परिपत्रक

विषय: टपालसेवेच्या यांत्रिकीकरणाबाबत सूचना

भारतीय डाक विभाग स्वयंचलित संसाधन केंद्रातून प्राप्त सूचनेनुसार, टपालाचे वर्गीकरण स्वयंचलित लेट्टर सॉर्टींग यंत्रादव्वारे केली जात आहे. तरी त्या दृष्टीकोनातून लखोट्यावर पत्ता नोंदविण्याची पद्धत व लखोट्याच्या बनावटीमधे विशेष बदल होणे आवश्यक आहेत. त्यातील योग्य पद्धतीने पत्ता नोंदविण्याबाबत सूचना खालील प्रमाणे आहेत.

1. पत्ता लिहिण्याचा क्रम खालील प्रमाणे असवा

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

2. पत्याच्या ओळींमध्ये अनावश्यक जागा ठेवू नयेत.

3. ज्याच्या नावी पत्र आहे त्याचा पत्ता लखोट्याच्या पुढील बाजूवर नोंदवावा, तसेच पत्र पाठवणाऱ्याचा पत्ता लाखोट्याच्या माघील बाजूवर वरील डाव्या कोपऱ्यात नोंदवावा.

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

प्र. कुलसचिव

संं.क्र. शि.विद्या./जा.वि./धो./२०२२/०२

दि. **10 OCT 2022**

प्रत:

१.	कुलगुरू, प्र.कुलगुरू कार्यालय	- माहितीसाठी
२.	सर्व विभाग/अधिविभाग	- पुढील कार्यवाही साठी
३.	इंटरनेट कक्ष	- कार्यालयीन वेबसाईट वर प्रदर्शित करण्यास

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**

Department of Posts Automated Mail Processing Centre

Specifications for Machine-able Mail

No	Type	Particulars	Minimum	Maximum
**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

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

Layout of Address Block on Envelope (Regular)

74 mm

40 mm

Franking / Stamp Area

15 mm

Address Block

Data Matrix 18x18mm

15 mm

15 mm

Coding Area

140 mm
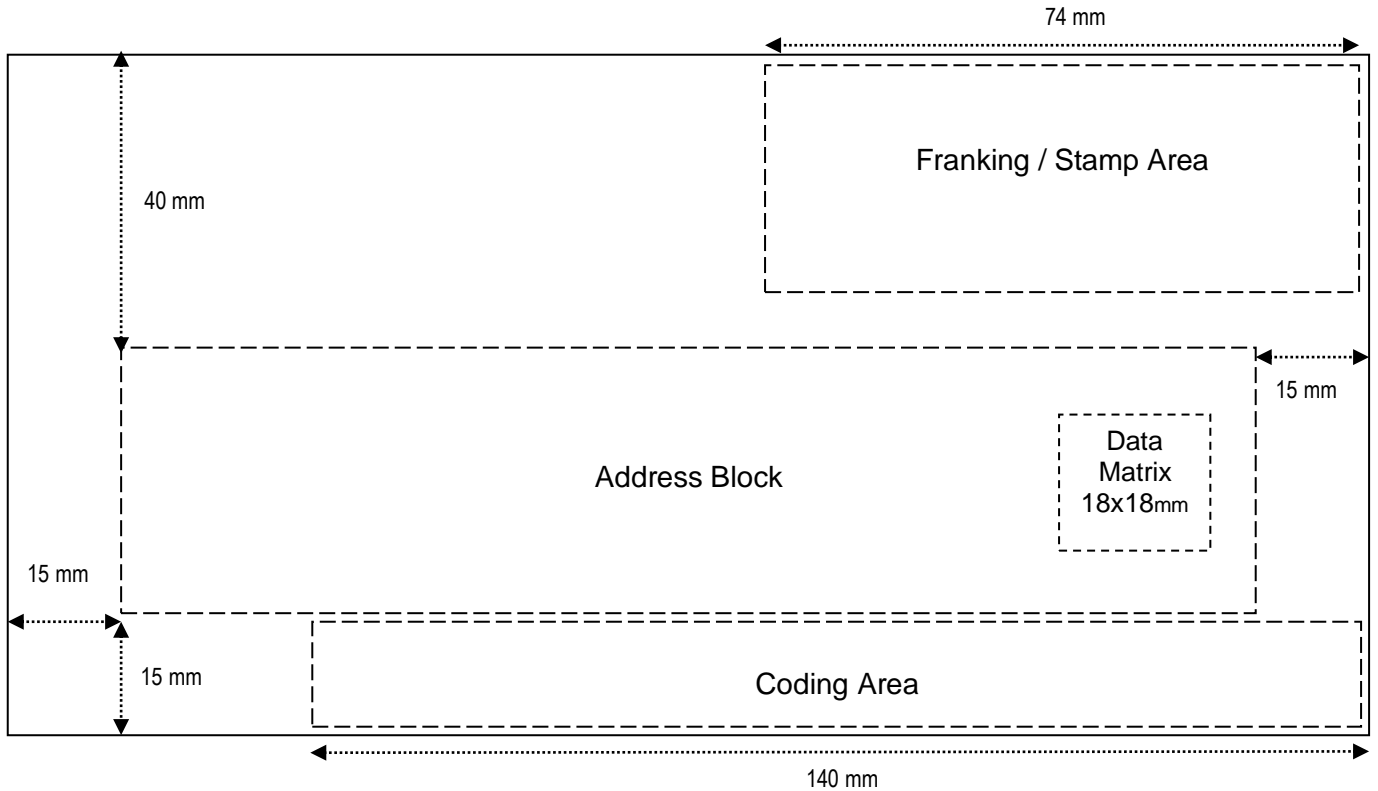
Layout of Address Block on Envelope (With Window)

74 mm

40 mm

Franking / Stamp Area

30 mm to 125

35 mm to 50 mm

Address Block

Data Matrix 18x18mm

15 mm

15 mm

Coding Area

140 mm