

To

CPMsG

(Delhi, Maharashtra, Tamilnadu, Karnataka, West Bengal & Telangana Circles)

Subject- Introduction of new premium product "48 SPEED POST"

With the continuous advancement and improvement in the technology, customers expects faster and guaranteed delivery of documents as well as real-time tracking, flexible delivery options, OTP based delivery etc. which is already being provided by few of our competitors and having a significant market cap. To meet these expectations of the customers especially customers in BFSI segment and remain the preferred choice of the customers in the market, Department of Posts has also committed to enter in this express delivery segment. After carrying out the pilot of the day definite delivery product among 6 metro cities- New Delhi, Mumbai, Bengaluru, Chennai, Kolkata, Hyderabad, it has now been decided to launch the new premium day definite document delivery product i.e, "**48 SPEED POST**" in the month of January 2026.

2. The name and logo of the proposed day definite delivery product which will be delivered to the customers in the next 2 days of booking i.e. D+2 ('D' being day of booking of article) have been finalized now which is as under:

Product name- '**48 SPEED POST**'



Logo-

3. **Standard Operating Procedure (SOP)** for Booking, processing, transmission, Delivery and monitoring of '48 SPEED POST' is attached as Annexure-I. Salient features of the '48 SPEED POST' are as under:

- i. Guaranteed delivery in the next 2 days of booking i.e D+2 for booking and delivery between Six Metro cities – Delhi, Mumbai, Chennai, Kolkata, Bengaluru & Hyderabad ('D' means the day of booking of the article),
- ii. Top priority at each stage of handling
- iii. Compensation: in the event of delay, full postage amount would be refunded to the customer if claim is preferred.
- iv. For Bulk customers: Credit facility, Free Pick-up, Volume based discount, Additional discount on advance payment, National Account facility for centralized billing for bulk customers.
- v. OTP based delivery service to be offered as a bundled service i.e. no separate charges will be collected from the customer for the service.
- vi. Incentive to the staff engaged in booking, processing and delivery of the premium product.

4. To ensure the successful launch of the proposed product through, it is necessary to create awareness among the staff at each stage through adequate training i.e. (i) Booking Level, (ii) processing and transmission level (iii) Delivery Level and (iv) Monitoring Level.

5. The performance of '48 SPEED POST' will be evaluated by Directorate and it is also reviewed by the Hon'ble MOC during the dashboard meeting every week. The desirable performance parameters are - more than 90% delivery having 100% delivery attempt in D+2.

6. Accordingly, the Circle concerned are requested to take all necessary steps as outlined in the attached SOP, to ensure the successful launch of "48 SPEED POST" product during January, 2026. Besides, training for the identified staff may also be conducted as per the attached SOP. Circle is also requested not to use any publicity campaign till separate instructions in this regard from the directorate.

7. To check the readiness & preparation before the product launch, a checklist is enclosed as Annexure-II activities are required to be finalized within the defined timeline mentioned below

8. This issues with the approval of the competent authority.



(Dushyant Mudgal)

DDG (Mail Operations)

Encl:

- i. Annexure-I- Standard Operating Procedure (SoP)
- ii. Annexure-II- Checklist for activities to be finalized before the launch

Copy for information to:

1. Sr.PPS to Secretary (Posts)
2. Sr./PPS to DG (Postal Services)
3. All Members of Postal Services Board
4. AS&FA, DoP
5. CGM Parcel & CSS Dte / PLI Dte
6. Sr. DDG (Vigilance)/Sr. DDG (PAF)
7. Director, RAKNPA, Ghaziabad
8. All CPMsG
9. All DDGs in the Postal Directorate
10. All General Managers in Parcel & CSS Dte /PLI Dte/CEPT
11. Directors, All Postal Training Centers
12. General Manager, CEPT Mysuru for publishing on the Department's website
13. Guard File
14. Office Copy

Standard Operating Procedure for Booking, processing, transmission, Delivery and monitoring of “48 SPEED POST”



1. Introduction:

1.1 In the present changing Courier Express Parcel (CEP) market, the document/parcel segment is keeps evolving with changing customer's needs & expectations and creates new opportunity for India Post through offering of new product/services to meet the customer's expectation.

1.2 In this context, as per the market analysis, it has been observed that there is a significant demand from various stakeholders i.e. primarily from BFSI sector, to introduce a guaranteed Product under Document category with money back guarantee, in case delivery is not made within the committed period. Accordingly, the Department has designed a premium document Product with guaranteed delivery in next two day (between Metro cities) which other courier players in the market i.e. Orange Dart, DTDC, Express Bee are already offering to their customers but DoP has no presence. The existing Speed Post service offers delivery services to the customers in day range only, not the definite day for delivery of the article.

1.3 The new premium product "**48 SPEED POST**" has been developed by the Department to cater to this premium segment. The new premium product will offer the delivery services to the bulk/corporate and retail customers within the definite day i.e. D+2 in case of delivery between identified metro cities. This product will not only help the Department in offering improved targeted delivery services to the customers especially bulk/corporate customers but will also help the Department in increasing the market share. Besides the commitment of delivery within the committed day, the product also offers compensations for delayed delivery. Additionally, OTP based delivery services are offered to the customers as a bundled service as a part of this premium product, i.e. separate charge for the OTP based delivery services will not be charged from the customers.

2. Availability:

2.1 The "**48 SPEED POST**" product will be available for booking and delivery in identified origin destination pair cities. In the first Phase, the services will be available between six Metro cities – Delhi, Mumbai, Chennai, Kolkata, Bengaluru and Hyderabad which may be subsequently expanded to other metro cities.

