ONLINE POST OFFICE MANAGEMENT SYSTEM

**Date**:04/02/19

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1. Project Overview?

The project is designed for managing a local post office. In the existing scenario, all the transactions are handled manually which is time consuming and processing over heads. The proposed system is to automate the working of a local post office

1. To what extend the system is proposed for?

This project helps the Post Office to maintain their records systematically. It provides functions such as setting rates based on weight, days/ duration, distance and type of delivery etc…

The scheduling modeling of the Post Office Management System maintains logs and preference cards. The administration department schedules the delivery based on the specified delivery date and weight of the item. All these details will be kept as records. So they store these information in various files for easy access in future

3.Specify the Viewers/Public which is to be involved in the System?

The system is used by the public people and the service providers. The system which includes chitti schemes with bidding system can be done with public through agents.

4.List the Modules included in your System?

* Admin
* Agent
* Employee
* public

Admin

Postmaster is the admin. He can manage the employee details and agent details. The registration from the users are approved or rejected by admin.

The registered users will be provided with facility to send and receive money order. Admin can manage the leave details of employees. They can send a notification to the registered people who send whenever they have received a post.

Agent

They can register their agentship with the post office. They can manage various investment schemes. Their request for registration is approved or rejected by the admin. Online payment handling between policy holders. They can carry auctions for the various investment schemes between the investors.

Employee

Employee includes the postman and clerk. They will provided a username and password by the admin. They can manage their profile including updating of login credentials, view attendance etc.

Public

The people in a particular area can create an account in the site, they can send a request for change the address to the admin. They can choose the agents and also they can manage their financial transactions. To know about the location of the package they can track it.

5.Identify the users in your project?

Admin, employees agent, public users.

6.Who owns the system?

The system is owned by a local post office particular area

7.System is related to which firm/industry/organization?

It is related to the postal service and the functionalities are similar to them.

8.Details of person that you have contacted for data collection?

* Postmaster and postman in the local post office

Postmaster Details

R. Rajendran Nair

ETC P.O

Kottarakara

Kollam

Postman Details

Bindhu

Kottarakara P.O

Kollam

* Agents who done the investment schemes

Agent Details

Leela Kumari

Kottarakara P.O

Kollam

9.Questionnaire to collect details about the project? (min 10questions, include descriptive answers, attach additional docs (e.g. Bill receipts, certificate models), if any?)

***a****)*what are the basic functionalities in this office?

The primary function of this office is collection, processing, transmission and delivery of mail. All postal articles whose contents are in the nature of message can be classified as mail which includes Letters, Postcards, Inland Letter Cards, Packets, Ordinary, Registered, Insured, Value Payable articles and Speed Post. ​

**b)**what duties and responsibilities done by main officer?

 Postmaster trains postal employees; handle customer transactions like selling postage or money orders or collecting post office box rent; supervise mail processing; and explain post office regulations to customers.

**c**)what are the services are done by the post office other than mail services?

* Investment schemes
* Insurance
* Business
* Tracking the post

**d)**Do you think to automate the entire system? if so what are the other features are going to implement it?

There is a plan to automate the system in such a way that to reduce the work loads by gaining time.

Automation also helps customers to track and cancel their order when ever they want.

**e)**what are the advantage of post office saving schemes?

### **Easy to invest**

### **Simple procedure to enroll**

### **Investments for long-term**

### **. Tax exemption**

### **Risk-free & competent interest rates**

**f)**Do you have a plan to implement bidding in the schemes?

Yes,I have a plan to implement it. A bid is an offer made by an investor, trader or dealer to buy a security, commodity or currency. It is a very good option for attracting more people in investment schemes.

**g)**Tracking and cancelling the order is spreading all over. Through what procedures do the main office implementing it?

In simple terms, tracking a package or courier involves the process of localizing packages and containers, and different parcels at the time of sorting and delivery.

This helps to verify their movement and source, and have an estimate of the final delivery.

Security,reliability and satisfaction are the benefits of tracking.

**h)**what are security issues in money order schemes?

Money Order is a instant money transfer service offered by India Post between two individuals within India.It may assaulted by others with fake identity.So it is better to implement electronic money order.

A person who buys a money order will have to fill out the name of the recipient on a form and the amount that the recipient should receive. Most money orders have a maximum limit of Rs.1,0000. Therefore, a buyer would need to purchase multiple orders if he needs more than the stipulated limit.