

# Standard Operating Procedure Business Intelligence Reports (BI)

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- 5.4.2. Account Receivable Analysis Report
- 5.4.3. Budget Allocated Vs Consumed Analysis Report
- 5.4.4. Fixed Assets Analysis Report
- 5.4.5. Revenue & Actual Expenses Analysis Report

## 1. What is BI

- BI(Business Intelligence) is a set of processes, architectures, and technologies that convert raw data into meaningful information to help executives, managers and end users for better decision making.
- The data stored in the warehouse is uploaded from the operational systems on weekly/monthly basis based on the requirement.
- BI technologies provide historical, current and predictive views of business operations.
- The purpose of Business Intelligence is to support better business decision making.

## 2. How BI differs from MIS

MIS	BI
Based on OLTP (Online Transactional Processing) system	Based on OLAP (Online Analytical Processing) System
Real Time Transactional data can be seen	Only previous extracted data can be seen.
Data is retrieved directly from transactional database.	Data extracted from Source database and stored in OLAP database.
Transaction level information like Article Number, eMO number will be displayed.	Only aggregated values like SUM, COUNT of transactions will be displayed.
Used for monitoring the operational issues by operational staff	Used for decision making by managerial staff.

### 3. Who can access BI reports

As per the decision BI access is being provided to,

- All AD(Mails) of Circle Office.
- two persons (APMG/ASP/IP/Officials handling with mails) from all regions.
- All Divisional Heads across the country. (SSP/SP/SSRM/SRM)
- All officers above the rank of Divisional Head.

BI access will be provided by CEPT. Request needs to send to [dbandapp.cept@indiapost.gov.in](mailto:dbandapp.cept@indiapost.gov.in) mail id with following details.

Employee ID, Name of the employee, email ID, Designation, Office Name, Division Name and Circle Name.

## 4. How to access BI reports

### 4.1 Login

- URL to access BI reports is : <https://bi.indiapost.gov.in/BOE/BI>

**SAP BusinessObjects**  
BI launch pad


Enter your user information, and click "Log On".  
If you are unsure of your account information, contact your system administrator.

System:

User Name:

Password:

Authentication:

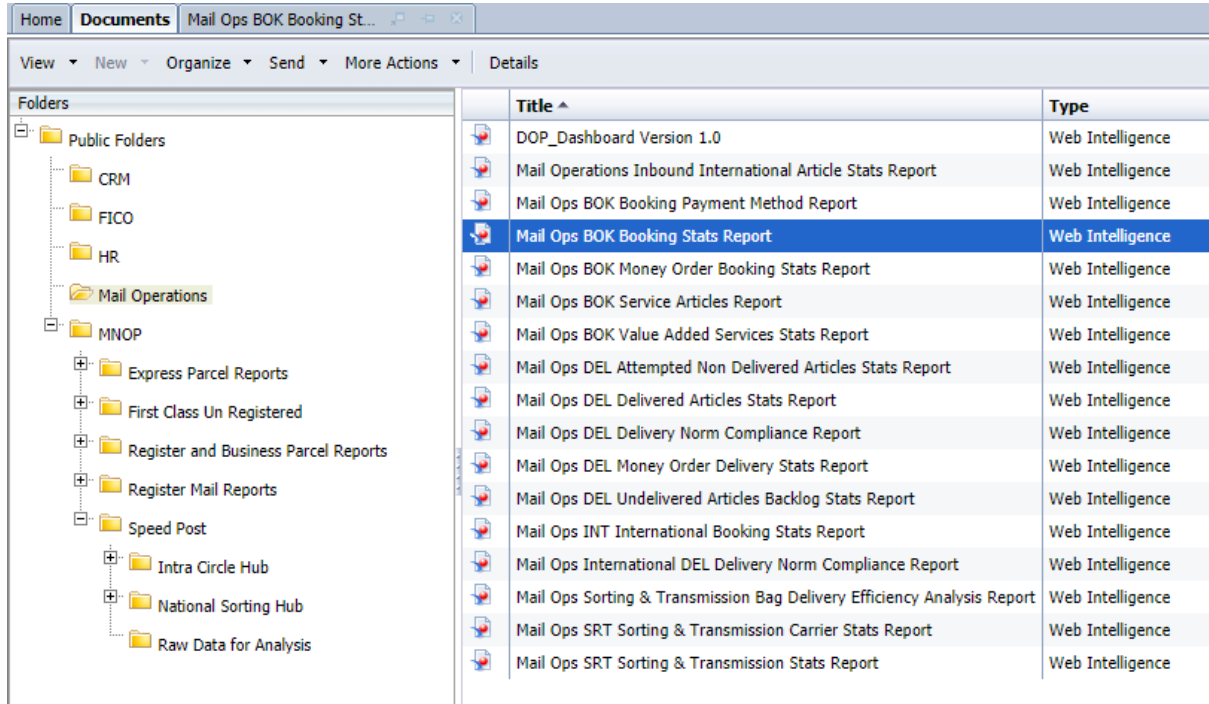
 [Help](#)

- Login using SSO credentials
- Authentication mode to be selected is: **LDAP**
- BI is accessible both in internet and intranet(sify)

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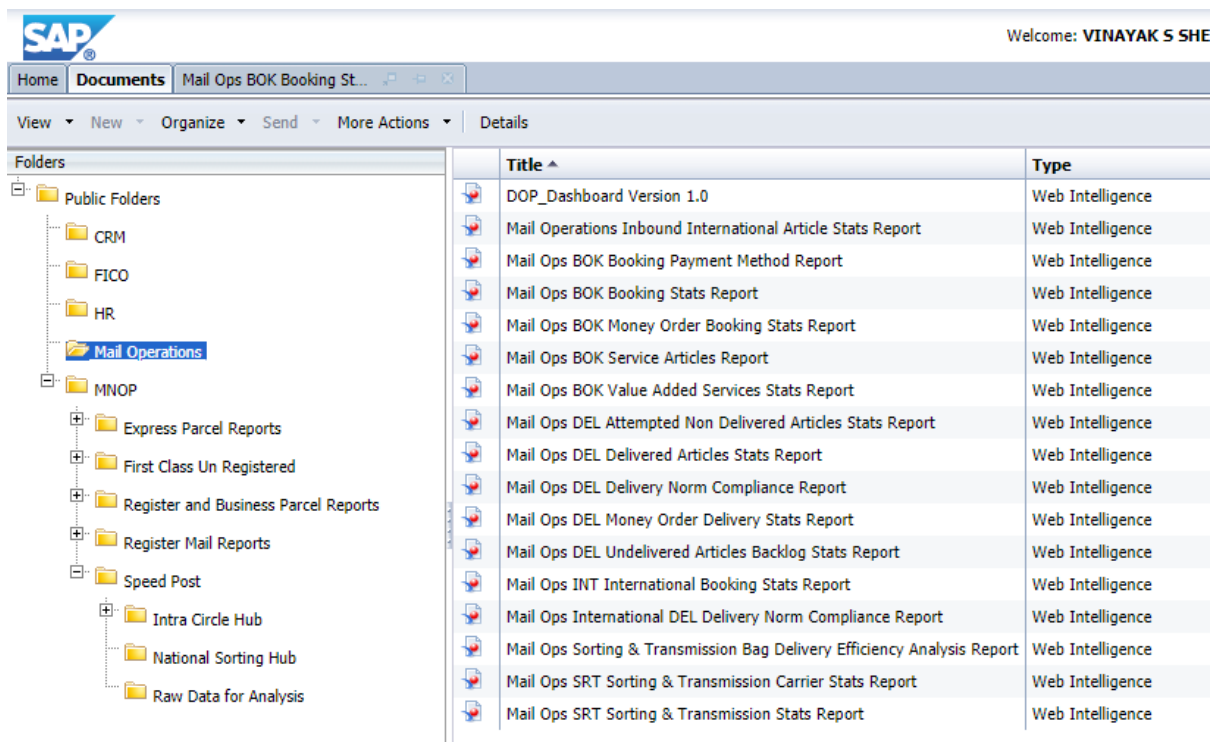
### 4.2 BI reports folders

- Following reports folders (modules) will be displayed after login.



Folders	Title ^	Type
Public Folders	DOP_Dashboard Version 1.0	Web Intelligence
CRM	Mail Operations Inbound International Article Stats Report	Web Intelligence
FICO	Mail Ops BOK Booking Payment Method Report	Web Intelligence
HR	<b>Mail Ops BOK Booking Stats Report</b>	Web Intelligence
Mail Operations	Mail Ops BOK Money Order Booking Stats Report	Web Intelligence
MNOP	Mail Ops BOK Service Articles Report	Web Intelligence
Express Parcel Reports	Mail Ops BOK Value Added Services Stats Report	Web Intelligence
First Class Un Registered	Mail Ops DEL Attempted Non Delivered Articles Stats Report	Web Intelligence
Register and Business Parcel Reports	Mail Ops DEL Delivered Articles Stats Report	Web Intelligence
Register Mail Reports	Mail Ops DEL Delivery Norm Compliance Report	Web Intelligence
Speed Post	Mail Ops DEL Money Order Delivery Stats Report	Web Intelligence
Intra Circle Hub	Mail Ops DEL Undelivered Articles Backlog Stats Report	Web Intelligence
National Sorting Hub	Mail Ops INT International Booking Stats Report	Web Intelligence
Raw Data for Analysis	Mail Ops International DEL Delivery Norm Compliance Report	Web Intelligence
	Mail Ops Sorting & Transmission Bag Delivery Efficiency Analysis Report	Web Intelligence
	Mail Ops SRT Sorting & Transmission Carrier Stats Report	Web Intelligence
	Mail Ops SRT Sorting & Transmission Stats Report	Web Intelligence

- Modules will be displayed based on authorisation.
- Click on a particular folder to view the reports under that module.

