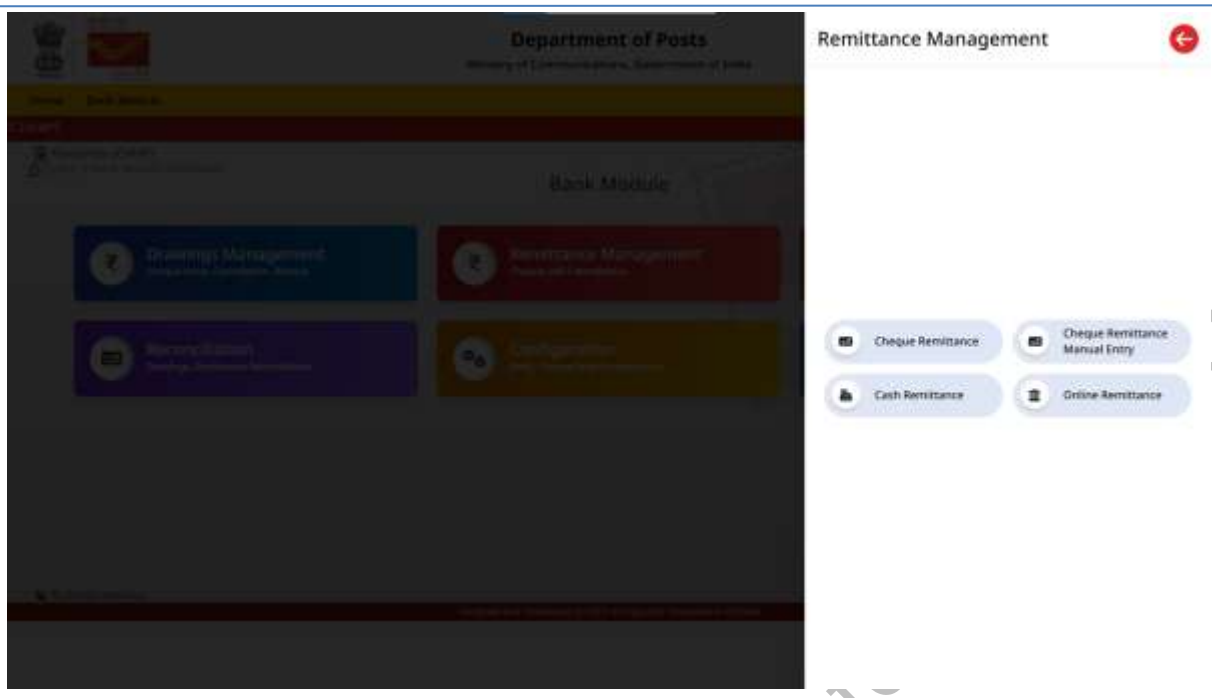
5.2 Remittance Management

The Remittance Management sub-card is utilized to record credits made to the Post Office Bank Account. Such credits may be effected either through cheques or through electronic mode.



Click on 'Remittance Management' sub-card.

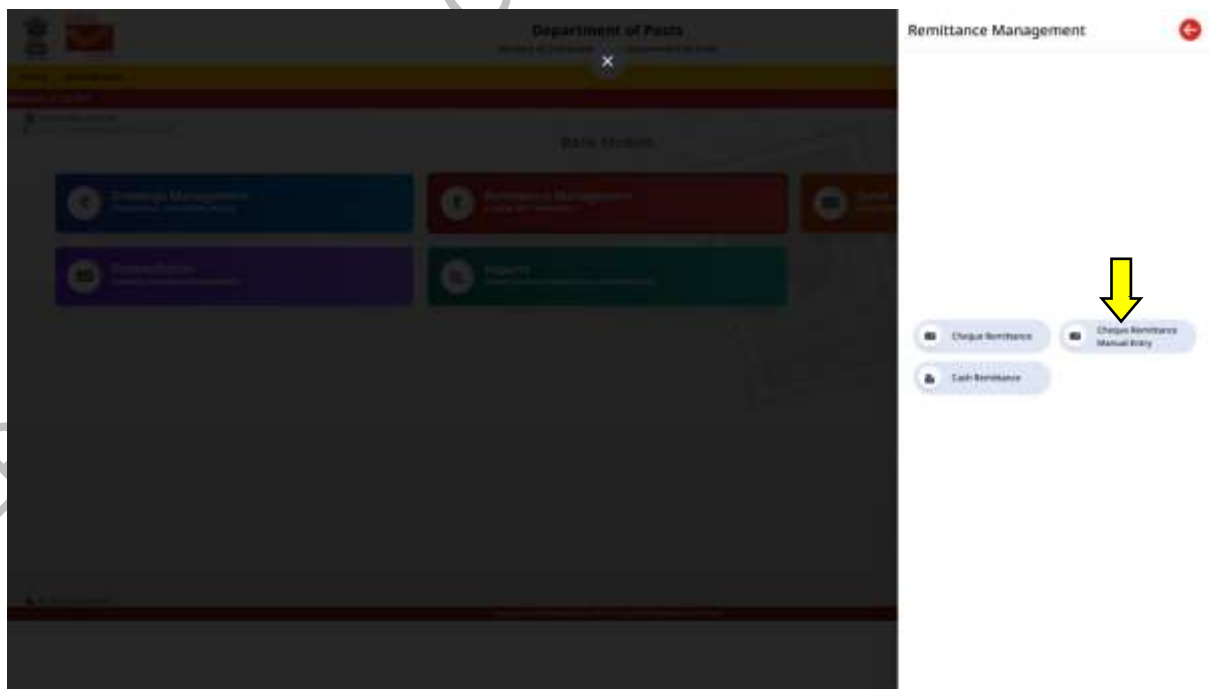
CEPT Operational Use



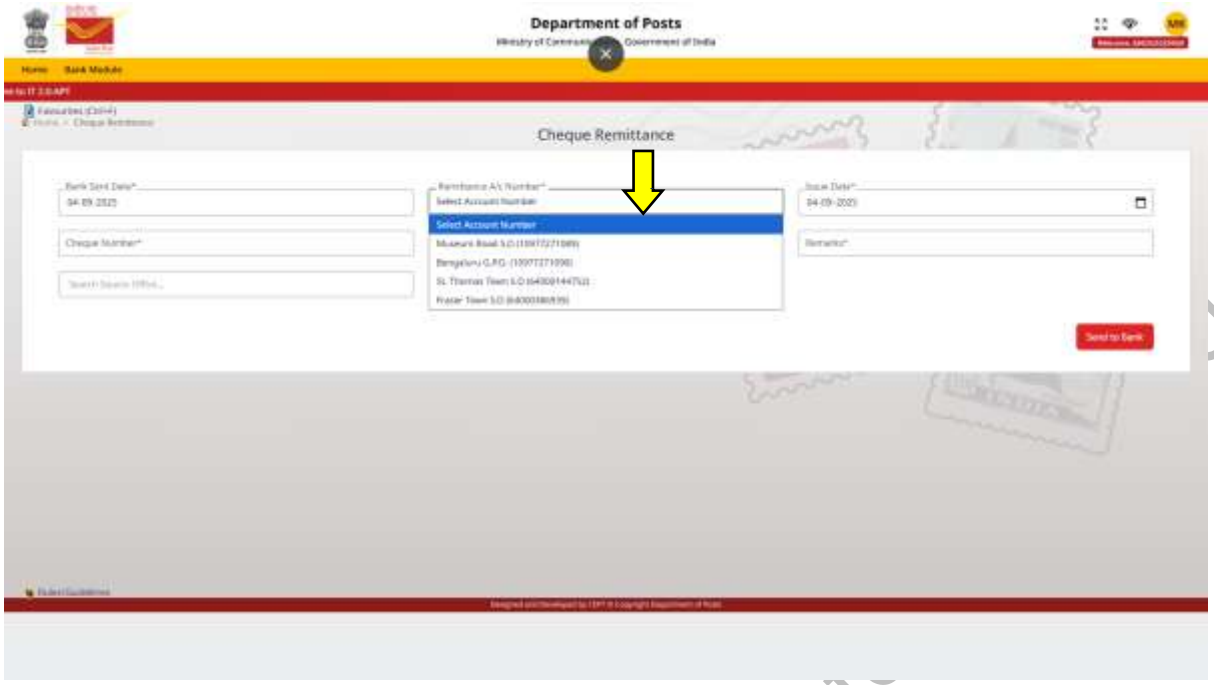
Please Note:- In Remittance Management, the Supervisor role has access to all options, while the Operator role has access to all options except Online Remittance.

5.2.1 Cheque Remittance Manual Entry

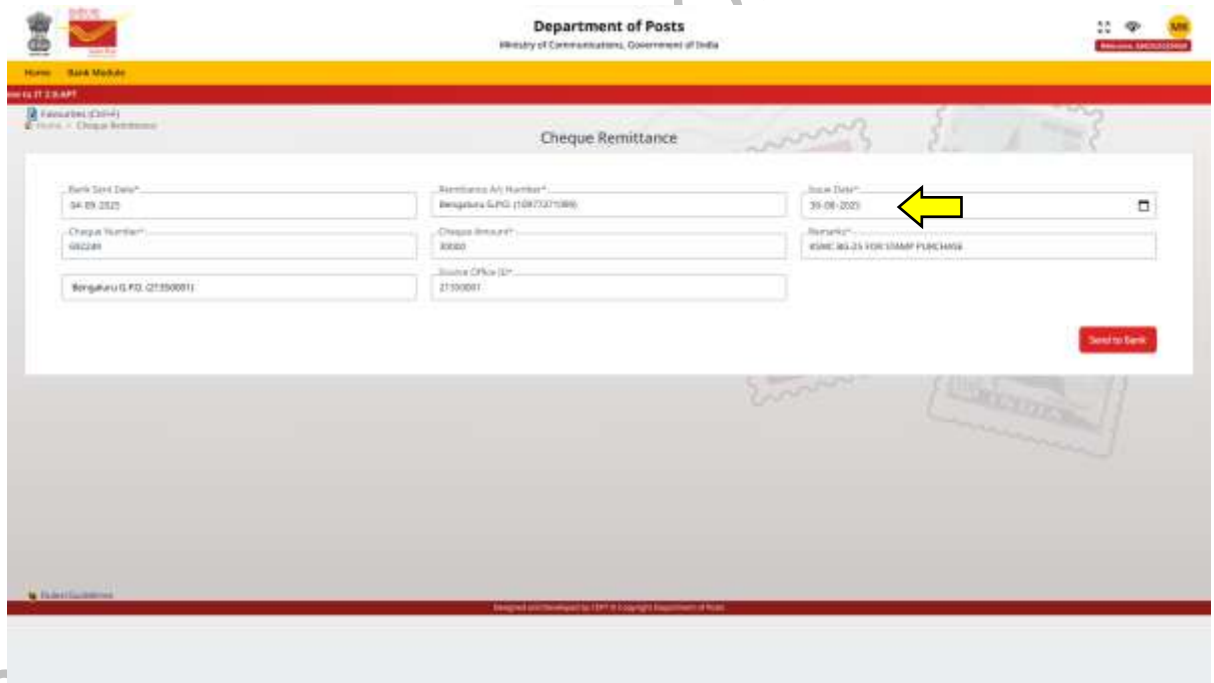
Cheques for realization that are not received through any module, may be entered using the 'Cheque Remittance Manual Entry' option. Once entered, such cheques shall be marked as 'Send to Bank' and subsequently as 'Realization', subject to the receipt of credit in the Remittance Scroll.



Click 'Cheque Remittance Manual Entry'

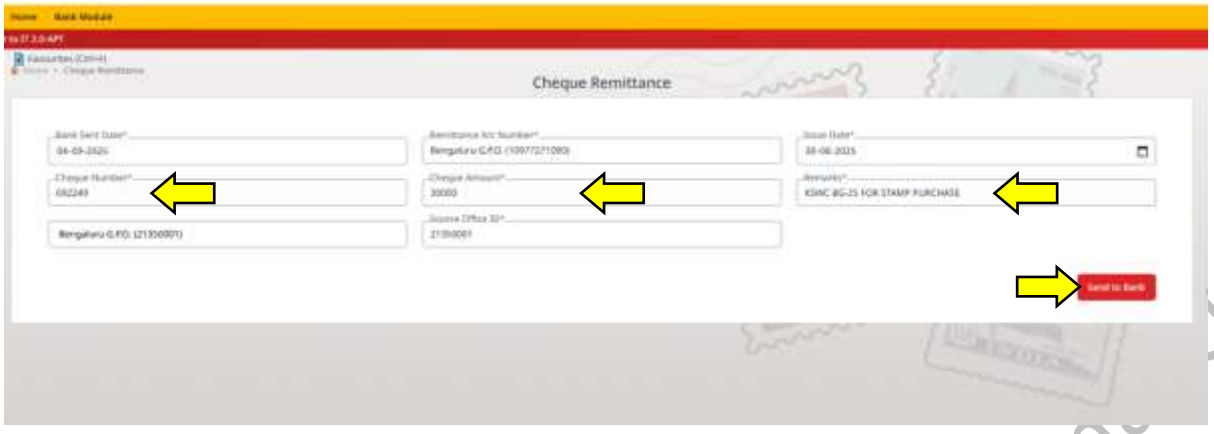


The Cheque Remittance screen will be displayed.
The user needs to select the 'Bank sent date'.
The Remittance A/c Number shall be selected.

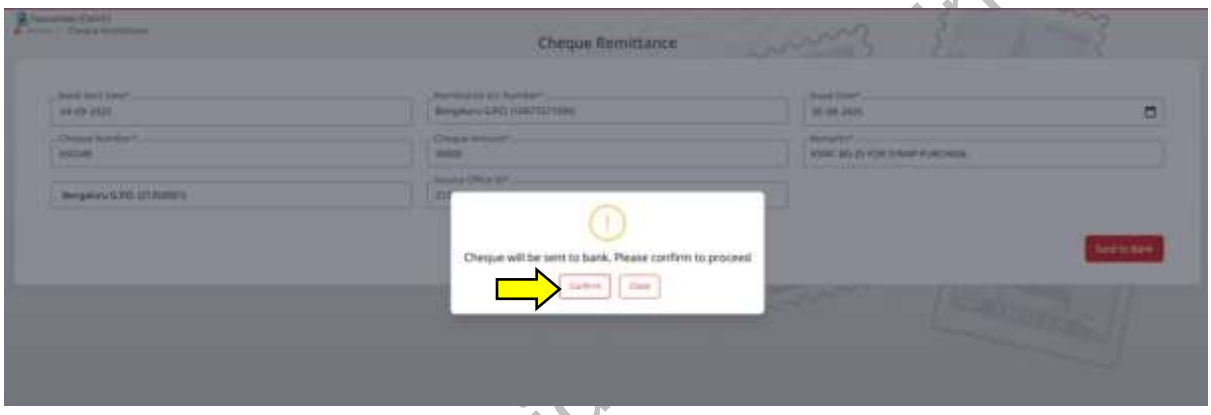


Select the Cheque dated from the 'Issue Date'.

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Enter the 'Cheque Number', 'Cheque Amount' and 'Remarks'.
The Source Office ID shall be selected from the drop-down.
Click 'Send to Bank' button.



Upon clicking the 'Send to Bank' button, application displays the warning message along with 'Confirm' and 'Close' button.
Click 'Confirm' button.

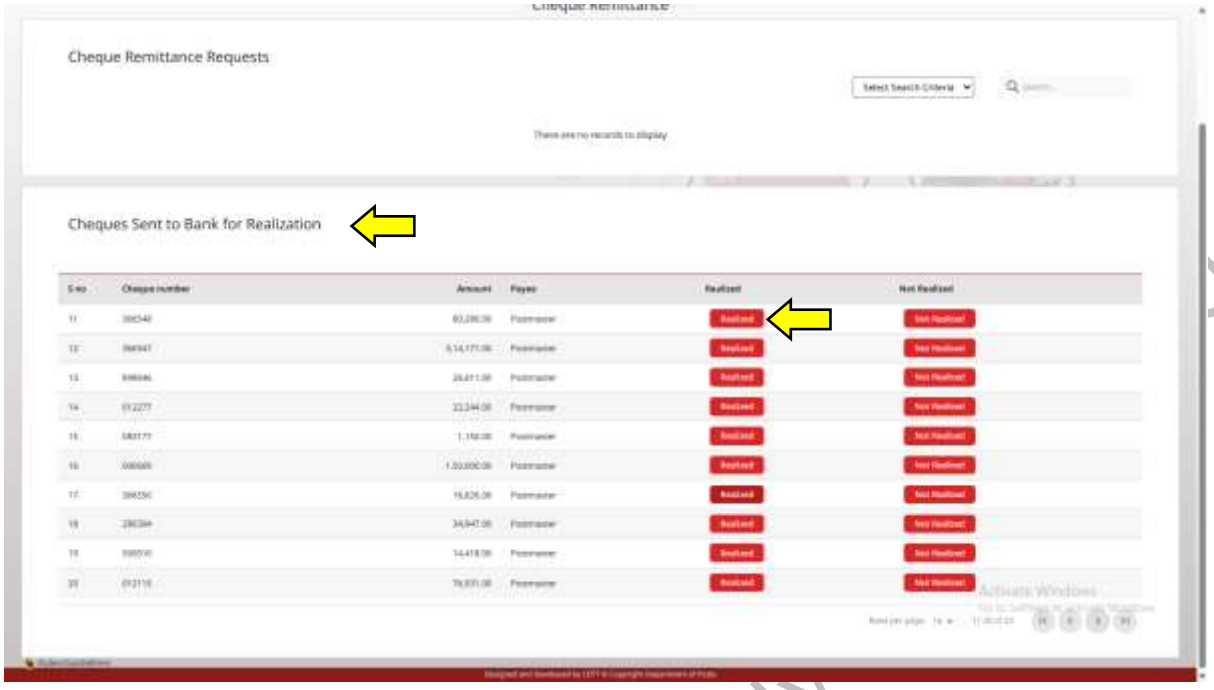


Upon clicking the 'Confirm' button, the application displays the 'The Cheque has been remitted to the Bank successfully' message will be displayed.

This Cheque will be available in the 'Cheque Remittance-5.2.2' option further for marking the Cheque as 'Realized' or 'Not Realized'.

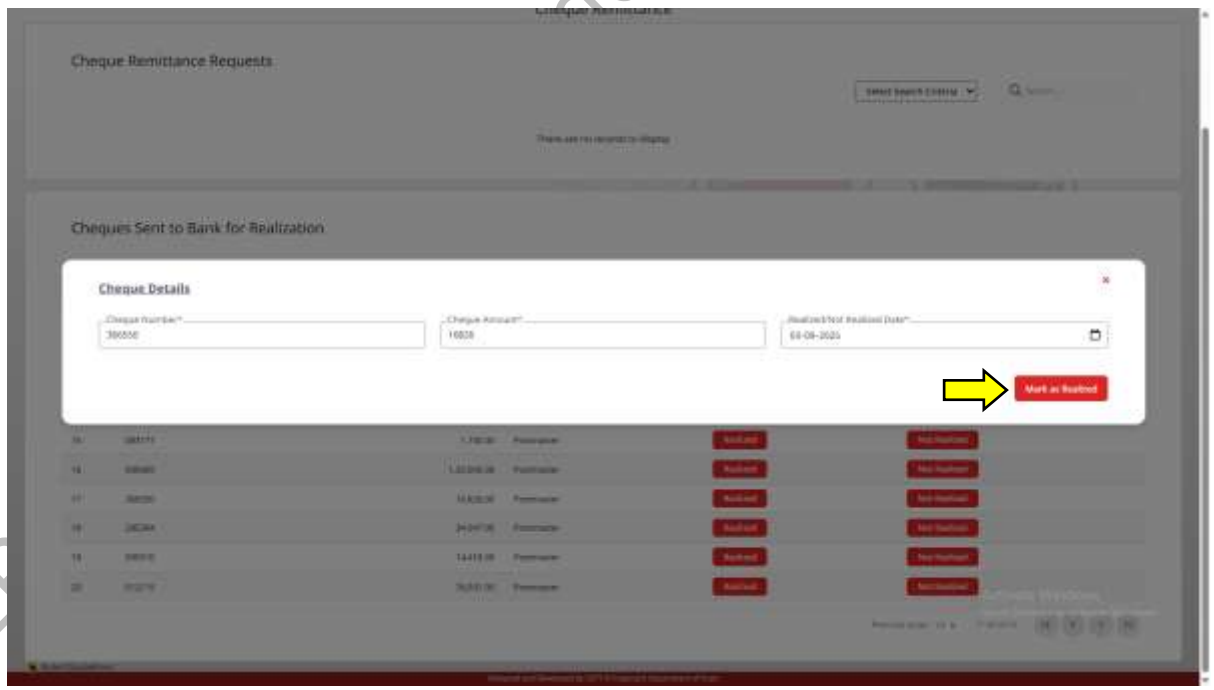
5.2.2 Cheque Remittance

Cheques subject to realization, for which data is received from other modules, are automatically populated in the 'Cheque Remittance' option. In this case, unlike the manual data entry process described in Section 5.2.1, the system consumes the data from the respective module and makes it available for the user, who is required only to click the 'Send to Bank' button.



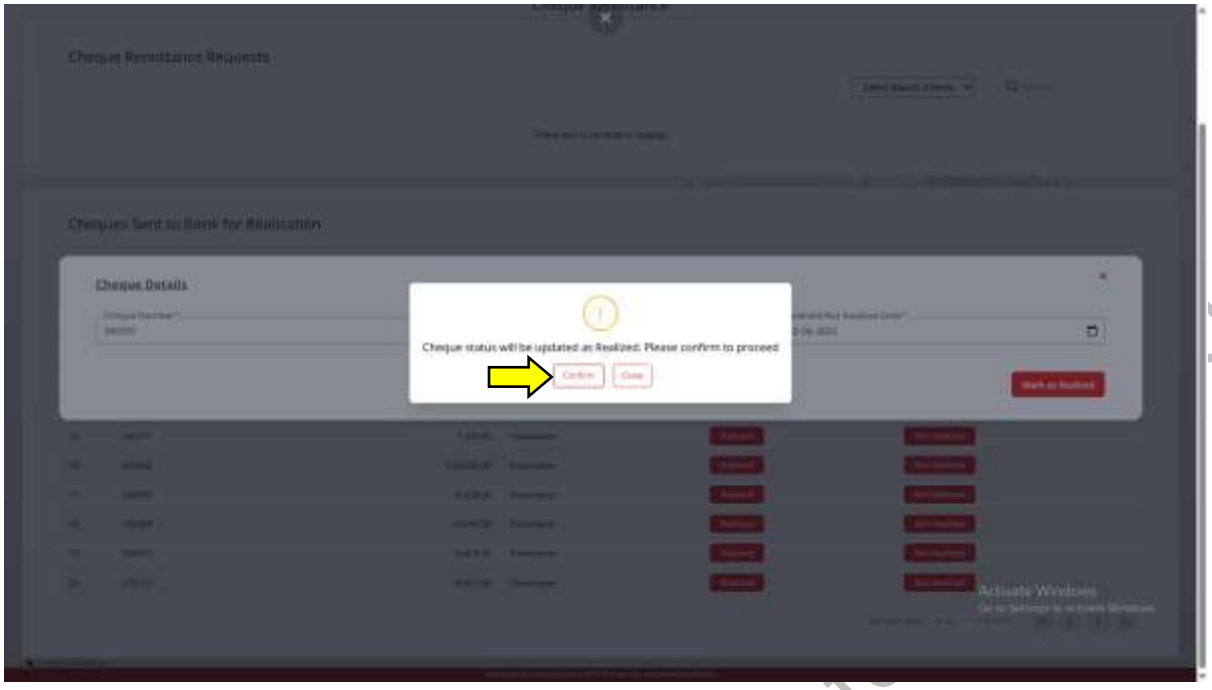
When a cheque is marked as 'Send to Bank', it is reflected under the 'Cheque Sent to Bank for Realization' option. After examining the credits by cross-checking with the Bank Scroll, the cheque shall be marked as 'Realized' to ensure its inclusion in the Schedules.

Click on 'Realized' button.

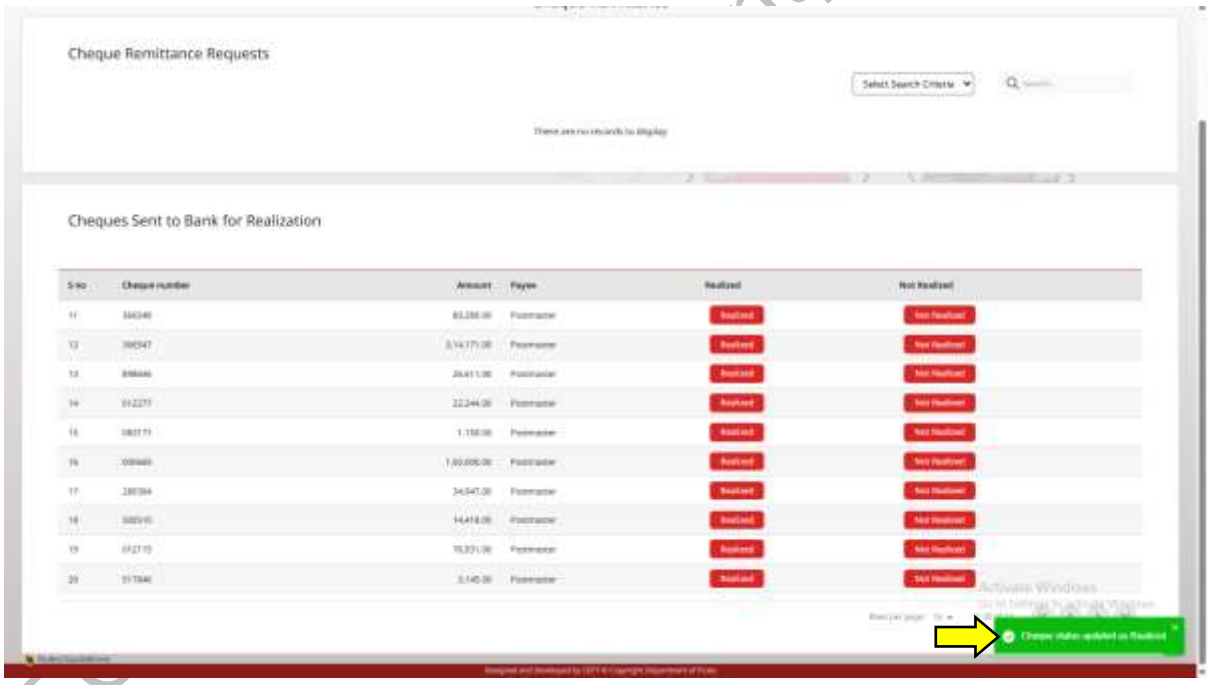


Upon clicking on 'Realized' button, the Cheque details will be populated.

Click 'Mark as Realized' button



The application displays the warning message along with 'Confirm' and 'Close' buttons. Click 'Confirm' button.



When the user clicks the 'Confirm' button, the system updates the cheque status as 'Realized'.

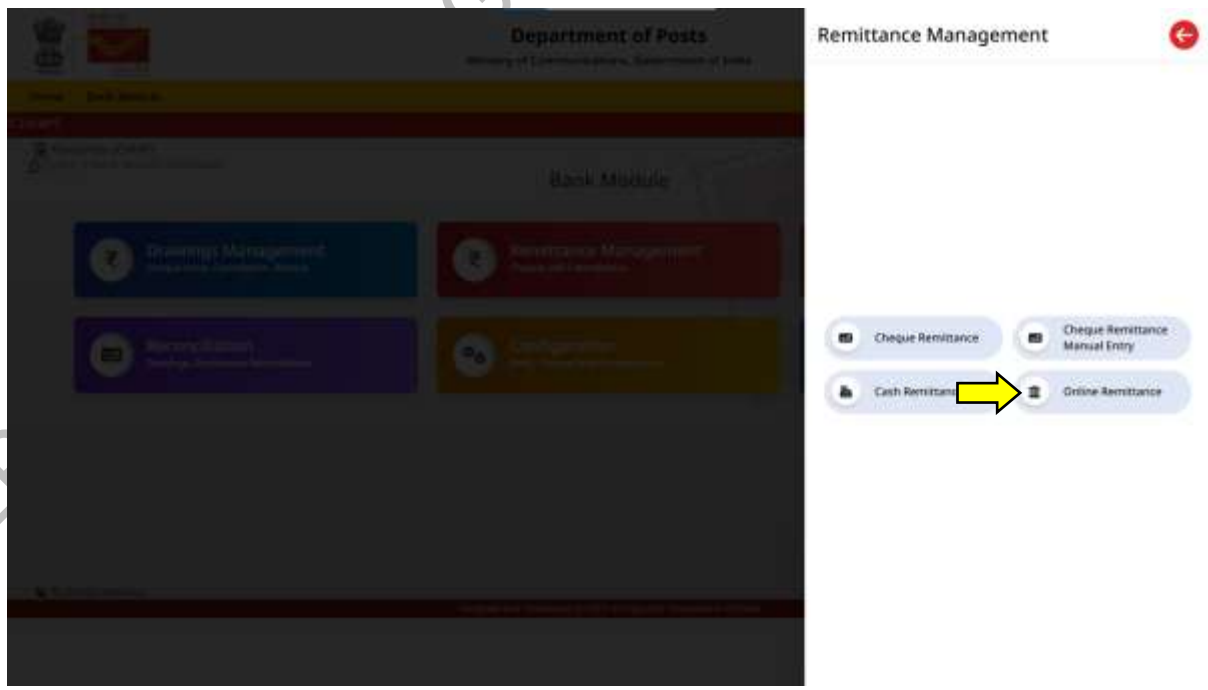
5.2.3 Cash Remittance

The Cash Remittance option is used when the DDO or PAO is linked to more than one Remittance Bank Account. In such cases, the office may remit amounts to multiple Remittance Bank Accounts. Whenever a remittance is made, the transaction in the DOP book of accounts must be linked to the specific Remittance Bank Account to which the amount has been credited or remitted by the DDO or PAO.

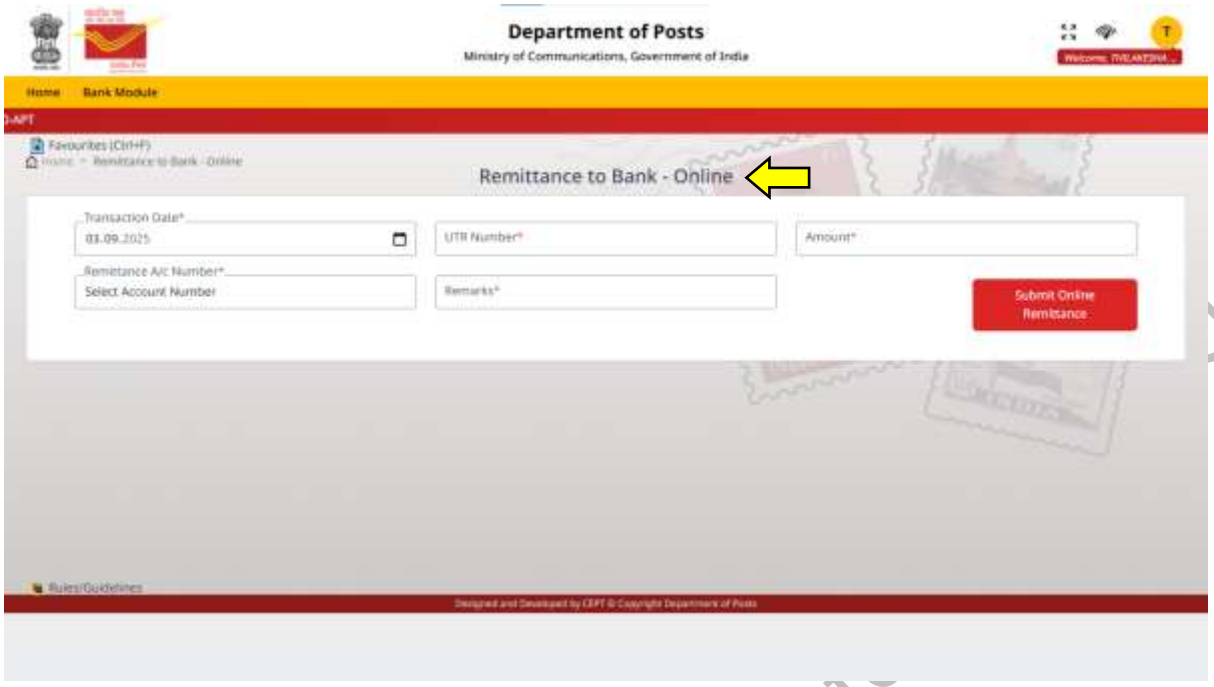
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5.2.4 Online Remittance

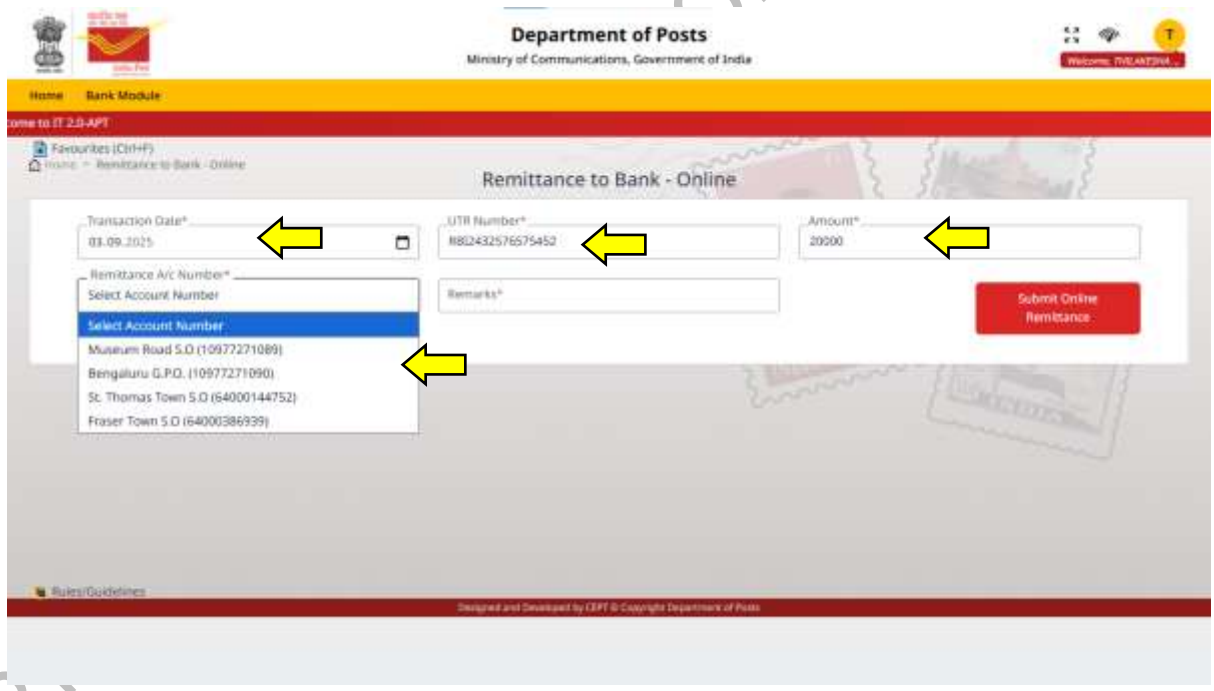
Credits received in the Remittance Bank Account through electronic means (NEFT/RTGS/UPI) shall be *entered* to ensure their inclusion in the Schedules. This entry shall be carried out using the 'Online Remittance' option.



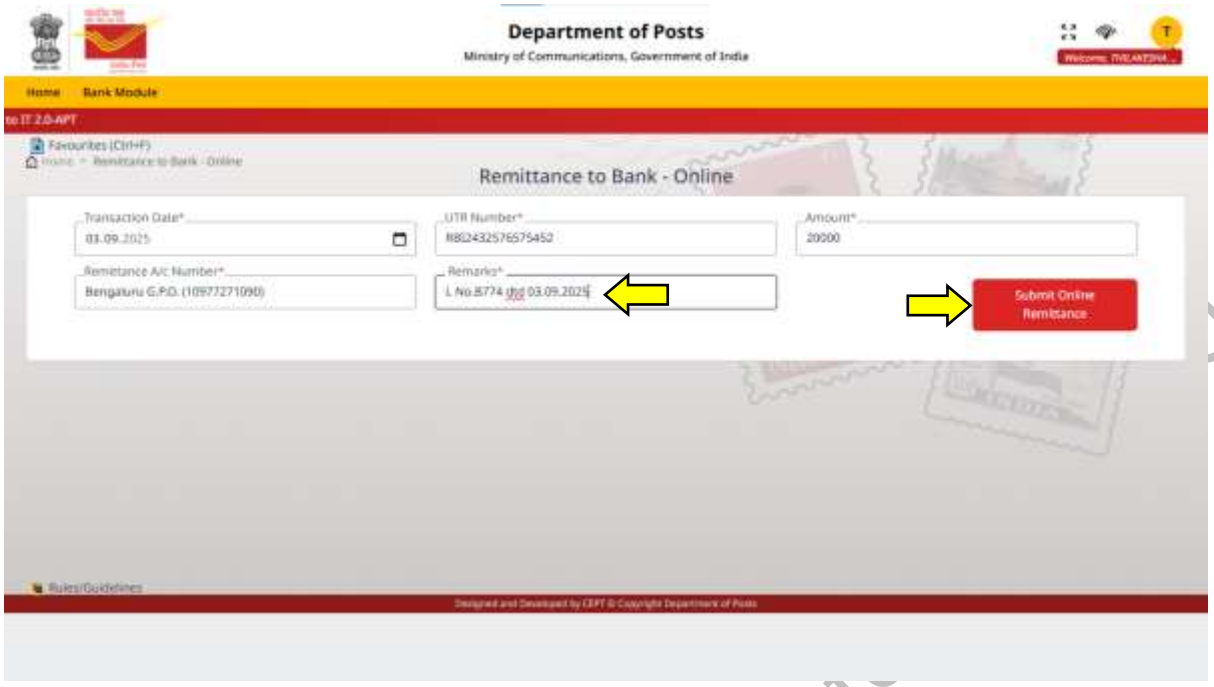
Click 'Online Remittance' Option



Upon clicking the 'Online Remittance', 'Remittance to Bank-Online' screen will be displayed.

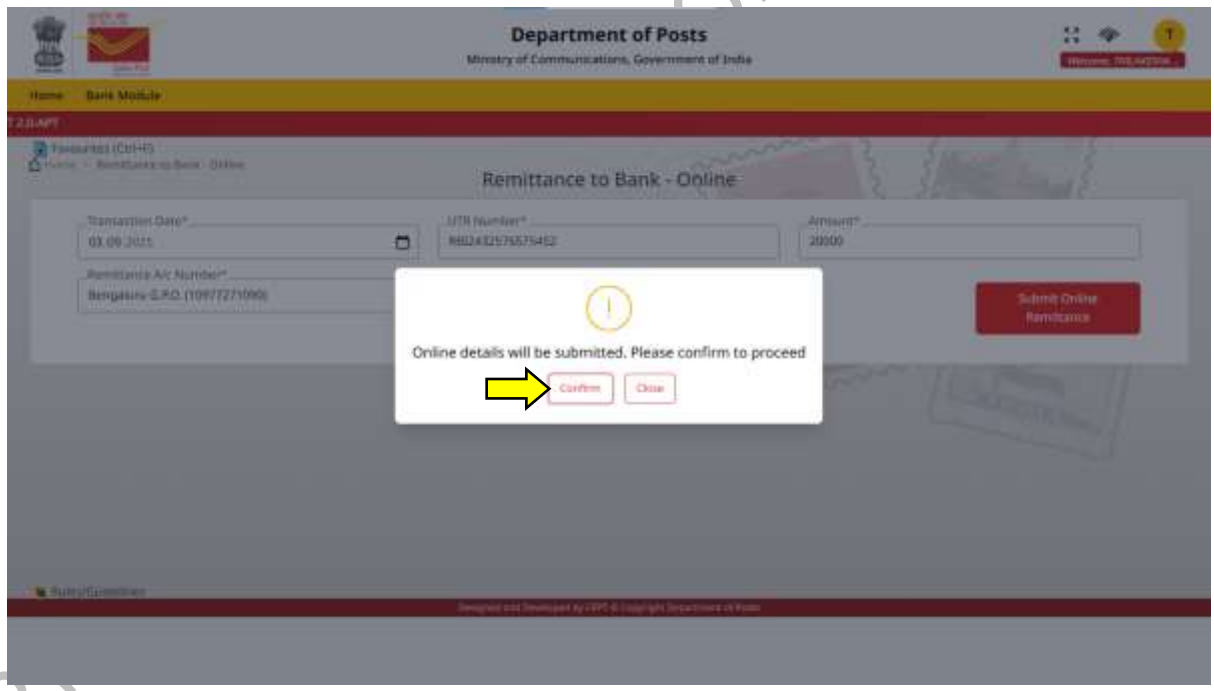


Select the 'Transaction Date', Enter the 'UTR Number', 'Amount' and select the 'Remittance Account Number'.



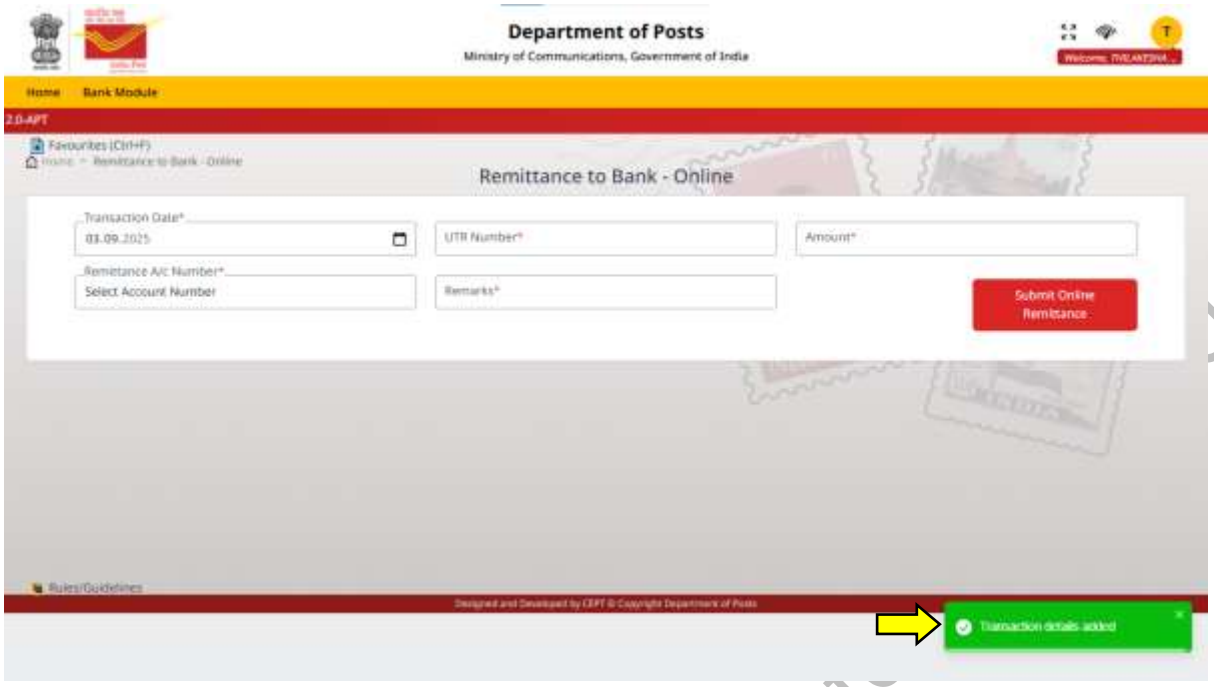
Enter the 'Remarks'.

Click 'Submit Online Remittance' button.



Upon clicking the 'Submit Online Remittance', application displays the warning message along with the 'Confirm' and 'Close' buttons.

Click 'Confirm' button to proceed further.

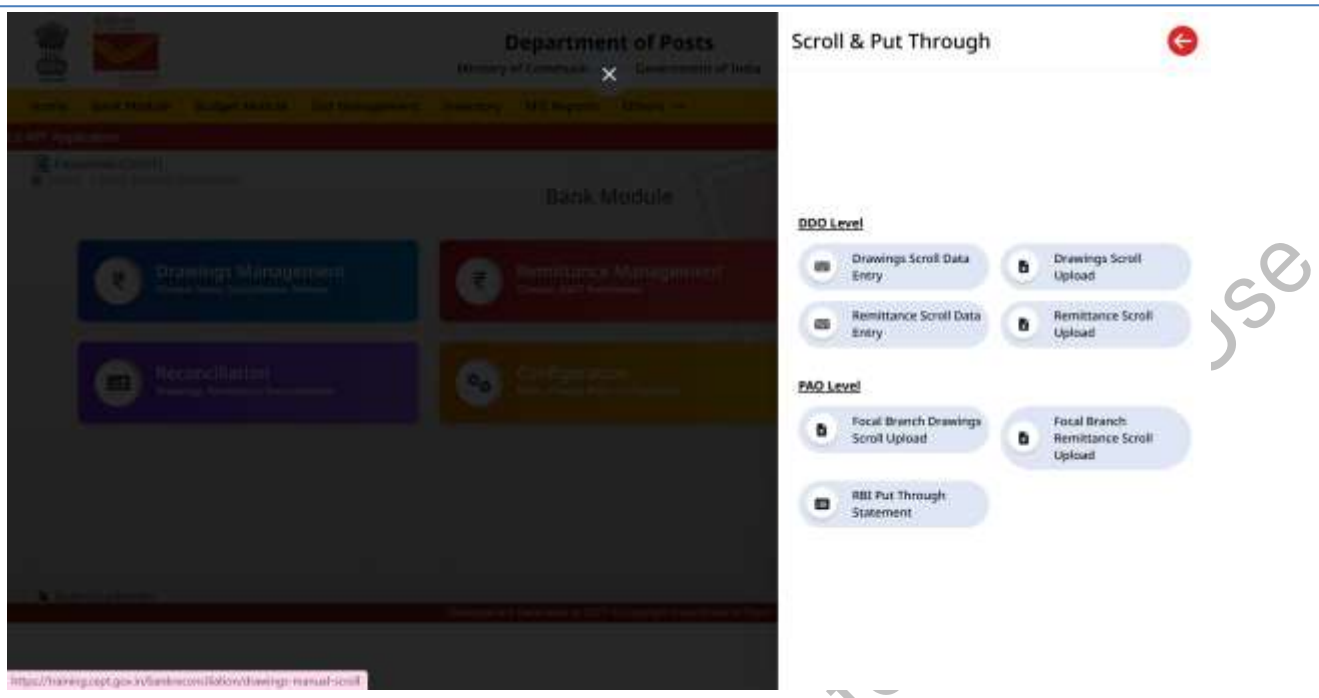


Upon clicking the 'Confirm' button, the 'Transaction details added' message will be displayed.

5.3 Scroll & Put through - Operator

The Scroll & Put Through sub-card allows the user to upload Drawings and Remittance scrolls at the DDO level. It also enables the PAO to upload Focal Branch Drawings and Remittance scrolls. In addition, this sub-card provides an option to upload RBI Put Through statements.

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The Scroll & Put Through sub-card has enabled with following options such as:

At DDO Level

- Drawings Scroll Data Entry
- Drawings Scroll Upload
- Remittance Scroll Data Entry
- Remittance Scroll Upload

At PAO Level

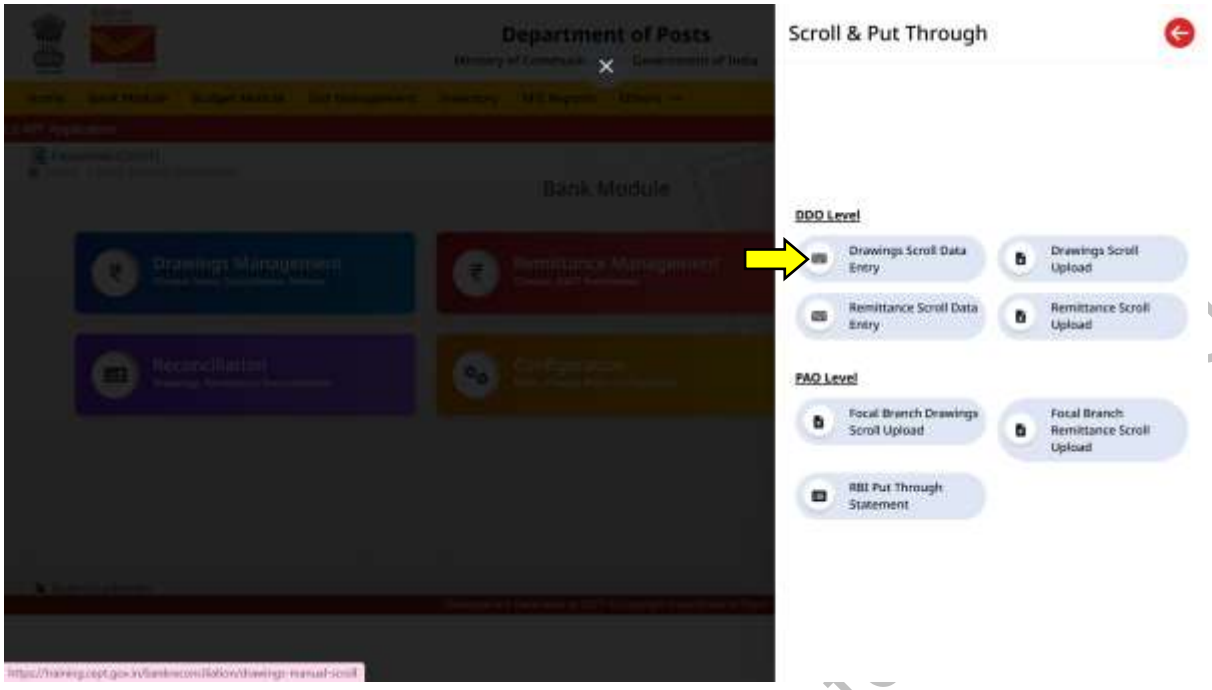
- Focal Branch Drawings Scroll Upload
- Focal Branch Remittance Scroll Upload
- RBI Put Through Statement

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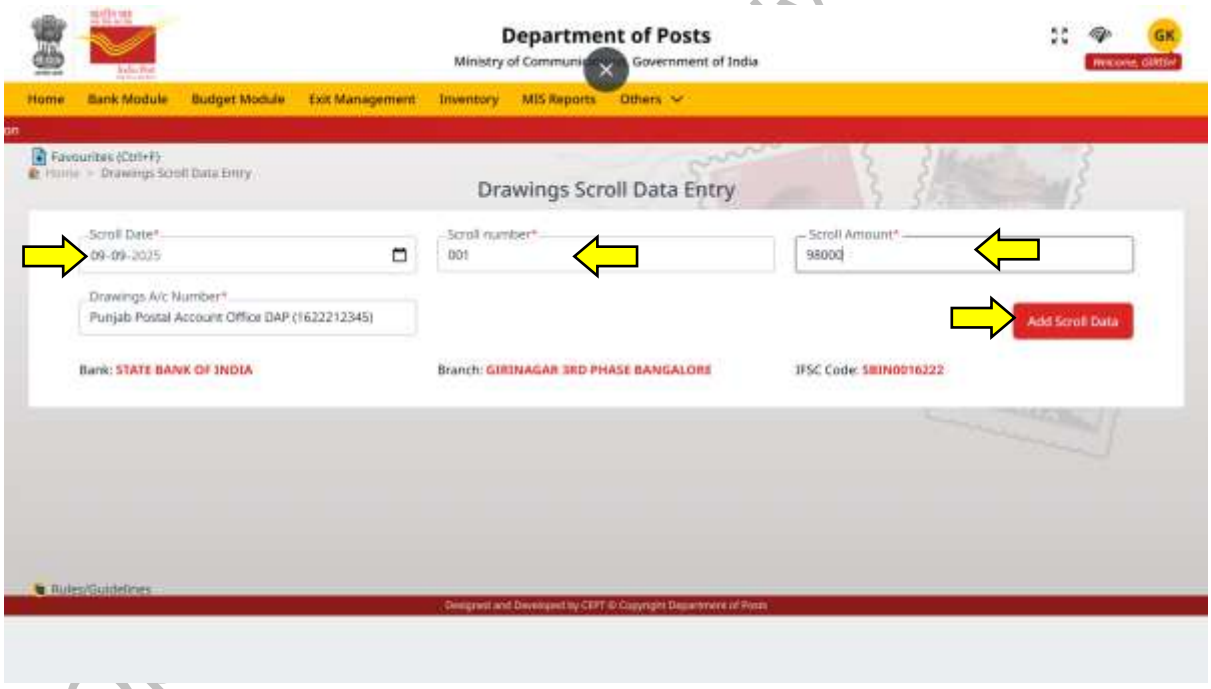
5.3.1 Drawings Scroll Data Entry

The Drawings Scroll Data Entry option allows PAO users to manually enter cheque details from the Drawings Bank Scroll.

These cheque details represent the cheques issued by the PAO that have been debited from the PAO's Bank Drawl Account.



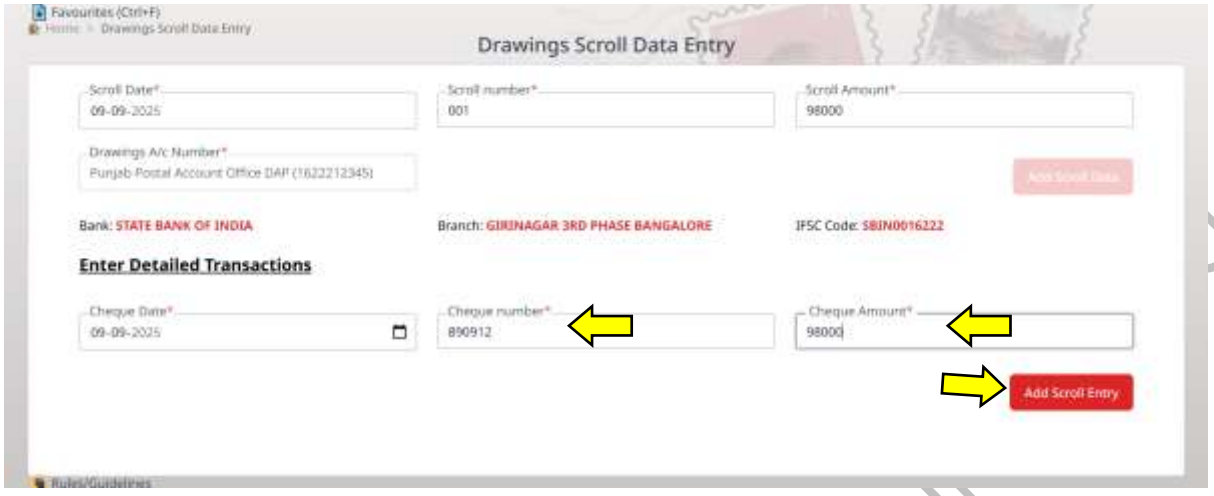
Click on 'Drawings Scroll Data Entry' option.



Select the 'Scroll Date', Enter the 'Scroll Number' and 'Scroll Amount'.
Click 'Add Scroll Data' button.



Upon clicking the Add Scroll Data button, the application allows the user to enter cheque details linked to the entered Scroll Number.

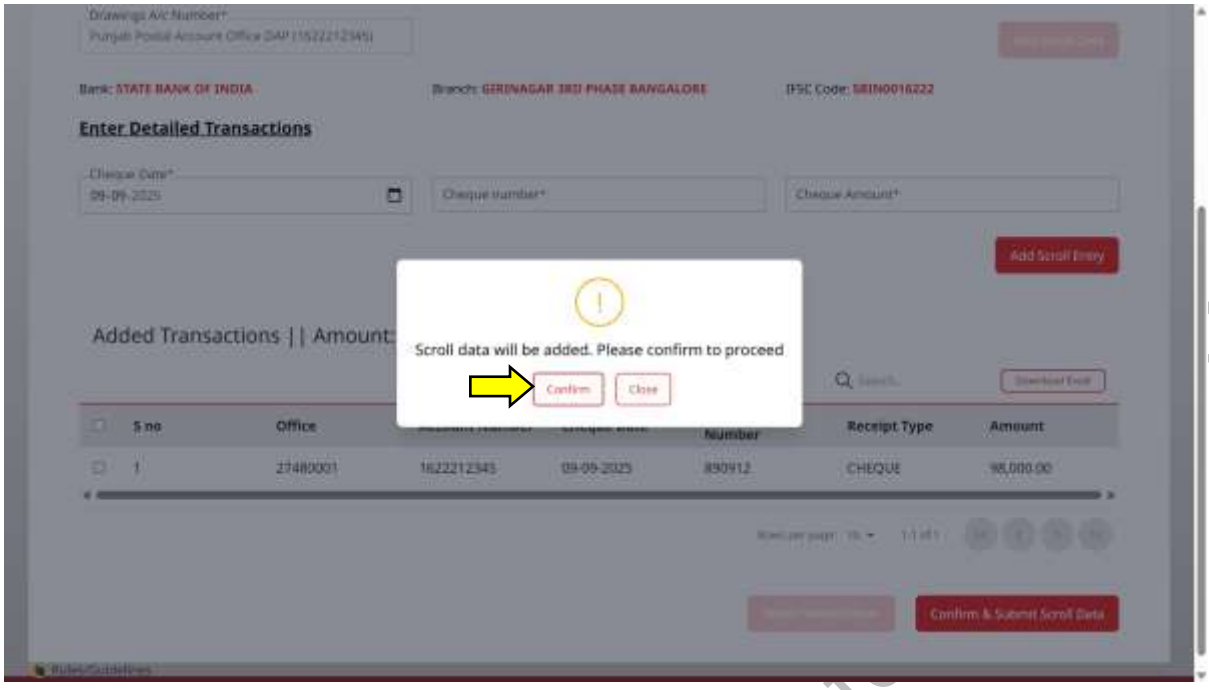


Select the 'Cheque Date'; Enter the 'Cheque Number' and 'Cheque Amount'.
Click 'Add Scroll Entry' button.



Upon clicking the 'Add Scroll Entry', the Cheque Details will get added.
Click on 'Confirm & Submit Scroll Data' button.

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The application once again asks for the confirmation.
Click 'Confirm' button.

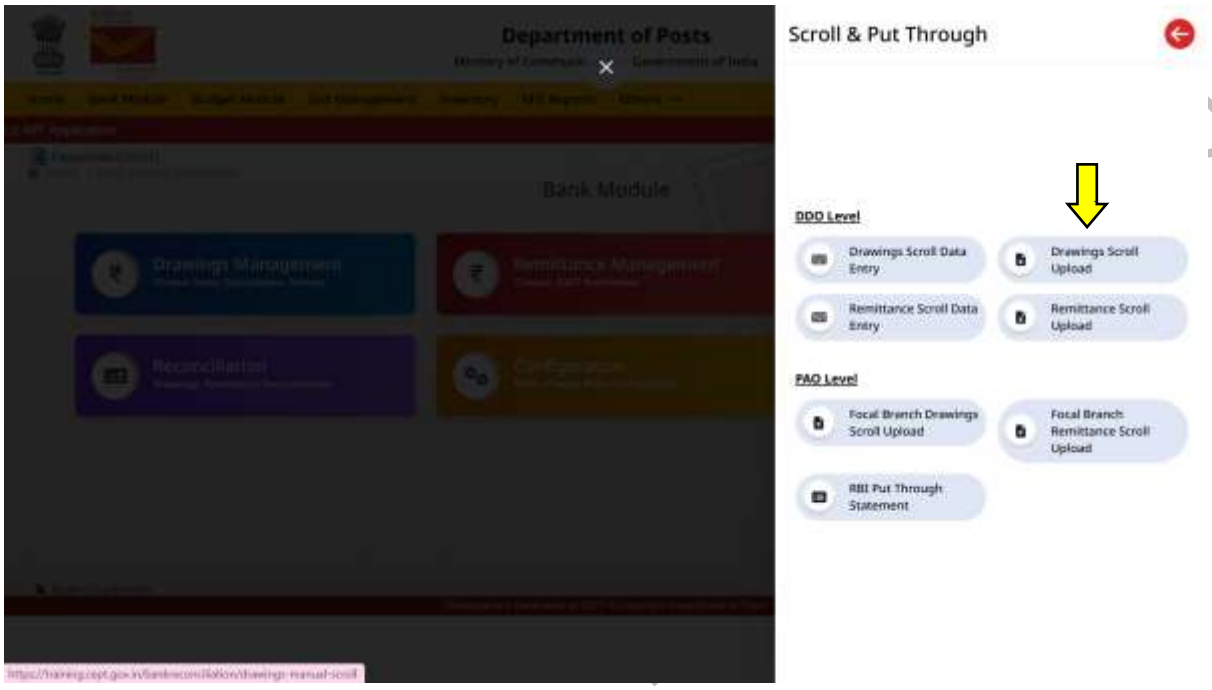


Upon clicking the 'Confirm' button, the 'Scroll Data Submitted successfully' message will be displayed.

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5.3.2 Drawings Scroll Upload

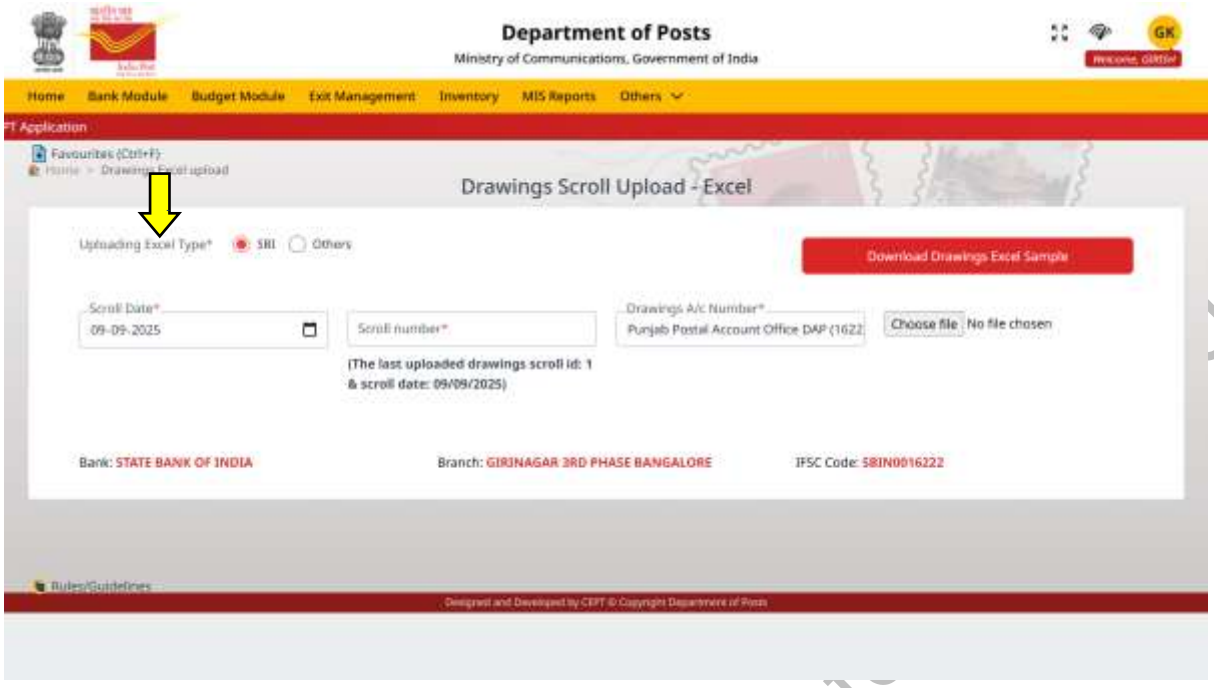
Instead of manually entering each drawn cheque from the Drawings Bank Scroll, users can upload the Bank Scroll in Excel format using the Drawings Scroll Upload option.



Click 'Drawings Scroll Upload' option.



The user shall download or obtain the Bank Scrolls from the SBI or Non-SBI Banks.



Select the 'SBI' radio-button.

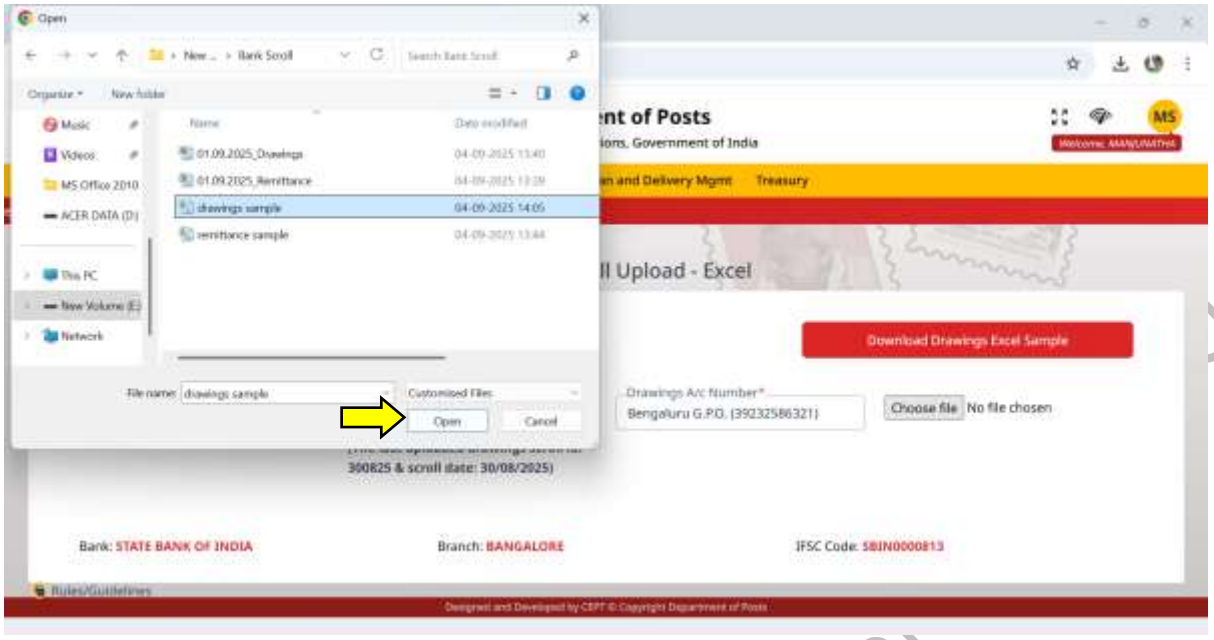
Upon selecting the SBI radio button, the application provides a template for entering the scroll data, which can then be uploaded.

Please Note: If 'Others' radio-button is selected, the application provides a different template for entering the Non-SBI Banks scroll data, which can then be uploaded too.



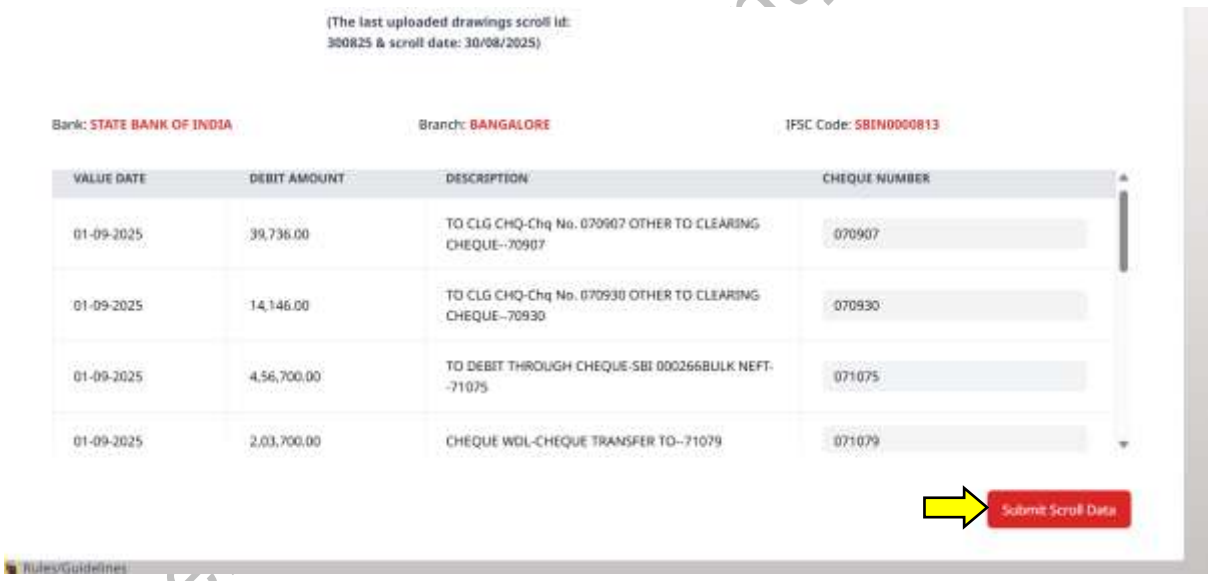
Select the 'Scroll date', 'Scroll Number' and Select the 'Drawings A/c Number'.

Click 'Choose File' button.



Select the file or Bank Scroll.

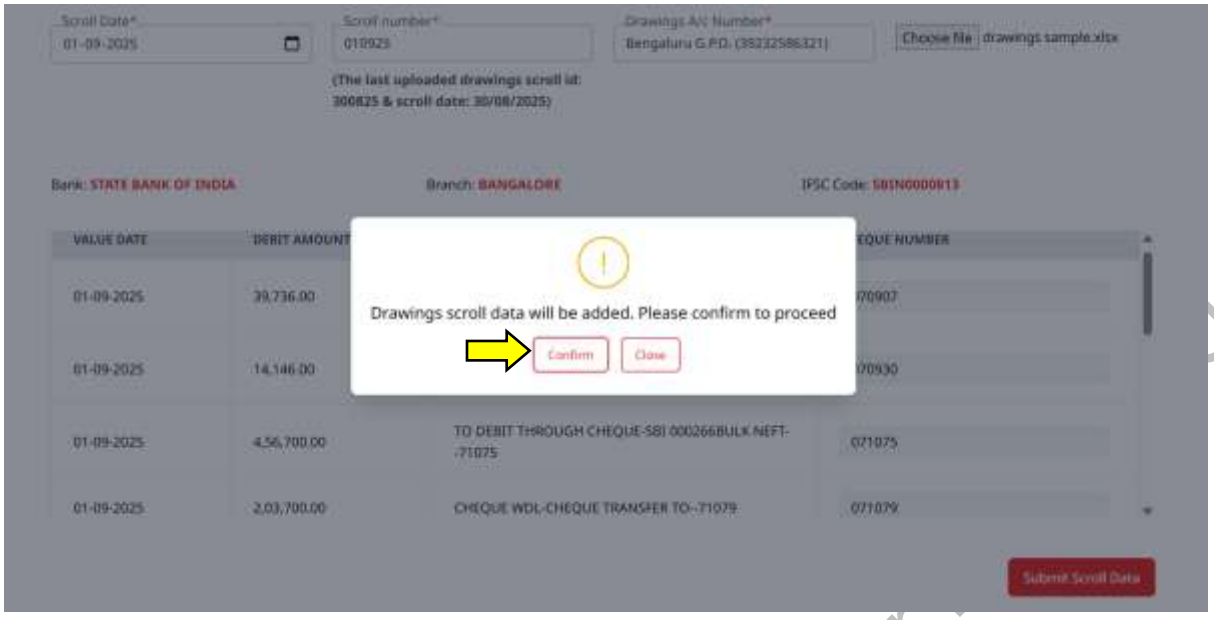
Note: The data in the Bank Scroll must follow the format of the sample template.



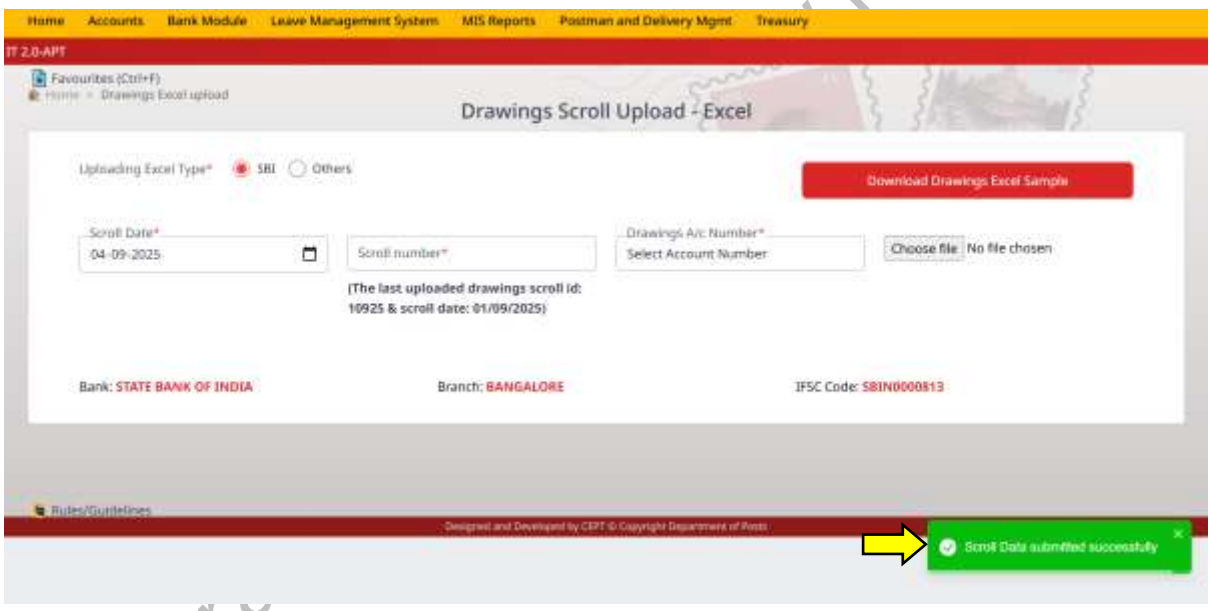
Upon selecting the Bank Scroll, the application populates the Bank Scroll data as shown above.

Click 'Submit Scroll Data' button to proceed further.

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The application once again asks for the confirmation.
Click 'Confirm' button.

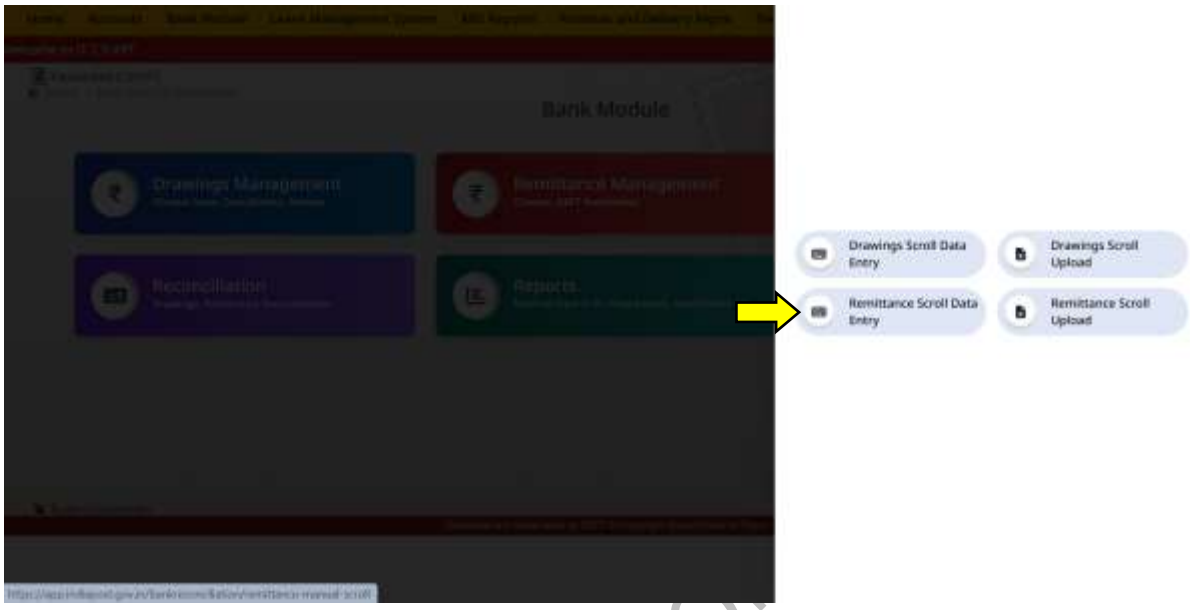


Upon clicking the 'Confirm' button, application displays the message as 'Scroll data submitted successfully'.

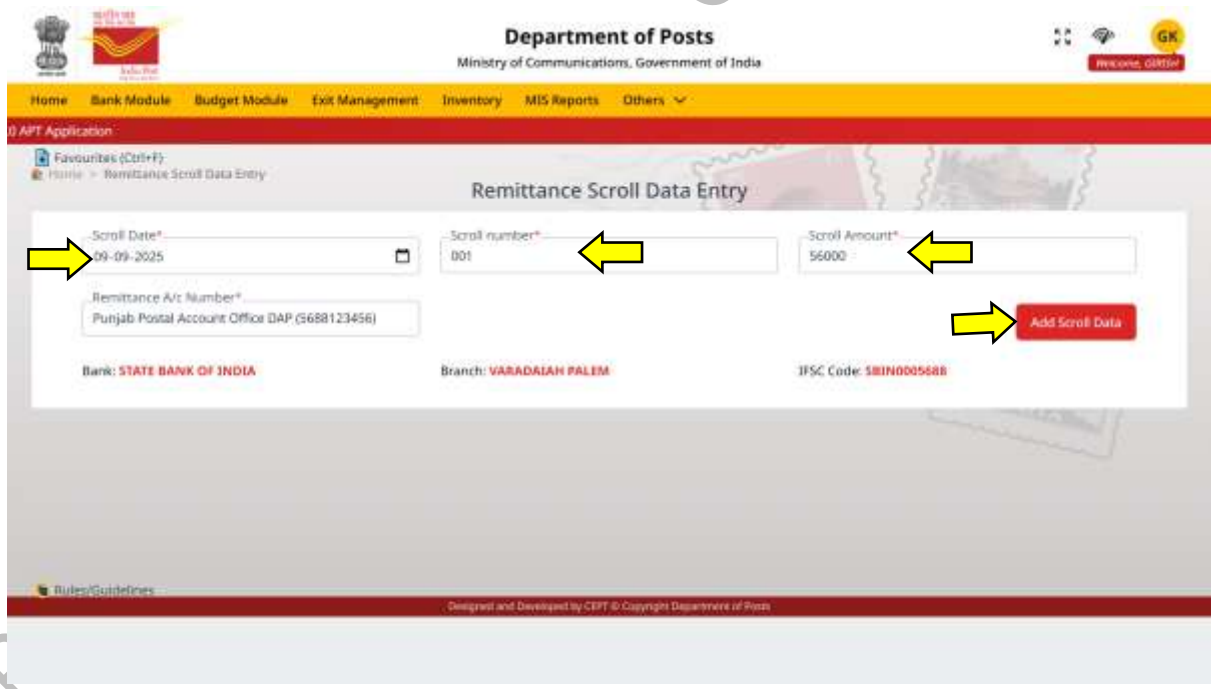
CEPT Operational Guide for Postal Accounts Office (PAO) Use

5.3.3 Remittance Scroll Data Entry

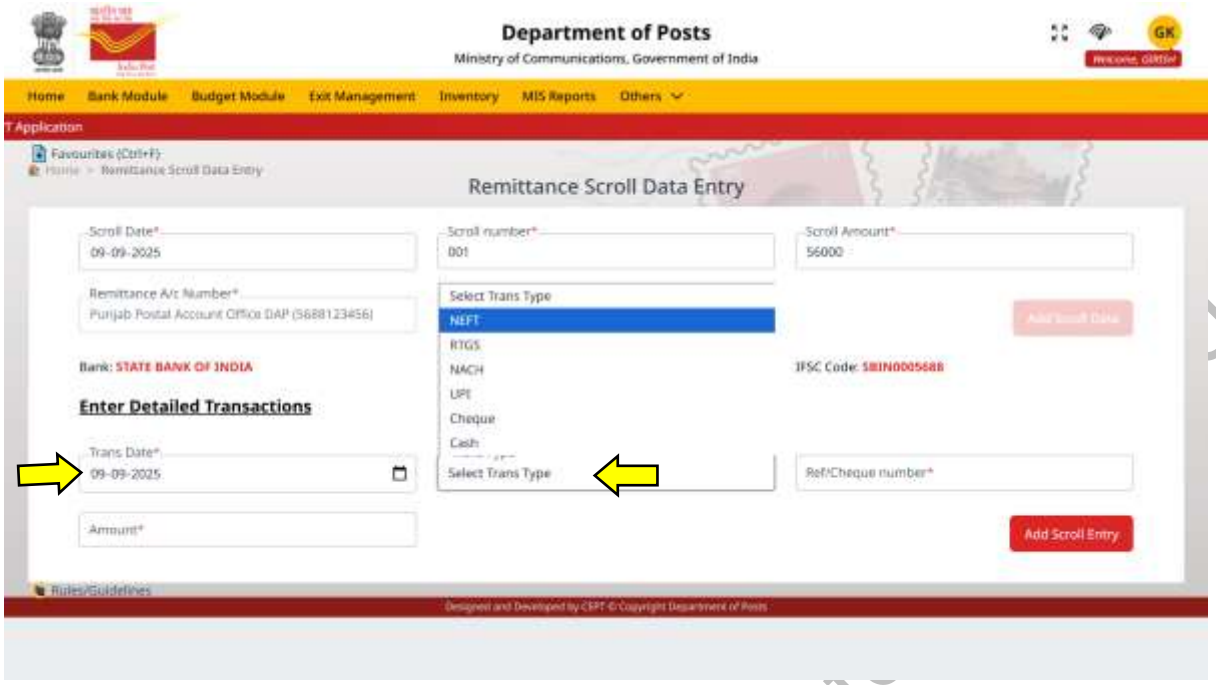
The Remittance Scroll Data Entry option allows PAO users to manually enter remittance or credit details recorded in the Remittance Bank Scroll.



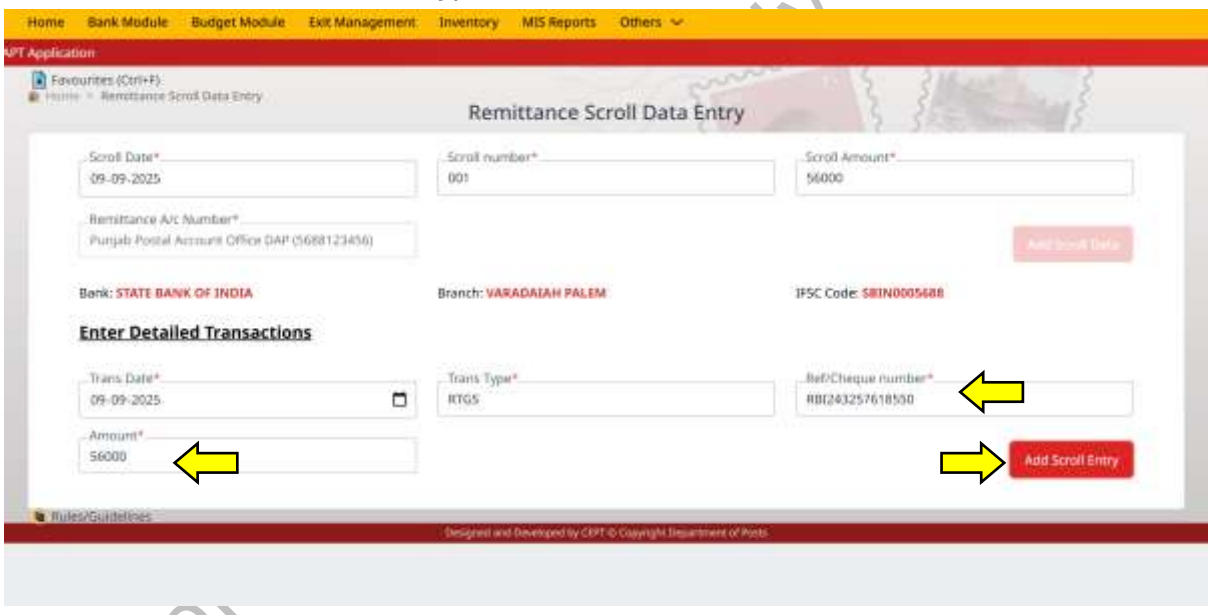
Enter the 'Remittance Scroll Data Entry' option.



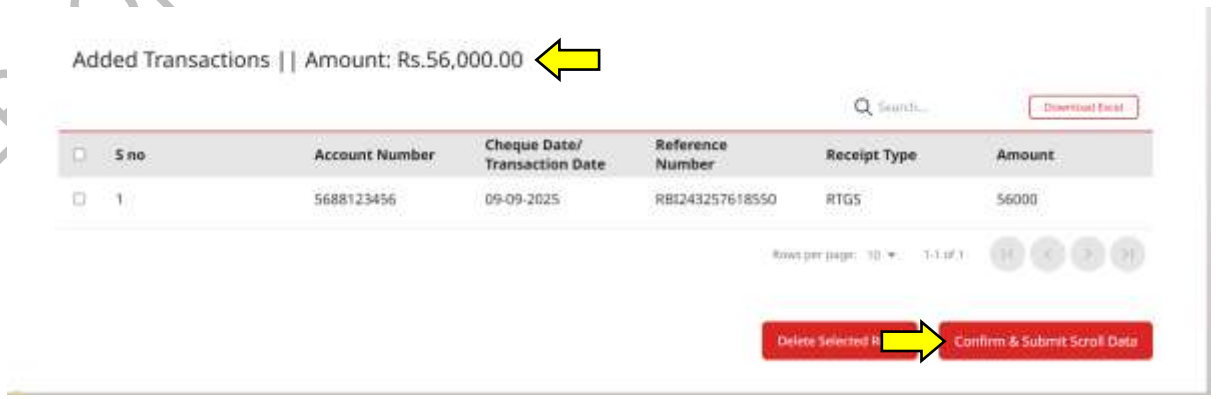
Enter the 'Scroll Date', 'Scroll Number', 'Scroll Amount'.
Click 'Add Scroll Data' button



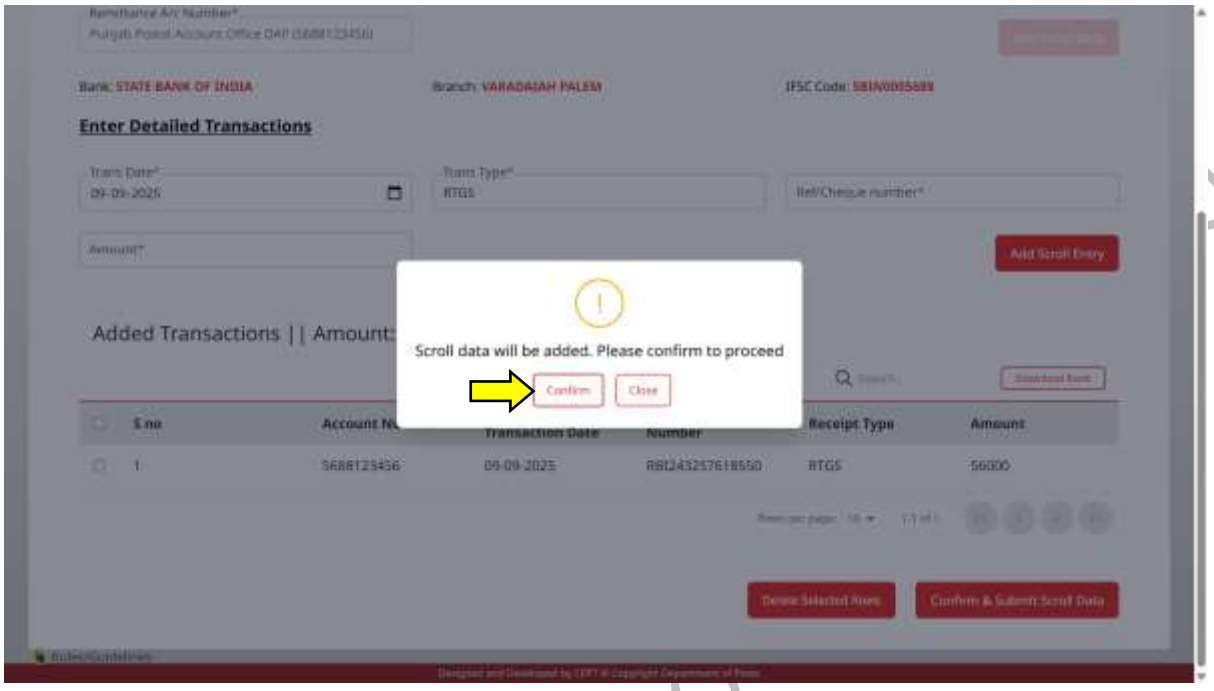
Select the 'Trans Date', 'Trans Type'



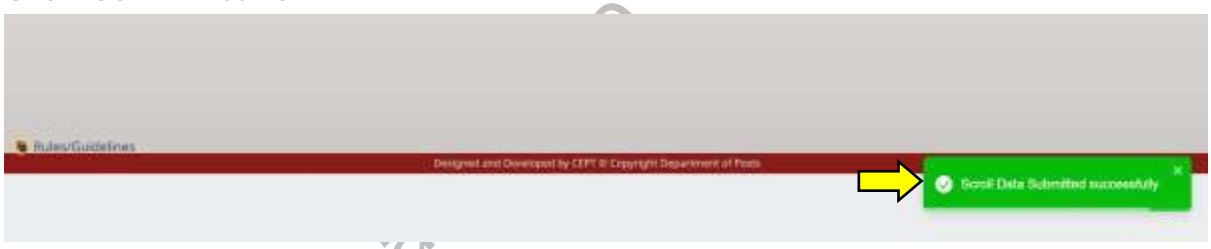
Enter the 'Ref/Cheque Number', 'Amount' and Click 'Add Scroll Entry' button.



Upon clicking the 'Add Scroll Entry', the added transactions will be displayed as shown above and click 'Confirm & Submit Scroll Data' button.



The application once again asks for the confirmation.
Click 'Confirm' button.

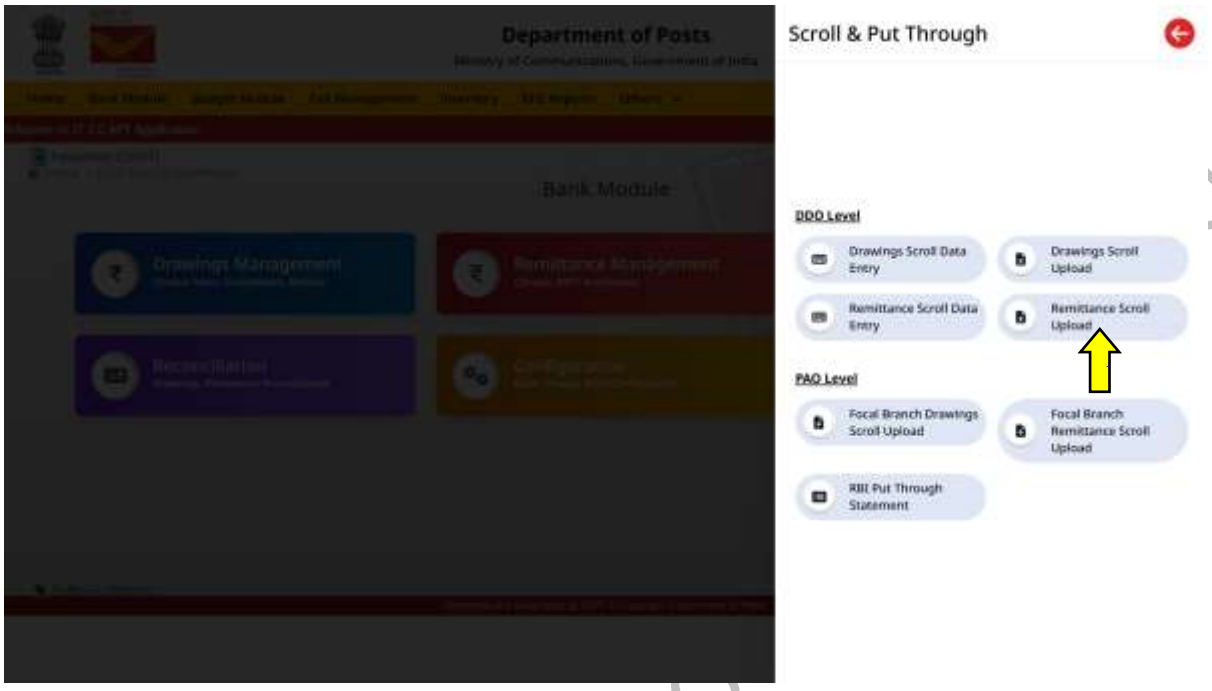


Upon clicking the 'Confirm' button, the application displays the message as 'Scroll Data submitted successfully'.

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5.3.4 Remittance Scroll Upload

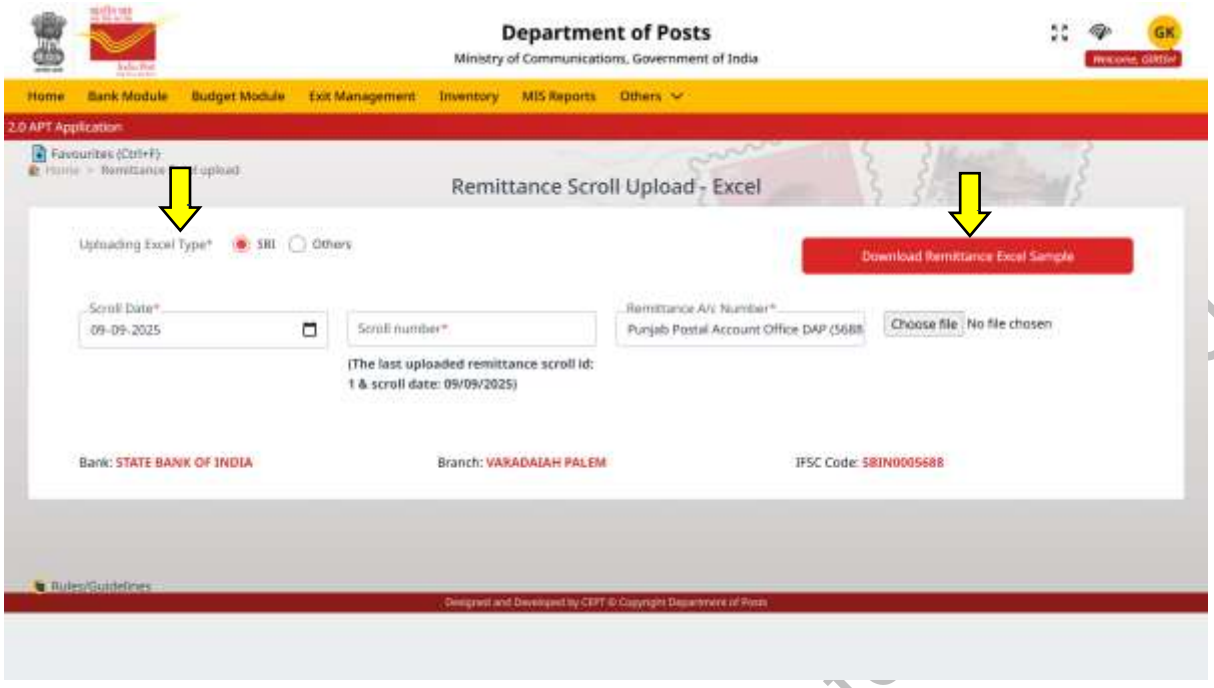
Instead of manually entering each credit Remittance Bank Scroll, users can upload the Bank Scroll in Excel format using the Remittance Scroll Upload option.



Click 'Remittance Scroll Upload' option.



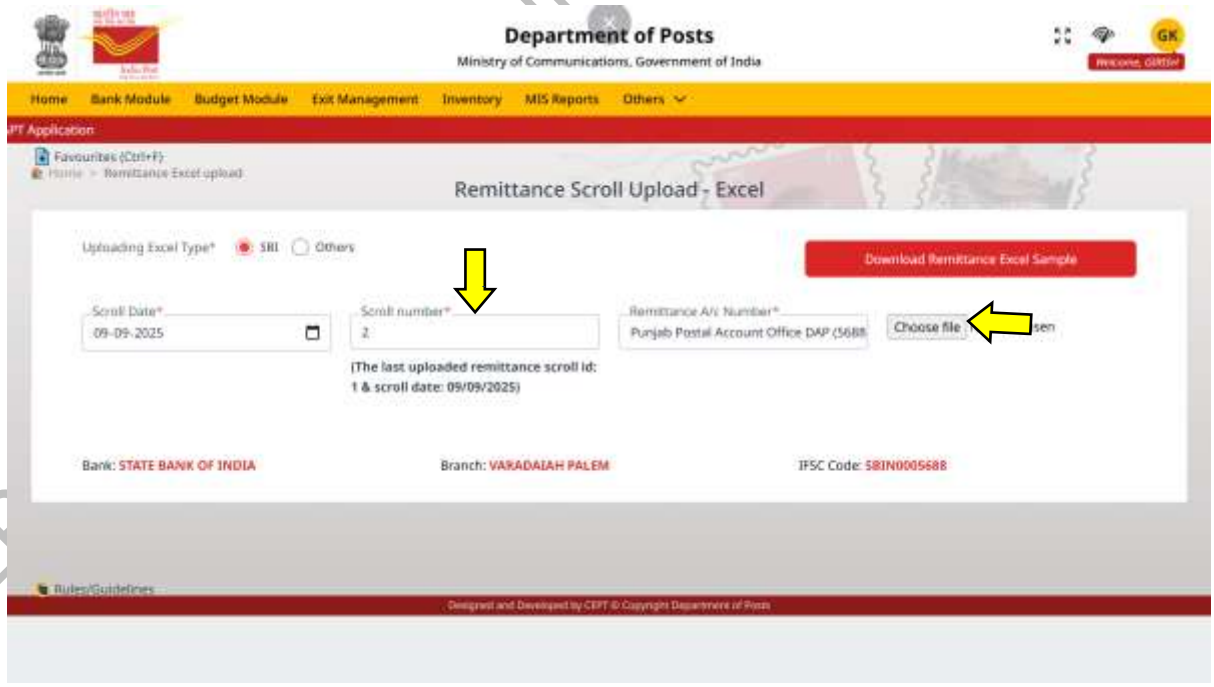
The user shall download or obtain the Bank Scrolls from the SBI or Non-SBI Banks.



Select the 'SBI' radio-button.

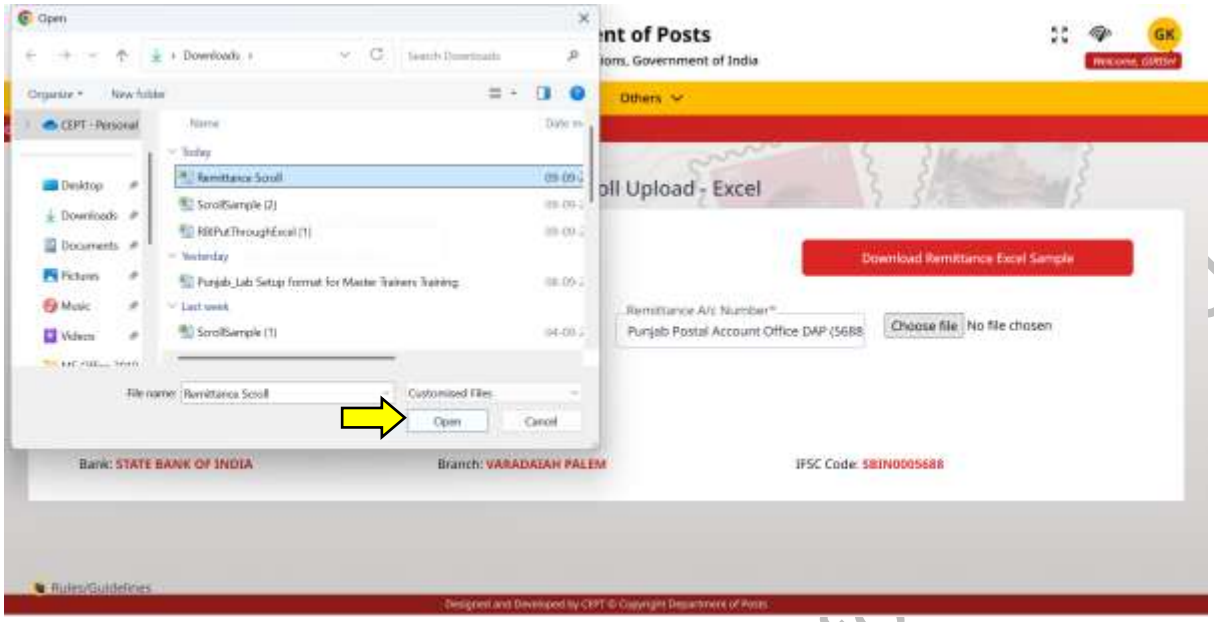
Upon selecting the SBI radio button, the application provides a template for entering the scroll data, which can then be uploaded.

Please Note: If 'Others' radio-button is selected, the application provides a different template for entering the Non-SBI Banks scroll data, which can then be uploaded too.



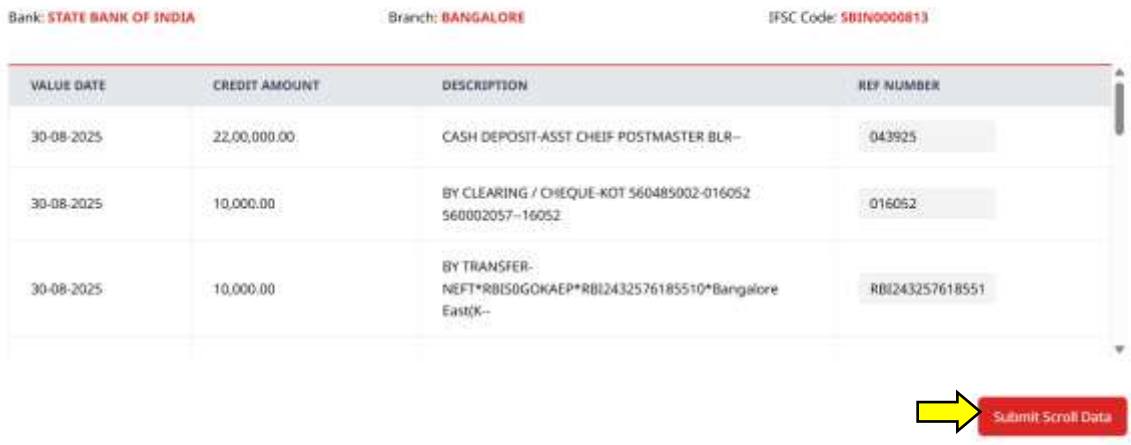
Select the 'Scroll date', 'Scroll Number' and Select the 'Remittance A/c Number'.

Click 'Choose File' button.



Select the file or Bank Scroll.

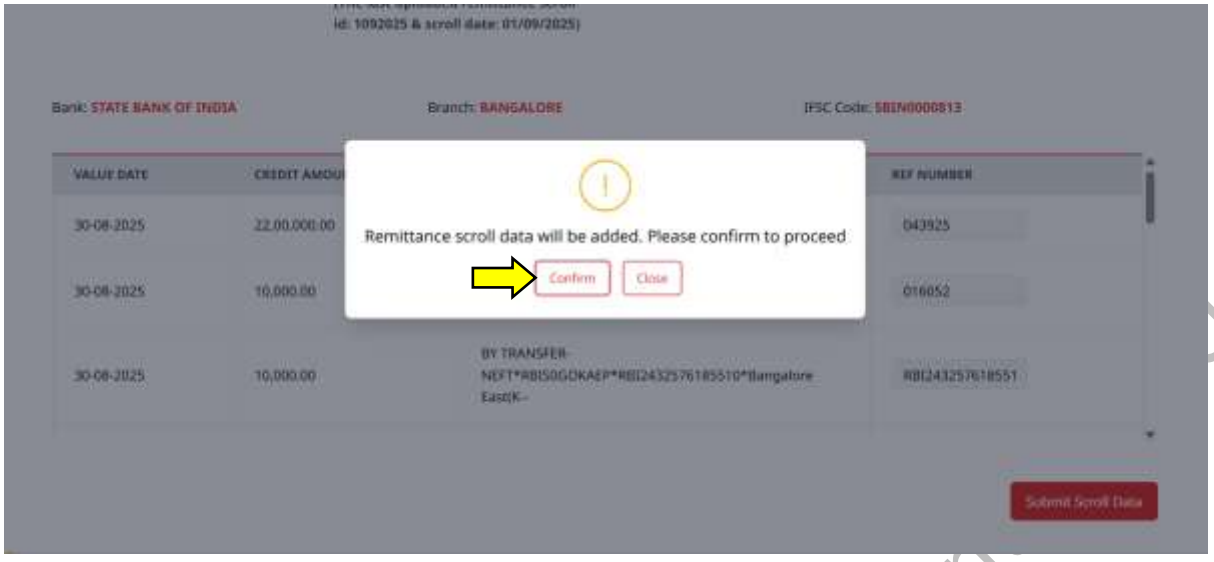
Note: The data in the Bank Scroll must follow the format of the sample template.



Upon selecting the Bank Scroll, the application populates the Bank Scroll data as shown above.

Click 'Submit Scroll Data' button to proceed further.

CEPT Open for Use



The application once again asks for the confirmation.

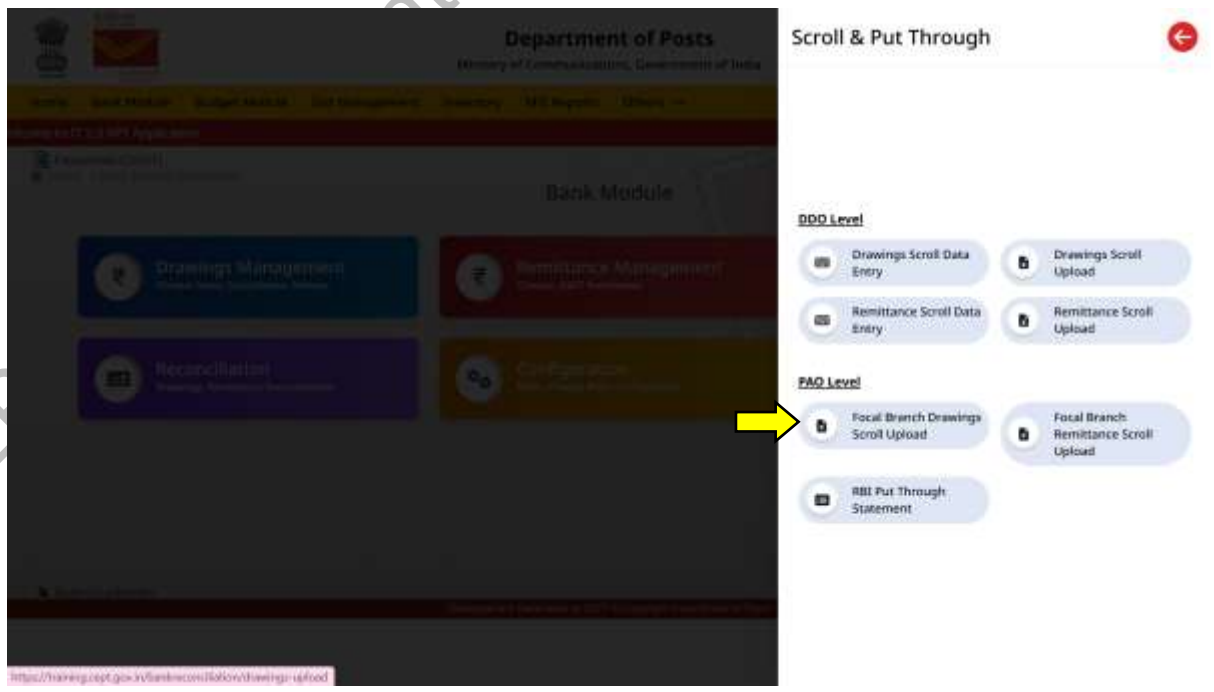
Click 'Confirm' button.



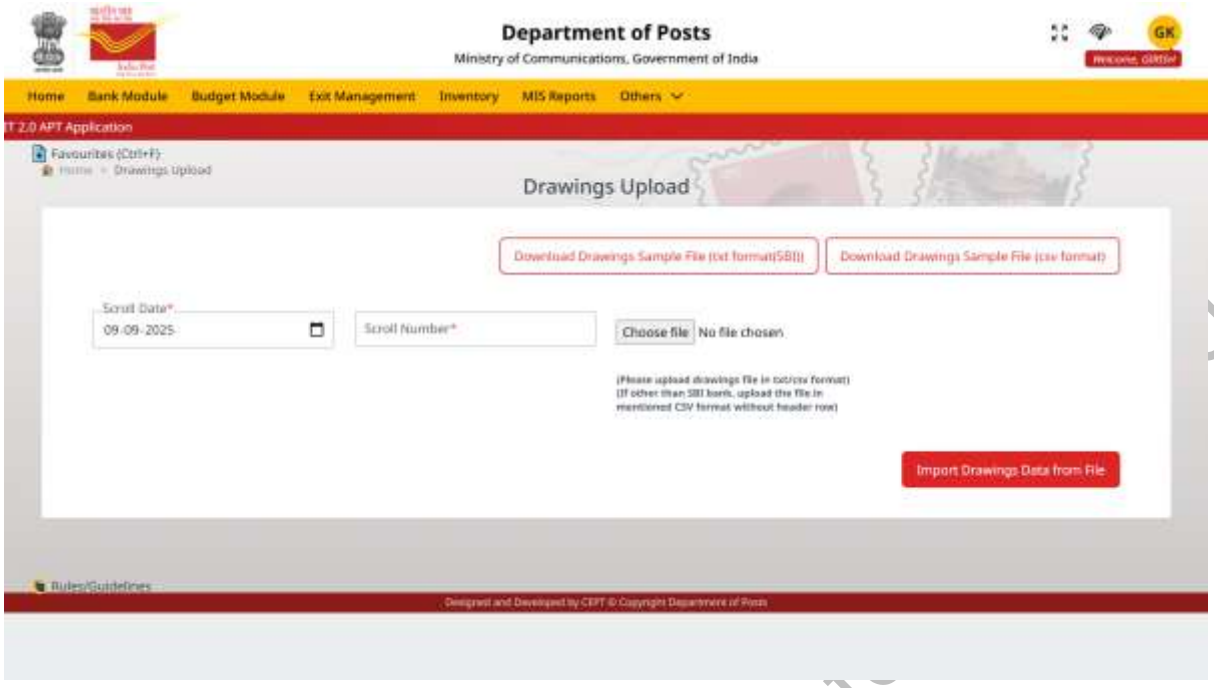
Upon clicking the 'Confirm' button, application displays the message as 'Scroll data submitted successfully'.

5.3.5 Focal Branch Drawings Scroll Upload

The designated nodal bank, referred to as the Focal Branch (either SBI or a non-SBI bank), will send the Drawings Scrolls to the respective PAO. The PAO user can then upload the Drawings Scroll using the Focal Branch Drawings Scroll Upload option.



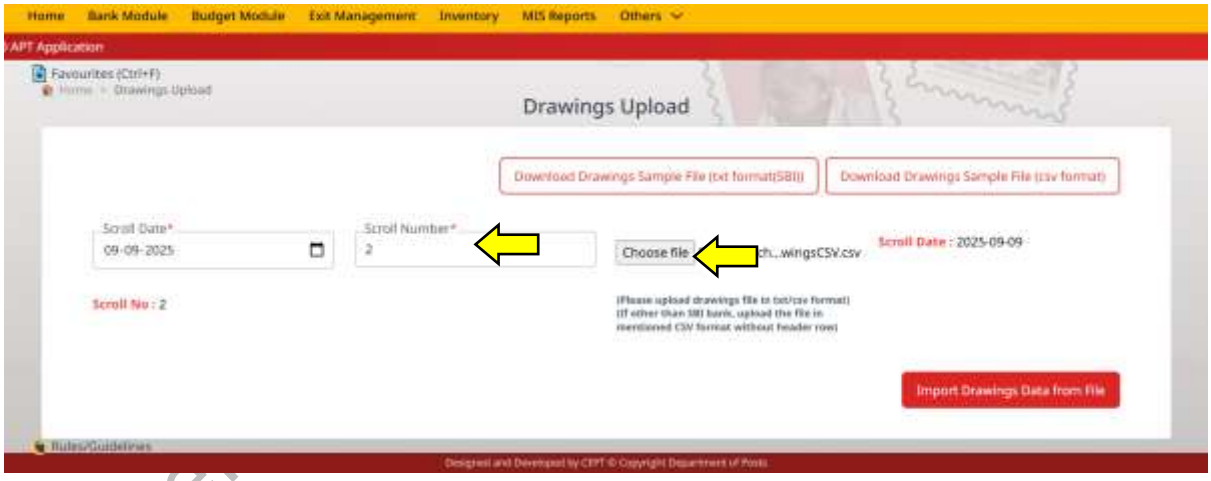
Click 'Focal Branch Drawings Scroll Upload' Option.



The user can upload the Drawings scroll in Txt format and also in CSV format.

Please Note: Upload drawings file in txt/csv format

(If other than SBI bank, upload the file in mentioned CSV format without header row)

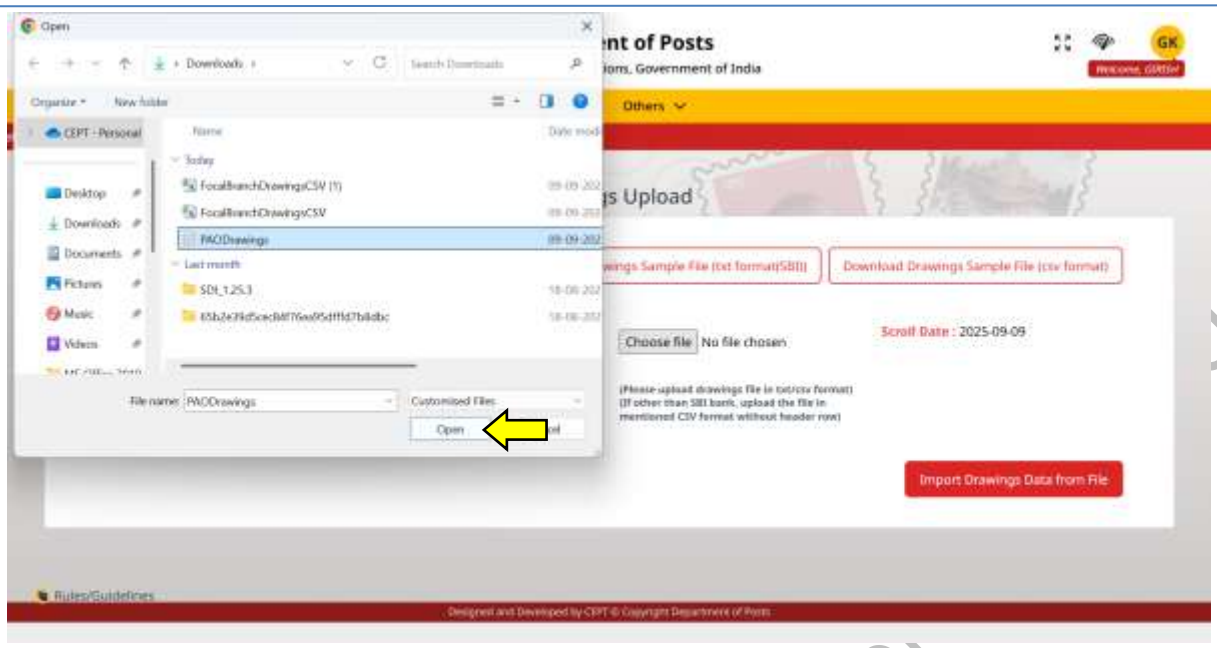


Select the 'Scroll Date'.

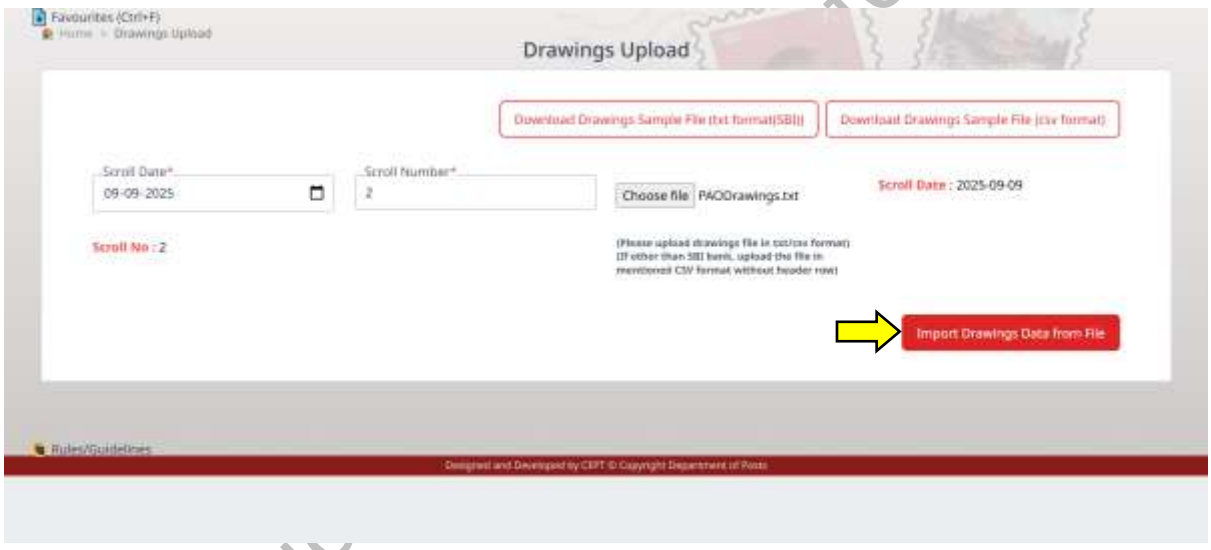
Enter the Scroll Number.

Click on 'Choose file' for selecting the proper CSV or Txt file.

CEPT Open Only for Use



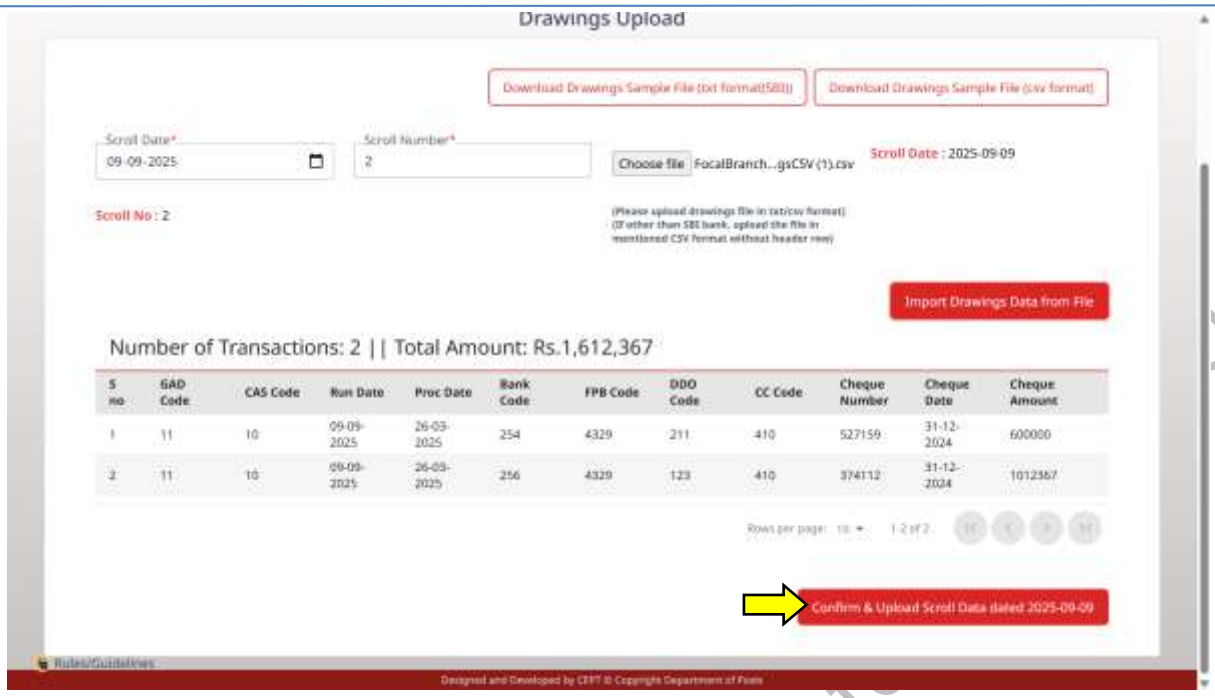
Click 'Open'.



Click 'Import Drawings Data from file'.

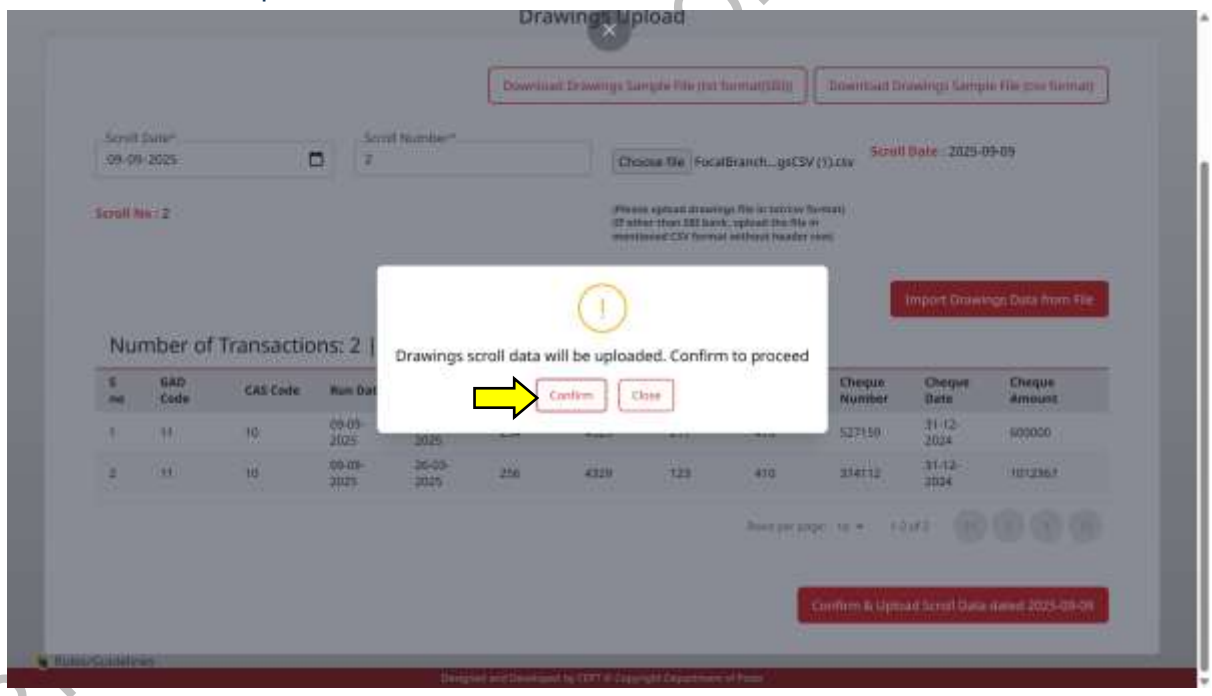
Please Note: The 'Scroll Date' in the above screen should be same as 'Run Date' in the scroll received.

CEPT Operational Use for



The data from the selected template will be displayed in the application for cross-verification.

Click ‘Confirm & Upload Scroll Data dated’ button.



The application once again asks for the confirmation.

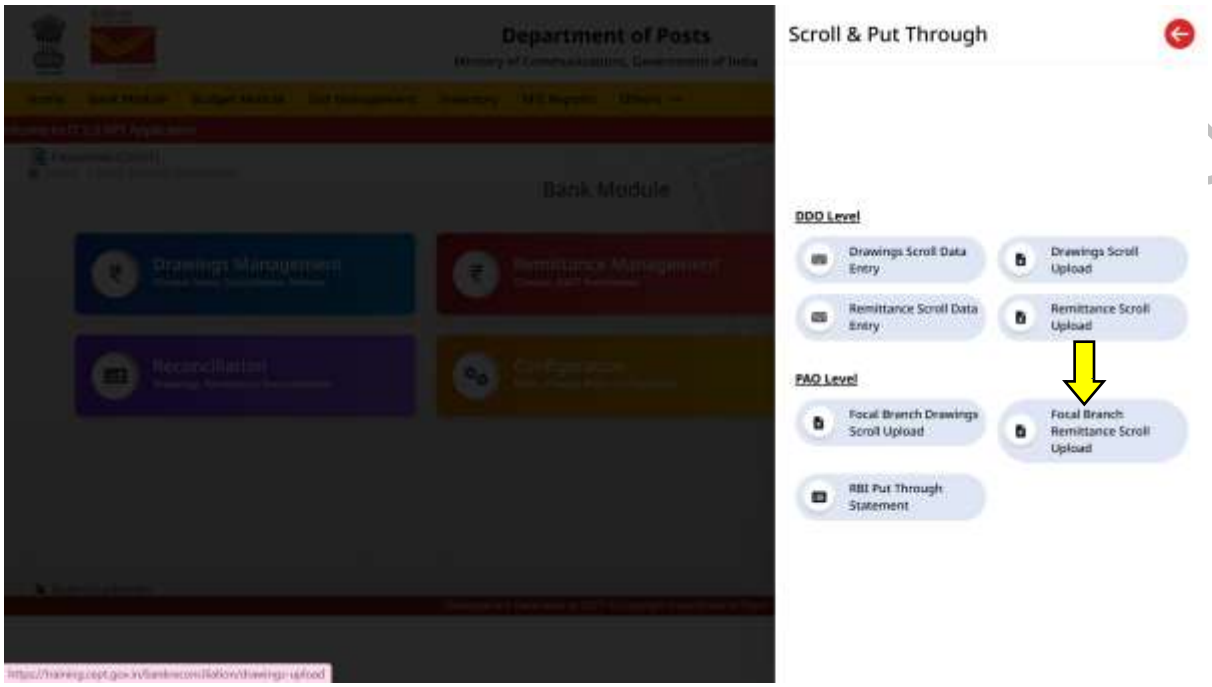
Click ‘Confirm’ button.



Upon clicking the ‘Confirm’ button, the ‘Drawings data uploaded’ successfully message will be uploaded.

5.3.6 Focal Branch Remittance Scroll Upload

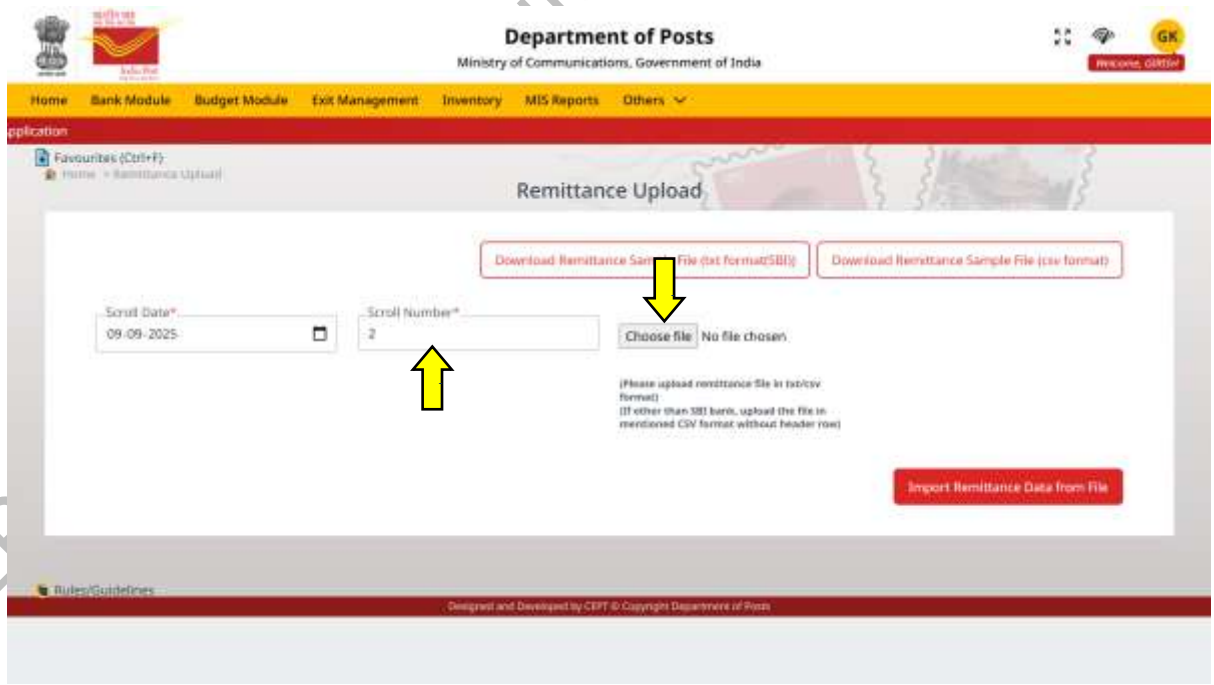
The designated nodal bank, referred to as the Focal Branch (either SBI or a non-SBI bank), will send the Remittance Scrolls to the respective PAO. The PAO user can then upload the Remittance Scroll using the Focal Branch Remittance Scroll Upload option.



Click on 'Focal Branch Remittance Scroll Upload' option.

Please upload remittance file in txt/csv format)

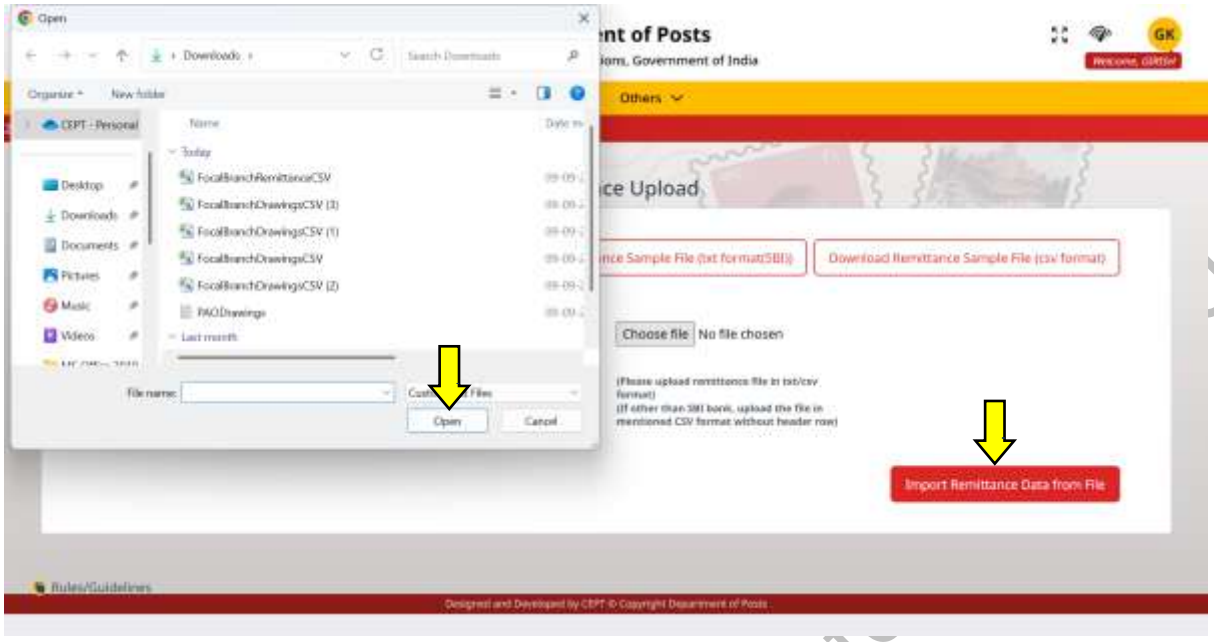
(If other than SBI bank, upload the file in mentioned CSV format without header row



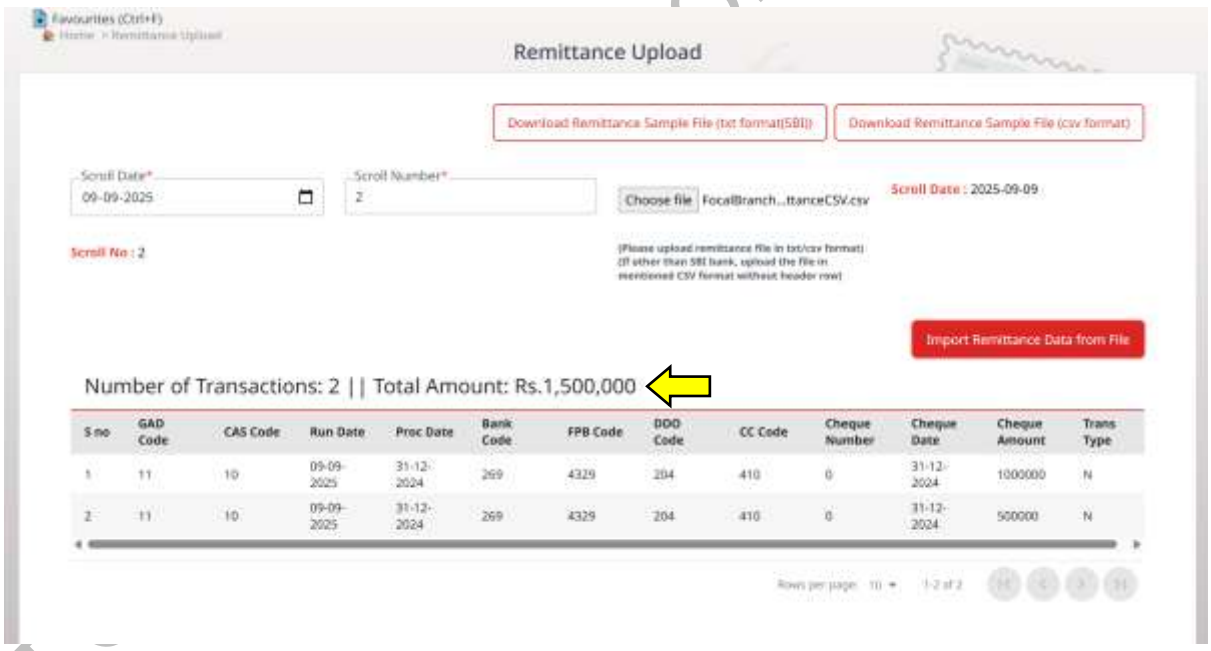
Select the 'Scroll Date'.

Enter the 'Scroll Number'

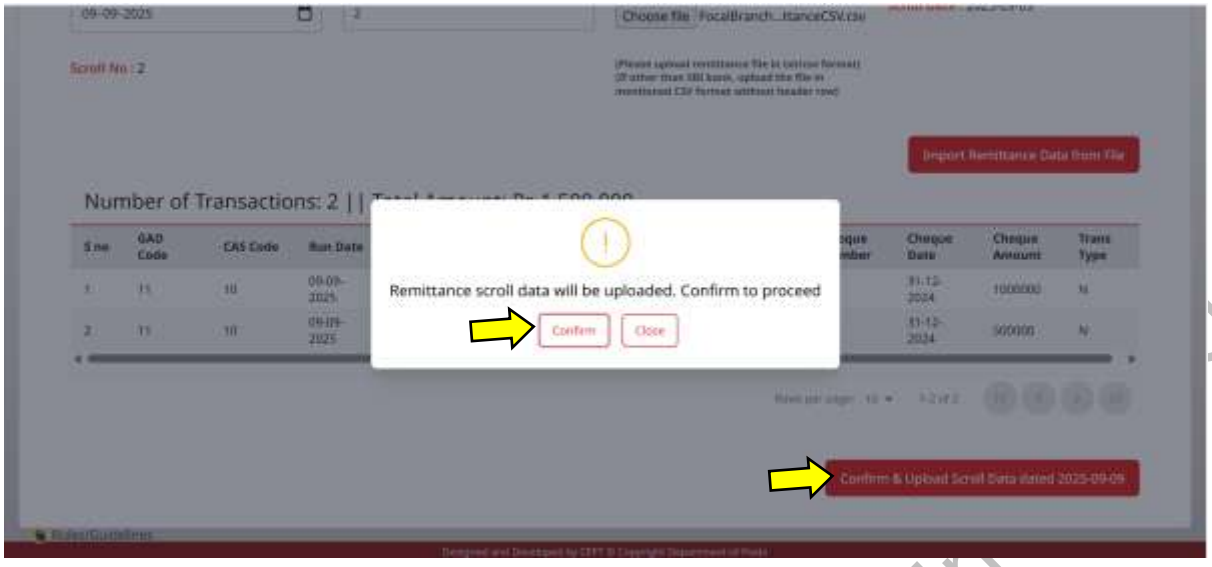
Click 'Choose File' button to select and upload the file.



Select the 'Remittance Scroll' and Click 'Open'.
Click 'Import Remittance Data from File' button.



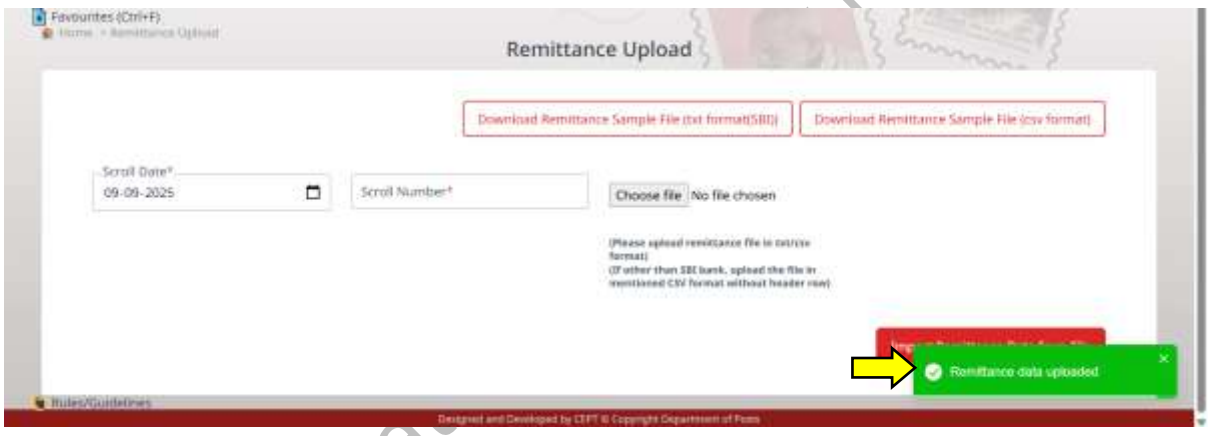
The data from the selected template will be displayed in the application for cross-verification.



Click ‘Confirm & Upload Scroll Data dated’ button.

The application once again asks for the confirmation.

Click ‘Confirm’ button.



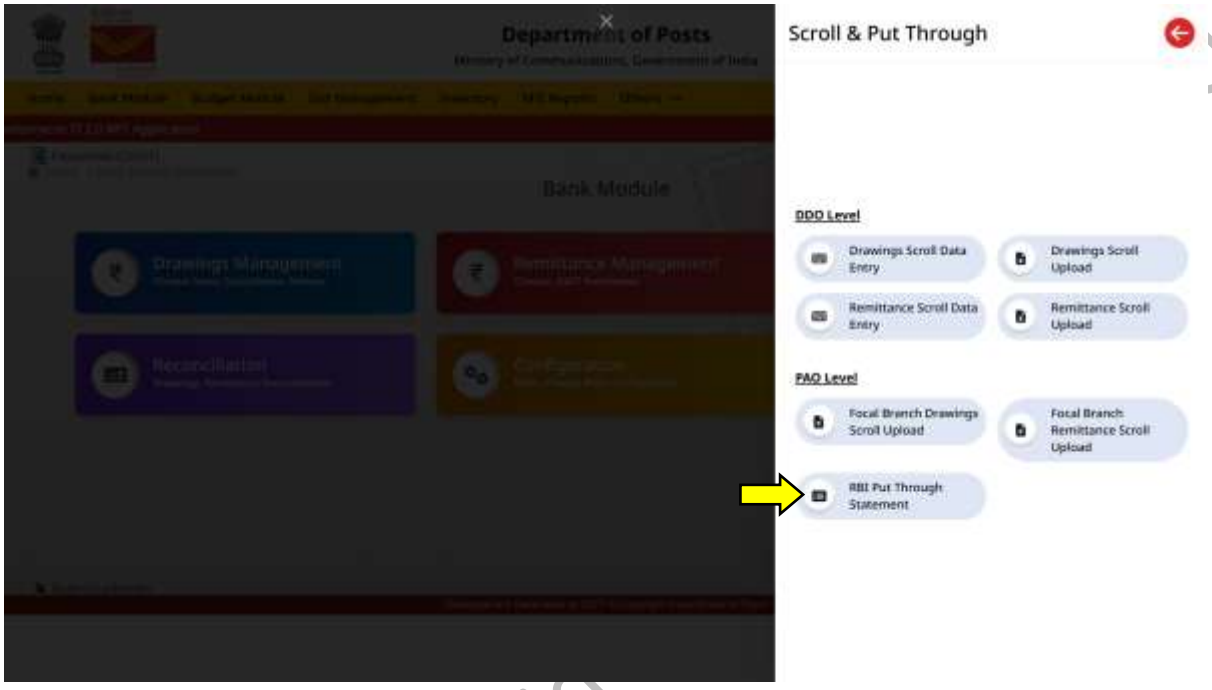
Upon clicking the ‘Confirm’ button, application displays the message as ‘Remittance data submitted successfully’.

CEPT Operational Guide for Internal Use

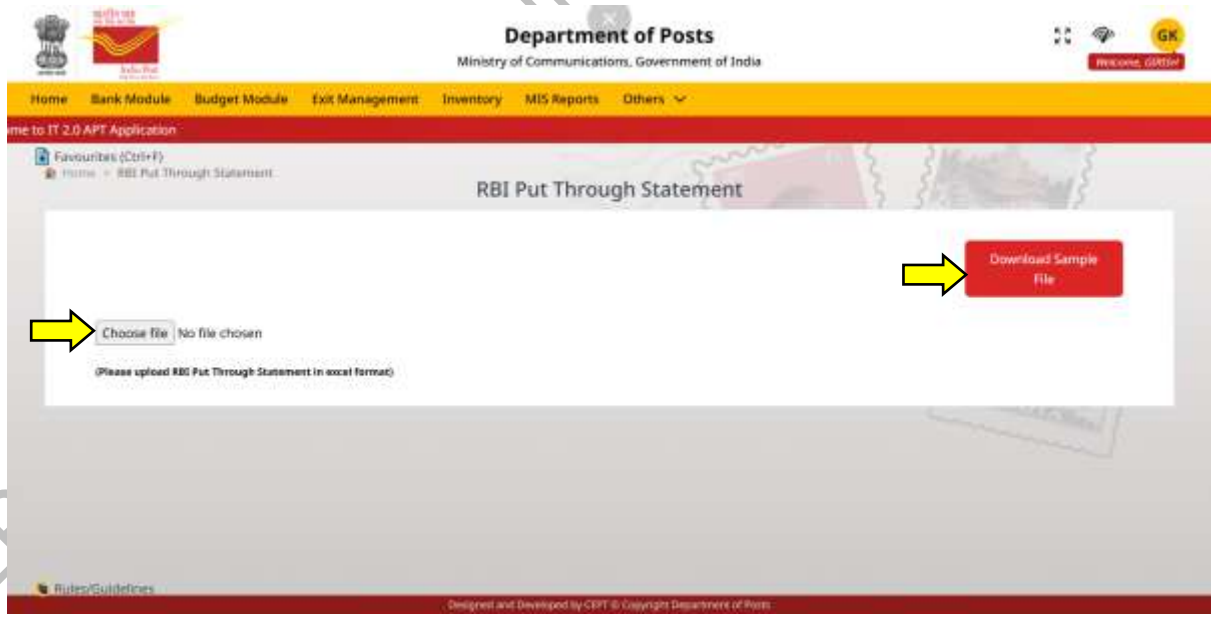
5.3.7 RBI Put through Statement

The Central Accounts Section of the Reserve Bank of India at Nagpur will send monthly statement of total Receipts and payments for each branch of the Bank under the jurisdiction of that PAO for the transaction month during the last week of succeeding month.

This statement can further be uploaded using the Option 'RBI Put through Statement'.



Select the 'RBI Put through Statement' option.

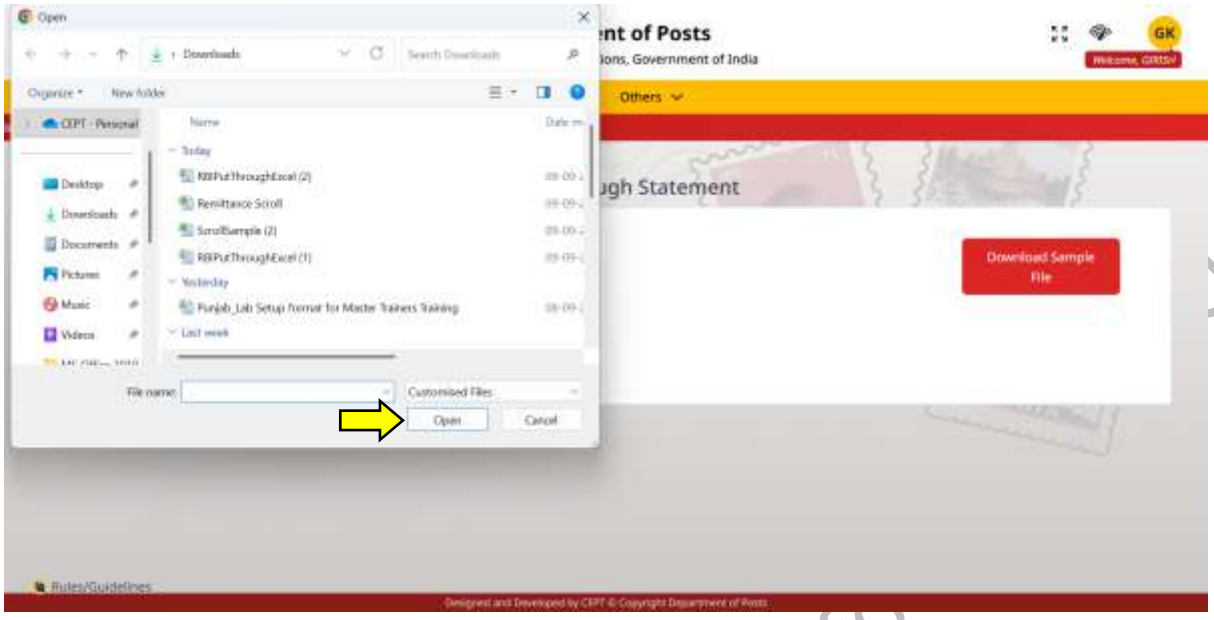


A sample template is available for ready reference within the application.

Users can access it by clicking the 'Download Sample File' button.

Click on 'Choose file'.

Please Note:- RBI Put Through Statement should be uploaded in excel format only.



Click 'Open'.



Upon clicking the 'Open' button, The Data available in the Excel or template will be populated in the application.



Verify the data and click on 'Confirm & Upload Put through Statement' button.



Upon clicking on 'Confirm & Upload Put through Statement' button, application displays the warning message along with 'Confirm' and 'Close' button.



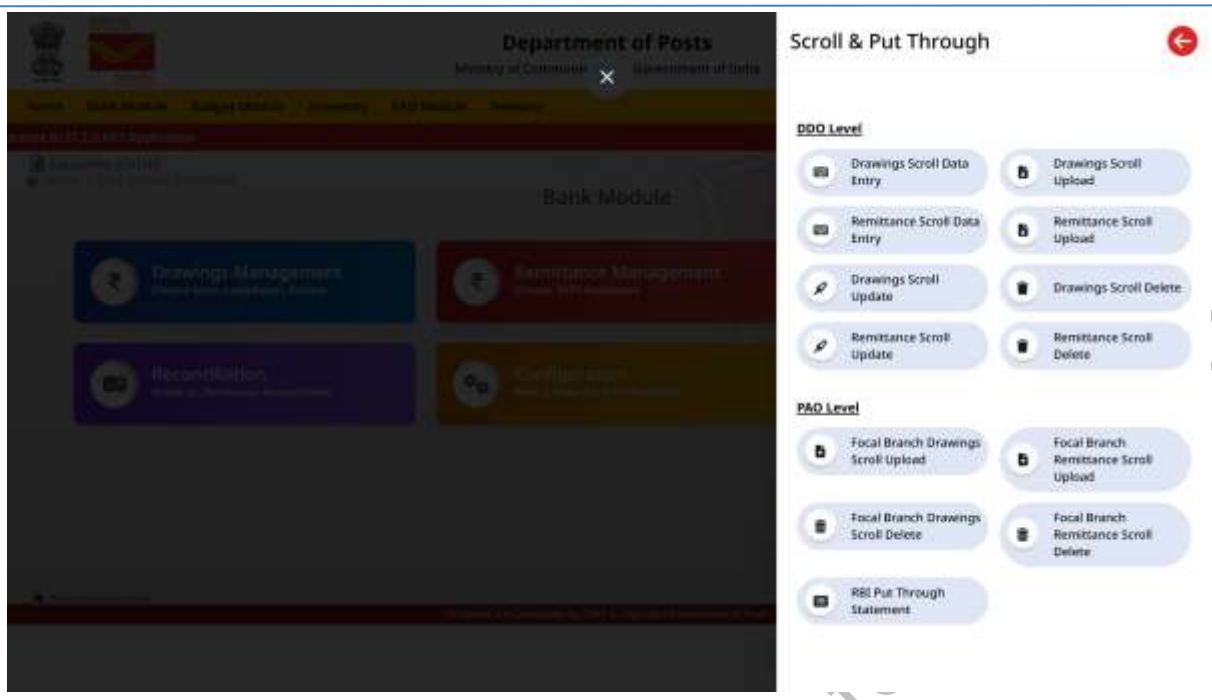
Upon clicking the 'Confirm' button, 'Put through Statement data uploaded' successfully message will be displayed.

5.4 Scroll & Put Through-Supervisor

The options available in section 5.3 are also accessible to the Supervisor, along with some additional options such as:

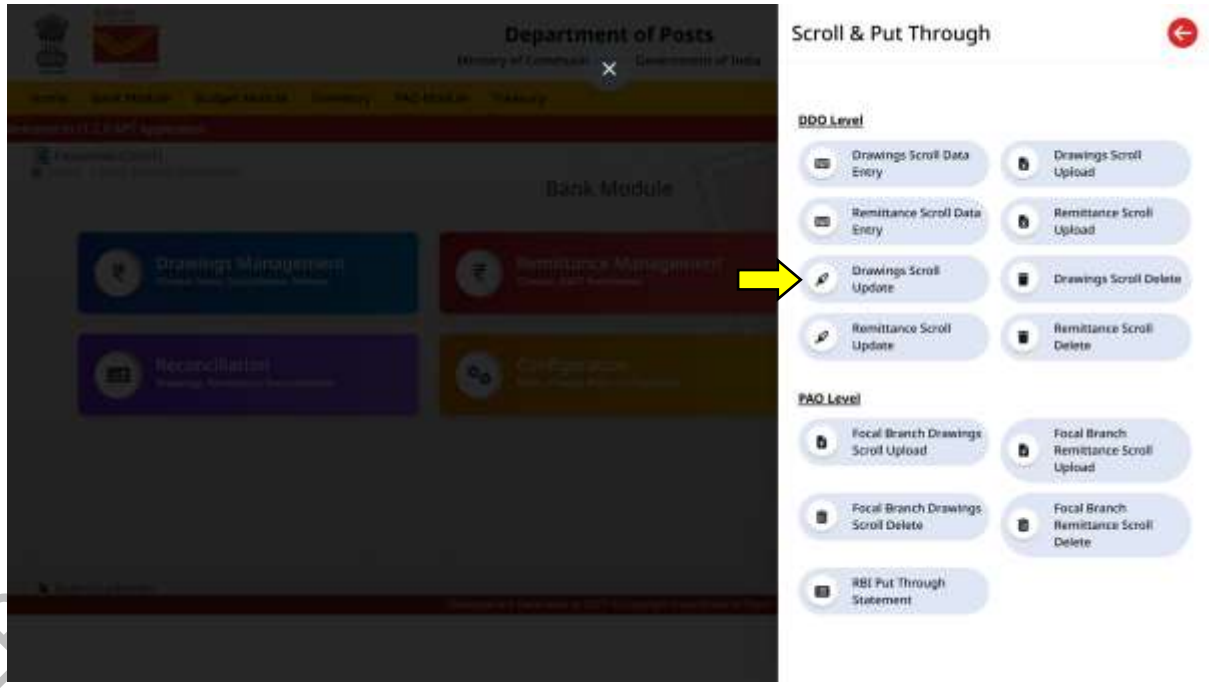
- Drawings Scroll Update
- Drawings Scroll Delete
- Remittance Scroll Update
- Remittance Scroll Delete
- Focal Branch Drawings Scroll Delete
- Focal Branch Remittance Scroll Delete

CEPT Operational Guide - Only for Internal Use

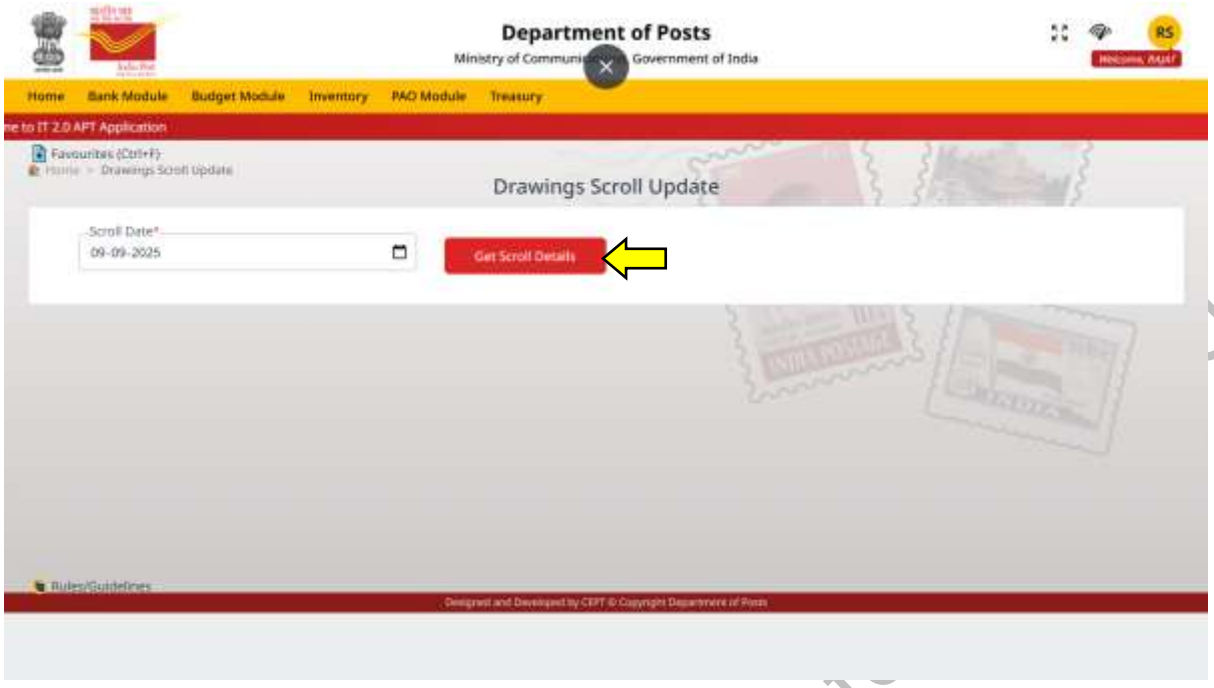


5.4.1 Drawings Scroll Update

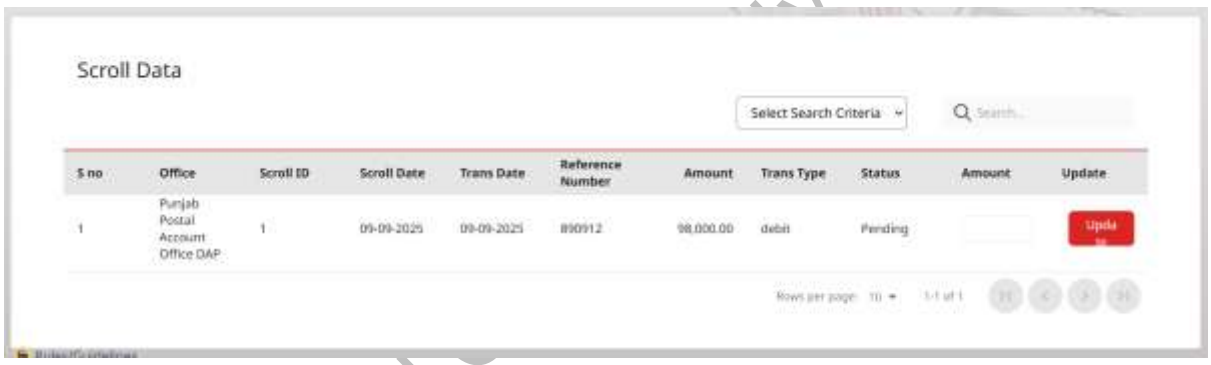
The Drawings Scroll Update option is used to update the amount against a reference number or cheque number within a Scroll.



Click ‘Drawings Scroll Update’ option.



Select the 'Scroll Date' and Click 'Get Scroll Details' button.



Upon clicking the 'Get Scroll Details' button, the Scrolls uploaded or entered for the selected date will be displayed, enabling the user to update the amount against the reference number or cheque number.



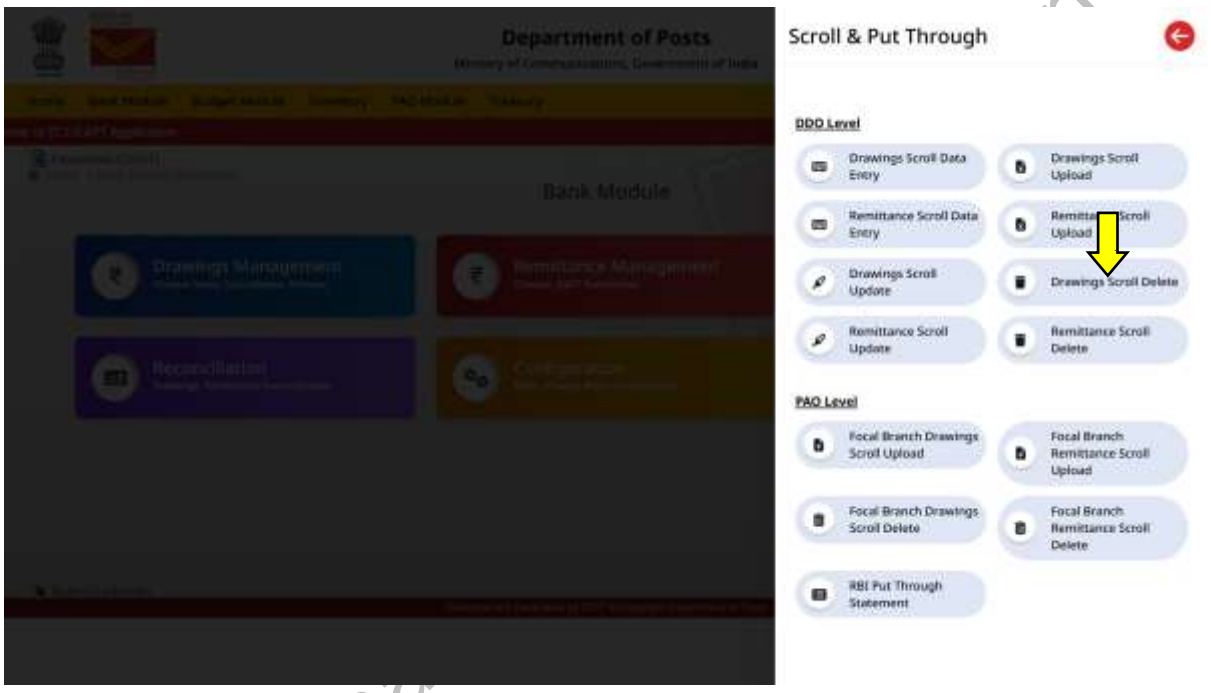
Enter the amount which needs to be updated.
Click on 'Update' button.



Upon clicking the 'Update' button, the 'Scroll Data updated successfully' message will be displayed.

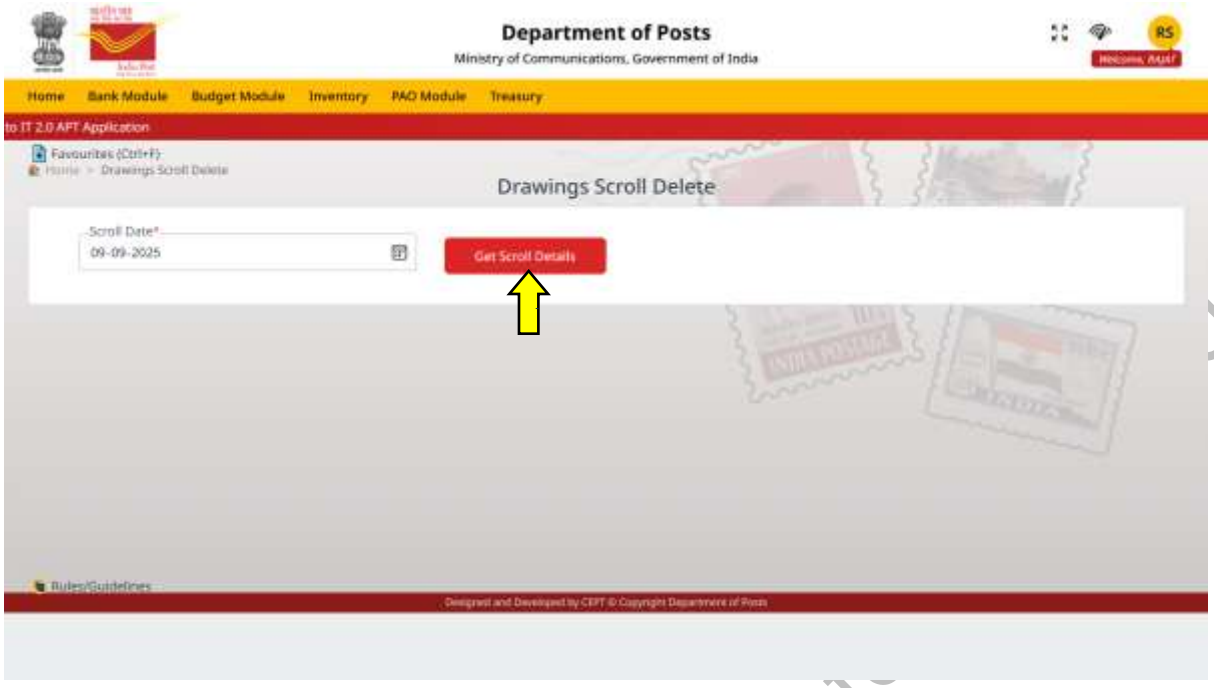
5.4.2 Drawings Scroll Delete

The 'Drawings Scroll Delete' option is provided to delete the uploaded or entered Scroll.



Click 'Drawing Scroll Delete' option.

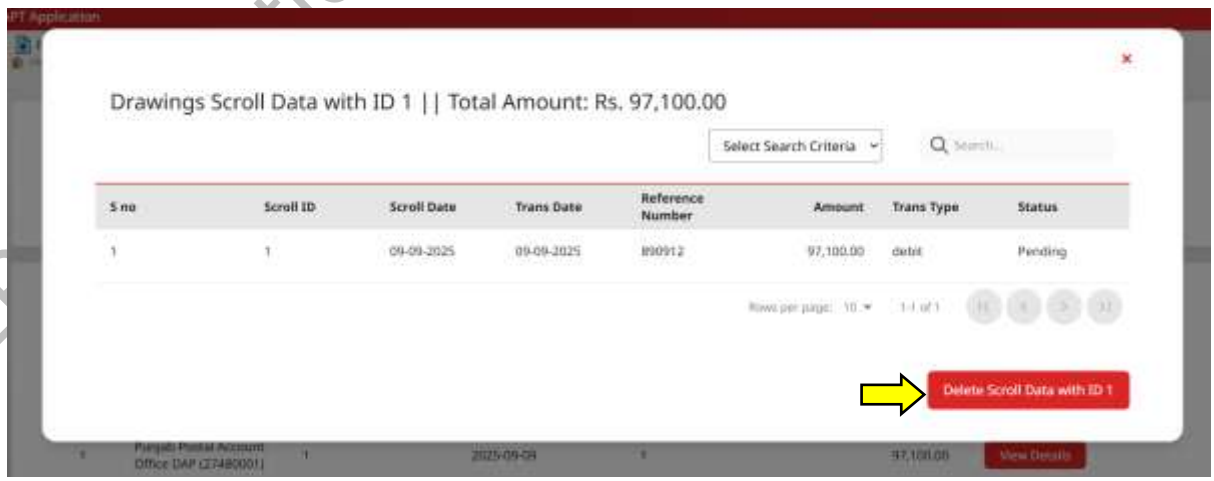
CEPT Operational Use



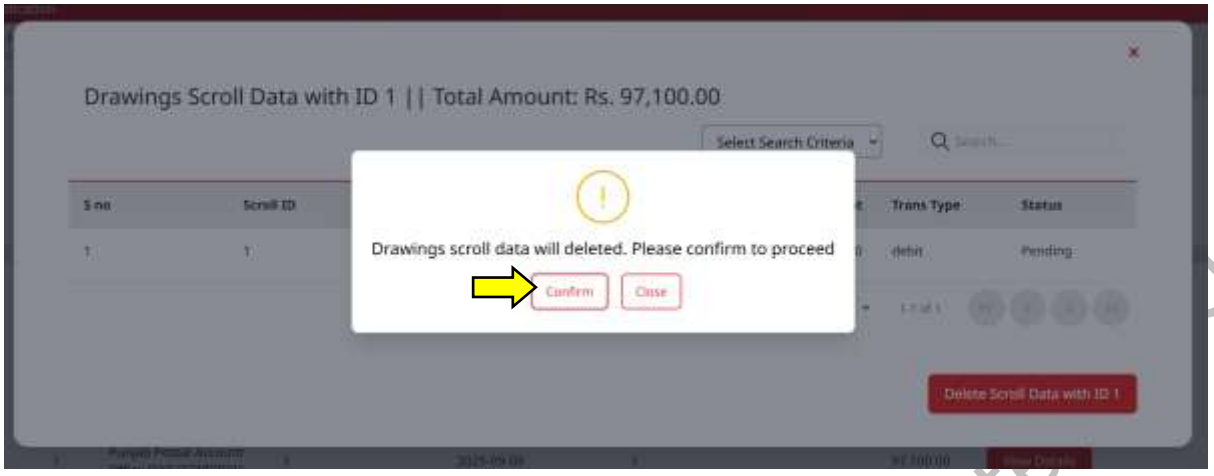
Select the 'Scroll Date' and Click on 'Get Scroll Details' button.



Upon clicking the 'Get Scroll Details' button, application displays the 'Scroll Details'.
Click on 'View Details' button.



Upon clicking the 'View Details' button, the application displays the Scroll Details sa shown above.
Click 'Delete Scroll Data' button to delete the Scroll.



Upon clicking the 'Delete Scroll Data' button, application once again asks for the confirmation.

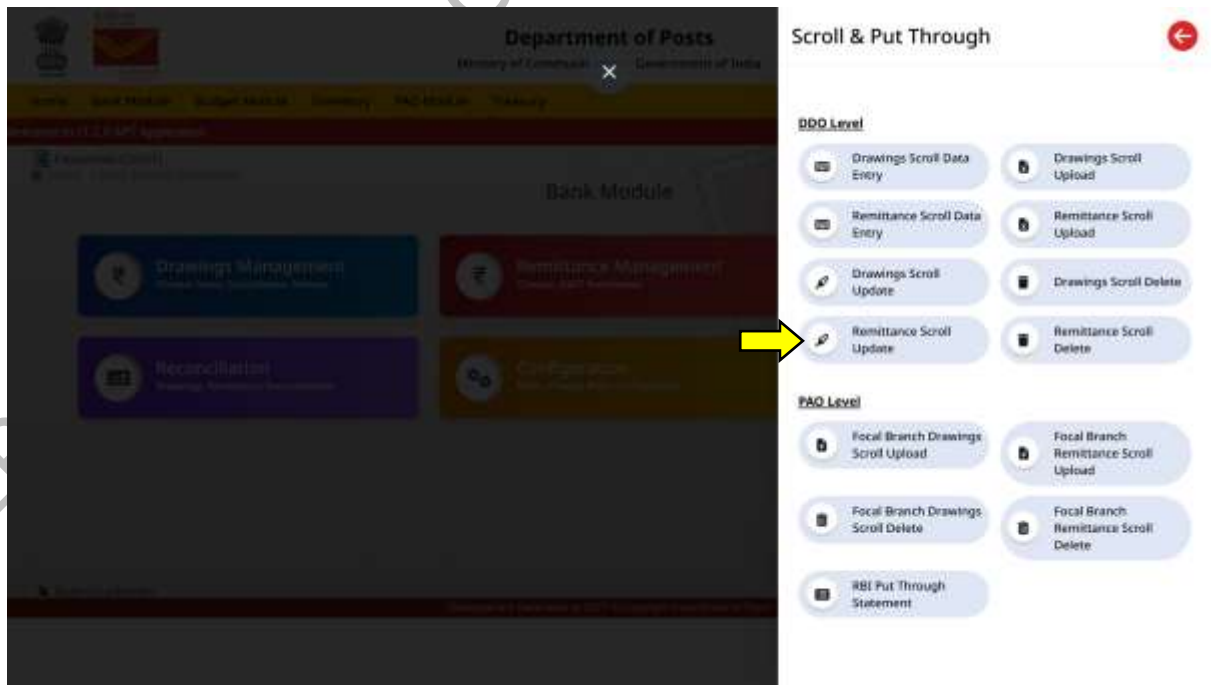
Click on 'Confirm' button



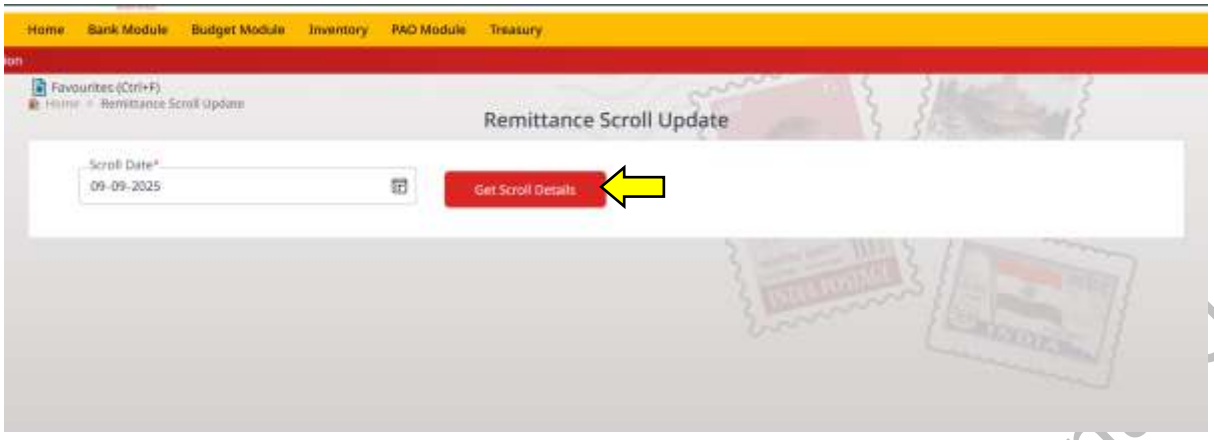
Upon clicking the 'Confirm' button, the 'Drawings Scroll Data will be deleted'.

5.4.3 Remittance Scroll Update

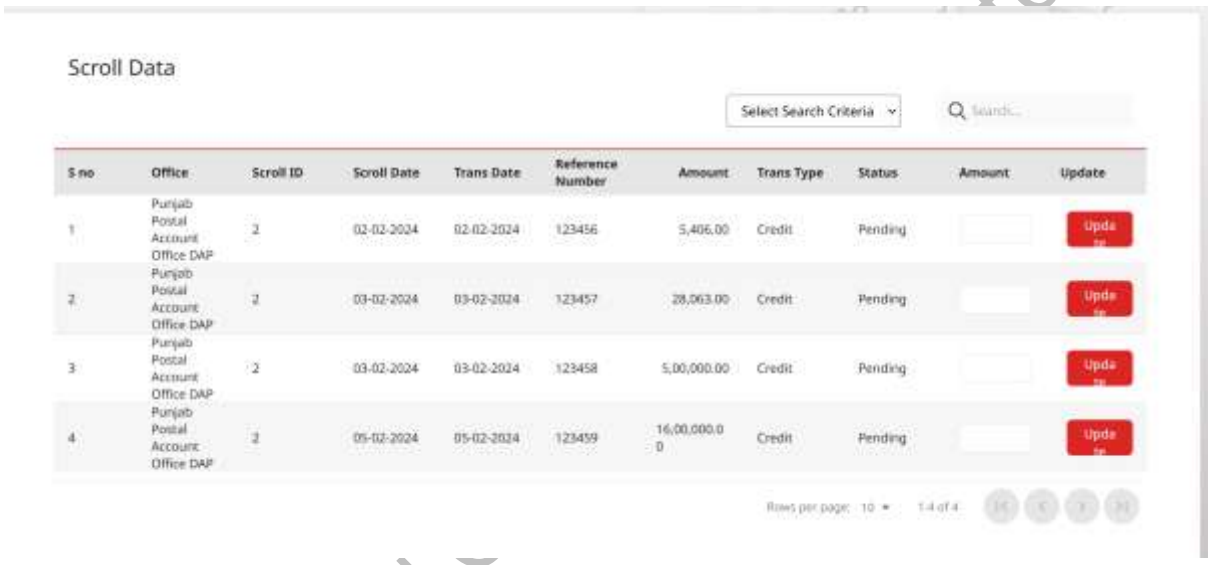
The Remittance Scroll Update option is used to update the amount against a reference number or Cheque number or UTR Number within a Scroll.



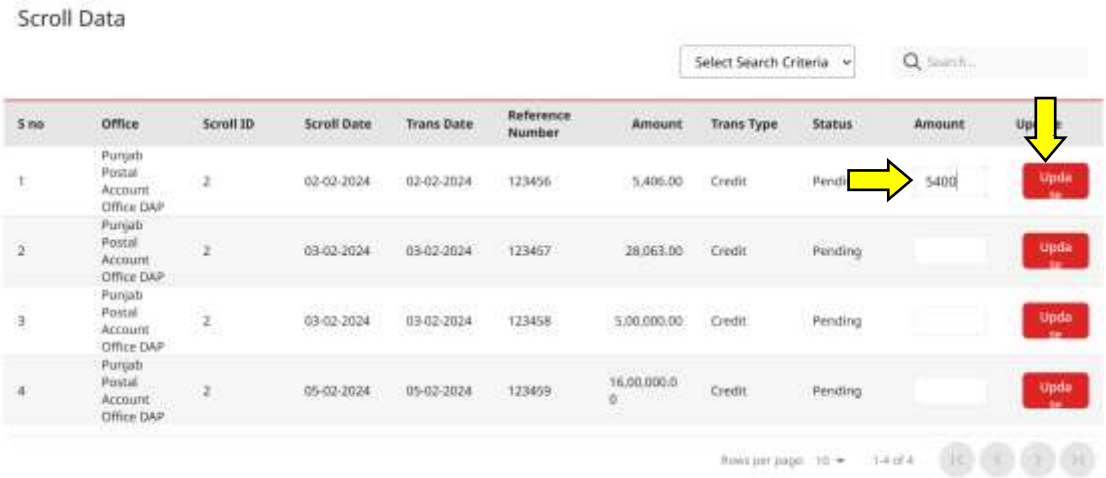
Click on 'Remittance Scroll Update' option.



Select the 'Scroll Date' and Click 'Get Scroll Details' button.



Upon clicking the 'Get Scroll Details' button, the application displays the Scroll Data where the user can update the Amount.



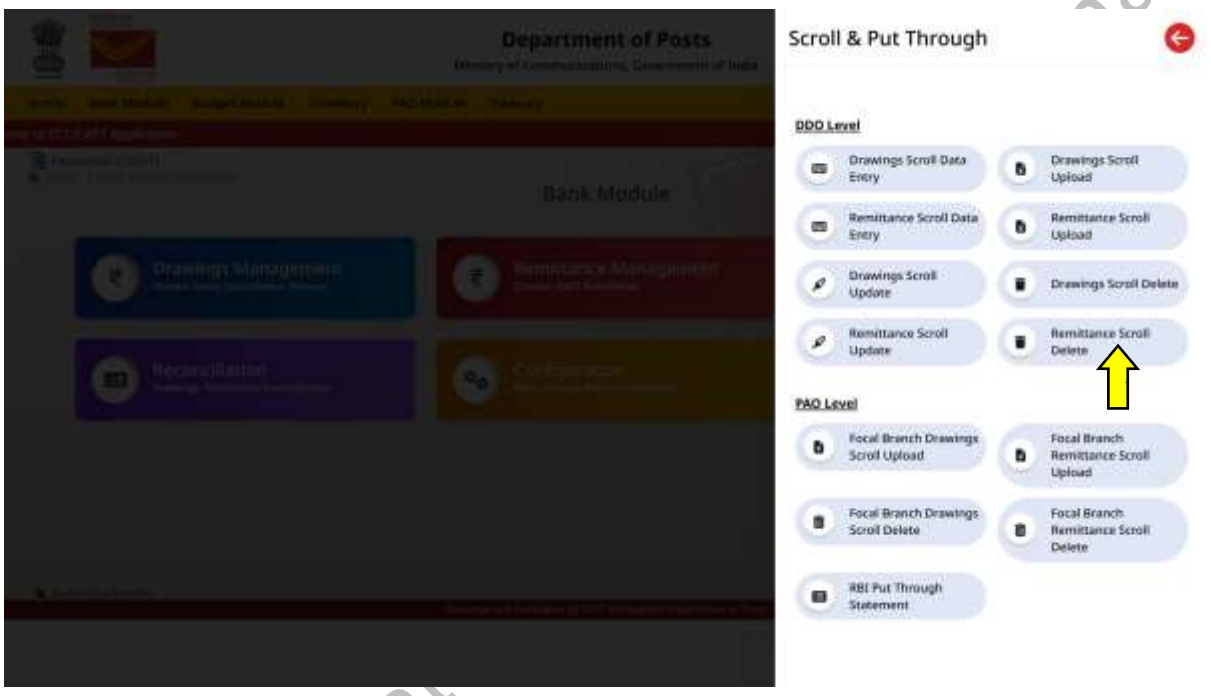
Enter the 'Amount' and Click on 'Update' button.



Upon clicking the 'Update' button, the 'Scroll Data will get updated successfully'.

5.4.4 Remittance Scroll Delete

The 'Remittance Scroll Delete' option is provided to delete the uploaded or entered Scroll.

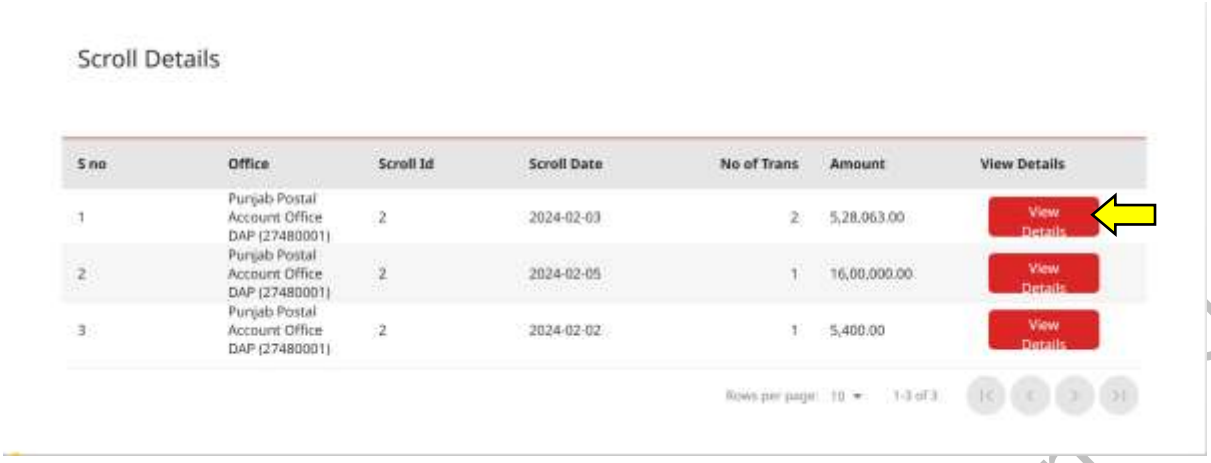


Click 'Remittance Scroll Delete' option.

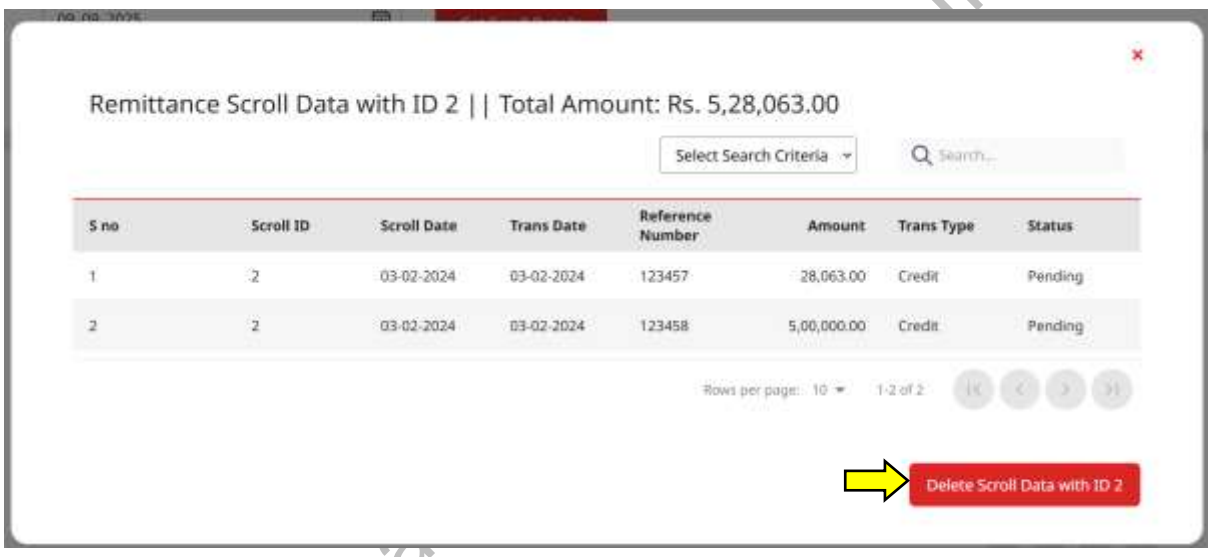


Select 'Scroll Date' and Click 'Get Scroll Details' button.

CEPT Internal Use



Upon clicking the 'Get Scroll Details' button, the application displays the Scroll Details. Click on 'View Details' button.



The application displays the Remittance Scroll data along with its Scroll ID. Click 'Delete Scroll Data' to remove the selected Scroll ID and its details.



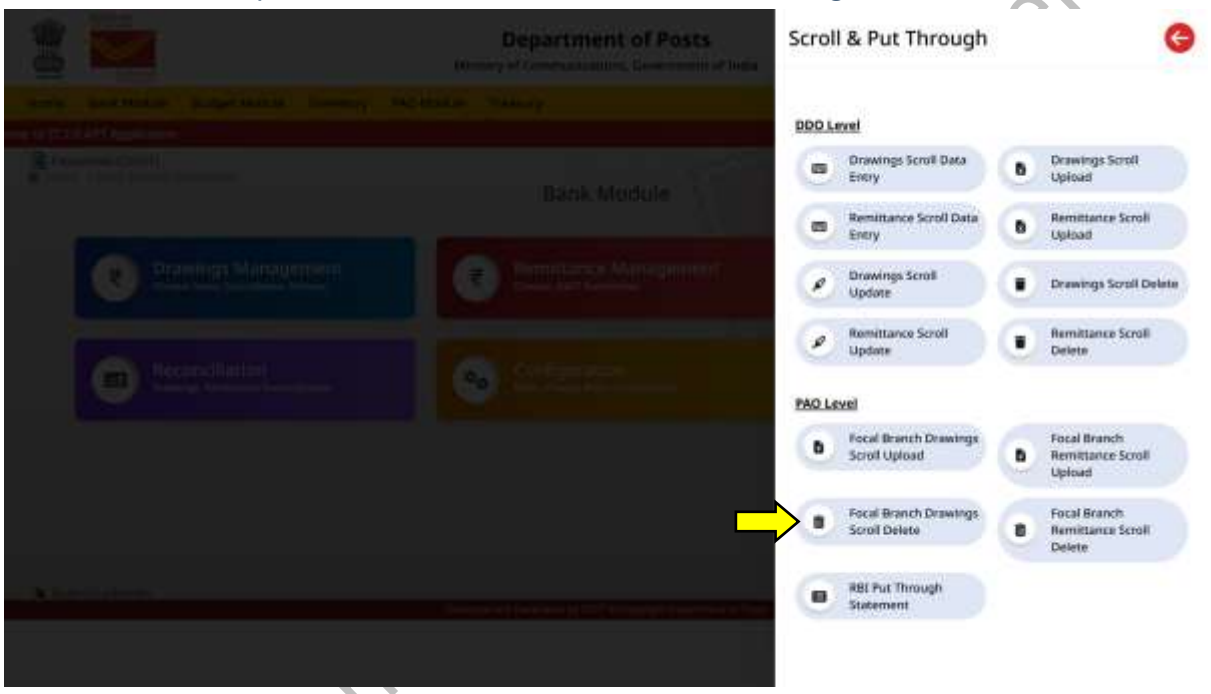
Click 'Confirm' button.



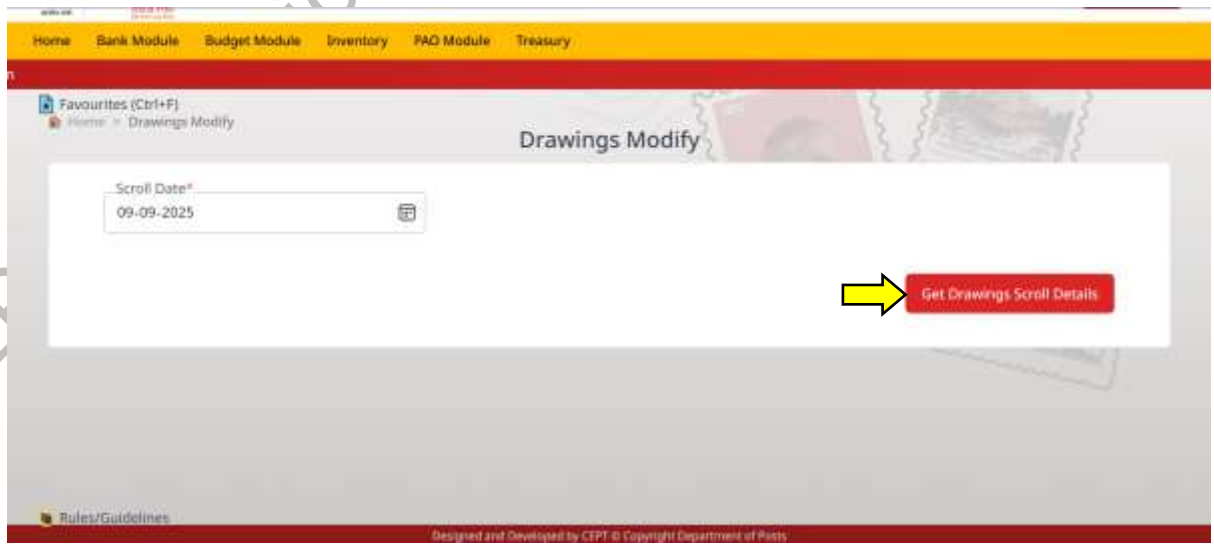
Upon clicking the 'Confirm' button, application displays the message as 'Remittance Scroll Data Deleted'.

5.4.5 Focal Branch Drawings Scroll Delete

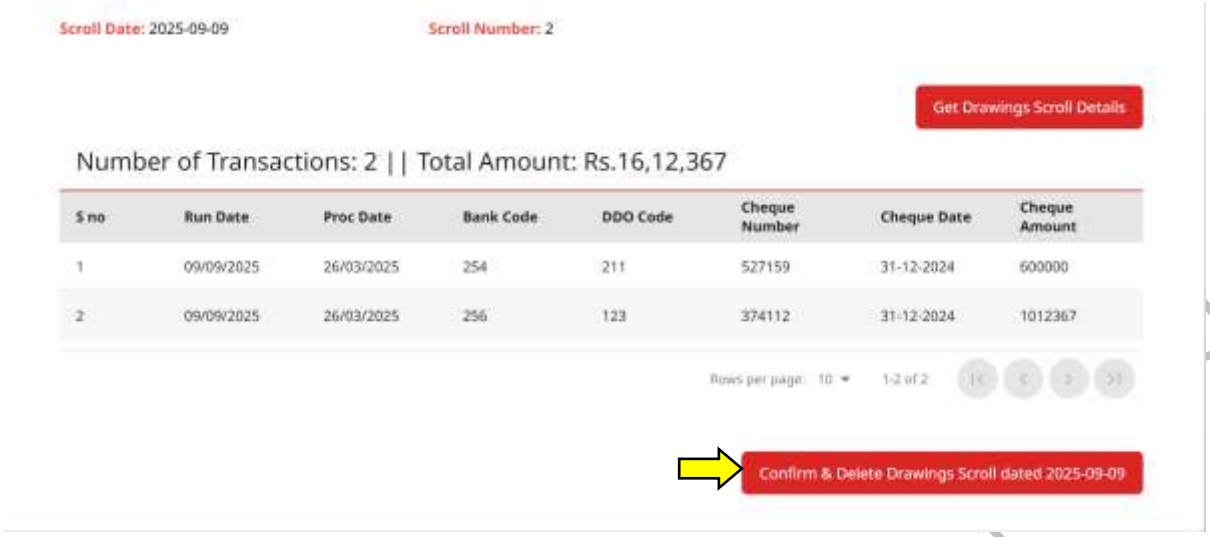
If the user needs to delete the Focal Branch Drawings Scroll for any reason, an option is available at the Supervisor level under 'Focal Branch Drawings Scroll Delete'.



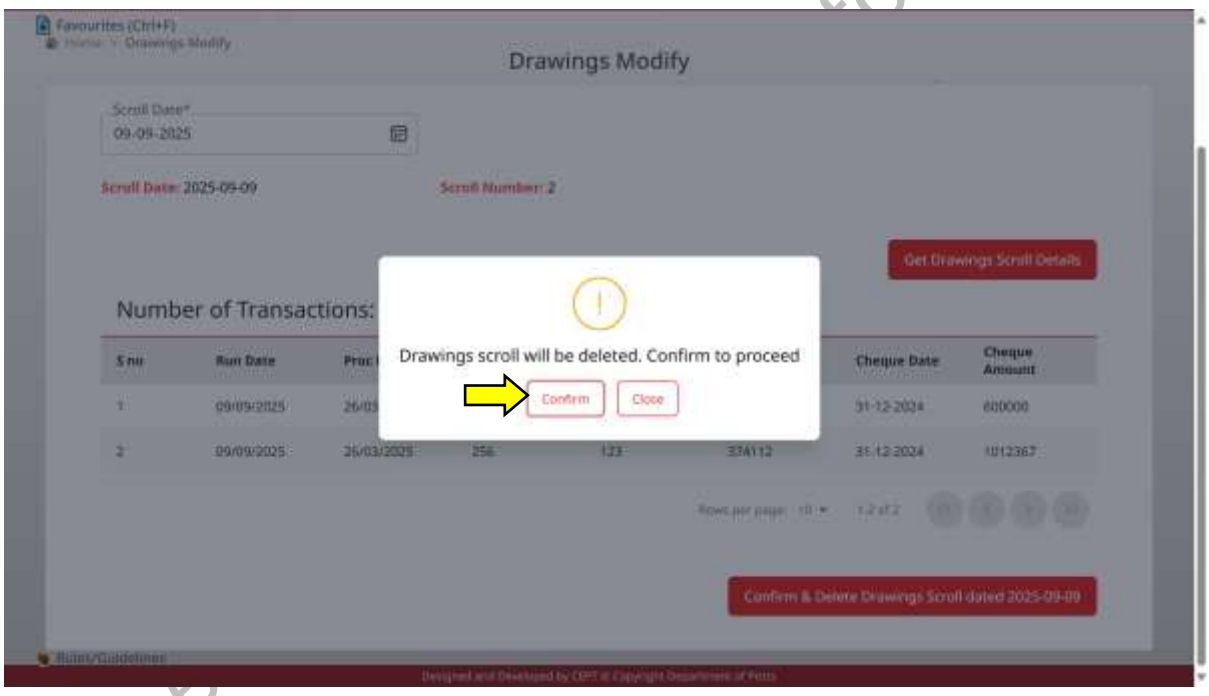
Click 'Focal Branch Drawings Scroll Delete' option.



Select the 'Scroll Date' and Click 'Get Drawings Scroll Details' button.



When the user clicks the 'Get Drawings Scroll Details' button, the application displays the scroll details that were uploaded or entered on the selected date.



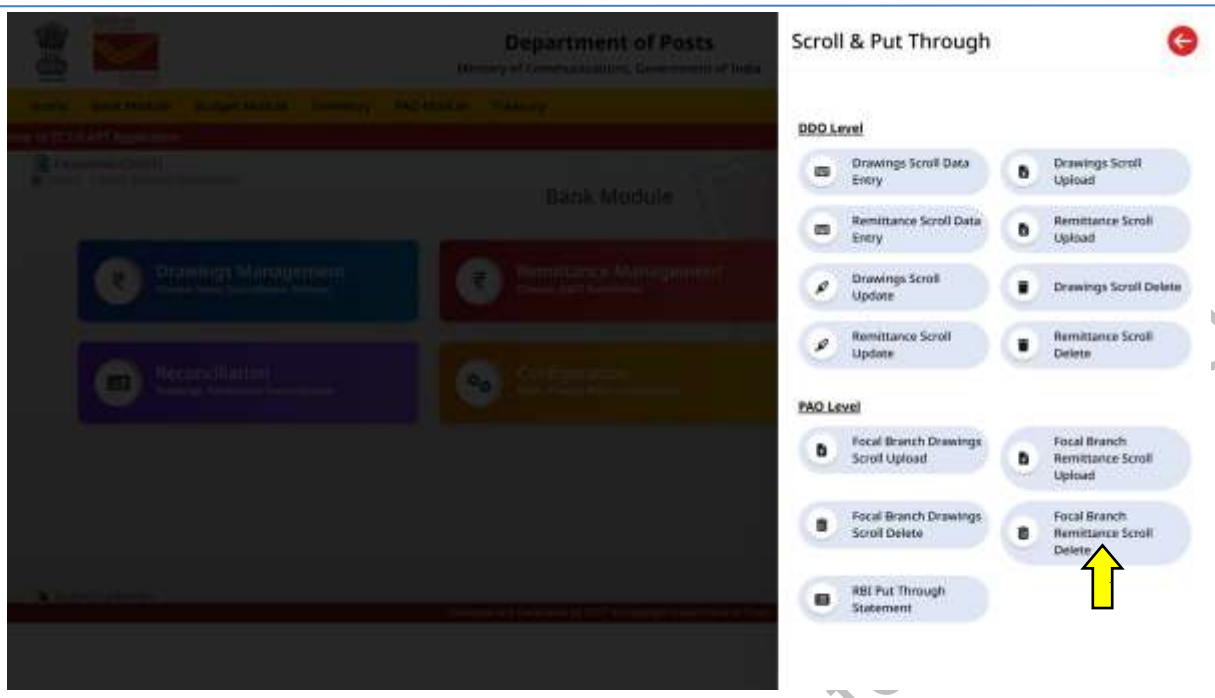
Click 'Confirm' button.



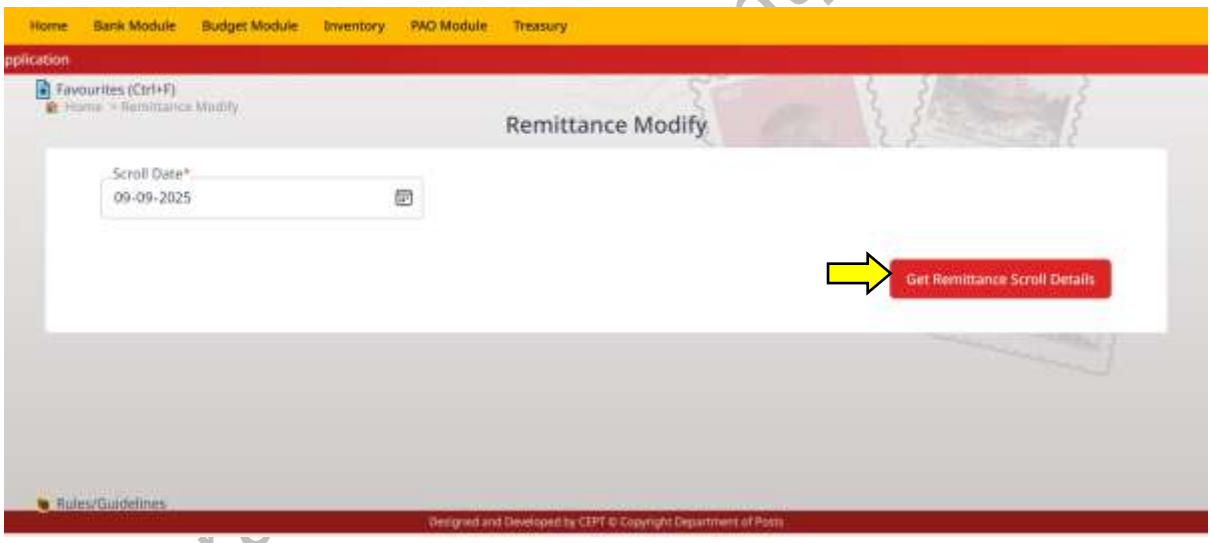
Upon clicking the 'Confirm' button, the Drawings scroll data will be deleted.

5.4.6 Focal Branch Remittance Scroll Delete

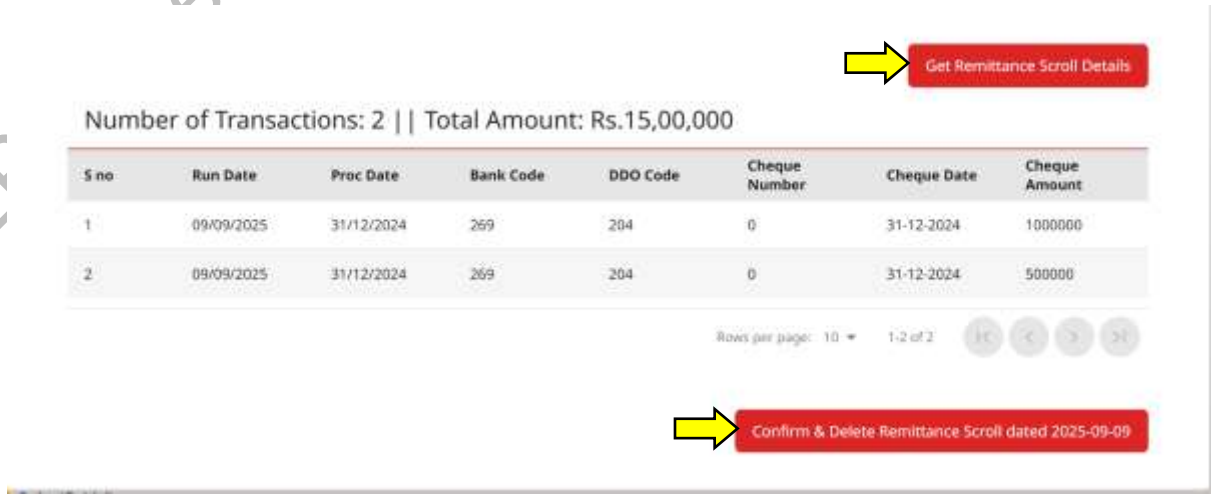
If the user needs to delete the Focal Branch Remittance Scroll for any reason, an option is available at the Supervisor level under 'Focal Branch Remittance Scroll Delete'.



Click 'Focal Branch Remittance Scroll Delete' option.

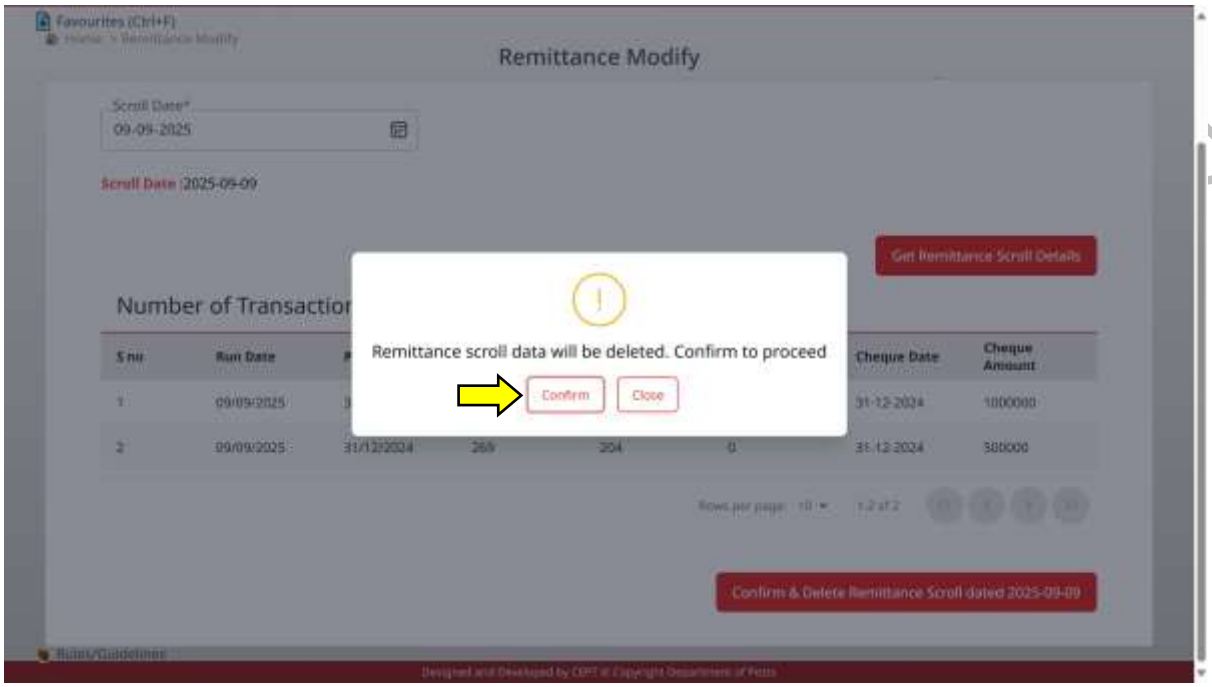


Select the 'Scroll Date' and Click 'Get Remittance Scroll Details' button.

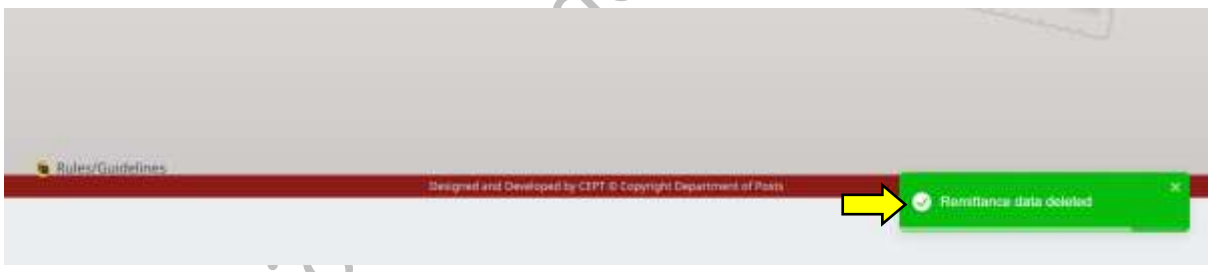


Upon clicking the 'Get Remittance Scroll Details' button, application displays the scroll details.

Click on 'Confirm & Delete Remittance dated' button.



Click on 'Confirm' button.

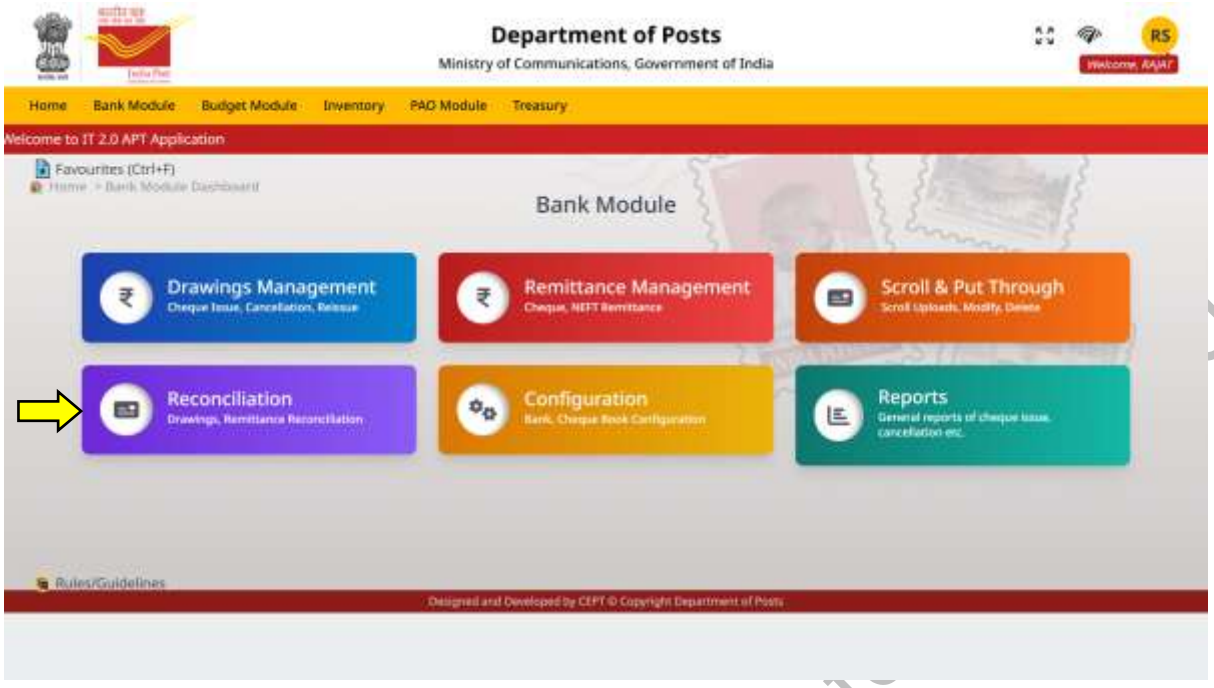


Upon clicking 'Confirm' button, the Remittance data will get deleted.

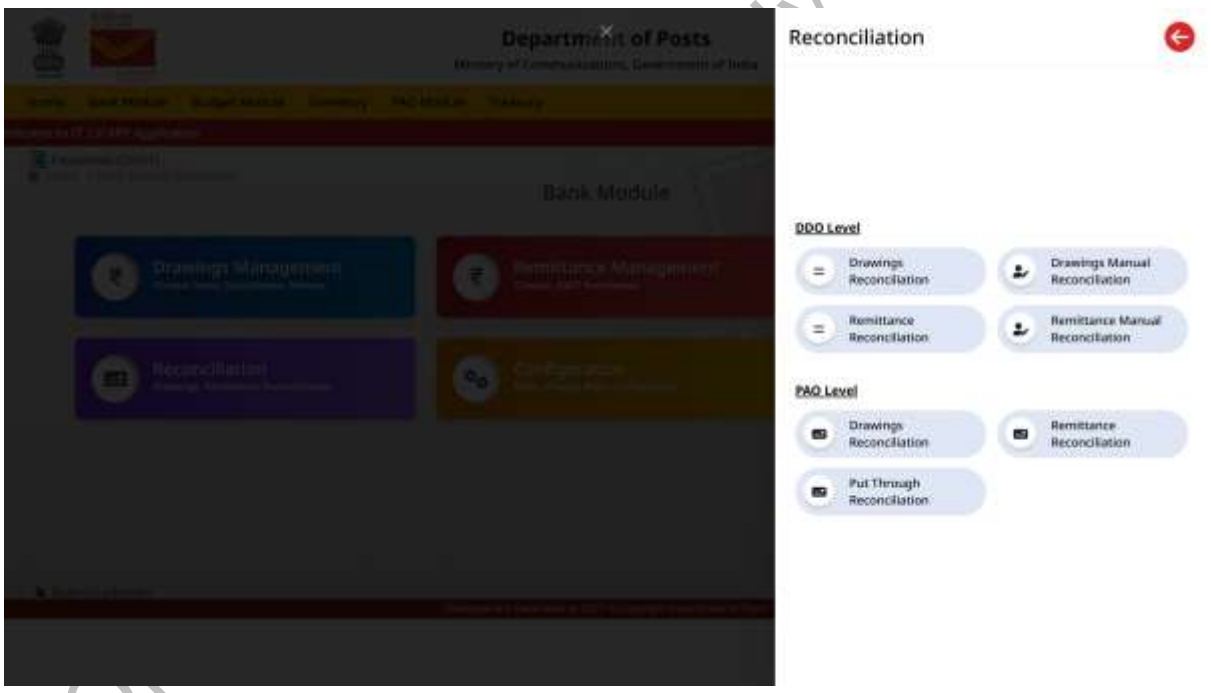
5.5 Reconciliation

The process of matching transactions in the Remittance & Drawings Schedule with the Bank Scrolls is called 'Reconciliation'.

CEPT Operational Guide - For Internal Use



Click 'Reconciliation' sub-card.

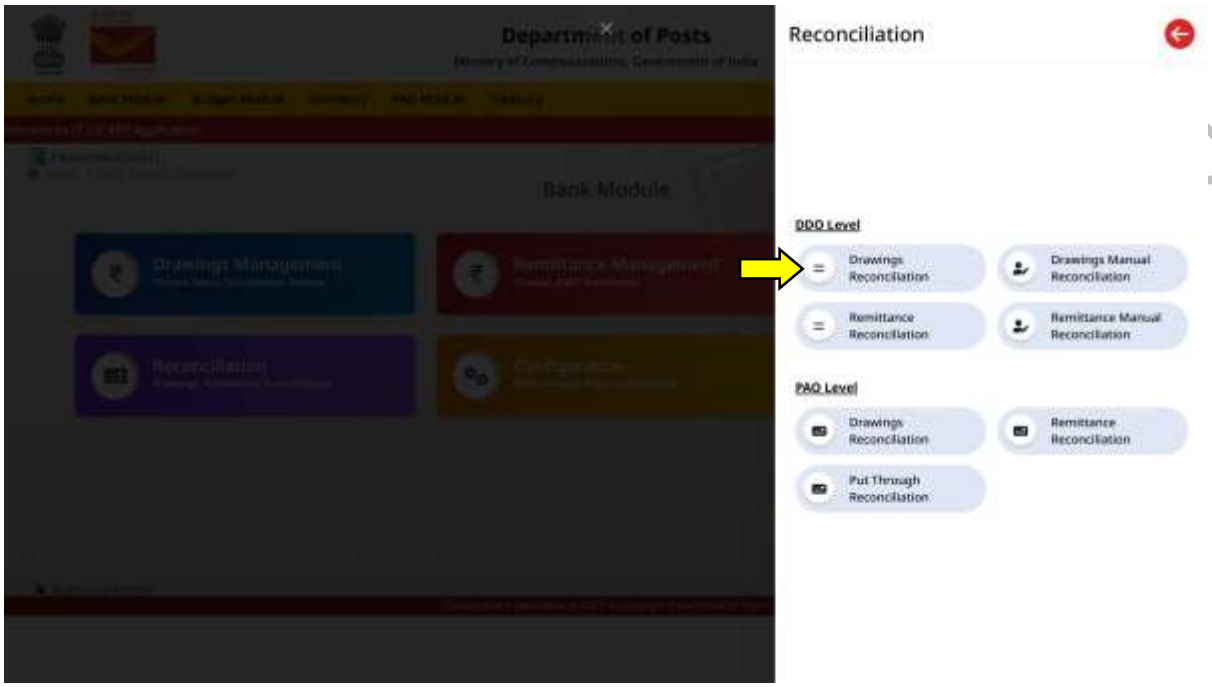


Upon clicking the 'Reconciliation' sub-card, the following options are enabled for the PAO users.

- Drawings Reconciliation
- Drawings Manual Reconciliation
- Remittance Reconciliation
- Remittance Manual Reconciliation
- Drawings Reconciliation PAO
- Remittance Reconciliation PAO
- Put Through Statement Reconciliation.

5.5.1 Drawings Reconciliation

If a transaction exactly matches between the Schedules data and the Bank Scroll data, the application will automatically map the Drawings data. The user only needs to confirm that the Schedule and Bank Scroll data are correct.



Click 'Drawings Reconciliation' option under DDO level.

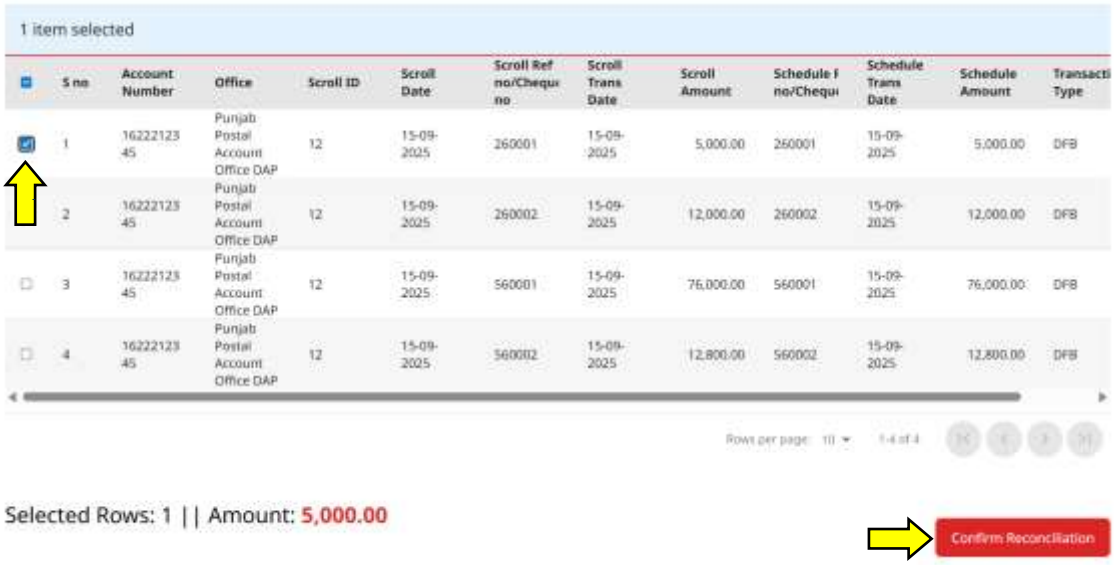


Select the 'Drawings Account' number.



	S no	Account Number	Office	Scroll ID	Scroll Date	Scroll Ref no/Chequ no	Scroll Trans Date	Scroll Amount	Schedule I no/Chequ	Schedule Trans Date	Schedule Amount	Transacti Type
☐	1	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	260001	15-09-2025	5,000.00	260001	15-09-2025	5,000.00	DFB
☐	2	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	260002	15-09-2025	12,000.00	260002	15-09-2025	12,000.00	DFB
☐	3	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	560001	15-09-2025	76,000.00	560001	15-09-2025	76,000.00	DFB
☐	4	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	560002	15-09-2025	12,800.00	560002	15-09-2025	12,800.00	DFB

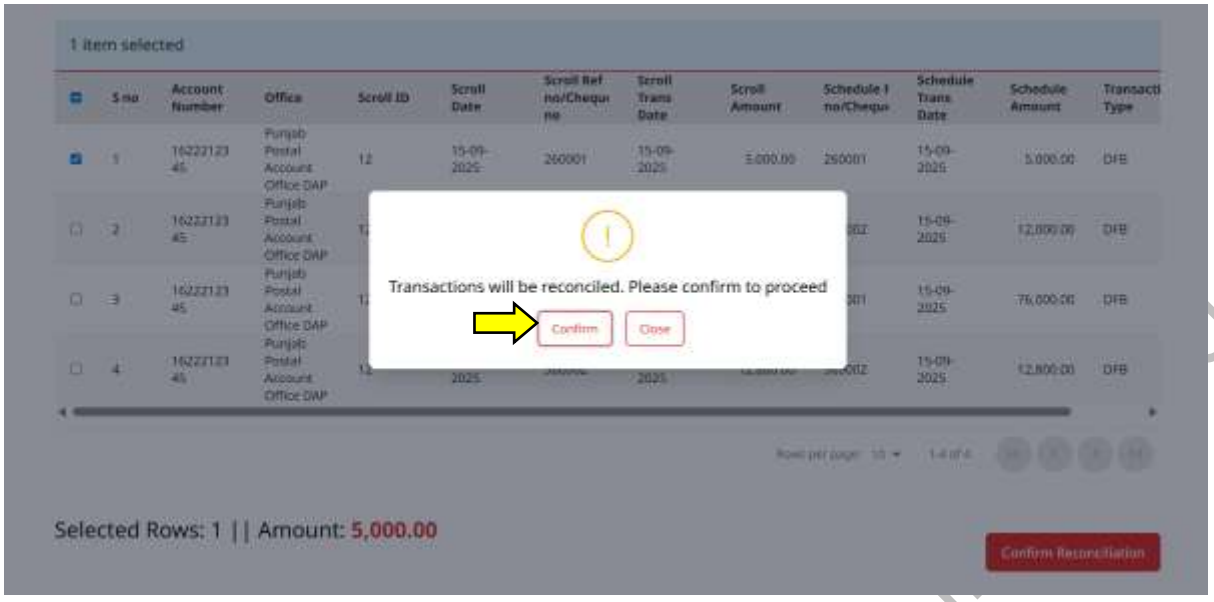
Upon selecting the 'Drawings Account Number', the application shows the transactions that are mapped between the Schedules and the Bank Scroll.



	S no	Account Number	Office	Scroll ID	Scroll Date	Scroll Ref no/Chequ no	Scroll Trans Date	Scroll Amount	Schedule I no/Chequ	Schedule Trans Date	Schedule Amount	Transacti Type
☑	1	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	260001	15-09-2025	5,000.00	260001	15-09-2025	5,000.00	DFB
☐	2	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	260002	15-09-2025	12,000.00	260002	15-09-2025	12,000.00	DFB
☐	3	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	560001	15-09-2025	76,000.00	560001	15-09-2025	76,000.00	DFB
☐	4	1622212345	Punjab Postal Account Office DAP	12	15-09-2025	560002	15-09-2025	12,800.00	560002	15-09-2025	12,800.00	DFB

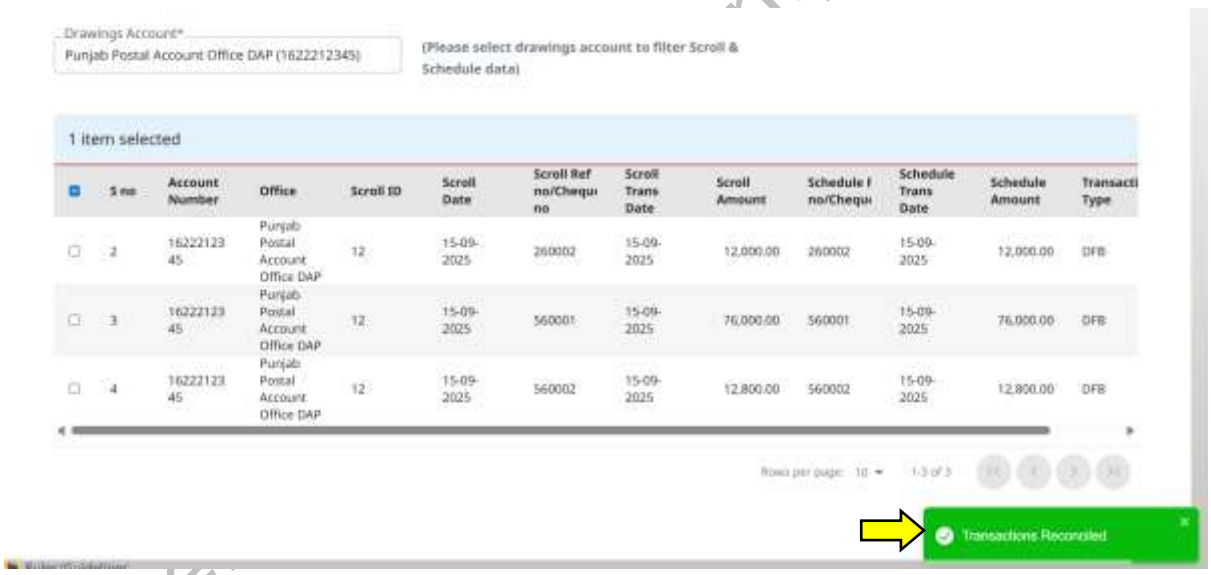
Select the row that needs to be reconciled.
Upon selecting the row, click on 'Confirm Reconciliation' button.

CEPT OPE



Upon clicking the 'Confirm Reconciliation' button, application once again asks for the confirmation.

Click 'Confirm' button.

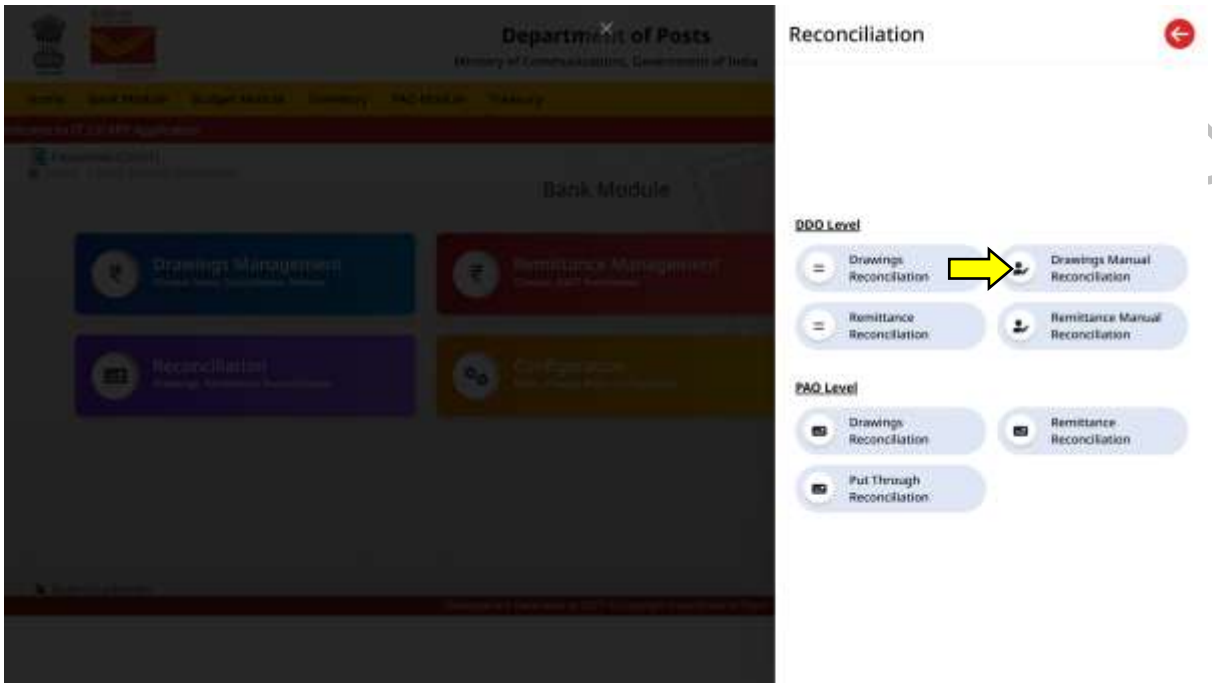


Upon clicking the 'Confirm' button, application displays the message as 'Transaction Reconciled'.

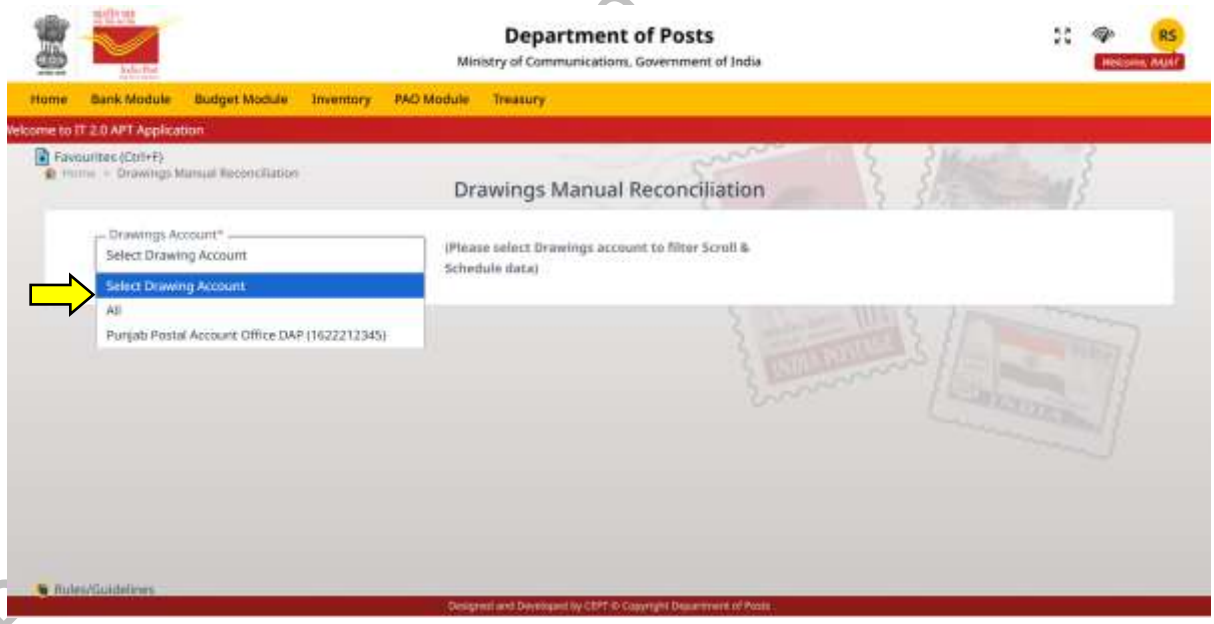
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5.5.2 Drawings Manual Reconciliation

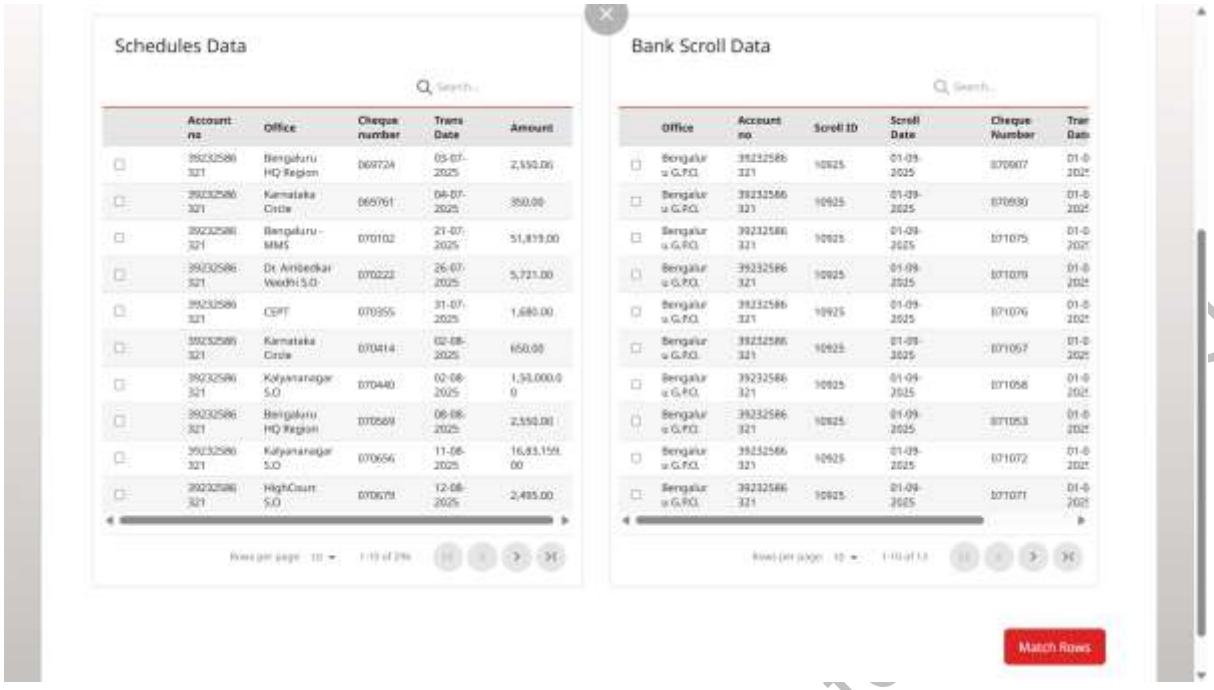
If a transaction does not exactly match between the Schedule data and the Bank Scroll data, the user must manually reconcile the Drawings data using the 'Drawings Manual Reconciliation' option.



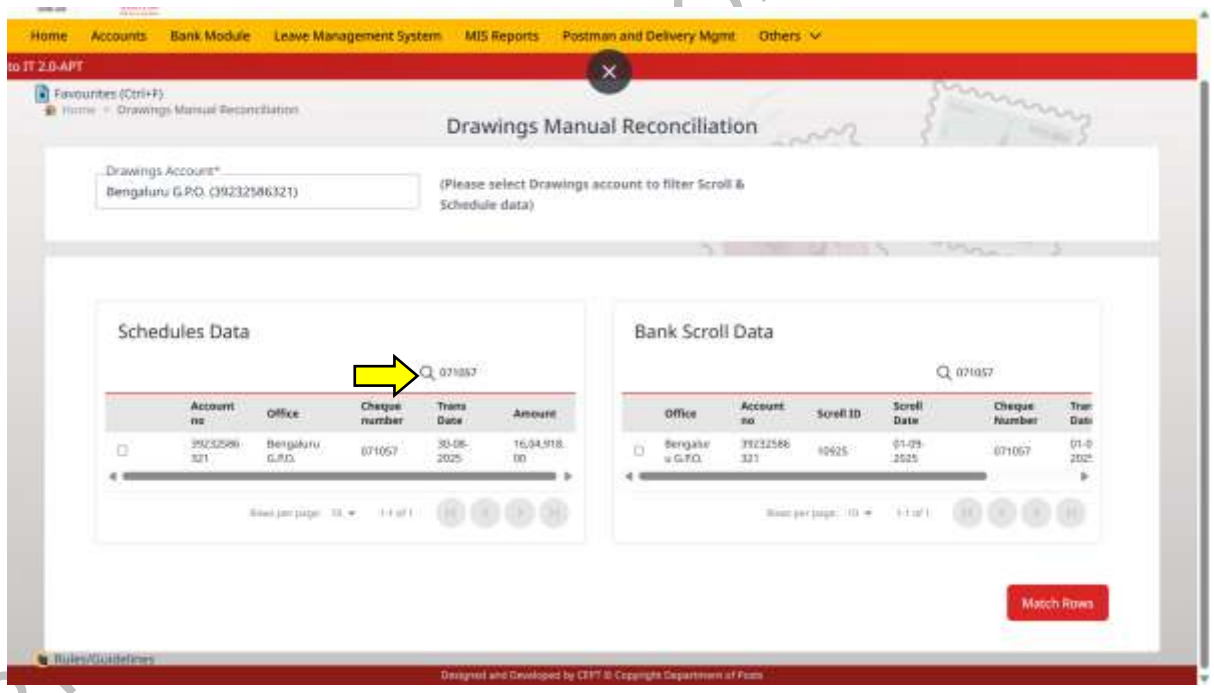
Click on 'Drawings Manual Reconciliation' option.



Select the 'Drawings Account' from the drop-down.

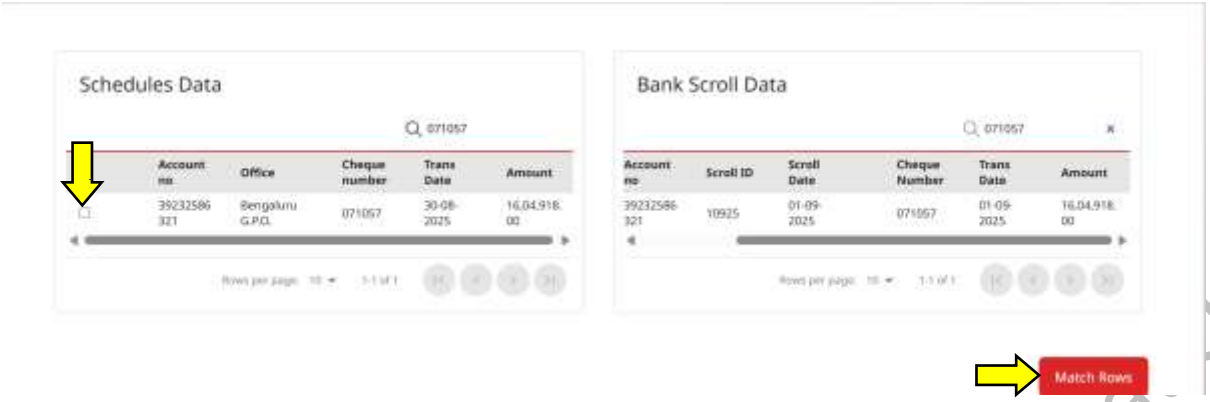


When the user selects a 'Drawings Account', the application displays the corresponding Schedule and Bank Scroll data linked to that account.

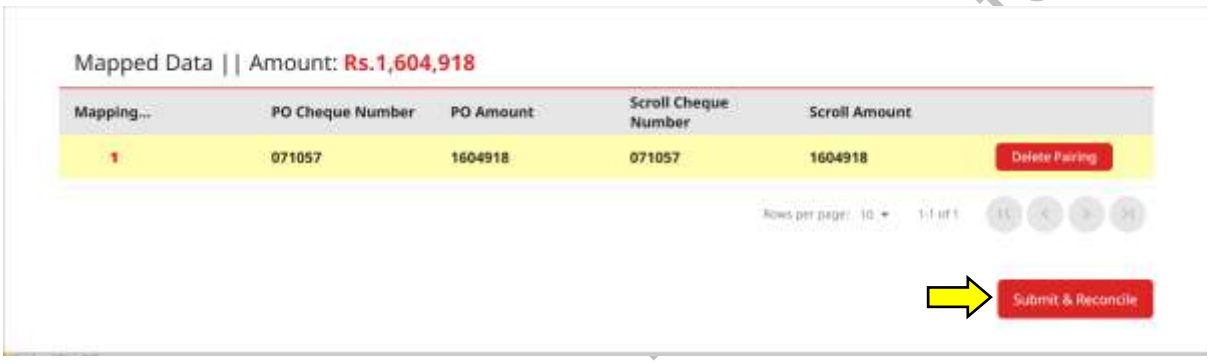


Search the data by entering the Cheque Number or Amount.
Data will be displayed.

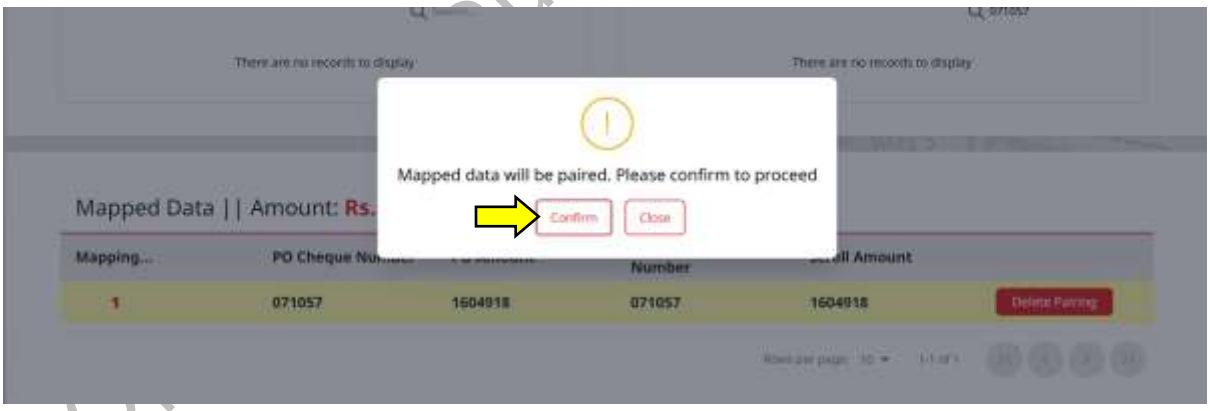
CEPT Use Only



Select the data from both sides, i.e., 'Schedules Data' and 'Bank Scroll Data'.
Click on 'Match Rows' button.

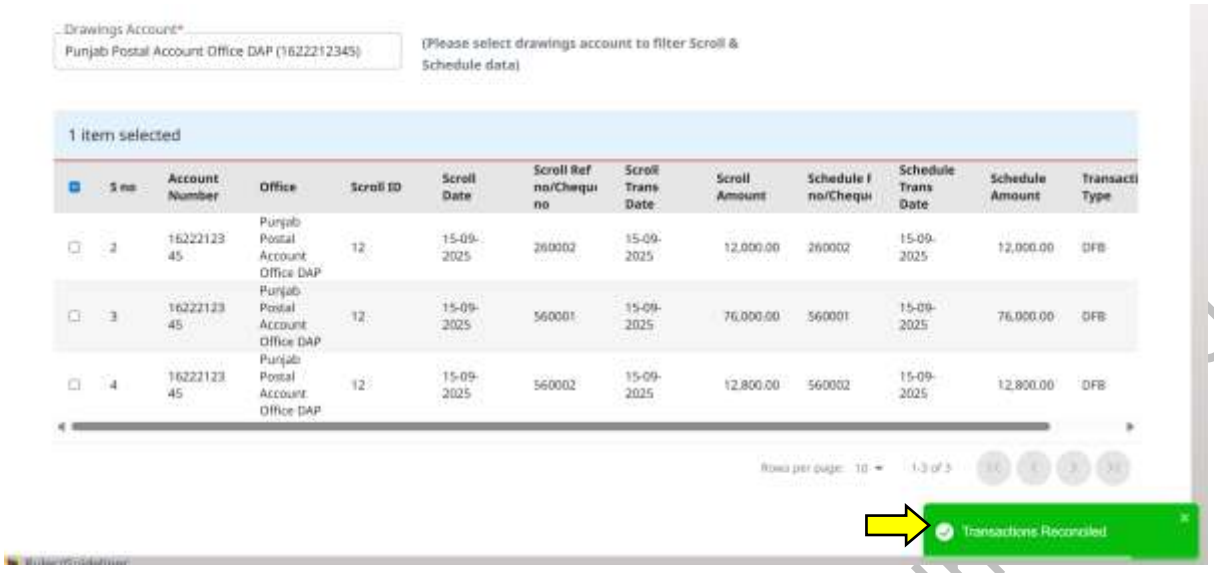


Upon clicking the 'Match Rows' button, application displays mapped data.
Click on 'Submit & Reconcile' button.



Upon clicking the 'Submit & Reconcile' button, the application once again asks for the confirmation.
Click on 'Confirm' button to reconcile the data.

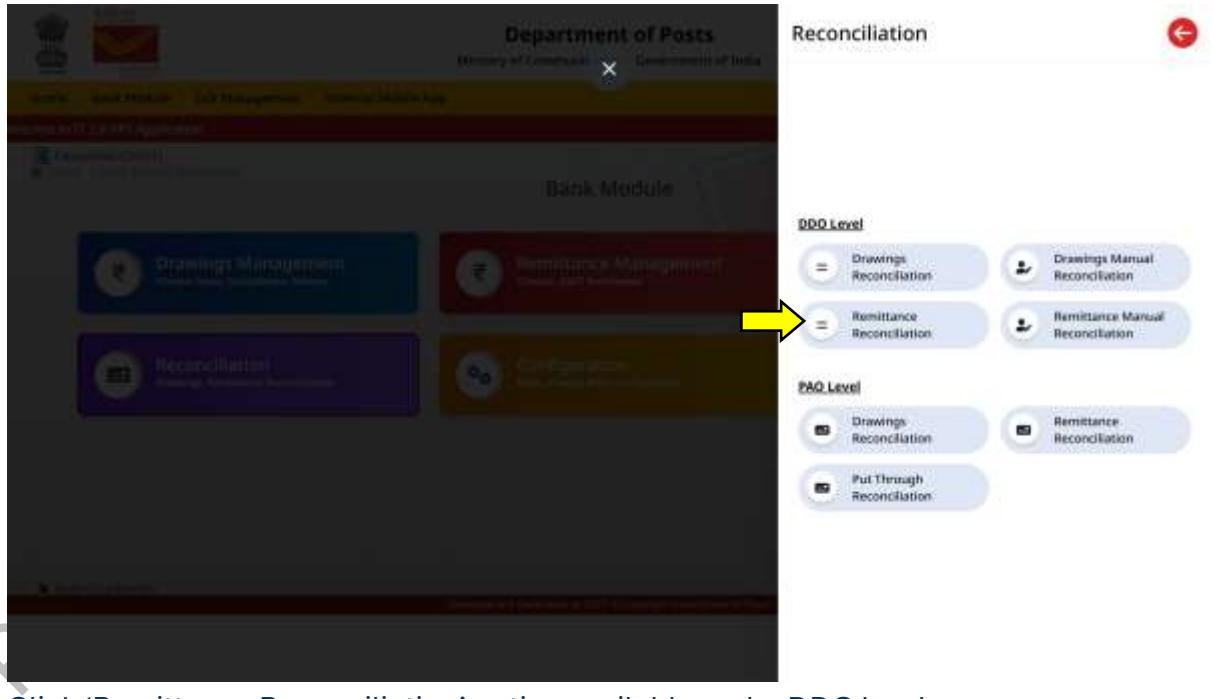
CEPT Operational Guide - Internal Use



Upon clicking the 'Confirm' button, application displays the message as 'Transaction Reconciled'.

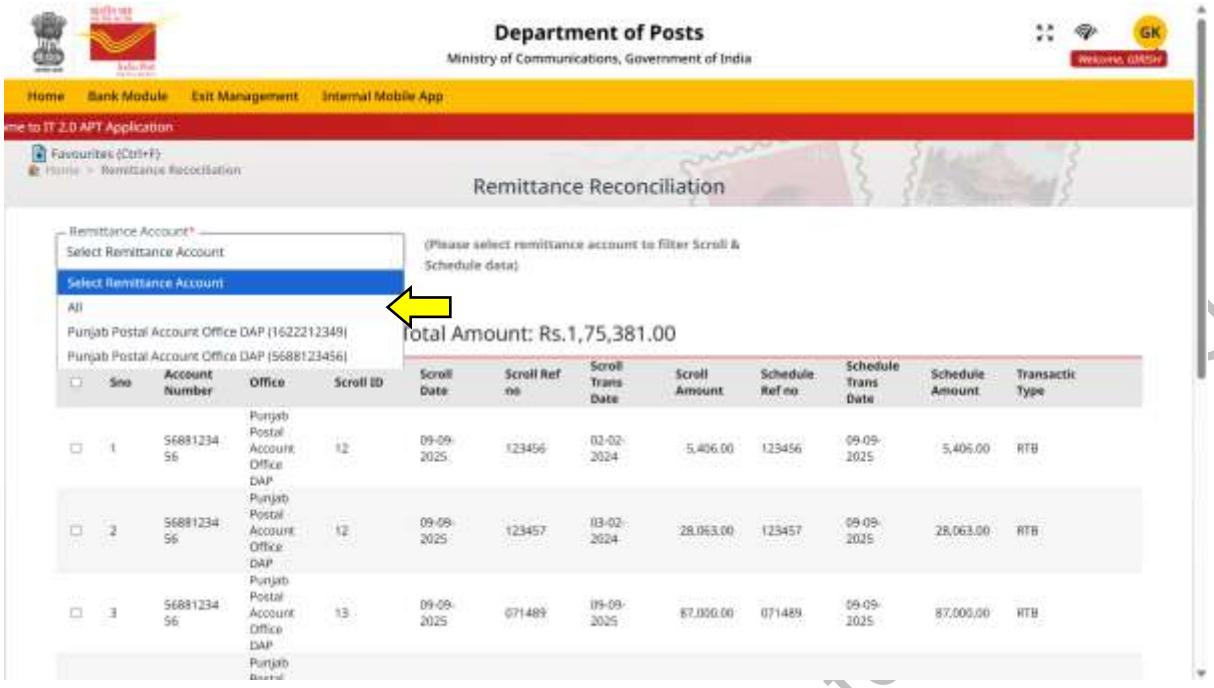
5.5.3 Remittance Reconciliation

If a transaction exactly matches between the Schedules data and the Bank Scroll data, the application will automatically map Remittance Data. The user only needs to confirm that the Schedule and Bank Scroll data are correct.



Click 'Remittance Reconciliation' option available under DDO level.

CERT Only for Internal Use

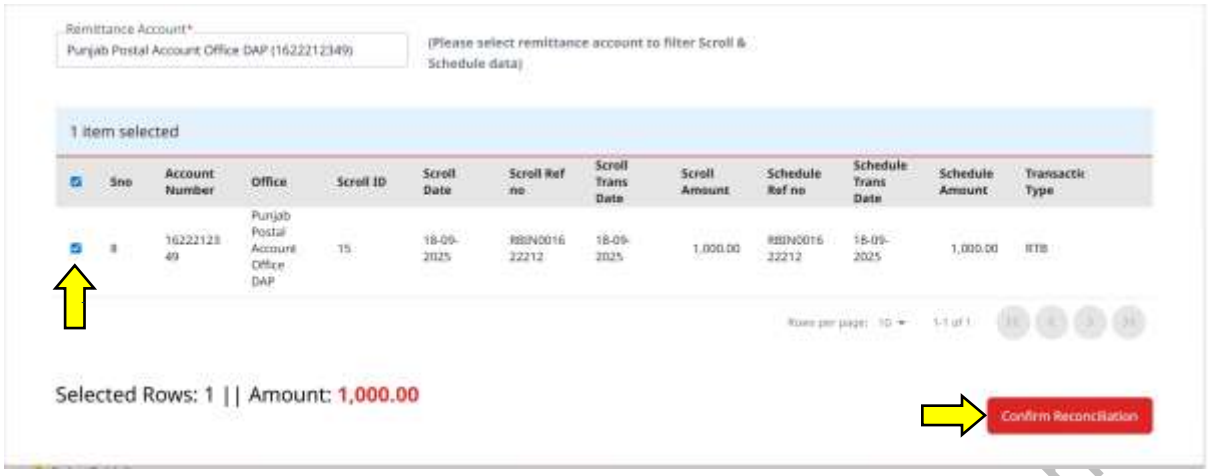


Upon selecting the 'Remittance Reconciliation' option, the system will display the corresponding screen, where the user is required to choose the appropriate 'Remittance Account Number'.



Upon selecting the appropriate 'Remittance Account Number', the system will display all transactions associated with the chosen account.

CEPT Only for Use



Select the 'Row' by clicking the check-box.
Click on 'Confirm Reconciliation' button.



Upon clicking the 'Confirm Reconciliation' button, application asks for the confirmation.
Click on 'Confirm' button.



Upon clicking the confirm button, application displays the message as 'Transaction Reconciled'.

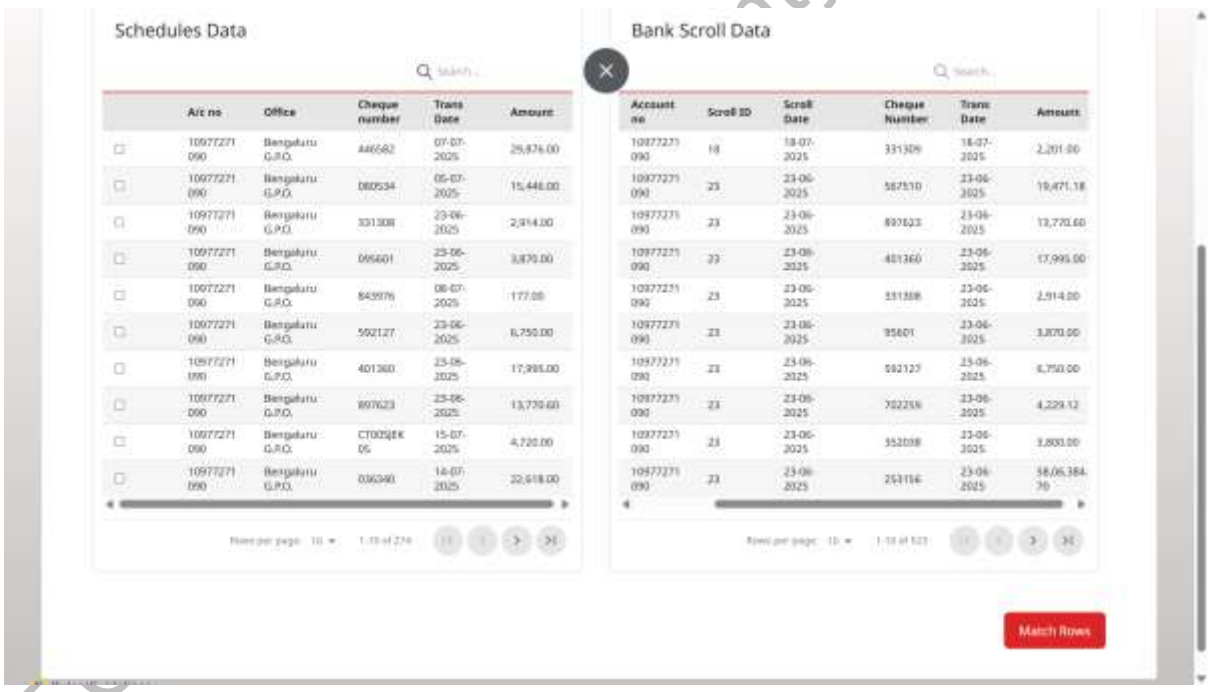
CEPT Operational Use Only

5.5.4 Remittance Manual Reconciliation

If a transaction does not exactly match between the Schedule data and the Bank Scroll data, the user must manually reconcile the Remittance data using the 'Remittance Manual Reconciliation' option.

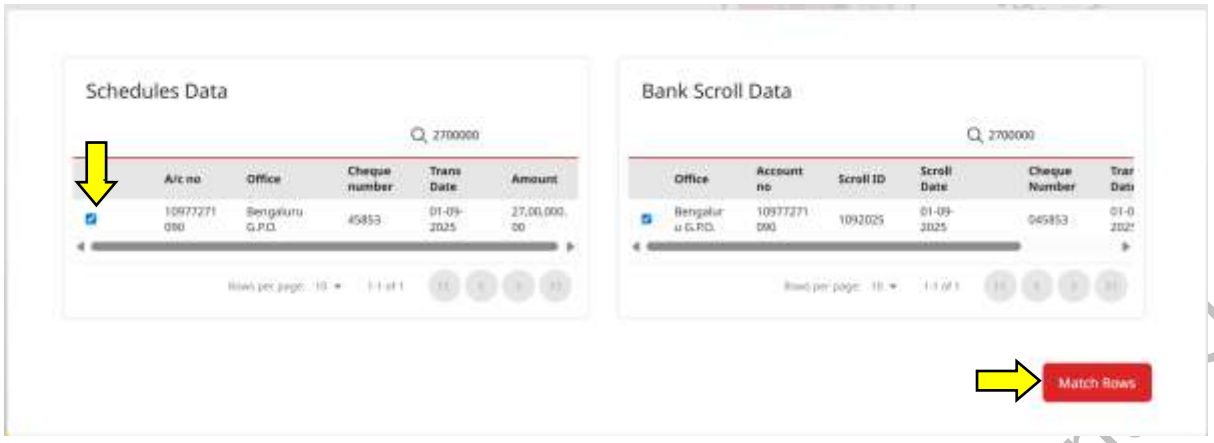


Select the 'Remittance Account'.



Upon selecting the 'Remittance Account', the 'Schedules data' and 'Bank Scroll data' linked to the selected 'Remittance Account' will be displayed.

CEPT Use Only



Select the data which needs to be matched and reconciled.
Click ‘Match Rows’ button.



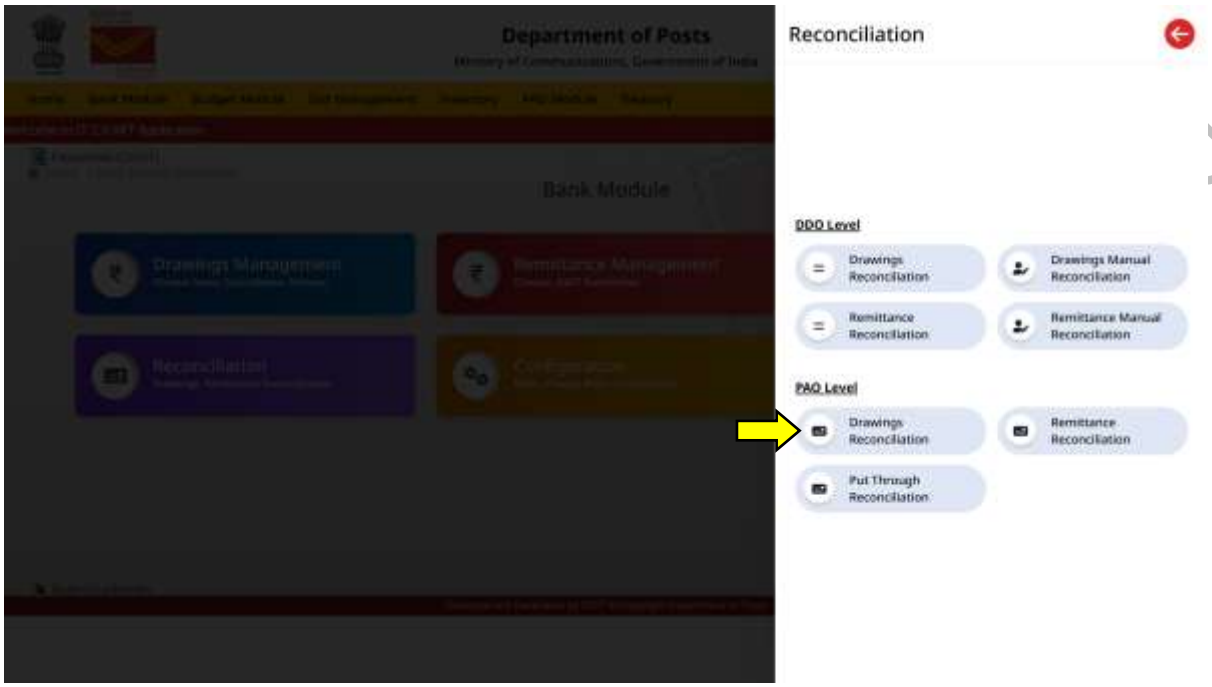
Upon clicking the ‘Match Rows’ button, the application displays the ‘Mapped data’.
Click on ‘Submit & Reconcile’ button.



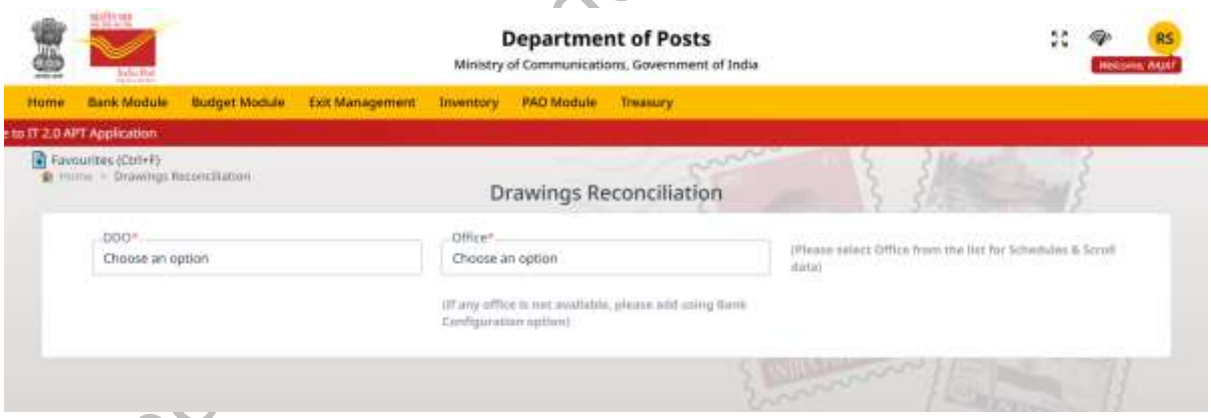
Click ‘Confirm’ button and the application will reconcile the selected data.

5.5.5 Drawings Reconciliation-PAO

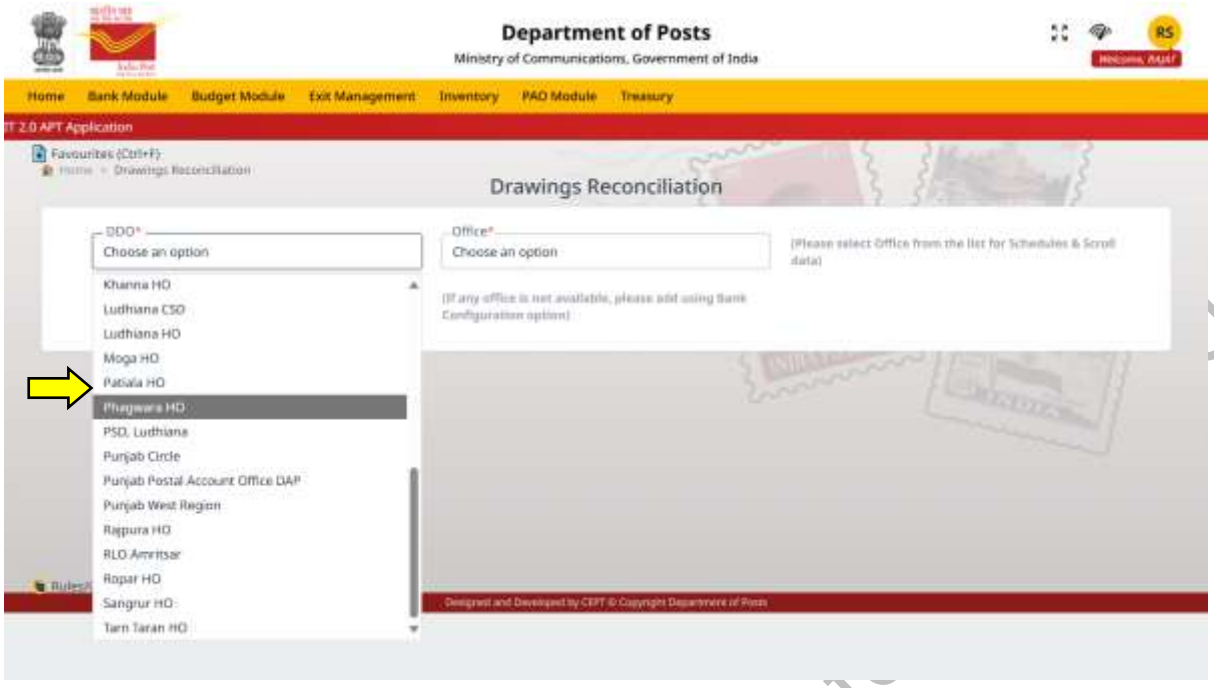
The 'Drawings Reconciliation' option at the PAO level allows the PAO user to reconcile the DDO schedule data with the Focal Branch Drawings Bank Scroll.



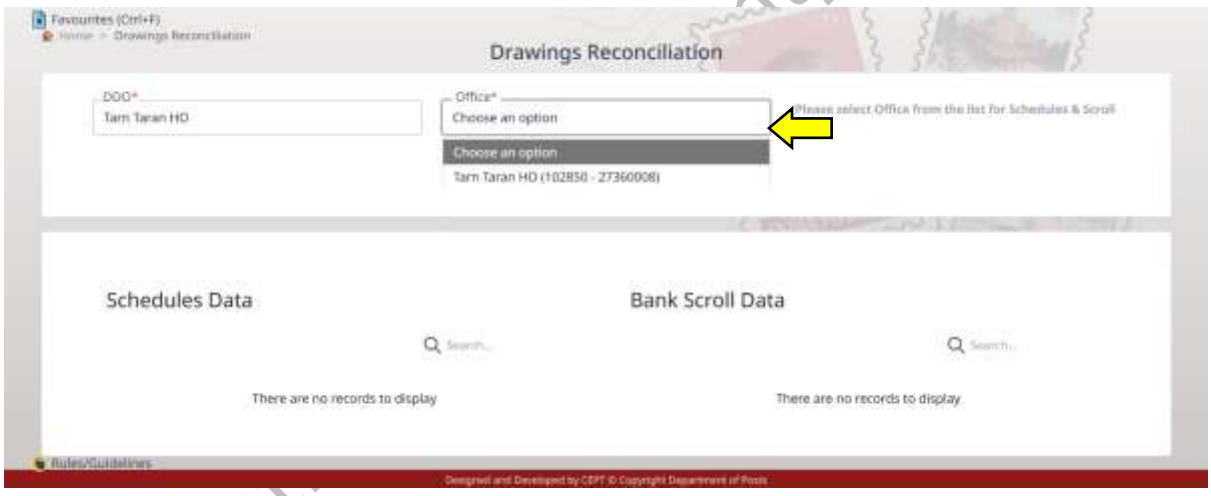
Click 'Drawings Reconciliation' option under PAO Level.



Drawings Reconciliation screen will be displayed.

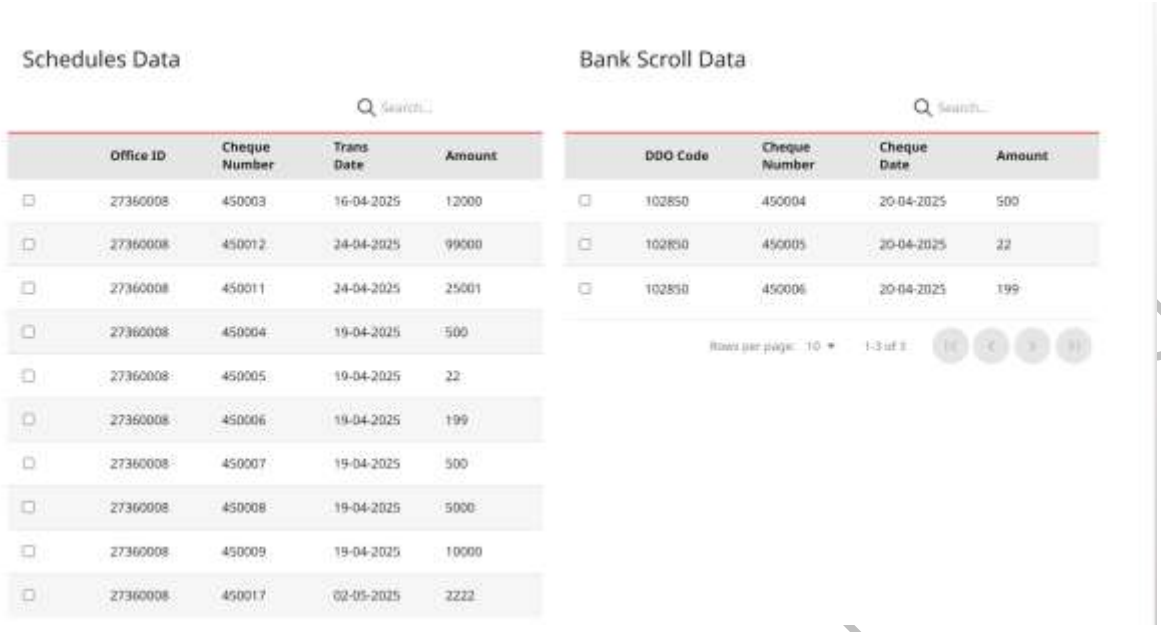


Select the DDO Code.

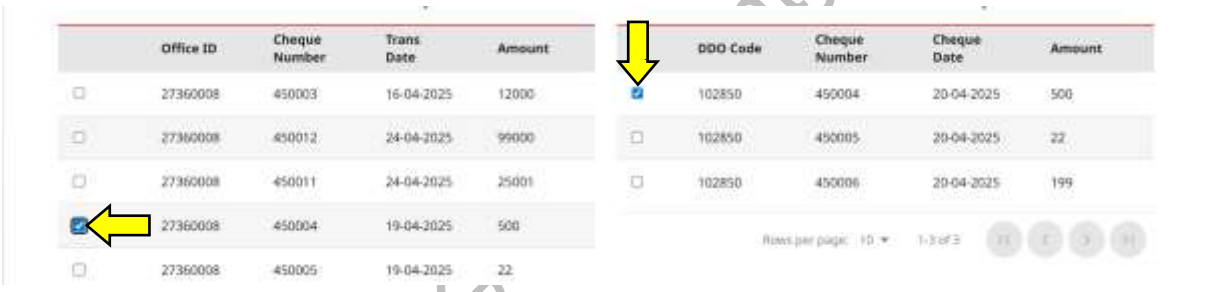


Upon selecting the 'DDO Code', the Office details of the DDO will be displayed.

CEPT Operational Guide for Postal Accounts Office (PAO)



Upon selecting the Office, application displays the 'Schedules Data' and 'Bank Scroll Data' of the selected DDO.



Select the each item by clicking the Check box from the Schedule Data and Bank Scroll Data.

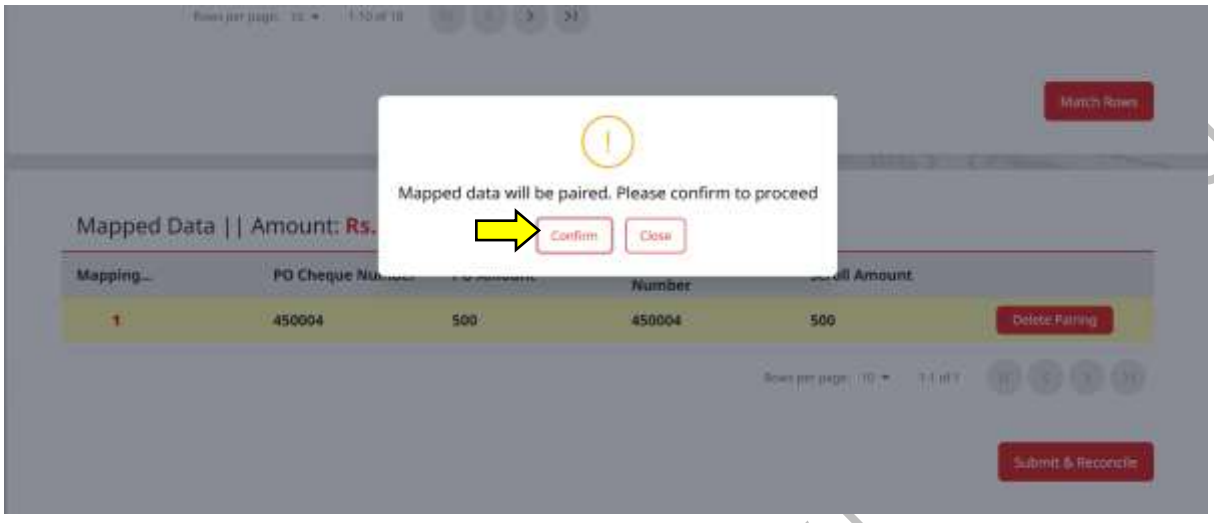


Upon selecting the items, click on 'Match Rows' button.



