वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001

सं. : 5-1(17)/2008-पीडी दिनांक : 17.11.2026

कार्यालय ज्ञापन

विषय: भारत सरकार के मंत्रालयों/विभागों की डाक आवश्यकताओं के लिए इंडिया पोस्ट के उपयोग के संबंध में।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि सक्षम प्राधिकारी ने व्यय विभाग, वित्त मंत्रालय, भारत सरकार द्वारा उपरोक्त विषय पर जारी दिनांक 23 अक्टूबर, 2026 के कार्यालय ज्ञापन सं. 14(88)/2026-ई.II(ए) को सभी सीएसआईआर प्रयोगशालाओं/संस्थानों/इकाइयों को सूचना, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने की स्वीकृति प्रदान की है।

वंदना दिग्विजय सिंह
उप सचिव (नीति प्रभाग)

संलग्न/ : यथोपरि
प्रतिलिपि :

1. सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
2. सी.एस.आई.आर. वेबसाइट
3. कार्यालय प्रति

No. 14(88)/2026-E.IIA
Government of India
Ministry of Finance
Department of Expenditure
*****

6th Floor, B Wing
Kartavya Bhawan-I, New Delhi
Dated: 23-10-2026

OFFICE MEMORANDUM

Subject: Use of India Post for postal requirements of Ministries/Departments of the Government of India – reg.

The undersigned is directed to state that Secretary, Department of Posts vide his letter dated 29.9.2026 had requested all Ministries / Departments to avail of services of india Post. In continuation thereof, all Ministries/Departments, including their attached and subordinate offices and autonomous bodies, are hereby advised to avail India Post services for all domestic mail and parcel requirements.

2. Any exceptions to this provision should be considered on a case to case basis and approved at the level not below the rank of Joint Secretary. The list of such exceptions shall be submitted to the concerned Financial Advisor for information, on a quarterly basis, including Nil report.

3. All Ministries/Departments are requested to issue necessary instructions to the offices under their administrative control for compliance.

4. The above shall take effect from immediately.

5. This issues with the approval of the competent authority.

Digitally signed by
AVINASH KANTHARAJNILANKAR
Date: 23-10-2026 17:22:56

(Avinash K. Nilankar)
Director (E.II.A)
Tel no: 011-24011985

To
All Secretaries to the Government of India

Copy to:

- Cabinet Secretariat
- Secretary, Department of Post – The D.O. Letter No. 15-2/2024-MD-Part (2) dated 29th September 2026 in this regard is acknowledged.

सुब्रत दास
Subrat Das
सचिव/Secretary

सत्यमेव जयते

डाक विभाग/Department of Posts
संचार मंत्रालय/Ministry of Communications
भारत सरकार/Government of India

भारतीय डाक
डाक सेवा-जन सेवा
India Post
Dak Sewa-Jan Sewa

DO. No. 15-2/2024-MD-Part(2) **Dated: 29th September, 2026**

Dear Madam/Sir,

The Department of Posts (DoP), with its extensive nationwide network, has long served as a vital link connecting people, communities and businesses across the country. With a strong presence in rural and remote heartlands, the Department provides a wide range of services, from mail and parcel delivery to Small Savings and Life Insurance. Post Offices also serve as access points for citizen-centric services such as Aadhaar enrolment, updation and Passport Seva, bringing essential services closer to citizens.

2. In recent years, the Department has undertaken significant technological and operational transformation under Advanced Postal Technology (APT). Advanced Postal Technology has strengthened this network by digitally connecting all 1.65 lakh Post Offices, with around 1.40 lakh Branch Post Offices enabled through the Dak Mitra Mobile App. The modernised network, supported by its extensive field workforce, can now facilitate postal, financial, logistics and citizen-centric services at the last mile. In addition, Digital Payments for bookings, OTP-based delivery, bulk pickups and new products like 24 Speed Post for time-bound delivery have been introduced, along with the Dak Sewa App, which provides citizens with a convenient digital interface to access postal services.

3. In view of the above, I would request all Ministries/Departments to explore leveraging the network and capabilities of the Department of Posts for delivery, outreach and facilitation of their services and schemes at the grassroot level. Attached and subordinate offices, institutions and organizations under the administrative control of your Ministry/Department may also be encouraged to make appropriate use of the Department's network and services.

4. Your kind support is solicited in ensuring disseminating of information about the products and services of the Department of Posts through organisations and institutions under your Ministry/Department, while also exploring opportunities to leverage its extensive network for citizen outreach and service delivery.

5. For any further information contact Col. Akhilesh Kumar Pandey, Chief Postmaster General (Delhi Circle). Contact 9560037470 or email on cpmg_del@indiapost.gov.in

With Warm Regards

Yours sincerely

(Subrat Das)

All Secretaries to the Government of India

डाक भवन, संसद मार्ग, नई दिल्ली - 110001/ Dak Bhawan, Sansad Marg,New Delhi-110001
(+91-11)2309 6060, : secretary-posts@indiapost.gov.in : www.indiapost.gov.in

File No. 14(88)/2026E-IIA (Computer No. 300801210)
Generated from eOffice by Mansi Gupta, DoE-ASO(MG)-E-IIA, ASSISTANT SECTION OFFICER (E-II A), DOE on 26/10/2026 12:57 pm