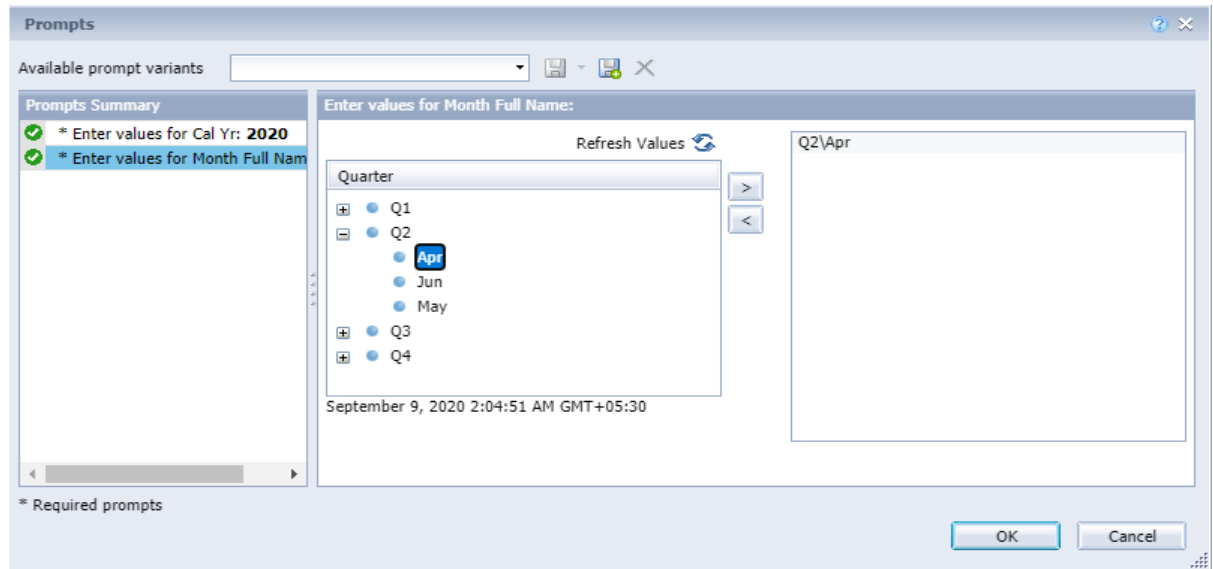


Folders	Title ^	Type
Public Folders	DOP_Dashboard Version 1.0	Web Intelligence
CRM	Mail Operations Inbound International Article Stats Report	Web Intelligence
FICO	Mail Ops BOK Booking Payment Method Report	Web Intelligence
HR	Mail Ops BOK Booking Stats Report	Web Intelligence
Mail Operations	Mail Ops BOK Money Order Booking Stats Report	Web Intelligence
MNOP	Mail Ops BOK Service Articles Report	Web Intelligence
Express Parcel Reports	Mail Ops BOK Value Added Services Stats Report	Web Intelligence
First Class Un Registered	Mail Ops DEL Attempted Non Delivered Articles Stats Report	Web Intelligence
Register and Business Parcel Reports	Mail Ops DEL Delivered Articles Stats Report	Web Intelligence
Register Mail Reports	Mail Ops DEL Delivery Norm Compliance Report	Web Intelligence
Speed Post	Mail Ops DEL Money Order Delivery Stats Report	Web Intelligence
Intra Circle Hub	Mail Ops DEL Undelivered Articles Backlog Stats Report	Web Intelligence
National Sorting Hub	Mail Ops INT International Booking Stats Report	Web Intelligence
Raw Data for Analysis	Mail Ops International DEL Delivery Norm Compliance Report	Web Intelligence
	Mail Ops Sorting & Transmission Bag Delivery Efficiency Analysis Report	Web Intelligence
	Mail Ops SRT Sorting & Transmission Carrier Stats Report	Web Intelligence
	Mail Ops SRT Sorting & Transmission Stats Report	Web Intelligence



### 4.3 Inputting required parameters

- Select required values like Month, Year and click on OK to view the report.



## Standard Operating Procedure – BI Reports

### 4.4 Sample Reports display

#### Mail Operations Booking Stats Report

Calendar Period >>	Dec-2019			
Organization Node	# Booking Count	Booking Weight	Booking Amt	Trend
UOM>>	Number	Grams	INR	
Andhra Pradesh Circle	3344274	203347426	192526397.31	NA
Assam Circle	262061	70728659	42308607.32	NA
Bihar Circle	912022	90037063	86152907.84	NA
Chattisgarh Circle	376659	46221035	44948634.92	NA
Delhi Circle	7089986	1680744305	363218434.01	NA
Gujarat Circle	5570868	277834182	247671874.33	NA
Haryana Circle	1819096	202495203	81563346.21	NA
Himachal Pradesh Circle	358695	66162602	38763934.47	NA
Jammukashmir Circle	143247	65338139	17389448.58	NA

Booking - By Org | Booking - By Product | Booking - By Customer Group

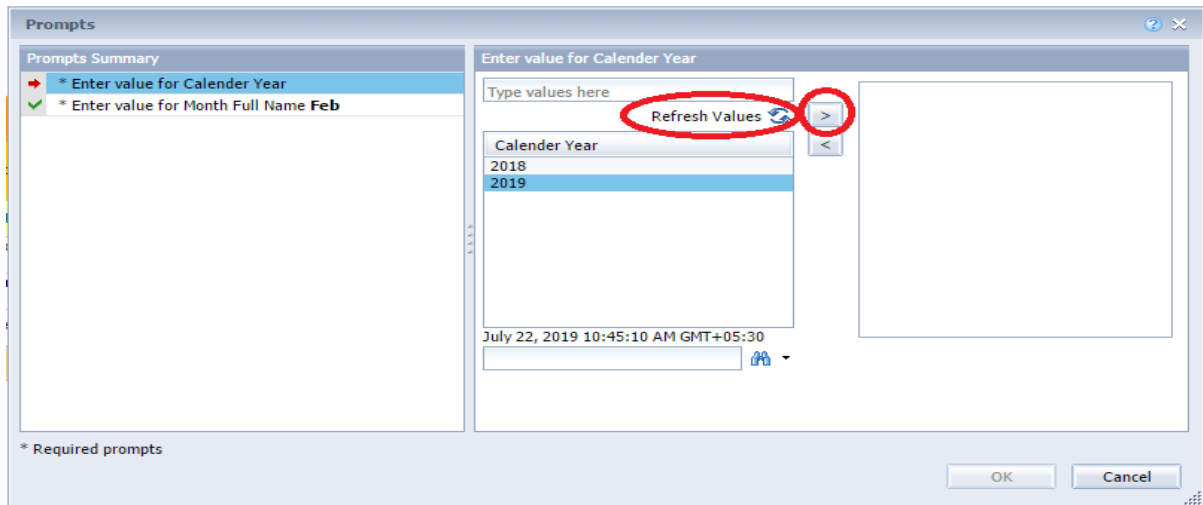
### 4.5 Manual refresh and prompts

- User can modify any parameters like Year, Month manually by clicking on refresh icon located in left corner of reporting window.

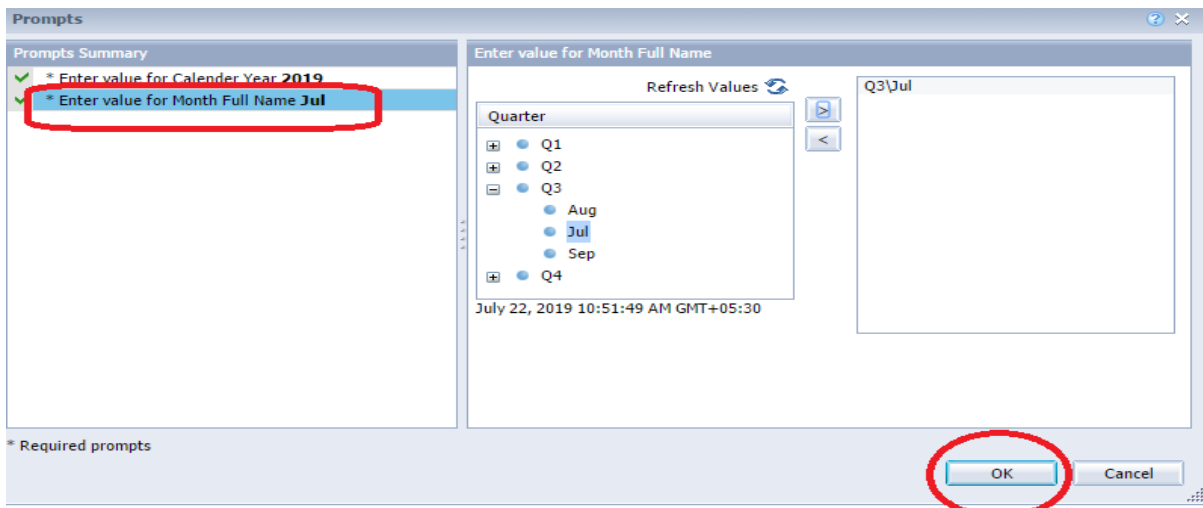
The screenshot shows the top toolbar of the BI report interface. A red box highlights the refresh icon (a circular arrow) among other icons like print, save, and drill. Below the toolbar, there are dropdown menus for 'Calendar Year (AY-YYYY)', 'Semester (H-AY YYYY)', and 'Quarter(Q-AY YYYY)'. The main report area below shows data for 'Jun 2019' with columns for Organization Node, # Booking Count, Booking Weight, Booking Amt, and Trend.

