

## **PO GUIDE PART-I**

### **3.Night Post Offices-**

- The **Circle Head, Regional Head and Divisional Head** are empowered to specify the period of each of the post offices under their jurisdiction, during which business is transacted with the public or customer and the time at which items are delivered and dispatched, keeping in view, the maximum working hours, business hours, local convenience and the arrival and departure timings of the items and working of the post office counters.

<b>Sl. No.</b>	<b>Work</b>	<b>Business Hours</b>
(i)	For references and enquiries	During the entire working hours of the office
(ii)	Counter services including booking and posting of items, premium collection of insurance premiums	Six hours
(iii)	Money remittance- Electronic Money Order, Indian Postal Order etc.	Six hours
(iv)	Savings Bank	Six hours

- Branch post offices shall be kept open for a maximum period of five hours in a day.
- The **Circle Head or Regional Head** may, if it is necessary or expedient to meet the requirement of the public, or in any special circumstances, specify-
  - (a) the business hours and the days other than the working days including Sundays and holidays, during which the post offices shall be opened for business;
  - (b) the kind of transactions available during such business hours; and
  - (c) the maximum number of items that may be tendered for booking during business hours to meet the rush of work in a post office and to ensure the equitable availability of facilities to the public.
- These post offices will be termed ‘night post offices’ and will transact those transactions which have been authorized by the **Head of Circle/Regional Head** in this behalf.
- Night Post Offices are indicated in the list of Post Offices in Part III of this Guide.

### **4. Mobile Post offices:-**

- These offices remain closed on Sundays and Postal Holidays
- These Mobile Post Offices are intended to provide the facility of late posting in the different areas of the cities at different timings according to a fixed schedule (excluding insured and COD)



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### **7. Business done on Sundays and P.O. holidays: -**

- Except the Night Post Offices all post offices Mobile Post Offices are generally closed on Sundays and PO Holidays and no business transacted with the public.
- There is also no clearance of street letter post boxes delivery of mails on such days.
- Facilities are provided for the posting of letters on which the prescribed fee is paid during certain specific hours in the letter boxes at RMS offices and at selected offices. Such postings can also, be made in the letter boxes of the mail vans of R.M.S. Sections. (Late fee has been abolished vide GSR-912(E) dated 29.12.2022)
- Machine franked articles should not be posted either in the Post Office letter box or the mail van letter box.
- Registered newspapers and packets of registered newspapers are accepted on Sundays and PO holidays in Press Sorting Offices, R.M.S. offices and at Night Post Offices.
- Generally, all RMS offices sell stamps, postal stationery and book registered articles on payment of usual fee during specified hours on Sundays and PO holidays.

### **11. REMOTELY MANAGED FRANKING SYSTEM (RMFS): -**

- Impression of Franking Machine consist of 1. Value dies and 2. Licence die.
- The frank impression shall be blue in colour.
- Licence of Franking Machine is issued by the Head of the Postal Division or independent Gazetted Postmaster of the office, or Directors Mumbai, Kolkata and New Delhi GPO.
- Designated Post Office/ Designated Mail Office/ Designated Field Post Office shall be a designated office, not below the status of double-handed office, authorized to accept franked mail. No second office for acceptance of franked mail will be authorized.
- **CUSTOMER REFERENCE NUMBER (CRN): -**
  - Customer Reference Number (CRN) will be a unique number and shall be issued by the Licensing Authority to the Licensee of Franking Machine as prescribed in this Manual. CRN and license number issued by the Licensing Authority are one and the same thing.
- **LICENSE IDENTIFIER**
  - The License Identifier shall be the unique number of the franking machine assigned by the Original Equipment Manufacturer that shall be conveyed to the Franking Machine User separately for each machine at the time of purchase
- **DIGIFRANK PLUS**
  - Digifrank plus is the name given by India post to the new facility of franking based on RMFS.
  - Machine Franked articles posted in letter boxes shall be treated as unpaid articles.
  - Unregistered articles bearing impressions of the previous date shall not be accepted.
- **Licence of RMFS: -**
  - Rs.375/-
  - Licence is valid for 5 Years
  - There are three types of licence – 1. Individual 2. Commercial 3. Departmental
  - Renewal fee for the expired licence – Rs.475/-
  - Renewal Period – Before 1 month from date of expiry till licence expiry date with renewal fee Rs.375/-



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- The licensing authority shall issue the 4 copies of certificate of licence. 1. FM User 2. Designated Office 3. RMFS Centre 4. Office Copy
- Licence issue time – 10 working days
- Licence renew time – 5 working days
- The licence may be cancelled after expiry of 3 months from the date of expiry of licence has not applied for renewal.
- The register of repairs is to be preserved for 2 years from date of last entry in it.

