

F. No. 27-27/2021-PD
Government of India
Ministry of Communications
Department of Posts
Parcel Directorate

Malcha Marg Post office Complex,
Chanakyapuri, New Delhi-110021
Dated: 03rd October, 2022

To

All Chief Postmaster General
All Postmasters General

Sub: Rationalization of type of bags for Speed Post Parcel, Business Parcel, and Registered Parcels.

This is regarding the functionality of "System Assisted Sorting" developed in CSI system to assist the Sorter to carry out the Primary and Secondary sorting work Parcel Hubs.

2. As per the Parcel Directorate letter no.27-06/2021-PD dated 26.10.2021 processing of all types of Parcels have commenced in Parcel Hubs w.e.f. 22.11.2021 wherein Speed Post Parcel, Business Parcel, Registered Parcel, and Registered Packets (RPs) are being processed in Parcel Hubs.

3. In order to process all types of Parcels in Parcel Hubs following bag closing pattern is being followed at present:

A- Business Parcel, Registered Parcel, and Registered Packets

- I. Post Office to mapped Parcel Hub- Separate TD & NTD Parcel Bags
- II. Parcel Hub to Parcel Hub- Parcel Bag
- III. Parcel Hub to mapped delivery Post Office/NDC- Parcel Bag

B- Speed Post Parcel

- I. Post Office to mapped Parcel Hub- Separate TD and NTD Speed Post Bag
- II. Parcel Hub to Parcel Hub- Speed Post Bag
- III. Parcel Hub to mapped delivery Post Office/NDC- Speed Post Bag

4. Considering the operational work flow at Parcel Hubs and effective implementation of the functionality of System Assisted Sorting it has been decided to rationalize the types of bags closed by Post Offices to Parcel Hubs, Parcel Hubs to Parcel Hubs and Parcel Hubs to Delivery offices for effective operation of Post offices and Parcel Hubs.

5. A common bag type i.e., Parcel has been proposed to close all the types of Registered Parcel/Business Parcel/ RPs/Speed Post Parcel in place of existing Parcel and Speed Post bag type. The Parcel Bag label will be of 02 colors i.e., **Yellow for Air**

connectivity and Blue for Surface connectivity. The bag closing pattern (as per connectivity) with this provision will be as follows:

- I. **Booking Post Offices to mapped L2 Parcel Hub-** Post Office will close separate TD and NTD Surface Parcel bags for its mapped L2 Parcel Hub. Here TD will be considered for all the Parcels to be delivered by the mapped delivery offices of parent Parcel hub. NTD bag will consist of Parcels other than TD parcels meant for rest of India.
- II. **Booking Post Offices to mapped L1 Parcel Hub-** Post Office will close separate TD and NTD Surface Parcel bags for its mapped L1 Parcel Hub. Here TD will be considered for all the Parcels to be delivered by the mapped delivery offices of parent Parcel hub. NTD bag will consist of Parcels other than TD parcels meant for rest of India.
- III. **L2 Parcel Hub-** Origin L2 Parcel Hub will close Surface Parcel bag for mapped delivery Post offices, mapped L1 Parcel Hub, and L2 Parcel Hubs within the Circle. If there is any L1/L2 Parcel Hub within the Circle where Air Connectivity is being given for Speed Post Parcels, Surface Parcel bag including Registered Parcel/Business Parcel/RPs and Air Parcel bag including Speed Post Parcel will be closed separately.
- IV. **L1 Parcel Hub-** L1 Parcel Hub will close Parcel bags in following manner:
 - (a) Surface Parcel bag will be closed for its mapped delivery Post Offices/NDCs, all L2 Parcel Hubs and L1 Parcel Hubs within the Circle. If there is any L1/L2 Parcel Hub within the Circle where Air Connectivity is being given for Speed Post Parcels, Surface Parcel bag including Registered Parcel/Business Parcel/RPs and Air Parcel bag including Speed Post Parcel will be closed separately.
 - (b) Circle will review the transmission arrangement from L1 Parcel Hubs within the Circle to Other L1 Parcel Hubs outside the Circle based on transmission mode i.e., Air or Surface and identify the L1 Parcel Hubs outside the Circle connected through (i) Air and Surface both (ii) Surface Only.
 - (c) L1 Parcel Hubs outside the Circle where connectivity is through both Air and Surface (RTN/Section/MMS):
 - (i) Surface Parcel bag including Business Parcel/Registered Parcel/Registered Packets will be closed.
 - (ii) Air Parcel Bag including Speed Post Parcel & Registered Parcel Paid with Air Surcharge will be closed.

(d) L1 Parcel Hubs outside the Circle where connectivity is through Surface only (RTN/Section/MMS), Surface Parcel bag including Business Parcel/Registered Parcel/Registered Packets and Speed Post Parcel will be closed.

V. **Delivery Offices/NDC-** Delivery Post Offices/NDCs will close separate TD and NTD Surface Parcel bags for RTS/Redirected parcels as mentioned in Para 5(I)

VI. **BNPL/BPC with Direct bag closing facility-** These offices will close Surface Parcel bags for all its mapped delivery Post Offices/NDCs, L1/L2 Parcel Hubs within the Circle. Circle will review the mail arrangement from this facility to L1/L2 Parcel Hubs located with the Circle and Other L1 Parcel Hubs outside the Circle and manage the type of parcel Bag to be closed for L1/L2 Parcel Hub i.e., Air/Surface based on the connectivity. Surface Parcel bag including Registered Parcel/Business Parcel/RPs and Air Parcel bag including Speed Post Parcel will be closed separately.

