

Government of India
Ministry of Communications
Department of Posts

Standard Operating Procedure



Advanced Postal Technology (APT)

Accounting of Aadhaar updation fee collected

Centre for Excellence in Postal Technology



INDEX

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ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	CGST	Central Goods and Services Tax
3	DTR	Daily Transaction Report
4	GST	Goods and Services Tax
5	HO	Head Office
6	ID	Identification
7	Info	Information
8	Misc	Miscellaneous
9	Prcc	Process
10	SGST	State Goods and Services Tax
11	SO	Sub Office
12	SOP	Standard Operating Procedure
13	TCB	Treasurer's Cash Book
14	UTGST	Union Territory Goods and Services Tax

Standard Operation Procedure:

SOP No	1
Module	Treasury
Dated	05-08-2025
SOP Title	Accounting of Aadhaar Updation Fee Collected



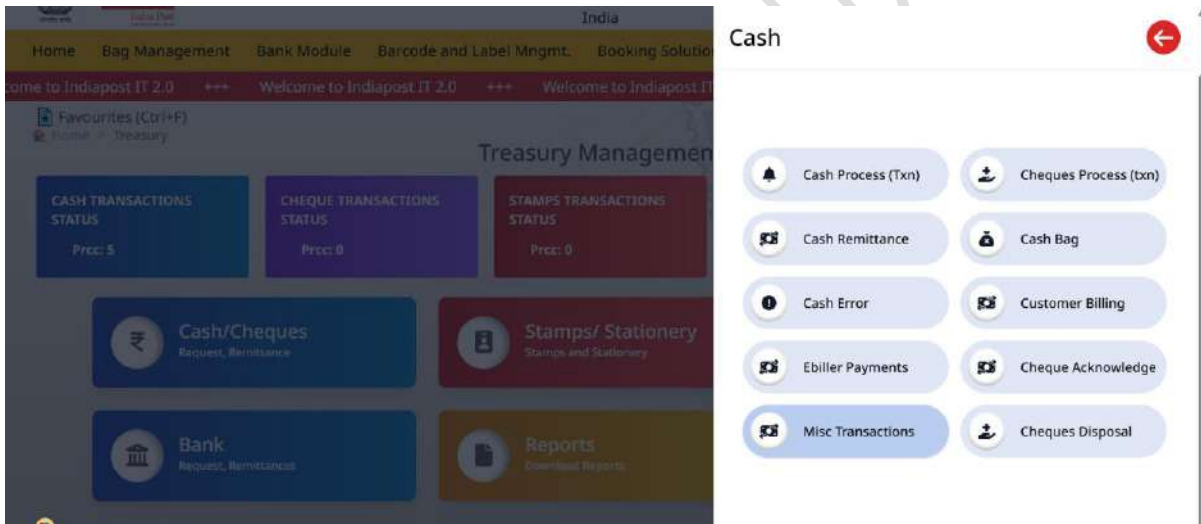
1 Introduction

Fee towards demographic and biometric updation of Aadhaar is collected from the residents against successful updation through Aadhaar. Consolidated amount may be accounted in PO accounts in two ways i.e. either through Treasury module or through Booking Solutions.

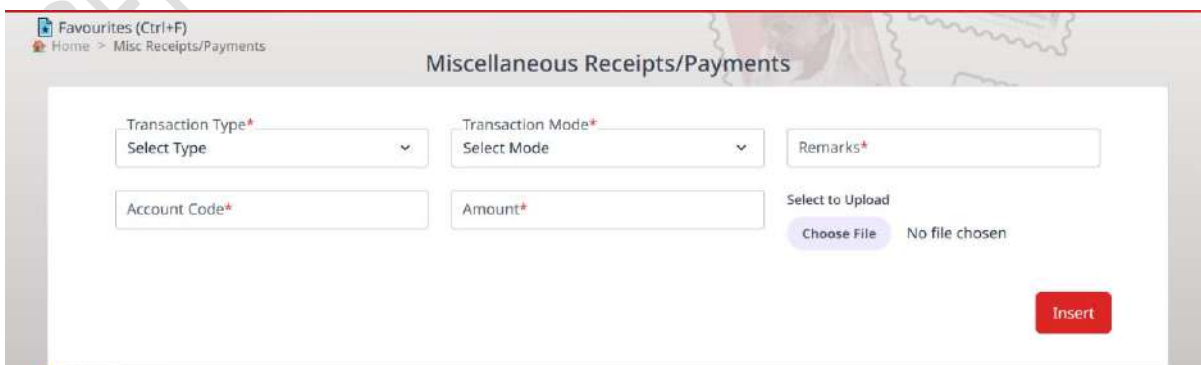
This document describes both procedures.

2 Accounting through Treasury Module

2.1 Role of Treasury Operator :



Treasury operator need to access 'Misc Transactions' through Treasury→Cash/Cheques→Misc Transactions.



After selecting Misc Transactions, page as shown appears.



Total amount (including GST) for each demographic updation collected from the residents is Rs. 50/- (Updation Fee : Rs.42.37 , CGST : Rs.3.815 SGST / UTGST : Rs.3.815 = Total Rs. 50/-)

Total amount (including GST) for each biometric updation with or without demographic updation collected from the residents is Rs. 100/- (Updation Fee : Rs.84.75, CGST : Rs. 7.625 SGST / UTGST : Rs. 7.625 = Total Rs. 100/-)

Select / Enter the following details either individual for demographic updation and biometric updation

Transaction Type : Receipt
Transaction Mode : Cash
Remarks : Suitable remarks within 50 characters including spaces

Account Code :

1201005500 → Aadhaar other Biometric/Demography Updation
8661003300 → CGST-Collection on Business Auxillary Services
8661003400 → SGST-Collection on Business Auxillary Services
8661003500 → UTGST-Collection on Business Auxillary Services (if applicable)
Amount : For each account multiplied with number of updation
(Demographic / Biometric updation)

Click on “**Insert**” after entering details for each account code.



SOP – Accounting of Aadhaar Updation Fee collected



Favourites (Ctrl+F)
Home > Misc Receipts/Payments

Miscellaneous Receipts/Payments

Transaction Type*
Receipt

Transaction Mode*
Cash

Remarks*
Aadhaar demography updation 10 Nos.

