

F. No. 27-27/2021-PD
Government of India
Ministry of Communications
Department of Posts
Parcel Directorate

Malcha Marg Post office Complex,
Chanakyapuri, New Delhi-110021
Dated: 03rd October, 2022

To

All Chief Postmaster General
All Postmasters General

Sub: Rationalization of type of bags for Speed Post Parcel, Business Parcel, and Registered Parcels.

This is regarding the functionality of "System Assisted Sorting" developed in CSI system to assist the Sorter to carry out the Primary and Secondary sorting work Parcel Hubs.

2. As per the Parcel Directorate letter no.27-06/2021-PD dated 26.10.2021 processing of all types of Parcels have commenced in Parcel Hubs w.e.f. 22.11.2021 wherein Speed Post Parcel, Business Parcel, Registered Parcel, and Registered Packets (RPs) are being processed in Parcel Hubs.

3. In order to process all types of Parcels in Parcel Hubs following bag closing patten is being followed at present:

A- Business Parcel, Registered Parcel, and Registered Packets

- I. Post Office to mapped Parcel Hub- Separate TD & NTD Parcel Bags
- II. Parcel Hub to Parcel Hub- Parcel Bag
- III. Parcel Hub to mapped delivery Post Office/NDC- Parcel Bag

B- Speed Post Parcel

- I. Post Office to mapped Parcel Hub- Separate TD and NTD Speed Post Bag
- II. Parcel Hub to Parcel Hub- Speed Post Bag
- III. Parcel Hub to mapped delivery Post Office/NDC- Speed Post Bag

4. Considering the operational work flow at Parcel Hubs and effective implementation of the functionality of System Assisted Sorting it has been decided to rationalize the types of bags closed by Post Offices to Parcel Hubs, Parcel Hubs to Parcel Hubs and Parcel Hubs to Delivery offices for effective operation of Post offices and Parcel Hubs.

5. A common bag type i.e., Parcel has been proposed to close all the types of Registered Parcel/Business Parcel/ RPs/Speed Post Parcel in place of existing Parcel and Speed Post bag type. The Parcel Bag label will be of 02 colors i.e., **Yellow for Air**

connectivity and Blue for Surface connectivity. The bag closing pattern (as per connectivity) with this provision will be as follows:

- I. **Booking Post Offices to mapped L2 Parcel Hub-** Post Office will close separate TD and NTD Surface Parcel bags for its mapped L2 Parcel Hub. Here TD will be considered for all the Parcels to be delivered by the mapped delivery offices of parent Parcel hub. NTD bag will consist of Parcels other than TD parcels meant for rest of India.
- II. **Booking Post Offices to mapped L1 Parcel Hub-** Post Office will close separate TD and NTD Surface Parcel bags for its mapped L1 Parcel Hub. Here TD will be considered for all the Parcels to be delivered by the mapped delivery offices of parent Parcel hub. NTD bag will consist of Parcels other than TD parcels meant for rest of India.
- III. **L2 Parcel Hub-** Origin L2 Parcel Hub will close Surface Parcel bag for mapped delivery Post offices, mapped L1 Parcel Hub, and L2 Parcel Hubs within the Circle. If there is any L1/L2 Parcel Hub within the Circle where Air Connectivity is being given for Speed Post Parcels, Surface Parcel bag including Registered Parcel/Business Parcel/RPs and Air Parcel bag including Speed Post Parcel will be closed separately.
- IV. **L1 Parcel Hub-** L1 Parcel Hub will close Parcel bags in following manner:
 - (a) Surface Parcel bag will be closed for its mapped delivery Post Offices/NDCs, all L2 Parcel Hubs and L1 Parcel Hubs within the Circle. If there is any L1/L2 Parcel Hub within the Circle where Air Connectivity is being given for Speed Post Parcels, Surface Parcel bag including Registered Parcel/Business Parcel/RPs and Air Parcel bag including Speed Post Parcel will be closed separately.
 - (b) Circle will review the transmission arrangement from L1 Parcel Hubs within the Circle to Other L1 Parcel Hubs outside the Circle based on transmission mode i.e., Air or Surface and identify the L1 Parcel Hubs outside the Circle connected through (i) Air and Surface both (ii) Surface Only.
 - (c) L1 Parcel Hubs outside the Circle where connectivity is through both Air and Surface (RTN/Section/MMS):
 - (i) Surface Parcel bag including Business Parcel/Registered Parcel/Registered Packets will be closed.
 - (ii) Air Parcel Bag including Speed Post Parcel & Registered Parcel Paid with Air Surcharge will be closed.

(d) L1 Parcel Hubs outside the Circle where connectivity is through Surface only (RTN/Section/MMS), Surface Parcel bag including Business Parcel/Registered Parcel/Registered Packets and Speed Post Parcel will be closed.

V. **Delivery Offices/NDC-** Delivery Post Offices/NDCs will close separate TD and NTD Surface Parcel bags for RTS/Redirected parcels as mentioned in Para 5(I)

VI. **BNPL/BPC with Direct bag closing facility-** These offices will close Surface Parcel bags for all its mapped delivery Post Offices/NDCs, L1/L2 Parcel Hubs within the Circle. Circle will review the mail arrangement from this facility to L1/L2 Parcel Hubs located with the Circle and Other L1 Parcel Hubs outside the Circle and manage the type of parcel Bag to be closed for L1/L2 Parcel Hub i.e., Air/Surface based on the connectivity. Surface Parcel bag including Registered Parcel/Business Parcel/RPs and Air Parcel bag including Speed Post Parcel will be closed separately.

6. Detailed SOP for closing of Air/Surface bags based on the connectivity and as per above pattern is also attached as **Annexure** for reference for field offices. Process flow for Bag receipt, bag opening, primary sorting, secondary sorting, bag closing and bag dispatch is also attached as **Annexure-I** to assist the Parcel Hubs staff.

7. It is requested that instructions may be issued to all Incharge/ Supervisor of the operative offices to so that the new bag closing pattern may be implemented. Further, it is also requested that the Yellow Parcel Bag label with Parcel Barcode series is also required to be arranged by the Circle/Region/Division to its Parcel Hubs.

For any query of clarification please write to Parcel Directorate on parceldirectorate@indiapost.gov.in or parceldte@gmail.com .

Revised Bag pattern will be commenced w.e.f. 07.10.2022.

Encl: As above.


(Ajay Kumar Roy)
Chief General Manager

Copy to:

- 1) Member (Operations), Dak Bhawan, New Delhi-110001
- 2) DDG (MO), Dak Bhawan, New Delhi-110001
- 3) Head Parcel Operations- All Circles for information and necessary action.

***Standard Operating
Procedure
For
Facility Profiling,
DWS Transactions &
Common bag closing***

Standard Operating Procedure for Facility Profiling

Facility Profiling is used to maintain the master data and pin ranges for DWS/PNOP machines sorting. These pin ranges data will be uploaded into DWS/PNOP machines and according to these pin ranges, Workstations & bins will be allocated to articles while scanning

This can be done by following below said procedure:

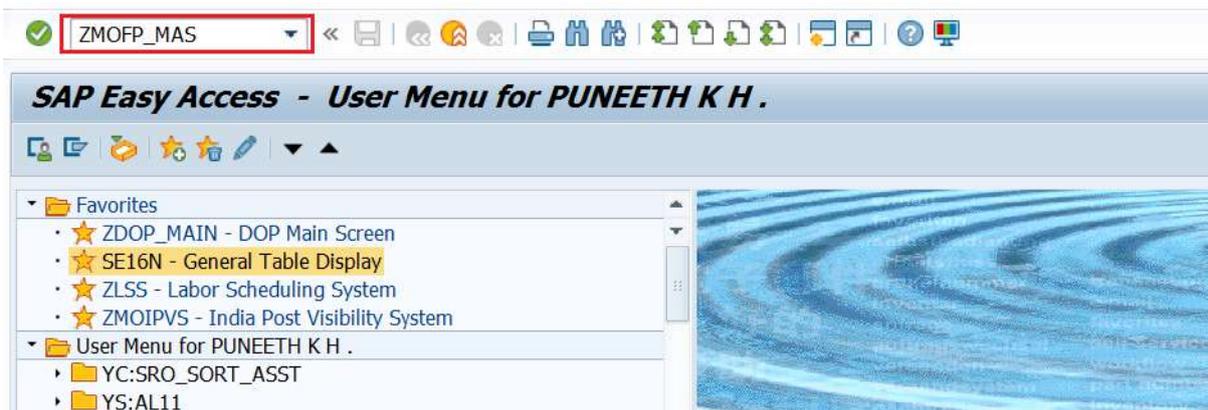
1. Facility Profiling Master Data Maintenance – To mark facility ID as “DWS” / “PNOP”.
2. Facility Profiling Pincode Mapping - Mapping of facility ID for which bag to be closed.

