

OFFICE ORDER

Sub: **Appointment of Courier Agencies and restructuring of the Central Dak Dispatch System.**

Central Dak Dispatch System in the General Cell of Administration Section has been operative since long mostly for dispatching the Dak sent by various Departments/Sections/Units of this Institute. However, it has been observed that of late many Departments/Sections/Units are dispatching their respective mails/documents through different courier agencies for speedy dispatch and are subsequently submitting the bills for the same in the Accounts Section. This has been causing extra cost to Institute and additional work in Accounts Section to settle the above said bills.

To streamline and standardize the Central Dak Dispatch and Distribution System, it has been decided to **outsource the Central Dak Dispatch System**. The total activity is accordingly sub-divided into two categories:-

- (a) External dak delivery within India, and abroad
- (b) Collection and delivery of internal dak

To this effect, the tenders from leading courier agencies were invited. The duly constituted committee in this regard, after scrutiny, finally identified and selected two courier agencies. These are as under:-

- i. **M/s. Blaze Flash Couriers Pvt. Ltd.**, (Area Office, 7, Shyam Sunder Building, 24/18-B, The Mall Kanpur)
- ii. **M/s. First Flight Couriers Ltd.**, (Area Sales Manager, 4th Floor, Commerce Centre, Chunnigunj, Kanpur)

M/s. Blaze Flash Courier agency is assigned the task of:

- (a) Collection and delivery of internal dak and also distribution of the internal dak of all Departments/Sections/Units within the premises of the Institute
- (b) External dak delivery within India and abroad.

In addition, M/s. First Flight Courier agency has been assigned the task for only booking of the dak for external deliveries within India and abroad.

The Departments/Sections/Units may choose either of the above agencies to send the external dak or in the alternative even through the Post Office by purchasing the stamps from their own imprest fund.

The Departments/Sections/ Units desirous of sending the external dak through courier agencies are to mark the name of the courier agency on the top of the envelope and arrange to hand it over to the identified courier agency located at Room No.101 (C) in the Faculty Building, or call the representative of the courier agency (Phone No. 6123 for First Flight and 6122 for Blaze Flash) to their respective Departments/Sections/Units for collection of the Dak. In case of confidential mail, the Departments/Sections/Units may send it through their own staff. Consequent to above, the franking machine kept in the Administration Section will be transferred to GATE/JEE Office for their utilization.

The detailed information about the courier agencies is furnished below:-

<u>Name of the Courier Agency</u>	<u>Location</u>	<u>Phone Nos.</u>
M/s. Blaze Flash Couriers Pvt. Ltd.	Room No.101(C)	6122
M/s. First Flight Couriers Ltd.	Room No.101(C)	6123

(adjacent to the Estate Office)

The destination wise rate list within India, and abroad, in respect of above said courier agencies is annexed as Annexure - A.

The following points may please be noted and adhered to by the Departments/ Units/Sections while dispatching the mails through the above authorized couriers agencies:

1. For convenient tracking, the legible and complete address with telephone/mobile No. be mentioned on the envelope earmarked for dispatch.
2. Receipt of each dispatch of mail is to be obtained from the authorized agencies in order to tally with the proof of delivery (POD).

3. These authorized courier agencies are having services limited only to metro cities, district head quarters and urban cities/ area, hence no mails to remote areas be sent through these authorized courier agencies. The availability of service may please be enquired before handing over the Dak to the agency.
4. The bill of each calendar month is to be checked and forwarded by the respective Departments/ Units/Sections to the Account Section after verifying with the proof of delivery.
5. Temporary accommodation to these authorized agencies has been given in **Room No.101 B** (adjacent to the Estate Office) with **phone Nos.6122, 6123 respectively**. In case of any query, the same may be clarified from office mentioned above on phone, or in person.
6. All Departments/Units/Sections have freedom to choose to send their mail by any of the authorized courier agencies, or even by Post Office, after checking cost & services.

FOR INTERNAL DAK

M/s. Blaze Flash Couriers Pvt. Ltd. has been authorized for internal distribution of the Mails/documents of the Institute which will come into force w.e.f. July 1st, 2006. A separate office order will issued for the purpose soon.

Sd/-

(Sanjeev S. Kashalkar)
Registrar

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. All HODs/Units/ Section
5. Dy. Registrar (Admin.): For close monitoring and smooth implementation
6. Dy.Registrar (F & A): You are requested to liaise with above courier agencies & arrange to make the payment of bills through bank (SBI, IITK)
7. Estate Office
8. E-mail/web page/Notice Boards

