



OPERATIONAL GUIDE

For

SOP for Stamps and IPO Stock Remittance

from Counter to Treasury

(Counter to Treasury Procedure)



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



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SOP Version 1.0 Dated 29.07.2026

DISCLAIMER

The operational procedure described in this SOP is illustrative, intended to guide effective use of the APT software solution. Where any doubt exists regarding Departmental rules or guidelines, the applicable manuals and volumes should be referred to. This SOP does not constitute a Departmental Ruling.



SOP for Stamps and IPO Stock Remittance

Counter to Treasury Workflow



1. Introduction

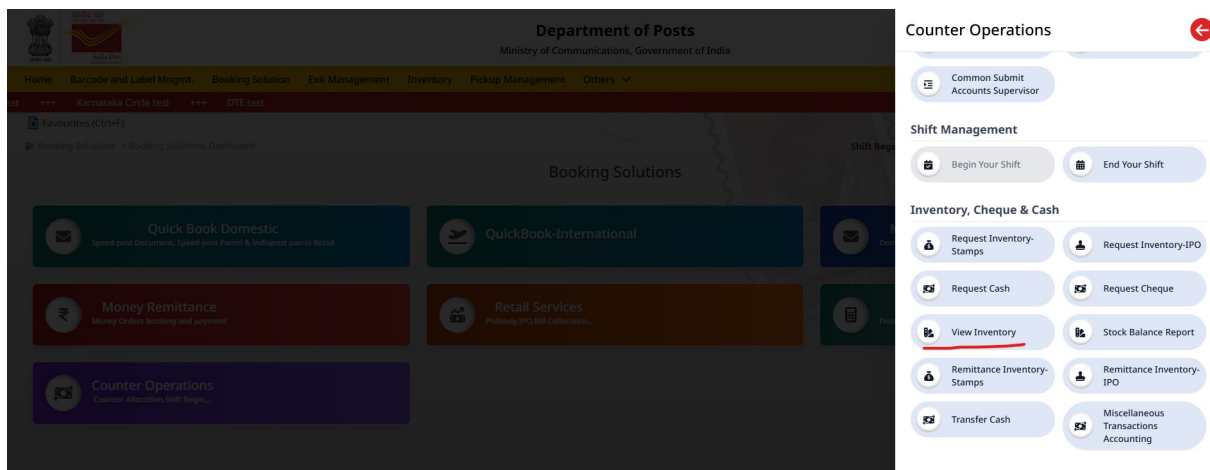
This SOP describes the procedure for remitting stamp and Indian Postal Order (IPO) stock from the Counter to the Treasury in APT 2.0, and for the Treasurer's acceptance of such remittances. It also covers verification of inventory balances at the Counter and the Treasury, both before and after the remittance, ensuring consistent stock reconciliation between the two.

2. Procedure for Stamps and IPO Stock Remittance

Counter Operators and Treasurers shall follow the steps below to remit stamp and IPO stock to the Treasury, accept the remittance, and verify inventory balances in APT 2.0.

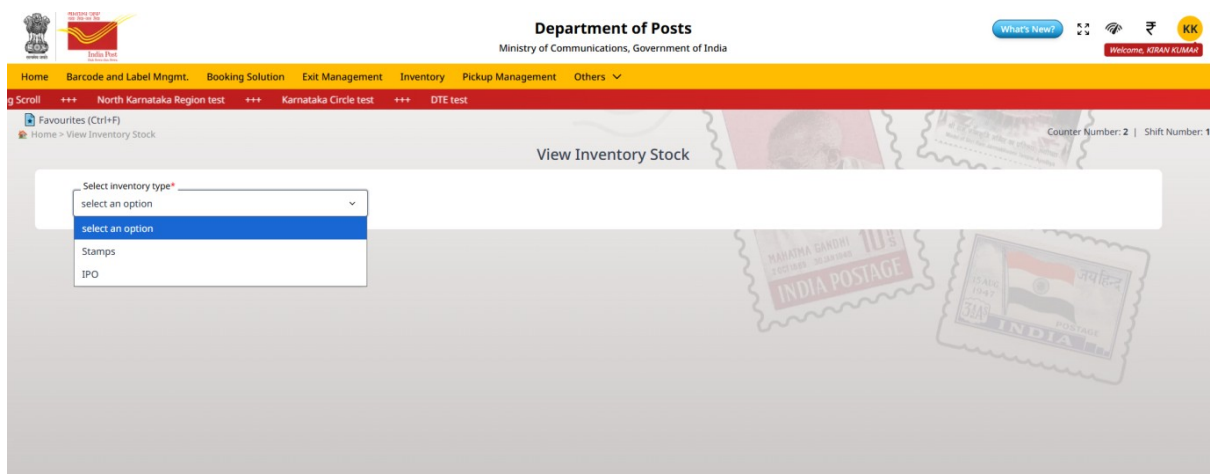
2.1 Viewing Inventory Stock Balance

- To view the stamp and IPO stock balance held at the Counter, navigate to Counter Operations → View Inventory.



Inventory stock balance – category selection

- The system presents two categories, Stamps and IPOs. Selecting either category displays the balance available for the logged-in Counter-Shift combination.



Stamps and IPOs balance selection screen

- Selecting Stamps displays the stamp stock balance held in the Counter-Shift combination.
- Selecting IPOs displays the IPO stock balance held in the Counter-Shift combination.