Account Code*
Aadhaar Other Biometric/Demography Up

Amount*
423.70

Select to Upload
Choose File No file chosen

Insert

After selecting / making necessary entries, click on 'Insert' button.

Home > Misc Receipts/Payments

Miscellaneous Receipts/Payments

Transaction Type*
Receipt

Transaction Mode*
Cash

Remarks*
Aadhaar demography updation 10 Nos.

Account Code*
Aadhaar Other Biometric/Demography Up

Amount*
423.70

Select to Upload
Choose File No file chosen

Insert

<input type="checkbox"/>	Account Code	Details	Amount
<input type="checkbox"/>	1201005500	Aadhaar Other Biometric/Demography Updation	423.7
<input type="checkbox"/>	8561003300	CGST-Collection on Business Auxiliary Services	38.15
<input type="checkbox"/>	8561003400	SGST-Collection on Business Auxiliary Services	38.15

Rows per page: 10 1-3 of 3

Total: 499.99999999999994

Submit

After inserting entries for Aadhaar fee, CGST, SGST / UTGST as applicable, account code, details of account code and amount will be shown as above.

For Example : Above screen shows entry of Updation fee for 10 Nos. demographic updation totalling to Rs. 500/-.

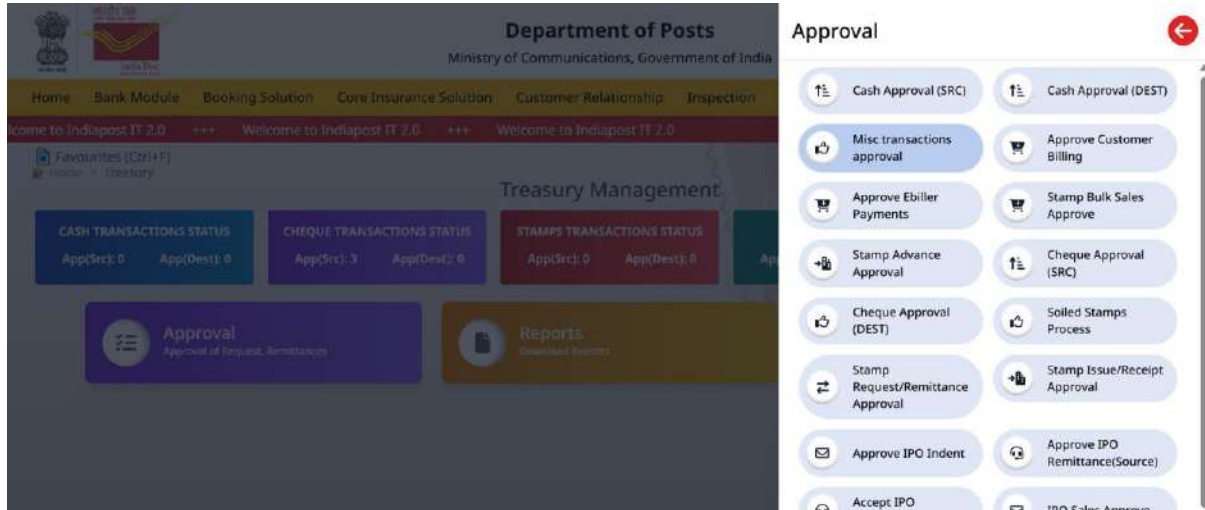
After confirming account codes and amount. Click on 'Submit'

Note :- Though, treasury operator inserted 3 amounts for 3 different account codes, it will appear as a consolidated amount to Treasury Supervisor for verification and entry in TCB. But, in DTR these 3 account code wise amount will reflect separately in Part-I & Part-III of DTR.



2.2 Role of Treasury Supervisor

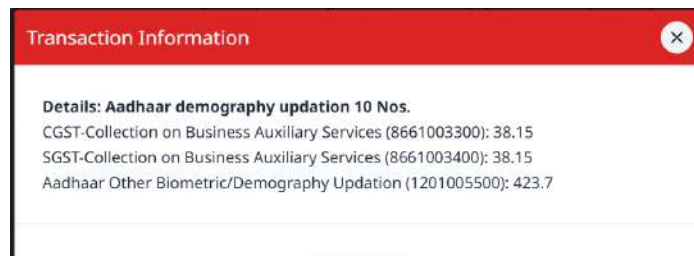
Treasury Supervisor need to verify the miscellaneous transaction submitted by treasury operator as described in 1.1 above



Access '**Misc Transactions Approval**' through Treasury→Approval→Misc Transactions Approval.



After clicking on '**Misc Transactions Approval**' page as shown above will appear. In case, the supervisor wishes to view the breakup amount account code wise, click on '**View Info**' button.



After clicking on '**View Info**', button a pop-up showing transaction information with details of account code, account code and amount will be shown. Close the pop-up.



SOP – Accounting of Aadhaar Updation Fee collected



Favourites (Ctrl+F)
Home > Approval of Misc Receipts/Payments

Approval of Miscellaneous Receipts/Payments

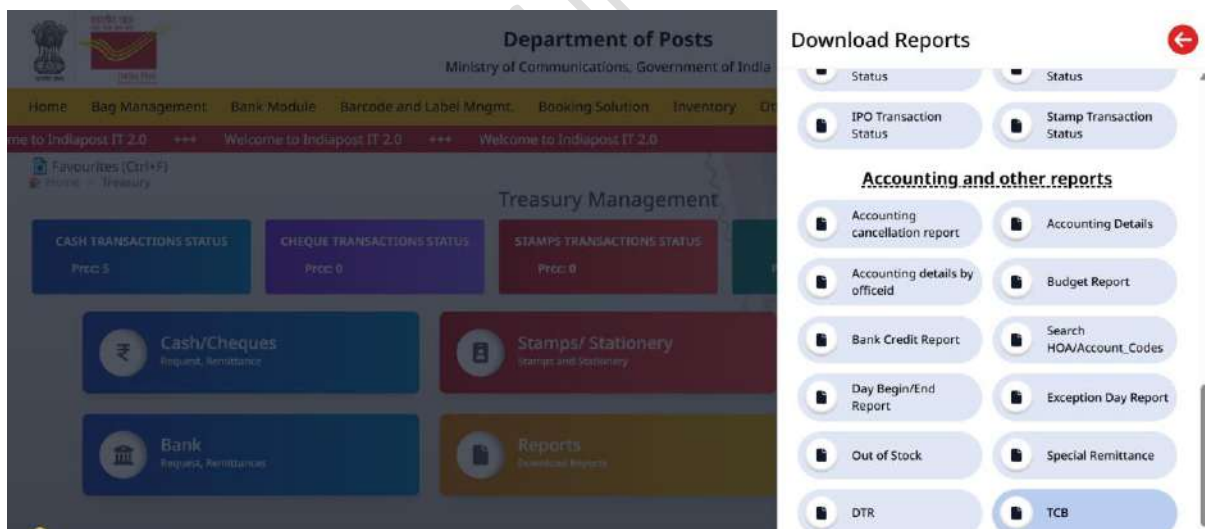
Transaction Date	Transaction Mode	Transaction Type	Amount	Remarks	Action	Forward	Approve	Reject
28-07-2025	Cash	Receipts	500	approved	View Info	Forward	Approve	Reject