▪ **Recharge:** -

- First Recharge – Rs.2000/-
- Subsequent Recharge – Minimum Rs.1000/- **and in** Multiple of Rs.100/-
- SBI and Post office having e-payment facility can deposit the payment to recharge machine.
- DOP Server would dial Bank Server at a predetermined time (every day at 10:00 PM)
- If the RMFS does not dial the RMFS server within stipulated time period of 30 days. It gets blocked and shall be unlocked only when it dials the RMFS server and upload its data. It is a reversible process.
- The meter “cancellation” is a non-reversible process i.e., a meter once cancelled cannot be used for re-credit.

▪ **Authorised Franking OEM :-**

- M/s Quadient (formaly know as NeoPost)
- M/s Pitney Bowes India Pvt. Ltd

▪ **Rebate:** -

- Rebate of 3% will be allowed on Franked value whenever meter is reset i.e credit is uploaded in the machine provided that rebate will be allowed for a minimum consumption of Rs.5000/-.
- Payment of rebate will be obtained in form ACG-17 by licensee of his agent.
- The claim for refund will be made at the first time of posting of articles after uploading the credit in the machine.
- A additional rebate 2% will be allowed on presentation of Pin-Code wise sorted frank mails as per conditions prescribed by the DoP.

▪ **Refund of erroneous impression:** -

- Refund will be made for any impression made in error (less a deduction of 5% on face value) on surrendering the envelops or wrappers, provided that the impression is legible and that claim is preferred within 1 months of date of impression

▪ **Advertisement:** -

- Not more than one slogan or advertisement is used on one article.

**12. Prepayment of Postage in Cash: -**

- Head of circle will authorise the post offices for prepayment services.
- **Unregistered Articles:** -
- In Big City – 500 articles
- In small City/Town – 250 articles
- For firm or business establishments – articles should be 500 at a time in respect of letter (closed cover), ILC, postcard and un-registered parcels.



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**13. Spoilt or defaced Stamp: -**

- The special registration envelops provided by the post offices, cannot be used for the transmission of unregistered postal articles.

**14. Fictitious Stamps: -**

- Use of fictitious stamps for any purpose whatsoever is prohibited and is offence punishable under section 186 of Bhartiya Nyaya Sanhita,2023.
- For illustration purpose in philatelic publication or in an article or section relating wholly to postage stamps which may appear in publication or a general character. Such productions however must only be in black. If stamps are to be produced in colour for publicity purposes prior permission of the Secretary, Department of Posts. The reproduced stamp in colour should not be same size of actual stamp and will be without perforation of edges.

**28. Mails for Navy Personnel serving in INS Ships: -**

- Should be addressed to C/o Fleet Mail Office, Mumbai.

**34. Recall of Articles: -**

- Where the application is in respect of an insured or registered articles, it shall also be accompanied by a copy of the original receipt granted by the post office.
- No postal article shall be recalled nor shall the address thereon be altered except under and in accordance with the orders of the Central Government, the Director General, Postmaster-General or such other authority as may be authorized by the Central Government in this behalf i.e., office in charge, if the article was posted in his office or the superintendent of Post Offices of the area.
- No request of recall of article from the sender or addressee of an item shall be entertained if the item is out for delivery at the destination post office, or has been seized, or confiscated, or destroyed under any applicable law of the land concerned.
- Provided that no such request shall be entertained in case of an item addressed to a foreign country or territory unless such item is addressed to a country or territory as may be specified by administrative instructions in this regard
- **Fees:** -
  - Rs.6/- per article

**40. Delivery of damaged registered article of the letter and parcel mail: -**

- A notice will be sent by the Postmaster to that office to the addressee requesting him to attend the post office within 7 days in case of inland articles.
- Or 15 days in case of foreign article to take delivery of it either personally or through an agent.

**41. Delivery of Parcels and Period of detention at the office of delivery: -**

- A parcel which is **prepaid with home delivery fee** (expect those addressed to Poste Restante) will be issued for delivery only once and if it can not be delivered through any cause on first presentation by the postman. It will be brought back to the post office and will not issue again.



