

No. 13-11/2025- PD
Government of India
Ministry of Communications
Department of Posts
Parcel Directorate

Dated: 17th December 2025

OFFICE MEMORANDUM

Subject: Introduction of Student Parcel Discount Scheme - reg.

The Department of Posts has been an integral part of India's social and economic development for more than 170 years. Guided by the principles of inclusivity, accessibility, and affordability, the Department has consistently sought to provide essential communication and logistics services to every citizen, including those in the remotest corners of the country.

2. In continuation of this commitment and with a view to support the student community of India, approval of the Director General (Postal Services) is hereby conveyed for "**Student Parcel Discount Scheme**" as a socially responsive and customer-centric initiative.

3. India is home to one of the largest student populations in the world, with over 12.7 crore students enrolled in schools and more than 4.46 crore pursuing higher education. In addition, many youth are engaged in vocational programs, and distance education. This vast community of students often needs to send or receive educational materials, project submissions, books, or personal belongings between their homes and educational institutions. In many rural and semi-urban areas, limited access to affordable logistics solutions becomes a financial and practical constraint for students.

4. Department of Posts, with its unparalleled network of more than 1.5 lakh post offices, is uniquely positioned to offer a truly inclusive and nationwide solution in the interest of students.

5. The objective of the Student Parcel Discount Scheme is to provide affordable and reliable parcel services to students across India, thereby reducing the cost burden associated with personal movement and logistics between and during academic sessions.

5.1 The special discount of 10% on postage (exclusive of GST) will be available for students.

5.2 The sender must be a bona fide student of recognized educational institutions in India (government or private institutions) and must have a valid student ID issued by the institution at the time of booking. The discount scheme covers all recognized educational institutions in India, including government and private schools, colleges, universities, vocational institutes, and distance education institutions.

- 5.3 The sender's name must match the name on the student ID.
- 5.4 This scheme applies exclusively to retail bookings (on the counter) of Speed Post Parcels and India Post Parcel (Retail).
- 5.5 Discount is available for individual students who do over the counter bookings at post offices and for booking requests made on Click-n-Book portal for parcel services.
6. The features, Standard Operating Procedure and Standard Accounting Procedure of the Student Parcel Discount Scheme are placed at Annexure 1.
7. The Student Parcel Discount Scheme shall come into effect from 01.01.2026
8. All Circles are requested to disseminate this information widely among all postal divisions and post offices, and to ensure uniform implementation of the scheme.
9. This issues with the approval of Director General (Postal Services).



(Ankur Tiwari)
Deputy General Manager
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To,

1. All Heads of Circles
2. Addl DG, APS
3. GM CEPT – With a request to modify the system software in tune with the revised guidelines and release the same before due date of implementation.

Copy to:

1. Sr. PPS to Secretary (P)
2. Sr. PPS to DG (PS)
3. PPS to All Members PSB
4. CGM PLI Dte, Sr. DDG Vigilance, Director RAKNPA
5. All PMsG in regions
6. All DDGs/ GMs -Postal Directorate
7. Directors PTCs
8. All PAOs

Student Parcel Discount Scheme

I. Features

1. The Student Parcel Discount scheme shall be applicable to:
 - i. Individuals identified as bona fide students of recognized educational institutions.
 - ii. Parcel Product: Speed Post Parcel (retail) and India Post Parcel Retail. Bulk, contractual parcels shall not be covered under this scheme.
 - iii. Type of consignments: Educational materials (books, stationery, examination papers, project submissions) and personal belongings of students.
2. A 10% discount (excluding taxes) on the applicable postage shall be provided on parcels booked by eligible students. The quantum of concession will be on the postage charges of the parcel (excluding taxes), restricted to the basic charges only, and will not extend to insurance, or any other value-added services.
3. The concession will also apply for students using the Click-n-Book portal to do booking.

II. Standard Operating Procedure

1. Students availing of the concession must provide valid proof of identity through Student Identity Card issued by a recognized educational institution
2. The booking system will include provisions to record student verification details to prevent misuse. The concession shall be available only for domestic retail parcels. The discount will not apply if the identity card is expired or found invalid.
3. To ensure that the process is fully system-oriented, the booking software will be configured to capture student identity card details at the counter itself.
4. CEPT shall make necessary technical provisions in the system to enable student ID submission and discount application at the time of booking.
5. At the time of booking, once all the details of sender, receiver, etc are filled, a "Student Discount" would be available. Once the said option is selected, the system will prompt for mandatory entry of the student's name, name of the institution, Student ID number and the validity date of the ID.
6. The responsibility for checking and correct implementation at the counter will rest with Counter PA, who must ensure proper entry of student ID details in the system at the time of booking which should match with the physical ID card.

7. The counter PA must retain the photocopy of the student ID card for records. The preservation for copy of the student ID card would be 60 days from the date of booking. Students should be encouraged to carry photocopy of their IDs for submission along with the parcel being booked. All Marketing efforts must clearly explain the required documentations.
8. In the phase 2, an image of the ID card will also be uploaded in the system. The booking will not be completed unless these fields are filled, ensuring that no manual exemptions are granted.
9. Technical requirements for Phase I would be ready by 01.01.2026. The developments required in the system for phase 2 would tentatively be ready by 31.05.2026.
9. Once the details are captured, the system will automatically calculate and apply the 10% concession.
10. The booking receipt issued to the student will carry a notation stating "Student Discount Applied – ID Verified" along with the student ID number.
11. Monitoring of the Student Parcel Discount Scheme will be carried out through system-generated reports at all level from Division to Directorate. These reports will capture the number of parcels booked under the scheme, unique student IDs used, booking frequency, revenue generated.

Click-n-Book Portal

12. Student discount would apply to bookings made by individual students who avail the said services on the portal.
13. A "Student" checkbox would be created for individuals booking the shipments. Once the said option is selected, the system will prompt for mandatory entry of the student's name, name of the institution, Student ID number and the validity date of the ID.
14. A discount of 10% on the postage charges would apply on the transaction.
15. All shipments booked using Student Discount on the click-n-Book portal must be flagged in the Internal Mobile application. It would be the responsibility of the pickup agent to verify the details of Student ID details filled online and also collect the photocopy of the ID card while pickup.

III. Accounting Procedure

1. Account Code "Deduct Discount/Rebate 1201012800" may be used for applying the discount at the time of booking.
2. Regarding revenue, Product Wise respective Account Codes which are already mapped in Booking Solution may be used. GST is to be calculated after discount and it is to be Rounded-Off as per the methodology issued vide PA/CSI/02/118/2021-22/3992 to 4048 dated 08.06.2022.

3. It should be ensured that there is no manual entry posted in any of these Revenue / Discount Account Codes, except through the system.
4. Circle Heads shall ensure that all post offices and booking centres are sensitized and trained regarding the scheme.
5. Public awareness campaigns shall be undertaken in collaboration with educational institutions, universities to promote the scheme.