- Prompt window as below will appear. Select each prompt from the left side window and click on Refresh Values button. Select the required value and click on ">".

## Standard Operating Procedure – BI Reports



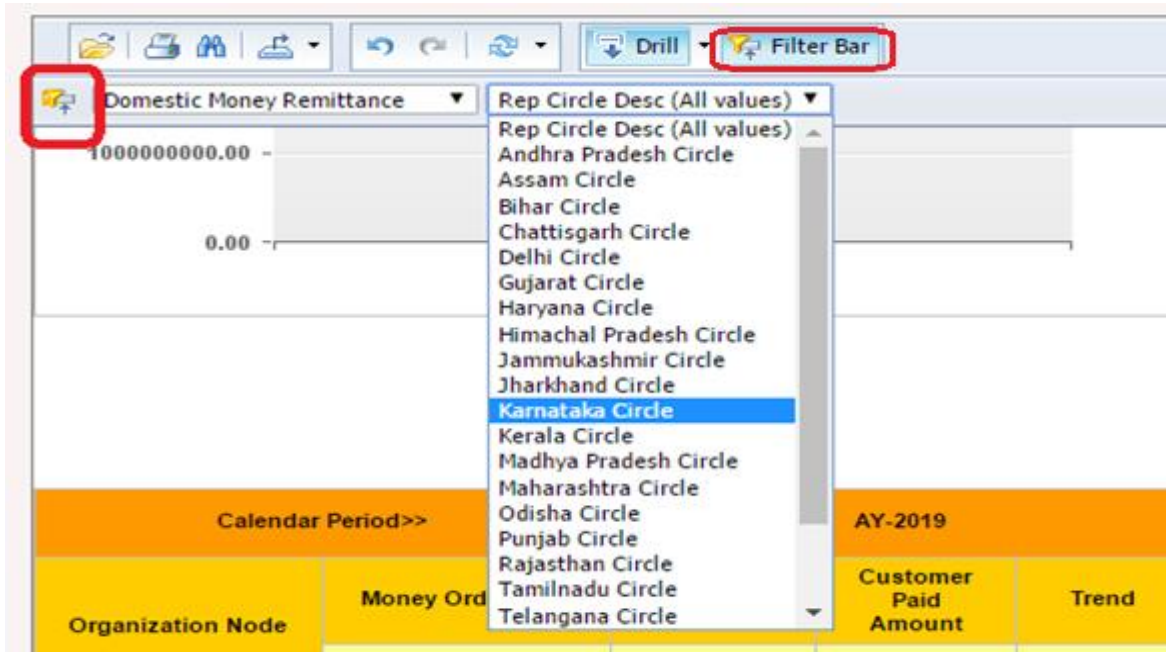
- Similarly, for the second prompt, follow the above steps and choose the required value and then finally click on “OK” to view the report.



## Standard Operating Procedure – BI Reports

### 4.6 Report Filters

- User can restrict reports to limit the results that are displayed to specific information.  
E.g., Data for any office, any one customer.
- Click on the filter icon at the front of the report filter bar and select the dimension to filter on.
- Select a value to filter the report.



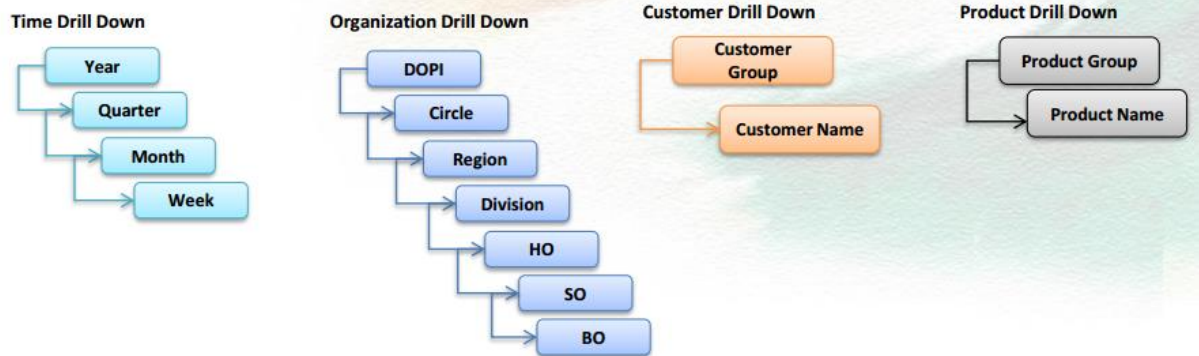
## Standard Operating Procedure – BI Reports

### 4.7 Reports Drilldown

- To enable drill down option in report, click on Drill button from standard toolbar.
- Click on any value in a column to drill further down in that category.

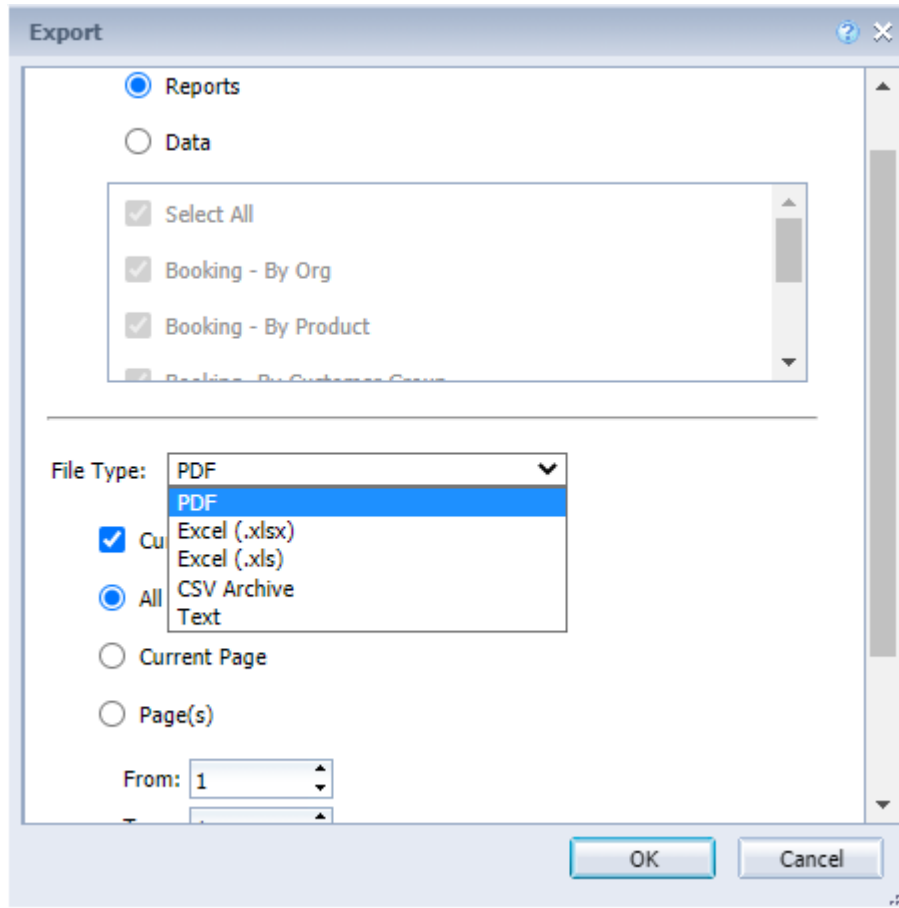
Calendar Period >>	
Organization Node	Product Group/Name
UOM>>	
Drill Down to Level1 Desc	
Department of Post India	Aadhar Update Fee
	Blind Literature

- Data can be drilled down based on the following hierarchies.



## 4.8 Reports Export

- User can export report in other formats like excel, pdf for further analysis.
- To export report, click on export icon.
- Select the Reports option and select required tabs for export or select-All for extracting all the report tabs.
- Select the file type and click on OK button.



## 5. Reports Coverage

- Reports that are covered under each module are shown below
- Input parameters to be entered as explained above.
- Reports can be drilled down using drill options and filtered using filter bar as explained above.

