

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 157, dated 12.01.2021

Sub.: Despatch of Articles of Correspondence -
Mass Mailing System and Use of Franking
Machine – Despatch through Messenger -
Regarding.

The Government in GO Ms. No. 493, Finance (Salaries) Department, dated 10.12.2001, have ordered to discontinue the usage of service postage stamps and to use Franking Machines for public communication with effect from 01.01.2002. The following orders are issued with regard to the usage of the Mass Mailing System and the Franking Machine.

A. Mass Mailing System

The Mass Mailing System shall be used for despatch of memoranda of admission and rejection memoranda to candidates applying for selection for admission to the Rashtriya Indian Military College, Dehradun.

B. Franking Machine

- (1) All articles other than those mentioned at [A] shall be sent only through the Despatch using the Franking Machine.
- (2) The articles to be despatched using Franking Machine, shall be handed over to the Despatch before 12.30 pm, as the articles have to be handed over to the Post Office before 3.00 pm on that day itself, after franking and making necessary entries in the registers concerned.
- (3) The articles to be despatched under Certificate of Posting, using Franking Machine, shall be accompanied by the requisite list for certificate of posting.

C. Despatch of Local Letters

One of the Office Assistants of the Despatch section assigned for delivery of local tapals, shall deliver the letters, etc., to the Secretariat every day. He shall also take delivery of Government tapals and proofs, etc., from the Secretariat and hand over the same to the Tapal section for assigning tapal number and sending them to the respective sections. Another Office Assistant shall deliver the letters, etc., for other offices at Chennai, viz., office of the Accountant General, Directorate of Medical Services, Government Press, Kuralagam, Ezhilagam, etc. While delivering tapals by local delivery, the instructions issued in the Tamil Nadu Government Office Manual in the matter shall be followed. This process shall be monitored by the Section Officer of the PD section concerned. Tapals relating to High Court shall be dealt with by the Office Assistant posted in the Legal Cell Department.

**K. NANTHAKUMAR, I.A.S.
Secretary**