To approve the entry, enter suitable remarks under the column header **‘Remarks’** against the corresponding entry and click on **‘Approve’** button.



After clicking on **‘Approve’** button, a dialogue box seeking approval confirmation will appear. To confirm approval and proceed, click on **‘Confirm’** button. After clicking on **‘Confirm’** button, a flash pop-up message as “Success: The Transaction has been Approved” will appear in the bottom right corner of the screen.

2.3 Entry in TCB and DTR after approval by treasury Supervisor



After approval of transaction by treasury supervisor as described in 1.2 above, access TCB report through Treasury→Reports→TCB.



SOP – Accounting of Aadhaar Updation Fee collected



Favourites (Ctrl+F)
Home > TCB

Treasurer's Cash Book

Date*
28-07-2025

Generate

Select the desired date. (By default, page display current business date) and click on **'Generate'** button.

Favourites (Ctrl+F)
Home > TCB

Treasurer's Cash Book

Date*
28-07-2025

Generate

My TCB | All Users

TCB of 10062441

Print

Opening Balance: 477132

Receipts

Sno	Purpose	From	Txn Time
1	Aadhaar demogra...		08:10:19

Rows per page: 10 | 1-1 of 1

Total Receipts: 500

Payments

There are no records to display

Total Payments: 0

TCB for the selected date will get generated. Click on **'Print'** button.



Department of Posts India

Treasurer's Cash Book
28-07-2025

Generated without performing day end

Office: Yadgiri H.O (21360030)

Generation Date: 28-07-2025 : 08:11:58

User: KUPENDRA S WATHAR (10062441)

Opening Balance: 4,77,132.00

Sno	Purpose	Particulars	Source	Receipts	Payments
1	Aadhaar demography updation 10 Nos.	Misc Transaction		500.00	
Total				500.00	0

Closing Balance: 4,77,632.00

Rupees Four lakh seventy-seven thousand six hundred and thirty-two only

Amount submitted/verified as explained in **1.1 & 1.2** will appear under receipt column.



SOP – Accounting of Aadhaar Updation Fee collected



The screenshot shows the Treasury Management interface with a sidebar titled 'Download Reports'. The sidebar contains the following categories and items:

- Transaction status reports**
 - Cash Transaction Status
 - Cheque Transaction Status
 - IPO Transaction Status
 - Stamp Transaction Status
- Accounting and other reports**
 - Accounting cancellation report
 - Accounting Details
 - Accounting details by officeid
 - Budget Report
 - Bank Credit Report
 - Search HOA/Account_Codes
 - Day Begin/End Report
 - Exception Day Report
 - Out of Stock
 - Special Remittance
 - DTR
 - TCB

After approval of transaction by treasury supervisor as described in 1.2 above, access DTR report through Treasury→Reports→DTR

The screenshot shows the 'Summary' page with a 'Report Date' field set to '28-07-2025' and a 'Generate' button.

Select the desired date. (By default, page display current business date) and click on 'Generate' button.

Opening Balance: 638780

PART I (Consolidated Fund of India)	
Part I Receipts	
Description	Amount
Aadhaar-Other: Biometric/Demography Updation	425.7
Rows per page: 10 1 of 1	
Part I Payments	
There are no records to display	
PART III (Public Account)	
Part III Receipts	
Description	Amount
Post Office Savings Bank-Account-Receipts	1800
Post Office Thrift Deposits (1 Year)-Receipts	25000
CGST-Collection on Business Auxiliary Services	38.15
SGST-Collection on Business Auxiliary Services	38.15
Rows per page: 10 1 of 4	
Part III Payments	
Description	Amount
Remittance to Bank - Cleared Cheque	26800
Rows per page: 10 1 of 1	
Total Receipts: 27300	Total Payments: 26800

DTR for the selected date will get generated. Click on 'Print' button.



SOP – Accounting of Aadhaar Updation Fee collected



Department of Posts India

HO Summary
Report Date: 28-07-2025

Office: Yadgiri H.O (21360030)

Generation Date:28-07-2025 : 08:13:24

User:KUPENDRA S WATHAR (10062441)

Generated without performing day end

Min Balance: 20,00,000.00

Max Balance: 30,00,000.00

Opening Balance: 6,38,780.00

PART I (Consolidated Fund of India)			
S.No	Details of Transactions	Receipts	Payments
1	Aadhaar Other Biometric/Demography Updation	423.70	
	Total	423.70	0.00

PDF format of the DTR / HO Summary (in case of HO) will get generated and displayed. Aadhaar updation fee submitted and verified as described in **1.1 and 1.2** will appear in Part-I of DTR / HO Summary.



Department of Posts India

HO Summary
Report Date: 28-07-2025

Office: Yadgiri H.O (21360030)

Generation Date:28-07-2025 : 08:13:24

User:KUPENDRA S WATHAR (10062441)

PART III (Public Account)			
S.No	Details of Transactions	Receipts	Payments
2	Post Office Savings Bank Account -Receipts	1,800.00	
3	Post Office Time Deposits(1 Year) TD-Receipts	25,000.00	
4	CGST-Collection on Business Auxiliary Services	38.15	
5	SGST-Collection on Business Auxiliary Services	38.15	
6	Remittance to Bank - Cleared Cheque		26,800.00
	Total	26,876.30	26,800.00

Part I Receipts:	423.70	Part I Payments:	0.00
Part III Receipts:	26,876.30	Part III Payments:	26,800.00

CGST, SGST / UTGST amount submitted and verified as described in **1.1 and 1.2** will appear in Part-III of DTR / HO Summary.