### 5.1 Mail Operations

#### 5.1.1 Mail Operations Inbound International Article Stats Report

- **Description:** Periodic International Articles received Analysis by Organisation.
- **Report selection:** BI Home Screen → Mail Operations → Mail Operations Inbound International Article Stats Report.
- **Inputs required:** 1. Calendar Year  
2. Month

Calendar Period >>	Mar-2020	
Delivery Organization Node	# Article Received	Trend
UOM>>	Number	
Andhra Pradesh Circle	2051653	NA
APS CIRCLE	9	NA
Assam Circle	791809	NA
Bihar Circle	1654712	NA
Chattisgarh Circle	545181	NA
Delhi Circle	2740715	NA
Gujarat Circle	3512682	NA
Haryana Circle	1697939	NA
Himachal Pradesh Circle	416440	NA

Inbound Int Article- By Org      Inbound Int Arti



## Standard Operating Procedure – BI Reports

### 5.1.2. Mail Ops BOK Booking Payment Method Report

- **Description:** Periodic booking revenue by different payment method & respective ratio.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops BOK Booking Payment Method Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Operations Booking Payment Method Report

Calendar Period >>	Jan-2020											
Organization Node	Booking Amount	Cash Amount	DD Amount	Cheque Amount	Credit Card Amount	Debit Card Amount	Pre-Paid Postage Stamp Amount	Pre-Paid Service Stamp Amount	Pre-Paid Frank Amount	NEFT Amount	IPPB Payment Amount	Portal Payment
UOM>>	INR	INR	INR	INR	INR	INR	INR	INR	INR	INR		INR
Andhra Pradesh Circle	183607577.92	161747069.00	223750.00	234665.00	0.00	0.00	6504324.21	1661111.80	1289582.90	0	6,025.1	0.00
Andhra Pradesh Circle	183607577.92	161747069.00	223750.00	234665.00	0.00	0.00	6504324.21	1661111.80	1289582.90	0	6,025.1	0.00
Assam Circle	49067024.15	40001704.00	0.00	0.00	0.00	0.00	837837.00	294932.00	417323.88	0	8,626	0.00
Assam Circle	49067024.15	40001704.00	0.00	0.00	0.00	0.00	837837.00	294932.00	417323.88	0	8,626	0.00
Bihar Circle	78469605.01	52136427.00	0.00	5140.00	0.00	0.00	2436807.40	773828.70	566997.20	0	4,518.3	0.00
Bihar Circle	78469605.01	52136427.00	0.00	5140.00	0.00	0.00	2436807.40	773828.70	566997.20	0	4,518.3	0.00
Chattisgarh Circle	54931102.51	41509926.00	0.00	253008.00	0.00	0.00	2265340.60	136681.80	1598470.53	0	20,830	0.00
Chattisgarh Circle	54931102.51	41509926.00	0.00	253008.00	0.00	0.00	2265340.60	136681.80	1598470.53	0	20,830	0.00
Delhi Circle	360998527.10	163856244.00	178373.00	48058.00	0.00	0.00	4260205.50	2856201.70	12654944.83	0	3,175.1	0.00
Delhi Circle	360998527.10	163856244.00	178373.00	48058.00	0.00	0.00	4260205.50	2856201.70	12654944.83	0	3,175.1	0.00
Gujarat Circle	252660780.80	177267658.00	521147.00	1072813.00	0.00	0.00	13249968.90	1158806.20	3351605.65	0	3,581,423.42	0.00

Payment Method - By Org

Payment Method - By Customer



## Standard Operating Procedure – BI Reports

### 5.1.3. Mail Operations Booking Stats Report

- **Description:** Periodic Booking Analysis by Org., Product, Customer Group, Corporate Customer, Business Partners, Weight slab.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Operations Booking Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Operations Booking Stats Report

Calendar Period >>		Apr-2020			
Organization Node	Product Group/Name	# Booking Count	Booking Weight	Booking Amt	Trend
	UOM>>	Number	Grams	INR	
Andhra Pradesh Circle	Aadhar Update Fee	16	0	0.00	NA
	Business Post	163855	0	105455.30	NA
	Business Reply Permit New	4	0	0.00	NA
	Business Reply Permit Renew	2	0	0.00	NA
	Cable TV Grant	60	0	0.00	NA
	Electronic Money Order	7636	0	5212879.00	NA
	E-Payment	5851	0	37920594.00	NA
	Inland Speed Post	33562	3373217	1337377.80	NA
	Media Post - Envelope	1	0	0.00	NA
	National Pension Scheme	6	0	24665.20	NA

[Booking - By Org](#) | 
 [Booking - By Product](#) | 
 [Booking - By Customer Group](#) | 
 [Booking - By Corporate Customer](#)

## Standard Operating Procedure – BI Reports

### 5.1.4. Mail Ops BOK Money Order Booking Stats Report

- **Description:** Periodic Money order booking amount analysis by Org, Customer group & revenue break up.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Operations Booking Stats Report.
- **Inputsrequired:** 1. Calendar Year  
 2. Month

#### Mail Operations Money Order Booking Report

Calendar Period>>		Apr-2020		
Organization Node	Money Order Type	Booking Count	Customer Paid Amount	Trend
	UOM>>	Number	INR	
Andhra Pradesh Circle	Electronic Money Order	7636	5212879.00	NA
	Service Money Order	158	3532271.00	NA
<b>Andhra Pradesh Circle</b>	<b>Total</b>	<b>7794</b>	<b>8745150.00</b>	<b>NA</b>
Assam Circle	Electronic Money Order	985	1231922.00	NA
	Service Money Order	47	1653898.00	NA
<b>Assam Circle</b>	<b>Total</b>	<b>1032</b>	<b>2885820.00</b>	<b>NA</b>
Bihar Circle	Electronic Money Order	3108	3865247.00	NA
	Service Money Order	166	2162962.00	NA
<b>Bihar Circle</b>	<b>Total</b>	<b>3274</b>	<b>6028209.00</b>	<b>NA</b>
Chattisgarh Circle	Electronic Money Order	1881	2118229.00	NA
	Service Money Order	60	1094676.00	NA
<b>Chattisgarh Circle</b>	<b>Total</b>	<b>1941</b>	<b>3212905.00</b>	<b>NA</b>
Delhi Circle	Electronic Money Order	149	387310.00	NA

 MO-By Org
 MO Break Up-By Org
 MO Break Up-By Customer Group

## Standard Operating Procedure – BI Reports

### 5.1.5. Mail Ops BOK Service Articles Report

- **Description:** Periodic Booking Analysis of Service Articles by Org., Product, Weight slab.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops BOK Service Articles Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

### Mail Operations Service Articles Booking Report

Calendar Period >>		Aug-2020	
Organization Node	Product Group/Name	# Booking Count	Booking Weight
	UOM>>	Number	Grams
Andhra Pradesh Circle	Registered Letter	8,253	314,410
	Registered Parcel	135	505,474
<b>Andhra Pradesh Circle</b>		<b>8,388</b>	<b>819,884</b>
Assam Circle	Registered Letter	2,350	88,694
	Registered Parcel	19	70,929
<b>Assam Circle</b>		<b>2,369</b>	<b>159,623</b>
Bihar Circle	Registered Letter	3,704	154,860
	Registered Parcel	45	283,887
<b>Bihar Circle</b>		<b>3,749</b>	<b>438,747</b>
Chattisgarh Circle	Registered Letter	2,833	125,915
	Registered Parcel	27	130,315
<b>Chattisgarh Circle</b>		<b>2,860</b>	<b>256,230</b>
Delhi Circle	Registered Letter	2,214	100,220

Service Booking - By Product




## Standard Operating Procedure – BI Reports

### 5.1.6. Mail Ops BOK Value Added Services Stats Report

- **Description:** Analysis of Value Added Services and respective ration on overall booking.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops BOK Value Added Services Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Operations VAS Booking Stats Report

Calendar Period >>	May-2020					
Organization Node	Total Booking Count	VAS Count	Total Booking Amt	VAS Amt	VAS Share On Booking Count	Trend
UOM>>	Number	Number	INR	INR	%	
Andhra Pradesh Circle	760339	297297	79064725.03	3740369.00	26.72%	
Assam Circle	133543	39940	17013228.72	632954.00	27.26%	
Bihar Circle	353679	127359	25306117.15	2102753.00	34.53%	
Chattisgarh Circle	175844	76278	20663511.78	1127787.00	36.72%	
Delhi Circle	1985287	260122	72575721.78	13570146.00	13.04%	
Gujarat Circle	1422359	290584	58570376.46	3338754.00	11.95%	
Haryana Circle	394073	160339	27168613.60	8795005.00	38.57%	
Himachal Pradesh Circle	178453	84591	28455967.02	1503691.00	45.09%	
Jammukashmir Circle	31920	12485	3569944.08	208548.00	37.85%	

 VAS Booking-By Org
  VAS Booking-By Product
 |  VAS Booking-By VAS Type




## Standard Operating Procedure – BI Reports

### 5.1.7. Mail Ops DEL Attempted Non Delivered Articles Stats Report

- **Description:** Periodic number of Articles attempted for delivery but couldn't delivered by Org., Product, Reason and by Action taken
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops DEL Attempted Non Delivered Articles Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

