

AVAILABLE ALL OVER MAHARASHTRA & GOA

| | |
|-------------------|---|
| MUMBAI | : Mumbai GPO - 22696102, Yogakshema - 22813985/22021233, Jacob Circle - 23089905, VileParle (W) - 26184713/26126741, Chakala MIDC - Mandpeshwar - 28919873, Mahim Bazar - 24376630, Gokhale Rd. (Thane) - 25422290, Vashi - 27663115/27661597, Commerce House - Dadar HO - 24184351, UTI Belapur - 27561690 Ext. 2055. |
| PUNE | : Pandharpur, Satara HO, Kared, Paltan, Salara City, Koregaon, Pune HO, Chinchwad (E.), Yerawada, Shivaji Nagar HO, Shrirampur, Solapur HO. |
| NAGPUR | : Zero Mile, Nagpur HO, MIDC Nagpur, Amravati HO, Akola HO, Chandrapur HO, Gondia, Bhandara HO, Buldhana, Yectmal, Wardha |
| AURANGABAD | : Nashik HO, Malegaon Ho, Aurangabad HO, Jaina HO, Beed HO, Nanded HO, Nashik Road HO, Chalisgaon HO, Bhusaval HO, Jalgaon HO, Parbhani HO. |
| GOA | : Panjim HO, Vasco-da-Gama, Margao, Ponda, Panaji Stg. Off., Sangli HO, Ratnagiri, Chiplun HO, Tilakmemorial SO, Dapoli SO, Mapuca SO. |

For more details contact :

Asst. Postmaster General (BD),
O/o, CPMG, Maharashtra Circle,
Mumbai - 400 001.
Tel. : 22644848 Fax. : 22623392

NAGPUR : 2531207/2537595

PUNE : 26121528

GOA : 2231938

AURANGABAD : 2372559



BUSINESS POST

The Total Mail Solution

DEPARTMENT OF POSTS, INDIA

Business Development Cell,
Maharashtra Circle,
GPO, MUMBAI 400 001.

BUSINESS POST

FEATURES

Too much mail to send? Relax, all your pre-mailing worries for bulk mail are now over. We offer you the perfect solution - BUSINESS POST. A special facility for undertaking all your franking, gumming, inserting activities and direct despatch of prepared bags to destinations.

WE UNDERTAKE AT RESONABLE COST

- ✦ Collection of articles / mailing materials
- ✦ Inserting and gumming of the envelopes
- ✦ Addressing / address pasting of envelopes
- ✦ Franking of envelopes
- ✦ Special sorting and despatch of the articles

You can avail of all or any of the above services. We will provide you with a customized plan to suit your need.

You can use Business Post for all your mass mailing needs.

- ✦ Monthly Bills
- ✦ Regular Mailers
- ✦ Corporate Reports
- ✦ Annual Reports
- ✦ Dividend Warrants
- ✦ Share Certificates
- ✦ Banking Instruments - Like cheques, monthly statements

RELIABILITY GUARANTEED

Our officials personally supervise the pre-mailing activities, thus ensuring fast and responsible despatch of your mail, including all your important mail like Dividend Warrants, Bills etc.

The Business Post centres are equipped with the state of the art franking machines. On an average a business post centre can easily handle all the pre-mailing operation for amount 700000 articles per day.

During peak season, this figure goes to a staggering 830000 article per day. In fact, additional manpower is utilized to handle the increaseworkload and the business post centres run round the clock i.e. twenty-four (24) hours.

All this goes to show that we take extra care to ensure that your time relative mail reach their destination within the prescribed norms.

SATISFIED CUSTOMERS

Anmedabad Vehicle Tax Dept. increased its collection from a mere Rs. 7000/- to whopping Rs. 1,00,000/- on a single day, once they started using Business Post. As the intimation for Vehicle Tax was received on time by the vehicle owners, they deposited the money within the stipulated date.

Similarly, Business Post helped the Income Tax Department increase its collection in case of IT Refund Order and IT Return Orders.