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**54. Correspondence for Defence Service Personnel: -**

- The articles on which postage due will be returned to sender as undelivered.
- Postage due on inland letters card is called “force letter” and “Green Envelops” is prepaid under special arrangements.
- No recovery should be made at the time of delivery from the addressee of “force letter” and “Green Envelops” which bear the date of stamp of an “Army Post Office”

**55. Post Box & 56. Post Bag: -**

- Licence issued by Head of Circle.
- The period of rental of a post box commences from the first day of month in which the post box is allotted and the period of renewal of rental commences from the first day of the month immediately succeeding the period of previous rental.
- **RENT:**
- **Post bag & post box if taken separately**
  - One financial year Rs.150/-
  - Three calendar months or part thereof Rs.50/-if rented for a period of less than a full financial year
- **Post box and Post bag combined together**
  - One financial year Rs.250/-with the same number or different No.
  - Three calendar months or part thereof Rs.80/- if rented for a period of less than a full financial year

**60. Delivery of registered articles, etc. to messengers or to care party: -**

- Instruction received from addressee authorizing the post office to deliver articles or pay money orders to persons other than themselves should be treated as lapsed after a time limit of **3 Years** unless renewed within that time.

**63. Identification Card: -**

- Issued only in HO.
- Validity of 3 Years from date of issue.
- **Fees:** -
  - Application Fee – Rs.20/-
  - Processing Fee – Rs.250/-

**64. Poste Restante: -**

- The Poste Restante is intended solely for the convenience of strangers and travellers and even they may not use the Post Restante for more than 3 months.
- A Poste restante (except COD) is kept in the post office to which it is addressed for a period not exceeding 15 Days.
- A COD Post article marked “Poste Restante” is kept in the post office for a period of 7 days.



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### **71. Redirection fee on Parcels: -**

- Fee – Rs.6/-
- Where the original address and the substituted address are within the delivery area of the same post office or are within the same post town, no redirection charges will be applied.

### **73. Period for which instructions of address change valid: -**

- Separate written instructions are required for every change of address and instructions will not ordinarily be attended to for a longer period than 3 months.

### **74. Period within which complaints should be preferred: -**

- **Complaint in respect of domestic or insured items:** -
  - (1) The sender, as well as, the addressee of an item may make a complaint-
  - (a) after fifteen days and within sixty days of booking the item for non-receipt of the item;
  - (b) within two days of receipt of the item, in case of damaged or loss in the item.
- (2) No claim for compensation shall be admitted, if it is made more than sixty days after the item was posted.

Note:- The maximum period after which an item may be treated as lost in the absence of final delivery status for the purpose of payment of compensation, shall be sixty days from the date of booking or thirty days from the date of receipt of the complaint, whichever is later, provided that the complaint is made within the said period.

### **97. Postal Articles: -**

- 1) Letter
  - 2) Letter Cards
  - 3) Post Cards
  - 4) Book Post
  - 5) Literature for Blind
  - 6) Periodic Post
  - 7) Registered Newspapers
  - 8) India Post Parcel
- Under “All Up Scheme” all first-class mails are given free air transmission within the limits of India.
  - The weight of letter card should not exceed 5 grams.
  - Should a letter card be posted infringing the conditions it shall be taxed as a letter and double the deficiency at letter postage rate shall be recovered.
- **Quick Mail Service:** -
- For first class mail the articles should be posted in Special letter box (Yellow Striped and Marked QMS)



### **136. Exemption from Postal Fee “Blind Literature Packets: -**

- Blind literatures are exempted from payment of postage as well as the following fees.



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- Registration Fee
- Fee for Acknowledgement
- Fee for the attested copy of the receipt
- Postage free blind literature packets will be transmitted by surface route only. If they are to be sent by air, the airmail charges as prescribed for packets has to be paid.

