

C1/G3/1277/TC/06

Transport Commissionerate, Keralam
Trans Towers, Thiruvananthapuram
Dated: 28-12-2011

From
The Transport Commissioner

To
All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Sir,
Sub: Motor Vehicles Department-Booking and delivery of speed post articles
from the RTO units by Department of Posts-Direction issuing of-reg

Ref: Letter dated 20-09-2011 from Office of the Chief Post Master General,
Thiruvananthapuram

Your attention is invited to the above reference. Vide reference cited, the Chief Postmaster General has pointed out certain difficulties faced by them while receiving articles for delivering by speed post from various offices under this department. In this circumstance the following directions are issued for strict compliance.

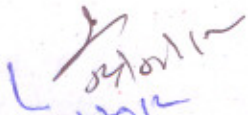
1. The articles which are to be sent by speed post shall be kept ready for handing over to the messenger of Department of Posts as early as possible;
2. It is to be ensured that only those articles which are invoiced in the list are handed over to the messenger;
3. It has to be ensured that sufficient postage stamp is affixed on the envelopes which contain articles sent by speed post; It is also ensured that pre-used stamps, service stamps or court fee stamps are not affixed on envelope;
4. While receiving the application it has to be ensured that the applicant has entered the Pin Code of the destination post office on the envelope. In case the pin code is not written, the same should be supplied by collecting it from the web site;

5. The sender's address/seal shall be written/sealed on the envelope;
6. Registration Mark/number of Driving Licence, name and address of the holder shall be included in the list handed over to the messenger.
7. Soft copy of the list of articles shall be given to the messenger in Excel format

Yours faithfully
Sd/-
Transport Commissioner

Approved for issue


Senior DTC (Taxation)


4/11/12