Major Corporate Giants like UTI, MTNL, ICICI, BSNL, LIC, Income Tax Deptl. SBI Credit Card, Mclouds Pharmaceuticals Ltd., Aristo Pharmaceuticals Ltd.

Last but not the least, we have 150 years of experience in this field, that's why we understand your business needs better than anybody else.



EXPRESS PARCEL

POST



DEPARTMENT OF POSTS, INDIA

Business Development Cell,
Maharashtra Circle,
GPO, MUMBAI 400 001.

| City | Dely. Norms | City | Dely. Norms |
|---------------|-------------|------------------|-------------|
| DHARMSHALA | D+3 | MUMBAI | D+1 |
| DHARWAD/HUBLI | D+3 | MUZAFFARPUR | D+3 |
| DIBRUGAD | D+6 | MYSORE | D+4 |
| DIMAPUR | D+6 | NAGARCOIL | D+4 |
| FARIDABAD | D+3 | NAGPUR | D+2 |
| GANGTOK | D+5 | NASIK | D+2 |
| GHAZIABAD | D+3 | NOIDA | D+3 |
| GORAKHPUR | D+3 | PANAJI | D+2 |
| GULBARGA | D+2 | PANIPAT | D+3 |
| GUNTUR | D+3 | PATHANKOT | D+3 |
| GURGAON | D+3 | PATIALA | D+3 |
| GUWAHATI | D+5 | PATNA | D+3 |
| HWALIOR | D+3 | PHAGWARA | D+3 |
| HAMIRPUR | D+3 | PONDICHERY | D+4 |
| HQSSUR | D+4 | PUNE | D+2 |
| HOWRAH | D+3 | RAICHUR | D+2 |
| HYDERABAD | D+3 | RAIPUR | D+3 |
| IMPHAL | D+6 | RAJKOT | D+2 |
| INDORE | D+3 | RANCHI | D+4 |
| JABALPUR | D+2 | ROURKELA | D+3 |
| JAIPUR | D+3 | SAHARANPUR | D+3 |
| JAMMU | D+4 | SALEM | D+4 |
| JAMSHEDPUR | D+3 | SAMBALPUR | D+3 |
| JODHPUR | D+3 | SHILLONG | D+6 |
| JORHAT | D+6 | SHIMLA | D+3 |
| JULLUNDER | D+3 | SILCHAR | D+6 |
| KANCHIPURAM | D+3 | SILIGURI | D+4 |
| KANPUR | D+3 | SOLAN | D+3 |
| KARNAL | D+3 | SRINAGAR | D+4 |
| KARUR | D+4 | SUBAT | D+2 |
| KHARGPUR | D+3 | THANE | D+1 |
| KOCHI | D+3 | THIRUVANANTPURAM | D+3 |
| KOHIMA | D+6 | THRISSURE | D+3 |
| KOLKATA | D+3 | TIBUPATI | D+3 |
| KOLLAM | D+3 | TIRUPUR | D+4 |
| KOTTAYAM | D+3 | TIRUVALLA | D+3 |
| KOZIKODE | D+3 | TRICHY | D+4 |
| KURNOOL | D+2 | TUTICORIN | D+4 |
| KURUKSHETRA | D+3 | UDAIPUR | D+3 |
| LUCKNOW | D+3 | UDIP/MANIPAL | D+2 |
| LUCHIANA | D+3 | ULAIN | D+3 |
| MADHURAI | D+4 | VADODARA | D+2 |
| MANDI | D+3 | VARANASI | D+3 |
| MANGALORE | G+2 | VELLORE | D+4 |
| MEERUT | D+3 | VIJAYWADA | D+3 |
| MORADABAD | G+3 | VISHAKHAPATNAM | D+4 |

For more details contact :

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EXPRESS PARCEL POST

Express Parcel Post offers fast and guaranteed delivery of parcels upto 35 kg. linking Speed Post Centres in India through surface transportation. It is positioned in between ordinary Parcels and Speed post. in terms of performance.

