



Standard Operating Procedure (SOP)

Advanced Postal Technology (APT)

FOR

BUSSINESS CONTINUITY PLAN (BCP) FOR POST OFFICES [BOOKING AND BAGGING]



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CEPT MATERIAL

Operational Guide :

SOP on BCP PO 1.0.6 Dated 20.08.2026

DISCLAIMER

The operational procedure provided in this Operational Guide is just an illustration for the user for using the APT software solution in an effective manner. If the reader has any doubt in the Department ruling and guidelines, he/she should refer to the respective manuals and volumes only. The APT Operational Guide should not be cited as Rulings.



BCP Application(Booking and Bagging) – Workflow & Operations Overview

Purpose:

The application is focused solely on **core mail operations**, enabling users to perform **booking, bagging and bag despatch to the respective offices**

Application Overview

The application is developed in **Flutter** and is designed for **when APT 2.0 services are down**. All mandatory fields must be entered to ensure successful data transmission and synchronization with APT 2.0 services.

Deployment & Distribution

- The application will be shared via an **SFTP link**, and all subsequent updates will also be made available through the same mode.
- **Authorized users** must download and distribute the Application for usage.

1.1 Download BCP application from MIS portal

Important Note: Please close the existing BCP application(if opened any),then uninstall the existing BCP application before proceeding. Always install the latest version of the BCP application along with the most recent Master Data provided in the path below. Failure to do so may result in missing critical updates, new features, and the latest Master Data changes. Also, this application will work on the devices that are registered using **Device Registration Application**.

Logging to the website:

Booking offices can login to the website (<https://data.cept.gov.in/customeremis/>) using below credentials

User Name : **EPIC**

Password : **Epic\$321**

Login Type : **Nodal Office**

In search box type BCP to access the BCP related files

1.2 Out of Scope Operations:

The following services are **not available** in offline operations through this application:

- ✓ IPPB Transactions
- ✓ POSB Transactions
- ✓ PLI Transactions
- ✓ Delivery
- ✓ Treasury etc.,



1.3. Application Modules (Cards)

1. Master Data (Offline Upload)

- Upload master data via pen drive (offline).

2. Day Begin

- Validates **the Day Begin**.
 - Start with zero balances.

3. Booking

- For **Mail** and **money order booking**.
- View article reports ,money order reports and Submit account reports

4. Bagging

- Fetch articles, close, dispatch bags
- View bag and article reports

5. Day End

- Performs the Day end operation for the day begin date.

6. Data Transmission

- Generates **data transmission file** also saved in Download/BCP Files folder
- **Option 1:** Sync directly to server (if internet available)- **It is Recommended to follow this.**
- **Option 2:** Copy file to pen drive and upload at nearest network-enabled office (usually AO)

Imp Note: Data Transmission file has to be generated after Day end only

1.4: Important Operational Guidelines

- **Daily File Sync/Upload:** Mandatory to Sync/Upload data transmission file to BCP portal for same-day accounting.
- **Troubleshooting:**
 - Install **AnyDesk** for remote support.
 - Device should be brought to a network-enabled location if issues arise.



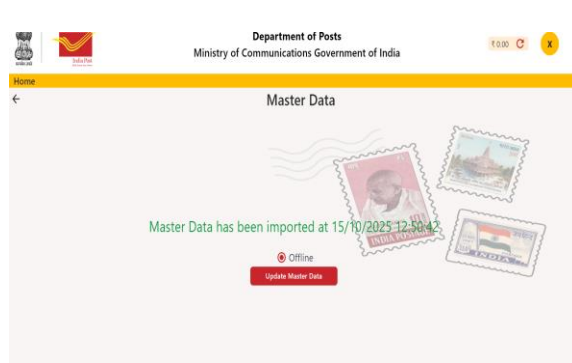
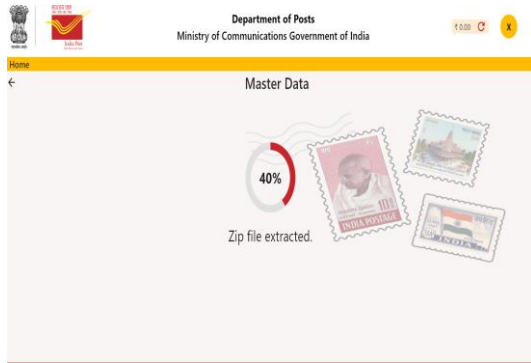
1.5: Installation of BCP application

User has to install the BCP application only on registered device only. After installing user has to enter the details like Office ID, Office name, Office Pin code, Office Type, Employee Id, Employee Name and Default Password(Default password is **BCP00@2025**) and click on Login button, then it will ask for Change the default password

1. Enter a **password** and **confirm password** (both must match), then click **Reset and Continue button**.
2. Upon login, the application will display the **Master Data** page.
3. Tap on **Master Data** to proceed with data setup:
 - Upload **offline master data**.

With this, **Initial setup is successfully completed**, and the BCP application is ready to begin operations.

The screenshots illustrate the initial setup process of the BCP application. The first screen is the Login page, which requires the user to enter their Office ID, Office Name, Office Pin, Office Type, Employee ID, Employee Name, and Default Password. The second screen is the Reset Password page, where the user must enter their Employee ID, Password, and Confirm Password. The third screen is the Master Data page, which displays a button to Download Master Data.



2. BCP PO APPLICATION:

After logging into the **BCP application** and completing the **offline upload** of master data successfully, the user will see the **Day begin card**.

2.1 : Day Begin

- Select the **Day Begin** card to initiate operations.
- Upon successful **Day Begin**, all remaining functional cards (Booking, Bagging, Day end) will become visible and accessible for the day's activities.

This marks the start of daily operations using the BCP application.

2.2: Available Operation Cards

Once Day begin has performed, User has to check the wallet balance by clicking on the Rupee Symbol to check the wallet Balance.

1) Booking

Used for booking **Domestic and International Mail articles** and **Money Orders**.

2) Bagging

Used for:

- Receiving, opening, closing, and dispatching bags
- Viewing bag and article reports

3. Booking Module Details

This module supports booking of the following **Mail Service Types**:

Domestic

- Speed Post Parcel Domestic
- Inland Speed Post Document
- India Post Parcel Retail
- Gyan Post



3. 1: Booking Process:-

Domestic Mail Booking

1. Select the **Domestic Mail Booking** option under the **Booking** card.
2. Enter the following details:
 - o **Destination Pincode**
 - o **Booking Type:** Walk-in Customer / On Postal Service
 - o **Mail Service Type**
 - o **Physical Weight**
 - o **Article Barcode Number**
 - o **Value Added Services (VAS):** COD Retail, POD/ACK, Insurance, etc.
3. Click **Next** to enter:
 - o **Sender and Receiver Address**
 - o Use **“Retain Details for Next Booking”** to reuse the same address in subsequent bookings.

After Adding the article to Cart, Click on New Item to Book another article or click on Checkout button for payment. On Successful payment Receipt will be generated and amount will be added to the wallet.