Upon clicking the 'Match Rows' button, the mapped data pending for submission will be displayed.

Click on 'Submit & Reconcile' button



Upon clicking the 'Submit & Reconcile' button, application once again displays the message, where the user needs to click 'Confirm' button to confirm the mapping.

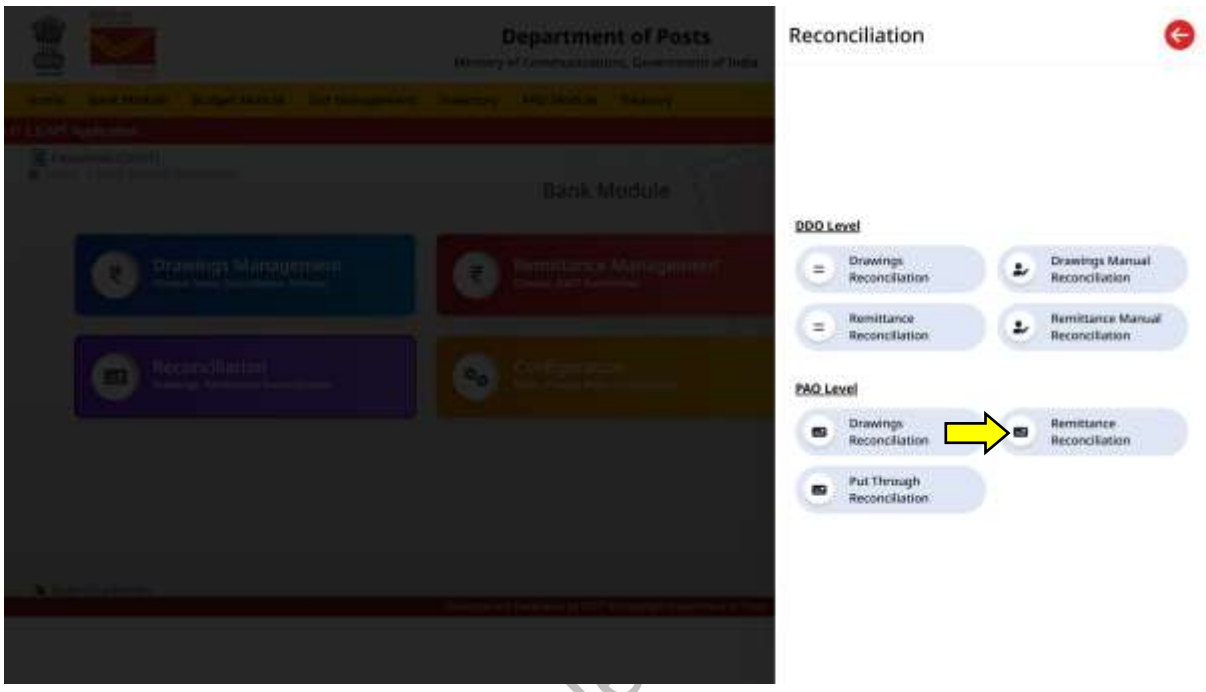


Upon clicking the 'Confirm' button, the 'Transaction reconciled' successfully message will be displayed.

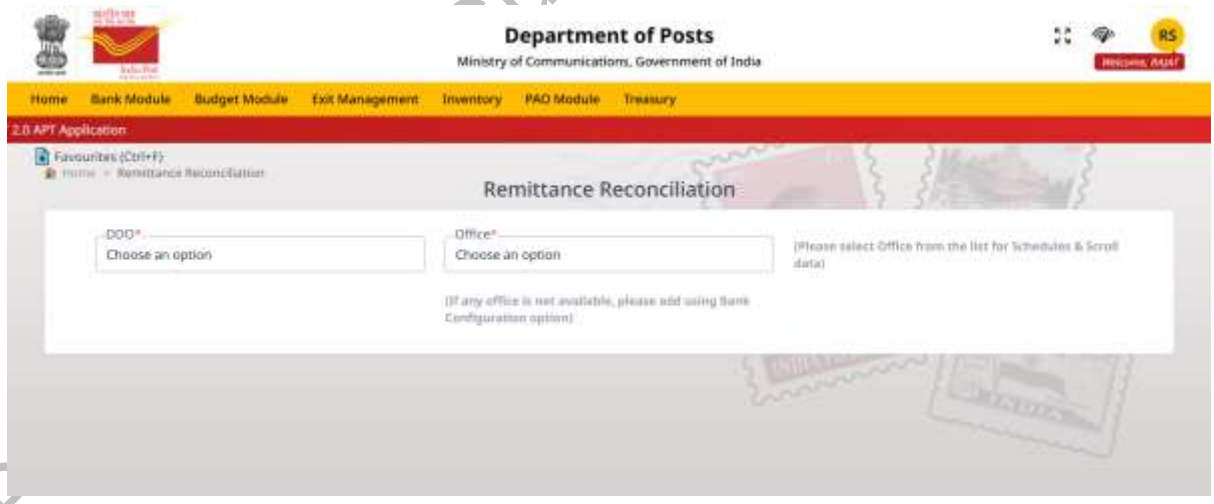
CEPT Operational Guide for Postal Accounts Office (PAO) Only for Training Use

5.5.6 Remittance Reconciliation-PAO

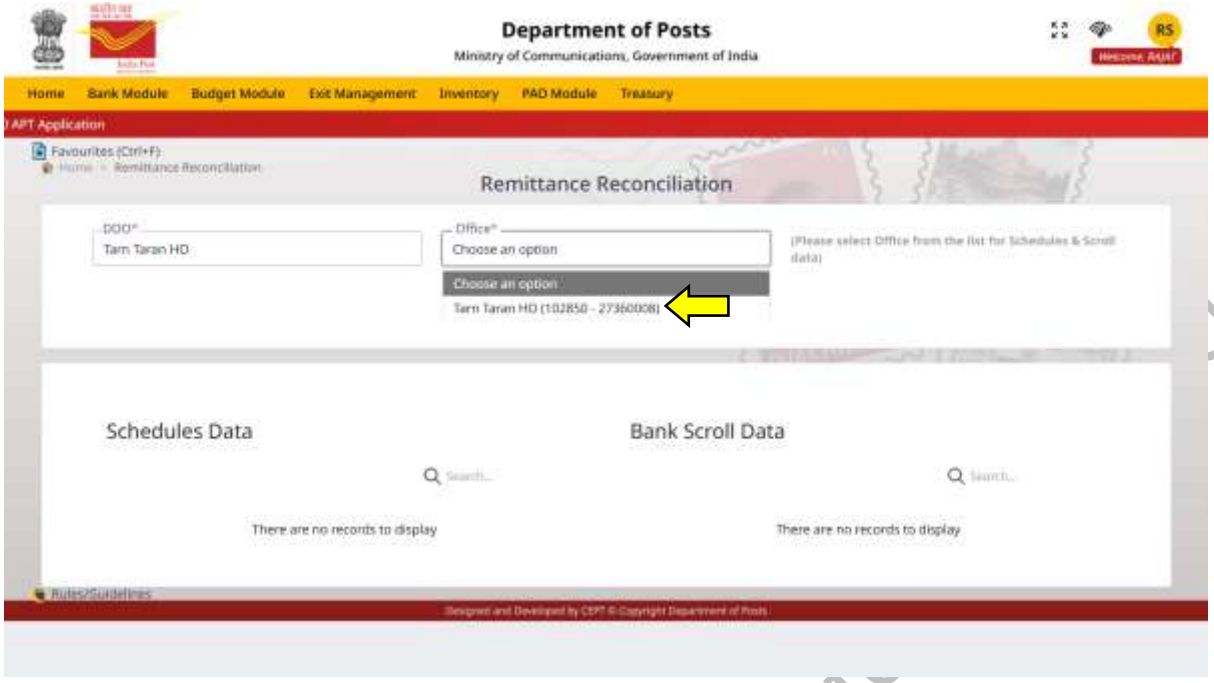
The 'Remittance Reconciliation' option at the PAO level allows the PAO user to reconcile the DDO schedule data with the Focal Branch Remittance Bank Scroll.



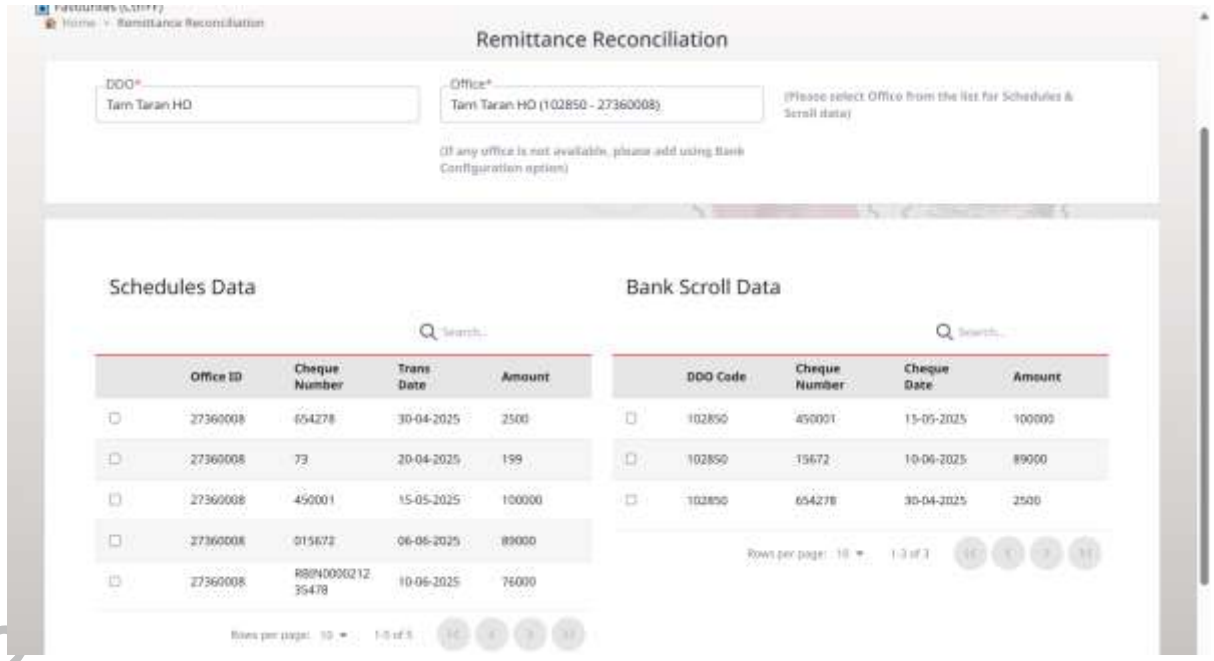
Click 'Remittance Reconciliation' option under PAO level.



'Remittance Reconciliation' screen will be displayed.

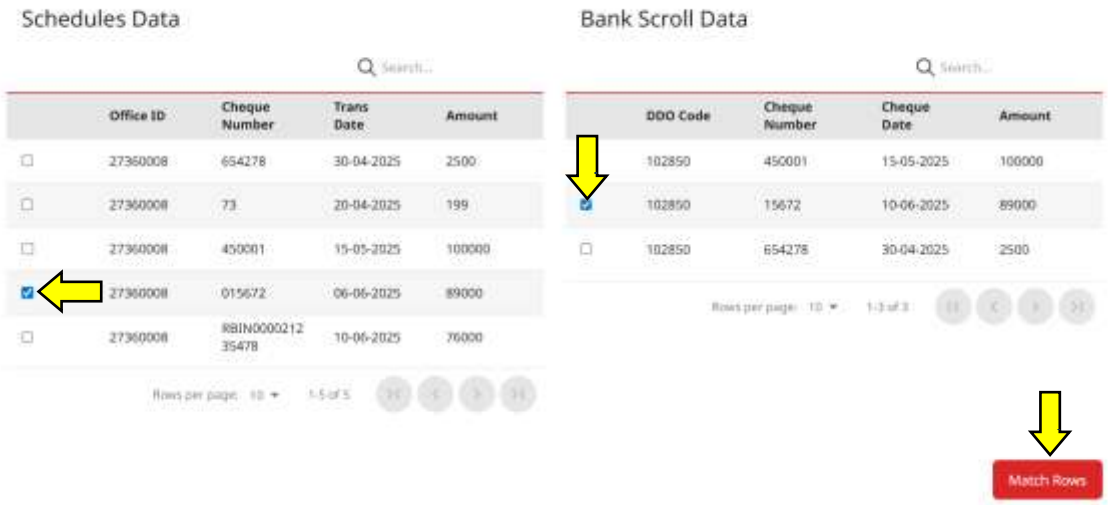


Select the DDO Code. Upon selecting the 'DDO Code', the Office details of the DDO will be displayed.



Upon selecting the Office, application displays the 'Schedules Data' and 'Bank Scroll Data' of the selected DDO.

CEPT Only for Use

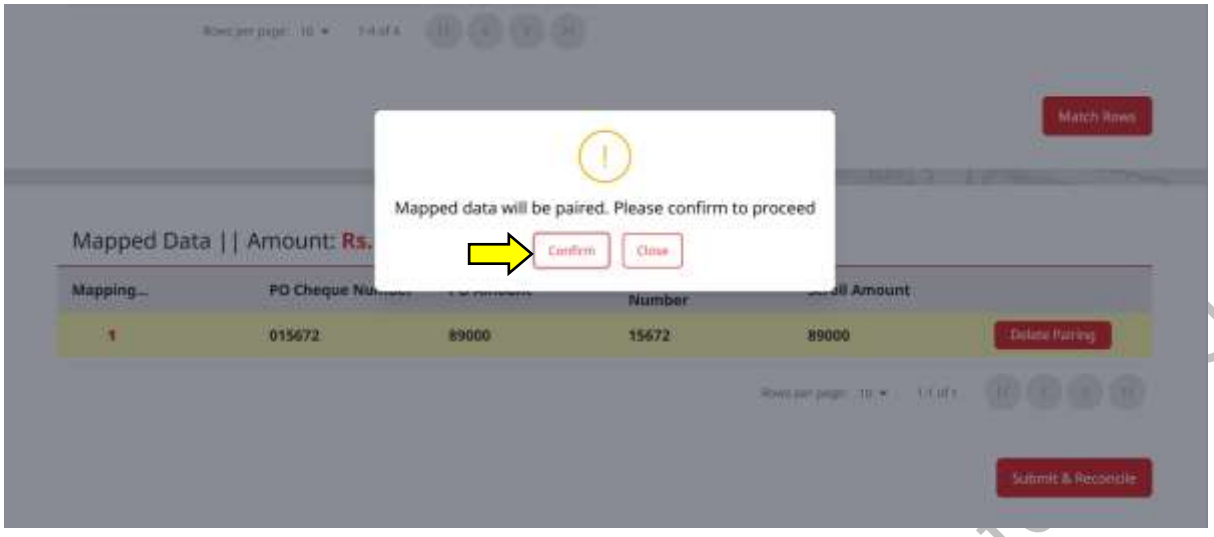


Select the each item by clicking the Check box from the Schedule Data and Bank Scroll Data.
Click on 'Match Rows' button.



Upon clicking the 'Match Rows' button, the mapped data pending for submission will be displayed.
Click on 'Submit & Reconcile' button

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Upon clicking the 'Submit & Reconcile' button, application once again displays the message, where the user needs to click 'Confirm' button to confirm the mapping.

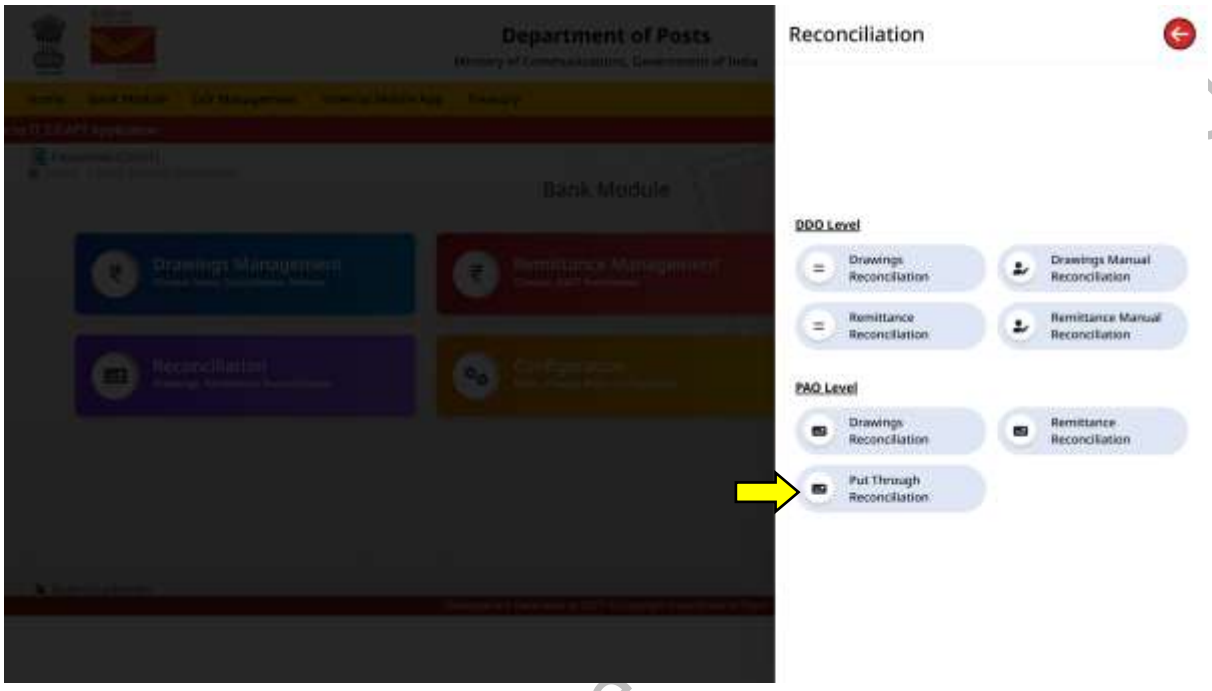


Upon clicking the 'Confirm' button, the 'Transaction reconciled' successfully message will be displayed.

CEPT Operational Guide - for Internal Use

5.5.7 Put Through Reconciliation

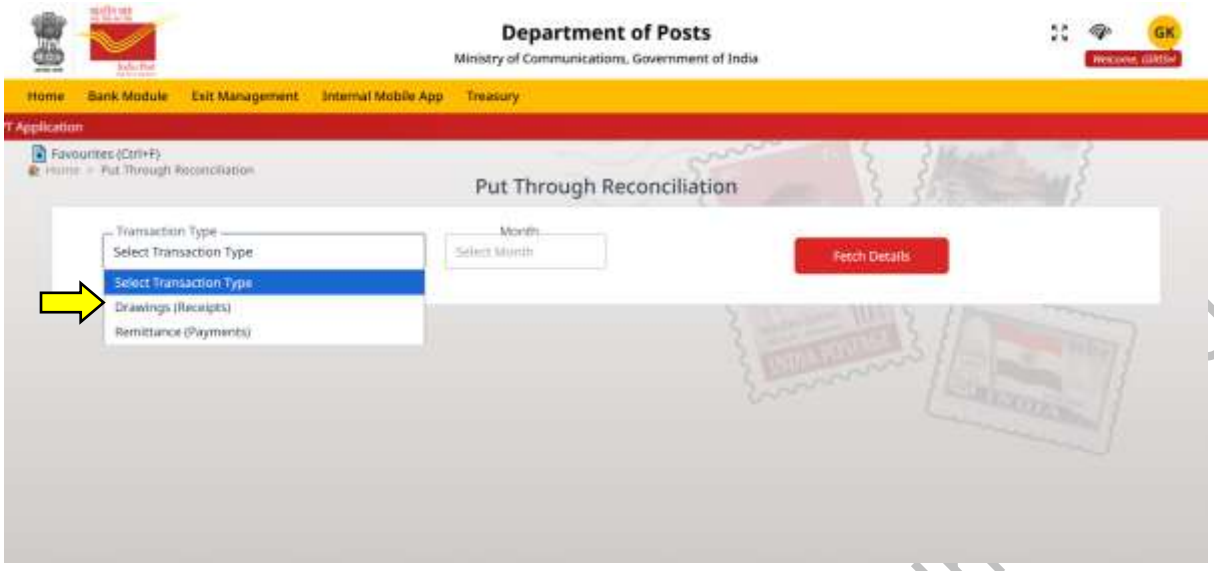
The Reconciliation of the Focal Branch Drawings and Remittance Scroll with the RBI Put Through Statement is referred to as 'Put Through Reconciliation.' This activity can be performed using the 'Put Through Reconciliation' option available under the Reconciliation sub-card.



Click on 'Put Through Reconciliation' option



'Put Through Reconciliation' screen will be displayed.



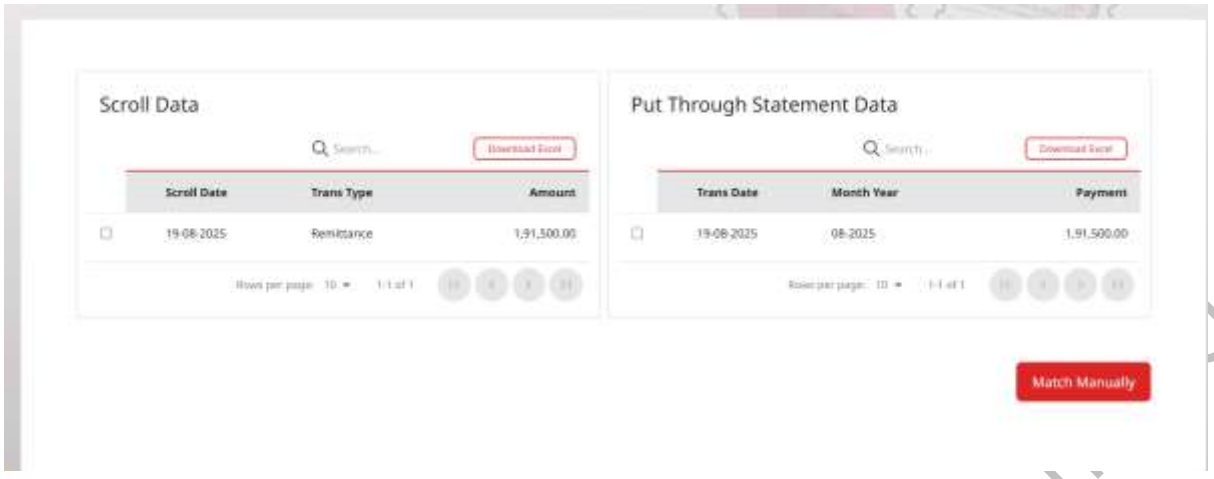
Select the ‘Transaction Type’.



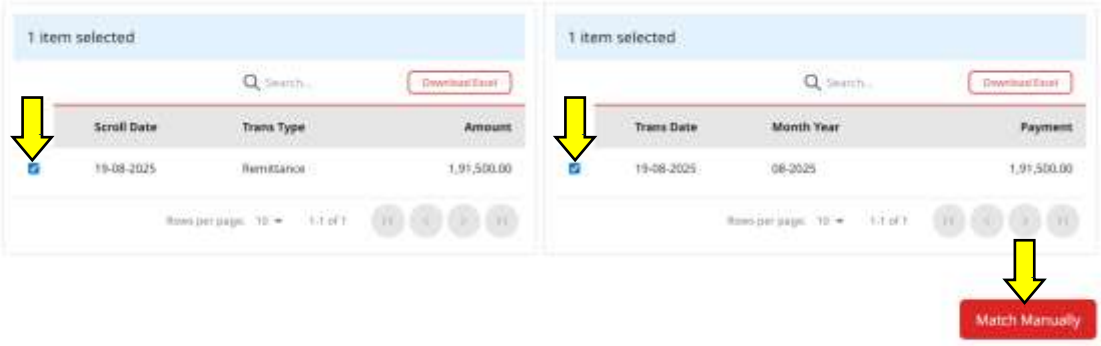
Select the ‘Month’



Click on ‘Fetch Details’ button.



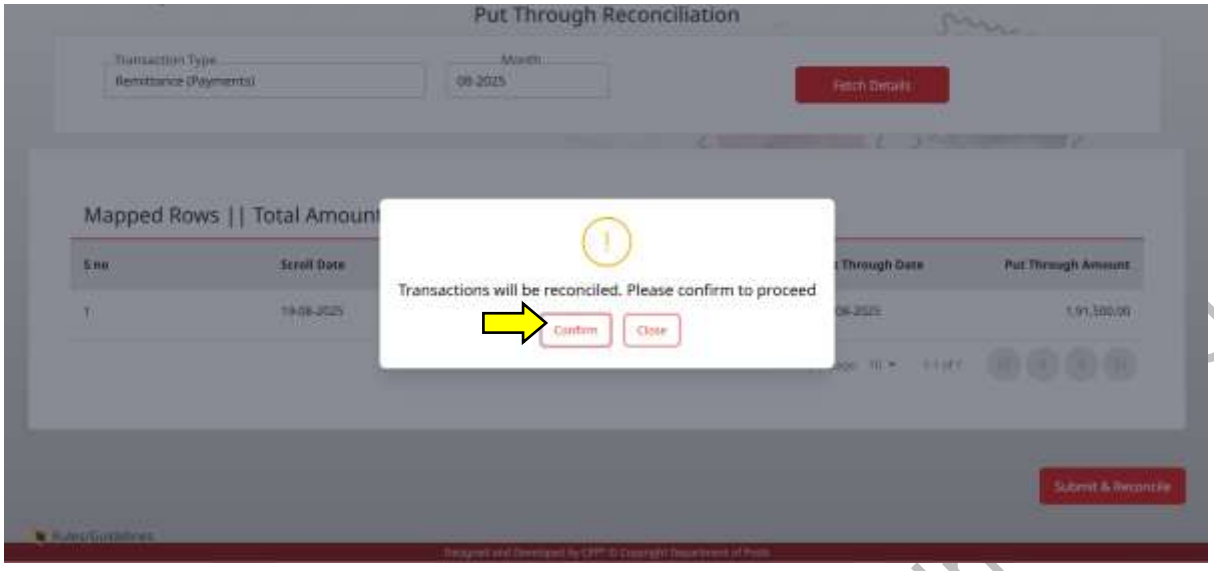
Upon clicking the 'Fetch Details' button, application displays the 'Focal Branch Scroll uploaded data' and 'Put Through Statement Uploaded data'.



Choose the transactions from each side that require reconciliation.
Upon selecting, click on 'Match Manually' button.



Upon clicking the 'Match manually' button, application displays the 'Mapped Rows'.
Click on 'Submit & Reconcile' button.



Application once again asks for the confirmation.
Click on 'Confirm' button.



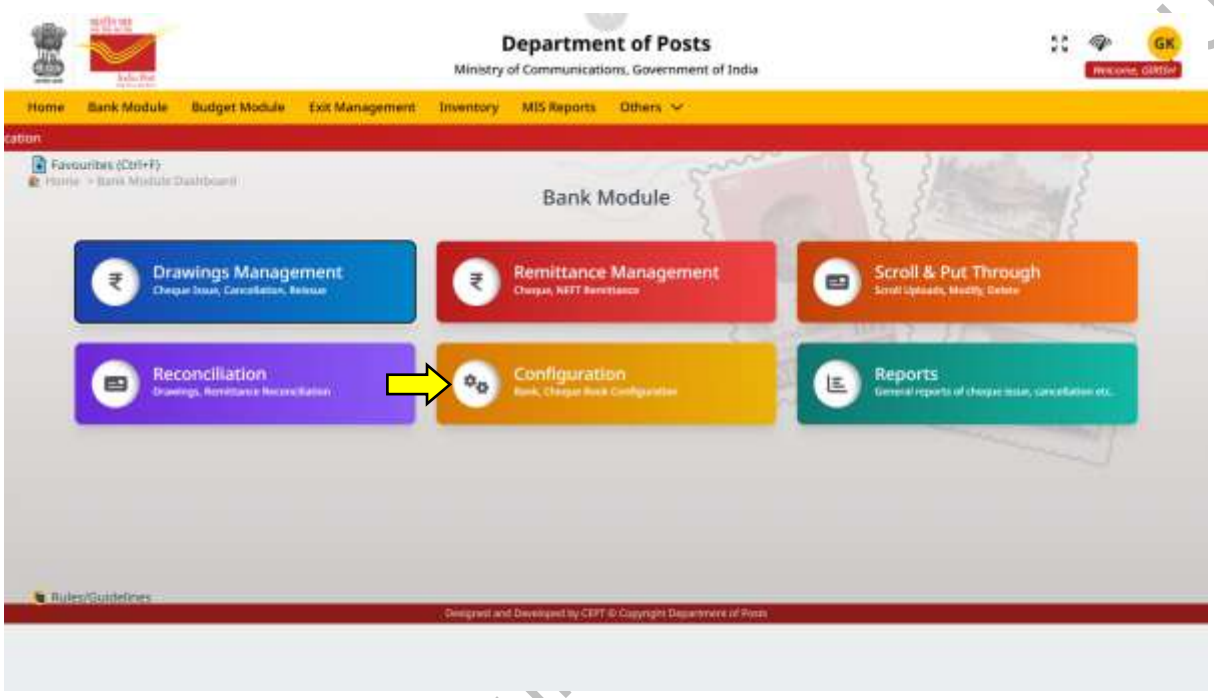
Upon clicking the 'Confirm' button, 'Transaction Reconciled' message will be displayed.

CEPT Operational Guide for Internal Use

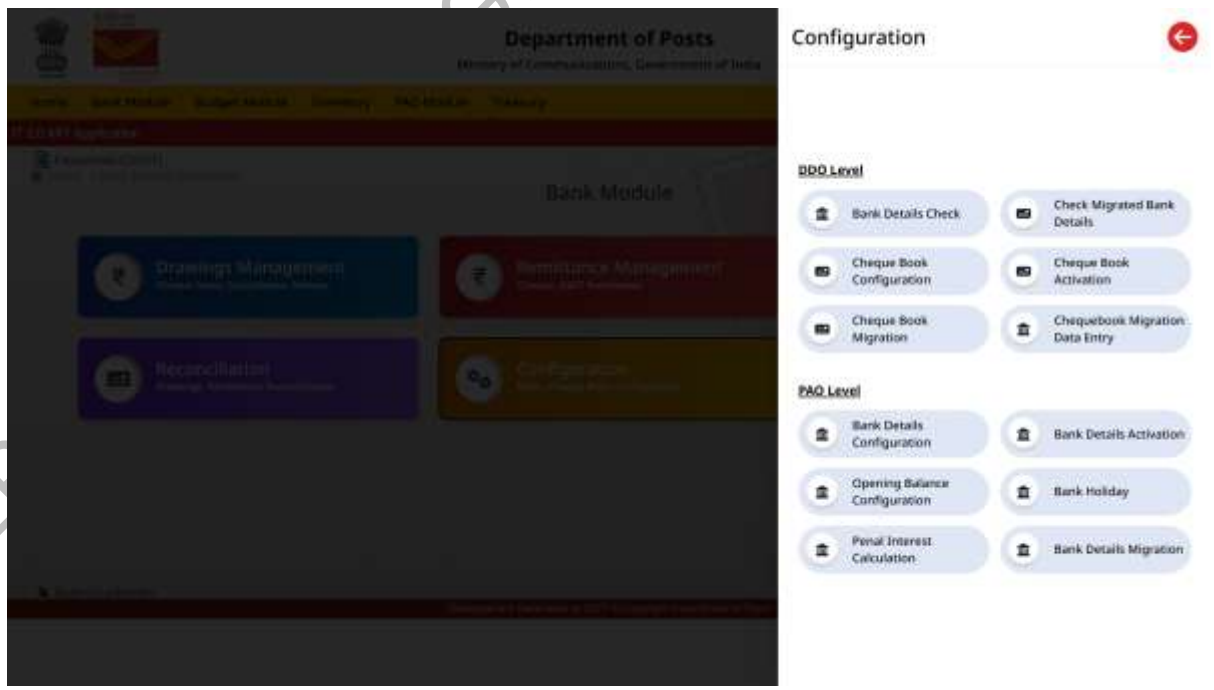
5.6 Configuration

Within the Configuration sub-card, the following activities are carried out at the DDO and PAO levels:

Configuration and Integration of the Drawl Cheque Book for cheque issuance, Configuration of Bank Details, Bank Holidays, activations and migrations, calculation of Penal Interest, and configuration of Opening Balances.



Click 'Configuration' sub-card.



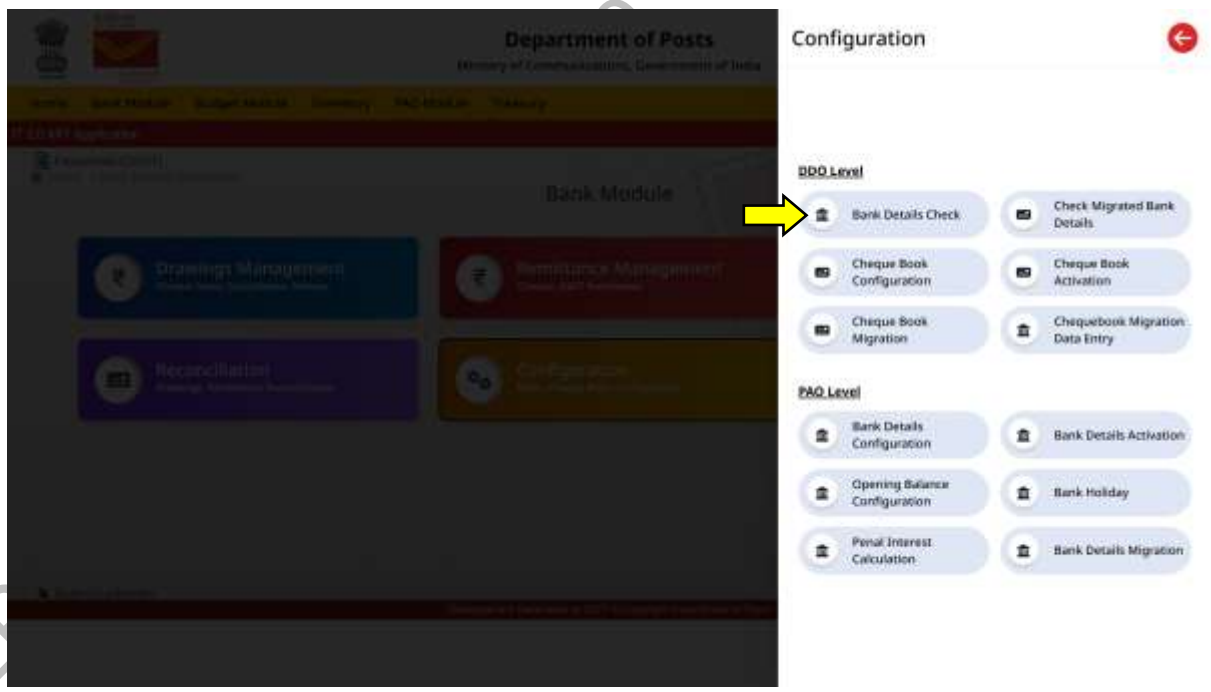
The 'Configuration' sub-card is enabled with the Options such as

- Bank Details Check
- Cheque Migrated bank Details
- Cheque Book Configuration
- Cheque Book Activation
- Cheque Book Migration-**Supervisor**
- Cheque Book Migration Data entry-**Supervisor**
- Bank Details Configuration
- Bank Details Activation-**Supervisor**
- Opening Balance Configuration
- Bank Holiday
- Penal Interest Calculation
- Bank Details Migration

Some options are restricted to the Supervisor login. Such options are specifically indicated with the label 'Supervisor' alongside the respective options.

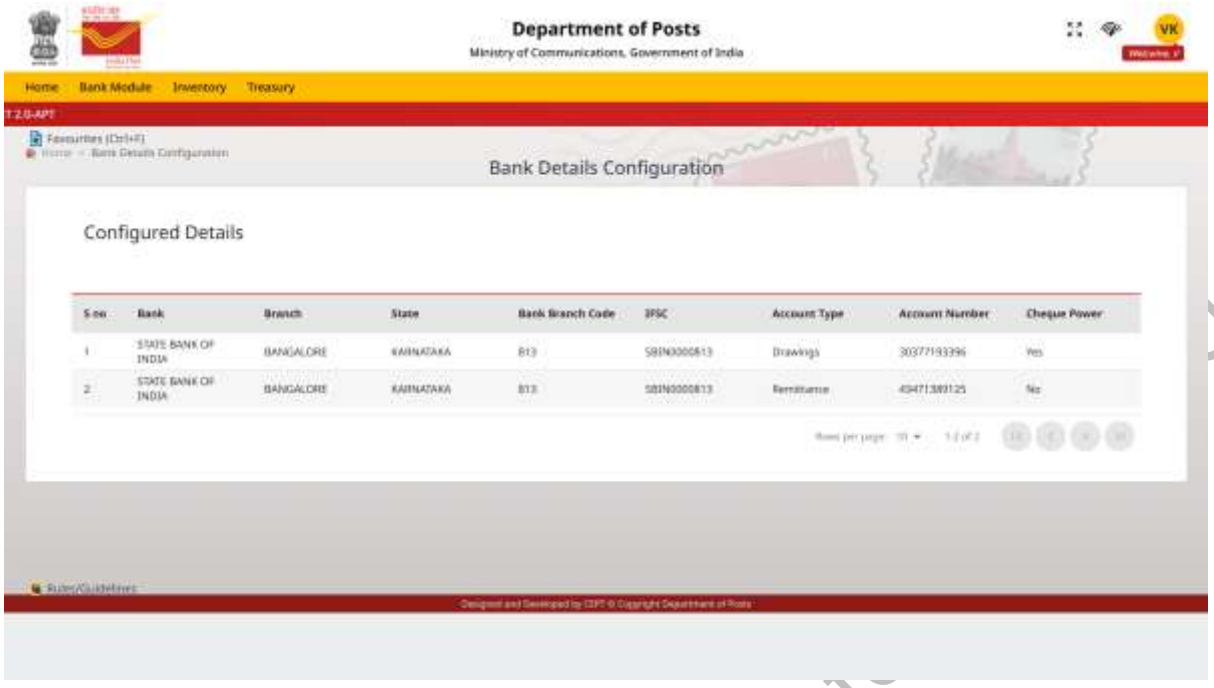
5.6.1 Bank Details Check

The banks configured for the respective DDO are displayed under the 'Bank Details Check' option.



Click 'Bank Details Check' option.

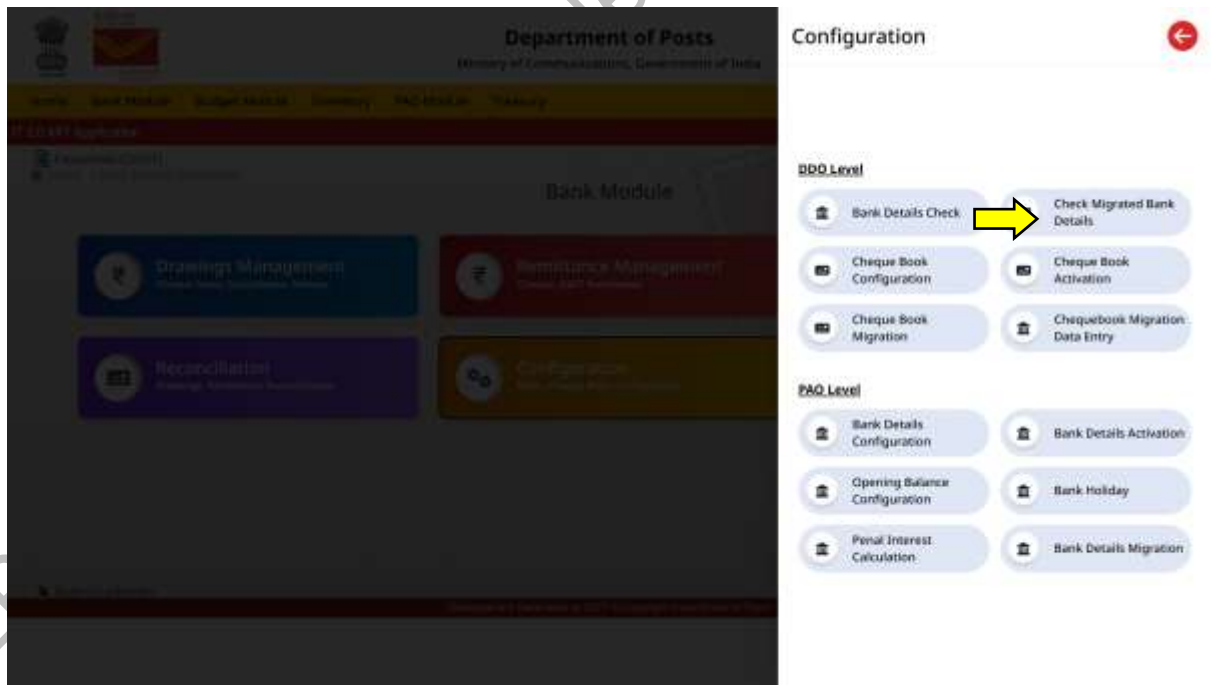
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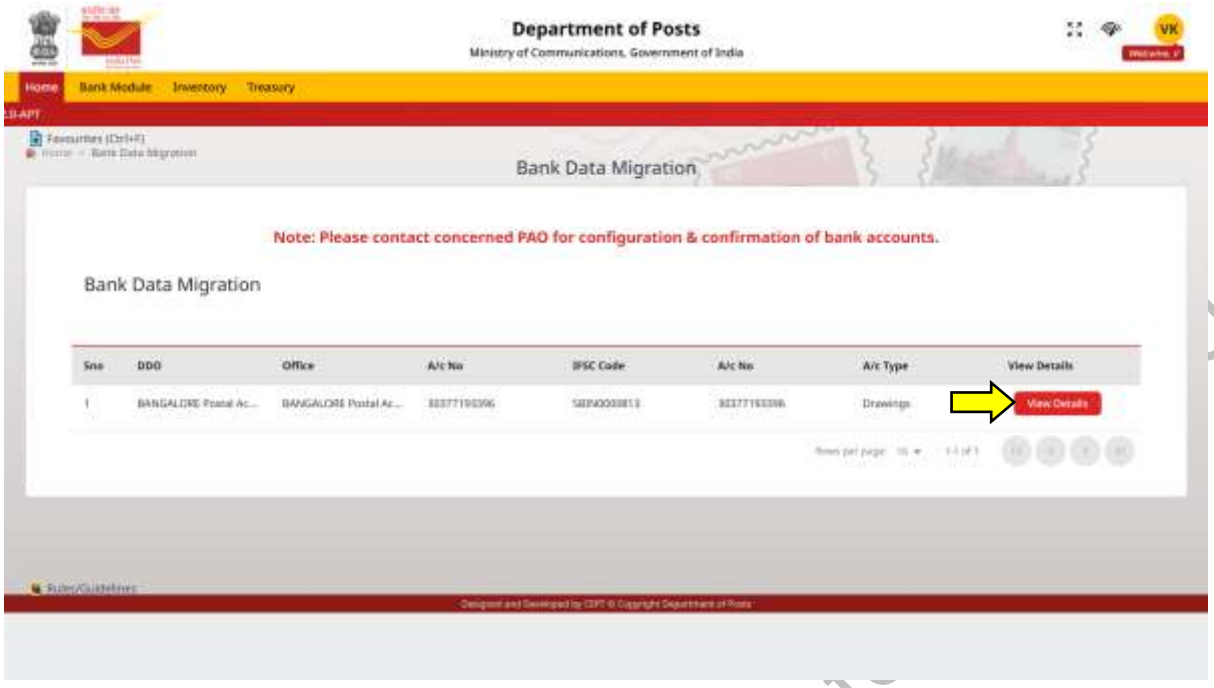
Upon clicking 'Bank Details Check' option, application displays the number of Bank Accounts configured under the respective DDO.

5.6.2 Check Migrated Bank Details

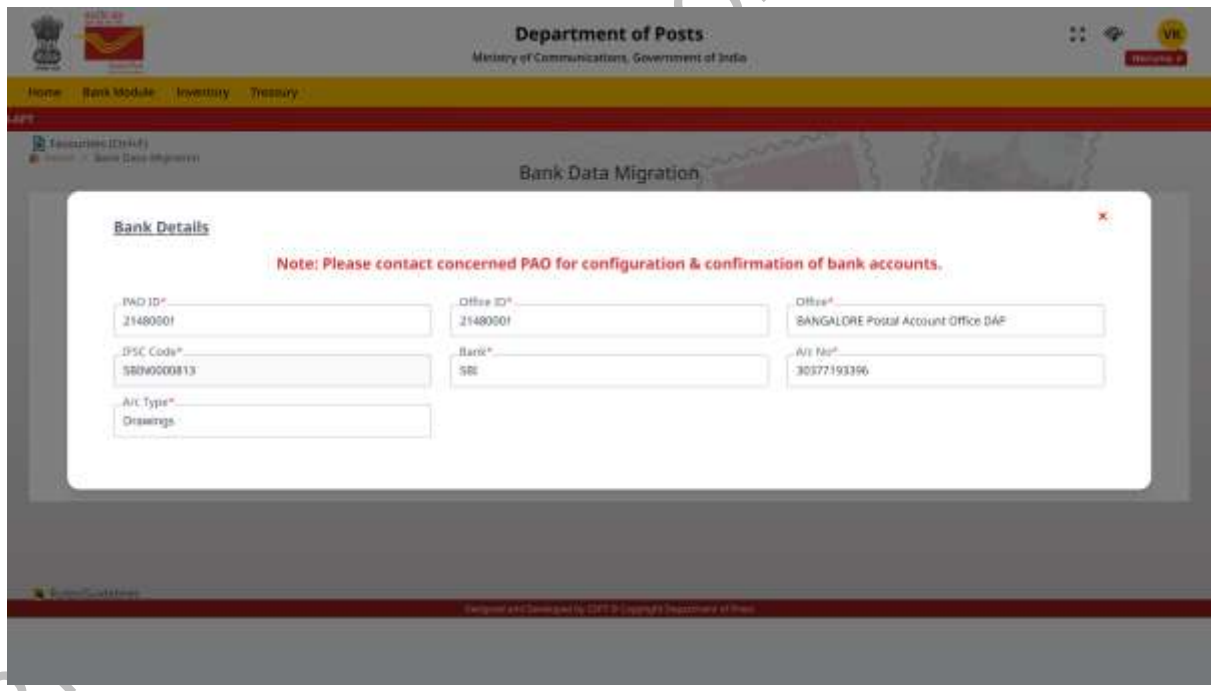
The bank details of the respective DDO that have been migrated from the legacy system to APT are displayed under the 'Check Migrated Bank Details' option.



Click on 'Check Migrated Bank Details' option.



The Migrated Bank details will be displayed as shown above.
Click on 'View Details' button.

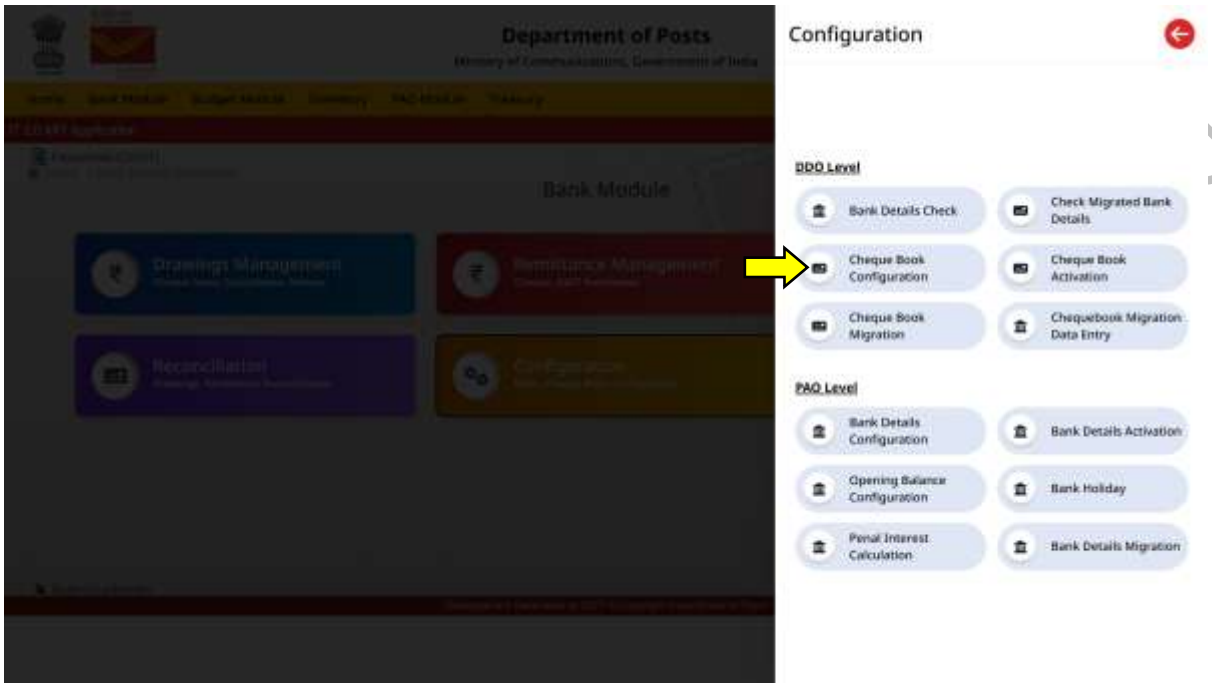


Upon clicking the 'View Details' button, the 'Bank Details' will be displayed.

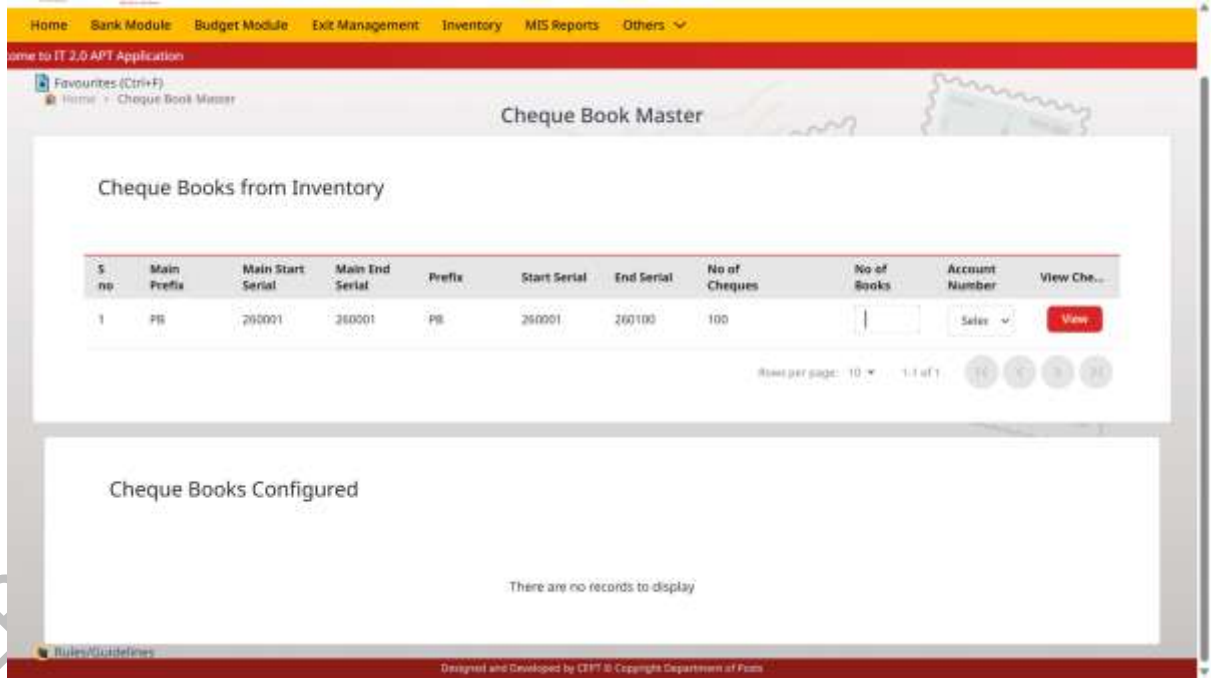
5.6.3 Cheque Book Configuration

Once the indented Cheque Books are received from the supplying unit through the Inventory Module, they must be linked to the respective Drawings Account.

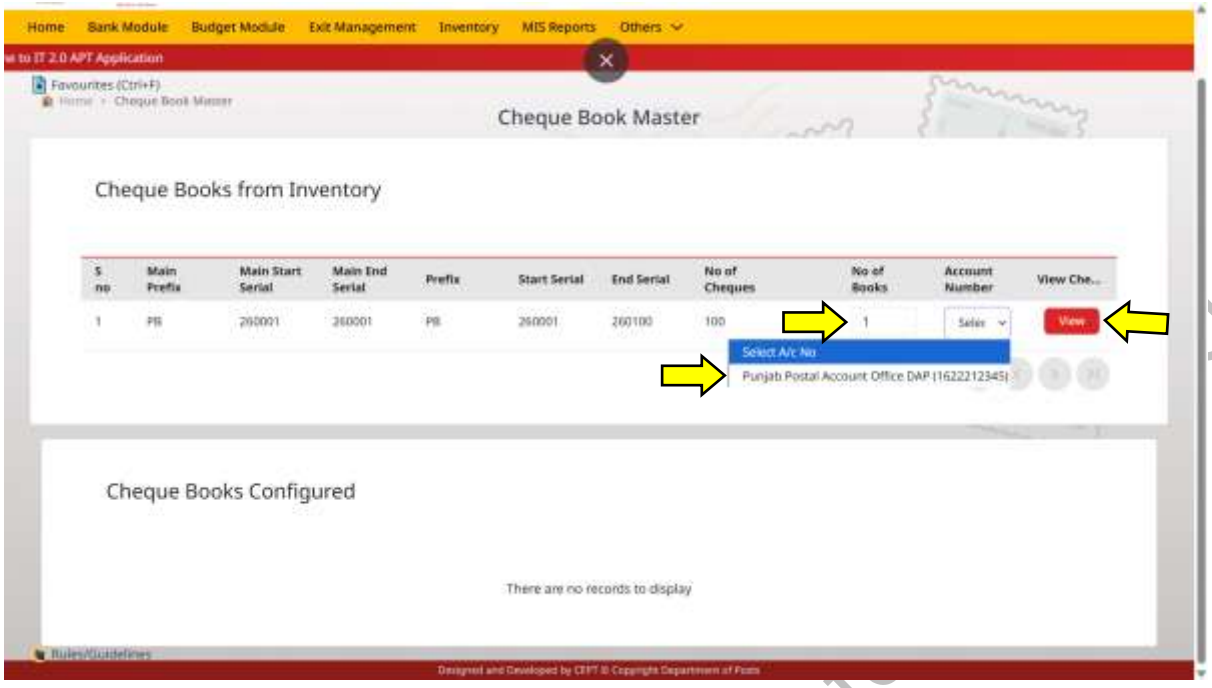
This operation can be performed using the 'Cheque Book Configuration' option.



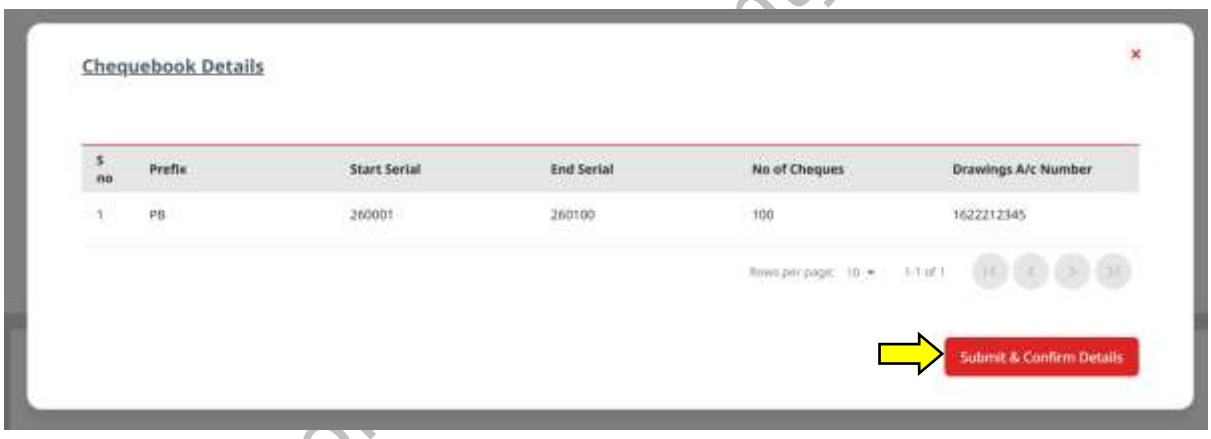
Click 'Cheque Book Configuration' option.



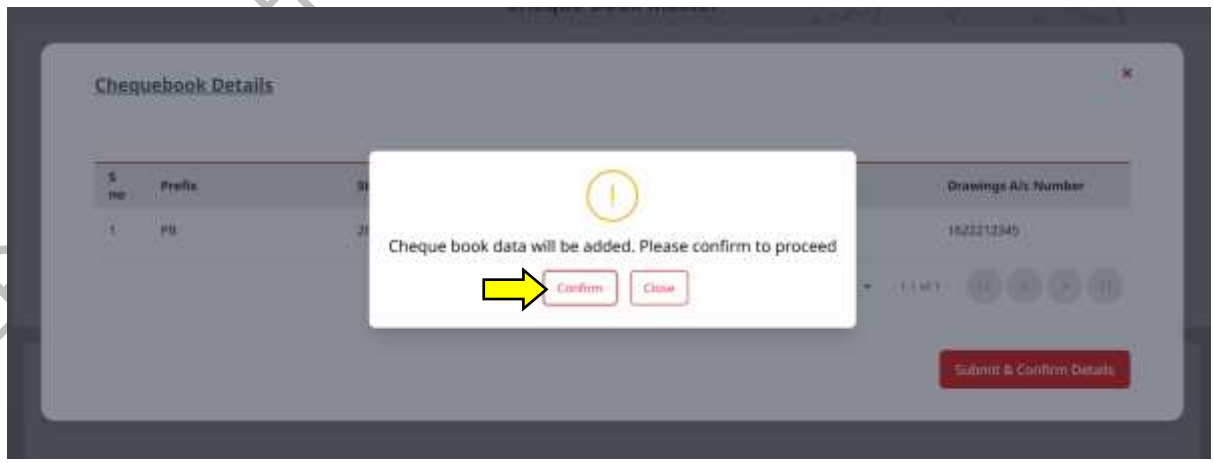
The 'Cheque Book Master' screen is displayed, showing the details of the Cheque Book that is expected to be received.



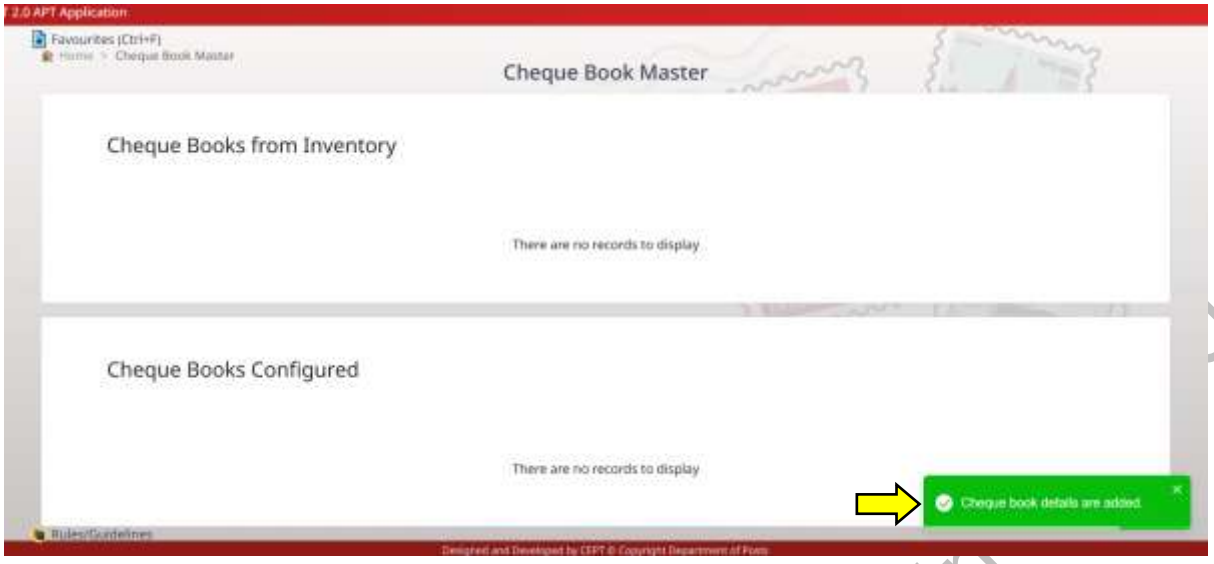
Enter the No. of Books, Select the 'Drawings Account Number' and Click 'View' button.



Click 'Submit & Confirm Details' button.



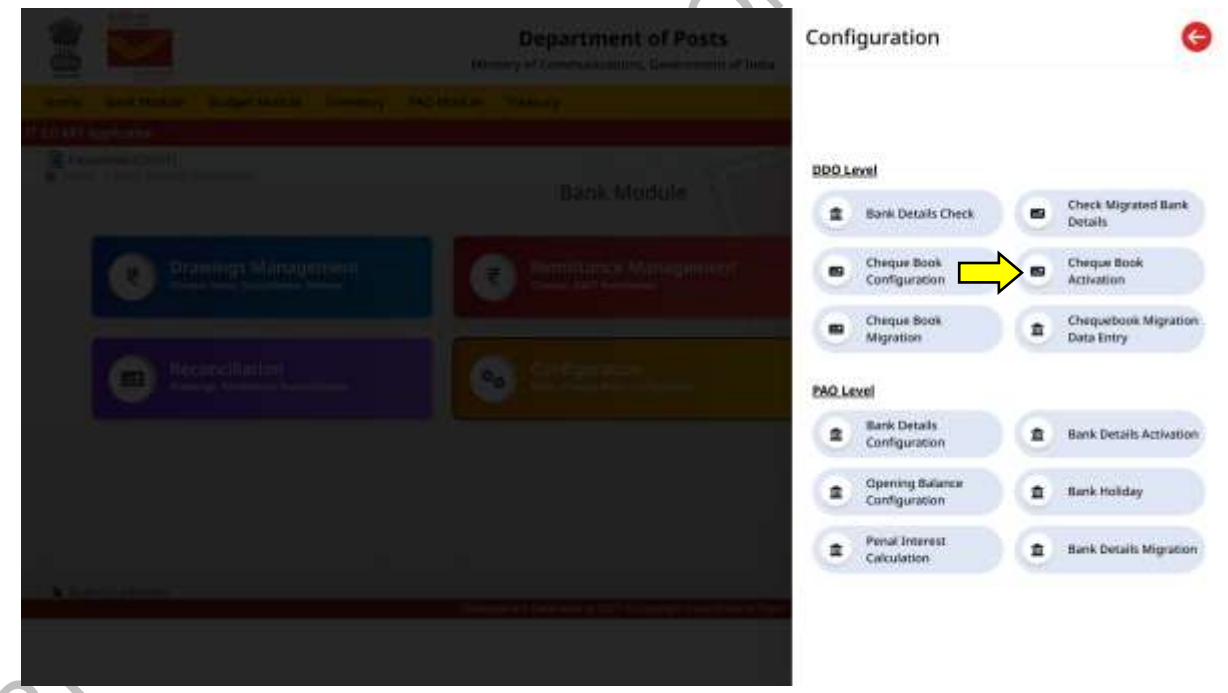
The application once again asks for the confirmation.
Click on 'Confirm' button to reconcile the data.



Upon clicking the 'Confirm' button, the 'Cheque book details are added' message will be displayed.

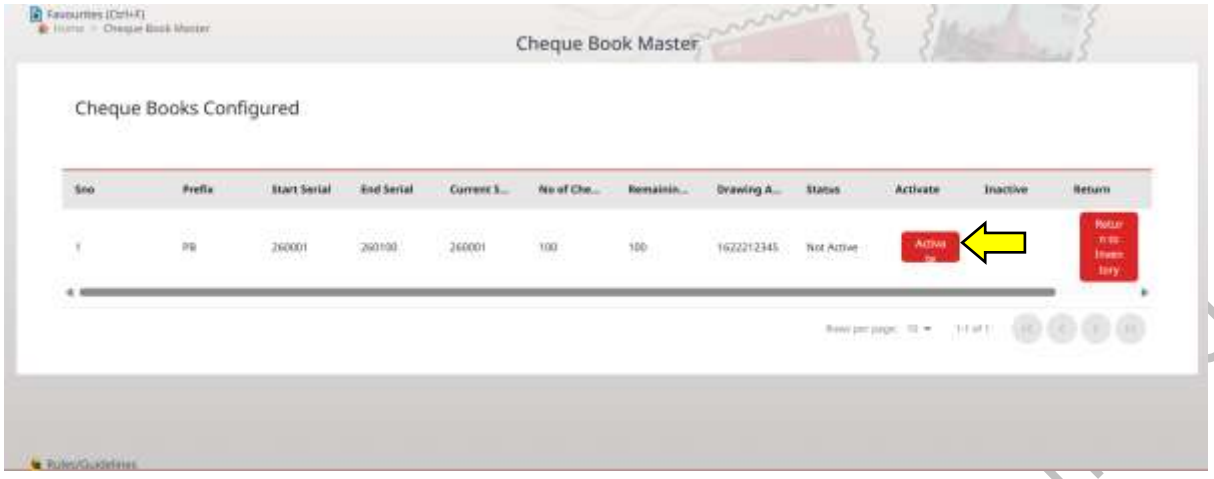
5.6.4 Cheque Book Activation

Upon adding or configuring the Drawls Cheque Book, the Cheque Book should be marked as 'Activated'.



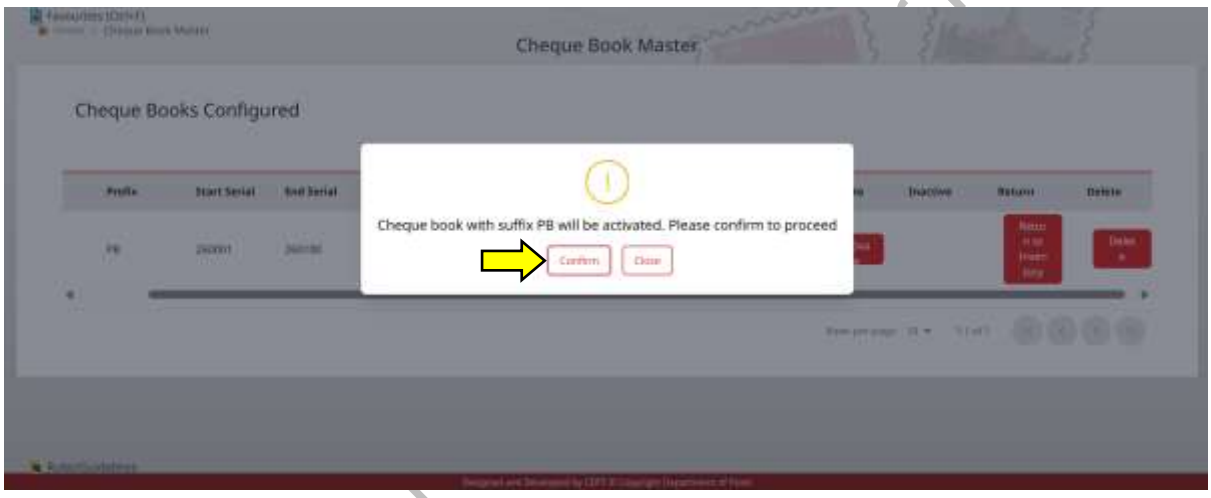
Click 'Cheque Book Activation' option.

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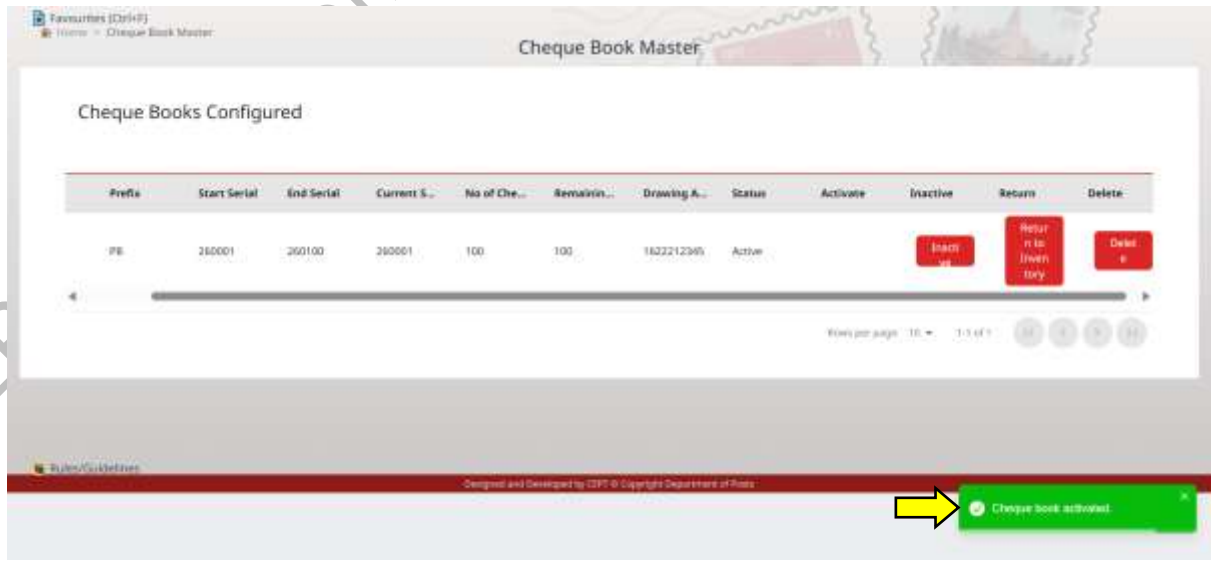
Upon clicking the 'Cheque Book Activation', application displays the Chequebook configured details.

The user should click on 'Activate' button.



Upon clicking the 'Activate' button, application once again asks for the confirmation.

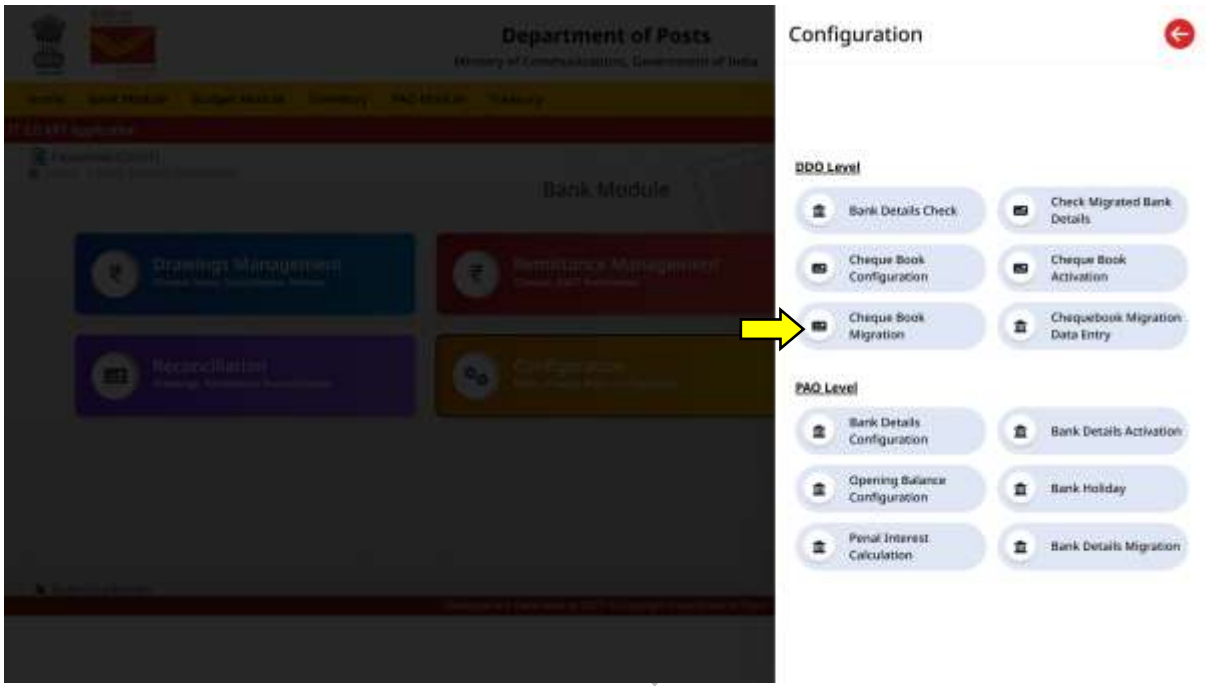
Click 'Confirm' button.



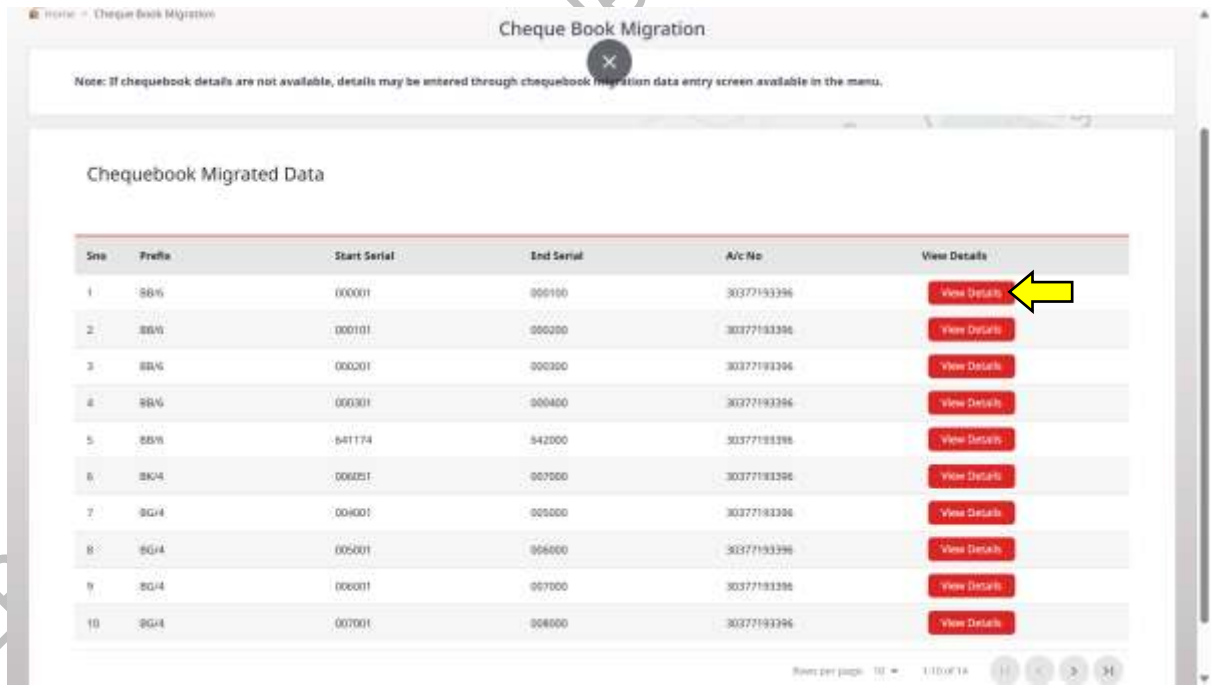
Upon clicking the 'Confirm' button, the 'Cheque Book Activated' message will be displayed.

5.6.5 Cheque Book Migration

The Cheque book details of the respective DDO that have been migrated from the legacy system to APT are displayed under the 'Cheque Book Migration' option.



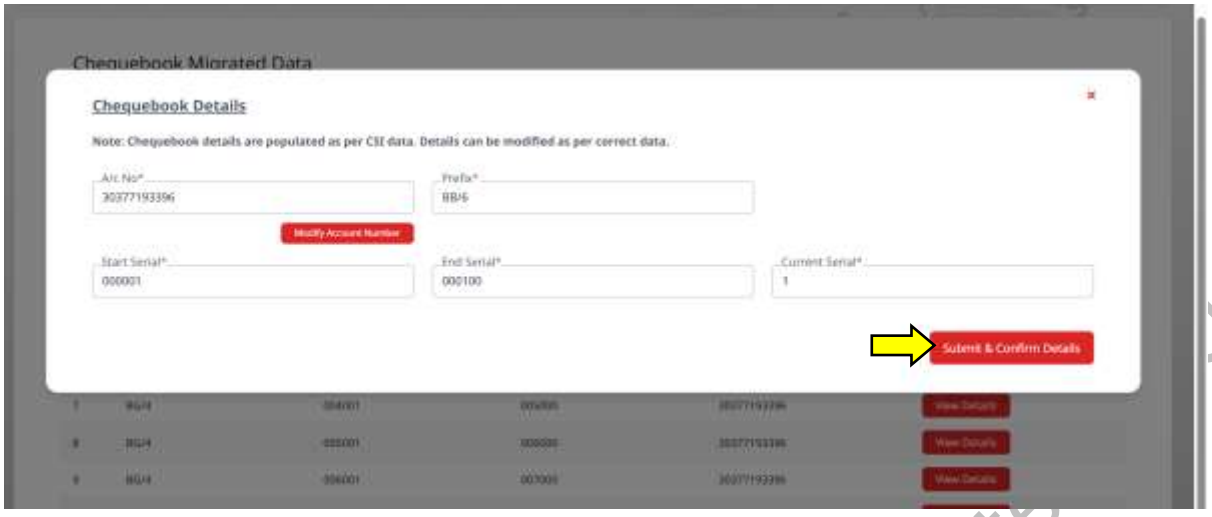
Click on 'Cheque Book Migration' option.



The application displays the migrated Cheque Book data.

The user is required to verify the physical Cheque Book available in the office against the migrated data.

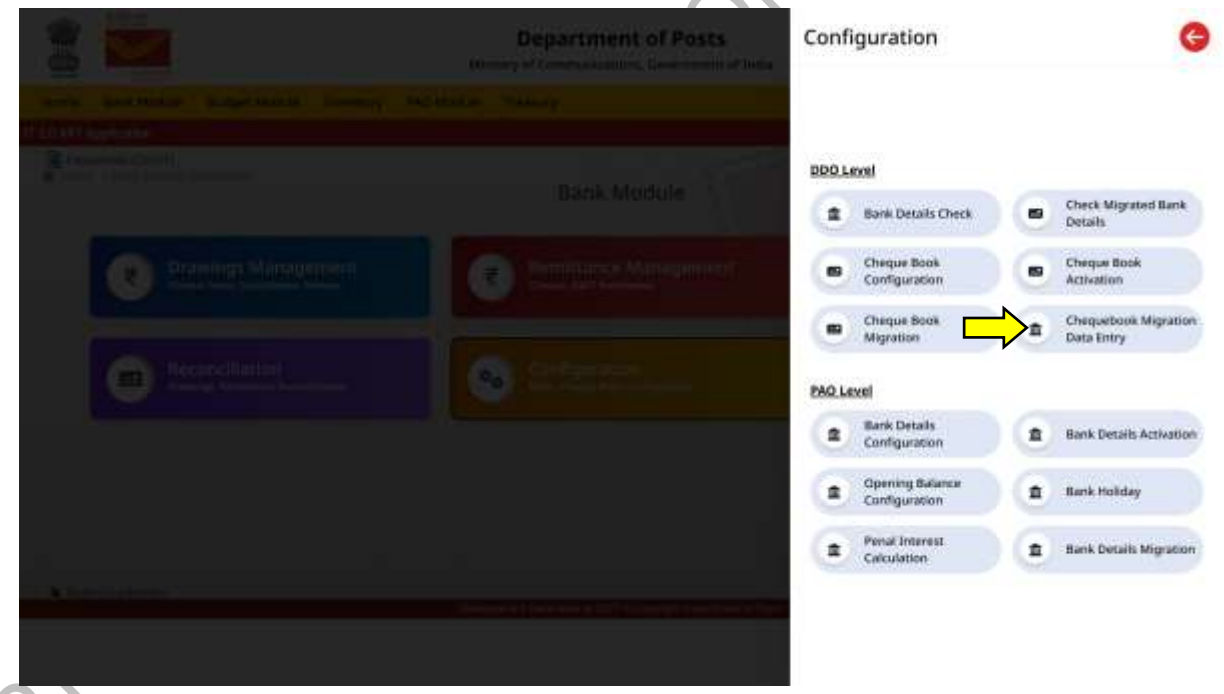
Upon successful verification, the user must click the 'View Details' button to include the Cheque Book and proceed with its activation.



Upon clicking the 'View Details', the application displays the complete details of the Cheque Book. Click on 'Submit & Confirm Details' button.

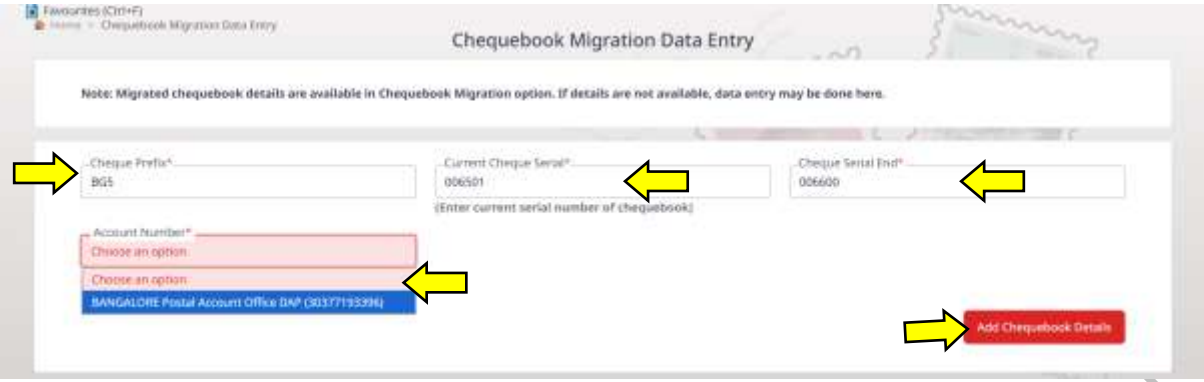
5.6.6 Cheque Book Migration Data Entry

If Cheque Book details are not available through the 'Cheque Book Migration' option, the details can be entered manually using the 'Cheque Book Migration Data Entry' option.



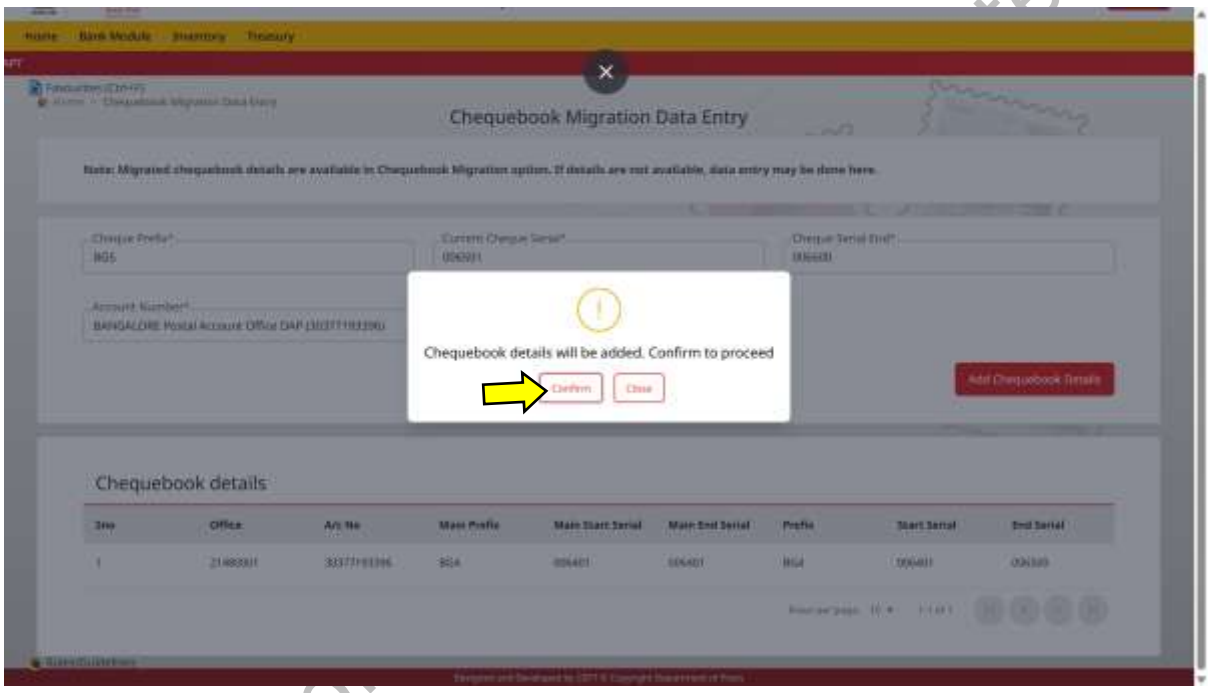
Click 'Chequebook Migration Data Entry' option.

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Enter 'Cheque Prefix', 'Current Cheque Serial', and 'Current Serial End' and Select the 'Drawl Account number' from the 'Account Number' drop-down.

Click 'Add Chequebook Details' button.



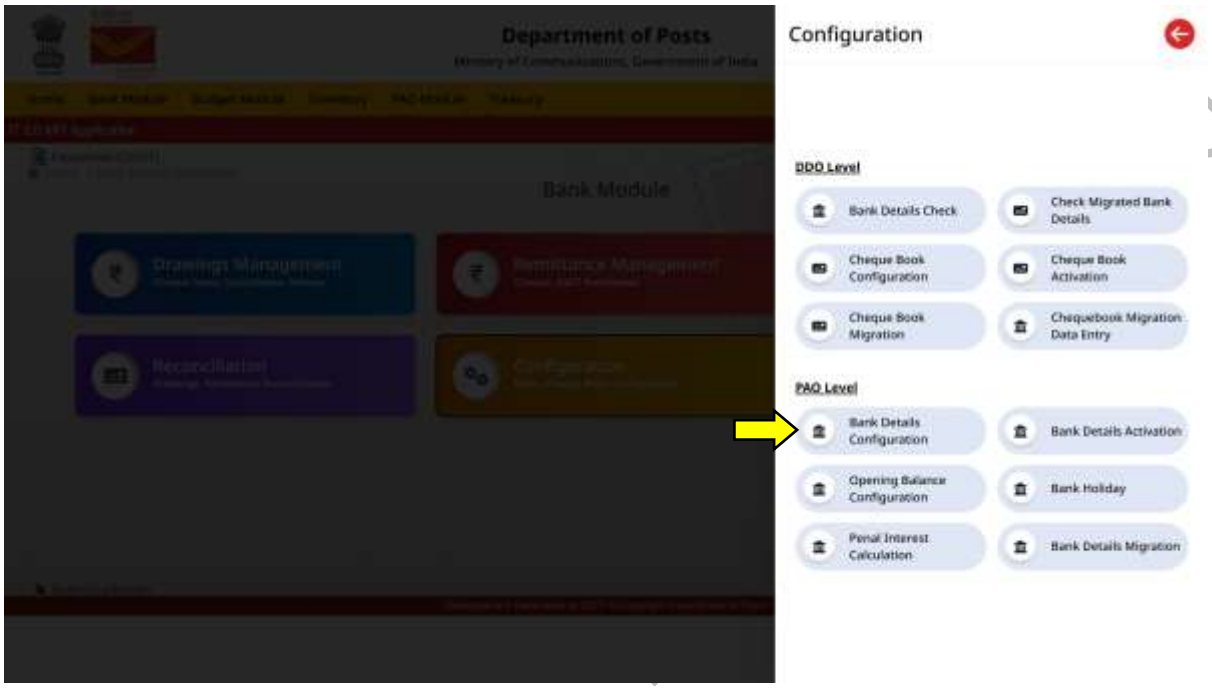
Click 'Confirm' button to add the Cheque details.

Note: After adding the Cheque Books, they must be activated using the 'Cheque Book Activation' option.

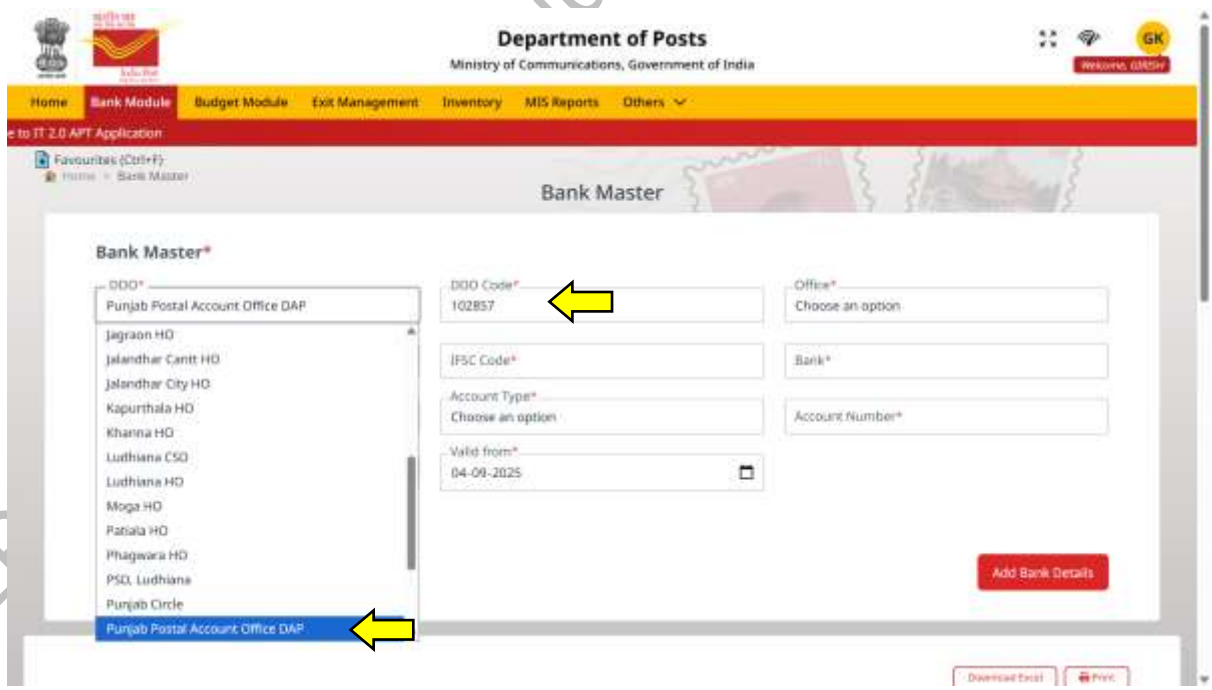
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5.6.7 Bank Details Configuration

The ‘Bank Details Configuration’ option is provided to the PAO for configuring the bank accounts linked to a specific DDO or PAO.

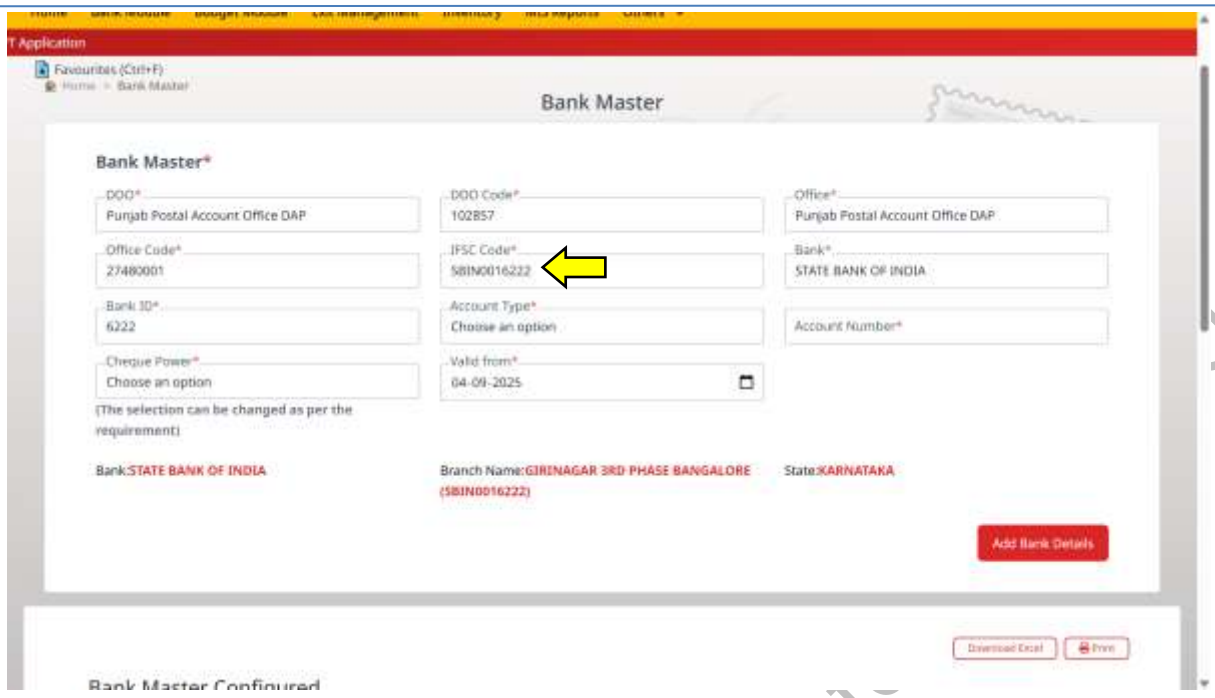


Click ‘Bank Details Configuration’ option.



Bank Master Screen will be displayed.

Select the ‘DDO’.

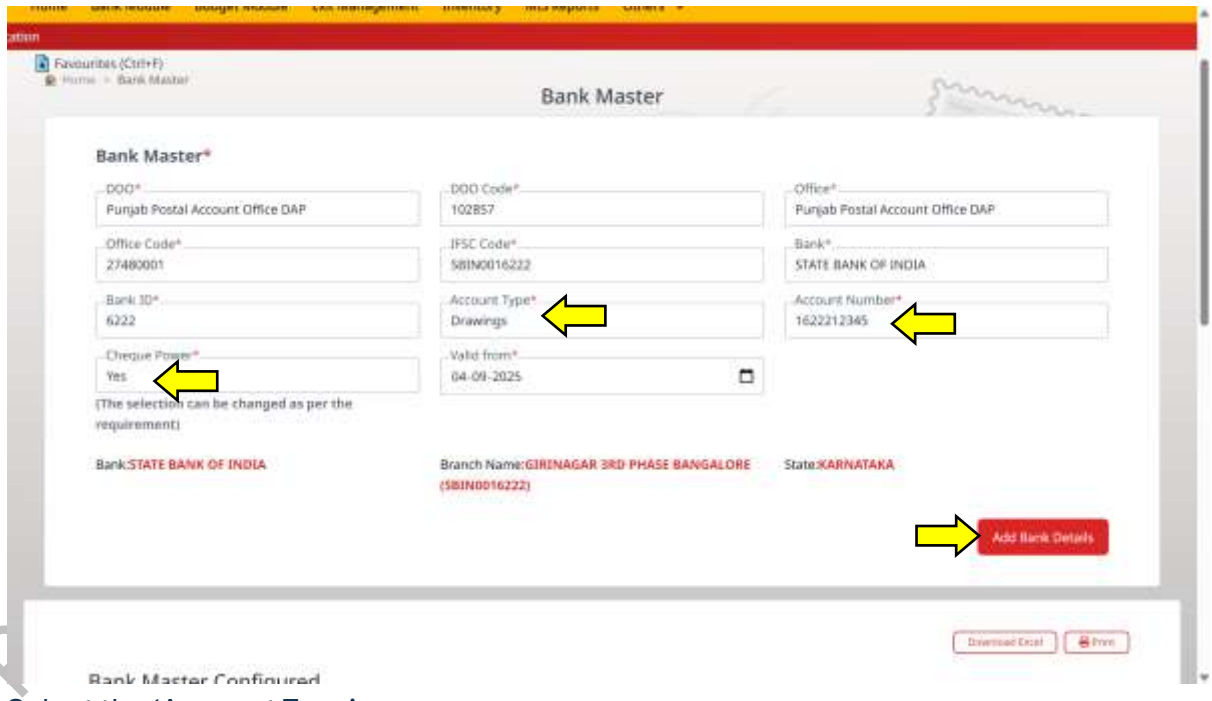


Upon selecting the 'DDO', the DDO Code will be auto-populated.

Select the 'Office', Office Code will be auto-populated.

Enter the IFSC Code.

Based on the IFSC Code entered, the Bank and Bank ID will get auto-updated.



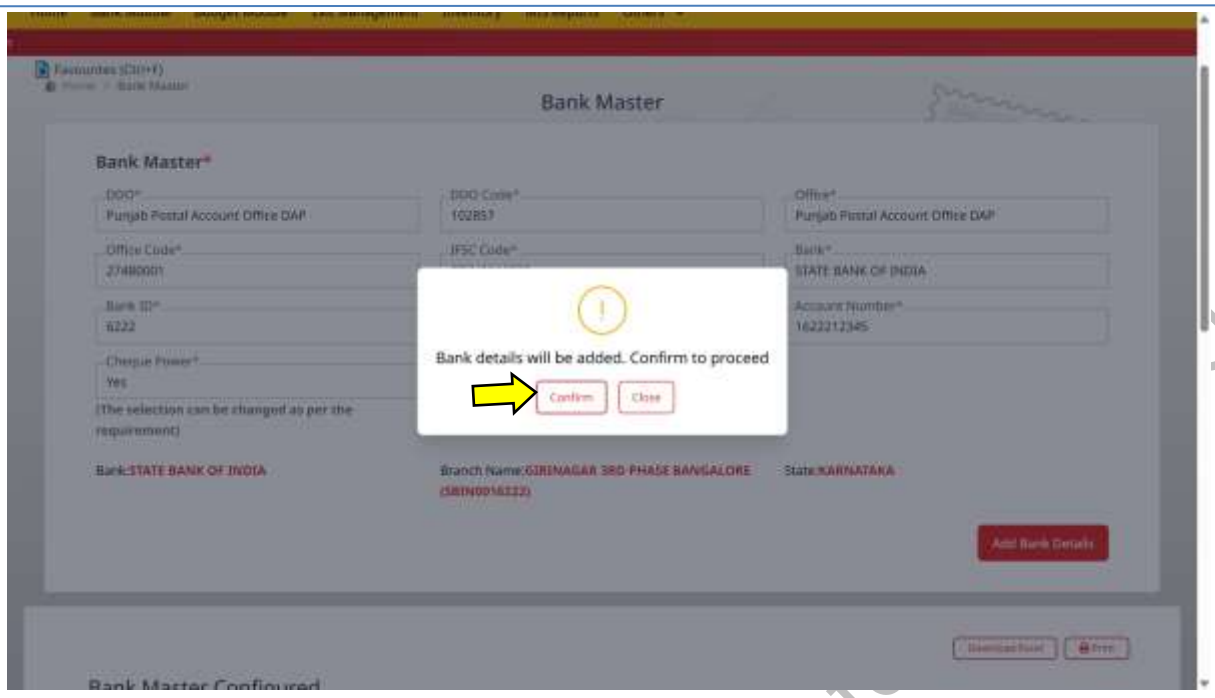
Select the 'Account Type'.

Enter the 'Account Number'.

The Cheque Power should be 'No' for the Remittance Account Type.

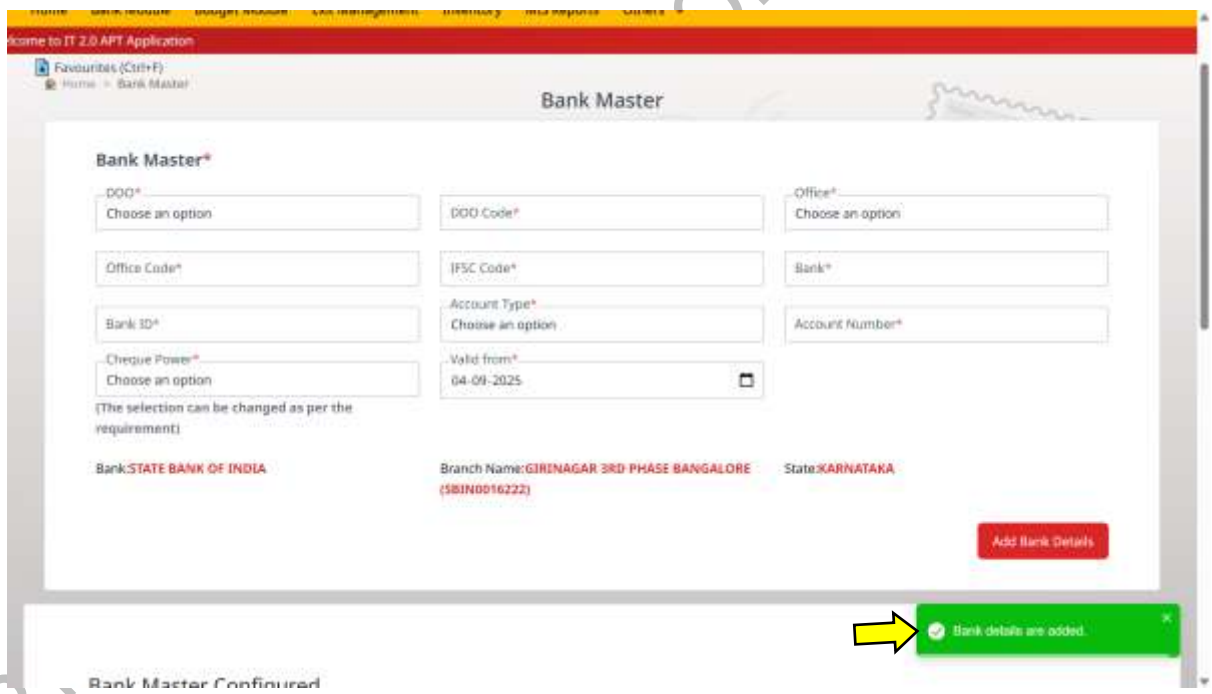
Select the 'Valid From'.

Click 'Add Bank details' button.



Upon clicking the 'Add Bank Details' button, application once again ask for the confirmation to proceed.

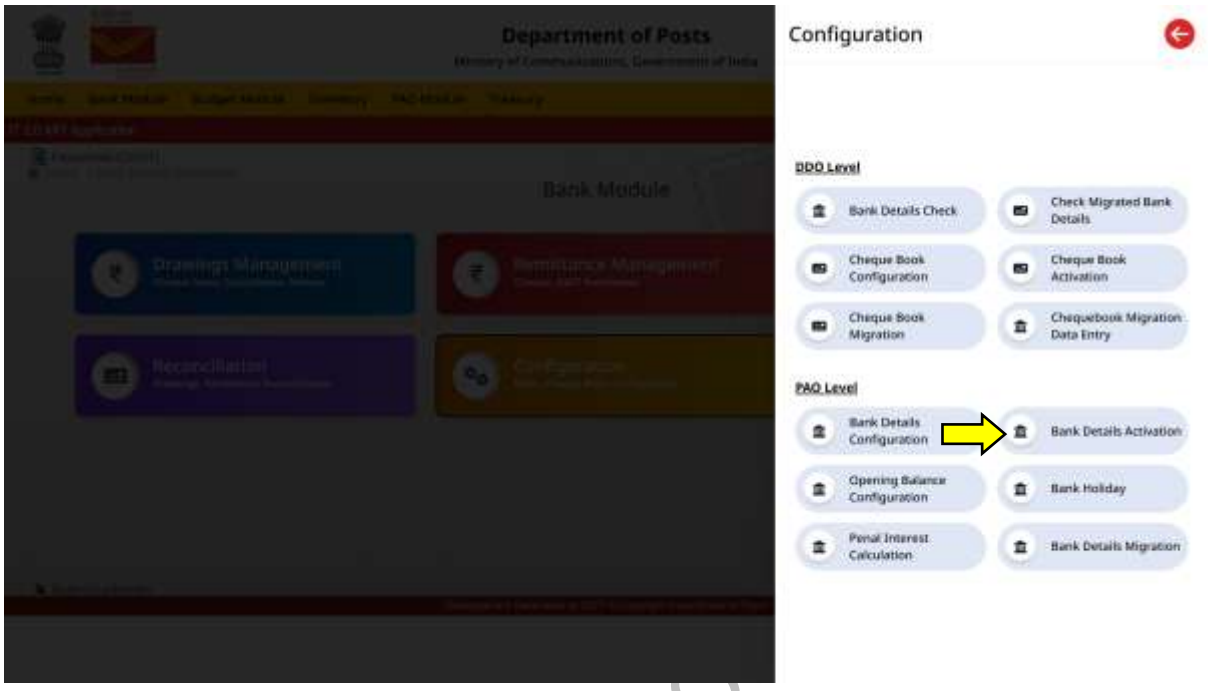
Click 'Confirm' button.



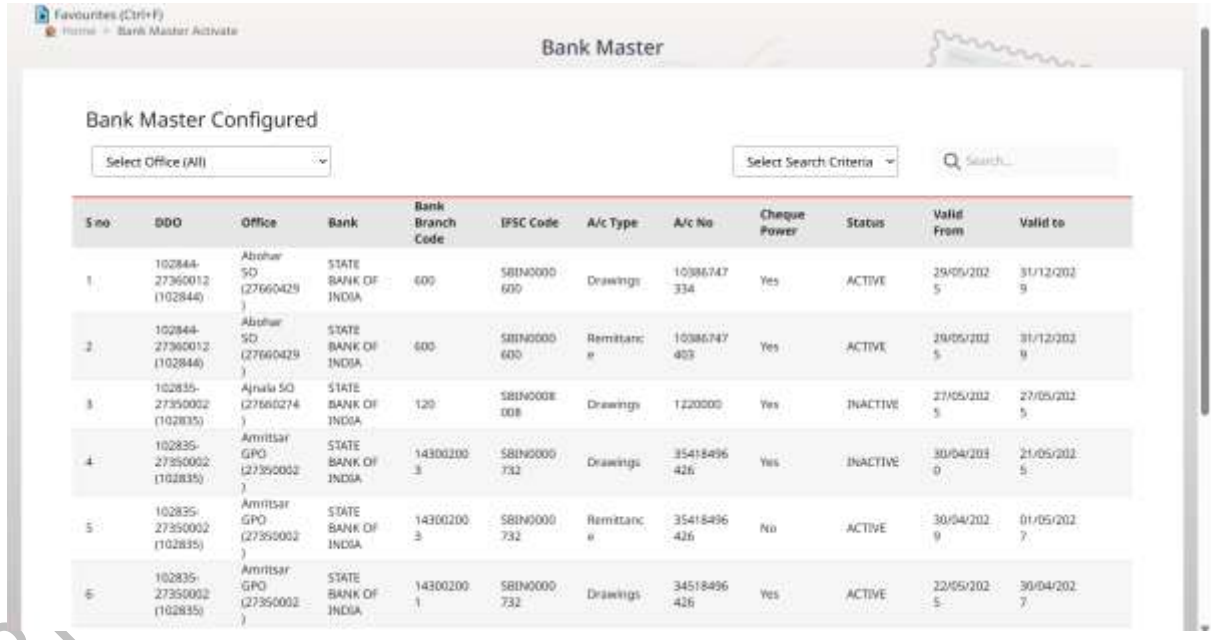
Upon clicking the 'Confirm' button, the 'Bank details are added' message will be displayed.

5.6.8 Bank Details Activation

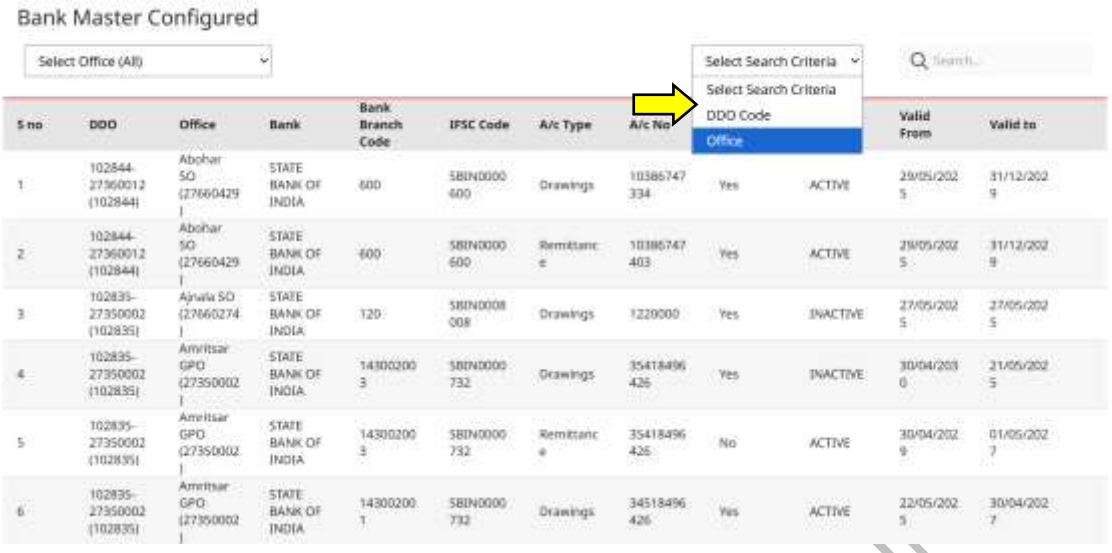
Upon configuring the 'Bank Details', the details should be activated in the Bank Module Supervisor login.



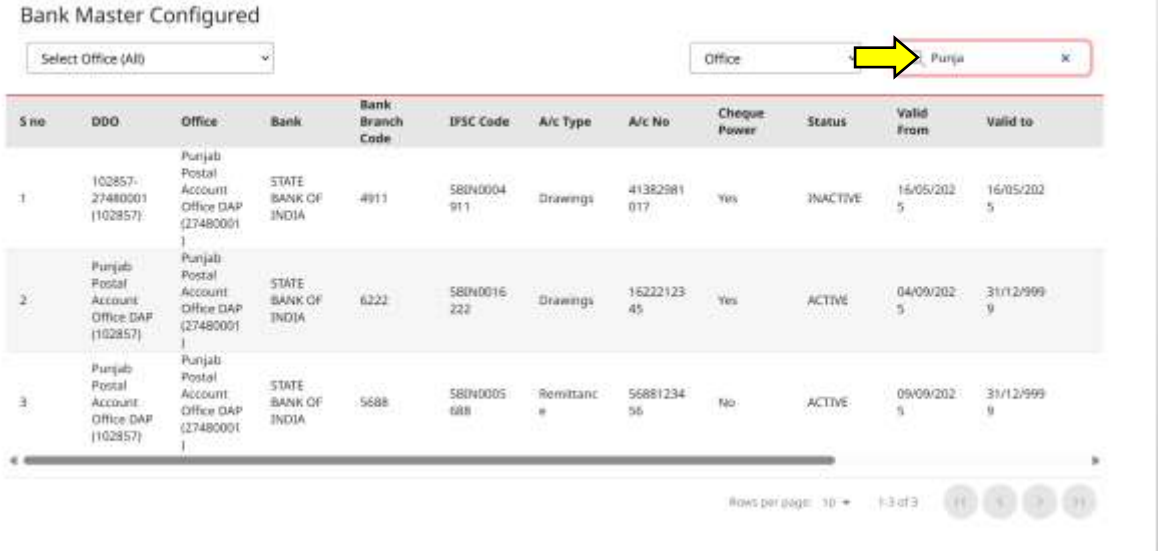
Click on 'Bank Details Activation' option.



The 'Bank Master' screen will be displayed.



The user can search the Office by the 'DDO Code' or 'Office Name'.



Enter the search term.

The application provides the result based on the search input.



Click 'Activate' button to active the Bank Account added.

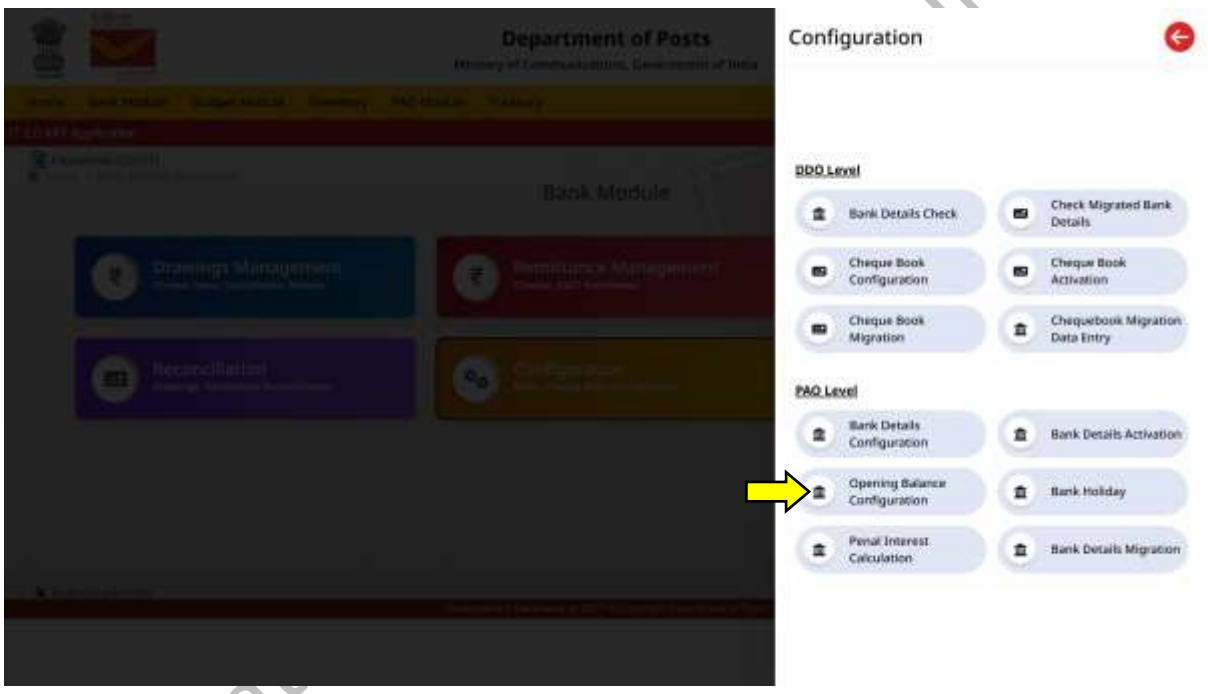


Upon clicking the 'Activate' button, the 'Bank details activated successfully' message will be displayed.

5.6.9 Opening Balance Configuration

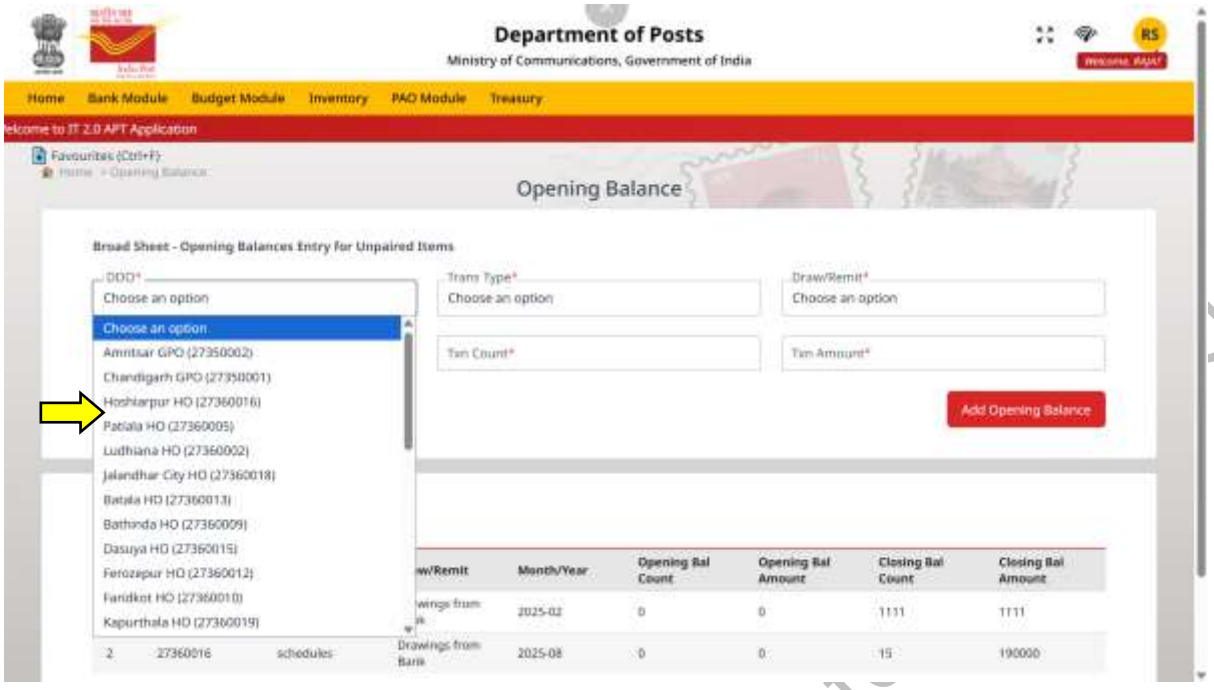
The unpaired item amounts lying in HOAs 8670 and 8677, categorized month-wise and DDO-wise, must be entered in the Opening Balance Configuration.

This process is to be carried out for both the DDO Schedules and the Bank Scrolls as received from RBI Nagpur.

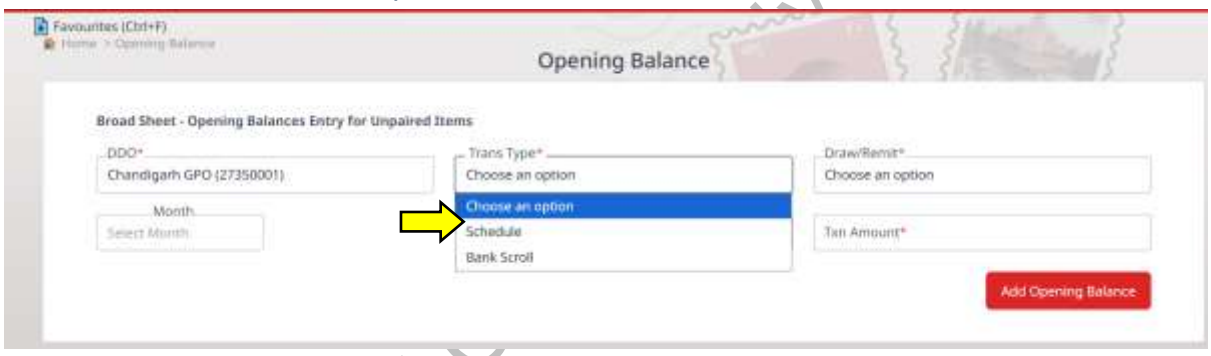


Click 'Opening Balance Configuration' option.

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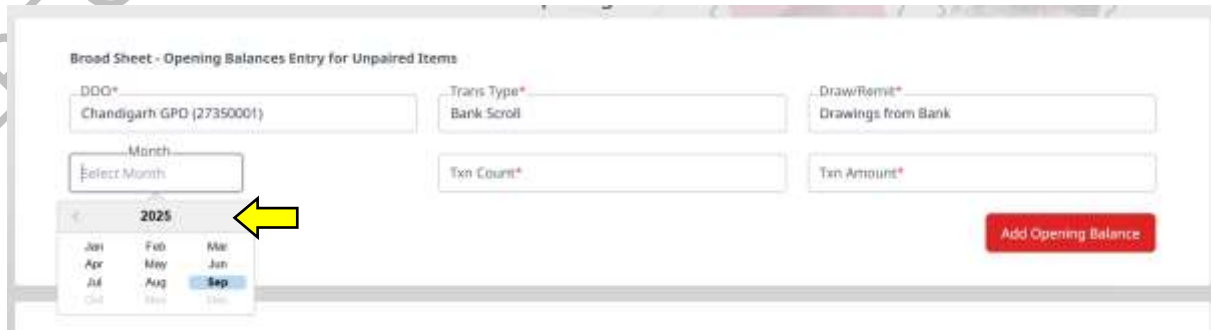
Select the DDO from the drop-down.



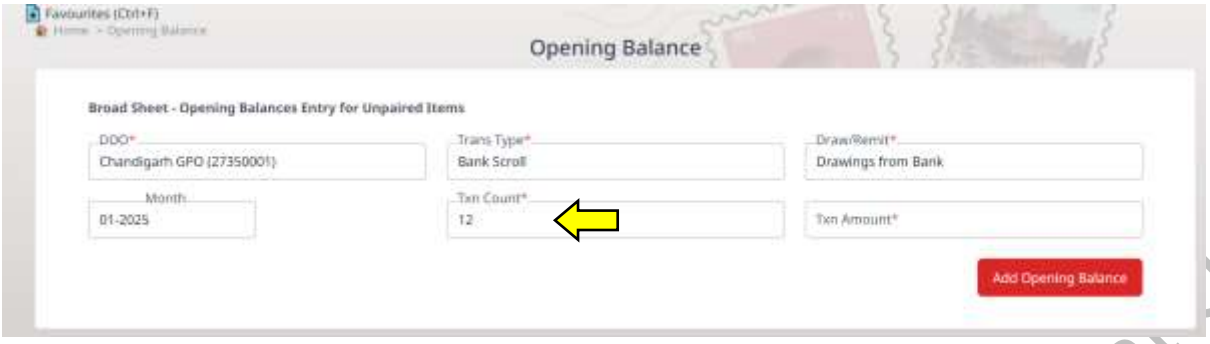
Select the ‘Trans Type’



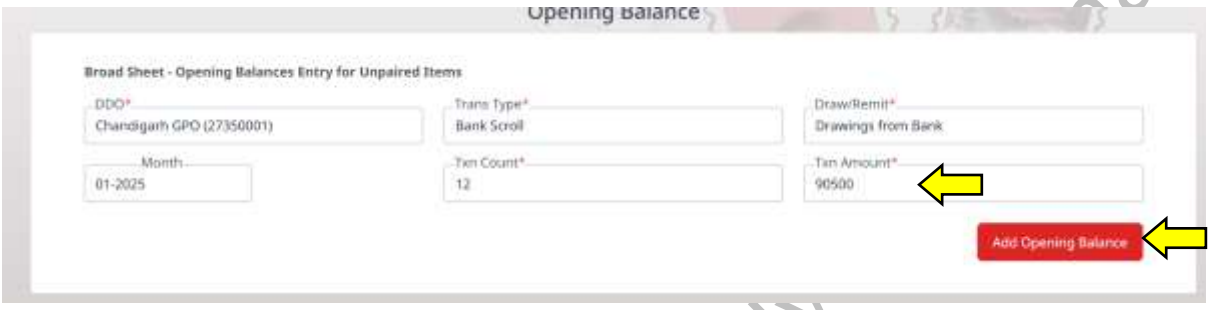
Select the type of Account from Draw/Remit drop-down.



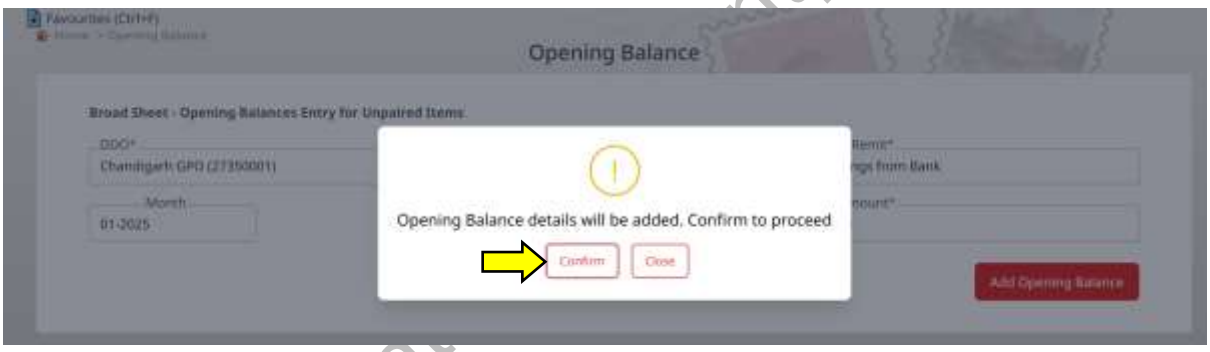
Select the ‘Month’.



Enter the 'Transaction Count'



Enter the 'Transaction Amount' and click on 'Add Opening Balance' button.



Upon clicking the 'Add Opening Balance', application once again ask for the confirmation.

Click on 'Confirm' button.

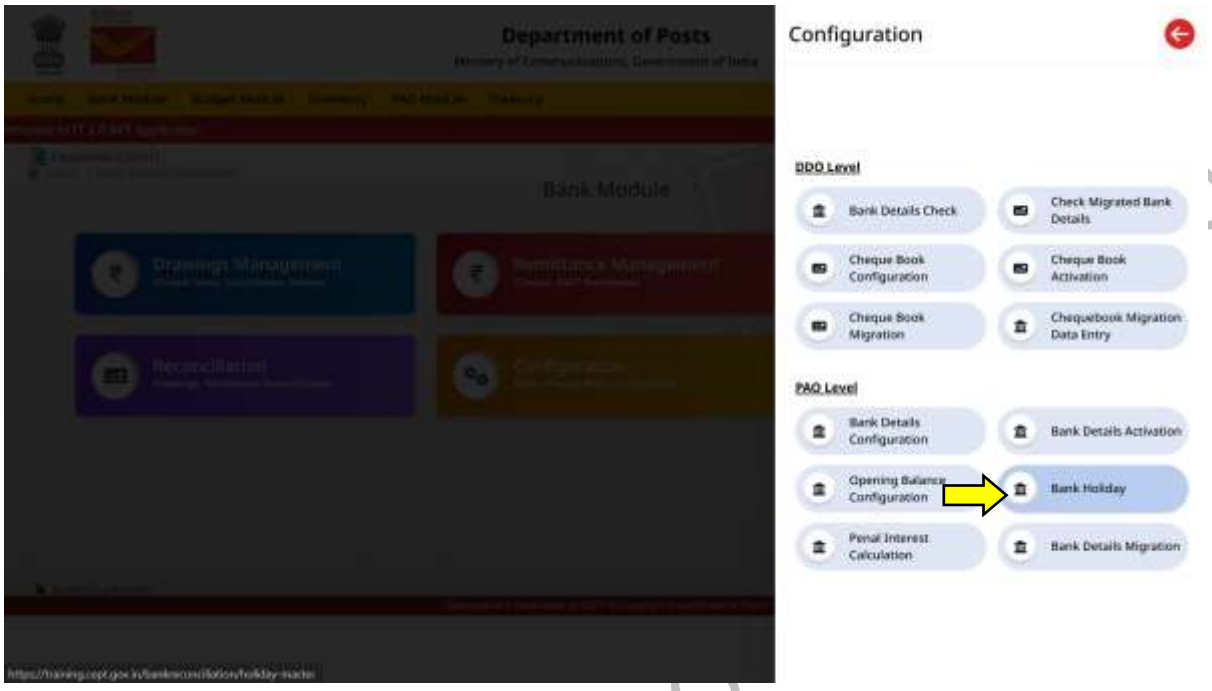


Upon clicking the 'Confirm' button, the 'Opening Balance details are added' message will be displayed.

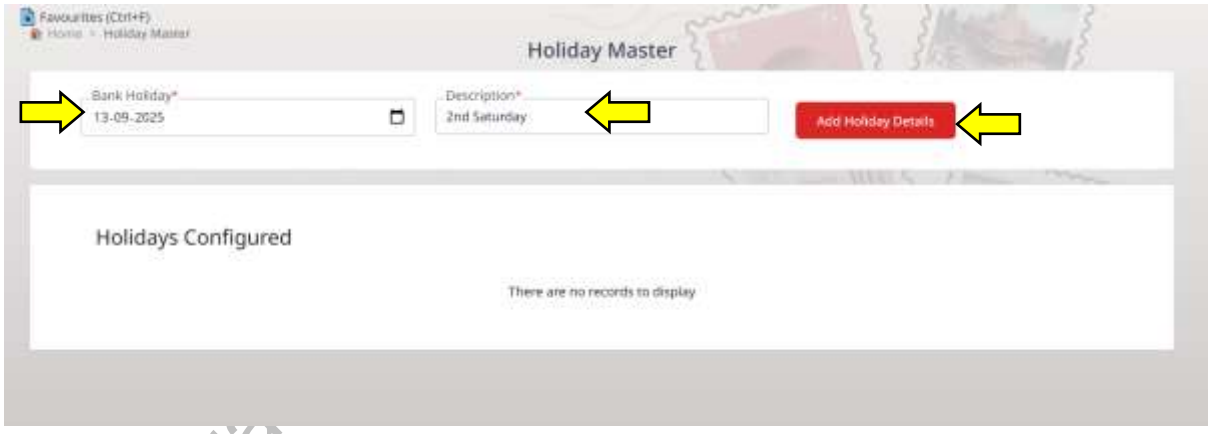
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5.6.10 Bank Holiday

The 'Bank Holiday' option is provided to configure the Bank Closed Holidays in the APT system.

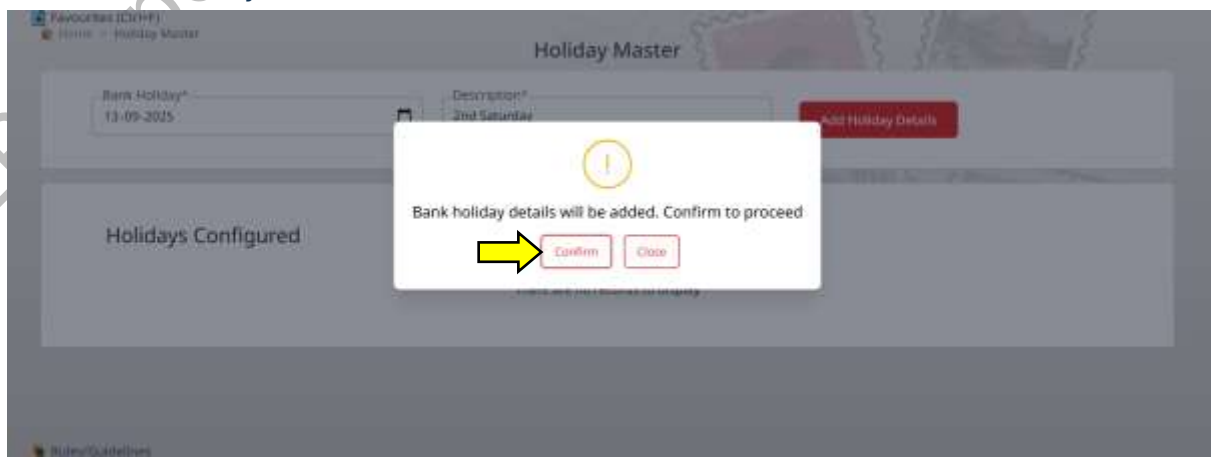


Click 'Bank Holiday' option.

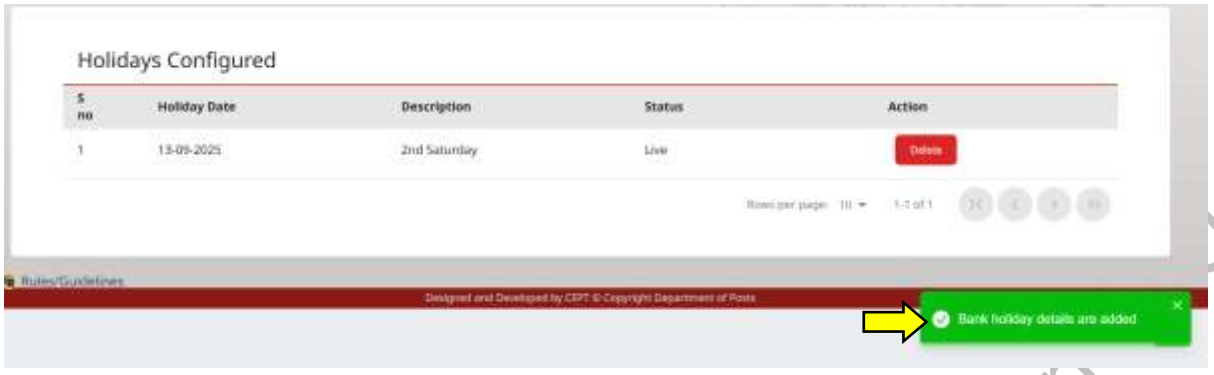


Select the 'Bank Holiday' date and enter the 'Description' of the Holiday.

Click 'Add Holiday Details' button



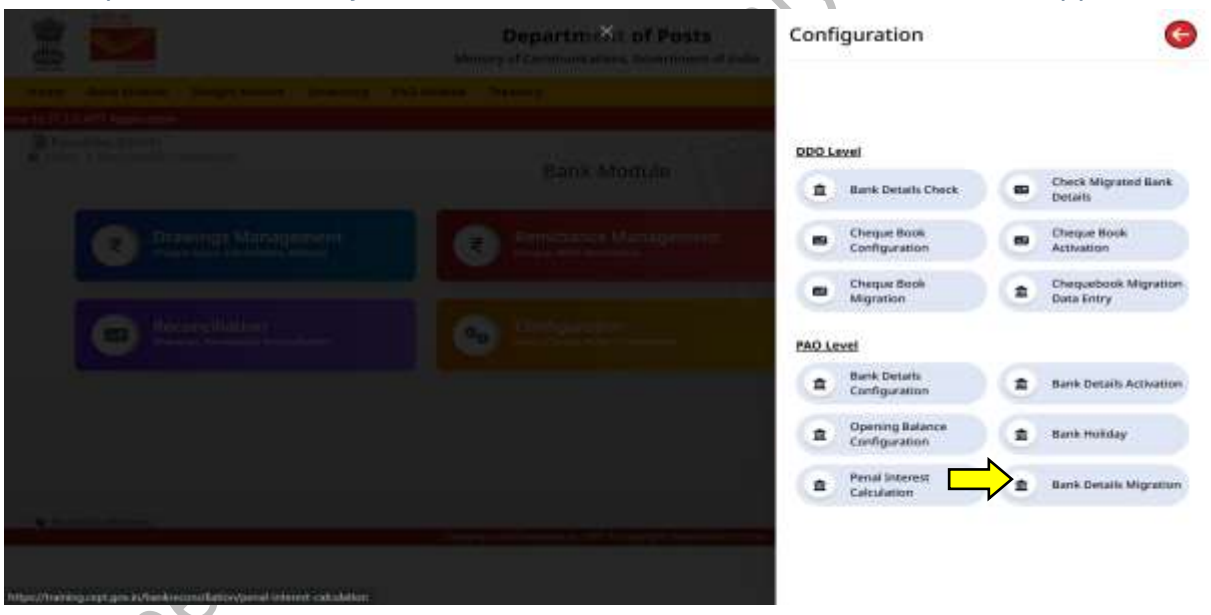
Application once again asks for the confirmation.
Click on 'Confirm' button



Upon clicking the 'Confirm' button, application displays the message as 'Bank Holiday details are added'.

5.6.11 Bank Details Migration

Any bank accounts linked to the DDO or PAO that have been migrated from the legacy application to the APT system will be displayed under 'Bank Details Migration'. The user is required to verify and confirm these details in the application.



Click on 'Bank Details Migration' option.

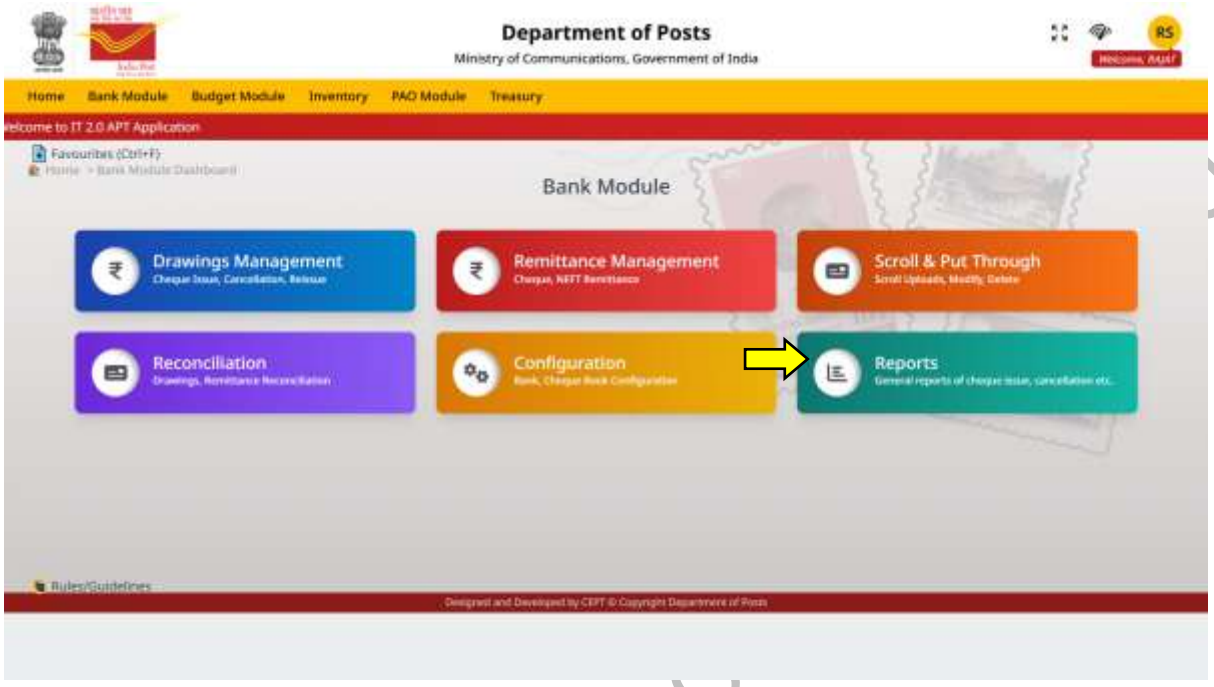


The Bank Account details will be displayed where the user needs to confirm the Account Details.

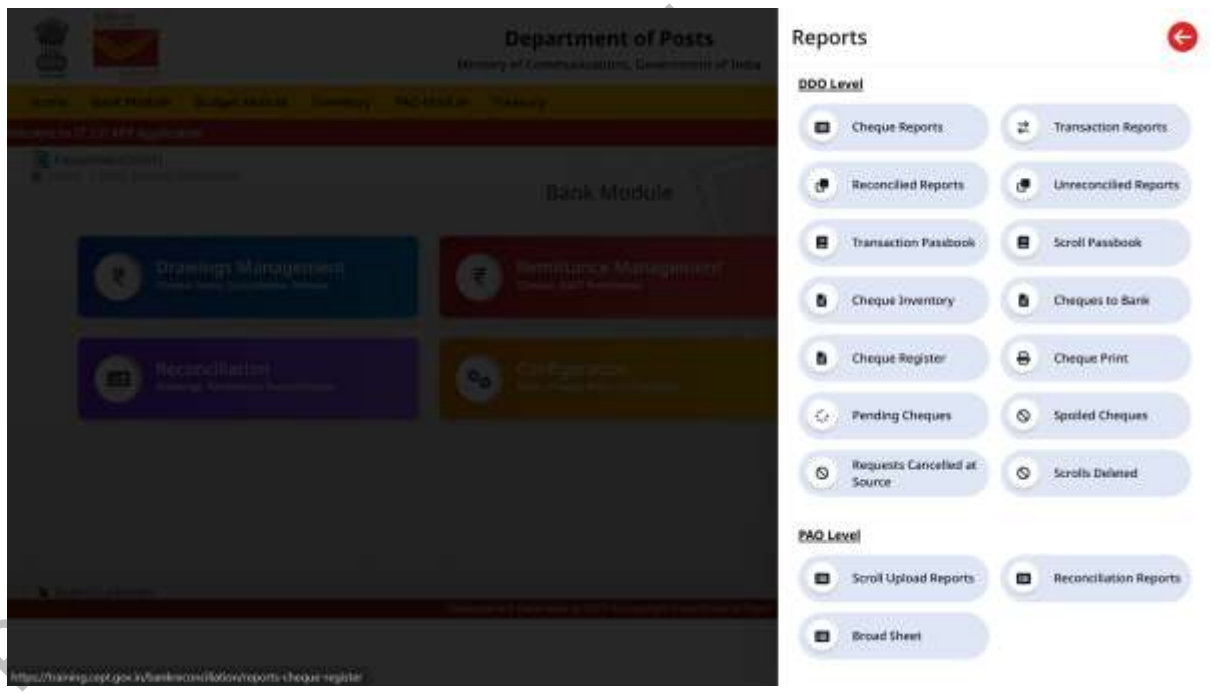
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5.7 Reports

The Reports sub-card provides users with data on transactions performed across the various sub-cards within the Bank Module.



Click 'Reports' sub-card.

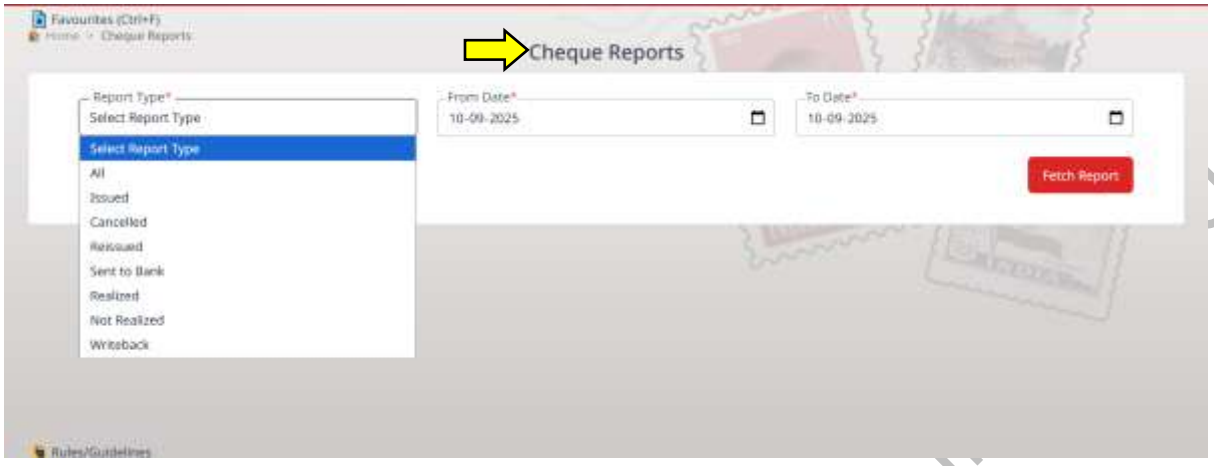


By clicking the 'Reports' sub-card, users can access various reports configured at the DDO or PAO level.

The details of each report are explained in the sub-indexes of 5.7.

5.7.1 Cheque Reports

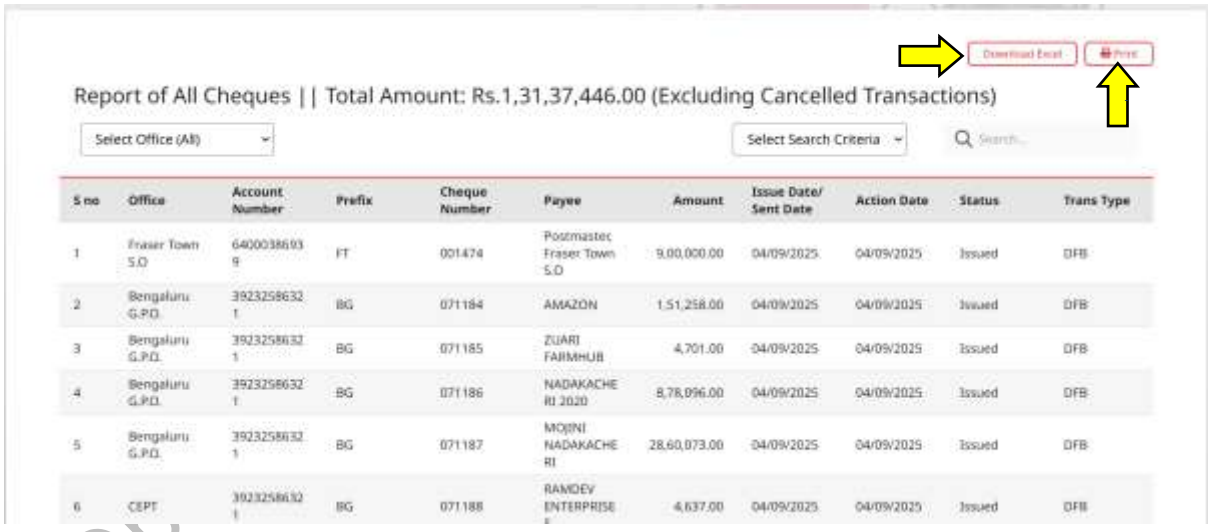
The Cheque Reports provides the data on number of Cheques issued, Cancelled, Reissued, Send to Bank, Realized, Not-Realized and Write Back cheques.



Select the 'Report type' and From Date and To Date.

Click 'Fetch Report' button.

Since the 'All' report type includes every transaction category, the 'All' option will be selected for illustration purposes.

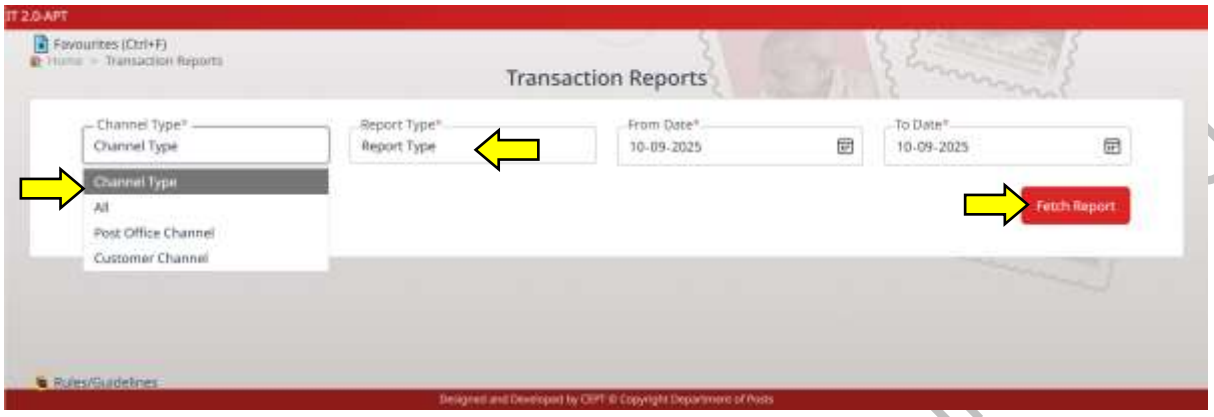


The report can be downloaded in Excel format or PDF format.

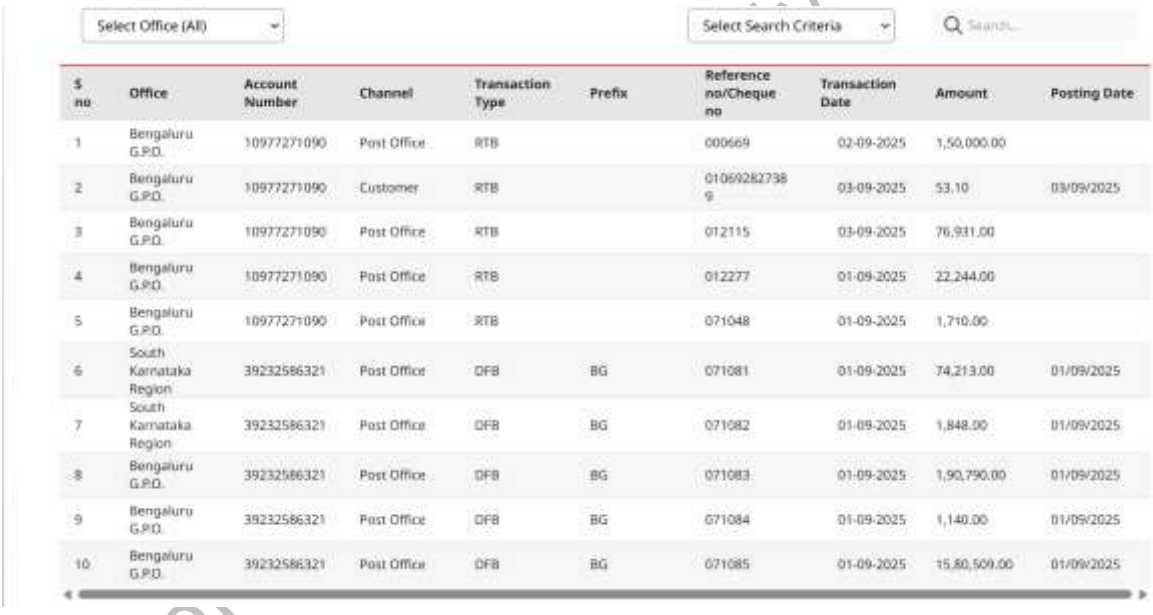
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5.7.2 Transaction Reports

The 'Transaction Reports' provide data on the number of transactions carried out under the transaction types 'Drawls' and 'Remittances' through different channels such as 'Post Office' and 'Customer'.



Select the 'Channel Type', 'Report type' and 'From' and 'To' Date.
Click 'Fetch Report' button.



Select Office (All) | Select Search Criteria | Search...

S no	Office	Account Number	Channel	Transaction Type	Prefix	Reference no/Cheque no	Transaction Date	Amount	Posting Date
1	Bengaluru G.P.O.	10977271090	Post Office	RTB		000669	02-09-2025	1,50,000.00	
2	Bengaluru G.P.O.	10977271090	Customer	RTB		010692827389	03-09-2025	53.10	03/09/2025
3	Bengaluru G.P.O.	10977271090	Post Office	RTB		012115	03-09-2025	76,931.00	
4	Bengaluru G.P.O.	10977271090	Post Office	RTB		012277	01-09-2025	22,244.00	
5	Bengaluru G.P.O.	10977271090	Post Office	RTB		071048	01-09-2025	1,710.00	
6	South Karnataka Region	39232586321	Post Office	DFB	BG	071081	01-09-2025	74,213.00	01/09/2025
7	South Karnataka Region	39232586321	Post Office	DFB	BG	071082	01-09-2025	1,848.00	01/09/2025
8	Bengaluru G.P.O.	39232586321	Post Office	DFB	BG	071083	01-09-2025	1,90,790.00	01/09/2025
9	Bengaluru G.P.O.	39232586321	Post Office	DFB	BG	071084	01-09-2025	1,140.00	01/09/2025
10	Bengaluru G.P.O.	39232586321	Post Office	DFB	BG	071085	01-09-2025	15,80,509.00	01/09/2025

When the user clicks the 'Fetch Report' button, the application displays data on the number of transactions carried out across different channels and transaction types.

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5.7.3 Reconciled Reports

The Reconciled Reports provide data on the number of transactions that have been reconciled for each transaction type.



Select the 'Trans Type', From Date and To Date

Click 'Fetch Report' button.



S no	Office	Bank Code	Schedule - Cheque Number	Schedule - Cheque Amount	Schedule - Cheque Date	Scroll - Scroll Date	Scroll - Ref Number	Scroll - Trans Amount	Scroll - Trans Date	Reconcile Date	Uploaded By	Reconc By
1	Bengaluru G.P.O.	813	070803	87555.00	2025-08-20 12:43:19	2025-08-30	070803	87555.00	2025-09-01	2025-09-01 14:44:27	10033649	100336
2	Bengaluru G.P.O.	813	070865	94689.00	2025-08-21 17:38:30	2025-08-30	070865	94689.00	2025-09-01	2025-09-01 14:44:27	10033649	100336
3	Bengaluru G.P.O.	813	070946	11233303.00	2025-08-25 17:29:46	2025-08-30	070946	11233303.00	2025-09-01	2025-09-01 14:44:27	10033649	100336
4	Bengaluru G.P.O.	813	070947	8075398.00	2025-08-25 17:30:34	2025-08-30	070947	8075398.00	2025-09-01	2025-09-01 14:44:27	10033649	100336
5	Bengaluru G.P.O.	813	070948	4454224.00	2025-08-25 17:43:05	2025-08-30	070948	4454224.00	2025-09-01	2025-09-01 14:44:27	10033649	100336
6	Bengaluru G.P.O.	813	070949	2158174.00	2025-08-25 17:44:25	2025-08-30	070949	2158174.00	2025-09-01	2025-09-01 14:44:27	10033649	100336
7	Bengaluru G.P.O.	813	071024	122933.00	2025-08-29 13:04:31	2025-08-30	071024	122933.00	2025-09-01	2025-09-01 14:44:27	10033649	100336

Application displays the data on number of transactions that have been reconciled for the selected dates.

CEPT Office Use

5.7.4 Un-reconciled Reports

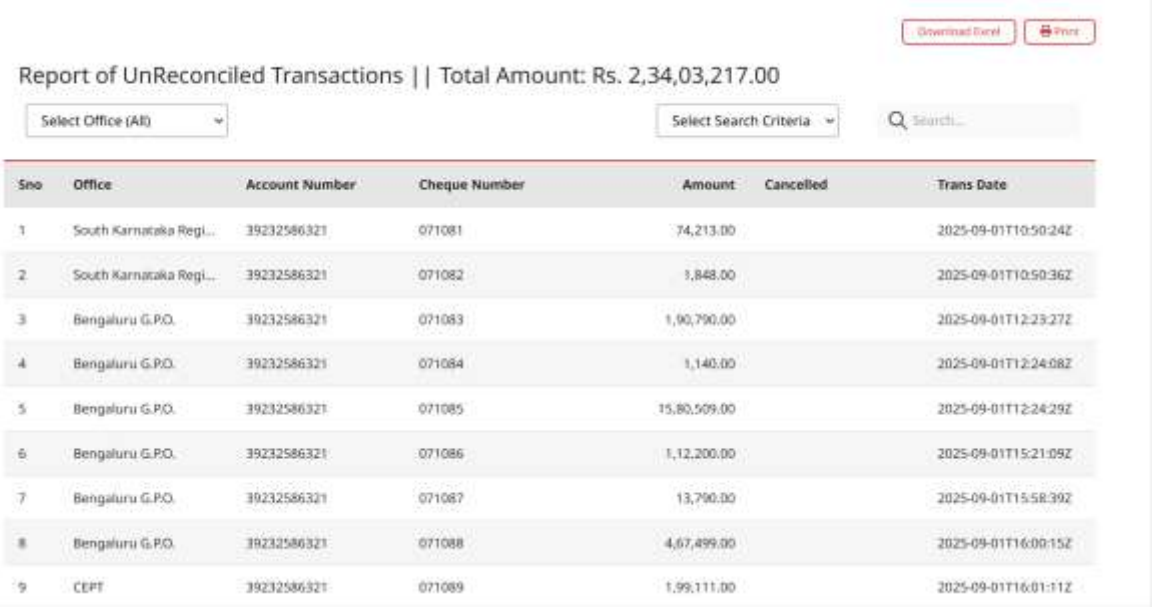
The Un-reconciled Reports provide data on the number of transactions that are pending reconciliation, categorized by channel and transaction type.



Select the 'Channel'.



Select the 'Trans type', From date and To date.
Click 'Fetch Report' button.



Application displays the Un-reconciled Transaction details.

5.7.5 Transaction Passbook

The Transaction Passbook is a report that displays data on the number of transactions carried out by the PAO in the Drawings and Remittance accounts.



Select the 'Account Number', From Date and To Date
Click 'Fetch Report' button.

S no	Account Number	Office	Cheque Number	Issue Date	Payee	Amount	Trans Date	Status
1	39232586321	Bengaluru G.P.O.	071083	01-09-2025	AMAZON	1,90,790.00	01-09-2025 12:23:27	Issued
2	39232586321	Bengaluru G.P.O.	071084	01-09-2025	ZUARI FARMHUB	1,140.00	01-09-2025 12:24:08	Issued
3	39232586321	Bengaluru G.P.O.	071085	01-09-2025	NADAKACHERI 2020	15,80,509.00	01-09-2025 12:24:29	Issued
4	39232586321	Bengaluru G.P.O.	071086	01-09-2025	Manager OTHR Bank	1,12,200.00	01-09-2025 15:21:09	Issued
5	39232586321	Bengaluru G.P.O.	071087	01-09-2025	KARNATAKA INDUSTRIAL AREA DEVELOPMENT BOARD	13,790.00	01-09-2025 15:58:39	Issued

The application displays the number of transactions carried out during the selected period by the PAO under the specified account number.

5.7.6 Scroll Passbook

The Scroll Passbook Reports provide data on the Bank Scrolls for different account numbers that have been uploaded or entered into the application.



Select the 'Account Number', From Date and To Date
Click 'Fetch Report' button.

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Scroll Passbook of Account: 39232586321 || Total Amount: Rs. 98,34,32,349.88

Select Search Criteria

S no	Account Number	Office	Scroll ID	Scroll Date	Trans Type	Ref Number	Trans Date	Amount	Status	Uploaded by	BAT
1	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070320	01-08-2025	1,908.00	Uploaded	10033649	-60,00,12,892.38
2	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070319	01-08-2025	14,868.00	Uploaded	10033649	-60,00,27,760.38
3	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070351	01-08-2025	2,755.00	Uploaded	10033649	-60,00,30,515.38
4	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070350	01-08-2025	1,531.00	Uploaded	10033649	-60,00,32,046.38
5	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070358	01-08-2025	6,115.00	Uploaded	10033649	-60,00,38,161.38
6	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070357	01-08-2025	150.00	Uploaded	10033649	-60,00,38,311.38
7	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070318	01-08-2025	3,34,080.00	Uploaded	10033649	-60,03,72,391.38
8	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070317	01-08-2025	5,93,650.00	Uploaded	10033649	-60,09,66,041.38
9	39232586321	Bengaluru G.P.O.	1082025	01-08-2025	debit	070349	01-08-2025	2,73,982.00	Uploaded	10033649	-60,12,40,023.38

The application displays the data of the uploaded Bank Scrolls along with their respective Scroll IDs.

5.7.7 Cheque inventory

The Cheque Inventory is a report that provides details of Cheque Lots, including the status of each Cheque Book, the number of remaining cheques in a particular Cheque Lot, and other related information.



S no	Prefix	Start Serial	End Serial	Current Serial	No of Cheques	Remaining Cheques	Account Number	Status
1	BG	071301	071400	071321	100	80	39232586321	Active
2	BG	071401	071500	071401	100	100	39232586321	Not Active
3	BG	071501	071600	071501	100	100	39232586321	Not Active
4	BG	071601	071700	071601	100	100	39232586321	Not Active

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5.7.8 Cheques to Bank

The 'Cheques to Bank' report provides information on the number of Remittance Cheques sent to the bank and Drawl Cheques that have been marked as 'Cheque Disposal'



Select the 'Account Number', From Date and To Date

Click 'Fetch Report' button.

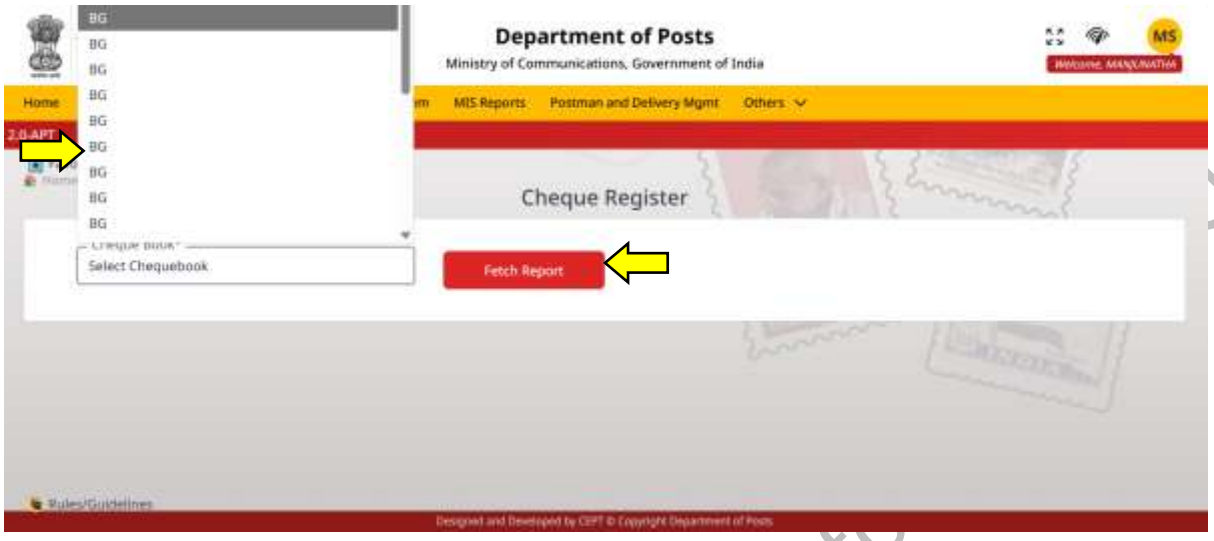
Sno	Office	Account Number	Cheque Number	Payee	Amount	Trans Date	Status
1	Bengaluru G.P.O.	10977271090	000669	Postmaster	1,50,000.00	02-09-2025	send-to-bank
2	Bengaluru G.P.O.	10977271090	000896	Postmaster	56,245.00	09-09-2025	send-to-bank
3	Bengaluru G.P.O.	10977271090	083177	Postmaster	1,150.00	01-09-2025	send-to-bank
4	Bengaluru G.P.O.	10977271090	160882	Postmaster	20,957.00	04-09-2025	send-to-bank
5	Bengaluru G.P.O.	10977271090	183958	Postmaster	10,000.00	10-09-2025	send-to-bank
6	Bengaluru G.P.O.	10977271090	331485	Postmaster	31,413.00	10-09-2025	send-to-bank
7	Bengaluru G.P.O.	10977271090	350584	Postmaster	37,411.00	10-09-2025	send-to-bank
8	Bengaluru G.P.O.	10977271090	659021	Postmaster	37,64,438.00	10-09-2025	send-to-bank
9	Bengaluru G.P.O.	10977271090	709453	Postmaster	5,982.00	10-09-2025	send-to-bank
10	Bengaluru G.P.O.	10977271090	709454	Postmaster	5,214.00	10-09-2025	send-to-bank

Application displays the data as shown above.

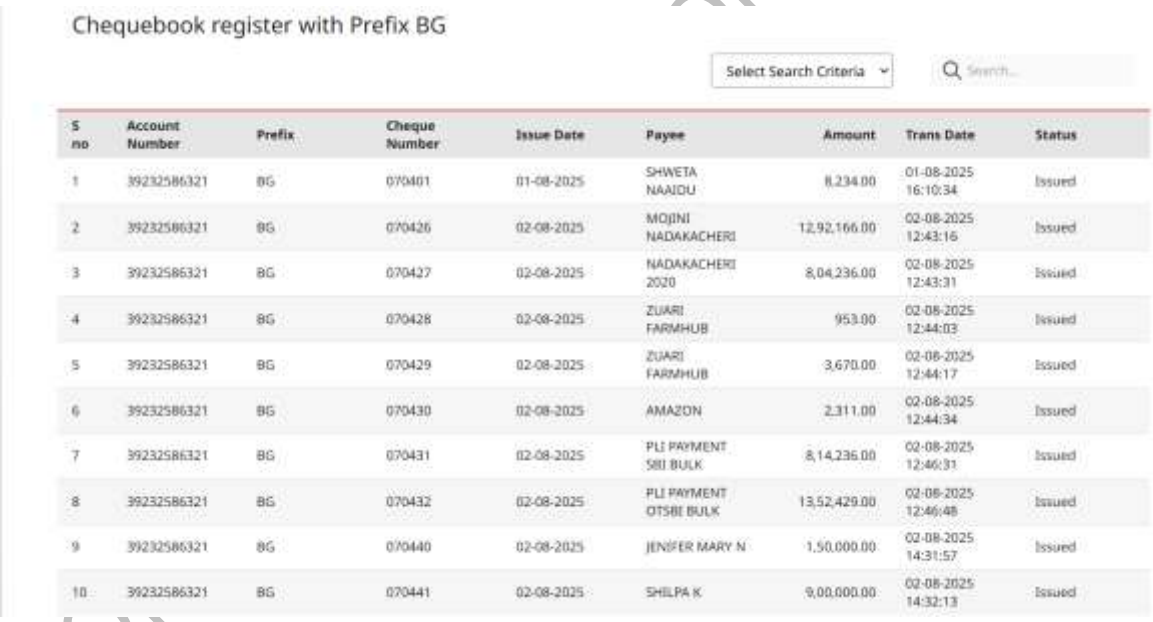
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5.7.9 Cheque Register

The Cheque Register is a report that displays the drawl details of each cheque within the selected Drawal Cheque Book.



Select the 'Chequebook' (Prefix of the Chequebook)
Click 'Fetch Report' button.



Chequebook register with Prefix BG

Select Search Criteria

S no	Account Number	Prefix	Cheque Number	Issue Date	Payee	Amount	Trans Date	Status
1	39232586321	BG	070401	01-08-2025	SHWETA NAIDU	8,234.00	01-08-2025 16:10:34	Issued
2	39232586321	BG	070426	02-08-2025	MOJINI NADAKACHERI	12,92,166.00	02-08-2025 12:43:16	Issued
3	39232586321	BG	070427	02-08-2025	NADAKACHERI 2020	8,04,236.00	02-08-2025 12:43:31	Issued
4	39232586321	BG	070428	02-08-2025	ZUARI FARMHUB	953.00	02-08-2025 12:44:03	Issued
5	39232586321	BG	070429	02-08-2025	ZUARI FARMHUB	3,670.00	02-08-2025 12:44:17	Issued
6	39232586321	BG	070430	02-08-2025	AMAZON	2,311.00	02-08-2025 12:44:34	Issued
7	39232586321	BG	070431	02-08-2025	PLI PAYMENT SBI BULK	8,14,236.00	02-08-2025 12:46:31	Issued
8	39232586321	BG	070432	02-08-2025	PLI PAYMENT OTSBI BULK	13,52,429.00	02-08-2025 12:46:48	Issued
9	39232586321	BG	070440	02-08-2025	JENIFER MARY N	1,50,000.00	02-08-2025 14:31:57	Issued
10	39232586321	BG	070441	02-08-2025	SHILPA K	9,00,000.00	02-08-2025 14:32:13	Issued

Application displays the details such as 'Cheque Number', 'Payee', 'Amount' and other essential details.

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5.7.10 Cheque Print

The 'Cheque Print' option allows the user to electronically print cheque information onto a physical cheque.



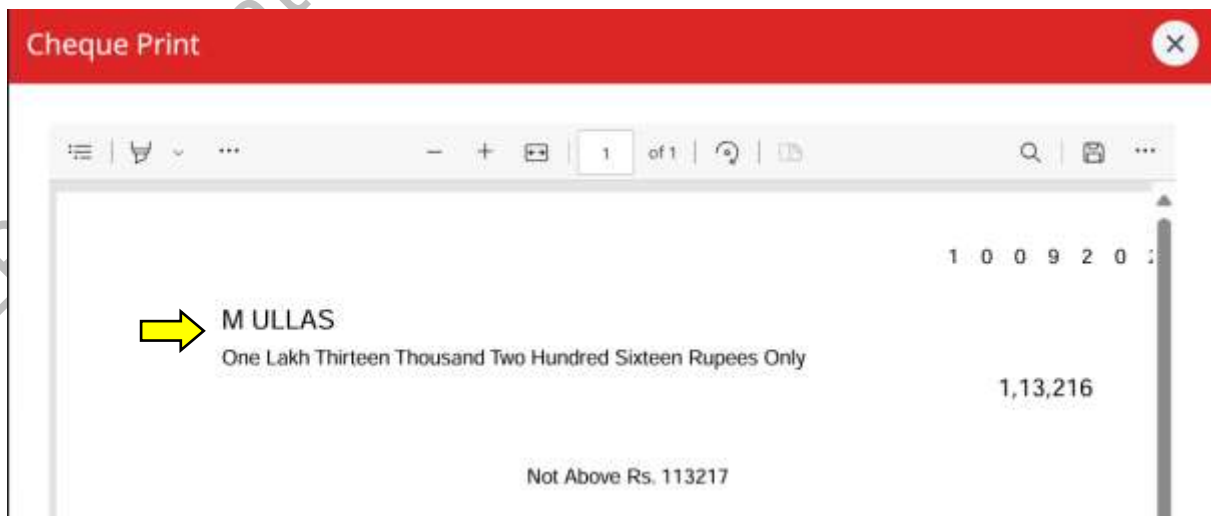
Select 'From date' and 'to date'.

Click 'Get Details' button.

S no	Office	Account Number	Cheque Number	Payee	Amount	Trans Date	Issue Date	Print
1	Bengaluru G.P.O.	39232586321	071295	AMAZON	2,50,886	10/09/2025	10/09/2025	Print
2	Bengaluru G.P.O.	39232586321	071300	ZUARI FARMHUB	3,427	10/09/2025	10/09/2025	Print
3	Bengaluru G.P.O.	39232586321	071301	COMMISSIONER, BBMP, BANGALORE	1,000	10/09/2025	10/09/2025	Print
4	Bengaluru G.P.O.	39232586321	071302	SPECIAL LAND AQUISITION AND COMPETENT AUTHORITY	2,050	10/09/2025	10/09/2025	Print
5	Bengaluru G.P.O.	39232586321	071303	BSNL Karnataka Circle	7,478	10/09/2025	10/09/2025	Print
6	Bengaluru G.P.O.	39232586321	071304	NADAKACHERI 2020	14,96,101	10/09/2025	10/09/2025	Print
7	Bengaluru G.P.O.	39232586321	071305	MOJINI NADAKACHERI	39,88,992	10/09/2025	10/09/2025	Print
8	Bengaluru G.P.O.	39232586321	071306	CEO, KARNATAKA STATE BOARD OF AUQAF, BANGALORE	3,170	10/09/2025	10/09/2025	Print
9	Bengaluru G.P.O.	39232586321	071307	M ULLAS	1,13,216	10/09/2025	10/09/2025	Print

Upon clicking the 'Get Details' button, application displays the number of Cheques issued on the selected date.

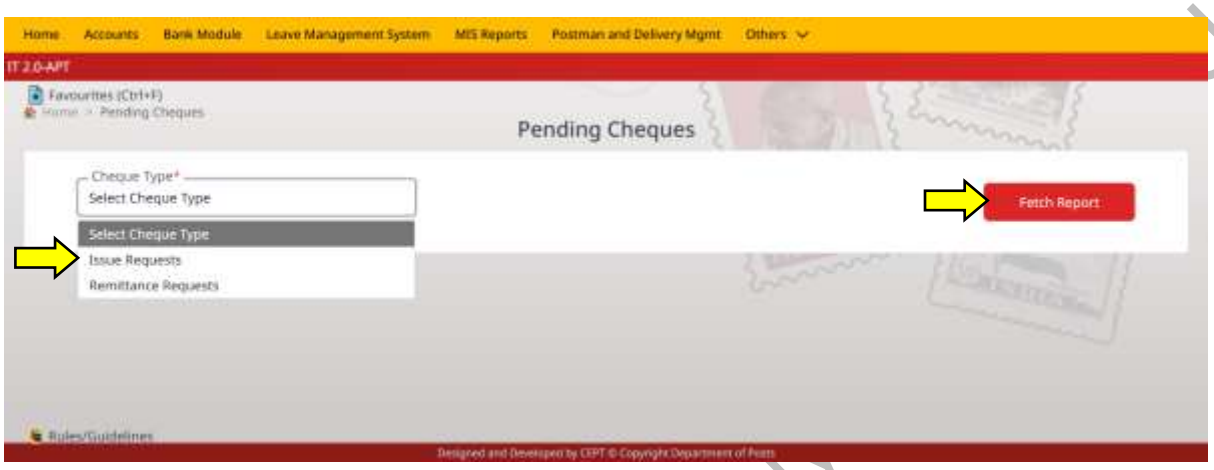
Click on 'Print' button, to print the Cheque details.



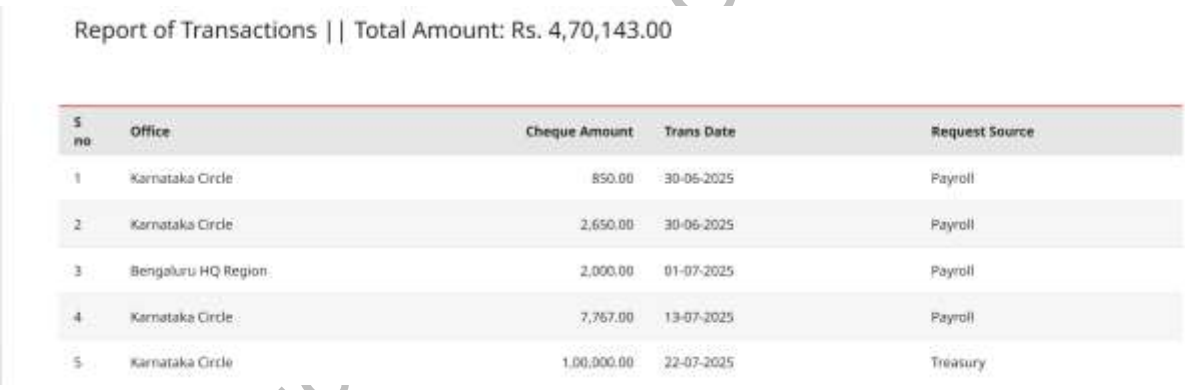
Upon clicking the 'Print' button, application displays the Cheque information in the Printable format.

5.7.11 Pending Cheques

The Pending Cheques report provides data on the number of issue or remittance requests that are pending at the Bank Module level for further processing.



Select the 'Request Type' and Click 'Fetch Report' button.



Report of Transactions || Total Amount: Rs. 4,70,143.00

S no	Office	Cheque Amount	Trans Date	Request Source
1	Karnataka Circle	850.00	30-06-2025	Payroll
2	Karnataka Circle	2,650.00	30-06-2025	Payroll
3	Bengaluru HQ Region	2,000.00	01-07-2025	Payroll
4	Karnataka Circle	7,767.00	13-07-2025	Payroll
5	Karnataka Circle	1,00,000.00	22-07-2025	Treasury

Application displays number of requests that are pending for further process.

5.7.12 Spoiled Cheques

The Spoiled Cheques report provides the information on number of unused cheques that are marked as 'Spoiled'.



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Select ‘From’ and ‘To’ date and Click on ‘Fetch Report’ button.

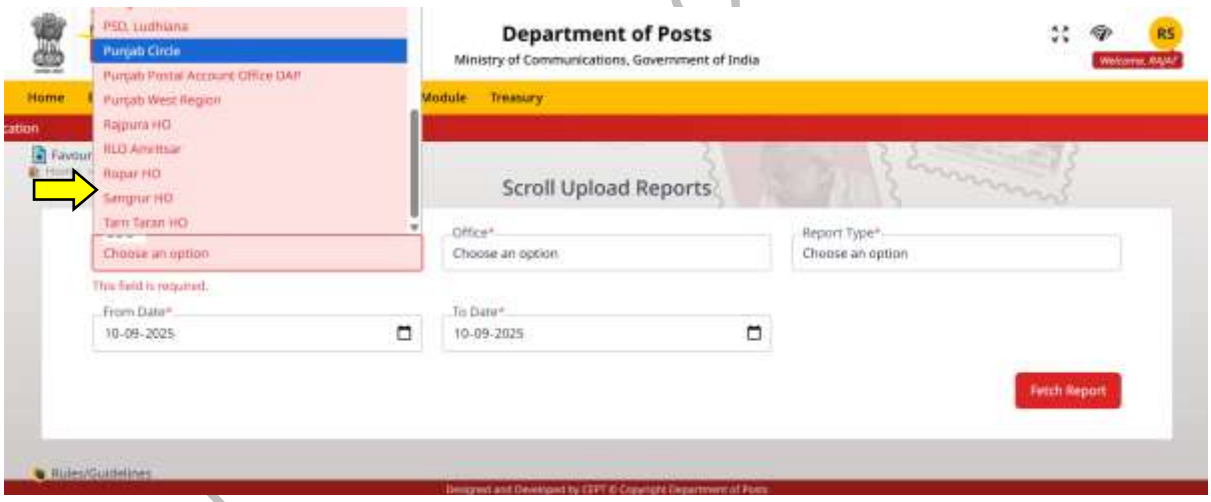


Application displays the details such as ‘Prefix’, ‘Cheque number’, ‘Updated date’ and ‘Remarks’.

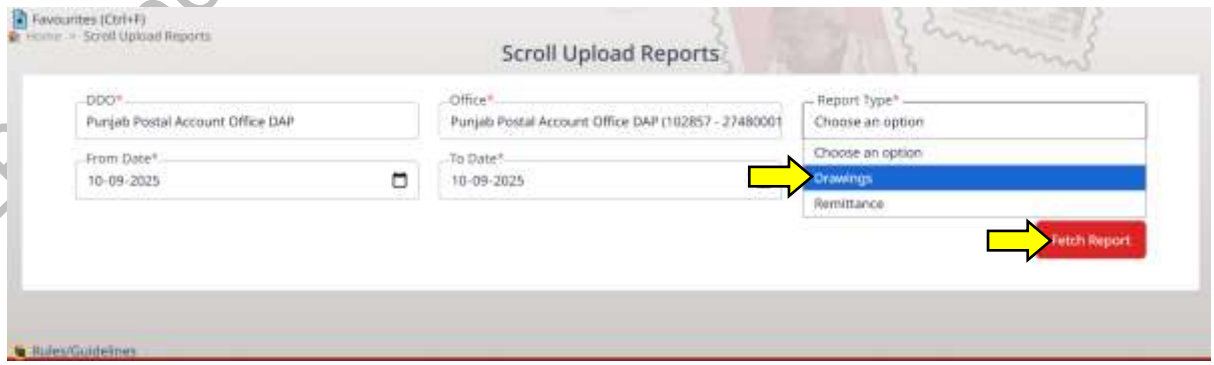
Please Note: The Reports ‘Request Cancelled at Source’ and ‘Scroll Deleted’ is still under development.

5.7.13 Scroll Upload Reports

The ‘Scroll Upload Reports’ provide data on the number of Focal Branch Bank Scrolls uploaded by the PAO for each respective DDO.



Select the DDO. Upon selecting the DDO, the ‘Office’ will be auto-updated.



Select the Report Type i.e.., Drawings or Remittance.

Select ‘From date’ and ‘To Date’

Click ‘Fetch Report’ button.

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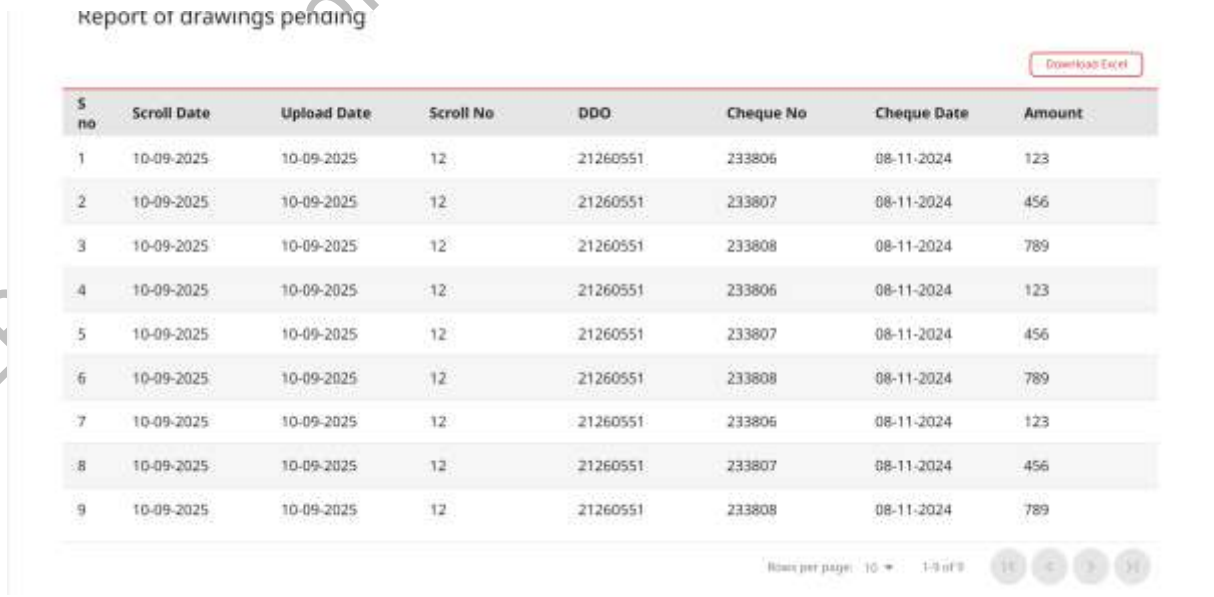
Application displays the 'Scroll No', 'No. of Transactions' and 'Total Amount'.

5.7.14 Reconciliation Reports

The Reconciliation Reports provide information on the number of cheques or reference numbers that are either pending reconciliation or have been reconciled, categorized by transaction types such as Drawings and Remittance.



Select the 'DDO', 'Transaction Type', 'Reconciliation type', 'From date' and 'To date'. Click 'Fetch report' button.



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The application displays information based on the selections made in the 'Transaction Type' and 'Reconciliation Type' drop-down menus.

5.7.15 Broadsheet Reports

The 'Broadsheet Reports' present detailed information on the configuration of Opening Balances for unpaired items recorded in accounts 8675 and 8677, classified by month and transaction type.



Select the 'Transaction Type'



Select the 'Month Type'.
Click on 'Get Details' button.
Application displays the detailed information.

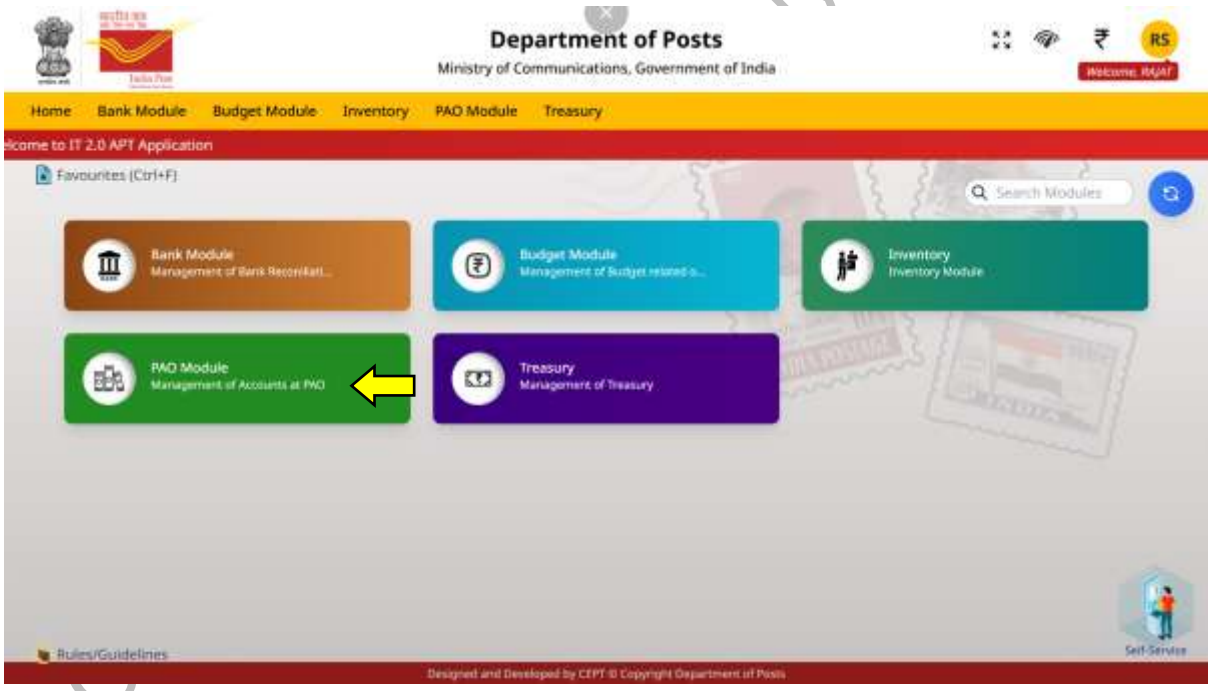
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6 PAO Module

The PAO Module is dedicated to the Postal Accounts Office for carrying out its prime operations, such as verification of the DDO/PAO Cash Book, verification of Cash Accounts, Verification of transfer entries posted by DDOs, Creation of Transfer Postings against any DDO or PAO and submission of the Cash Book data & Transfer Entries to PFMS.

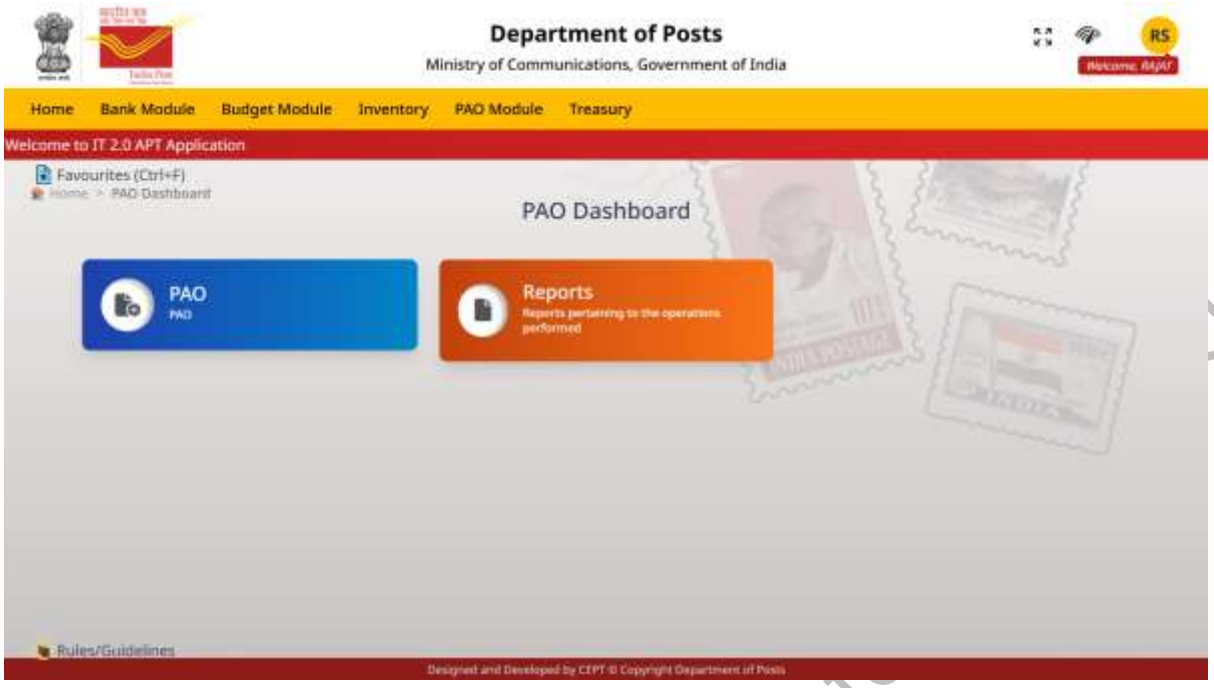
In addition, the module provides the option of raising objections against DDO transactions, referred to as PAO Objections. These objections can be monitored until their disposal. Likewise, the Pr. AO is empowered to raise objections against the PAO.

Furthermore, the module is equipped with essential reports to extract data related to the above operations.



Click ‘PAO Module’ card.

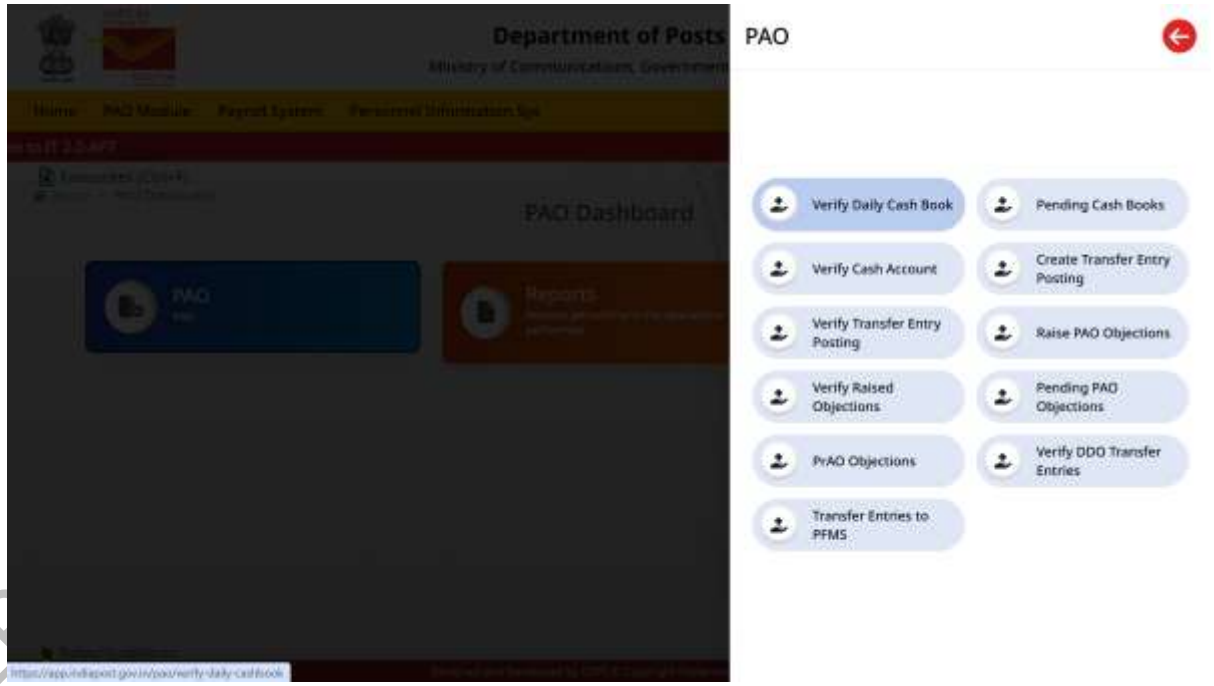
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The PAO Module card is enabled with two sub-cards such as 'PAO' and 'Reports'

6.1 PAO

As explained in the introduction to the PAO Module, the PAO sub-cards are enabled with the following options:



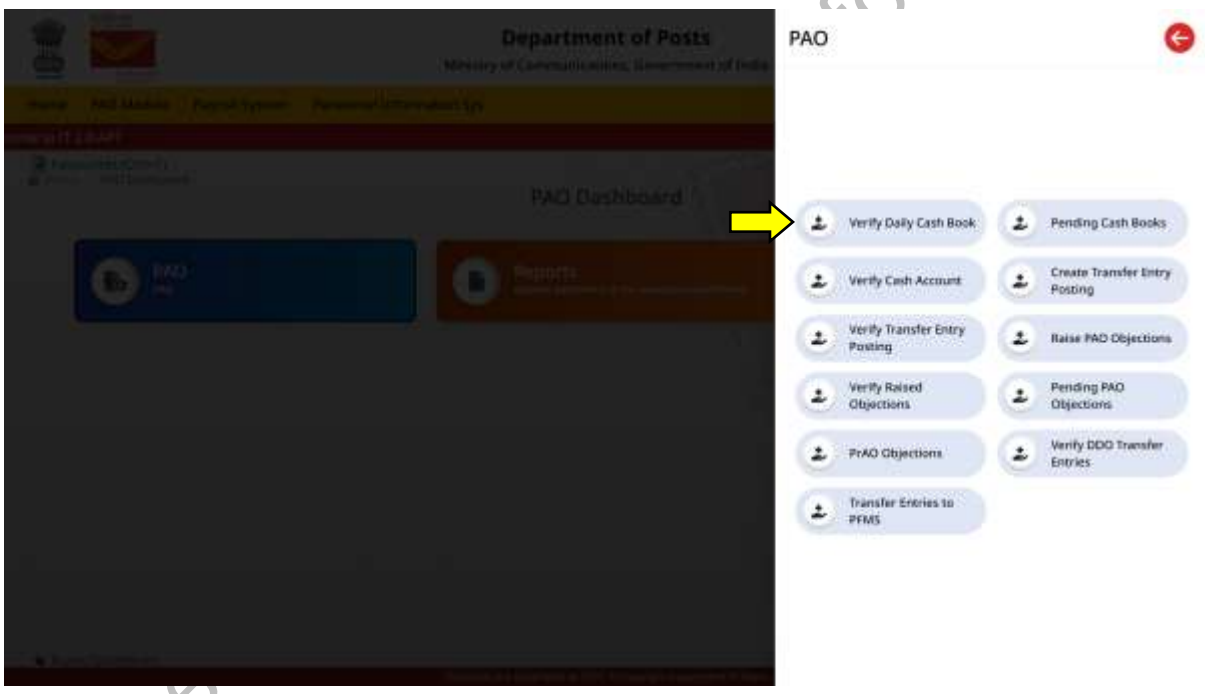
- Verify Daily Cash Book
- Pending Cash Books
- Verify Cash Account
- Create Transfer Entry Posting
- Verify Transfer Entry Posting
- Raise PAO Objections

- Verify Raised PAO Objections
- Pending PAO Objections
- PrAO Objections
- Verify DDO Transfer Entries
- Transfer Entries to PFMS

It is hereby noted that the options 'Verify Transfer Posting' and 'Verify Raised Objection' shall be available exclusively to users assigned the role of PAO Supervisor. The option 'Raise PAO Objections' shall not be available to the PAO Supervisor; the same shall be available only to the PAO User. All other options shall be available to users assigned either the role of PAO User or PAO Supervisor.

6.1.1 Verify Daily Cash Book

The Option 'Verify Daily Cash Book' is used to verify the submitted Cash Books of the DDO/PAO.

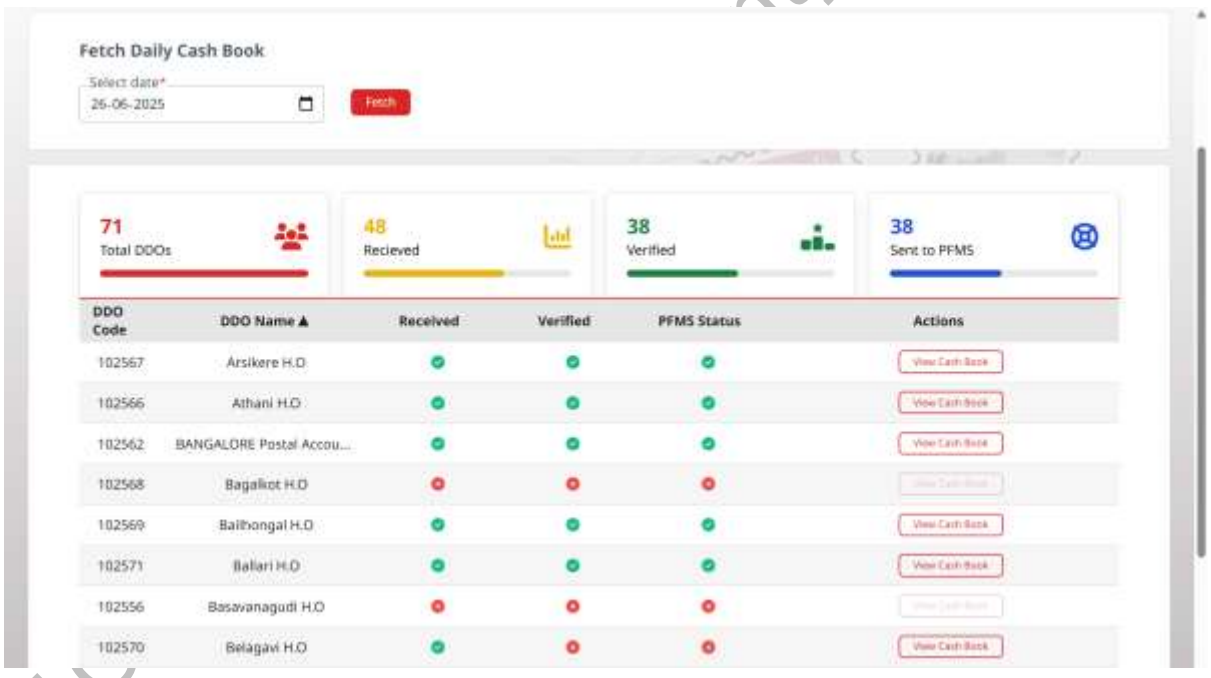


Click 'Verify Daily Cash Book' option

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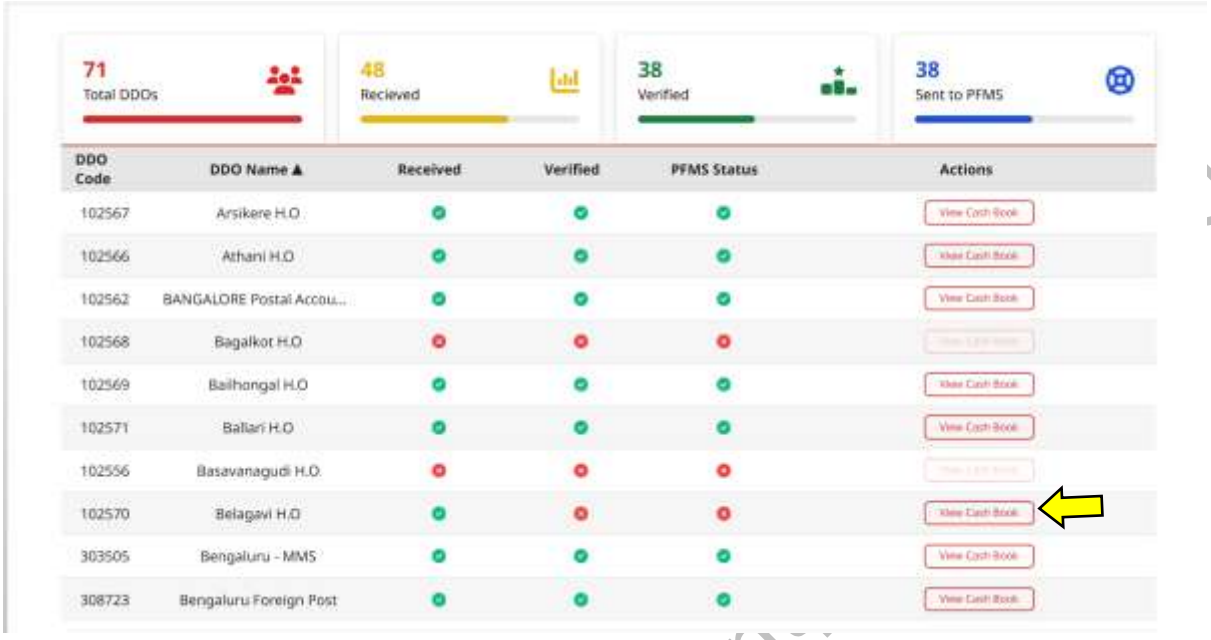
Select the date for which the Cash Book needs to be verified.
Click 'Fetch' button.



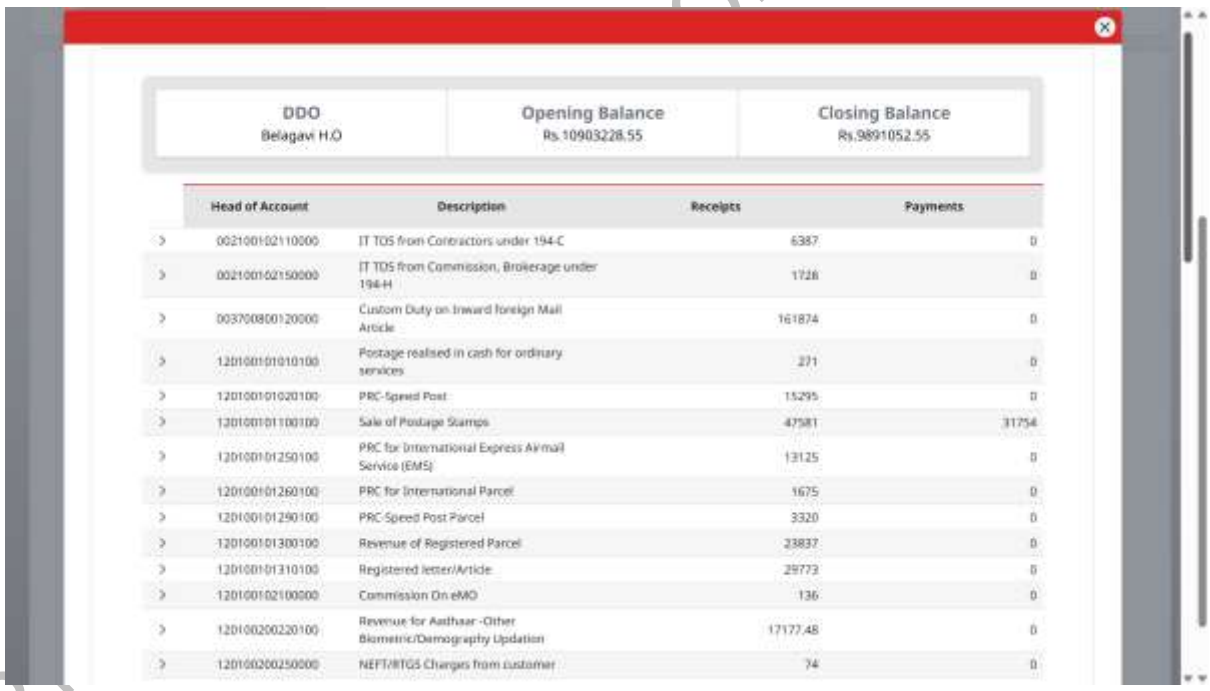
When the user clicks the 'Fetch' button, the system displays the dashboard containing data such as 'Total DDOs', 'Received Cash Book', 'Verified Cash Book', and 'Sent to PFMS'.

In addition, the system displays details including 'DDO Code', 'Name', and the status of 'Receipt', 'Verification', and subsequent submission to 'PFMS'.

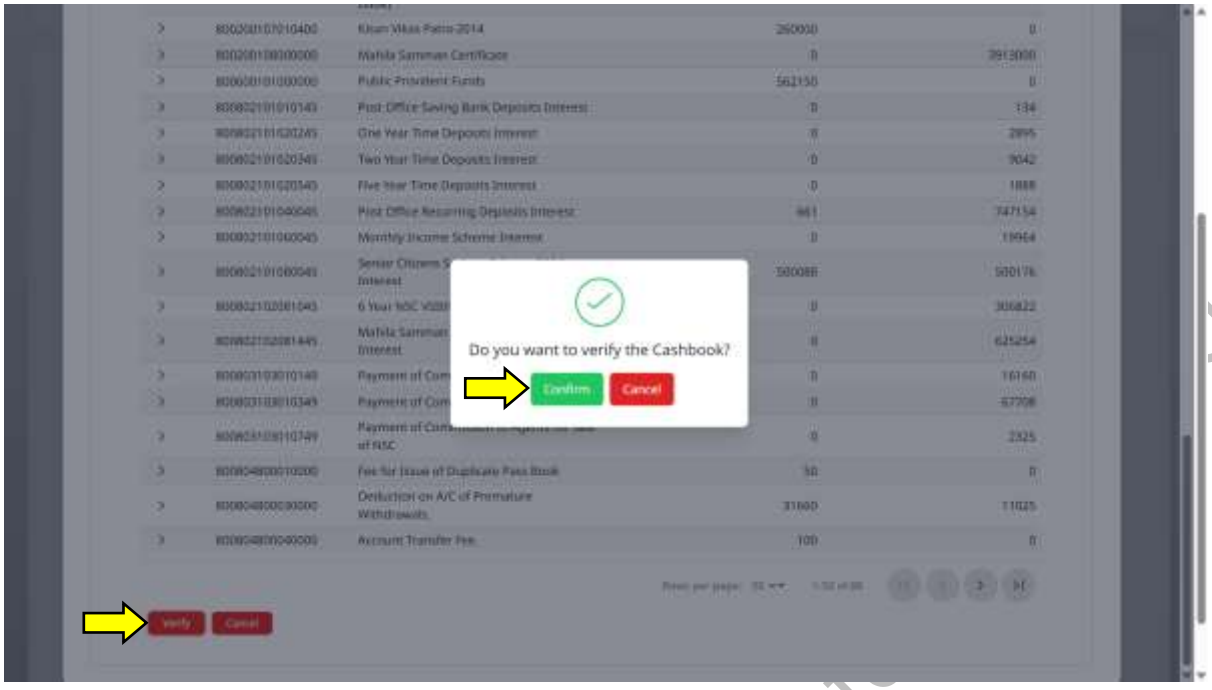
The ‘Actions’ column contains the ‘View Cash Book’ button, which the user must select to proceed further. If the ‘View Cash Book’ button is not enabled, it indicates that the Cash Book has not yet been received from the DDO or PAO for verification.



Click on ‘View Cash Book’ Button.



Upon clicking ‘View Cash Book’ button, application displays the DDO submitted data along with details such as ‘OB’, ‘CB’ for the day, Head of Accounts, Description of Head of Accounts, ‘Receipts’ and ‘Payments’.



Click on 'Verify' button

Upon clicking the 'Verify' button, the application displays the message 'Do you want to verify the Cashbook' along with 'Confirm' and 'Cancel' button.

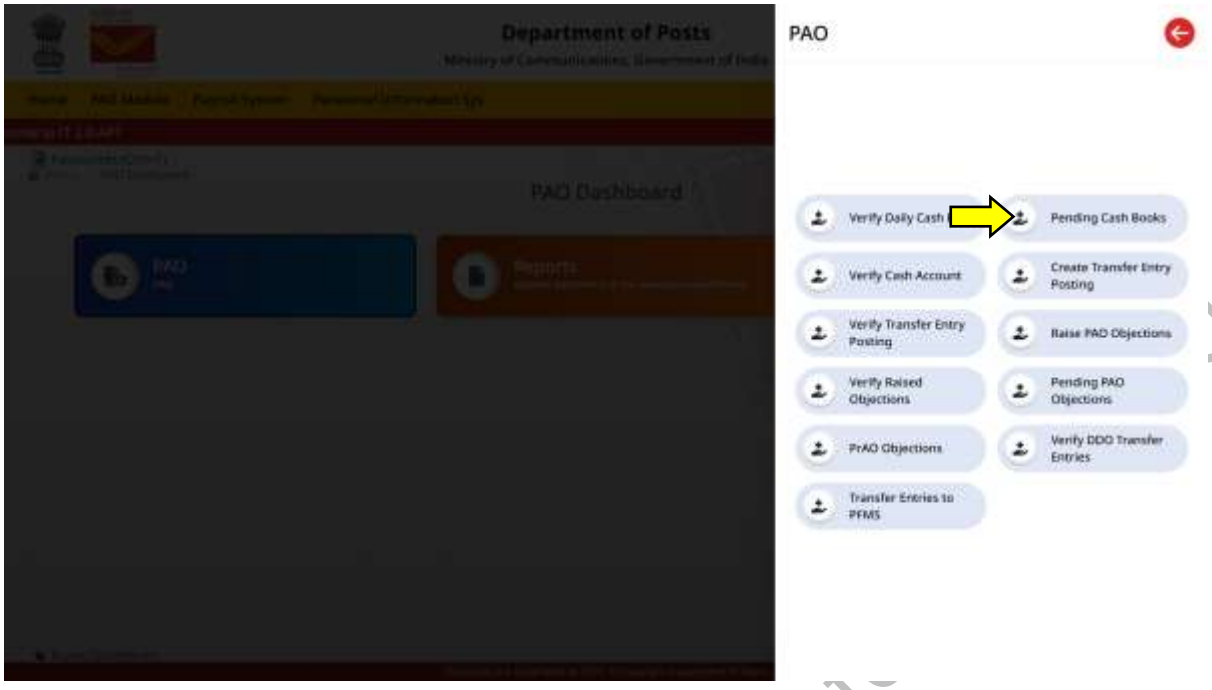
Click on 'Confirm' button to verify the Cash Book.

6.1.2 Pending Cash Book

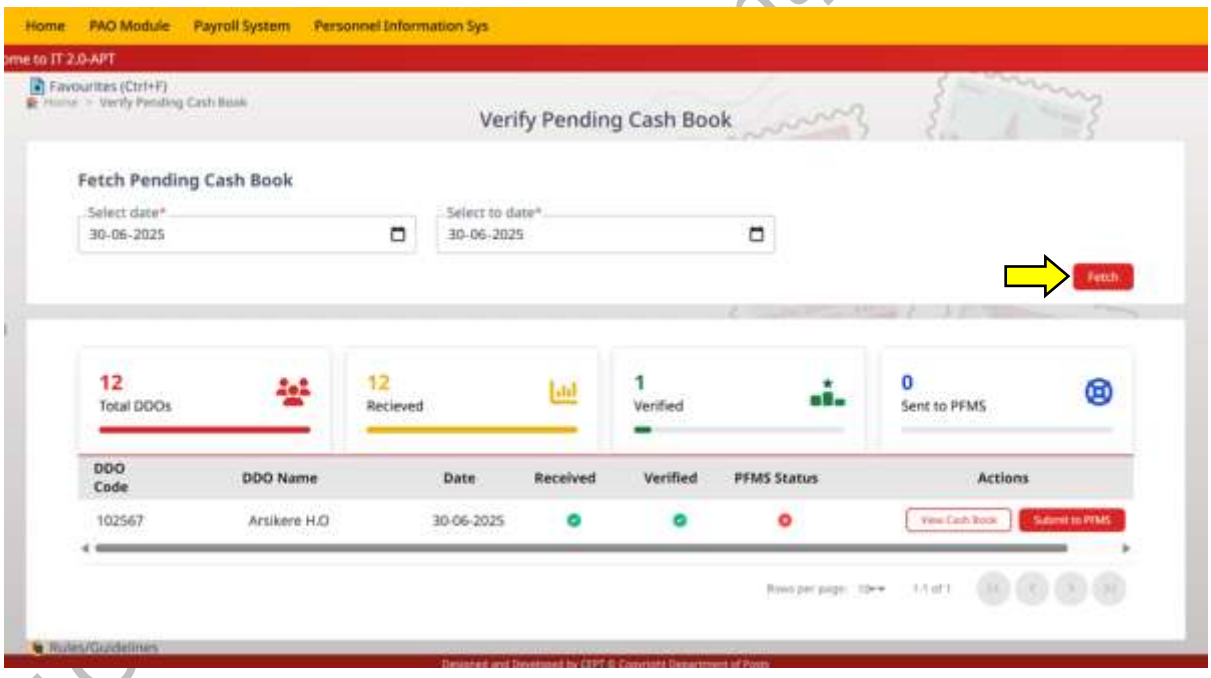
The 'Pending Cash Book' option is provided to enable the user to check pending data verification of the Cash Book and subsequently submit it to PFMS.

If the Cash Book has already been submitted in the 'Verify Daily Cash Book' option, its submission to PFMS can be carried out through the 'Pending Cash Book' option.

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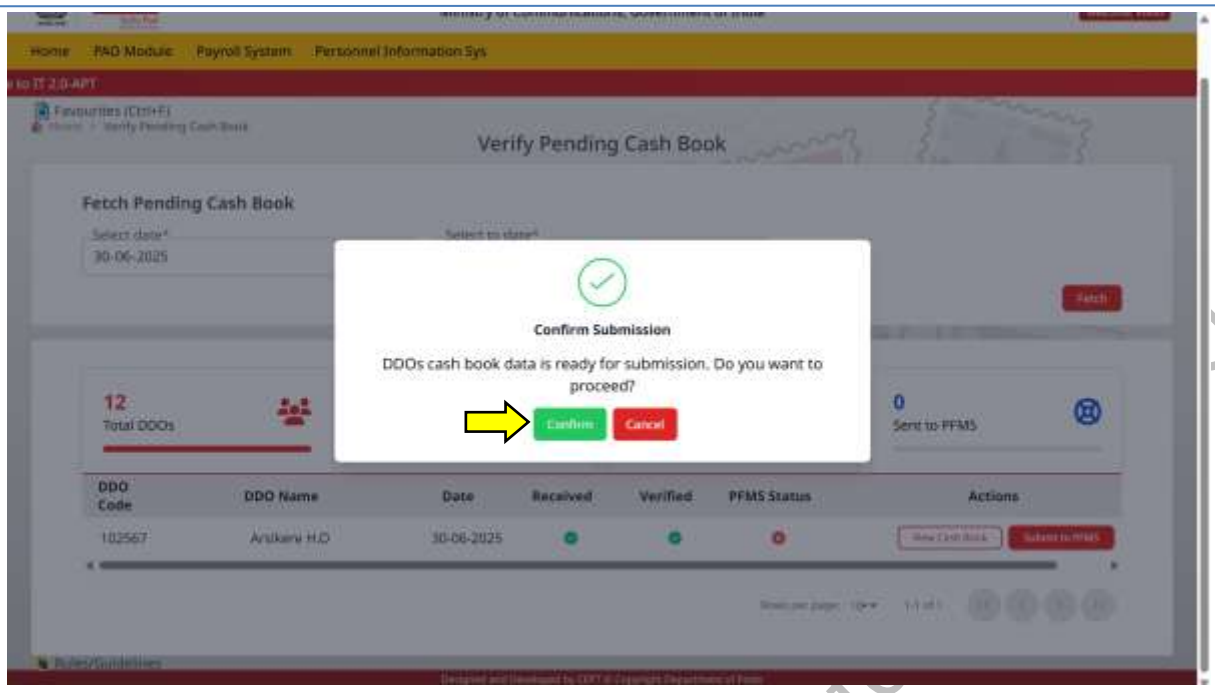


Click on 'Verify Pending Cash Books'.



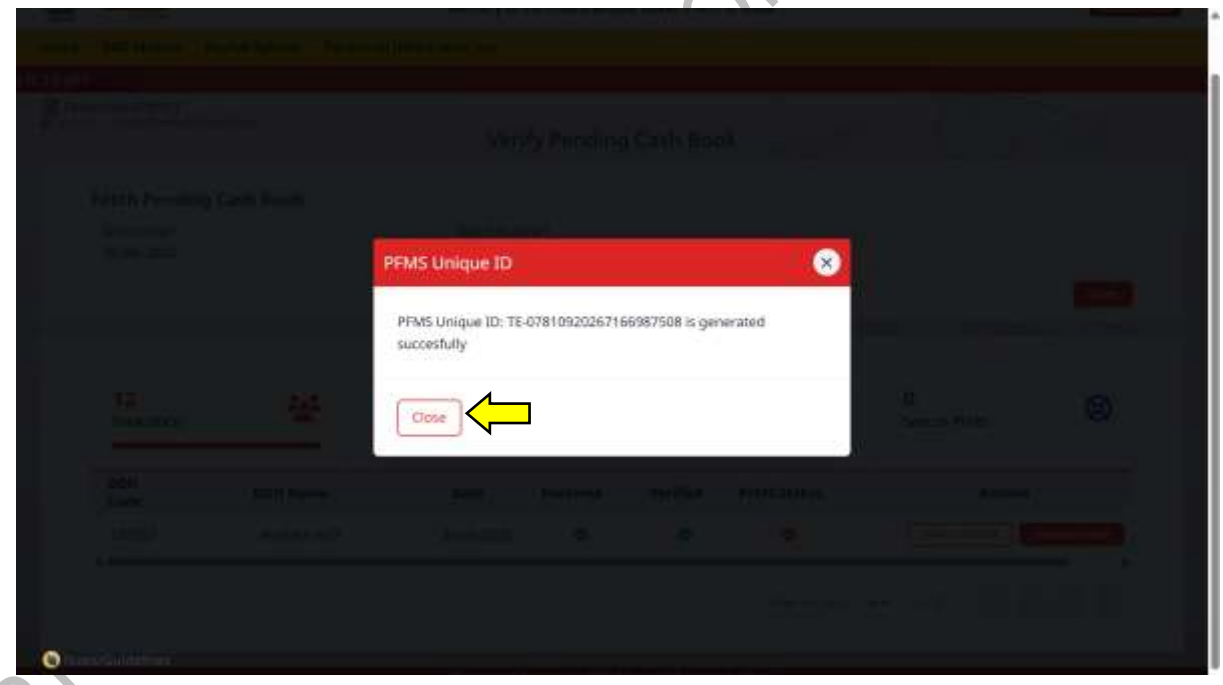
Select from and to date and Click 'Fetch' button.

Since the Cash Book data has already been verified, as indicated, the submission of data to PFMS remains pending. Therefore, the user shall click the 'Submit to PFMS' button.



Upon clicking the 'Submit to PFMS' button, the application displays the 'Confirm Submission' message along with 'Confirm' and 'Cancel' button.

Click 'Confirm' button to proceed further.

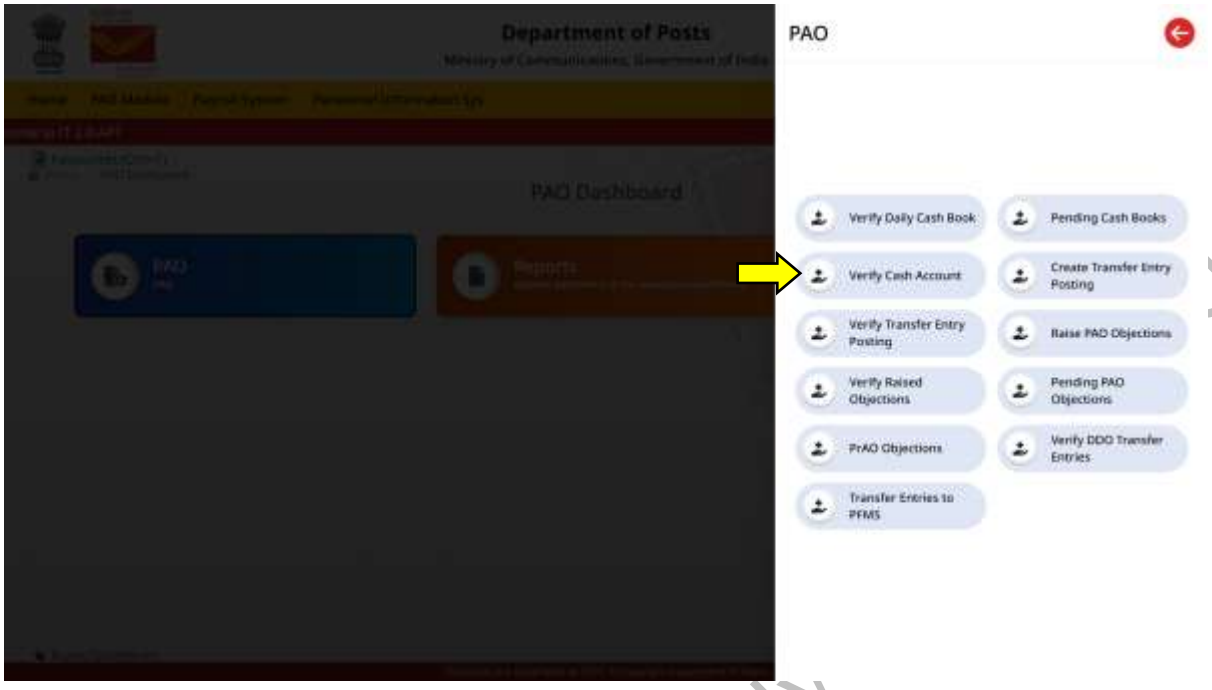


Upon clicking the 'Confirm' button, the PFMS data will be submitted successfully and the application will generate the PFMS Unique ID.

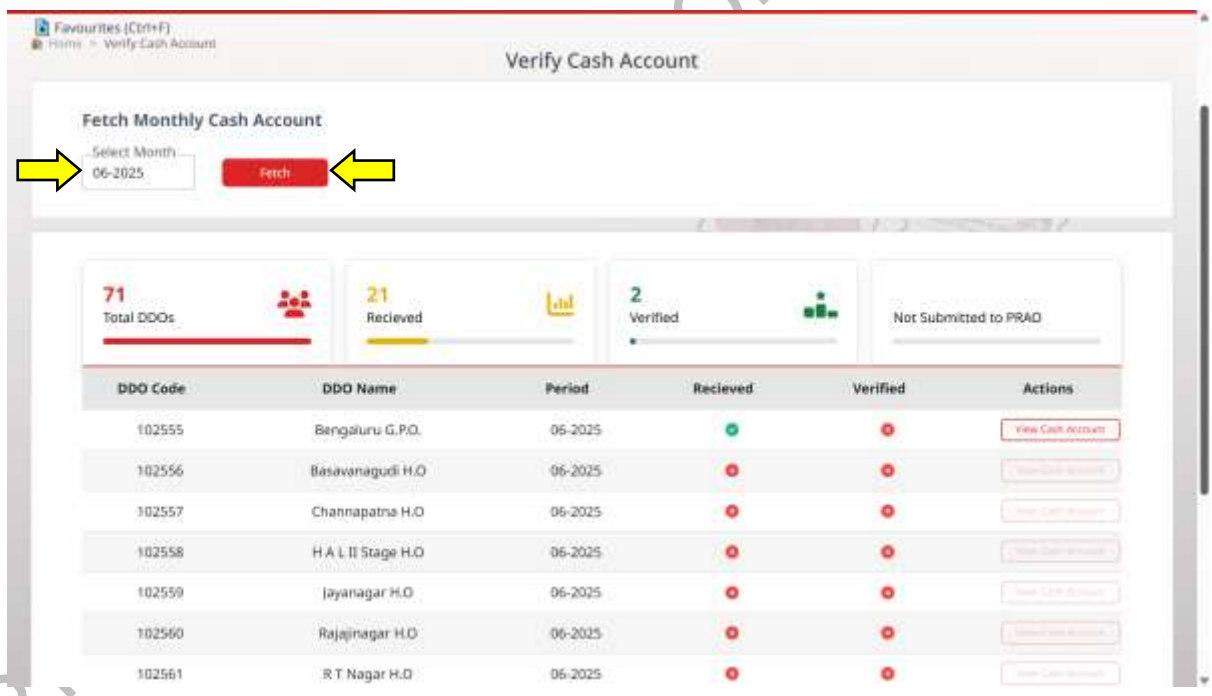
Click 'Close' button to close the modal.

6.1.3 Verify Cash Account

Upon submission of the Cash Book by the DDO/PAO on a daily basis, the Cash Account shall be submitted by the DDO/PAO on a monthly basis. The Cash Account so submitted shall be verified at the PAO through the 'Verify Cash Account' option.



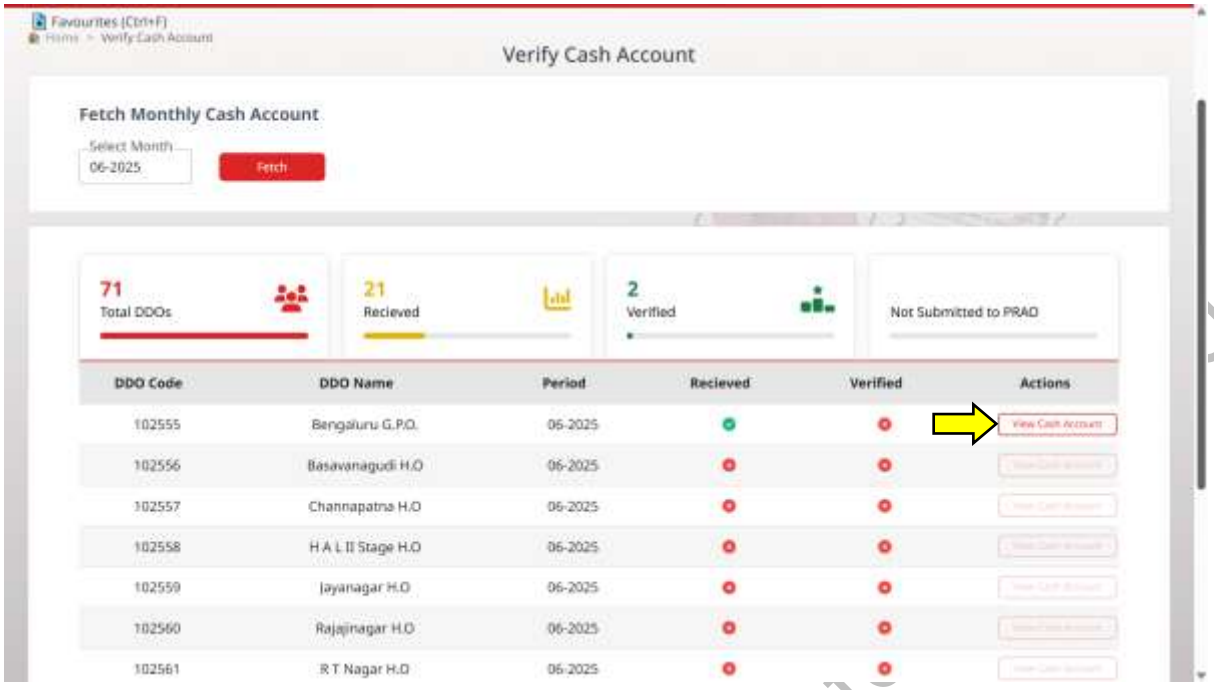
Click 'Verify Cash Account' Option.



Select the Month and Click 'Fetch' button.

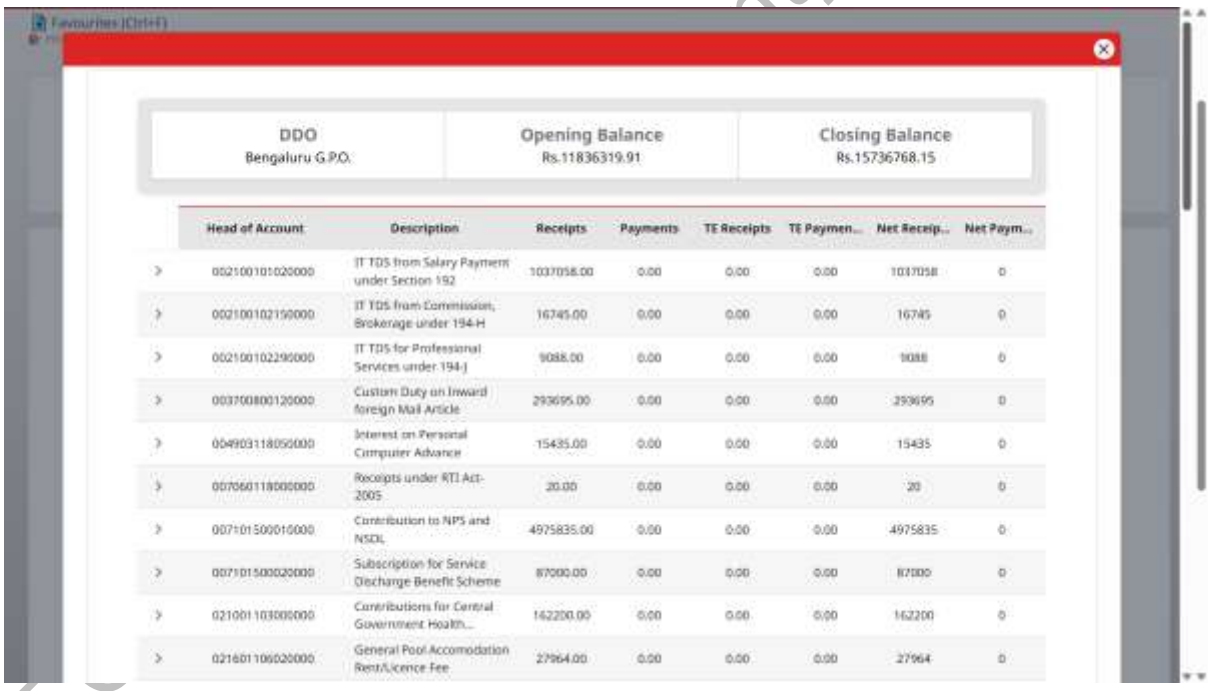
Upon clicking the 'Fetch' button, the dashboard will be displayed with details such as 'Total DDOs', 'Received Cash Accounts' and 'Verified Cash Accounts'.

The indications also provided under the 'Received' and 'Verified' columns.



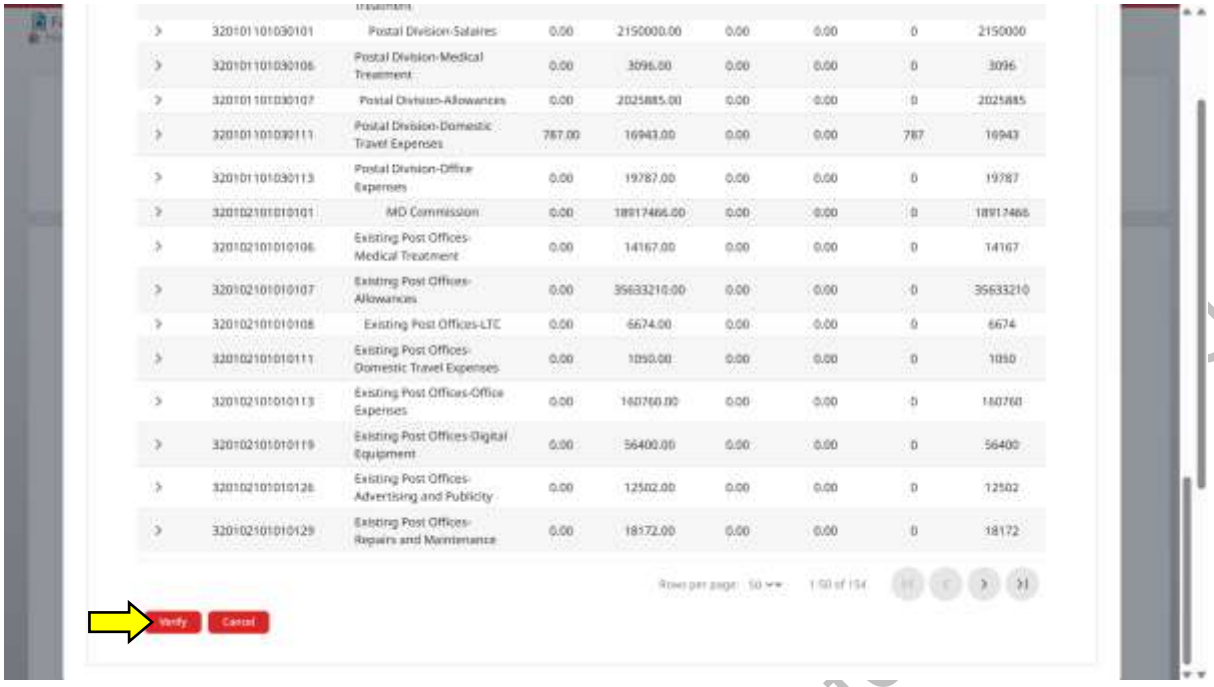
The Action column is configured with 'View Cash Account' button.

Click 'View Cash Account'.

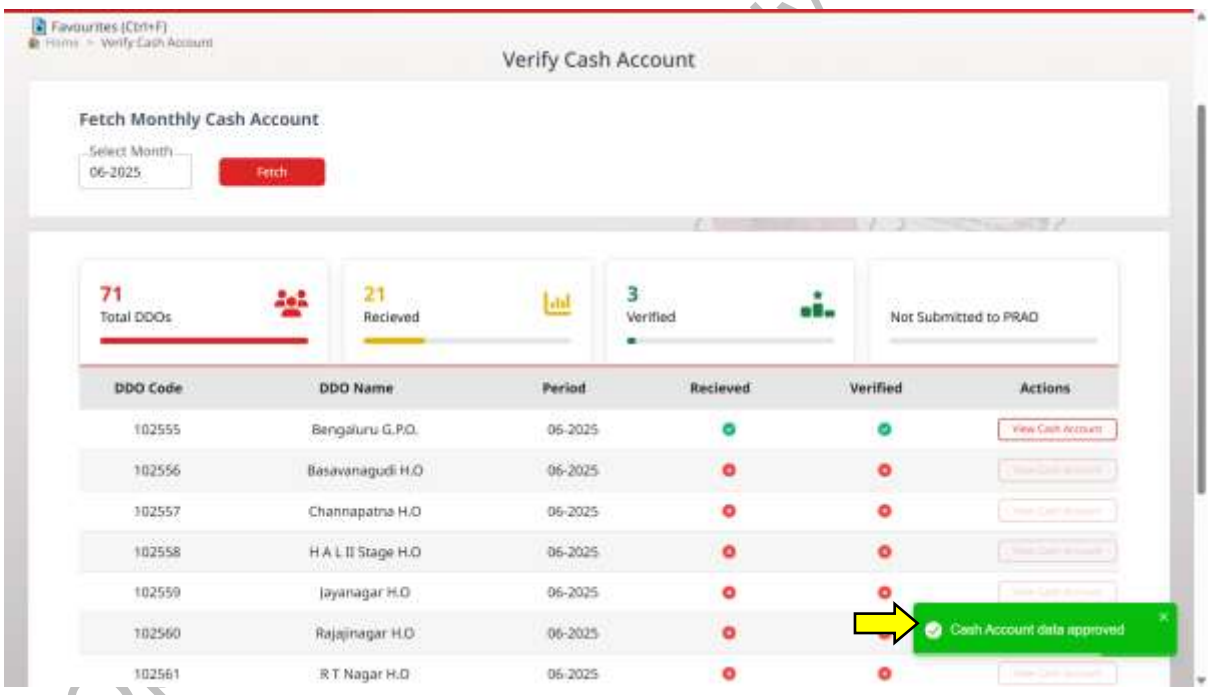


Application displays the details of the DDO such as 'OB', 'CB', 'Head of Account', 'Description', Receipts, 'Payments' and other essential details.

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Click 'Verify' button to verify the Cash Account.

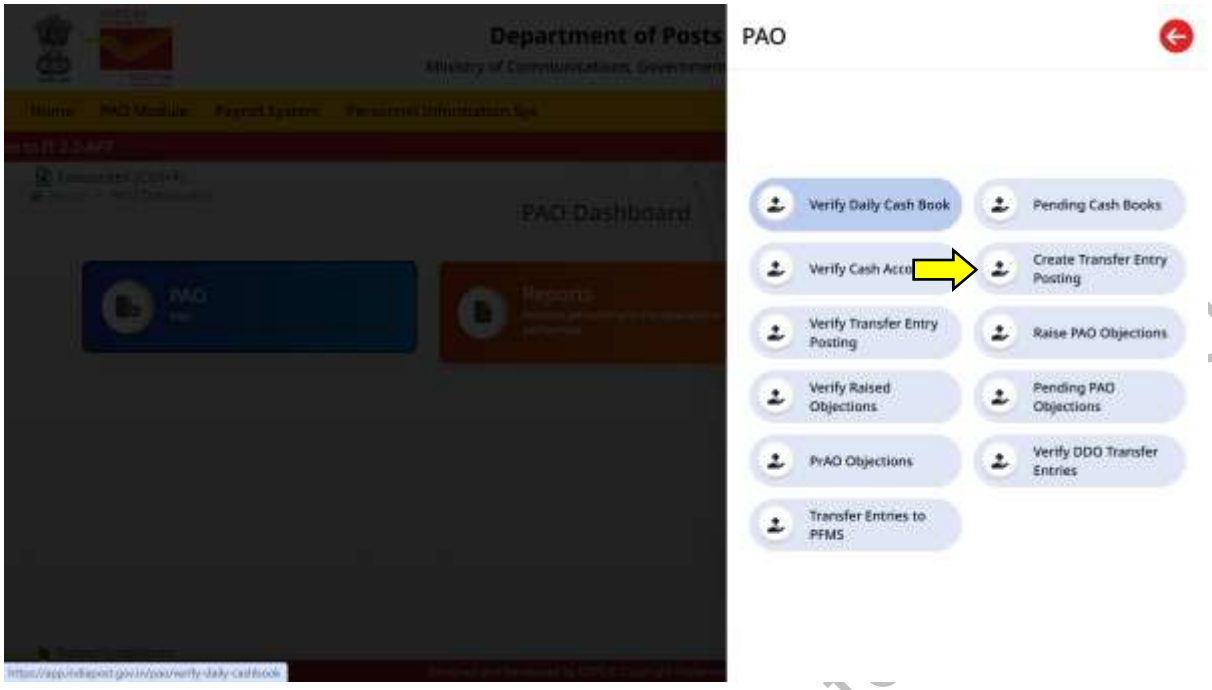


Upon clicking the 'Verify' button, the 'Cash Account Data approved' successfully message will be displayed.

6.1.4 Create Transfer Entry Posting

In cases where funds are required to be transferred from one Head of Account to another, or to multiple Heads of Account, the 'Create Transfer Entry Posting' option shall be utilized by the PAO for recording the necessary entries in the DDO Accounts or PAO Accounts.

CEPT Use



Click 'Create Transfer Entry Posting'.



Enter the Head of Account or search the Head of the Account by clicking the search symbol.

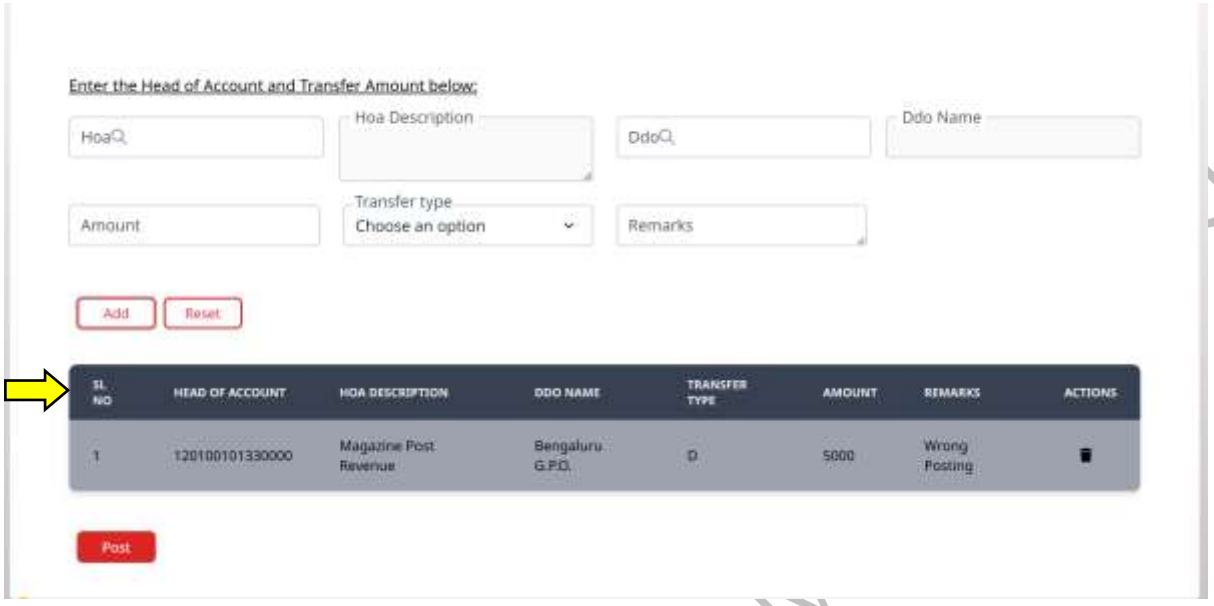
The Head of Account Description will be auto-updated based on the Head of Account selected.

The DDO ID shall be entered or it may be searched by clicking the search symbol.

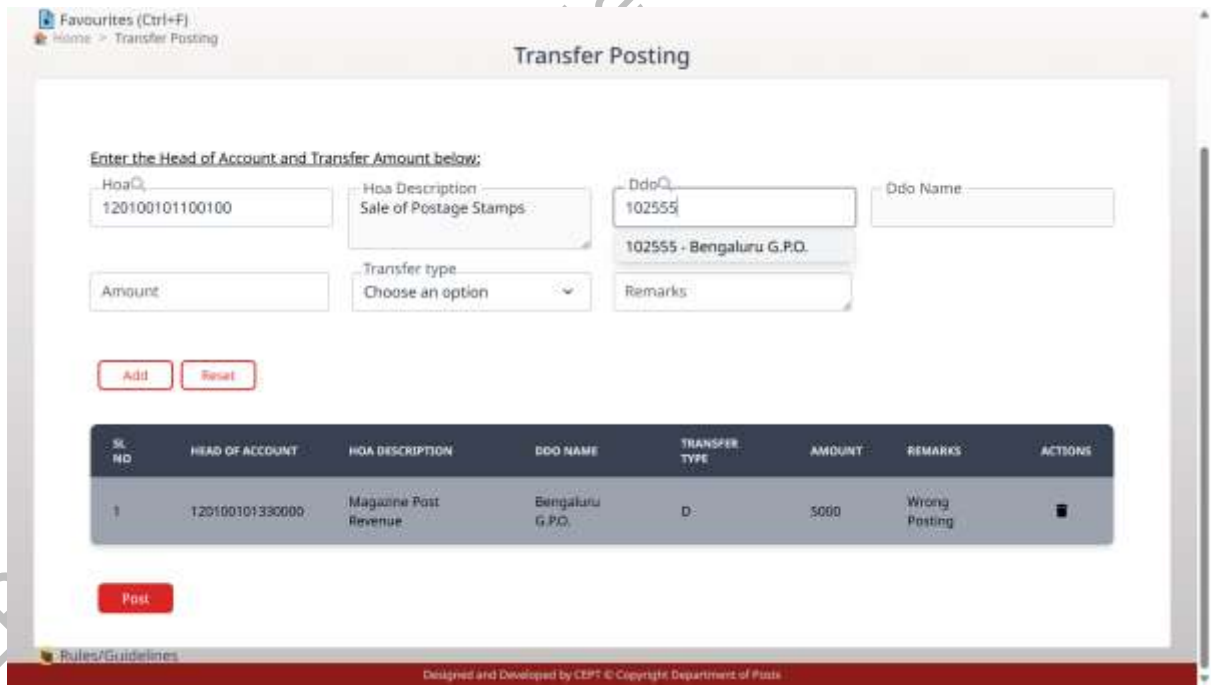
The DDO name will be auto-updated based on the DDO ID selected.

Enter the Amount.

The Transfer type ‘Debit’ or ‘Credit’ shall be selected.
Enter the ‘Remarks’.
Click ‘Add’ button.

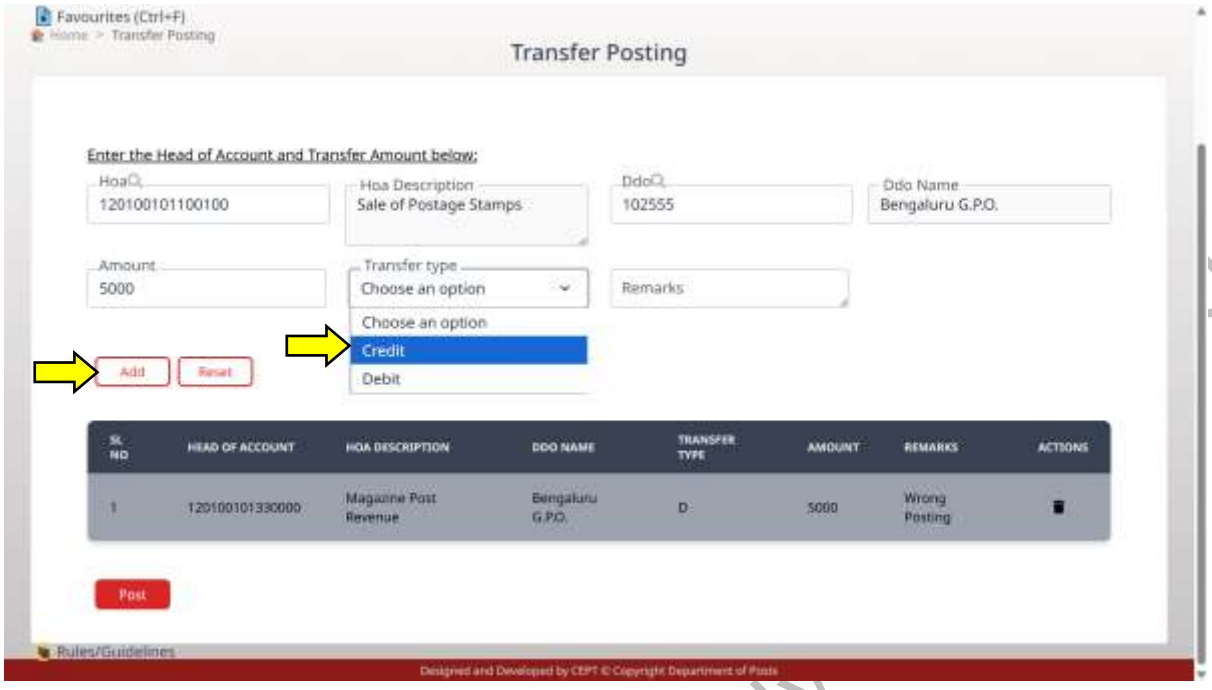


Upon clicking the ‘Add’ button, the application generates a row containing the entered and selected details.
Now the user needs to enter another Head of Account/s to which the funds needs to be transferred.



Enter the Head of Account or search the Head of the Account by clicking the search symbol.
The Head of Account Description will be auto-updated based on the Head of Account selected.
The DDO ID shall be entered or it may be searched by clicking the search symbol.

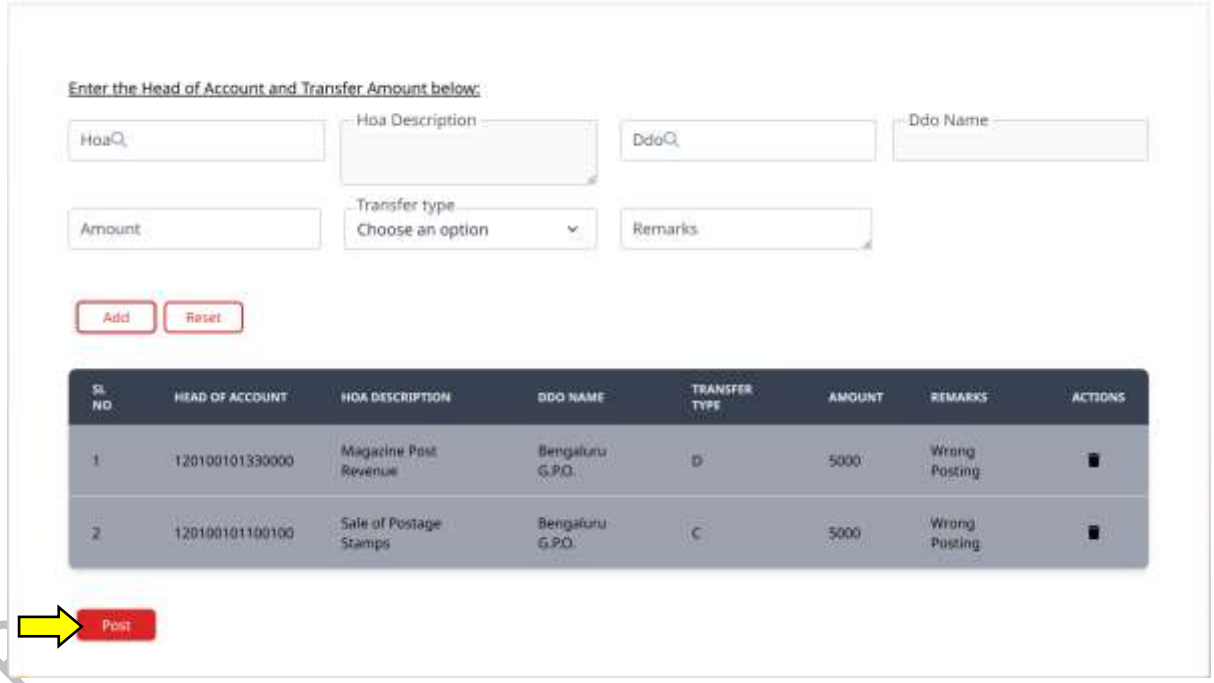
The DDO name will be auto-updated based on the DDO ID selected.



Enter the 'Amount'.

Select the 'Transfer Type'.

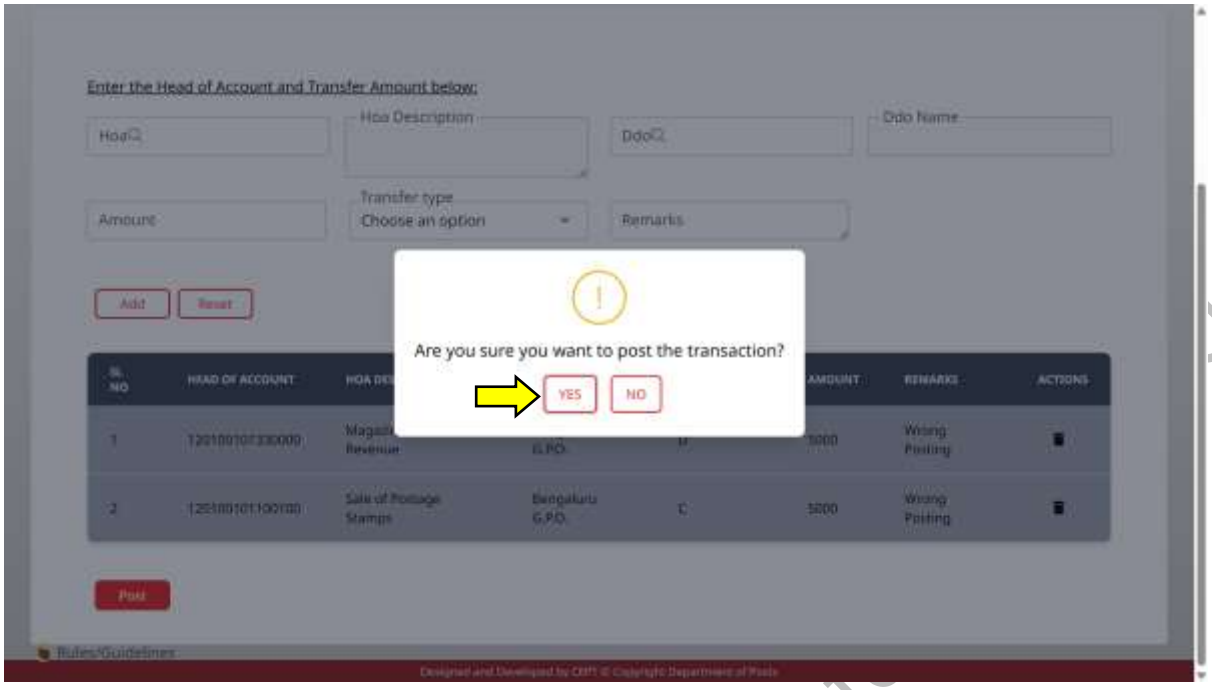
Enter the Remarks and click 'Add' button.



Upon clicking the *'Add'* button, the application generates an additional row containing the entered and selected details.

If the Debit and Credit amounts are identical, click the 'Post' button.

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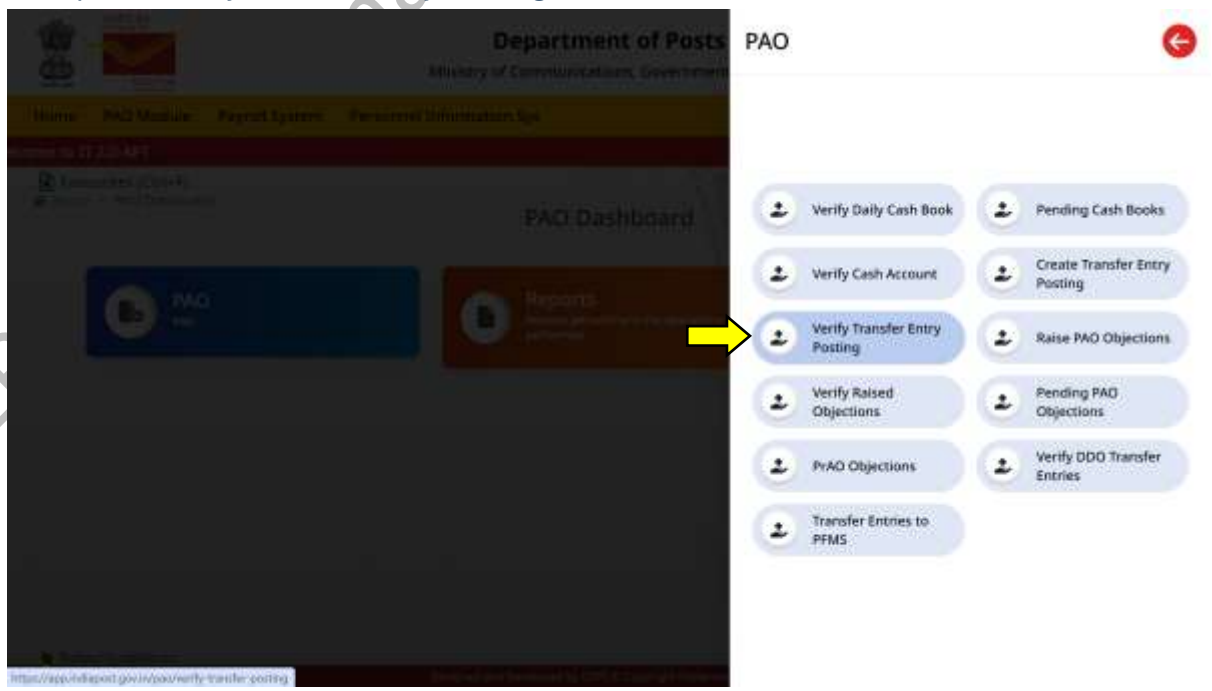
Upon clicking the 'Post' button, the application displays the warning message along with 'yes' and 'no' button.

Click 'Yes' button to create the 'Transfer Entry Posting'.

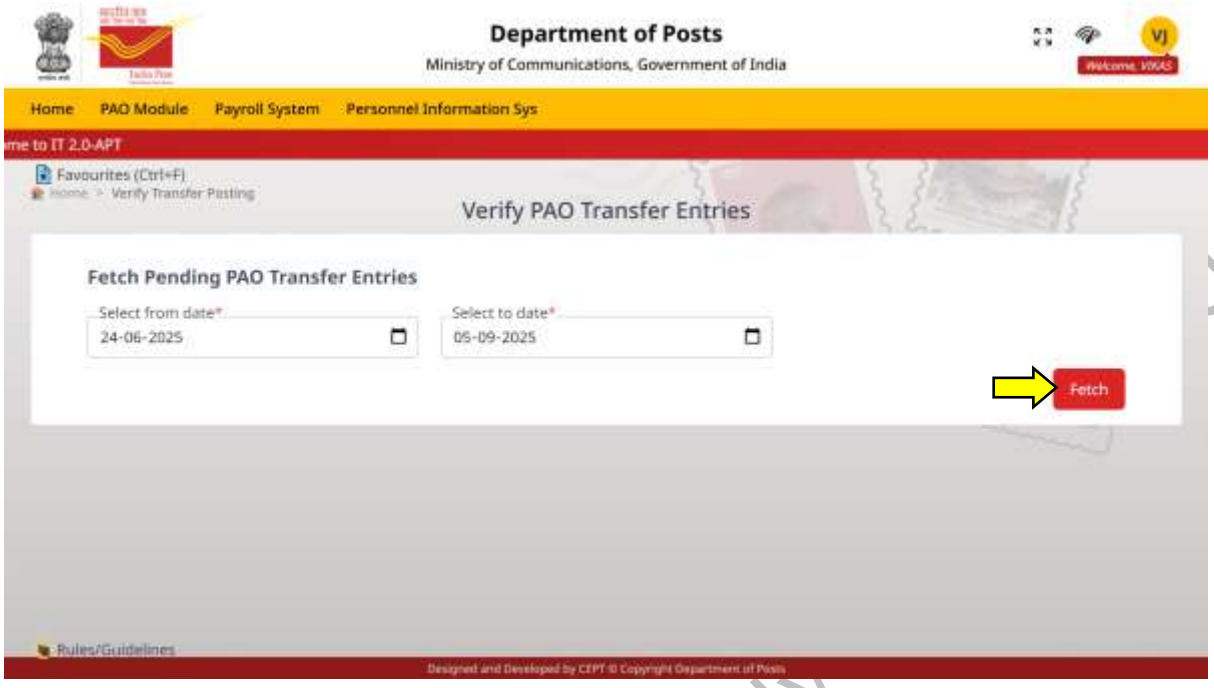
Upon clicking the 'Yes' button, the Transfer Entry ID will be created.

6.1.5 Verify Transfer Entry Posting

The entries which are created in the 'Create Transfer Entry Posting' should be verified in the option 'Verify Transfer Entry Posting'.

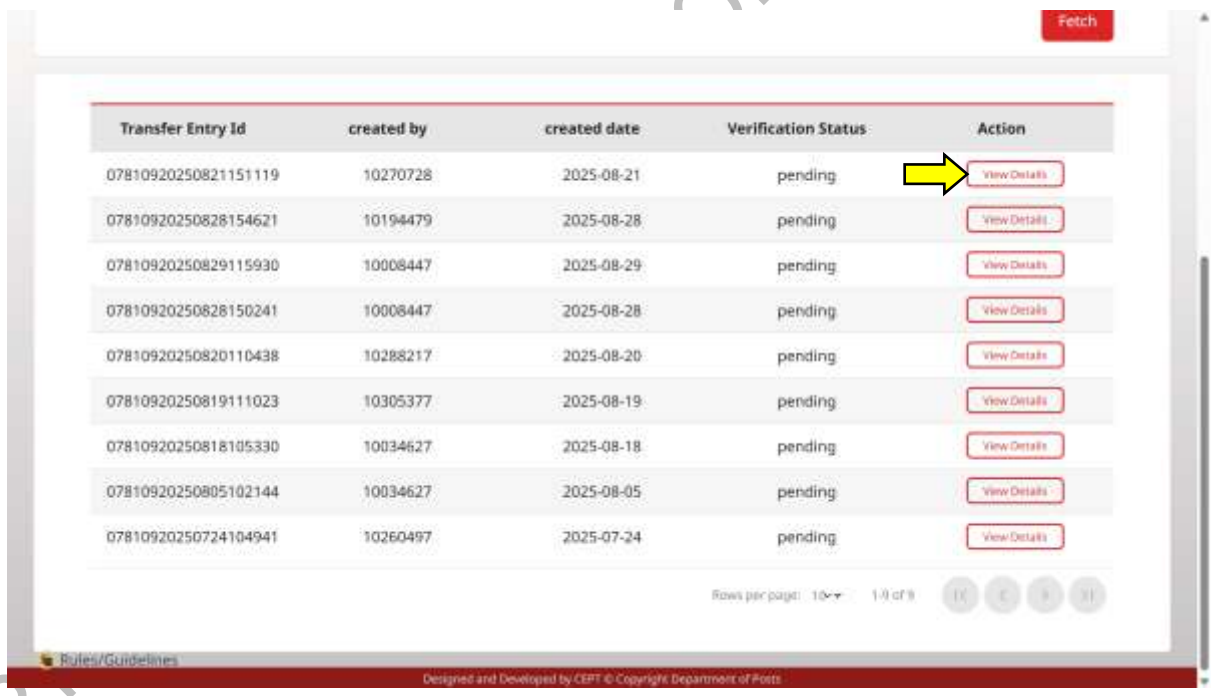


Click ‘Verify Transfer Entry Posting’ option.



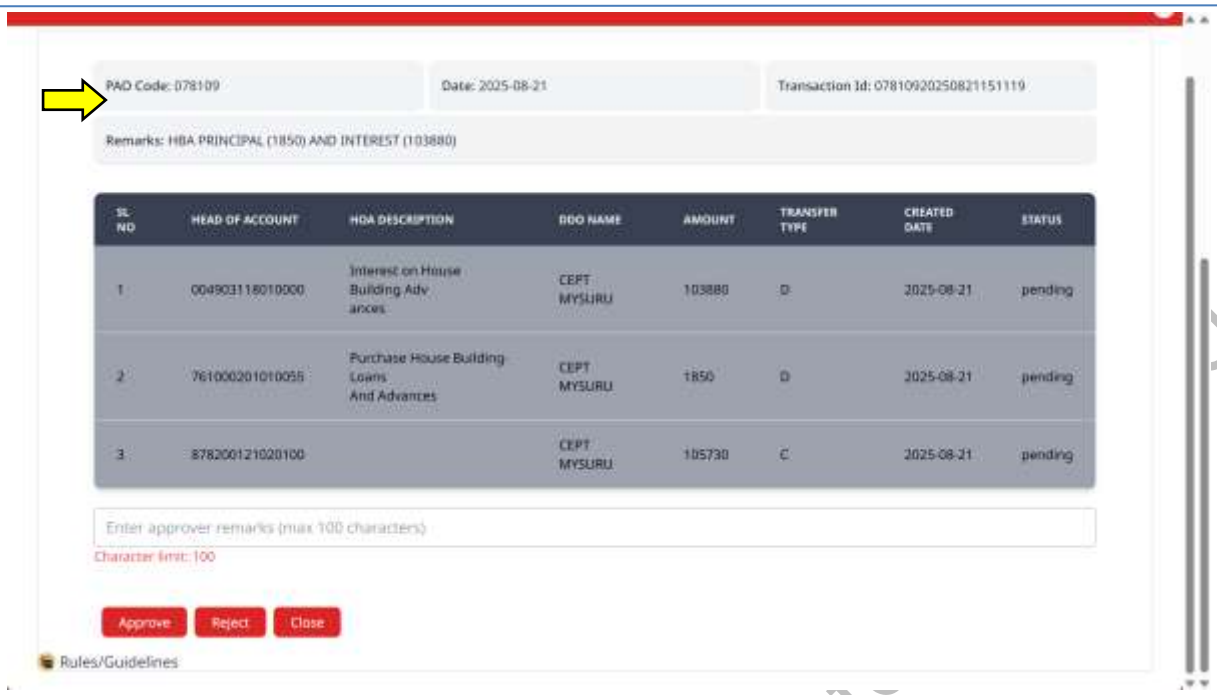
Select the ‘From date’ and ‘To date’.

Click ‘Fetch’ button.

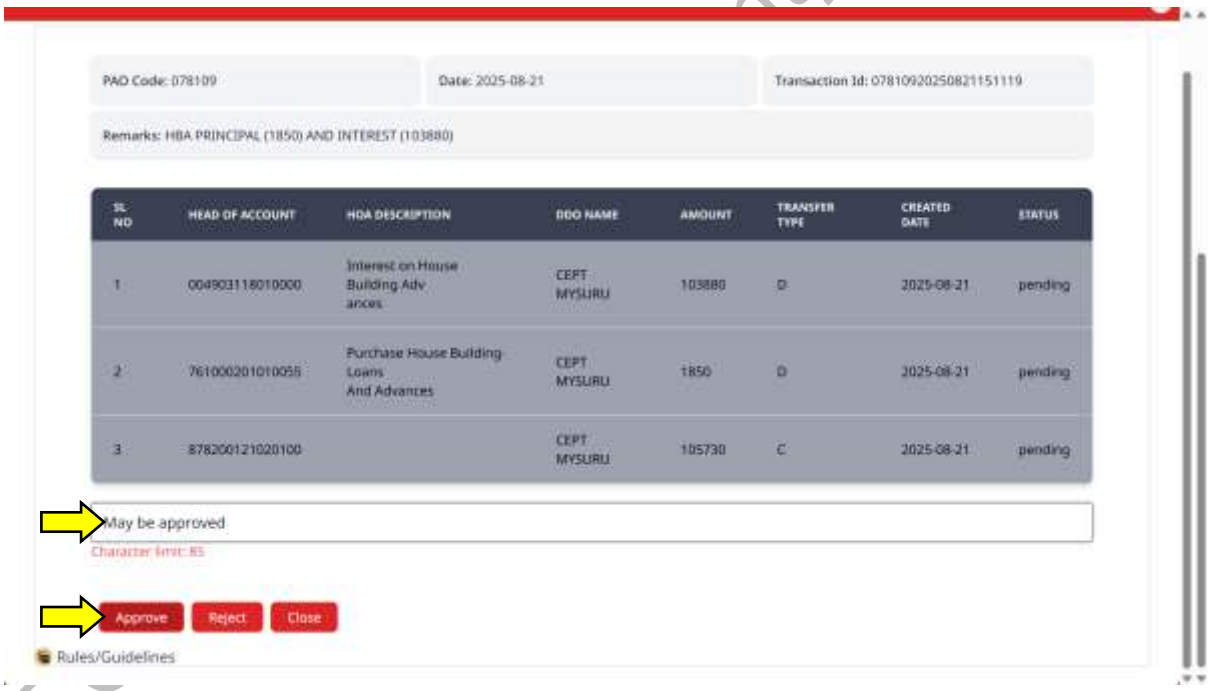


Upon clicking the ‘Fetch’ button, the application displays the details such as ‘Transfer Entry ID’, ‘Created user’, ‘created date’, ‘Verification Status’ and ‘Action’ column which is enabled with ‘View Details’ button.

Click ‘View Details’ button.



Upon clicking the 'View Details' button, the application displays the details of the Transfer Entry made by the PAO.

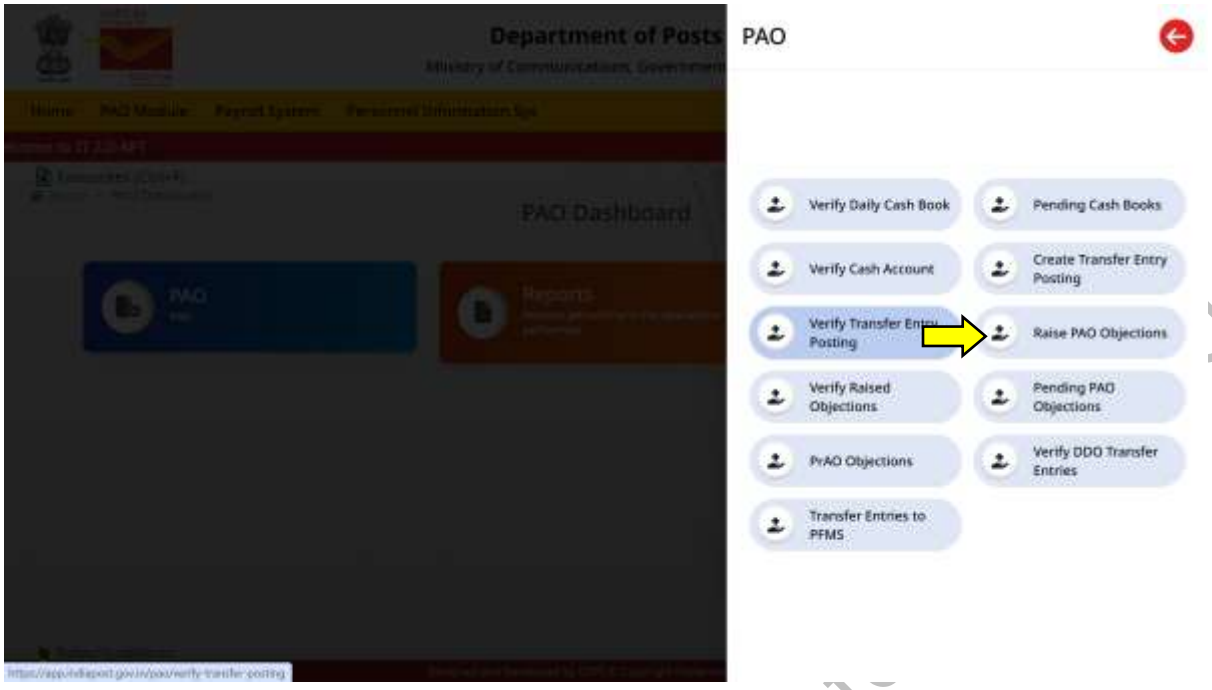


Enter the 'Remarks'.

