

F No. Tr-01/5/2024-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 23.05.2025

To

All HoCs
Head of Training Institutes (PTCs/RTCs)

Subject: Regarding APT 2.0 Ready Reckoner for Branch Post Offices- Circulation among all BPMs during the training- reg.

Kindly refer to this Division's email dated 19.05.2025. Please find enclosed the APT 2.0 Ready Reckoner for Branch Post Offices, which outlines all activities to be performed by BPMs in their day-to-day office work.

2. In this regard, you are requested to ensure that the hard copy of the enclosed APT 2.0 Ready Reckoner is distributed to all BPMs during their training and before the rollout of IT 2.0 in the Circle.



Pradeep Kumar
DDG (Training & Welfare)

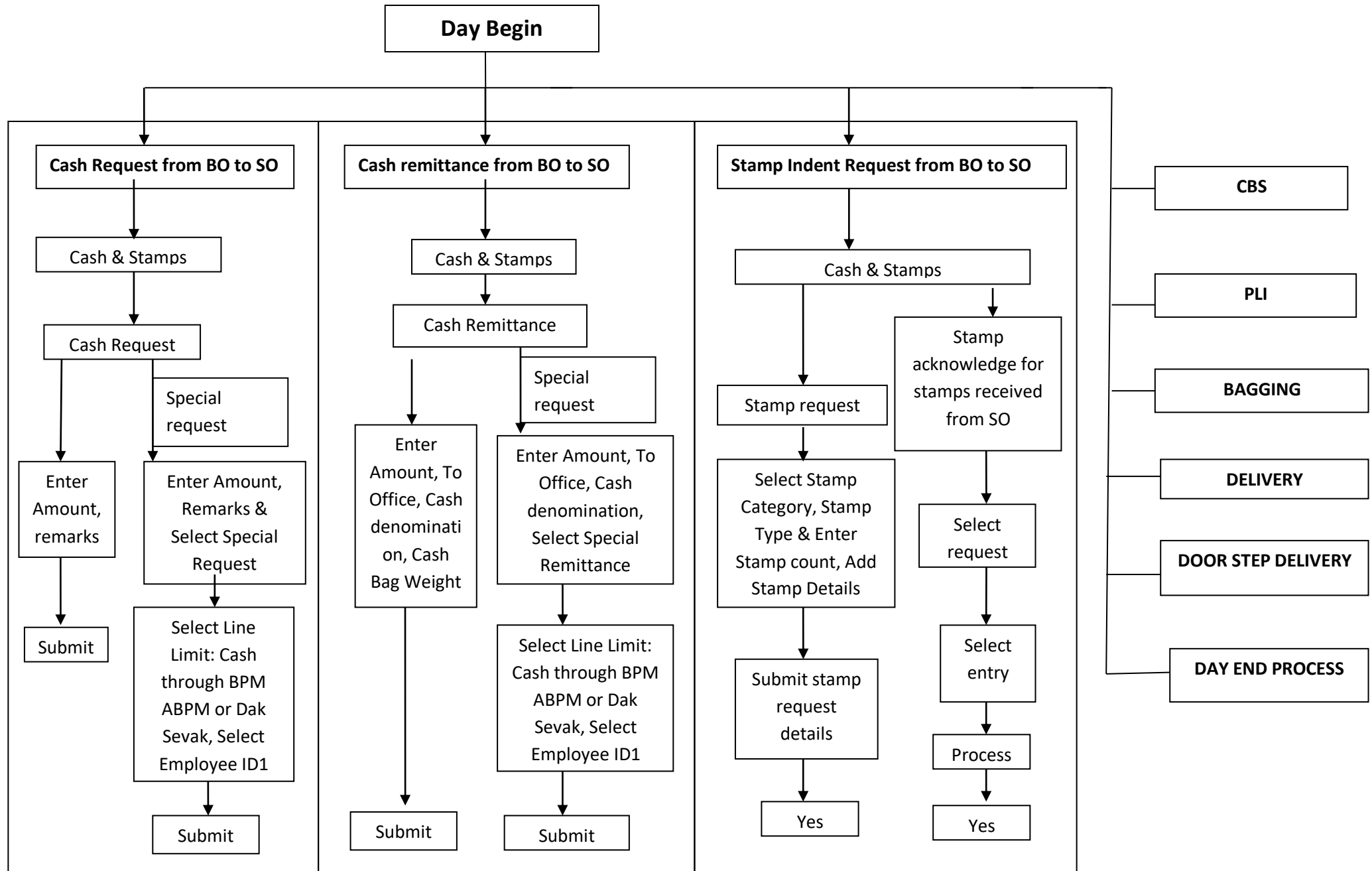
Encl.
APT 2.0 Ready Reckoner

APT 2.0 READY RECKONER

(Branch Post Office)

