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|  | **DEPARTMENT OF POSTS: INDIA****(Ministry of Communications)** | **ANNEXURE B** |
| **O/o. Chief Postmaster General/Postmaster General, \_\_\_\_\_\_\_\_Circle/Region**  |

**To,**

 ( Proponent )

**No. Dated:**

**Sub:-** Release of Special Cover with/without cancellation /Spl. cancellation on the occasion/theme of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” on \_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_

Madam/Sir,

 With reference to your proposal dated: \_\_\_\_\_\_\_\_\_ regarding Release of Special Cover with/without cancellation /Spl. cancellation on the occasion/theme/subject of \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_, I am directed to convey the in-principle approval of the competent authority for the same, subject to compliance of all stipulated terms & conditions by the proponent.

2. In this connection, it is requested that necessary arrangement for depositing Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_( Rupees in words) towards requisite charges as detailed below be made at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ HO/PO and a receipt to this effect be shared with this office with in a week’s time .

 **Details about Charges**

 1. Requisite fees : Rs.

 2. Charges towards Stamps ( to be cancelled) : Denomination x No. of Covers

 3. Other Charges (If any) :

 Total : Rs.

3. It is requested that the soft copies of the draft Spl Cover and Spl Cancellation (being designed adhering the available guidelines) may also arranged to be shared with this office.

 ( )

 APMG/AD(Philately)

 O/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact no :

 Email :

Copy to :

1.CPMG, \_\_\_\_\_\_\_\_\_\_ Circle for information and further necessary action please.

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|  | **DEPARTMENT OF POSTS: INDIA****(Ministry of Communications)** |  |
| **O/o. Chief Postmaster General/Postmaster General, \_\_\_\_\_\_\_\_Circle/Region**  |

**To,**

 (Proponent )

**No. Dated:**

**Sub:-** Release of Special Cover with/without cancellation /Spl. cancellation on the occasion/ theme of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” on \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_

 I continuation to this office letter of even no. Dated: , I am directed to communicate the approval of competent authority for release of Special cover( with/without Spl Cancellation) /Spl. Cancellation on the occasion/Theme/Subject of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ subject to**  fulfilment of following Term & Conditions.

 i. The proponent shall abide all laid down terms & conditions and guidelines /instructions on the subject matter, failure to do so shall lead to disqualification/rejection/withdrawal of this approval.

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ii. There shall be no change/deviation in the enclosed approved design of Special Cover and Special Cancellation, however, Department of Posts reserves the right to modify any design or inscription in the special cover/cancellation cachet without assigning any reason.

iii. All requisite fee/ charges shall be deposited by the proponent at \_\_\_\_\_ Bureau/HO/Post office by the proponent well before its release.

iv. The size of the cover will only be 110X220 mm with a tolerance of +\_2mm.

v. The sponsor/proponent shall print and get \_\_\_\_\_\_ cancellations on Spl Covers duly affixed with postage stamp of Rs. 5/- denomination or equivalent to minimum prevailing inland letter mail postage whichever is higher on each cover,

vii. The Spl cover will be printed by offset process preferably using maplitho paper of 130 GSM or higher or any superior quality paper ( No smooth surface & no lamination) to eradicate the possibilities of smudging of Spl. Cancellation mark.

viii Department of Posts will arrange to prepare the cancellation cachet and the same shall remain in its custody

ix. The sponsor shall arrange the printing of Special Cover at his own cost and shall hand over the same, duly affixed with postage stamp of Rs. 5/- denomination or equivalent to minimum prevailing inland letter mail postage whichever is higher on each cover, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_Bureau/HO/ Post Office for cancellation purpose, at least three working days before the schedule date of release.

x. The proponent shall supply \_\_\_\_\_\_ duly cancelled special covers (free of cost) or a number as decided by the Competent authority to the designated Post Office for office record and displaying the same at Philatelic Museum etc.

xi. The sponsor shall provide \_\_\_\_\_\_\_\_\_ number (to be decided by Regional PMG/HoC /Addl DG APS or Addl DG or the Member Postal Services Board heading Philately Division) of the Duly Cancelled Special Covers, to the \_\_\_\_\_\_\_\_Bureau/HO/PO and 200 duly cancelled covers for sale through e post office on complimentary basis.

xii. No formal release function shall be held without the prior approval of the Department of Posts. The Department does not take any responsibility for extending the usual support for release function unless prior approval for the function has been obtained

xiii. In the event of release of Special Cover by organising Formal Function, stipulated available guidelines on the issue shall be followed scrupulously.

xiv. In case any advertisement/brochure/folder/publicity material is brought out on the occasion, logo of the Department of Posts shall invariably be printed giving credit for Special Cover /Cancellation.

xv. A few photographs of the Special Cover release function shall be provided by the proponent to Regional PMG/HoC/Addl DG APS /Addl. DG or Member concerned, PSB heading Philately Division, on complimentary basis.

xvi. At release venue a suitable space shall be provided to Department of Posts (free of cost) for setting up a Departmental Philatelic Sales stall to show case its other products. /services as well.

**( )**

**APMG/Asstt. Director (Phil)**

**O/o Chief PMG/PMG,**

**\_\_\_\_\_\_\_\_ Region,\_\_\_\_\_\_\_\_ Circle,**

 **Pin**

**Encls :**

**Copies of the approved designs of Spl Cover and Spl Cancellation.**

**Copy for information to:**

1. The ADG (Philately), Dak Bhawan, Sansad Marg, New Delhi.
2. The Supdt of Post office, \_\_\_\_\_\_ Division /Sr Postmaster \_\_\_\_\_ HO