3 Accounting through Booking Solution

Aadhaar fee collected may be accounted through Booking Solution also.

Note :- User may choose either of one method i.e. (either through Treasury or through Booking Solution)

In this section, accounting through booking solution is described.

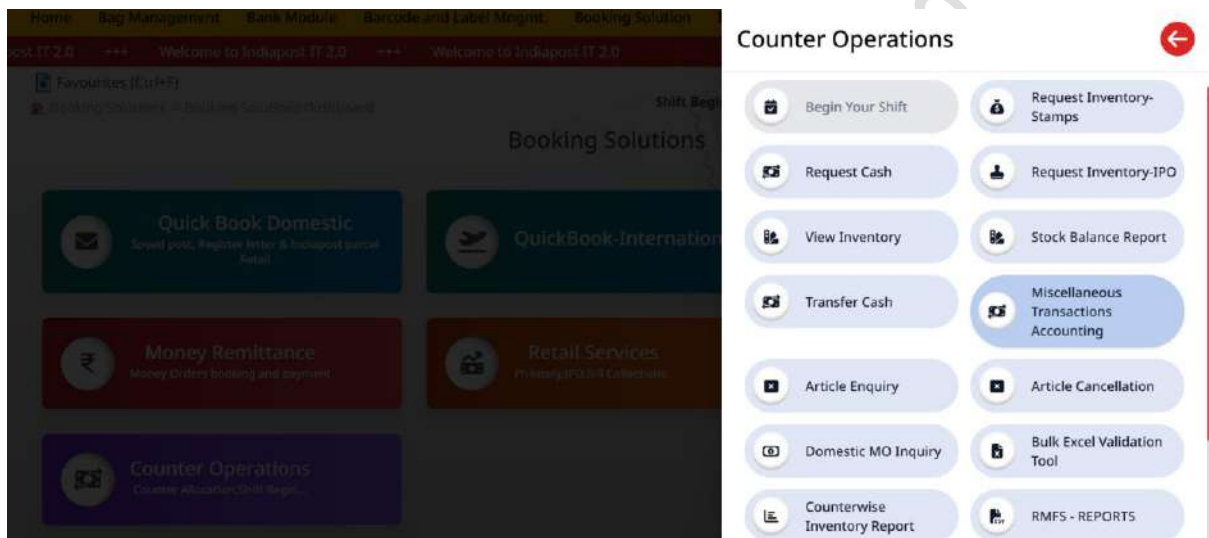


3.1 Role of Counter Operator

3.1.1 Submit amount in miscellaneous transactions



Counter operator to click on **‘Booking Solution’** card



Access **‘Miscellaneous Transactions Accounting’** option through Booking Solution→Counter Operations→Miscellaneous Transactions Accounting.

3.1.1.1 Entering and Submitting amount for Aadhaar updation fee (excluding GST)



After clicking on **‘Miscellaneous Transactions Accounting’** page, as shown appears.



SOP – Accounting of Aadhaar Updation Fee collected

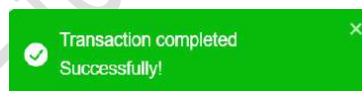


The screenshot shows a software interface with a dropdown menu for 'Payment Description'. The selected option is 'Aadhaar Other Biometric/Demography Updation - (Receipt Side - Positive)'. Other options include 'Aadhaar Printout Black & White - (Receipt Side - Positive)', 'Aadhaar Printout Colour - (Receipt Side - Positive)', 'CGST-Collection on Business Auxiliary Services - (Receipt Side - Positive)', 'Collection On Sale Of Railway Tickets - (Receipt Side - Positive)', 'Ded-Amt Refund Passengers Canceln Of Rly. Tickets - (Payment Side - Positive)', 'Deduct Service Charges On Sale Of Railway Tickets - (Payment Side - Positive)', 'Deduct- Service Chgs Cancellation Of Rlwy Tickets - (Payment Side - Positive)', 'Deposits(Receipt) from IPPB Customers - (Receipt Side - Positive)', and 'IGST-Collection on Business Auxiliary Services - (Receipt Side - Positive)'. The 'Amount' field is empty, and the 'Remarks' field is also empty. The 'Submit' button is visible.

In 'Payment Description' field Select '**Aadhaar other Biometric / Demography Updation – (Receipt Side – Positive)**' from the drop down list.

The screenshot shows the 'Adjust Receipt and Payments' form. The 'Payment Description' field contains 'Aadhaar New Aadhar Enrollment - (ReceiptSid)', the 'Amount' field contains '1017', and the 'Remarks' field contains 'Aadhaar updation fee (biometric) 12 * 84.75 (excluding GST)'. The 'Submit' button is visible.

In 'Amount' field, enter the amount excluding GST. Enter suitable remarks in 'Remarks' field and click on '**Submit**' button.



After clicking on '**Submit**' button, a flash pop-up message as "Transaction completed successfully" will appear.

3.1.1.2 Entering and Submitting amount for CGST on Aadhaar updation fee

The screenshot shows a software interface with a dropdown menu for 'Payment Description'. The selected option is 'CGST-Collection on Business Auxiliary Services - (Receipt Side - Positive)'. Other options include 'Collection On Sale Of Railway Tickets - (Receipt Side - Positive)', 'Ded-Amt Refund Passengers Canceln Of Rly. Tickets - (Payment Side - Positive)', 'Deduct Service Charges On Sale Of Railway Tickets - (Payment Side - Positive)', 'Deduct- Service Chgs Cancellation Of Rlwy Tickets - (Payment Side - Positive)', 'Deposits(Receipt) from IPPB Customers - (Receipt Side - Positive)', and 'IGST-Collection on Business Auxiliary Services - (Receipt Side - Positive)'. The 'Amount' field is empty, and the 'Remarks' field is also empty. The 'Submit' button is visible.

Next, in 'Payment Description' field Select '**CGST-Collection on Business Auxiliary Services – (Receipt Side – Positive)**' from the drop down list.