Express Parcel Post makes the task of sending your parcel simple and hassle free.

Express Parcel Post Highlights:-

Door to door service: Customers will be given door-to-door service (free pick up and free delivery) irrespective of the weight of the Express Parcel Post articles.

Contract Service:

Contracts will be signed with the corporate customers, who send parcels regularly or in large volumes. Such customers will be given value - added service including:

- Credit facilities under BNPL
- Volume Based discount
- Free Pick-up from the customer's premises.
- VPP service on payment of VPP charges
- Insurance facilities on payment of Insurance Charges.

Economical

Express Parcel Post offers you value for money. The tariff is based on destinations and weight. The farther your parcel travels or the heavier it becomes, the cheaper it gets. The rate structure shows you how we offer you special rates and discounts, for large volumes.

| Weight | upto 3 Kgs. | For Every additional 1 kg. above 3 kgs. |
|------------------|----------------|---|
| Local | Rs. 10 per kg. | Rs. 3 per kg. |
| Upto 500 kms. | Rs. 15 per kg. | Rs. 5 per kg. |
| 501 - 1000 kms. | Rs. 20 per kg. | Rs. 13 per kg. |
| 1001 - 2000 kms. | Rs. 25 per kg. | Rs. 25 per kg. |
| Above 2000 kms. | Rs. 35 per kg. | Rs. 35 per kg. |

Weight Slab

The first weight slab for tariff purposes will be 3kg. irrespective of the weight of the parcel. The subsequent weight slab will be 1 kg.

Express Parcel Post Center in Mumbai Region

| | | | |
|------------------------|----------|-----------------|----------|
| Mumbai GPO | 22621671 | Kalbadevi HO | 22057587 |
| Dadar HO | 24184351 | Goregaon HO | 26862458 |
| Mira Road (Thane) | 28128401 | Delosle Road PO | 24903565 |
| Dr. Deshmukh Marg PO | 23864632 | Tilak Nagar | 95251- |
| | | Dombivli PO | 2430860 |
| Vile Parie (W) PO | 26184713 | Bhandup (W) PO | 25947130 |
| Vashi PO | 27661597 | CPSO | 22620626 |
| Wagle Estate PO | 25820499 | Sion | 24071168 |
| Buculla Sorting Office | 22691388 | IIT Post Office | 25721735 |
| Wagle I. E | 25820499 | Girgaon HO | 23826567 |

Express Parcel Post Center & their delivery Norms from Mumbai.

| City | Dely. Norms | City | Dely. Norms |
|------------|-------------|-------------|-------------|
| 56 APO | D+3 | BEHRAMPUR | D+4 |
| 59 APO | D+3 | BELGAUM | D+3 |
| AGARTAL A | D+6 | BELLARY | D+2 |
| AGRA | D+3 | BHOPAL | D+2 |
| AHMEDABAD | D+2 | BHUBNESHWAR | D+4 |
| AIZAWAL | D+6 | CHANDIGARH | D+3 |
| AJMER | D+3 | CHENNAI | D+3 |
| ALLAHABAD | D+3 | COIMBTORE | D+4 |
| ALUWA | D+3 | CUDDALORE | D+4 |
| AMBALA | D+3 | CUTTACK | D+4 |
| AMRITSAR | D+3 | DAVANGERE | D+3 |
| AURANGABAD | D+2 | DEHRADUN | D+4 |
| BANGALORE | D+3 | DELHI | D+3 |
| BAREILLY | D+3 | DHANBAD | D+3 |

Documents Only

| Country | Delv. Norms | Country | Delv. Norms | Country | Delv. Norms |
|-------------------|-------------|------------|-------------|---------------------|-------------|
| Argentina | D+5 | Iraq | D+3 | Papua New Guinea | D+4 |
| Belgium | D+4 | Kuwait | D+3 | Rwanda | D+5 |
| Cape verde island | D+5 | Luxembourg | D+4 | Saudi Arabia | D+3 |
| Denmark | D+4 | Maldives | D+3 | Sri Lanka | D+3 |
| El Salvador | D+5 | Mexico | D+4 | Sweden | D+4 |
| Guyana | D+6 | Niger | D+4 | Tunisia | D+4 |
| Indonesia | D+4 | Nigeria | D+3 | Yemen Arab Republic | D+5 |
| Iran | D+3 | Panama | D+4 | Zaire | D+5 |