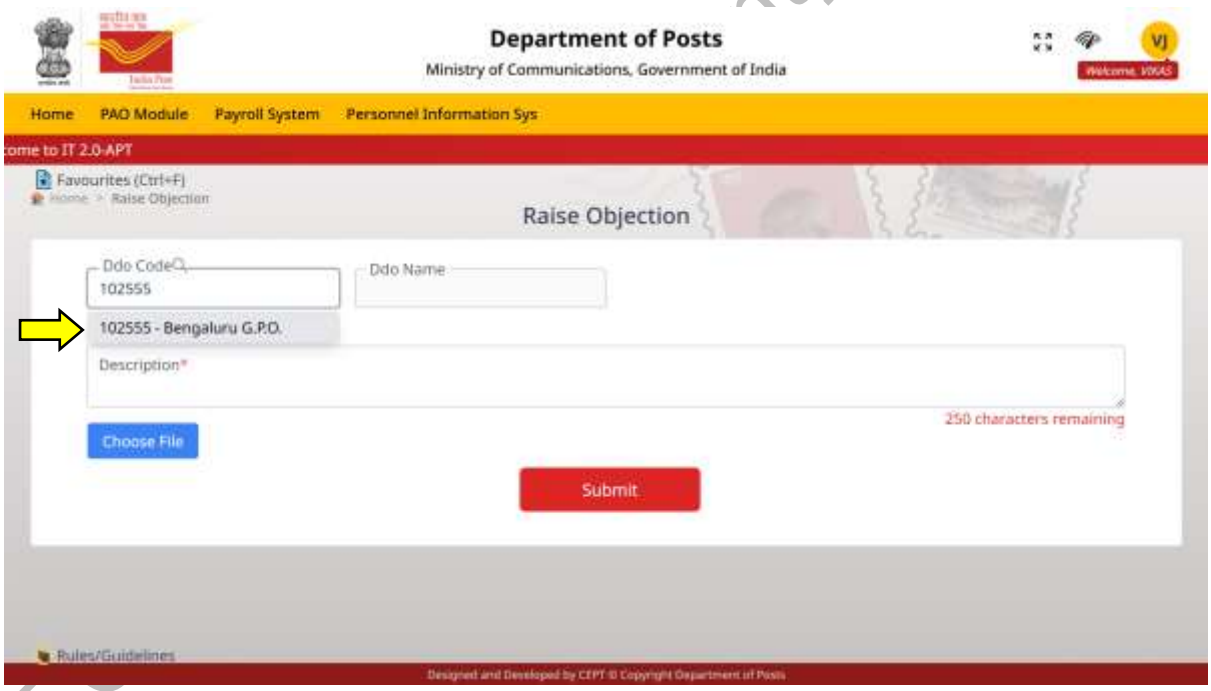
Click 'Approve' button for further verification.

6.1.6 Raise PAO Objections

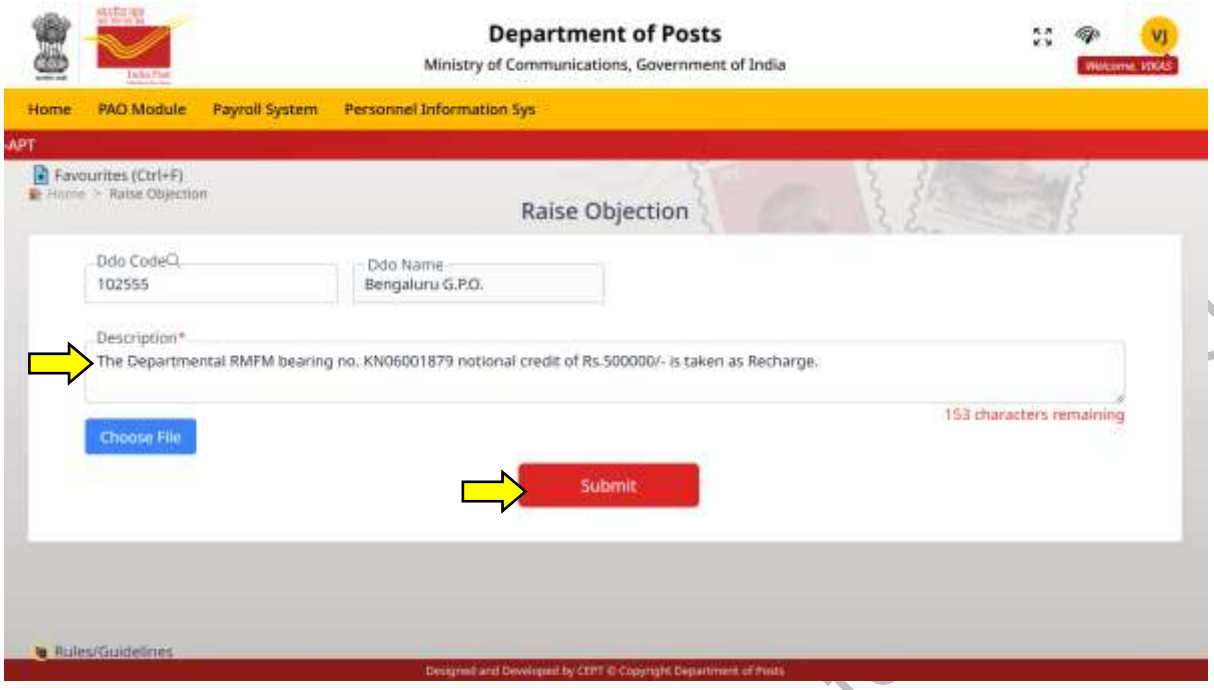
On detection of any discrepancy, irregularity, deviation from departmental guidelines in adoption of the accounting system, or error in the accounts prepared by the DDO, the PAO should raise an objection. For this purpose, the PAO shall employ the 'Raise DDO Objections' option for creation and recording of such objections against the DDO.



Click 'Raise PAO Objections' option.

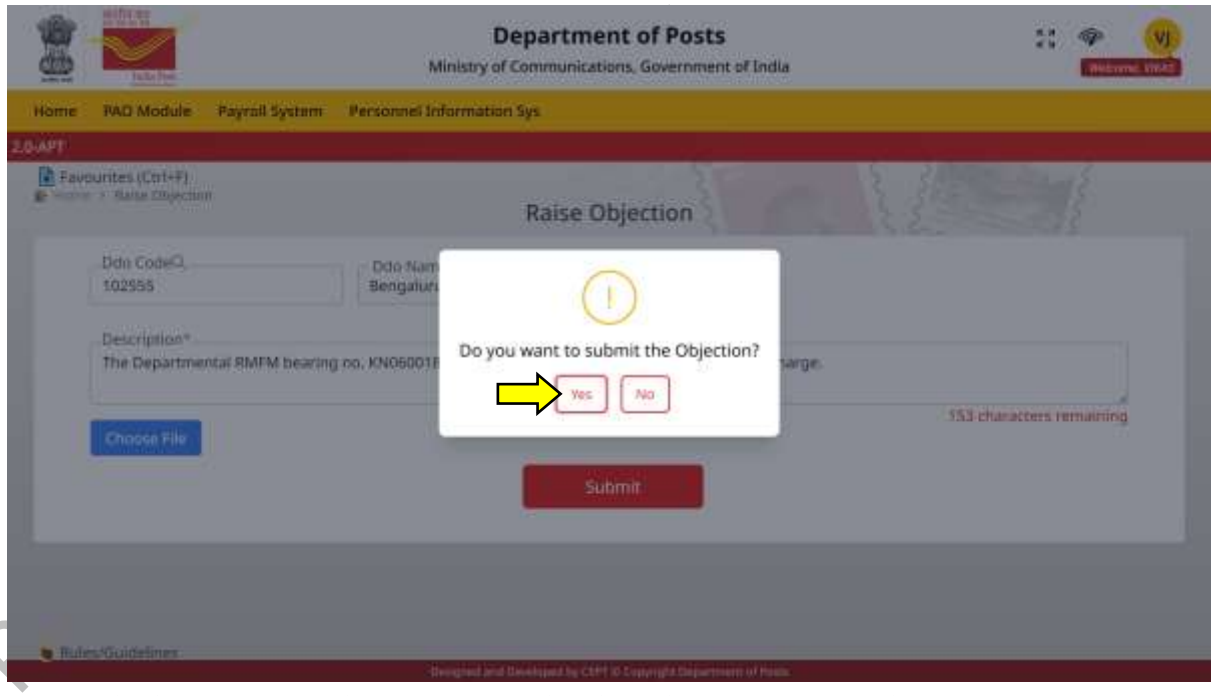


Select the 'DDO Code' by clicking the 'Search symbol' or enter the 'DDO ID'.
Select the 'DDO ID' from the search result.
Upon selecting the 'DDO ID', the DDO Name will be auto populated.



Enter the Objection in the field under 'Description'. The user can also upload the file by clicking the 'Choose File' button.

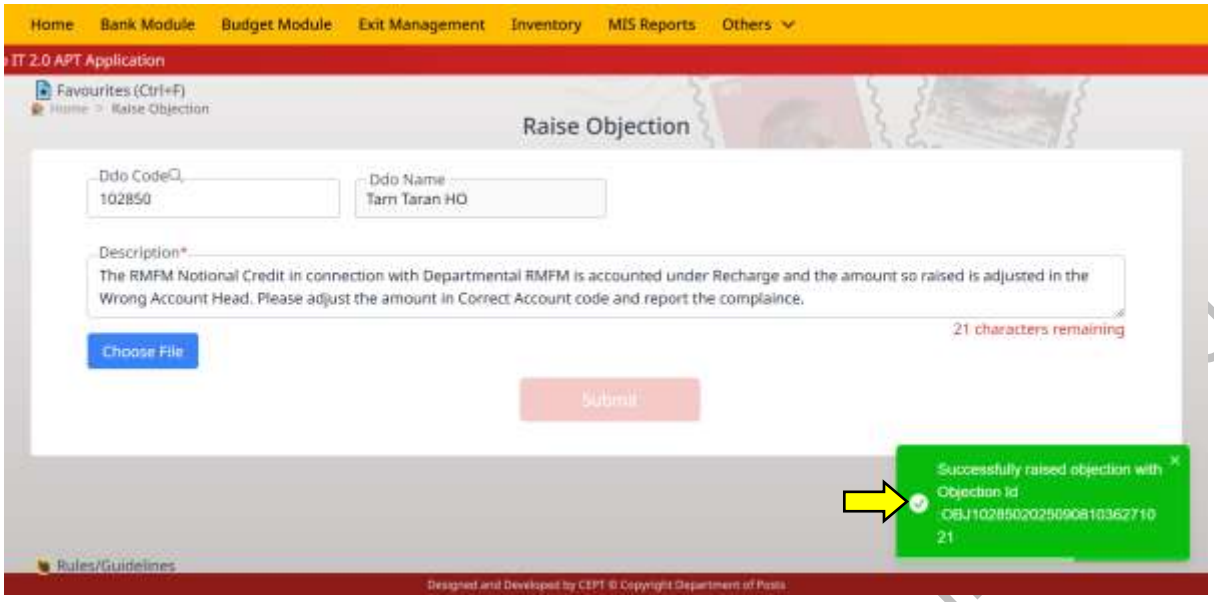
Click 'Submit' button.



Upon clicking the 'Submit' button, application displays the warning message along with 'Yes' and 'No' button.

Click 'Yes' button for proceed further.

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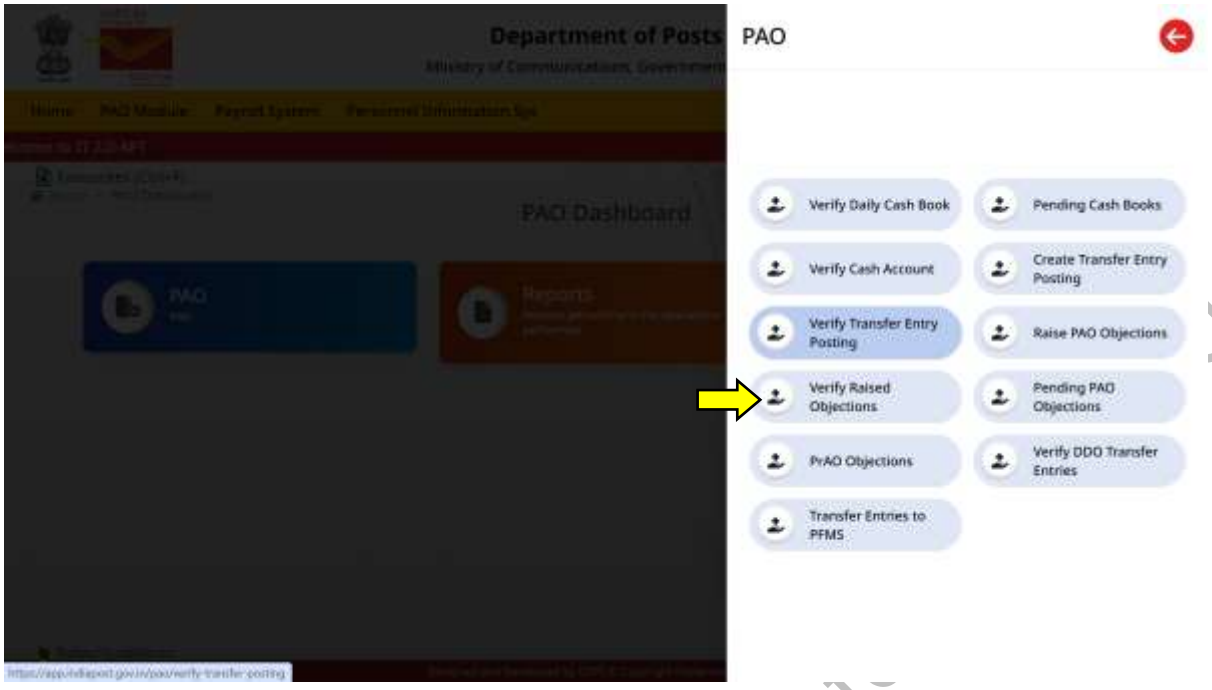


A success message will be displayed as 'Successfully raised objection with Objection ID'.

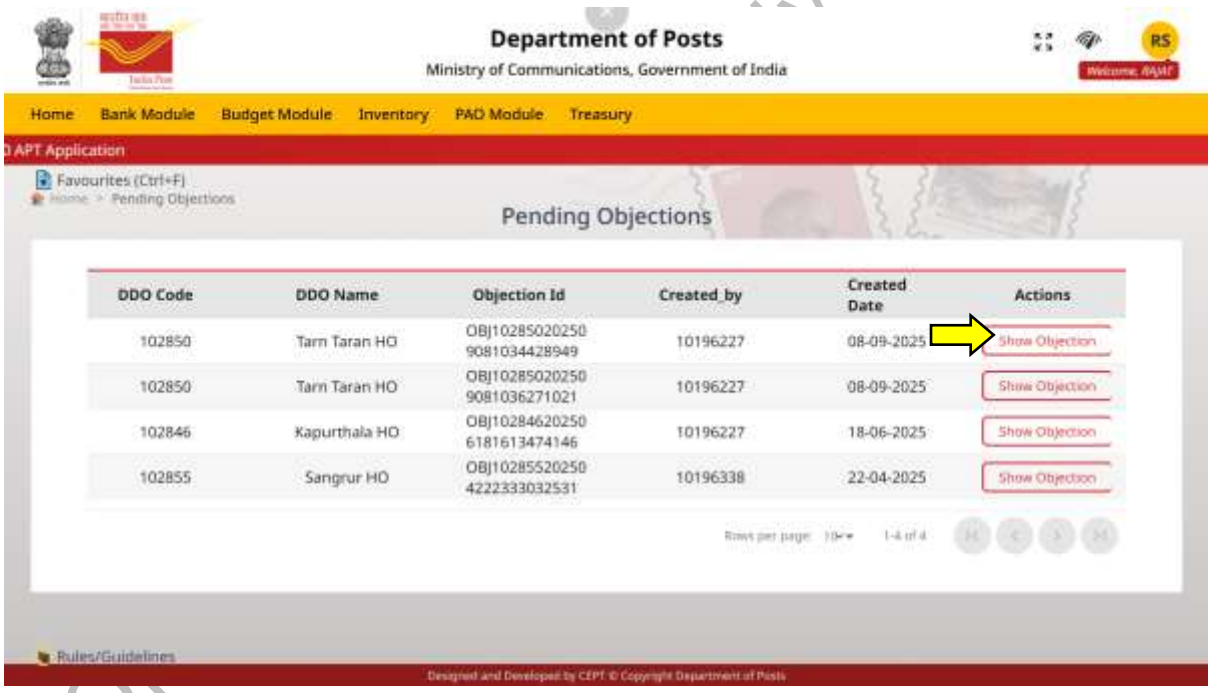
6.1.7 Verify Raised Objections

The 'Verify Raised Objections' option shall be used for verification of objections raised by the PAO through the 'Raise PAO Objections' option. Upon verification by the PAO, the objection shall be transmitted to the concerned DDO.

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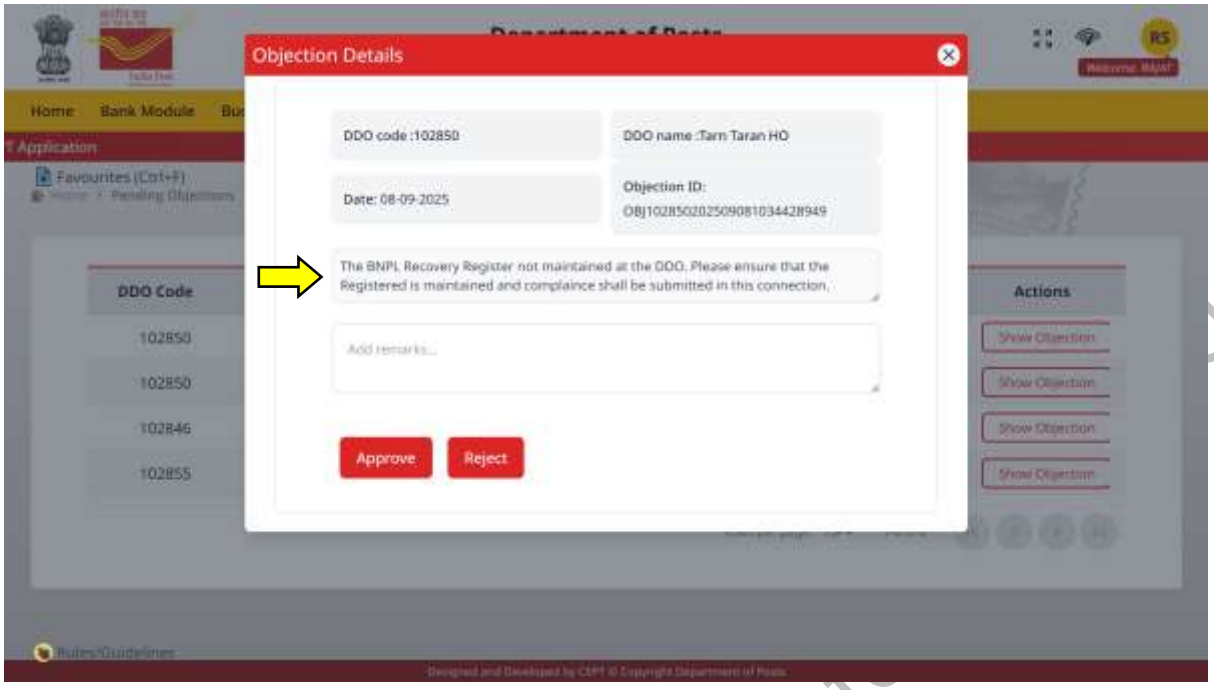


Click on 'Verify Raised Objections' option.

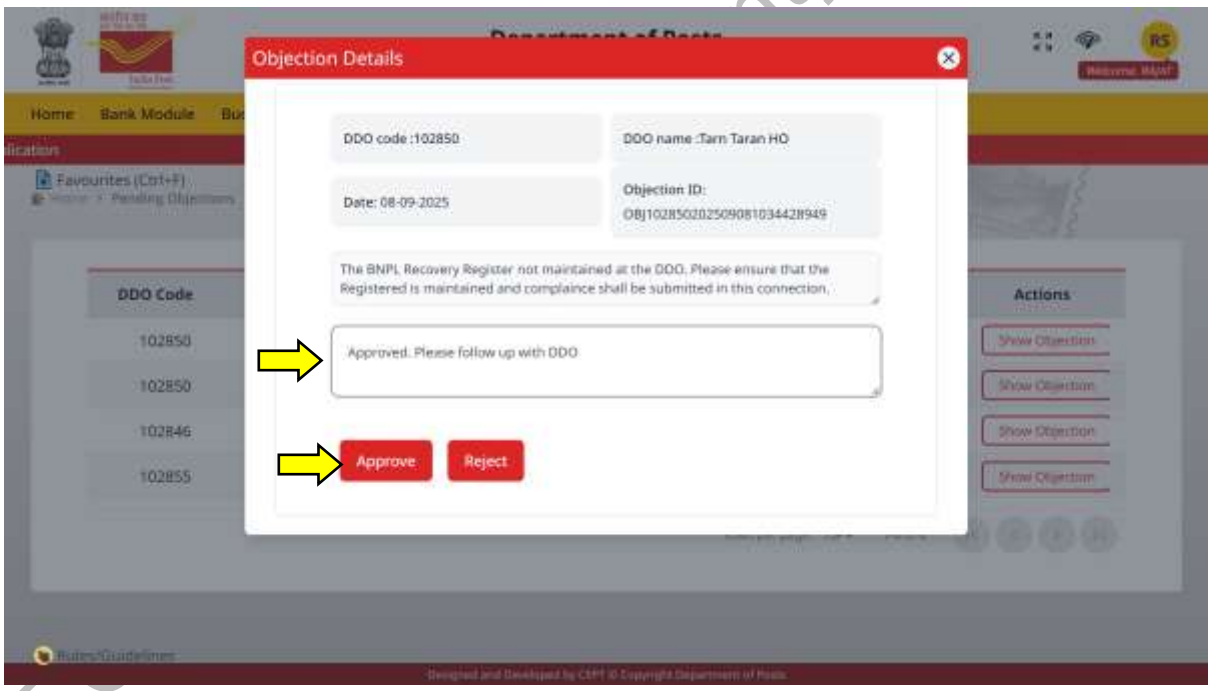


The application displays the list of objections pending for verification.
Click 'Show Objection' button.

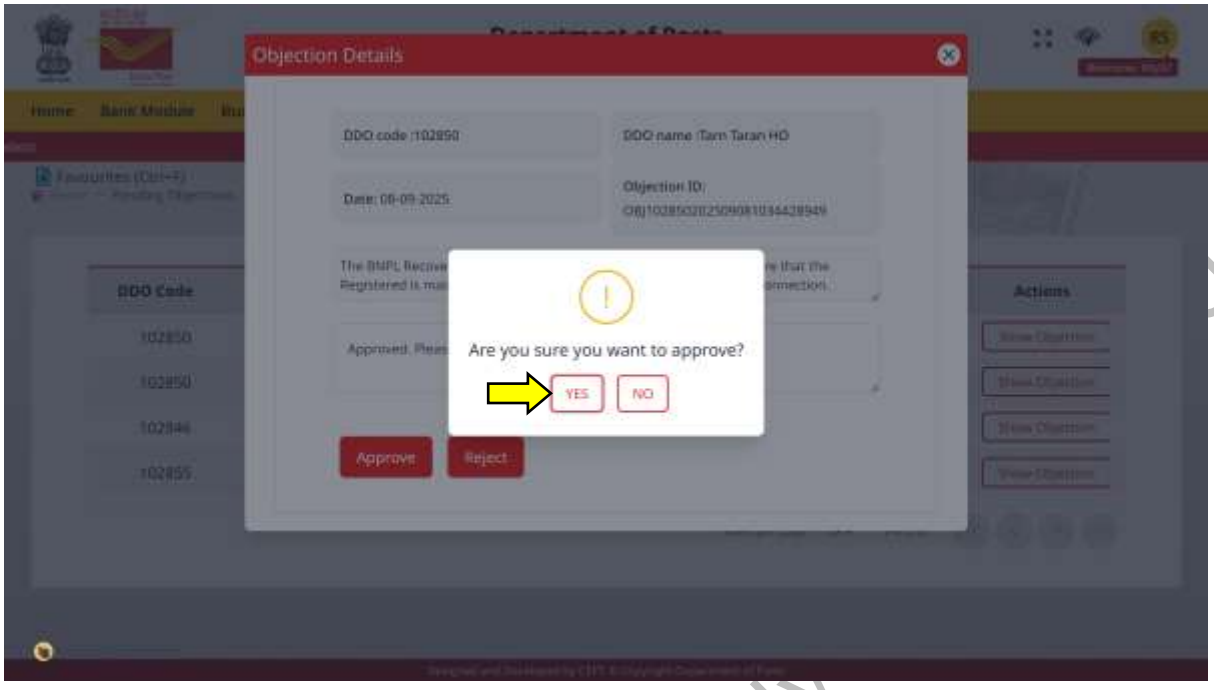
CEPT Confidential



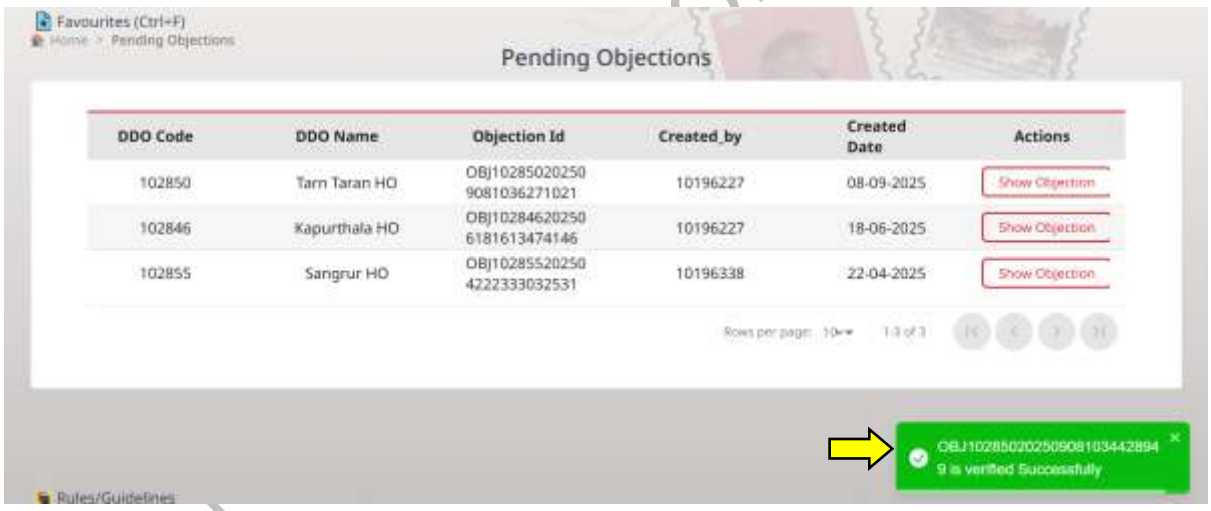
Upon clicking the 'Show Objection' button, the Objection Details will be displayed.



The user can also download the attachment by clicking the 'Download' button.
Enter the Remarks.
Click 'Approve' button to approve the Objection.



Upon clicking 'Approve' button, a pop up message will appear as 'Are you sure you want to approve?' Click on 'Yes' to proceed.



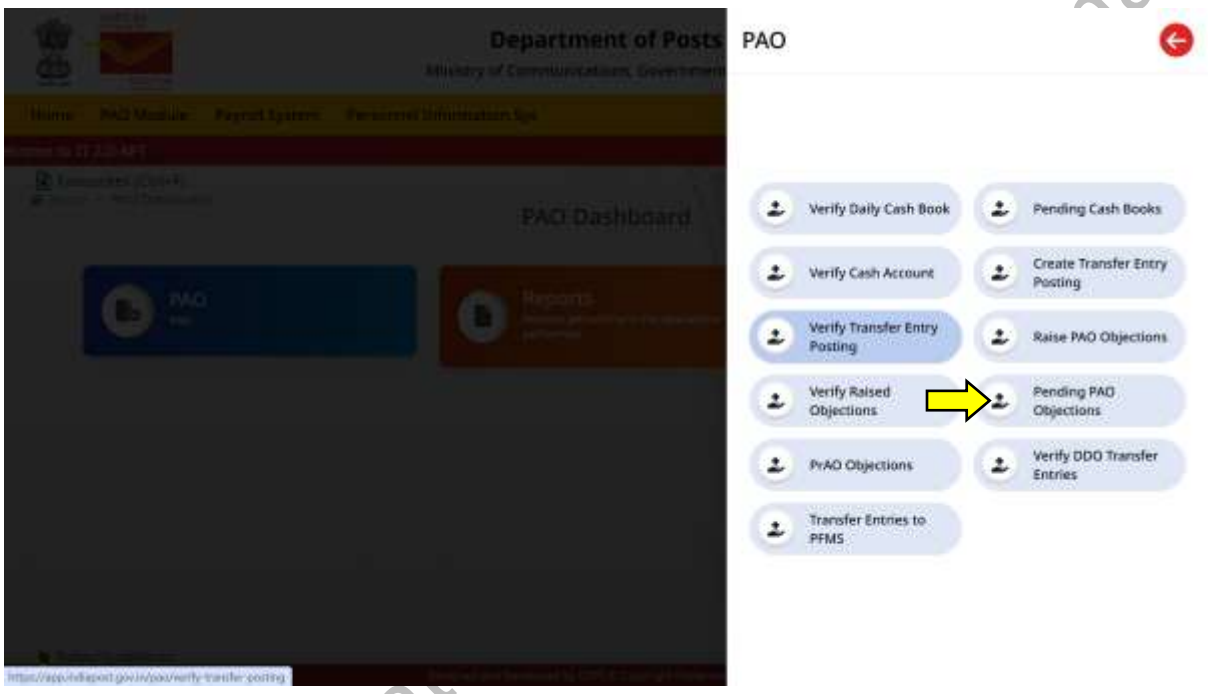
Upon clicking 'Yes' button, the application displays the 'Objection ID is verified successfully' message.

CEPT Open Use Only

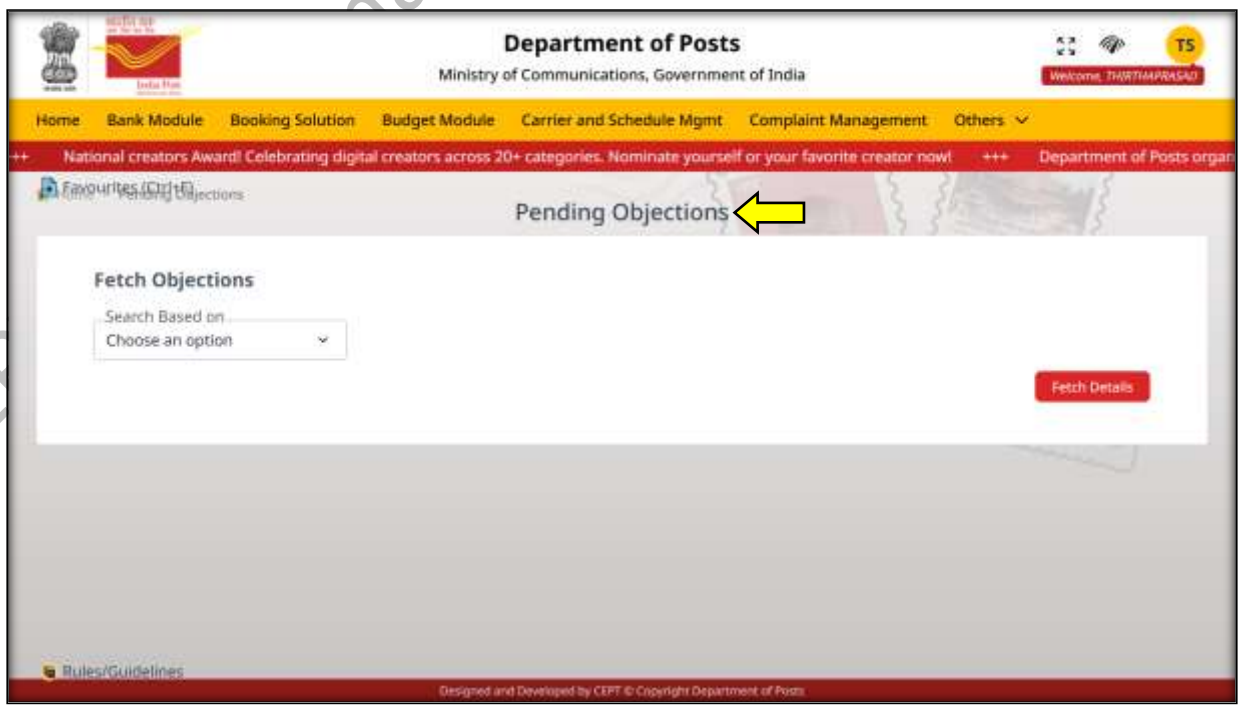
6.1.8 Pending PAO Objections

Upon approval or verification of a PAO Objection, the same shall be transmitted to the DDO for submission of reply and for subsequent turnover reply or disposal at the PAO. Until disposal, such objections shall remain pending either with the DDO or at PAO.

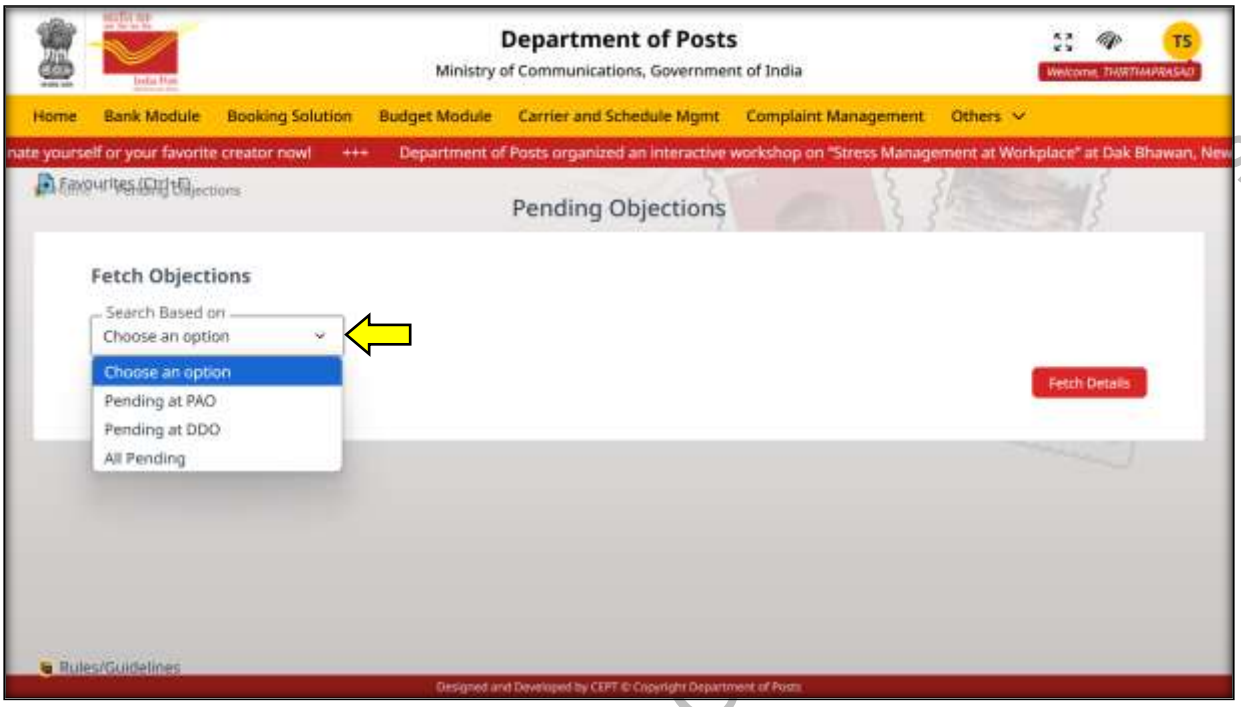
The pending objections of this nature can be viewed and further action can be taken by the PAO under the 'Pending PAO Objections' option.



Click 'Pending PAO Objections' option.

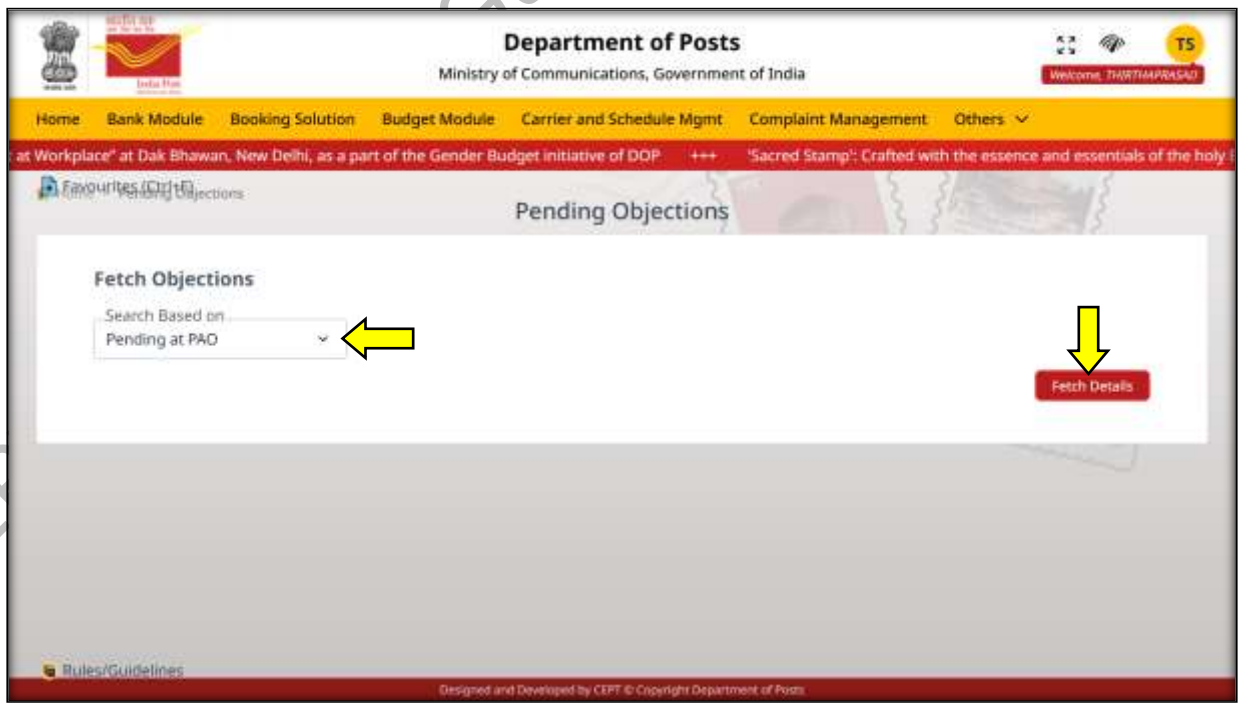


'Pending Objections' screen will be displayed.



Objections can be retrieved on the basis of the criteria 'Pending at PAO', 'Pending at DDO', and 'All Pending'. The detailed description of these criteria for retrieval of objections is provided under sub-indexes of 5.1.8.

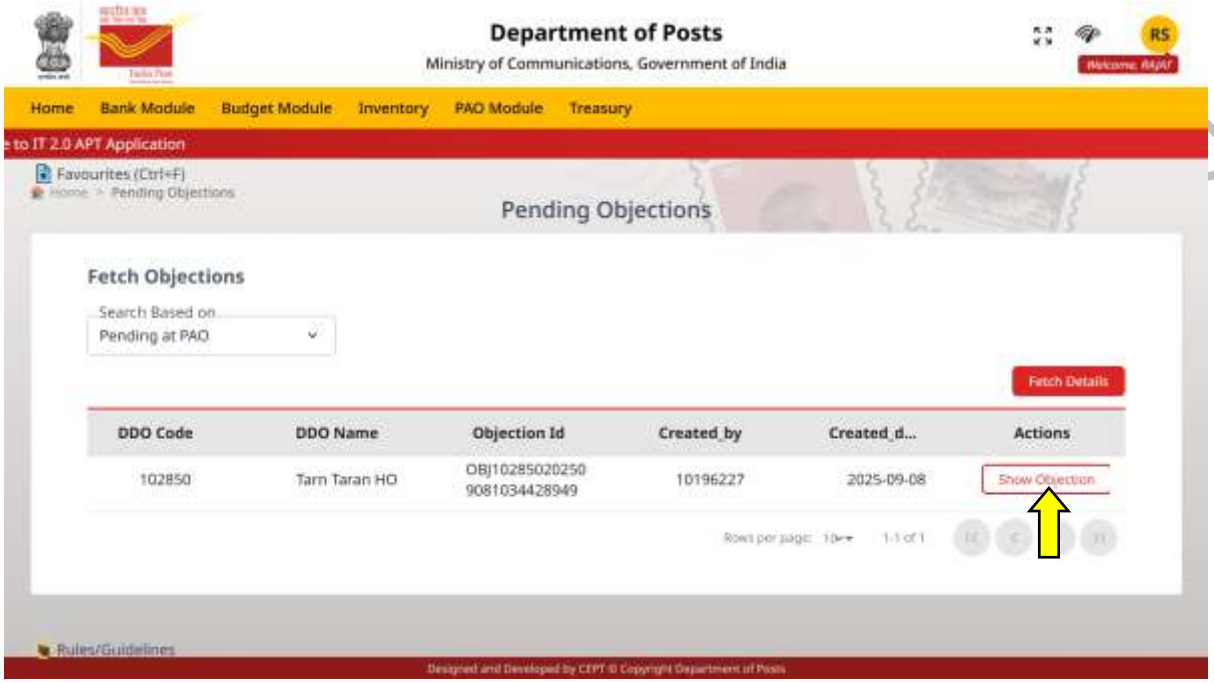
6.1.8.1 Pending at PAO



Select the 'Pending at PAO' criterion from the 'Search Based On' drop-down to retrieve objections that have been replied by the DDO and are pending at the PAO either for

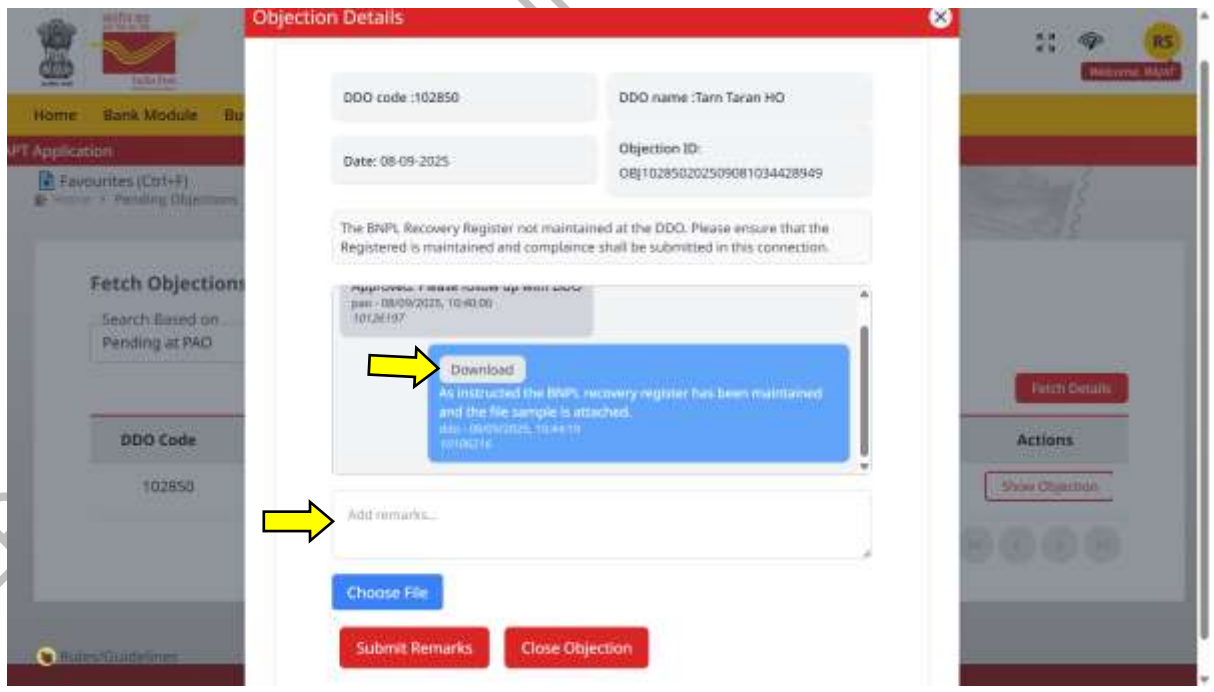
disposal or for furnishing a reply to the DDO seeking further explanations or clarifications.

Click ‘Fetch Details’ button.



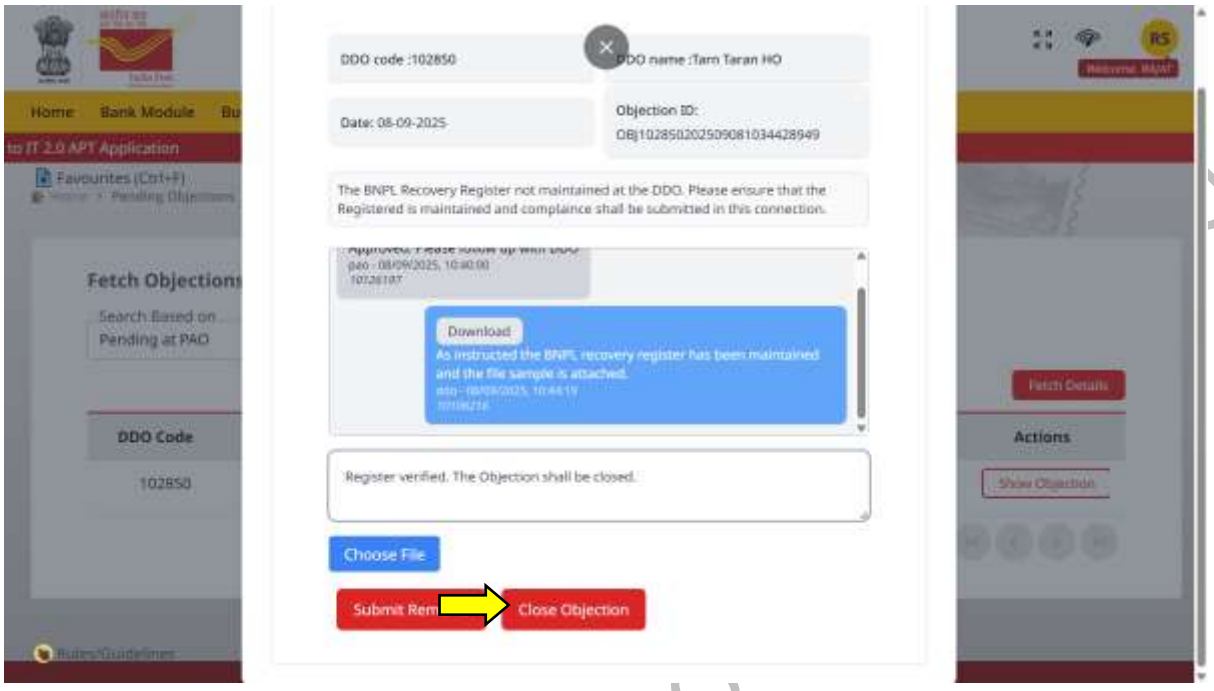
Upon clicking the ‘Fetch’ details, the application displays the details such as ‘DDO Code’, ‘Objection ID’, ‘Created user’, ‘Created Date’ and ‘Show Objection’ button.

Click ‘Show Objection’ button.



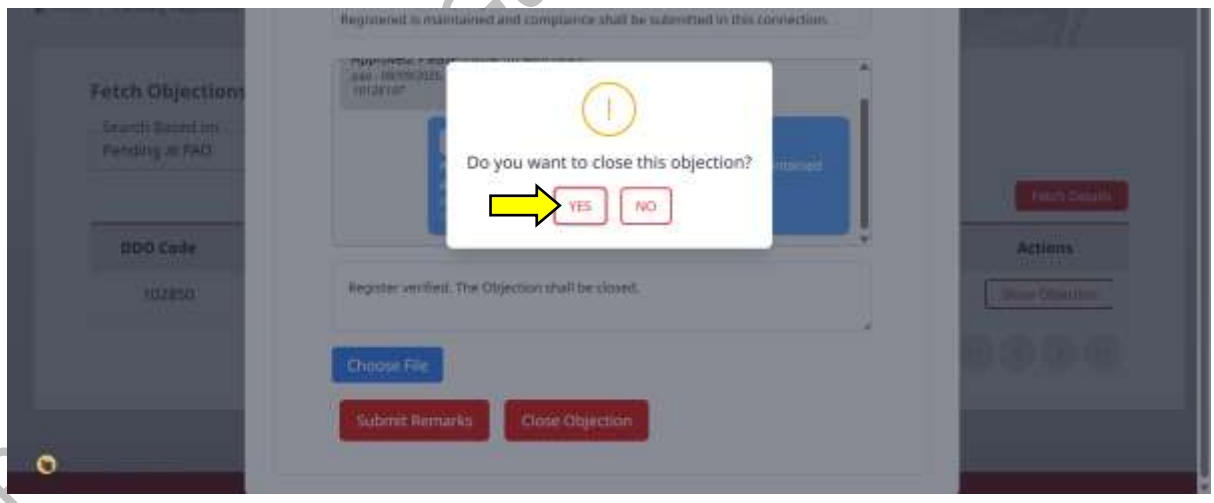
Upon clicking the ‘Show Objection’ button, the details of the objection shall be displayed in a pop-up screen. The attachments, if any, can be downloaded by clicking the ‘Download’ button. The remarks, if previously submitted by the DDO and PAO, shall

also be displayed on the same page. Further remarks, if any, may be entered in the 'Remarks' field.



A file in PDF or JPEG format may be attached by clicking the 'Choose File' button. After entering the remarks, the user shall click the 'Submit Remarks' button to reply to the DDO. In case the objection is to be closed, the user shall click the 'Close Objection' button to dispose of the objection.

Click on 'Close Objection' button.



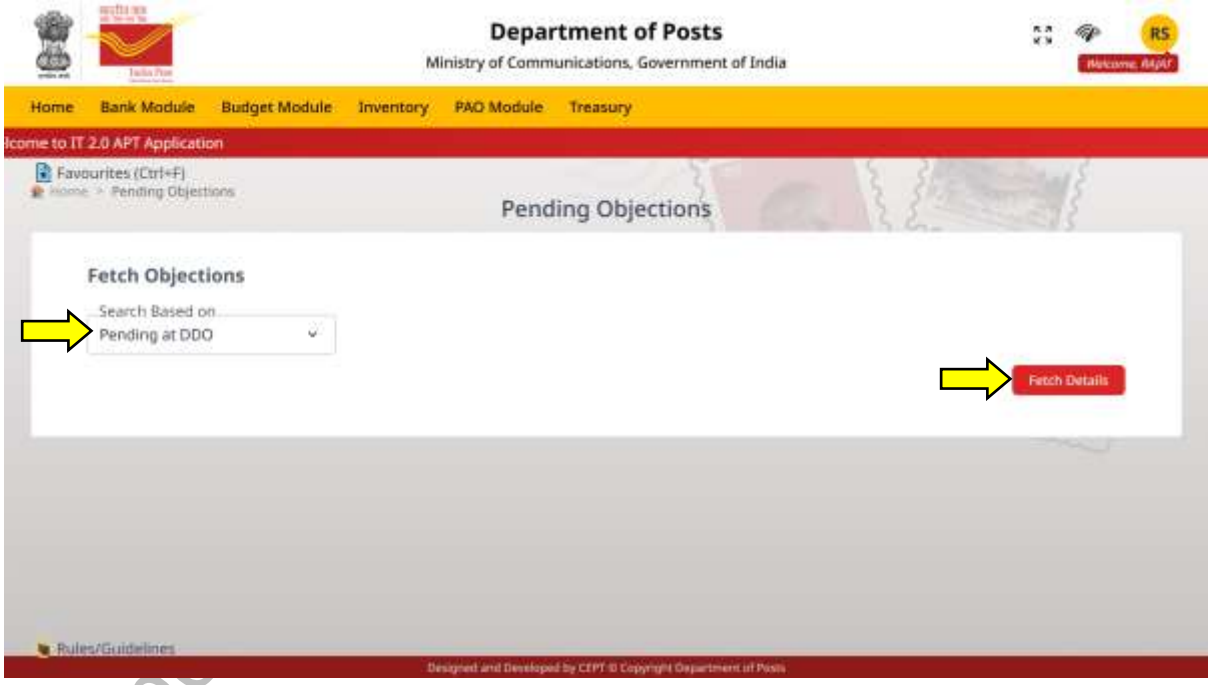
Upon clicking the 'Close Objection' button, the application displays the warning message along with 'Yes' and 'No' button.

Click on 'Yes' to proceed.



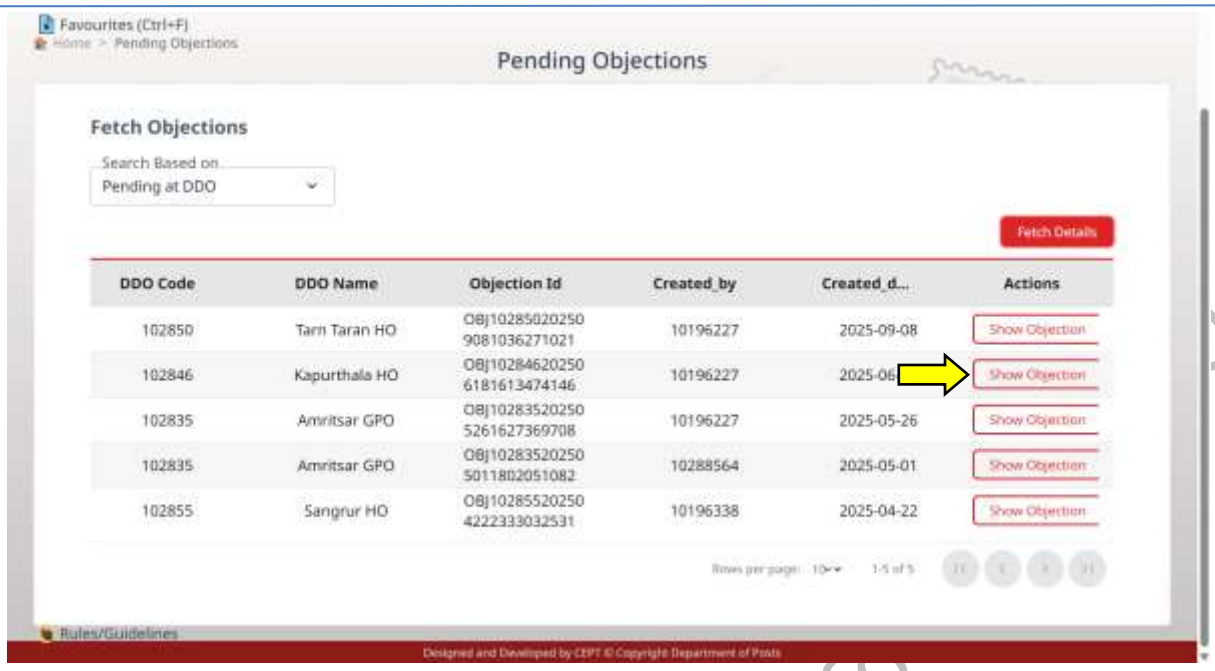
Upon clicking the 'Yes' button, the 'Objection Closed Successfully for Object ID' message will be displayed.

6.1.8.2 Pending at DDO



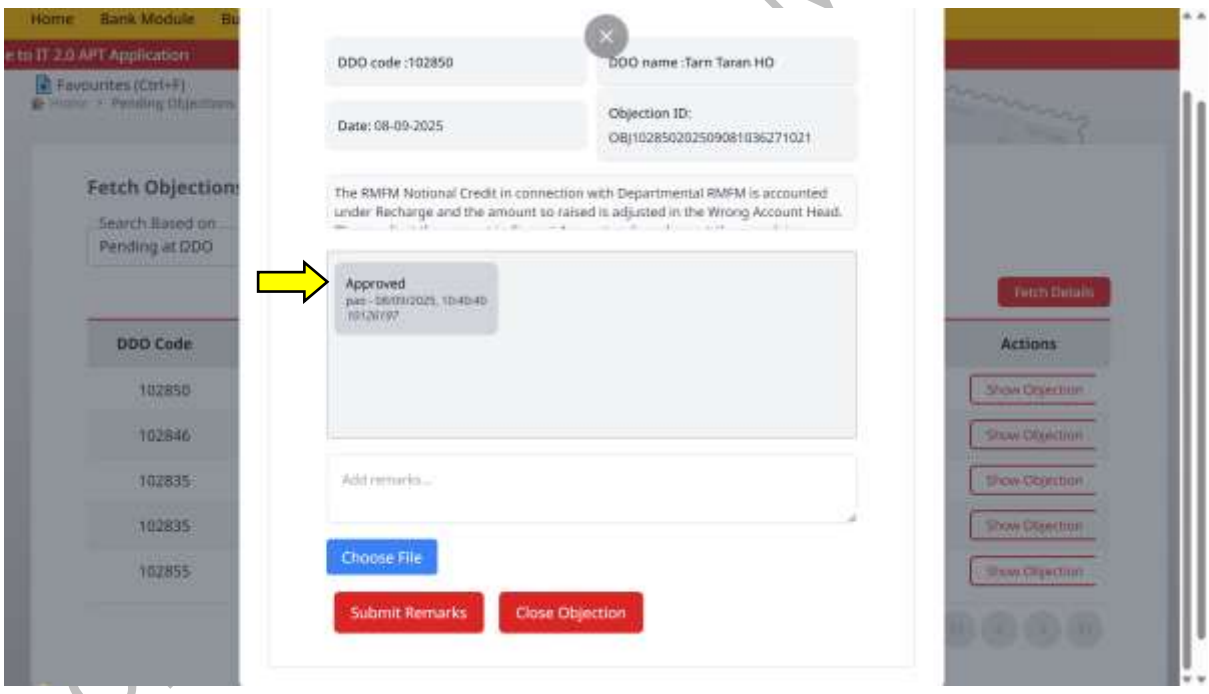
Select the 'Pending at DDO' from 'Search Based on' drop-down.
Click 'Fetch Details' button.

CEPT Operational Use for Internal Use



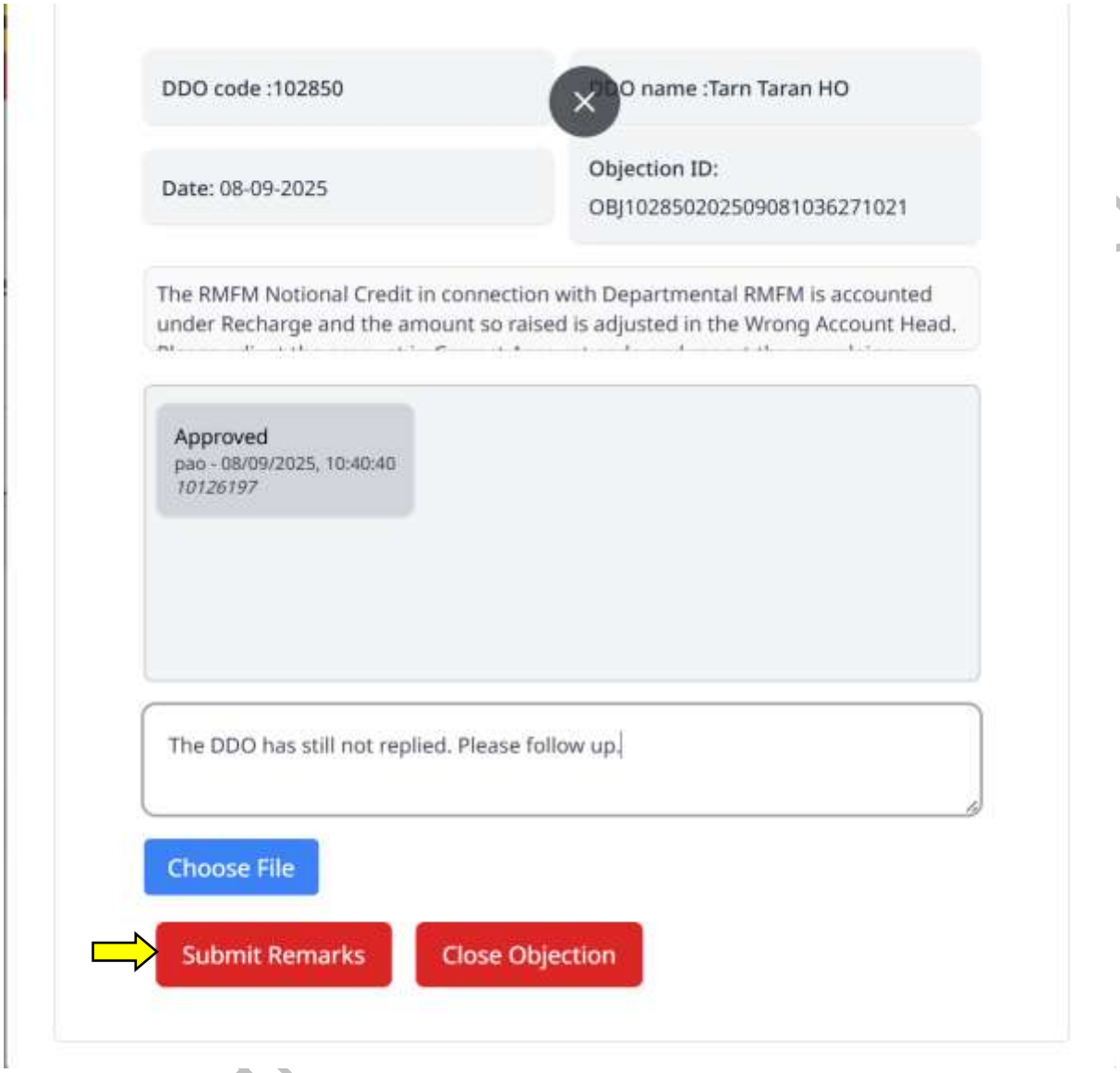
The Objection pending at DDO level will be displayed.

Click 'Show Objection' button to view the objection in-detail.



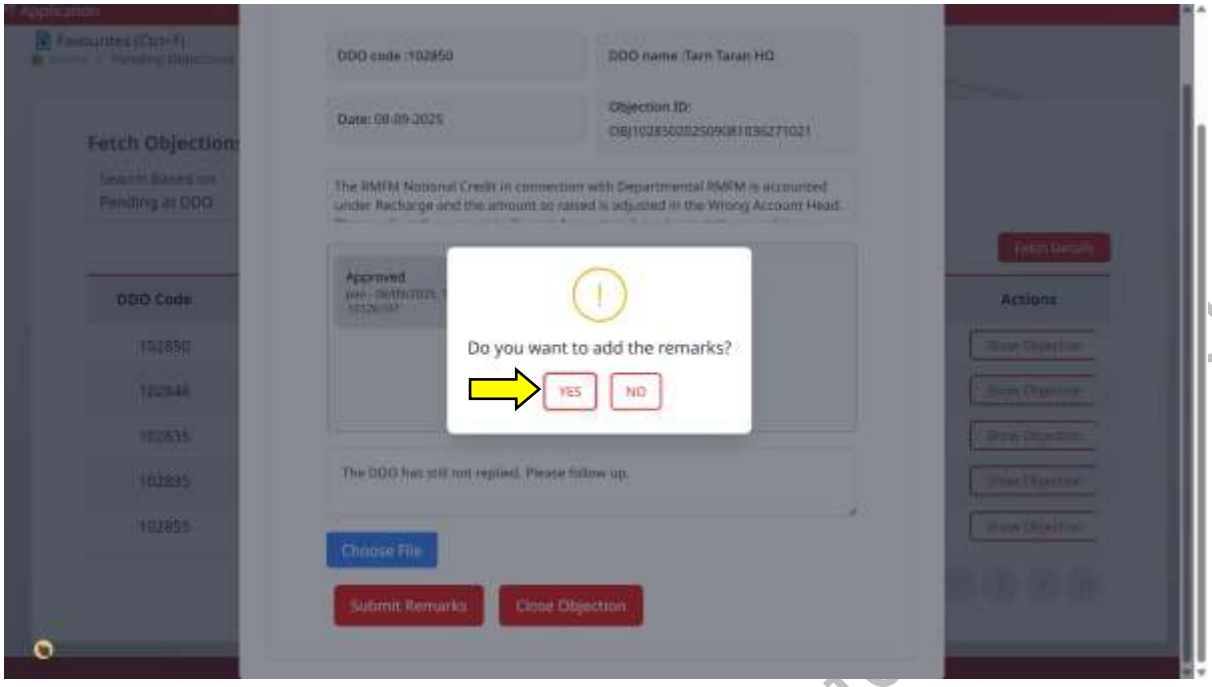
The Objections details will be displayed.

CEPT Use

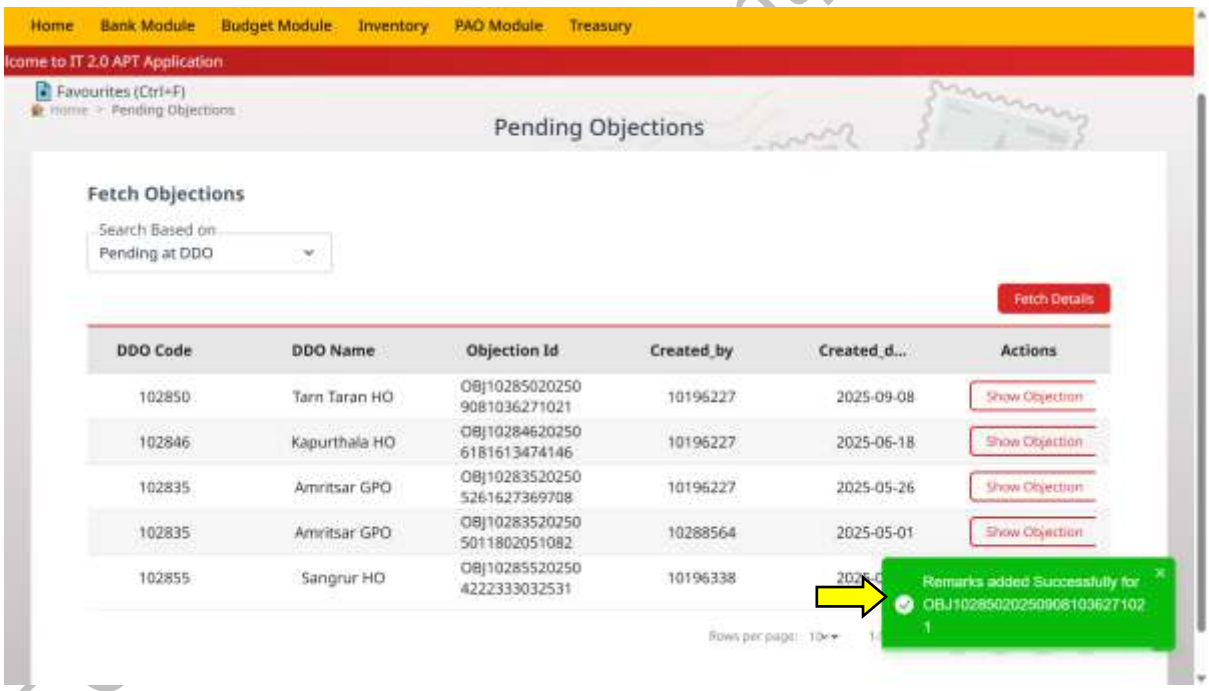


Any additional remarks may be entered under 'Add Remarks'.
Attach file if any, by clicking on 'Choose file' button.
Click 'Submit Remarks' button.

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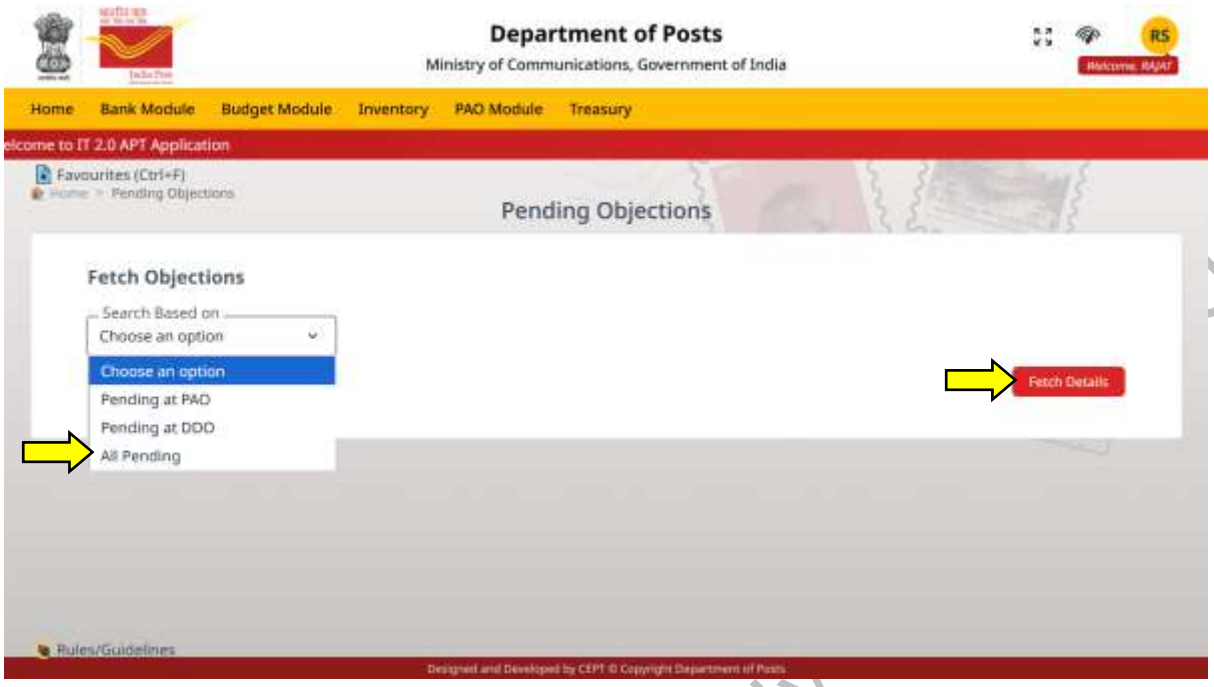
Upon clicking the 'Submit Remarks' button, the application displays the warning message along with 'Yes' and 'No' button.



Upon clicking the 'Yes' button, the 'Remarks added successfully for the object ID' message will be displayed.

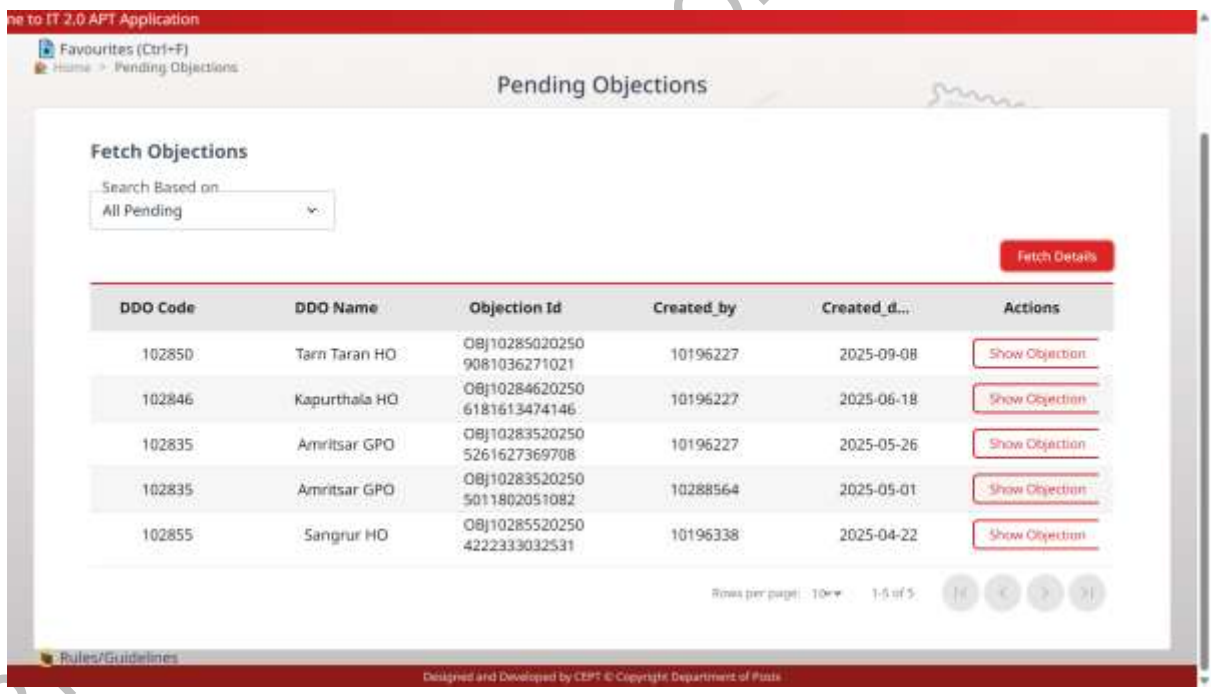
CEPT

6.1.8.3 All Pending



Select the 'All Pending' criteria from 'Search based on' drop-down

Click 'Fetch Details'.



The application displays the pending objections available at PAO and DDO.

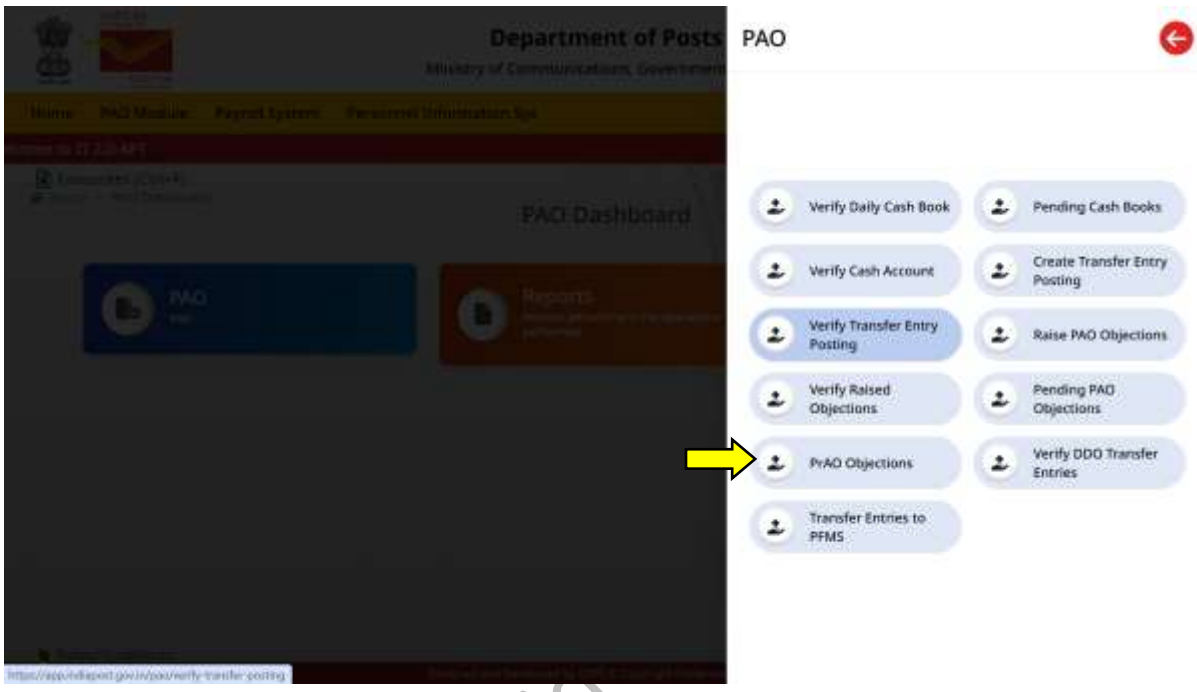
The process for handling the objections shall be followed as described in the 6.1.8.1 and 6.1.8.2

CEPT Use Only

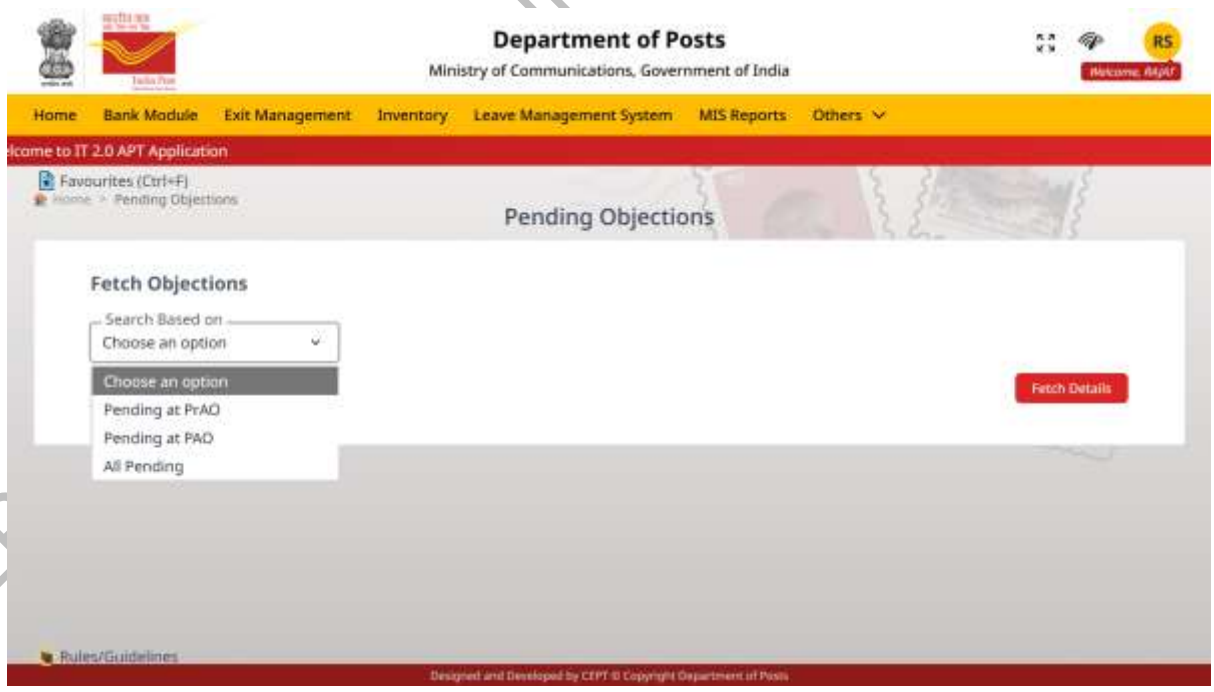
6.1.9 PrAO Objections

The 'PrAO Objections' option facilitates the display of objections raised by the Principal Audit Officer (PrAO) against the respective Postal Accounts Office (PAO). The PAO is required to furnish appropriate replies to these objections.

This option provides visibility of both objections responded to by the PAO and awaiting review at the PrAO level, as well as objections that remain pending with the PAO.



Click on 'PrAO Objections' option.



Upon clicking the 'PrAO Objections' option, the Objections needs to be fetched based on the different criteria's provided under 'Based On' drop-down.

6.1.9.1 Pending at PrAO

When the PrAO raises an objection against the PAO and the PAO has already replied, but the reply is still waiting for review or action by the PrAO, such objections will be shown in the 'Pending at PrAO' drop-down.

This means the objection is no longer with the PAO—it is now with the PrAO to either respond or close.

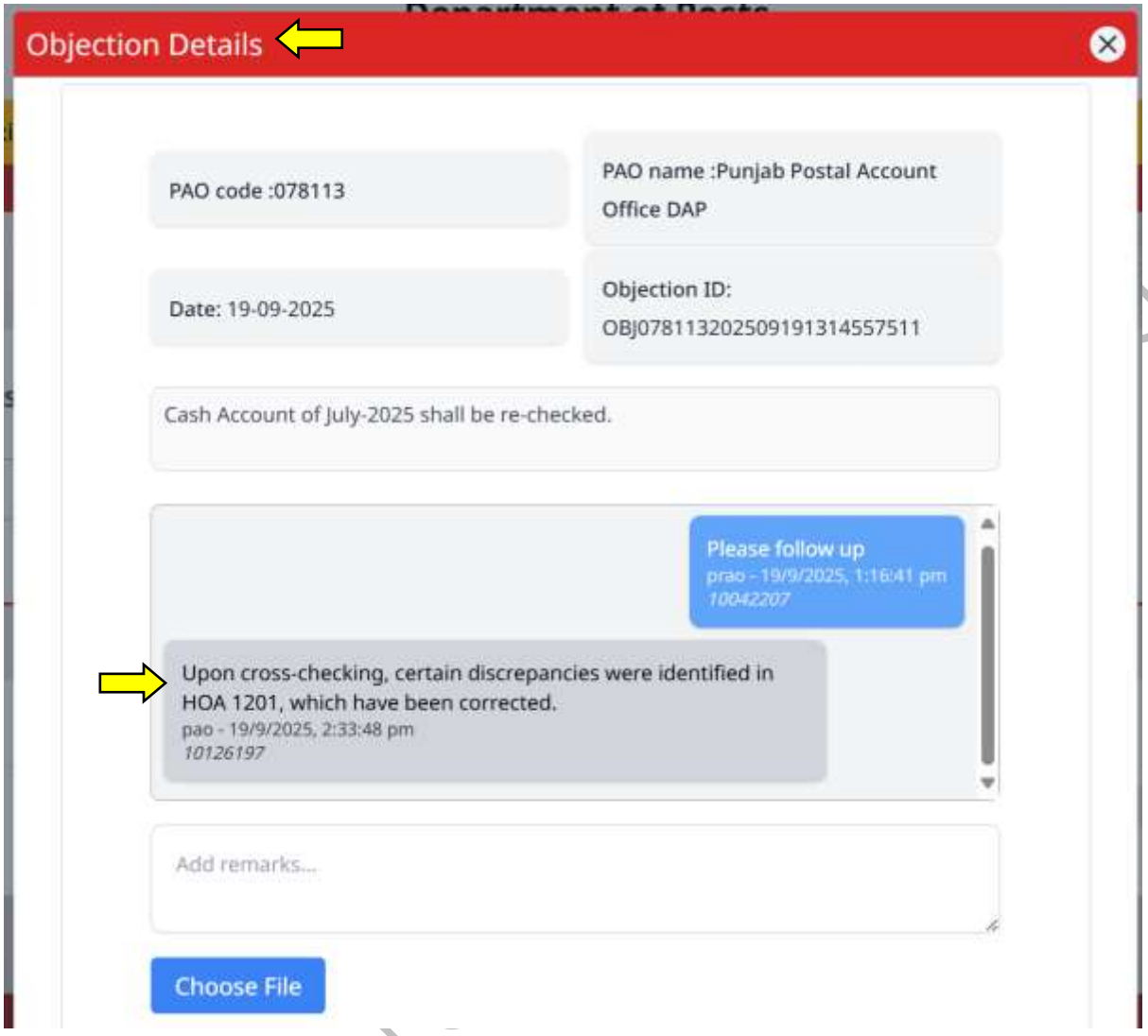


Select the 'Pending at PrAO' and Click on 'Fetch Details' button.

Application displays the pending objections.

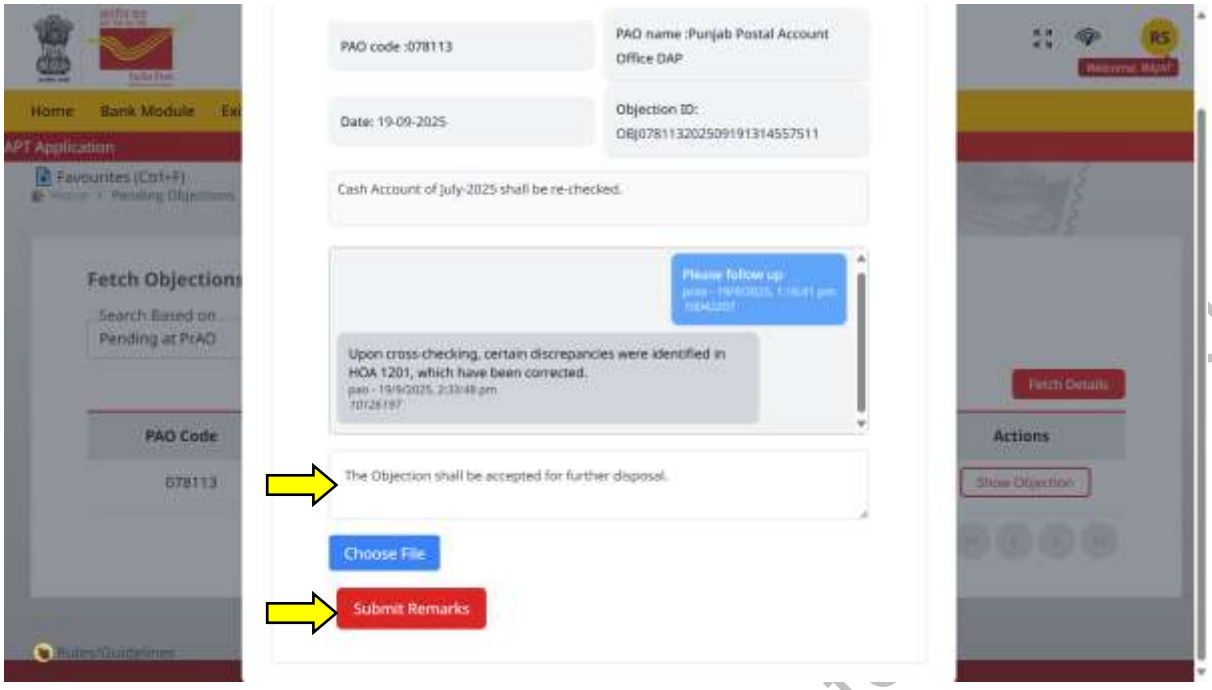
Click on 'Show Objection' button.

CEPT Operational Guide - Internal Use

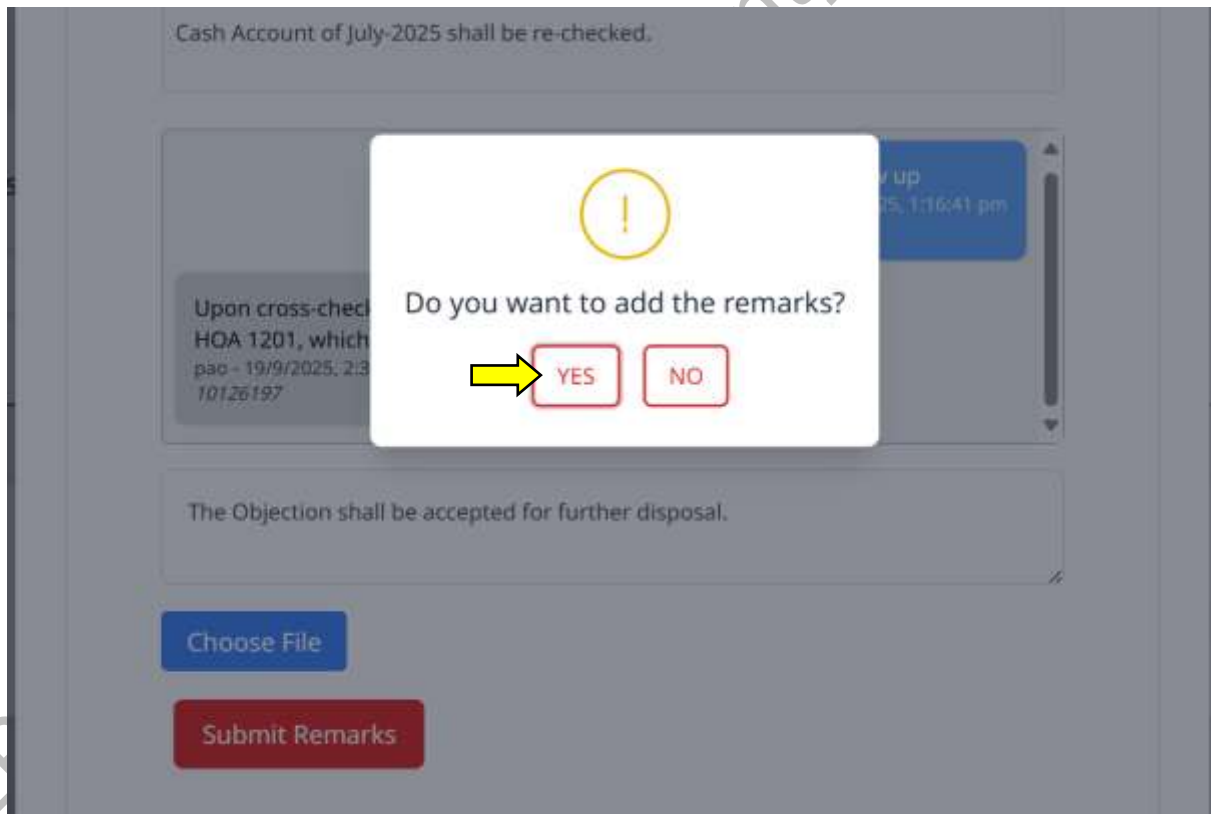


Upon clicking the 'Show Objection' button, application displays the 'Objection Details'.

CEPT Operational Use



Enter the 'Remarks' and Click on 'Submit Remarks' button.



Click 'Yes' to submit the remarks and 'Dispose' the Objection.



Upon clicking 'Yes', application displays 'Objection verified successfully'.

6.1.9.2 Pending at PAO

When the PrAO raises and verifies an objection, it is sent to the concerned PAO. The PAO must review and respond to the objection. Until the PAO submits a reply, the objection will remain marked as 'Pending at PAO'.

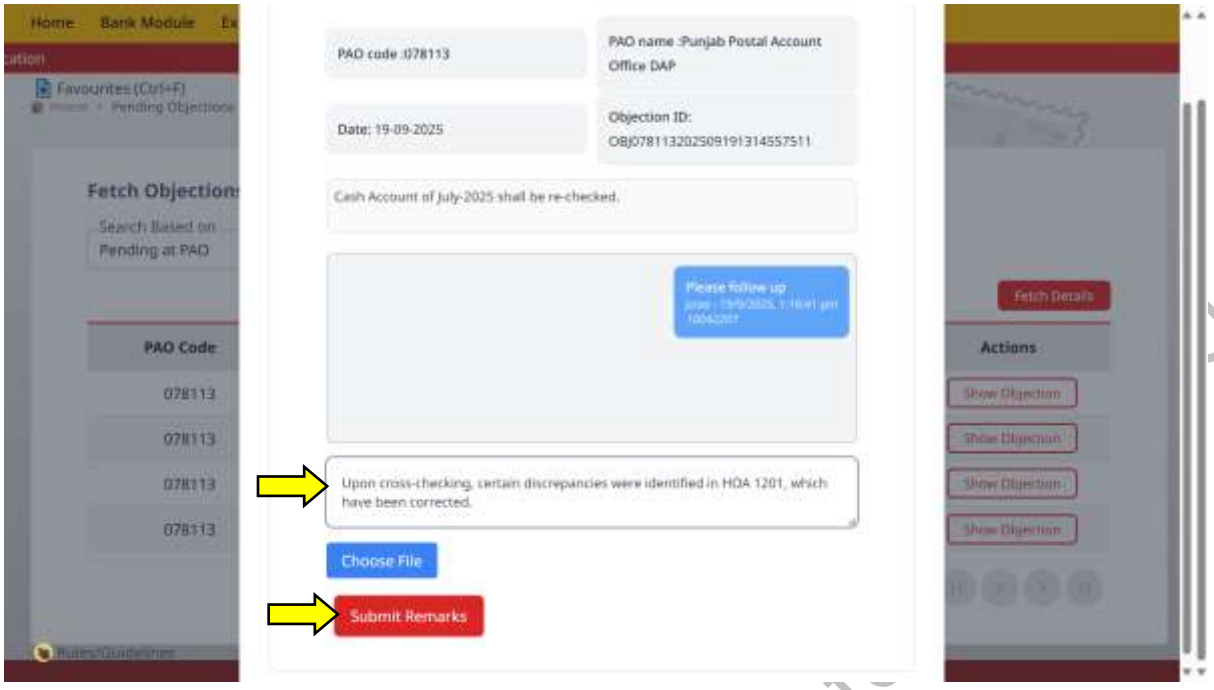


Select the 'Pending at PAO' from 'Search Based on' drop-down.
Click on 'Fetch Details' button

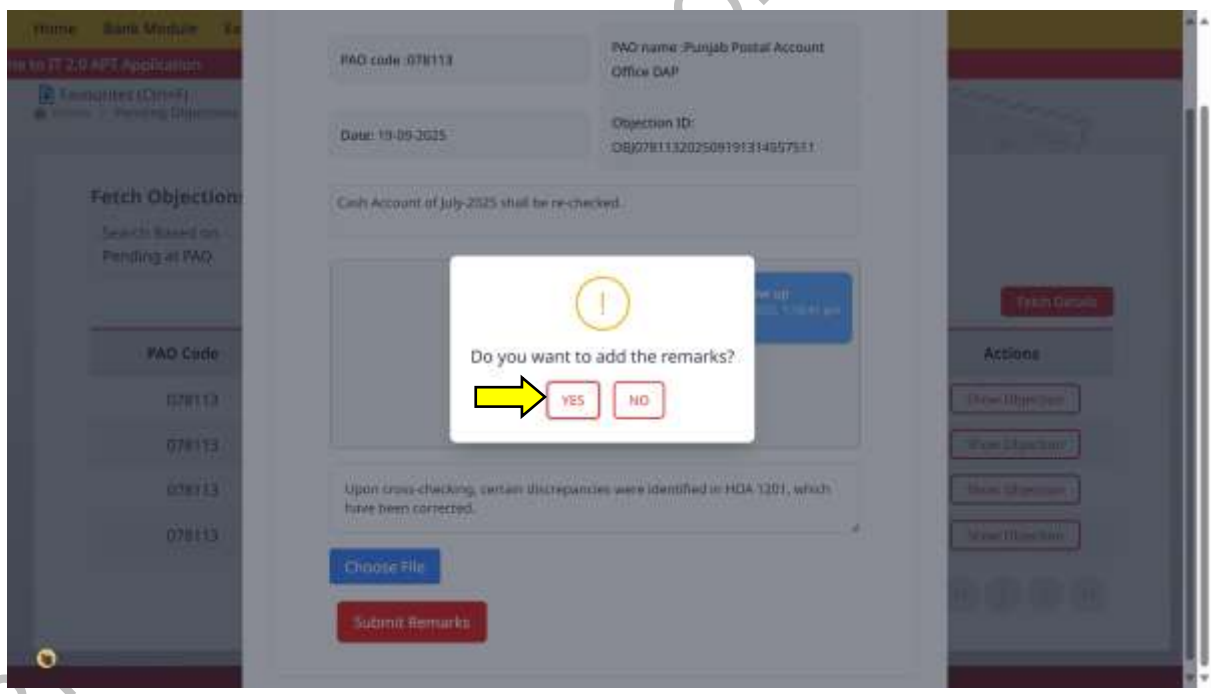


Upon clicking the 'Fetch details' button, Application displays the Objections.
Click on 'Show Objection' button.

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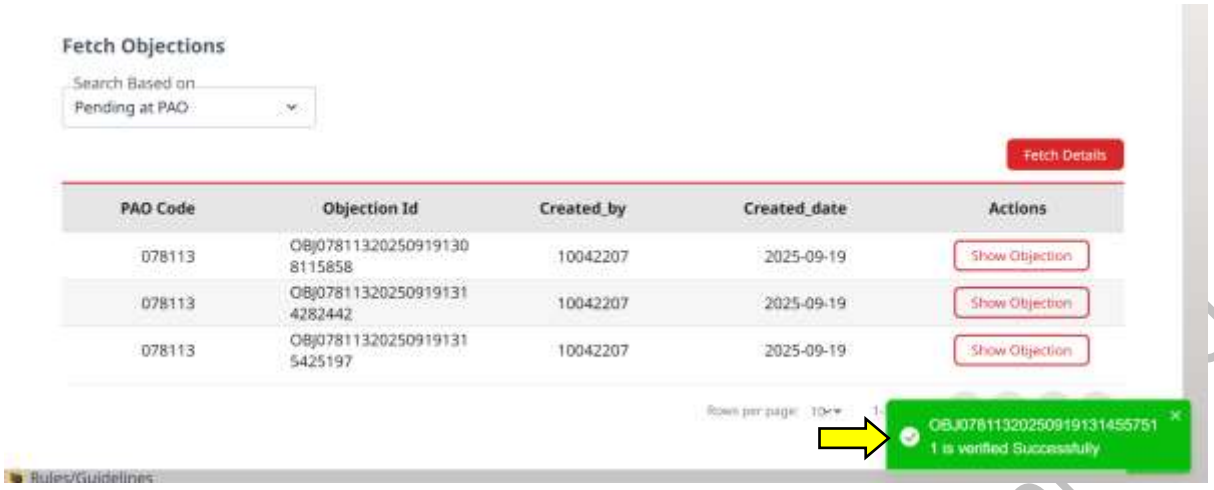


Upon clicking the 'Show Objection' button, Application displays the Objection Details.
User shall enter the remarks and click on 'Submit Remarks' button.



Application once again asks for the confirmation.
Click 'Yes' button.

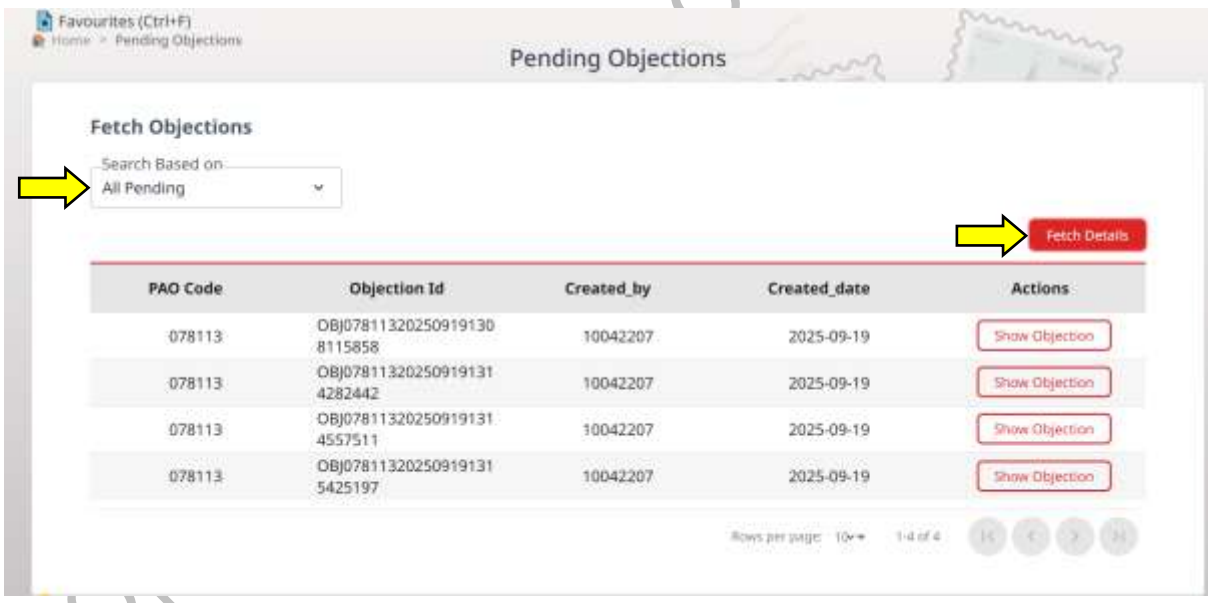
CEPT Only Use



Upon clicking 'Yes', 'Objection verified successfully' message will be displayed and this Objection will be available at the PrAO for further disposal.

6.1.9.3 All Pending

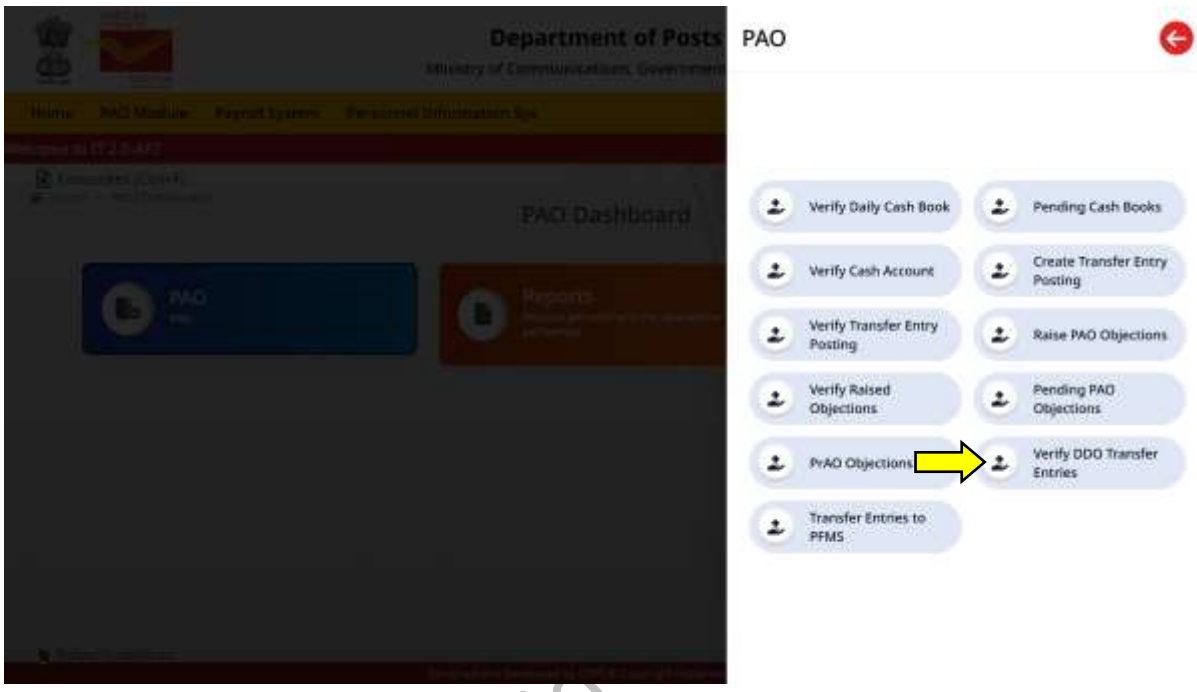
The 'All Pending' option shows the list of objections that are pending either at the PrAO or the PAO. The further procedure to handle these objections is explained in sections 6.1.9.1 and 6.1.9.2.



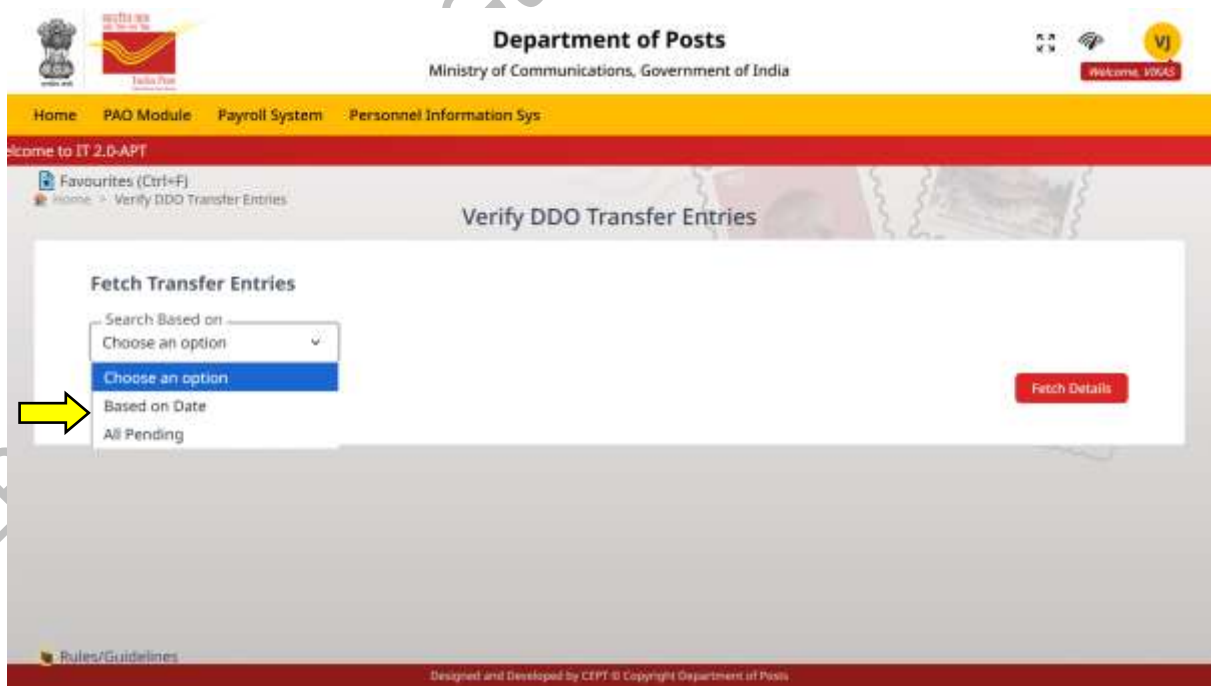
CEPT Only for Internal Use

6.1.10 Verify DDO Transfer Entries

Transfer posting entries from one Head of Account to another Head of Account can be carried out either at the PAO or at the DDO. In cases where the Cash Account has not been submitted by the DDO, the Transfer Posting for the respective month may be entered by the DDO in the Accounts module. The Transfer entries posted by the DDO shall be verified by the PAO through the 'Verify DDO Transfer Entries' option.

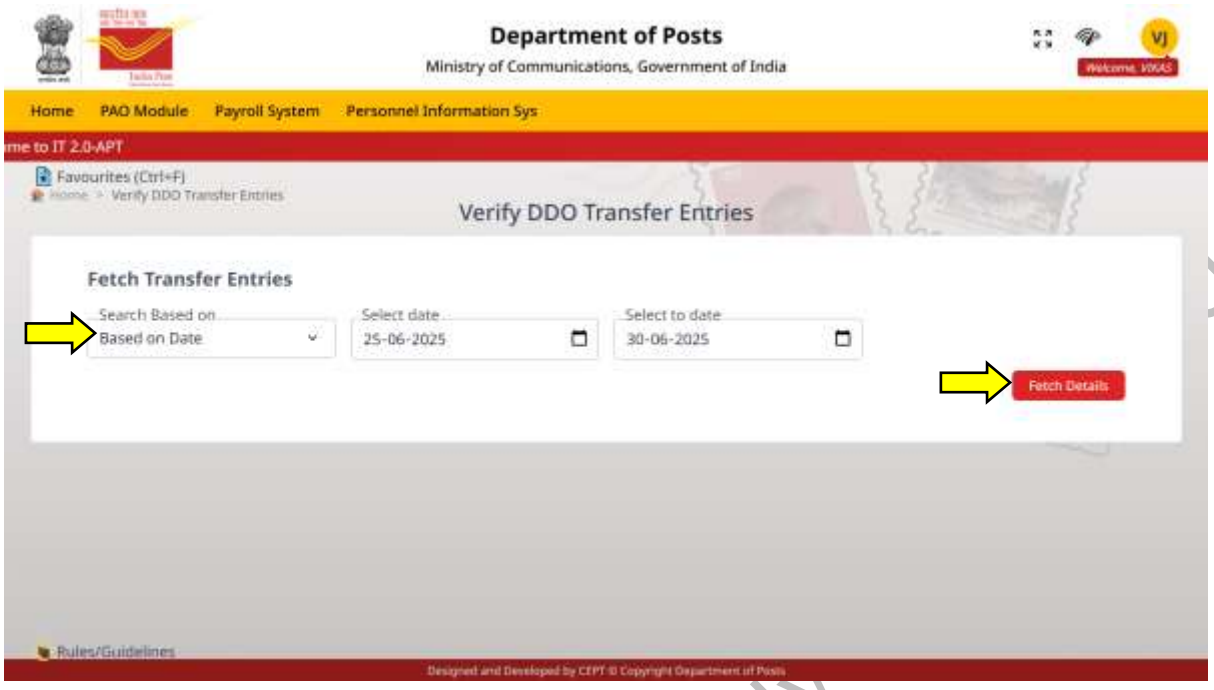


Click 'Verify DDO Transfer Entries' option.



Verification pending for Transfer Entries data can be retrieved on the basis of two criteria, namely 'Based on Date' and 'All Pending'.

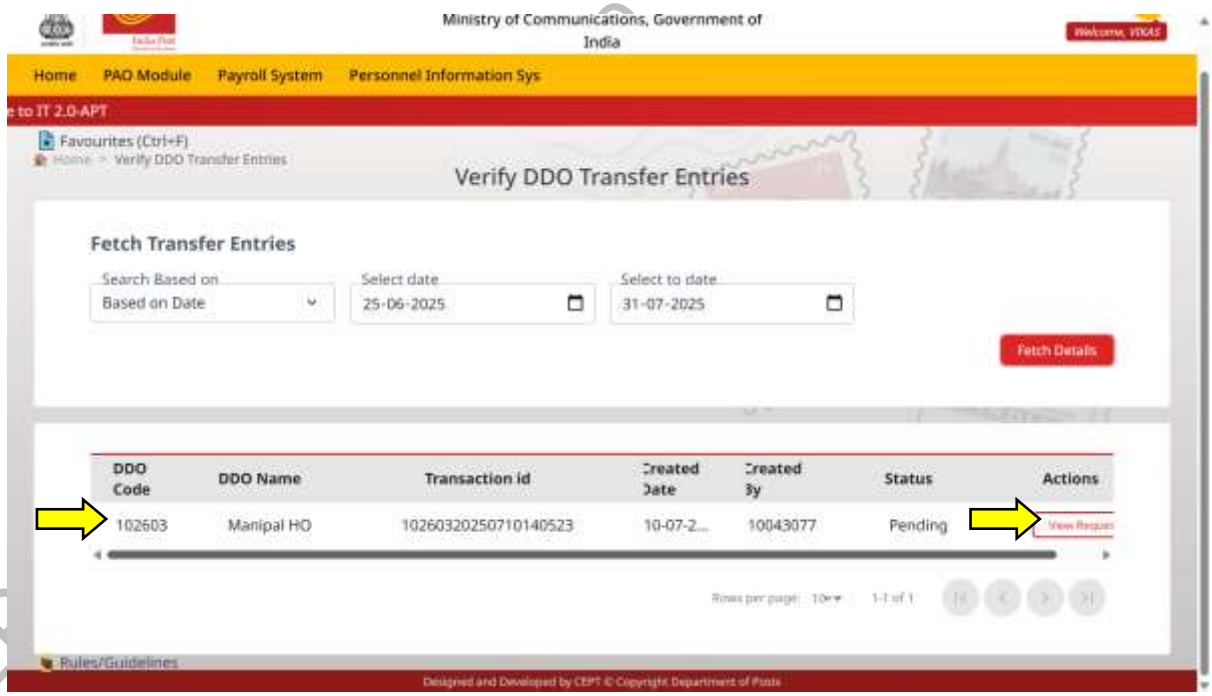
6.1.10.1 Based on Date



Select 'Based on Date' criteria.

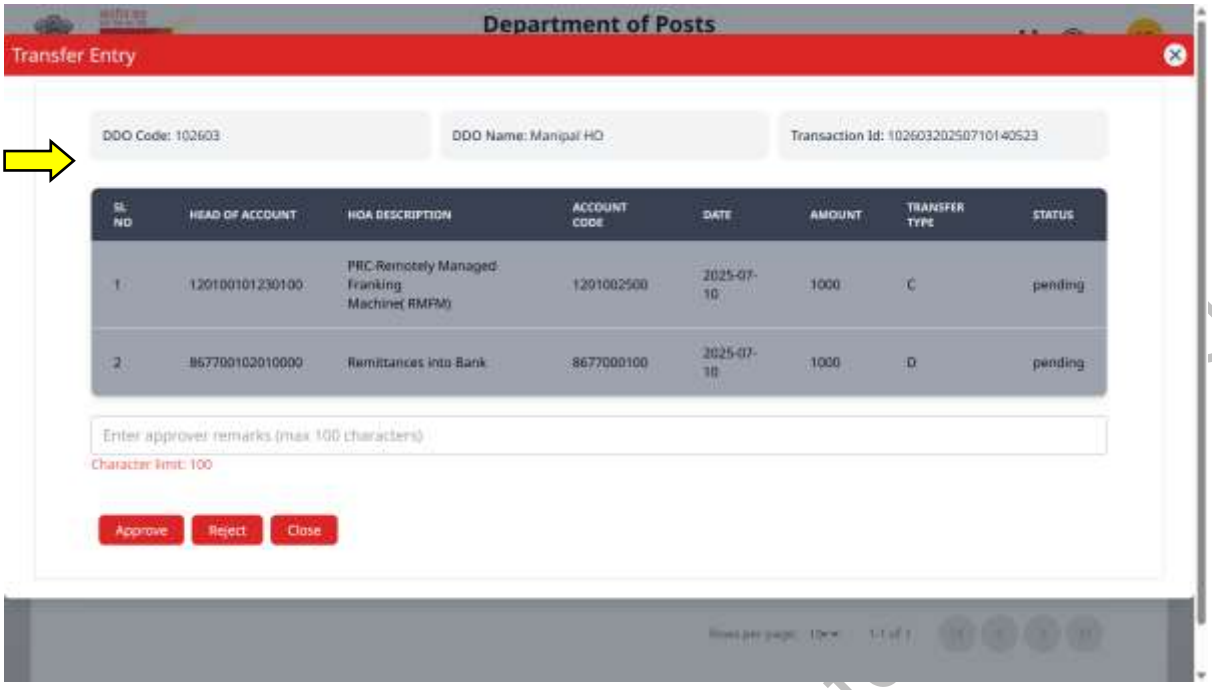
Select 'From date' and 'To Date'.

Click 'Fetch Details' button.

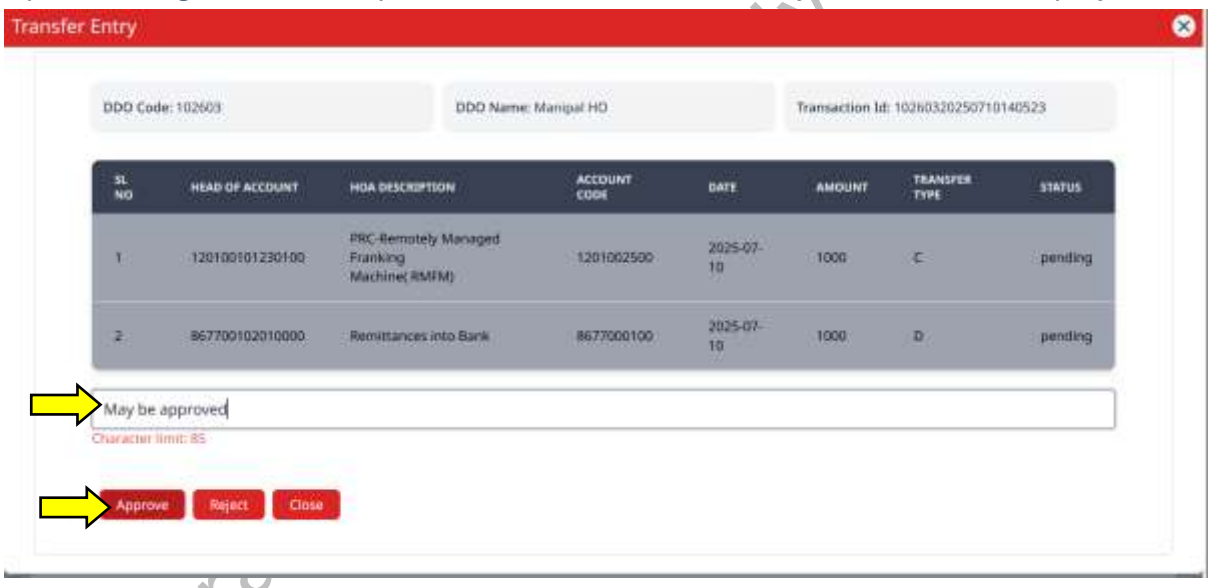


The application displays the details of the Transfer Entry made by the DDO on the selected dates.

Click 'View Request' button.



Upon clicking the 'View Request' button, the Transfer Entry details will be displayed.



Enter the 'Remarks' and Click 'Approve' button to verify the 'Transfer Entry'.

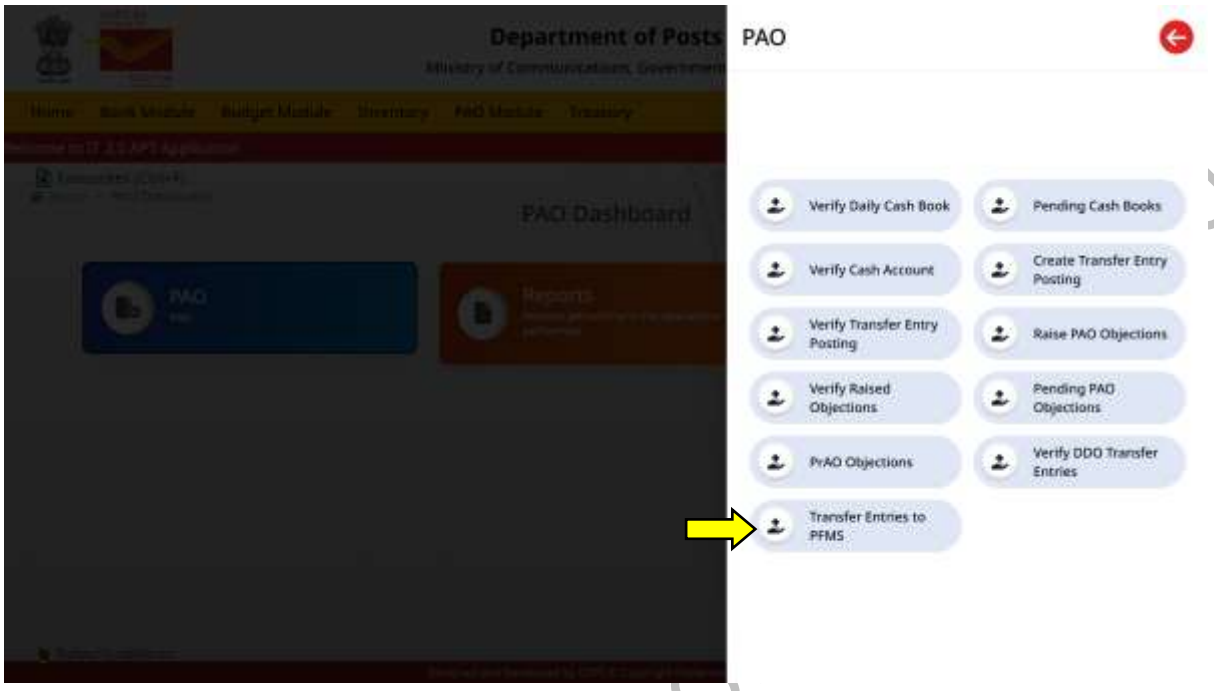
6.1.10.2All Pending

The 'All Pending' criterion shall display all Transfer Entries that are pending, irrespective of date. The remaining procedure shall be carried out as detailed in index 6.1.10.1.

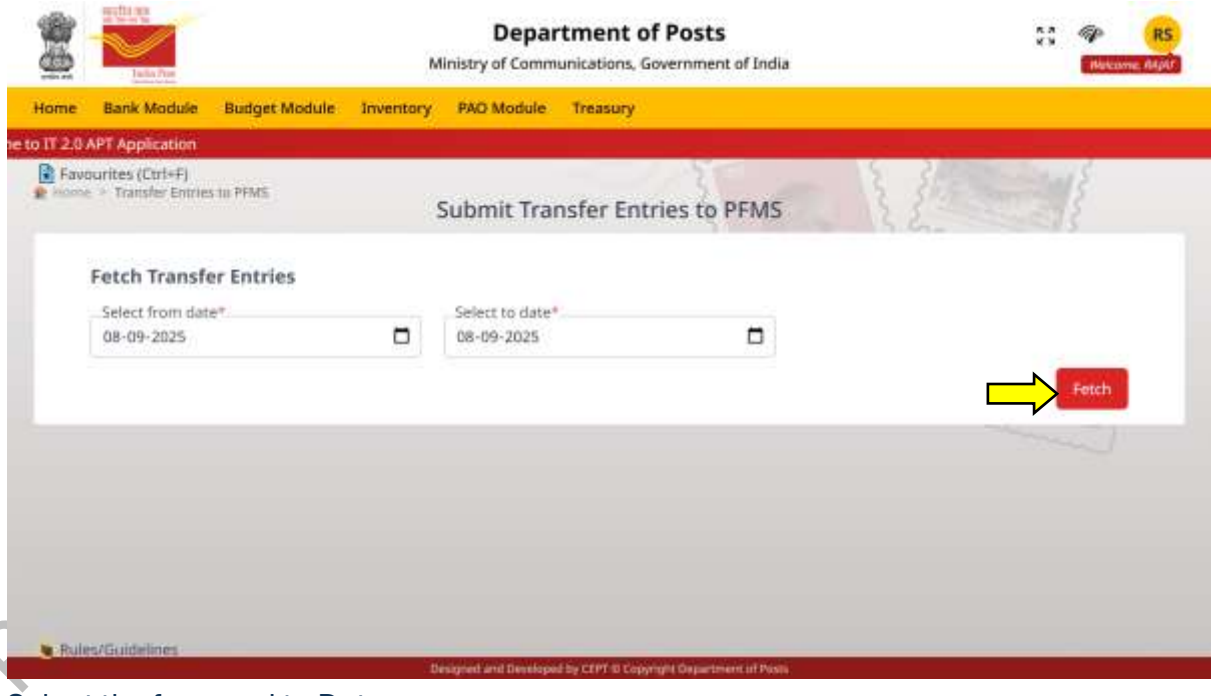
CEPT Operational Use

6.1.11 Transfer Entries to PFMS

The transfer entries made from one Head of Account to another, after due verification, shall be submitted to PFMS for their further incorporation in e-Lekha.

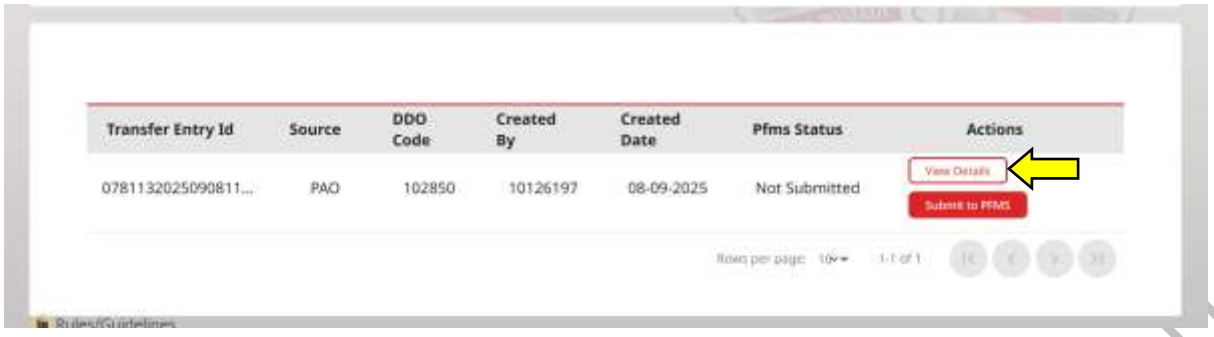


Click on 'Transfer Entries to PFMS' option.

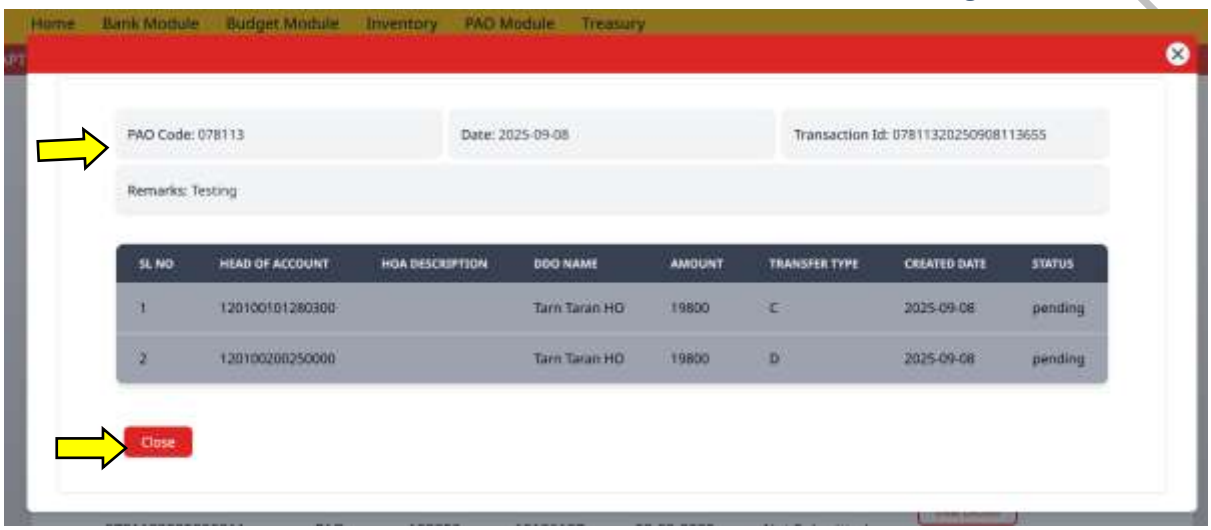


Select the from and to Date

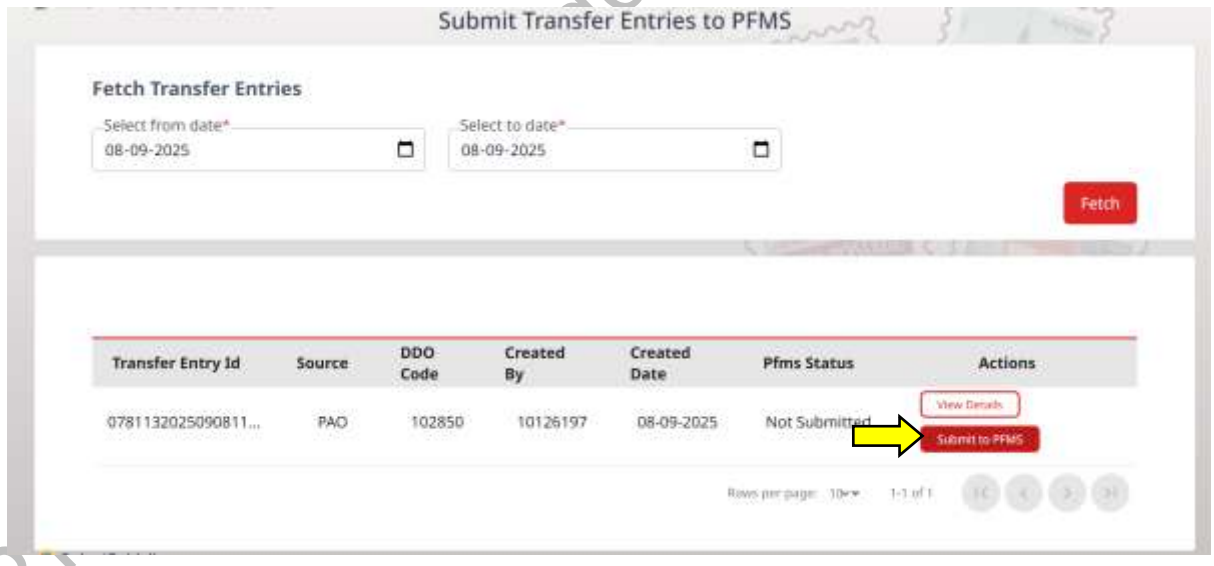
Click on 'Fetch' button.



Click on 'View Details' button to view the details of the Transfer Posting.

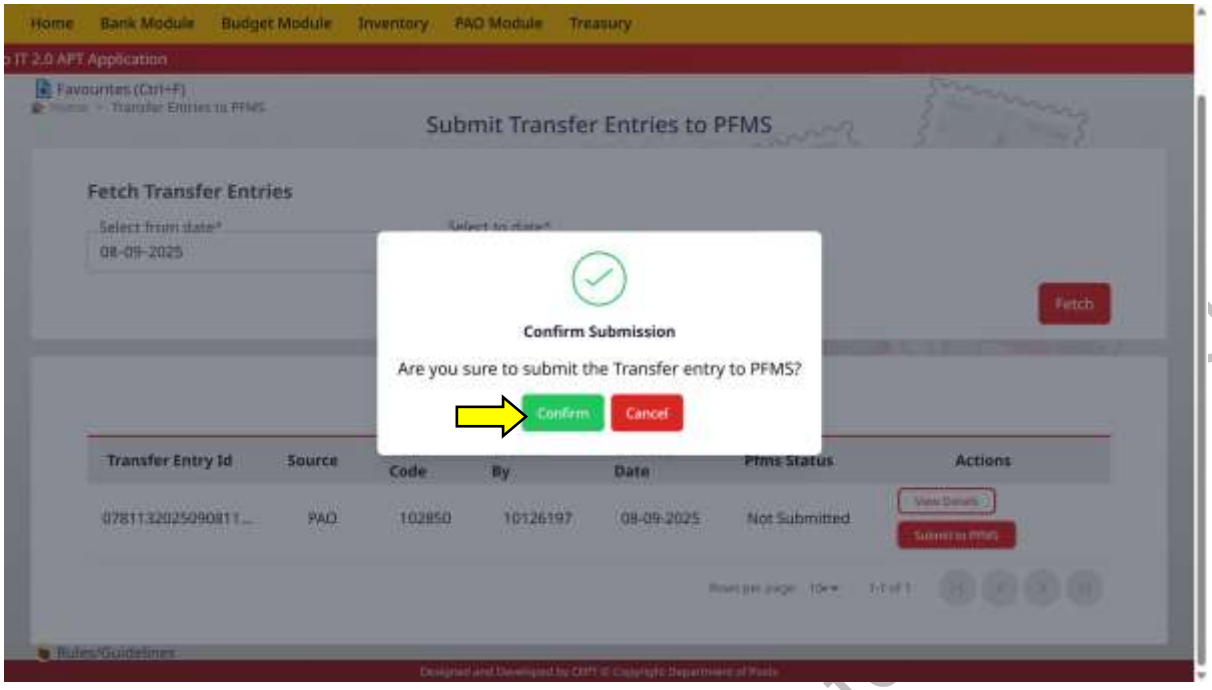


Upon view of the Transfer Posting details, Click 'Close' button to close the modal.



Click 'Submit to PFMS' button to submit the data to PFMS.

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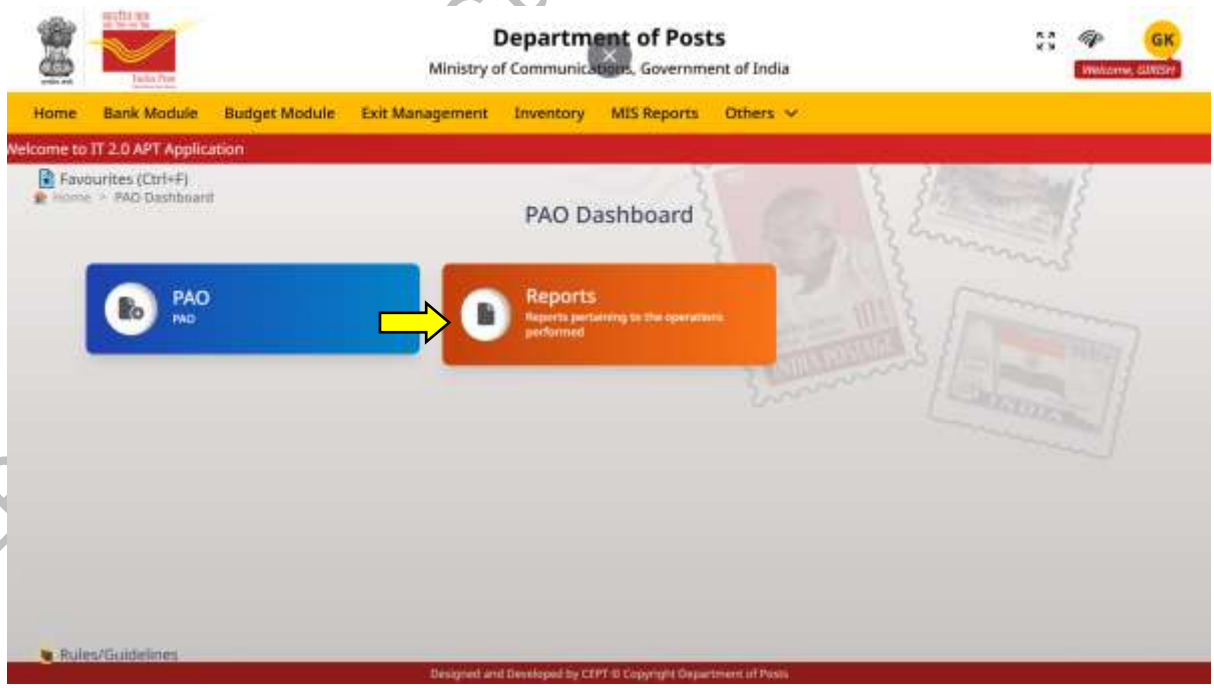


Upon clicking the 'Submit to PFMS' button, the application displays the warning message along with 'Confirm' and 'cancel' button.

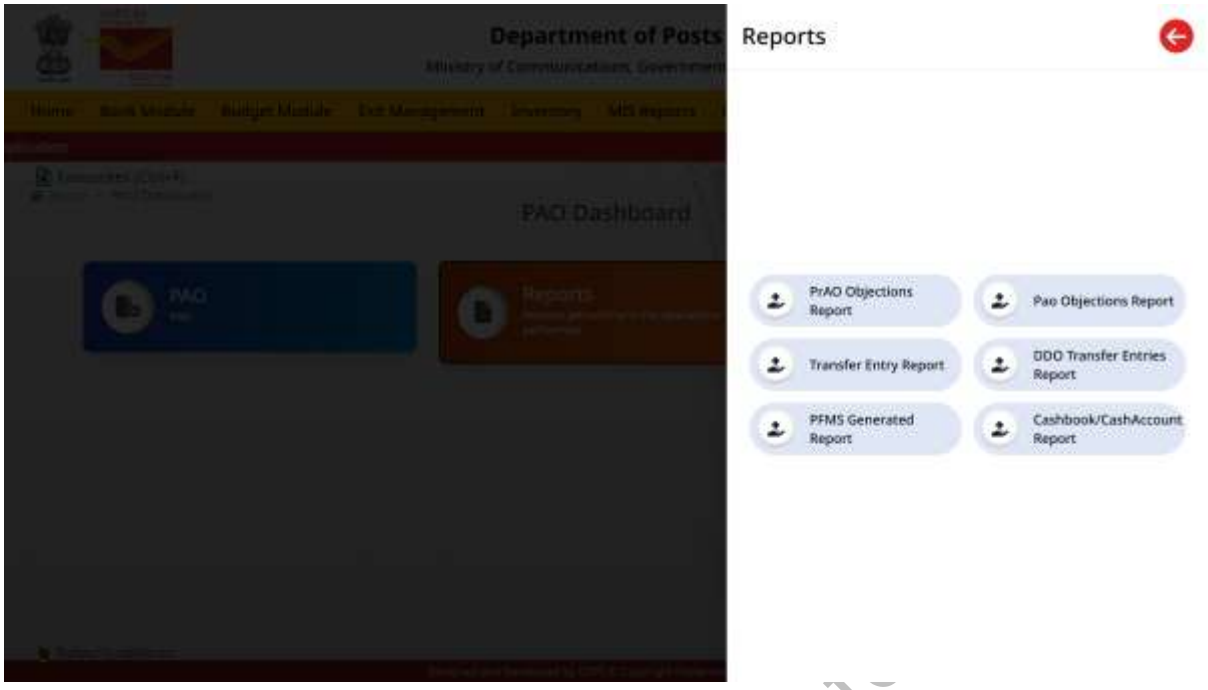
Click 'Confirm' button to submit the transfer posting to PFMS.

6.2 Reports

The transactions created, processed and disposed of through the various options available in the PAO Module shall be available in report format under the sub-card 'Reports'.



Click 'Reports' sub-card.



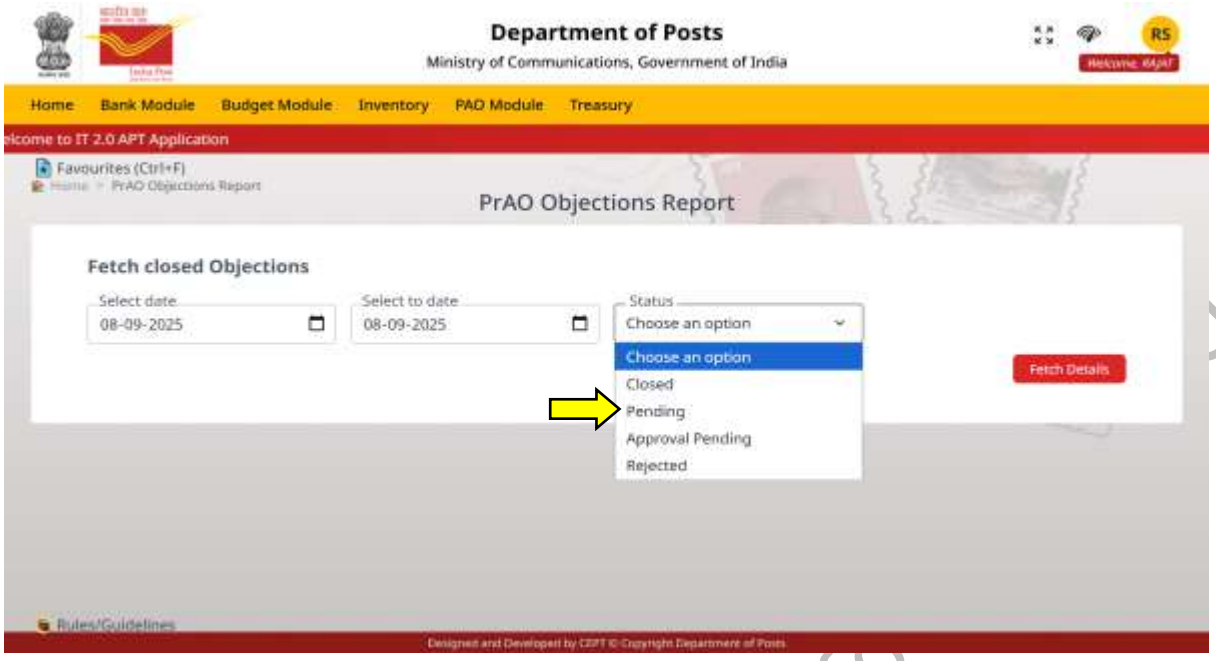
Further, 'Reports' sub-card is enabled with the options such as:

- PrAO Objections Report
- PAO Objections Report
- Transfer Entry Report
- DDO Transfer Entries Report
- PFMS Generated Report
- Cash Book/Cash Account Report

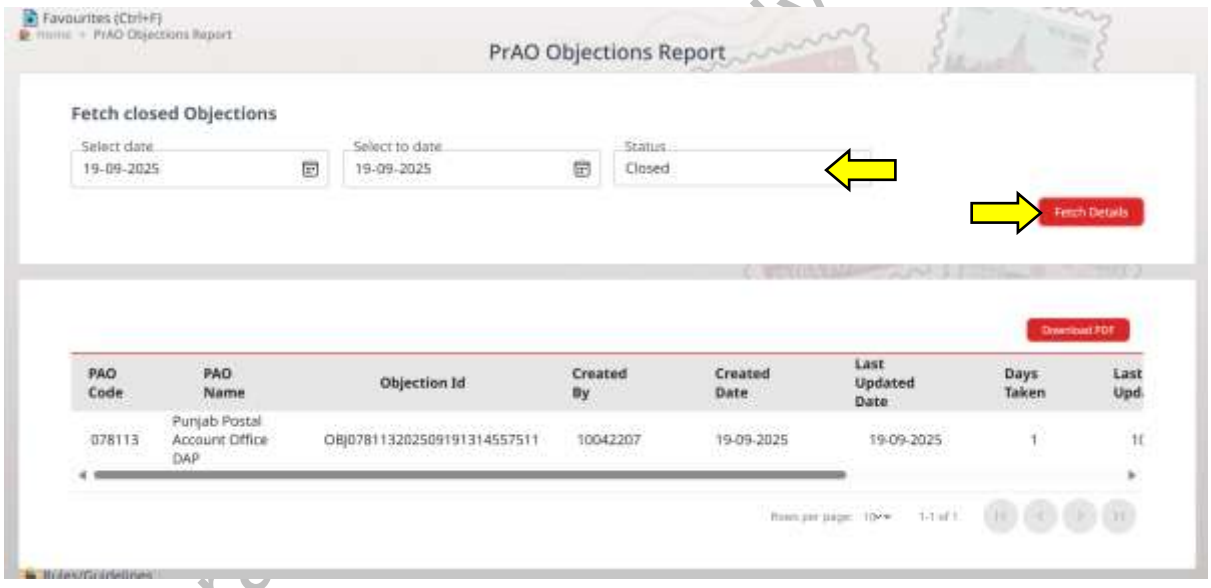
6.2.1 PrAO Objections Report

The 'PrAO Objections Report' displays details of objections raised by the PrAO against the PAO, along with their status as 'Closed', 'Pending', 'Approval Pending', or 'Rejected'.

CEPT Operational Guide - Only for Use



6.2.1.1 Closed



Select the required date range and choose ‘Closed’ from the ‘Status’ drop-down menu.
Thereafter, click the ‘Fetch Details’ button.
The details of objections that have been closed at the PrAO will be displayed.

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6.2.1.2 Pending



Select the required date range and choose 'Pending' from the 'Status' drop-down menu.

Thereafter, click the 'Fetch Details' button.

The details of objections shall then be displayed.

6.2.1.3 Approval Pending



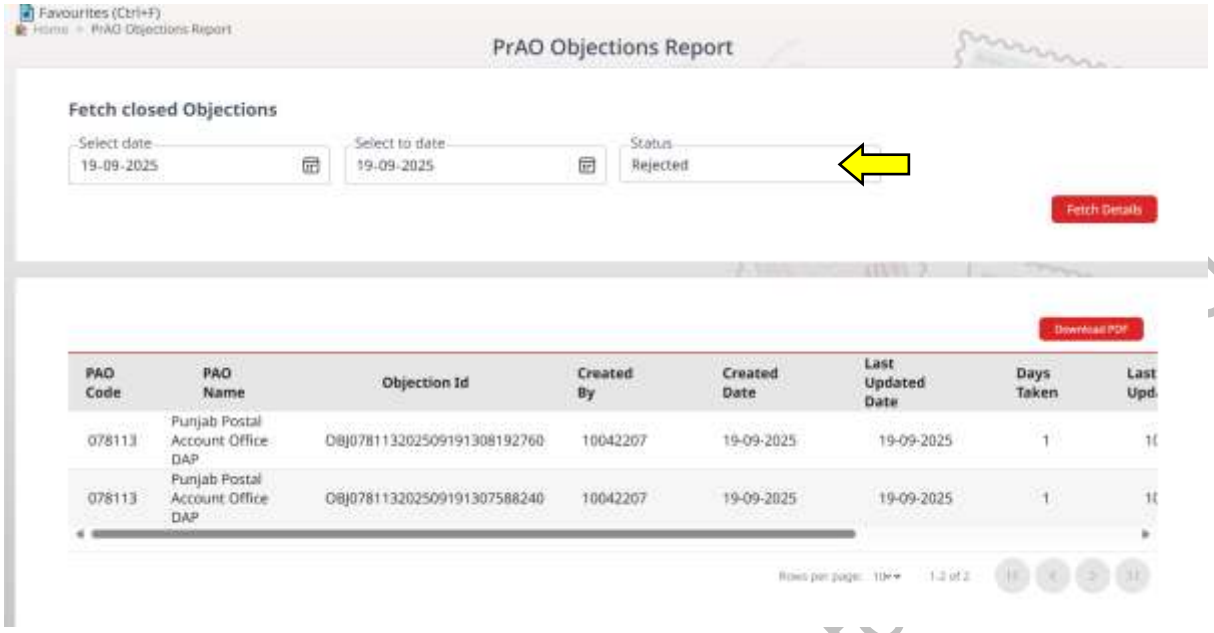
Select the required date range and choose 'Approval Pending' from the 'Status' drop-down menu.

Thereafter, click the 'Fetch Details' button.

The details of objections shall then be displayed.

CEPT Use Only for

6.2.1.4 Rejected



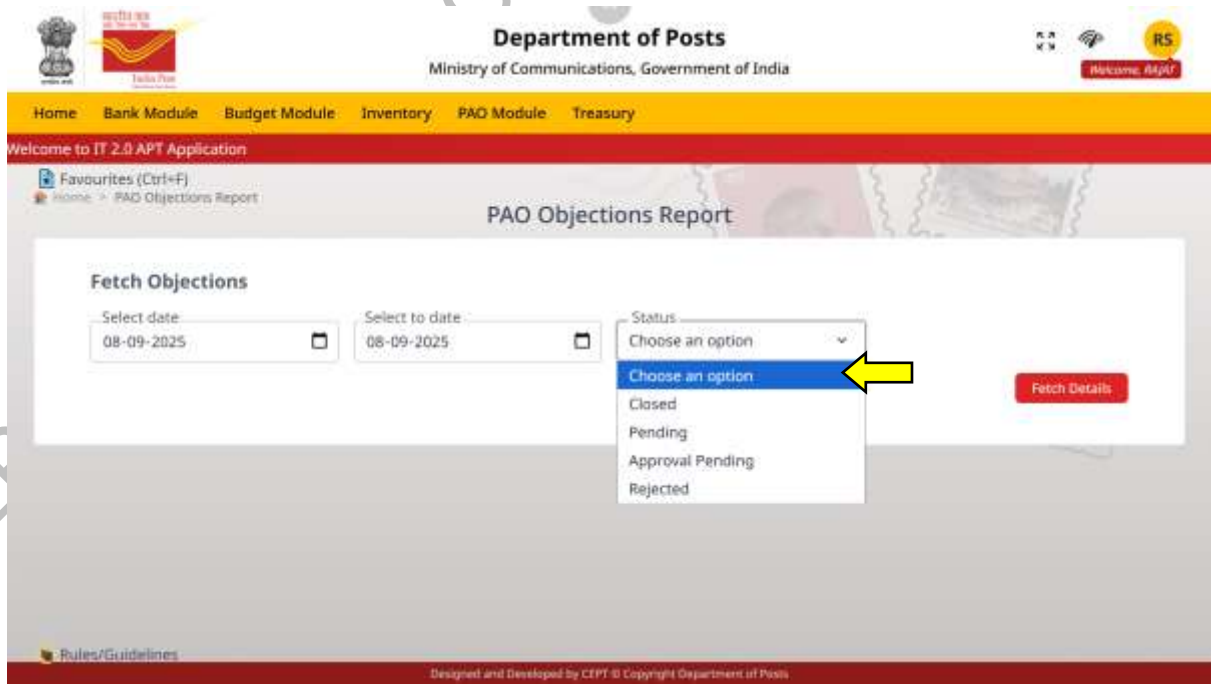
Select the required date range and choose 'Rejected' from the 'Status' drop-down menu.

Thereafter, click the 'Fetch Details' button.

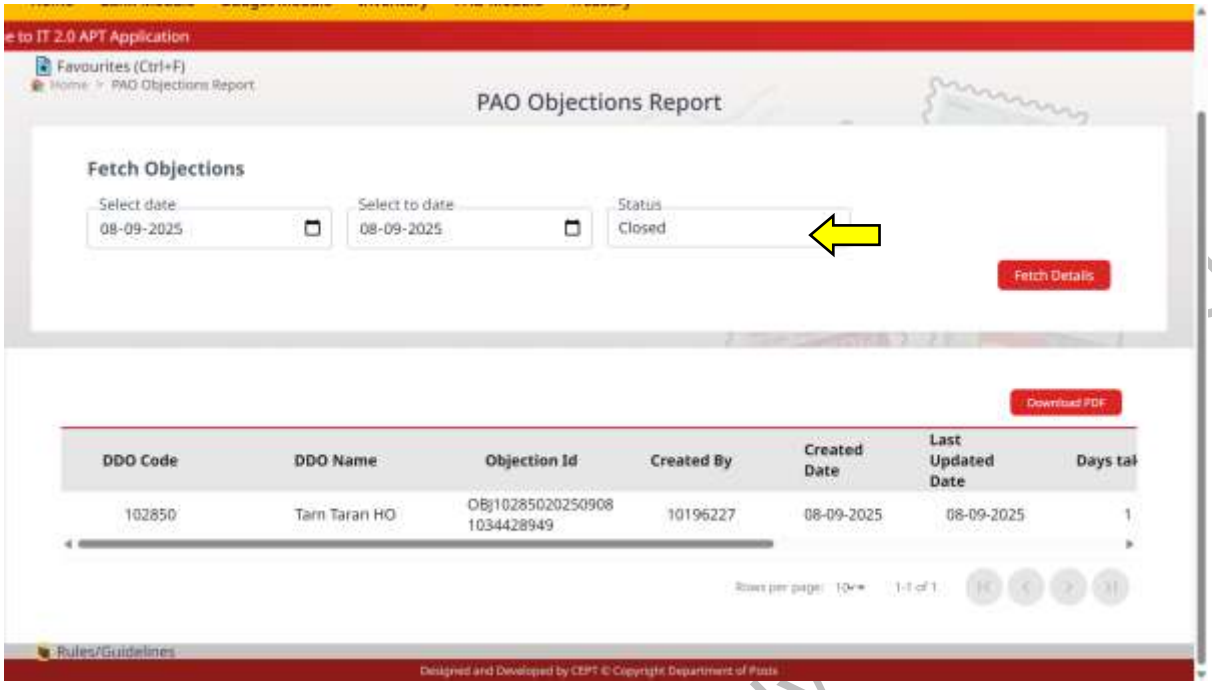
This displays the details of objections that were rejected at the PrAO before verification.

6.2.2 PAO Objections Report

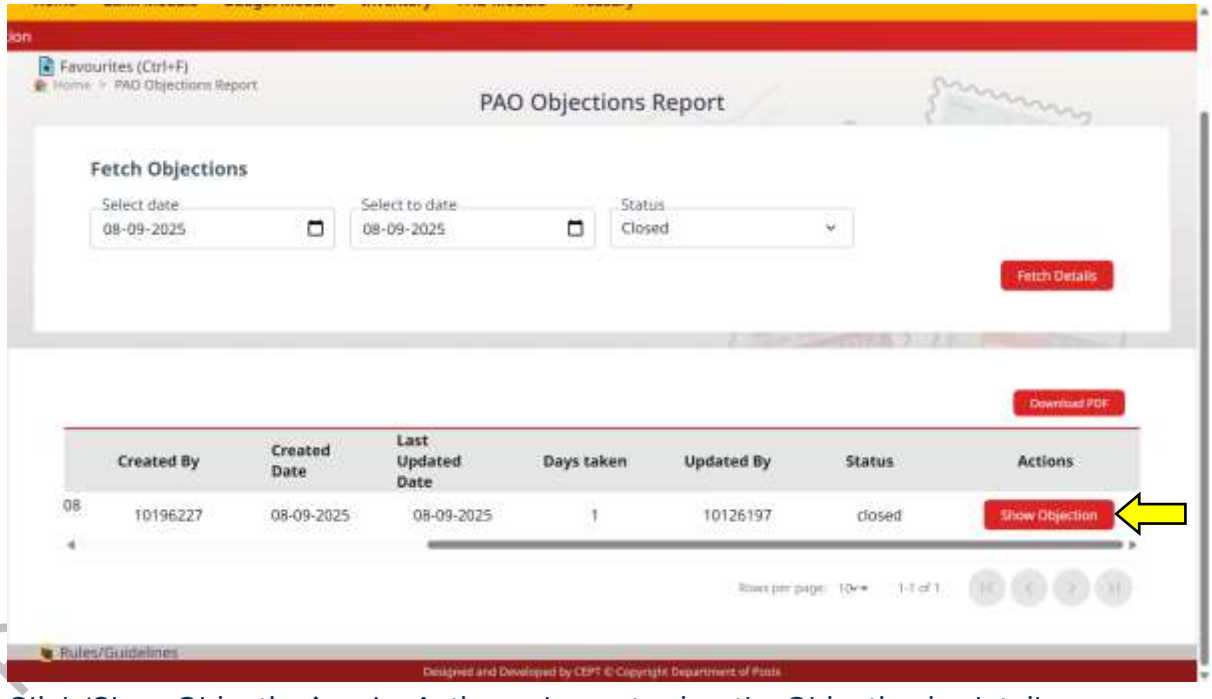
The 'PAO Objections Report' displays details of objections raised by the PAO against the DDO, along with their status as 'Closed', 'Pending', 'Approval Pending', or 'Rejected'.



6.2.2.1 Closed

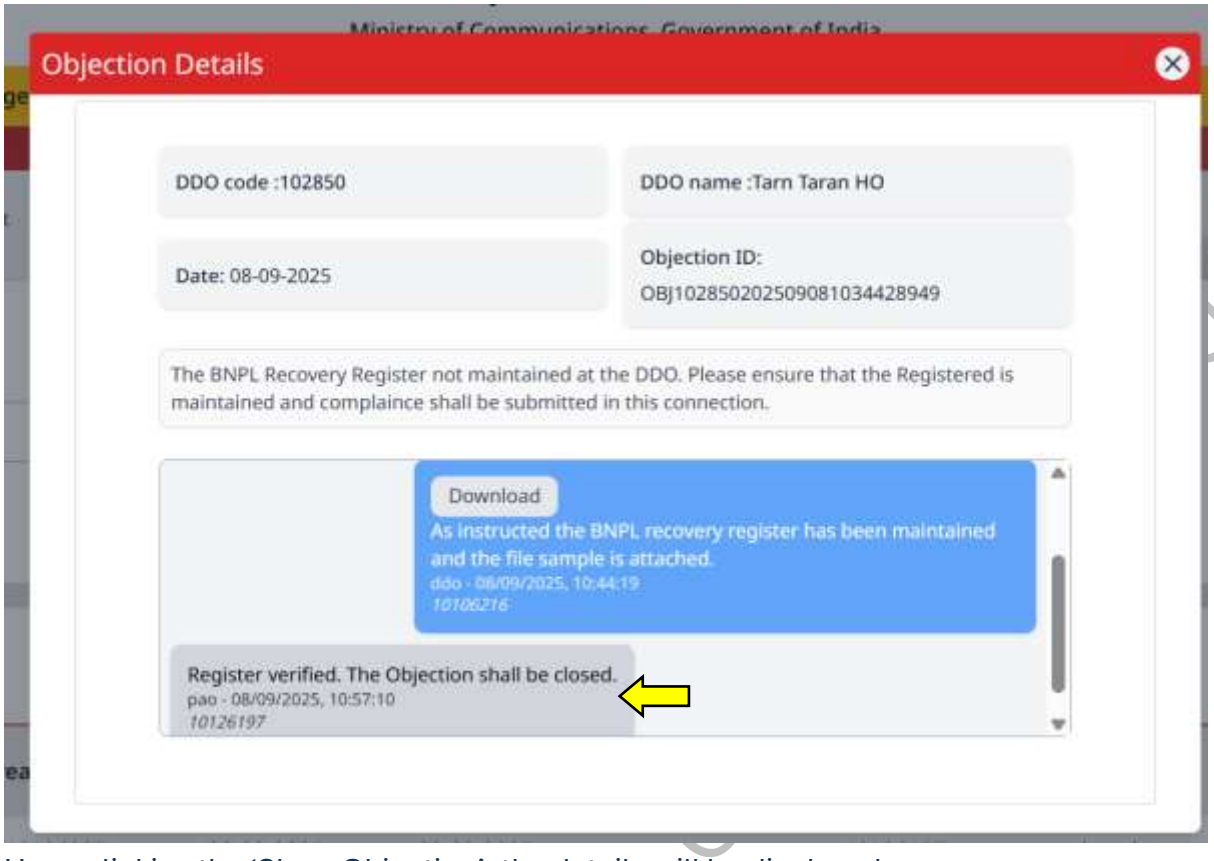


Select the required date range and choose 'Closed' from the 'Status' drop-down menu.
Thereafter, click the 'Fetch Details' button.
The details of objections shall then be displayed.



Click 'Show Objection' under Action column, to view the Objection in-detail.

CEPT Use Only



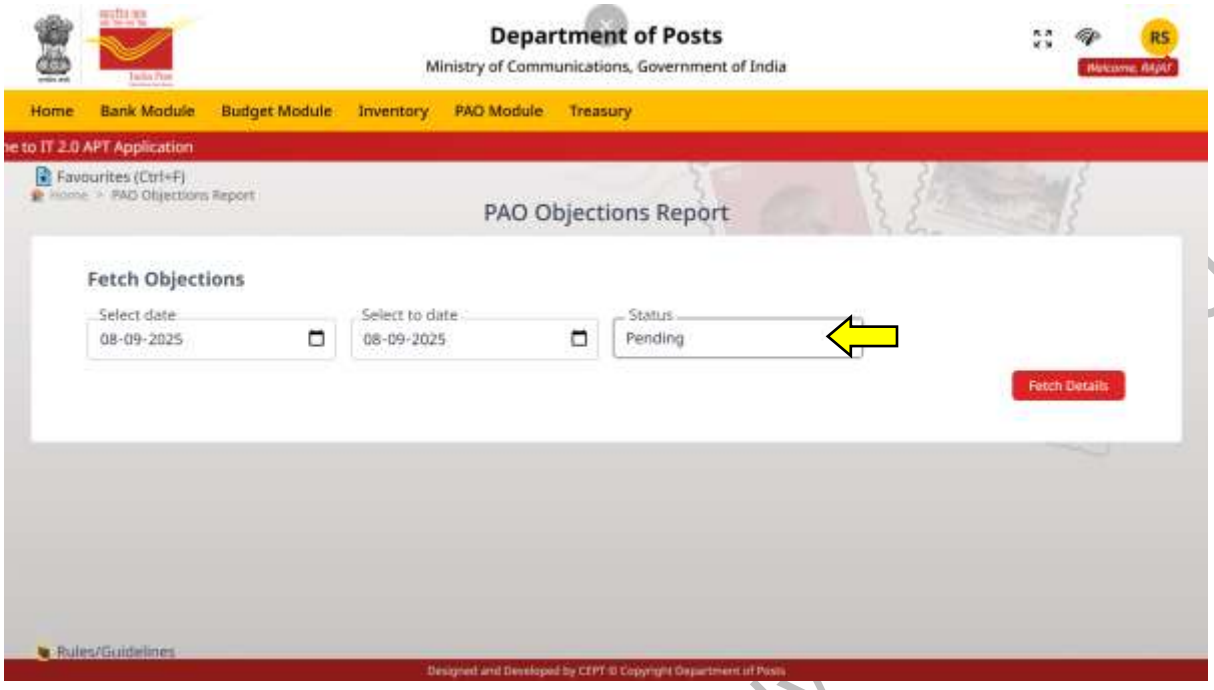
Upon clicking the 'Show Objection', the details will be displayed.



Click 'Download PDF' to download the report in PDF format.

CEPT Operational Use

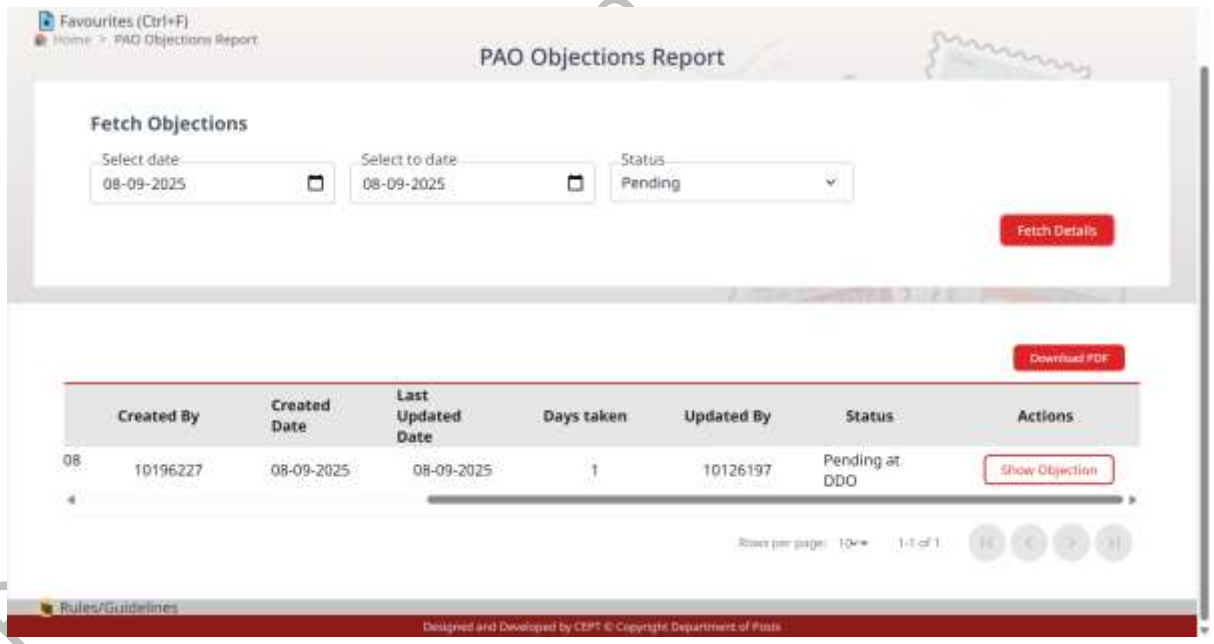
6.2.2.2 Pending



Select the required date range and choose 'Pending' from the 'Status' drop-down menu.

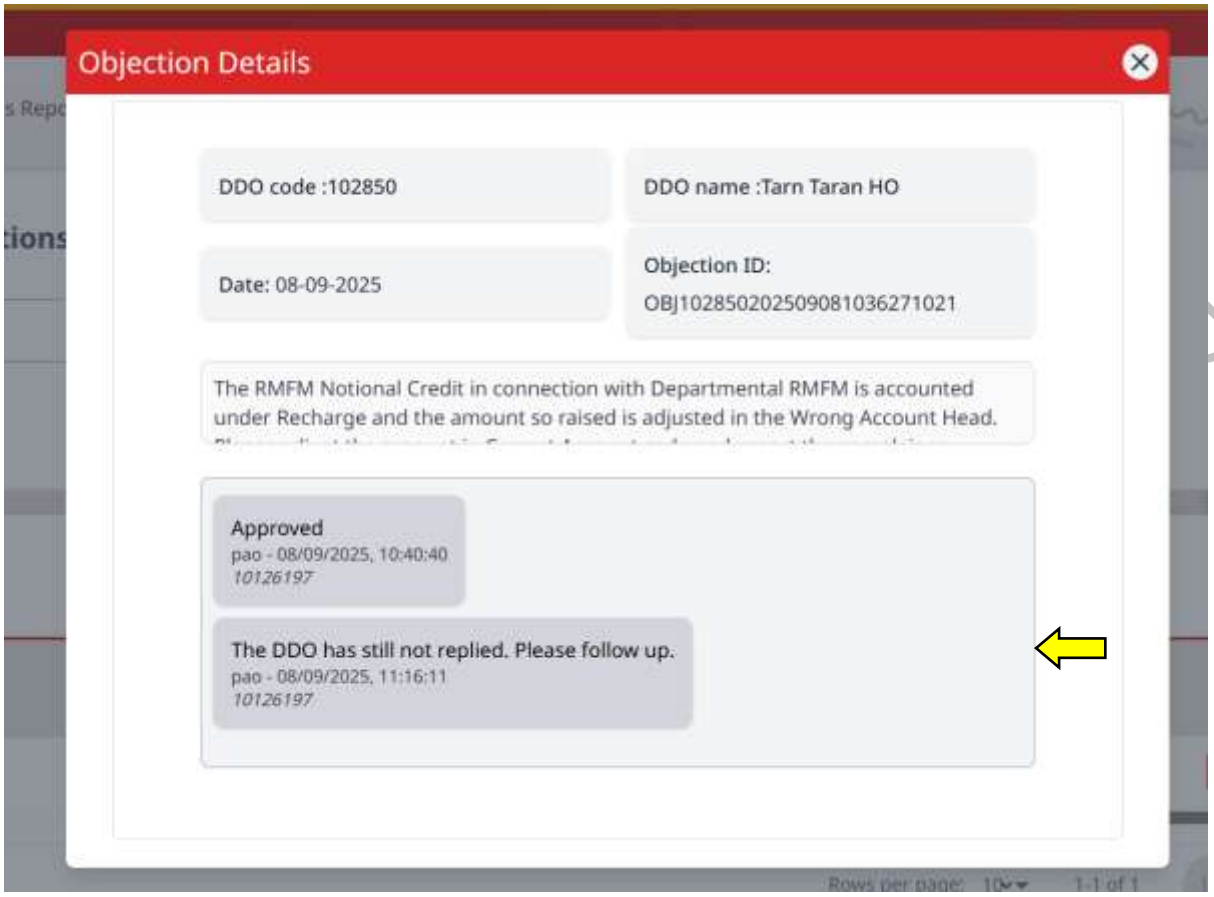
Thereafter, click the 'Fetch Details' button.

The details of objections shall then be displayed.

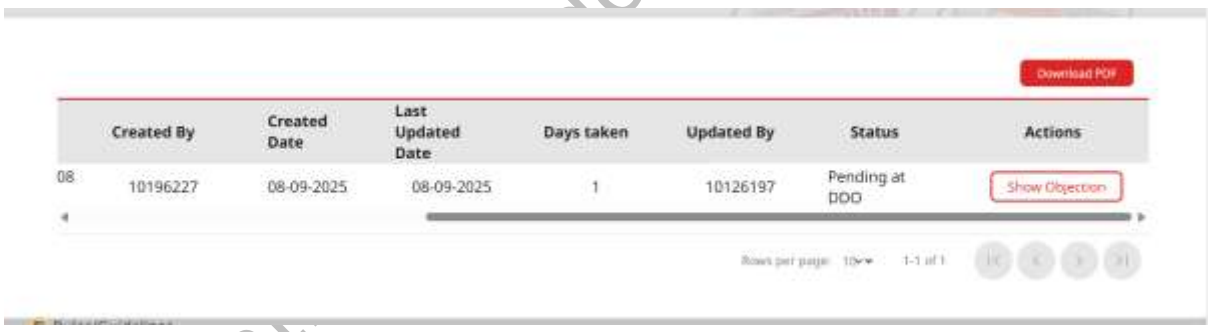


Click 'Show Objection' under Action column, to view the Objection in-detail.

CEPT Use Only



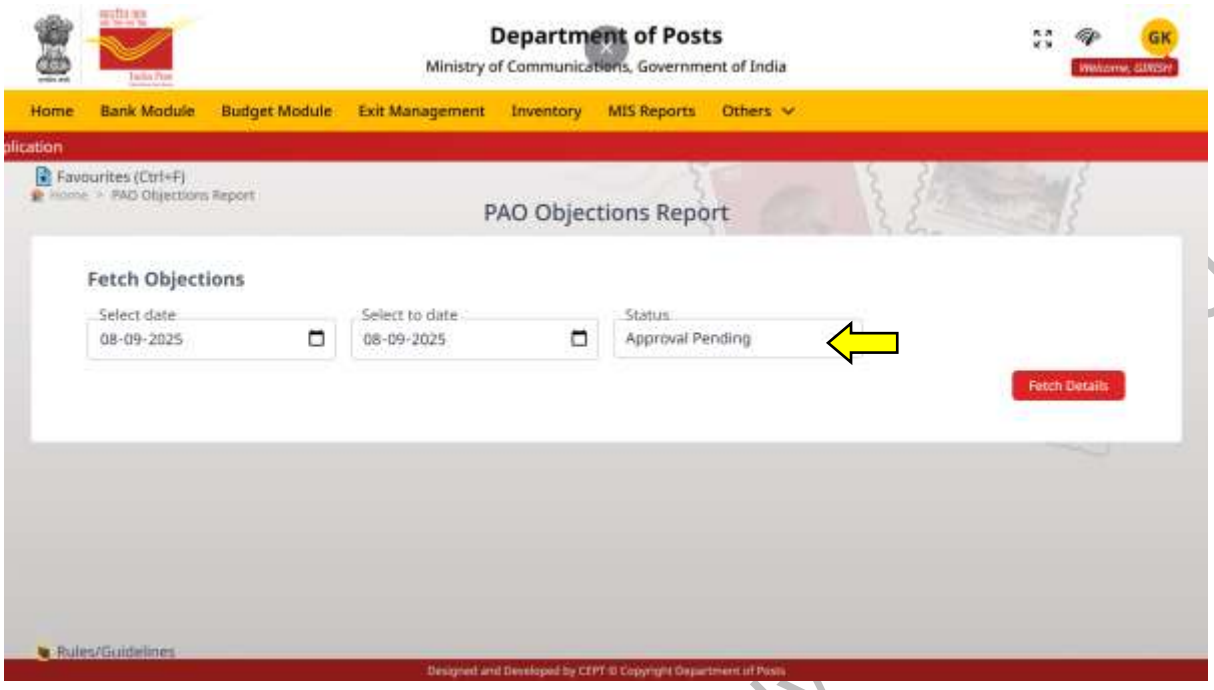
Upon clicking the 'Show Objection', the details will be displayed.



Click 'Download PDF' to download the report in PDF format.

CEPT Operational Use

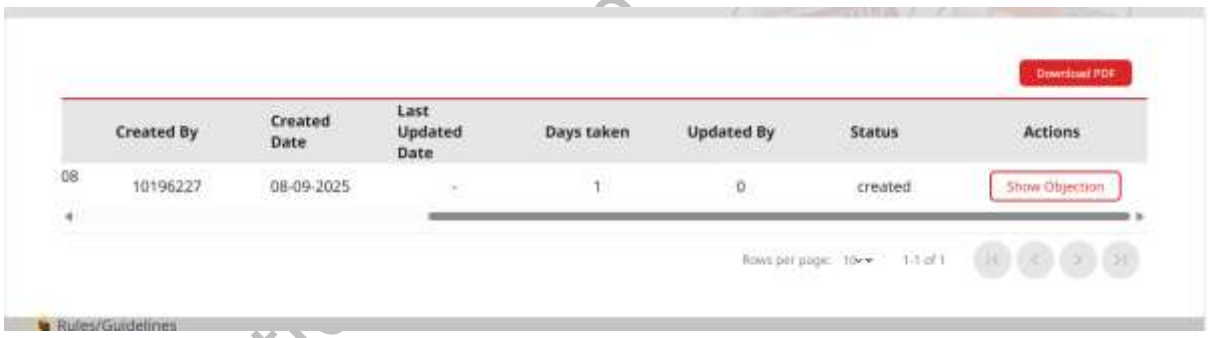
6.2.2.3 Approval Pending



Select the required date range and choose 'Approval Pending' from the 'Status' drop-down menu.

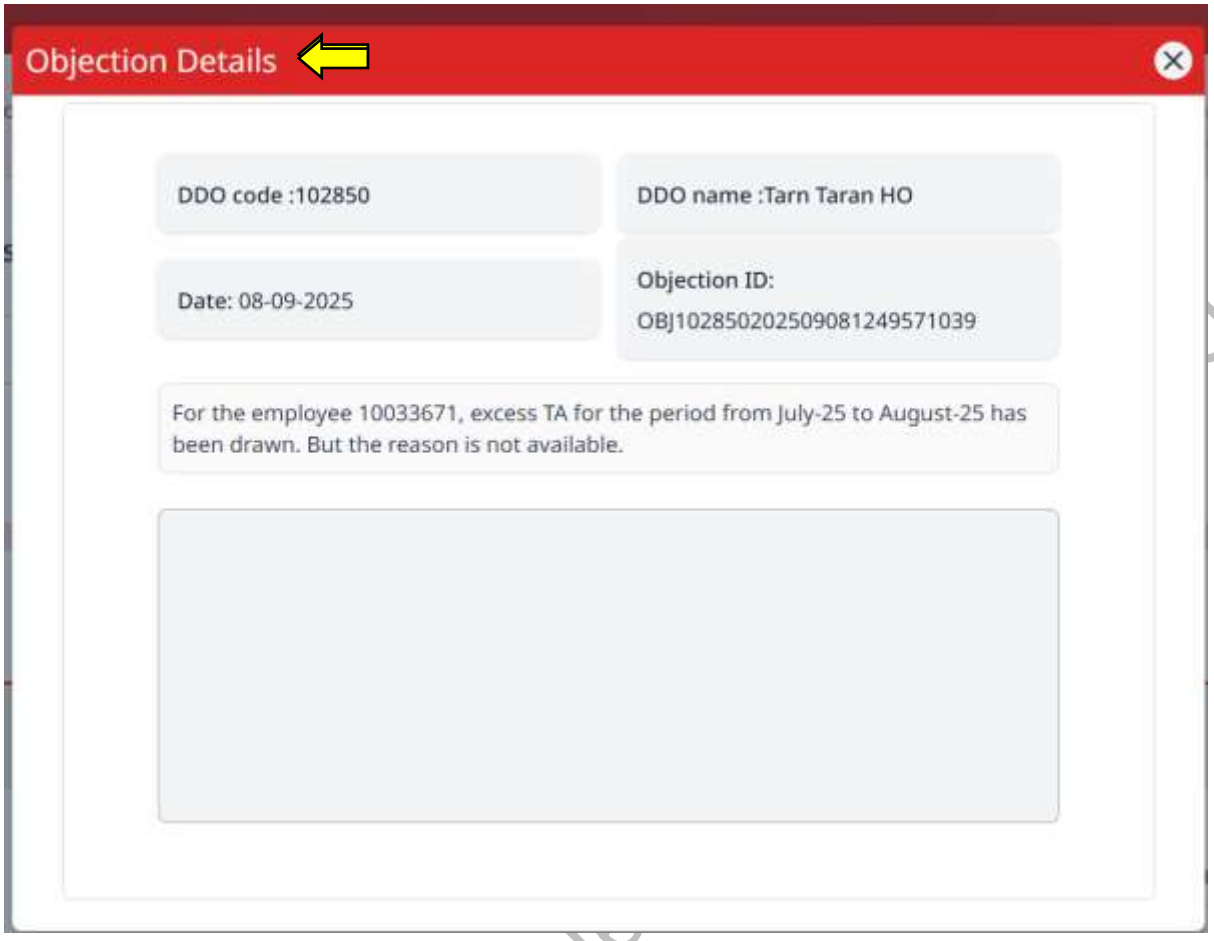
Thereafter, click the 'Fetch Details' button.

The details of objections shall then be displayed.

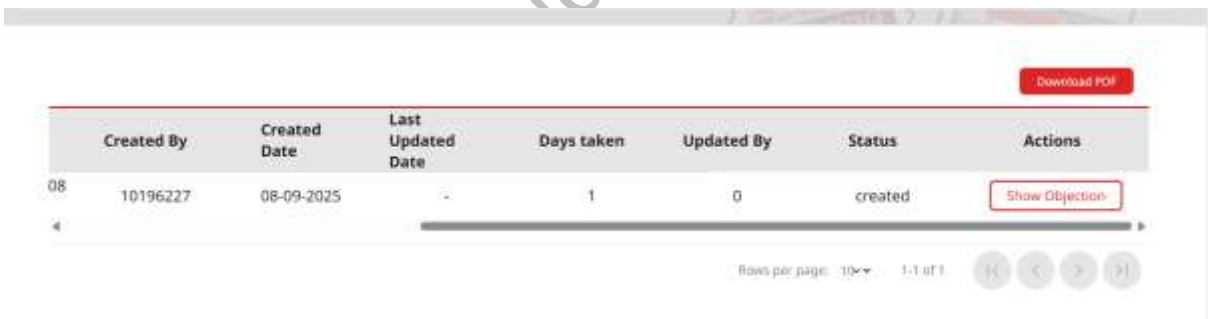


Click 'Show Objection' under Action column, to view the Objection in-detail.

CEPT Operational Use Only



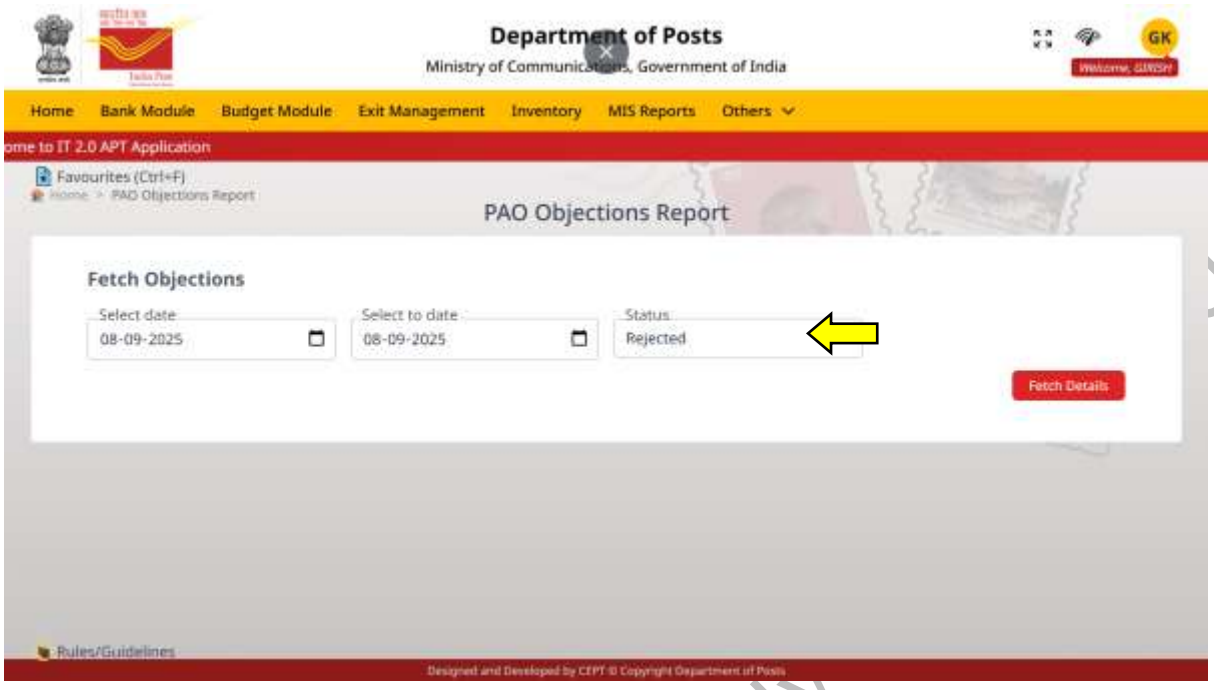
Upon clicking the 'Show Objection', the details will be displayed.



Click 'Download PDF' to download the report in PDF format.

CEPT Operational Use

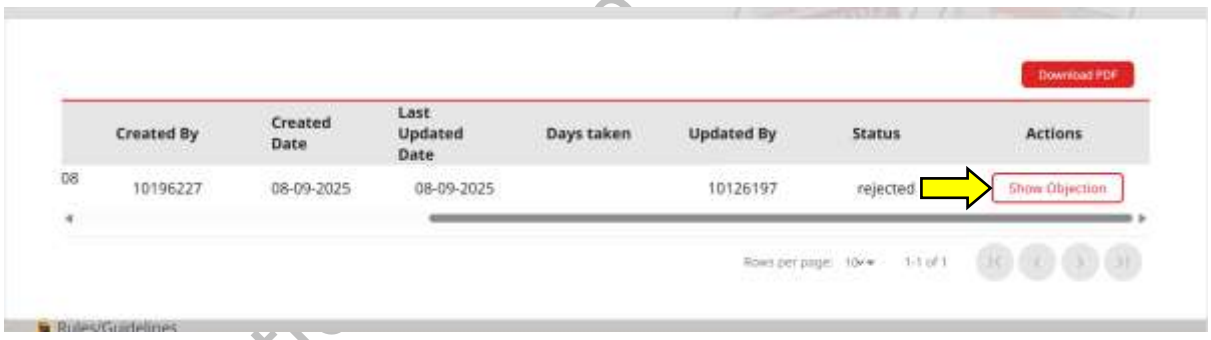
6.2.2.4 Rejected



Select the required date range and choose 'Rejected' from the 'Status' drop-down menu.

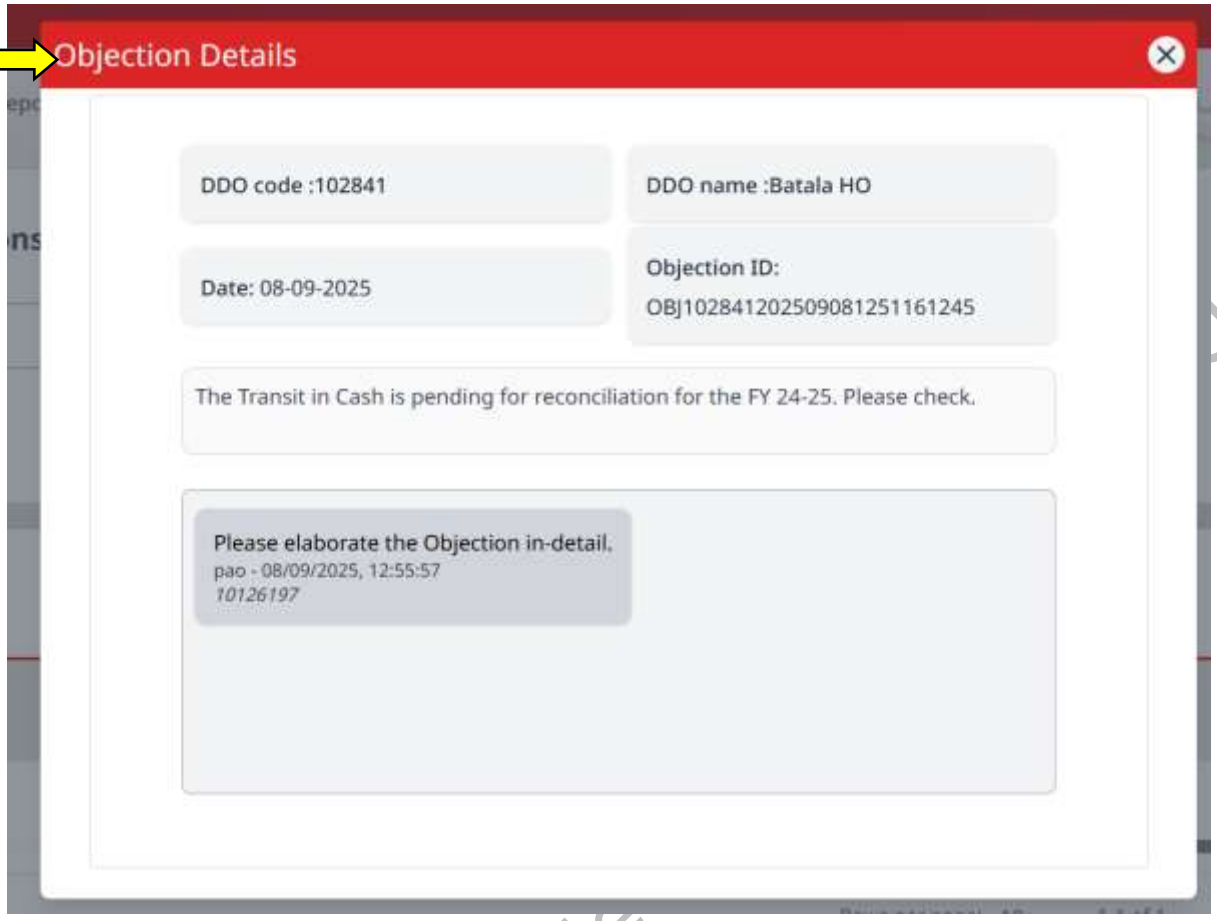
Thereafter, click the 'Fetch Details' button.

The details of objections shall then be displayed.

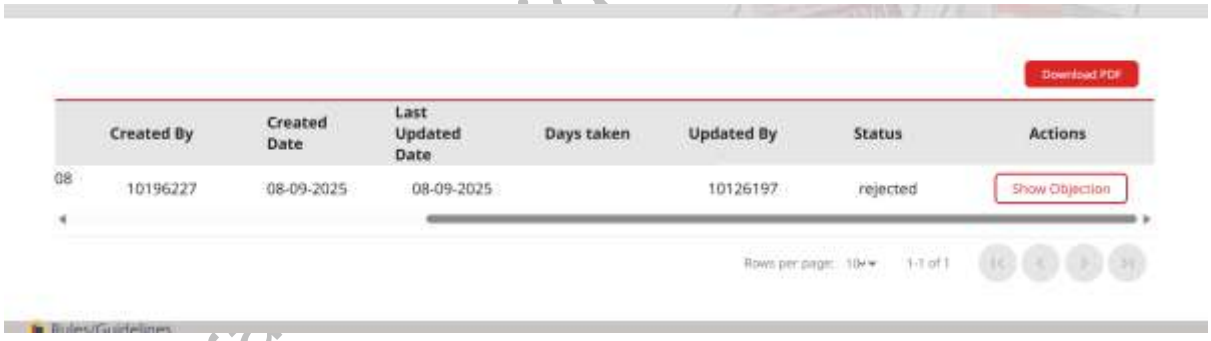


Click 'Show Objection' under Action column, to view the Objection in-detail.

CEPT Operational Use Only



Upon clicking the 'Show Objection', the details will be displayed.

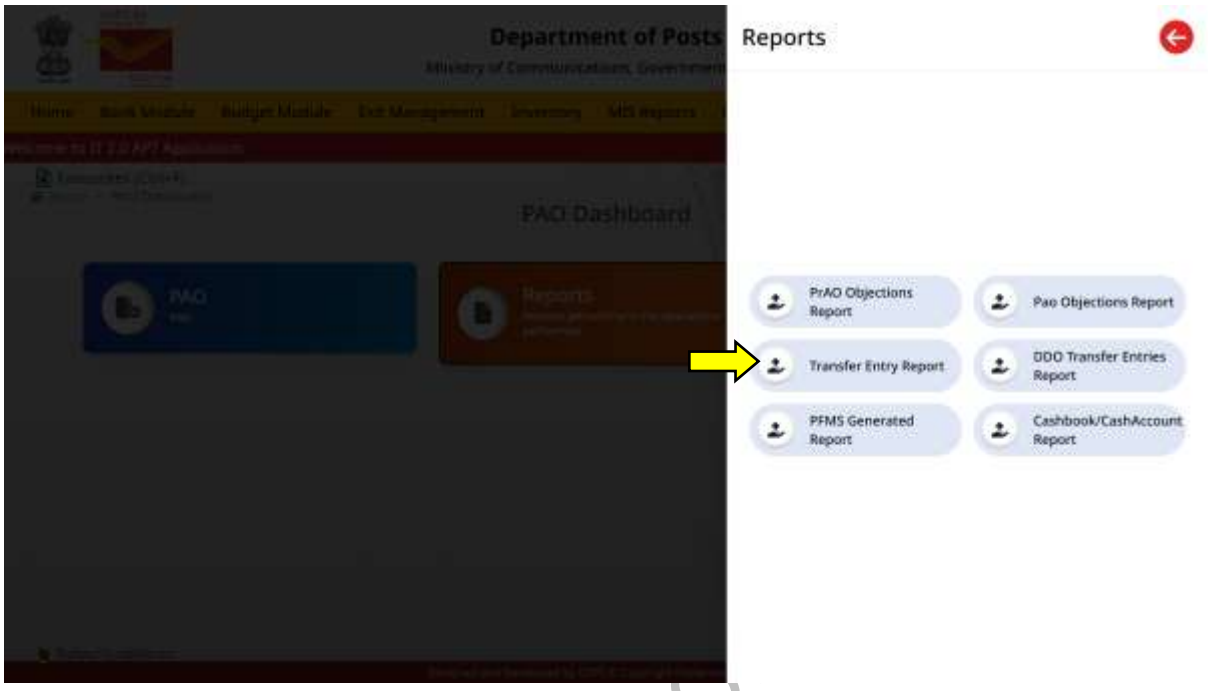


Click 'Download PDF' to download the report in PDF format.

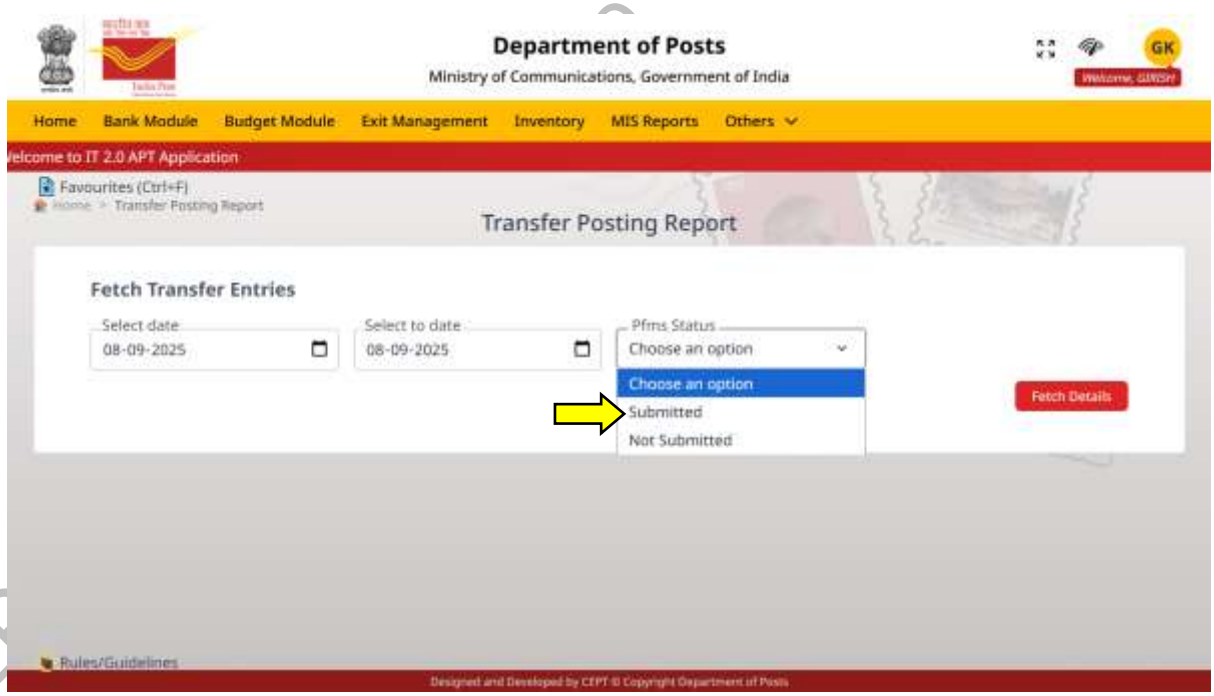
CEPT Operational Use

6.2.3 Transfer Entry Report

The 'Transfer Entry Report' provides data on the number of transfer entries generated and their subsequent submission to PFMS.

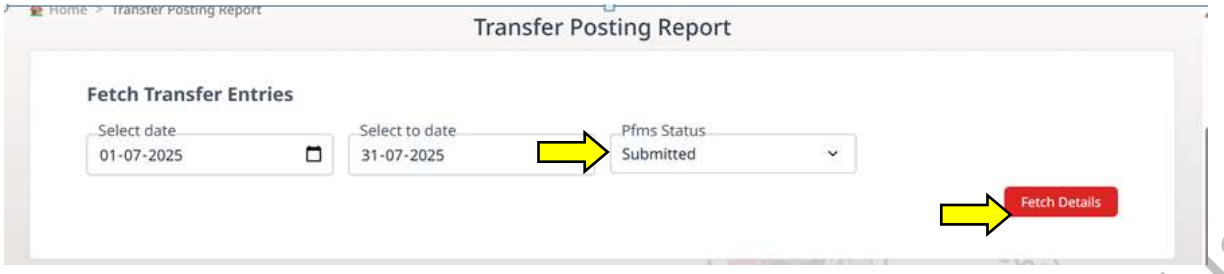


Click 'Transfer Entry Report' option.



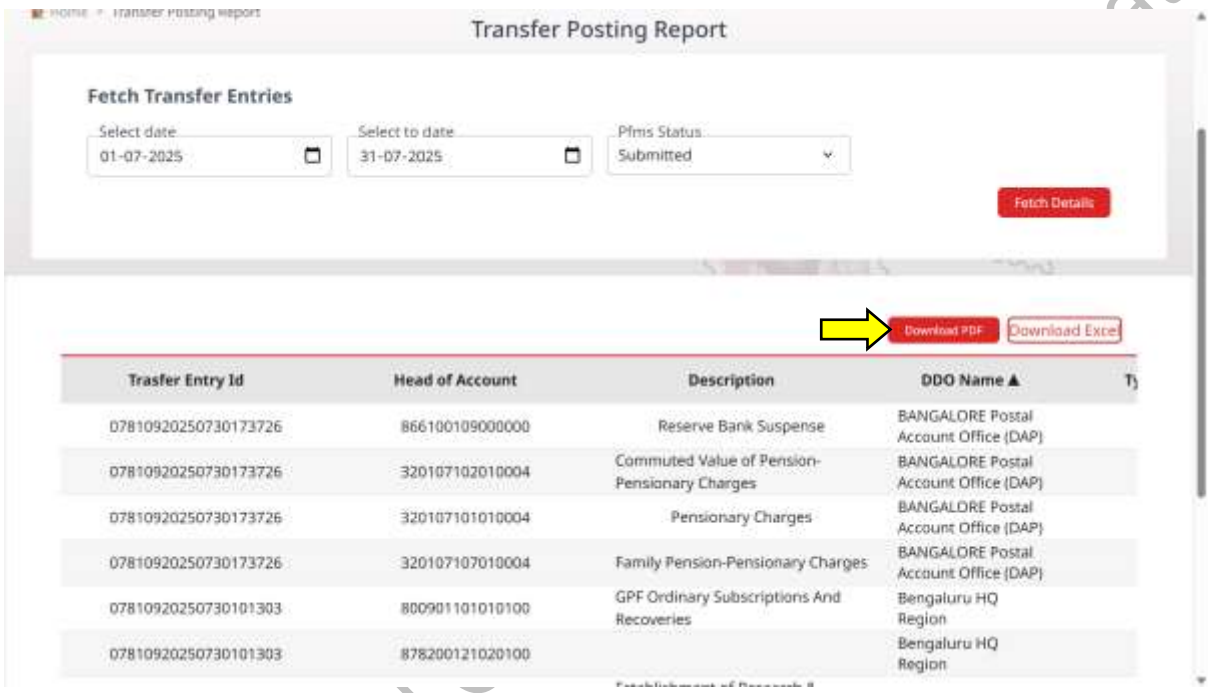
Select the required date range. A drop-down menu is provided to filter the data on the basis of PFMS status.

6.2.3.1 PFMS Status Submitted



Select the Date range and Select 'Submitted' from the PFMS Status drop-down.

Click on 'Fetch Details' button.

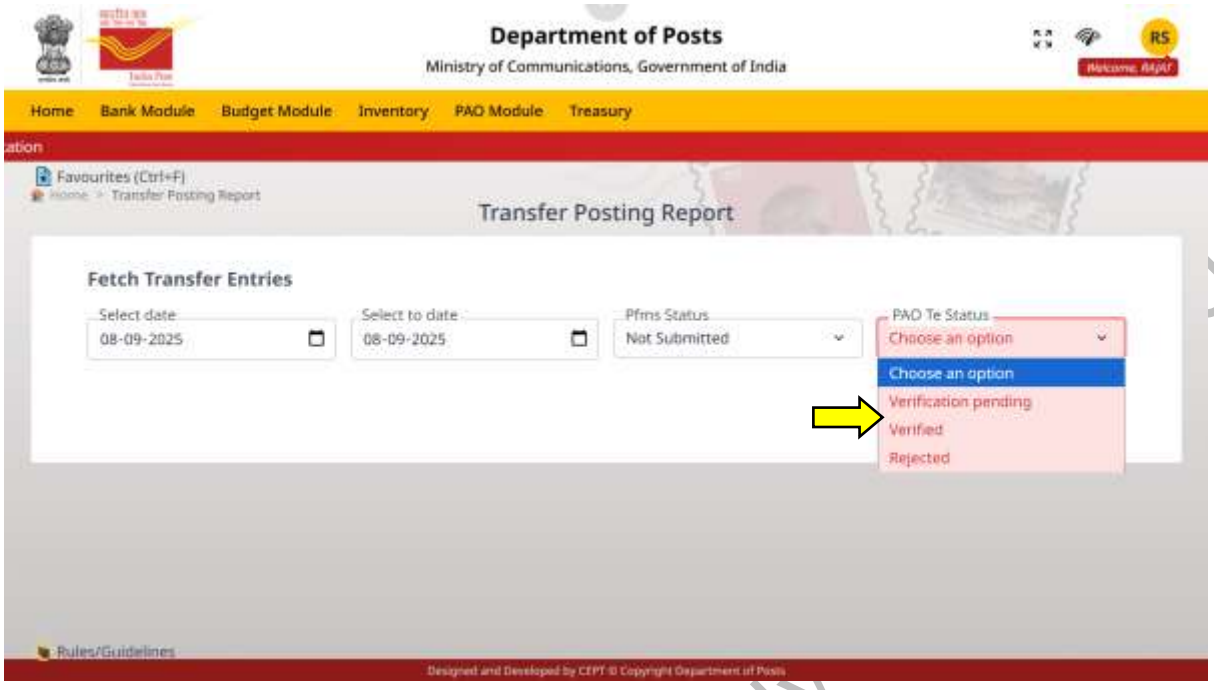


Upon clicking the 'Fetch Details' button, the application shall display the details of the transfer entries submitted to PFMS.

The user may download the report in Excel or PDF format.

CEPT Operational Use

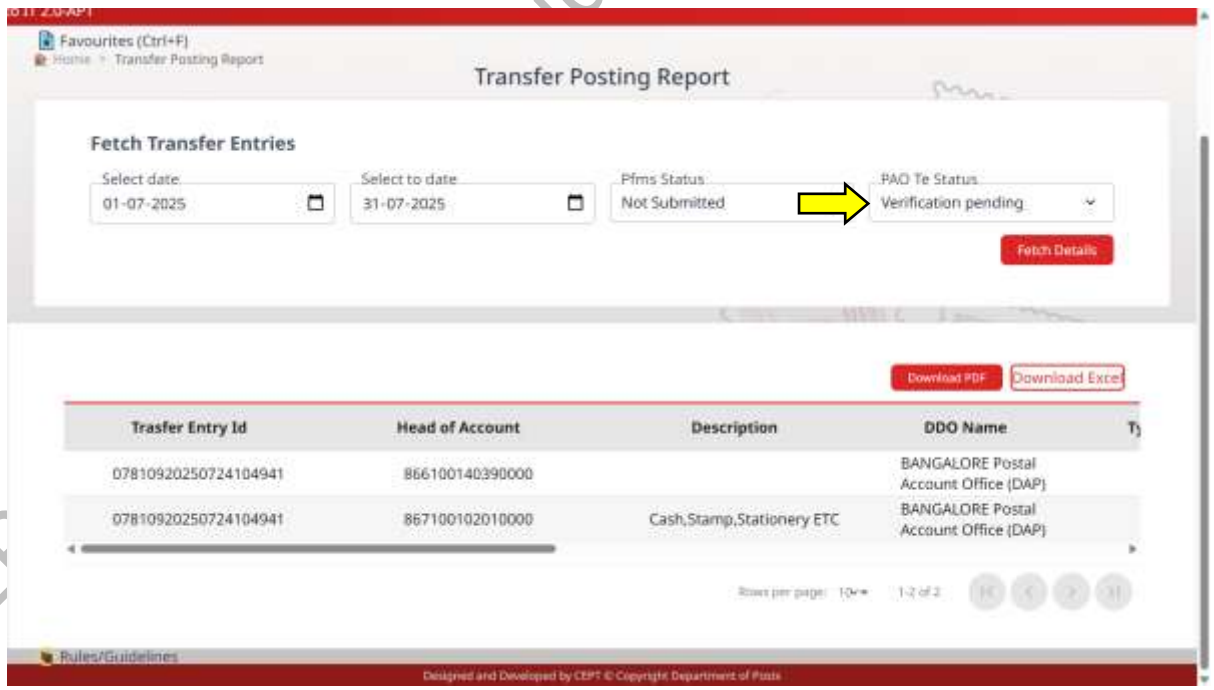
6.2.3.2 PFMS Status-Not submitted



If the PFMS status is selected as 'Not Submitted', the application shall allow the user to further filter the report on the basis of PAO Transfer Entry status.

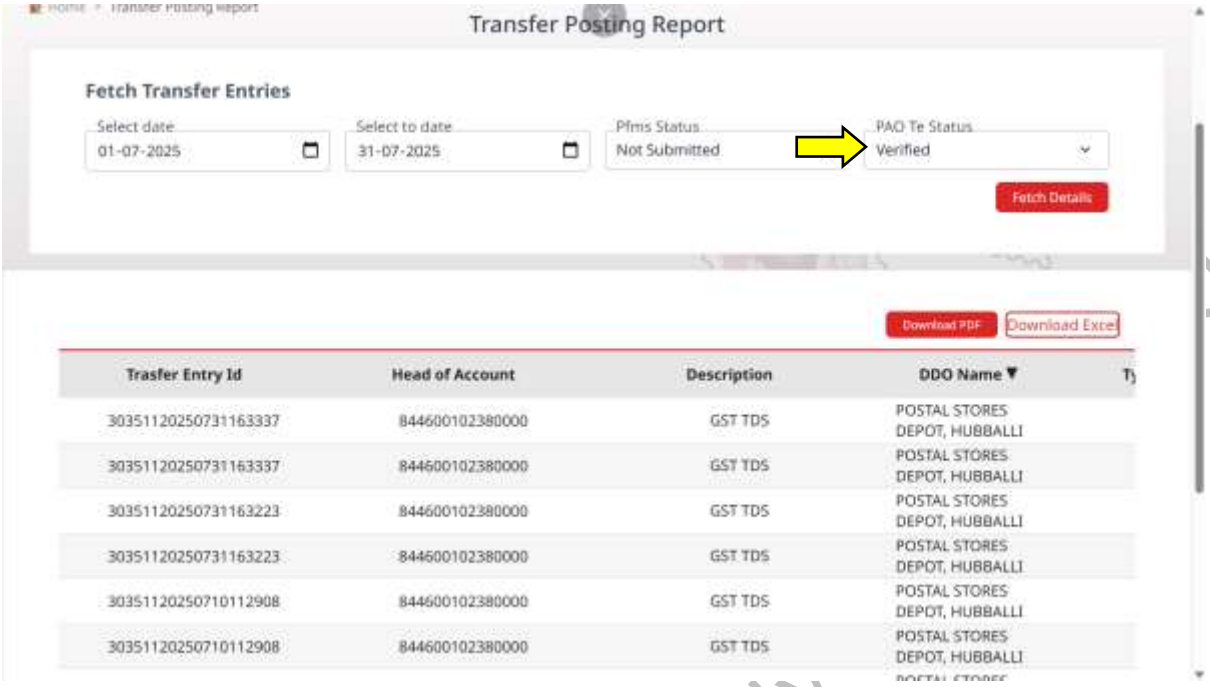
This status may be filtered using the criteria 'Verification Pending', 'Verified' or 'Rejected'.

6.2.3.2.1 Verification Pending



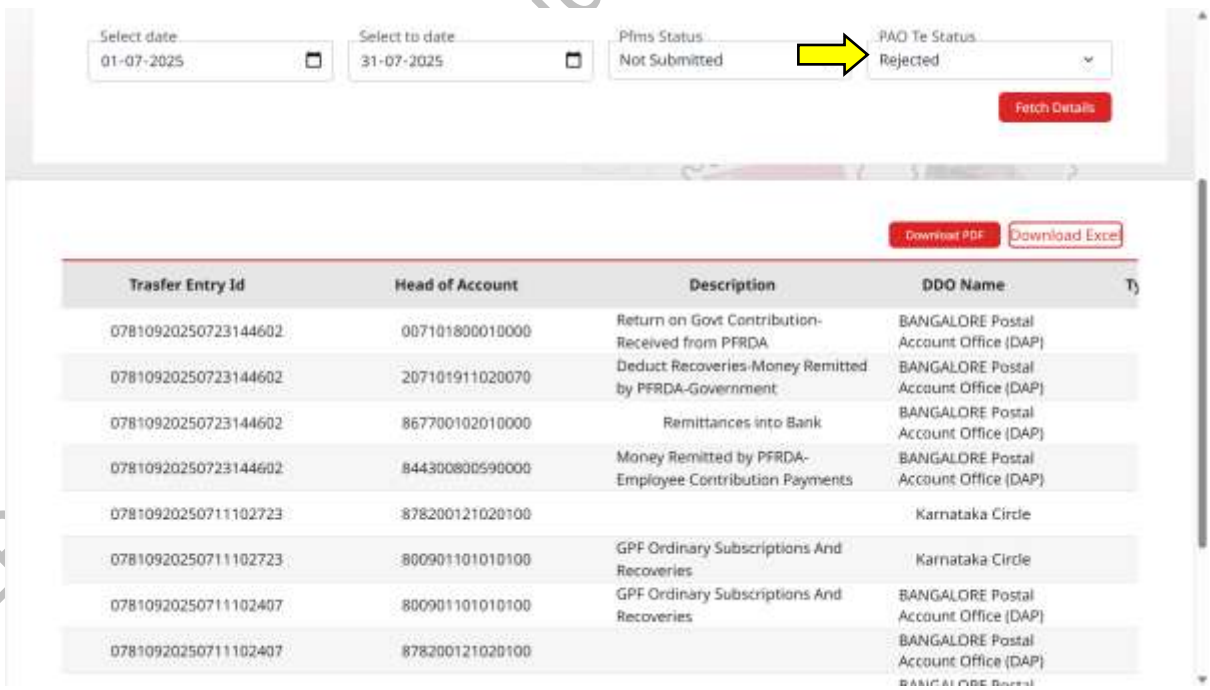
Upon selecting the criterion 'Verification Pending' from the PAO TE Status drop-down and clicking the 'Fetch Details' button, the application shall display the data of transfer entries that have been pending for verification by the Approver or the PAO Supervisor.

6.2.3.2.2 Verified



Upon selecting the criterion 'Verification' from the PAO TE Status drop-down and clicking the 'Fetch Details' button, the application shall display the data of transfer entries that have been verified by the Approver or the PAO Supervisor but are pending submission to PFMS.

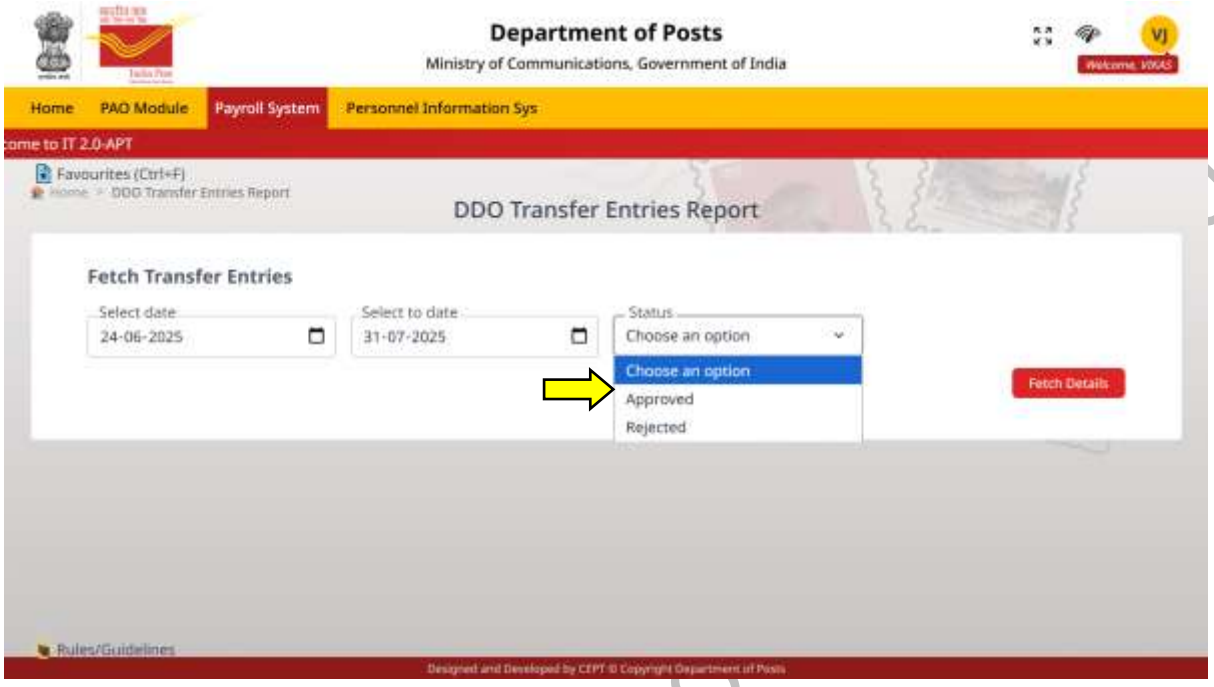
6.2.3.2.3 Rejected



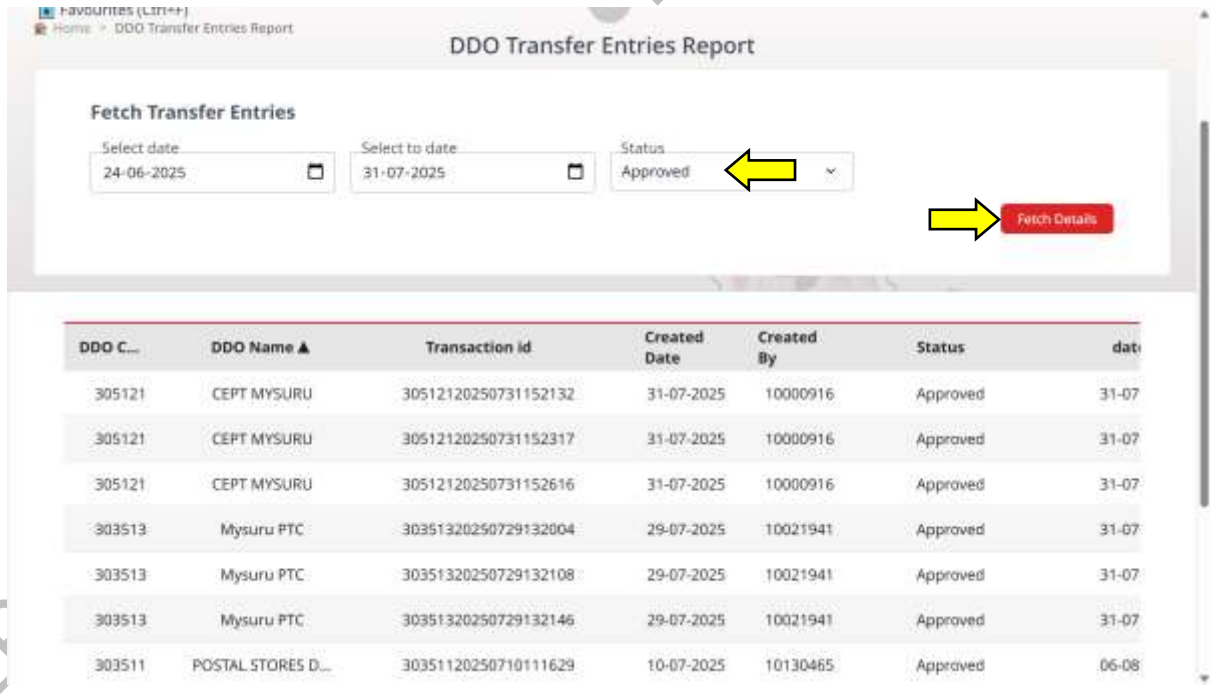
Upon selecting the criterion 'Rejected' from the PAO TE Status drop-down and clicking the 'Fetch Details' button, the application shall display the data of transfer entries that have been rejected by the Approver or the PAO Supervisor.

6.2.4 DDO Transfer Entries Report

Details of transfer entries posted by the DDO, along with their status as Approved or Rejected, will be provided in the DDO Transfer Entries Report.



6.2.4.1 Approved

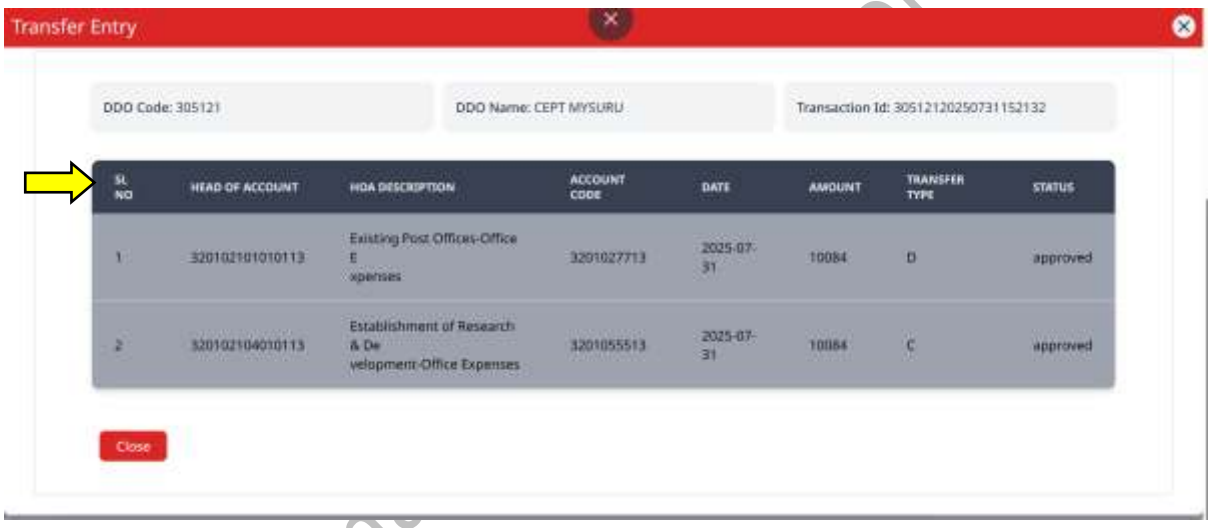


DDO C...	DDO Name	Transaction id	Created Date	Created By	Status	dat
305121	CEPT MYSURU	30512120250731152132	31-07-2025	10000916	Approved	31-07
305121	CEPT MYSURU	30512120250731152317	31-07-2025	10000916	Approved	31-07
305121	CEPT MYSURU	30512120250731152616	31-07-2025	10000916	Approved	31-07
303513	Mysuru PTC	30351320250729132004	29-07-2025	10021941	Approved	31-07
303513	Mysuru PTC	30351320250729132108	29-07-2025	10021941	Approved	31-07
303513	Mysuru PTC	30351320250729132146	29-07-2025	10021941	Approved	31-07
303511	POSTAL STORES D...	30351120250710111629	10-07-2025	10130465	Approved	06-08

Upon selecting the status 'Approved' and clicking the 'Fetch Details' button, the details of approved transfer entries, DDO-wise, for the selected date range shall be displayed by the application.

Transaction id	Created Date	Created By	Status	date	Actions
30512120250731152132	31-07-2025	10000916	Approved	31-07-2025	View Details
30512120250731152317	31-07-2025	10000916	Approved	31-07-2025	View Details
30512120250731152616	31-07-2025	10000916	Approved	31-07-2025	View Details
30351320250729132004	29-07-2025	10021941	Approved	31-07-2025	View Details
30351320250729132108	29-07-2025	10021941	Approved	31-07-2025	View Details
30351320250729132146	29-07-2025	10021941	Approved	31-07-2025	View Details
30351120250710111629	10-07-2025	10130465	Approved	06-08-2025	View Details
30351120250710111720	10-07-2025	10130465	Approved	06-08-2025	View Details
30351120250710112908	10-07-2025	10130465	Approved	06-08-2025	View Details
30351120250710113005	10-07-2025	10130465	Approved	06-08-2025	View Details

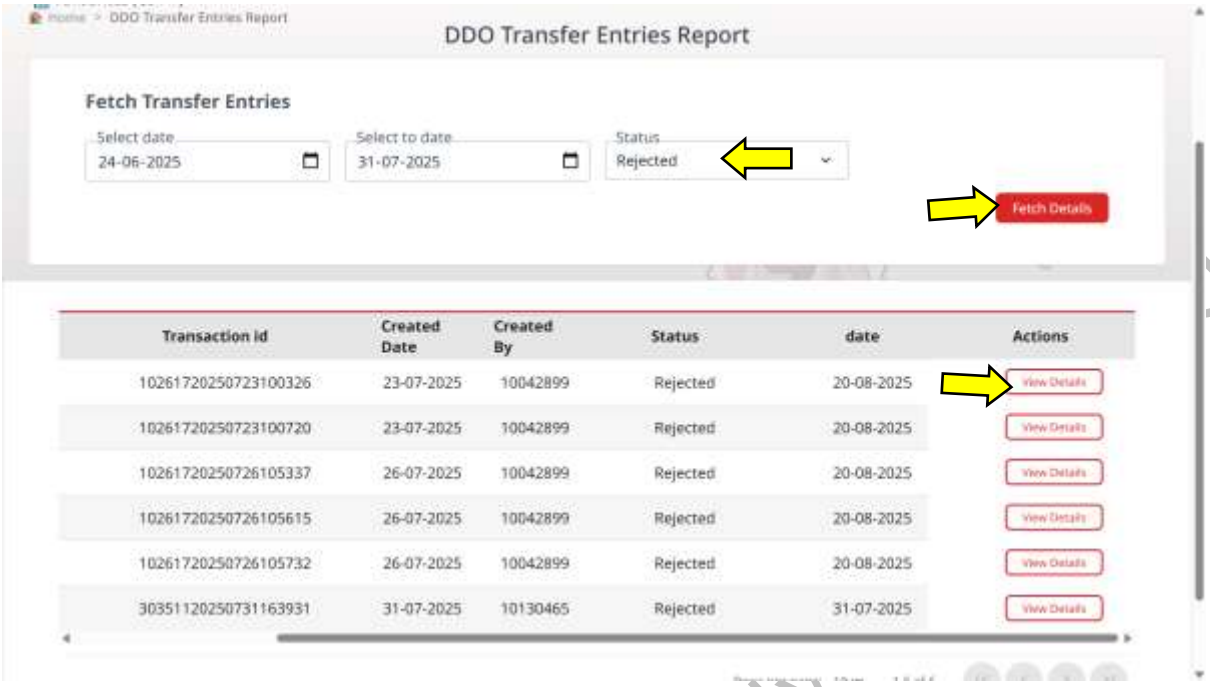
Click 'View Details' to view the complete details of the Transfer Entry.



Upon clicking 'View Details', the complete details of the transfer entry, along with the Heads of Account involved, will be displayed by the application.

CEPT Operations

6.2.4.2 Rejected



Upon selecting the status 'Rejected' and clicking the 'Fetch Details' button, the details of rejected transfer entries, DDO-wise, for the selected date range shall be displayed by the application.

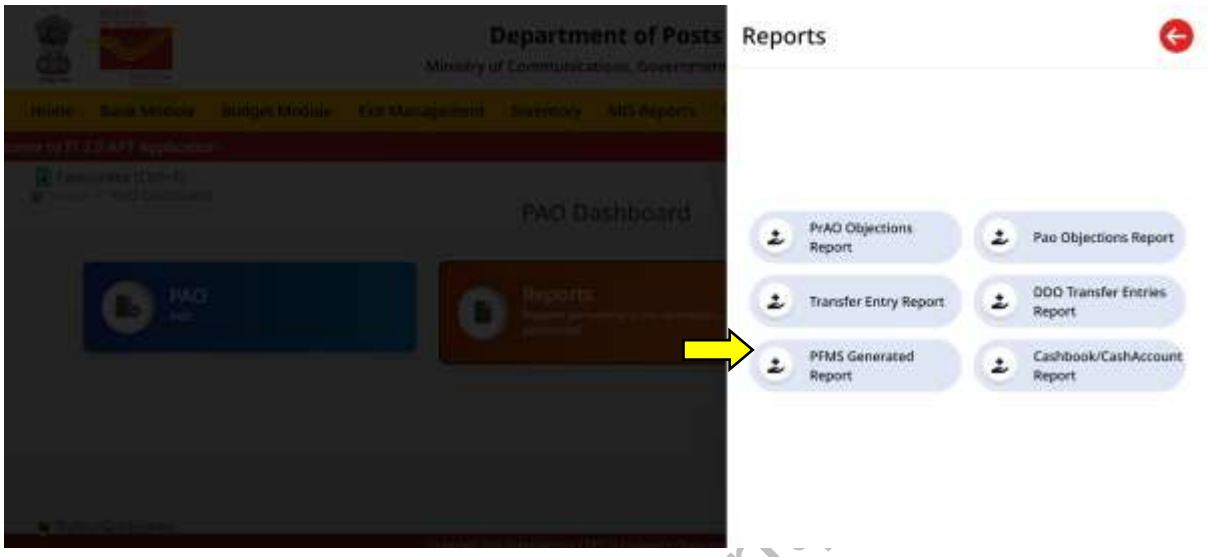
Click on 'View Details' button to view the complete details of the Transfer Entry.



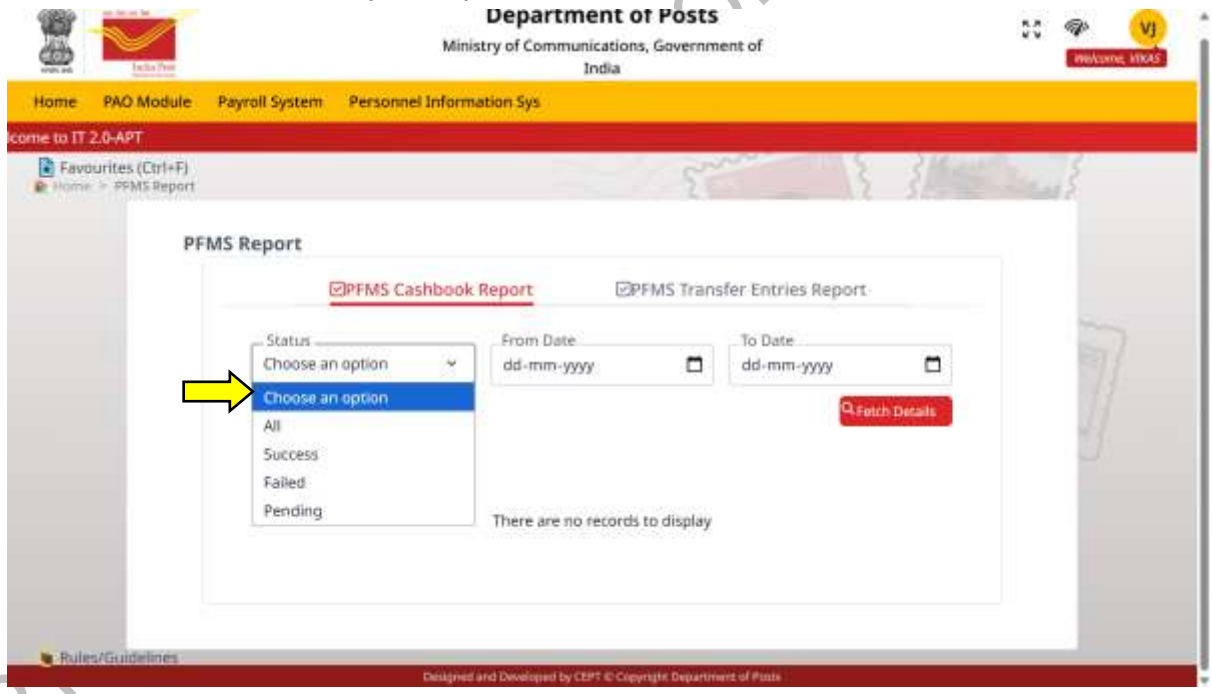
CEPT Op... Use Only

6.2.5 PFMS Generated Report

The PFMS Generated Report option is provided in the PAO Module to generate a report based on the submission of the Cash Book and Transfer Entries to PFMS for any selected date. This option also provides the unique PFMS ID and enables updating of the status as 'Success' for pending PFMS IDs.

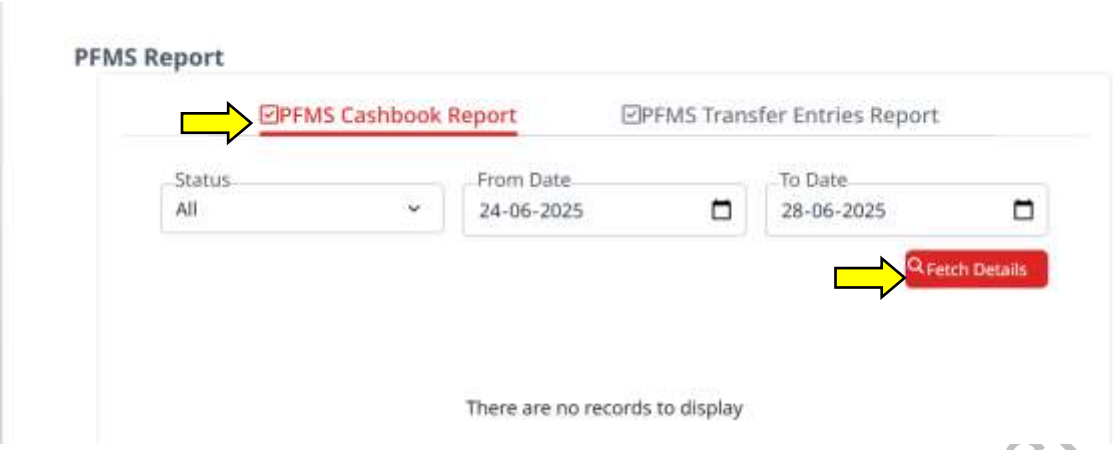


Click 'PFMS Generated Report' Option.



The PFMS Report can be generated for the submission of Cashbook and Transfer Entries.

6.2.5.1 PFMS Cash Book Report



Different criteria may be selected by the user from the Status drop-down. Since the 'All' criterion includes the data of all other criteria, the same will be selected for illustration purposes.

Select the Date Range and Click 'Fetch Details' button.

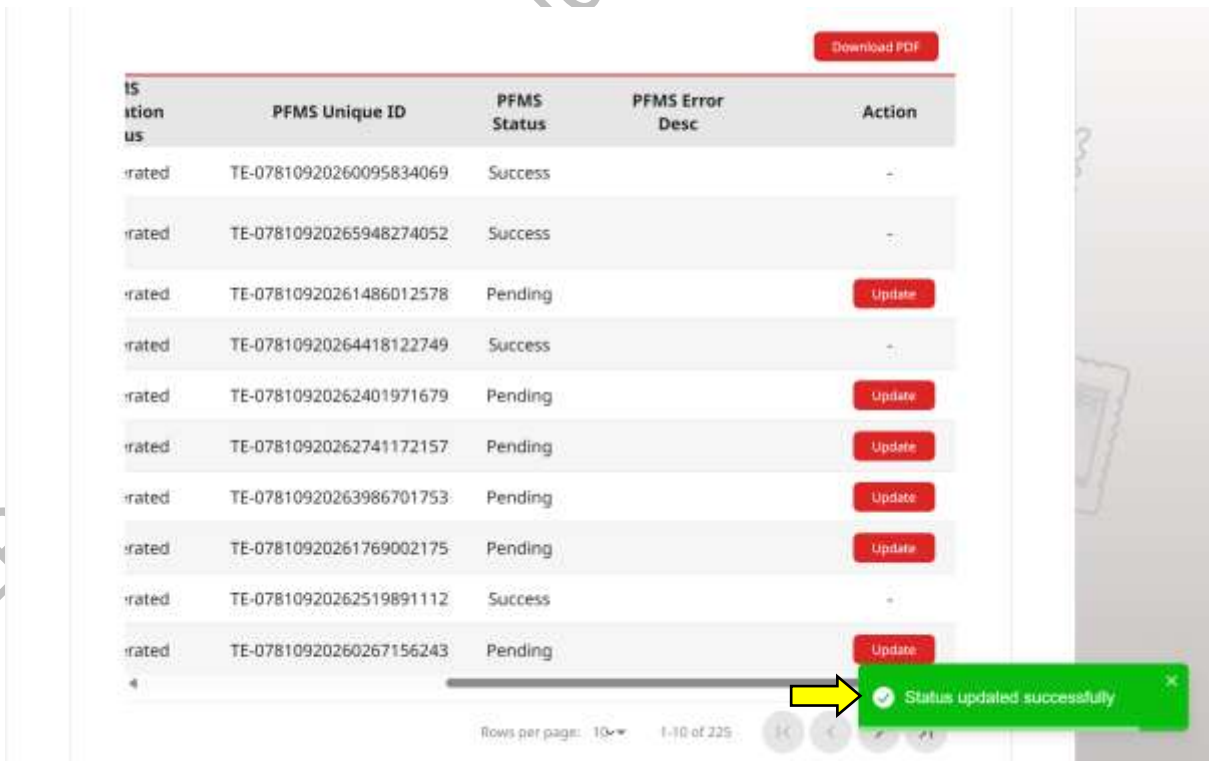
Transaction Date	DDO Code	DDO Name	PFMS Generation Status	PFMS Unique ID
24/06/2025	102555	Bengaluru G.P.O.	Generated	TE-07810920260095834
24/06/2025	102562	BANGALORE Postal Account Office (DAP)	Generated	TE-07810920265948274
24/06/2025	102570	Belagavi H.O	Generated	TE-07810920261486012
24/06/2025	102571	Ballari H.O	Generated	TE-07810920264418122
24/06/2025	102574	Vijayapura H.O	Generated	TE-07810920262401971
24/06/2025	102576	Chikkamagalur u H.O	Generated	TE-07810920262741172
24/06/2025	102577	Chikodi H.O	Generated	TE-07810920263986701
24/06/2025	102579	Chitradurga H.O	Generated	TE-07810920261769002
24/06/2025	102580	Dharwad H.O	Generated	TE-07810920262519891
24/06/2025	102581	Gadag H.O	Generated	TE-07810920260267156

Upon clicking the 'Fetch Details' button, the complete details of the Cash Book submitted to PFMS, along with the unique ID, will be displayed by the application.

CEPT ... for Internal Use

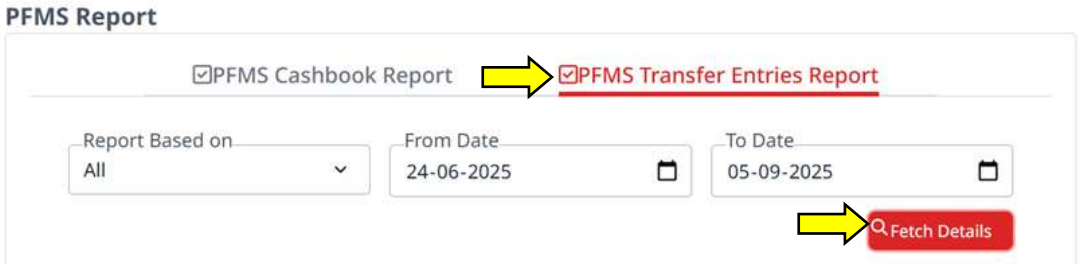
IS ıtion us	PFMS Unique ID	PFMS Status	PFMS Error Desc	Action
·rated	TE-07810920260095834069	Success		-
·rated	TE-07810920265948274052	Success		-
·rated	TE-07810920261486012578	Pending		Update
·rated	TE-07810920264418122749	Success		-
·rated	TE-07810920262401971679	Pending		Update
·rated	TE-07810920262741172157	Pending		Update
·rated	TE-07810920263986701753	Pending		Update
·rated	TE-07810920261769002175	Pending		Update
·rated	TE-07810920262519891112	Success		-
·rated	TE-07810920260267156243	Pending		Update

The status of Cash Book submission to PFMS shall also be displayed by the application. If the status is shown as 'Pending', the user shall have the option to update the status to 'Success' by clicking the 'Update' button available under the 'Action' menu.



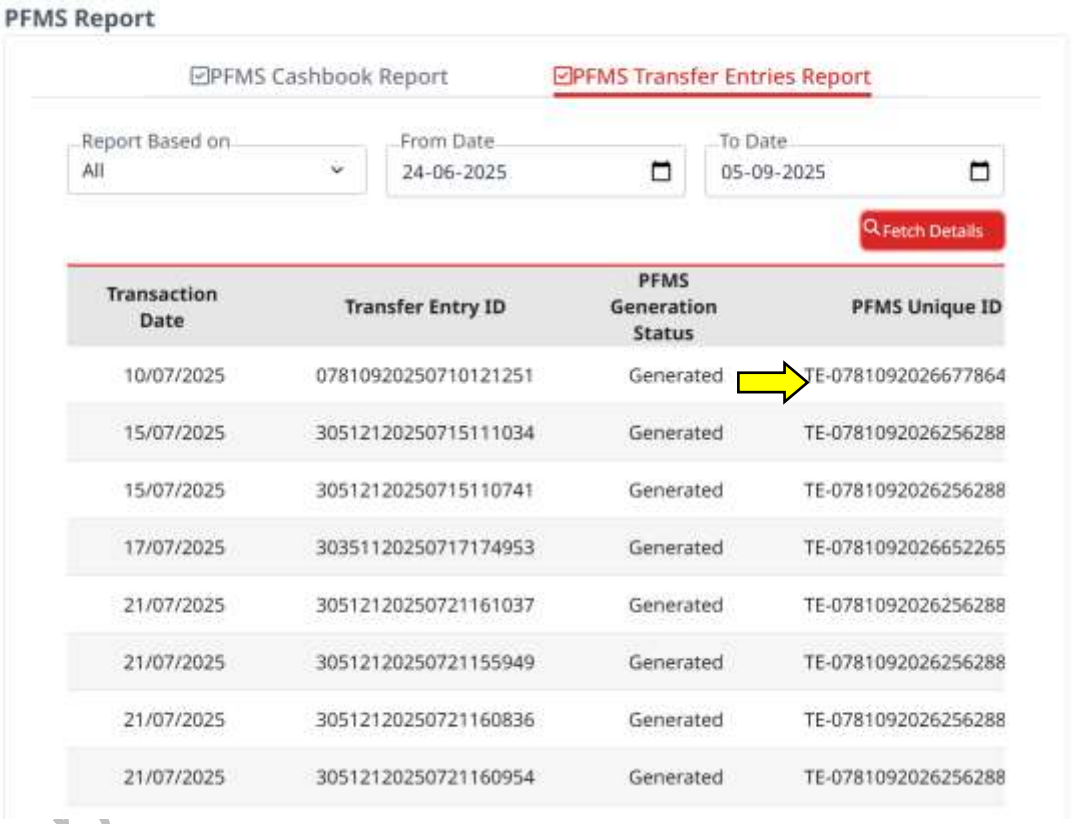
Upon clicking the 'Update' button, the 'Status Updated successfully' message will be displayed.

6.2.5.2 PFMS Transfer Entries Report



Different criteria may be selected by the user from the Status drop-down. Since the 'All' criterion includes the data of all other criteria, the same will be selected for illustration purposes.

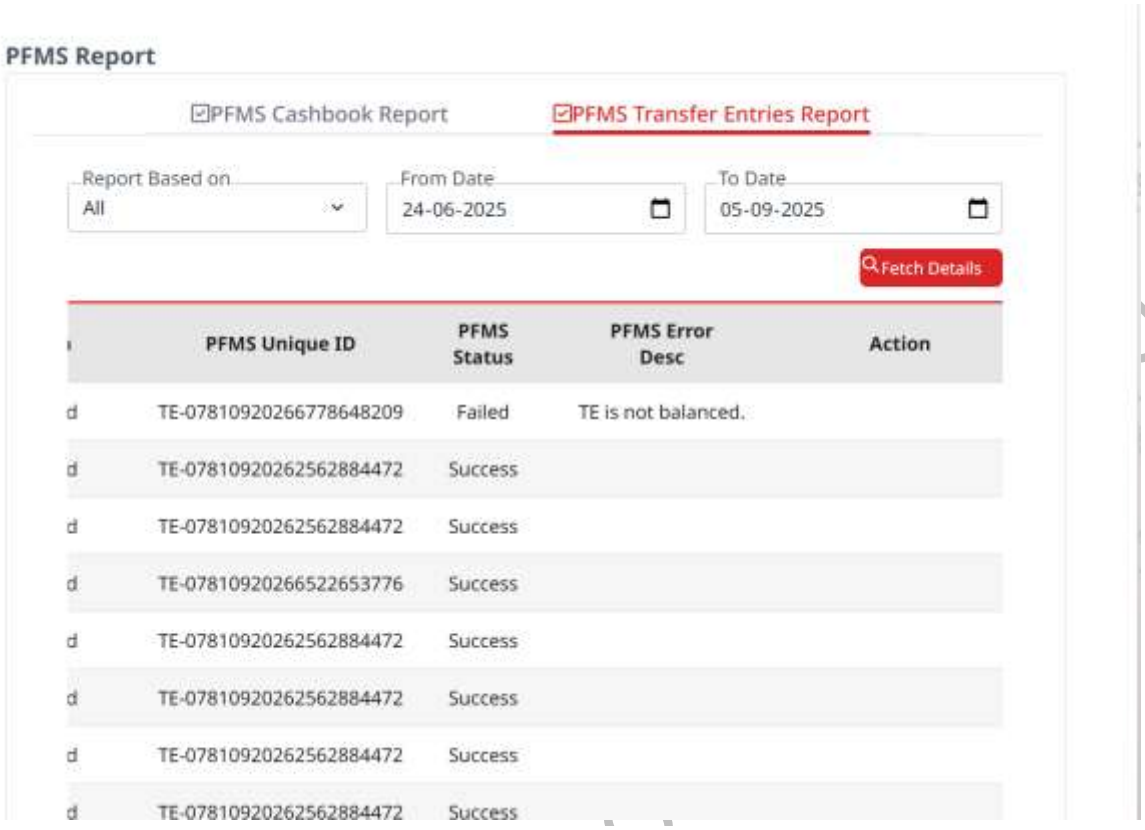
Select the Date Range and Click 'Fetch Details' button.

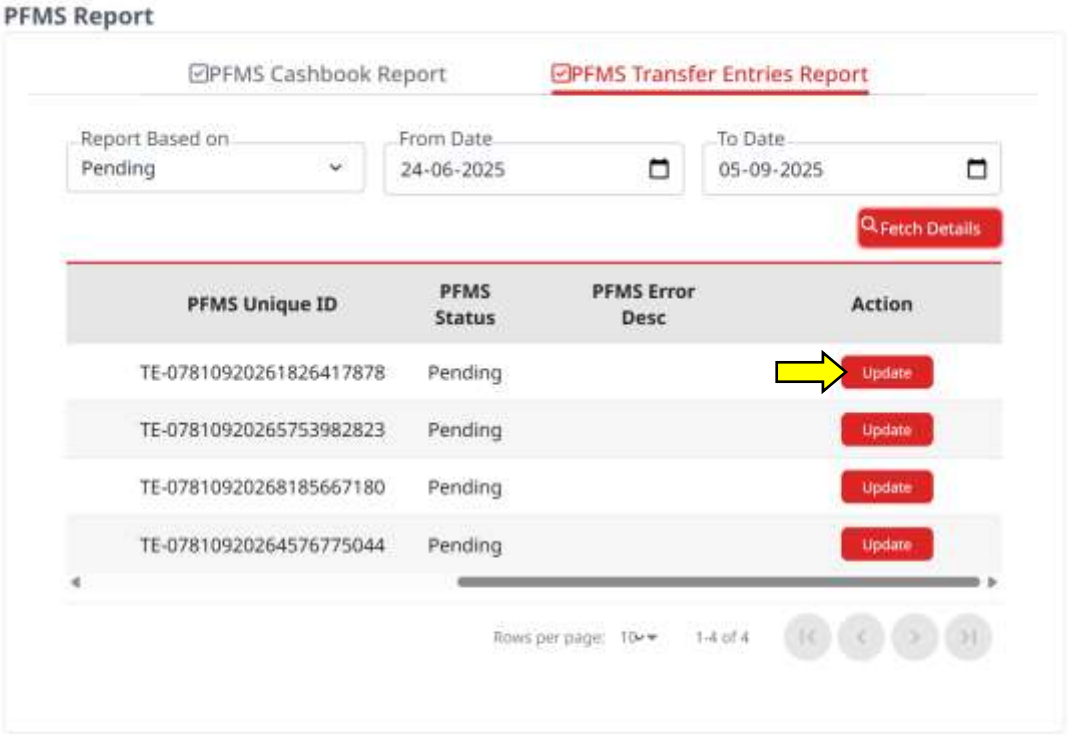


Transaction Date	Transfer Entry ID	PFMS Generation Status	PFMS Unique ID
10/07/2025	07810920250710121251	Generated	TE-0781092026677864
15/07/2025	30512120250715111034	Generated	TE-0781092026256288
15/07/2025	30512120250715110741	Generated	TE-0781092026256288
17/07/2025	30351120250717174953	Generated	TE-0781092026652265
21/07/2025	30512120250721161037	Generated	TE-0781092026256288
21/07/2025	30512120250721155949	Generated	TE-0781092026256288
21/07/2025	30512120250721160836	Generated	TE-0781092026256288
21/07/2025	30512120250721160954	Generated	TE-0781092026256288

Upon clicking 'Fetch Details', the complete details of the transfer entries generated and submitted to PFMS, along with their status, shall be displayed by the application.

CEPT OR ternal use

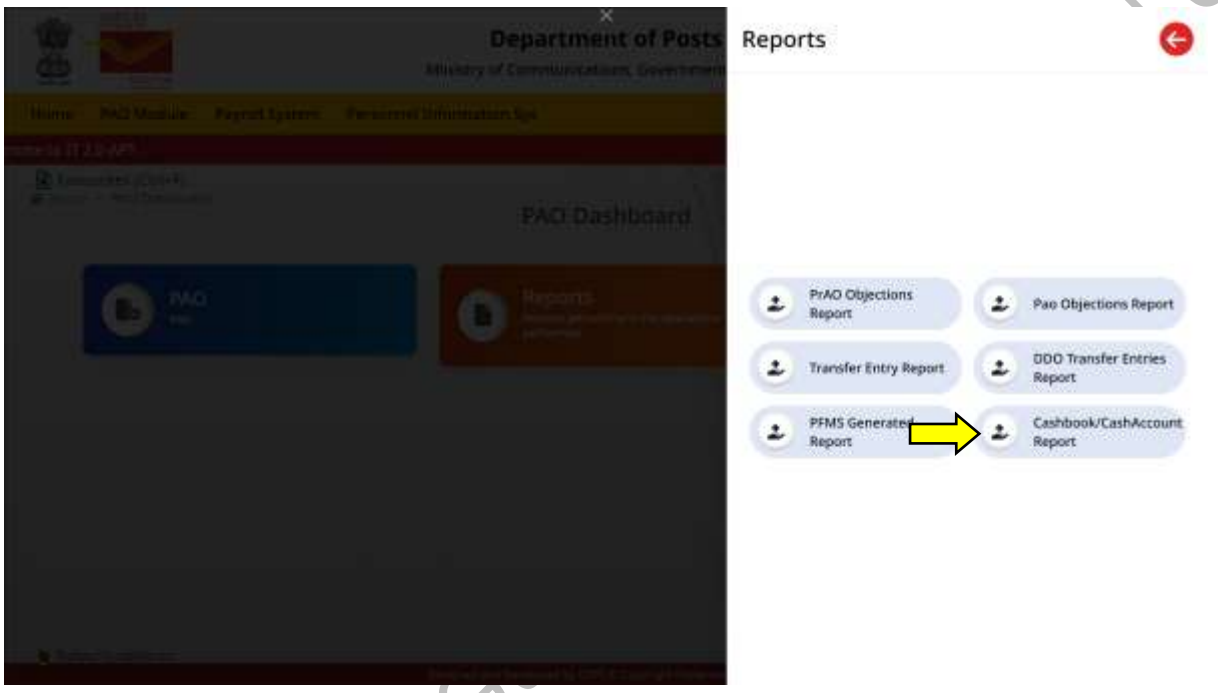




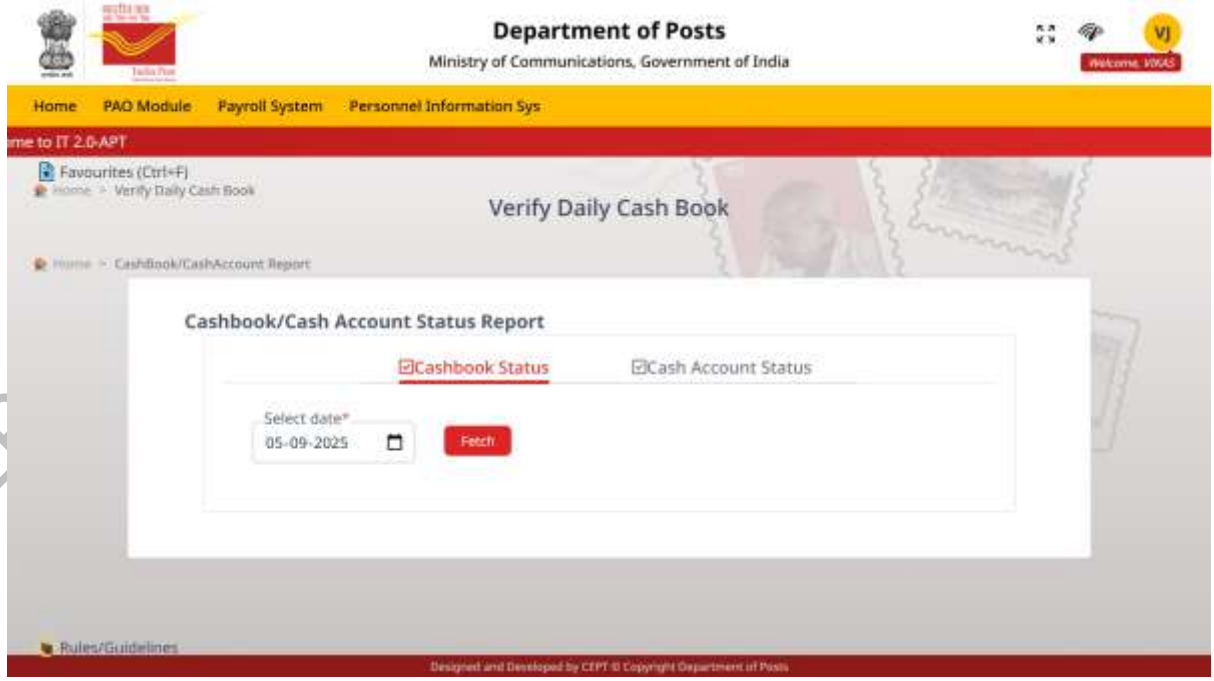
If the status is shown as ‘Pending’, the user shall have the option to update the status to ‘Success’ by clicking the ‘Update’ button available under the ‘Action’ menu.

6.2.6 Cash Book/Cash Account Report

The Cash Book and Cash Account Report option is provided under the Reports sub-card, through which the data of the Cash Book and Cash Account of the DDOs under the respective PAO may be fetched. The report also provides a dashboard displaying information such as 'No. of DDOs', 'Cash Book/Account Received', 'Cash Book/Account Not Received', 'Cash Book/Cash Account Verified' and 'Cash Book Sent to PFMS.



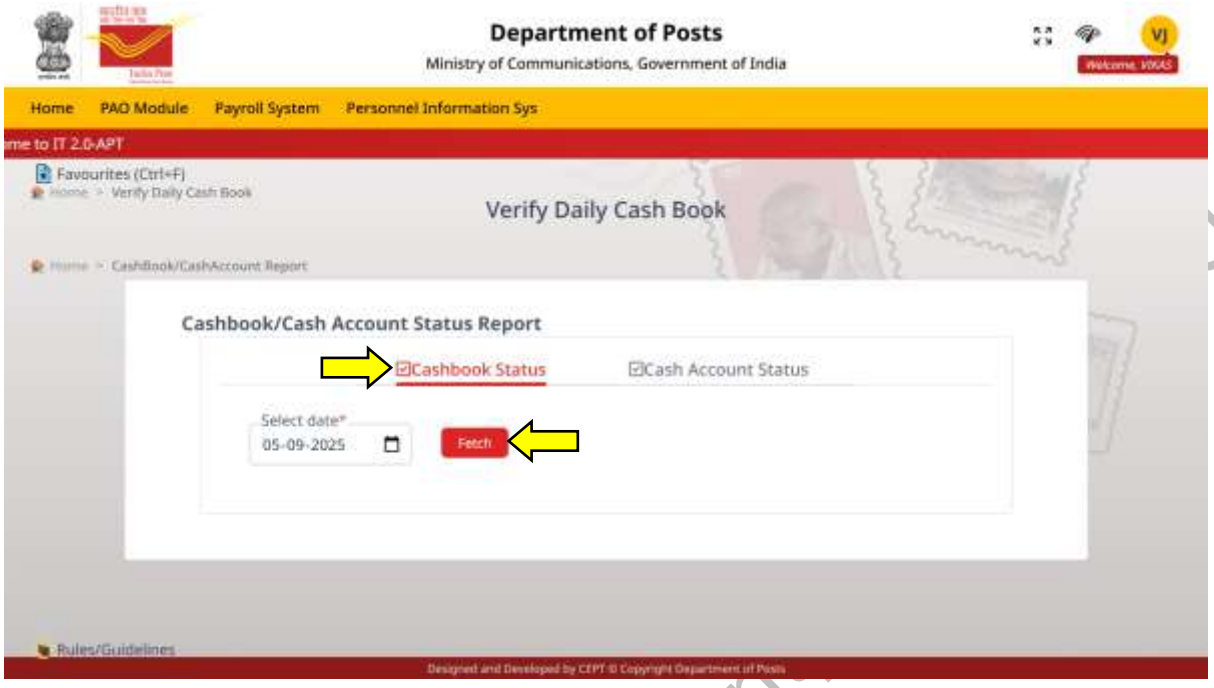
Click on 'Cash Book/Cash Account Report' option.



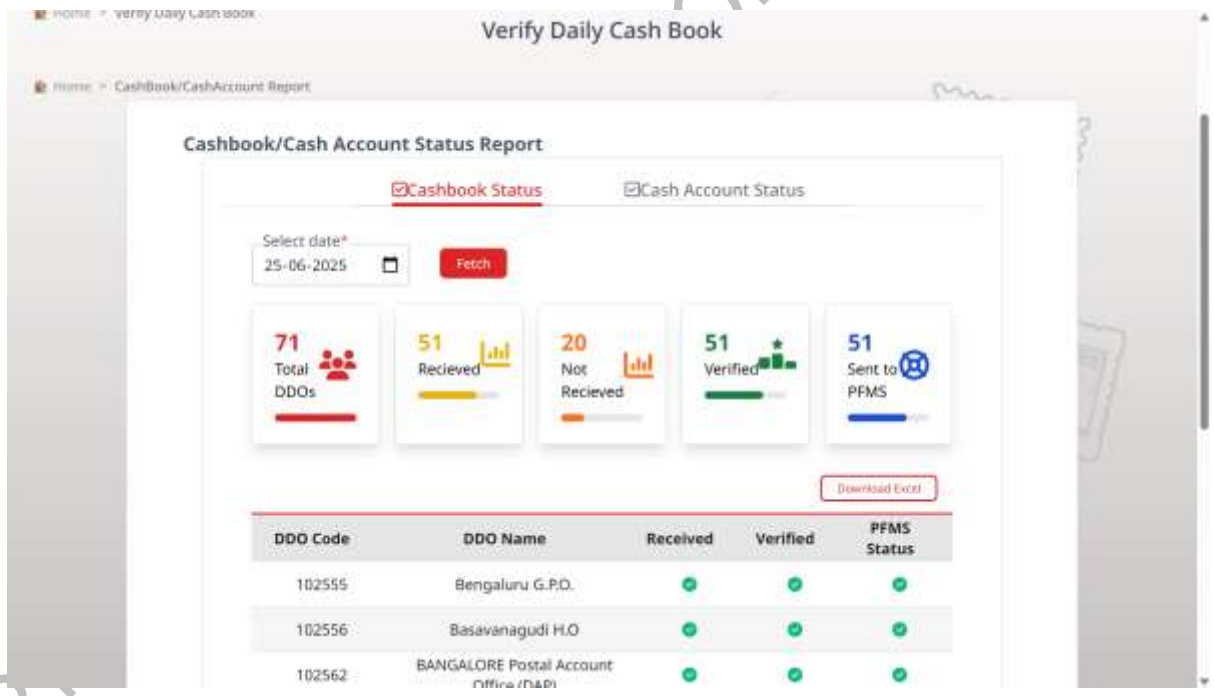
Upon clicking the 'Cash Book/Cash Account Report' option, the user can generate the Report of 'Cash Book Status' and 'Cash Account Status'.

6.2.6.1 Cash Book Status

The Cash Book Status of the DDOs can be generated Date wise.



Select the 'Date' and Click 'Fetch' button.

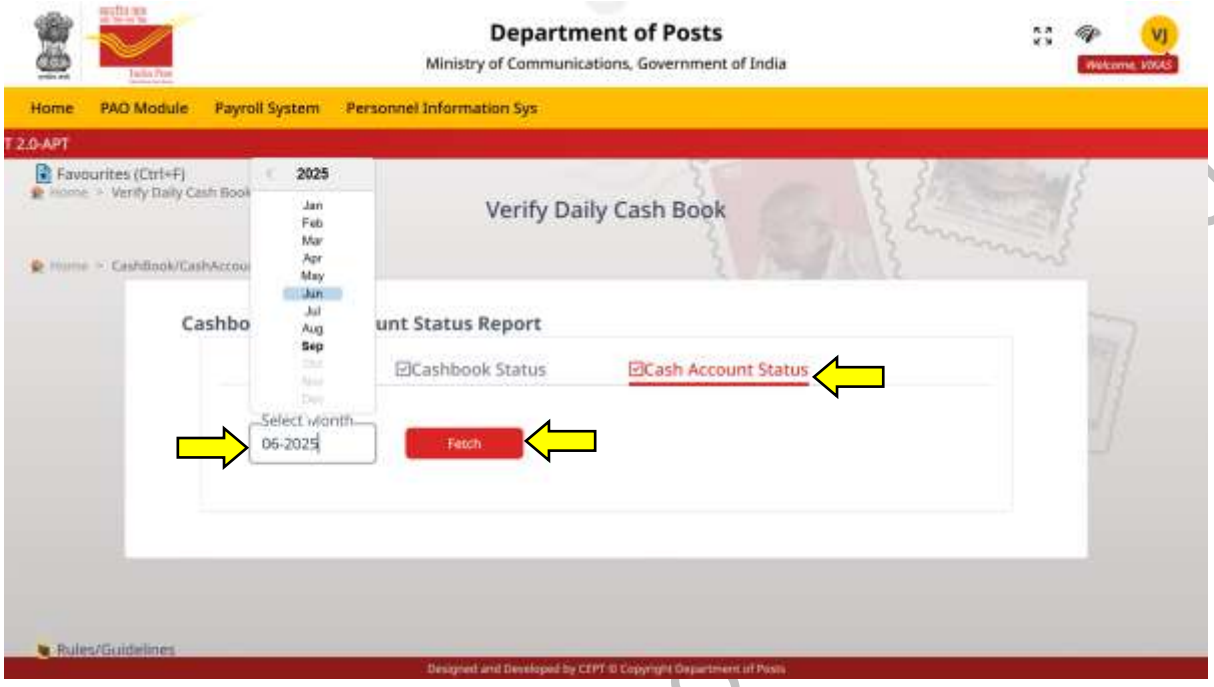


Upon clicking the 'Fetch' button, the application displays a dashboard containing details such as 'Total DDOs' under the PAO, 'Cash Book Received from DDO', 'Cash Book Not Received from DDO', 'Cash Book Verified' and 'Cash Book Sent to PFMS'.

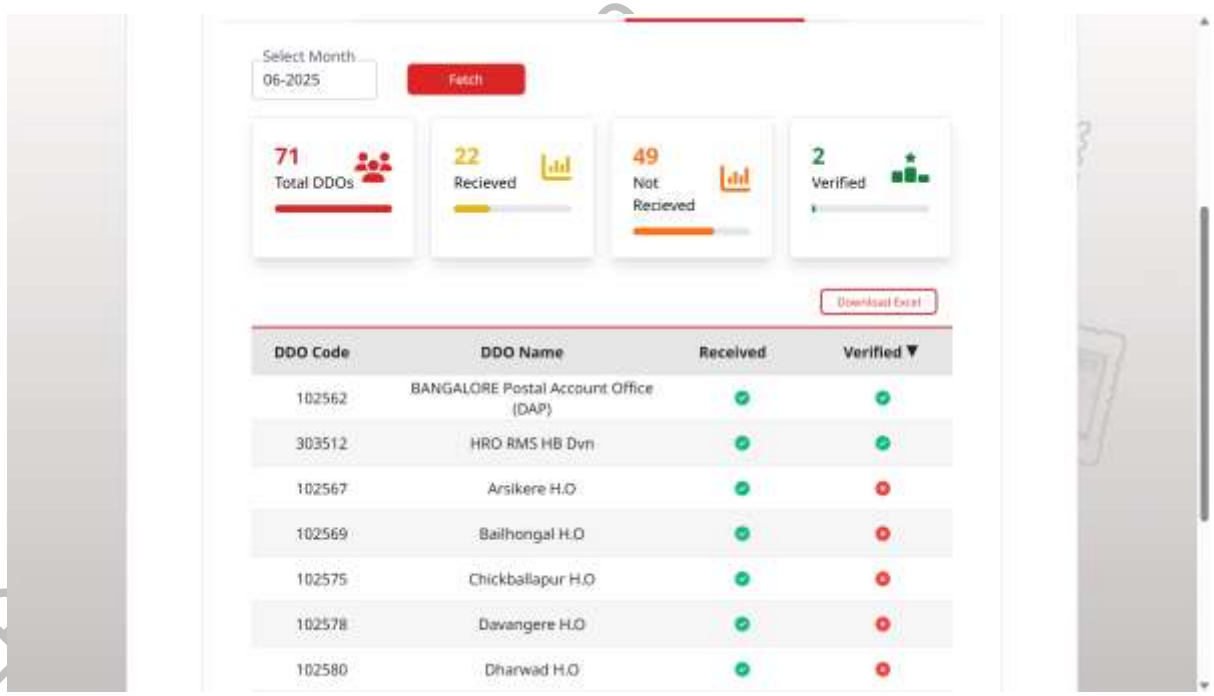
In addition, the report displays details such as 'DDO Code', 'DDO Name' and indicators for 'Received', 'Verified' and 'PFMS Status'.

6.2.6.2 Cash Account Status

The Cash Account Status provides the data of the monthly accounts of the respective DDOs.



Select the 'Month' and Click on 'Fetch' button.



Upon clicking the 'Fetch' button, the application displays the Dashboard containing the data such as 'Total DDOs under respective PAO', 'Cash Account Received', 'Cash Account not Received' and 'Cash Account Verified'.

In addition, the report displays details such as 'DDO Code', 'DDO Name' and indicators for 'Received', 'Verified'.

7 Inventory

The Inventory Module plays a crucial role in the procurement and receipt of materials through the Postal Stores Depot, Security Printing Press, GeM, and local purchases from external vendors.

Currently, the Postal Account Office utilizes the Inventory Module for the receipt of POs/PAOs Drawal Cheque Books from the Security Printing Press, GeM procurements, and other materials supplied by the Postal Stores Depot.

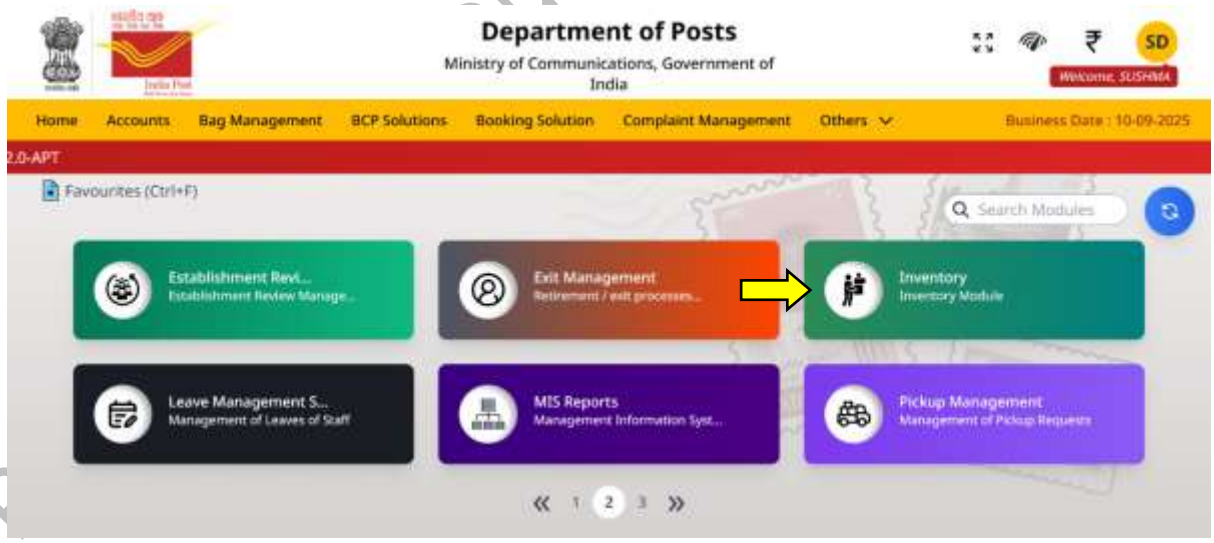
For each indent created and until the acceptance of the stock, the module operates on the Maker–Checker concept. The role of **'Inventory Operator'** functions as the Maker, while the role of **'Inventory Supervisor'** serves as the Checker.

For illustration purposes, the placement of any indents, and the subsequent receipt of materials from the Postal Stores Depot and the receipt of POs/PAOs Drawal Cheques are explained in the following sections.

7.1 Placing Indents with PSD

To procure postal stationery items, like A4-size paper, and postal forms of various types of ACGs, an indent shall be raised through the 'Inventory' Module – 'Raise Indent Operator' option.

7.1.1 Operator



Click 'Inventory' card.

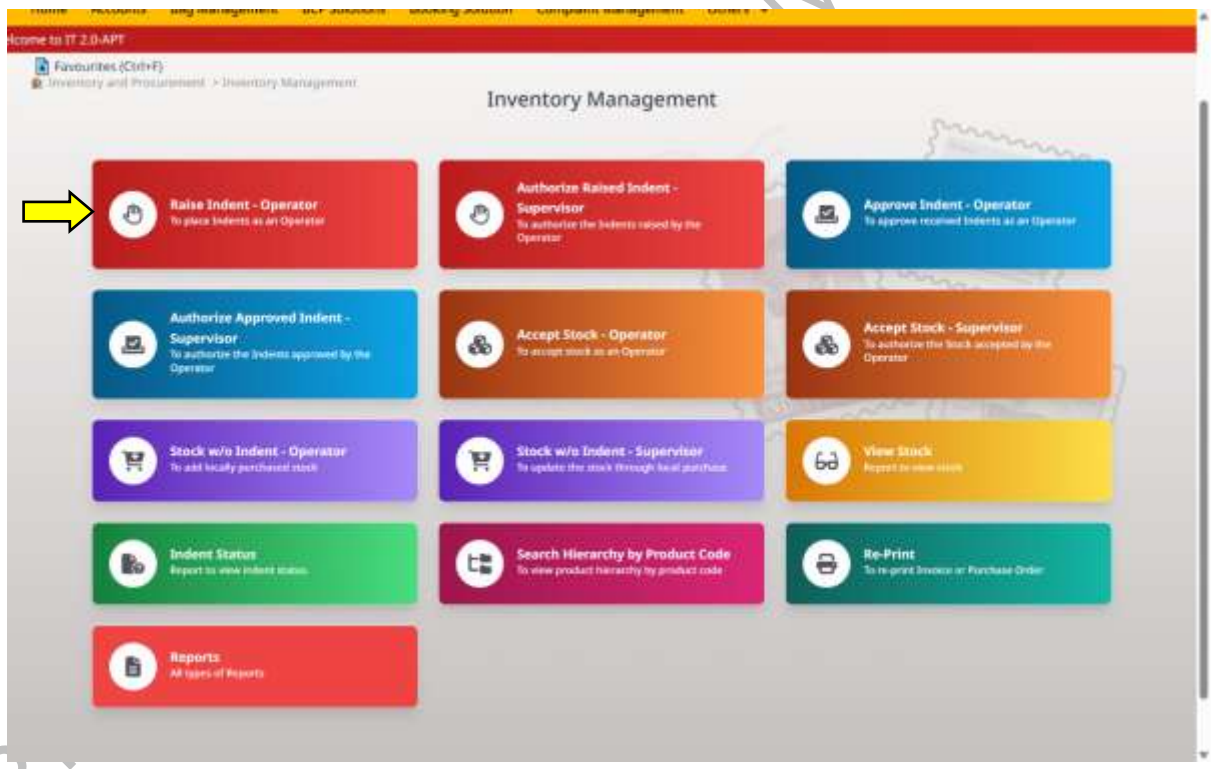
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Upon clicking the 'Inventory' card, the two sub-cards will be displayed i.e.,

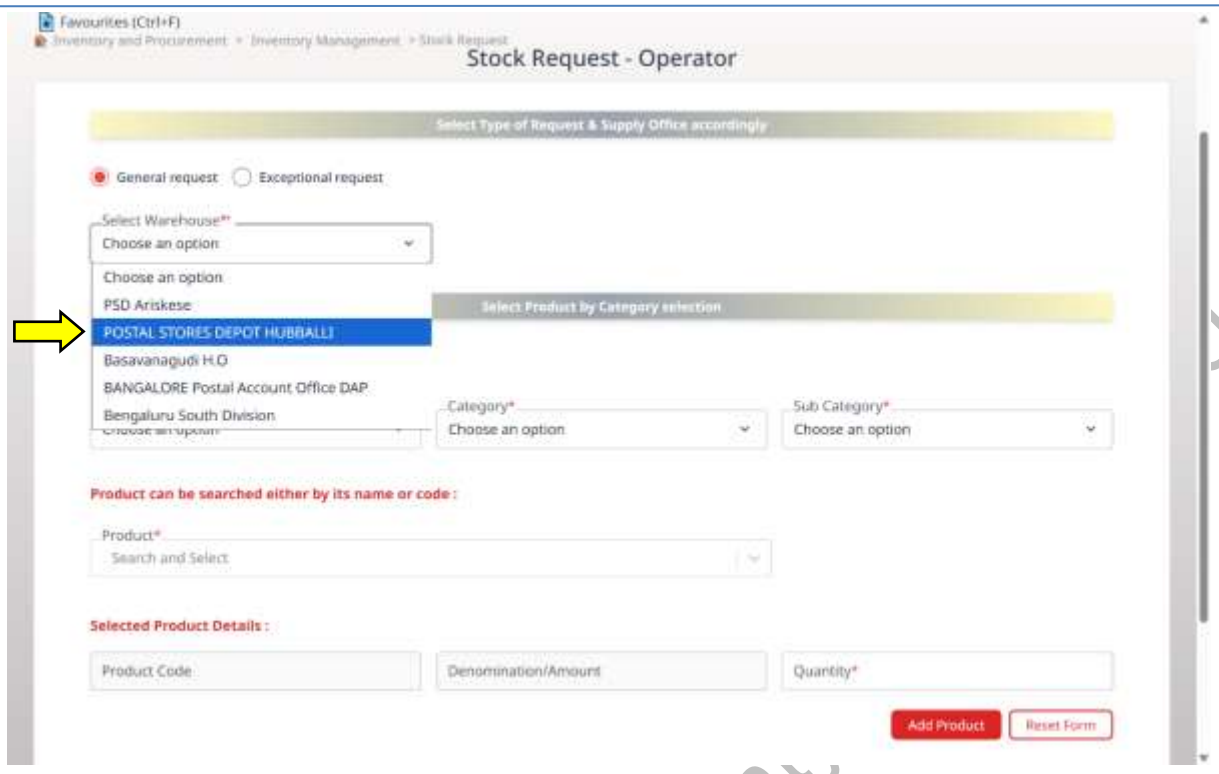
- Inventory and
- Procurement

Click on 'Inventory' sub-card.