### Mail Ops Attempted Non-Delivered Articles Stats Analysis Report

Calendar Period >>		AY-2020	
Destination Organization Node	Reason for Non-Delivery	# Article Not Delivered	Trend
	UOM>>	Number	
Department of Post India	Addressee Absent	322694	NA
	Addressee cannot be located	939432	NA
	Addressee Left without instructions	529341	NA
	Addressee moved	276391	NA
	Beat Change	39233	NA
	Damaged	58	NA
	Deceased	87590	NA
	Divert to Beat	10378	NA
	Divert to BO	53319	NA
	Divert to Bulk Delivery	31	NA
	Door Locked	2953434	NA
	Insufficient Address	1886163	NA
	Intimation Delivered	22208	NA
	Local Holiday	52884	NA









 Non Delivery-By Org
 Non Delivery-By Product
 Non Delivery-By Reason



## Standard Operating Procedure – BI Reports

### 5.1.8. Mail Ops DEL Delivered Articles Stats Report

- **Description:** Report for number of Articles delivered by Org., Product.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops DEL Delivered Articles Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

### Mail Ops Delivered Articles Stats Analysis Report

Calendar Period >>	Jun-2020 	
Destination Organization Node	# Article Delivered	Trend
UOM>>	Number	
Andhra Pradesh Circle 	1376177	NA
Assam Circle 	490269	NA
Bihar Circle 	1079658	NA
Chattisgarh Circle 	367885	NA
Delhi Circle 	1240420	NA
Gujarat Circle 	2573705	NA
Haryana Circle 	887438	NA
Himachal Pradesh Circle 	375136	NA
Jammukashmir Circle 	153871	NA
Jharkhand Circle 	417704	NA

 Delivery-By Org
 Delivery-By Product

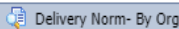

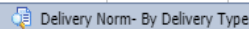
## Standard Operating Procedure – BI Reports

### 5.1.9. Mail Ops DEL Delivery Norm Compliance Report

- **Description:** Delivery Norm D+X analysis by Org., Product and Delivery type.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops DEL Delivery Norm Compliance Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Ops Delivery Norm Compliance Report

Destination Organization Node	Product Group/Name	Jun-2020						
		Total No. Of Article Delivered	Article Delivered in D+0	Article Delivered in D+1	Article Delivered in D+2	Article Delivered in D+3	Article Delivered in D+4	Article Delivered in D >= 5
		UOM >> Number	%	%	%	%	%	%
Andhra Pradesh Circle	Aerogramme International	137	0%	0%	0%	0%	1%	99%
	Blind Literature	8	0%	0%	0%	0%	100%	0%
	Business Parcel	4408	0%	0%	1%	5%	8%	86%
	Electronic Money Order	29920	2%	53%	21%	8%	4%	12%
	EMS Document	144	49%	1%	1%	6%	6%	37%
	EMS Merchandise	62	2%	0%	0%	3%	6%	89%
	Express Parcel	75	0%	0%	0%	4%	17%	79%
	Inland Speed Post	742255	0%	4%	5%	8%	10%	74%
	International Air Parcel	6	0%	33%	0%	33%	0%	33%
	International SAL Parcel	4	0%	0%	0%	100%	0%	0%
	Regd Pattern And Sample Packet	3	33%	0%	0%	67%	0%	0%
	Registered Book Packet	125	2%	5%	0%	6%	10%	78%

## Standard Operating Procedure – BI Reports

### 5.1.10. Mail Ops DEL Money Order Delivery Stats Report

- **Description:** Periodic Money Order delivery stats. MO delivery by Org. and by Product.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops DEL Money Order Delivery Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Ops Money Order Delivery Stats Analysis Report

Calendar Period >>		Jun-2020						
Organization Node	# Total Money Order Received	# Money Order Payment Done	# Money Order Pending for Payment	# Money Order Returned	Money Order Payment Done	Money Order Pending for Payment	Money Returned	Trend
UOM>>	Number	Number	Number	Number	INR	INR	INR	
Andhra Pradesh Circle	31325	30077	883	365	13592417.00	835348.00	359925.00	NA
APS CIRCLE	8		3	5		9000.00	11500.00	NA
Assam Circle	5869	4874	661	334	4608908.00	381277.00	512661.00	NA
Bihar Circle	5616	3139	1433	1044	8255980.00	3440134.00	1963538.00	NA
Chattisgarh Circle	1222	1036	88	98	2634552.00	164179.00	98575.00	NA
Delhi Circle	12399	10819	1109	471	8886585.00	1780986.00	905023.00	NA
Gujarat Circle	24054	19938	2350	1766	19420094.00	3110958.00	2327549.00	NA
Haryana Circle	1467	1208	141	118	2740828.00	285121.00	191052.00	NA
Himachal Pradesh Circle	3952	3471	225	256	5218906.00	393671.00	555293.00	NA
Jammukashmir Circle	1024	862	113	49	1712716.00	334479.00	154535.00	NA

MO Delivery Stats-By Org

MO Delivery Stats-By Product












## Standard Operating Procedure – BI Reports




### 5.1.11. Mail Ops DEL Undelivered Articles Backlog Stats Report

- **Description:** Analysis for Articles received at delivery PO but yet to be delivered.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops DEL Undelivered Articles Backlog Stats Report.
- **Inputsrequired:** 1. Report view (Yearly, Quarterly, Monthly)  
2. Values for Report view.

#### Mail Ops Undelivered Article Backlog Stats Report

**Report View : Monthly**

Calendar Period >>	AY-2020					
Organization Node	Aging (Days)					# Undelivered Articles
	0-2	3-7	8-15	16-25	>25	
UOM>>	Number	Number	Number	Number	Number	Number
Andhra Pradesh Circle 	252863	1207326	280250	1497	1245	1743181
APS CIRCLE 	5	17	3			25
Assam Circle 	131847	698805	160458	2173	3439	996722
Bihar Circle 	319877	1543588	356566	2479	916	2223426
Chattisgarh Circle 	81116	497283	132013	2105	564	713081
Delhi Circle 	1542	7303	2001	200	103208	114254
Gujarat Circle 	343395	1652074	399244	3496	2493	2400702
Haryana Circle 	223423	1095957	239818	730	649	1560577
Himachal Pradesh Circle 	84758	440552	103590	802	1009	630711

 Undelivered Article-By Org
 Undelivered Article-By Product
 Undelivered Article-By Customer

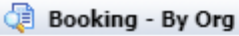

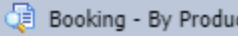
## Standard Operating Procedure – BI Reports

### 5.1.12. Mail Ops INT International Booking Stats Report

- **Description:** Period Booking Analysis for number of International Articles on an Organisation node by Origin and Destination Country and by Product.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops INT International Booking Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

### Mail Operations International Booking Stats Report

Calendar Period >>	Apr-2020			
Organization Node	# Booking Count	Booking Weight	Booking Amt	Trend
UOM>>	Number	Grams	INR	
Andhra Pradesh Circle	11	1880	2452.00	NA
Assam Circle	2	862	1444.60	NA
Bihar Circle	9	279	3481.80	NA
Delhi Circle	14	670	1864.00	NA
Gujarat Circle	3	1243	2672.00	NA
Haryana Circle	796	79517	144403.00	NA
Himachal Pradesh Circle	9	2250	2496.00	NA
Jharkhand Circle	2	1410	3245.00	NA
Karnataka Circle	20	4927	14416.60	NA
Kerala Circle	91	5442	20594.20	NA
Madhya Pradesh Circle	2	16495	7600.00	NA
Maharashtra Circle	26	2334	6264.80	NA
Odisha Circle	3	615	2681.00	NA

## Standard Operating Procedure – BI Reports

### 5.1.13. Mail Ops International DEL Delivery Norm Compliance Report

- **Description:** Period Delivery Norm (D+X) Analysis of International Articles on an Organisation node by Origin and Destination Country and by Product.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops International DEL Delivery Norm Compliance Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Ops Inbound INT Articles Delivery Norm Compliance Report

Destination Organization Node	Jan 2019						
	Total No. Of Article Delivered	Article Delivered in D+0	Article Delivered in D+1	Article Delivered in D+2	Article Delivered in D+3	Article Delivered in D+4	Article Delivered in D >= 5
UOM>>	Number	%	%	%	%	%	%
Andhra Pradesh Circle	284	11%	6%	5%	6%	7%	65%
Assam Circle	69	6%	0%	0%	9%	3%	83%
Bihar Circle	296	1%	0%	1%	26%	3%	69%
Chattisgarh Circle	103	3%	0%	0%	12%	4%	82%
Delhi Circle	7664	1%	44%	2%	1%	0%	51%
Gujarat Circle	1182	4%	11%	0%	2%	1%	81%
Haryana Circle	437	5%	19%	11%	7%	1%	57%
Himachal Pradesh Circle	167	2%	0%	10%	12%	3%	73%
Jammukashmir Circle	74	5%	0%	0%	0%	5%	89%
Jharkhand Circle	118	1%	0%	16%	25%	6%	52%
Karnataka Circle	1837	7%	19%	4%	10%	2%	58%
Kerala Circle	1534	5%	5%	1%	8%	4%	78%

## Standard Operating Procedure – BI Reports











### 5.1.14. Mail Ops Sorting & Transmission Bag Delivery Efficiency Analysis



#### Report

- **Description:** Periodic number of Bags closed but not dispatched within same day analysis on an Organisation node and Bag type.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops Sorting & Transmission Bag Delivery Efficiency Analysis Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Operations Sorting & Transmission Bag Delivery Efficiency Report

Number of Bags Closed But Not Dispatched Within Same Day.

