



**Government of India  
Ministry of Communications  
Department of Posts  
(West Bengal Circle)**

A work through on “Doorstep  
Booking” mobile app



# Introduction

- “Doorstep Booking” is a mobile app on Android platform.
- This app can be used for booking of domestic Speed Post letters, Speed Post parcels, Registered letters and Registered Parcels at Customer’s doorstep using a mobile phone.
- The app generates .pdf format booking receipts after booking of each article, that can be printed using a blue tooth printer or can be transferred to customer’s email/message.
- Last booking article receipt can be cancelled and can be booked again using the same barcode.
- After a day’s work the data will be synced to a cloud server of West Bengal Post for centralised monitoring.
- An MIS report in .pdf format will be generated with the booking details of a whole day.
- Separate MS Excel files will be generated for different types of articles for transferring to POS at booking office.



# Prerequisites

- Android Mobile
- Identify the booking offices by the BD Cell, C. O. W. B. Circle
- Creation of agent codes for the booking offices by the respective divisions
- Generation of activation code by the SDC, Kolkata, C.O., W. B. Circle and supply the activation codes to the respective divisions based on the already created agent codes for a particular booking office
- Supply of local pin code range to the SDC, Kolkata for a booking office to book Speed post articles



# Setup and supply at C.O. Level

- The app will be customised for a booking office using the supplied data at SDC, Kolkata and app package bundle will be given to the respective division using electronic communication mode viz. email, WhatsApp etc.



# Installation

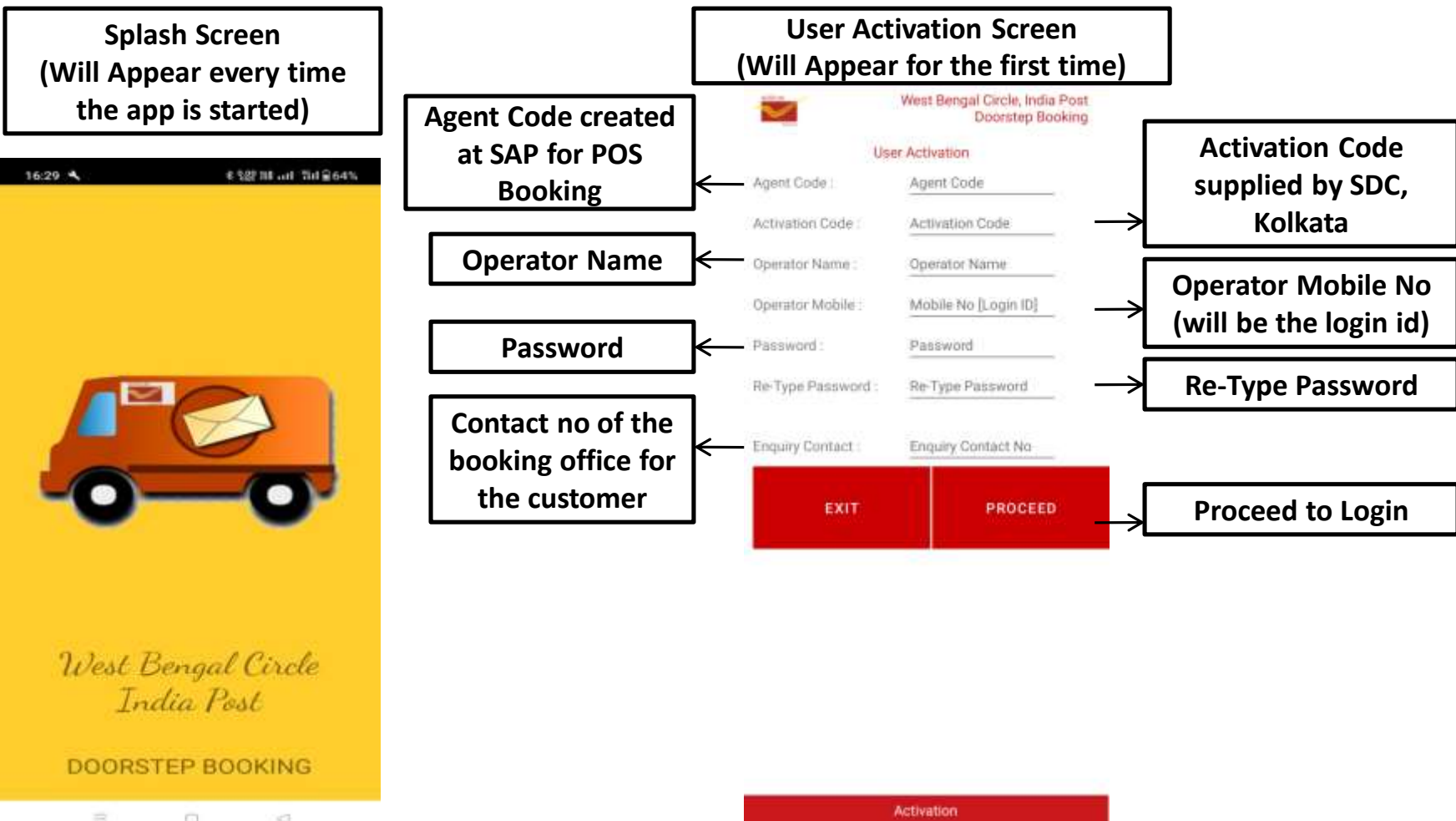
- The .apk file contains the app package will be installed on an Android mobile phone.
- As the app is not installed from Google Play Stores, the Android system may show an warning and the user has to allow the system to install the package.
- After installation, the app will be available on mobile home screen with the following app logo.





