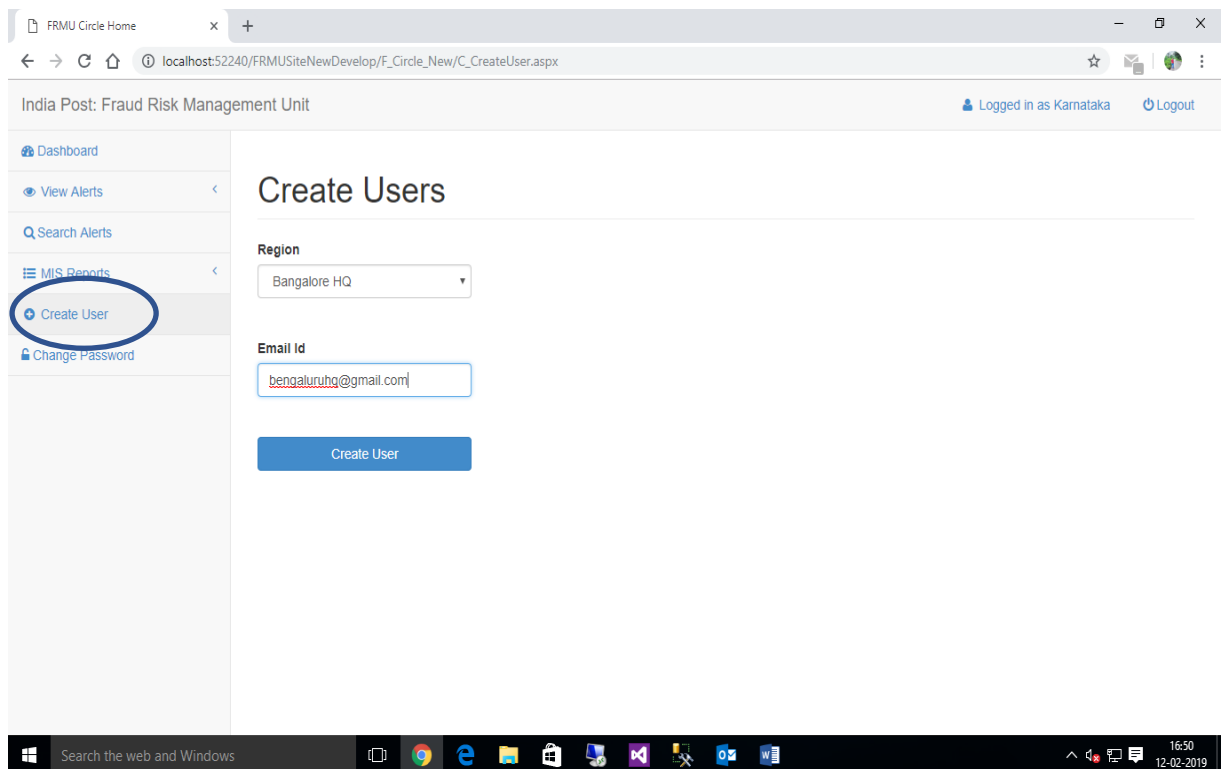


USER GUIDE FOR FRMU PORTAL_CIRCLE SPOCS

Annexure - II

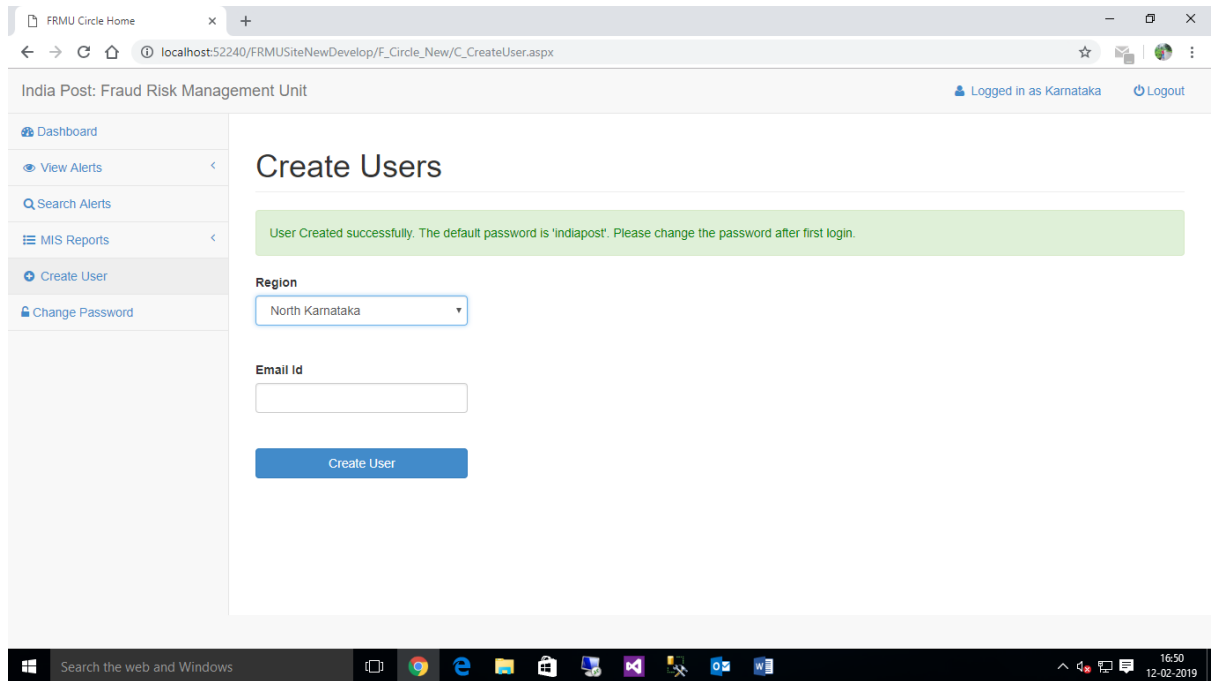
User guide for Circle SPOCs

1. The entire exercise of assign the alerts to Divisions, export to excel etc., has been stopped for the Circle FRMU. The alerts pertaining to Divisions will be directly assigned to the Divisions. However, Circle can view these alerts Region wise.
2. The responsibility of Closing/Reporting of alerts has been relegated to Divisional SPOCs. The functionality of the same has been removed from the Circle Login. Circle FRMU shall not to take the action of closing/Reporting of FRMU alerts.
3. Creation of user ID for Regions: Circle FRMU needs to create the Regional logins. For this, go to User Creation → choose the Region name from drop down Menu → put the user name for the regions in the format XXXXX@indiapost.gov.in → create User.

