

Daily Check list for BPM

Office Details

Date:	BO ID:
BO Name:	AO Name:
BPM Name:	BPM Mob:

Initialization of Device

Check Internet connection : Yes / NO	Biometric Scanner connected (After Supply): Yes / NO
Printer connected (After Supply) : Yes / NO	

Work initialization.



Opening Balance:	Cash on Hand (Cash) :
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Daily routine checks.

1	Day Begin	Yes /No	13	PLI transactions done	Yes /No
2	Bag Open	Yes /No	14	PLI Pending transactions (If yes try to update all pending transactions)	Yes /No
3	Virtual Bag received	Yes /No	15	Speed/Registered/parcel delivered	Yes /No
4	Bag Open manually	Yes /No	16	VPL/VPP delivered (If Yes please make sure it is delivered as VPL/VPP article with VPMO booked.)	Yes /No
5	Cash Received	Yes /No	17	COD delivered (If Yes please make sure it is delivered as COD and check wallet.)	Yes /No
6	Stamps Received	Yes /No	18	eMO Paid	Yes /No
7	Register/Speed/Parcel/ Unpaid articles received	Yes /No	19	Stamp sales if any	Yes /No
8	INS/VPL/VPP received (If Yes please make sure it is received as INS / VPL / VPP while opening bag)	Yes /No	20	IPPB Data Entry	Yes /No
9	COD received (If Yes please make sure it is received as COD while opening bag)	Yes /No	21	Data Entry (D Cube, CSC and other transactions like unpaid, bills paid if any)	Yes /No
10	CBS transactions done	Yes /No	22	Day End	Yes /No
11	High value request done	Yes /No	23	Cash to AO	Yes /No
12	CBS Pending transactions (If Yes try to update all pending transactions)	Yes /No	24	Generate BODA and Print	Yes /No
			25	Bag Closure and dispatch	Yes /No

Concluding the Day's work.

Cash on Hand :	Inventory Balance :
Deposit articles :	Deposit eMO :

Do's 	Dont's 
<ol style="list-style-type: none"> 1. Check the internet connectivity before login to DARPAAN App. 2. Make sure the BO name, BO ID, BPM name are correct before proceeding to any transaction. 3. Note down the Wallet amount soon after Day begin and tally with the closing balance of previous day. 4. Ensure that Mobile and Printer is having enough battery charge and both are connected. 5. Make sure that printer is on and connected with required permissions (first time) before taking any printouts. 6. Cross check the wallet amount before and after the opening of the bag if cash from AO is received. 7. While booking the Transactions valid Mobile number of the customer to be enter. 8. After delivering a VP article, BPM need to book VPMO. 9. Make sure Day End is performed and BODA has been generated. 10. When RPLI/PLI/CBS transactions are moved to the pending status, use the 'Transaction Update' option after waiting for 5 minutes from the initial transaction. 11. Make sure all the pending transactions are updated before performing Day End. 12. Ensure the activities mentioned in the checklist provided by Account office is followed thoroughly. 13. Ensure the safety of the mobile device and all other peripherals provided. 	<ol style="list-style-type: none"> 1. If the BO Name, BO ID and BPM name are not matching, user should not do any transaction. Report the issue to the Division support team immediately 2. User should not perform data entry if the virtual bag is available while opening the bag unless there is any mismatch in the received articles. 3. User should not receive INS/VPL/VPP/BPCOD/SPCOD articles as normal registered articles while opening the bag manually. 4. User should not show bulk delivery for INS/VPL/VPP/BPCOD/SPCOD articles. The above-mentioned articles are to be delivered individually one by one. 5. User should not ignore any error message/blank screen while performing CBS/PLI transactions. If any such error occurs, User should login again after closing the APP. 6. Users should not initiate a CBS/PLI/RPLI transaction if the same CBS/PLI/RPLI transaction is in a pending status. 7. User should not try to do Day End without checking pending transactions. 8. User should not try to do Day End /BODA generation when there is any mismatch in wallet. Report the issue to the support team immediately. 9. User should not ignore the checklist and instructions provided by concerned authorities. 10. User should not click on Get OTP button continuously while trying to login to DARPAAN APP.