

**F. No. FS-07/3/2021-FS-DOP  
Government of India  
Ministry of Communications  
Department of Posts  
(Financial Services Division)**

Dak Bhawan, New Delhi-110001

Dated: 27.10.2021

To,

**All Head of Circles / Regions**

**Subject: - Regarding updation of ASLAAS card number in Agent Portal by MPKBY Agents.**

Madam / Sir,

This office was receiving representations from the MPKBY Agents and Agents Association to provide provision for storing ASLAAS card number against each RD account in Agent Portal.

2. This issue was examined in detail and the competent authority has decided to make necessary changes in Agent Portal to update & store ASLAAS card number for each RD Account opened by MPKBY agents.

3. From **01.11.2021** this provision will be available in Agent Portal. All MPKBY agents should update ASLAAS card number in Agent Portal for RD account opened/linked with them. It is the responsibility of the respective MPKBY agent to ensure the correctness of ASLAAS card number entered in the Schedule.

4. A detailed procedure for updating and storing ASLAAS card number for each RD Account in Agent Portal is attached for information, guidance and necessary action. If required, concerned CBS post offices may guide the MPKBY agents attached to their post office in this regard.

5. It is requested to circulate this amendment to all CBS Post Offices for information and guidance and necessary action. A copy of the procedure may be displayed in the notice board of the CBS post offices for information to MPKBY agents.

6. Hindi version of this SB order will be issued in due course.

7. This is issued with the approval of the competent authority.

Enclosed: - As above

Yours Sincerely

  
27/10/2021.

(Devendra Sharma)  
Assistant Director (SB-II)

Copy to: -

1. Sr. PPS to Secretary (Posts)
2. PS to Director General Postal Services.
3. PPS/ PS to Addl. DG (Co-ordination)/Member (Banking)/Member (O)/Member (P)/  
Member (Planning & HRD)/Member (PLI)/Member (Tech)/AS & FA
4. Addl. Director General, APS, New Delhi
5. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
6. Sr. Deputy Director General (Vig) & CVO) / Sr. Deputy Director General (PAF)
7. Director, RAKNPA / CGM, CEPT / Directors of all PTCs
8. Director General P & T (Audit), Civil Lines, New Delhi
9. Secretary, Postal Services Board/ All Deputy Directors General
10. All General Managers (Finance) / Directors Postal Accounts / DDAP
11. Chief Engineer (Civil), Postal Directorate
12. All recognized Federations / Unions / Associations
13. The Under Secretary, MOF (DEA), NS-II Section, North Block, New Delhi.
14. The Joint Director & HOD, National Savings Institute, ICCW Building, 4 Deendayal  
Upadhyay Marg, New Delhi-110002
15. GM, CEPT, Mysuru - for uploading the order on the India Post website.
16. ADG (OL) for information and Hindi Translation of SB Order.
17. Guard File

## Standard Operating Procedure for Updation of ASLAAS Number in Agent Portal

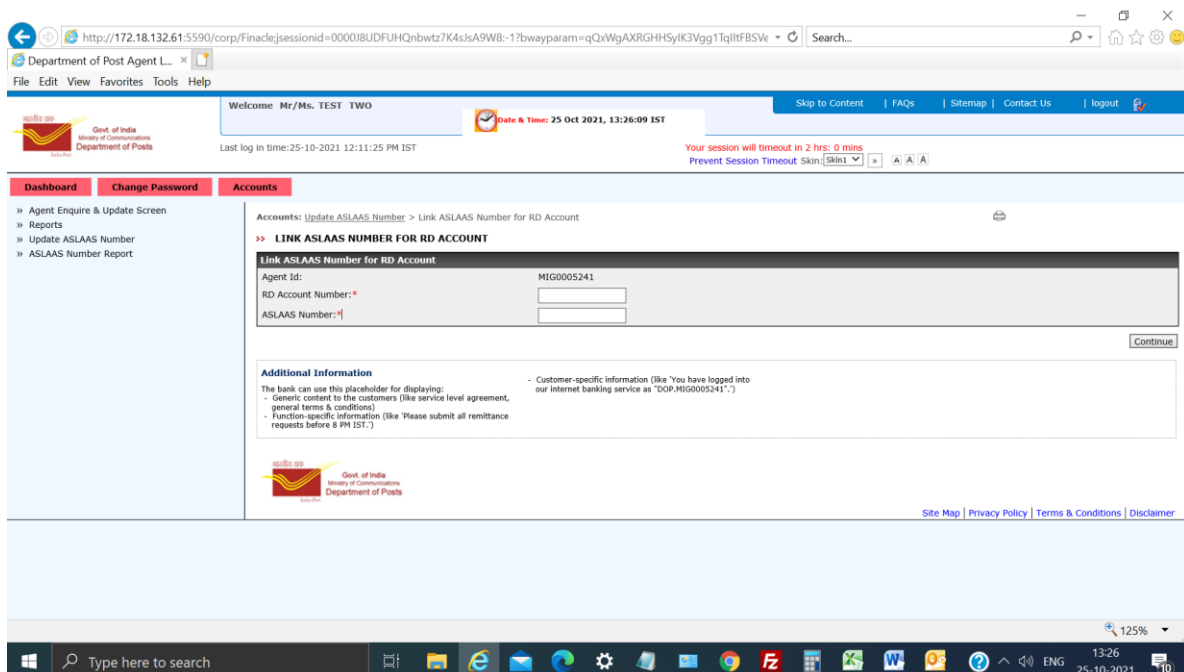
### 1. Introduction

ASLAAS number is to be updated against RD accounts linked to MPKBY agents while preparing Bulk list. Though an option to update ASLAAS number is available in existing Agent Portal, it is learnt that many agents are not using this option as this ASLAAS was not getting stored against RD account.

