**Meghdoot Operations in Class Offices**

**Day begin Sequence :**
Please login as Supervisor and do day begin in all modules.
Sub Accounts (Tools-Day begin)
Treasury (Tools-Day Begin)
Postman (Tools-Day Begin)
Point of Sale/ Despatch (Tools-Shift Begin, Work allocation)
eMO (Tools-Shift Begin, Job allocation)
Speednet. (Tools-Shift Begin, Job allocation)

Run communications:
RNet
Speednet
ePayment
eMO

**Take print out of eMOs**

**Work Flow in Sequence:**

# 1. Treasury ,Sub Account

**In Treasury module,**
**Cash/Stamp Remittance received from HO**
**Cash/Stamp Remittance TO BO**

**In Postman**
**Invoicing – Registered articles – To BOs** take the print out of the articles list for sending a/w BO Slip.

# 2. Sub Account

**Data entry – BO cash bag weight**.

**Data entry: BO Slip – Documents sent**
Print BO slips

# 3. Postman

**Give details of Bags**
**Invoicing-Registered articles-Missent articles.**
**Invoicing – Registered articles - Direct Delivery/Deposit**
**Invoicing – eMO**
Invoicing unpaid articles.

• Printing delivery slips/special delivery slips

• Make payment of cash to Postman.

## 4. Speednet:
**Receive Bag**
**Opening Bag**
**Invoice articles to Postman,BOs**

## 5. POS
**Point of Sale Transactions:**
Day-to-day counter operations to be performed for booking of articles, money orders, rebooking of BO transactions etc.

## 6. Sub Account
**Posting of daily accounts**

**Data entry – BO Daily Account**
take the print out of **Day's figures.**

**Printing of Summaries:**
Take the print out of the following:
a. BO Summary SB
b. BO Summary General
c. BO Summary Transit
d. BO Summary Advance
e. Days Figures

**Verification of remittances by Supervisor**

**Verification – Received from BOs**
**Verification – Sent to BOs**

**Remittance adjustment**

## 7. SB Cash
**Transactions – Savings Bank Receipts**
**Transactions– Savings Bank Payments**.
Transactions-Others

**Submitting accounts**
**Cash – Submit accounts**
Confirm that the balance on hand is **0**.
Take print out by clicking **Print** button.
Login as Supervisor and use the menu **Verify – Verification of Accounts**

## 8. POS
**Re booking BO Transactions:**
Rebooking of MO/PL/INS receipts generated are to be sent to BOs.
PLI/RPLI transactions no receipts need be generated and sent to BOs.
**Rebooking of BO MOs Ctrl+X**

**Booking VPMOs for VP articles delivered at BOs**
**Financials – Money order – VPMO**

**Rebooking PLI/RPLI transactions**

## Important:

• in Subaccount access the **Tools –Tally Rebooked transactions** and observe that this window is empty.

# 9. POS

**On completion of all counter transactions:**

• Using the menu **Treasury – Cash Entry** enter the amount of cash and click on Finish button.

• Login to Treasury module as Treasurer and acknowledge the receipt of Cash.

• View submit accounts in Point of Sale module and confirm that the balance on hand is **0.** Now, print the submit accounts report using the **Print** button.

• Access the submit accounts again and confirm that you get a message **There are no transactions.**

• Now perform Shift End and wait for the message. Click OK.
• Take the print out of the Detailed report of each type of transaction as in Summary report using the option **Reports – Transaction reports – Detailed**
Bundle the reports with Submit accounts on top.
**Run ePayment communication.**

# 10. Despatch

•Rebook BO RLs through **Data Entry – Articles from Other Source**
• Select the menu **Receipt - Receipt from Counters/Spl journals/BOs** and
• Use the **Receipt – Fetch from Postman** menu to collect data of articles marked
• Now use **Prepare – Autosorting** menu to include the articles with pin codes in respective bags and bundles.
• Select the menu **Prepare – Bundle/Bag.**
• **Shift End** on completion of the day’s work.

# 11. Speednet:

**Collect articles**
**Close Bag**
**Despatch bag**
**Take Returns**
**Do the shift end**
**Run communication**

# 12. Postman

**Take Returns:**
**Registered Letters**
**Money Orders**
**Unpaid articles**

**MO Reports**
- MO Abstract
- MOs in deposit
- Void MOs paid, if any

**Submit accounts by Supervisor**
**Day end**

## 13. POS
**As Supervisor**
• Verify accounts of operator and do the **shift end.**
• Take the print out of the Summary report for the office using the option **Reports – Transaction Reports – Consolidated – Summary** for the day
• Take the print out of work allocation using the menu **Reports – Other reports – Work allocation**

## 14. Sub Account
Perform **Day End**.

## 15. Treasury
**Remittance to HO**
• Select the menu **Payments – Other Head Offices Remittance**
• In the next window, select the HO name, enter the amount and click OK button
• The **Remittance sent** frame appears. Select the mode of remittance, enter the amount, click OK and Finish button

**Bills paid**
**Payments – Bills/Vrs paid**
• In the **Bills Payment** window, select the bill type as ARs

**BO Bills paid data**
**Tools – BO Bills**
**Pension payments**
**Payments – Pension payment**

**eMO payment:**
**If your office is not eMO office:**
Manually prepare the eMO paid list and arrive to the total of eMOs paid.
Select the menu-Payments-Other Payments.
In the Window appeared select the transaction as eMO Paid from the drop down list.
Type the amount (Amount of eMOs **paid at SO only**-BO amount is not included)
In Remarks make entry-"Manual Work" Click OK. In the next window give cash details and click OK-Finish.

**Other payments**
In case any payments directly made, these can be made through Other Payments.

**Day’s reports**
**Pl ensure that:**
a) Submit accounts is done in Point of sale and verified by Supervisor,
b) SBCash account is submitted and the same is verified by Supervisor,
c) Supervisor of Postman module has submitted accounts of Postmen,
d) Subaccounts Supervisor has verified remittances from/to BOs and carried out Daily account adjustment, the BO summary and transit summary printouts are generated.
• Login as treasurer
• Print **Treasurer Cash Book**
• View **– Daily Account**
**Total Balance to agree with balance in TRR Cash book** agrees with the closing balance as per TCB.

• Take the print out of Stamp balance Register, Sale of Publication Account, List of cheques in deposit if there are any transactions in the day.

• If the balances exceed authorised maximum, prepare ECB memo

**Suboffice – Docs and Requisition**
Edit this as per days need.

• Perform Day end
• Print **Daily Account**
**Reports-Floppy upload**
**Send daily account data through email to HO or through Plugin software.**

## 16. eMO
**Do the day end.**
**Run communication**

## Sequence for Day end:

1. Despatch
2. Speednet
3. Postman
4. Point of Sale
5. Sub Accounts
6. Treasury
7. eMO

## 17. At the end:
**Run communications without fail:**
**ePayment, eMO, Speednet, Rnet, Accounts MIS**

Go to the respective websites and ensure that the figures are displayed in the web.

| | Module | Website | ID | PW |
|---|---|---|---|---|
| **1** | **ePayment** | https://services.ptcmysore.gov.in/epayment/ | dop | ePmt |
| **2** | **eMO** | https://services.ptcmysore.gov.in/emo | dop | eMO |
| **3** | **Speednet** | https://services.ptcmysore.gov.in/speednet | dop | india |
| **4** | **Rnet** | https://services.ptcmysore.gov.in/RNet/ | dop | india |
| **5** | **Accounts MIS** | https://services.ptcmysore.gov.in/AccountsMIS | dop | accts |

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