



**WEL - COME
TO
CSC DAK MITRA SERVICES**



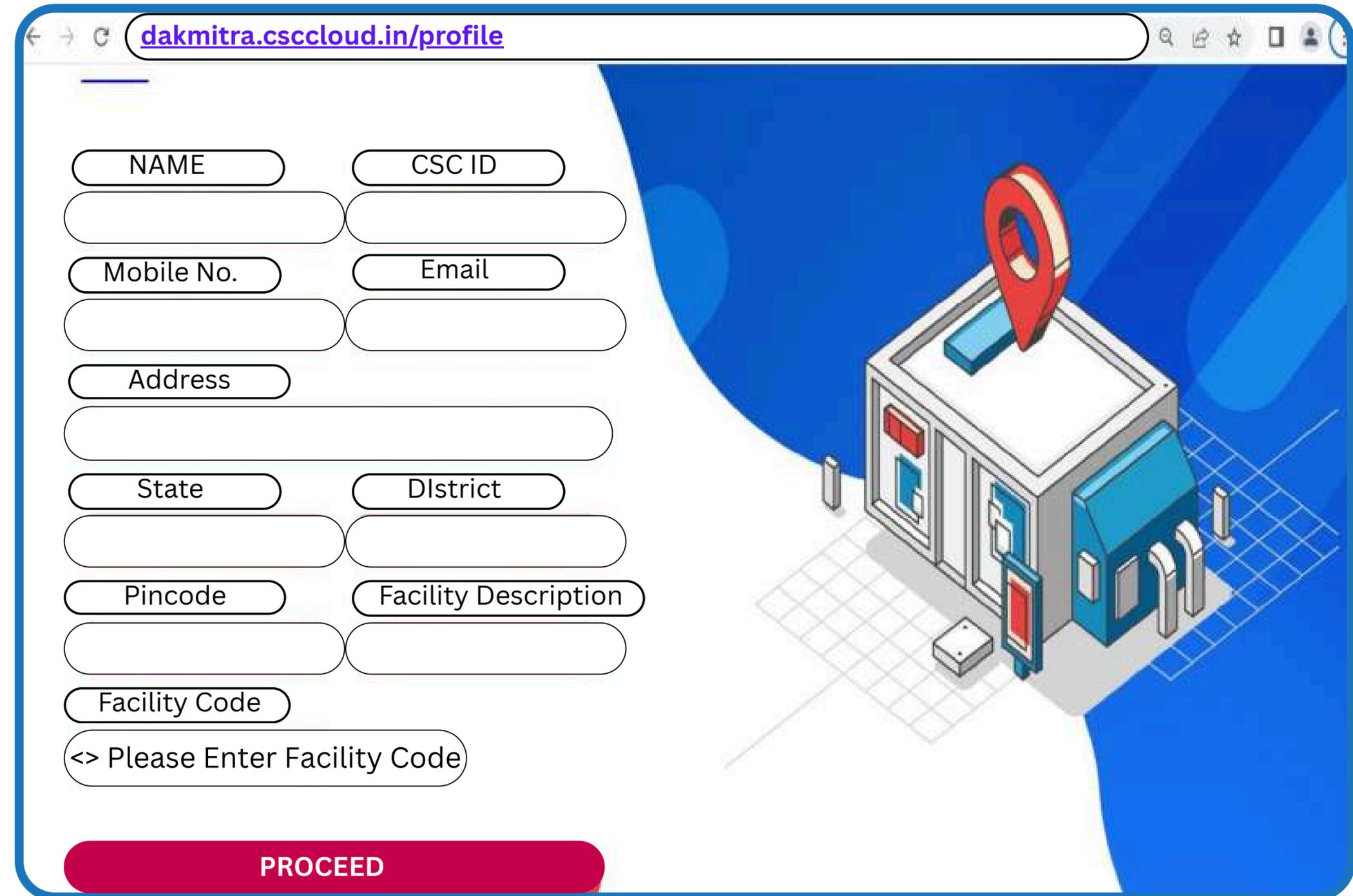
SPEED POST PARCEL/REGISTERED PARCEL

THROUGH DIGITAL SEVA PORTAL

Process Flow

1. Go to dakmitra.csccloud.in/profile and Register

Register for CSC Dak Mitra :
Before you can use the Speed Post service, ensure that you are registered as a Dak Mitra (postman) at your local Common Service Centre (CSC).