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₹ 0.00

SK

HomeBookingBagging

Domestic Mail Booking

Counter Number: 1Shift Number: 1

#Booking Reference - 0011360037141025174101

1

2

Article Details

Address Details

Origin Pincode*
522201

Destination Pincode*
531001 - Anakapalle H.O

PO Name*
Anakapalle H.O

Booking Type*
Walk-in Customer

Mail Service Type*
Inland Speed Post Document

Physical Weight (in grams)*
25

Article Barcode*
EN5222010111N

☒ VAS☐ Prepaid

Base Rate	Ack/Pod Val	Reg Fee	OTP Fee	Total	CGST	SGST	Total Amount
47.00	10.00	5.00	5.00	67.00	6.00	6.00	79.00

Reset

Next



BCP Application (Booking and Bagging)



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Home Booking Bagging



Domestic Mail Booking

Counter Number: 1 Shift Number: 1

#Booking Reference - 0011360037141025174101

1 Article Details 2 Address Details

Sender Address - ☒ Retain Details for Next Booking

Mobile Number*	Pincode*	First Name*	Last Name*	Address Line 1*
9999999999	522201 - Tenali H.O	DDDSFSDS	DSFDSFDS	FDSFDSFSDSD
Address Line 2*	City/District*	State*	Email	
DSFDSFSDSDS	GUNTUR	Andhra Pradesh		

Recipient Address - ☒ Retain Details for Next Booking

Mobile Number*	Pincode*	First Name*	Last Name*	Address Line 1*
8888888888	531001	DFDSFDSF	DSFDSFDS	DSFDSFSDSD
Address Line 2*	City/District*	State*	Email	
DSFDSFSDSDS	VISAKHAPATANAM	Andhra Pradesh		

Back

Confirm



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Domestic Mail Booking

Counter Number: 1 Shift Number: 1

#Booking Reference - 0011360037141025174101

1 2

Confirm Payment Details

Total Amount Payable ₹ 79.00

Cancel

Payment

Origin Pincode*	Destination Pincode*	Booking Type*
522201		Walk-in Customer
Mail Service Type*	Physical Weight*	☐ VAS ☐ Prepaid Add

Reset

Next

View Cart (1)

Payment (₹ 79.00)



The screenshot displays the 'Domestic Mail Booking' interface. A central modal box with a green checkmark icon and the text 'Your Payment is Successful! Ref No - 0011360037141025174101' is overlaid on the form. Below the message are four buttons: 'Receipt (DotMatrix)', 'Receipt (ThermalPrint)', 'Close', and 'Receipt(PDF)'. The background form includes fields for 'Origin Pincode*' (522201), 'Destination*', 'Mail Service Type*', 'Physical W...', 'Booking Type*' (Walk-in Customer), and checkboxes for 'VAS' and 'Prepaid'. At the bottom, there are buttons for 'View Cart (1)', 'Payment (₹ 0.00)', 'Reset', and 'Next'.

3. 2 : Money Order Booking

The process for **Money Order (MO) Booking** is similar to mail booking, with the following steps:

1. Select the **Money Remittance** option under the **Booking** card.
2. Enter the required details:
 - **Destination Pincode**
 - **MO Type**
 - **MO Value**
 - **Message**
 - **Delivery Instructions**
3. Click **Next** to enter **Sender and Receiver details**.
4. Click **Add to Cart** to proceed.

To book another Money Order, click **New Item**.

To proceed with payment, click **Checkout**.

Upon **successful payment**, a **receipt is generated**, and the amount is added to the wallet for inclusion in the daily accounting.



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₹ 1774.00



Home Booking Bagging



Domestic Money Remittance

Counter Number: 1 Shift Number: 1

#Booking Reference - 0011360037151025160401

1 2

MO Details

Address Details

Destination Pincode*
531001 - Anakapalle H.O

MO Type*
Electronic Money Order

MO Value*
1000

Message Code*
Others

Enter Message*
Gift

Delivery Instructions*
Normal Delivery

Commission: ₹ 50

Reset

Next



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Home Booking Bagging



Domestic Money Remittance

Counter Number: 1 Shift Number: 1

#Booking Reference - 0011360037151025160401

1 2

MO Details

Address Details

Sender Address - ☒ Retain Details for Next Booking

Mobile Number*
9999999999

Pincode*
522201 - Tenali H.O

First Name*
SDFDSFDSF

Last Name*
DSFDSFDSF

Address Line 1*
DSFDSFDSF

Address Line 2*
DSFDSFDSF

City/District*
GUNTUR

State*
Andhra Pradesh

Email

Recipient Address - ☒ Retain Details for Next Booking

Mobile Number*
8888888888

Pincode*
531001

First Name*
SDFDSFDSFDS

Last Name*
DSFDSFDSFDS

Address Line 1*
DSFDSFDSF

Address Line 2*
DSFDSFDSFDSFF

City/District*
VISAKHAPATANAM

State*
Andhra Pradesh

Email

Back

Confirm



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Confirm Money Order Details

Electronic Money Order

₹ 1000.00

Commission

₹ 50.00

Message:
Gift

Sender:
SDFDSFDSF
DSFDSFDSF, DSFDSFDSF
GUNTUR, Andhra Pradesh
Pincode: 522201
Mobile No. 9999999999

Recipient:
SDFDSFDSFDS
DSFDSFDSF, DSFDSFDSFDSFF
VISAKHAPATANAM, Andhra Pradesh
Pincode: 531001
Mobile No. 8888888888

Add to Cart

Counter Number: 1 Shift Number: 1

Back

Confirm



BCP Application (Booking and Bagging)





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Domestic Money Remittance Counter Number: 1 Shift Number: 1

#Booking Reference - 0011360037151025160401

1

2

Confirm Payment Details 

Total Amount Payable ₹ 1050.00

Cancel

Payment

Destination Pincode*

Message Code

MO Value*

View Cart (1)

Payment (₹ 1050.00)

Reset

Next



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Home Booking Bagging  

Domestic Money Remittance Counter Number: 1 Shift Number: 1

#Booking Reference - 0011360037151025160401



Your MO Payment is Successful!
Ref No - 0011360037151025160401

Receipt (PDF)

Receipt(DotMatrix)

Close

Destination Pincode*

Message Code

MO Value*

View Cart (1)

Payment (₹ 1050.00)

Reset

Next

Tenali H.O (11360037)(BCP)
2025-10-16 17:32, Counter No:1
MO Type: EMO, PNR: <4433119071>
Receiver: SDFDSFDSFDS DSFDSFSFDSF
Address:DFSFDSFDSF, DSFDSFDSFDSFF
VISAKHAPATANAM, Andhra Pradesh - 531001, 8888888888
Sender: SDFDSFDSF DSFDSFDSF Address:DSFDSFDSF,
DSFDSFDSF
GUNTUR, Andhra Pradesh - 522201, 9999999999
Val: 1000.00, Comm:50.0
Total: 1050.00, P.Mode:CA
Please visit <www.indiapost.gov.in>

Tenali H.O (11360037)(BCP)
2025-10-16 17:32, Counter No:1
MO Type: EMO, PNR: <4433119071>
Receiver: SDFDSFDSFDS DSFDSFSFDSF
Address:DFSFDSFDSF, DSFDSFDSFDSFF
VISAKHAPATANAM, Andhra Pradesh - 531001, 8888888888
Sender: SDFDSFDSF DSFDSFDSF Address:DSFDSFDSF,
DSFDSFDSF
GUNTUR, Andhra Pradesh - 522201, 9999999999
Val: 1000.00, Comm:50.0
Total: 1050.00, P.Mode:CA
Please visit <www.indiapost.gov.in>



