

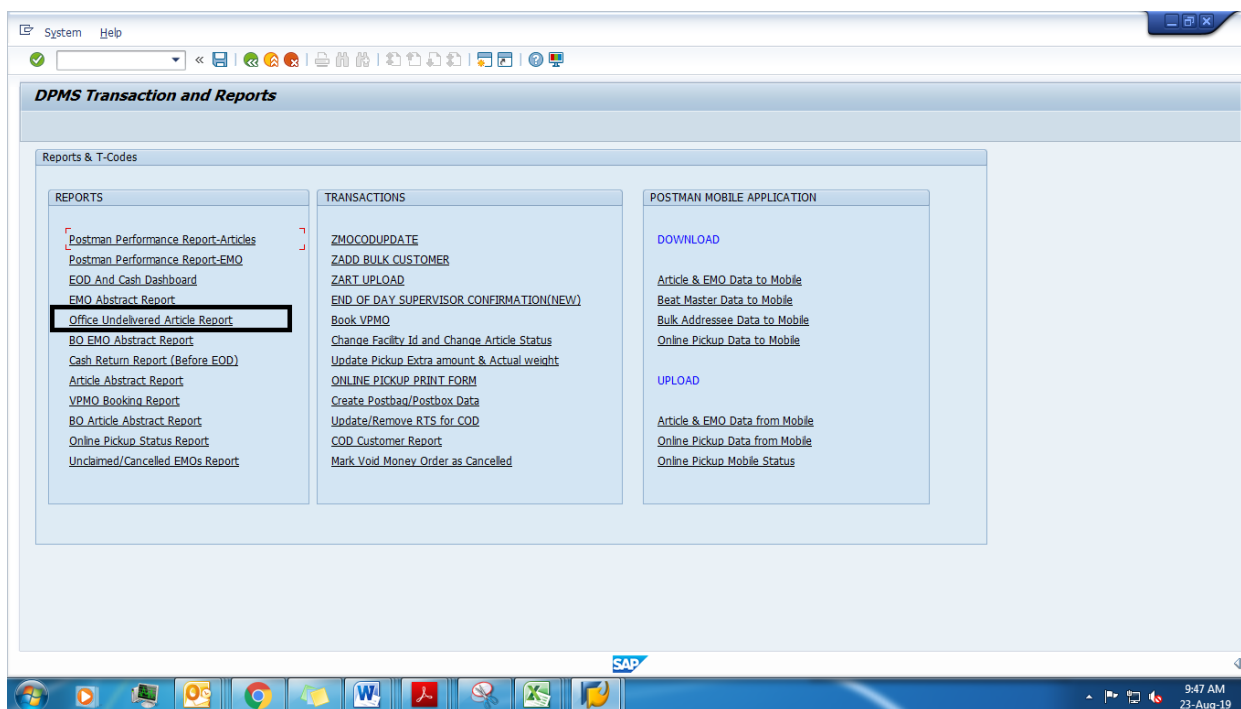
## OFFICE UNDELIVERED ARTICLE REPORT

Office wise Undelivered Article report available in DPMS Transactions & Reports enables monitoring of undelivered articles/EMOs of a particular division upto one month [ie] data for last one month only will be displayed.

Office wise undelivered article report displays the count of:-

- Articles/EMOs received but not taken out for delivery,
- Articles/EMO taken out for delivery but returns not taken.
- Articles kept on hold.

Details of all the undelivered articles can be obtained through Undelivered Articles Report available in DPMS Main Screen. Similarly, details of unpaid EMOs can be obtained through zemo\_unpaid.



1. Click on Office undelivered article report:

Input criteria: Division facility ID , Multiple facility id and Receive date options available.

The screenshot shows the 'Office Wise Undelivered Article Status Report' input form. It includes fields for 'Reporting Division', 'Facility ID', and 'Recieve Date'. The 'Facility ID' field is highlighted with a yellow background and has a 'Multiple selection' button next to it. The 'Recieve Date' field has a 'to' field next to it. The 'Multiple selection' button is highlighted with a black box.