SOP – Accounting of Aadhaar Updation Fee collected

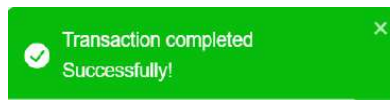


Miscellaneous Receipts and Payments Transactions

Adjust Receipt and Payments

Payment Description CGST-Collection on Business Auxiliary Services	Amount 91.50	Remarks 12 NOS BIOMETRIC UPDATION
---	-----------------	--------------------------------------

In 'Amount' field, enter the calculated amount of CGST. Enter suitable remarks in 'Remarks' field and click on '**Submit**' button.



After clicking on '**Submit**' button, a flash pop-up message as "Transaction completed successfully" will appear.

3.1.1.3 Entering and Submitting amount for CGST on Aadhaar updation fee

Shift Begin Date & Time: 28-07-2025 22:36:00 | Counter ID: 1 | Shift ID: 1

Miscellaneous Receipts and Payments Transactions

Payment Description: **SGST-Collection on Business Auxiliary Services - (Receipt Side - Positive)**

Remarks

Next, in 'Payment Description' field Select '**CGST-Collection on Business Auxillary Services – (Receipt Side – Positive)** or **UTGST-Collection on Business Auxillary Services – (Receipt Side – Positive)**' as applicable from the drop down list.



SOP – Accounting of Aadhaar Updation Fee collected

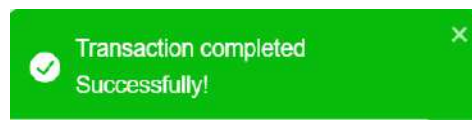


Miscellaneous Receipts and Payments Transactions

Adjust Receipt and Payments

Payment Description SGST-Collection on Business Auxiliary Services	Amount 91.50	Remarks SGST 12 NOS BIOMETRIC UPDATE
		<input type="button" value="Reset"/> <input type="button" value="Submit"/>

In 'Amount' field, enter the calculated amount of CGST / UTGST. Enter suitable remarks in 'Remarks' field and click on '**Submit**' button.



After clicking on '**Submit**' button, a flash pop-up message as "Transaction completed successfully" will appear.

3.1.2 Check Wallet

After completion of steps mentioned in **3.1.1.1**, **3.1.1.2** & **3.1.1.3** as described above, click on wallet icon adjacent to profile icon in the home screen.

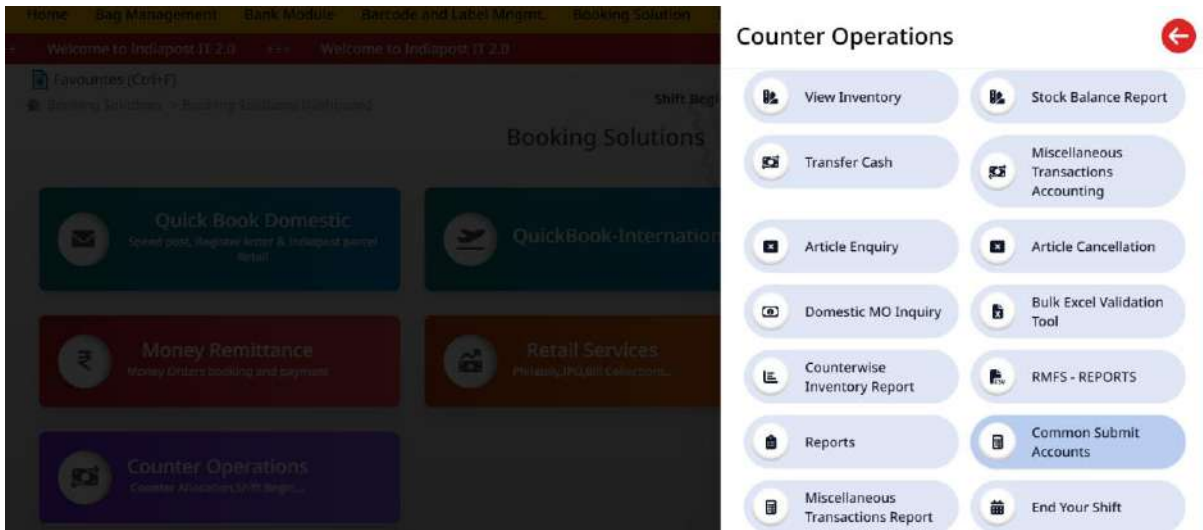
Wallet Balance	
Treasury :	477632
Booking :	1200
Delivery :	0
Pick-up :	0
PLI :	0
Philately :	0
Mobile App :	0
Fin. Services :	0
Total :	478832
Last updated: 05:20 PM	

Consolidated amount entered and submitted as described **3.1.1.1**, **3.1.1.2** & **3.1.1.3** will get added and shown against Booking.

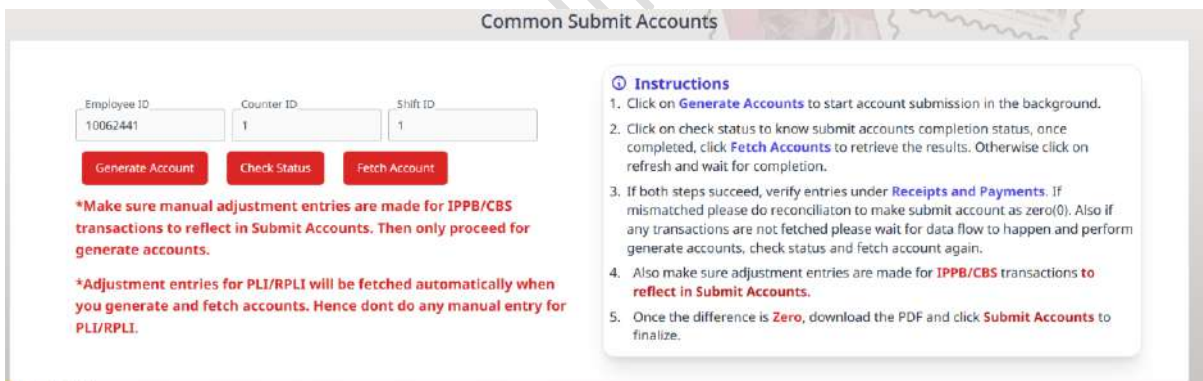
Note :- Amount shown in wallet under Booking includes the amount collected through other transactions of Booking Solution also.