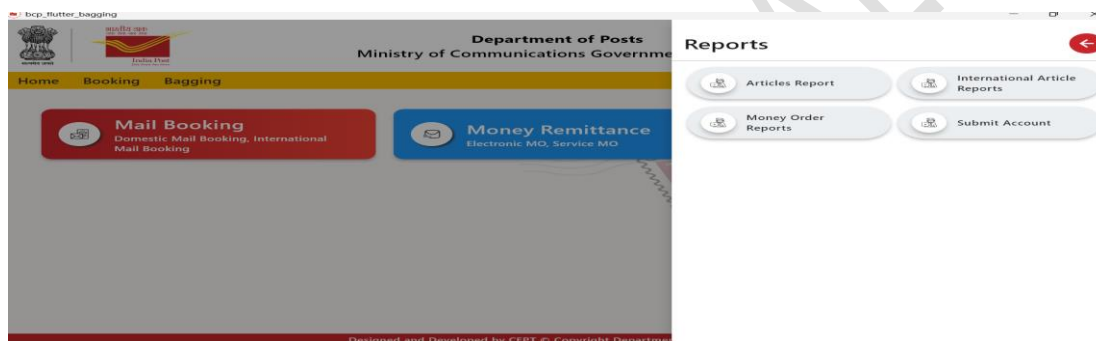
4. Reports (Booking)

4.1 Submit Account (Booking Closure)

Once all **booking transactions** are completed, the user must **submit the account** to finalize the booking module for the day.

Steps:

1. Click on the **Submit Account** option under the Reports card in Booking module.
2. The screen will display the **Employee ID of the official**.
3. Click the **View** button to review the day's **Receipts and Payments**.
4. After verifying the details, click **Submit Account** to confirm closure of booking transactions. A confirmation message will appear, click **Submit** to proceed.
5. Once submitted, the **Print** button is enabled. Click it to **generate a PDF copy** of the Submit Account report for records.



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₹ 4639.00

S

Home Booking Bagging

Booking Submit Account

Employee ID
10160613

Counter No
1

Shift No
1

Generate

Receipts
4749.00

Payments
110.00

Transaction Details

#	Account Code	Account Description	Amount	
			Receipts	Payments
1	1201000600	PRC-Speed Post	19.00	-
2	1201003400	PRC-Speed Post Parcel	40.00	-
3	1201002800	PRC- International Air Parcel	1970.00	-
4	8661000200	SGST-Collection on Courier Services	355.00	-
5	8661000100	CGST-Collection on Courier Services	355.00	-

Submit

Print



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Booking Submit Account

Employee ID: 10160613 Counter No: 1 Shift No: 1

4749.00

Are you sure to submit the account?

Yes No

#	Account Code	Description	Amount	
			Receipts	Payments
1	1201000600	PRC-Speed Post	19.00	-
2	1201003400	PRC-Speed Post Parcel	40.00	-
3	1201002800	PRC- International Air Parcel	1970.00	-
4	8661000200	SGST-Collection on Courier Services	355.00	-
5	8661000100	CGST-Collection on Courier Services	355.00	-

Submit Print

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Booking Submit Account

Employee ID: 10160613 Counter No: 1 Shift No: 1

4749.00

Submit Account Verified Successfully

Ok

#	Account Code	Description	Amount	
			Receipts	Payments
1	1201000600	PRC-Speed Post	19.00	-
2	1201003400	PRC-Speed Post Parcel	40.00	-
3	1201002800	PRC- International Air Parcel	1970.00	-
4	8661000200	SGST-Collection on Courier Services	355.00	-
5	8661000100	CGST-Collection on Courier Services	355.00	-

Submit Print



BCP Application (Booking and Bagging)



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Date: 2025-10-17 16:01

Counter No: 1, Shift No: 1

Account Submission of Tenali H.O (11360037)
For Operator SAikrishna (10160613)

Receipts			Payments		
Total: 4749.0			Total: 110.0		
(Four Thousand seven Hundred forty-nine Rupees Only)			(One Hundred ten Rupees Only)		
Code	Account Head Description	Amount	Code	Account Head Description	Amount
1201000600	PRC-Speed Post	19.00	1201001300	Deduct Prepaid Postage stamps affixed on articles	110.00
1201003400	PRC-Speed Post Parcel	40.00			
1201002800	PRC- International Air Parcel	1970.00			
8661000200	SGST-Collection on Courier Services	355.00			
8661000100	CGST-Collection on Courier Services	355.00			
1201015500	Registration Fee	5.00			
1201015600	OTP Based Delivery Fee	5.00			
1201011200	Insurance Charges	2000.00			

-----End of Report-----

Counter PA
10160613
(SAikrishna)

Supervisor
Tenali H.O

Imp Note:

Booking Submit Account figures will be reflected in Daily account automatically after the APT is UP and successful consumption of files, If Booking submit account figures are not reflected in Daily Account even after the consumption of files due to any technical issue then only Booking submit account figures to be accounted at Treasury end with the respective account codes under mismatch entry, BCP application is not dealing with Accounting portion.

4.2. Booking Reports:

After **Submit Account** is completed, the User can generate **Booking Reports** as needed.

Steps:

1. Click on the **Reports** card.
2. Choose **Article Reports** or **MO Reports** based on the requirement.
3. Select the **Product Type**, **From Date**, and **To Date** to generate the report.
4. The report will display the booking details for the selected period and can be used for verification or record-keeping.





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Home Booking Bagging

Article Booking Report

Product Type*
All

From Date*
2025-10-16

To Date*
2025-10-16

Fetch

Report Data

#	Article No	Product Type	Prepaid Type	Prepaid Amount	CGST	SGST	Tax	Amount	Payment	Sender Name	Recipient Name	Dest. Pincode	Weight (gm)
1	EN522201011IN	SP_INLAND_D OC	PS	10.00	5.00	5.00	10.00	57.00	CA	WERWERWE EWREWRWE	DSGDSDS DGDGD	531001	35.
2	EN522201012IN	SP_INLAND_PA RCEL	-	-	9.00	9.00	18.00	118.00	CA	WERWERWE EWREWRWE	DSGDSDS DGDGD	504001	566.

Total Amount ₹ 175.00 Total Count 2

Export to PDF

Close Report

Reset

Cancel

5. Bagging Module Overview

The **Bagging module** facilitates the following operations:

- **Fetch** articles from Counter
- **Closing** the Bags(Both Station Bag Close and Bag Close to RMS)
- **Dispatching** the Bags

5.1: Fetch from Counter Procedure

After completing the Booking Process of all articles and also after Processing Article returns and BO returns , the user must proceed with the **Fetch from Counter** operation to fetch all the booked, returned and redirected articles.

