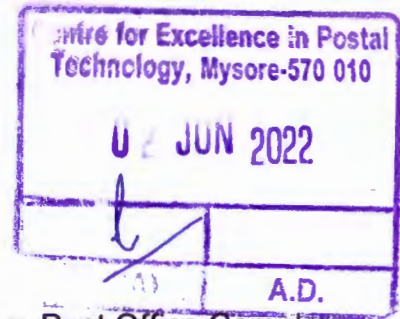


F. No. 01-01/2018-PD
Government of India
Ministry of Communications
Department of Posts
(Parcel Directorate)

Portal



Malcha Marg Post Office Complex,
Chanakyapuri, New Delhi-110021

Dated: 27th May, 2022

To

All CPMsG/PMsG

Sub: Proper Booking of Speed Post consignments in CSI - POS.

This is with reference to the Parcel Directorate letter of even number dated 18th July 2018 wherein definition of Speed Post Parcel was circulated to the circles.

2. Vide the above reference, Circles were requested to take necessary steps to ensure correct booking and bagging of Speed Post Parcels. CSI / CEPT has already made the necessary changes for booking of Speed Post Parcel in the POS software for retail booking at counters and in BNPLs / BPCs.

3. Definition of Speed Post Parcel is once again reiterated for circulation to each booking counter in Post offices / Bulk Booking Centers. An article will be categorized as Speed Post parcel if: -

- (a) The weight of the articles exceeds 500 grams.
- (b) The dimensions of the article exceed 38cm*27cm*2cm
- (c) The customer declares the content of the article as "**Merchandize**" even if the weight of the article is less than 500 grams.

Merchandize includes Apparel, Men & Women fashion accessories, Automotive, Baby Care, Books & Stationery, Consumables /FMCG, Covid 19 Essentials, Electronic Items, House Hold Items Sport Equipment's, Decorative Items, Medicines, Jewelry items etc.

4. During the visits of Parcel Hubs, Booking Counters, BNPLs it has been observed that in many cases counter / booking staff are not aware about the clear definition of Speed Post Parcel and therefore merchandize items of less than 500 grams are not being booked as Speed Post Parcel as a result the booked consignments are not being handled in the appropriate office i.e Parcel Hub & NDC).

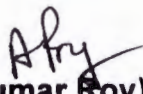
5. As mentioned in para 2 above, necessary fields for selecting "Merchandize" or putting the dimensions (L,B,H) of the Speed Post articles at the time of booking are already available in PoS both in case of retail booking at booking counters in Post Offices / RMS Office. In case of Bulk Boking, Bulk customers may be requested to mention the dimension / Content Type "**M**" in case of merchandize items in the relevant column concerned of the bulk upload template being used in BNPLs/ BPCs. Duly filled sample template along with screen shot of PoS screen is also enclosed for reference. In case

the bulk customer has not provided content type in the excel file, BNPL booking staff may type "M" in the content type column against each entry and then upload the file in PoS.

6. Mentioning the correct dimension of the articles in excel template by the customers will not only ensure correct booking but will help in automatic calculation of volumetric weight. This will help the field units to collect more parcel revenue.

7. It is therefore requested to disseminate the correct definition of Speed Post Parcel up to the end-user i.e., Booking staff at Post Office counters / BNPLs by holding a small workshop through V.C at Divisional level so that the correct booking of Speed Post Parcels may be ensured. Action taken report in this regard may be shared with Parcel Directorate by 15.06.2022.

Enclosure: As Above


(Ajay Kumar Roy)
Chief General Manager

Copy to :-

- ✓ 1. General Manager CEPT, Bengaluru, with request to upload the instructions on India Post Website under Employee Corner / Orders / Circulars of Parcel Directorate
2. DDG Mail (Operations) - For information.

Annexure

SL	Barcode	REF	City	Pincode	Name	ADD1	ADD2	ADD3	ADDREMAIL	ADDRMOBILE
1	EZ648854000IN	16580406	Hyderabad	500032	Anwar Ali Khan	SBI RO	BHEL		anwar@sbi.co.in	7777777777
2	EZ648854013IN	16580605	Bangalore	560001	Kaushik Basu	O/o CPMG Kolkata Circle	NSB Road		kaushik@gmail.com	7777777777
3	EZ648854027IN	16586846	Bhopal	462011	Naresh Gyanchandani	AD (BD) O/o CPMG MP Circle	Lohia Road		naresh@indiapost.gov.in	7777777777
4	EZ648854035IN	16584341	Chennai	600002	Giri Kumar	SDC O/o CPMG TN Circle	Anna Road		giriraj@indiapost.gov.in	7777777777
5	EZ648854044IN	16584330	Delhi	110048	Ranga Rao	Warrant Officer	Rajendra Nagar		rangarao@aps.gov.in	7777777777

SENDERMOBILE	Weight	COD	InsVal	VPP	L	B	H	ContentType	Priority
9999999999	55	250			150	140	90	M	X
9999999999	155				175	185	120	M	
9999999999	255	630			180	100	130	M	X
9999999999	355				252	220	140	M	
9999999999	455	700			260	250	240	M	