

के. प्रकाश

सदस्य (कार्मिक)
डाक सेवा बोर्ड

K. Prakash

Member (Personnel)
Postal Services Board



भारत सरकार
संचार मंत्रालय
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Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi-110001

D.O. No. Q-25/22/2024-PE-I-DOP
Dated: 7 October, 2026

Dear CPMG,

This is regarding action to be taken at the Circle level for Master data of the Branch office in the establishment portal.

The timeline for rollout of the Establishment Review Portal is 31.10.2026, and the progress of this activity is being reviewed on a weekly basis at the higher level.

2. The establishment review of Branch Post Offices (BOs) is also required to be carried out through the Establishment Review Portal. In this regard, the following activities are required to be completed on priority:

- Master Data Entry of all Branch Post Offices in the Circle to be completed by **16.10.2026**.
- Further, for initiating the Proof of Concept (PoC) in the identified Pilot Divisions, as indicated in the **Annexure – I** and SOP as **Annexure -II**, Master data entry, Data entry for ABPM/GDS Carrier work related activities of all BOs in these Divisions may be completed by **11.10.2026**.

3. As the rollout of the Establishment Review Portal is a dashboard item of the Hon'ble MoC, it is requested that the above activities may be accorded top priority and completed strictly within the stipulated timelines.

Kindly accord your personal attention to the matter.

Regards

Yours sincerely,

(K. Prakash)

Encl: As above

To

All Chief Postmasters General

Annexure - I

Circle	Region	Division	division_office_id
Andhra Pradesh Circle	Vijayawada Region	Prakasam Division	11530018
Assam	Dibrugarh Region	Dibrugarh Division	12530006
Bihar	East Region, Bhagalpur	Saharsa Division	13530025
Chhattisgarh	Chhattisgarh	Bastar Division	14530001
Delhi	Delhi	Delhi North Division	15530003
Gujarat Circle	Rajkot Region	Kutch Division	16530013
Haryana	Haryana	Bhiwani Division	17530002
Himachal Pradesh	Himachal Pradesh	Rampur Bushahr Division	18530006
Jammu & Kashmir	Srinagar HQ Region	Ladakh Division	19530003
Jharkhand	Jharkhand	Santhal Parganas Division	20530008
Karnataka Circle	South Karnataka Region	Mangaluru Division	21530029
Kerala Circle	Kochi Region	Idukki Division	22530010
Madhya Pradesh	Jabalpur Region	Chhindwara Division	23530009
Maharashtra	Regional Office Aurangabad	Beed Division	24530032
North Eastern Circle	North East - II Region	Manipur Division	25530001
Odisha	Odisha	Puri Division	26530010
Punjab	Punjab West Region	Ferozpur Division	27530009
Rajasthan Circle	Jodhpur Region	Jaisalmer Division	28530021
Tamil Nadu	Southern Region Madurai	Ramanathapuram Division	29530029
Telangana	Hyderabad Region	Adilabad Division	30530001
Uttar Pradesh	Gorakhpur Region	Basti Division	31530027
Uttarakhand	Uttarakhand	Tehri Division	32530007
West Bengal	North Bengal Region	Darjeeling Division	33530018

Annexure - II

SOP for Data Entry of ABPM Delivery and MC Workload

Purpose

This Standard Operating Procedure (SOP) provides the operational procedure for Data entry through the Establishment Review module.

Roles and Access

The Establishment Review workflow has three principal actors.

Stage	Role Code	Assigned To	Main Functions
Maker	PO Operator Data entry HO/SO	SPO / PO staff	Enter establishment data, save drafts, correct permitted system values and submit forms.

Maker page Dashboard

Establishment Review

Welcome, RAJESHWARI N - Mysuru Law Courts S.O (SPO)



ACTIVE REVIEW ARE:

New Test HO & SOs 2025-26



Data Entry Form

Fill establishment data for your office

Establishment Review

Welcome, SUMA V - Saraswathipuram H.O (HPO)



ACTIVE REVIEW ARE:

New Test HO & SOs 2025-26



You do not have the required roles to access this module.
Please contact your administrator to get the necessary access.

No roles generally indicates a missing role or an incorrect office charge.