**139-144. Registered Newspaper: -**

- As per the Press and Registration of Periodicals Act, 2023, newspaper is defined as under: "Newspaper" means a periodical of loose-folded sheets usually printed on newsprint and brought out daily or at least **once in a week**, containing information on current events, public news or comments on public news.
- The newspaper shall have been registered in the office of the Head of the Division and Independent Gazetted Postmasters in jurisdiction in which it is published. It is applied in application in the form prescribed along with two copies of the latest issue of the newspaper, and a copy of valid certificate of registration issued by the Press Registrar General.
- Postal registration shall be granted to a newspaper within 30 days from the receipt of application form.
- The date of the publication of the newspaper shall be printed on the first or last page.
- The name of office of posting shall be printed mandatorily at convenient place in the back page top left corner of newspaper in such a manner that it is clearly visible.
- The newspaper shall be posted at a place specified in application for postal registration, by its owner, manager or publisher on such day(s) of the week not exceeding seven days which may have been specified by him at the time of application for postal registration or at any time subsequent thereto subject to that it does not violate the conditions for the newspaper.
- Provided that in case the date of posting is a Sunday or a gazetted holiday, facility of posting registered newspapers shall be available on the succeeding working day.
- Provided that a prior intimation of two days shall be given to the Postmaster concerned in case any change is desired in the dates or days of posting so specified or in case of inability to publish and posting the newspaper at any occasion or continuously for a specific period.
- Provided further that the requirement of two days' prior intimation may be waived off by the Head of the Division or independent Gazetted Postmaster, if he is satisfied that the owner, manager, publisher or agent could not adhere to it for the reasons beyond his control.
- Provided also that the number of days or dates on which an issue can be posted shall be altered with the prior approval of the Head of Division or independent Gazetted Postmaster.
- Provided further that a newspaper shall, in no case, be published and posted less than half of its issues in a calendar year.
- The publisher may post copies more than number of copies authorized to be posted only if two days' prior intimation, in writing, is given to the postmaster concerned. No objection will be raised, if the number of copies posted is **less** than the number of copies authorized to be posted.
- A publisher is allowed to post newspapers at a place outside the jurisdiction of the Registering Authority Permission for such posting will be granted by the Head of Circle/Head of Region concerned under whose jurisdiction the requested place of posting after satisfying himself about the genuineness of original postal registration from the Registration Authority.



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- In cases of change in title of the newspaper, place of publication within or beyond the jurisdiction of the current registration authority ownership of a newspaper a fresh registration shall be required by due procedure.
- Provided that price and its printing on the newspaper shall not be mandatory on the newspaper published by Ministries/Department under the Government of India only
- The weight of a registered newspaper, either single copy or packet, shall not exceed 5 kilograms.
- The newspaper shall bear in print in any convenient place either on the first or last page the word “Registered” followed by the registration number which has been assigned to it by the Head of the Division and Independent Gazetted Postmaster
- First registration shall be remained in force till 31<sup>st</sup> December of the third calendar year following that in which it was effected. Every subsequent renewal of registration shall remain in force for three calendar years.
- Application for renewal of registration shall be made so as to reach the officer concerned at least three months before the date of expiry of the previous registration and shall be accompanied by two copies of the latest issue of the publication of the newspaper.
- No fee shall be payable for the renewal of registration or at the time of registration.
- A late fee of **Rs.50/-** shall be charged for each application for renewal received later than the last working day of the third calendar month preceding the last month of the period of previous registration.
- Where the application for renewal is received after the date of expiry of the previous registration, a late fee of **Rs.100/-** shall be charged with such application.
- Postal registration of a newspaper shall be renewed within 15 days from the receipt of application form.
- The newspaper applying for RNP must have some price and its printing on newspaper is mandatory. Provided that price and its printing on the newspaper shall not be mandatory on the newspaper(s) published by Ministries/Departments of Government of India only.
- The Head of Circle/Head of Region grants the permission of posting without prepayment.
- The owner or publisher who intends to post more than 500 copies of registered newspapers at a time, is, by a valid licence, eligible to post newspapers without affixing postage confined to Registered Newspapers.
- The license number is required to be printed along with the words- “Licensed to post without prepayment” below or after the Postal registration Number. The licensee may also use the abbreviated version, instead of the complete phrase as above, by substituting the phrase with the term “WPP” as prefix before the license number.
- **Security for WPP:** - Equivalent to the total of one month postage as security deposit.
- **Bill for WPP:**
  - **On 16<sup>th</sup> day of Month:** - Posting of RNP between 1<sup>st</sup> to 15<sup>th</sup>
  - **On 1<sup>st</sup> day of Next Month:** - Posting of RNP between 16<sup>th</sup> to end of previous month.
- The payment of bill should be made by the licensee at the office indicated in bill within 7 days.
- In the event of non-payment of a bill within a fortnight, the posting of the Newspaper without prepayment of postage will be immediately be stopped the licence deemed to have been cancelled.



- If any dispute arises as to the effect of the licence or with regard to any matter arising therefrom, the same should be referred for a decision to the Member (Operations), whose decision shall be final.

