



CSC DAK MITRA Service

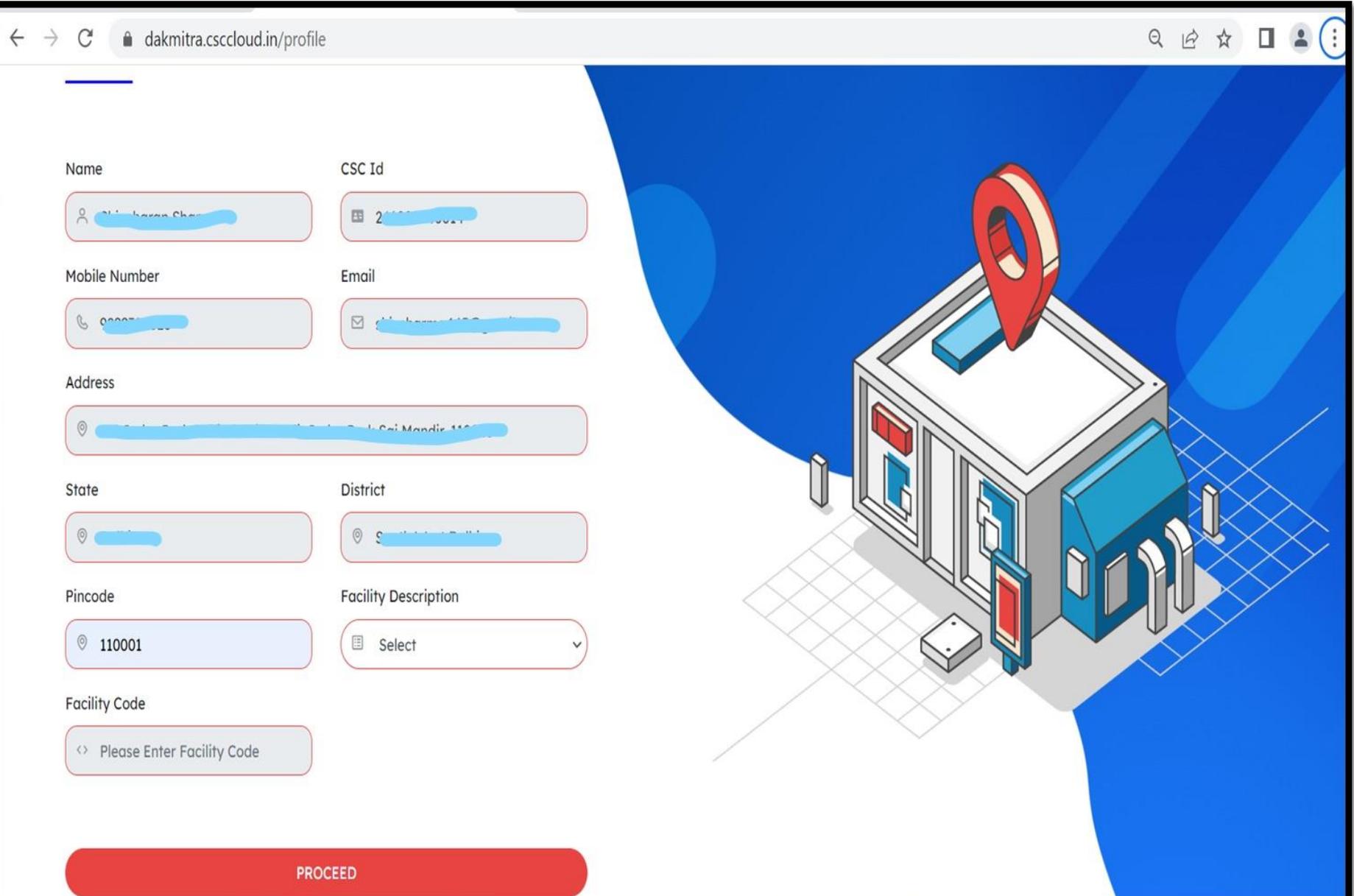


SPEED POST PARCEL/REGISTERED PARCEL

THROUGH DIGITAL SEVA PORTAL

Process Flow

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



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

- Name:** [Redacted]
- CSC Id:** [Redacted]
- Mobile Number:** [Redacted]
- Email:** [Redacted]
- Address:** [Redacted]
- State:** [Redacted]
- District:** [Redacted]
- Pincode:** 110001
- Facility Description:** Select
- Facility Code:** Please Enter Facility Code

A red button labeled "PROCEED" is located at the bottom of the form.



2. login to DAK MITRA portal & Click on “continue to connect.”

