



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
**'A+' Grade University Accredited by NAAC**  
**General Administration Branch**

**Notification**

Endst. No.GA/G-VI/2020/ 5503-5602 Dated 12.10.2020

A copy of the letter received from Sub Post Master, M.D. University- is enclosed here for information and further necessary action:-

1. All Deans/ Directors/ HOD's of University Teaching Departments, M.D. University, Rohtak
2. All Branch Officers, M.D. University, Rohtak.
3. PA to Vice Chancellor/ Registrar for information.

  
Asstt. Registrar..(Gen.Admn.)

CD 4478  
06/10/2020

PUC  
भारतीय डाक विभाग

Ca-2783  
7/10/20

कार्यालय सब पोस्टमास्टर एम्.डी.युनिवर्सिटी डाकघर रोहतक -124001

पंजीकृत

सेवा में,

1. रजिस्ट्रार, एम्.डी.युनिवर्सिटी रोहतक ✓
2. निदेशक, PGIMS रोहतक ।
3. निदेशक, IIM PTC Sunaria रोहतक ।
4. अधीक्षक, Result-I शाखा एम्.डी.युनिवर्सिटी रोहतक ।
5. अधीक्षक, Result-II शाखा एम्.डी.युनिवर्सिटी रोहतक ।
6. अधीक्षक, Result-III शाखा एम्.डी.युनिवर्सिटी रोहतक ।
7. अधीक्षक, Result-IV शाखा एम्.डी.युनिवर्सिटी रोहतक ।

Repr  
AR (H.A.)

07/10/2020

08/10/2020

08/10/2020  
G-1

विषय : - अंतरराष्ट्रीय आर्टिकल के बुकिंग बारे ।

क्रम संख्या : SPM/MDU/Corr/533 रोहतक दिनांक : 03-10-2020

उपरोक्त विषय के सन्दर्भ में डाक विभाग निदेशालय द्वारा अंतरराष्ट्रीय आर्टिकल की बुकिंग हेतु दिनांक 30.09.2020 को आवश्यक दिशा निर्देश जारी किये गए हैं जिसे अधीक्षक डाकघर रोहतक के पृष्ठांकन संख्या BD/Ruling/2020-21 दिनांक 01.10.2020 के माध्यम से अग्रेषित किया गया है । उपरोक्त पत्र के एक प्रति आपकी जानकारी एवं अग्रिम कार्यवाही हेतु संलग्न है ।

पत्र में वर्णित निर्देशों के अनुपालन में आपसे अनुरोध है कि आप अपने अधीनस्थ सम्बंधित स्टाफ को निर्देश जारी करे कि अंतरराष्ट्रीय आर्टिकल की बुकिंग हेतु विभाग के अधिकृत कर्मचारी को ही डाकघर भेजे, चूँकि अंतरराष्ट्रीय आर्टिकल सम्बंधित शाखा/विभाग द्वारा प्रेषित किये जाते हैं अतः अंतरराष्ट्रीय आर्टिकल को "BY HAND" किसी को (अधिकृत कर्मचारी के अतिरिक्त) न देवे ।

~~उपस्थित~~  
एम्. डी. यू. रोहतक  
Sub Postmaster  
M.D.U., Rohtak-124001

Dak Bhawan, New Delhi-110001  
Dated 30.09.2020

OFFICE MEMORANDUM

To,  
All Heads of Circles

Subject – Booking of International Articles.

References and complaints have been received from airlines and different countries regarding booking and dispatch of prohibited/ restricted items without proper check, documentation and with incomplete or wrong CN (Customs) information.

2. As per the latest UPU regulations all countries will migrate to digital sharing of CN information soon. Therefore, complete and correct data capture by postal assistants at counter while booking of International article is necessary.

3. In order to ensure proper and correct booking, all counter PAs/ SPMs booking International Articles need to be sensitized to follow the following steps while booking International merchandise article.

- a) Booking PA at the counter must see an original valid ID proof and obtain a self attested copy of same.
- b) Copy of identity proof must be kept in record along with the tracking number for 6 months from the date of booking.
- c) Consignor should be requested to provide his/her mobile number as well as of the consignee on the article itself. The mobile no. should if provided should be entered into the system under appropriate field. However mentioning mobile number of consignor/ consignee is not mandatory.
- d) Booking person must ensure that correct CN form with entries under the relevant fields are filled and pasted properly on the consignment.
  - CN 22 for a letter post item whose contents are of value upto 300 SDR.
  - CN 23 for each parcel and for letter post item whose content exceeds 300 SDR. (One SDR = Rs 97.7828 for 2020)
- e) Booking person must capture complete and correct information (Name & Address of sender & addressee, information available on CN-22/CN-23) in PoS module.

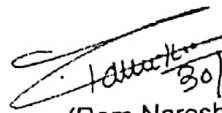
Indust No:- BD/Ruling/2020-21/Dated at Rohtak 01.10.2020  
Copy is forwarded to the following for information  
and further n/a please.

- 1) Postmaster Rohtak
- 2) Postmaster Bahadurgarh
- 3) All ASPs/EPs India
- 4) Manager NSH/ ME Rohtak
- 5) All SPMs

*[Signature]*  
11/10/20  
अधीशक डाकघर,  
रोहतक मण्डल, रोहतक  
Supdt. of Post Offices,  
Rohtak Dn, Rohtak-124001  
01/10/2020

- f) In case pre-filled CN form is not affixed by the consignor, there is an option for printing of CN forms from PoS module after booking of article. All data can be filled properly and then CN form can be printed and pasted on consignment with signature of consignor on that.
- g) Booking person must remain vigilant during booking of International Articles with respect to booking of prohibited/ restricted item, details of which are available under the heading "Narcotics Drugs, Dangerous Goods and country specific prohibitions/restrictions" in PoS module of CSI.
- h) For even slight doubt on content or authenticity of CN information, booking person may ask for examination of real content of consignment being booked and may refuse to accept booking in case of non-compliance of the same by the consignor.
- i) Excel sheet supplied by BNPL/ bulk customers for direct uploading in PoS module of CSI needs to be scrutinized properly by the dealing official before uploading of data into PoS.
- j) BNPL/ Bulk customers shall be informed to refrain from booking any items which is not allowed and to book any restricted items with required documents. Suitable action may be initiated against bulk customers who do not refrain from booking of prohibited items/ restricted items without proper documentations.
- k) Provision of CCTV surveillance and recording may be made with preservation period of at least 2 months for booking of international articles.
- l) Details of prohibited/ restricted items and CN forms should be displayed through information boards.

4. " Inspecting and visiting officials should ensure about proper follow up of above mentioned instructions and note down relevant remarks in this regard during their visits and inspections. "

  
(Ram Naresh Sikaria)  
Assistant Director General (IM-II)