The screenshot shows a web browser window with the URL dakmitra.csccloud.in/profile. The page contains a registration form with the following fields:

NAME	CSC ID
<input type="text"/>	<input type="text"/>
Mobile No.	Email
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
State	District
<input type="text"/>	<input type="text"/>
Pincode	Facility Description
<input type="text"/>	<input type="text"/>
Facility Code	
<input type="text" value="Please Enter Facility Code"/>	

At the bottom of the form is a red button labeled **PROCEED**. The background of the page features a 3D illustration of a post office building with a red location pin on its roof, set against a blue background with a grid pattern.

2. login to DAK MITRA Portal & Click on “Continue to Connect.”

- You will need to have your CSC ID and valid KYC details to register.
- Action: Log in to the DAK Mitra portal.
- Click on: "Continue to Connect" to access the main dashboard.
- Purpose: Secure access to booking and parcel management options.
- Please Click On This Continue with Connect Tab



The screenshot shows the login page of the CSC Dak Mitra Portal. The page features the CSC logo and the Digital India logo. The main heading is "Welcome To CSC Dak Mitra Portal!". Below the heading, there is a "Select user type" section with a button labeled "CSC VLE". At the bottom of the page, there is a prominent red button labeled "Continue Wth Connect". The background of the page is a blue illustration of a CSC center with a worker, a customer, and a storage area.

3. Click on Booking Option

DM WEL COME TO CSC DAKMITRA
👤 CSC TEST ▾



TOTAL BOOKING
56



TODAY'S BOOKING
00

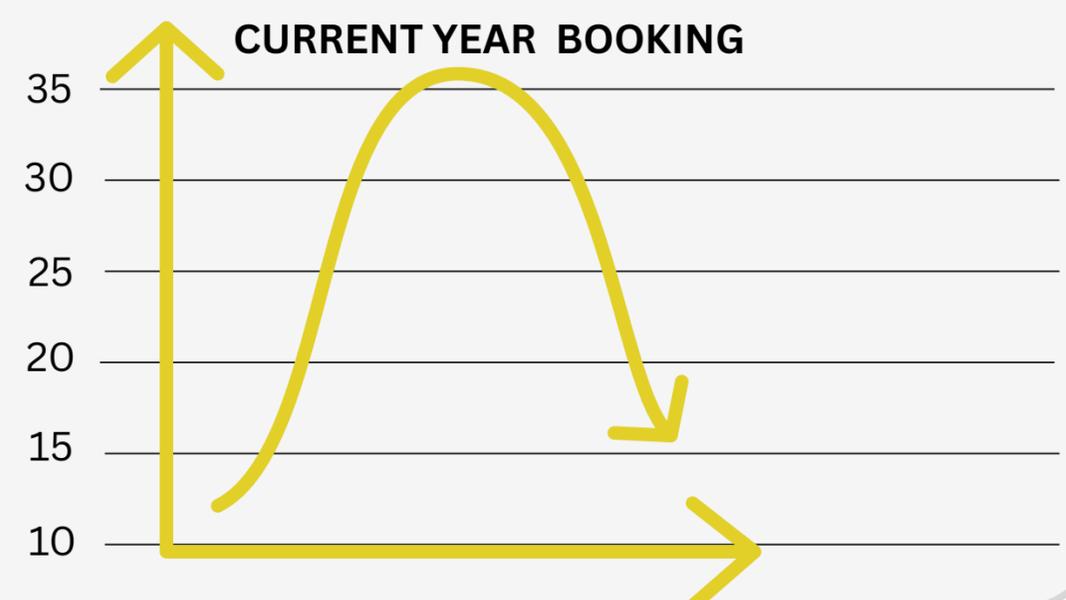


TOTAL AMOUNT
23107.08

RECENT BOOKING

Categories	Date	Time	Amount
Speed Post	03-05-2022	16:04	2950.00
Speed Post	03-05-2022	16:01	3551.80
Registered Parcel	03-05-2022	15:59	628.00
Speed Post	03-05-2022	15:58	389.40

CURRENT YEAR BOOKING



SPEED POST BOOKING

- Action : After login, locate and click on the “Booking Option” on the portal.
- Objective : This allows the user to start the process of booking a parcel.