SOP for Stamps and IPO Stock Remittance

Counter to Treasury Workflow



[Home](#)
[Barcode and Label Mngmt.](#)
[Booking Solution](#)
[Exit Management](#)
[Inventory](#)
[Pickup Management](#)
[Others](#)

[DTE test](#)

[Favourites \(Ctrl+F\)](#)
[Home > View Inventory Stock](#)

Counter Number: 2 | Shift Number: 1

View Inventory Stock

Select inventory type*

[Export to PDF](#)
[Download Excel](#)

Search Criteria

Type to search...

List of Stamps available

Product Category	Category	Denomination	Unit Price	Available Stock
Stamps n Stationery	Postal Stationery	INLAND LETTER CARD (2 RS)	2	10
Stamps n Stationery	Postal Stationery	RAKHI ENVELOPE 15	15	10
Stamps n Stationery	Revenue Stamps	REVENUE TICKET	1	10
Stamps n Stationery	Service Stamps	SERVICE STAMPS 1 RS	1	10

Rows per page: 10 | 1-4 of 4

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>
>>

Stamps stock balance for the Counter-Shift combination



Department of Posts
 Ministry of Communications, Government of India

[What's New?](#)

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[DTE test](#)

[Favourites \(Ctrl+F\)](#)
[Home > View Inventory Stock](#)

Counter Number: 2 | Shift Number: 1

View Inventory Stock

Select inventory type*

[Export to PDF](#)
[Download Excel](#)

Search Criteria

Type to search...

List of IPOs available

Denomination	Unit Price	Prefix	From serial	To Serial	Quantity	Transaction date
IPO20	20	13F	2695	2704	10	29/07/2026

Rows per page: 10 | 1-1 of 1

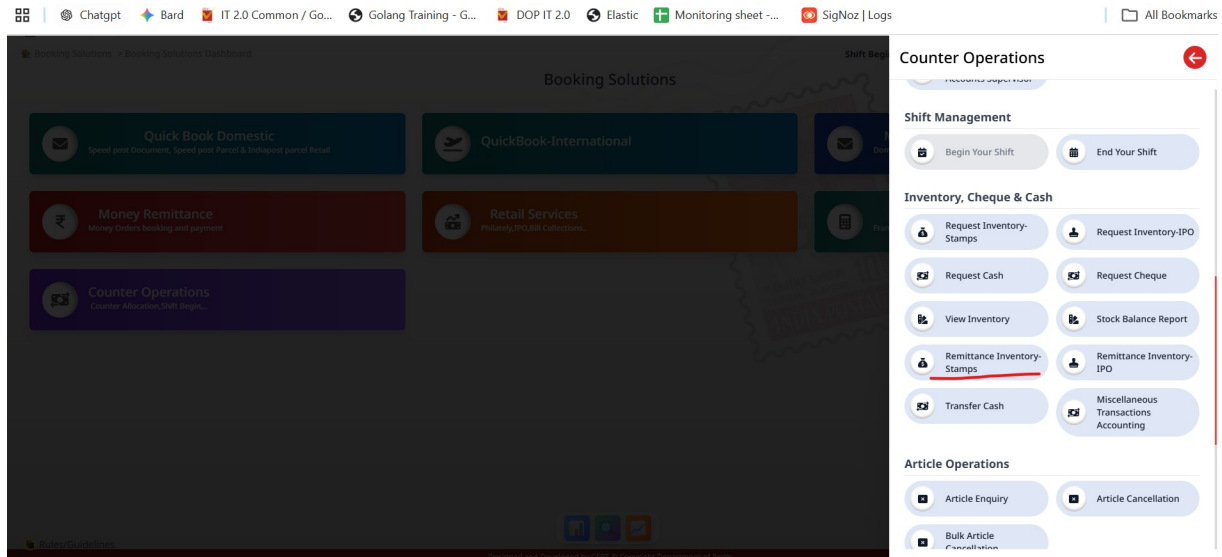
<
>

IPO stock balance for the Counter-Shift combination

Note: The balance displayed here is specific to the Counter-Shift combination the user is currently logged into. To view balances for other Counter-Shift combinations, Counter Supervisors can use Counter Operations → Counterwise Inventory Report, which is accessible only to supervisors.

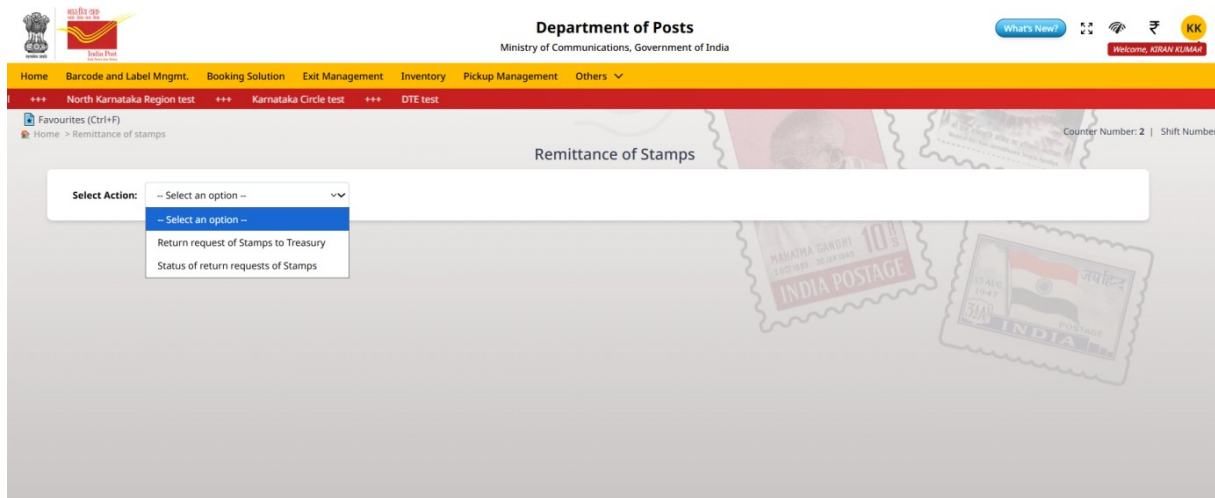
2.2 Stamps Remittance to Treasury

- The option to remit stamps is available at Counter Operations → Remittance Inventory – Stamps, and is accessible only to the Counter Operator.