Facility Profiling Master Data Maintenance

To get the System assisted sorting, first a Facility ID should be marked as “DWS” / “PNOP”.

Menu: ZMOFP_MAS, ROLE: FAC_PROFILING. Preferably at Divisional Level.

- a. DWS – Offices in which Dynamic Weighment System was implemented
- b. PNOP – Offices in which Dynamic Weighment System not implemented but require the System assistant sorting feature.



Type “ZMOFP_MAS”

Facility Profiling Master Data Maintenance

Selection screen

Facility ID: SP21308000650 | Mysuru NSH

DWS
 PNOP
 Delete
 Delete Facility Profiling

DWS / PNOP: As per the preference selects “DWS” / “PNOP”.

Execute.

Facility Profiling Master Data Maintenance

Execute (F8)

Facility ID: SP21308000650 | Mysuru NSH

DWS
 PNOP
 Delete
 Delete Facility Profiling

Mysuru NSH is maintained as DWS office

Message will be shown in the screen with type of Office.

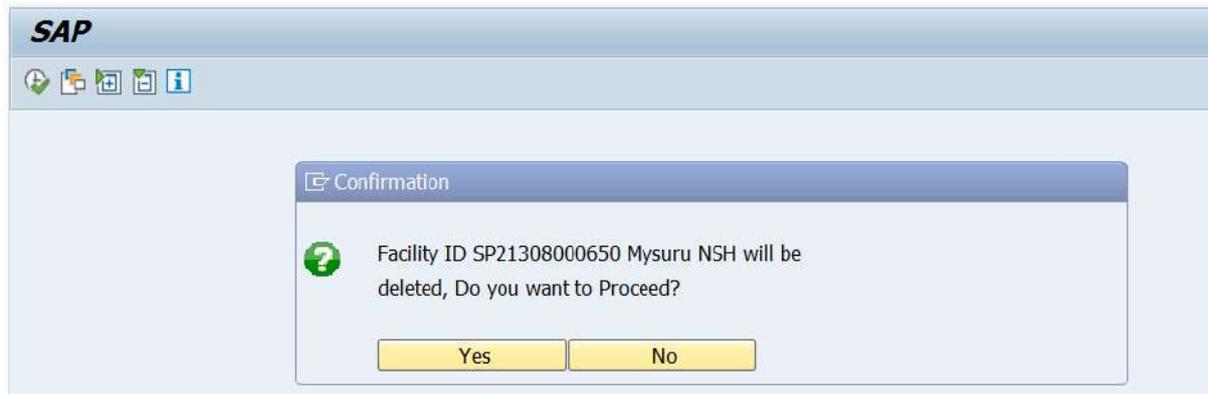
Facility Profiling Master Data Maintenance

Selection screen

Facility ID: SP21308000650 | Mysuru NSH

DWS
 PNOP
 Delete
 Delete Facility Profiling

Delete: This deletes only the Office name from DWS / PNOP mapping.

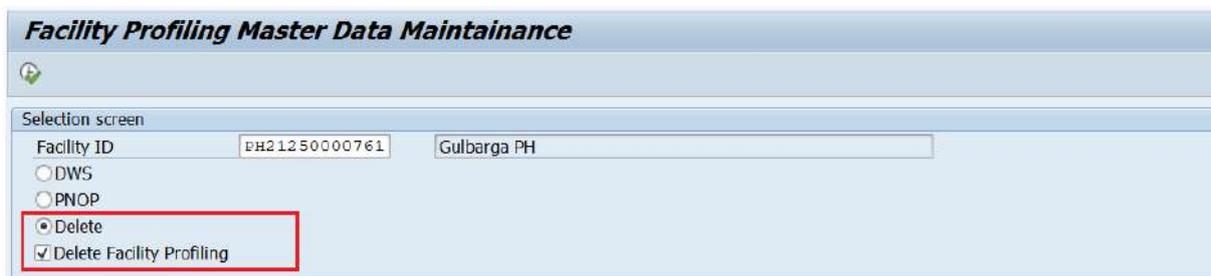


Confirmation popup will be shown in the screen. Click on “Yes” to proceed.

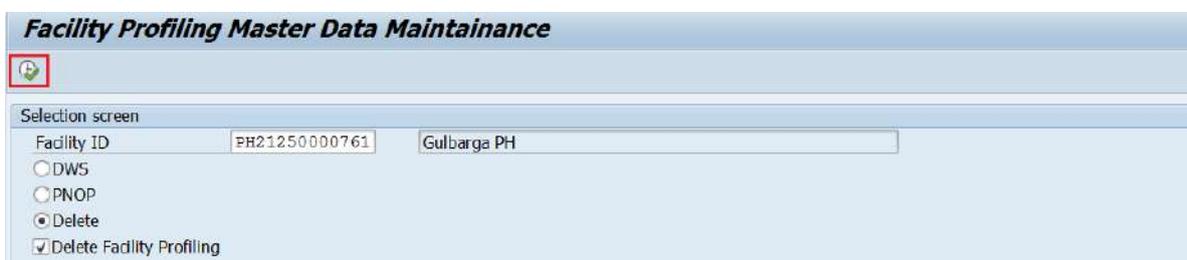


Message will be shown after deletion.

Delete Facility Profiling



Delete Facility Profiling: First select “Delete” and select “Delete Facility Profiling. This deletes both office Name mapping from “DWS” / “PNOP” and facility profiling already done.



Execute.

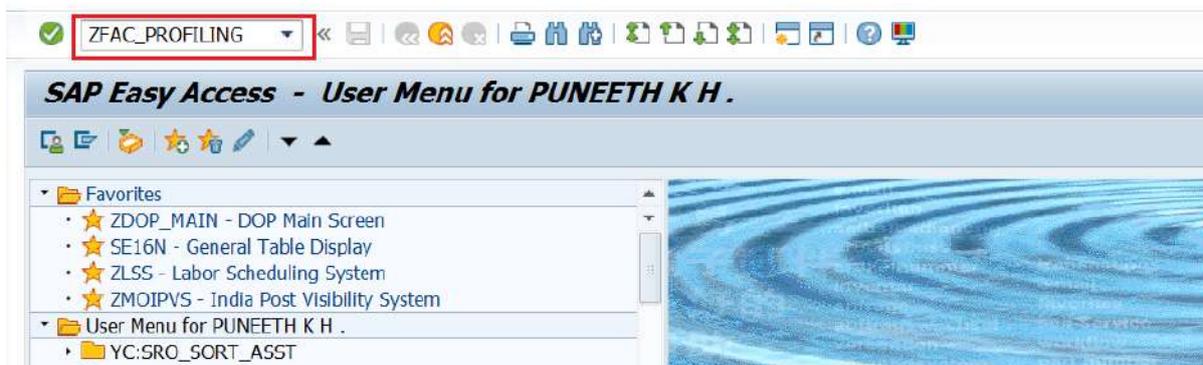
2. Facility Profiling Pincode Mapping –

After completing “Facility Profiling Master Data Maintenance”, this option is to be used.