4. Fill the required Information of Sender and Receiver

DM

Sent From

S Sender Name
ABC

f Pincode
110044

State / Union Territory * Delhi **City / District *** SOUTH EAST

Sender Mobile*
999999999 ✓

Sender Email
Enter sender email id

Full Address *
abc-123456

Sent To

Receiver Name
XYZ

P Pincode
110089

State / Union Territory * Delhi **City / District *** NORTH

Receiver Mobile * 8888888888 **Receiver Email** Enter receiver email id

Full Address *
xyz-123456

✓ Enter valid Pincode

✓ Enter 10 digit valid mobile number

✓ Click on generate to validate Sender's mobile number using OTP

✓ Enter OTP sent on given mobile number

✓ Enter Sender's email id

✓ Enter Sender's full address

Enter Receiver's details:

✓ Enter Receiver's Name

✓ Enter valid Pincode

✓ Enter 10 digit valid mobile number

✓ Enter Receiver's email id

✓ Enter Receiver's full address

Please note:

✓ Select Article details and calculate tariff by entering mandatory fields like Weight, Length, Width, and Height.

✓ Speed Post maximum weight should be 35000 grams.

✓ Length should always be less than or equals to 100 cms

✓ The Length and Girth i.e. [(width+height) X 2] combined should not be greater than 180 cms

✓ Parcel's length and girth combined should not exceed 180 cm.

✓ Click on "Calculate Tariff" button to proceed.

Fill The Following Details Of Sender & Receiver

- **Action:** Enter the required details of the sender and receiver.
 - **Sender Information:** Name, Address, Contact details.
 - **Receiver Information:** Name, Address, Contact details.
- **Goal:** Ensure accurate details are entered for smooth delivery.

4. Fill the required Information of Sender and Receiver

DM

Home

Calendar

Menu

Refresh

Sent From

Sender Name *

Pincode *

State / Union Territory * City / District *

Delhi SOUTH EAST

Sender Mobile*

 ✓

Sender Email

Full Address *

Sent To

Receiver Name *

Pincode *

State / Union Territory * City / District *

Delhi NORTH

Receiver Mobile *

Receiver Email

Full Address *

✓ Enter valid Pincode

✓ Enter 10 digit valid mobile number

✓ Click on generate to validate Sender's mobile number using OTP

✓ Enter OTP sent on given mobile number

✓ Enter Sender's email id

✓ Enter Sender's full address

Enter Receiver's details:

✓ Enter Receiver's Name

✓ Enter valid Pincode

✓ Enter 10 digit valid mobile number

✓ Enter Receiver's email id

✓ Enter Receiver's full address

Please note:

✓ Select Article details and calculate tariff by entering mandatory fields like Weight, Length, Width, and Height.

✓ Speed Post maximum weight should be 35000 grams.

✓ Length should always be less than or equals to 100 cms

✓ The Length and Girth i.e. [(width+height) X 2] combined should not be greater than 180 cms