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E-GOVERNANCE SERVICES INDIA LIMITED

Digital India
Power To Empower

Welcome
To CSC Dak Mitra
Portal!

Select user type

CSC VLE

Continue with Connect

STORAGE

WELCOME TO
CSC CENTER

OFFICE

POST OFFICE

3. Click on Booking Option

The screenshot displays the CSC DAK Mitra dashboard. At the top left is the DM logo and the text "Welcome to CSC DAK Mitra". At the top right is a user profile icon labeled "CSC Test". A vertical sidebar on the left contains icons for home, calendar, trash, and refresh. A black arrow points to the calendar icon. The main content area features three summary cards: a red card for "Total Booking" (56), a green card for "Today's Booking" (0), and a purple card for "Total Amount" (₹ 23107.8). Below these are two sections: "Recent Booking" with a table of transactions and "Current Year Booking" with a line graph showing a peak in bookings.

DM Welcome to CSC DAK Mitra CSC Test

Total Booking 56

Today's Booking 0

Total Amount ₹ 23107.8

Recent Booking

Categories	Date	Time	Amount
Speed Post	2022-05-03	16:04	₹ 2950.0
Speed Post	2022-05-03	16:01	₹ 3551.8
Registered Parcel	2022-05-03	15:59	₹ 628.0
Speed Post	2022-05-03	15:58	₹ 389.4

Current Year Booking

The line graph shows a single data series with a peak value of approximately 45. The y-axis ranges from 0 to 50 in increments of 5.

4. Fill the required Information of Sender and Receiver

The screenshot shows a web form for sending a parcel, divided into 'Sent From' and 'Sent To' sections. The 'Sent From' section includes fields for Sender Name (ABC), Pincode (110044), State/Union Territory (Delhi), City/District (SOUTH EAST), Sender Mobile (9999999999, marked with a green checkmark), Sender Email (placeholder: Enter sender email id), and Full Address (abc-123456). The 'Sent To' section includes fields for Receiver Name (XYZ), Pincode (110089), State/Union Territory (Delhi), City/District (NORTH), Receiver Mobile (8888888888), Receiver Email (placeholder: Enter receiver email id), and Full Address (xyz-123456). A sidebar on the left contains icons for home, calendar, list, and refresh. A right-hand panel contains instructions and a 'Please note' section.

Sent From

Sender Name *
ABC

Pincode *
110044

State / Union Territory *
Delhi

City / District *
SOUTH EAST

Sender Mobile *
9999999999 ✓

Sender Email
Enter sender email id

Full Address *
abc-123456

Sent To

Receiver Name *
XYZ

Pincode *
110089

State / Union Territory *
Delhi

City / District *
NORTH

Receiver Mobile *
8888888888

Receiver Email
Enter receiver email id

Full Address *
xyz-123456

✓ Enter Sender's Name.
✓ 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.

5. Select Article Details

The screenshot shows a web browser window with the URL `test.csccloud.in:8443/dakmitra/booking/0`. The page contains several form fields: "Sender Email" (input: "Enter sender email id"), "Full Address" (input: "Full Address"), and "Article Details" (dropdown: "Select Service" with options "Speed Post" and "Registered Parcel"). Below these are "Tariff" fields for "Weight (in gms)", "Length (in cm)", "Width (in cm)", and "Height (in cm)", each with an input field. A red "Calculate Tariff" button is at the bottom right. A list of instructions is on the right side of the page.

Sender Email

Full Address *

Full Address *

Article Details

Select Service

Select Service

Speed Post

Registered Parcel

Tariff

Weight (in gms)*

Length (in cm)

Width (in cm)

Height (in cm)

Enter Weight (in gms)

Enter Length (in cm)

Enter Width (in cm)

Enter 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.

6. Fill Tariff Details and Click on Pay.

The screenshot displays the 'Article Details' section of the DM interface. It includes a dropdown menu for 'Speed Post', a link to 'Click here to know about article contents, weight or size limits', and a link to 'India Post Gazette notification on Standardization of Mails PDF[192 KB]'. Below this is the 'Tariff' section with input fields for Weight (1.2 gms), Length (26 cm), Width (24 cm), and Height (22 cm). A table shows the Base Tariff (₹ 70), GST (₹ 12.6), and Total Amount (₹ 82.6). A red button labeled 'Pay Rs 82.6' is circled in black at the bottom right.

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)*: 1.2

Length (in cm): 26

Width (in cm): 24

Height (in cm): 22

Base Tariff	₹ 70
GST	₹ 12.6
Total Amount	₹ 82.6

proceed.

