

To

Director Mumbai GPO/Kolkatta GPO/New Delhi HO  
Chief PM/ Sr.PM (Independent GPOs /HOs )  
Sr. Superintendent /Superintendent of Post Offices

No.SWC-60/09 dated at Mysore 570010., the 09/09/2009  
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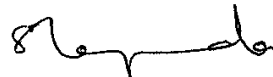
Sub : Meghdoot 6.6 CD - regarding  
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Meghdoot 6.6 CD is being released for implementation in all computerized POs. The enhancements in Meghdoot 6.6 are outlined in Annexure I.

Annexure II contains a check-list for System Administrators. It is important that installation/up gradation are done strictly according to the instructions contained in Annexure II. For installation/up gradation of individual modules, the instructions given in the Readme files accompanying the modules may be referred.

Annexure III contains a note on Disaster Recovery Requirements in eMO.

Copies of CDs are being dispatched direct to Postal Divisions/independent POs.



Joint Director  
Postal Training Centre  
Mysore 570010

Copy to:

- 1 Member (Tech)/DDG( Tech)/Director (Tech)/EA to Secretary(P) Dak Bhawan, New Delhi with one CD for info.
- 2) All CPMsG/PMsG/Director ,PSC, Ghaziabad/All Directors, PTCs with one CD for info.

## **Annexure I**

### **Enhancements in Meghdoot 6.6**

#### ***Point of Sale***

- Facility to sell and book flat rate box introduced
- Retail express parcel service booking introduced
- FPO payment facility added
- Option available to rebook BO eMOs
- Option has been provided to enter customized communication message upto 50 characters while booking eMO
- Search option now provided for payment offices with reference to pincode search while booking eMOs
- SpeedNet data file from linked offices is generated in encrypted format
- Option is provided to search policy numbers from Master Data while accepting PLI and RPLI transactions
- All the existing offices have to carry out latest pin code data updation through a new application designed for the purpose
- Statistical data updation provided for Project Arrow offices

#### ***Despatch***

- The despatch bag types are preconfigured into three types – Registered, Parcel and SpeedPost bag and corresponding article types are included for new installations; Option still available to change this definition according to local requirements
- The abstracts are also now available in preconfigured mode for fresh install
- Option now available to accept VPL and VPP articles from special journal users; If data is received in electronic format, facility to upload the same is provided
- Number of ordinary MO bundles prepared can now be entered while closing registered bag
- HVMOs for redirection can now be fetched from Postman module

#### ***Postman***

- Shortcuts(Quick links) provided for eMO entry and returns as well as for pre-sorting entry of RL/MO/Parcel transactions
- 'Localities' entry for pre-sorting modified as 'Address Description'. If address database has been captured for each beat in some standard format like excel (.csv) or mdb, it can be uploaded into Postman module. The addresses can be rearranged in the beat sequence of the Postman.

- There are three advantages in using the 'Pre Sorting' option while invoicing articles in Postman module:
  - The address data is available for selection to the operator in alphabetical order – the operator is prompted the beat number when the address item is selected. Beat sorting is delinked from the locality knowledge of the operator.
  - Delivery slip is generated in beat sequence configured; postman does not have to rearrange list before print out.
  - Delivery jurisdictions of beats are clearly demarcated; tossing of letters among beats can be avoided
- Return remarks as per latest directorate orders incorporated. eMOs not payable to remitter as well as payee can be marked to PAO
- Option to divert eMOs from beat to BOs and between BOs provided
- Postman performance report modified to reflect only articles in deposit as undelivered
- Performance report for eMO transactions provided

### ***Subaccounts***

- In the HO module, option is provided to enter details of balances for SOs during daily account data entry
- In the HO module, data entry of ECB memos received from SOs can be entered with a requirement of verification by supervisor
- In SOs, if rebooking transactions are not completed, the 'Tally rebooked transactions' dialog box pops up, reminding the Supervisor of the pending task while Day end is attempted

### ***Treasury***

- Verification of submit accounts in SB Cash by Supervisor made compulsory for inclusion of transaction totals in accounts
- RPLI payments option provided
- Text file generation for ePayment collection report provided

### ***Accounts MIS***

- Data extraction enhanced to 78 items
- Option is now provided to change initial settings for the configuration

### ***eMO***

- Authorisation of bulk remitter eMO simplified to quicken the process
- Customised communication introduced in booking eMOs (already discussed in Point of sale)
- Option now available to forward eMOs remaining unpaid both to payee and remitter, to PAO

- A new disaster recovery option of entering paid data of pending eMOs is provided; Using this, the office can request the download of all pending unpaid eMOs; Once data received, option is provided to enter paid data and upon verification, paid data gets updated; If needed such eMO data received can also be redirected
- A new option to mark a eMO as not to be paid is provided to debar the eMO from being issued to Postman or sent to SOs; This can be used on the following occasions:
  - If an eMO sub office is disabled due to database server crash there is every possibility that eMO file is already received in the eMO client machine. On disabling and opting for 'Request Resend' option in web site the same eMO will be received by the HO and will be sent for payment to the Sub office. Once the sub office database is restored, the received eMO file already available in eMO client machine will be processed and will be available for payment in SO also. In such cases the eMO supervisor at sub office can make the eMOs as "Not to be Paid" with proper remark.
  - It is also noticed that duplicate eMOs are being issued manually when there is some problem in transmission and receiving of eMOs, which the offices are not able to sort out in time. In such cases the electronic data will be received by the destination office on rectification of the problem. As the DMO is already issued and paid, the eMO received subsequently has to be marked as "Not to be Paid".