Steps:

1. Click on the **Bagging** card.
2. Select the **Fetch from Counter** sub-card.
3. Select **Counter** in Select Type Box and click on Fetch button, It will show all the Booked articles. Select all articles and click on Accept Articles button to Accept all the booked articles
4. Click **Receive** to complete the bag receipt process.



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Fetch From Counter

Select Type
Counter

Fetch

Articles From Counter

Total Articles: 3

Scan

☐	Article Number	Article Type	Destination Office Pin	Article Weight	Channel	Booking Date	Insured
☐	EN522201014IN	SP_INLAND_DOC	522201	10.0	COUNTER	17-10-2025	No
☐	EN522201015IN	SP_INLAND_PARCEL	522202	522.0	COUNTER	17-10-2025	No
☐	EN522201011IN	FGN_AIR_PARCEL	6666	1000.0	COUNTER	17-10-2025	Yes

Accept

Cancel

5.2 : Station Bag Close

After fetching of all articles, articles related to station bag are shown under Station Bag close option.

Steps:

1. Click on the **Bagging** card.
2. Select the **Station Bag Close** sub-card.
3. It will show all the expected articles under Expected articles table, Scan all the articles one by one so that all the articles will come to Scanned Articles table.
4. Click on **Close Bag** button, it will ask for **Bag number** and **Bag weight in grams**.
5. Click on Bag Close button to generate and print Station Bag manifest.



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Bag Close-Station

Office
Tenali H.O

Bag Type
Station Bag

Scan Article Number

Expected Articles: 1

☐	Article Number	Article Type	Dest Pin	Article Weight
☐	EN522201014IN	SP_INLAND_DOC	522201	10.0

Scanned Articles: 0

No Articles Scanned

Close Bag

Reset



BCP Application (Booking and Bagging)



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Home Booking Bagging



Bag Close-Station

Office
Tenali H.O

Bag Type
Station Bag

Scan Article Number

Expected Articles: 0

No data available

Scanned Articles: 1

Actions	Article Num	Article Type	Dest Pin	
	EN522201014I N	SP_INLAND_D OC	522201	1

Close Bag

Reset

Show hidden items



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Home Booking Bagging



Bag Close-Station

Office
Tenali H.O

Bag Type
Station Bag

Scan Article Number

Expected Articles: 0

No data available

Station Bag Close

Bag Number
STN1111111111

Bag Weight in Grams
300

Bag Close

Scanned Articles: 1

Article Num	Article Type	Dest Pin	
EN522201014I N	SP_INLAND_D OC	522201	1

Close Bag

Reset



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Home Booking Bagging



Bag Close-Station

Office
Tenali H.O

Bag Type
Station Bag

Scan Article Number

Expected Articles: 0

No data available



Station Bag Closed Successfully

OK

Print

Scanned Articles: 1

Article Num	Article Type	Dest Pin	
EN522201014I N	SP_INLAND_D OC	522201	1

Close Bag

Reset



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Tenali H.O
Bag Close Manifest

Closed To: Tenali H.O

Bag Number : STN1111111111

Bag Wt : 300.0

Bag Close Date: 2025-10-17

S.No	Article Number	Article Type	Insured
1	EN522201014IN	SP_INLAND_DOC	No

Total Articles: 1

*INS Articles/ Bags : 0

Number of Bags : 0

Number of Insured Bags : 0

Bag Closed By
(10160613)

Supervisor

Bag Opened By

5.3: Bag Close Procedure

After fetching of all articles , the User must proceed with the **Bag close** operation. Expected Articles list is shown on the right top corner.

Steps:

1. Click on the **Bagging** card.
2. Select the **Bag Close at PO** sub-card.
3. Enter the following details:
 - **Select To Office Name:** Select the To Office name
 - **Select Bag Type:** Select the Bag Type. Ex: Speed Bag, Parcel Bag etc..
 - **Delivery Type:** Select the Delivery Type as TD or NTD.
 - **Include Bag:** check the box, if you are adding a Bag in side the Close Bag. Select the Include Bag type ,enter Bag weight in grams, select event type and scan bag number and click on Add button to add bag inside the Bag
 - **Scan Article Number:** Scan the Article Number
 - Click on **Add** – the Article will be listed in the table.
 - Add all articles by scanning the articles
4. Click on **Close** button, it will ask for Bag number and Bag weight in grams.
5. Click on **Bag Close** button to generate and print Close Bag manifest.



BCP Application (Booking and Bagging)



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Home Booking Bagging



Bag Close at PO

Expected Articles: 1

Select To Office
NPH Parcel Hubs

Select Bag Type
Parcel Bag

Delivery Type
NTD

Scan Article Number
Scan Article Number

Add

Reset

☐ Include Bag

Scanned Articles

Count: 1

Actions	Article Number	Article Type	Bag Type	Dest Pin	Article Weight	Channel	Booking Date	Insured
	EN522201015IN	SP_INLAND_PARCEL		522202	522.0	COUNTER	17-10-2025	No

Close Bag



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Home Booking Bagging



Bag Close at PO

Expected Articles: 1

Select To Office
NPH Parcel Hubs

Select Bag Type
Parcel Bag

Scan Article Number
Scan Article Number

Add

Reset

☐ Include Bag

Scanned Articles

Count: 1

Actions	Article Number	Article Type	Bag Type	Dest Pin	Article Weight	Channel	Booking Date	Insured
	EN522201015IN	SP_INLAND_PARCEL				COUNTER	17-10-2025	No

Close Bag

Bag Close

Bag Number
PAR1111111111

Bag Weight in Grams
2000

Bag Close



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Bag Close at PO

Expected Articles: 1

Select To Office
NPH Parcel Hubs

Select Bag Type
Parcel Bag

Scan Article Number
Scan Article Number

Add

Reset

☐ Include Bag

Scanned Articles

Count: 1

Actions	Article Number	Article Type	Bag Type	Dest Pin	Article Weight	Channel	Booking Date	Insured
	EN522201015IN	SP_INLAND_PARCEL				COUNTER	17-10-2025	No

Close Bag



Bag Closed At PO Successfully

OK

Print



Department of Post, India
Tenali H.O
Bag Close Manifest

Closed To: NPH Parcel Hubs

Bag Number : PAR1111111111

Bag Wt : 2000.0

Bag Close Date:2025-10-17

S.No	Article Number	Article Type	Insured
1	EN522201015IN	SP_INLAND_PARCEL	No

Total Articles: 1

*INS Articles/ Bags : 0

Number of Bags : 0

Number of Insured Bags : 0

Bag Closed By
(10160613)

Supervisor

Bag Opened By

Note: Insured Parcel Articles are to be closed in Insured Parcel bag and again added to Parcel Bag as shown in the below image



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[Home](#) [Booking](#) [Bagging](#)

Bag Close at PO

Expected Articles: 1

Select To Office NPH Parcel Hubs	Select Bag Type Parcel Bag	Delivery Type NTD	Bag Number INS1111111111	Add	Reset
Included Bag Type Insured Parcel	Bag Weight in Grams 3000	☒ Include Bag			





5.4 : Bag Despatch Procedure

After Closing of all Bags , the User must proceed with the **Bag Despatch** operation.