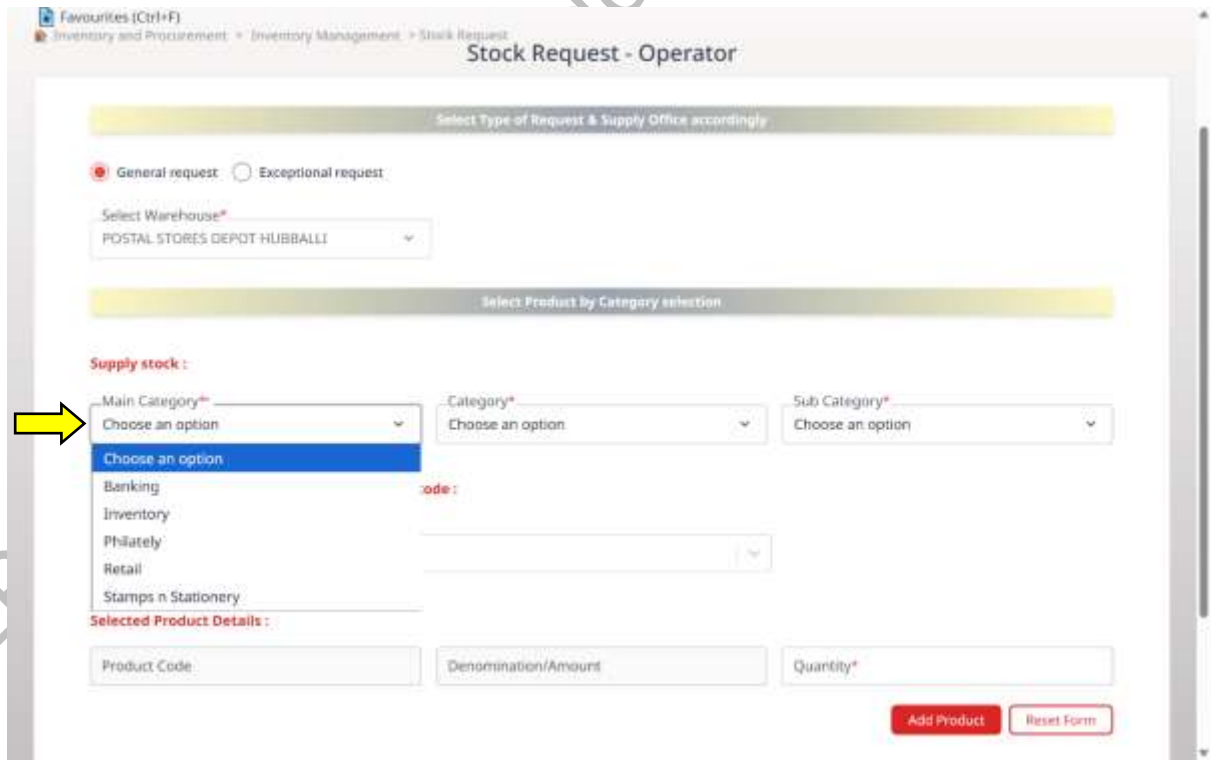
Upon clicking the 'Inventory' sub-card, navigate to 'Raise Indent-Operator' option.

CEP ... ly for Internal Use

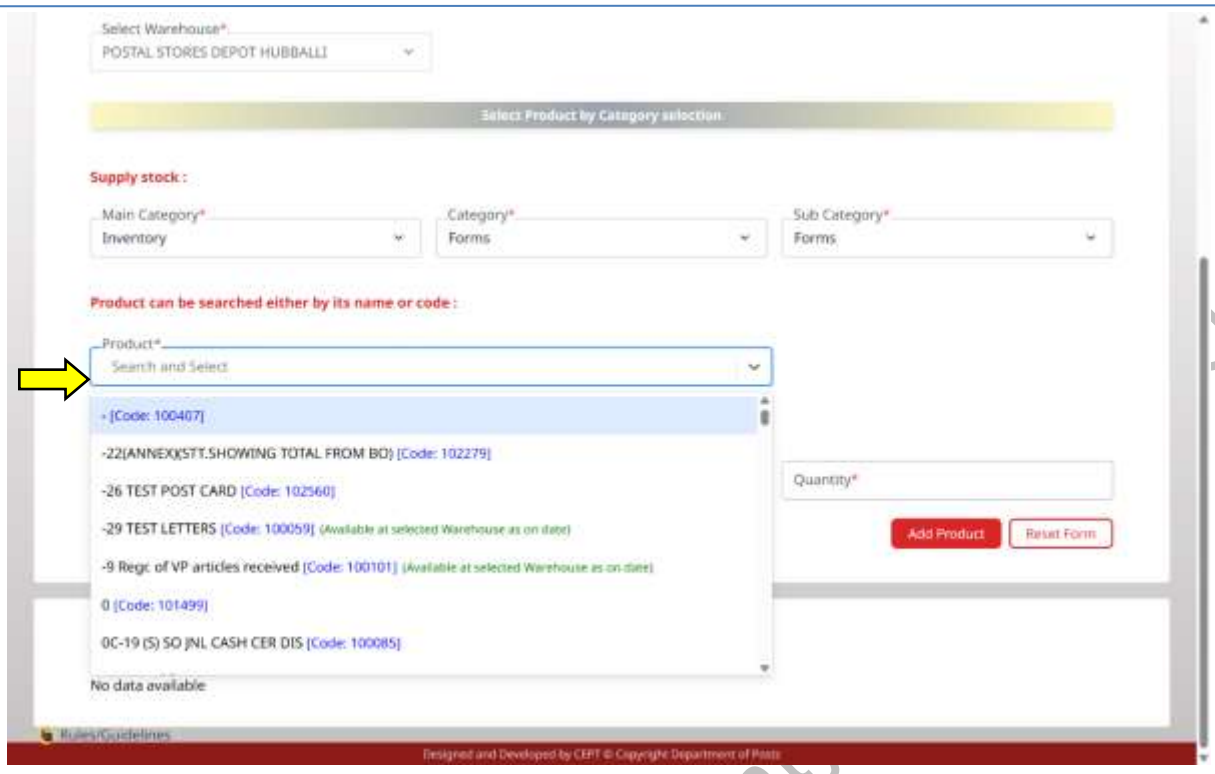


Upon clicking 'Raise Indent – Operator' option, 'Stock Request-Operator' screen will be displayed.

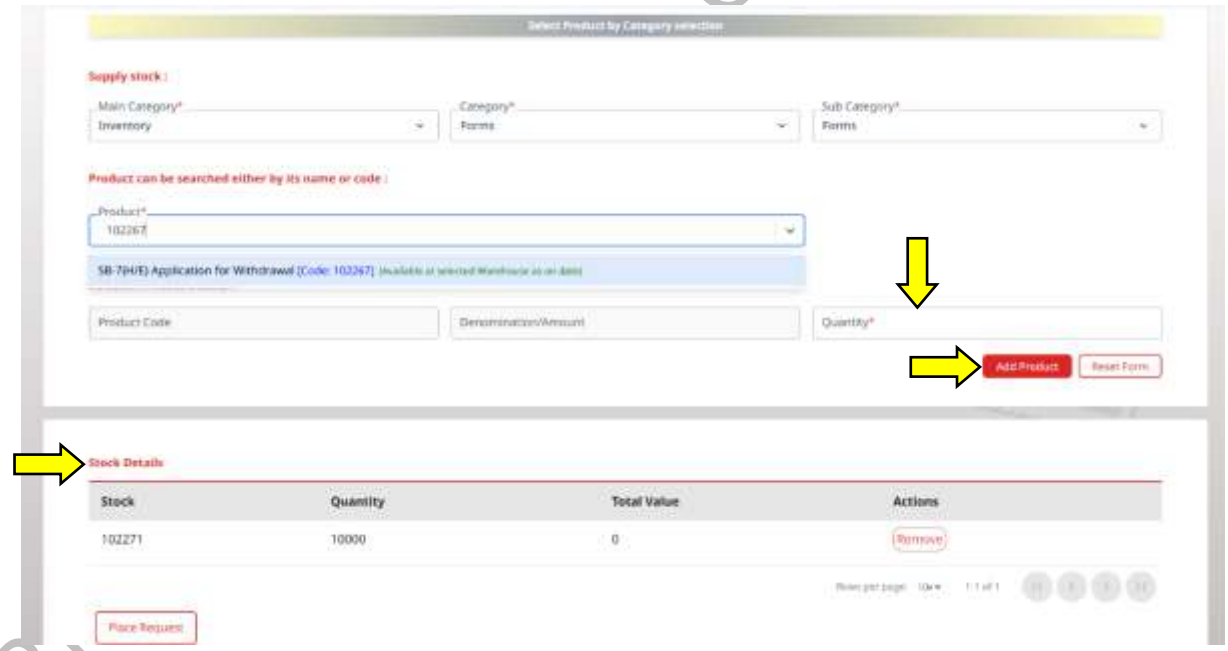
Select the respective 'Postal Stores Depot' from the 'Warehouse' drop-down.



Select the 'Main Category', 'Category' and 'Sub-Category'.



Select or Search the 'Product'.



Upon selecting the 'Product', Enter the 'Quantity'.
Click on 'Add Product' button.
Upon clicking the 'Add Product' button, the product selected will be displayed under Stock Details.

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Click on 'Place Request' button.

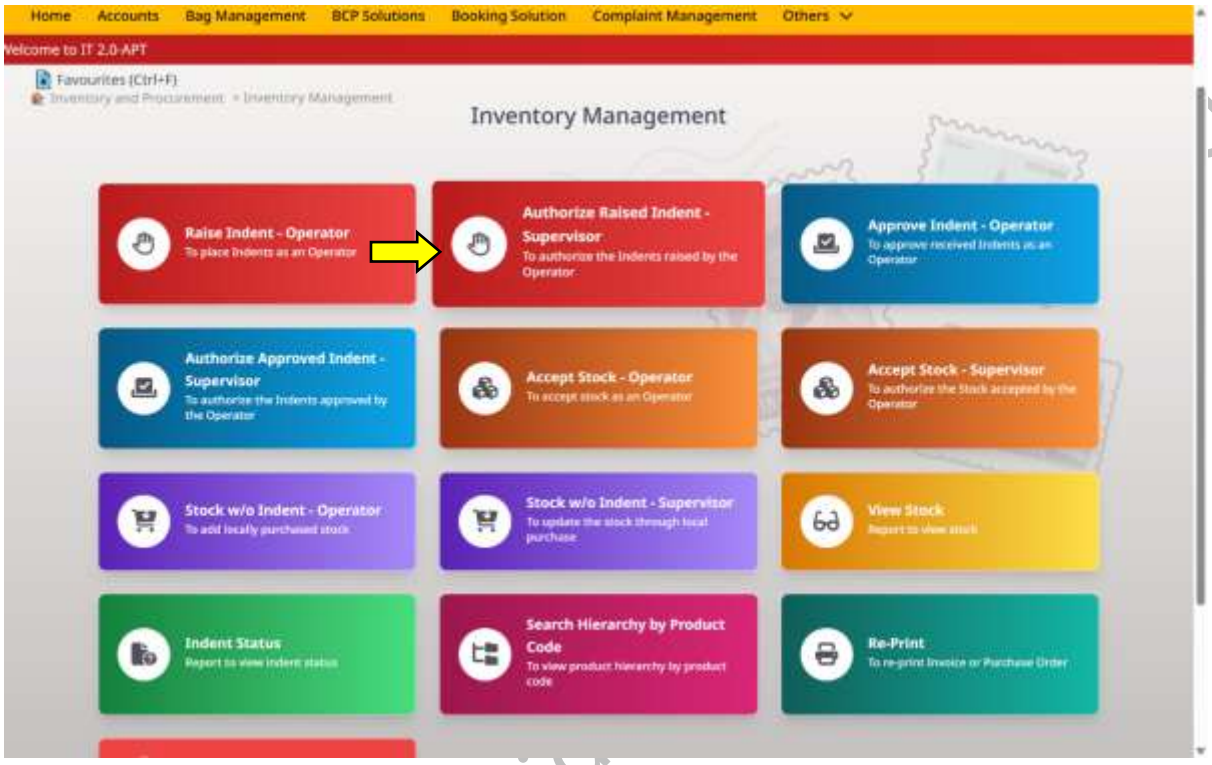


Upon clicking the 'Place Request' button, the 'Request has been placed against the ID' message will be displayed.

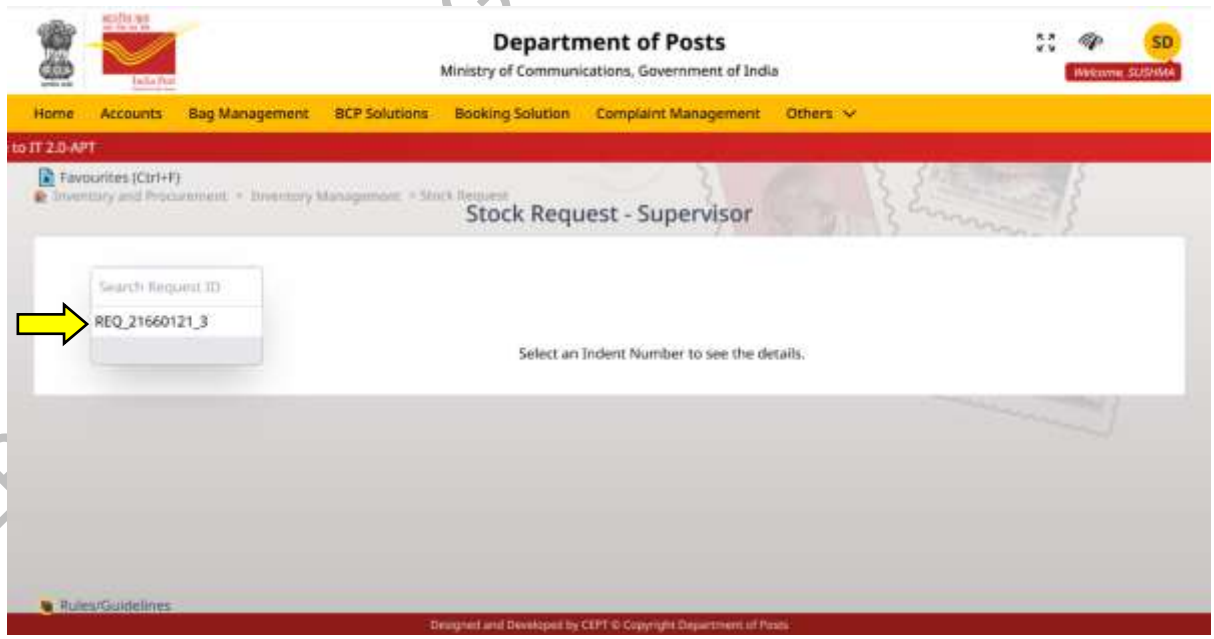
CEPT Operational Use

7.1.2 Supervisor

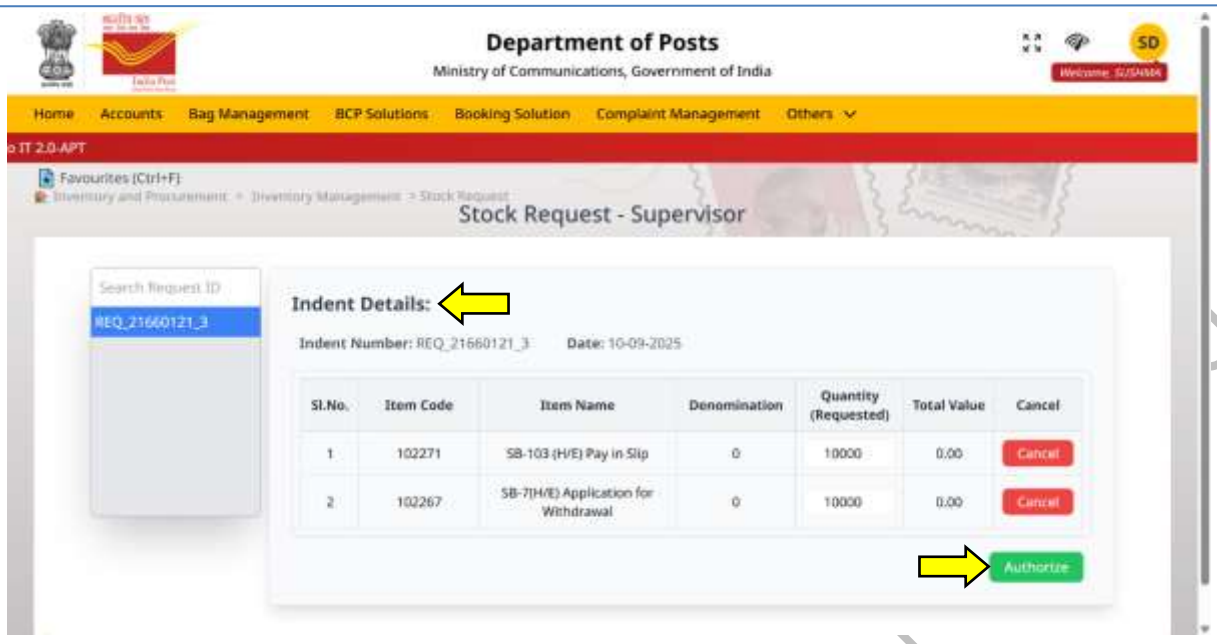
Upon creation of the Indent by the Operator, the Supervisor needs to Authorize or Verify the Indent through 'Authorize Raised Indent-Supervisor' option.



Click on 'Authorize Raised Indent-Supervisor' option.



By selecting the 'Authorize Raised Indent' option, the system will display the all request IDs waiting for approval. The Supervisor may review the details of an indent by clicking on the respective request ID.



Upon clicking the Indent, Indent details such as Indent Number, Date, Item Code, Item Name, Denomination, Quantity (Requested), and Total Value will be displayed.

The 'Cancel' button allows the user to cancel a specific item or the entire indent. Click the 'Authorize' button to proceed.



Upon clicking the 'Authorize' button, the 'Indent Placed Successfully' message will be displayed.

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Please Note:

The PAO itself functions as a DDO in cases where cheques are required for bank drawls and issuing other payments. The Account Current Section of the PAO is the custodian of cheque books. These are received from the Security Printing Press, Nasik, and the Account Current Section supplies them further to DDOs on receipt of indent.

While placing an indent to the PAO for cheque books, the warehouse must be selected as the respective Postal Accounts Office from the DDO. The remaining procedure shall be followed as laid down in indexes 7.1.1 and 7.1.2.

7.2 Stock Acceptance from PSD

Upon placing the indent, it will be routed to the respective Postal Stores Depot (PSD). The PSD will process the indent and supply the materials, subject to stock availability. Once the indent is processed by the PSD, the supplied stock must be accepted by the indent-raising office or the respective PAO.

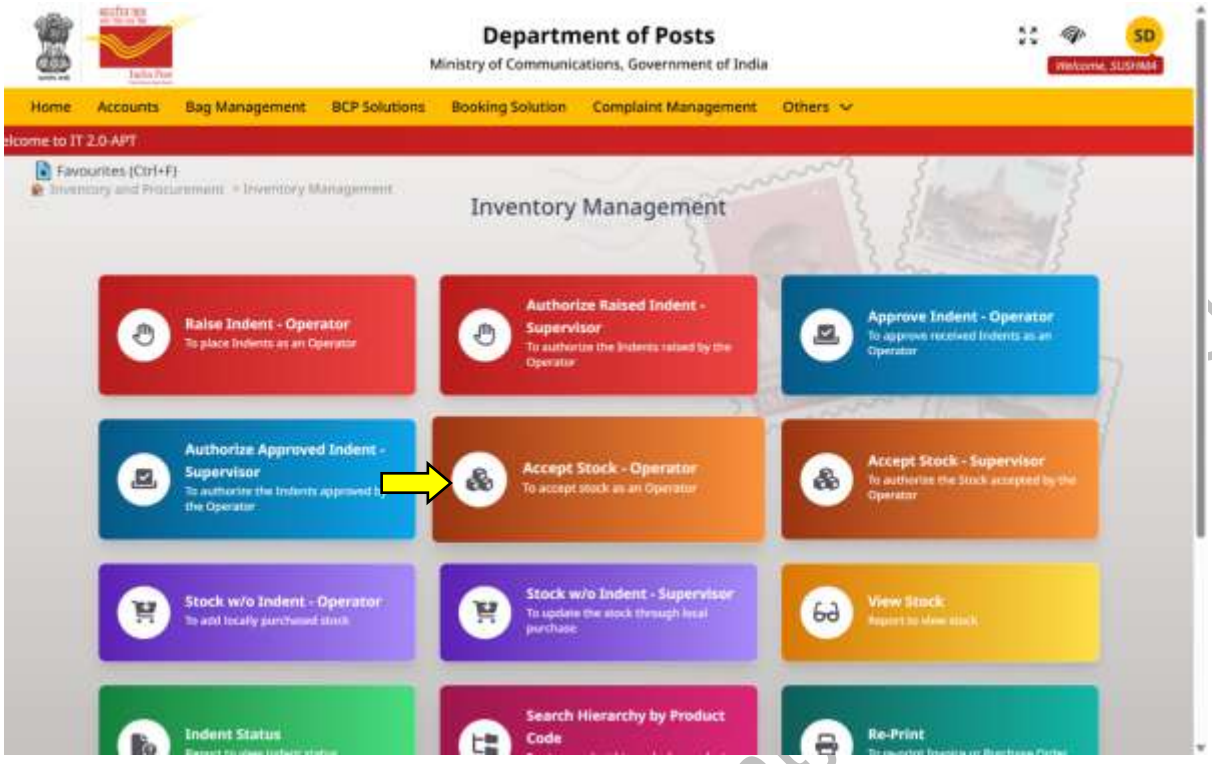
7.2.1 Operator

For accepting the Stock user needs to navigate to the Option 'Accept Stock-Operator' under Inventory sub-card.

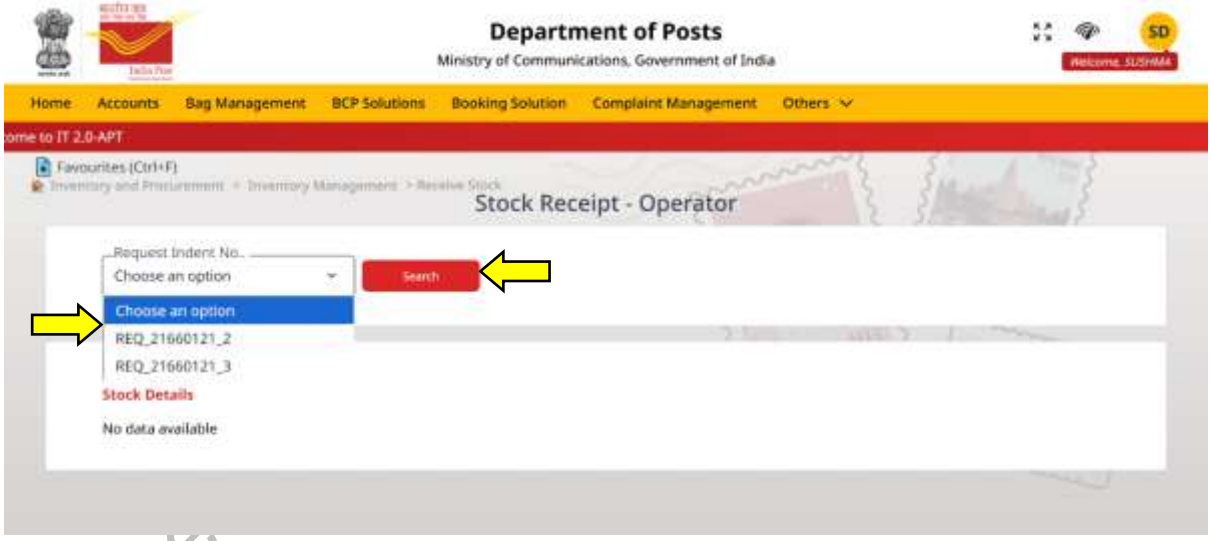


Click on 'Inventory' sub-card.

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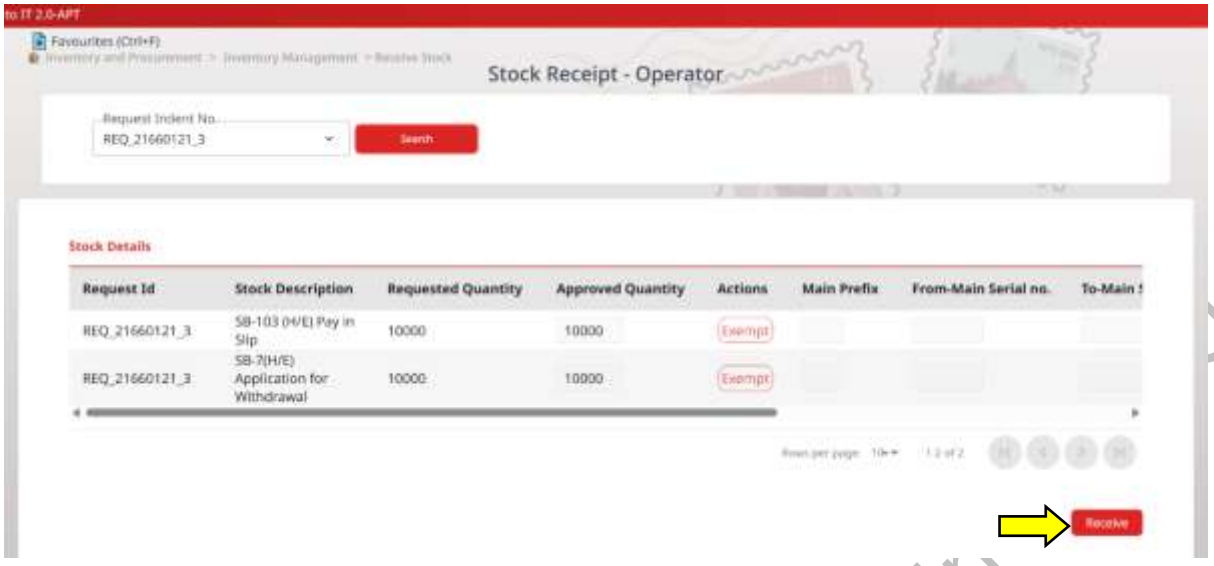


Navigate to 'Accept Stock-Operator' option.

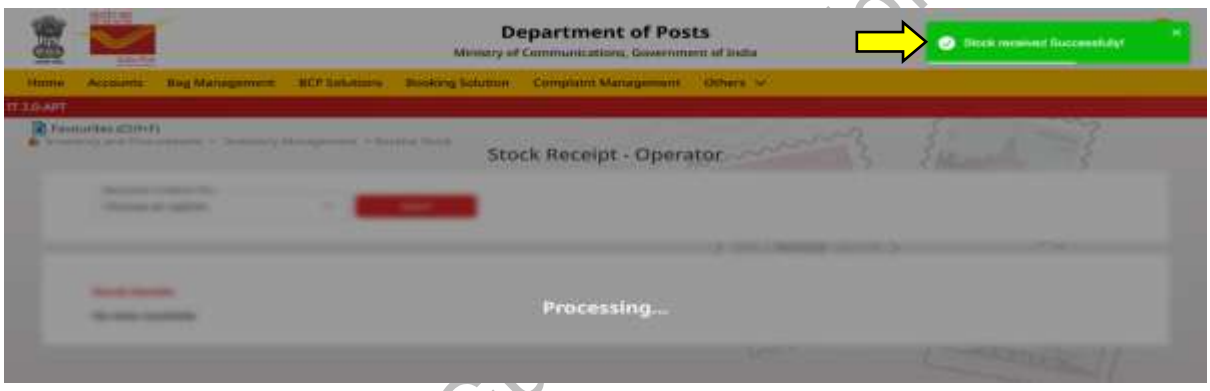


Upon clicking the ''Accept Stock-Operator' option, the user needs to select the Indent Number from the 'Request Indent No.' drop-down and Click on 'Search' button.

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Upon clicking the 'Search' button, application displays the 'Stock Details'.
Click on 'Receive' button.



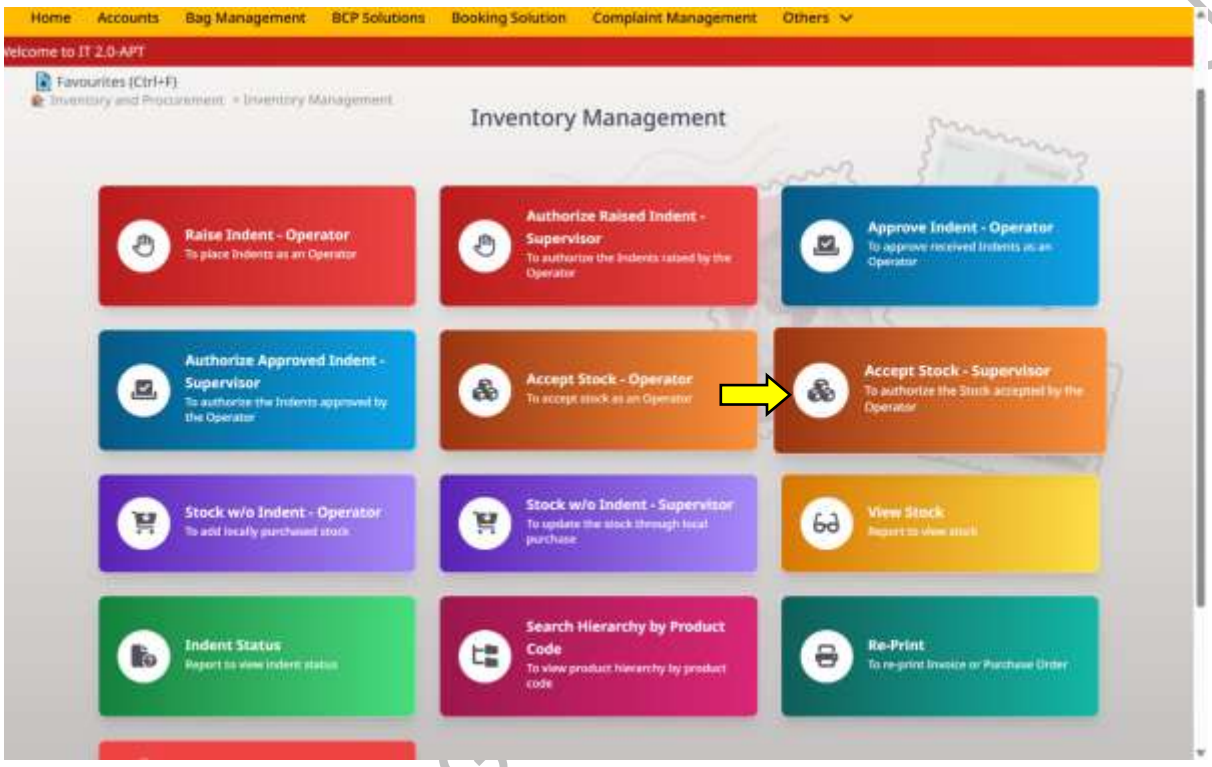
Upon clicking the 'Receive' button, the 'Stock Received Successfully' message will be displayed.

CEPT Operational Guide for Internal Use

7.2.2 Supervisor

After the stock under the indent is accepted at the Operator level, it must be verified by the Supervisor.

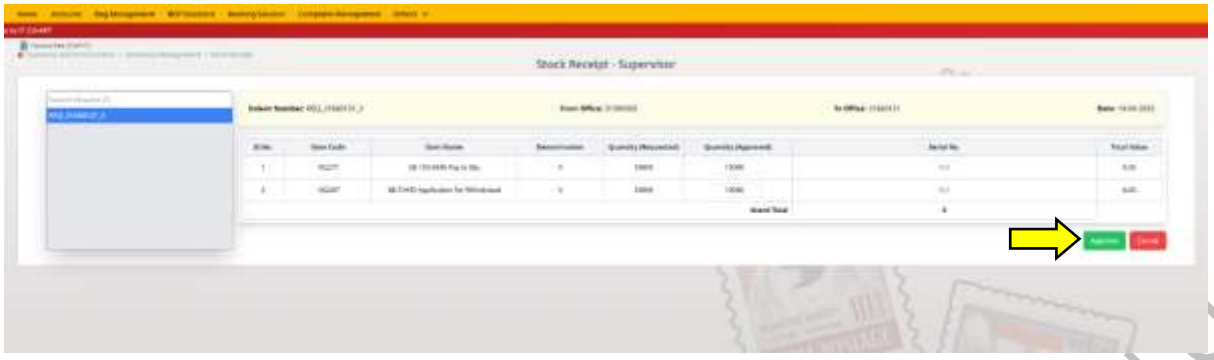
For verification of the Stock, the user needs to navigate to 'Accept Stock-Supervisor' option available under 'Inventory' sub-card.



Click on 'Accept Stock-Supervisor' option.

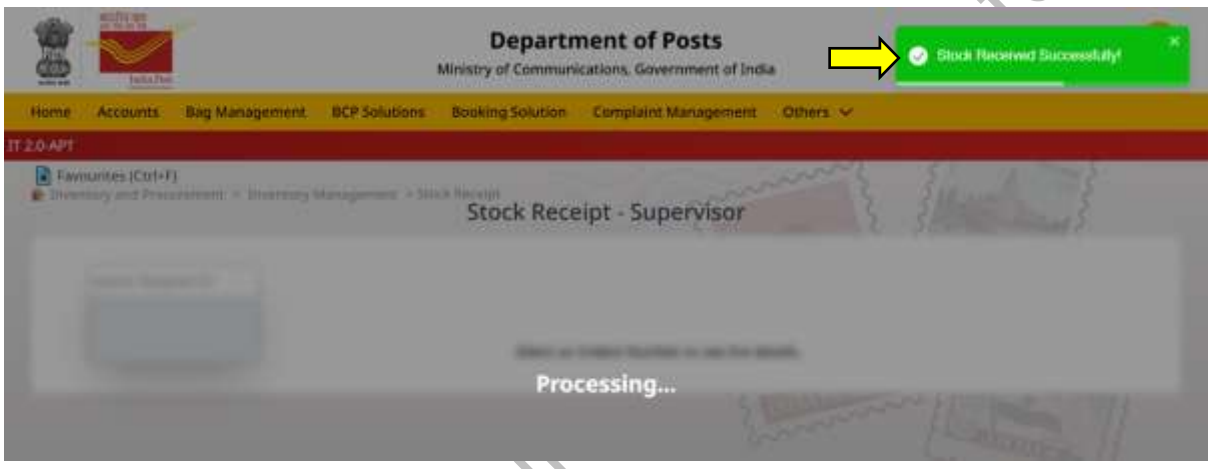


Select the 'Request ID'.



Upon selecting the 'Request ID', the application displays the indent details that have been accepted by the Operator.

Click on 'Approve' button.



Upon clicking the 'Approve' button, 'Stock Received Successfully' message will be displayed.

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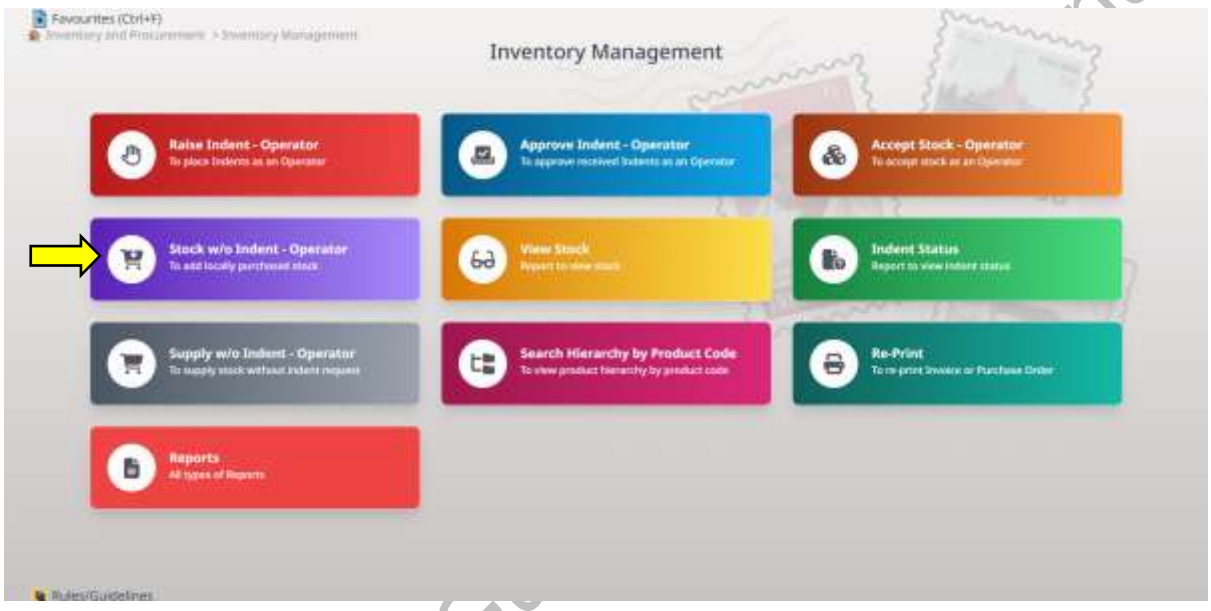
7.3 Receipt of Stocks through Local Purchase

The PAO is responsible for supplying Postmaster Drawl Cheque Books to all DDOs under its jurisdiction. These cheque books are procured by the PAO directly from the Security Printing Press, Nasik.

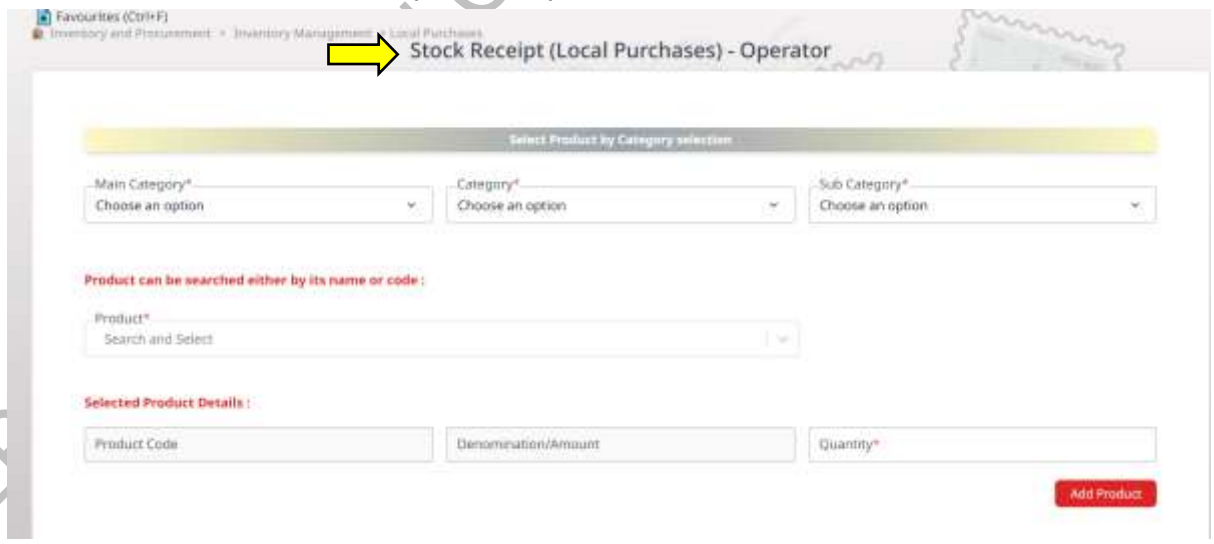
At present, Postmaster Drawl Cheque Books are procured from the PAO using the 'Stock W/o Indent' option available under the Inventory sub-card.

7.3.1 Operator-Indent Creation

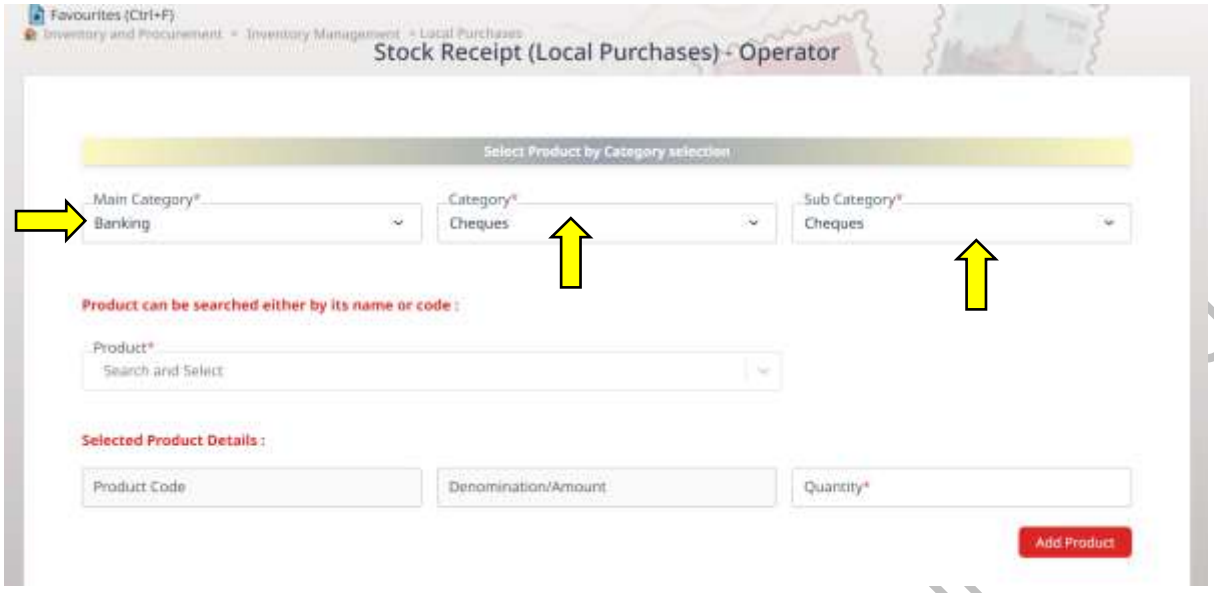
The Operator should raise the Indent through the 'Stock W/o Indent-Operator' Option available under Inventory sub-card.



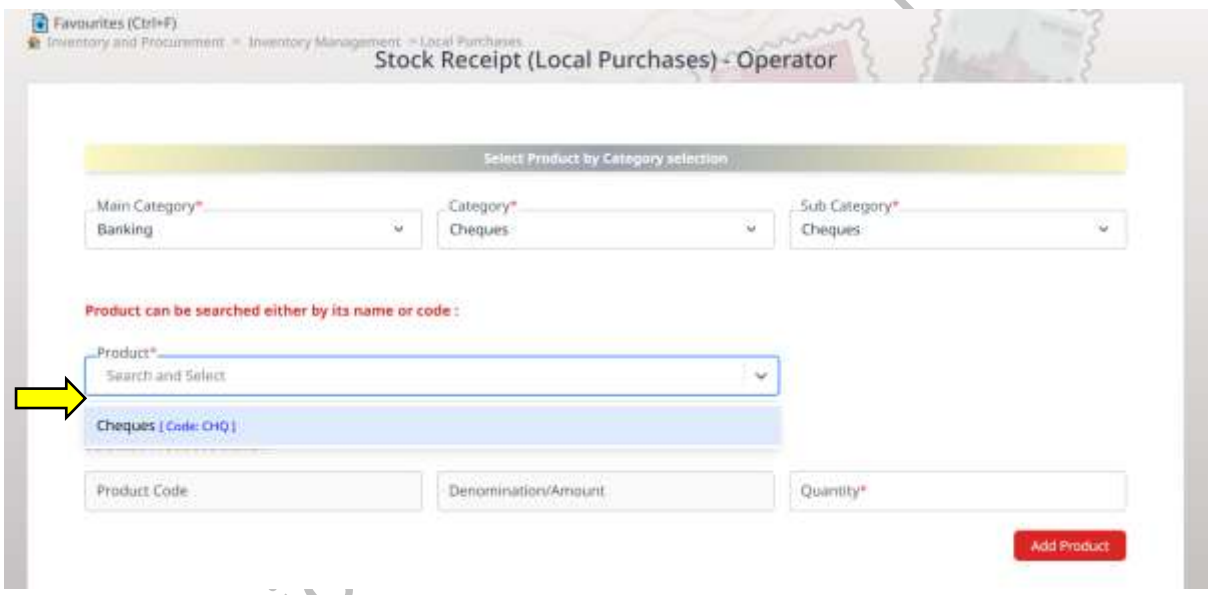
Click on 'Stock W/o Indent- Operator' option.



The 'Stock Receipt(Local Purchases)-Operator' screen will be displayed.

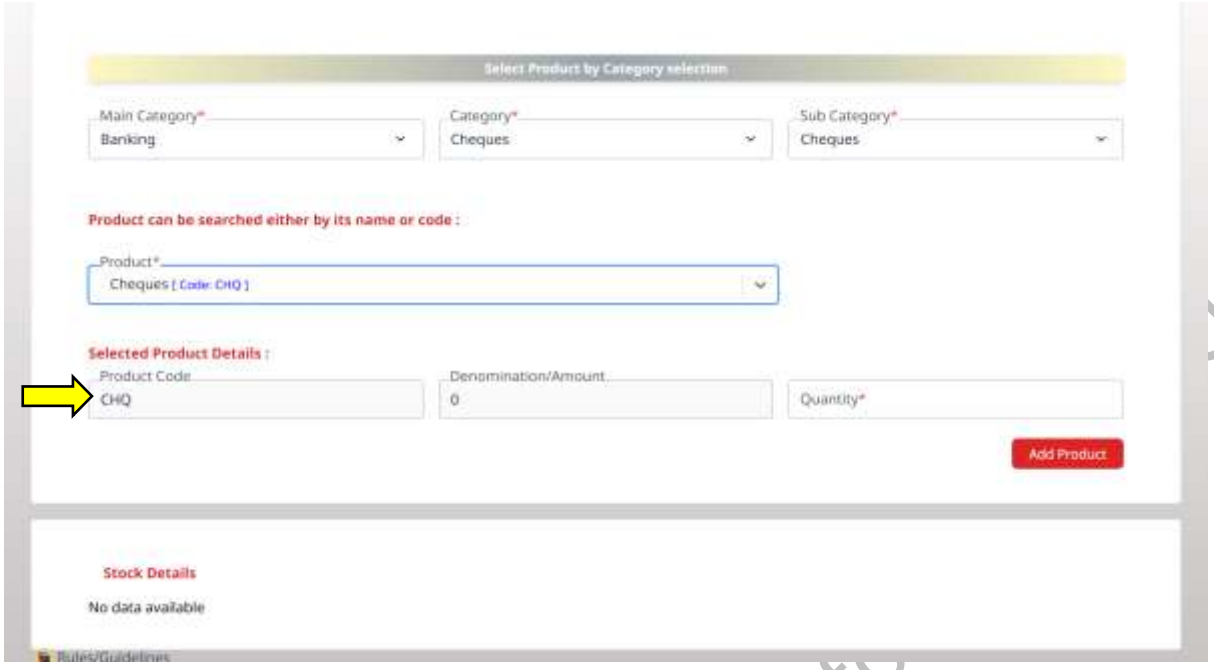


Select the 'Main Category', 'Category' and 'Sub-Category'.

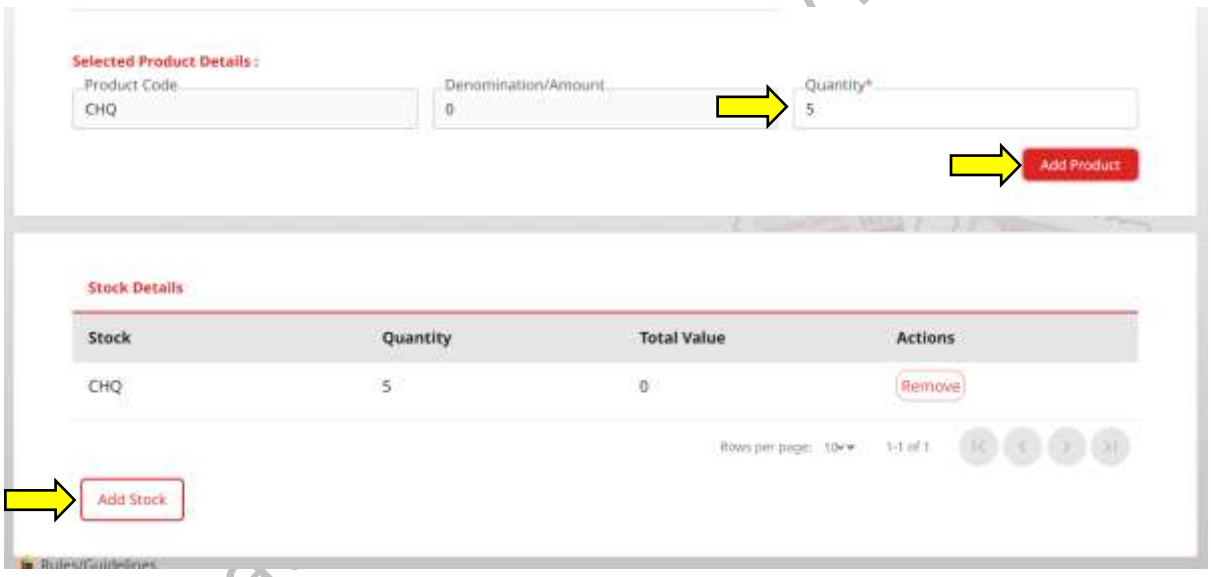


Based on the 'Sub-Category' selected, the 'Product' drop-down will be enabled with respective 'Products' along with 'Product Code'.

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Select the 'Product Code'.

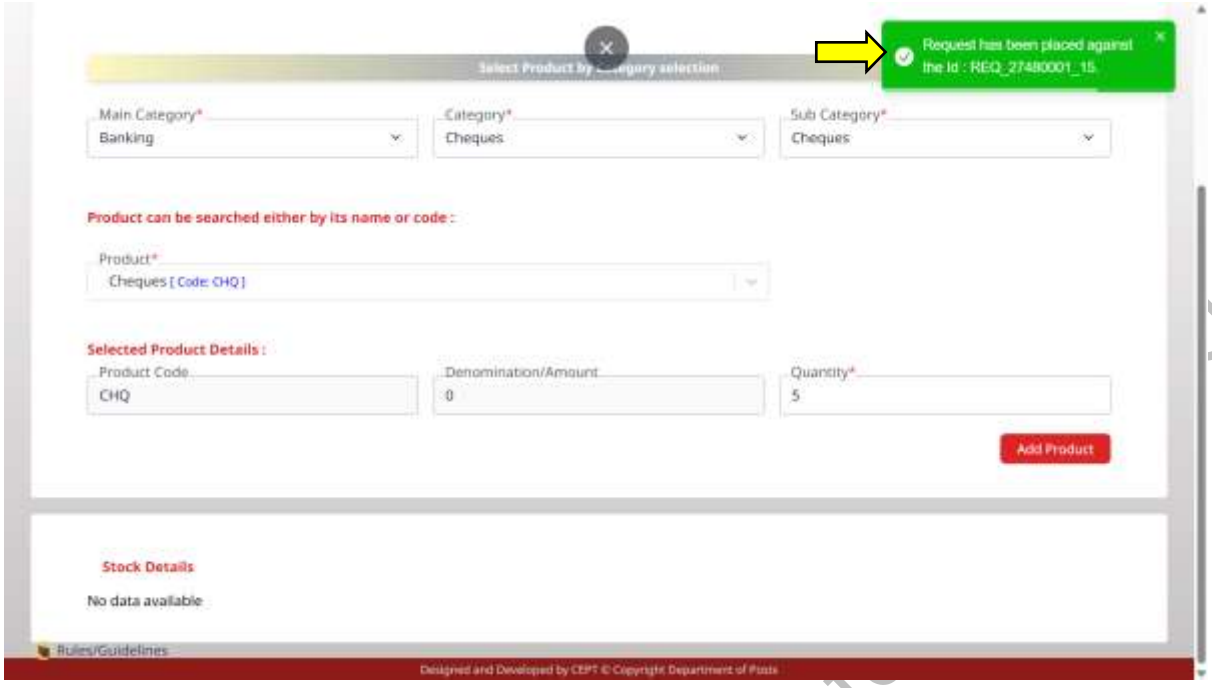


Enter the 'Quantity' and Click on 'Add Product' button.

Upon clicking the 'Add Product', 'Stock Details' will be displayed.

Click on 'Add Stock' button.

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Upon clicking the 'Add Stock' button, 'Request ID will be generated'.

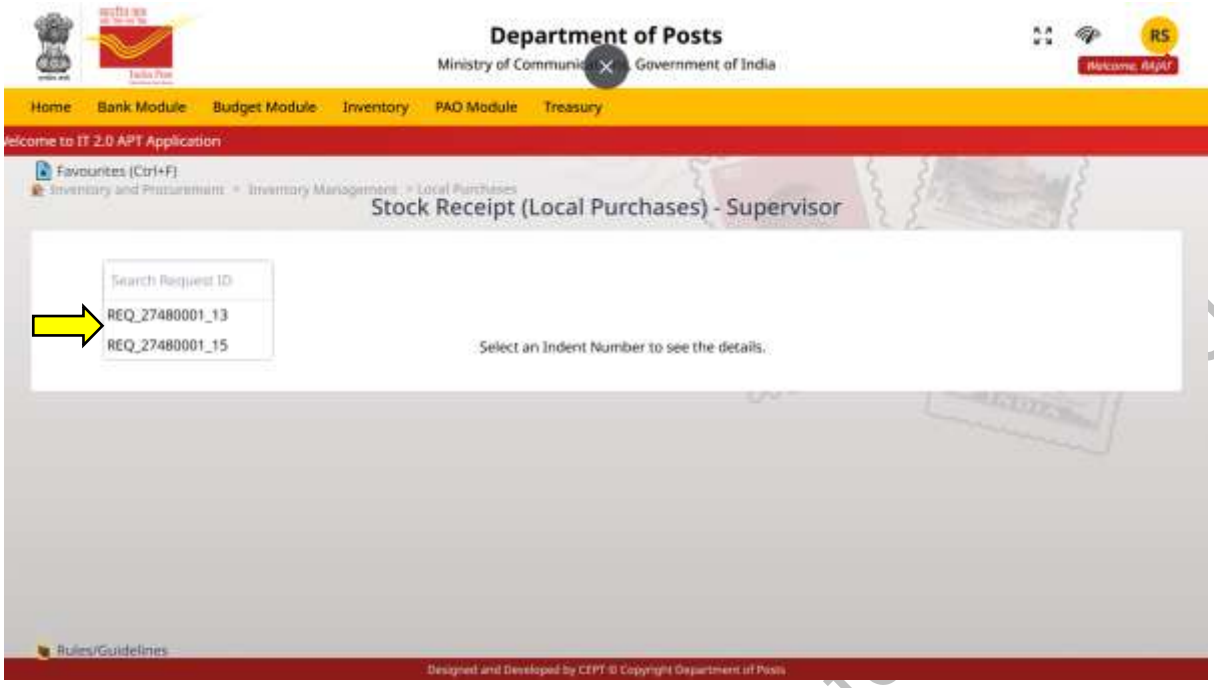
7.3.2 Supervisor-Created Indent Verification

Upon creation of the Indent Request by the Operator, the Supervisor needs to verify the Request in 'Stock W/o Indent-Supervisor' option.

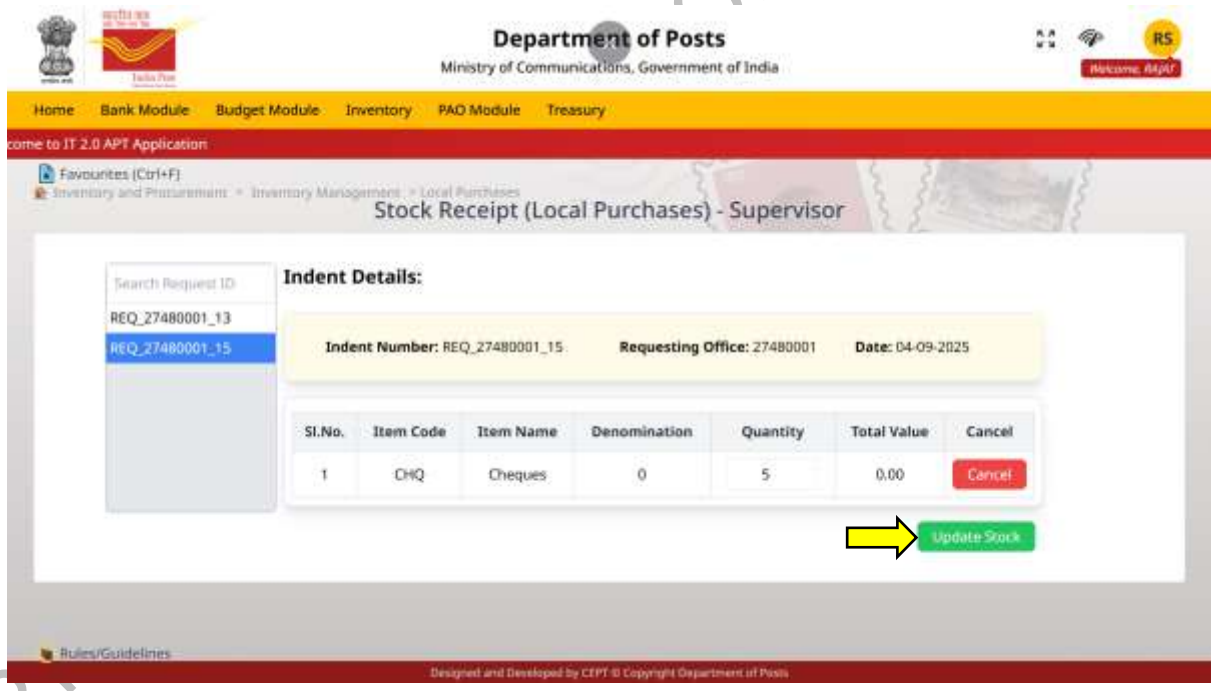


Click 'Stock W/o Indent-Supervisor' option.

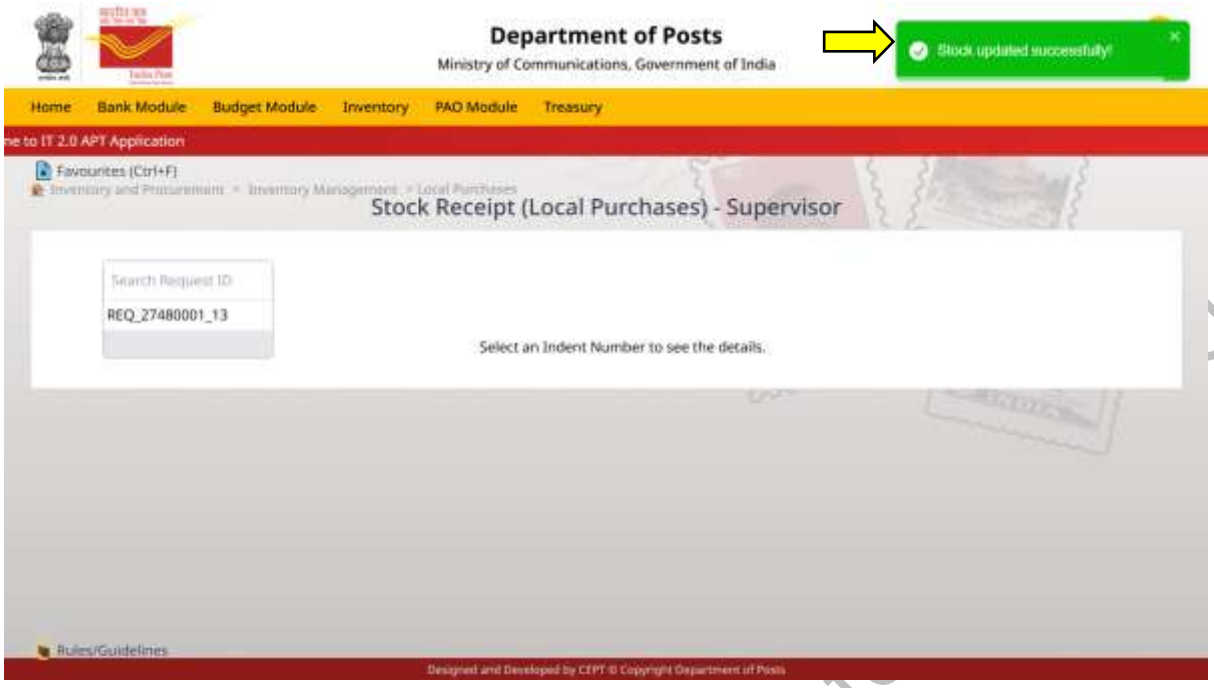
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Upon clicking the 'Stock W/o Indent-Supervisor' option.
Select the 'Request ID' that requires verification.



Upon clicking the 'Request ID', Indent Details will be displayed.
Click on 'Update Stock' button.



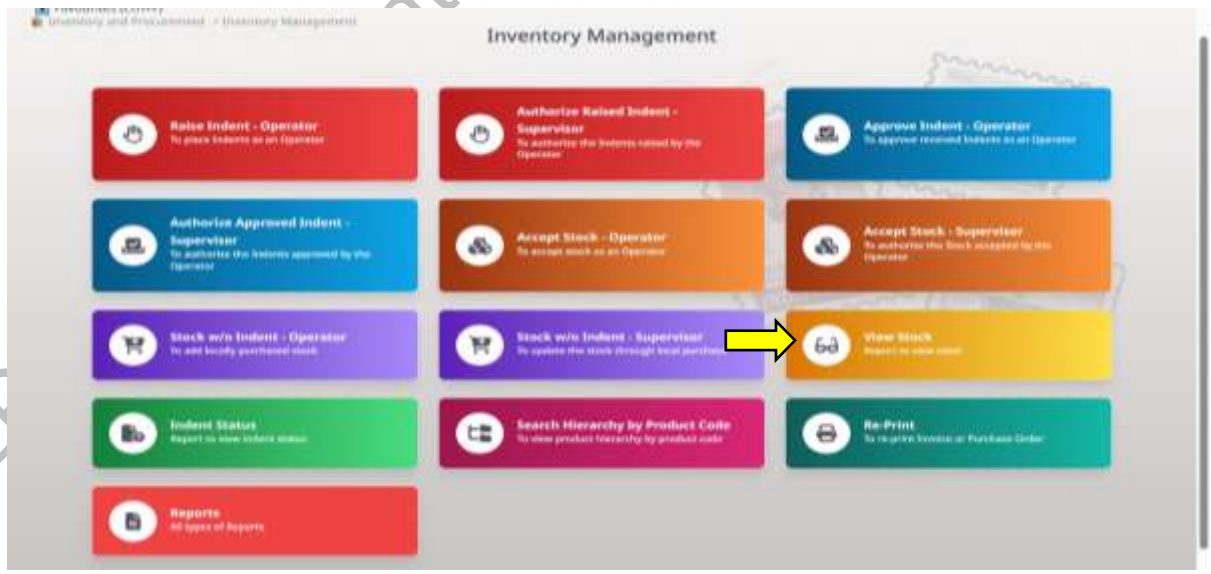
Upon clicking the 'Update Stock' button, the 'Stock Updated Successfully' message will be displayed.

The Supervisor or Operator can check the Stock Availability in the 'View Stock' option.

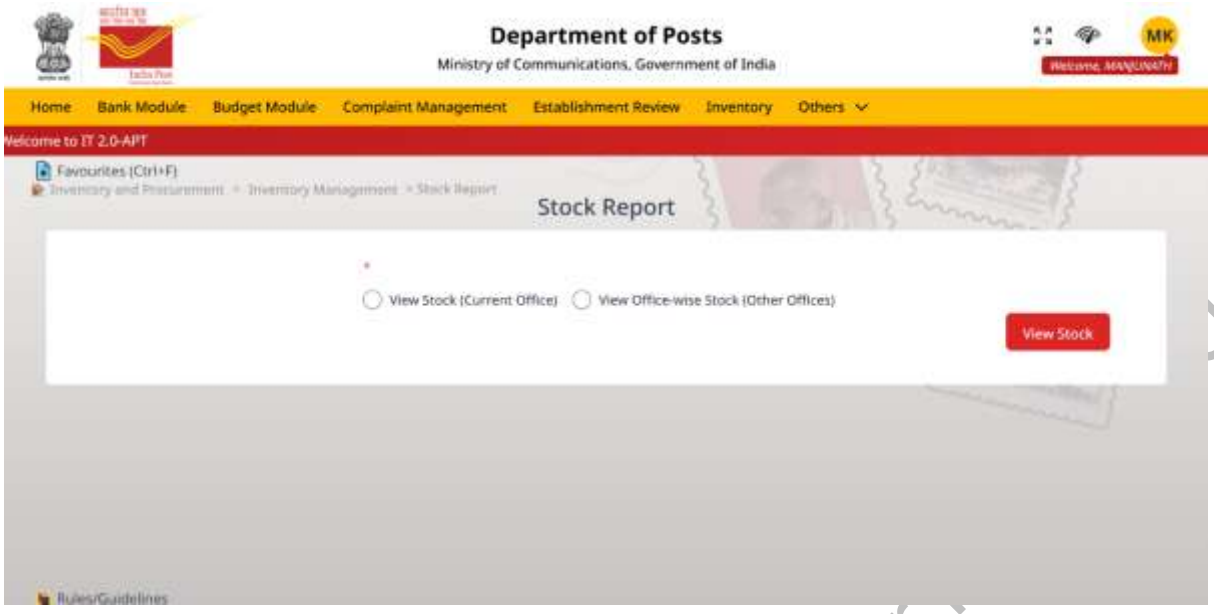
7.4 View Stock

The **'View Stock'** option displays a comprehensive report of the availability of various stocks and inventories for each office.

The 'View Stock' option is accessible to both the Operator and the Supervisor.



Click on 'View Stock' option.

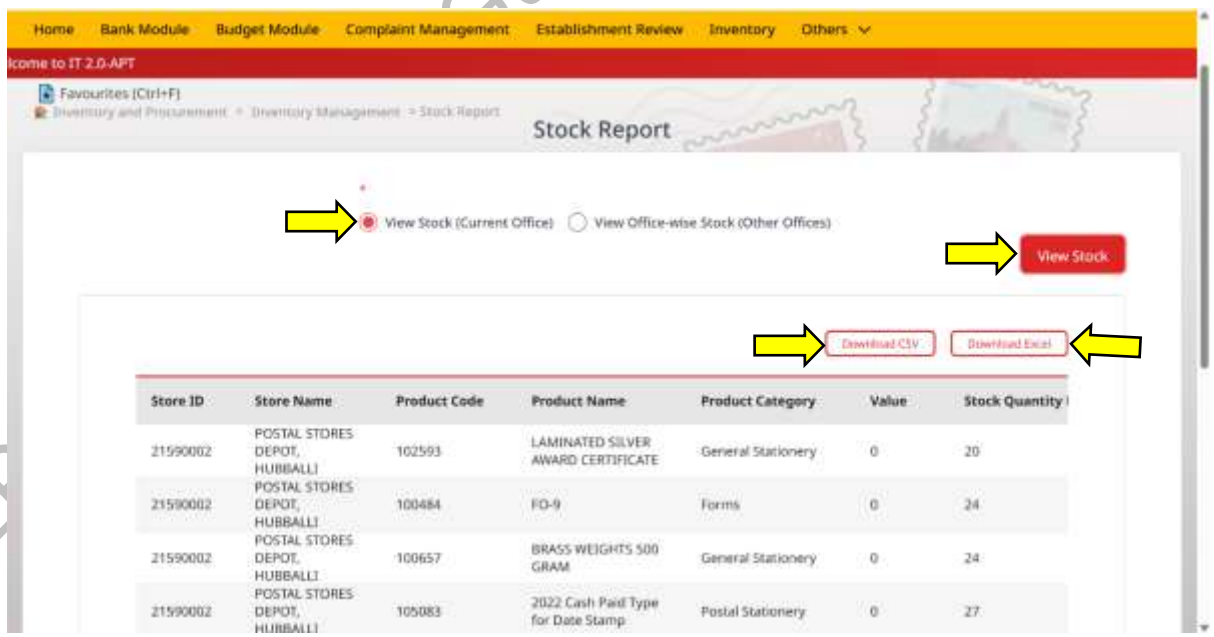


Upon clicking the 'View Stock' option, 'Stock report' screen will be displayed in which the screen is configured with two radio buttons, namely,

- View Stock (Current Office)
- View Office-Wise Stock (Other Offices)

7.4.1 View Stock (Current Office)

The 'View Stock (Current Office)' option provides detailed information on the stock availability for the current office or its own office inventory.



Click 'View Stock (Current Office)' radio-button.

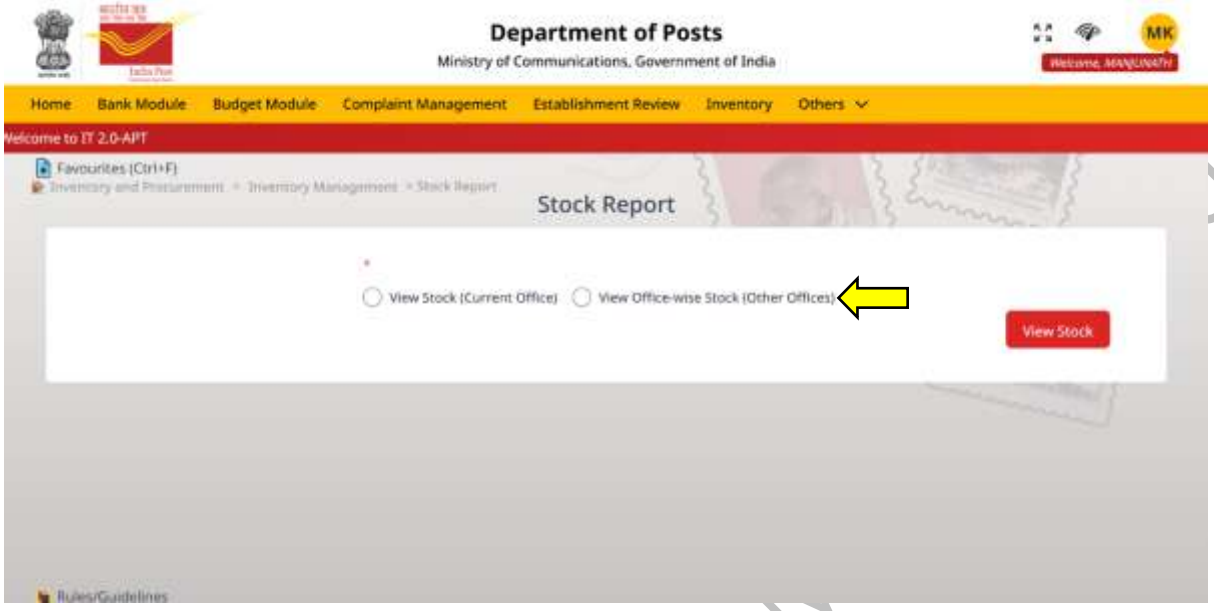
Click 'View Stock' button.

Application displays stock details where the user can download the reports in CSV and Excel format.

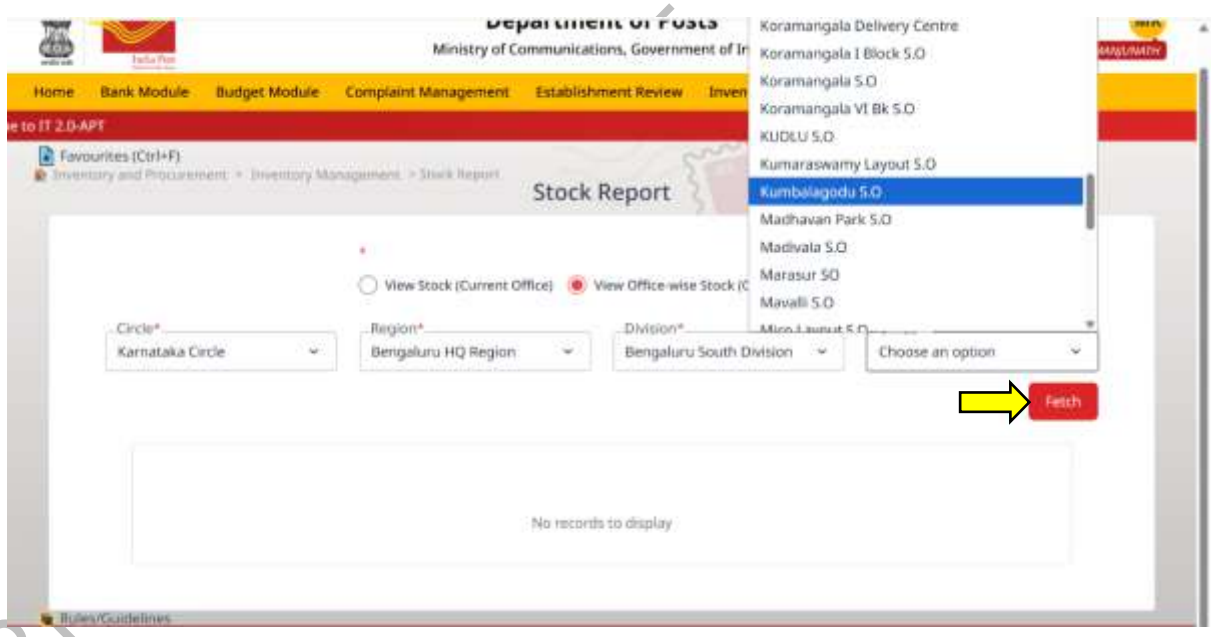
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7.4.2 View Office-Wise Stock (Other Offices)

The 'View Office-Wise Stock (Other Offices)' option provides detailed information on stock availability across other offices.



Click ''View Office-Wise Stock (Other Offices)' radio-button.

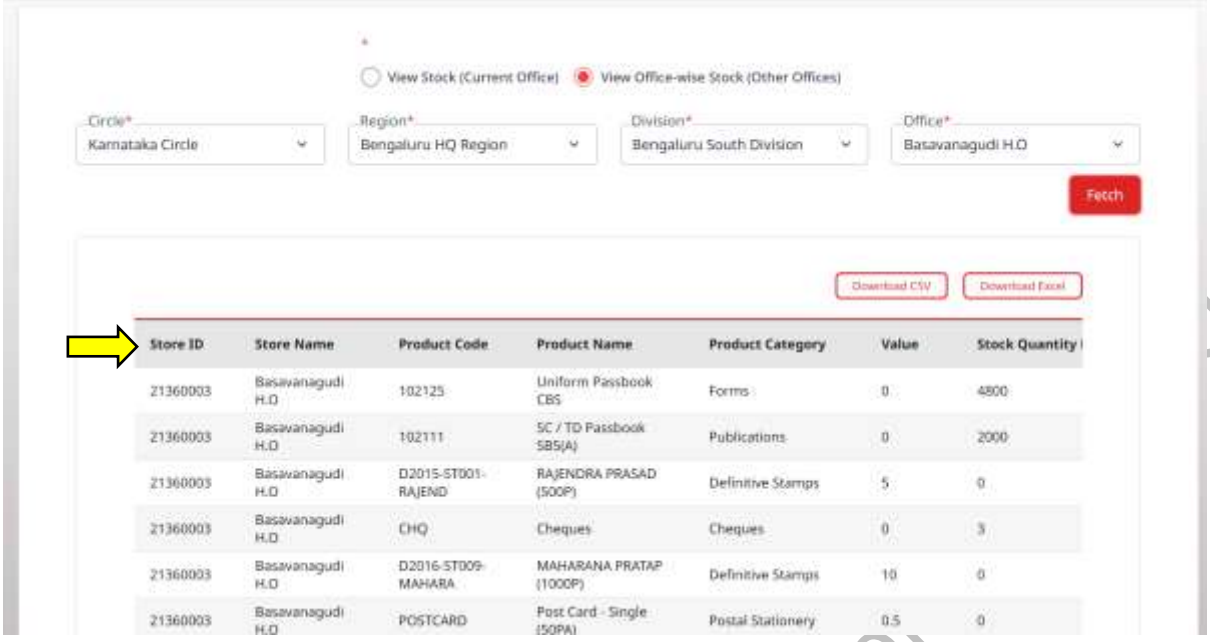


Currently, the user can view the stock of materials for any office, regardless of the Circle.

Select the 'Circle', 'Region', 'Division' and 'Office'.

Click 'Fetch' button.

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Upon clicking the 'Fetch' button, application displays the stock details of the selected office.

7.5 Supply of Postmaster Drawl Cheque Book to POs

The PAOs are responsible for supplying Drawl Cheque Books to Post Offices authorized to draw cheques, provided that the Post Offices have submitted the requisite indent to the respective PAO.

For illustrative purposes, the Post Office has submitted an indent, which is to be processed by the PAO.

The detailed procedure is explained in the following sub-indexes.

7.5.1 Approving of PO Indent by Operator

Upon receipt of the PO Indent, the Indent should be approved by the PAO Operator.

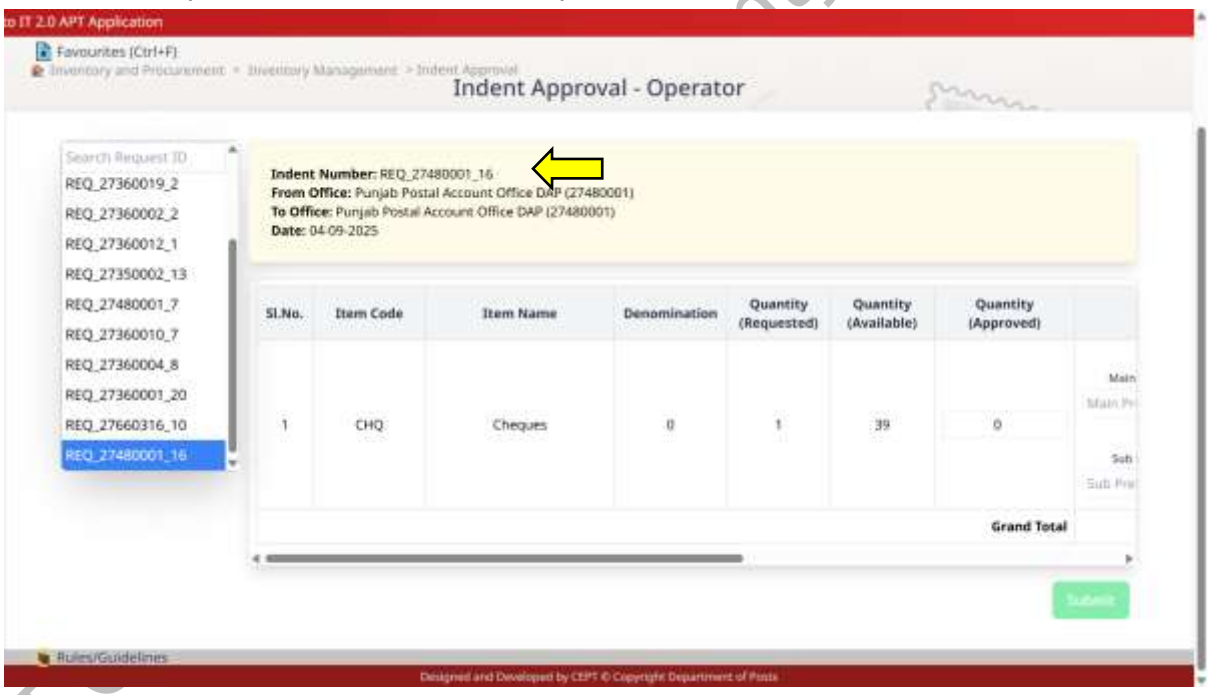


Click on 'Inventory' sub card and navigate to 'Approve Indent-Operator' option.

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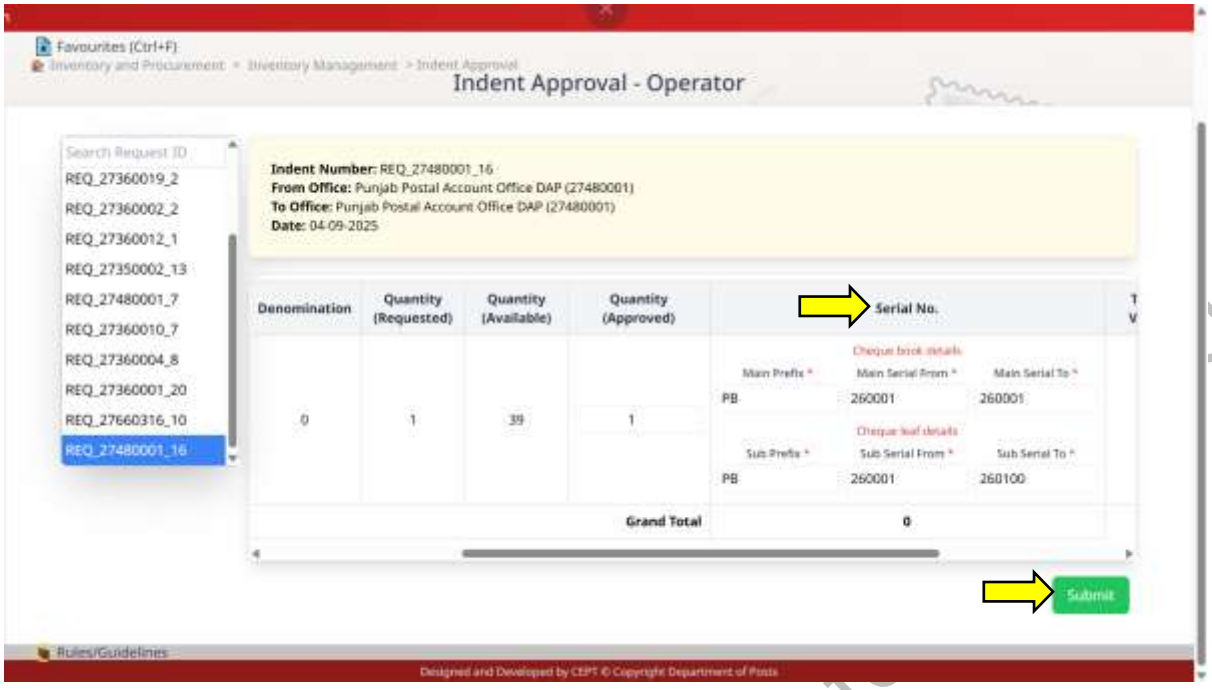


Select the request or indent that is to be processed.



Upon selecting the request or indent, application displays Indent details along with the quantity available at the PAO.

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Enter the 'Quantity Approved', 'Main Prefix', 'Main Serial From' and 'Main Serial To' will auto-fetch.

Enter 'Sub Prefix', 'Sub Serial From' and 'Sub Serial To'.

Click on 'Submit' button.



Upon clicking the 'Submit' button, 'Indent submitted for approval successfully' message will be displayed.

CEPT Only for Use

7.5.2 Verification of the Approved Indent by Operator

After the PO indent is approved by the PAO Operator, the approved indent must be verified by the PAO Supervisor.



Click on 'Authorize Approved Indent-Supervisor' option.



Upon selecting the 'Stock W/O Indent – Supervisor' option, all requests approved by the PAO Operator will be displayed.

Select the Request ID that requires verification.

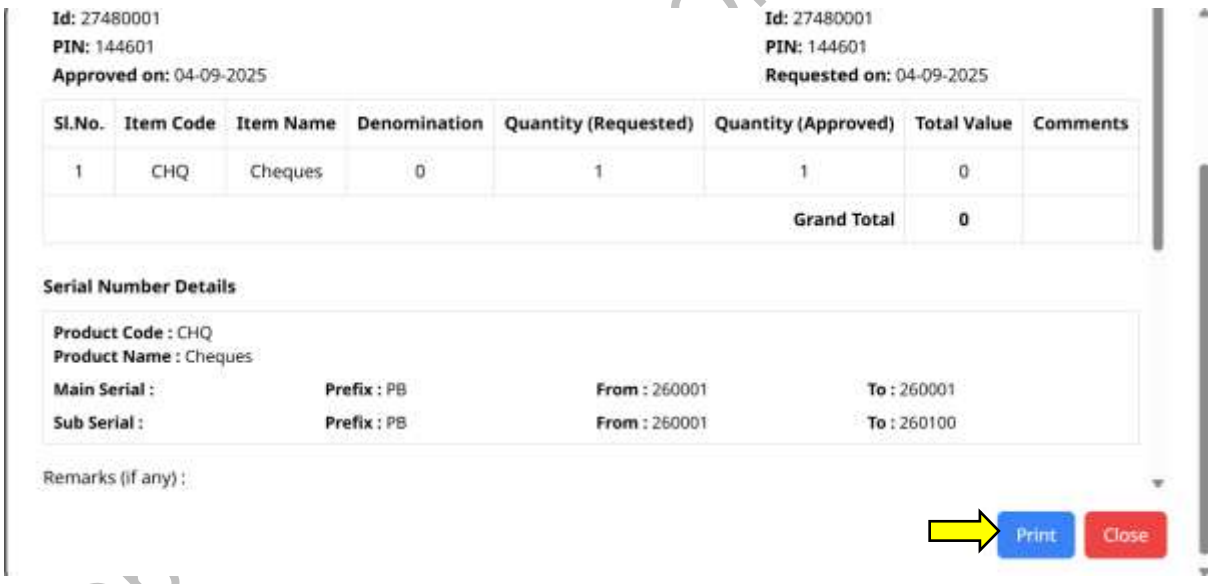
The Supervisor may modify the 'Quantity Approved' and fields under 'Serial No.' as necessary.

Click the 'Submit' button to complete the process.



Upon clicking the 'Submit' button, the 'Indent Approved Successfully' message will be displayed.

Upon verification, the application allows the user to 'Print' the Invoice.



Click on 'Print' button.

Please Note:

Upon receipt of the cheque book at the DDO, the DDO shall accept the stock in the Inventory module as laid down in Index 7.2.

After acceptance of the stock, the cheque book configuration and activation shall be carried out in accordance with the procedure prescribed in sub-index 5.6.3 and 5.6.4.

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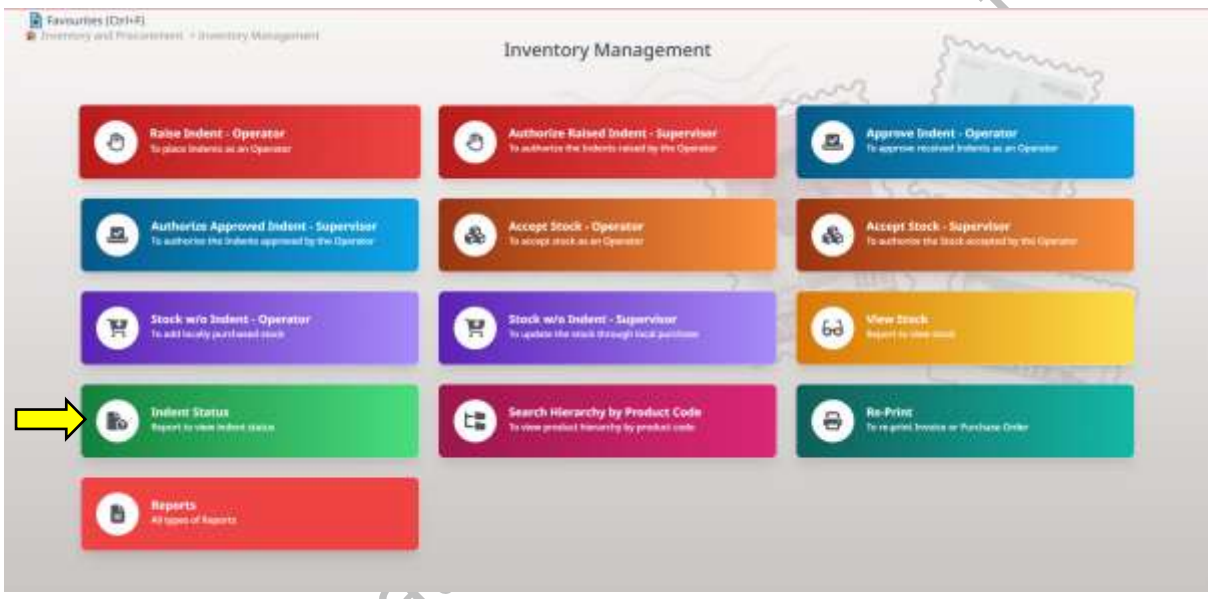
7.6 Miscellaneous options available in Inventory Sub-card

The PAO users are also provided with additional options under the Inventory sub-card, such as:

- Indent Status
- Search Hierarchy by Product Code
- Re-Print
- Reports

7.6.1 Indent Status

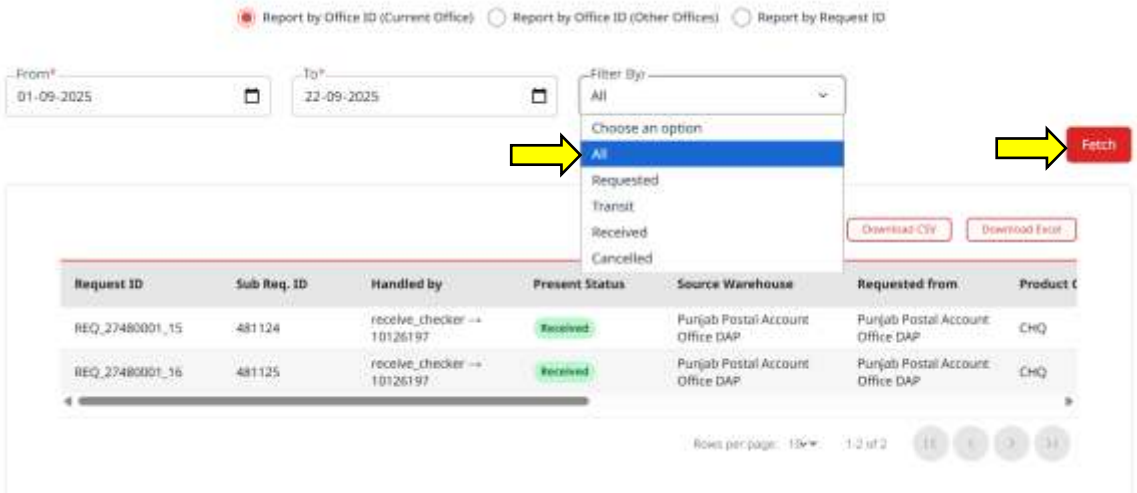
The 'Indent Status' option provides information on the status of an indent, which can be retrieved using the Current/Own Office ID, Other Office ID, or Request ID.



Click on 'Indent Status' option.

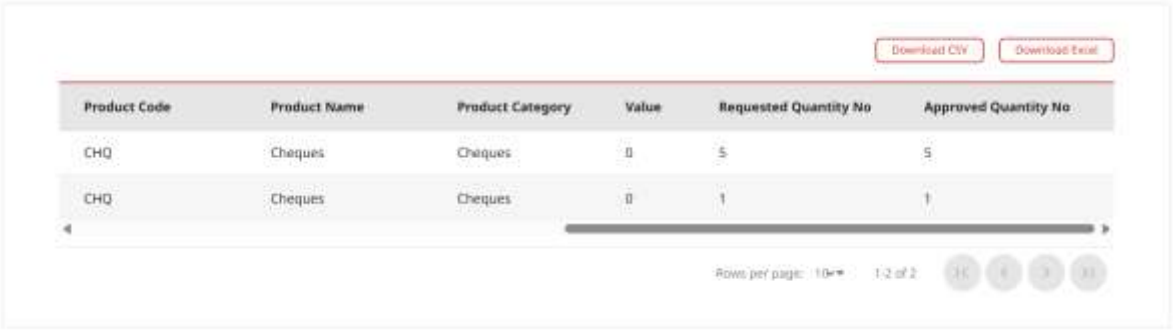
7.6.1.1 Report by Office ID (Current Office)

The 'Report by Office ID' tracks the Indent of its own offices.



Click on 'Report by Office ID (Current Office)' radio-button.

Select ‘From’ and ‘To’ Date.
Various criteria are available under the ‘Filter By’ drop-down menu.
Select any of the Criteria and Click ‘Fetch’ button.



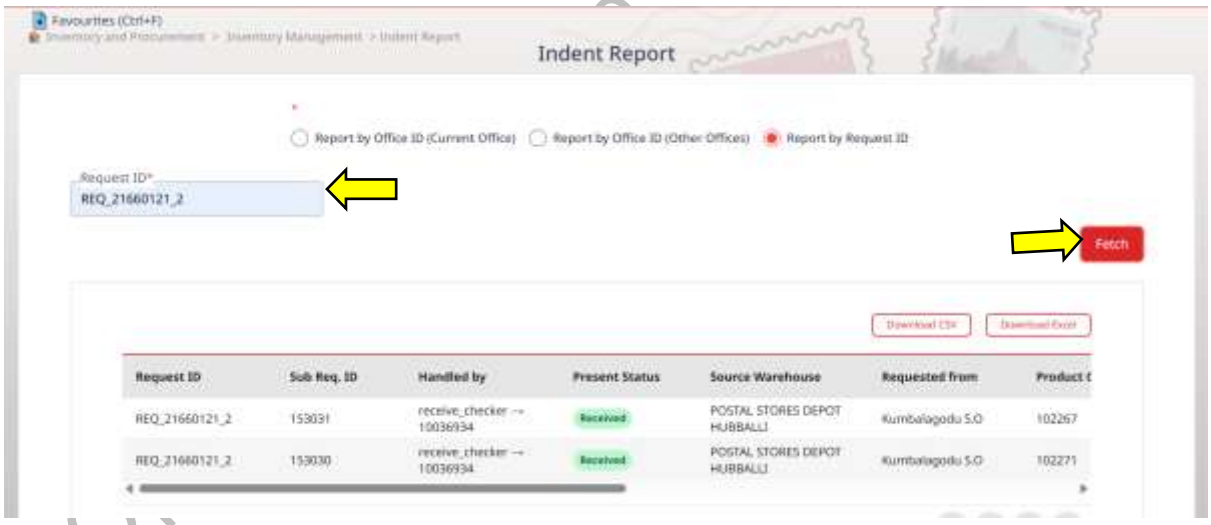
The application displays the complete indent/request details based on the date and criteria selected.

7.6.1.2 Report by Office ID (Other Offices)

The ‘Report by Office ID (Other Offices)’ radio button displays the status of indents raised by other offices for the selected date.

7.6.1.3 Report by Request ID

The ‘Report by Request ID’ radio button allows the user to view the complete details of a request by entering the corresponding Request ID or Indent ID.



Enter the ‘Request ID’ and click on ‘Fetch’ button.
The application displays the complete details of the entered Request ID.

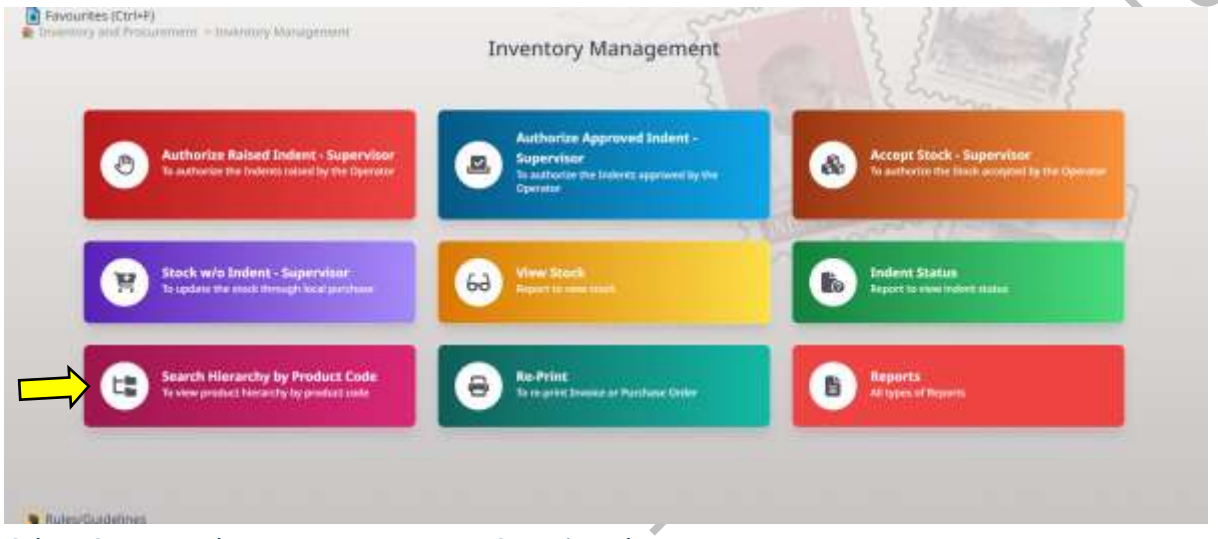
CEPT Use Only for Internal Use

7.6.2 Search Hierarchy by Product Code

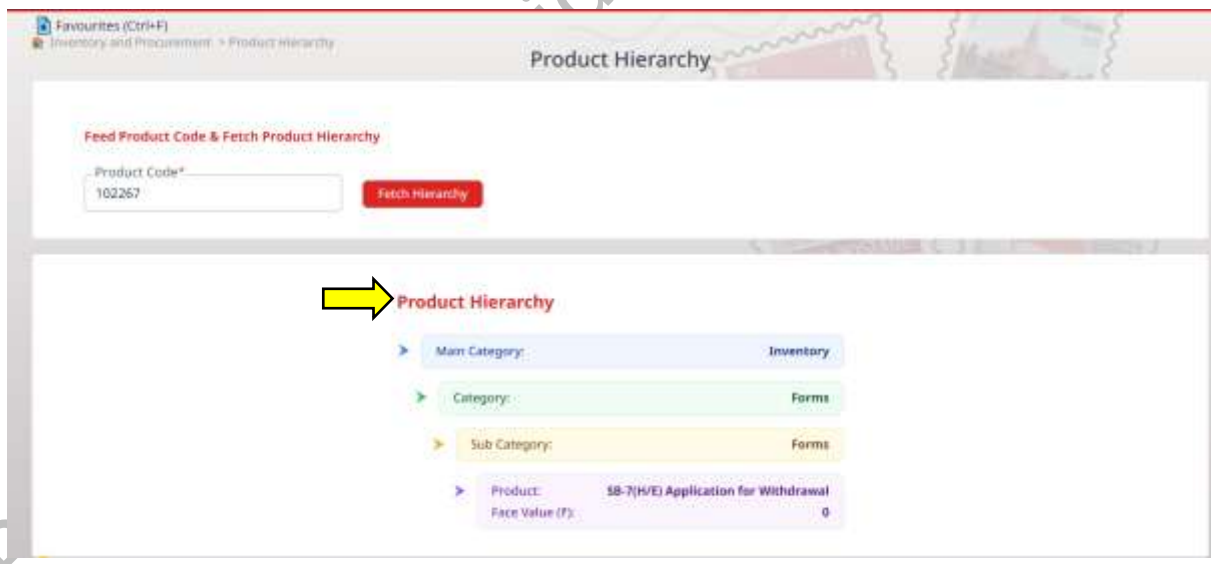
While creating a Product Code, the product is defined based on its Main Category, Category, and Sub-Category.

The Product Code is then configured with a monetary or non-monetary value, referred to as the face value or denomination.

This hierarchy of any Product can be viewed using the 'Search Hierarchy by Product Code' option.



Click 'Search Hierarchy by Product Code' option.

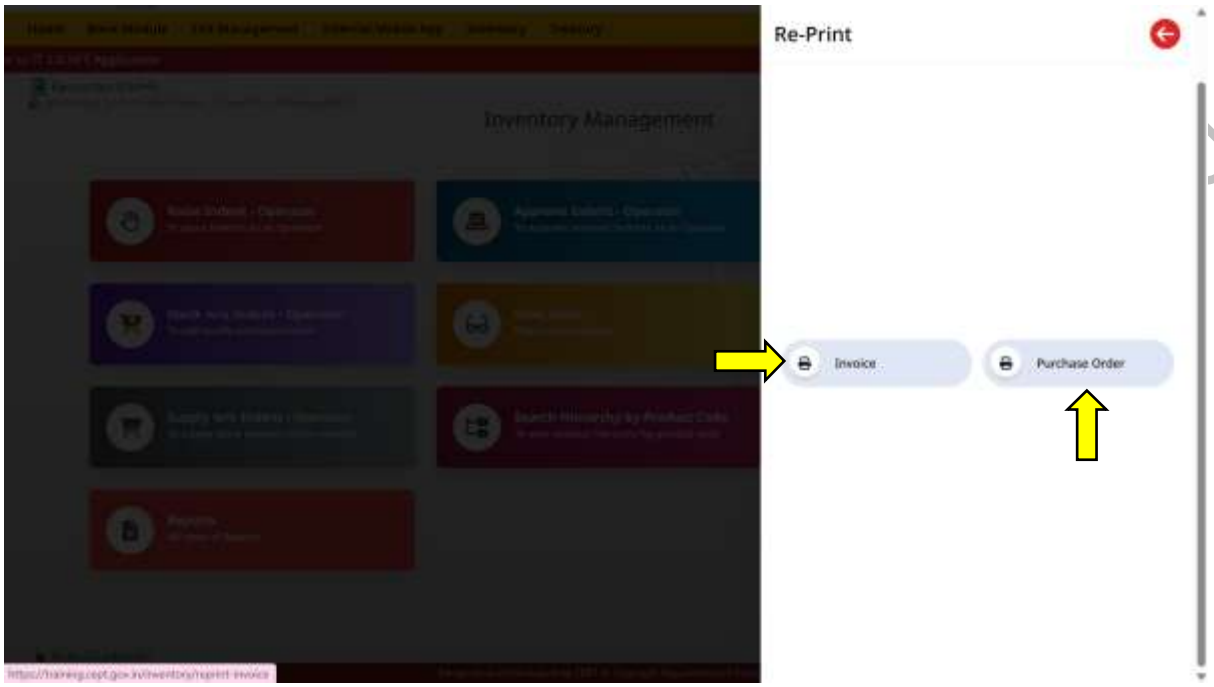


Enter the 'Product Code' and Click 'Fetch Hierarchy' button.

Application displays the entered Product Code details.

7.6.3 Re-Print

The ‘Re-Print’ option is configured in the Inventory sub-card to facilitate the user to Reprint the Invoice or Purchase Order



CEPT Operational Guide - Use

8 Exit Management

When an employee of the Department of Posts submits a request for retirement, voluntary retirement, or resignation, the Division Office of the concerned employee first processes the request and then forwards it to the Postal Accounts Office (PAO) for further action.

All activities related to the exit process—such as submitting the exit request, creating leave encashment, processing commutation, generating the pension ID, and issuing sanction memos and other pension-related tasks—are managed through the Exit Management module at the designated levels.

The roles defined under Role Management for Exit Management at the PAO level are as follows:

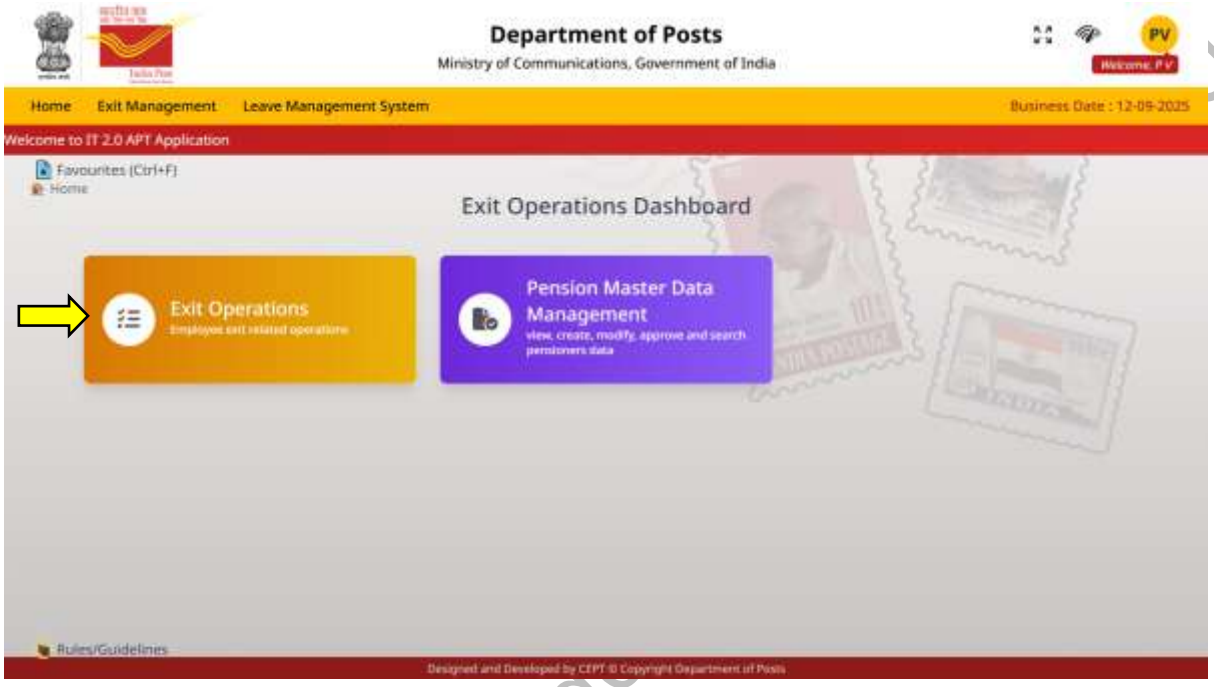
- **Exit Processing Authority (OA/JA/SA):** Processes the employee's exit request and creates the Leave Encashment.
- **Exit Management Supervisor / Service Book Authority (DH):** Verifies the processed request, forwards it to the PAO, creates the Commutation, and approves Leave Encashment.
- **Pension Approving Authority / Checker (AO), PAO:** Verifies the exit request received from the Division Office or PAO, and generates the Pension ID, Sanction Memo, and approves Commutation.
- **Pension Data Modification/Addition Maker:** Responsible for adding pensioner data and performing related activities. The tasks created by users with this role must be verified by the Pension Data Modification/Addition Checker.
- **Pension Data Modification/Addition Checker:** Responsible for verifying tasks created by the Maker role, performing other pension-related activities, and also has the authority to create tasks.

The Exit Management module also provides certain options that are specific to the Postal Accounts Office (PAO). This section highlights those operations in detail.

CEPT Operational Guide - Only for Internal Use

8.1 Exit Operations

The Exit Operations sub-card details the processing of Exit Requests, the generation of the Pension ID, and the preparation of various sanction memos.



8.1.1 Process, Approve and Verification of Exit Request

When the PAO receives exit requests, either from Division Offices or directly from its own employees, it systematically processes them through the Exit Management module.

The procedure is outlined below:

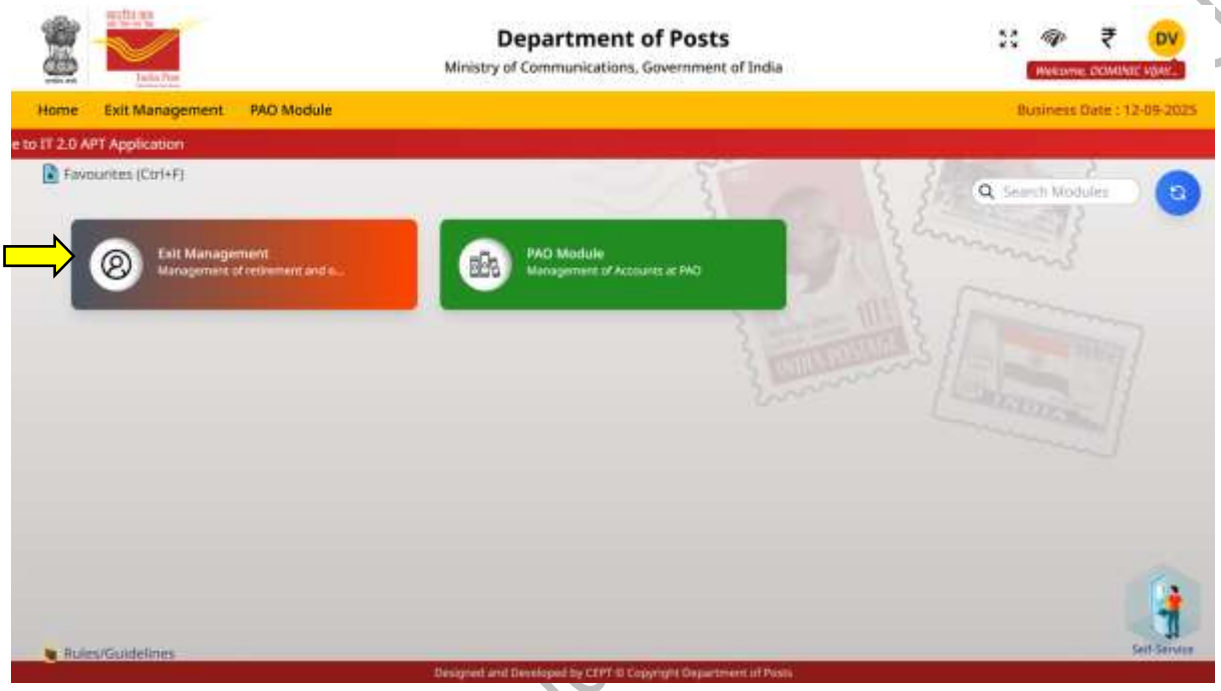
- Exit Processing Authority processes the employee's exit request.
- Exit Management Supervisor / Service Book Authority (DH) review the processed request and forward it to the PAO.
- Pension Approving Authority / Checker (AO), PAO verifies the request, approves it, and generates the Pension ID.

For illustration purpose, the exit request is assumed to be placed by a PAO employee.
The detailed processing of this request is explained in the sub-indexes below.

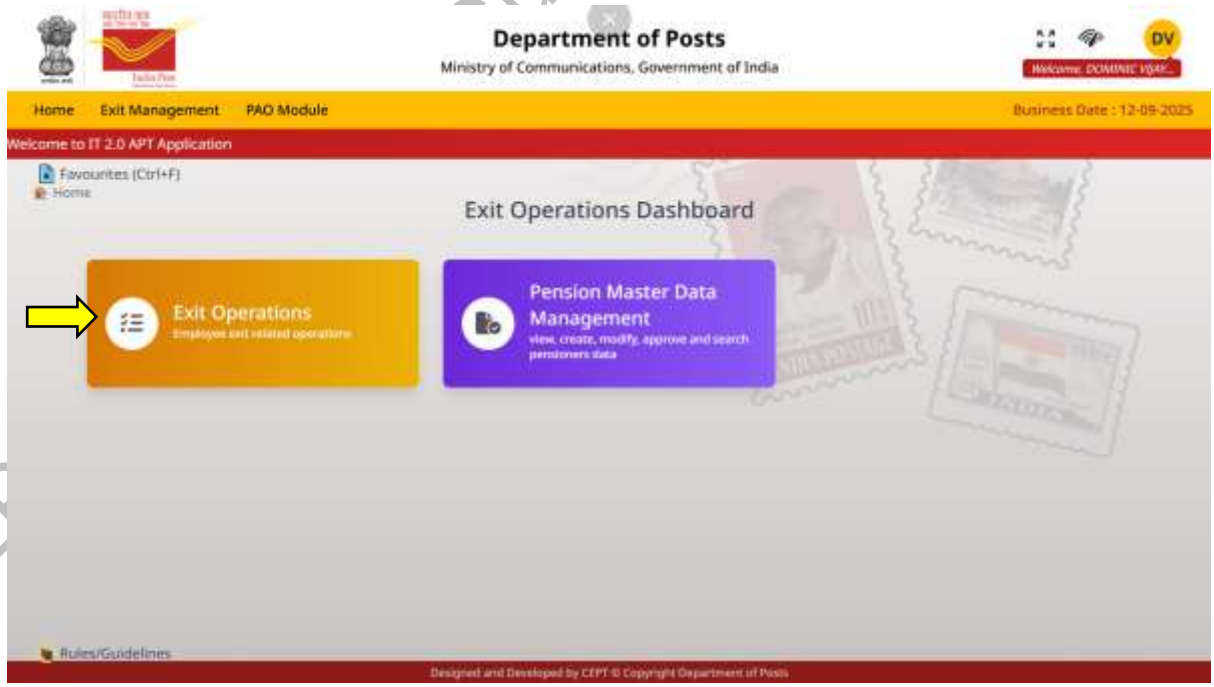
CEPT Operational Guide for Internal Use

8.1.1.1 Processing of Request

Upon placing the Exit request by the employee, the request will flow to the user with role ‘Exit Processing Authority’.



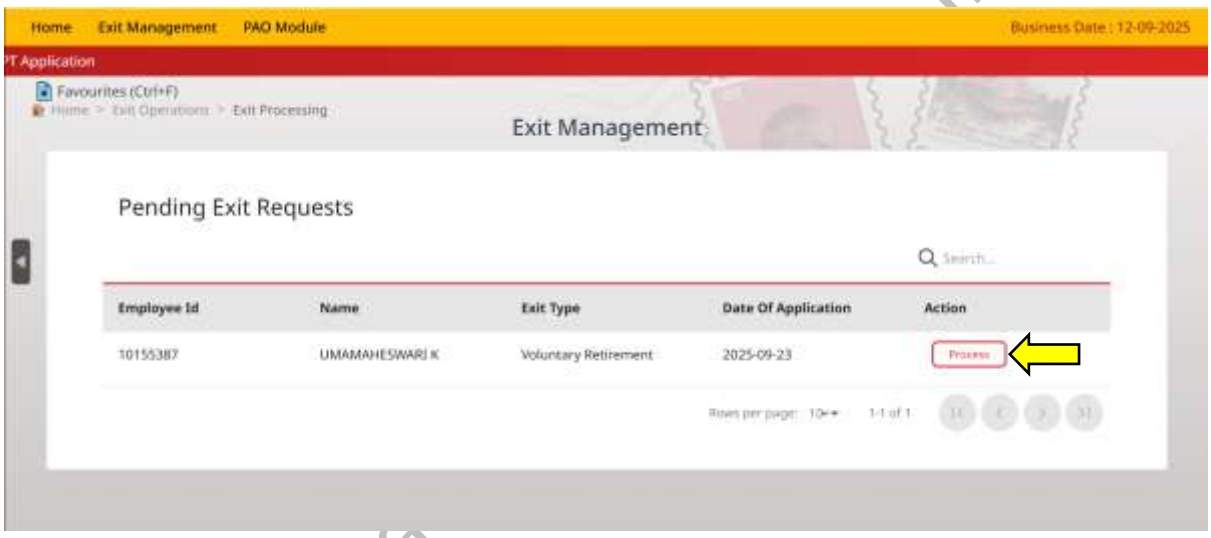
Click on ‘Exit Management’ card.



Click on ‘Exit Operations’ sub-card.



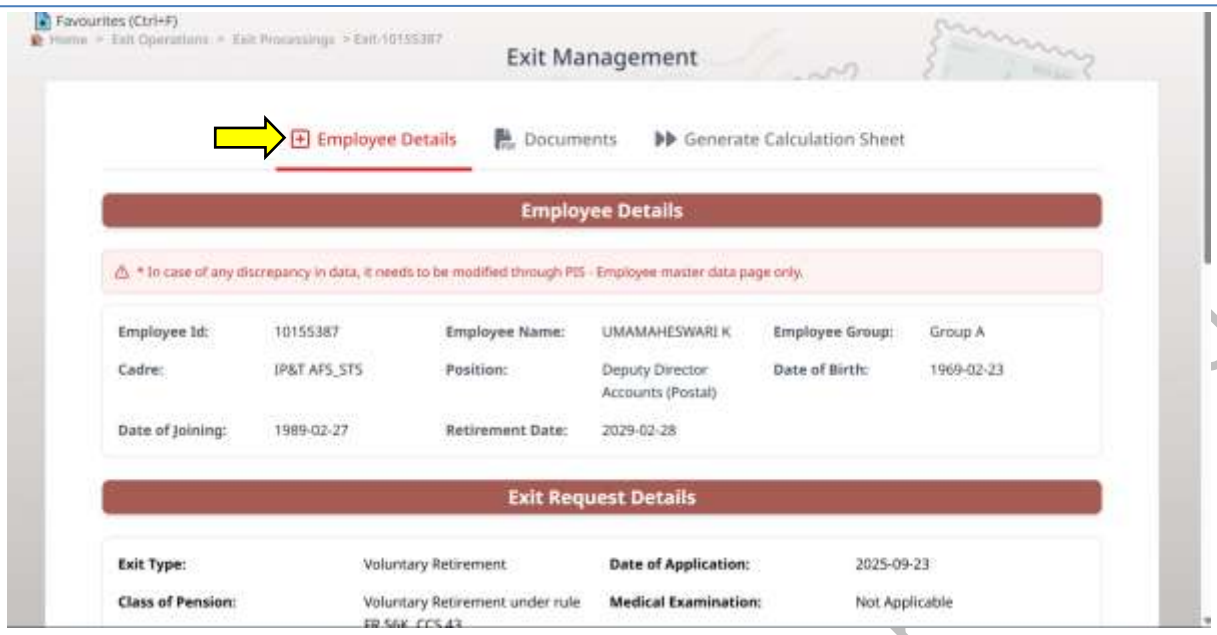
Click on 'Process Exit Application' option



Upon clicking the 'Process Exit Application' option, Pending Exit Requests will be displayed.

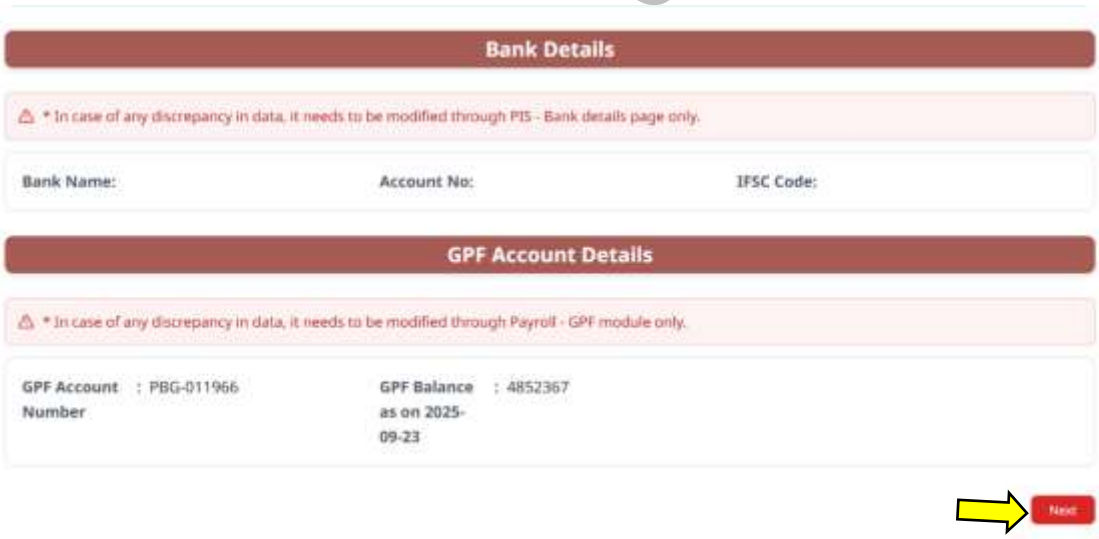
Click on 'Process' button to proceed further.

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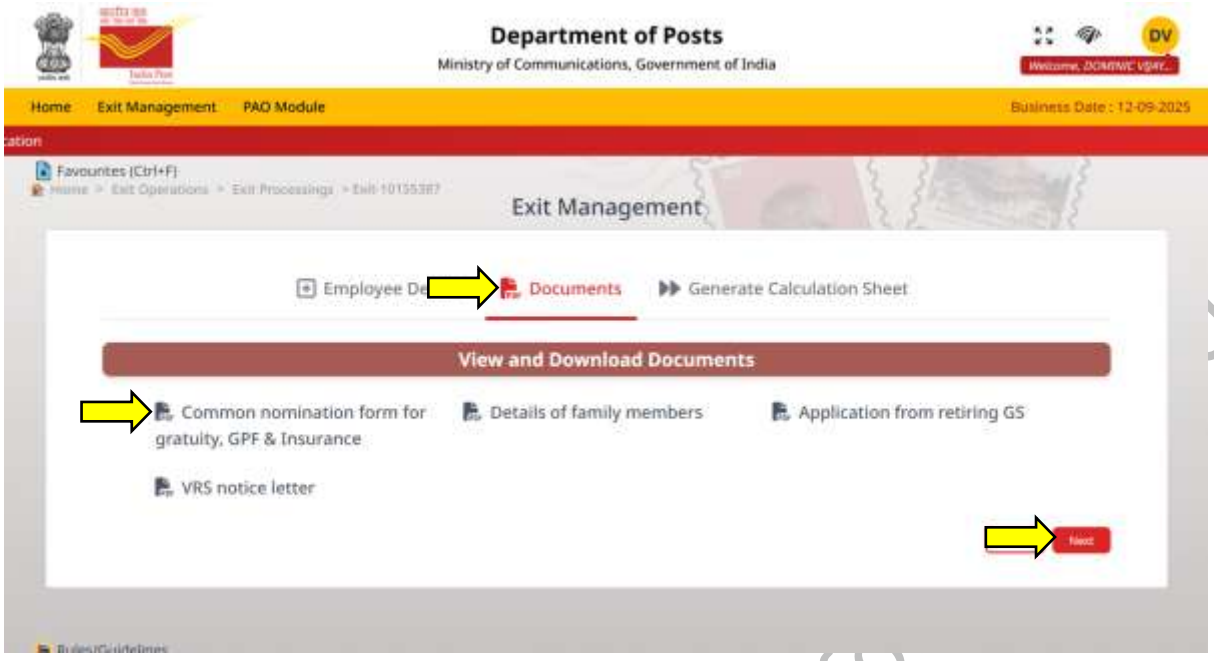
The user needs to verify the data at three levels i.e..,

- Employee Details
- Documents
- Generate Calculation Sheet.

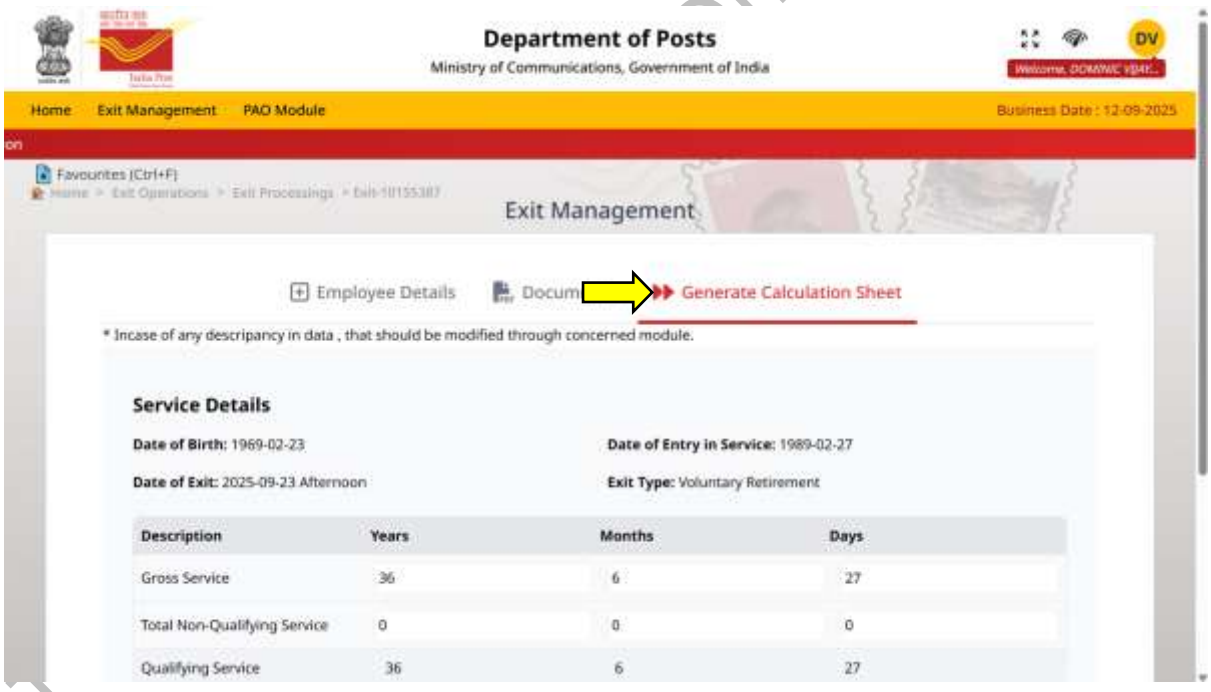


Verify the employee data and click on 'Next' button.

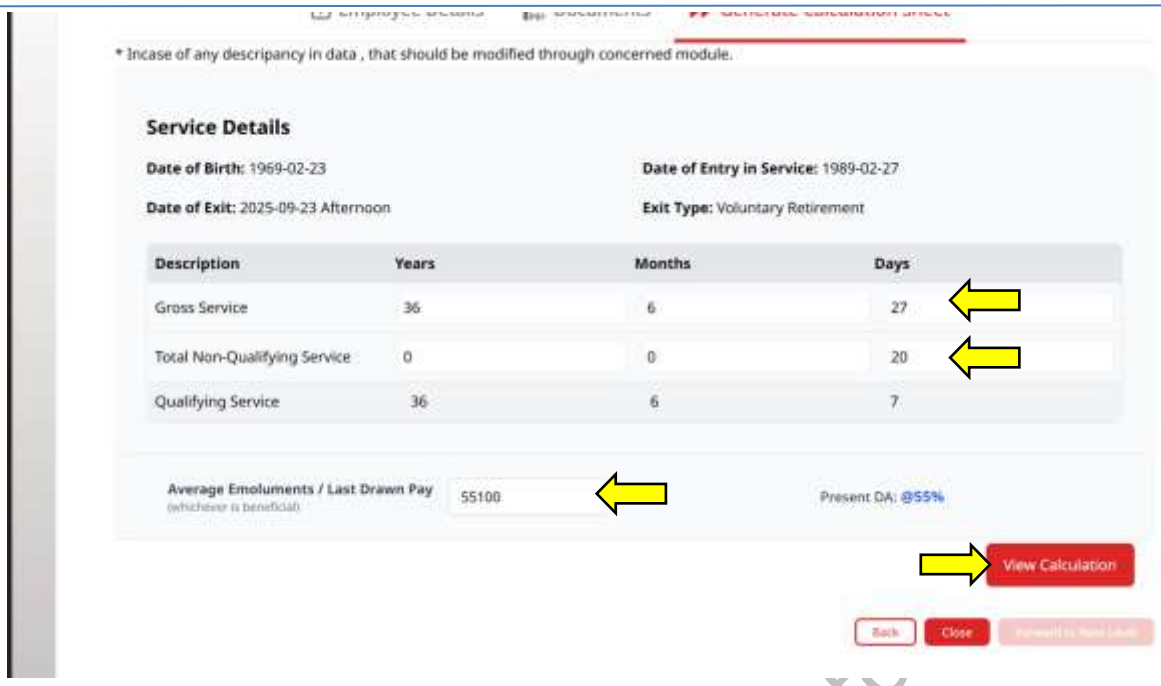
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Upon clicking the 'Next' button, 2nd level i.e.., Documents tab needs to be processed.
Click on 'page symbol' to view the documents as uploaded by the employee.
Upon verification, click on 'Next' button.



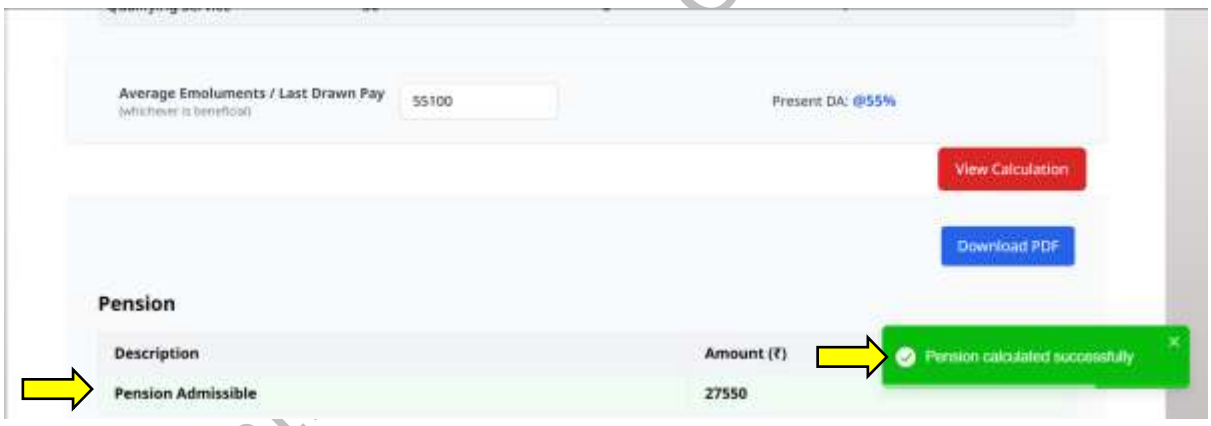
Upon clicking the 'Next' button, 2rd level i.e.., Generate Calculation Sheet tab needs to be processed



If the user can modify the 'Years', 'Months' and 'Days' under Gross Service and Total Non-Qualifying Service.

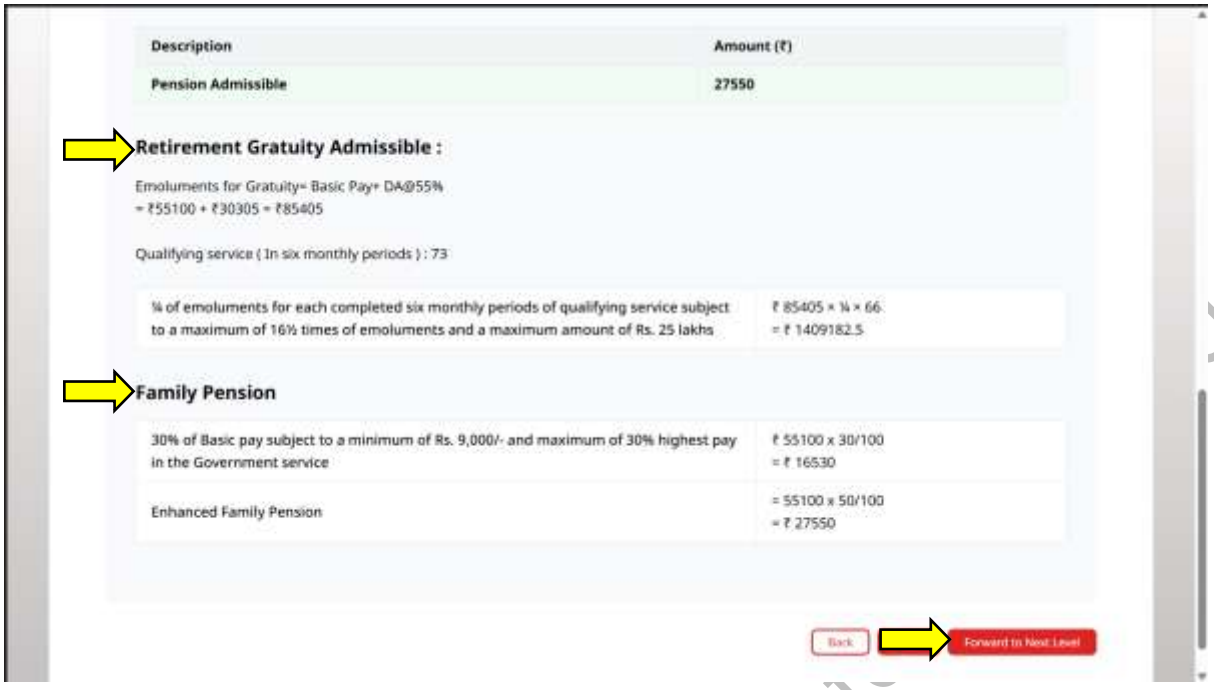
Enter the 'Average Emoluments/Last Drawn Pay'.

Click on 'View Calculation' button.



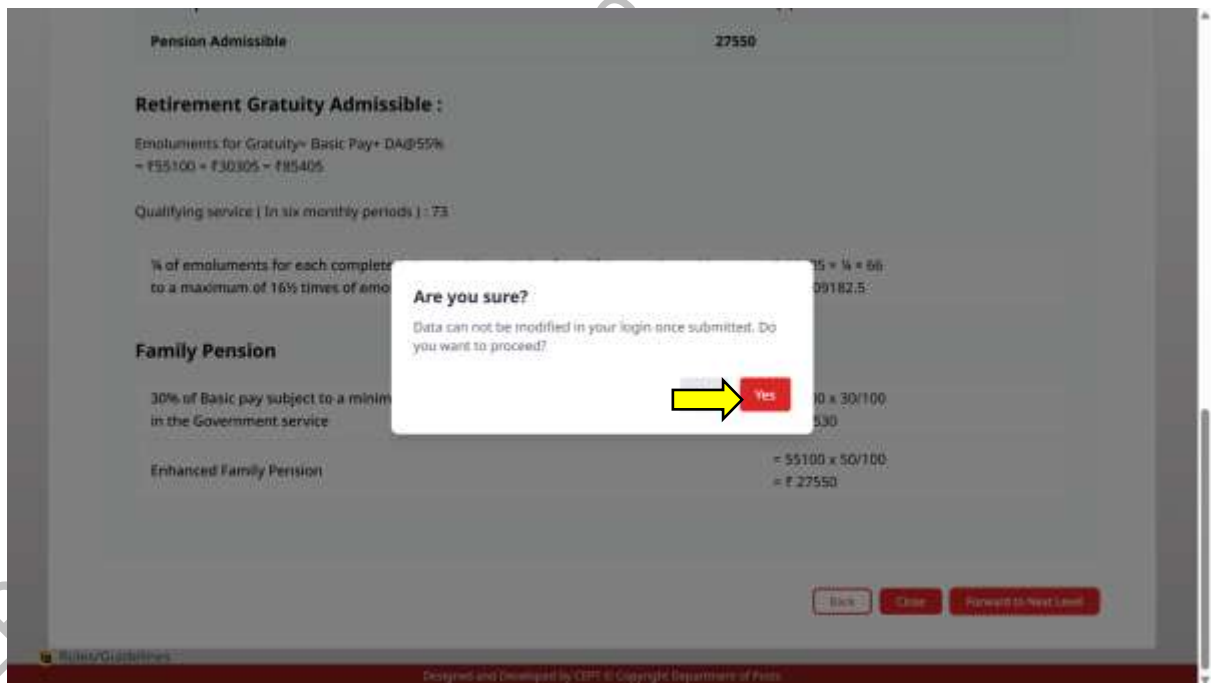
When the user clicks the View Calculation button, a message 'Pension Calculated Successfully' is displayed, and the system also shows the Pension Admissible for the employee.

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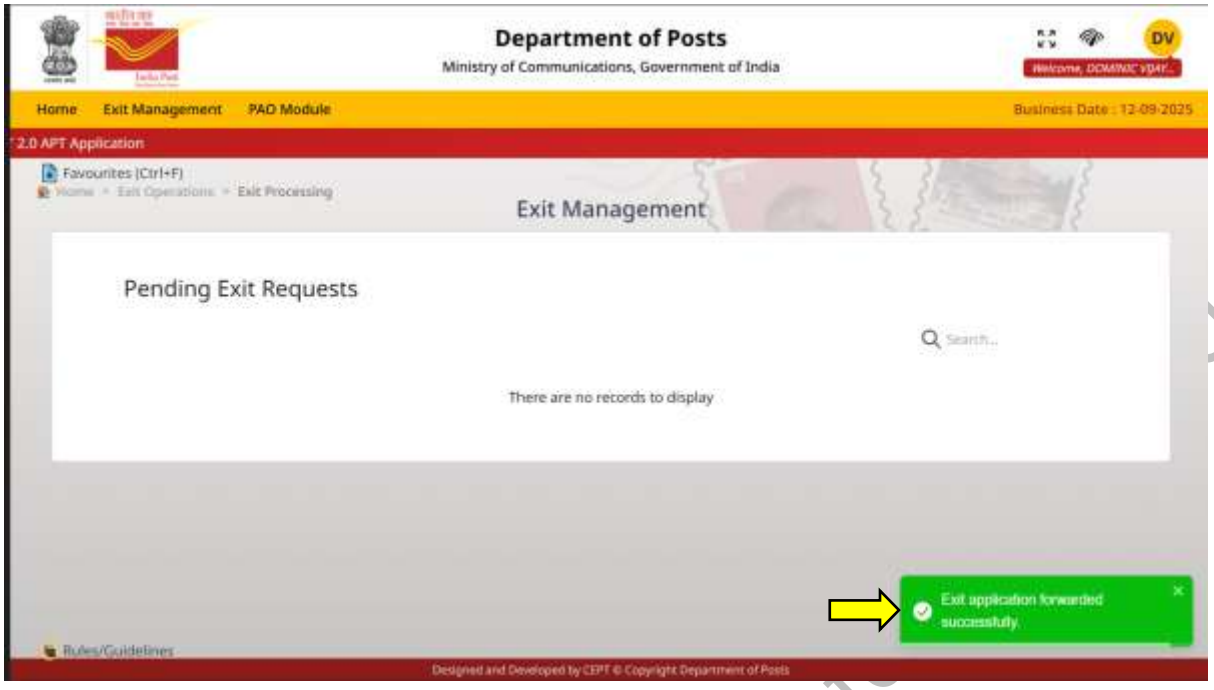


Along with Pension Admissible, the application also displays Retirement Gratuity Admissible and Family Pension.

Click on 'Forward to Next Level' button to proceed further.



Upon clicking the 'Forward to Next Level' button, application asks for the confirmation and the user needs to click on 'Yes' button to proceed further.



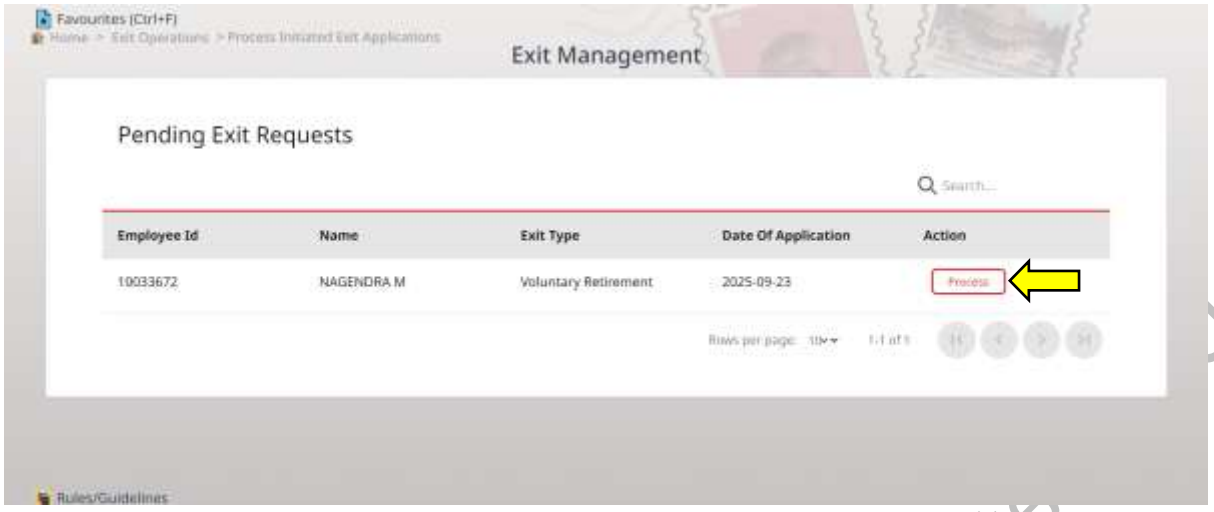
Upon clicking the 'Yes' button, 'Exit Application forwarded successfully' message will be displayed.

8.1.1.2 Forwarding Request to PAO

After the Exit Request is processed, it becomes available to the user with the role Exit Management Supervisor / Service Book Authority (DH). This user is responsible for reviewing the request and forwarding it to the PAO for further action.

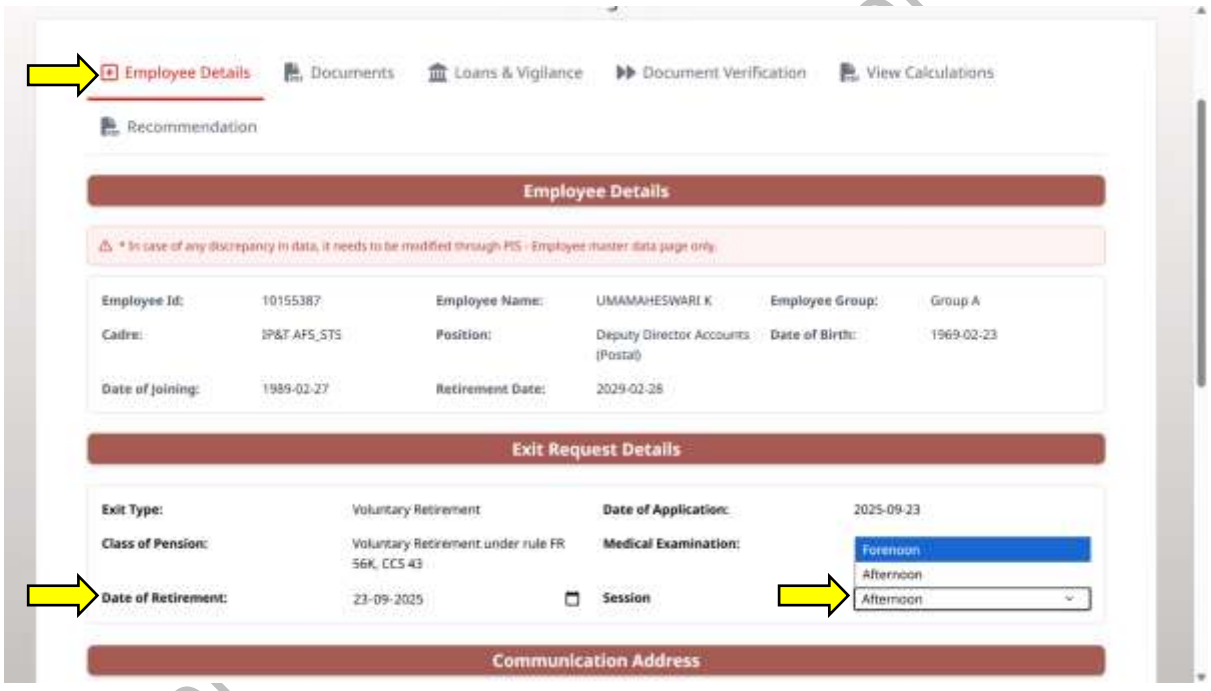


Click on 'Process Exit Applications' option.



Upon clicking the 'Process Exit Applications' option, 'Pending Exit Requests' will be displayed.

Click on 'Process' button.



The employee data is organized across different tabs. The user needs to verify the information by reviewing each tab individually.

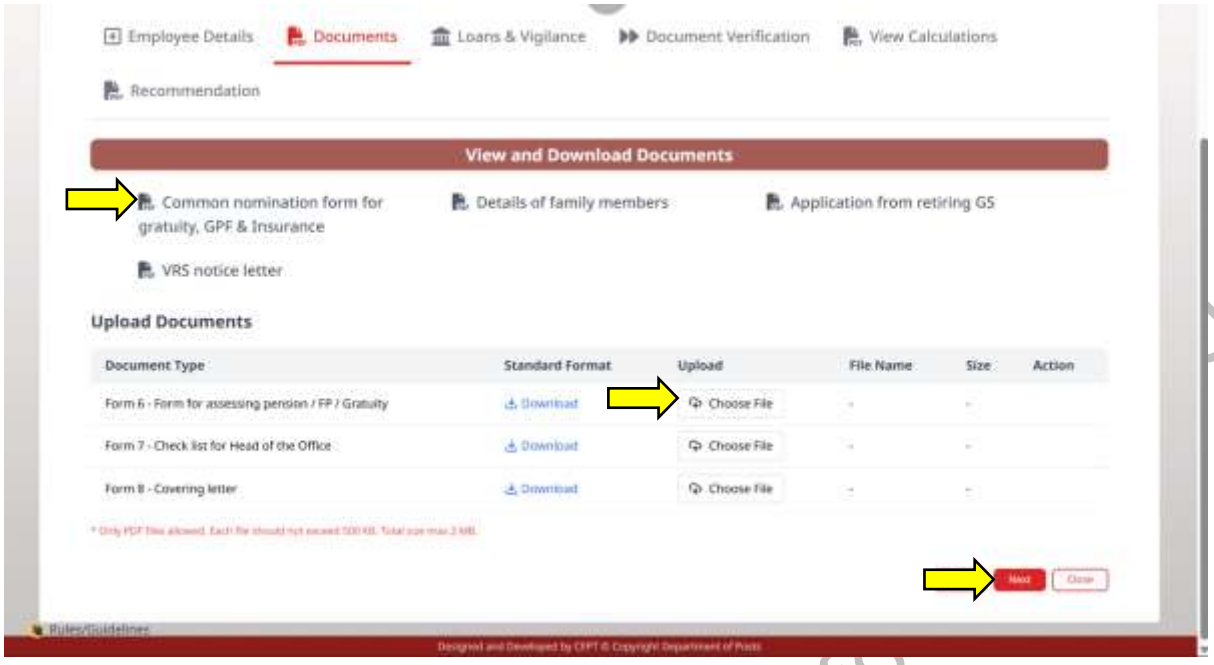
Select the 'Employee Details' tab.

The user can change the 'Date of Retirement' and 'Session'.

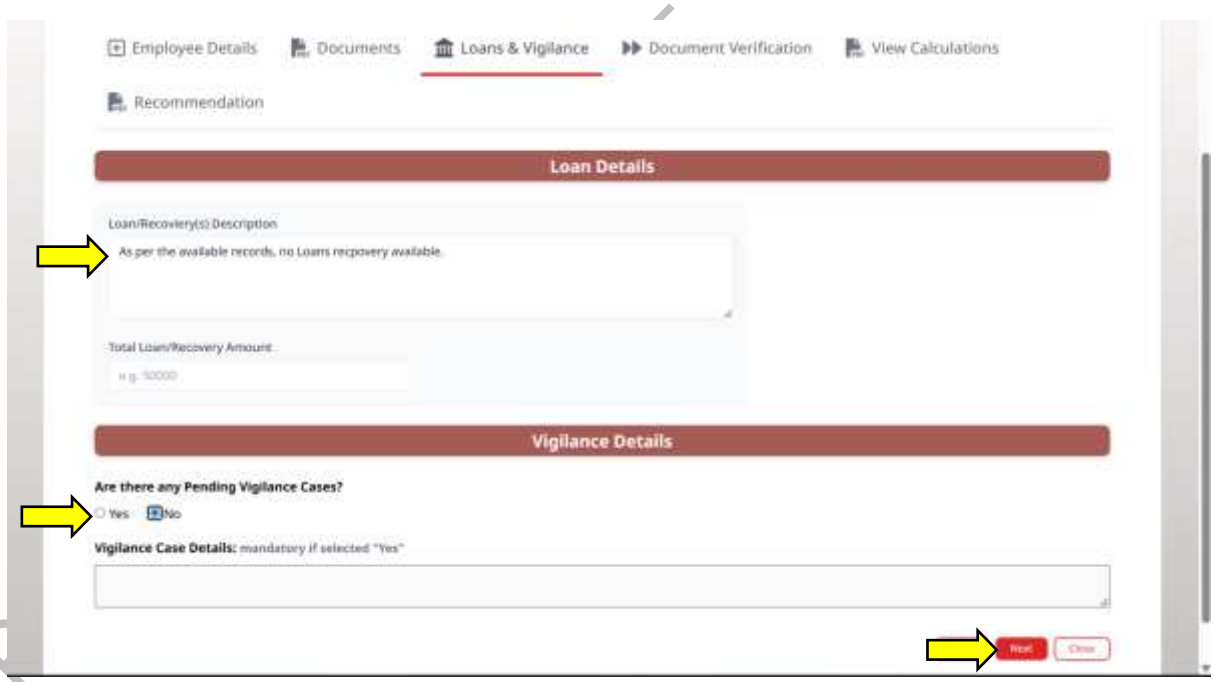


Click on 'Next' button.

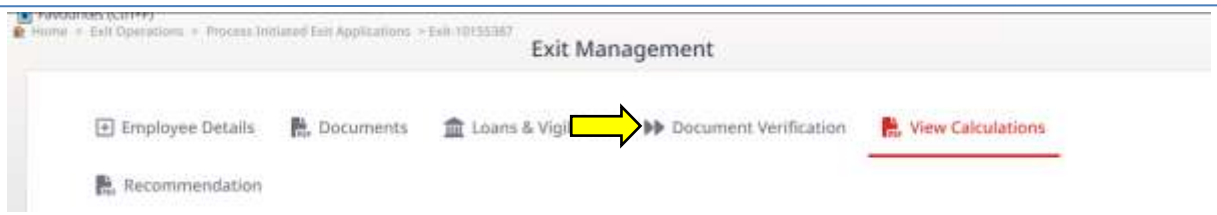
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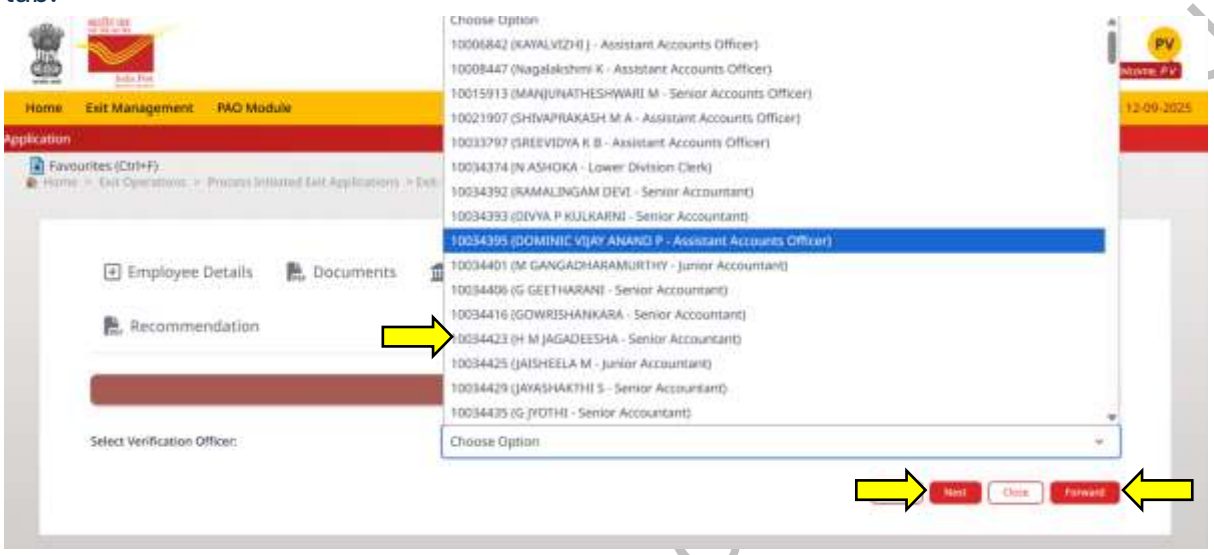
Upon clicking 'Next' tab, application navigates to the Documents tab. Here, the user can view the employee's documents and is required to upload Form 6, Form 7, and Form 8. Once the forms are uploaded, click the Next button to proceed.



Upon clicking the 'Next' button, application navigates to 'Loans & Vigilance' tab.
Enter any loan recoveries, if applicable.
If there is a pending vigilance case, select 'Yes'; otherwise, select 'No'.
Click on 'Next' button.

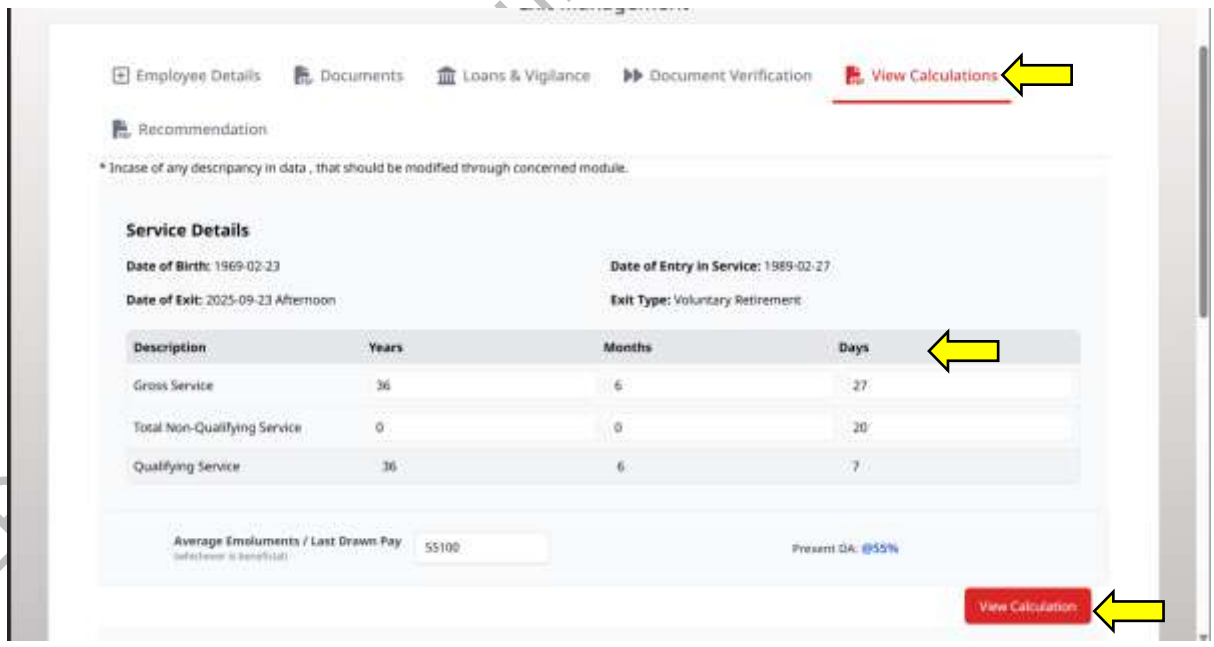


Upon clicking the 'Next' button, application will navigate to 'Document Verification' tab.

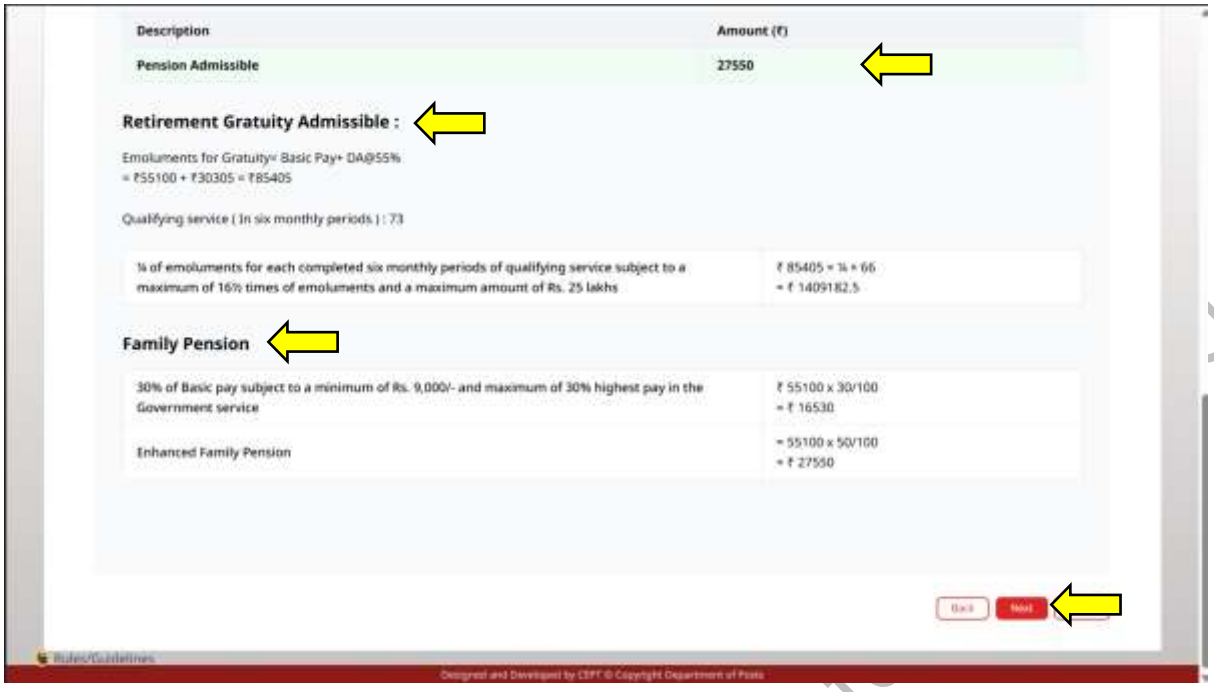


Select the officer or official responsible for verifying the employee's documents, then click 'Forward'. Or else, click 'Next' to proceed further.

Upon clicking 'Next' button, application will navigate to 'View calculations' tab.

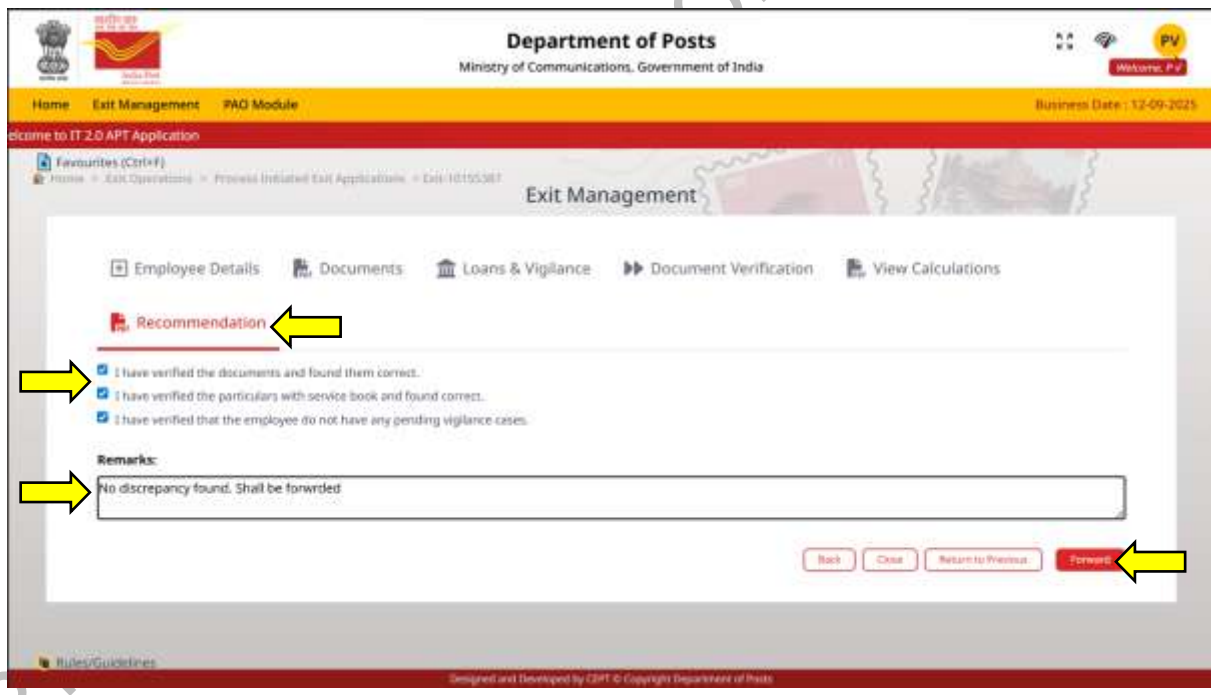


Verify the calculations by clicking on 'View calculation' button.



Application displays the 'Pension Admissible', 'Retirement Gratuity' and 'Family Pension'.

Click on 'Next' button.



Upon clicking 'Next' button, application will navigate to 'Recommendation' tab.

The user must select the checkboxes to confirm that the employee's documents have been verified against the Service Book and that there are no pending vigilance cases.

Enter the 'Remarks' and Click on 'Forward' button.



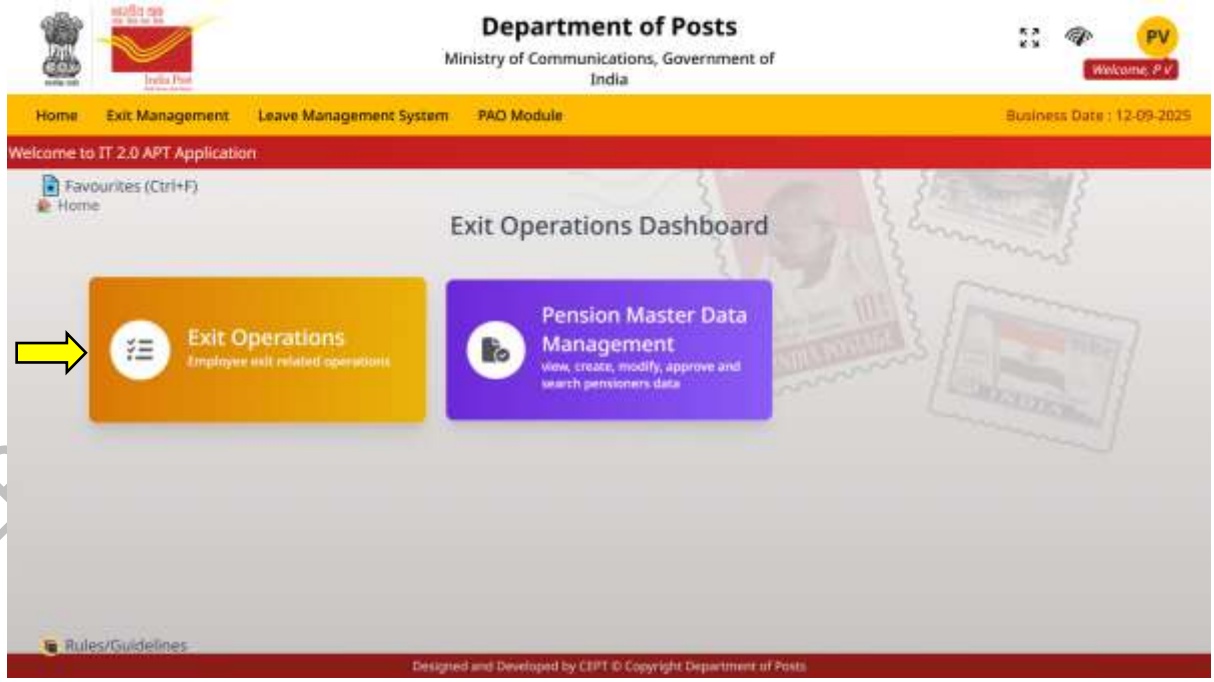
Upon clicking the 'Forward' button, 'Forwarded Successfully' message will be displayed.

8.1.1.3 Verification of Forwarded Requests by PAO

Requests forwarded by the Division Offices, as well as those initiated by the PAO, will be visible to users with the role 'Pension Approving Authority / Checker (AO), PAO'.



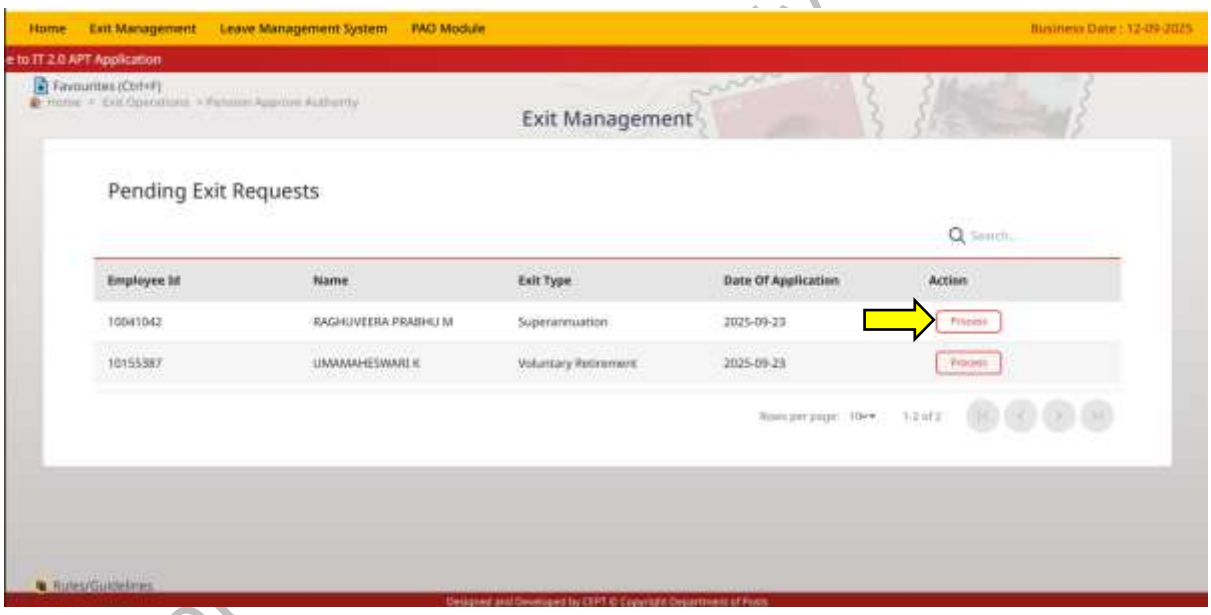
Click on 'Exit Management' card



Click on 'Exit Operations' sub-card

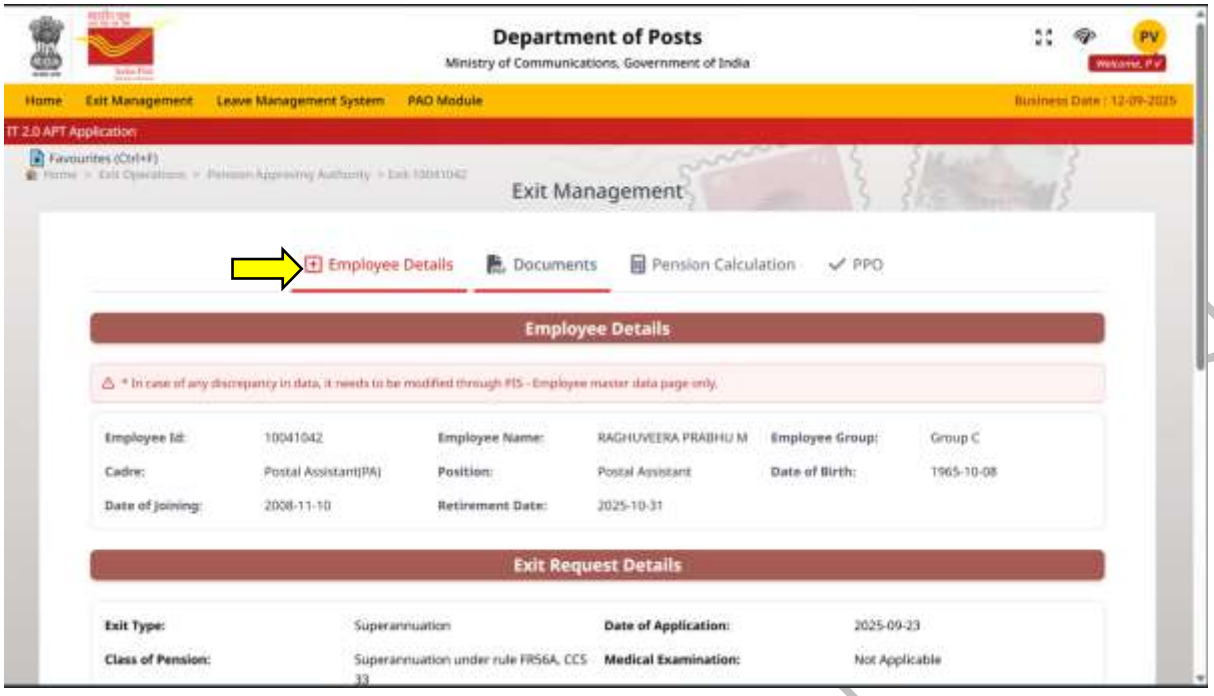


Click on 'View and Approve Pension Calculations' Option



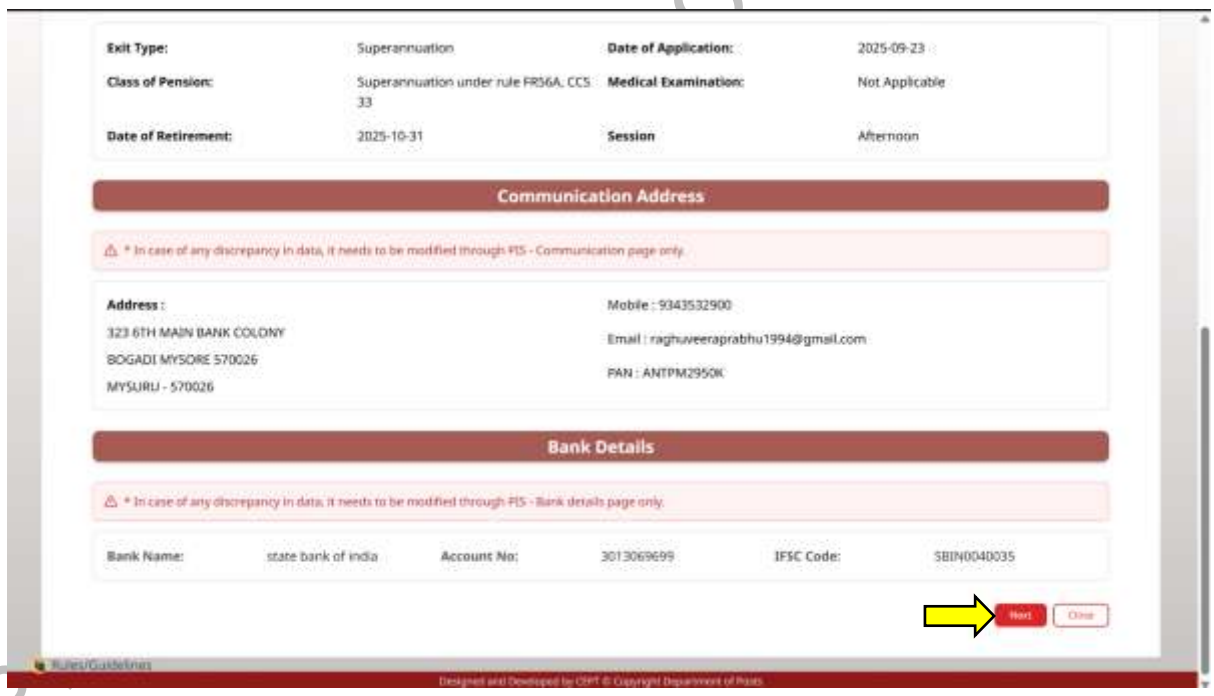
Click on 'Process' button.

CEPT Open



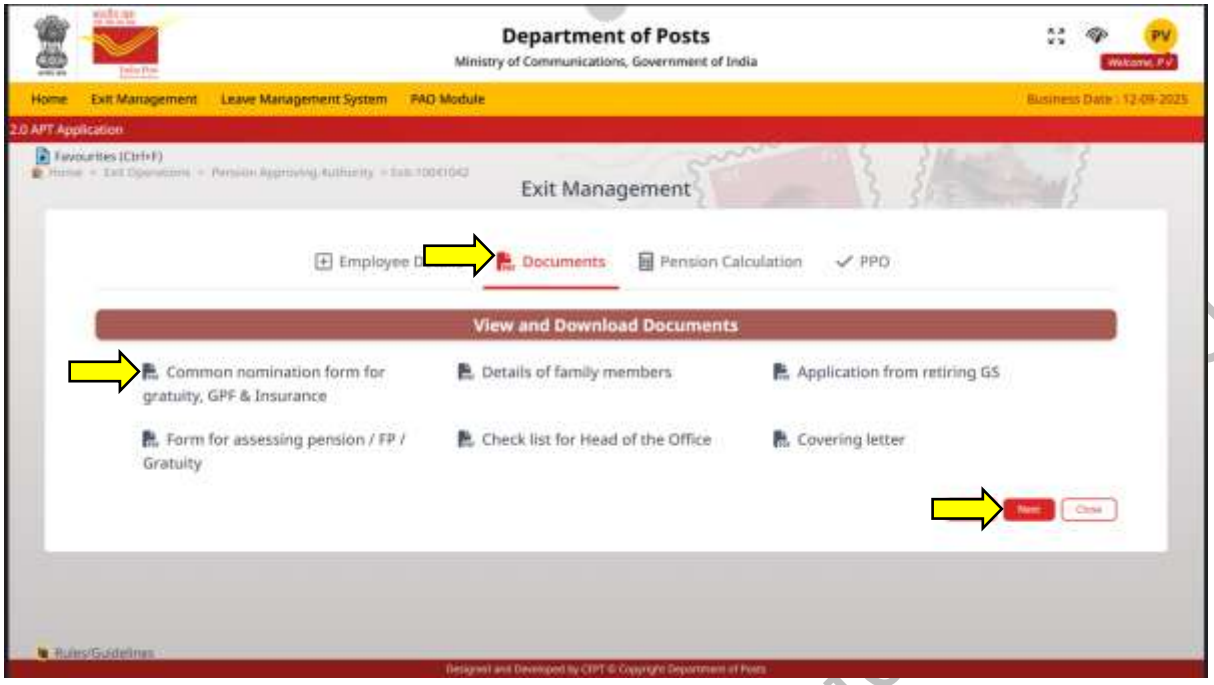
The employee data is organized across different tabs. The user needs to verify the information by reviewing each tab individually.

Select the 'Employee Details' tab.



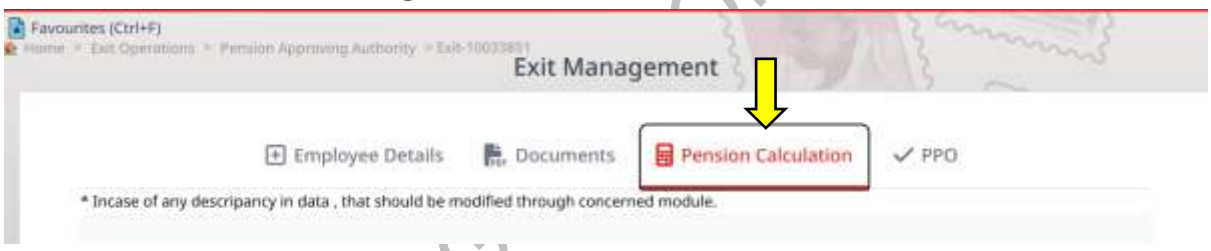
Verify the 'Employee Details' and Click on 'Next' button to move on to 'Documents' tab.

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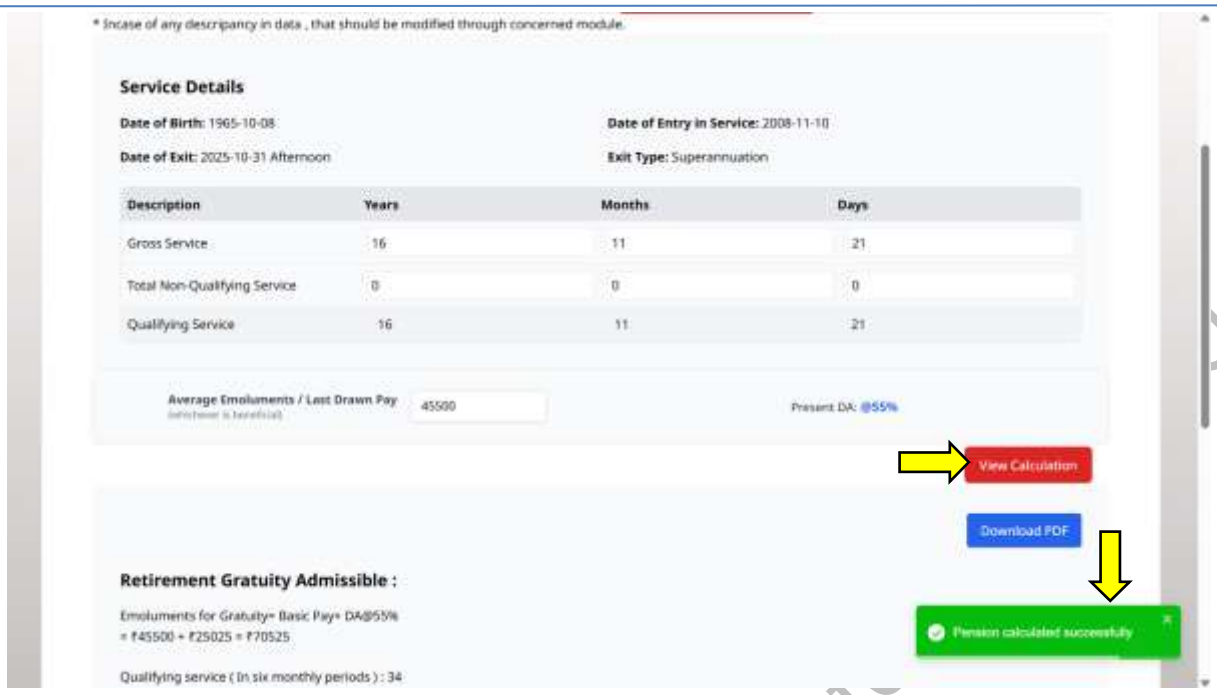
In the Documents tab, the user can download any documents uploaded by the forwarding authority by clicking on the page icon.

Click on 'Next' button to navigate to 'Pension Calculation' tab.

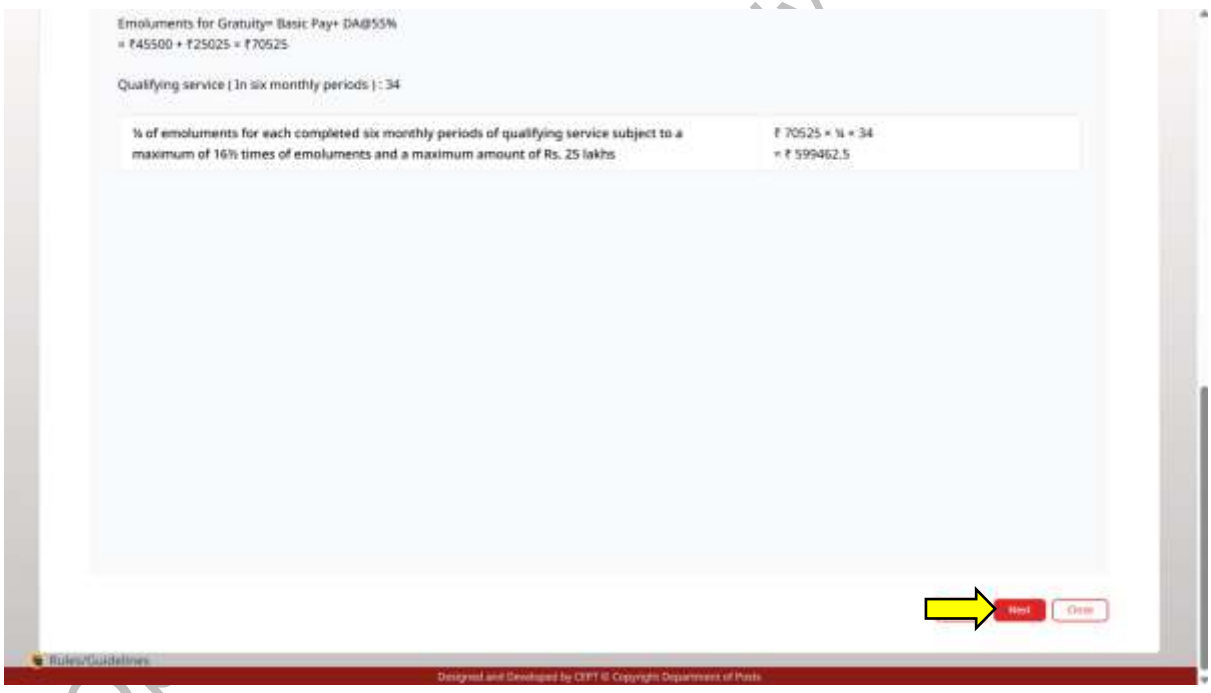


In the Pension Calculation tab, the application displays the employee's complete service history.

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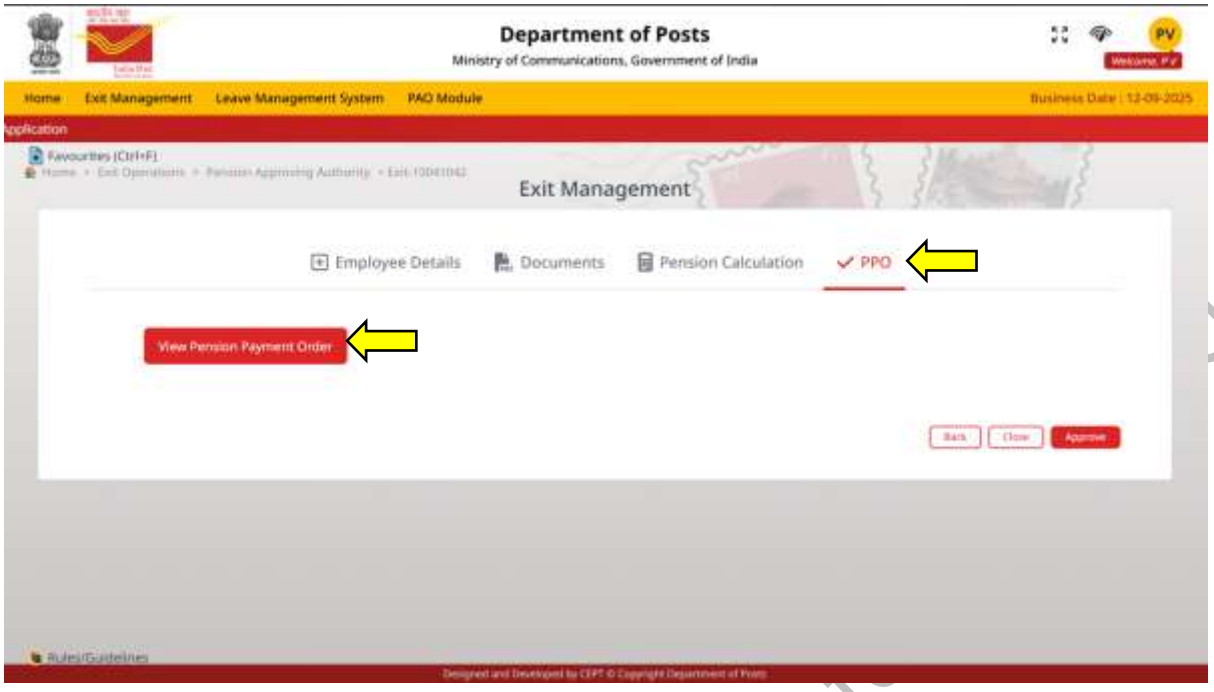


Click View Calculation to display the different payables due to the employee.



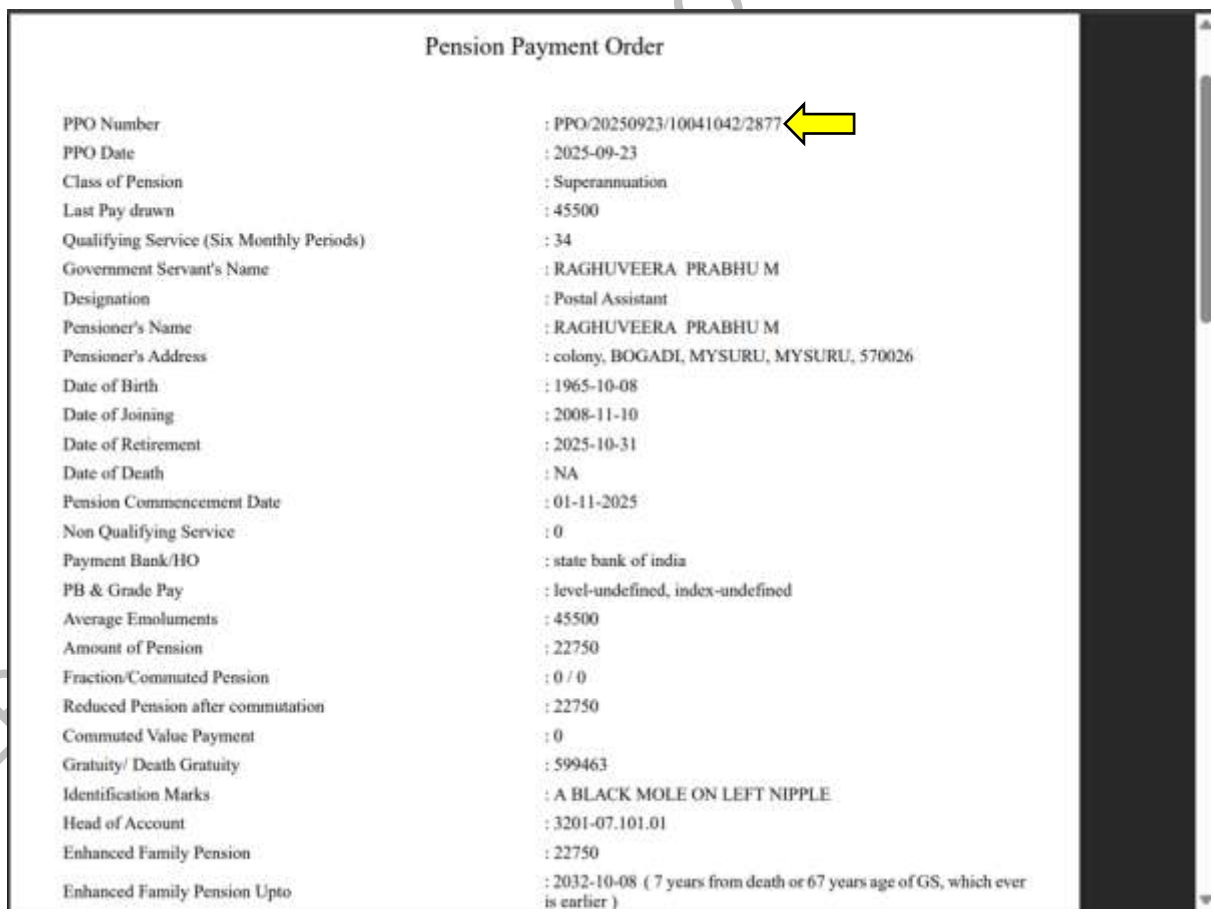
Click on 'Next' button to proceed to final tab i.e.., 'PPO'

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In the 'PPO' tab, application allows the user to view and download the 'Pension Payment order'.

Click on 'View Pension Payment Order' button.



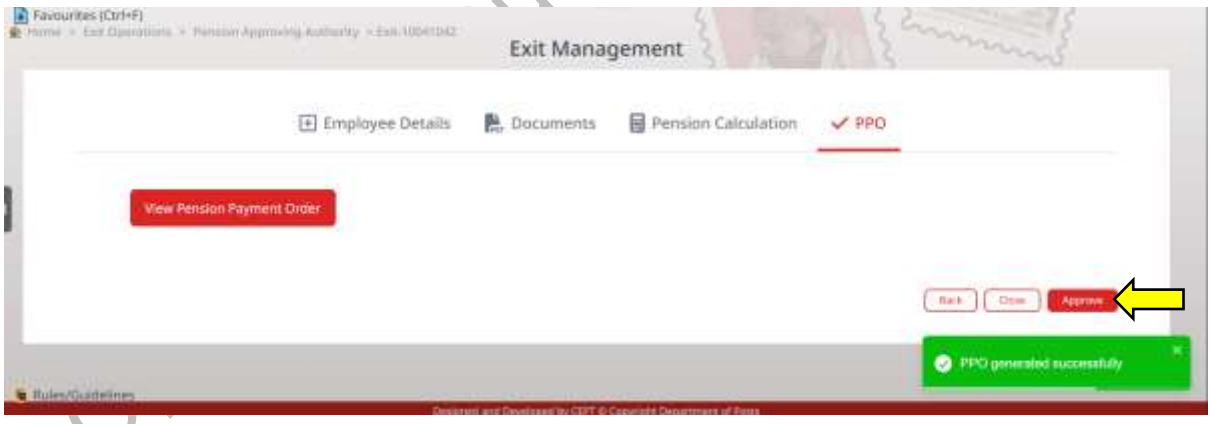
Pension Payment Order

PPO Number	: PPO/20250923/10041042/2877
PPO Date	: 2025-09-23
Class of Pension	: Superannuation
Last Pay drawn	: 45500
Qualifying Service (Six Monthly Periods)	: 34
Government Servant's Name	: RAGHUVEERA PRABHU M
Designation	: Postal Assistant
Pensioner's Name	: RAGHUVEERA PRABHU M
Pensioner's Address	: colony, BOGADI, MYSURU, MYSURU, 570026
Date of Birth	: 1965-10-08
Date of Joining	: 2008-11-10
Date of Retirement	: 2025-10-31
Date of Death	: NA
Pension Commencement Date	: 01-11-2025
Non Qualifying Service	: 0
Payment Bank/HO	: state bank of india
PB & Grade Pay	: level-undefined, index-undefined
Average Emoluments	: 45500
Amount of Pension	: 22750
Fraction/Commuted Pension	: 0 / 0
Reduced Pension after commutation	: 22750
Commuted Value Payment	: 0
Gratuity/ Death Gratuity	: 599463
Identification Marks	: A BLACK MOLE ON LEFT NIPPLE
Head of Account	: 3201-07.101.01
Enhanced Family Pension	: 22750
Enhanced Family Pension Upto	: 2032-10-08 (7 years from death or 67 years age of GS, which ever is earlier)

Additional Quantum of Pension Based on Age Slabs

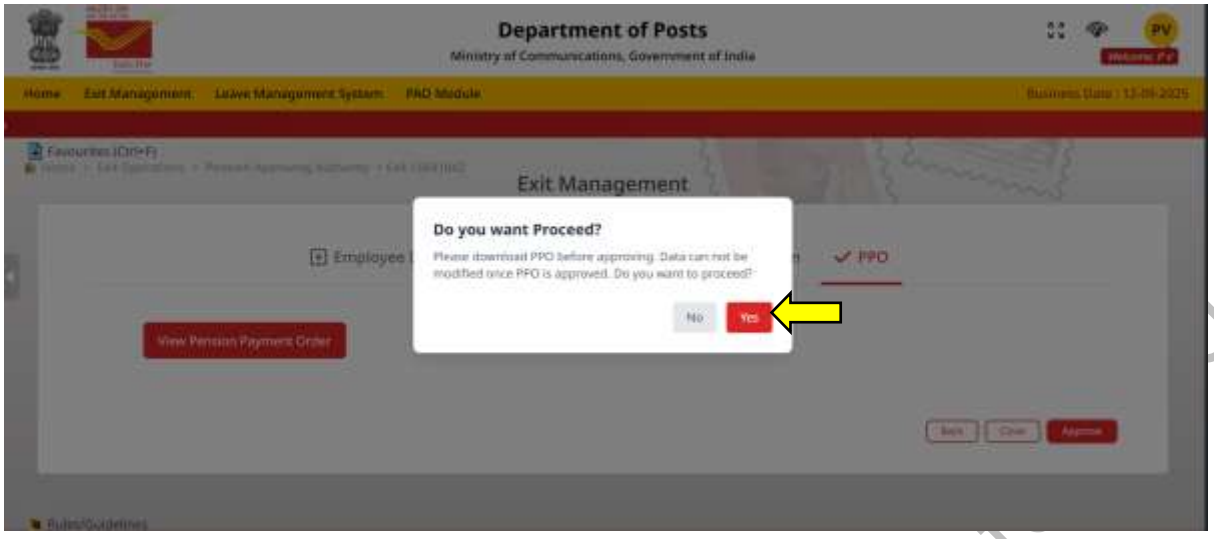
Age of Pensioner/ Family Pensioner	A.Q.	Pen.+Add. Qua.	NFP + Add. Quant
100 years or more	100	22750 + 22750 = 45500	6825.0005 + 6825.0005 = 13650.001
From 80 years to less than 85 years	20	22750 + 4550 = 27300	6825.0005 + 1365.0001000000002 = 8190.0006
From 85 years to less than 90 years	30	22750 + 6825 = 29575	6825.0005 + 2047.50015 = 8872.50065
From 90 years to less than 95 years	40	22750 + 9100 = 31850	6825.0005 + 2730.0002000000004 = 9555.0007
From 95 years to less than 100 years	50	22750 + 11375 = 34125	6825.0005 + 3412.50025 = 10237.50075

Upon clicking the 'View Pension Payment Order' button', PPO will be generated.



Application also displays the message as 'PPO generated successfully'.
Click on 'Approve' button to complete the verification.

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Upon clicking the 'Approve' button, application displays the warning message.
Click 'Yes'.
Clicking 'Yes' will successfully verify the request.

8.1.2 Generate Pension ID

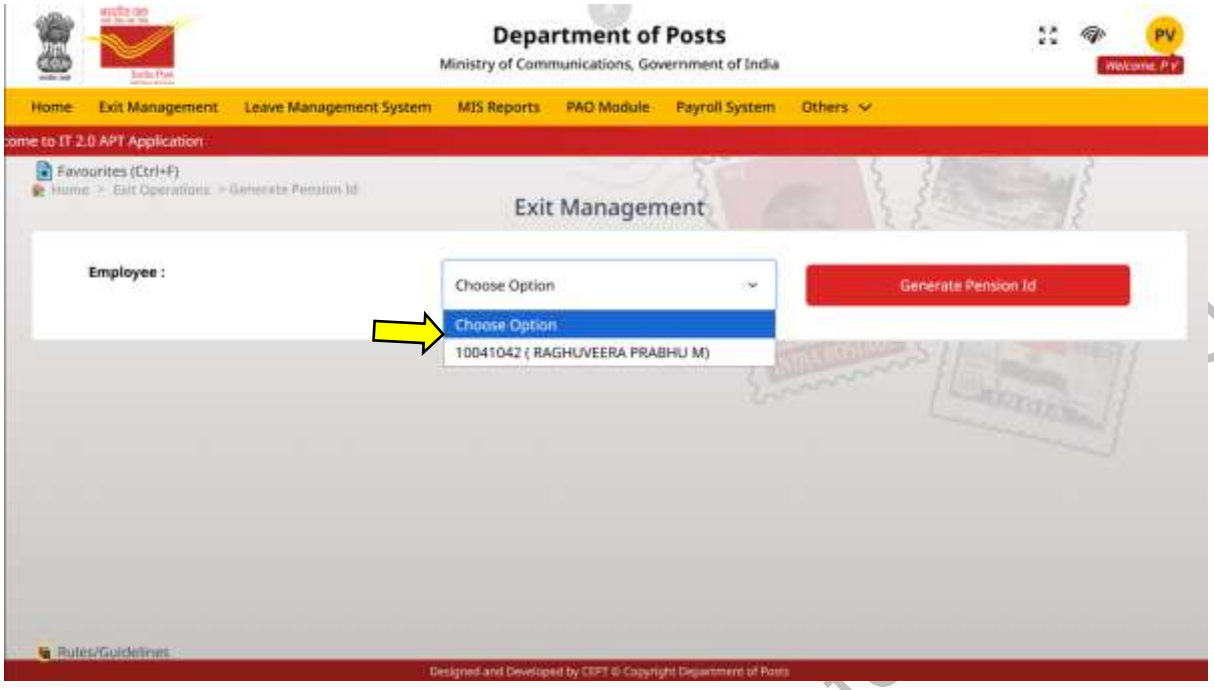
After the PAO verifies the Exit Request, a Pension ID will be generated for the employee. This Pension ID will be used for all future pension payments, including the commutation.

The 'Generation of Pension ID' is done by the PAO user with the role '**Pension Approving Authority / Checker (AO), PAO**'.

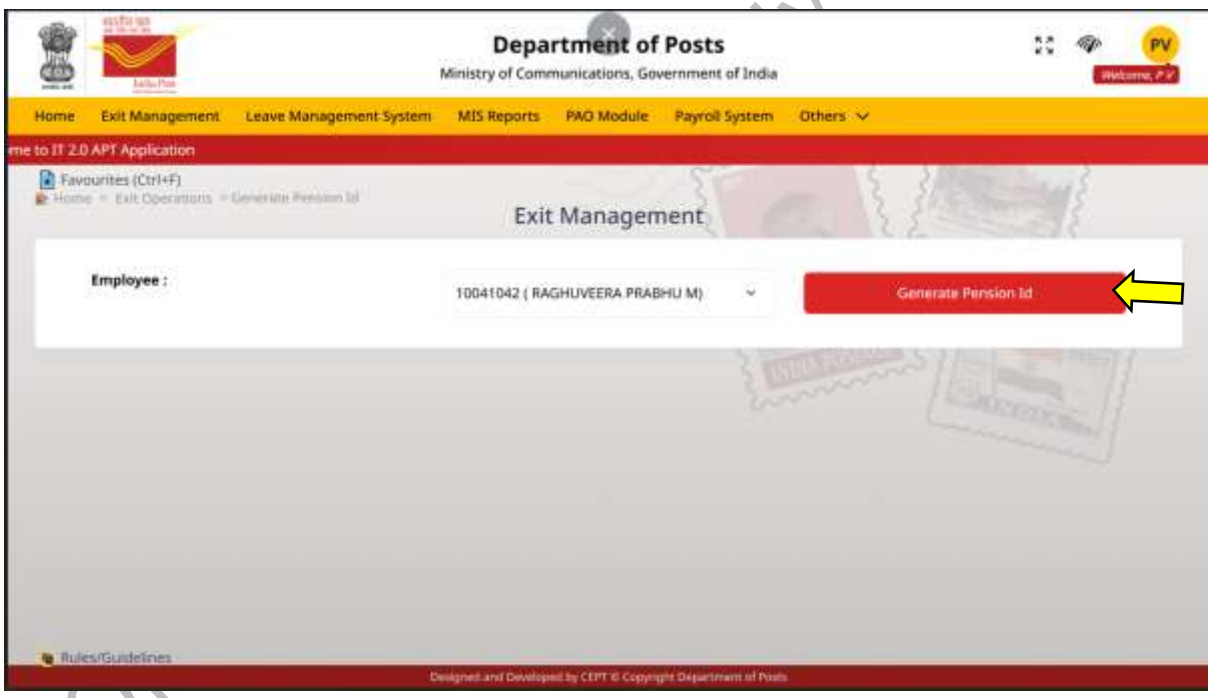


Click on 'Generate Pension ID' option

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Select the 'Employee' from the drop-down



Click 'Generate Pension ID' button.



Upon clicking the 'Generate Pension ID' button, an 8 Digit Pension ID will be generated.

8.1.3 Generate Sanction Memos

Upon verification of the Exit Request forwarded by the Division Office or PAO, the user with the role **'Pension Approving Authority / Checker (AO), PAO'** generates various sanction memos such as Commutation Memo, Gratuity Memo, GPF Memo, and CGEGIS Memo.

These memos are then forwarded to the DDO to effect payment to the respective employee.

The generation of the Memos are done through the options available under 'Generate Sanction Memos'.

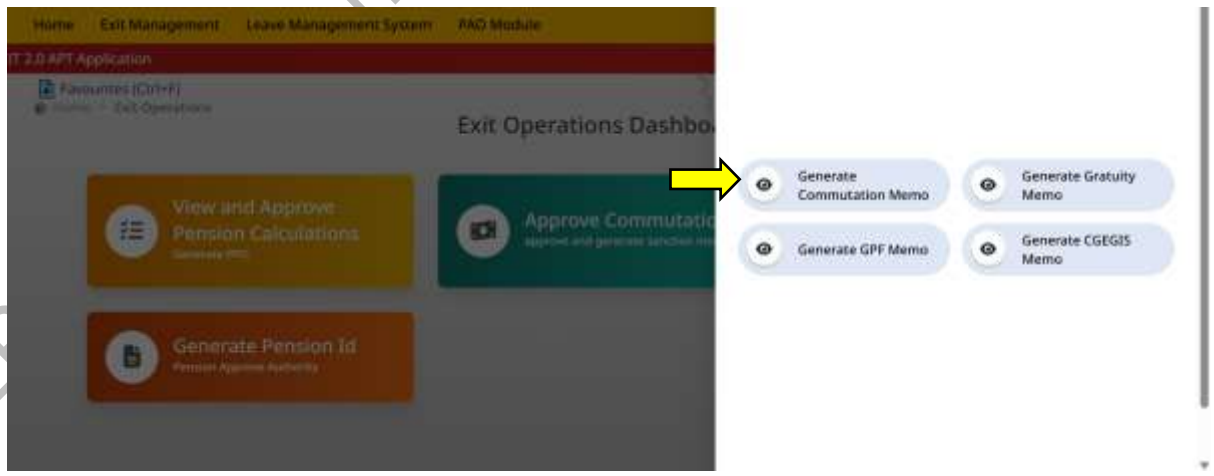


Click on 'Generate Sanction Memos' to access the options.

8.1.3.1 Generate Commutation Memo

A commutation disbursement memo may be generated and sent to the DDO, enabling payment to the concerned employee.

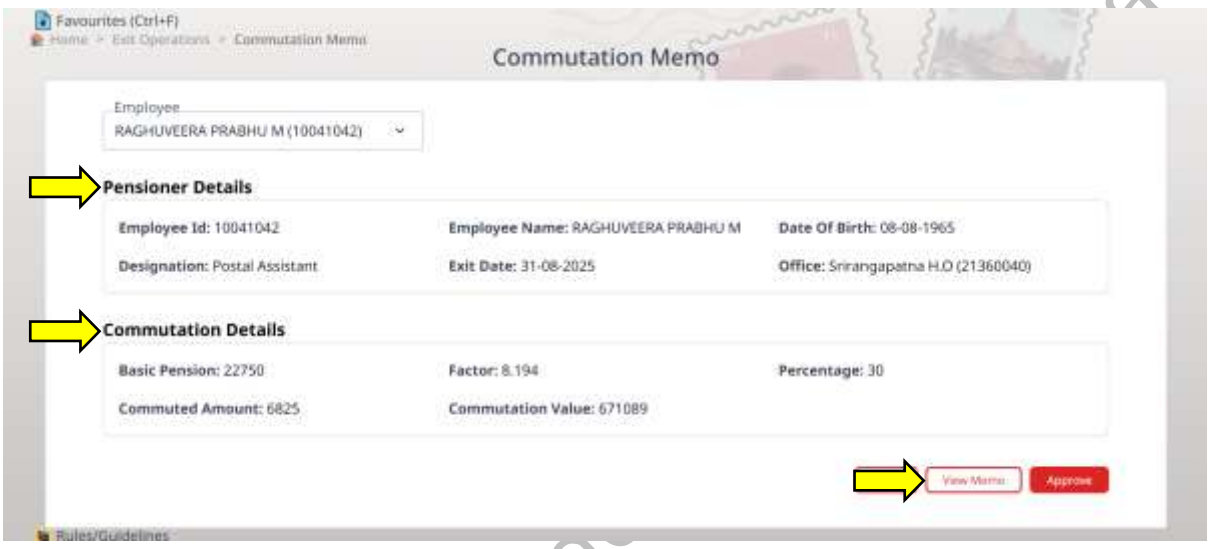
This memo is created through the 'Generate Gratuity Memo' option.



Click 'Generate Commutation Memo' option.



Choose the 'Employee'.



Upon choosing the 'Employee', application displays the employee details and Commutation details such as 'Basic Pension', 'Commutation Factor', 'Commutation Percentage', 'Commuted Amount' and 'Commutation value payable to the employee'. Click on 'View Memo' button to view the Memo.

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DEPARTMENT OF POSTS, INDIA

REVISED COMMUTED VALUE PAYMENT (CVP) AUTHORITY

Memo No: EXT-SUP10040875/COMM/10041042 Date: 24-09-2025

Not Payable Before: 31-08-2025
PPO Date:
Ref. PPO No.:
Type of Pension: Superannuation
Below Rs.: 671090

Govt. Servant Name: RAGHUVEERA PRABHU M
Address: 323 6TH MAIN BANK COLONY , BOGADI
MYSORE 570026, MYSURU

It is hereby authorized to draw and disburse the Commuted Value of Pension in respect of pensioner **RAGHUVEERA-PRABHU M, Postal Assistant, Srirangapatna H.O (21360040)** or to the nominee or legal heirs as the case may be vide Rule 7 of CCS (Commutation of Pension) Rules, 1981 as per details shown hereunder:

Amount to be paid: **Rs.671089 (Six Lakh Seventy One Thousand and Eighty Nine)**

Pension	Rs.22750
Commuted Amount of Pension	Rs.6825
Reduced Pension	Rs.15925

Reduced Pension effective from
1. The Date of receipt of CVP by the pensioner, OR
2. Three months after the date of issue of commutation authority or whichever is earlier

Remarks:

Head of Account: 3201-07-102-01 Commuted Value of Pension

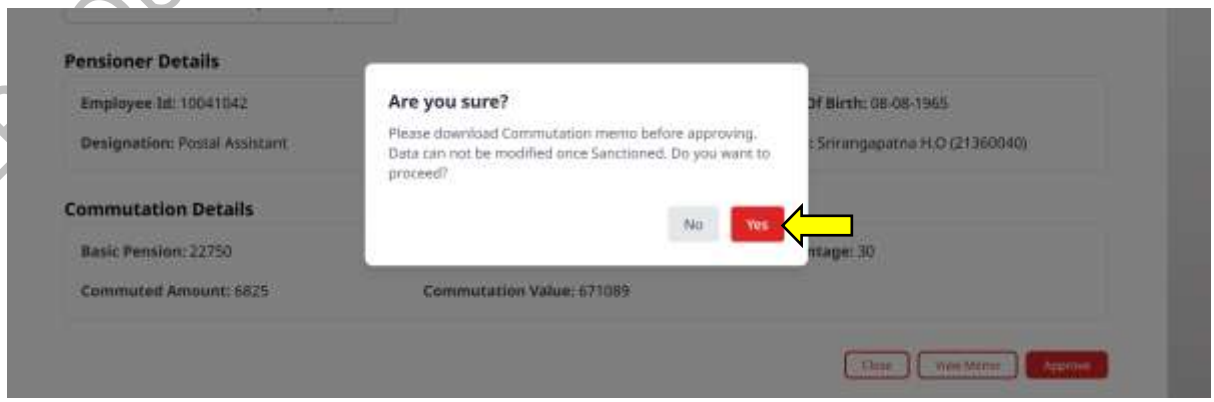
Copy To:
1) The Official/Pensioner
2)

Asst. Accounts Officer (Pension Section)

The 'Memo' will be displayed as shown above.



Click on 'Approve' button to proceed further.



Upon clicking the 'Approve' button, application once again asks for the confirmation.

Click on ‘Yes’ button.



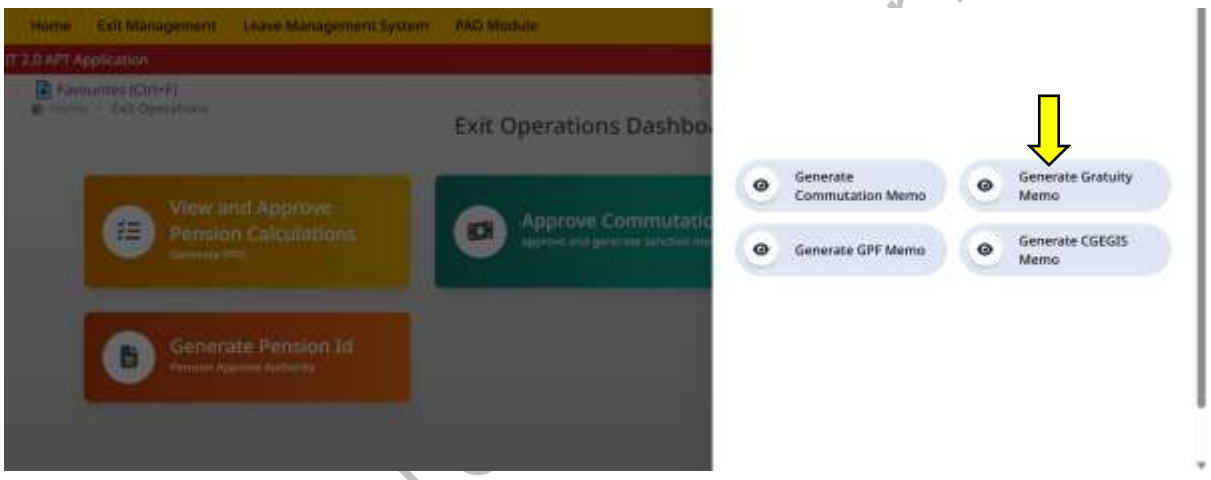
Upon clicking ‘Yes’ button, ‘Commutation sanction approved successfully’ message will be displayed.

8.1.3.2 Generate Gratuity Memo

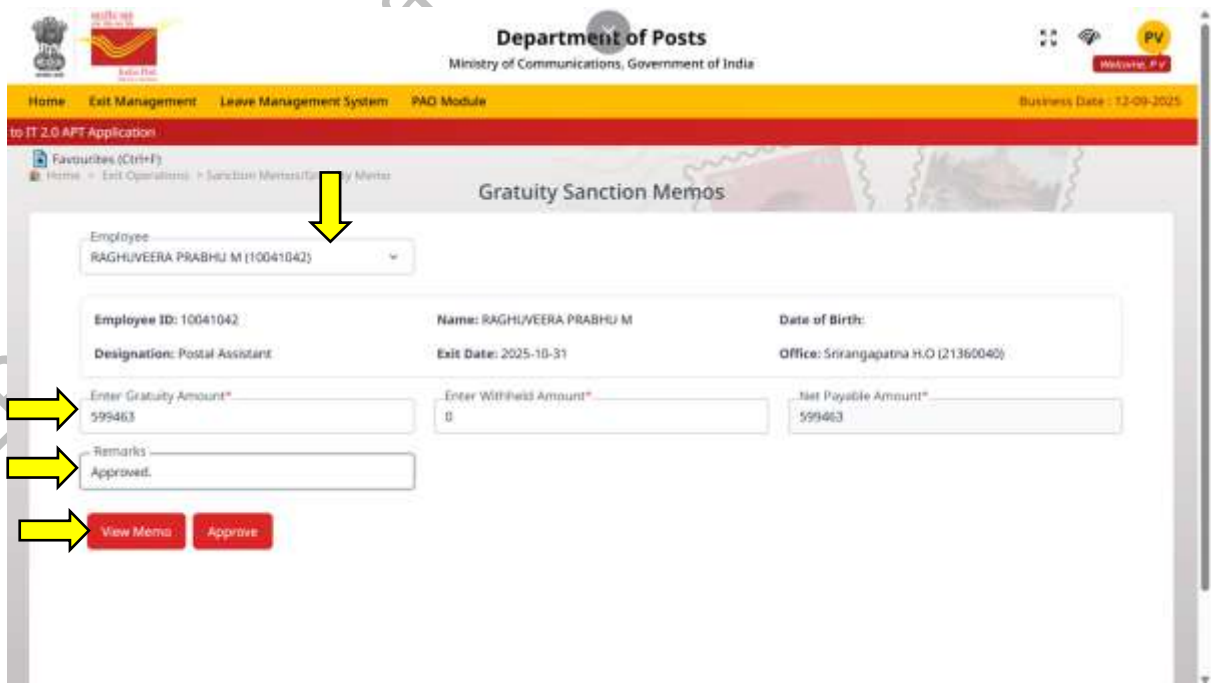
Upon verification of the employee’s admissible payables in the ‘View and Approve Pension Calculation’ option, the application displays the Gratuity amount payable.

A memo for the disbursement of the Gratuity must be generated and forwarded to the DDO to effect payment to the respective employee.

This memo is produced using the ‘Generate Gratuity Memo’ option.



Click ‘Generate Gratuity Memo’ option



Select the employee from the drop-down

The Gratuity Amount and Net Payable Amount will be auto-populated where the user may modify.

Enter the 'Withheld Amount', If any.

Enter the 'Remarks' and Click 'View Memo' button.

DEPARTMENT OF POSTS, INDIA

BANGALORE Postal Account Office DAP

INTIMATION OF GRATUITY

Date: 23-09-2025 Processed By: P V ROHITH (10047057)

Memo No: EXT-SUP10041042/gratuity/10041042

To: The SSPOs/SPOS/SRM/SSRM
Mandya Division
No: PPO/20250923/10041042/2877
Not Payable Before: 31-10-2025
PPO Date:
Ref. PPO No: PPO/20250923/10041042/2877
Type of Pension: Superannuation
Below Rs.: 599464

Govt. Servant Name: RAGHUVEERA PRABHU M
Address: 323 6TH MAIN BANK COLONY BOGADI
MYSORE 570026 MYSURU

It is intimated that Shri/Smt. **RAGHUVEERA PRABHU M**, Postal Assistant is entitled for Retirement Gratuity as detailed below and the same may be paid to the Pensioner / Nominee / Legal heirs / Guardian, as the case may be.

Gratuity	Amount Rs.	Withheld Rs.	Net Payable Rs.
Retirement Gratuity	599463	0	599463

Rs. : 599463 (RupeesFive Lakh Ninety Nine Thousand Four Hundred and Sixty Three Only)

The following recoveries as intimated by your office may also be recovered before drawing and disbursing the Gratuity in accordance with Rule-63(2) of CCS (Pension) Rules, 2021 read with Rule-67, 68, and 69 of CCS(Pension) Rules, 2021.

Remarks:

1) It may also be ensured that no Departmental / Judicial case is pending against the Govt. Servant on the Date of Retirement.
2) Approved.

Head of Account: 3201-07-104-01 Gratuities

Copy To:

1) RAGHUVEERA PRABHU M

Accounts Officer
BANGALORE Postal Account Office DAP

Upon clicking the 'View Memo' button, the 'Intimation of Gratuity' memo will be displayed where the user can download and print.

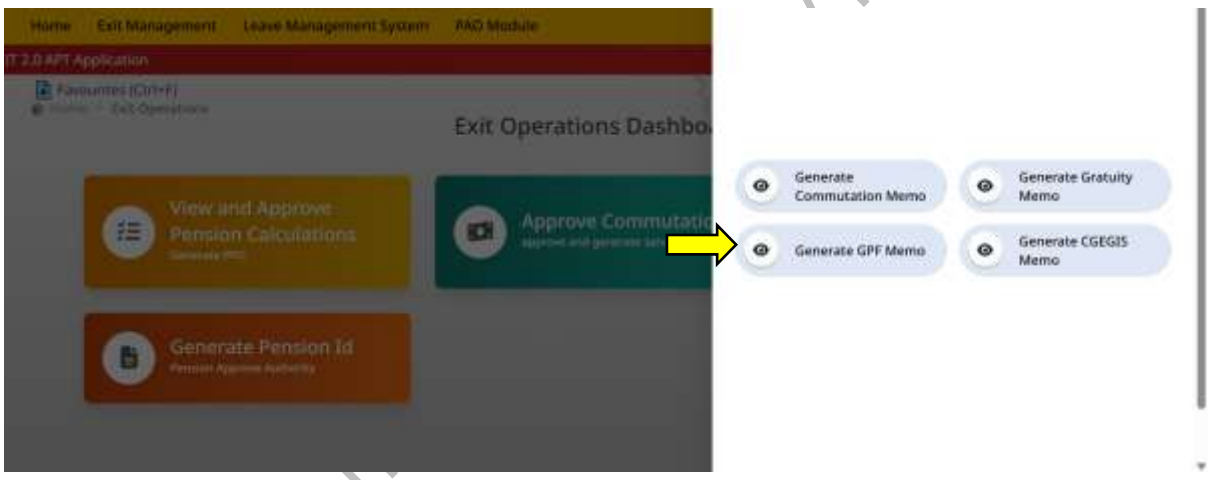


Click 'Approve' button to verify the Gratuity memo.

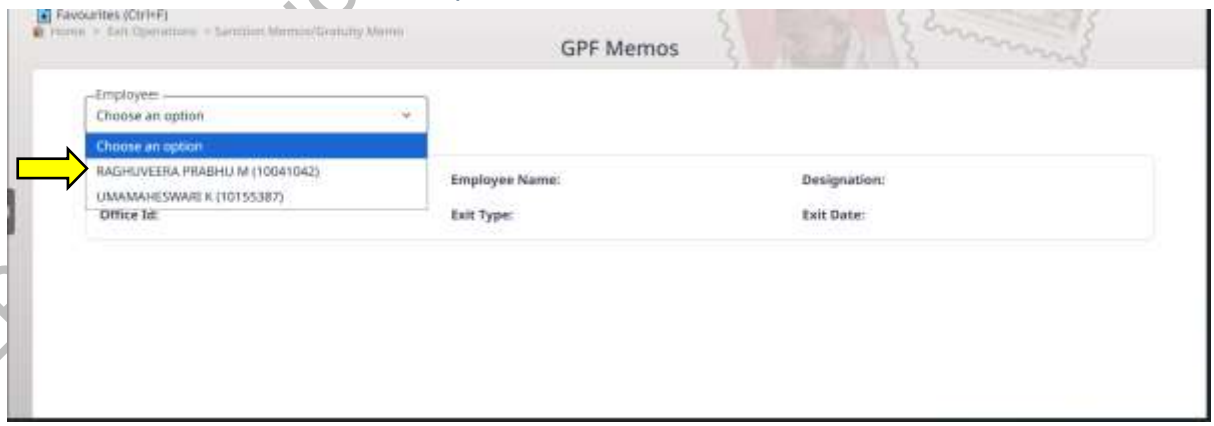
Upon clicking the 'Approve' button, 'Gratuity approved successfully' message will be displayed.

8.1.3.3 Generate GPF Memo

The GPF amount payable to the employee is displayed in the 'Employee Details' tab under the 'View and Approve Pension Calculation' option. This amount is automatically populated in the 'Generate GPF Memo' option, where the user may modify it, if necessary. The GPF Memo is then printed and forwarded to the respective DDO to effect payment to the employee.

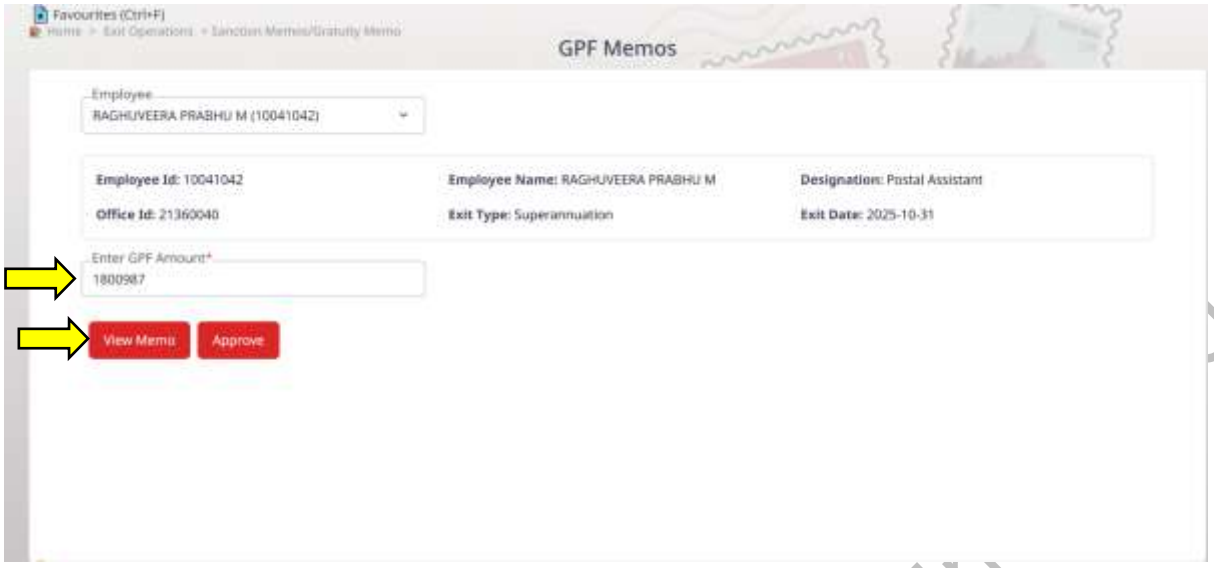


Click on 'Generate GPF Memo' option.



Select the 'Employee'.

for Internal Use



Modify the Amount, if required and Click on 'View Memo' button.

DEPARTMENT OF POSTS

BANGALORE POSTAL ACCOUNT OFFICE DAP

Memo No: EXT-SUP10041042/GPF/10041042

Date: 23-09-2025

Subject: Sanction for final payment from the **General Provident Fund (GPF)**.

In accordance with the rules contained in the General Provident Fund (Central Services) Rules, 1960, sanction is hereby accorded for the final withdrawal of **Rs.1800987/- (Rupees Eighteen Lakh Nine Hundred and Eighty Seven only)** from the GPF account of **Sri RAGHUVEERA PRABHU M**, Retired **Postal Assistant**, . His/her GPF Account Number is .

The amount represents the final balance at credit as on the date of retirement, i.e., **2025-10-31**, after accounting for all subscriptions, advances, withdrawals, and interest due.

The payment shall be made by cheque/DD/NEFT as per the existing procedures.

The expenditure is debitable to **8009 – State Provident Funds – GPF**.

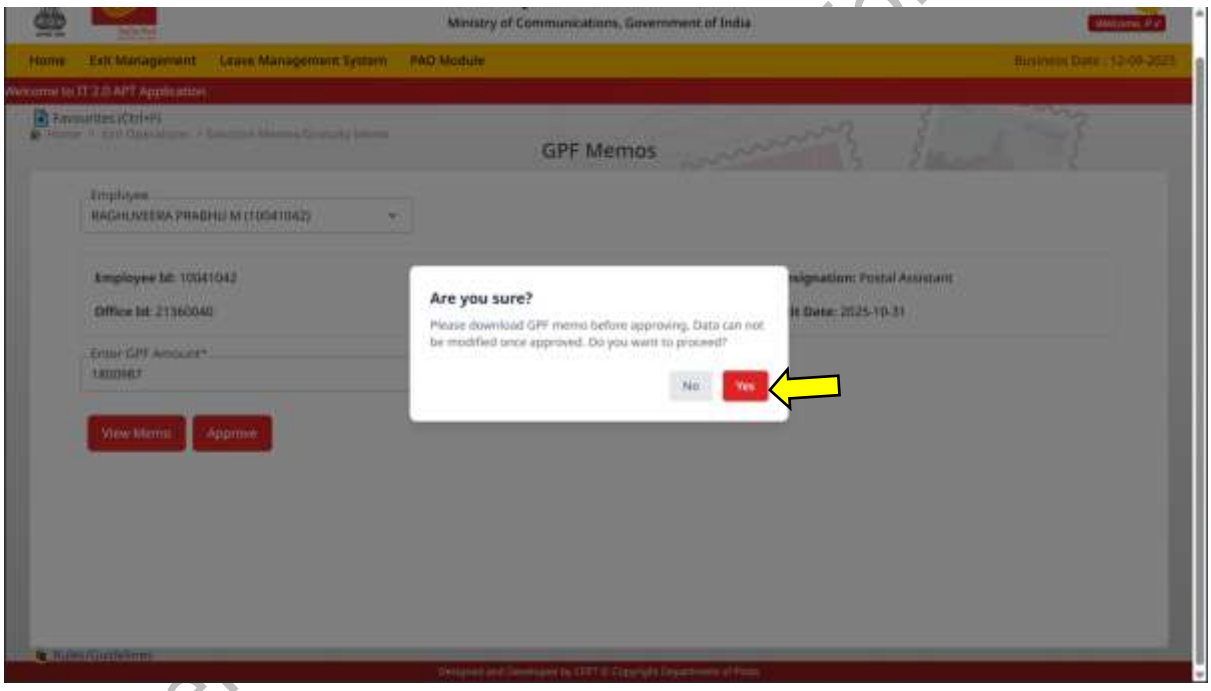
Accounts Officer

BANGALORE Postal Account Office DAP

Upon clicking the 'View Memo' button, application generates the memo as shown above.



Click on ‘Approve’ button.



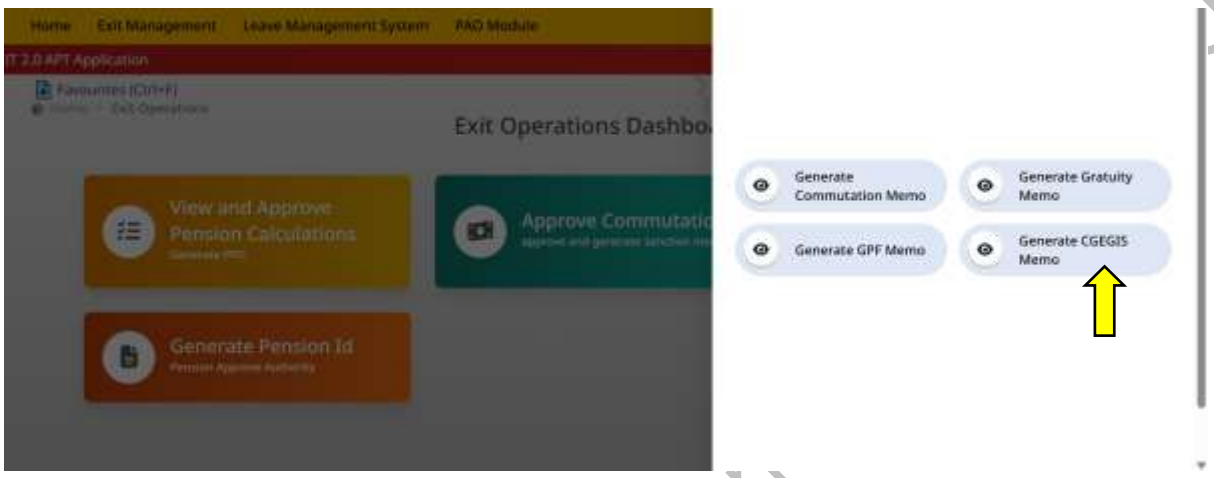
Upon clicking the ‘Approve’ button, application displays the warning message.
Click ‘Yes’ to proceed further.
Upon clicking the ‘Yes’ button, the memo will be generated and approved successfully.

CEPT Open

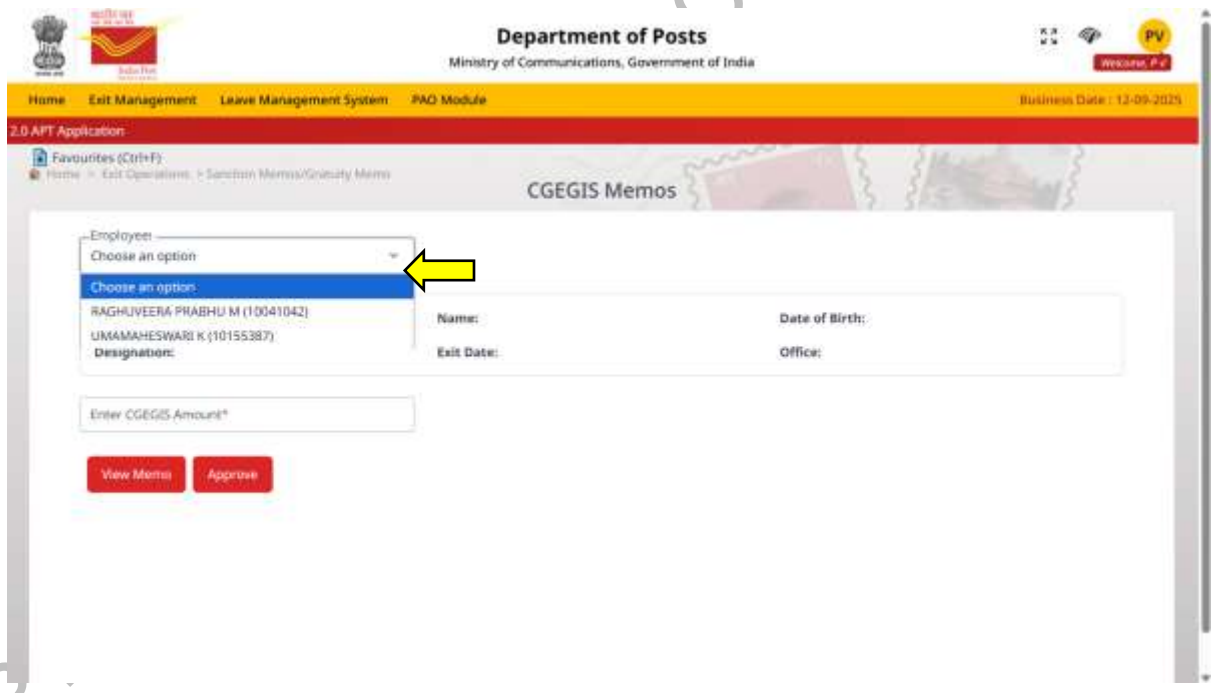
8.1.3.4 Generate CGEGIS Memo

CGEGIS, or the Central Government Employees Group Insurance Scheme, provides life insurance coverage as well as a lump sum payment upon retirement to the employee or their nominee.

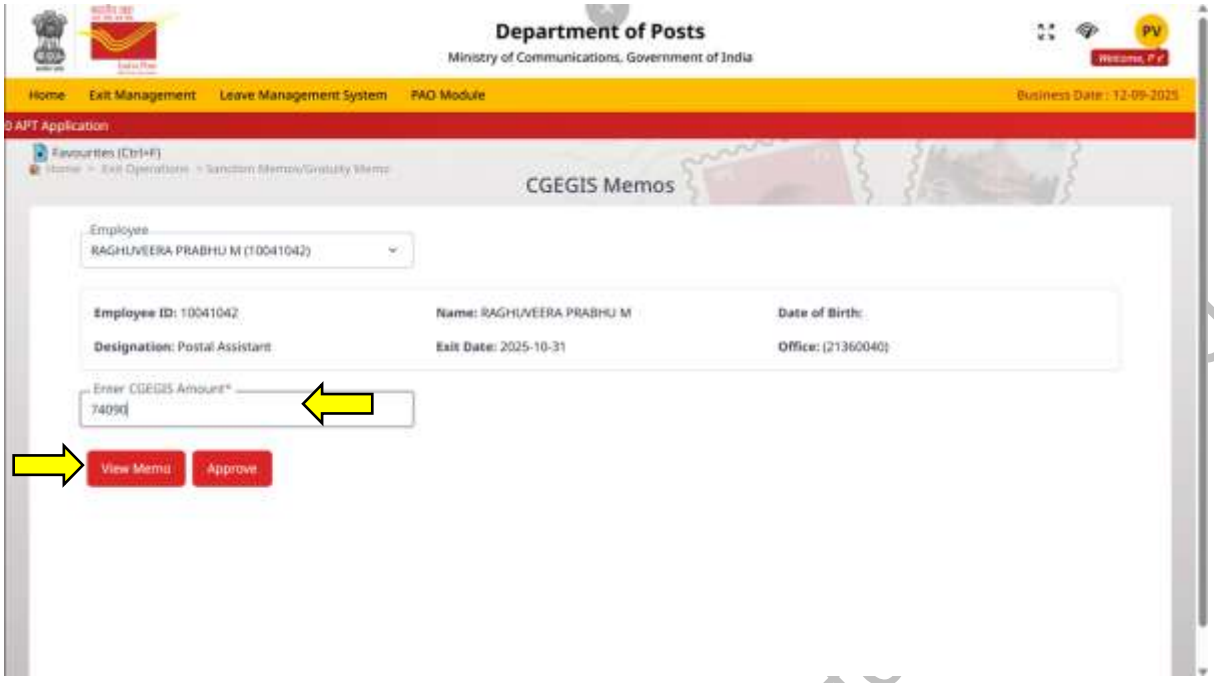
The payment is effected through a sanction memo, which is generated using the 'Generate CGEGIS Memo' option.



Click on 'Generate CGEGIS Memo' option.



Select the 'Employee'



Enter the 'Amount' and click on 'View Memo' button.

DEPARTMENT OF POSTS

BANGALORE POSTAL ACCOUNT OFFICE DAP

Memo No: EXT-SUP10041042/CGEGIS/10041042

Date: 23-09-2025

Subject: Sanction for payment under the **Central Government Employees Group Insurance Scheme (CGEGIS).**

Under the provisions contained in Para 11-1/11-2 of Ministry of Finance O.M. No. F-15(3)/75-W/P dated 31-10-1980, sanction is hereby accorded for the payment of **Rs.74090/- (Rupees Seventy Four Thousand and Ninety only)** to **Sri RAGHUVEERA PRABHU M**, Retired **Postal Assistant**, (21360040). Date of Retirement: **31-10-2025** .

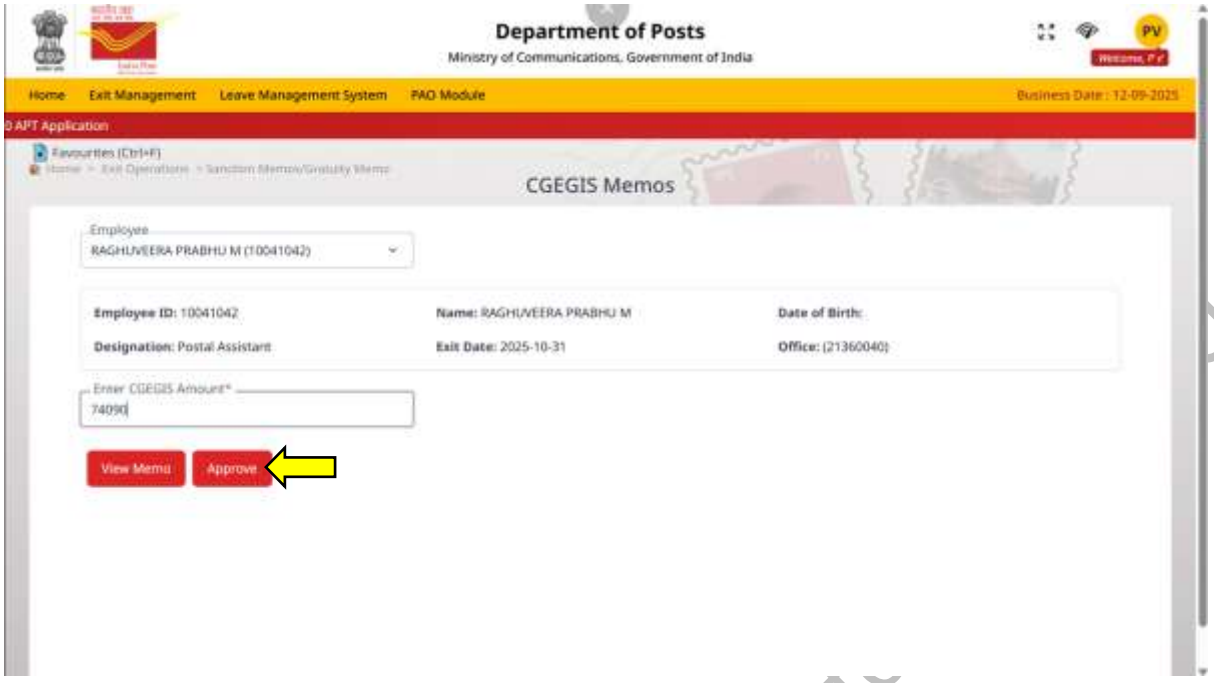
This amount is being paid under the **CGEGIS-1980 Scheme**.

The expenditure is debitable to **8011 – Insurance Fund and Pension Fund of CGEGIS-1980**.

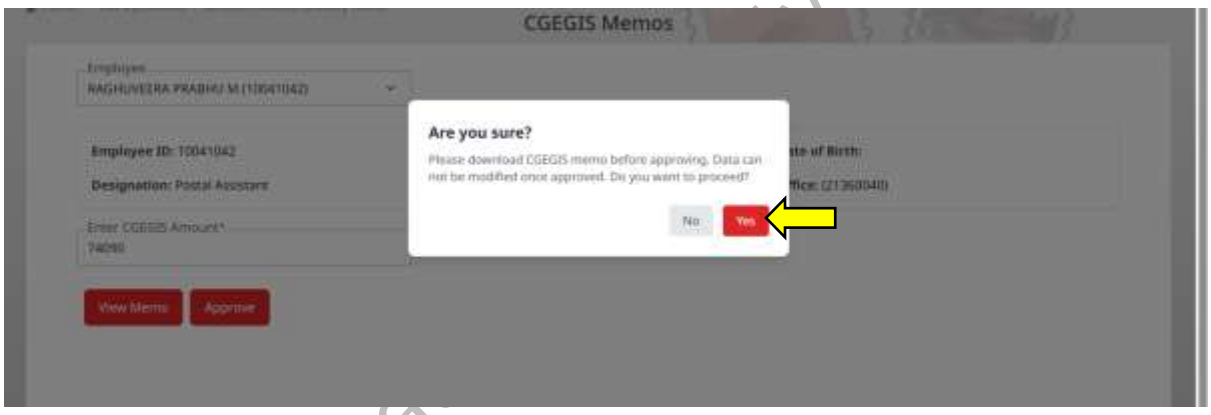
Accounts Officer

BANGALORE Postal Account Office DAP

The Memo will be generated as shown above.



Click on 'Approve' button to verify the transaction.



Upon clicking the 'Approve' button, application displays the warning message. Click on 'Yes' to proceed further.



Upon clicking 'Yes', the 'CGEGIS approved successfully' message will be displayed.

8.1.4 Leave Encashment

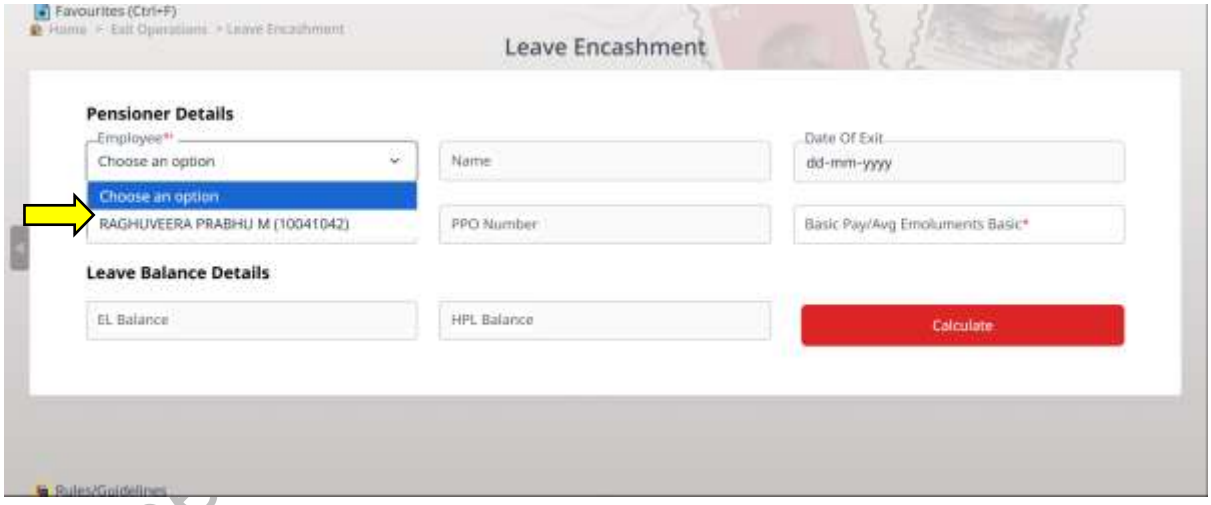
After the PAO forwards and verifies the Exit Request, the DO/PAO should process the employee's Leave Encashment. This process is handled by users with the roles 'Exit Processing Authority' and 'Exit Management Supervisor / Service Book Authority (DH)'.

8.1.4.1 Creation of Leave Encashment Request

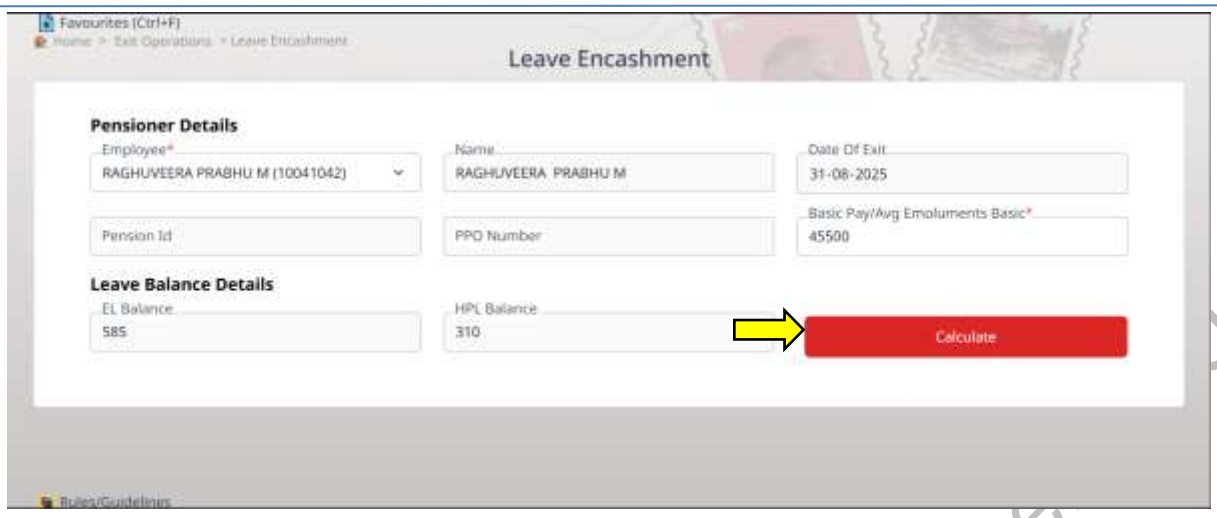
The user with role 'Exit Processing Authority' will create the 'Leave Encashment' request.



Click on 'Leave Encashments' option



Select the employee from the drop-down.



Upon selecting the employee from the drop-down, application displays the details such as 'Exit Date', 'Leave Balance Details' etc..,

Click on 'Calculate' button.



Upon clicking the 'Calculate' button, application displays the 'EL' and 'HPL' encashment calculation details.

Click on 'Submit' button.



Upon clicking the 'Submit' button, 'Request submitted successfully' message will be displayed.

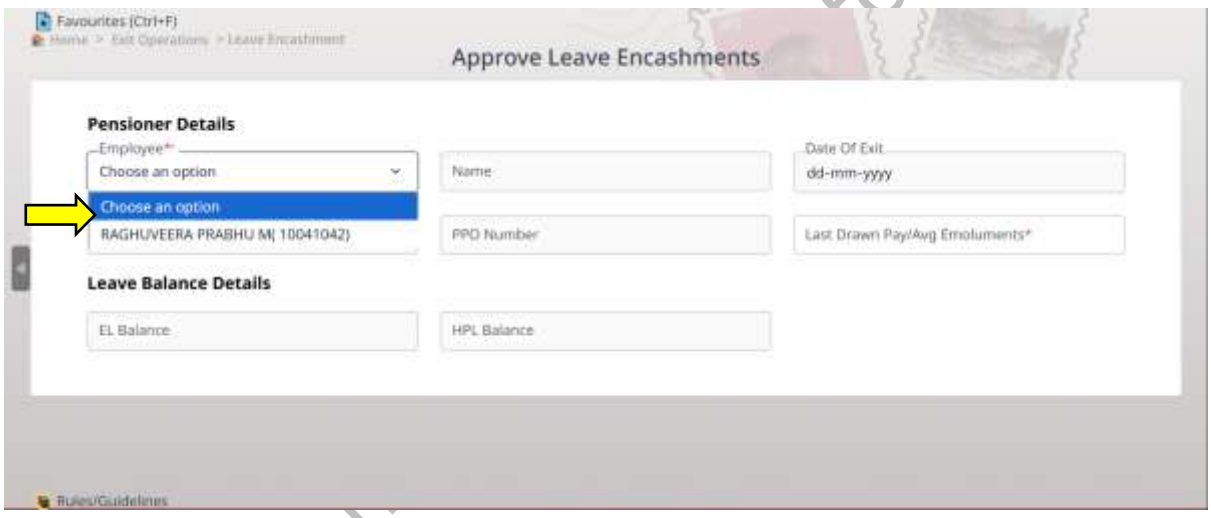
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8.1.4.2 Approving of Leave Encashment Request

A user with the role 'Exit Management Supervisor / Service Book Authority (DH)' is authorized to verify or approve a Leave Encashment Request.

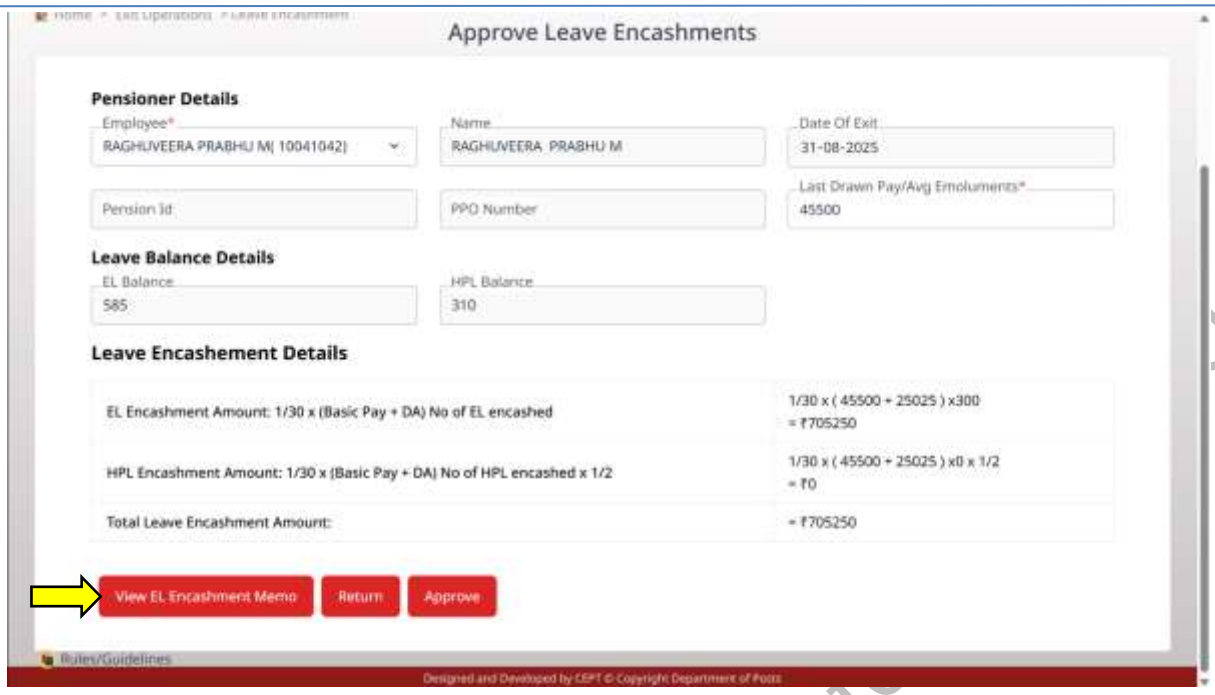


Click on 'Approve Leave Encashments' option



Select the 'Employee'

CEPT Operation



Upon selecting the employee, application displays the details of the employee along with Leave Encashment details.

Click on 'View EL Encashment Memo' button to view the memo

GOVERNMENT OF INDIA
DEPARTMENT OF POSTS

Not payable before 01-09-2025

Memo No: LEC24092025134549 dated 24-09-2025

Sub: - Encashment of un-utilised EL case of **RAGHUVEERA PRABHU M (10041042), Postal Assistant** Retired on superannuation on 31-08-2025 Afternoon Reg

RAGHUVEERA PRABHU M, Postal Assistant retired on 31-08-2025 Afternoon was having un-utilized EL – 300, HPL – 0 days at his/her credit on the date of his/her retirement.

As per the last pay drawn by the official, the amount of Encashment of EL entitled is worked out as follows:

Basic Pay – Rs. 45500/- DA @ 55% – Rs. 25025/- Total: Rs. 705250/-

EL Encashment = (Basic Pay + DA) × No. effective of EL ÷ 30 = (45500 + 25025) ×300÷ 30	Rs. 705250/-
HPL Encashment = (Basic Pay + DA) × No. effective of HPL × 1/2 ÷ (30) = (45500 + 25025) × 0 × 1/2 ÷ 30	Rs. 0/-
Total	**Rs. 705250/-**

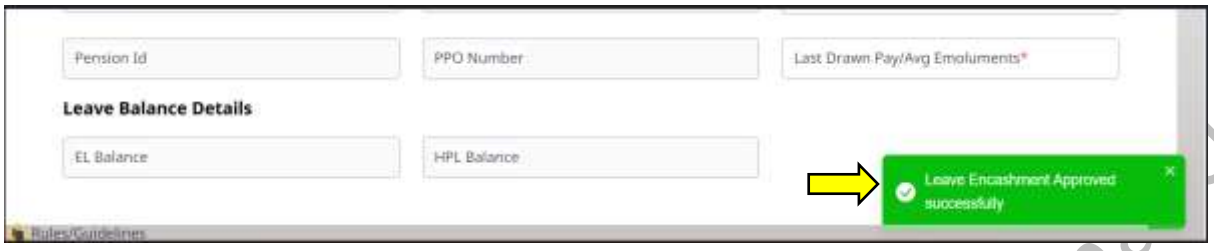
Net Amount payable: Rs. 705250/- (Rupees Seven Lakh Five Thousand Two Hundred and Fifty only.)

Superintendent of Post Offices
Mandya Division

The 'Memo' will be displayed as shown above.



Click on 'Approve' button to verify the request.



Upon clicking the 'Approve' button, 'Leave Encashment Approved Successfully' message will be displayed.

8.1.5 Commutation Process

The Commutation process for a retiring employee is carried out in two phases: one at the DO/PAO level and another at the PAO level.

At the DO/PAO level, the DO creates the Commutation request, and the PAO approves it. In some cases, the PAO may act as both creator and approver.

This process is performed by users with the roles:

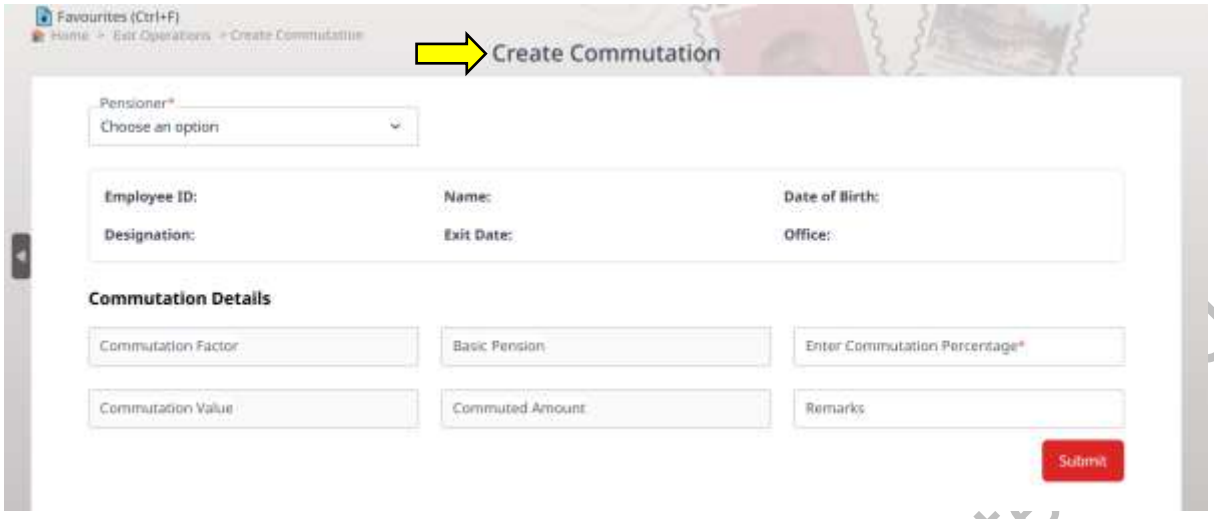
- Exit Management Supervisor / Service Book Authority (DH) – Maker
- Pension Approving Authority / Checker (AO), PAO– Checker

8.1.5.1 Creation of Commutation Request



Click on 'Create Commutations' option.

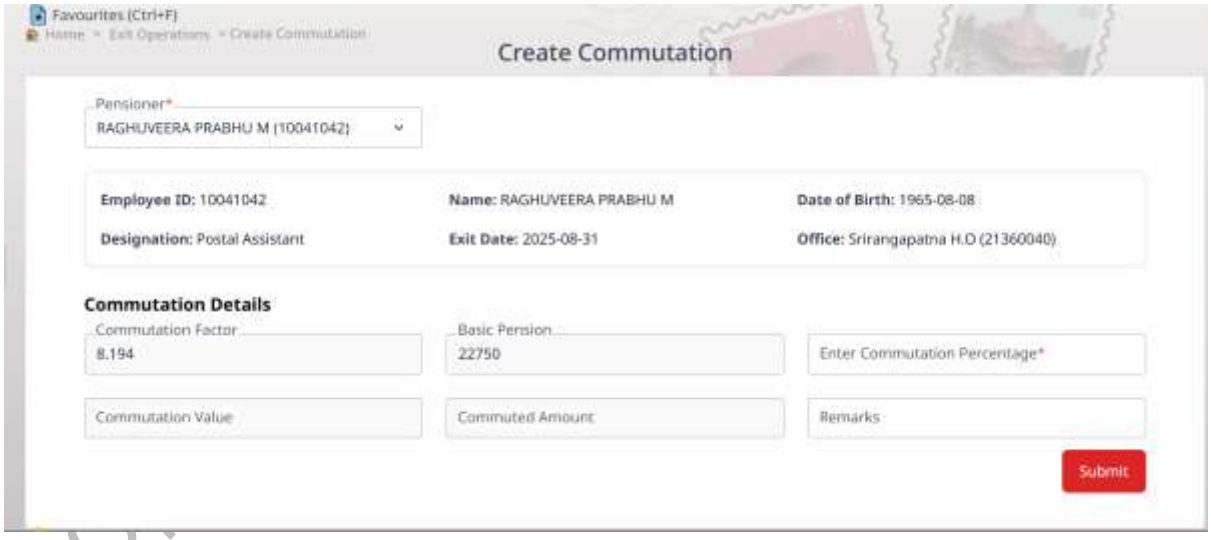
CEPT Guide Only for Internal Use



'Create Commutation' screen will be displayed.



Select the 'Pensioner'.



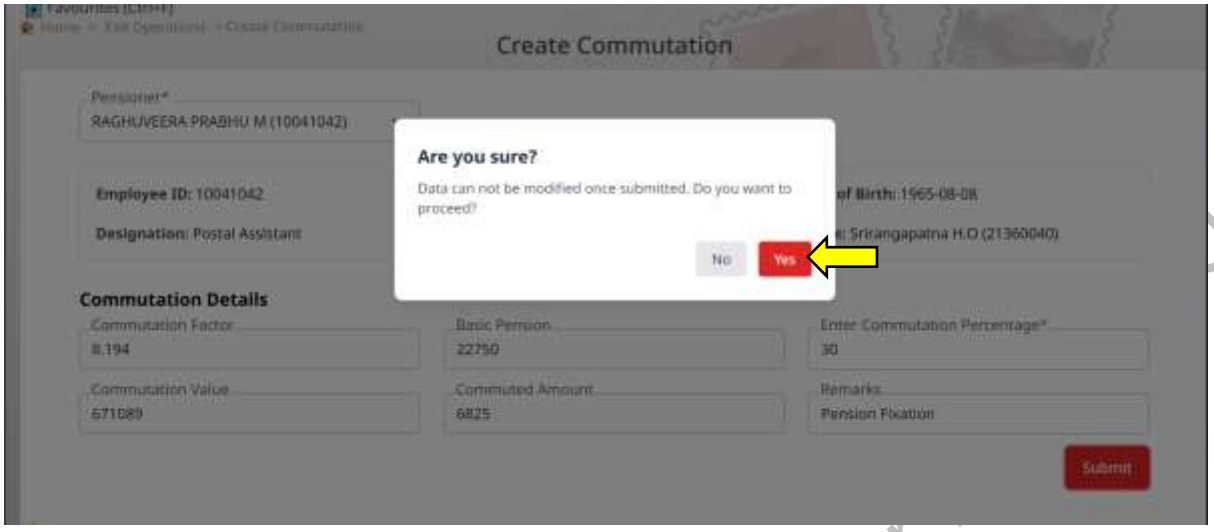
Upon selecting the 'Pensioner', application displays the details of the Pensioner along with the 'Commutation Factor' and 'Basic Pension' fixed.



Enter the 'Commutation Percentage'. Upon entering the 'Commutation Percentage', application displays the 'Commutation Value' and 'Commuted Amount'.

Enter ‘Remarks’.

Click on ‘Submit’ button.



Upon clicking on ‘Submit’ button, application once again asks for the confirmation.

Click on ‘Yes’ button.



Upon clicking on ‘Yes’ button, ‘Commutation request submitted successfully’ message will be displayed.

8.1.5.2 Verification of Commutation Request

After a Commutation Request is created, it is sent to the PAO for approval.

The user with the role ‘Pension Approving Authority / Checker (AO), PAO’ will verify the request at the PAO.



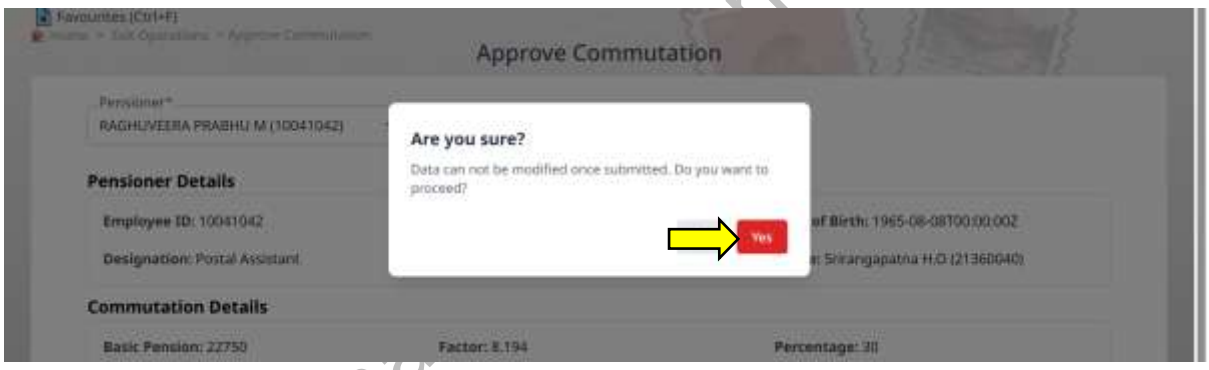
Click on ‘Approve Commutations’ option.



Select the 'Employee'.



Upon clicking the employee, the Pensioner and Commutation details will be displayed. Verify the details and Click on 'Approve' button.



Upon clicking the 'Approve' button, application once again asks for the confirmation. Click on 'Yes' button.



Upon clicking the 'Yes' button, 'Commutation Request approved successfully' message will be displayed.

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8.2 Pension Master Data Management

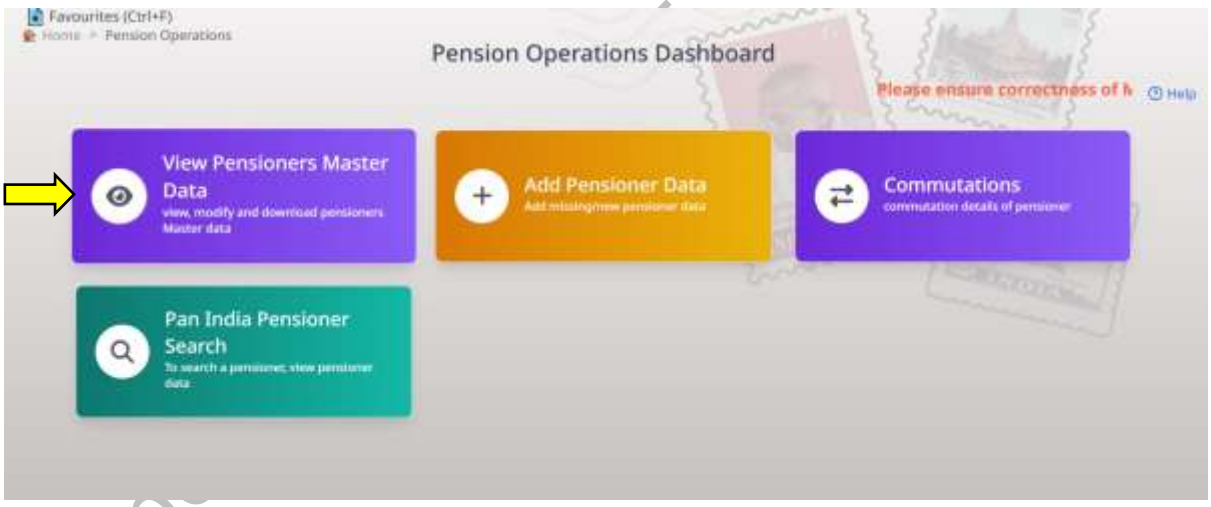
The Pension Master Data Management sub-card enables the user to perform functions such as viewing 'DDO-wise Pension Master Data', 'approving or adding pensioner data', 'adding or modifying commutations', and 'searching pensioner records based on Pension ID or PPO number'.



The options available to the maker and checker under 'Pension Master Data Management' sub-card is explained in the below sub-indexes.

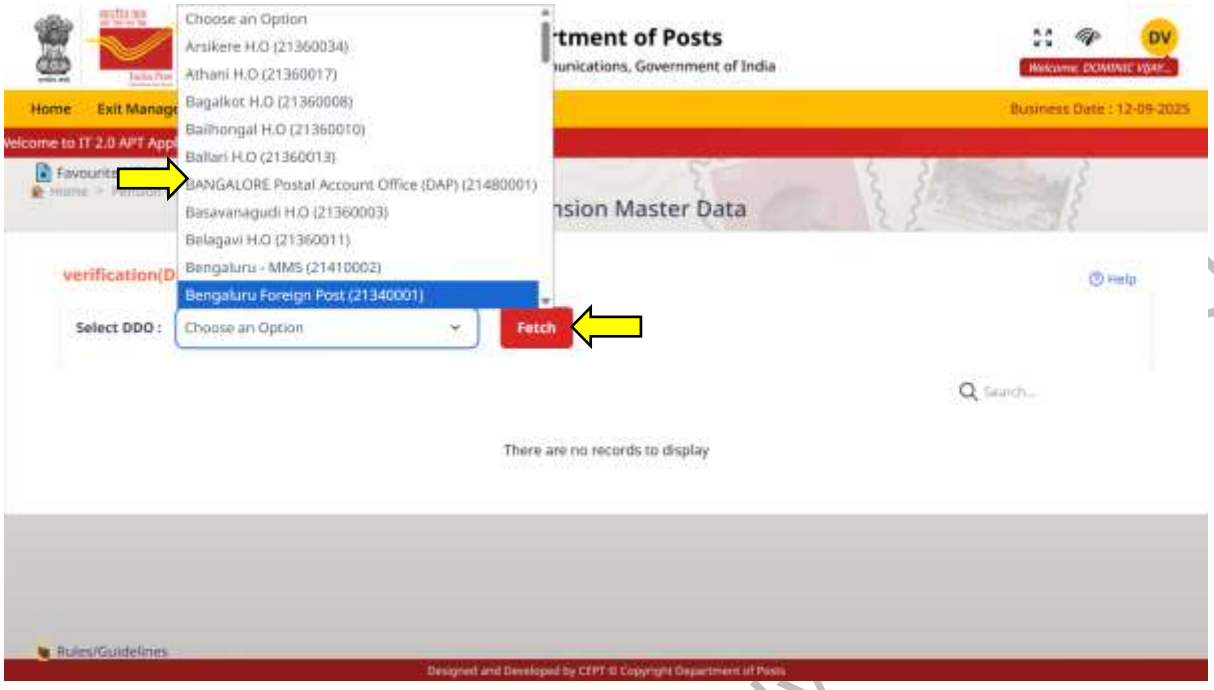
8.2.1 View Pensioners Master Data

The View Pensioners Master Data option provides detailed information on the number of pensioners available under the DDO.

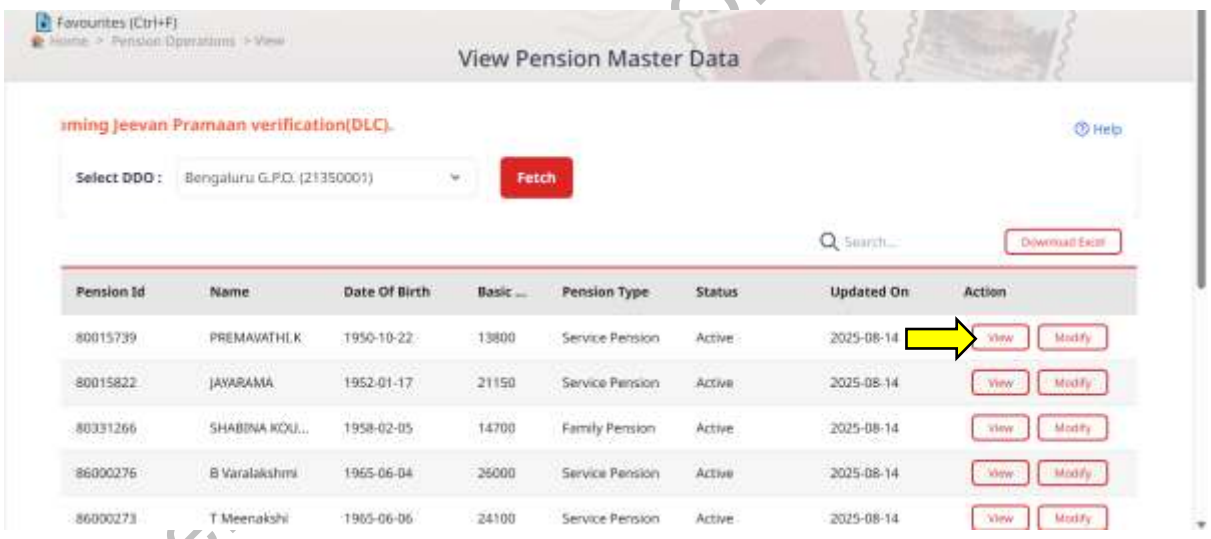


Click on 'View Pensioners Master Data' option.