**Note:** Please see annexure for further info on disaster recovery

### ***Accounts***

- The module is now updated to support the VI Pay Commission requirements
- 'A' statement can now be generated as per the requirement
- Cash Book module now supports generation of supplementary cash book and Cash Account
- Option to generate soft copy of GPF reports to DAP provided
- Option to effect payment of salary through cheque provided
- IT recoveries can now be made from payments through other bills

### ***Accountant PBS***

- The pension module now supports changes required in the VI Pay Commission
- NICPLI bridge software upgraded to include RPLI data also
- PLI/RPLI premium/loan repayment data entry module now has the option to search for policy numbers to reduce errors in selection

- Treasury module will also be able to refer to the PLI/RPLI master data for payment transactions to reduce errors in data entry and to ease the task in fetching data in schedules module
- The 'Generate files for Postal Accounts' option (Bank data) will now output the data in encrypted format
- Schedules are cross checked with Cash Book figures.

- **Annexure II**

- **Meghdoot Version 6.6 Check-list for System**

**Administrators**

- Before making up-gradation of Meghdoot Modules, please keep a printed copy of the check-List with you and tick-off those items which were completed. This check-list is designed to ensure that there are no miss-outs in the up-gradation process. Use this and file it for your reference. **It is a must that up-gradation process is initiated only after day end in all the modules.** Otherwise up-gradation may not complete successfully. **Ensure that all modules / databases are upgraded before they are brought into use.** Other-wise, applications may not function smoothly as the applications are inter-linked internally.

- **Database Upgrades**

- Use the Script tool.exe available in the Database Upgrades folder for database up-gradation. **Except pin code, no other database should be dropped.**
- **Pre-Checks:-**
- Take Backup of all the databases before going for up-gradation. Drop Pin code database.

Name of the Database	Backup Status	Remarks(For your Reference)
eMo	Backup taken Yes/No	
Ipo	Backup taken Yes/No	
Counter	Backup taken Yes/No	
eCounter	Backup taken Yes/No	
Treasury	Backup taken Yes/No	
Subaccounts	Backup taken Yes/No	
BoSubaccounts	Backup taken Yes/No	

Suppliesubaccounts	Backup Yes/No	taken	
Bosuppliesubaccounts	Backup Yes/No	taken	
Postman	Backup Yes/No	taken	
Accounts (HO only)	Backup Yes/No	taken	
Cashbook (HO only)	Backup Yes/No	taken	
NPC (HO only)	Backup Yes/No	taken	
Income Tax(HO only)	Backup Yes/No	taken	
Schedule (HO only)	Backup Yes/No	taken	
Pincode (if already available)	Dropped Yes/No		

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- **Up-gradation Checks:-**
- Please Up-grade the databases in the serial number order only. Otherwise, dependencies will break and it will cause problems. Database up-gradation is not required in case of Mo-Compilation database. **Accounts, Cash Book, Income tax, NPC database up-upgrades are included in AccountFix.exe file.**

sno	Name of the Database	Up-gradation Status	Remarks
1	eMo (scripts emo,emopincode, emoffices to be executed)	Upgraded Yes/No	
2	lpo	Upgraded Yes/No	
3	Counter	Upgraded Yes/No	
4	eCounter	Upgraded Yes/No	

5	Treasury	Upgraded	Yes/No	
6	Subaccounts	Upgraded	Yes/No	
7	BoSubaccounts	Upgraded	Yes/No	
8	Suppliesubaccounts	Upgraded	Yes/No	
9	Bosuppliesubaccounts	Upgraded	Yes/No	
10	Postman	Upgraded	Yes/No	
11	Schedule	Upgraded	Yes/No	
12	Pincode	Application Executed	Yes/No	

- **Post-checks**

- [A log folder will be created at the location from which the Script tool application is used. Checkup the log folder to find out whether there are any specific up-gradation errors. This is a must process.](#)

- **Application Upgrades**

- Do not remove the server Components of Point of Sale / Subaccounts / Treasury applications. Ensure that the client application wherever in use is up-graded without fail. Use the Add/Remove programs option and remove the existing installation folders also. Install the application from the Version 6.6 Setup. **Accountsfix.exe will upgrade the accounts/NPC/Cashbook/Income Tax DBs. Pin code up-dation application will upgrade the pin code information available for the Point of sale application.**

- **Pre-checks**

Application	Pre-check Required	Completed
eMo	Take the Backup of RXD,TXD,Log and Errorlog folders and config.xml file into seperate folder or device	Yes/No
ePayment	Take the Backup of RXD,TXD,Log and Errorlog folders and config.xml file into seperate folder or device	Yes/No