APT 2.0 Ready Reckoner branch Post Office (1/5)

Cash request, Cash remittance and Stamp indent process



APT 2.0 Ready Reckoner branch Post Office (2/5)

CBS, PLI Process, Pickup management

Day Begin

CBS

Select Main menu and CBS

Cash deposit

Cash
withdrawal

Enter account
number

Enter account
number

Submit

Submit

PLI

Select main
menu and PLI

Collection

Initial premium

Renewal

Proposal
number

Enter policy
number

Enter initial
premium amount

Enter number of
installments and
premium amount

Submit

Submit

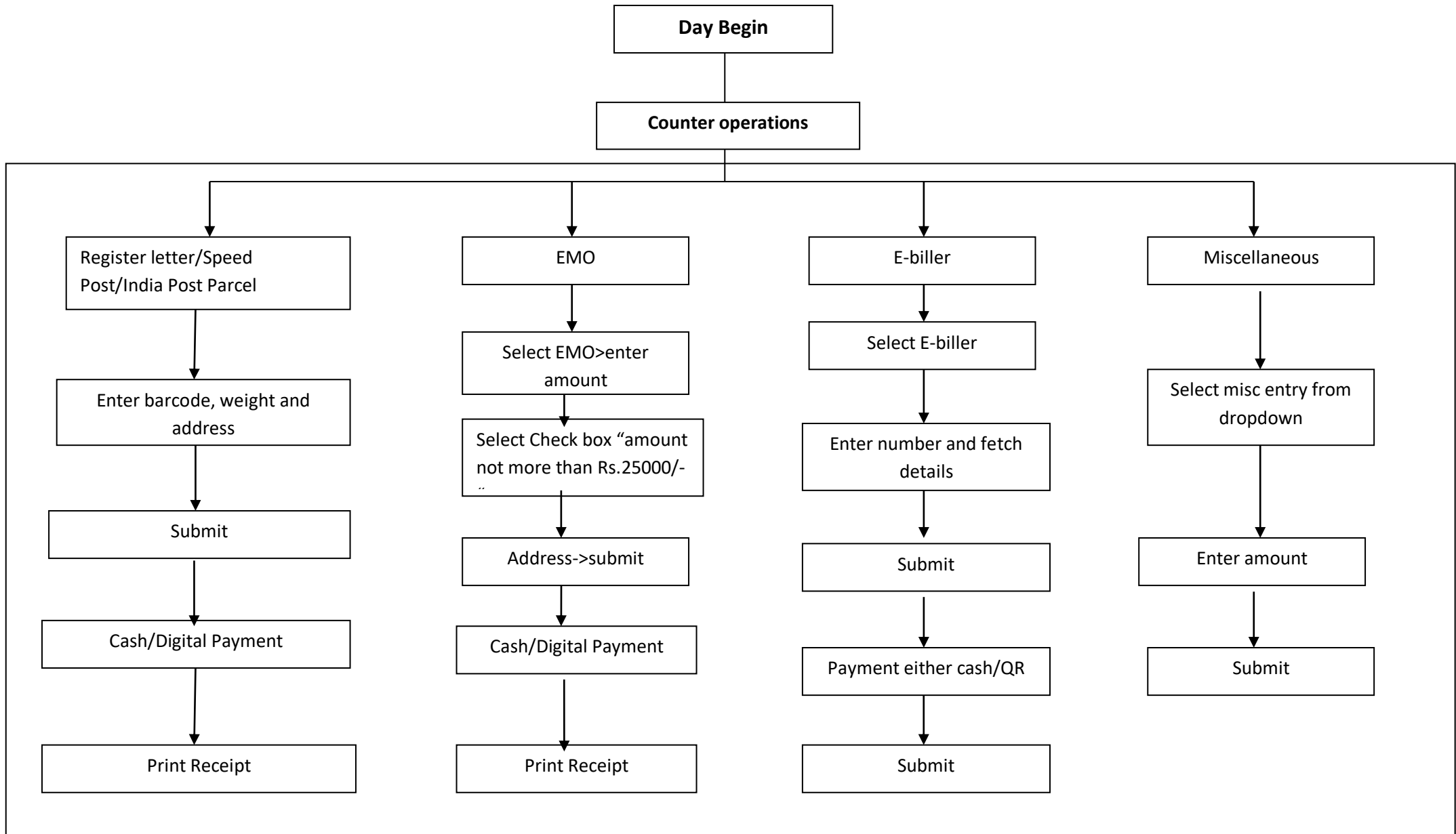
Pickup management

Select Request ID

Click Pickup button

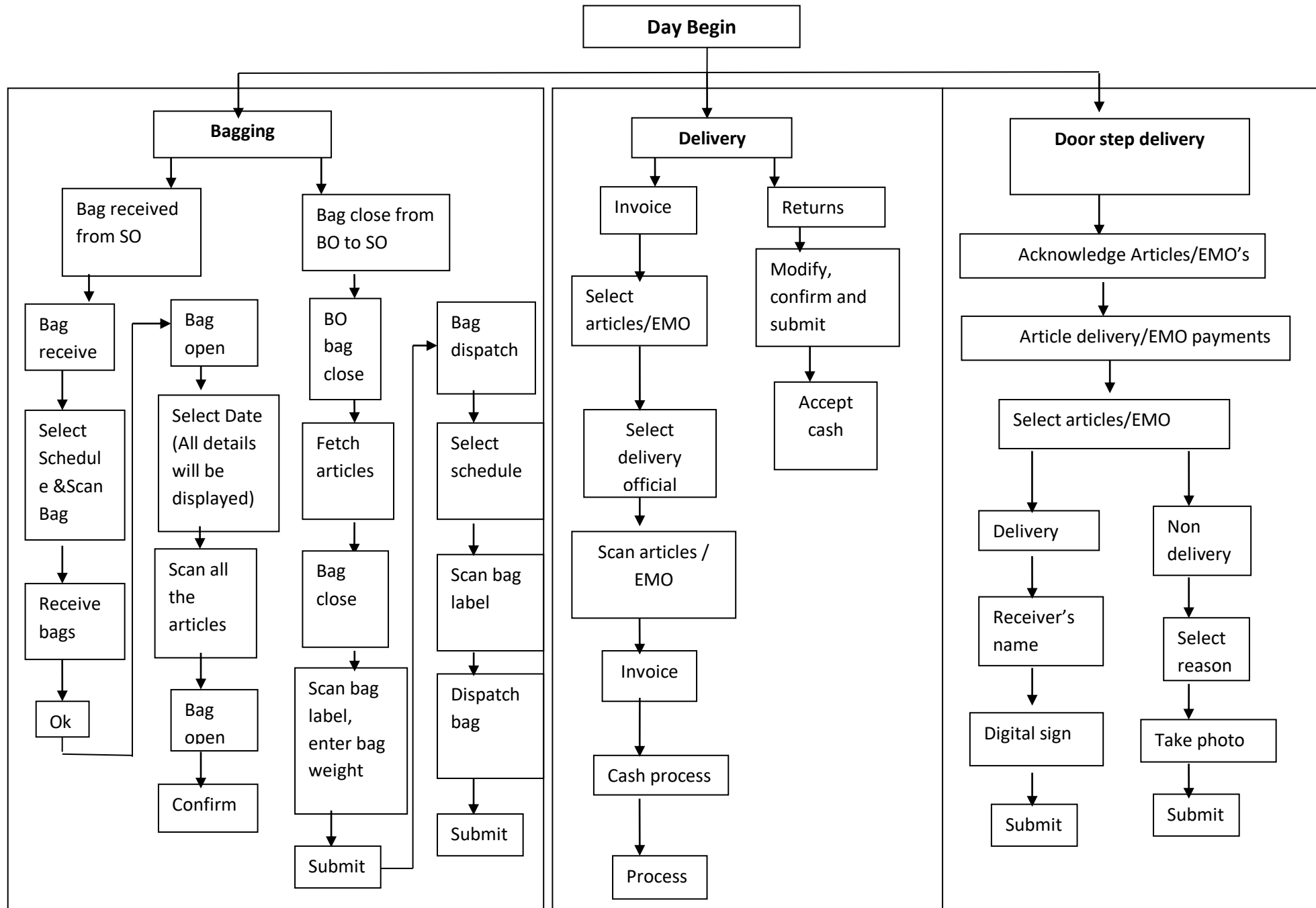
APT 2.0 Ready Reckoner branch Post Office (3/5)

Counter operations



APT 2.0 Ready Reckoner branch Post Office (4/5)

Bagging, Delivery process



APT 2.0 Ready Reckoner branch Post Office (5/5)

Day End process