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Select the DDO and click on 'Fetch' button.



Upon clicking the 'Fetch' button, application displays the Pensioner data available under the selected DDO.

The 'Action' column is enabled with 'View' and 'Modify' button.

The user can view and if required, the modification to the pension data can be done.

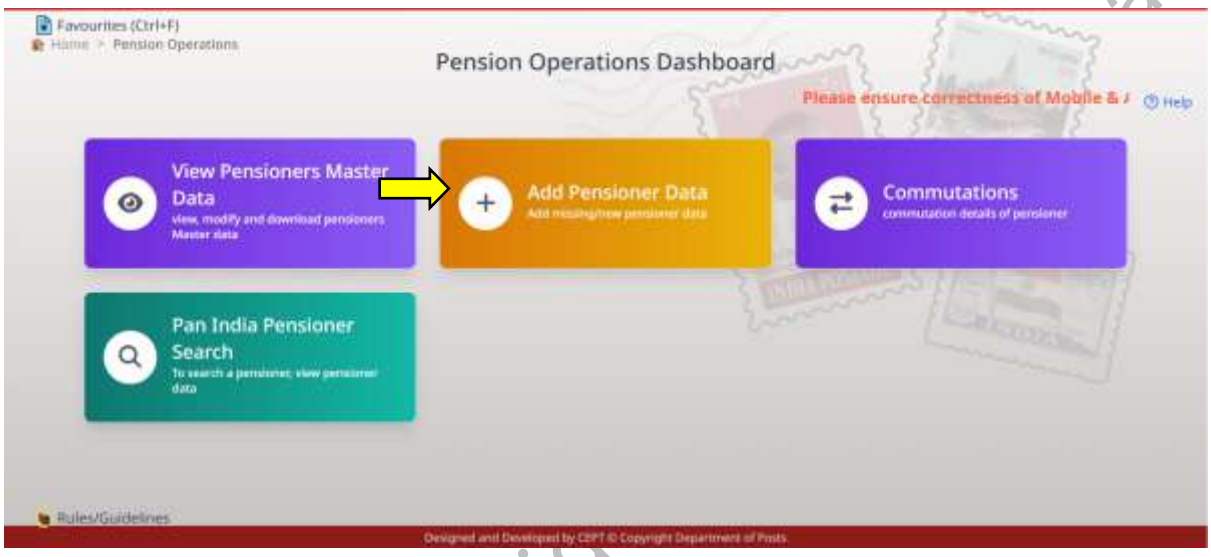
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8.2.2 Pensioner Data

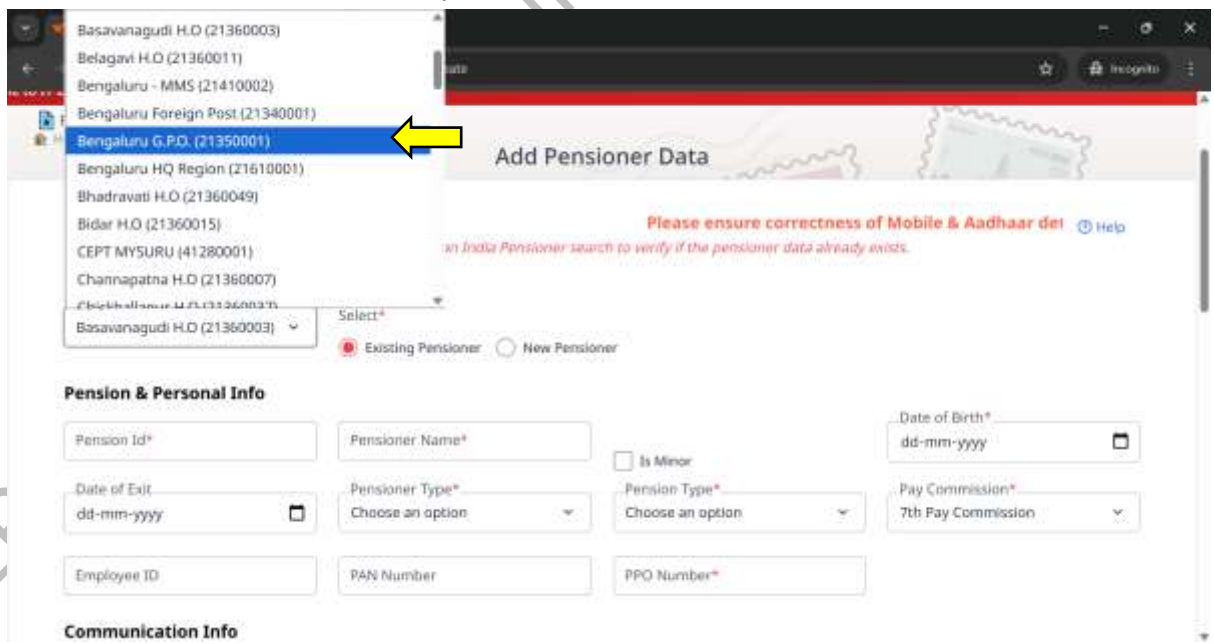
The Pensioner Data option allows the user to modify existing pensioner data or add new records. Any data added or modified by the Maker must be verified by the Checker.

8.2.2.1 Add Pensioner Data

Users assigned the role of 'Pension Data Modification/Addition Maker' are authorized to add or modify pensioner data, provided that all such entries are subsequently verified by the designated Checker.



Click on 'Add Pensioner Data' option.



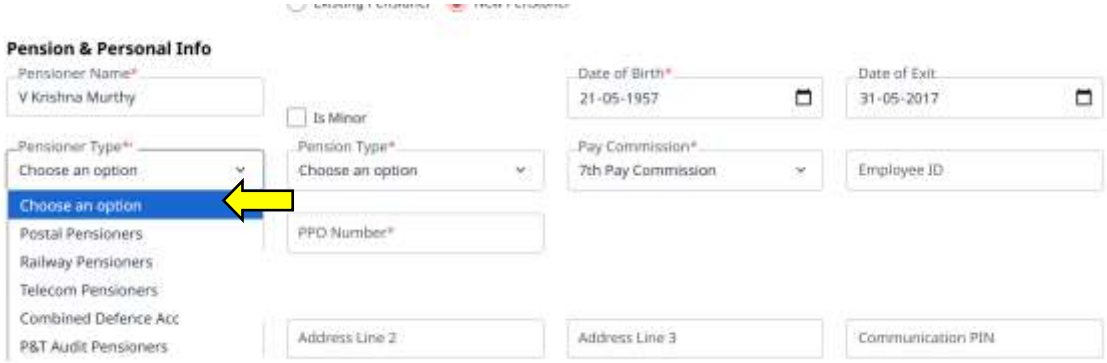
Select the DDO.

The screen is enabled with two radio-buttons. i.e..,

- Existing Pensioner and
- New Pensioner.

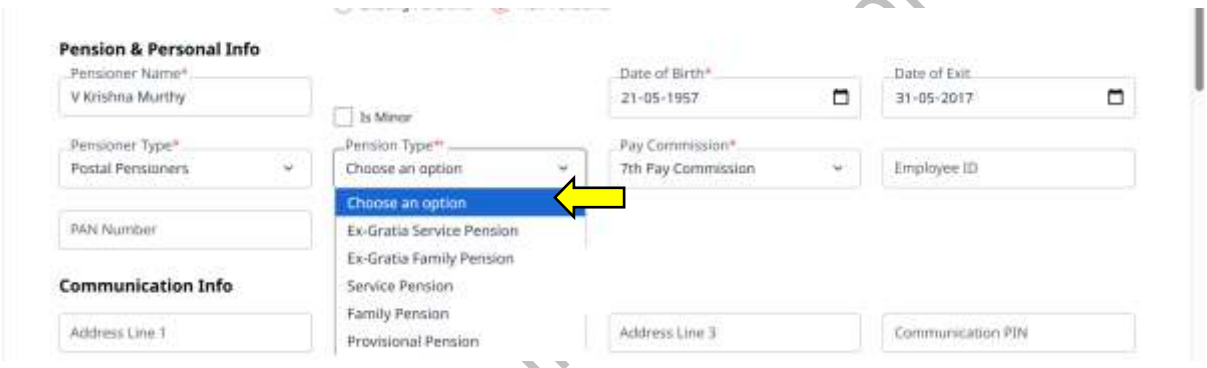
If 'Existing Pensioner' is selected, then user needs to enter 'Pension ID' and other details.

But if 'New Pensioner' is selected, then user need not enter 'Pension ID', but other details needs to be entered.



Enter the 'Pensioner Name', select 'Date of Birth', 'Date of Exit'.

Select 'Pensioner Type'.



Select the 'Pension type', 'Pay Commission', Enter 'Employee ID'.



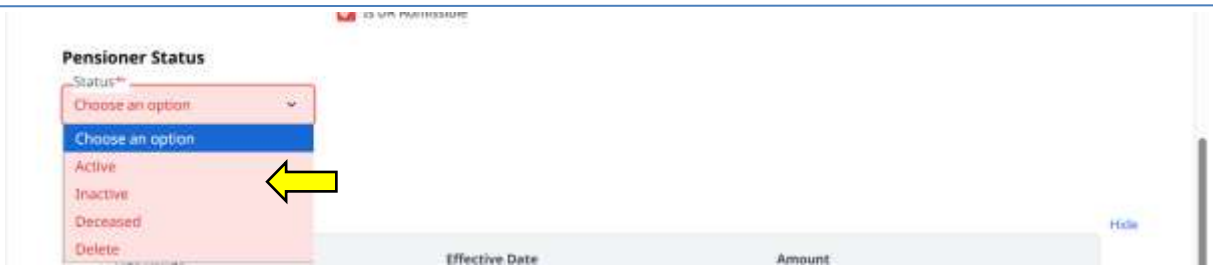
Enter 'PAN Number' and 'PPO Number'.



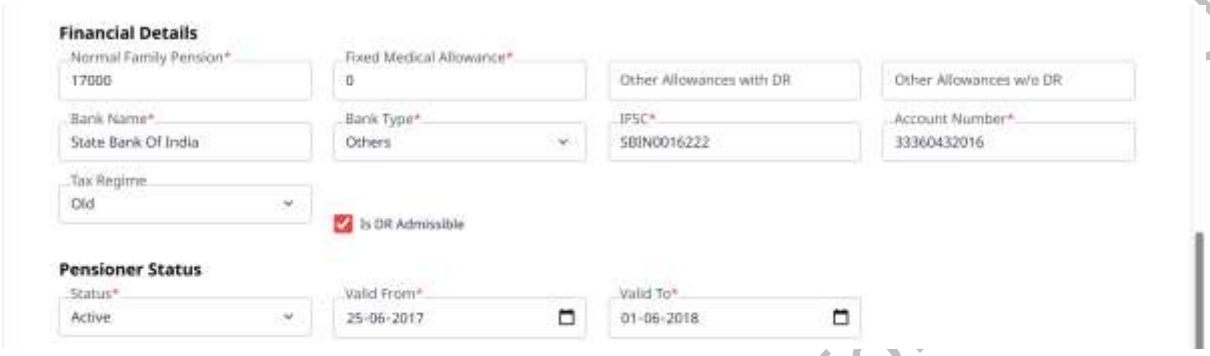
Enter 'Normal Family Pension', 'Fixed Medical Allowance', 'Bank Name', 'Bank type', 'IFSC Code', 'Account Number'.



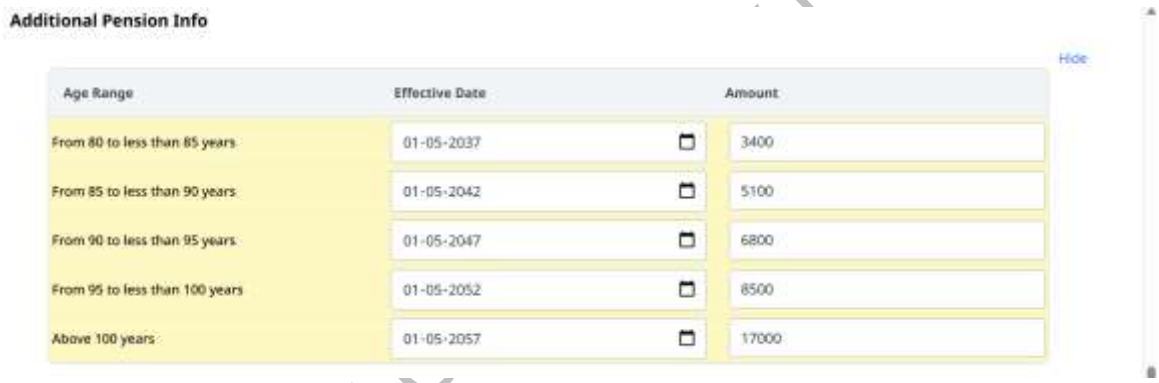
Select the 'Tax Regime'.



Select the 'Pensioner Status'.



Select the 'Valid From' and 'Valid To' date.



Application displays the 'Additional Pension Info'.



Enter the 'Remarks'.



Click on 'Submit' button.

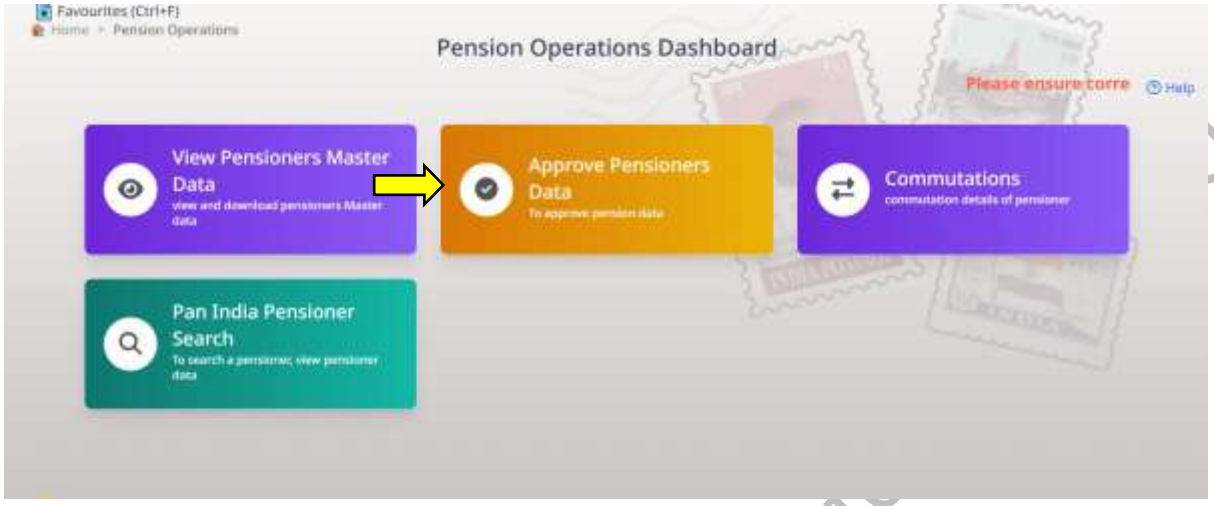


Upon clicking the 'Submit' button, 'Request submitted successfully' message will be displayed.

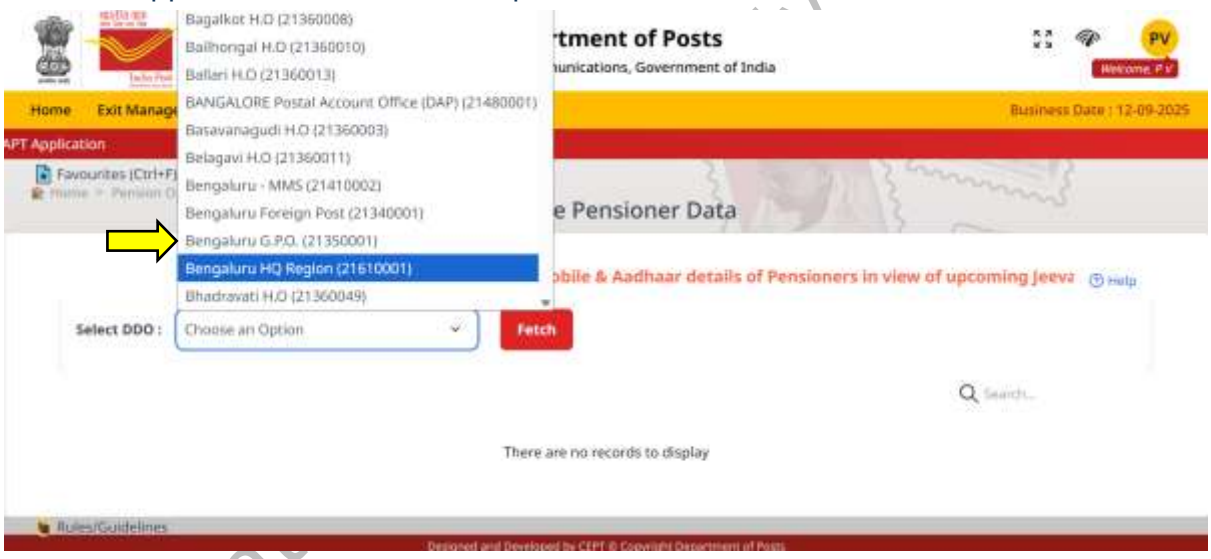
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8.2.2.2 Approve Pensioner Data

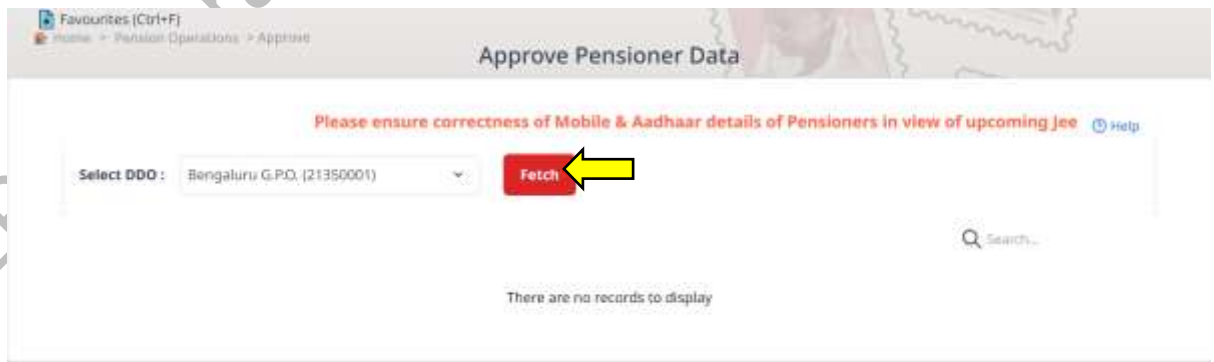
Once the Maker has added or modified pensioner data, the Checker is required to approve it using the 'Approve Pensioners Data' option. This option is accessible to users assigned the role of 'Pension Data Modification/Addition Checker'.



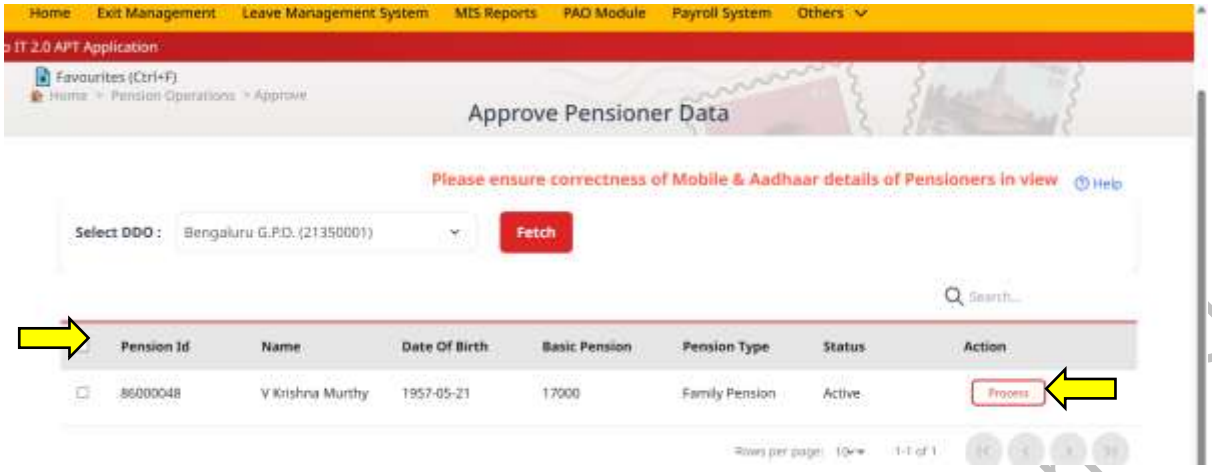
Click on 'Approve Pensioners Data' option.



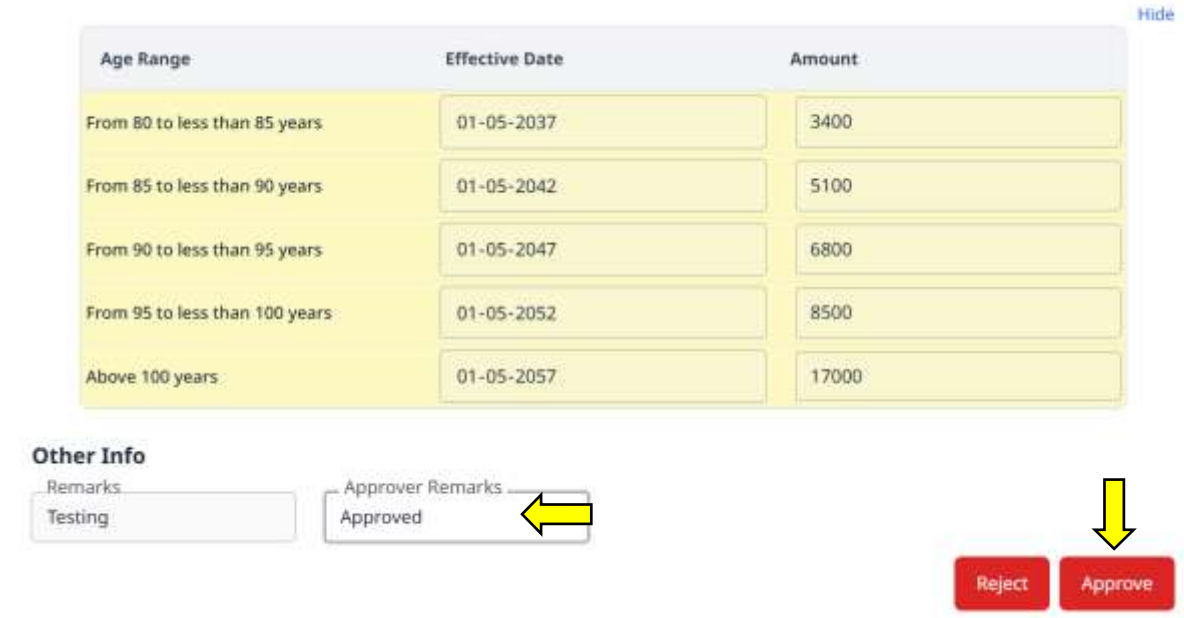
Select the DDO.



Click on 'Fetch' button.



Upon clicking the 'Fetch' button, the application retrieves and displays the list of pensioner details that are currently pending verification.



Enter the 'Approver Remarks' and Click on 'Approve' button.



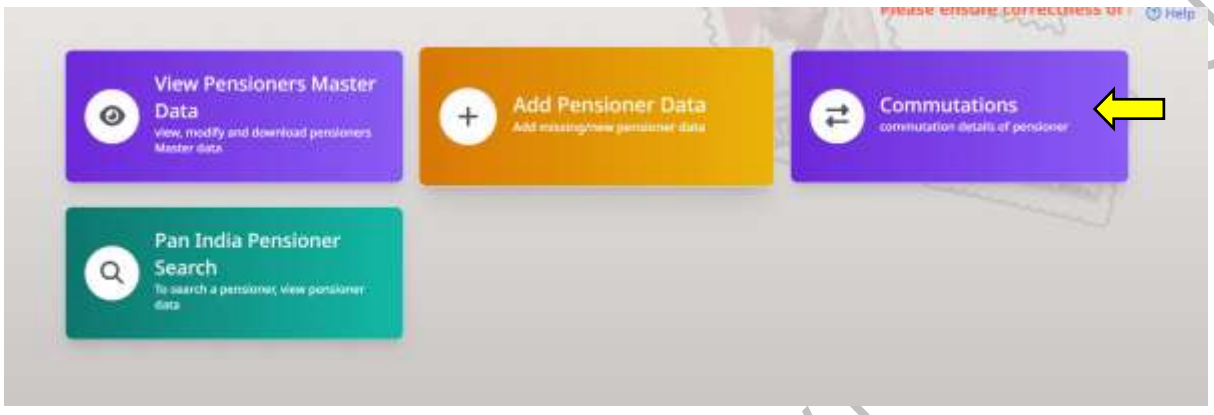
Upon clicking the 'Approve' button, 'Request Approved successfully' message will be displayed.

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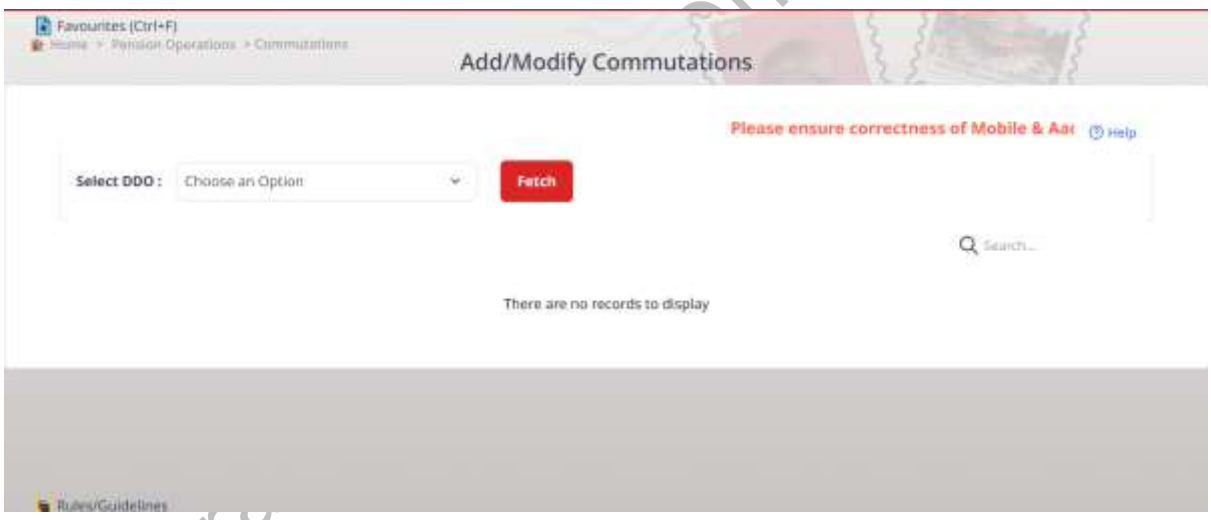
8.2.3 Commutations

The process of adding or modifying commutation details for existing pensioners can be carried out using the Commutations option. This option is available to both Makers and Checkers. Any data added or modified by the Maker must be verified by the Checker. In addition, the Checker is also authorized to add or modify commutation details.

8.2.3.1 Commutations Maker

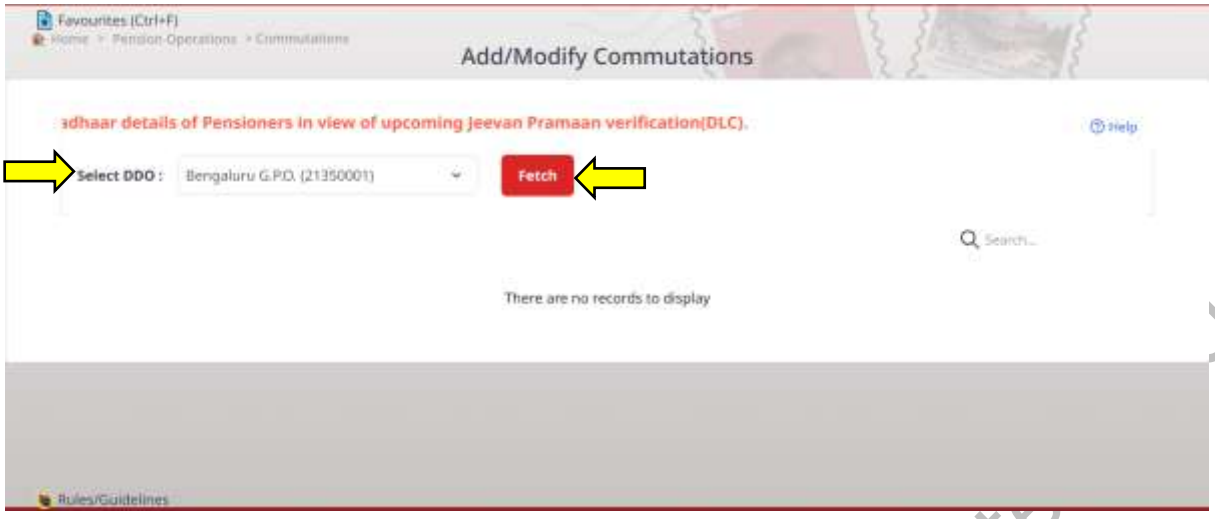


Click on 'Commutations' option.

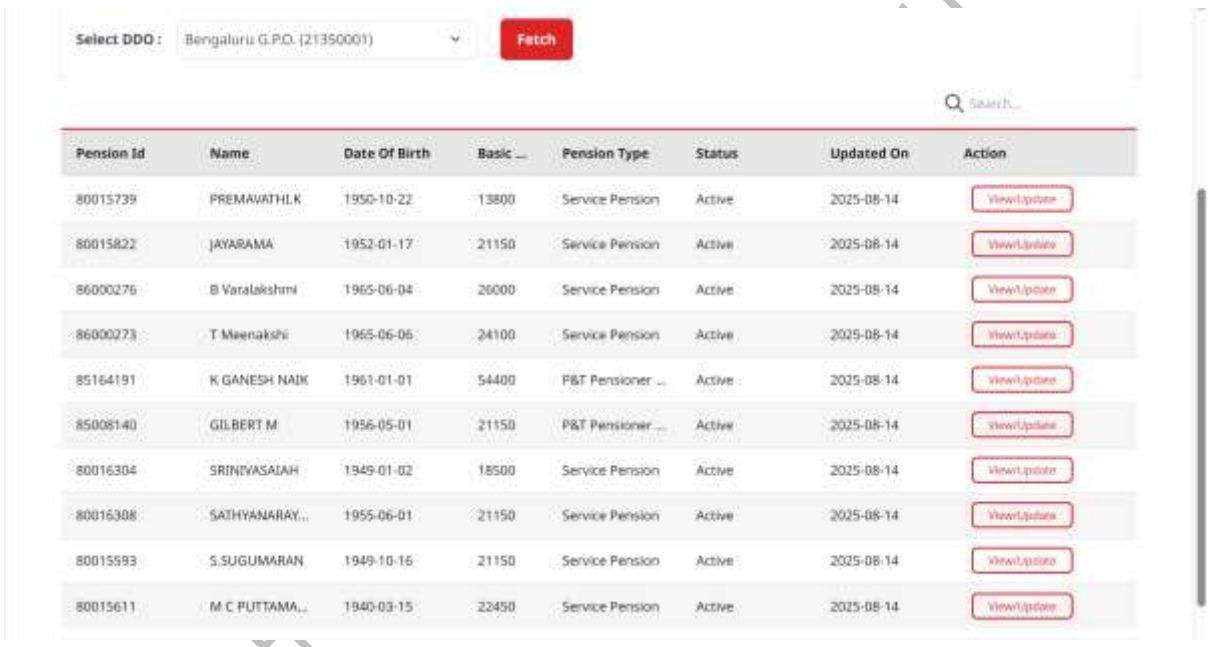


Upon clicking the 'Commutations' option, 'add/modify commutations' screen will be displayed.

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Select the 'DDO' and Click 'Fetch' button.



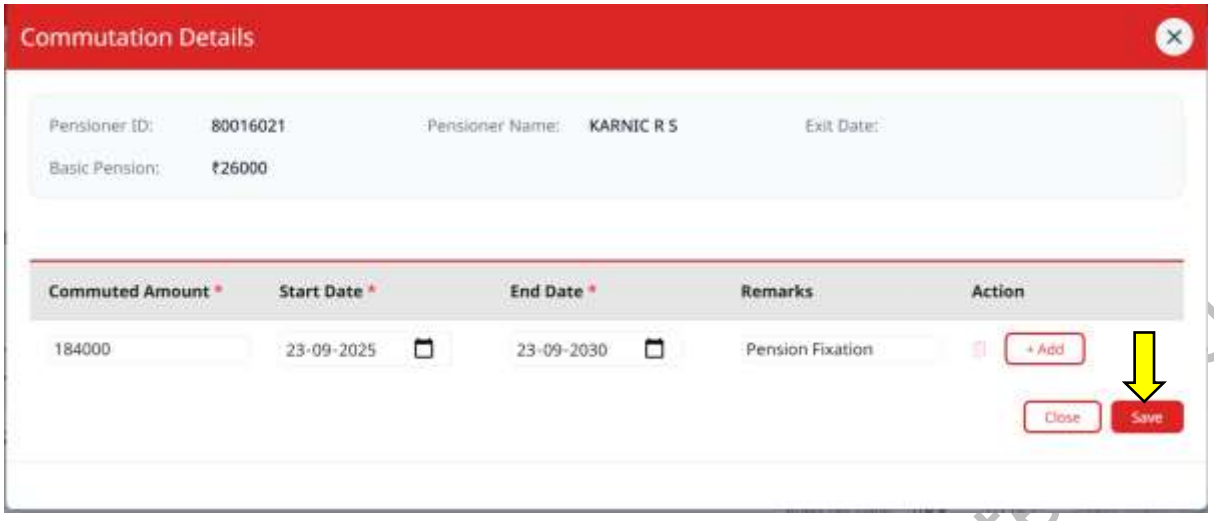
Upon clicking the 'Fetch' button, application displays the Pensioner data of the selected DDO.



The Pensioner data can also be searched by entering the valid characters in the search option.

Based on the search input, application displays the result.

Click on 'View/Update' button as available under 'Action' column.



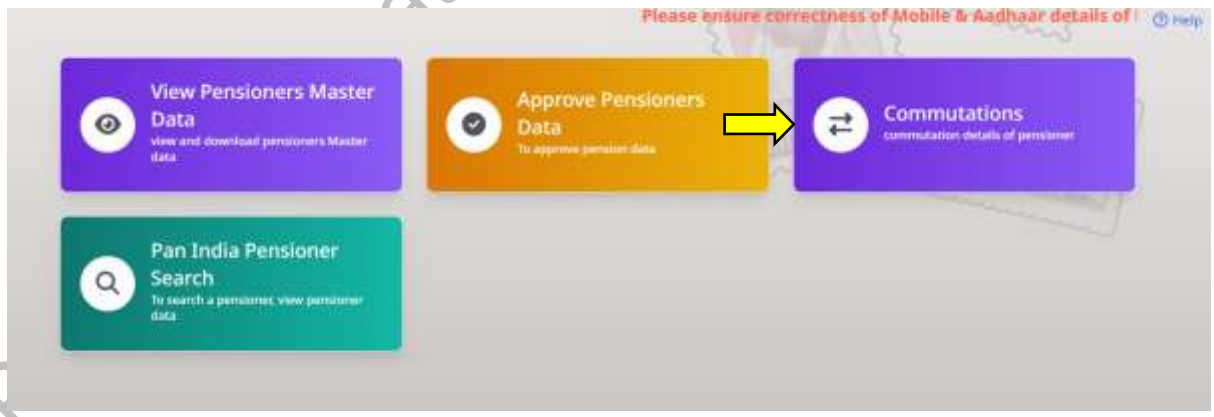
Upon clicking on 'View/Update' button, application allows the user to enter the 'Commuted Amount', 'Start Date', 'End Date' and 'Remarks'.
If multiple rows need to added, then click 'Add' button.
Click 'Save' button to create the record.



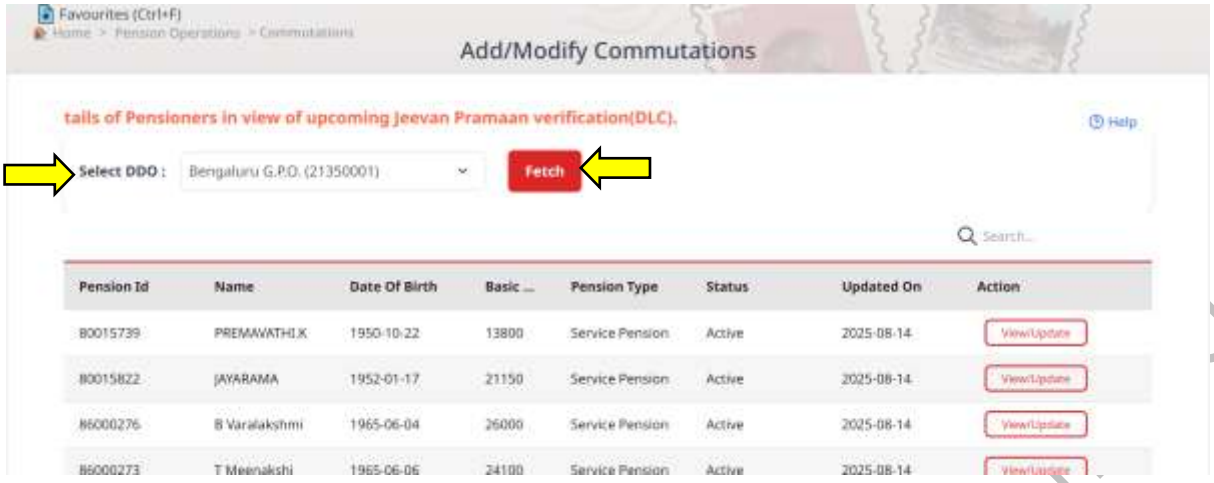
Upon clicking the 'Save' record, 'Commutation data saved successfully' message will be displayed.

8.2.3.2 Commutation Checker

Upon creation of the record by the 'Commutation Maker', the same should be verified by the 'Checker' in the 'Commutations' option.



Click on 'Commutations' option



Select the 'DDO' and Click 'Fetch' button.

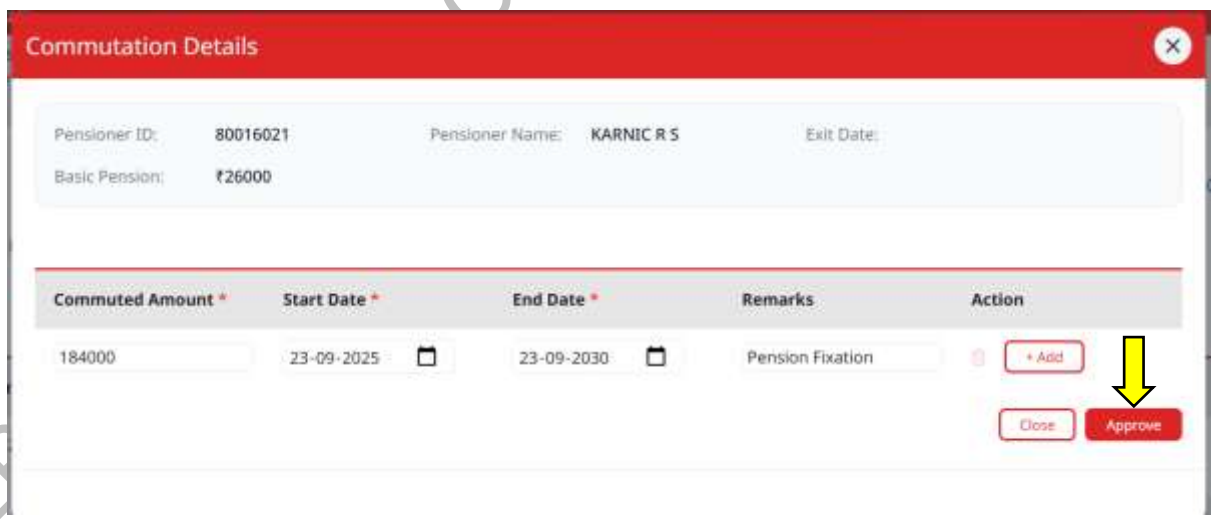
Upon clicking the 'Fetch' button, application displays the Pensioner data of the selected DDO.



The Pensioner data can also be searched by entering the valid characters in the search option.

Based on the search input, application displays the result.

Click on 'View/Update' button as available under 'Action' column.



Click on 'Approve' button to verify the record.



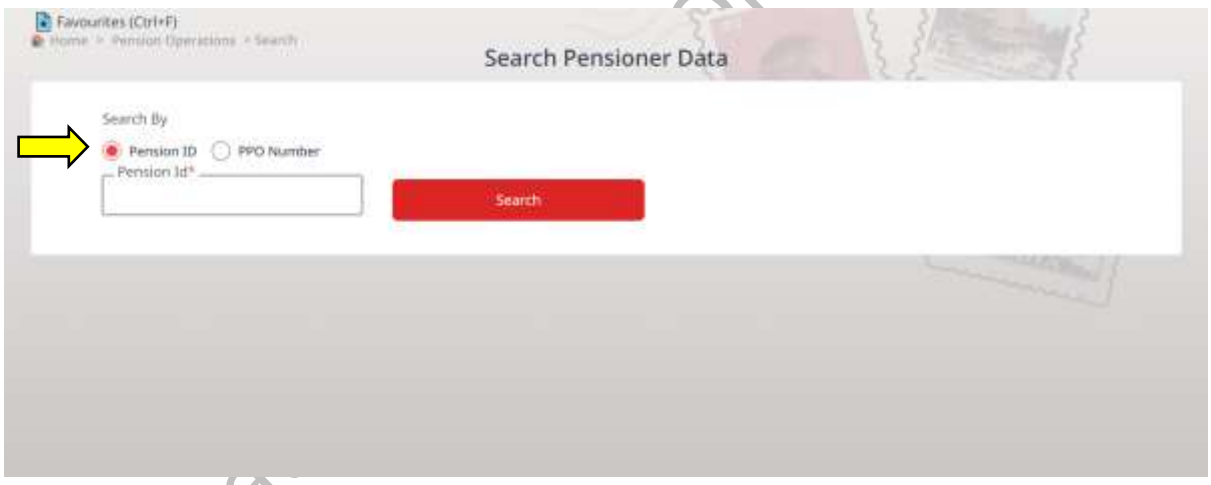
Upon clicking on ‘Approve’ button, ‘Commutation data saved successfully’ message will be displayed.

8.2.4 Pan India Pensioner Search

The ‘PAN India Pensioner Search’ option allows users to retrieve pensioner details using search inputs such as ‘Pension ID’ or ‘PPO Number’.

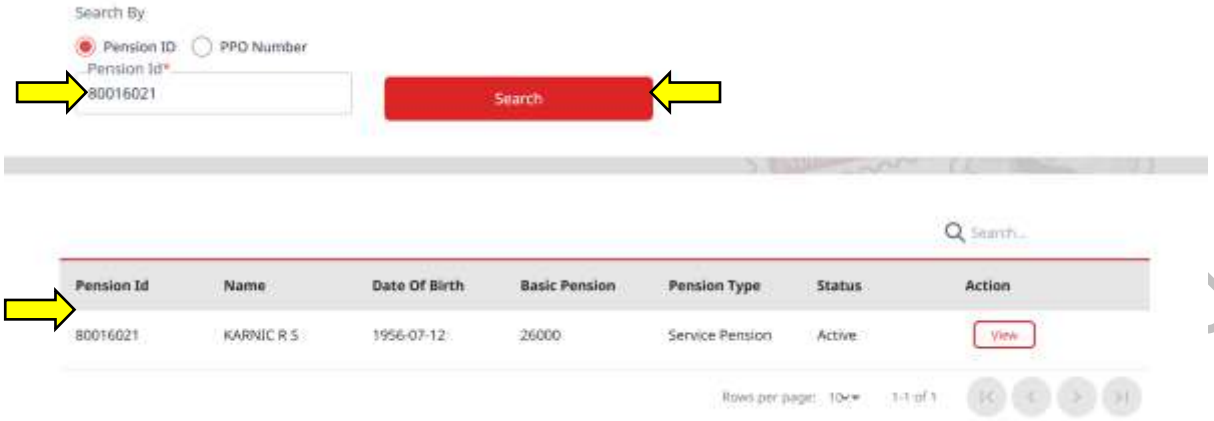


Click ‘Pan India Pensioner Search’ option.



Upon clicking the ‘Pan India Pensioner Search’ option, the application enabled the user to enter the search term based on ‘Pension ID’ or ‘PPO Number’.
For illustration purpose, the ‘Pension ID’ radio-button has been selected

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Enter the 'Pension ID' and Click on 'Search' button.
Upon clicking the 'Search' button, the application displays the Pensioner details.

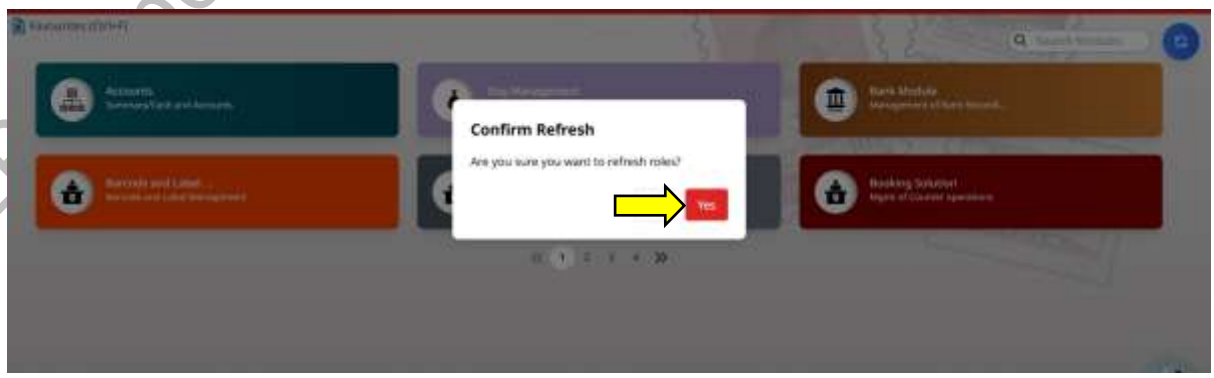
9 Role Management

In this section, assigning of post based and user based roles by administrative offices is explained.



'Role Management' Card has the following options at administrative offices:

1. Work distribution
2. User Based Roles
3. Check Employee's Roles
4. User Account Management



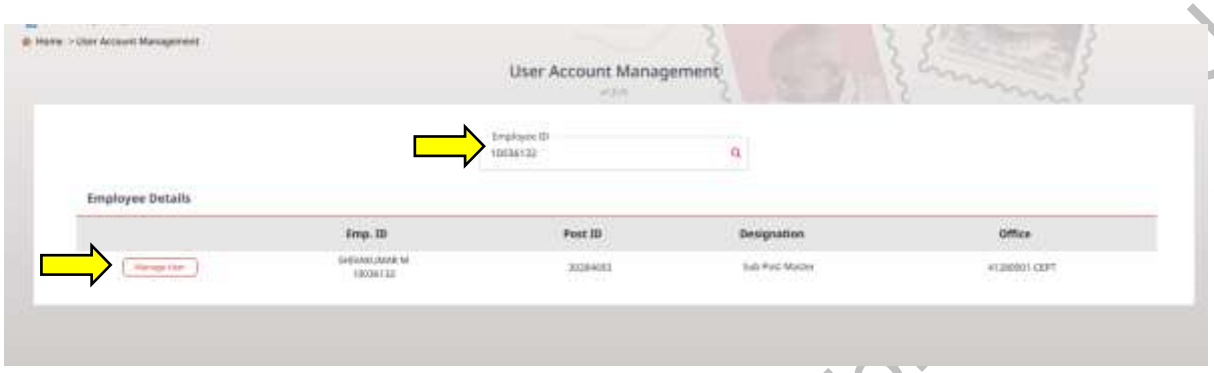
Employee have the option to refresh the roles if assigned roles not reflected in the main screen.

A dialogue window will display for confirm the refresh.

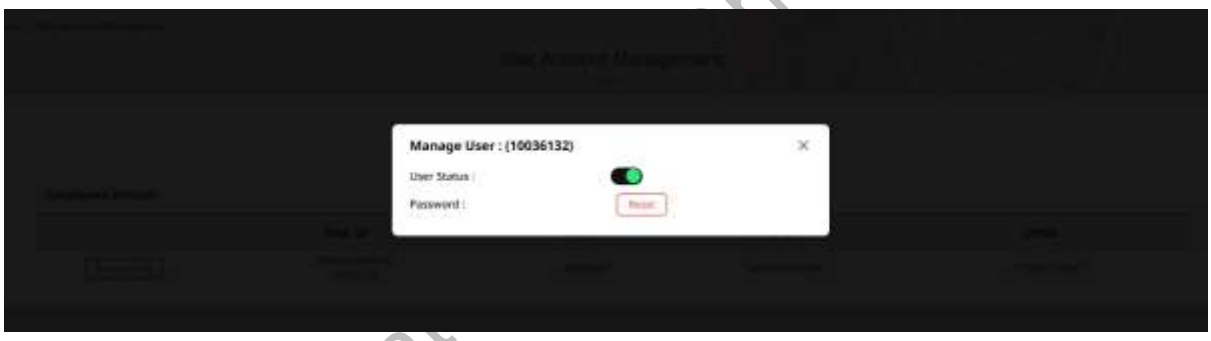
9.1 User Account Management

This sub card is used for:

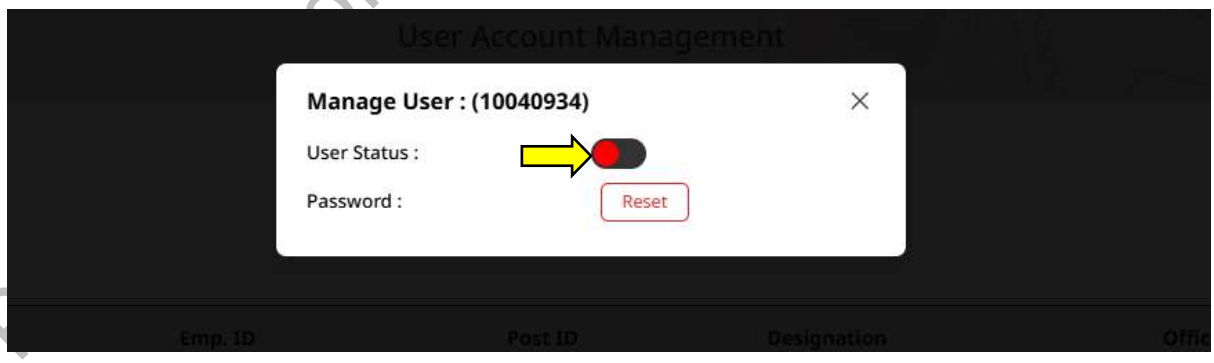
1. Enable/Disable the user id.
2. Reset Password of user id.



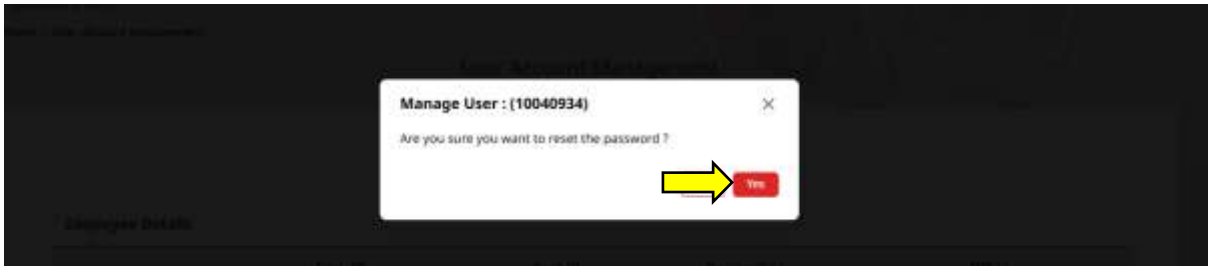
Upon Clicking on 'User Account Management' sub card under Role Management Card, it will be redirect to 'User Account Management' screen. By entering the employee id and click on search, it will display the employee details along with 'Manage user' button



Upon click on 'Manage user' button, Dialogue box showing the user status and Password Reset option will be displayed.



User needs to be move the toggle bar from Green to Red for disabling the user and vice versa to enable.



Upon clicking the 'Reset' button, a dialogue box will display for confirmation for resetting of password for the user id.

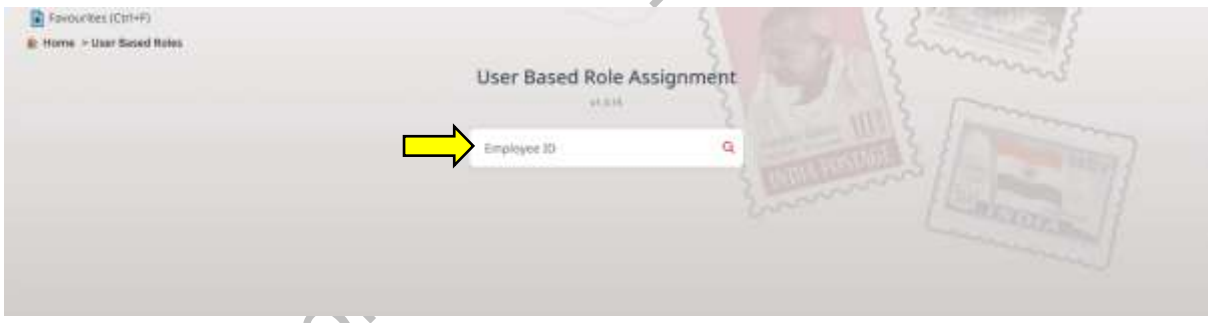
Random password will get generated and same needs to be communicated to the concerned user.

Note: User needs to login with this reset password and change password according to password policy of the Department.

9.2 User Based Role Management

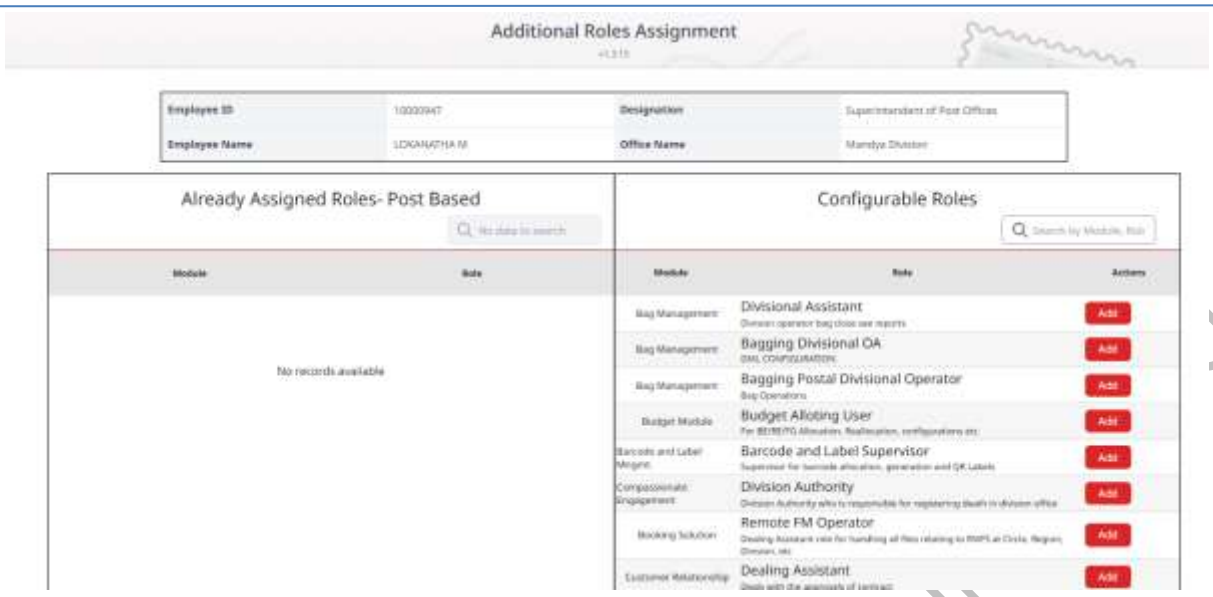
This sub card is used for assigning roles to the user temporarily for the specific period

Note: User based roles are not associated with the post of employee mapped.



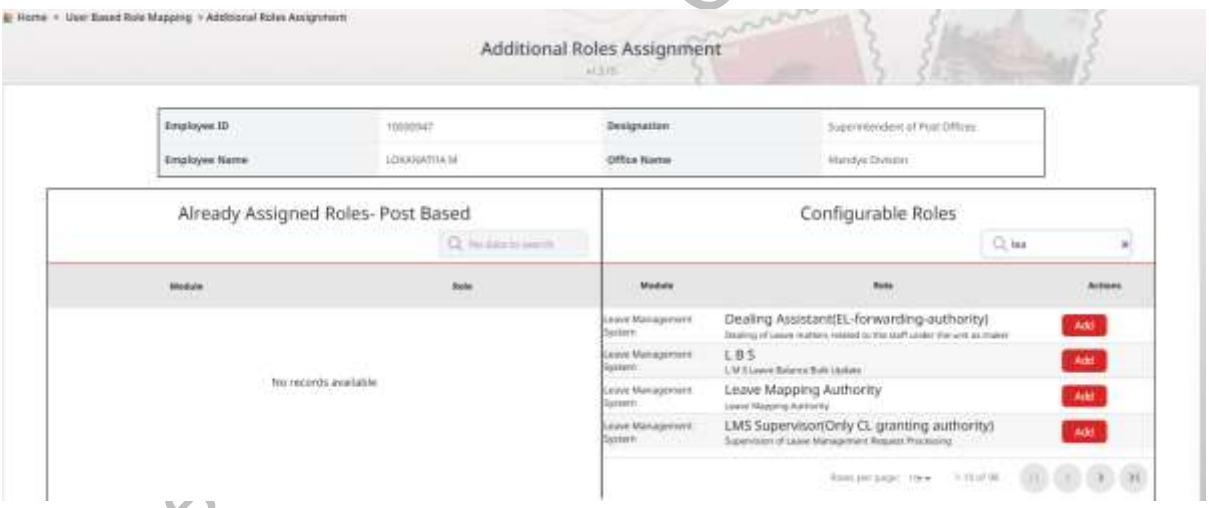
Upon Clicking on 'User Based Role Assignment' sub card under Role Management Card, it will be redirect to 'User Based Role Assignment' screen. User need to enter the employee id and click on search.

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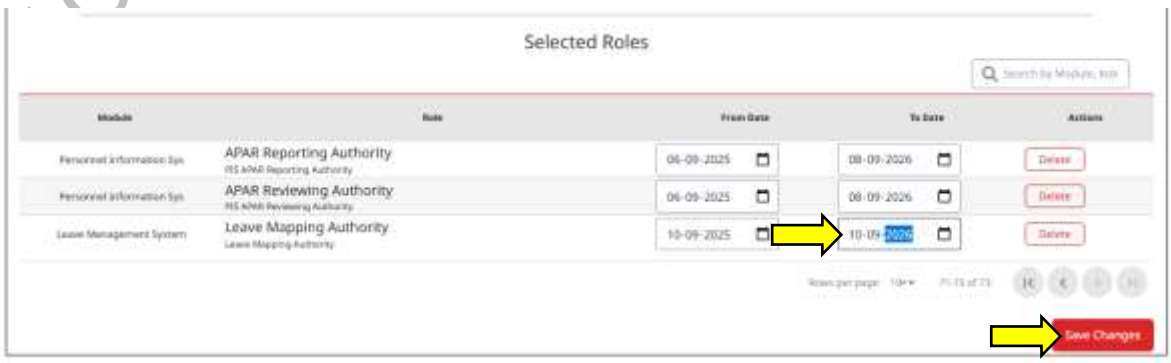


Upon on click on 'search' button, it will redirect to 'Additional Roles Assignment' screen. it will display the following :

1. Already Assigned Roles-Post based.
2. Configurable Roles
3. Selected Roles



User need to add to the roles by click on 'Add' button from the 'Configurable Roles' .



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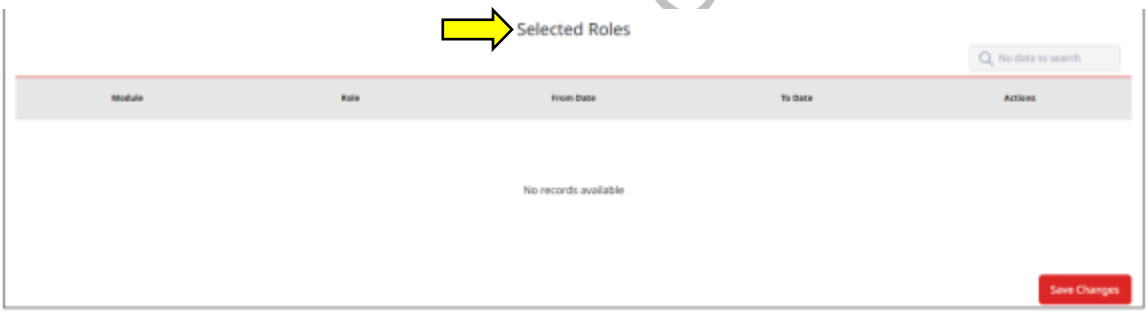
Added roles will display under ‘Selected roles’, By mentioning the period and click on ‘Save Changes’ button, user will get the added roles for those period only.



A pop up message will display that’ Roles Saved Successfully. The changes may take up to 10 minutes to take effect’.



User may also delete the added roles by click on ‘delete’ button.



Added Roles will disappear from ‘Selected Roles’ and click on ‘Save changes’ button to remove the user based roles.

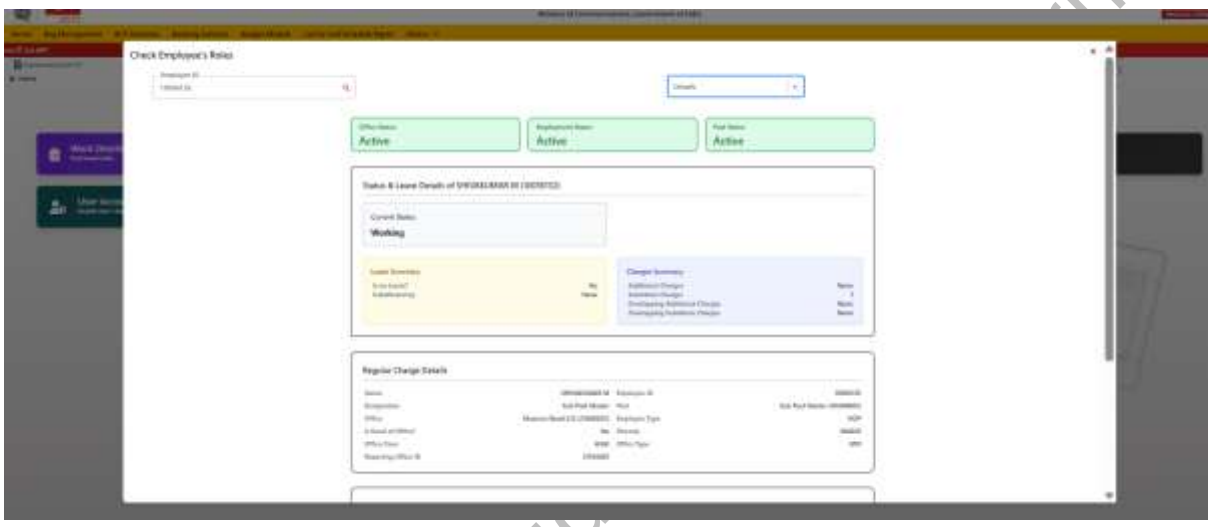


A pop up message will display that’ Roles Saved Successfully. The changes may take up to 10 minutes to take effect’.

9.3 Check Employee Roles

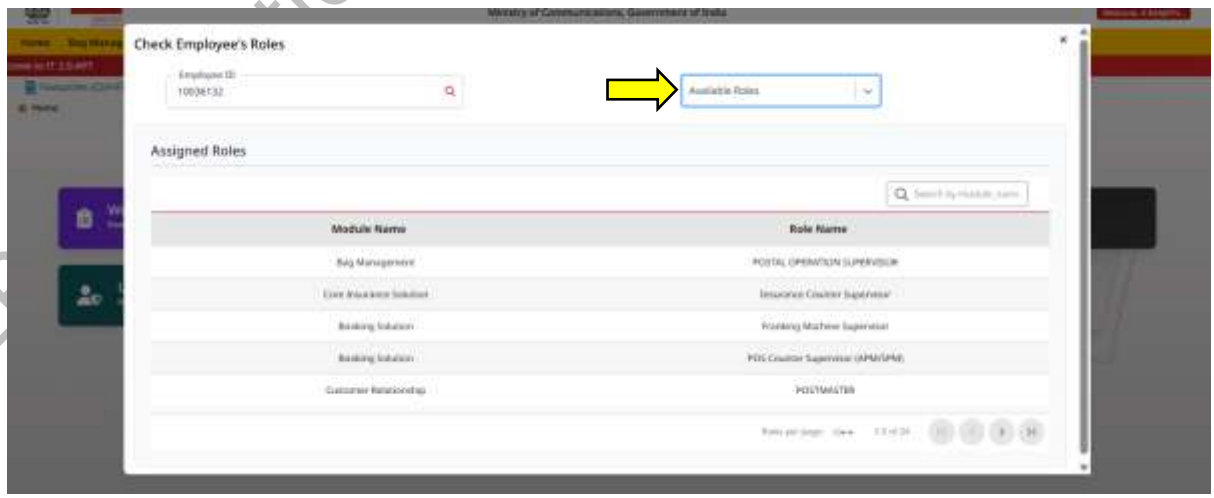


Upon Clicking on 'check Employee Roles' sub card under Role Management Card, it will enable dialogue window for entering the employee id of desired employee whose assigned roles needs to be checked and click on search .



Upon clicking on search, it will display following details where in 'Details' option selected by default from the drop down:

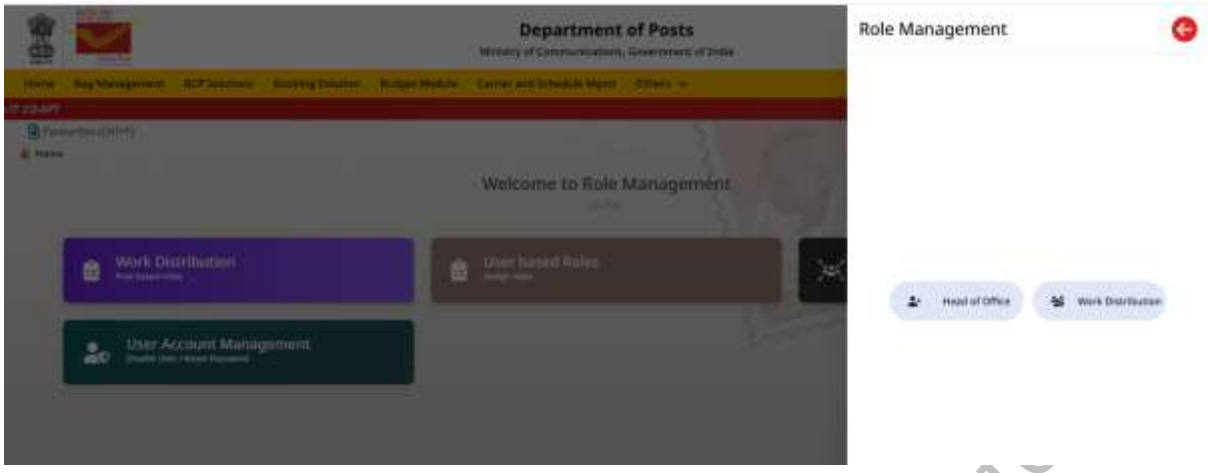
1. Office, employment and post status of the employee.
2. Working status and leave details of the employee
3. Regular/Additional charge details of the employee.



Upon selecting 'Available Roles' from the drop down , it will displays all 'Post Based' and 'User Based' assigned roles.

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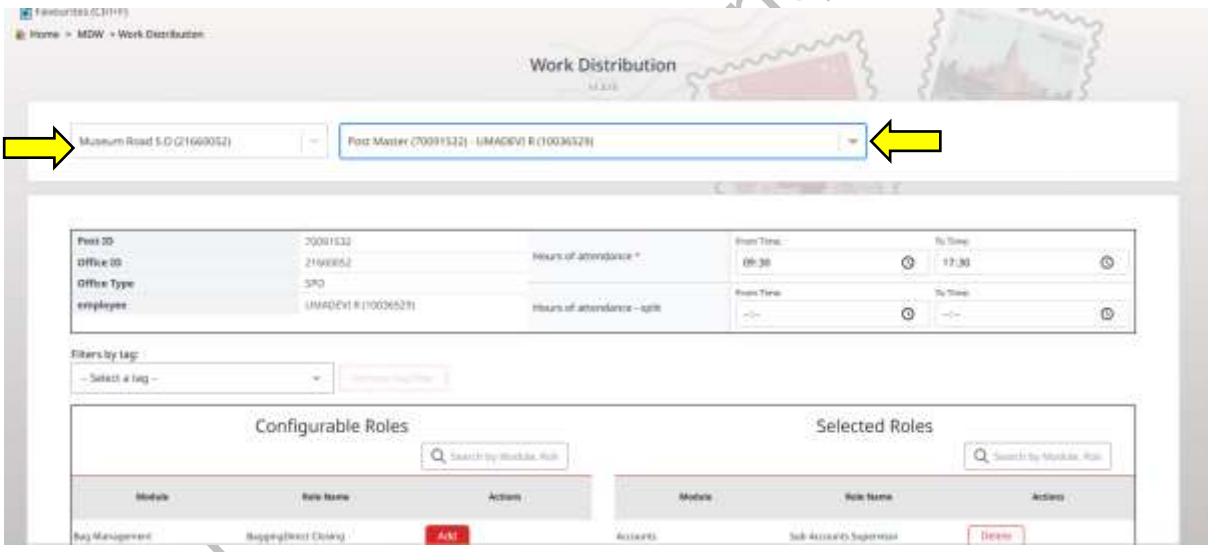
9.4 Work distribution



Upon clicking on 'Work distribution' sub card under Role Management Card, it will display two options:

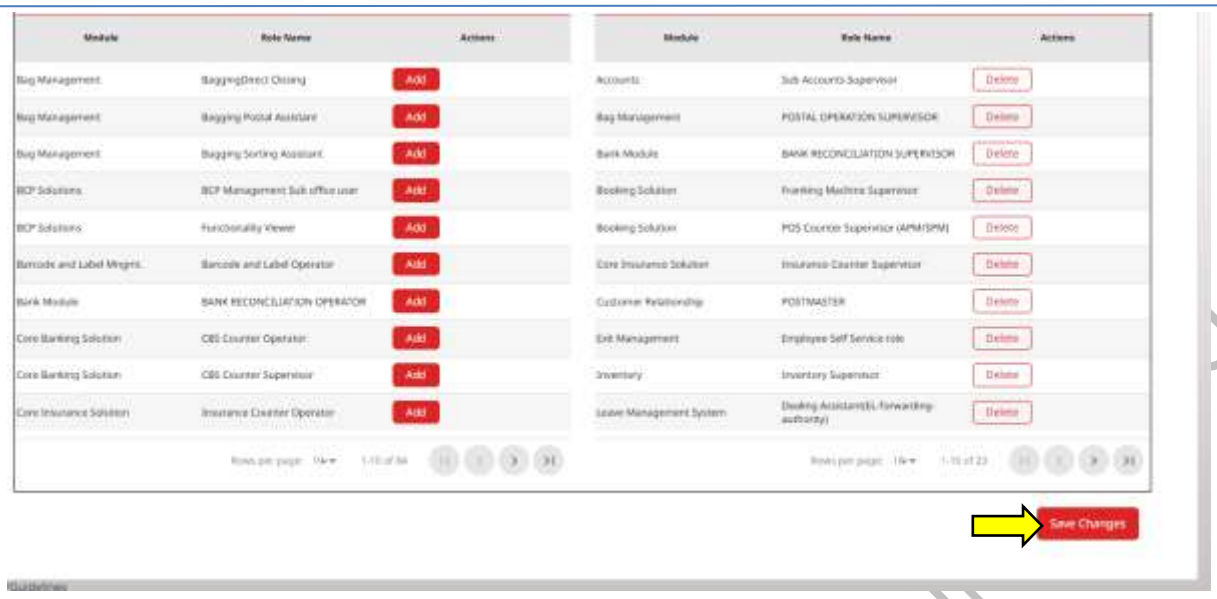
1. Work distribution
2. Head of the office

9.4.1 Work Distribution



Upon selecting the 'Work distribution' option, it will redirect to 'Work distribution' screen, desired office and post needs to be selected from drop down for assigning 'Post based Roles' .

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User has to add the roles from ‘Configurable roles’ , after adding roles to the post, click on ‘Save Changes’ button for saving roles to the selected posts.

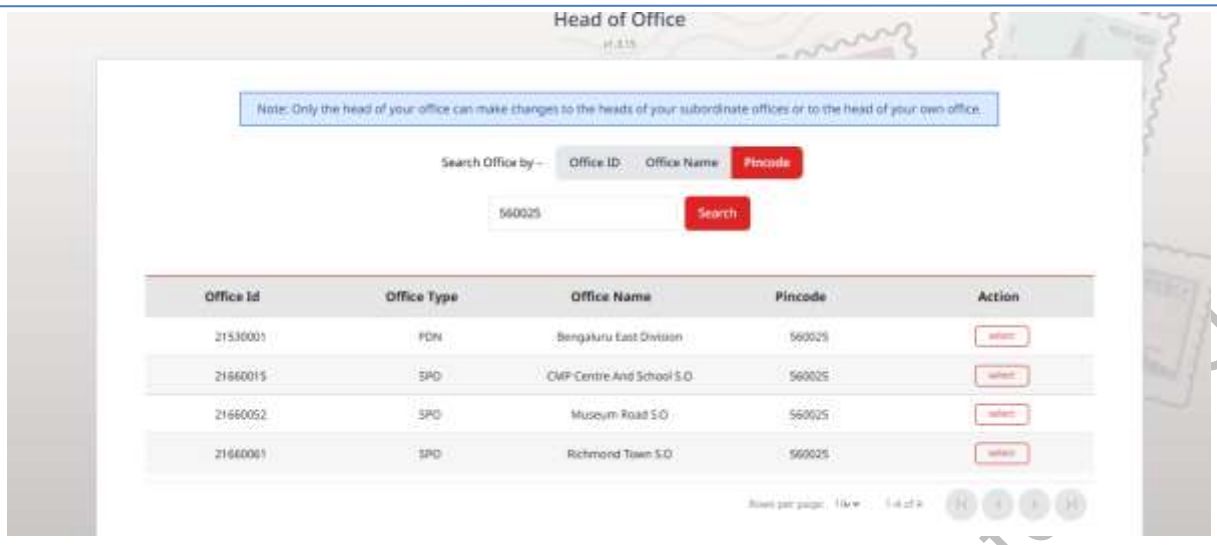
9.4.2 Head of the office



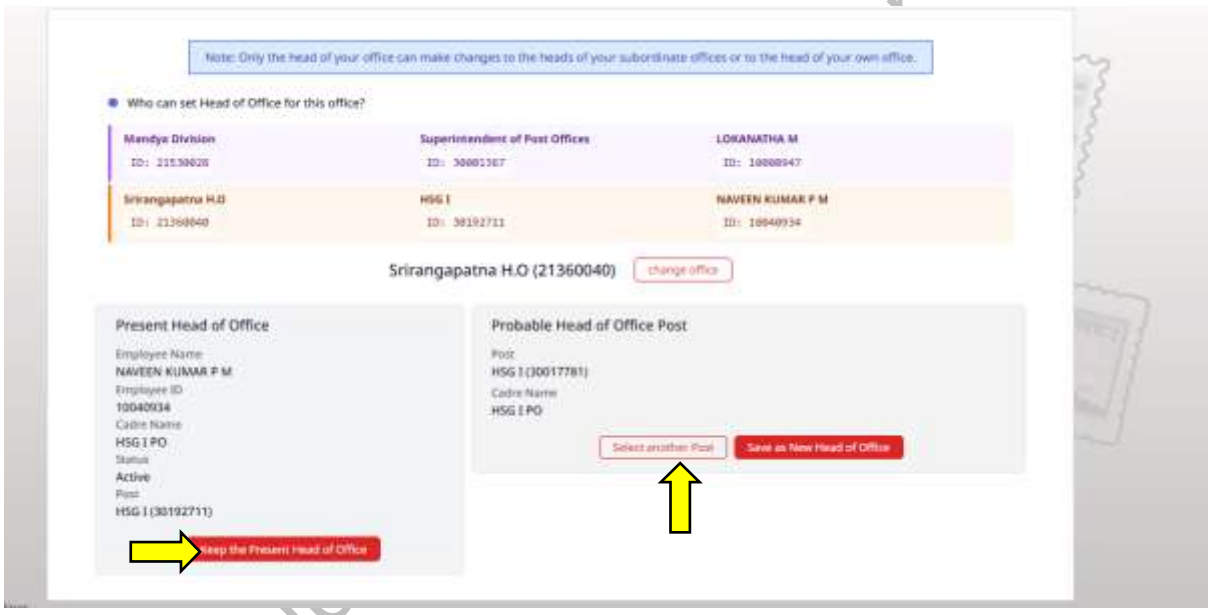
Upon selecting the ‘Head of the Office’ option, it will redirect to ‘Head of the Office’ , screen. User can select the office wherein Head of the office needs to be change by searching through office id/office name/Pincode.

Note : Only Head of the office can change the head of the subordinate office or head of the same office.

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Upon Click on Search , it will display the detail of office along with 'Select' option.



Upon click on 'Select' option it will display the following details:

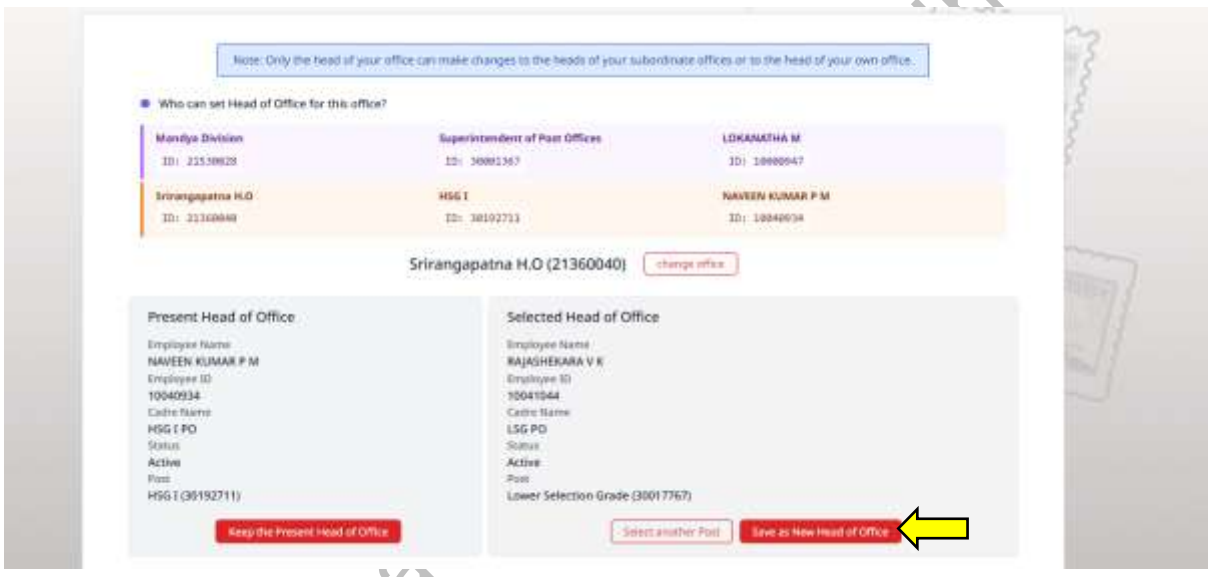
1. Head of the office who is changing another head of the office details.
2. Head of the office who's details is changing.
3. Present Head of the office
4. Probable Head of office Post

Note: User can retain same head of the office by clicking on 'Keep the Present Head of the office'.

CEPT Operational Use Only



By click on 'select another post' option under 'Probable Head of office Post', it will redirect to the 'Select New Head of Office' screen, User has to select the new head of the office by clicking on 'Select' option.



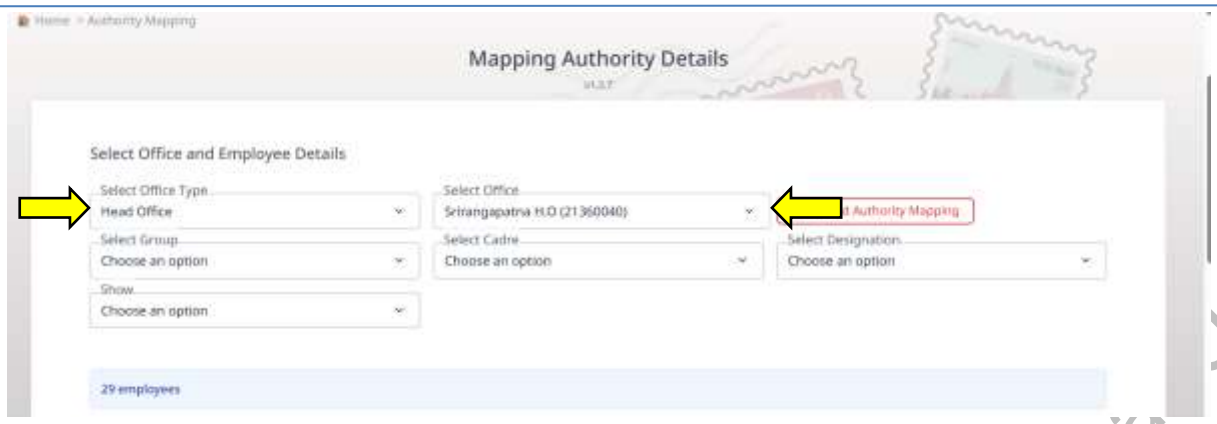
Upon click on 'Select' option, new head of the office detail will appear for save. Click on 'Save as New Head of Office' option for saving the details.

10 Post Management

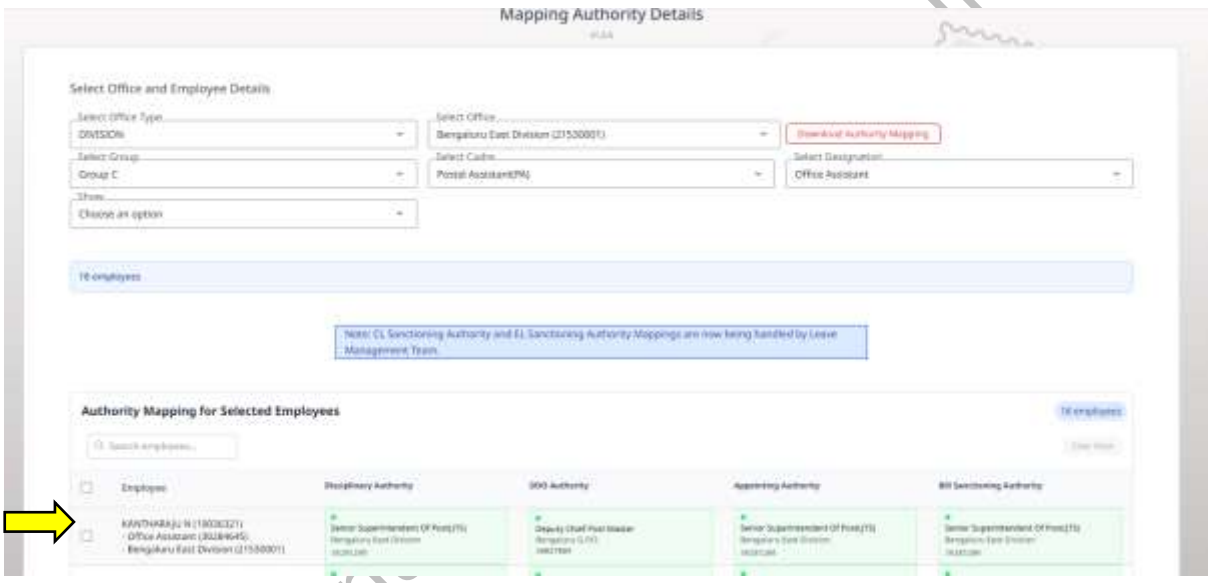
In this section, post to post mapping other than leave authority mapping along with option to view Establishment register, Division Vacant Posts list, creation, redeployment and re-designation of post at administrative offices is explained.

10.1 Post to Post Mapping

CEPT Operational Use for Internal Use



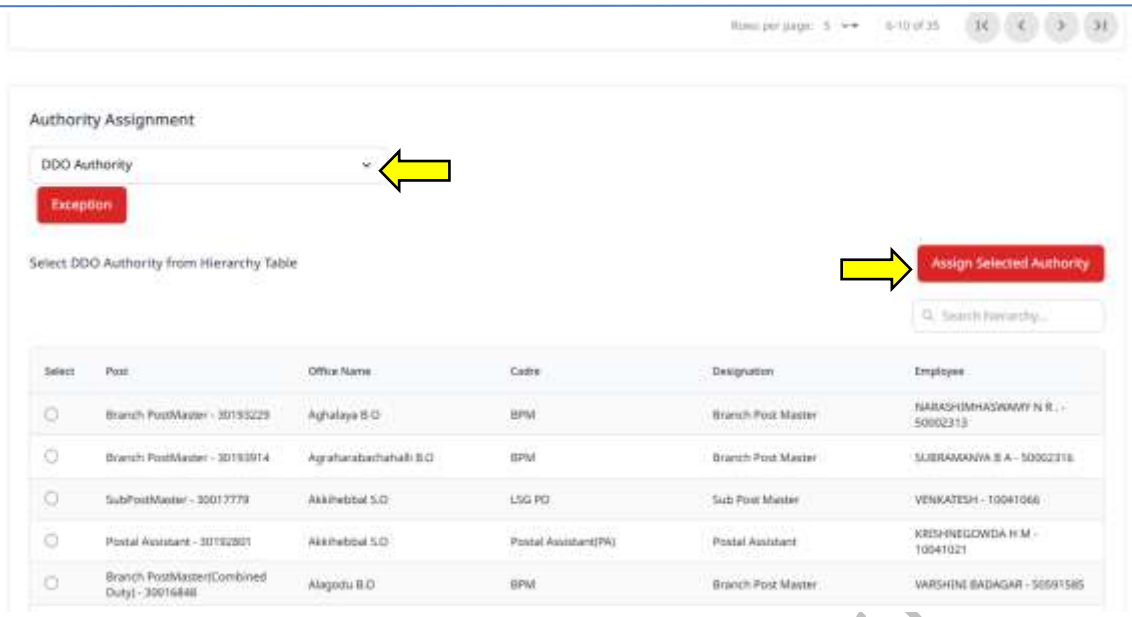
Upon click on 'Post to post mapping' sub card under 'Post management 'card, it will redirect to 'Mapping authority Details' screen. By selecting office type and office details from the drop down, details of post and its mapped authorities will be listed out. If required , further filtered on group, cadre, designation may be applied.



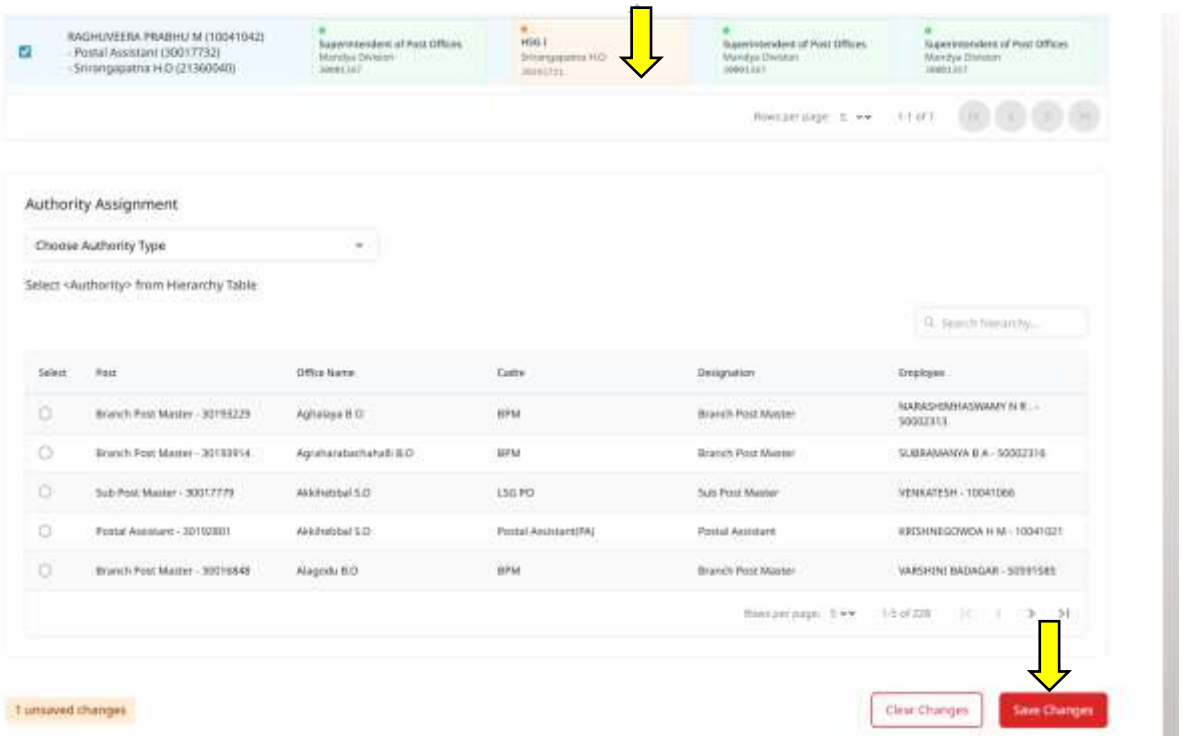
In this screen the following existing four authority mappings details will be displayed against each post.

1. Disciplinary Authority
2. DDO Authority
3. Appointing authority
4. Bill sanctioning Authority

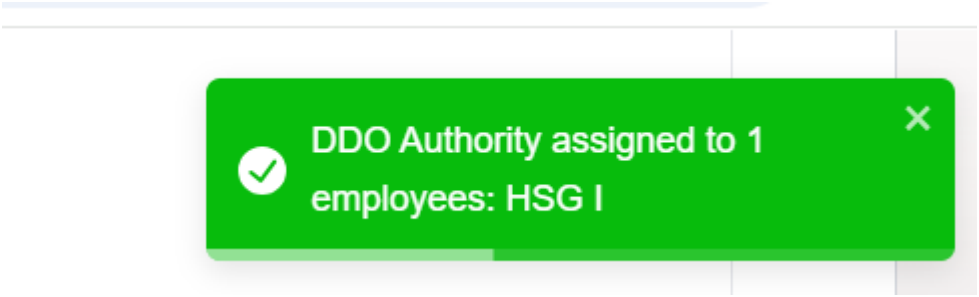
CEPT Operational Use Only



Upon select the single or multiple posts from 'authority mapping for selected employee' and authority type from 'Authority Assignment', Hierarchy table will displays selected authority post and its details. User needs to 'Select 'the radio button and click on 'assign selected authority' button.



Upon click on 'assign selected authority' button, option for selecting changes either to clear changes or to Save changes will enable, 'assign selected authority' button will disappear, background colour of the selected authority will change.



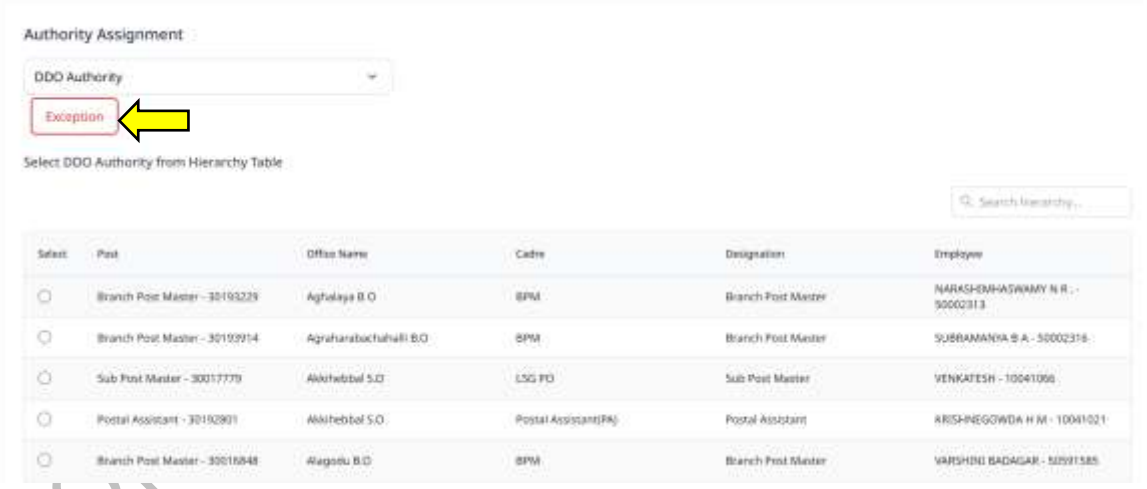
Along with above changes, a pop up will displayed.



Click on 'Save changes' for effecting changes or else click on 'Clear changes' .

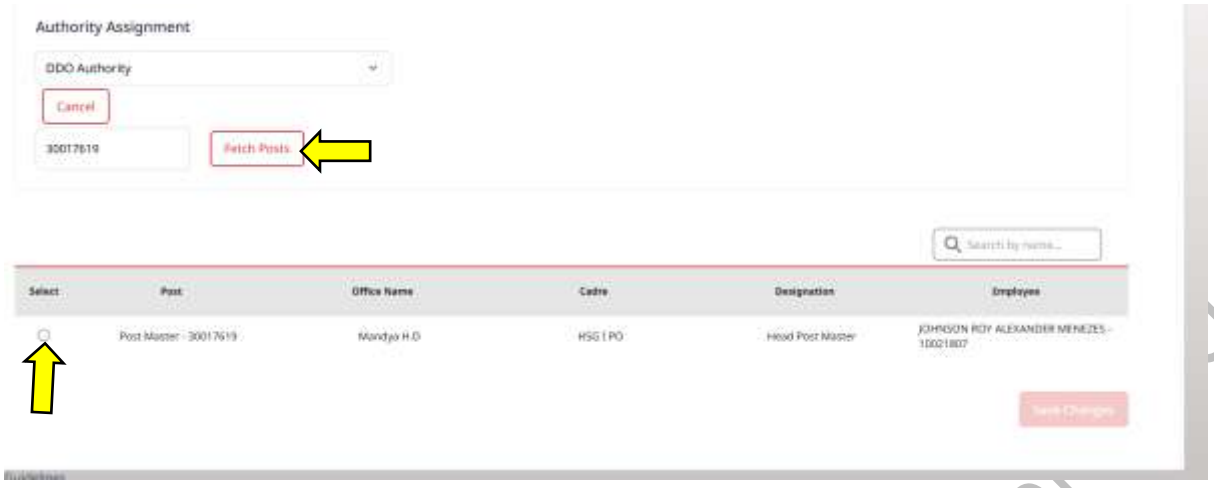
10.2 Exceptional mapping

Exceptional mapping is allowed for mapping of 'DDO Authority' and 'Bill sanctioning Authority'.

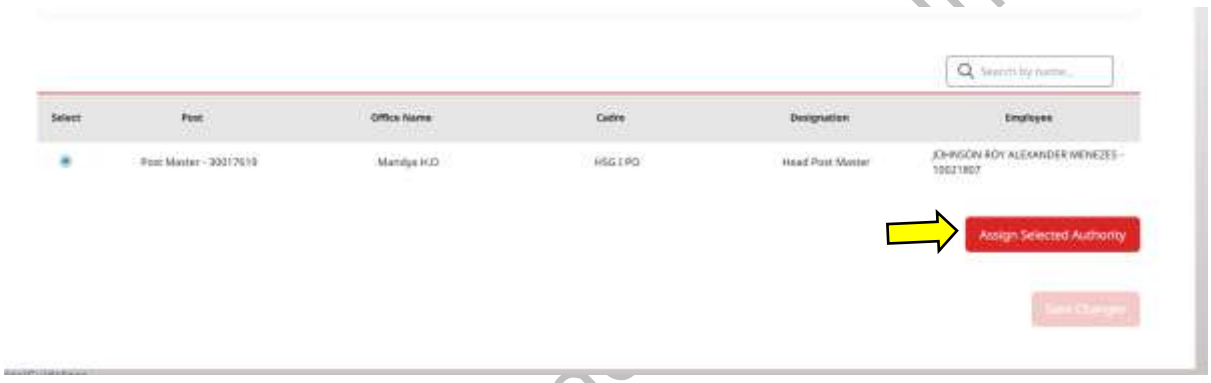


Upon selecting 'DDO Authority' and 'Bill sanctioning Authority' will enable 'Exception' option. Click on 'Exception'.

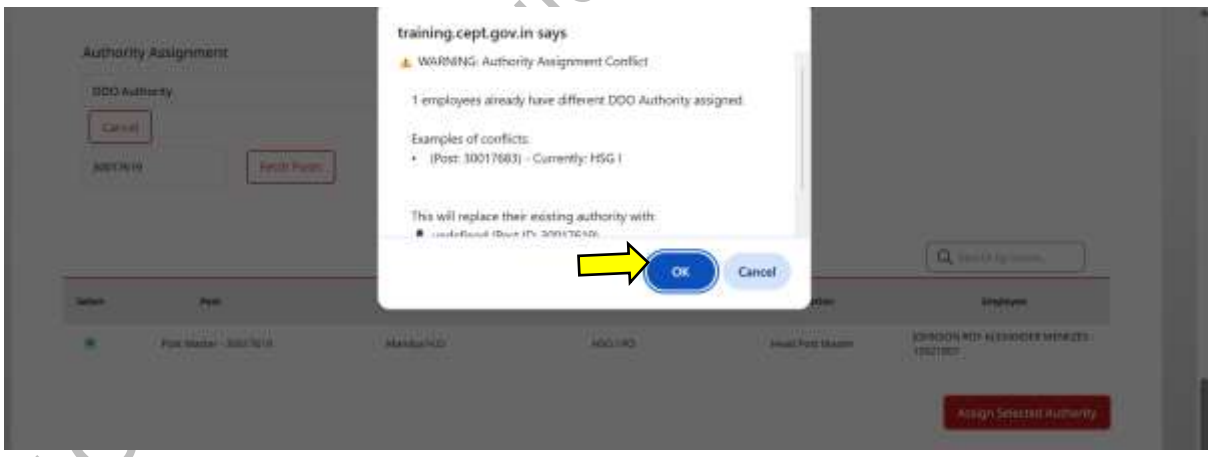
CEPT Internal Use Only



Upon click on 'Exception', small dialogue box will enable for enter post id. After entering the post id and click on 'Fetch Posts' , post details will display and select Radio button .

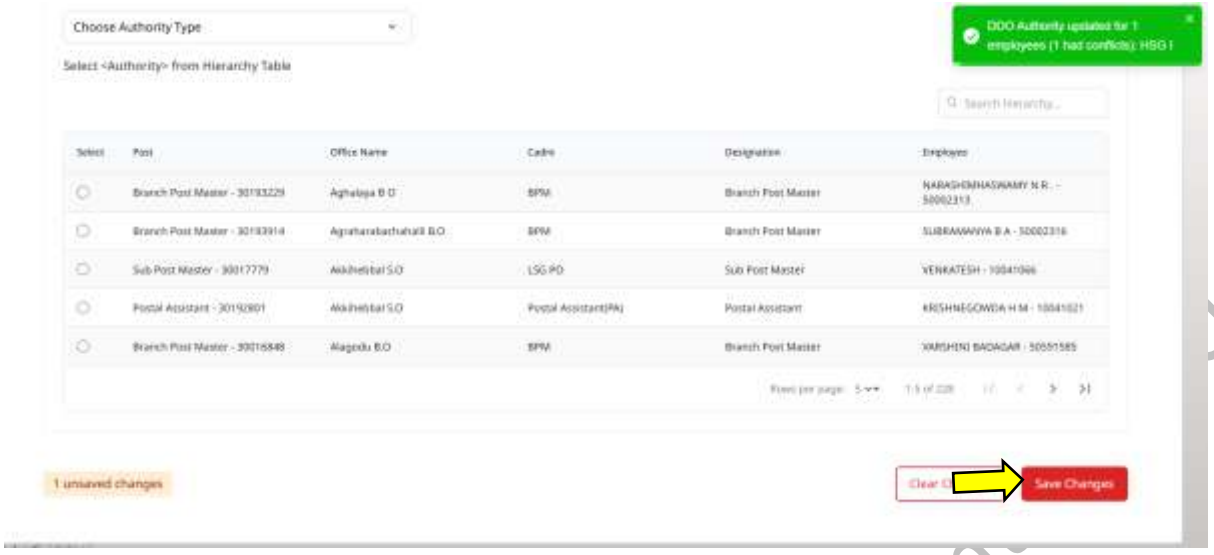


Upon selecting the radio button, 'Assign Selected Authority' option will appear.



Upon click on 'Assign Selected Authority' option , a warning message will appear regarding conflict of authority mapping. Click on 'OK' to proceed further.

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A pop of confirmation will displayed and enables options ‘Save changes’ for effecting changes or else click on ‘Clear changes’ . Click on ‘Save changes’.

Note: For mapping Leave authorities in ‘Leave Management system’ , the following role has to be assigned by the RDA.



10.3 Establishment register



Upon clicking on ‘Establishment Register’ sub card under post management card, it will redirect to ‘Establishment Register’ screen.
Upon selecting the desired office from the drop down list, sanctioned strength of the selected office auto populates and detail of the all vacant and filled post will display.

CEPT Operational Guide - Only for Internal Use

Note: For detail view of employee mapped to the posts, user need to download the excel file by clicking on 'Download Excel' button.

10.4 Division Vacant Posts List



Upon clicking on 'Division Vacant Post List' sub card under post management card, it will redirect to 'Vacant Post Report' screen which contains cadre-wise Total Posts, Filled posts and vacant posts.



An hyper link will enable for the cadres, if number of vacant posts are non –zero, upon clicking on hyperlink, vacant posts details will be listed out.

10.5 Creation of Post-CEPT

New Post id creation is done at CEPT through support desk ticket.

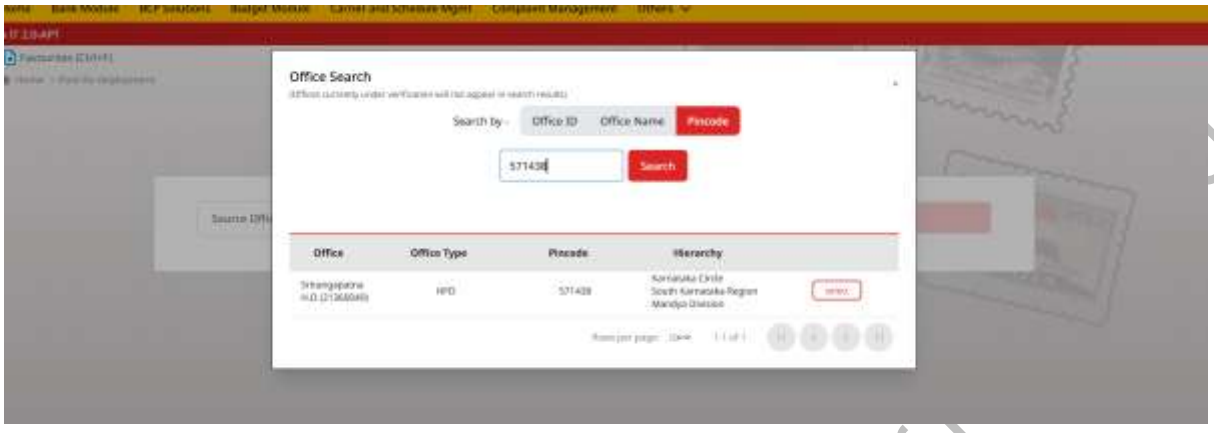
10.6 Post Redeployment-Circle Office



CEPT Operations

Upon click on 'Post Re-deployment' option under 'Post Management' , it will redirect to 'Post Modification' screen. User has to enter the office name and click on 'search' button.

Note: Only vacant posts can be re-deployed.

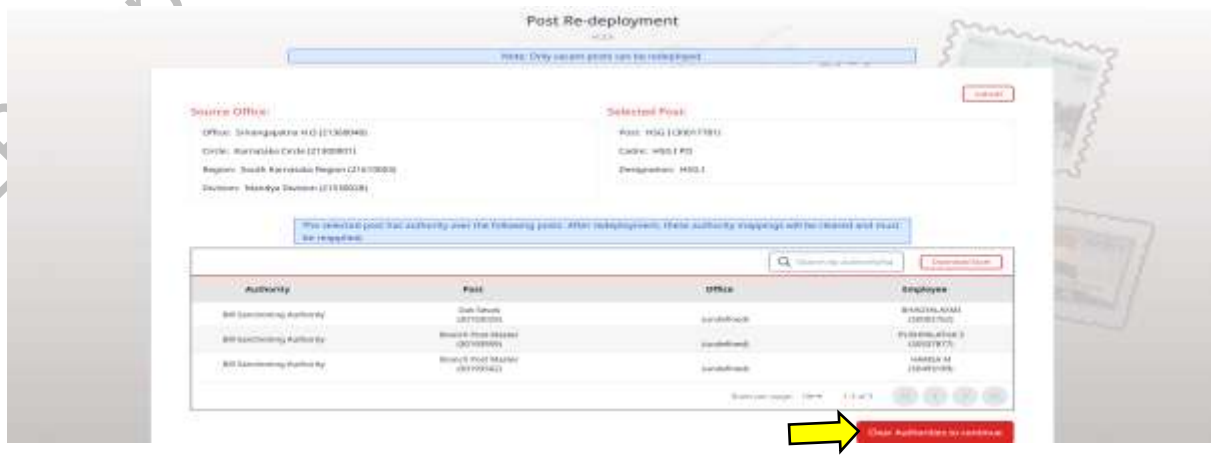


Upon click on 'search' , it will enable dialogue box to select office. User can select the office wherein post needs to be re-deployed by searching through office id/office name/Pin code.

Upon click on 'search' option, it will display office details along with 'Select' option. Click on 'Select' option available against the office details.



Upon click on 'Select' option and Click on 'Fetch Posts' in next screen, it will display the vacant posts available in the selected office along with 'Select' option. Click on 'Select' option available against the vacant post.

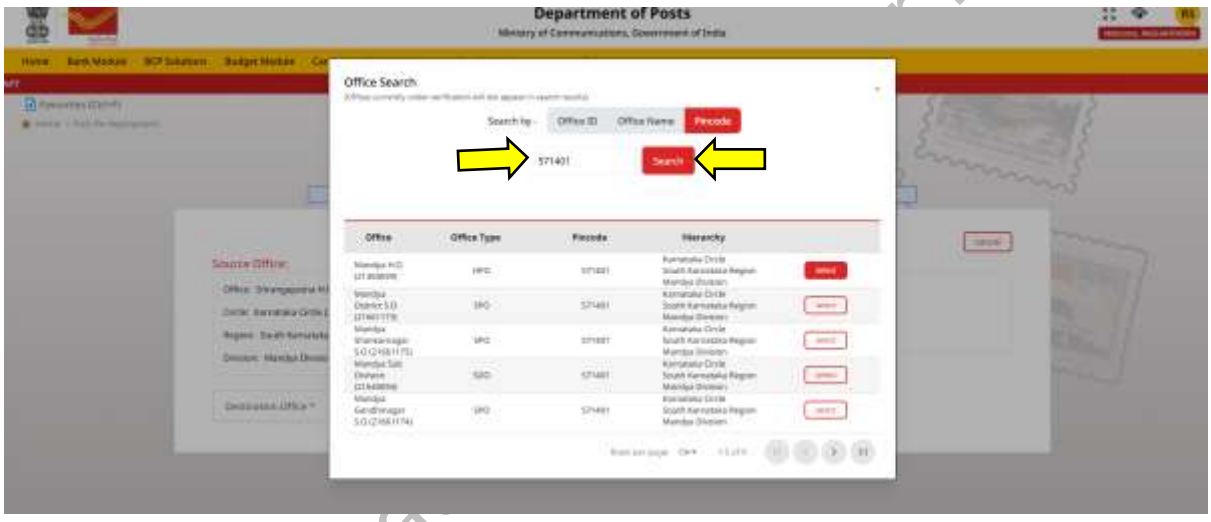


CEPT Operational Guide - Only for Training Use

Upon click on ‘Select’ option, it will redirect to the screen for clearing the existing authority mapping. Click on ‘Clear Authorities to Continue’ .



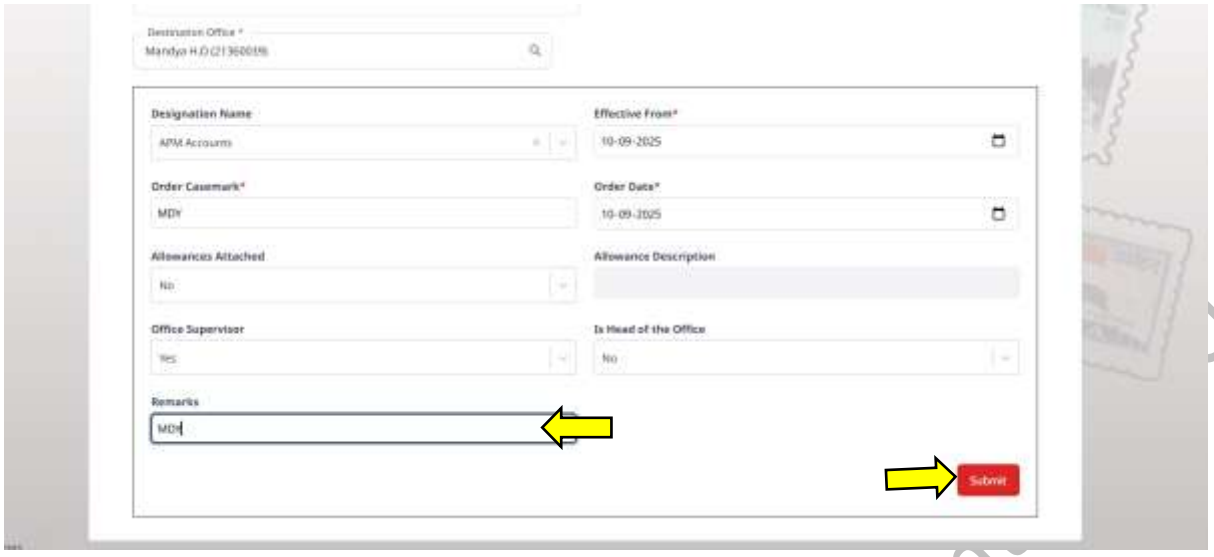
Upon clear authorities, a dialogue box ‘destination office’ will appear. Enter the destination office and click on ‘Search’.



Upon click on ‘search’ , it will enable dialogue box to select office. User can select the office wherein post needs to be re-deployed by searching through office id/office name/Pin code.

Upon click on ‘search’ option, it will display office details along with ‘Select’ option. Click on ‘Select’ option available against the office details.

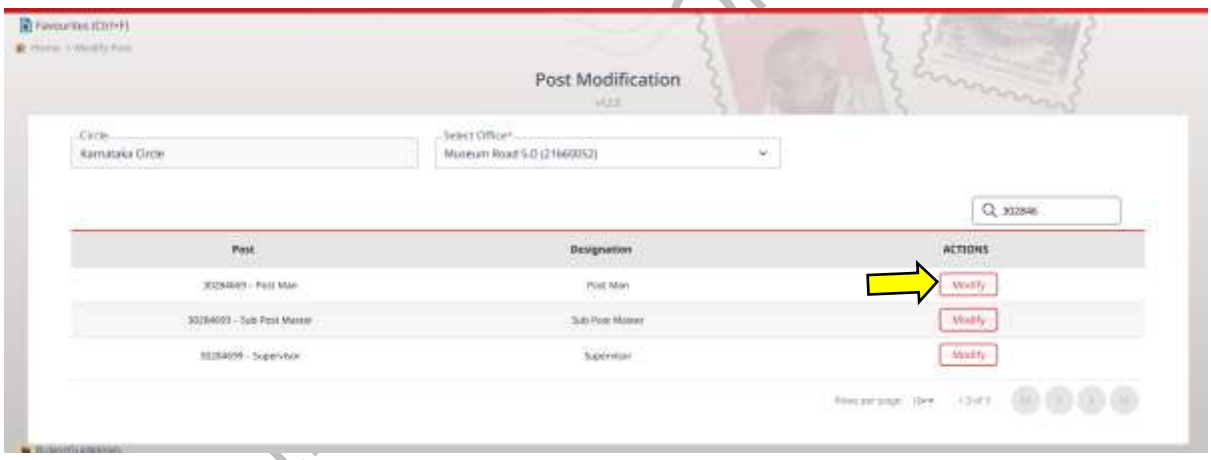
CEPT Operational Guide - Internal Use



Upon Click on 'Select' option, it will redirect to data entry screen where user has to enter 'Designation', 'Effective from', 'Order Case mark' , 'Order Date' and other non-mandatory fields and click on 'submit' .

Upon click on 'Submit' option, selected vacant post will available in re-deployed office.

10.7 Post Re-designation-Circle Office



Upon click on 'Post Re-designation' option under 'Post Management' , it will redirect to 'Post Modification' screen. User has to select the office name from the drop down 'Select Office' , post and its designation available under the selected office will be listed out along with 'Modify' button available against each post . Click on the 'Modify' button which designation needs to be re-designated.

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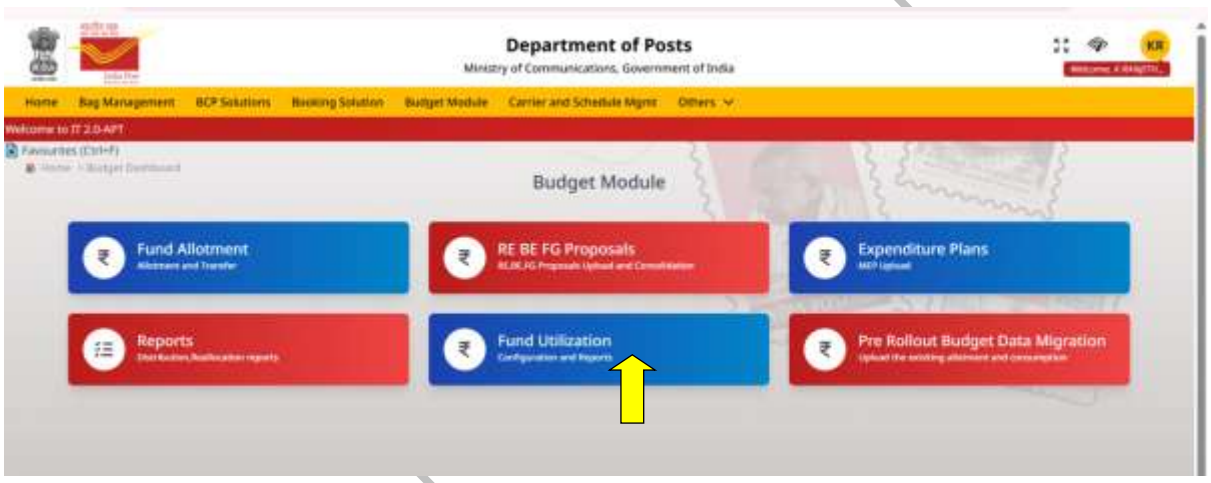
Upon click on 'Modify' button, 'Post details' dialogue box is shown . Select the new desired designation from the drop down of 'Designation' field and fill other mandatory fields. Click on 'save' button.

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11 Budget Module



After logging into the application, the user needs to click on the 'Budget' card available on the dashboard.



Upon clicking on 'Budget' card the following sub cards shown above will appear on the screen.

- Fund Allotment
- RE BE FG Proposals
- Expenditure Plans
- Reports
- Fund Utilisation
- Pre Rollout Budget Data Migration.

CEPT Operational

11.1 Fund Allotment

At Directorate

The first level for Fund Allotment starts from the Directorate. At Directorate the user needs to initiate fund allotment.



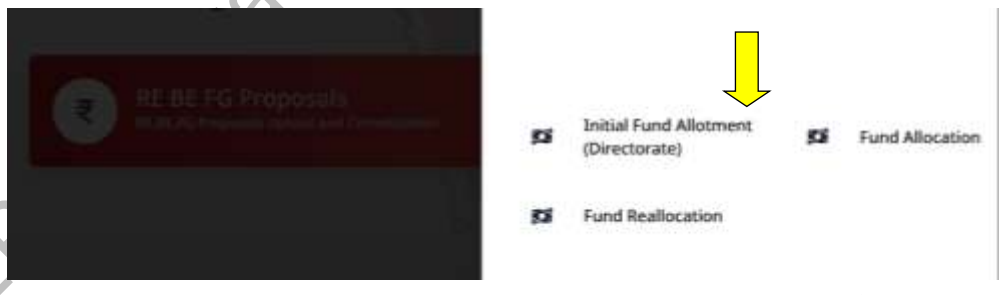
The user login into application using credentials and clicks on 'Budget' card.

11.1.1 Initiate Fund Allotment (Directorate)

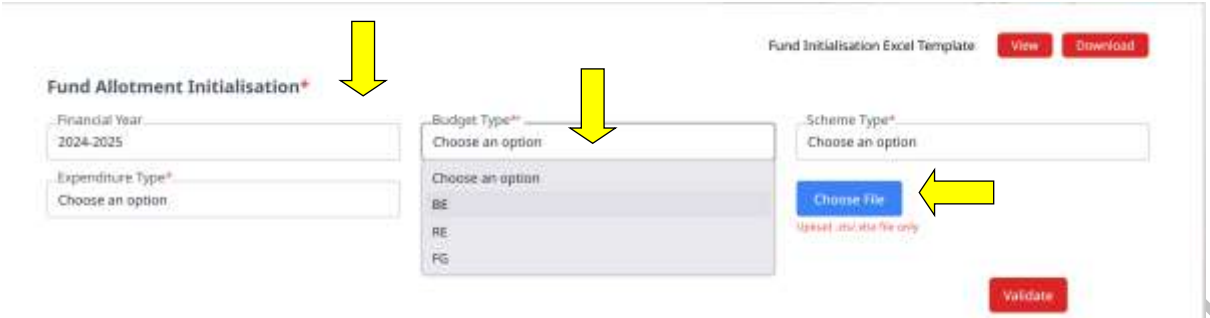
11.1.1.1 Initiate Fund Allotment (User)



Upon clicking on the **'Budget'** card, the user must then click on **'Fund Allotment'**.



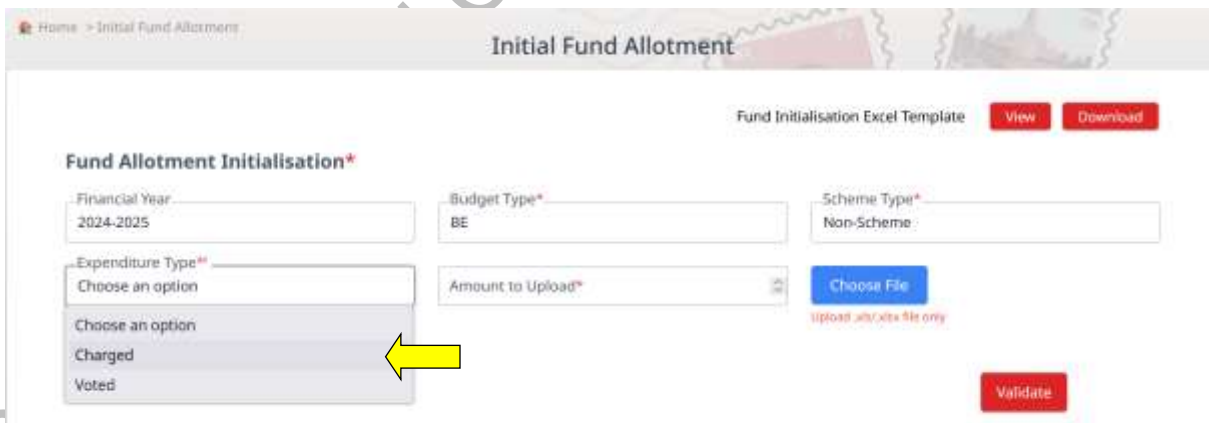
Under the **'Fund Allotment'** sub-card, the user needs to click on the **'Initiate Fund Allotment (Directorate)'** option.



Upon clicking the **'Initiate Fund Allotment (Directorate)'** option, the user must select the **'Financial Year'** from the drop-down list and choose the **'Budget Type'** as **'BE'**, **'RE'**, or **'FG'**, as per the requirement.



Next, select the **'Scheme Type'** as either **'Non-Scheme'** or **'Scheme'** from the drop-down list.

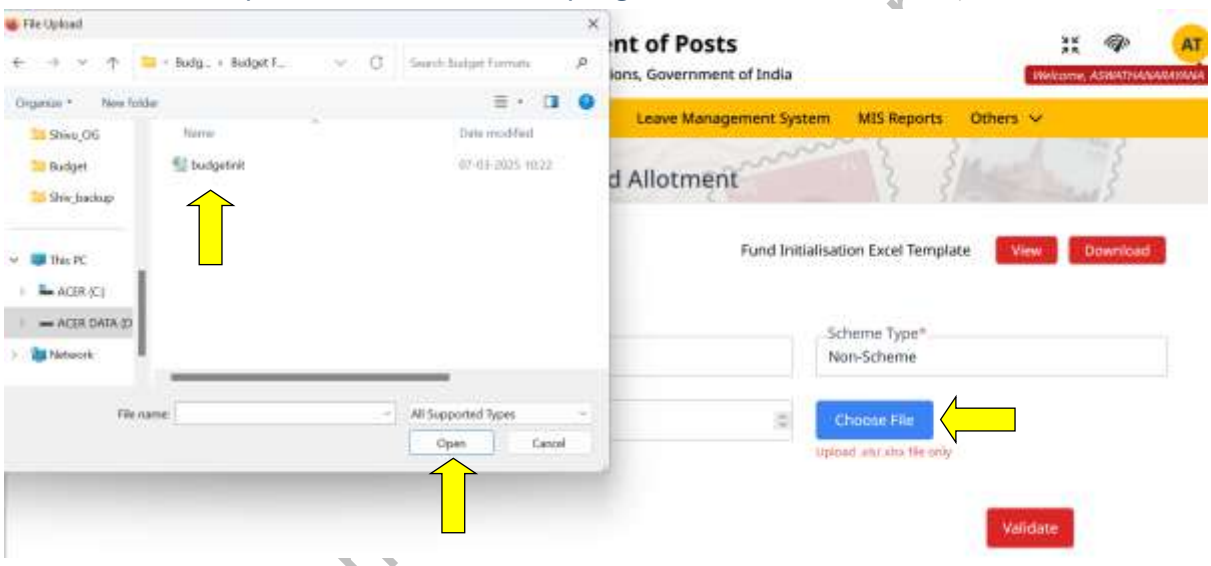


The **'Expenditure Type'** must be selected from the drop-down list as either **'Charged'** or **'Voted'**, based on the requirement.

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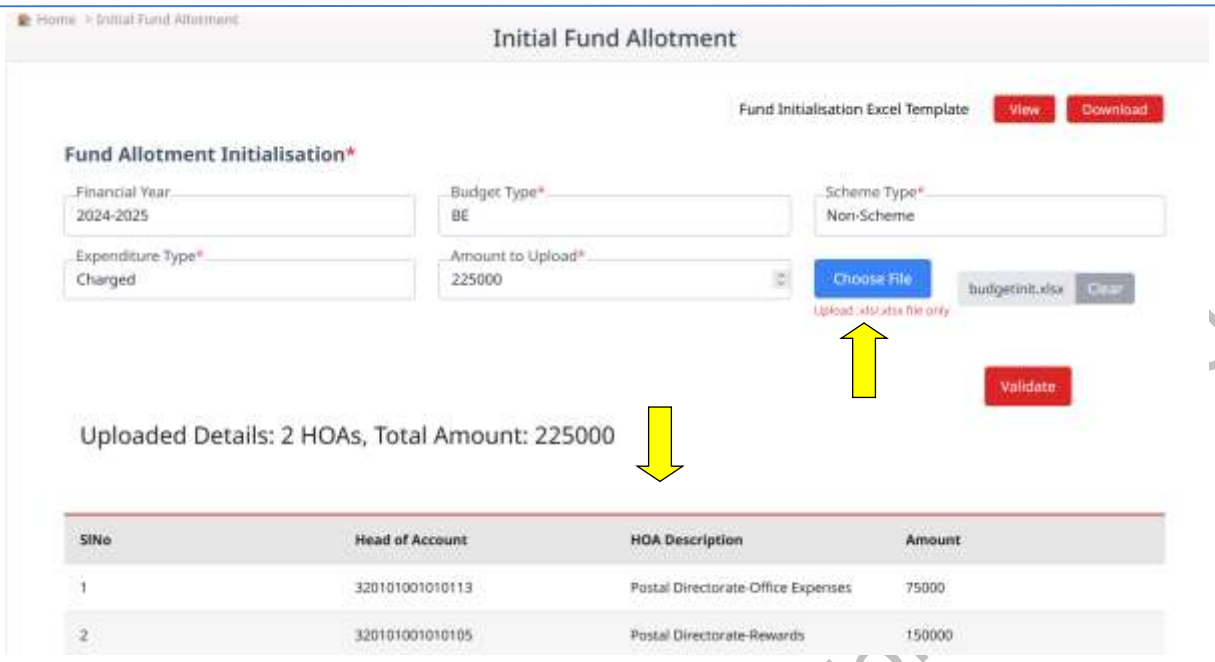


Enter the amount in the '**Amount to Upload'** field. Then upload an Excel file using the '**Choose File'** option. The Excel template format can be viewed and downloaded using the '**Download'** option available at the top-right corner of the screen.

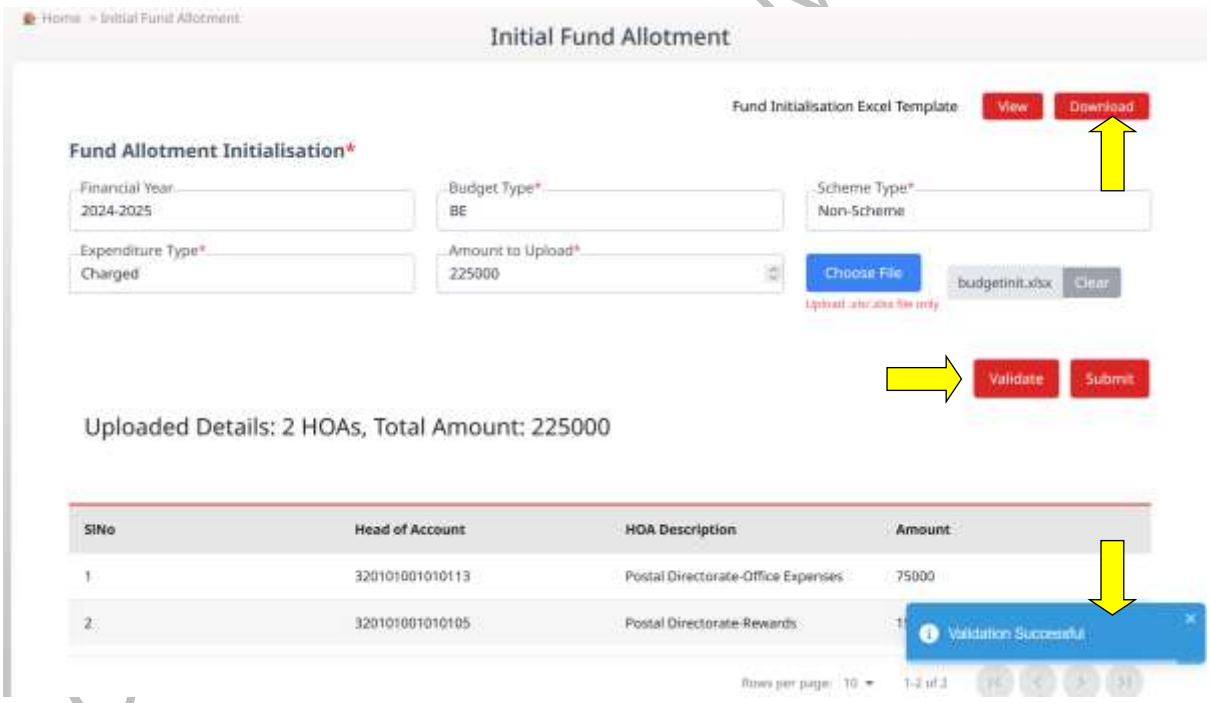


Select the intended Excel file for upload using the **'Choose File'** option.

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Once the Excel file is uploaded, the details will be displayed on the screen, showing the **Head of Account (HOA)** along with its description and amount.

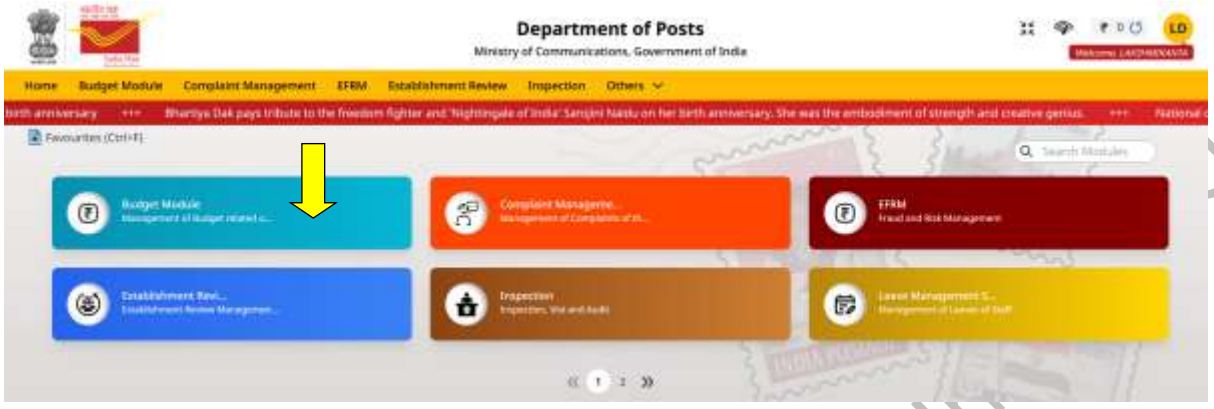


Click the **'Validate'** button to run the validation. If successful, a pop-up message saying **'Validation Successful'** will appear at the **bottom-right** of the screen. After validation, the **'Submit'** button will become visible, and you must **click** it to proceed.



Upon clicking the **'Submit'** button, a pop-up message stating **'Initial Allotment Successfully Posted'** will be displayed on the screen

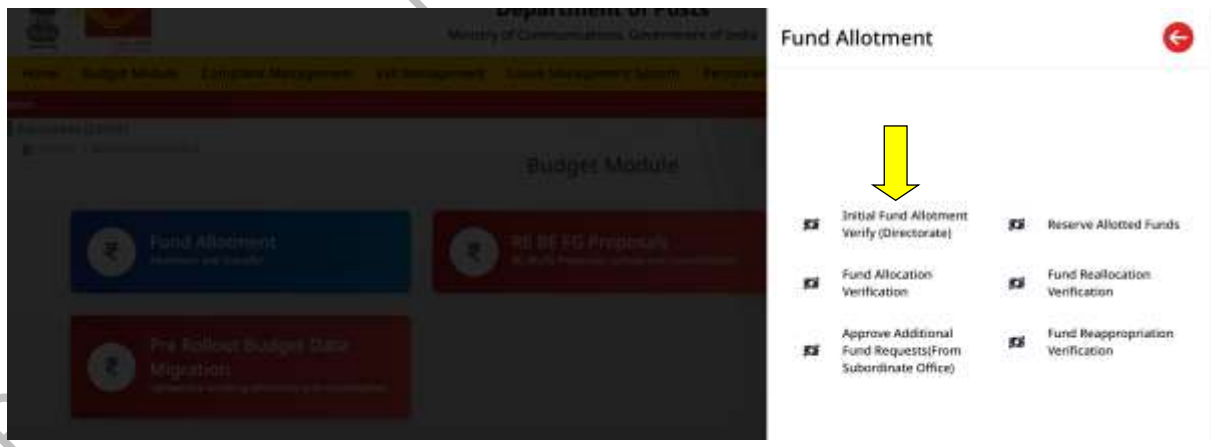
11.1.1.2Initiate Fund Allotment (Supervisor)



After the fund allotment is initiated, the **Supervisor** needs to verify the same. The Supervisor must click on the **'Budget'** card.



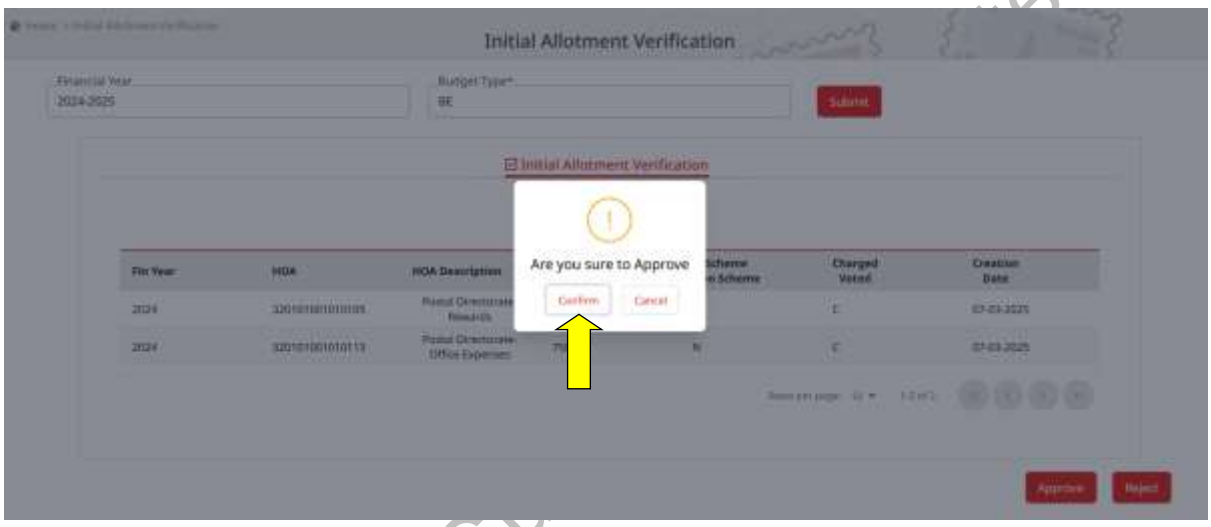
Next, the Supervisor must click on **'Fund Allotment'**.



Under the **'Fund Allotment'** sub-card, the Supervisor must click on the **'Initiate Fund Allotment Verify (Directorate)'** option.



Upon clicking the **'Initiate Fund Allotment Verify (Directorate)'** option, the **Supervisor** must select the **'Financial Year'** from the drop-down list, choose the **'Budget Type'**, and then click on the **'Submit'** button. Once the **'Submit'** button is clicked, the details of the initiation made by the user will appear. The **Supervisor** must then click on the **'Approve'** button.



After clicking on **'Submit'**, a pop-up message stating **'Are you sure you want to approve?'** will appear. The Supervisor must then click on the **'Confirm'** button.



Once the **'Submit'** button is clicked, a message stating **'Data Verified Successfully'** will appear for the Supervisor.

11.1.2 Fund Allocation Directorate to Circle

11.1.2.1 Fund Allocation by User

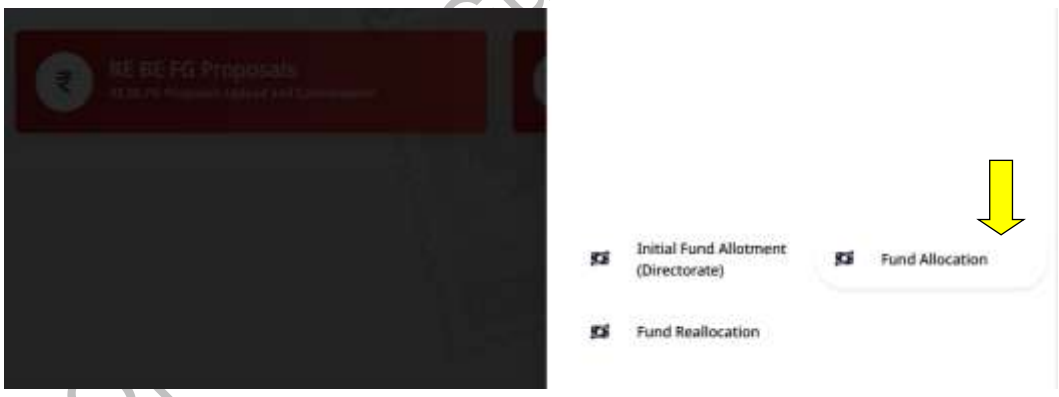
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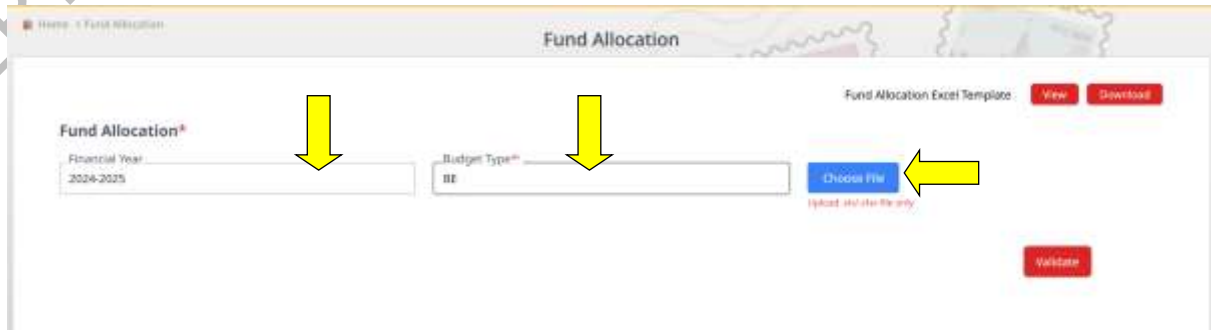
The user needs to click on the **'Budget Module'**.



After clicking on the **'Budget Module'**, the user will access the **Budget Module dashboard**. This screen consists of **'Fund Allotment'**, **'RE/BE/FG Proposals'**, and **'Reports'** sub-cards. The user needs to click on the **'Fund Allotment'** sub-card.

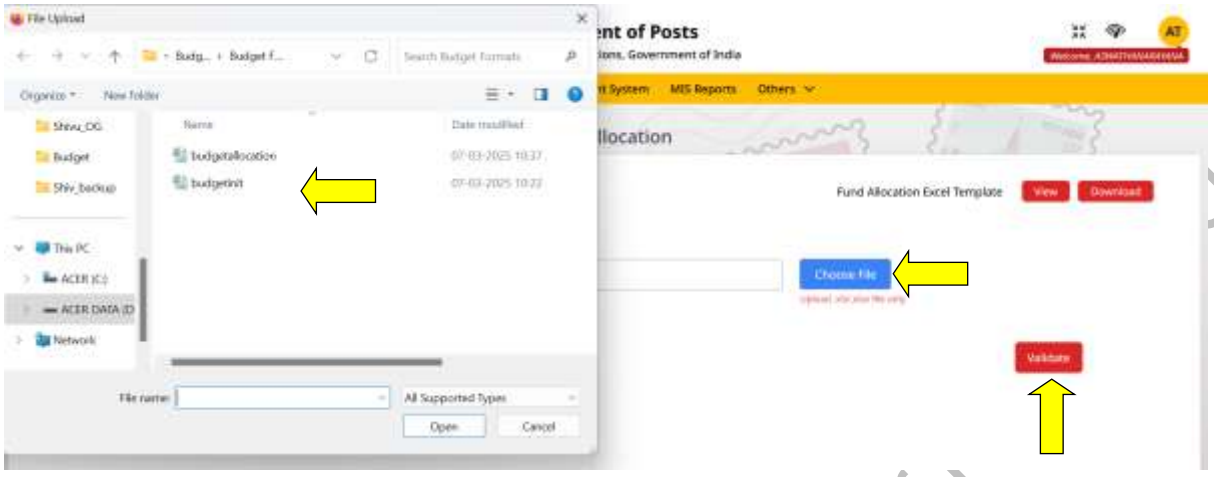


After clicking on the **'Fund Allotment'** sub-card, the user needs to click on the **'Fund Allocation'** option.

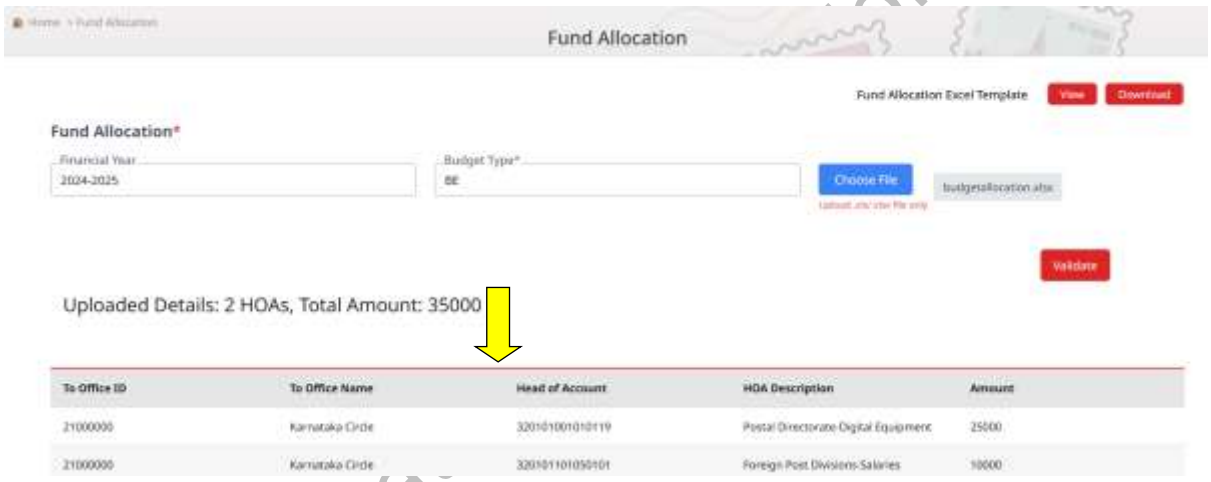


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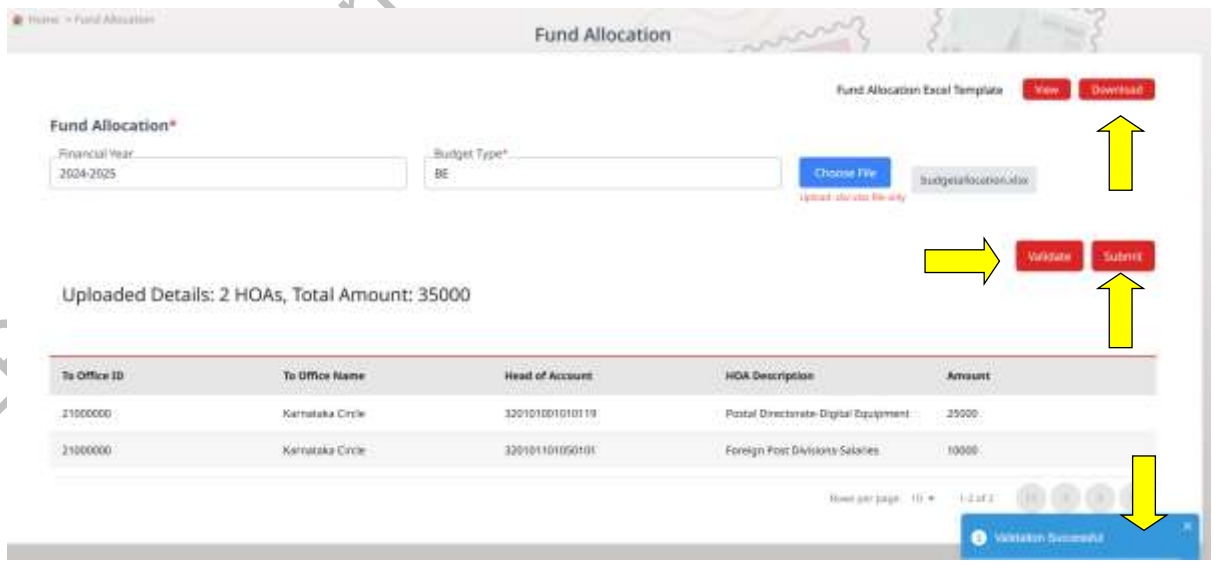
On the **'Fund Allocation'** screen, the user needs to enter the **'Financial Year'** and **'Budget Type'**, and upload an **Excel file** containing **HOA-wise data**.



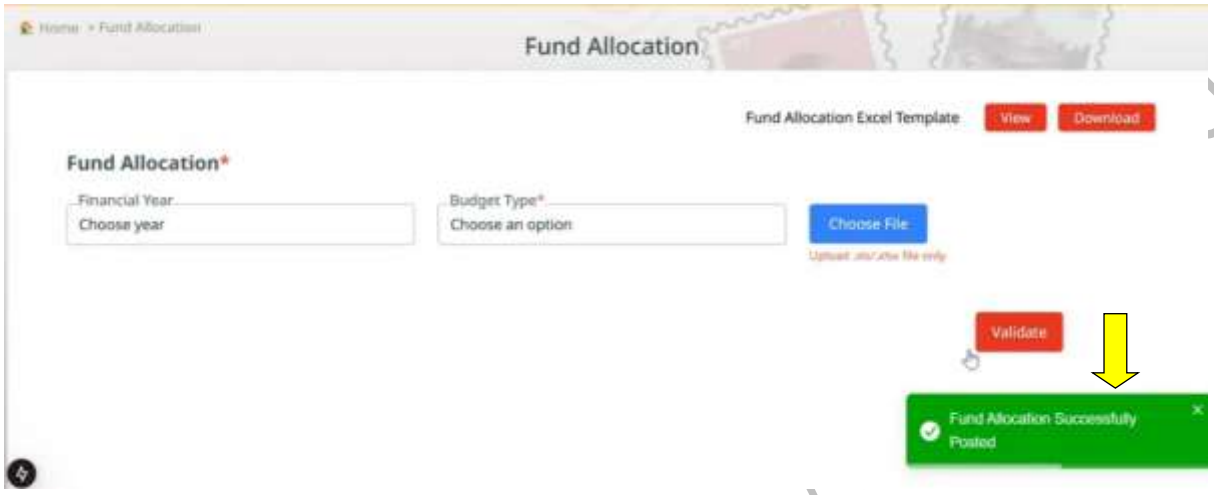
After selecting an Excel file to upload, click the **'Validate'** button.



Once the Excel file is selected, its details will appear on the screen.



After clicking on the **'Validate'** button, a pop-up message stating **'Validation Successful'** will appear on the screen. After successful validation of the uploaded Excel file details, the user needs to click on the **'Submit'** button.

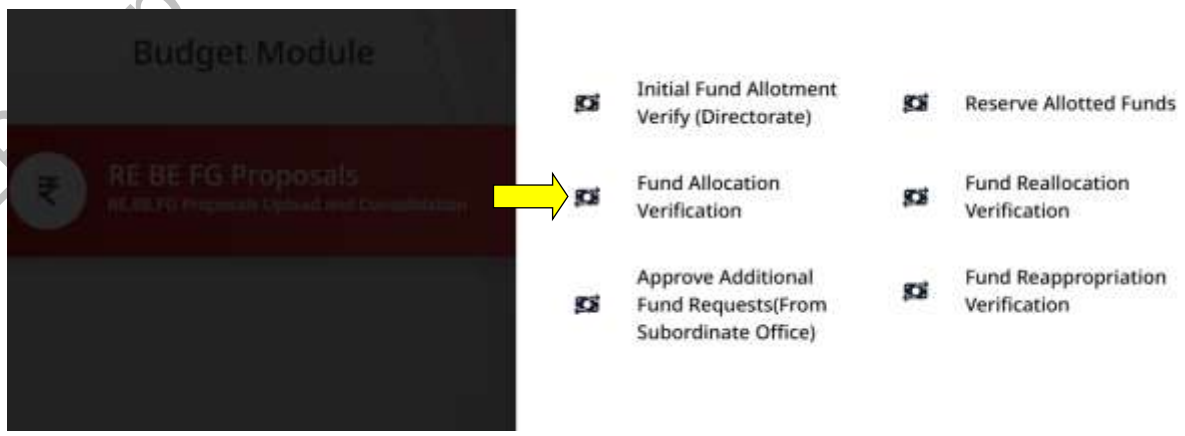


Upon clicking the **'Submit'** button, a pop-up message stating **'Fund Allocation Successfully Posted'** will appear on the screen.

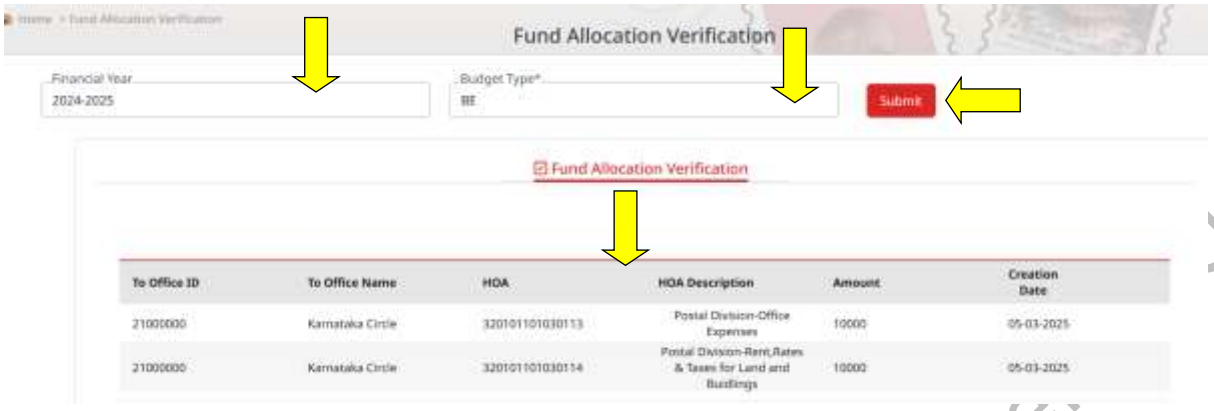
11.1.2.2 Fund Allocation Verification by Supervisor



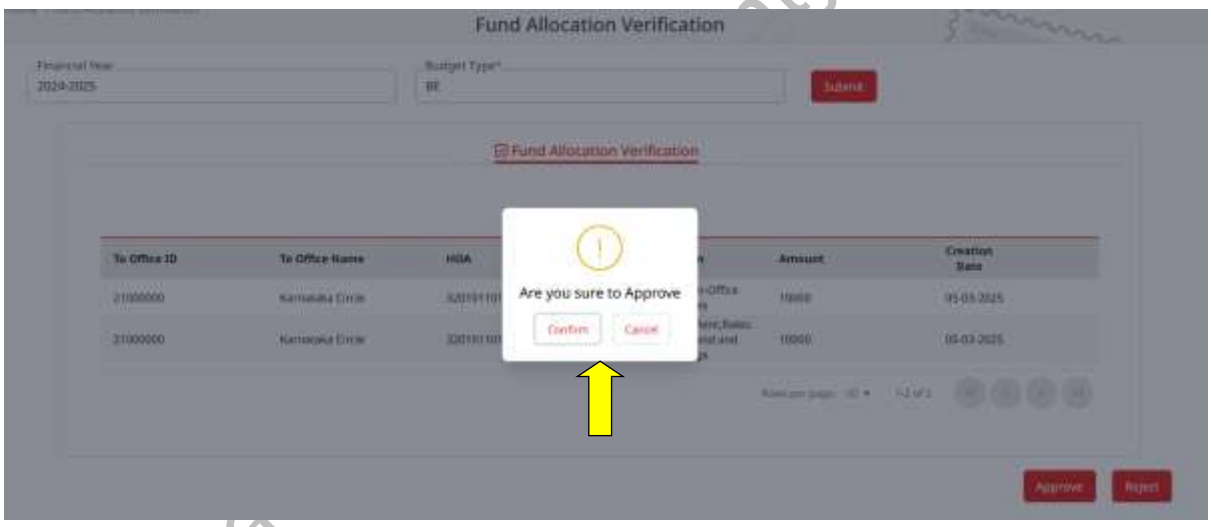
The Supervisor needs to click on the **'Fund Allotment'** sub-card to initiate the verification of **'Fund Allocation'** to Circles.



After clicking on the **'Fund Allotment'** sub-card, the Supervisor will click on the **'Fund Allocation Verification'** option.



In 'Fund Allocation Verification' screen the supervisor selects 'financial Year', 'on the **'Fund Allocation Verification'** screen, the Supervisor selects the **'Financial Year'** and **'Budget Type'**, then clicks the **'Submit'** button. Upon submission, the verification data will appear on the screen.



The Supervisor has the option to either **'Approve'** or **'Reject'** the proposal. If the Supervisor is satisfied with the proposal, they need to click the **'Approve'** button.



As soon as the **'Approve'** button is clicked, a pop-up message stating **'Data Verified Successfully'** will appear on the screen.

Note:

The same procedure may be followed for 'Fund Allotment' with respect to 'Circle Office to Regional Office', 'Circle Office to PAO' and 'Regional Office to Division Office'.

11.1.3 Fund Allotment from Division Office to Head Post Offices

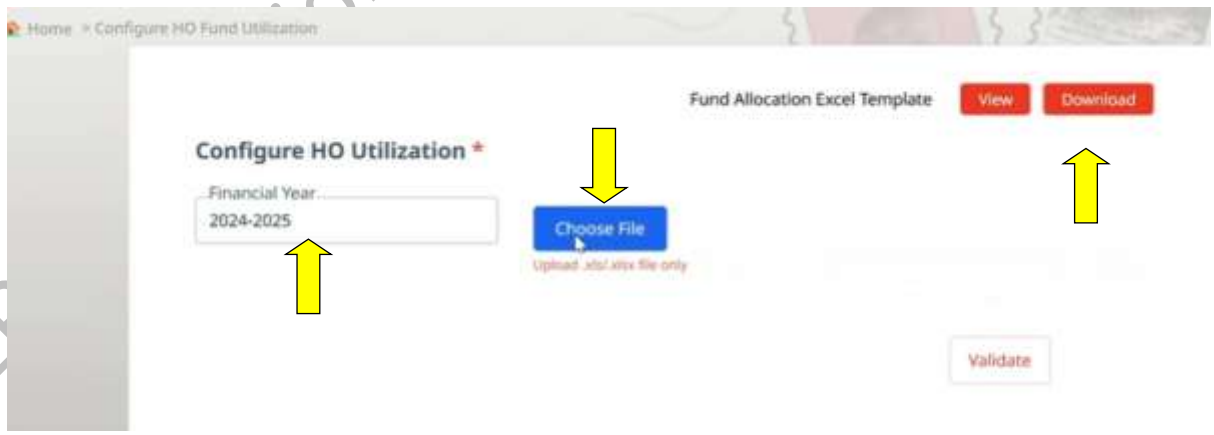
11.1.3.1 Division office User level process for Fund Utilization



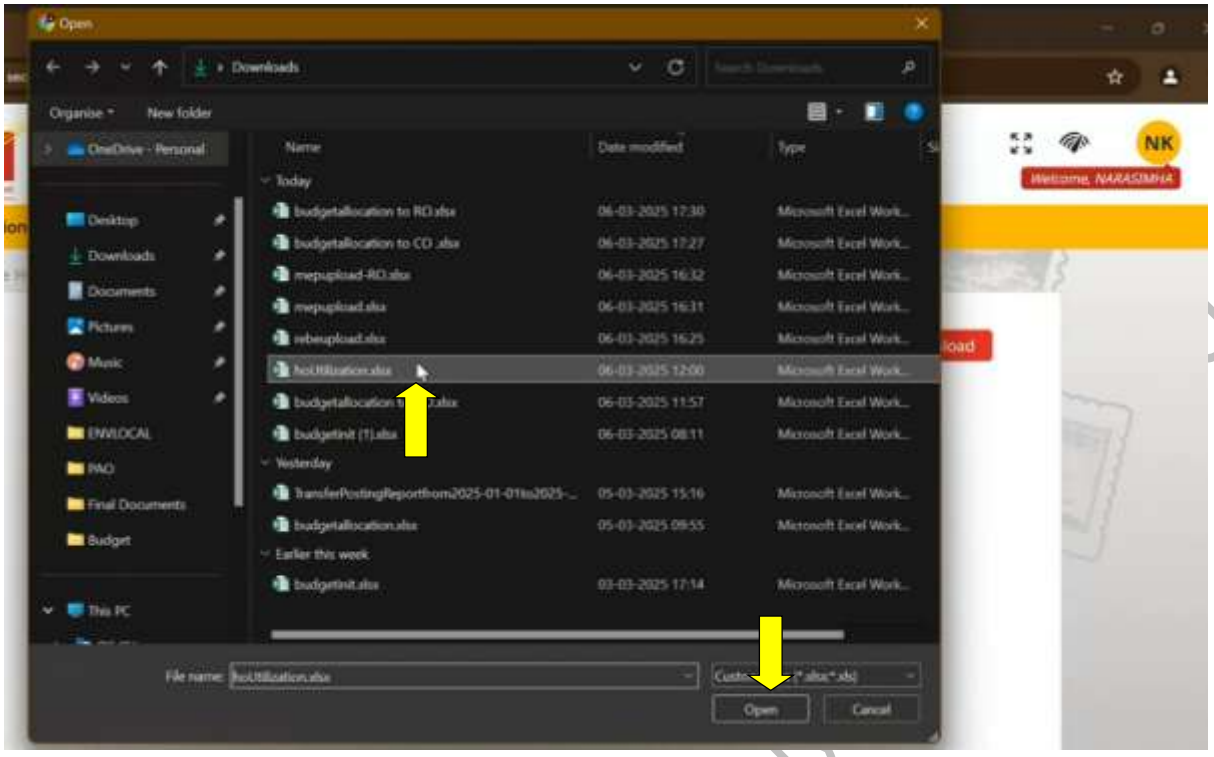
At the **Division Office**, to allot funds to **Head Offices** under the division, the user needs to click on the **'Fund Utilization'** sub-card.



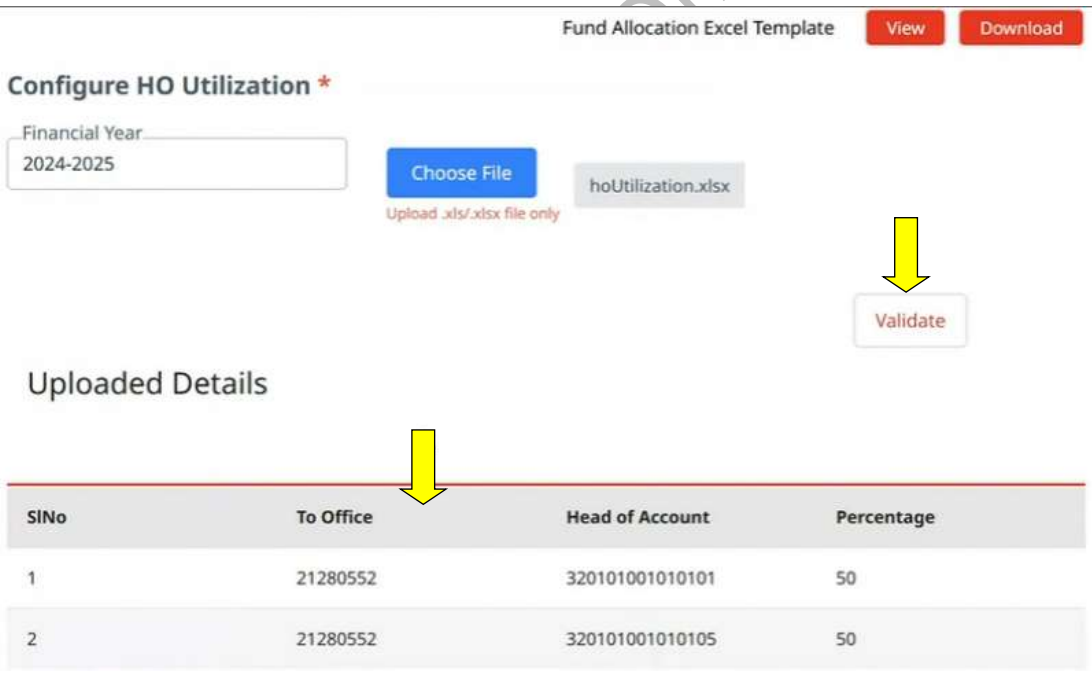
In the **'Fund Utilization'** card, the user must click on the **'Configure HO Fund Utilization'** option.



On the **'Configure HO Fund Utilization'** screen, the user needs to select the **'Financial Year'** and click on **'Choose File'** to upload an Excel file. The **'Fund Allocation Excel Template'** can be viewed and downloaded from the **top right** of the screen.

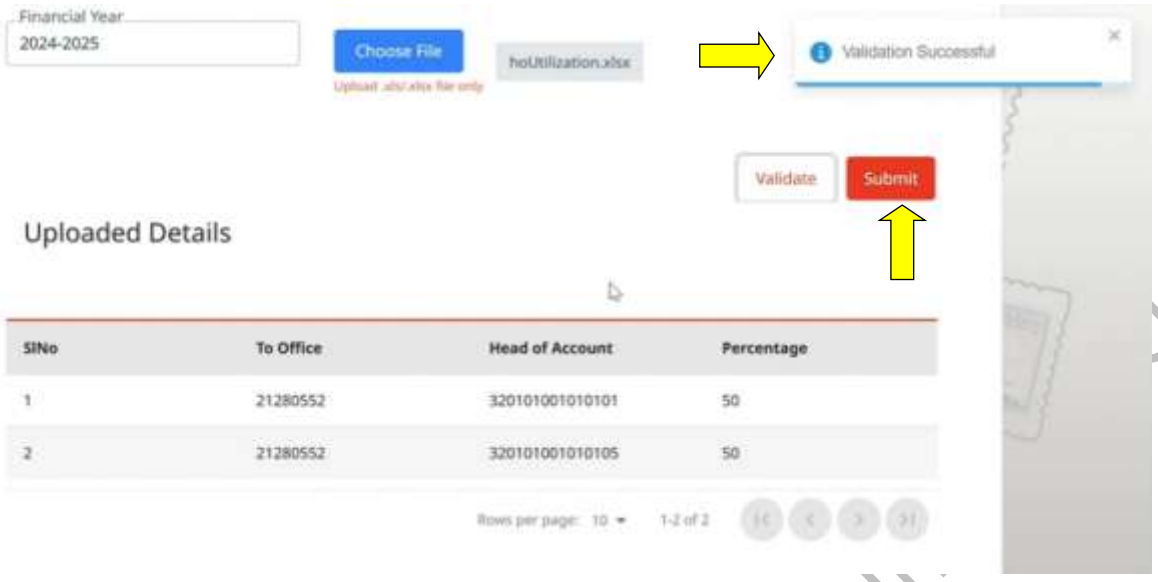


The user must select the intended file for upload.

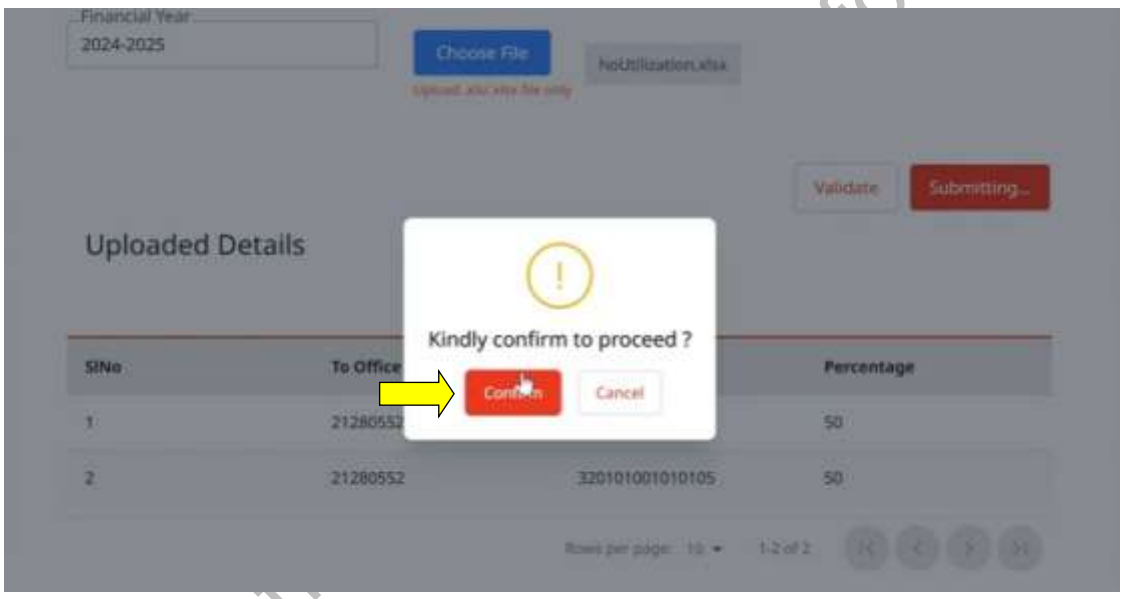


After choosing an Excel file, the details available in the file will appear on the screen.

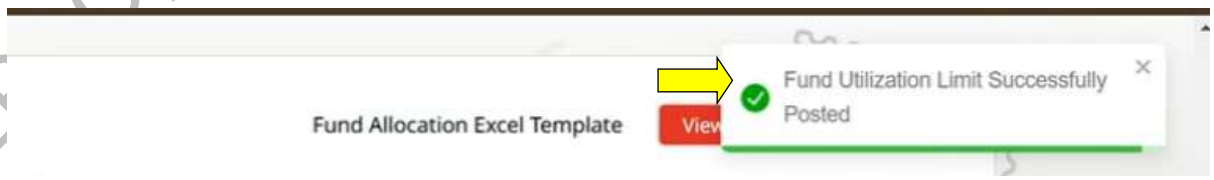
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The user must then click on the **'Validate'** button, after which a pop-up message stating **'Validation Successful'** will appear on the screen.



After successful validation, the user must click on the **'Submit'** button. The application will display a confirmation message: **'Kindly confirm to proceed?'** The user must click on the **'Confirm'** button to proceed.

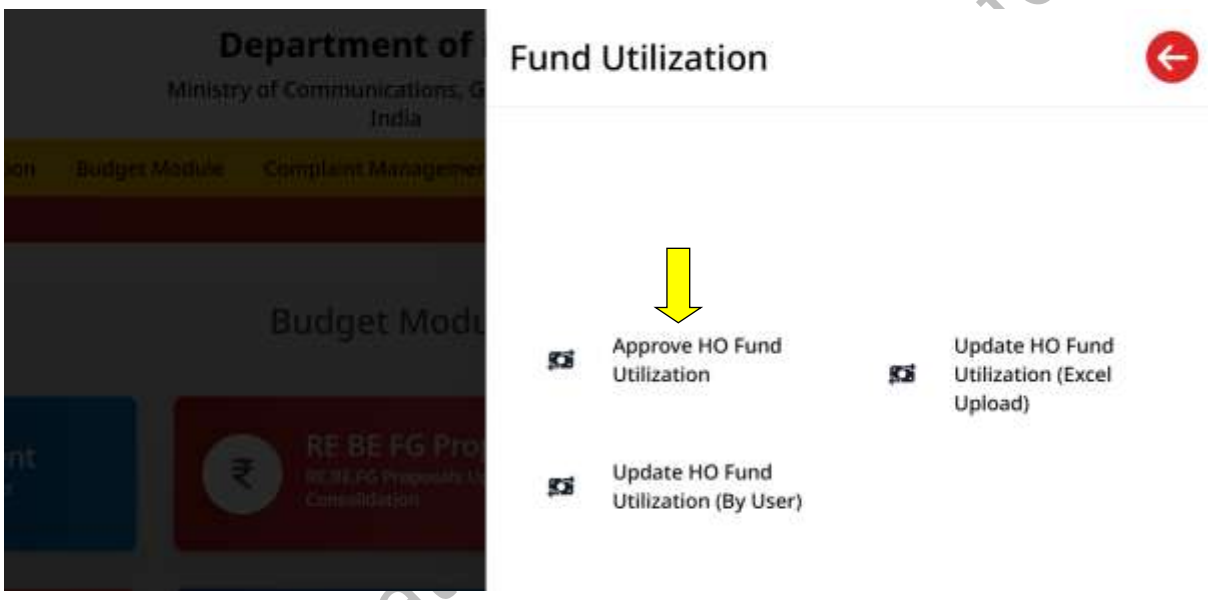


Upon clicking the **'Confirm'** button, a pop-up message stating **'Fund Utilization Limit Successfully Posted'** will appear on the screen.

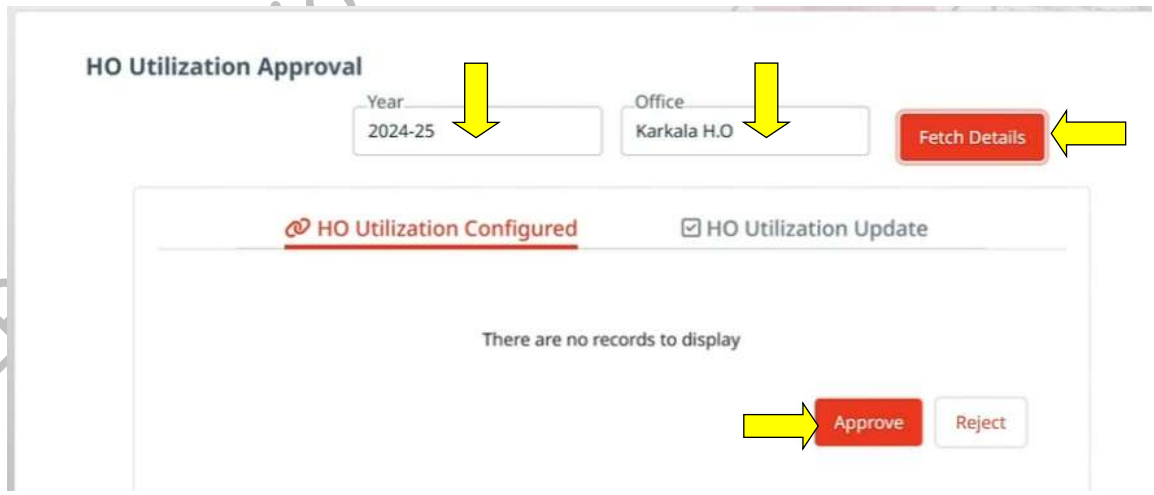
11.1.3.2 Division office Supervisor level Verification for Fund Utilization



After logging into the application, the **Supervisor** needs to click on the **'Fund Utilization'** sub-card.



On the **'Fund Utilization'** screen, the Supervisor must click on the **'Approve HO Fund Utilization'** option.



Upon clicking the **'Approve HO Fund Utilization'** option, the **Supervisor** must select the **'Year'** and **'Office'**, then click the **'Fetch Details'** button. The fund utilization

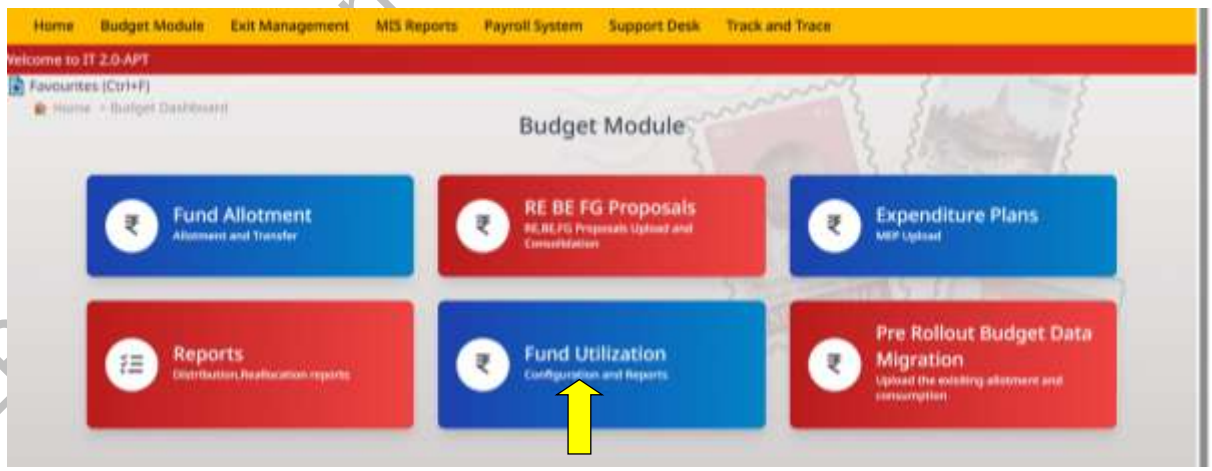
details for each **Head Office (HO)** will appear on the screen. The **Supervisor** must then click on the **'Approve'** button to complete the verification process.

11.1.3.3 Update HO Fund Utilization (By User)

The 'Update HO Fund Utilization (By User)' option is used when there is a need to change the percentage of funds allotted to Head Offices (HOs). For example, a division may have allotted funds to one HO. However, if the funds are temporarily required in another HO within the same division for certain expenditures, and the respective HOA in that HO does not have sufficient balance, the Division Head can update the fund utilization percentage. This enables the reallocation of funds to the required HOA so that the expenditure can be properly accounted for.

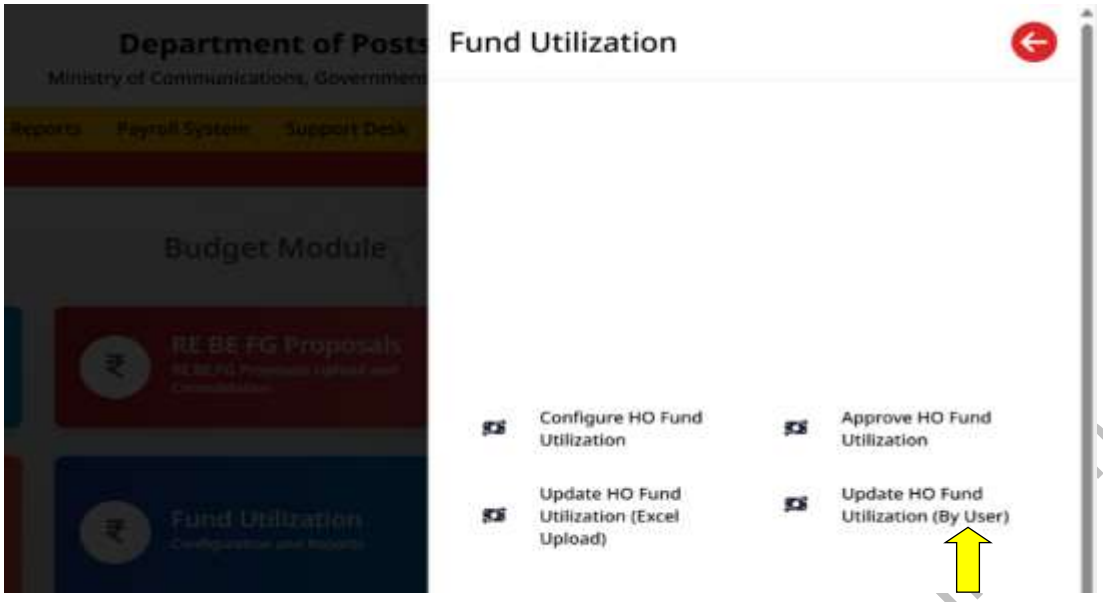


To **Update HO Fund Utilization (By User)** need to click on 'Budget Module' in the main screen.

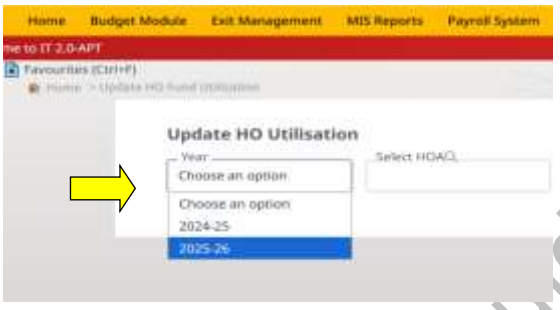


The user needs to **click** on the **Fund Utilization sub-card**.

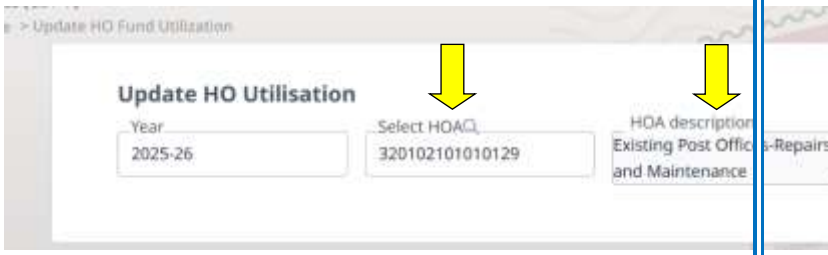
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Then **click** on **'Update HO Fund Utilization (By User)'** option in the **Fund Utilization panel.**

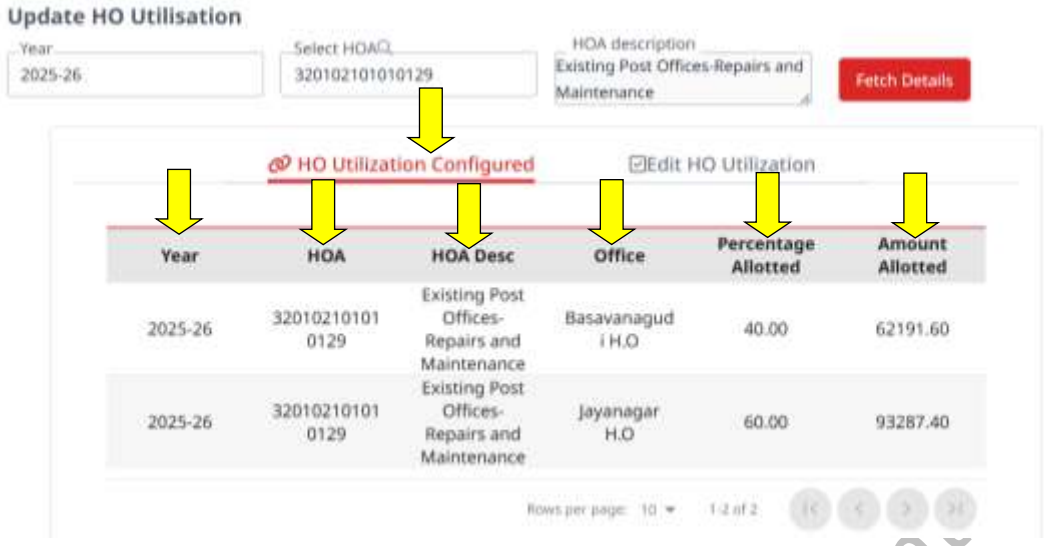


After **clicking** on **'Update HO Fund Utilization (By User)'** option, the user needs to **select Year** from the **drop-down list.**

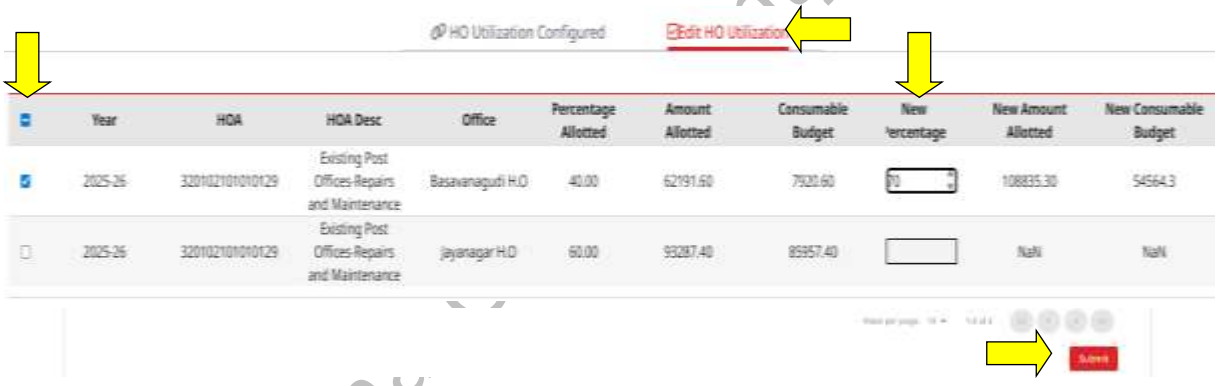


Select the required **HOA**. Based on the selected **HOA**, the **HOA Description** will appear under the **HOA Description header**. Then **click** on the **'Fetch Details'** button.

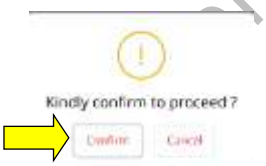
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Upon **clicking** on **'Fetch Details'**, the **HO Utilization Configured** tab will appear. It will display the **current fund status** of the selected **HOA** for all **HOs** available under the **division**, along with the **allotted percentage** and **amount** for the said **HOA**.



To **update** or **change** the current **allotted percentage of funds** in an **HOA** of **HOs**, the user needs to **check** the box of the **HO** where the percentage needs to be changed. In the **New Percentage** field, the user must **enter** the revised percentage as per the requirement and then **click** on the **'Submit'** button.



Once the **'Submit'** button is **clicked**, a **confirmation message** stating **'Kindly confirm to proceed?'** will appear on the screen for the user.



Soon after **clicking** on the **'Confirm'** button, a **pop-up message** stating **'Updation of HO Utilization is submitted successfully'** will appear on the screen..

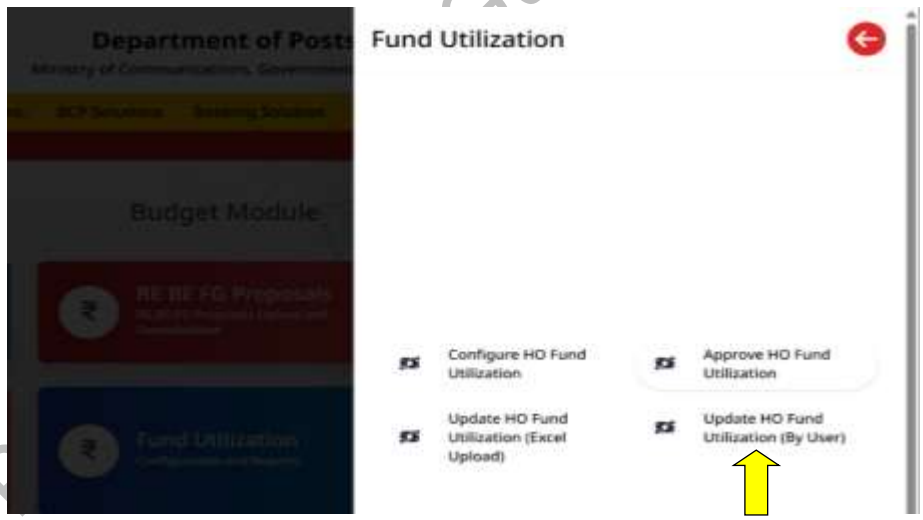
11.1.3.4 Approval of Update HO Fund Utilization (By User)



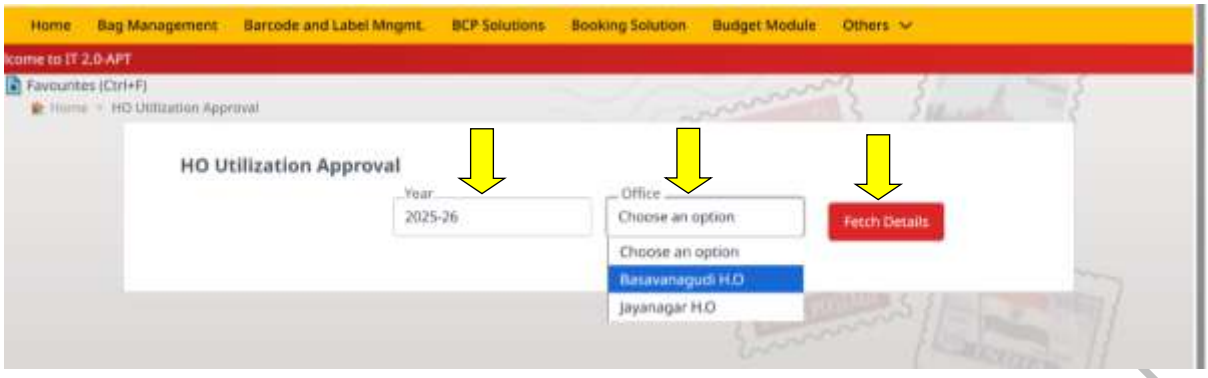
To **approve** the **Update HO Fund Utilization (By User)**, the **Supervisor** needs to **click** on the **Budget Module** on the **main screen**.



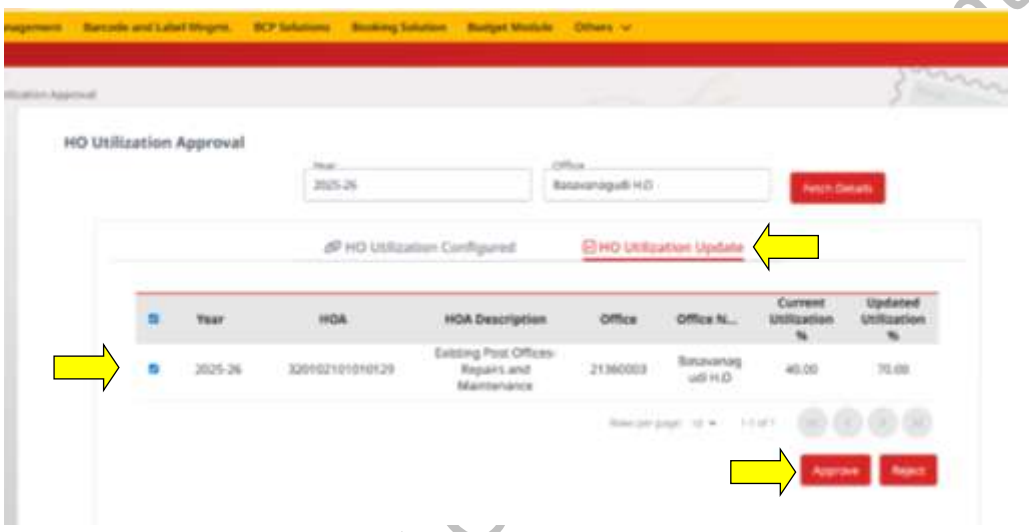
Then click on the '**Fund Utilization**' card.



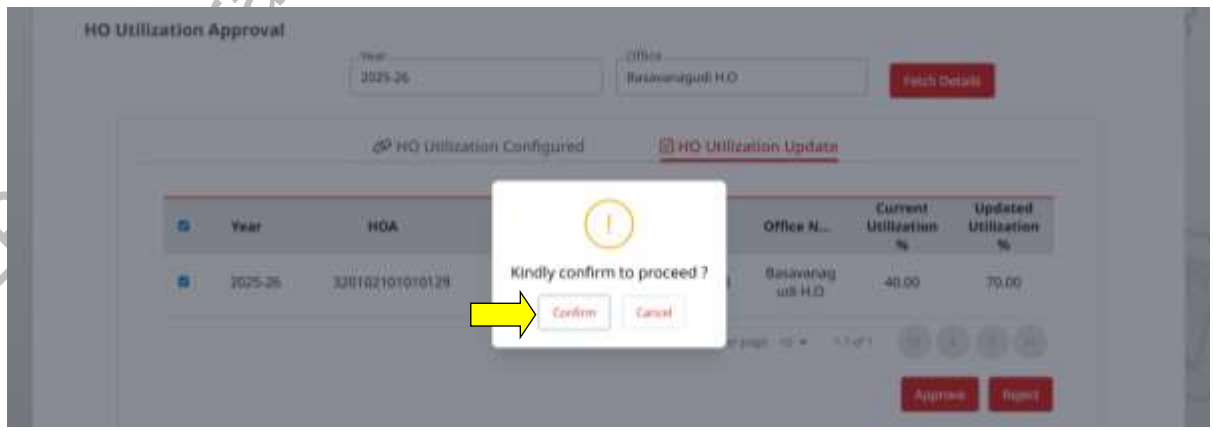
Under the **Fund Utilization panel**, **click** on **'Update HO Fund Utilization (By User)' option.**



Then the user needs to **select Year** from the **drop-down list** and **select the HO Name** where the **fund utilization correction** or **changes** have been made. Next, **click** on **'Fetch Details'**.



Once 'Fetch Details' is clicked, the details of fund utilization will appear on the screen with HO Utilization Configured and HO Utilization Update tabs. The user needs to click on the HO Utilization Update tab. Once the tab is selected, the HO Fund Utilization update data will appear on the screen. Select the checkbox, and after proper scrutiny, the Supervisor needs to click on the 'Approve' button.



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After **clicking** on the **'Approve' button**, a **pop-up message** stating **'Kindly confirm to proceed?'** will appear with **Confirm** and **Cancel** options. The **Supervisor** needs to **click** on the **'Confirm' button**.



Soon after **clicking** on the **'Confirm' button**, a **pop-up message** stating **'Data Approved Successfully'** will appear on the screen

11.1.4Re Allocation

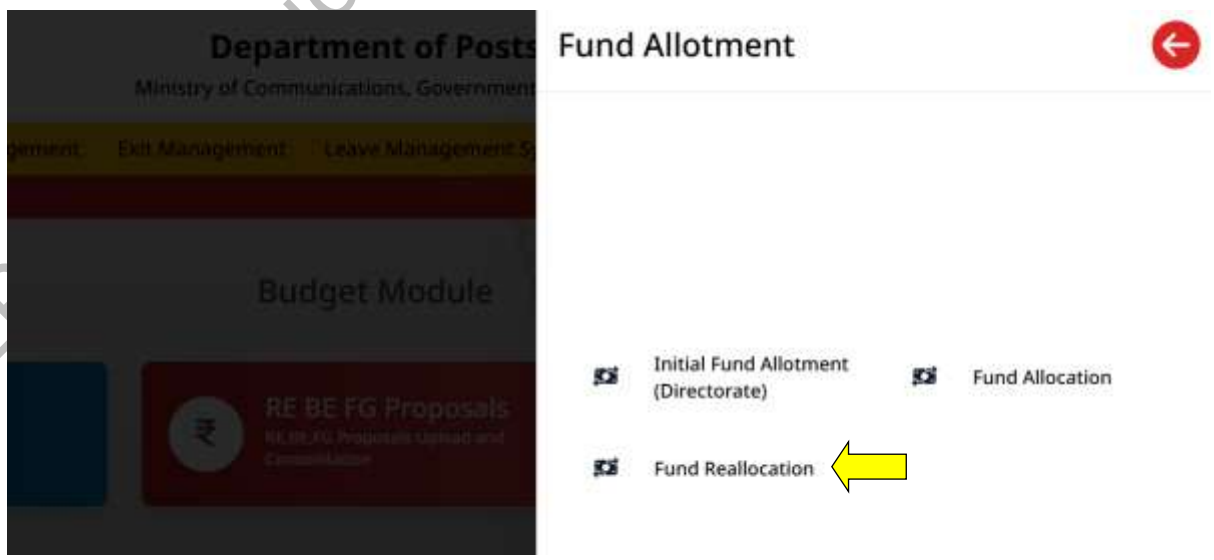
Reallocation is the process of transferring funds from one unit to another. This is done when there are anticipated savings in one unit and additional funds are needed in another.

Reallocation can be carried out by the Directorate from one Circle to another, with or without a request from the Circles.

11.1.4.1 User Level Initiation at Directorate for Reallocation



The **Directorate user** must click on the **'Fund Allotment'** sub-card in the **'Budget Module'**.



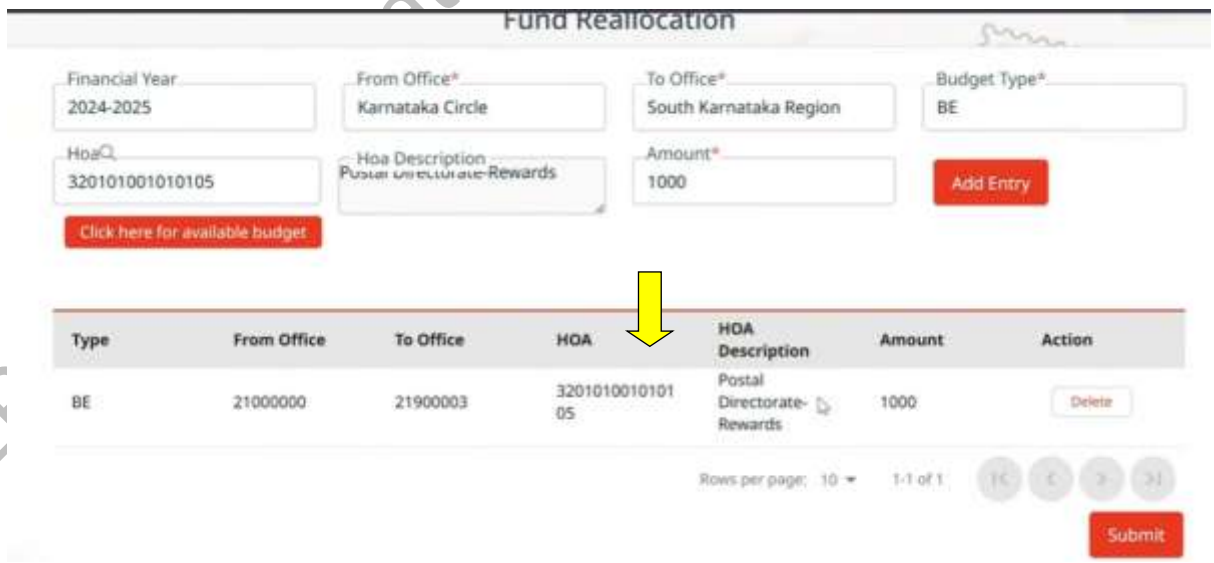
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Next, the user must click on the **'Fund Reallocation'** option on the **Fund Allotment** screen.



On the '**Fund Reallocation'** screen, the user must:

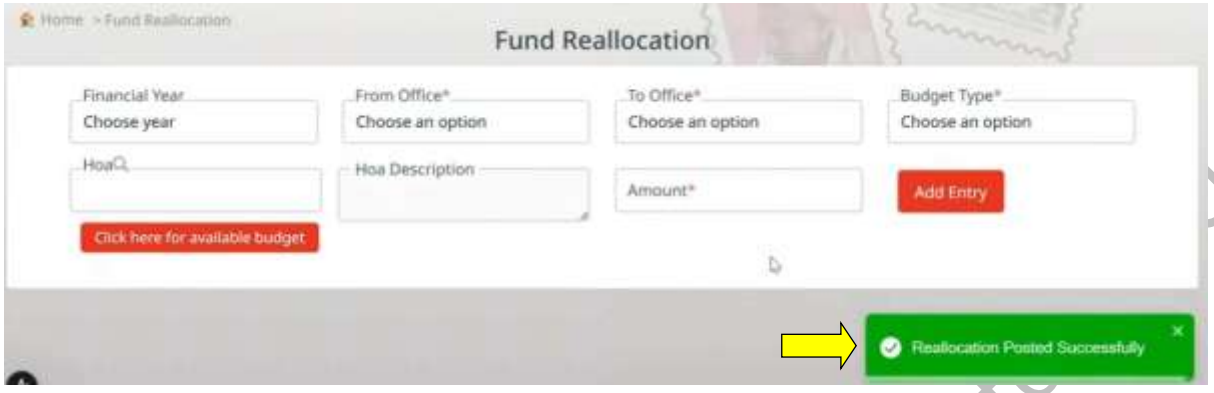
- Select the '**Financial Year**' from the drop-down list.
- Choose the concerned **Circle Name** from the 'From Office' **drop-down lis**t (the office from which the fund is to be withdrawn).
- Select the '**To Office'** (the office to which the fund needs to be allotted).
- Select '**Budget Type**' as '**BE'**.
- Enter the **Head of Account** (HOA).
- Click on the '**Click here for available budget'** tab below the HOA field to check the current status of the selected HOA.
- Upon selecting the HOA, its description will appear in the next field.
- Enter the total amount to be allotted in the '**Amount'** field.



- Click on the '**Add Entry'** button.

After clicking on **'Add Entry'**, the fund reallocation data will appear below on the screen

along with the **'Submit'** button. A **'Delete'** option is also available for users to remove an entry if required. After proper scrutiny, the **Supervisor** must click on the **'Submit'** button.

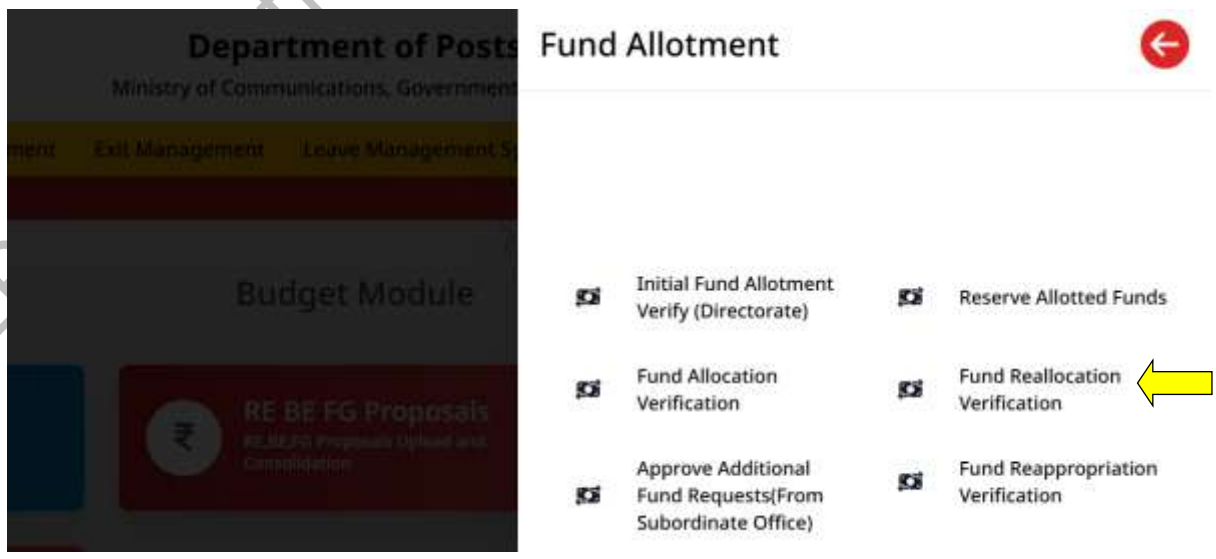


Upon clicking **'Submit'**, a pop-up message stating **'Reallocation Posted Successfully'** will appear.

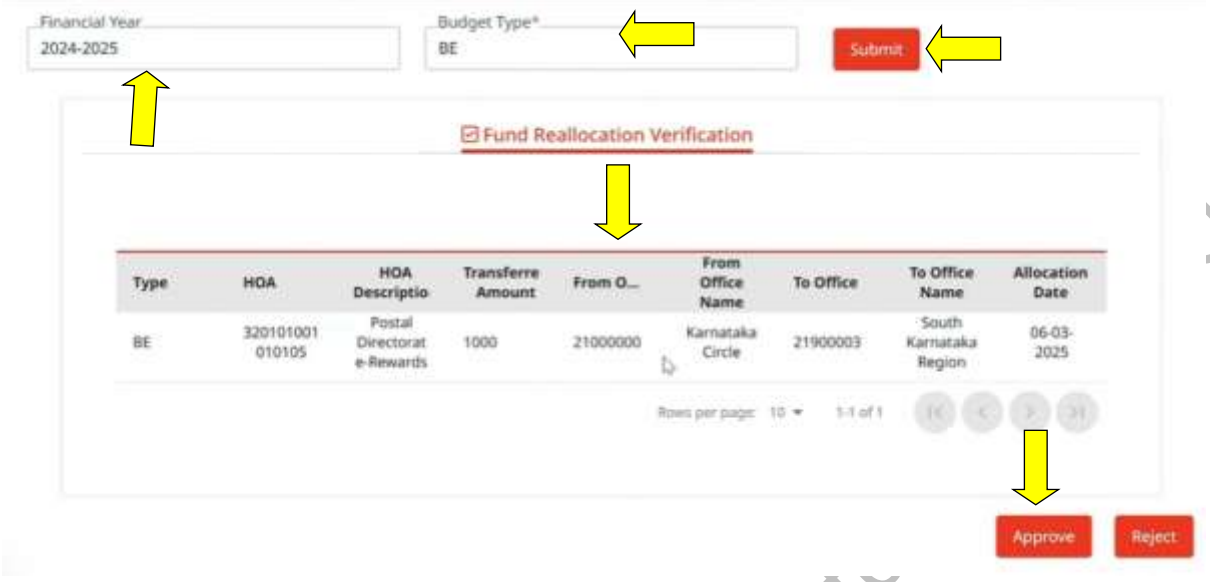
11.1.4.2 Supervisor Approval at Directorate for Reallocation



To verify the reallocation of funds, the Supervisor must click on the '**Fund Allotment'** sub-card under the **'Budget Module'**.



Click on the **'Fund Reallocation Verification'** option on the **Fund Allotment** screen.



Select the '**Financial Year'** from the drop-down list. Choose '**Budget** Type' as **'BE'** and click the '**Submit'** button. After clicking **'Submit'**, the **Fund Reallocation** details will appear on the screen. The Supervisor must then click on the **'Approve'** button.



Upon clicking **'Approve'**, a pop-up message stating **'Data Verified Successfully'** will appear on the screen.

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11.1.5Additional Request (RO to CO)

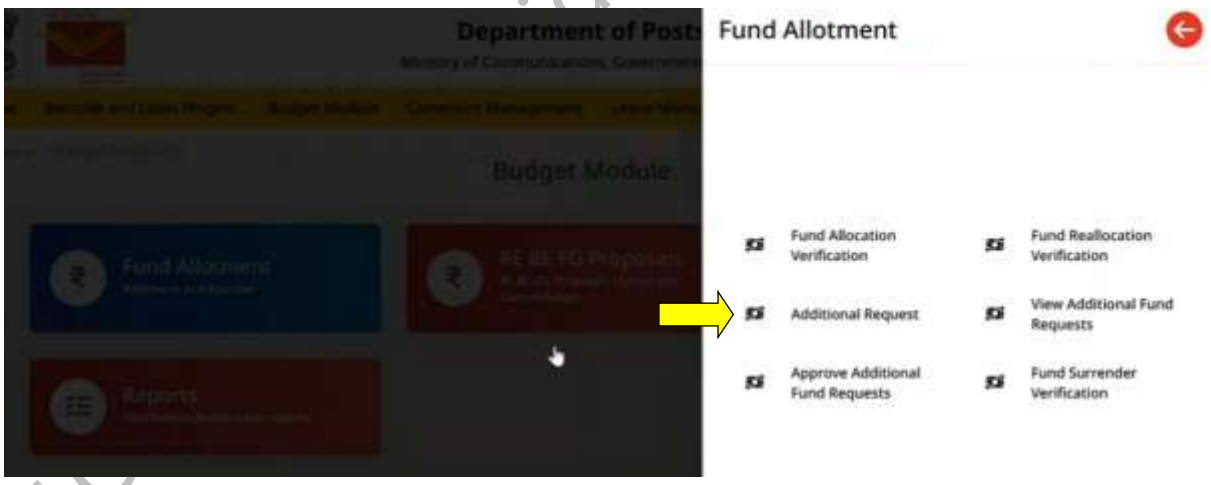
The additional Request option is used to meet the required expenditure of the unit or branch. When grants, authorised by the competent authority, fall short of the required expenditure, an estimate is presented before the authority for Supplementary or Additional funds.

Additional request can be raised or placed from Division Office to Regional Office, Regional Office to Circle Office and Circle Office to Directorat

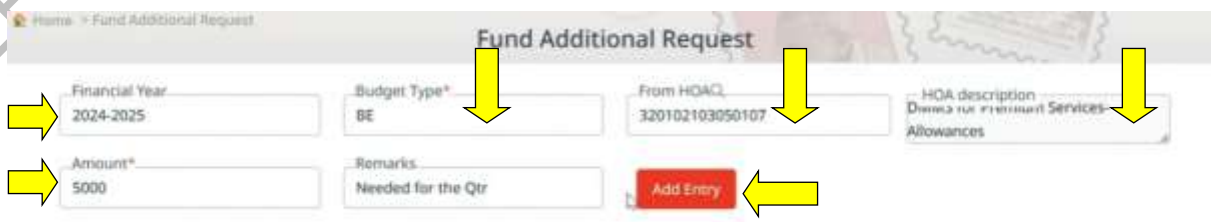
11.1.5.1 User Level process on Additional Request



The user needs to click on 'Fund Allotment' sub card under 'Budget Module'.

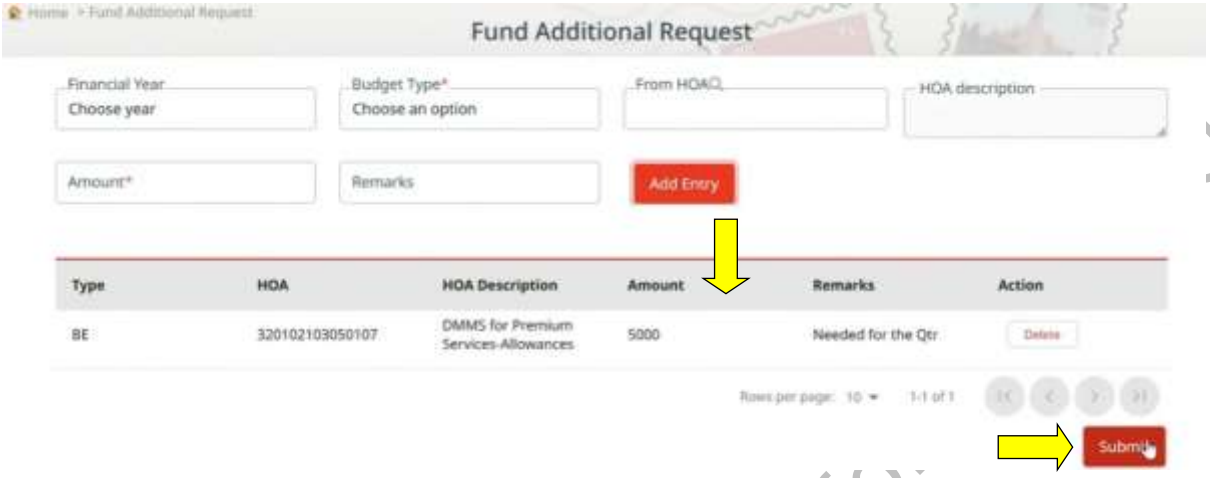


In the fund allotment screen, click on 'Additional Request' option.

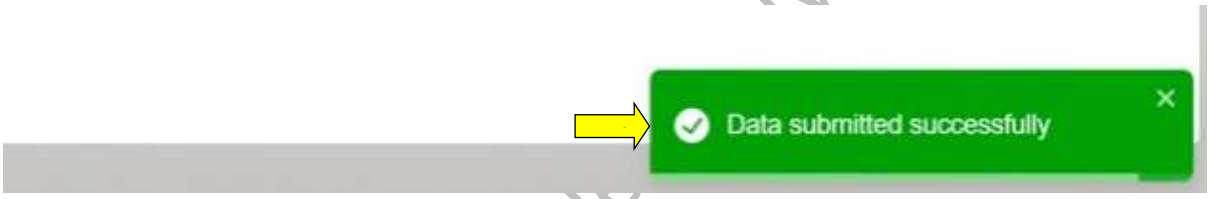


Select 'Financial Year', 'Budget Type' as 'BE', Enter Head of Account (HOA), HOA description will appear on the basis of selected HOA, enter expected additional fund in

'Amount' field and provide suitable remarks in 'Remarks' field followed by clicking on 'Add Entry' button.



After clicking on 'Add Entry' button the request details will appear on the screen. The user will click on 'Submit' button.

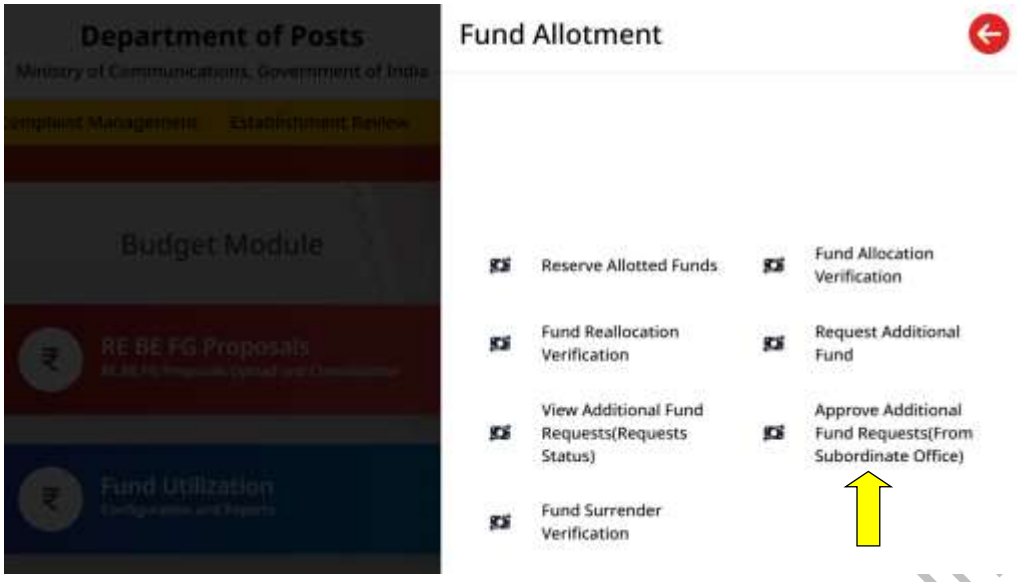


Upon clicking on 'Submit' button a pop-up message stating 'Data Submitted Successfully' will appear.

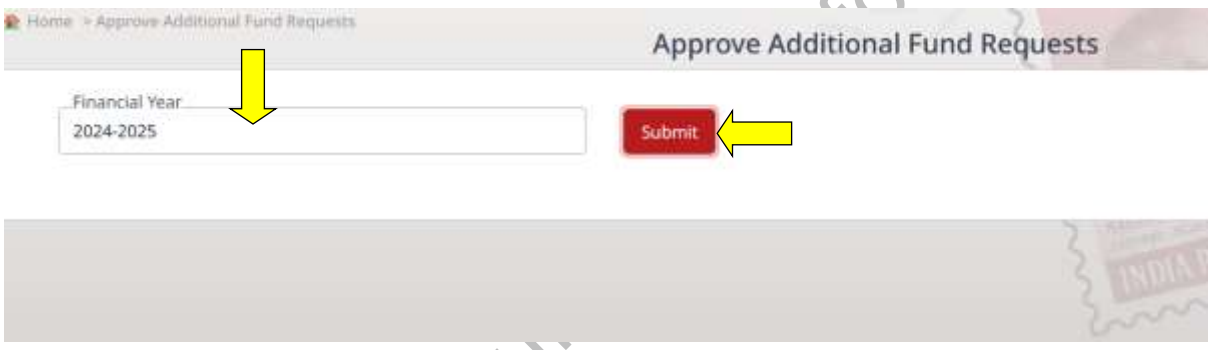
11.1.5.2 Supervisor Verification on Additional Request



To verify the 'Additional Request' the Supervisor click on 'Fund Allotment' sub card available in 'Budget Module' screen.



Click on 'Approve additional Fund Requests' option



In 'Approve Additional Fund Requests' screen the Supervisor needs to select 'Financial Year' from the drop-list and click on 'Submit' button. After clicking on 'Submit' button additional fund request details will appear on the screen. The Supervisor needs to click on 'Approve' button to verify the request.

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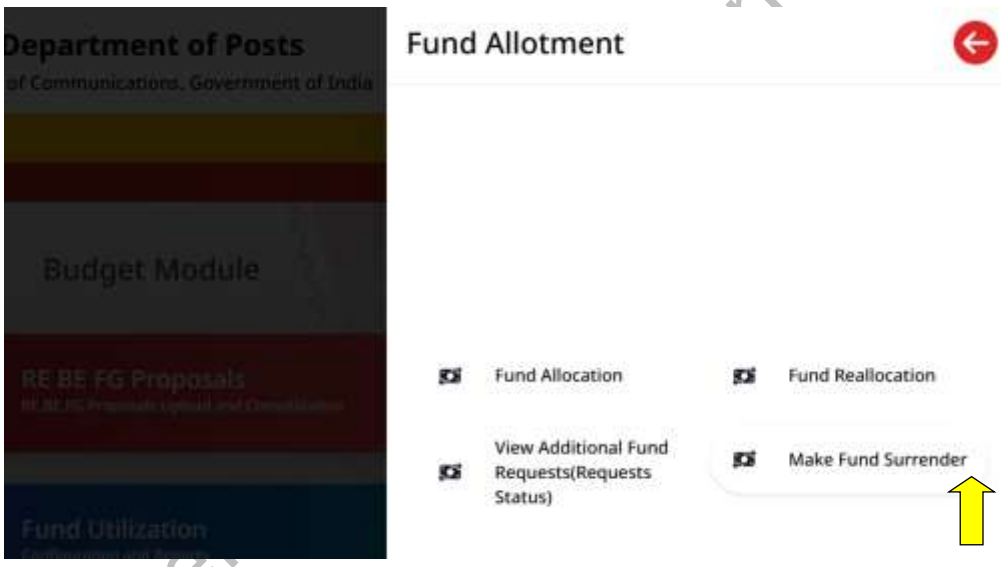
11.1.6Fund Surrender

The process involves returning unspent allocated budget funds back to the **Fund Allocation Unit**, such as **Divisions to Regions**, **Regions to Circles**, and **Circles to Directorate**, typically at the end of a **financial year**.

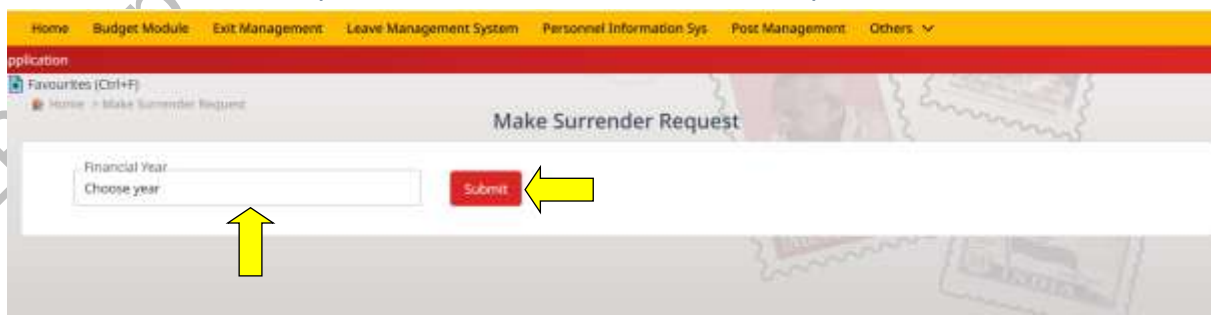
11.1.6.1 User-Level Process for Fund Surrender



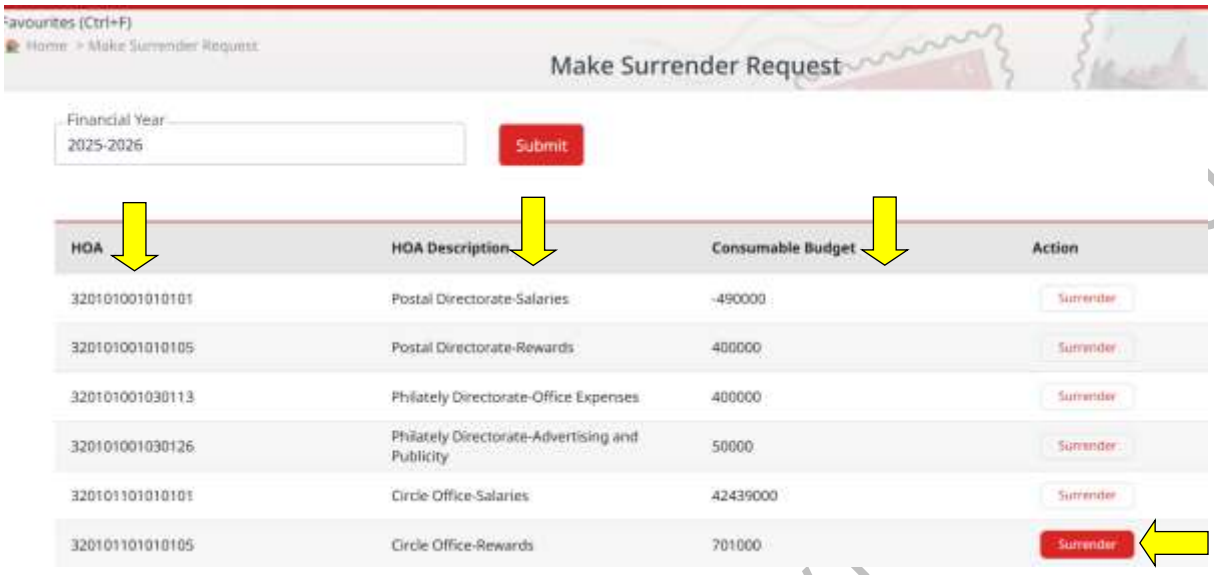
The user needs to click on 'Fund Allotment' sub card under 'Budget Module'.



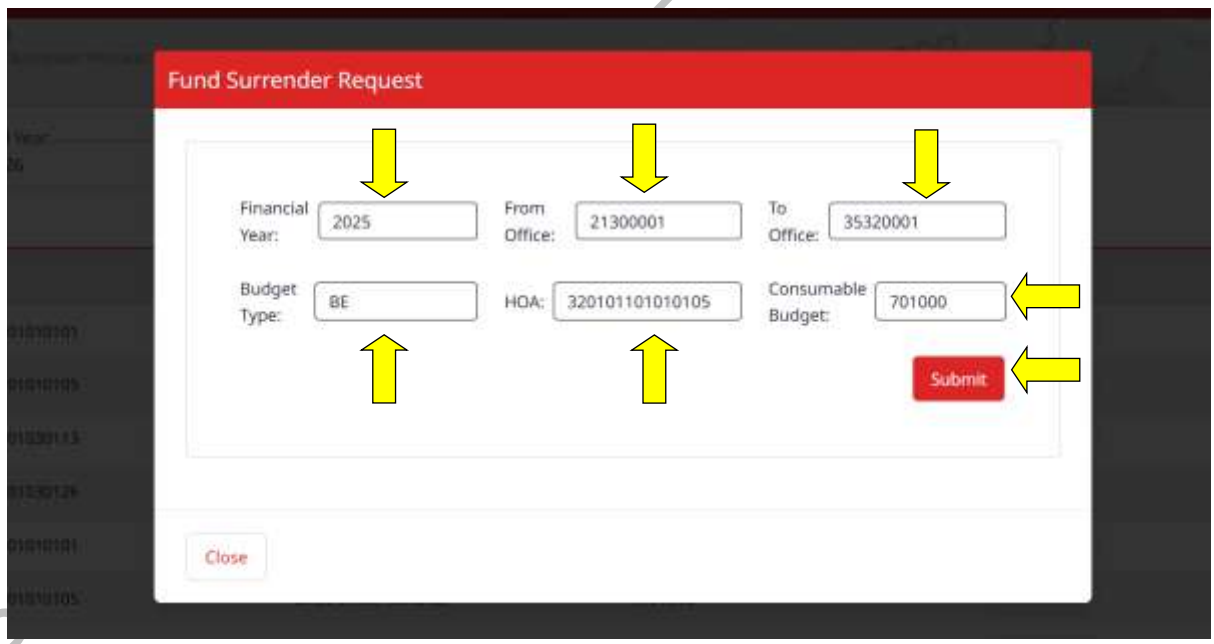
Under Fund Allotment panel click 'Make Fund Surrender' option.



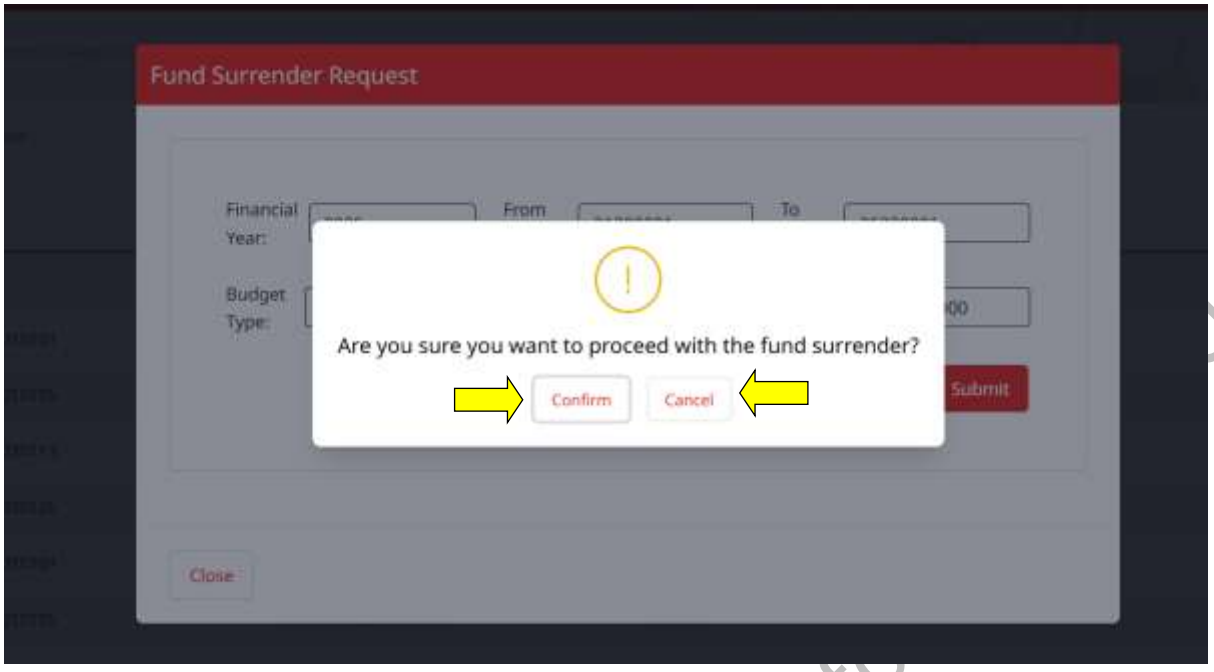
Need to provide **'Financial Year'** and click on '**Submit**'.



Once the **'Submit'** button is clicked, the particulars of **Head of Accounts (HOA)** along with the **Consumable Budget** will appear, with **'Surrender'** buttons displayed against each HOA.



Upon clicking the **'Surrender'** button, the above window will appear for the user. The **Fund Surrender Request** screen consists of **Financial Year**, **From Office (Unit)** to **To Office (Unit)**, **Budget Type**, **HOA**, and **Consumable (Unutilised) Budget**. After **scrutiny**, the user will click on the **'Submit'** button.



Once the **'Submit'** button is clicked, the application will prompt a message stating **'Are you sure you want to proceed with the fund surrender?'**, along with **Confirm** and **Cancel** options.

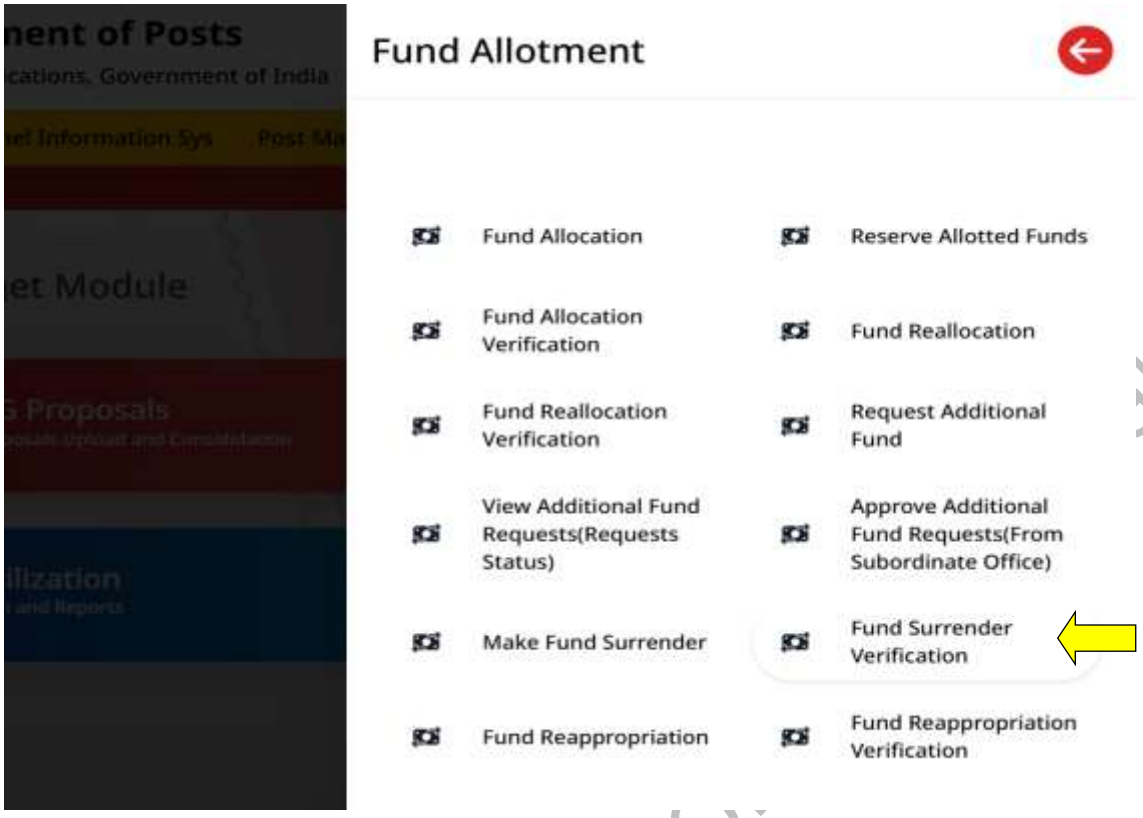


After clicking the **'Confirm'** button, a confirmation message will appear on the screen stating **'Surrender Posted Successfully'**

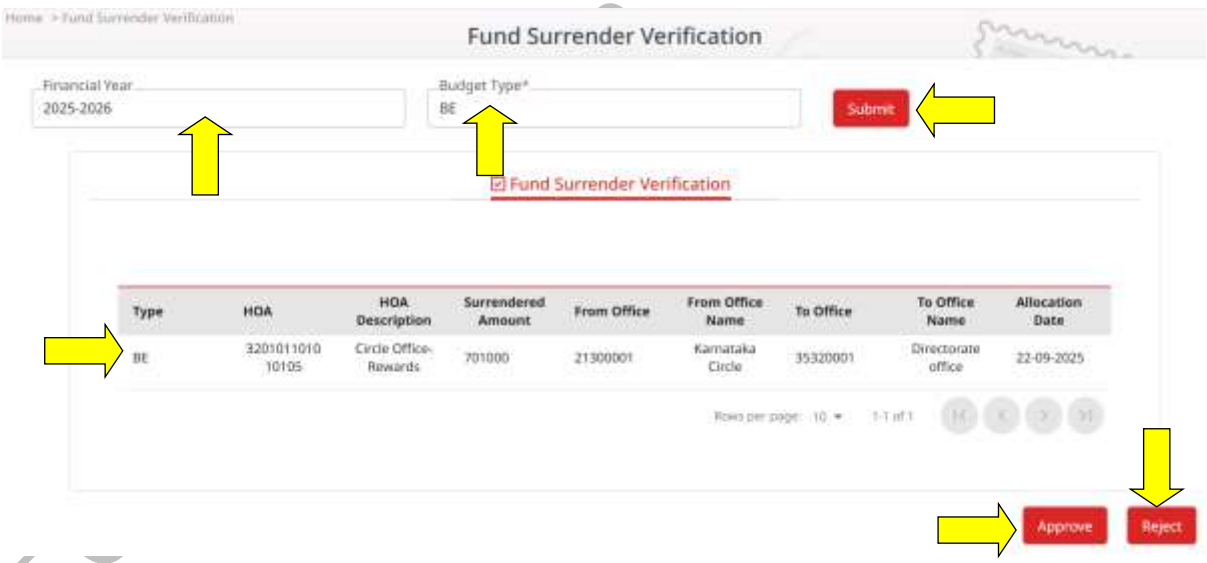
11.1.6.2 Supervisor Verification on Fund Surrender



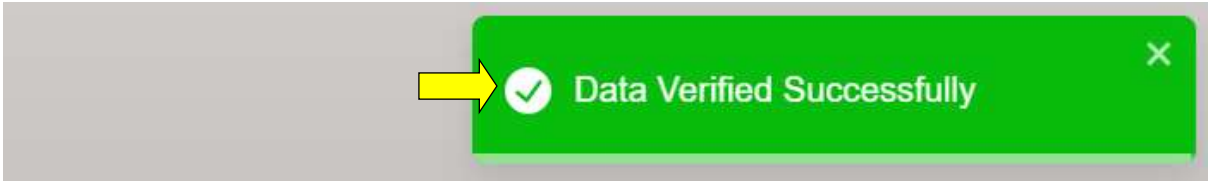
To verify **'Fund Surrender'**, the user needs to click on the **'Fund Allotment'** card



Click on the **'Fund Surrender Verification'** option in the **Fund Allocation** panel



After clicking on the **'Fund Surrender Verification'** option, the above screen will appear. The **Supervisor** needs to select the **Financial Year** and **Budget Type** from the drop-down list and click on the **'Submit'** button. Once the **'Submit'** button is clicked, the data identifying the fund for surrender will appear for **scrutiny**. After **scrutiny**, the **Supervisor** needs to click on the **'Approve'** or **'Reject'** button



Once the **Supervisor** clicks on the **'Approve'** button to give consent for fund surrender, a message stating **'Data Verified Successfully'** will appear on the screen.

11.2 RE BE FG Proposals

BUDGET ESTIMATE, REVISED ESTIMATE & FINAL GRANT

A '**Budget Estimate'** is an initial projection of revenue and expenditure for a financial year, while a '**Revised Estimate'** is an updated projection that reflects actual spending and revenue. A '**Final Grant**' in a budget refers to the final approved amount of funding allocated to a specific project or program within the budget, representing the total sum that can be spent on that initiative after all necessary approvals and adjustments have been made, essentially signifying the final authorized expenditure for that item.

Budget Estimate

- A rough estimate of the money and time needed to plan and execute a project
- Prepared before the start of the financial year
- Based on pre-budget consultations
- Includes revenue and capital classification of costs

Revised Estimate

- An updated projection of revenue and expenditure for a financial year
- Usually presented mid-year
- Based on a survey of how much of the allocated funds were used
- Considers the remainder of the budget, new activities, and additional instruments of service
- Explains the expenses that are going to happen

The government does not require **Parliament's approval** for **Revised Estimates (RE)**. However, if the **Demands for Grants** exceed the limits approved in the **Budget Estimates (BE)**, they must be passed by Parliament as **Supplementary Demands for Grants**.

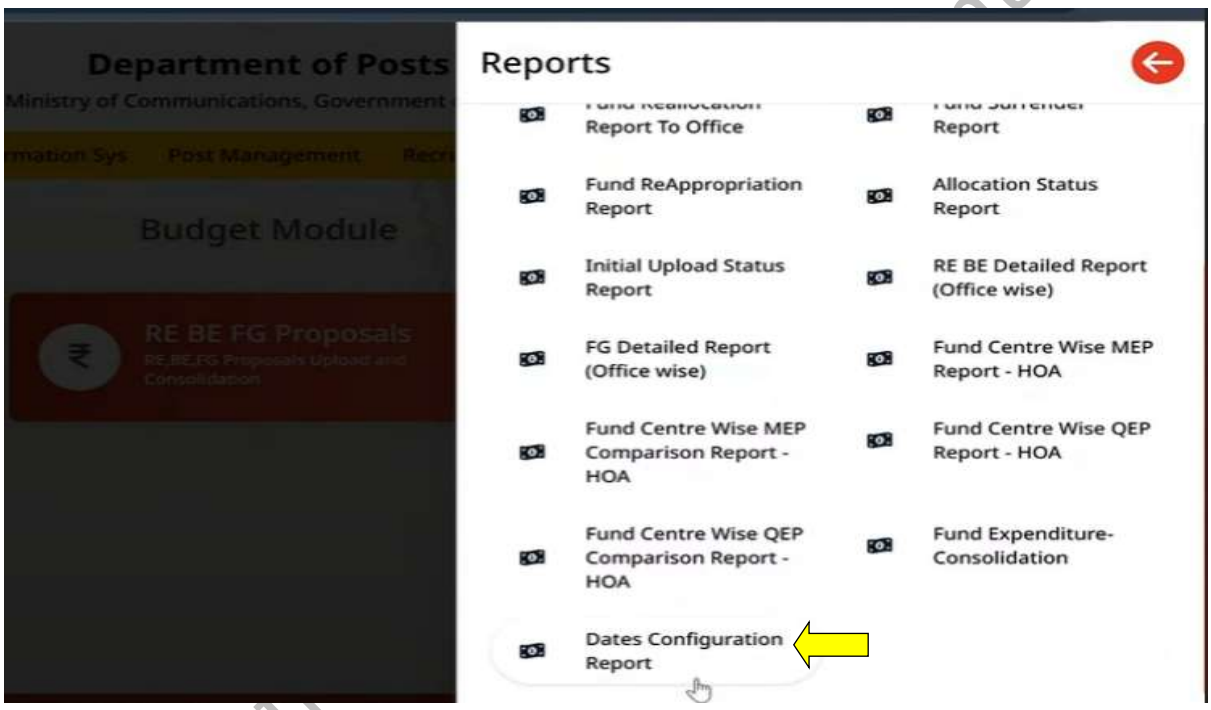
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11.2.1 Date Configuration for RE/BE/FG Proposal

Date configuration at Directorate Level in Supervisor login needs to be done before RE / BE / FG Proposals.

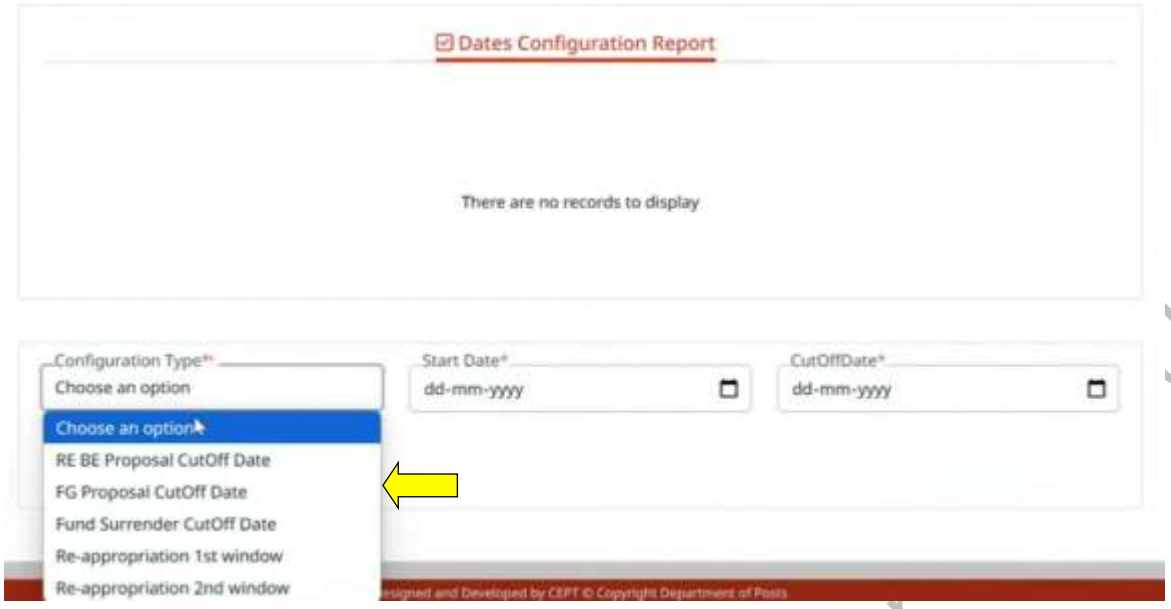


To make date configuration, the Supervisor needs to click on 'Reports' sub card available under 'Budget Module'.

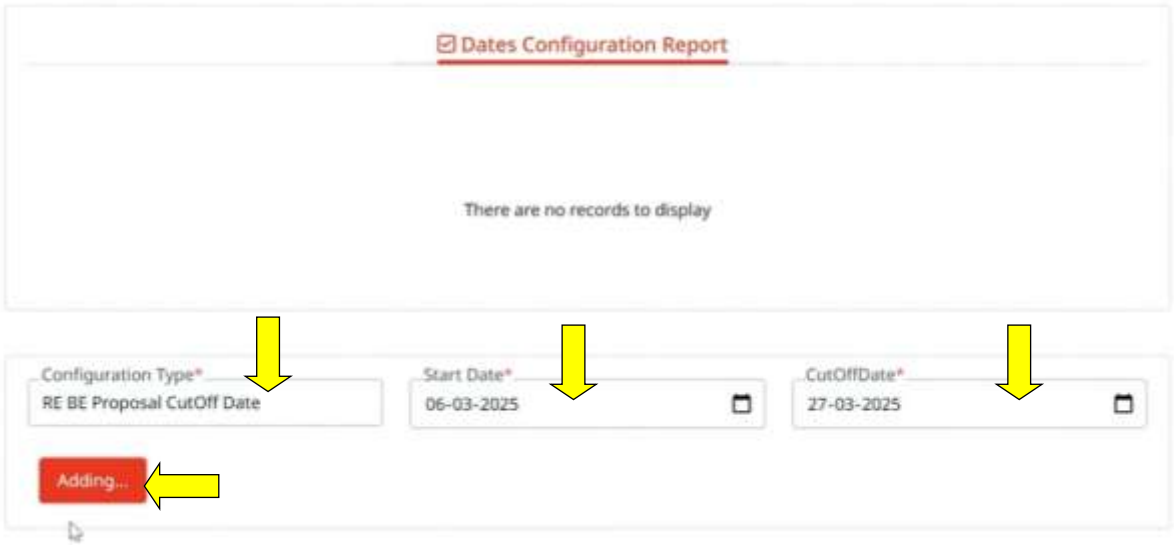


In 'Reports' screen the Supervisor needs to click on 'Dates configuration Report'.

CEPT Operational Use

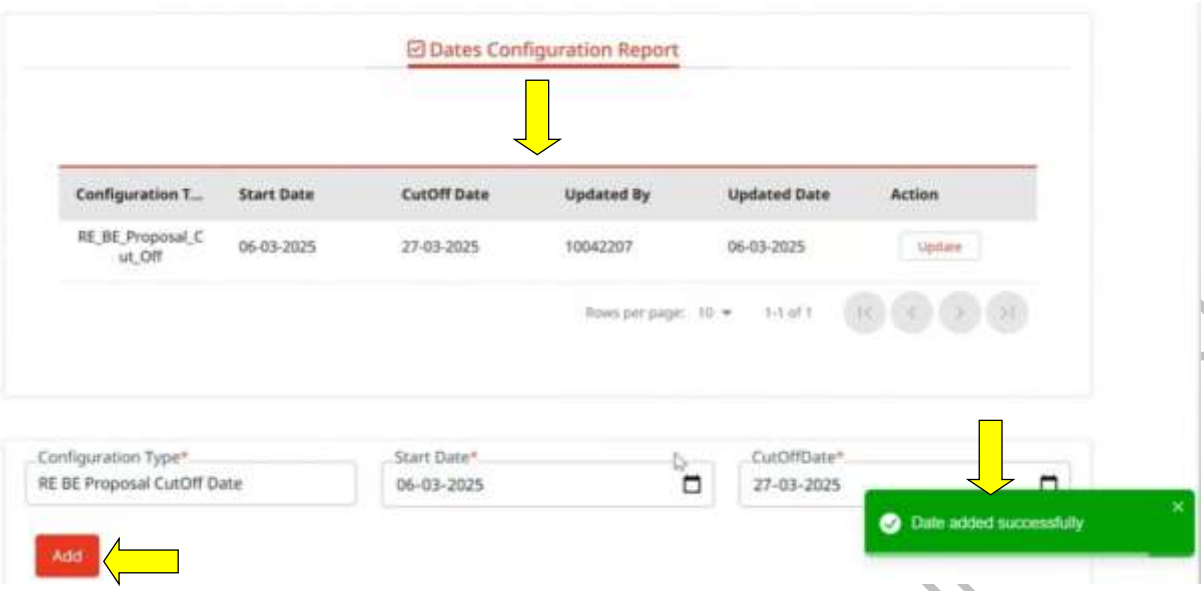


In Dates configuration Report screen, the 'Configuration Type' header displays the various configuration types in the drop-down list.



The Supervisor select 'RE BE Proposal Cut Off Date' from the 'Configuration Type' drop-down list, select the 'Start Date' and 'Cut Off Date' from the respective field calendar option.

CEPT Operational Use



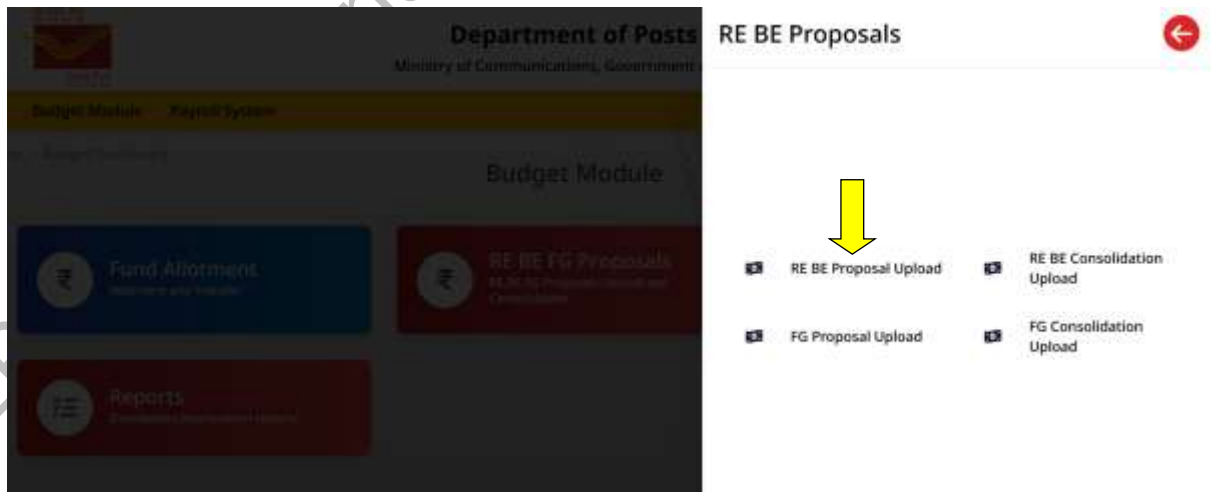
After entering all the required field, click on 'Add' button, a pop-up message stating 'Date added Successfully' will appear on the screen.

11.2.2RE BE Proposal

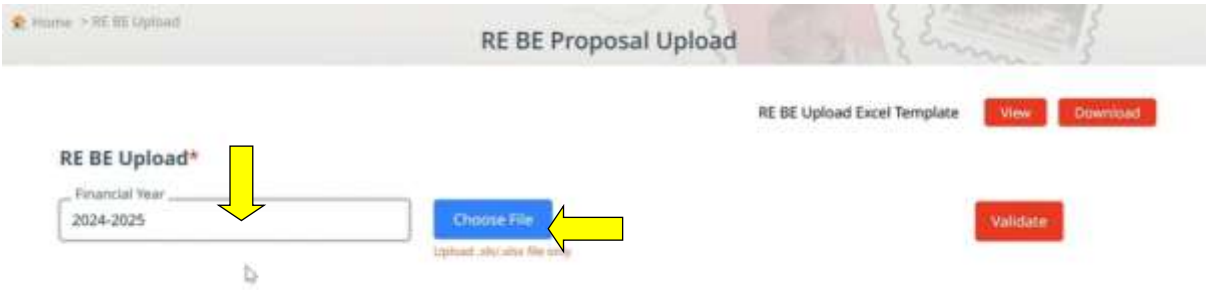
11.2.2.1 User Proposal for RE BE



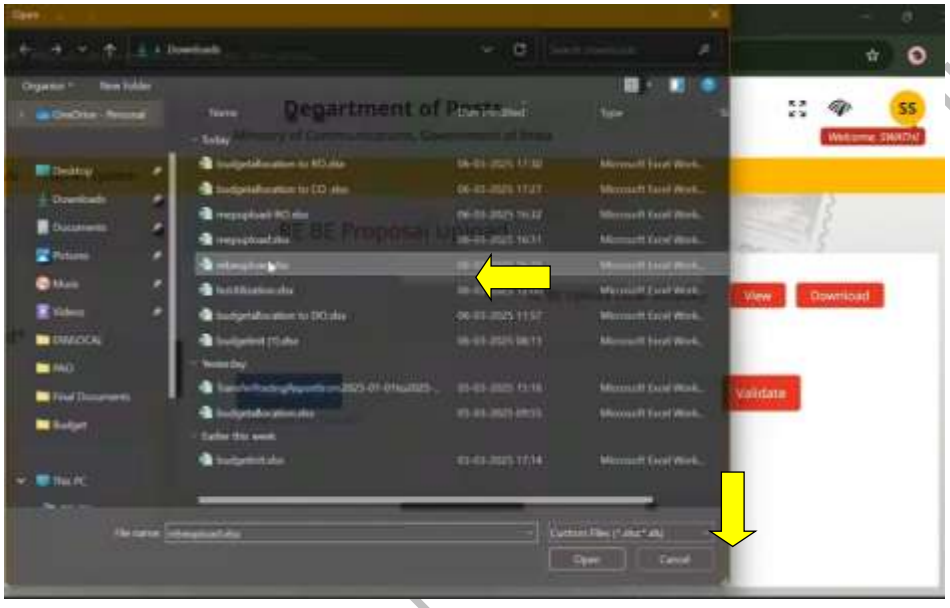
The user needs to click on 'RE BE FG Proposal' sub card.



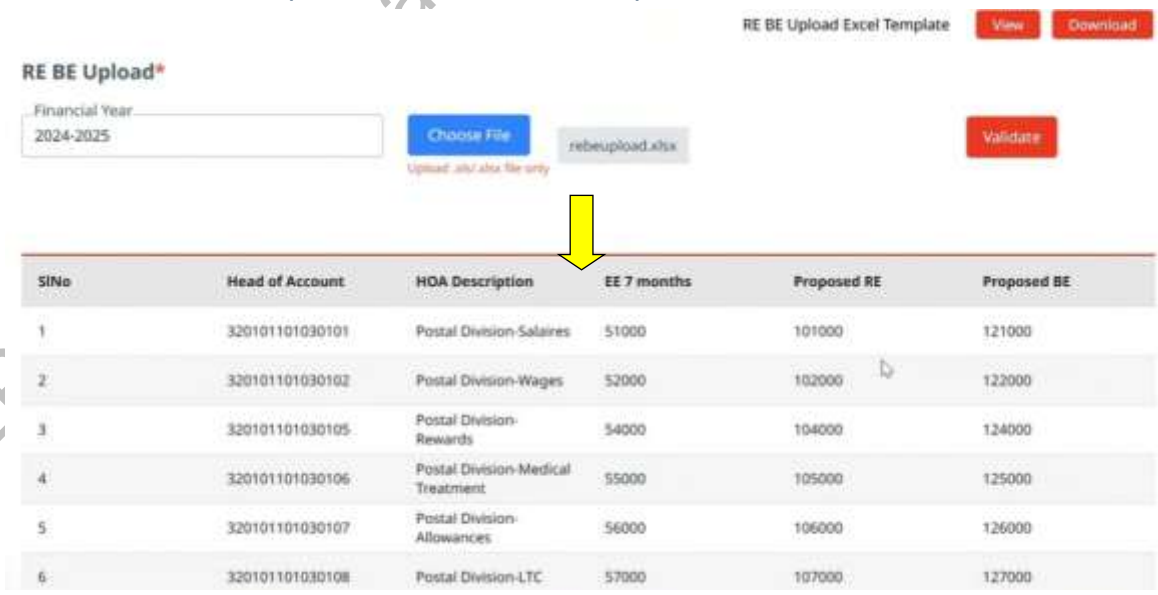
The user then needs to click on 'RE BE Proposal Upload' option.



After clicking on 'RE BE Proposal upload' option the user need to select 'Financial Year' from the drop-down list.



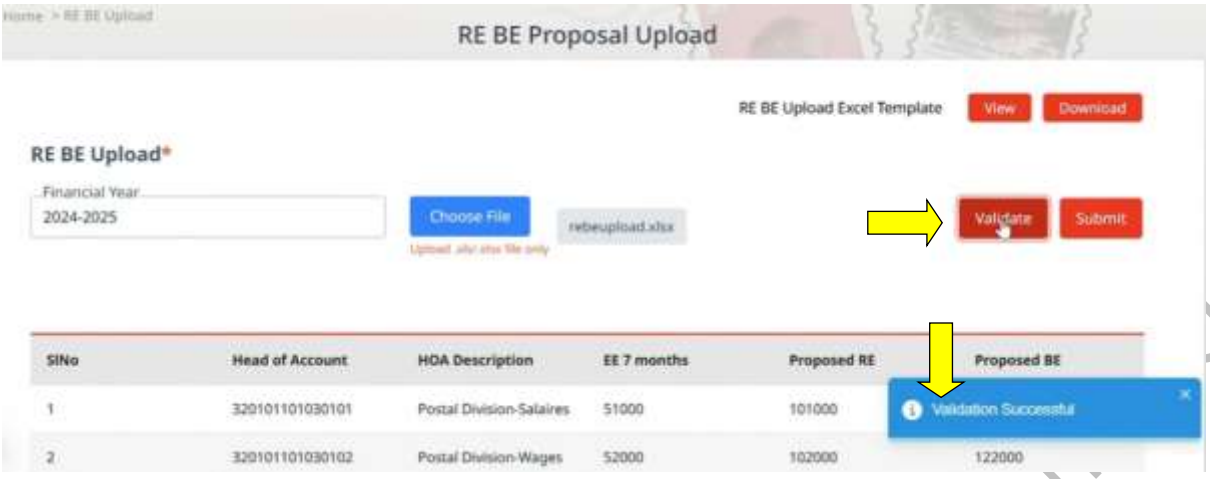
Choose the 'RE BE Upload' excel file from the path.



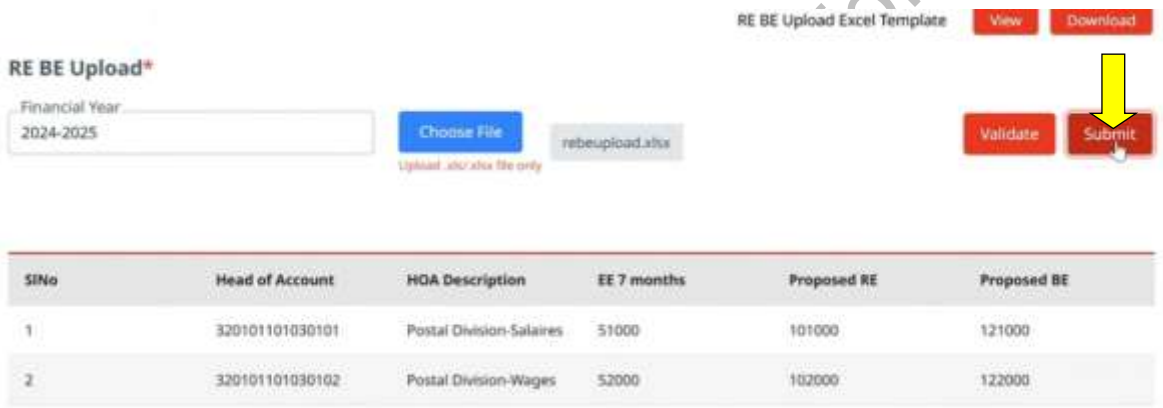
SlNo	Head of Account	HOA Description	EE 7 months	Proposed RE	Proposed BE
1	320101101030101	Postal Division-Salaires	51000	101000	121000
2	320101101030102	Postal Division-Wages	52000	102000	122000
3	320101101030105	Postal Division-Rewards	54000	104000	124000
4	320101101030106	Postal Division-Medical Treatment	55000	105000	125000
5	320101101030107	Postal Division-Allowances	56000	106000	126000
6	320101101030108	Postal Division-LTC	57000	107000	127000

Once the Excel file selected, the details of RE, BE Proposals will appear on the screen.

Internal Use



The user need to click on 'Validate' button and the screen will displays the remarks 'Validation Successful' on the screen.



After successful validation, the user needs to click on 'Submit' button.

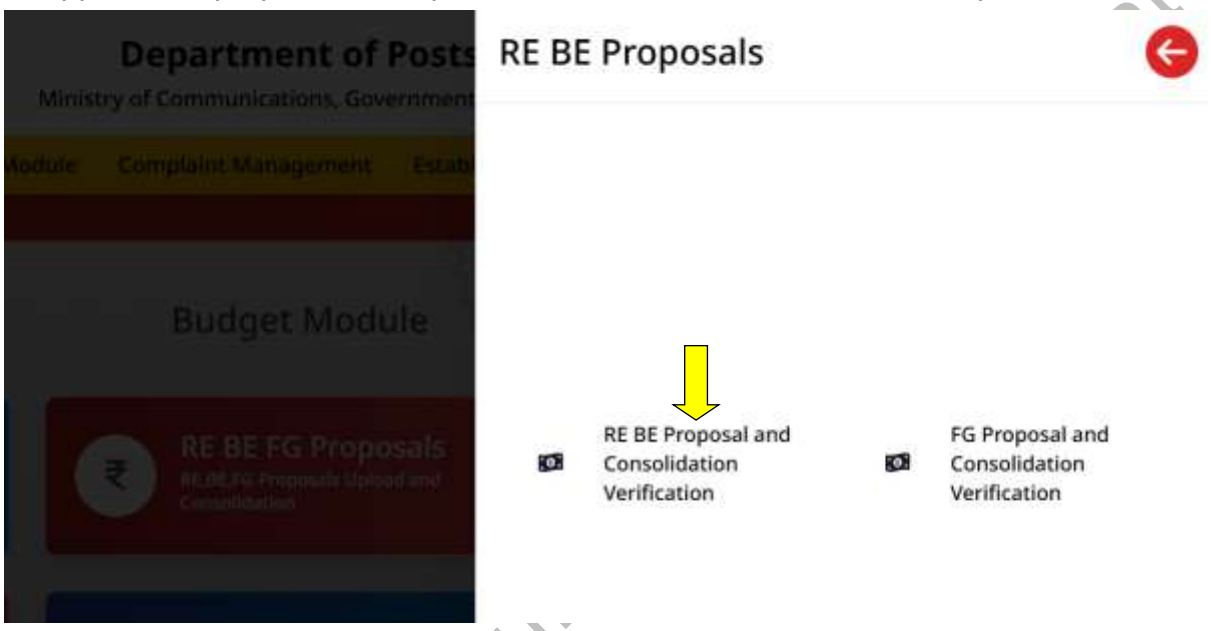


Upon clicking on 'Submit' button a pop-up message stating 'RE BE Proposal Updated Successfully' will appear on the screen.

11.2.2.2Supervisor Approval for RE BE Proposal



To approve the proposal the Supervisor needs to click on 'RE BE FG Proposal'.



Click on 'RE BE Proposal and consolidation Verification' option

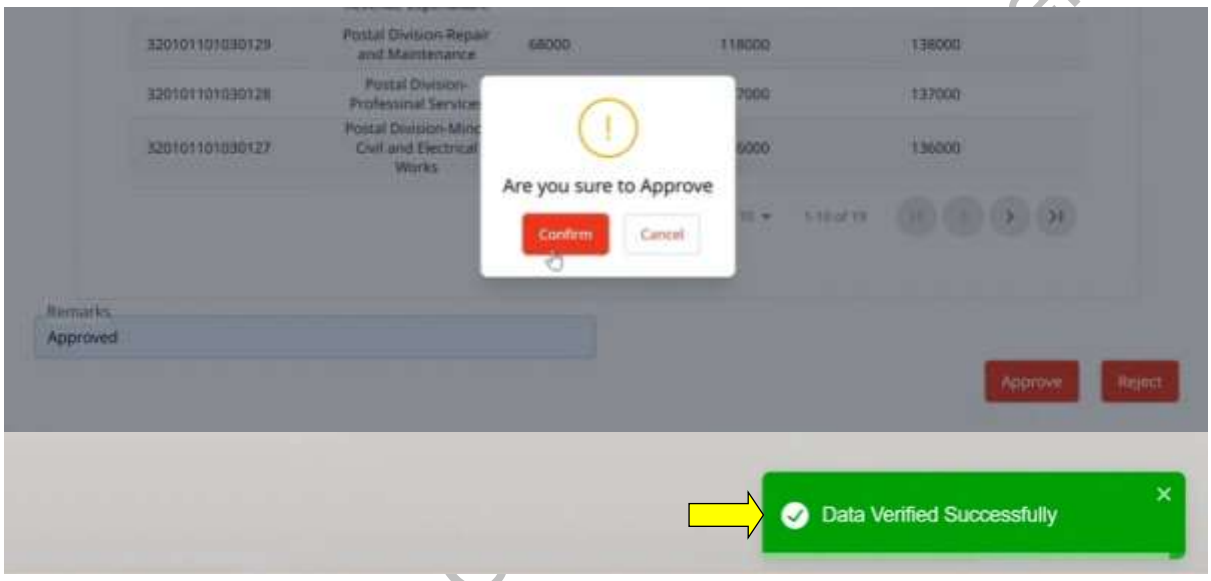


After clicking on the 'RE BE Proposal Verification' option, the Supervisor needs to select 'Financial Year' from the drop-down and click on 'Submit' button.

Upon clicking on Submit button RE BE Proposal verification data will appear on the screen.



The Supervisor then provides a suitable reason in 'Remarks' field and click on 'Approve' button.



Upon clicking on 'Approve' button a notification will appear on the screen stating 'Are you sure to Approve', the supervisor needs to clicks on confirm button. Soon after confirming a pop-up message stating 'Data Verified Successfully' will appear on the screen.

Note:

Similarly after making cut of date configuration, FG Proposal may be uploaded and approved by the competent authorities.

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11.2.3 Re-appropriation

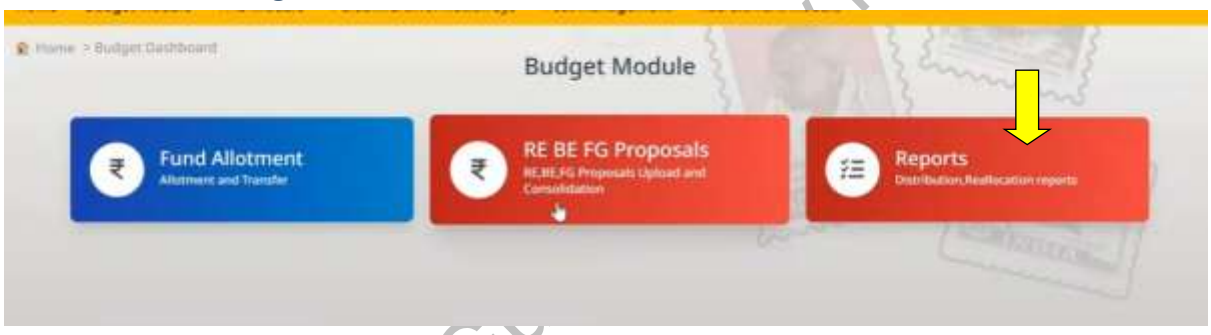
Re-appropriation is the process of transferring funds from one budget line item to another within the same grant. It can be done to use unspent funds or to save money in a budget line item.

- The competent authority can approve re-appropriation between primary units of appropriation within a grant before the end of the financial year.
- Re-appropriation can only be done when it's expected that the original budget for a unit won't be fully used.
- Re-appropriation can be used to transfer savings from one sub-head to another.

Re-appropriation can be done at Directorate level and Circle level. In another word the Directorate will 'Re-Appropriate' to 'Circles' and Circle will 'Re-appropriate' to 'Regions'.

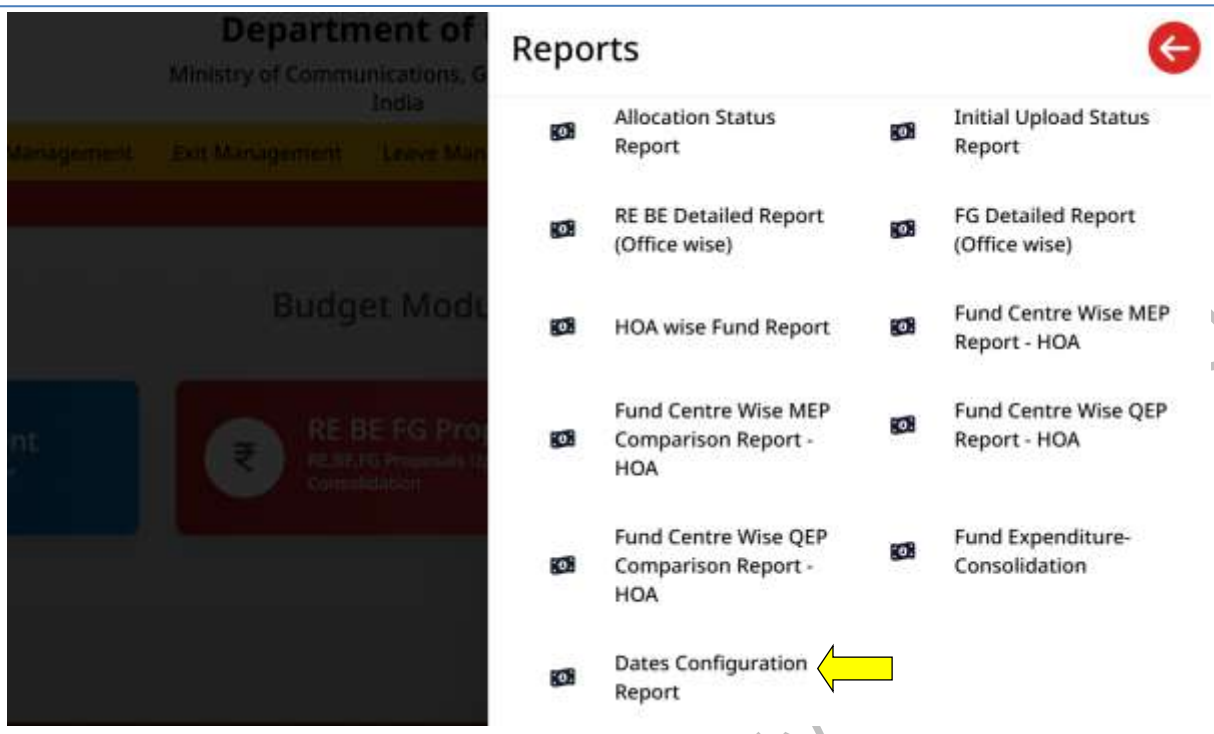
Before performing 'Re-Appropriation', 'Date configuration' for Re-Appropriation needs to be done at Directorate level in Supervisor Login.

11.2.3.1 Date Configuration at Directorate Level

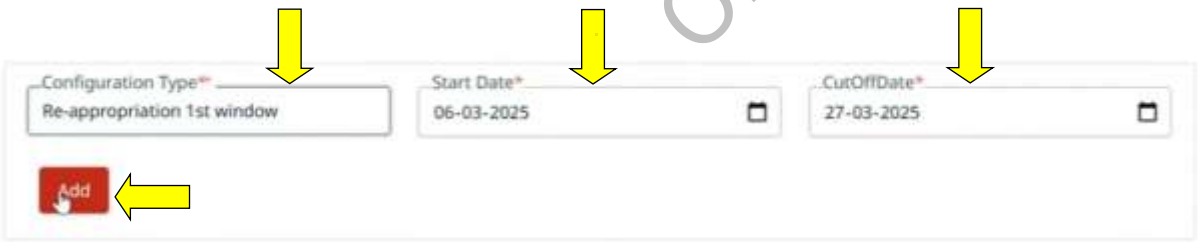


To perform date configuration the user in directorate need to click on 'Reports' sub card available under 'Budget Module'.

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Click on 'Dates Configuration Report' option in Report screen.



Select 'Re-appropriation' option from the Configuration Type' and provide 'Start Date' and 'Cut Off Date' followed by clicking on 'Add' button.



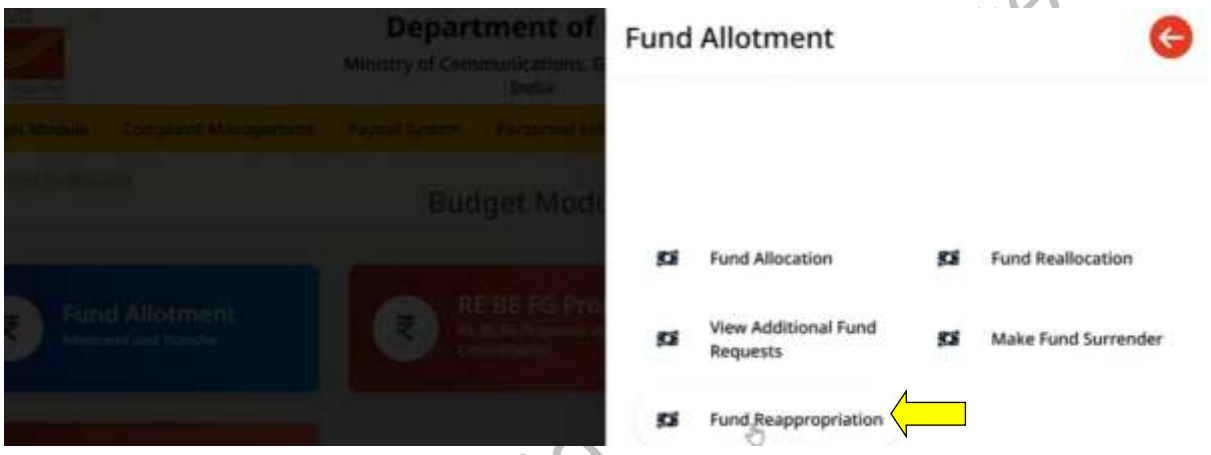
After clicking on 'Add' button a pop-up message stating 'Date Added Successfully' Will appear on the screen.