Accounts MIS client	Take the Backup of data folder and Meghdootaccountmisclient.exe.config file into seperate folder or device	Yes/No
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- **Up-gradation**

Name of the Application	Up-gradation Status	Remarks(For your Reference)
eMo Client & communication	Upgraded Yes/No	
ePayment Client	Upgraded Yes/No	
Point of Sale Client	Upgraded in all clients Yes/No	
Subaccounts Client	Upgraded in all clients Yes/No	
Treasury Client	Upgraded in all clients Yes/No	
Accounts application (HO only)	Upgraded Yes/No	
Accounts PBS (HO only)	Upgraded Yes/No	
Postman	Upgraded in all clients Yes/No	
Mo Compilation (HO only)	Upgraded Yes/No	
Meghdoot NIC PLI Bridge (HO)	Upgraded	

& SO)	Yes/No	
Speednet Communication (where Required)	Upgraded Yes/No	
SB Cash	Upgraded Yes/No	
Pincode	Upgraded Yes/No	
Pincode Updation Application	Executed Yes/No	
AccountsFix.Exe(copy application to the local system and then execute)	Executed Yes/No	

- **Post-checks**

Application	Post-check Required	Completed
eMo	Backup of RXD, TXD, Log and Errorlog folders and config.xml file are restored from the back-up location	Yes/No
ePayment	Backup of RXD, TXD, Log and Errorlog folders and config.xml file are restored from the back-up location	Yes/No
Accounts MIS client	Backup of data folder and "Meghdootaccountmisclient.exe.config" file restored from the backup location	Yes/No

- We wish a successful and smooth up-gradation. In case of any issues, send specific error messages that appeared along with the files in the log folders to us.
- PTC Mysore  
09/09/09

### Note on Disaster Recovery Requirements in eMO

Disaster Recovery is an important requirement, especially for financial systems. Ideally, personnel responsible for operations should be able to independently handle disaster situations. In eMO web based disaster recovery options were provided. Initially Divisions and then Regions were entrusted with the task of updating paid information, if there was a loss of data in the PO due some unforeseen contingencies. However, in most cases, the provision was made to update paid information even in non disaster situations. The Divisions and the Regions did not have the means of verifying the data that was being updated. Hence the system was withdrawn on the orders of the Directorate.

Updating paid information in the eMO system is important since the actual payment process is manual. There is a requirement of a secure disaster recovery system in the eMO software.

#### Disaster Recovery situations in eMO and how they are handled:

1. eMO database crashed after receipt of eMOs but before printing of eMOs.  
**Action:** Use disaster recovery option '*Request resending of eMOs*' in divisional admin login in eMO web site.  
**Explanation:** Since eMO print is not available, full data of the eMOs needs to be sent by the Central server to facilitate printing of the eMOs. The responsibility is given to the divisional administrator to ascertain the facts, before using the option. Using this option in a non-disaster situation will not have any effect, since the data is already available in the local database. Since the system is designed to recognize the uniqueness of PNR Number, it will not be received and printed again.
2. eMO database crashed after printing of eMOs but before redirecting or payment of eMOs.  
**Action:** Use the disaster recovery options available in eMO application version 6.6 for redirecting eMOs or entering the paid details.  
**Explanation:** The central server sends only the minimum essential data (PNR No and amount), to enable the office to either redirect or enter paid details (The full details are available in the eMO print-out). In the case of redirection, the office receiving the redirected eMO will get full details from the central server directly. There is no possibility of misuse of this option, since it will not be possible to print the eMO using this option.

3. When eMO SO is disabled the eMOs for the office will be received at HO. Suppose the problem is set right and the office is enabled again, it is possible that on the same day, some eMOs are received at HO and some eMOs are received by the SO directly.

**Action:** Use the disaster recovery options available in eMO application version 6.6 for redirecting eMOs or entering the paid details.

**Explanation:** This will enable the office to capture paid details or redirect eMOs that were received by the HO. The scenario is similar to para 2 above.

4. Stop payment of eMOs received at any eMO office.

**Action:** Use disaster recovery 'Not to be Paid' option available in eMO application version 6.6.

**Explanation:**

a) If an eMO sub office is disabled due to database server crash there is every possibility that eMO file is already received in the eMO client machine. On disabling and opting for 'Request Resend' option in web site the same eMO will be received by the HO and will be sent for payment to the Sub office. Once the sub office database is restored, the received eMO file already available in eMO client machine will be processed and will be available for payment in SO also. In such cases the eMO supervisor at sub office can make the eMOs as "Not to be Paid" with proper remark.

b) It is also noticed that duplicate eMOs are being issued manually when there is some problem in transmission and receiving of eMOs, which the offices are not able to sort out in time. In such cases the electronic data will be received by the destination office on rectification of the problem. As the DMO is already issued and paid, the eMO received subsequently has to be marked as "Not to be Paid".

This option ensures that paid eMOs will not pop up in postman and payment screens. Also, issue of DMO manually, needs to be discouraged. If it is inevitable, a watch has to be kept, once normalcy is restored.