# Run for the First Time(Internet Required)

When running for the first time, after the splash screen(on the left) disappears, a User Activation screen will appear. The arrow markers are explaining the fields to be filled up.





# Login Screen

The login screen will appear every time with the details entered in the User Activation screen. This screen requires internet connectivity.

West Bengal Circle, India Post  
Doorstep Booking  
Ver : 1.20  
Sign in



PO NAME  
AGENT CODE

LOGIN ID

Insert Password Here

Put Password

EXIT

LOGIN

Click to Login and go  
to Main Menu

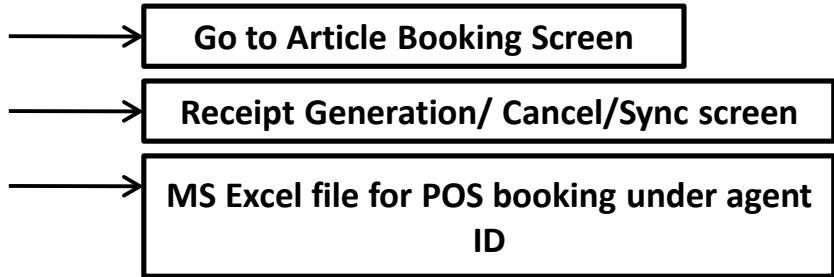


# Main Menu

The main menu will appear after successful login into the system



- ARTICLE BOOKING
- VIEW/PRINT/CANCEL/SYNC
- GENERATE .XLS FILE
- EXIT







# Article Booking Procedure

The following are the steps for booking an article in the app.

1. Choose the article type using the dropdown.
2. Scan the barcode assigned for the article using the mobile camera (camera permission will be required). During the scan the user can use the volume up/down key to switch on/off the camera flash light respectively for reading the barcode if light is low.
3. Check “POD” checkbox if required.
4. Put weight and dimension(when required) and delivery Pin code.
5. Click on “Tariff” button to get the tariff.
6. Write Sender and Addressee details in the boxes and click on “Save” button to book the article.

West Bengal Circle, India Post  
Doorstep Booking

Back Speed Post

Scan  POD

Wt.(gms) gms L 0 B 0 H 0

Vol(gms) 0 Delivery Pincode Tariff

Postage POD Registry GST Door Delivery Total(₹)