Steps:

1. Click on the **Bagging** card.
2. Select the **Bag Despatch** sub-card.
3. Select the Schedule for bag despatch.
4. Scan/Enter the Closed bag numbers.
5. Click on the **Add** button to add the entry to the dispatch table.
6. Click **Despatch** to generate the **Mail List ID**.
7. Click on the **Print** button to print the **Mail List**, which serves as a dispatch record.

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Bag Despatch

Select Schedule
Tenali H.O_NPH Parcel Hubs

Bag Number*
PAR111111111

Add Reset

Scanned Articles

Actions	Bag Number	Bag Type	Bag weight
	PAR111111111	PL	2000.0
	PAR222222222	PL	3000.0

Count: 2

Despatch Reset



BCP Application (Booking and Bagging)



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Bag Despatch

Select Schedule
Tenali H.O_NPH Parcel Hubs

Mail Id
13110

Ok Print

India Post
Dak Seva-Jan Seva



Department of Post, India Tenali H.O Mail List

Despatched To : NPH Parcel Hubs Mail ID : 13110 Set Name:
Despatched Date: 2025-10-17 Schedule ID: 2
Schedule Name: Tenali H.O_NPH Parcel Hubs

S.No	Bag Number	Bag Type	To Office Name
1	PAR1111111111	PL	NPH Parcel Hubs
2	PAR2222222222	PL	NPH Parcel Hubs

Total Bags: 2

Bag Closed By
(10160613)

Supervisor

Bag Opened By

5.5. Bag Reports:

Bag Reports is used to view the details of Bags received, Bags opened, Bags closed and Bags dispatched.

Steps:

1. Click on the **Bagging** card.
2. Select the **Bag Reports** sub-card.
3. Select the **Report Type**: Bags closed/Bags dispatched.



4. Select **Date** and Click on **Fetch** Button.
5. It will display List of Bags closed/Bags dispatched depending upon the selected type
6. Click on the **Print** button to print the Report

Home Booking Bagging

Bag Reports

Select Report
Bag Closed

Date*
2025-10-17

Fetch

Bag Number	From Office Name	Bag Type	MI Id	Bag Weight
STN1111111111	Tenali H.O	Station Bag	0	300.0
PAR1111111111	Tenali H.O	Parcel Bag	0	2000.0
INS1111111111	Tenali H.O	Insured Parcel	0	3000.0
PAR2222222222	Tenali H.O	Parcel Bag	0	3000.0

Print Reset



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Bag Reports

Select Report
Bag Dispatched

Date*
2025-10-17

Fetch

Bag Number	From Office Name	Bag Type	MI Id	Bag Weight
PAR1111111111	Tenali H.O	Parcel Bag	13110	2000.0
PAR2222222222	Tenali H.O	Parcel Bag	13110	3000.0

Print Reset

5.6 : Article Reports

Article reports are used to view the no of Articles received,Articles Dispatched and Articles Fetch from Counter.

Steps:

1. Click on the **Bagging** card.
2. Select the **Article Reports** sub-card.
3. Select the **Report Type**: Articles Dispatched/Articles Fetch from Counter.
4. Select **Date** and Click on **Fetch** Button.
5. It will display List of Articles Dispatched/Articles Fetch from Counter depending upon the selected type



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6. Click on the **Print** button to print the Report



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Article Reports

Select Report
Article Fetch From Counter

Date*
2025-10-17

Fetch

Article Count: 3

Article Number	Article Type	Bag Number	From/To Office	Insured Flag
EN522201014IN	SP_INLAND_DOC	STN1111111111	Tenali H.O	No
EN522201015IN	SP_INLAND_PARCEL	PAR1111111111	Tenali H.O	No
EN522201011IN	FGN_AIR_PARCEL	INS1111111111	Tenali H.O	Yes

Print Reset

5.7 : Re-Print Mail List

1. Click on the **Bagging** card.
2. Select the **Re Print Mail List** sub-card.
3. Enter/Scan the Mail List ID (You can get the Mail list ID from Bag Reports-> Bag Dispatched Report) and click on Print to view/Print the Mail List.



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RePrint MailList

Scan Mail ID
13110

Print Reset





BCP Application (Booking and Bagging)



Department of Post, India Tenali H.O Mail List

Despatched to : NPH Parcel Hubs Mail ID: 13110 Set Name:
Despatched Date: 2025-10-17 Schedule ID:2

S.No	Bag Number	Bag Type	To Office Name
1	PAR1111111111	PL	NPH Parcel Hubs
2	PAR2222222222	PL	NPH Parcel Hubs

Total Bags: 2

Bags Dispatched By
(10160613)

Supervisor

Bags Opened By

5.8 : Bag Tracking

1. Click on the **Bagging** card.
2. Select the **Bag Tracking** sub-card.
3. Scan/Enter Bag number and click on Track button to local track the details.



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Home Booking Bagging

Bag Tracking

Scan Bag Number
PAR1111111111



Track

Reset

Bag Information

Bag Number	From Office	To Office	Bag Weight	Bag Type	Insured
PAR1111111111	Tenali H.O	NPH Parcel Hubs	2000.0	PL	No

Bag Tracking of: PAR1111111111

Date	Bag Status	Bag Number	From Office	To Office	Mail Id	Schedule ID	Created By
2025-10-17 14:55	Bag Closed	PAR1111111111	Tenali H.O	NPH Parcel Hubs	0	0	10160613
2025-10-17	Bag	PAR1111111111	Tenali H.O	NPH Parcel	13110	2	10160613



5.9 : Bag Close manifest

1. Click on the **Bagging** card.
2. Select the **Bag Close Manifest** sub-card.
3. Scan/Enter Closed Bag number and click on **Print** to view/print.

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Home Booking **Bagging**

Print BagClose Manifest

Scan Bag Number
 PAR1111111111

Print

Reset

Department of Post, India
 Tenali H.O
 Bag Close Manifest

To Office: NPH Parcel Hubs

Bag Number: PAR1111111111

Bag Close Date: 2025-10-17T14:55:22.596084

Bag Weight: 2000.0

S.No	Article Number	Article Type	Insured
1	EN522201015IN	SP_INLAND_PARCEL	No

Total Articles: 1
 (*INS Articles / Bags : 0)
 (Number of Bags : 0)
 (Number of Insured Bags : 0)

Bags Closed By
 (10160613)

Supervisor

Bags Opened By

5.10 : Bagging Abstract Verification:

Bagging abstract verification requires the Booking submit account to be completed

To verify the accuracy of articles dispatched:

1. Click on the **Bagging Abstract Verification** option under the **Bagging** module.
2. The screen will display a comparison of:
 - **Dispatched articles**
 - **Articles received** from Booking module(Counter)
3. Carefully review the abstract for any mismatches.
4. If the details **tally correctly**, click on the **Verify** button to proceed with **Bagging Module Submit Account**.



BCP Application (Booking and Bagging)



This step ensures that all article movements are reconciled before submission and final accounting.