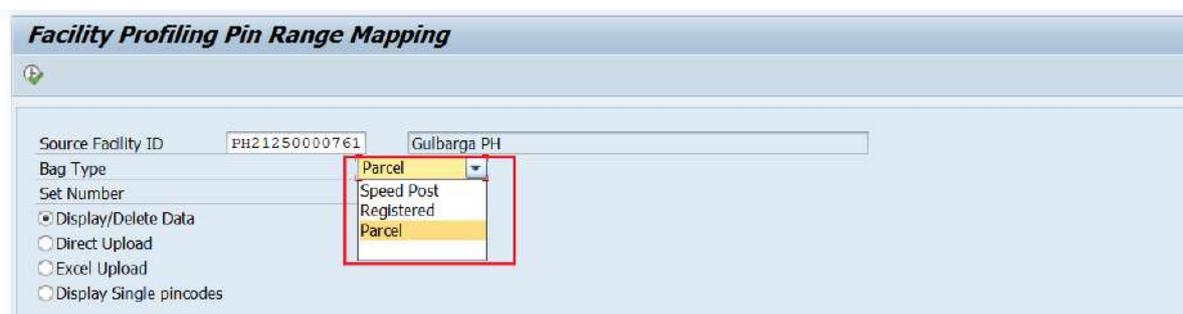
This option is used to make the CSI system to understand the mapping of Pincode with Destination office (ie. Offices to which this Facility ID is proposing to close the bag)

By using this option, Facility Profiling can be done for a particular facility ID and Set.

Menu: ZFAC_PROFILING, Role: FAC_PROFILING



Type ZFAC_PROFILING



Source Facility ID: Based on the user login credentials and role assignment, a user can configure the facility ID eg. DO user with FAC_PROFILING role can do facility profiling for any office under their control.

Bag Type: Configuration can be done for each Bag Type (Parcel / Speed Post / Registered / Parcel), separately.

- Excel Upload: Facility Profiling mapping can be uploaded from "Excel" in the prescribed format.
- Direct Upload: Facility Profiling mapping by single entry posting.
- Display / Delete Data: To View / Delete already mapped data.
- Display Single pincode: Gridview will display Destination office with Pincode, which can be used to upload in DWS machine.

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

Display/Delete Data
 Direct Upload
 Excel Upload
 Display Single pincodes

Facility profiling need to be done for each SET separately. By this, each set can handle different type of articles (Speed / RL / Parcel). If all sets are handling same type of articles for each Set, same data must be uploaded.

a. Excel Upload

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Speed Post

Set Number: GEN1

Display/Delete Data
 Direct Upload
 Excel Upload
 Display Single pincodes

File name: D:\Testing\AMPC\28032022\Workatation_SP.xlsx

Prepare data in the format mentioned in the below said templates.

Work Station	Bin Number	Destination Office Facility ID
AA	1	PH11250000761
AB	2	PH11450000761
AC	3	PH11550000761
AA	4	PH12250000761

Facility Profiling Pin Range Mapping

Execute (F8)

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Speed Post

Set Number: GEN1

Display/Delete Data
 Direct Upload
 Excel Upload
 Display Single pincodes

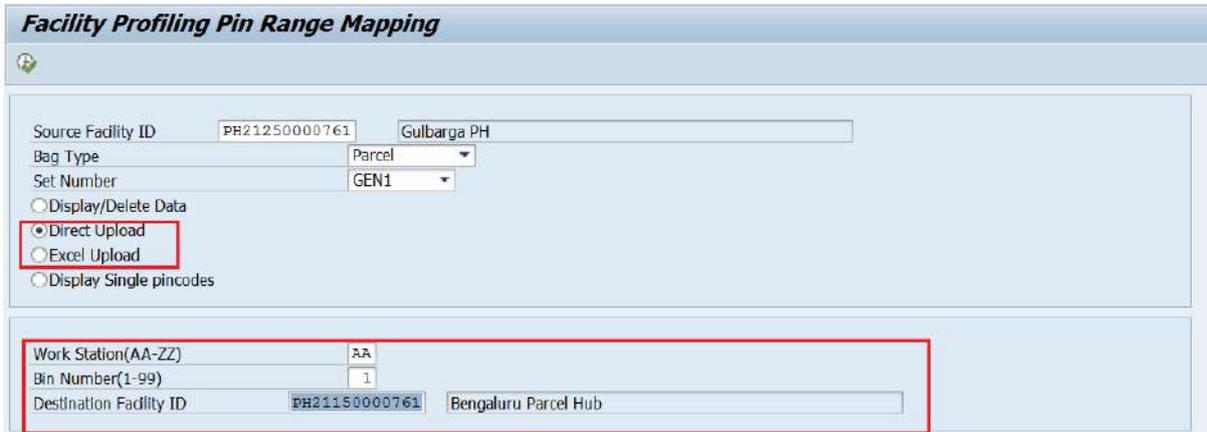
File name: D:\Testing\AMPC\28032022\Workatation_SP.xlsx

Select the file and Execute.



Message will display as “Data updated successfully.”

b. Direct Upload



Select “Direct Upload”

Execute

Work station: From AA to ZZ.

Bin Number : From 0 to 99.

Destination Facility ID : Enter the Facility ID (Search option available).



Execute.

Work Station(AA-ZZ)
 Bin Number(1-99)
 Destination Facility ID Bengaluru Parcel Hub

Data updated successfully SAP | ECT (1) 320 | BTECC

Message will displayed “Data Updated successfully.

c. Display/Delete Data.

Facility Profiling Pin Range Mapping

Source Facility ID Gulbarga PH
 Bag Type
 Set Number
 Display/Delete Data
 Direct Upload
 Excel Upload
 Display Single pincodes

Select “Display/Delete Data.

Facility Profiling Pin Range Mapping

Source Facility ID Gulbarga PH
 Bag Type
 Set Number
 Display/Delete Data
 Direct Upload
 Excel Upload
 Display Single pincodes

Execute.

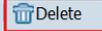
C. (i). Delete

Facility Profiling Pin Range Mapping

Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	PP	AA	1	560000	562999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	563000	563999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	572000	572999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	

Select the row which to be deleted.

Facility Profiling Pin Range Mapping



Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	PP	AA	1	560000	562999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	563000	563999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	572000	572999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	

Select Individual Row

Facility Profiling Pin Range Mapping



Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	SP	AA	1	504000	505000	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	1	505001	505999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	1	506000	506999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	500000	503000	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	503001	503322	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	503323	503999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	508000		SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	508001	508999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	509000	509999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	

Select all Rows.

Click on “Delete”.

d. Display Single Pincode:

Facility Profiling Pin Range Mapping



Source Facility ID:
 Bag Type:
 Set Number:
 Display/Delete Data
 Direct Upload
 Excel Upload
 Display Single pincodes

Execute.