<b>(g) Registered Newspapers</b>	
<b>(a) In the case of a single copy of a registered newspaper</b>	
(i) For a weight not exceeding fifty grams	25 paise
(ii) For a weight exceeding fifty grams but not exceeding one hundred grams	50 paise
(iii) For every additional one hundred grams or fraction thereof exceeding one hundred grams	20 paise
<b>(b) In the case of more than one copy of the same issue of a registered newspaper being carried in the same packet: -</b>	
(i) For a weight not exceeding 100 grams	50 paise
(ii) For every additional one hundred grams or fraction thereof exceeding one hundred gms.	20 paise
Provided that such a packet shall not be delivered at any addressee's residence but shall be given to a recognized agent at the post office.	

#### **156. Manner of Posting “Parcel”:** -

- Every Parcel (Including service parcels) intended for transmission by post must be presented at the window of the post office. Any parcel found in a letter box will be treated and charged as a registered parcel.

#### **157. Articles given Airlift:** -

- All **Inland** first-class mails are given air transmission as a matter of course, without payment of any additional air fee.
- Other class of mails will be required to paid with requisite air surcharge, if they are to be given air transmission.

#### **170. Compensation:** -

- The Head of Division may grant to the sender, or at his request to addressee solely as an act of grace and not in consequence of any liability compensation up to a limit of Rs.100/- of any inland letter, packet or parcel.



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- **In Case of Speed Post:** -

- Double the amount of Speed Post Postage or Rs 1000 whichever is less. (lost or damaged)
- Delay in Delivery of Speed Post – Equal to Speed Post Postage Paid.

**181. Special Acknowledgement:** -

- The sender of the insured articles is entitled to obtain free charge an acknowledgement of its delivery signed by addressee or his authorized agent.

**194. Detention in office of delivery and levy of demurrage:** -

- The item will be kept in deposit at the delivery Post Office provided addressee must provide a written request to the Postmaster of the concerned delivery Post Office, specifying the period of retention, which shall not exceed 7 days from the date of the item on which item was received for delivery at the Post Office.
- Delivery Post Offices will maintain a proper record of all such requests for retention and monitor the item held in deposit to ensure timely delivery or pickup within the prescribed period.

**199. Unpaid and insufficiently paid articles: - For official “On Government Service”:-**

- The postage chargeable on the delivery of official postal articles, when postage is not prepaid or is insufficiently paid is as follow –
- Postcard, letter card, letter or packet
- Unpaid – The prepaid rate
- Insufficiently paid – The deficiency
- The prepayment of postage on parcel is compulsory.

**205-207. Camp Articles, Special Bags and Camp Bags:** -

- This facility is only for President, Vice-President, Minister of the Central Government, Governor of State, & DG Posts.
- The camp bag will be booked and delivered on all days including Sunday and Holiday

S.No.	Particulars	Parcel	Air Parcel	Letter Mail
1	Weight Max	Max 10 Kg		
2	Postage	Postage Payable on 10 Kg Parcel	Postage according to the weight on Air Parcel	Not be charge as Postage
3	Incidental Charge	Rs.16/-	Rs.6/-	Nil
4	Registration Charge	As applicable	As applicable	As applicable
5	Prepaid	In Service Stamp	In Service Stamp	In Service Stamp



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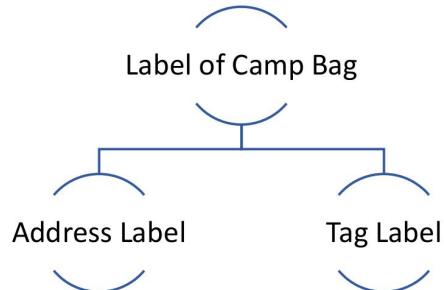
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- The service postage stamps should be affixed on the right-hand upper corner of this tag-label.