3.1.3 Common Submit Account (before transfer of cash)



Access '**Common Submit Accounts**' through Booking Solution → Counter Operations → Common Submit Accounts.



After clicking on '**Common Submit Accounts**' click on Generate Account, Check Status & Fetch Account by following instructions given in the page itself.



SOP – Accounting of Aadhaar Updation Fee collected



Part-A			Part-B		
Receipts			Payments		
Serial No.	Account Head Description	Amount Collected	Serial No.	Account Head Description	Amount Collected
1	Aadhaar Other Biometric/Demography Updation	₹1,017.00		Nil Transaction	
2	CGST-Collection on Business Auxillary Services	₹91.50		Nil Transaction	
3	SGST-Collection on Business Auxillary Services	₹91.50		Nil Transaction	
Total Receipts			Total Payments		
₹1,200.00		₹0.00	₹1,200.00		Receipts and Payments Difference

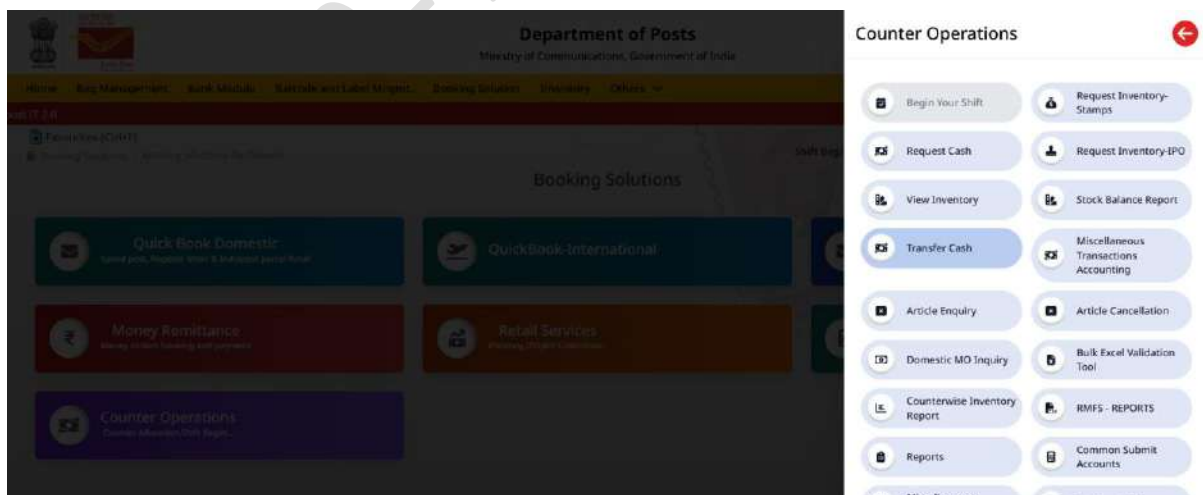
Part-A			Part-B		
Receipts			Payments		
Serial No.	Account Head Description	Amount Collected	Serial No.	Account Head Description	Amount Collected
	Nil Transaction			Nil Transaction	
Total Receipts			Total Payments		
₹0.00		₹0.00	₹0.00		Receipts and Payments Difference

Transfer your counter cash to Treasury and get acknowledged by Treasurer to submit accounts

[Download PDF](#)
[Submit Account](#)

After clicking on **‘Fetch Account’**, all the transaction details performed through Booking Solution will be shown in Part-A & Part-B as above. User needs to check and confirm with the transaction details shown and need to transfer / request cash depending upon the amount shown in **‘Receipts and Payments Difference’**.

3.1.4 Transfer of cash to treasury



Access **‘Transfer Cash’** option available in Booking Solution → Counter Operations → Transfer Cash



SOP – Accounting of Aadhaar Updation Fee collected



Department of Posts
Ministry of Communications, Government of India

Home Bag Management Bank Module Barcode and Label Mngmt. Booking Solution Inventory Others

Welcome to Indiapost IT 2.0 Welcome to Indiapost IT 2.0

Favourites (Ctrl+F) Booking Solutions > Counter Operations

Shift: Begin Date & Time: 28-07-2025 22:36:00 | Counter ID: 1 | Shift ID: 1

Transfer Cash

Transfer Cash View Transferred Cash Status

Select
Choose the Transfer Type

Transfer Value
This field is required.

Enter Denominations

Submit

After clicking on **'Transfer Cash'** option, page as shown above will be displayed.

Transfer Cash

Transfer Cash View Transferred Cash Status

Select
Counter to Treasury

Transfer Value
1200

Enter Denominations

By default, 'Transfer Cash' radio button will be selected. Select 'Counter to Treasury' option from the drop down and enter the amount to be transferred to treasury and click on **'Enter Denominations'** button.

Transfer Value Information

Transfer Value: 1200
Entered Denominations Value: 1200

Currency Type	Denomination	Number of Notes/Coins	Value
Coin	0.01		0
Coin	0.1		0
Coin	0.5		0
Coin	1		0
Note	1		0
Note	10		0
Note	20		0
Note	50		0
Note	100	12	1200
Note	200		0

Items per page: 10 1-10 of 15

Submit Denominations

Enter the denomination-wise amount and click on **'Submit Denominations'**.



SOP – Accounting of Aadhaar Updation Fee collected



Transfer Cash

Transfer Cash View Transferred Cash Status

Select: Counter to Treasury

Transfer Value: 1200

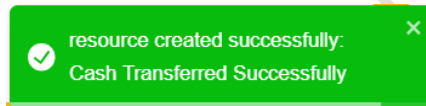
Enter Denominations

Currency Type	Denomination	Number of Notes/Coins	Value
Note	100	12	1200

Rows per page: 10 1-1 of 1

Submit

Details of denominations submitted will be shown as above. Click on **'Submit'** button.



After clicking on **'Submit'** button, a flash pop-up message as shown above will appear.