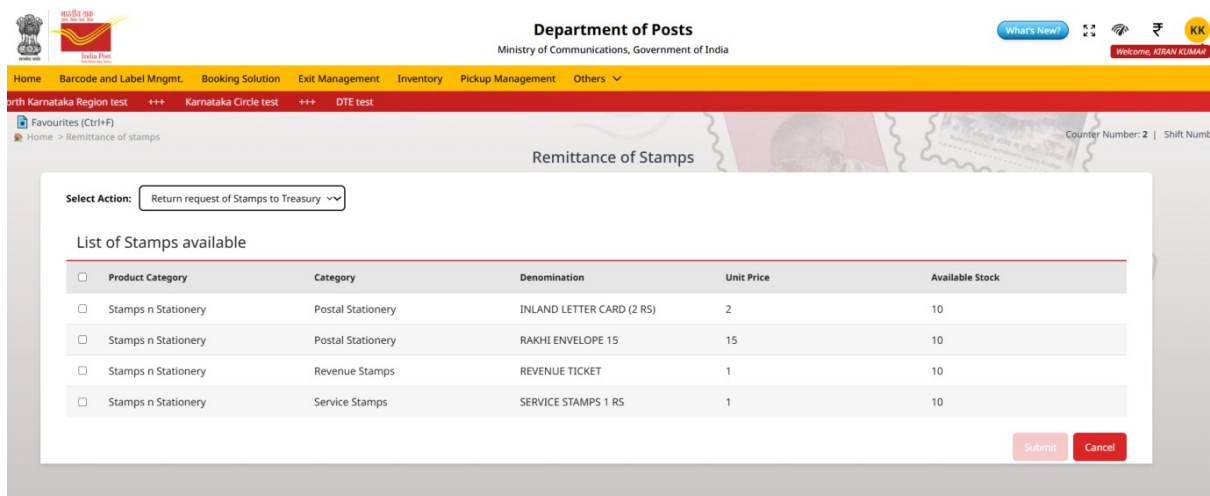
Remittance Inventory – Stamps option

- Selecting this option opens a list of the available actions.



Available stamp remittance actions

- Selecting Return Request of Stamps to Treasury displays the total stamp stock held in the Counter-Shift combination.



Remittance of Stamps

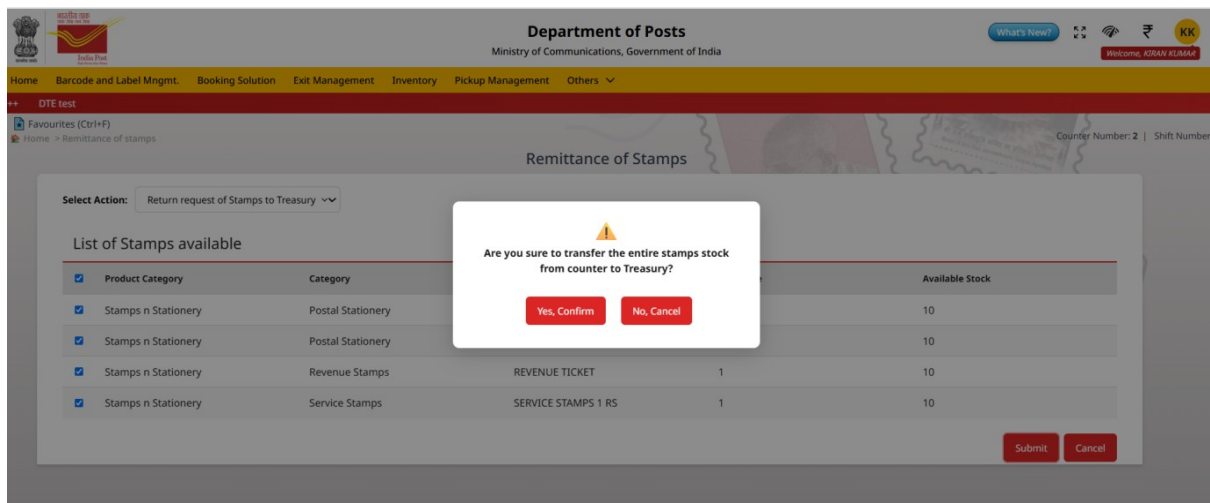
Select Action: Return request of Stamps to Treasury

List of Stamps available

☐	Product Category	Category	Denomination	Unit Price	Available Stock
☐	Stamps n Stationery	Postal Stationery	INLAND LETTER CARD (2 RS)	2	10
☐	Stamps n Stationery	Postal Stationery	RAKHI ENVELOPE 15	15	10
☐	Stamps n Stationery	Revenue Stamps	REVENUE TICKET	1	10
☐	Stamps n Stationery	Service Stamps	SERVICE STAMPS 1 RS	1	10

Stamp stock available for return request

- Select all the required records and submit the request. Once submitted, the remittance request is routed to the Treasurer for acceptance.