Pay Rs 82.6

7. Enter the CSC ID Password and click on Validate

The screenshot displays the CSC payment interface. On the left, a purple panel titled "Pay by Wallet" shows a summary of the transaction: SALE AMOUNT of ₹ 82.6 and WALLET AMOUNT of ₹ 73.19. Below this, it states "In Words: - Rs Seventy-Three And Paise Nineteen Only." On the right, a white panel displays the transaction details: CSC Reference No. 2125161021045615, Date 2022-05-05 16:11:17, and CSC ID 500100100013. The Amount to Pay is ₹ 73.19. A password field is present with a masked input and a "Please enter password" prompt. A blue "Validate" button is circled in black, and a "Cancel" button is also visible.

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◆ Pay by Wallet

Amount to Pay: ₹ 73.19

CSC Reference No.: **2125161021045615**

Date: 2022-05-05 16:11:17

CSC ID: 500100100013

Password:

Please enter password

Validate Cancel

SALE AMOUNT - ₹ 82.6

WALLET AMOUNT - ₹ 73.19

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

Safe, Secure & Swift

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8. Enter wallet pin and click on Pay

The screenshot displays the CSC payment interface. On the left, a large purple box contains the instruction "Enter 6 digit Wallet Pin!". On the right, the payment details are shown: "Amount to Pay: ₹ 73.19", "CSC Reference No.: 2125161021045615", "Date: 05/05/2022", and "CSC ID: 500100100013". Below these details is a "Wallet Pin:" label and a text input field. A message "Please enter wallet pin" is displayed below the input field. At the bottom, there are two buttons: "Pay ₹ 73.19" and "Cancel". The "Pay ₹ 73.19" button is circled in black.

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◆ Enter 6 digit Wallet Pin!

Amount to Pay: ₹ 73.19

CSC Reference No.: 2125161021045615

Date: 05/05/2022

CSC ID: 500100100013

Wallet Pin:

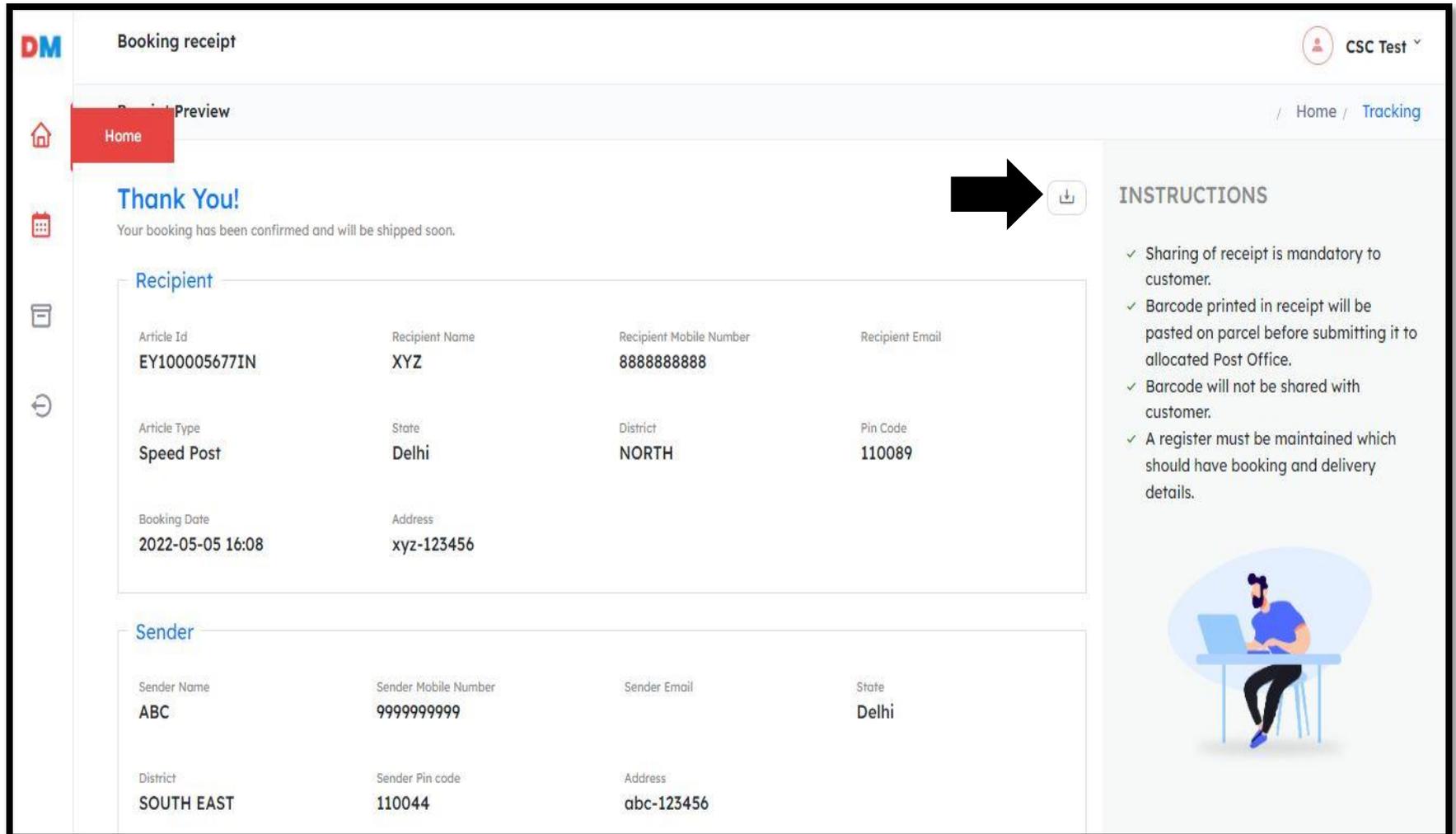
Please enter wallet pin

Pay ₹ 73.19 Cancel

Safe, Secure & Swift

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



The screenshot shows a web interface for a 'Booking receipt'. At the top left is the 'DM' logo. The page title is 'Booking receipt'. In the top right corner, there is a user profile icon labeled 'CSC Test'. Below the title, there is a navigation bar with a 'Home' button highlighted in red and a 'Tracking' link. The main content area features a 'Thank You!' message: 'Your booking has been confirmed and will be shipped soon.' To the right of this message is a download icon (a square with a downward arrow) which is pointed to by a large black arrow. Below the message is a 'Recipient' section containing a table of booking details. To the right of the recipient details is an 'INSTRUCTIONS' section with a list of three items. At the bottom right, there is an illustration of a person sitting at a desk with a laptop.

Recipient

Article Id	Recipient Name	Recipient Mobile Number	Recipient Email
EY100005677IN	XYZ	8888888888	
Article Type	State	District	Pin Code
Speed Post	Delhi	NORTH	110089
Booking Date	Address		
2022-05-05 16:08	xyz-123456		

Sender

Sender Name	Sender Mobile Number	Sender Email	State
ABC	9999999999		Delhi
District	Sender Pin code	Address	
SOUTH EAST	110044	abc-123456	

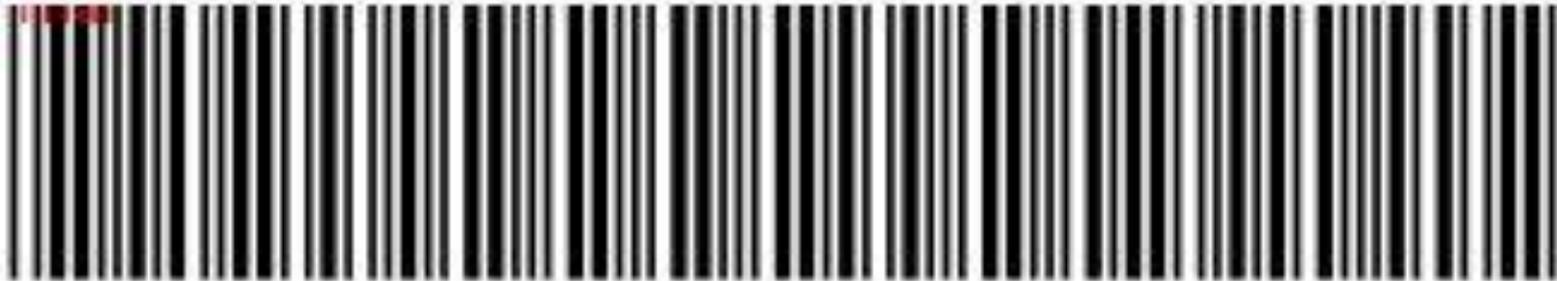
INSTRUCTIONS

- ✓ 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.

Bar Code is generated along with Article ID

For Applying on Receipt



SP100008041N

Track the Article with the help of Article-ID

DM Tracking

CSC Test

Tracking Data / Home / Tracking

Article Id

EY100005677IN

Track

VLE Commission Calculation

Particulars	INR
Total Cost Paid by Customer	70.00
Deduction	
15% of Rs. 70	10.50
GST (18% of 10.5)	1.89
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.