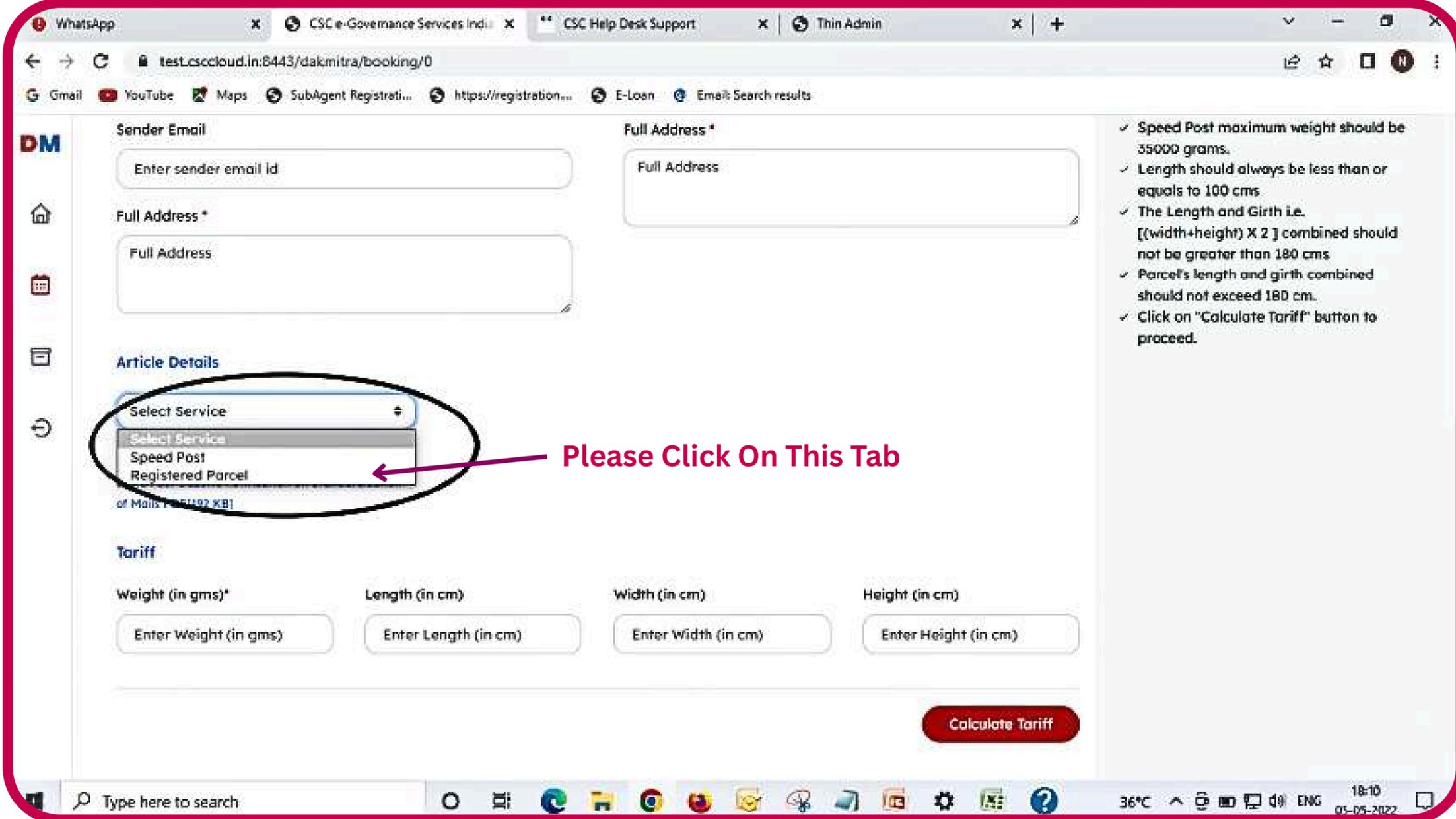
✓ Parcel's length and girth combined should not exceed 180 cm.

✓ Click on "Calculate Tariff" button to proceed.

Fill The Following Details Of Sender & Receiver

- **Full Name Of Sender & Receiver:**
Enter your complete name (e.g., John Doe).
- **Address:** Enter your full mailing address (Street, Area, City, State, PIN Code).
- **Mobile Number:** Provide a valid contact number (e.g., 9876543210).
- **Email Address:** Provide your email address (e.g., johndoe@example.com).
- **PIN Code:** Your area's postal code (e.g., 110001).
- **State/District/City/:** Write Sender/Receiver's State / District & City (e.g., Aadhar card, passport number).

5. Select Article Details



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test.csccloud.in:8443/dakmitra/booking/0

Sender Email: Enter sender email id

Full Address *: Full Address

Article Details: Select Service (Speed Post, Registered Parcel)

Tariff: Weight (in gms)*, Length (in cm), Width (in cm), Height (in cm)

Calculate Tariff

Speed Post maximum weight should be 35000 grams.
Length should always be less than or equals to 100 cms
The Length and Girth i.e. [(width+height) X 2] combined should not be greater than 180 cms
Parcel's length and girth combined should not exceed 180 cm.
Click on "Calculate Tariff" button to proceed.