D - Day of Posting

Note : These standards are however subject to following conditions:

- These standards are applicable for articles booked before 3 pm, which enables the articles to be despatched the same evening.
- These standards are exclusive of the time taken for customs clearance. In case the articles are detained by the customs, then the days of customs detention will be in addition to the days mentioned above.
- These standards exclude Sundays and holidays.

Compensation:

In the rare event of delay of International Speed Post articles beyond the prescribed delivery norms published from time to time as part of money back guarantee, the difference between the actual charges realised and the amount chargeable on an airmail registered letter is refundable to the sender.

For more details contact :

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Tel. : 22644848 Fax. : 22623392

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GOA : 2231938, AURANGABAD : 2372559



INTERNATIONAL SPEED POST



DEPARTMENT OF POSTS, INDIA

Business Development Cell,
Maharashtra Circle,
GPO, MUMBAI 400 001.

INTERNATIONAL SPEED POST

International EMS, the premier service of the Department. It is a highly reliable, economic and time bound service.

Since 1986, the EMS network has grown to 97 countries around the world.

Both documents as well as merchandise can be sent for 73 countries and only documents can be sent for 24 countries.

Special Incentives for Bulk Customers:

- ★ Book now pay later scheme
- ★ Free pickup facility
- ★ Computerised extension counters at the premises of the customers.
- ★ Tailor made solutions on contractual basis for despatch and tariff
- ★ Maximum Volume discount
- ★ Insurance facility up to Rs.1 lakh on payment of prescribed Insurance charges.

Lowest International Tariff:-

| EMS RATES (Rs.) | | | | | |
|------------------------|---------------|----------------|---------------|----------------|----------------|
| Zone No. | Zone | Documents | | Merchandise | |
| | | First 250 gms. | Addl 250 gms. | First 250 gms. | Addl. 250 gms. |
| 1. | Asia | 425 | 50 | 475 | 50 |
| 2. | Africa | 425 | 50 | 475 | 50 |
| 3. | Middle East | 425 | 50 | 475 | 50 |
| 4. | Australia | 425 | 75 | 475 | 75 |
| 5. | Europe | 675 | 75 | 725 | 75 |
| 6. | South America | 525 | 100 | 575 | 100 |
| 7. | North America | 425 | 100 | 475 | 100 |

| Zone No. | Zone | Documents | | Merchandise | |
|----------|------------|----------------|---------------|----------------|----------------|
| | | First 250 gms. | Addl 250 gms. | First 250 gms. | Addl. 250 gms. |
| 8. | Sri Lanka | 375 | 25 | 425 | 25 |
| | Bangladesh | 375 | 25 | 425 | 25 |
| | Pakistan | 375 | 25 | 425 | 25 |
| | Maldives | 375 | 25 | 425 | 25 |
| | Nepal | 375 | 25 | 425 | 25 |

Destinations (Merchandise & Documents)

