



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

क.नं.211 (संकाय भवन)  
पो. आई.आई.टी. कानपुर -208016 (उ.प्र.), भारत  
Room No. 211 (Faculty Building)  
PO. IIT KANPUR-208016 (UP), INDIA  
No. Estt./OO/2011/IITK/525  
Date : June 30, 2011

OFFICE ORDER

Subject: Engagement of Courier Companies – w.e.f. July 01, 2011.

Two Courier Companies namely M/s. First Flight Co. and M/s. Trackon 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. Overnite Courier Company
- (ii) M/s. Trackon Courier Company

To streamline and standardize the Central Dak Dispatch and Distribution System, the above Courier Companies will be entrusted with the following activities w.e.f. 01.07.2011:-

- (i) M/s. Overnite 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.

*S. P. Karhalbar*

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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 Overnite 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. Overnite 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, verified and forwarded by the respective Departments/ Units/Sections to the Accounts Section 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.

*S. S. Karhalbar*

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-: 3 :-

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.

*S. S. Kashalkar*  
Sanjeev S Kashalkar  
Registrar

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. All HODs/Units/ Section
5. Deputy Registrar (F & A):
6. Estate Office
7. Security Officer :
8. Web Master
9. Notice Boards

You are requested to liaise with the above courier agencies and arrange to make the payment of bills through bank (SBI, IITK)

to issue the passes on submission of the nominal roll by the concerned courier company after getting consent from the Administration Section.



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Annexure - 1

Date : 30.06.2011

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)	Overnight 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 <sup>nd</sup> 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 <sup>rd</sup> Floor (Faculty Building)	Physics, M.E., Library, Civil Engg.	Physics	M.E., Library, Civil Engg.
4 <sup>th</sup> Floor (Faculty Building)	Chemical Engg., Chemistry, MSE	Chemistry, MSE	Chemical Engg.
5 <sup>th</sup> Floor (Faculty Building)	Maths	Maths	
6 <sup>th</sup> 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, Library, 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	

S. S. Karhalwar  
Registrar



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ANNEXURE-II

TO THE OFFICE ORDER No. Estt./OO/2011/IITK/525 dated June 30, 2011

Sl. No.	Rate list of external dak (place wise) (Service Tax extra as applicable)	Overnite Courier Ltd.		Trackon Courier Pvt. Ltd.	
01	Within Kanpur City	0-250 gms	05/-	0-250 gms	4/-
		Additional per 250 gms	05/-	Additional per 250 gms	3/-
02	Within UP (except Kanpur city)	0-250 gms	10/-	0-250 gms	8/-
		Additional per 250 gms	10/-	Additional per 250 gms	4/-
03	Within India (except (1) & (2) above)	0-250 gms	15/-	0-250 gms	15/-
		Additional per 250 gms	15/-	Additional per 250 gms	15/-
<b>RATE OF FOREIGN COUNTRIES</b>					
A	USA	Up to 500 gms	490/-	Up to 500 gms	630/-
		Addl. 500 gms	490/-	Addl. 500 gms	240/-
B	UK	Up to 500 gms	490/-	Up to 500 gms	630/-
		Addl. 500 gms	490/-	Addl. 500 gms	240/-
C	France	Up to 500 gms	550/-	Up to 500 gms	630/-
		Addl. 500 gms	550/-	Addl. 500 gms	240/-
D	Australia	Up to 500 gms	590/-	Up to 500 gms	735/-
		Addl. 500 gms	590/-	Addl. 500 gms	350/-
E	Germany	Up to 500 gms	550/-	Up to 500 gms	630/-
		Addl. 500 gms	550/-	Addl. 500 gms	240/-
F	Japan	Up to 500 gms	550/-	Up to 500 gms	735/-
		Addl. 500 gms	550/-	Addl. 500 gms	350/-
G	Singapore/ UAE	Up to 500 gms	590/-	Up to 500 gms	325/-
		Addl. 500 gms	590/-	Addl. 500 gms	150/-
H	Rest of the World	Up to 500 gms	590/-	-----	-----
		Addl. 500 gms	590/-		

The rates for some other countries are available in the Administration Office Order website ([http://www.iitk.ac.in/infocell/iitk/newhtml/admin\\_office\\_orders.htm](http://www.iitk.ac.in/infocell/iitk/newhtml/admin_office_orders.htm))

sd/-  
Registrar



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INTERNATIONAL DESTINATION ZONE  
TRACKON COURIERS PVT.LTD

ZONE	COUNTRY
I	Bangladesh , Nepal
II	Bhutan, Singapore, United Arab Emirates, Srilanka
III	Belgium, Bahrain, France, Germany, Hongkong, Ireland, Italy, Indonesia, Kuwait, Malaysia, Netherland, Oman, Philippines, Qatar, South Kourea, Spain, Taiwan, Tailand, U.K., USA
IV	Australia, Austria, Canada, China, Denmark, Egypt, Finland, Gibraltar, Greece, Japan, Jordan, Luxembourg, New Zealand, Norway, Pakistan, Portugal, Saudi Arabia, Sweden, Switzerland, Turkey
V	Brunel, Cambodia, Cyprus, Fijiislands, Iran, Laos, Lebanon, Macau, Maldives, Micronesia, Mongolia, Myanmar, North Korea, Papua New - Guinea, Syria, Thiti, Tonga, Tuvalu, Vanuatu, Vietnam, Yemen
VI	Rest of world

Sl. No.	Places	Weight of the packet	Rate (₹.)
1	Zone - 1	Up to 500 gms Addl. 500 gms	175/- 125/-
2	Zone - 2	Up to 500 gms Addl. 500 gms	325/- 150/-
3	Zone - 3	Up to 500 gms Addl. 500 gms	630/- 240/-
4	Zone - 4	Up to 500 gms Addl. 500 gms	735/- 350/-
5	Zone - 5	Up to 500 gms Addl. 500 gms	825/- 395/-
6	Zone - 6	Up to 500 gms Addl. 500 gms	900/- 400/-

sd/-  
Registrar