

No. 65-04/2013-BD&MD
Government of India
Ministry of Communications & IT
Department of Posts
Business Development and Marketing Directorate
Dak Bhawan, New Delhi-110001

Dated: 13th February, 2014

OFFICE MEMORANDUM

Subject: Issue of Indian Postal Order electronically through ePost office Portal.

This is regarding extension of eIPO facility for Indian Citizens living in India for paying RTI fees.

2. Department of Posts had launched eIPO facility on 22-03-2013 for Indian Citizens living abroad for purchasing Indian Postal Order electronically online through e-Post Office Portal for paying RTI fee online. This Office Memorandum no. 06-04/2011-GB dated 22-03-2013 may be referred to in this regard.

3. On the basis of proposal forwarded by Department of Personnel & Training (DOPT) for extending the above facility to Indian citizens living in India, Department of Posts has since decided to extend this facility to Indian citizens living in India. The salient features of eIPO for Indian citizens living in India are given below:

- (i) The eIPO facility is extended to Indian Citizens living in India.
- (ii) Indian Postal Order can be purchased online in electronic form termed as 'electronic Indian Postal Order(eIPO)'.
- (iii) All the requirements for filing an RTI application as well as other provisions regarding eligibility, time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.
- (iv) The applicant will have to get himself/herself registered at ePost office portal of India Post i.e. <https://www.epostoffice.gov.in> or through India Post web site www.indiapost.gov.in (where a link for ePostoffice has been provided) to avail this facility to pay RTI fee. Email ID, Mobile number, address, date of birth and gender etc. will be captured at the time of registration.
- (v) For the process of registration as at (iv) above, email id and mobile number are mandatory. The codes for verification would be sent by the system on email id as well as mobile number provided while registering.
- (vi) The applicant has to select the Ministry/Department from whom he/she desires to seek the information under the RTI Act and the eIPO so generated can be used to seek information from that Ministry/Department only.

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- (vii) Payment of RTI fee can be made using Debit card or Credit card of any Bank powered by VISA/Master.
 - (viii) The eIPO service will be available at the web address www.epostoffice.gov.in It can also be accessed through the link given on India Post website www.indiapost.gov.in
 - (ix) A unique number for each transaction would be generated by the system which is to be used as eIPO number.
 - (x) A printout of the eIPO is required to be attached with the RTI application. If the RTI application is being filed electronically, eIPO is required to be attached as an attachment.
4. Sansad Marg HO will be the nodal office for accounting purpose. The amount received from eIPO transactions will be accounted for in the manner prescribed below:
- (i) The eIPO amount will be taken under Unclassified Receipt (UCR) for RTI fee and will be credited in the 'Consolidated Fund of India'.
 - (ii) The amount of commission will be credited under the account head for 'Indian Postal Order Commission'.

(Sujata Chaudhry)
General Manager (BD)

To

1. All Member of Postal Service Board.
2. CGM (BD)/ CGM (PLI)/Sr. DDG (Vig.)
3. All Heads of Circle/Director (RAKNPA).
4. JS & FA/All DDGs/GM (CEPT)/GM (MB).
5. All Directors in Dak Bhawan/OSD to Secretary (Posts)/All PTCs.
6. All Officers in BD & M Directorate.
7. Joint Secretary (AT&A), DoPT, North Block New Delhi.
8. Technical Directorate, NIC Dak Bhawan.
9. Office Copy.