Please Click On This Tab

- **Action:** Choose the article type (documents, parcels, etc.).
- **Details to fill:** Weight , Dimensions (if necessary), Article type (e.g., letter, document, package)
- **Purpose:** This ensures the correct pricing and classification of the item.

6. Fill Tariff Details and Click on Pay.

DM

Article Details

Speed Post

Click here to know about article contents, weight or size limits

India Post Gazette notification on Standardization of Mails PDF[192 KB]

Tariff

Weight (in gms)* Length (in cm) Width (in cm) Height (in cm)

1.2 26 24 22

Base Tariff	₹ 70
GST	₹ 12.6
Total Amount	₹ 82.6

proceed.

Pay Rs 82.6

- Fill Tariff Details
- Click on Pay
- Confirm Payment
- Prepare Your Parcel
- Submit the Parcel

7. Enter the CSC ID Password and click on Validate



CSC 

Pay by Wallet Amount to Pay: ₹ 73.19

SALE AMOUNT	₹ 82.6
WALLET AMOUNT	₹ 73.19

In Words: - Rs Seventy-Three And Paise Nineteen Only.

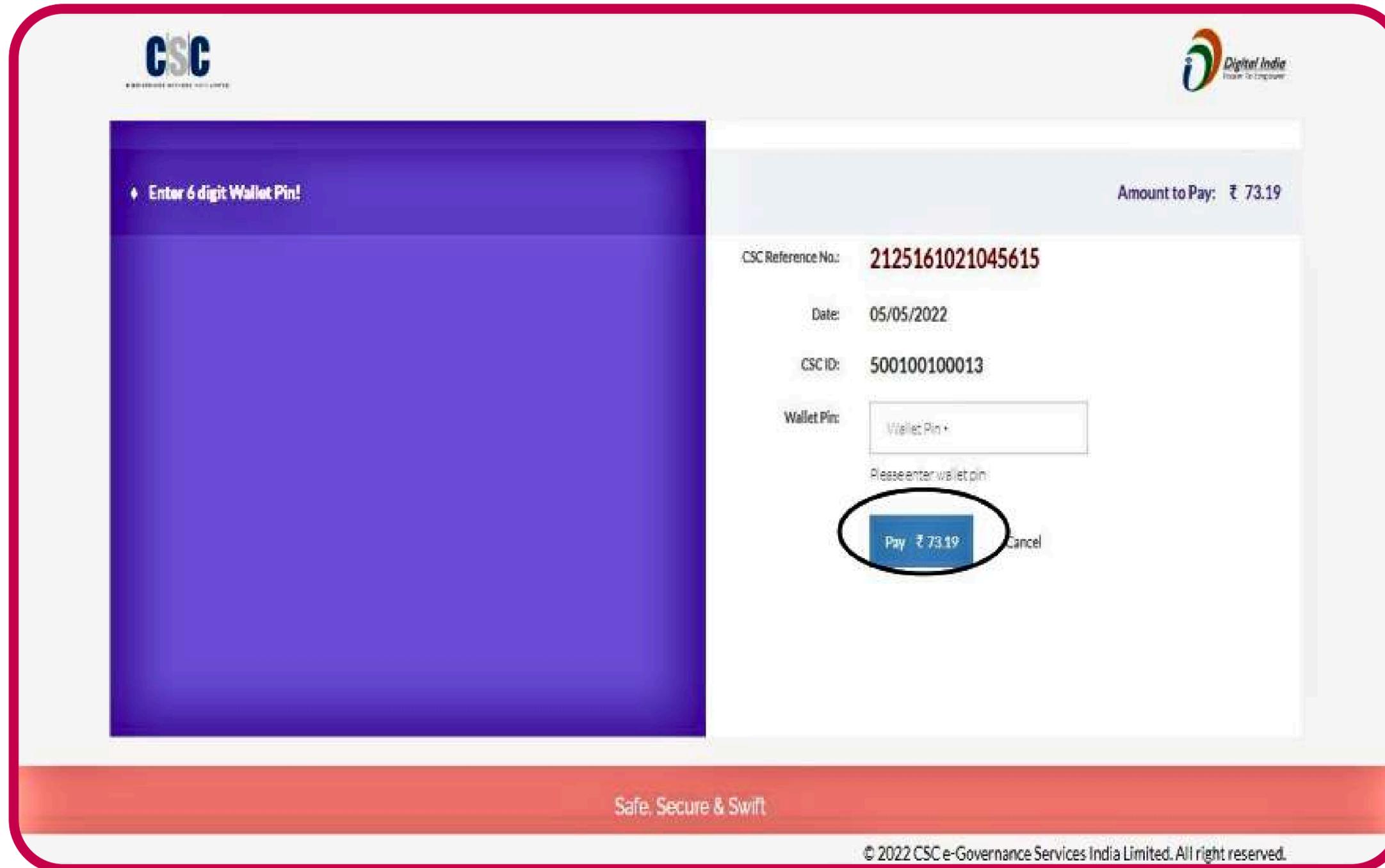
CSC Reference No.: 2125161021045615
Date: 2022-05-05 16:11:17
CSC ID: 500100100013
Password:
Please enter password.

