

OFFICE OF THE LABOUR COMMISSIONER
GOVERNMENT OF NCT OF DELHI
5, SHAM NATH MARG, DELHI-110054

No.F.1/31/LC/Estt./1163/2023/3898-3903

Dated: 28/8/2023

CIRCULAR

In order to smoothen the handling of bulk mail i.e. dak-dispatch in all districts of Labour Department, the approval of Competent Authority i.e. Commissioner (Labour) is hereby conveyed to adopt and implement the **"Book Now Pay Later (BNPL) Scheme"** provided by Department of Posts, Ministry of Communications, Government of India.

All the District Heads are requested to contact their Area Manager, Department of Posts and initiate the process for implementing BNPL Scheme in their respective districts and enter into the agreement with the Department of Posts under the said scheme. The monthly bills raised by the Department of Posts, duly verified by the District Heads, should invariably be sent to the Deputy Labour Commissioner (CT), Caretaking Branch, Labour Department immediately as and when received from Department of Posts.

A letter from O/o Sr. Superintendent of Post Offices, Delhi North Division, Department of Posts is enclosed as a ready reference with regard to BNPL Scheme and its facilities being provided by Department of Posts.

Chau

28.8.23

(VIJAY CHANDNA)

Dy. Labour Commissioner (Admn)/HOO

Encl: As Above

No.F.1/31/LC/Estt./1163/2023/3898-3903

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Copy forwarded for information and necessary action to:-

1. PS to Commissioner(Labour), GNCT of Delhi
2. PA to Addl.LC, Labour Deptt. Delhi
3. All District-in-charges, Labour Department, GNCT of Delhi.
4. DLC (CT), Labour Department, GNCT of Delhi.
5. System Analyst with the request to upload this circular on the website of the Department.
6. Guard file.

Chau

28.8.23

(VIJAY CHANDNA)

Dy. Labour Commissioner (Admn)/HOO

2/C

Government of India
Ministry of Communications
Department of Posts
O/o Sr. Superintendent of Post Offices, Delhi North Division, Delhi-110054

To,

Labour Department
Govt of NCT
5 Sham Nath Marg, C Block
Delhi-110054

UJRM
SO(A)
31.3.23

NO: - ME/56/BNPL/Proposal

Dated: 28.03.2023

Sub: - Regarding dispatch of mail through Speed Post under BNPL Scheme etc.

Sir / Madam,

This is regarding dispatch of Bulk mail pertaining to your institution under Speed Post BNPL scheme with the following facilities:-

- (a) Free pick up from the customer premises.
 - (b) Free Track and Trace facility on India Post website indiapost.gov.in
 - (c) Speedy Delivery.
 - (d) Effective monitoring.
6. Saves manpower as well as time: As the pickup man picks up the articles from the premises of customer has the opportunity of saving its manpower, time and money used in transportation of articles.
7. Contract service under BNPL scheme (Contract Form of Speed Post BNPL Services is enclosed) for availing this service, kindly arrange to sign the contact form and also furnish an undertaking in attached Performa. Speed post BNPL facility is available as advance customer or on debit basis. Mode of payment through crossed Cheque/Demand Draft/NEFT/RTGS etc. drawn in favour of The Chief Postmaster, Delhi GPO, Delhi-110006.
8. There is no need of affixing postage stamps on the articles under BNPL Scheme & only rubber stamp of BNPL Code no. is to be affixed on the articles.
9. Sample of Rubber stamp to be affixed on articles:-

BNPL Code No: (To be allotted by this office)

10. You should prepare your list of Speed Post articles in duplicate along with soft copy of data and handover the same to pick-up man / drop the same in allotted post office.

Volume based discount under Speed Post BNPL Service

S No	Monthly Speed Post Business	Discount (in %) if data provided in hard copy and in soft copy
1.	Up to Rs. 50,000	Nil
2.	Rs. 50,001 to 5,00,000	10%
3.	Rs. 5,00,001/- to 25,00,000/-	15%
4.	Rs 25,00,001/- to 100,00,000	20%
5.	Rs. 100,00,001 to 500,00,000	25%
6.	Above Rs. 500,00,000	30%

12. To become eligible for discount, the bill amount shall be paid by the due date mentioned in the bill and data should also be provided in hard copy as well as in soft copy.

13. Speed Post effective rates are given below:-

Weight	Local	Up to 200 Km	201 to 1000 Km	1001 to 2000 Km	Above 2000 Km.
Up to 50 grams	Rs. 15	Rs. 35/-	Rs. 35/-	Rs. 35/-	Rs.35/-
51 to 200 grams	Rs. 25	Rs. 35/-	Rs. 40/-	Rs. 60/-	Rs. 70/-
201 to 500 grams	Rs. 30	Rs. 50/-	Rs. 60/-	Rs. 80/-	Rs. 90/-
Additional 500 grams or part thereof	Rs. 10/-	Rs. 15/-	Rs. 30/-	Rs. 40/-	Rs. 50/-

GST 18% exclusive.

In case of any query please feel free to contact Area Manager of this office

Shri. Virpal (Mob No 8447676964)
Area Manager (Marketing)

Assuring you Best of our services.
Happy Mailing!

Sd-x-x-x-x-x-x-x-
Sr. Supdt. Of Post offices
Delhi North Dn. Delhi-54

प्रवर अधीक्षक डाकघर
Sr. Superintendent of Post Offices
दिल्ली उत्तरी मंडल/Delhi North Division
दिल्ली/Delhi-110054

stc

Criterion for availing Speed post BNPL and Advance Facility

Serial no.	Requirement for Availing facility	✓	
		SP BNPL FACILITY	ADVANCE FACILITY
1.	Minimum Business in Single location		
2.	Minimum Business in multiple locations	10000/-	10000/-
3.	Enter into an agreement	50000/-	50000/-
4.	For Free pick up, minimum revenue	In the format Annexure B	In the format Annexure C
5.	Minimum revenue for Volume Discount	10000/-	10000/-
6.	Payment	50001 and above	50001 and above
		Credit/advance	Advance

- Free pick up limited to municipal area to which the booking centre belong or within a radius of 20 KM from the centre
- Penalty shall be imposed @ 12% per annum on the amount of the bill by the Department upon the defaulting customers.
- No booking of Speed post or Business parcel consignments will be allowed from the defaulting customers after one month from the due date of the payment of bill till all the pending bill along with penalty are paid in full to the Department.
- Action will be taken by the Designated authority in case of nonpayment of bill even after two months from bill date

Volume Discount

Monthly Revenue	Speed post	Business parcel
Rs. 50001 -5,00,000/	10%	7%
Rs. 5,00,001- 25,00,000/	15%	10%
Rs. 25,00,001/ - 100,00,000/	20%	13%
Rs 100,00,001 – 500,00,000/	25%	16%
Above Rs 500,00,000	30%	20%

- 1% additional discount – avail Advance Deposit facility or make payment at the time of booking
- In case monthly revenue is more than Rs 25 lakhs , additional discount for such customers will be 2%
- The above mentioned discount would be offered to the customers provided that the booking data is made available to the booking office by the customer in electronic format as prescribed. In case booking data received with paper manifest but without soft copy , the discount amount offered would be reduced by half.