2.2 **Booking:** The booking facility for this product will be available from all the TD post offices in the identified Six metro cities. The cut off time for booking for the "48 SPEED POST" product will remain same as the counter working hours of the identified Post offices.

2.3 Delivery: The delivery of this product will be effected through the selected Delivery POs/Delivery Centres in the identified destination city where the delivery will be effected by the delivery staff on priority. List of such identified delivery POs/PIN codes for Metro cities **is attached**.

2.4 The '48 SPEED POST' product will be available to the bulk/retail customers as a value-added service for which customer will have to pay the additional tariff as mentioned below:

Weight/Distance	Local	upto 200 Kms.	201 to 500 Kms.	501 to 1000 Kms.	1001 to 2000 Kms.	Above 2000 Kms.
Up to 50 grams	25	61	61	61	61	61
51 grams to 250 grams	31	77	82	88	94	100
251 grams to 500 grams	36	91	98	107	112	121

***GST extra as applicable**

3. This product will be offered to the bulk/retail customers with following built in **Features:**

- The product will be offered with a guaranteed delivery SLAs i.e. D+2 for booking and delivery between identified six metro cities ('D' means the day of booking of the article),
- The '48 SPEED POST' product will be accorded priority at each stage of handling i.e. booking, processing, transmission and delivery,
- It will be offered with end-to-end visibility from booking to delivery,
- OTP based delivery will be offered as a bundled service to the customer i.e. no separate charge will be taken from the customers. However, other value-added services like registration, insurance, e-POD etc. would be available on payment of specified charges for these add-on services,
- All Benefits of BNPL Scheme for Speed Post Document will be available to the Bulk Corporate customers of the '48 SPEED POST' product:
 - Credit facility under Book Now Pay Later (BNPL) scheme.
 - Free Pick-up facility for bulk customers.
 - Volume based discount facility at par with Speed Post (Document) by combining the total revenue of both Speed Post (Document) and "48 SPEED POST".
 - Additional discount on advance payment.
 - National Account facility for centralized billing for bulk customers.
- Real time data exchange functionality through APIs
- SMS alerts to sender/addressee of the articles for identified events,

- Compensation: in the event of delay, full postage amount would be refunded to the customer on receipt of such a claim.

4. Mapping of Booking Post offices and Delivery Post offices/Pincodes

4.1 Concerned circles will ensure the mapping of all the Booking Post Offices at the identified cities in the system to enable them to undertake the booking of the '48 SPEED POST' article. Besides, identified BPC/BNPL Centers and franchisees may also be enabled for the booking of the '48 SPEED POST' articles from the bulk/corporate customers.

4.2 Concerned circles will ensure the mapping of identified Delivery post offices/Pincodes in the system so that booking of this premium product may be restricted to the identified Delivery Post offices/pincodes only.

4.3 Accordingly, system will only allow the booking & delivery of the '48 SPEED POST' articles between the identified booking Post office/BPC/BNPL Centers and franchisees and Delivery Post office. Besides, system will not allow the booking of such articles for the delivery Post offices which has not been identified.

5. Handling of the '48 SPEED POST' articles:

(A) Booking

- a. Booking services for the '48 SPEED POST' articles will be available at all Post Offices/BPC/BNPL Centers of the Metro cities initially as well as through Franchisee outlets functioning in these cities.
- b. Booking facility will be available during the normal prescribed counter hours for the identified post office.
- c. BPC/BNPL Centres can undertake the booking of articles of Bulk/corporate customers as per their prescribed business hours.
- d. This product will be available for booking on payment of additional premium tariff, as prescribed under Speed Post Category.
- e. All relevant information/pamphlet to be displayed at the counter and at the notice board of the Post Office/Booking Office.
- f. Separate Bin/Tray near booking desk should be made available for segregating the '48 SPEED POST' articles for priority processing.
- g. The counter assistant will ensure that the article tendered for booking carrying delivery address pertaining to the **local TD** Pin codes identified for the destination city. List of identified delivery pin codes of each city are enclosed as **Annexure I to V**.
- h. Product category in bold capital letters should be reflected in the article label generated at the counter. Specific barcode for the '48 SPEED POST' product will be auto generated through the system. Bulk customers will be provided barcode series in advance by the circles.

- i. Priority Sticker for '48 SPEED POST' shall be affixed on the blank space at front side of the article during the retail booking however bulk customers may be requested to get the priority sticker design printed on the envelope.
- j. Value added services like registration, insurance, e-POD etc. would be available on the payment of prescribed charges for these add-on services and OTP based delivery service if opted, shall be complementary.
- k. The counter assistant will also ensure that each article bears the complete and accurate delivery address including mobile number of sender and addressee except **the exemption categories allowed to provide mobile number**. The counter Assistant will also ensure that the Biller ID and BNPL Code is printed on each consignment in case of bulk/corporate customers.
- l. Bulk customers will provide the soft copy of the booking data (in the prescribed format) to DoP booking staff and ensure that the soft booking data matches the address written on each consignment.
- m. SMS alerts will be sent at the time of Booking, Receipt at destination hubs, Out-for-Delivery, Delivery to the addressee, and in the event of delay (in case there is any delay beyond the committed date/time). To facilitate these SMS, it is mandatory for booking PA to capture mobile number of the addressee and sender for all the articles except for the addressee and sender which have been exempted.
- n. Staff at booking PO or BPC/BNPL Centre will ensure that all prescribed scans for these articles are captured in the system.