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Home Booking Bagging



Bagging Abstract Verification

Date*
2025-10-17



Fetch

Articles Received Abstract Po

Channel Name	Total Articles Received
COUNTER	3
Total	3

Articles

Bag Number	Total Articles Closed	TD	NTD
STN1111111111	1	0	0
Total	3		

Verify



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Home Booking Bagging



Bagging Abstract Verification

Date*
2025-10-17



Fetch

Articles Received Abstract Po

Channel Name	Total Articles Received
COUNTER	3
Total	3

Articles

Bag Number	Total Articles Closed	TD	NTD
INS1111111111	1	0	1
PAR1111111111	1	0	1

Print

Print

6. Day End

After completion of Bagging submit account, User has to perform Day End for generating the files. User has to click on Day end button to perform day end and also to generate the BCP files in download folder.



BCP Application (Booking and Bagging)



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₹

Home Booking Bagging



Day End

The last **day end** for date **16-10-2025** was completed at **17-10-2025 11:43 AM**.

End your day



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Home Booking Bagging



Day End

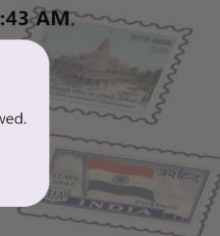
The last **day end** for date **16-10-2025** was completed at **17-10-2025 11:43 AM**.



Are you sure you want to end your day? After ending, no further transactions will be allowed.

Yes

No



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Home Booking Bagging



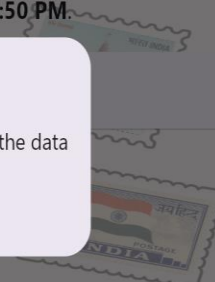
Day End

The last **day end** for date **17-10-2025** was completed at **17-10-2025 04:50 PM**.



Day End completed. File saved in Downloads/BCP. Please transmit and back up the data

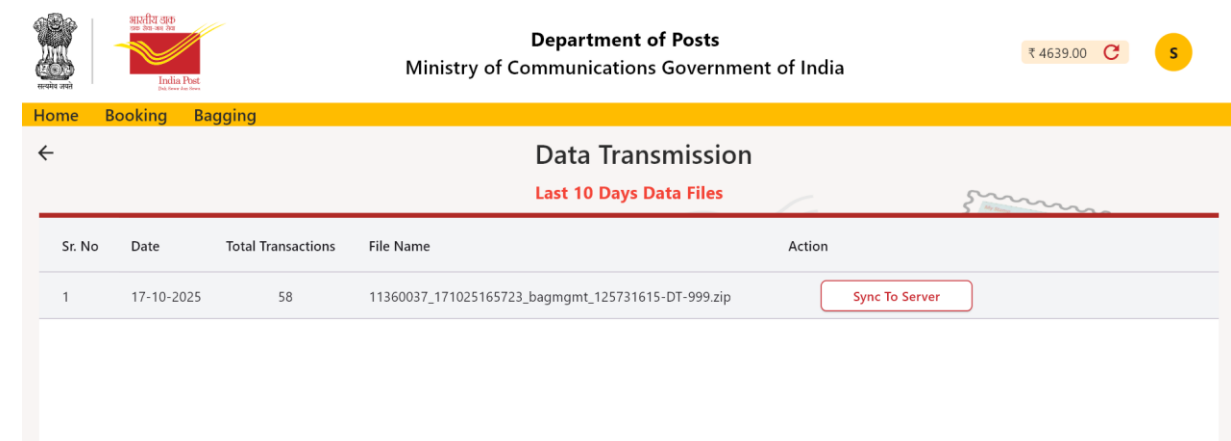
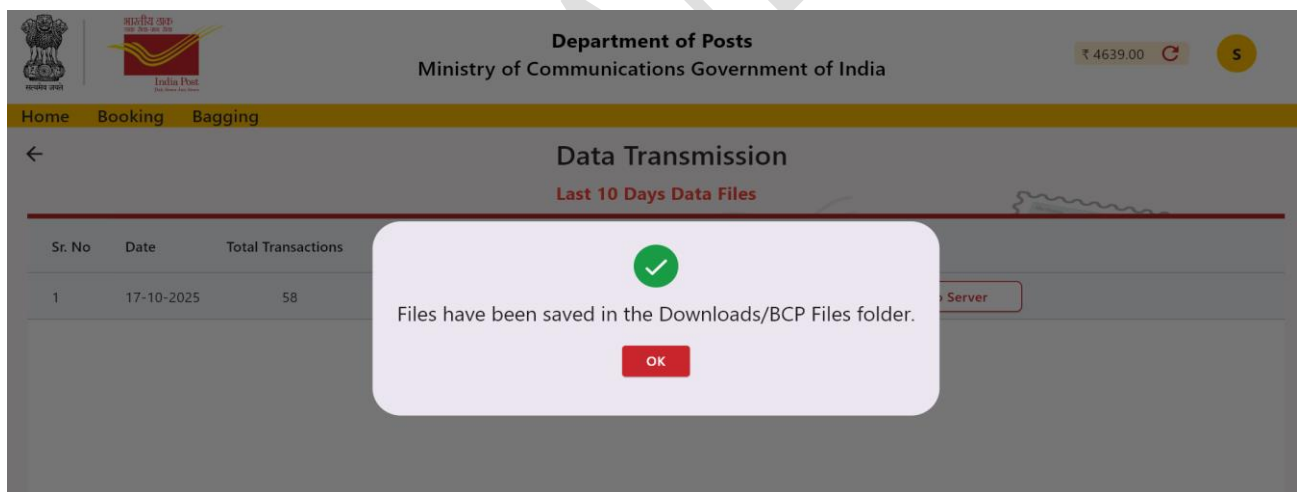
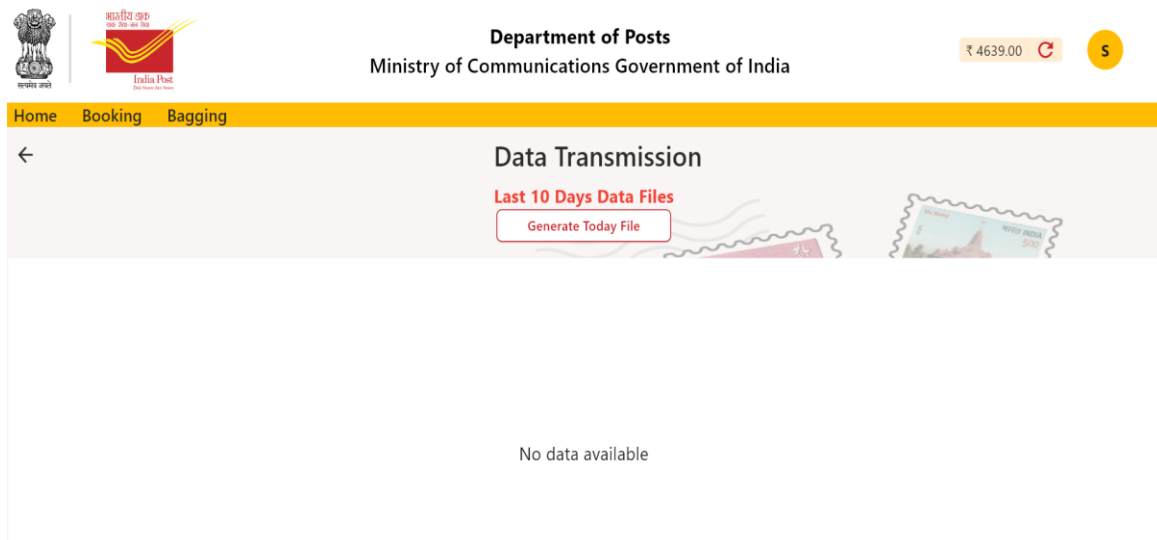
OK