6. Detailed SOP for closing of Air/Surface bags based on the connectivity and as per above pattern is also attached as **Annexure** for reference for field offices. Process flow for Bag receipt, bag opening, primary sorting, secondary sorting, bag closing and bag dispatch is also attached as **Annexure-I** to assist the Parcel Hubs staff.

7. It is requested that instructions may be issued to all Incharge/ Supervisor of the operative offices to so that the new bag closing pattern may be implemented. Further, it is also requested that the Yellow Parcel Bag label with Parcel Barcode series is also required to be arranged by the Circle/Region/Division to its Parcel Hubs.

For any query of clarification please write to Parcel Directorate on parceldirectorate@indiapost.gov.in or parceldte@gmail.com.

Revised Bag pattern will be commenced w.e.f. 07.10.2022.

Encl: As above.


(Ajay Kumar Roy)
Chief General Manager

Copy to:

- 1) Member (Operations), Dak Bhawan, New Delhi-110001
- 2) DDG (MO), Dak Bhawan, New Delhi-110001
- 3) Head Parcel Operations- All Circles for information and necessary action.

***Standard Operating
Procedure
For
Facility Profiling,
DWS Transactions &
Common bag closing***

Standard Operating Procedure for Facility Profiling

Facility Profiling is used to maintain the master data and pin ranges for DWS/PNOP machines sorting. These pin ranges data will be uploaded into DWS/PNOP machines and according to these pin ranges, Workstations & bins will be allocated to articles while scanning

This can be done by following below said procedure:

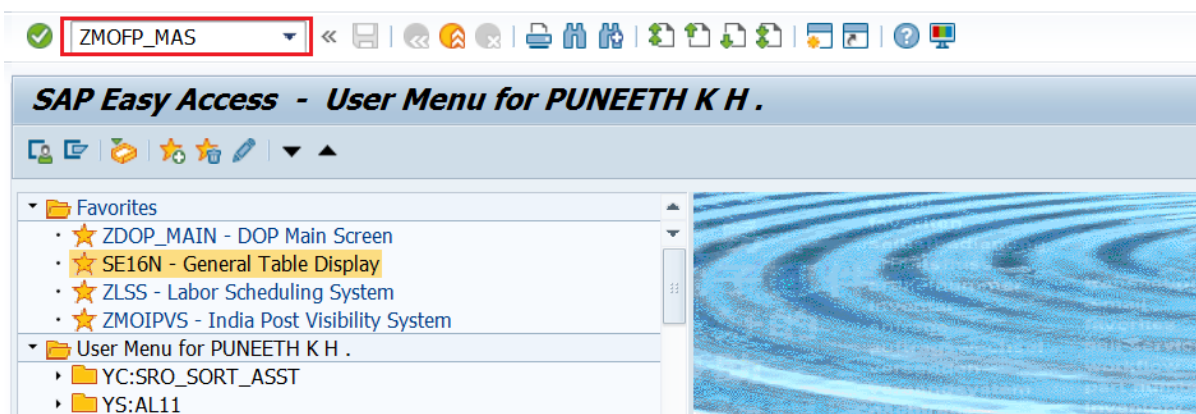
1. Facility Profiling Master Data Maintenance – To mark facility ID as “DWS” / “PNOP”.
2. Facility Profiling Pincode Mapping - Mapping of facility ID for which bag to be closed.

Facility Profiling Master Data Maintenance

To get the System assisted sorting, first a Facility ID should be marked as “DWS” / “PNOP”.

Menu: ZMOFP_MAS, ROLE: FAC_PROFILING. Preferably at Divisional Level.

- a. DWS – Offices in which Dynamic Weightment System was implemented
- b. PNOP – Offices in which Dynamic Weightment System not implemented but require the System assistant sorting feature.



Type “ZMOFP_MAS”

Facility Profiling Master Data Maintenance

Selection screen

Facility ID

☒ DWS
☐ PNOP
☐ Delete
☐ Delete Facility Profiling

DWS / PNOP: As per the preference selects “DWS” / “PNOP”.

Execute.

Facility Profiling Master Data Maintenance

Execute (F8)

Facility ID

☒ DWS
☐ PNOP
☐ Delete
☐ Delete Facility Profiling

☒ Mysuru NSH is maintained as DWS office

SAP

Message will be shown in the screen with type of Office.

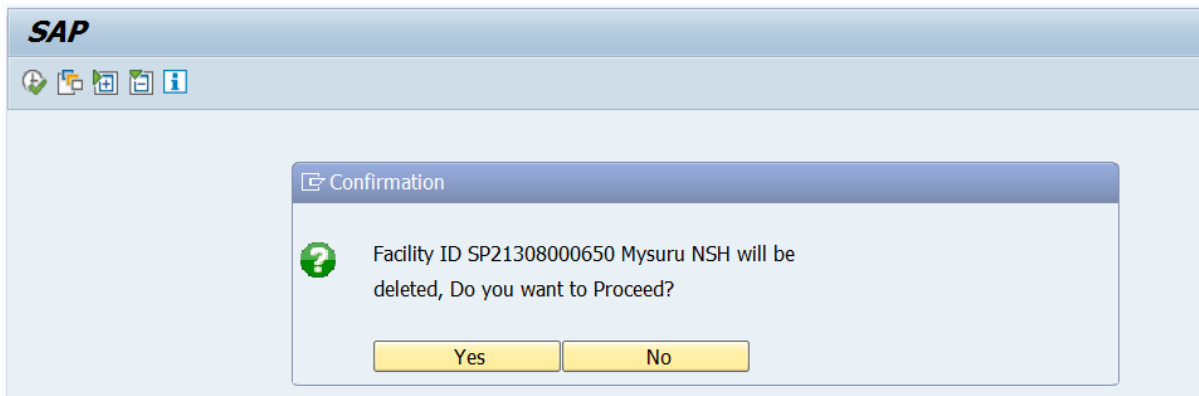
Facility Profiling Master Data Maintenance