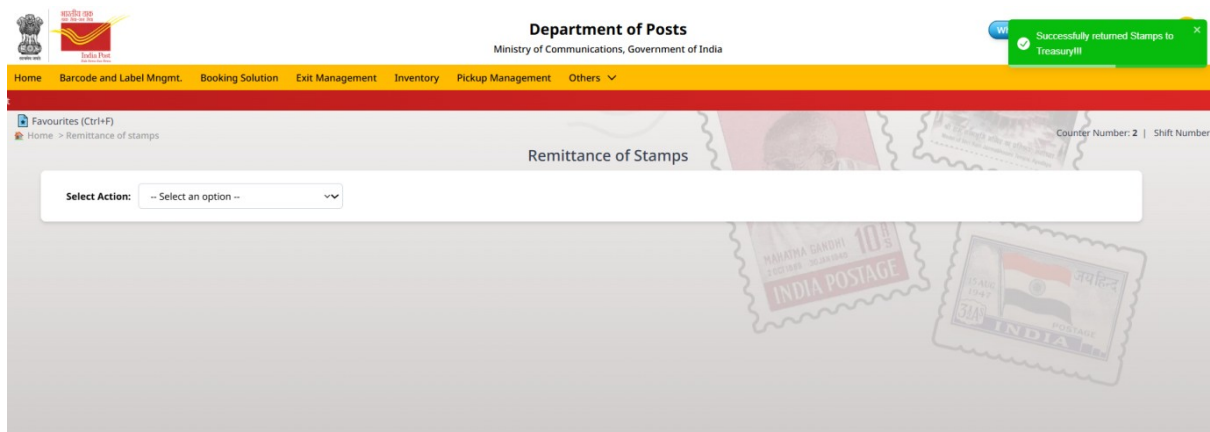
Remittance of Stamps

Select Action: Return request of Stamps to Treasury

List of Stamps available

☒	Product Category	Category	Denomination	Unit Price	Available Stock
☒	Stamps n Stationery	Postal Stationery			10
☒	Stamps n Stationery	Postal Stationery			10
☒	Stamps n Stationery	Revenue Stamps	REVENUE TICKET	1	10
☒	Stamps n Stationery	Service Stamps	SERVICE STAMPS 1 RS	1	10

Selecting records for the remittance request



Remittance of Stamps

Select Action: -- Select an option --

Successfully returned Stamps to Treasury!!

Remittance request submitted to the Treasurer



SOP for Stamps and IPO Stock Remittance

Counter to Treasury Workflow





SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



2.3 Acceptance of Remitted Stamps by the Treasurer

- In the Treasurer login, go to Stamps/Stationery → Process Issue/Receipt to view the requests pending approval.

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Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others

Stamps and Stationery management

Treasury Management

CASH TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Proc: 11

CHEQUE TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Proc: 69

STAMPS TRANSACTIONS STATUS
App(Src): 1 App(Dest): 0
Proc: 1

IPO REQUESTS STATUS
App(Src): 0 App(Dest): 0
Proc: 0

Cash/Cheques
Request, Remittance

Stamps/ Stationery
Stamps and Stationery

IPO
CIL, IPO

Approval
Approval of Request, Remittances

Bank
Request, Remittances

Tools
Tools

Request/Remittance

Process Issue/Receipt

Stamps Receipt Indent

Stamps Trf to GPO/HO/PSD

Soiled Stamps

Bulk Sales

Advances

Error

Process Issue/Receipt option in Treasurer login

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Stamps Transactions Processing

Source	User	Transaction Type	Transaction Date	Source Office	Amount	Details	Remarks	Process	Reject
Counter	KIRAN KUMAR R	Remittance	29-07-26 10:03:52	Mysuru H.O.	190			View & Ack	

Rows per page: 10 1-1 of 1

Stamps Balances

Category	Description	ID	Value	CB	Total
Retail post	TIRANGA	2026-TIRANGA	25	818	20450
COM - Brochure Thematic Stamps	50 YRS OF NIMHANS BR 15	A2024-BR024-NIMHAN	15	13	195
COM - FDC Personality Stamps	50 YRS OF NIMHANS FDC 5	A2024-FD044-NIMHAN	5	10	50
COM - Brochure Event Stamps	CPS 125 YEARS OF RAJBHAWAN NAINITALBR15	A2025-BR013-125RAJ	15	10	150

List of requests pending approval



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



- The pending requests list shows details such as the source of the request and the transaction type (request or remittance).
- Selecting View/Ack displays the list of items included in that request.

Stamps Transactions Processing

Source	User	Transaction Type	Transaction Date	Source Office	Amount	Details	Remarks	Process	Reject
Counter	KIRAN KUMAR R	Remittance	29-07-26 10:03:52	Mysuru H.O	190			View & Ack	

Rows per page: 10 1-1 of 1

Sno	Category	Description	Id	Value	Count	Amount
1	Postal Stationery	RAKHI ENVELOPE 15	RAKHI_ENVELOPE1	15	10	150
2	Revenue Stamps	REVENUE TICKET	RV5100	1	10	10
3	Postal Stationery	INLAND LETTER CARD (2 RS)	LETTER_CARD1	2	10	20
4	SERVICE STAMPS	SERVICE STAMPS 1 RS	SRS100	1	10	10

Rows per page: 10 1-4 of 4

[Submit & Ack](#)

Items included in the selected request

- Review the items in the request — in this example, four items are listed — then submit and confirm the acceptance.