Facility Profiling Pin Range Mapping









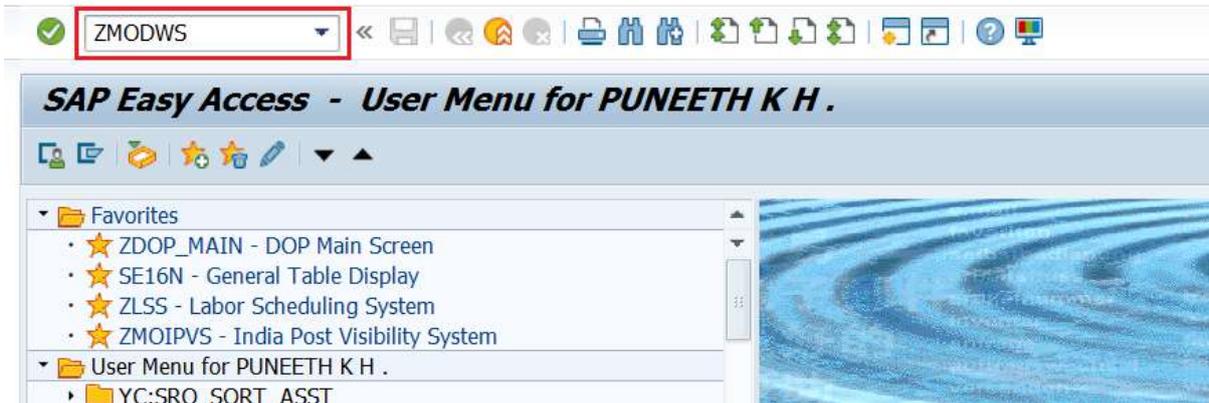

Facility ID	Set Number	Bag Type	WS	BN	From Pin	Destination Office	Dest Dsc
PH21250000761	GEN1	SP	AA	1	504000	SP11150000650	Warangal NSH
PH21250000761	GEN1	SP	AA	1	504001	SP11150000650	Warangal NSH
PH21250000761	GEN1	SP	AA	1	504002	SP11150000650	Warangal NSH
PH21250000761	GEN1	SP	AA	1	504003	SP11150000650	Warangal NSH
PH21250000761	GEN1	SP	AA	1	504004	SP11150000650	Warangal NSH

This will display Facility Profiling mapping for each pin code. This will help the field units to upload the facility profiling in DWS system.

Dynamic Weighment System & System assistant sorting feature.

Procedure to use DWS feature in offices where it is implemented

Menu: ZMODWS, Role: IPVS Operator (YS: MOIPVS_OPERATOR).



Type “ZMODWS”

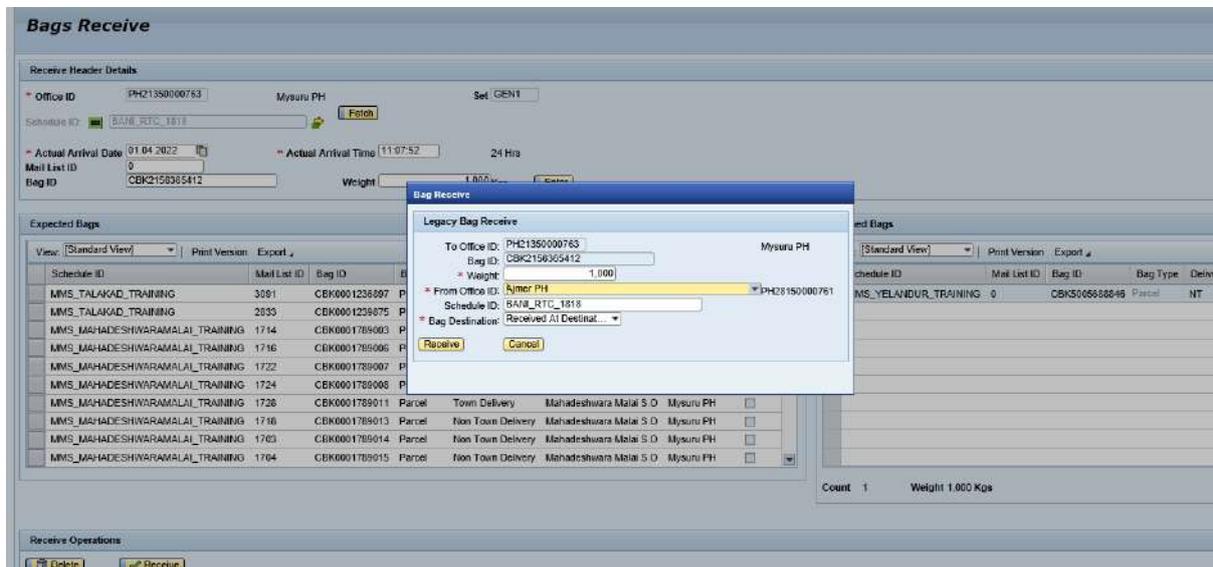
India Post visibility system for DWS has the following transactions.

1. Bag Receive – Receive the incoming bags for this the office.
2. Bag Open – Apart from the existing Bag Open option, workstation ID(Sorting Table) and Destination office of the articles received will now be displayed against each article/item.
3. Add Articles to Bag – New feature. When articles are received/scanned, it will show the BIN (Pigeonhole) number and the Destination.
4. Bag Close – After selecting the Bag Type and Destination based on “Bag Open” and “Add Articles to Bag”, all articles for that Bag type and Destination will be displayed.

DWS/PNOP - Main Screen		User name: PUNEETH K H .			
Transactions	Reports	Forms	Bag Miscellaneous	Article Miscellaneous	Tracking Information
Bags Receive	Bags Received	Print Bags Receive Report	Capture Bag Damage	Set Article Priority	Bag Tracking
Bag Open	Articles Received	Print Bag Manifest	Report Bag Lost	Capture Article Damage	Bag Tracking (3 Months)
Add articles to Bag	Virtual Sort	Print Bags Dispatch Report	Set Bag Priority	Article Barcode Change	Article Tracking OER
Bag Close	Bags Dispatched	Print Mail List	Bag Barcode Change	Report Article Lost	Article Tracking
Bags Dispatch	Articles Dispatched		Capture Carrier Dispatch	Article Destination Pincode Change	
Bags Dispatch_Cancel	Expected Workload		Bag Deletion	Report Article Found	
Insured Bag Verification	Bag Discrepancy		DB Set Change	Article Type Modification	
Insured Article Verification	Article Discrepancy		Change Bag Status	Altering an Opened Bag	
Deposit Bag Close	Office Abstract		Unlock Bag ID	Electronic Proof Of Delivery	
	Consolidate Abstract			Recall Article Label Generation	
	Insured Article				
	Late Bags				
	Transmission Analysis				
	Set Discrepancy				
	Bags Missing Scans				

a) **Bag Receive**

Select Bag Receive.

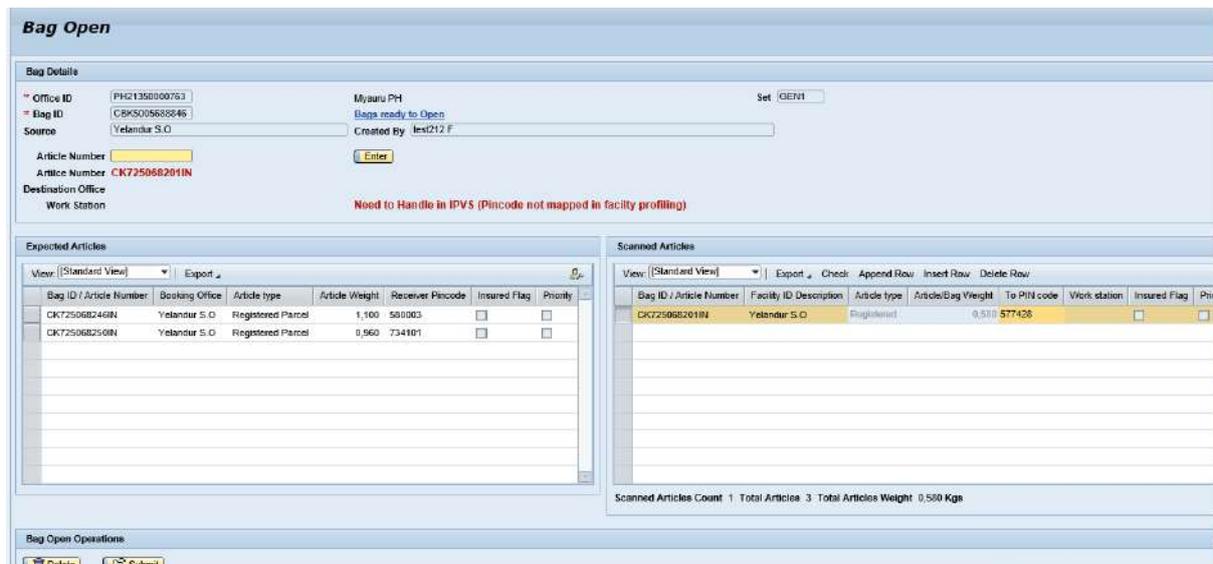


Select Destination Office and Enter Weight.

