

No. 13-25/2009-BD
Government of India
Ministry of Communications & IT
Department of Posts
Business Development & Marketing Directorate
Dak Bhawan, New Delhi – 110116

28th August 2009

OFFICE MEMORANDUM

**Extension of Outsourcing Collection Scheme to Logistics Post/
Logistics Post Air/ Overnight Parcels Service**

1. Logistics Post was started to provide distribution solutions to the corporate customers and it has been developed as a B2B service. The Logistics Post has further been extended to provide air cargo service under 'Logistics Post Air' utilizing the India Post freighter aircraft linking Kolkata, Guwahati, Imphal and Agartala in the North East sector.
2. With the introduction of two new Aircrafts, we have extended Logistics Posts Air service to Delhi, Mumbai, Nagpur, Chennai and Bangalore. The rates for these sectors have been fixed; working the cost of transportation by Aircraft plus a margin of 20% to 30%. All these efforts require proper support in terms of sourcing business. Outsourced agents play an important role in marketing & procuring the business under the service as is currently being done for Speed Post/ Express Parcel Post.
3. Agents play a key role in the Cargo Business and most of the business is being procured by the agents, in the cargo industry. Hence with a view to get more cargo business, extension of the outsourcing collection scheme to Logistics Post, Logistics Post Air and Overnight Parcels service with a flat commission of 5% to the agents has been approved by the Postal Services Board.
4. Eligibility criteria for appointment of Agents will be as follows:
 - a. Collection Agents for Logistics Post/ Logistics Post Air/ Overnight Parcels may be appointed subject to them fulfilling one of the following conditions:
 - i. General Sales Agents approved by Indian airlines or
 - ii. General Sales Agents approved by IATA or
 - iii. Collection Agents appointed for Speed Post/ Express Parcel Pos
5. Heads of Circles/ PMGs will appoint General Sales Agents for Logistics Post Air/ Logistics Post/ Overnight Parcels. Each Agent will be given a code number by the appointing authority, for accounting purpose.

6. The responsibilities of Agents will be as follow:
 - i. Arrange for collection of articles from premises of the customers.
 - ii. Give receipt to the customer in the form of Airway Bill as given in Logistics Post Air manual
 - iii. Consolidate all articles and documents with the details in the collection list and bring them to designated office.
 - iv. Customer service aspects with reference to the consignments booked by them
7. The agents will get a commission of 5% on the business procured by them from Logistics Post, Logistics Post Air and Overnight Parcels.
8. Chief PMSG/ PMSG may initiate immediate action to appoint Outsourced Agents Logistics Post, Logistics Post Air and Overnight Parcels. Detailed instructions and accounting procedure in this regard will follow.
9. With the introduction of Outsourcing agency to Logistics Post, Logistics Post Air and Overnight Parcels, we expect that there will be a major growth in the business. For achieving the higher growth, the circles may appoint many agents and motivate them to get the business.

John Samuel
General Manager