



SOP

Advanced Postal Technology (APT)

FOR

IPO AND RMFS PAYMENTS THROUGH CHEQUE



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ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	DH	Divisional Head
3	ASP	Assistant Superintendent of Post Offices
4	HQ	Head Quarters
5	CO	Circle Office
6	DO	Divisional Office
7	PA	Postal Assistant
8	IPO	Indian Postal Order
9	RMFS	Remotely Managed Franking System



SOP:

SOP Version 1.0 Dated 24.11.2025

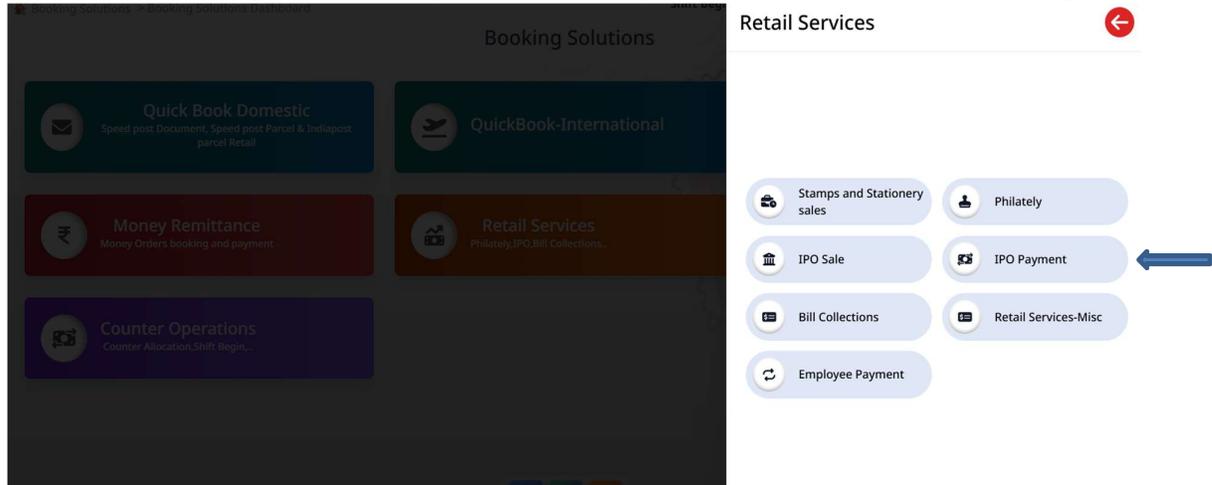
DISCLAIMER

The operational procedure provided in this SOP is just an illustration for the user for using the APT software solution 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 SOP should not be cited as Rulings.



1 IPO Payment through Cheque

1.1 Processing of IPO Payment through Cheque-Counter PA login



Click on “IPO Payment” option available under **Booking Solution-Retail Services**.

The screenshot shows the 'IPO Payment' form. At the top, there are 'Important Instructions' regarding the validity of the payment based on the time elapsed since the IPO issue date. Below the instructions, there are several input fields: 'Denomination*', 'Prefix*', 'From serial*', 'IPO Count*', 'To Serial*', 'Stamps Value*', and 'IPO Issue date'. A 'Validate' button is located below the 'IPO Issue date' field. At the bottom right, there are three buttons: 'Submit', 'Reset', and 'Cancel'. A blue arrow points to the 'Submit' button. Below the form, there is a 'View Cart(1)' button and a 'Payment (Rs.10.00)' button, both with blue arrows pointing to them.

Validate the **IPO** and Click on “**Submit**” button. Once the IPO particulars submitted and reflected under “**View cart**”, Click on “**Payment**” button.



SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE



Home > IPO Payment Counter Number: 1 | Shift Number: 1

IPO Payment

Important Instructions

- If the IPO payment is within 24 months: Full value should be paid. If the user enters stamps value it will be added to the face value, hence user can enter zero or as per requirement.
- If the IPO payment is between 24 months and 36 months: 60% of the amount should be paid.
- If the IPO payment is more than 36 months: 100% of the amount should be paid.

Denomination*
Select an option

IPO Count *

IPO Issue date
dd-mm-yyyy

Total Number of IPOs entered by the user : 0

Submit Reset Cancel

Select Payment Method

Select a payment method to see details

Cash

Cheque

Click on the “Cheque” option under “Select Payment Method” dialogue box.

Home > IPO Payment Counter Number: 1 | Shift Number: 1

Select Payment Method

Cash

Cheque

Important Instructions

- Enter the payee name and submit the form. The request will then be sent to the treasury for cheque issuance.
- In treasury module select cheque---cheque process option and process the transaction.
- Once the cheque is processed in treasury module it will go to bank module and issue the cheque in drawing management for the transaction.
- After issuing the cheque in bank module, the details of cheques received will be shown in booking---counterops---cheque request---processed cheques from treasurer option and finally acknowledge and disburse the cheque to the customer.

Cheque Amount * 10.00

Payee Name * BPTD

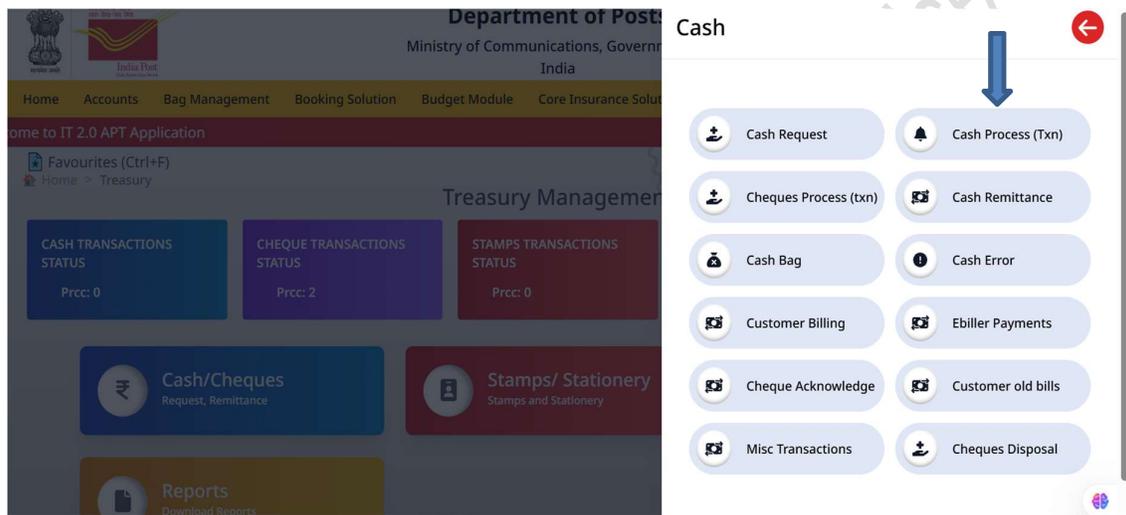
Submit

Upon clicking “Cheque” option, an editable dialogue box enables to enter the “Payee Name”. “Cheque Amount” will be auto populated. Click on “Submit” button.