Click on Receive.

a) **Bag Open**

In this option, for each article number, the system will show the Workstation ID and Destination office, based on the Facility Profile mapping.



Select Bag Open.

Scan the Received Bag number.

Standard Operating Procedure – Facility Profiling and DWS

The screenshot shows the 'Bag Details' form with the following fields:

- Office ID: PH2135000703
- Bag ID: CBK5004183077
- Source: T Narasipura S.O
- Article Number: (with an 'Enter' button)
- Article Number: RK465488138IN
- Article Type: Registered Periodical
- Destination Office: PO21308110000
- Work Station: BC

The 'Scanned Articles' table is as follows:

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destn
CK72483237IN	T Narasipura S.O	Registered...	1.200	570010	BC	<input type="checkbox"/>		
CK405488040IN		PARCEL	8.000	570010	BC	<input type="checkbox"/>		
CBK003184370	T Narasipura S.O	Bag	7.000			<input type="checkbox"/>		
EK405488084IN		SPEED...	8.000	570010	BC	<input type="checkbox"/>		
EK405488088IN		SPEED...	8.000	570010	BC	<input checked="" type="checkbox"/>		
RK405488124IN		REGIS...	8.000	570010	BC	<input type="checkbox"/>		
RK405488138IN		REGIS...	8.000	570010	BC	<input type="checkbox"/>		

Scan Article number.

Destination office and workstation ID will be displayed.

The screenshot shows the 'Bag Details' form with the following fields:

- Office ID: PH2135000703
- Bag ID: CBK5004183077
- Source: T Narasipura S.O
- Article Number: (with an 'Enter' button)
- Article Number: RK465488138IN
- Article Type: Registered Periodical
- Destination Office: PO21308110000
- Work Station: BC

The 'Scanned Articles' table is as follows:

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destn
CK72483237IN	T Narasipura S.O	Registered...	1.200	570010	BC	<input type="checkbox"/>		
CK405488040IN		PARCEL	8.000	570010	BC	<input type="checkbox"/>		
CBK003184370	T Narasipura S.O	Bag	7.000			<input type="checkbox"/>		
EK405488084IN		SPEED...	8.000	570010	BC	<input type="checkbox"/>		
EK405488088IN		SPEED...	8.000	570010	BC	<input checked="" type="checkbox"/>		
RK405488124IN		REGIS...	8.000	570010	BC	<input type="checkbox"/>		
RK405488138IN		REGIS...	8.000	570010	BC	<input type="checkbox"/>		

There is an option available to update the article received without Pincode and to modify the available Pincode against the article scanned.

Based on the article number, the Destination office and workstation ID will be displayed.

To guide the user better, the status of the last scanned article will be shown in “Red” colour. Also, this information will be available on the Right-side Grid View.

If the user fails to update the Pincode, the same will not be available in the DWS bag handling. These should be handled through the existing Bag Closing.

Legacy Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH
* Bag ID: CBK2156365412
Bag received from: Agra PH PH30150000761
* Article Type: PARCEL
Article Number: [Blank] Enter
Article Number: CK548548578IN
Destination Office: [Blank]
Work Station: [Blank] Need to Handle in IPVS (Pincode blank)

Article Details

Bag ID / Article Number	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Eqq Destination	Facility ID Description
CK548548578IN	PARCEL	0.00	[Blank]	[Blank]	<input type="checkbox"/>	<input type="checkbox"/>		

Similarly, in "Legacy bag open", the Destination office and Workstation ID will be blank if booking data is missing.

Legacy Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH
* Bag ID: CBK5410212365
Bag received from: Ajmer PH PH28150000701
* Article Type: PARCEL
Article Number: [Blank] Enter
Article Number: CK465487906IN
Article Type: Registered Parcel
Destination Office: PO21308110000 Itliged S.O
Work Station: BC

Article Details

Bag ID / Article Number	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination	Facility ID Description
CK465487906IN	PARCEL	0.00	570010	BC	<input type="checkbox"/>	<input type="checkbox"/>		

Update the Pin code for scanned article.

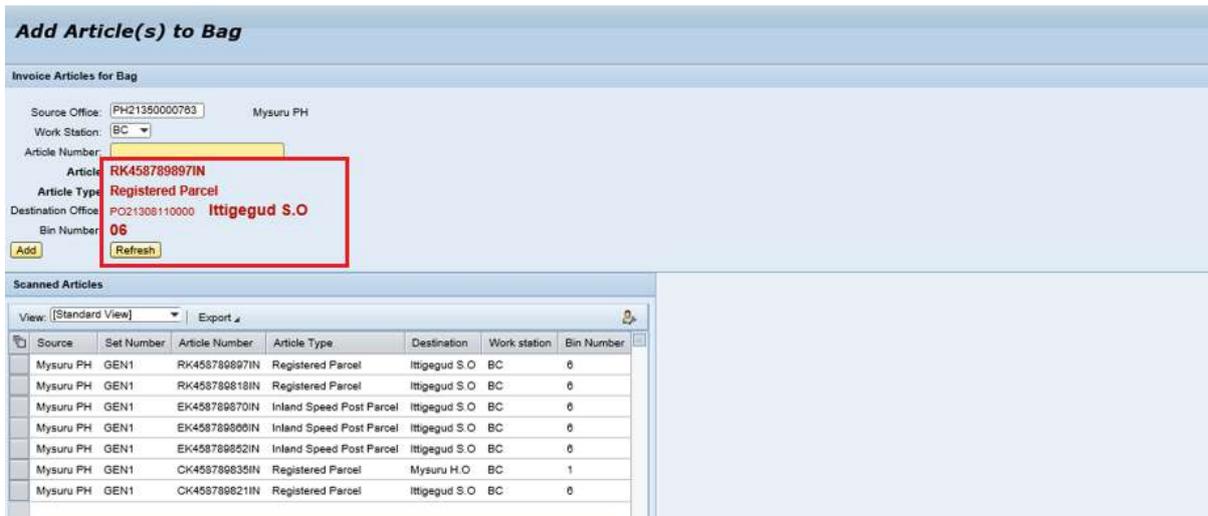
Destination office and Workstation ID will be displayed.

If the user fails to update the Pincode, the same will not be available in the DWS bag handling. These should be handled through the existing Bag Closing.

b) Add Article(s) to Bag

This option helps to identify the article for which Bin and Destination it relates.