(B) Bagging, processing and Sorting Pattern

(i) Bagging Pattern: -

- a. The colour of '48 SPEED POST' bag will be **orange** for clear identification.
- b. Booking offices (Post Offices) of origin identified City will close one Separate '**48 SPEED POST**' bag consisting articles including TD articles booked under '48 SPEED POST' and send it to the origin NSH.
- c. Post Offices/BPCs having direct bagging facility will close separate '48 SPEED POST' bags for each city including TD articles (of origin city) and send it to the respective APTMO / Origin NSH (in case of TD articles booked under '48 SPEED POST').
- d. All bags dispatched from the booking Post Offices must reach the origin NSH by 8 PM.
- e. BNPL/BPCs having direct bagging facility will also close the '48 SPEED POST' bags (For articles booked before 12.00 AM) to the

APTMO before 6 AM sharply so that it must be connected to destination cities flights after 9 AM in the morning.

(ii) Processing & Sorting at Origin NSH

- a. Separate area in NSH may be identified for sorting of “48 SPEED POST” bags and articles.
- b. All “48 SPEED POST” articles, closed in a specially designed Orange colour bag, will be segregated once it reaches the origin Hub.
- c. City wise priority sorting would be done immediately with exclusive set of sorting staff. TD articles will be closed in a separate bag delivery office wise and get it connected to the concerned delivery office through the scheduled morning MMS.
- d. After Sorting, city wise “48 SPEED POST” bags will be closed and transfer to the TMO by 6 AM.
- e. All “48 SPEED POST” Bags must be connected to destination city by air till 9 AM. Circles should identify the suitable flights through which all “48 SPEED POST” bags must be connected at the earliest but not later than 9 AM on the next day of booking date.
- f. To connect the earliest available flight, TMO must handover all the “48 SPEED POST” bags through special vehicle at the cargo place of airlines at least 3 hrs. before the scheduled departure of identified flight, under proper receipt and track the same till its final loading in the earliest flight.
- g. The dispatch particulars and movement of bags will flow in the system through API integration with Airlines. DOP system will also update the bag’s dispatch status as updated by the Airlines in their system.
- h. In case of any offloading noticed, the bags must be dispatched through the next available flight, operated by same or different airlines.

(iii) Processing & Sorting at the Destination Hub: -

- a. An alert of “48 SPEED POST” bags arrival from the origin cities will be sent to the destination hubs/TMO through the system.
- b. On getting the alerts from origin hub or through the events shared by Airlines, the destination airport TMO will make prior arrangement for receiving of these bags from the airlines on priority.
- c. Destination TMO must ensure the collection of the “48 SPEED POST” bags within 2 hours of arrival of the flight.
- d. Special vehicle with necessary manpower should be deployed at the airlines cargo facility to receive the bags at the earliest.
- e. TMO will hand over the “48 SPEED POST” bags to the destination hub (NSH) immediately once it is received.

- f. Processing hub will perform detailed sorting of all “48 SPEED POST” articles delivery Post Office wise on priority in a separate **area identified for sorting of “48 SPEED POST” bags and articles.**
- g. All sorted “48 SPEED POST” articles will be closed in separate bag with **Orange Colour Bag Label** for each delivery PO.
- h. “48 SPEED POST” bags must be connected to the morning MMS schedule for delivery without fail.

(iv) Sorting staff will ensure the proper reconciliation of the total consignments received and total consignment dispatched. Any discrepancy in receipt/dispatch of “48 SPEED POST” bags will be immediately raised with the Circle / Divisional MMU team through the concerned supervisor after entering in the Error Report.

(C) Airline Bag Handover Protocol

The origin APTMO must ensure that bags are handed over to the designated airlines well within the time limit prescribed in airlines contract. Similarly, destination TMO must ensure timely receipt from airlines. Any deviation should be reported immediately to Circle Authorities for escalation with the concerned airline management/Postal Directorate. The dispatch particulars and movement of bags as updated by Airlines in their system must also be updated in the DOP system.

(D) Delivery

- a. Delivery PO staff must open the “48 SPEED POST” bags bearing the **Orange Colour Bag Label**, on priority.
- b. All the “48 SPEED POST” articles after beat wise sorting should be invoiced separately to the postman concerned immediately on receipt of “48 SPEED POST” articles i.e. a separate delivery manifest should be issued for executing its prompt and priority delivery.
- c. Delivery staff will call the addressee over his mobile number and confirm his/her availability at the address for delivery. Delivery staff will make all possible efforts to deliver the article at the earliest and update the delivery status on the Internal Mobile App (IMA) at the doorstep of the addressee itself so that it may be updated on the real time.
- d. If any article is not delivered to the addressee due to any reason, then the undelivered article will be brought back to the delivery post office by the delivery staff and the supervisor will confirm the genuineness of the undelivered remarks by calling the sender/addressee and take necessary action for performing the delivery on the same day. In case, the addressee is not available at the given address at the time of delivery, same will also be communicated to the addressee through an SMS.

- b) If need arise, second delivery or delivery on Sundays/Holidays (except National Holidays) can also be arranged in order to execute the delivery within the committed time.

6. Role of Mail Motor Service (MMS):-

The MMS incharge will be responsible for timely availability of scheduled vehicle at the Post Offices, NSH without fail. In case of exigencies, immediate alternate arrangement should be made to meet the timeline for connecting “48 SPEED POST” bags to the concerned NSH or to the delivery PO.