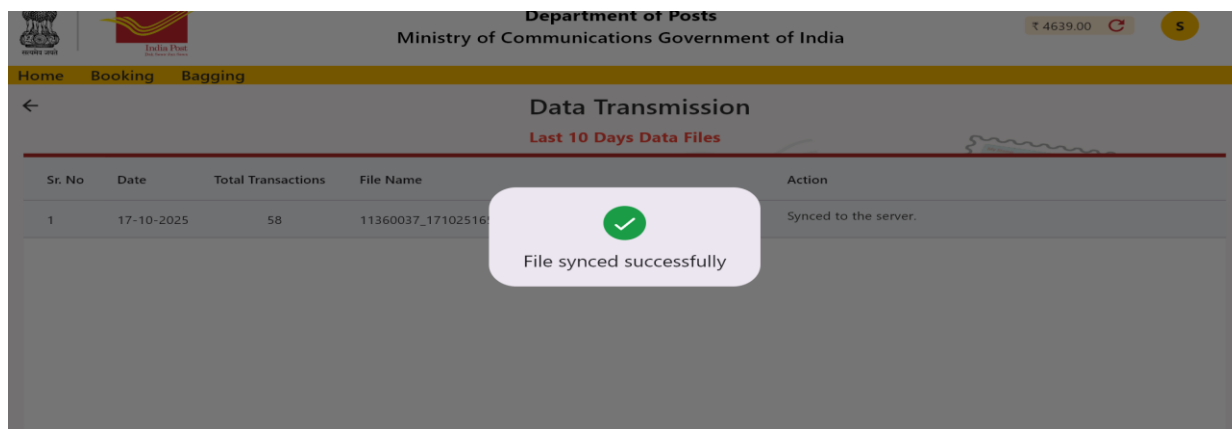
7. Data Transmission

Once the day end is completed by the User , Data Transmission card will show button “Generate Today's File” , Click on it to generate the files and the generated files to be synced with the server. User has to click on “**Sync to Server**” button to sync the data to the BCP server (when there is internet).





BCP Application (Booking and Bagging)

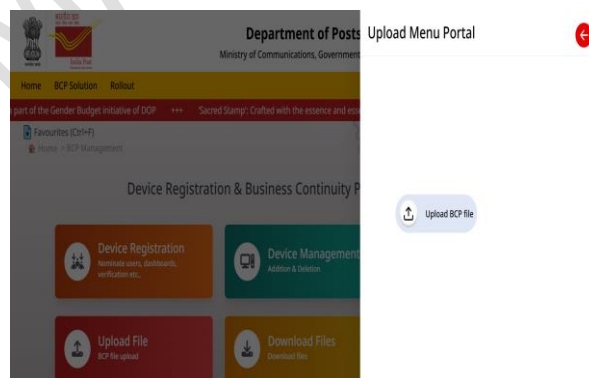
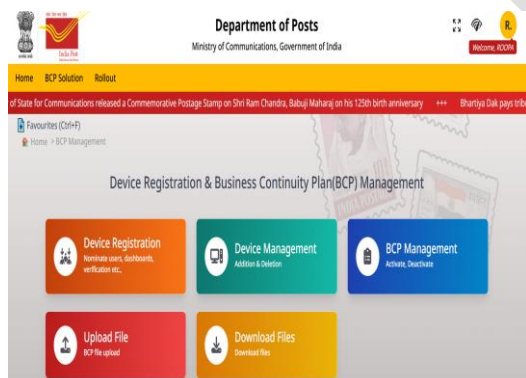


7.1 : File Processing (If internet not available)

If files are synced through BCP application by using “**Sync button**” in Data Transmission Page, then No need to follow this process. If, There is no network, then the Sync button available in Data transmission Page cannot process the generated files, in this case the generated files need to be uploaded to the BCP server by using the following process. The generated files need to be copied to pen drive for uploading to the BCP server.

Currently, the Division Office Authority has given the provision to upload the generated file.

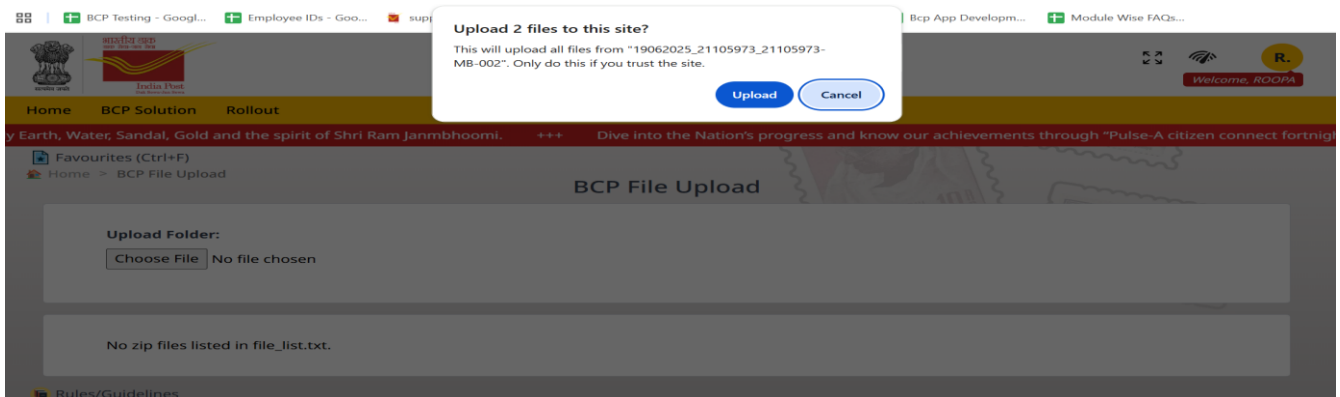
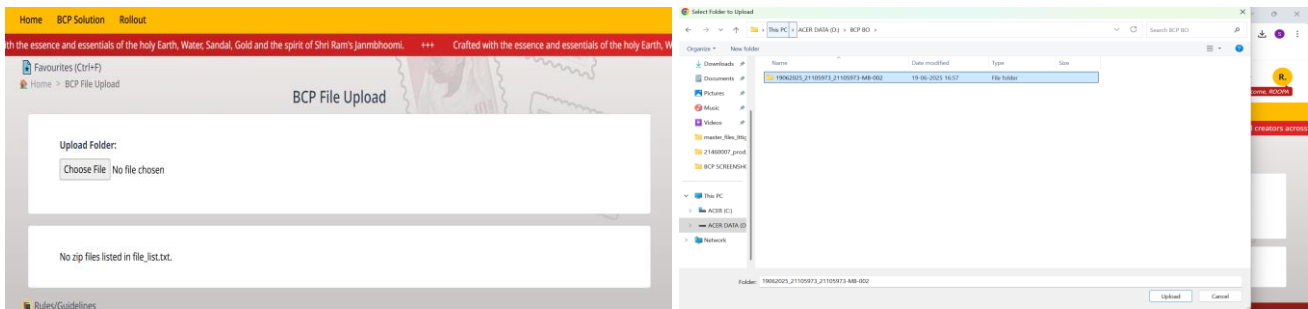
Step1: Click on Upload file card and click on “Upload BCP file” for uploading the generated file.