Sender : Name Number Pincode

Addressee : Name Number

Search Address Address

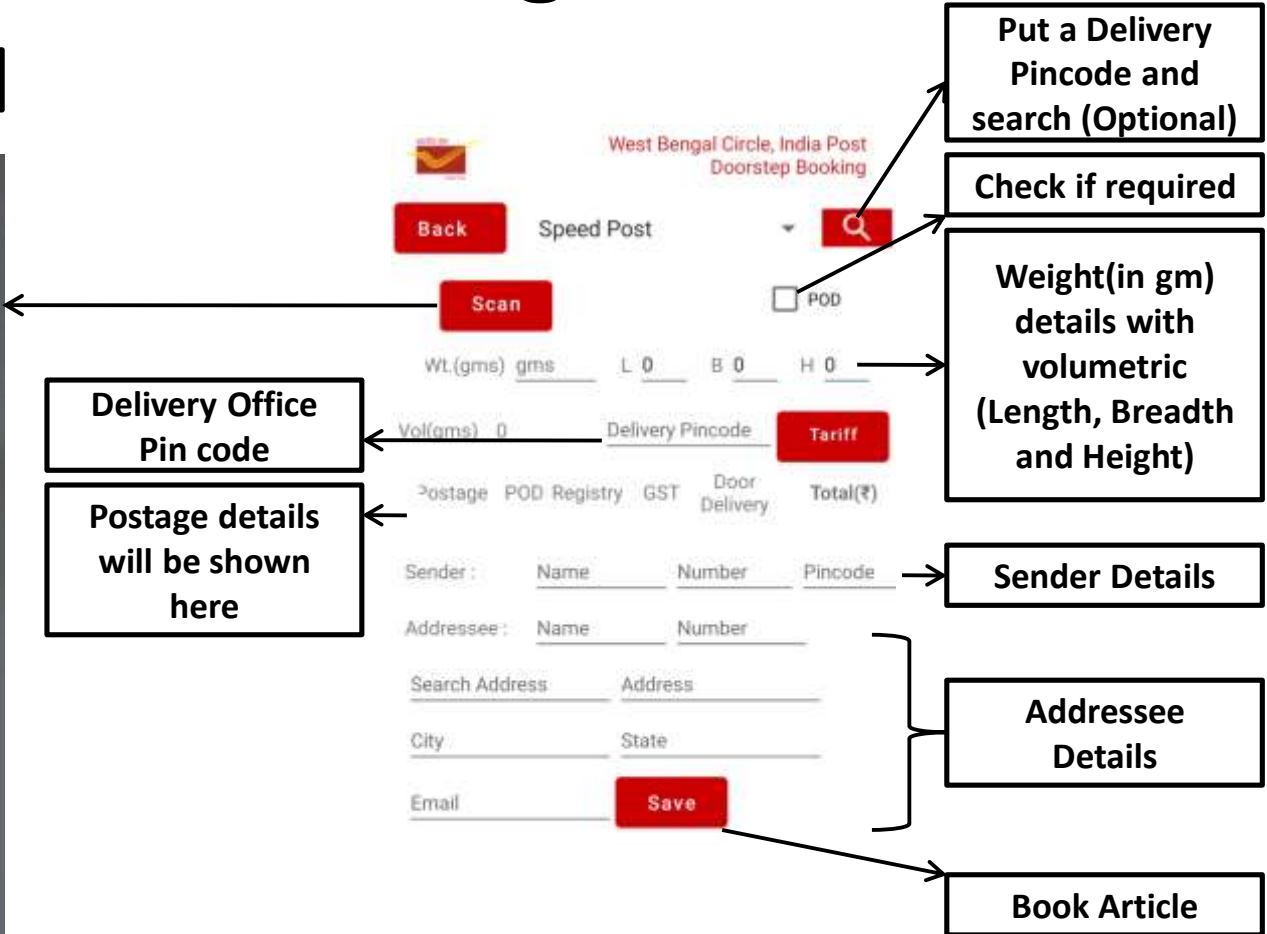
City State

Email Save

Article Booking

# Article Booking Procedure

Scan the article





# Receipt Generation etc.

This screen will be used to generate booking receipts, MIS reports, Sync booking data and cancel last booked article.

1. First select the date and generate the required report

West Bengal Circle, India Post  
Doorstep Booking

Back Booked Article View/Sync

2023  
Thu, Nov 23

< November 2023 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Print Receipt MIS Report

Sync Booking Details

Cancel Last Booked



# Receipt Sample (Speed Post)



Department of Posts, India  
Asansol H.O : 713301  
Receipt No: AS301113555, Date: 26-02-2024  
Article Number: EE103456720IN  
Article Type : Speed Post  
Addressee Name: DD  
Address: NEW DELHI, New Delhi GPO, Delhi  
City: NEW DELHI, Pincode: 110001  
Weight(gm): 102  
GST/Registry(As Applicable)(Rs): 12.6  
POD(if Any): 10  
Base Tariff(Rs): 60.0, Final Tariff(Rs.): 82.6  
For enquiry please call : 9836480231  
Thank you for choosing India Post



