

No. 39-09/2019-D [05/2025]
Government of India
Ministry of Communications
Department of Posts
Mail Operations Division

Dak Bhawan, Ashoka Road
New Delhi-110001
Dated: 17th October 2025

OFFICE MEMORANDUM

Subject: - Introduction of **Special Discount scheme** to Student w.e.f. 01.11.2025

This is in continuation of this office OM No. 30-08/2019-D [01/2025] dated 26th September 2025 vide which guidelines on Speed Post discount and discount structure for Bulk customers were issued.

2. Now, to encourage students and youth to use Speed Post services for sending applications and other communications to recognized educational institutions (government or private), Central / State Government recruitment or other equivalent recruitment agencies, a 10% discount on postage charges towards availing Speed Post (Document) service, is issued through this OM.

3. Special Discount of 10% to Student under Speed Post (Document)

- 3.1 The **Special discount of 10%** will be available for students, having a valid student ID issued by the recognized institution at the time of booking.
- 3.2 The sender must be a student, and the addressee must be a recognized educational institution (school, college, university, or similar) or recruitment agencies viz. UPSC, State PSC, State subordinate boards, NTA or other equivalent recruitment agencies and public sector undertakings (PSUs).
- 3.3 The sender's name must match the name on the Student ID.
- 3.4 This scheme applies exclusively to retail bookings of Speed Post articles addressed to recognized schools, colleges, universities, and other educational institutions or Central / State Government recruitment or other equivalent recruitment agencies.
- 3.5 Discount is available only for retail bookings at post office counters.
- 3.6 Article must be addressed to a recognized educational institution or recruitment agency and prominently marked as "Student Mail".

4. Salient features, Standard Operating Procedure (SoP) of the special discount of 10% to student is attached as Annexure-I.

5. **Accounting Procedure-**

- (i) **Account Code "Deduct Discount /Rebate 1201012800"** may be used for applying the discount at the time of booking in respect of both the scenarios.
- (ii) Regarding revenue, Product Wise respective Account Codes which are already mapped in Booking Solution may be used. GST is to be calculated after discount and it is to be Rounded-Off as per the methodology issued vide PA/CSI/02/118/2021-22/3992 to 4048 dated 08.06.2022.
- (iii) It should be ensured that there is no manual entry posted in any of these Revenue / Discount Account Codes, except through the system.

6. These instructions shall come into force on the 1st day of November 2025.

This issues with the approval of the competent authority.

Encl: Annexure-I



(Dushyant Mudgal)
DDG (MO)

To,

All Heads of Circles
Addl. DG, APS

Copy for information and n/a to:

1. Sr.PPS to Secretary (Posts).
2. Sr.PPS to Director General Postal Services.
3. Sr.PPS/PPS/PS to the Members of Postal Service Board.
4. GM, CEPT- with request to modify the system software in tune with revised guidelines regarding 10% discount to students and release the same before due date of implementation.
5. CGM, BD/Parcel Directorate/PLI
6. Sr.DDG (Vigilance) & CVO/Sr.DDG (PAF).
7. Director, RAKNPA /Directors of All PTCs.
8. All PMsG in regions
9. All DDsG in Postal Directorate / Secretary (PSB)
10. All PAOs.

Special Discount Scheme for Students – Speed Post

To encourage students and youth to use Speed Post services for sending applications and other communications to recognized educational institutions (government or private), Central / State Government recruitment or other equivalent recruitment agencies, a **10% discount on postage charges** will be offered. This scheme applies exclusively to retail bookings of Speed Post articles addressed to **recognized schools, colleges, universities, and other educational institutions or Central / State Government recruitment or other equivalent recruitment agencies and public sector undertakings (PSUs).**

Key Features of the Discount Scheme

a. Eligibility

- i. The sender must be a student, and the addressee must be a recognized educational institution (school, college, university, or similar) or recruitment agencies viz. UPSC, State PSC, State subordinate boards, NTA or other equivalent recruitment agencies.
- ii. The student must present a valid student ID issued by the recognized institution at the time of booking.

b. Scope of Discount

- i. A **10% discount will be applied on postage charges only.**
- ii. The discount will **not apply to value-added services (VAS)**, if availed.

c. Verification

- i. Counter PA will check the original student ID and enter the Student ID card number and name of the institution where the student is enrolled in the booking system.
- ii. The sender's name must match the name on the Student ID.
- iii. Each article must be clearly marked "**Student Mail**" on the front side of the envelope/document.

d. Applicability

- i. Discount is available only for **retail bookings at post office counters.**
- ii. The scheme does **not apply to bulk or corporate customers** registered under BNPL (Book Now Pay Later) services.

Standard Operating Procedure for Booking Offices

a. Customer Responsibilities

- i. Student will present the original student ID card along with a clear and legible photocopy of the ID card. The photocopy will be retained by the counter PA

- ii. Article must be addressed to a recognized educational institution or recruitment agency and prominently marked as **“Student Mail”**.

b. **Counter PA Duties**

- i. Verify the article is addressed to a recognized institution or recruitment agency.
- ii. Confirm sender's identity by checking the student ID and ensuring name matches the name on the article.
- iii. Collect and retain the photocopy of the student ID card ensuring that the photocopy is of the student ID card produced by the student. The photocopy will be retained as record in the booking office for a period of six months.
- iv. Capture student ID card number and name of the institution where the student is enrolled, in the booking system.
- v. Enter sender and addressee details in the system.
- vi. Select the **“Student Mail”** option in the retail booking screen.
- vii. System will automatically apply a 10% discount on postage charges.

c. **Booking Receipt Contents**

- i. Base tariff
- ii. Applicable 10% discount
- iii. VAS charges (if any)
- iv. GST charged
- v. Final amount payable

Reporting

A **consolidated report** will be generated periodically, capturing:

- i. Total number of discounted articles booked
- ii. Traffic and revenue generated
- iii. Total discount availed under the scheme