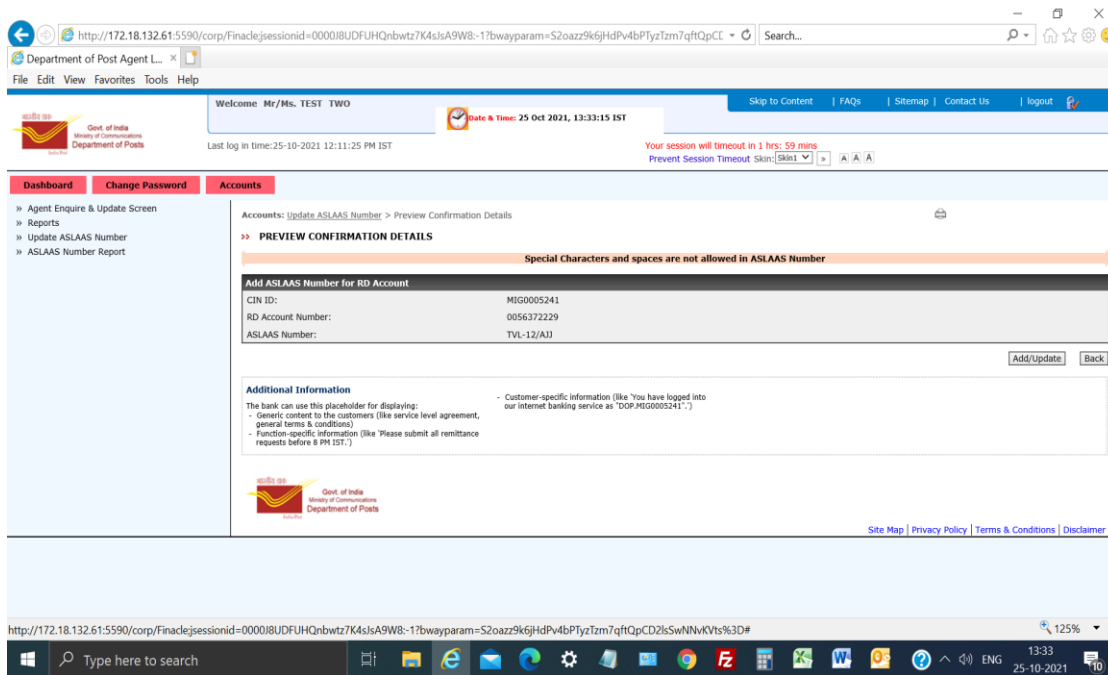
Necessary changes have been made to update and store the ASLAAS card number with the linked RD account in Agent Portal. This ASLAAS number will get stored and will get displayed while preparing RD bulk list (Schedule).

### 2. How to update ASLAAS Number in Agent Portal

- i. MPKBY agents shall login in Agent Portal through url <https://dopagent.indiapost.gov.in> with their credentials.
- ii. An option 'Update ASLAAS Number' is available under Accounts table.
- iii. Once "Update ASLAAS number" option is clicked, concerned Agent ID will be displayed.
- iv. Two fields **RD account number** and **ASLAAS Number** field will be available. Both are mandatory fields.



- v. RD account number and its ASLAAS number are to be updated.
- vi. No Special characters like “\, /,-“ are allowed in ASLAAS Number field.



vii. Numerals or Alphabets or Alpha Numeric characters can be used in ASLAAS number field.

viii. Once the RD account and ASLAAS number are entered and click on '**Continue**', Preview confirmation details screen will be displayed for Confirmation.

ix. "**Back**" button can be clicked to modify the ASLAAS Number

x. If RD account and ASLAAS number is correct, "**Add/Update**" button to be clicked. "**Record Inserted successfully message**" will be displayed once the ASLAAS number is updated against the RD account Number.

xi. Agents should ensure that correct ASLAAS Number is updated against the RD account Number.

xii. **Bulk list (Schedule) cannot be prepared if ASLAAS Number is not updated.**

xiii. An error "**ASLAAS Number is not updated for RD Account number xxxxxx. Please update using Update ASLAAS Number functionality.**" will be thrown if ASLAAS number is not updated while generating the schedule.

xiv. Agents should ensure that the ASLAAS Number is updated before generation of bulk list (Schedule)

### 3. **ASLAAS Number Report**

- i. A report "**ASLAAS Number Report**" is available to list the RD accounts which are updated with ASLAAS Number
- ii. This report can be used to check ASLAAS number for a specific RD account or entire list of RD accounts linked with ASLAAS Number by clicking on "Search" button

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