

Check List for Divisional Office

Pre Roll Out			
SI No	Task Description	Completion Status	Remarks
1	Updating the Master Data correctly in the User Management portal		
2	(a). Identifying the Master Trainers (b). Arranging training to all trainers and BPMs		
3	Coordinate with IPPB Branch to ensure the supply and handover of mobiles and peripherals to BPMs		
4	Reconciliation of the closing balance available in CSI with the manual closing balance of Branch Offices		
5	Ensure no negative balance in Inventory		
6	Ensure that stamps and cash are not in transit		
7	Update the certificate of Closing balance in the User Management Portal		

Day of Roll Out			
SI No	Task Description	Completion Status	Remarks
1	Ensure that BPMs perform the Day Begin process and receive the bag in the Unified DARPAN Android Application		
2	Collect the existing RICT devices and peripherals from all the BOs		
3	Ensure that all concerned Account Offices have dispatched the undelivered articles and eMOs to the BOs duly invoiced, which were returned by the BOs prior to the rollout.		

Post Roll Out			
SI No	Task Description	Completion Status	Remarks
1	Verify whether the transactions performed in the Unified DARPAN Android Application are accurately getting reflected in the CSI Daily Account		
2	Ensure that System Admins provide timely support to end users		
3	Deactivation of BPM in the RICT MDM Portal.		
4	Escalation of issues as per the escalation matrix provided in the SOP.		