7. Role of supervisor at Booking Office/Origin Hub/Destination Hub/ Delivery Office:-

“48 SPEED POST” Product **is** a premium product and require strict adherence to the prescribed timelines. All steps are aligned with specific timelines to ensure delivery within two days from the date of booking. Therefore, in case of exigencies, all possible efforts need to be made to adhere the timelines without any excuse. For example, if the MMS schedule is stuck in the traffic jam and there is a very little possibility of MMS connecting the bags as per prescribed cut-off time, then the supervisor at booking office will make immediate alternate arrangement for sending the “48 SPEED POST” bags to the concerned NSH within the stipulated timeline.

8. Incentive

8.1 “48 SPEED POST” Products being launched as a premium category product and needs special efforts from booking staff for converting the normal customers as “48 SPEED POST” products customers. Besides, “48 SPEED POST” product need prompt handling from booking to processing to delivery, to ensure the delivery of the “48 SPEED POST” product within the committed SLAs. Accordingly, staff at Booking Office, processing hub and Delivery Office may be incentivized at the following rate:

Incentive to staff at Post Office for Retail booking:

- i. **Booking PA** – Rs. 2/- per article,
- ii. **Supervisory Staff of Booking PA** – Rs. 0.20/- per article to Supervisory staff of 48 SPEED POST booking counter to ensure adherence to the prescribed timeline for dealing with booked 48 SPEED POST articles.

B. Incentive to Staff at Bulk Booking Office:

- i) **Booking staff at Bulk Booking Office**- Rs. **0.05/-** per article to the booking staff who processed the booking & dispatched of premium products article of Bulk Booking customer within the prescribed time limit.

(ii) **Supervisory staff of Booking Assistant**- 10% of the total incentive payable to all the subordinate booking staffs to adhere and supervising the prescribed timeline for dealing with booked premium products

C. Incentive at Processing Hubs :

(i) **At Origin Processing Hub-**

For **Sorting PA**: - Rs. 0.25 per 48 SPEED POST article among staff engaged in sorting of such Articles,

For **Supervisor**: - Rs. 0.05 per 48 SPEED POST article to ensure adherence to the prescribed timeline for processing of 48 SPEED POST articles.

(ii) **At Destination Processing Hub: -**

For **Sorting PA**: - Rs. 0.25 per 48 SPEED POST article among staff engaged in sorting of such Articles,

For **Supervisor**: - Rs. 0.05 per 48 SPEED POST article to ensure adherence to the prescribed timeline for processing of 48 SPEED POST articles.

*All incentive amount should be equally distributed among the staff involved from bag handling to dispatch of 48 SPEED POST bags including Supervisor, Sorting PA, MTS etc.

D. Incentive at Delivery Post Office

(i) **Delivery staff**-- Rs. 2/- per 48 SPEED POST article to the delivery official for successful delivery of each 48 SPEED POST article within timeline,

(ii) **Supervisor/Delivery PA** involved in handing over 48 SPEED POST articles to delivery staff- Rs. 0.20/- per 48 SPEED POST article.

8.2 Incentive Payment method: -

Incentive to the DOP staff engaged in booking, processing and delivery as indicated in Para 8.1 above will be Paid from available funds under the relevant budget head of accounts.

9. Required KPIs for "48 SPEED POST" is as below:

Sr. No.	Report Name
1	No. of "48 SPEED POST" articles booked (MoM growth)
2	Key Accounts wise (Volume and growth)
3	No. of new bulk accounts onboarded

4	No. of leads generated
5	% of "48 SPEED POST" bookings in retail
6	% of "48 SPEED POST" bookings in bulk
7	% of articles delivered in D+2 (or within SLA)
8	% of articles attempted in D+2 (or within SLA)
9	Lane-wise % of articles delivered in D+2 (origin)
10	Lane-wise % of articles delivered in D+2 (delivery)
11	Summary of standard remarks for undelivered articles
12	Lane-wise total mid-mile transit time
13	% of articles dispatched for destination NSH before 10 AM on D+1
14	% of articles received at TMO-D before 8 PM on D+1
15	% of articles dispatched for delivery office/IDC before D+2 morning
16	% of articles missorted at hub
17	% of articles missent at origin
18	% of articles dispatched for NSH-O same day before XX PM
19	No. of "48 SPEED POST" grievances overall
20	% of "48 SPEED POST" grievances accepted
21	% of "48 SPEED POST" grievances rejected
22	Average time taken to resolve "48 SPEED POST" grievances
23	No. of "48 SPEED POST" grievances overall resolved within 7 days
24	Overall grievances sorted by Standard Remark
25	Total "48 SPEED POST" compensation amount paid out
26	Customer satisfaction score

10. Compensation Policy:

To ensure customer satisfaction and uphold service commitments under the Day Definite Delivery ('48 SPEED POST') product- '48 SPEED POST', a fair, timely, and transparent compensation policy has been devised in cases of non-fulfilment of guaranteed delivery terms.

10.1 Eligibility for Compensation: Customers shall be eligible for compensation in the following cases:

- Delay in delivery
- Loss of article
- Pilferage or partial loss of contents
- Physical damage to the contents

10.2 Compensation Amount: The compensation payable shall be the Speed Post charges in case of delay in delivery and in case of Loss of article, pilferage or damage, Double the Speed Post charges or INR. 1000 whichever is less.

10.3 Claim Filing Procedure: Customers (Sender of the article) may file claims through online either on India Post customer portal or mobile app. In case of non-availability of digital access, customer can submit a physical form at office of booking or office of delivery. Claim must be filed within 7 **calendar days** from the committed delivery date. Claims beyond this period shall be rejected automatically by the system.