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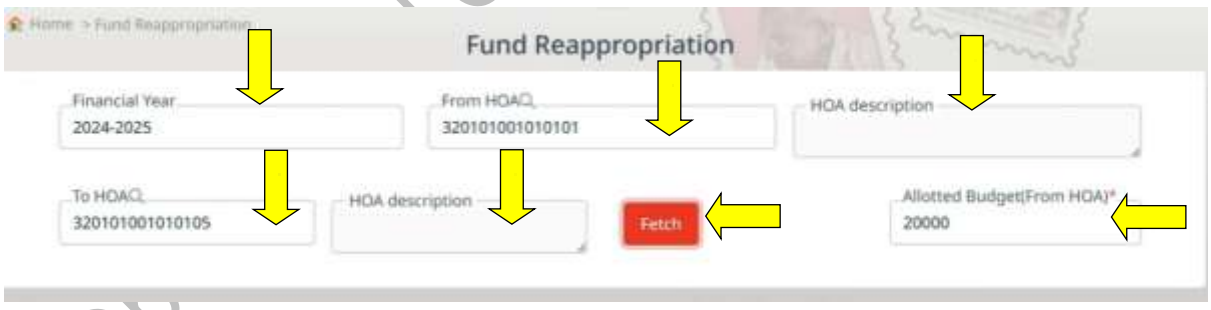
11.2.3.2 User Level Process for Re-Appropriation



To perform 'Re-appropriation', the user needs to click on 'Fund Allotment' sub card available under 'Budget Module'.



In Fund Allotment screen, need to click on 'Fund Re-appropriation' option.



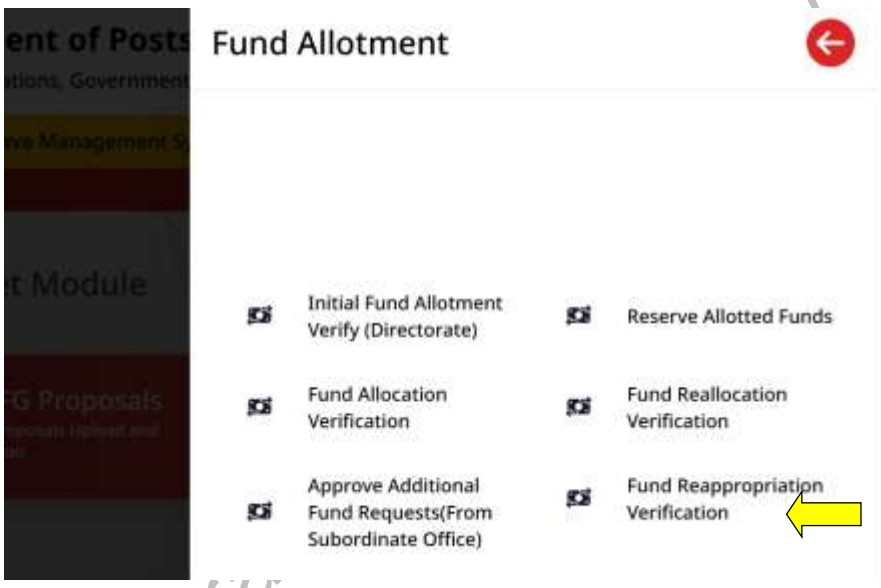
In 'Fund Re-Appropriation' screen, the user need to select 'Financial Year' from the drop-down, need to enter Head of Account from which the fund is being transferred, on the basis of HOA selection, HOA description will appear on 'HOA Description' field, then need to enter Head of Account to which the fund is being transferred and similarly HOA description will appear by default. Then the user needs to click on 'Fetch' button. Soon after clicking on 'Fetch' button the allotted budget available in 'From HOA' will appears. Finally the user need to click on submit button to complete the process.

11.2.3.3Supervisor Level Approval for Re-Appropriation

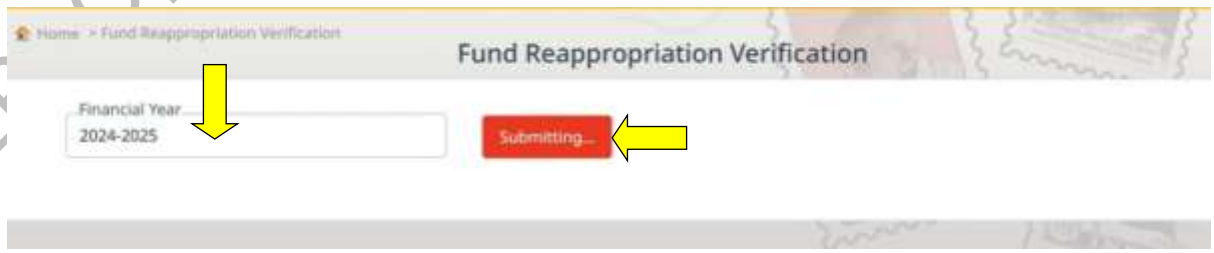
After doing Re-appropriation at Directorate and Circle level by Users, the same may be approved by the Supervisors of the respective level.



To approve the RE-appropriation initiated by the user, the Supervisor needs to click on 'Fund Allotment' sub card available in 'Budget Module'.



In Fund Allotment screen, the Supervisor needs to click on 'Fund Re-Appropriation Verification' option.



After clicking on Fund Re-Appropriation Verification' option, the Supervisor needs to select 'Financial Year' from the drop-down and click on 'Submit' button. Upon clicking on submit button, the re-appropriate data submitted by the user will appear on the

screen. After proper scrutiny the Supervisor will click on 'Approve' button and completes the verification process for Re-Appropriation.

11.3 Monthly Expenditure Plan (MEP)

Monthly Expenditure Plan (MEP) will be done by Division office (DO), Regional Office (RO) and Circle Office (CO). Based on the MEP data Quarterly Expenditure Plan (QEP) will be calculated and 'QEP' reports are being viewed. This Monthly Expenditure Plan will be submitted by Division to Region and Region to Circle.

11.3.1 User Level MEP Process

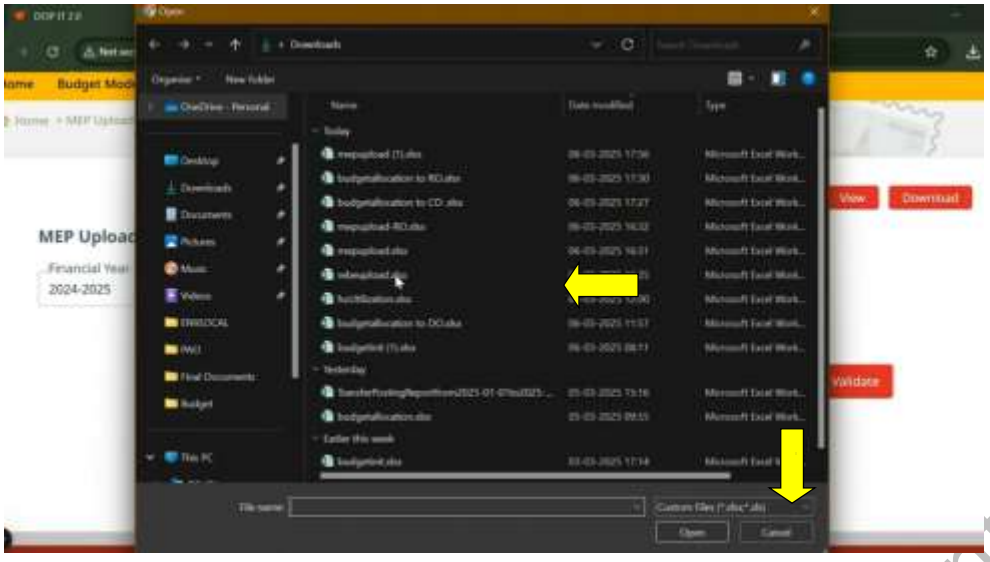


To process MEP, the user needs to click on 'Expenditure Plans' sub card available under 'Budget Module'.

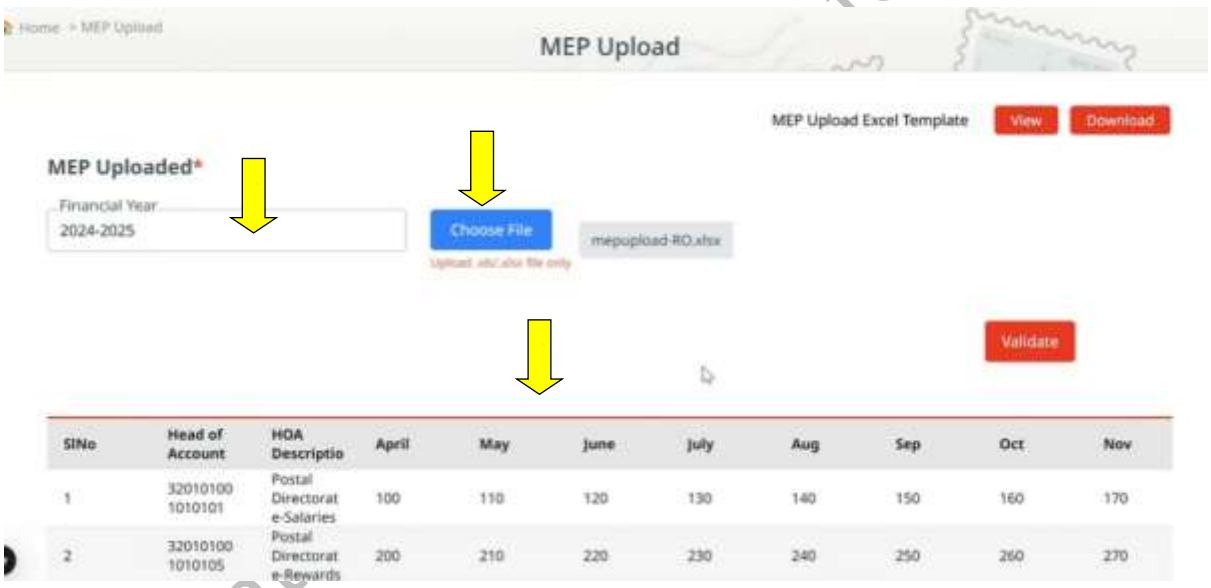


In 'MEP' screen, the user needs to click on 'MEP Upload' option.

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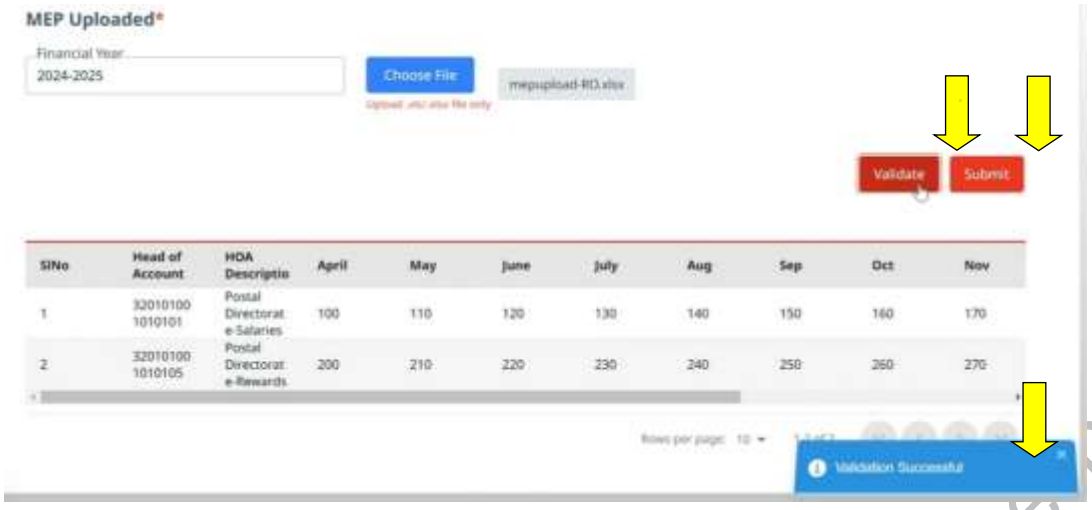
In MEP Upload screen, the user need to choose ‘Financial Year’ from the drop-down and need to select the excel file containing the MEP data.



SINo	Head of Account	HOA Descriptio	April	May	June	July	Aug	Sep	Oct	Nov
1	32010100 1010101	Postal Directorat e-Salaries	100	110	120	130	140	150	160	170
2	32010100 1010105	Postal Directorat e-Rewards	200	210	220	230	240	250	260	270

After choosing an excel file, the data available in the uploaded file will appear on the screen, containing HOA wise and month wise expenditure particulars.

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The user need to click on 'Validate' button and soon after clicking on validate button a message stating 'Validation Successful' will appear on the screen. Finally clicks on 'Submit' button.



Upon clicking on Submit button a pop-up message stating 'MEP Data Posted Successfully' will appear on the screen.

11.3.2Supervisor Verification on MEP Upload



To verify the uploaded MEP, the Supervisor needs to click on 'Expenditure Plans' under 'Budget Module'.

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In MEP screen, needs to click on 'MEP Upload Verify' option.



After selecting the financial year the Supervisor needs to click on 'Submit' button. Upon clicking submit button, the uploaded MEP data will appear on the screen and the Supervisor need to click on 'Approve' button to complete the MEP upload verification process.

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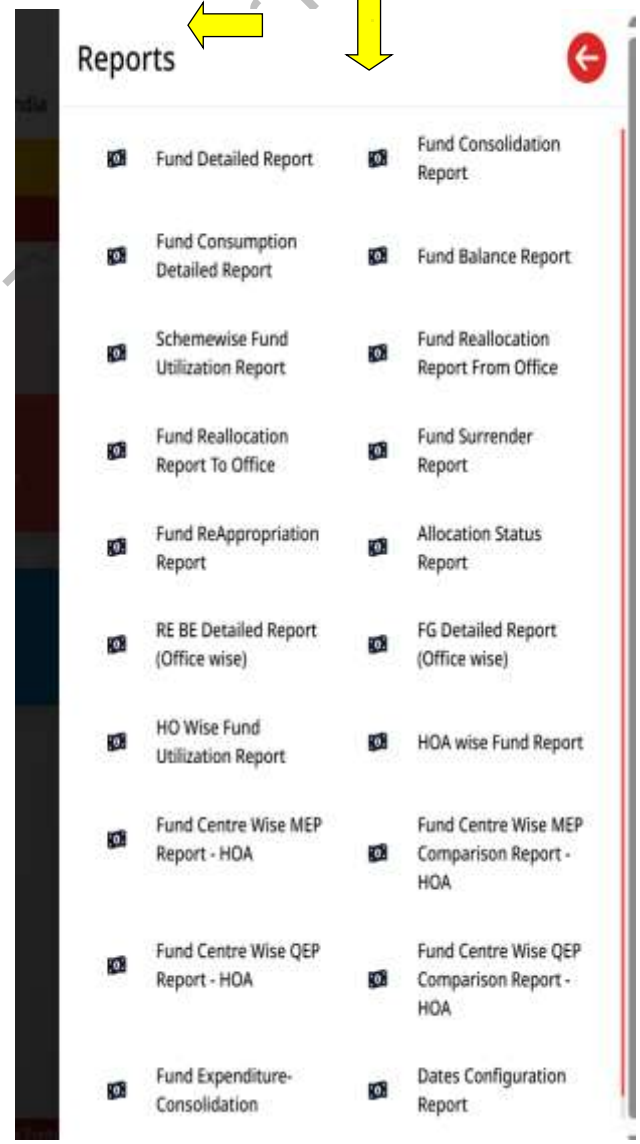
11.4 Reports



To access the reports, the user needs to click on 'Reports' sub card.

When Reports sub card is clicked, the following Reports options will appear.

1. Fund Detailed Report
2. Fund Consolidation Report
3. Fund Consumption Detailed Report
4. Fund Balance Report
5. Scheme wise Fund Utilization Report
6. Fund Reallocation Report From Office
7. Fund Reallocation Report To Office
8. Fund Surrender Report
9. Fund Re Appropriation Report
10. Allocation Status Report
11. RE BE Detailed Report (Office Wise)
12. FG Detailed Report (Office Wise)
13. HO Wise Fund Wise Fund Utilization Report
14. HOA Wise Fund Report
15. Fund Centre Wise MEP Report – HOA
16. Fund Centre Wise MEP Comparison Report – HOA
17. Fund Centre Wise QEP Report – HOA
18. Fund Centre Wise QEP Comparison Report – HOA
19. Fund Expenditure – Consolidation
20. Dates Configuration Report



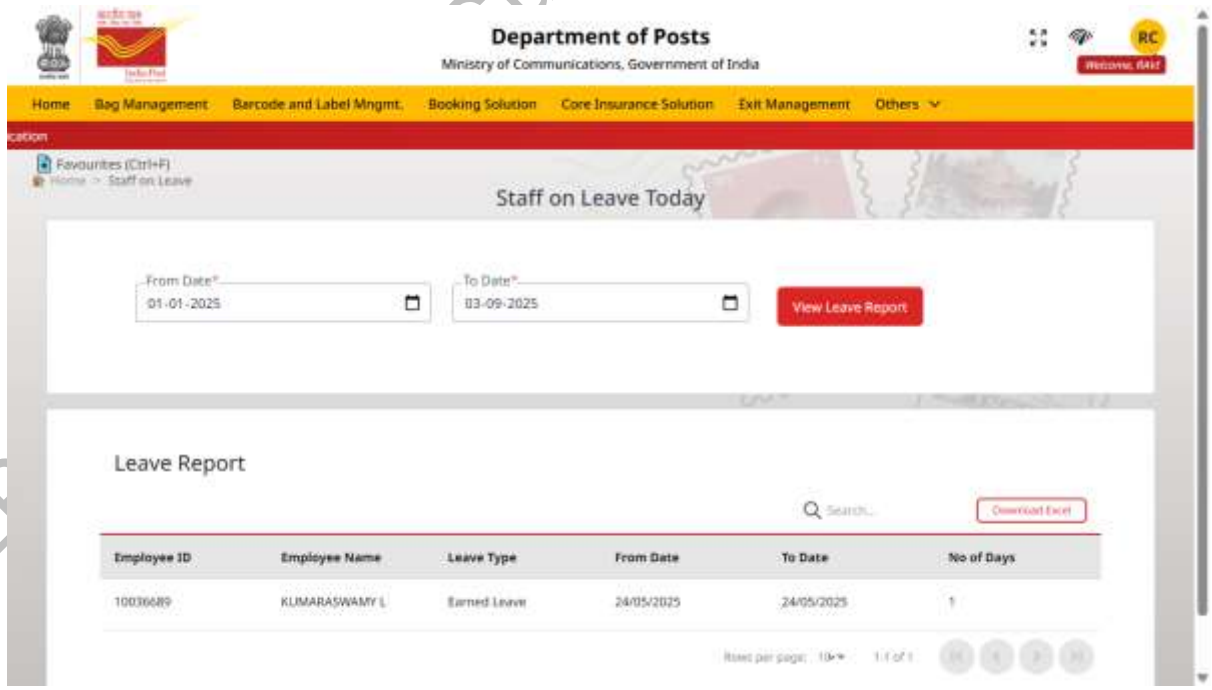
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This option enables the user to view the Staffs on leave.



Click on View Staff On leave card. On clicking Staff On Leave Today page will be displayed. Enter From date and To Date and click on View Leave Report to view Leave Report as shown below.



12 Support Desk

The Support Desk Management is designed to assist end-users (i.e., departmental employees) in raising tickets for any functional or technical issues encountered across various modules used within the office.

Once a ticket is raised by the end-user, the resolution process may involve up to six levels of escalation. A typical six-level escalation matrix is illustrated below.

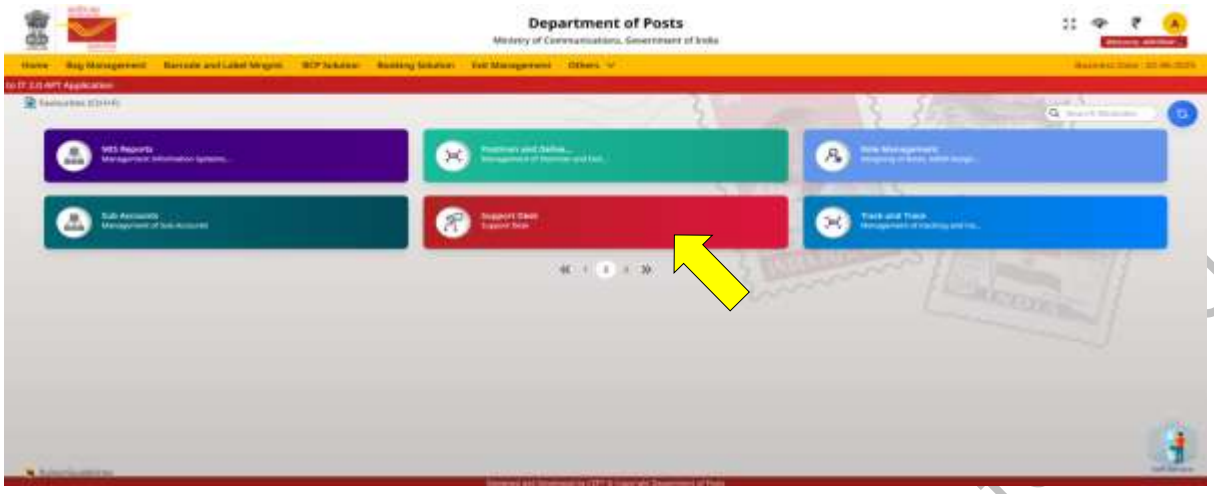
SL NO	Support Desk Level	Office in charge
1	Level -1	Divisional Office
2	Level -2	Regional Office
3	Level -3	Circle Office
4	Level -4	CEPT L1 Support
5	Level -5	CEPT L2 Support
6	Level -6	CEPT L3 Support

Depending on the sub-module selected while raising a ticket, the corresponding Support Desk support levels are pre-configured. Each sub-module will have a minimum of three and a maximum of six support levels. For any configuration ranging from 3 to 6 levels, inclusion of all three CEPT support levels is mandatory.

Once the Support Desk Support user provides a resolution to the ticket, the End User is required to confirm Closure Confirmation within 48 hours of receiving the resolution remarks. The End User may either: Confirm the resolution and close the ticket, or Re-route the ticket back to the same Support Desk Support user for further action. If no action is taken within the 48-hour window, the ticket will be automatically closed.

Support Desk Support user may seek additional information for better clarity of the issue description. In such case, End User need to furnish the additional information sought within 7 days. Else, the ticket will be closed automatically.

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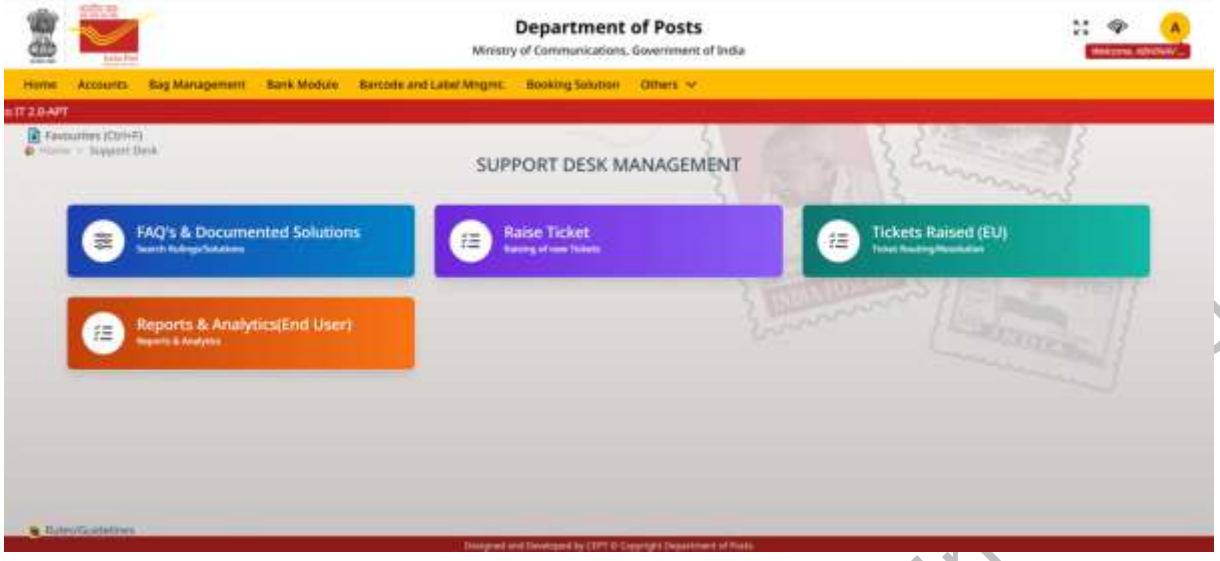


In Home page, locate 'Support Desk' card and click on it. User can navigate and locate by clicking on page numbers or << or >> button available in the bottom of page.



Alternatively, user can type any key words of card title i.e. either Support or Desk in searcher field available. After typing key characters, only the cards having the key word entered in searcher field will be filtered and displayed. Then user can easily locate and click on 'Support Desk' card.

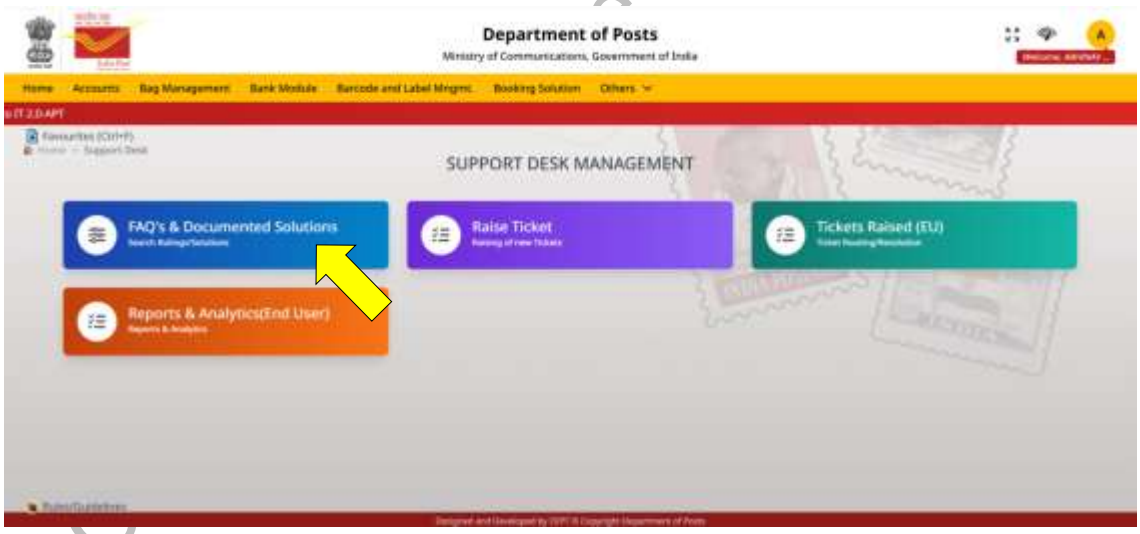
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After clicking on 'Support Desk' card, Support Desk Management page with 4 (four) sub cards will appear viz,,

- FAQs &Documented Solutions
- Raise Ticket
- Tickets Raised (EU)
- Reports & Analytics(End User)

12.1 FAQ's & Documented Solutions



Click on 'FAQ's & Documented Solutions' sub card under 'Support Desk' card.

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After clicking on 'FAQ's & Documented Solutions' sub card, page as shown above will appear.

In this page, three (3) tabs are available viz.,

- **FAQ**
- **Operational Guides and**
- **Rulings**

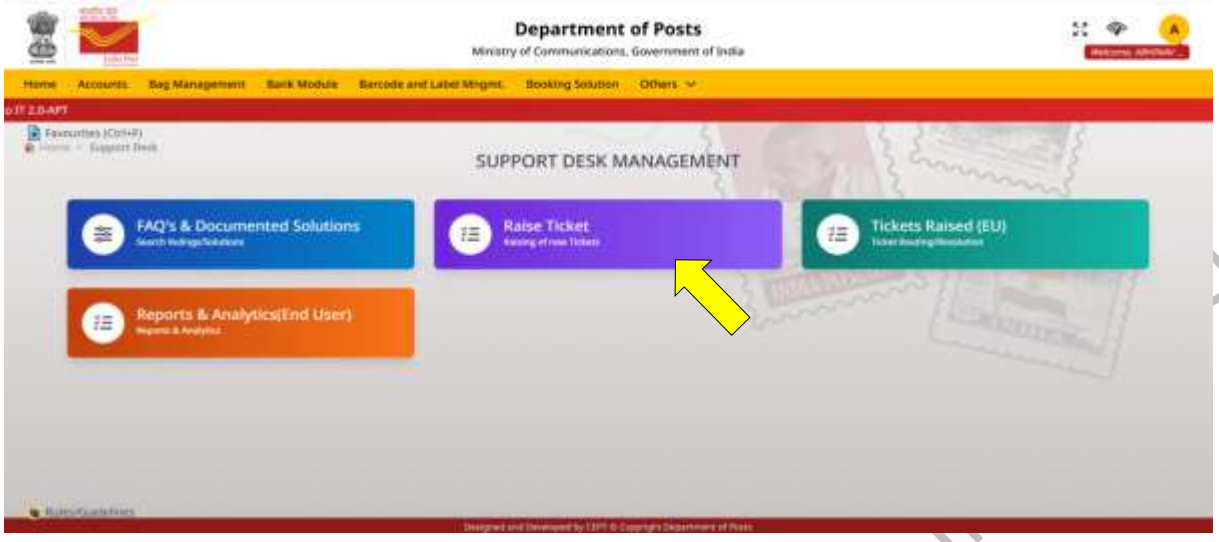
If CEPT Admin of Support Desk has uploaded any documents like FAQ, Operational Guides and Rulings related to the category and module, the same will be displayed under the concerned tabs for reference by user.

The files can be viewed or downloaded by using the respective buttons provided against each document.

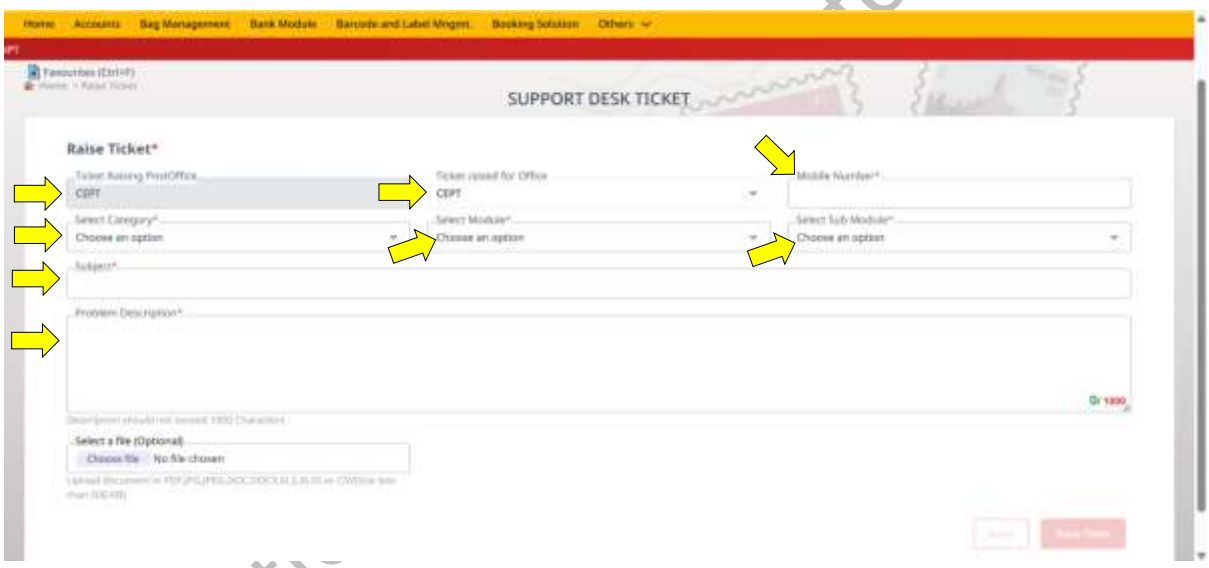
End user is always advised to refer to these documents before raising ticket to any issue. After referring to the documented solution, end user may get resolution to their issues. Even after referring to such documents, if end user still wishes to raise ticket, it can be done by using 'Raise ticket' sub card option.

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12.2 Raise Ticket



Click on 'Raise Ticket' sub card to raise ticket on issues being faced on various modules.



After clicking on 'Raise Ticket' sub card, support desk ticket screen will be displayed.

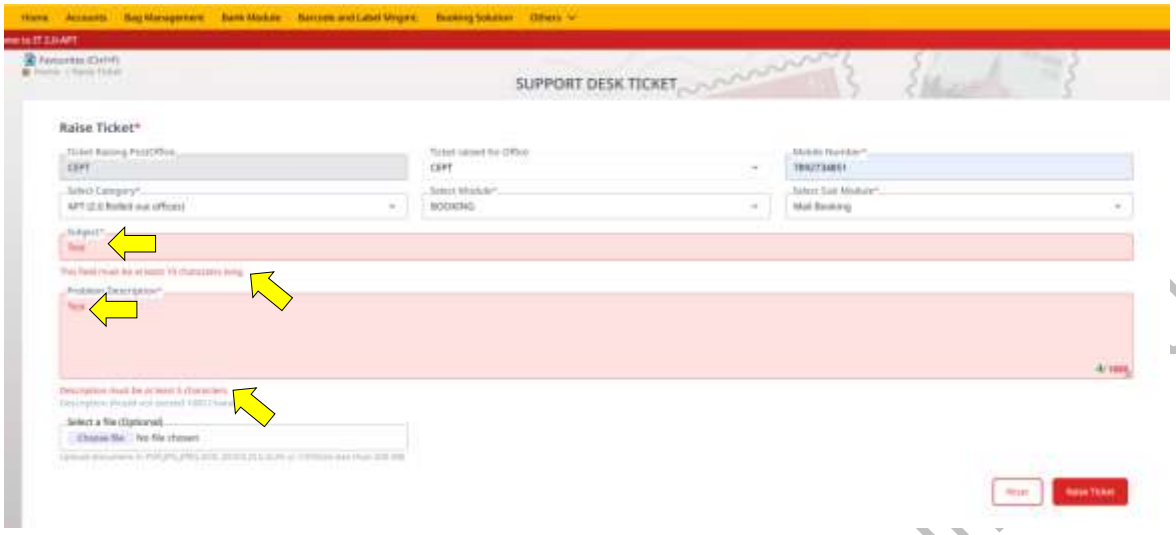
By default, 'Ticket Raising Post Office' and 'Ticket raised for Office' fields will be auto filled with the name of the office to which the logged in user is mapped. In 'Ticket raised for Office', name of the office can be selected through drop down list, If user wishes to raise a ticket on behalf of some other office. User has to enter his mobile number mandatorily.

Note :- If ticket is raised on behalf of some other office, details will be available in the login of user who raised the ticket and resolution and other event details will also be routed to the user who raised the ticket.

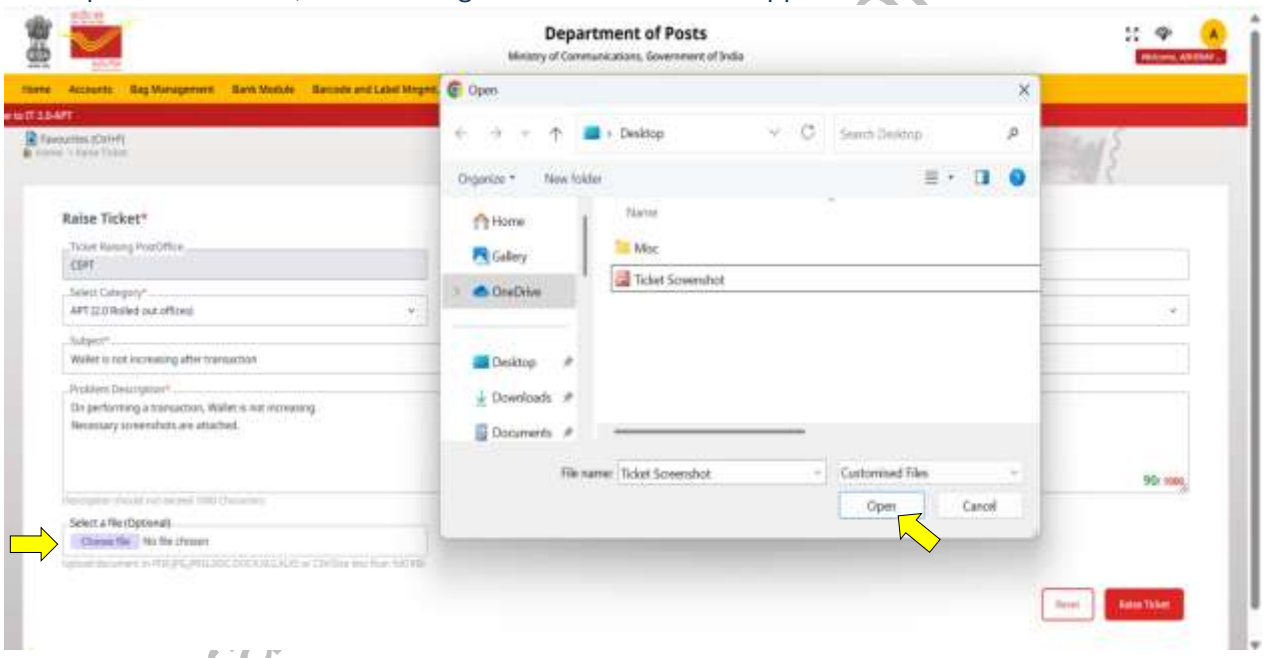
Selection of Category, Module and Sub Module are mandatory and appropriate selection can be made using the drop down list in each of these fields.

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Enter Subject and Problem Description in the concerned fields.



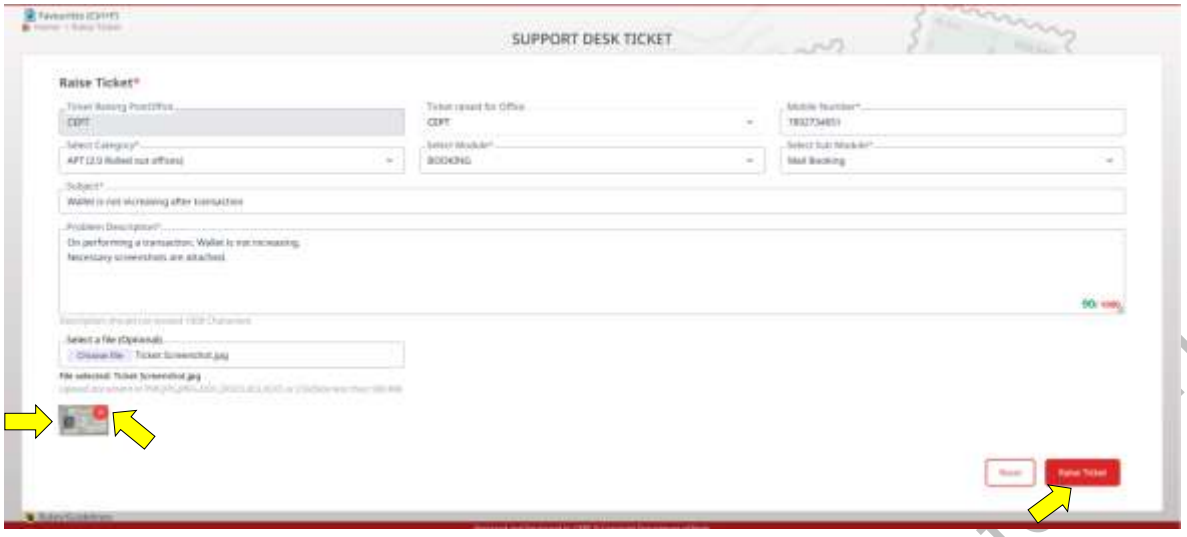
Note :- Minimum of 10 characters to be entered both in 'Subject' & 5 characters in 'Problem Description' field. Else, alert message as shown above will appear.



While raising ticket, supporting documents, images can be attached by clicking on 'Choose File' button in 'Select a file (Optional)' field, browse for the required file / image in the local system and click on 'Open' button. However, ticket can be raised without attachment also.

Note :- Only 1 (one) file either in PDF/JPEG/JPG/DOC/DOCX/XLS/XLSX/CVV file format with file size less than 500 KB can be attached.

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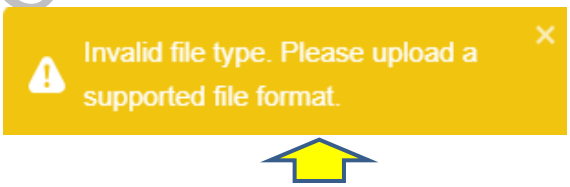
In case any file is attached successfully, its thumbnail image is shown below the 'Select a file (Optional)' field. To remove the attached file, click on 'x' mark of the thumbnail image of attached file.

To raise a ticket, click on 'Raise Ticket' button.

Important:-Warning messages and its reasons in file attachment process while raising ticket



In case file size of prescribed file format exceeds 500 KB limit, then a flash pop-up message as shown will appear in the bottom right corner of screen

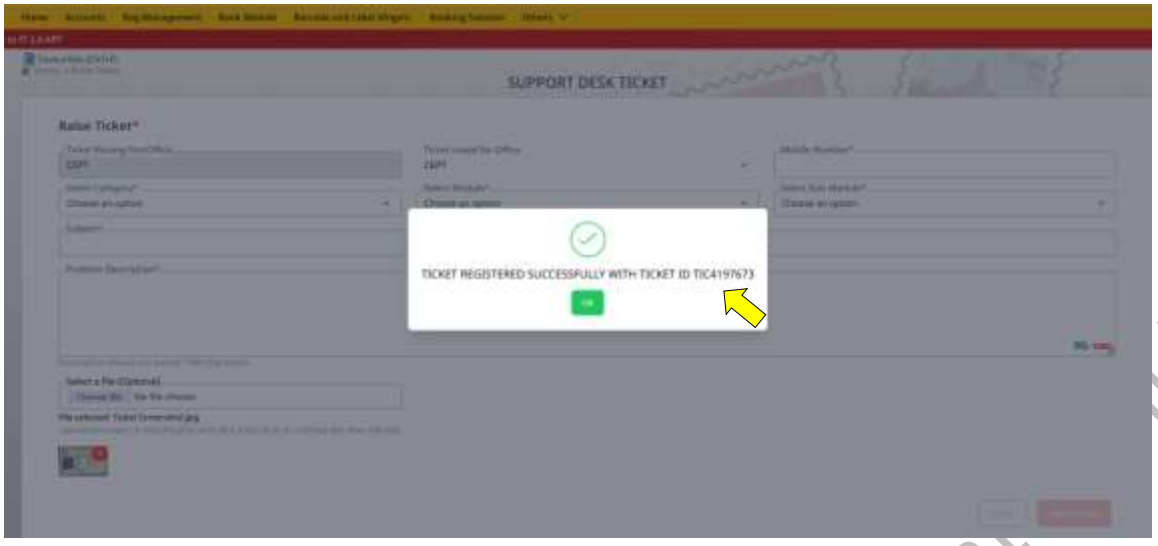


In case selected file format is other than supported format, a flash pop-up message as shown will appear in the bottom right corner of screen

Possible warning messages and its reasons in file attachment process while raising of Support Desk ticket by End User in 'Raise Ticket' option are shown above.

Solution : - To avoid such warning messages, attach a file of valid format having file size less than 500 KB.

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After clicking on 'Raise Ticket' button, a unique 10 digit ticket ID will be generated and pop-up message as shown above will appear with ticket ID. Click on 'Ok' button to close the pop-up message

For Example: In above screen shot, ticket ID generated is '**TIC4197673**'

Ticket will be routed to the concerned Support Desk Support user as per the pre-configuration done for each category, module and sub module.

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12.3 Tickets Raised (EU)

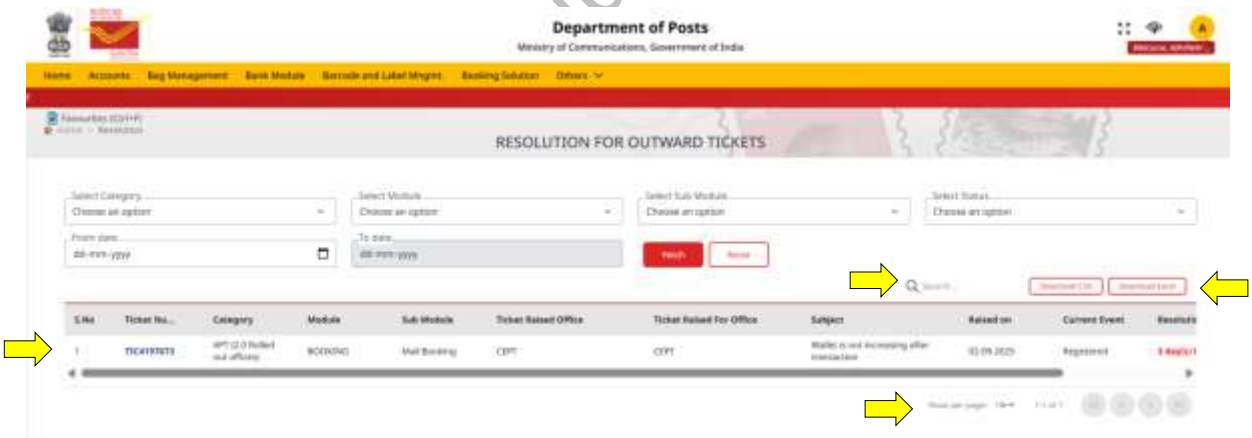
All tickets raised by End User before its closure will be available in Tickets Raised (EU).

List of closed tickets can be viewed in 'Detailed Report – End User' by applying status for 'closed'.

Routing details of closed tickets can be fetched by using 'Ticket Search' by furnishing valid ticket ID.



Click on 'Tickets Raised (EU)' sub card available under 'Support Desk' card.

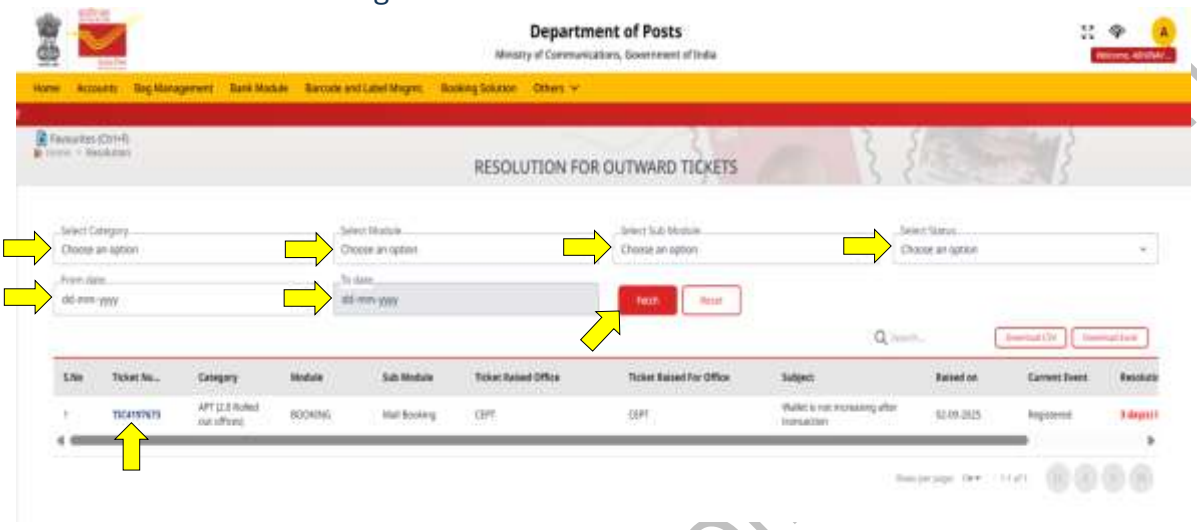


After clicking on 'Tickets Raised (EU)' sub card, page as shown above with tabular information with column headers viz., Sl. No., Ticket Number, Category, Module, Sub Module, Ticket Raised Office, Ticket Raised For Office, Subject, Raised on, Current Event, Resolution Time left, Priority will be displayed without applying any filter(s).

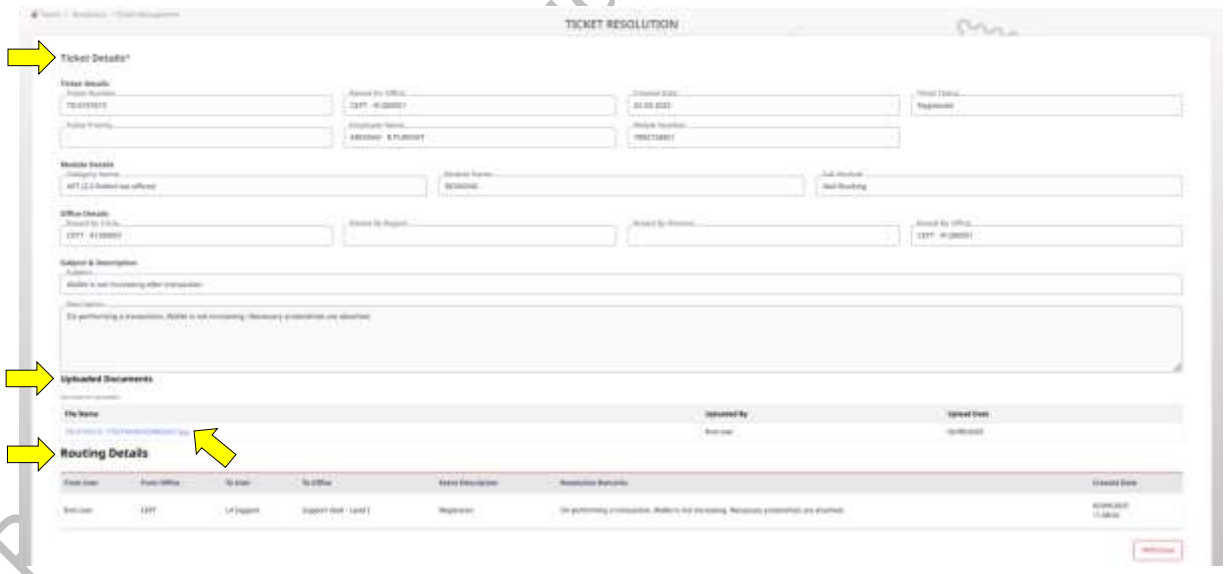
1) Maximum 10 rows per page will be displayed by default. User can navigate between pages by clicking on |<, <, >, >| icons available in bottom right corner of page.

2) Provision of searcher is available. In the searcher field, key characters may be entered. Then as per the key characters entered, data will be filtered and displayed.

3) Provision to download the entire data in Excel format is also available by clicking on 'Download Excel' button. File in Excel format will be downloaded as per the web browser settings.



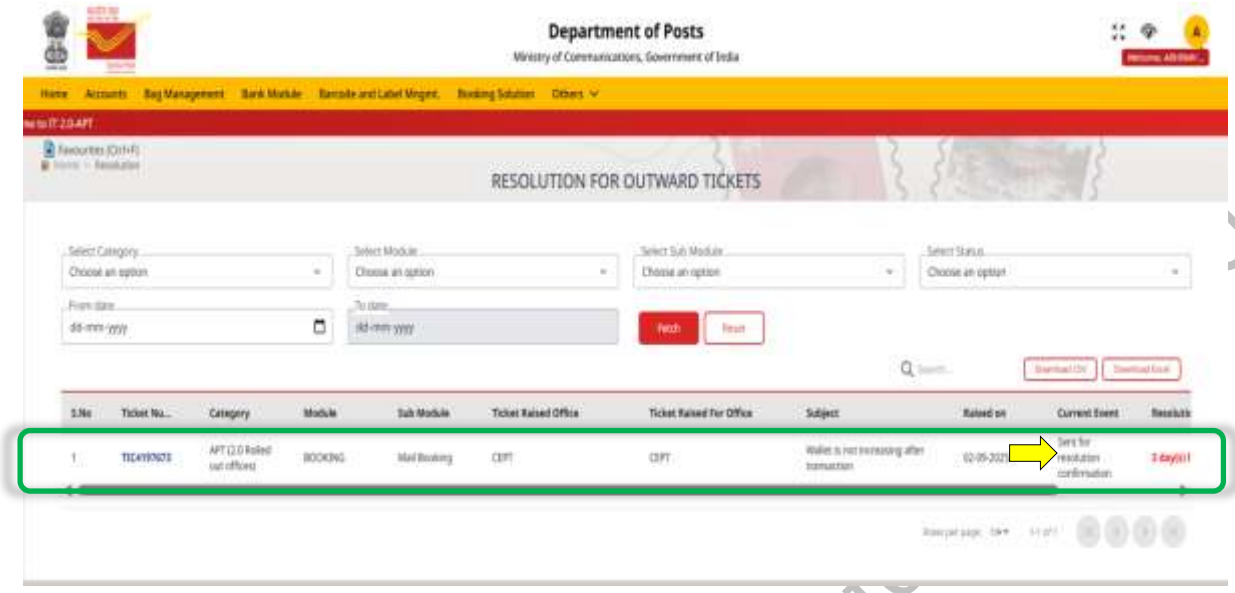
User can apply various filters like by Category, Module, Sub Module, Status, From Date, To Date by selecting appropriate values in the concerned fields and click on 'Fetch' button. Then only those tickets meeting the applied filter criteria will be displayed. To know more about the ticket, click on the desired Ticket ID.



After clicking on the desired ticket ID, page with 'Ticket Details', 'Uploaded Documents' (if any) and 'Routing Details' will be displayed as shown above.

When clicked on the file name appearing under 'Uploaded documents' section, uploaded file will be downloaded as per the browser settings.

12.3.1 Closure Confirmation received



Click on 'Tickets Raised (EU)' sub card. Then, page as shown above will be displayed.

In case resolution is provided by Support Desk Support user of any level (L1 through L6), End User need to click on the ticket ID for which 'Current Event' is shown as 'Sent for resolution confirmation'.



After clicking on the desired ticket ID, another page opens showing the Ticket details and Routing Details with 'Closure Confirmation' button.

In Routing Details, resolution provided will be shown under column header 'Resolution Remarks'.

Click on 'Closure Confirmation' button if satisfied by the resolution provided.

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12.3.2 Confirm Closure Confirmation

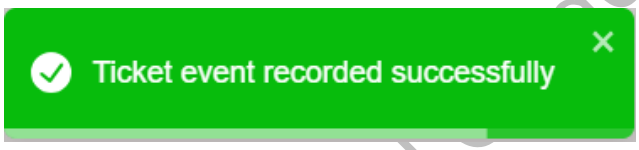
End user can see the resolution under the 'Resolution Remarks' column header and has to click on 'Closure Confirmation' button if satisfied by the resolution.

Note : - If closure confirmation is not updated within 48 hours of providing resolution remarks, it gets auto closed.



After clicking on 'Closure Confirmation' button, a dialogue box as shown above will appear seeking closure confirmation as 'Are you sure you want to confirm closure?' with two buttons viz., 'Yes, Confirm' and 'No'.

If resolution provided to the End User has resolved the issue, click on 'Yes, Confirm'



After clicking on 'Yes, Confirm' button, a flash pop-up message as displayed above will appear and ticket gets closed.

Note : - After updating of event description, ticket will not be available in 'Tickets Raised (EU)' sub card.

List of closed tickets can be viewed in 'Detailed Report – End User' by applying status for 'closed'.

Routing details of closed tickets can be fetched by using 'Ticket Search' by furnishing valid ticket ID.

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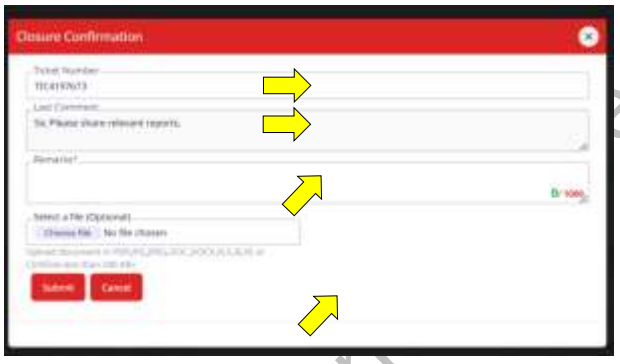
12.3.3 Closure confirmation not confirmed

End user to view the resolution under the 'Resolution Remarks' column header and click on 'Closure Confirmation' button.

Note : - If closure confirmation is not updated within 48 hours of providing resolution remarks, it gets auto closed.



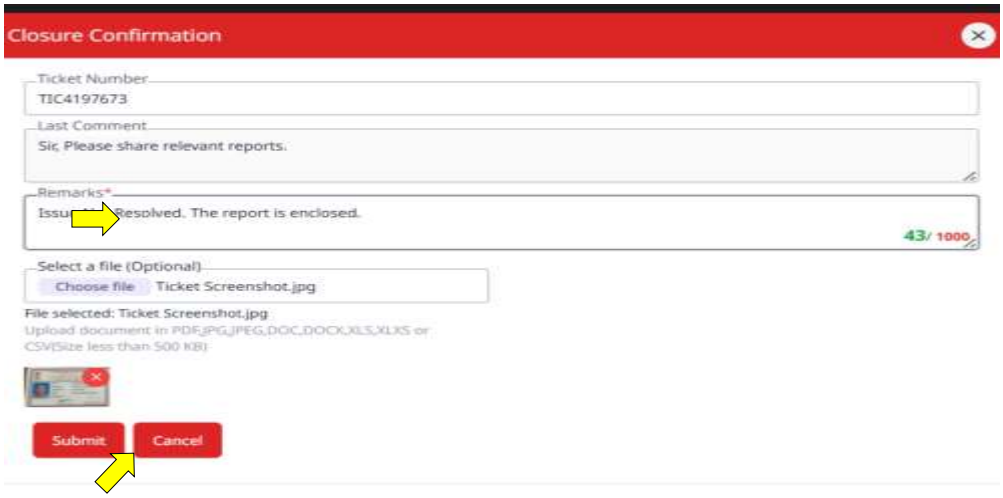
If the resolution provided by Support Desk Support team has not resolved the issue or End User is not ready to accept the resolution provided, End User need to click on 'No' button.



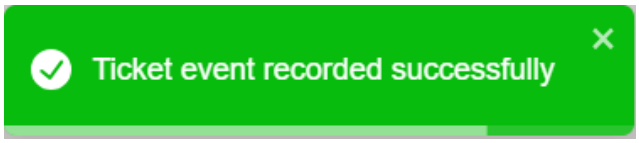
Upon clicking on 'No' button, dialogue box as shown above will appear to enter remarks and attach any one supporting file (if required – this is optional – if attached, file should be in valid format with file size less than 500 KB) with two buttons 'Submit' and 'Cancel'.

Clicking on 'Cancel' will close the dialogue box and redirect to the result of Tickets Raised (EU) page.

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Enter suitable remarks and attach file (if required) and click on 'Submit' button.



After clicking on 'Submit' button, a flash pop-up message as displayed above will appear and the ticket gets re-routed to the Support Desk support user who provided the resolution remarks.

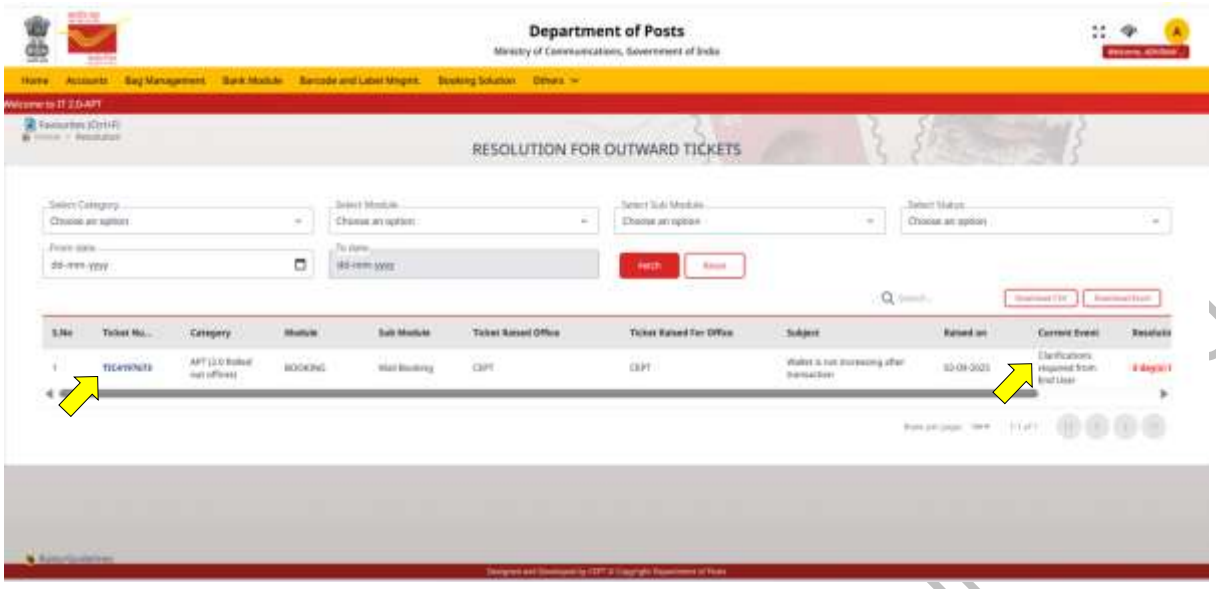
12.3.4 Closure confirmation not updated within 48 hours of providing resolution

Note : - If closure confirmation is not updated, ticket gets auto closed after 48 hours of providing resolution remarks.

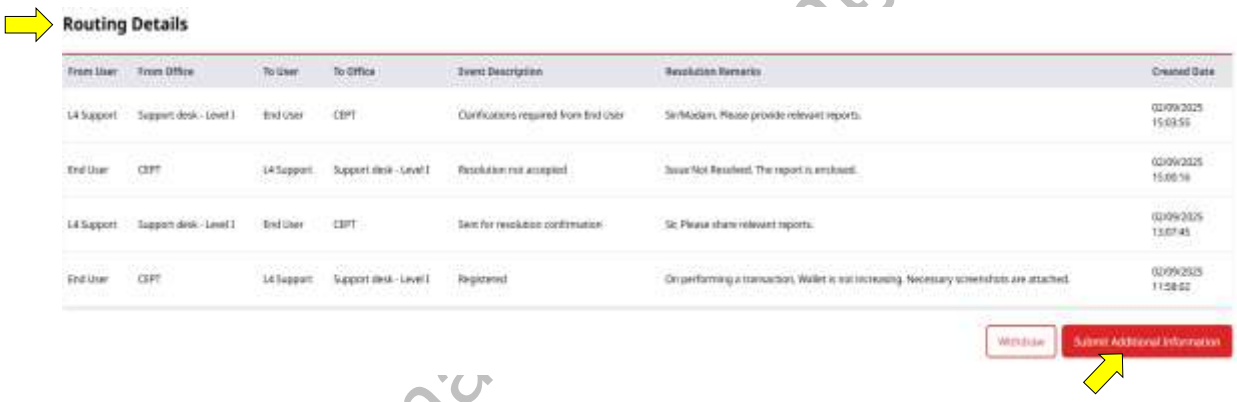
12.3.5 Submit Additional Information sought by Support Desk Support user

Support Desk Support user may seek clarification / additional information for better clarity of the issue description. In such case, End User need to furnish the additional information sought within 7 days. Else, the ticket will be closed automatically.

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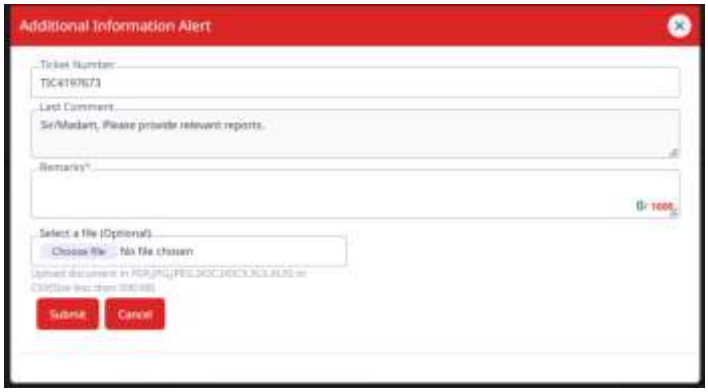
In 'Ticket Raised', search and locate Ticket ID for which 'Clarification required for End User' remarks available under the column header 'Current Event' and click on the desired ticket ID.



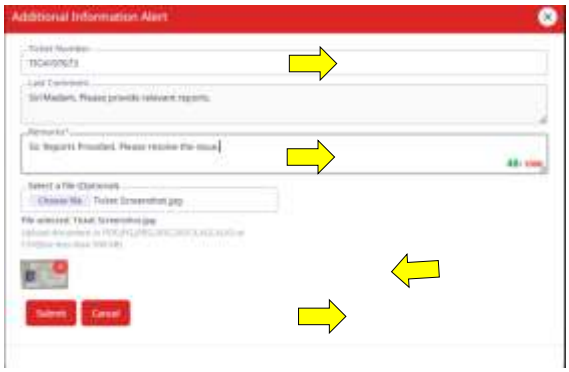
After clicking on the desired ticket ID, page showing the ticket details will be shown. Under 'Routing Details' section, End User will find 'Submit Additional Information' button. Click on this button.

Note: User can Withdraw the ticket if the resolution provided by Support Desk Support User satisfies the user and the issue stands resolved.

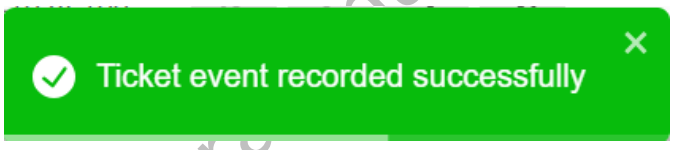
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After clicking on 'Submit Additional Information' button, a dialogue box as shown above will appear.



Enter additional information sought by the Support Desk Support user in 'Remarks' field. If required attach file (this is optional). If file attached, End User to ensure that, only one file of valid format with file size less than 500 KB is attached. Click on 'Submit' button. Clicking on 'Cancel' button will re-direct to Ticket Raised page.



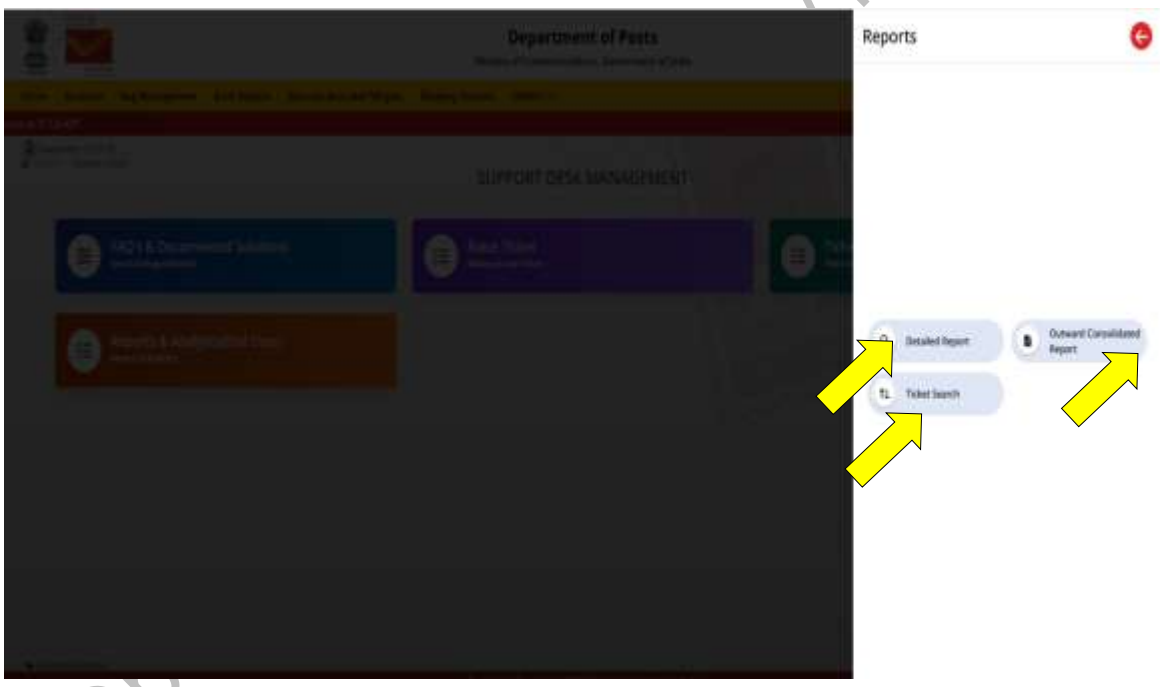
After clicking on 'Submit' button, a flash pop-up message as shown above will appear and the ticket will be re-routed to the Support Desk Support user who sought Additional Information.

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12.4 Report & Analytics (End User)



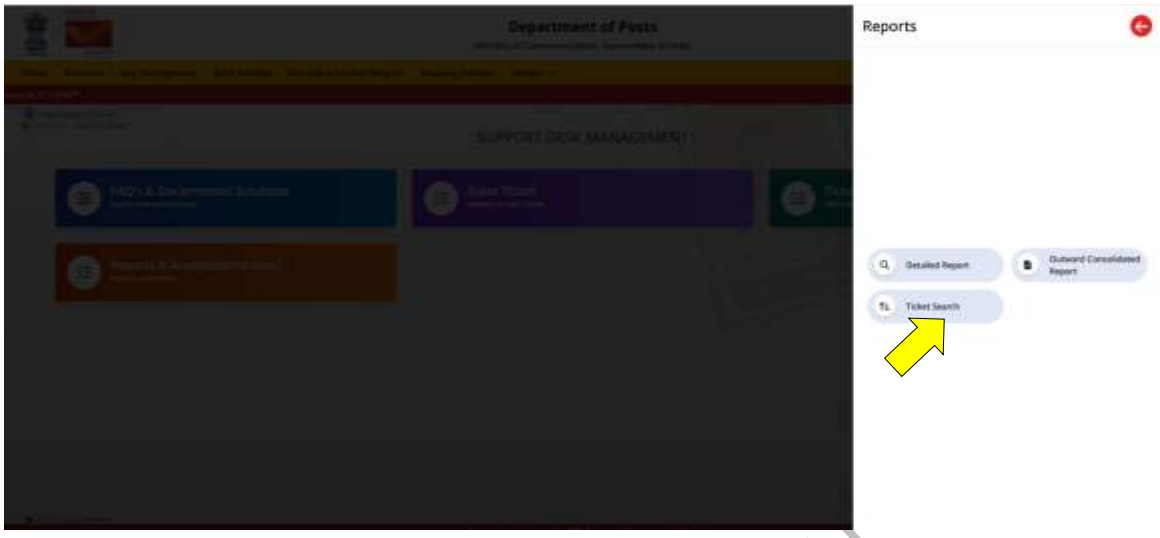
Click on 'Reports & Analytics (End User)' sub card available under 'Support Desk' card.



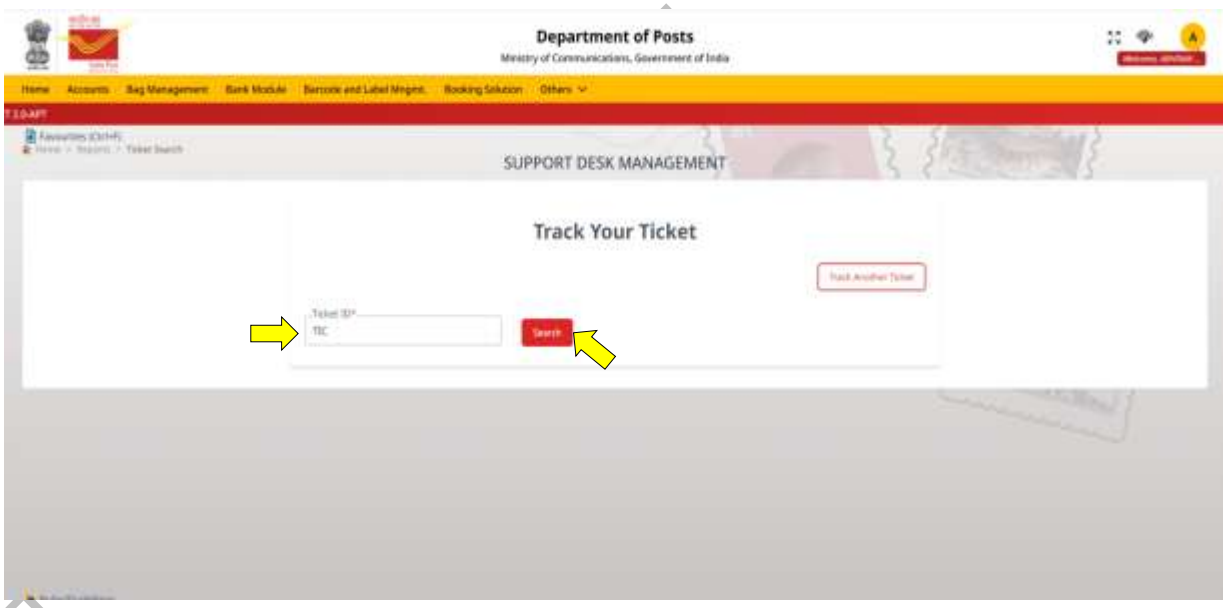
After clicking on 'Reports & Analytics(End User)' sub card, following 3 (three) options will be available in side panel for selection.

- **Ticket Search**
- **Outward Consolidated Report**
- **Detailed Report**

12.4.1 Ticket Search

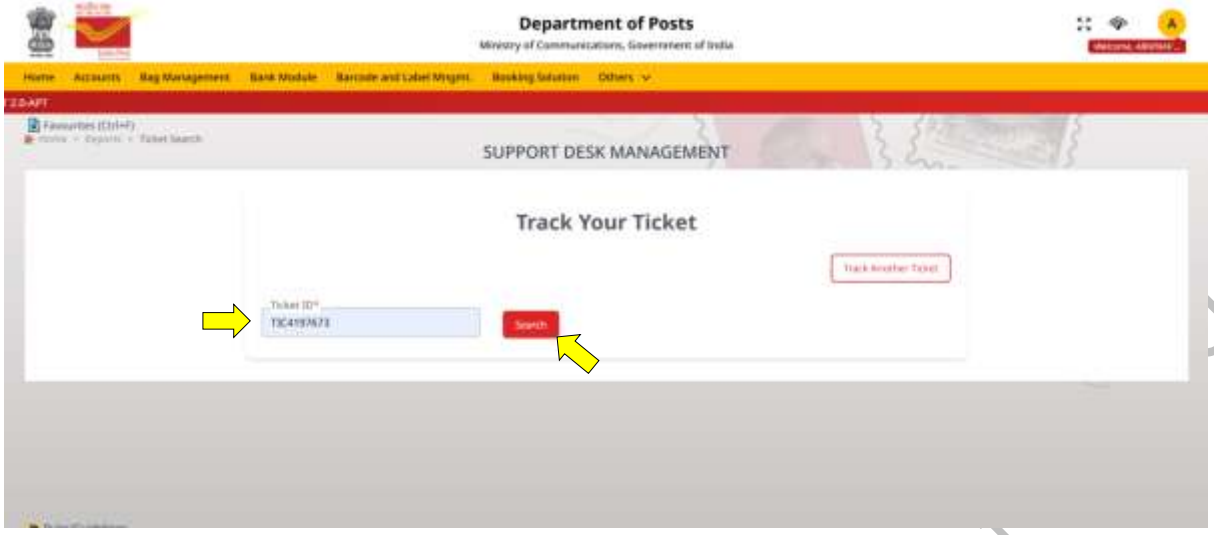


Click on 'Ticket Search' option under 'Reports & Analytics' sub card.



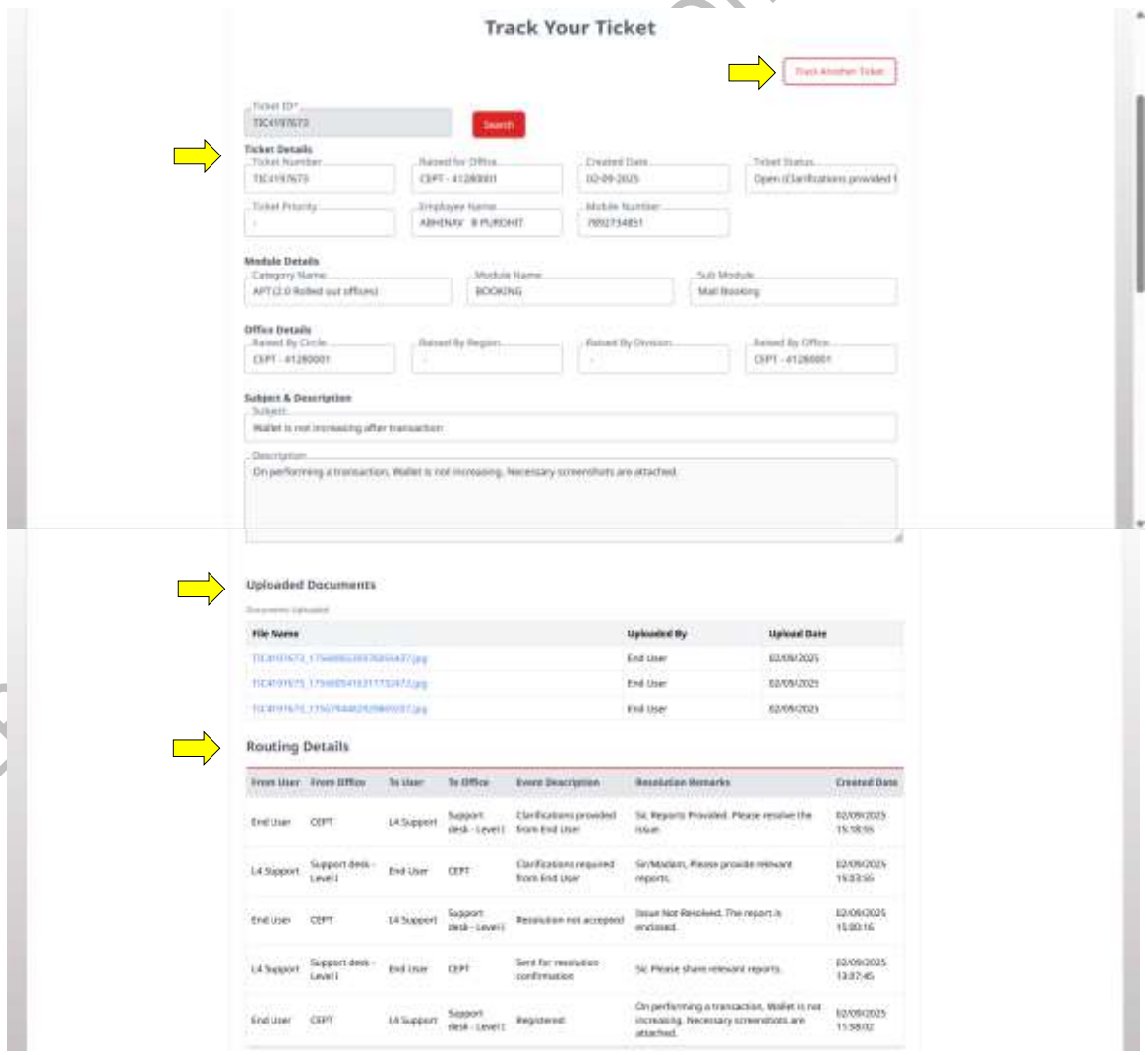
After clicking on 'Ticket Search' option, page as shown above will appear with option to enter Ticket ID in 'Ticket ID' field. Prefix for the ticket ID 'TIC' will be auto-filled. Enter the seven digits of the ticket ID as generated at the time of raising ticket and click on 'Search' button.

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Note : - Correct ticket ID needs to be entered to search and fetch details of ticket.

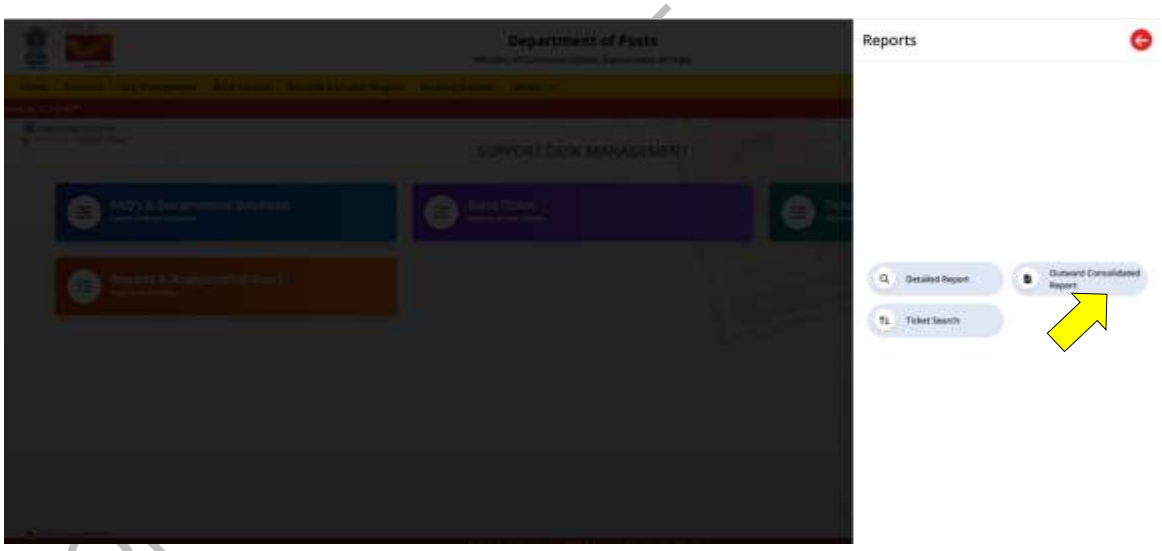
After entering valid ticket ID and clicked on 'Search' button, 'Ticket Details', 'Uploaded Documents' (if any) and 'Routing Details' will be displayed as shown below.



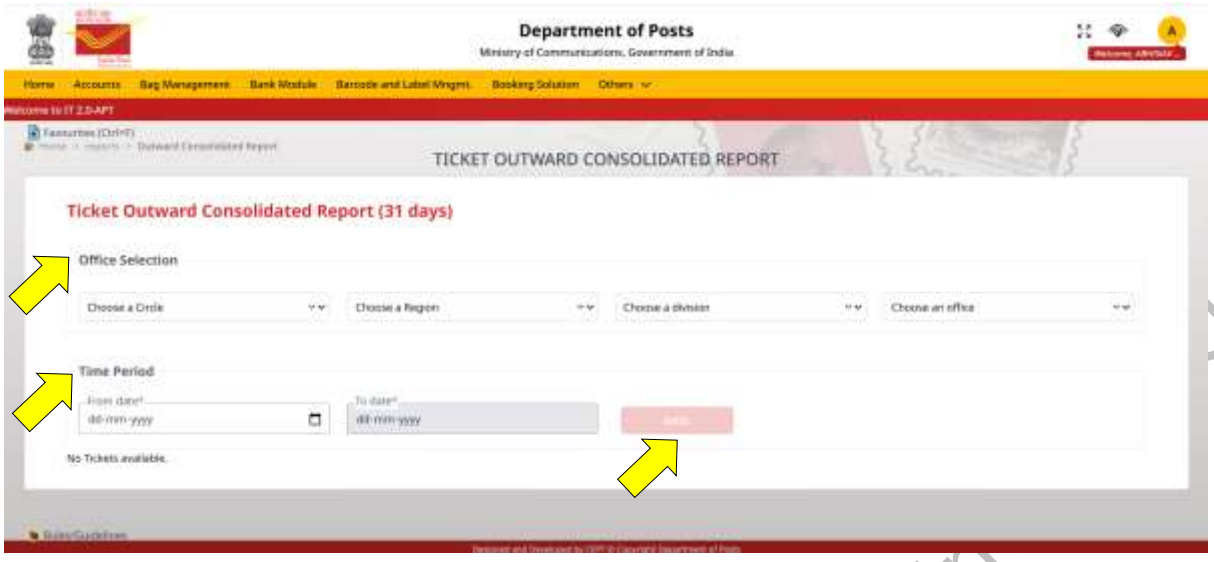
User can track other tickets using button ‘Track Another Ticket’ provided on the Right Hand top corner.

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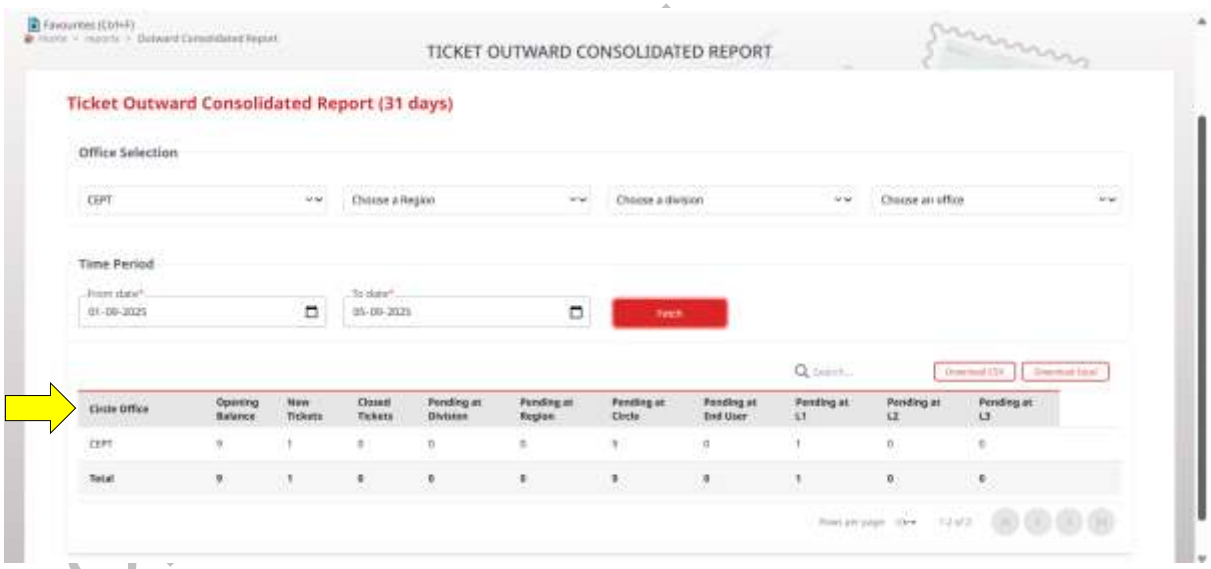
12.4.2 Outward Consolidated Report



Click on ‘Outward Consolidated Report’ option under ‘Reports & Analytics’ sub card.



Under Outward Consolidated Report, user can see the ticket outward consolidated report. In the screen, user has to select the Office under Office Selection Head viz., Circle Name, Region Name, Division name and Office name and Time period viz., From Date and To date. After providing the details, user has to click on Fetch Button to get the consolidated report.

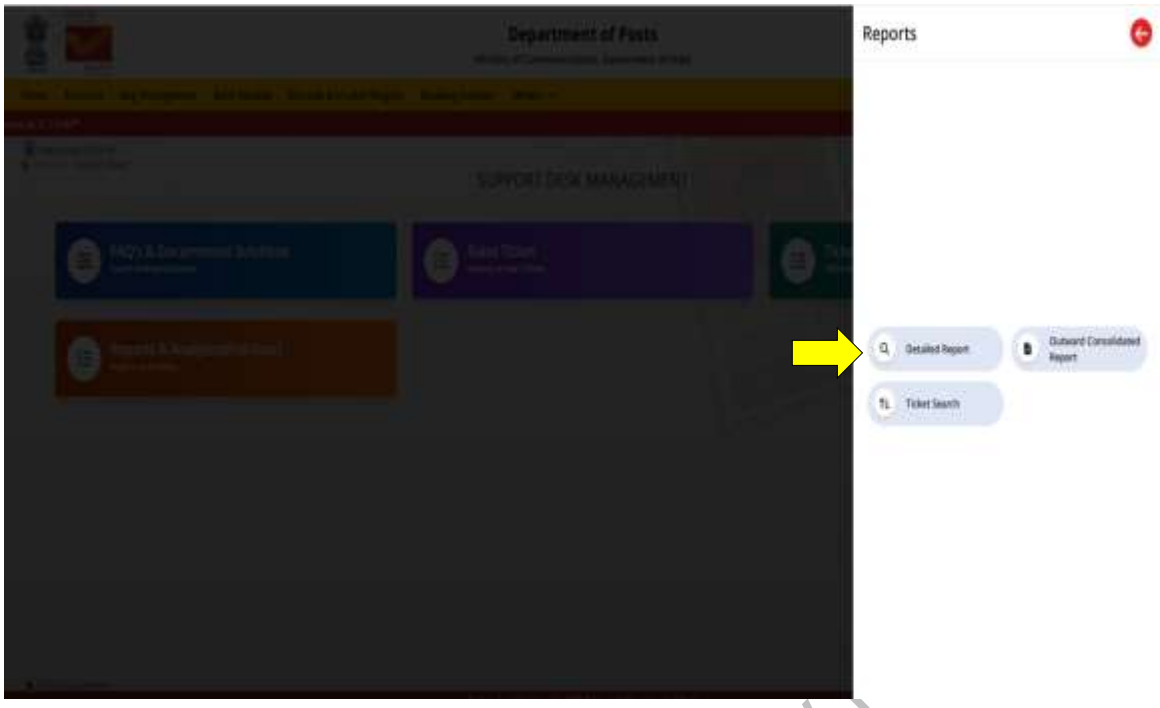


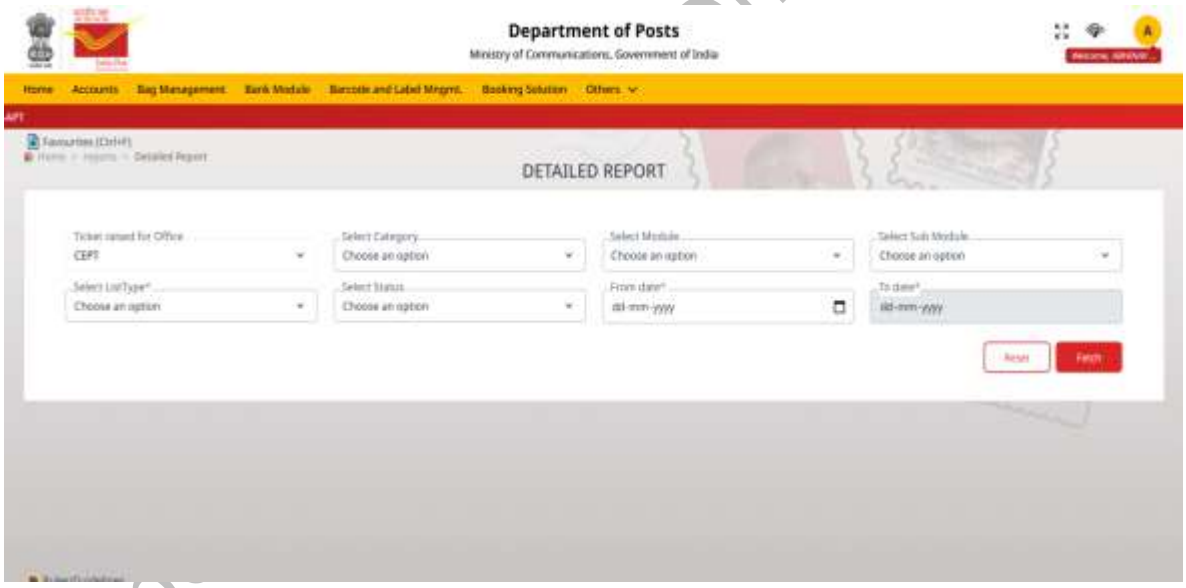
A sample Outward Consolidated Report is as shown above and the report includes the details of Circle Office, Opening Balance, New Tickets, Closed Tickets, Pending at Division, Pending at Circle, Pending at End User, Pending at L1, L2 and L3.

12.4.3 Detailed Report

Click on 'Detailed Report' option under 'Reports & Analytics' sub card.

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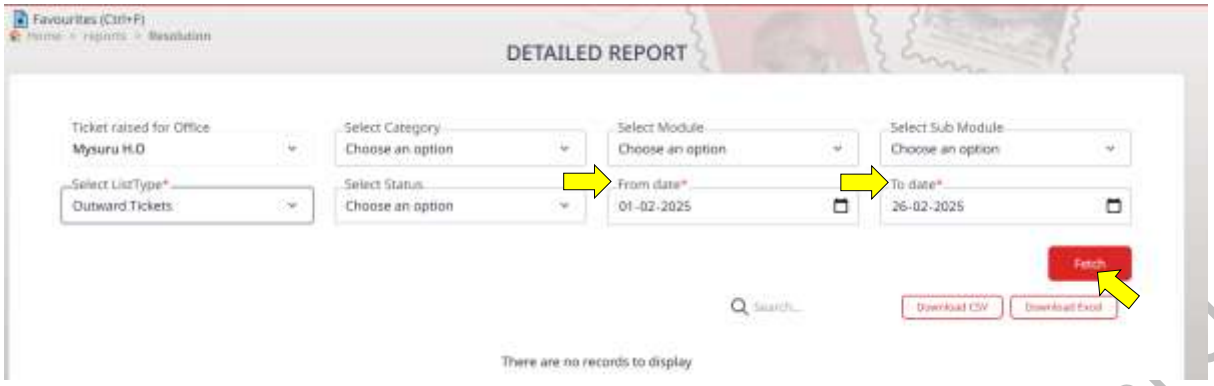




After clicking on 'Detailed Report' option, detailed report page as shown above will appear.

Here, to illustrate, Report of Mysuru HO has been generated.

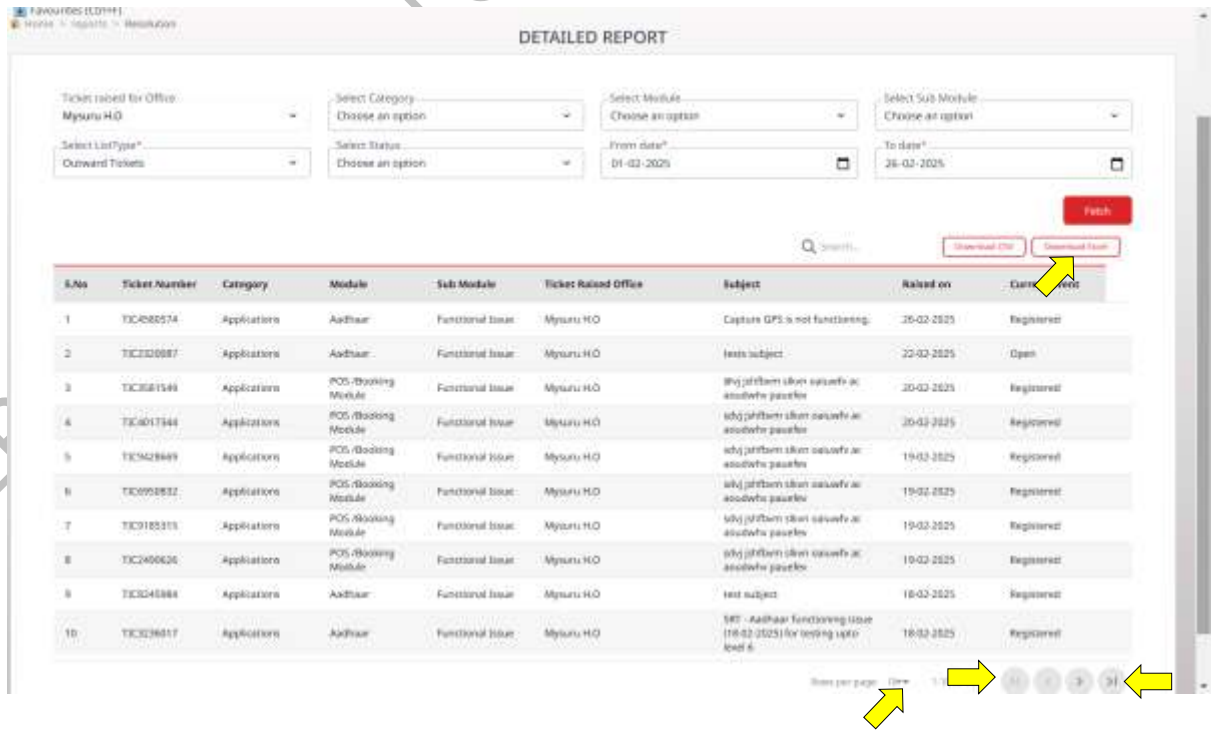
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User can apply various filters for the required report depending on category, module and sub module, status. Select Outward Tickets in 'Select List Type' field . Select From date and To Date. Click on 'Fetch' button. Selection of list type and date range is mandatory.

Note : - Selected date range should not exceed 30 days.

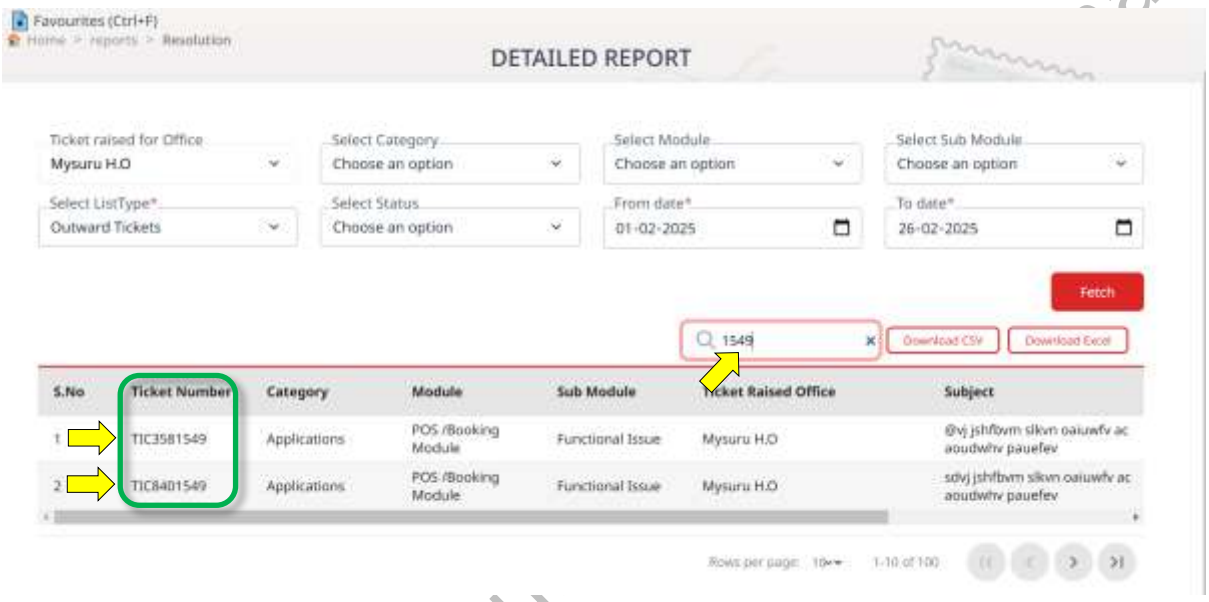
A sample Detailed report for illustration is extracted from Mysuru Head Post Office. The screenshot is attached below.



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1) Maximum 10 rows per page will be displayed by default. User can navigate between pages by clicking on |<, <, >, >| icons available in bottom right corner of page.

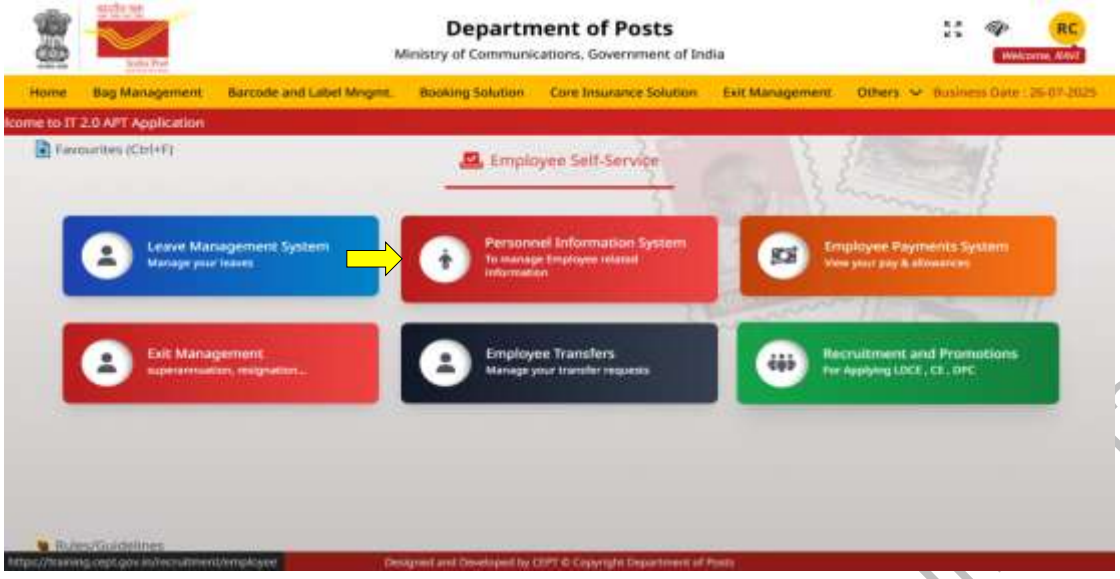
2) Provision to download the entire data in Excel format is also available by clicking on 'Download Excel' button. File in Excel format will be downloaded as per the web browser settings



Provision of searcher is available. In the searcher field, key characters may be entered. Then as per the key characters entered, data will be filtered and displayed.

13 Personal Information System(Self)

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Click on '**Personal Information System**' card



After clicking on '**Personal Information System**' card, the page shown above will appear with the following 6 sub cards.

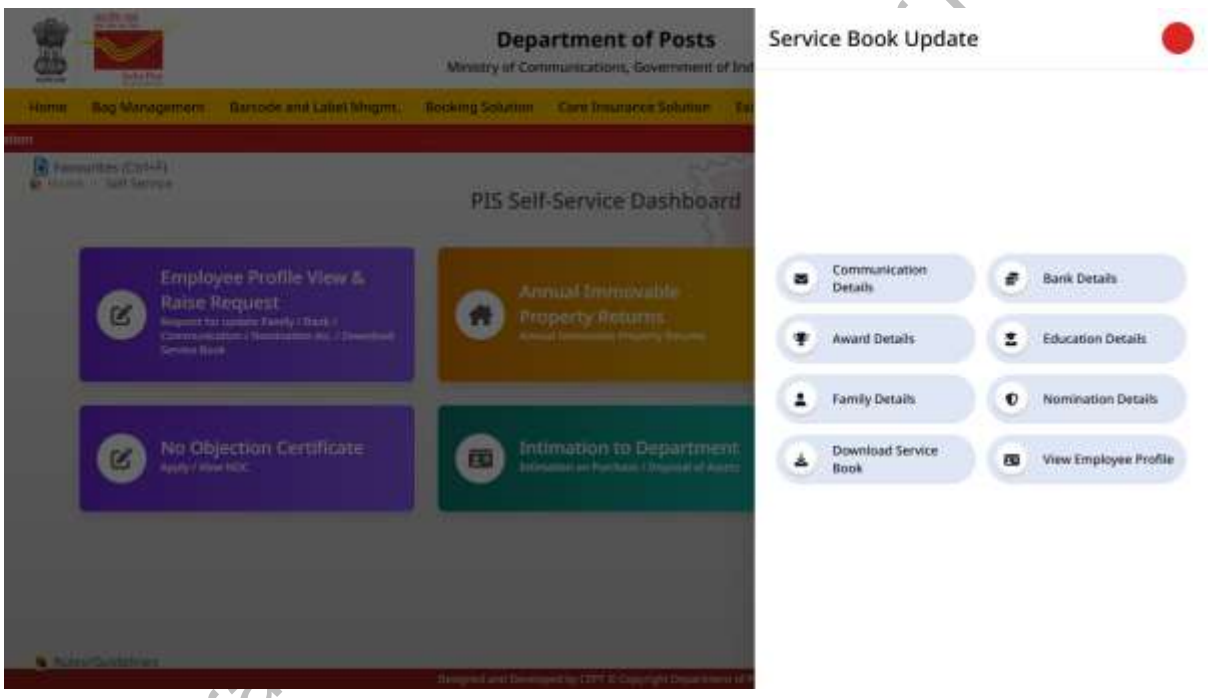
- Employee Profile View & Raise Request
- Annual Immovable Property Returns(AIPR)
- Gradation List
- No Objection Certificate
- Intimation to Department
- Annual Performance Appraisal Report(APAR)

CEPT Operational Use

13.1 Employee Profile View & Raise Request



Click on '**Employee Profile View & Raise Request**' sub card.

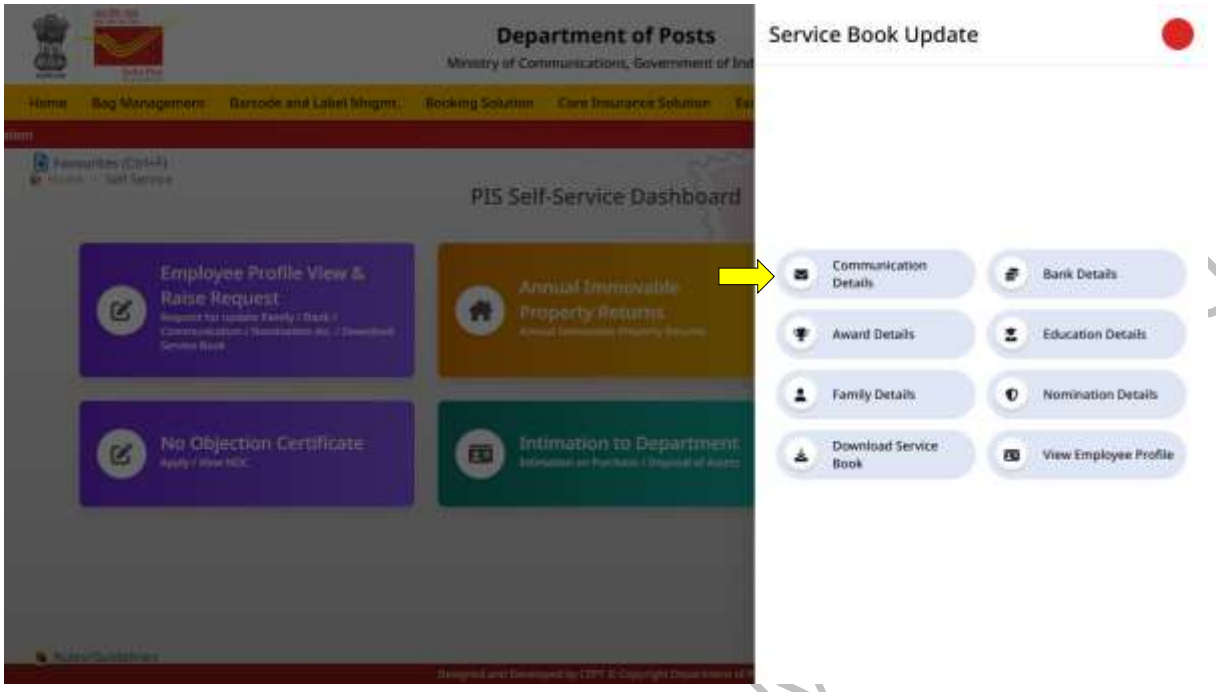


On clicking on **'Employee Profile View & Raise Request'**, following 8 options appear on screen right panel of the screen viz.

- Communication Details
- Bank Details
- Award Details
- Education Details
- Family Details
- Nomination Details
- Download Service Book
- View Employee Profile

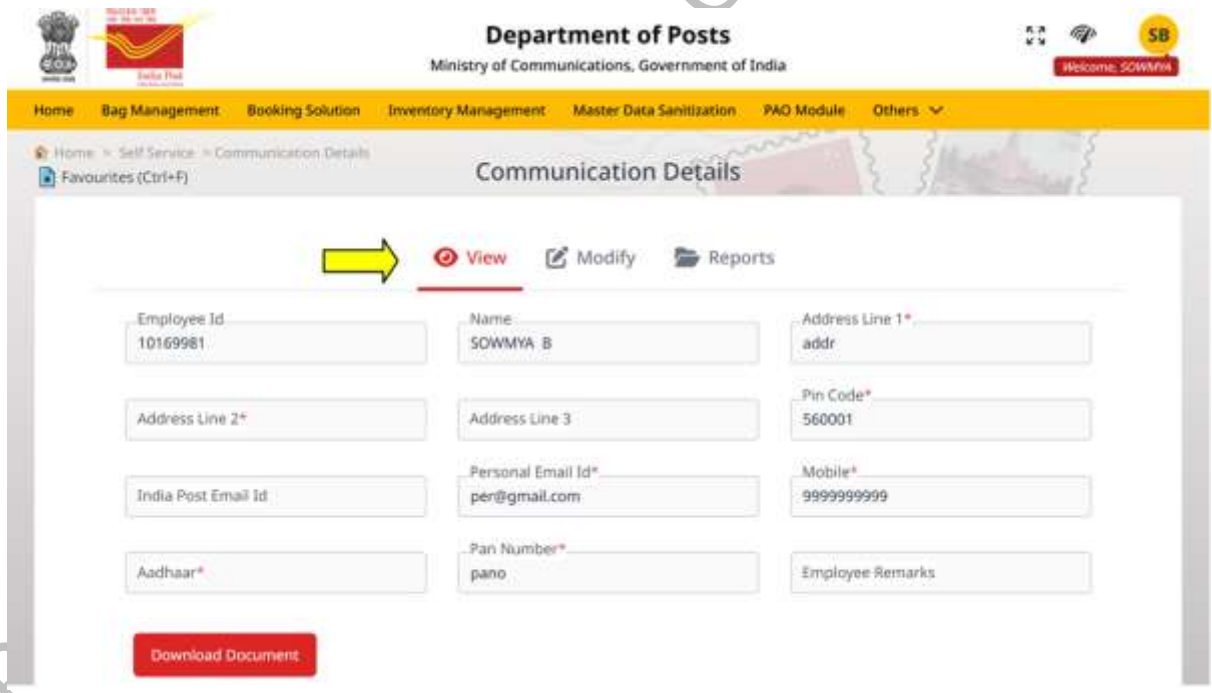
CEPT Operational Use

13.1.1 Communication Details



Click on '**Communication Details**' option.

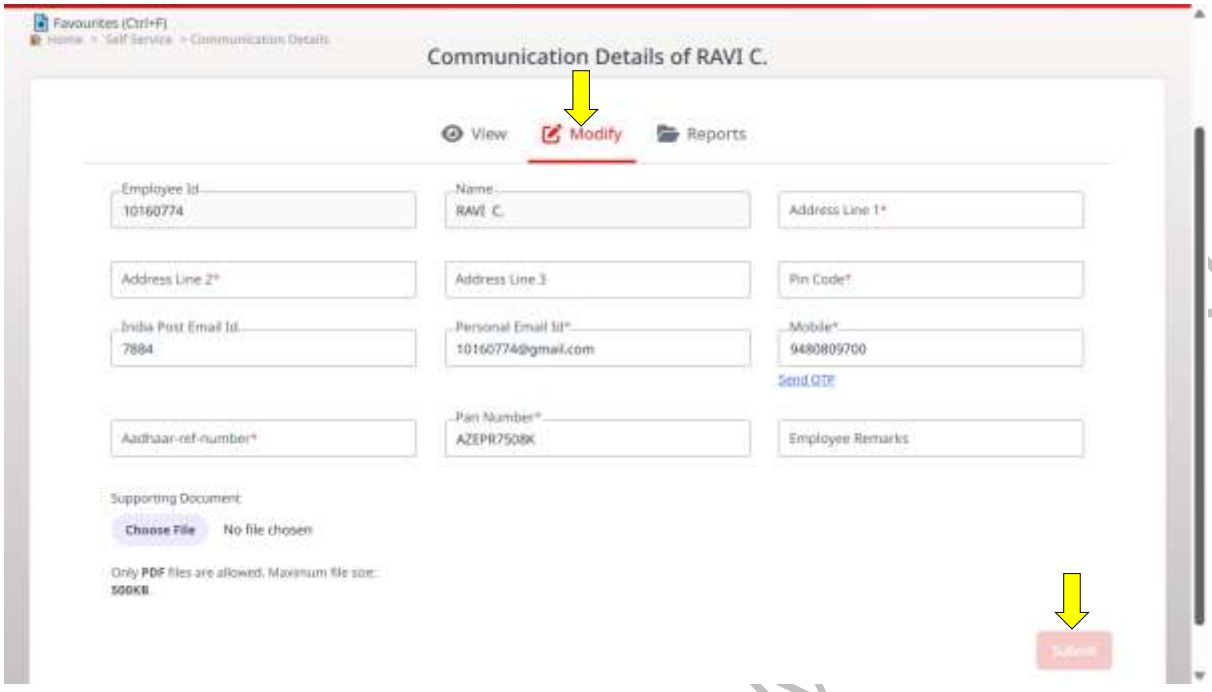
13.1.1.1 View



On clicking '**Communication Details**' option, the communication details page will open with 3 tabs viz., **View, Modify, and Reports**.

By default, the **'View'** tab will be shown containing the employee's communication details such as Name, Address, e-mail IDs (personal and official, if available), Mobile Number, Aadhaar, PAN.

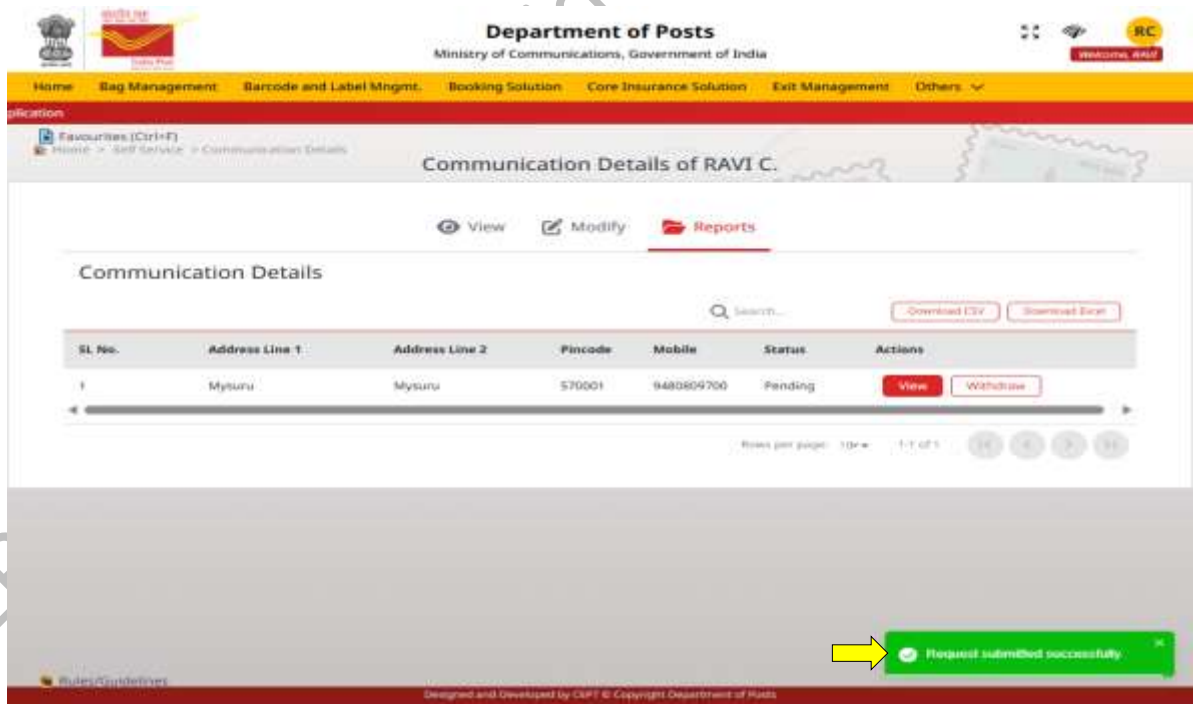
13.1.1.2 Modify



On clicking on the **'Modify'** tab, user is able to modify the details; OTP validation is mandatory for submission of the request.

User can also upload the PDF documents if any, after modifying details click on the **'Submit'** button.

Modified details need to be approved by approving authority.

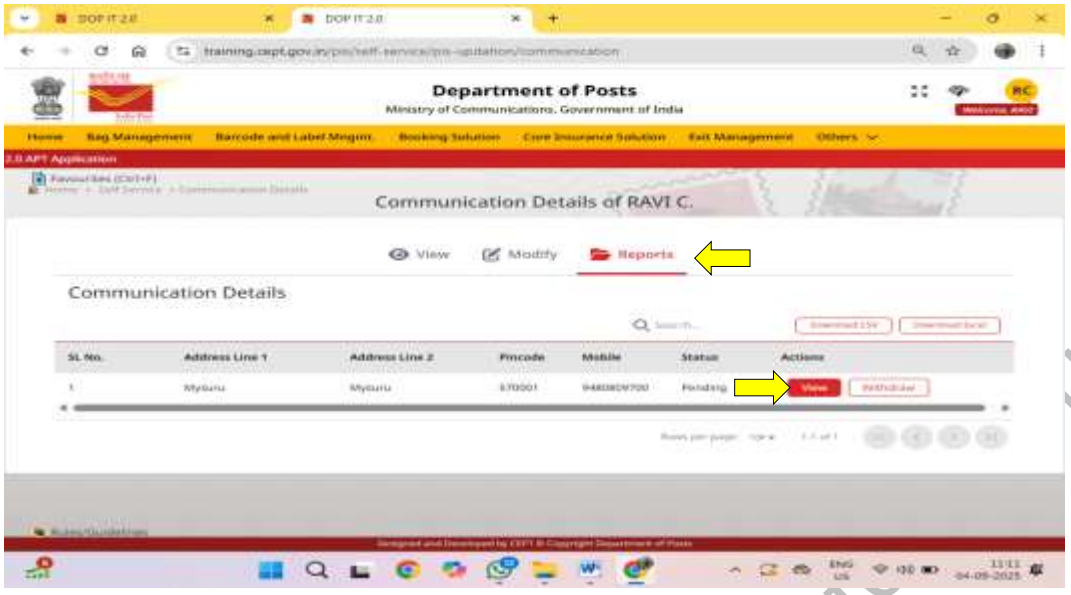


After clicking on **'Submit'** button, a pop up will appear on bottom right corner of the screen with message as **'Request Submitted Successfully'.**

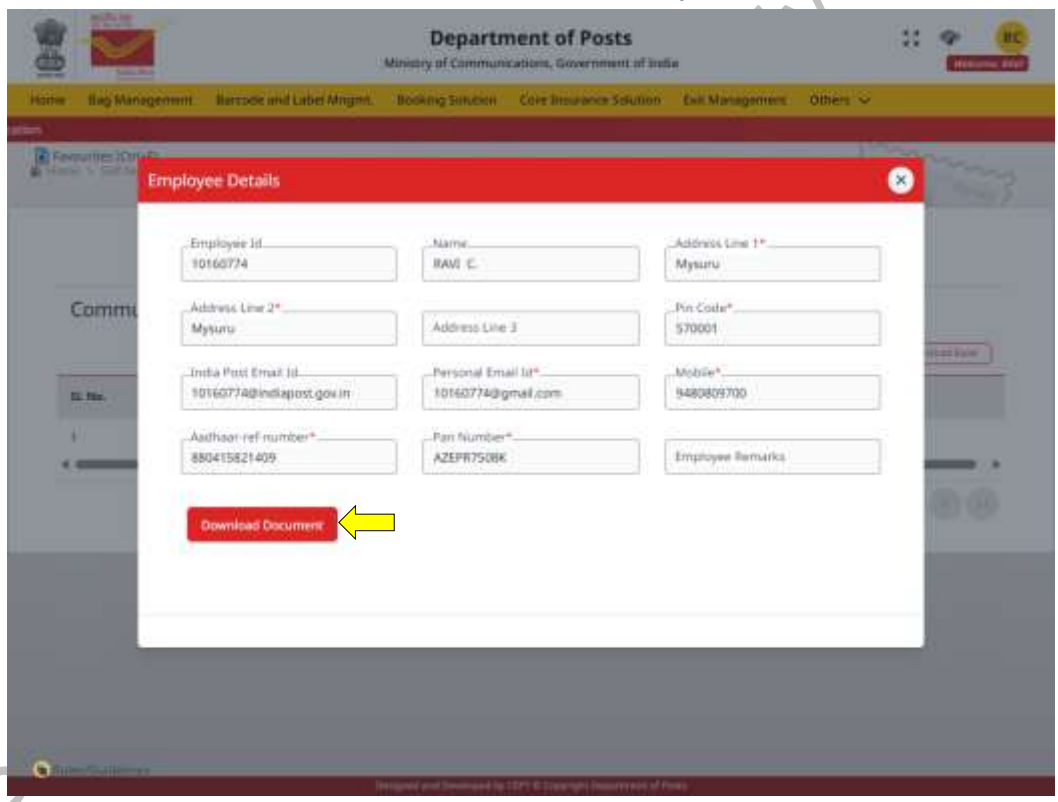
CEPT Use - Only

13.1.1.3Reports

A reports detail is available to see the report of Modification requests raised by the user.



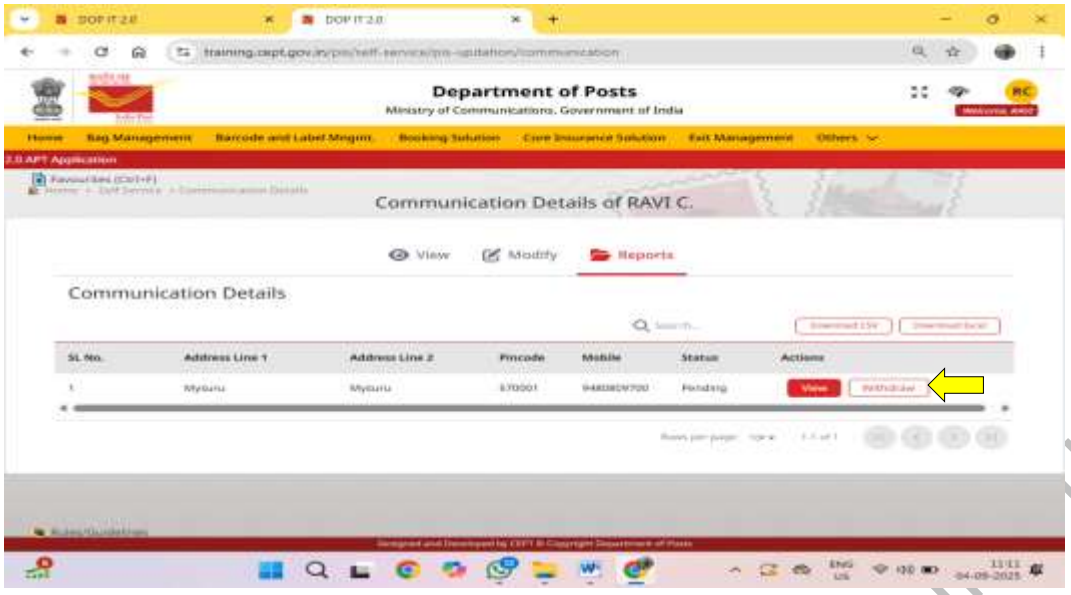
Click on **'View'** button to see the Modification request details.



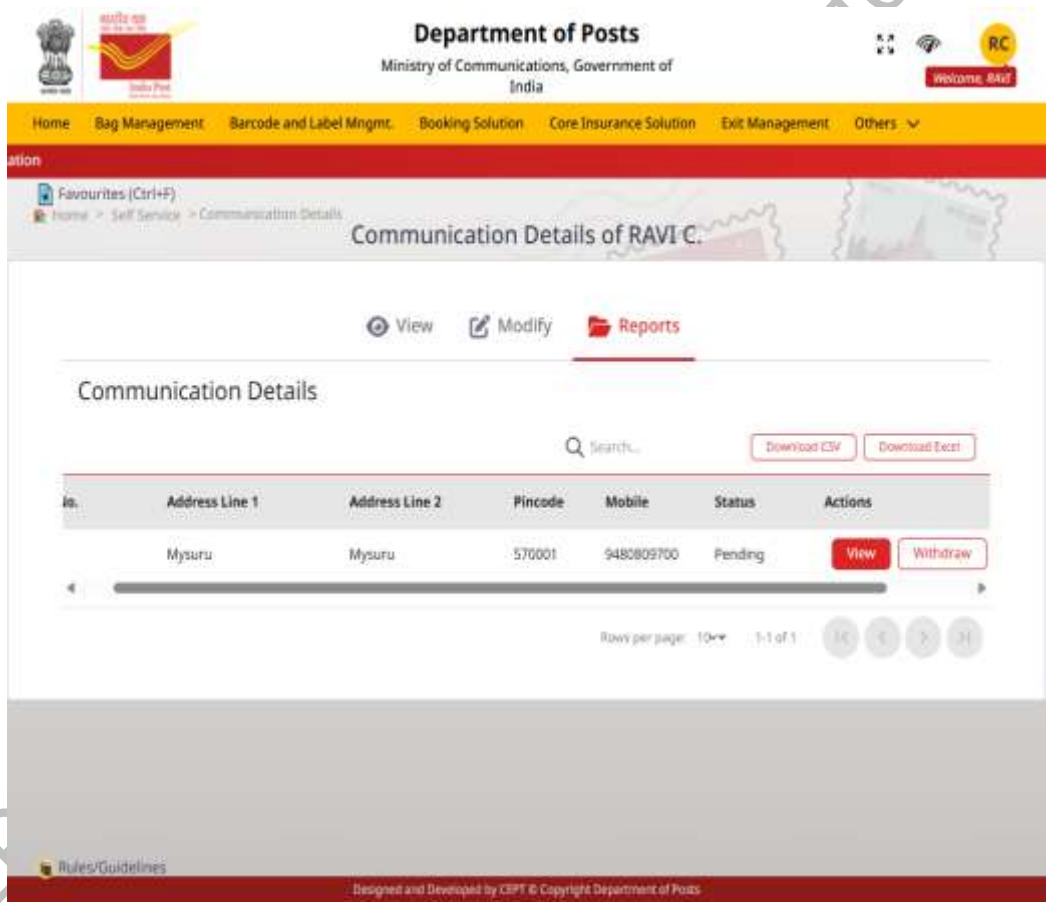
On clicking **'View'** button Employee details screen will appear.

Report can be downloaded in PDF format.

CEPT Internal Use

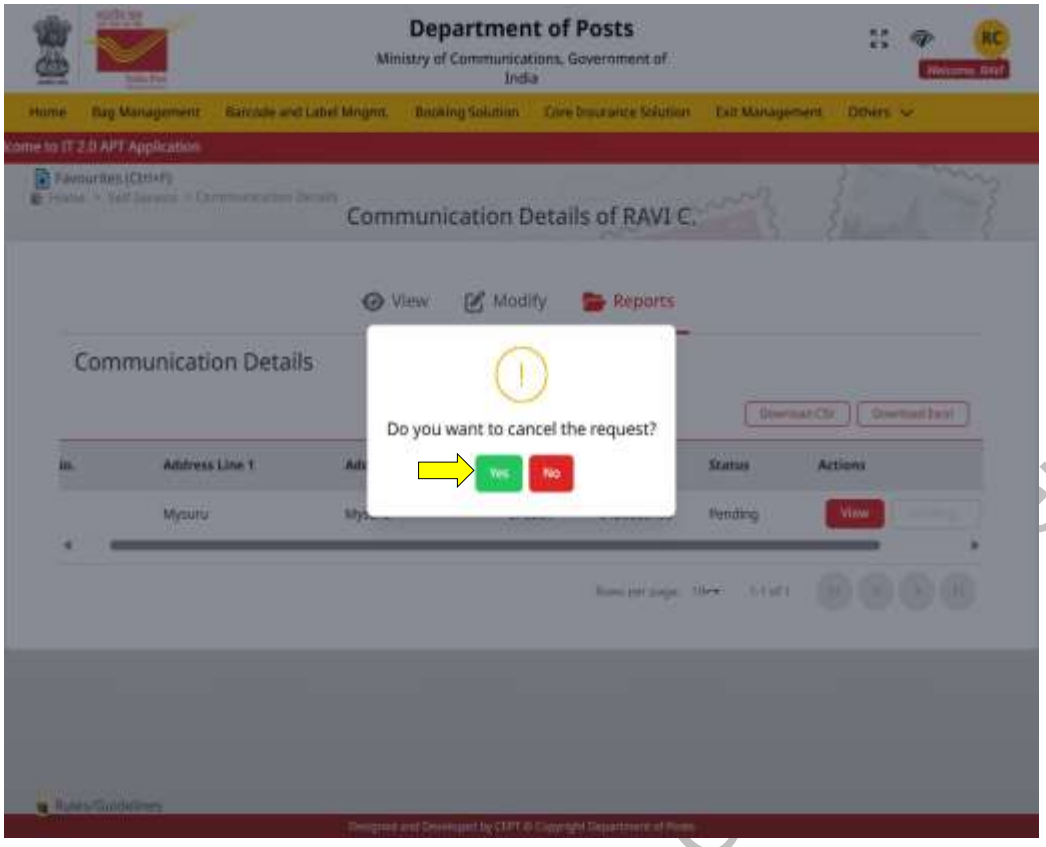


Click on '**Withdraw'** button to withdraw the request.

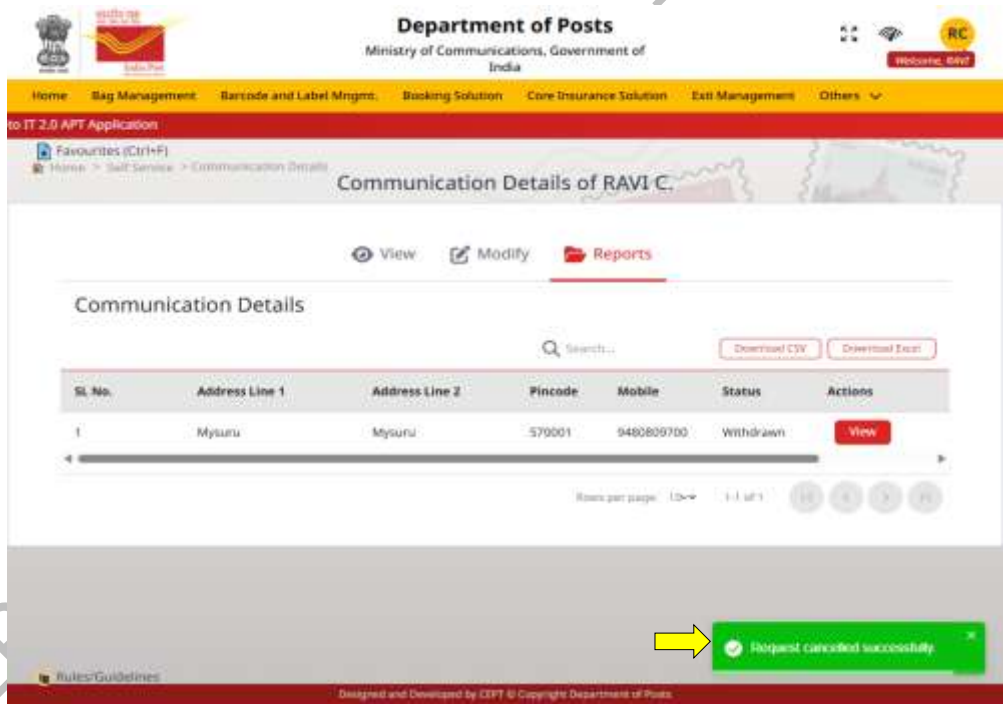


On clicking '**Withdraw'** button, confirmation will appear.

for Internal Use

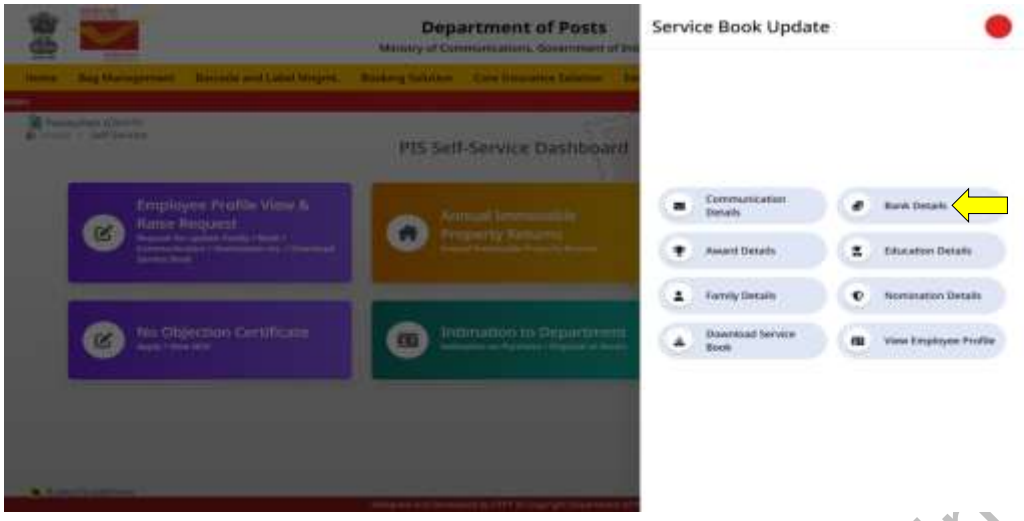


Click on **'Yes'** button.



On clicking **'Yes'** button message will appear as **'Request Cancelled Successfully'.**

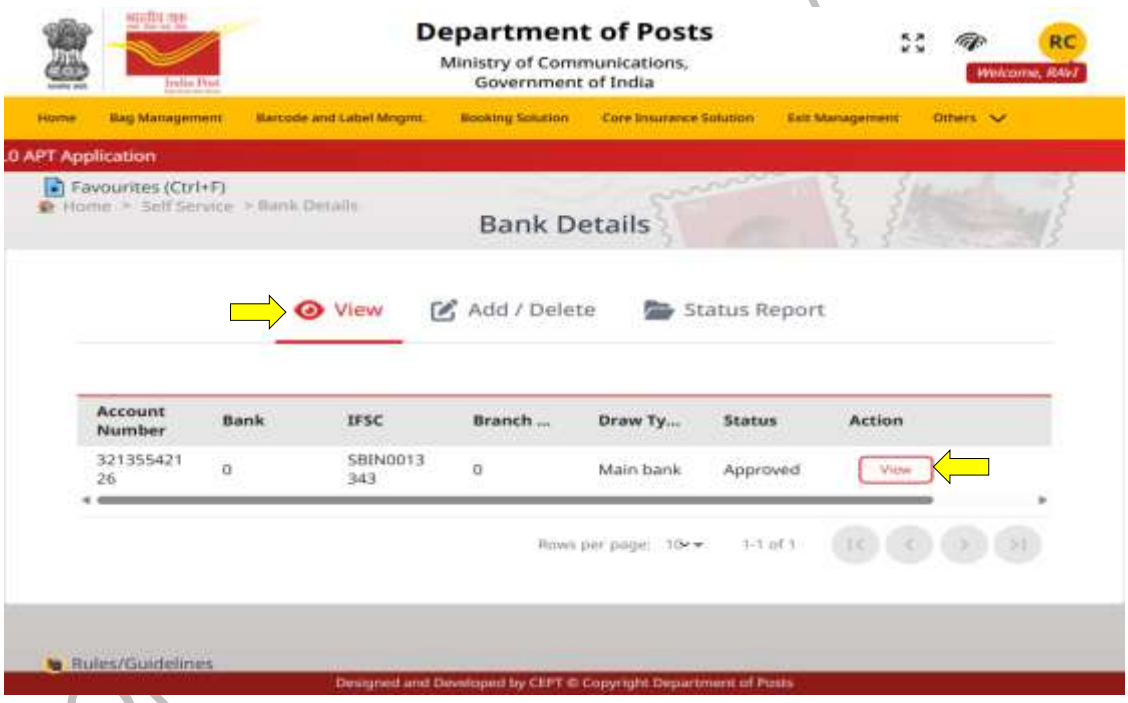
13.1.2 Bank Details



Click on '**Bank Details**' option.

Bank details screen will appear with three tabs i.e.., **View, Modify and Status Report**.

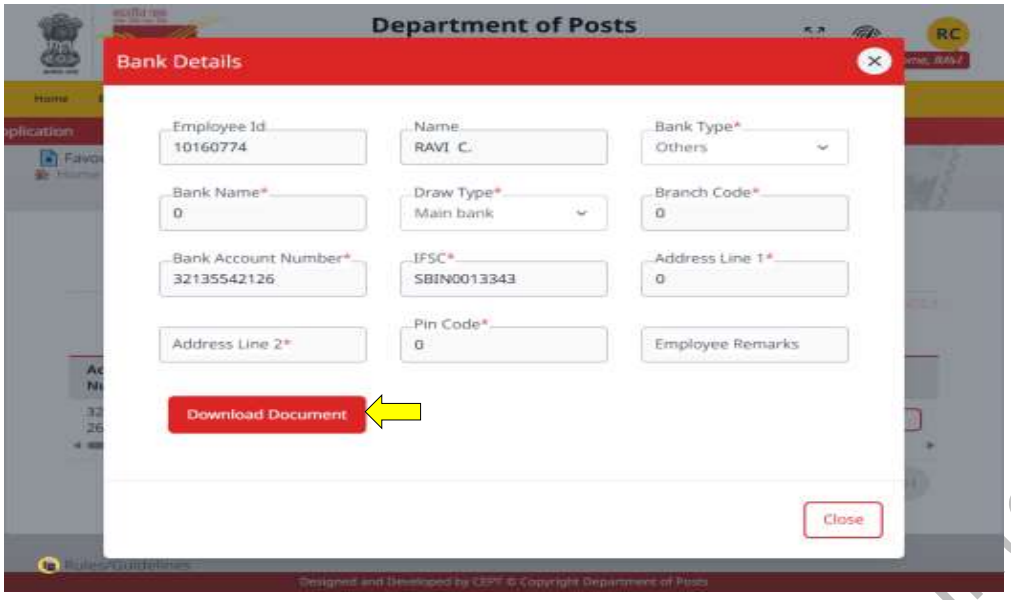
13.1.2.1 View



Under 'View' tab already available Bank details will be seen.

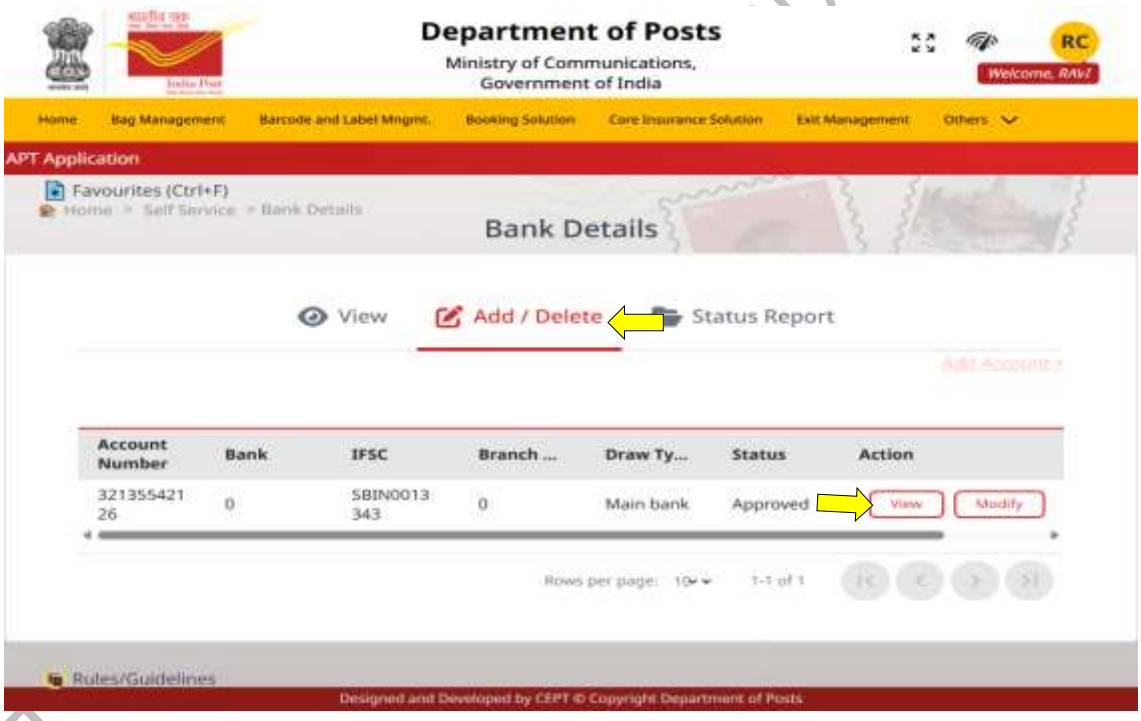
Click on '**View**' button to view bank details.

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On clicking **View** button Bank details screen will open,it can be downloaded in PDF format.

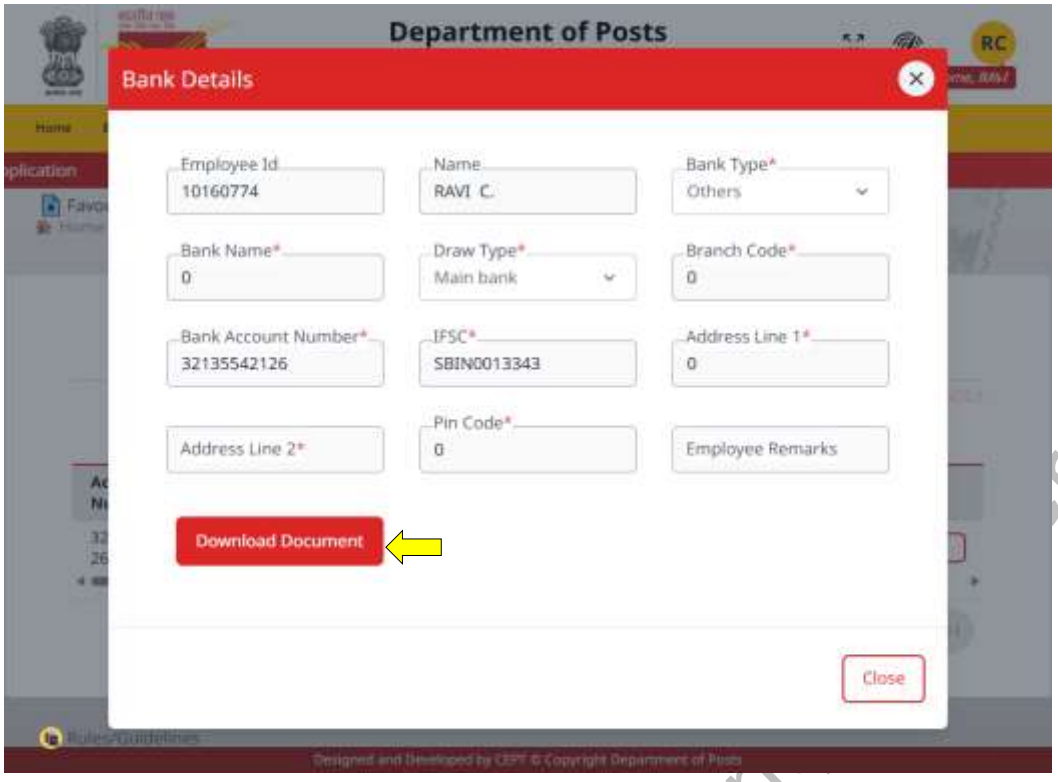
13.1.2.2Add/Delete



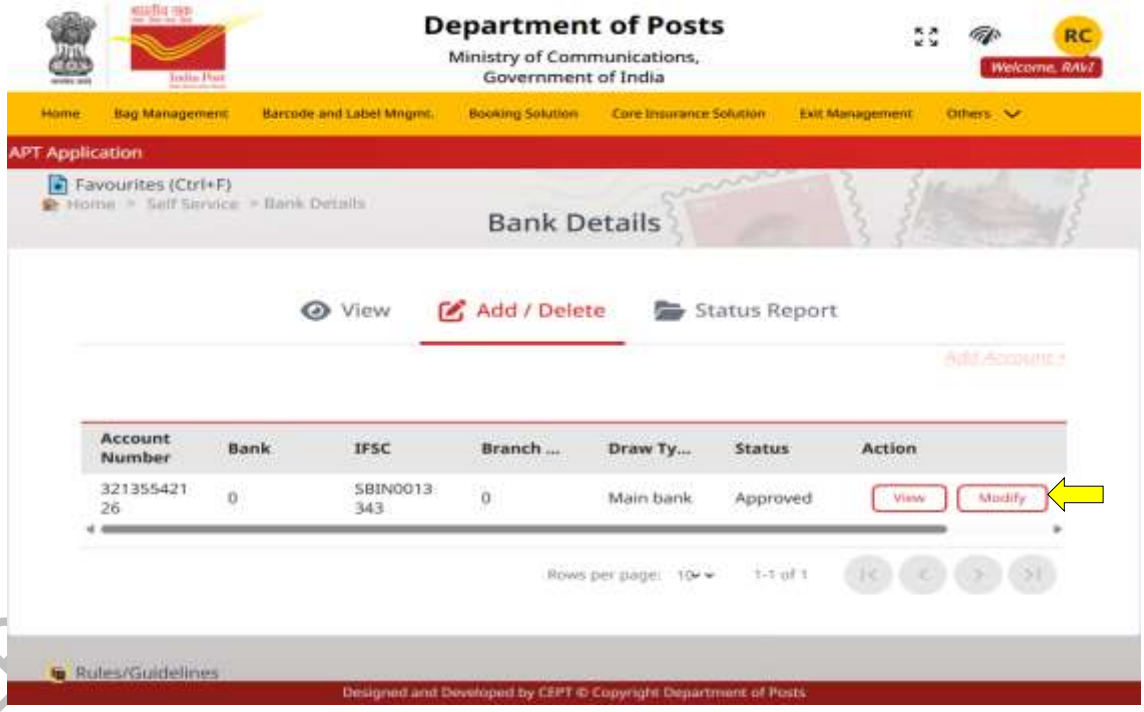
'View' and 'Modify' button is provided to view/modify the Bank details under 'Add/Delete' tab.

Click on '**View**' button, to view the bank details.

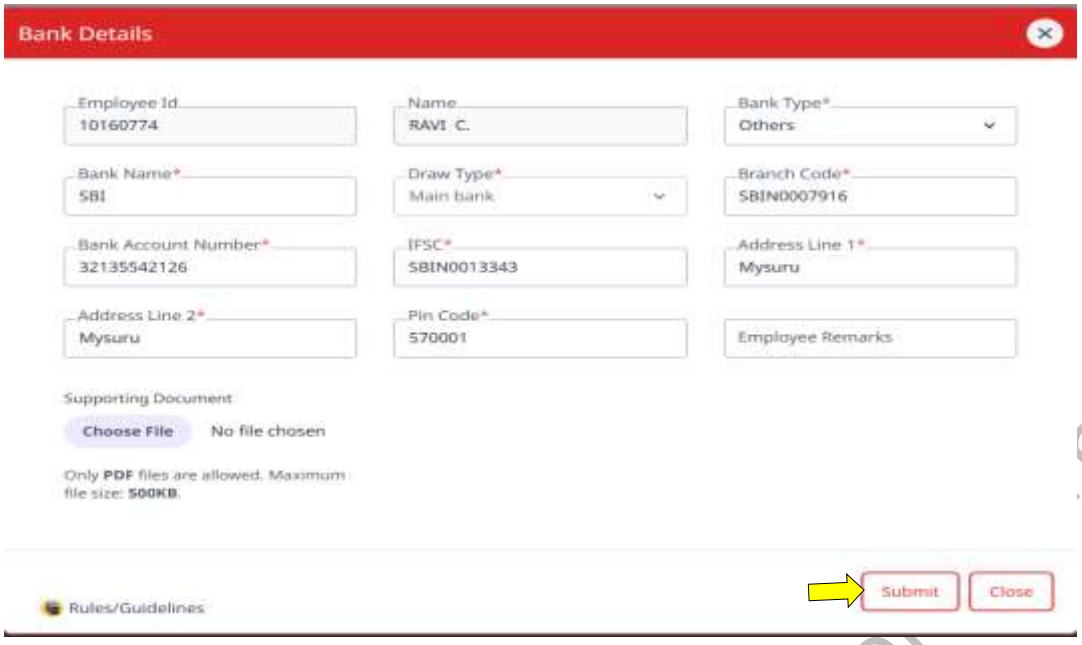
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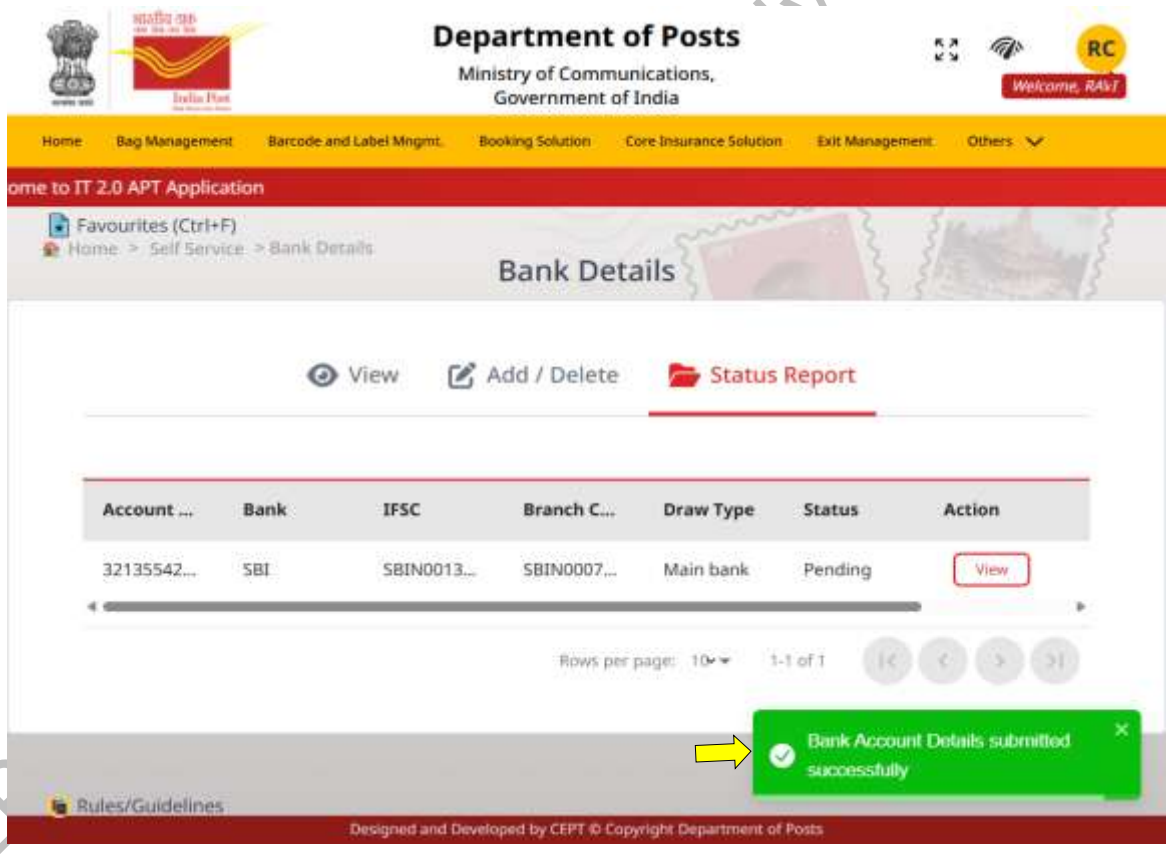
The bank details can be downloaded in PDF Format by clicking on Download Document button.



Click on **Modify** button, to modify the bank details.

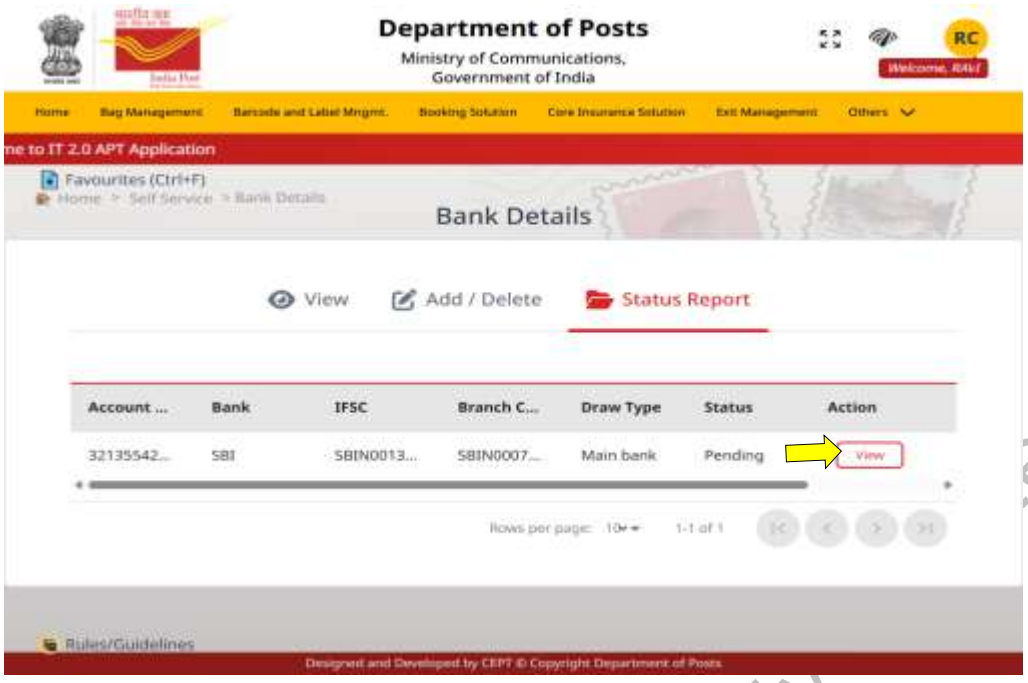


After modifying the bank details click on 'Submit' button.



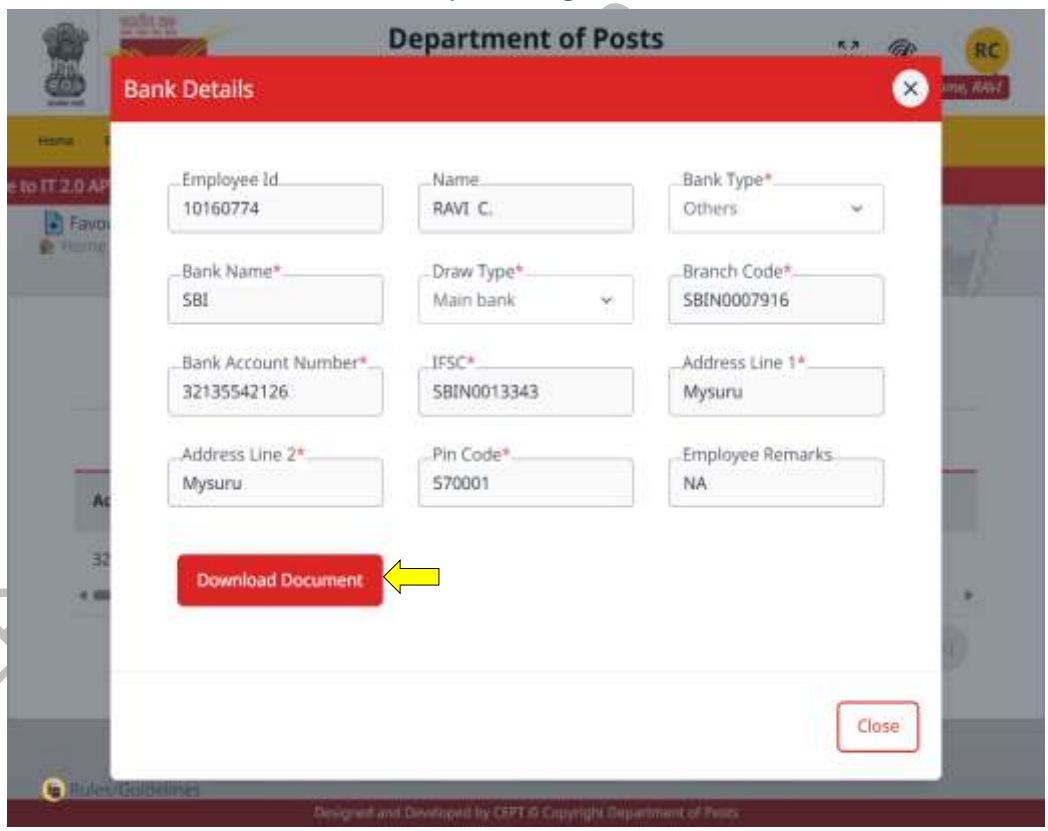
On click of 'Submit' button, '**Bank Account details submitted successfully**' Message will be displayed as shown below.

13.1.2.3Status Report



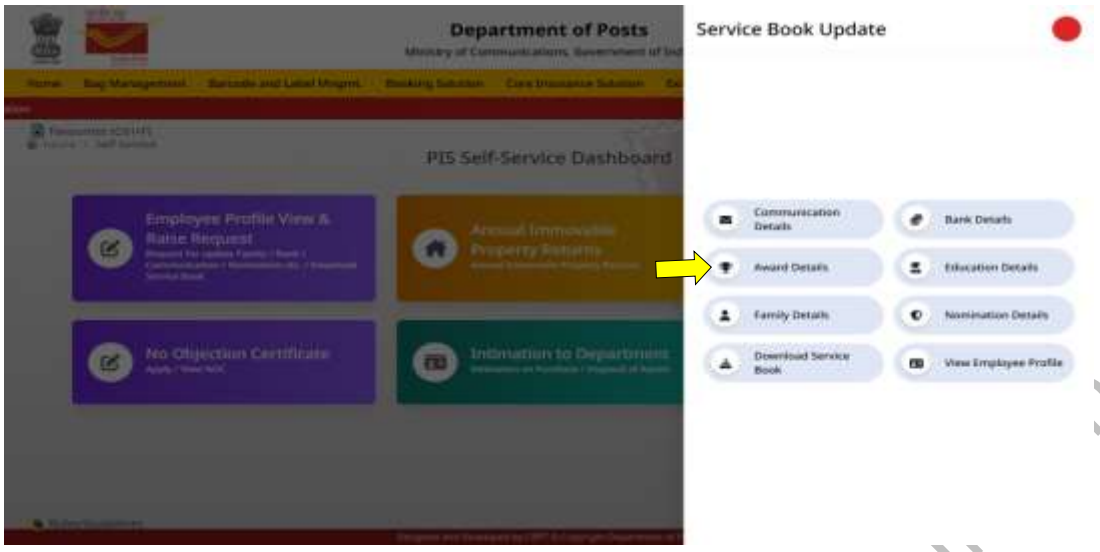
'Status Report' tab is provided to view the status of requests raised for Bank details. Once modified bank details approved by approving authority, status will become approved.

User can view the bank details by clicking on 'View' Button.

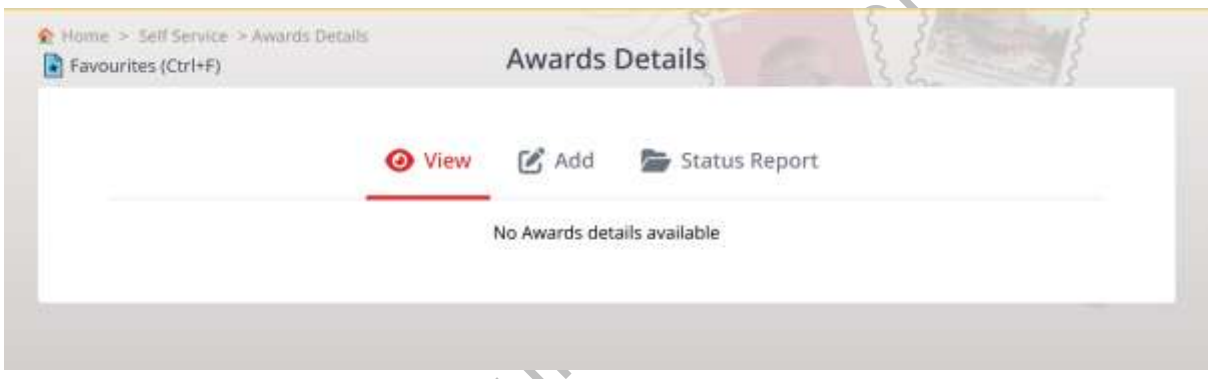


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13.1.3 Award Details

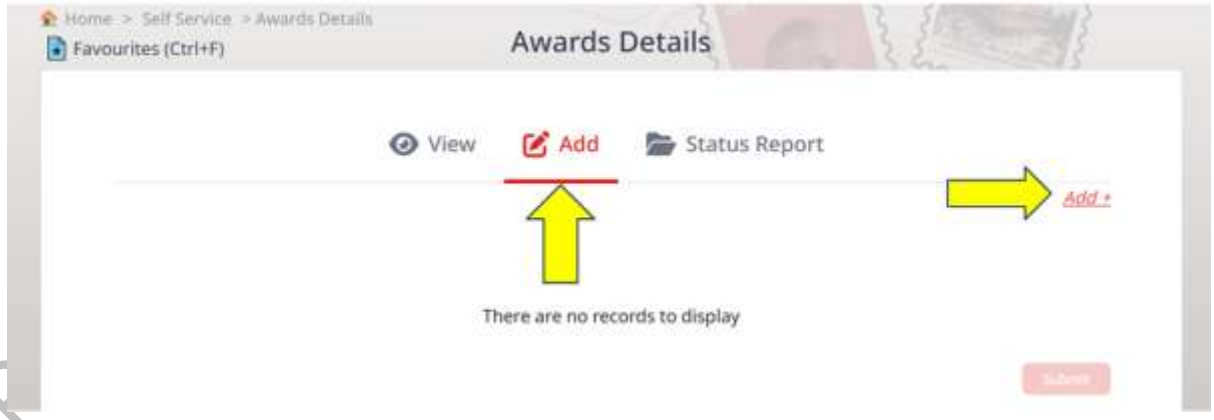


Click on '**Award Details**' option.

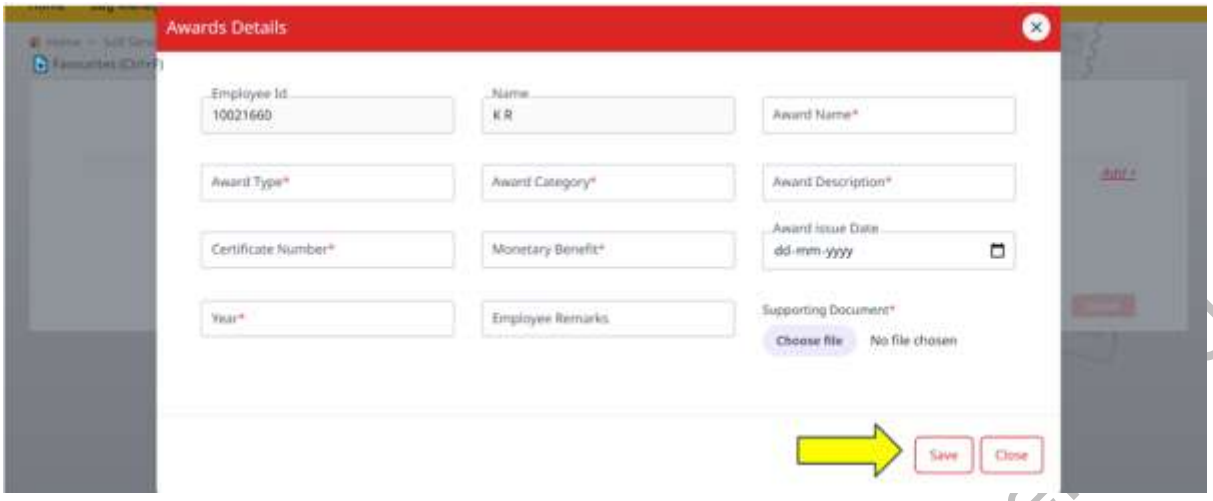


A new screen will appear with three tabs such as **View, Add and Status Report**.

13.1.3.1 Add

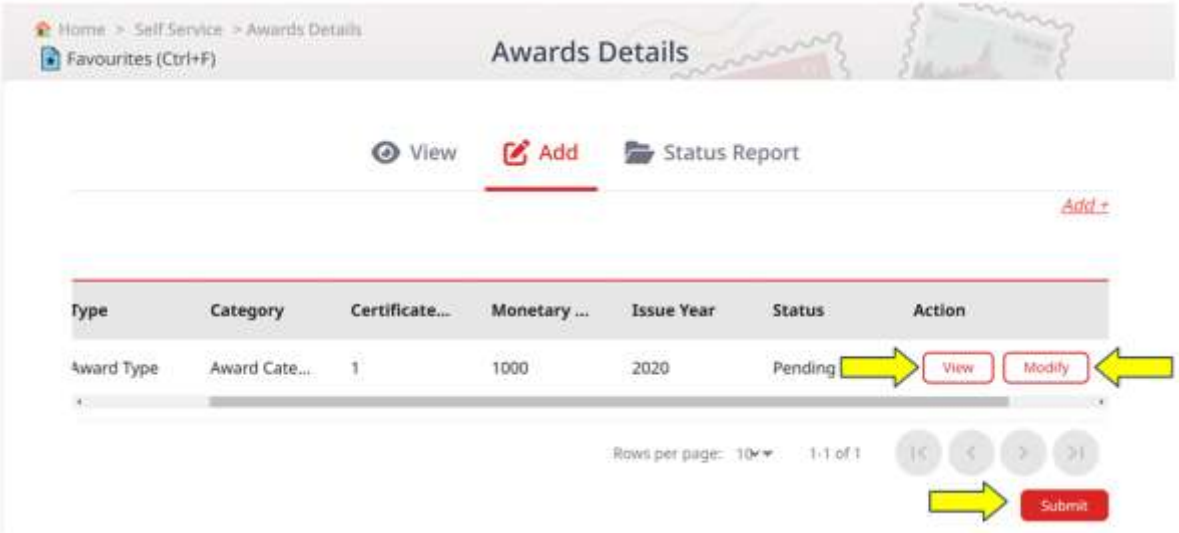


For adding Award details click on '**Add**' button
Then click on '**Add+**' button.



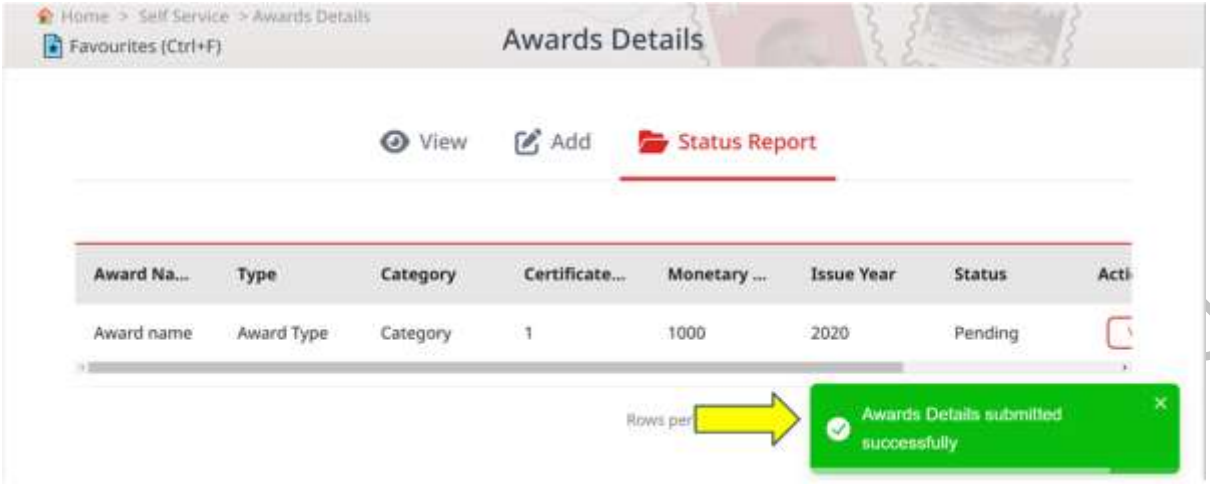
After clicking the '**Add+**' button, Award details form will open to add the Award details. Fill the fields such as Award Name, Award Type, Award Category, Award Description, Certificate No, Monetary Benefit, Award Issue Date, year and Remarks.

Upload the award certificate and click the '**Save**' button.



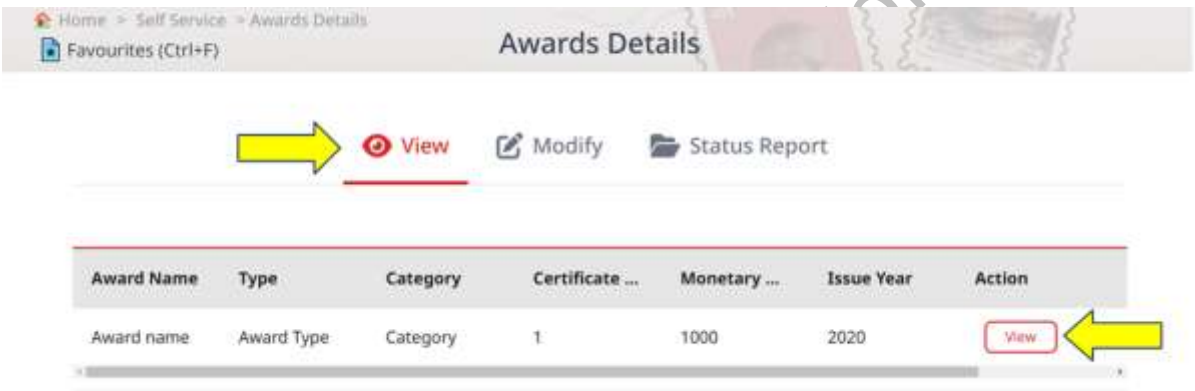
On clicking '**Save**' button A row will be created with entered award details.
Click on '**View**' to view the details, click on '**Modify**' to modify the entered details.
Click on '**Submit**' button to submit the details for Approval.

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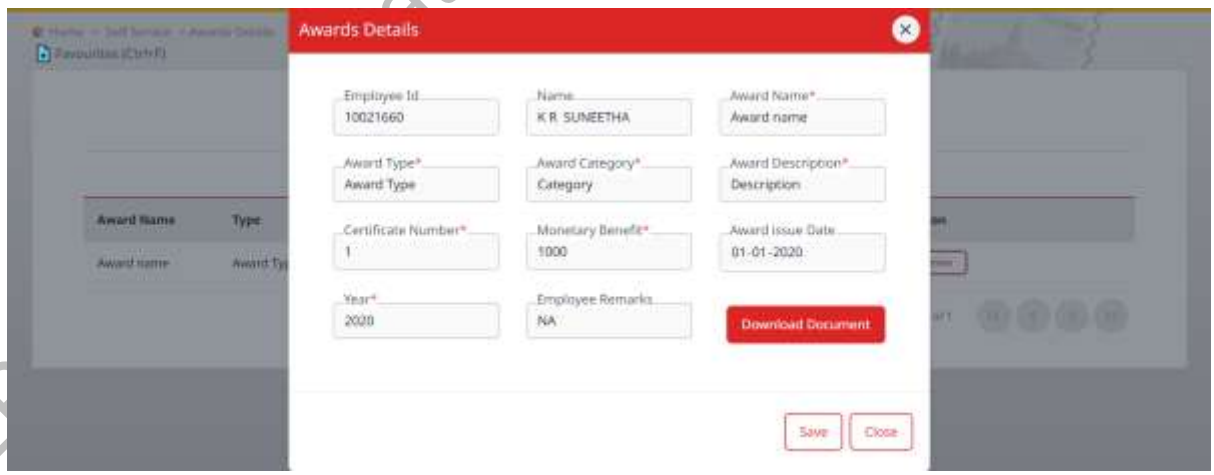


On clicking '**Submit'** button success message will appear as **'Award details submitted successfully'.**

13.1.3.2View



The Approved Award details will appear on View tab.
Click on '**View'** button to View the details.



Award Details screen will appear to view.

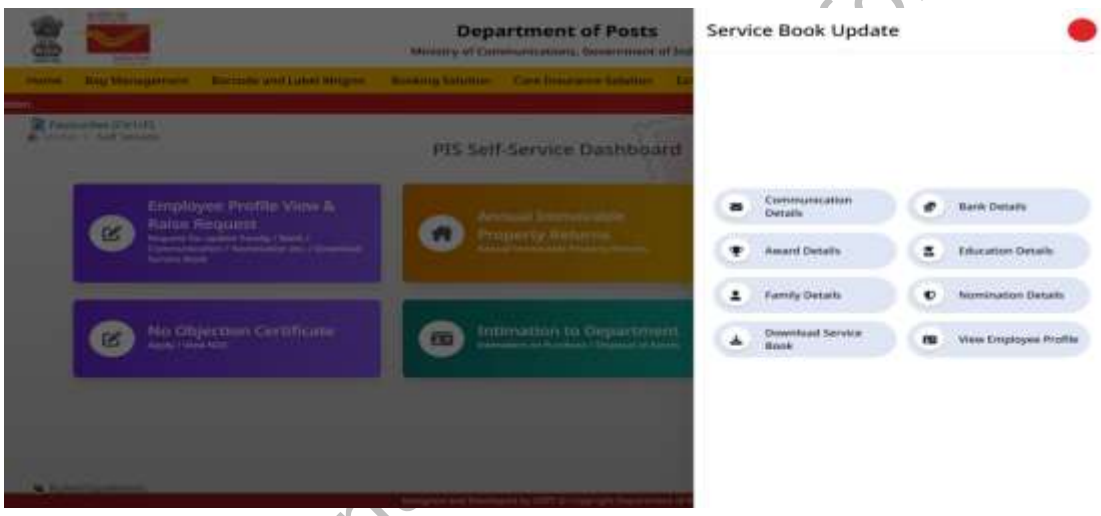
13.1.3.3Status Report

'Status Report' Tab is provided to view the status of Award details entered by the Employee.



Click on **Status Report** tab, screen will open with award details; user can view the award details entered by clicking on view button.

13.1.4 Education Details



Click on '**Education Details**' option.

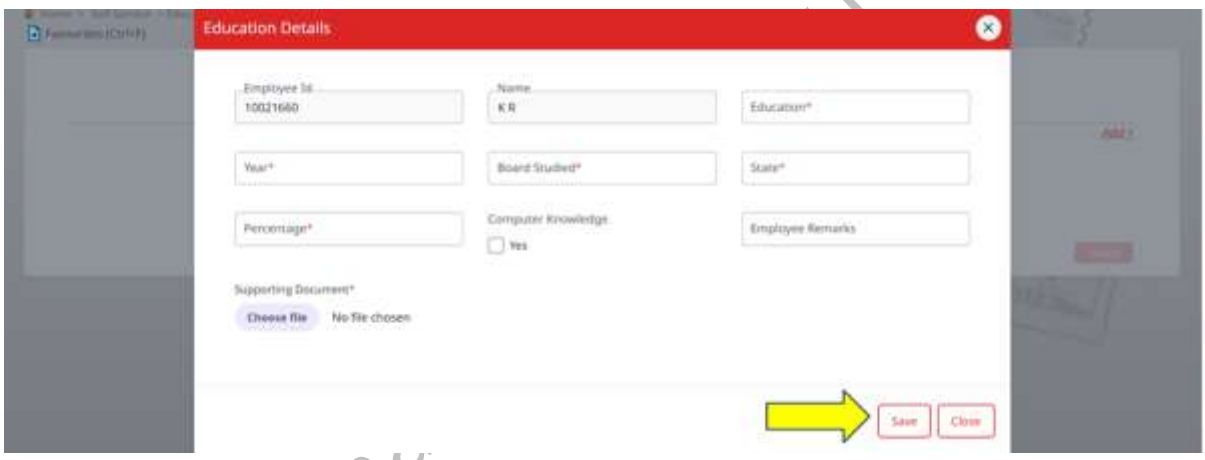


A new screen will appear with three options **View, Add and Status Report.**

13.1.4.1 Add

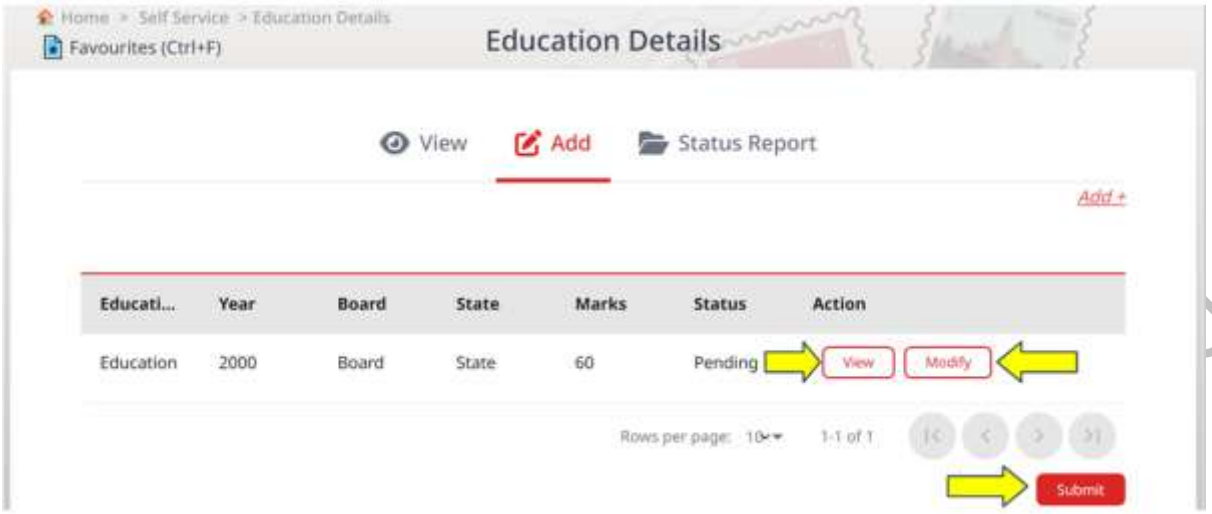


Click on '**Add**' tab to Add Education details.
Then click on '**Add+**' button.



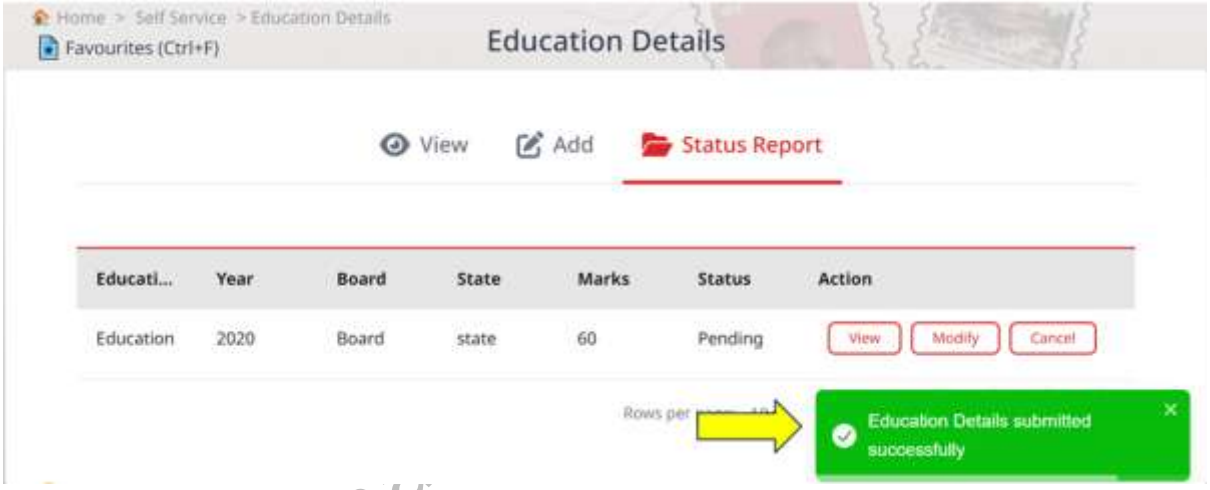
Education details form will open to add the education details. Fill in fields such as Education Qualification, Year, Board Studied, State, Percentage, Computer knowledge and Remarks. Upload the education certificate in PDF format and click the **Save** button. You can add all your educational qualifications by clicking the **Add** button for each one.

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A row will be created with entered details, click on **Modify** button to modify the details, if required.

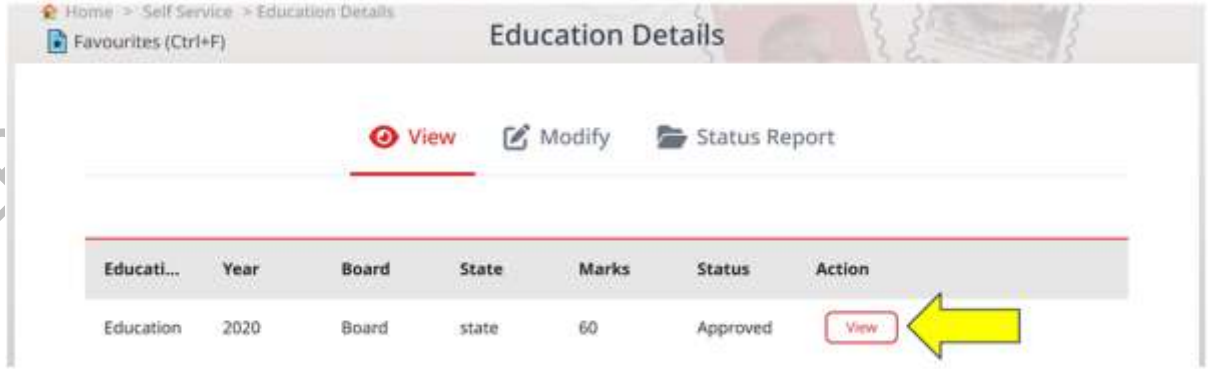
Click on **Submit** Button.



Request will be submitted to Approver for Approval and a success message will appear as **' Education details submitted successfully'.**

13.1.4.2View

The Approved requests will be appearing in 'View' tab.



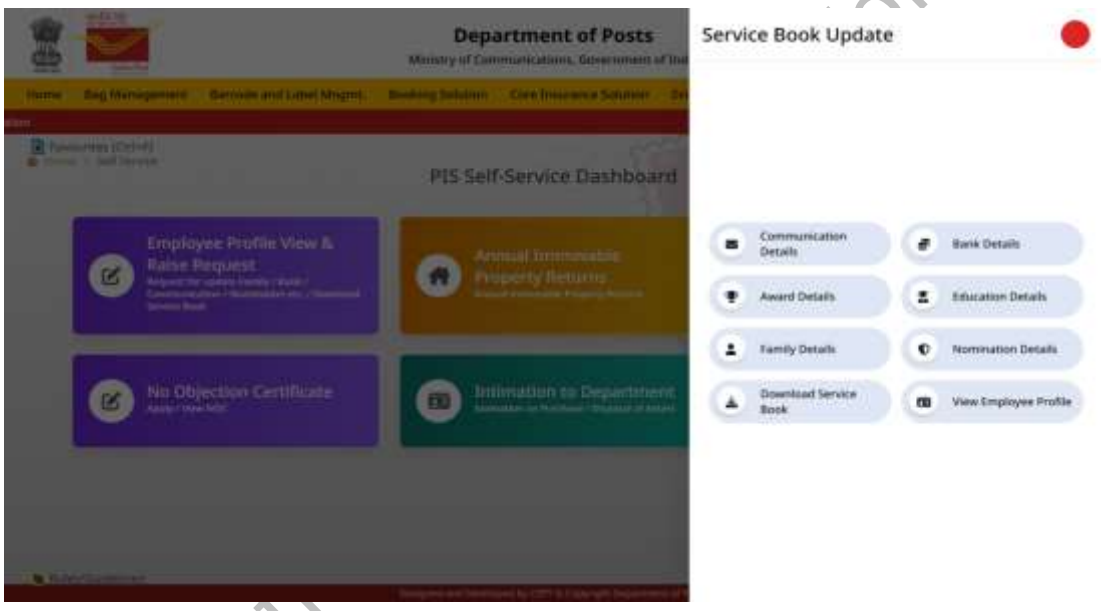
13.1.4.3Status Report

User can check the status of requests submitted through **Status Reports** tab.



User can view the education details, by clicking view button.

13.1.5 Family Details



Click on '**Family Details**' option.

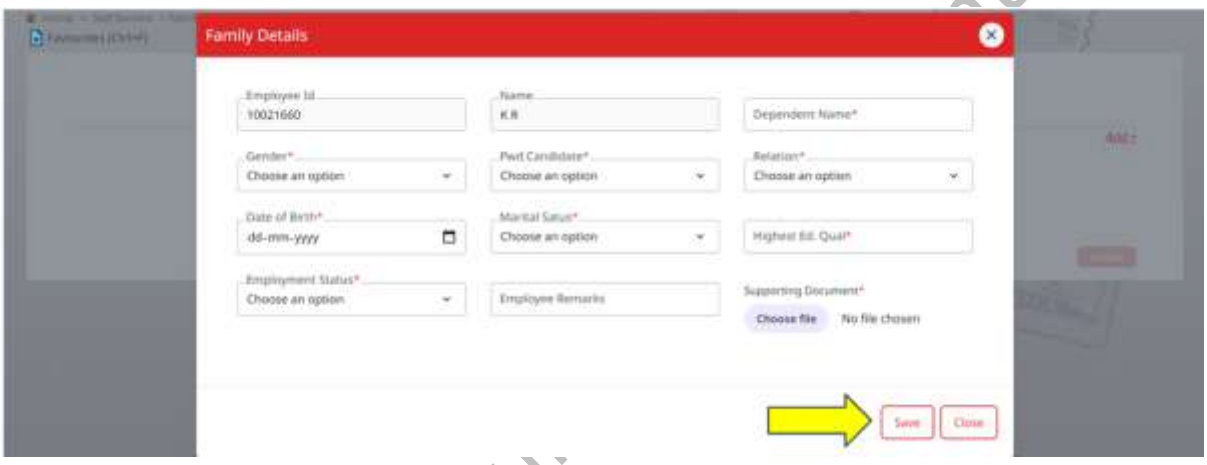


A new screen will appear with three options **View, Add and Status Report.**

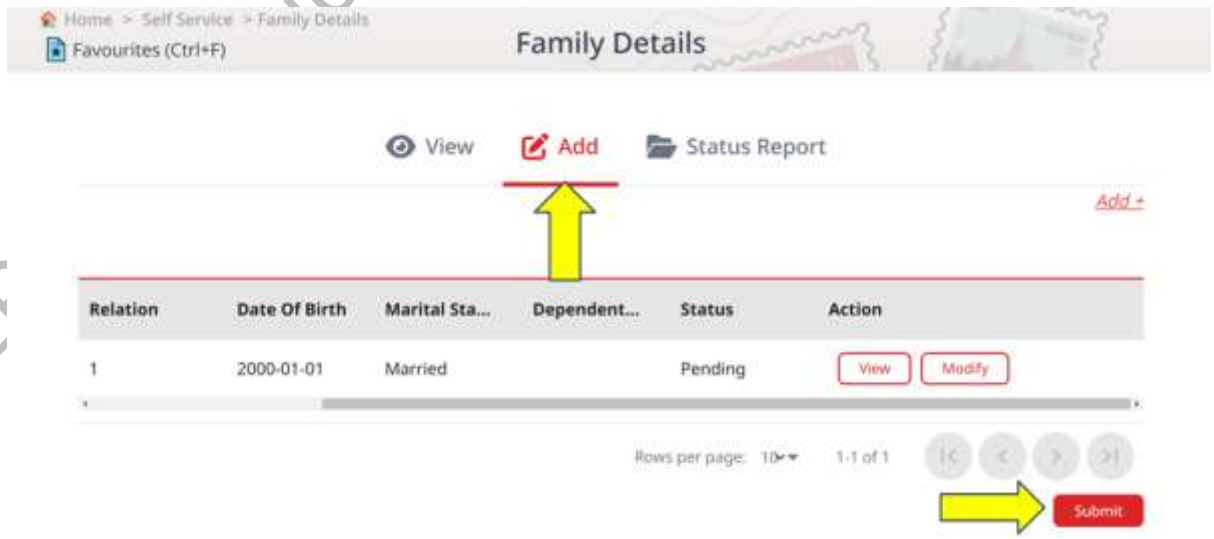
13.1.5.1 Add



Click on '**Add**' tab to Add Family details.
Then click on '**Add+**' button.

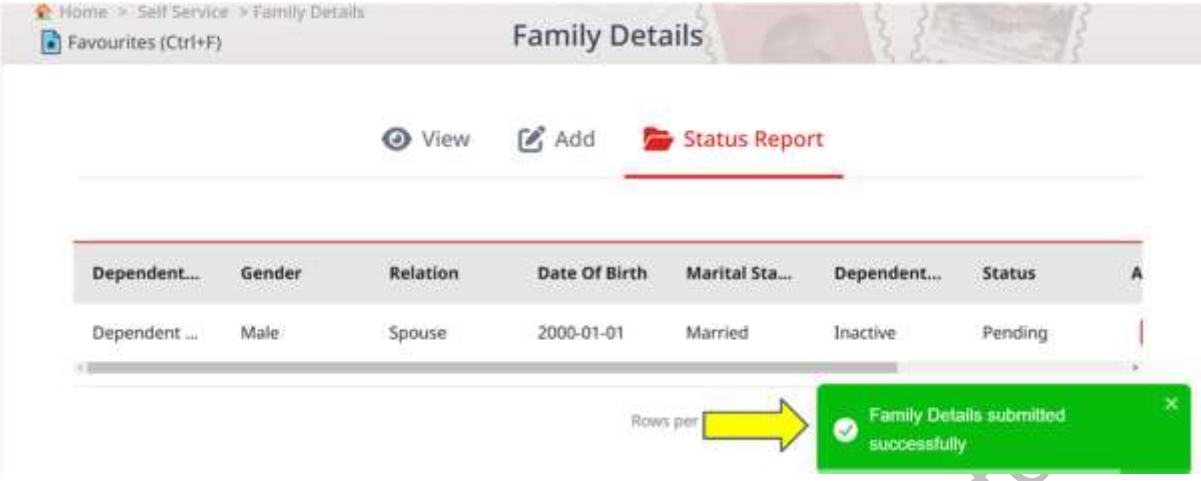


Family details form will open to add the Family details. Fill in fields such as Dependent Name, Gender, Pwd Candidate, Relation, Date of Birth, Marital Status, Educational qualification, Employment status uploading supporting document in PDF format and click on '**Save**' button.



A row will be created with entered details, click on '**Modify**' button to modify the details, if required.

Click on '**Submit'** Button.



Request will be submitted to Approver for Approval and a success message will appear as **'Family details submitted successfully'.**

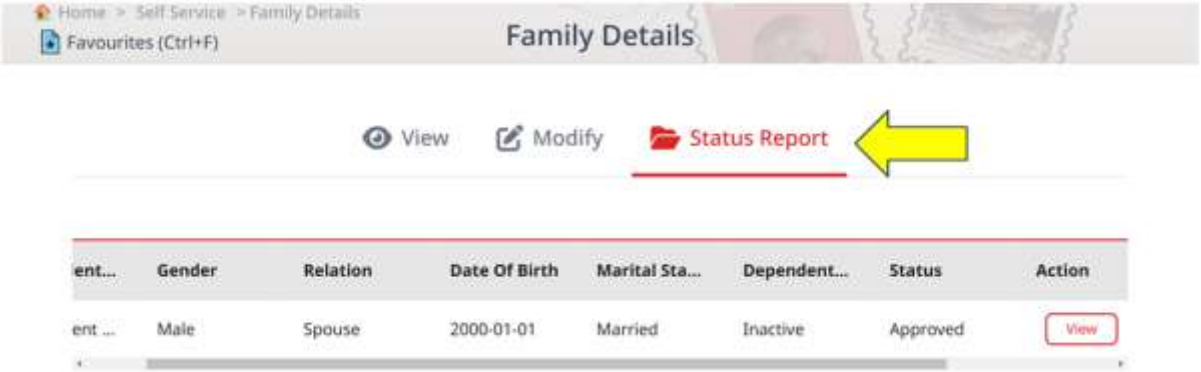
13.1.5.2View

The Approved requests will be appearing in **View** tab.



13.1.5.3Status Report

User can check the status of requests submitted through **Status Reports** tab.



Click on view button to view the family member details entered.

13.1.6 Nomination Details



Click on '**Nomination Details**' option.



A new screen will appear with various nomination categories.

Here how to add nomination details for **'Commutation Benefit'** is illustrated.

The process of adding nomination to remaining categories remains same.

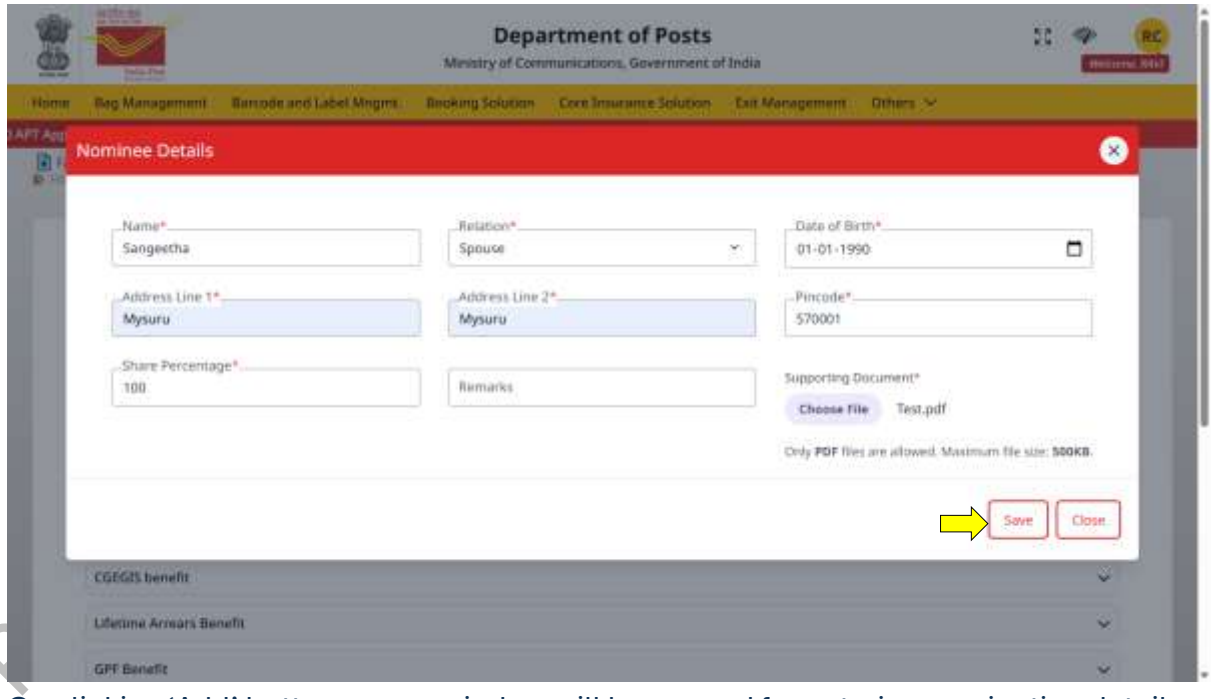
Click on 'Commutation Benefit'

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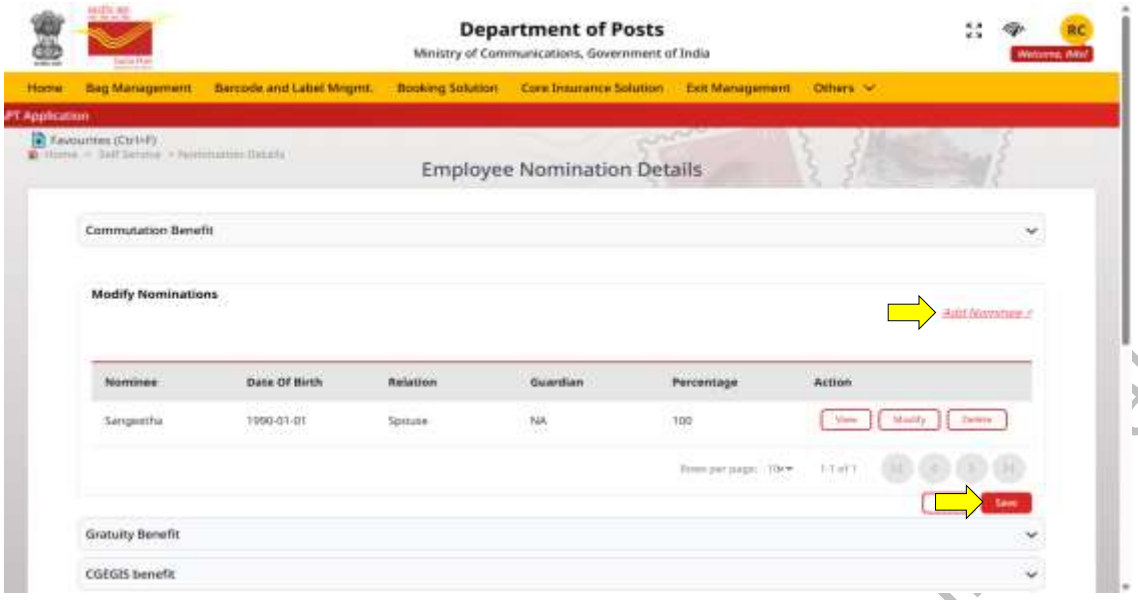


If Nomination details are not found, application will prompt the user to Add the Nomination details.

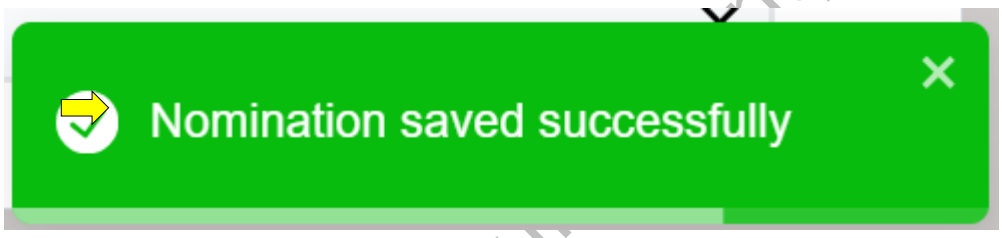
Click on 'Add' button.



On clicking 'Add' button, a new window will be opened for entering nomination details. Enter all the mandatory details and upload supporting document and then click on 'Save' button.

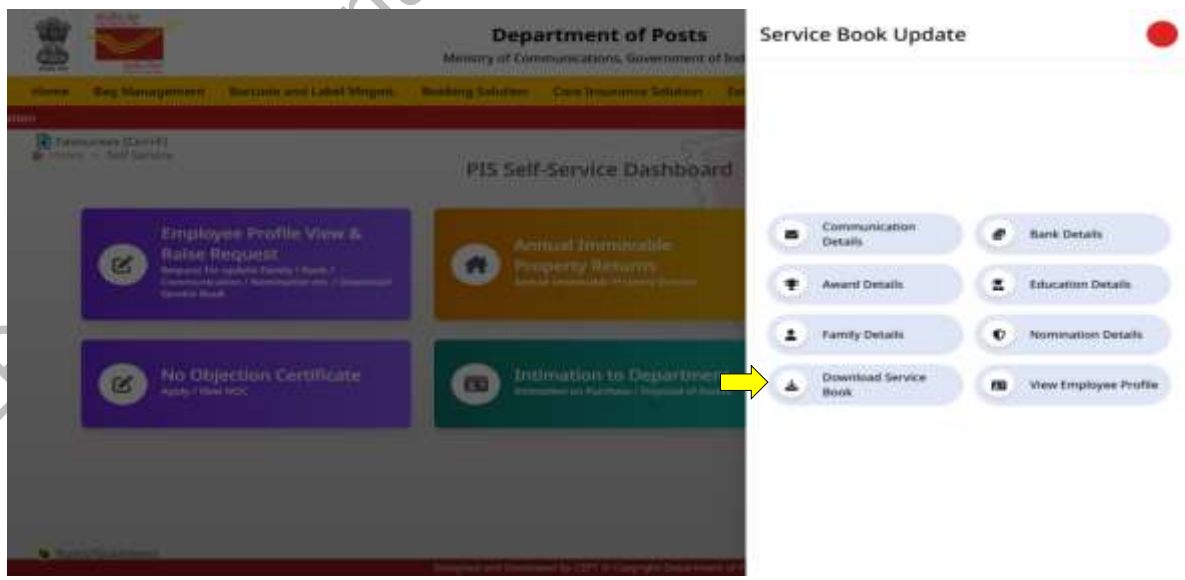


On clicking **Save**, a row will be created with entered data, click on '**View'** button to view , '**Modify'** button to Modify and '**Delete'** button to delete entered data.
More nominees can be added by clicking on **Add Nominee +** button.
Click on '**Save'** Button to save nomination details.

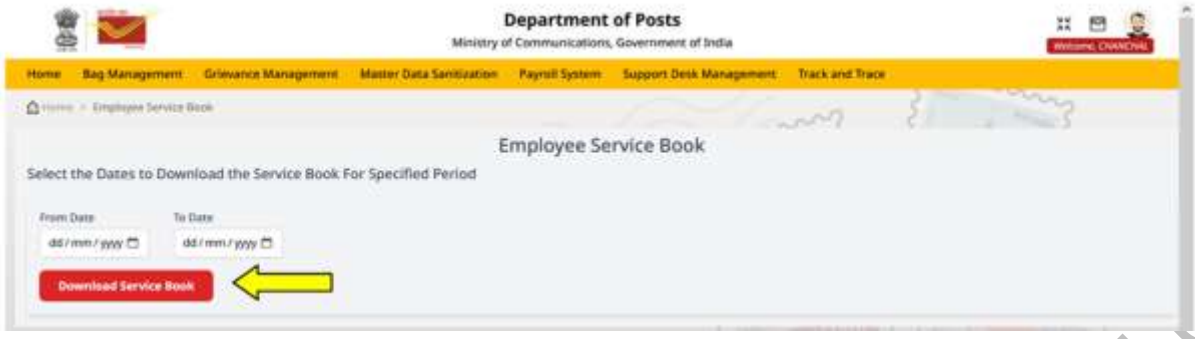


A success meassage will appear as shown above.
Same procedure will be followed for adding nomination to other categories.

13.1.7 Download Service Book

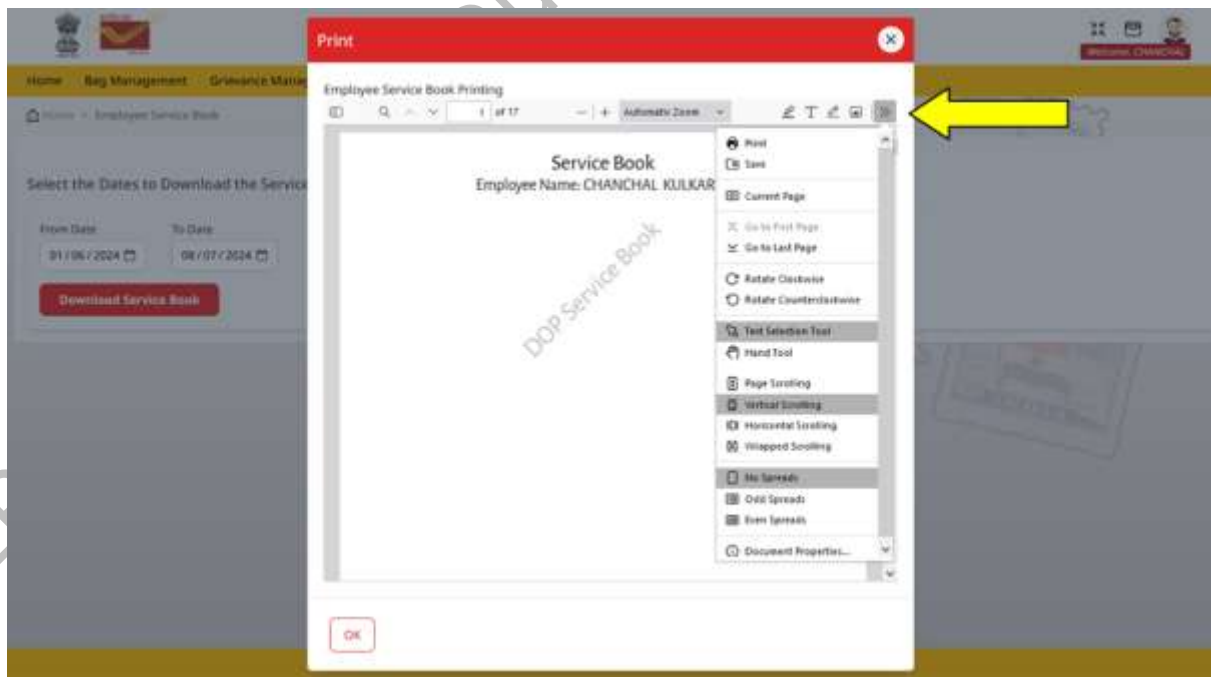


Click on '**Download Service Book**' option.



After clicking on '**Download Service Book**' option, page as shown above will appear provision of '**Download Service Book**' button is made available for the specified date. Select the From date and To date and Click on **Download Service Book** button.





After clicking on '**Download Service Book**' button, pop-up window will show service book of employee with tools to download and print it.

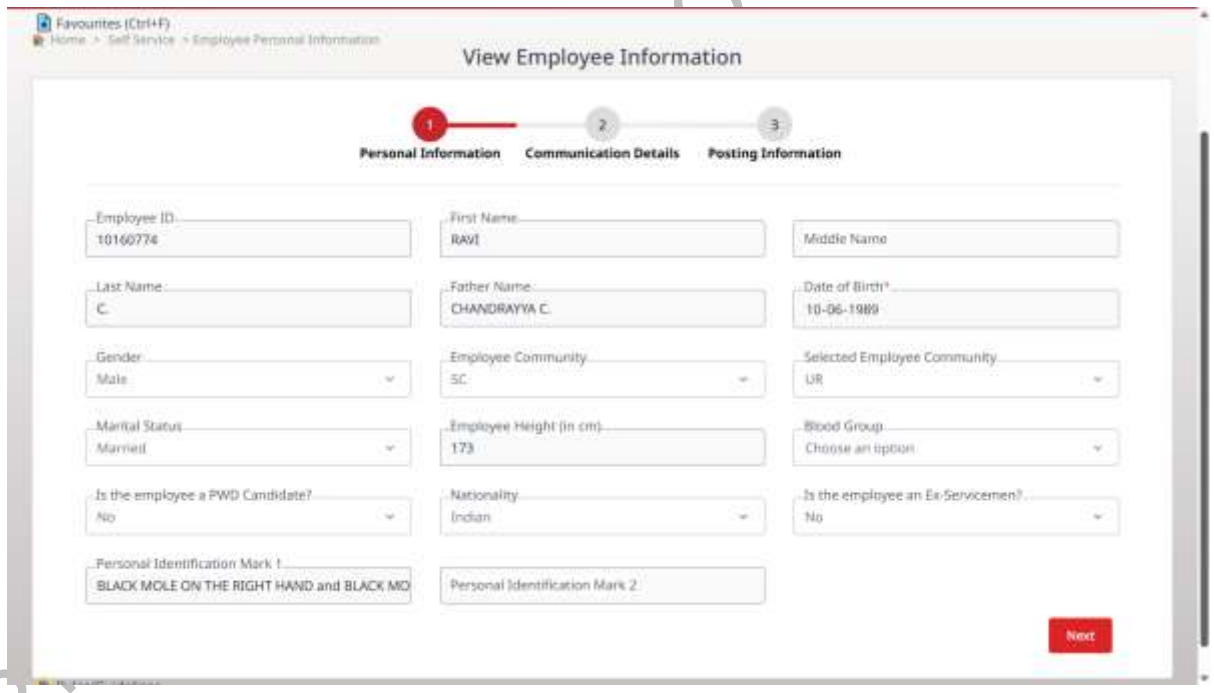
4.1.8 View Employee Profile



Click on 'View Employee Profile' option.

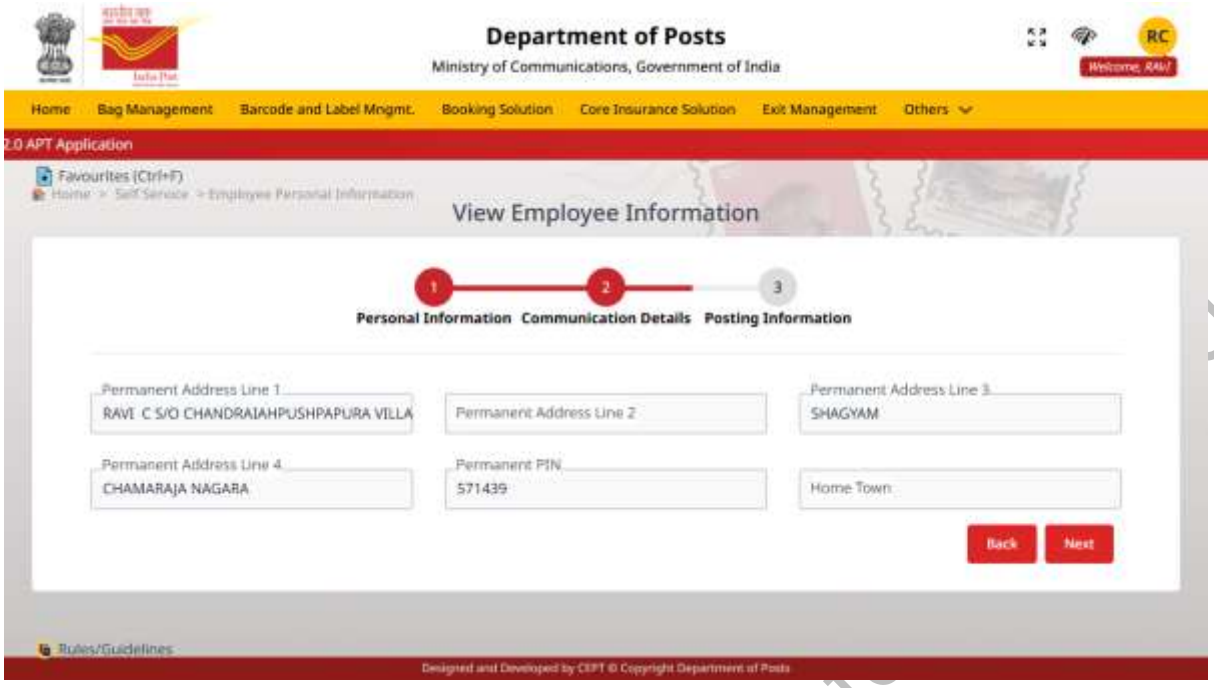
The 'View Employee Information' screen will be displayed where the Employee details will be displayed in three stages.

- Personal Information
- Communication Details
- Posting Information

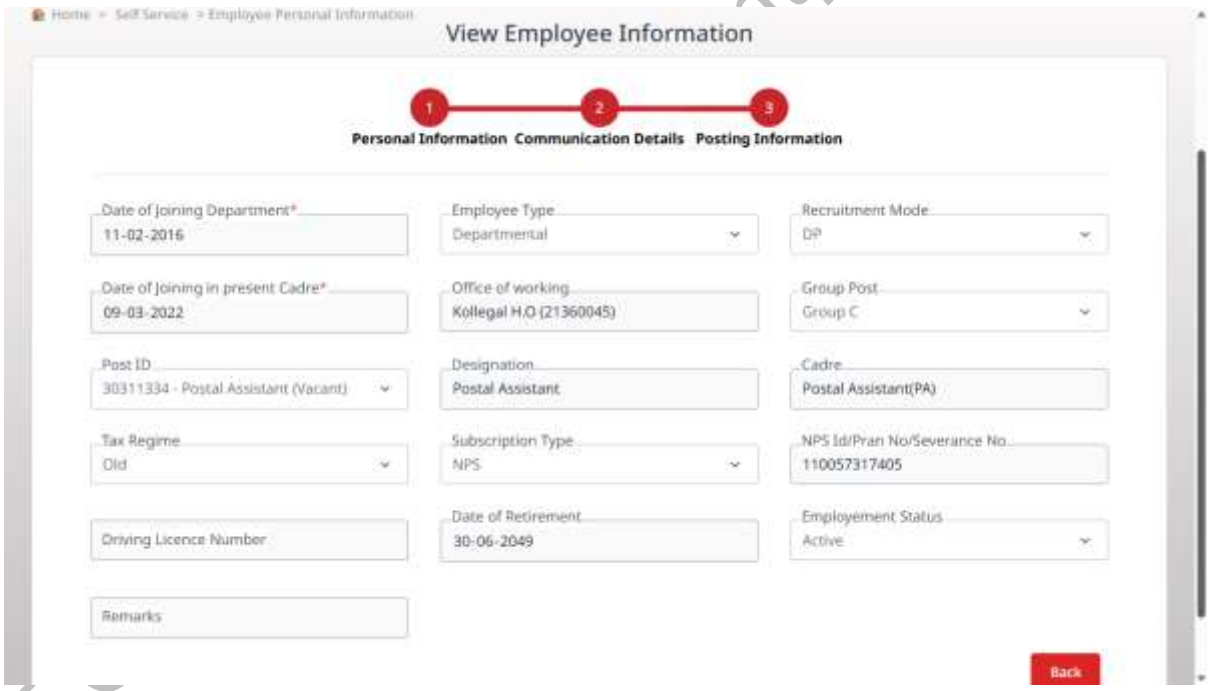


'Personal Information' tab display the details as shown above.

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'Communication details' will be displayed as shown above.



'Posting Information' of the employee will be displayed as shown above.

CEPT

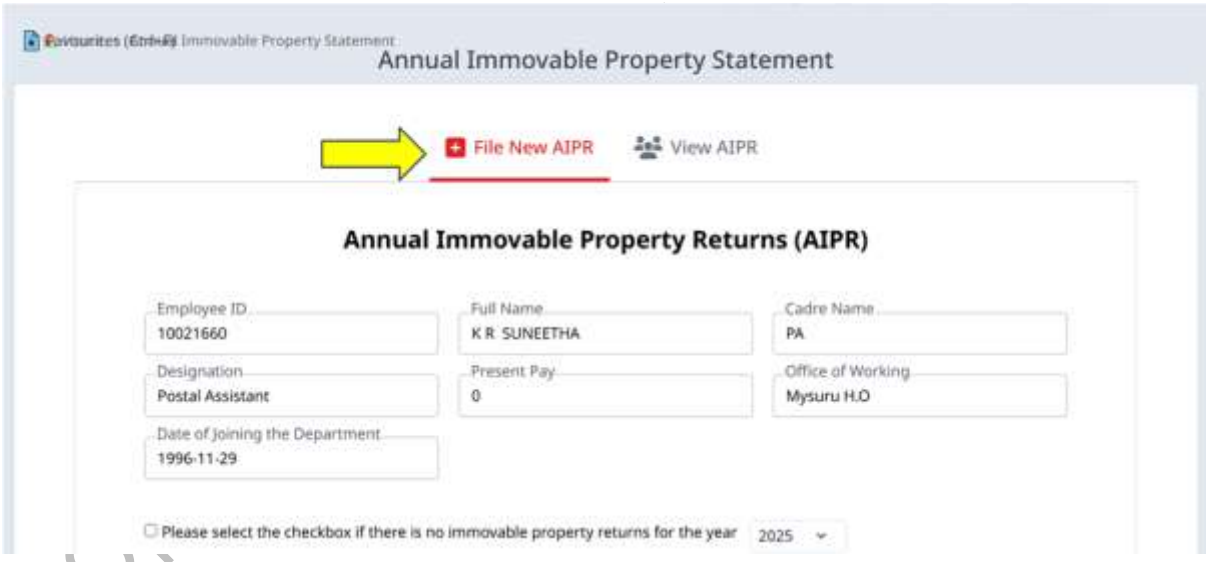
13.2 Annual Immovable Property Returns



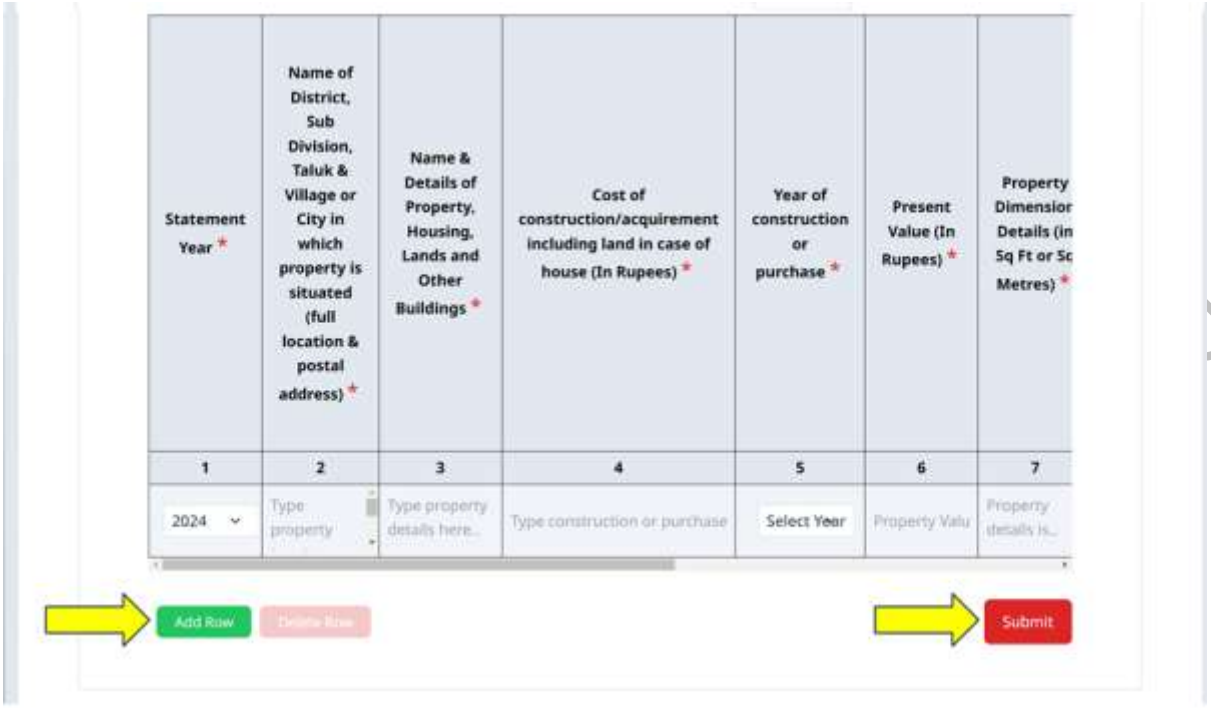
Click on '**Annual Immovable Property Returns**' sub card.

After clicking on '**Annual Immovable Property Returns**' sub card, page as shown above with 2 tabs, **'File New AIPR'** and **'View A IPR',** will appear.

13.2.1 File New AIPR

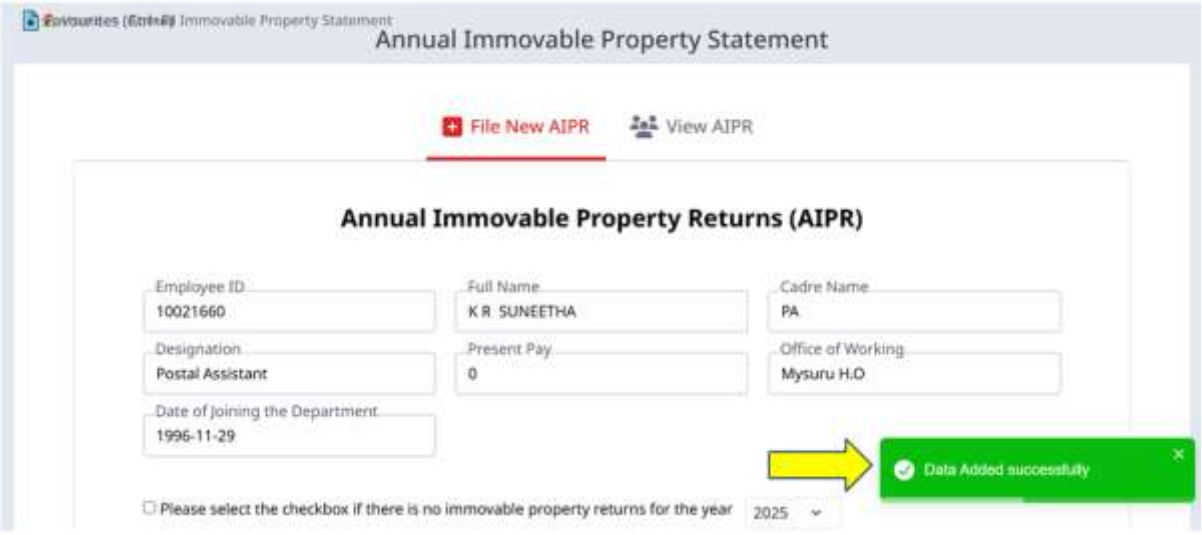


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Select the check box next to the **'Please select the checkbox if there is no immovable property returns for the year'** (by default this check box will be unchecked). Select the year from the drop down list, Enter address, Property Details, Type Construction or Purchase, select year of construction/ purchase from drop down, enter present value, enter property dimension, Property holder name, , Relationship with property holder, Acquisition method, Acquisition year, Annual Income, and Remarks

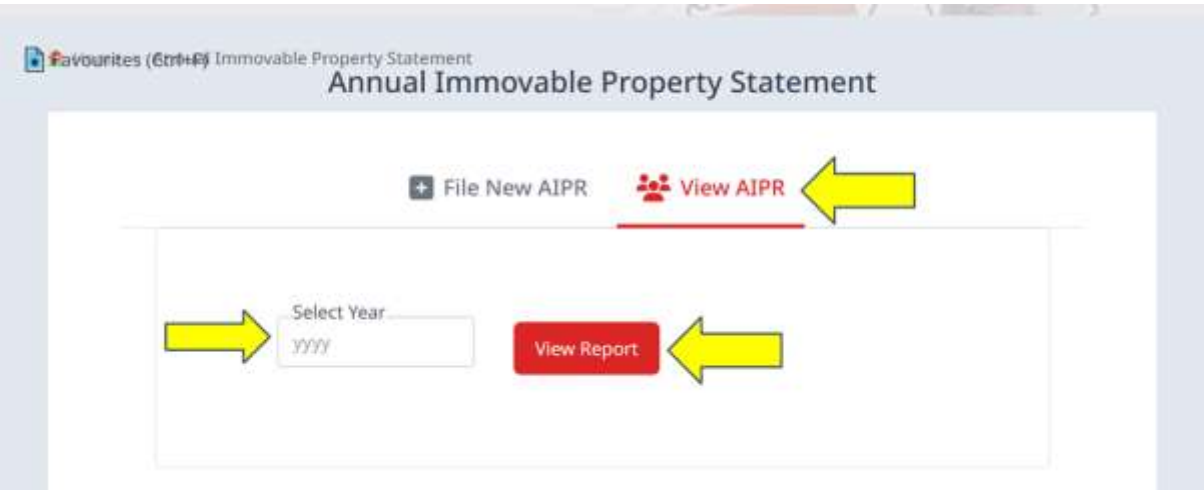
Click on **Add Row** button to add more rows, click on Delete Row button to delete rows. After entering all the details click on **Submit** button.



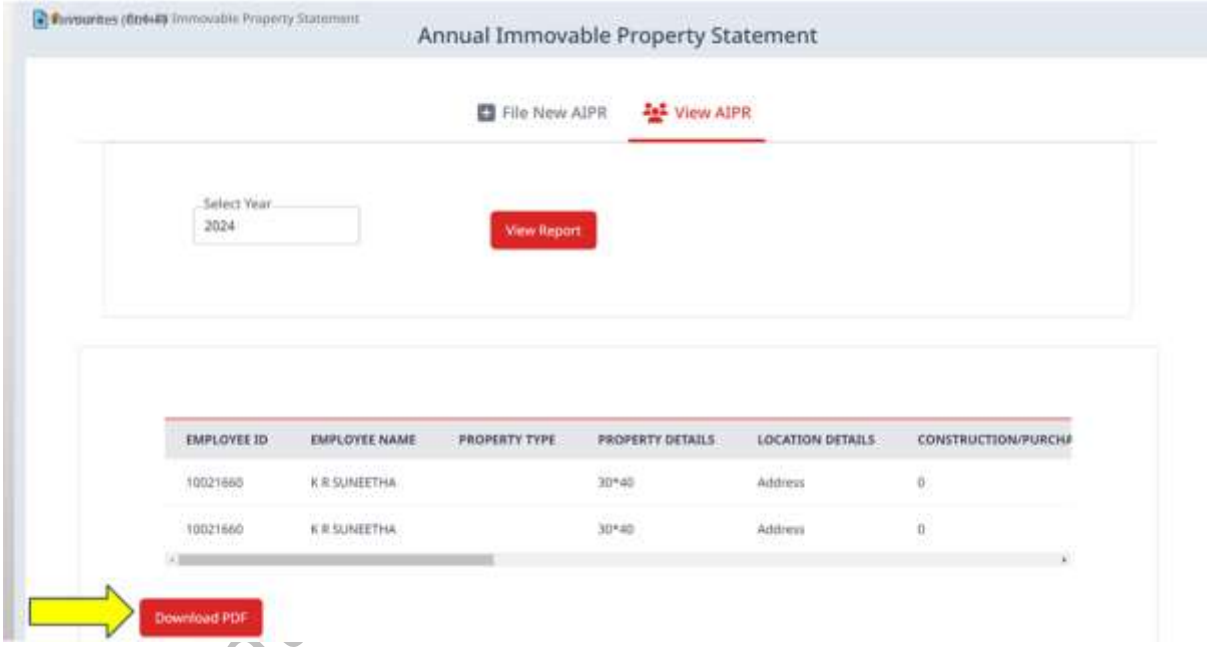
On clicking **Submit** button, a success message will appear with a message **'Data Added Successfully'.**

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13.2.2 View AIPR



Click on **'View AIPR'** tab to view approved AIPRs. Select the year, click on **View Report** button.



List of statements submitted and Approved will be fetched as shown. user can download these approved AIPR in PDF Format by clicking on **'Download PDF'** button.

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STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR: 2024 AS ON 01/01/2025

Employee ID: 10021660
Employee Name: K R SUNEETHA
Employee Cadre: Group C
Employee Designation: Postal Assistant
Office of Working: Mysuru H.O
Present Pay: 0
Date of Joining the Department: 29/11/1996

Name of the District, Subdivision, Taluk, and Village	Property Type (House, Plot, etc.)	Cost of Construction/Acquirement (')	Year of Construction or Purchase	Present Value (')	Property Dimensions (Sq Ft or Sq Metres)	Present Owner Name	Relationship with the Owner	Acquisition Method (Bought, Gifted, etc.)	Acquisition Year	Annual Income from Property (')	Remarks
Address		0	2024	1500000	30*40	Name	Relationship	Method	2024	100000	
Address		0	2024	1500000	30*40	Name	Relationship	Method	2024	100000	

Signature:

Designation:

Date: 28/02/2025

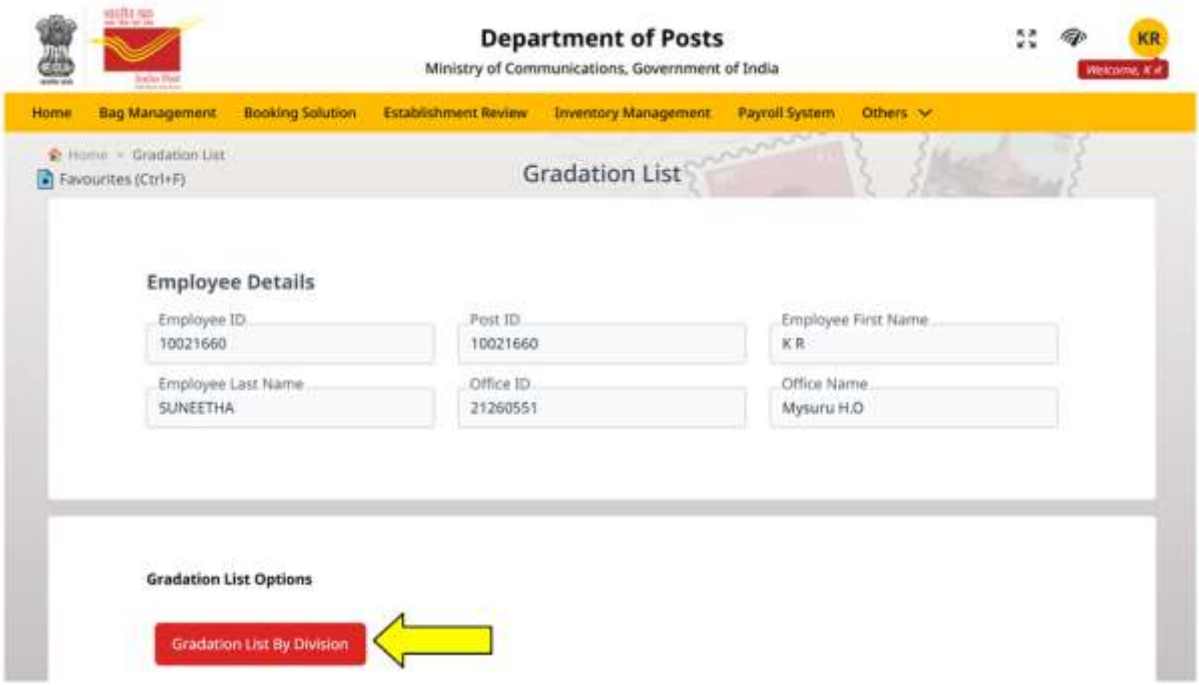
1. * Approximate value may be indicated if accurate assessment is not possible.
2. ** Includes short-term leases.
3. This form is to be submitted annually by Class I and II service members under Rule-15(3) of the CCS (Conduct) Rules.
4. Avoid using 'No Change' or 'As in previous year' and provide full details.

The downloaded PDF will appear as shown above.

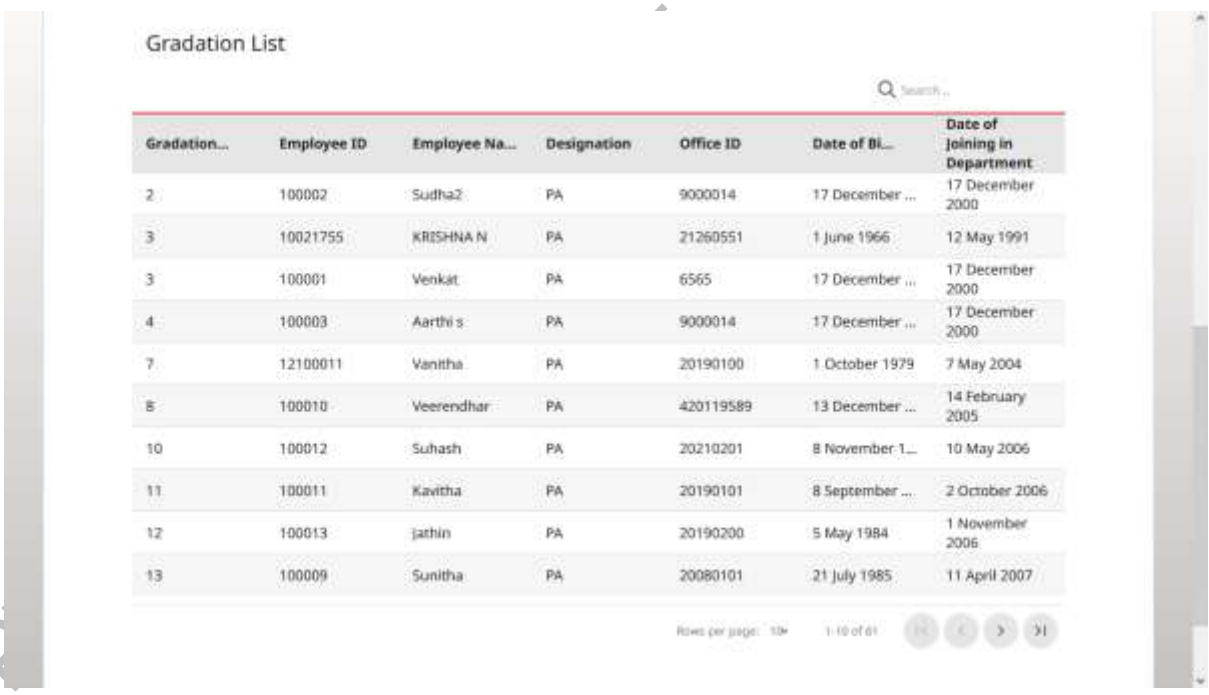
13.3 Gradation List



Click on '**Gradation List**' sub card.

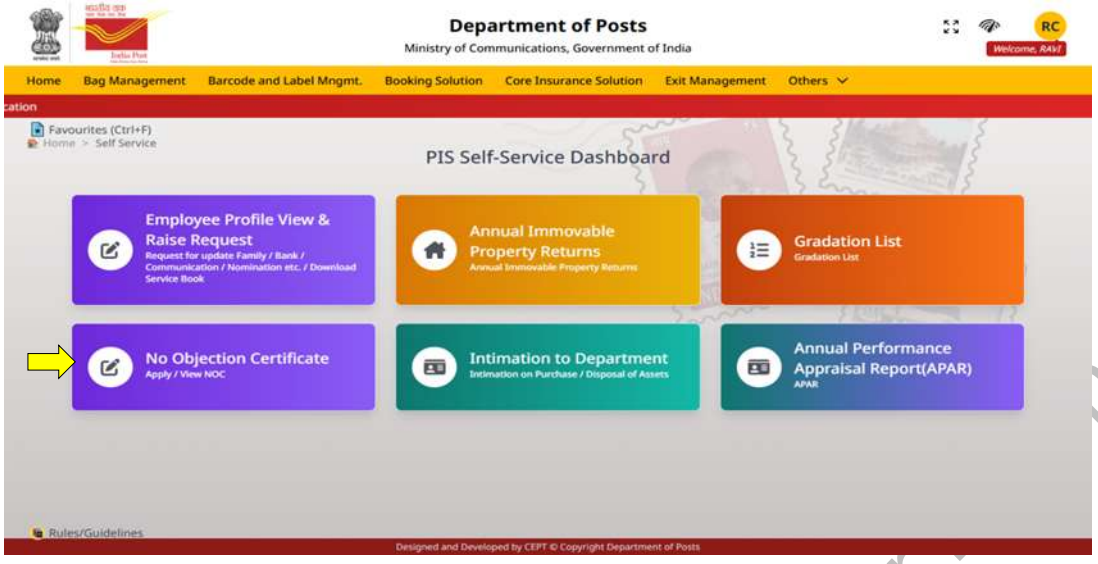


After clicking on '**Gradation List**' sub card, page shown above will appear with the '**Gradation List by Division**' button.



Clicking on **Gradation List by Division** button, gradation list will be shown as above.

13.4 No Objection Certificate

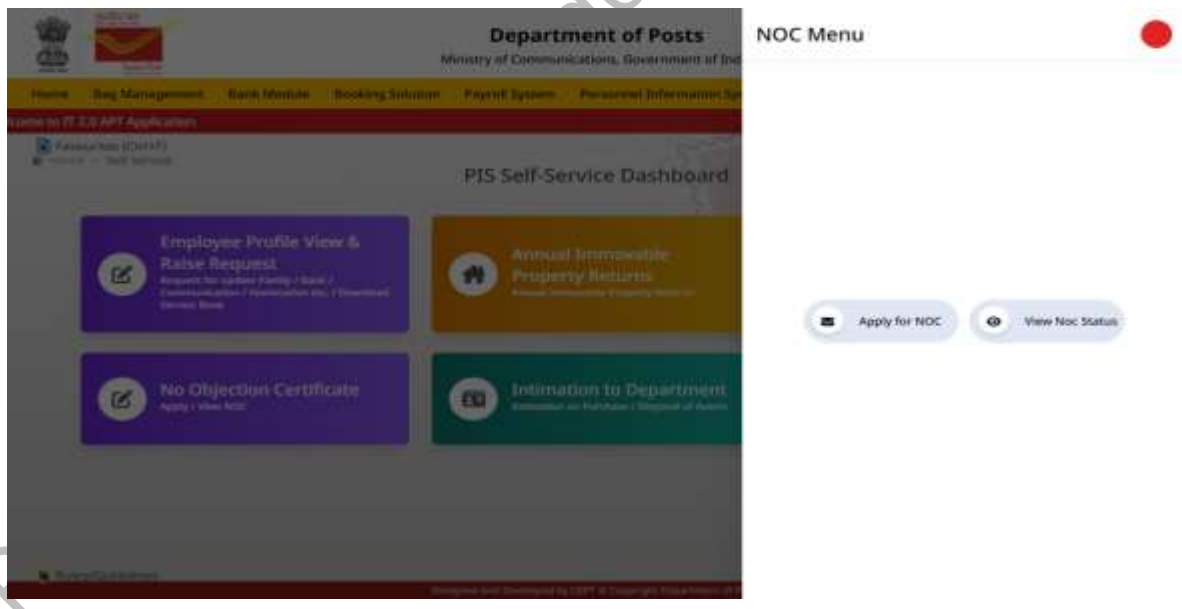


This option is used to apply for 'No objection certificate' for following reasons.

- Passport/Visa to go abroad
- NOC for appearing in Examinations and
- Renewal/Application of Passport.

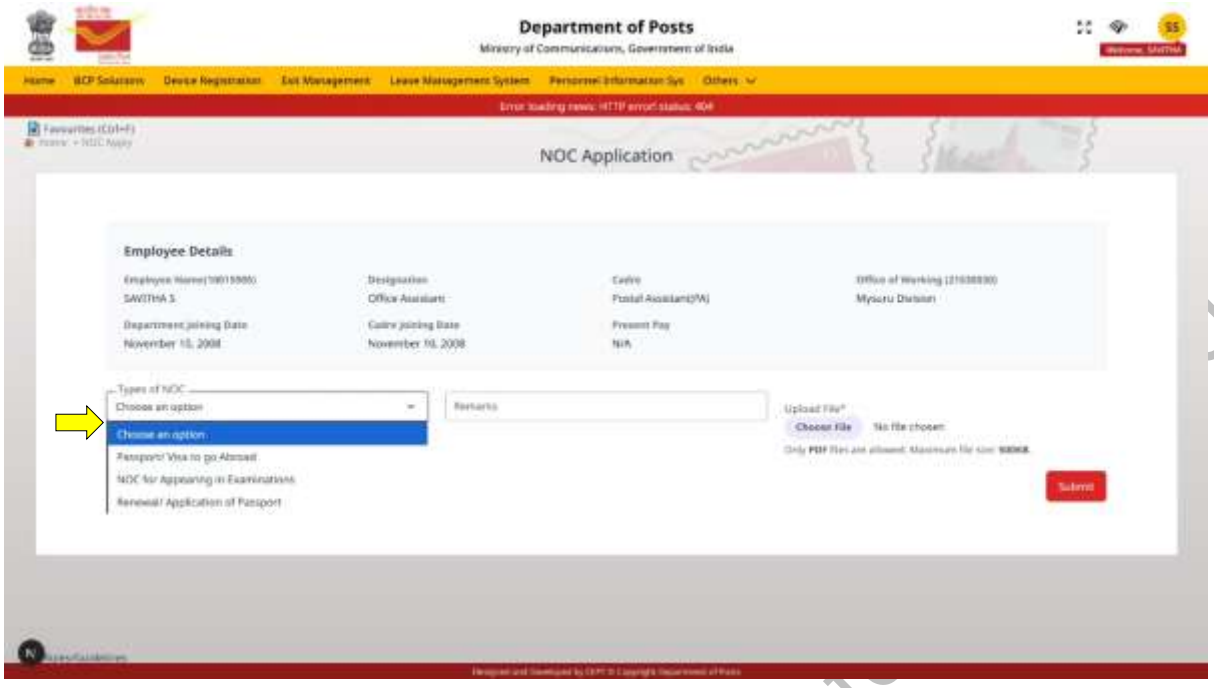
13.4.1 Apply for NOC

13.4.1.1 Apply NOC for Passport/Visa to go abroad.



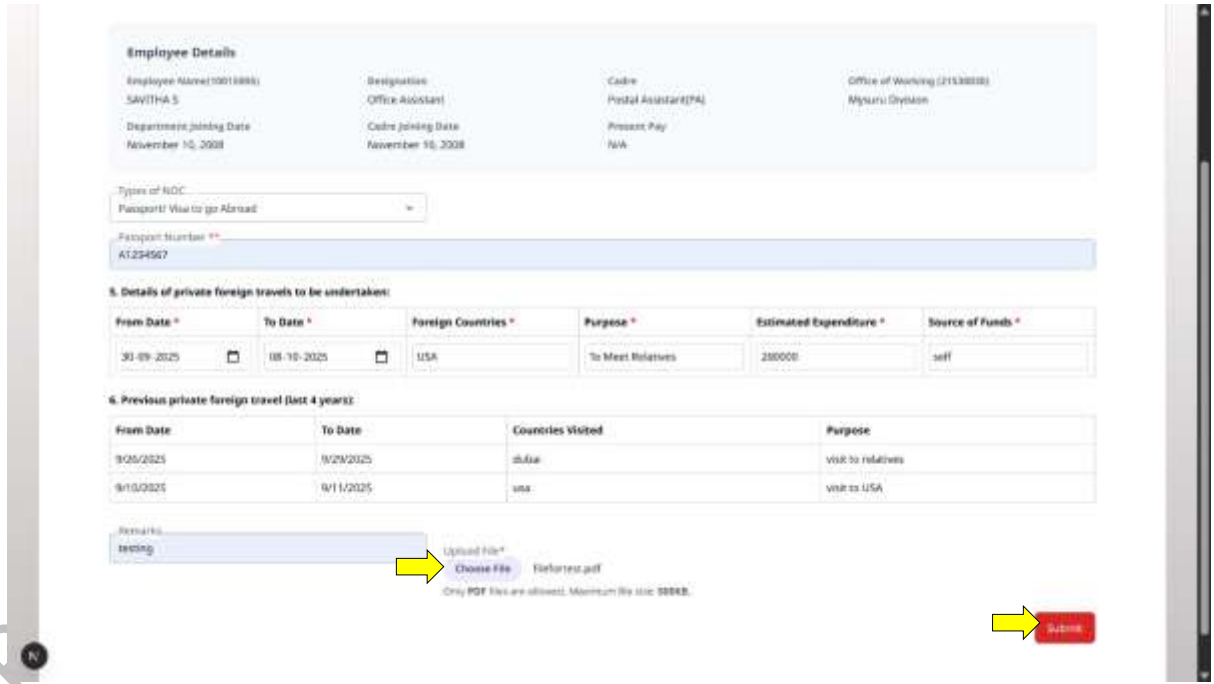
Click on 'Apply for NOC' option available.

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On clicking Apply for NOC, **'NOC Application'** page will be opened.

Select Type of NOC as **'Passport/Visa to go Abroad'.**



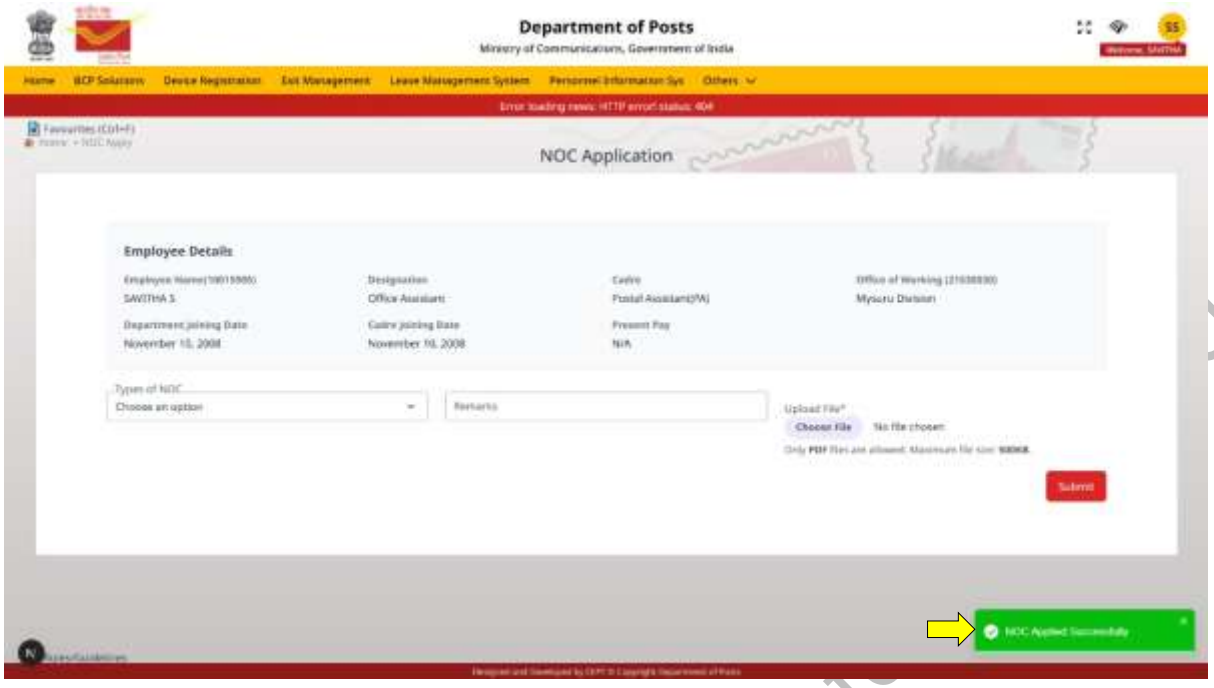
Enter Passport Number.

Enter the details of private foreign travels to be undertaken such as From date, To date, Foreign Countries, Purpose, Estimated Expenditure and Source of Funds in Para no.5.

Previous private foreign travel details of last 4 years displayed in Para no.6.

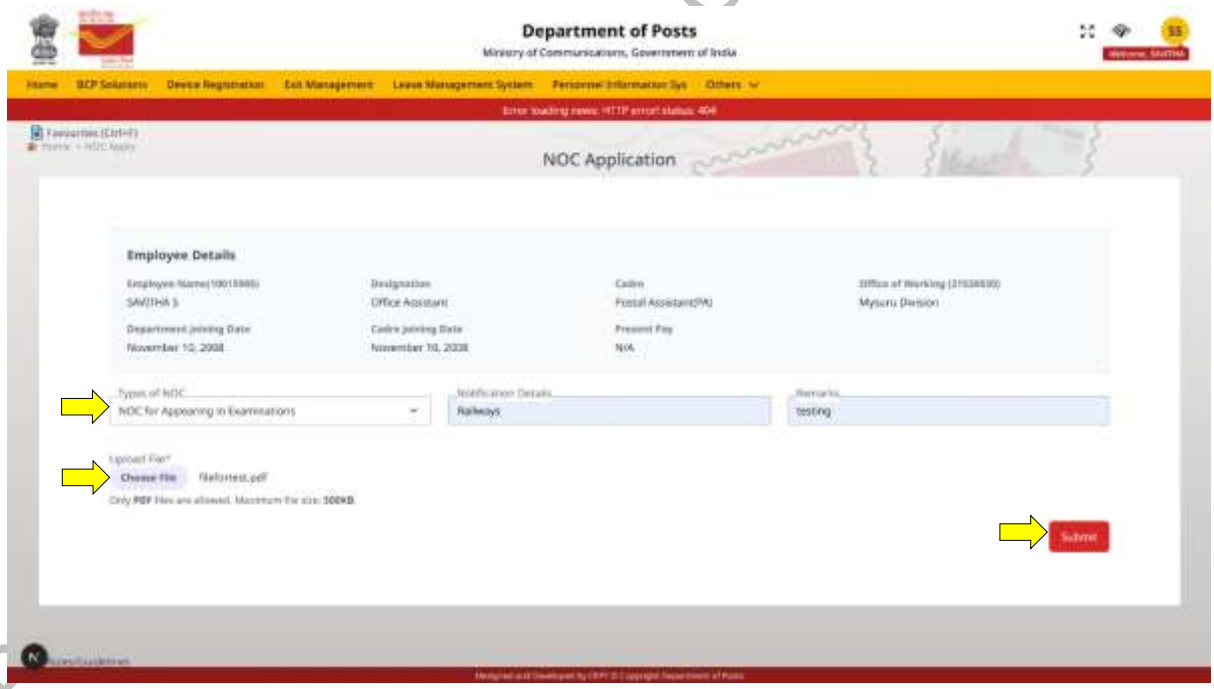
'Upload' the required documents in 'PDF format' and click on 'Submit' button.

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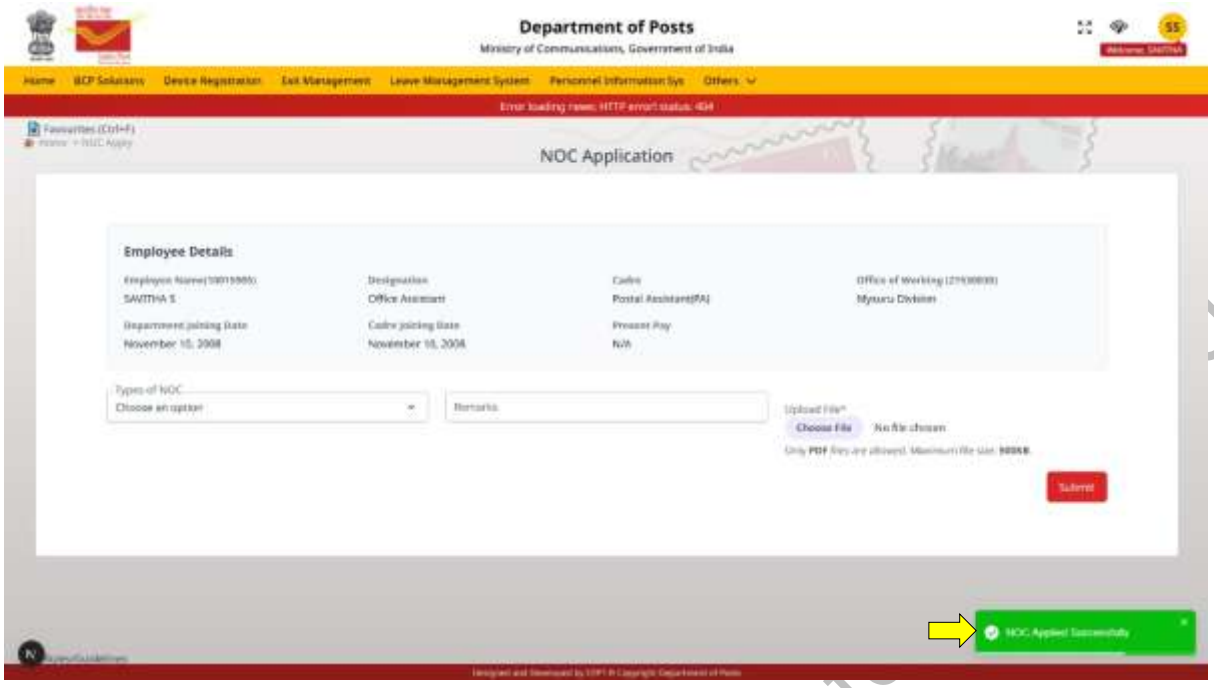
On click of submit button, 'NOC Applied Successfully' message will be displayed.

13.4.1.2Apply NOC for Appearing in Examination



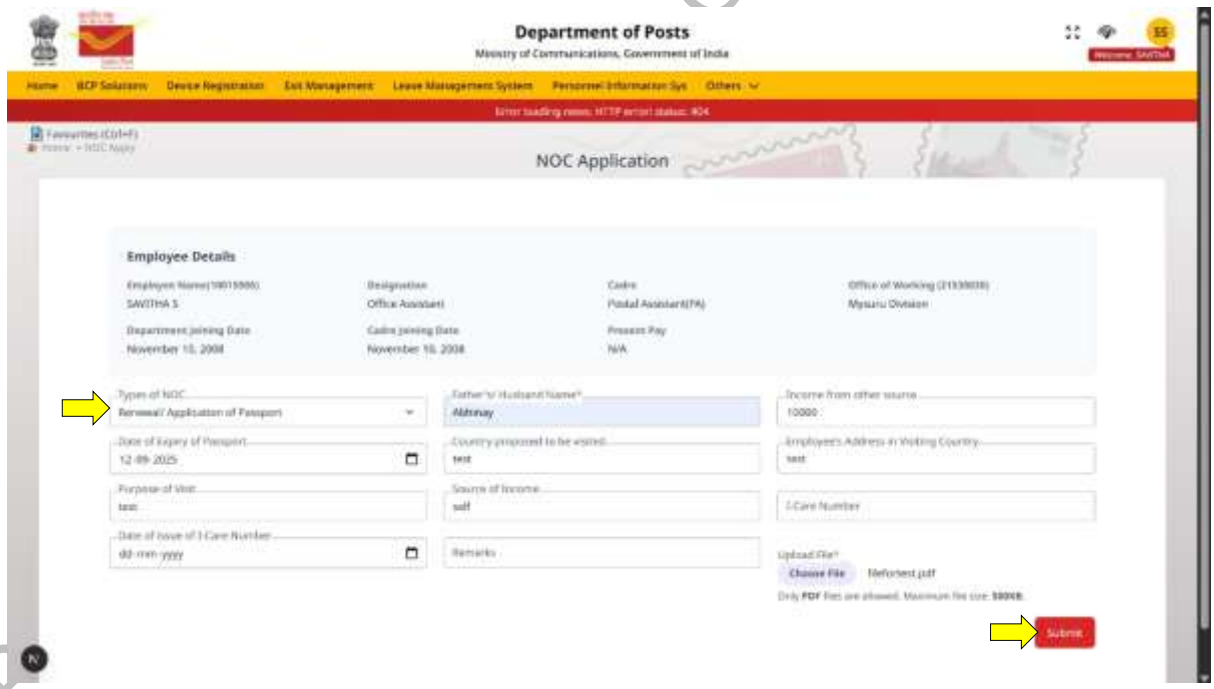
Select Type of NOC as 'NOC for Appearing in Examinations',
Enter the notification details and Remarks.
Upload the required file for issuing NOC and click on submit button.

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On click of submit button, '**NOC Applied Successfully**' message will be displayed.

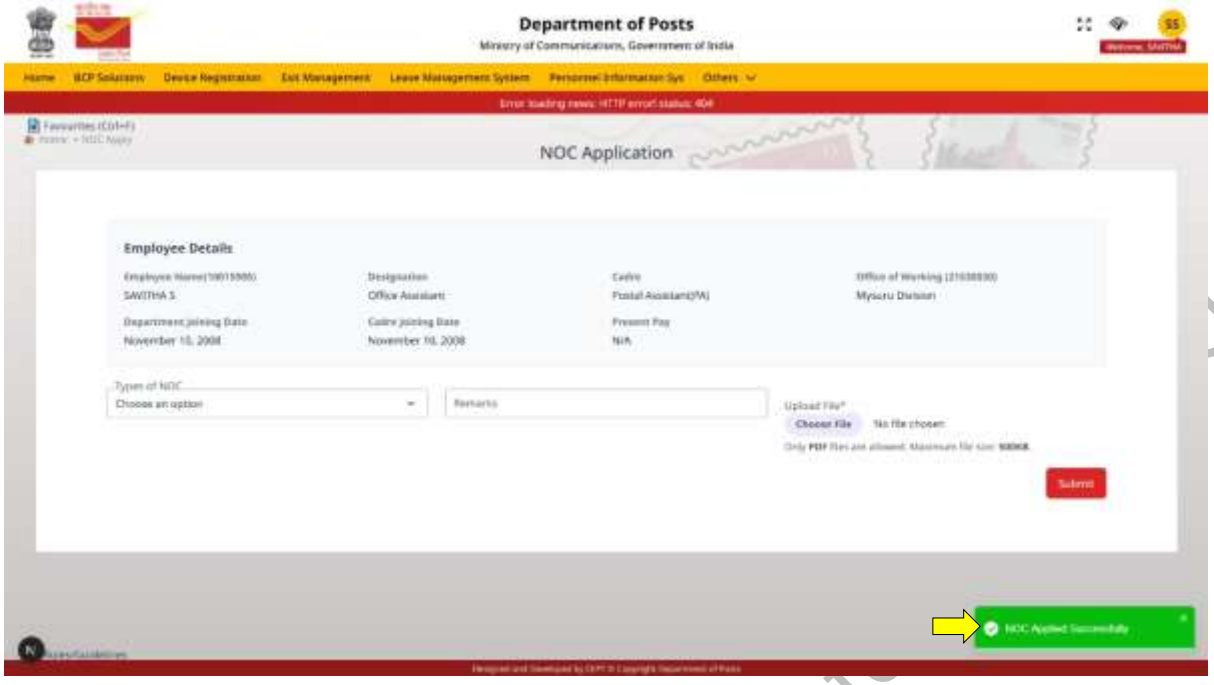
13.4.1.3Apply NOC for Renewal/Application of Passport.



Select NOC type as 'Renewal/Application of Passport'.

Enter all mandatory fields and upload the required document in PDF format for issuing NOC and click on Submit button.

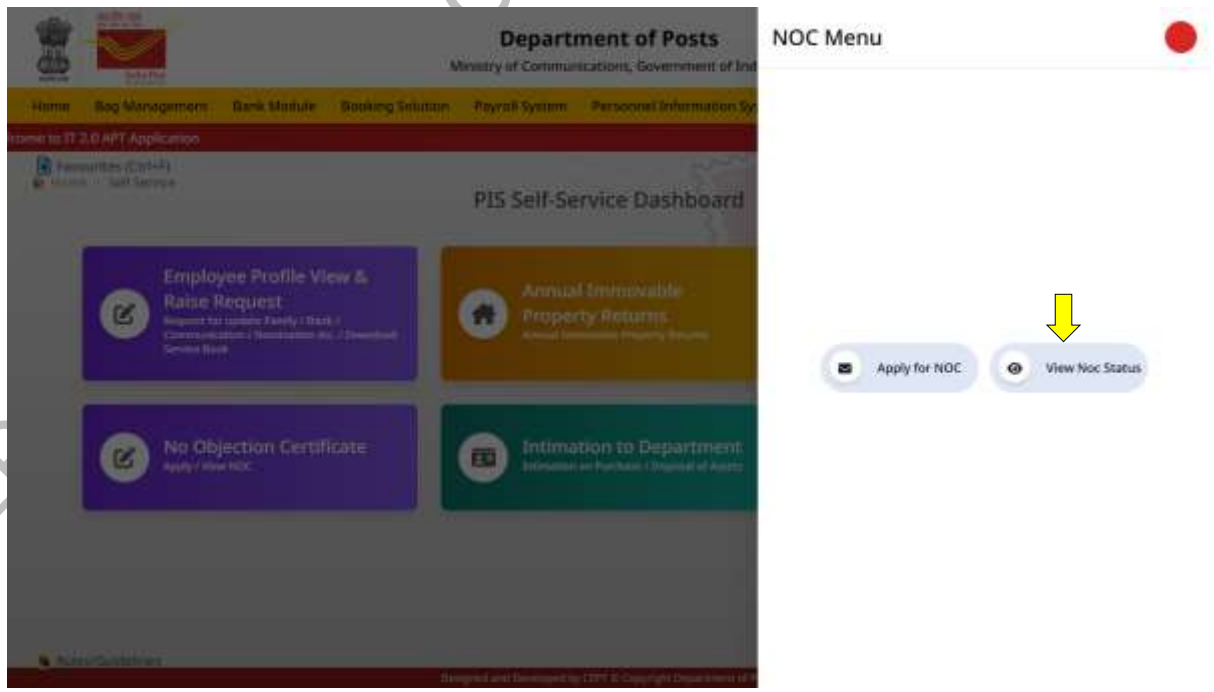
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On click of submit button, '**NOC Applied Successfully**' message will be displayed.

13.4.2 View NOC Status

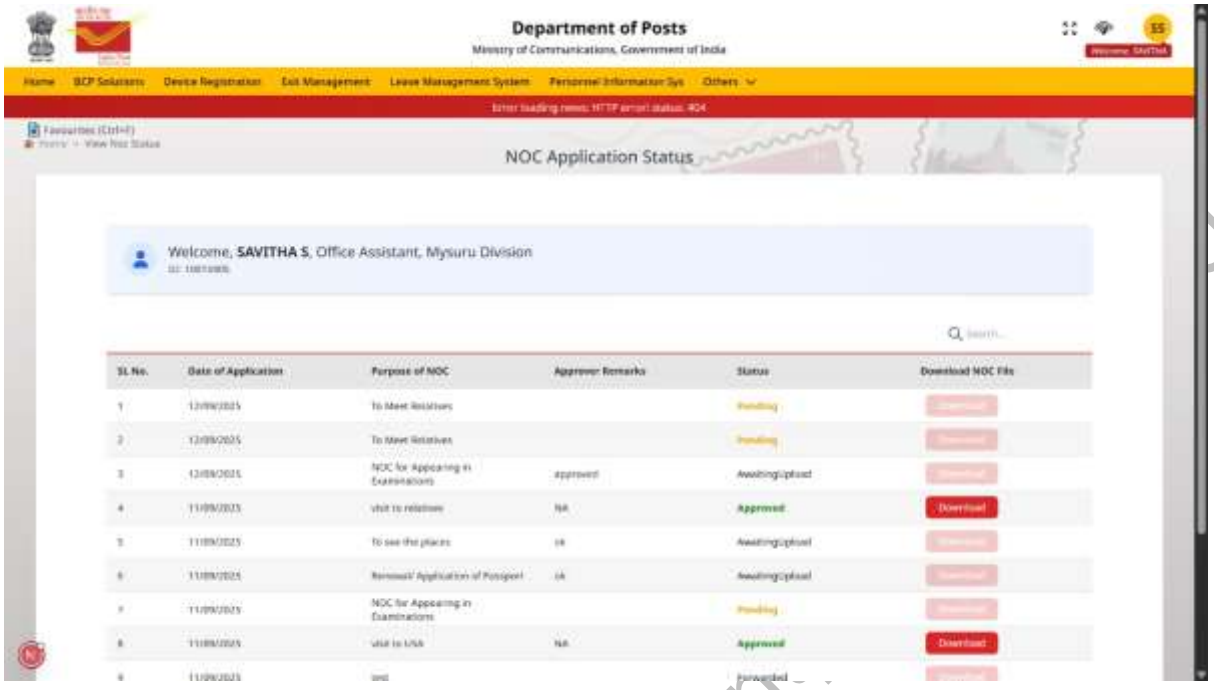
In this option status of NOC can be viewed.



Click on '**View NOC Status' option.**

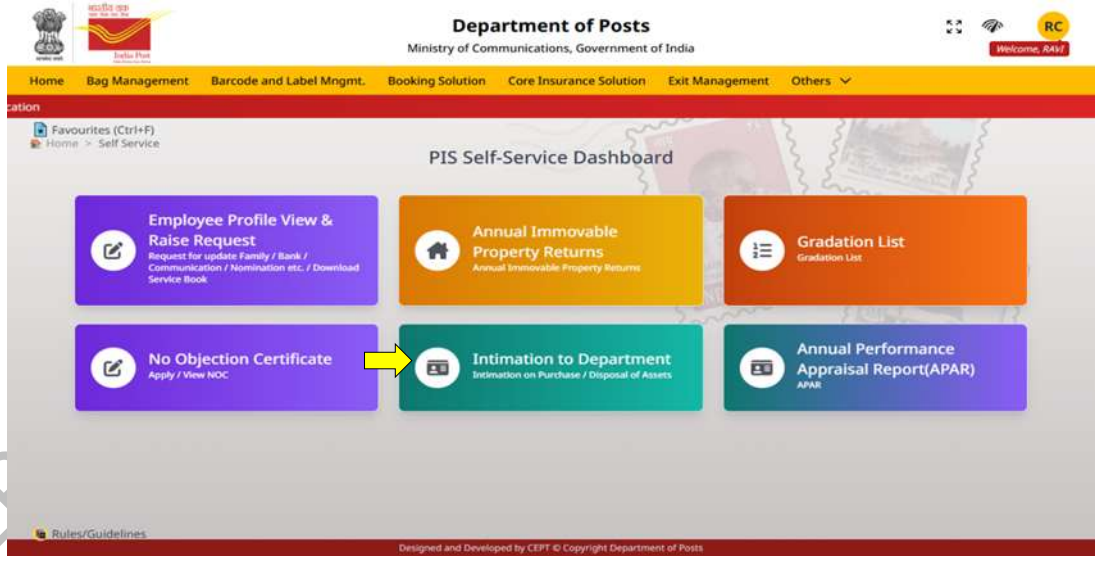
On clicking NOC Application Status Page will be opened.

Here various statuses of NOC applied will be displayed.

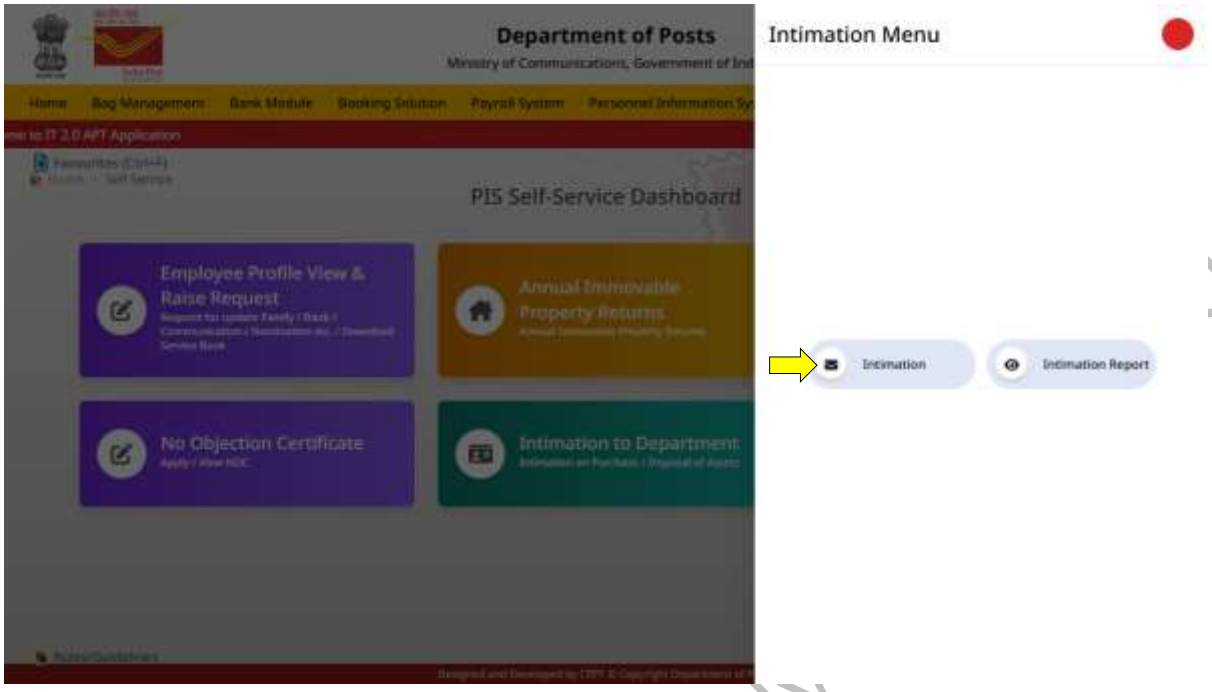


13.5 Intimation to Department

In this option any Purchase/Disposal of the property by the employee can be intimated to the department.