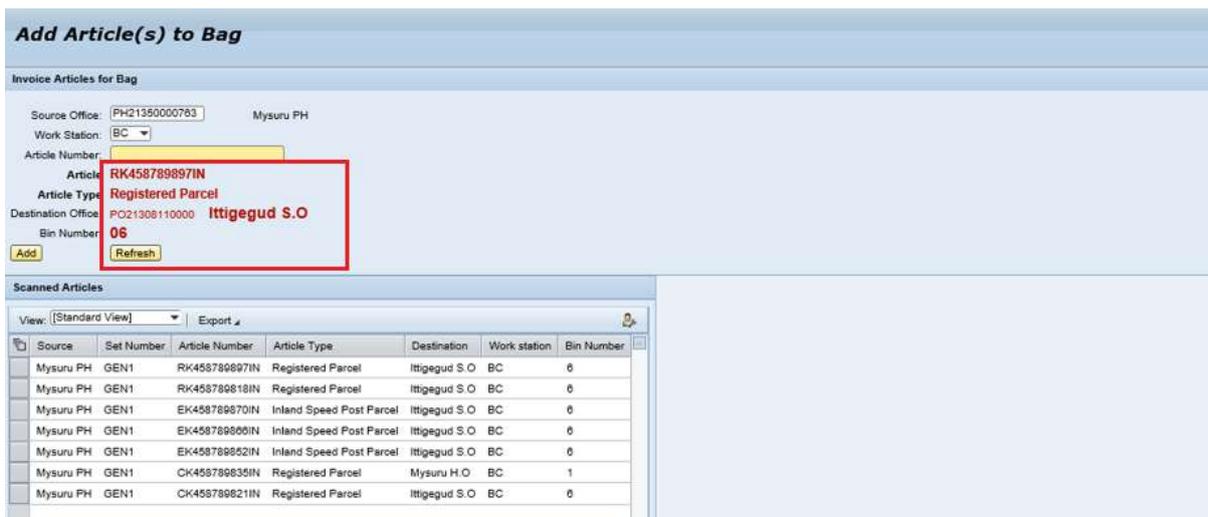
Note: Articles received without Pincode will not be available in this processing. It should be handled in the existing Normal Closing Bag option.



Select Add Articles(s) to bag.

Scan Article numbers.

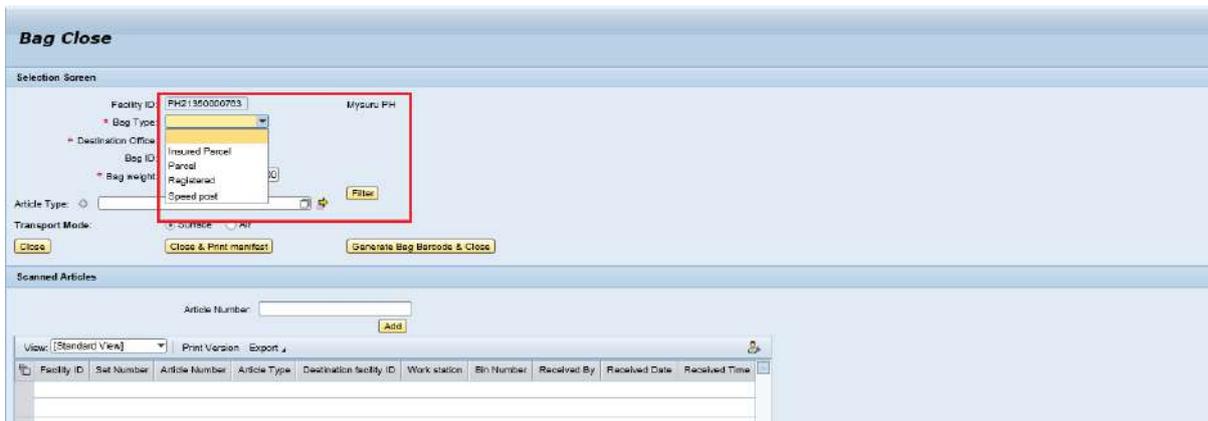
Destination office and Bin numbers are displayed for the Scanned article.



Sort the Articles to respective BIN.

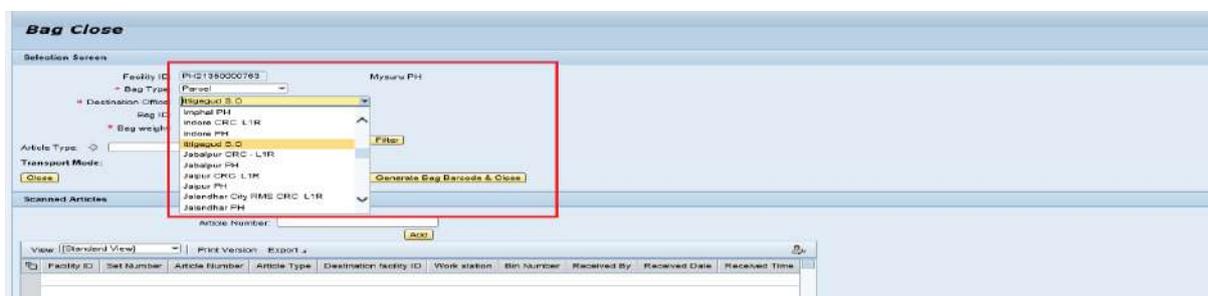
c) Bag Close

When articles are sufficient to close a Bag. Users must select this option.

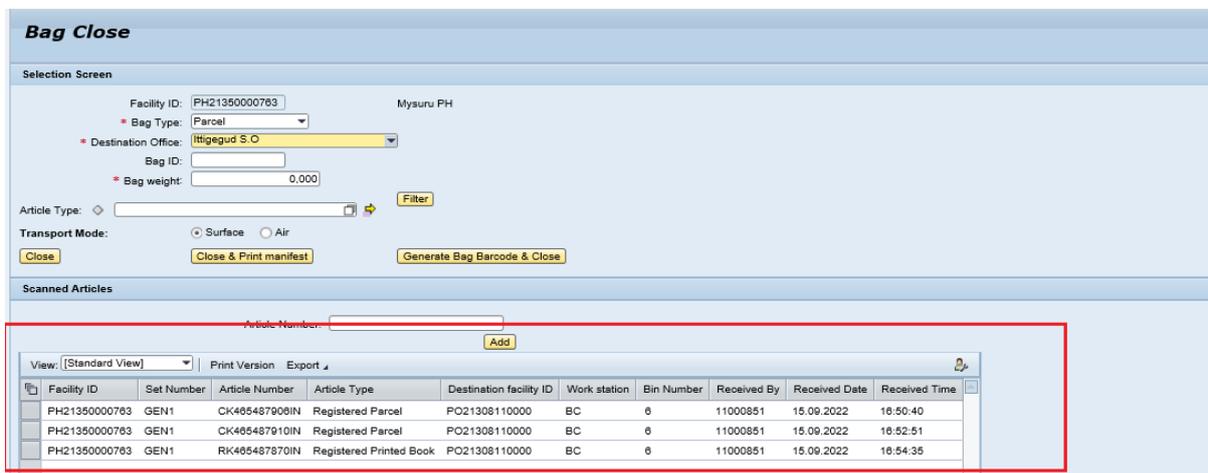


Click Bag Close.

Select Bag type.

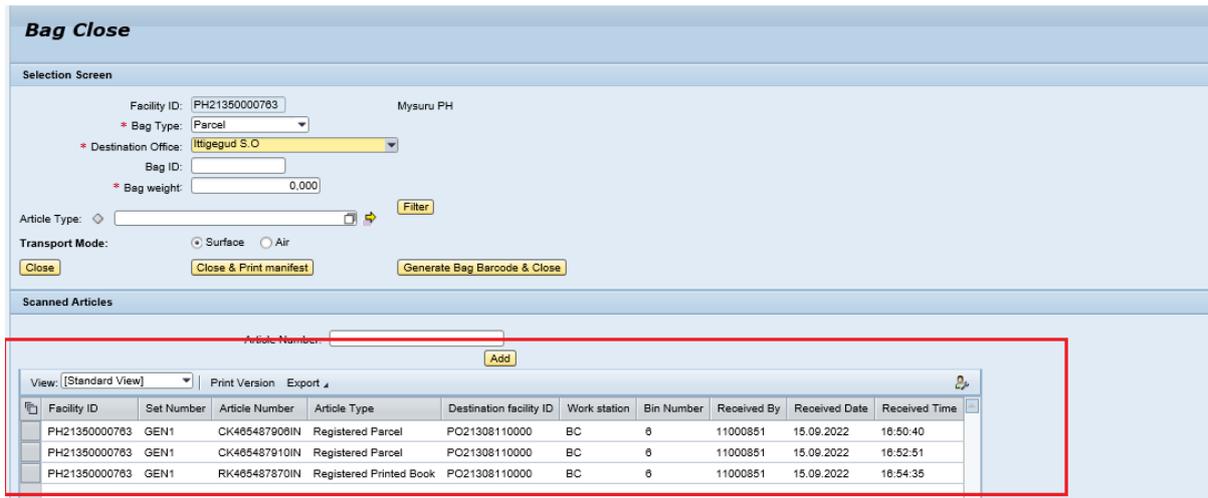


Select Destination office.