10.4 Claim Resolution: All valid claims will be processed and resolved within **7 working days** from the date of submission. As soon as the claim received, an acknowledgement message should be sent to claimant on his/her registered mobile. Claim should simultaneously flow to office of delivery and other office of handling in backward journey to ascertain the reasons for delay if falls under exclusion categories mentioned below. If not, then claim should be sanctioned in favour of claimant without awaiting any departmental inquiry to fix the responsibility for delay. Payment, if approved, will be made directly to the claimant's bank account as shared by the claimant. If claim is rejected due to any specific reason, same will be informed to customer through SMS.

10.5 Required Documents: Customer need to submit following documents to prefer claim:

- a. System-generated booking receipt or tracking number
- b. Compensation claim form (Annexure A)
- c. Copy of ID proof & Copy of customer receipt (for manual filing)

10.6 Communications to Customers:

The compensation module shall ensure transparency by sending automatic SMS/e-mail alerts to the claimant to keep customer informed about the status of claim at following stage of claim processing:

- a). Acknowledgement of claim,
- b). Verification of claim
- c). Approval or Rejection of claim
- d). Payment made into the account of customer

10.7 Exclusion: Every effort will be made to deliver the article within the committed timeline. However, no compensation shall be paid in the following cases: -

- a. Incorrect/incomplete address or non-availability of recipient
- b. Force majeure events (natural calamities, political disturbances, curfew etc.)
- c. Article intercepted/delayed due to law enforcement or statutory compliance
- d. Booking made outside the designated PIN codes or after cut-off time
- e. If there are prohibited items or those booked with false/wrong declaration of contents in case of parcels. Further, delivery holidays at the destination and non-compliance of prescribed cut-off times for booking shall not count towards delay.

10.8 Claim Sanctioning & Appellate Authority: Sanctioning Authority and Appellate Authority are defined as under:

SI No.	Type Of booking office	Claim Sanctioning Authority	Appellate Authority
1.	SO/HO/BPC/RMS Counters/other offices (Non-gazetted Postmaster/In-charge)	Concerned Divisional Head (SSPOs/SSRM/SPOs/ SRM)	DPS (HQ)/DPS (Region)
2.	HO/GPO/BPC/ RMS Booking Office (Gazetted)	Sr.PM/In-charge/CPM/ Director	Divisional Head / DPS (HQ)/DPS (Region)/

Appeals should be settled within 15 working days by the concerned Appellate Authority to provide speedy redressal.

10.9. Technology: - CEPT shall develop an automated compensation module for the Day Definite Delivery ('48 SPEED POST') product- '48 SPEED POST' that allows customers to file claims and enables backend staff to verify and process compensation in a time-bound manner.

a. The module shall ensure transparency by sending automatic SMS/e-mail alerts to the claimant and also keep updating on following stage of claim processing:

- i. Acknowledgement of claim,
- ii. Verification of claim
- iii. Approval or Rejection of claim
- iv. Payment made into the account of customer

b. CEPT shall bring an interface, which shall be accessible via India Post Customer Portal or External Mobile App. Customer details will be auto populated on entering the article number. System shall auto fetch booking and delivery data. Thereafter system will check the delivery date against the committed date. After due verification of the due date, request will auto route to the designated claim sanctioning authority for approval. On approval, payment will be made without delay.

c. **Appeal Procedure:** In case the claim is rejected by the competent authority, the customer/applicant should have the option to go for appeal if he is not satisfied with the reasons mentioned for rejection. The option for filing appeal should be made available in the online solution while viewing the status of original application number. Once appeal is filed, the same will go to the concerned appellate authority who should decide the appeal within 15 days of its filing.

d. MIS and Monitoring: CEPT shall provide a facility for generating monthly MIS reports on the following

- i. No of claims filed
- ii. No of claims accepted/rejected (within 7 days/beyond 7 days)
- iii. No of claims pending
- iv. Average time taken for settlement of claims
- v. Total amounts paid as compensation

These reports should be made available upto Division level for the users of Division, Region, Circle and Directorate.

10.10. Accounting procedure: As soon as the claim is found genuine and approved by the competent authority, the compensation amount will be required to be paid to the customer automatically/electronically in the bank account given by the customer. The compensation amount will be paid from the revenue head (Account Code- 1201011900).

10.11. If the customer has already availed the facility of insurance, the claim shall be governed by the terms of the insurance policy rather than '48 SPEED POST' compensation policy.

10.12. All compensation payment authority shall ensure that compensation should be processes and paid without delay. Responsibility for delay, loss, or damage will be separately examined through internal administrative procedures. Payment to the customer shall not be held up pending such enquiries.

Annexure A:

Compensation Claim Form- '48 SPEED POST' Product

Sl No.	Details to be provided
1	Article / Barcode No.*
2	Date of Booking
3	Committed Delivery Date
4	Actual Delivery Date
5	Type of Issue (Delay / Loss / Damage / Pilferage)*
6	Description (if any)*
7	Name & Address of Sender
8	Mobile Number of Sender
9	Name & Address of Receiver
10	Mobile Number of Receiver
11	Email ID (optional)
12	Bank A/C *
13	Documents Attached (in case of physical submission of claim viz copy of customer receipt, ID proof etc.)*
14	Any other information...

*** Mandatory Information: must be filled by the customer and remaining information will be auto fetched.**

Checklist for finalization of following activities as per the timeline.