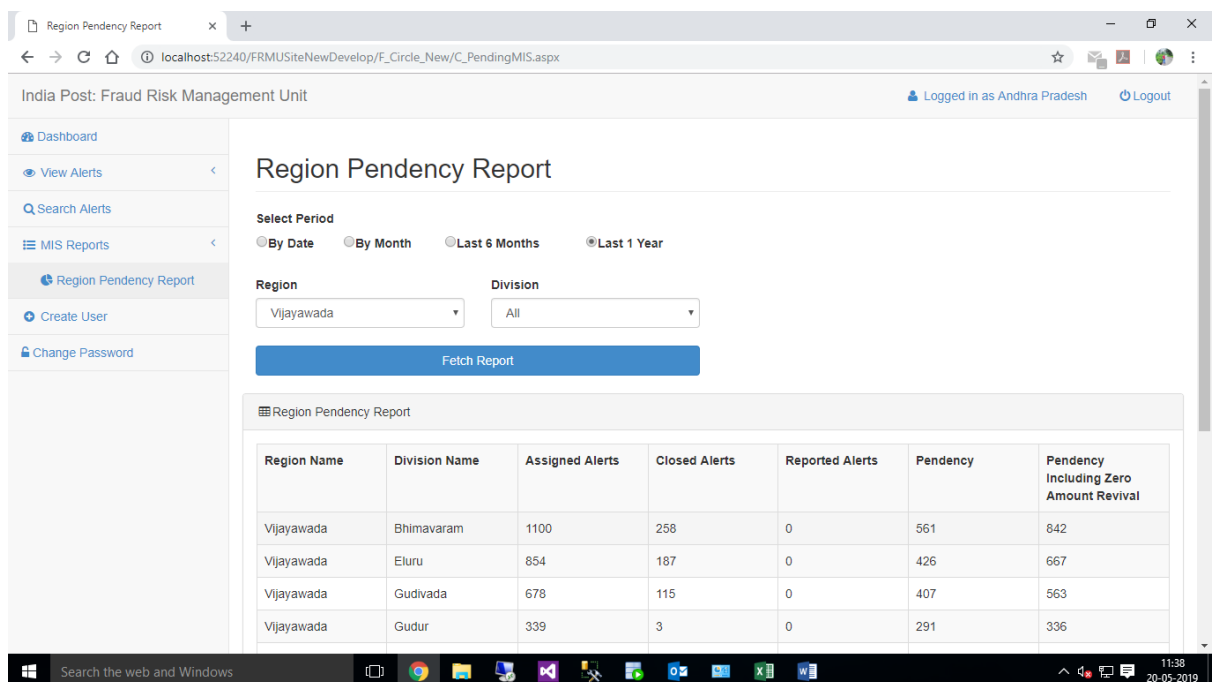


A message will be shown on the screen *'User created successfully'*. Default password for the new User will be 'indiapost' {lowercase}. This User ID and Password shall be communicated to the respective Regions.

USER GUIDE FOR FRMU PORTAL_CIRCLE SPOCS



4. Circle FRMU can monitor the Region/Division wise pendency via accessing the MIS report:



5. Any update/change in the status of alert {mistakenly closed/reported} requested by Divisional SPOCs shall be sent to FRMU-CEPT by Circle FRMU with its due approval.
6. Circles with No regions shall continue to follow the existing procedure. There is no change in the operational procedure of these Circles.

Date: 13-02-2019