Selection screen

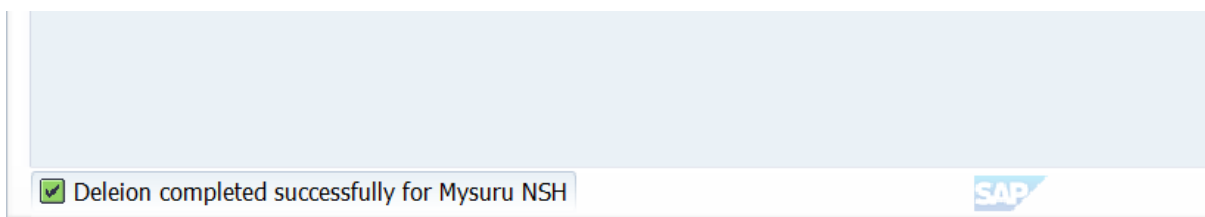
Facility ID

☐ DWS
☐ PNOP
☒ Delete
☐ Delete Facility Profiling

Delete: This deletes only the Office name from DWS / PNOP mapping.

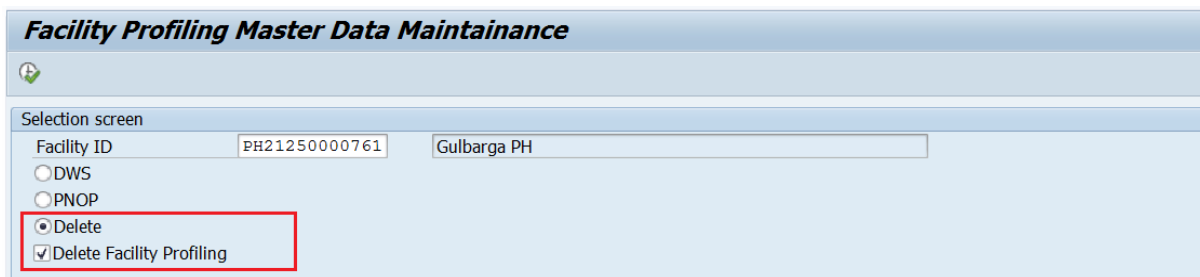


Confirmation popup will be shown in the screen. Click on “Yes” to proceed.

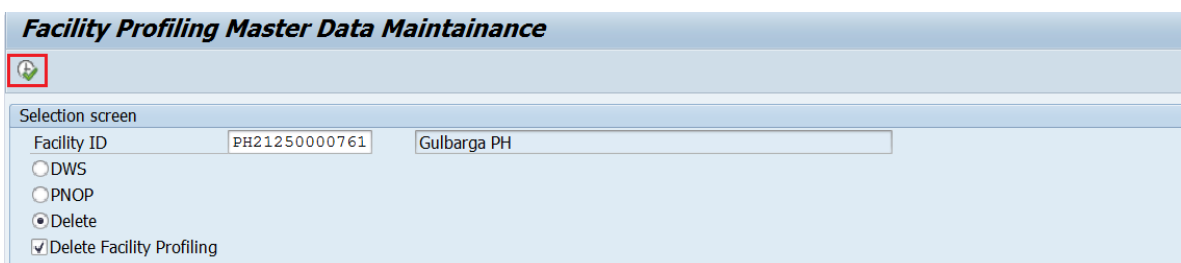


Message will be shown after deletion.

Delete Facility Profiling



Delete Facility Profiling: First select “Delete” and select “Delete Facility Profiling. This deletes both office Name mapping from “DWS” / “PNOP” and facility profiling already done.



Execute.

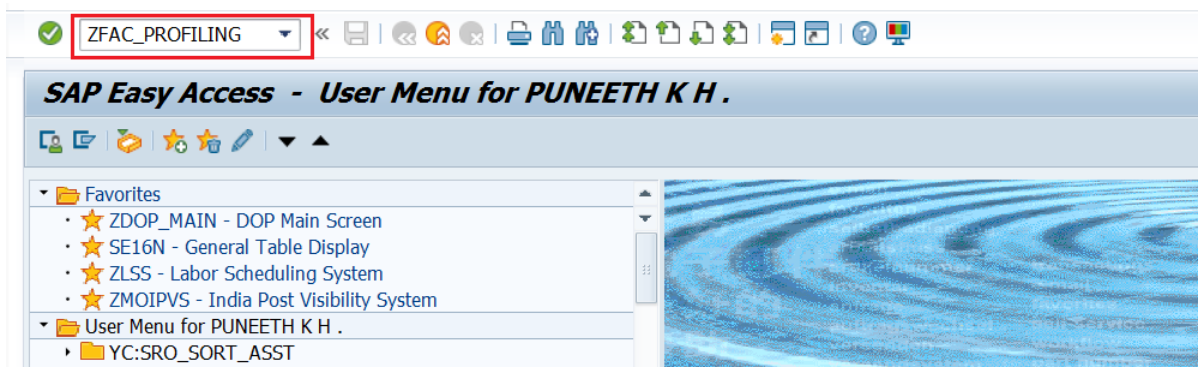
2. Facility Profiling Pincode Mapping –

After completing “Facility Profiling Master Data Maintenance”, this option is to be used.

