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

То

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:

- 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.

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- (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.
- Delivery Offices/NDC- Delivery Post Offices/NDCs will close separate TD and V. NTD Surface Parcel bags for RTS/Redirected parcels as mentioned in Para 5(I)
- BNPL/BPC with Direct bag closing facility- These offices will close Surface VI. 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.

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.

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.

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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
- PNOP Offices in which Dynamic Weighment System not implemented but require the System assistant sorting feature.



Type "ZMOFP_MAS"

ng Master Data M	Maintainance
SP21308000650	Mysuru NSH
	ng Master Data I sp21308000650

DWS / PNOP: As per the preference selects "DWS" / "PNOP".

Execute.

Facility Profiling Master Data Maintainance	
c ₄ Execute (F8)	
Facility ID SP21308000650 ODWS PNOP Delete Delete Facility Profiling	
Mysuru NSH is maintained as DWS office	SAP

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

Facility Profiling Master Data Maintainance			
Selection screen			
Facility ID	SP21308000650	Mysuru NSH	
ODWS			
OPNOP			
 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.

Deleion completed successfully for Mysuru NSH	SAP

Message will be shown after deletion.

Delete Facility Profiling

Facility Prof	filing Master Data N	Maintainance	
Q			
Selection screen			
Facility ID	PH21250000761	Gulbarga PH	
ODWS OPNOP			
 ● Delete ✓ Delete Facility P 	rofiling		

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.

Facility Prof	iling Master Data M	<i>laintainance</i>	
٩			
Selection screen			
Facility ID	PH21250000761	Gulbarga PH	
ODWS			
OPNOP			
 Delete 			
Delete Fadility P	rofiling		

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

🖉 ZFAC_PROFILING 🔹 🔍 📃 I 🗟 😪 I 🚔	前前:11111111111111111111111111111111111
SAP Easy Access - User Menu for P	DUNEETH K H .
G 🖻 🏷 📩 👘 🖉 🔻 🔺	
🝷 🛅 Favorites	
• 🚖 ZDOP_MAIN - DOP Main Screen	•
• 🚖 SE16N - General Table Display	
• 🚖 ZLSS - Labor Scheduling System	H Constraints and the second
• 📩 ZMOIPVS - India Post Visibility System	
User Menu for PUNEETH K H .	Contraction of the second s
YC:SRO_SORT_ASST	A CONTRACTOR OF

Type ZFAC_PROFILING

× ·		
Source Fadlity ID PH212	50000761 Gulbarga PH	
Bag Type	Parcel 🗾	
Set Number	Speed Post	
Display/Delete Data	Registered	
ODirect Upload	Parcel	
C Excel Upload		
O Diantas Cinata ata a dan		

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.

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

Facility Profilin	ng Pin Range I	Марр	oing
Ð			
Source Facility ID	PH2125000076	L	Gulbarga PH
Вад Туре		Parcel	•
Set Number		GEN1	-
Display/Delete Data	l.	GEN1	
ODirect Upload			
OExcel Upload			-
ODisplay Single pinco	des		

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. <u>Excel Upload</u>

Facility Profiling Pin Rang	ne Mapping
•	
Source Facility ID PH2125000	0761 Gulbarga PH
Bag Type	Speed Post
Set Number	GEN1 💌
ODisplay/Delete Data	
ODirect Upload	
 Excel Upload 	
ODisplay 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

achity Protiling Pin Ra	inge mapping
Execute (F8)	
Source Facility ID PH2125	0000761 🗍 Gulbarga PH
Вад Туре	Speed Post 🔹
Set Number	GEN1 -
Display/Delete Data	
Direct Upload	
Excel Upload	
Display Single pincodes	
	Dullaskan AMDO 20022000 Manufacture Coulor

Select the file and Execute.

