

निर्मल सिंह
निदेशक डाक सेवाएं

Nirmal Singh
Director Postal Services

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02/8/16

भारत सरकार
संचार एवं सूचना प्रौद्योगिकी मंत्रालय
डाक विभाग
हिमाचल प्रदेश डाक सर्किल
शिमला - 171009
Government of India
Ministry of Communications & IT
Department of Posts
Himachal Pradesh Postal Circle
Shimla-171009

No. Phil/5-33/My Stamp
25-07-2016

Dear Sir,

This is regarding 'My Stamp' a personalised Postage stamp, any citizen of India/institution can have through Department of Posts.

2. While looking at the photographs of great personalities on a Postage Stamp, we used to imagine if we could see our own photo on a stamp. It was a dream till 'My Stamp' was introduced by Department of Posts in 2011.

3. Through "My Stamp", we can have our own photo or that of a family member/relative/friend, images and logos of institutions, images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, flora and fauna on a stamp instantly. We can avail this facility at recognised Post Offices. This facility is available presently in Himachal at Shimla GPO, Dharamshala, Solan, Kangra, Hamirpur, Rampur, Mandi, Una and Dalhousie Post Offices. But we can make it available at the doorstep also if order is sufficient enough in quantity.

4. "My Stamp" can be preserved as a fond memory as well as to be presented on special occasions like anniversary, retirement, institutions celebrating occasions like Silver/Golden Jubilee, etc. The cost of single sheet consisting of 12 Stamps of Rs. 5/- denomination is Rs. 300/-, but we have special discount for Corporate Clients.

Please find enclosed a copy of brochure containing details.

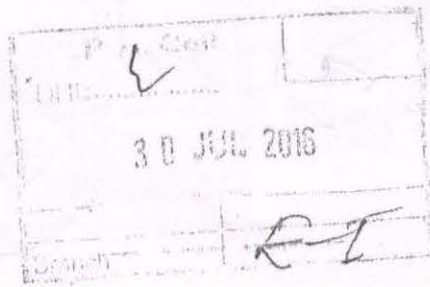
With Regards,

S. N. Sharma
2/8/16

Yours sincerely,

Nirmal Singh
(NIRMAL SINGH)

Shri Dinkar Burathoki
Director (Higher Education)
Lalpani Shimla-171001

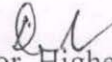


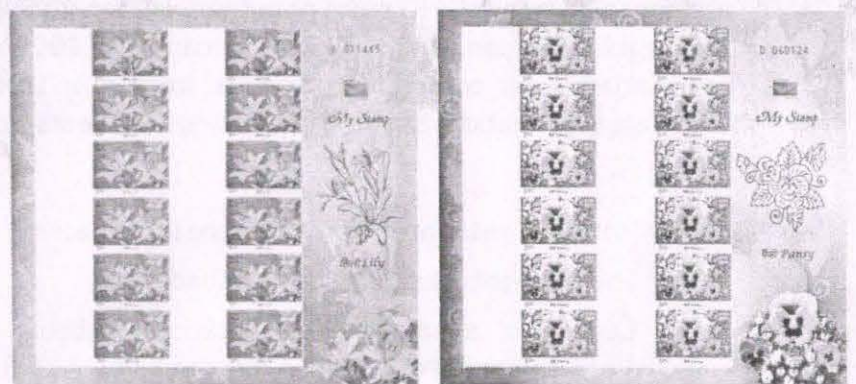
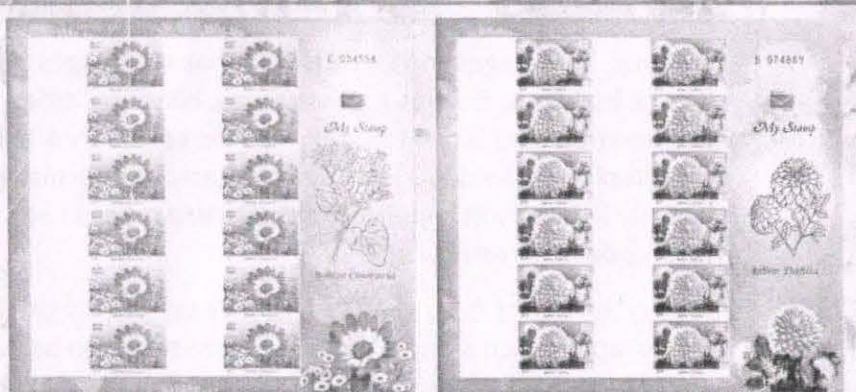
Directorate of Hr. Education
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the 10.8.2016
Copy for information and further necessary action is forwarded to :-

1. The Director Postal Services Govt. of India Ministry of Communications & IT Department of Posts Himachal Pradesh Postal Circle Shimla-171009.
2. The Additional Director of Hr. Education (Admn.), H.P.
3. The Additional Director of Hr. Education (C), H.P.
4. The Additional Director of Hr. Education (S), H.P.
5. The Joint Director of Hr. Education, C-I / C-II, H.P.
6. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
7. The DDO Directorate of Higher Education HP, Shimla-1.
8. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
9. All the Branch Officer / Superintendent Directorate of Hr. Education, H.P.
10. All the Principals of Govt. Degree/PGT Colleges / GCTE Dharamshala & Skt. in the H.P.
11. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
12. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district.
13. The Group Commander, GP HQ, Shimla -4.
14. The Chief Librarian, Center State Library Solan.
15. All the District libraries in the H.P.
16. All the NCC units in the Pradesh.
17. The PS to the Director of Higher Education, H.P.
18. *The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website*
19. Guard File.