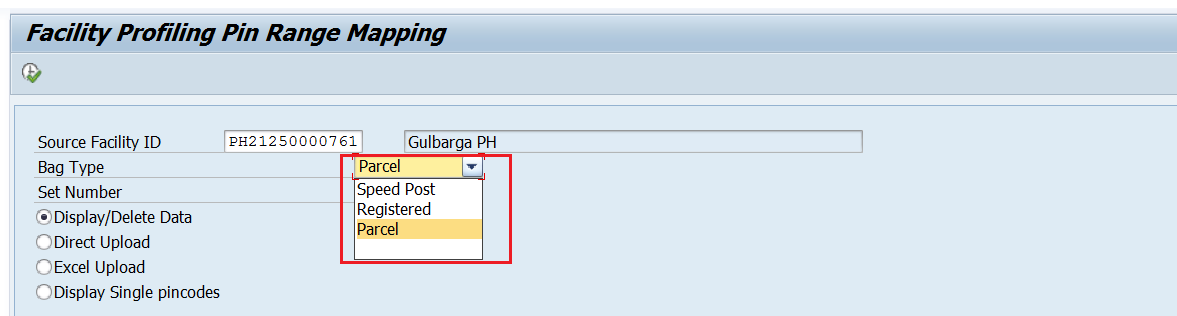
This option is used to make the CSI system to understand the mapping of Pincode with Destination office (ie. Offices to which this Facility ID is proposing to close the bag)

By using this option, Facility Profiling can be done for a particular facility ID and Set.

Menu: ZFAC_PROFILING, Role: FAC_PROFILING



Type ZFAC_PROFILING



Source Facility ID: Based on the user login credentials and role assignment, a user can configure the facility ID eg. DO user with FAC_PROFILING role can do facility profiling for any office under their control.

Bag Type: Configuration can be done for each Bag Type (Parcel / Speed Post / Registered / Parcel), separately.

- Excel Upload: Facility Profiling mapping can be uploaded from “Excel” in the prescribed format.
- Direct Upload: Facility Profiling mapping by single entry posting.
- Display / Delete Data: To View / Delete already mapped data.
- Display Single pincode: Gridview will display Destination office with Pincode, which can be used to upload in DWS machine.

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

☒ Display/Delete Data
☐ Direct Upload
☐ Excel Upload
☐ Display Single pincodes

Facility profiling need to be done for each SET separately. By this, each set can handle different type of articles (Speed / RL / Parcel). If all sets are handling same type of articles for each Set, same data must be uploaded.

a. Excel Upload

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Speed Post

Set Number: GEN1

☐ Display/Delete Data
☐ Direct Upload
☒ Excel Upload
☐ Display Single pincodes

File name: D:\Testing\AMPC\28032022\Workatation_SP.xlsx

Prepare data in the format mentioned in the below said templates.

Work Station	Bin Number	Destination Office Facility ID
AA	1	PH11250000761
AB	2	PH11450000761
AC	3	PH11550000761
AA	4	PH12250000761

Facility Profiling Pin Range Mapping

Execute (F8)

Source Facility ID: PH21250000761 Gulbarga PH

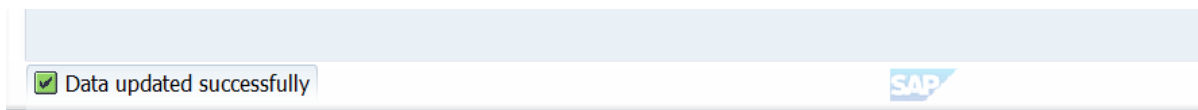
Bag Type: Speed Post

Set Number: GEN1

☐ Display/Delete Data
☐ Direct Upload
☒ Excel Upload
☐ Display Single pincodes

File name: D:\Testing\AMPC\28032022\Workatation_SP.xlsx

Select the file and Execute.



Message will display as “Data updated successfully.”

b. Direct Upload

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

☐ Display/Delete Data

☒ Direct Upload

☐ Excel Upload

☐ Display Single pincodes

Work Station(AA-ZZ): AA

Bin Number(1-99): 1

Destination Facility ID: PH21150000761 Bengaluru Parcel Hub

Select “Direct Upload”

Execute

Work station: From AA to ZZ.

Bin Number : From 0 to 99.

Destination Facility ID : Enter the Facility ID (Search option available).

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

☐ Display/Delete Data

☒ Direct Upload

☐ Excel Upload

☐ Display Single pincodes

Work Station(AA-ZZ): AA

Bin Number(1-99): 1

Destination Facility ID: PH21150000761 Bengaluru Parcel Hub

Execute.

Facility Profiling Pin Range Mapping												
Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	PP	AA	1	560000	562999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	563000	563999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	572000	572999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	

Select Individual Row

Facility Profiling Pin Range Mapping												
Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	SP	AA	1	504000	505000	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	1	505001	505999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	1	506000	506999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	500000	503000	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	503001	503322	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	503323	503999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	508000		SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	508001	508999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	509000	509999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	

Select all Rows.

Click on “Delete”.

d. Display Single Pincode:

Facility Profiling Pin Range Mapping												
Source Facility ID	PH21250000761		Gulbarga PH									
Bag Type			Speed Post									
Set Number			GEN1									
<input type="radio"/> Display/Delete Data <input type="radio"/> Direct Upload <input type="radio"/> Excel Upload <input checked="" type="radio"/> Display Single pincodes												

Execute.