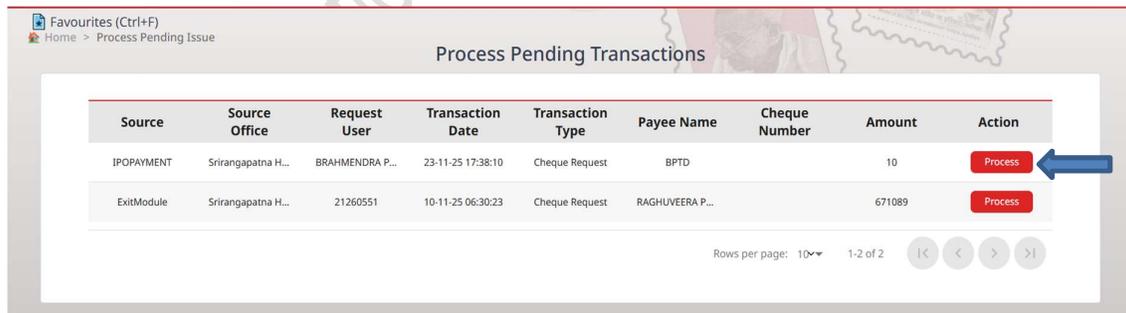


A flash pop up “Amount Collected Successfully” message will appear.

1.2 Processing of Cheque request for IPO payment - Treasurer Login



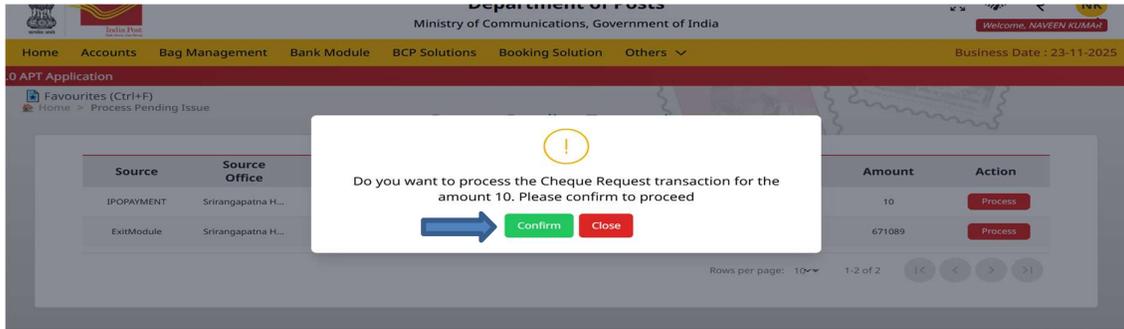
Click on “Cheques Process (txn)” option under Treasury-Cash/Cheque.



Click on the “Process” button available against IPO payment requests.

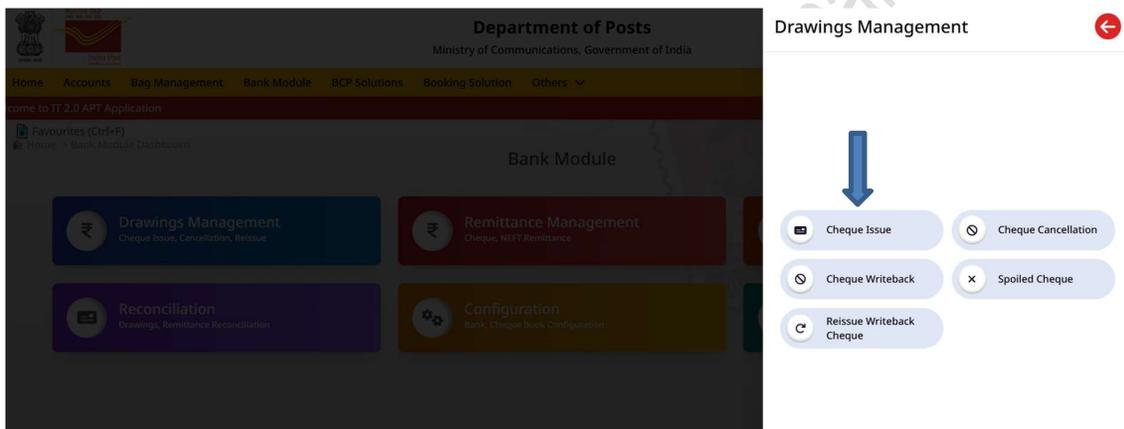


SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE



A pop up message will appear for confirmation. Click on **“Confirm”** button. Request will be processed to HO Postmaster login.

1.3 Issuing of Cheque for IPO Payment request - Postmaster login



Click on **“Cheque Issue”** option under Postmaster’s login **Bank Module-Drawings Management**.



Click on the **“View Details”** option available against IPO payment request.



SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE



Home Accounts Bag Management Bank Module BCP Solutions Booking Solution Others

to IT 2.0

Cheque Details [X]

Payee* BPTD Cheque Amount* 10.00 Remarks ipopayment

Request Source IPOPAYMENT Issue Date* 23-11-2025 Cheque Book Prefix* SFX

Cheque Number 571401 Drawings A/c Number* 64179137272

Start Serial:571401 End Serial:571500 Current Serial:571401

Issue Cheque

Rules/Guidelines

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Cheque details dialog box will be displayed. Click on the **“Issue Cheque”** option.

Home Accounts Bag Management Bank Module BCP Solutions Booking Solution Others

to IT 2.0 A

Cheque Details [X]

Payee* BPTD Cheque Amount* 10.00 Remarks ipopayment

Request Source IPOPAYMENT Issue Date* 23-11-2025 Cheque Book Prefix* SFX

Cheque Number 571401 Drawings A/c Number* 64179137272

Start Serial:571401 End Serial:571500 Current Serial:571401

Cheque will be issued. Please confirm to proceed

Confirm Close

Issue Cheque

Rules/Guidelines

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A pop up message will appear for confirmation. Click on **“Confirm”** Option

es/Guidelines

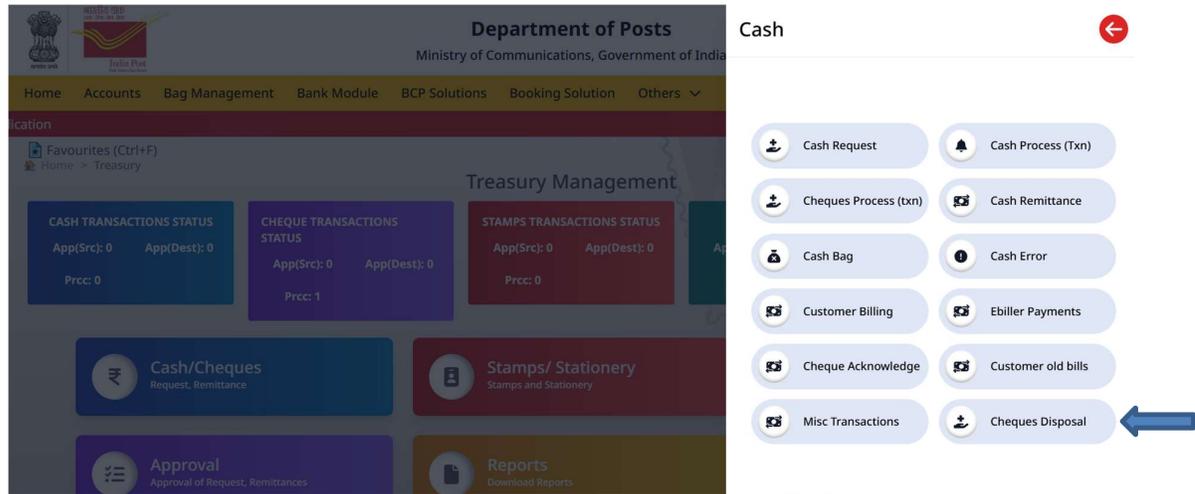
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Cheque issued successfully

A flash pop up message **“Cheque issued successfully”** will appear.



1.4 Disposal of Cheque issued for IPO payment Treasurer Login



Click on the “**Cheques Disposal**” option under **Treasury-Cash/Cheques** of Treasurer Login of Cheque requested office.

