

भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

क.नं.211 (संकाय भवन)

पौ. आई.आई.टी. कानपुर -208016 (उ.प्र.), भारत
Room No. 211 (Faculty Building)
PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2012/IITK/853
Date : September 05, 2012

OFFICE ORDER

Subject: Engagement of Courier Companies – w.e.f. September 01, 2012.

Two Courier Companies namely M/s. Overnite Courier Co. and M/s. Trackon Courier Co. were engaged for external and internal 'Dak Management System' of the Institute. It was felt necessary to review and reconsider the functioning of the above 'Dak Management System'.

Taking the above into cognizance, fresh tenders were invited through leading news papers and a Committee was constituted by the Director to review and recommend the names of Courier Companies for such services. The Committee while making its deliberations examined the various factors pertaining to services to be availed from the Courier Company in order to provide better services. The said Committee, after going through all the parameters, recommended the following courier companies for future engagement in the Institute and the same was approved by the Competent Authority of the Institute:-

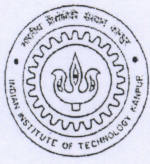
- (i) M/s. Blaze-flash Courier Company
- (ii) M/s. Trackon Courier Company

To streamline and standardize the Central Dak Dispatch and Distribution System, the above Courier Companies are entrusted with the following activities w.e.f. 01.09.2012:-

- (i) M/s. Blaze-flash Courier Company - External Dak delivery within India and abroad, as well as collection and distribution of internal dak within the institute.
- (ii) M/s. Trackon Courier Company - External Dak delivery within India and abroad, as well as collection and distribution of internal dak within the institute.

For effective services in the Internal Dak Distribution system, the aforesaid Courier companies are allotted different Departments/ Sections/ Units for rendering its services. The Departments/ Sections/ Units are requested to use the services of the particular Courier company for internal dak distribution as per details in Annexure-1. However, Departments/ Sections/ Units are free to choose any of the aforesaid Courier companies for sending external dak/ consignments, (Please see Annexure – 2 for approved rates) or in the alternative, even through the Post Office by purchasing the stamps from their own imprest fund.

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-: 2 :-

The Departments/Sections/ Units desirous of sending the external dak through courier agencies are to mark the name of the courier agency on the top of the envelope and arrange to hand it over to the identified courier agency located at Room No.101 (C) in the Faculty Building, or call the representative of the courier agency (**Phone No. 6123 for Blazeflash and 6122 for Trackon**) to their respective Departments/Sections/Units for collection of Dak. In case of **confidential mail, the Departments/Sections/Units may send it through their own staff.**

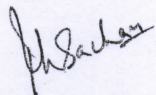
The detailed information about the courier agencies is furnished below:-

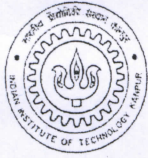
<u>Name of the Courier Agency</u>	<u>Location</u>	<u>Phone Nos.</u>
M/s. Trackon Couriers Pvt. Ltd.	Room No.101(C)	6122
M/s. Blazeflash Couriers Ltd.	Room No.101(C) (adjacent to the Estate Office)	6123

The destination wise rate list within India, and abroad, in respect of above said courier agencies is annexed at **Annexure – 2**.

The following points may please be noted and adhered to by the Departments/ Units/Sections while dispatching the mails through the above authorized couriers agencies:

1. For convenient tracking, legible and complete address with telephone/mobile No. be mentioned on the envelope earmarked for dispatch.
2. Receipt of each dispatch of mail is to be obtained from the authorized Courier agencies in order to tally with the proof of delivery (POD).
3. These authorized courier agencies are having services limited only to metro cities, district head quarters and urban cities/ area, hence no mails to remote areas be sent through these authorized courier agencies. **The availability of service for a particular destination may please be ascertained before handing over the Dak to the agency.**
4. The bill for each calendar month is to be checked for rates as per Annexure-2, verified and forwarded by the respective Departments/ Units/Sections to the Administration Section (for obtaining approval of Competent Authority), after verifying with the proof of delivery.
5. Temporary accommodation to these authorized agencies has been provided in **Room No.101 C** (adjacent to the Estate Office) with **phone Nos. 6122, 6123 respectively**. In case of any query, the same may be clarified from the office mentioned above on phone, or in person.

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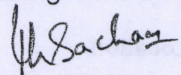
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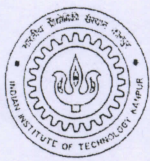
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6. All Departments/Units/Sections have the freedom to choose to send their mail by any of the authorized courier agencies, or even through Post Office, after checking cost and services.