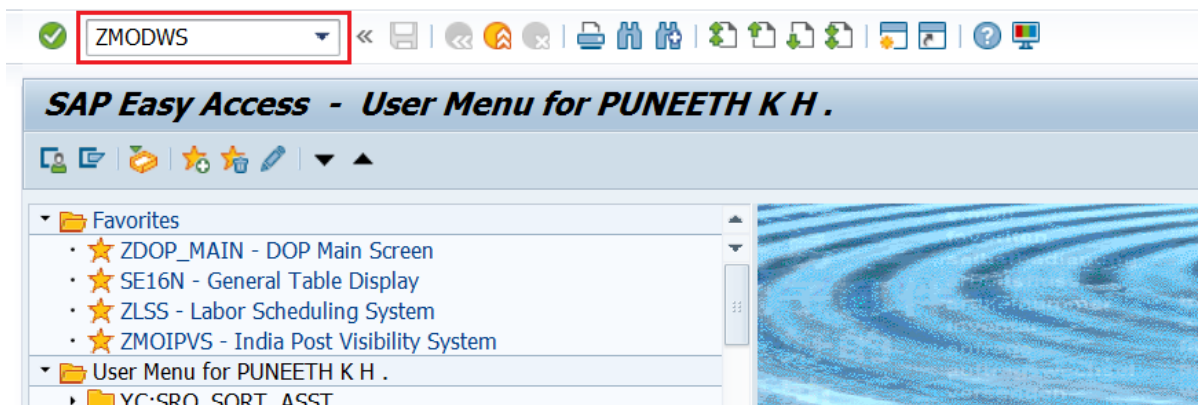
Facility Profiling Pin Range Mapping												
Facility ID	Set Number	Bag Type	WS	BN	From Pin	Destination Office	Dest Dsc					
PH21250000761	GEN1	SP	AA	1	504000	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504001	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504002	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504003	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504004	SP11150000650	Warangal NSH					

This will display Facility Profiling mapping for each pin code. This will help the field units to upload the facility profiling in DWS system.

Dynamic Weighment System & System assistant sorting feature.

Procedure to use DWS feature in offices where it is implemented

Menu: ZMODWS, Role: IPVS Operator (YS: MOIPVS_OPERATOR).



Type “ZMODWS”

India Post visibility system for DWS has the following transactions.

1. Bag Receive – Receive the incoming bags for this the office.
2. Bag Open – Apart from the existing Bag Open option, workstation ID(Sorting Table) and Destination office of the articles received will now be displayed against each article/item.
3. Add Articles to Bag – New feature. When articles are received/scanned, it will show the BIN (Pigeonhole) number and the Destination.
4. Bag Close – After selecting the Bag Type and Destination based on “Bag Open” and “Add Articles to Bag”, all articles for that Bag type and Destination will be displayed.

DWS/PNOP - Main Screen			User name: PUNEETH K H .		
Transactions	Reports	Forms	Bag Miscellaneous	Article Miscellaneous	Tracking Information
Bags Receive Bag Open Add articles to Bag Bag Close Bags Dispatch Bags Dispatch_Cancel Insured Bag Verification Insured Article Verification Deposit Bag Close	Bags Received Articles Received Virtual Sort Bags Dispatched Articles Dispatched Expected Workload Bag Discrepancy Article Discrepancy Office Abstract Consolidate Abstract Insured Article Late Bags Transmission Analysis Set Discrepancy Bags Missing Scans	Print Bags Receive Report Print Bag Manifest Print Bags Dispatch Report Print Mail List	Capture Bag Damage Report Bag Lost Set Bag Priority Bag Barcode Change Capture Carrier Dispatch Bag Deletion DB Set Change Change Bag Status Unlock Bag ID	Set Article Priority Capture Article Damage Article Barcode Change Report Article Lost Article Destination Pincode Change Report Article Found Article Type Modification Altering an Opened Bag Electronic Proof Of Delivery Recall Article Label Generation	Bag Tracking Bag Tracking (3 Months) Article Tracking OER Article Tracking

a) **Bag Receive**

Select Bag Receive.

Bags Receive

Receive Header Details

Office ID: PH21350000763 Mysuru PH Set: GEN1

Schedule ID: BANI_RTC_1818 Fetch

Actual Arrival Date: 01.04.2022 Actual Arrival Time: 11:07:52 24 Hrs

Mail List ID: 0

Bag ID: CBK2156365412 Weight: 1,000

Expected Bags

Schedule ID	Mail List ID	Bag ID	Bag Type	Deliver
MMS_TALAKAD_TRAINING	3091	CBK0001236897	Parcel	NT
MMS_TALAKAD_TRAINING	2833	CBK0001239875	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1714	CBK0001789003	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1716	CBK0001789006	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1722	CBK0001789007	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1724	CBK0001789008	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1728	CBK0001789011	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1718	CBK0001789013	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1703	CBK0001789014	Parcel	NT
MMS_MAHADSHWARAMALAI_TRAINING	1704	CBK0001789015	Parcel	NT

Count: 1 Weight: 1,000 Kgs

Receive Operations: Delete, Receive

Select Destination Office and Enter Weight.

Click on Receive.

a) **Bag Open**

In this option, for each article number, the system will show the Workstation ID and Destination office, based on the Facility Profile mapping.