## 2. Entering Division id and Receive date range:

**Office Wise Undelivered Article Status Report**

DOP

Reporting Division: DV29106000000

Facility ID:  to

Receive Date: 01.08.2019 to 22.08.2019

## 3. Output generated:

Screen:1

**Office Wise Undelivered Article Status Report**

DPMS Report

Total Offices: 30

Facility Id	Facility Desc	Articles Not Taken	Out	EMOs Not Taken	Out	Division	Article Returns Not Taken	Articles Kept On Hold	EMO Returns Not Taken
HO29106100000	St Thomas Mount HO	74		2		Chennai City South D	145	119	6
PO29104113000	Raja Annamalaiapuram S.O	34		155		Chennai City South D	467	220	14
PO29104212000	Alwarthirunagar S.O	59		0		Chennai City South D	2	163	3
PO29104213000	Kodambakkam S.O	36		54		Chennai City South D	169	121	34
PO29104216000	Nandanam S.O	7		0		Chennai City South D	220	35	1
PO29104217000	Saidapet S.O (Chennai)	16		0		Chennai City South D	303	135	11
PO29104218000	Saligramam S.O	0		0		Chennai City South D	7	45	41
PO29104219000	Vadapalani S.O	10		0		Chennai City South D	19	117	14
PO29104221000	Virugambakkam S.O	12		0		Chennai City South D	31	129	5
PO29104222000	West Mambalam S.O	1		0		Chennai City South D	45	66	9
PO29106101000	Adambakkam S.O	2		0		Chennai City South D	25	49	1
PO29106102000	Adyar S.O (Chennai)	43		1		Chennai City South D	48	140	7
PO29106104000	Ashoknagar S.O (Chennai)	3		0		Chennai City South D	168	6	14
PO29106105000	Basantnagar S.O	11		4		Chennai City South D	72	44	0
PO29106108000	Engineering College S.O (Chennai)	22		1		Chennai City South D	202	6	0
PO29106109000	Gundy Industrial Estate S.O	421		0		Chennai City South D	5,905	117	1
PO29106111000	Indian Institute Of Technology S.O	2		0		Chennai City South D	5	11	0
PO29106112000	Injambakkam S.O	0		0		Chennai City South D	16	51	2
PO29106114000	Kalaingar Karunanidhi Nagar S.O	0		0		Chennai City South D	57	98	10
PO29106117000	Kotturpuram S.O	1		0		Chennai City South D	10	8	2
PO29106118000	Madipakkam S.O	13		0		Chennai City South D	76	160	6
PO29106121000	Nandambakkam Kurukruppu S.O	6		1		Chennai City South D	34	67	1

Screen:2

Office Wise Undelivered Article Status Report

DPMS Report  
Total Offices: 0

Facility Id	Facility Desc	Articles Not Taken	EMOs Not Taken	Division	Article Returns Not Taken	Articles Kept On Hold	EMO Returns Not Taken
PO29106101000	Adambakkam S.O	2	0	Chennai City South D	25	49	1
PO29106102000	Adyar S.O (Chennai)	43	1	Chennai City South D	48	140	7
PO29106104000	Ashoknagar S.O (Chennai)	3	0	Chennai City South D	168	6	14
PO29106105000	Basantnagar S.O	11	4	Chennai City South D	72	44	0
PO29106108000	Engineering College S.O (Chennai)	22	1	Chennai City South D	202	6	0
PO29106109000	Guindy Industrial Estate S.O	421	0	Chennai City South D	5,905	117	1
PO29106111000	Indian Institute Of Technology S.O	2	0	Chennai City South D	5	11	0
PO29106112000	Injambakkam S.O	0	0	Chennai City South D	16	51	2
PO29106114000	Kalaingar Karunanidhi Nagar S.O	0	0	Chennai City South D	57	98	10
PO29106117000	Kotturpuram S.O	1	0	Chennai City South D	10	8	2
PO29106118000	Madipakkam S.O	13	0	Chennai City South D	76	160	6
PO29106121000	Nandambakkam Kudiyuruppu S.O	6	1	Chennai City South D	34	67	1
PO29106123000	Nanganallur S.O	19	0	Chennai City South D	69	83	4
PO29106125000	Oggamthorai S.O	11	0	Chennai City South D	539	189	3
PO29106128000	Perungudi S.O	10	0	Chennai City South D	2	163	5
PO29106130000	Rajbhavan S.O (Chennai)	1	0	Chennai City South D	0	0	0
PO29106134000	Sholingalur S.O	4	7	Chennai City South D	84	135	0
PO29106136000	Tiruvanmiyur S.O	126	49	Chennai City South D	62	326	0
PO29106137000	TTTI Taramani S.O	36	3	Chennai City South D	1	70	0
PO29106139000	Velacheri S.O	16	0	Chennai City South D	155	189	17
		<b>996</b>	<b>277</b>		<b>8,938</b>	<b>3,062</b>	<b>211</b>

Desired operation cannot be performed for column 'Facility Desc'

