

Which are the client/communication modules functioning in PO?

eMO Client, ePayment Client, R-Net Client & SpeedNet Client.

What is the additional condition to be followed while booking a Speed Post Article?

Phone/Mobile Numbers of sender and addressee should be on the article.

How many digits are there in eMO PNR number and what do they represent?

There are eighteen digits in eMO PNR number. It is logically divided into three blocks of six digits each. The first block is the eMO office code of the Post Office, which is allotted to each PO when registering as eMO office in Central Server. The second block of six digits is the date of booking of eMO in reverse order – first two digits represent year, the next two, month and the last pair, the day. The last block is getting incremented serially with each eMO booked in that office.

What is the commission for an outstation cheque?

Up to Rs.1000/- minimum commission is Rs.30/-, for every subsequent amount of Rs.1000/- or part thereof commission is Rs.3/-.

How many Speed Post Sorting Hubs are there in TVM HQ region? Name them.

There are two Speed post Sorting Hubs in TVM HQ region viz. Thiruvananthapuram Speedpost Sorting Hub and Thiruvalla Speedpost Sorting Hub.

What are the steps to be followed while performing transfer/closure of accounts in Sanchay Post software?

1. Request Registration (Project Arrow – Request registration)
2. Closure/Transfer (Select scheme – transfer/closure)
3. Status Updation (Project Arrow – Status Updation)

The characteristics of alphanumeric barcode used for article booking:

The barcode number contains thirteen characters (eg. **EL12345678 5IN**) with four letters and nine numbers. The first letter denotes the type of article – E for speedpost, R for registered, X for express parcel. The second letter is allotted to particular Circle or to corporate customers by Directorate – L for Kerala, K for Karnataka etc. The first eight digits of the barcode are serially incremented from the eighth for a particular series. The ninth digit, known as check digit, is derived from putting the other eight digits in a formula (known as *Weighted Modulus 11 Formula*). The last two letters combine to denote the country of origin – IN for India, AU for Australia etc.

Please note the following points:

- Any number of bags can NOT be closed & despatched through Despatch module on a given day.
- Station article should be booked with the PINcode of the concerned office. Station article booked in Point of Sale can be fetched in Despatch module.
- Operator can NOT be deleted permanently from Point of Sale module.
- Introducer is optional for opening an SB account.
- Keeping Negative List up to date in Sanchay Post is the responsibility of SPM/Supervisor
- The Latest Negative List updates will be available for download at www.ptcinfo.org (click to access)
- The maximum number of pending transfer/closure requests allowed for a PO per day in Sanchay Post is 5 (five).
- DB Analyzer is an utility used to track discrepancies and other reports in Sanchay Post. It can be accessed with the name of the server in which Sanchay Post is installed. Entering of username or password is not required by the user.
- e-Payment transaction details are transmitted to the Central Server only after Account Verification is done in Point of Sale module.
- eMO PNR contains 18 (eighteen) digits.
- iMO number contains 16 (sixteen) digits.
- MTCN (Money Transfer Control Number) of WUMT (Western Union Money Transfer) contains 10 (ten) digits.
- MoneyGram's IMTS (International Money Transfer Service) secret code contains 8 (eight) digits.
- Regeneration of iMO number can be done ONLY in the office of booking and ONLY on the date of booking for that particular iMO. iMO Voucher number is used for regenerating iMO number at the iMO website:
<https://indiapostimo.gov.in/nic/>
- For effecting the payment of iMO of amount ₹50,000/- (Rupees Fifty Thousand Only) address proof is mandatory. For all other iMO payments photo identity proof is enough.
- The rate of e-Post is ₹10/- (Rupees Ten Only) per A4 sheet per addressee. e-Post service can be accessed through: <http://www.indiapost.nic.in/>