Stamps Transactions Processing

Source	User	Transaction Type	Transaction Date	Source Office	Amount	Details	Remarks	Process	Reject
Counter	KIRAN KUMAR R	Remittance	29-07-26 10:03:52	Mysuru H.O	190			View & Ack	

Rows per page: 10 1-1 of 1

Do you want to process the Remittance transaction with amount Rs.190. Please confirm to proceed

[Confirm](#) [Close](#)

Sno	Category	Description	Id	Value	Count	Amount
1	Postal Stationery	RAKHI ENVELOPE 15	RAKHI_ENVELOPE1	15	10	150
2	Revenue Stamps	REVENUE TICKET	RV5100	1	10	10
3	Postal Stationery	INLAND LETTER CARD (2 RS)	LETTER_CARD1	2	10	20
4	SERVICE STAMPS	SERVICE STAMPS 1 RS	SRS100	1	10	10

Rows per page: 10 1-4 of 4

[Submit & Ack](#)

Submitting the acceptance



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



Favourites (Ctrl+D)
Transactions Processing

Stamps Transactions Processing

No pending transactions to approve

Stamps Balances

Category	Description	ID	Value	CB	Total
Retail post	TIRANGA	2026-TIRANGA	25	818	20450
COM - Brochure Thematic Stamps	50 YRS OF NIMHANS BR 15	A2024-BR024-NIMHAN	15	13	195
COM - FDC Personality Stamps	50 YRS OF NIMHANS FDC 5	A2024-FD044-NIMHAN	5	10	50
COM - Brochure Event Stamps	CPS 125 YEARS OF RAJBHAWAN NAINITALBR15	A2025-BR013-125RAJ	15	10	150
COM - FDC Personality Stamps	CPS 125 YEARS OF RAJBHAWAN NAINITAL FDC 5	A2025-FD013-125RAJ	5	40	200
COM - FDC Personality Stamps	125BIRTH SYAMA PRASAD MOOKERJEE FDS	A2025-FD016-SYAMA	5	30	150
My Stamp	MY STAMPS GHATS OF VARANASI	C2016-MY002-GHATS	300	88	26400
COM - Personality Stamps	DR.TALIMEREN AO 5 RS	C2018-ST005-DRTALI	5	1	5
COM - Miniature Sheet Event St	JALIANWALAH BAGH MSSCRE-MS-30 RS	C2019-MS005-JWBAGH	30	1	
COM - Miniature Sheet Thematic	IND PERFUMES-ORANGE BLOSSOM MS RS-30	C2019-MS007-ORANGE	50	1	

The Remittance transaction has been processed

Confirming the acceptance



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



2.4 Verifying Treasurer Stock After Acceptance

- Once the remittance is accepted, the corresponding stock increases at the Treasury and can be verified at Reports → Stamps → Stamp Balances.

The screenshot shows the Treasury Management interface of the Department of Posts. The 'Stamp Balances' report option is highlighted under the 'Reports related to stamps' section. The interface includes a navigation bar with options like Home, Barcode and Label Mngmt, Booking Solution, Exit Management, Inventory, Pickup Management, and Others. The main area displays various transaction status reports and a sidebar with report categories.

Stamp Balances report option

- Select the From and To date as the current date, and submit to generate the report.
- The report displays, in tabular form, all denominations held by the Treasurer for the selected period.
- Locate the denomination(s) remitted from the Counter — the remitted quantity appears in the Receipt column.
- For example, quantities of 10 each for ILC, Rakhi Envelope-15, Revenue Ticket, and Service Stamp ₹1 remitted from the Counter appear under the Receipt column, as shown.
- The same method can be used to verify stock for any other stamp denomination that has been remitted.

The screenshot shows the Stamp Balances report for the period from 29-07-2026 to 29-07-2026. The report displays a table with columns for Transaction Date, Category, Stamp Name, Denomination, OB, Issued, Receipts, CB, and Total. The Receipts column shows the remitted quantities for various stamp denominations.

Transaction Date	Category	Stamp Name	Denomination	OB	Issued	Receipts	CB	Total
29/07/2026	Postal Stationery	INLAND LETTER CARD (2 RS)	2	61	10	10	61	122.00
29/07/2026	Postal Stationery	MEGHDOOT POST CARD (25 PA)	0.25	3	0	0	3	0.75
29/07/2026	Postal Stationery	RAKHI ENVELOPE 15	15	1085	10	10	1085	16,275.00
29/07/2026	Retail post	ROYAL JEBBA (CUMBN SEEDS) 100 GMS PACKET	40	39	0	0	39	1,560.00
29/07/2026	Revenue Stamps	REVENUE STAMP 10 PAISA	0.1	4370	0	0	4370	437.00
29/07/2026	Revenue Stamps	REVENUE TICKET	1	5498	10	10	5498	5,498.00
29/07/2026	SERVICE STAMPS	SERVICE STAMPS 1 RS	1	1582	10	10	1582	1,582.00
29/07/2026	SERVICE STAMPS	SERVICE STAMPS 10 RS	10	500	0	0	500	5,000.00
29/07/2026	SERVICE STAMPS	SERVICE STAMPS 2 RS	2	1000	0	0	1000	2,000.00
29/07/2026	SERVICE STAMPS	SERVICE STAMPS 5 RS	5	1000	0	0	1000	5,000.00

Stamp Balances report showing remitted quantities under Receipt



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



2.5 Status of Stamps Remitted to Treasury

- Once the Treasurer approves the stock, the status of the remittance request can be checked at Counter Operations → Remittance Inventory – Stamps.
- Selecting the action status for the return request displays the remittance requests along with their current status.