Note: Columns can be interchanged according to the requirement as shown below

Office Wise Undelivered Article Status Report

DPMS Report  
Total Offices: 44

\*Selecting particular column, drag and move to the place needed

Division	Facility Id	Facility Desc	Articles Not Taken Out	Article Returns Not Taken	Articles Kept On Hold	EMOs Not Taken Out	EMO Returns Not Taken
Kanchipuram Division	HO29108100000	Kanchipuram H.O	4	291	72	0	6
Kanchipuram Division	HO29108200000	Tiruvalur H.O	22	259	36	3	5
Kanchipuram Division	PO29108101000	Ayampettai S.O	3	4	4	1	0
Kanchipuram Division	PO29108102000	Balchettychatram S.O	3	6	1	0	0
Kanchipuram Division	PO29108103000	Big Kanchipuram S.O	10	18	54	41	14
Kanchipuram Division	PO29108104000	Edayarpakkam S.O	22	10	2	1	19
Kanchipuram Division	PO29108105000	Enathur S.O	0	0	0	0	0
Kanchipuram Division	PO29108106000	Iringattukottai S.O	6	28	11	0	12
Kanchipuram Division	PO29108107000	Kalyampoonndi S.O	0	0	0	0	0
Kanchipuram Division	PO29108110000	Karapettai S.O	5	1	0	0	0
Kanchipuram Division	PO29108112000	Magaral S.O	4	1	0	0	0
Kanchipuram Division	PO29108113000	Manampathi S.O	1	7	2	0	0
Kanchipuram Division	PO29108114000	Palayaseevaram S.O	1	0	2	0	0
Kanchipuram Division	PO29108119000	Sripurambudur S.O	10	37	12	0	2
Kanchipuram Division	PO29108120000	Sunguvarchatram S.O	6	3	19	0	1
Kanchipuram Division	PO29108121000	Thennen S.O	5	0	3	0	9
Kanchipuram Division	PO29108124000	Uttiramerur S.O	4	0	4	2	1
Kanchipuram Division	PO29108125000	Walajabad S.O	33	5	14	1	0
Kanchipuram Division	PO29108201000	Ammavarkuppam S.O	2	0	0	6	0
Kanchipuram Division	PO29108202000	Arungolam S.O	1	0	1	1	0
Kanchipuram Division	PO29108203000	Athimarjerpeta S.O	1	0	4	11	2
Kanchipuram Division	PO29108204000	Erumbi S.O	1	5	0	0	10

Office Wise Undelivered Article Status Report

DPMS Report

Total Offices: 0

Division	Facility Id	Facility Desc	Σ Articles Not Taken Out	Σ Article Returns Not Taken	Σ Articles Kept On Hold	Σ EMOs Not Taken O	Σ EMO Returns Not Taken
Kanchipuram Division	PO29108207000	Kakalur Ind Estate S.O	1	0	5	0	0
Kanchipuram Division	PO29108208000	Kanakammachatram S.O	5	2	1	0	0
Kanchipuram Division	PO29108209000	Kg Kandigai S.O	2	0	0	0	0
Kanchipuram Division	PO29108211000	Madduru S.O	3	0	4	1	0
Kanchipuram Division	PO29108212000	Manavalanagar S.O	9	5	10	0	3
Kanchipuram Division	PO29108214000	Pallipat S.O	1	0	1	14	0
Kanchipuram Division	PO29108215000	Perambakkam S.O	60	2	25	4	0
Kanchipuram Division	PO29108216000	Periapalayam S.O	49	5	0	151	8
Kanchipuram Division	PO29108217000	Podaturpeta S.O	1	4	2	189	43
Kanchipuram Division	PO29108218000	Ponpadi Rs S.O	1	2	0	0	0
Kanchipuram Division	PO29108219000	Poondi S.O	12	20	1	7	1
Kanchipuram Division	PO29108220000	Poonimangadu S.O	0	0	1	0	0
Kanchipuram Division	PO29108221000	Ramakrishnarajupeta S.O	3	0	6	25	0
Kanchipuram Division	PO29108223000	Tiruniravur Rs S.O	51	23	18	50	6
Kanchipuram Division	PO29108224000	Tirur Cpt S.O	4	1	0	0	0
Kanchipuram Division	PO29108225000	Tiruttani S.O	6	8	17	7	2
Kanchipuram Division	PO29108230000	Tiruvelangadu S.O	10	0	4	5	0
Kanchipuram Division	PO29108231000	Uttukottai S.O	4	0	4	1	0
Kanchipuram Division	PO29108232000	Vanganur S.O	6	1	1	0	3
Kanchipuram Division	PO29108233000	Vengal S.O	1	0	0	0	0
			393	760	357	523	149

4. Facility id given as input:

Office Wise Undelivered Article Status Report

DOP

Reporting Division: DV29106000000

Facility ID: PO29104217000 to

Recieve Date: 01.08.2019 to 22.08.2019

Output:

Office Wise Undelivered Article Status Report

DPMS Report

Total Offices: 1

Facility Id	Facility Desc	Articles Not Taken Out	EMOs Not Taken Out	Division	Article Returns Not Taken	Articles Kept On Hold	EMO Returns Not Taken
PO29104217000	Saidapet S.O (Chennai)	16	0	Chennai City South D	305	133	11

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Centre for Excellence in Postal Technology.

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