



परिपत्रक

शिवाजी वि./जावक/2020/01

दिनांक...

टपालाच्या यांत्रिकीकरणाबाबत सूचना

भारतीय डाक विभाग स्वयंचलित संसाधन केंद्रातून प्राप्त सूचनेनुसार, टपालाचे वर्गीकरण स्वयंचलित लेटर सॉर्टिंग यंत्राद्वारे केली जात आहे. तरी त्या दृष्टीकोणातून लाखोट्यावर पत्ता नोंदविण्याची पद्धत व लाखोट्याच्या बनावटीमध्ये विशेष बदल होणे आवश्यक आहेत. त्यातील दुरुस्त पद्धतीने पत्ता नोंदविण्याबाबत सूचना खालील प्रमाणे आहेत.

1. पत्ता लिहिण्याचा क्रम खालील प्रमाणे सवा

| | |
|------------|-------------------------------|
| पहिली ओळ : | नाव (ज्याच्या नावी पत्र आहे) |
| दुसरी ओळ : | प्लॉट क्र. / निवासाचे नाव |
| तिसरी ओळ : | गल्ली / मार्ग |
| चौथी ओळ : | उप-परिसर / वसाहत |
| पाचवी ओळ : | परिसर / इलाका / नागरी क्षेत्र |
| सहावी ओळ : | गाव व तालुका / नगर / शहर |
| सातवी ओळ : | जिल्हा |
| आठवी ओळ : | राज्य - पिन कोड (६ x अंक) |

2. पत्त्याच्या ओळींमध्ये अनावश्यक जागा ठेवू नयेत.

3. ज्याच्या नावी पत्र आहे त्याचा पत्ता लाखोट्याच्या पुढील बाजूवर असावा, तसेच पत्र पाठवणाऱ्याचा पत्ता लाखोट्याच्या मागील बाजूवर वरच्या डाव्या कोपऱ्यात असावा.

4. टपाल लाखोट्यांच्या संबंधित इतर तांत्रिक बाबींबाबत सूचना परिशिष्ट "A", "B" व "C" अनुसार सोबत जोडल्या आहेत

XXXXXXX

कुलसचिव

प्रत:

1. सर्व स्वीय सहाय्यक इंटरनेट द्वारे
2. सर्व विभाग व अधिविभाग प्रमुखांना इंटरनेट द्वारे

मान्यतेस सादर,

LETTER NO 4563 dt. 02/03/19
FROM DEPT. OF POST ATT. HEREWITH

सहाय्यक कुलसचिव

17 AUG 2020

कुलसचिव

Department of Posts Automated Mail Processing Centre

Instructions for Machine-able Mail**1. Windows Envelope:**

- a. Paper Quality of Envelope: >70 gsm for articles less than 170 mm long and >100 gsm for articles of length >170 upto 245 mm. This is to comply with stiffness requirements.
- b. Paper Quality of windows: Glassine paper of 35 GSM, Cellophane Paper of 40 GSM and PVC or BOPP of 15 micron thickness.
- c. The windows material shall stick without and wrinkles to the inner side of the plain front of the envelope, gloss value must be >150 haze value must be < 75%.
- d. As far as possible WHITE coloured envelopes shall be used.
- e. Envelope must be flexible enough to bend into U shape.
- f. Letter Cards of private manufacture shall be suitably folded and fully closed on three sides by continuous gumming, glue or any other adhesive provided the dimension and other conditions mentioned in this rule are complied with.
- g. Metal clips or staples should not be used for closing envelope.
- h. Filling (of Envelope): Should be uniform throughout the envelope and proper. Use envelope that is not longer or wider than folded articles inside the envelope i.e. "Choose the size of the Envelope according to the Size of the matter/paper to be put in the envelope.
- i. Every Character in Delivery Address, including any postal barcode or 2D barcode must be completely visible through the address window.
 - i. Printed Barcode:- should be 60mm in length & 10 mm in breadth
 - ii. 2D Barcode:- should have minimum size 18x18 mm
- j. A clear Space of 3mm is required between address block and the top, bottom, left and right edges of the address window to ensure that address is easily read.

2. Printing Quality of Address Block.

- a. Use Laser Printer for Printing the address block. Avoid using Dot Matrix Printers.
- b. Print Contrast ratio with respect to background shall be at least 40 percent when tested according to 5.4 of IS 12736.