Bag Open

Bag Details

Office ID: PH21350000763 Mysuru PH Set: GEN1

Bag ID: CBK5005688846 Bages ready to Open

Source: Yelandur S.O. Created By: test212 F

Article Number: CK725068201IN Enter

Destination Office: Yelandur S.O. Need to Handle in IPVS (Pincode not mapped in facility profiling)

Expected Articles

Bag ID / Article Number	Booking Office	Article type	Article Weight	Receiver Pincode	Insured Flag	Priority
CK725068246IN	Yelandur S.O.	Registered Parcel	1,100	580003		
CK725068250IN	Yelandur S.O.	Registered Parcel	0,960	734101		

Scanned Articles

Bag ID / Article Number	Facility ID	Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority
CK725068201IN	Yelandur S.O.	Registered...		0,580	577428			

Scanned Articles Count: 1 Total Articles: 3 Total Articles Weight: 0,580 Kgs

Bag Open Operations: Delete, Submit

Select Bag Open.

Scan the Received Bag number.

Bag Details

Office ID: PH21350000763
 Bag ID: CBK5004163077
 Source: T Narasipura S.O
 Created By: 6
 Set: GEN1

Article Number: RK465488138IN
 Article Number: Registered Periodical
 Destination Office: PO21308110000
 Work Station: Ittiegud S.O
 BC

Expected Articles

View: [Standard View] | Export

Bag ID / Article Number	Booking Office	Article type	Article Weight	Receiver Pincode	Insured Flag	Priority

Scanned Articles

View: [Standard View] | Export | Check | Append Row | Insert Row | Delete Row

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination
CK724632337IN	T Narasipura S.O	Registered...	1,500	570010	BC	<input checked="" type="checkbox"/>		
CK465488040IN		PARCEL	0,000	570010	BC	<input type="checkbox"/>		
CBK5003184376	T Narasipura S.O	Bag	7,000			<input checked="" type="checkbox"/>		
EK465488084IN		SPEED...	0,000	570010	BC	<input type="checkbox"/>		
EK465488098IN		SPEED...	0,000	570010	BC	<input checked="" type="checkbox"/>		
RK465488124IN		REGIS...	0,000	570010	BC	<input type="checkbox"/>		
RK465488138IN		REGIS...	0,000	570010	BC	<input type="checkbox"/>		

Scan Article number.

Destination office and workstation ID will be displayed.

Bag Details

Office ID: PH21350000763
 Bag ID: CBK5004163077
 Source: T Narasipura S.O
 Created By: 6
 Set: GEN1

Article Number: RK465488138IN
 Article Number: Registered Periodical
 Destination Office: PO21308110000
 Work Station: Ittiegud S.O
 BC

Expected Articles

View: [Standard View] | Export

Bag ID / Article Number	Booking Office	Article type	Article Weight	Receiver Pincode	Insured Flag	Priority

Scanned Articles

View: [Standard View] | Export | Check | Append Row | Insert Row | Delete Row

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination
CK724632337IN	T Narasipura S.O	Registered...	1,500	570010	BC	<input checked="" type="checkbox"/>		
CK465488040IN		PARCEL	0,000	570010	BC	<input type="checkbox"/>		
CBK5003184376	T Narasipura S.O	Bag	7,000			<input checked="" type="checkbox"/>		
EK465488084IN		SPEED...	0,000	570010	BC	<input type="checkbox"/>		
EK465488098IN		SPEED...	0,000	570010	BC	<input checked="" type="checkbox"/>		
RK465488124IN		REGIS...	0,000	570010	BC	<input type="checkbox"/>		
RK465488138IN		REGIS...	0,000	570010	BC	<input type="checkbox"/>		

There is an option available to update the article received without Pincode and to modify the available Pincode against the article scanned.

Based on the article number, the Destination office and workstation ID will be displayed.

To guide the user better, the status of the last scanned article will be shown in “Red” colour. Also, this information will be available on the Right-side Grid View.

If the user fails to update the Pincode, the same will not be available in the DWS bag handling. These should be handled through the existing Bag Closing.

Legacy Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH
* Bag ID: CBK2156365412
Bag received from: Agra PH PH30150000761
* Article Type: PARCEL
Article Number: CK546546578IN
Article Number: CK546546578IN
Destination Office:
Work Station:
Need to Handle in IPVS (Pincode blank)

Article Details

View: [Standard View] Export

Bag ID / Article Number	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination	Facility ID Description
CK546546578IN	PARCEL	0.00						

Similarly, in "Legacy bag open", the Destination office and Workstation ID will be blank if booking data is missing.

Legacy Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH
* Bag ID: CBK5410212365
Bag received from: Ajmer PH PH28150000761
* Article Type: PARCEL
Article Number: CK465487906IN
Article Number: CK465487906IN
Article Type: Registered Parcel
Destination Office: PO21308110000
Work Station: BC
Ittigestud S.O

Article Details

View: [Standard View] Export

Bag ID / Article Number	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination	Facility ID Description
CK465487906IN	PARCEL	0.00	570010	BC				

Update the Pin code for scanned article.

Destination office and Workstation ID will be displayed.

If the user fails to update the Pincode, the same will not be available in the DWS bag handling. These should be handled through the existing Bag Closing.

b) Add Article(s) to Bag

This option helps to identify the article for which Bin and Destination it relates.

Note: Articles received without Pincode will not be available in this processing. It should be handled in the existing Normal Closing Bag option.

Add Article(s) to Bag

Invoice Articles for Bag

Source Office: PH21350000763 Mysuru PH
Work Station: BC
Article Number:
Article: RK458789897IN
Article Type: Registered Parcel
Destination Office: PO21308110000 Ittigud S.O
Bin Number: 06

Scanned Articles

View: [Standard View] Export

Source	Set Number	Article Number	Article Type	Destination	Work station	Bin Number
Mysuru PH	GEN1	RK458789897IN	Registered Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	RK458789818IN	Registered Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	EK458789870IN	Inland Speed Post Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	EK458789800IN	Inland Speed Post Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	EK458789852IN	Inland Speed Post Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	CK458789835IN	Registered Parcel	Mysuru H.O	BC	1
Mysuru PH	GEN1	CK458789821IN	Registered Parcel	Ittigud S.O	BC	6

Select Add Articles(s) to bag.