#### **215-233 Money Order: -**

- Remitter – Sender,
- Payee – Addressee
- Minimum – Rs.1/-
- Maximum amount of MO – Rs.10,000/- (Provided that total amount remitted through retail money order to a person in a month shall not exceed Rs.25000/-). No limit for Service Money order.
- **Commission** – Rs.1 For every twenty rupees of the amount of remittance or fraction thereof
- **No Commission** for contribution to the Prime Minister's Relief Fund, PM CARES Fund (Prime Minister's Citizen Assistance and Relief in Emergency Situation Fund) or Chief Minister's Relief Fund, or any other such fund as may be notified from time to time and **Service Money Order is also booked without commission.**
- A money order may be redirected to another address of payee, free of charge, if the payee makes a request, as specified by administrative instructions along with the proof of identity.
- No alteration in the name of payee shall be permitted in the money order..
- The money order shall be retained in the post office for a period not exceeding seven days from the date of its presentation to the payee, or from the date it is sent out for payment, as the case may be, and if the payee fails to take payment of the money order from the post office within the said period of seven days, the money order shall be returned to the remitter on the first working day immediately following the expiry of the said period of seven days.
- If the payee of money order is dead, the amount of the money order shall be returned to the remitter
- Provided that the remitter of money order is dead, the amount of money order shall be paid to the legal heir of the remitter, as may be specified by administrative instructions.
- **Void money order.** - When, for any reason, a money order remains unpaid, either to the payee or the remitter, at the end of the second month following the month of its issue, it shall be treated as void by the office of issue.
- **Forfeiture of money order amount.** - The amount or value of money order unpaid beyond three years from the date of booking shall be forfeited and after expiry of the said period, such amount or value shall be treated as revenue to the Government of India.

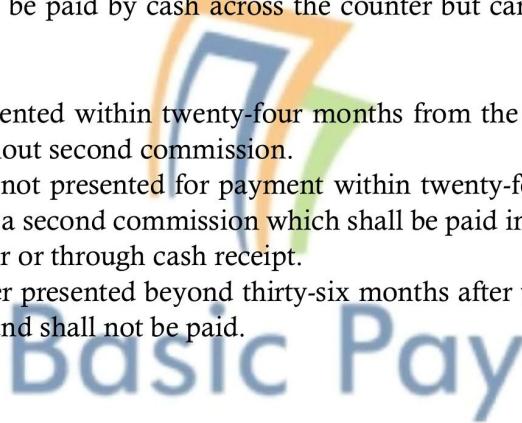
### **243-254 Indian Postal Order: -**

- **Denomination & commission: -**

S.No.	Denomination	Commission
1	Rs.10	1
2	Rs.20	2
3.	Rs.50	5
4	Rs.100	10

- The amount for which an electronic -Indian postal order shall be issued is Rs.10.
- To enhance the value of Postal Order, there is provision to affix postage stamps not more than 4 stamps up to Rs.9/- but this facility is not available in case of Rs.100/-
- Branch office does not have the stock of IPO.
- If postal order is presented for payment after 2 years but before 3 years from the last day of the month in which it was sold, second commission is to be collected in form of Postage.
- **Crossing of IPO:**
  - IPO can be crossed like cheques.
  - Such Postal Order cannot be paid by cash across the counter but can be paid through a bank including POSB.
- **Currency period. –**
  - (1) The postal orders presented within twenty-four months from the last day of the month of issue, are encashable without second commission.
  - (2) Where postal order is not presented for payment within twenty-four months from the last day of the month of issue, a second commission which shall be paid in postage stamp affixed to the back of the postal order or through cash receipt.
- Forfeiture. - A postal order presented beyond thirty-six months after the last day of the month of issue shall be forfeited and shall not be paid.

### **255-259 Philately: -**



- India's so called first stamp was released in 1852. They were embossed individually onto paper. The shape was circular, with '**SCINDE DISTRICT DAWK**' around the rim and the British East India Company's Merchant's Mark as the central emblem.
- **The Penny Black** was the world's first adhesive postage stamp used in a public postal system. It was first issued in the United Kingdom (referred to in philatelic circles as Great Britain), on 1 May 1840, but was not valid for use until 6 May.
- The First Stamp of Independent India was issued on 21 November 1947. It depicts the Indian Flag with the patriots' slogan, **Jai Hind (Long Live India)**, on the top right-hand corner. It was valued at **three and one-half annas**.
- Philatelic deposit account (PDA) system was introduced with effect from 01.08.1965
- **Philatelic Bureau –**
  - A Philatelic Bureau is a branch of a Head or Sub Post Office specifically set up by the Department to deal with the receipt and sale of all philatelic items.
  - It maintains Philatelic Deposit Accounts and also deals with mail orders.
  - For Indian, Account may be opened with Rs.200/-



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- Foreigner customer can also avail the facility by opening an account with Director (Philately), Mumbai GPO-400 001
- For foreigner, the PDA will be opened with Rs.1000/-
- Handling charge is 2%(minimum Rs.5/-) on each occasion will also be levied.

▪ **Philatelic Counter-**

- The Philatelic Counter is a counter for sale of philatelic items and is a part of the post office specially selected for the purpose. These counters, however, do not provide special cancellation on FDCs or special covers. Philatelic counter is attached to a Philatelic bureau.

