

## **Business Continuity Plan (BCP) for Mail Offices**

### **1. Introduction:**

1.1. IPVS is an Online solution and hence requires 100% availability at Central Server level, in order to perform Mail Office operations. In case of any scheduled/abrupt downtime of the Solution, the activities at Mail Offices are being done manually and these operations are not coming into the system, thus affecting further IT services including tracking/reports etc. In order to ensure 0% loss of data owing to such scenarios, a **Business Continuity Plan** has been created.

1.2. In this process, the Mail Offices have to prepare Excel File for the basic operations like Bag Receipt, Bag Open, Bag Close and Bag Despatch in the prescribed format and upload the same through the option provided in IPVS solution

2. **Pre-Requirement:** Assign Roll “IPVS Operator (YS:MOIPVS\_OPERATOR) “to the required User through RDA.

### **3. Creation of Excel files with data :**

3.1. As and when Centralized BCP has been notified, Mail Offices have to create four excel files in the prescribed format.

3.2. One excel file is to be created for Bag level events that should contain all Bag Receipt. The second excel file is to be created for Article level events which should contain the Bag Open. Third file is to be created for Article level event which should contain Bag close and last file contain Bag level events of Bag dispatch transactions.

3.3. It is suggested to upload Excel file in following orders.

- Bag Receive.
- Bag Open.
- Bag Close.
- Bag Dispatch.

3.4. **Creation of Bag Data File:** This file should contain all Bag Receipt and Bag Despatch events and the format of the same is as under.

<b>Column Name</b>	Bag Barcode	Bag received from/ Dispatched To	Bag Type	Bag status	Bag Weight (In Kg)
<b>Explanation of columns</b>	Bag Barcode	CSI Facility ID	SP/PP/RP	RD/DI	In Kg

<b>Example (Bag Receipt)</b>	EBK8000000001	HO21300000000	SP	RD	1
<b>Example (Bag Despatch)</b>	EBK8000000002	HO21300000000	SP	DI	1

3.5. Once Bag level data is entered in the above format, the file needs to be saved in the format : <FacilityID>\_<SetNo>\_<EventDataTime>.Xlsx. The datetime field is to be represented with yyyymmddhhmm.

For Example: SP21308000650\_GEN1\_202109141100.xlsx.

3.6. **Format for Article Data File:** This file should contain all Bag Open and Bag Close events and the format of the same is as under:

<b>Column Name</b>	Bag Barcode	Bag received from/ closed To	Bag status	Bag Type	Article Number	Article Type	Insured
<b>Explanation of columns</b>	Bag Barcode	CSI Facility ID	OP/CL	PP/RP / SP	Article Number		Blank ( ) /X
<b>Example (Bag Receipt)</b>	EBK8000000001	HO21300000000	OP	SP	EK00000001IN	SP_INLAND	
<b>Example (Bag Despatch)</b>	EBK8000000002	HO21300000000	CL	RP	EK00000001IN	SP_INLAND	X

3.7. Once Article level data is entered in the above format, the file needs to be saved in the format : <FacilityID>\_<SetNo>\_<EventDataTime>.Xlsx. The datetime field is to be represented with yyyymmddhhmm.

For Example: SP21308000650\_GEN1\_202109141100.xlsx.

#### 4. Valid Bag Types, Bag Status and Article Types

##### 4.1. Bag Types:

- a. Parcel Bag : PP
- b. Register Bag : RP
- c. Speed Post Bag : SP

##### 4.2. Bag Status:

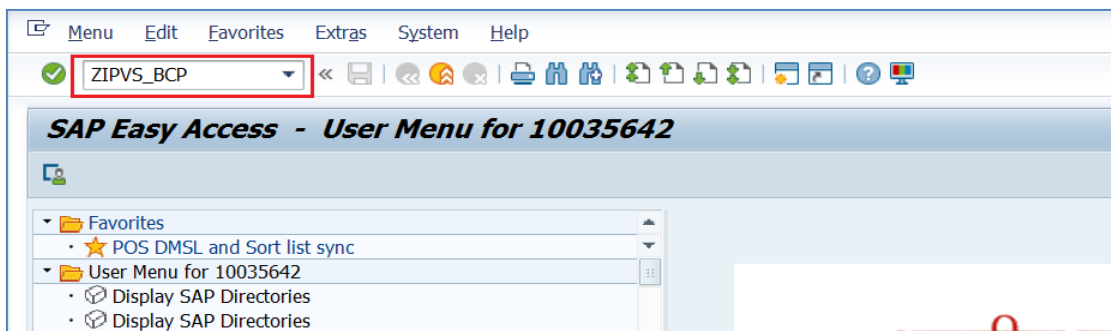
- a. Bag Receipt : RD
- b. Bag Open : OP
- c. Bag Close : CL
- d. Bag Dispatch : DI