Scan Article numbers.

Destination office and Bin numbers are displayed for the Scanned article.

Add Article(s) to Bag

Invoice Articles for Bag

Source Office: PH21350000763 Mysuru PH
Work Station: BC
Article Number:
Article: RK458789897IN
Article Type: Registered Parcel
Destination Office: PO21308110000 Ittigud S.O
Bin Number: 06

Scanned Articles

View: [Standard View] Export

Source	Set Number	Article Number	Article Type	Destination	Work station	Bin Number
Mysuru PH	GEN1	RK458789897IN	Registered Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	RK458789818IN	Registered Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	EK458789870IN	Inland Speed Post Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	EK458789800IN	Inland Speed Post Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	EK458789852IN	Inland Speed Post Parcel	Ittigud S.O	BC	6
Mysuru PH	GEN1	CK458789835IN	Registered Parcel	Mysuru H.O	BC	1
Mysuru PH	GEN1	CK458789821IN	Registered Parcel	Ittigud S.O	BC	6

Sort the Articles to respective BIN.

c) Bag Close

When articles are sufficient to close a Bag. Users must select this option.

Bag Close

Selection Screen

Facility ID: PH21350000793 Mysuru PH

* Bag Type: Parcel

* Destination Office: Insured Parcel

Bag ID: Parcel

* Bag weight: Registered

Article Type: Speed post

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
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Click Bag Close.

Select Bag type.

Bag Close

Selection Screen

Facility ID: PH21350000793 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S O

Bag ID: Indore PH

* Bag weight: Indore PH

Article Type: Ittigud S O

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
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Select Destination office.

Bag Close

Selection Screen

Facility ID: PH21350000793 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000793	GEN1	CK405487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000793	GEN1	CK405487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51
PH21350000793	GEN1	RK405487970IN	Registered Printed Book	PO21308110000	BC	6	11000851	15.09.2022	16:54:35

Articles added to that destination office will be displayed.

Users must compare this information with physical articles. If any article is found left out, use the “Add” option to add this article. Also, users have an option to “Delete” an article.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK485487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK485487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51
PH21350000783	GEN1	RK485487870IN	Registered Printed Book	PO21308110000	BC	6	11000851	15.09.2022	16:54:35

Article Type Filter:

Common bag has two colours of bag label- Orange and Blue. Orange will for Air Connectivity (First Class mails -Speed Post Parcel and Registered Parcel Paid with Air Surcharge) and Blue for surface connectivity (Second class mails- Business Parcel/Registered Parcel/RPs).Hence first class mails)Speed Post parcel , Register Parcel with Air Surcharges) are filtered by second class mail in Article Filter option.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Search: Article Type

Article Type Desc.	Article Type
Registered Parcel	PARCEL
Registered Printed Book	PB

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK485487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK485487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51
PH21350000783	GEN1	RK485487870IN	Registered Printed Book	PO21308110000	BC	6	11000851	15.09.2022	16:54:35

Click on Article Type.

Click on Filter.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☐ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495488022IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:13
PH21350000783	GEN1	CK495488038IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:09

Click on Multiple selection, if user want to select multiple article types.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☐ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Multiple Selection

Option From

☒ Inland Speed Post Parcel

☒ Registered Parcel

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495488022IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:13
PH21350000783	GEN1	CK495488038IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:09
PH21350000783	GEN1	EK495487968IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:33
PH21350000783	GEN1	EK495487971IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:42

Select Article types.

Click on Ok.

Click on Filter.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type: ☒ Inland Speed Post Parcel

Transport Mode: ☐ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495488022IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:13
PH21350000783	GEN1	CK495488038IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:09
PH21350000783	GEN1	EK495487968IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:33
PH21350000783	GEN1	EK495487971IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:42

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type: ☒ Registered Parcel

Transport Mode: ☐ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK495487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51

Scan the Bag number.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID: CBK5478788987

* Bag weight: 1

Article Type: Registered Parcel

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK465487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK465487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51

Scan the Bag number.

Enter Bag weight

Click Close and print manifest/close.

A Manifest will be generated based on the Bag Close.

System Generated Bag Barcode:

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID: CBK5478788987

* Bag weight: 1

Article Type: Registered Parcel

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles



Article Number: Add

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK465487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK465487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51

Enter Bag weight.

Select transport Mode (Either Surface or Air).

Click on Generate Barcode and close.

Bag Type: Parcel (Surface)	
Destination Office: Ittigegud S.O	
Closure Date/Time: 16/09/22 10:04:24	
Weight: 1,000 Kg	
Closed By: 11000851(USER51 K51)	
	
CDD6200000077	
Bag Closing Office: Mysuru PH	

Manifest and Bag label will be generated based on the Bag Close.