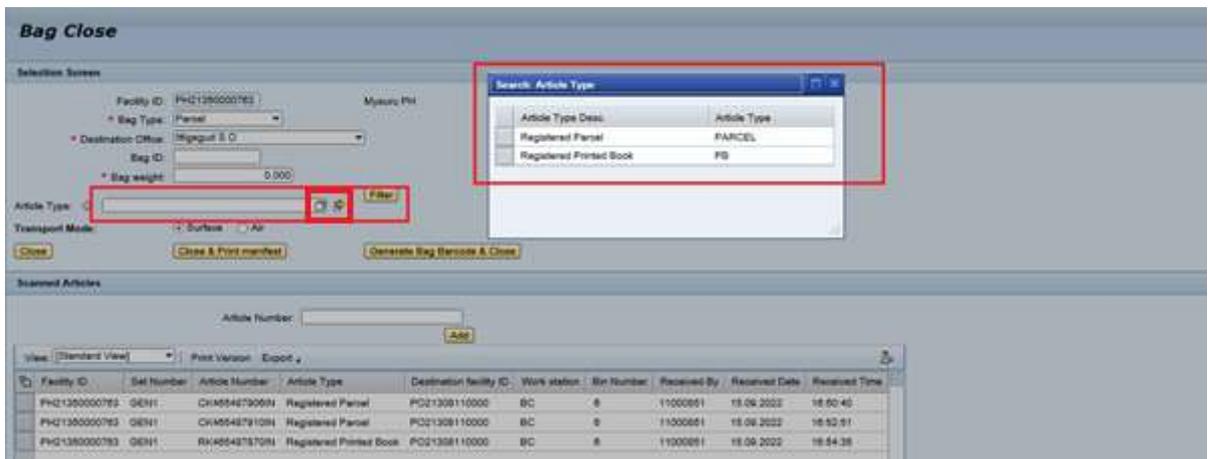
Articles added to that destination office will be displayed.

Users must compare this information with physical articles. If any article is found left out, use the “Add” option to add this article. Also, users have an option to “Delete” an article.



Article Type Filter:

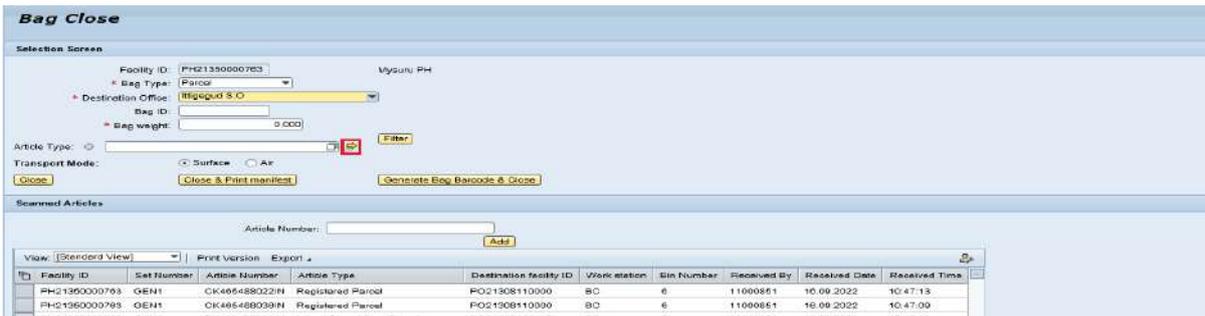
Common bag has two colours of bag label- Orange and Blue. Orange will for Air Connectivity (First Class mails -Speed Post Parcel and Registered Parcel Paid with Air Surcharge) and Blue for surface connectivity (Second class mails- Business Parcel/Registered Parcel/RPs).Hence first class mails)Speed Post parcel , Register Parcel with Air Surcharges) are filtered by second class mail in Article Filter option.



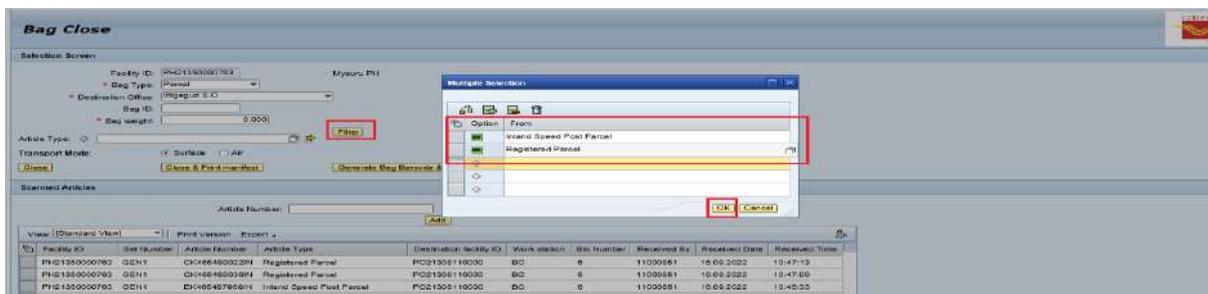
Click on Article Type.

Click on Filter.

Standard Operating Procedure – Facility Profiling and DWS



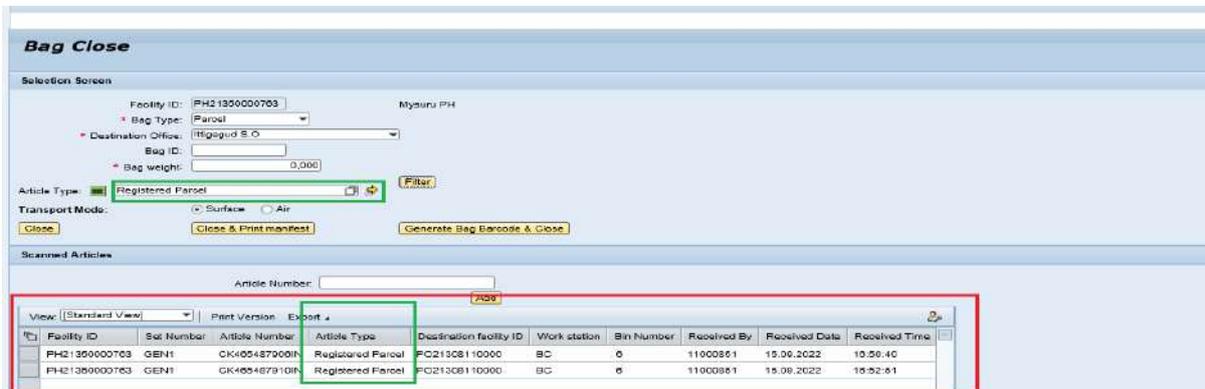
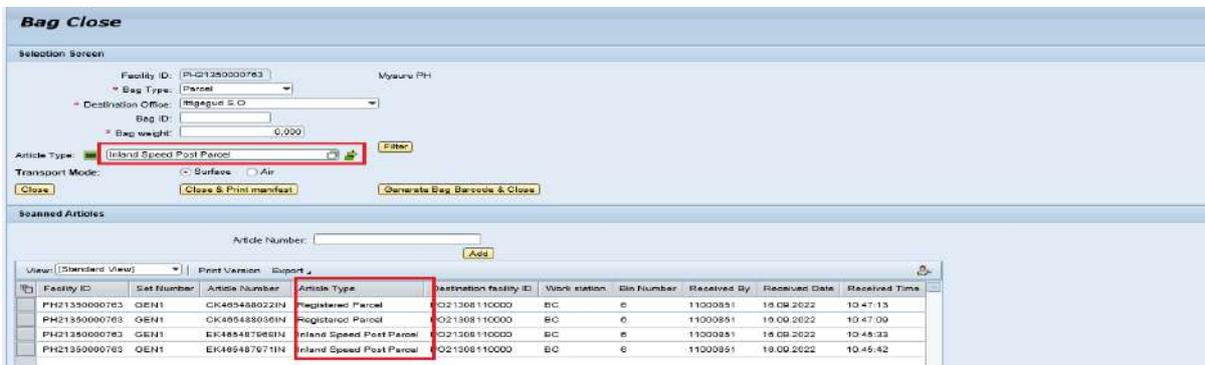
Click on Multiple selection, if user want to select multiple article types.



