

**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**Office of the Postmaster General, Punjab West Region, Chandigarh-160017**

To

All Head of Circles  
In India

No: BDC-R/21-4/06/IV/PTU dated at Chandigarh the 01.12.2016.

Sub: Booking of Examination material of Punjab Technical University, Jalandhar, Punjab:  
Arrangement for booking of post-examination material through "Insured Speed Post" under Book Now Pay Later (BNPL) Scheme.

The Punjab Technical University Jalandhar will be holding their examination for various type of courses in various examination centres throughout the country from 02<sup>nd</sup> December 2016 to 24<sup>th</sup> December 2016. The list of examination centres (Postal Circle wise) along with the date sheet of examination/schedule of examination are attached herewith for quick reference and to instruct already identified/mapped Post Offices accordingly in advance. The names and pincodes of the post offices mapped to the centres where the Insured Speed Post articles are to be tendered for booking is also enclosed. The contact detail of the **Nodal officer of the Project** is as under:

**Name:** Shri J.K. Datta  
**Designation:** Assistant Director (BD),  
Punjab West Region,  
Sandesh Bhawan, Chandigarh  
**Phone No:** 172-2710013,  
**Fax No:** 0172-2546718  
**Mobile No:** 9417378239, 9463522708  
**Email ID:** bdcellregion@gmail.com

The Punjab Circle has allotted **BNPL code No SP/KPT-001** to Punjab Technical University Jalandhar. **The Insured Speed Post articles of value of Rs 1000/- (Rs one thousand only) will be booked under this code on the pattern of SSC.** The detail of the Insured Speed Post articles booked and the charges including OTA, other charges incurred, if any, to be claimed from the PTU Jalandhar, may be communicated to the above mentioned Nodal officer of Project after completion of Examination by concerned Circle through email and hard copy should be followed in the format given below:

Name of the Circle.....

BNPL Code No: SP/KPT-001

Sr. No	Speed Post Article Number	Date of booking	Office of booking	Name of the Postal Division	Sender Address	Speed Post Charges including insurance fee	Overtime charges, if any	Other charges incurred, if any	Total (7+8+9)
1	2	3	4	5	6	7	8	9	10

**Note: The information in r/o PTU booking details should be consolidated at Circle level and be sent Circle as a whole to Nodal Officer of the Project. In no case, the concerned divisions/Post Offices should send bills to Nodal officer directly.**

Every circle will nominate one Nodal officer in the circle who will make liaison with the Supdt. of examination centres in connection with booking of Speed Post Insured Parcel to avoid any inconvenience to them for getting their examination material booked. The name and contact number of the Nodal officer may kindly be intimated to the **Nodal officer of the project.**

It is requested to make necessary arrangements for opening of identified post offices in your circle till 0700 PM on the date of examination. Instructions may be issued accordingly to concerned post offices/SPCs so that they will be ready to book the aforesaid Ins-SPAs. The Schedule of Examination Circle-wise is enclosed herewith.

It is, therefore, requested to issue necessary instructions to all concerned for booking of Insured Speed Post articles will commence from 02.12.2016.

**Note-1: Examination centers may also get Insured Speed Post booked within 7 days after completion of examination in due working hours at mapped/identified Post Offices.**

**Assistant Director (BD)  
Punjab West Region,  
Chandigarh-160017**

List of attachments

- i) List of mapped post office with schedule of examination.

Copy to :

1. Chief General Manager, Business Development, BD Directorate, Dak Bhawan, New Delhi w.r.t.letter No 51-31/2012 dated 28.08.2012.
2. Controller, Punjab Technical University, Jalandhar, Jalandhar –Kapurthala Highway, Near Science City, Kapurthala.
3. The Supdt. of Post offices, Kapurthala Division, Kapurthala
4. Assistant Director, Punjab Circle, Chandigarh for information and necessary action.
5. All the Divisional Heads in Punjab Circle (Area-I & II)