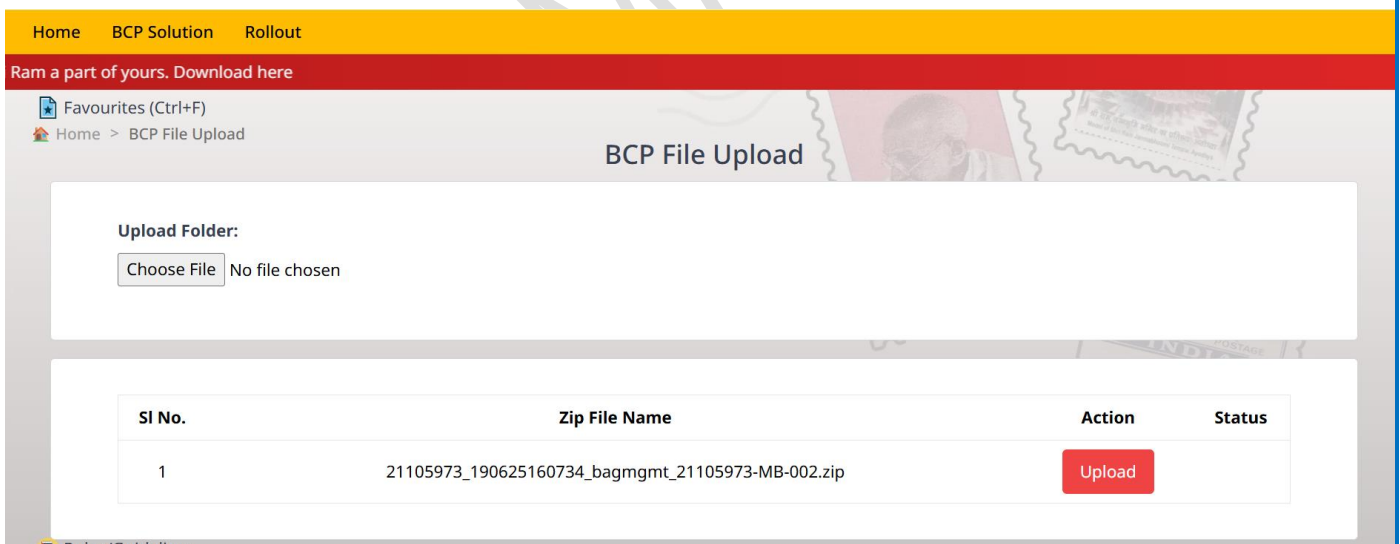
Step2: Click on Choose file option and Select the BCP file and Click on upload button, it will give a confirmation message.



BCP Application (Booking and Bagging)



Step3: It will display the uploaded file in the web page with an option to “Upload”. Click on Upload button to upload the file





BCP Application (Booking and Bagging)



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Welcome, ROOPA

Home BCP Solution Rollout

Dive into the Nation's progress and know our achievements through "Pulse-A citizen connect fortnightly newsletter". Click to read +++ Explore the global celebration of P

Favourites (Ctrl+F)

Home > BCP File Upload

BCP File Upload

Upload Folder:

Choose File No file chosen

SI No.	Zip File Name	Action	Status
1	21105973_190625160734_bagmngmt_21105973-MB-002.zip		

File Uploaded Successfully

Rules/Guidelines

Home BCP Solution Rollout

Make this tribute to Prabhu Shri Ram a part of yours. Download here

Favourites (Ctrl+F)

Home > BCP File Upload

BCP File Upload

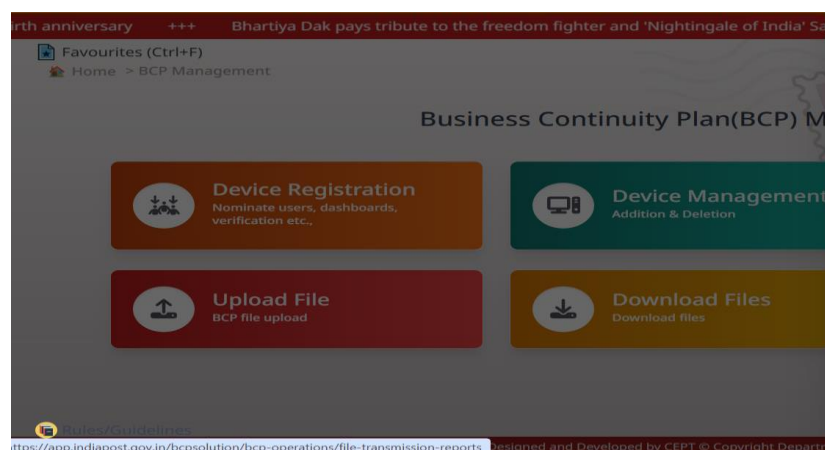
Upload Folder:

Choose File No file chosen

SI No.	Zip File Name	Action	Status
1	21105973_190625160734_bagmngmt_21105973-MB-002.zip		Upload Successful

Rules/Guidelines

Step4: The upload status can be viewed from the File Transmission Dashboard and BCP Dashboard options available under BCP Management card.



BCP Management

- BCP Office Activation
- User-Device Mapping
- File Transmission Dashboard
- BCP Dashboard
- TNF File Transmission Reports



BCP Application (Booking and Bagging)



Step5: Click on file transmission dash board to the file transmission status and enter the office name and select the from date and to date to view the status. File Status column will be in File received status.

BCP Data Transmission

570010 - Chamundi Betta B.O. From Date * 19-06-2025 To Date * 19-06-2025 Submit

Summary History Consolidated Set Report More

Data Transmitted from Client Stage 1 Data Received at Server Stage 2 Data Processed at Server

SL No.	File Name	Event Date	Status	Remarks
1	21105973_190625160734_accountbalance...	2025-06-19T17:01:30.451954Z	FileReceived	File Uploaded Successfully
2	21105973_190625160734_accountingdetail...	2025-06-19T17:01:30.451954Z	FileReceived	File Uploaded Successfully

Once files are processed in back-end it will be changed to File Processed. then the respective data will be processed and uploaded to IT 2.0 servers.

BCP Data Transmission

570010 - Chamundi Betta B.O. From Date * 19-06-2025 To Date * 19-06-2025 Submit

Summary History Consolidated Set Report More

Data Transmitted from Client Stage 1 Data Received at Server Stage 2 Data Processed at Server

SL No.	File Name	Event Date	Status	Remarks
1	21105973_190625160734_treasurytransaction_21...	2025-06-19T17:09:27.864551Z	FileProcessed	Successfully Processed
2	21105973_190625160734_tcbdetail_21105973-MB...	2025-06-19T17:09:27.835256Z	FileProcessed	Successfully Processed
3	21105973_190625160734_tcbbalance_21105973-...	2025-06-19T17:09:27.80137Z	FileProcessed	Successfully Processed