SI No	Description	Due Date
1	Operational booking office and pin codes for “ 48 SPEED POST ”	25-12-25
2	Booking cut off timings	25-12-25
3	Specific Flights	25-12-25
4	Availability of thermal printers for new label printing	15-01-26
5	Rationalised MMS schedules	15-01-26
6	Second delivery coverage of pin codes	15-01-26
7	Identify staff for Xray training at TMO	25-12-25
8	Action plan on training ground staff	25-12-25
9	Completion of training of Ground Staff	05-01-26
10	Marketing plan for retail and bulk customers (Marketing to start 10 days before launch)	05-01-26

List of Delivery PIN Codes
(New Delhi, Chennai, Mumbai, Bengaluru, Kolkata & Hyderabad)

1. New Delhi City:- All the Delivery PIN Codes .
2. Chennai City:- 600001 to 600133 except 600120.
3. Mumbai City:- List enclosed.
4. Bengaluru City :- List enclosed.
5. Kolkata City:- List enclosed.
6. Hyderabad City:- List enclosed.

Delivery PINCodes of Mumbai Metro						
Sr. No.	Name Delivery Post office	Pincode		Sr. No.	Name Delivery Post office	Pincode
1	Parel SO	400012		45	Tilak Nagar SO	400089
2	Antop Hill SO	400037		46	Barve Nagar SO	400084
3	Mandvi SO	400003		47	Ghatkopar W SO	400086
4	Dadar HO	400014		48	Kurla W SO	400070
5	Mazgaon SO	400010		49	Nehru Nagar SO	400024
6	Sion SO	400022		50	Pant Nagar SO	400075
7	Chinchbunder SO	400009		51	Powai IIT SO	400076
8	Matunga SO	400019		52	Rajawadi SO	400077
9	Tank Road SO	400033		53	IIM SO	400087
10	Wadala SO	400031		54	Bhandup Complex SO	400082
11	VJB Udyan SO	400027		55	Bhandup E SO	400042
12	Sewree SO	400015		56	Bhandup W SO	400078
13	Mumbai GPO	400001		57	Mulund E SO	400081
14	Colaba SO	400005		58	Mulund W SO	400080
15	Marine Lines SO	400020		59	Tagore Nagar SO	400083
16	Kalbadevi HO	400002		60	Vikhroli SO	400079
17	Nariman Point SO	400021		61	Goregaon E SO	400063
18	Girgaon SO	400004		62	Motilal Nagar SO	400104
19	Mantralaya SO	400032		63	Jogeshwari E SO	400060
20	Azad Nagar SO	400053		64	Jogeshwari W SO	400102
21	Andheri RS SO	400058		65	Aarey Milk Colony SO	400065
22	Versova SO	400061		66	Kandivali East SO	400101
23	Juhu SO	400049		67	Borivali East SO	400066
24	Vile Parle West SO	400056		68	Dahisar SO	400068
25	Bandra E SO	400051		69	Malad East SO	400097
26	Bandra W SO	400050		70	Kandivali West SO	400067
27	Santacruz W SO	400054		71	Malad West SO	400064
28	Khar SO	400052		72	Borivali West SO	400092
29	Santacruz E SO	400055		73	Kharodi SO	400095
30	Vidyanagri SO	400098		74	Borivali HO	400091
31	Santacruz P & T SO	400029		75	Mandpeshwar SO	400103
32	J B Nagar SO	400059		76	Delisle Road SO	400013
33	Sakinaka SO	400072		77	Bhawani Shankar SO	400028
34	Chakala MIDC SO	400093		78	Prabhadevi SO	400025
35	Andheri E SO	400069		79	Mahim HO	400016
36	Vile Parle E SO	400057		80	Worli SO	400018
37	Sahar P & T SO	400099		81	Dharavi SO	400017
38	Seepz SO	400096		82	Worli Colony SO	400030
39	A S Nagar SO	400094		83	Jacob Circle SO	400011
40	BARC SO	400085		84	Mumbai Central HO	400008
41	Chembur HO	400071		85	Cumbala hill SO	400026
42	FCI SO	400074		86	Grant Road SO	400007
43	Shivaji Nagar SO	400043		87	Tulsiwadi SO	400034
44	T F Deonar SO	400088		88	Malabar Hill SO	400006
				89	Rajbhavan SO	400035