Note:

1. The remaining India Post Visibility System transactions, Miscellaneous Transactions and Reports holds good as defined in IPVS Transactions in the link: https://utilities.cept.gov.in//CSI/CSI-SOP/IPVS_SOP.pdf .
2. Users have an option to shift from DWS transactions to normal IPVS based on their need.
3. But transactions initiated in normal IPVS can't be processed in DWS transactions

Modified on 28.09.2022

Process flow for Common bagging of Parcels

Requirement:

- (i) Circle is required to identify the L1 Parcel Hubs, where Speed Post Parcels are transmitted by Air. Speed Post Parcels meant for remaining L1 Parcel Hubs will be sent in the Surface Parcel bag along with other types of Parcels.
- (ii) Separate Station consisting of identified locations for Air transmission of Speed Post Parcel is/are required to be designed.
- (iii) Separate trolley(s) meant for Air station(s) is required to be placed at Bag Opening Table for primary Sort.
- (iv) Separate Primary station may be created in large facility to segregate the Speed Post Parcels as per their Secondary Sort stations (Air stations) concerned.

Step wise process

(1) Bag Receipt:

- (i) Bring roller containers containing Parcel bags (Air and surface) from pre-sort staging area to Bag Opening table as per the sorting sequence/ wave.
- (ii) The roller container containing insured bags should be taken to bag opening table only when the bag opening for all the bags in the other roller containers in the pre-sort staging area is completed. Further, these roller containers should be taken to bag opening table strictly under the supervision of the supervisor
- (iii) Pick one bag at a time from the roller container and place it on the bag opening table.
- (iv) In case, any insured bag is identified mixed with other bags at the bag opening table, inform the supervisor and transfer the insured bag into the designated insured bag roller container in the pre-sort staging area strictly under the supervision of the supervisor. Else, if the roller container contains only the insured bags to be opened after bags in all the other roller containers in the pre-sort staging area are already opened, then continue the process of bag opening as per the activity flow.

(2) Bag Opening, Parcel receipt & Primary Sort:

Opening scan will be captured of the bag and bag will be opened physically and each Parcel will be scanned at the bag opening and will be sorted with the help of System Assisted Sorting, an additional trolley will be kept for segregating the Speed Post Parcels which are to be transmitted by Air, these locations are required to be identified

and a separate sorting station will be set up at Secondary sort station for closing of these Speed Post Parcels in Air Parcel Bag. It is required to ensure that the Parcels are sorted by using the assistance from System i.e., Article Type and Secondary Sort Station etc.

(a) All types of parcels (including Speed Post Parcels which are to be transmitted by Surface) will be sorted in the common bag trolley exactly placed in the facility.

(b) Speed Post Parcels which are to be transmitted by air will be segregated in the package trolley meant for Air destinations.

(3) Sorting at Secondary Sort Station:

At Secondary Sort Parcels will be sorted by using the System Assisted Sorting as per the type of the Parcel and the bin number of destination concerned under the option "Add article(s) to bag;"

There will be two types of stations-

(a) **Surface Parcel Stations-** Sorting as per existing arrangement for all destinations will be done in this station for Registered Parcel, Business Parcel, and RPs. Speed Post Parcels for destinations which are to be transmitted through surface will also be included in this station and will be bagged along with the other types of Parcels.

(b) **Air Parcel Station-** Sorting of Speed Post Parcels for destinations which are to be transmitted through Air will only be included in this station and will be bagged separately in the Air Parcel Bag.

(4) Closing of Bags:

Closing of bags will take place at both the stations i.e., Surface Parcel stations and Air Parcel Stations;

(a) Surface bag Station: There will be 2 types of Parcel Bags will be closed:

(i) Surface Parcel Bag (Excluding Speed Post Parcel)- The bag will be closed for those locations which are also identified under Air Parcel Station. This bag shall comprise Business Parcel, Registered Parcel, and Registered Packets. At the bag closing option, operator will select the Parcel under Bag type field and the destination in the "destination" field and further select the all types of parcels except Speed Post Parcel in the "Article Type" and will click on Filter button. Subsequently, operator will choose the mode of transmission i.e., Surface and this will facilitate selection of all parcels other than Speed Post Parcels. Moreover, 2 (two) options are available for closing of bags i.e., either generating bag label (whereby an electronic bag label will be generated and can be printed) or close & print manifest (whereby a preprinted bag label's barcode is required to be scanned for closing) by entering bag weight. Blue Color bag label has been designated for closing of Parcel Bag transmitted by surface.

(ii) Surface Parcel Bag (Including Speed Post Parcel)- This bag will be closed for destinations identified for solely transmission through surface. This bag will be known as Common Parcel Bag, it shall comprise all types of Parcels i.e. Speed Post Parcel, Business Parcel, Registered Parcel, and Registered Packet. All types of Parcels (including Speed Post Parcels) will be reflected for closing in the bag. Moreover, 2 (two) options are available for closing of bags i.e., either generating bag label (whereby an electronic bag label will be generated and can be printed) or close & print manifest (whereby a preprinted bag label's barcode is required to be scanned for closing) by entering bag weight. Blue Color bag label has been designated for closing of Parcel Bag transmitted by surface.

(b) Air Bag Stations

(i) Air Parcel Bag (including Speed Post Parcel only): This bag will be closed for those locations which are identified for transmission by Air. This bag shall only comprise Speed Post Parcels. At bag closing option, operator will select the Parcel under Bag type field and the destination in the "destination" field and further select the Speed Post Parcel under the "Article Type" Field and will click on Filter button. This will ensure that only Speed Post Parcels are included in the bag. Moreover, 2 (two) options are available for closing of bags i.e., either generating bag label (whereby an electronic bag label will be generated and can be printed) or close & print manifest (whereby a preprinted bag label's barcode is required to be scanned for closing) by entering bag weight. **Yellow Color bag label** has been designated for closing Parcel Bag transmitted by Air.

(5) Dispatch of Bags:

After closing of Parcel Bags, these bags will be taken to Post Sort Staging area and will further be dispatched as per their dispatch schedule available.