| Country | Dely. Norms | Country | Dely. Norms | Country | Dely. Norms |
|-------------------|-------------|-------------|-------------|----------------------|-------------|
| Austria | D+3 | Ghana | D+5 | Pakistan | D+4 |
| Australia | D+3 | Greece | D+4 | Philippines | D+4 |
| Bangladesh | D+3 | Hongkong | D+2 | Poland | D+4 |
| Barbados | D+4 | Hungary | D+4 | Portugal | D+4 |
| Bermuda | D+4 | Iceland | D+4 | Qatar | D+3 |
| Bahrain | D+3 | Ireland | D+4 | Republic of Korea | D+3 |
| Belarus | D+5 | Israel | D+4 | Romania | D+4 |
| Bhutan | D+3 | Italy | D+3 | Russia | D+4 |
| Botswana | D+5 | Japan | D+3 | Senegal | D+6 |
| Brunei Darussalam | D+4 | Jordan | D+4 | Singapore | D+2 |
| Bulgaria | D+5 | Kenya | D+4 | Spain | D+4 |
| Canada | D+3 | Latvia | D+4 | Sudan | D+5 |
| Cayman Island | D+5 | Macau | D+4 | Switzerland | D+3 |
| China | D+3 | Malawi | D+5 | Tanzania | D+5 |
| Cambodia | D+5 | Malaysia | D+3 | Taiwan | D+4 |
| Cuba | D+5 | Mauritius | D+3 | Thailand | D+3 |
| Cyprus | D+4 | Mongolia | D+4 | Turkey | D+4 |
| Egypt | D+4 | Morocco | D+3 | Uganda | D+5 |
| Eritrea | D+5 | Namibia | D+5 | Ukraine | D+4 |
| Estonia | D+5 | Nauru | D+6 | United Arab Emirates | D+3 |
| Ethiopia | D+5 | Nepal | D+4 | United Kingdom | D+3 |
| Fiji | D+4 | Netherland | D+3 | United S. of America | D+3 |
| France | D+3 | New Zealand | D+3 | Vietnam | D+4 |
| Georgia | D+6 | Norway | D+4 | | |
| Germany | D+3 | Oman | D+3 | D- Day of Posting | |

per letter box for C-3, C-4, C-5 type letter boxes.

The following organisations have utilised this option for advertisement :

Shri. D. N. Ozha, Borivali (W.), Shri. J. S. Bhalekar, Borivali (W.), Smt. Heena K. Rawal, Kamlesh Rawal, Alka Telanga, Shri. V. Shah, Sharat S. Joshi, Smt. Pramodini Naik, Rajendra C. Desai.

Advertisement on mail Vans :

The two side panels are available for advertising in mail van.

The rates are decided through tender process, with the minimum rates being the following :-

In metro cities Rs. 1250/- Per Month Per Panel (Delhi, Mumbai Chennai, Calcutta, Hyderabad, Bangalore, Ahmedabad and Pune).

In other stations Rs. 1150/- per month per panel.

Painting charges would be Rs. 500/- per panel.

The following organisations have utilised this option for advertisement :

M/s. PIE-COMM India Ltd.

For more details contact :

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GOA : 2231938, AURANGABAD : 2372559



MEDIA POST

Touching the heart of India



DEPARTMENT OF POSTS, INDIA

Business Development Cell,
Maharashtra Circle,
GPO, MUMBAI 400 001.

MEDIA POST

India Post offers a unique media concept to help the Indian corporates and the Government organisations to reach potential customers through Media Post.

MEGHDOOT POSTCARD

The address side blank space of post card may be used for printing advertisement – upto four colour. This post card- known as Meghdoot Card would be sold @ 25paise each as against normal post card being sold @50 paise.

Speicially Suited for making in rural and semi-urban areas.

Sale can be concentrated in area selected by company concerned.

Minimum order for 1lakh post cards @ Rs.2/- per card.

5% discount to company for order of 5 lakh quantity and above.

10% discount to company for order of 10 lakh quantity and above.

The following organisations have utilised this option for advertisement :

State Bank of India, Bajaj Auto india Ltd., Maharashtra State Seeds Corporation Ltd., BSNL, Navneet Publication, NABARD, Kinetic Engg., National Health Information & Education Bureau, Commissioner of "Women & Child Welfare" & SET India Pvt. Ltd. (Jassi Jaissi Koi Nahin).