Delivery PIN Code of Bengaluru Metro

Name of the PO	Pincode	Name of the PO	Pincode
BENGALURU GPO	560001	56 CARMELARAM	560035
BENGALURU CITY	560002	57 MARATHAHALLI COLONY	560037
MALLESWARAM	560003	58 KALYANAGAR	560043
BASAVANAGUDI HO	560004	59 ARABIC COLLEGE	560045
FRASER TOWN	560005	60 VIRGONAGAR	560049
J C NAGAR	560006	61 H.K.P. ROAD	560051
K. G. ROAD	560009	62 MSRIT	560054
RAJAJINAGAR HO	560010	63 VISHWAVIDYALAYA	560056
JAYANGAR III BLOCK	560011	64 RV NIKETAN	560059
SCIENCE INSTITUTE	560012	65 KENGERI	560060
JALAHALLI HO	560013	66 SUBRAMANYAPURA	560061
DOORAVANI NAGAR	560016	67 DODDAKALLASANDRA	560062
VIMANAPURA	560017	68 AFS YELAHANKA	560063
CHAMRAJPET	560018	69 G K V K	560065
SESHADRIPURAM	560020	70 WHITEFIELD	560066
SRIRAMPURAM	560021	71 KADUGODI	560067
YESWANTHPURA	560022	72 BOMMANAHALLI	560068
MAGADI ROAD	560023	73 NAGARBHAVI	560072
MUSEUM ROAD	560025	74 NAGASANDRA	560073
G E F PO	560026	75 KUMBALAGODU	560074
DHARMARAM COLLEGE	560029	76 N T SANDRA	560075
K R PURAM	560036	77 BANNERGHATTA ROAD	560076
INDIRANAGAR	560038	78 DR . S R K NAGAR	560077
VIJAYANAGAR	560040	79 SADASHIVANAGAR	560080
JAYANAGAR HO	560041	80 UDAYPURA	560082
VIVEKNAGAR	560047	81 BANNERGHATTA	560083
MAHADEVAPURA	560048	82 MAHALAKSHMIPURAM LAYOUT	560086
BANASHANKARI	560050	83 VARTHUR	560087
CHICKPET	560053	84 HESSARGHATTA	560088
MALLESWARAM WEST	560055	85 HESSARGHATTA LAKE	560089
DASARAHALLI	560057	86 CHIKKABANAVARA	560090
YELAHANKA	560064	87 VISWANEEDAM	560091
B SK II STAGE	560070	88 SAHAKARANAGAR	560092
DOMLUR	560071	89 R M V EXTN II STAGE	560094
J P NAGAR	560078	90 KORAMANGALA VI BK	560095
BASAVESHWARANAGAR	560079	91 NANDINILAYOUT	560096
ST. THOMAS TOWN	560084	92 RAJARAJESHWARINAGAR	560098
BANASHANKARI III STAGE	560085	BOMMASANDRA INDUSTRIAL ESTATE	560099
C V RAMAN NAGAR	560093	94 ELECTRONICS CITY	560100
VIDYARANYAPURA	560097	95 HSR LAYOUT	560102
HAMPINAGAR	560104	96 BELLANDUR	560103
PEENYA SMALL INDUSTRIES	560058	97 JIGANI	560105
WILSON GARDEN	560027	98 ACHITNAGAR	560107
R.T.NAGAR HO	560032	99 ANJANAPURA	560108
SIVAN CHETTY GARDENS	560042	100 THALAGHATTAPURA	560109
BENSON TOWN	560046	101 ULLALU UPANAAGAR	560110

Bengaluru

Annales - **H**

AGARAM	560007	102	KUMARASWAMY LAYOUT	560111
HAL II STAGE HO	560008	103	KODIGEHALLI	560112
JALAHALLI WEST	560015	104	HORAMAVU	560113
GAVIPURAM EXTN	560019	105	BEGUR	560114
H A FARM	560024	106	KANNAMANGALA	560115
ADUGODI	560030	107	KAGGALIPURA	560116
MARUTHI SEVANAGAR	560033	108	DODDADUNNASANDRA	560117
KORAMANGALA	560034	109	KIAL	560300
		110	SINGANAYAKANAHALLI	560119

List of Delivery POs for BDD purpose - Kolkata

Sl. No.	Facility Description	Pincode	Sl. No.	Facility Description	Pincode
1	KOLKATA GPO	700001	61	Sarsonia SO	700061
2	Cossipore HO	700002	62	West Bengal Governor's Camp SO	700062
3	Baghbazar SO	700003	63	Thakurpukur SO	700063
4	Shyambazar Main SO	700004	64	Bidhannagar C Block SO	700064
5	Hatkholi SO	700005	65	Rabindra Nagar SO	700065
6	Beaton Street SO	700006	66	Bidhannagar SO	700066
7	Barabazar HO	700007	67	Ultafanga Main Road SO	700067
8	Barisha SO	700008	68	Judhpur Park SO	700068
9	Raja Ram Mohan Sarani SO	700009	69	Esplanade SO	700069
10	Beleghata HO	700010	70	Middleton Row SO	700071
11	Narkeldanga SO	700011	71	Prinsep Street SO	700072
12	Bowbazar SO Kolkata	700012	72	Chittaranjan Avenue SO Kolkata	700073
13	Dharmatala SO	700013	73	Motijheel SO	700074
14	Intally SO	700014	74	Santoshpur SO	700075
15	Tantra SO	700015	75	Dakshineswar SO	700076
16	Park Street HO	700016	76	Bediapara SO	700077
17	Circus Avenue SO	700017	77	Haltu SO	700078
18	Bartala SO	700018	78	Italgachia SO	700079
19	Ballygunge SO	700019	79	Mall Road SO	700080
20	LRSarani SO	700020	80	Rajbari Colony SO	700081
21	Fort William SO	700021	81	Haridevpur SO	700082
22	Hastings SO	700022	82	Nandan Nagar SO	700083
23	Khidirpore SO	700023	83	Garia SO South 24 Parganas	700084
24	Garden Reach SO	700024	84	KG Bose Sarani SO	700085
25	Bhawanipore SO	700025	85	Baghajatin SO	700086
26	Kalighat SO	700026	86	New Market SO	700087
27	Alipore HO	700027	87	Brace Bridge SO	700088
28	Dum Dum SO	700028	88	Lake Town SO North 24 Parganas	700089
29	Sarat Bose Road SO	700029	89	Noapara SO	700090
30	Ghugudanga SO	700030	90	Sech Bhawan SO	700091
31	Dhakuria SO	700031	91	Regent Estate SO	700092
32	Jadavpur University SO	700032	92	Panchasayat SO	700094
33	Tollygunge HO	700033	93	Golf Green SO	700095
34	Behala SO	700034	94	Purbachal SO	700097
35	Alambazar SO	700035	95	Mukundapur SO	700099
36	Baranagar SO	700036	96	Vip Nagar SO	700100
37	Belgachia SO	700037	97	Prafulla Kanan SO	700101
38	Sahapur SO	700038	98	Krishnapur SO North 24 Parganas	700102
39	Tiljala SO	700039	99	Dhapa SO	700105
40	Regent Park SO	700040	100	Bidhan Nagar IB Market SO	700106
41	Paschim Putiari SO	700041	101	Madurdaha SO	700107
42	Kasba SO Kolkata	700042	102	ISI PO SO	700108
43	South Eastern Railway SO	700043	103	Nilachal SO	700134
44	Badartala SO	700044	104	Laskar Pur SO	700153
45	Lake Gardens SO	700045	105	New Town SO	700156
46	Gobinda Khatick Road SO	700046	106	Hatiara SO	700157
47	Naktala SO	700047	107	Bishnupara SO	700158
48	Sreebhumi SO	700048	108	Aswini Nagar SO	700159
49	Nimita SO	700049	109	New Town Action Area III	700160
50	Sinthee SO	700050	110	New Town Action Area II SO	700161
51	Birati SO	700051	111	Gouranganagar SO	700162
52	Kolkata Airport SO	700052	112	Bansdroni SO	700070
53	New Alipore SO	700053	113	Agarpara SO	700109
54	Kankurgachi SO	700054	114	Khardah SO	700117
55	Bangur Avenue SO	700055	115	Rahara SO	700118
56	Belgharia HO	700056	116	Barrackpore HO	700120
57	Ariadaha SO	700057	117	Barasat HO	700124
58	Kamarhati SO	700058	118	New Barrackpur SO	700131
59	Desh Bandhu Nagar SO	700059	119	Baruipur HO	700144
60	Parnasree Pally SO	700060	120	New Town Action Area I SO	700163

