

Government of India
Ministry of Communication & IT
Department of Posts
Business Development & Marketing Directorate
Dak Bhawan, Sansad Marg
New Delhi-110001

No. 36-95/2005-BD&MD

Dated: 28-05-2013

Office Memorandum

Subject: Revision of rate for 'Address Verification Service'.

This is regarding revision of tariff for address verification service provided by Department of Posts under Retail Post. The rate for Address Verification service was fixed in November 2002 as Rs. 25/- per address verification vide this office OM no. 36-29/2001-BDD dated 20-11-2002 and further guidelines were issued vide OM no. 36-95/2005-06/BDD dated 01-05-2006.

2. A review of the service was carried out taking into account the escalation in cost of the service and prevailing market practices. Accordingly, the rate for Address Verification Service has been revised to Rs. 40/- per address verification plus service tax. This will be the '**base rate**' for providing 'Address Verification Service'. Circle Heads are authorized to charge over and above this base rate for any value addition and incentive paid to the postal staff. However, in no case the charge should be less than the base rate of Rs 40/- per Address Verification

3. The revised tariff structure will come into effect from **1st June, 2013**.


(Pranoy Sharma)
Addl. General Manager (BP)

1. All Members of Postal Services Board
2. All Head of Circles/Addl. DG, APS
3. CGM (PLI)/CGM (MB)
4. JS&FA/All DCGs
5. All officers of BD&M Directorate
6. RAKNPA, Ghaziabad/All PTCs