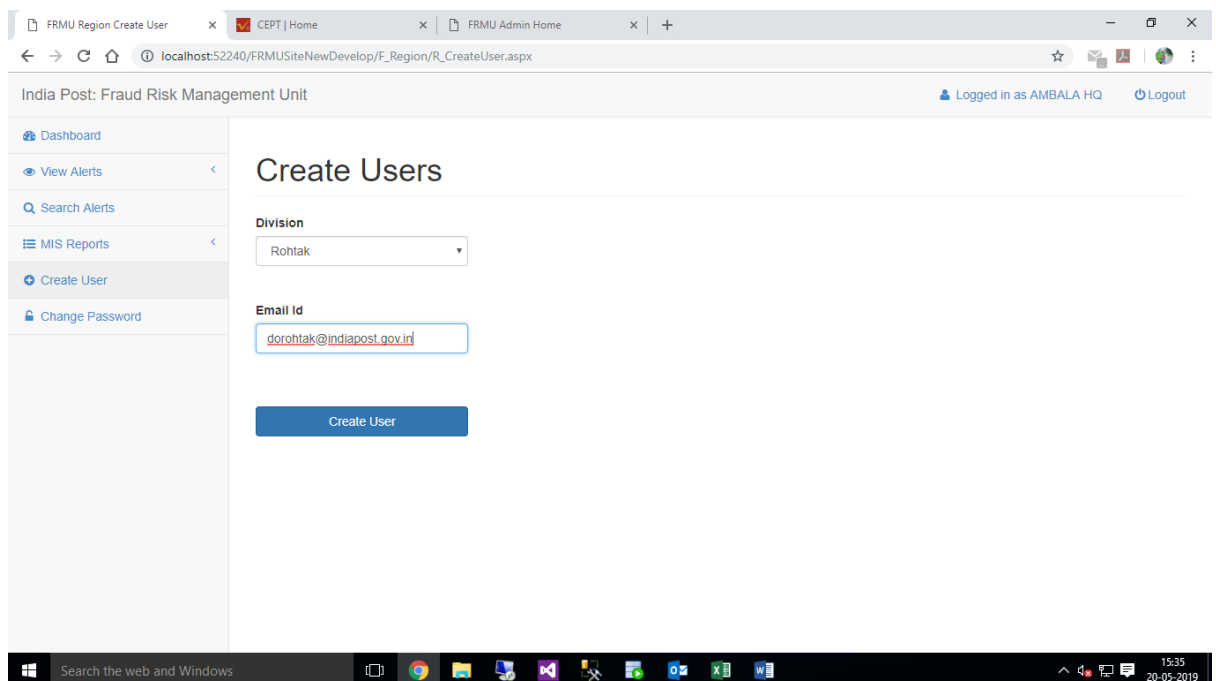


USER GUIDE FOR FRMU PORTAL_REGIONAL SPOCS

Annexure - III

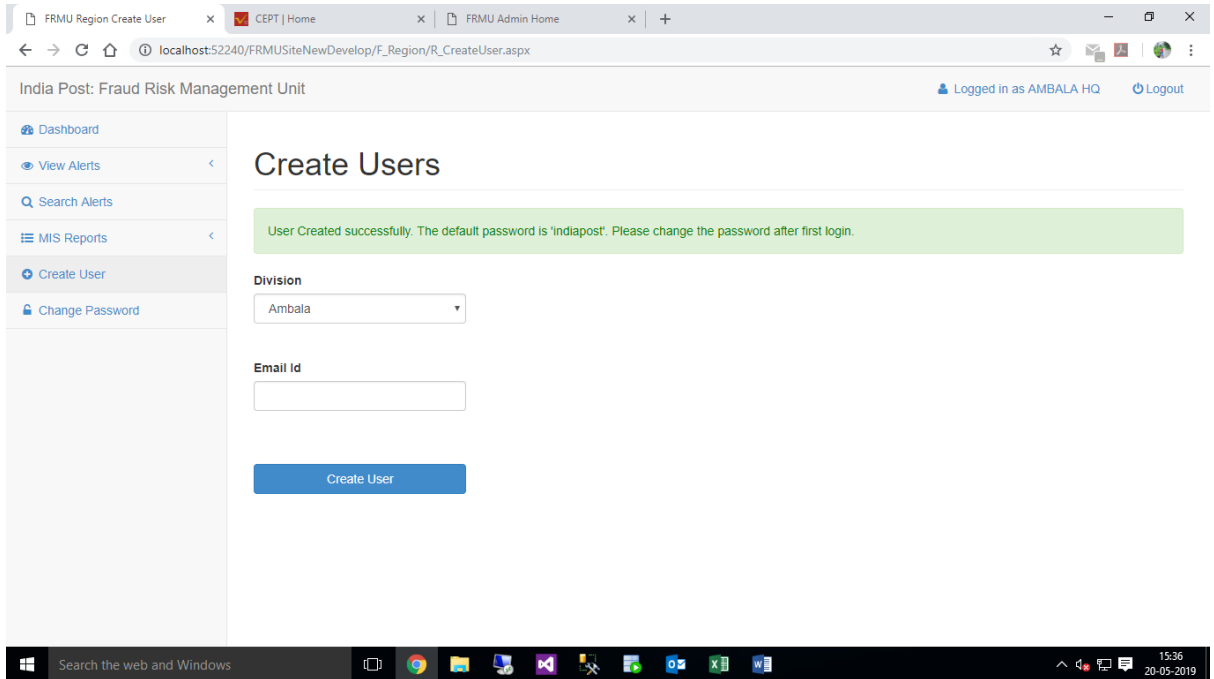
User guide for Regional SPOCs:

1. Visit <http://cept.gov.in/frmu/> and log-in using the user ID and password supplied by Circle FRMU.
2. After first login, the Regional SPOCs shall invariably change their default password.
3. The responsibility of Closing/Reporting of alerts has been relegated to Divisional SPOCs. The functionality of the same has been removed from the Region Login. Region FRMU shall not take the action of closing/Reporting of FRMU alerts.
4. Creation of user ID for Divisions: Region FRMU needs to create the Divisional logins. For this, go to User Creation → choose the Division name from drop down Menu → put the user name for the divisions in the format XXXXX@indiapost.gov.in → create User.

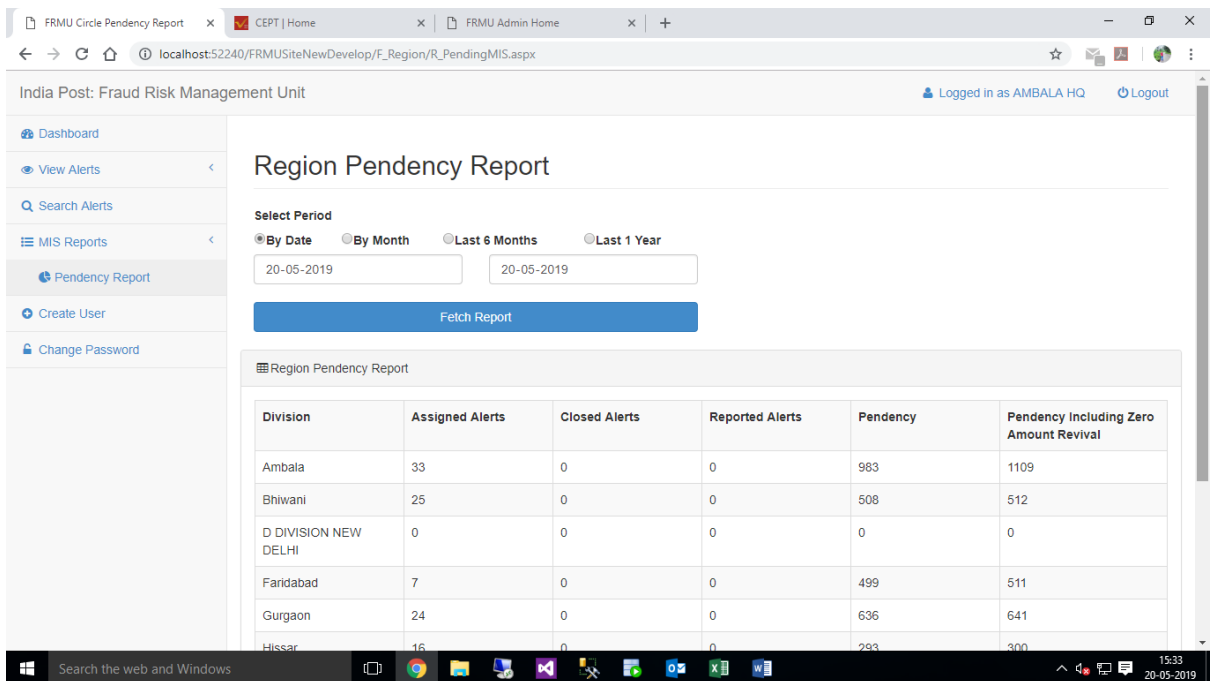


A message will be shown on the screen 'User created successfully'. Default password for the new User will be 'indiapost'{lowercase}. This User ID and Password shall be communicated to the respective divisions.

USER GUIDE FOR FRMU PORTAL_REGIONAL SPOCS



5. Regional FRMU can monitor the Division wise pendency via accessing the MIS report:



6. Alerts already assigned to field offices by Regional FRMU shall be closed by respective Divisional FRMU from the date of rollout.

Date: 13-02-2019