ANNEXURE-IV

Name and Pincode of the Delivery POs identified for PDD_Hyderabad

S.NO	Linked post offices	Pin code	S.NO	Linked post offices	Pin code
1	Hyderabad GPO	500001	48	HMT Township SO	500054
2	Charminar HO	500002	49	Jeedimetla SO	500055
3	Secunderabad HO	500003	50	RK Puram SO	500056
4	Khairatabad HO	500004	51	Vijay Nagar Colony SO	500057
5	Keshogiri S.O.	500005	52	Kanchanbagh S.O.	500058
6	Karwansahu SO	500006	53	Saidabad S.O.	500059
7	Jama-i-Osmania SO	500007	54	P & T Colony	500060
8	Golconda S.O	500008	55	Seethaphalmandi SO	500061
9	Mano Vikas Nagar SO	500009	56	ECIL S.O	500062
10	Bollarum SO	500010	57	Bahadurpura SO	500064
11	Bowenpally SO	500011	58	Shahlibanda SO	500065
12	Begum Bazar SO	500012	59	Suchithra Junction SO	500067
13	Amberpet SO	500013	60	GSI Bandlaguda SO	500068
14	Trimulgherry HO	500015	61	Vanasthalipuram SO	500070
15	Begumpet SO	500016	62	Kukatpally SO	500072
16	Lalaguda SO	500017	63	Sri Nagar Colony SO	500073
17	Sanath Nagar IE SO	500018	64	LB Nagar SO	500074
18	Lingampalli SO	500019	65	Nacharam SO	500076
19	Musheerabad SO	500020	66	Kattedan IE	500077
20	Yakutpura SO	500023	67	Vaishali Nagar SO	500079
21	Sahifa S.O.	500024	68	Gandhi Nagar SO	500080
22	Nehrunagar SO	500026	69	Cyberabad SO	500081
23	Barkatpura SO	500027	70	Somajiguda SO	500082
24	Humayun Nagar SO	500028	71	Nagaram S.O	500083
25	Himayath Nagar SO	500029	72	Kothaguda S.O.	500084
26	Rajendranagar SO	500030	73	JNTU SO	500085
27	I B Lines S.O	500031	74	Donbosco Nagar SO	500086
28	Manuu S.O.	500032	75	Manikonda S.O	500089
29	Jubilee Hills SO	500033	76	Nizampet SO	500090
30	Banjara Hills SO	500034	77	Hydershahkote S.O	500091
31	Sarrornagar SO	500035	78	Boduppal SO	500092
32	Malakpet Colony SO	500036	79	Sainikpuri SO	500094
33	Balanagar SO	500037	80	Filmnagar SO	500096
34	SR Nagar SO	500038	81	Meerpet S.O.	500097

Hyderabad

35	Uppal SO	500039	82	Medipally SO	500098
36	I.E.Moulali S.O	500040	83	Kompally SO	500100
37	Rajbhavan SO	500041	84	Ramakrishnapuram SO	500102
38	HAL SO	500042	85	Jai Jawan Colony S.O	500103
39	New Nallakunta SO	500044	86	Chitrapuri Colony S.O	500104
40	Yousufguda SO	500045	87	Prashasannagar SO	500110
41	CUC S.O.	500046	88	Badangpet S.O.	500112
42	Malkajgiri SO	500047	89	Moti Nagar SO	500114
43	Hyderguda SO	500048	90	Kailash Hills Colony S.O	500117
44	Miyapur SO	500049	91	Bachupally DSO	500118
45	Chandanagar SO	500050	92	Ramachandrapuram HE MDG SO	502032
46	SVP NPA SO	500052	93	Ameenpur S.O	502033
47	Falaknuma S.O.	500053	94	Icrisat S.O	502324