ANNEXURE - 'A' TO OFFICE ORDER No. Estt./OO/2006/IITK/ 674

Date: June 21, 2006

INTERNATIONAL DESTINATION & RATE LIST OF BLAZE FLASH COURIER

ZONE	COUNTRY	Tariff (Rs.) / 500 gms	Addl.Per.500 gms
I	BHUTAN, BANGLADESH, NEPAL	150	125
II	HONGKONG, NEW YORK, SINGAPORE, SRILANKA, UAE	240	175
III	INDONESIA, KOREA SOUTH, MALAYSIA, TAIWAN, PHILLIPINES, THAILAND, USA, VIETNAM	370	210
IV	BAHRAIN, CYPRUS, EGYPT, GERMANY, IRAN, JORDAN, KUWAIT, LEBENON, LONDON, OMAN, QATAR, SYRIA	450	250
V	ANDORA, AUSTRIA, BELGIUM, CANARY, ISLAND, DENMARK, FRANCE, FINLAND, FAROE ISL, HOLLAND, GREECE, GREENLAND, ITALY, IRELAND, LUXEMBURG, MONACO, PORTUGAL, SPAN, SWEDEN, SOUTH AFRICA, UK	600	275
VI	AUSTRALIA, CANADA, MALDIVIS, NEWZWALAND, PAKASITAN, SAUDI AREBIA	700	275
VII	BRUNEI, CAMBODIA, CHINA, GIBRALTAR, ICELAND, JAPAN, LIECHTENSTEIN, MACAU, MANGOLIA, MYANMAR, NORWAY, SWITZERLAND, YEMAN	800	300
VIII	REST OF THE WORLD	950	325

Sl. No.	Rates list of external dak within India place wise	
01	Within Kanpur City	Rs. 4.50/ 500 gm. Addl. Rs.2/ 500 gm
02	Within UP (except Kanpur), Uttaranchal & National Capital region	Rs. 10/ 500 gm. Addl. Rs. 6/- 500 gm
03	Within India except 1 & 2 above	Rs. 17/ 500 gm. Addl. Rs. 17/ 500 gm

Discount : 10% on total bill against International rates.

Service Tax : EXTRA AS APPLICABLE (12.24 % as of now) against net amount after Discount.

ANNEXURE - 'B' TO OFFICE ORDER No. Estt./OO/2006/IITK/ 674

Date: June 21, 2006

INTERNATIONAL DESTINATION & RATE LIST OF FIRST FLIGHT COURIERS

ZONE	Country	Tariff (Rs.)/ 500 gms	Addl. per 500 gms
I	Bangladesh, Nepal, Srilanka	150	100
II	Bhutan , Singapore, United Arab Emirates	350	150
III	Beigium, Bahrain, France, Germany, Hongkong, Ireland, Italy, Indonesia, Kuwait, Malaysia, Netherland, Oman, Philippines, Qatar, South Korea, Spain, Taiwan, Tailand, U K, USA	640	250
IV	Australia, Austria, Canada, China, Denmark, Egypt, Finland, Gibraltar, Greece, Japan, Jordan, Luxembourg, New Zealand, Norway, Pakistan, Portugal, Saudi Arabia, Sweden, Switzerland, Turkey	750	350
V	Brunei, Cambodia, Cyprus, Fiji Islands, Iran, Laos, Lebanon, Macau, Maldives, Micronesia, Mongolia, Myanmar, North Korea, Papua New - Guinea, Syria, Tahiti, Tonga, Tuvalu, Vanuatu, Vietnam, Yemen	850	400
Rest of the World Rs. 1000			400

Sl. No.	Rates list of external dak within India place wise	
01	Within Kanpur City	Rs. 6/- upto 500 gm. Addl. Rs. 3/- for 250 gm
02	Within UP except Kanpur, Uttaranchal & Delhi	Rs. 10/- upto 500 gm. Addl. Rs. 5/- for 250 gm
03	North Zone consisting of J&K, HP, Haryana, Punjab, Rajasthan & MP	Rs. 15/- upto 500 gm. Addl. Rs. 5/- for 250 gm
04	Within India except 1, 2 & 3 above	Rs. 20/- upto 500gm. Addl. Rs. 15/250 gm

Discount : 05% on total bill against International rates.

Service Tax : EXTRA AS APPLICABLE (12.24 % as of now) against net amount after Discount.

ANNEXURE 'A'-1

TO THE OFFICE ORDER No. Estt./OO/2006/IITK/ 674 Date : June 21, 2006

RATE LIST OF DOMESTIC SPEED- POST OF POST OFFICE

Weight (in gms)	Local	Upto 200 Kms	201 Kms to 1000 Kms	1001 to 2000Kms	Above 2000 Kms
Upto 200	Rs. 20	Rs.25	Rs.30	Rs.50	Rs.50
2001 to 500 gms	Rs.20	Rs.40	Rs.45	Rs.60	Rs.60
Addl. 500 Gms or part	Rs.5	Rs.7.50	Rs.10	Rs.20	Rs.25
MAJOR FOREIGN COUNTRIES-ZONE WISE (<i>FOR MERCHANDISE & DOCUMENTS ITEMS</i>)					
A	USA	Rs425/ upto 250 gm.	Rs.100/- Every Addl. 250 Gms. or part thereof		
B	Japan	Rs.425/- upto 250 gm	RS.50/- Every Addl. 250 Gms. or part thereof		
C	France	Rs.675/- upto 250 gm	RS.75/- Every Addl. 250 Gms. or part thereof		
D	Australia	Rs.675/- upto 250 gm	RS.75/- Every Addl. 250 Gms. or part thereof		
E	Germany	Rs.675/- upto 250 gm	RS.75/- Every Addl. 250 Gms. or part thereof		

Note : (i) **Additional 12.24% Service tax**
 For rates towards Ordinary Post, Registered Post, UPC, Book Post, Air Mails and other services, Post Master-Post Office IIT Kanpur may be contacted at Internal Phone - 7746.