# Receipt Sample (Registered Post)



Department of Posts, India  
Asansol H.O : 713301  
Receipt No: AS301112730, Date: 26-02-2024  
Article Number: RL103456720IN  
Article Type : Registered Letter  
Sender Name/Contact: KB / 9873648023  
Addressee Name: SS  
Address: 24 PARAGANAS NO, Belgharia HO, West  
Bengal  
City: 24 PARAGANAS NORTH, Pincode: 700056  
Addressee Contact: 9993336660  
Weight(gm): 50  
Base Tariff(Rs): 15.0  
Registry Charge(Rs) : 17  
GST(Rs): 5.76  
Final Tariff(Rs.): 37.76  
For enquiry please call : 9836480231  
Thank you for choosing India Post



# Daily MIS for Print



Department of Posts, India

Doorstep Booking MIS for 26-02-2024 : Asansol H.O : 713301

Agent Code : AS301, Operator : KB, Contact : 9836480231

**\*\* Booked Article Details \*\***

1 Receipt: AS301112730, Article No: RL103456720IN, Weight: 50, Tariff(rs): 37.76

2 Receipt: AS301113555, Article No: EE103456720IN, Weight: 102, Tariff(rs): 82.6

3 Receipt: AS301114549, Article No: EW9213127IN, Weight: 501, Tariff(rs): 153.4

4 Receipt: AS301121909, Article No: EW149186083IN, Weight: 5001, Tariff(rs): 237.18

5 Receipt: AS301151158, Article No: EW280366173IN, Weight: 40, Tariff(rs): 35.4

Total Tariff (Rs): 546.36

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**\*\* Cancelled Article Details \*\***

1 Receipt: 0, Article No: null

**\*\* End of report \*\***



# Generate excel file

This screen will be used to generate MS Excel file for transferring to POS.

1. First select the date and article type and generate the required file.
2. "All" files generated will have the details of an entire day's transaction and the "Partial" file will have the details of articles booked if any intermediate file is required to transfer.

West Bengal Circle, India Post  
Doorstep Booking

Back File Transfer

2023  
Thu, Nov 23

< November 2023 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Speed Post

Generate Partial .xls

Generate All .xls



# Online MIS for Monitoring

There is an online facility for generating MIS reports of the booking details for the monitoring purpose. A screenshot below shows how it looks.

West Bengal Circle, Technology Division

Home | POS User Entry | POS MIS | Postman At Doorstep Report | Upload File | Logged in as Admin Administrator

POS MIS

Asansol H.O. | 26-02-2024 | View Booking Data

Show 10 entries | Search:

SL	RECEIPT NUMBER	ARTICLE NUMBER	WEIGHT(gms)	L, B, H	DIVISION	OFFICE	AGENT CODE	USER NAME, MOBILE	BOOKING DATE	BOOKING TIME	ARTICLE TYPE	BASE TARIFF(Rs)	REGISTRY CHARGE(Rs)[If Any]	GST(Rs)	POD(Rs)	FINAL TARIFF(Rs)
1	AS301114549	EW92131271N	501	10, 10, 10	Asansol	Asansol H.O.	AS301	KB, 9836480231	26-02-2024	11:45	Speed Post Parcel	120.0	0	23.4	10	153.4
2	AS301113555	EE103456720IN	102	0, 0, 0	Asansol	Asansol H.O.	AS301	KB, 9836480231	26-02-2024	11:35	Speed Post	60.0	0	12.6	10	82.6
3	AS301121909	EW149186083IN	5001	10, 10, 10	Asansol	Asansol H.O.	AS301	KB, 9836480231	26-02-2024	12:19	Registered Parcel	179.0	17	36.18	0	237.18
4	AS301151158	EW280366173IN	40	0, 0, 0	Asansol	Asansol H.O.	AS301	KB, 9836480231	26-02-2024	15:11	Registered Letter	10.0	17	5.4	3	35.4
5	AS301112730	RL103456720IN	50	0, 0, 0	Asansol	Asansol H.O.	AS301	KB, 9836480231	26-02-2024	11:27	Registered Letter	15.0	17	5.76	0	37.76
<b>ALL TOTAL(Rs)</b>												<b>384</b>		<b>83.34</b>		<b>546.34</b>

Showing 1 to 5 of 5 entries | Previous 1 Next





Thank You