Safe, Secure & Swift

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- Enter the CSC Reference No.
- Click on "Valid date"
- Enter the CSC ID
- Enter the Password
- Proceed with Validate

8. Enter wallet pin and click on Pay



CSC

Digital India
Power To Empower

Enter 6 digit Wallet Pin!

Amount to Pay: ₹ 73.19

CSC Reference No.: 2125161021045615

Date: 05/05/2022

CSC ID: 500100100013

Wallet Pin:

Please enter wallet pin.

Pay ₹ 73.19 Cancel

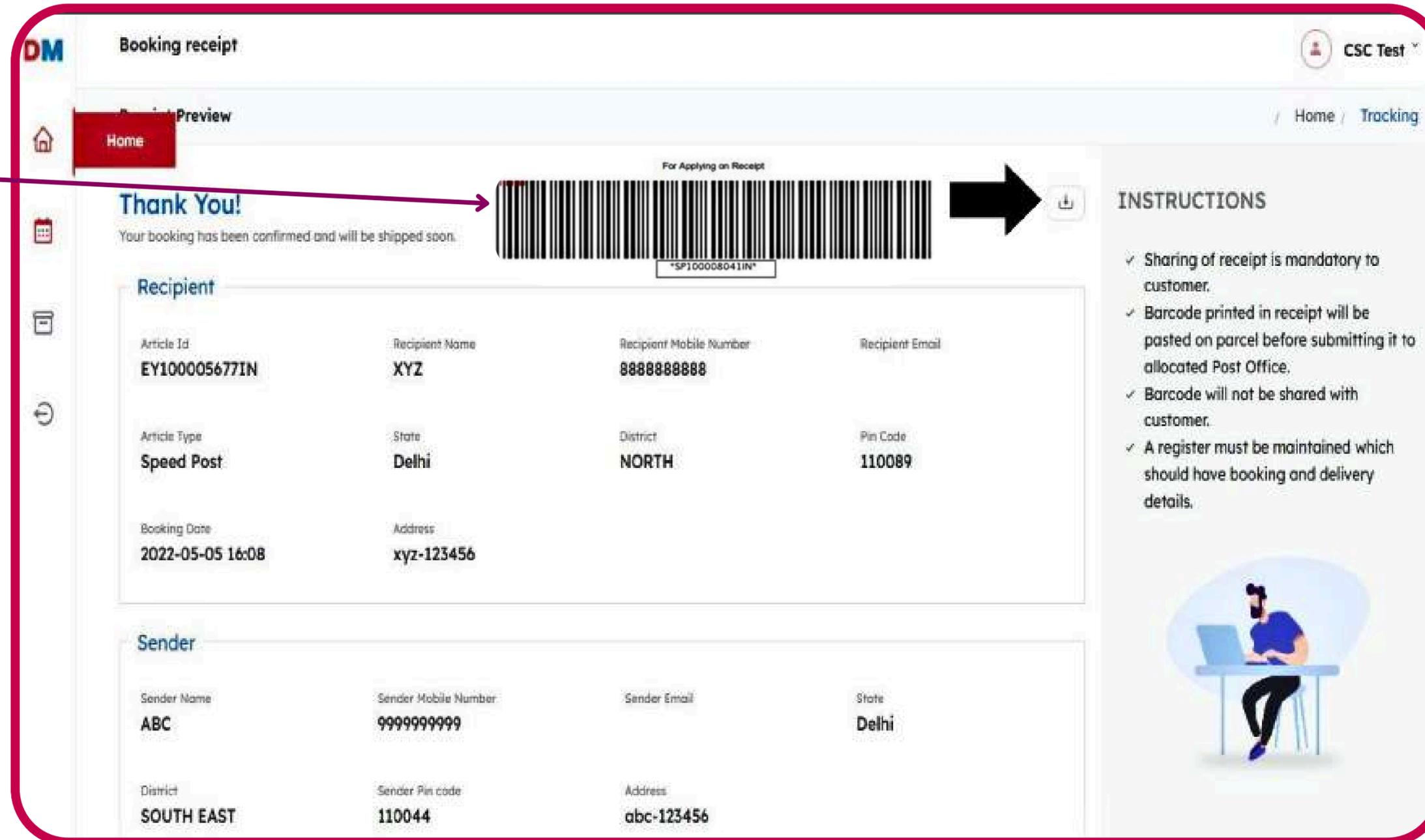
Safe, Secure & Swift

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- Enter the CSC Reference No.
- Click on "Valid date"
- Enter the CSC ID
- Enter the Wallet Pin
- Proceed with Wallet Pin

9. Download the receipt containing Barcode. Handover the receipt to customer and paste the barcode on the parcel

Bar Code is generated along with Article ID



DM Booking receipt CSC Test

Home / Tracking

Thank You!
Your booking has been confirmed and will be shipped soon.

For Applying on Receipt



SP100008041IN

Recipient

Article Id	Recipient Name	Recipient Mobile Number	Recipient Email
EY1000056771N	XYZ	8888888888	

Article Type	State	District	Pin Code
Speed Post	Delhi	NORTH	110089

Booking Date: 2022-05-05 16:08
Address: xyz-123456

Sender

Sender Name	Sender Mobile Number	Sender Email	State
ABC	9999999999		Delhi

District	Sender Pin code	Address
SOUTH EAST	110044	abc-123456

INSTRUCTIONS

- ✓ Sharing of receipt is mandatory to customer.
- ✓ Barcode printed in receipt will be pasted on parcel before submitting it to allocated Post Office.
- ✓ Barcode will not be shared with customer.