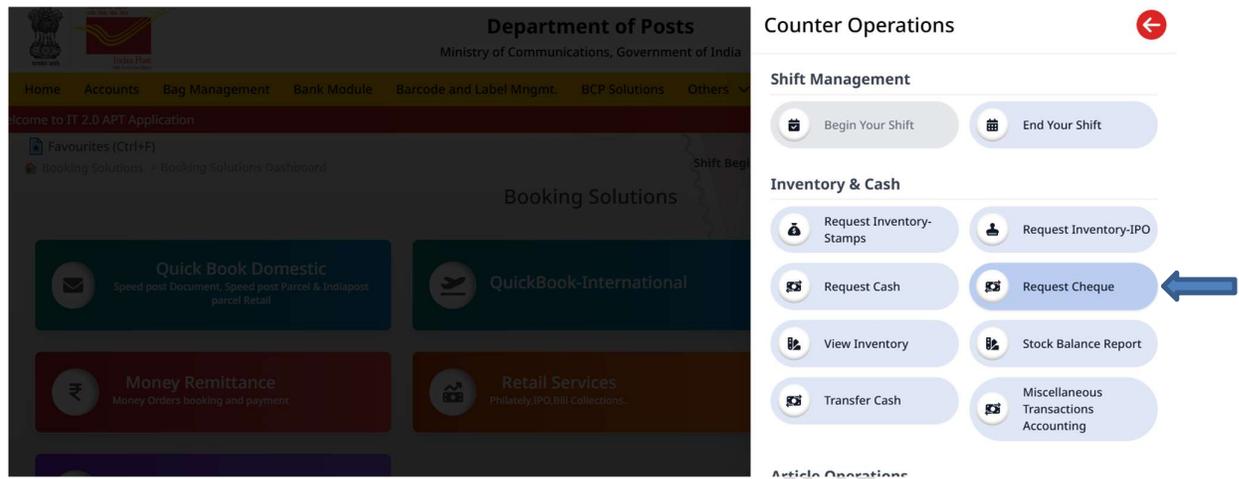
Note: If cheque request is placed by the Sub Office, Cheque will be received through the Account bag.



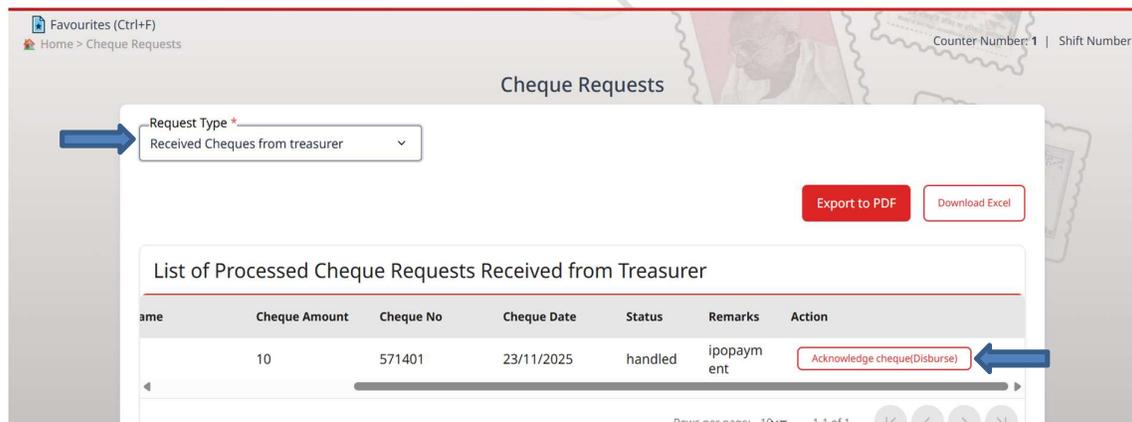
Click on “**Dispose**” option available in the IPO cheque request.



1.5 Disburse of Cheque issued for IPO payment- Counter PA login



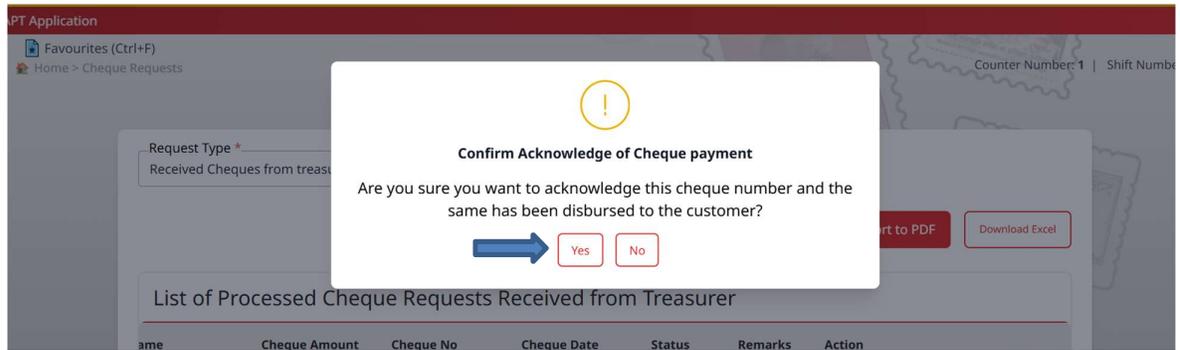
Click on “Request Cheque” option under **Booking Solution-Counter Operation**.



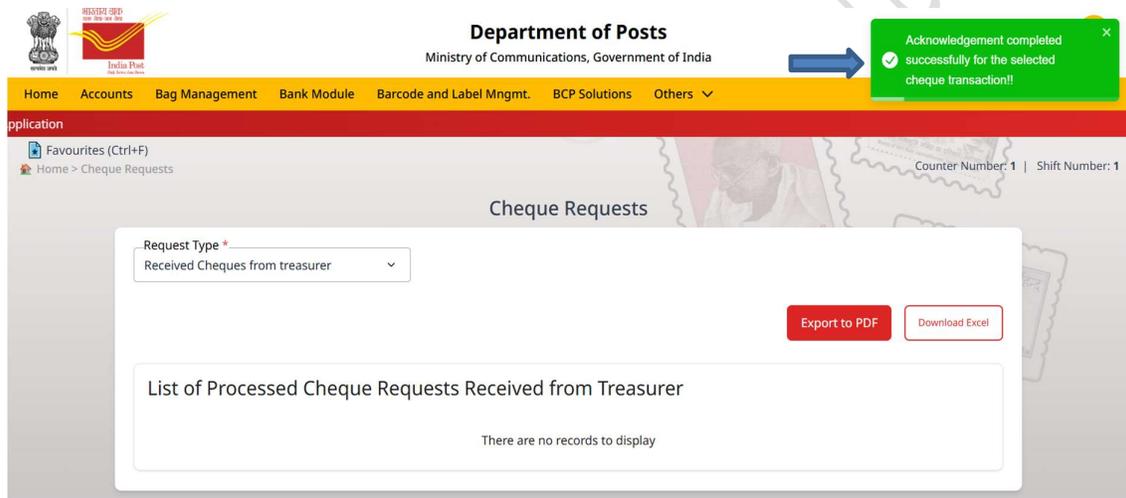
Select “Received cheques from Treasurer” option from “Request Type” dropdown. List of cheques issued to counter will be listed out. Click on “Acknowledge Cheques(Disburse)” option.



SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE



A pop up for confirming Cheque payment will be displayed. Click on “Yes”.