Home > Remittance of stamps

Remittance of Stamps

Select Action: Status of return requests of Stamps

Status of Stamps remitted to treasurer

Request ID	Remitted Date	Remittance details	Approved Amount	Approved Date	Status
1396133961842688	28/07/2026	D2016-ST012-BISMIL × 11 MEGHDOOT_PC × 1	33.25	28/07/2026	Approved by treasurer
1396283037794304	28/07/2026	LETTER_CARD1 × 9 RAKHL_ENVELOPE1 × 9 RV5100 × 9 SRS100 × 9	171	28/07/2026	Approved by treasurer
1396451091103744	28/07/2026	LETTER_CARD1 × 6 RV5100 × 6	18	28/07/2026	Approved by treasurer
1396565215199232	28/07/2026	LETTER_CARD1 × 5 RV5100 × 5 SRS100 × 5	20	28/07/2026	Approved by treasurer
1396567381082112	28/07/2026	LETTER_CARD1 × 2 RV5100 × 5 SRS100 × 5	14	28/07/2026	Approved by treasurer
1397549168967680	29/07/2026	LETTER_CARD1 × 10 RAKHL_ENVELOPE1 × 10 RV5100 × 10 SRS100 × 10	190	29/07/2026	Approved by treasurer

Rules/Guidelines

Reviewed and Downloaded by: CIP, A. Govindaraj, Department of Posts

Status of the stamp remittance request

2.6 Viewing Inventory After Stamps Remittance

- After confirming the status, the updated stock balance for the Counter-Shift combination can be viewed at Counter Operations → View Inventory.
- Select Stamps as the inventory type to view the updated stock balance.

Department of Posts
Ministry of Communications, Government of India

Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others

nth Karnataka Region test +++ Karnataka Circle test +++ DTE test

Favourites (Ctrl+F)

Home > View Inventory Stock

View Inventory Stock

Counter Number: 2 | Shift Number:

Select inventory type*

Stamps

There is no stock for the stamps with the user

INDIA POSTAGE

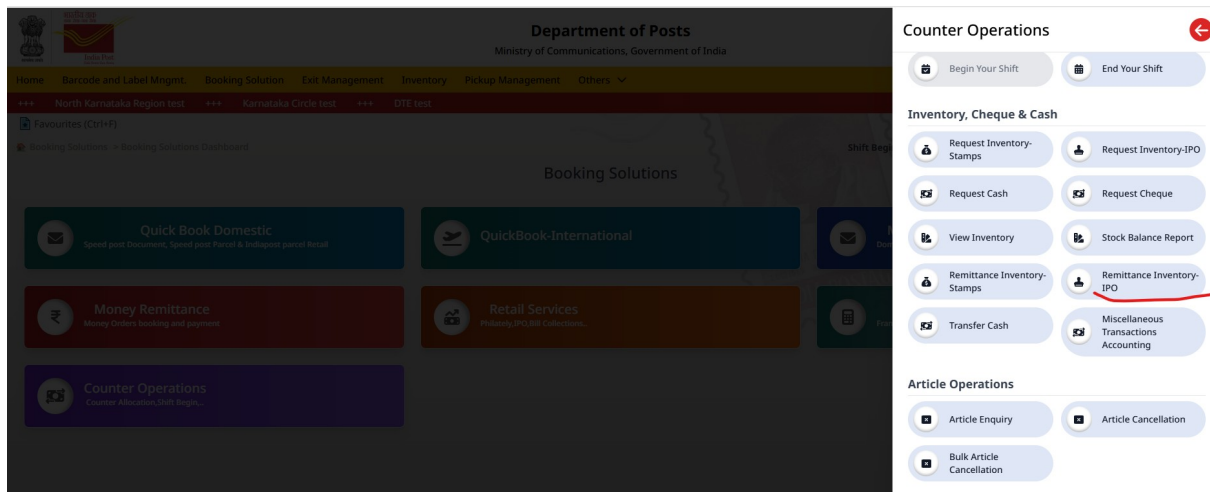
INDIA POSTAGE

Updated stamp stock balance after remittance

Note: Following the remittance, the system displays the message "There is stock for the stamps with the user", reflecting any balance retained by the Counter Operator.

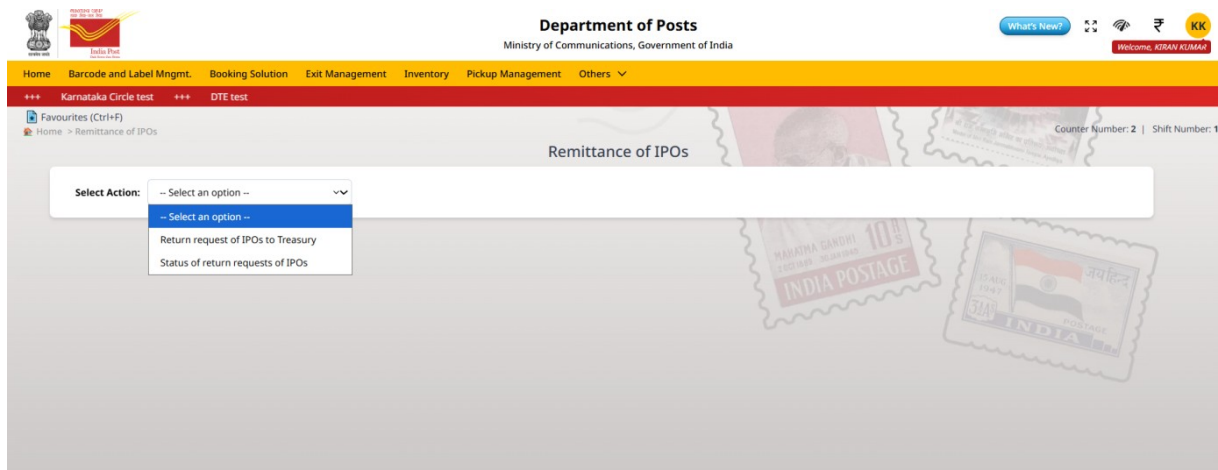
2.7 IPO Stock Remittance to Treasury

- To remit IPO stock, navigate to Counter Operations → Remittance Inventory – IPO.