🗹 Data upd	ated successfully			11000	SUD		

Message will display as "Data updated successfully.

b. Direct Upload

Facility Profilin	g Pin Range M	Aapping	7		
Ð					
Source Facility ID	PH21250000761	Gulb	arga PH		
Bag Type		Parcel	•		
Set Number		GEN1	-		
ODisplay/Delete Data					
 Direct Upload 					
OExcel Upload					
ODisplay Single pinco	des				
					 _
Work Station(AA-ZZ)		AA			
Bin Number(1-99)	Teamingravite and	1	E anno a series a ser		-
Destination Fadility ID	PH2115	0000761	Bengaluru Parcel Hu)	

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).

Source Facility ID	PH21250000761	Gul	barga PH		
Bag Type		Parcel	-		
Set Number		GEN1	-		
Display/Delete Data					
Direct Upload					
Excel Upload					
Display Single pincod	les				
Work Station(AA-ZZ)	1	AA			
Bin Number(1-99)		1			
		A DESCRIPTION OF THE OWNER OF	and an other states and stat		

Execute.

Bin Number(1-99)	1		
Destination Facility ID	PH21150000761	Bengaluru Parcel Hub	

Message will displayed "Data Updated successfully.

c. <u>Display/Delete Data.</u>

Facility Profilin	ng Pin Range I	Mapping	
>			
Source Facility ID	PH2125000076	Gulbarga F	н
Bag Type		Parcel 🔹	
Set Number		GEN1 🔻	
Oisplay/Delete Data			
ODirect Upload			
OExcel Upload			
ODisplay Single pinco	des		

Select "Display/Delete Data.

Facility Profilin	g Pin Range I	Марр	oing					
Ð								
	195						191	
Source Facility ID	PH21250000761	-	Gulbarga F	PH				
Bag Type		Parcel	-					
Set Number		GEN1	-					
Oisplay/Delete Data								
ODirect Upload								
OExcel Upload								
ODisplay Single pincor	des							

Execute.

C. (i). Delete

	Facility Prof	acility Profiling Pin Range Mapping											
9	🎚 🔜 🕞 🚊 🧧 🍞 🕮 🖧 🚯 📅 Delete												
	III TD	Cat Number	D T	MC	DN	Frame Dim	To Discode	Destination Of	Destination Deep	Current of Du	Currents of states	Cate of Times	Curre
	Facility ID	Set Number	Bag Type	W5	BIN	From Pin	To Pincode	Desunation OfC	Desunation Desc	Created By	Created date	Cried 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.

	acility Profiling Pin Range Mapping												
9		7	4 🚯	٣D	elet	e							
	Eacliby ID	Cot Number	Pag Tur	- MC	DN	From Din	To Dincodo	Destination Ofe	Destination Dess	Created Bu	Crosted date	Crtad Time Crine	
		Set Number	bag iyp	e ws	DIN	FIOIT PIT	TO PINCOde	Desunation Orc	Desunation Desc	Created by	Created date	Cited 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

1	Facility Profiling Pin Range Mapping											
9		- 7 д	4 🚯	٣D	elete	9						
B	Facility ID	Set Number	r Bag Typ	e WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crted Time Sync
	PH2125000076:	GEN1	SP	AA	1	504000	505000	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49
	PH2125000076:	I GEN1	SP	AA	1	505001	505999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49
	PH2125000076:	I GEN1	SP	AA	1	506000	506999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49
	PH2125000076:	I GEN1	SP	AA	2	500000	503000	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49
	PH2125000076	I GEN1	SP	AA	2	503001	503322	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49
	PH2125000076	I GEN1	SP	AA	2	503323	503999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49
	PH2125000076	I GEN1	SP	AA	2	508000		SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49
	PH2125000076:	GEN1	SP	AA	2	508001	508999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49
_	PH2125000076:	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 Profilin	ng Pin Range I	Mapping		
©∕				
Course Facility ID	DU21250000761	Culharaa	NL I	
Bag Type	PH21250000761	Speed Post		
Set Number		GEN1 ·		
ODisplay/Delete Data				
ODirect Upload				
OExcel Upload				
Display Single pince	ides			
6				

Execute.

Facility Pr	Facility Profiling Pin Range Mapping								
9 😫 📮 🔽 🚱 🚵 🔛 🕼 🎟									
Facility ID	Set Number	Bag Type	MS	RN	From Din	Destination Office	Dest Dec		
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		
DUD IDECCODEL	00000				E0.400E				

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).