Calendar Period >>	AY-2020	
Organization Node	# Bag Count	Trend
UOM>>	Number	
Andhra Pradesh Circle 	89084	NA
Assam Circle 	55200	NA
Bihar Circle 	116781	NA
Chattisgarh Circle 	18003	NA
Delhi Circle 	68750	NA
Gujarat Circle 	121858	NA
Haryana Circle 	30052	NA
Himachal Pradesh Circle 	23270	NA
INDORE TMO 	1	NA
Jabalpur R.S TMO 	113	NA

 SRT Efficiency - By Org
 SRT Efficiency - By Bag Type

## Standard Operating Procedure – BI Reports

### 5.1.15. Mail Ops SRT Sorting & Transmission Carrier Stats Report

- **Description:** Sorting and Transmission Stats report by carrier, Mode of transportation, bag type, accountable articles, bag weights, efficiency.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops SRT Sorting & Transmission Carrier Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Operations Sorting & Transmission Carrier Stats Report

Calendar Period >>			AY-2020		
Organization Node	Transport Mode	Vendor Name	# Bags Dispatched	Bags Weight	Trend
		UOM>>	Number	Kgs	
Department of Post India	AIR	MMS_BHOPAL	2442	22908	NA
		UNKNOWN	600101	11113702652	NA
	AIR		602543	11113725559	NA
	MMS	ABDUL GUFRAN KHAN	164	249	NA
		A F Godad	297	1151	NA
		AKSHAYA ROUT	545	808	NA
		ALLAH TRAVELS	545	855	NA
		Anjaneya Motor service	42	60	NA
		ANURADHA MOTORS	220	343	NA
		A R Bus	87	144	NA

Sorting & Transmission- By Carrier

## Standard Operating Procedure – BI Reports

### 5.1.16. Mail Ops SRT Sorting & Transmission Stats Report

- **Description:** Periodic number of Bags closed analysis on an Organisation node by total number of bags, Bags type, Accountable articles, Bags weight and Efficiency.
- **ReportSelection:** BI Home Screen → Mail Operations → Mail Ops SRT Sorting & Transmission Stats Report.
- **Inputsrequired:** 1. Calendar Year  
2. Month

#### Mail Operations Sorting & Transmission Stats Report

Calendar Period >>	Jan-2020			
Organization Node	# Articles Received	# Articles Closed	# Articles Dispatched	Trend
UOM>>	Number	Number	Number	
Andhra Pradesh Circle	5803727	4769524	4328379	NA
Assam Circle	2677953	2059064	2933343	NA
Barauni RMS TMO			2080	NA
Bihar Circle	5759172	3990901	3918401	NA
Chattisgarh Circle	1908248	1462741	1704416	NA
Darbhanga RMS TMO			117134	NA
Delhi Circle	6221768	5556741	4446026	NA
Gaya RMS TMO			78253	NA
Gujarat Circle	10553544	8034098	7417866	NA
Haryana Circle	5215617	4132878	4711297	NA
Himachal Pradesh Circle	1145535	987410	1039700	NA
INDORE TMO	0	0	13440	NA
Jabalpur R.S TMO		0	115903	NA

Sorting & Transmission- By Bags | Sorting & Transmission- By Bag Type | Sort

## Standard Operating Procedure – BI Reports

### 5.2MNOP

#### 5.2.1 D+X Breakup of Articles – Including and Excluding RTS

- **Description:** This KPI measures the D+X (D is the day of booking and X stands for number of days taken for delivery) of TD and NTD articles booked in a particular hub. Poor delivery performance by the other hubs will reflect in the D+X performance of NTD articles.
- **ReportSelection:** BI Home Screen → MNOP→ Speed Post→ National Sorting Hub →D+X Breakup of Articles – Including and Excluding RTS.
- **Inputsrequired:**
  1. Delivery Type (TD/NTD)
  2. Start Date
  3. End Date
  4. Source Hub
  5. Destination City

#### D+X Breakup of Articles – Including RTS

Start date : 5/1/2020 12    End date:: 5/10/2020 1

Delivery Type : TD

Origin City	Destination City	Source Zone	Destination Zone	No. of Articles Delivered	Average D+X	% D+1	% D+2	% D+3	% D+4	% D+5	>% D+5
	UOM >>			Number	Days	%	%	%	%	%	%
Mysuru	Mysuru	LTD	LTD	506	2.35	51.58%	36.36%	5.53%	1.19%	0.79%	4.55%
Mysuru	Mysuru	LTD	ROC	594	5.85	27.78%	39.56%	14.98%	5.39%	2.69%	9.60%
Mysuru	Mysuru	ROC	LTD	77	4.55	20.78%	23.38%	19.48%	15.58%	1.30%	19.48%
Mysuru	Mysuru	ROC	ROC	555	6.86	20.18%	12.97%	12.97%	13.15%	10.09%	30.63%

Including RTS     Excluding RTS

## Standard Operating Procedure – BI Reports

### 5.2.2D+X Breakup of Inbound TD Articles Report

- **Description:** This KPI shall measure the percentage of articles delivered in D+X (i.e. D+1, D+2, D+3, D+4, D+5 and >D+5) with breakup of these in terms of TD and LT articles booked by its mapped post offices and BNPL centres as well as Inbound TD articles from other hubs.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → D+X Breakup of Inbound TD Articles Report.
- **Inputs required:** 1. Start Date  
2. End Date

#### Break up of Inbound TD Articles Report

Selected Date: 6/1/2020 12:00:00 AM to 6/7/2020 12:00:00 AM

Origin NSH	Delivery Type	D+1	D+2	D+3	D+4	D+5	>D+5	Total
UOM>>		Number	Number	Number	Number	Number	Number	Number
Agra NSH	INBOUND_TD	3	77	196	315	299	1,017	1,907
	TD	195	213	156	70	60	167	861
Ahmedabad NSH	INBOUND_TD	194	2,463	2,274	1,954	1,879	3,934	12,698
	TD	3,350	1,319	511	318	361	850	6,709
Ajmer NSH	INBOUND_TD	58	176	154	240	261	1,385	2,274
	TD	350	422	306	199	174	620	2,071
Allahabad NSH	INBOUND_TD	6	322	945	941	768	1,859	4,841
	TD	517	272	180	112	48	97	1,226
Ambala NSH	INBOUND_TD	370	641	732	677	557	1,335	4,312

PO/SPC BNPL



## Standard Operating Procedure – BI Reports

### 5.2.3 Delivery PO Performance from Dispatch

- **Description:** Shows the number of articles delivered from D+0 to D+4 after receipt at post office (of a Particular Circle, Distheday of receipt at post office). Measured against number of articles sent from NSH/ICH/BNPL Centre.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Delivery PO Performance from Dispatch.
- **Inputs required:** 1. Circle Name  
2. Start Date  
3. End Date

Delivery PO Performance											
Date From (DD/MM/YYYY) : 6/1/2020 12											
Date To (DD/MM/YYYY) : 7/7/2020 12											
Circle Name : Andhra Pradesh Circle											
PO Level Delivery Efficiency											
NSH Name	Division Name	Delivery Office Name	Delivery Pincode	Local TD/ Rest Of Catchment	No. of Articles Sent by National Sorting Hub	No. of Articles Sent by Intra circle Hub	No. of Articles Sent by BNPL Units	No. of Articles Received	No. of Articles Delivered or Returned	No. of Articles with No Scan After 4 dDys	Average Transit Time Since the Day of Receipt at PO
UOM>>	UOM>>	UOM>>	Number	Flag	Number	Number	Number	Number	Number	Number	Days
Kurnool NSH	Adilabad Division	Ramakrishnapur S.O	504301	ROC	0	0	2	0	0	2	
Kurnool NSH	Adilabad Division	Sirpur Khagaznagar S.O	504296	ROC	1	0	0	0	0	1	

Days in Delivery after Receipt at PO						
D+0			D+1	D+2	D+3	D+4
Articles Delivered	Articles Returned	Attempted for Delivery	Number	Number	Number	Number
0		0	0	0	0	0
0		0	0	0	0	0

## Standard Operating Procedure – BI Reports

### 5.2.4 Delivery PO Performance from Dispatch All Circles

- **Description:** Shows the number of articles delivered from D+0 to D+4 after receipt at post office. (Disthe day of receipt at post office). Measured against number of articles sent from NSH/ICH/BNPL Centre.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Delivery PO Performance from Dispatch All Circles.
- **Inputs required:** 1. Start Date  
2. End Date