Transfer Cash

Transfer Cash View Transferred Cash Status

To employee ID	To Counter No	To Shift No	Amount	Cash Acknowledgem...	Transfer Type	Acknowledged On
-	-	-	₹1200	Pending	Counter-Treasury	Pending

Rows per page: 10 1-1 of 1

After successful transfer of cash to treasury, status of acknowledgement will be shown as **'Pending'** when clicked on **'View Transferred cash status'** radio button until the cash transferred id acknowledged by Treasury Operator.



3.2 Role of Treasury Operator

3.2.1 Acknowledge cash transferred by counter operator.

Click on ‘Treasury’ card



After clicking on ‘Treasury’ card, treasury management dashboard and sub cards as shown above will be displayed. Under ‘Cash Transactions Status’ number of cash transactions pending to be processed will be shown as ‘Prcc : <No. of cases to be processed>’. Click on ‘Prcc’.

Process Pending Transactions

Source	Transaction Date	Transaction Type	Amount	Details	Modify Amount	Process	Reject
Yadgiri H.O	28-07-25 17:25:32	Remittance	1200	Cash Transfer from Counter 1, By KUPENDRA		Process	

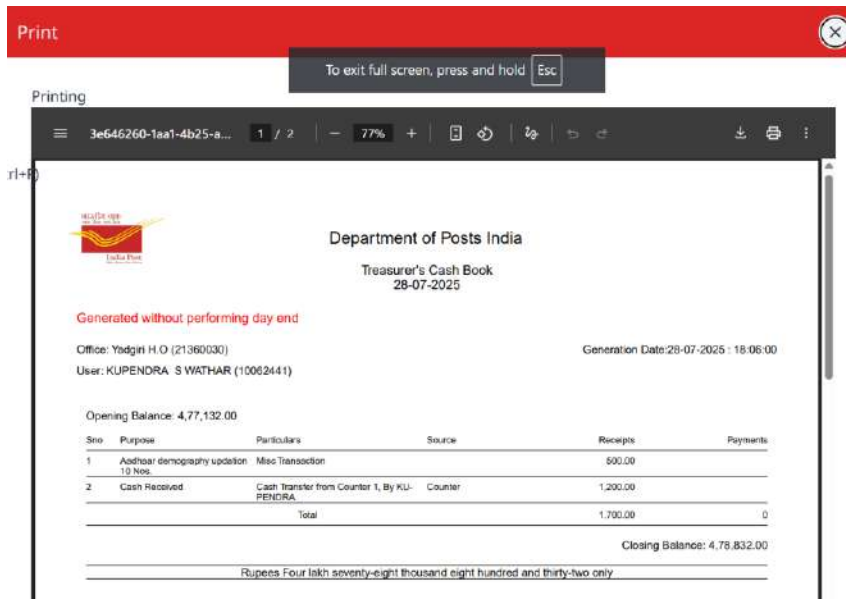
Process pending transactions page as shown above will be shown. To process the cash transferred from counter operator click on ‘**Process**’ button against the corresponding row entry.



After clicking on ‘**Process**’ button, a dialogue box seeking confirmation to process cash remittance transaction will appear. To confirm processing of cash remittance i.e. acknowledging cash transfer from counter to treasury, click on ‘**Confirm**’ button. After clicking on ‘**Confirm**’ button, a flash pop-up message as shown above will appear.



3.2.2 View TCB



After acknowledging cash as described in 3.2.1 above, view TCB report through Treasury→Reports→TCB. Total amount of cash transferred by counter operator and acknowledged by treasury operator will appear under 'Receipts' column.

3.3 Role of Counter Operator

3.3.1 Check wallet

Wallet Balance	
Treasury :	0
Booking :	0
Delivery :	0
Pick-up :	0
PLI :	0
Philately :	0
Mobile App :	0
Fin. Services :	0
Total :	0

After completion of steps mentioned in 3.2.1 as described above (i.e. After acknowledgment of cash by treasury operator), click on wallet icon adjacent to profile icon in the home screen. Wallet amount against Booking will be shown as ZERO.



3.3.2 Common Submit Account

After acknowledgment of cash by treasury operator, counter operator need to perform submit account through Booking Solution→Counter Operations→Common Submit Account

After clicking on ‘**Common Submit Accounts**’ click on Generate Account, Check Status & Fetch Account by following instructions given in the page itself.

3.4 Role of Counter Supervisor

After submission of common submit account by counter operator, the same needs to be verified by counter supervisor.

3.4.1 Verify submit account of counter operator

Access ‘**View Counter Status**’ option through Booking Solution→Counter Operations→View Counter Status



SOP – Accounting of Aadhaar Updation Fee collected



View Counter Status

Select From Date: 28-07-2025 Select to Date: 28-07-2025 [View Counter Status](#)

Employee ID	Employee Name	Counter ID	Shift ID	Shift Begin Time	Shift End Time	Submit Account Verification Status	Submit & Verify Account	Shift End Status	Forcible Shift End
10062441	KUPENDRA S WATHAR	1	1	2025-07-28 17:07:12	-	Done	<input checked="" type="checkbox"/>	Pending	<input type="checkbox"/>

Rows per page: 10 ▾ 1-1 of 1 < < > >

Counter status of all counters for the selected period will be shown as above. Click on green tick mark available under ‘Submit & Verify Account’ column header against the desired employee ID.

Verify Accounts

Instructions

1. Click on Generate Accounts to start account submission in the background.
2. Click on check status to know submit accounts completion status, once completed click Fetch Accounts to retrieve the results. Otherwise click on refresh and wait for completion.
3. If both steps succeed, verify entries under Receipts and Payments . If mismatched please do reconciliation to make submit account as zero(0). Also if any transactions are not fetched please wait for data flow to happen and perform generate accounts, check status and fetch account again.
4. Once the difference is Zero, download the PDF and click Submit Accounts

Employee ID: 10062441 Counter ID: 1 Shift ID: 1 Date: 28-07-2025

[Generate Account](#) [Check Status](#) [Fetch Account](#)

After clicking on verify submit account, a dialogue box as shown above will appear. By following the instructions, Generate Account, Check Status and Fetch Account.