▪ **Commemorative & Special Stamps-**

- Stamps, covers or postal stationery issued to commemorate an event, and institution, a theme, flora or fauna and personages, are called commemorative/special stamps.
- Commemorative stamps are printed only once in limited numbers.
- No postage stamp shall be issued on a living personality. The occasion to be commemorated must be the birth centenary or 10<sup>th</sup>/25<sup>th</sup>/50<sup>th</sup>/100<sup>th</sup> death anniversary. Stamps can be issued no sooner than ten years after an individual's death. The stamp can be issued in honour of Head of State on his/her first death anniversary.
- Stamps shall be issued only on apex institution/organization on its 50<sup>th</sup>/75<sup>th</sup>/100<sup>th</sup>/125<sup>th</sup>/150<sup>th</sup> anniversary and not on the branches of any institution.
- Stamps shall be issued of buildings/monuments on its 50<sup>th</sup>/75<sup>th</sup>/100<sup>th</sup>/125<sup>th</sup>/150<sup>th</sup> anniversary.
- Mandatory Purchase of Commemorative Stamp – minimum 1 lakh stamp and if the institution is global with it's headquarter is outside the India, the stamps and stationery of Rs.25 Lakh mandatory to purchase.
- Proposal of Joint Stamp issue with other countries will be considered only when received through Ministry of External Affairs.
- The Philatelic Bureau/Counter will sell commemorative/special stamps of each issue for a period of 12 months from the month of issue or till the supply lasts. To provide greater visibility and availability, the commemorative stamps remaining unsold after 6 months will be released for sale along with definitive stamp vending counter of the parent office and also remitted to other post offices who do not sell philatelic stamps under the usual remittance procedure.
- Head of Circle is competent authority for approval of Special Cover, Pictorial Cancellation and Picture Postcard.

▪ **Definitive Stamps-**

- These are stamps specifically issued for day-to-day postal needs and placed on sale for an unlimited period.
- They are distinct from commemorative issues and are available in several denominations.
- Definitive Stamps are re-printed.

▪ **First Day Cover –**

- First Day Cover is brought out along with commemorative/special postage stamp.
- Issued on the day of issue of the stamp.
- Bears the stamp franked with a special cancellation of the day of issue.
- Cost of each blank First day cover is Rs. 5.00.
- First Day Cover is put on sale on the day of release of the stamp.

▪ **Special Cover-**

**8000661414**

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- An event which is not nationally important enough to be commemorated by issue of commemorative/special stamp or for which a stamp cannot be accommodated in the annual issue programme is commemorated by the Department by issue of Special Covers which can be cancelled with a special cancellation at the post office selected for the purpose.
- **Brochure** –
  - Whenever any commemorative/special stamp is issued, a publicity brochure is also brought out.
  - It contains a brief write-up on the subject, designs and also the technical data of the stamp.
- **Joint Issue Stamps:** Joint Issue Stamps are postage stamps which are issued by India and any other country on mutually agreed terms and conditions
- **Cancellation Cachet:**
  - It is cancellation device which is usually impressed with a hand stamp canceller on a cover to denote the date special event on which it was provided e.g. important occasions, personage, inaugural flights or expedition.
  - The cachets are withdrawn from the bureau immediately four weeks after the occasion is over
  - This is procured by Head of Circle and supplied to all bureaux under their jurisdiction before the date of release.
- **Mint stamps:** -
  - unused stamps without any postmarks
- **Philately Promotion Scheme:** -

### 1) Deen Dayal SPARSH Yojana: -



**SPARSH – Scholarship for Promotion of Aptitude & Research in Stamps as a Hobby.**

#### **Details of Scheme:** -

- Award 920 scholarship to students at Pan India level for pursuing Philately as a hobby.
- Every circle will maximum of 40 scholarships to 10 students each from standard VI, VII, VIII, IX
- The scholarship amount will be distributed quarterly to regular students studying in class VI-IX in recognized schools.
- The concerned recognized school should have a Philately Club and the candidate should be member of the club.
- In case the school philately club isn't established, a student having own PDA may also be considered.
- The amount of Scholarship is to be Rs.6000/- per annum @ Rs.500/- per month.
- Selection of scholarship would be for one year and there would be no bar on an already selected student applying for the scholarship next year provided he/she fulfills other criterion.
- The candidate should have good academic record. He/she should secure 60% marks in the recent final exam. There will be 5% relaxation for SC/ST students.
- Selection under this scheme would be based on evaluate project work on Philately and performance in Philately Quiz conducted by Circle.
- The awardee will be asked open a joint account with parents in a post office/IPPB having CBS facility.