SAP Easy Access - User Menu for F	PUNEETH K H .
🕼 🔄 🏷 🎋 🖉 🔻 🔺	
Favorites	
 ŻZDOP_MAIN - DOP Main Screen 	
• 🚖 SE16N - General Table Display	
• 📩 ZLSS - Labor Scheduling System	H
• 📩 ZMOIPVS - India Post Visibility System	
• Diser Menu for PUNEETH K H .	and the second se

Type "ZMODWS"

India Post visibility system for DWS has the following transactions.

- 1. Bag Receive Receive the incoming bags for this the office.
- 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 Bags Receive Bags Received Bag Open Articles Received Add articles to Bag Articles Received Bags Dispatch Bags Dispatch Bags Dispatch Bag Dispatch Insured Article Verification Bag Discrepancy Deposit Bag Close Office Abstract Consolidate Abstract Insured Article Late Bags Transmission Analysis Set Discrepancy Bags Discrepancy Bags Discrepancy	Forms Print Bags Receive Report Print Bags Dispatch Report Print Bags Dispatch Report Print Mail List	Bag Miscellaneous Capture Bag Damage Report Bag Lost Set Bag Priority Bag Barcode Change Capture Carrie Dispatch Bag Deletion DB Set Change Change Bag Status Unlock Bag ID	Article Miscellaneous Set Article Priority Capture Article Damage Article Barcode Change Report Article Lost Article Destination Pincode Change Report Article Found Article Type Modification Altering an Opened Bag Electronic Proof Of Delivery Recall Article Label Generation	Tracking Information Bag Tracking Bag Tracking (3 Months) Article Tracking OER Article Tracking			

a) Bag Receive

Select Bag Receive.

Receive Header Details															
Office ID PH21350000753 Schedule ID MO Schell RTD 1616 Actual Animal Date 01042022	Mysuru — Actu	a PH	07:52	Set (3	en 1 Hire										
Bag ID CBK2156365412		Weight		1.000-	. 1	Entre									
		1.	Ba	g Repeive		() - 2005 (2007)				_	_				
Expected Bags			1	Legacy Bag Rece	ive						ed Bags				
View TStandard View TStandard View	Exond			To Office ID:	PH213	50000763		Mys	uru PH	1	Standard View1 +	Orint Margine	Front -		
Phil Velski	the second	8		Bag ID:	C8K21	56365412						Print VEI SKA	Copin a	Design of	0
Schedule III	AAAA LISC ILL	cag in		* Weight:	Almer	2000		Town	21600	00761	Chedule ID	Mar List ID	Dag ILI	bag iype	: Uer
MMS_TALAKAD_TRAINING	3091	CBK0001236897	P	Schedule ID:	BANK F	RTC_1818	1	Ph	01500	ourei	MS_YELANDUR_TRAINING	•	CBK5005688846	Parcel	NT
MMS_TALAKAD_TRAINING	2833	CBK0001239875	P *	Bag Destination:	Receive	ed At Destinat *									
MMS_MAHADESHWARAMALAI_TRAINING	1714	CEK0001789003	P	Daneive	Cannol	6									
MMS_MAHADESHWARAMALAI_TRAINING	1716	CBK0001789006	P	Novaire	Canva	9)									
MMS_MAHADESHWARAMALAI_TRAINING	1722	CBK0001789007	P												
MMS_MAHADESHWARAMALAI_TRAINING	1724	CBK0001789008	P						-		1.5				
MMS_MAHADESHWARAMALAI_TRAINING	1726	CBK0001789011	Parcel	Town Delive	ну	Mahadeshwara Malai S.O	Mysuru PH	13							
MMS_MAHADESHWARAMALAI_TRAINING	1718	CBK0001789013	Parcel	Non Town E	Delivery	Mahadeshwara Malai S D	Mysuru PH								
MMS_MAHADESHWARAMALAI_TRAINING	1703	CBK0001789014	Parcel	Non Town (elvery	Mahadeshwara Malai S O	Mysuru PH	1							
MMS_MAHADESHWARAMALAL_TRAINING	1704	CEK0001789015	Parcel	Non Town E	civery	Mahadeshwara Malai 5 D	Mysoru PH		-						
										Cou	nt 1 Weight 1.000 M	<u>ps</u>			

Select Destination Office and Enter Weight.

