

File No. 39-02-2025-D-DOP
Government of India
Ministry of Communications
Department of Posts
Mail Operations Division

Dak Bhawan, New Delhi – 110001
Dated: 13.03.2026

To
Chief Postmasters General
Delhi, Karnataka, Maharashtra,
Tamil Nadu, Telangana & West Bengal Circles

Subject: Guidelines regarding “24 SPEED POST” and “48 SPEED POST” with reference to the SOP – reg.

Reference:

- i) Directorate Letter No. Mail-30/41/2023-D-DOP (Pt.) dated 19.12.2025
- ii) Directorate Letter No. 39-02-2025-D-DOP dated 19.12.2025

Madam/Sir,

Kindly refer to the above-mentioned SOP issued for the new premium products, “24 SPEED POST” and “48 SPEED POST.” In continuation of the said SOP, the following guidelines and modifications are issued for implementation:

Booking

- i. Considering the existing Speed Post transit norms for local articles (1–2 days), booking of local articles shall not be permitted under “48 SPEED POST.” However, this facility will remain available under “24 SPEED POST.”
- ii. Circles may take decision to extend the cut off time for booking upto 06:00 PM for booking office keeping in view that these booked articles must connect with identified flight schedule well in time.

Transmission


- i. As these products are highly time-sensitive, it has been decided that at all APTMOs, the transportation of bags pertaining to “24 SPEED POST,” “24 SPEED POST PARCEL,” and “48 SPEED POST” shall be carried out through departmental vehicles or hired vehicles (in case of non-availability) between the Airport Cargo and APTMO, and vice versa, without exception.
- ii. To ensure careful handling and timely connection with the identified flights, all Circles shall ensure the presence of ASP/IP level officers or above as supervisors at all concerned sets/batches handling “24 SPEED POST,” “24 SPEED POST PARCEL,” and “48 SPEED POST.” The details of the officer posted at the respective APTMO may kindly be shared positively by 13.03.2026.

- iii. Since 2nd delivery is functional in all 6 metro cities, the flight landing cut-off time for destination city may be extended up to 06:00 AM so that the bags may be picked up before 8 AM (transit time is 90 minutes as per airlines agreement) and handed over at the sorting hub by 08:00. Detailed sorting and delivery office wise begging may be completed by 09:00 /09:30 AM through exclusive dedicated manpower. If required more manpower must be deployed to process these articles to connect second schedule to delivery offices without fail. As volume of these 24 SPEED POST and 24 SPEED POST PARCEL will be on lower side but require to be connected on priority, MMS schedule for connecting second delivery may be flexible and may start at 1000 hrs onward.
- iv. It is reiterated again that Circle should give preference to first identified flight for bag transmission and destination circle should try to connect all 24 SPEED POST mail with the morning schedule itself.

Delivery

- i. As per above extended cut-off time at sorting hub, the arrangement of delivery staff at delivery centre may be made 12:00 PM onwards, so that the delivery of mails may be carried out till 08:00 PM in the evening. 2nd Delivery may be carried out till 08:00 PM begin after 12:00 PM only.
- ii. For "24 SPEED POST," delivery services shall be available on Sundays and all holidays, except three National Holidays, namely Republic Day (26 January), Independence Day (15 August) and Gandhi Jayanti (2 October) as mentioned in Para 2.3 of the SOP for 24 SPEED POST.
- iii. On Sundays, all articles received at APTMO/NSH, including those received late, should be sorted and dispatched to the delivery offices in a single batch, so that delivery of 24 SPEED POST can be completed in a single delivery shift.
- iv. Although all Circles have confirmed the establishment of Delivery Centres in metro cities. However, in order to ensure 100 % delivery, Circles are requested to ensure proper functioning of these DC as per the guidelines.
- v. All delivery staffs must be trained and sensitise to put correct Delivery remark. Supervisor and in charge of Delivery Post office must also do 100% checking of these remarks as volume handled is sufficient to ensure 100% cross verification of these remarks.

Circles are requested to ensure one more round of training and sensitisation to all staffs and supervisors at all level about their role and responsibilities before launch of these three new products to make this a successful launch.


(Dushyant Mudgal)
DDG (Mail Operations)