3. Writing of address:

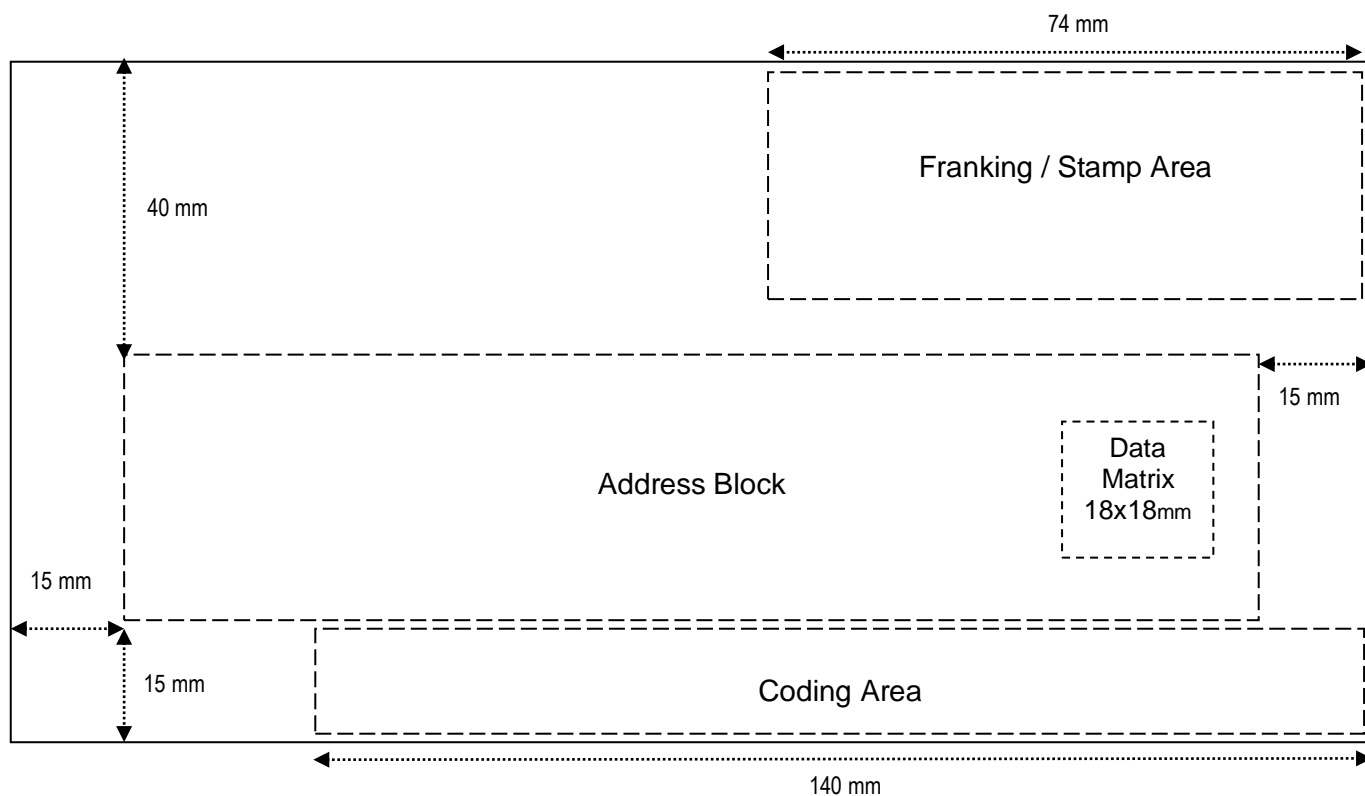
- a. Correct address writing sequence:
 - i. Addressee Name
 - ii. Premise Number/Name
 - iii. Sub locality/Street/Colony name
 - iv. Locality name
 - v. City/Town
 - vi. State – PIN Code (Six Digits)
- b. There shall be no gap between lines of address.
- c. Address of the addressee shall be written on front side and **address of the sender will be written on top left-hand corner of back side.**

| Incorrect Address | Correct Address |
|--------------------------------------------------|---------------------------------------------|
| First Line: Shri Neeraj Sharma | First Line: Shri Neeraj P Sharma |
| Second Line: A-1/14, Adarsh Apts, Adarsh- | Second Line: A-1/14, Adarsh Apts. |
| Third Line: nagar, Najibabad - 246763 | Third Line: Adarsh Road, |
| Fourth Line: Dist. Bijnor, UP | Fourth Line: Adarsh Nagar, |
| | Fifth Line: Najibabad, |
| | Sixth Line: Dist. Bijnor, |
| | Seventh Line: Uttar Pradesh – 246763 |