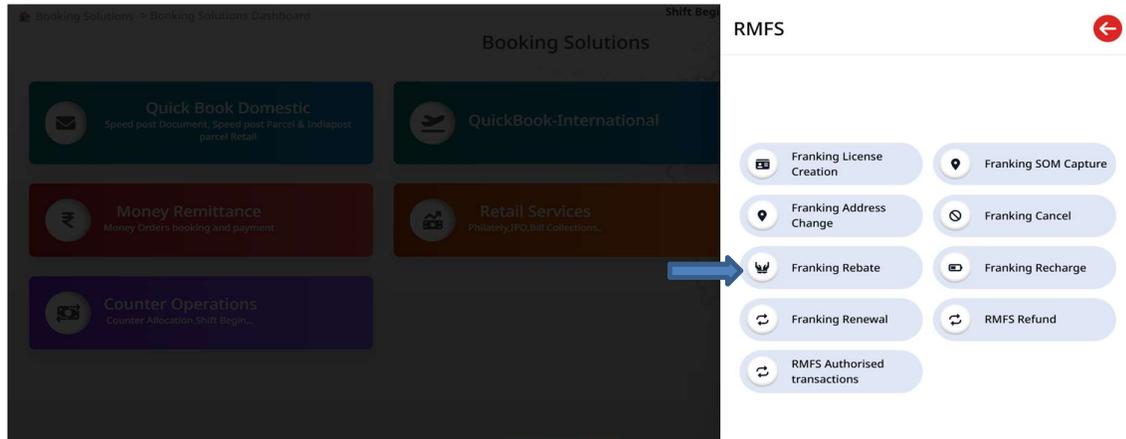


A flash pop up message “**Acknowledgement completed successfully for the selected cheque transaction**” will be displayed.

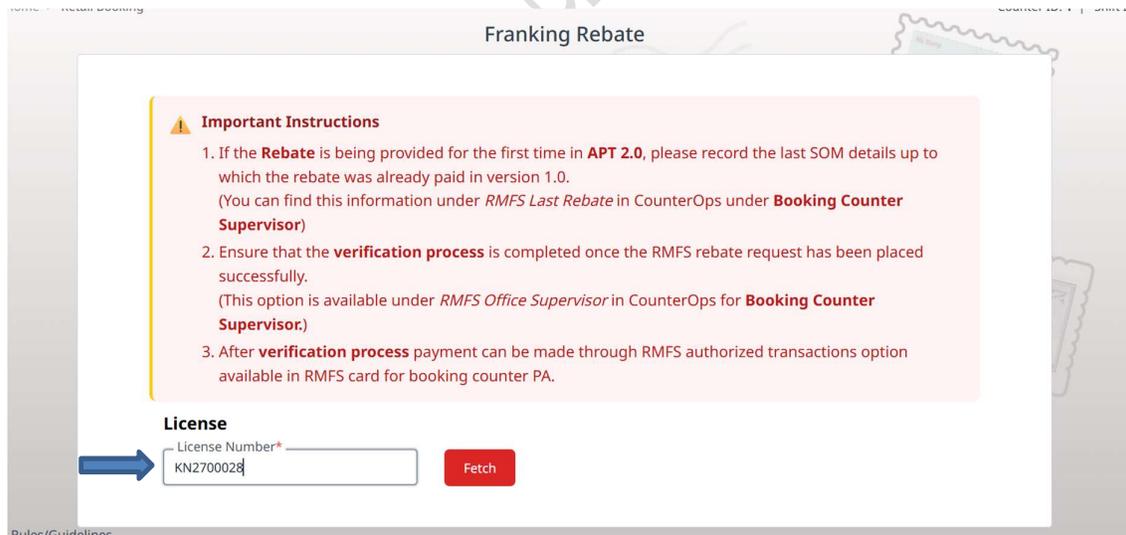


2 RMFS Rebate through Cheque

2.1 Invoke the RMFS rebate Transaction-Counter PA login



Click on “**Franking Rebate**” option under **Booking Solution-RMFS**.



Enter the “**License Number**” and click on “**Fetch**” button.



Franking Rebate Counter ID: 1 | Shift ID: 1

Important Instructions

1. If the **Rebate** is being provided for the first time in **APT 2.0**, please record the last SOM details up to which the rebate was already paid in version 1.0. (You can find this information under **RMFS Last Rebate** in CounterOps under **Booking Counter Supervisor**)
2. Ensure that the **verification process** is completed once the RMFS rebate request has been placed successfully. (This option is available under **RMFS Office Supervisor** in CounterOps for **Booking Counter Supervisor**.)
3. After **verification process** payment can be made through RMFS authorized transactions option available in RMFS card for booking counter PA.

License

License Number*

Rebate Details

Old SOM No. Old Asc Register Reading New SOM No.

New Asc Register Reading Mail Value

Payment Details

Amount (Rs.)

Rebate details will auto populated, Click on **“Submit”**.

2.2 Verification of RMFS rebate Request - Counter Supervisor

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Home Accounts Bag Management Booking Solution Budget Module Core Insurance Solution Others

Booking Solutions

Counter Operations
Counter Allocation, Shift Begin...

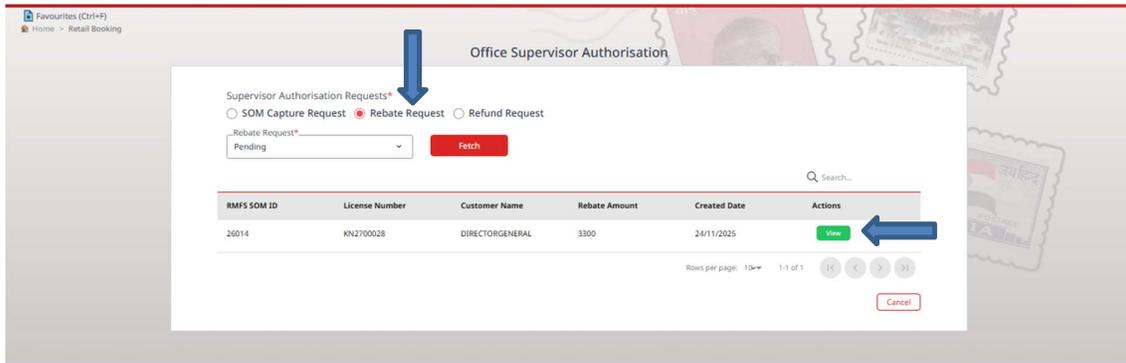
Counter Operations

- Allocate Counter to Operator
- View Counter status
- Create New Environment
- Modify Environment
- Modify Alloted Counters
- Transfer Cash-Supervisor
- Acknowledge Cash-Supervisor
- Franking Office Supervisor
- RMFS Last SOM Capture
- RMFS Last Rebate

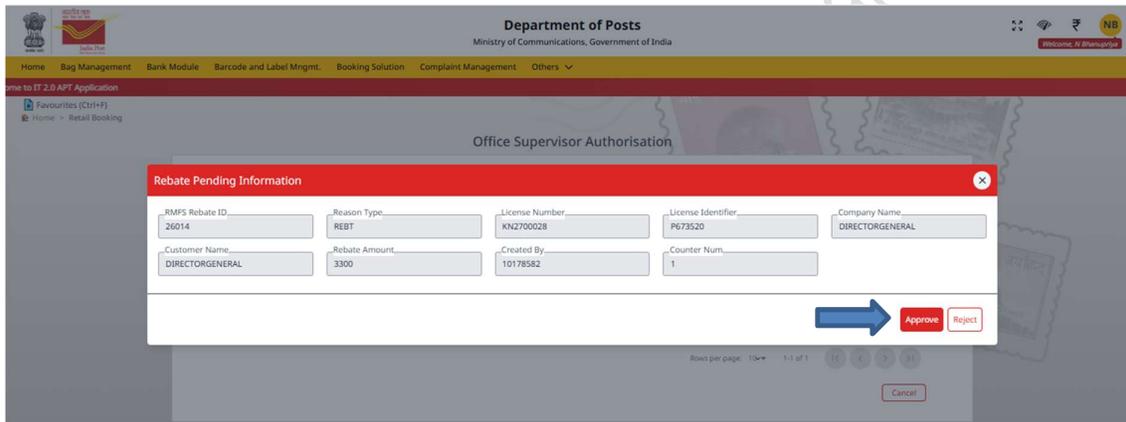
Click on **“Franking Office Supervisor”** option under **Booking Solution - Counter Operation**.



SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE

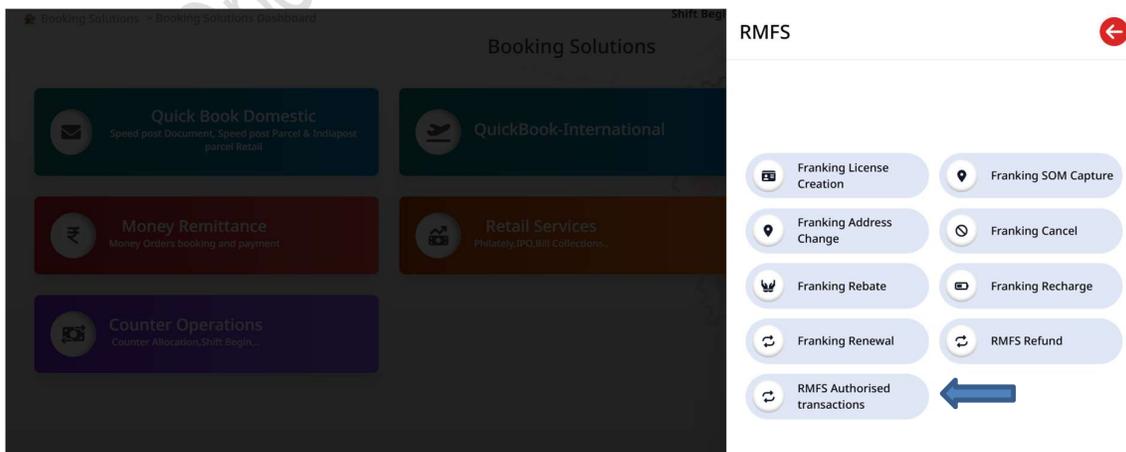


Select **“Rebate Request”** radio button and **“Pending”** from **“Rebate Request”** drop down. Click on **“View”** button under **“Actions”** available in front of RMFS rebate request.



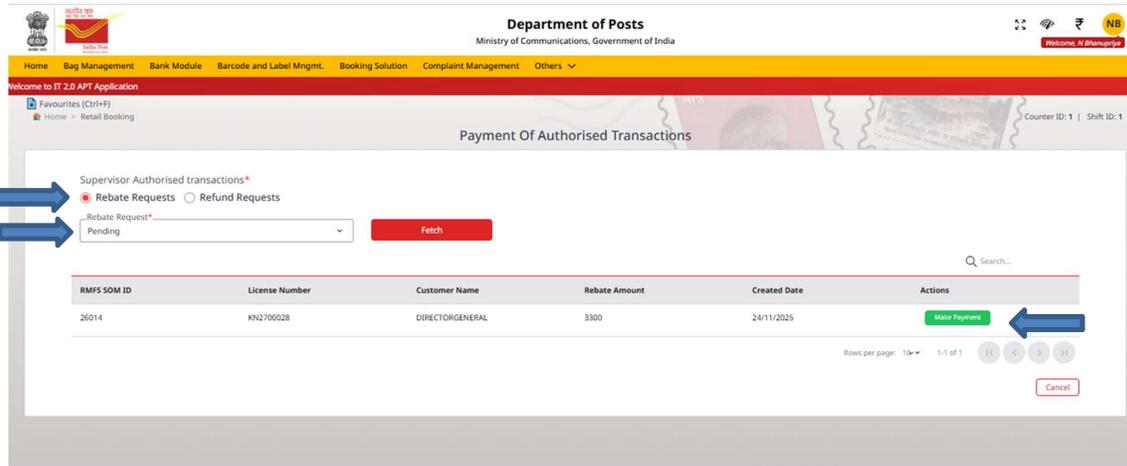
After verifying the details, Click on **“Approve”** button.

2.3 Process of RMFS Authorised transaction- Counter PA

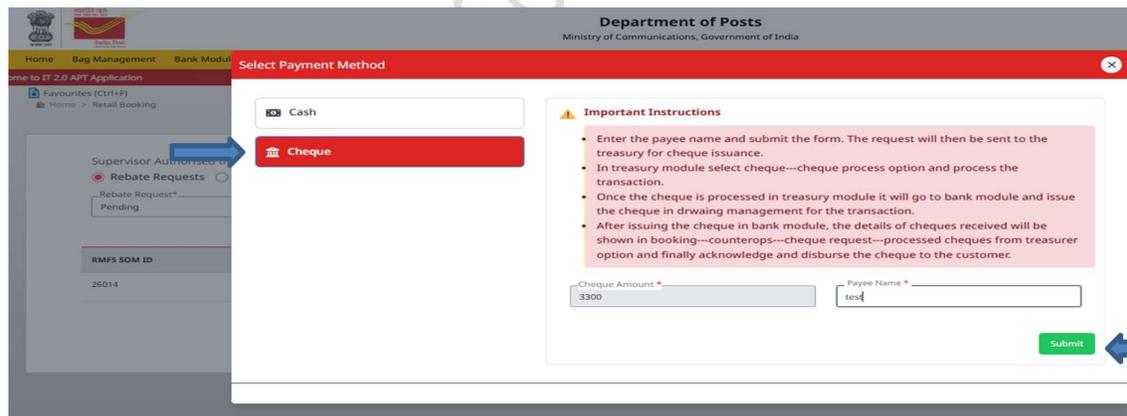




Click on “RMFS Authorised Transactions” option under **Booking Solution-RMFS**.



Select “**Rebate Requests**” radio button and “**Pending**” from “**Rebate Requests**” drop down. Click on “**Make Payment**” button under “**Actions**” available in front of RMFS rebate request.



Select the “**Cheque**” option, a editable dialogue box enable for enter the “**Payee Name**”. “**Cheque Amount**” will be auto populated. Click on “**Submit**” button.

