



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ADMINISTRATION SECTION

PO. IIT KANPUR-208016 (UP), INDIA

NO. ESTT./OO/2006/IITK/690

DATED: JUNE 23 , 2006

OFFICE ORDER

Sub: Distribution of Internal Dak/Mails by authorized agency.

Ref: Office Order No.Esst./OO/2006/IITK/674 dated June 21, 2006

In continuation to the office order under reference M/s. Blaze Flash Courier Pvt. Ltd. has been authorized for internal distribution of mail/ documents of the Institute as per following procedure which will come in force w.e.f. July 15th , 2006.

- (i) The said agency will undertake the task of distribution of internal Dak from room No. 101(C) in front of Estate Office, located in Faculty Building having internal phone No. 6123.
- (ii) The personnel of the agency for such purpose will be in proper identified uniform and will carry their identity card within the premises of the Institute.
- (iii) The Dak shall be picked up and distributed between 9:00 hours to 18:00 hours (Monday to Friday). In case of any urgent need, the Dak shall be distributed and picked up at any time, irrespective of closed days and hours of the Institute.
- (iv) The Dak will be distributed at least twice in a day (forenoon & afternoon)
- (v) Departments/Sections/ Units are requested to hand over their internal Dak to the authorized agency for distribution within the premises of the institute after keeping the same in the envelope after marking the addressee column suitably on the cover.

- (vi) The envelopes of different sizes earmarked for said distribution are available in the central stores. They may be collected from the central stores as per requirement.
- (vii) All urgent & confidential mail/ Documents are to be distributed by group D staff of the respective departments/sections/units.
- (viii) All office orders and circulars will be distributed openly (not in envelopes), however personal and other documents/mails will be distributed in closed envelopes marked in the name of the addressee on the cover of the envelope.
- (ix) The above information may be disseminated to all the Departments/ Sections/Units for optimum utilization of the internal Dak system.

Sd/-
(Sanjeev S. Kashalkar)
Registrar

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. All HODs/Sections/Units
5. Dy. Registrar (Admin.)
6. Dy. Registrar (F& A)
7. Notice Board/ Web site