

## STANDARD OPERATING PROCEDURE

### 1. ITEMS IN THE SWAMY PRASADAM KIT:

- a. Aravana
- b. Vibhuthi
- c. Turmeric & saffron
- d. Ghee (Aadiya Sishtam Ney)
- e. Ashtothara archana Prasadam

In addition this time two add-ons with the items from (b) to (e) **along with 4 packets of Aravana or 10 packets of aravana** as per the requirement of the customer is also available for booking.

### 2. BOOKING OF SWAMY PRASADAM AT POST OFFICE :

The booking for 'Swamy Prasadam' can be made by a devotee at any of the Departmental Post office ( Sub post offices & Head post offices) anywhere in India .

**The National Biller Id for booking of 'SABARIMALA PRASADAM' is 70020**

- (i) The devotee can book 'SWAMY PRASADAM' from any departmental post office in India . For rate for Prasadam this year is as below:

Single packet Prasadam	:	Rs.450/-
4 packets of Aravana and one set of other prasadam	:	Rs.830/-
10 packets of Aravana and one set of other prasadam	:	Rs.1510/-

- (ii) While booking the 'SWAMY PRASADAM', the booking office will clearly enter the following details in the e-payment site without fail. This information is mandatory as the 'SWAMY PRASADAM' will be despatched to the customer using these details.

- 1.Name of the Customer
  - 2.Full Postal Address with PINCODE
  - 3.Mobile number
  - 4.Prasadam Kit                      Select
    - Kit I** - 1 Aravana Pkt - Rs.450/-
    - Kit II** - 4 Aravana Pkts - Rs.830/-
    - Kit III** -10 Aravana Pkts -Rs.1510/-
  - 5.Quantity
  - 6.Amount
- } available as drop down

- (iii) At a time, the counter PA can select only one prasadam kit i.e. either Kit I or Kit II or Kit III, ordered by the customer in the drop down menu. **The amount should be calculated by the counter PA based on the quantity ordered and entered correctly in the amount field.**

- (iv) After capturing details in the e payment module, a receipt may be issued to the customer and the number of the receipt is noted in the order form (copy enclosed), for future cross reference.
- (v) The order form may be date stamped and kept in a file, for a period for three months.

Online booking facility for SWAMY PRASADAM will be available in the website of Travancore Devaswom Board **onlinetdb.com** shortly.

It is requested to give wide publicity to the initiative and book maximum orders of Swamy Prasadam.

Asst.Postmaster General (BD)