Director Higher Education
Himachal Pradesh



MY STAMP

Facility is available in Himachal Pradesh Circle
at following Post Offices:-

1. Shimla GPO
2. Dharamsala Head Post Office
3. Solan Head Post Office
4. Kangra Head Post Office
5. Hamirpur Head Post Office
6. Rampur Bushahr Head Post Office
7. Manali Sub Post Office

8. Una H.O
9. Dalhousie

Issued by :- Chief Postmaster General, Himachal Pradesh Circle, Shimla (H.P.) - 171009 (July 2015)

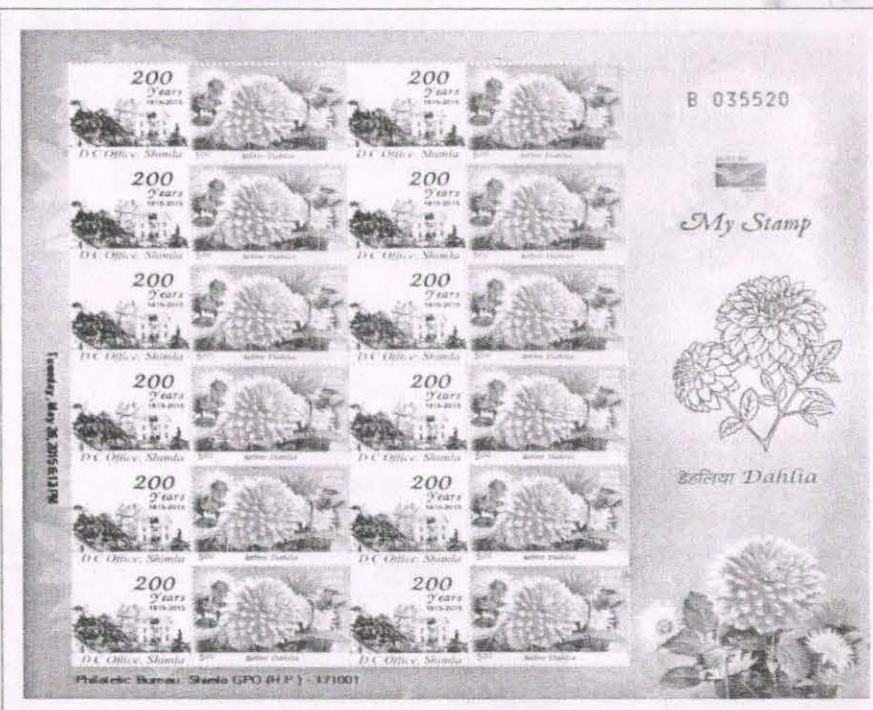
भारतीय डाक



India Post

MY STAMP

"Immortalize yourself with My Stamp"



'My Stamp' is the brand name for personalized sheets of Postage Stamps of India Post. The personalization is achieved by printing a thumb nail photograph of the customer images and logos of institutions, or images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, other animals and birds etc., alongside the selected Commemorative Postage Stamp. This scheme is available in selected Philatelic Bureaus and counters /Important Post offices/Post Offices situated at tourist places. Selected themes are available at selected My Stamp Counters.

WHAT IS MY STAMP?

'My Stamp' is the brand name for personalized sheets of Postage Stamps of India Post. One can have picture of self (family & relatives), images and logos of institutions, images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, other animals and birds etc., alongside the selected theme of the Postage Stamp.

HOW TO GET A MY STAMP?

It is very simple. One has to fill up the My Stamp Order Form indicating choice of stamp themes. The filled in form is to be handed over to the operator duly filled along with any ID proof issued by any Govt. Authority.

WHAT IS THE COST OF MY STAMP?

The cost of one My Stamp sheet is Rs. 300/-.

HOW MANY MY STAMPS ARE THERE IN A SINGLE SHEET?

12 (Twelve) number of stamps of denomination Rs. 5/- are there in a single (one) sheet.

CAN MY STAMPS BE USED AS A POSTAGE STAMP?

Yes. It can also be used as a postage stamp.

IS THERE ANY DISCOUNT?

Yes. The discount structure is as below:-

Sr. No.	No. of My Stamp Sheetlets	Discount
1.	Purchase of 2-100 My Stamp Sheetlets	10% discount
2.	Purchase of more than 100 My Stamp Sheetlets	20% discount

Note: Discount of 20% will be allowed only on additional sheetlets over 100. For example if a customer purchases 200 My Stamp sheetlets, he will get 10% discount on first 100 sheetlets and 20% discount on sheetlets over and above the first 100 sheetlets.

HOW THE PHOTOGRAPH TO BE PRINTED ON MY STAMP IS GIVEN TO POST OFFICE?

We do have the facility to get the photograph clicked on the spot. It can be provided in hard/soft copy. Customer can also provide a copy of family photograph/photos of friends, relatives etc. for getting

My Stamp. The images and logo of institutions or images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, other animals and birds etc. can also be considered in place of photograph of individuals provided the same are furnished by the customer in hard/soft copy. However, the images so used should be free of copy right restrictions.

CAN A CORPORATE CUSTOMER ALSO BUY MY STAMPS?

Yes. The application along with Order Form needs to be submitted by an authorised signatory on official letter pad. This should be accompanied by a valid ID proof of authorised signatory issued by the organization/company. A minimum quantity of 100 sheets will be mandatory for corporate customers. Images or Logo of the corporate organizations can be printed alongside the stamp.

Note:-

- ❖ Printed sheets once given will not be taken back.
- ❖ The payment once made is not refundable.
- ❖ Camera of appropriate specifications is being used by Department of Posts, but no responsibility of photo quality lies with the Department.
- ❖ No photo editing will be done by operator.
- ❖ Customer will be fully responsible for his/her Softcopy/Hard copy photograph quality. The customer will also be responsible for any issues of propriety of the image brought by him for printing on 'My Stamp' sheets, including copy right issues.