- ✓ A register must be maintained which should have booking and delivery details.



10. Take the Parcel to the nearest post office.
पार्सल को निकटतम डाकघर में ले जाएं और सबमिट करें ।

Track the Article with the help of Article-ID



The screenshot shows a web interface for tracking a parcel. At the top left is a 'DM' logo. The main heading is 'Tracking'. On the right, there is a user profile icon labeled 'CSC Test'. Below the heading is a breadcrumb trail: 'Home / Tracking'. The central part of the page features a text input field labeled 'Article Id' containing the tracking number 'EY100005677IN'. Below the input field is a red 'Track' button. On the left side, there is a vertical sidebar with several icons: a home icon, a calendar icon, a document icon, and a refresh icon. A large black arrow points to the document icon in the sidebar.

- **Track Your Speed Post:** After booking and sending your parcel, you can track the progress of your Speed Post on the India Post website by using the tracking number provided.

VLE Commission Calculation

PARTICULARS	INR
Total Cost Paid by Customer	70.00
Deduction	
15% of Rs. 70	10.500
GST (18% of 10.5)	01.89
Total Wallet Deduction Sale Amount -15% of Sale Amount - GST on Commission (Rs. 70.00 – Rs. 10.50- Rs. 1.89)	57.61
VLE Commission	12.39

Important Points to Remember

- Fill Facility code and Facility description carefully (uneditable)
- Generate print of receipt.
- Weight Limit- Speed Post- up to 35 KG; Registered Parcel-up to 20 KG.
- CSC-VLEs has to deliver the booked parcel same day to their linked Post Office to avoid penalty.