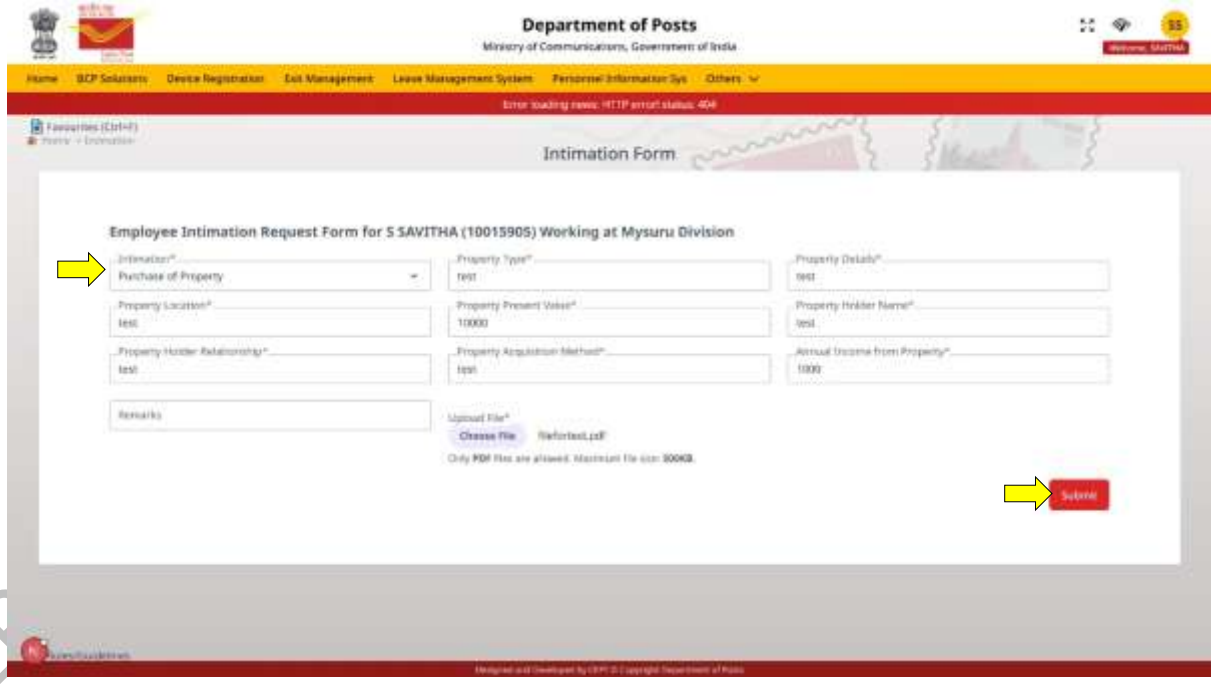


13.5.1 Intimation

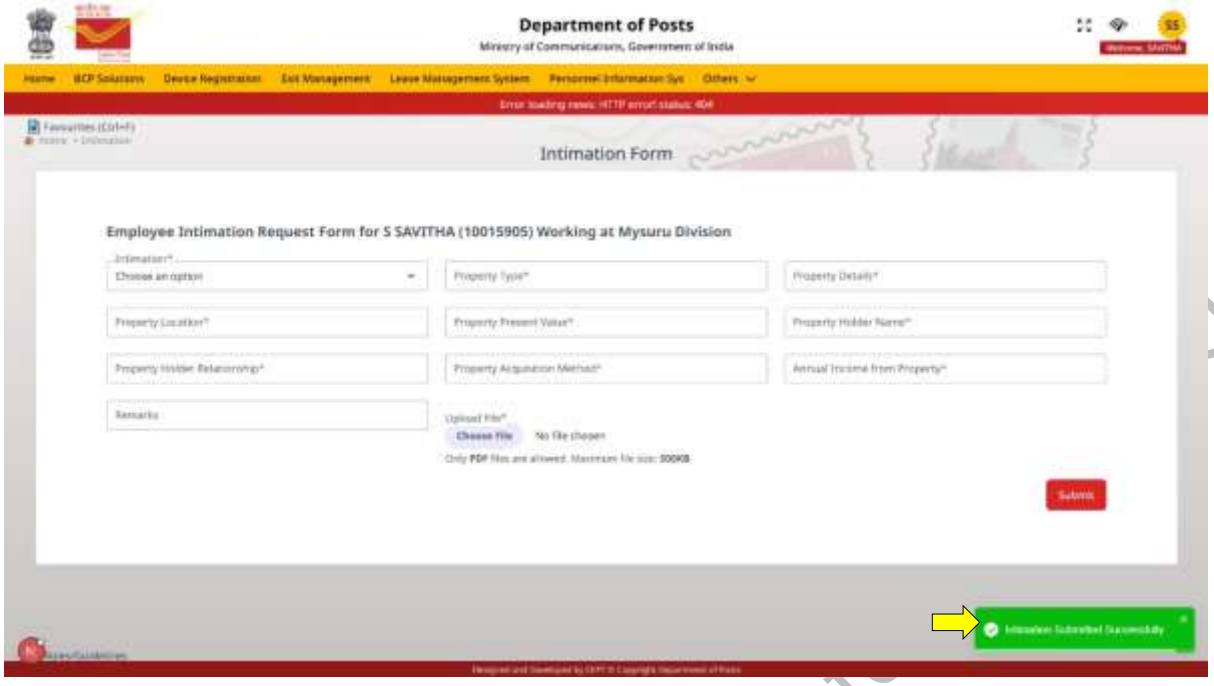


Click on **Intimation** option.

13.5.1.1 Purchase of Property

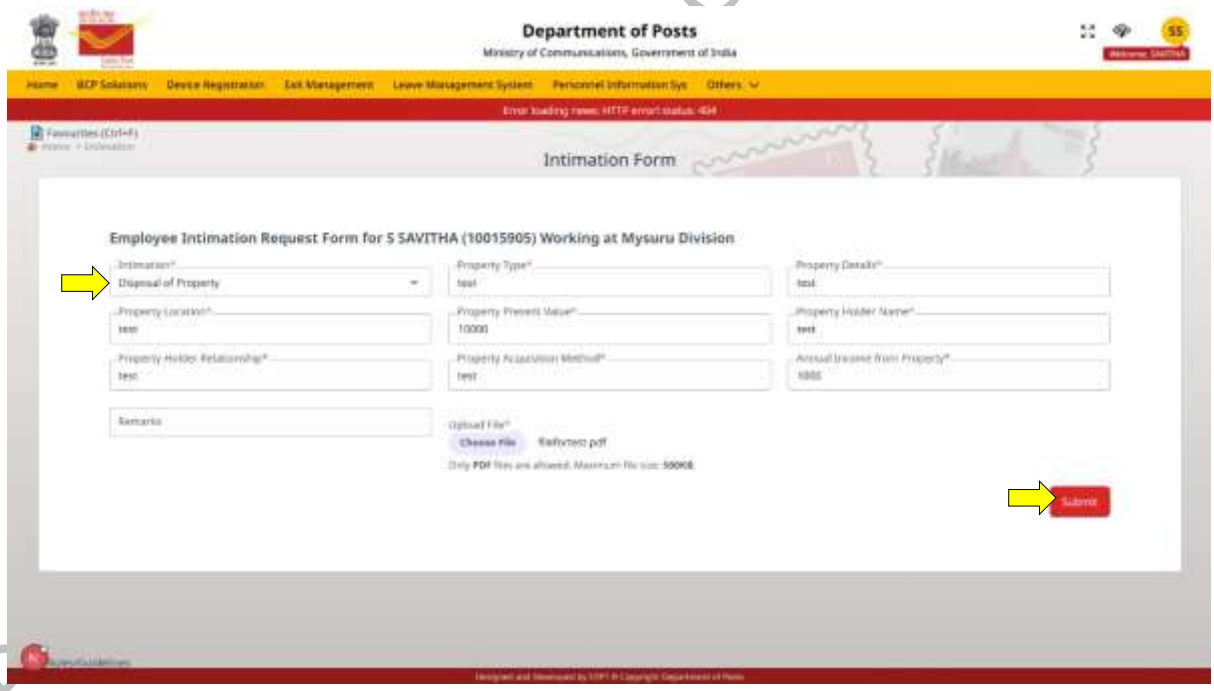


Select Intimation as 'Purchase of Property', and enter all mandatory fields available in the form and upload the document in PDF Format and click on Submit button.



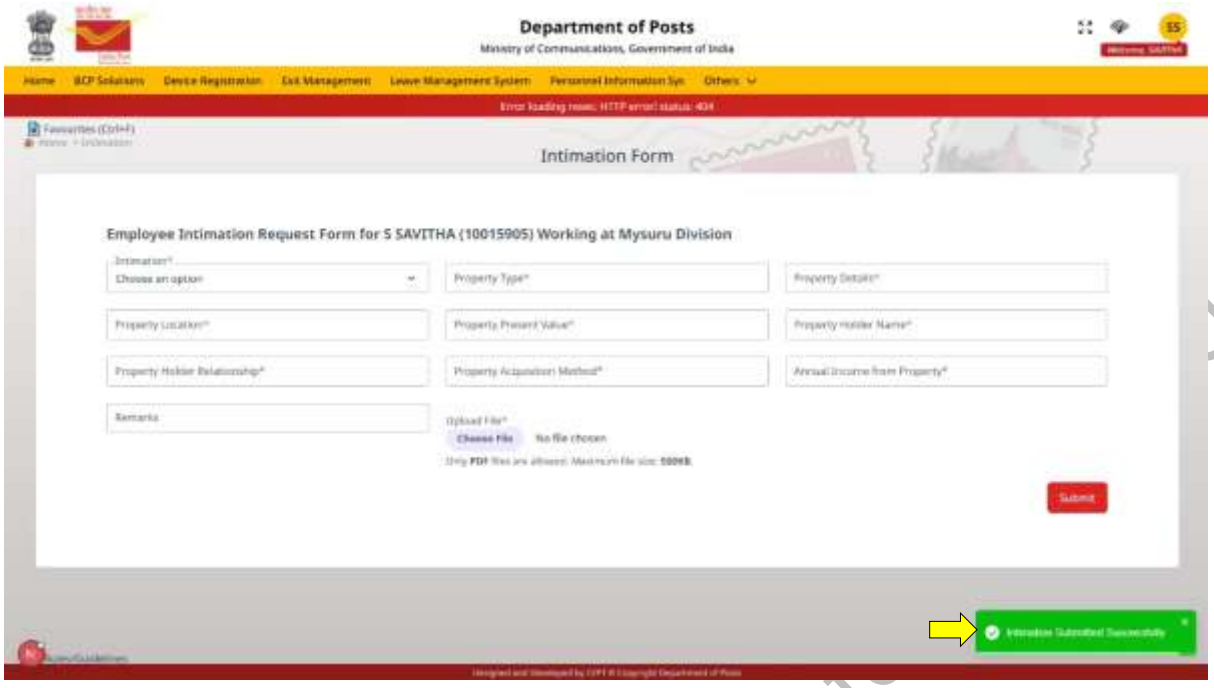
On click of Submit button, '**Intimation submitted successfully**' Message will be displayed.

13.5.1.2 Intimation of Disposal of Property.



Select Intimation as 'Disposal of Property', and enter all mandatory fields available in the form and upload the document in PDF Format and click on Submit button.

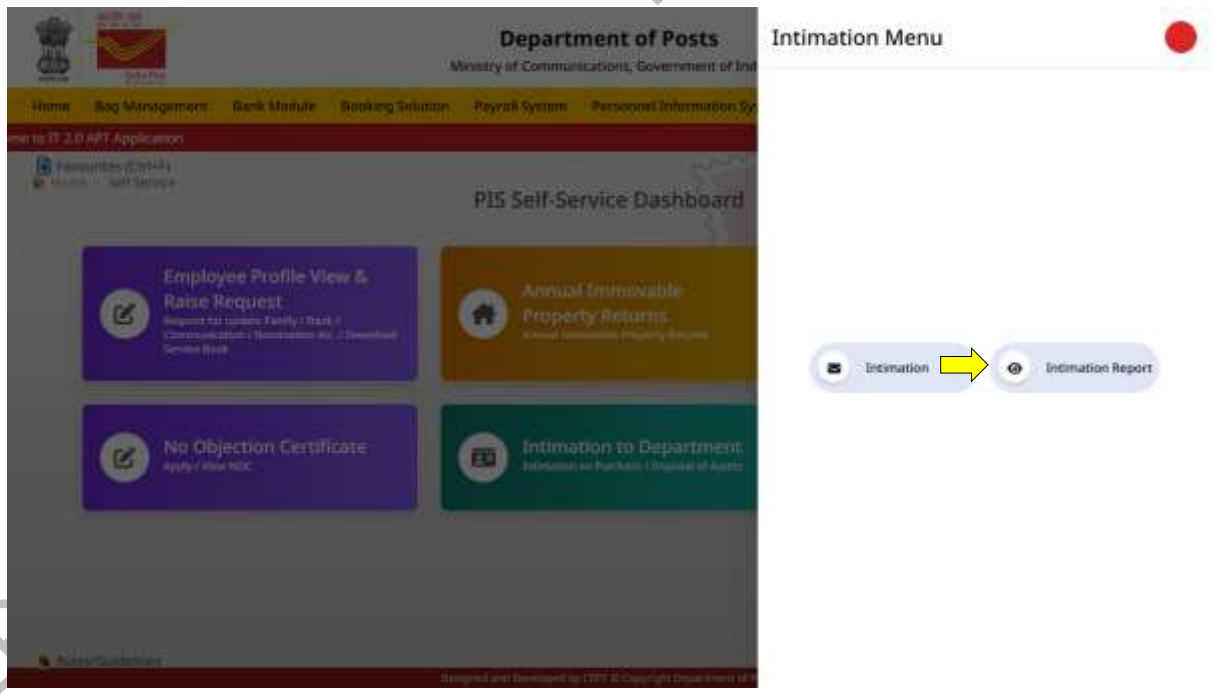
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On click of Submit button, '**Intimation submitted successfully**' Message will be displayed.

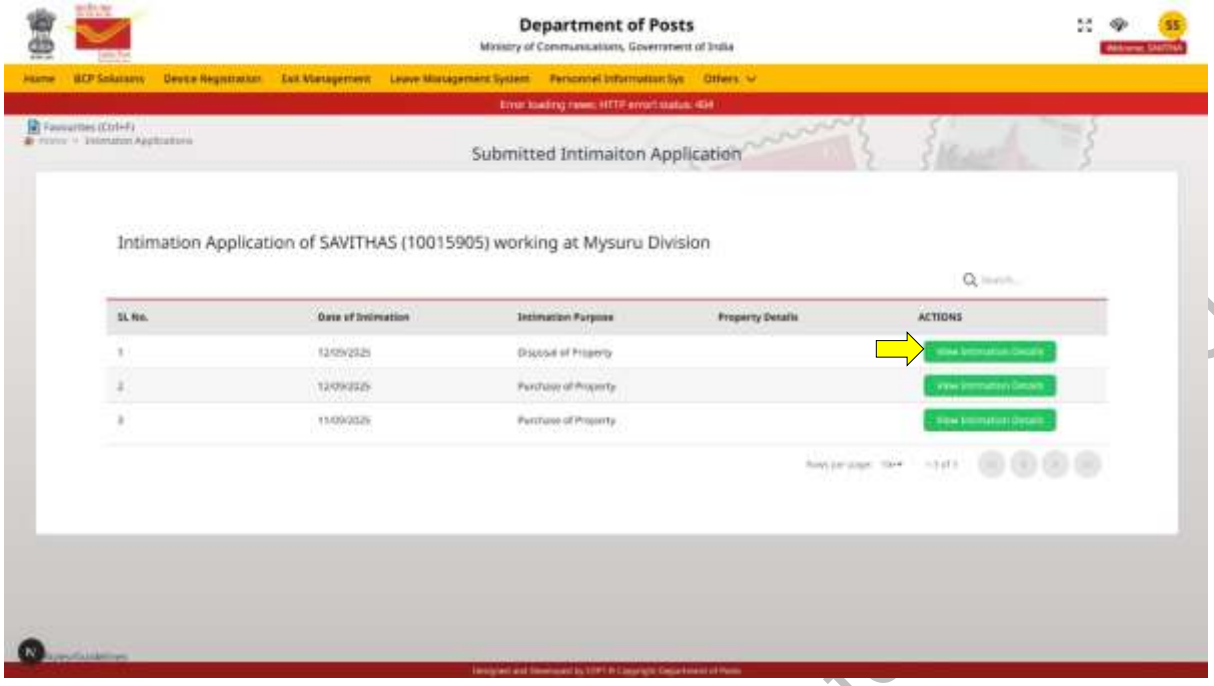
13.5.2 Intimation Report

In this option 'status of intimation' can be viewed.

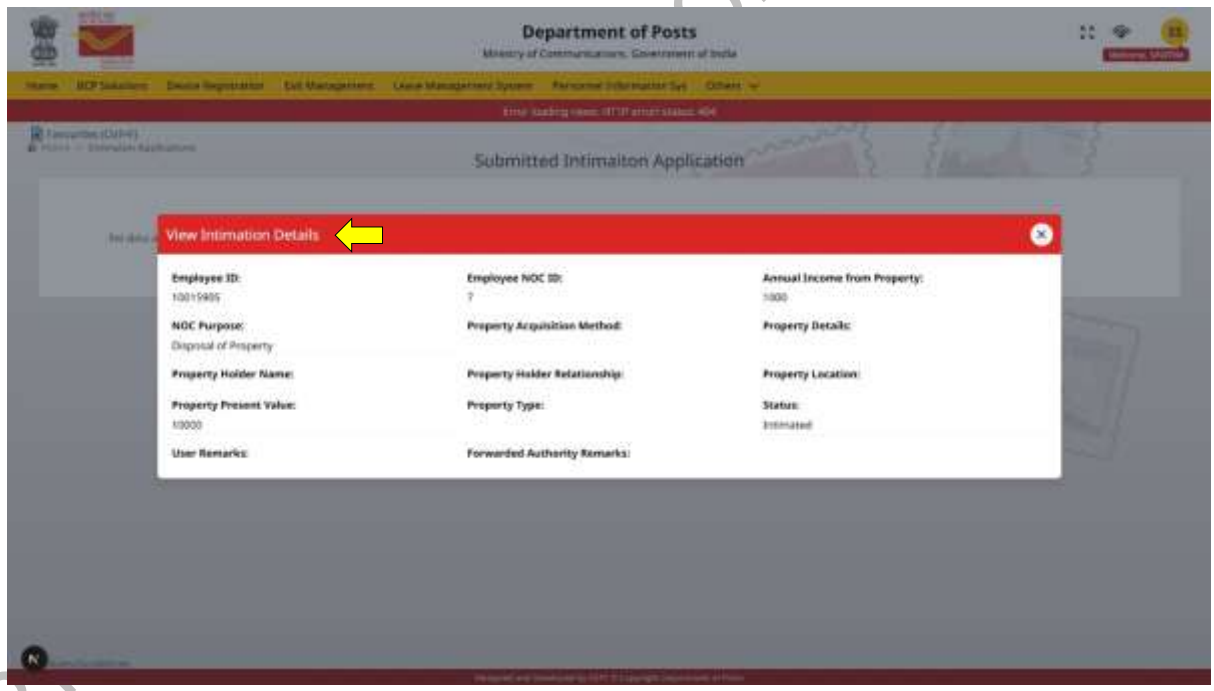


Click on 'Intimation Report' option.

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On clicking, 'Submitted Intimation Application' page will be opened.
Click on 'View Intimation Details' Option available under the heading '**Actions'.**



On clicking on 'View Intimation Details', intimation status will be displayed as above.

14 Personnel Information System(Admin)

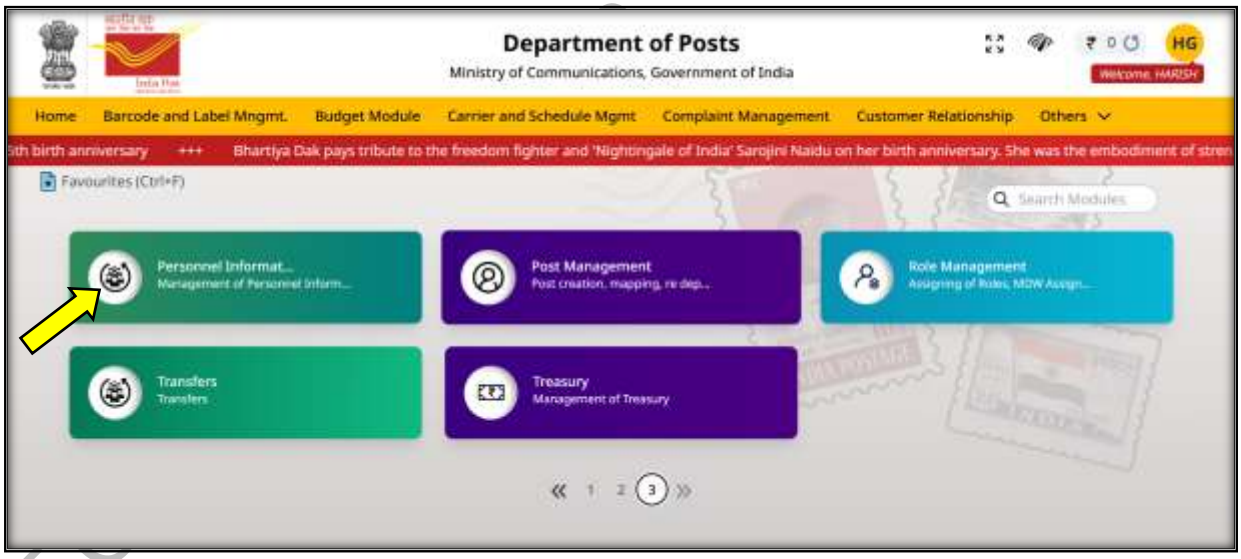
The Personnel Information System (PIS) is a module within the Employee Self-Service (ESS) portal that allows employees to update and manage their personal information,

such as address, family details, nominations, bank details, awards, and educational qualifications. Employees can submit service requests for modifications, which then require approval.

Role of the Approver in PIS:

Approver plays a key role in approving various service requests submitted by employees through the Personnel Information System.

1. Approving Employee Requests:
    - ❖ Address, family, nomination, and communication details.
    - ❖ Bank detail modifications.
    - ❖ Award and education details.
    - ❖ Annual Immovable Property Returns (AIPR) submissions.
2. Monitoring AIPR Submissions:
    - ❖ Viewing pending approvals.
    - ❖ Checking submitted and non-submitted reports.
3. Generating Reports:
    - ❖ Gradation list
4. Employee Operations
    - ❖ Approving new employees



The 'Personnel Information System' card is available in the Home Screen. Click on the card to open PIS Operations Dashboard.

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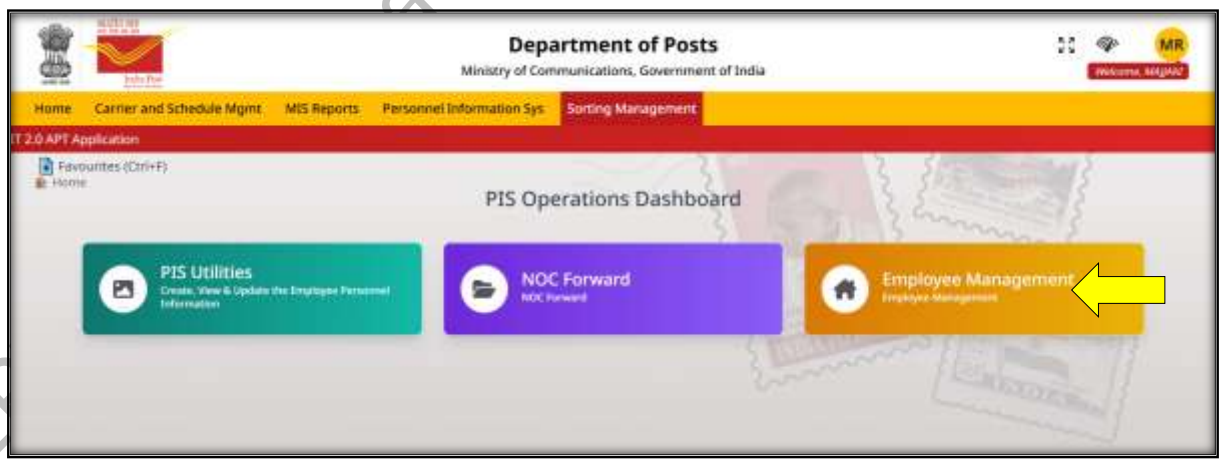


PIS Operation dashboard contains the following sub-cards and each sub-card contains further options for different functions.

1. Employee Management
2. Approve Service Requests
3. NOC and Intimation
4. Annual Immovable Property Returns
5. Gradation List
6. PIS Utilities

14.1 Employee Management

14.1.1 Create New employee

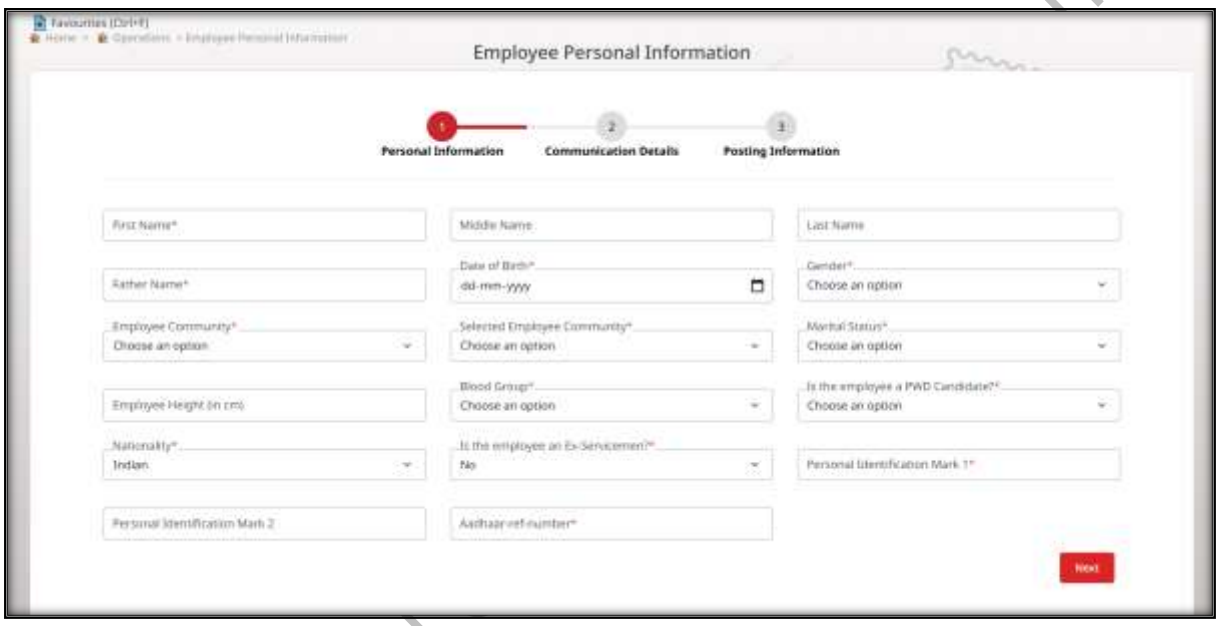


Employee ID can be created for newly recruited employees. To do the same, click on **EMPLOYEE MANAGEMENT** sub-card under **Personal Information Sys** Card.

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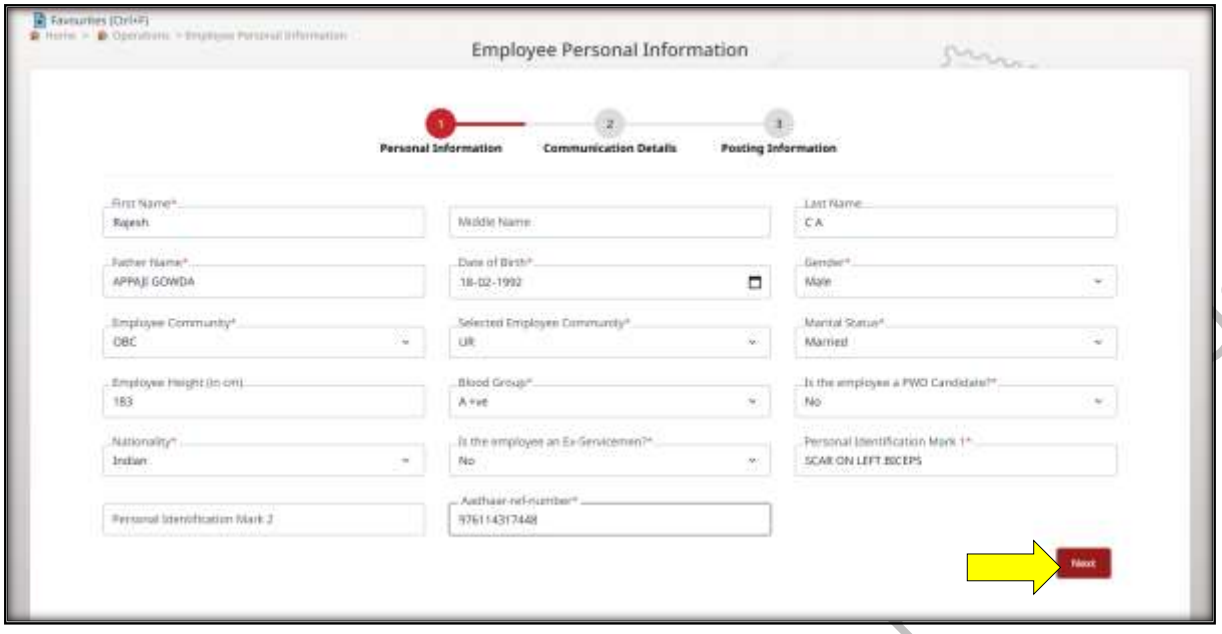


Click on '**Create New Employee'** option.

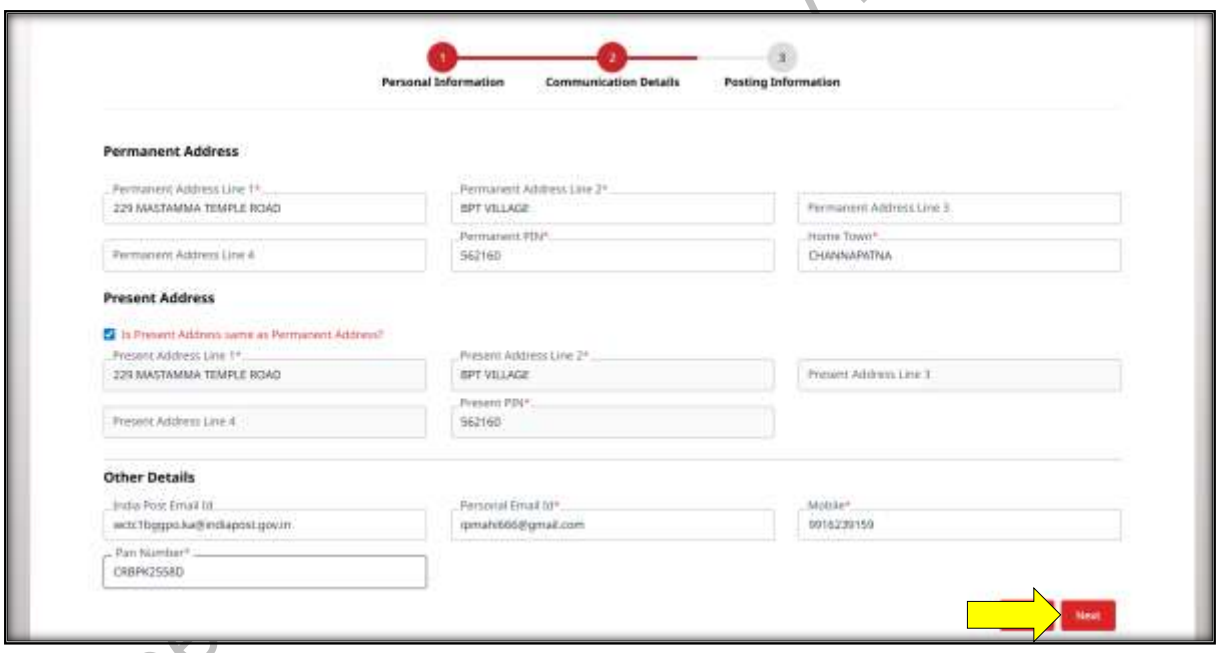


On clicking **Create New Employee** option, **Employee Personal Information** page will open. Here user needs to enter the personal information details of the employee in the respective fields.

CEPT Operational

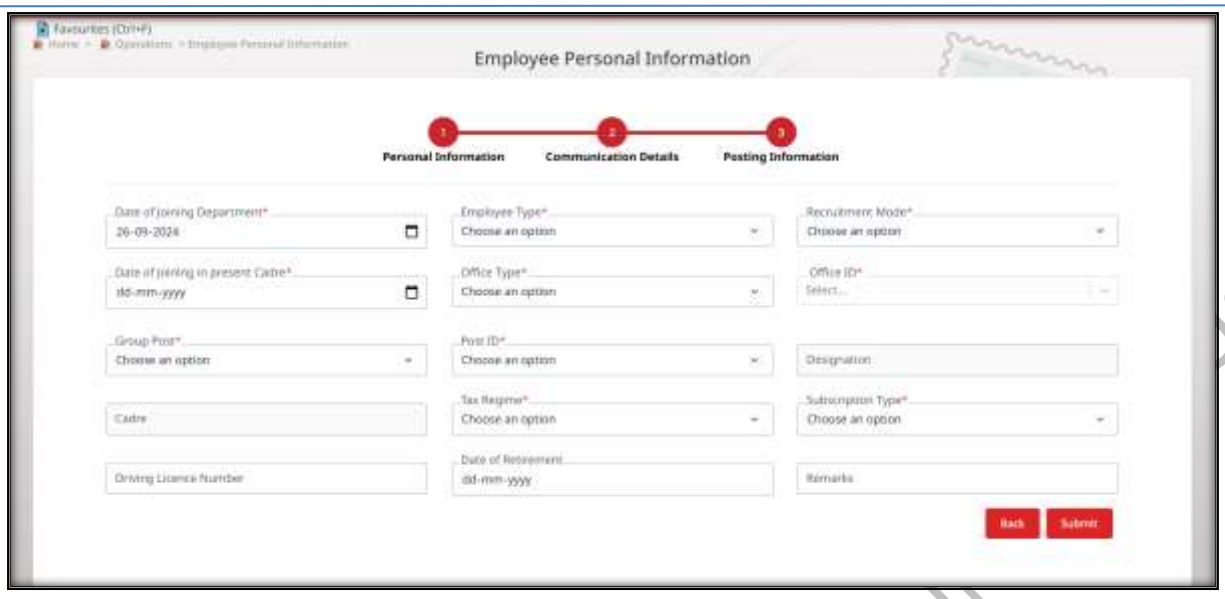


Once the data entry is completed, click on the **NEXT** button.

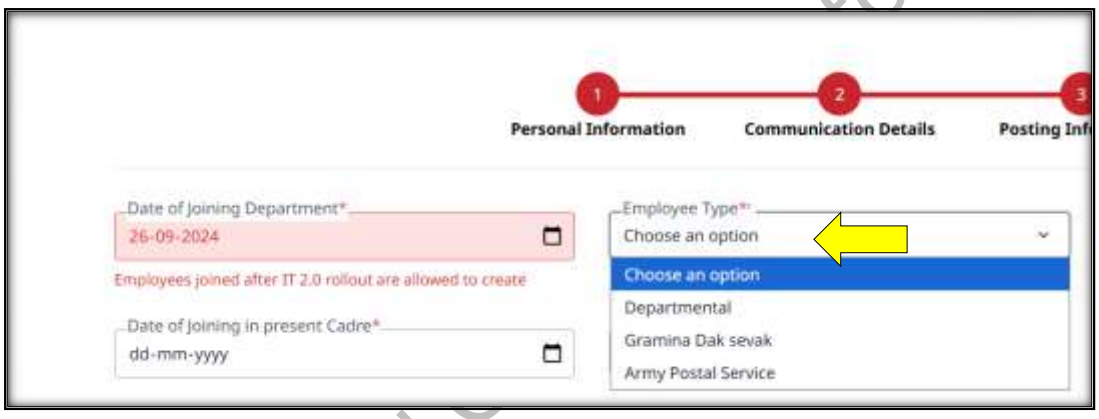


Further, **communication details** such as **Permanent Address**, **Present Address** and **other contacts details** are to be entered. After entering all the details, click on **Next** button.

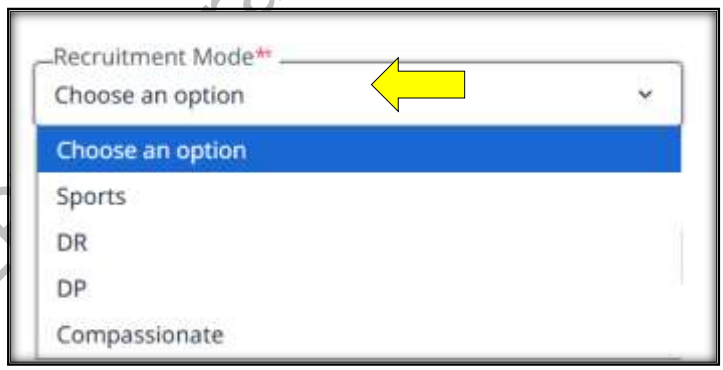
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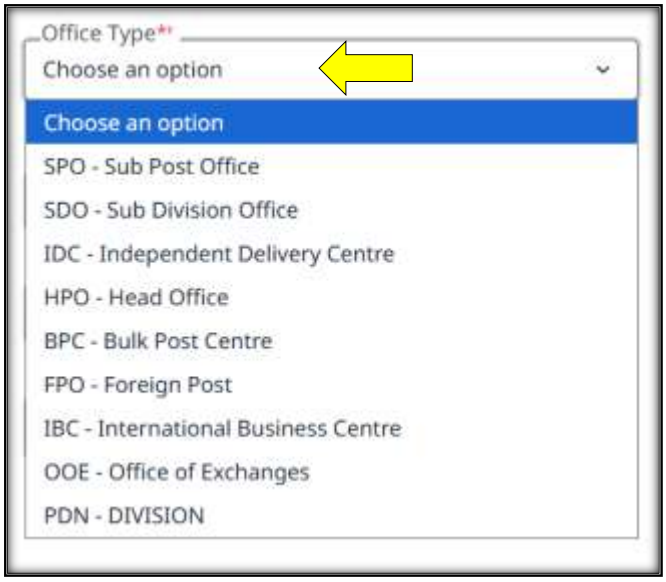
Enter the **Postings Information** of the candidate. Posting Information are as follows.

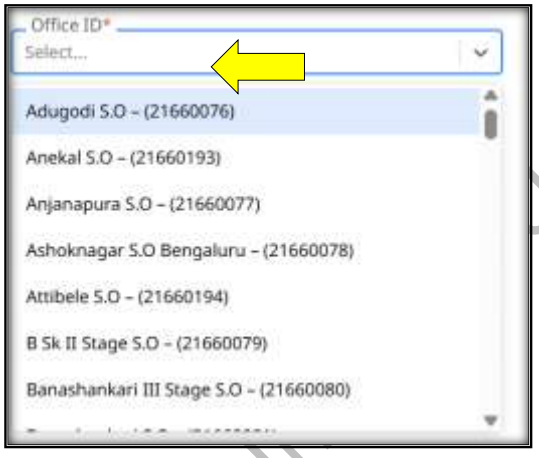


Date of Joining the Department to be selected by clicking on calendar icon. Only for employees who joined the department on or after the IT 2.O rollout new employee ID can be created. For others 'Create Existing employees' option may be used. Further, **Employee Type** is to be selected by clicking on the drop-down.



Suitable '**Recruitment Mode**' to be selected.



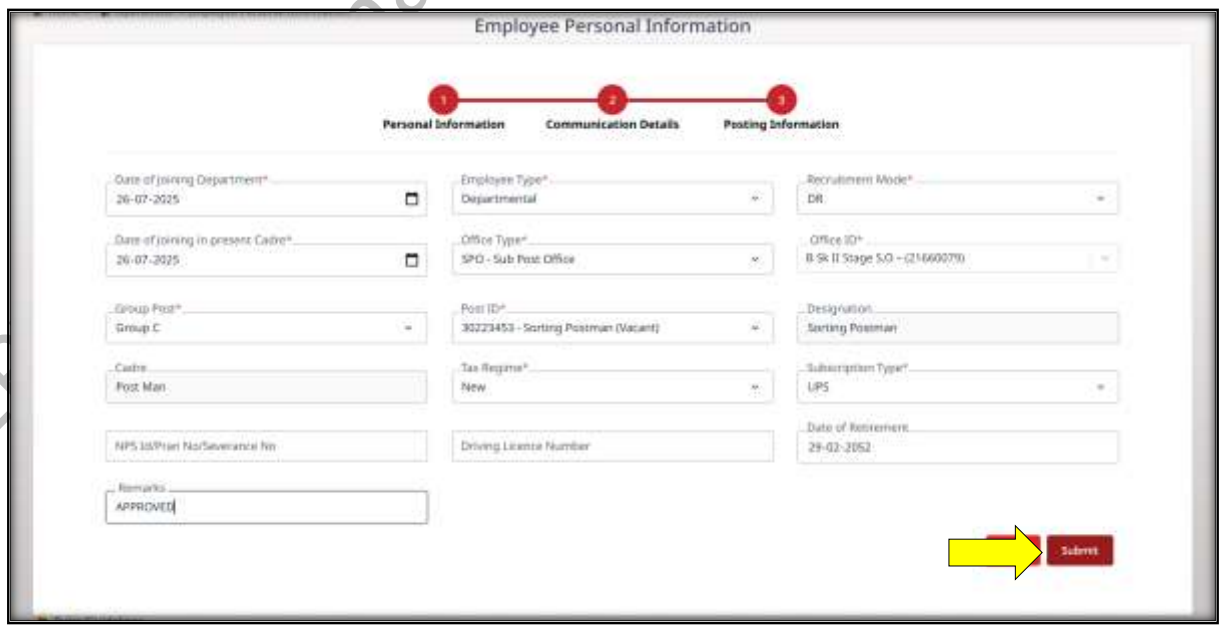


Office Type and **Office ID** to which the candidate is proposed to be posted are to be selected by clicking the Office Type respective drop-down and by selecting the Office as shown in the above image.





Group Post to which the employee is appointed and Subscription Type to be selected correctly.



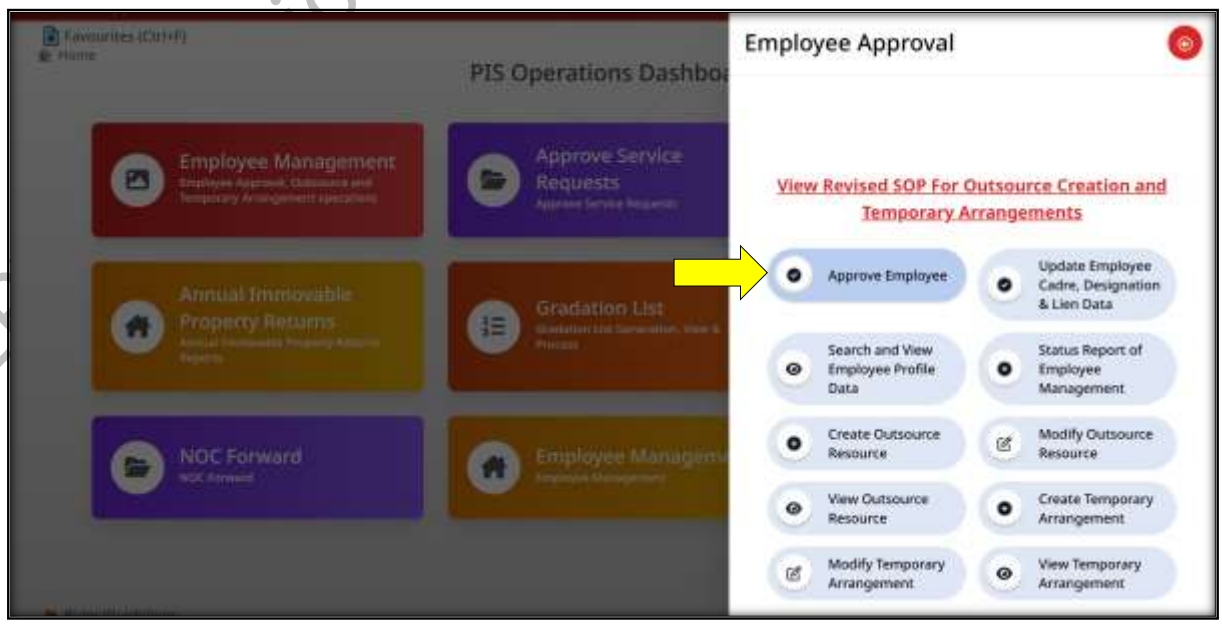
After complete capture of **Posting Information**, cross check the correctness of the data entry being made, if satisfied, click on **Submit** button.



On clicking Submit button, a pop-up message 'Employee details submitted successfully' will be displayed as above. Now this submitted 'employee Details' must be verified by the Approver.

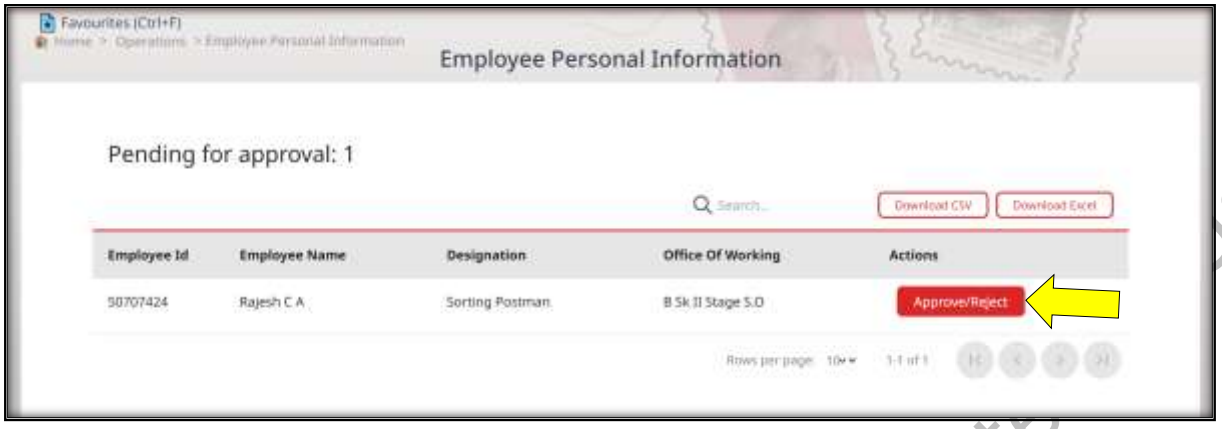


In the Approver login, click on **Employee Management** sub-card.

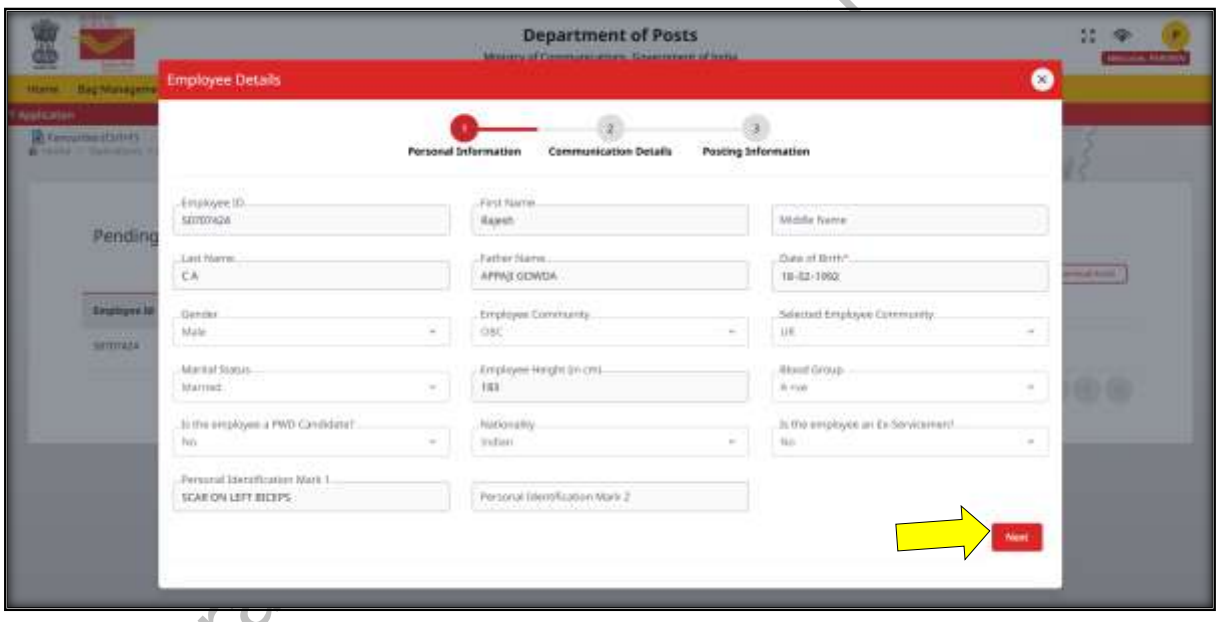


CEPT Internal Use

Click on **Approve Employee** option.

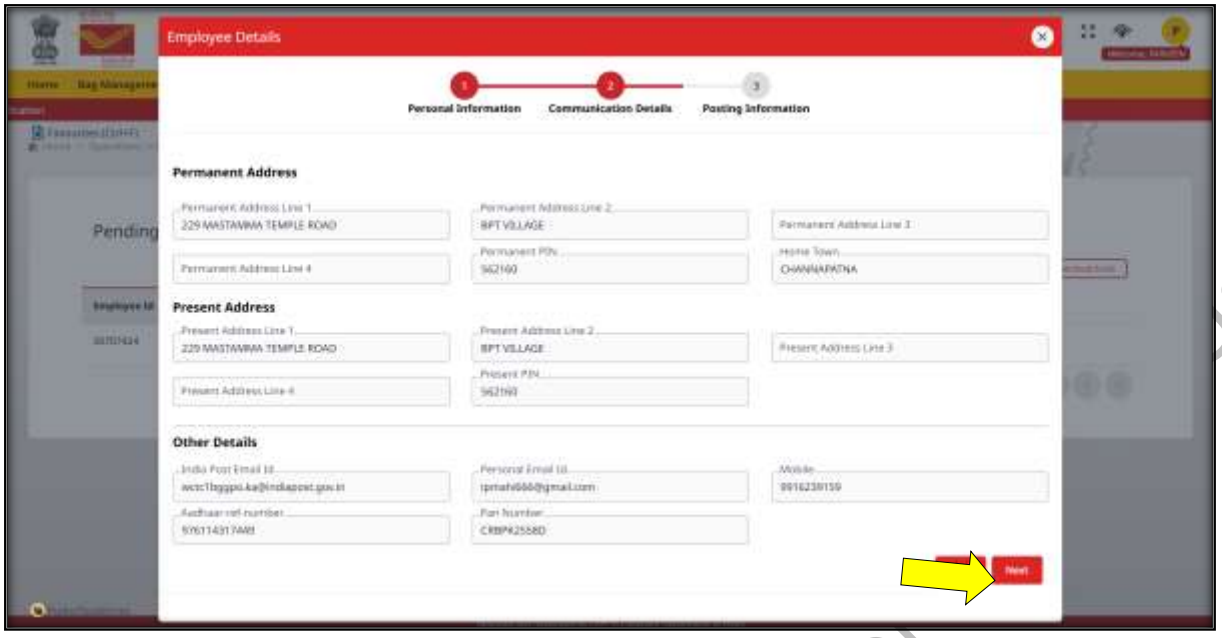


On clicking Approve employee option, system will display all such Employee IDs pending for approval. On checking Employee ID, Employee Name, Designation and Office of Working, proceed to click on **Approve/Reject** button.

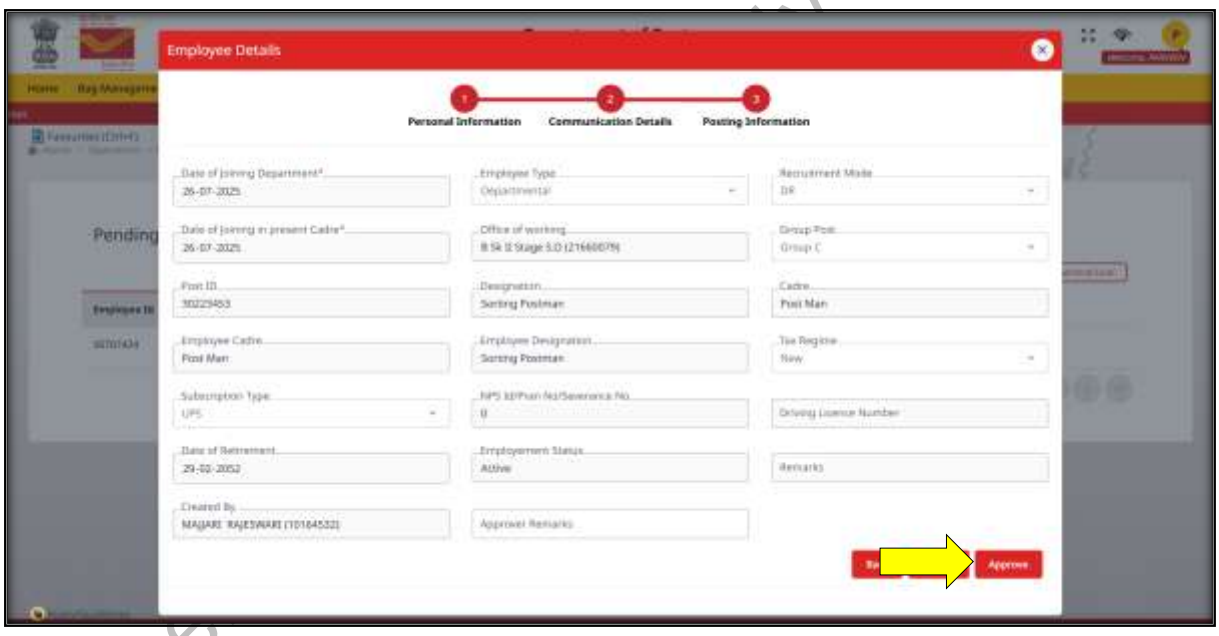


On clicking Approve/Reject button, system will open **Employee Details** window where all the data entry being done by the OA will be displayed. Approver needs to scrutinize all the details in '**Personal Information**' page, then to view the next page details, click on **Next** button.

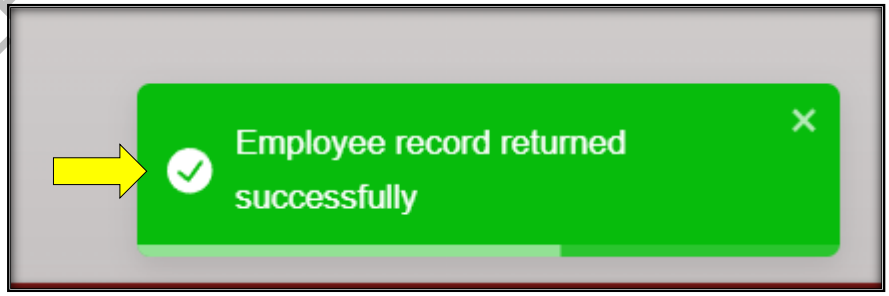
CEPT Operational Use for Internal Use



Scrutinize **Communication Details** and then click on '**Next**' button.



Check all the Posting Information, enter the Approver Remarks. If the Approver is satisfied with the data entry being done by the OA, then approver may approve the Employee ID creation by clicking on **Approve** button or if any corrections to be done to the data entry, **Return** button may be clicked.

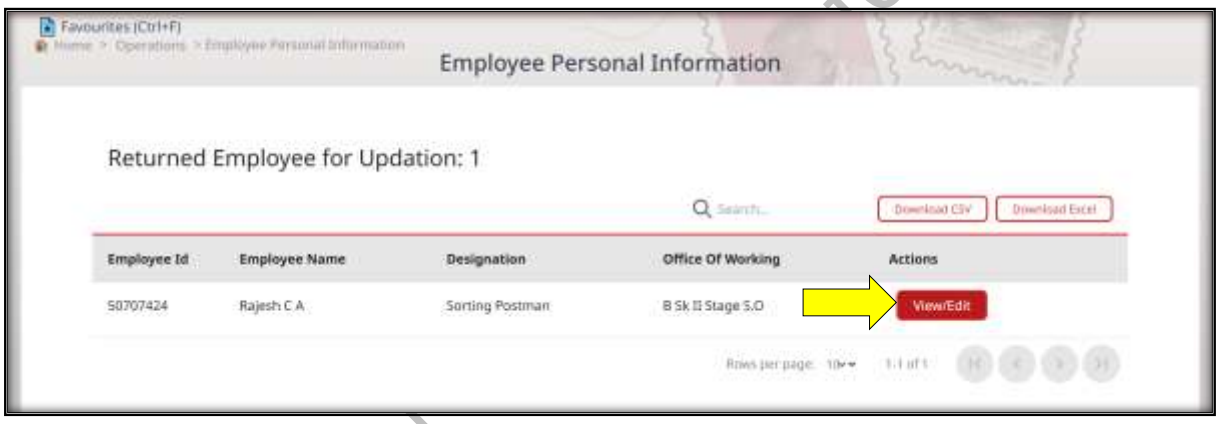


CEPT Office Use

If the verifier clicks on **Return** button system will confirm the action by displaying '***Employee record returned successfully***' message as shown in the above image. In such case, OA needs to make necessary correction by using '**Returned Employee Request**' option.

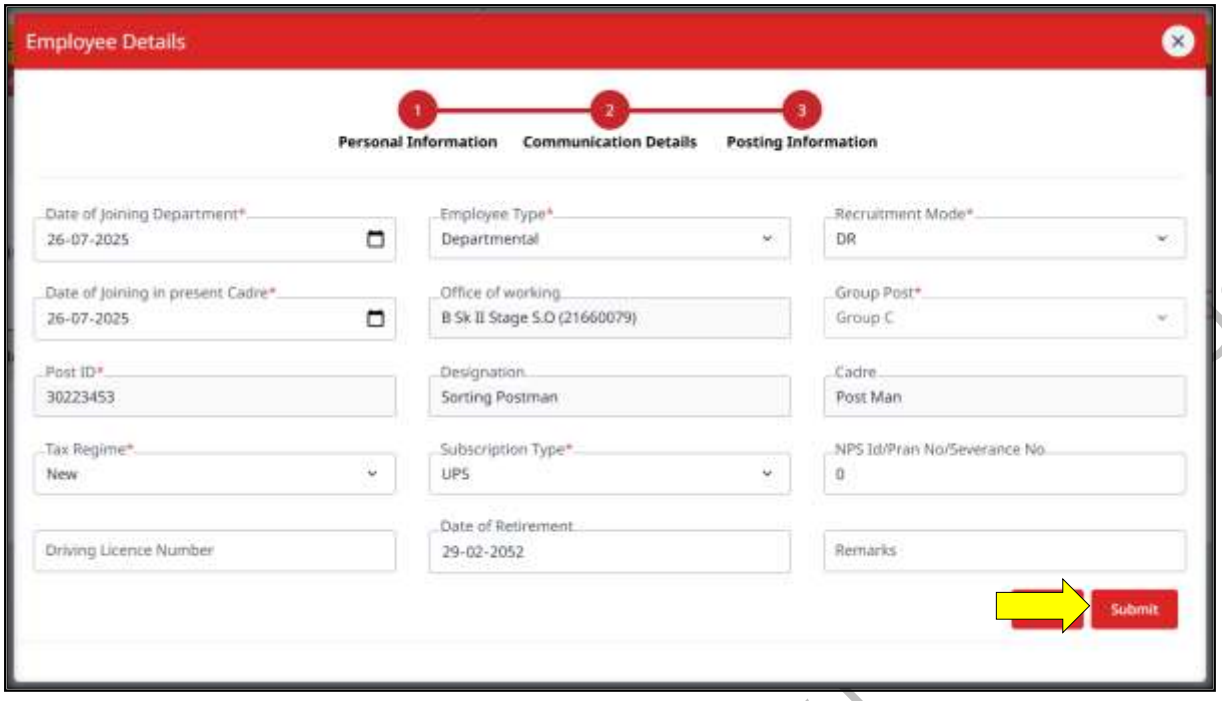


In the OA login, click on the '**Returned Employee Requests**' option.



System will display all such Employee IDs which are being returned by the Approver. Click on the **View/Edit** button to start making corrects to the employee ID.

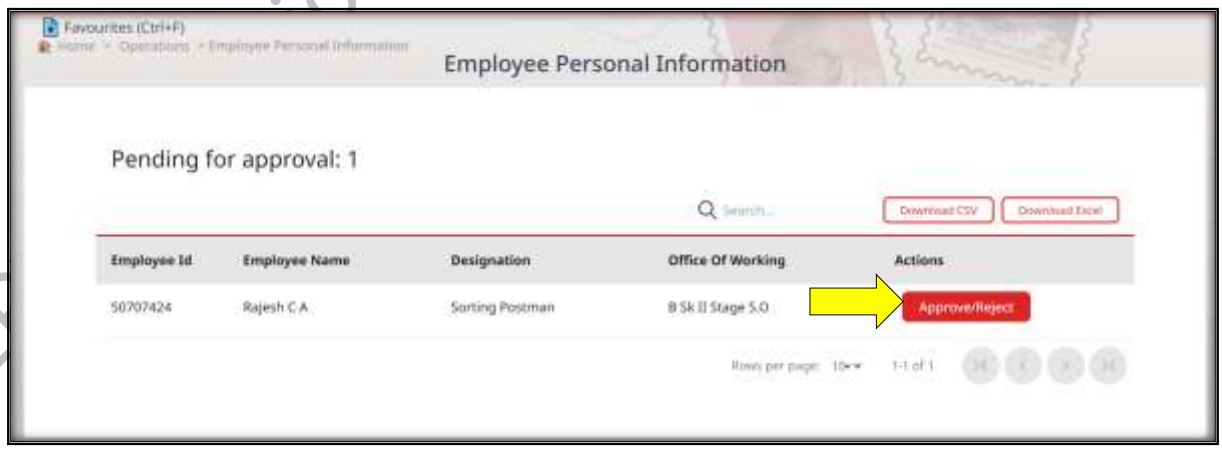
CEPT Operational



Employee Details window will be opened. User can make necessary changes and then click on **Submit** button.



Upon clicking on Submit button, a pop-up message as displayed above will be displayed. Now, again **Approver** needs to authorise this submitted data.

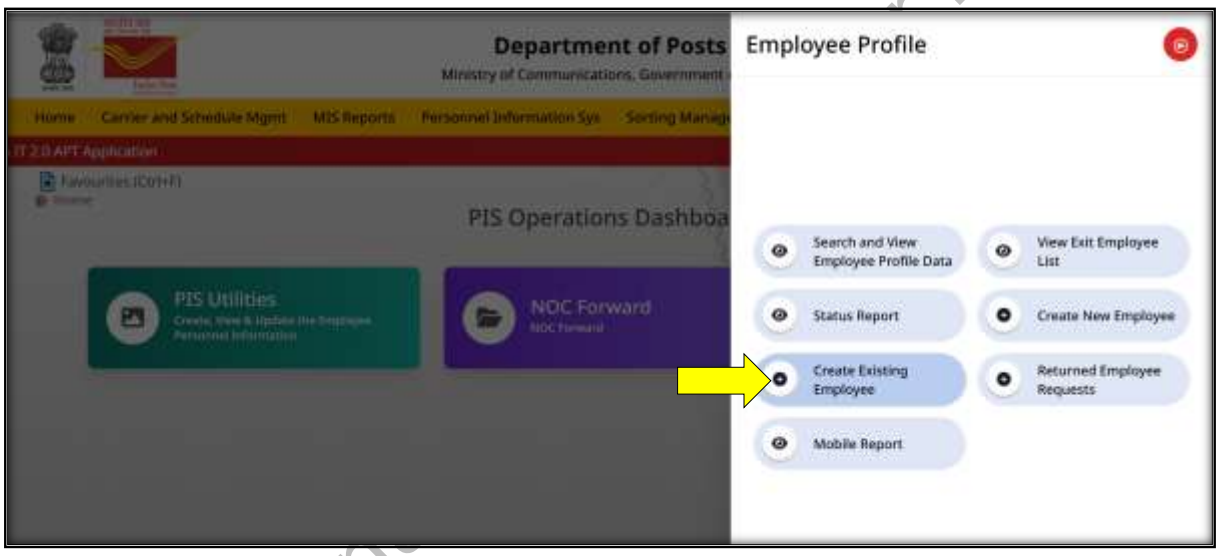


On verifying the correctness of the employee data, verifier can approve the Employee ID created by clicking on **Approve** button.

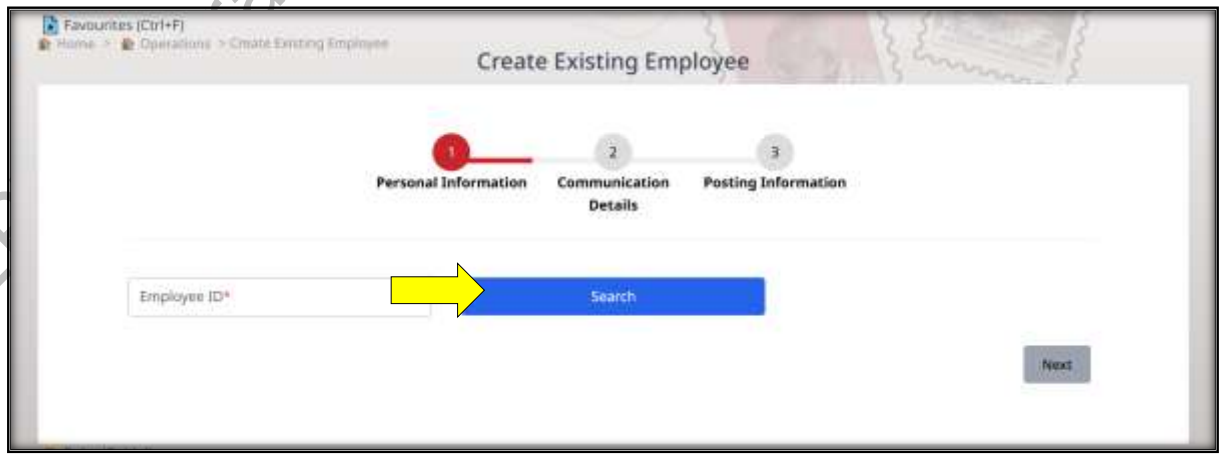


If the Approver clicks on Approve button, ***Employee ID approved successfully*** message will be displayed as shown in the above image.

14.1.2 Create Existing Employee



This option is provided to create employee ID in IT 2.0 environment for an employee who was there in IT 1.0 (CSI-SAP) environment and his employee ID was not migrated to IT 2.0 during the rollout time. Click on **Create Existing Employee** option to proceed.

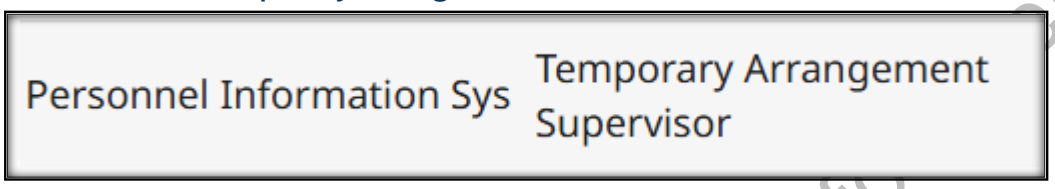


Enter **the CSI employee ID** and then click on **Search** button.

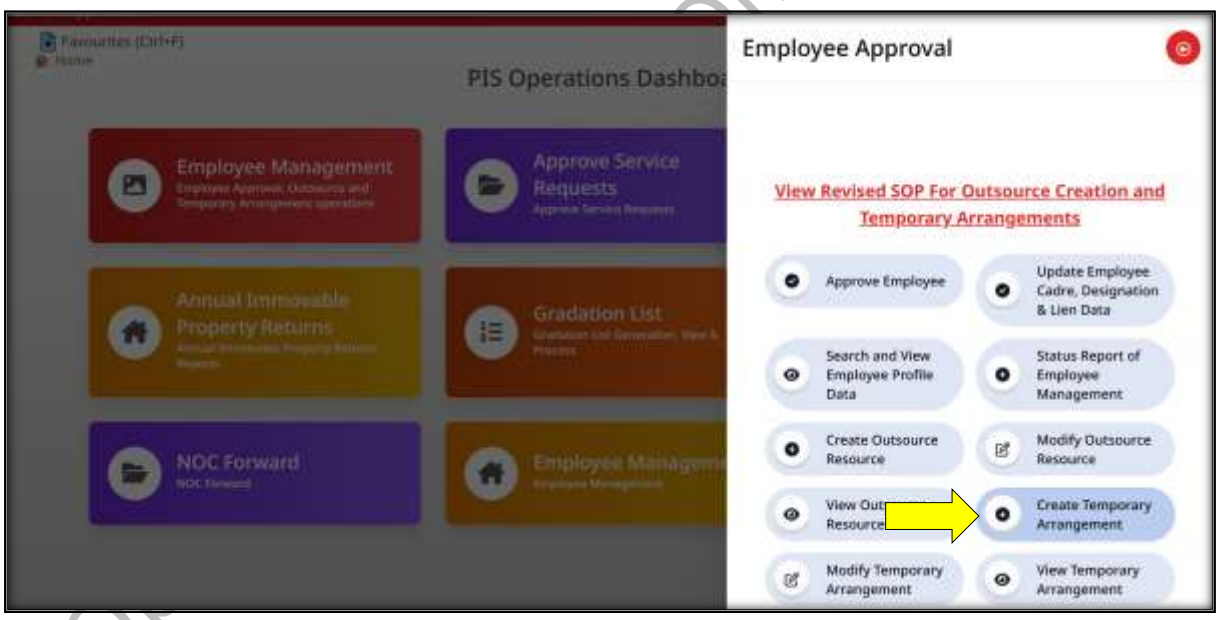
CEPT Internal Use



14.1.3 Create temporary arrangement

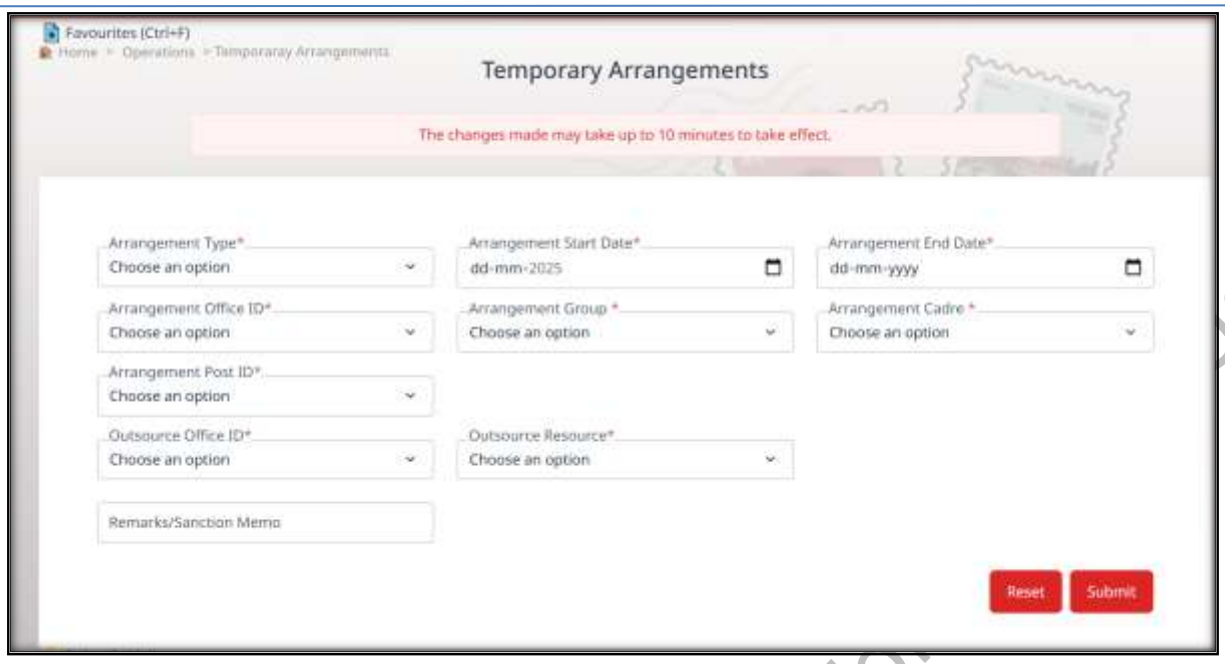


User with **Temporary Arrangement Supervisor** role can create temporary arrangements.



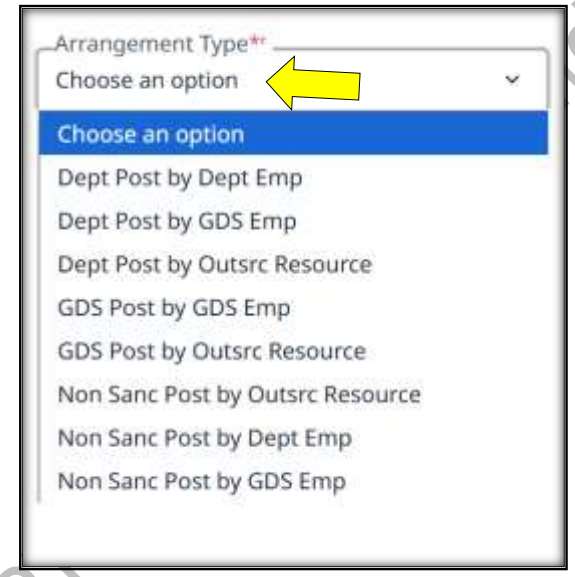
Go to **Employee Management** → Select **Create Temporary Arrangement**.

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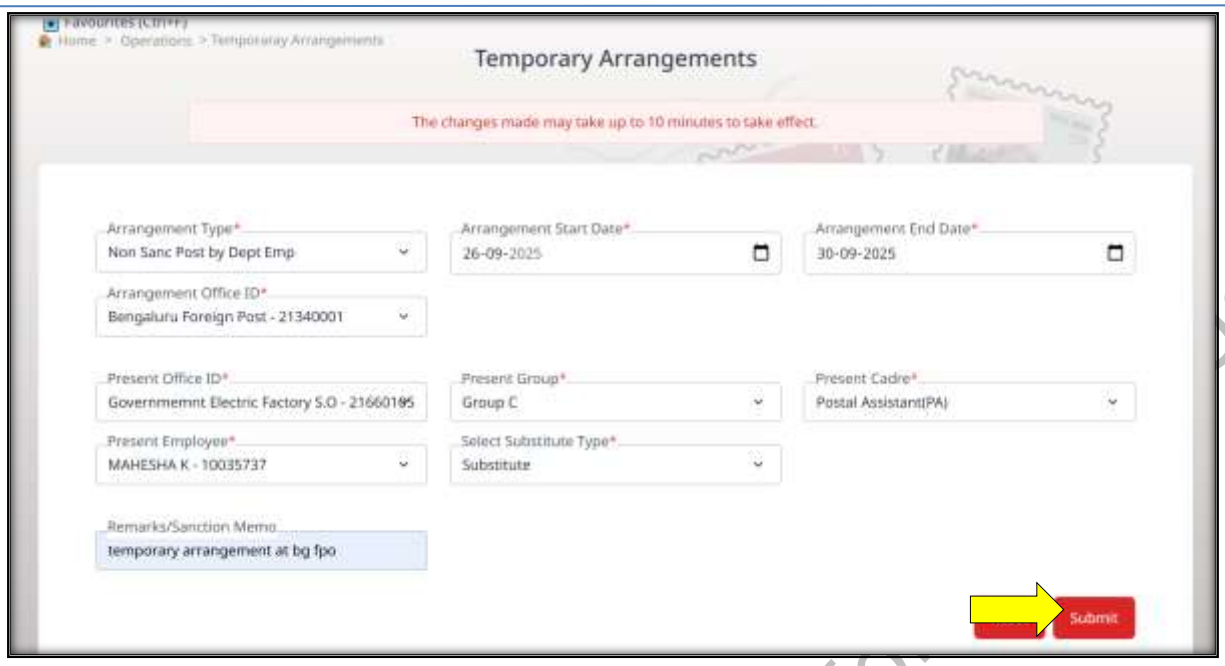
Fill in required details:

- Arrangement Type, Start Date, End Date
- Office ID, Group, Cadre, Post ID
- Outsource details (if applicable)
- Remarks/Sanction Memo

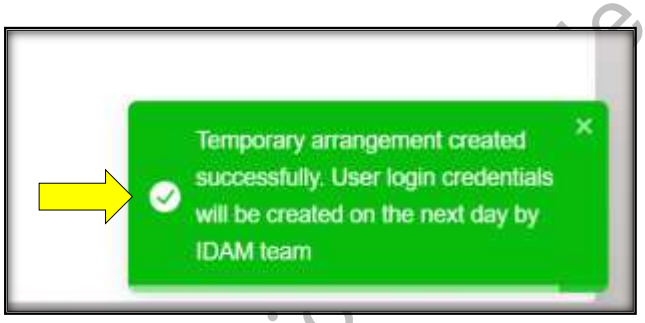


Select the correct option from **Arrangement Type** drop-down (Dept Post / GDS Post / Outsource / Non-Sanctioned).

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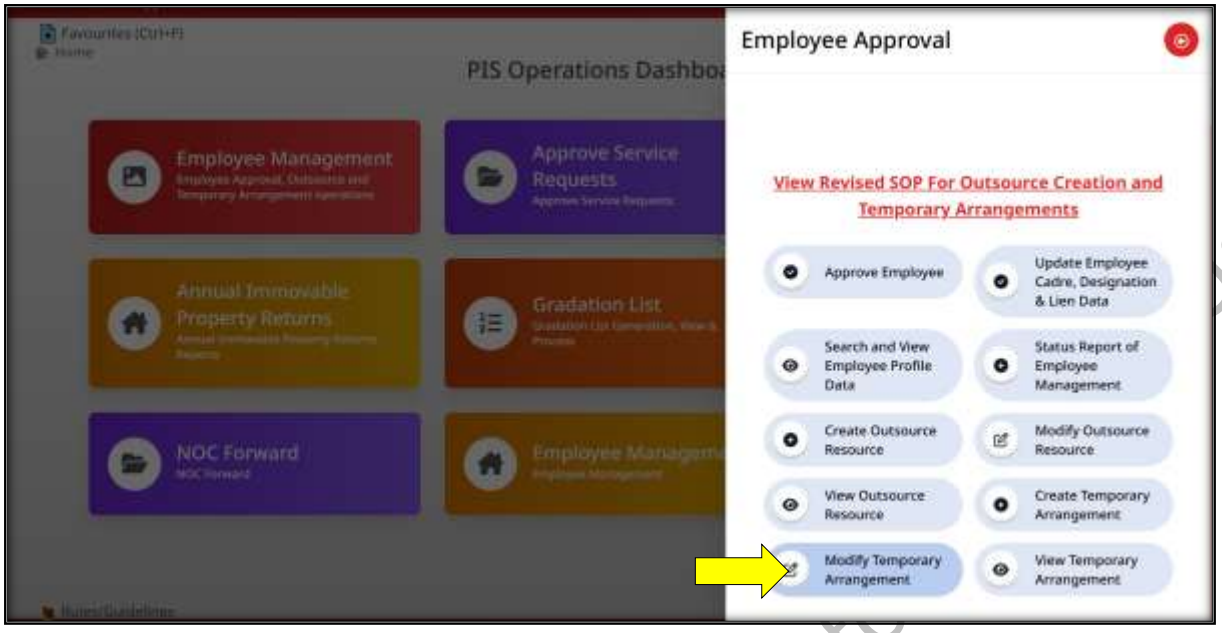
Arrangement Office ID is the one to which the temporary arrangement is to be made. Select the same by clicking on *Arrangement Office ID* drop-down. Select the **Present Office, Group, Present Cadre, Employee, Substitute Type** as applicable and enter **Remarks/Sanction Memo**. Once all the data entry is completed click on the **Submit** button.



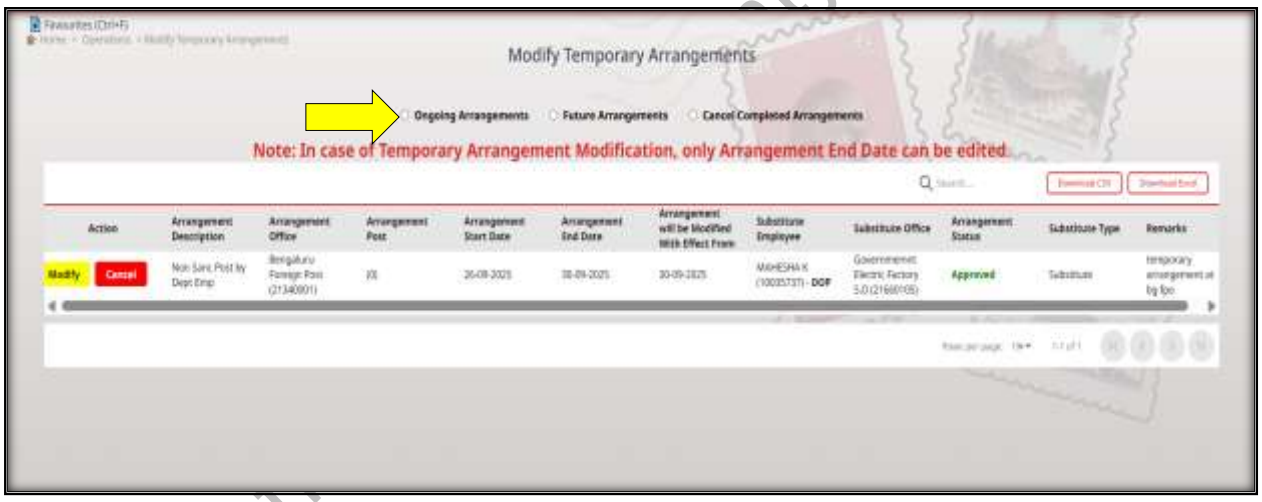
System displays confirmation: *"Temporary arrangement created successfully. User login credentials will be created on the next day by IDAM team."*

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14.1.4 Modify Temporary arrangement



Go to **Employee Management** → Select **Modify Temporary Arrangement**.



System displays ongoing, future, and completed arrangements. Click **Modify** against the required arrangement.

- *Note: Only Arrangement End Date can be modified.*

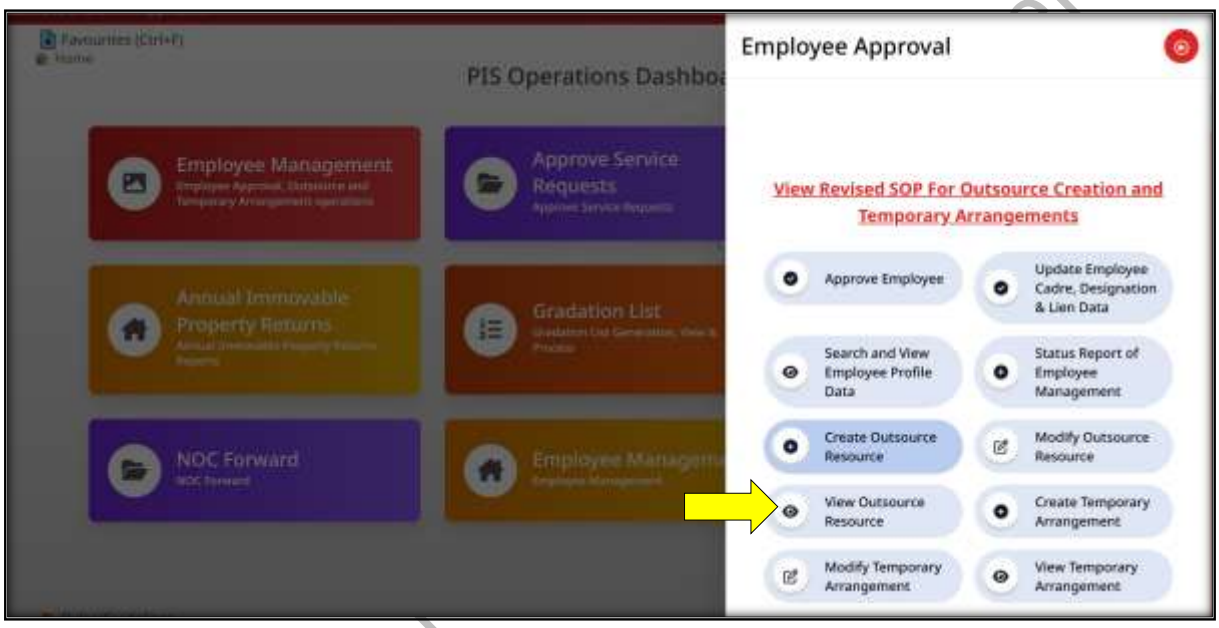


Update the End Date → Click **Save**.

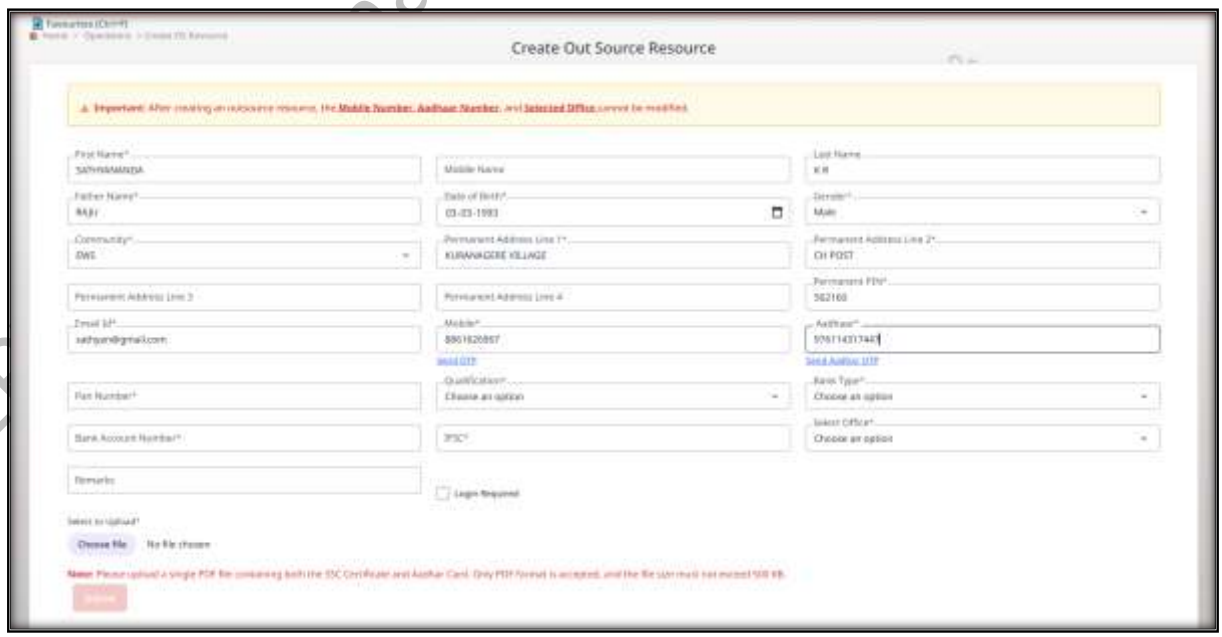


System confirms: *"Arrangement updated successfully"*.

14.1.5 Create outsource resource

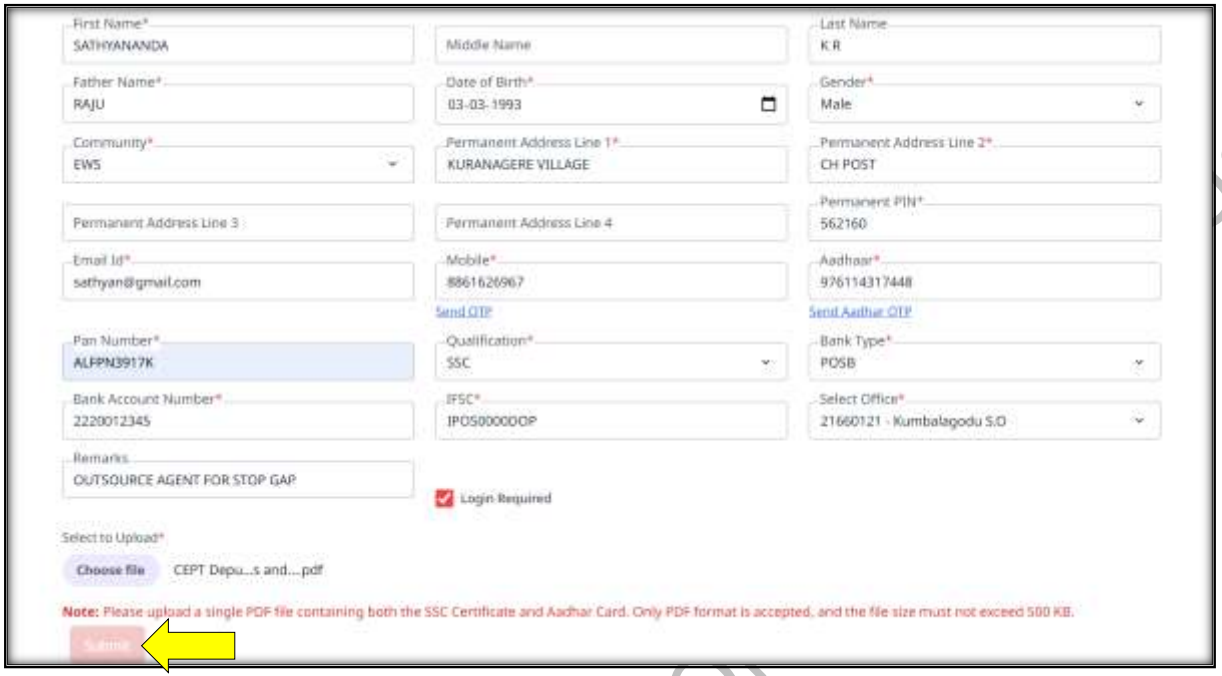


Go to **Employee Management** → Select **Create Outsource Resource**.



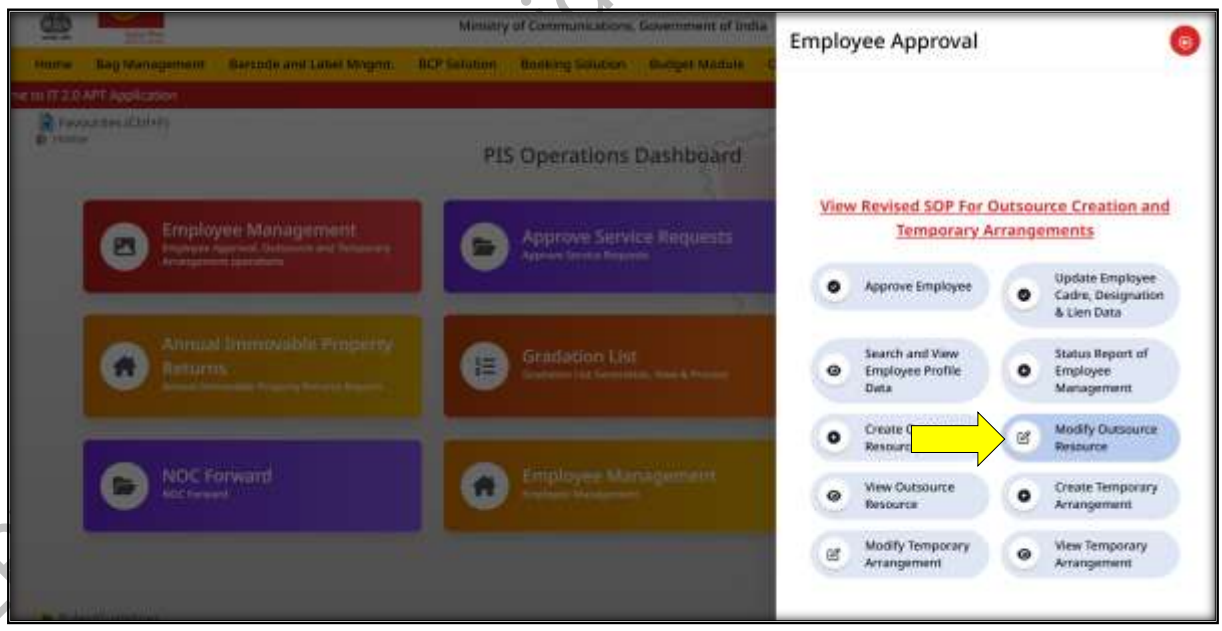
CEPT Internal Use

Enter mandatory details: Name, Father's Name, DOB, Gender, Community, Address, Email, Mobile (OTP validation), Aadhaar, PAN, Bank details, Qualification, Select Office.



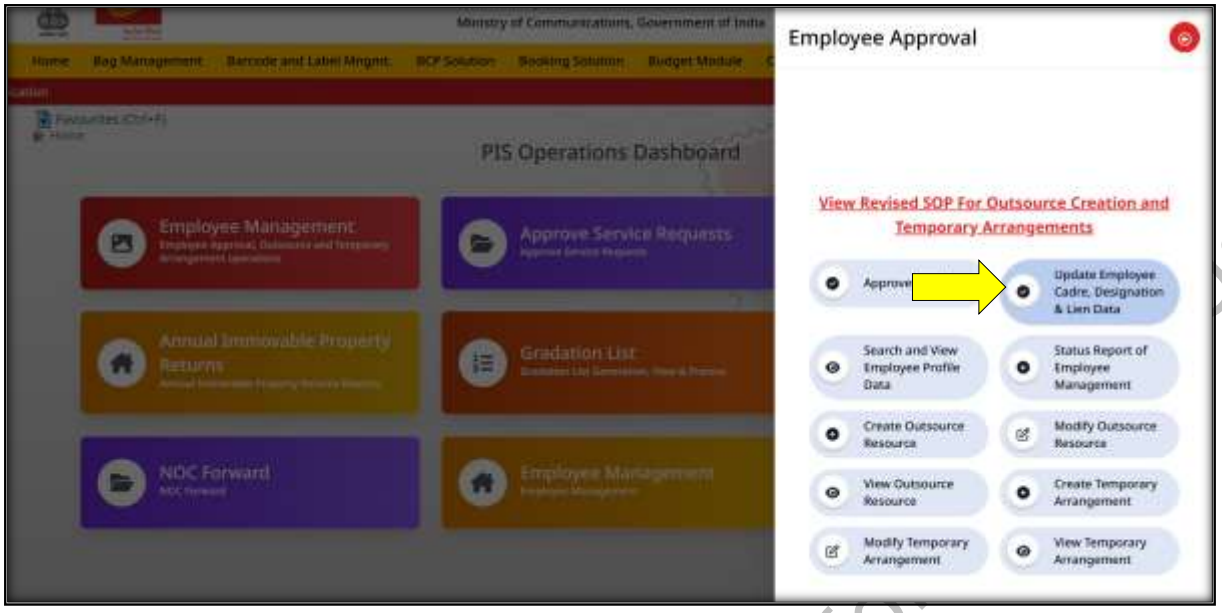
Enter Remarks and check **Login Required** if applicable. Upload a single **PDF (SSC Certificate + Aadhaar Card, ≤ 500 KB)**. Click **Submit** to complete.

14.1.6 Modify Outsource Resource

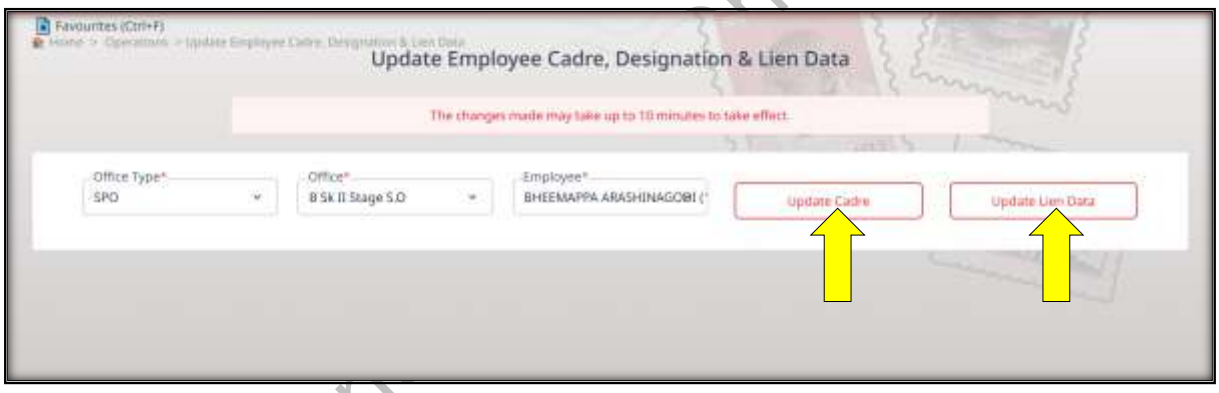


This option is used to modify the existing data of Outsource Resource.

14.1.7 Update Employee Cadre, Designation & Lien Data

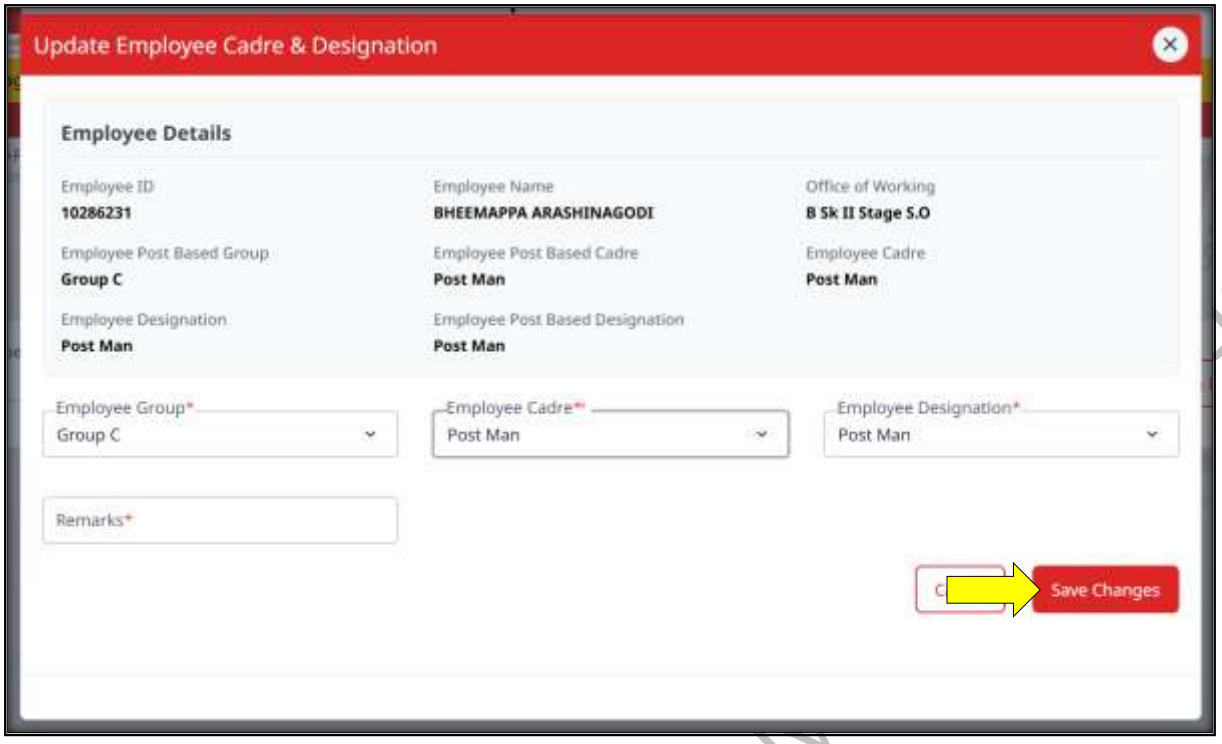


Go to **Employee Management** → Select **Update Employee Cadre, Designation & Lien Data**.



Select **Office Type**, choose the **Office**, and then select the **Employee** from the list. Click **Update Cadre** or **Update Lien Data** as required.

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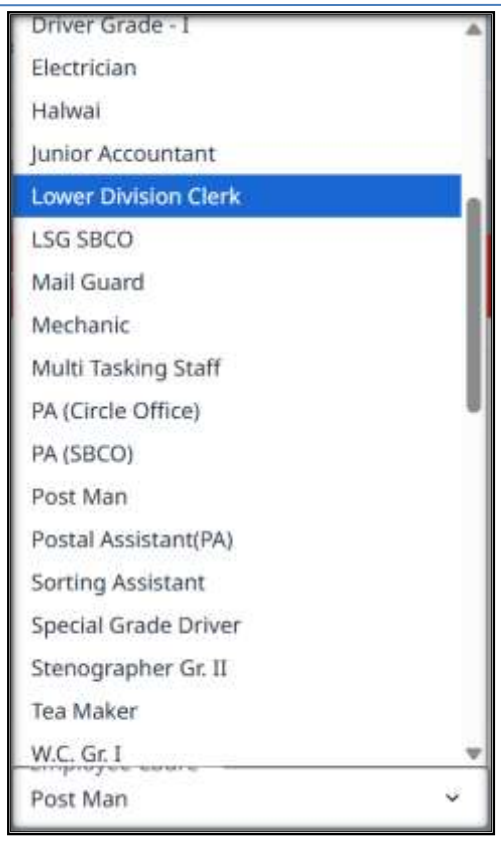


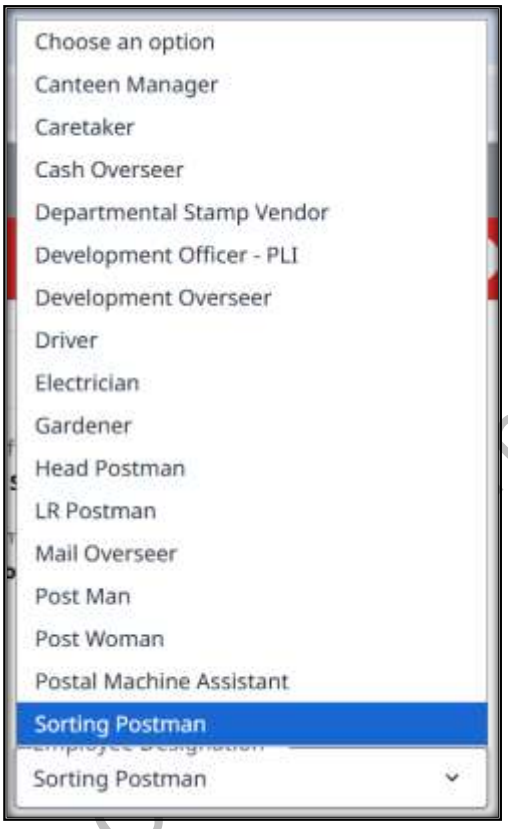
System displays the employee details (ID, Name, Office, Current Group, Cadre, Designation). Update the required fields:

- **Employee Group** → Select from drop-down.
- **Employee Cadre** → Select correct cadre.
- **Employee Designation** → Choose new designation from list.

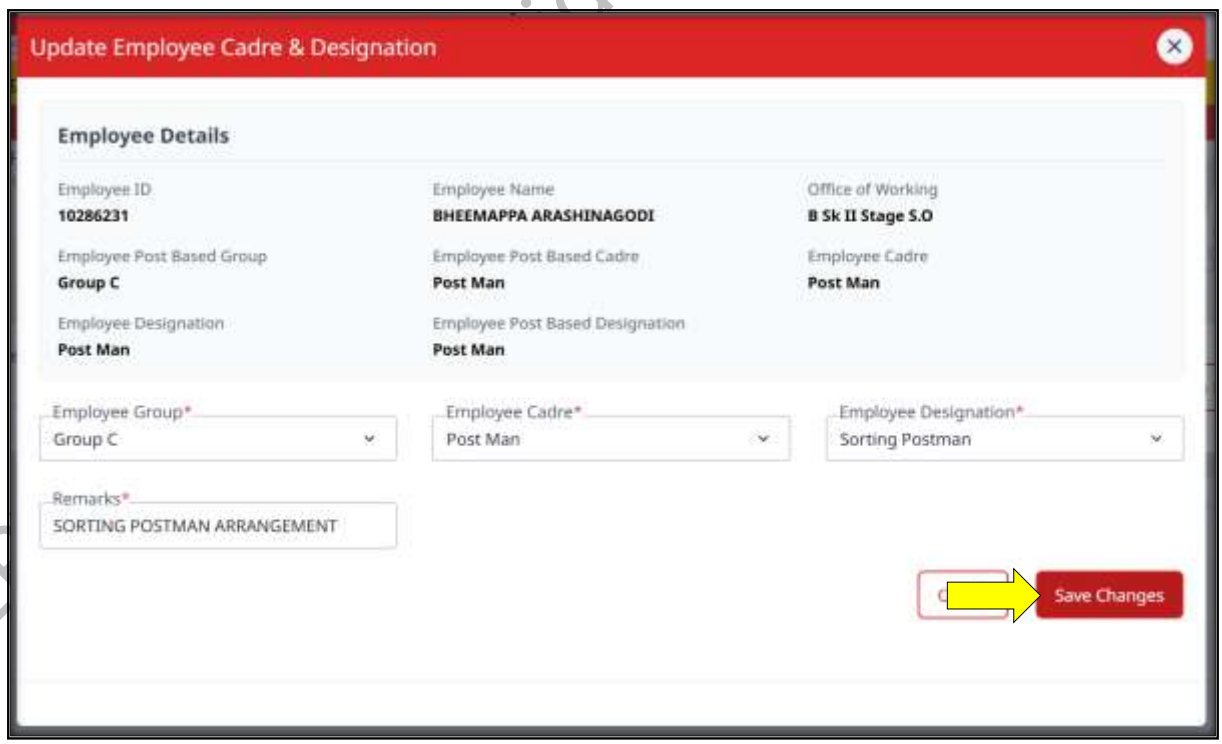
Enter **Remarks** explaining the change.

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- **Employee Cadre** → Select correct cadre.
- **Employee Designation** → Choose new designation from list.



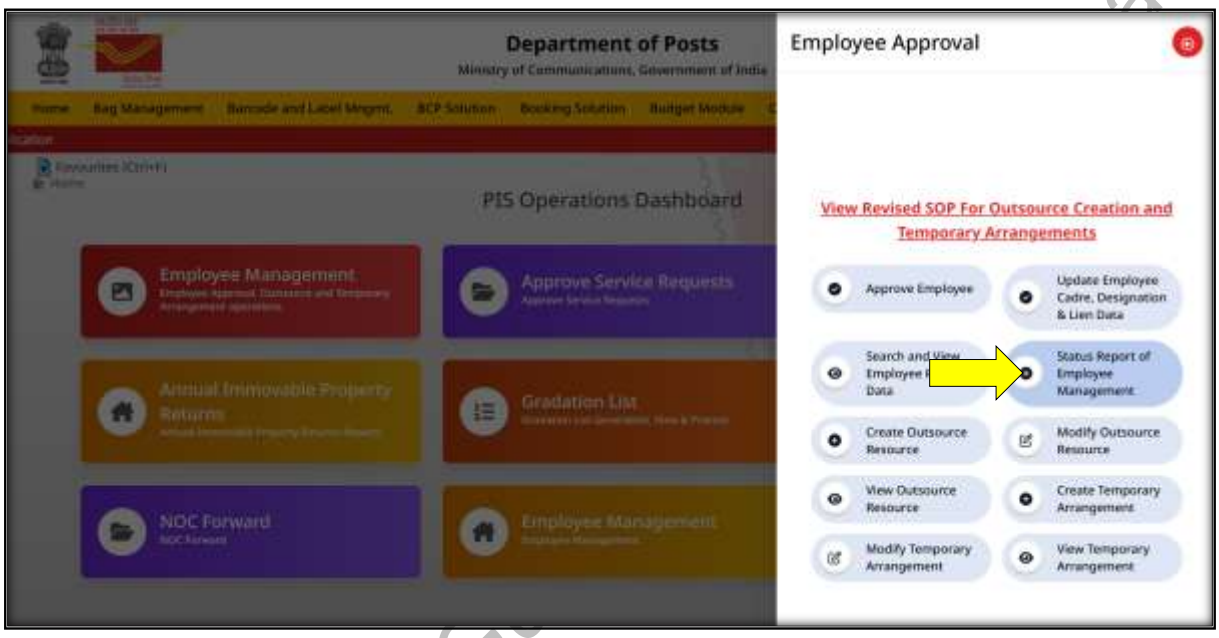
Enter **Remarks** explaining the change.

Click **Save Changes** to update.

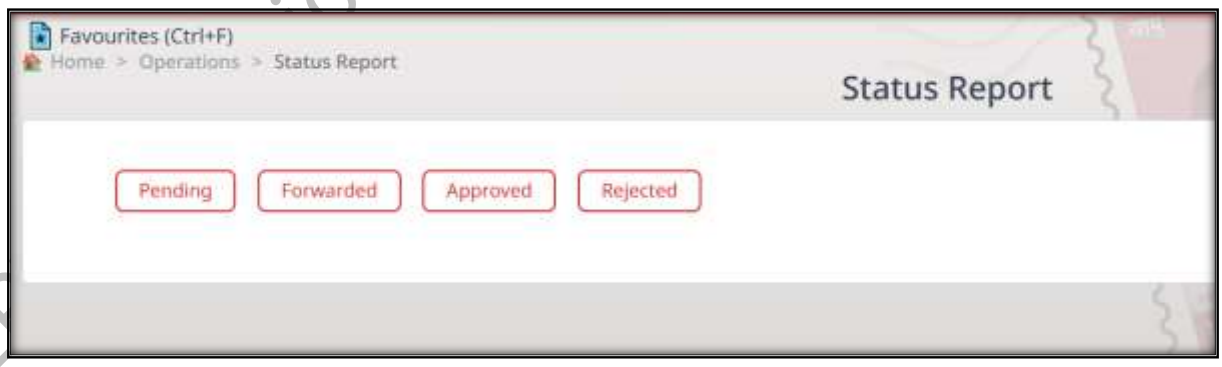


System confirms that changes have been saved.

14.1.8 Status Report of Employee Management



This report is used to check the status (**Approved, Rejected, Forwarded,** or **Pending**) of Employee IDs created by the user. Click on **Status Report of Employee Management** option to proceed.



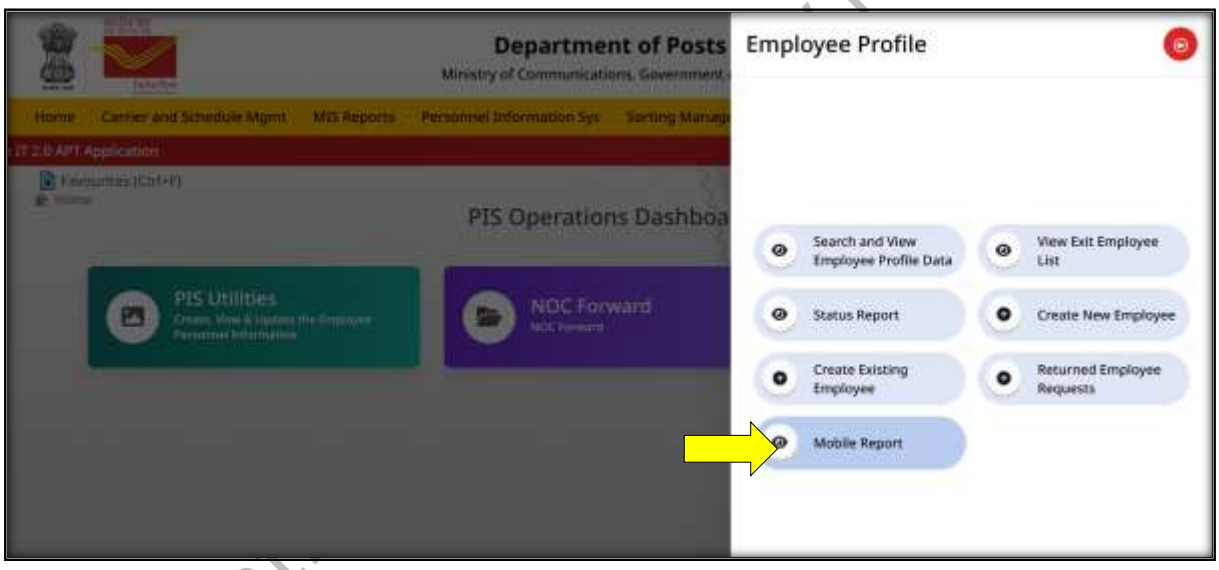
The **Status Report** screen will appear, displaying four categories. Click on any of the following buttons to view the requests under that status:

- **Pending:** Requests that are awaiting action.
- **Forwarded:** Requests that have been sent to the next level for review.
- **Approved:** Requests that have been successfully completed.
- **Rejected:** Requests that have been denied.

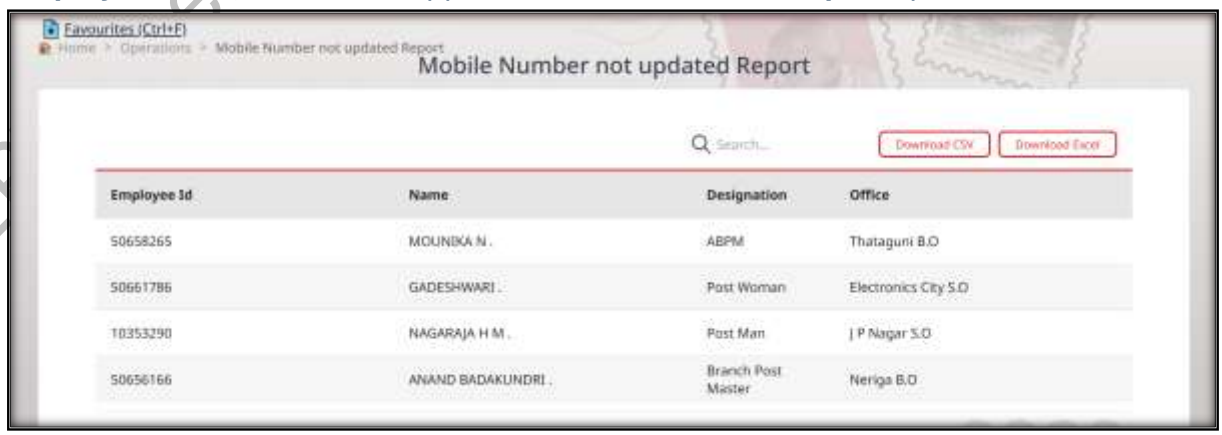


After clicking a status button (e.g., **Approved**), a detailed report will be displayed showing the **Employee ID, Name, Designation, Office,** and **Status**. You can use the **Search** bar to find a specific entry or download the report by clicking **Download CSV** or **Download Excel**.

14.1.9 Mobile Report



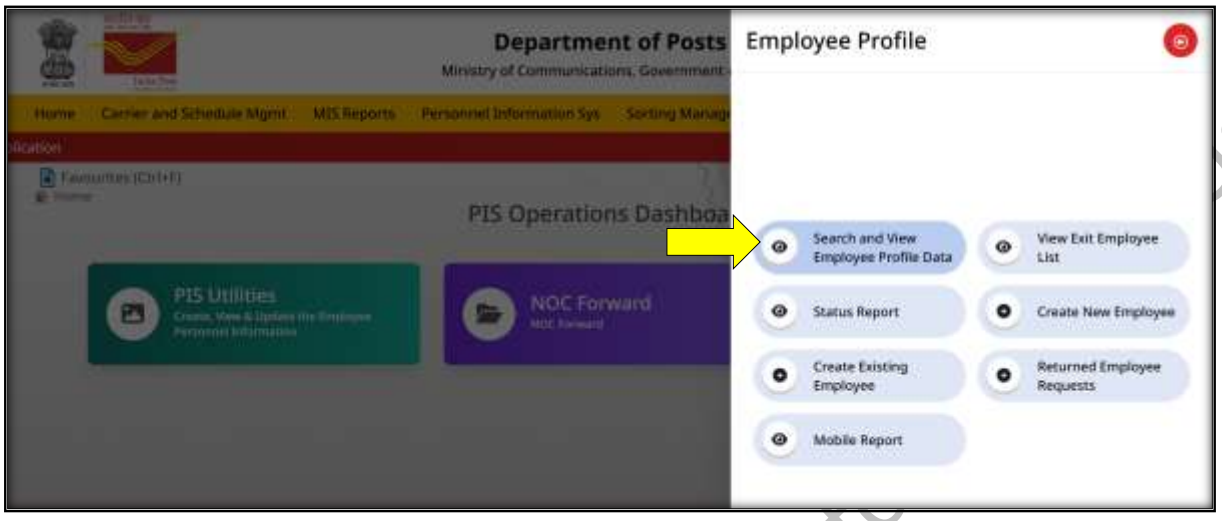
From the **PIS Operations Dashboard**, click on **Employee Management**. In the **Employee Profile** menu that appears, select the **Mobile Report** option.



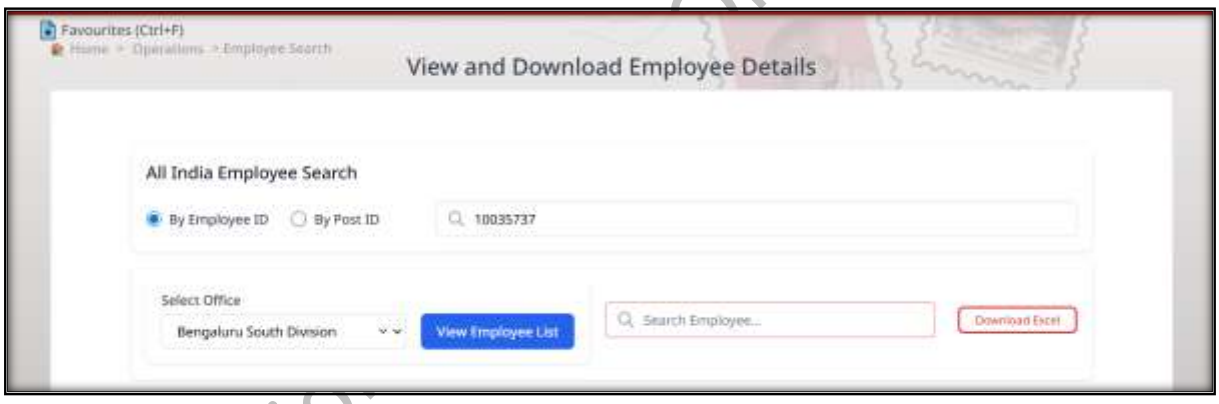
The **Mobile Number not updated Report** will be displayed, listing the **Employee ID, Name, Designation,** and **Office** for each relevant employee. You can use the **Search**

bar to find specific entries or download the complete list by clicking **Download CSV** or **Download Excel**.

14.1.10 Search and View Employee Data



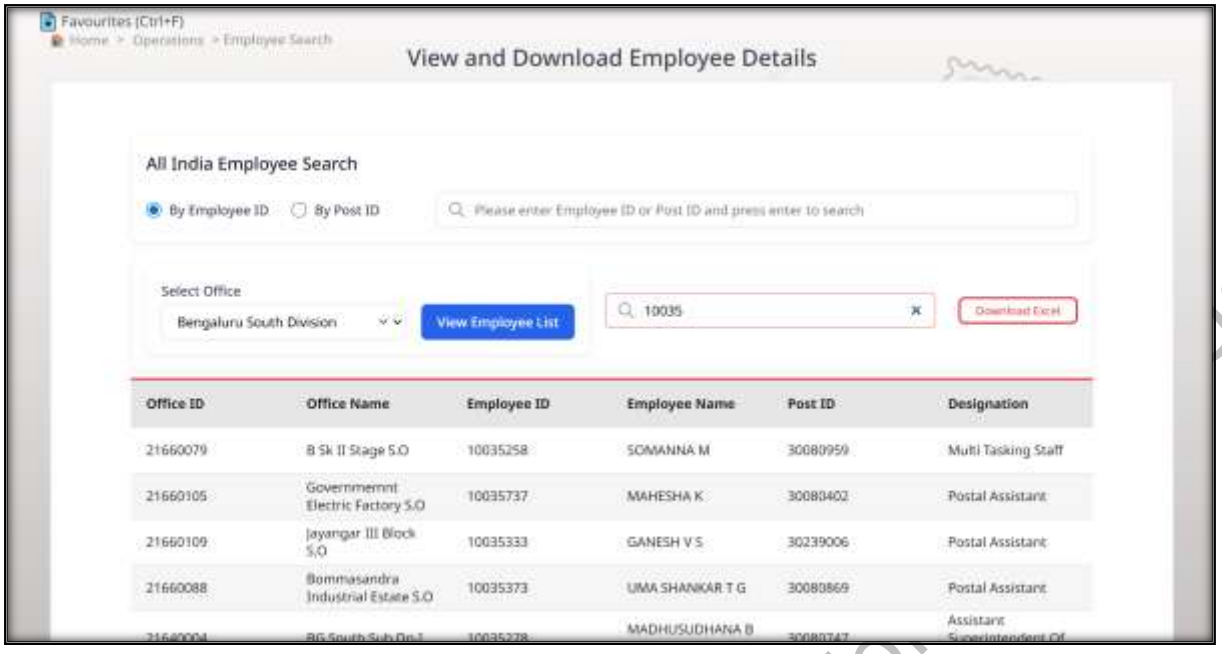
From the **PIS Operations Dashboard**, click on **Employee Management**. In the **Employee Profile** menu that appears, select the **Search and View Employee Profile Data** option.



You can search for employees using one of two methods on the **View and Download Employee Details** page:

- **All India Employee Search:** Select either **By Employee ID** or **By Post ID** and enter the corresponding number in the search bar.
- **Office-Specific Search:** Use the **Select Office** drop-down to choose a specific office (e.g., Bengaluru South Division) and click **View Employee List**. You can then use the **Search Employee** bar to filter the results from that list.

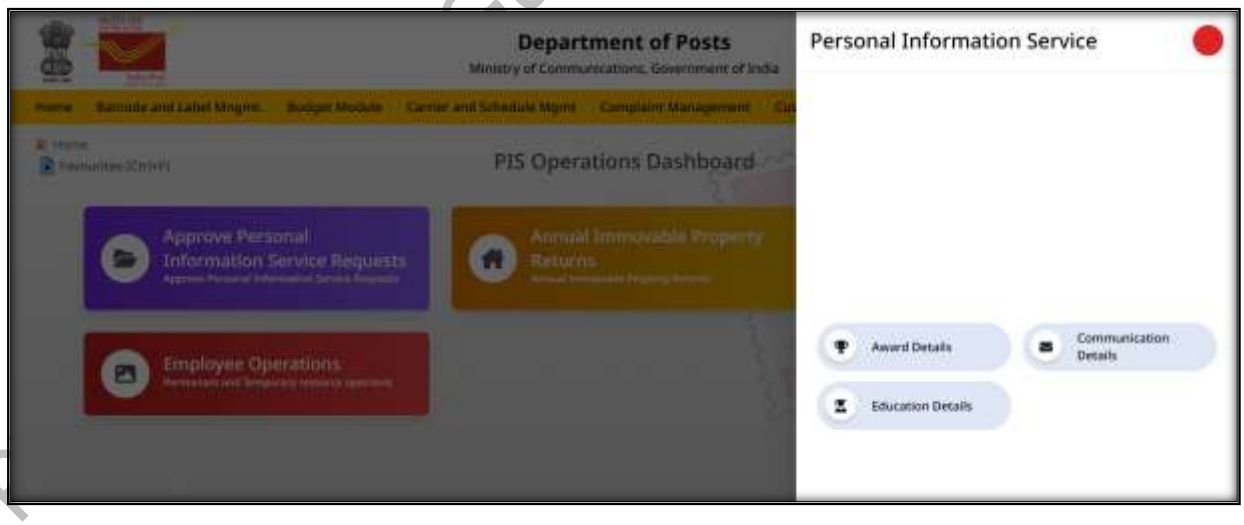
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The search results will be displayed in a list with details such as **Office ID, Office Name, Employee ID, Employee Name,** and **Designation.** To save the data, click the **Download Excel** button.

14.2 Approve Personal Information service request

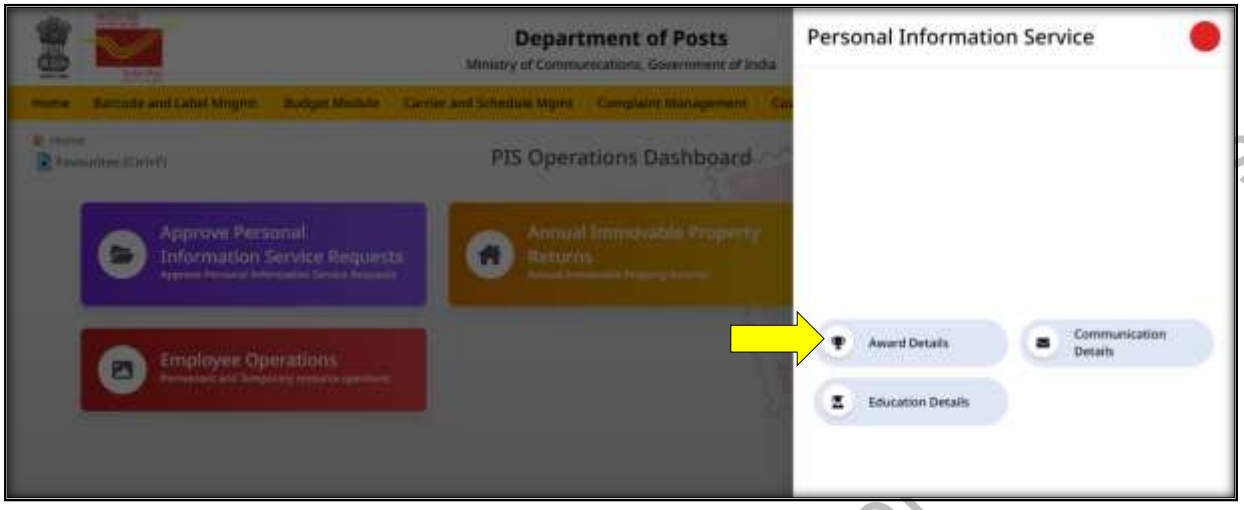
In this sub-card, the Divisional Head can either approve or forward requests (based on mapping) related to Award Details, Communication Details and Education Details submitted by employees through the PIS module of the Employee Self-Service Portal.



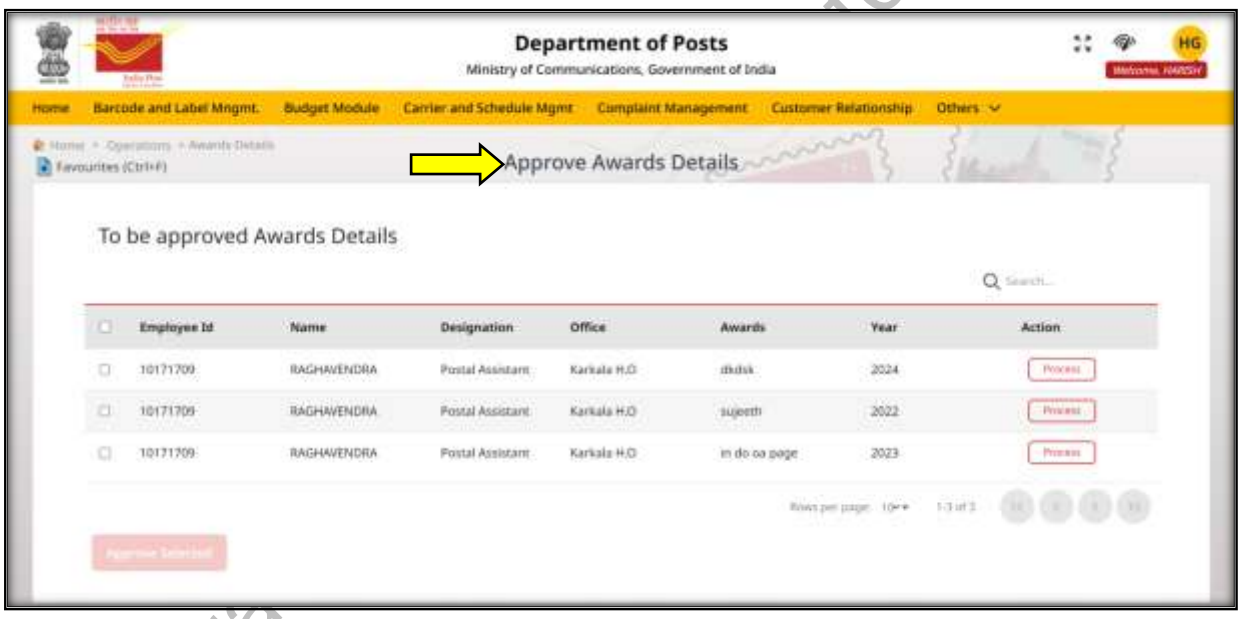
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14.2.1 Award details

The Award details entered by the employee in ESS portal will flow to the Divisional Head for approval in PIS Operations Dashboard.

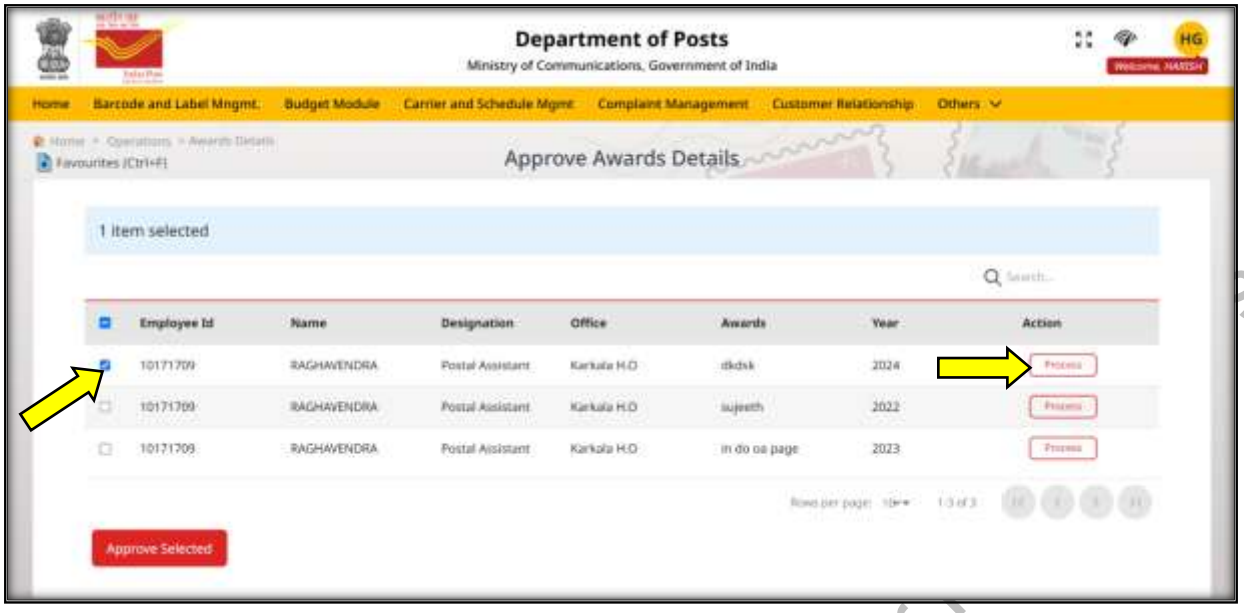


Click on the option 'Award Details'.

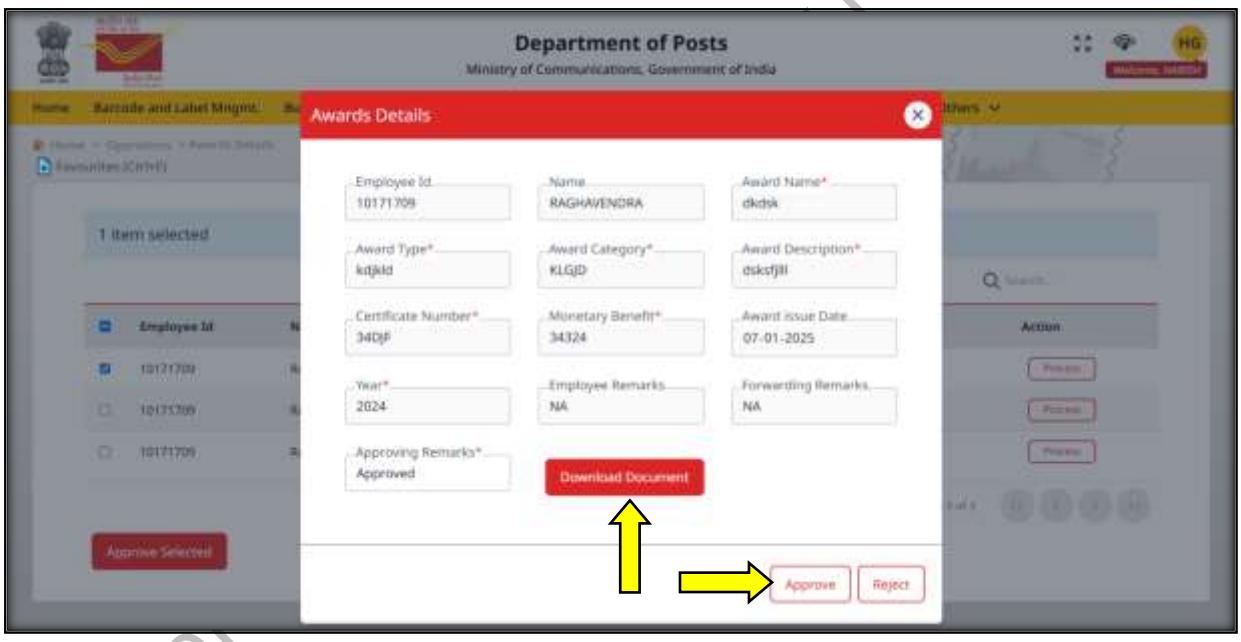


The list of requests pending for approval will be displayed in 'Approve Award Details' page.

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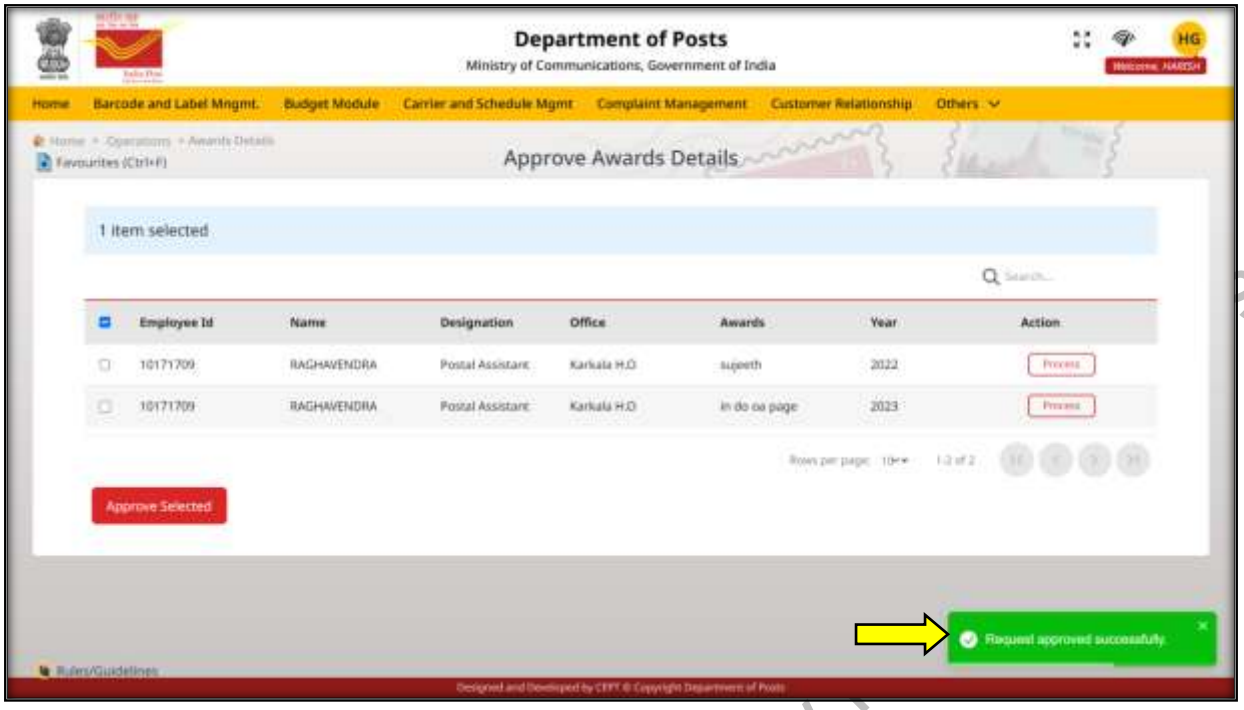


Select the request needs to be processed by clicking on the checkbox and click on the 'Process' button.

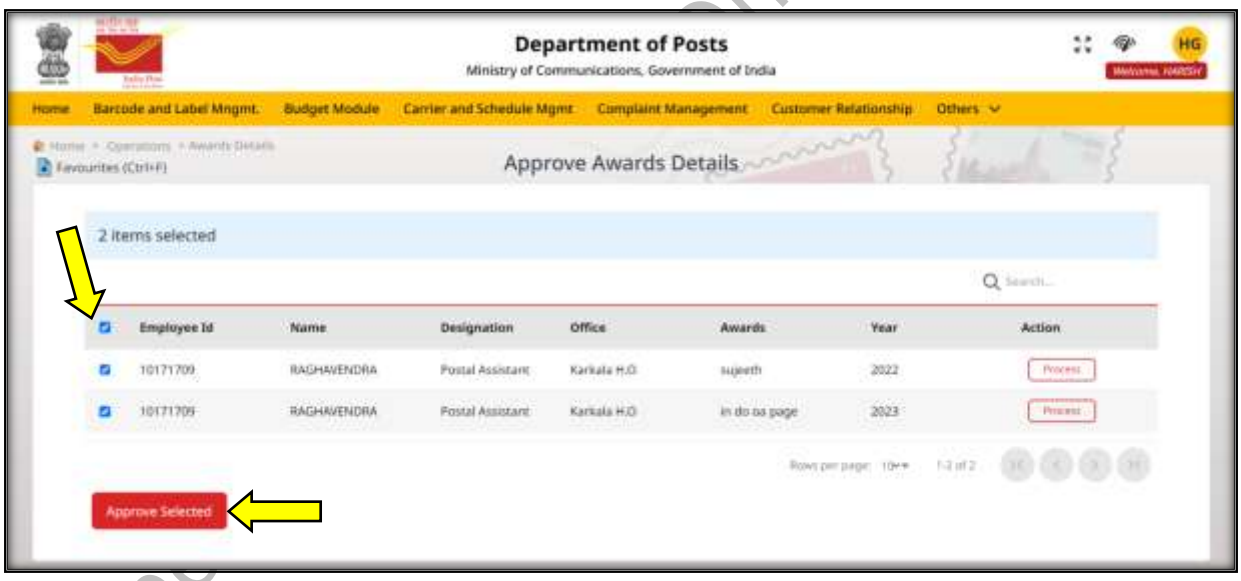


The details will be displayed in a pop up screen. The supporting document attached by employee in ESS Portal can be downloaded by clicking on 'Download' button. Enter the approval remarks in the field provided and click on 'Approve' button.

CEPT Only for Training Purpose



Upon clicking 'Approve' button, "Request approved successfully" message will be displayed.

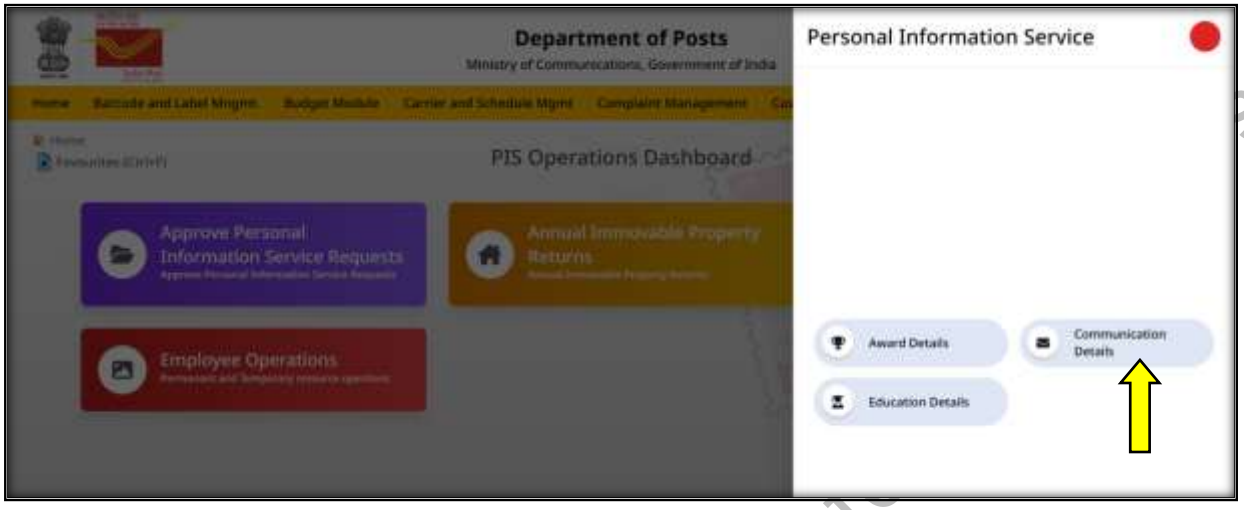


Multiple entries can be approved by selecting the rows and clicking on 'Approve Selected' button.

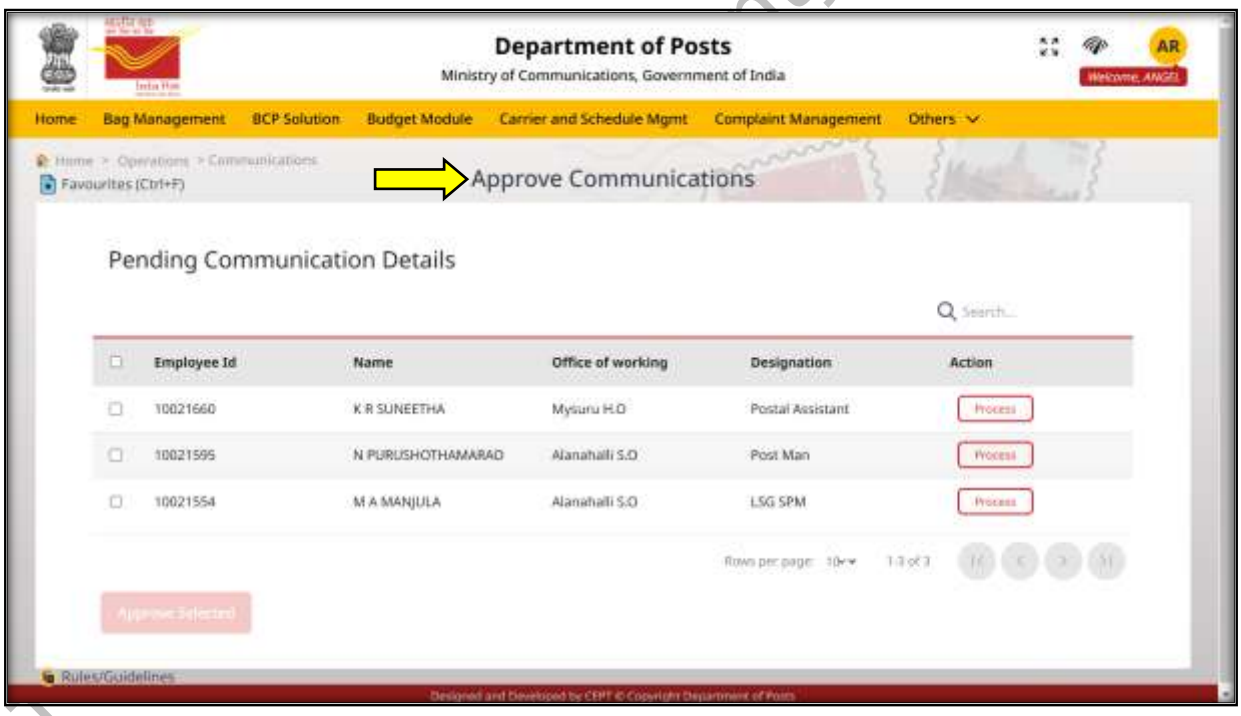
CEPT Only

14.2.2 Communication details

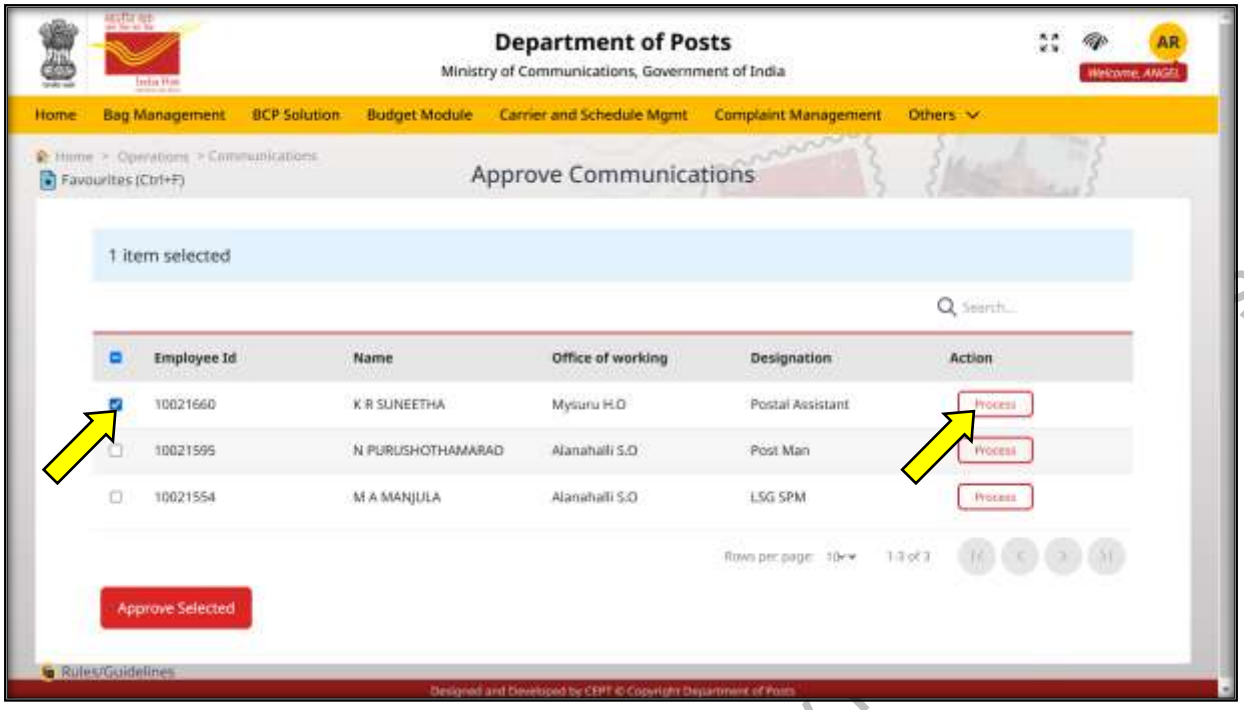
The modification requests related to Address, Contact Details, Aadhaar Number and PAN Number placed by the employees in ESS portal.



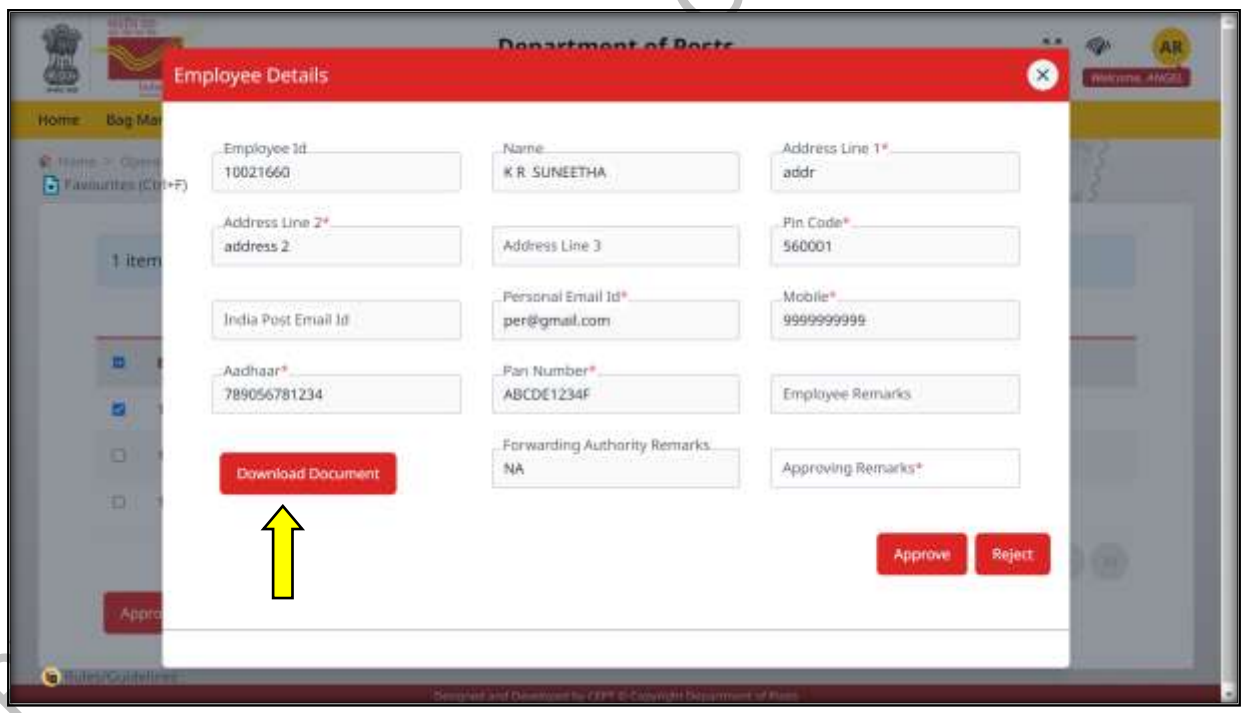
Click on the option 'Communication Details'.



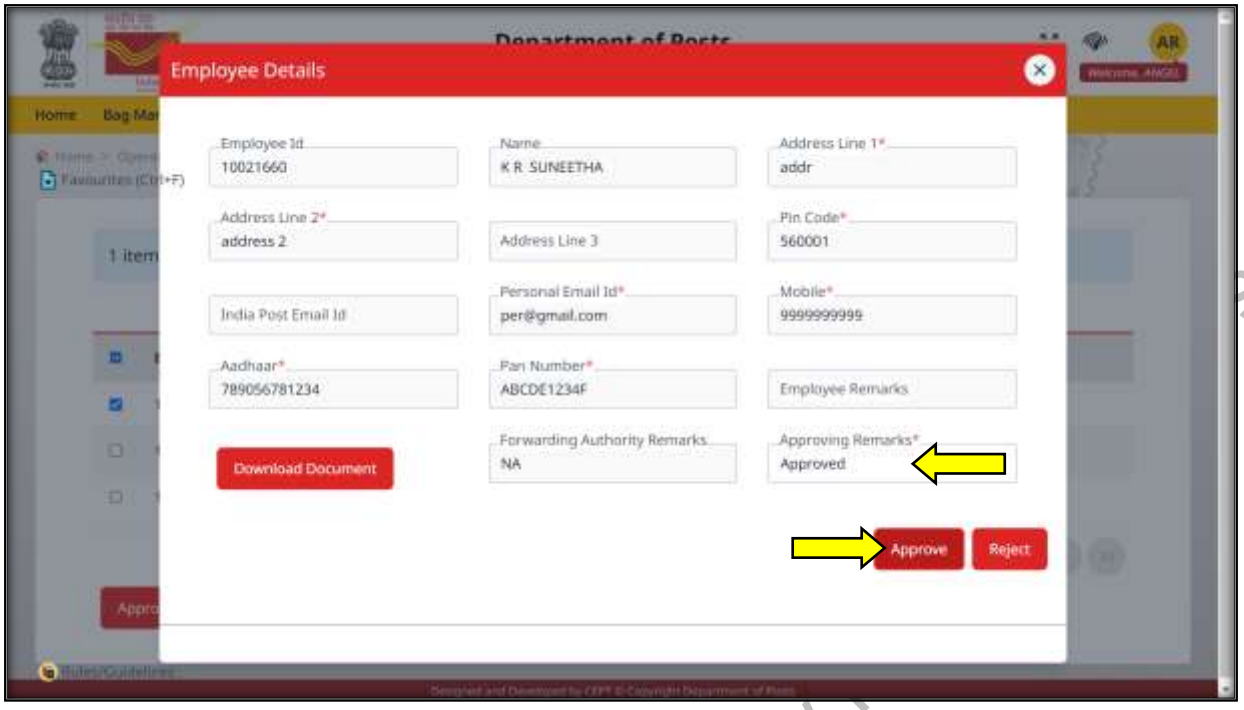
The list of requests pending for approval will be displayed in 'Approve Communications' page.



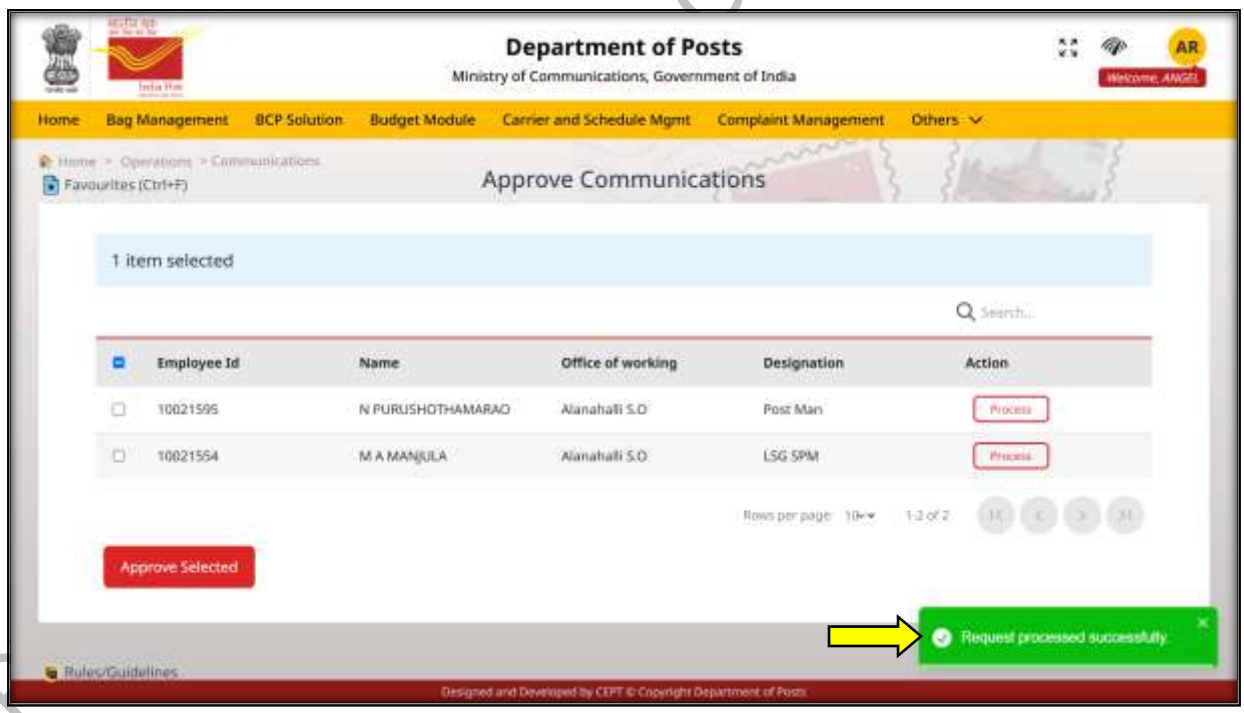
Select the request needs to be processed by clicking on the checkbox and click on the 'Process' button.



The details will be displayed in a pop up screen. The supporting document attached by employee in ESS Portal can be downloaded by clicking on 'Download' button.



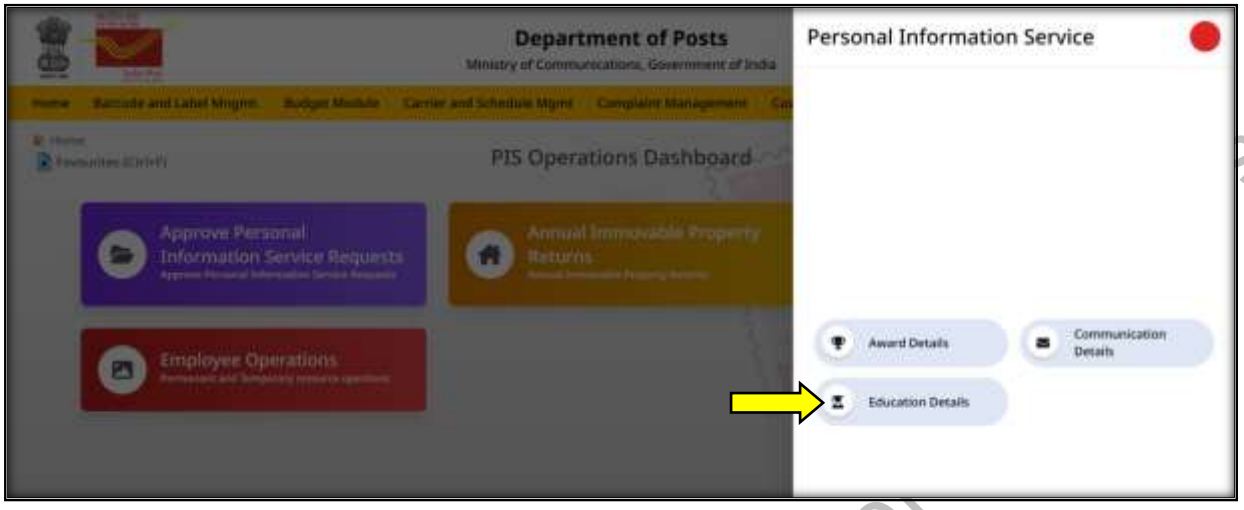
Enter the approval remarks in the field provided and click on 'Approve' button.



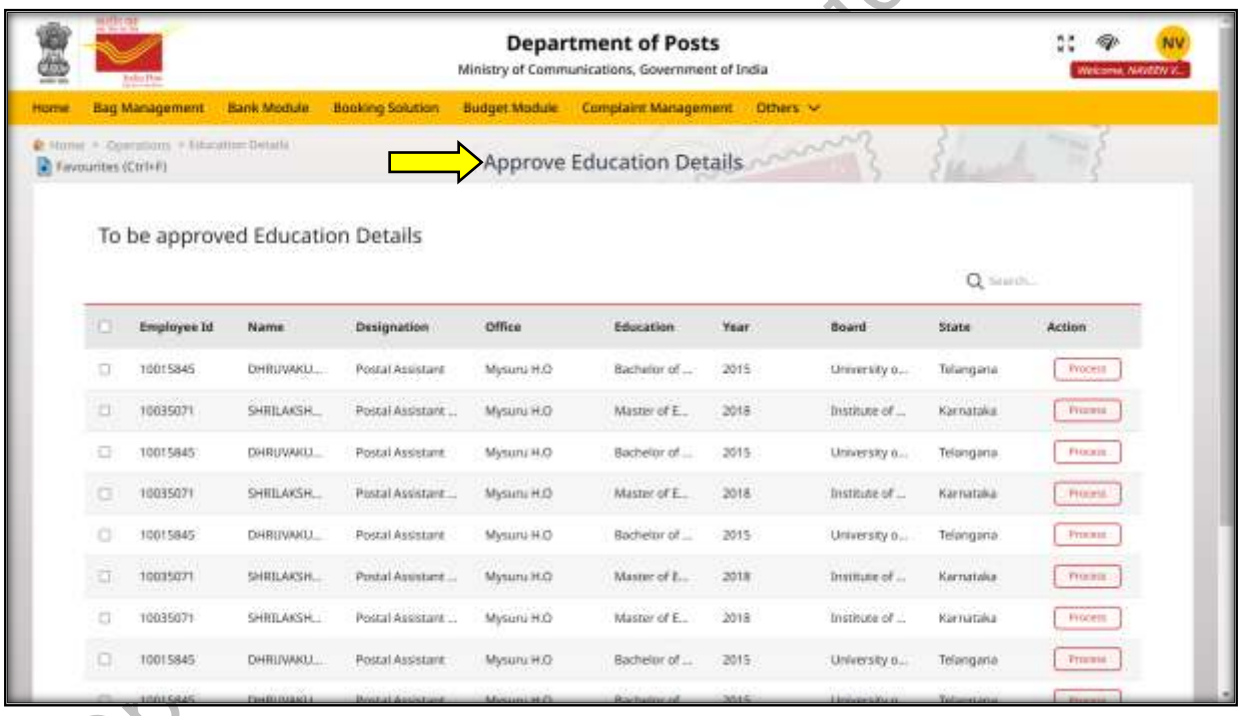
Upon clicking 'Approve' button, success message as "Request processed successfully" will be displayed on the bottom right corner of the screen.

14.2.3 Education details

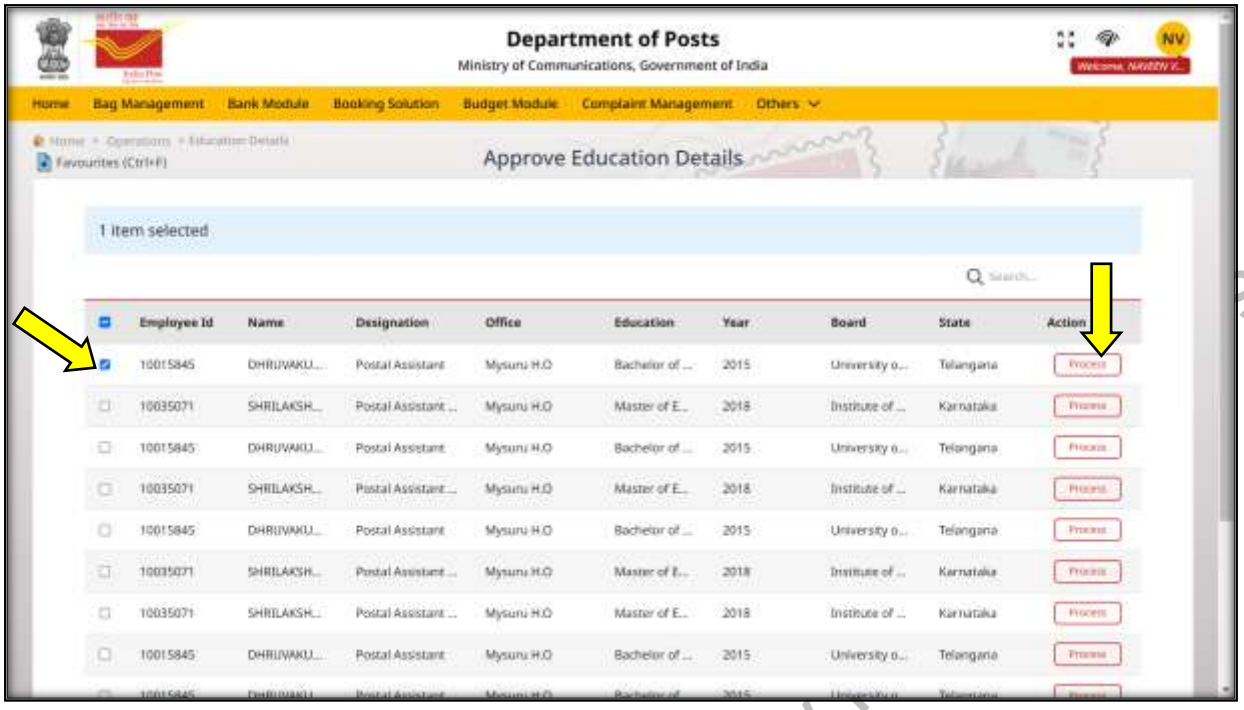
The Education details updated by the employee in ESS portal will flow to the Divisional Head for approval in PIS Operations Dashboard.



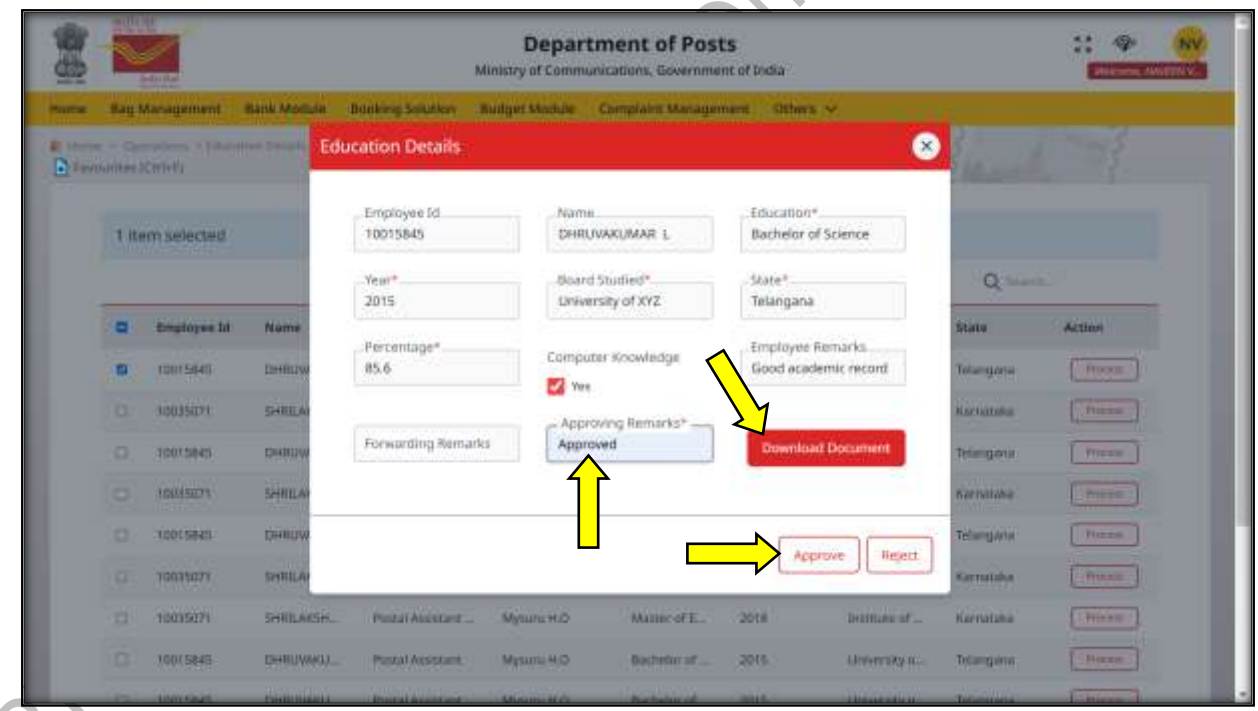
Click on the option 'Education Details'.



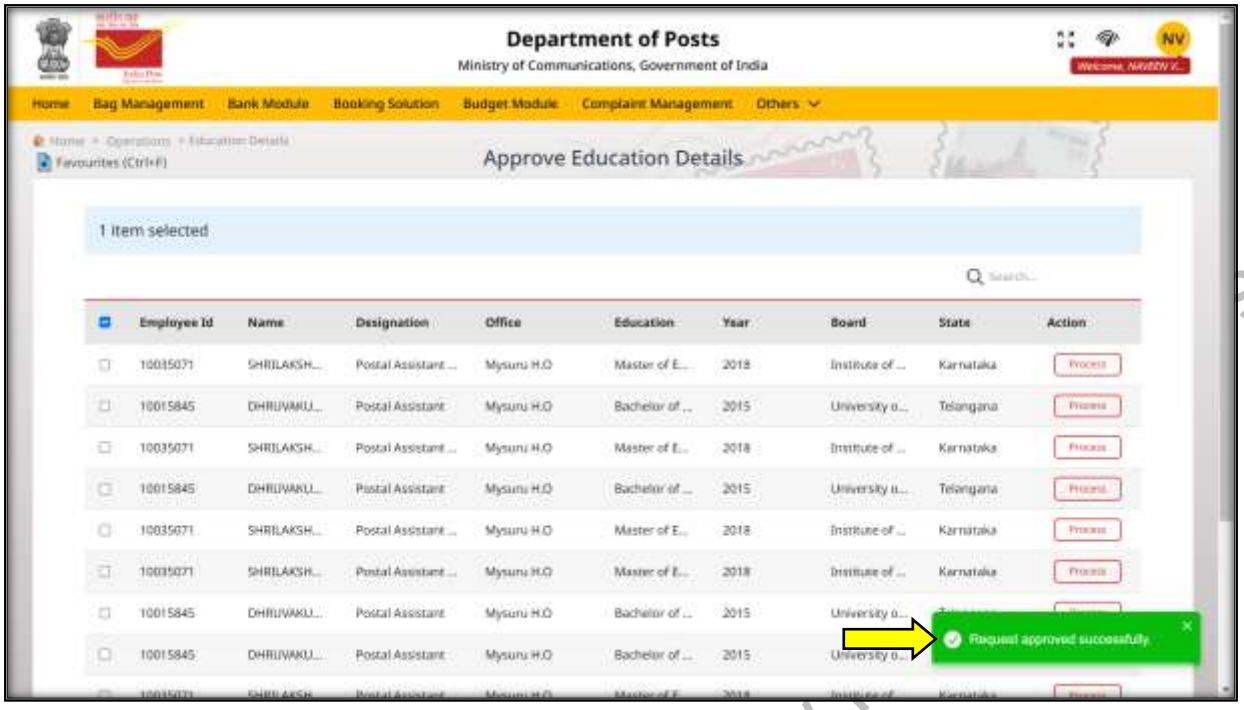
The list of requests pending for approval will be displayed in 'Approve Education Details' page.



Select the request needs to be processed by clicking on the checkbox and click on the 'Process' button.



The details will be displayed in a pop up screen. The supporting document attached by employee in ESS Portal can be downloaded by clicking on 'Download' button. Enter the approval remarks in the field provided and click on 'Approve' button.



Upon clicking 'Approve' button, success message as "Request approved successfully" will be displayed on the bottom right corner of the screen.

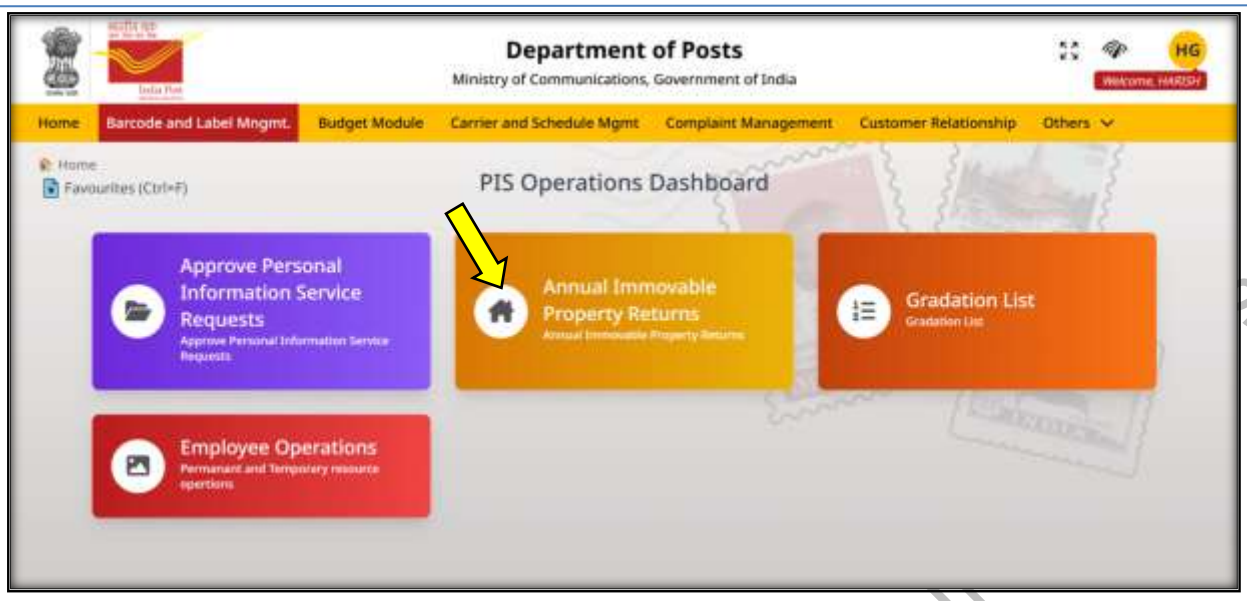
14.3 Annual Immovable Property Returns

Annual Immovable Property Returns (AIPR) in the **Personnel Information System (PIS)** is a reporting mechanism where employees are required to declare details of any immovable properties they own.

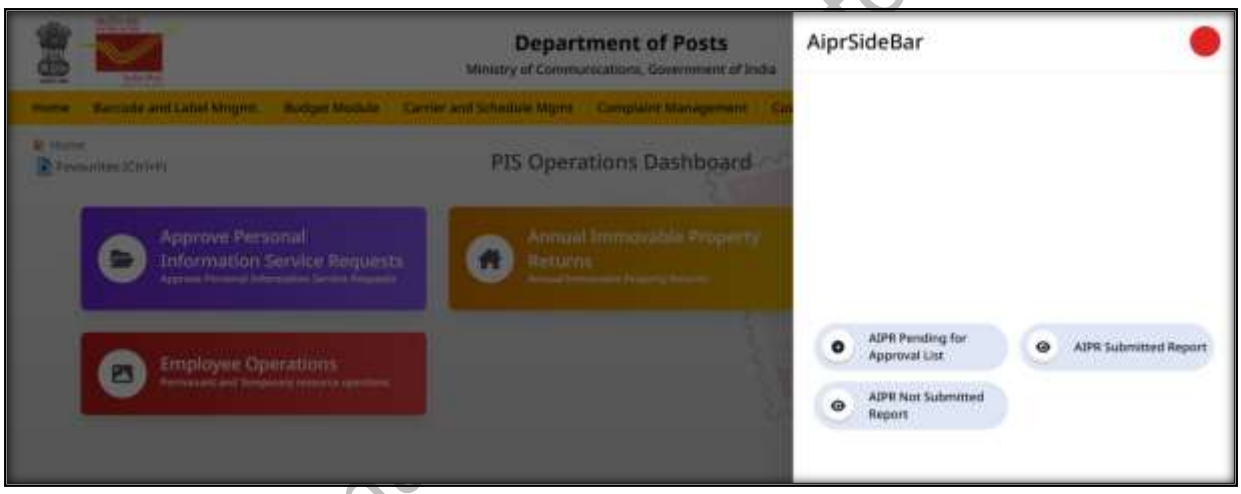
The Head Office (HO) Divisional Head is responsible for monitoring and tracking the submission of AIPR by employees. The Divisional Head can access reports under three categories:

- AIPR Pending for Approval List – Displays the list of AIPR submissions awaiting approval from the competent authority.
- AIPR Submission Report – Shows a list of employees who have successfully submitted their AIPR.
- AIPR Non-Submission Report – Lists employees who have not yet submitted their AIPR.

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Click on the sub-card 'Annual Immovable Property Returns'.

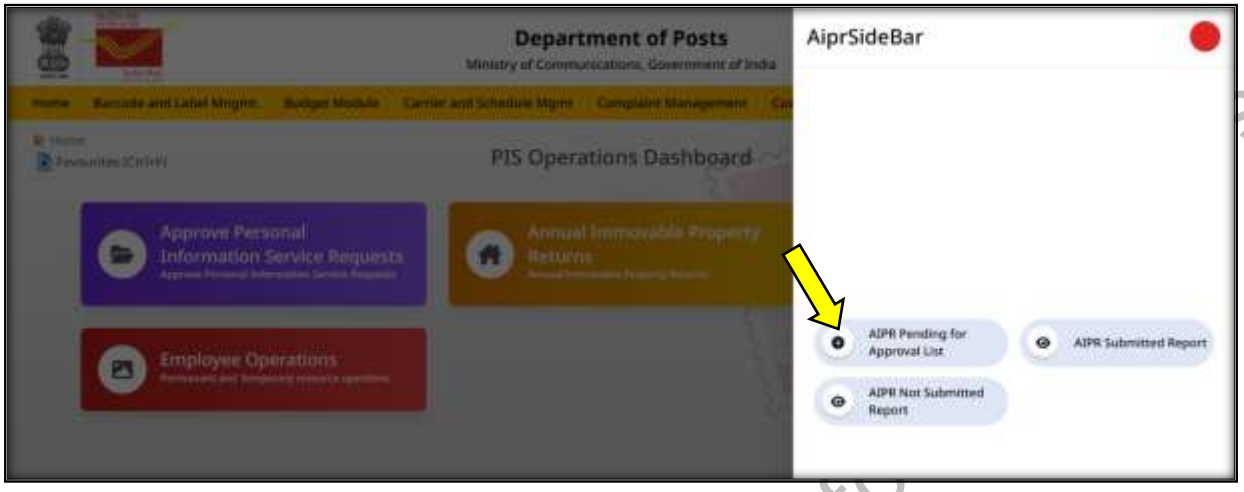


The options will be displayed in the side bar.

CEPT Operations

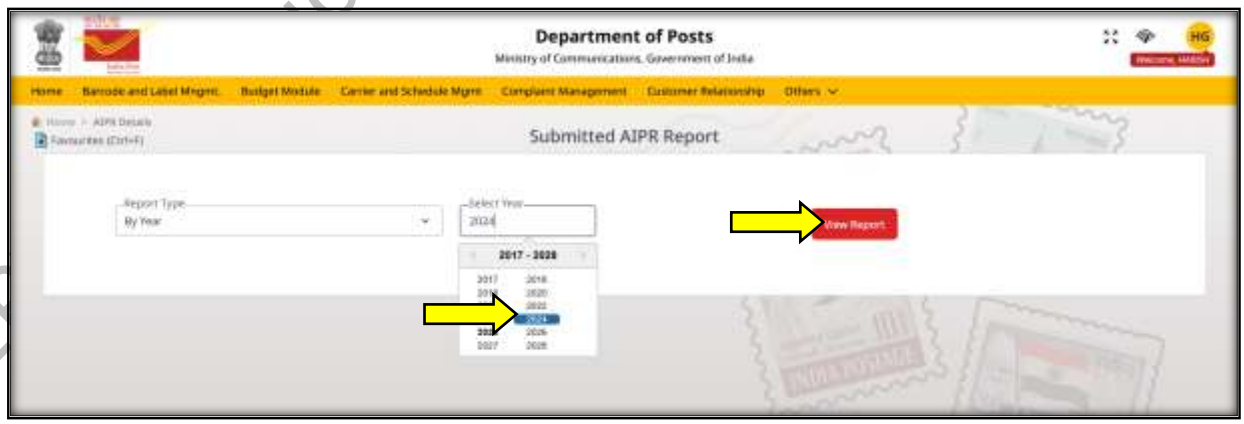
14.3.1 AIPR Pending for Approval List

This option displays the list of AIPR submissions awaiting approval from the competent authority. The report can be generated by Year or by Employee ID.

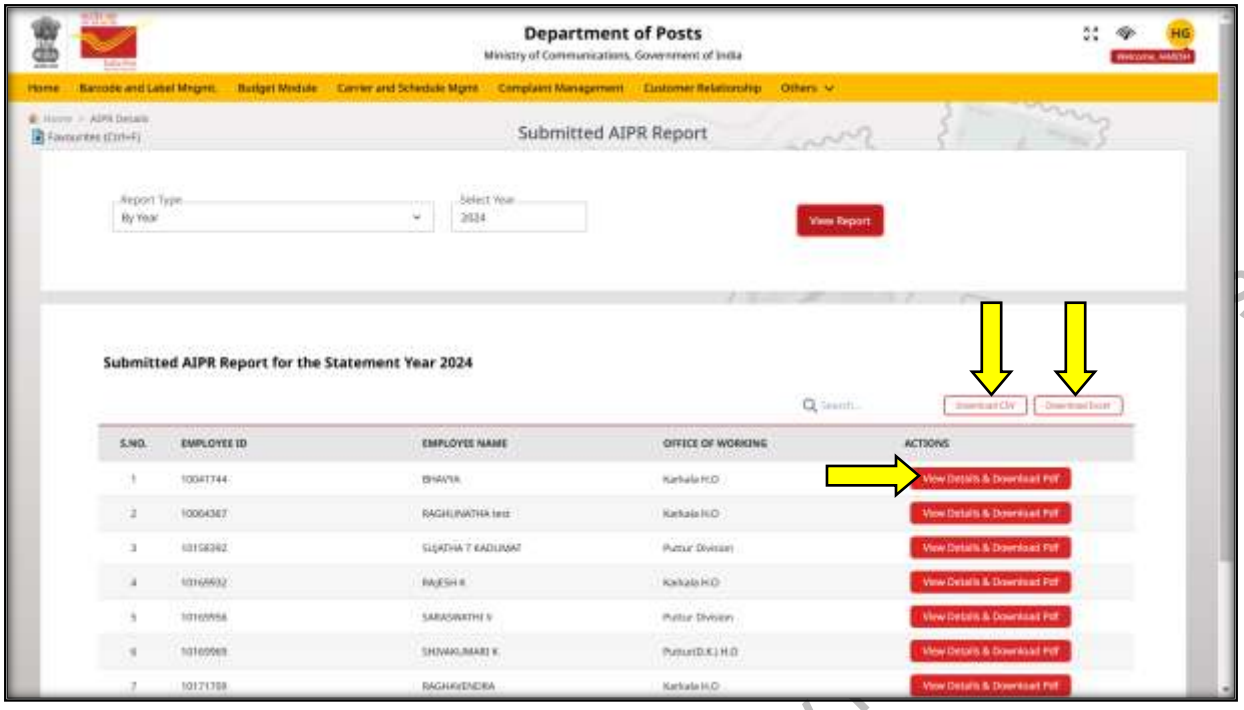




Select the 'Report Type' from the drop down options 'by year' or 'by Employee ID'.

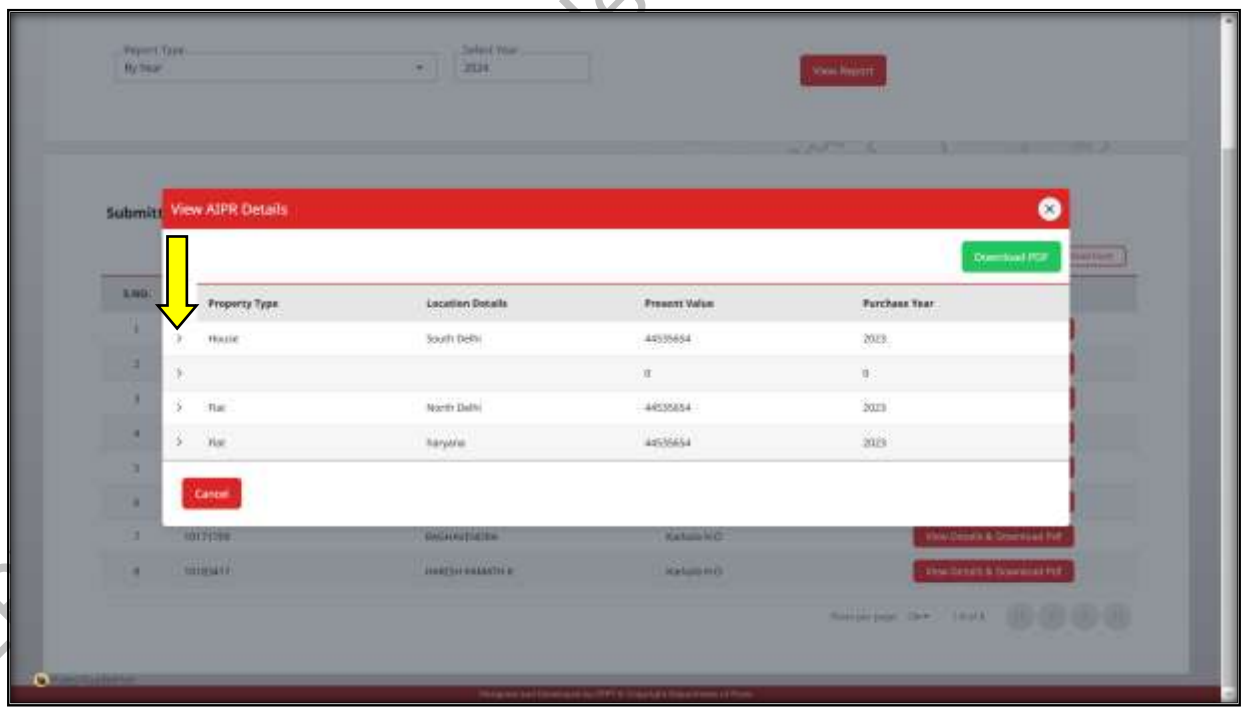


After selecting the Report Type 'By Year', select the 'Year' and click o 'View Report' button.

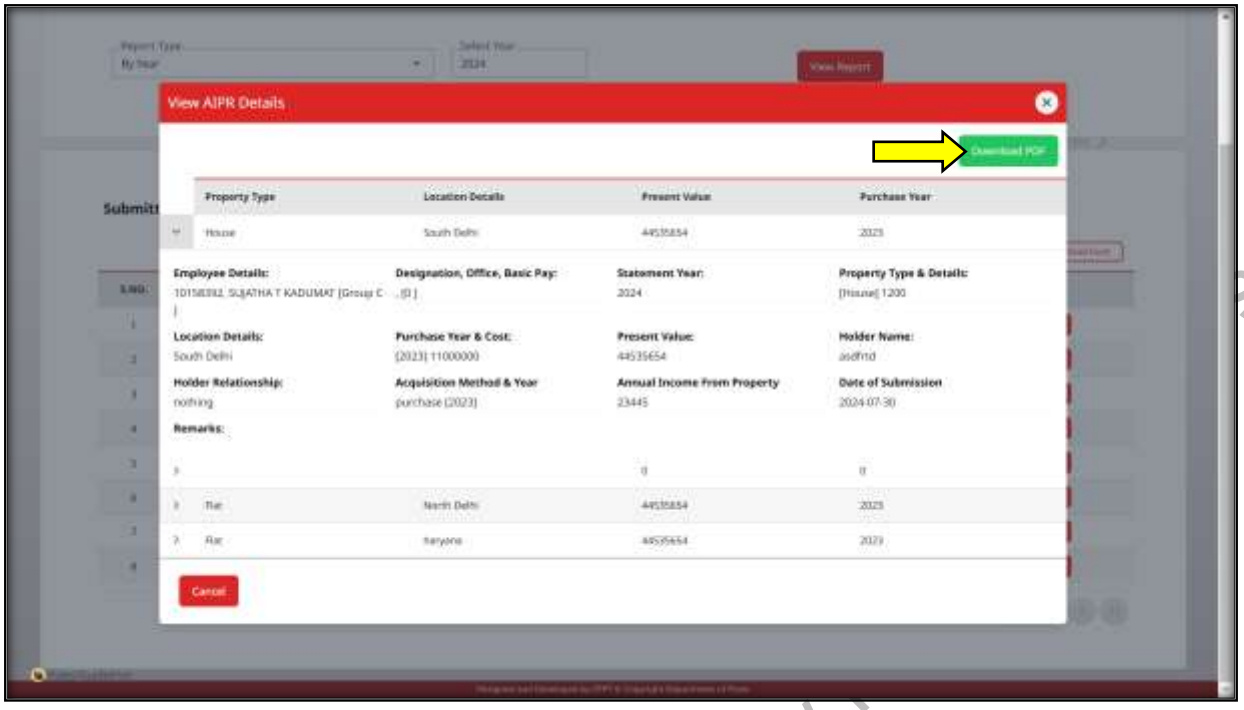


The Submitted AIPRs for selected year will be displayed. The list can be exported to CSV or Excel file by clicking on the buttons 'Download CSV' and 'Download Excel'.

Click on the 'View details and Download PDF' button to view the details of each statement.



The list of properties in the statement will be displayed. Click on the expand icon available in each row to view the details of each property.

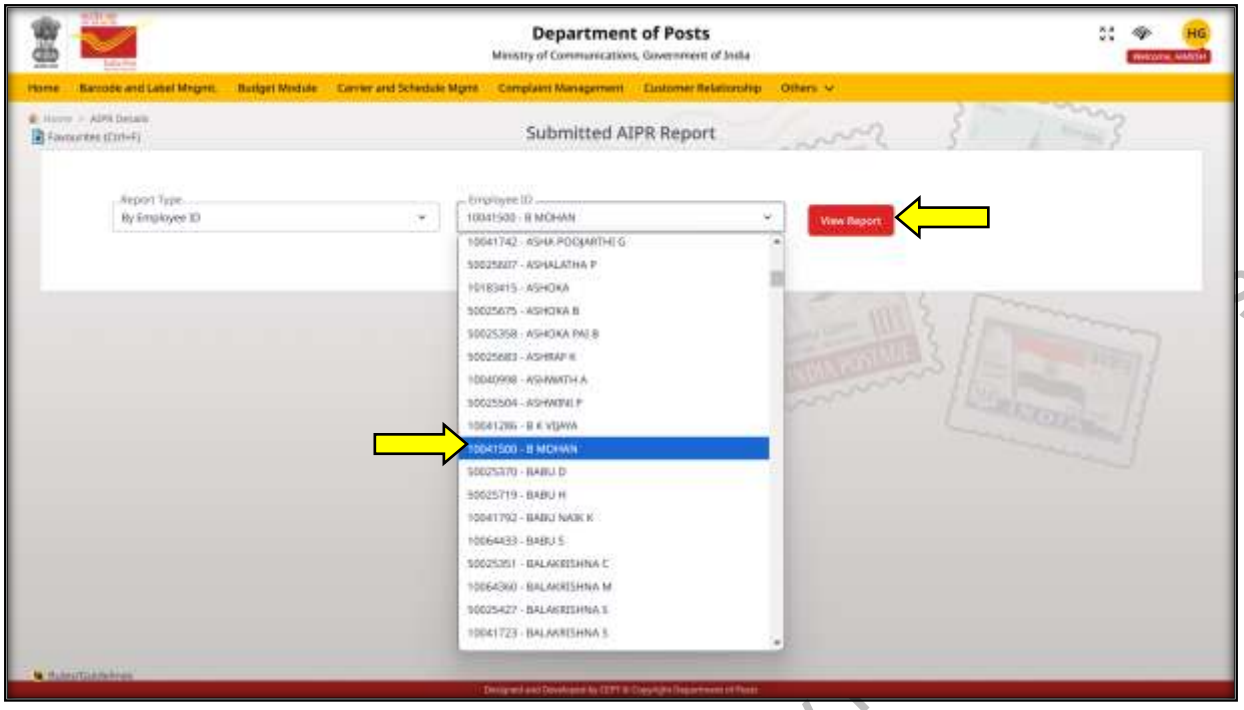


The statement can be downloaded in PDF format by clicking on 'Download PDF' button.

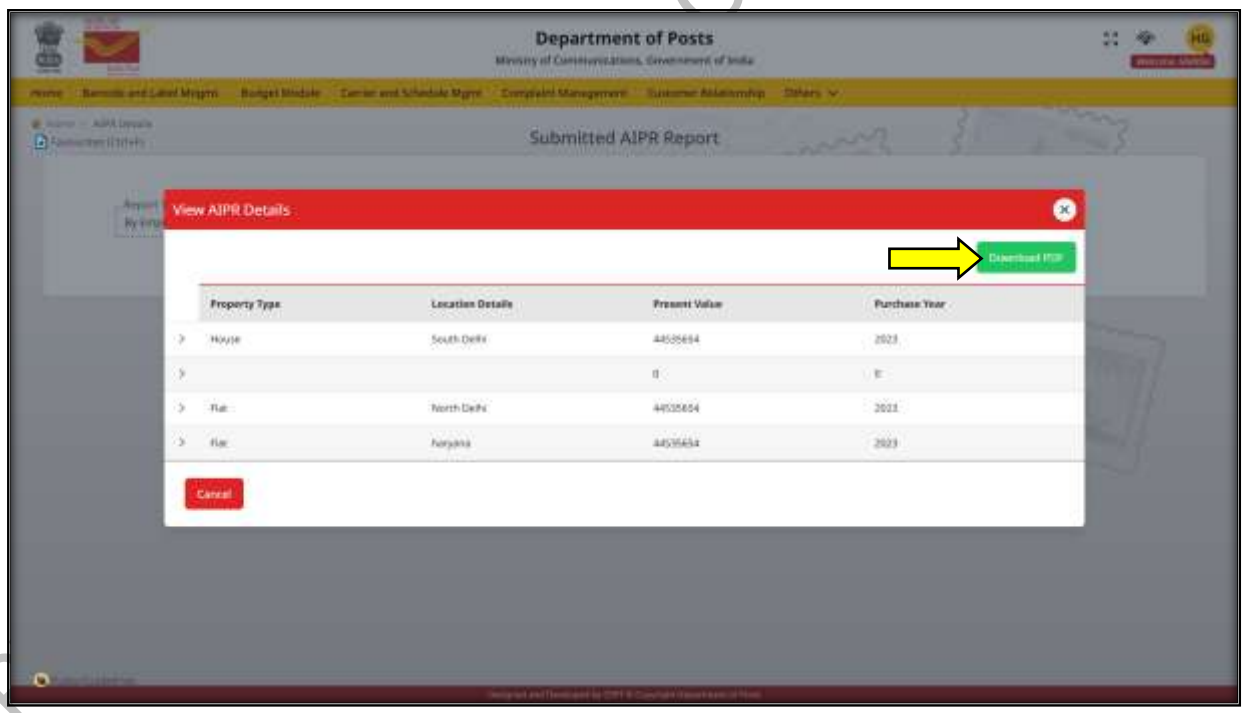
STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR: 2024 AS ON 01/01/2025

Employee ID: 10158392
Employee Name: SUJATHA T KADUMAT
Employee Cadre: Group C
Employee Designatin:
Office of working:
Present Pay: 0
Date of Joining the Department: 01/01/1

Name of the District, Subdivision, Taluk, and Village in which the property is situated	Property Type (House, Plot etc..)"	Cost of construction/acquirement including land in case of house (In Rupees)	Year of construction or purchase	Present Value (In Rupees)	Property Dimension Details (In Sq Ft or Sq Metres)	Present Owner Name	Relationship with the property owner	Acquisition Method (Bought or Gifted etc..)	Acquisition Year	Annual Income from the property Year (In Rupees)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
South Delhi	House	11000000	2023	44535654	1200	asdfrtd	nothing	purchase	2023	23445	
		0	0	0					0	0	
North Delhi	Flat	11000000	2023	44535654	1200	asdfrtd	nothing	purchase	2023	23445	
haryana	Flat	11000000	2023	44535654	1200	asdfrtd	nothing	purchase	2023	23445	



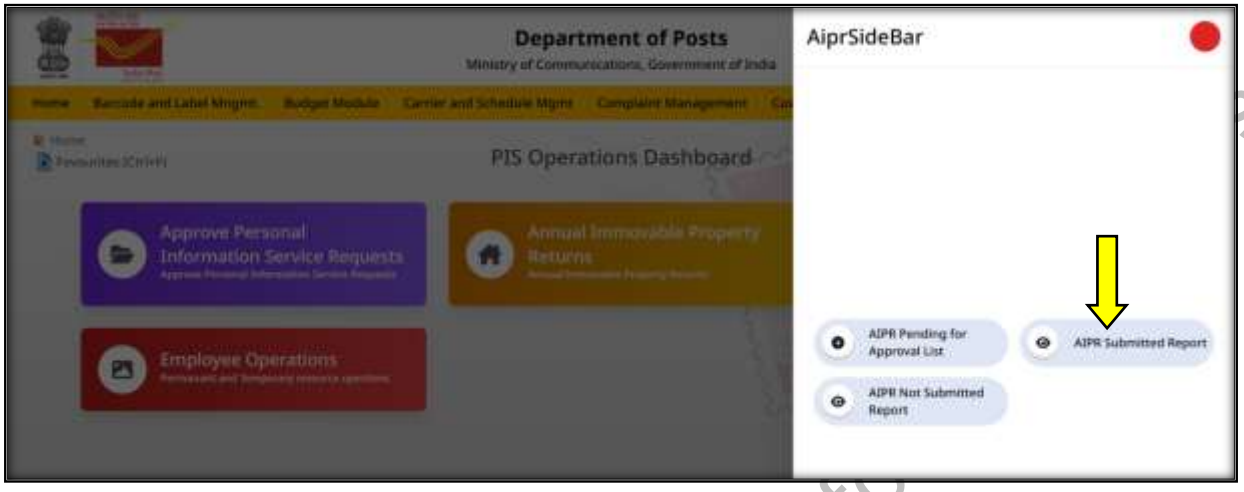
Select Report Type as 'By Employee ID' to view the statement of an employee and click on 'View Report' button.



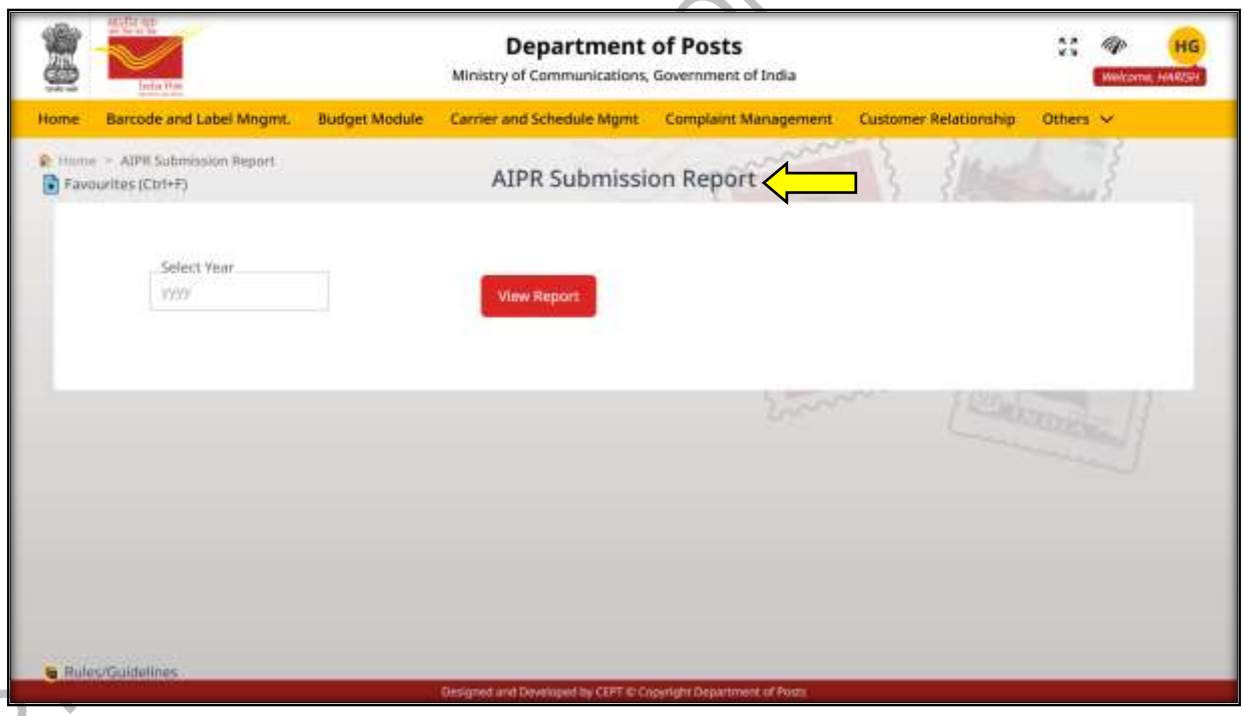
The AIPR details will be displayed in the pop up screen and the statement can be downloaded by clicking on 'Download PDF' button.

14.3.2 AIPR Submission report

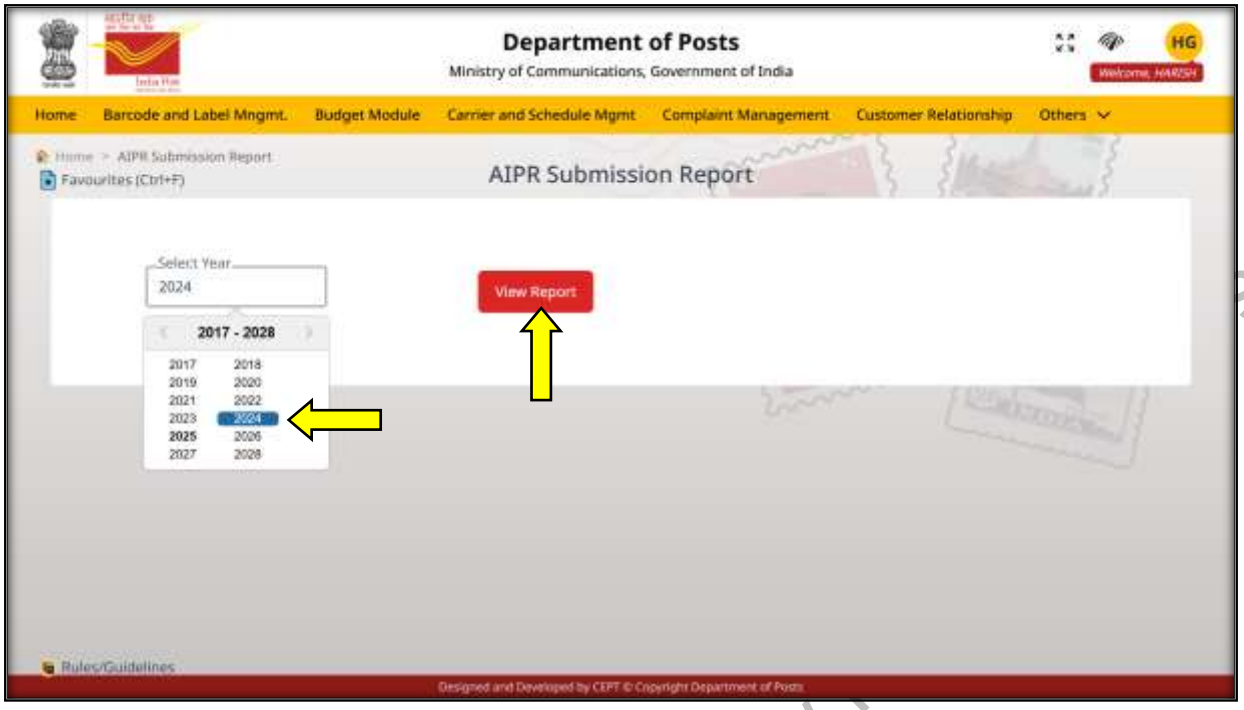
This option shows a list of employees who have successfully submitted their AIPR and the AIPRs are verified by the Competent Authority.



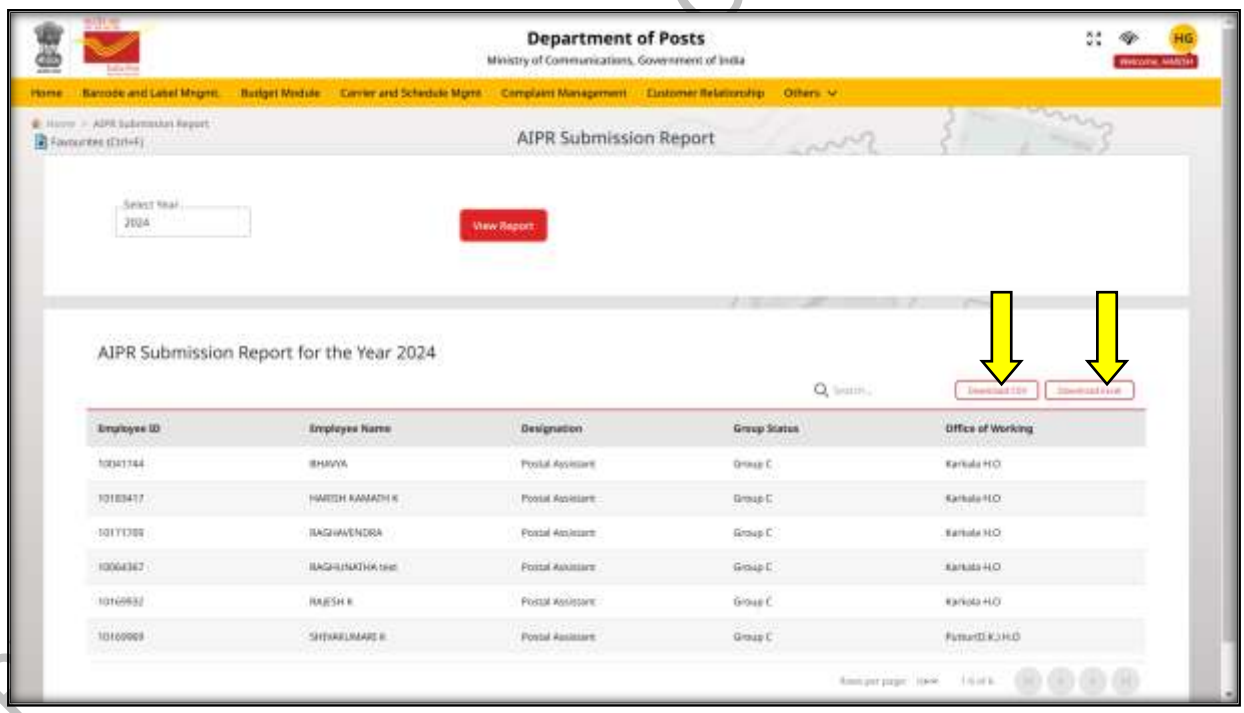
Click on the option 'AIPR Submitted Report'.



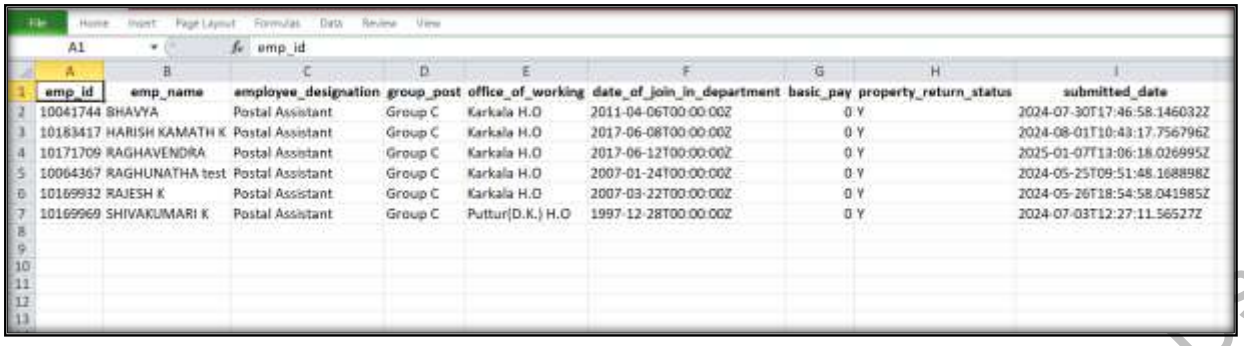
AIPR Submission Report screen will be opened.



Select the year for which the report is required to be generated from the dropdown list and click on 'View report' button.



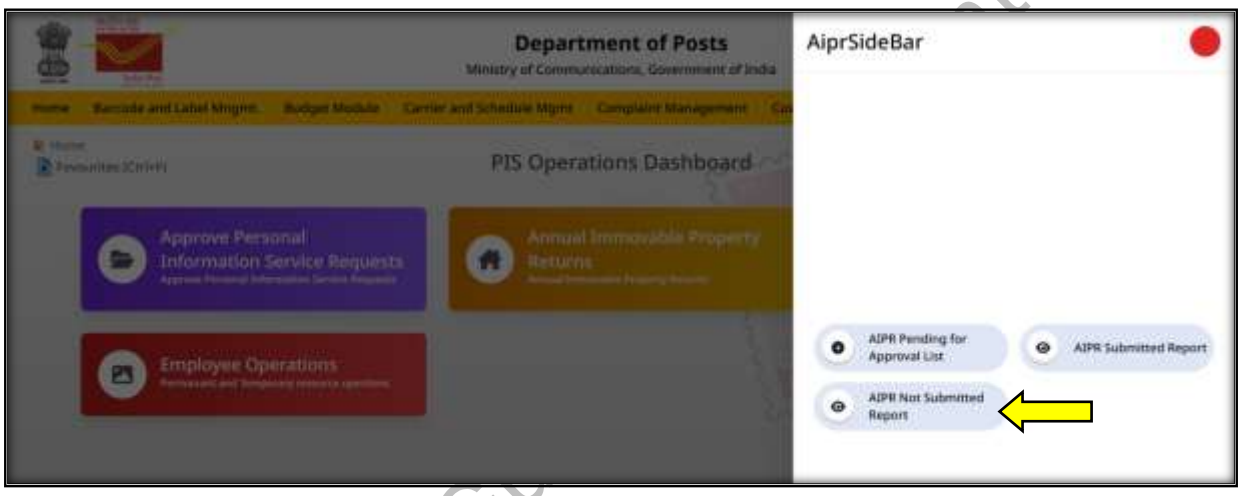
Upon clicking 'View Report' button, the list of employees whose AIPRs are approved will be displayed with the details like 'Employee ID', 'Employee Name', 'Designation', 'Group Status' and 'Office of working'. The list can be downloaded in Excel or CSV format by clicking on the respective buttons available.



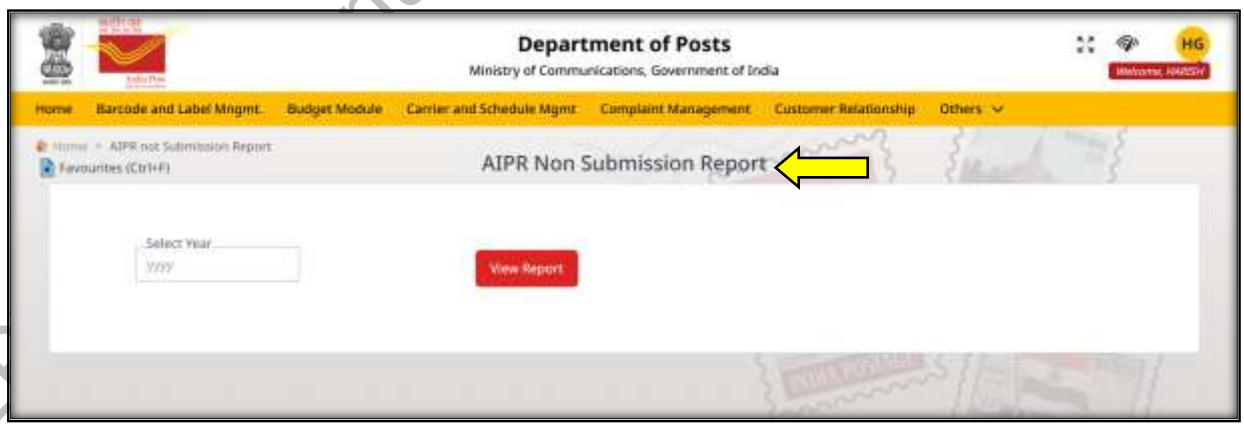
emp_id	emp_name	employee_designation	group_post	office_of_working	date_of_join_in_department	basic_pay	property_return_status	submitted_date
10041744	BHAVYA	Postal Assistant	Group C	Karkala H.O	2011-04-06T00:00:00Z	0	Y	2024-07-30T17:46:58.146032Z
10183417	HARISH KAMATH K	Postal Assistant	Group C	Karkala H.O	2017-06-08T00:00:00Z	0	Y	2024-08-01T10:43:17.756796Z
10171709	RAGHAVENDRA	Postal Assistant	Group C	Karkala H.O	2017-06-12T00:00:00Z	0	Y	2025-01-07T13:06:18.026995Z
10064367	RAGHUNATHA test	Postal Assistant	Group C	Karkala H.O	2007-01-24T00:00:00Z	0	Y	2024-05-25T09:51:48.168898Z
10169932	RAJESH K	Postal Assistant	Group C	Karkala H.O	2007-03-22T00:00:00Z	0	Y	2024-05-26T18:54:58.041985Z
10169969	SHIVAKUMARI K	Postal Assistant	Group C	Puttur(D.K.) H.O	1997-12-28T00:00:00Z	0	Y	2024-07-03T12:27:11.56527Z

14.3.3 AIPR Non submission report

This option shows the list of employees who have not yet submitted their AIPR.



Click on the option ‘AIPR Not Submitted Report’.

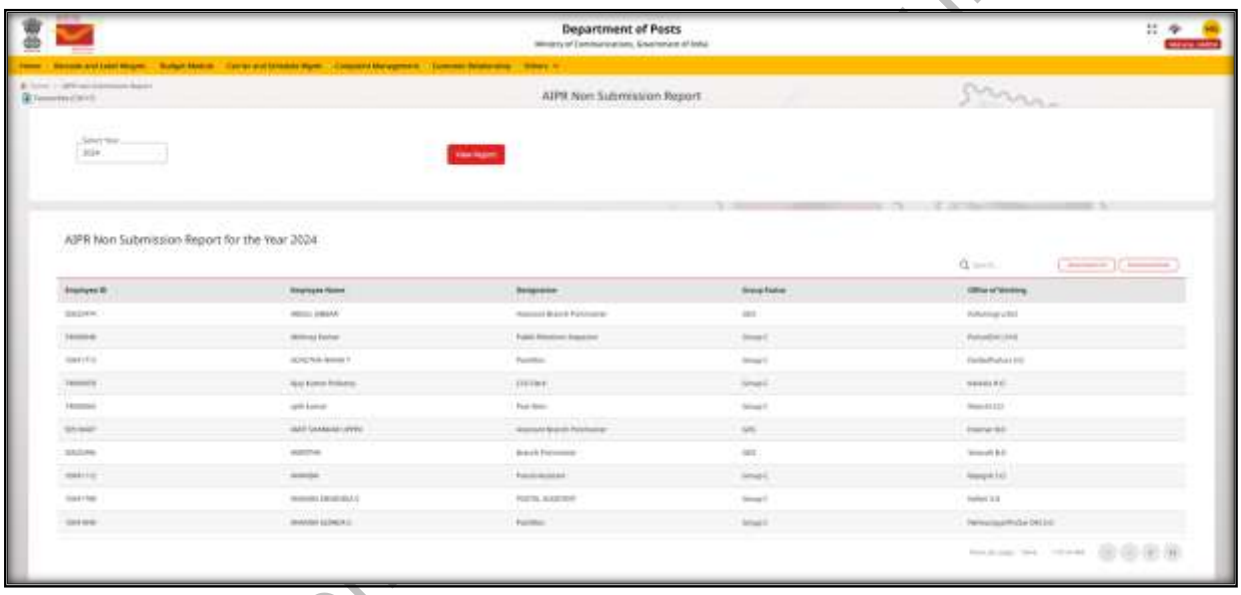


AIPR Non Submission Report screen will be opened.

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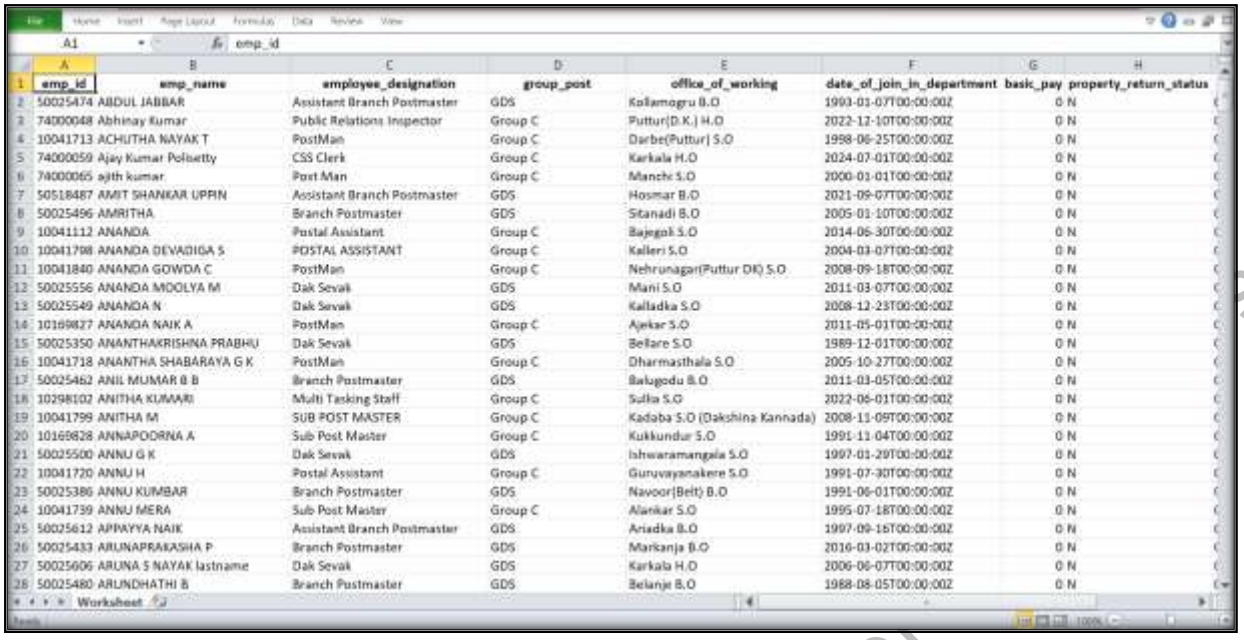


Select the 'Year' for which the report is required to be generated from the drop down list and click on 'View Report' button.





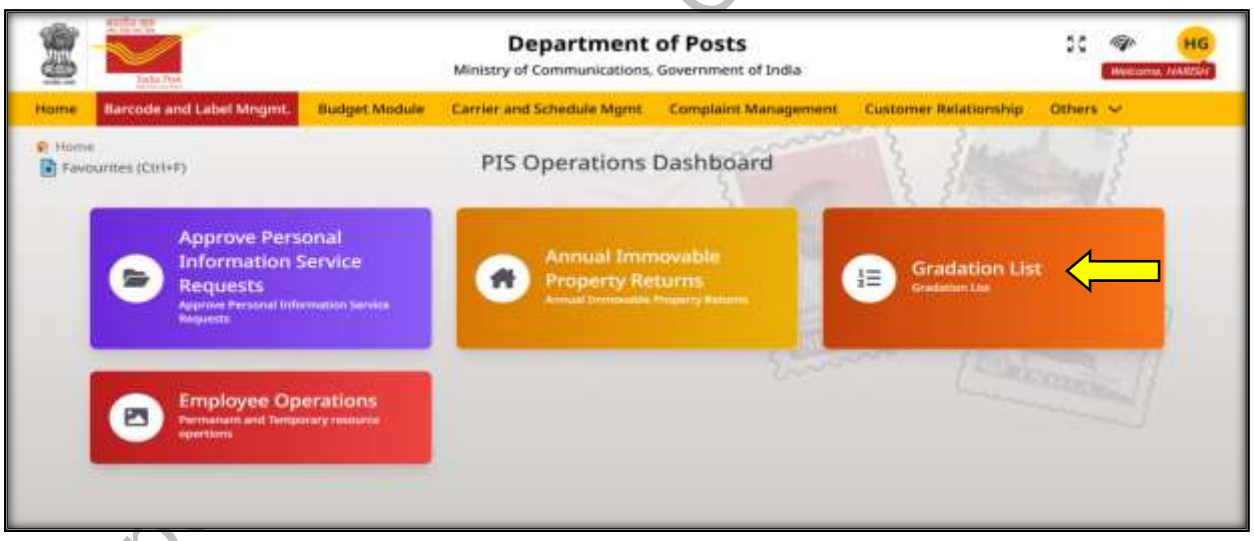
The list of employees who are not submitted their AIPR will be displayed with the details like 'Employee ID', 'Employee Name', 'Designation', 'Group Status' and 'Office of working'. The list can be downloaded in Excel or CSV format by clicking on the respective buttons available.



emp_id	emp_name	employee_designation	group_post	office_of_working	date_of_join_in_department	basic_pay	property_return_status
50025474	ABDUL JABBAR	Assistant Branch Postmaster	GDS	Kollamogru B.O	1993-01-07T00:00:00Z	0	N
74000048	Abhinay Kumar	Public Relations Inspector	Group C	Puttur(D.K.) H.O	2022-12-10T00:00:00Z	0	N
10041713	ACHUTHA NAYAK T	PostMan	Group C	Darbe(Puttur) S.O	1998-06-25T00:00:00Z	0	N
74000059	Ajay Kumar Polisetty	CSS Clerk	Group C	Karkala H.O	2024-07-01T00:00:00Z	0	N
74000065	ajith kumar	Post Man	Group C	Manchi S.O	2000-01-01T00:00:00Z	0	N
50518487	AMIT SHANKAR UPPIN	Assistant Branch Postmaster	GDS	Hosmar B.O	2021-09-07T00:00:00Z	0	N
50025496	AMRITHA	Branch Postmaster	GDS	Sitanadi B.O	2005-01-10T00:00:00Z	0	N
10041112	ANANDA	Postal Assistant	Group C	Bajegoli S.O	2014-06-30T00:00:00Z	0	N
10041798	ANANDA DEVADIGA S	POSTAL ASSISTANT	Group C	Kalleri S.O	2004-03-07T00:00:00Z	0	N
10041840	ANANDA GOWDA C	PostMan	Group C	Nehrunagar(Puttur DK) S.O	2008-09-18T00:00:00Z	0	N
50025556	ANANDA MOOLYA M	Dak Sevak	GDS	Mani S.O	2011-03-07T00:00:00Z	0	N
50025549	ANANDA N	Dak Sevak	GDS	Kalladka S.O	2008-12-23T00:00:00Z	0	N
10169827	ANANDA NAIK A	PostMan	Group C	Ajekar S.O	2011-05-01T00:00:00Z	0	N
50025350	ANANTHAKRISHNA PRABHU	Dak Sevak	GDS	Bellare S.O	1989-12-01T00:00:00Z	0	N
10041718	ANANTHA SHABARAYA G K	PostMan	Group C	Dharmasthala S.O	2005-10-27T00:00:00Z	0	N
50025462	ANIL MUMAR B B	Branch Postmaster	GDS	Balugodu B.O	2011-03-05T00:00:00Z	0	N
10298102	ANITHA KUMARI	Multi Tasking Staff	Group C	Sulia S.O	2022-06-01T00:00:00Z	0	N
10041799	ANITHA M	SUB POST MASTER	Group C	Kadaba S.O (Dakshina Kannada)	2008-11-09T00:00:00Z	0	N
10166828	ANNAPOORNA A	Sub Post Master	Group C	Kukkundur S.O	1991-11-04T00:00:00Z	0	N
50025500	ANNU G K	Dak Sevak	GDS	Ishwaramangala S.O	1997-01-29T00:00:00Z	0	N
10041720	ANNU H	Postal Assistant	Group C	Guruvayanakere S.O	1991-07-30T00:00:00Z	0	N
50025386	ANNU KUMBAR	Branch Postmaster	GDS	Navoor(Belt) B.O	1991-06-01T00:00:00Z	0	N
10041739	ANNU MERA	Sub Post Master	Group C	Alankar S.O	1995-07-18T00:00:00Z	0	N
50025612	APPAYYA NAIK	Assistant Branch Postmaster	GDS	Ariadka B.O	1997-09-16T00:00:00Z	0	N
50025433	ARUNAPRAKASHA P	Branch Postmaster	GDS	Markanja B.O	2016-03-02T00:00:00Z	0	N
50025606	ARUNA S NAYAK lastname	Dak Sevak	GDS	Karkala H.O	2006-06-07T00:00:00Z	0	N
50025480	ARUNDHATHI B	Branch Postmaster	GDS	Belanje B.O	1988-08-05T00:00:00Z	0	N

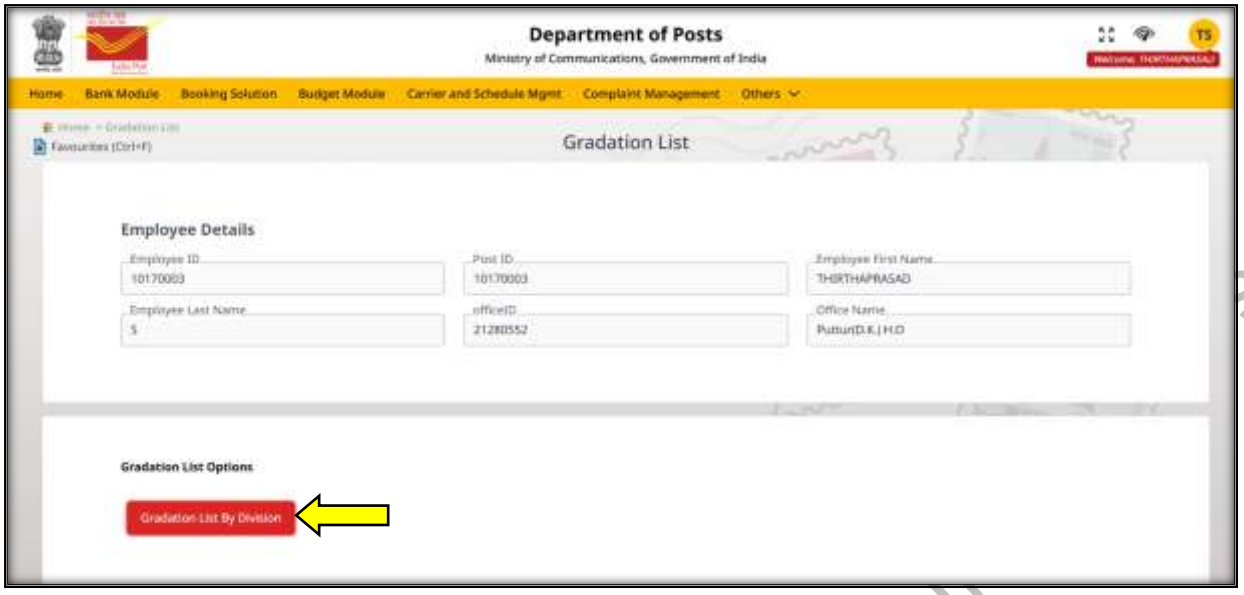
14.4 Gradation list

Gradation list with respect to division can be generated and viewed in "**Gradation list**" sub card.

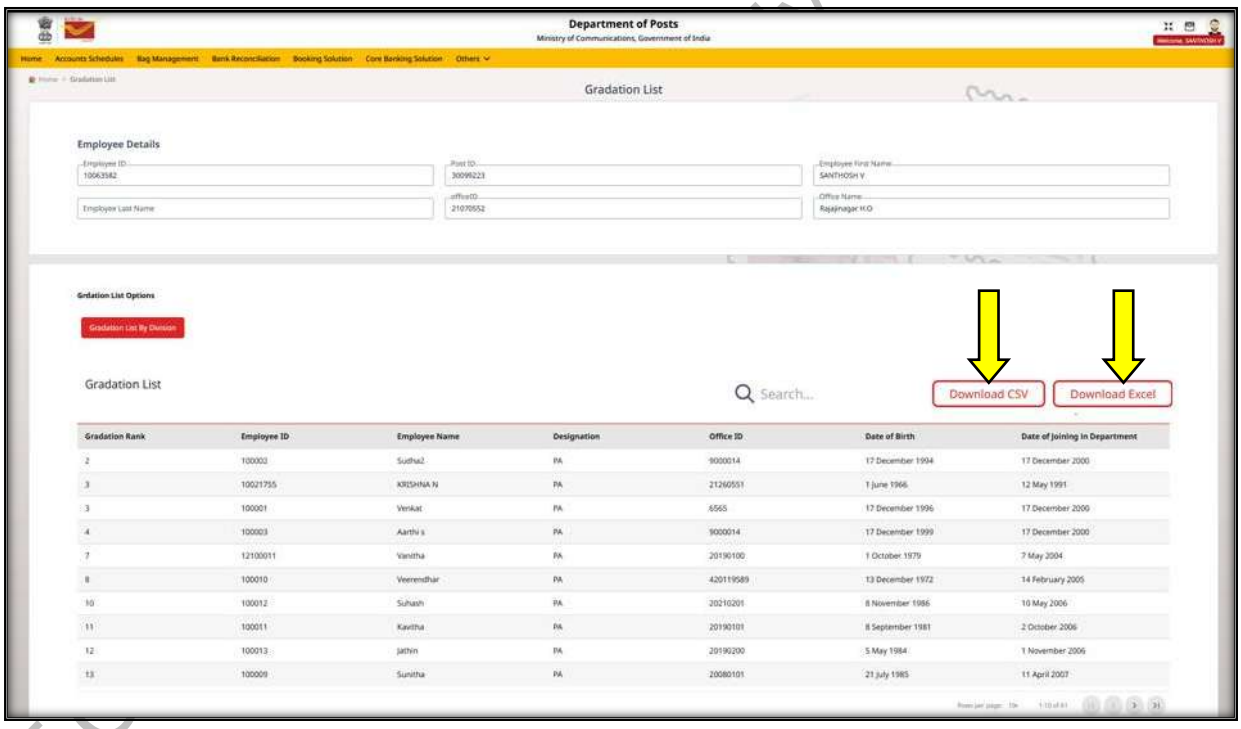


Click on the sub-card 'Gradation List' in PIS Operations Dashboard.

CEPT Only for



Gradation List screen will be opened. Click on the 'Generate List by Division' button.



The list will be displayed in the same screen with the details such as 'Gradation Rank', 'Employee ID', 'Employee Name', 'Designation', 'Office ID', 'Date of Birth' and 'Date of joining in Department'. The report can be exported to Excel or CSV by clicking on the respective buttons available in the screen.

15 Leave Management System-Self



Upon clicking the '**Leave Management System**' main card, the page appears with Nine (9) sub cards.

- Apply Leave
- Withdraw leave request
- View Leave Balance
- Leave Report
- Initiate Charge Report
- Holiday Calendar
- Upload fitness certificate
- Report un availed joining time
- View Staff on Leave

CEPT Operational Guide - Only for Use

15.1 Apply Leave



Click on the '**Apply Leave**' sub card under '**Leave Management System**' card.



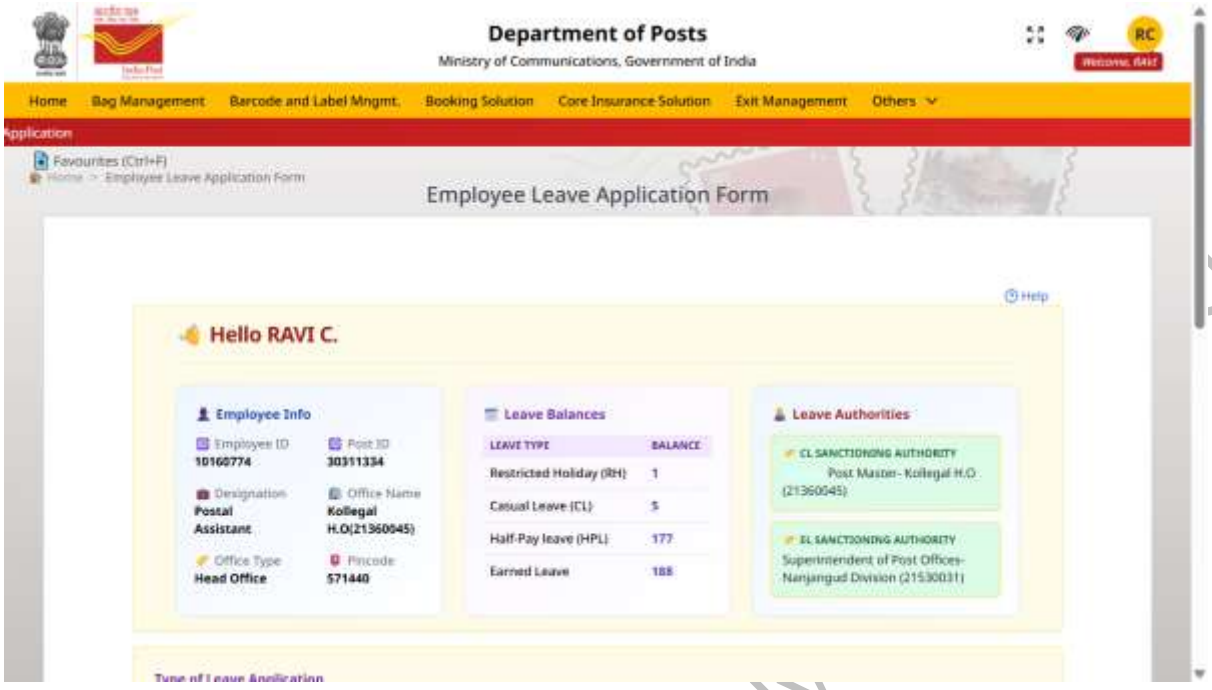
Upon clicking the '**Apply Leave**' Sub card, Right panel appears with three (3) options.
Apply Leave
Apply Leave Curtail
Apply Leave Convert

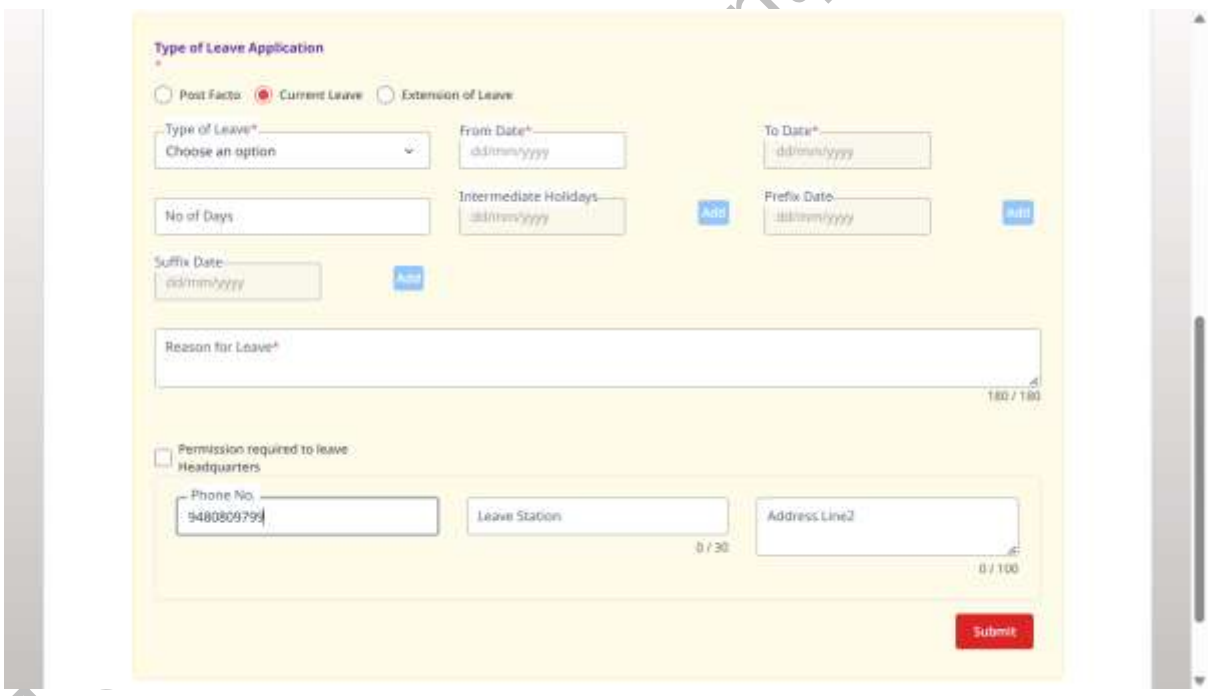
15.1.1 Apply Leave



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Click on '**Apply Leave**' option to apply the leave request.



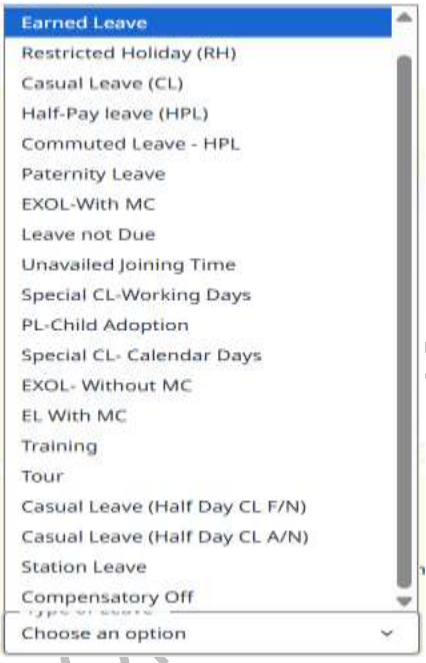


On clicking on '**Apply Leave**' option under '**Apply Leave**' Sub-card, a new page will appear. This page will display the Employee information, Leave balances and Leave authorities of the employee.

Under the 'Type of Leave application' section, there are 3 radio buttons provided.

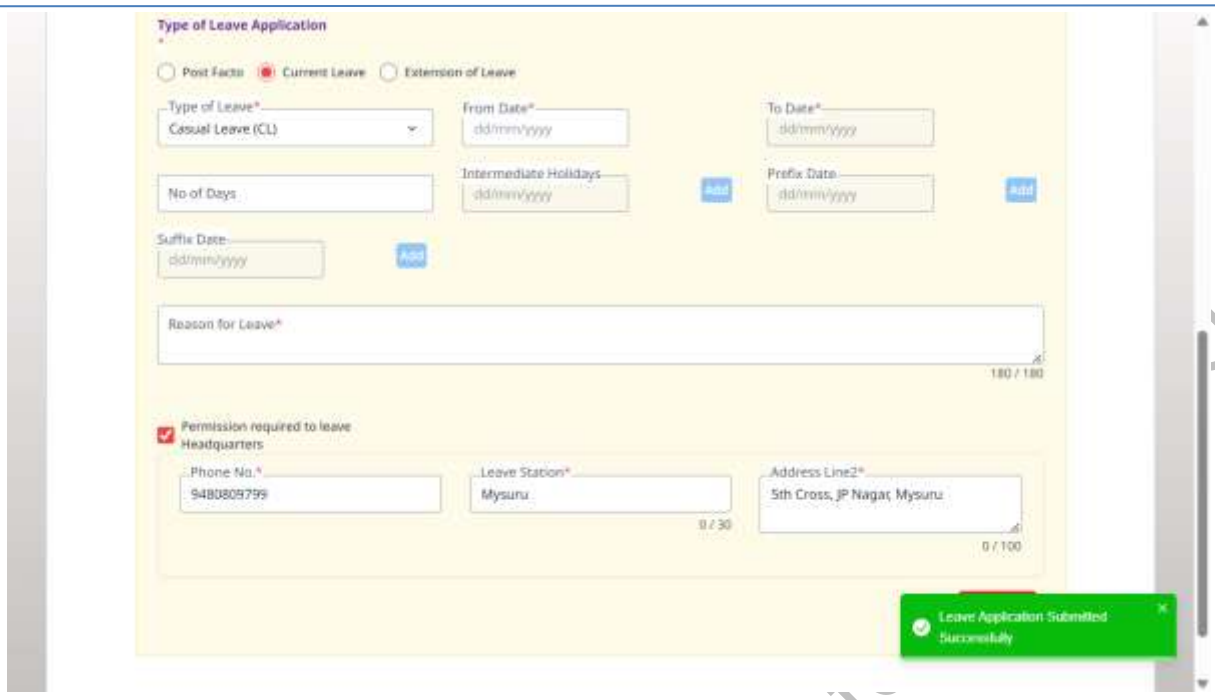
1. **Post Facto-** Select this radio button if you are applying for leave after the leave period has ended.
2. **Current Leave -** Select this radio button if you are applying for leave that is either currently on going or is planned to start.
3. **Extension of Leave-** Select this radio button if you are extending an existing leave period.

The Employee needs to select or fill-in the relevant data in the fields for **'Type of leave', 'From date'** and **'To Date'**. The No. of days based on the leave period will be automatically calculated. They may select **Intermediate holidays** during the leave period and click on the **Add** button. Additionally, they can Select **Prefix date** if the preceding date to the **'From date'** is a Sunday or a Holiday, and click on the **Add** button. They can Select Suffix date if the next day after the **'To date'** is a Sunday or a Holiday and click on **Add** button, option is also provided for Permission required to **leave headquarter.**

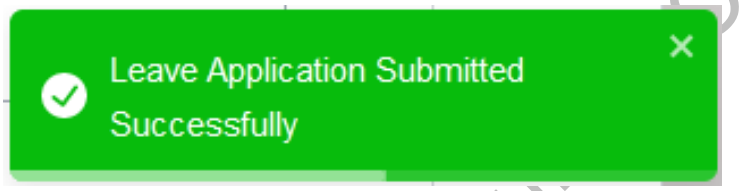


The aforementioned types of leaves can be chosen from the **'Type of leave'** drop down list.

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After entering all necessary data, click on **Submit** button.



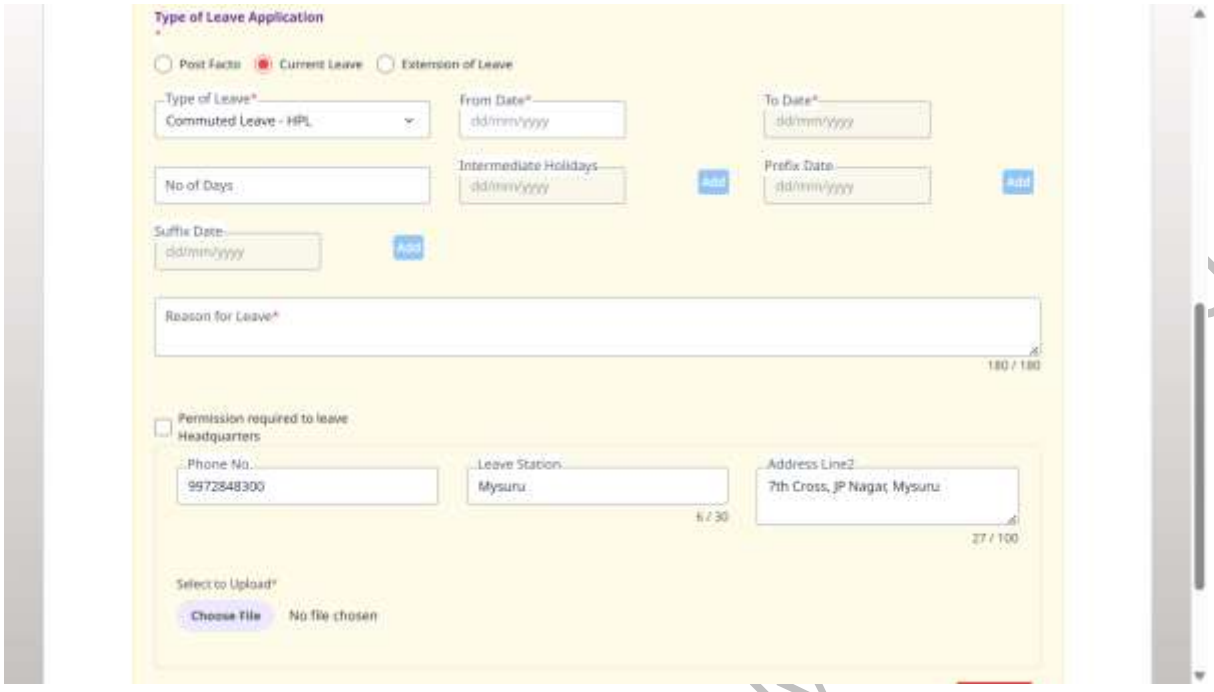
After clicking on **Submit** button, a pop-up message '**Leave Application Submitted Successfully**' will appear.

For applying following kinds of leave, Leave application shown above has to be filled.
Earned Leave
Restricted Holiday (RH)
Casual Leave (CL)
Half-Pay Leave (HPL)
PL-Child Adoption
EXOL-Without MC
Special CL- Working days
Special CL- Calendar days

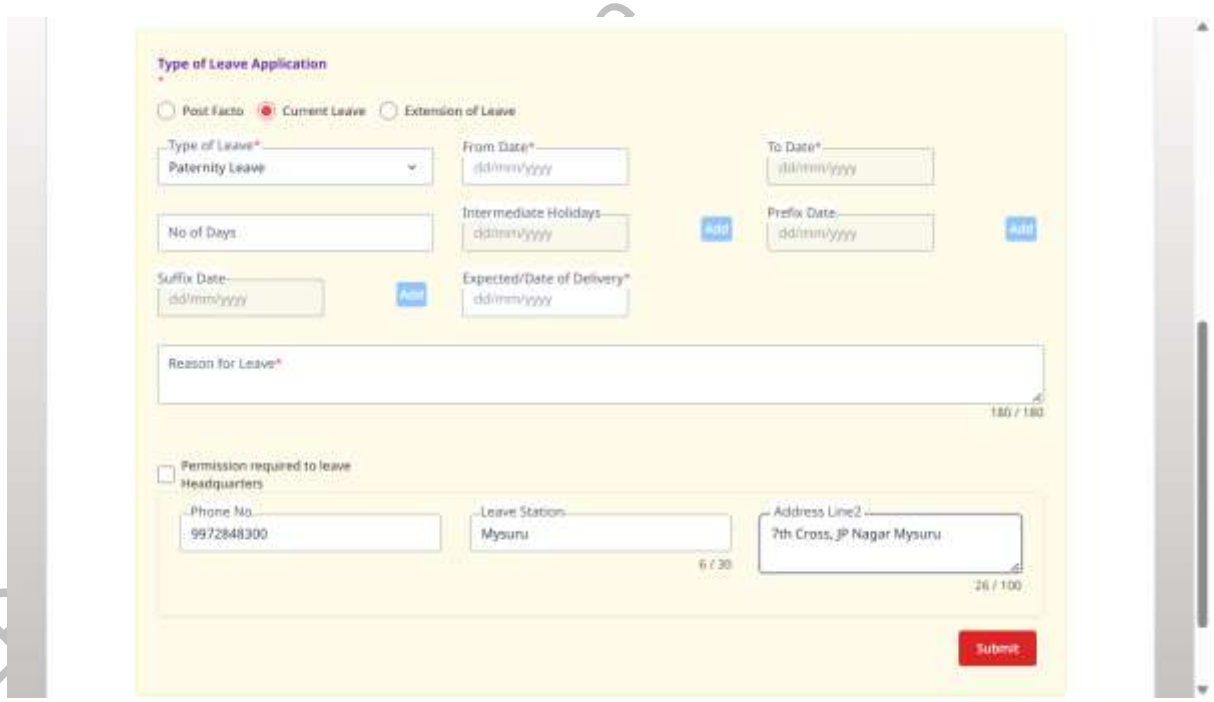
For applying following kind of Leaves, it is mandatory to upload the supporting document. Only PDF files are allowed. File size should not exceed 500 KB.
Commuted Leave-HPL
EXOL-With MC
Leave not due

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EL with MC

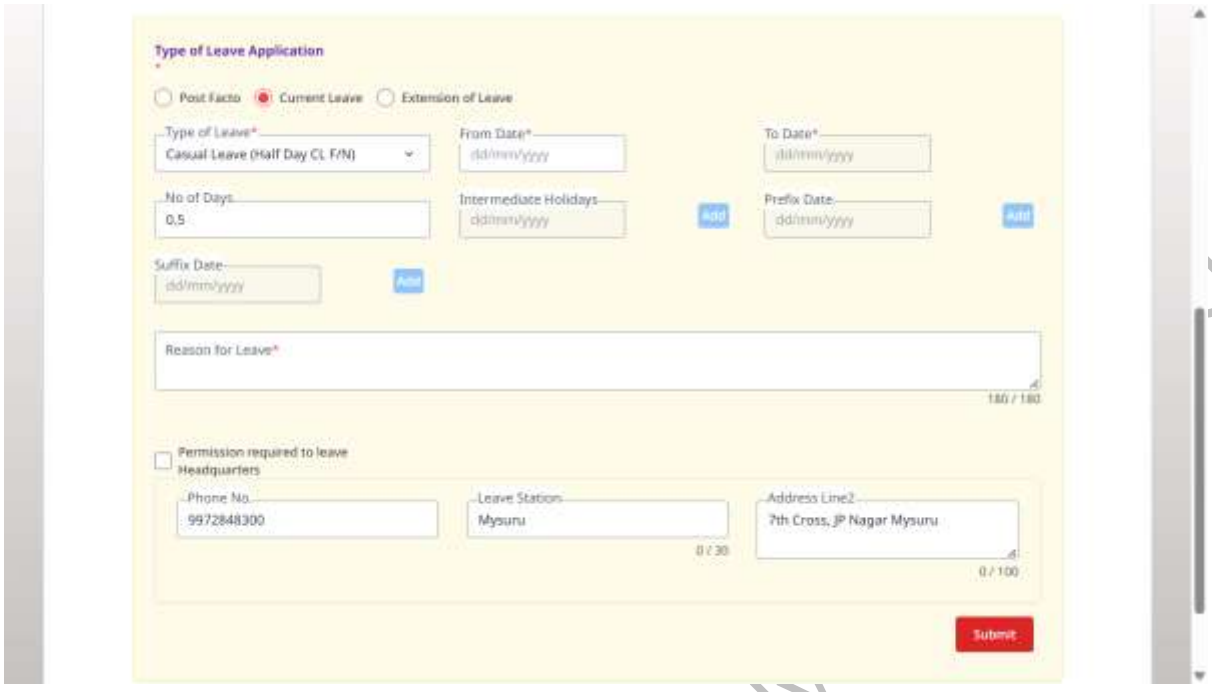


For applying Paternity leave, it is mandatory to provide Expected/Date of Delivery as shown below.

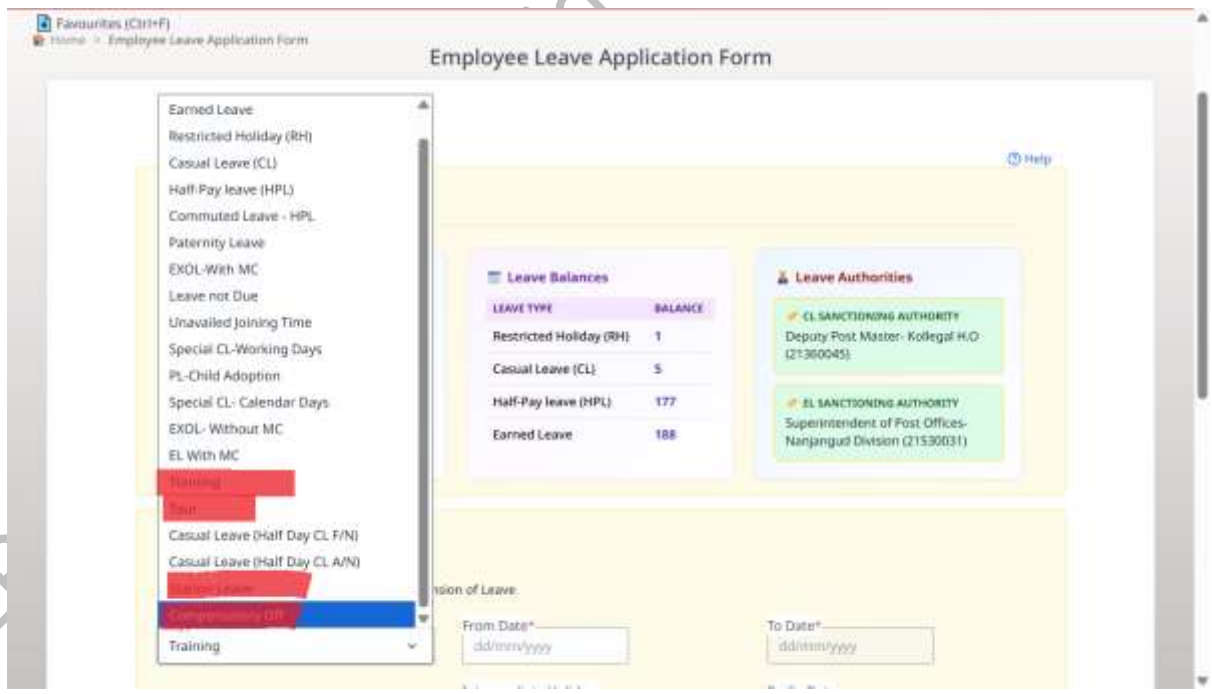


Provision has also been made to apply for Casual Leave for Half day Forenoon/Afternoon. For that following Type of Leave has be selected.

Casual Leave (Half Day CL F/N)
Casual Leave (Half Day CL A/N)



Provision has also been made to update the employees Training, Tour, Station Leave and Compensatory Off details as shown below.

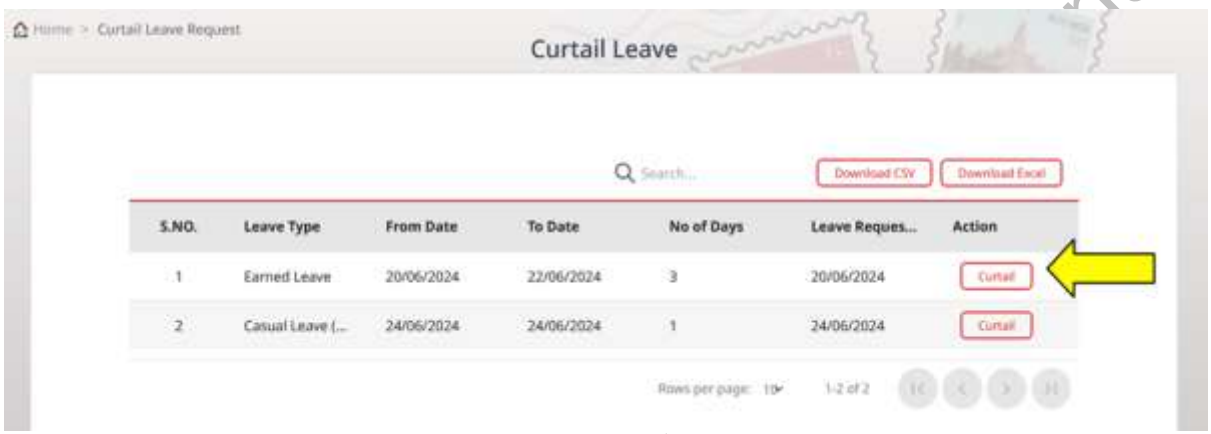


15.1.2 Apply Leave Curtail:-

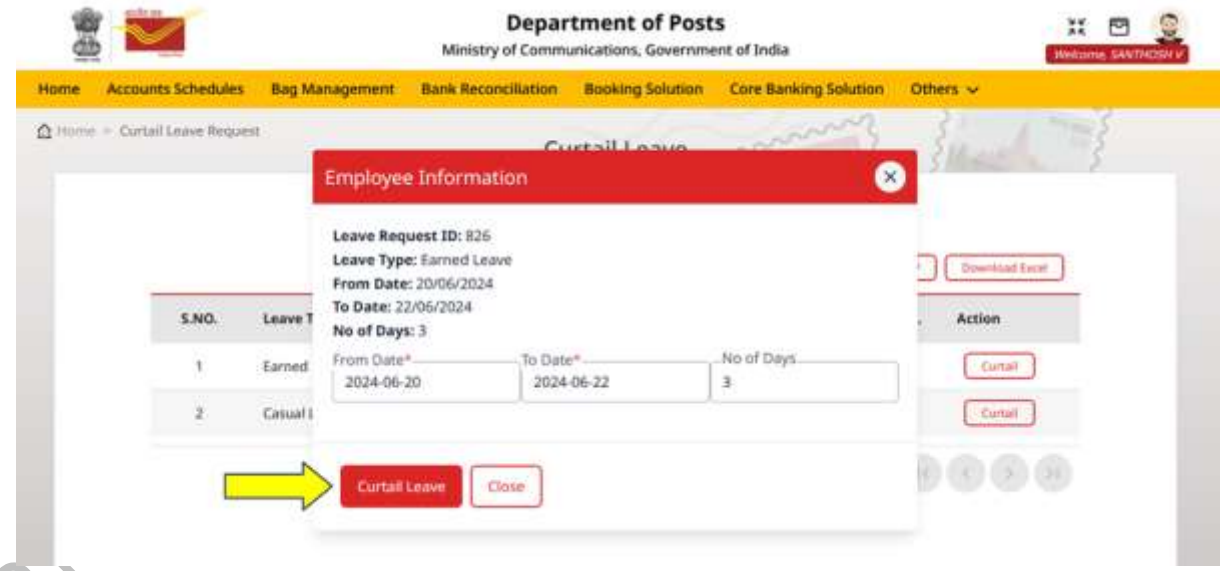
Curtail leave means to shorten or reduce the duration of an approved leave.



Click on '**Apply Leave Curtail**' option from the available actions. Under '**Apply Leave**' Sub-card, a new page will appear with list of applied leave requests.



Click on **Curtail** Button to view the request information,



After Click on **Curtail** Button a new window will open containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days.
Modify the new proposed leave dates and click on **Curtail Leave** Button. Your Curtail Leave request will be reviewed and approved by Leave sanctioning authority.



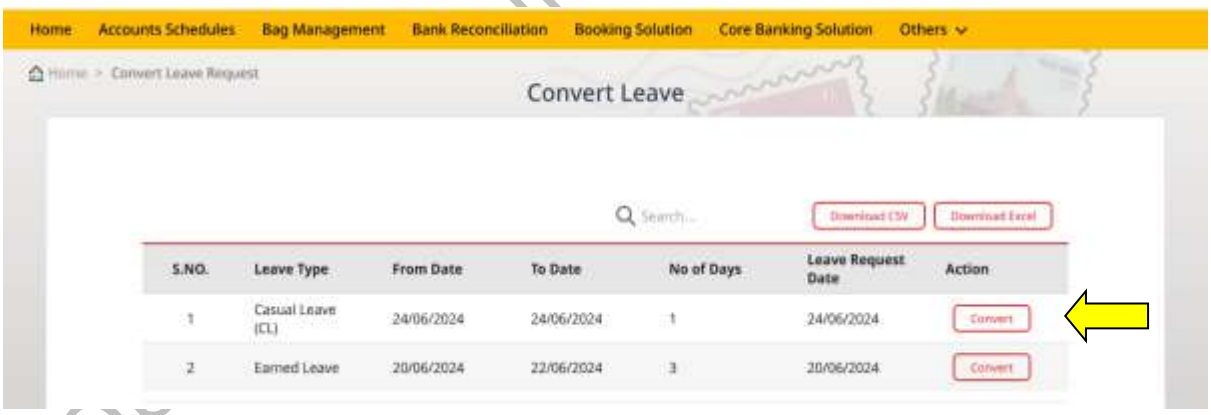
After clicking on **Curtail Leave** button '**Leave curtail request submitted successfully**' Message appears. Further the request submitted will be approved/rejected by the Leave authority.

15.1.3 Apply Leave Convert:-

This option is used when changing one type of leave to another. For example an employee may want to convert Casual Leave into Earned leave or vice versa.



Click on '**Apply Leave Convert**' option from the available actions. Under '**Apply Leave**' Sub-card, a new page will appear with list of approved leave requests.

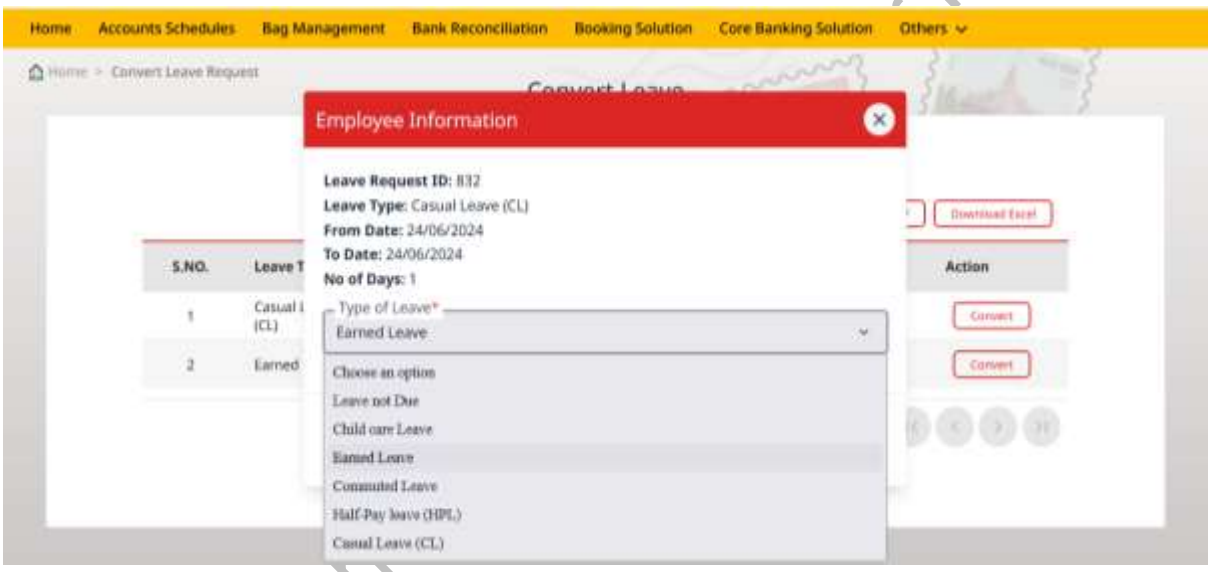


User Click on **Convert** button to convert the Leave from one type to another type.

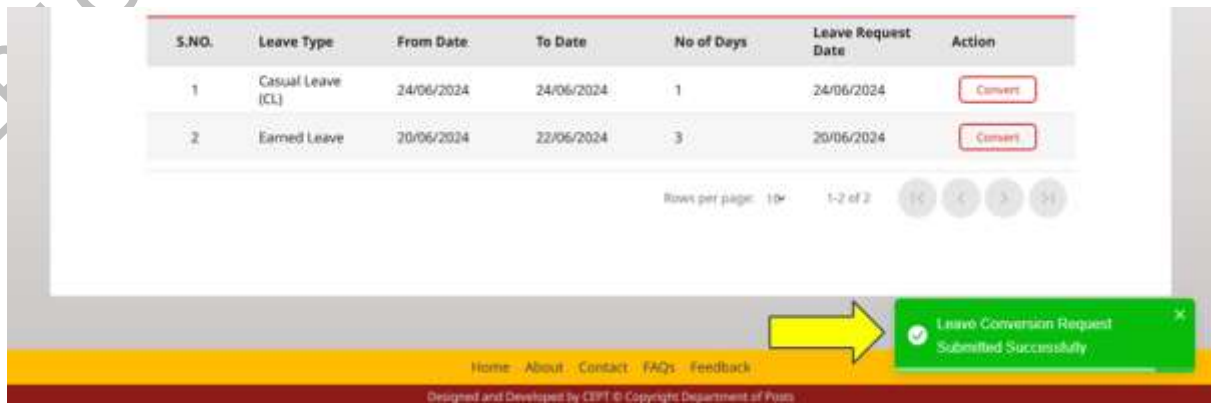
Internal Use
CEPT Operational Guide



After Click on **Convert** Button a new window will appear containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days. Select the **Type of Leave** to convert against applied leave type.



Select the Appropriate type of Leave and click on **Convert Leave** Button. Your Convert Leave request will be reviewed and approved by Leave sanctioning authority.



CEPT Operational Use Internal

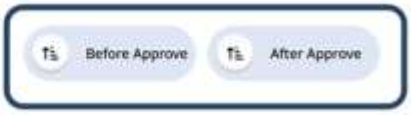
After clicking on **Covert** button '**Leave Conversion request submitted successfully**' Message appears. Further the request submitted will be approved/rejected by the Leave authority.

15.2 Withdraw Leave Request



Click on '**Withdraw Leave Request**' sub card under '**Leave Management**' card.



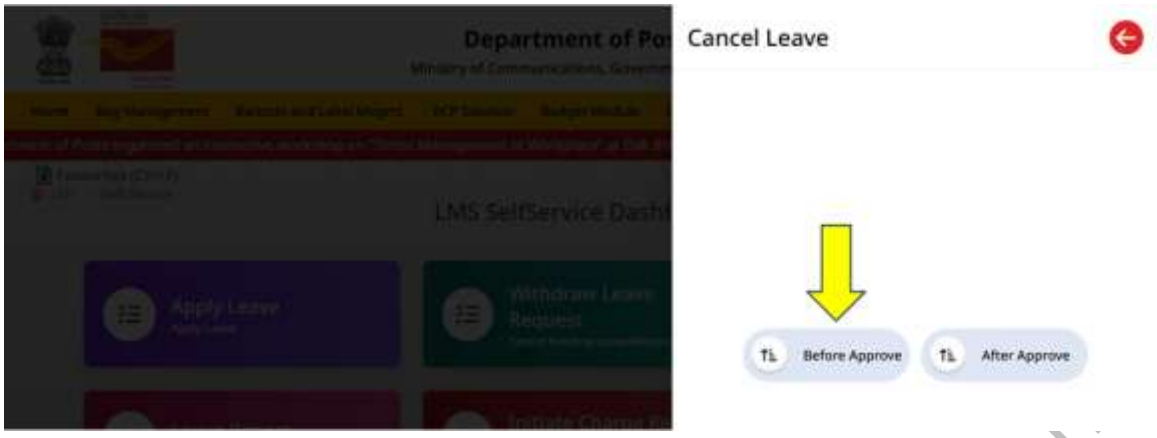


Upon clicking the '**Withdraw Leave Request**' Sub card, Right panel appears with two (2) options.