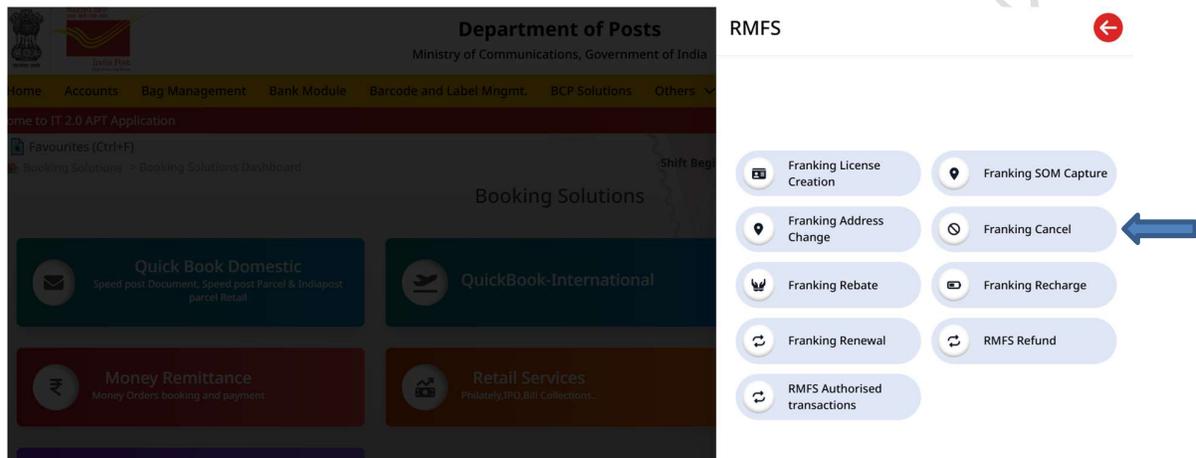


2.4 Processing of Cheque request for RMFS rebate

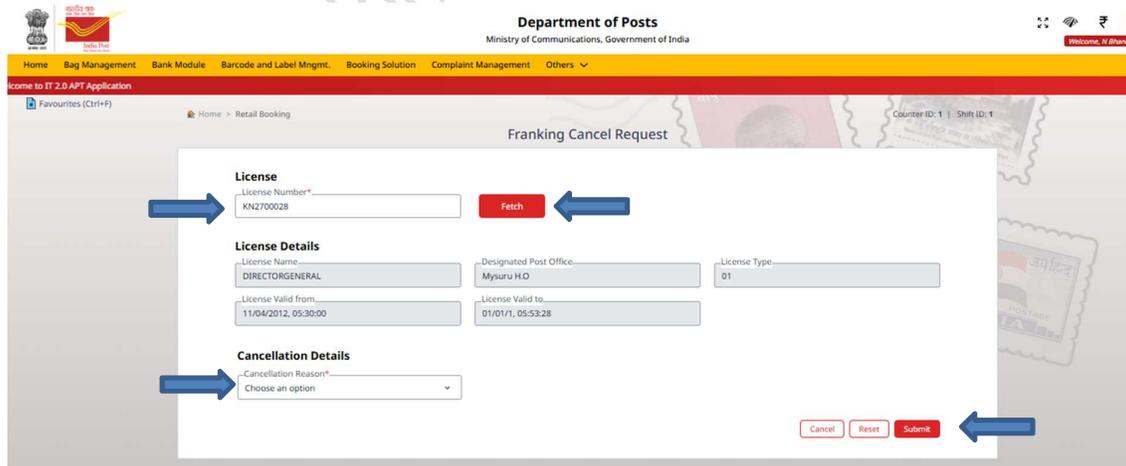
Please follow the remaining steps as mentioned for **IPO Payment through cheque** from 1.2 to 1.5.

3 RMFS Refund through Cheques

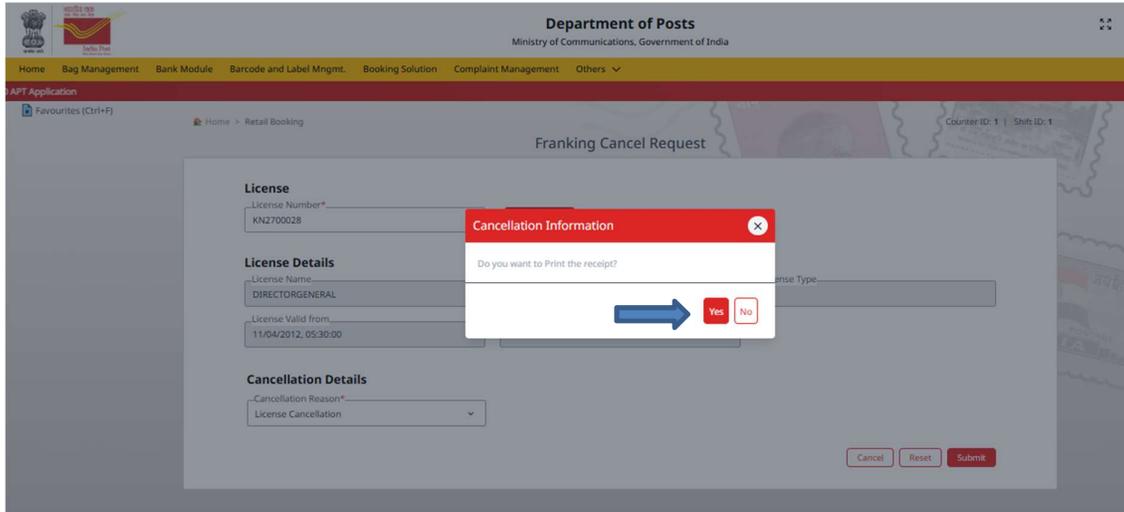
3.1 Invoke License Cancel Request-Counter PA login



Click on **“Franking Cancel”** option under **Booking Solution-RMFS**.

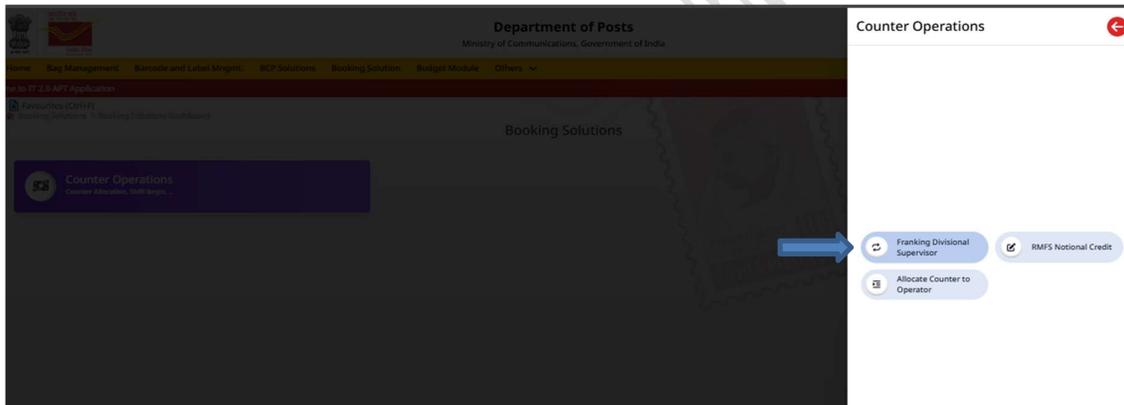


Enter the **“License Number”** and click on **“Fetch”** button to get the Franking Licensee details. Select the **“Cancellation Reason”** from the drop down under **“Cancellation details”** and Click on **“Submit”** button.



A pop up message will be displayed for confirmation. Click on **“Yes”** button.

3.2 Approval of Franking License Cancellation –DH login



Click on **“Franking Divisional supervisor”** under **Booking Solution-Counter Operation**.



SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE



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Welcome to IT 2.0 APT Application

Favourites (Ctrl+F) Home > Retail Booking

DO Approval Of Requests

Note: If the departmental license requires notional credit then user can check the option RMFS Notional Credit in same DO login. The Notional credit should be initiated on after Divisional Head approval.

Requests*

License Creation Request Cancellation Request Miscellaneous Request Renewal Request Download License Request

Cancellation Request* Pending Fetch

Request ID	Customer Name	Designated Office	Channel Type	License No	Actions
25157	DIRECTORGENERAL		I	KNZ700028	

Rows per page: 10 1-1 of 1

Cancel

Select the “**Cancellation Request**” radio button, later “**Pending**” option from “**Cancellation Request**” drop down and click on “**Fetch**”. Click on “**View**” button under “**Actions**” available in front of RMFS cancellation request.