- IPPB/POSB will ensure that the scholarship is paid to awardee on quarterly basis (**Rs.1500 each quarter**) after getting the list from each circle.

**2) Dhai Akhar Letter Writing Competition: -**

- The letter will be written in Hindi/English or local language in own handwriting only.
- Theme for 2024-25 - The Joy of Writing: Importance of Letters in a Digital Age
- There are 2 categories for this competition.
  - Up to 18 Years
  - ❖ Inland Letter Card category
  - ❖ Envelop Category
  - Above 18 Years
  - ❖ Inland Letter Card category
  - ❖ Envelop Category
- Word limits: -
  - For envelop – 1000
  - For ILC – 500
- Prize to be given to the winners in each Category at Circle Level: -

Prize Category	Prize Amount
First	Rs.25,000/-
Second	Rs.10,000/-
Third	Rs.5,000/-

- Prize to be given to the winners in each Category at National Level: -

Prize Category	Prize Amount
First	Rs.50,000/-
Second	Rs.25,000/-
Third	Rs.10,000/-

**▪ MY Stamp: -**

- Required ID proof issued by Govt. Authority
- The cost of one My Stamp sheet is Rs. 300/-
- There is total 12 number of Rs.5/- Stamp in one My Stamp Sheet, so the total value of one sheet is Rs.60/-
- Applications for ‘My Stamp’ from corporate customers will also be considered. A minimum quantity of 100 sheets will be mandatory for corporate customers.
- The customer may request for ‘My Stamp’ to be delivered by post.
- My Stamp Sheetlets Discount
- Purchase of 2 - 100 My Stamp Sheetlets 10% discount

- Purchase of more than 100 My Stamp Sheetlets 20% discount
- Note: Discount of 20% will be allowed only on additional sheetlets over 100.
- For e.g. if a customer purchase 200 My Stamp sheetlets, he will get 10% discount on first 100 sheetlets and 20% discount on sheetlets over and above the first 100 sheetlets
- **Customized My Stamp (CMS):** is a personalized sheet of Postage Stamps wherein the corporate, organizations and institutions can get their customized sheets printed from India Post. Alongside these customized themed stamps, the organization may opt for printing of their logo, images of their organization/institute printed
- The requirement for getting these Customized My Stamp sheets printed is as follows:
- An Institute/Organization is required to get at least 5000 sheets printed. More can be ordered in multiples of 5000.
- A discount of 20% of the total amount is permitted for corporate Customers.

Quantity of My Stamp Sheets mandatory for Corporate Customers	Cost of one sheet (in Rs.)	Total amount payable for 5000 sheets (in Rs.)
5000	300/-	15,00,000/-
After discount of 20%, applicable for Corporate Customers		12,00,000/-

- The Institute/Organisation will have to place the demand at least two-month advance. India Post will print 500 customized My Stamp Sheets (more than the quantity ordered by the Customer), at its own cost, for sale online at e-post office/ National Philatelic Museum (NPM)/ Concerned Philately bureau of Circle.

S.No.	Distribution quota of CMS	Quantity
1	ePost Office	300
2	Concerned Philately bureau of Circle	100
3	National Philatelic Museum (NPM)	100

- The title of My stamp sheet/write up for Non-Hindi State will be written in Regional, Hindi and English (the sequence will be Regional, Hindi and English if local language is added.)
- Each stamp of CMS will be denomination of Rs.5.
- Ten lines of maximum 2 paragraph may be written on theme.
- The date of delivery to the institute will be assumed date of release.

#### **Philatelic Advisory Committee: -**

- Chairman – Minister of Communications
- Co-Chairman/Vice Chairman – Minister of State for Communications



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- Official Member – appointed by DoP, Dept of Economic affairs, Ministry of Culture
- Non Official Member – nominated from field of Art and Culture, Music and Dance, One Member from Rajya Sabha and One Member from Lok Sabha
- DDG (Philately) will be Member Secretary of Committee

**Scope of work:** -

- Advice to Government about issue of Commemorative Postage Stamp
- Recommend the proposal for inclusion of Annual Stamp Calendar
- Recommendations of guidelines for issue of commemorative postage stamp.

**Meeting of Committee** – Meets once a year

**Tenure** – Two years from date of notification for constitution of the committee.

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