In addition, advertisement is offered in the following products :-

| Medium | Space | Charges per price for single colour advertisement (Paise) | Minimum Quantity (Million) | Cost (Rs.) |
|---------------------|------------|---|----------------------------|------------|
| Postcards | 3 x 2.25 | 10 paise* | 2 | 2,00,000 |
| Inland Letter Cards | 9 x 2.25 | 15 paise* | 2 | 3,00,000 |
| Aerogrammes | 5.5 x 4.25 | 20 paise* | 1 | 2,00,000 |
| Money Order Forms | 2 x 4.25 | 10 paise* | 1 | 1,00,000 |
| PO SB Pass Books | 9 x 2.25 | 10 paise* | 0.5 | 50,000 |

* Charges for multi colour are double.

Advertisement on Letter Boxes and Mail Vans:-

Advertisement on letter boxes, mail vans, post office compound walls and interiors is also permitted at the following prescribed fees:-

| Locality letter | Rates for advertisement (in rupees) TV/Pillar type Letter boxes | C-3, C-4, C-5 boxes |
|------------------|---|---------------------|
| A-1 and A cities | 2000 | 1000 |
| B-1 Cities | 1800 | 900 |
| B-2 Cities | 1600 | 800 |
| C Cities | 1400 | 700 |
| Other Towns | 1200 | 600 |
| Rural Areas | 1000 | 500 |

- Painting charge of the advertisement on letter boxes in case Department undertakes painting will be extra @ Rs. 300 per letter box for TV pillar type and Rs. 200

Compensation:-

- a) In the rare event of delay of domestic speed post articles beyond the prescribed delivery norms published from time to time as a part of money back guarantee, the speed post charges paid by the customer will be refunded.
- i) Delay due to Curfew, bandhs and strike etc. will not count as delay in delivery and such days of interruption will be excluded from the total days taken in delivery of articles.
- ii) The article booked beyond cut off time will be counted as booked on the next day and will be worked as "Booked after cut off time".
- b) In the rare event of loss of a Speed post articles, loss of contents or damage to the contents, the compensation payable to the customer will be double the speed post charges or Rs.1000/- whichever is less.

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Mumbai GPO : 22624343

SPCC, Mumbai : 26156703

NAGPUR : 2531207/2537595

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SPEED POST

The Best Choice



EMS SPEED POST

DEPARTMENT OF POSTS, INDIA

Business Development Cell,
Maharashtra Circle,
GPO, MUMBAI 400 001.

SPEED POST

Speed Post is a highly reliable, economical and time bound service offered by the Department of Posts.

Speed Post has over 156 National Centres and 50 State Speed Post centres all over India. It also links 97 major countries around the world.

Everything except prohibited items such as liquids, explosives, chemicals, drugs, Electronic items etc. can be sent by Speed Post.

Article can be tracked by logging on to www.indiapost.org or www.speedpost.org

Both documents as well as merchandise can be sent by Speed post. Money transfer is also available through speed post in India.

Special Incentives for Bulk Customers:

- ★ Book now pay later scheme
- ★ Free pickup facility
- ★ Computerised extension counters at the premises of the customers.
- ★ Tailor made solutions on contractual basis for despatch and tariff
- ★ Maximum Volume discount
- ★ Insurance facility up to Rs.1 lakh on payment of prescribed Insurance charges.

Low Domestic Tariff:

| Weight | Local | Upto 200 km. | 201 to 1000 km. | 1001 to 2000 km. | Above 2000 km. |
|-------------------------|-------|--------------|-----------------|------------------|----------------|
| Upto 200 grams | Rs.20 | Rs.25 | Rs.30 | Rs.50 | Rs.50 |
| 201 to 500 grams | Rs.20 | Rs.40 | Rs.45 | Rs.60 | Rs.60 |
| Addl. 500 grams or part | Rs.5 | Rs.7.50 | Rs.10 | Rs.20 | Rs.25 |

Delivery Norms from Mumbai :

Domestic

- ★ Next day for all metro cities in India (D+1)
- ★ Two days for other speed post centres. (D+2)
- ★ Delivery to other state speed post centres will take an additional day or two.

D - Day of Posting

Complaints:-

Complaints regarding disposal of Speed Post articles should be preferred within a month.