### 4.3. Article Types:

- a. Registered Parcel : PARCEL
- b. Registered Letter : LETTER
- c. Inland Speed Post : SP\_INLAND

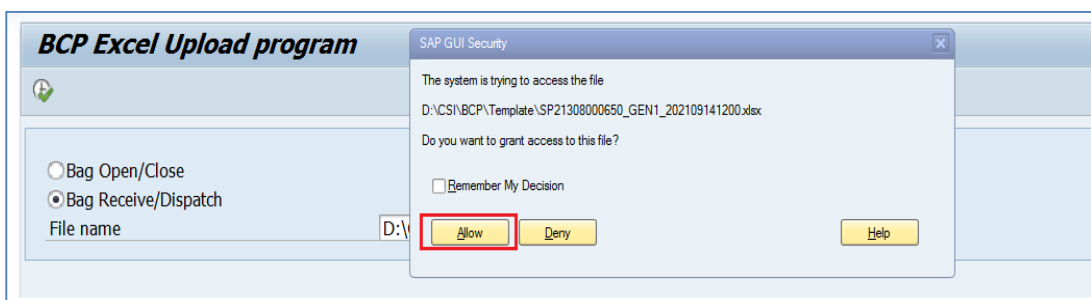
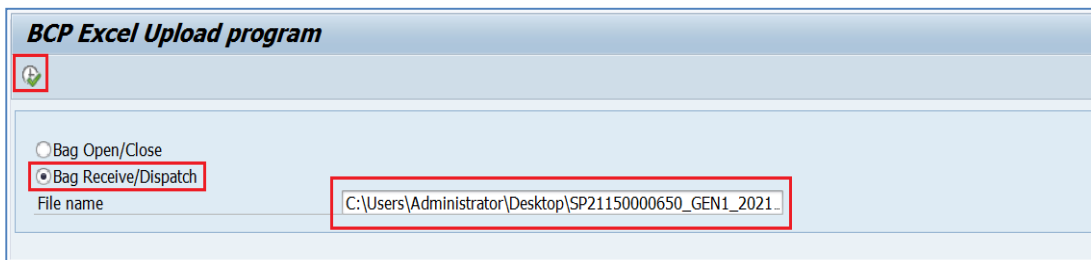
### 5. Uploading the Files to IPVS:

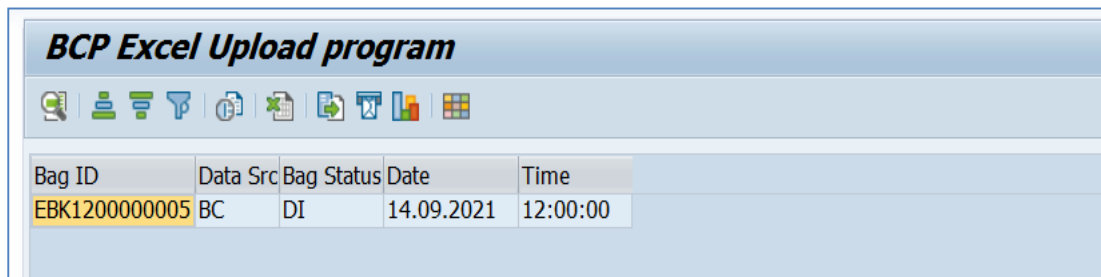
5.1. Once IPVS is made up, the Operator can upload the files using the Tcode 'ZIPVS\_BCP' after login to ECP.



5.2. Select the file type to be uploaded:

- Bag Receive/ dispatch.
- Bag Open/Close.





Bag ID	Data Src	Bag Status	Date	Time
EBK1200000005	BC	DI	14.09.2021	12:00:00

- 5.3. In the same way, the file containing the article level data also can be uploaded.
- 5.4. Once the files are uploaded, the data will get stored in SAP for further processing/reports/tracking etc.
- 5.5. For any queries on this BCP, CEPT IPVS team can be contacted at [ipvs.cept@indiapost.gov.in](mailto:ipvs.cept@indiapost.gov.in);

**xxxxx End xxxxx**

Modified On 22.06.2023