Click on Receive.

a) <u>Bag Open</u>

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

Sag Details															
Office ID PH21350 Bag ID CBK5005 Source Yelandur	688846 S.O		Mysuru Baga r	IPH ready to Open of By Jest212 F					Set [GEI	NI .					
Article Number Artilce Number CK7250 Destination Office Work Station	58201IN		Noed	s to Handle in IPV:	s (Pincode n	ot mapped i	ı facilty p	rofiling)							
Expected Articles							Scann	ed Articles							
View: [[Standard View]	• Export "					Q.	View	[[Slandard View]	• Expe	ort , Check	Append Ro	w Insert Row Del	ele Row		
Bag ID / Article Number	Booking Office	Article type	Article Weight	Receiver Pincode	Insured Flag	Priority	В	ag ID / Article Number	Facility ID	Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag
CK725068246IN	Yelandur S.O	Registered Parcel	1,100	580003			G	K725068201IN	Yelandur S	0	Programmed	0,581	577428		
CK725068250IN	Yelandur S.O	Registered Parcel	0,960	734101											

Select Bag Open.

Scan the Received Bag number.

Beg Details												
Office ID	PH21350000763	Mysuni PH			Set GEN1							
* Bag ID	CBK8004183077	Dags ready to Open										
Source	T Neracipure S O	Created By 8										
Article Number Artiloe Number Artiloe Type Destination Office Work Station	RK465488138IN Registered Periodical P021308116000 BC	Enter Ittigogud S.O										
Expected Articles	/ew] View		-	Scanned Articles	Export , Chec	k Append Rr	w inset Row Dele	de Row.				
Expected Articles View: [Standard Bag ID / Artic	/ten)	Weight Receiver Pincode Ir	By Priority	Scanned Articles	Export , Char Facility ID Description	x Append Ro Article type	w Inset Row Dele Article/Bag Weight	te Row To PIN code	Work station	Insured Filing	Priority	Bag Destina
Expected Articles View: [Standard Bag ID / Artic	Veni Viport . • Number Booking Office Article type Article	Weight Receiver Pincope Ir	Be Isurec Filing Priority	Scanned Articles Veax [Standard View] Beg ID / Article Number OK724982357IN	Export . Chec Facility ID Description T Narescure S O	k Append Ro Article type	w Inset Row Dela Arscle/Bag Weight 1.000	te Row To PIN code 570910	Work station BC	Insured Filing	Priority	Bag Destra
Expected Articles View (Standard Bag ID / Artic	/emi Export , Number Booking Office Article type Article	Weight Receiver Pincone Ir	By Insured Fileg Priority	Scanned Articles View (Standard View) Eleg ID / Article Number CK724982337/W CK405488040IN	Export , Onec Facility ID Description T Natespure S.O.	Article type Article type Registered PARCEL +	w Incert Row Date Article/Bag Weight 1.000 0.000	te Row To FIN code 570910 570910	Work station BC BC	Insured Filing	Priority	Bag Destina
Expected Articles View (Standard Bag ID / Articles	/end • Export . Funder Booking Office Article type Article	Weight Receiver Pincone Ir	Ex Isured Fileg Priority	Scanned Articles View: [Standard View] Eligi ID7 Article Number CH724982337/W CH405488040IW CB4003114/370	Therespore S O	Addentiate type Addicte type Registered PARCEL + Bag	w Incert Row Date Article Bag Weight 1,000 0,000 7,000	te Row To FIN code 570910 570910	Work station BC BC	Insured Fing 단 다 당	Priority	Bag Destro
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Scan Article number.

Destination office and workstation ID will be displayed.