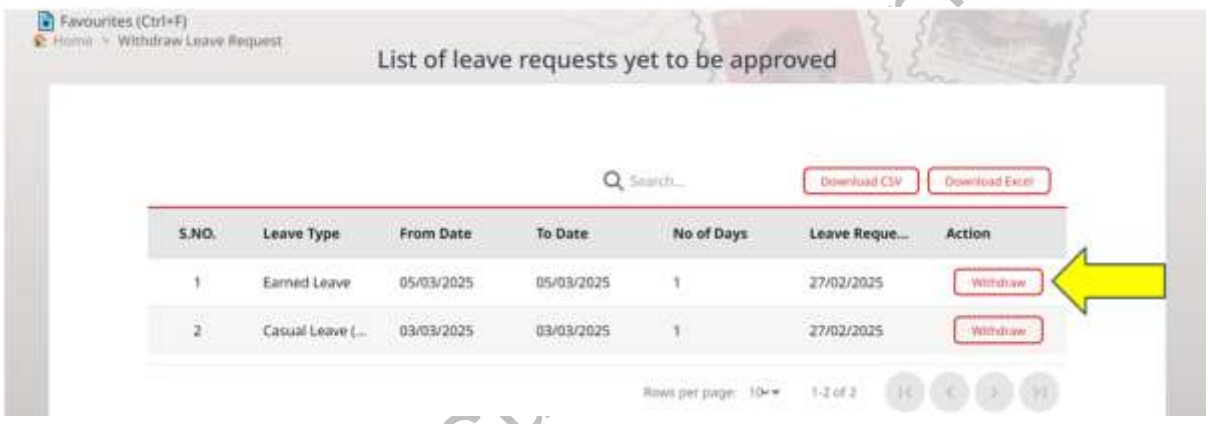
- Before Approve
- After Approve

CEPT Operational Use

15.2.1 Before Approve



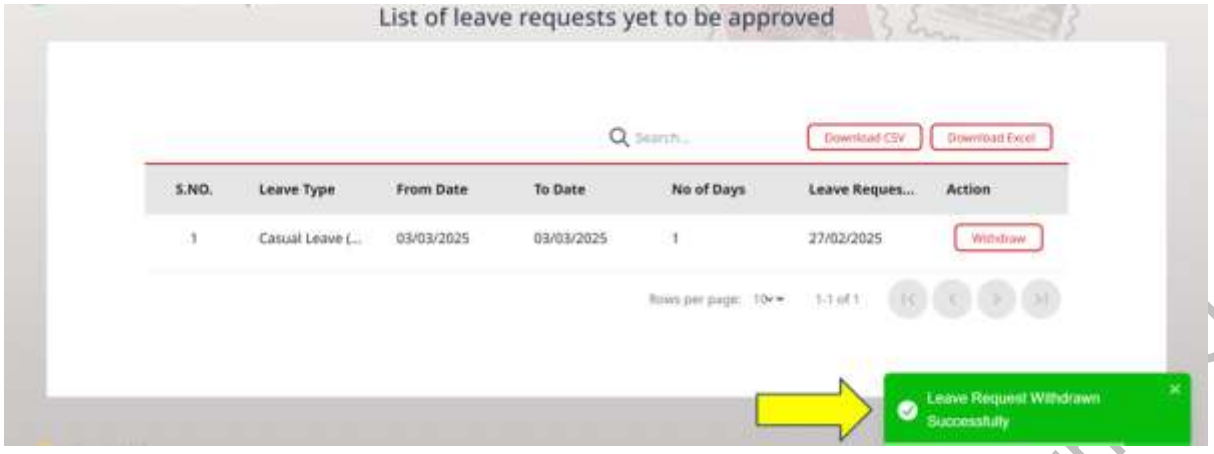
Click on '**Before Approve'** option to cancel the applied leave before the approval by the approving authority.



After click on '**Before Approve'** option, any leaves that have already been applied for will be displayed. Leave request already submitted by employee are shown.
To cancel the leave request, before approve, click on **Withdraw** button next to the leave request.



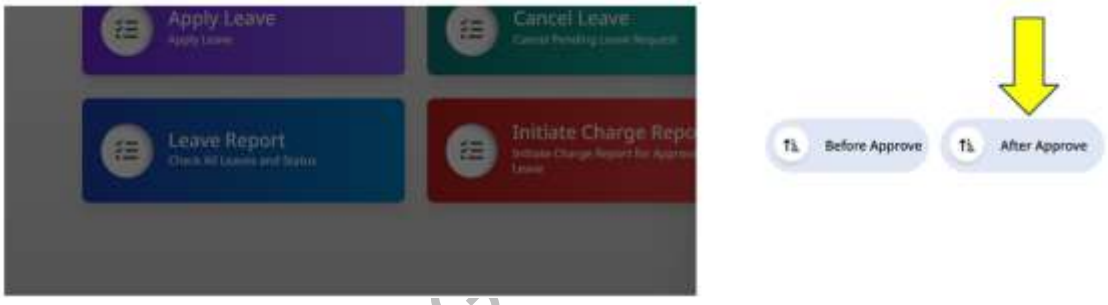
After clicking on **Withdraw** button, a pop-up window will appear, showing brief details of the leave request. Click **Withdraw Leave** to confirm the cancellation.



On clicking the **Withdraw Leave** button, a pop-up message '**Leave request withdrawn Successfully**' will appear.

15.2.2 After Approve

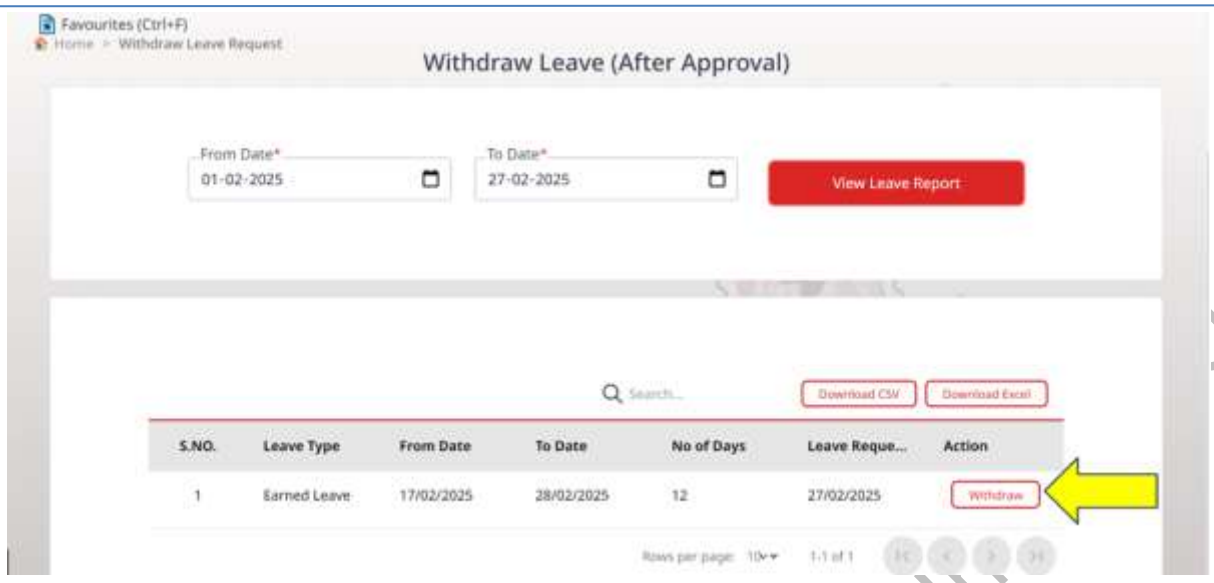
If an employee wishes to cancel any approved leave request(s), they can view the list of already approved leaves on '**After Approval**' Option.



Click on '**After Approve**' option.



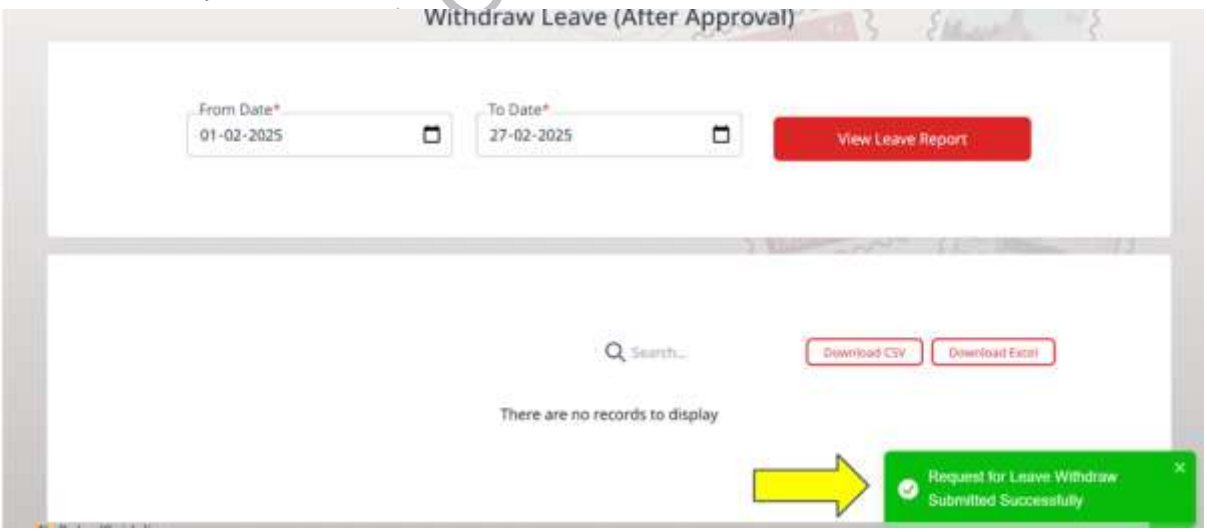
Withdraw leave after approval screen will appear. Select **From** and **To** dates click on View leave report.



It will fetch the leaves that are approved but not availed. Click on **withdraw** button.



After clicking on **Withdraw** button, a pop-up window will appear, showing brief details of the leave request. Click **Withdraw Leave** to confirm the cancellation.

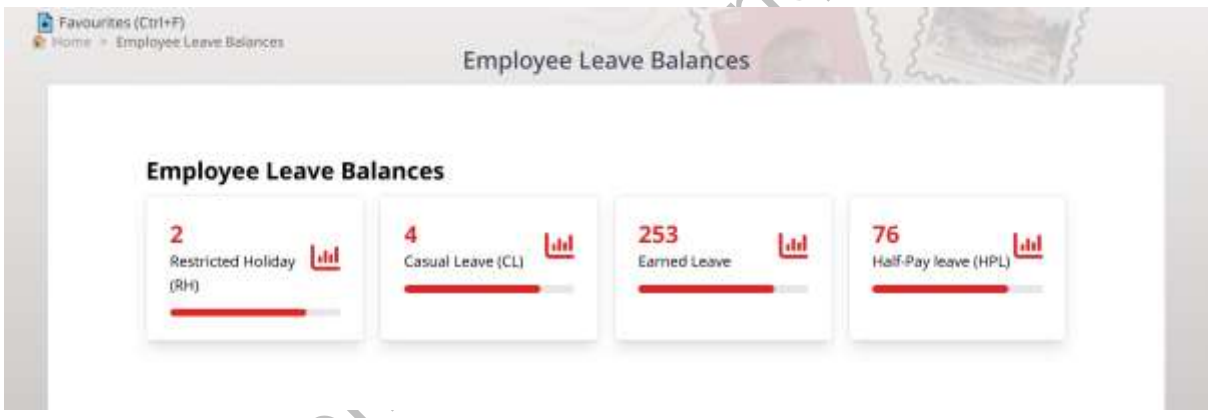


On clicking Withdraw leave button a pop up will appear on bottom right corner of the screen with a message **'Request for leave withdraw submitted successfully'.**

15.3 View Leave Balance



Click on '**View Leave Balance**' sub card under '**Leave Management System**' card.



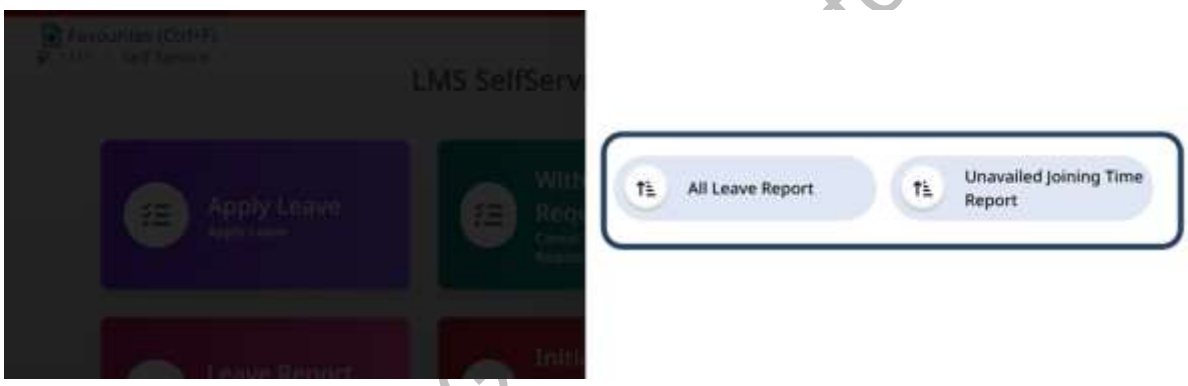
After clicking on '**View Leave Balance**' sub card, the page shown above will appear.
It displays the leave balance of Restricted Holiday (RH), Casual Leave (CL). Earned Leave (EL) and Half-Pay Leave (HPL)

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15.4 Leave Report



Click on '**Leave Report**' sub card under '**Leave Management System**' card.



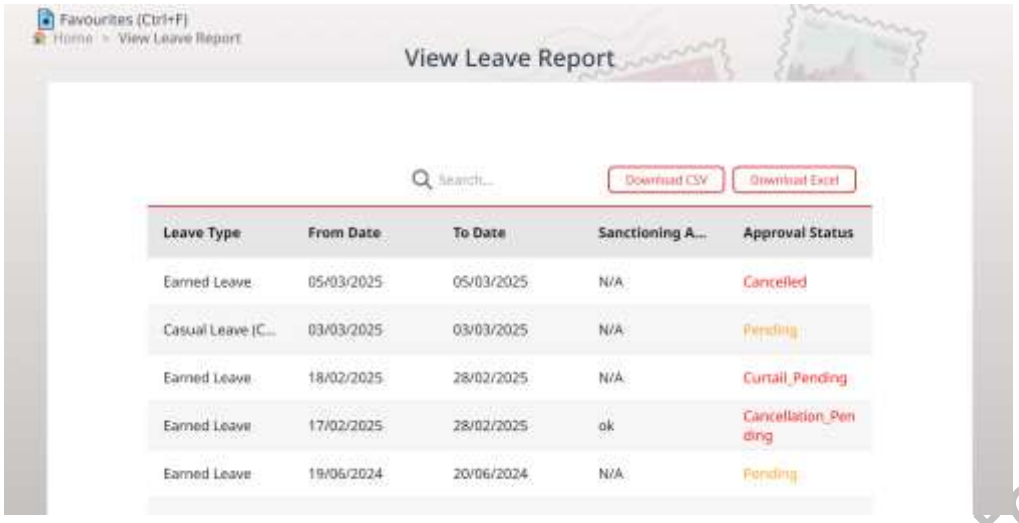
Upon clicking the '**Leave Report**' Sub card, Right panel appears with two (2) options.

- All Leave Report
- Un availed Joining Time Report

15.4.1 All Leave Report



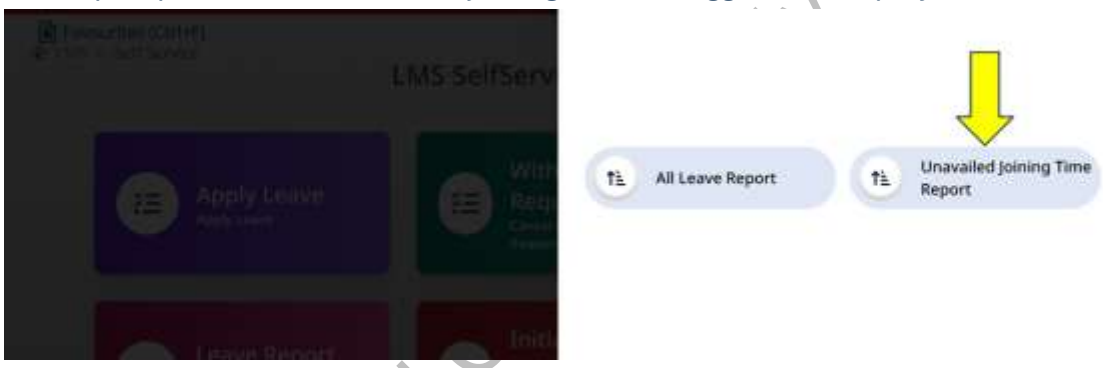
Click on '**All Leave Report**' option under '**Leave Report**' Sub card.



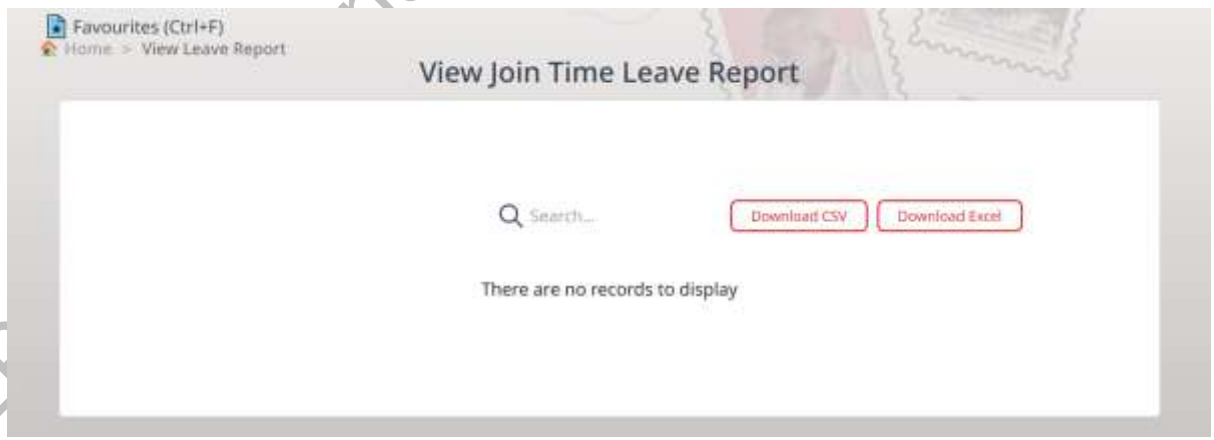
On clicking on '**All Leave Report**', a page displaying all types of leaves with their approval statuses will appear. User can check the **status** of leaves.

15.4.2 Un availed Joining Time Report

This report pertains to Un-availed joining time for logged – in employee.



Click on **Un availed joining time report**.



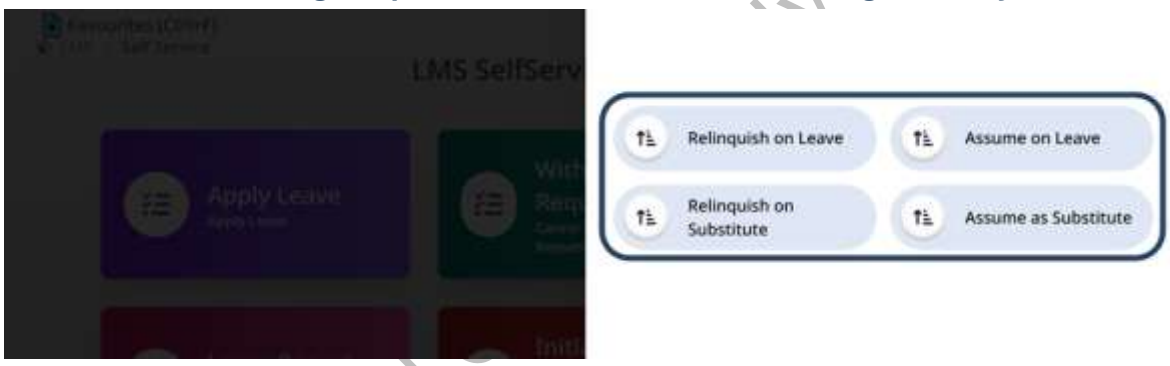
View join time leave report screen will open.

CEPT for Internal Use

15.5 Initiate Charge Report



Click on '**Initiate Charge Report**' sub card under '**Leave Management System**' card.



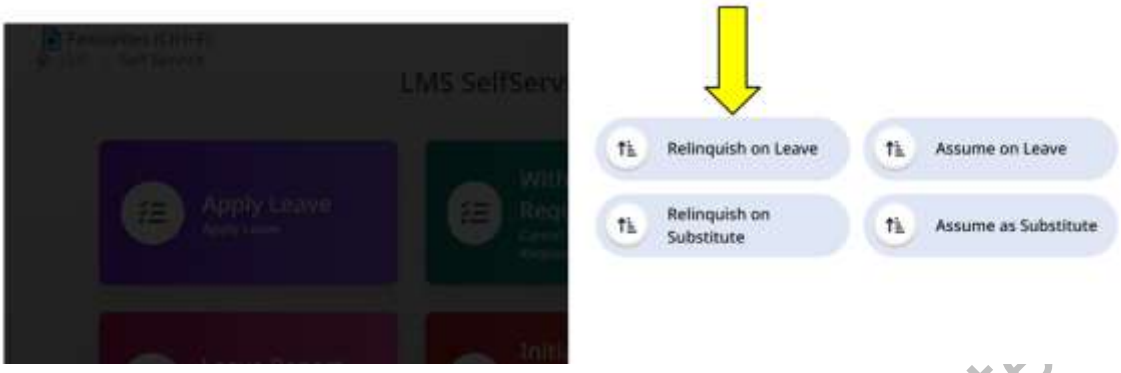
After clicking on **'Initiate Charge Report'** sub card, four options will appear viz.,

- Relinquish on Leave
- Assume on Leave
- Relinquish on Substitute
- Assume as Substitute

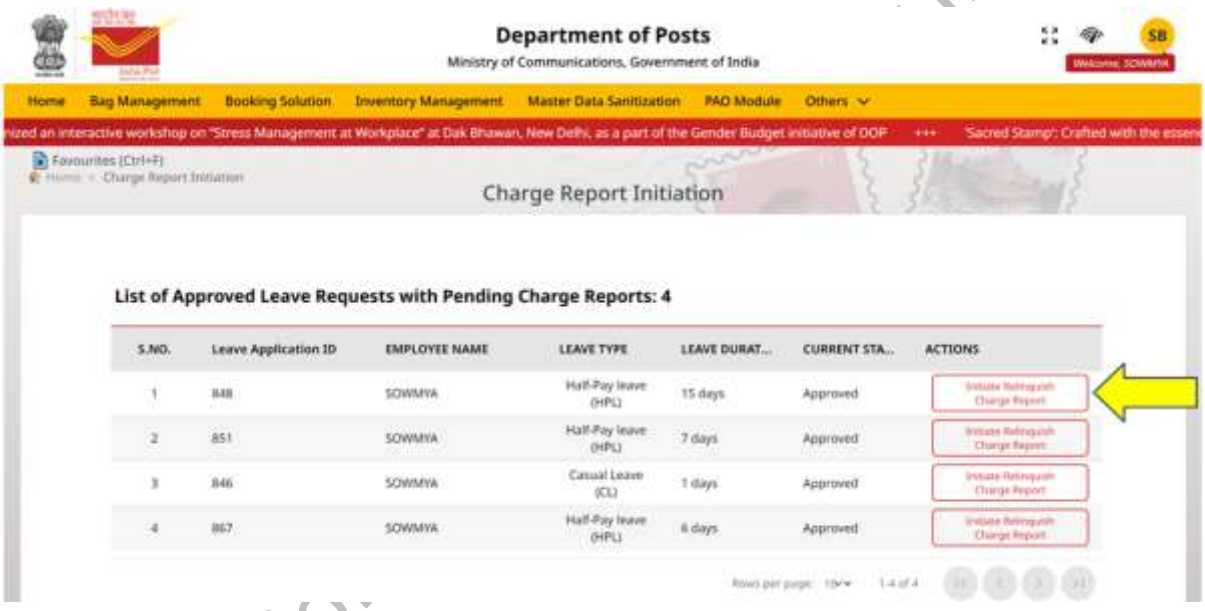
CEPT Operational Use

15.5.1 Relinquish on Leave

This charge report is initiated when proceeding on leave under office arrangement.

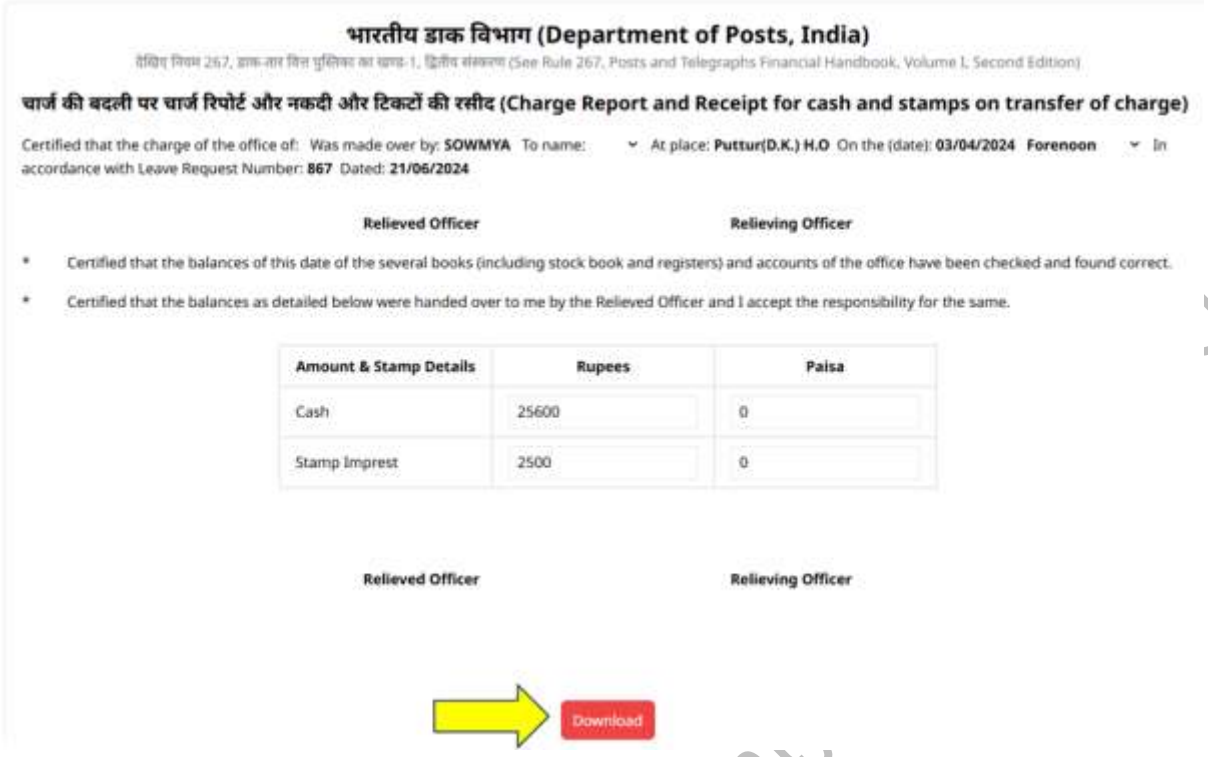


Click on '**Relinquish on leave**' option under '**Initiate Charge Report**' sub card.



After clicking on '**Relinquish on leave**' option, the charge report initiation page will open. This page will show a list of approved leave requests with pending charge reports. The Employee needs to select each row data and click on '**Initiate Relinquish Charge Report**' to initiate the process of Relinquish charge report (i.e. Relieved)

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After Clicking '**Initiate Relinquish Charge Report**' a new screen will open with a **Download** button. Click the **Download** button to download the Relinquish charge report in PDF file format.



On clicking download button, a popup will appear on bottom right corner of the screen with a message **'Charge report downloaded successfully'.**

15.5.2 Assume on Leave

This charge report is initiated when resumes back to the duty.

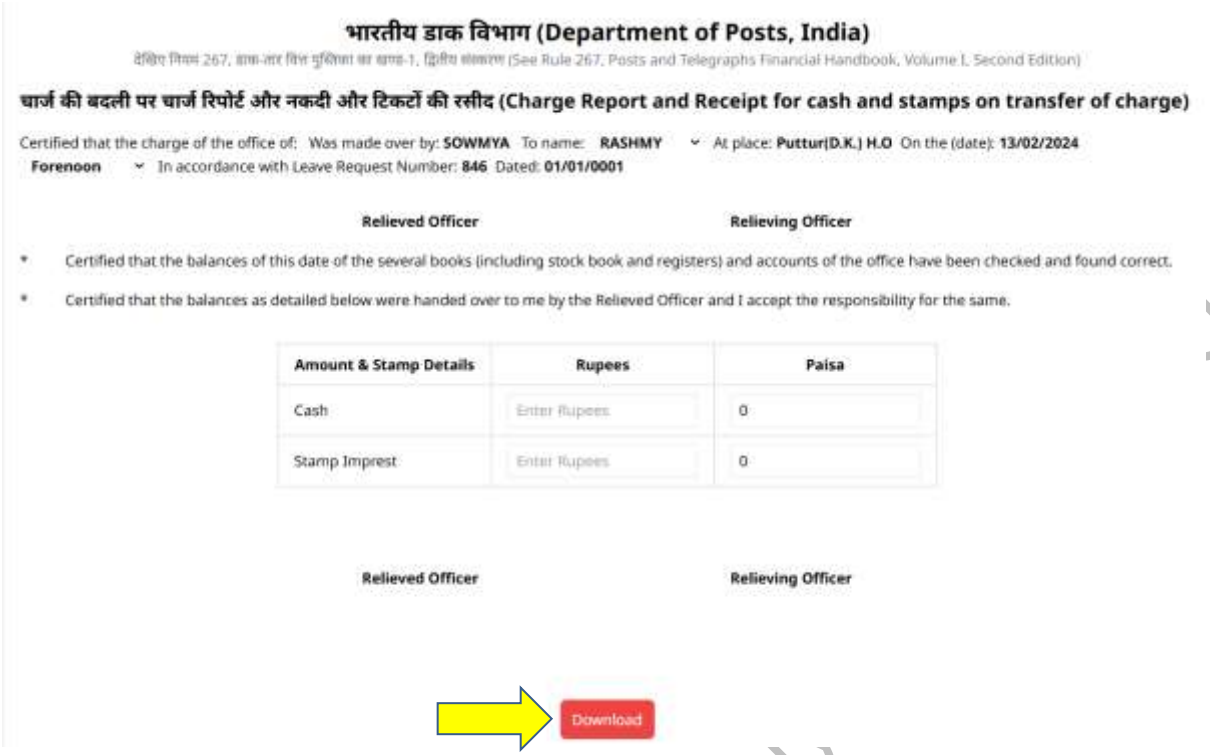


Click on the '**Assume on leave'** option under '**Initiate Charge Report**' sub card.



After clicking '**Assume on leave**' option, the charge report initiation page will open. The Page will show a list of approved leave requests with pending assume charge reports. The Employee needs to select each row and initiate the process of Assuming charge report (i.e. joining)by clicking on **Assume charge report** button.

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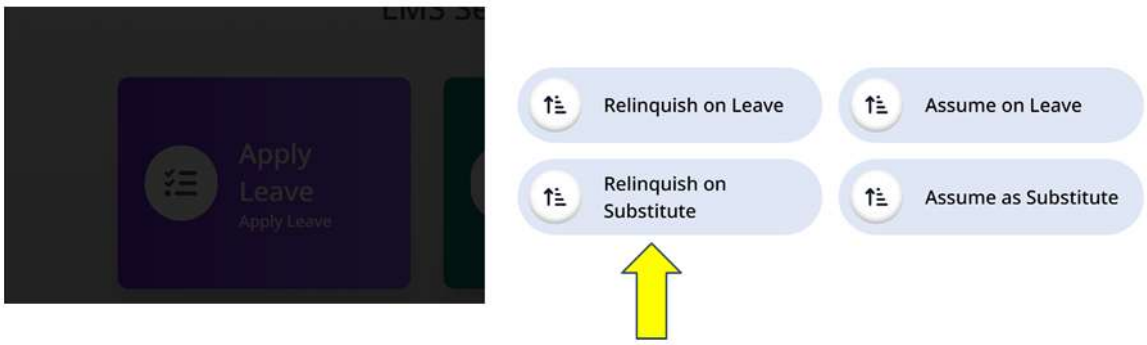
After Clicking '**Assume Charge Report**' button a new screen will open with a **Download** button. Click the **Download** button to download the Relinquish charge report in PDF file format.



On clicking **Download** button, a popup will appear on bottom right corner of the screen with a message **'Charge report downloaded successfully'.**

15.5.3 Relinquish on Substitute

This charge report is initialised when proceeding on leave on substitute arrangement.



Click on **'Relinquish on Substitute'** option



Approved leave requests wit substitutes will appear here, (follow the same steps for initiating charge report as explained in Relinquish on Leave option.)

15.5.4 Assume as Substitute

This charge report is initiated when assuming the charge as substitute.



Click on **'Assume as Substitute'** option.



Approved leave requests wit substitutes will appear here, (follow the same steps for initiating charge report as explained in Assume on Leave option.)

15.6 Holiday Calendar



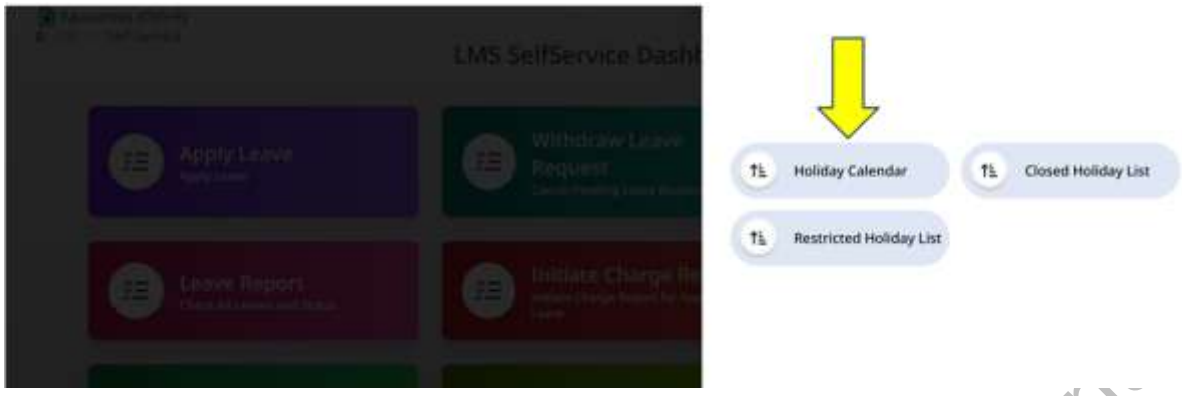
Click on '**Holiday Calendar**' sub card under '**Leave Management System**'

After clicking on **'Holiday calendar'** sub card, three options will appear viz.,

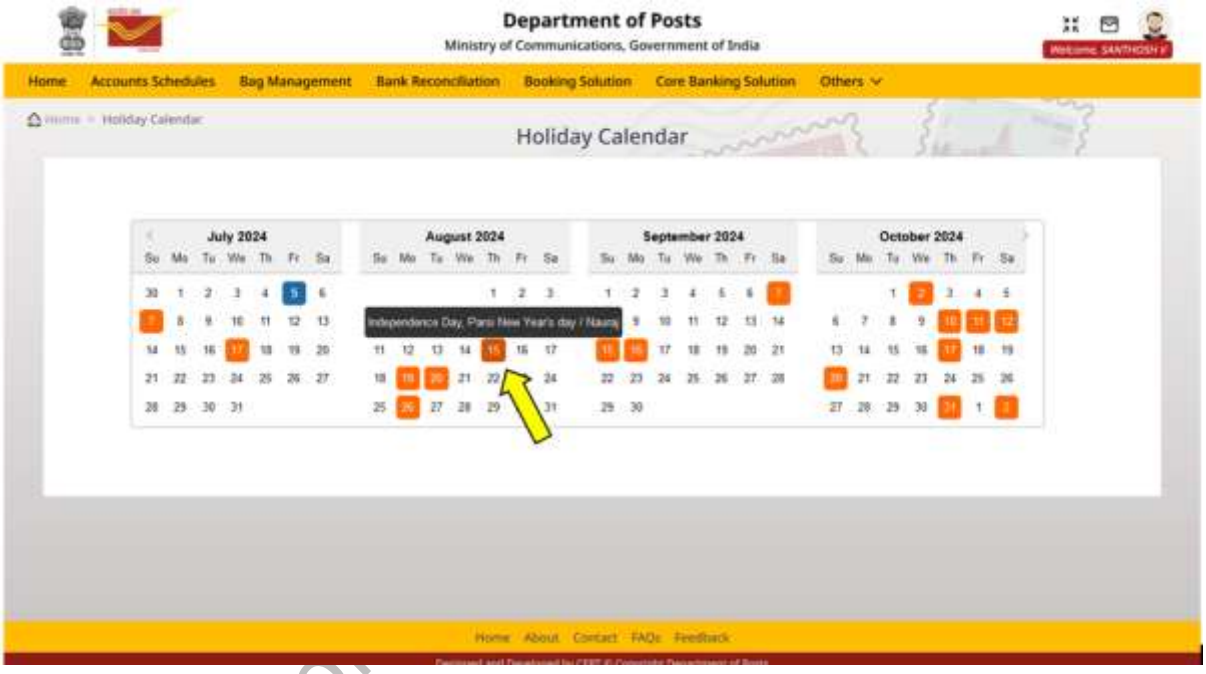
- Holiday Calendar
- Closed Holiday List
- Restricted Holiday List

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15.6.1 Holiday Calendar

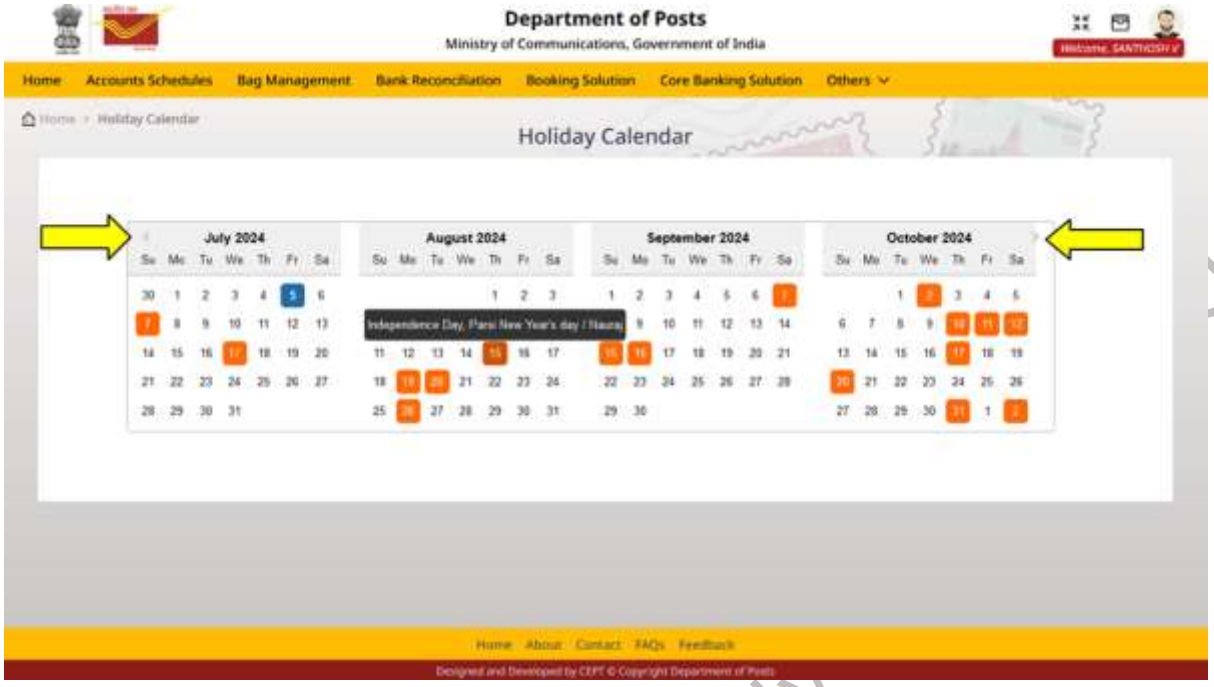


Click on **Holiday Calendar** option



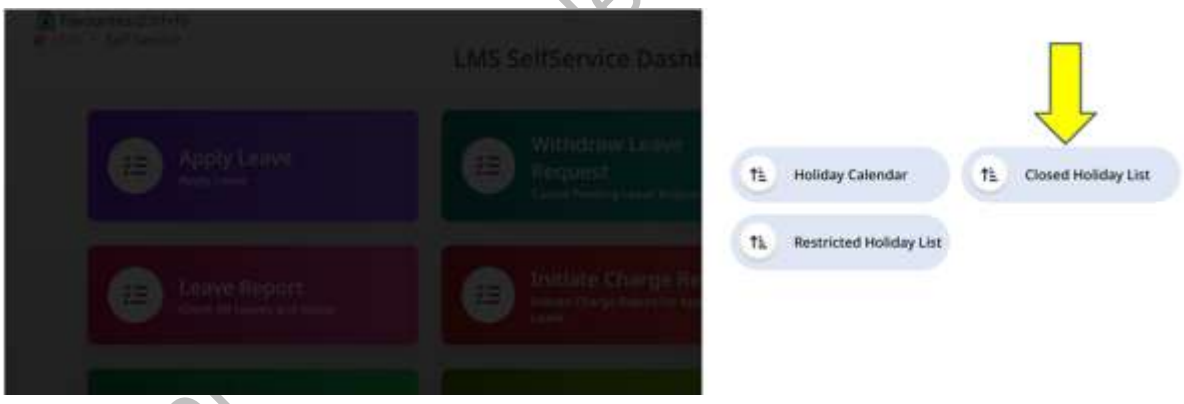
After clicking on '**Holiday Calendar**' option, the above page will appear as shown above. All Closed Holidays are shown in **Orange** coloured and Restricted Holidays are shown in **Blue** coloured. When you hover the mouse pointer over any of these Blue or Orange coloured dates, the holiday description will be displayed.

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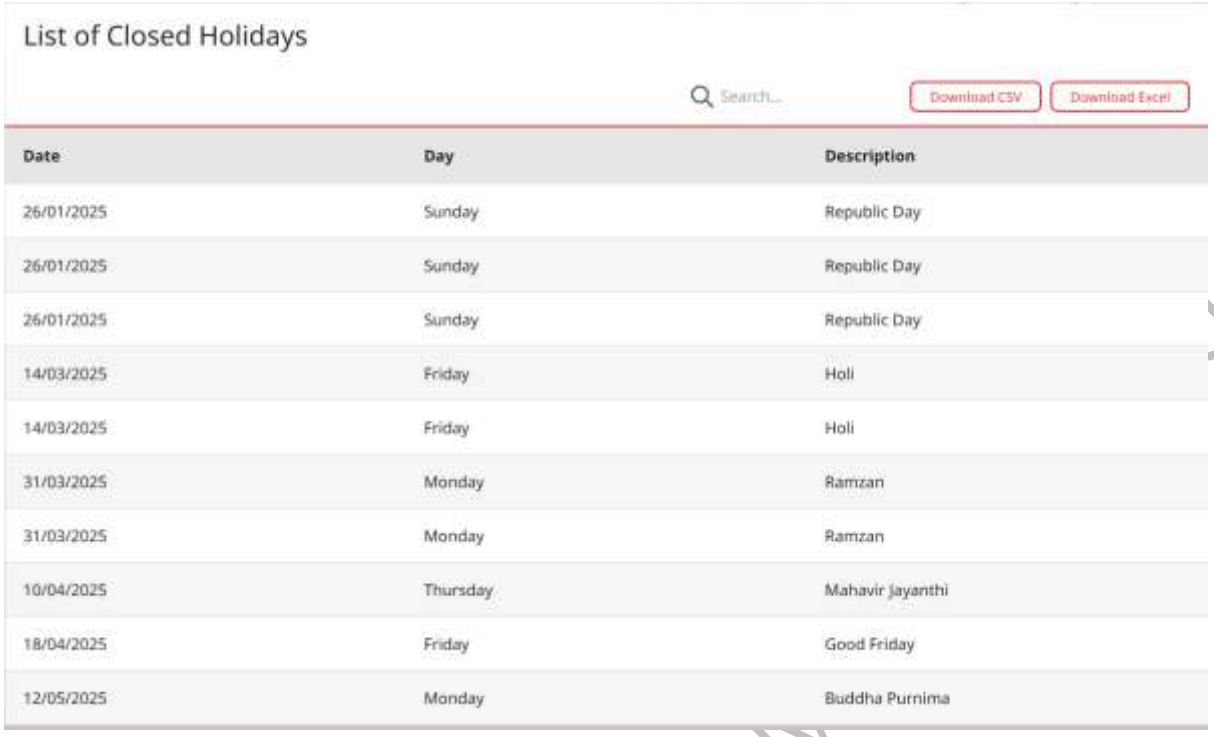
By default, four (4) month-wise calendars starting from the current month will be displayed. Users can navigate forward and backward through the calendars by clicking the <or> icons.

15.6.2 Closed Holiday List



Click on **Closed holiday list**.

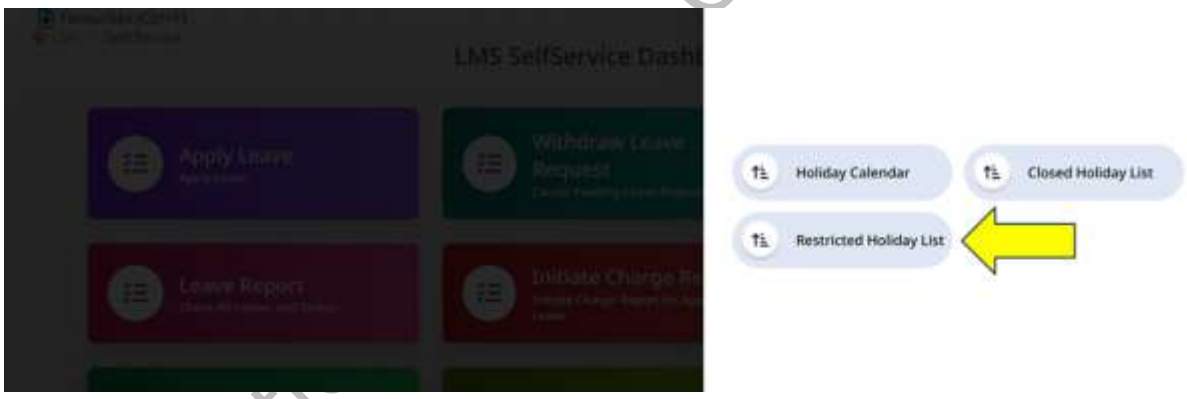
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Date	Day	Description
26/01/2025	Sunday	Republic Day
26/01/2025	Sunday	Republic Day
26/01/2025	Sunday	Republic Day
14/03/2025	Friday	Holi
14/03/2025	Friday	Holi
31/03/2025	Monday	Ramzan
31/03/2025	Monday	Ramzan
10/04/2025	Thursday	Mahavir Jayanthi
18/04/2025	Friday	Good Friday
12/05/2025	Monday	Buddha Purnima

List of closed holidays will be displayed.

15.6.3 Restricted Holiday List



Click on **Restricted Holiday List**



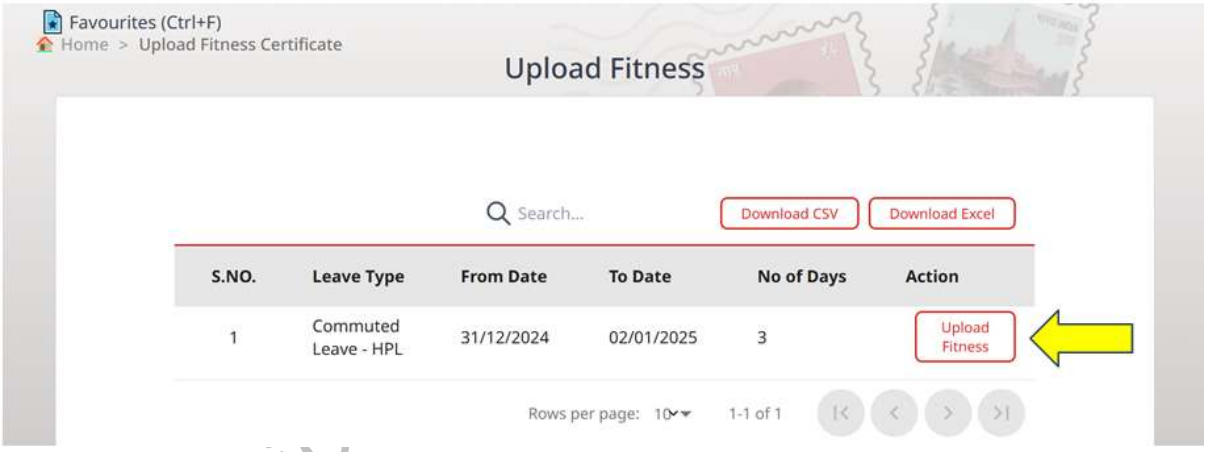
Date	Day	Description
01/01/2025	Wednesday	New Year Day

List of Restricted holidays will be fetched.

15.7 Upload Fitness Certificate



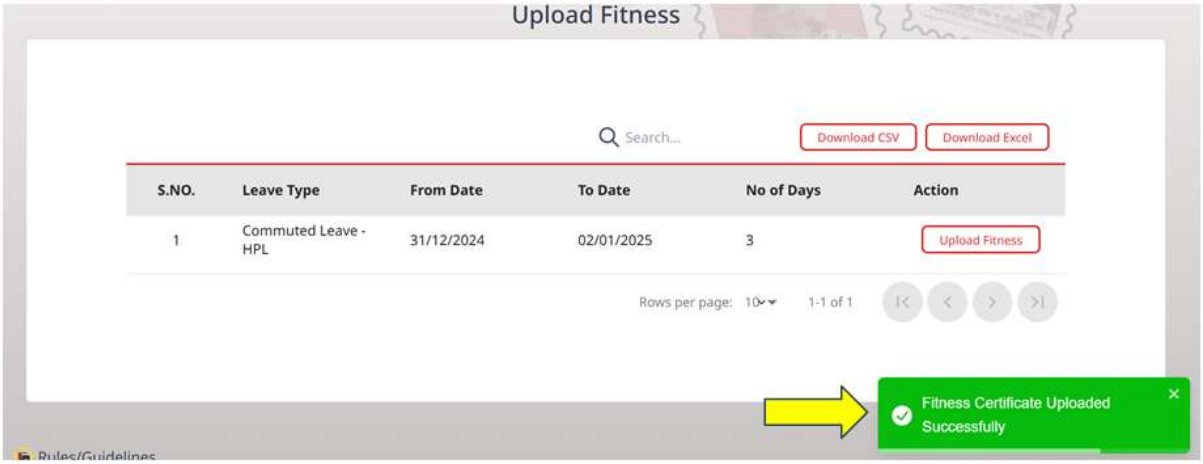
Click on **'Upload Fitness Certificate'** Card.



Upload fitness screen will open with pending requests, click on **'Upload Fitness'** button**.**



Employee Information screen will open, select the PDF file to be uploaded and click on **'Upload Fitness'** button.



Upload success message will appear as shown above.

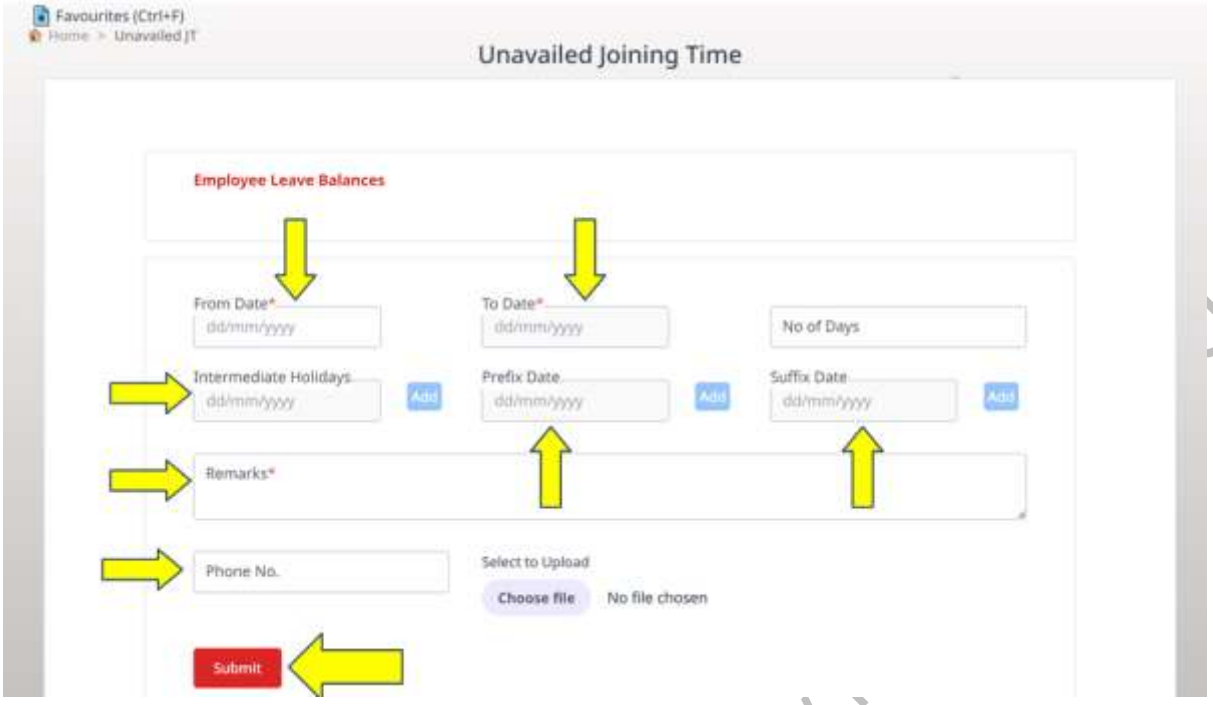
15.8 Report Un availed Joining Time

This option enables users to report un availed joining time.

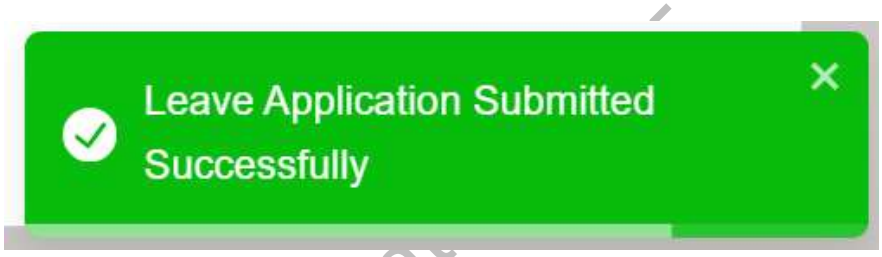


Click on **'Report Un availed joining time'** main card.

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Un availed joining screen will open. Enter From and To dates. Enter intermediate holidays, Prefix and suffix holidays, if any. Then enter remarks, phone number (optional) upload files, if any. Click on **Submit** button.



On clicking Submit button, success message will pop up as shown above.

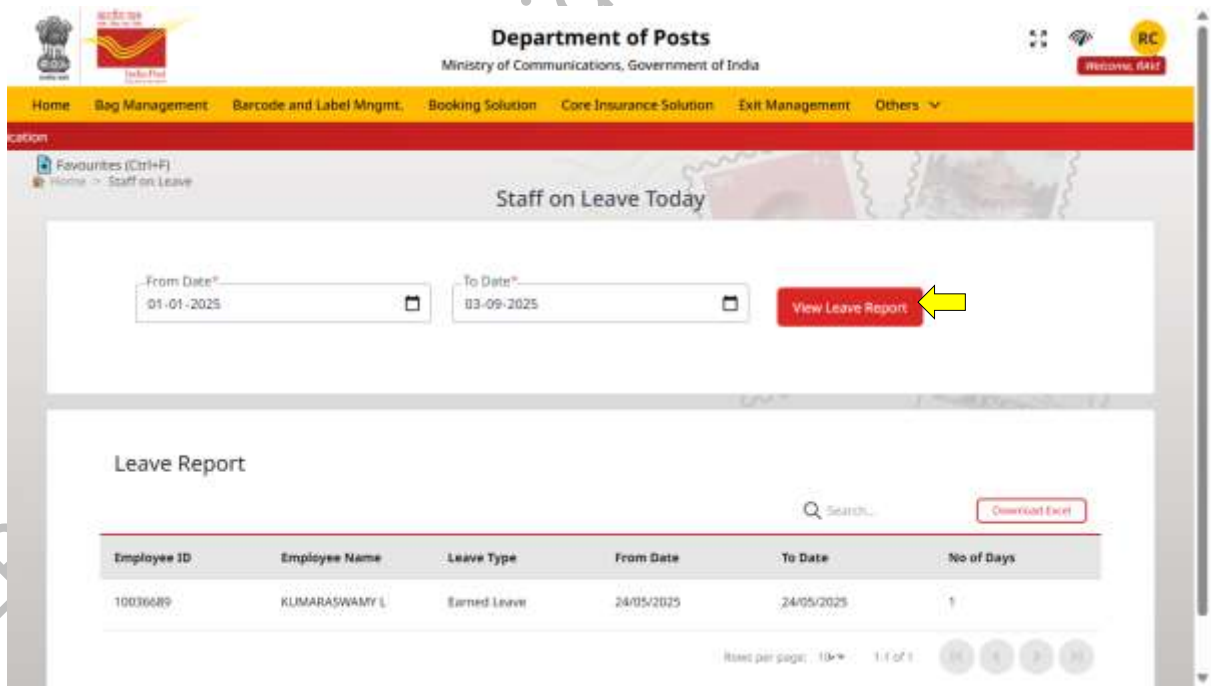
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15.9 View Staff on Leave

This option enables the user to view the Staffs on leave.



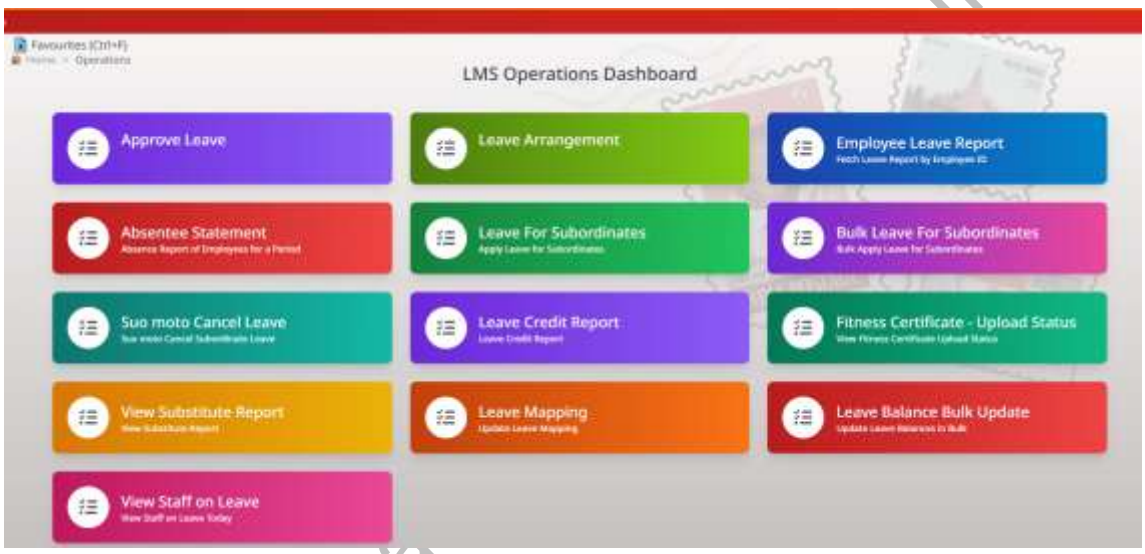
Click on View Staff On leave card. On clicking Staff On Leave Today page will be displayed. Enter From date and To Date and click on View Leave Report to view Leave Report as shown below.



16 Leave Management System (Admin)

Efficient leave management in government offices ensures fairness and transparency, boosts employee morale, and supports work-life balance. It reduces stress, maintains smooth workflow, and contributes to both personal well-being and organizational growth. APT 2.0 provides a Leave Management System to support these aims in the department.

This document explains the Leave Management System applicable to Administrative Offices only. Individual employee leave-related processes and activities initiated by operational units are handled through the Employee Self Service (ESS) module. The workflows and procedures related to ESS can be found in the respective ESS Operational Guide. This document focuses only on the processes related to approvals, reports, and procedures available at the administrative office level.



The following processes are available in the Administrative Offices Leave Management System:

- Approve Leave
- Leave Arrangement
- Employee Leave Report
- Absentee Statement
- Leave for Subordinates
- Bulk Leave for Subordinates
- Suo Moto Cancel Leave
- Leave Credit Report
- Fitness Certificate – Upload Status
- View Substitute Report
- Leave Mapping
- Leave Balance Bulk Update

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- View Staff on Leave

Note:1.The following kind of leave must be **enabled by the DDO** of the respective head. Otherwise, these leaves cannot be applied by the concerned eligible employee.

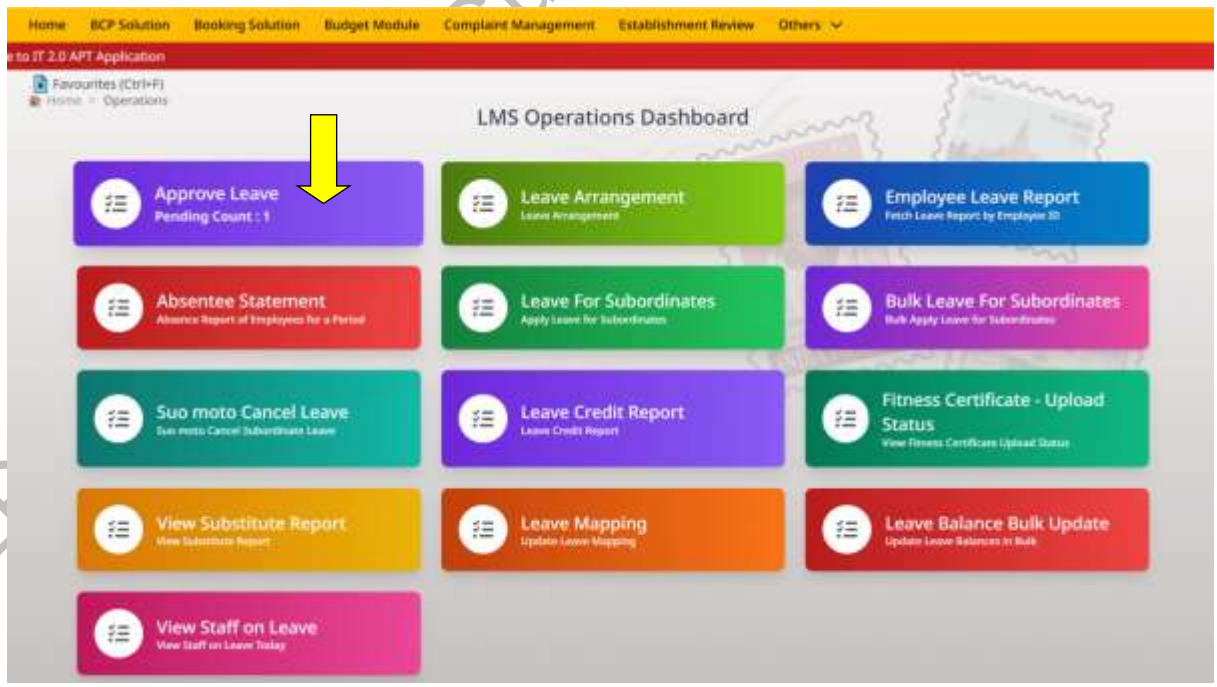
Sl No	Male	Female
1	Paternity Leave	Maternity Leave
2	PL-Child Adoption	Miscarriage/Abortion
3	Special Disability Leave	Special Disability Leave
4	-	ML-Child Adoption

The following **roles** must be assigned to the respective users to enable them to update the **leave balances** of the above-mentioned leave categories

Module	Role
Leave Management System	H O Accountant(Leave balance updated) HO Accountant
Leave Management System	H O Postmaster(leave balance approve) HO Postmaster

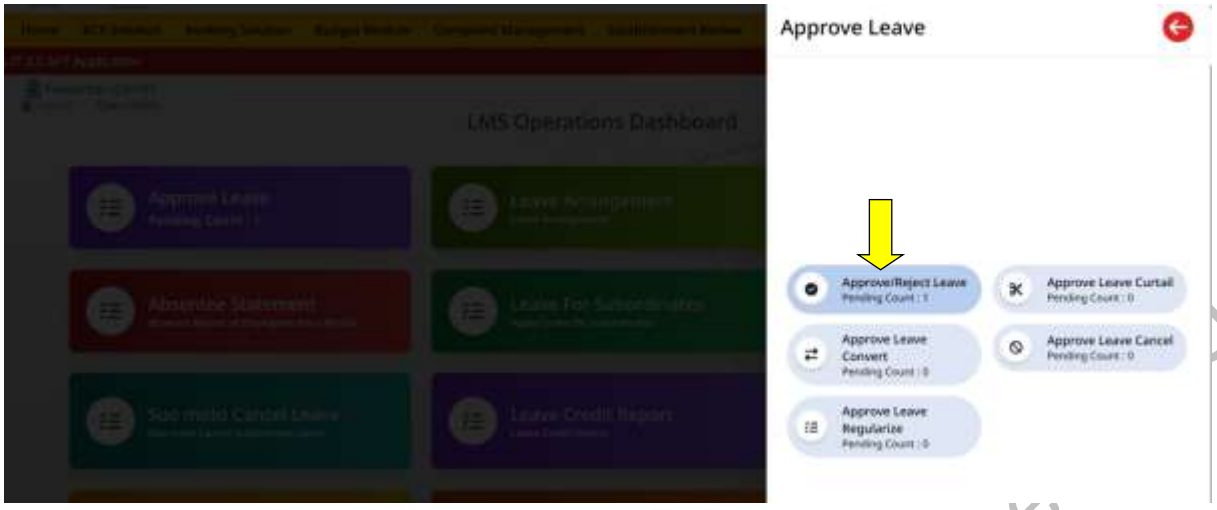
Note: 2.The 'Tour' and 'Training' options are temporarily available under the Approve Leave card in LMS for arrangement approvals only. These two leave types will be shifted to other modules in the future

16.1 Approve Leave



After clicking on Leave Management System card, LMS Operations Dashboard will be opened as shown above. Click on Approve Leave card.

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On Clicking on Approve Leave card following Options displayed

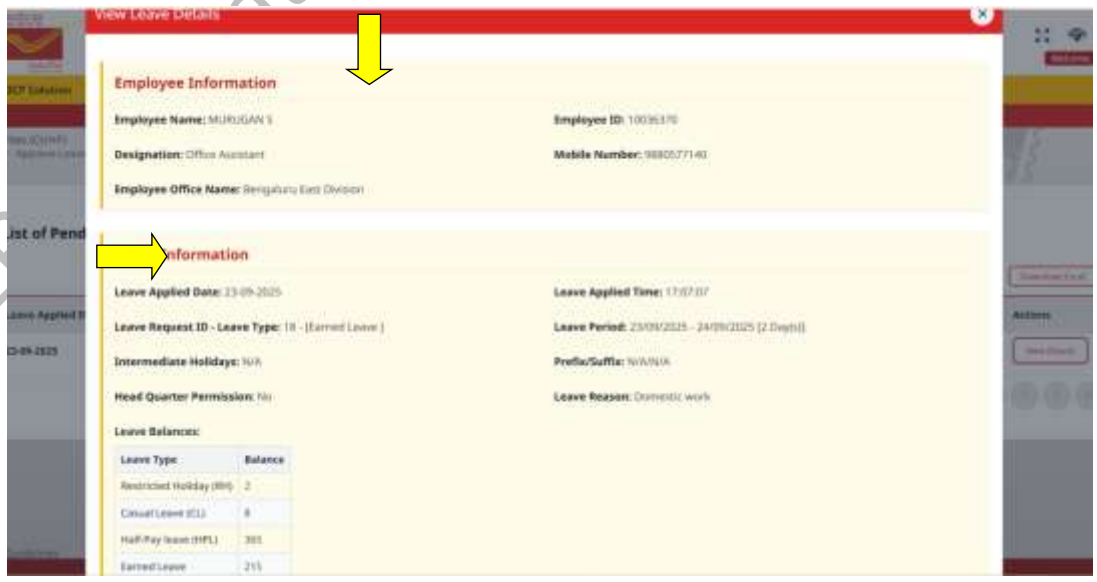
- Approve/Reject Leave
- Approve Leave Curtail
- Approve Leave Convert
- Approve Leave Cancel
- Approve Leave Regularize

16.1.1 Approve/Reject Leave

After clicking on **Approve/Reject Leave**, the list of pending leave requests will be displayed as shown below.

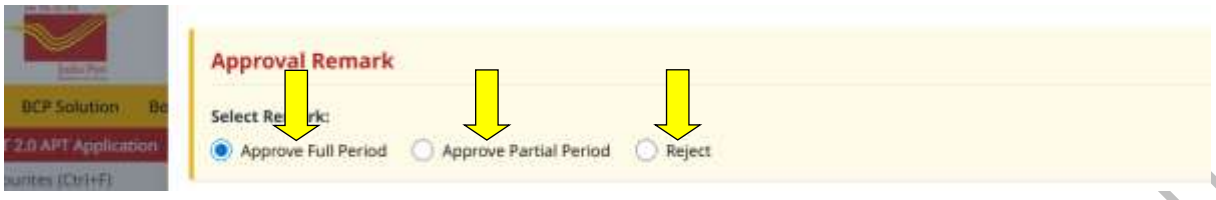


Click on **View Details** button available under '**Action**' header.

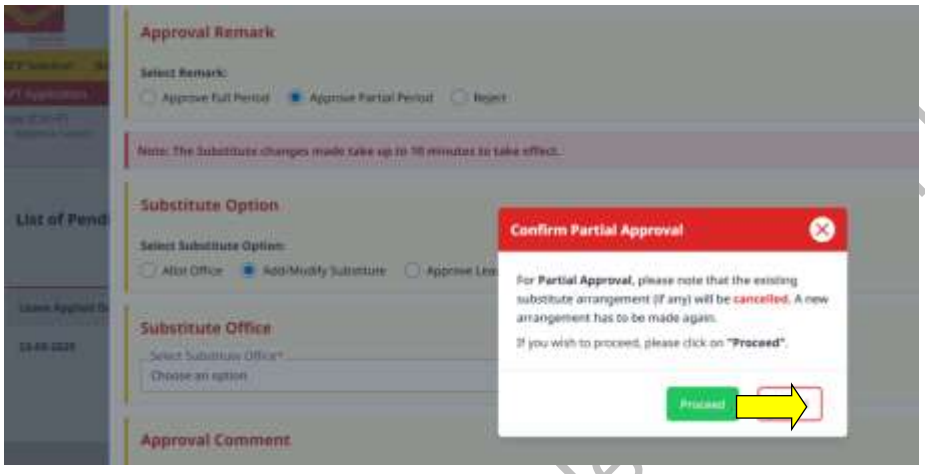


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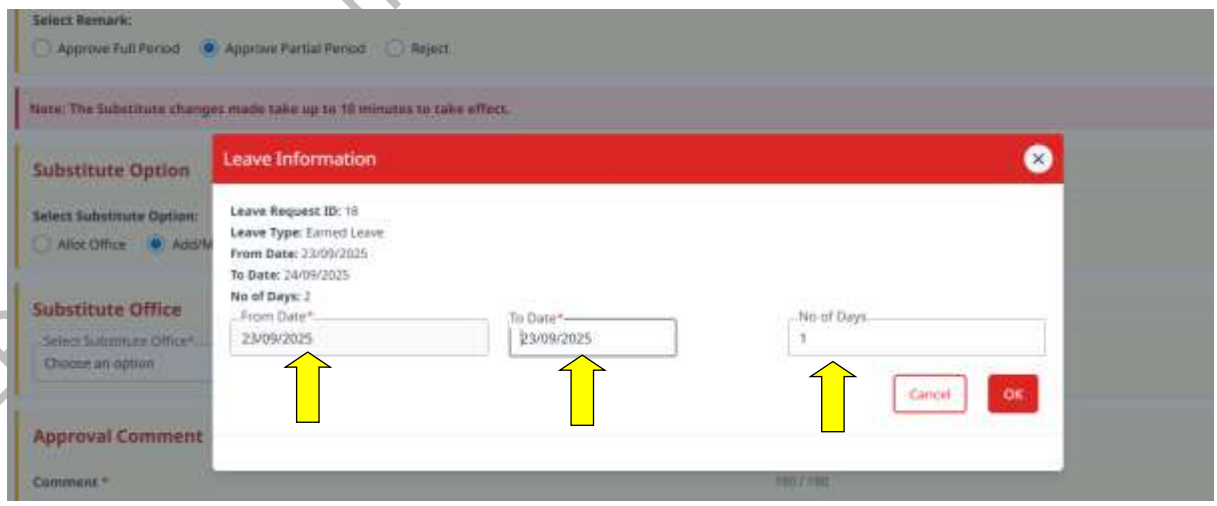
On clicking the **View Details** button, the user will be able to see the **employee details, leave request details, leave applied date and time, leave type, leave period, intermediate holidays, headquarter permission, leave reason, and leave balances**.



In the Approval Remark header, three options with radio buttons are provided: **Approve Full Period, Approve Partial Period,** and **Reject**. To approve the leave, click on the Approve radio button and proceed further.



If the approver clicks on '**Approve Partial Period'**, a pop-up message will be displayed: "**For Partial Approval, please note that the existing substitute arrangement (if any) will be cancelled. A new arrangement has to be made again. If you wish to proceed, please click on Proceed**".



After clicking on the Proceed button, the Leave Information window will appear. The approver must enter the **From Date, To Date**, and the **number of days** for which the leave is approved partially, and then click on the **OK** button.

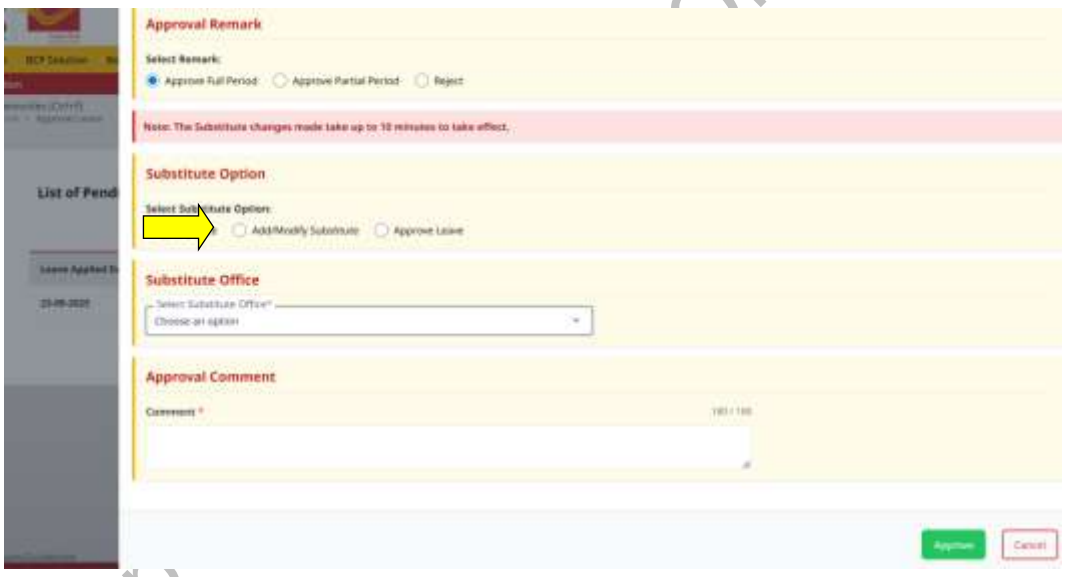
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If the approver wants to reject the leave request, they must click on the **Reject** radio button, enter the approver's comments in the **Comment** field, and finally click on the Reject button to complete the process.

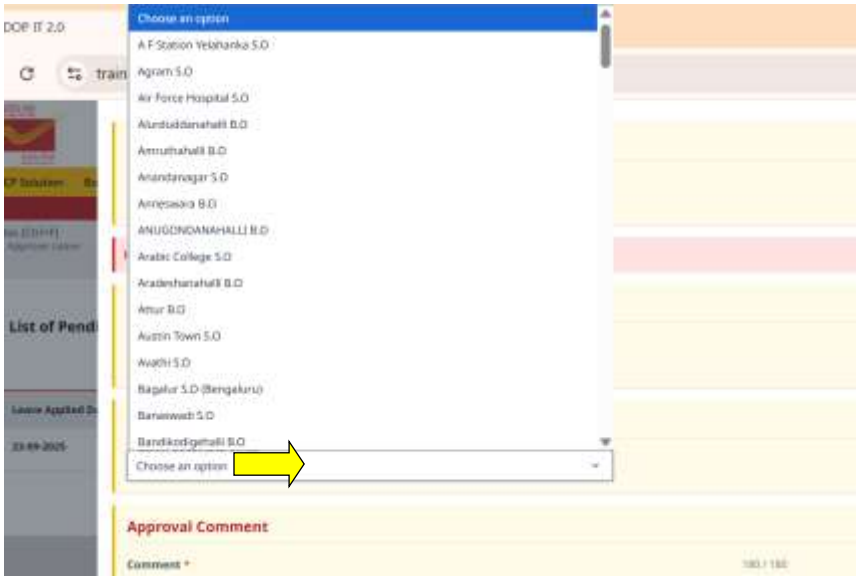


On clicking the Reject button, the message "**Leave Rejected Successfully**" will be displayed.

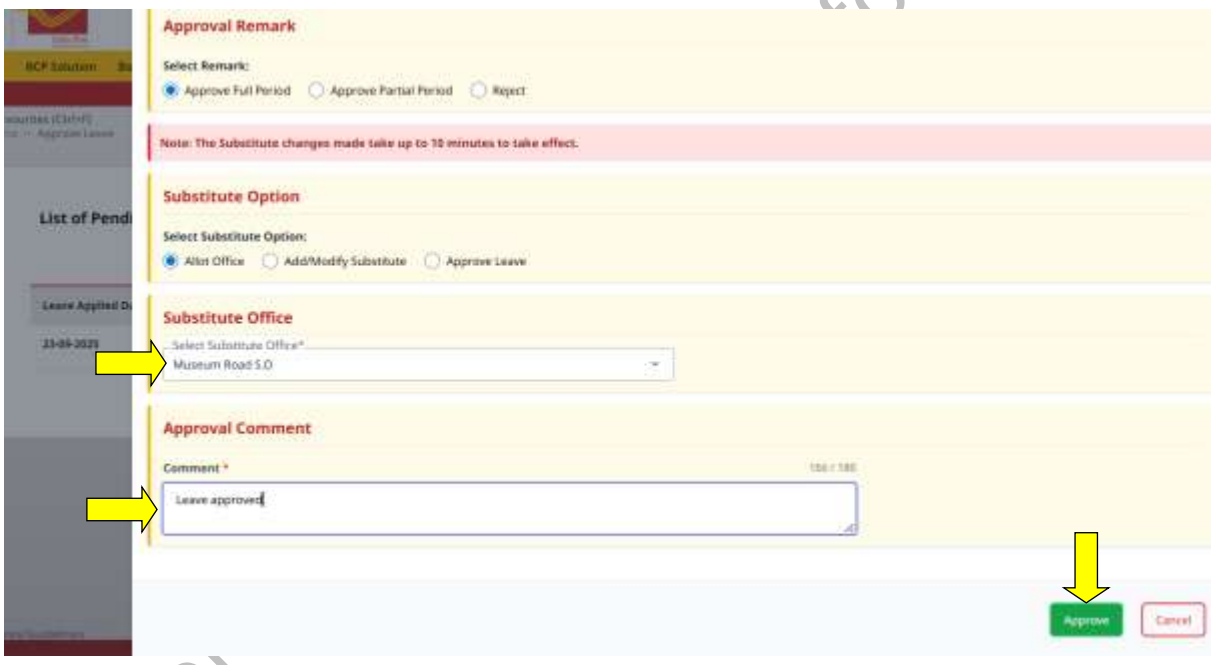


If the approver approves the leave by selecting '**Approve Full Period**' under the **'Approval Remarks'** option, they must then choose a suitable Substitute option. Under the Substitute option, three radio buttons are available: **Allot Office, Add/Modify Substitute, and Approve Leave**. The approver should click on '**Allot Office'.**

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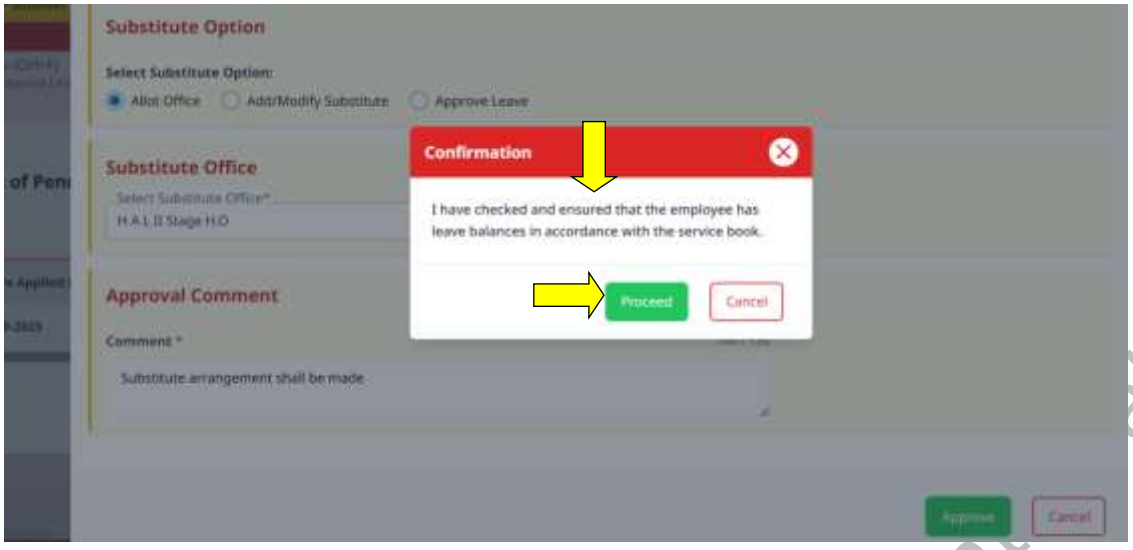


Immediately after clicking on '**Allot Office'**, the list of offices available under the division will be displayed for selection.



After selecting the office from the drop-down list under the Substitute Office header, the approver must enter the approval comment in the Comment field and then click on the **'Approve'** button.

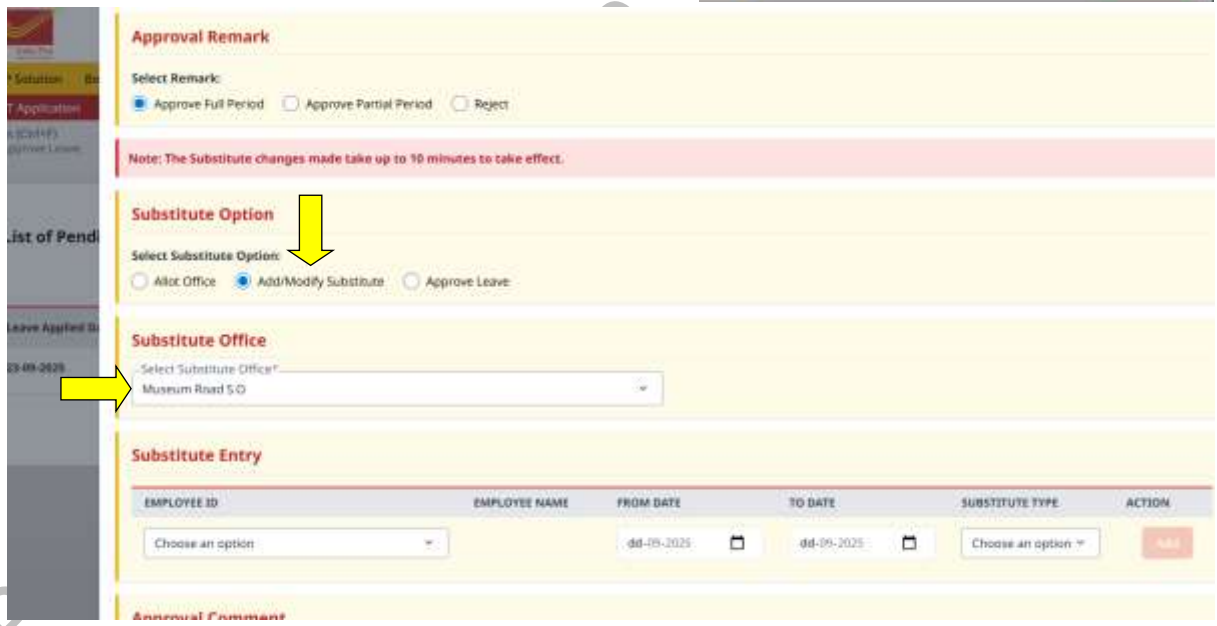
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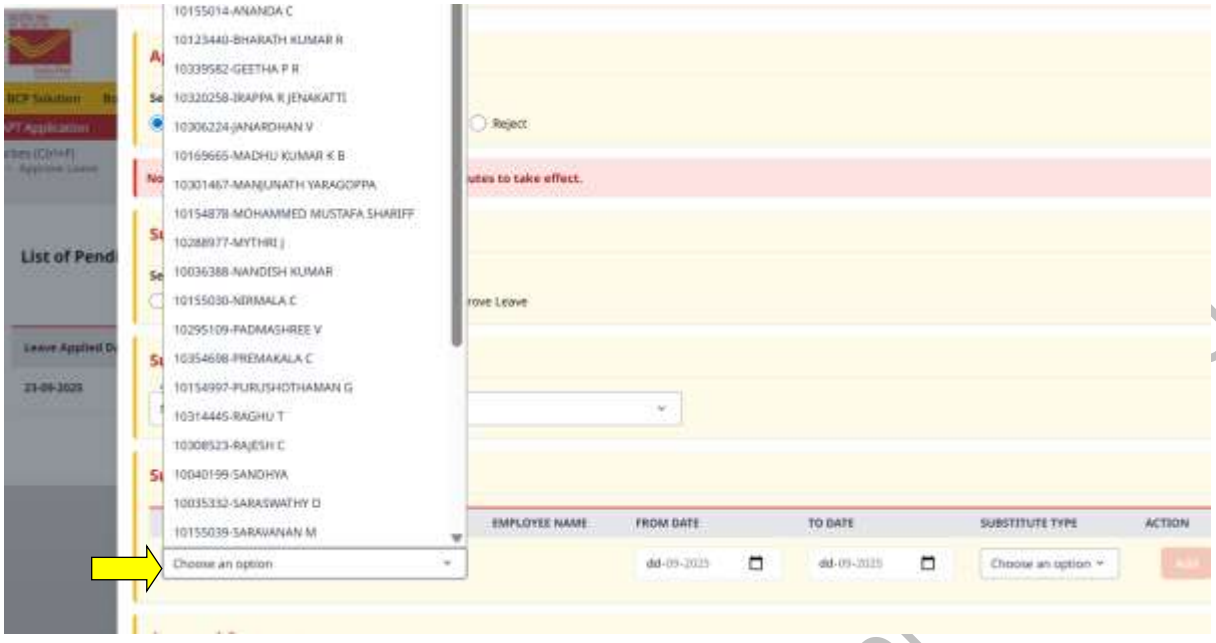
Immediately after clicking the Approve button, a confirmation message stating "**I have checked and ensured that the employee has leave balances in accordance with the service book**" will appear on the screen, along with Proceed and Cancel buttons.

Immediately after clicking the Proceed button, a pop-up message stating "**Substitute data is empty or invalid and Leave Approved Successfully"** will appear..

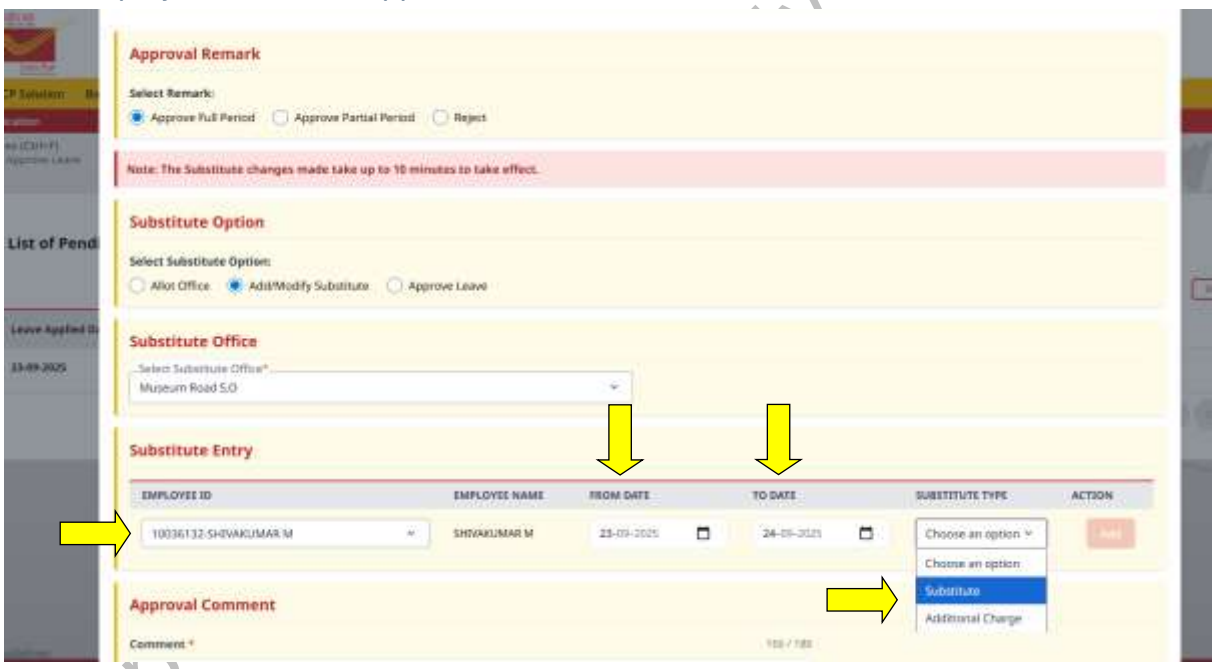




While approving leave, if the approver selects the **'Add/Modify Substitute'** radio button, they must first select the office for which the substitute arrangement is to be made, and then choose the substitute from the drop-down list.

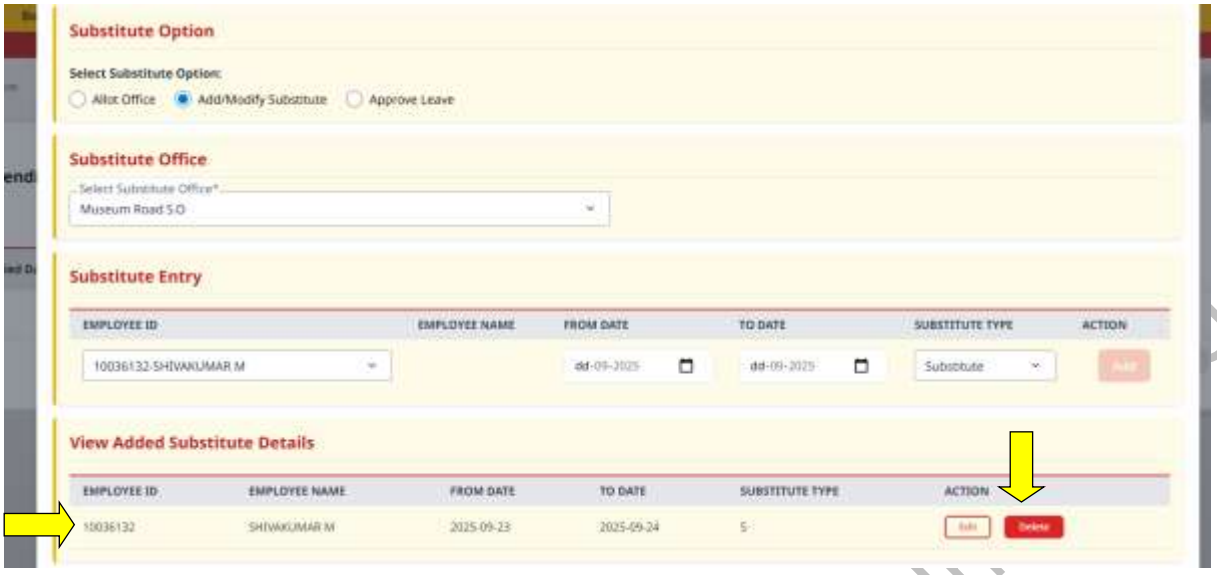


The substitute employee drop-down list will display all employee names along with their employee IDs for the approver to select.

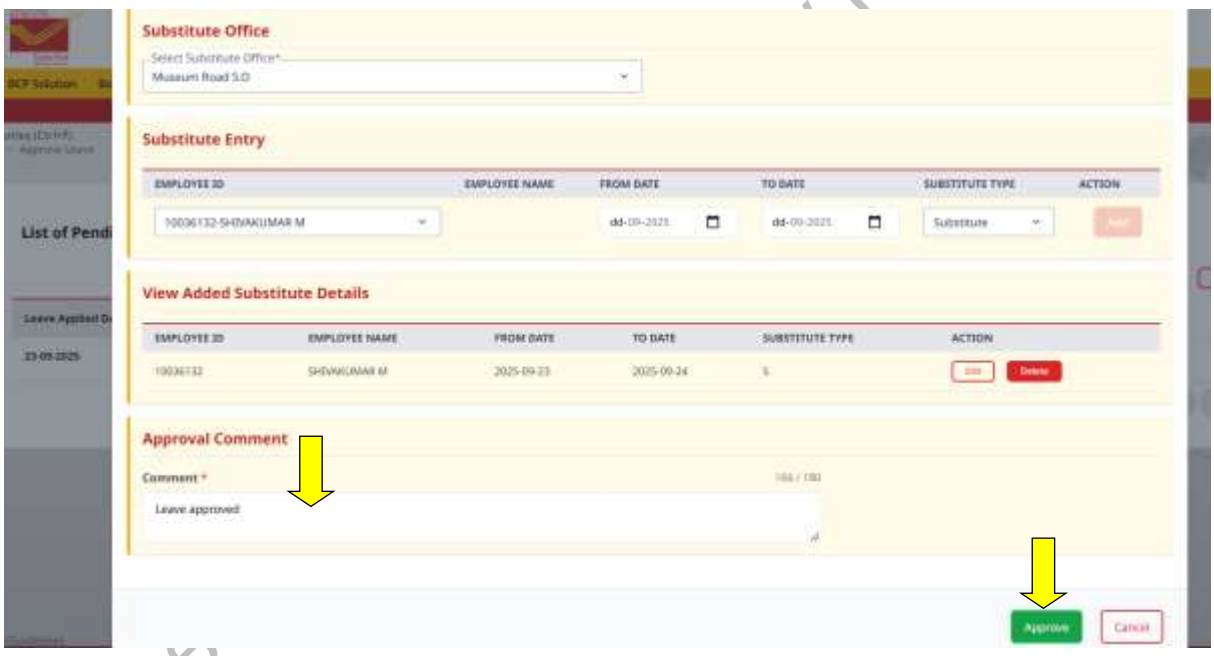


After selecting the employee as a substitute, the approver must enter the **From Date** and **To Date,** choose the required substitute type from the drop-down list (such as **'Substitute' or 'Additional Charge'**), and then click the **Add** button.

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Once the **Add** button is clicked, the selected employee's data will appear below for reference. The approver can edit or delete the identified employee, if needed, using the **Edit** and **Delete** buttons available under the **Action** header.

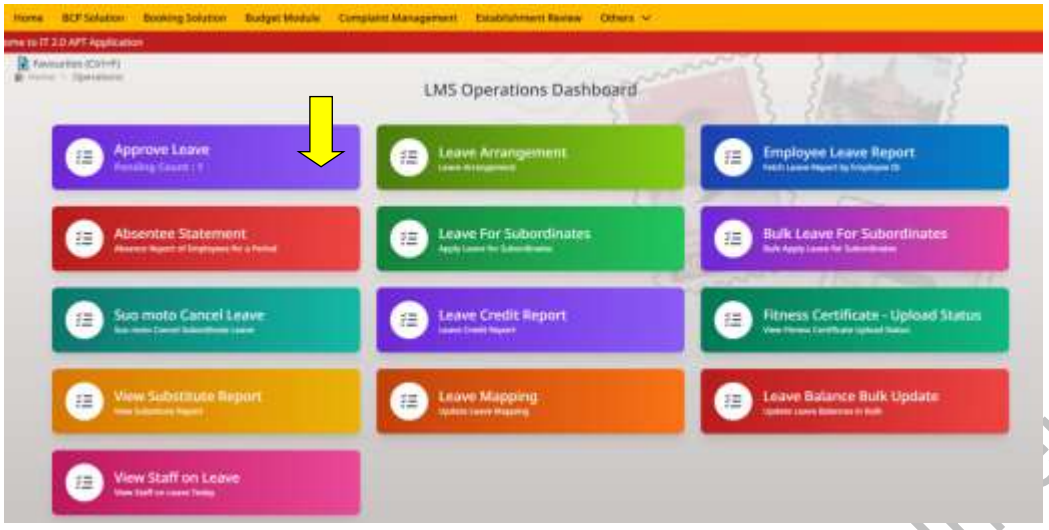


Once the substitute has been selected, the approver must provide an approval comment and then click on the **'Approve'** button.

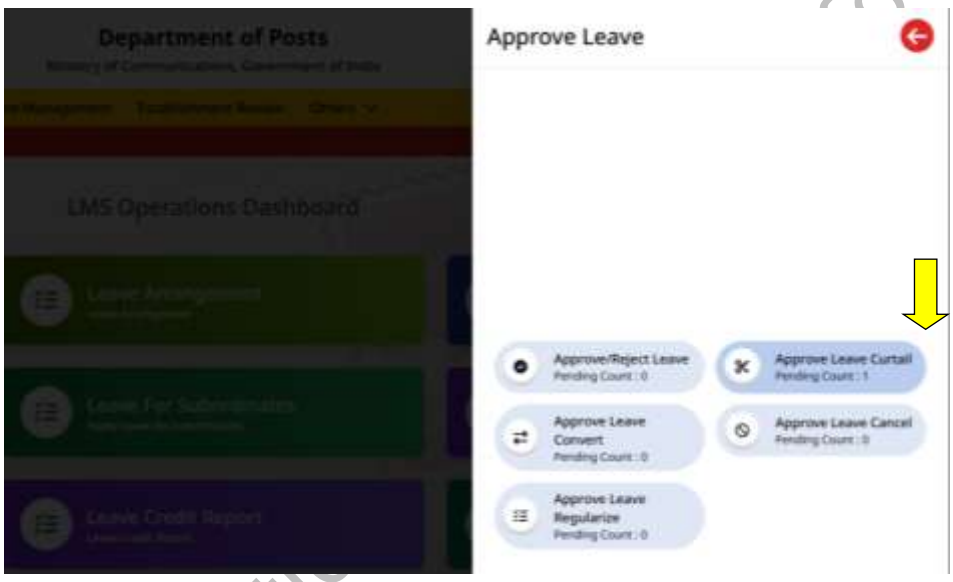


Immediately after clicking the '**Approve' button**, a pop-up message stating **"Leave Approved Successfully"** will appear on the screen.

16.1.2 Approve Leave Curtail



To access the "Approve Leave Curtail" option, the approver must click on the Approve Leave sub-card in the LMS Dashboard.

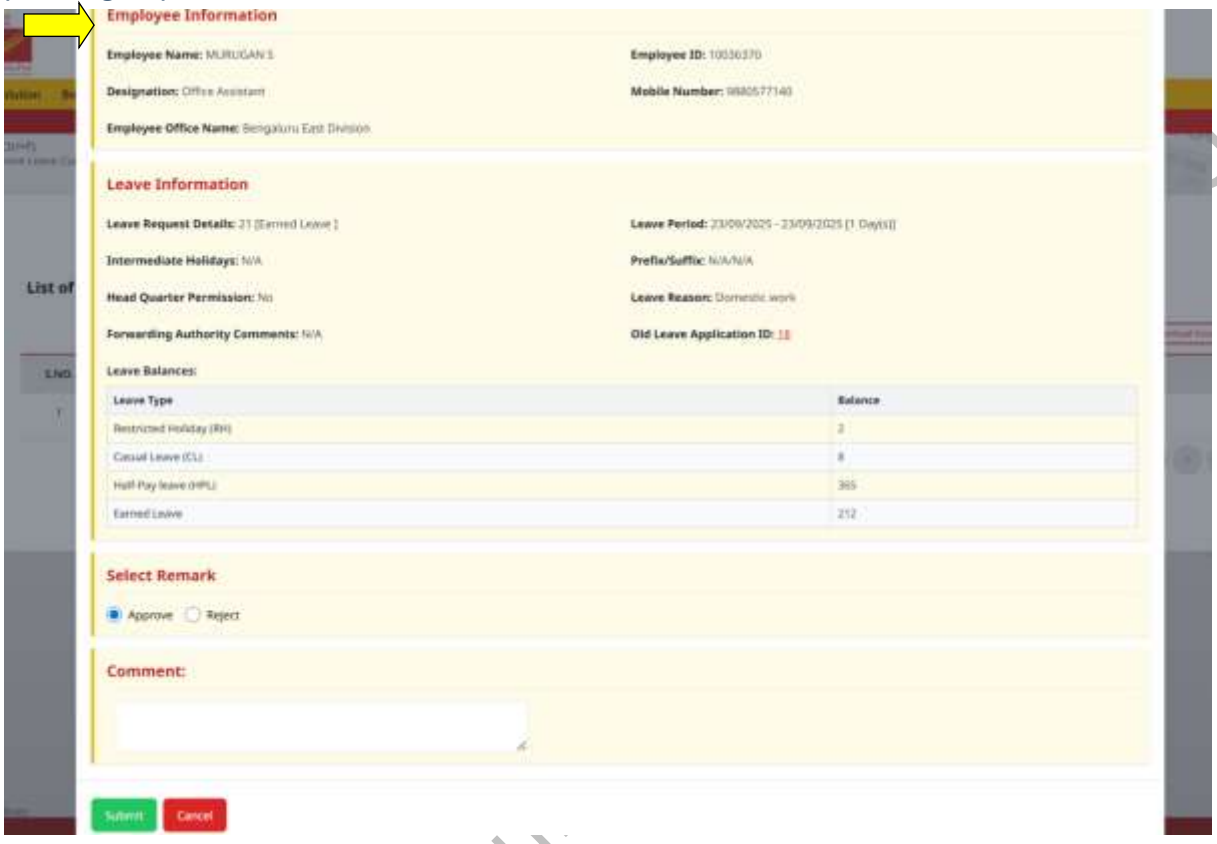


Click on the "Approve Leave Curtail" option available under the "Approve Leave" sub-card.



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After clicking on the “Approve Leave Curtail” option, a page displaying the list of pending leave curtail requests will appear. A “View Details” button is available against each request. To process a request, click on the “View Details” button of the respective pending request.



After clicking on the “View Details” button, a pop-up window will appear displaying the details of the leave request, as shown in the above screen.



Select the Remark as “Approve,” enter the comments, and then click the Submit button.

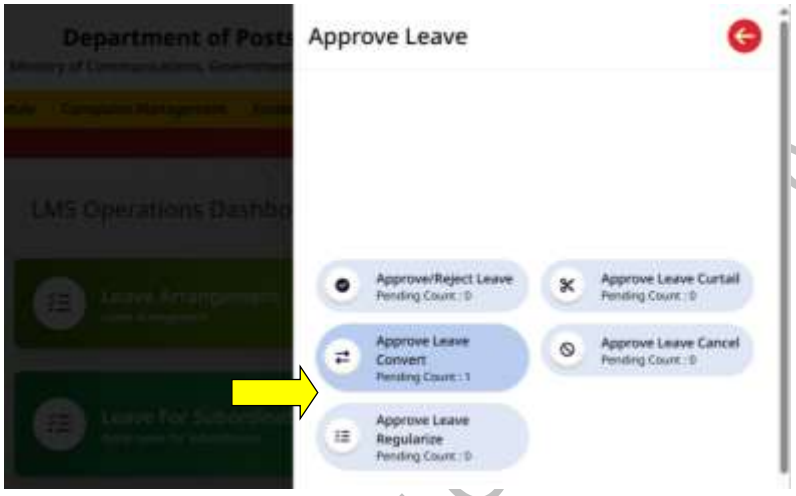


After clicking the **Submit** button, a pop-up message stating "**Leave Approved Successfully"** will be displayed.



16.1.3 Approve Leave Convert

To access the "Approve Leave Convert" option, the approver must click on the Approve Leave sub-card in the LMS Dashboard.

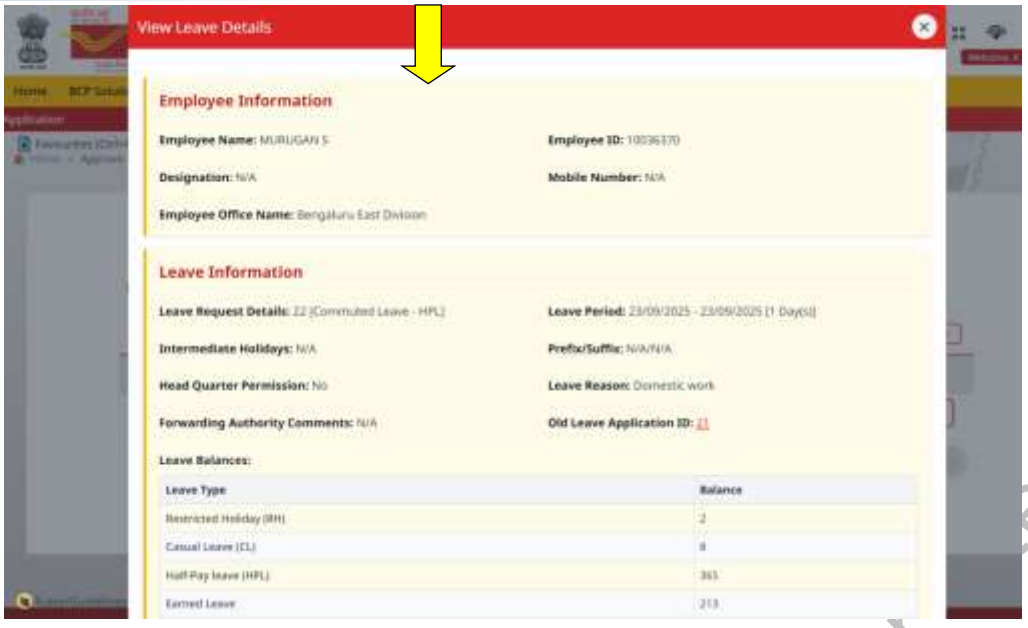


Click on "Approve Leave Convert" option available under "Approve Leave".



Using "Approve Leave Convert" option Approving authority can approve the requests pertaining to leave converted by the employees in respect of sanctioned and availed leave. Against each row data, "View Details" button is made available. To process click on "View Details" of a pending request

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After clicking on “View Details” button, pop-up window showing details of leave request will appear as shown in above screen.



Select remarks and Approve or Reject as the case may be, enter suitable comments and click on “Submit” button.



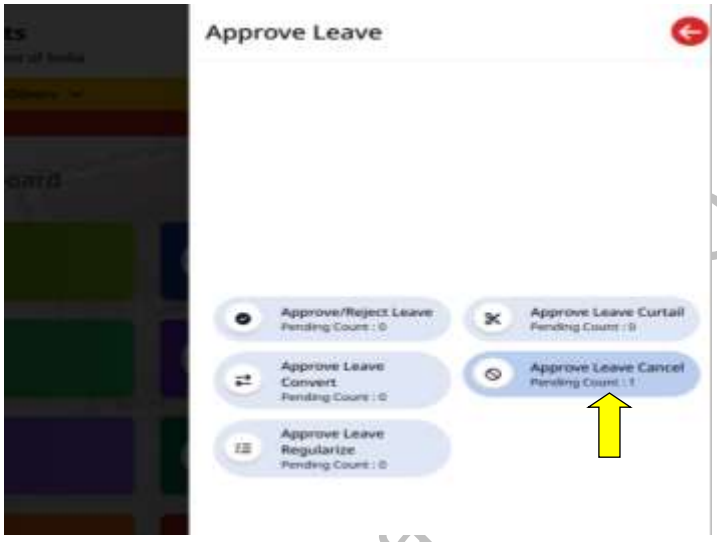
After clicking on “Submit” button, pop-up message “Leave Approved Successfully” will be shown as above.

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16.1.4 Approve Leave Cancel



To access the "Approve Leave Cancel" option, the approver must click on the Approve Leave sub-card in the LMS Dashboard.



Click on "Approve Leave Cancel" option available under "Approve Leave" card.



After clicking on the "Approve Leave Cancel" option, the approving authority can approve or reject requests related to leave cancellations submitted by employees after approval. A "View Details" button is available against each request. The data can also be downloaded in CSV or Excel format. To process a request, click on the "View Details" button of the respective pending request.

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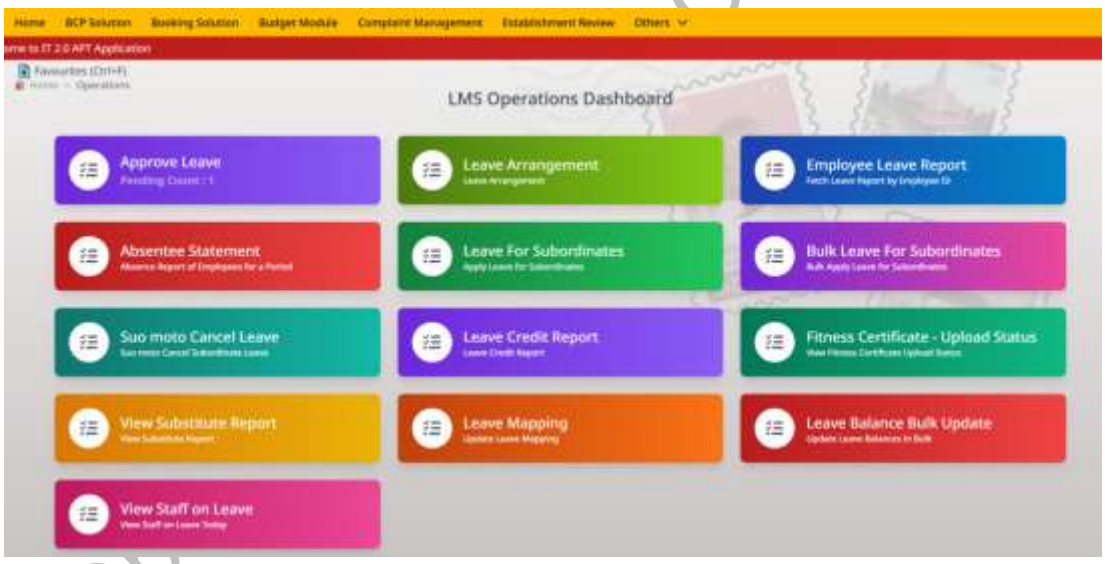


After clicking the “View Details” button, a pop-up window displaying the details of the leave request will appear, along with Approve and Reject buttons. The approver must click the ‘Approve’ button.



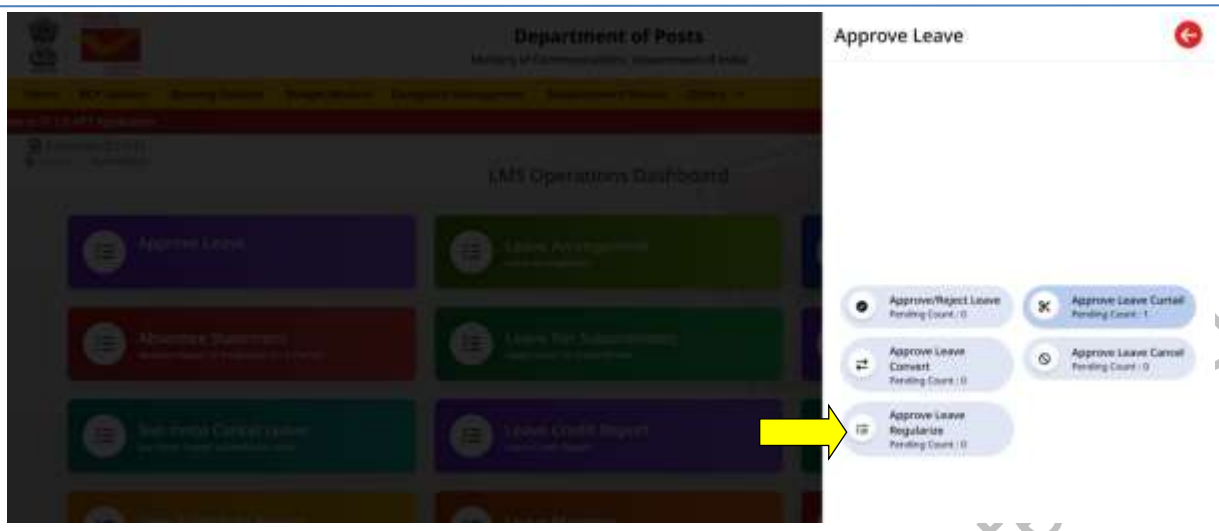
After clicking the “Approve” button, a pop-up message stating "Approved Leave Cancel After Approve Successfully" will appear, as shown above.

16.1.5 Approve Leave Regularize

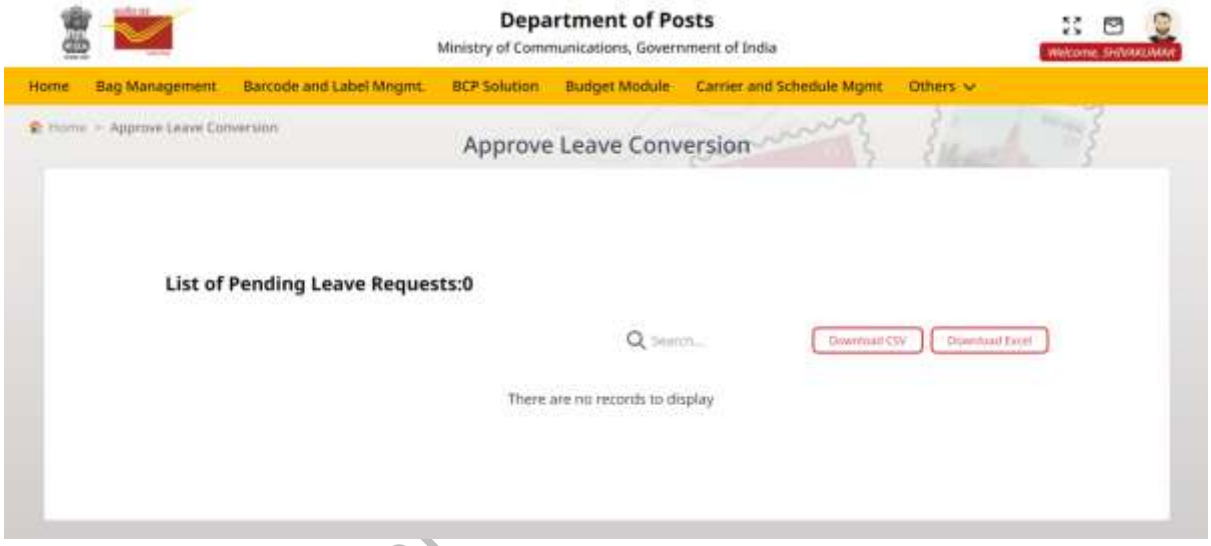


To access the “Approve Leave Regularize” option, the approver must click on the Approve Leave sub-card in the LMS Dashboard

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Click on “Approve Leave Regularize” option available under “Approve Leave” card.



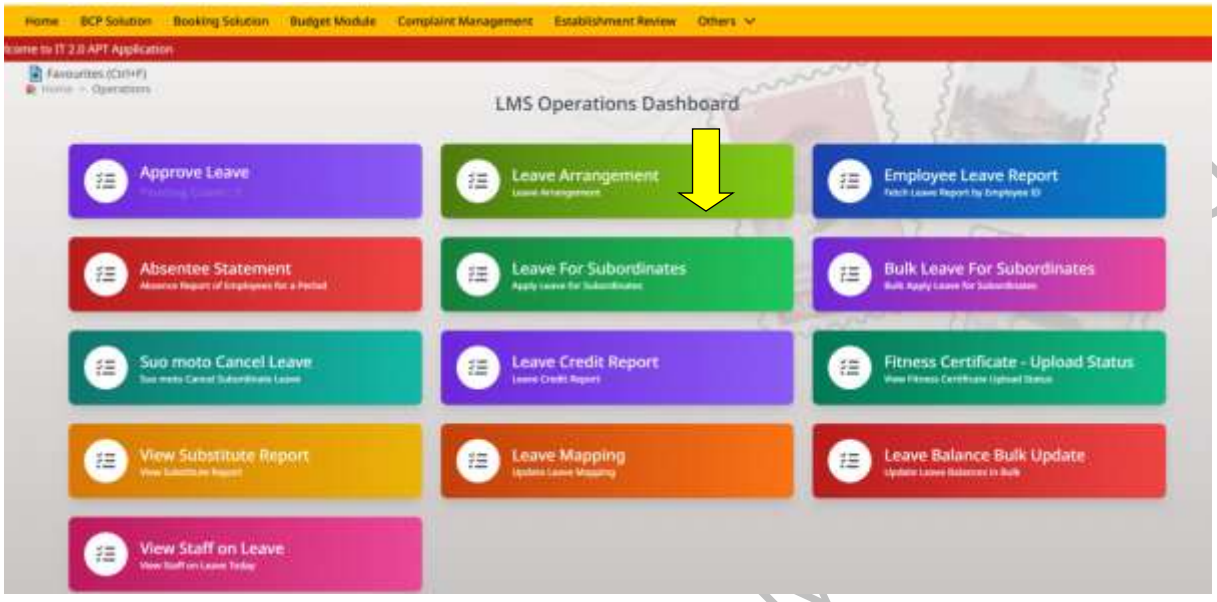
After clicking on the “Approve Leave Regularize” option, pending requests for leave regularization will appear for processing. Select the leave request and approve it for leave regularization.

If no requests are pending, the page will display the message: “There are no records to display.

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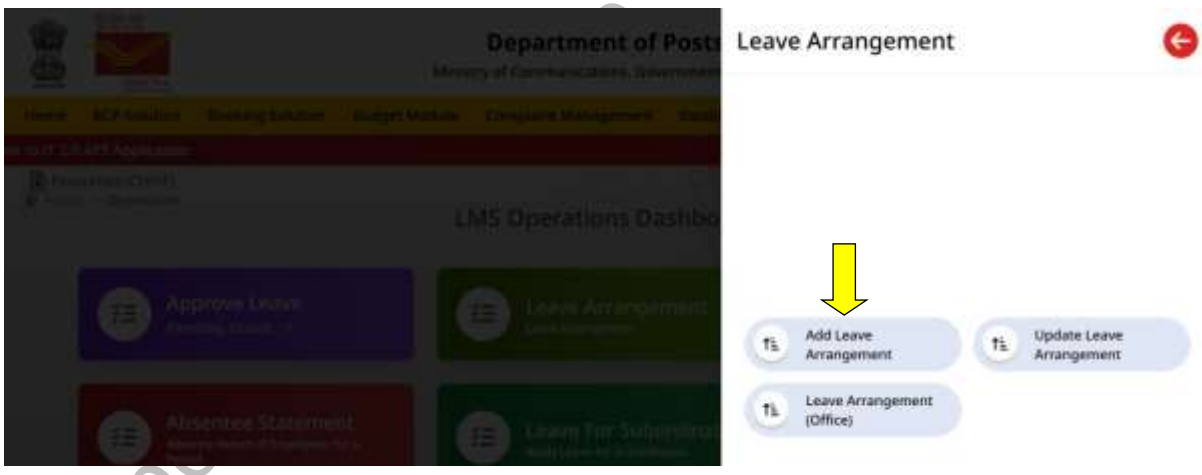
16.2 Leave Arrangement

Click on the Leave Arrangement sub-card to access the options: '**Add Leave Arrangement,**' '**Update Leave Arrangement,**' and '**Leave Arrangement (Office).**'

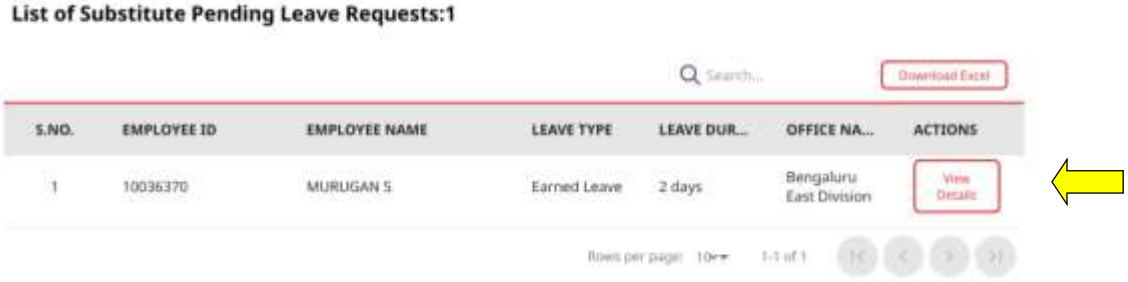


The approver needs to click on the 'Leave Arrangement' card available under the LMS Operations Dashboard.

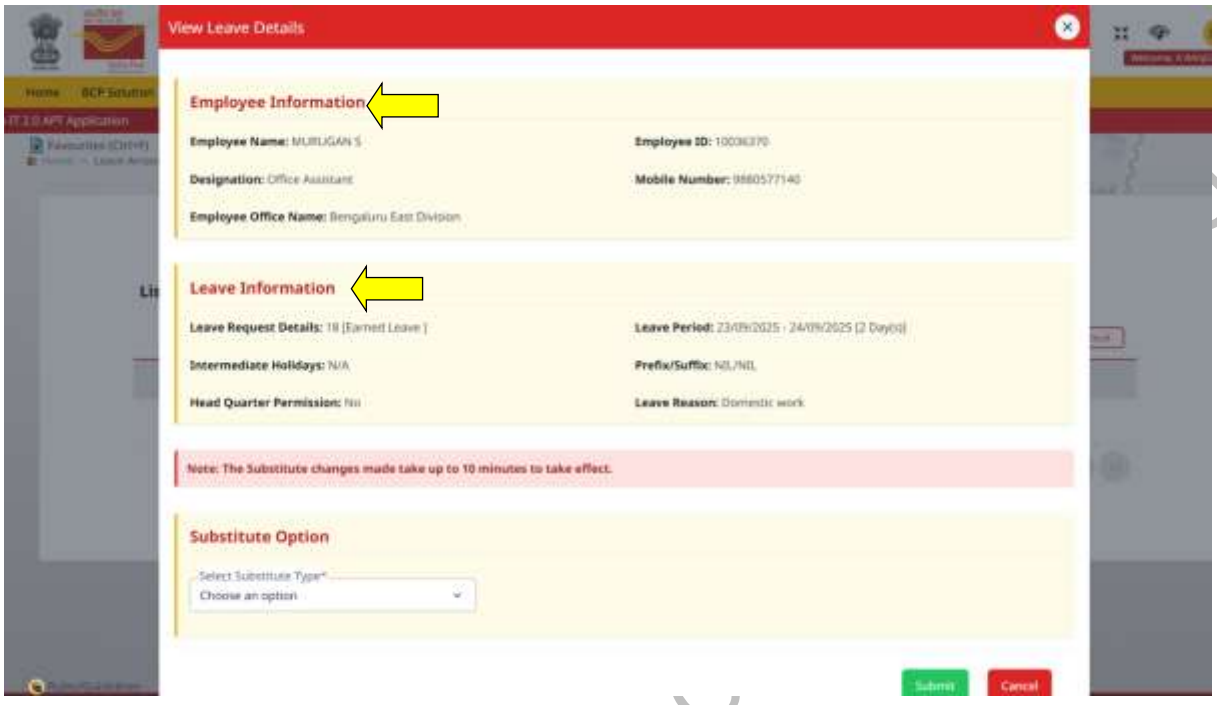
16.2.1 Add Leave Arrangement



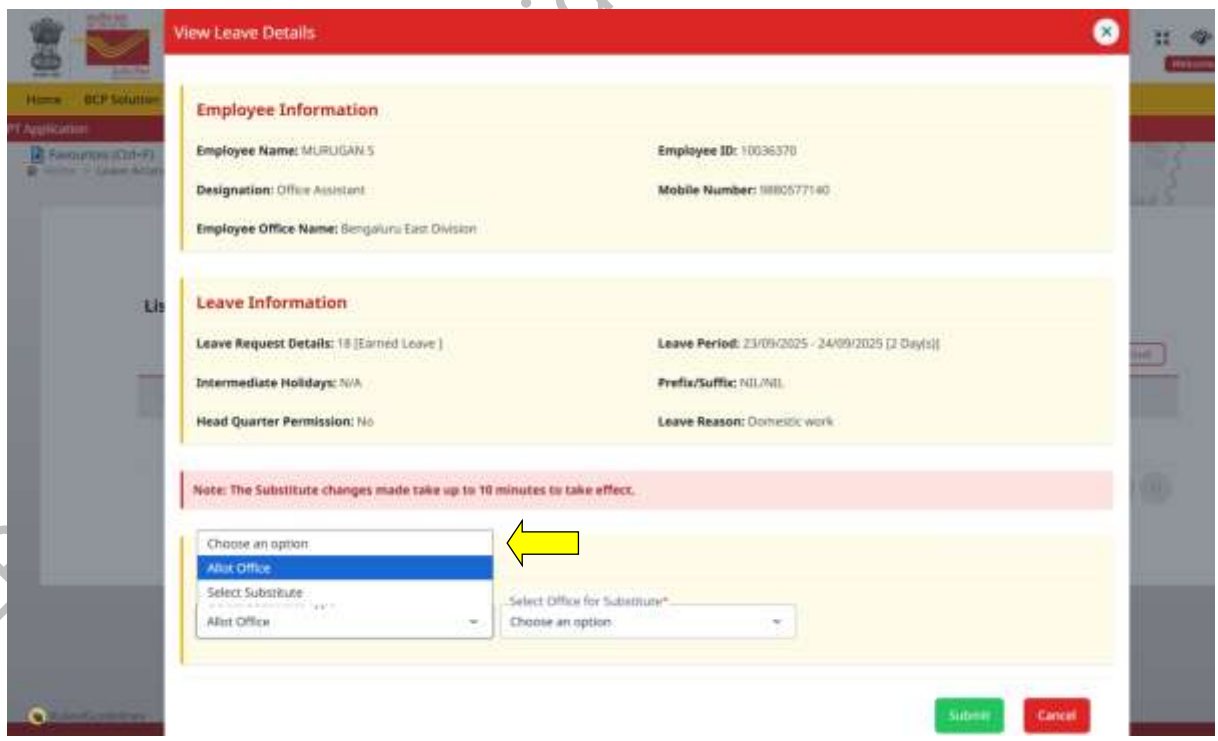
Under the Leave Arrangement card, the approver needs to select the '**Add Leave Arrangement**' option.



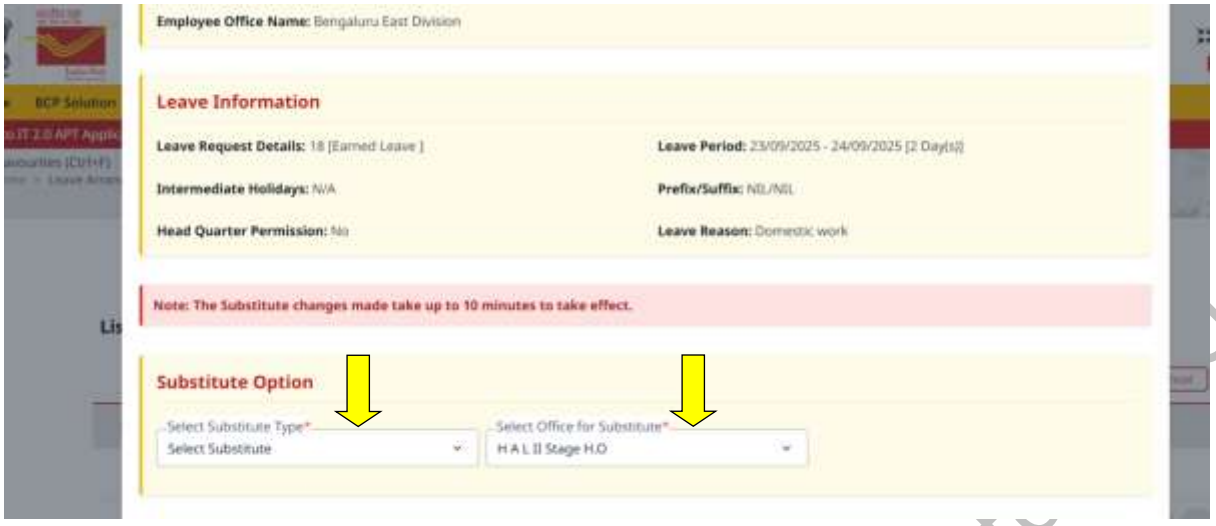
After clicking on the '**Add Leave Arrangement'** option, the screen will display a list of substitute pending leave requests. The user must then click on the '**View Details'** option available under the Action header.



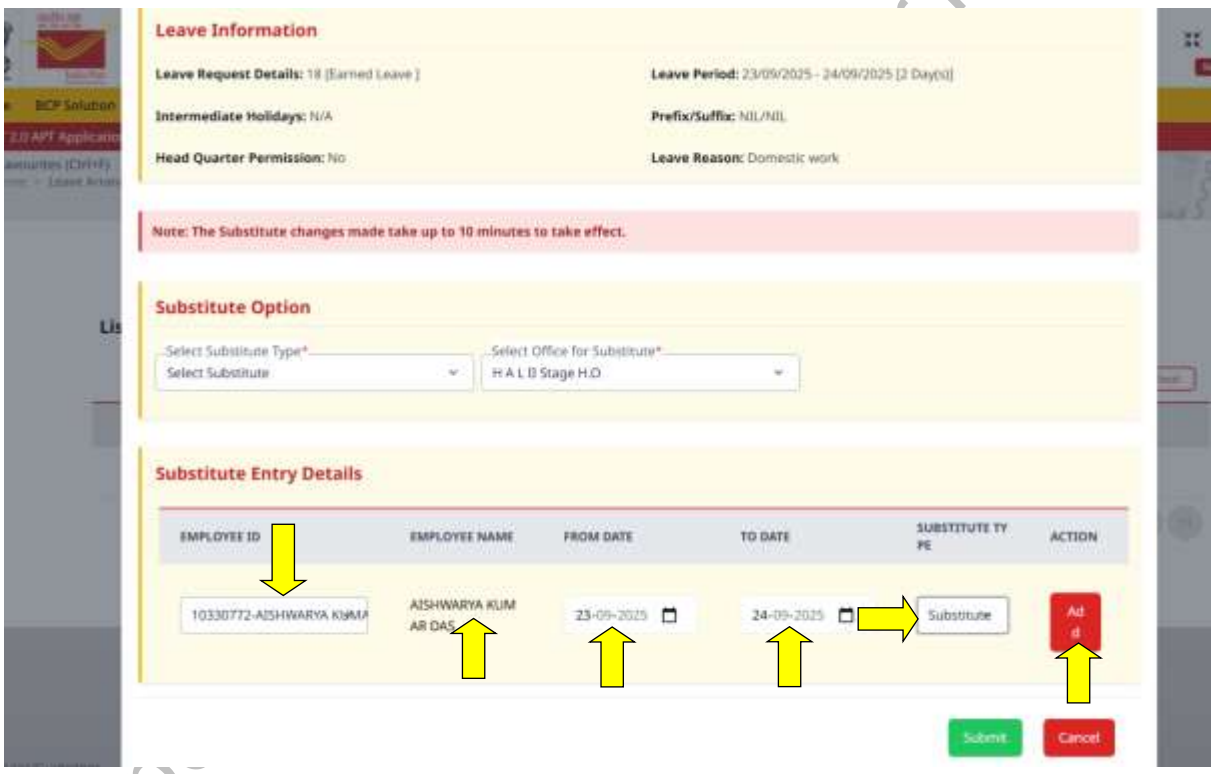
The View Details screen displays the employee information and leave information, along with the Substitute option.



The approver needs to click on the Substitute option. As soon as it is clicked, a drop-down list will appear displaying the 'Allot Office' and 'Select Substitute' options.

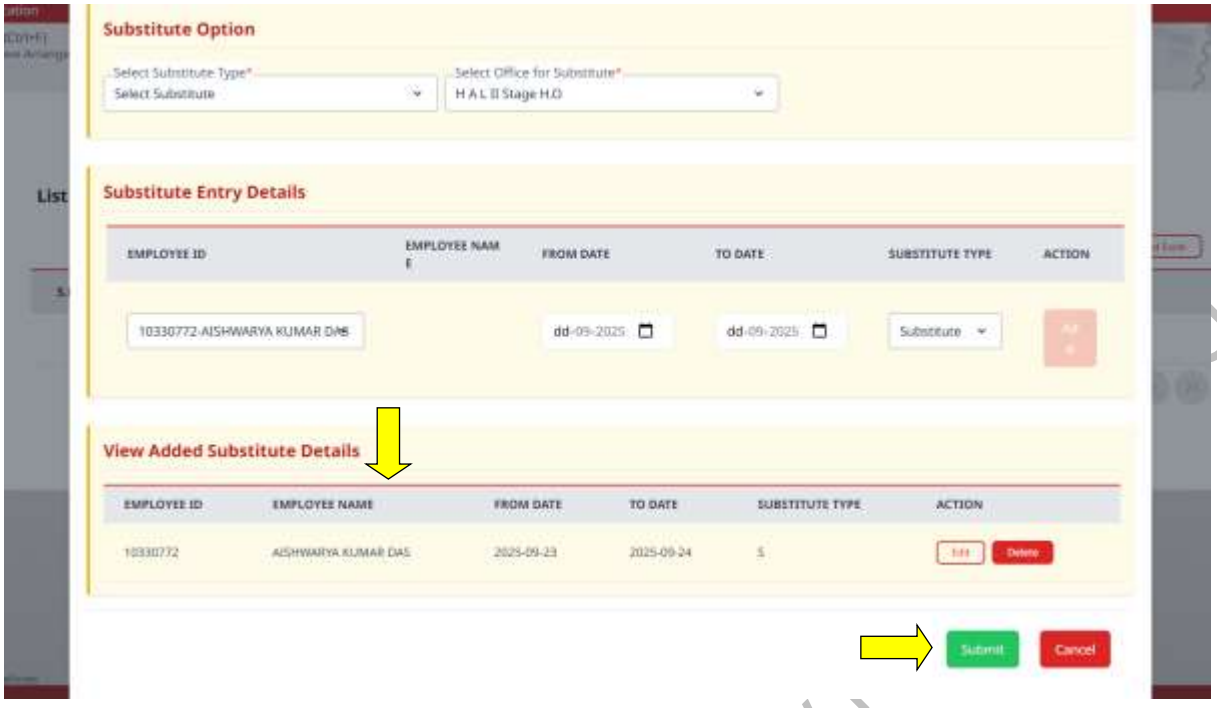


After selecting the substitute, the approver must select the office from which the substitute arrangement is to be made.



Under the Substitute Entry Details header, the employee must be selected, and the From Date and To Date fields must be updated. Under the Substitute Type header, select 'Substitute' from the dropdown list. Finally, click on the Add button.

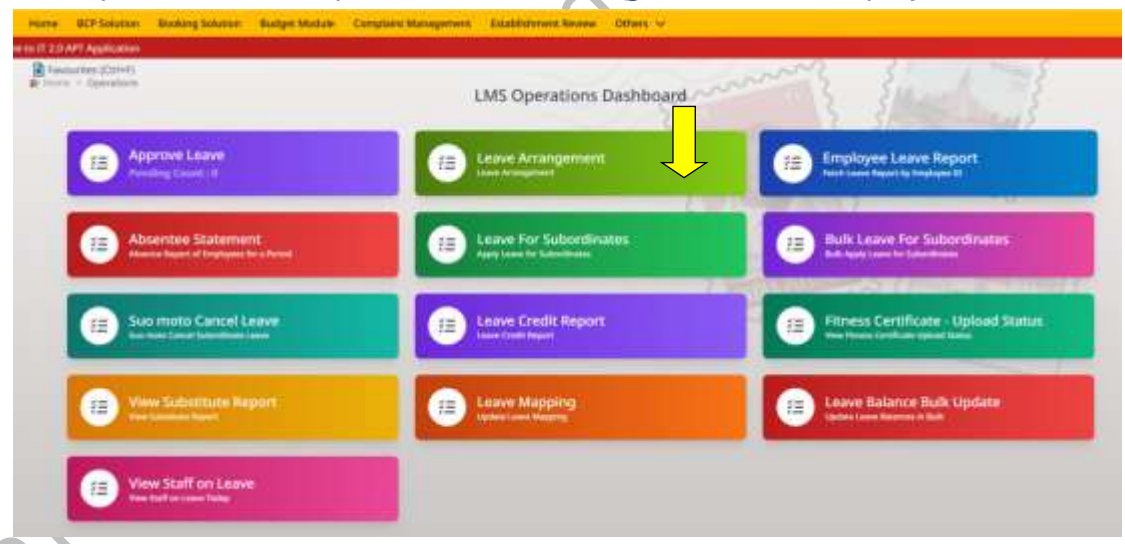
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Once the 'Add' button is clicked, the entered data will appear just below the Substitute Entry Details section, along with Edit and Delete options. Finally, the approver needs to click on the Submit button to complete the process.

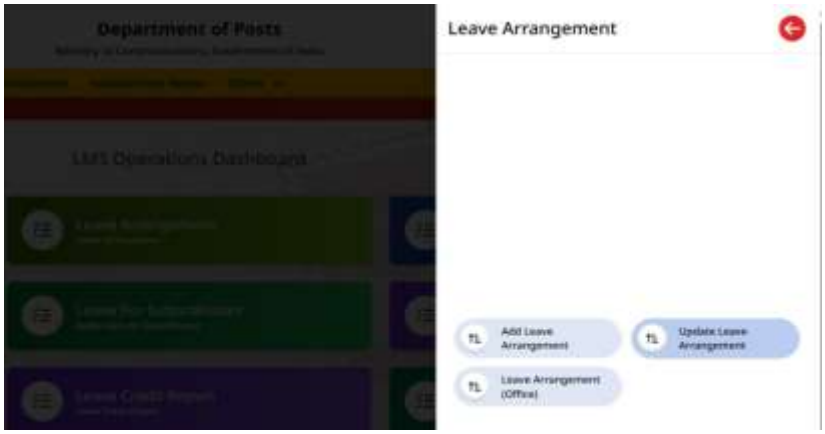
16.2.2 Update Leave Arrangement

This option is used to update the leave arrangement of the employee.

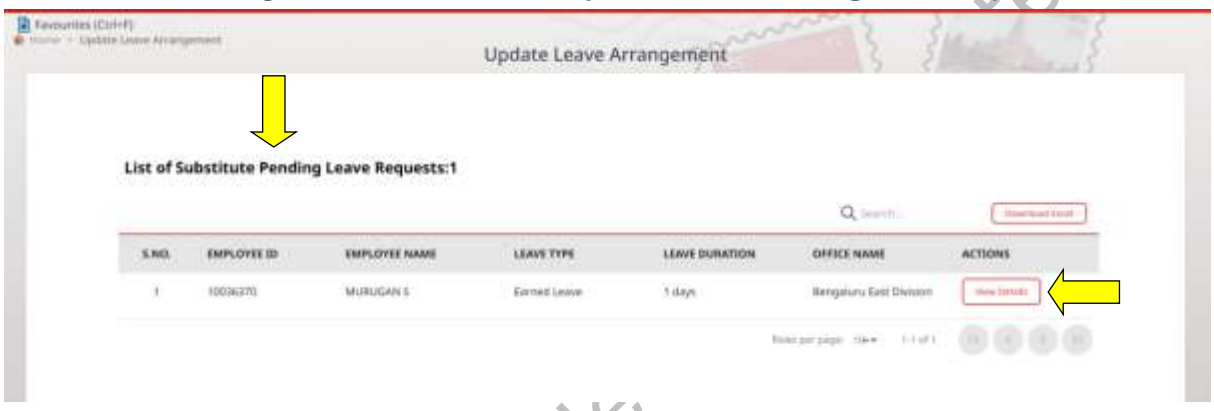


Click on '**Leave Arrangement'** sub card to access the leave management screen.

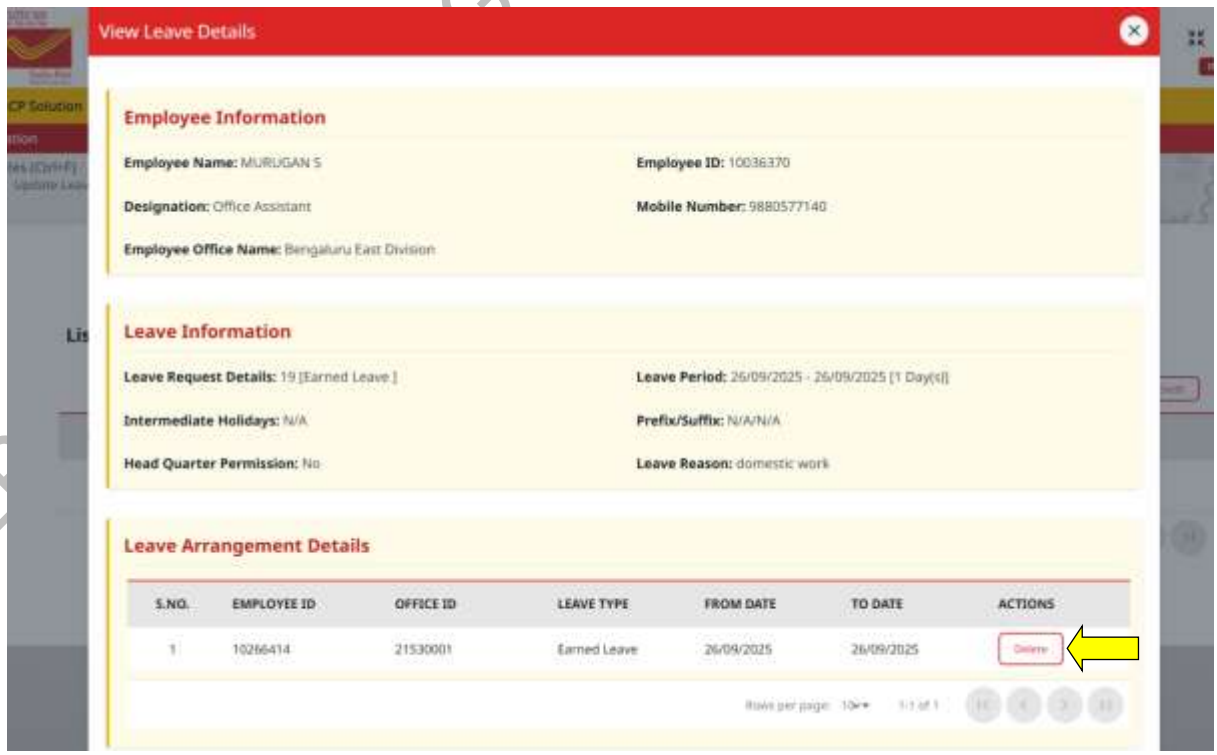
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Under Leave Management card click on '**Update Leave Arrangement'** option.



Upon clicking '**Update Leave Arrangement**,' the screen displaying the list of substitutes' pending leave requests will appear. Click on the '**View Details'** button available under the **Action** tab.

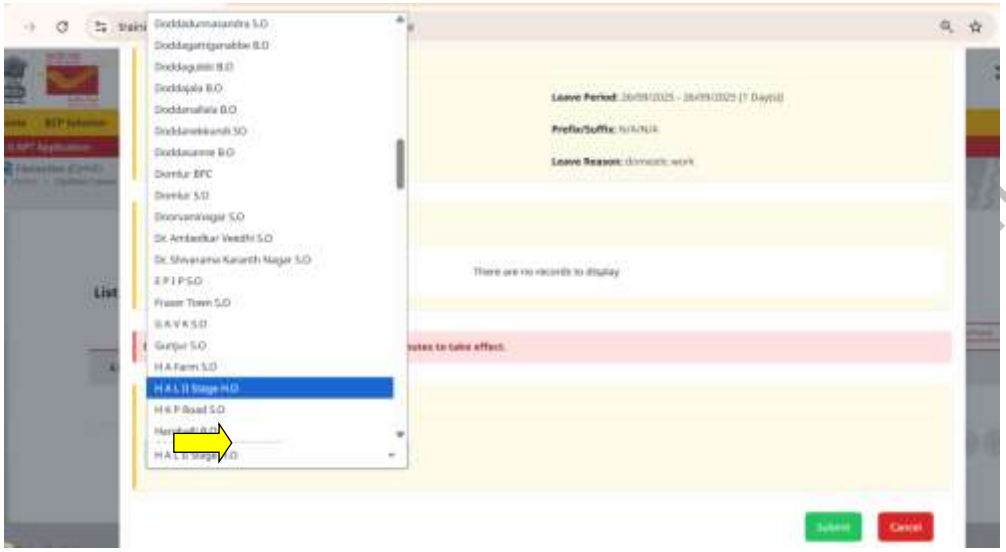


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Based on the requirement, the current arrangement can be deleted by clicking the '**Delete**' button available under the '**Action**' column



Soon after clicking on Delete button a pop-up message stating '**Substitute Data Deleted Successfully'** will appear on the screen.



To make new leave arrangement the user need to select the **Office Name** from the drop-down.



Select the employee name, and select **From date** and **TO date** and choose the substitute type. And then Click on **Add** button



After adding the Substitute click on **Submit** button.

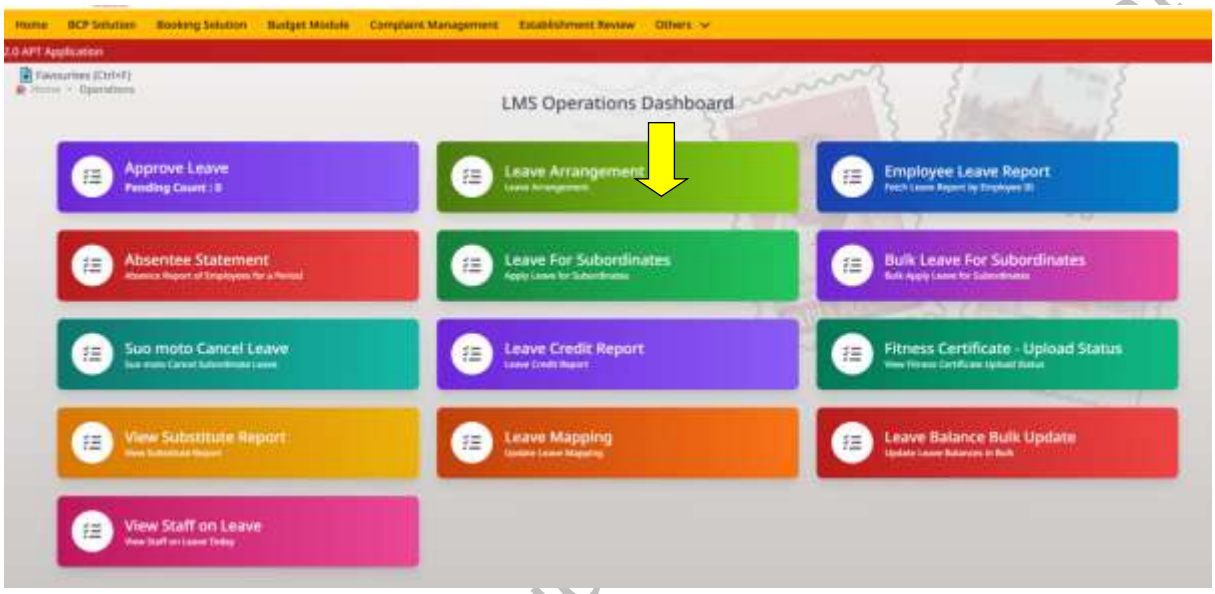
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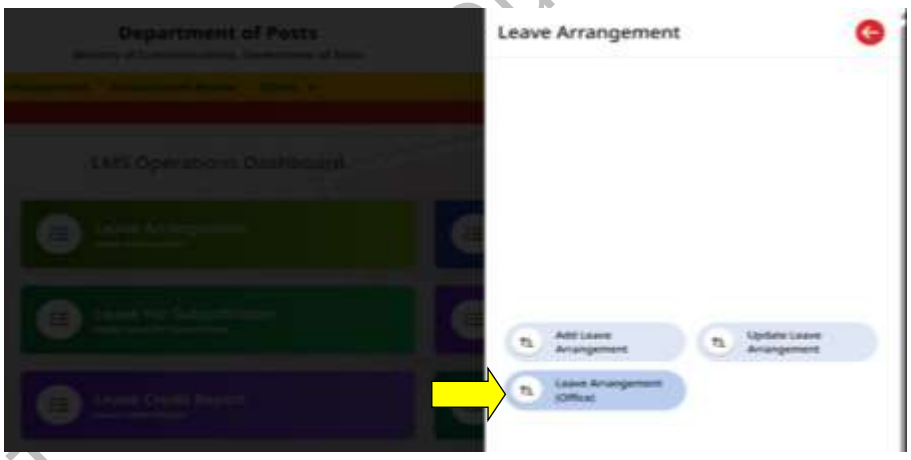
On clicking on submit button, a pop-up message stating **"Substitute Added Successfully"** message will be displayed as above.

16.2.3 Leave Arrangement (Office)

The 'Leave Arrangement (Office)' option is used to manage leave arrangements under office-level arrangements.

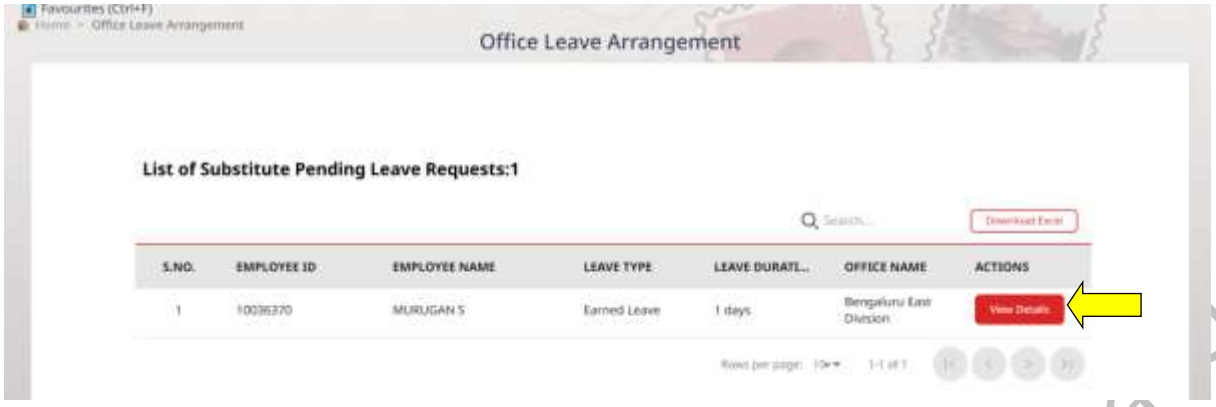


Click on Leave Arrangement sub card.

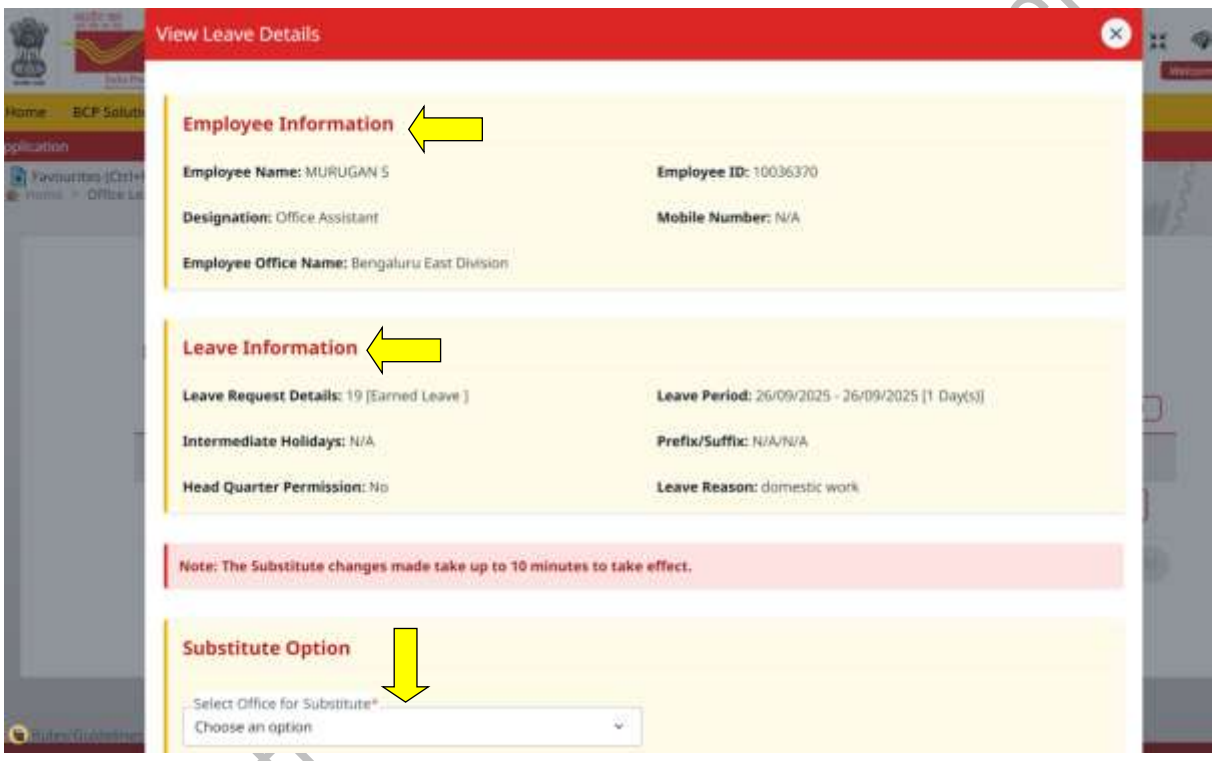


Under the Leave Arrangement screen click on **'Leave Arrangement (Office)'** card.

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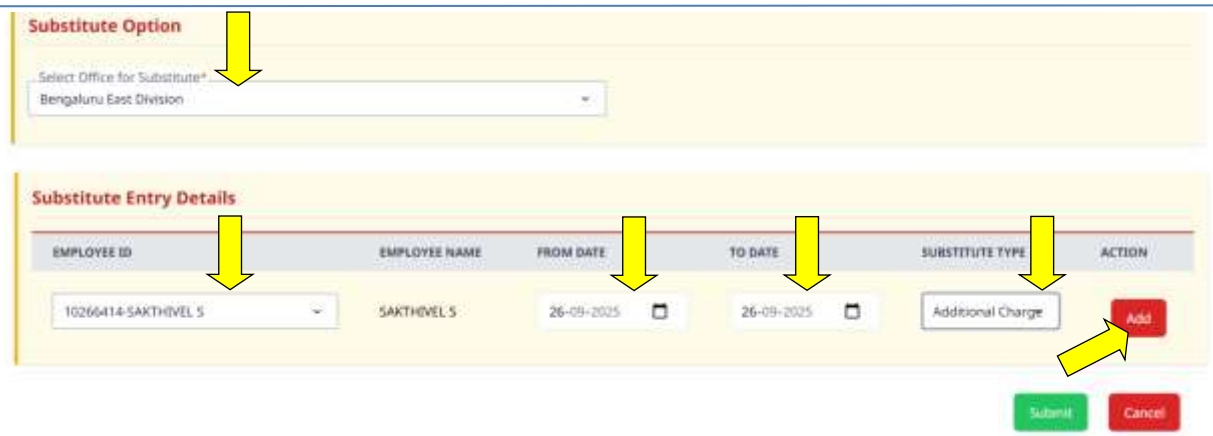


Upon clicking the '**Leave Arrangement (Office)**' option, the list of substitute pending leave requests will be displayed. Click on the '**View Details'** button.

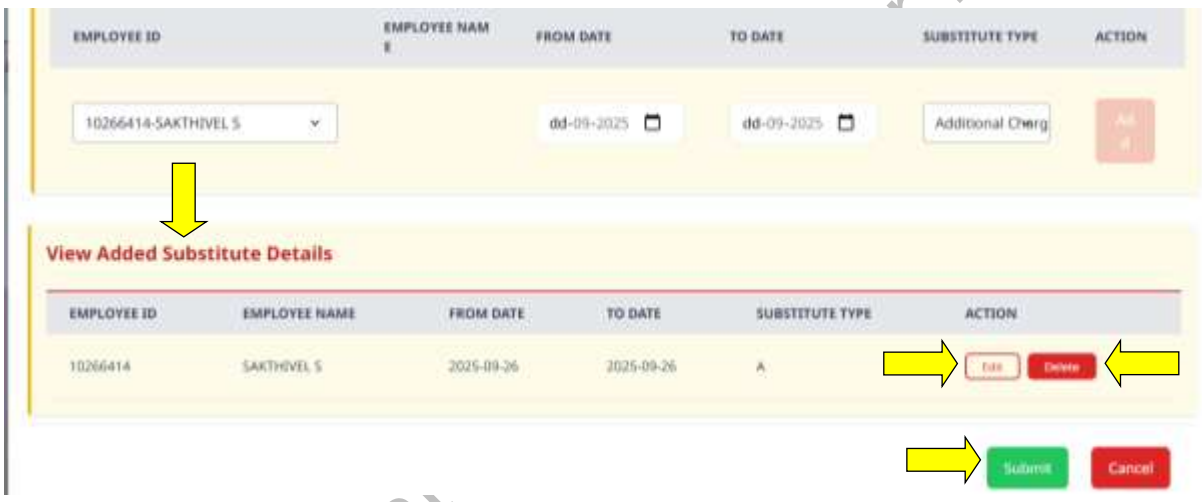


After clicking on "View Details" button, a pop-up window as shown above will appear by showing employee information and leave information along with Substitute option. Then user needs to select office from the drop-down list.

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After selecting the **office** for the substitute (Own Office), the user must select the **employee** to be assigned as substitute from the drop-down list, specify the **From Date** and **To Date**, select '**Additional Charge'** under Substitute Type, and then click the '**Add'** button.



Once the '**Add**' button is clicked, the arranged employee's data will appear just below the button under the '**View Added Substitute Details'** header. The user has the option to **Edit** or **Delete** the arrangement if necessary. Finally, the user needs to click on the '**Submit'** button to complete the process.

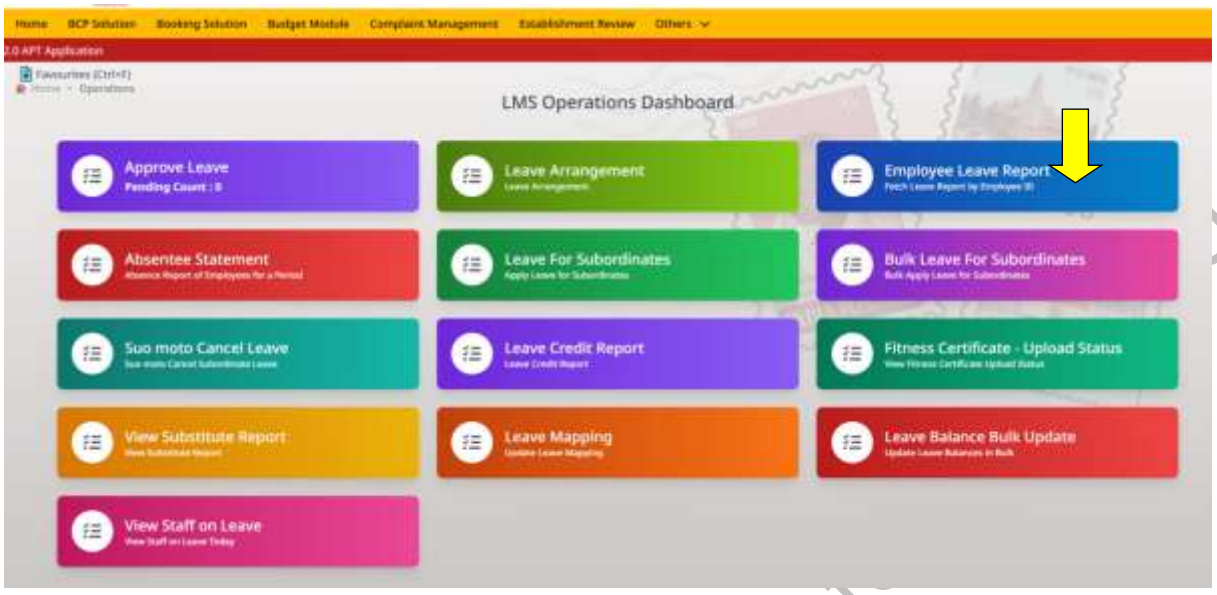


After clicking on "Submit" button, pop-up message **"Substitute Details Saved Successfully"** will appear as shown above.

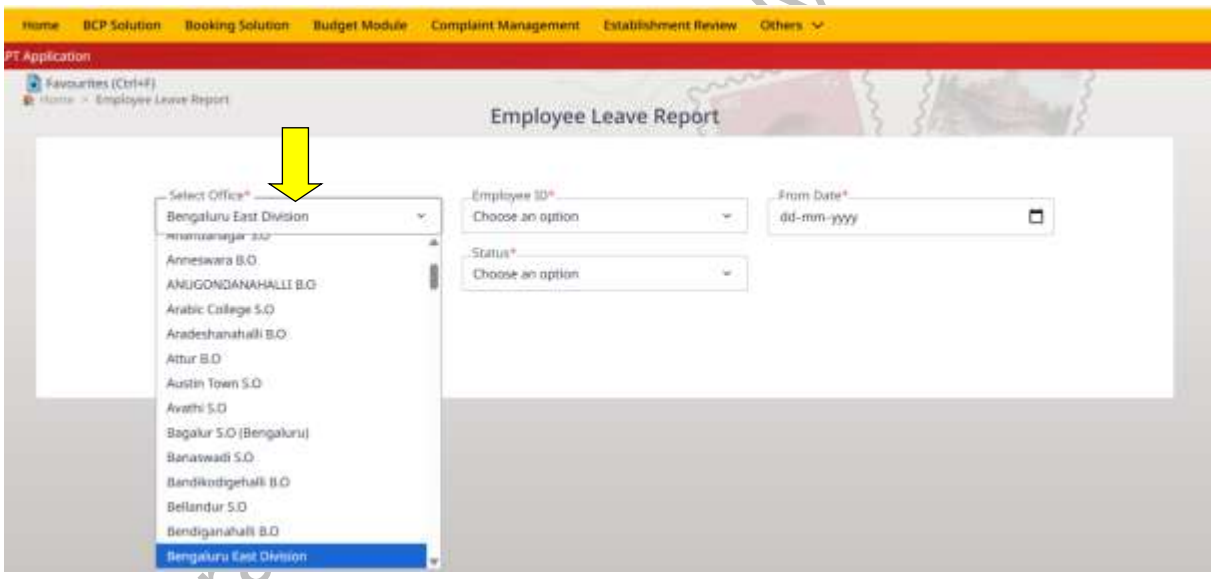
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16.3 Employee Leave Report

In this option Approving authority can view the Employee Leave Report.

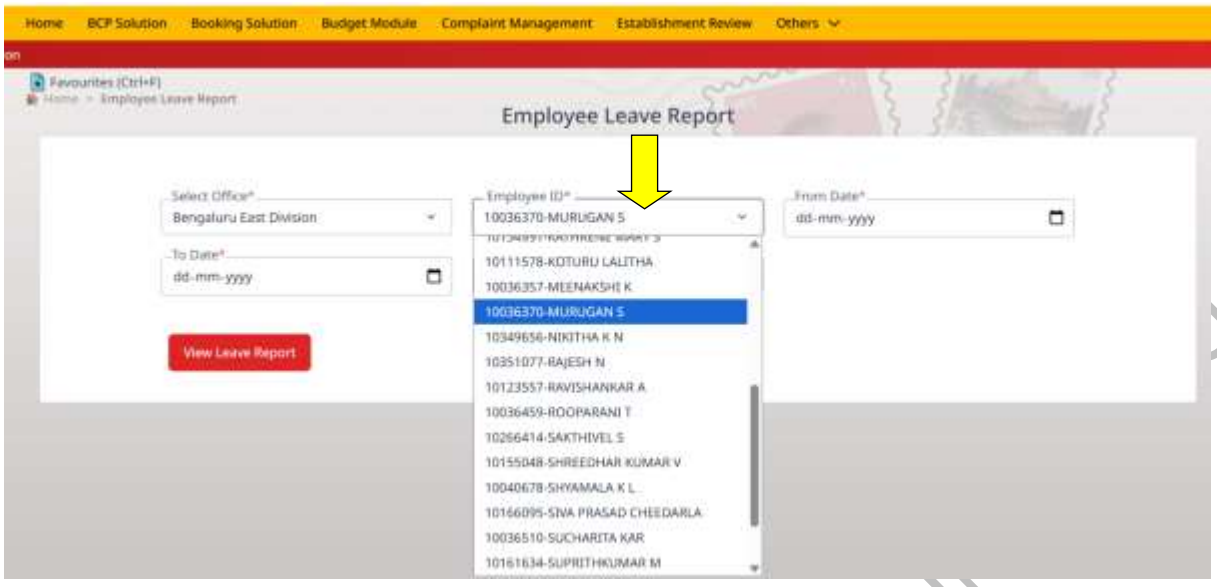


Click on Employee Leave Report Sub Card.

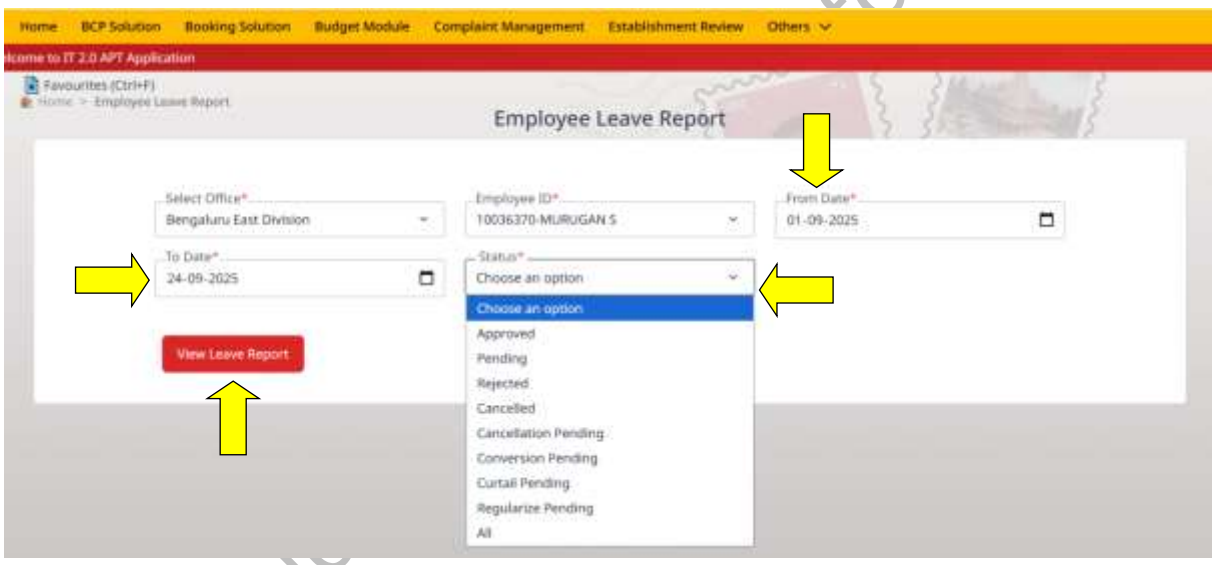


On the Employee Leave Report screen, the user needs to select the office for which they want to view or print the leave report.

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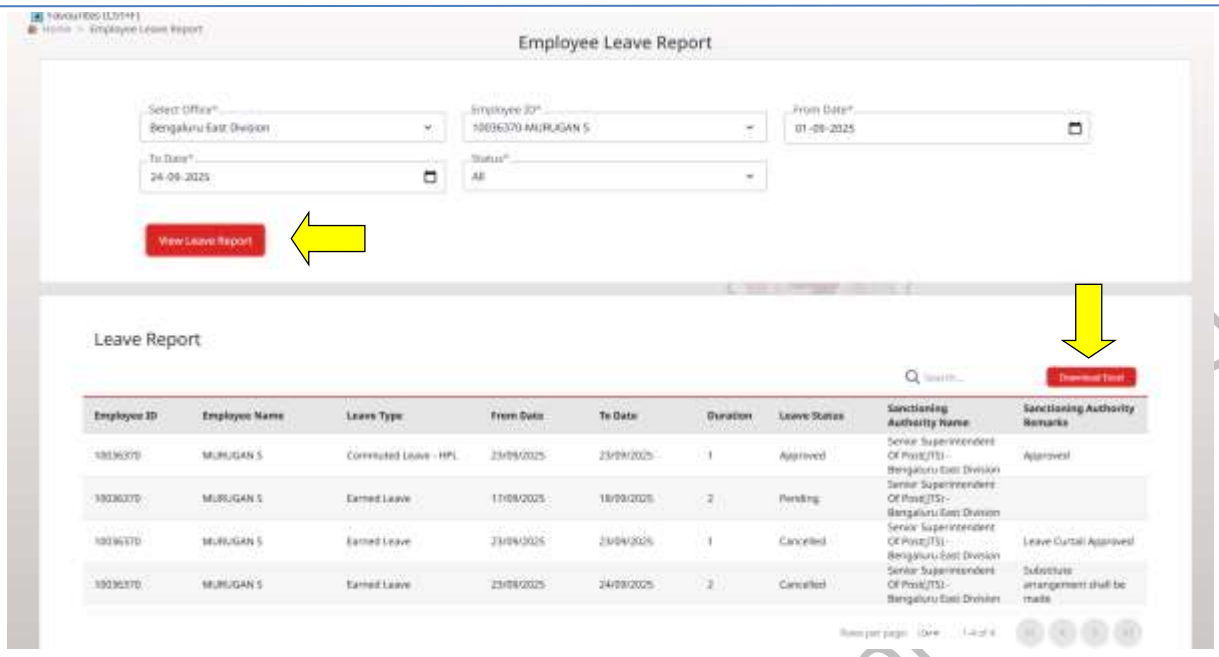


After selecting the office, choose the **Employee ID or Name** from the drop-down list for whom you want to check the leave particulars



Select the leave period from the calendar by entering the From Date and To Date. Then, choose the required leave type from the Status drop-down list. The drop-down list displays various leave types such as ‘Approved,’ ‘Pending,’ ‘Rejected,’ ‘Cancelled,’ ‘Cancellation Pending,’ ‘Conversion Pending,’ ‘Curtail Pending,’ and ‘Regularize Pending.’ You can also select the ‘All’ option to view leave particulars of all categories. Finally click on ‘View Leave Report’ button.

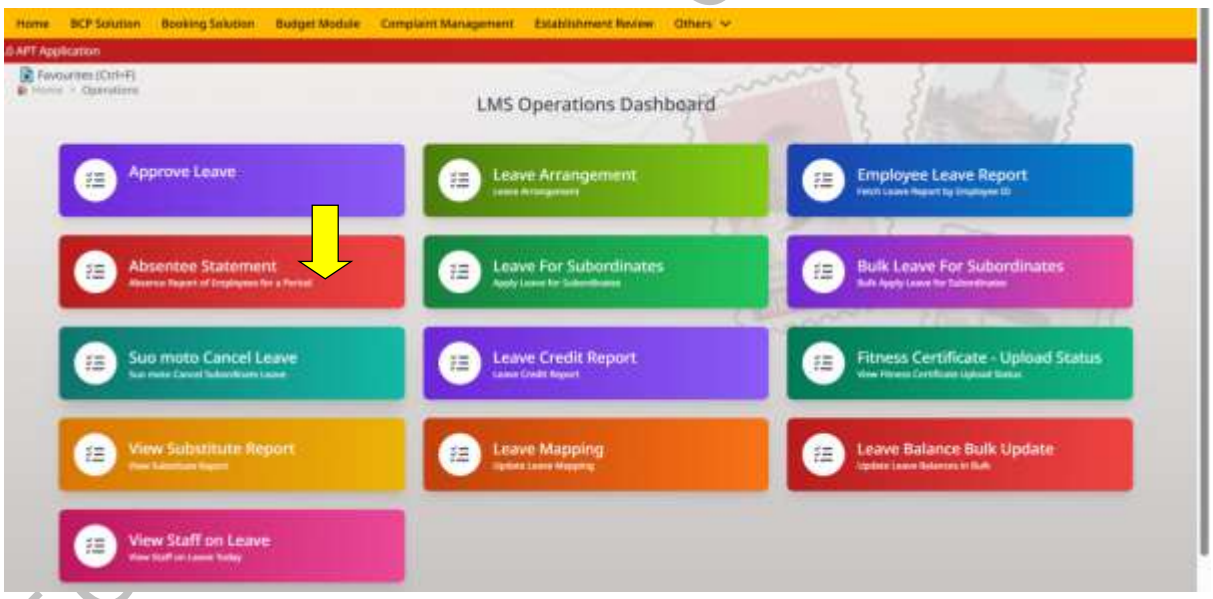
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After clicking the '**View Leave Report'** button, the leave report will appear on the screen. It can be downloaded in **Excel** format.

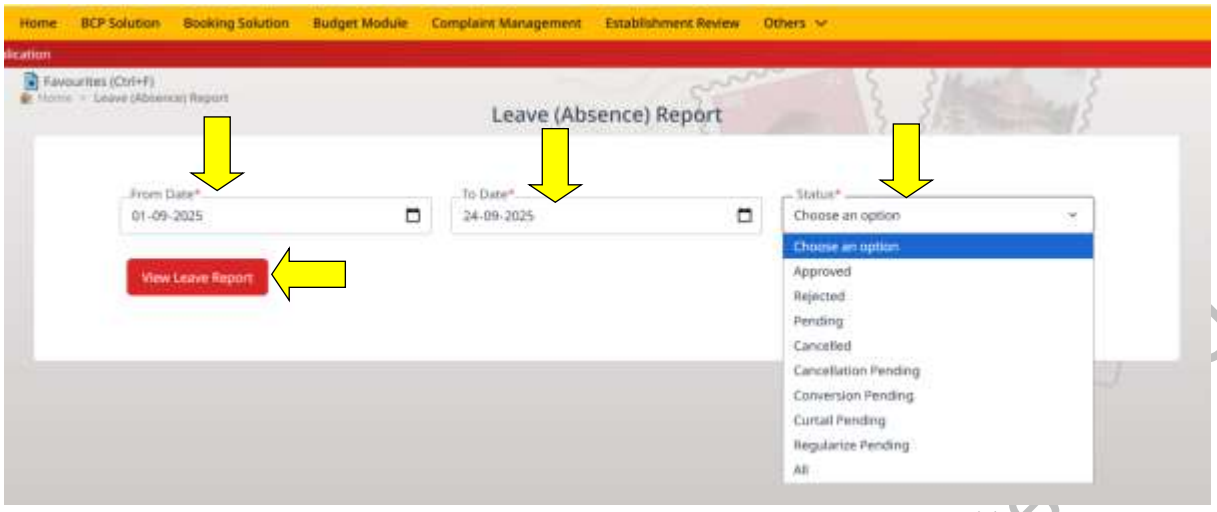
16.4 Absentee Statement

The Absentee Statement option can be used to view an employee's Absence Report.

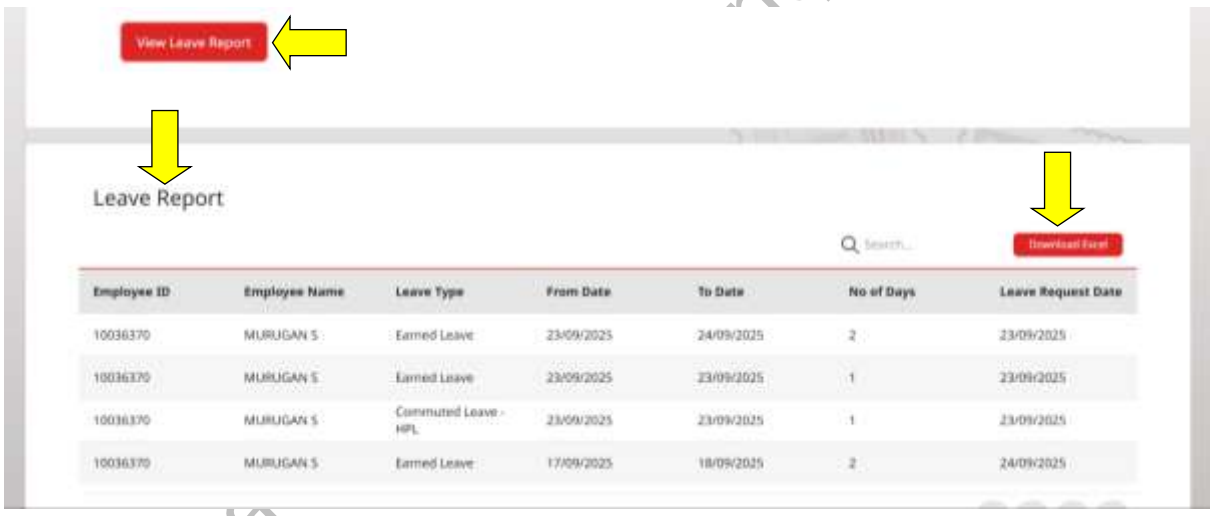


On clicking on Absentee statement, Leave (Absence) Report page will be opened.

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Select the absence period from the calendar by entering the From Date and To Date. Then, choose the required leave type from the Status drop-down list. The drop-down list displays various leave types such as 'Approved,' 'Pending,' 'Rejected,' 'Cancelled,' 'Cancellation Pending,' 'Conversion Pending,' 'Curtail Pending,' and 'Regularize Pending.' You can also select the 'All' option to view leave particulars of all categories. Finally click on 'View Leave Report' button.

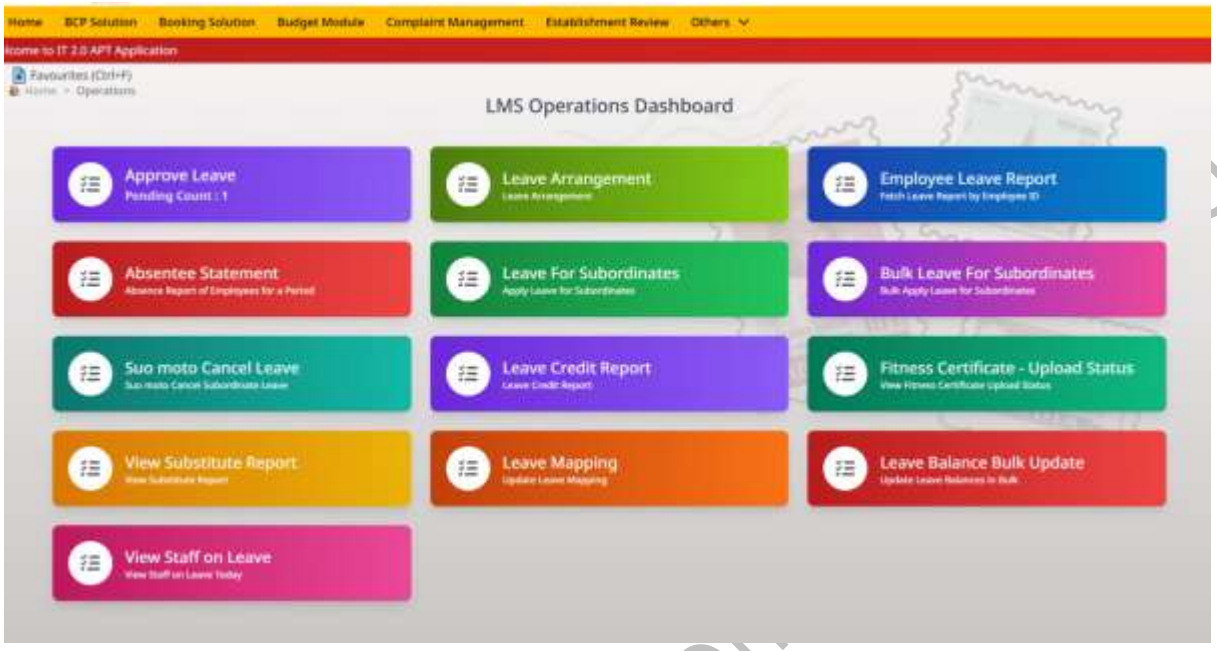


After clicking the **'View Leave Report'** button, the absence report will appear on the screen. It can be downloaded in **Excel** format.

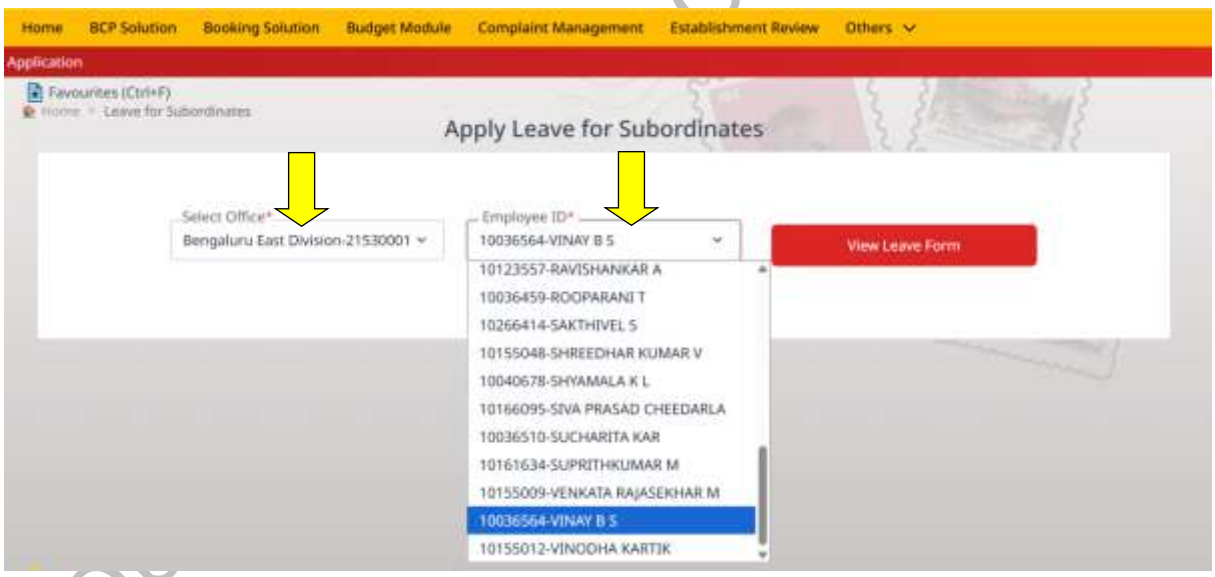
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16.5 Leave for Subordinate

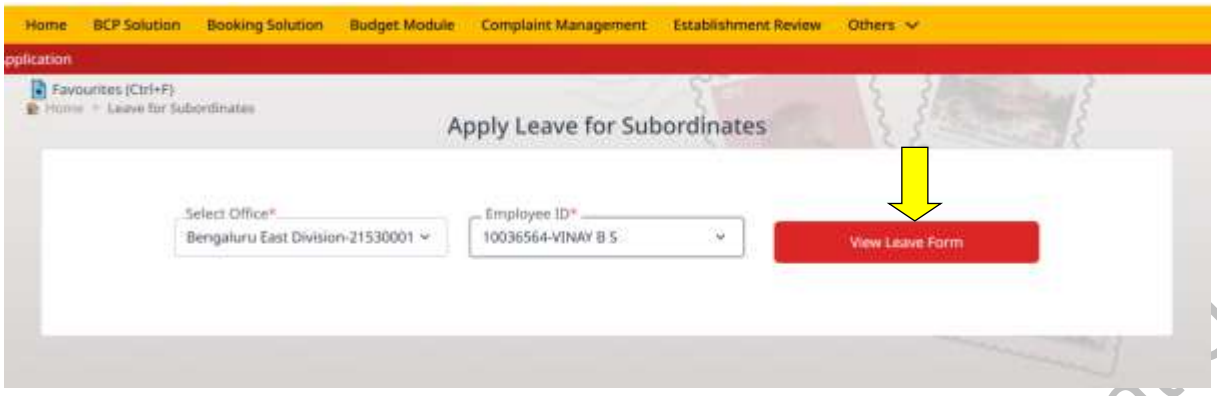
Using this option, the Head of Office can apply for leave on behalf of their subordinate employees when the employee is unable to apply for leave themselves.



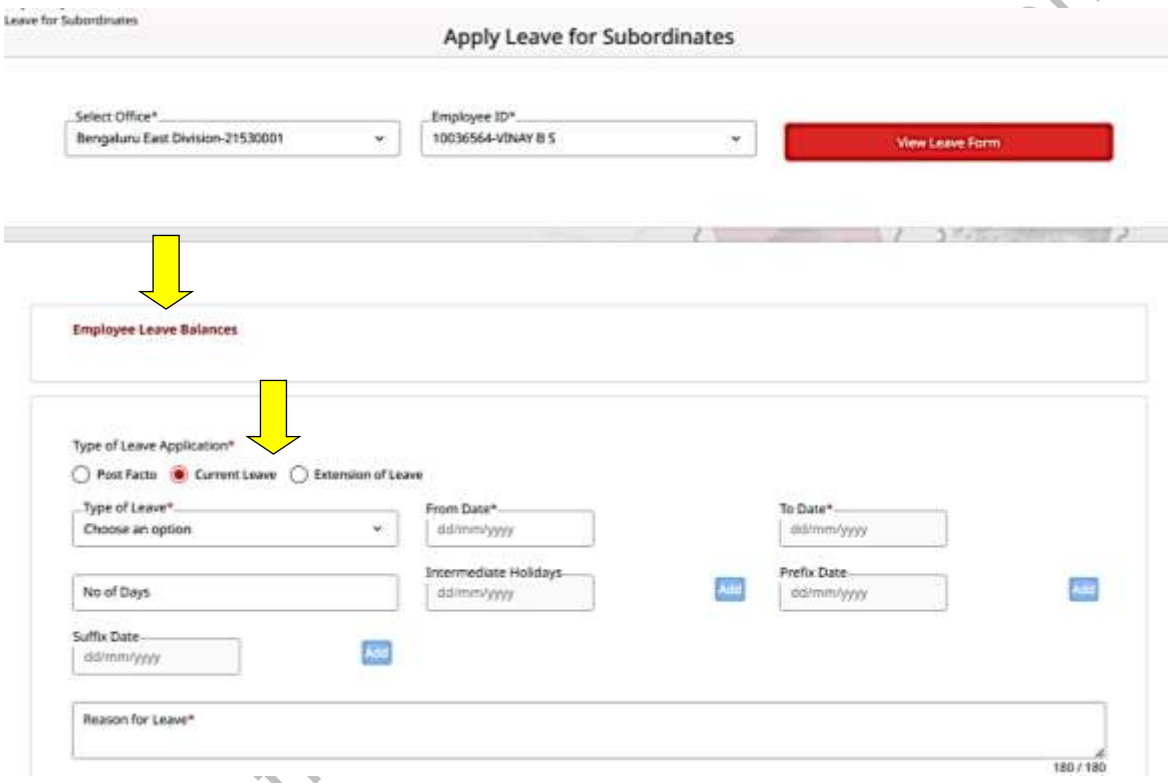
Click on the '**Leave For Subordinates'** sub card.



To apply leave for subordinates, select the office from the drop-down list, and then select the employee name from the Employee ID option on whose behalf the leave needs to be applied.



After selecting the employee ID click on the '**View Form'** button.



In the Leave Form, the Supervisor must select the appropriate Leave Type from the following options:

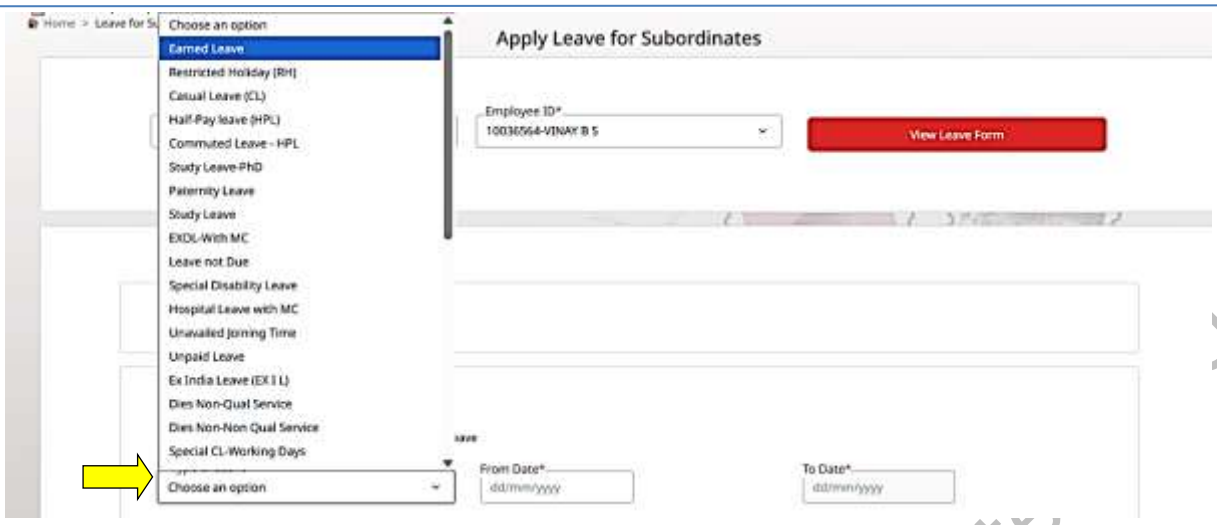
Post Facto – Used to apply for leave that has already been utilized.

Current Leave – Used to apply for leave effective from the present date onwards.

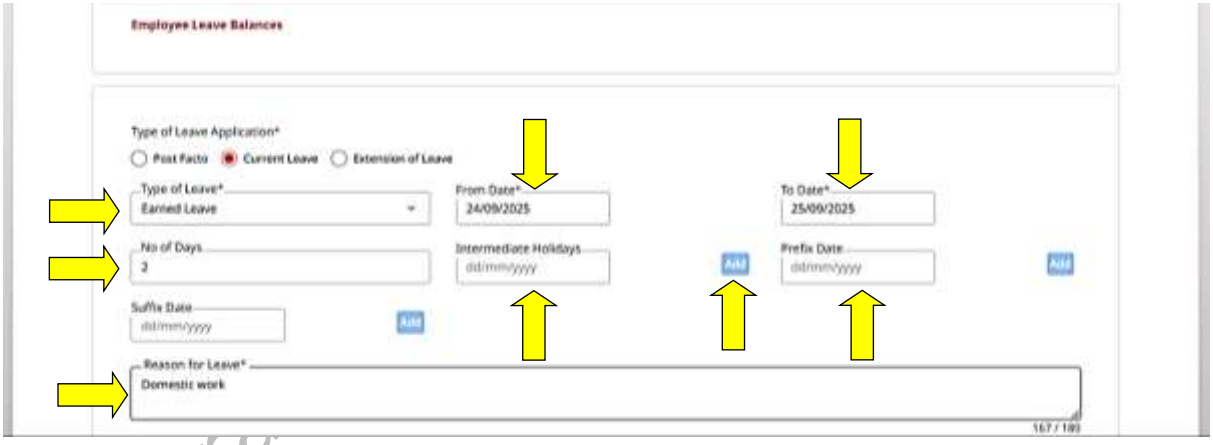
Extension of Leave – Used to extend an already sanctioned leave for an additional period.

In this case, the user is applying for the Current Leave option.

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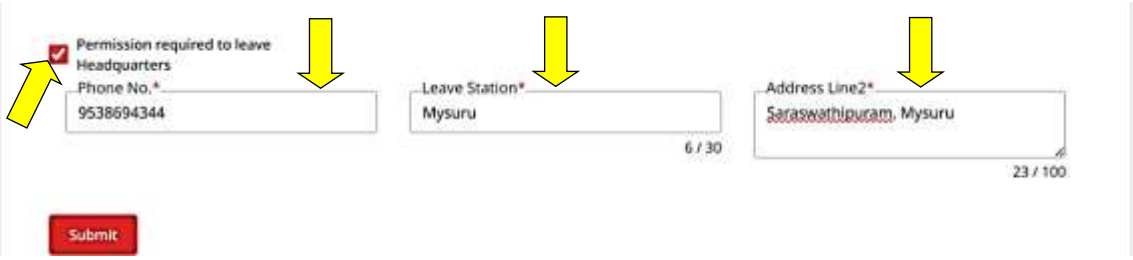


The user must then select the required Leave Type from the drop-down list. Various types of leave are available in the form, such as Earned Leave, Restricted Holiday, Casual Leave, Half Pay Leave, Commuted Leave, Study Leave – PhD, Paternity Leave, Study Leave, EXOL – With MC, Leave Not Due, Special Disability Leave, Hospital Leave with MC, Unavailed Joining Time, Unpaid Leave, Ex-India Leave (EXIL), Dies Non – Qualifying Service, Dies Non – Non-Qualifying Service, and Special CL – Working Day, among others.



After selecting the **Leave Type**, the user must select the **From Date** and **To Date**. Based on the selected dates, the system will automatically display the number of days of leave applied in the respective field. The user must also provide details, if applicable, for **Intermediate Holidays**, **Prefix Date**, and **Suffix Date**. If any additional fields are required, the user can click on the **Add** button available next to the above-mentioned fields. A brief description must be entered in the **Reason for Leave** field.

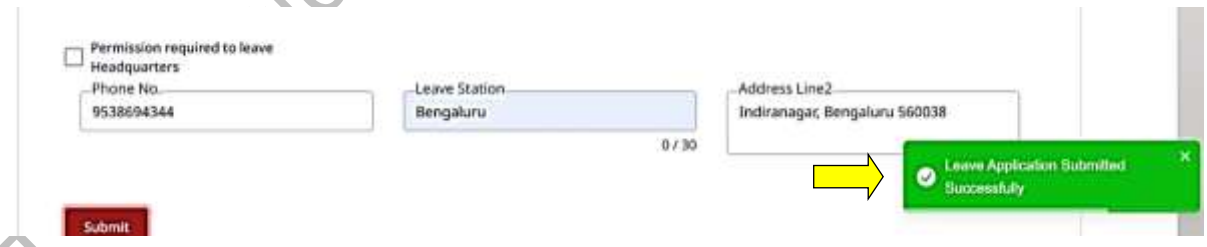
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After filling in the leave-related particulars, the user must select the check box 'Permission required to leave Headquarters' if the official will not be available within the Headquarters limits. In such cases, the user must also provide the Leave Station and Address in the respective fields.



If the employee, on whose behalf the leave is being applied, remains within the Headquarters limits during the leave period, the check box must not be selected. However, the user must provide the **Phone Number**, **Leave Station**, and **Address** in the respective fields for information. Finally shall click on 'Submit' button.

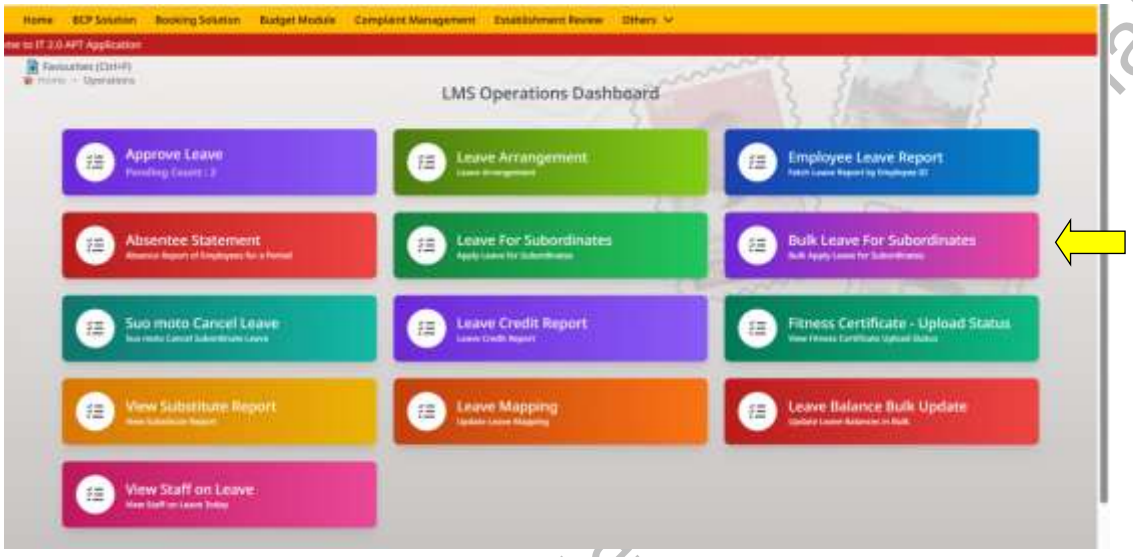


Soon after clicking the Submit button a pop-up message stating 'Leave Application Submitted Successfully' will appear on the screen.

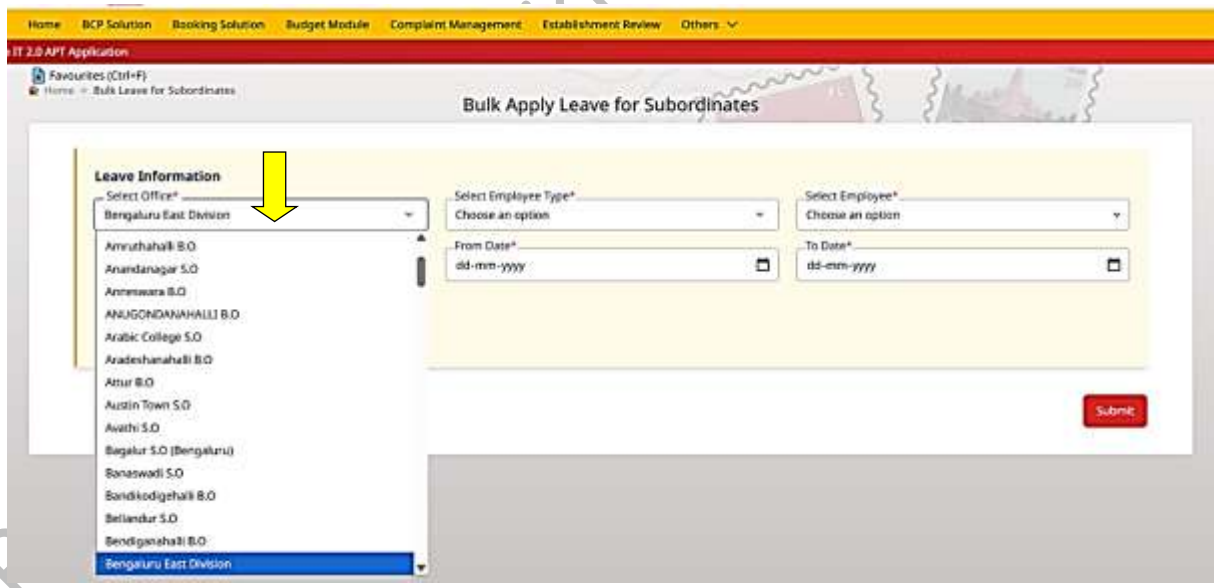
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16.6 Bulk Leave For Subordinate

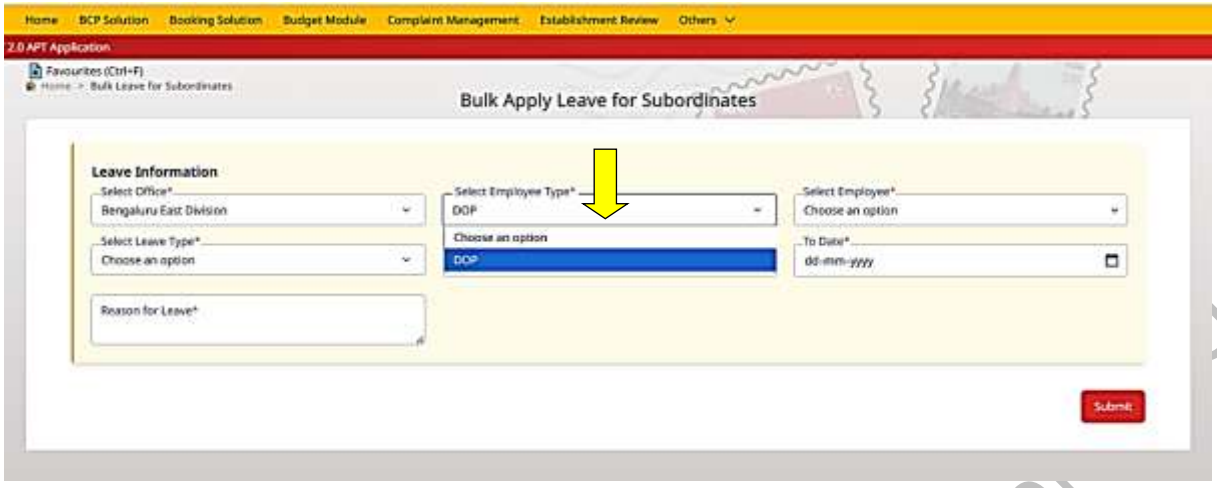
The **Bulk Leave for Subordinates** option is used by the **Administrative Offices** in cases where employees under their jurisdiction are found absent from duty. In such situations, the administrative authorities must mark their absence using the appropriate category, such as **Dies Non – Non Qualifying Service**, **Unauthorized Absence**, or **Strike**.



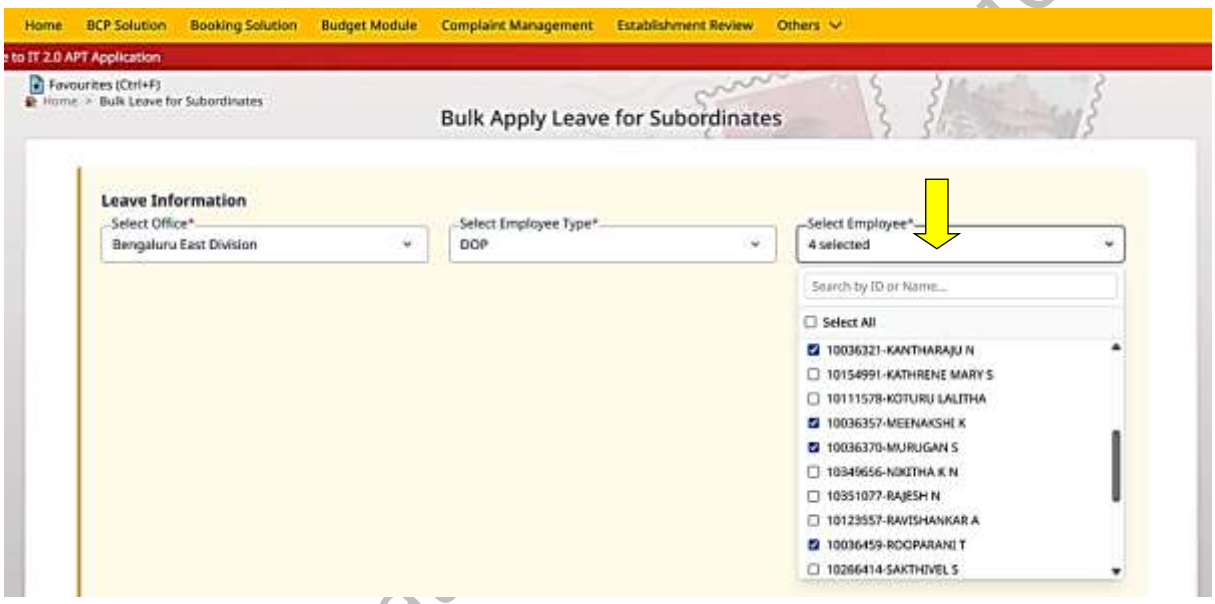
Click on the **'Bulk Leave for Subordinates'** sub-card.



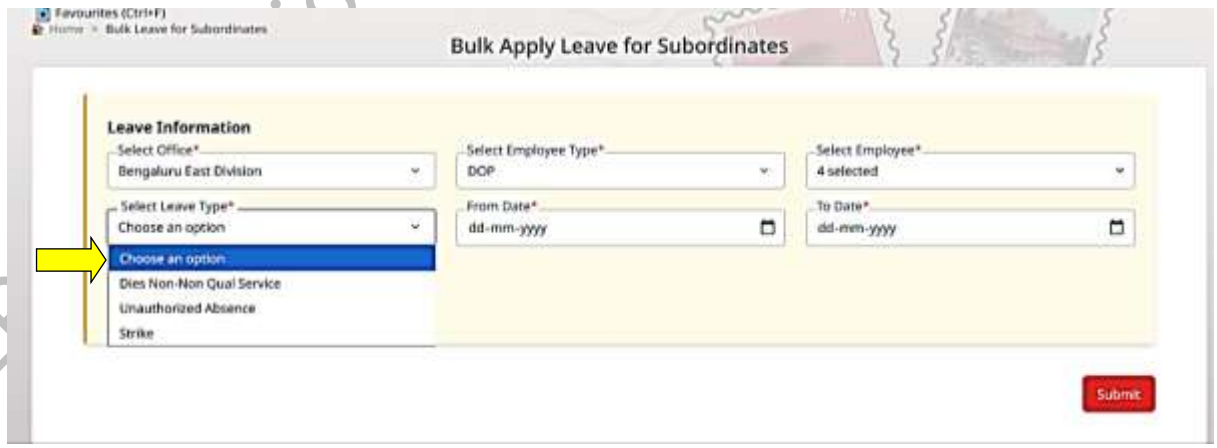
To apply bulk leave for subordinates, select the **office** from the drop-down list.



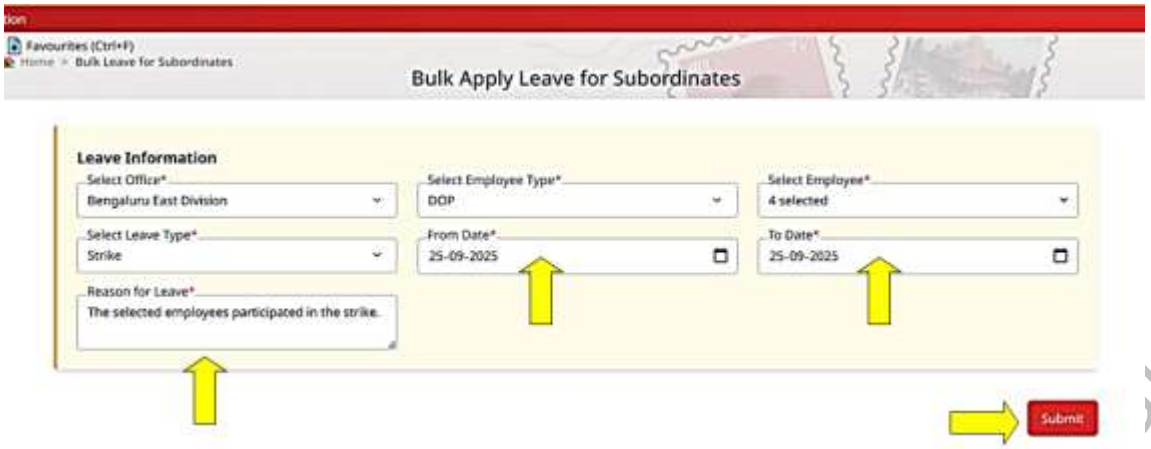
After selecting the office, select **'DOP'** from the **Employee Type** header.



Select the employees from the drop-down list and mark the check box next to the names of the employees for whom leave is to be applied.



Then, select the appropriate **Leave Type** from the drop-down list, such as **'Dies Non – Qualifying Service'**, **'Unauthorized Absence'**, or **'Strike'**.



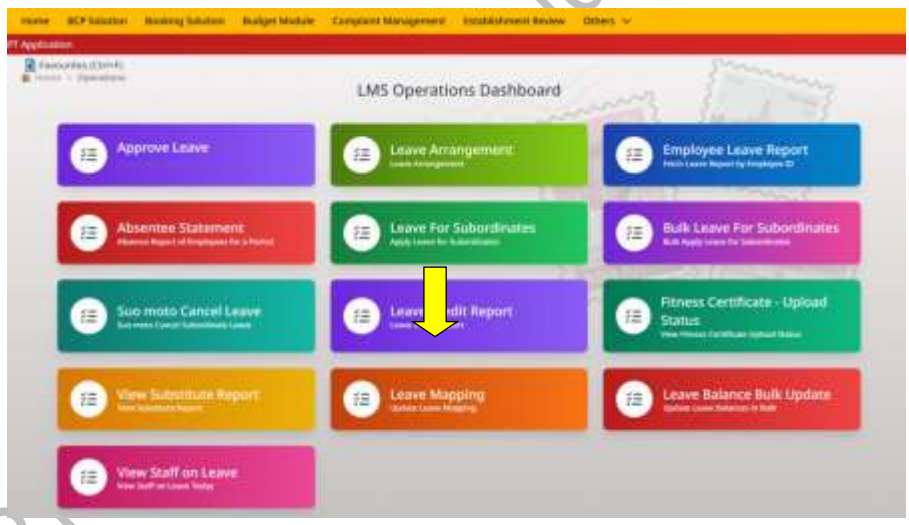
Enter the **From Date** and **To Date** for the leave period, provide the **Reason for Leave** in the respective field, and click on the **'Submit'** button.



Immediately after clicking the **'Submit'** button, a pop-up message stating **'Leave Application Submitted Successfully'** will appear.

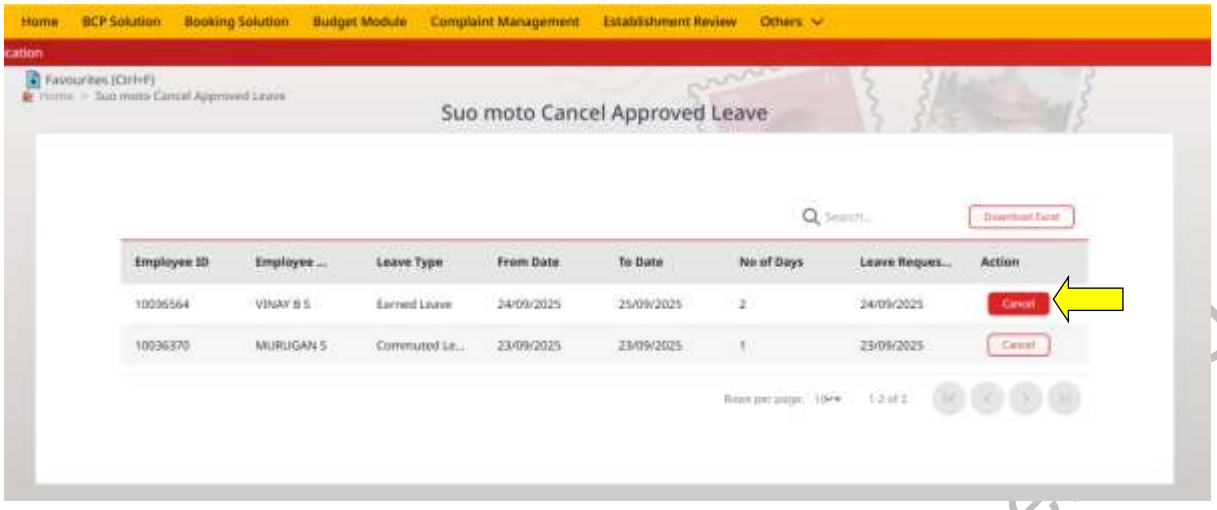
16.7 Suo moto Cancel Leave

The "Suo moto cancel leave" refers to an employer or authority independently revoking an employee's approved leave, often due to an operational emergency or policy violation.

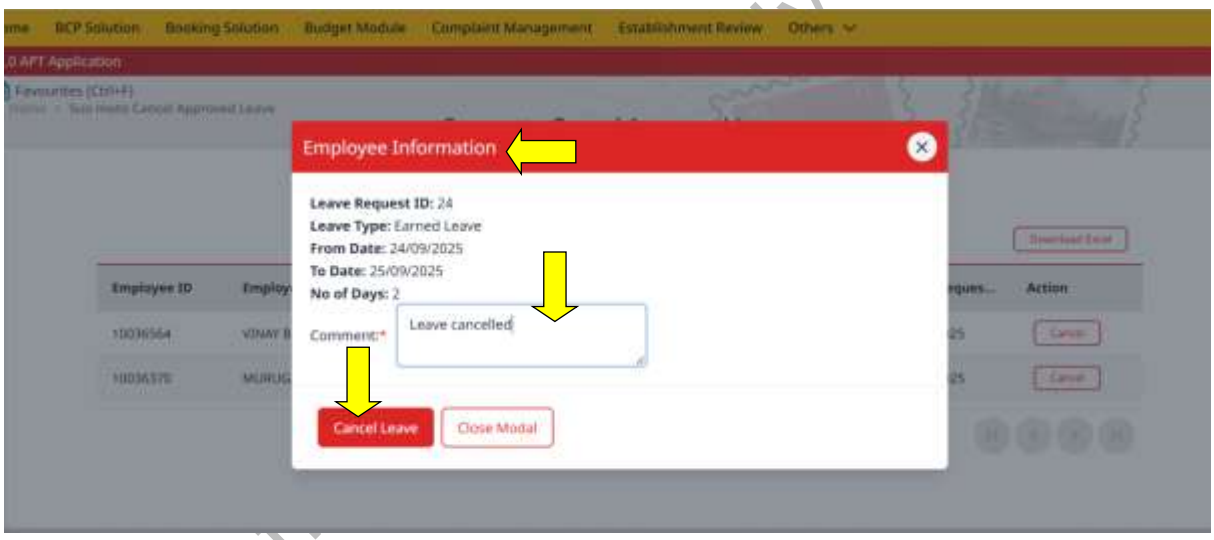


Click on '**Suo moto Cancel Leave**' sub card.

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After clicking on the **'Suo Moto Cancel Leave'** sub-card, leave (for the current and future periods) that has already been sanctioned by the authority but not yet availed will be displayed. These leaves can be cancelled **suo-moto** (without a leave cancellation request from the employee). A **'Cancel'** button is provided against each entry for this purpose.



Upon clicking the **'Cancel'** button for the corresponding leave entry (current or future period) that has been sanctioned but not yet availed, a pop-up window will appear. The competent authority must provide a suitable **comment** and then click on the **'Cancel Leave'** button."

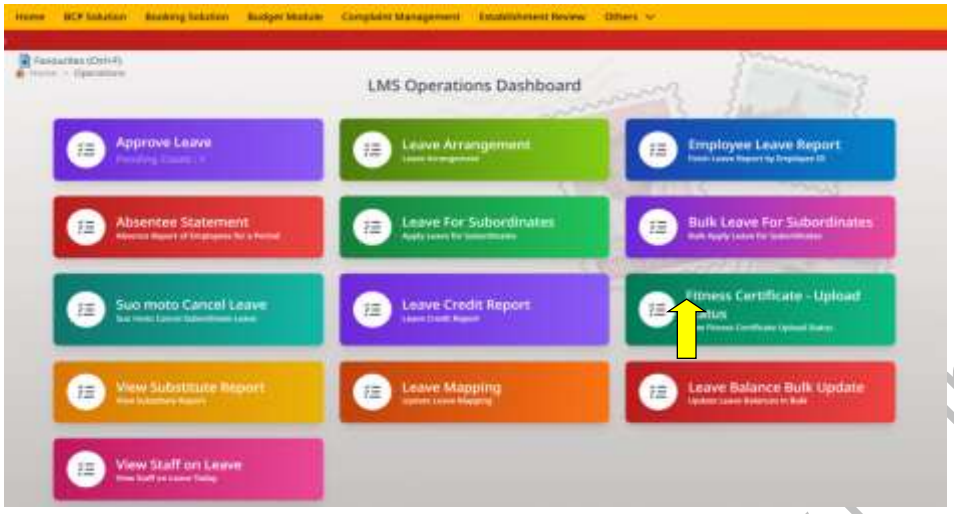


Immediately after clicking the **'Cancel Leave'** button, a pop-up message stating **'Leave Cancelled Successfully'** will appear on the screen.

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16.8 Leave Credit Report

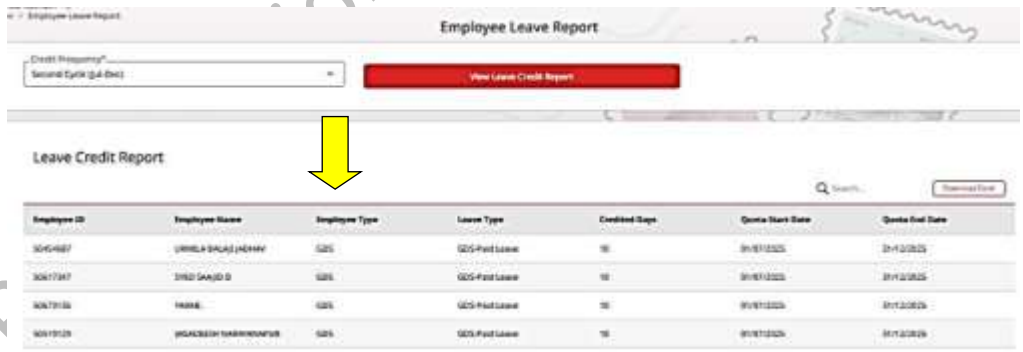
Using this option, the approving authority can view the **Leave Credit Reports** credited on a **half-yearly basis** for employees under their jurisdiction, covering the periods **January–June** and **July–December**.



Click on the 'Leave Credit Report' sub card



After clicking on the **Leave Credit Report** sub-card, select the period from the drop-down list under the **Credit Frequency** header, choosing either **First Cycle (Jan–Jun)** or **Second Cycle (Jul–Dec)**. Then click on **'View Leave Report'** button.



After clicking on **'View Leave Report'** button the Leave Credit Report will appear on the screen as above. The same can be downloaded in **Excel** format.

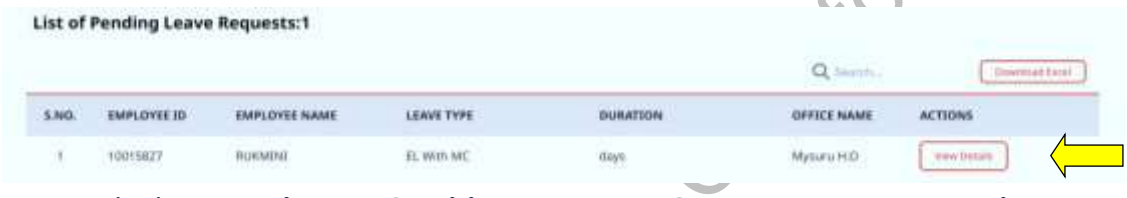
CERT Internal Use

16.9 Fitness Certificate Upload Status

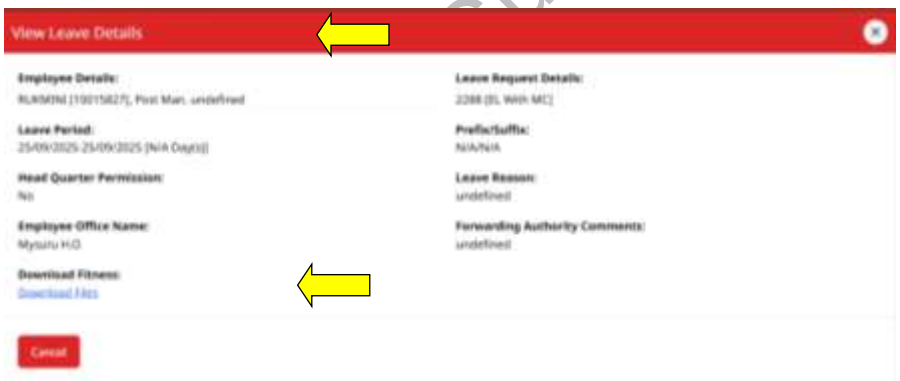
Using this option, the **Leave Approving Authority** can view the status of the **Fitness Certificate** uploaded by the employee and can also **download** the certificate.



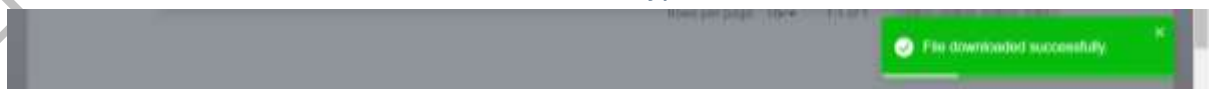
Click on '**Fitness Certificate Upload Status'** sub card.



Upon clicking the **Fitness Certificate Upload Status** sub-card, the **Fitness Upload Status** screen will open, displaying a list of pending leave requests. Click on '**View Details'**.



Upon clicking the **View Details** button, a pop-up screen will open displaying the leave details. The uploaded **Fitness Certificate** can be viewed on this screen. To download the certificate, click on the **'Download Files'** hyperlink.

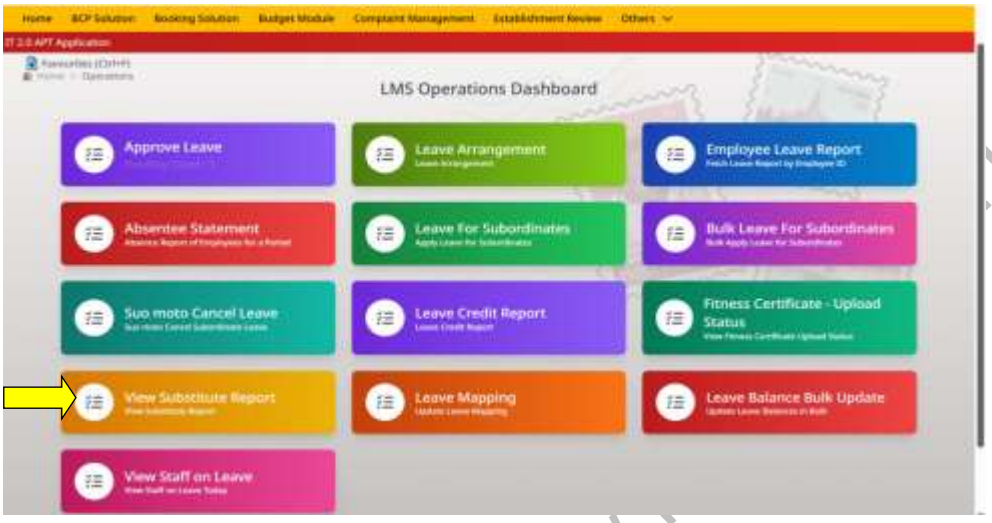


Upon download a pop-up message stating 'File downloaded successfully' will appear.

CEPT Guide for Internal Use

16.10 View Substitute Report

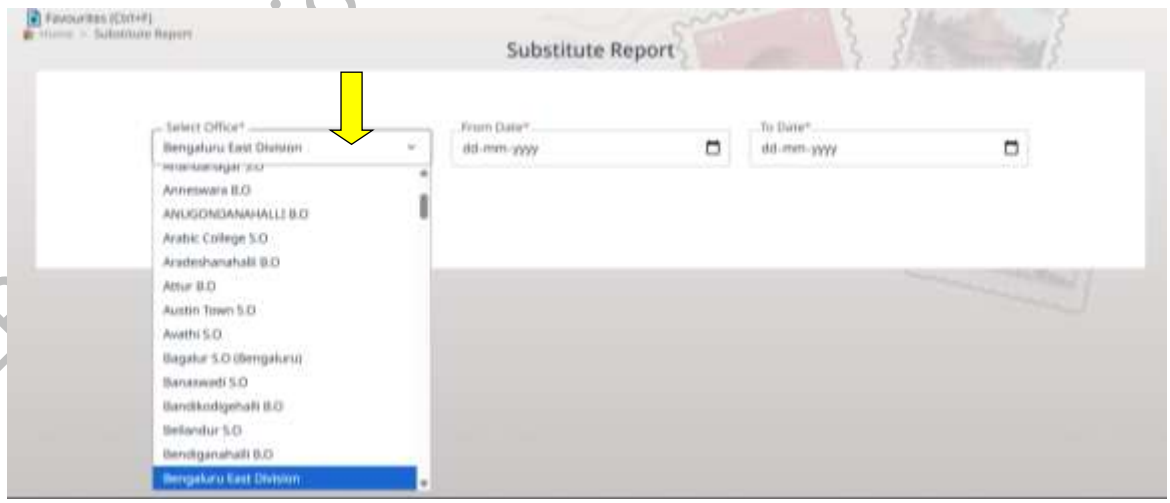
Using this option, the **Approving Authority** can view the details of the **substitute arrangements** provided for leave.



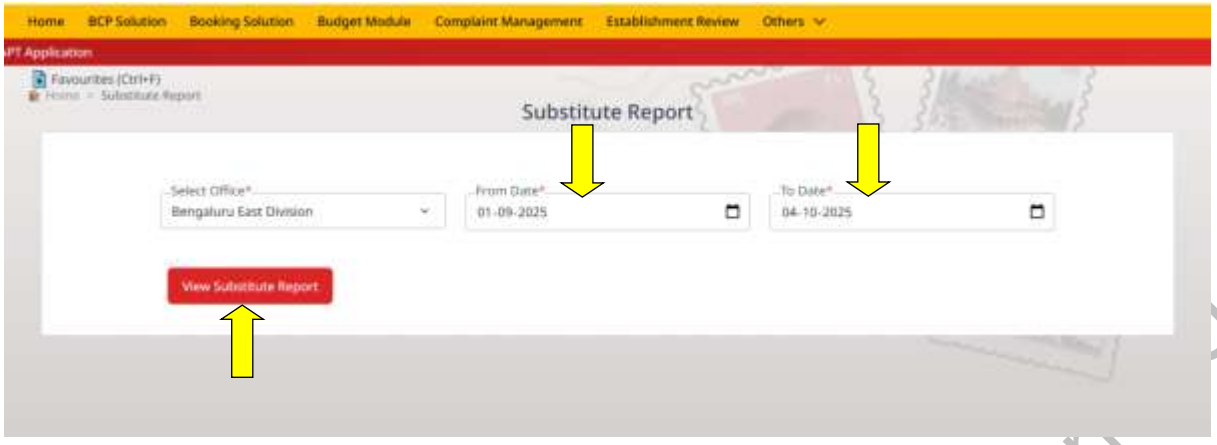
Click on the '**View Substitute Report'** sub-card.



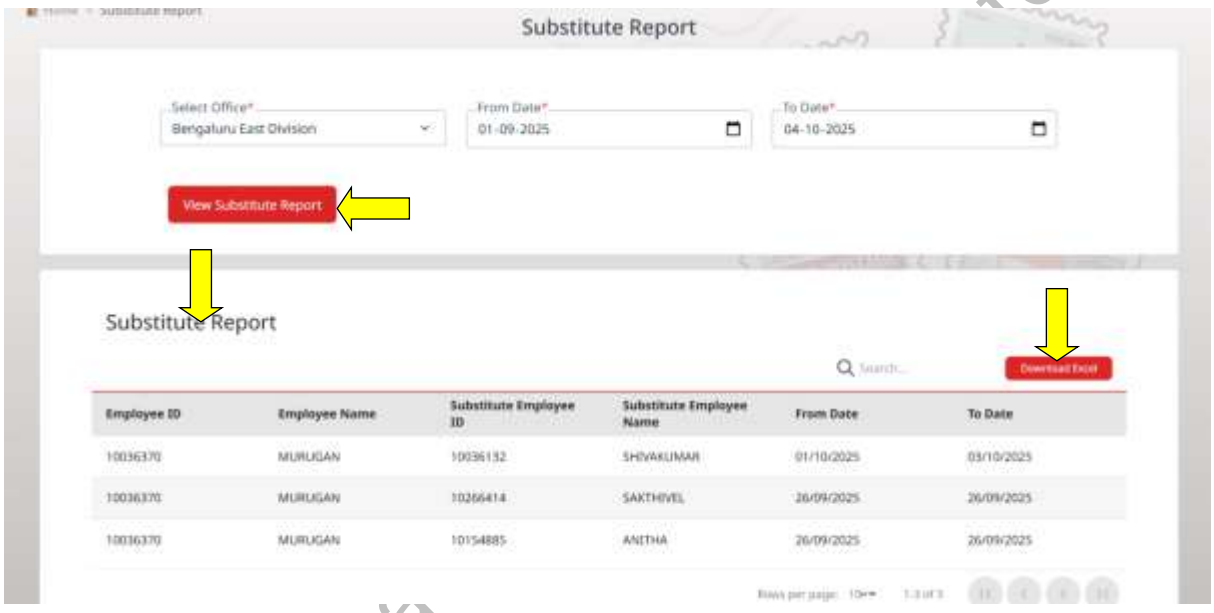
After clicking on the '**View Substitute Report'** sub-card, the Substitute Report page will open.



Select the Office Name from the drop-down list.



Enter the **From Date** and **To Date**, and then click on the **'View Substitute Report'** button.

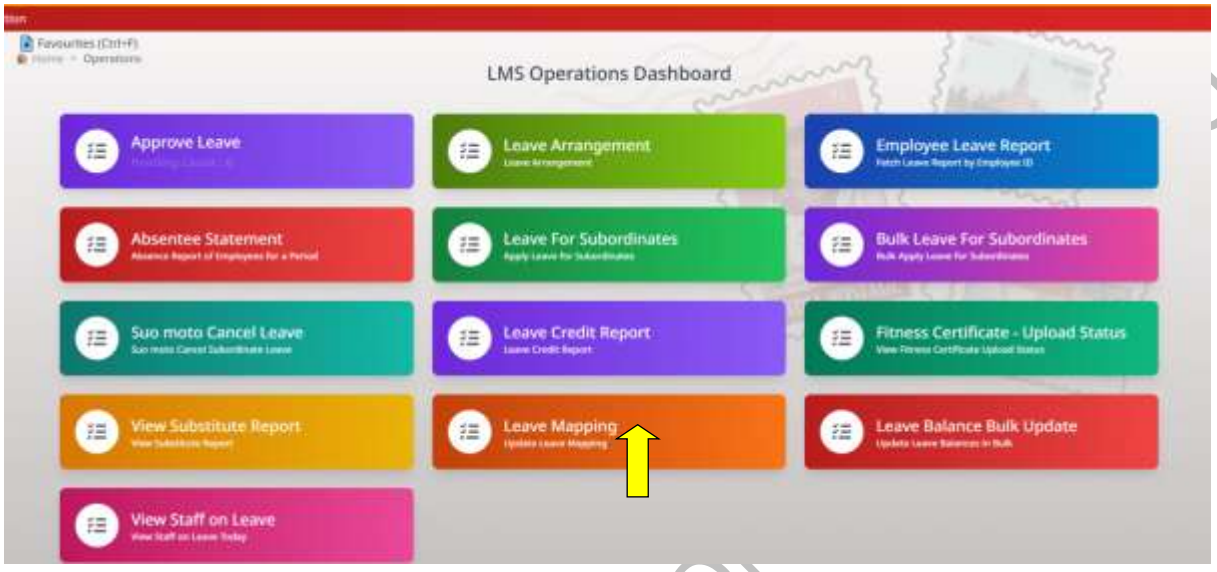


After clicking on **'View Substitute Report'**, the report will be displayed containing all the substitute arrangement details, along with an option to download it in **Excel** file format.

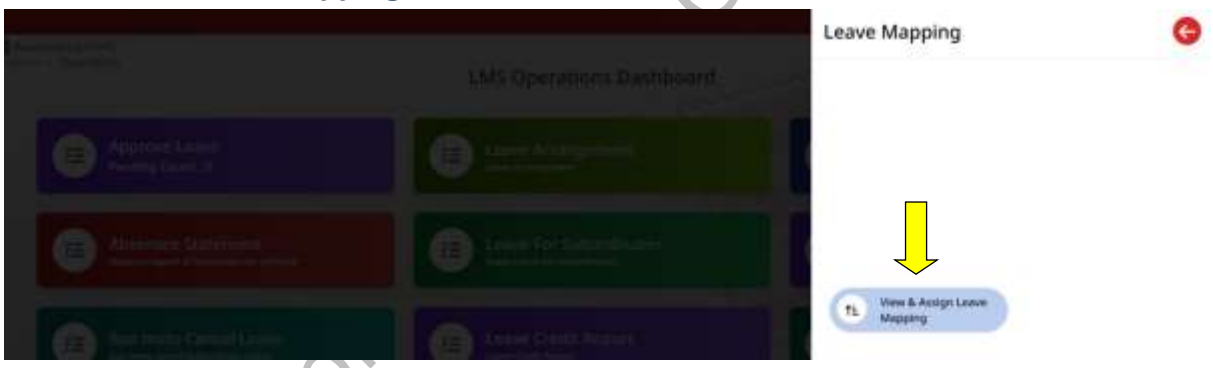
CEPT Operations

16.11 Leave Mapping

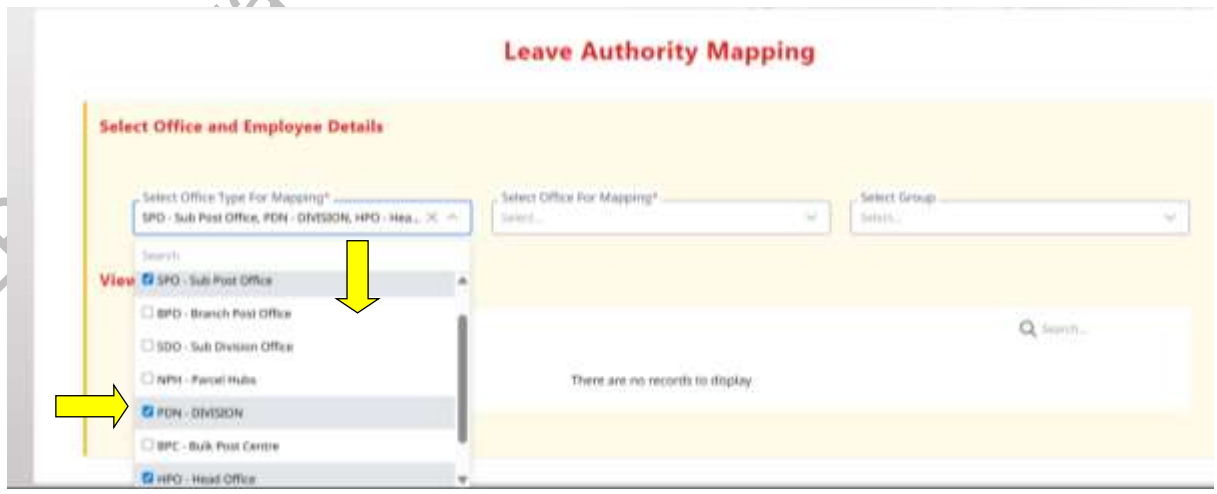
Using the '**Leave Mapping'** card, the user can map the leave sanctioning authorities to the employees. This is an important step—without this authority mapping, employees will not be able to apply for leave. This option allows the user to map the **CL** and **EL** leave sanctioning authorities for DoP employees, as well as for **GDS leave.**



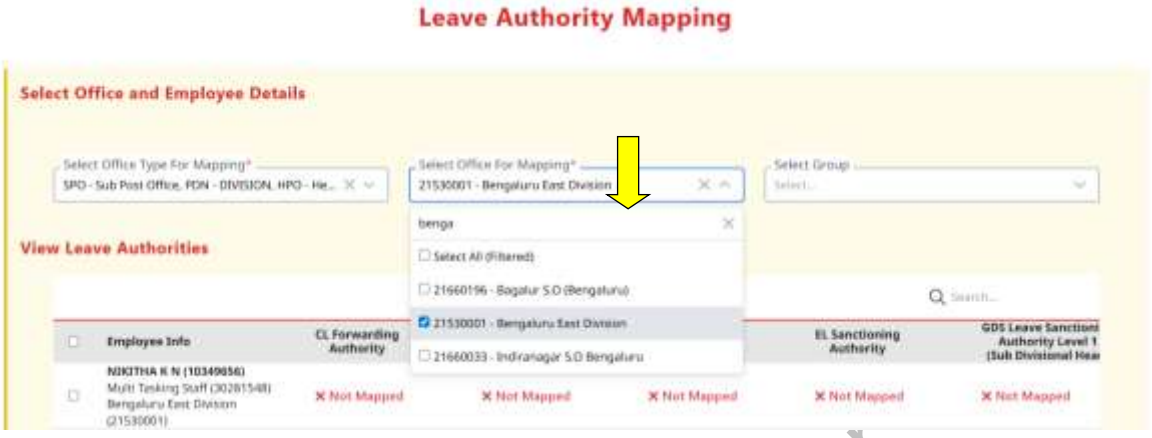
Click on the **'Leave Mapping'** card.



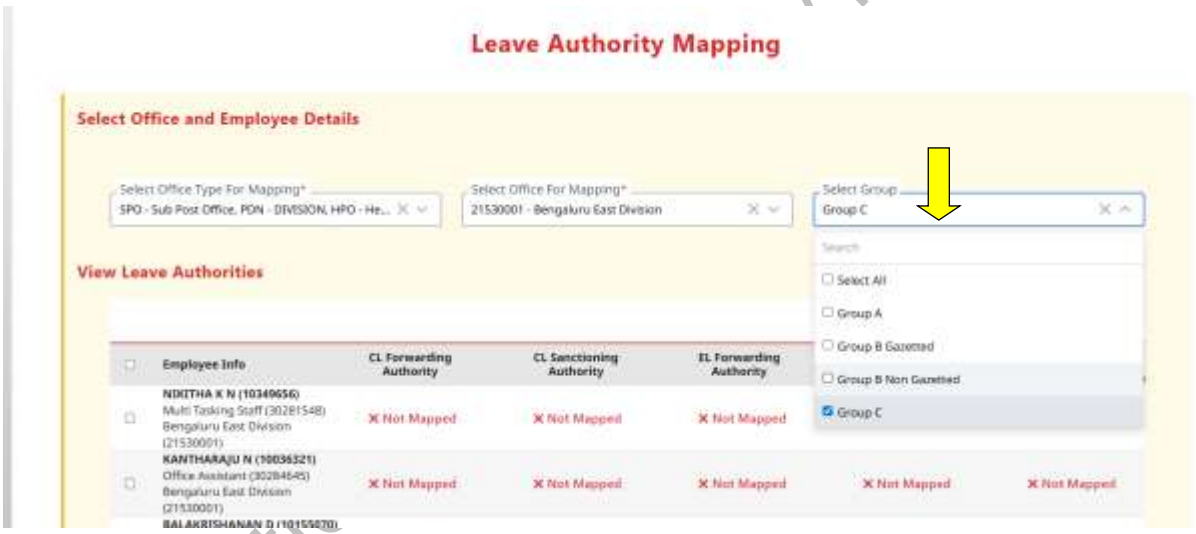
Under '**Leave Mapping'** screen click on '**View & Assign Leave Mapping'** option.



After clicking on the **'View & Assign Leave Mapping'** option, the mapping screen appears. The user must then select the office category from the drop-down list under **'Office Type'**. This 'Office Type' refers to the office where the employee is available for leave mapping

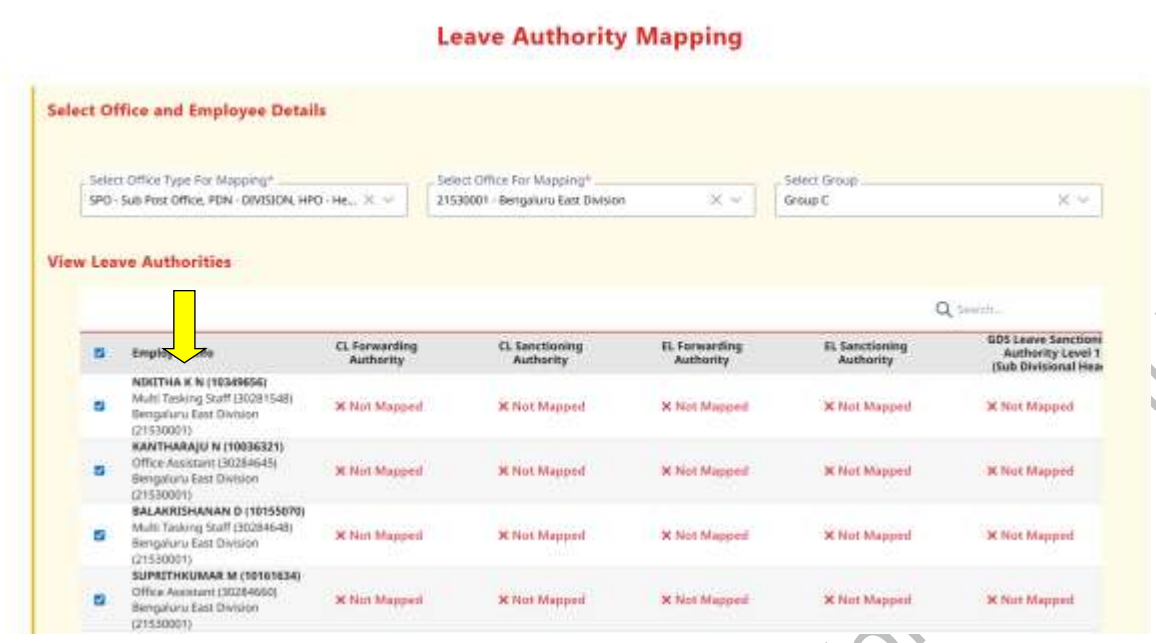


After selecting the Office Type, select the Office Name where the employee is currently available.

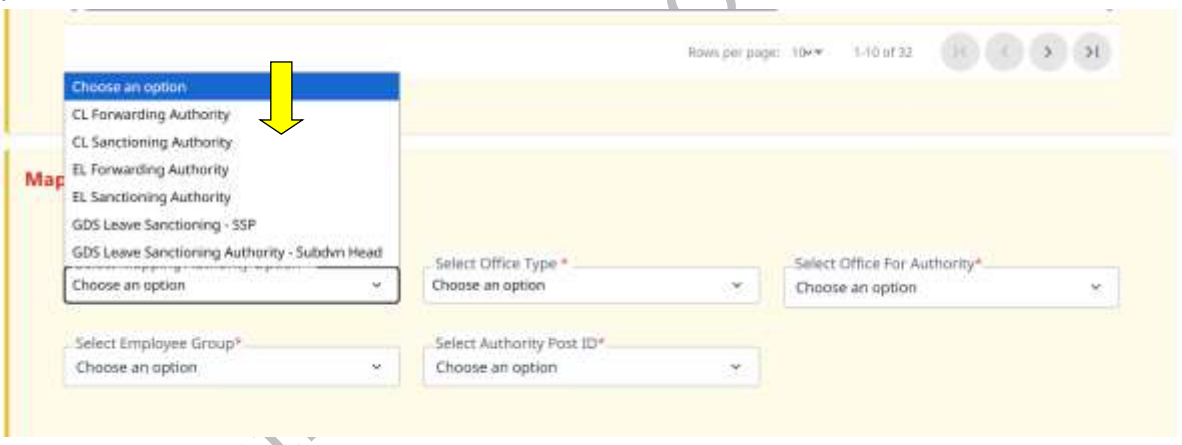


Next, select the employee cadre or group so that all employees in the selected group can be mapped at once.

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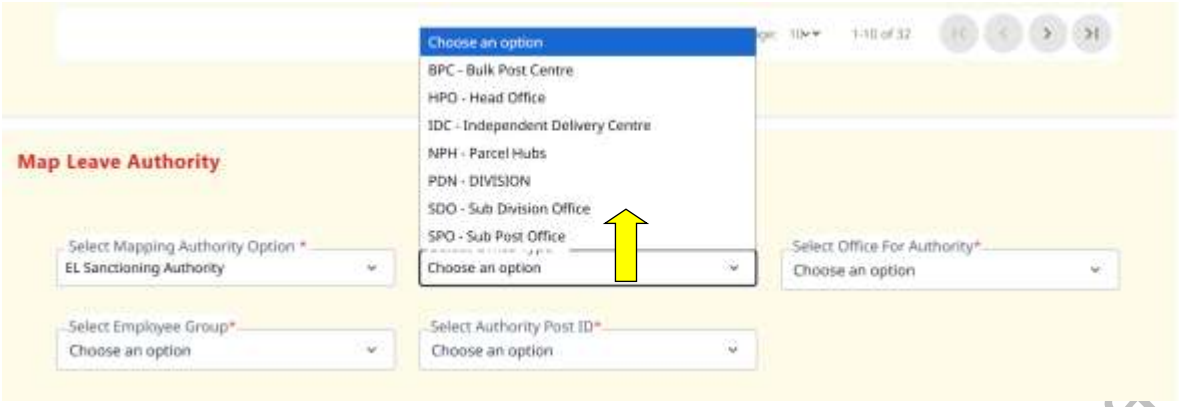
After selecting the employee group, the related employee categories will appear below on the screen for selection. This screen also displays the current mapping status. The user must select the respective employees for whom the leave mapping is to be performed.



After selecting the employee name, the leave mapping authority must be mapped. To do this, the user needs to select the leave sanctioning authority from the drop-down list. This list consists of:

- CL Forwarding Authority
- CL Sanctioning Authority
- EL Forwarding Authority
- EL Sanctioning Authority
- GDS Leave Sanctioning Authority – SSP (for BPMs)
- GDS Leave Sanctioning Authority – Subdvn Head (for employees other than BPMs)

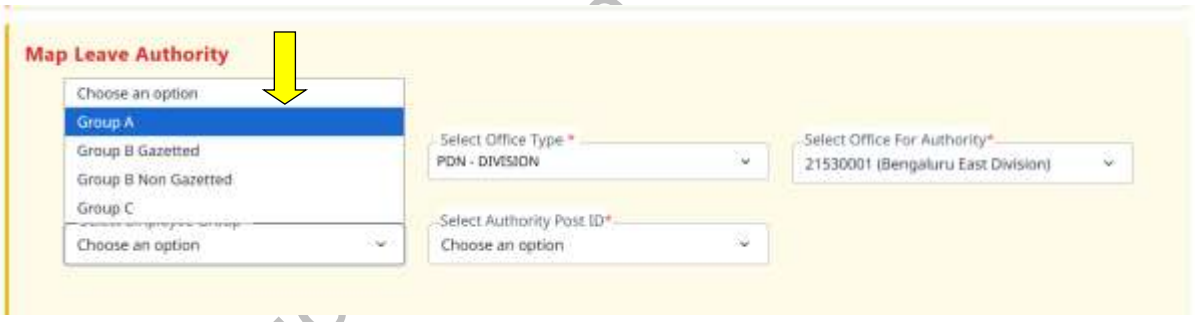
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After selecting the sanctioning authority, select the Office Type where the selected authority is currently available.



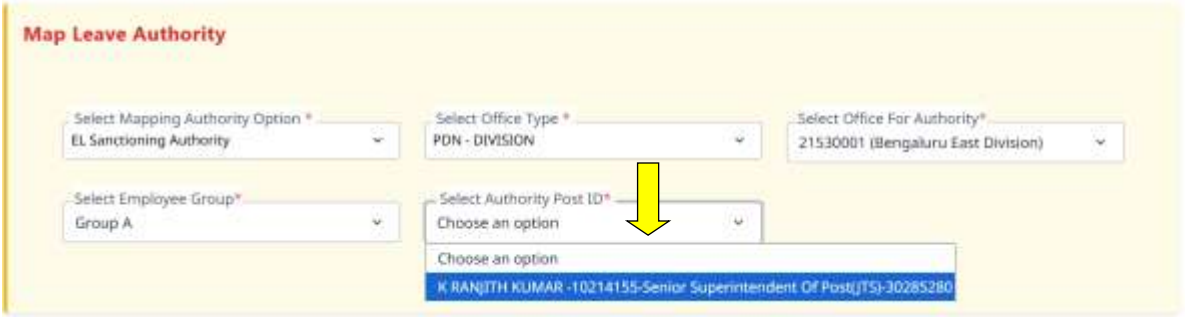
Next, select the office where the authority is currently posted from the drop-down list.



Next, select the leave mapping authority group based on the requirement. This group consists of:

- Group A
- Group B Gazetted
- Group B Non-Gazetted
- Group C

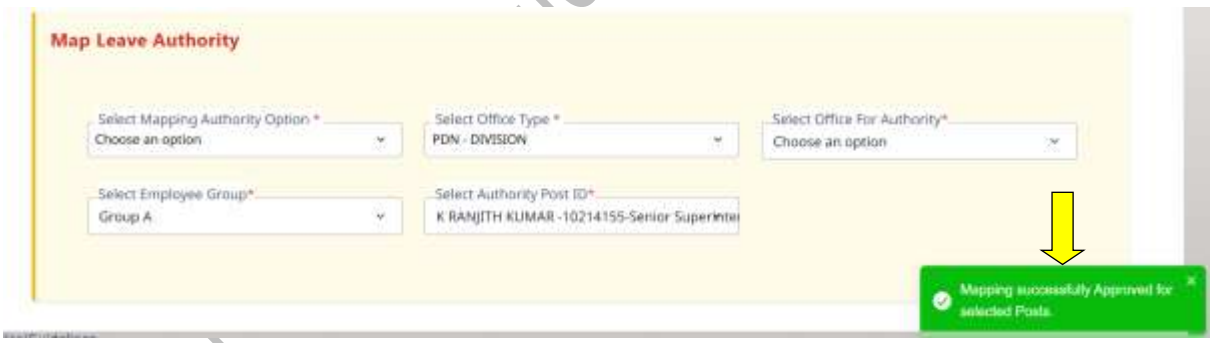
CEPT Operational Use



After selecting the group of the leave mapping authority, select the Designation or Post ID from the drop-down list.

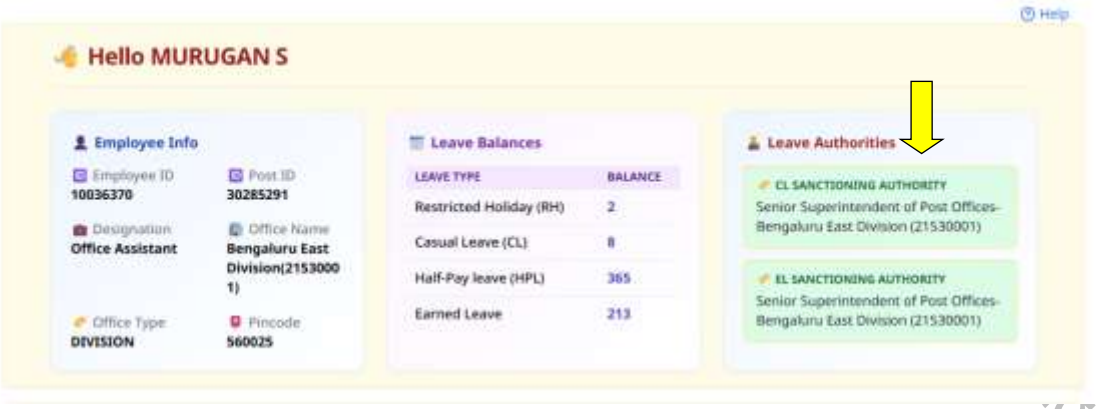


Once all the relevant data is filled in the '**Map Leave Authority'** tab, click on the '**Map Authority'** button.



Immediately after clicking the 'Map Authority' button, a pop-up message stating '**Mapping successfully approved for selected posts'** will appear.

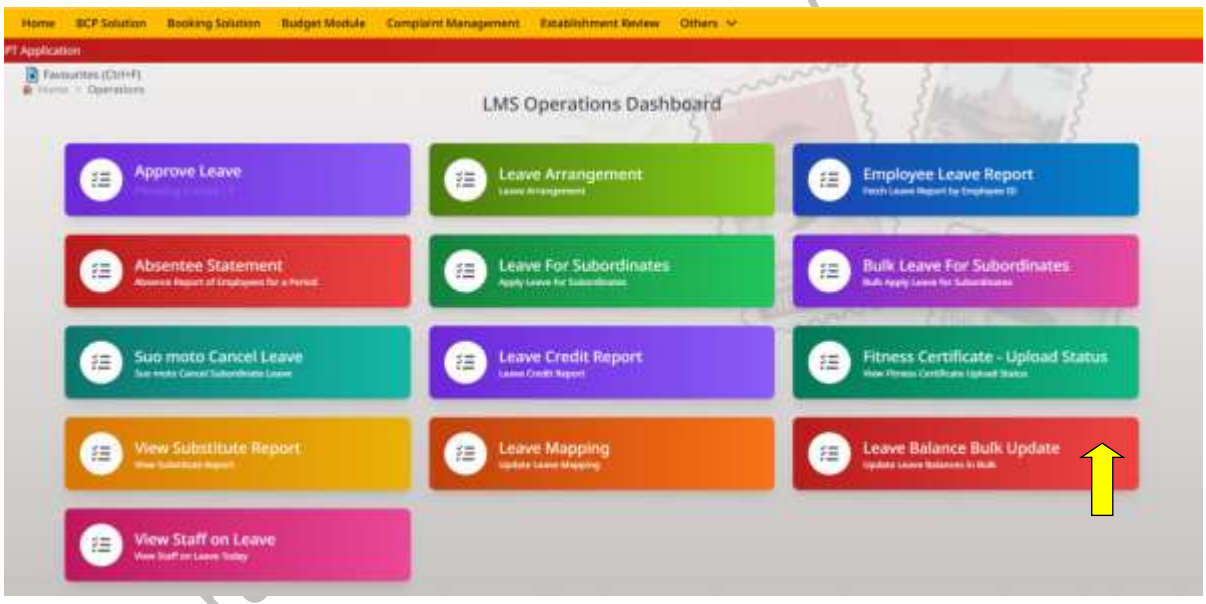
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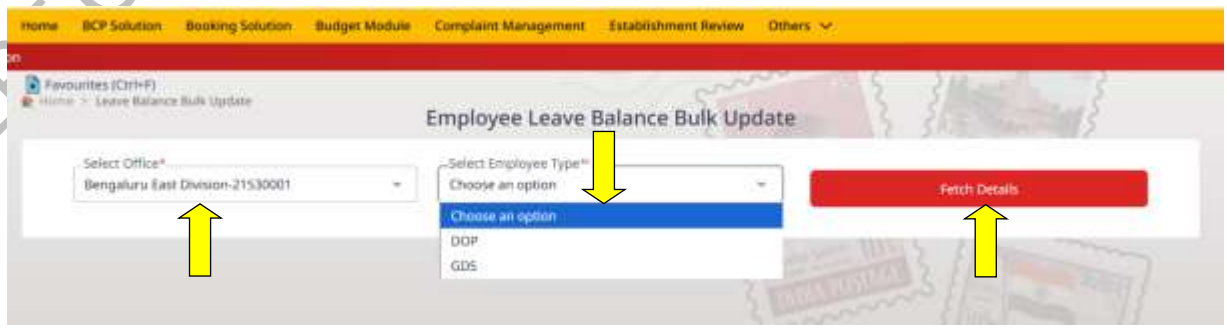
The leave authority mapping status can be viewed by accessing the 'Apply Leave' option under ESS in the employee login.

16.12 Leave Balance Bulk Update

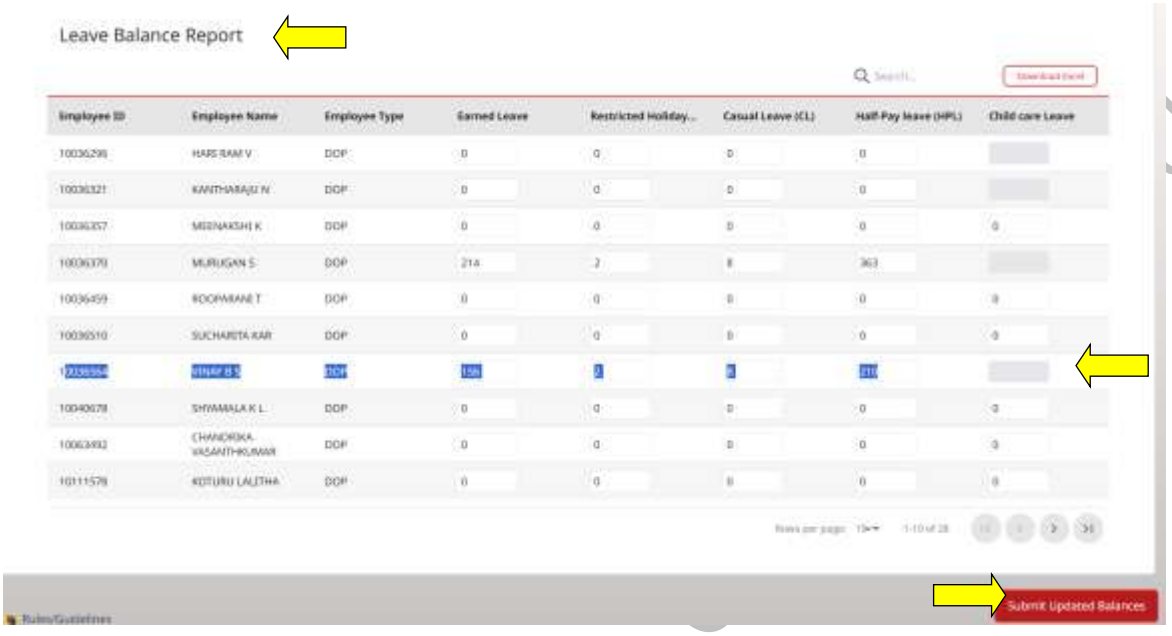
Using this option the concerned authority can update the employees various types of leave balance in bulk.



Click on the '**Leave Balance Bulk Update**' card.



After clicking on the 'Leave Balance Bulk Update' card, the screen appears. The user must select the Office Name of the employee from the drop-down list and then select the Employee Type from the drop-down list, which consists of **DoP** and **GDS**. After selecting the appropriate employee type, the user must click on the 'Fetch Details' button.



After clicking on the 'Fetch Details' button, the leave balance screen appears, displaying all employee particulars along with the EL, RH, CL, HPL, and CCL leave categories. Initially, these leave fields will be blank, and the authority must update the leave balances for each employee in the respective categories. Once the leave balances are updated for all employees, the authority must click on the 'Submit Updated Balances' button to complete the process. This data can also be downloaded in Excel file format.

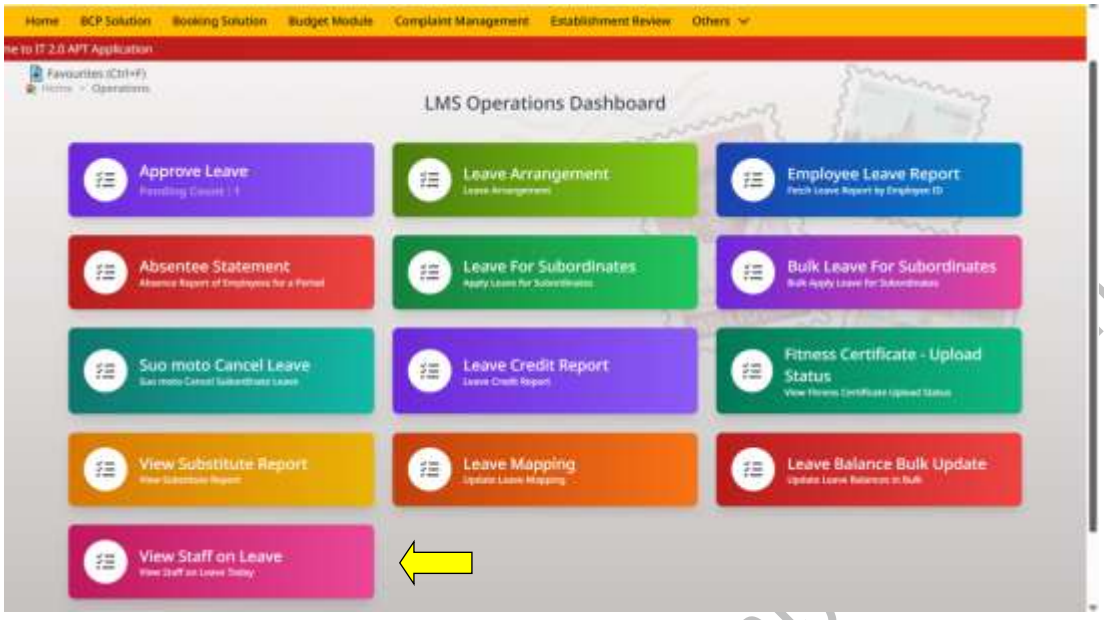


Soon after clicking on 'Submit Updated Balances' button a pop-up message stating '**Leave balances updated successfully'** will appear on the screen.

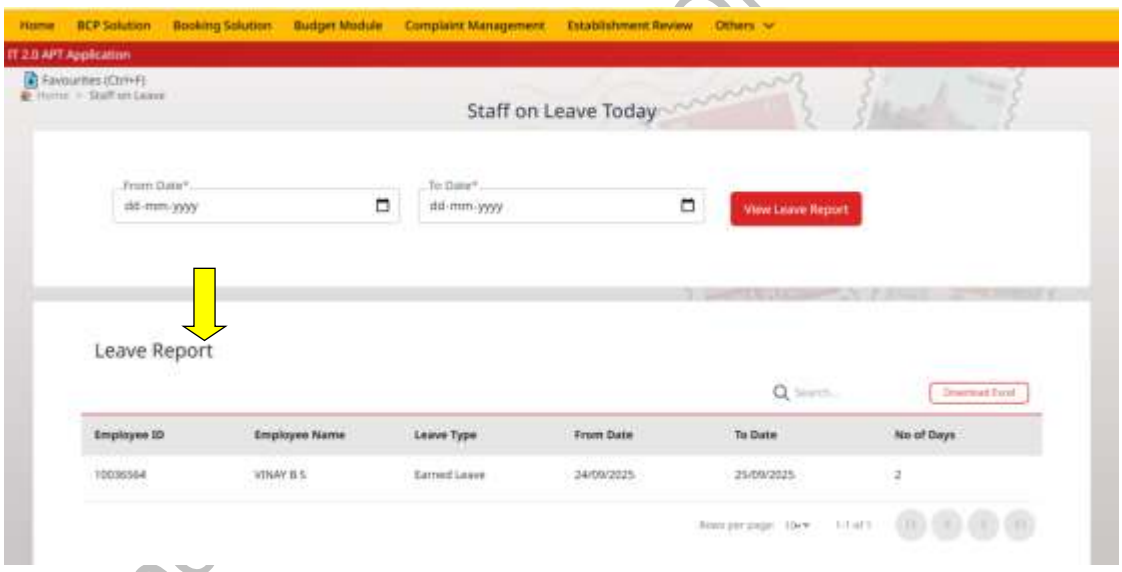
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16.13 View Staff on Leave

Using this option the authority can view the employees currently on leave as well as the employee leave details.

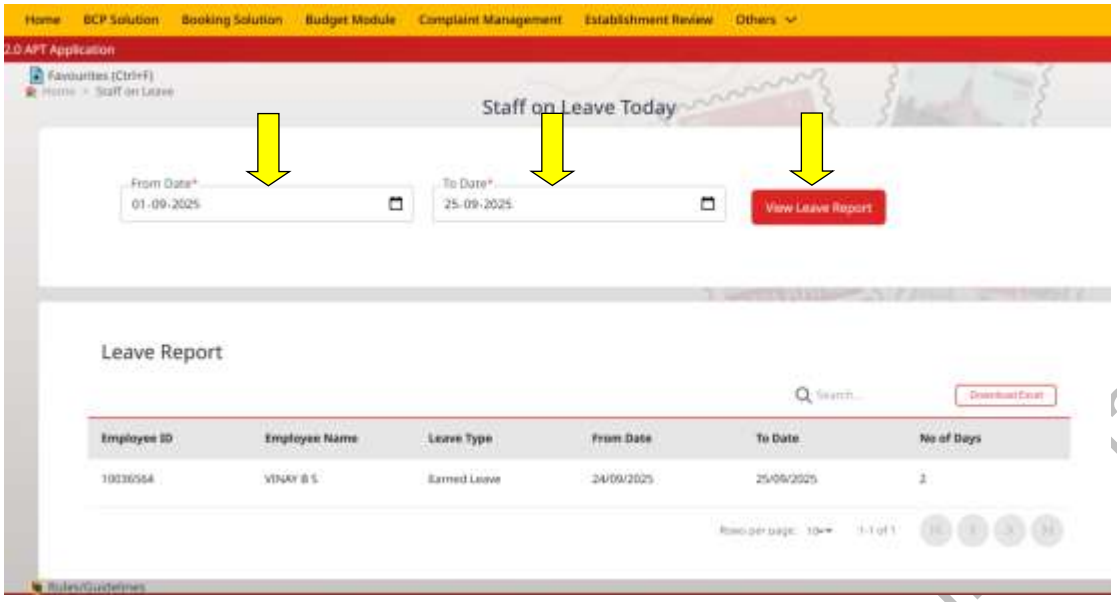


Click on the 'View Staff on Leave' card.

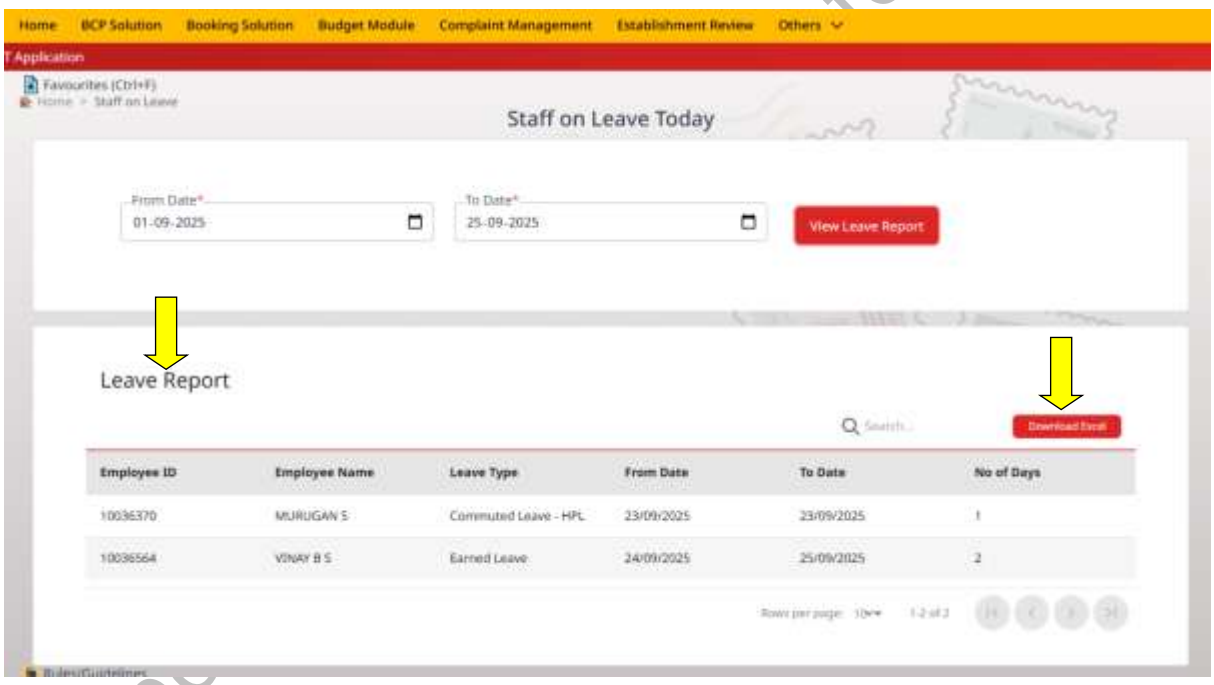


After clicking on the '**View Staff on Leave'** card, the screen displays the details of employees who are currently on leave. By default, this information appears without selecting any leave period.

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There is also an option to select a specific period. The user must select the **From Date** and **To Date**, and then click on the **'View Leave Report'** button.



Once the **'View Leave Report'** button is clicked, the details of the employees leave particulars for the selected period will appear on the screen. The same may be downloaded in **Excel** file format.

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