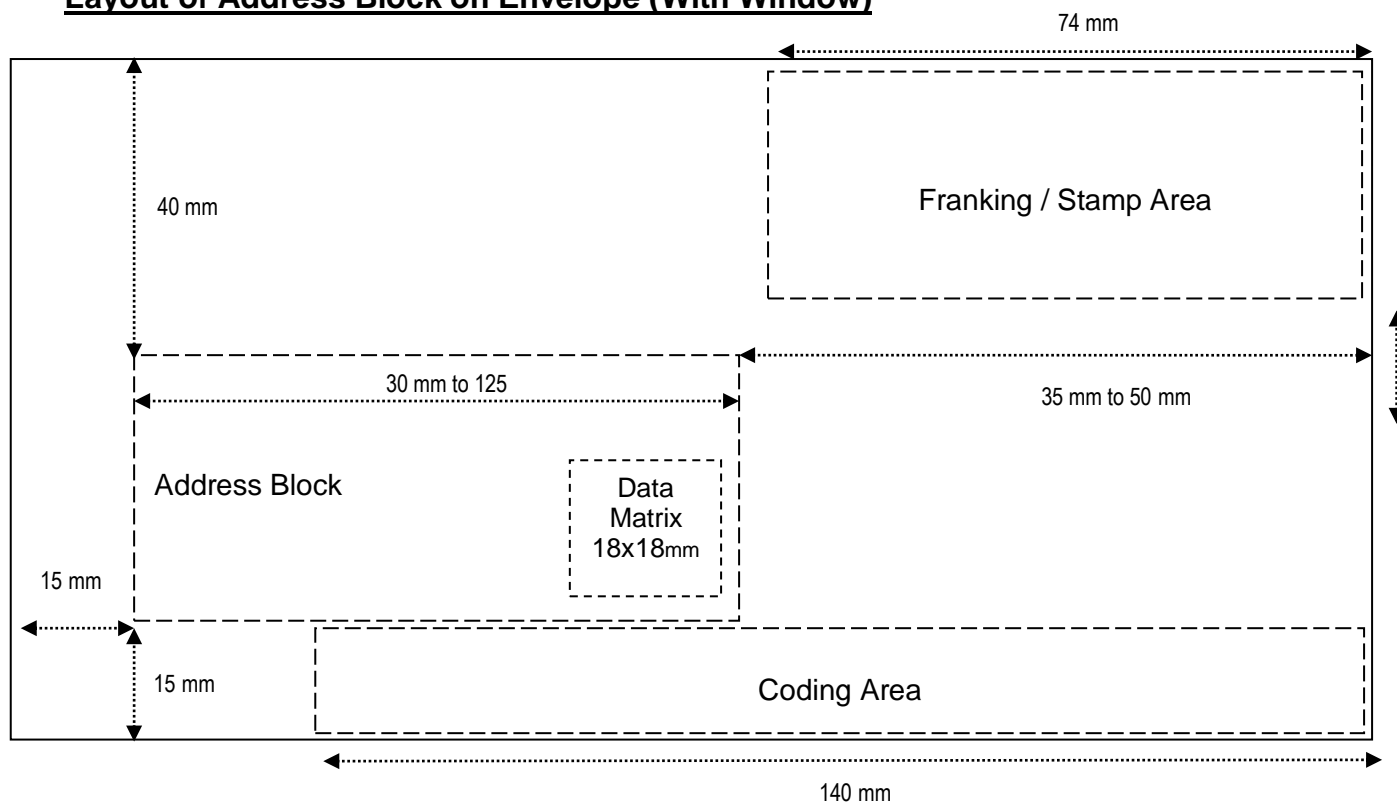
Appx “C”

Department of Posts Automated Mail Processing Centre Instructions for Machine-able Mail

Layout of Address Block on Envelope (Regular)



Layout of Address Block on Envelope (With Window)



Appx "B"

Department of Posts Automated Mail Processing Centre

Specifications for Machine-able Mail

| Letter Sorting Machine (LMS) | | | | |
|----------------------------------|------------|---------------------------------|----------------|-----------------|
| No | Type | Particulars | Minimum | Maximum |
| 1 | Letters | Dimensions width x length + 2mm | 90mm x 140 mm | 165 mm x 245 mm |
| 2 | | Thickness uncompressed | 0.15 mm | 5 mm |
| 3 | | Weight | 3.27 g | 50 g |
| 4 | | Paper | 60 gsm | 140 gsm |
| 5 | | Card | 110 gsm | 500 gsm |
| 6 | | Window paper | 35 gsm | 80 gsm |
| Mixed Mail Sorting Machine (MMS) | | | | |
| No | Type | Particulars | Minimum | Maximum |
| 1 | Letters | Dimensions width x length + 2mm | 90mm x 140 mm | 165 mm x 245 mm |
| 2 | | Thickness uncompressed | 0.15 mm | 5 mm |
| 3 | | Weight | 3.27 g | 50 g |
| 4 | | Paper | 60 gsm | 140 gsm |
| 5 | | Card | 110 gsm | 500 gsm |
| 6 | | Window paper | 35 gsm | 80 gsm |
| 7 | Flats Mail | Dimensions width x length | 90 mm x 140 mm | 260 mm x 380 mm |
| 8 | | Thickness uncompressed | 1 mm | 30 mm |
| 9 | | Weight | 5 g | 2000 g |
| 10 | | Paper | 70 gsm | 140 gsm |
| 11 | | Window paper | 35 gsm | 80 gsm |