Eag Details												
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				CK495463040IN CBK5903184376 EK495493004IN EK495493006IN RK485400124IN	T Narasigura 5.0	PARCEL - Dag SPEED SPEED REGIS	8,00 7,00 8,00 8,00 9,00	570010 570010 570010 670010	BC BC BC BC			

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.

A DAY OF A D								
Office ID PH2 Bag ID CBK ag received from Agra Article Type PAF	350000763 2156365412 PH DEL	Mysuru PH PH30150000761	i					
te Number Article Number CK5 tination Office Work Station	16546578IN	Need to Hand	lle in IPVS (Pir	rcode blank)				
rticle Details	VI Enud							
Weive it standard viewit	LAPOR #		I DOTATION AND AND A	he have	Insured Flag	Printly	Bag Destination	Facility ID Description
Bag ID / Article Nur	ber Article type	Article/Bag Weight	To PIN code	WORK Station	inverse rice	- nonty		rucinty to bosonpron

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

Legacy B	ag Oper	n								
Bag Details										
Office ID Bag ID Bag received from Article Type	PH213500007 CBK54102123 Ajmer PH PARCEL	63	Nysuru PH PH28150000761							
Article Number Article Numbe Article Type Destination Office Work Station	CK46548790 Registered F PO21308110 BC	6IN Yarcel 900	Ittigegud S.O							
View: [Standard \	/iew] •	Export .				- 22				9.
Beg ID / Article	Number Art	icle type	Article/Bag Weight	To PIN code	Work station	Insered Flag	Priority	Bag Destination	Facility ID Description	
CK465487906	IN PAR	CEL	0,000	570010	BC.		E			

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.

A	dd Art	icle(s)	to Bag				
have	alaa Bababaa	fee Date					
mv	oice Articles	tor Bag					
	Source Office Work Station	BC V	0783 M	vsuru PH			
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1000	Source	Set Number					
-			Article Number	Article Type	Destination	Work station	Bin Number
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Select Add Articles(s) to bag.

Scan Article numbers.

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

A	dd Art	icle(s)	to Bag					
Inve	pice Articles	for Bag						
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Sca	ew: [Standard	i View]	Export 4					0,
1	Source	Set Number	Article Number	Article Type	Destination	Work station	Bin Number	
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	Mysuru PH	GEN1	RK458789818IN	Registered Parcel	Ittigegud S.O	BC	0	
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Sort the Articles to respective BIN.

c) Bag Close

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

Bag Close		
Selection Screen		
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Scanned Articles		
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Click Bag Close.

Select Bag type.

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* Destination Office Reg (C * Beg weight Note Type I ensport Mode; 2004	JEGEGLO 8 C Imphal PH Incore CRC L1R Incore PH Bilipeque CRC L1R Jabaipur CRC L1R Jabaipur CRC L1R Japper PH Japper PH	File J Generalia Reg Barcoda & Close J		
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	Artixe Number	(Acc)		
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Select Destination office.

Bag Close					
Selection Screen					
Facility ID: [PH21360000763] * Beg Type: Parcel * Destination Office: [ttigguid S.O Beg ID: * Beg weight: 0.000 Article Type: Transport Mode: Close & Print manifest	Mysuru PH Filter Generate Bag Barcode & Close	I			
Scanned Articles					
Article Number:	Add				
View: [Standard View] Print Version Export				2,	
Pacility ID Set Number Article Number Article Type	Destination facility ID	Work station Bin Number	Received By Received Date	Received Time	
PH21350000763 GEN1 CK465487906IN Registered Par	el PO21308110000 l	BC 6	11000851 15.09.2022	18:50:40	
PH21350000763 GEN1 CK465487910IN Registered Par	el PO21308110000 I	BC 6	11000851 15.09.2022	18:52:51	
PH21350000763 GEN1 RK465487870IN Registered Prin	ted Book PO21308110000 8	BC 6	11000851 15.09.2022	16:54:35	

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.