#### Delivery PO Performance

Date From (DD/MM/YYYY) : 6/1/2020 12

Date To (DD/MM/YYYY) : 6/7/2020 12

Circle Name : ALL

#### PO Level Delivery Efficiency

NSH Name	Division Name	Delivery Office Name	Delivery Pincode	Local TD/ Rest Of Catchment	No. of Articles Sent by National Sorting Hub	No. of Articles Sent by Intra circle Hub	No. of Articles Sent by BNPL Units	No. of Articles Received	No. of Articles Delivered or Returned	No. of Articles with No Scan After 4 dDys	Average Transit Time Since the Day of Receipt at PO
UOM>>	UOM>>	UOM>>	Number	Flag	Number	Number	Number	Number	Number	Number	Days
Agra NSH	Agra Division	Achhnera SO	283101	ROC	4	0	4	0	0	8	
Agra NSH	Agra Division	Agra Fort HO	282003	LTD	136	0	27	79	74	89	1.05

Delivery PO Performance - Including BO
  Delivery PO Performance - Excluding BO

Days in Delivery after Receipt at PO						
D+0			D+1	D+2	D+3	D+4
Articles Delivered	Articles Returned	Attempted for Delivery	Number	Number	Number	Number
0		0	0	0	0	0
74		1	2	5	4	0

## Standard Operating Procedure – BI Reports

### 5.2.5 Delivery scan Compliance Report


- **Description:** This KPI shall measure the percentage of articles booked in the catchment of a Hub and having no delivery scan after 5 days.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Delivery scan Compliance Report.
- **Inputs required:** 1. NSH Name  
2. Booking Date

### Delivery Scan Compliance Report

Booking Date : 2020/01/13

Booking NSH	Share of Articles Without Delivery Scan After 5 Days of Booking			
	Total TD Articles Booked	% of TD Articles Without Delivery Scan	Total NTD Articles Booked	% of NTD Articles Without Delivery Scan
UOM>>	Number	%	Number	%
Delhi NSH	34789	<a href="#">13</a>	33,284	<a href="#">41.71</a>

 DSC-PO/SPC

 DSC-BNPL

## Standard Operating Procedure – BI Reports

### 5.2.6 Delivery PO Performance Speed Post All Hubs

- **Description:** Shows the number of articles delivered from D+0 to D+4 after receipt at post office. (Distheday of receipt at post office). Measured against number of articles sent from NSH/ICH/BNPL Centre.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Delivery PO Performance Speed Post All Hubs.
- **Inputs required:** 1. Start Date  
2. End Date

#### Delivery PO Performance

Date From (DD/MM/YYYY) : 8/1/2020 12:1

Date To (DD/MM/YYYY) : 8/7/2020 12:

Report Type : Including BO

#### PO Level Delivery Efficiency For All Hubs

Destination NSH Name	Division Name	Delivery Office Name	Delivery Pincode	Local TD/ Rest Of Catchment	No. of Articles Sent by National Sorting Hub	No. of Articles Sent by Intra circle Hub	No. of Articles Sent by BNPL Units	No. of Articles Sent by ICH	No. of Articles Received at PO	No. of Articles Delivered or Returned	No. of Articles with No Scan After 4 dDys	Since the Day of Receipt at PO	Since the Day of Booking
UOM>>				Flag	Number	Number	Number	Number	Number	Number	Number	Days	Days
Agra	Agra Division	Achhnera SO	283101	ROC	365	0	0	0	365	350	15	0.09	3.57
	Agra Division	Agra Fort HO	282003	LTD	2,399	0	0	0	2,399	2,215	184	0.65	3.5
	Agra Division	Agra HO	282001	LTD	3,942	0	0	0	3,942	3,588	354	0.84	3.98

Including BO
  Excluding BO

D+0	D+1	D+2	D+3	D+4
Number	Number	Number	Number	Number
337	4	5	0	4
1,417	314	386	51	47
1,856	958	440	159	175

## Standard Operating Procedure – BI Reports

### 5.2.7 Delivery PO Performance Speed Post NSH Wise

- **Description:** Shows the number of articles delivered from D+0 to D+4 after receipt at post office (of Particular NSH. Distheday of receipt at post office). Measured against number of articles sent from NSH/ICH/BNPL Centre.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Delivery PO Performance Speed Post NSH Wise.
- **Inputs required:** 1. Start Date  
2. End Date  
3. NSH Name

#### Delivery PO Performance

Date From (DDMM/YYYY) : 9/1/2020 12

Date To (DD/MM/YYYY) : 9/7/2020 12

NSH Name : New Delhi NSH

Report Type : Including BO

#### PO Level Delivery Efficiency

Division Name	Delivery Office Name	Delivery Pincode	Local TD/ Rest Of Catchment	No. of Articles Sent by National Sorting Hub	No. of Articles Sent by Intra circle Hub	No. of Articles Sent by BNPL Units	No. of Articles Received at PO	No. of Articles Delivered or Returned	No. of Articles with No Scan After 4 dDys	Since the Day of Receipt at PO	Since the Day of Booking
UOM>>			Flag	Number	Number	Number	Number	Number	Number	Days	Days
Delhi East Division	Gandhi Nagar SO East Delhi	110031	LTD	5,864	0	0	5,864	5,125	739	0.42	2.38
Delhi East Division	Gokal Puri SO	110094	LTD	8,589	0	0	8,589	8,222	367	0.49	2.29
Delhi East Division	Jhilmil HO	110095	LTD	4,859	0	458	5,317	5,256	61	0.26	2.37

Including BO Excluding BO

D+0	D+1	D+2	D+3	D+4
Number	Number	Number	Number	Number
4,008	366	336	279	136
6,178	702	578	434	330
4,608	97	250	199	102

## Standard Operating Procedure – BI Reports

### 5.2.8 Final Delivery Transit Time Analysis Report

- **Description:** Shows the average transit time for articles delivered after booking at post office.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Final Delivery Transit Time Analysis Report.
- **Inputs required:** 1. Start Date  
2. End Date

#### D+X Final Delivery Transit Analysis Report

Date From : 2020/05/01

Date To : 2020/05/10

Facility Type : PO/SPC

Booking NSH/ Origin Hub	Including Returned To Sender Articles									Excluding Returned To Sender Articles							
	Articles Delivered	NTD Articles Delivered	NTD Transit Time	TD Articles Delivered	TD Transit Time	No. of Articles Delivered in Local TD Zone	Local TD Transit Time	No. of Articles Delivered in TD Catchment Area	TD Catchment Area Transit Time	NTD Articles Delivered	NTD Transit Time	TD Articles Delivered	TD Transit Time	No. of Articles Delivered in Local TD Zone	Local TD Transit Time	No. of Articles Delivered in TD Catchment Area	TD Catchment Area Transit Time
UOM>>	Number	Number	Days	Number	Days	Number	Days	Number	Days	Number	Days	Number	Days	Number	Days	Number	Days
Agra	2826	1,836	24.9	990	3.47	312	3.74	675	3.34	1811	25	893	3.24	269	3.39	621	3.18
Ahmedabad	8741	6,015	8.22	2726	5.75	1219	2.11	1494	8.74	5942	8.13	2637	5.73	1152	1.86	1472	8.77
Ajmer	1432	665	12.37	767	30.43	452	9.29	307	62.21	660	12.27	762	30.58	450	9.28	304	62.77
Allahabad	3039	2,124	11.98	915	3.59	543	3.94	372	3.07	2095	11.99	892	3.41	523	3.73	369	2.95

PO/SPC BNPL

## Standard Operating Procedure – BI Reports

### 5.2.9 Inbound Operational Performance Report

- **Description:** Measures the number of articles delivered, after receipt at processing hub within the prescribed cutoff time for Metro and non-Metro cities, in next possible round of delivery.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Inbound Operational Performance Report.
- **Inputs required:** 1. Start Date  
2. End Date

#### Inbound Operational Performance

Date From (YYYY/MM/DD) : 2020/06/01

Date To (YYYY/MM/DD) : 2020/06/07

#### Percentage of articles received before cut-off time and delivered in next possible delivery round

NSH Name	Total articles received before cut-off time	Total Articles Delivered in next possible delivery round	Percentage of Articles Delivered
UOM>>	Number	Number	%
Agra NSH	30691	6,679	21.76%
Ahmedabad NSH	230249	90,189	39.17%
Ajmer NSH	63942	10,246	16.02%
Allahabad NSH	62684	13,362	21.32%
Ambala NSH	46394	12,823	27.64%
Amritsar NSH	22985	7,939	34.54%
Arsikere NSH	31564	7,234	22.92%

Inbound Operational Performance

## Standard Operating Procedure – BI Reports

### 5.2.10 Share of actual scans against total expected end-to-end Report

- **Description:** This KPI shall measure the percentage of actual scans of articles against expected full end to end under a Hub (both for TD and NTD articles) for a given date range and type of office.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Share of actual scans against total expected end-to-end Report.
- **Inputs required:** 1. Start Date  
2. End Date