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Welcome to IT 2.0 APT Application

Favourites (Ctrl+F) Home > Retail Booking

DO Approval Of Requests

Cancellation Pending Information

Cancellation Type License Cancel License Number KNZ700028 Cancellation ID 25157

First Name DIRECTORGENERAL Company Name DIRECTORGENERAL License Valid To 01/01/1

Designated Office 10178582 Created Date 24/11/2025

Channel Type I

Approve Reject

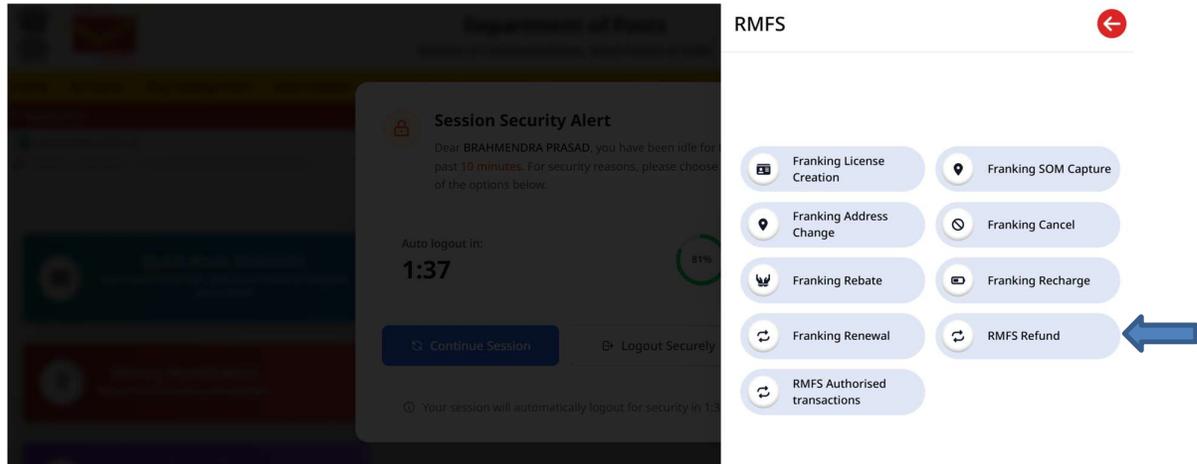
Rows per page: 10 1-1 of 1

Cancel

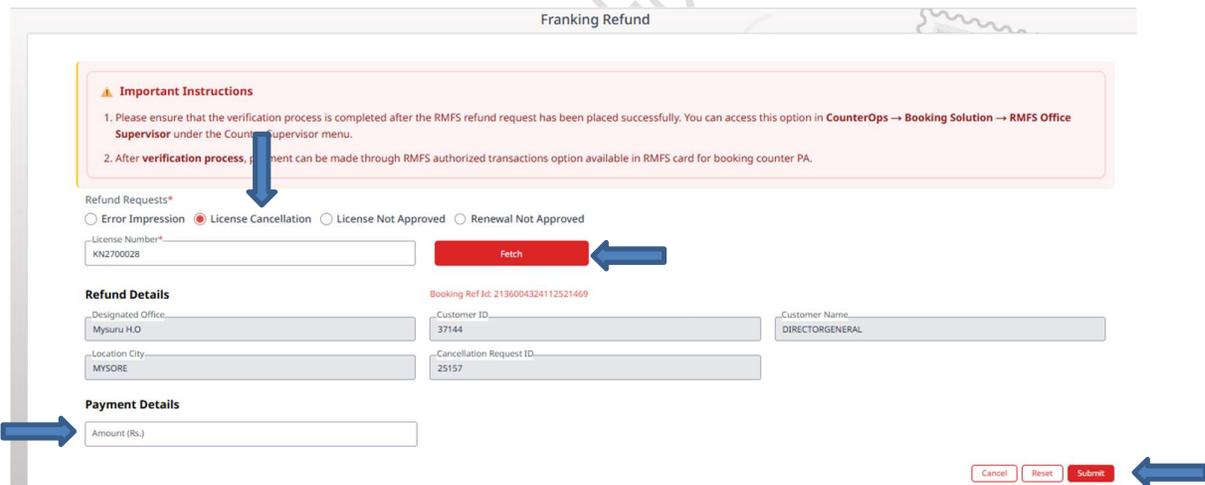
Click on “**Approve**” button.



3.3 Franking Refund- Counter PA login



Click on “RMFS Refund” option under **Booking Solution-RMFS**.

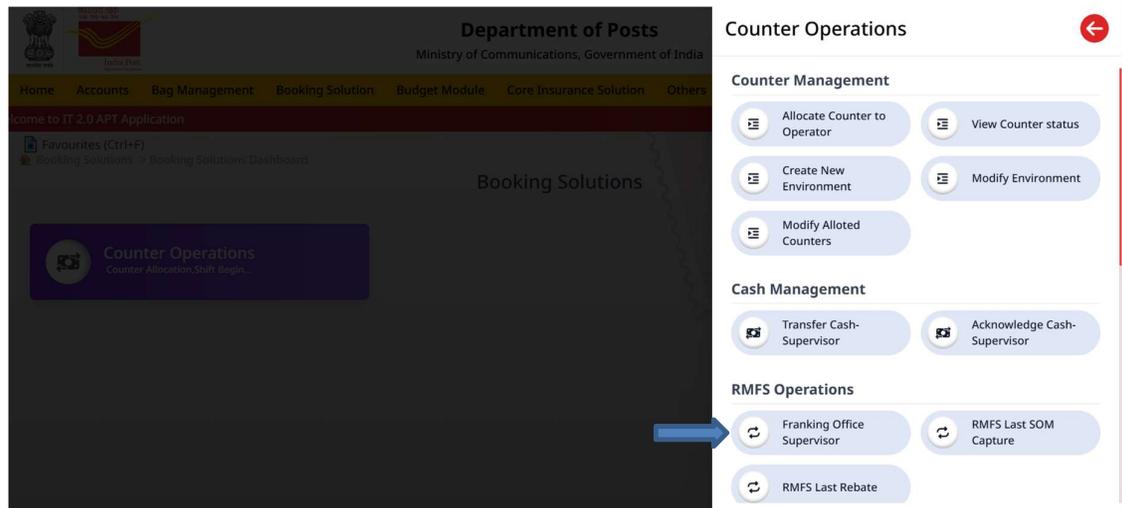


Select the “**License Cancellation**” radio button, enter License Number and click on “**Fetch**” button to get the Refund details.