Pag Class								
Bay close								
Selection Screen								
Facility ID: PH21350000783 Mysuru PH * Beg Type: Parcel * Beg Type: Parcel * Beg Weight 0,000 * Beg Weight 0,000 * Filter * Beg weight 0,000 * Filter * Destrict 0 Surface Air Close Close & Print manifest Generate Bag Barcode & Close								
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View: [Standard View] Print Version Export					2,			
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PH21350000763 GEN1 CK465487910IN Registered Pa	rcel PO21308110000	BC 6	11000851 15	5.09.2022 1	18:52:51			
PH21350000763 GEN1 RK485487870IN Registered Pri	nted Book PO21308110000	BC 6	11000851 15	5.09.2022 1	18:54:35			

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.

			1000	NewPerson				-	1
andrake Types	Harry ID Fridramoning Ing Type Frene ID Date Magazin E D Reg ID Seegen 0 Charles A Part of AF Class & Part or other	- Mysong 	na Reg Derson A Cher	Article Type D Registered Fr Registered Fr	nnet Innet Book	AS PC	Scie Type VICEL		
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Click on Article Type.

Click on Filter.

Bag Close								
Selection Screen								
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Scanned Articles								
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PH21360000768 GEN	CK406488022IN	Registered Parcel	PO21308110000	BC	0	11000851	10.09.2022	10:47:13
PH21360000788 GEN	CK466488039IN	Registered Parcel	PO21308110000	BC	6	11000861	16.09.2022	10:47:00
		The second s			-			0100000

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

Bag Close									
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PH21350000783 GEH1	CH146460030H	Registered Facuel	PC21358136000	DC.	6	11000851	10.00.2022	18.47.00	
PH21350500703 0EH1	EIC405487956IN	Inland Opend Post Parcel	PG21308110000	DG DG	C	11000851	10.09.2022	10,40.00	

Select Article types.

Click on Ok.

Click on Filter.

Selection Screen										
	Facility ID: P	+21250000763	Myaun	v PH						
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IPVS Team, ipvs.cept@indiapost.gov.in Centre for excellence in Postal Technology

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Scan the Bag number.

Bag Close				
Selection Screen				
Feelity ID: PH21350000763	Mysuru PH			
* Bag Type: Parcel *				
Destination Office: Ittigegud S.O)			
Bog ID: CBK5478788987				
* Bog weight				
Adula Tura 📕 Registered Perrol	Filter			
Transport Mode: O surrado O AP				
Close & Print manifest	Generate Bag Barcode & Close			
Scanned Articles				
Article Number:	(in a l			
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PH21350000763 GEN1 CK465487910IN Registered Parc	el PO21308110000 BC	6 11000851	15.09.2022 10:52:51	

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:

sag close												
lelection Screen												
Fr Ba Destinatio & Bag rticle Type: I Reg ransport Mode: Cicce	scilly ID. PH sq Type Par n Office. (Hig Bag ID g weight stared Parcel Ch	el egud S.O egud S.O untace Air		ysuru PH Filter Sanarsta Elsg Barcocle &	Close							
icanned Articles			_									
		Article Numbe	r: [
				Add								
View [Standard View	1 •	Print Version Exp	ort J	Add			1		1	4		
View [Standard View]] Set Number	Print Version Exp Article Number	ort J Amicle Type	Add Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time	0.		
View [Standard View E Fecility ID PH21350000703] Set Number GEN1	Print Version Exp Article Number CK465487906IN	ort J Article Type Registered Parcel	Add Destination facility ID PC21308110000	Work station BC	Bin Number 8	Received By 11000851	Received Date 15 09 2022	Received Time 18:50:40	9.		

Enter Bag weight.

Select transport Mode (Either Surface or Air).

Click on Generate Barcode and close.

Bag Type:P	arcel (Surface)	माठनीय क्रम
Destination	Office: Ittigegud S.O	Basel a Dest
Closure Dat	e/Time:16/09/22 10:04:24	
Weight:	1,000 Kg	
Closed By:1	1000851(USER51 K51)	
	CDD620000077	
	Bag Clos	ing 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: <u>https://utilities.cept.gov.in//CSI/CSI-SOP/IPVS_SOP.pdf</u>.
- 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

<u>Annexure-I</u>

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

F. No. 27-27/2021-PDdated 03.10.2022

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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 exactingly 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.

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(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.

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