

# VIDYA BHAWAN BALIKA VIDYA PITH

## शक्ति उत्थान आश्रम लखीसराय बिहार

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### BUSINESS SERVICES

#### COMMUNICATION SERVICES

Communication services are helpful to the business for establishing links with the outside world viz., suppliers, customers, competitors etc. Business does not exist in isolation, it has to communicate with others for transmission of ideas and information. Communication services need to be very efficient, accurate and fast for them to be effective. In this fast moving and competitive world it is essential to have advanced technology for quick exchange of information. The electronic media is mainly responsible for this transformation. The main services which help business can be classified into postal and telecom.

#### Postal Services

Indian post and telegraph department provides various postal services across India. For providing these services the whole country has been divided into 22 postal circles. These circles manage the day-to-day functioning of the various head post offices, sub-post offices and branch post offices. Through their regional and divisional level arrangements the various facilities provided by postal department are broadly categorized into:

**(i) Financial facilities:** These facilities are provided through the post office's savings schemes like Public Provident Fund (PPF), Kisan Vikas Patra, and National Saving Certificates in addition to normal retail banking functions of monthly income schemes, recurring deposits, savings account, time deposits and money order facility.

**(ii) Mail facilities:** Mail services consist of parcel facilities that is transmission of articles from one place to another; registration facility to provide security of the transmitted articles and insurance facility to provide insurance cover for all risks in the course of transmission by post. Postal department also offers allied facilities of the following types:

1. Greeting post — A range of delightful greeting cards for every occasion.
2. Media post — An innovative and effective vehicle for Indian corporates to advertise their brand through postcards, envelopes, aerograms, tele-grams, and also through letterboxes.
3. Direct post is for direct advertising. It can be both addressed as well as unaddressed.

4. International Money Transfer through collaboration with Western Union financial services, USA, which enables remittance of money from 185 countries to India.
5. Passport facilities — A unique partnership with the ministry of external affairs for facilitating passport application.
6. Speed Post: It has over 1000 destinations in India and links with 97 major countries across the globe.
7. e-bill post is the latest offering of the department to collect bill payment across the counter for BSNL and Bharti Airtel.