Select Article types.

Click on Ok.

Click on Filter.



Scan the Bag number.

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000763	GEN1	CK465457908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16.50.40
PH21350000763	GEN1	CK465457810IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16.52.51

Scan the Bag number.

Enter Bag weight

Click Close and print manifest/close.

A Manifest will be generated based on the Bag Close.

System Generated Bag Barcode:

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000763	GEN1	CK465457908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16.50.40
PH21350000763	GEN1	CK465457810IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16.52.51

Enter Bag weight.

Select transport Mode (Either Surface or Air).

Click on Generate Barcode and close.

Bag Type:Parcel (Surface)	
Destination Office:Ittigegud S.O	
Closure Date/Time:16/09/22 10:04:24	
Weight: 1,000 Kg	
Closed By:11000851(USER51 K51)	
 CDD6200000077	
	Bag Closing Office: Mysuru PH

Manifest and Bag label will be generated based on the Bag Close.

Note:

1. The remaining India Post Visibility System transactions, Miscellaneous Transactions and Reports holds good as defined in IPVS Transactions in the link: https://utilities.cept.gov.in//CSI/CSI-SOP/IPVS_SOP.pdf .
2. Users have an option to shift from DWS transactions to normal IPVS based on their need.
3. But transactions initiated in normal IPVS can't be processed in DWS transactions

Modified on 28.09.2022

Process flow for Common bagging of Parcels

Requirement:

- (i) Circle is required to identify the L1 Parcel Hubs, where Speed Post Parcels are transmitted by Air. Speed Post Parcels meant for remaining L1 Parcel Hubs will be sent in the Surface Parcel bag along with other types of Parcels.
- (ii) Separate Station consisting of identified locations for Air transmission of Speed Post Parcel is/are required to be designed.
- (iii) Separate trolley(s) meant for Air station(s) is required to be placed at Bag Opening Table for primary Sort.
- (iv) Separate Primary station may be created in large facility to segregate the Speed Post Parcels as per their Secondary Sort stations (Air stations) concerned.

Step wise process

(1) Bag Receipt:

- (i) Bring roller containers containing Parcel bags (Air and surface) from pre-sort staging area to Bag Opening table as per the sorting sequence/ wave.
- (ii) The roller container containing insured bags should be taken to bag opening table only when the bag opening for all the bags in the other roller containers in the pre-sort staging area is completed. Further, these roller containers should be taken to bag opening table strictly under the supervision of the supervisor
- (iii) Pick one bag at a time from the roller container and place it on the bag opening table.
- (iv) In case, any insured bag is identified mixed with other bags at the bag opening table, inform the supervisor and transfer the insured bag into the designated insured bag roller container in the pre-sort staging area strictly under the supervision of the supervisor. Else, if the roller container contains only the insured bags to be opened after bags in all the other roller containers in the pre-sort staging area are already opened, then continue the process of bag opening as per the activity flow.

(2) Bag Opening, Parcel receipt & Primary Sort:

Opening scan will be captured of the bag and bag will be opened physically and each Parcel will be scanned at the bag opening and will be sorted with the help of System Assisted Sorting, an additional trolley will be kept for segregating the Speed Post Parcels which are to be transmitted by Air, these locations are required to be identified

and a separate sorting station will be set up at Secondary sort station for closing of these Speed Post Parcels in Air Parcel Bag. It is required to ensure that the Parcels are sorted by using the assistance from System i.e., Article Type and Secondary Sort Station etc.

(a) All types of parcels (including Speed Post Parcels which are to be transmitted by Surface) will be sorted in the common bag trolley exactly placed in the facility.

(b) Speed Post Parcels which are to be transmitted by air will be segregated in the package trolley meant for Air destinations.

(3) **Sorting at Secondary Sort Station:**

At Secondary Sort Parcels will be sorted by using the System Assisted Sorting as per the type of the Parcel and the bin number of destination concerned under the option "Add article(s) to bag;"

There will be two types of stations-

(a) **Surface Parcel Stations-** Sorting as per existing arrangement for all destinations will be done in this station for Registered Parcel, Business Parcel, and RPs. Speed Post Parcels for destinations which are to be transmitted through surface will also be included in this station and will be bagged along with the other types of Parcels.

(b) **Air Parcel Station-** Sorting of Speed Post Parcels for destinations which are to be transmitted through Air will only be included in this station and will be bagged separately in the Air Parcel Bag.

(4) **Closing of Bags:**

Closing of bags will take place at both the stations i.e., Surface Parcel stations and Air Parcel Stations;

(a) **Surface bag Station:** There will be 2 types of Parcel Bags will be closed:

(i) **Surface Parcel Bag (Excluding Speed Post Parcel)-** The bag will be closed for those locations which are also identified under Air Parcel Station. This bag shall comprise Business Parcel, Registered Parcel, and Registered Packets. At the bag closing option, operator will select the Parcel under Bag type field and the destination in the "destination" field and further select the all types of parcels except Speed Post Parcel in the "Article Type" and will click on Filter button. Subsequently, operator will choose the mode of transmission i.e., Surface and this will facilitate selection of all parcels other than Speed Post Parcels. Moreover, 2 (two) options are available for closing of bags i.e., either generating bag label (whereby an electronic bag label will be generated and can be printed) or close & print manifest (whereby a preprinted bag label's barcode is required to be scanned for closing) by entering bag weight. Blue Color bag label has been designated for closing of Parcel Bag transmitted by surface.

(ii) Surface Parcel Bag (Including Speed Post Parcel)- This bag will be closed for destinations identified for solely transmission through surface. This bag will be known as Common Parcel Bag, it shall comprise all types of Parcels i.e. Speed Post Parcel, Business Parcel, Registered Parcel, and Registered Packet. All types of Parcels (including Speed Post Parcels) will be reflected for closing in the bag. Moreover, 2 (two) options are available for closing of bags i.e., either generating bag label (whereby an electronic bag label will be generated and can be printed) or close & print manifest (whereby a preprinted bag label's barcode is required to be scanned for closing) by entering bag weight. Blue Color bag label has been designated for closing of Parcel Bag transmitted by surface.

(b) Air Bag Stations

(i) Air Parcel Bag (including Speed Post Parcel only): This bag will be closed for those locations which are identified for transmission by Air. This bag shall only comprise Speed Post Parcels. At bag closing option, operator will select the Parcel under Bag type field and the destination in the "destination" field and further select the Speed Post Parcel under the "Article Type" Field and will click on Filter button. This will ensure that only Speed Post Parcels are included in the bag. Moreover, 2 (two) options are available for closing of bags i.e., either generating bag label (whereby an electronic bag label will be generated and can be printed) or close & print manifest (whereby a preprinted bag label's barcode is required to be scanned for closing) by entering bag weight. **Yellow Color bag label** has been designated for closing Parcel Bag transmitted by Air.

(5) Dispatch of Bags:

After closing of Parcel Bags, these bags will be taken to Post Sort Staging area and will further be dispatched as per their dispatch schedule available.