R.K. Sachan
Actg. Registrar

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. All HODs/Units/ Section
5. Deputy Registrar (F & A): You are requested to make the payment of bills through bank (SBI, IITK) upon approval of Competent Authority.
6. All Deputy Registrars and Assistant Registrars
7. Estate Office
8. In-charge, Security Unit : to issue the passes on submission of the nominal roll by the concerned courier company after getting consent from the Administration Section.
9. Web Master
10. Notice Boards



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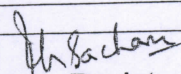
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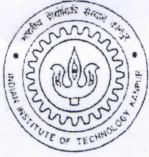
Annexure - 1

Date : 01-09-2012

INTERNAL DAK DISTRIBUTION SYSTEM

Location	Name of the Departments/Sec./Unit	Name of the courier Company	Name of the courier Company
		Trackon Courier (Contact No. 09359740097, 0512-2596122)	Blazeflash Courier (Contact No. 0512-2596123)
Ground Floors (Faculty Building)	Accounts Section, Account -II Cash Branch, Audit, Fund office, Estate Office, R&D salary Group, R&D Advance Cell	Fund office, Estate Office, R&D salary Group, R&D Advance Cell	Account Section, Account -II Cash Branch, Audit
2 nd Floor (Faculty Building)	Directorate, Legal Cell, Admin, Hindi Cell, CVO, Registrar's office, Counseling service, Faculty Affairs, RPG, R&D, Student Affairs, Recruitment Section	Directorate, Admin. Sec., Hindi Cell, CVO, Registrar's Office, Legal Cell, RPG, Recruitment Section.	Counseling service, Faculty Affairs, RPG, R&D, Student Affairs
3 rd Floor (Faculty Building)	Physics, M.E., Library, Civil Engg.	Physics	M.E., Library, Civil Engg.
4 th Floor (Faculty Building)	Chemical Engg., Chemistry, MSE	Chemistry, MSE	Chemical Engg.
5 th Floor (Faculty Building)	Maths	Maths	
6 th Floor	HSS		HSS
Other Bldgs East Block	Electrical Engg. Store, MT Section, Security Sub Stn. NO.-1, DOAA PG, DOAA UG, QIP, JEE, GATE	EE, MT Sec., JEE, GATE, DOAA (PG), DOAA (UG)	Sub Stn No. 1, QIP, Store, Security
West Block	IWD All Sections, NCC, Nursery	NCC, Nursery,	IWD all sections
North Block	Telephone Exch., CC, ID Cell, CSE, ME, AE, IME, SIDBI, NWTF, Flight Lab, Central Workshop	CC, CSE, ME, NWTF Central Workshop, Flight Lab	Telephone Exchange, AE, ID Cell, IME, SIDBI
South Block	ACMS, MSP, Libarary, Samtel Centre, BSBE, Lecture Hall, All Halls, Health Centre, Gymkhana, Campus School, KV Placement Section, Alumni Association	Library, BSBE, Health Centre, All Halls , Alumni Association, Placement cell	ACMS, MSP, Samtel Centre , Lecture hall, Campus School, KV, Gymkhana
Other remaining sections		Trackon Courier	


Actg. Registrar



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ANNEXURE-2

TO THE OFFICE ORDER No. Estt./OO/2012/IITK/853 dated September 05, 2012

Sl. No.	Rate list of external dak (place wise) (Service Tax extra as applicable)	Blazeflash Courier Ltd.		Trackon Courier Pvt. Ltd.	
01	Within Kanpur City	0-250 gms Additional per 250 gms	05/- 03/-	0-250 gms Additional per 250 gms	05/- 03/-
02	Within UP (except Kanpur city)	0-250 gms Additional per 250 gms	09/- 04/-	0-250 gms Additional per 250 gms	09/- 05/-
03	Within India (except (1) & (2) above)	0-250 gms Additional per 250 gms	15/- 15/-	0-250 gms Additional per 250 gms	18/- 16/-
RATE OF FOREIGN COUNTRIES					
A	USA	Up to 500 gms Addl. 500 gms	650/- 240/-	Up to 500 gms Addl. 500 gms	650/- 270/-
B	UK	Up to 500 gms Addl. 500 gms	630/- 240/-	Up to 500 gms Addl. 500 gms	650/- 270/-
C	France	Up to 500 gms Addl. 500 gms	630/- 240/-	Up to 500 gms Addl. 500 gms	650/- 270/-
D	Australia	Up to 500 gms Addl. 500 gms	700/- 250/-	Up to 500 gms Addl. 500 gms	760/- 375/-
E	Germany	Up to 500 gms Addl. 500 gms	630/- 240/-	Up to 500 gms Addl. 500 gms	650/- 270/-
F	Japan	Up to 500 gms Addl. 500 gms	850/- 350/-	Up to 500 gms Addl. 500 gms	760/- 375/-
G	Singapore/ UAE	Up to 500 gms Addl. 500 gms	200/- 125/-	Up to 500 gms Addl. 500 gms	340/- 175/-
H	Rest of the World	Up to 500 gms Addl. 500 gms	850/- 350/-	Up to 500 gms Addl. 500 gms	930/- 425/-

[Signature]
Actg. Registrar