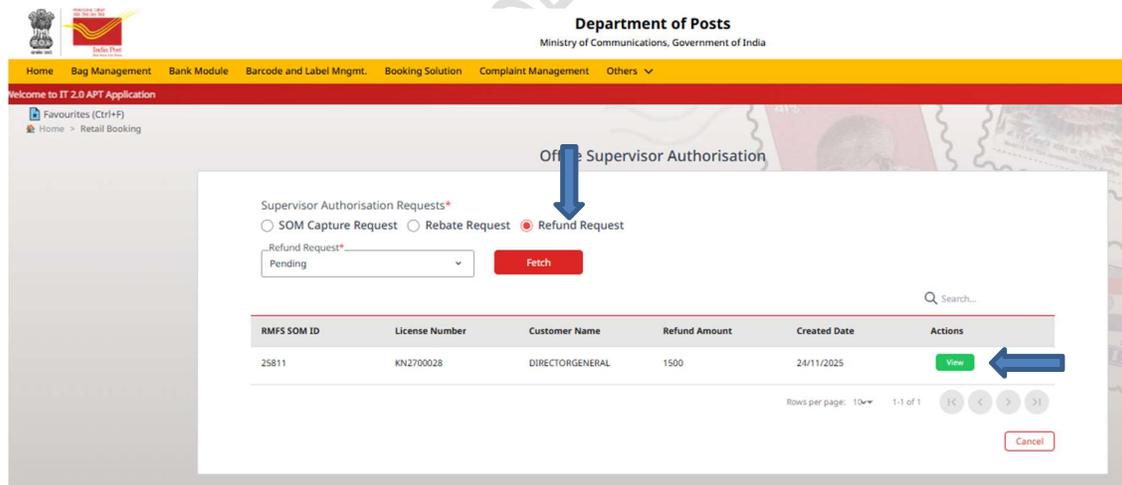
Enter the “**Amount**” under “**Payment Details**” and Click on “**Submit**” button.



3.4 Approval of Franking Refund-Counter Supervisor



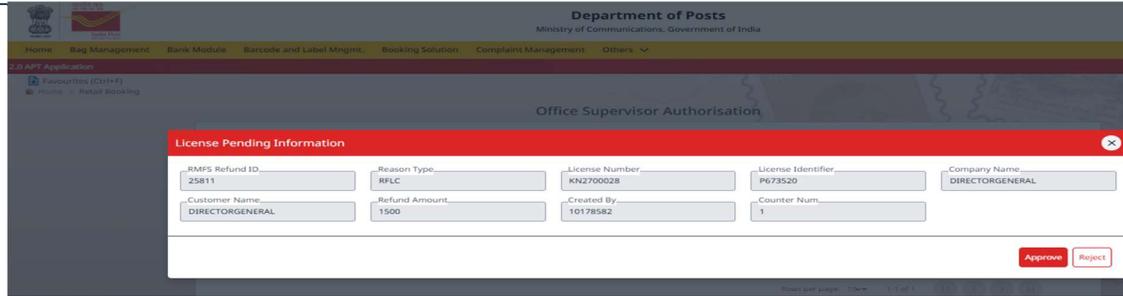
Click on **“Franking Office Supervisor”** option under **Booking Solution-Counter Operation**.



Select the **“Refund Request”** radio button, later **“Pending”** option from **“Refund Request”** drop down and click on **“Fetch”**. Click on **“View”** button under **“Actions”** available in front of RMFS Refund request.

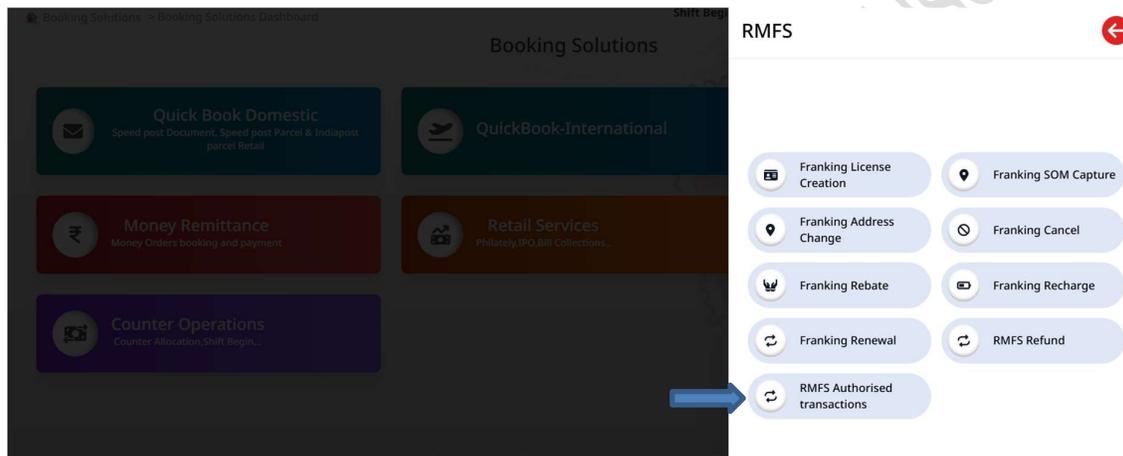


SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE

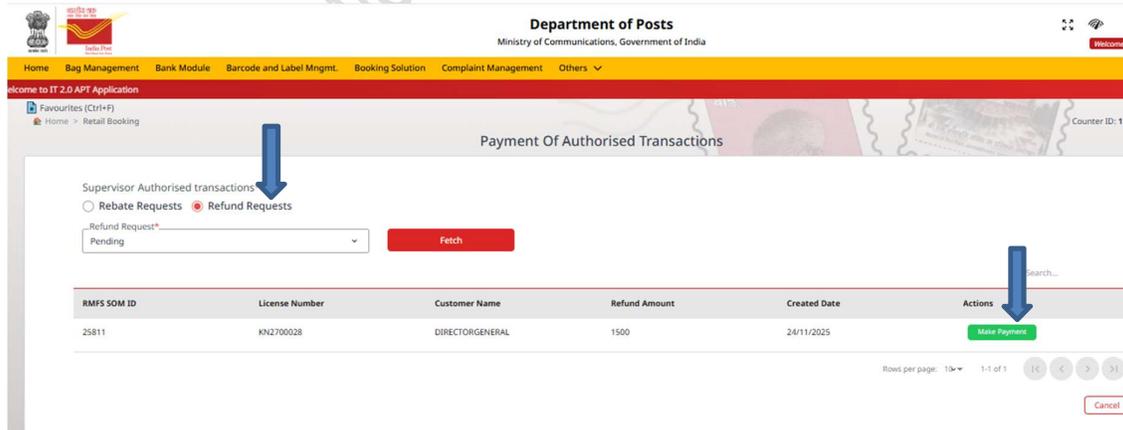


After verifying the details, Click on “**Approve**” button.

3.5 Process of RMFS Authorised transaction- Counter PA



Click on “**RMFS Authorised Transactions**” option under **Booking Solution-RMFS**.



Select “**Refund Requests**” radio button and “**Pending**” from “**Refund Request**” drop down. Click on “**Make Payment**” button under “**Actions**” available in front of RMFS rebate request.



SOP FOR IPO AND RMFS PAYMENTS THROUGH CHEQUE



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Home Bag Management Bank Module **Select Payment Method**

Cash
Cheque

Important Instructions

- Enter the payee name and submit the form. The request will then be sent to the treasury for cheque issuance.
- In treasury module select cheque---cheque process option and process the transaction.
- Once the cheque is processed in treasury module it will go to bank module and issue the cheque in drawing management for the transaction.
- After issuing the cheque in bank module, the details of cheques received will be shown in booking---counterops---cheque request---processed cheques from treasurer option and finally acknowledge and disburse the cheque to the customer.

Cheque Amount * 1500 Payee Name * test

Submit

Select the **“Cheque”** option, a editable dialogue box enables for entering the **“Payee Name”**. **“Cheque Amount”** will be auto populated. Click on **“Submit”** button.

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to IT 2.0 APT Application

Payment Of Authorised Transactions

Supervisor Authorised transactions*

Rebate Requests Refund Requests

Refund Request* Pending

Fetch

Cheque payment processed successfully

A flash pop up message **“Cheque Payment Processed Successfully”** will be displayed.

3.6 Processing of Cheque request for RMFS refund

Please follow the remaining steps as mentioned for **IPO Payment through cheque** from 1.2 to 1.5.