SCAN COMPLIANCE REPORT					
Date From : 2019/03/01					
Date To : 2019/03/31					
Facility Type Group = PO/SPC					
Booking NSH/ Origin Hub	Share of Actual Scans Against Total Expected end-to-end Scans				
	Articles Delivered	NTD Articles Delivered	NTD Scan Analysis	TD Articles Delivered	TD Scan Analysis
UOM>>	Number	Number	%	Number	%
Agra	103,820	48,272	<a href="#">66.7</a>	55,548	<a href="#">72.03</a>
Ahmedabad	269,131	122,465	<a href="#">63.78</a>	146,666	<a href="#">49.75</a>
Ajmer	49,465	33,139	<a href="#">59.18</a>	16,326	<a href="#">52.08</a>
Allahabad	43,704	30,886	<a href="#">73.46</a>	12,818	<a href="#">70.31</a>
Ambala	61,198	32,658	<a href="#">73.2</a>	28,540	<a href="#">79.58</a>
Amritsar	36,972	19,925	<a href="#">72.55</a>	17,047	<a href="#">85.86</a>
Arsikere	29,703	14,733	<a href="#">84.48</a>	14,970	<a href="#">73.66</a>
Aurangabad	91,057	33,538	<a href="#">68.64</a>	57,519	<a href="#">69.33</a>



## Standard Operating Procedure – BI Reports

### 5.2.11 Share of Articles with Duplicate Barcode Report

- **Description:** Measures number of articles booked with the barcode numbers which have already been used in the mapped post offices of a NSH.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Share of Articles with Duplicate Barcode Report.
- **Inputs required:** 1. Start Date  
2. End Date

Share of articles booked with Duplicate Barcode			
Date From : 7/1/2020 1			
Date To : 7/7/2020 1			
NSH Name	Total Articles Booked	Duplicate Booked	Percentage Duplicate Booked
UOM>>	Number	Number	%
Agra NSH	23,571	72	0.31
Ahmedabad NSH	40,708	54	0.13
Ajmer NSH	25,463	0	0
Allahabad NSH	12,688	246	1.94
Ambala NSH	17,744	13	0.07
Amritsar NSH	7,416	0	0
Arsikere NSH	6,618	316	4.77
Aurangabad NSH	12,608	57	0.45
Barauni NSH	20,955	0	0

## Standard Operating Procedure – BI Reports

### 5.2.12 Share of articles with full end to end scan history Report

- **Description:** This KPI shall measure the percentage of articles having full end to end scan out of total article booked by the post offices under a Hub (both for TD and NTD articles) for a given date range and type of office.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Share of articles with full end to end scan history Report.
- **Inputs required:** 1. Start Date  
2. End Date

Scan Compliance Report					
Date From : 2019/12/01					
Date To : 2019/12/31					
Facility Type: PO/SPC					
Booking NSH/ Origin Hub	Share of Articles with Full end to end Scan history				
	Articles Delivered	NTD Articles Delivered	NTD Full Scan Compliance	TD Articles Delivered	TD Full Scan Compliance
UOM>>	Number	Number	%	Number	%
Agra	70057	41,318	<a href="#">11.05</a>	28739	12.07
Ahmedabad	88711	49,460	<a href="#">42.11</a>	39251	55.73
Ajmer	55318	31,464	<a href="#">22.16</a>	23854	13.65
Allahabad	46081	34,899	<a href="#">11.85</a>	11182	10.3
Ambala	58458	36,718	<a href="#">50.68</a>	21740	59.38
Amritsar	32396	17,888	<a href="#">36.24</a>	14508	79.9
Arsikere	25029	14,626	<a href="#">44.21</a>	10403	40.69

## Standard Operating Procedure – BI Reports

### 5.2.13 Share of Articles with Incorrect Addressee Pin Code Report

- **Description:** This KPI measures the number of articles which are delivered in a pin code other than the addressee Pin code captured in CSI-POS at the time of booking.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Share of Articles with Incorrect Addressee Pin Code Report.
- **Inputs required:** 1. Start Date  
2. End Date

Share of articles booked with incorrect addressee PIN Code			
Date From : 12/1/2019 5			
Date To : 12/6/2019 5			
NSH Name	Total Articles Delivered	Total Articles with PIN code mismatch	Share of articles with PIN code mismatch
UOM>>	Number	Number	%
<a href="#">Agra NSH</a>	36,223	12,439	34.34
<a href="#">Ahmedabad NSH</a>	92,904	22,859	24.6
<a href="#">Ajmer NSH</a>	33,204	8,105	24.41
<a href="#">Allahabad NSH</a>	24,210	5,882	24.3
<a href="#">Ambala NSH</a>	20,139	5,790	28.75
<a href="#">Amritsar NSH</a>	12,424	6,551	52.73
<a href="#">Arsikere NSH</a>	14,182	2,414	17.02
<a href="#">Aurangabad NSH</a>	26,989	6,560	24.31
<a href="#">Barauni NSH</a>	26,091	4,248	16.28

Incorrect Address Pincode

## Standard Operating Procedure – BI Reports

### 5.2.14 Share of mis-sorted articles Report

- **Description:** This KPI measures the percentage share of TD and NTD articles mis sorted out of the total TD and NTD articles processed by a Hub.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Share of mis-sorted articles Report.
- **Inputs required:** 1. Start Date  
2. End Date

MIS SORTED ARTICLES REPORT					
Date From : 5/10/2020 1					
Date To : 5/19/2020 1					
NSH Name	Share of Mis Sorted Articles				
	Total Articles Processed with Pincodes	Total Articles Processed (TD)	Total Articles Processed (Non TD)	Share of Mis Sorted Articles (TD)	Share of Mis Sorted Articles (Non TD)
UOM>>	Number	Number	Number	%	%
Agra NSH	5,953	2,530	3,423	20.55%	23.87%
Ahmedabad NSH	22,823	12,058	10,765	48.27%	48.32%
Ajmer NSH	5,269	2,703	2,566	20.83%	30.09%
Allahabad NSH	8,836	3,328	5,508	29.30%	23.17%
Ambala NSH	10,866	4,293	6,573	35.08%	31.95%
Amritsar NSH	5,060	2,457	2,603	41.88%	31.58%
Arsikere NSH	11,364	4,101	7,263	15.83%	16.52%
Aurangabad NSH	2,703	2,089	614	30.83%	23.29%

Mis Sorted Articles-PO/SPC

Mis Sorted Articles-BNPL

## Standard Operating Procedure – BI Reports

### 5.2.15 Speed Net Usage Report

- **Description:** Reflects the number of SParticles booked, delivered and having both booking and delivery information during the selected month.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Speed Net Usage Report.
- **Inputs required:** 1. Year

Monthly Speed-Net Usage Report				
Year : 2019		Product : Speed Post		
Year	Month	Total Number of Articles Booked	Total Number of Articles Delivered	Total Number of Articles Booked & Delivered
UOM>>	UOM>>	Number	Number	Number
2019	8	17492041	16492050	11094169
2019	9	28198950	30261043	17391999
2019	10	27151407	29702894	18152312
2019	11	32544324	30856252	19582629
2019	12	32340455	34447925	21526546

Speed Net Usage

## Standard Operating Procedure – BI Reports

### 5.2.16 Total volume processed by NSH hub Report

- **Description:** This KPI shall measure the total volume processed in a hub including TD, Inbound TD, Outbound NTD and articles booked at BNPL Centre.
- **Report Selection:** BI Home Screen → MNOP → Speed Post → National Sorting Hub → Total volume processed by NSH hub Report.
- **Inputs required:** 1. Start Date  
2. End Date

#### TOTAL VOLUME PROCESSED REPORT

Date From : 7/8/2020 12

Date To : 7/8/2020 12

#### Total Volume Processed by National Sorting Hubs

National Sorting Hub Name	Volume Processed at BNPL				Volume Processed at PO/SPC				Total Articles Processed by National Sorting Hub and BNPL Centre(s) During Selected Period			
	TD Articles	Outbound NTD Articles	Inbound TD Articles	Sub Total	TD Articles	Outbound NTD Articles	Inbound TD Articles	Sub Total	TD Articles	Outbound NTD Articles	Inbound TD Articles	Total:
Agra NSH	16	142	1,557	1,715	2,165	2,127	3,592	7,884	2,181	2,269	5,149	9,599
Ahmedabad NSH	0	2,227	4,422	6,649	3,611	7,939	13,386	24,936	3,611	10,166	17,808	31,585
Ajmer NSH	0	1,142	1,562	2,704	405	4,023	5,783	10,211	405	5,165	7,345	12,915
Allahabad NSH	0	90	283	373	620	810	1,379	2,809	620	900	1,662	3,182
Ambala NSH	3	276	1,176	1,455	1,119	2,592	4,045	7,756	1,122	2,868	5,221	9,211
Amritsar NSH	0	54	638	692	541	526	1,826	2,893	541	580	2,464	3,585
Arsikere NSH	1	27	958	986	792	730	3,092	4,614	793	757	4,050	5,600
Aurangabad NSH	1	662	1,150	1,813	2,035	2,410	5,494	9,939	2,036	3,072	6,644	11,752
Barauni NSH	0	111	2,221	2,332	898	2,562	6,233	9,693	898	2,673	8,454	12,025
<b>Total Volume Processed</b>												