Remittance Inventory – IPO option

- Selecting this option displays the list of available actions.



Available IPO remittance actions

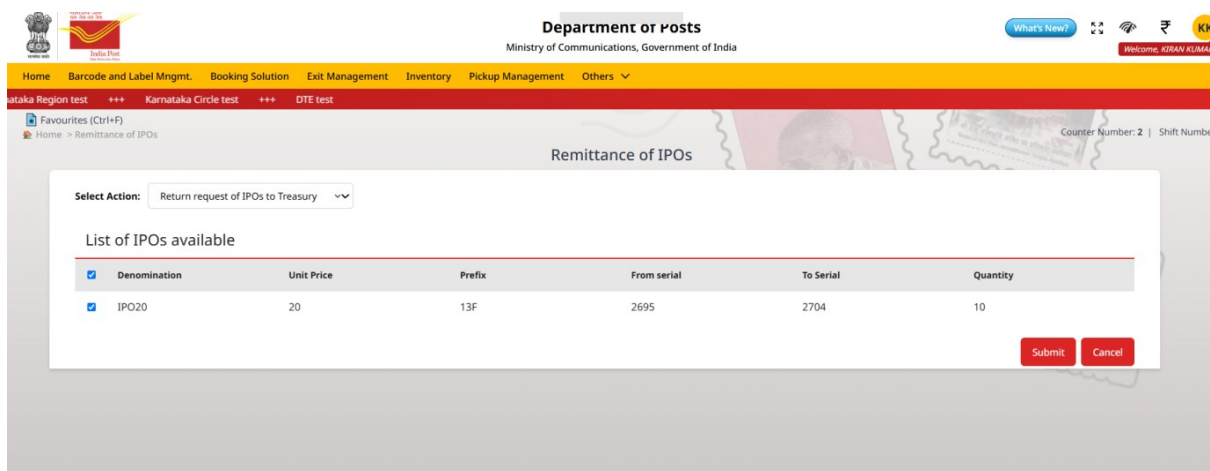


SOP for Stamps and IPO Stock Remittance

Counter to Treasury Workflow



- Select Return Request of IPOs to Treasury to view the IPO stock held in the Counter-Shift combination.



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Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others ▾

Karnataka Region test +++ Karnataka Circle test +++ DTE test

Favourites (Ctrl+F)

Home > Remittance of IPOs

Counter Number: 2 | Shift Number: 1

Select Action: Return request of IPOs to Treasury ▾

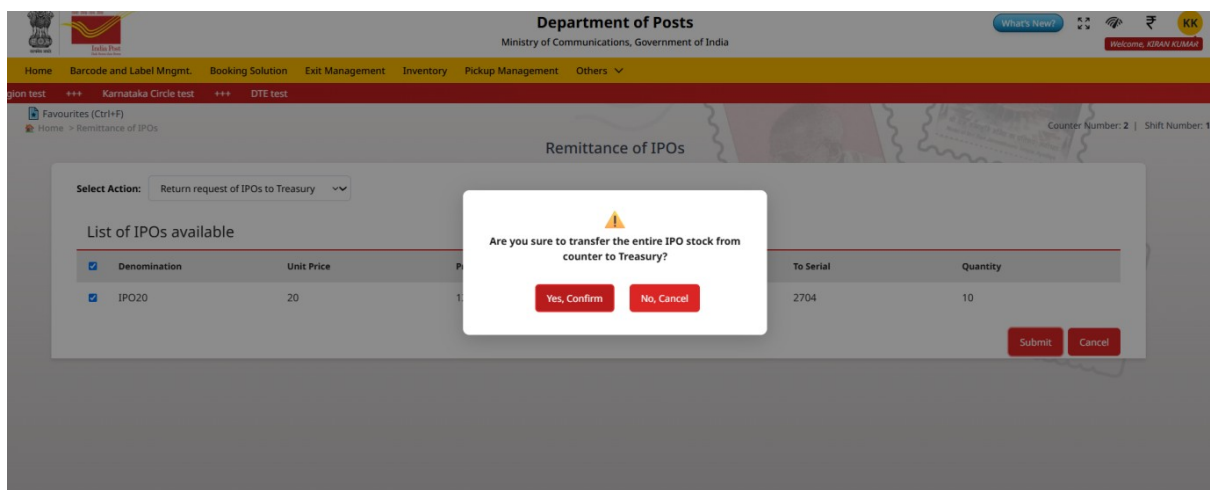
List of IPOs available

☒	Denomination	Unit Price	Prefix	From serial	To Serial	Quantity
☒	IPO20	20	13F	2695	2704	10

Submit Cancel

IPO stock available for return request

- Select all the required records and submit. The system prompts for confirmation; once confirmed, the request is routed to the Treasury.