Total Receipts	Total Payments	Receipts and Payments Difference
₹1,200.00	₹1,200.00	₹0.00

Part-B

Favourites (Ctrl+F)

Receipts			Payments		
Serial No.	Account Head Description	Amount Collected	Serial No.	Account Head Description	Amount Collected
	Nil Transaction			Nil Transaction	

Total Receipts	Total Payments	Receipts and Payments Difference
₹0.00	₹0.00	₹0.00

[Download PDF](#) [Verify Account](#)

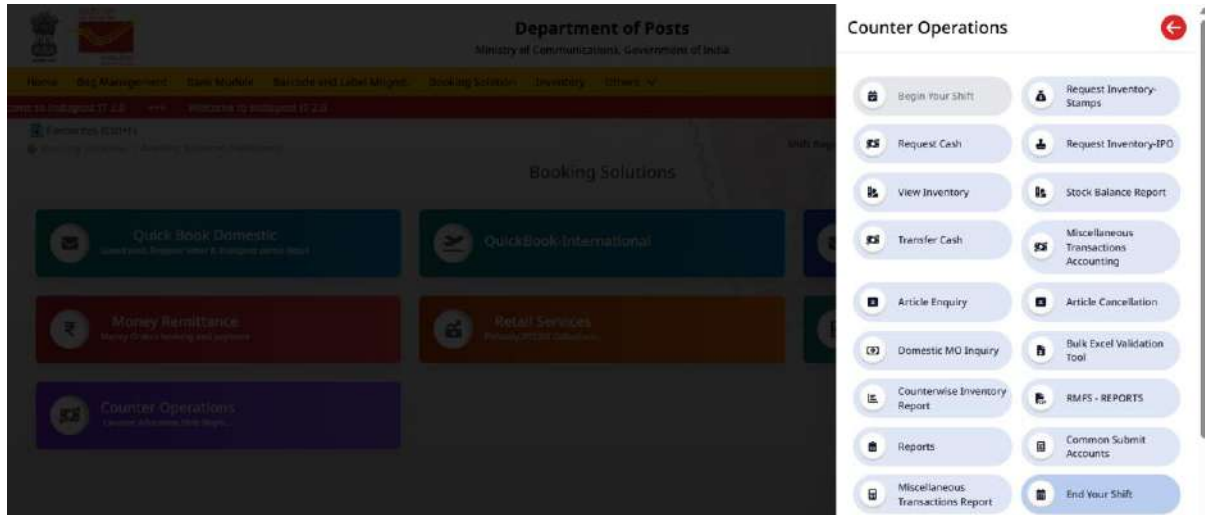
Scrutinise the details of transactions appeared in Part-A and Part-B and click on ‘**Verify Account**’.



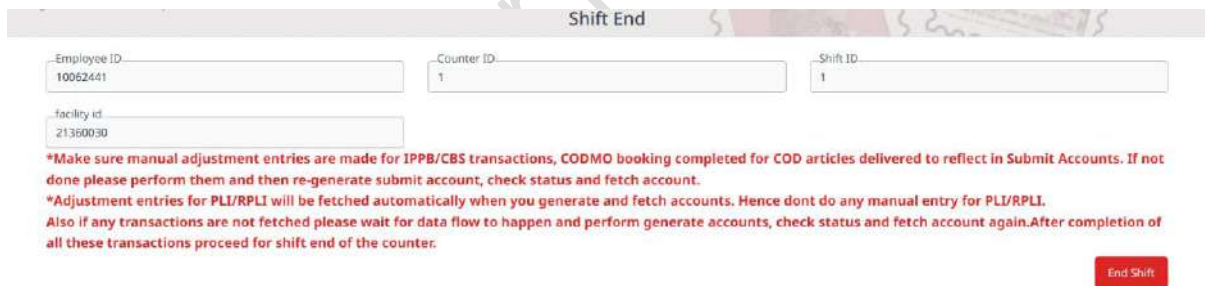
3.5 Role of Counter Operator

After verification of submit account by supervisor as described in 3.4.1 above, counter operator need to perform counter shift end.

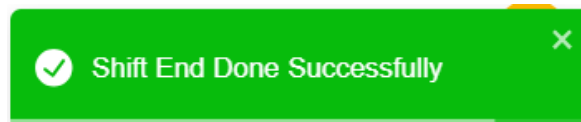
3.5.1 Counter Shift End



Click on ‘End Your Shift’ in Booking Solution → Counter Operations → End your Shift.



Click on ‘End Shift’ button after ensuring the instructions mentioned in the Shift End page.



After clicking on a flash pop-up message as “Shift End Done Successfully” will appear.



3.6 DTR after counter shift end

Treasury user may generate DTR through Treasury→Reports→DTR.

Print

Printing

6a6cf233-324a-4c95-af5f... 1 / 4 - 75% +

Department of Posts India

HO Summary
Report Date: 28-07-2025

Office: Yadgiri H.O (21360030) Generation Date: 29-07-2025 . 09:49:30
User: KUPENDRA S WATHAR (10062441)
Min Balance: 20,00,000.00 Max Balance: 30,00,000.00
Opening Balance: 6,38,780.00

PART I (Consolidated Fund of India)			
S.No	Details of Transactions	Receipts	Payments
1	Aadhaar Other Biometric/Demography Updation	423.70	
Total		423.70	0.00

Updation fee will reflect in Part-I of DTR

Print

Printing

6a6cf233-324a-4c95-af5f... 2 / 4 - 70% +

Department of Posts India

HO Summary
Report Date: 28-07-2025

Office: Yadgiri H.O (21360030) Generation Date: 29-07-2025 . 09:49:30
User: KUPENDRA S WATHAR (10062441)

PART III (Public Account)			
S.No	Details of Transactions	Receipts	Payments
2	Post Office Savings Bank Account-Receipts	1,800.00	
3	Post Office Time Deposit(1 Year) TD-Receipts	25,000.00	
4	CGST-Collection on Business Auxiliary Services	38.15	
5	SGST-Collection on Business Auxiliary Services	38.15	
6	Other Data Receipts Mismatch	1,200.00	
7	Remittance to Bank Cleared Cheque		26,800.00
Total		28,076.30	26,800.00

Part I Receipts:	423.70	Part I Payments:	0.00
Part III Receipts:	28,076.30	Part III Payments:	26,800.00
Total Receipts:	28,500.00	Total Payments:	26,800.00
Closing Balance			6,40,480.00

OK

CGST, SGST/UTGST will reflect in Part-III of DTR.