Maker – Data Entry Procedure

Role required: PO Operator Data entry HO/SO

Opening the Data Entry Form

1. Log in with employee credentials.
2. Select the correct office/charge if more than one is available.
3. Open Establishment Review.
4. Select Data Entry Form.
5. Wait for Loading reviews → Loading offices → Loading form to finish.

Office Scope: Which Offices Are Displayed?

1. **Administrative Mapping:** The Office dropdown displays only the Branch Post Offices (BPOs) mapped to the Maker's Accounting Office.
2. **Single Office Auto-Selection:** If only one office exists in the Maker's jurisdiction, the system selects it automatically.
3. **Multi-Office Work:** Sub Post Offices (SOs) with multiple attached BPOs must select and complete data entry for each BPO one by one.
4. **Scope Warning:** If no BPOs are mapped to the user, an alert appears: "No offices found for this review under your scope". The user should contact their Sub-Division / Division to update their administrative office mapping.

Selecting Review, Segment and Office

Control	Procedure / Behaviour
Review	The review will be auto selected for ABPM workload data entry review
Segment	Use as a display filter; it does not change what can be submitted.
Office	Select an office within the user's scope. If no office is listed, verify review scope and office charge.
Section / Field Type / Status / Search	Use these only to filter the fields displayed on screen.

Establishment Review

Welcome, RAJESHWARI N - Mysuru Law Courts S.D. (SPO)



ACTIVE REVIEW ARE:

New Test HQ R SOs 2025-26



Data Entry Form

Fill establishment data for your office

Dashboard > Maker > Data Entry Form

Est Review - Data Entry

Review: ABPM Delivery and Mail Carrier Workload Review

Segment: All segments

Office (3 available): Pick an office

Section: All sections

Field Type: All field types

Status: All fields

Search: Search field label...

Reload Export Excel

Review and Office determine the loaded form; other controls filter the display.

Understanding the Form

The form is organised as Review → Segment → Period → Section → Field → Cell.

Field types:

Field Type	Appearance / Behaviour	Maker Action
Manual	Entered by the Maker; required cells must be filled.	Enter the value for every period.
System / Auto	Fetches by the system; normally read-only.	Check the value, no correction is allowed

Delivery Workload Items				98/98 Complete			
Field ID	Description	Norm Sec	Field Type	Nov 2025 01 Nov - 30 Nov	Dec 2025 01 Dec - 31 Dec	Feb 2025 01 Feb - 28 Feb	May 2025 01 May - 31 May
#1739	Delivery of unregistered mail in bulk (per 7 articles)*	375	Manual	0	0	0	0
#1729	Regd and Parcel Mail (excluding Ins, VP and SPAs)	1505	Auto	0	0	0	0
#1721	Delivery of Regd/Parcel Mail under special lists (per list)	2644	Auto	0	0	0	0
#1722	Delivery of value payable and Customs Duty articles	1605	Auto	1	1	0	0
#1723	Return of value payable & Customs Duty articles	1506	Auto	1	0	0	0
#1724	Money Orders Paid	2326	Auto	0	0	0	0

Saving Data

- Use Save Section Draft at the bottom-right of the open section.
- Save each section before moving to another section.
- Confirm the Unsaved indicator disappears and the draft-saved message is displayed.

Typing alone does not save the data. Unsaved values can be lost due to session timeout, browser closure, refresh or switching the review/office.

Save Section Draft

Save Section Draft stores all period values for the section.

Completing and Submitting the Segment

9. Use Field Type = Manual (entered) and Status = Incomplete only to identify outstanding manual entries.
10. Complete all required Manual cells for every period.
11. Ensure every required System/Auto cell has a fetched value.
12. Ensure every section shows Complete and no section shows Unsaved.
13. Confirm the segment progress is 100%.
14. Click Submit (Final).
15. Confirm that the status changes to Pending Verification.

Est-2

Draft

1 period

Unsaved changes

Submit (Final)

1382/1428 cells (97%)

Submit remains disabled until required cells for all periods are completed.

Est-2

Draft

1 period

Unsaved changes

Submit (Final)

1428/1428 cells (100%)