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Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others ▾

Karnataka Region test +++ Karnataka Circle test +++ DTE test

Favourites (Ctrl+F)

Home > Remittance of IPOs

Counter Number: 2 | Shift Number: 1

Select Action: Return request of IPOs to Treasury ▾

List of IPOs available

☒	Denomination	Unit Price	Prefix	From serial	To Serial	Quantity
☒	IPO20	20	13F	2695	2704	10

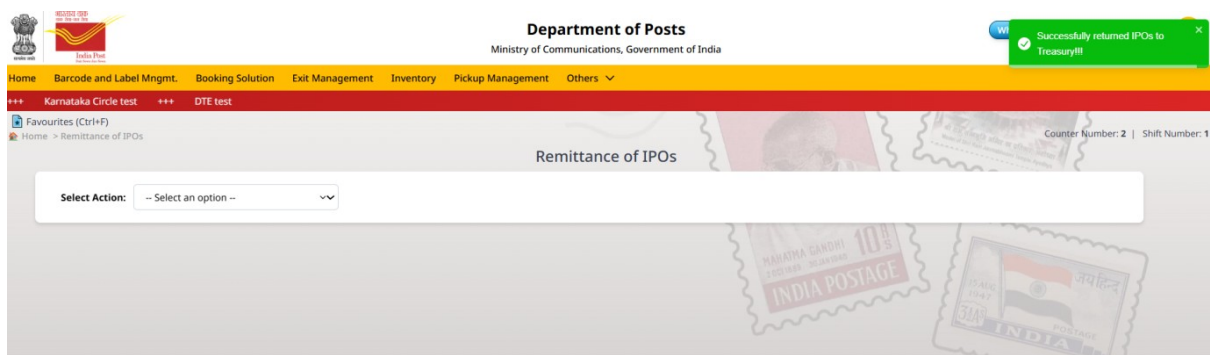
Submit Cancel

⚠

Are you sure to transfer the entire IPO stock from counter to Treasury?

Yes, Confirm No, Cancel

Confirming the IPO remittance request



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Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others ▾

Karnataka Region test +++ Karnataka Circle test +++ DTE test

Favourites (Ctrl+F)

Home > Remittance of IPOs

Counter Number: 2 | Shift Number: 1

Select Action: -- Select an option -- ▾




IPO remittance request submitted



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



2.8 Acceptance of Remitted IPOs by the Treasurer

- In the Treasurer login, go to IPO → Process IPO Remittance to view the IPOs pending approval.
- Select the required records and approve them.

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Home | Barcode and Label Mngmt. | Booking Solution | Exit Management | Inventory | Pickup Management | Others

North Karnataka Region test | North Karnataka Circle test | DTE test

Treasury Management

CASH TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Prcc: 11

CHEQUE TRANSACTIONS STATUS
App(Src): 0 App(Dest): 0
Prcc: 69

STAMPS TRANSACTIONS STATUS
App(Src): 1 App(Dest): 0
Prcc: 0

IPO REQUESTS STATUS
App(Src): 0 App(Dest): 0
Prcc: 0

Cash/Cheques
Request, Remittance

Stamps/ Stationery
Stamps and Stationery

IPO
OB, Req

Approval
Approval of Request, Remittances

Bank
Request, Remittances

Tools
Tools

IPO Management

- IPO Receipt Indents
- IPO Sales
- Process IPO Indents
- IPO Remittance
- Process IPO Remittance**
- IPO Trf to GPO/HO/PSD

IPOs pending approval at the Treasury

Department of Posts
Ministry of Communications, Government of India

Home | Barcode and Label Mngmt. | Booking Solution | Exit Management | Inventory | Pickup Management | Others

North Karnataka Region test | North Karnataka Circle test | DTE test

Process IPO Remittance

Source	Request Office	Txn date	Amount	Action
Counter	Mysuru H.O	29-06-26 16:35:38	350	View
Counter	Mysuru H.O	02-07-26 10:23:34	1340	View
Counter	Mysuru H.O	14-07-26 15:28:46	130	View
Counter	Mysuru H.O	29-07-26 10:34:55	200	View

Rows per page: 10 | 1-4 of 4

Approving the selected IPO records



SOP for Stamps and IPO Stock Remittance Counter to Treasury Workflow



- Selecting View for a selected record displays the list of IPOs remitted from the Counter.

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Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others

Business Date : 29-07-2026

Process IPO Remittance

Denomination	Prefix	Start Sno	End Sno	Quantity	Amount
20 RS - INDIAN POSTAL ORDER	13F	002695	002704	10	200

Rows per page: 10 1-1 of 1

Remittance Amount: 200

Remarks
ok

Process

IPOs remitted from the Counter

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Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others

Business Date : 29-07-2026

Process IPO Remittance

Denomination	Prefix	Start Sno	End Sno	Quantity	Amount
20 RS - INDIAN POSTAL ORDER	13F			10	200

Rows per page: 10 1-1 of 1

Remittance Amount: 200

Remarks
ok

Process

Do you want to approve the transaction. Please confirm to proceed

Confirm Close

Reviewing the remitted IPO records

Department of Posts
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What's New? Welcome, KIRAN KUMAR

Home Barcode and Label Mngmt. Booking Solution Exit Management Inventory Pickup Management Others

Business Date : 29-07-2026

Process IPO Remittance

Source	Request Office	Txn date	Amount	Action
Counter	Mysuru H.O	29-06-26 16:35:38	350	View
Counter	Mysuru H.O	02-07-26 10:23:34	1340	View
Counter	Mysuru H.O	14-07-26 15:28:46	130	View

Rows per page: 10 1-3 of 3

IPO Remittance has been Processed Successfully

IPO remittance accepted at the Treasury



SOP for Stamps and IPO Stock Remittance

Counter to Treasury Workflow



Note: Once the IPO remittance request is processed, repeat the steps described in Sections 2.4, 2.5, and 2.6 to verify the Treasurer stock, check the status of the remitted request, and view the updated inventory at the Counter, respectively.

STRICT CONTROL (Compliance)

-  Do not submit a stamps or IPO remittance request without verifying that all selected records are correct and complete.
-  Do not skip the confirmation prompt before a remittance request is submitted.
-  The Treasurer must review every item in a request before accepting or approving it.
-  Day-End operations, including accounting and stock reconciliation, shall be completed as per standard procedure.